



Board of Trustees, District No. 20
Walla Walla Community College
Board Meeting Agenda
Water & Environmental Center | Rm. 2023/2024
WWCC Walla Walla Campus
Wednesday | June 22, 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, June 22, 2022 Board Meeting virtually, go to ZOOM: <https://wwcc-edu.zoom.us/j/83294793655> 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.	Student Success Review <i>Dr. Nick Velluzzi, Mr. Joshua Slepín, Ms. Nyx Mann</i>	Discuss
10:00 a.m.	Warrior Pledge <i>Dr. Velluzzi</i>	Discuss
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>	Action	
	1. May 25, 2022 Board Meeting Minutes		Tab 1
	2. June 8, 2022 Special Board Meeting Minutes		Tab 2
	3. Personnel Update		Tab 3
10:35 a.m.	President's Report <i>Dr. Chad Hickox</i>	Discuss	
10:50 a.m.	AHE Update <i>Mr. Jim Peitersen</i>	Discuss	
11:00 a.m.	Interim Spring Quarter and Preliminary Summer Quarter Enrollment Report <i>Dr. Velluzzi</i>	Discuss	Tab 4

11:10 a.m.	Second Read: 2022-23 Student Services and Activities Fees Budget <i>Dr. Graydon Stanley</i>	Action	Tab 5
11:20 a.m.	Second Read: 2022-23 Athletics Budget <i>Dr. Stanley</i>	Action	Tab 6
11:30 a.m.	Second Read: 2022-23 Tuition Schedules and Student Program Fees <i>Ms. Peggy Lauerman</i> ➤ 2022-23 Tuition Schedules ➤ 2022-23 Student Program Fees	Action	Tab 7 Tab 8
11:40 a.m.	Second Read: 2022-23 Annual Plan and Budget <i>Ms. Lauerman</i>	Action	Tab 9
11:55 a.m.	Recess to Executive Session to Discuss Faculty Negotiations	Discuss	
12:25 p.m.	Consider Approval of 2022-2025 Contract between the Board of Trustees of Community College District No. 20 and the Walla Walla Community College Association for Higher Education <i>Ms. Sherry Hartford</i>	Action	Tab 10
12:35 p.m.	Board Reports / Remarks	Discuss	
12:45 p.m.	New and Unscheduled Business	Discuss	
12:55 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	
1:10 p.m.	Adjournment		

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

The Board of Trustees of Community College District No. 20 met in regular session on Wednesday, May 25, 2022, via Zoom. Mr. Bill Warren called the meeting to order at 9:32 a.m.

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

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
Ms. Kathy Adamski, Dean, Nursing Education
Mr. Jerry Anhorn, Dean, Workforce Education
Ms. Margarita Banderas, Director, Equity, Diversity, & Inclusion
Ms. Jessica Cook, Executive Director, Foundation
Ms. Christy Doyle, Dean, Access and Opportunity
Dr. Karl Easttorp, Director, Marketing & Communications
Mr. Joshua Slepín, Director, Institutional Research & Effectiveness

Also present: Dr. Lisa Chamberlin, ctcLink Project Manager/Organizational Change Manager
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 May 25, 2022 Board of Trustees meeting as presented. *Motion carried.*

Consent Agenda.

Mr. Hernandez moved and Mr. Burt seconded that the consent agenda items be approved or accepted, as appropriate:
1) April 27, 2022 Board Meeting Minutes, 2) Personnel Update.
Motion carried.

First Read: 2022-23 Student Services and Activities Fees Budget. Dr. Graydon Stanley presented the 2022-23 Student Services and Activities Fees proposed budget, noting several

highlights and a request for the use of reserve funds to support the following one-time expenditures: \$80,000 for year one of a two-year plan to refurbish the student activity areas of the two campuses and \$60,000 for support of face to face and virtual tutoring services to students on both campuses.

First Read: 2022-23 Athletics Budget. Dr. Stanley presented the proposed 2022-23 Athletic program budget in compliance with RCW 28B.15.120.

IT Assessment. Dr. Tim Coley and Mr. Jon Hazelgren, Campus Works consultants, provided a summary report of the IT Assessment conducted for WWCC. The assessment indicated areas in need of priority attention, resulting in a need to fill certain skill gaps with staffing changes and an increased attention on IT security. Dr. Hickox added that implementing the staffing recommendations would require the use of reserves to cover the temporary costs associated through this next fiscal year and the report was key in providing the Board context in relation to the upcoming proposed budget.

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

- College Wide Budget Forum: Held on May 17, approximately 170 participants – mostly online, with approximately 20 attending in person.
- CCAMPIS Grant: The grant application for federal funding for campus based childcare programs has been released. Tamara Hudgins, WWCC grant consultant, is working on the grant application which is due in early July, our application includes support from Patty Murray's office.
- Promise Scholarship: We continue to move forward in the implementation of this project, currently we are rebranding it as a pledge vs. a promise, with a limited basis roll out to include approximately 50 students taking part fall quarter 2022.
- AHE Contract: Notification that the contract has been ratified by an overwhelming majority was provided May 24 and will be presented for Board approval at the next regularly scheduled Board meeting.
- EWALT Tour: Hosted last week in Pullman with WWCC and Spokane Falls Community College hosting a very engaged panel discussion regarding the state of higher education, legislative support, and ongoing challenges faced by institutions of higher education.
- ACT Spring Conference: Very meaningful exchange with good connections made.
- Enrollment: Official results for fall were 1% positive, with winter at 3% positive. Spring is not yet final; however, it appears to be up 5% year over year. We continue to look at options for increasing enrollment, including working with the Re-Entry Task Force which is charged with the College's COVID-19 response.
- House Bill 1835: Provides for dedicated funds/resources to increase rate of completion of financial aid forms. WWCC joins Peninsula College, Olympic College and Columbia Basin College in receiving legislative funding that amounts to a potential of four to five additional positions dedicated to this effort.
- Warrior Softball & Baseball: The Softball team had a remarkable season, they won the East Region Conference and had an overall record of 42-2. The Baseball Team overcame

a lot of challenges this year and finished with an overall record of 15-13. We are very proud of their work.

- Outreach Events: Career & Internship Networking event will be hosted at WWCC in the Water & Environmental Center, May 26. WWCC will participate in the College Place Farmer's Market, May 26 as well.

Student Government Association Activity Report.

- **Clarkston Campus.** Ms. Sheila Flowers, Clarkston SGA President, reported on the following topics:
 - Food support/referral for Clarkston students
 - Child care assistance referrals
 - SGA Newspaper Club was formed and the 2nd issue will be out any day
 - Student Activity Center usage continues to be high
 - SGA is providing free feminine hygiene products for students
 - Free Movie Night every Thursday with two to five students attending each week
 - Collaborated with the YWCA on Sexual Assault and Domestic Violence Awareness
 - Collaborated with the VFW to provide poppy donations for Memorial Day
 - Earth Day/Arbor Day: Trees handed out to students for planting
 - Budget committee completed and submitted the 2022-23 budget

Faculty Senate Update. Mr. Chris Mehl reported on the following topics:

- Shared appreciation and thanks to the Administration for allowing Faculty Senate to have more of an engaged voice than in the past
- Senate has been engaged in presentations regarding the Promise Scholarship and Mission Fulfillment
- Continuing with policy review – current: Mission Fulfillment, Instructional Grievance, Library Planning; upcoming: Intellectual Property and Copyright, Credit Hour
- Tasked with appointing members to various committees

Board Reports / Remarks.

- The ACT Spring Conference was held May 19-20, it was the first conference in two years for Trustees and was well attended. Highlights of the conference included: noted trends that were shared – in Washington State, on average, enrollment is down 25% across the board and College Trustees are trending younger and less likely to be retired individuals; several CTC presidents shared an appreciation for Dr. Hickox's contributions to the peer meetings and spoke highly of him; student success stories were shared by a student panel; and lastly, a data clearinghouse project is in the works to provide colleges with a subscription service to obtain information on students who have stopped out in order to assist with reengagement.

New and Unscheduled Business. None.

Recess to Executive Session to Review the Performance of a Public Employee. The Board recessed to Executive Session at 11:10 a.m. to review the performance of a public employee, with an anticipated return time of 12:45 p.m. At 12:45 p.m., the Board announced the Executive Session would be extended to 12:55 p.m. At 12:55 p.m., the Board returned to open session and Mr. Warren reported no action had been taken during Executive Session.

President's Contract. Mr. Warren reported the President's Contract agenda item would be tabled to a later meeting.

Public Comment. Public comment was given by WWCC faculty member Jim Peitersen, expressing concern with not having sufficient review time between having evaluation information provided and voting on contract decisions that affect the President's contract.

Adjournment. The meeting adjourned at 12:59 p.m.

Dr. Chad E. Hickox, President

ATTEST:

Mr. Bill Warren, Chair
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 Wednesday, June 8, 2022 in the Walla Walla Community College Board Room on the Walla Walla Campus and via Zoom. Mr. Bill Warren called the meeting to order at 3:00 p.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
Ms. Sherry Hartford, Vice President, Human Resources
Ms. Peggy Lauerman, Vice President, Administrative Services
Dr. Graydon Stanley, Vice President, Student Services
Dr. Nick Velluzzi, Vice President, Enrollment Services and
Institutional Effectiveness
Ms. Margarita Banderas, Director, Equity, Diversity, & Inclusion
Ms. Jessica Cook, Executive Director, Foundation
Mr. Robert Lenahan, Executive Director, Facility Services and
Capital Projects
Ms. Jacquelyn Ray, Director, Library Services

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

Approval of Agenda.

Mr. Burt moved and Mr. Hernandez seconded to approve the agenda for the June 8, 2022 Board of Trustees meeting as presented. *Motion carried.*

Budget Background & Context. Dr. Chad Hickox and Ms. Peggy Lauerman led the Board through a study session focused on the background and context for the College's 2022-23 budget. Ms. Lauerman provided an explanation on how allocation of Safe Harbor funds occurs and the effect it has on the College's budget.

First Read: 2022-23 Tuition Schedules and Student Program Fees.

- **2022-23 Tuition Schedules**
- **2022-23 Student Program Fees**

Ms. Lauerman reviewed the proposed 2022-23 Tuition Schedule which was approved by the Washington State Board for Community and Technical Colleges on May 5, 2022, noting that tuition for a full-time resident student increased by 2.4%. Ms. Lauerman then reviewed the proposed Student Program Fees, noting there were eight (8) changes requested to support course supplies, materials, and instructional support.

First Read: 2022-23 Annual Plan and Budget. Ms. Lauerman presented the First Read of the 2022-23 Annual Plan and Budget, noting that WWCC is positioning itself for future growth by making a number of important investments in personnel and infrastructure, which are made possible in large part by the federal COVID-19 relief funds that are available to WWCC in the form of lost-revenue reimbursement.

Recess to Executive Session to Review the Performance of a Public Employee. The Board recessed to Executive Session at 4:30 p.m. to review the performance of a public employee, with an anticipated return time of 5:30 p.m. At 5:30 p.m., the Board announced the Executive Session would be extended to 5:40 p.m. At 5:40 p.m., the Board announced the Executive Session would be extended to 5:45 p.m. At 5:45 p.m., the Board announced the Executive Session would be extended to 6:00 p.m. At 6:00 p.m., the Board announced the Executive Session would be extended to 6:10 p.m. At 6:10 p.m., the Board announced the Executive Session would be extended to 6:20 p.m. At 6:23 p.m., the Board returned to open session and Mr. Warren reported no action had been taken during Executive Session.

President's Contract.

Mr. Burt moved and Mr. Hernandez seconded to increase the President's salary for 2022-23 by 5%. *Motion carried.*

Mr. Burt moved and Ms. Liberty seconded to extend the President's contract for an additional year. *Motion carried.*

Adjournment. The meeting adjourned at 6:24 p.m.

Dr. Chad E. Hickox, President

ATTEST:

Mr. Bill Warren, Chair
Board of Trustees

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: June 16, 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 May 2022.

New Hires

Duede, Kristen – Disability Support Services Coordinator, Student Success Center
Unger, Cynthia – Secretary Senior, Student Success Center

Separations:

Geist, Shari – Program Coordinator, Clarkston
Toon, Tim – Assistant Dean of Arts & Sciences, Arts & Sciences
Perez, Joel – Director of Viticulture and Vineyard Manager, Enology & Viticulture
Ibarra, Taura – IT Customer Support-Entry, Technology Services

Changes:

None for May

Full-Time Positions Currently Posted

Arts & Sciences Navigator/Advisor for Guided Pathways (2 positions)
Business Management Instructor (tenure track)
CNC Instructor, WSP (tenure track)
Customer Relationship Management Specialist
Dean of Academic Transfer
General Ledger Accountant
Human & Social Services Instructor (tenure track)
Microbiology Instructor (tenure track)
Nursing Instructor, WW & Clarkston
Vice President of Human Resources
Viticulture Manager



Walla Walla Community College

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

DATE: June 15, 2022

TO: Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Spring Quarter and Preliminary Summer Enrollment

- State supported enrollment for spring quarter is reporting 1,471 FTE, an increase of 68 FTE or 4.8% from the **close** of spring 2021.
- Contract enrollment is reporting 1,033 FTE, a decrease of 123 FTE (about 10.5%) from the **close** of spring 2021.
- Self-support enrollment is reporting 48 FTE, which is up 23 FTE from the **close** of last spring quarter.
- Total enrollment for spring quarter is presently 2,566 FTE, down 18 FTE (.7%) from the **close** of spring 2021.
- Preliminary state supported enrollment for summer quarter is reporting 299 FTE, which is down 76 FTE (20%) from the **close** of summer quarter 2021.



Office of the Vice President of Student Services
Walla Walla Community College
500 Tausick Way
Walla Walla, WA 99362-9267
Phone: 509-527-4224
Fax: 509-527-4249

MEMORANDUM

TO: WWCC Board of Trustees
FROM: Dr. Graydon A. Stanley, Vice President of Student Services
DATE: June 22, 2022
SUBJECT: Second Read and Approval of Services and Activities Fees Budget for FY23

On behalf of the various entities funded by the Services and Activities Fees, it is my pleasure to present a second read and request the Board of Trustees approval of the very thorough and intentional work produced by the primary stakeholders of these resources. Of particular note is the impressive work done by the members of the Services and Activities Fee Budget Committee and their advisors, both on the Walla Walla and Clarkston campuses. Given the challenges of declining enrollment and an unpredictable social environment, the Services and Activities Fee Budget Committee produced a very responsible and student-centered budget that is closely aligned with their mission and priorities. In the attached budget, please note the following highlights:

- A predicted fee revenue of \$756,000 based on projected enrollment
- Use of \$74,500 in reserve funds to provide services and activities at increased levels, including a substantial increase in Activity and Engagement Programming that anticipates more face to face interaction and supports retention efforts
- A substantial increase in Student Government Association Leadership funds, recognizing a need for additional leadership training and an increase in wage rates
- A commitment of support of Athletics at a similar percent of overall budget, but with a resulting decline in actual funds allocated
- An elimination of funding for categories that are no longer priorities or have been shifted to more appropriate funds, especially in the area of student recreation

Additionally, the request for next year includes separately, a request for the use of reserve funds to support the following one-time expenditures:

- \$80,000 for year one of a two-year plan to refurbish the student activity areas of the two campuses
- \$60,000 for support of face to face and virtual tutoring services to students on both campuses, recognizing the commitment of the institution to share in these costs in subsequent years as funding allows

Finally, on behalf of the students, I would note our collective commitment to review the fee levels for Services and Activities and the Recreation Center Debt and Operations to ensure that all revenues and expenses are appropriately aligned and expensed, as well as adjusted to accommodate changes in operations and enrollment.

I respectfully request your approval of the Services and Activities Fee Budget for FY23.

Walla Walla Community College
FY 22-23 Services & Activities Fees Budget

	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Revenue	Revenue	Revenue	Revenue	Campus Revenue
S&A Fees	\$880,000	\$880,000	\$891,200	\$756,000
Vending Machines	\$11,500	\$11,200	\$3,953	\$7,000
Reserve				\$74,500
Total Revenues	\$891,500	\$891,200	\$895,153	\$837,500

Account Title	FY 19-20		FY 20-21		FY 21-22		FY 22-23 Total Proposed Budget	% of Budget
	Budget	% of Budget	Budget	% of Budget	Budget	% of Budget		
Administrative & Professional Salaries	\$94,750	10.6%	\$99,823	11.2%	\$99,823	11.2%	Walla Walla	\$85,000 0.0%
							Clarkston	\$16,000 \$101,000 12.1%
Director of Student Life Support	\$6,290	0.7%	\$7,249	0.8%	\$7,249	0.8%	Walla Walla	\$5,000 0.0%
							Clarkston	\$3,000 \$8,000 1.0%
Media, Marketing, Graphics	\$7,000	0.8%	\$1,000	0.1%	\$1,000	0.1%	Walla Walla	\$2,000 0.0%
							Clarkston	\$2,000 \$4,000 0.5%
Lecture & Entertainment	\$500	0.1%	\$500	0.1%	\$500	0.1%	Walla Walla	0.0%
							Clarkston	0.0%
Student Government Association Leadership	\$96,860	10.9%	\$108,690	12.2%	\$108,690	12.2%	Walla Walla	\$63,000 0.0%
							Clarkston	\$45,000 \$108,000 12.9%
Student Club Council Support	\$19,285	2.2%	\$19,260	2.2%	\$19,260	2.2%	Walla Walla	\$14,000 0.0%
							Clarkston	\$6,500 \$20,500 2.4%
Clubs (16 Total)	\$33,335	3.7%	\$34,660	3.9%	\$34,660	3.9%	Walla Walla	\$10,000 0.0%
							Clarkston	\$18,000 \$28,000 3.3%
Student Activities & Engagement Programming	\$122,395	13.7%	\$118,795	13.3%	\$118,795	13.3%	Walla Walla	\$165,000 0.0%
							Clarkston	\$12,000 \$177,000 21.1%
Diversity, Inclusion and Equity Programming	\$6,300	0.7%	\$6,300	0.7%	\$6,300	0.7%	Walla Walla	\$8,000 0.0%
							Clarkston	\$1,000 \$9,000 1.1%
Volunteerism/Community Service	\$5,500	0.6%	\$5,500	0.6%	\$5,500	0.6%	Walla Walla	\$8,000 0.0%
							Clarkston	\$8,000 1.0%
Intramurals/Recreation	\$29,553	3.3%	\$24,003	2.7%	\$24,003	2.7%	Walla Walla	0.0%
							Clarkston	\$0 0.0%
Clarkston Warrior Fitness	\$1,100	0.1%	\$1,450	0.2%	\$1,450	0.2%	Walla Walla	0.0%
							Clarkston	\$0 0.0%
Academic Programs	\$1,350	0.2%	\$1,350	0.2%	\$1,350	0.2%	Walla Walla	\$1,300 0.0%
							Clarkston	\$1,300 0.2%
Student Recreation Center Support		0.0%	\$12,700	1.4%	\$12,700	1.4%	Walla Walla	0.0%
							Clarkston	\$0 0.0%
Graduation	\$2,325	0.3%	\$2,150	0.2%	\$2,150	0.2%	Walla Walla	\$5,000 0.0%
							Clarkston	\$3,000 \$8,000 1.0%
Tutoring & Learning Centers	\$50,810	5.7%	\$50,810	5.7%	\$50,810	5.7%	Walla Walla	0.0%

Account Title	FY 19-20		FY 20-21		FY 21-22		FY 22-23 Total Proposed Budget			
	Budget	% of Budget	Budget	% of Budget	Budget	% of Budget				% of Budget
Student Teams (PAS, SkillsUSA)	\$37,570	4.2%	\$37,020	4.2%	\$37,020	4.2%	Clarkston	\$0		0.0%
							Walla Walla	\$22,000		0.0%
Athletics	\$369,822	41.5%	\$356,000	39.9%	\$356,000	39.9%	Clarkston	\$22,000		2.6%
							Walla Walla			0.0%
Outreach Department (Welcome Center)		0.0%	\$3,940	0.4%	\$3,940	0.4%	Clarkston	\$336,000		40.1%
							Walla Walla			0.0%
Contingency	\$6,755	0.8%		0.0%		0.0%	Clarkston	\$0		0.0%
							Walla Walla			0.0%
							Clarkston	\$6,700		0.8%
TOTALS	\$891,500	100.1%	\$891,200	100.0%	\$891,200	100.0%		\$837,500		100.0%



Office of the Vice President of Student Services
Walla Walla Community College
500 Tausick Way
Walla Walla, WA 99362-9267
Phone: 509-527-4224
Fax: 509-527-4249

MEMORANDUM

TO: WWCC Board of Trustees
FROM: Dr. Graydon A. Stanley, Vice President of Student Services
DATE: June 22, 2022
SUBJECT: Second Read and Approval of FY23 Athletic Program Budget

On behalf of the student athletes, coaches, and Athletic Department administration and staff, it is my pleasure to request your approval of our budget for FY23. As you know, the students and employees of the Athletic Department consistently make us proud with their achievements in the classroom and in competition. Particularly during the challenges of the past year, they have demonstrated the Warrior spirit by continuing to practice, play, and win in a challenging environment. Additionally, it is noted that the student athlete population constitutes a significant portion of our enrollment and their engagement and persistence often represent some of the best of our retention and completion efforts. In the attached budget, please note the following highlights:

- A blend of financial support from local funds, generated revenue, and slightly decreased Services and Activities Fees
- An equitable share of resources across the various sports
- A conservative and responsible stewarding of resources in spite of increasing costs.

The attached document is presented to the Walla Walla Community College Board of Trustees as a second read and to fulfill requirements set forth in RCW 28B.15.120.

1. The College's Board of Trustees must specifically approve an annual budget for its athletic programs.
2. If the athletic programs experience an operating deficit at the end of any fiscal year, the Board must:
 - a. Approve a plan to reduce operating deficits in future fiscal years;
 - b. Conspicuously post on its website the financial statements for its programs for the prior three consecutive years along with the "plan" identified in 2a;
 - c. Approve in advance, any transfer exceeding \$250,000 (if not already included in the approved annual budget); and
 - d. Approve in advance, any expenditure over \$250,000 that was not included in the approved annual budget.

I am respectfully requesting your approval of the Athletic Program Budget for FY23.

**Walla Walla Community College
FY23 Athletics Program Budget**

	2020-2021	2021-2022	2022-2023
Revenue			
<u>Student Activities and Intercollegiate Athletics</u>			
Service and Activity Fee (as approved by SGA)	356,000	356,000	336,000
Spirit Packs (User Fee)	7,230	7,230	7,500
Revenue from Sporting Events	7,436	7,436	10,000
Total Student Activities and Intercollegiate Athletics	370,666	370,666	353,500
<u>Local Funds (included in FY23 Operating Budget)</u>			
Salaries and Benefits	344,145	453,182	472,023
Goods and Services	54,119	78,466	96,107
Revenue Transfer from Local Funds to Support Program	299,927	299,927	299,927
Total Local Funds Supporting Athletics Program	698,191	831,575	868,057
Total Revenue	1,068,857	1,202,241	1,221,557
Expenditures			
Direct Student Support	186,826	270,912	270,912
Supplies and Contracted Services	287,767	275,122	275,122
Travel	148,000	142,538	143,000
Insurance	48,000	46,487	46,500
Rents and Leases	-	14,000	14,000
<u>Athletic Program Personnel</u>			
Athletic Director and Program Support Personnel	206,679	298,266	344,104
Coaches and Assistant Coaches	108,180	121,129	99,113
Time Keepers, Stat Recorders, Announcers, etc	6,612	8,314	3,333
Student Help/Work Scholarships	25,473	25,473	25,473
Athletic Director Contingency	51,320	-	-
Total Expenditures	1,068,857	1,202,241	1,221,557

The Board approved Athletics budget serves as the College's plan to comply with RCW 28B.15.120.



Walla Walla Community College

500 Tausick Way
Walla Walla, WA 99362-9267
(509) 522-2500
FAX (509) 527-4480

Tab 7 & 8

DATE: June 22, 2022

TO: Board of Trustees

FROM: Peggy Lauerman, Vice President of Administrative Services

RE: Second Reading and Request for Approval of the 2022-2023 Tuition
Schedules & 2022-2023 Course Fee Schedule

This is the second reading of the 2022-23 draft tuition schedules that serves to inform students what they can expect to pay for tuition and fees starting Fall Quarter 2022. Attached is the rates for all Washington State Community Colleges, approved by the State Board for Community and Technical Colleges (SBCTC) on May 6, 2022. Tuition for a full-time resident is expected to increase by 2.4%.

The 2022-23 Tuition Schedule includes tuition and fees that apply to almost every student and that are generally calculated on a standard per credit basis. The fees and tuition waivers the WWCC Board of Trustees control are also included in this schedule.

Also included is the student fee schedule updated to reflect requested changes. A detailed break out of the requested changes is attached along with the entire Board of Trustees approved fee schedule. Program managers have requested the revision of eight fees. All changes are to support course supplies, materials and instructional support.

We recommend and request the Board's approval of the FY22-23 tuition and course fee schedules.



Walla Walla Community College

Tuition Schedules for 2022-2023

Effective Fall Quarter, 2022

WASHINGTON STATE COMMUNITY COLLEGE TUITION AND FEE RATES

2022-23

Lower Division

RESIDENTS

NONRESIDENTS

Assumes 15 Credits per Quarter

ANNUAL	Operating Fee	\$3,527.25	\$8,785.95
	Building Fee	\$456.60	\$946.65
	Maximum S & A Fee	\$474.15	\$474.15
	Tuition and Fees	\$4,458.00	\$10,206.75
QUARTERLY	Operating Fee	\$1,175.75	\$2,928.65
	Building Fee	\$152.20	\$315.55
	Maximum S & A Fee	\$158.05	\$158.05
	Tuition and Fees	\$1,486.00	\$3,402.25

Upper Division

RESIDENTS

NONRESIDENTS

Assumes 15 Credits per Quarter

	\$6,212.10	\$18,365.10
	\$456.60	\$946.65
	\$474.15	\$474.15
	\$7,142.85	\$19,785.90
	\$2,070.70	\$6,121.70
	\$152.20	\$315.55
	\$158.05	\$158.05
	\$2,380.95	\$6,595.30

PER CREDIT

Operating Fee
Building Fee
Maximum S & A Fee
Tuition and Fees

1-10 Credits	
\$93.94	\$265.82
\$12.94	\$28.85
\$12.25	\$12.25
\$119.13	\$306.92

1-10 Credits	
\$207.07	\$612.17
\$12.94	\$28.85
\$12.25	\$12.25
\$232.26	\$653.27

PER CREDIT

Operating Fee
Building Fee
Maximum S & A Fee
Tuition and Fees

Average Incremental Increase for Each Credit between 11 and 18	
\$47.27	\$54.09
\$4.56	\$5.41
\$7.11	\$7.11
\$58.94	\$66.61

Average Incremental Increase for Each Credit between 11 and 18	
\$0.00	\$0.00
\$4.56	\$5.41
\$7.11	\$7.11
\$11.67	\$12.52

EXCESS CREDIT SURCHARGE

	19+ Credits	
Operating Fee Only	\$106.88	\$294.67

	19+ Credits	
	\$220.01	\$641.02

UNGRADED COURSES - Operating Fees deposited to Fund 149

2022-23

	Comments	Per Credit Fee
Apprenticeship	50% waiver	50% waiver at 1-10, 11,18, and 19+ rates
ABE, ESL, GED	Colleges may waive the \$25 charge for students who are unable to pay	\$25 per student per quarter
Competency Based Programs	Method for establishing tuition governed by WAC 131-28-025, subsection (2), amended by State Board Resolution 14-09-60 (Sept. 10, 2014)	Program length (in months) divided by three and multiplied by quarterly tuition & fees at 15 credit hours

	Comments	Per Quarter Waiver Amount
Athletic Waiver	Amount allowable to waive is 25% of the 15 credit rate for tuition and fees and must be taken from OPERATING FEE ONLY.	Lower Division
		\$ 371.50
		Upper Division
		\$ 595.20

Colleges are authorized to charge tuition to Running Start students when the student's choice of credit load exceeds the level that will be reimbursed by the school district.

WASHINGTON STATE COMMUNITY COLLEGE TUITION AND FEE RATE COMPARISON

		<u>2021-22</u>	<u>2022-23</u>	<u>2021-22</u>	<u>2022-23</u>
		<u>RESIDENTS</u>	<u>RESIDENTS</u>	<u>RESIDENTS</u>	<u>RESIDENTS</u>
ANNUAL		<i>Assumes 15 Credits per Quarter</i>		<i>Assumes 15 Credits per Quarter</i>	
	Operating Fee	\$3,444.60	\$3,527.25	\$6,066.60	\$6,212.10
	Building Fee	\$436.95	\$456.60	\$436.95	\$456.60
	Maximum S & A Fee	\$461.85	\$474.15	\$461.85	\$474.15
	Tuition and Fees	\$4,343.40	\$4,458.00	\$6,965.40	\$7,142.85
QUARTERLY	Operating Fee	\$1,148.20	\$1,175.75	\$2,022.20	\$2,070.70
	Building Fee	\$145.65	\$152.20	\$145.65	\$152.20
	Maximum S & A Fee	\$153.95	\$158.05	\$153.95	\$158.05
	Tuition and Fees	\$1,447.80	\$1,486.00	\$2,321.80	\$2,380.95
PER CREDIT		<i>1-10 Credits</i>	<i>1-10 Credits</i>	<i>1-10 Credits</i>	<i>1-10 Credits</i>
	Operating Fee	\$91.74	\$93.94	\$202.22	\$207.07
	Building Fee	\$12.38	\$12.94	\$12.38	\$12.94
	Maximum S & A Fee	\$11.93	\$12.25	\$11.93	\$12.25
	Tuition and Fees	\$116.05	\$119.13	\$226.53	\$232.26
PER CREDIT		<i>Average Incremental Increase for Each Credit between 11 and 18</i>		<i>Average Incremental Increase for Each Credit between 11 and 18</i>	
	Operating Fee	\$46.16	\$47.27	\$0.00	\$0.00
	Building Fee	\$4.37	\$4.56	\$4.37	\$4.56
	Maximum S & A Fee	\$6.93	\$7.11	\$6.93	\$7.11
	Tuition and Fees	\$57.46	\$58.94	\$11.30	\$11.67
EXCESS CREDIT SURCHARGE		<u>19+ Credits</u>	<u>19+ Credits</u>	<u>19+ Credits</u>	<u>19+ Credits</u>
Operating Fee Only		\$104.12	\$106.88	\$214.60	\$220.01
		<u>2021-22</u>	<u>2022-23</u>	<u>2021-22</u>	<u>2022-23</u>
		<u>NON-RESIDENTS</u>	<u>NON-RESIDENTS</u>	<u>NON-RESIDENTS</u>	<u>NON-RESIDENTS</u>
ANNUAL		<i>Assumes 15 Credits per Quarter</i>		<i>Assumes 15 Credits per Quarter</i>	
	Operating Fee	\$8,580.00	\$8,785.95	\$17,934.60	\$18,365.10
	Building Fee	\$905.55	\$946.65	\$905.55	\$946.65
	Maximum S & A Fee	\$461.85	\$474.15	\$461.85	\$474.15
	Tuition and Fees	\$9,947.40	\$10,206.75	\$19,302.00	\$19,785.90
QUARTERLY	Operating Fee	\$2,860.00	\$2,928.65	\$5,978.20	\$6,121.70
	Building Fee	\$301.85	\$315.55	\$301.85	\$315.55
	Maximum S & A Fee	\$153.95	\$158.05	\$153.95	\$158.05
	Tuition and Fees	\$3,315.80	\$3,402.25	\$6,434.00	\$6,595.30
PER CREDIT		<i>1-10 Credits</i>	<i>1-10 Credits</i>	<i>1-10 Credits</i>	<i>1-10 Credits</i>
	Operating Fee	\$259.59	\$265.82	\$597.82	\$612.17
	Building Fee	\$27.60	\$28.85	\$27.60	\$28.85
	Maximum S & A Fee	\$11.93	\$12.25	\$11.93	\$12.25
	Tuition and Fees	\$299.12	\$306.92	\$637.35	\$653.27
PER CREDIT		<i>Average Incremental Increase for Each Credit between 11 and 18</i>		<i>Average Incremental Increase for Each Credit between 11 and 18</i>	
	Operating Fee	\$52.82	\$54.09	\$0.00	\$0.00
	Building Fee	\$5.17	\$5.41	\$5.17	\$5.41
	Maximum S & A Fee	\$6.93	\$7.11	\$6.93	\$7.11
	Tuition and Fees	\$64.92	\$66.61	\$12.10	\$12.52
EXCESS CREDIT SURCHARGE		<u>19+ Credits</u>	<u>19+ Credits</u>	<u>19+ Credits</u>	<u>19+ Credits</u>
Operating Fee Only		\$287.19	\$294.67	\$625.42	\$641.02

2022-2023 Lower Division Tuition Schedule

State Board Established - Resident

	21-22	22-23	Diff.	% Diff.
1-10 Credits				
Operating Fee	91.74	93.94	2.20	2.4%
Building Fee	12.38	12.94	0.56	4.5%
S & A Fee	11.93	12.25	0.32	2.7%
	116.05	119.13	3.08	2.7%
11-18 Credits				
Operating Fee	46.16	47.27	1.11	2.4%
Building Fee	4.37	4.56	0.19	4.3%
S & A Fee	6.93	7.11	0.18	2.6%
	57.46	58.94	1.48	2.6%

Credit Level Examples

Credit Level	Tuition	Fees			WA Res Total	US Citizen Non-Resident Tuition	International	Resident Student HSC	Parent ED	Quest w/ FUF & Comp.
		Fac. Use	Tech	Comprehensive						
1	119.13	9.00	3.00	4.90	136.03	171.59	323.82	32.90	16.00	54.90
2	238.26	18.00	6.00	9.80	272.06	343.18	647.64	65.80	32.00	109.80
3	357.39	27.00	9.00	14.70	408.09	514.77	971.46	98.70	48.00	164.70
4	476.52	36.00	12.00	19.60	544.12	686.36	1,295.28	131.60	64.00	219.60
5	595.65	45.00	15.00	24.50	680.15	857.95	1,619.10	164.50	80.00	274.50
6	714.78	54.00	18.00	29.40	816.18	1,029.54	1,942.92	197.40	96.00	329.40
7	833.91	63.00	21.00	34.30	952.21	1,201.13	2,266.74	230.30	112.00	384.30
8	953.04	72.00	24.00	39.20	1,088.24	1,372.72	2,590.56	263.20	128.00	439.20
9	1,072.17	81.00	27.00	44.10	1,224.27	1,544.31	2,914.38	296.10	144.00	494.10
10	1,191.30	90.00	30.00	49.00	1,360.30	1,715.90	3,238.20	329.00	160.00	549.00
11	1,250.24	90.00	30.00	49.00	1,419.24	1,793.02	3,304.81	345.00	176.00	590.00
12	1,309.18	90.00	30.00	49.00	1,478.18	1,870.14	3,371.42	361.00	192.00	631.00
13	1,368.12	90.00	30.00	49.00	1,537.12	1,947.26	3,438.03	377.00	208.00	672.00
14	1,427.06	90.00	30.00	49.00	1,596.06	2,024.38	3,504.64	393.00	224.00	713.00
15	1,486.00	90.00	30.00	49.00	1,655.00	2,101.50	3,571.25	409.00	240.00	754.00
16	1,544.94	90.00	30.00	49.00	1,713.94	2,163.62	3,637.86	425.00	256.00	795.00
17	1,603.88	90.00	30.00	49.00	1,772.88	2,225.74	3,704.47	441.00	272.00	836.00
18	1,662.82	90.00	30.00	49.00	1,831.82	2,287.86	3,771.08	457.00	288.00	877.00
19+ (per cr.)	106.88	-	-	-	106.88	110.84	294.67	25.00	16.00	41.00

SBCTC Established

Student Voted

Walla Walla Community College Board of Trustees

Note: Comprehensive Fee is \$4.40/cr. & e-learning fee is \$0.50/cr.

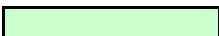
2022-2023 Upper Division Tuition Schedule

State Board Established - Resident

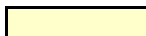
	21-22	22-23	Diff.	% Diff.
1-10 Credits				
Operating Fee	202.22	207.07	4.85	2.40%
Building Fee	12.38	12.94	0.56	4.52%
S & A Fee	11.93	12.25	0.32	2.68%
	226.53	232.26	5.73	2.53%
11-18 Credits				
Operating Fee	0.00	0.00	0.00	0.00%
Building Fee	4.37	4.56	0.19	4.35%
S & A Fee	6.93	7.11	0.18	2.60%
	11.30	11.67	0.37	3.27%

Credit Level Examples

Credit Level	Tuition	Fees			WA Res Total	B US Citizen Non-Resident Tuition	C International
		Fac. Use	Tech	Comprehensive			
1	232.26	9.00	3.00	4.90	249.16	290.10	670.17
2	464.52	18.00	6.00	9.80	498.32	580.20	1,340.34
3	696.78	27.00	9.00	14.70	747.48	870.30	2,010.51
4	929.04	36.00	12.00	19.60	996.64	1,160.40	2,680.68
5	1,161.30	45.00	15.00	24.50	1,245.80	1,450.50	3,350.85
6	1,393.56	54.00	18.00	29.40	1,494.96	1,740.60	4,021.02
7	1,625.82	63.00	21.00	34.30	1,744.12	2,030.70	4,691.19
8	1,858.08	72.00	24.00	39.20	1,993.28	2,320.80	5,361.36
9	2,090.34	81.00	27.00	44.10	2,242.44	2,610.90	6,031.53
10	2,322.60	90.00	30.00	49.00	2,491.60	2,901.00	6,701.70
11	2,334.27	90.00	30.00	49.00	2,503.27	2,928.52	6,714.22
12	2,345.94	90.00	30.00	49.00	2,514.94	2,956.04	6,726.74
13	2,357.61	90.00	30.00	49.00	2,526.61	2,983.56	6,739.26
14	2,369.28	90.00	30.00	49.00	2,538.28	3,011.08	6,751.78
15	2,380.95	90.00	30.00	49.00	2,549.95	3,038.60	6,764.30
16	2,392.62	90.00	30.00	49.00	2,561.62	3,051.12	6,776.82
17	2,404.29	90.00	30.00	49.00	2,573.29	3,063.64	6,789.34
18	2,415.96	90.00	30.00	49.00	2,584.96	3,076.16	6,801.86
19+ (per cr.)	220.01	-	-	-	220.01	230.67	641.02



SBCTC Established



Student Voted



Walla Walla Community College Board of Trustees

Note: Comprehensive Fee is \$4.40/cr. & e-learning fee is \$0.50/cr.

**Walla Walla Community College
Local Board Established Rates**

	2021-22			2022-23		
	Rates	increase	inc. %	Rates	increase	inc. %
Non-Resident Special Fee (max \$225)	\$15.00/cr.	\$ -	0.0%	\$15.00/cr.	\$ -	0.0%
Eligible Veterans and National Guard Members Tuition Waiver	50%	\$ -	0.0%	50%	\$ -	0.0%
Ungraded Courses (Quest, Journeyperson)	\$ 41.00	\$ -	0.0%	\$ 41.00	\$ -	0.0%
Space Available for Senior Citizens, per class, limit 2 classes	\$ 2.50	\$ -	0.0%	\$ 2.50	\$ -	0.0%
Professional Technical students and req. courses 18+ cr.	\$ 25.00	\$ -	0.0%	\$ 25.00	\$ -	0.0%
Parent Ed Courses	\$ 16.00	\$ -	0.0%	\$ 16.00	\$ -	0.0%

Walla Walla Community College

Waiver Information for 2022-23

Walla Walla Community recognizes various tuition waivers and residency classifications that have been established by the state legislature and State Board for Community and Technical Colleges. This summary outlines the types of waivers that may be available to students. Specific eligibility will be determined at the time of admission or registration. These are only summaries of available waivers. For more detail, see the resources listed at the bottom of the page.

Mandatory Waivers

Mandatory waivers of tuition, services and activities fees and most other fees are available for:

- Children and surviving spouses of deceased or disabled law enforcement officers or firefighters

- Children and spouse or domestic partner of totally disabled or POW/MIA or deceased eligible veterans or National Guard Members

- Wrongfully convicted individual, their children, stepchildren and adopted children

SBCTC Mandatory Waivers:

- Adult Basic Education, English as a Second Language, and GED® Preparation
- Apprenticeship

Resident Tuition Rates

Students who qualify in the following categories will be charged in-state resident tuition rates:

- Congressional Dependents

- High School Completion - Non-residents planning permanent residency

- Non-resident Higher Education Employees (at least half-time)

- International Student Exchange

- Refugees, Spouses and Dependents

- Active Duty Military and Dependents

- Native American

- In-State High School Graduates

- Spouses and Dependents of Active Duty Military Transferred out of WA

- E-3, H-1, L Visa Holders and Family Members (meeting criteria)

- Person, Spouse or Child Eligible for Veterans Administration education benefits (meeting criteria)

Walla Walla Community College Waiver Information for 2022-23

Non-Resident Tuition Rates (waiver of non-resident international rates)

Students who are US citizens or who have Immigration and Naturalization Service "permanent resident" or "resident alien" status will be charged non-resident out-of-state tuition rates (this rate is also known as the "non-resident with operating fee waiver" rate.)

Students who participate in the Western Undergraduate Exchange (WUE) program will be charged this rate.

Space-Available Waivers

Students 60 years of age or older may, on a space available basis, enroll in classes on an audit basis for up to two classes, at \$2.50 per class.

State employees employed half-time or more and certain instructional staff at public and common schools may enroll in state-support credit classes up to six credits per quarter, on a space available basis; students must pay registration fees and \$25.00 per class.

Walla Walla Community College employees employed half-time or more may enroll in state-support credit classes up to six credits per quarter, on a space available basis; students must pay registration fees and \$5.00 per credit.

Vocational Program Excess Credit Rates

Students enrolled exclusively in required courses in vocational preparatory programs will be charged a reduced rate for each credit hour in excess of eighteen credits.

Athletic Waivers

Students who meet and maintain eligibility requirements through the Walla Walla Community College.

Athletics Department may receive an Athletic Waiver. The waiver is established by the State Board for Community and Technical Colleges, and waives \$371.50 of a student's tuition.

Running Start

Running Start students are not charged tuition for up to 15 enrolled college level credits (courses 100 and above) each quarter, depending on the course load at their high school. They must pay certain mandatory, lab and course fees. For additional credits, they will be charged applicable tuition and fees. Students qualifying for a low-income waiver (students who qualify for "free or reduced price lunch" as documented by their high school) will receive a further waiver of most fees.

Walla Walla Community College

Waiver Information for 2022-23

Military and Veterans Waivers

Active duty military and dependents; spouses and dependents of active duty military transferred out of Washington; and persons, spouses or children eligible for Veterans Administration education benefits will be charged in-state resident tuition rates. Certain restrictions apply. Consult the registrar's office for more information.

Active duty military enrolled under the Department of Defense Tuition Assistance program, which provides limited funding of tuition, will pay only the Operating Fee portion of the in-state resident tuition rate.

A veteran tuition rate (80% of resident tuition rates) is available to eligible veterans or National Guard members meeting certain eligibility criteria.

Waivers offered for lower division (associate/certificate) credit programs generally apply to upper division (baccalaureate) programs.

"Ungraded" and Course-Based Waivers

Students enrolled in Adult Basic Education, English as a Second Language, High School Equivalency preparation, Emergency Medical Technician and Paramedic Continuing Education, Farm Management and Small Business Management, Industrial First Aid, Journeyperson, Parent Education, and Retirement classes will be charged tuition according to State Board for Community and Technical College rates; see the Tuition Schedule for these rates. Ungraded courses are defined as "not categorized by level of instruction;" they may confer credit and assign letter grades.

For more information, see:

[State Board for Community and Technical Colleges Tuition Waivers](http://www.sbctc.edu/colleges-staff/programs-services/tuition-fees/tuition-waivers/)
(<http://www.sbctc.edu/colleges-staff/programs-services/tuition-fees/tuition-waivers/>)
[Revised Code of Washington, College and University Fees](http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15)
(<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15>)
[Ungraded Courses](http://app.leg.wa.gov/WAC/default.aspx?cite=131-28-026) (<http://app.leg.wa.gov/WAC/default.aspx?cite=131-28-026>)

**Walla Walla Community College
Tuition, Fee and Waiver Information for
Spouses/Dependents of Fallen Military Veterans Waiver, and
Children and Surviving Spouses of Deceased or Disabled Law Enforcement Officers or Firefighters, and
Wrongfully Convicted Felons, Their Children and Stepchildren for 2022-23**

Washington State has established mandatory waivers for:

Children and spouses of deceased or disabled law enforcement officers or firefighters. This is a mandatory waiver of tuition and services and activities fees.

Children and spouse or domestic partner of totally disabled or POW/MIA or deceased eligible veterans or National Guard Members. This is a mandatory waiver of tuition and most fees.

Washington State offers a waiver for persons who were wrongfully convicted and later legally designated as such; the waiver extends to their children, stepchildren and adopted children. This is a mandatory waiver of tuition and fees. "Fees" for the purposes of this waiver include all assessments for costs incurred as a condition to a student's full participation in coursework and related activities at an institution of higher education.

Recipients of the mandatory waivers above will not be charged the following:

All tuition and fees per SBCTC regulations

For more information, see:

<http://www.sbctc.edu/colleges-staff/programs-services/tuition-fees/tuition-waivers/>

[RCW 28B.15.395 — Waiver of tuition and fees for wrongly convicted persons and their children](#)

[RCW 28B.15.621\(4\) – Tuition waivers – Veterans and national guard members – Dependents – Private institutions.](#)

[RCW 28B.15.520\(2\)\(a\)-\(b\) – Waiver of fees and nonresident tuition fees differential – community colleges.](#)

Walla Walla Community College
Tuition, Fee and Waiver information for Running Start and Running Start Low Income
Waiver Students for 2022-23

Tuition for Running Start Students:

Reimbursement rates for High School and College Running Start enrollment is limited to 1.2 FTES combined (a maximum of 15 college level credits (courses 100 and above), with no entity permitted more than 1 FTE). Colleges must now charge Running Start students for unreimbursed credits beginning at the first credit of the one-to-ten credit rate.

Tenth Credit Waiver:

A waiver of the 10th credit (tuition only, not fees) is available for students who (a) according to their HS Enrollment Verification Form are eligible for exactly 9 RS tuition-free colleges credits and who (b) enroll for exactly 10 college credits. The Financial Aid Program Code of W8A will be applied. This waiver is only for tuition.

Low Income Waiver:

Running Start students who provide a copy of their school's Nutrition Services letter showing they have qualified for free or reduced price lunches within the last five years will receive a low income waiver of most fees, except those noted below. They are also eligible for a waiver on college credits that are RS eligible; they must pay tuition and fees for all non-RS credits. A Low Income Waiver student will not be charged any tuition for college level

Running Start Fee Waiver WWCC Student:

Running Start students are eligible to have Book and fees waived by submitting proof that they currently qualify to receive free or reduced-price lunch. The high school counselor will provide proof when Enrollment Form is completed for students enrolled in the public schools.

Documentation may be required for students who are in private schools or home schooled. Acceptable proof may include:

Free or reduced-price lunch documentation from your high school if you have been eligible for free or reduced-price lunches in the last five years.

Documentation from a government agency, showing that you receive state or federal assistance funds. (examples: a school enrollment verification form, a food stamp card, medical coupons, subsidized housing, etc.)

Foster youth verification (examples: letter from social worker or legal copies of Court papers showing Ward of the

Recipients of the Running Start Low Income Waiver WILL BE charged the following fees:

Transcript Fee
Any courses below college level
Background Check (for Certified Nursing Assistant course)

Recipients of the Running Start Low Income Waiver WILL NOT be charged the following fees:

Books
Quarterly Fees
Tools (for academic or workforce courses)

For more information, see:

<http://www.sbctc.edu/colleges-staff/programs-services/tuition-fees/tuition-waivers/>
[RCW 28A.600.310\(2\)\(3\) - Running start program](#)



Walla Walla Community College

Course Fees Schedule 2022-2023

Effective Fall Quarter, 2022

2022-2023 PROPOSED COURSE FEE CHANGES

GENERAL LOCAL FUND 148	FEE CODE	PROGRAM SPECIFIC FEES DESCRIPTION	BASIS FOR CALCULATION OF			2021-2022	2022-2023
			FEE	FEES	FEES		
Precision Machine Course Designated "Pmt" Fee	35	Program specific fees to cover supplies and instructional support	per credit up to 18 credits	\$ 42.00	\$ 45.00		
Welding Program Fee	DW	Supplies, instructional support, equipment repair & replacement	per credit up to 18 credits	\$ 40.00	\$ 45.00		
Welding Program Fee	DX	Supplies, instructional support, equipment repair & replacement	per credit up to 18 credits	\$ 40.00	\$ 45.00		
Welding Aluminum Lab Fee	DZ	Fee to cover costs related to aluminum welding class	per credit up to 18 credits	\$ 42.00	\$ 45.00		
Engineering Technology Program Fee	RH	Supplies, instructional support, equipment repair & replacement	per credit up to 18 credits	\$ 40.00	\$ 20.00		
Turf Mgmt Program Fee	RK	Instructional support, equipment repair & replacement	per credit up to 18 credits	\$ 10.00	\$ 2.00		
Allied Health Course Fee	XG	CPR Electronic Card and perishable supplies used for CPR instruction	per class	\$ 24.00	\$ 25.00		
Nursing Skills Practice Supplies	XO	Used for equipment costs	per class	\$ 150.00	\$ 160.00		

**COURSE FEES SCHEDULE
2022-2023**

BOARD APPROVED FEES GENERAL LOCAL FUND 148	ctcLink Item Type / Speed Type	PROGRAM SPECIFIC FEES DESCRIPTION	BASIS FOR CALCULATION OF FEE	2021-2022 FEES	2022-2023 FEES
FEE CODE					
Precision Machine Course Designated "Pmt" Fee	35	TBD	Program specific fees to cover supplies and instructional support	per credit up to 18 credits	\$ 42.00 \$ 45.00
Placement Retake Fee	4R	300000200090	Fee to recover the cost of retaking a placement test	upon request	\$ 10.00 \$ 10.00
Re-Enrollment Fee	4Z	210000200630	Charged if a student is dropped for non-payment and wants to re-enroll	ReEnroll	\$ 50.00 \$ 50.00
Transcript Fee-Regular/On Demand	AQ	300000173525	Fee for cost of providing an official transcript, on demand	upon request	\$ 15.00 \$ 15.00
Auto Repair Program Fee	DA	210000012130	\$20 supplies & instructional support and \$30 equipment repair & replacement	per credit up to 18 credits	\$ 50.00 \$ 50.00
Carpentry Program Fee	DB	210000200340	\$3 supplies & instructional support and \$5 equipment repair & replacement	per credit up to 18 credits	\$ 8.00 \$ 8.00
John Deere Program Fee	DD	210000200390	\$5 supplies & instructional support and \$5 equipment repair & replacement	per credit up to 18 credits	\$ 10.00 \$ 10.00
Diesel Tech Program Fee	DE	210000200450	\$12 supplies & instructional support and \$10 equipment repair & replacement	per credit up to 18 credits	\$ 37.00 \$ 37.00
Collision Repair Program Fee	DK	210000200430	\$14 supplies & instructional support and \$13 equipment repair & replacement	per credit up to 18 credits	\$ 27.00 \$ 27.00
Welding Program Fee	DW	210000200320	\$20 supplies & instructional support and \$20 equipment repair & replacement	per credit up to 18 credits	\$ 40.00 \$ 45.00
Welding Program Fee	DX	210000200470	\$20 supplies & instructional support and \$20 equipment repair & replacement	per credit up to 18 credits	\$ 40.00 \$ 45.00
Welding Aluminum Lab Fee	DZ	210000200320	Fee to cover costs related to aluminum welding class	per credit up to 18 credits	\$ 42.00 \$ 45.00
Nursing Program Fee, Year 1 Winter & Spring Only)	EN	210000200540	Year 1 program fee to cover ATI testing fees and nursing computer lab replacement \$10 of fee per quarter)	per quarter	\$ 177.00 \$ 177.00
Transcript Fee-Regular/On Demand	F4	200-F4 300000173525	Fee for cost of providing an official transcript, regular process	upon request	\$ 10.00 \$ 10.00
Comprehensive Fee	FU	200000005050	Covers graduation, ID cards, initial application & other student-focused costs	\$4.40 per credit; \$44 cap	\$ 44.00 \$ 44.00
Elearning Fee	FU	200000005050	To convert to hybrid or blended courses-will attach to Comprehensive Fee for implementation	\$0.50 per credit; \$5 cap	\$ 5.00 \$ 5.00
HSS Program Fee	HQ	210000200110	Fee for materials and instructional support	per credit up to 18 credits	\$ 5.00 \$ 5.00
Int'l Application Fee	IA	290000000040	Covers cost of shipping application materials internationally	per each	\$ 50.00 \$ 50.00
Int'l Housing Placement Fee	IH	TBD	Covers costs associated with placement of	per each	\$ 150.00 \$ 150.00
Art Lab Fee	LA	210000012000	Lab Fee assessed to students in art classes to cover supplies & instructional support	per course	\$ 35.00 \$ 35.00
Art Lab Fee CLK	LB	210000200330	Lab Fee assessed to students in art classes to cover supplies & instructional support	per course	\$ 35.00 \$ 35.00
Interest Inventory Assessment Test	LH	TBD	Fee for Non-WWCC students who want to take an	upon request	\$ 25.00 \$ 25.00
Science Lab Fee-Clk	LJ	210000200360	Lab Fee assessed to students in science classes to cover supplies & instructional support	per course	\$ 55.00 \$ 55.00
Science Lab Fee - 2 Hr	LK	210000200510	Lab Fee assessed to students in science classes to cover supplies & instructional support	per course	\$ 55.00 \$ 55.00
Science Lab Fee - 3 Hr	LN	210000200510	Lab Fee assessed to students in science classes to cover supplies and instructional support	per course	\$ 55.00 \$ 55.00
Science Lab Fee - 4 Hr	LP	210000200510	Lab Fee assessed to students in science classes to cover supplies and instructional support	per course	\$ 55.00 \$ 55.00
Science Lab Fee - 4 Hr Clk	LQ	210000200360	Lab Fee assessed to students in science classes to cover supplies and instructional support	per course	\$ 55.00 \$ 55.00
Criminal Justice Program Fee	LX	210000200300	Fee for supplies and equipment	per credit up to 18 credits	\$ 5.00 \$ 5.00

**COURSE FEES SCHEDULE
2022-2023**

BOARD APPROVED FEES GENERAL LOCAL FUND 148	FEE CODE	ctcLink Item Type / Speed Type	PROGRAM SPECIFIC FEES DESCRIPTION	BASIS FOR CALCULATION OF FEE	2021-2022 FEES	2022-2023 FEES
Truck Driving Lab Fee	N2	210000200710	Fee helps to offset increased costs of materials, fuel and equipment maintenance (includes \$60 testing fee)	per quarter	\$ 1,550.00	\$ 1,550.00
Truck Driving Lab-Short Course	N4	210000200720	Fee helps to offset increased costs of materials, fuel and equipment maintenance (includes \$60 testing fee)	per quarter	\$ 950.00	\$ 950.00
Business Management Program Fee	PB	210000200380	Program specific fees to cover supplies & instructional support	per credit up to 18 credits	\$ 0.50	\$ 0.50
Cosmetology Program Fee	PD	210000200440	\$22 supplies & instructional support and \$3 equipment repair & replacement	per credit up to 18 credits	\$ 25.00	\$ 25.00
Enology & Viticulture Program Fee	PE	210000200480	\$33 supplies & instructional support and \$12 equipment repair & replacement	per credit up to 18 credits	\$ 45.00	\$ 45.00
Parking Fine/Violation	PF	349999200000	Parking Fines	per occurrence / max \$200	\$ 10.00	\$ 10.00
Culinary Arts Program Fee	PJ	210000042175	\$35 supplies & instructional support and \$10 equipment repair & replacement	per credit up to 18 credits	\$ 45.00	\$ 45.00
Business Management Program Fee	PM	210000200030	Program specific fees to cover supplies and instructional support	per credit up to 18 credits	\$ 0.50	\$ 0.50
BAS-Applied Mgmt & Entrepreneur Program Fee	PQ	210000200800	\$7 supplies & instructional support and \$3 program specific software	per credit up to 18 credits	\$ 10.00	\$ 10.00
Computer Science Program Fee	PS	210000373675	\$6 supplies & instructional support and \$4 equipment repair & replacement	per credit up to 18 credits	\$ 10.00	\$ 10.00
Computer Science Program Fee	PW	210000200040	\$6 supplies & instructional support and \$4 equipment repair & replacement	per credit up to 18 credits	\$ 10.00	\$ 10.00
Liability Insurance	QP	210000281185	Nursing Liability insurance	per quarter	\$ 18.75	\$ 18.75
WABO Test-Student Retest	QV	210000200770	Fee to cover cost of re-taking test	per each	\$ 50.00	\$ 50.00
WABO Test-Student Partial Retest	QW	210000200740	Fee to cover cost of re-taking partial test	per each	\$ 50.00	\$ 50.00
WABO Test-Nonstudent Retest	QX	200-QX	Fee to cover cost of taking test	per each	\$ 200.00	\$ 200.00
WABO Test-Nonstudent Full Retest	QY	200-QY	Fee to cover cost of re-taking full test	per each	\$ 100.00	\$ 100.00
WABO Test-Nonstudent Partial Retest	QZ	200-QZ	Fee to cover cost of re-taking partial test	per each	\$ 80.00	\$ 80.00
Ag Business Program Fee	RB	210000200410	Program specific fees to cover supplies & instructional support	per credit up to 18 credits	\$ 0.50	\$ 0.50
Ag Science Program Fee	RD	210000200370	\$4 supplies & instructional support and \$2 equipment repair & replacement	per credit up to 18 credits	\$ 6.00	\$ 6.00
Energy Systems Technology Program Fee	RG	210000200460	\$20 supplies & instructional support and \$20 equipment repair & replacement	per credit up to 18 credits	\$ 40.00	\$ 40.00
Engineering Technology Program Fee	RH	210000200060	\$30 supplies & instructional support and \$10 equipment repair & replacement	per credit up to 18 credits	\$ 40.00	\$ 20.00
Turf Mgmt Program Fee	RK	210000200350	\$1 supplies & instructional support and \$9 equipment repair & replacement	per credit up to 18 credits	\$ 10.00	\$ 2.00
Water/Irrig Mgmt Program Fee	RM	210000200490	\$5 supplies & instructional support and \$10 equipment repair & replacement	per credit up to 18 credits	\$ 15.00	\$ 15.00
Nursing Application Fee	RN	290000000000	Fee required to apply for acceptance to the nursing program	application to program	\$ 30.00	\$ 30.00
PE Supplies & Equip. Fee	RP	210000200310	Fee charged to help replace PE equipment or supplies, charged on several fitness classes	per course	\$ 13.50	\$ 13.50
BAS-Sustainable Ag Program Fee	RQ	210000200210	\$10 supplies & instructional support and \$10 equipment & replacement	per credit up to 18 credits	\$ 20.00	\$ 20.00
Test Of Essential Academic Skills	RT	200-RT	Fee applies to each TEAS test as WWCC becomes an official testing site - WW & Clarkston	per each	\$ 25.00	\$ 25.00
Energy Systems Technology Program Fee	RW	220000200460	\$20 supplies & instructional support and \$20 equipment repair & replacement	per credit up to 18 credits	\$ 40.00	\$ 40.00
Hybrid Online Course Fee	VW	200000200010	eLearning fee code, hybrid tech fee	per course, no cap	\$ 25.00	\$ 25.00
Elearn Web-Enhanc Fee	VX	200000200020	eLearning fee code, web-enhanced tech fee	per course, no cap	\$ 25.00	\$ 25.00
Fully Online Course Fee	WT	200000200000	eLearning fee code, fully on-line tech fee	per course, no cap	\$ 25.00	\$ 25.00

**COURSE FEES SCHEDULE
2022-2023**

BOARD APPROVED FEES GENERAL LOCAL FUND 148	FEE CODE	ctcLink Item Type / Speed Type	PROGRAM SPECIFIC FEES DESCRIPTION	BASIS FOR CALCULATION OF FEE	2021-2022 FEES	2022-2023 FEES
Allied Health State Sup CLK	XF	210000200020	First-Aid or CPR Electronic Card and perishable supplies used for CPR and First Aid instruction.	per class	\$ 25.00	\$ 25.00
Allied Health Course Fee	XG	210000200050	CPR Electronic Card and perishable supplies used for CPR instruction	per class	\$ 24.00	\$ 25.00
Allied Health State Sup	XH	210000200010	First-Aid Electronic Card and perishable supplies used for First Aid instruction.	per class	\$ 25.00	\$ 25.00
Fire Science WW	XI	210000200080	Year 1 program fee to cover the cost of supplies and equipment rental	per quarter	\$ 620.00	\$ 620.00
Nursing Background Checks	XN	210000200400	Background Check Fee	per each	\$ 37.00	\$ 37.00
Nursing Skills Practice Supply	XO	210000200520	Used for equipment costs	per class	\$ 150.00	\$ 160.00
Nursing Asst Supplies	XR	210000200070	Fee to cover supplies and miscellaneous equipment	per class	\$ 50.00	\$ 50.00
Bus Endorsement Lab Fee	XT	210000200530	Business endorsement test fee and fee to cover increased costs of materials, fuel & equipment	per quarter	\$ 200.00	\$ 200.00
Credit For Prior Learning/Certification	XY	210000200250	Giving college credit for prior learning/certification	per credit	\$ 10.00	\$ 10.00
Phlebotomy Or Emt Supplies	XZ	210000200160	Fee to cover supplies and miscellaneous equipment in Phlebotomy or EMT classes	per class	\$ 75.00	\$ 75.00
Mental Health First Aid Fee	YB	210000200680	Fee to cover materials associated class	per credit up to 18 credits	\$ 30.00	\$ 30.00
Nursing Program Fee, Year 1 (Fall Only)	YN	210000200500	Year 1 program fee to cover ATI testing fees and nursing computer lab replacement (\$12 of fee per quarter)	per quarter	\$ 210.00	\$ 210.00
Testing Fee Non WWCC Student	ZF	200-ZF	Fee for Non-WWCC students taking tests	upon request	\$ 25.00	\$ 25.00
Nursing Program Fee, Year 2	ZN	210000200550	Year 2 program fee to cover ATI testing fees and nursing computer lab replacement (\$10 of fee per quarter)	per quarter	\$ 165.00	\$ 165.00



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: Board of Trustees

DATE: June 22, 2022

FROM: Chad E. Hickox
President

RE: Fiscal Year 2022-23 College Operating Budget

The 2022-2023 Walla Walla Community College operating budget was developed in accordance with the College's strategic plan and reflects priorities established by the Board of Trustees and the College's leadership team, who sought input from a variety of sources including budget managers, Division Chairs and other faculty, as well as key staff from across the organization. The principles and priorities reflected in this document also were communicated to the Governance Council in advance, and to the College as a whole prior to the budget being presented to the Trustees for their review.

The College as a whole is to be commended for its contributions to the development of this budget, first as part of the comprehensive and inclusive zero-based budgeting approach that was initiated in February of 2020, and more recently through participation as broad as circumstances allowed, in efforts to address the ongoing disparity between state funding and actual FTEs, including the associated loss of tuition revenue; continued weak enrollment due to the pandemic and related factors; and other funding challenges.

There is no question that challenges created by COVID-19 continue to significantly affect the College's financial situation with regard to planning for FY 23. These, and other, factors will continue to require much attention over the coming months. Soft enrollments and especially during FY 22 and beyond, inflationary impacts, continue to present a challenging fiscal environment for FY 23 and the future. It is noteworthy that WWCC is positioning itself for future growth by making a number of important investments in personnel and infrastructure, which are made possible in large part by the federal COVID-19 relief funds that are available to WWCC in the form of lost-revenue reimbursement. These investments will provide various opportunities for enrollment growth, increased rates of retention, and higher success rates for students. These investments thus promise to translate directly into increased revenue over the next one to five years, although the precise trajectory of enrollment over that time is still the subject of intense exploration and analysis. This budget as presented today,

June 22, 2022, represents the second reading before the board.

In approving the budget, the Board of Trustees authorizes:

- the College President to proceed with the execution of the plan;
- the College President to transfer funds within the General Fund, or from local and other funds, to eliminate any cash deficit as required by RCW 43.88.260, to provide working capital, and to support approved projects and activities;
- the tuition and fee schedule as established by law, by the State Board for Community and Technical Colleges, as implemented by the College President, and as published in the College's catalog and public website;
- the College President to accept allocation amendments from the State Board for Community and Technical Colleges, to accept such grants and contracts as may be acquired during the budget period, and to report on such changes, as needed, to the Board of Trustees;
- the addition of staff and faculty positions necessary to carry out the College's programs, as well the College's annual work plan and current strategic plan, all in accordance with established College hiring protocols; and
- the College President to determine the fee schedule for contract courses and programs.

I would like to recognize the hard work and dedication of many staff and faculty over the past several months to develop the budget as presented to you. The pandemic has stretched everyone, and the convergence of the pandemic, pandemic-related funding challenges, as well as the long-awaited implementation of ctcLink/WarriorLink, routine state audits, and turnover, have made this budget cycle particularly challenging. Nevertheless, I am proud of the work reflected in this document, and I believe that it represents a very thoughtful, reasonable, and strategic approach to the College's financial planning for FY 23. I commend, congratulate, and thank the myriad contributors to this budget, and look forward to the bright future awaiting WWCC, which begins now.

Thank you, Trustees, for your dedication to our mission and your support of our students and staff. We recommend and request the Board's approval of the FY22-23 operating budget.



BUDGET

FISCAL YEAR 2022 - 2023

Proposed to the Board of Trustees

June 22, 2022

Submitted by:
Dr. Chad E. Hickox, President

BOARD OF TRUSTEES

Bill Warren, Chair of the Board
Michelle Liberty, Vice Chair of the Board
Tim Burt
Sergio Hernandez
Tara Leer

WWCC 2022-2023 Strategic Priorities and Goals

As we present the budget and prepare the College for the upcoming year, we reaffirm WWCC's vision, mission, and commitment to student success. The strategic plan, developed collaboratively during the 2020-2021 academic year, provided us with strategic priorities and guidance throughout the budgeting process. The plan carries forward the priorities previously identified by the Board of Trustees to establish institutional stability in the short-term while preparing us for long-term sustainability.

Vision Statement

Walla Walla Community College will be the catalyst that transforms our students' lives and the communities we serve.

Mission Statement

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.

Strategic Goals 2021-2023

The strategic goals listed below are identified in the institutional strategic plan that was adopted in 2021.

- WWCC will provide high-quality pathways for education and training for all students to meet the needs of our communities.
- WWCC will be a fiscally sustainable organization.
- WWCC will be welcoming, inclusive, supportive of, and responsive to all communities we serve.

Board of Trustees Priorities

The Board of Trustees identified the following priorities as imperative for the 2022-2023 academic year:

- A balanced budget is in place at the start of the fiscal year, and a plan to maintain healthy reserves is adopted.
- A strategic enrollment management plan is developed and implemented.
- The leadership team and governance structure are reconstituted, and that structure becomes high functioning and reflects institutional commitment to collaboration, inclusion, and transparency.
- The Strategic Plan for the Walla Walla and Clarkston campuses is updated through a comprehensive and inclusive process during FY 23.

The budget here presented builds on success in meeting these priorities and carries them forward into 2022-2023, with special emphasis on enrollment (recruitment and retention), which includes a focus on equity, diversity, and inclusion; financial sustainability; and the professional development of college employees. Resources are being deployed and capacity is being built across the college and its operations, to include support of student success, increased marketing and outreach, enhanced fundraising capacity, improved cybersecurity, and compliance with regulatory requirements.

Budget Overview

The State Board has provided the College with a projected allocation for 2022-2023 which is still in draft status and subject to further adjustments before being finalized. While it is possible that there may be changes in the initial state allocation between now and when it is released, no major adjustments are expected at this time.

The operating budget will access funding from the Higher Education Emergency Relief Fund (HEERF) II, Coronavirus Response and Relief Supplemental Appropriations Act (CRSSAA) and/or Higher Education Emergency Relief Fund III, American Rescue Plan Act (ARPA) for lost revenue and other eligible losses.

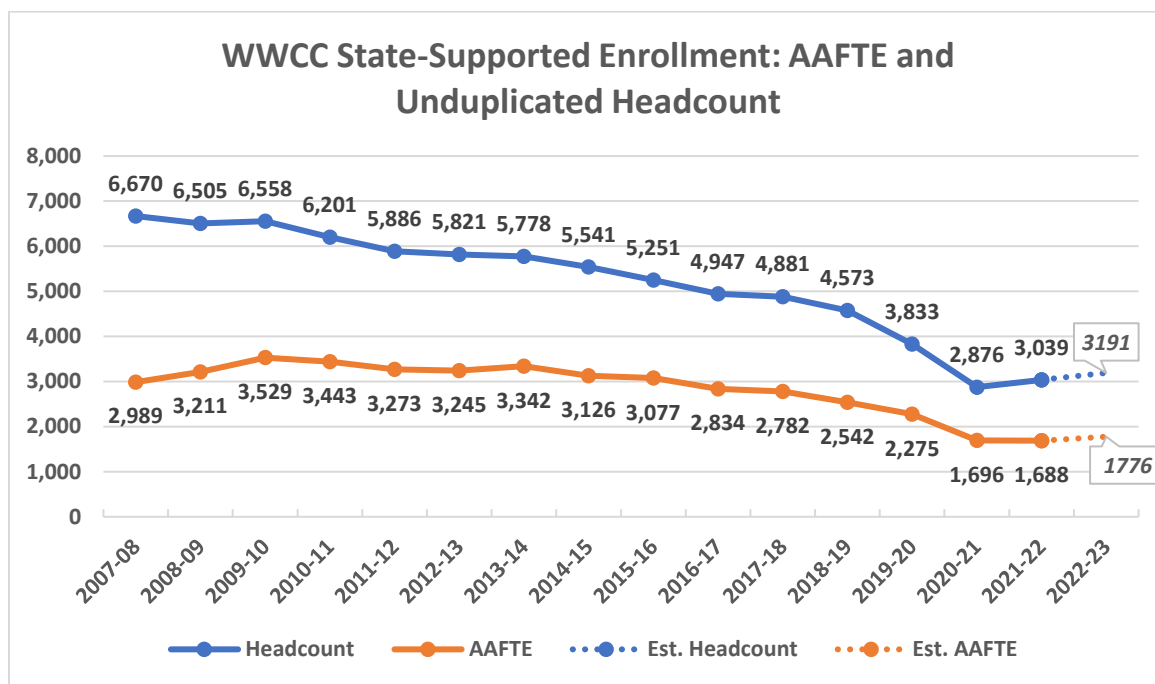
Reserves will also be accessed to support one-time expenditures in the upcoming year.

Enrollment

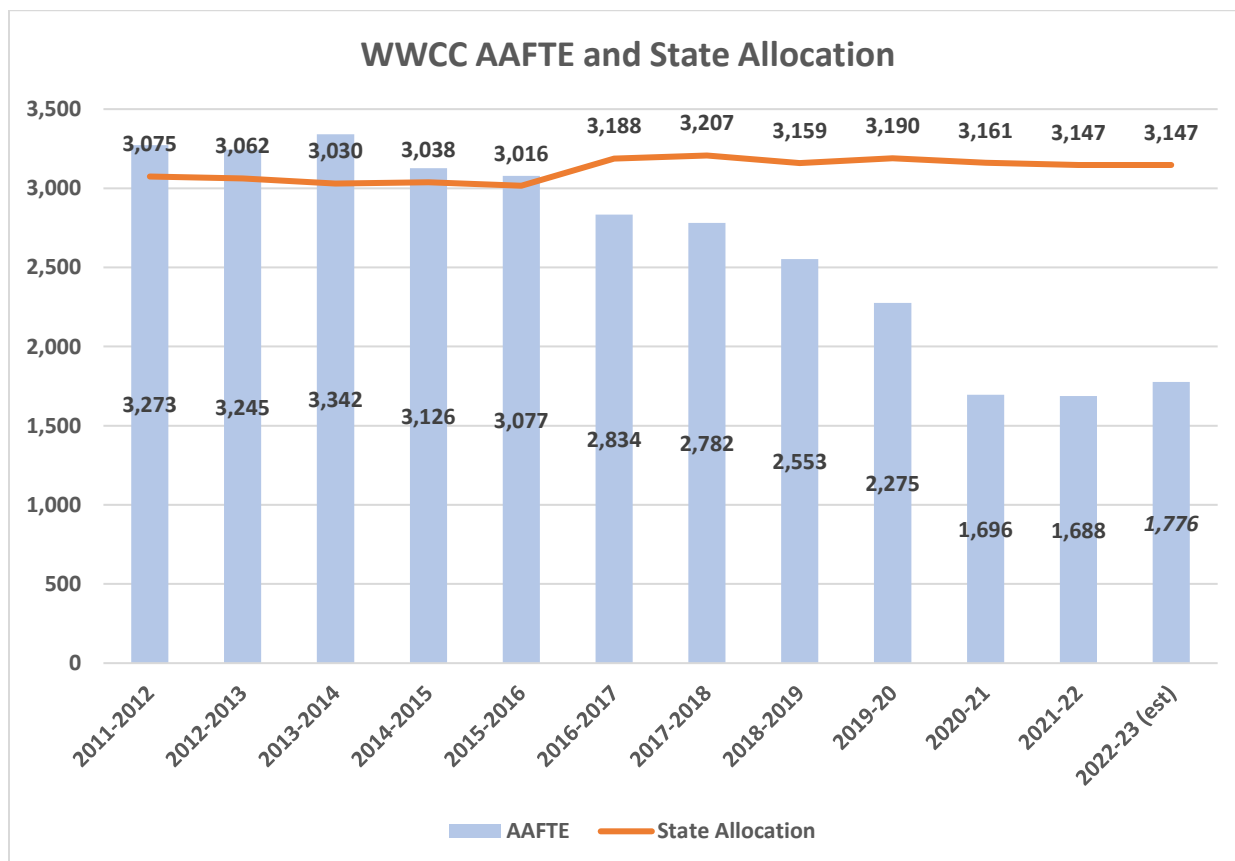
The chart below shows WWCC state-funded enrollment by Annualized Average Full-Time Equivalent (AAFTE) and unduplicated headcount from 2007 through 2021, and includes estimates for the upcoming fiscal year. AAFTE is calculated by adding quarterly FTE (summer, fall, winter, and spring) and dividing the sum by three.

The chart shows continuous, compounding enrollment decline over the past eight years. The COVID-19 pandemic and ensuing instability exacerbated that decline. Current year enrollment shows a divergence in between unduplicated headcount and AAFTE, indicating students have enrolled for fewer credits. The emerging pattern is undoubtedly a product of pandemic instabilities.

Looking toward next year, we have tempered our expectations and have a greater appreciation for uncertainty and imperfect information, two hallmarks of environments that are unstable and rapidly changing. Our enrollment outlook accounts for a slight increase of about 90 AAFTE. The cautious optimism is informed by three factors. The first is the impact of the "lost cohort" of fall 2020 is diminishing. Second, WWCC's retention rate is very strong at 61%, which reflects the good work by our faculty and staff, but also our students' commitment to persevere. Lastly, recruitment and outreach has received an increase in staffing resources accompanied by reinvigorated activities that were paused last academic year. Staff have been engaged in on- and off-campus events that positively influence new student enrollment.



The chart below illustrates the relationship between WWCC's annual enrollment and the level of funding the college is allocated from the State Board for Community and Technical Colleges (SBCTC). The data shows that from 2011 through 2015, enrollment exceeded state support. Beginning in 2016-2017, WWCC's enrollment declined in relation to its state budget allocation. That pattern steadily continued through the present year.



What does this mean? And why should we be concerned?

In our community and technical college system, if colleges consistently fail to meet their state budget allocation they risk losing a share of that funding. The level of reduction could be equivalent to the difference between the reported enrollment and the budget allocation, and that residual would be redistributed to other colleges in the system. In this scenario, a college would be deemed "under enrolled and over funded" and budget dollars would be redistributed to those colleges whose enrollment exceeds their funding level. This process of reassigning state FTEs from low-enrolled to higher-enrolled colleges is referred to as "re-basing."

Due to system-wide and sustained enrollment decline over the past several years, re-basing has yet to occur. The pandemic has also negatively impacted state-supported enrollment across the system. However, as the distance widens between WWCC's reported enrollment and its state funding allocation, we need to be vigilant and anticipate re-basing to occur.

Budget Assumptions

The operating plan includes the following information and assumptions, which are represented in the College's FY 22-23 operating budget.

State Allocation

The state allocation for District Enrollment Allocation Base (DEAB), Student Achievement Initiative (SAI), Weighted/Priority Enrollment, and Minimum Operating Allocation (MOA) increased over the previous year's allocation by \$338,341.

Provisos and earmarks are distributed by SBCTC through the allocation model - including support for Guided Pathways, High Demand, Nurse Educator salaries and Worker Retraining - along with compensation-related items that are mandated (i.e. COLA and benefit rates). The College had an overall net increase in provisos and earmarks of \$1,469,247.

Compensation

The operating plan includes a 4.743% cost of living adjustment (COLA) for faculty. A 3.25% provision was made by the legislature for COLAs in FY 23 for classified and exempt personnel. Represented classified staff will also receive a \$2,000 lump sum payment in the first payroll of FY 23.

Compensation earmarks related to health benefits, pension and wages increased overall by approximately \$727,895. This is the result of FY 23 COLAs and an increase in the health benefit rate.

Additional compensation-related items include \$465,441 for high demand faculty salaries and nurse educator salaries of \$1,233,190, which are expected to be fully funded and have been included. These items are considered pass-through amounts.

Operating Fee (Tuition)

Tuition rates at community and technical colleges are budgeted to increase by 2.4% as outlined in legislation. Enrollment is assumed to increase by 5%. A forecast of \$6,250,000 is assumed based on an analysis of actual tuition collected coupled with the rate increase and assumed enrollment increase.

Local Funding Sources

Focused growth areas continue to be critical as we rely more heavily on local funding sources to support the College's operating budget. Locally generated revenue of \$5,059,750 will be leveraged for fiscal year 2022-2023.

Running Start is expected to generate \$1,700,000 based on FY22 results along with rate increases.

The Alternative Education Program was replaced by the Open Doors program to maintain the relationship between the College and Walla Walla Public Schools (WWPS). The program requires that all referrals come through the school district and as a result, the college is getting fewer referrals. The budgeted revenue of \$42,000 is based on anticipated results in FY22.

Student Fees/Other Revenues includes amounts the college receives for fees charged to students along with revenue associated with the lease of College facilities, interest, and other miscellaneous revenue.

Indirect revenue for grants and contracts is the amount the College can charge to manage these programs. An assumption of \$964,000 in indirect revenue related to Corrections Education, other contracts, and federal funding are included in the operating revenue and used to offset baseline costs.

Program/Course fees are amounts collected from students for program specific uses such as instructional techs, lab fees, and program specific charges. These fees must be used for the intended purpose.

Federal funding (HEERF) will facilitate a balanced budget with a revenue assumption of \$1,500,000. Lost revenue will allow access to this funding source.

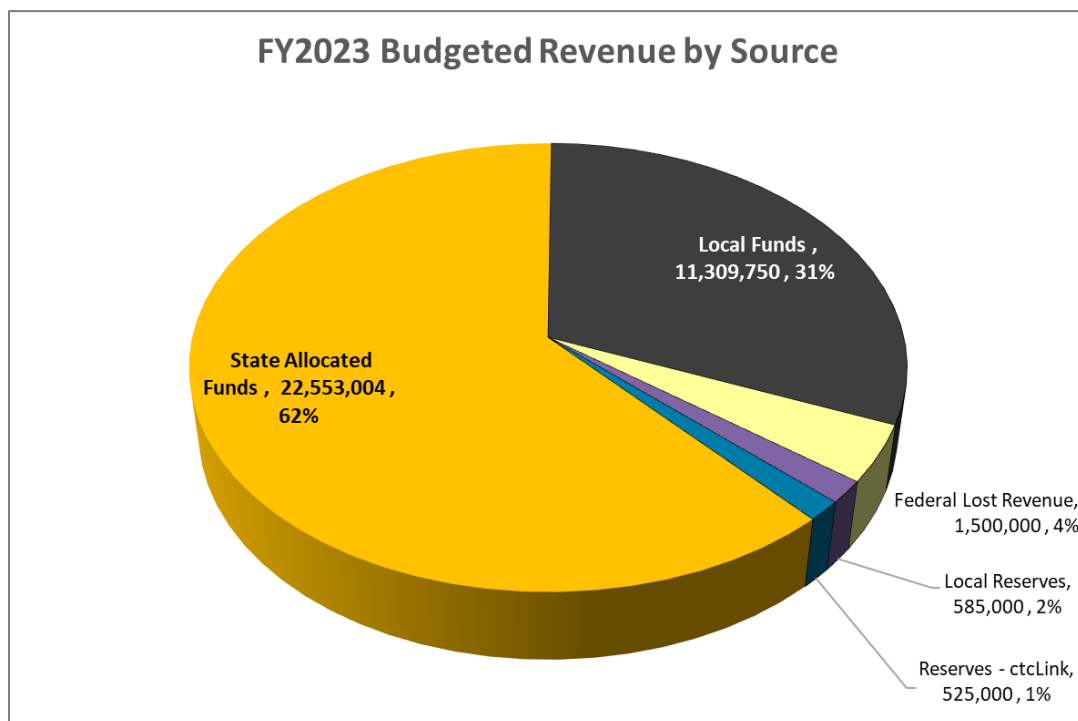
Ongoing costs related to the ctcLink implementation will be funded by the remaining reserves budgeted in the FY 2021-2022 budget cycle as a one-time expenditure. The remaining balance of these reserves, \$525,000, will continue to fund the personnel and other continuing costs of getting the new system running to support the College's business needs.

Additional reserves of \$585,000 will be accessed to support one-time costs largely related to investments in the College's IT infrastructure.

**Walla Walla Community College
2022-2023 Operating Budget
Revenues**

Revenue Sources	FY 2022 Budget	FY 2023 Proposed Budget	Variance Incr/(Decr)	%	Notes
State Allocation (Draft)					
District Enrollment Allocation Base (DEAB)	8,695,311	8,961,322	266,011	3%	1
Student Achievement Initiative	1,282,869	1,342,192	59,323	5%	2
High Demand (Weighted) FTEs	842,581	855,588	13,007	2%	3
Minimum Operating Allowance (MOA)	2,850,000	2,850,000	-	0%	4
Provisos and Earmarks	7,074,655	8,543,902	1,469,247	21%	5
Reduction in State Allocation	-	-	-		
State Allocated Funds	20,745,416	22,553,004	1,807,588	9%	
Local Funds					
Operating Fee	6,100,000	6,250,000	150,000	2%	
Running Start Support	1,700,000	1,700,000	-	0%	
Program/Course Fees	1,328,000	1,328,000	-	0%	
Indirect - Grants & Contracts	1,000,000	964,000	(36,000)	-4%	
Student Fees/Other Revenue	365,750	365,750	-	0%	
Self-Support Programs	331,780	410,000	78,220	24%	
Student Wrap Around Support(Foundation)	200,000	250,000	50,000	25%	
Open Doors (Alternative Education Program)	250,000	42,000	(208,000)	-83%	
Local Funds	11,275,530	11,309,750	34,220	0%	
Federal Lost Revenue	615,272	1,500,000	884,728	144%	
Local Reserves	-	585,000	585,000	0%	
Reserves - ctclink	1,045,000	525,000	(520,000)	-50%	
Total	33,681,219	36,472,754	2,206,535	7%	

Notes: Please see accompanying notes for definitions of terminology used

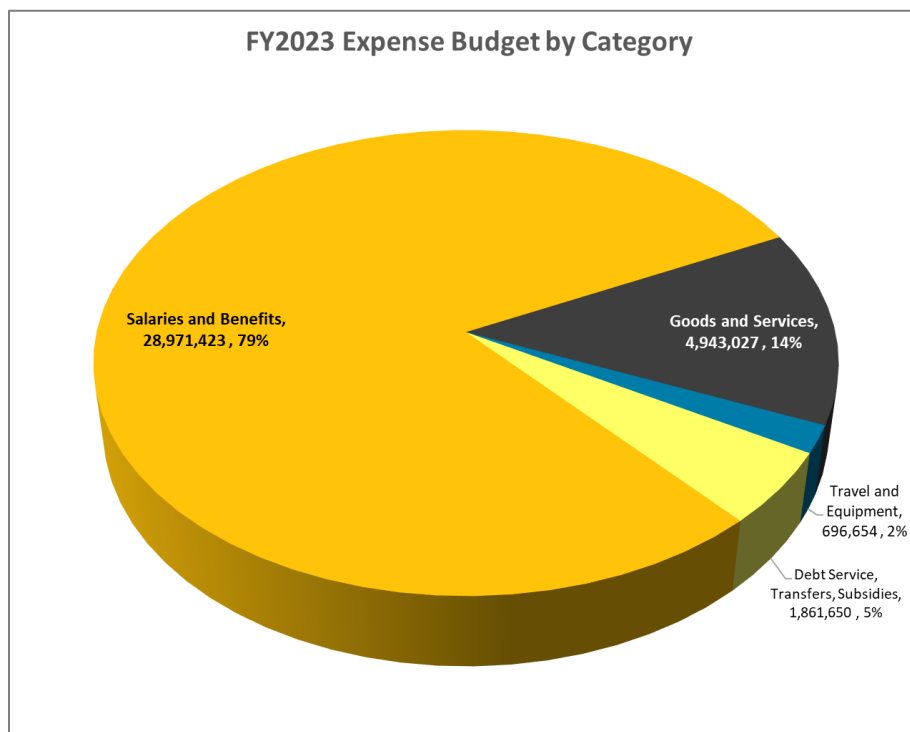


Walla Walla Community College
2022-2023 Operating Budget
Expenditures by Function and Category

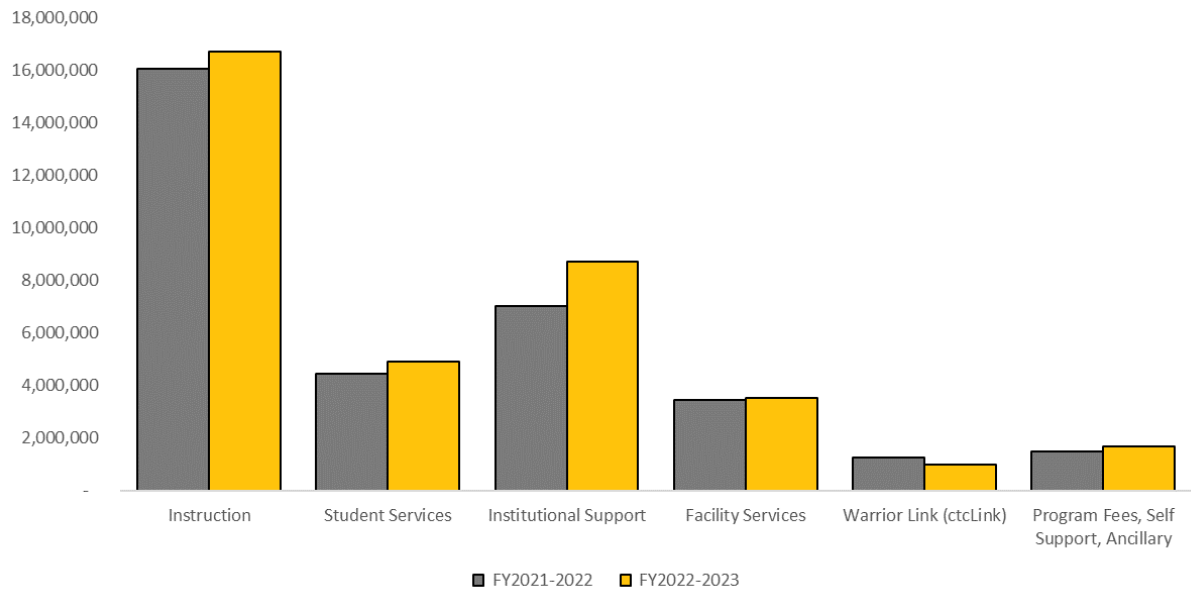
By Function	FY2021-2022	FY2022-FY2023	Variance (Incr)/Decr	%	Notes
Instruction	12,356,243	12,790,294	(434,051)	-4%	6
Library Services	616,075	612,554	3,521	1%	
Academic Administration	3,069,165	3,282,889	(213,724)	-7%	7
Student Services	4,429,589	4,898,782	(469,193)	-11%	8
Institutional Support	7,036,507	8,709,485	(1,672,979)	-24%	9
Facility Services	3,435,547	3,531,714	(96,167)	-3%	
Warrior Link (ctcLink)	1,266,580	975,000	291,580	23%	
Course/Program Fees	1,328,000	1,278,882	49,118	4%	
Self Support/Ancillary	143,513	393,154	(249,642)	-174%	
	33,681,218	36,472,754	(2,791,536)	-8%	

By Category	FY2021-2022	FY2022-FY2023	Variance (Incr)/Decr	%	Notes
Salaries and Benefits	26,903,421	28,971,423	(2,068,002)	-8%	
Contracted Services	45,020	312,687	(267,667)	-595%	
Goods and Services	4,450,072	4,630,341	(180,269)	-4%	
Travel	109,095	90,435	18,660	17%	
Equipment	548,741	606,219	(57,478)	-10%	
Subsidies	933,683	1,202,314	(268,631)	-29%	10
Debt Service	336,650	330,300	6,350	2%	
Transfers	354,536	329,036	25,500	7%	
	33,681,218	36,472,754	(2,791,536)	-8%	

Notes: Please see accompanying notes for definitions of terminology used



FY2022-FY2023 Expense Budget by Function



2022-2023 GRANTS, CONTRACTS AND FISCAL AGENT AGREEMENTS

The 2022-2023 Grants, Contract and Fiscal Agent Agreements list presents FY 23 anticipated award information. The information is provided by SBCTC planning numbers, documents, federal award grant documents and proposals, and by program managers. Items of note this year are:

- CARES III / American Rescue Plan (Institution); TBD. Amount available in FY 23 will be the carry-over from prior year. No new grant award for FY 23.
- Worker Retraining Program / SBCTC; Decrease of \$41,000. The bulk of Worker Retraining award funds pay for Workforce Ed programs faculty salary and benefits. Any significant decrease in the Worker Retraining Program award amount results in a potential increase to the baseline budget for faculty salary and benefits.
- Basic Food, Employment and Training / SBCTC; Increase of \$56,744. This is based on WWCC's actual award for FY 21-22, WWCC anticipates to same amount for FY 22-23.
- WorkFirst Integrated Block Grant / SBCTC; Increase of \$50,383.
- National Science Foundation (NSF); Decrease of \$106,180. FY 22 was the final year of a five-year grant.
- Student Emergency Assistance Grant /SBCTC; Anticipated award amount \$100,000. WWCC has received this award the past 3 years, and has been included in the draft allocation for FY 23.
- Job Skills Grant / SBCTC; Increase of \$17,670. The Job Skills Grant is a two-year grant, for a training program which requires a business partner that matches funds. WWCC's business partner is Tyson.
- Supporting College Students Experiencing Homelessness Grant / SBCTC; Anticipated award amount \$102,919. WWCC has received this award the past 3 years, and has been included in the draft allocation for FY 23.
- Open Doors Program / CRCC; Decrease of \$15,000. This program was impacted by coronavirus, and WWCC is planning for FY 22-23 based on FTEs for FY 21-22.
- Sherwood Trust; Decrease of \$31,000. FY 22 was the final year of a three-year grant, and the grant was structured to award higher amounts in the first two years of the grant.

The chart represents a comprehensive list of all grants and contracts along with fiscal agent agreements.

2022-2023 GRANTS, CONTRACTS AND FISCAL AGENT AGREEMENTS

	Grants and Contracts	Term	FY 21-22 Grant Award	FY 22-23 Grant Award	Increase/ Decrease
1	WSP Educational Program / SBCTC	07/01/22-06/30/23	3,919,228	3,895,503	(23,725)
2	CRCC Educational Program / SBCTC	07/01/22-06/30/23	3,149,739	3,126,217	(23,522)
3	Worker Retraining Program / SBCTC	07/01/22-06/30/23	1,766,323	1,725,323	(41,000)
4	Running Start ESSER Funds Program	07/01/22-06/30/23	0	700,000	700,000
5	Opportunity Grant / SBCTC	07/01/22-06/30/23	461,412	461,412	0
6	Title III - Bringing Student Success to Scale (Year 4)	10/01/22-09/30/23	450,000	450,000	0
7	Perkins (Plan) III - Federal Vocational / SBCTC	07/01/22-06/30/23	434,000	445,085	11,085
8	Title IV - Student Support Services (TRIO) (Year 3)	09/01/22-08/31/23	436,920	436,920	0
9	Basic Food, Employment and Training / SBCTC	10/01/21-09/30/22	380,000	436,744	56,744
10	Water & Environmental Center	07/01/21-06/30/23	363,750	363,750	0
11	WorkFirst Integrated Block Grant / SBCTC	07/01/22-06/30/23	230,429	280,812	50,383
12	Department of Agriculture	TBD	0	235,020	235,020
13	Agriculture & Natural Resource Center of Excellence / SBCTC	07/01/22-06/30/23	204,157	204,157	0
14	High Demand Enrollments	07/01/22-06/30/23	66,000	164,500	98,500
15	Workforce Development Fund / SBCTC	07/01/22-06/30/23	40,000	148,500	108,500
16	Adult Basic Education / SBCTC	07/01/22-06/30/23	153,104	137,794	(15,310)
17	Early Achievers Opportunity Grant / SBCTC	07/01/22-06/30/23	99,600	119,900	20,300
18	Job Skills Grant / SBCTC	07/01/21-06/30/23	95,000	112,670	17,670
19	Supporting College Student Experiencing Homelessness Grant / SBCTC	07/01/22-06/30/23	80,000	102,919	22,919
20	Student Emergency Assistance Grant / SBCTC	07/01/22-06/30/23	100,000	100,000	0
21	Federal Work Study	07/01/22-06/30/23	103,871	87,262	(16,609)
22	Perkins Corrections Grant / SBCTC	07/01/22-06/30/23	58,449	66,960	8,511
23	State Work Study	07/01/22-06/30/23	54,201	54,201	0
24	Sunshine Lady Foundation	07/01/22-06/30/23	43,000	43,000	0
25	IELCE / SBCTC	07/01/22-06/30/23	34,002	30,602	(3,400)
26	Perkins Leadership Block Grant / SBCTC	07/01/22-06/30/23	25,400	20,400	(5,000)
27	Open Doors Program / CRCC	09/01/21-08/31/22	35,000	20,000	(15,000)
28	Parent Co-ops	07/01/22-06/30/23	15,000	15,000	0
29	EMS Trauma Training	07/01/22-06/30/23	7,000	7,000	0
30	ABE Leadership Block Grant / SBCTC	07/01/22-06/30/23	6,016	6,016	0
31	Perkins Special Projects / SBCTC	07/01/22-06/30/23	4,500	4,500	0
32	CARES III / ARP (for Institution)	TBD	4,145,668	0	(4,145,668)
33	WorkFirst Student Support Grant	07/01/22-06/30/2022	7,250	0	(7,250)
34	Professional-Technical Restart Grant	07/01/21-06/30/22	138,411	0	(138,411)
35	National Science Foundation (NSF), Year Five	10/01/21-09/30/22	106,180	0	(106,180)
36	Sherwood Trust, through the Foundation	07/01/22-06/30/23	31,000	0	(31,000)
37	College Spark	04/01/22-03/31/23	25,000	0	(25,000)
TOTAL GRANTS AND CONTRACTS			\$17,269,610	\$14,002,167	(\$3,267,443)

	Fiscal Agent Agreements	Term	FY 21-22 Grant Award	FY 22-23 Grant Award	Increase/ Decrease
1	Snake River Salmon Recovery Board	10/01/21-09/30/22	398,997	398,588	(409)
2	Snake River Salmon Recovery Board - BPA	04/01/23-03/31/24	189,815	195,695	5,880
TOTAL FISCAL AGENT AGREEMENTS			\$588,812	\$594,283	\$5,471
TOTAL GRANTS, CONTRACTS AND FISCAL AGENT AGREEMENTS			\$17,858,422	\$14,596,450	(\$3,261,972)
LESS GRANTS REPORTED ELSEWHERE & FISCAL AGENT AGREEMENTS :					
	Fiscal Agent Agreements		588,812	594,283	5,471
	Worker Retraining		0	700,000	700,000
	Opportunity Grant		450,000	450,000	0
	Ag Center of Excellence		66,000	164,500	98,500
	Workforce Development		25,400	20,400	(5,000)
	Student Emergency Assistance Grant		80,000	102,919	22,919
	Supporting College Student Experiencing Homelessness Grant		58,449	66,960	8,511
	High Demand Enrollments		54,201	54,201	0
	Subtotal		\$1,322,862	\$2,153,263	\$830,401
TOTAL ADJUSTED GRANTS AND CONTRACTS			\$16,535,560	\$12,443,187	(\$4,092,373)

Notes to the Operating Budget Statements of Revenue and Expenditures

1. District Enrollment Allocation Base (DEAB): Provides base funding in accordance with each district's annual enrollment target. The State Board has retained the college system enrollment target of 130,977.

District targets are a share of the college system target based on a rolling three-year average of their enrollments. However, in recent years colleges have struggled to meet their targets due to declining enrollment levels. In FY 2023, each FTE has a value of \$3,192 which represents an increase of \$94 per FTE over the previous year.

2. Performance Funding - Student Achievement Initiative (SAI): 5% of the total \$52 million state appropriation is committed to performance funding in the allocation model. This allocation is based upon points and performance outcomes in the academic year 2020-2021.
3. Weighted/Priority Enrollment FTE: Under the allocation model, four enrollment categories receive an additional weight of 0.3 (a value of \$958) per student FTE. As indicated below, the skills gap and adult basic education categories make up the bulk of these enrollments.
 - a. Skills Gap – 46%
 - b. Adult Basic Education – 32%
 - c. STEM – 19%
 - d. Upper-level Applied Baccalaureate – 8%
4. Minimum Operating Allocation (MOA): The model assumes every college requires a minimum amount for campus operations. Each college receives \$2.85 million annually. These funds are intended to support facility operations and maintenance. A small portion of this funding comes from the capital budget due to a 2003 fund swap where the Legislature replaced state operating funds for maintenance and operating with capital projects account funding. The remaining funding comes from the operating budget.
5. Provisos and Earmarks:
 - a. Budget Provisos - Language in budget bills that places conditions and limitations on the use of appropriations by the Legislature.
 - b. Earmarks are funds identified by the State Board for specific purposes. They fall into two general categories:
 - i. Amounts related to compensation, maintenance and operations and leases; amounts are held in safe harbor for four years after which will be rolled out of safe harbor and distributed through the base allocation.
 - ii. Other Earmarks: Programs or population-specific funds identified by the State Board such as Opportunity Grant, Centers of Excellence, Workforce Development Projects, funds for Disability Accommodations and Students of Color.
6. Instruction: Includes academic transfer, workforce, preparatory (courses under college level) and adult education.

7. Academic Administration: Administrative support and management for instructional programs which includes Deans & support staff, faculty professional development, curriculum development.
8. Student Services: Activities that provide assistance and support for the needs and interests of students. This includes social and cultural development, counseling and advising, financial aid, admissions and student records.
9. Institutional Support: Includes the activities of management (president, trustees, vice-presidents and support staff), fiscal operations, human resources, public relations, and administrative information technology services that are not related to instructional activities.
10. Subsidies: Financial support provided to students either directly or indirectly.

Walla Walla Community College Operating Budget Fiscal Year 22-23

Proposed to the Board of Trustees
June 22, 2022



Presentation Summary

- Budget Assumptions
- Revenue & Expenditures
- Grants and Contracts
- Questions

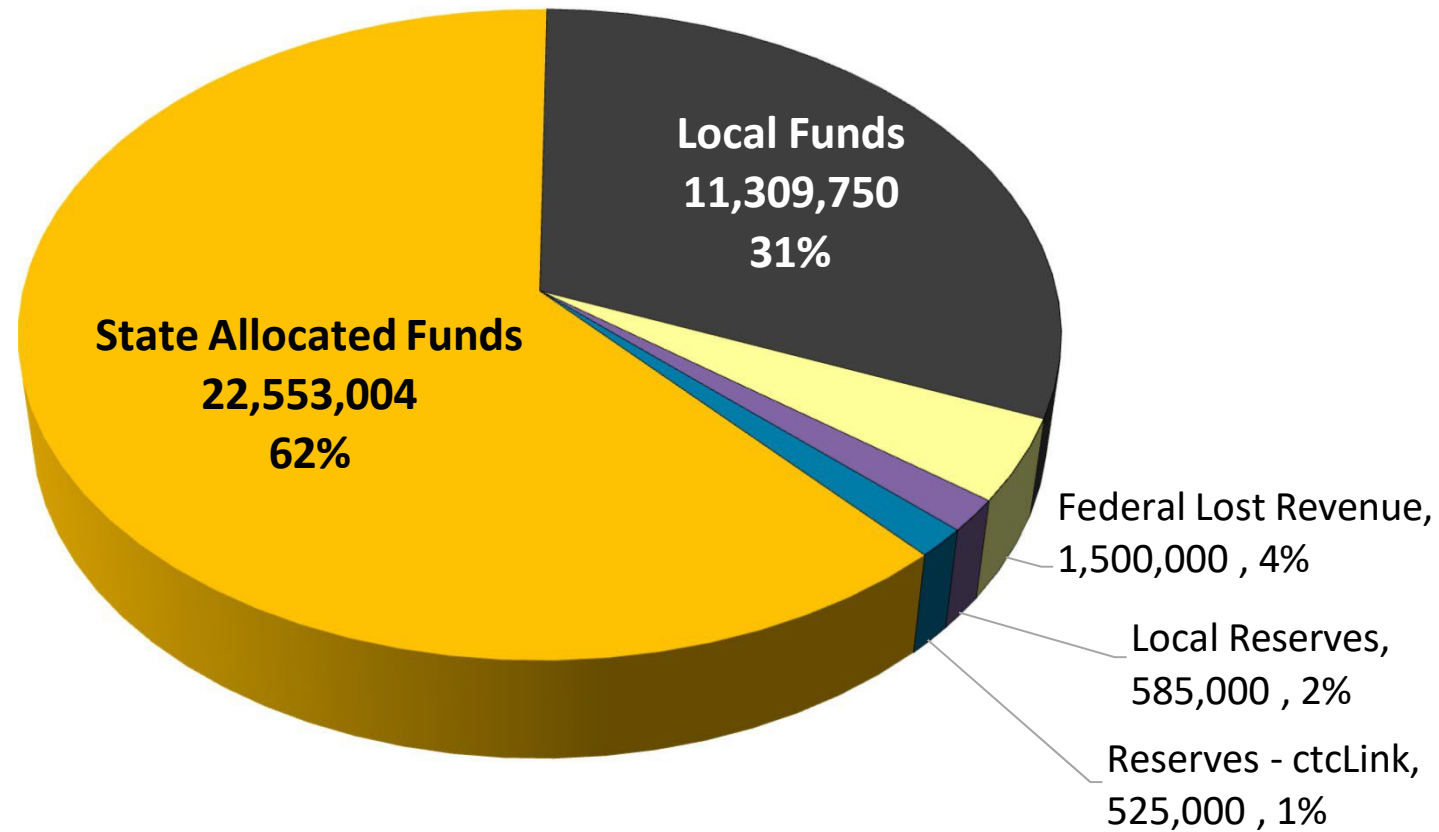


Budget Assumptions

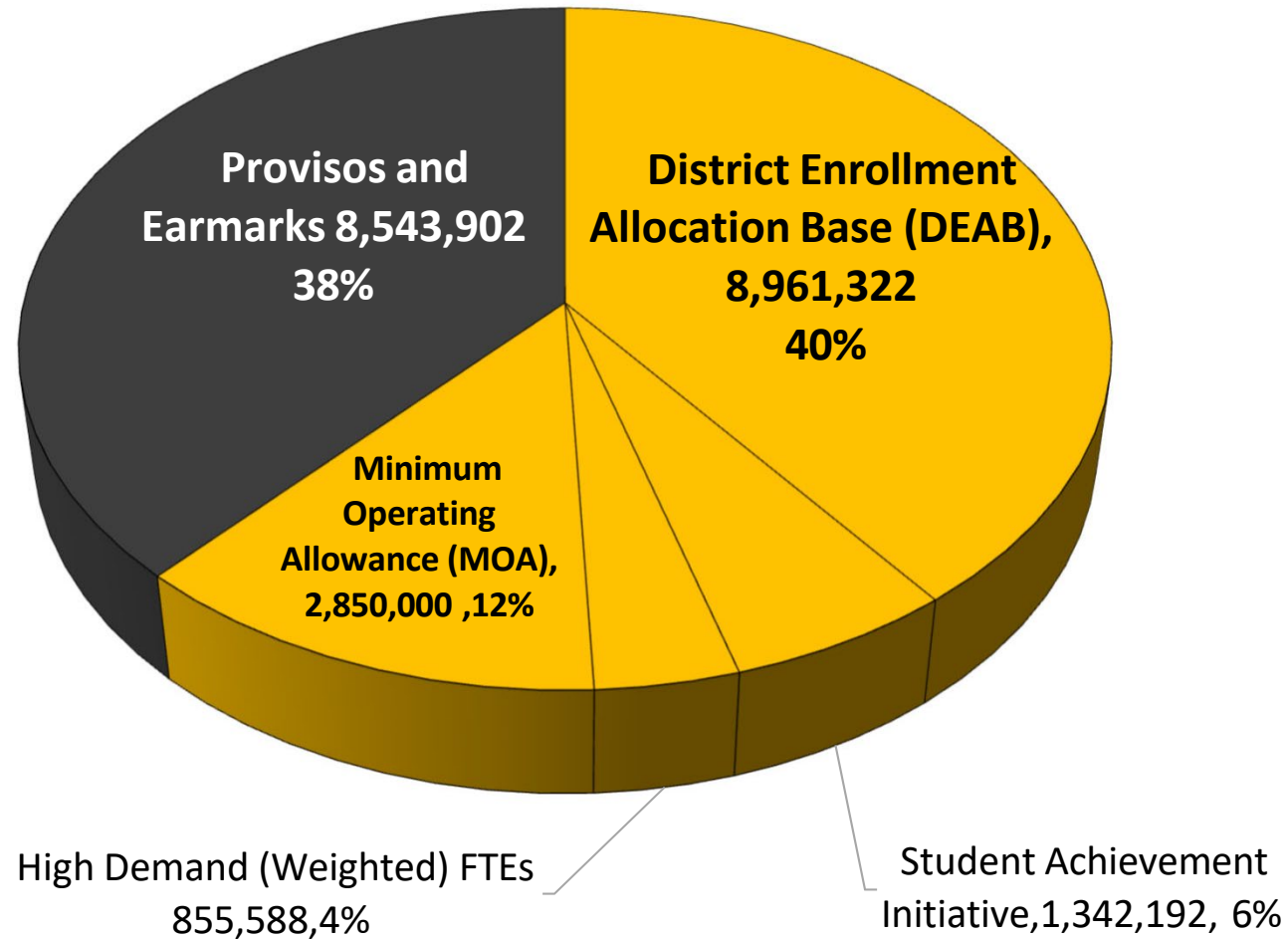
- State Allocation
 - Base allocation
 - Increase over previous initial allocation, \$1.8M
- Compensation
 - COLA's of 4.743% for faculty; 3.25% classified/exempt
 - High demand faculty salaries, \$465,441
 - Nurse educator salaries, \$1,233,190
- Operating Fee (Tuition)
 - 2.4% increase in rates
 - 5% increase in enrollment
- Reserves – One time expenditures
 - ctcLink, \$525K (carryover from FY22)
 - Reserves for one-time expenditures \$585K
- Federal Funding - \$1.5M (Loss Revenue)



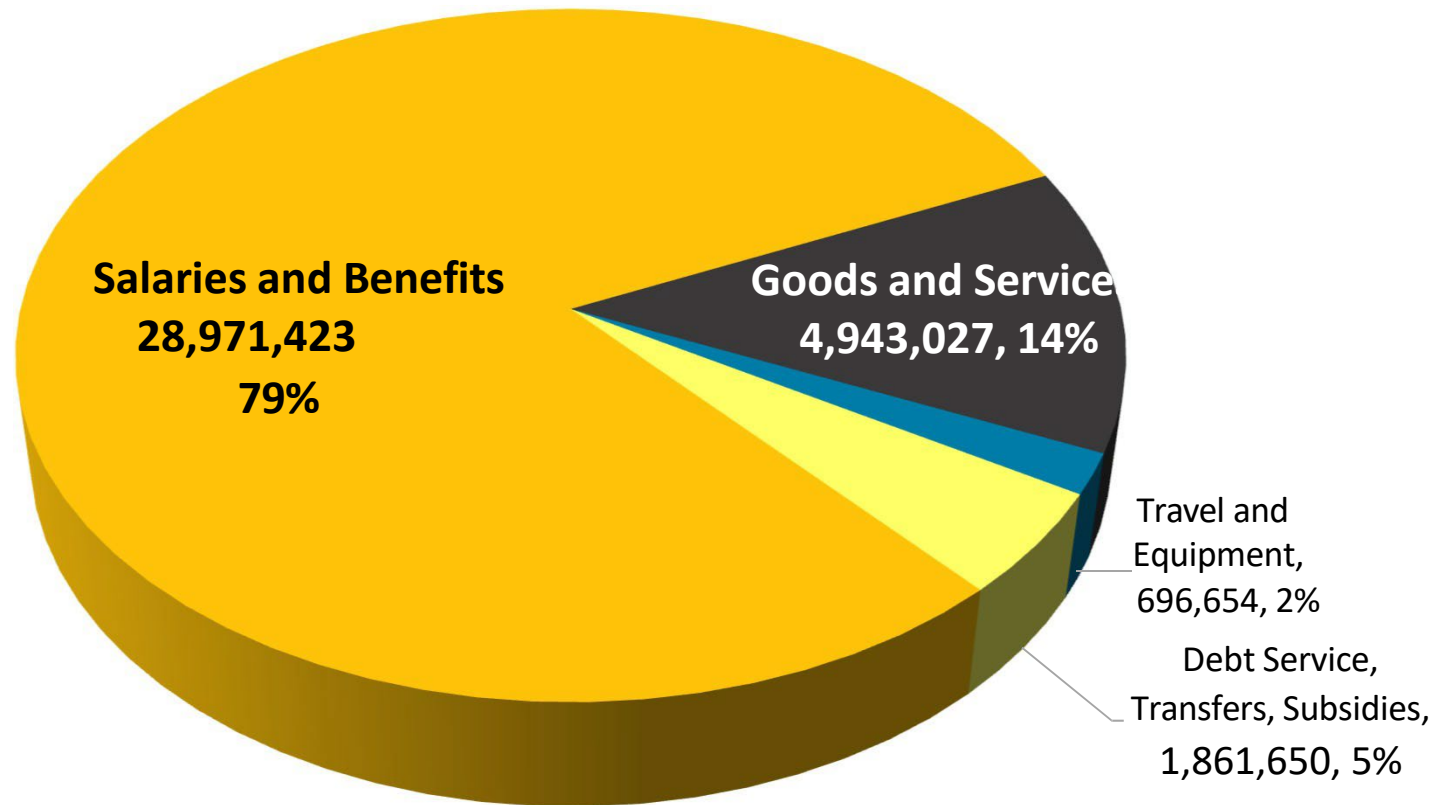
FY23 Projected Revenues - \$36,472,754



FY23 Draft State Allocation - \$22,553,004

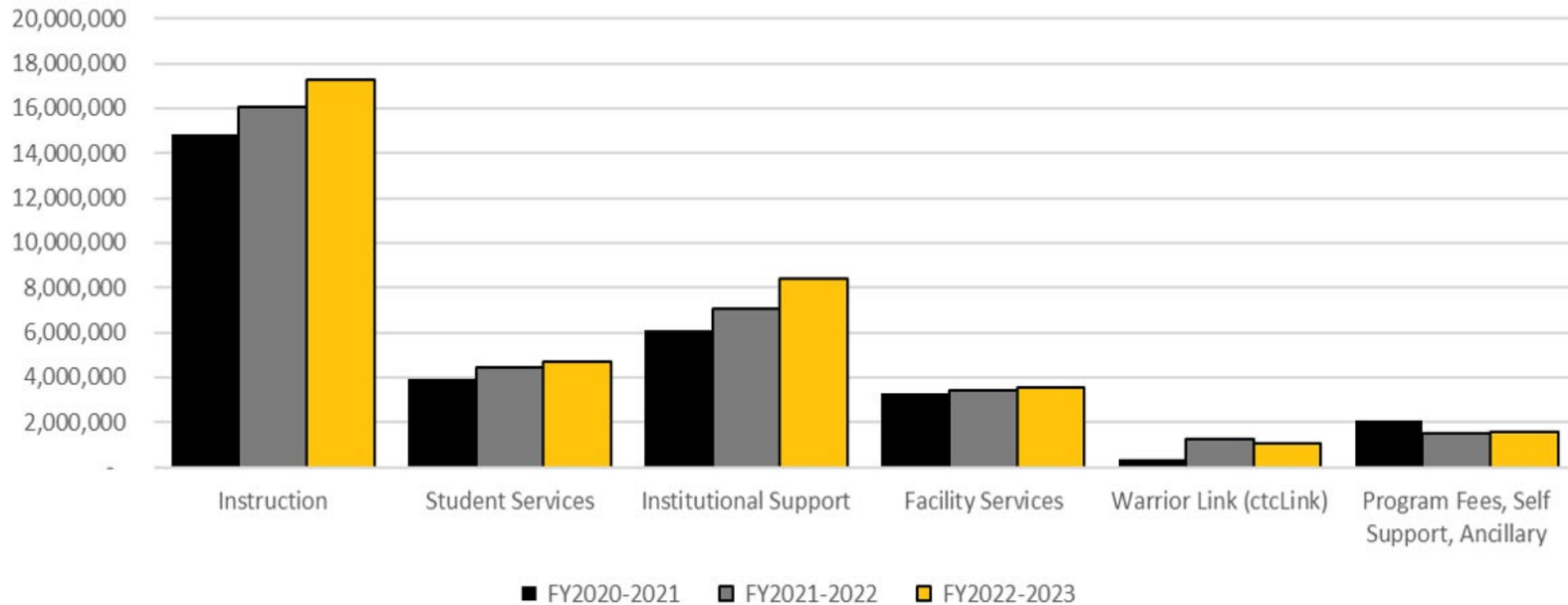


FY23 Expenditures, Category - \$36,472,754



FY23 Expenditures - \$36,472,754

FY2021-FY2023 Expense Budget
by Function



2022-2023 GRANTS, CONTRACTS AND FISCAL AGENT AGREEMENTS

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SUBTOTAL:	\$17,858,422	\$14,596,450	(\$3,261,972)
LESS GRANTS REPORTED ELSEWHERE & FISCAL AGENT AGREEMENTS:	\$1,322,862	\$2,153,263	\$830,401
TOTAL ADJUSTED GRANTS AND CONTRACTS :	\$16,535,560	\$12,443,187	(\$4,092,373)

*Fiscal agent work is work that WWCC performs for other agencies whose work is directed by boards independent of the WWCC board.
WWCC performs accounting, human resource, payroll and purchasing services*



Questions



WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: June 16, 2022

TO: Board of Trustees

FROM: Sherry Hartford, Vice President of Human Resources

SUBJECT: Negotiated Agreement between the Board of Trustees of Walla Walla Community College (WWCC) District No. 20 and the WWCC Association for Higher Education for the period 2022-2025

The management of WWCC and representatives from the Association for Higher Education have completed negotiations for a proposed contract to be effective from July 1, 2022 through June 30, 2025. A copy of the draft contract has been attached for your review. The Association notified management that their membership passed the ratification vote on Tuesday, May 24, 2022. Board approval of the contract will be requested at the June 22, 2022 Board meeting.

Details of the changes can be seen in the Summary of Changes. I have also included a “track-changes” version for your convenience. Highlights of the proposed changes to the contract include:

1. Cost of Living Increase – Full and part-time faculty will receive a 4.743% COLA effective July 1, 2022.
2. Faculty Salary Schedule - All faculty will now be on the salary schedule. Fifty-two (52) faculty were already on the schedule, they will receive no additional salary change. Fifty-six (56) faculty were placed on the faculty salary schedule with an average increase of \$1,894.
3. Promotion – All faculty were evaluated for placement into a promotion cohort. If promoted, faculty receive a one-step increase on the schedule (approximately \$4,141). Eighteen (18) faculty are at the top of the schedule and therefore are ineligible for promotion; thirty-six (36) faculty will be promoted in 2022; twenty-five (25) faculty will be eligible for a potential promotion in 2023; twenty-nine (29) faculty will be eligible for a potential promotion in 2024.
4. Evaluation – Faculty will be evaluated once every five (5) years with a mid-cycle peer review.
5. Faculty Emeritus – Eligible retiring faculty may apply to the Board of Trustees for the benefits and privileges that come with the Emeritus status.
6. Professional Development – Full time faculty will be eligible for the equivalent of \$1,200 for professional development activities annually.



WALLA WALLA COMMUNITY COLLEGE

**Contract Between The
Board Of Trustees of Community College
District No. 20
And The
Walla Walla Community College
Association For Higher Education
2022-2025**

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PREAMBLE

This Contract is made and entered into by and between the Board of Trustees of Community College District No. 20, hereinafter called the "Employer" or "District", and the Walla Walla Community College Association for Higher Education affiliated with the Washington Education Association (WEA) and the National Education Association (NEA), hereinafter called the "Association." The terms "District" and "Employer" used hereinafter shall mean the Board of Trustees or its lawfully delegated representatives.

Article 1 Recognition

1.1

- A. The Employer recognizes the Association as the bargaining representative for all academic employees employed by the District for the purposes of exercising all rights accorded the Association by state law and the terms and conditions of this Contract. "Academic employee" means any teacher, counselor, librarian, or department head, who is employed by the District, whether full or part-time, with the exception of the president and any administrator, who performs administrative functions at least fifty percent (50%) or more of their assignments and/or has responsibilities to hire, dismiss or discipline faculty members. An academic employee may be given a "Faculty Appointment", "Special Faculty Appointment" or hired on a part-time basis (see [RCW 28B.52](#) and [RCW 28B.50.489](#)).
- B. Faculty Appointment — Faculty appointments may be given to state-funded employees under contract to perform full-time duties as a teacher, counselor, librarian, or other position for which the training, experience, and responsibilities are comparable as determined by the appointing authority, except administrative appointments. Employees provided a "faculty appointment," may be granted tenure after participation in and completion of the college's tenure process (see [RCW 28B.50](#)).
- C. Special Faculty Appointment — Special faculty appointments may be granted to individuals employed on the basis of federal or other special funds as designated by the State Board. Such individuals are ineligible to receive tenure. However, under certain circumstances, employees granted special faculty appointments within a correctional institution, may be eligible for tenure within that program. Such tenure shall be distinct and separate from the tenure program for other faculty of the college district (see [RCW 28B.50.870](#), [WAC 131-16-400](#), and [WAC 131-16-400](#)).
- D. Part-time Faculty — Typically, part-time faculty are academic employees hired on a quarter-to-quarter basis to perform any percentage of a full-time academic workload. The Employer refers to this group of employees as "Adjunct" faculty.
- E. "Academic employee" does not include persons hired to teach continuing education course offerings of an educational, cultural, and recreational nature. Continuing education course offerings include short-term non-credit certificate programs, professional development and personal interest courses, programming for seniors and children, as well as corporate training.

- 1.2 Excluded from the bargaining unit are all employees of the District who do not meet the definition of "academic employee" as defined herein. Should a question arise whether an exempt position is included or excluded from the bargaining unit, the Board or its designee shall meet with the Association and attempt to resolve the difference. Appeals may be taken by either party pursuant to the Public Employment Relations Commission rules.
- 1.3 The administrative or exempt positions excluded from the bargaining unit are identified in Appendix A.
- 1.4 In the event additional administrative or exempt positions are created by the Employer during the duration of this Contract, such classifications which are substantially similar to that in Appendix A shall also be exempt from such recognition or inclusion. In the event additional administrative or exempt positions are created by the Employer during the duration of this Contract, the Association shall be notified by the Human Resources Office of any position descriptions that include the duties of academic employees, including teaching, counseling, and library faculty. The Association will be notified prior to finalization of the position announcement.
- 1.5 The Employer will not interfere with the legal right of faculty employees to organize, join, and support the Association for whatever purpose in which it may legally engage. The Employer agrees it will not discriminate against any faculty employee because of membership in the Association, because of participation in any lawful activity on behalf of the Association, or because of any action taken within the duly established grievance procedure.
- 1.6 The Association is the authorized representative of the faculty to bargain faculty working conditions and compensation. These shall include duties and compensation of faculty performing paid leadership responsibilities. Proposed changes in the duties, responsibilities, or compensation of faculty leadership roles are subject to the negotiation between the Administration and the Association. Each quarter, faculty serving in leadership positions may choose reassigned time or a stipend equivalent to the cost of an instructional replacement at the five (5) credit Mode I compensation. Current descriptions of faculty leadership roles and responsibilities are found in Appendix E.

Article 2 Status of the Contract

- 2.1 This Contract shall supersede any rules, regulations, policy, resolutions, or practices of the Employer which shall be contrary to or inconsistent with its terms to the extent that it is contrary to or inconsistent.
- 2.2 All items agreed upon during negotiations and reduced to writing are final and binding on both parties for the duration of this Contract and may be modified during the life of this Contract only by mutual consent of both parties. Requests to negotiate additional terms to this Contract during its duration shall also require mutual agreement. Existing policies, rules, regulations, procedures or practices not in conflict with this Contract may remain in full force and effect at the discretion of the Board.
- 2.3 Unless specifically stated, nothing in this Contract shall be interpreted or applied to reduce current individual salary rates. Changes in policies or conditions which are negotiable under [RCW 28B.52.030](#), but are not a part of this Contract, may be adopted

by the Board provided the Association is notified of the proposed changes. The Association shall be notified in writing of the proposed changes at least 10 days prior to adoption.

Article 3 Conformity to Law

Any provision of this Contract which may be adjudged by a court of competent jurisdiction to be in conflict with any federal law or state law or regulation of the Washington State Board for Community and Technical Colleges present or subsequent shall become inoperative to the extent or duration of such conflict. Since it is not the intent of either party here to violate such laws, it is agreed in the event of a conflict between any provisions of this Contract and such federal or state law or regulation of the Washington State Board for Community and Technical Colleges, the remainder of this Contract shall remain in full force and effect. The parties agree to meet for the purpose of negotiating substitute provisions within thirty (30) days to replace those provisions coming into conflict with the laws herein described.

Article 4 Distribution of the Contract

Within thirty (30) days following ratification of this Contract, the District shall distribute to all contracted full-time and part-time employees an electronic copy of the complete Contract. Full-time employees new to the District shall be provided a copy of the Contract by the District upon issuance of their individual contract and such Contract shall be available to all applicants on the Employer's web page.

Article 5 Contracting Out

The Board will bargain with the Association concerning the effects of any proposed subcontracting of work customarily performed by academic employees.

Article 6 Management Rights

- 6.1 All management and decision-making responsibility for the District is vested exclusively with the Employer. The management and decision-making rights shall be limited only by the express terms of this Contract. All matters not specifically and expressly covered by the language of this Contract may be administered for its duration by the Employer in accordance with such policies and procedures as it from time to time may determine.
- 6.2 The Employer shall adopt policies, rules, and procedures, as it may deem appropriate, to correct safety and health hazards and deficiencies relating to District property, activities, and operations.

Article 7 Association Rights

- 7.1 Any representative of the Association who is mutually scheduled by the parties to participate during instruction or non-instruction periods in Employer/employee

conferences shall suffer no loss of pay.

- 7.2 The Employer shall furnish the Association, upon request, information required to perform its representation functions. Requests for information shall be made in writing and directed to the Vice President of Human Resources.
- 7.3 Association meetings or Association committee meetings when scheduled shall not interrupt classroom assignments or scheduled office hours for those individuals involved. General membership meetings of the Association shall be scheduled through Facility Services and follow the regulations and procedures for use of campus facilities and equipment. No charge shall be made for the Association's use of District rooms.
- 7.4 The Association and its affiliates shall have the right to post notices of their activities and matters of Association concerns on college bulletin boards. The Association and its affiliates shall have the right to use the internal college mail service and employee mailboxes for communication with academic employees.
- 7.5 The Association shall receive within the first month of each academic year the names, home addresses, telephone numbers (if public information), and assigned work locations of all members of the bargaining unit.
- 7.6 Association representatives shall have reasonable access during normal college hours to all buildings in which members of the bargaining unit work, provided that such access does not disrupt the learning process and advance notification is given to the office of the President.
- 7.7 Release time will be provided the Association representative(s) to conduct Association business if prior approval is received from the President or President's designee.
- 7.8 The AHE President shall receive a yearly stipend in accordance with Appendix C. In lieu of this stipend, one-third release time may be provided the AHE President.
- 7.9 Membership

No employee shall be required to join the Association.
- 7.10 Voluntary Dues Payments

Full-time academic employees have the right of automatic payroll deduction of Association membership dues and fees.
 - A. It is the Association's responsibility to provide an automatic payroll authorization form to academic employees. Once an academic employee has signed the automatic payroll authorization, dues deduction shall be effective on the first of the month following the month in which the form is received by the payroll office unless the form is received on the first working day of the month in which case the deduction will be effective the month in which it is received. Thereafter, the deduction will be continuous from year to year unless revoked in accordance with section C below.
 - B. On or before September tenth of each year, the Association shall provide a table of prorated annual dues, assessments, and fees to the Payroll Office.

- C. Revocation of membership shall be made by an academic employee, in writing, to the Association with a copy to the Payroll Office and shall become effective on the first of the month following the month in which the form is received by the Payroll Office unless the form is received on the first working day of the month in which case the deduction will be effective the month in which it is received.

7.11 Hold Harmless

The Association agrees to indemnify the Employer and hold it harmless against any and all suits, claims, demands and liability for damages or penalties that shall arise out of or by reason of any action that shall be taken by the Employer for the purpose of complying with the foregoing provisions of this section provided such action has been authorized by the faculty member and such authorization has not been rescinded.

Article 8 Labor/Management Communication Committee

- 8.1 The Employer and the Association endorse the goal of a constructive and cooperative relationship. To promote and foster such a relationship, a Labor/Management Communication Committee will be established. The purpose of the committee is to provide communication between the parties, to share information and concerns and to promote constructive, respectful, meaningful, and cooperative labor management relations.
- 8.2 Either party may propose items for discussion on topics which may include, but are not limited to: administration of this Agreement, changes to applicable law, legislative updates, organizational change, improvement in systems and processes, resolving workplace and service delivery problems, quality of work life for employees, and/or more productive and efficient service delivery. The committee will meet, discuss, exchange, and consider information of a group nature and general interest to both parties.
- 8.3 The Employer and Association will be responsible for the selection of their own representatives.
- 8.4 Meetings will be held quarterly. Additional meetings may be scheduled on mutually acceptable dates and times. Agenda items will be exchanged prior to the meeting date.
- 8.5 The committee established under this Article will be used for discussions only, and the committee will have no authority to conduct any negotiations, bargain collectively, or modify any provision of this Agreement. The committee activities and discussions will not be subject to the grievance procedure.
- 8.6 Nothing in this section shall be construed to obligate either party to modify, limit, restrict, or reduce its rights or prerogatives as outlined elsewhere in this contract.

Article 9 Academic Employee Protection

9.1 Legal Protection

The Board agrees to hold employees harmless and defend from any financial loss

including reasonable attorneys' fees for actions arising out of any claim, demand, suit, criminal prosecution, or judgment by reason of any act or failure to act by such employees within or without the District, provided such employee, at the time of the act or omission complained of, was acting within the scope of their employment or under the direction of the Board, as provided below.

- A. As provided for in [RCW 28B.10.842](#) whenever any action, claim, demand, suit, criminal proceeding, judgment, or proceeding is instituted against an employee arising out of the performance or failure of performance of duties for the College, within or without the District facilities, the Board of Trustees shall grant a request by an employee that the Attorney General be authorized to defend such action, claim, demand, suit, criminal proceeding, and the cost of defense of such action shall be paid from the appropriation made for the support of the District provided that the Board has made a finding and determination by resolution that the employee was acting in good faith. If the Board is unable to reach any decision on the matter, the Attorney General is authorized to grant a request.
- B. When a request for defense has been authorized, then any obligation for payment arising from such an action, claim, or proceeding shall be paid from the State's Tort Claims Revolving Fund pursuant to the provisions of [RCW 4.92.130](#) through [4.92.220](#) as now or hereafter amended.

9.2 Academic Freedom

- A. Academic Freedom in its teaching aspect is fundamental for the protection of the rights of the faculty in teaching and of the student to freedom in learning. This liberty carries with its duties correlative with the faculty member's rights; in discussing the subject in the classroom, in research and in publication, as a citizen, as a member of the institution, and as a member of the local community.
- B. Specific rights:
 - 1. A faculty member is entitled to freedom in the classroom to discuss any & all subjects that fit within the outcomes of the course/division/college.
 - 2. A faculty member is entitled to full freedom in research and in the publication of the results, within the existing college policies concerning printing and publication.
 - 3. A faculty member is a citizen, and a member of a learned profession, and a member of an educational institution. When they speak or write as a citizen, they should be free from institutional censorship or discipline.
 - 4. As a member of their institution, the faculty member seeks above all to be an effective teacher. Although they observe the stated regulations of the institution, they maintain their rights to question policies/decisions of the college and seek revision.
- C. The district policy on academic freedom shall not infringe upon the specified rights herein.

Each employee is entitled to freedom in the classroom in the discussion and presentation of the subject they teach.

Article 10 Academic Employee Rights

10.1 Individual Rights

Academic employees shall be entitled to full rights of citizenship. There shall be no discipline or discrimination with respect to the employment of academic employees due to race, creed, color, marital status, sex, age (over 40), sexual orientation, including gender expression/identity, genetic information, national origin, the presence of any sensory, mental, or physical disability, the use of a trained guide dog or service animal by a person with a disability, or status as a Vietnam and/or disabled veteran, National Guard member or reservist, in accordance with Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Federal Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and any other applicable federal and Washington State laws against discrimination.

10.2 Safe Working Conditions

Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well-being or the health, safety or well-being of students as determined by the Washington Industrial Safety and Health Act. Both parties agree to abide by the terms of the Washington Industrial Safety and Health Act.

10.3 Any academic employee who is threatened with bodily harm by an individual or a group while carrying out their assigned duties shall immediately notify the appropriate administrator. The administrator shall notify the President of the incident and take immediate steps in cooperation with the employee to provide every reasonable means of protection.

10.4 A faculty member teaching at any of the educational facilities of WWCC shall have authority to remove or deny admittance of any student who is deemed to be a threat to the safety of the faculty member and/or students consistent with the Student Code of Conduct. In an event involving a faculty member teaching at one of WWCC's contracted correctional educational facilities, such action shall be in accordance with the Agreement between the State Board for Community and Technical Colleges and the Department of Corrections.

10.5 Right to Due Process

No employee shall be reprimanded, disciplined, or reduced in compensation without just cause. In any event, any charges which are made shall be reduced to writing and made available to the employee. An employee shall have the right to have one Association representative of the employee's choice present at any meeting wherein the employee believes they may be reprimanded, disciplined, or denied rights available under this Contract. Nothing herein shall be construed to preclude a Vice President or other appropriate administrative person from attempting to resolve problems with an employee in confidence. Matters relating to tenure, dismissal and layoff shall be covered in Articles 34, 35, and 36 respectively and such instances shall not be covered by this subsection.

10.6 Personnel Files

Each employee shall have the right, upon request, to review and inspect the contents of their personnel file. A copy of any material to be placed in an employee's personnel file shall be given to the employee at the time. The employee shall have the right to attach a full and complete rebuttal statement to any derogatory material placed in their file.

Material may be expunged from the file upon mutual agreement of the employee and the appropriate Vice President. Nothing herein shall preclude the District from maintaining payroll and related administrative records outside of an individual employee's personnel file.

10.7 Selection of Full-time Faculty

- A. It is the intent of the Employer and Association that personnel selection practices be designed to ensure high standards of excellence in all phases of district operations, satisfy the standards of regional and national accrediting organizations, and provide for a professional staff and faculty representing a wide range of educational and professional experience. Personnel practices and standards shall be consistent with the requirements of WAC [131-16-080](#) and 131-16-091.
- B. The Employer and Association are committed to ensuring the most qualified educators available are hired to fill funded full-time vacancies, consistent with our commitments to affirmative action, equal opportunity, campus diversity, and shared governance. The Association recognizes that the Board of Trustees has full authority and responsibility for the staffing and operation of the College. The Board may, at its discretion, delegate its appointing authority. Hiring decisions are the responsibility of the appointing authority. The Employer reserves the right to not fill a position, reject all applicants, reopen a position, or make an appointment.
- C. Posting Positions: Tenure-track positions, and when possible all other full-time positions, will be posted on the Employer web site for a minimum of ten (10) days. This posting requirement does not preclude the appointment of more than one candidate from a single recruitment posting or the use of an established candidate pool to fill the same or similar future tenure-track vacancies.

Article 11 Faculty Emeritus Benefits and Privileges

- A. To be eligible for consideration, faculty must have taught at the college for 15 or more years, be voluntarily retired or separated, self-request the status or be nominated to the college President, and be approved by the Board of Trustees.
- B. Use of the title Faculty Emeritus.
- C. Listing on a Faculty Emeritus section of the WWCC Website that includes professional biographies and photos.
- D. WWCC business cards that include Emeritus title.
- E. Allowed to participate in graduation, and be recognized as Emeriti along with retirement recognition.

- F. Faculty Emeriti are encouraged to participate in volunteer opportunities as recruiters or outreach ambassadors at mutually agreed upon events within the community.
(Example: visit service clubs)
- G. Faculty Emeriti are encouraged to participate in volunteer opportunities in student support services.
- H. Use of College facilities the same as current faculty.
- I. Use of a unique WWCC email account, configured similarly to a student email account.
- J. Receive College Cellars discount the same as current faculty.
- K. Attend all campus activities the same as current faculty.
- L. Catalog listing: Faculty Emeritus, by their consent, will be listed in the college catalog until such time as they request not to be listed or until deceased.
- M. Attend any function for emeritus faculty.

Article 12 Faculty Responsibilities

12.1 Basic Function and Responsibility

Full-time teaching faculty are credentialed, professional educators with the primary responsibility of providing a quality education for all WWCC students. The relationship of the faculty member to the student is one of teacher, mentor, and facilitator of learning. The five categories and specific responsibilities listed below constitute a faculty member's assignment.

12.2 Teaching/Equivalent Responsibilities

Teaching includes both teaching and teaching-related activities. Teaching-related activities encompass classroom preparation, curriculum development, textbook orders, grading, availability during office hours, and development and preparation of student outcomes assessment. Specific responsibilities are:

- A. Teach assigned classes at scheduled time and place.
- B. Demonstrate professional skills appropriate to the teaching assignment.
- C. Provide each student with a comprehensive syllabus at the beginning of the quarter.
- D. Provide clear explanations, assignments, and directions.
- E. Conduct appropriate and frequent evaluations of student performance and provide feedback so students are aware of their performance throughout the quarter.
- F. Assign and submit grades based upon results of evaluations and college grading policy.

- G. Maintain student records and grades in the College's LMS.
- H. Post and be available during office hours that are reasonable for student access.
- I. Maintain course outlines and syllabi to reflect program curriculum.
- J. Review and recommend program textbooks, materials, and technology.
- K. Utilize available technology appropriate to assignment.
- L. Participate in program planning and budgeting.
- M. Equivalent responsibilities include specific assignments faculty performs in place of teaching classes; e.g., counseling, library work, grant assignments, unusual program/curriculum development, sabbaticals, etc.

12.3 Advising

Full-time teaching faculty at Walla Walla Community College also serve as advisors except in cases where, with management approval, alternative service to the college has been deemed a suitable substitute for advising responsibilities. The Board of Trustees, administration, faculty, and staff of Walla Walla Community College recognize that good advising is key to student retention and success. Good advising is fostered through informed and intentional academic advising and widespread student access. Specific advising responsibilities are:

- A. Advise and mentor advisees on coursework, program and/or transfer options, career plans, and graduation requirements.
- B. Post and be available during office hours that are reasonable for advisee access. The specific structure of this access can be tailored within departments.
- C. Participate in advisor training that will lead to initial certification.
- D. Participate in ongoing professional development with regard to advising.
- E. Participate in appropriate assessment of advising effectiveness aimed at continuous improvement of advising outcomes.

12.4 Professional Development

- A. Complete Professional Development as described in Article 33.
- B. Complete required trainings.

12.5 Professional Accomplishments

Participation in professional organizations and contributions to the profession are encouraged and should be recognized.

- A. Participate in professional organizations.

- B. Share expertise and knowledge through conferences and group presentations, speaking, applying research, and/or publishing.
- C. Strive for recognition of instructional programs by professional organizations and industry.

12.6 Service to the College

Service may be to students, faculty, the college, and community.

- A. Regularly attends department/division and/or assigned committee meetings; participates in discipline/department and division projects.
- B. Prepares for and contributes to meetings; assumes share of departmental, divisional and college responsibilities.
- C. Assists in mentoring new faculty.
- D. Participates in identifying and solving institutional concerns.
- E. Assists in promoting the college to students, the public, and businesses and governmental agencies.
- F. Participate in program articulation with other colleges and schools, to include Tech-Prep, Academic Prep, Running Start, Alternative Education, student organizations, and other activities.
- G. Participate in community activities as related to instructional assignment and interests.

12.7 Commencement

- A. Attendance at commencement is a non-instruction contract day. Faculty attendance is required for the appropriate instructional area or site.
- B. Request for absences must be approved by the President.

Article 13 Participatory Governance

The Employer recognizes the requisite expertise and ability of the faculty to provide valuable input regarding many decisions by the district. It is agreed that the faculty and administration will maintain structures and procedures which allow appropriate input of the faculty.

Article 14 Intellectual Property

- 14.1 The ownership of any materials, processes or inventions developed solely by an employee's individual effort, research and expense shall vest in the employee and be copyrighted or patented, if at all, in the employee's name.
- 14.2 The ownership of materials, processes or inventions produced solely for the District and

at District expense shall vest in the District and be copyrighted or patented, if at all, in its name.

- 14.3 In those instances where materials, processes or inventions are produced by an employee with District support by way of use of significant personnel, time, facilities or other District resources, the ownership of the materials, processes or inventions shall vest in (and be copyrighted or patented by, if at all) dual ownership, the employee and the District.
- 14.4 The district policy on intellectual property shall not infringe upon the specified rights herein.

Article 15 Travel

- 15.1 Travel reimbursement shall be in accordance with applicable statutory requirements.
- 15.2 Employees shall be reimbursed for travel expenses upon prior approval of the appropriate Vice President and submission of a report regarding the meeting attended.
- 15.3 Employees assigned at more than one location within the district shall be reimbursed for mileage between work sites which exceed commute distance to the primary work site.
- 15.4 All contractually required travel will be calculated as part of the faculty member's workload.

Article 16 Professional Meetings

- 16.1 The appropriate instructional Dean may approve participation with pay to employees to attend conferences, workshops, and conventions if such meetings are for curriculum and/or improvement of instruction. Travel expenses incurred by the attendance at such meeting will be reimbursed, as prior approved, upon submission of an itemized voucher of expenses.
- 16.2 If budget considerations do not allow an employee to attend a meeting as outlined above, the employee may request to attend and assume that portion of the costs not approved for reimbursement by the District.
- 16.3 Employees shall submit a professional development form or a written report of such meetings. Attendance at a mandatory meeting on a non-contractual day shall be compensated at the daily rate of pay or fraction thereof if agreed to by the faculty member and the Vice President of Instruction.

Article 17 Class Audit and Enrollment

Any academic employee who is working half time or more during the quarter they wish to enroll or who is on an approved leave may enroll in classes for credit or audit in accordance with the College Tuition Payment Policy for WWCC Employees.

Article 18 Insurance Plan and Related Benefits

- 18.1 The Employer shall contribute up to a maximum amount authorized by law and the State Employees Insurance Board for allowable group insurance plans for each eligible employee. Employees shall have the opportunity to self-pay such contributions during official leaves without pay. All premiums in excess of the amount allowed by law shall be borne by the employee. Such premiums shall be paid during summer months for full-time employees who are returning to work for the subsequent academic year.
- 18.2 The Employer shall make available retirement options as provided by statute.
- 18.3 The Employer will provide, as provided by law, Washington State Unemployment benefits.
- 18.4 Voluntary Employees' Beneficiary Association (VEBA)

The District will provide to eligible employees covered by this Agreement a medical expense plan that provides for reimbursement of medical expenses. Instead of cash out of sick leave at retirement, the District may deposit equivalent funds in a medical expense plan for eligible employees, as authorized by [RCW 28B.50.553](#). The medical expense plan must meet the requirements of the Internal Revenue Code. As a condition of participation, the medical expense plan provided will require that each covered eligible academic employee sign an agreement with the District. The agreement will include the following provisions.

- A. A provision to hold the District harmless should the United States government find that the District or the academic employee is indebted to the United States as a result of:
1. The academic employee not paying income taxes due on the equivalent funds placed into the plan; or
 2. The District not withholding or deducting a tax, assessment, or other payment on funds placed into the plan as required by federal law.
- B. A provision to require each covered eligible academic employee to forfeit remuneration for accrued sick leave at retirement if the academic employee is covered by a medical expense plan and the academic employee refuses to sign the required agreement.

Article 19 Absences and Leave

19.1 Notice Required

All applications and accounting for absences will be the mutual responsibility of the individual employee and the administration, the processing of which will follow administrative channels to ensure maximum accountability and accurate personnel record keeping.

Absence shall be requested on an appropriate form provided by the District. Applications shall require approval one (1) week in advance of the anticipated absence. Exceptions

to this requirement shall be absences which are impossible to anticipate such as bereavement, personal illness, injury, or emergency. In such cases, the employee shall notify the appropriate supervisor at least one (1) hour prior to the employee's first working assignment.

All employee benefits shall continue during the period of any paid leave.

- 19.2 This section shall apply to all leaves of absence. In no instance shall a leave of absence be granted for a period in excess of one (1) calendar year, except for military service during a period of national emergency.

19.3 Leave of Absence

Leave of absence may be granted for all or part of an instructional year to contracted employees. Such leave is without pay, but previously accrued benefits will be retained. Application for leave of absence will be made through the division coordinator and the Vice President of Instruction to the College President. At the conclusion of such an approved leave, the District agrees to return the employee in the same or similar position with equivalent pay and benefits, provided that the recipient has confirmed their intent to return, at least sixty (60) days prior to the expiration of their leave. Employees who take a leave of absence greater than 50 percent of an academic year will not receive a salary advancement increment for the year. Employees who meet eligibility requirements at the time when granted an official leave of absence without pay:

- A. Will retain membership in appropriate retirement programs; however, tax deferred annuities will be suspended during leave.
- B. May retain college fringe benefits by paying applicable contributions in full. In such cases, employees must prepare checks payable to the carrier and submit to the Walla Walla Community College payroll office in accordance with a timetable worked out by the payroll office. Contributions will be forwarded with the district group payments. Excluded is salary continuation insurance, which will be suspended until the employee returns to the active payroll.

Article 20 Coverage for Personnel on Leave

Depending on the length of the leave for faculty, it may be necessary to hire a faculty temporarily for continuity of instruction. The faculty on temporary assignment should be informed of the estimated length. Compensation will be at the current, negotiated adjunct and/or overload rate.

Article 21 Personal Leave

Full-time employees will receive three (3) days leave per year for purposes of a personal nature provided such leave is arranged with the Dean and/or Director of the instructional unit. Such leave is non-accumulative. Personal leave may be taken in hourly increments. Employees who are annually contracted for less than 100 percent and quarterly contracted employees who are placed on the full-time salary schedules will get equivalent Personal Leave on the same proportional basis that their employment schedule bears to a full-time schedule. Full-time

faculty who teach for four quarters receive one (1) extra personal day per year.

For personal leave for part-time faculty who are benefits eligible and teaching the equivalent of a full-time load, see Article 38.6 B.

Article 22 Civil Duty Leave

Leave of absence with pay shall be granted employees to serve on jury duty, as trial witnesses, or to exercise other subpoenaed civil duties. Employees will be allowed to retain any compensation paid to them for their jury duty service. Employees shall reimburse the District for compensation received for all other civil duty, exclusive of expenses incurred.

Article 23 Government Service Leave

Leaves of absence will be granted to employees for military purposes and for service in such federally sponsored organizations as the Peace Corps and VISTA. Applicable benefits under this Agreement will accrue to leaves granted for such purposes, provided that the person granted such leave will indicate their desire to return to their institution within ninety (90) days of their severance from the above service.

Article 24 Work Related Injury/Illness Leave

- 24.1 Whenever an employee is absent from employment and unable to perform their duties as a result of personal injury sustained in the course of employment, the employee may utilize their sick leave to compensate for the difference in the amount of state compensation for their regular salary to the limits of their accrued sick leave account. Sick leave account shall be reduced in the same ratio as the payout bears to their total salary. All benefits such as retirement, social security, sick leave, and salary placement shall be maintained by the District.
- 24.2 Employees suffering illness or injury which is compensable under industrial insurance provisions, shall receive full sick leave payments, less any industrial insurance payments received by the employee in compensation for the time loss resulting from the period of leave, unless the employee chooses to receive only industrial insurance payments. Until eligibility for worker's compensation is determined by the Department of Labor and Industries, the agency may pay full sick leave, provided that the employee shall return any subsequent overpayment to his/her agency.
- 24.3 Sick leave days charged to an employee with a worker's compensation claim shall be proportionate to that portion of the employee's salary paid by the institution during the claim period.
- 24.4 An employee who sustains an industrial injury, accident, or illness, arising from employment, shall upon written request and proof of continuing disability be granted leave of absence without pay for up to six (6) months without loss of lay-off seniority or change in annual increment date. Leave without pay exceeding six (6) months without loss of lay-off seniority or change in annual increment date may be granted at the option of the Employer.

Article 25 Family Medical Leave

- 25.1 Family/Medical Leave shall be granted to eligible employees for up to twelve (12) weeks during a twelve (12)-month period for one or more of the following reasons:
- A. To care for a child in the first twelve (12) months after childbirth. Spouses employed by WWCC are only entitled to one combined twelve (12)-week period for birth of a child.
 - B. Because of the placement of a child with the employee for adoption or foster care, within the first twelve (12) months of the placement. Spouses employed by WWCC are only entitled to one combined twelve (12)-week period for placement of a child.
 - C. To care for a spouse, child or parent who has a serious health condition.
 - D. Because of the employee's own serious health condition.
- 25.2 All requests for family/medical leave will be administered under the guidelines of the Family and Medical Leave Act.
- 25.3 For the exclusive purpose of establishing eligibility exclusively for FML, each contract day of full-time employment is equivalent to eight (8) hours.
- 25.4 Medical leave covered by FML may be taken intermittently when certified as medically necessary.

Article 26 Sick Leave

26.1 Accrual

Academic employees under contract to be employed for at least three quarters will accrue eighty-four (84) hours commencing with the first day on which work is to be performed.

26.2 Accumulation

Such unused entitlement will be accumulated after the first three-quarter period of employment and after each subsequent three-quarter period of employment.

Sick leave hereto accumulated shall be retained and added to each preceding year's accumulation.

26.3 Use of Sick Leave

Leave of a full day is equivalent to seven (7) hours. Leave of less than one (1) day may be taken by employees in hourly increments. Sick leave may be used by an employee on contracted workdays under the following conditions:

- A. Because of and during illness or injury which has incapacitated the employee from performing their duties.
- B. By reason of exposure of the employee to a contagious disease during such period as attendance on duty would jeopardize the health of fellow employees or the public.
- C. Up to two (2) days per year for bereavement of non-immediate family and/or close personal friends or, when necessary, to extend bereavement leave for immediate family.
- D. For the purposes of medical, dental or optical appointments if arranged in advance with the appropriate administrator.
- E. For temporary disability including such resulting from pregnancy and/or childbirth.
- F. To care for a minor/dependent child with a health condition requiring treatment or supervision.
- G. To care for a spouse, domestic partner, parent, parent-in-law, sibling, or grandparent of the employee and other relationships as agreed upon with management who has a serious health condition.
- H. Up to three (3) days for family care emergencies as follows:
 - 1. Minor/dependent child care emergencies such as unexpected absence of regular care provider, unexpected closure of child's school, or unexpected need to pick up child at school earlier than normal.
 - 2. Elder care emergencies such as the unexpected absence of a regular care provider or unexpected closure of an assisted living facility.
- I. For family members health care appointments when the presence of the employee is required if arranged in advance.
- J. To care for a family member as required by Washington's Family Care Act ([WAC 296-130](#)) as currently enacted or hereafter amended.
- K. For any applicable FMLA or Washington Family Leave Act qualifying event when eligibility criteria are met.
- L. In accordance with [RCW 49.76.010](#) – 050, if the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking.
- M. The first twelve (12) days, or any part thereof, of sick leave used in any calendar year will be deducted from the sick leave compensation account credit for that year, and the balance of any sick leave taken in excess of the annual compensable days shall be deducted from remaining sick leave credited to the employee, first from the non-compensable amount and the remaining from the prior years' compensable accumulation.

26.4 Reporting

Employees shall report illness or disability to the division coordinator or the employee's immediate supervisor at the beginning of any period of leave, and daily thereafter unless

prearranged. Upon returning to work, the employee may be required by the division coordinator or the immediate supervisor to submit a written statement explaining the nature of the disability. A physician's certificate of illness or injury satisfactory to the employing official or the employing official's designee may be required for approval of sick leave in excess of three (3) days.

26.5 Transferability

Sick leave accumulated under this article shall be transferred from one community college district or community college to another, to the State Board for Community and Technical Colleges, the Superintendent of Public Instruction, to any educational service district, to any school district, or to any other institution of higher learning of the state.

26.6 Reinstatement

Sick leave accumulated by an employee may be reinstated to such person if the employee returns to the employment of the District within five (5) years of separation.

26.7 Annual Sick Leave Cash Out

In accordance with the attendance incentive program established by [RCW 28B.50.553](#), employees are eligible to be paid for accrued sick leave as follows:

- A. In January of each year, an employee whose sick leave balance at the end of the previous year exceeds four hundred eighty hours may elect to convert the sick leave hours earned in the previous calendar year, minus those hours used during the year, to monetary compensation.
- B. No sick leave hours may be converted which would reduce the calendar year-end balance below four hundred eighty hours.
- C. Monetary compensation for converted hours is paid at the rate of twenty-five percent and is based on the employee's current salary.
- D. All converted hours are deducted from the employee's sick leave balance.
- E. Hours which are accrued, donated, and returned from the shared leave program in the same calendar year may be included in the converted hours for monetary compensation.

26.8 Sick Leave Cash Out Separation

- A. At the time of separation from state service due to retirement, the provisions of Article 18.4 apply. In the unfortunate event of an employee death, the employee's estate shall receive remuneration at a rate equal to one (1) day's current monetary compensation of the employee for each four (4) full days of all accrued compensable sick leave.
- B. An employee who separates from Community College District No. 20 for any other reason than retirement or death shall not be paid for accrued sick leave.

26.9 Compensation for unused sick leave shall not be included for the purpose of computing

retirement allowances under any public retirement system of the State of Washington; therefore, no contributions are to be made to the retirement system for payments.

- 26.10 Should the legislature of the State of Washington revoke any benefits granted under [RCW28B.50.553](#), together with any amendments thereto, no affected employee shall be entitled thereafter to receive such benefits as a matter of contractual right.

Article 27 Bereavement Leave

Up to three (3) days leave for bereavement per occurrence for immediate family defined as follows: Spouse, child, stepchild, grandchild or foster child, grandparent, parent, brother, sister, niece, nephew, aunt, or uncle of employee and in-laws of employee, or other relatives residing in the employee's household. This definition of immediate family also includes such relationships established by same-sex and/or opposite sex domestic partnerships and other relationships as agreed upon with management. Additional sick leave and/or personal leave days may be taken up to a total of ten (10) consecutive working days.

Article 28 Sabbatical Leave

- 28.1 Guidelines and procedures for sabbatical leave, including application forms, rating procedures, and reporting requirements will be established by the Professional Development Committee.

28.2 Purpose

The purpose of sabbatical leave is to benefit the college and its students by providing academic employees with the opportunity to engage in activities leading to professional growth and revitalization. The college encourages qualified faculty to make use of sabbatical leave. Such leave would allow eligible employees an extended period of time free from normal contractual obligations in order to pursue legitimate professional goals. This purpose is consistent with the provisions of [RCW 28B.10.650](#) as now exist or hereafter amended and with this college's commitment to faculty professional development. Appropriate uses of sabbatical leave would include formal study, travel relevant to work assignment, work experience in one's teaching field, or any other activity which would contribute substantially to the improvement of teaching abilities.

28.3 Eligibility

Sabbatical leave may be granted for one, two, or three consecutive quarters after completion of six (6) years of full-time contractual service as an academic employee of Walla Walla Community College. Employees awarded three quarters of sabbatical leave will be eligible for additional award after a second six (6) year period of full-time employment. Employees who are awarded leaves of less than three quarters retain their remaining entitlement and will qualify for additional entitlement at the rate of one quarter for each two-year period of full-time employment, not to exceed three quarters of entitlement during a six-year period.

28.4 Approval

All sabbatical leaves require the approval of the Board of Trustees. The number of

sabbatical leaves approved by the Board shall not exceed five percent (5%) of the full-time contracted faculty, provided the number of leaves given does not exceed four percent (4%) of the full-time equivalent faculty. The number of leaves granted shall be subject to budget restraints. In the event that the number of applicants exceeds the number of recipients, the Board shall name a first and second alternate to replace a leave recipient should an employee not accept a sabbatical leave grant.

28.5 Compensation

Faculty are encouraged to seek outside funding support for their sabbaticals. Compensation from the college during sabbatical leave shall be computed on the basis of the recipient's 176-day contractual salary for the year in which the leave is taken. The following rates apply:

- A. 85% for one-quarter leave
- B. 75% for two-quarter leave
- C. 75% for three-quarter leave.

28.6 Outside Funding

Sabbatical leave salary from the college may be negotiated if outside funding plus sabbatical leave pay from the college exceed 115% of the recipient's full-time contractual salary for the period of the leave. In all cases remuneration will be in compliance with [RCW 28B.10.650](#).

28.7 Procedure

An application for sabbatical leave, which will include reasons for requesting the leave, a detailed sabbatical leave plan, two letters of recommendation from colleagues or supervisor, and recommendation from the appropriate Vice President, must be submitted to the Professional Development Committee by January 15 of the previous college year. The Professional Development Committee will report its recommendations to the President by February 15. The President may recommend candidates for sabbatical leave awards to the Board of Trustees after giving reasonable considerations to the recommendations of the Professional Development Committee. The President will submit recommendations at the Board's regular March meeting, at which time the board will take action on those recommendations. The awarding of sabbatical leave grants are not grievable under any grievance procedures included in this contract

28.8 Award Criteria

Sabbatical leave shall be awarded according to the following criteria.

- A. The value of the proposed activity to the enhancement of the instructional program of WWCC.
- B. The value of the proposed activity to the professional growth and development of the applicant.
- C. The past contribution of the applicant (years of service, range of service) to WWCC.

28.9 Leave Contract

When the Board of Trustees grants a sabbatical leave, the recipient shall sign a contract with the college specifying:

- A. The length of sabbatical leave.
- B. The amount of sabbatical payment.
- C. A commitment to perform according to the approved sabbatical leave plan.
- D. That the recipient will return to employment at the College for at least one (1) full academic year following the leave. The recipient upon return shall be placed in a position at a salary no less than the one received before the leave. It is the intention of the District to place the recipient in the same or similar position upon return.
- E. That the recipient, upon return, will submit a written report to the President summarizing the work completed during the sabbatical leave and describing how the new knowledge will be utilized in teaching assignments. A report of completed professional development activity must also be submitted to the Professional Development Committee.

28.10 Employee Rights

The time spent on sabbatical leave shall be recognized as equivalent to time spent as a full-time academic employee of the college, excepting sabbatical leave entitlement. On request of the employee, the college will provide a planned assignment at least one quarter in advance of the assignment.

Time lines may vary with the mutual consent of the Association and the District.

Article 29 Workload

29.1 Duration and Composition

The annual contract for full-time employees shall be 176 days. The Association shall be notified of the annual academic calendar prior to the final adoption of the calendar by the Board of Trustees.

29.2 Work Assignments

Employee work assignments, including time and locations, shall be the responsibility of the Vice President of Instruction or the Dean or Director of the instructional unit; however, reassignment to one of WWCC's contracted correctional educational facilities shall be on a voluntary basis.

29.3 On-Campus Requirement

The on-campus requirement for instructional, counseling, and library employees shall be thirty-five (35) hours per week.

29.4 Contact Hours

Full-time teaching loads for instructional employees shall be as follows:

Method of Instruction	Contact Hours per Week
A. General lecture.....	15
B. Lecture/Lab.....	20
C. Shop (assumes at least one (1) lecture hour per day).....	30
D. Special Programs (e.g., when faculty status is granted but the person does not have a full-time teaching load; counselors librarians).....	35
E. Nursing Faculty*	
1. Direct Teaching	Combo Simulation Level Leads
Theory	148 hrs 180 60
Practicum	28 28 28
2. Indirect Teaching	120 152 32
Theory	112 hrs 80 180
Practicum	32 32 104
	80 48 76
*Workload is defined per quarter, annualized over the academic year. Overloads to be paid Spring Quarter.	
F. Non-Instructional (Definition: Non-teaching responsibilities. Ex. Program Improvement, Equipment Maintenance, Summer Screening Committee, Adjunct Office Hours).....	n/a

**Co-requisite courses are currently being developed as part of the College's Guided Pathways work. The impact of these courses on faculty workload will be evaluated and may be discussed at LMCC meetings.

- 29.5. An employee in two or more methods of instruction will have workload calculated on percent of load for each mode of instruction.
- 29.6. Loads shall be compiled on an annual basis. No quarterly assignment shall exceed the established normal weekly contact hours by more than five (5) weekly contact hours without agreement of the employee. The annual load shall be three (3) times the weekly contact hours.
- 29.7. Full-day instructional assignments in excess of the annual contract shall be compensated at the daily rate; overload, and part-time teaching will be compensated in accordance with Article 40.4.
- 29.8. Office hours shall be recognized as part of the faculty workload. Full-time faculty shall post and maintain at least five (5) office hours per week. Office hours are not required for Corrections Education faculty.
- 29.9. Assignments may be distributed between day and evening classes if a full load cannot

be arranged during the day or if the employee prefers an evening assignment. In any event, a split assignment involving morning, afternoon and evening classes will be avoided without the consent of the employee.

- 29.10 Each Quarterly Student FTE (QFTE) generated in Cooperative Education will be equivalent to one credit hour of instruction. Cooperative Education credit for individual students can be accrued throughout the year and credited to the academic employees annual teaching load calculation or paid as an overload if the academic employee has met the annual teaching load requirement.

29.11 Work Schedule

If scheduled classes do not have sufficient enrollment to warrant continuation, the class will be canceled, and the employee will be assigned to another class(es) tentatively scheduled to be taught by an adjunct. Evening classes will be assigned to fill a full-time employee's schedule only when no hourly-instructed day classes exist. Counselors and librarians will be assigned day-evening assignments when the appropriate Dean or Director of the instructional unit deems such assignment advisable to better serve students. If other assignments are not available, the instructor's salary will be reduced to reflect the reduction in workload.

Instructors employed at one of WWCC's contracted correctional educational facilities shall not be assigned non-educational responsibilities.

29.12 Syllabi Requirements

Each instructor shall upload their syllabi at the beginning of each quarter to Canvas. The syllabus should match WWCC Syllabus template (Appendix I) and provide the required information as outlined in the template.

29.13 Off-Campus Assignments

All employees assigned to off-campus locations (employees supervising co-op programs, Small Business Management, etc.) shall file with their supervisor a weekly work plan. Employees shall keep their supervisor informed of their itinerary so they can be contacted as needed.

29.14 Multiple Sections of Courses

All courses with multiple sections (i.e., English Composition 101, 102, Psychology 101) will have common performance standards and all instructors will coordinate textbook selection with their supervisor.

Article 30 Integrated Learning (Online Instruction)

- 30.1 The District and Association recognize that eLearning (online, hybrid, hyflex, etc.) provides new and innovative ways to deliver curriculum and is an evolving method of instruction. The College will provide general professional development training related to online instructional technologies, and eLearning practices to college faculty and will work with the Association to address issues affecting online instruction and faculty workloads. Workload, class caps, and compensation for online, hybrid, and hyflex courses shall be

the same for traditional face-to-face courses.

30.2 Before agreeing to, or assigned, any eLearning course that required multiple modalities in the same course presentation, faculty are entitled to:

- A. Specific training regarding best practices pedagogy.
- B. Specific training regarding the technologies required to deliver the course.
- C. If teaching a (hyflex) course the college will provide an instructional assistant to help the faculty during each class session.

30.3 eLearning courses taught as part of a full-time instructor's regular workload will be considered in the faculty members annual load calculation in the same manner as traditional courses. A course load composed entirely of online courses is subject to mutual agreement and shall not exceed three consecutive quarters.

30.4 Regarding intellectual property rights related to eLearning courses, see Article 14.

Article 31 Tenure

31.1 Eligibility

A. Statutory Requirements.

A system of tenure shall be maintained in accordance with the following statutory requirements as they now exist or hereinafter may be modified: [RCW 28B.50.850](#); [28B.50.851](#); [28B.50.852](#); [28B.50.855](#); [28B.50.856](#); [28B.50.857](#); [28B.50.859](#); [28B.50.860](#); [28B.50.861](#); [28B.50.862](#); [28B.50.863](#); [28B.50.864](#); [28B.50.867](#); [28B.50.868](#); [28B.50.869](#); [28B.50.870](#); [28B.50.872](#); [28B.50.873](#) and any other tenure statutes enacted by the legislature in the course of this contract.

B. Special Faculty Appointment

It is recognized by the Employer and Association that provision is made for the granting of Special faculty appointments to individuals employed on the basis of federal or other special funds in accordance with [WAC 131-16-400](#). Such employees are ineligible for tenure. Special faculty shall be employed for the period specified in their contract. There shall be no presumption of continued employment beyond the contract term.

Under certain circumstances, employees granted special faculty appointments within a correctional institution may be eligible for tenure within that program. Such tenure shall be distinct and separate from the tenure program for other faculty of the college district in accordance with [RCW 28B.50.870](#).

C. Temporary faculty are ineligible for tenure and promotion. Time spent on a temporary appointment will not be counted toward tenure or promotion.

31.2 Authority

The Association agrees that the ultimate authority to grant or deny tenure is vested with the Employer. It is further agreed that any and all decisions relating to the awarding or withholding of tenure as well as the non-renewal or renewal of individual contracts of probationary employees shall not be subject to the grievance procedure of this Agreement.

31.3 Composition of Tenure Review Committee

- A. One (1) review committee shall be established and shall include both the transfer division and workforce education division. At least two (2) committee members shall be chosen from the transfer division and at least two (2) committee members from the workforce education division. Vice President of Instruction's administrative assistant will serve as an ex officio member to maintain committee notes and records.
- B. The review committee shall be composed of seven (7) persons, four (4) of whom shall consist of tenured faculty appointees, chosen by the faculty, acting in a body, prior to October 15 of each regular college year; and additionally the review committee shall consist of one (1) student selected by the Executive Committee of the Associated Student Body prior to October 15 of each regular college year; and two (2) administrative appointees chosen by the President prior to October 15 of each regular college year. The review committee shall choose its own committee chair and such review committee shall meet at the call of the chair when the need for such a meeting arises.
- C. The duration of each faculty appointment and each administrative appointment to the review committee shall be for a period of three (3) calendar years beginning on the 15th day of October of the year of appointment; the student appointment shall be for a period of one (1) calendar year, beginning on the 15th day of October of the year of appointment. If a vacancy exists upon any review committee prior to the expiration of any such appointment, an administrative, faculty or student member as appropriate shall be appointed pursuant to Article 31.3 (B) to fill the unexpired term of the absent member of such review committee.

31.4 Duties of Tenure Review Committee

- A. The Vice President of Instruction's office shall by the 1st day of September of each regular college year, or by the 15th of the month following a full-time tenure track appointment, refer each full-time probationary faculty appointee to the review committee for the committee's evaluation and required recommendations. Upon referral by the Vice President of Instruction, the Chair of the Tenure Review Committee shall conduct a tenure process orientation for all participants: probationary faculty, peer evaluators, chair, and deans.
- B. The review committee shall consider the following standards in determining whether the probationary appointee demonstrates the necessary professional behavior and professional competence to be granted tenure:
 - 1. The probationer's knowledge of the subject matter they are charged with teaching.

2. The probationer's instructional abilities.
 3. The probationer's relationship with students.
 4. The probationer's relationship with the other employees.
 5. The probationer's relationship with the administration.
 6. The probationer's professional development activities.
 7. Any other relevant information received by the committee or which the probationary employee deems appropriate may be presented.
- C. The Tenure Review Committee will base its recommendations on the above criteria presented by the appropriate unit administrator's classroom and professional observations, peer evaluations, student evaluations, and self-evaluation. At the probationer's request, a probationer will be provided with the opportunity to appear before the review committee and report on their progress toward being granted tenure. The Chair of the Tenure Review Committee and the Vice President of Instruction (or designee) will communicate to develop a timeline for the review process no later than October 31 of each year.
- D. The Tenure Review Committee will be responsible for coordinating the creation of necessary documents, including but not limited to forms relating to tenure evaluation, as well as making provisions for orientation/training for probationary faculty, peer evaluators, unit administrators, and/or other mentors/participants in the tenure review process who need training or support.

31.5 Required Tenure Review Committee Action

- A. The Tenure Review Committee shall be required to conduct an evaluation of each full-time probationary faculty appointee referred to the committee by the Vice President of Instruction and render the following reports to the President, the probationary faculty appointee, and through the President to the appointing authority at the following times during the regular college year or during a full-time probationary faculty appointee's first nine consecutive quarters of employment. The regular college year shall be deemed to begin with the first Fall Quarter. However, the probationary period of a full-time probationary faculty appointment will begin with the first quarter of employment and shall not exceed nine consecutive quarters (excluding summers and approved leaves of absence) except as provided in Article 31.6.
1. During each quarter of tenure review, a written evaluation of each probationers performance will be sent to the probationer and the President by December 20 or by the 20th of the month which falls at the end of the first quarter of employment and again at least one week prior to the regularly scheduled March meeting of the College's Board of Trustees, or at least one week prior to the scheduled meeting of the College's Board of Trustees that falls at the end of the probationer's second and fifth consecutive quarters of employment (excluding summer quarters and approved leaves of absence) that said probationer is not a tenured faculty appointee. The probationer will be notified and provide written acknowledgment of receipt of the written performance evaluation each time such an evaluation is generated or submitted.
 2. A written recommendation concerning the employment or non-employment for each full-time probationary faculty appointee for the ensuing regular

college year or the ensuing three consecutive quarters directed to the appointing authority through the President at least one week prior to the regularly scheduled March meeting of the College's Board of Trustees, or at least one week prior to the scheduled meeting of the College's Board of Trustees that falls at the end of the probationer's second and fifth consecutive quarters of employment (excluding summer quarters and approved leaves of absence). In the event the review committee anticipates a recommendation of non-employment, the committee shall give written notification to the probationer that it has information that could adversely affect their tenure recommendation. Upon receiving written notification from the tenure review committee, the probationer shall have five working days in which to request, in writing, a meeting with the tenure review committee in order to present additional information.

3. A written recommendation directed through the President to the appointing authority recommending the appointing authority award or not award tenure, such written recommendations to be submitted at times deemed appropriate by the review committee; provided, that during such full-time probationary faculty appointee's last three consecutive college quarters of employment (excluding summer quarters and approved leaves of absence), the review committee shall, at least one week prior to the regularly scheduled March meeting of the College's Board of Trustees of such regular college year, or at least one week prior to the College's Board of Trustees meeting that falls during the probationer's eighth consecutive quarter of employment (excluding summer quarters and approved leaves of absence), make such a recommendation as to the award or non-award of tenure for each full-time probationary faculty appointee who is then serving their eighth consecutive quarter of full-time appointment.
 4. Upon the Board approval of tenure, faculty will receive the promotion of one step on the salary schedule effective the following academic year.
- B. The appointing authority shall only be required to give reasonable consideration to an award of tenure recommendation of the review committee but shall not be bound by such recommendation provided reasonable consideration to such recommendation resulting from Article 31.5 (A) (2) has been given.

31.6 Extension of Probation Period

Upon recommendation of the Tenure Review Committee, and with the written consent of the probationer, the probation period for a full-time probationary faculty may be extended beyond nine consecutive quarters (excluding summers and approved leaves of absence) for an additional one, two, or three quarters (excluding summer quarter):

- A. If the Tenure Review Committee believes that the probationary faculty member needs additional time to complete satisfactorily a performance improvement plan already in progress and the Committee further believes that the probationary faculty member will complete the plan satisfactorily.
- B. At the conclusion of any such extension, one week prior to the meeting of the Board of Trustees that falls during the last month of the extended probationary period, the Tenure Review Committee will recommend tenure or non-tenure to the appointing

authority based upon satisfactory completion of the professional development plan.

31.7 Tenure Purchase Agreement

A tenure purchase agreement may be made between the college President and a tenured faculty member. The tenure purchase must be of *bona fide* benefit to the college and the purchase amount excluded from any retirement calculations. The Association will be notified if the college initiates tenure purchase discussions with a faculty member.

Article 32 Evaluation

32.1 This article explains the purpose of evaluation and describes the evaluation process. Faculty Responsibilities, which serve as the basis of the evaluation process, are delineated in Article 12. The District and the Association recognize the value of open classrooms. Nothing in this Article precludes the Dean and/or Director or other instructional administrators from visiting any faculty member's classroom. This process is for probationary, tenured, and special-funded faculty.

32.2 Faculty will be evaluated using the instruments and procedures agreed upon by the Association and the College and in compliance with [RCW 28B.50.856](#) (on Faculty Tenure) and [28B.50.872](#) (on Periodic Tenure Evaluation). The instruments and any subsequent changes to the instruments or procedures of faculty evaluation will be mutually agreed upon between the Association and the District. The forms will be available in the Instruction Office, Faculty Handbook, and electronically.

32.3 Purpose

The faculty evaluation process shall be for the purpose of improving instructional effectiveness, student learning, encouraging and supporting professional development, and providing information necessary for personnel decisions. Faculty evaluation criteria will focus on appraisal of the instructor's:

- A. Ability to create learning environments that contribute to students' academic growth, requiring that the instructor develop these essential instructional competencies:
 - 1. Student success teaching strategies
 - 2. Outcomes-based learning
 - 3. Assessment
 - 4. Equity, inclusion, and diversity
 - 5. Digital and information literacy
 - 6. Commitment to continuing education, learning, and improvement in the discipline or program of expertise.
- B. Advising competency or management approved alternative.
- C. Professional accomplishments and contributions to the profession of education.
- D. Service to the District and community.

32.4 General Evaluation Process

A. Selection of Peer Evaluators

1. For probationary faculty, two peer evaluators will be selected by mutual agreement of AHE and Vice President of Instruction. One evaluator shall be the chair; if there is no chair, a tenured, full-time faculty member of the instructional area may be assigned. The second evaluator shall be an instructor from any other area of the college.
2. If tenured or annual special funding faculty, two peer evaluators will be recommended by AHE and the Vice President of Instruction, and then mutually agreed to by the instructor. One evaluator shall be a full-time faculty member qualified to evaluate the discipline-related course content, and the second evaluator shall be a full-time instructor from any other area of the college.

B. Responsibility of Dean

1. Initial Meeting- Within the first week of the evaluation quarter, the appropriate Dean will schedule a meeting with the faculty member. At this meeting, the faculty member and administrator will:

Review the components of the evaluation to include:

- a. Self-Evaluation
 - b. Peer evaluation report(s)
 - c. Administrative Evaluation
 - d. Professional Portfolio
2. After the initial meeting, the Dean will perform the following responsibilities:
 - a. The Dean will contact the peer evaluators and communication to them the date when their peer evaluation reports are due.
 - i. The peer evaluators will conduct an instructional observation.
 - ii. Both peer evaluators for tenured and full-time non-tenured faculty members will submit a written summary of observations to the evaluation.
 - b. The peer evaluators for probationary (tenure-track) faculty will submit peer evaluation each quarter of the review process (i.e., normally fall and winter of the first, second, and third years of tenure probations).
3. The Vice President of Instruction Office will ask the Center of Integrated Learning Director to launch the electronic student evaluations during the assigned evaluation cycle.
 - a. The Dean will schedule a date for the meeting of the evaluation team during the eighth week of the quarter, the purpose of which is to review the entire evaluation.
 - b. The Dean will submit a completed faculty evaluation to the Vice President of Instruction Office by the ninth week of the quarter.
 - c. The Vice President of Instruction will complete a review and proceed with filing the evaluation with Human Resources for their personnel file and return a signed copy to the faculty member.

C. Counselors and Librarians

1. Counselors and librarians holding faculty status abide by the same evaluation process as the rest of the faculty, depending on whether they are probationary, tenured, or full-time non-tenured.
 - a. Librarian and counselor evaluation forms are specific to them.
2. The supervisor of the Student Success Center will evaluate the faculty counselors.

D. Evaluation Timelines

1. The timelines for evaluation for probationary, tenured, special funding annual, special funding quarterly, and part-time faculty are given in subsequent sections of Article 32.5 to 32.8.
2. Instructional complaints, concerns and student grievances may require the administration to evaluate a faculty member before the next scheduled evaluation.
 - a. In this case, the Dean will consult with the Vice President of Instruction, and then inform the faculty member, the Association President, and the chair, as appropriate.

32.5 Evaluation Timelines & Process for Probationary (Tenure-Track) Faculty

- A. Probationary faculty will be evaluated during the first and second quarters of their first, second, and third years on the tenure-track at WWCC. Each member of the tenure evaluation team is expected to conduct observations of instruction by the probationary faculty member once during each quarter of review.
 1. By the end of the second week of the first quarter of the probationary faculty member's first year, the Dean will meet with the probationer to discuss the tenure process, including the timeline and process for evaluation.
 - a. During the first quarter of the probationary faculty member's first year, orientation and training will be provided led by the chair or other member(s) of the Tenure Review Committee. Orientation and training will also be provided to peer members of Tenure Review Committee, and to the Dean who chairs the tenure evaluation team.
- B. The Tenure Review Process for Probationary faculty is further outlined in Article 31.4 and 31.5
 1. Each quarter of evaluation, the probationary faculty member will discuss with the tenure evaluation team the instructional competencies in Article 32.3.A on which to focus. The self-evaluation must contain evidence of improvement in a particular competency as agreed upon by the tenure evaluation team.

32.6 Evaluation Timeline & Process for Tenured Faculty

- A. Tenured faculty will be formally evaluated by the Dean at least once every five years post-tenure.
- B. Tenured faculty will have student evaluations completed for their classes during one

quarter (in consultation with their Dean/Director) per academic year.

- C. Tenured faculty will have a peer evaluation completed on one course during one quarter (in consultation with their Dean/Director) in year 3 of their 5-year evaluation cycle.
- D. During the spring quarter prior to their formal evaluation year and before spring finals occur, the Vice President of Instruction will notify the tenured faculty that they are to be formally evaluated. The Dean will work with the faculty member and a peer evaluator to determine during which quarter (fall, winter, spring) the evaluation will occur during the subsequent year. The Dean will notify the Office of the Vice President of Instruction of the timeline.
- E. Evaluation will occur according to Article 32.4.
- F. Faculty will house their evaluation materials in a standard evaluation Canvas shell created by the Center for Integrated Learning.

32.7 Evaluation Timelines & Process for Special Funded Annual Faculty

- A. Special funded annual faculty are full-time instructors whose salaries are paid through grants and contracts. They are given annual contracts, and their salaries are calculated according to the full-time salary schedule in Appendix C.
- B. Special funded annual faculty will be evaluated each quarter during the first year of teaching, and then follow the same process as outlined in Article 32.6.
- C. During the first quarter of the first year of teaching, the Dean will notify a special funded annual faculty member that evaluations will occur each quarter of the first year following this pattern:
 - 1. First quarter of first year – student evaluations will be given in each class that is taught.
 - 2. Second quarter of first year – student evaluations will be given in each class that is taught and a peer evaluation will be given. The peer evaluator will be a full-time faculty member mutually agreed upon with the Dean.
 - 3. Third quarter of first year – student evaluations will be given in each class that is taught, complete a self-evaluation and an observation and evaluation by The Dean.

32.8 Process for Evaluating Part-Time Faculty

- A. Part-time faculty (hourly or adjunct faculty) are instructors whose salaries are paid on the basis of student contact hours, according to the schedule of modes in Appendix D.
- B. Part-time faculty are important contributors to the educational mission of WWCC. Evaluation provides useful information to the part-time faculty as a means to encourage continuous improvement.
- C. During the first quarter of teaching, the Dean and/or Director will notify a part-time

faculty member that evaluations will occur each quarter of the first year of teaching following this pattern:

1. First quarter of first year – student evaluations will be given in each class that is taught.
 2. Second quarter of first year – student evaluations will be given in each class that is taught and a peer evaluation will be given. The peer evaluator will be a full-time faculty member mutually agreed upon with the Dean.
 3. Third quarter of first year – student evaluations will be given in each class that is taught, complete a self-evaluation and an observation and evaluation by the Dean.
- D. If a part-time faculty member teaches on a continuous basis, a comprehensive evaluation, to include student, peer, and self-evaluation, will be conducted by the Dean at least once every three (3) years.
- E. The Dean will meet with the part-time faculty member and review all evaluation information. Evaluation documents will be placed in the part-time faculty member's personnel file in the Human Resources Office.

Article 33 Professional Development Program

33.1 Purpose

Professional Development Program represents a joint commitment by the District and the Association to establish and maintain a program for the mutual benefit of employees' professional growth and the vision and values of WWCC. It is generally agreed that every WWCC faculty member's responsibility, along with the College, is to provide quality educational programs. The parties have a mutual interest in faculty professional development, and WWCC agrees to promote and support this central responsibility through providing professional development opportunities and funding a professional development program.

33.2 Faculty Professional Development Program

Professional Development is required of probationary, tenured, and special funding annual faculty, and shows a commitment to professional improvement as well as scholarly and creative endeavors throughout their careers. In the professional portfolio, the faculty member documents their growth in the instructional competencies, contributions to the profession, and service to the District and community. Professional development consists of:

- A. Required Trainings and Professional Development Activities: Required trainings shall be provided at no cost to the faculty. Such training shall not be required on holidays, weekends, or starting before 7:30 a.m. or after 4:40 p.m.
- B. Faculty are expected to engage in the equivalent of 20 hours of professional development (required and/or other activities) annually.
- C. Self- Selected Professional Development Activities

Funding:

1. The College will budget funds every academic year to provide each FT faculty member the equivalent of \$1,200 for professional development activities. Access to these funds does not require prior approval.
 2. Faculty will advise their supervisor by the end of fall quarter of their intent to use or hold their allocation for each academic year.
 3. Faculty will utilize their division support staff to facilitate the use of their allocation.
 4. Faculty will keep record of all activities and include them in their Professional Portfolios.
 5. Faculty (singular or as a group) may request funds (to facilitate larger activities) beyond their individual allocation from their division/department pool.
 6. For pooled requests, faculty may grant permission for their individual allocations to be used by other full-time faculty, in their division/department. Requests for division/department pooled allocations must be requested and allocated by the end of Winter Quarter.
 7. College-wide (pooled) funding requests must be submitted to the Office of the Vice President in Spring Quarter for VPI consideration. The requests will either be approved, or the faculty requesting funding will be provided reasons for the denial.
 8. Requests for additional funds from the college-wide funding pool shall be submitted using an application form (Appendix H). Changes to any existing forms or submission processes shall also be made collaboratively with faculty input.
 9. Information regarding funding levels and an accounting of the previous year's awarded allocations will be available upon request from the Vice President of Instruction's Office.
 10. Funds can be used for professional development activities, professional memberships, professional publications, and professional travel related expenses. This money cannot be used for technology or equipment purchases. Purchases must be in accordance with the College's policies.
- D. In addition to the funding provided to FT faculty, there will be a separate fund of at least \$20,000 set aside each year to fund professional development activities or projects by adjunct faculty. These requests (copied to the appropriate Division Chairs/Leads) must be approved by the appropriate Dean. Groups of part-time faculty may apply together. On or after March 1st of each academic year, the Division Chairs/Leads and Deans will meet to discuss the distribution of the unused professional development funds. Requests for more than \$1200 must be approved by the VPI before disbursement/allocation.
- E. Division or departmental funding: Certain programs, departments, or divisions may have access to additional funding. When this is the case, the Deans/Directors will seek input from faculty in that program, department, or division to develop a collaborative or division to develop and equitable distribution of funds.

33.3 Professional Portfolio

Activities submitted must relate to the faculty member's professional growth and continuous learning. Documentation of professional development activities for the current compliance period is the responsibility of the employee and will be documented in their Professional Portfolio.

Article 34 Professional Development Committee

34.1 Purpose

The function of the Professional Development Committee is to provide a joint faculty-administration organization for college-sponsored professional development and implementation of faculty sabbaticals.

34.2 Duties

The duties of the Professional Development Committee include the following:

- A. Recommend policies and procedures for the Professional Development to the President, whenever the committee deems it to be appropriate, and subject to the approval of the Association for Higher Education.
- B. Evaluate and make final recommendations for college-sponsored professional development activities to the Vice President of Instruction and Human Resources.
- C. Assist in administration of the Faculty Sabbatical Leave Program, making leave recommendations to the President of the College pursuant to [RCW 28B.10.650](#).

34.3 Composition

The committee is composed of four (4) faculty members (selected by the Association for Higher Education), Vice President of Instruction or designee, a Human Resources representative, and two additional administrators appointed by the President of the College. The administrative assistant to the Vice President of Instruction will serve as the recorder.

- A. The faculty members of the committee will be elected to staggered two-year terms, so that two of the four positions will be due for election each year. Committee membership should represent a cross section of the total faculty.
- B. The committee will elect a committee chair from its membership who will serve for a one-year term. Customarily, the chair has been a faculty member. The chair will: a) have responsibility for calling committee meetings when necessary, setting the meeting agenda, and presiding at meetings; b) have responsibility for making all communications from the committee; c) maintain files of committee minutes and correspondence during the term; d) retain their vote in committee actions; e) appoint a vice-chair.

Article 35 Promotion

35.1

A faculty member may choose to opt-out of the promotion process but will not be eligible for promotion for another three years. Promotion to each step on the faculty salary schedule occurs if approved by the Promotion Review Committee and the Vice President of Instruction. Faculty will be notified by the Office of the Vice President of Instruction the spring quarter prior to the year that they will be eligible for promotion and

may work with the VPI to request adjustment to their assigned quarter.

- A. Faculty members will upload the following promotional documents to the WWCC Faculty Promotion Canvas shell on or before the 10th day of the quarter to which they were assigned. Expected evidence should include, but is not limited to:
 - 1. Most Recent Faculty Evaluation
 - 2. Professional Portfolio (Appendix G)
 - 3. Points Summary of Activities in Professional Portfolio (Appendix G)
- B. A list of professional activities and assigned points can be found in Appendix G. A minimum of fifteen (15) points must be documented to be considered for promotion. In addition to the points, the Promotion Committee will consider the depth, breadth and diversity of the activities presented in the professional portfolio.
- C. The points system is subject to review. The Promotion Committee may recommend changes to the points system and bring recommendations forward to the Labor-Management Communication Committee.

35.2 Promotion Committee

The purpose of the Promotion Committee is to evaluate promotion materials submitted by faculty in pursuit of a step advancement on the salary schedule.

35.3 Promotion Authority

The Association agrees that the ultimate authority to grant or deny promotion is vested with the Employer.

35.4 Composition of Promotion Committee

- A. One (1) Promotion Committee shall be established by Faculty Senate and shall include the Arts & Science Division, the Workforce Division, and the Access & Opportunity Division. At least two (2) committee members shall be faculty from the Arts & Science Division; at least two (2) committee members shall be faculty from the Workforce Division; and, at least one (1) committee member shall be faculty from the Access & Opportunity Division. Members of the committee will be tenured, or full-time (non-probationary) at the discretion of the Faculty Senate.
- B. The Promotion Committee shall be chosen by the Faculty Senate., prior to October 15 of each regular college year. The Promotion Review Committee shall choose its own committee chair and such committee shall meet at the call of the chair.
- C. The duration of each faculty appointment to the Promotion Committee shall be for a period of three (3) calendar years beginning on October 15 of the year of appointment, with the option to serve additional terms. After the initial three-year cycle of promotion, the committee will maintain a majority of members and begin staggering new appointees. f a vacancy exists prior to the expiration of such an appointment, a replacement member of the relevant category shall be appointed pursuant to article 31.3 (A) to fill the unexpired term of the absent member of the

Committee. In case a sitting member of the committee has a portfolio under review by the committee during that member's appointment to the committee, said member will recuse themselves from the vote and exit the room during deliberations on that particular application. No replacement for the recused member will be empaneled. If the Review Committee cannot reach consensus, the final decision shall be made by the VPI.

35.5 Duties of Promotion Committee

A. The chair will be responsible for,

1. Maintaining the content and updating the Promotion Committee membership within the WWCC Faculty Promotion Canvas shell.
2. Scheduling meetings during the appropriate quarters.
3. Provide a written summary of each recommendation to the Vice President of Instruction.
4. Provide appropriate training and mentoring to new committee members.

B. The Promotion Committee shall consider the following standards in determining whether the applicant for promotion has provided sufficient evidence, according to the collective judgment of the committee members, to support promotion. Expected evidence includes but is not limited to the following:

1. Most Recent Faculty Evaluation
2. Professional Portfolio (Appendix G)
3. Points Summary of Activities in Professional Portfolio (Appendix G)

35.6 Required Promotion Committee Action

- A. In formulating a recommendation to the Vice President of Instruction, with whom final decision-making authority rests, the committee may seek to determine and differentiate between (a) inadequate/insufficient performance, and/or (b) inadequate/insufficient evidence or documentation of work performed. Inadequacy in either respect should be deemed sufficient cause to recommend withholding promotion.
- B. The chair of the Promotion Committee shall convey its recommendations to the Vice President of Instruction, along with a brief summary of the points deemed most relevant in determining that recommendation.
- C. The Vice President of Instruction may, at their discretion, review the submitted portfolios and/or invite an applicant for promotion to discuss any remaining questions. Alternately, the Vice President of Instruction may base the final promotion decision entirely upon the recommendation memo from the Promotion Committee. The Vice President of Instruction's final promotion decision will be made, communicated in writing to the chair of the Promotion Committee, as well as to the applicant for promotion, following receipt of the recommendation memo from the Promotion Committee chair.

- D. In cases where promotion is granted, the step increase will take effect at the beginning of the next academic year. In cases where promotion is denied, the faculty member may be granted the opportunity to resubmit the next academic year at the discretion of the VPI and the Promotion Committee Chair.

Article 36 Dismissal

36.1 Sufficient Cause

Tenured employees shall not be dismissed or laid off except for sufficient cause nor shall a probationary employee be dismissed or laid off prior to the written terms of an appointment except for sufficient cause. Sufficient cause for dismissal shall include, but not be limited to, the following enumerated grounds:

- A. Aiding, abetting or participating in an unlawful act.
- B. Failure in the performance of professional assignment.
- C. Failure to perform an assignment as specified by contract.
- D. Physical or mental inability to perform duties as required for professional faculty members.
- E. Failure to act appropriately within the ethical code of professional faculty as stated in the Faculty Handbook.
- F. Lay-off or reduction-in-force.

36.2 Dismissal Review Committee

A Dismissal Review Committee comprised for the express purpose of hearing dismissal cases shall be formulated by October 15 and shall be comprised of the following members:

- A. An administrator chosen by the College President.
- B. Three (3) employees chosen by the employees acting in a body; provided that the initial Dismissal Review Committee employees shall serve one-year (1), two-year (2), and three-year (3) terms, respectively. All subsequent elections to this committee by employees shall be limited to an election of a member to a three-year (3) term so that all future elections of an employee to this committee shall be accomplished on a staggered-term basis.
- C. A full-time student chosen by the Associated Student Body.

36.3 Charges

- A. If the president deems there may be sufficient cause for dismissal, a pre-separation meeting will be held. Faculty may bring representation of their choice.
- B. If the President deems sufficient cause exists, a formal charge may be brought

against the employee. The written notice shall include:

1. A statement of the charges and allegations.
2. A reference to the particular rules of the District involved.

Copies of such notice will go to the Vice President of Instruction, and the President of the Association.

36.4 Hearing Procedure for Dismissal

- A. The affected employee shall have ten (10) calendar days from the date of receipt of notice (personal service or certified mail receipt) of dismissal to make a written request for a hearing. If the employee fails to respond within the ten (10) calendar days provided herein, this failure to request a hearing shall constitute acceptance of dismissal and waiver of any right to a hearing. Furthermore, a timely written request for a hearing within the above ten-calendar-day (10) period is deemed jurisdictional.
- B. Such formal hearing shall be held in accordance with, and in full compliance with, [RCW 34.05.449](#). Provided, however, implementation shall always involve a hearing officer appointed by the District.
- C. Upon receipt of a request for a hearing from an affected faculty member, the President shall notify the Dismissal Review Committee and Board of Trustees and request that the Board appoint an impartial hearing officer. The hearing officer shall be a member in good standing of the Washington State Bar Association and shall not be an employee of the State of Washington Attorney General's Office or an employee or Board of Trustees member of any Washington community college. The Association shall be consulted prior to the appointment of the hearing officer but final selection shall rest with the Board.
- D. Consideration by the Dismissal Review Committee:
 1. The designated hearing officer shall conduct a formal hearing pursuant to [RCW 34.05.449](#) as now or hereafter amended. The Dismissal Review Committee shall attend all evidentiary hearings and at the discretion of the hearing officer shall examine any witness called.
 2. The hearing officer shall make proposed findings of fact. The hearing officer shall transmit the record, including the proposed findings of fact, to the Board of Trustees within thirty (30) days of the conclusion of the hearing.
 3. The Dismissal Review Committee, based upon evidence presented at the hearing, shall simultaneously, within the same (30 days), transmit a written majority recommendation including any minority opinions through the President's Office to the Board of Trustees.
 4. The Board of Trustees shall adopt findings of fact and shall render a decision based upon the record. In rendering such decision, the Board shall give careful consideration to the recommendations of the Dismissal Review Committee.
- E. Consistent with [RCW 28B.50.864](#), appeals from the final decision of the Board of Trustees shall be in accordance and full compliance with [RCW 34.05.510](#)-.598 and shall not be grievable under the terms of this Contract. Provided, however, upon written mutual agreement of the employee and the District (which includes a waiver either may have to statutory rights), binding arbitration may be utilized in lieu of the

procedure outlined in B, C, and D herein. Such agreement must be reached prior to the implementation of D (1) above.

Article 37 Reduction-in-Force

37.1 Termination of Faculty Appointments

The appointing authority shall be deemed to have the authority to terminate the contract of any tenured employee or probationary employee because of Reduction-in-Force. Sufficient cause for Reduction-in-Force shall mean either of the following:

- A. Elimination or reduction of financing or the elimination or reduction of program.
- B. State Board for Community and Technical College declaration of financial emergency pursuant to [RCW 28B.50.873](#) under the following conditions:
 - 1. Reduction of allotments by the governor pursuant to [RCW 43.88.110](#)(7), or
 - 2. Reduction by the legislature from one biennium to the next or within a biennium of appropriated funds based on constant dollars using the implicit price deflator.

37.2 Nothing in this Reduction-in-Force policy shall be construed to affect the decision and right of the appointing authority not to renew a probationary faculty appointment without cause pursuant to [RCW 28B.50.857](#).

37.3 Lay-Off Units

- A. The District Lay-Off Units, each of which may consist of one (1) or more programs, for the purpose of Reduction-in-Force, will be identified in Appendix B. The District reserves the right to add or drop layoff units in accordance with programs being added and eliminated with the mutual agreement of the Association.
- B. Full-time employees shall be assigned to one (1) lay-off unit. Assignments to lay-off units shall be published by November 1 of each year. Disputes regarding such lay-off assignments shall be resolved through initiation of a grievance at Step Two and expedited arbitration if required. Employees previously assigned to a second lay-off unit prior to June 1987 shall retain their assignment to such unit.

37.4 Seniority

A. Definition

Seniority shall be based on the number of years of employment beginning with the date of the signing of the first full-time faculty contract for the most recent period of continuous full-time service at the College and shall include leaves of absence, sabbaticals, and faculty members employed by the District prior to July 1967. The person with the highest number of qualifying years shall be the most senior; in the case of ties, seniority shall be determined in the following order:

- 1. First date of the signature of a letter of intent to accept employment or first date of signature of an Employment Contract, whichever is earlier.

2. First date of application for employment.

B. Faculty/Administrative Appointment

In the event non-bargaining unit members assume bargaining unit status, continuous service with the District shall be included in making the appropriate seniority determination required in A above. An exception is that tenured faculty who assume administrative exempt appointments subsequent to the approval of this contract will not be entitled to count years of administrative experience when determining seniority.

37.5 Order of Reduction

If a reduction is determined to be necessary within a reduction-in-force unit, the order of reduction will be based on seniority. Prior to the laying off of any academic employee within an affected unit, the following actions will first be taken, provided there are qualified academic employees to perform and fulfill the requirements of the academic employee position vacated by the below-mentioned resignation, retirement or leave of absence:

- A. Normal academic employee resignations in the same unit will not be replaced.
- B. Voluntary academic employee retirements from the same unit will not be replaced.
- C. Normal and regular academic employee leaves from the same unit will not be replaced for the duration of the time that such leave is applicable.
- D. Vacant positions within the same lay-off unit will be filled from within.

37.6 Notification of Lay-Off

When the President determines that a Reduction-in-Force is necessary and has selected the affected employees to be reduced, the initial step shall be for the President to meet with the employee and discuss the proposed termination/dismissal with the individual employee in personal conference which shall be an informal proceeding for purposes of Chapter 34.05 RCW. The matter may be resolved at this step by the use of alternatives such as reassignment, leave of absence, retirement, resignation, etc. Subsequent steps in the procedure for Reduction-in-Force are specified in Article 36.4, Hearing Procedure for Dismissal.

37.7 Financial Emergency

In the event that the Reduction-in-Force is because of financial emergency pursuant to Article 37.1 (B) above, the following conditions shall apply:

- A. In the case of a reduction-in-force for reasons set forth in Article 37.1 (B) above, the notice shall clearly indicate the separation is not due to the job performance of the employee and hence is without prejudice to such employee and, in addition, shall indicate the basis for reduction-in-force as one or both of the reasons set forth in Article 37.1 (B) above. The notice must also indicate the effective date of separation from service.

- B. In the case of a reduction-in-force for reasons set forth in Article 37.1 (B) above, at the time of a faculty member's or members' request for formal hearing, said faculty member's or members' may ask for participation in the choosing of the hearing officer in the manner provided in [RCW 28A.58.455\(4\)](#), said employee therein being a faculty member for the purposes hereof, and said board of directors therein being the Board of Trustees for purposes hereof: PROVIDED, That where there is more than one (1) faculty member affected by the Board of Trustees' reduction-in-force, such faculty members requesting hearing must act collectively in making such request: PROVIDED FURTHER, That costs incurred for the services and expenses of such hearing officer shall be shared equally by the community college and the faculty member or faculty members requesting hearing.
- C. In the case of reduction-in-force for reasons set forth in Article 37.1 (B), the hearing shall be consolidated; only one (1) such hearing for the affected faculty members shall be held and such consolidated hearing shall be concluded within the time frame set forth herein.
- D. In the case of a reduction-in-force for reasons set forth in Article 37.1 (B) above, the formal hearing (pursuant to [RCW 34.05.413-476](#) and conducted by the hearing officer appointed by the Board of Trustees): (a) shall be concluded by the hearing officer within sixty (60) days after written notice of the reduction-in-force has been issued; (b) the only issue to be determined shall be whether under the applicable policies, rules or bargaining agreement, the particular faculty member or members advised of severance are the proper ones to be terminated; (c) any findings, conclusions of law and recommended decision shall not be subject to further tenure review committee action.
- E. In the case of a reduction-in-force for reasons set forth in Article 37.1 (B) above, failure to request a hearing shall cause separation from service on the effective date stated in the notice, regardless of the duration of any individual employment contract. In the case of a reduction-in-force for reasons set forth in Article 37.1 (B) above, separation from service after formal hearing shall become effective upon final action by the Board of Trustees.

37.8 Appeal Rights

- A. An employee, upon receipt of the President's letter of intent to recommend lay-off, shall be afforded appeal rights defined in Article 36.4; provided, however, that if any member of the Dismissal Review Committee is potentially affected by the recommendation to be submitted, an alternate member shall be immediately elected and provided further that arguments in the formal hearing process shall be limited to data and reasons for the selection of the individual selected for lay-off.
- B. All matters regarding Reduction-in-Force shall be consolidated into a single Dismissal Review Committee hearing.
- C. Except in extraordinary circumstances, the effective date of the Reduction-in-Force shall be the end of the academic quarter in which the Board of Trustees makes the final determination.

37.9 Recall Rights

Employees who have been laid off as a result of this Article shall have the right to be recalled. Recall shall be in reverse order of lay-off by lay-off unit to a position, either a newly-created or vacant full-time position, provided the employee is qualified to perform the needed duties of such position. The period of recall shall extend three years after the effective date of lay-off.

37.10 Special Provisions

- A. Upon the request of a faculty member laid off for reasons of this Article the College President shall write a letter to other institutions of the Northwest stating: (1) the reason of said lay-off; (2) the qualifications of the affected faculty member; and (3) any other pertinent information which may be of assistance in securing another employment position.
- B. Upon mutual agreement between the faculty member and the District, appeal rights outlined in this Agreement may be waived in favor of final and binding arbitration, pursuant to Article 36.4 (E).
- C. Except as specifically stated herein, the grievance procedure of this Contract shall not be applicable to this Article.
- D. In the event an employee hired prior to July 1, 2003 does not exercise appeal rights in Article 36.4, such employee shall be guaranteed a cash out payment equivalent to fifty (50) contract days of pay. In the event an employee hired on or after July 1, 2003 does not exercise appeal rights in Article 36.4, such employee shall be guaranteed a cash out payment equivalent to twenty-five (25) contract days of pay. If a faculty member is recalled for the subsequent quarter, this guaranteed cash out payment will be forfeited. This section does not apply to employees hired at WSP after January 15, 1999.
- E. This section applies only to WSP employees hired prior to January 15, 1999. In the event the contract between the Department of Corrections and Walla Walla Community College is not renewed and an employee does not exercise appeal rights in Article 36.4, such employee shall be guaranteed a cash-out payment equivalent to fifty (50) contract days of pay. However, if such faculty declines a subsequent offer of a full-time teaching position at WSP within 65 days of the last date of employment by the college, the cash-out payment will be repaid to the college.
- F. Annually contracted employees upon recall shall retain all previously accrued benefits such as sick leave. No District benefits shall accrue or be granted to an individual while on lay-off status. Benefits may be transferred and/or self-paid to the extent permitted by law.

Article 38 Part-Time Faculty

38.1 Fringe Benefits

Part-time employees shall receive health insurance benefits in accordance with Public Employee Benefits Board (PEBB) rules and regulations. For purposes of determining

eligibility, percent of time shall mean a percent of the contract hours required by a full-time employee in the appropriate mode of instruction.

38.2 Personnel Files

Part-time academic employees shall have all rights pertaining to personnel files as defined in this Contract.

38.3 Appointment Notices

- A. All part-time and temporary educational employees will be issued payroll authorization forms which shall stipulate the instructional assignment(s) and the salary.
- B. All temporary contracted educational employees will, on initial employment, be issued Professional Faculty Contract forms which shall stipulate the instructional assignment and salary. Salary notification forms will be issued in subsequent quarters, providing there is no break in service and no change of assignment. This form will state placement on the faculty salary schedule, rate of pay, total salary, and duration of the period of employment.
- C. All payroll authorization forms and employment contracts that are issued shall be consistent with the terms and provisions of this Contract and this Contract shall be controlling should there be any inconsistencies.

38.4 Salary Payment

All part-time and temporary education employees shall be paid as follows:

- A. Part-time faculty paid from the Part-time, Overload Faculty Salary Schedule and full-time contracted faculty performing overload assignments will be paid twice per month, on the 10th and the 25th of the month, or as determined by the state regulations governing payroll procedures.
- B. Temporary contracted employees will be paid twice each month, on the 10th and 25th, or as established by state regulations governing payroll.

38.5 Office Hours

As a part of faculty workload, adjunct faculty are expected to post and maintain one (1) office hour per week, per course. Corrections Education adjunct faculty are exempted from this requirement.

38.6 Sick Leave

A. Accrual

Part-time faculty under contract shall accrue sick leave in hourly increments. The rate of accrual shall be pro-rated based upon their percent of work time as compared to that of full-time faculty. The maximum number of sick leave hours a part-time instructor may be granted shall not exceed seven (7) hours per month.

B. Use

1. According to the provisions of [RCW 28B.50.4893](#):
 - a. Part-time academic employees of community and technical colleges shall receive sick leave to be used for the same illnesses, injuries, bereavement, and emergencies as full-time academic employees at the college in proportion to the individual's teaching commitment at the college.
 - b. The provisions of [RCW 41.04.665](#) shall apply to leave sharing for part-time academic employees who accrue sick leave under subsection 1a of this section.
 - c. The provisions of [RCW 28B.50.553](#) shall apply to remuneration for unused sick leave for part-time academic employees who accrue sick leave under subsection 1a of this section.
2. Employees shall report illness to the division coordinator or the employee's immediate supervisor at the beginning of any period of leave and daily thereafter unless prearranged. A physician's certificate of illness or injury may be required for approval of sick leave in excess of three (3) occurrences (work days) in a quarter.
3. Part-time faculty who are benefits eligible and teaching the equivalent of a full-time load are permitted the use of accrued sick leave for one personal day per quarter.
4. All requests for and reports of sick leave must be documented by completing the appropriate form.

C. Transfer

Part-time faculty may transfer accrued leave to or from any state agency, any educational service district, any school district, or any other institution of higher education as provided in [RCW 28B.50.551\(5\)](#).

- D. A break in service of less than five (5) years shall not result in the loss of accumulated sick leave.

38.7 Shared Leave

Part-time faculty who accrue sick leave may participate in the College's shared leave program, on a pro-rata basis, in accordance with the WWCC Shared Leave Policy.

38.8 Sick Leave Cash-Out

Part-time faculty who retire are required to participate in the medical expense plan (VEBA) on the same basis as full-time faculty, subject to VEBA rules and regulations for participation. If the VEBA is not active at the time of retirement, the sick leave will be cashed out to the individual employee. For purposes of sick leave cash out, part-time faculty must provide the College with appropriate verification from the State Board Retirement Plan or social security which shows they are receiving distribution payments and are in retirement status.

38.9 Rate of Leave Earned

Part-time contracted employees compensated on the full-time salary schedule shall receive illness, injury, emergency, and bereavement leave on a pro rata basis. Quarterly contracted employees compensated on a full-time salary schedule who teach a full load for three quarters during an academic year shall receive personal leave.

38.10 Professional Development Fund

- A. This section makes provision for a professional development fund for part-time faculty who meet the following criteria:
 - 1. Must have been a part-time instructor of the District for at least one year and have taught a minimum of 15 credits during that time.
 - 2. Must be teaching at least five (5) credits when application for funding takes place.
 - 3. Must be approved or recommended by their supervisor.
- B. Funds for this activity will be administered by the Vice President of Instruction with assistance from the Professional Development Committee. Amount of funds will be determined through the annual planning and budgeting process. Part-time instructors working at one of WWCC's contracted correctional educational facilities will be funded by DOC contract dollars.

38.11 Attendance at Professional Development Activities and Meetings

Part-time instructors who, at the request of their supervisors, attend professional development activities and/or meetings will be paid for those hours.

38.12 Process for Evaluating Part-Time Faculty

- A. Part-time instructors are important contributors to the educational mission of WWCC. Evaluation is an important strategy ensuring quality instruction. Evaluation provides useful information to the part-time instructors as a means to encourage continuous improvement. Therefore, evaluation of part-time instructors is an integral component of a comprehensive faculty evaluation system. (See Article 32)

Article 39 Grievance Procedure

39.1 Definition and Procedure

A grievance is hereby defined as a complaint by the Association regarding the interpretation or application of the terms of this Agreement by the Employer. Such grievances shall be handled in the following manner:

- A. Step One
The grievant(s) and the Association representatives must present in writing the alleged grievance to the Vice President of Instruction. The Vice President of Instruction shall answer the grievance in writing within ten (10) working days thereafter and shall concurrently send a copy of the grievance and the answer to the Association.

- B. Step Two
If no resolution is reached at Step One, the written grievance must be submitted to the District President; provided it is filed with the District President or designated representative not more than ten (10) working days after it is answered in Step One. Representative(s) of the Association shall be present at any meeting called to consider the grievance at this step. The District President or designated representative shall send a written answer to the Association within ten (10) working days. Such answer shall be deemed to be the position of the Employer.
- C. Step Three
If no resolution is reached at Step Two, the Association may at its sole discretion within ten (10) working days after the date of the Step Two answer, request by written notice to the District President that the grievance be arbitrated, provided that the grievance presents a matter that is subject to arbitration as herein defined.

39.2 Time Limits

With respect to Article 39.1, the following time limits are established. Any grievance not presented in writing as provided in Step One of Article 39.1 above within thirty (30) working days after the grievant becomes aware of the facts on which the grievance is based, shall be waived for all purposes. Other time limits may be extended by written mutual agreement of the parties. Working day, as used in this article, shall mean any day the College is open to the public but shall exclude Saturdays, Sundays, and official holidays.

39.3 Arbitration

Matters subject to arbitration shall be referred to the American Arbitration Association under voluntary rules. Expedited rules and procedures of the American Arbitration Association may be utilized upon the written consent of the parties.

39.4 Jurisdiction of the Arbitrator

Jurisdiction of the arbitrator is limited to:

- A. Adjudication of the issues which, under the express terms of this Agreement and any Submission Agreement, are subject to arbitration.
- B. Interpretation of the specific terms of this Agreement which are applicable to the particular issue presented to the arbitrator, and such jurisdiction shall not give such arbitrator authority to supplement or modify or amend any terms or conditions of this Agreement.
- C. The rendition of a decision or award based solely on the evidence and matters presented to the arbitrator by the respective parties in the presence of each other, and the matters presented in the written briefs of the parties.
- D. Upon request of either party, the merits of a grievance and the procedural arbitrability issues arising in connection with that grievance shall be consolidated for hearing before the arbitrator provided that an arbitrator shall resolve the arbitrability of a grievance before hearing the merits of the grievance.

- E. An arbitrator shall not have the authority to remand an issue back to the parties for negotiations as a part of any award.

39.5 Fees and Expenses, Decision of Arbitrator

The fees and expenses of the arbitrator shall be borne equally by the parties. The decision of the arbitrator shall be final and binding upon the Employer, the Association and the employees affected consistent with the terms of this Agreement.

39.6 Records

All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants. Requests by the Association for information needed for processing of any grievance shall not be unreasonably denied. Grievance hearings shall be conducted during normal working hours consistent with minimal interference with instructional duties. Employees directly participating in such hearings shall suffer no loss of pay.

Article 40 Salary Schedule

40.1 Legislative Authorization

All commitments in regard to compensation and economic fringe benefits which are required by this Agreement, including the salary schedule, Appendix C, are contingent upon legislative authorization.

40.2 Placement of New Academic Full Time Employees

New academic employees will have their education and experience credited and be placed as a percent of the starting salary as follows:

Years of relevant teaching and/or work experience	Journeyman Status, Five-Year Vocational Certificate, AA, AAAS, Bachelor's or Master's degree	Nursing Faculty	Doctorate Degree
0 – 4.99 years	Step 1	Step 3	Step 3
5 – 9.99 years	Step 1	Step 3	Step 3
10 – 14.99 years	Step 2	Step 3	Step 4
15 – 19.99 years	Step 2	Step 4	Step 4
20+ years	Step 3	Step 4	Step 5

Part-time teaching and work experience will be prorated for salary placement purposes. Military experience will be credited in the same manner as other experience when it is documented as being relevant to the employee's professional field. Any military service which interrupted a teaching career may be included up to a limit of four years. Work and/or teaching experience not directly related to assignment may be counted at the college's discretion. The Association will be informed of all new placements. In the event exceptional placements are required for competitive purposes, the Association will

be consulted before a final placement decision is made.

40.3 Advancement on the Full Time Salary Schedule

- A. Advancement on the salary schedule is contingent upon completion of a portfolio and recommendation of the promotion review committee and approval of the Vice President of Instruction.

Failure to satisfy the faculty responsibilities outlined in Article 12 may result in a withholding of salary advancement, or in termination of the employee's contract.

40.4 Part-Time, Overload Faculty Salary Schedule

Part-time faculty schedule is attached as Appendix D.

- A. This compensation is based on the course master which identifies the number of hours a class is scheduled to meet each quarter. This compensation covers all activities necessary to successfully offer this class, including but not limited to preparation time, teaching time, exam time, grading, consultation with students, etc.
- B. Classes without sufficient enrollment may be canceled. Low enrolled courses will be compensated according to the part-time salary schedule if enrollment has not met the full enrollment threshold prior to the start of the quarter. Sufficient enrollment will be determined by the College dependent upon College needs, state allocations, and other factors. The College has the right to cancel low enrolled courses.
- C. Overload pay for Cooperative Education will be paid at \$275 per Quarterly Student FTE (QFTE) generated rounded to the nearest .5 QFTE. Faculty supervision and work related to a campus-based Cooperative Education experience outside of their normal workday will be compensated at the non-teaching rate.
- D. All special topics/special problems courses will be approved in advance by the Vice President of Instruction. Compensation for special topics/special problems courses will be paid at \$30.00 per credit. This provision does not apply in cases where these courses are part of an instructor's full-time workload.

40.5 Salary Increase Provisions

In the event the Washington State Legislature renews and/or enacts new legislation which allows WWCC the opportunity to improve faculty salaries from other college funds, then the parties shall commence negotiations within thirty (30) days of effective date.

Article 41 Individual Contracts

- 41.1 The Employer shall provide notification of continued employment to each full-time employee prior to the end of Spring Quarter of the preceding academic year. Personnel employed in programs contingent upon contracted funds shall be given a letter of intent relative to continuation of the program in lieu of notification of employment. In such cases notification must be issued by June 30. Certified mail shall be used in instances where an employee is on leave at the time contracts are issued provided the employee has left a forwarding address prior to commencement of leave.

- 41.2 Each full-time employee who does not intend to return to employment in their respective appointment shall so notify the Employer in writing no later than ten (10) days after notification by the President.

Article 42 Payment

- 42.1 Salary payment shall occur within the contract year as indicated in 42.1 A, B and C below or as directed by the legislature or Governor.
- A. September to June Employment. Prior to June 30th of each year the faculty member will have the option to select one of the following payment options for the upcoming academic year.
1. Contract is divided into nineteen (19) equal amounts and paid 1/19th semi-monthly, September through June.
 2. Contract is divided into twenty-four (24) equal amounts and paid 1/24th semi-monthly, September through May and a balloon payment of 6/24th in June.
- B. July through June Employment. The Contract is divided into twenty-four (24) equal amounts and paid semi-monthly, July through June.
- C. Alternate Employment Schedule. Semi-monthly amounts encompassing August start date will be established between employee and payroll personnel in cooperation with appropriate administrative approval.
- 42.2 In the event of a mid-year termination, and prior to final payment because of such termination, the appropriate vice president and the Business Office will determine actual contract days worked and compute the earned compensation based on the daily rate for that employee. This computed amount will be compared to actual total salary payments and an appropriate adjustment made to the final payment. If the employee has been overpaid, the overpayment will be reimbursed to the College by the employee
- 42.3 Other Deductions

The District shall, upon receipt of written authorization from an employee, deduct from the employee's salary and make appropriate remittance for all voluntary deductions approved by the State Board and the District Board of Trustees. Termination of deductions shall not occur without a ten (10) day prior notification to the employee.

Article 43 Uninterrupted Instructional Activities

The Employer and the Association agree that disputes which may arise between them shall be settled without resort to strike or lockout. The Employer agrees it will not lock out any or all of its employees during the term of this Contract and the Association agrees on behalf of itself and its membership that there shall be no strike or slowdowns during the term of this Contract.

Article 44 Duration

This contract shall remain in full force and effect from July 1, 2022 to and including June 30, 2025. Either party may, upon written notice to the other party, give notice of its intent to negotiate salaries in accordance with Article 40.5, Salary Increase Provisions, during each year of the Contract. Likewise, either party may give notice of its intent to reopen in the event of legislative, contracted, or grant funding reductions. All Articles and Sections of the Contract shall remain in full force and effect until the parties mutually agree to modify said Contract.

Signed _____, 2022 at Walla Walla, Washington.

For the Association

For the Employer

Date

Date

Appendix A: Administrative and Exempt Positions

ADMINISTRATIVE POSITIONS

Assistant Dean, Arts and Sciences, Criminal Justice, Human & Social Services
Assistant Dean, Education Operations-WSP
Assistant Dean, Nursing Education
Assistant Dean, Student Success
Assistant Dean, Workforce Education and Applied Bachelor Programs
Dean, Access and Opportunity
Dean, Arts and Sciences, Extended Learning, Human & Social Services, & Criminal Justice
Dean, Clarkston Campus
Dean, Corrections Education
Dean, Nursing and Allied Health
Dean, Workforce Education & BAS Programs
Director, Admissions/Registrar
Director, Campus Security and EHS
Director, Center for Integrated Learning
Director, Enology and Viticulture
Director, Equity, Diversity & Inclusion
Director, Library Services
Director, Marketing and Communications
Executive Director, Facility Services and Capital Projects
Executive Director, Technology Services
Executive Director, WWCC Foundation
President
Vice President, Enrollment Services and Institutional Effectiveness
Vice President, Finance and Administrative Services
Vice President, Human Resources
Vice President, Instruction
Vice President, Student Services

EXEMPT POSITIONS

Administrative Assistant to the Vice President of Finance and Administrative Services
Administrative Assistant to the Vice President of Student Services
Administrative Assistant to the Vice President, Instruction
Administrative Assistant to the Vice Presidents, Offices of Human Resources, Enrollment Services/Institutional Effectiveness, Diversity, Equity & Inclusion
Administrator/Instructor, Information Technology-WSP
Advisor, Academic/Head Volleyball Coach
Advisor, TRIO
Advisor, TRIO-Clarkston Campus
Alumni Relations/Annual Giving, Foundation
Assistant Director, Accounting Services
Assistant Director, Advising
Assistant Director, Career Services
Assistant Director, Facility Services

Appendix A cont'd

Assistant Director, Student Activities
Assistant Director, Technology Services
Assistant Director, TRiO, Student Support Services
Athletic Trainer
Business Systems Analyst, Peoplesoft
Catering Chef & Manager
Coordinator, Academic/Student Services-CRCC
Coordinator, Academic/Student Services-WSP
Coordinator, Agriculture & Natural Resource Center of Excellence
Coordinator, Disability Support Services
Coordinator, Enology and Viticulture
Coordinator, Nursing Assistant Program
Coordinator, Opportunity Grant
Coordinator, Outreach
Coordinator, Perkin's Program
Coordinator, Project Funding- Snake River Recovery Board
Coordinator, Running Start
Coordinator, Scholarship
Coordinator, Student Affairs /Retention Specialist-Clarkston Campus
Coordinator, Student Services & Academic- CRCC
Coordinator, Student Services & Academic -WSP
Coordinator, Tutoring & Learning Center
Coordinator, Workforce Community Relations
Coordinator/Advisor, , First Year Experience/Head Womens' Basketball Coach
Corrections Education Navigator- CRCC
Director, Agriculture Center of Excellence
Director, Allied Health
Director, Athletics/Men's Basketball Coach
Director, Culinary Arts Program
Director, Education Operations- CRCC
Director, Finance/Controller
Director, Guided Pathways
Director, Institutional Research & Effectiveness
Director, John Deere and Trades Program
Director, Outreach
Director, Student Financial Support
Director, Student Life
Director, TRIO/Student Support Services
Director, Water and Environmental Center & Workforce Initiatives
Early Childhood Education Lead/Early Achiever Grant Contact
Education & Career Navigator
Education & Career Navigator, BFET
Education & Career Navigator, BFET, Perkins and Health Sciences
Education & Career Navigator, Corrections Ed.-CRCC
Education & Career Navigator, Corrections Ed.-WSP
Education & Career Navigator, Transitional Studies
Education & Career Navigator-BAS Programs

Appendix A cont'd

Education Technologist
eLearning Instructional Designer/LMS Helpdesk
Executive Assistant to the College President
Executive Director, Snake River Salmon Recovery Board
Financial Aid Specialist
Financial Reporting and Budget Accountant
General Accountant
Human Resource Generalist
Information Technology Administrator-WSP
Major Gifts Officer, Foundation
Manager, Bookstore
Manager, Catering and Café
Manager, ctclink Project/Organizational Change
Manager, Environmental Services
Manager, Facilities/SIO / Head Baseball Coach
Manager, Payroll
Manager, Purchasing
Manager, Tasting Room and Wine Marketing
Navigator, Arts & Sciences
Navigator, Educational & Career
Navigator, Human & Social Services
Navigator, Student Success Center- Clarkston Campus
Nursing Education Program Administrator-Clarkston Campus
Project Coordinator, Snake River Salmon Recovery Board
Recruitment & Outreach Specialist-WEC
Research Analyst

Appendix B: Lay-Off Units

Walla Walla Campus

1. Agri-Business
2. Anatomy & Physiology
3. Anthropology & Archaeology
4. Applied Management & Entrepreneurship (BAS)
5. Art
6. Astronomy
7. Auto Body Repair
8. Auto Mechanics
9. Biology
10. Business and Commerce (AAS)
11. Business and Management
12. Carpentry
13. Chemistry
14. Civil Engineering Technology
15. Computer Technology
16. Cosmetology
17. Counseling
18. Criminal Justice
19. Diesel Equipment Mechanics
20. Drama & Speech
21. Economics
22. Enology & Viticulture
23. Family & Consumer Studies
24. Farrier
25. Health & Physical Education
26. History
27. Human Services
28. Humanities (HUM courses)
29. Irrigation Technology
30. John Deere Agricultural Technology
31. Language/Literature
32. Library
33. Math
34. Music
35. Nursing Program
36. Nutrition
37. Philosophy
38. Physics
39. Political Science
40. Precision Machining Technology
41. Production Agriculture
42. Professional Golf Management

43. Psychology
44. Recreation
45. Refrigeration & Air Conditioning Technology
46. Sociology
47. Sustainable Agriculture Systems
48. Transitional Studies
49. Turf Management
50. Welding

Washington State Penitentiary

1. Auto Body Repair Technology
2. Barbering
3. Basic Skills
4. Building Maintenance
5. Business and Commerce
6. Carpentry
7. CNC Machining
8. Diesel Technology
9. Graphic Design
10. Information Technology Certificate Program
11. Refrigeration and Air Conditioning
12. Welding

Clarkston

1. Business & Commerce
2. Carpentry
3. Language/Literature
4. Mathematics
5. Nursing (Health Occupations)
6. Science
7. Sociology
8. Transitional Studies

Appendix C: Full Time Faculty Salary Schedule

Full-time Faculty Salary Schedule (*effective July 1, 2022*)

Step 1	59,144
Step 2	63,285
Step 3	67,425
Step 4	71,566
Step 5	75,705
Step 6	79,846
Step 7	83,985
Step 8	88,126

*Legislative approved CoWLA's will be applied to the steps for each year of this contract

Appendix D: Part Time, Overload Faculty Salary Schedule

Part-Time, Overload Faculty Salary Schedule (*effective July 1, 2022*)

Mode of Instruction	Full enrollment and Overload rate	Benefits eligible for 3 years full enrollment rate *	Low enrollment rate
1 Lecture	\$ 74.32	\$ 78.03	\$ 59.81
2 Lecture/Lab	\$ 64.78	\$ 68.08	\$ 52.32
3 Lab	\$ 56.51	\$ 59.39	\$ 46.72
4 Clinical	\$50.87	\$53.50	\$46.72
5 Other	\$ 31.84	\$ 33.20	

*This rate is for adjuncts who have worked at Walla Walla Community College and established benefits eligibility solely through their employment with our College.

**Legislatively approved CoWLA's will be applied to the steps for each year of this contract

Appendix E: Faculty Leadership Position Descriptions and Responsibilities

Chair

Faculty leadership in all areas (Transfer, Workforce, Access and Opportunity) are referred to as Chair.

Essential Functions

- Collaborate with the Dean and faculty to develop and maintain quality education pathways for students by representing faculty in the program and assisting the Dean.
- Serve as program coordinator.
- Own the program review process and requirements for the program, including creating a long-term mission, vision, and objectives in alignment with the area's Strategic Equity Work Plan, and the institution's Strategic Plan and Objectives, Mission, Vision, and Values.
- Collaborate with the Dean, High School Program Chair, CTE Dual Enrollment, and Running Start Coordinator in establishing clear pathways for high school students and mentoring for College in the High School faculty liaison.
- Assist the Guided Pathways Director in guided pathways initiatives related to the program area.
- Manage articulation agreements with transfer institutions, as needed.

Program Management

- Establish program faculty credentials in alignment with accreditation standards, and in collaboration with the Dean and Vice President of Instruction/Accreditation Liaison Officer.
- Collaborate with Dean in program/course scheduling, on a two-year rotation.
- Assist Dean in setting program/course enrollment goals, making recommendations for enrollment targets and schedule adjustments (additions/cancellations).
- Coordinate with the Dean and Director of the Center for Integrated Learning to provide professional development opportunities relevant for the program needs.
- Serve as program contact year-round (including in between quarters, and during summer quarter).
- Assist the Accreditation Liaison Officer (ALO) and Assessment Coordinator in collecting program specific data and creating a culture of continuous improvement through assessment and reflection.
- Assist the Dean and Vice President of Instruction in adopting and adapting policies and procedures.

Mentorship

- Serve as chair of screening committees for full-time and adjunct faculty, under the mentorship and guidance of the Dean. If a situation arises with a workload issue, the Chair will consult with the Dean regarding an alternative.
- Serve as coordinator of program adjuncts, recommending courses, advising, and mentorship assignments to the Dean.
- Onboard and orient new faculty to program and institution policies and procedures.
- Serve as a peer reviewer on faculty evaluation committees.
- Serve as an advisor to Dean, recognizing that administrative/management authority is

Appendix E cont'd

not within the scope of program chair essential functions.

- Advise Dean on issues pertaining to - processes, appointments, reappointments, tenure, sabbatical and other leaves of absence, and non-renewals, et cetera.
- Representation & Communication
- Establish a communication plan for the program, in collaboration with the Dean.
- Serve on institutional committees as a representative of the program and/or chairs.
- Ensure program representation on committees through faculty mentorship and encouragement.
- Organize and hold monthly program meetings.
- Attend and engage in chair meetings, representing program interests while collaborating with chairs within the area, as well as the institution.
- Advise Dean and Marketing Director on program marketing material (print and virtual).
- Assist in program recruiting in collaboration with the Dean and the Student Services departments.
- Participate in Advisory Committee meetings, as needed.
- Other duties as negotiated.

Required Qualifications

- Full-time, tenured faculty member in a transfer program or access and opportunity; Full-time tenured or full-time annual, special faculty member in Workforce programs or access and opportunity.

Desired Qualifications

- Three years of teaching experience within the program.

Selection Process

- Need for chair positions are determined by the Vice President of Instruction
- Faculty nominations (peer or self) for a 3-year appointment renewable through selection process every 3 years.
- Selection board is comprised of full-time program faculty and dean, and appointment determination is by simple majority

Association of Higher Education President/Vice President

Duties as determined by AHE; In the event the AHE Vice President is in Clarkston, the Vice President will receive compensation or reassigned time the equivalent of one-third of that received by the AHE President.

Appendix E cont'd

Assessment Coordinator

Essential Functions:

- Provides leadership for faculty-driven assessments of student learning outcomes.
- Develops a process (or processes) for course level assessments informing program level assessments informing institutional level assessments.
- Plans and implements training workshops and/or professional development activities for faculty and staff in conducting effective and meaningful assessment activities (including assessments of student learning and program reviews).
- Supports faculty and staff with assessment processes and documentation required for accreditation.
- Assists and/or coordination with IT to help faculty gain expertise in the technology/software components of the WWCC Assessment Program
- Collaborate with the Vice President of Instruction and Vice President of Enrollment Services and Institutional Effectiveness in developing a program a Program Review process for the institution.
- Assist the Vice President of Instruction and Vice President of Enrollment Services and Institutional Effectiveness in presenting annual reports to the faculty (and/or college).
- Develop and implement effective assessment strategies, including reflection and refinement, that lead to curricular and program improvements throughout the institution in a cycle of continuous improvement.
- Make recommendations regarding institutional quality assurance.
- Provides assessment training for and continuity between the following committees: Curriculum Committee, CoWLA, Institutional Effectiveness, and the Accreditation Steering Committee.

Required Qualifications

- Current WWCC full-time faculty member

Desired Qualifications

- Experience with program evaluation and/or assessment of higher education academic programs

Selection Process

- Faculty Nominations for a 3-year Appointment
 - Selection Board comprised of several Division Chair/Department Chairs (representation across campus)

Appendix F: Request for Professional Development Funds from the College-wide Pool

To request money for professional development activities (see Article 33.2.C.10 for approved activities) beyond the annual individual \$1,200 allocation and the available pooled department/division funds, which must be exhausted first, complete the template (below).

Upon completion, submit the information via email to both your assigned Dean/Director and the Vice President of Instruction. Requests must be submitted prior to the end of Spring quarter.

Request for Professional Development Funds from the College-wide Pool

Contact Information

Name:

Email:

Date Submitted:

Activity Information

Title of Professional Development Activity:

Date(s) of Activity:

Budget

Total (or approximate) Cost of Activity: (\$XXXX)

Professional Development Funds Received: \$1,200

Funds Received from the Department/Division Pool: (\$XXXX)

Total Amount Requested (total cost less costs from above sources): (\$XXXX)

Appendix G: Promotion Materials

Faculty members will keep records of the following materials in digital format and upload to the WWCC Faculty Promotion Canvas shell:

- a. Most Recent Faculty Evaluation
- b. Professional Portfolio
- c. Points Summary of Activities in Professional Portfolio

Supporting documents in the portfolio can include, but are not limited to:

- Meeting minutes
- Email confirmations
- Certificates
- Publications
- Advisee list
- Evaluations
- Meeting agenda copies/screenshots
- Membership roster (advisory boards, volunteer boards, etc.)
- Transcripts
- Copies of Letters of Recommendation
- Marketing materials and/or deliverables

Assigned Points System for Professional Activities:

Eligible activities with assigned points in any 3-year promotion period.

Recruiting and/or Retention Activities – 1+

Self-Evaluations (beyond the Tenure process) – 1 (Maximum of 3 points)

Advising – 1-6

Mentorship (Faculty and/or Students) – 1+

Committee Membership – 1+

Committee Leadership – 2+

Search Committee Membership – 1+

Search Committee Chair – 2+

Taskforce Membership – 1+

Taskforce Chair – 2+

Club Advisor – 2

Activities in Industry (connected to discipline/instruction) – 1

Service to Community – 1+

Research/Independent Study (beyond staying current in discipline) – 1

Course Design/Development (New) – 1

Technology/Platform Innovations or Adoptions – 1

Professional Publications – 2

Advisory Board Lead – 1

Professional Organization Membership – 1

Maintenance of Industry Certificates (not required for teaching) – 1

Required coursework for discipline/industry – 1+

Conference Attendance – 1+

Conference Presentation – 1+

Non-compensated Grant work – 1

Other certifications – 1

Appendix G cont'd

Peer Evaluator – 1+

Letters of Recommendation – 1

Collaboration with CTC/University Colleagues (outside required work) – 1+

Invited Speaker (discipline related) – 1

Sabbatical presentation (beyond brief update upon return) – 1

Other notable activities/accomplishments/contributions – 1 to 3

Appendix H: (to be done by LMCC)

Appendix I: Syllabus Required Elements and Template



COURSE Syllabus Considerations

Upload your Syllabus: <https://apps.wbcc.edu/faculty/uploading-your-syllabus/>

The Course Review Checklist combines Canvas expertise, Universal Design for Learning principles, and research-based pedagogical best practices to create a tool that can elevate the quality and compliance with online, hybrid, and web-enhanced learning standards in Canvas courses. (form can be found [here](#))

Requirements for Syllabus (all modalities)

<input type="checkbox"/>	A syllabus is a contract between the faculty member and the students in the course. As such, certain elements must be included for students to be successful. The following are required syllabus items.
<input type="checkbox"/>	Syllabus must contain: Your name, email, office phone number, contact directions, and which days of the week are to be considered your “weekend”. Time frames are set for when students should expect a reply. Note: For security and FERPA reasons, avoid using a personal cell/home phone number. Adjuncts who do not have a WWCC office should create (and share with students) a Google Phone Number that will forward to personal phone. These are free as a “personal number” and will work for texting also.
<input type="checkbox"/>	Syllabus must contain your textbook’s name and ISBN number (the 13 digit one)
<input type="checkbox"/>	Syllabus must provide information on participation expectations for hybrid/online courses (e.g. student must login a minimum of three days per week); technology requirements; and supplemental textbooks, reading lists, and course materials.
<input type="checkbox"/>	Syllabus must contain current and accurate course description and intended learning outcomes from the Master Course Outline (MCO). (Bonus points for those who include CwOLAs). All WWCC instructors are bound to the course descriptions and outcomes approved by the Curriculum Committee. Note: This is required for accreditation.
<input type="checkbox"/>	Syllabus must contain your grading policy, grading scale, expected turn-around time for grading assignments (7 days or less), and late policy
<input type="checkbox"/>	Syllabi must be uploaded to the WWCC website by all faculty each quarter . Use these directions for uploading your syllabi if you are unfamiliar.
<input type="checkbox"/>	Syllabus must contain the required ADA, Equal Opportunity, and Religious Event statements and use the provided wording. Required wording can be found here .
<input type="checkbox"/>	Syllabus must contain a “Plan C” for your course so students know what to do in case of inclement weather, power outages, network problems, instructor illness/absence, etc. Students should know what to do (e.g., look for a new announcement? Canvas message? Check the course homepage by 8 am?) in case of school closure or canceled classes in order for their learning to continue.

Appendix I cont'd

Template: (can be found [here](#))

Your Course Title Here

General Course Information (required)

Quarter/Year:

Item Number:

Credits:

Meeting days and time:

Prerequisites:

Location: (Hybrid, Online, in class)

Instructor Contact Information (required)

Name:

Email:

Office number:

Phone number: (509) ###-#### (google voice or dial pad number recommended)

Office hours:

Course Textbook (required)

Textbook Name, publisher, ISBN #

Course Description (required from [Master Course Outline](#))

Course Topics (Best practice) (Sample below. Replace with your course topics)

1. Components, phases, and profiles
2. Sample
3. Sample

Course Learning Outcomes (required) (Sample below. Replace with your course grading structure)

Students will demonstrate the ability to:

1. Compare and discuss...
2. .
3. .

Grading (required) (Sample below. Replace with your course grading structure)

Grades are calculated on a total point basis earned during the quarter and based on a percentage of 1000 total points. Evaluations may be adjusted at the instructor's discretion to best facilitate achievement of course learning outcomes in an online, asynchronous mode of delivery.

- Exams - 450 points
- Study questions - 150 points
- Lab exercises - 150 points

Appendix I cont'd

- Term Paper – 150 points

Letter grades will be earned according to the following:

>93% = A	90-92% = A-	
87-89% = B+	83-86% = B	80-82% = B-
77-79% = C+	73-76% = C	70-72% = C-
67-69% = D+	60-66% = D	

Evaluation Devices: Three announced exams; completion of lab exercises, study questions, and a term paper.

Testing Policy: Three announced in class exams and a comprehensive final. The lowest exam score is dropped. Comprehensive Final exam open during scheduled Final exam days and times only.

Homework Policy: Completion of lab exercises and study questions as assigned outside of class time. Late work will receive a maximum of 50% credit.

Instructor Policies (required) Sample below. Replace with your Instructor Policies.

- Late assignments will receive
- Attendance Policy
- Participation expectations
- Technology requirements
- There will be ## exams during the quarter and a comprehensive final exam.
- Classroom Behavior

Alternate plan (required) Sample below. Replace with your plan

In the event that any changes need to be made to our regularly scheduled class, or video upload times due to instructor illness, adverse weather, power outages, or any other unforeseen circumstance a Canvas announcement with an alternate but equivalent exercise will be posted at least one hour prior the scheduled time.

Course Outline and Suggested Readings (best practice) Sample below. Replace with your course grading structure

1. Introduction – pages 29-53
2. Land Evaluation – Handouts
3. Sample
4. Sample
 - a) Sample A
 - b) Sample B
 - c) Sample C

Required Diversity, ADA, Title IX, Religious Event Statements

Diversity & Inclusion Statement:

Appendix I cont'd

WWCC strives to promote diversity, equity and inclusion, not only because diversity fuels excellence and innovation, but because we want to pursue justice. Each of us is responsible for creating a safer, more inclusive environment.

Furthermore, I would like to create a learning environment that supports a diversity of thoughts, perspectives and experiences, and honors your identities (including race, gender, class, sexuality, religion, ability, etc.) To help accomplish this:

- If you have a name and/or set of pronouns that differ from those that appear in your official records, please let me know.
- If you feel like your performance in the class is being impacted by your experiences outside of class, please don't hesitate to come and talk with me. I want to be a resource for you.
- I (like many people) am still in the process of learning about diverse perspectives and identities. If something was said in class (by anyone) that made you feel uncomfortable, please talk to me about it or reach out of the Office of Equity, Diversity & Inclusion.

Unfortunately, incidents of bias or discrimination do occur, whether intentional or unintentional, and they can contribute to creating an unwelcoming environment for individuals and groups at the college. If you experience or observe unfair or hostile treatment on the basis of identity, we encourage you to speak out for justice and support. To report an incident or access support and resources, contact Margarita Banderas, Director of Equity, Diversity & Inclusion (equity@wwcc.edu or (509) 730-6196).

Accommodations for Students with Disabilities:

WWCC complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) of 1990 as amended in 2008. [Information](#) regarding student [accommodations](#) may be obtained by contacting (Walla Walla campus) Caley Moyer or Paris Davis at (509) 527-4262, counseling@wwcc.edu or (Clarkston campus) Heather Markwalter at (509) 758-1721 heather.markwalter@wwcc.edu. The Section 504 Coordinator is responsible for monitoring and implementing the district's compliance with state and federal laws prohibiting disability discrimination. Sherry Hartford, Vice President of Human Resources, (509) 527-4300, serves as the Section 504 officer.

COVID-19-Requirements, Accommodations, and Absences:

- All students who wish to come to one of our campuses for in-person instruction or services must be vaccinated or have requested a medical or religious exemption. Vaccination is not required for students who take all their classes online and utilizing only online services. For details regarding vaccination requirements and exemptions, visit <https://www.wwcc.edu/coronavirus/> for updates.
- Everyone inside a campus building, facility, or vehicle is required to wear a face covering. Face coverings are not required outdoors and/or when an individual is working alone.
- If you have a disability or medical condition that presents an academic obstacle or prevents you from wearing a face covering, please contact [Disability Support Services](#). If you or a member of your family becomes ill, please contact your instructor as soon as possible to discuss how academic requirements might be modified to prevent virus related obstacles from hindering academic success.

Appendix I cont'd

Counseling Services:

WWCC Counseling Services offers a range of mental health services, from individual and group support to referrals and resource connection. Services are free and confidential for all enrolled students. We are here to help you navigate personal, social, educational, and mental health concerns that impact your academic success at WWCC. **To make a counseling appointment:** <https://bit.ly/WWCCounselingServices> - Counselors can meet you in-person, by phone or Zoom appointments (must be in WA state during appointment.) Clarkston students, to be seen in person contact Emma Carpenter, (509) 758- 1713 emma.carpenter@wwcc.edu

Equal Opportunity Statement:

Walla Walla Community College (WWCC) is committed to providing equal opportunity and nondiscrimination for all educational and employment applicants as well as for its students and employed staff, without regard to race, color, creed, national origin, sex, sexual orientation, including gender expression/identity, genetic information, marital status, age (over 40), the presence of any sensory, mental, or physical disability, the use of trained guide dog or service animal by a person with a disability, or status as a Vietnam and/or disabled veteran, National Guard member or reservist in accordance with the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Federal Rehabilitation of 1973, the Americans with Disabilities Act of 1990 and any other applicable Federal and Washington State laws against discrimination. [Sherry Hartford](#), Vice President of Human Resources (509) 527-4300 has Affirmative Action/Equal Opportunity, Title IX, and Section 504 compliance responsibility. The College's TDD number is (509) 527-4412.

Reasonable Accommodations for Religion/Conscience:

Students who will be absent from course activities due to reasons of faith or conscience may seek reasonable accommodations so that grades are not affected. Such requests must be made to the instructor within the first two weeks of the quarter. For additional information regarding student rights and responsibilities, please see the college's website [Student Rights and Responsibilities](#)

MOU: Future Negotiations

Memorandum of Understanding
Between
The Board of Trustees of Community College District No. 20
and the
Walla Walla Community College Association for Higher Education
Future Negotiations

Whereas the parties have engaged in negotiations in accordance with Article 39.5 of the 2019-2022 collective bargaining agreement;

Whereas the parties have identified topics to explore in depth during regularly scheduled Labor Management Communication Committee (LMCC) meetings;

Therefore, the parties agree prior to the end of Spring Quarter 2022 the evaluation forms will be finalized for use beginning in the 2022-2023 academic year; and

Therefore, the parties agree in preparation for future contract negotiations, the LMCC will meet at least once per quarter (and at least once per year in Clarkston) on afternoons from 12:00 noon -4:30 pm and the following topics will be discussed:

1. Each meeting the parties will review approximately five (5) articles of the contract to review language that may need to be cleaned up and/or clarified in future negotiations;
2. Faculty Workload will be reviewed and potential future changes explored and researched;
3. Low Enrollment Pay will be reviewed and potential future changes explored and researched
4. Faculty Mentoring will be explored and researched

For the Employer:

For the Union:

Mr. Bill Warren, Chair of the Board

Mr. James Peitersen, AHE President

Date

Date

MOU: Guided Pathways, High Demand, and Nursing Educator Compensation 2022-2025

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, High Demand, and Nurse Educator Compensation

Whereas the Workforce Education Investment Account provided appropriations solely to implement Guided Pathways at each of the state's community and technical colleges;

Whereas Guided Pathways implementation includes:

- (i) Increased student support services, including advising and counseling;
- (ii) Faculty teaching and planning time to redesign curriculum, develop meta-majors, and engage in interdepartmental planning on pathways;
- (iii) Data analytics and student tracking technology to help advisors and students address challenges that may impede a student's progress; and
- (iv) Research and evaluation to ensure reforms lead to improvements for all students.

Whereas the Workforce Investment Act provided for increasing salaries for faculty in disciplines determined to be high-demand including but not limited to STEM and Skills Gap courses;

Whereas the parties have reviewed a list of course CIP Codes for Weighted Skills Gap Enrollment, and a list of STEM courses for Weighted STEM enrollments;

Whereas the legislature has authorized and appropriated dollars “solely to increase nurse educator salaries” and

Whereas in past years the college has received multiple allocations for such purposes as stated above and assuming that such allocations remain substantially similar in the upcoming years;

Whereas the parties have engaged in negotiations;

Therefore, the Association for Higher Education and the Board of Trustees hereby enter into this Memorandum of Understanding for the 2022-23, 2023-24, and 2024-25 academic years:

Each fiscal year, up to ten percent (10%) of the Guided Pathways allocation will be dedicated to faculty compensation for their training and contributions to Guided Pathways work.

Faculty eligible for a High Demand stipend are those faculty teaching a) STEM (Science, Technology, Engineering, Math (including Math 146)), and b. Skills Gap courses (excluding Nursing) as defined by the SBCTC; Additionally, the faculty teaching the following will be included:

- a. Agri-Business 010101
- b. Agricultural Technology and Production Management 010201
- c. Animal Science 010302
- d. Plant and Soil Science 010304
- e. Bachelor of Applied Science – Agricultural Systems 010308
- f. Culinary Arts 120503
- g. Early Childhood Education 131210
- h. Industrial Electrical Maintenance 410301
- i. Industrial Mechanics 470303

Eligible full-time faculty will receive an annual stipend. Eligible part-time faculty will receive an annual stipend based on a pro-rated portion of their percent of fulltime teaching approved courses during preceding Spring, Summer, Fall and Winter. All stipends will be paid in Spring Quarter. The total allocation will be divided into the number of faculty eligible to determine the stipend amount each spring.

Nurse educator is defined as an employee in a position requiring a current Registered Nurse license. Nurse educator money will be utilized to continue to fund the increase of two 70% nursing faculty positions to 100%, and six full-time nursing faculty positions. To aid in the recruitment, hiring and retention of nursing faculty positions, newly hired full-time tenure track nursing faculty will receive a \$15,000 signing bonus subject to a three-year diminishing repayment plan. Adjunct faculty will receive a signing bonus of \$1000 and a retention bonus of \$1000 each quarter they are continuously employed. Full-time nursing faculty will receive a retention stipend in the amount of twenty-six percent (26%) of their base salary. Full-time and part-time Nurse Educators compensated at the Mode 4 rate will receive the regular Mode 4 rate plus an additional \$43.55 per clinical hour. Nurse educator money will be used to pay any salary step increases awarded to nursing faculty. Nurse educator funds will be used to compensate the Dean of Nursing & Allied Health, the Assistant Dean of Nursing, and support increasing non-faculty nurse educator salaries.

For the Employer:

For the Union:

Mr. Bill Warren, Chair of the Board

Mr. James Peitersen, AHE President

Date

Date

MOU: Development of a Promotion Eligibility Schedule

Memorandum of Understanding
Between
The Board of Trustees of Community College District No. 20
and the
Walla Walla Community College Association for Higher Education

Development of a Promotion Eligibility Schedule

Whereas the parties negotiated a process for eligible full-time faculty to be considered for promotion once every three years;

Whereas the parties agreed that one-third of eligible faculty would begin being reviewed for promotion in the 2021-2022 academic year with associated salary increases effective the 2022-2023 academic year; AND

Whereas the parties agreed that one-third of eligible faculty would be reviewed for promotion in each of the following academic years (2023-2024 and 2024-2025);

Whereas the parties desire to create a transition schedule;

Whereas the parties desire to recognize that legislatively granted salary funds (High Demand and Nurse Educator) have disparately impacted those faculty not receiving stipends; and

Whereas the parties have engaged in negotiations in accordance with Article 39.5 of the Contract,

Therefore, the Association for Higher Education and the Board of Trustees hereby enter into this Memorandum of Understanding:

Full-time faculty who are not currently at Step 8 and those who will transition to the new faculty salary scheduled to a step lower than Step 8 will be eligible for promotion review as follows:

Year 1 (2022) - Full-time faculty who have been employed by the college on a full-time contract for the past three years who did not receive a High Demand or Nurse Educator stipend in 2020-2021, and those faculty awarded tenure in 2022, will receive an automatic promotion to the next higher step of the salary schedule effective at the beginning of their contract for the 2022-2023 academic year.

Year 2 (2023) - Full time faculty who have been employed by the college on a full-time contract for the past three years and who received a High Demand stipend in 2020-2021 will be eligible and scheduled for promotion review in 2023 (either a winter quarter review or a spring quarter review). If promoted they will receive advance to the next higher step of the salary schedule effective at the beginning of their contract for the 2023 - 2024 academic year.

Year 3 (2024) - Full-time faculty who have been employed by the college on a full-time

contract for the past three years and who received a Nurse Educator stipend in 2020-2021 will be eligible and scheduled for promotion review in 2024 (either a winter quarter review or a spring quarter review). If promoted they will receive advance to the next higher step of the salary schedule effective at the beginning of their contract for the 2024 - 2025 academic year.

Full-time faculty who have been employed less than three years will be placed in the year for promotion review that coincides with their completion of three years of full-time employment.

Probationary faculty will be automatically promoted to the next step on the salary schedule the academic year following the year they were granted tenure.

For the Employer:

For the Union:

Mr. Bill Warren, Chair of the Board

Mr. James Peitersen, AHE President

Date

Date

MOU: Transition to the New Salary Schedule

Memorandum of Understanding
Between
The Board of Trustees of Community College District No. 20
and the
Walla Walla Community College Association for Higher Education

Transitioning Full-time Faculty to the 2019-2022 Faculty Salary Schedule

Whereas the parties negotiated a new full-time faculty salary schedule in 2019-2022 contract;

Whereas the new full-time faculty salary schedule consists of eight steps (Step 1 – Step 8);

Whereas fifty-one (51) full-time faculty were placed at a step on the new schedule in 2019;

Whereas fifty-four (54) full-time faculty were not placed at a step on the new schedule;

Whereas the parties desire all full-time faculty to be placed on the new schedule;

Whereas the parties have engaged in negotiations in accordance with Article 39.5 of the Contract,

Therefore, the Association for Higher Education and the Board of Trustees hereby enter into this Memorandum of Understanding:

Full-time faculty currently placed at a step on the new schedule will remain on the step to which they are assigned;

Full-time faculty not assigned a step on the new schedule will be assigned to the step closest to their current salary PROVIDED,

Full-time faculty will not be assigned to a step that has a salary lower than their current salary;

Full-time faculty will have their salary adjusted upward to the salary amount of their new step placement.

For the Employer:

For the Union:

Mr. Bill Warren, Chair of the Board

Mr. James Peitersen, AHE President

Date

Date

**Walla Walla Community College – AHE
2022-2025 Collective Bargaining Agreement – Summary of Changes**

ARTICLE	TITLE	SUMMARY OF CHANGES
Preamble		No Change.
1	Recognition	<p>Section 1.1(A): Added clarifying language and the RCW links.</p> <p>Section 1.1(B): Added Faculty Appointment section.</p> <p>Section 1.1(C): Added Special Faculty Appointment section.</p> <p>Section 1.1(D): Added Part-Time Faculty section.</p> <p>Section 1.1(E): Added Academic Employee section.</p> <p>Section 1.6: Clarified language. Updated appendix.</p>
2	Status of the Contract	No Change.
3	Conformity to Law	No Change.
4	Distribution of the Contract	No Change.
5	Contracting Out	No Change.
6	Management Rights	No Change.
7	Association Rights	No Change.
8	Labor/Management Communication Committee	Section 8.4: Added quarterly meetings.
9	Academic Employee Protection	<p>Section 9.2(A): Expanded Academic Freedom section to include protection of rights of faculty members, and duties by faculty members in discussion inside and outside the classroom.</p> <p>Section 9.2(B): Added section to list specific rights (1-4).</p>

		Section 9.2(C): Added "The district policy on academic freedom shall not infringe upon the specified rights herein."
10	Academic Employee Rights	No Change.
11	Faculty Emeritus Benefits and Privileges	New article: Added to list eligibility requirements, benefits and privileges, and other requirements that come with having the emeritus title.
12	Faculty Responsibilities	<p>Updated from Article 11 to Article 12.</p> <p>Section 11.1 updated to 12.1: No other changes.</p> <p>Section 11.2 updated to 12.2: Clarified language on letter G and deleted number 13 from previous contract.</p> <p>Section 11.3 updated to 12.3: No other changes.</p> <p>Section 11.4 updated to 12.4: No other changes.</p> <p>Section 11.5 updated to 12.5: No other changes.</p> <p>Section 11.6 updated to 12.6: section 11.6(1) and 11.6(2) deleted from previous contract. Added more services to the list to include: committee meetings, division projects, mentoring new faculty, identifying and solving institutional concerns, and promoting the college.</p> <p>Section 12.7: Added section for Commencement requirements.</p>
13	Participatory Governance	<p>Article title change from Participation in College Governance to Participatory Governance.</p> <p>Updated from article 12 to 13. Clarified language.</p>
14	Intellectual Property	<p>Article title change from Copyrights and Patents to Intellectual Property.</p> <p>Updated from article 13 to 14: No other changes.</p> <p>Section 13.1 updated to 14.1: No other changes.</p> <p>Section 13.2 updated to 14.2: No other changes.</p>

		<p>Section 13.3 updated to 14.3: Clarified language.</p> <p>Section 14.4: Added “The district policy on intellectual property shall not infringe upon the specified rights herein.”</p>
15	Travel	<p>Updated from Article 14 to Article 15.</p> <p>Section 14.1 updated to 15.1: No other changes.</p> <p>Section 14.2 updated to 15.2: No other changes.</p> <p>Section 14.3 updated to 15.3: No other changes.</p> <p>Section 14.4 updated to 15.4: No other changes.</p>
16	Professional Meetings	<p>Updated from Article 15 to Article 16.</p> <p>Section 15.1 updated to 16.1: No other changes.</p> <p>Section 15.2 updated to 16.2: No other changes.</p> <p>Section 15.3 updated to 16.3: No other changes.</p>
17	Class Audit and Enrollment	<p>Updated from Article 16 to Article 17. No other changes.</p>
18	Insurance Plan and Related Benefits	<p>Updated from Article 17 to Article 18.</p> <p>Section 17.1 updated to 18.1: No other changes.</p> <p>Section 17.2 updated to 18.2: No other changes.</p> <p>Section 17.3 updated to 18.3: No other changes.</p> <p>Section 17.4 updated to 18.4: No other changes.</p>
19	Absences and Leave	<p>Updated from Article 18 to Article 19.</p> <p>Section 18.1 updated to 19.1: No other changes.</p>

		<p>Section 18.2 updated to 19.2: No other changes.</p> <p>Section 18.3 updated to 19.3: No other changes.</p>
20	Coverage for Personnel on Leave	<p>Article title change from Replacements for Personnel on Leave to Coverage for Personnel on Leave.</p> <p>Updated from Article 19 to Article 20: Clarified language.</p>
21	Personal Leave	Updated from Article 20 to Article 21: Clarified language and removed sentence regarding Corrections' faculty.
22	Civil Duty Leave	Updated from Article 21 to Article 22. No other changes.
23	Government Service Leave	Updated from Article 22 to Article 23. No other changes.
24	Work Related Injury/Illness Leave	<p>Updated from Article 23 to Article 24</p> <p>Section 23.1 updated to 24.1: No other changes.</p> <p>Section 23.2 updated to 24.2: No other changes.</p> <p>Section 23.3 updated to 24.3: No other changes.</p> <p>Section 23.4 updated to 24.4: No other changes.</p>
25	Family Medical Leave	<p>Updated from Article 24 to Article 25.</p> <p>Section 24.1 updated to 25.1: No other changes.</p> <p>Section 24.2 updated to 25.2: No other changes.</p> <p>Section 24.3 updated to 25.3: No other changes.</p> <p>Section 24.4 updated to 25.4: No other changes.</p>
26	Sick Leave	<p>Updated from Article 25 to Article 26.</p> <p>Section 25.1 updated to 26.1: No other changes.</p>

		<p>Section 25.2 updated to 26.2: No other changes.</p> <p>Section 25.3 updated to 26.3: No other changes.</p> <p>Section 25.4 updated to 26.4: No other changes.</p> <p>Section 25.5 updated to 26.5: No other changes.</p> <p>Section 25.6 updated to 26.6: No other changes.</p> <p>Section 25.7 updated to 26.7: No other changes.</p> <p>Section 25.8 updated to 26.8: No other changes.</p> <p>Section 25.9 updated to 26.9: No other changes.</p> <p>Section 25.10 updated to 26.10: No other changes.</p>
27	Bereavement Leave	Updated from Article 26 to Article 27. No other changes.
28	Sabbatical Leave	<p>Updated from Article 27 to Article 28.</p> <p>Section 27.1 updated to 28.1: No other changes.</p> <p>Section 27.2 updated to 28.2: No other changes.</p> <p>Section 27.3 updated to 28.3: No other changes.</p> <p>Section 27.4 updated to 28.4: No other changes.</p> <p>Section 27.5 updated to 28.5: No other changes.</p> <p>Section 27.6 updated to 28.6: No other changes.</p> <p>Section 27.7 updated to 28.7: No other changes.</p> <p>Section 27.8 updated to 28.8: No other changes.</p>

		<p>Section 27.9 updated to 28.9: No other changes.</p> <p>Section 27.10 updated to 28.10: No other changes.</p>
29	Workload	<p>Updated from Article 28 to Article 29</p> <p>Section 28.1 updated to 29.1: No other changes.</p> <p>Section 28.2 updated to 29.2: No other changes.</p> <p>Section 28.3 updated to 29.3: No other changes.</p> <p>Section 28.4 updated to 29.4: Added Special Programs (D), Nursing Faculty (E), and Non-Instructional (F).</p> <p>Section 28.5 updated to 29.5: No other changes.</p> <p>Section 28.6 updated to 29.6: No other changes.</p> <p>Section 28.7 from previous contract: Deleted.</p> <p>Section 28.8 updated to 29.7: No other changes.</p> <p>Section 28.9 updated to 29.8: Clarified language and updated office hours for full-time faculty.</p> <p>Section 28.10 updated to 29.9: No other changes.</p> <p>Section 28.11 updated to 29.10: No other changes.</p> <p>Section 28.12 updated to 29.11: Clarified language.</p> <p>Section 28.13 updated to 29.12: Clarified language to include syllabus template. Added new Appendix.</p> <p>Section 28.14 updated to 29.13: No other changes.</p> <p>Section 28.15 updated to 29.14: No other changes.</p>

30	Integrated Learning (Online Instruction)	<p>Article title change from eLearning to Integrated Learning (Online Instruction).</p> <p>Update from Article 29 to Article 30.</p> <p>Section 29.1 updated to 30.1: Clarified language</p> <p>Section 29.2 updated to 30.2: Changed section to include faculty eLearning training and assistance.</p> <p>Section 29.3 updated to 30.3: Changed section to include eLearning courses taught as part of a full-time instructor's regular workload.</p>
31	Tenure	<p>Moved Tenure from Article 34 to Article 31.</p> <p>Updated section title from Tenure and Promotion to Tenure</p> <p>Section 34.1 updated to 31.1: Added sections A. Eligibility; B. Special Faculty Appointment; C. Temporary faculty are ineligible for tenure and promotion. Time spent on a temporary appointment will not be counted towards tenure or promotion.</p> <p>Section 34.2 updated to 31.2: No other changes.</p> <p>Section 34.3 updated to 31.3: Clarified language in 31.3(A).</p> <p>Section 34.4 updated to 31.4: Clarified language in 31.4(A); 31.4(B); 31.4(C); and 31.4(D).</p> <p>Section 34.5 updated to 31.5: Clarified language in 31.5(A). Added section 31.5(A)(4) Upon the Board approval of tenure, faculty will receive the promotion of one step on the salary schedule effective the following academic year.</p> <p>Section 34.6 updated to 31.6: No other changes.</p> <p>Section 34.7 updated to 31.7: No other changes.</p>
32	Evaluation	<p>Updated from Article 30 to Article 32.</p> <p>Section 30.1 updated to 32.1: Clarified language.</p> <p>Section 30.2 updated to 32.2: No other changes.</p>

		<p>Section 30.3 updated to 32.3: Clarified language.</p> <p>Section 30.4 updated to 32.4: Completely revised sections 32.4(A-D). Removed 30.4(E) from previous contract.</p> <p>Section 30.5 updated to 32.5: Section name change from Process for Tenured Faculty to Evaluation Timeline & Process for Tenured Faculty. Clarified language in Clarified language in 32.5 (A) and 32.5(A)(1). Clarified language for 32.5(B) and removed sections 30.5(B)(2-3) from previous contract.</p> <p>Section 30.6 updated to 32.6: Section change from Process for Tenured Faculty to Evaluation Timeline & Process for Tenured Faculty. Revised sections 32.6(A-C). Added sections 32.6(D-F).</p> <p>Section 30.7 updated to 32.7: Section name change from Process for Special Funded Annual Faculty to Evaluation Timelines & Process for Special Funded Annual Faculty. Clarified language in 32.7(B), 32.7(C), and 32.7(C)(2-3).</p> <p>Section 30.8 from previous contract: Deleted</p> <p>Section 30.9 updated to 32.8: Clarified language in section 32.8(C-E).</p> <p>Section 30.10 from previous contract: Deleted</p>
33	Professional Development Program	<p>Article change from 31 to 33: Previous contract's Article 33 Exemotional Faculty Awards Program was deleted.</p> <p>Section 31.1 updated to 33.1: Language added to include the promotion and support of central responsibility through providing professional development opportunities and funding a professional development program.</p> <p>Section 31.2 updated to 33.2: Section name change from Professional Development Plan to Faculty Professional Development Program. 33.2A-B was replaced with new A-E to include sections such as: Required trainings and professional development activities; number of professional development hours; and multiple areas of funding.</p> <p>Section 31.3 from previous contract: Deleted.</p> <p>Section 31.4 updated to 33.3: Section name change from Professional Development Activities to Professional Portfolio. Clarified language.</p>
34	Professional Development Committee	<p>Article change from 32 to 34</p> <p>Section 31.1 updated to 34.1: Clarified language.</p>

		<p>Section 32.2 updated to 34.2: Clarified language in 34.2(A-C). Deleted 32.2(D) from previous contract.</p> <p>Section 32.3 updated to 34.3: Clarified language. Deleted 32.3(C) from previous contract.</p>
35	Promotion	<p>New article and section created.</p> <p>Section 35.1: Newly created section describing the promotion process</p> <p>Section 35.2: Newly created section including the previous contract section 34.8, with name change from Promotion Review Committee to Promotion Committee. Clarified language.</p> <p>Section 35.3: Newly created section including the previous contract section 34.9, with the same section name of Promotion Authority.</p> <p>Section 35.4: Newly created section including the previous contract section 34.10 with name change from Composition of Promotion Review Committee to Composition of Promotion Committee. Clarified language in 35.4(A-C).</p> <p>Section 35.5: Newly created section including the previous contract section 34.11 with name change from Duties of Promotion Review Committee to Duties of Promotion Committee. Clarified language in 35.5(A-B). Removed 34.11(C) from previous contract.</p> <p>Section 35.6: Newly created section including the previous contract section 34.12 with name change from Required Promotion Review Committee Action to Required Promotion Committee Action. Section 34.12(B) from previous contract removed, forcing new numbering of A-D.</p>
36	Dismissal	<p>Article change from 35 to 36</p> <p>Section 35.1 updated to 36.1: No other changes.</p> <p>Section 35.2 updated to 36.2: No other changes.</p> <p>Section 35.3 updated to 36.3: Removed 4 items in 35.3(B) from previous contract, leaving only 2 items for 36.3(B). Clarified language.</p> <p>Section 35.4 updated to 36.4: Clarified language in 36.4(A,C, D).</p>
37	Reduction-in-Force	<p>Article change from 36 to 37</p>

		<p>Section 36.1 updated to 37.1: No other changes.</p> <p>Section 36.2 updated to 37.2: No other changes.</p> <p>Section 36.3 updated to 37.3: No other changes.</p> <p>Section 36.4 updated to 37.4: No other changes.</p> <p>Section 36.5 updated to 37.5: No other changes.</p> <p>Section 36.6 updated to 37.6: No other changes.</p> <p>Section 36.7 updated to 37.7: No other changes.</p> <p>Section 36.8 updated to 37.8: No other changes.</p> <p>Section 36.9 updated to 37.9: No other changes.</p> <p>Section 36.10 updated to 37.10: No other changes.</p>
38	Part-Time Faculty	<p>Article change from 37 to 38: No other changes.</p> <p>Section 37.1 updated to 38.1: No other changes.</p> <p>Section 37.2 updated to 38.2: No other changes.</p> <p>Section 37.3 updated to 38.3: No other changes.</p> <p>Section 37.4 updated to 38.4: Removed Moonlight words.</p> <p>Section 37.5 updated to 38.5: Updated language to: As a part of faculty workload, adjunct faculty are expected to post and maintain one (1) office hour per week, per course. Corrections Education adjunct faculty are exempted from this requirement.</p> <p>Section 37.6 updated to 38.6: No other changes.</p> <p>Section 37.7 updated to 38.7: No other changes.</p>

		<p>Section 37.8 updated to 38.8: No other changes.</p> <p>Section 37.9 updated to 38.9: No other changes.</p> <p>Section 37.10 updated to 38.10: No other changes.</p> <p>Section 37.11 updated to 38.11: No other changes.</p> <p>Section 37.12 updated to 38.12: No other changes.</p>
39	Grievance Procedure	<p>Article change from 38 to 39</p> <p>Section 38.1 updated to 39.1: Clarified language in 39.1 and 39.1(A-B).</p> <p>Section 38.2 updated to 39.2: No other changes.</p> <p>Section 38.3 updated to 39.3: No other changes.</p> <p>Section 38.4 updated to 39.4: No other changes.</p> <p>Section 38.5 updated to 39.5: No other changes.</p> <p>Section 38.6 updated 39.6: No other changes.</p>
40	Salary Schedule	<p>Article change from 39 to 40</p> <p>Section 39.1 updated to 40.1: No other changes.</p> <p>Section 39.2 updated to 40.2: Updated grid numbers and steps.</p> <p>Section 39.3 updated to 40.3: No other changes.</p> <p>Section 39.4 updated to 40.4: Removed Moonlight word.</p> <p>Section 39.5 updated to 40.5: No other changes.</p>
41	Individual Contracts	<p>Article change from 40 to 41</p>

		<p>Section 40.1 updated to 41.1: No other changes.</p> <p>Section 40.2 updated to 41.2: No other changes.</p>
42	Payment	<p>Article change from 41 to 42</p> <p>Section 41.1 updated to 42.1: No other changes.</p> <p>Section 41.2 updated to 42.2: No other changes.</p> <p>Section 41.3 updated to 42.3: No other changes.</p>
43	Uninterrupted Instructional Activities	Article change from 42 to 43. No other changes.
44	Duration	Article change from 43 to 44: Updated dates.
Appendix A	Administrative and Exempt Positions	Updated list.
Appendix B	Lay-Off Units	Updated list.
Appendix C	Full Time Faculty Salary Schedule	Updated table to July 1, 2022 numbers.
Appendix D	Part Time, Overload Faculty Salary Schedule	Removed Moonlight in title. Updated table to July 1, 2022 numbers.
Appendix E	Faculty Leadership Position Descriptions/Responsibilities	Removed old Appendix E: Transition from the 2016-2019 Salary Schedule to the 2019-2022 Salary Schedule and replaced it with the new Appendix E: Faculty Leadership Position Descriptions and Responsibilities.
Appendix F	Request for Professional Development Funds from the College-wide Pool	Newly created appendix.
Appendix G	Promotion Materials	Newly created appendix.
Appendix H	(to be done by LMCC)	Soon to be newly created appendix.
Appendix I	Syllabus Required Elements and Template	Newly added appendix.
MOU	Future Negotiations	Updated MOU.

MOU	Guided Pathways, High Demand, and Nursing Educator Compensation 2022-2025	Newly created appendix for the new contract term.
MOU	Development of a Promotion Eligibility Schedule	Updated MOU.
MOU	Transition to the New Salary Schedule	Updated MOU.



WALLA WALLA COMMUNITY COLLEGE

**Contract Between The
Board Of Trustees of Community College
District No. 20
And The
Walla Walla Community College
Association For Higher Education
2019-2022**

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PREAMBLE

This Contract is made and entered into by and between the Board of Trustees of Community College District No. 20, hereinafter called the "Employer" or "District", and the Walla Walla Community College Association for Higher Education affiliated with the Washington Education Association (WEA) and the National Education Association (NEA), hereinafter called the "Association." The terms "District" and "Employer" used hereinafter shall mean the Board of Trustees or its lawfully delegated representatives.

Article 1 Recognition

- A. 1.1 The Employer recognizes the Association as the bargaining representative for all academic employees employed by the District for the purposes of exercising all rights accorded the Association by state law and the terms and conditions of this Contract. "Academic employee" means any teacher, counselor, librarian, or department head, who is employed by the District, whether full or part-time, with the exception of the president and any administrator, who performs administrative functions ~~as~~ at least fifty percent (50%) or more of their assignments and/or has responsibilities to hire, dismiss or discipline faculty members. An academic employee may be given a "Faculty Appointment", "Special Faculty Appointment" or hired on a part-time basis (see RCW 28B.52 and RCW 28B.50.489).
- B. Faculty Appointment — Faculty appointments may be given to state-funded employees under contract to perform full-time duties as a teacher, counselor, librarian, or other position for which the training, experience, and responsibilities are comparable as determined by the appointing authority, except administrative appointments. Employees provided a "faculty appointment," may be granted tenure after participation in and completion of the college's tenure process (see RCW 28B.50).
- C. Special Faculty Appointment — Special faculty appointments may be granted to individuals employed on the basis of federal or other special funds as designated by the State Board. Such individuals are ineligible to receive tenure. However, under certain circumstances, employees granted special faculty appointments within a correctional institution, may be eligible for tenure within that program. Such tenure shall be distinct and separate from the tenure program for other faculty of the college district (see RCW 28B.50.870, WAC 131-16-400, and WAC 131-16-400).
- D. Part-time Faculty — Typically, part-time faculty are academic employees hired on a quarter-to-quarter basis to perform any percentage of a full-

time academic workload. The Employer refers to this group of employees as "Adjunct" faculty.

E. - "Academic employee" does not include persons hired to teach continuing education course offerings of an educational, cultural, and recreational nature. Continuing education course offerings include short-term non-credit certificate programs, professional development and personal interest courses, programming for seniors and children, as well as corporate training.

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- 1.2 Excluded from the bargaining unit are all employees of the District who do not meet the definition of "academic employee" as defined herein. Should a question arise whether an exempt position is included or excluded from the bargaining unit, the Board or its designee shall meet with the Association and attempt to resolve the difference. Appeals may be taken by either party pursuant to the Public Employment Relations Commission rules.
- 1.3 The administrative or exempt positions excluded from the bargaining unit are identified in Appendix A.
- 1.4 In the event additional administrative or exempt positions are created by the Employer during the duration of this Contract, such classifications which are substantially similar to that in Appendix A shall also be exempt from such recognition or inclusion. In the event additional administrative or exempt positions are created by the Employer during the duration of this Contract, the Association shall be notified by the Human Resources Office of any position descriptions that include the duties of academic employees, including teaching, counseling, and library faculty. The Association will be notified prior to finalization of the position announcement.
- 1.5 The Employer will not interfere with the legal right of faculty employees to organize, join, and support the Association for whatever purpose in which it may legally engage. The Employer agrees it will not discriminate against any faculty employee because of membership in the Association, because of participation in any lawful activity on behalf of the Association, or because of any action taken within the duly established grievance procedure.
- 1.6 The Association is the authorized representative of the faculty to bargain faculty working conditions and compensation. These shall include duties and compensation of faculty performing paid leadership responsibilities. Proposed changes in the duties, responsibilities, or compensation of faculty leadership roles performing leadership division/department chair responsibilities are subject to the negotiation between of the Administration and the Association. Each quarter, faculty serving in leadership positions-Division Chaire may choose reassigned time or a stipend equivalent to the cost of an instructional replacement at the five (5) credit Mode I compensation at the part-time faculty full enrollment pay. Current descriptions of faculty leadership roles and responsibilities are found in Appendix F.

Article 2 Status of the Contract

- 2.1 This Contract shall supersede any rules, regulations, policy, resolutions, or practices of the Employer which shall be contrary to or inconsistent with its terms to the extent that it is contrary to or inconsistent.
- 2.2 All items agreed upon during negotiations and reduced to writing are final and binding on both parties for the duration of this Contract and may be modified during the life of this Contract only by mutual consent of both parties. Requests to negotiate additional terms to this Contract during its duration shall also require mutual agreement. Existing policies, rules, regulations, procedures or practices not in conflict with this Contract may remain in full force and effect at the discretion of the Board.
- 2.3 Unless specifically stated, nothing in this Contract shall be interpreted or applied to reduce current individual salary rates. Changes in policies or conditions which are negotiable under RCW 28B.52.030, but are not a part of this Contract, may be adopted by the Board provided the Association is notified of the proposed changes. The Association shall be notified in writing of the proposed changes at least 10 days prior to adoption.

Article 3 Conformity to Law

Any provision of this Contract which may be adjudged by a court of competent jurisdiction to be in conflict with any federal law or state law or regulation of the Washington State Board for Community and Technical Colleges present or subsequent shall become inoperative to the extent or duration of such conflict. Since it is not the intent of either party here to violate such laws, it is agreed in the event of a conflict between any provisions of this Contract and such federal or state law or regulation of the Washington State Board for Community and Technical Colleges, the remainder of this Contract shall remain in full force and effect. The parties agree to meet for the purpose of negotiating substitute provisions within thirty (30) days to replace those provisions coming into conflict with the laws herein described.

Article 4 Distribution of the Contract

Within thirty (30) days following ratification of this Contract, the District shall distribute to all contracted full-time and part-time employees an electronic copy of the complete Contract. Full-time employees new to the District shall be provided a copy of the Contract by the District upon issuance of their individual contract and such Contract shall be available to all applicants on the Employer's web page.

Article 5 Contracting Out

The Board will bargain with the Association concerning the effects of any proposed subcontracting of work customarily performed by academic employees.

Article 6 Management Rights

- 6.1 All management and decision-making responsibility for the District is vested exclusively with the Employer. The management and decision-making rights shall be limited only by the express terms of this Contract. All matters not specifically and expressly covered by the language of this Contract may be administered for its duration by the Employer in accordance with such policies and procedures as it from time to time may determine.
- 6.2 The Employer shall adopt policies, rules, and procedures, as it may deem appropriate, to correct safety and health hazards and deficiencies relating to District property, activities, and operations.

Article 7 Association Rights

- 7.1 Any representative of the Association who is mutually scheduled by the parties to participate during instruction or non-instruction periods in Employer/employee conferences shall suffer no loss of pay.
- 7.2 The Employer shall furnish the Association, upon request, information required to perform its representation functions. Requests for information shall be made in writing and directed to the Vice President of Human Resources.
- 7.3 Association meetings or Association committee meetings when scheduled shall not interrupt classroom assignments or scheduled office hours for those individuals involved. General membership meetings of the Association shall be scheduled through Facility Services and follow the regulations and procedures for use of campus facilities and equipment. No charge shall be made for the Association's use of District rooms.
- 7.4 The Association and its affiliates shall have the right to post notices of their activities and matters of Association concerns on college bulletin boards. The Association and its affiliates shall have the right to use the internal college mail service and employee mailboxes for communication with academic employees.
- 7.5 The Association shall receive within the first month of each academic year the names, home addresses, telephone numbers (if public information), and assigned work locations of all members of the bargaining unit.
- 7.6 Association representatives shall have reasonable access during normal college hours to all buildings in which members of the bargaining unit work, provided that such access does not disrupt the learning process and advance notification is given to the office of the President.
- 7.7 Release time will be provided the Association representative(s) to conduct Association business if prior approval is received from the President or President's designee.
- 7.8 The AHE President shall receive a yearly stipend in accordance with Appendix C. In lieu of this stipend, one-third release time may be provided the AHE President.

7.9 Membership

No employee shall be required to join the Association.

7.10 Voluntary Dues Payments

Full-time academic employees have the right of automatic payroll deduction of Association membership dues and fees.

- A. It is the Association's responsibility to provide an automatic payroll authorization form to academic employees. Once an academic employee has signed the automatic payroll authorization, dues deduction shall be effective on the first of the month following the month in which the form is received by the payroll office unless the form is received on the first working day of the month in which case the deduction will be effective the month in which it is received. Thereafter, the deduction will be continuous from year to year unless revoked in accordance with section C below.
- B. On or before September tenth of each year, the Association shall provide a table of prorated annual dues, assessments, and fees to the Payroll Office.
- C. Revocation of membership shall be made by an academic employee, in writing, to the Association with a copy to the Payroll Office and shall become effective on the first of the month following the month in which the form is received by the Payroll Office unless the form is received on the first working day of the month in which case the deduction will be effective the month in which it is received.

7.11 Hold Harmless

The Association agrees to indemnify the Employer and hold it harmless against any and all suits, claims, demands and liability for damages or penalties that shall arise out of or by reason of any action that shall be taken by the Employer for the purpose of complying with the foregoing provisions of this section provided such action has been authorized by the faculty member and such authorization has not been rescinded.

Article 8 Labor/Management Communication Committee

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- 8.1 The Employer and the Association endorse the goal of a constructive and cooperative relationship. To promote and foster such a relationship, a Labor/Management Communication Committee will be established. The purpose of the committee is to provide communication between the parties, to share information and concerns and to promote constructive, respectful, meaningful, and cooperative labor management relations.
- 8.2 Either party may propose items for discussion on topics which may include, but are not limited to: administration of this Agreement, changes to applicable law, legislative updates, organizational change, improvement in systems and processes, resolving workplace and service delivery problems, quality of work life for employees, and/or more productive and efficient service delivery. The committee will meet, discuss, exchange,

and consider information of a group nature and general interest to both parties.

- 8.3 The Employer and Association will be responsible for the selection of their own representatives.
- 8.4 ~~Meetings may be called by either party. Meetings will be held quarterly. Additional meetings Committee meetings will be~~ may be scheduled on mutually acceptable dates and times. Agenda items will be exchanged prior to the meeting date.
- 8.5 The committee established under this Article will be used for discussions only, and the committee will have no authority to conduct any negotiations, bargain collectively, or modify any provision of this Agreement. The committee activities and discussions will not be subject to the grievance procedure.
- 8.6 Nothing in this section shall be construed to obligate either party to modify, limit, restrict, or reduce its rights or prerogatives as outlined elsewhere in this contract.

Article 9 Academic Employee Protection

9.1 Legal Protection

The Board agrees to hold employees harmless and defend from any financial loss including reasonable attorneys' fees for actions arising out of any claim, demand, suit, criminal prosecution, or judgment by reason of any act or failure to act by such employees within or without the District, provided such employee, at the time of the act or omission complained of, was acting within the scope of their employment or under the direction of the Board, as provided below.

A. As provided for in RCW 28B.10.842 whenever any action, claim, demand, suit, criminal proceeding, judgment, or proceeding is instituted against an employee arising out of the performance or failure of performance of duties for the College, within or without the District facilities, the Board of Trustees shall grant a request by an employee that the Attorney General be authorized to defend such action, claim, demand, suit, criminal proceeding, and the cost of defense of such action shall be paid from the appropriation made for the support of the District provided that the Board has made a finding and determination by resolution that the employee was acting in good faith. If the Board is unable to reach any decision on the matter, the Attorney General is authorized to grant a request.

B. When a request for defense has been authorized, then any obligation for payment arising from such an action, claim, or proceeding shall be paid from the State's Tort Claims Revolving Fund pursuant to the provisions of RCW 4.92.130 through 4.92.220 as now or hereafter amended.

B.

9.2 Academic Freedom

A. Academic Freedom in its teaching aspect is fundamental for the protection of the rights of the faculty member in teaching and of the student to freedom in learning. This liberty carries with it duties correlative with the faculty member's rights; in discussing the subject

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in the classroom, in research and in publication, as a citizen, as a member of the institution, and as a member of the local community.

B. Specific rights:

- a. A faculty member is entitled to freedom in the classroom to discuss any & all subjects that fit within the outcomes of the course/division/college.
- b. A faculty member is entitled to full freedom in research and in the publication of the results, within the existing college policies concerning printing and publication.
- c. A faculty member is a citizen, and a member of a learned profession, and a member of an educational institution. When they speak or write as a citizen, they should be free from institutional censorship or discipline.
- d. As a member of their institution, the faculty member seeks above all to be an effective teacher. Although they observe the stated regulations of the institution, they maintain their rights to question policies/decisions of the college and seek revision.

C. The district policy on academic freedom shall not infringe upon the specified rights herein.

A.

Each employee is entitled to freedom in the classroom in the discussion and presentation of the subject they he/she teaches.

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Article 10 Academic Employee Rights

10.1 Individual Rights

Academic employees shall be entitled to full rights of citizenship. There shall be no discipline or discrimination with respect to the employment of academic employees due to race, creed, color, marital status, sex, age (over 40), sexual orientation, including gender expression/identity, genetic information, national origin, the presence of any sensory, mental, or physical disability, the use of a trained guide dog or service animal by a person with a disability, or status as a Vietnam and/or disabled veteran, National Guard member or reservist, in accordance with Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Federal Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and any other applicable federal and Washington State laws against discrimination.

10.2 Safe Working Conditions

Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well-being or the health, safety or well-being of students as determined by the Washington Industrial Safety and Health Act. Both parties agree to abide by the terms of the Washington Industrial Safety and Health Act.

10.3 Any academic employee who is threatened with bodily harm by an individual or a group while carrying out their assigned duties shall immediately notify the appropriate administrator. The administrator shall notify the President of the incident and take

immediate steps in cooperation with the employee to provide every reasonable means of protection.

- 10.4 A faculty member teaching at any of the educational facilities of WWCC shall have authority to remove or deny admittance of any student who is deemed to be a threat to the safety of the faculty member and/or students consistent with the Student Code of Conduct. In an event involving a faculty member teaching at one of WWCC's contracted correctional educational facilities, such action shall be in accordance with the Agreement between the State Board for Community and Technical Colleges and the Department of Corrections.

10.5 Right to Due Process

No employee shall be reprimanded, disciplined, or reduced in compensation without just cause. In any event, any charges which are made shall be reduced to writing and made available to the employee. An employee shall have the right to have one Association representative of the employee's choice present at any meeting wherein the employee believes they may be reprimanded, disciplined, or denied rights available under this Contract. Nothing herein shall be construed to preclude a Vice President or other appropriate administrative person from attempting to resolve problems with an employee in confidence. Matters relating to tenure, dismissal and layoff shall be covered in Articles 34, 35, and 36 respectively and such instances shall not be covered by this subsection.

10.6 Personnel Files

Each employee shall have the right, upon request, to review and inspect the contents of their personnel file. A copy of any material to be placed in an employee's personnel file shall be given to the employee at the time. The employee shall have the right to attach a full and complete rebuttal statement to any derogatory material placed in their file. Material may be expunged from the file upon mutual agreement of the employee and the appropriate Vice President. Nothing herein shall preclude the District from maintaining payroll and related administrative records outside of an individual employee's personnel file.

10.7 Selection of Full-time Faculty

- A. It is the intent of the Employer and Association that personnel selection practices be designed to ensure high standards of excellence in all phases of district operations, satisfy the standards of regional and national accrediting organizations, and provide for a professional staff and faculty representing a wide range of educational and professional experience. Personnel practices and standards shall be consistent with the requirements of WAC 131-16-080 and 131-16-091.
- B. The Employer and Association are committed to ensuring the most qualified educators available are hired to fill funded full-time vacancies, consistent with our commitments to affirmative action, equal opportunity, campus diversity, and shared governance. The Association recognizes that the Board of Trustees has full authority and responsibility for the staffing and operation of the College. The Board may, at its discretion, delegate its appointing authority. Hiring decisions are the responsibility of the appointing authority. The Employer reserves the right to not fill a

position, reject all applicants, reopen a position, or make an appointment.

- C. Posting Positions: Tenure-track positions, and when possible all other full-time positions, will be posted on the Employer web site for a minimum of ten (10) days. This posting requirement does not preclude the appointment of more than one candidate from a single recruitment posting or the use of an established candidate pool to fill the same or similar future tenure-track vacancies.

Article 11 FACULTY EMERITUS BENEFITS AND PRIVILEGES

To be eligible for consideration, faculty must have taught at the college for 15 or more years, be voluntarily retired or separated, self-request the status or be nominated to the college President, and be approved by the Board of Trustees.

Use of the title Faculty Emeritus.

Listing on a Faculty Emeritus section of the WWCC Website that includes professional biographies and photos.

WWCC business cards that include Emeritus title.

Allowed to participate in graduation, and be recognized as Emeriti along with retirement recognition.

Faculty Emeriti are encouraged to participate in volunteer opportunities as recruiters or outreach ambassadors at mutually agreed upon events within the community. (Example: visit service clubs.)

Faculty Emeriti are encouraged to participate in volunteer opportunities in student support services.

Use of College facilities the same as current faculty.

Use of a unique WWCC email account, configured similarly to a student email account.

Receive College Cellars discount the same as current faculty.

Attend all campus activities the same as current faculty.

Catalog listing: Faculty Emeritus, by their consent, will be listed in the college catalog until such time as they request not to be listed or until deceased.

Attend any function for emeritus faculty.

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Article 11 Faculty Responsibilities

11.1 Basic Function and Responsibility

Full-time teaching faculty are credentialed, professional educators with the primary responsibility of providing a quality education for all WWCC students. The relationship of the faculty member to the student is one of teacher, mentor, and facilitator of learning. The five categories and specific responsibilities listed below constitute a faculty member's assignment.

11.2 Teaching/Equivalent Responsibilities

Teaching includes both teaching and teaching-related activities. Teaching-related activities encompass classroom preparation, curriculum development, textbook orders, grading, availability during office hours, and development and preparation of student outcomes assessment. Specific responsibilities are:

1. Teach assigned classes at scheduled time and place.
2. Demonstrate professional skills appropriate to the teaching assignment.
3. Provide each student with a comprehensive syllabus at the beginning of the quarter.
4. Provide clear explanations, assignments, and directions.
5. Conduct appropriate and frequent evaluations of student performance and provide feedback so students are aware of their performance throughout the quarter.
6. Assign and submit grades based upon results of evaluations and college grading policy.
7. Maintain student records and grades [in the College's LMSs](#).
8. Post and be available during office hours that are reasonable for student access.
9. Maintain course outlines and syllabi to reflect program curriculum.
10. Review and recommend program textbooks, materials, and technology.
11. Utilize available technology appropriate to assignment.
12. Participate in program planning and budgeting.
- ~~13. Post measurable outcomes and assessments on the college-wide On-line Catalog Administrator (OCA) and comply with expectations of the Northwest Commission on Colleges and Universities from which results are used to continuously improve the college.~~
- ~~14-13.~~ Equivalent responsibilities include specific assignments faculty performs in place of teaching classes; e.g., counseling, library work, grant assignments, unusual program/curriculum development, sabbaticals, etc.

11.3 Advising

Full-time teaching faculty at Walla Walla Community College also serve as advisors except in cases where, with management approval, alternative service to the college has been deemed a suitable substitute for advising responsibilities. The Board of Trustees, administration, faculty, and staff of Walla Walla Community College recognize that good advising is key to student retention and success. Good advising is fostered through informed and intentional academic advising and widespread student access. Specific advising responsibilities are:

1. Advise and mentor advisees on coursework, program and/or transfer options, career plans, and graduation requirements.
2. Post and be available during office hours that are reasonable for advisee access. The specific structure of this access can be tailored within departments.
3. Participate in advisor training that will lead to initial certification.
4. Participate in ongoing professional development with regard to advising.
5. Participate in appropriate assessment of advising effectiveness aimed at continuous improvement of advising outcomes.

11.4 Professional Development

1. Complete Professional Development as described in Article 31.
2. Complete required trainings.

11.5 Professional Accomplishments

Participation in professional organizations and contributions to the profession are encouraged and should be recognized.

1. Participate in professional organizations.
2. Share expertise and knowledge through conferences and group presentations, speaking, applying research, and/or publishing.
3. Strive for recognition of instructional program by professional organizations and industry.

11.6 Service to the College

Service may be to students, faculty, the college, and community.

1. Regularly attends department/division and/or assigned committee meetings; participates in discipline/department and division projects.
2. Prepares for and contributes to meetings; assumes share of departmental, divisional and college responsibilities.
3. Assists in mentoring new faculty.
4. Participates in identifying and solving institutional concerns.
5. Assists in promoting the college program to students, the public, and businesses and governmental agencies.
1. Participate in development of class schedules and college catalog.
2. Participate in college committee work and other activities.
- 3-6. Participate in program articulation with other colleges and schools, to include Tech-Prep, Academic Prep, Running Start, Alternative Education, student organizations, and other activities.
7. Participate in community activities as related to instructional assignment and interests.

11.7 Commencement

1. Attendance at commencement is a non-instruction contract day. Faculty attendance is required for the appropriate instructional area or site.
2. Request for absences must be approved by the President.

Article 12 ~~Participation in College Governance~~ Participatory Governance

The Employer recognizes the requisite expertise and ability of the faculty to provide valuable input regarding many of the decisions by the district, which the Employer must make from time to time. It is agreed that the faculty and administration will maintain structures and procedures which allow appropriate input of the considered judgment of the faculty. Three faculty representatives will sit on the College Council. They will be selected through procedures established by the Association, and will represent the academic (including counseling and library), professional technical, and transitional studies areas.

Article 13 ~~Copyrights and Patents~~ Intellectual Property

13.1 The ownership of any materials, processes or inventions developed solely by an

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employee's individual effort, research and expense shall vest in the employee and be copyrighted or patented, if at all, in the employee's name.

13.2 The ownership of materials, processes or inventions produced solely for the District and at District expense shall vest in the District and be copyrighted or patented, if at all, in its name.

13.3 In those instances where materials, processes or inventions are produced by an employee with District support by way of use of significant personnel, time, facilities or other District resources, the ownership of the materials, processes or inventions shall vest in (and be copyrighted or patented by, if at all) the person designated by written agreement between the parties entered into prior to the production. In the event there is no such written agreement entered into, the ownership shall vest in the District. If dual ownership, the employee and the District.

13.4 The district policy on intellectual property shall not infringe upon the specified rights herein.

Article 14 Travel

14.1 Travel reimbursement shall be in accordance with applicable statutory requirements.

14.2 Employees shall be reimbursed for travel expenses upon prior approval of the appropriate Vice President and submission of a report regarding the meeting attended.

14.3 Employees assigned at more than one location within the district shall be reimbursed for mileage between work sites which exceed commute distance to the primary work site.

14.4 All contractually required travel will be calculated as part of the faculty member's workload.

Article 15 Professional Meetings

15.1 The appropriate instructional Dean may approve participation with pay to employees to attend conferences, workshops, and conventions if such meetings are for curriculum and/or improvement of instruction. Travel expenses incurred by the attendance at such meeting will be reimbursed, as prior approved, upon submission of an itemized voucher of expenses.

15.2 If budget considerations do not allow an employee to attend a meeting as outlined above, the employee may request to attend and assume that portion of the costs not approved for reimbursement by the District.

15.3 Employees shall submit a professional development form or a written report of such

meetings. Attendance at a mandatory meeting on a non-contractual day shall be compensated at the daily rate of pay or fraction thereof if agreed to by the faculty member and the Vice President of Instruction.

Article 16 Class Audit and Enrollment

Any academic employee who is working half time or more during the quarter they wish to enroll or who is on an approved leave may enroll in classes for credit or audit in accordance with the College Tuition Payment Policy for WWCC Employees.

Article 17 Insurance Plan and Related Benefits

17.1 The Employer shall contribute up to a maximum amount authorized by law and the State Employees Insurance Board for allowable group insurance plans for each eligible employee. Employees shall have the opportunity to self-pay such contributions during official leaves without pay. All premiums in excess of the amount allowed by law shall be borne by the employee. Such premiums shall be paid during summer months for full-time employees who are returning to work for the subsequent academic year.

17.2 The Employer shall make available retirement options as provided by statute.

17.3 The Employer will provide, as provided by law, Washington State Unemployment benefits.

17.4 Voluntary Employees' Beneficiary Association (VEBA)

The District will provide to eligible employees covered by this Agreement a medical expense plan that provides for reimbursement of medical expenses. Instead of cash out of sick leave at retirement, the District may deposit equivalent funds in a medical expense plan for eligible employees, as authorized by RCW 28B.50.553. The medical expense plan must meet the requirements of the Internal Revenue Code. As a condition of participation, the medical expense plan provided will require that each covered eligible academic employee sign an agreement with the District. The agreement will include the following provisions.

A. A provision to hold the District harmless should the United States government find that the District or the academic employee is indebted to the United States as a result of:

1. The academic employee not paying income taxes due on the equivalent funds placed into the plan; or
2. The District not withholding or deducting a tax, assessment, or other payment on funds placed into the plan as required by federal law.

B. A provision to require each covered eligible academic employee to forfeit remuneration for accrued sick leave at retirement if the academic employee is covered by a medical expense plan and the academic employee refuses to sign the required agreement.

Article 18 Absences and Leave

18.1 Notice Required

All applications and accounting for absences will be the mutual responsibility of the individual employee and the administration, the processing of which will follow administrative channels to ensure maximum accountability and accurate personnel record keeping.

Absence shall be requested on an appropriate form provided by the District. Applications shall require approval one (1) week in advance of the anticipated absence. Exceptions to this requirement shall be absences which are impossible to anticipate such as bereavement, personal illness, injury, or emergency. In such cases, the employee shall notify the appropriate supervisor at least one (1) hour prior to the employee's first working assignment.

All employee benefits shall continue during the period of any paid leave.

18.2 This section shall apply to all leaves of absence. In no instance shall a leave of absence be granted for a period in excess of one (1) calendar year, except for military service during a period of national emergency.

18.3 Leave of Absence

Leave of absence may be granted for all or part of an instructional year to contracted employees. Such leave is without pay, but previously accrued benefits will be retained. Application for leave of absence will be made through the division coordinator and the Vice President of Instruction to the College President. At the conclusion of such an approved leave, the District agrees to return the employee in the same or similar position with equivalent pay and benefits, provided that the recipient has confirmed their intent to return, at least sixty (60) days prior to the expiration of their leave. Employees who take a leave of absence greater than 50 percent of an academic year will not receive a salary advancement increment for the year. Employees who meet eligibility requirements at the time when granted an official leave of absence without pay:

- A. Will retain membership in appropriate retirement programs; however, tax deferred annuities will be suspended during leave.
- B. May retain college fringe benefits by paying applicable contributions in full. In such cases, employees must prepare checks payable to the carrier and submit to the Walla Walla Community College payroll office in accordance with a timetable worked out by the payroll office. Contributions will be forwarded with the district group payments. Excluded is salary continuation insurance, which will be suspended until the employee returns to the active payroll.

Article 19 ~~Replacements~~Coverage for Personnel on Leave

Commented [JC6]: TA

Depending on the length of the leave for ~~an employee~~a faculty, it may be necessary to hire a faculty temporarily for continuity of instruction ~~either a substitute (for periods of less than thirty~~

~~(30) days) or a replacement (for periods of thirty (30) days or more). In either case, the new employee/faculty on temporary assignment should be informed of the estimated length of their assignment and the temporary employment category, i.e. "substitute" or "replacement," in which they are working. In all cases, it will be understood prior to beginning of employment that a regular full-time employee will be returning to that position. Compensation will be at the current, negotiated adjunct and/or overload rate.~~

Article 20 Personal Leave

Commented [JC7]: Round 2 Edits in Article 20

Full-time employees will receive three (3) days leave per year for purposes of a personal nature provided such leave is arranged ~~in advance~~ with the Dean and/or Director of the instructional unit. Such leave is non-accumulative, ~~and the third day taken will be counted as sick leave.~~ Personal leave may be taken in hourly increments. Employees who are annually contracted for less than 100 percent and quarterly contracted employees who are placed on the full-time salary schedules will get equivalent Personal Leave on the same proportional basis that their employment schedule bears to a full-time schedule. Full-time faculty who teach for four quarters annually, ~~at Department of Corrections' campuses shall~~ receive one (1) extra personal day per year. ~~Corrections' faculty shall not take more than two (2) personal days in the same quarter.~~

For personal leave for part-time faculty who are benefits eligible and teaching the equivalent of a full-time load, see Article 37.6 B.

Article 21 Civil Duty Leave

Leave of absence with pay shall be granted employees to serve on jury duty, as trial witnesses, or to exercise other subpoenaed civil duties. Employees will be allowed to retain any compensation paid to them for their jury duty service. Employees shall reimburse the District for compensation received for all other civil duty, exclusive of expenses incurred.

Article 22 Government Service Leave

Leaves of absence will be granted to employees for military purposes and for service in such federally sponsored organizations as the Peace Corps and VISTA. Applicable benefits under this Agreement will accrue to leaves granted for such purposes, provided that the person granted such leave will indicate their desire to return to their institution within ninety (90) days of their severance from the above service.

Article 23 Work Related Injury/Illness Leave

- 23.1 Whenever an employee is absent from employment and unable to perform their duties as a result of personal injury sustained in the course of employment, the employee may utilize their sick leave to compensate for the difference in the amount of state compensation for their regular salary to the limits of their accrued sick leave account. Sick leave account shall be reduced in the same ratio as the payout bears to their total

salary. All benefits such as retirement, social security, sick leave, and salary placement shall be maintained by the District.

- 23.2 Employees suffering illness or injury which is compensable under industrial insurance provisions, shall receive full sick leave payments, less any industrial insurance payments received by the employee in compensation for the time loss resulting from the period of leave, unless the employee chooses to receive only industrial insurance payments. Until eligibility for worker's compensation is determined by the Department of Labor and Industries, the agency may pay full sick leave, provided that the employee shall return any subsequent overpayment to his/her agency.
- 23.3 Sick leave days charged to an employee with a worker's compensation claim shall be proportionate to that portion of the employee's salary paid by the institution during the claim period.
- 23.4 An employee who sustains an industrial injury, accident, or illness, arising from employment, shall upon written request and proof of continuing disability be granted leave of absence without pay for up to six (6) months without loss of lay-off seniority or change in annual increment date. Leave without pay exceeding six (6) months without loss of lay-off seniority or change in annual increment date may be granted at the option of the Employer.

Article 24 Family Medical Leave

- 24.1 Family/Medical Leave shall be granted to eligible employees for up to twelve (12) weeks during a twelve (12)-month period for one or more of the following reasons:
 - A. To care for a child in the first twelve (12) months after childbirth. Spouses employed by WWCC are only entitled to one combined twelve (12)-week period for birth of a child.
 - B. Because of the placement of a child with the employee for adoption or foster care, within the first twelve (12) months of the placement. Spouses employed by WWCC are only entitled to one combined twelve (12)-week period for placement of a child.
 - C. To care for a spouse, child or parent who has a serious health condition.
 - D. Because of the employee's own serious health condition.
- 24.2 All requests for family/medical leave will be administered under the guidelines of the Family and Medical Leave Act.
- 24.3 For the exclusive purpose of establishing eligibility exclusively for FML, each contract day of full-time employment is equivalent to eight (8) hours.
- 24.4 Medical leave covered by FML may be taken intermittently when certified as medically necessary.

Article 25 Sick Leave

25.1 Accrual

Academic employees under contract to be employed for at least three quarters will accrue eighty-four (84) hours commencing with the first day on which work is to be performed.

25.2 Accumulation

Such unused entitlement will be accumulated after the first three-quarter period of employment and after each subsequent three-quarter period of employment.

Sick leave hereto accumulated shall be retained and added to each preceding year's accumulation.

25.3 Use of Sick Leave

Leave of a full day is equivalent to seven (7) hours. Leave of less than one (1) day may be taken by employees in hourly increments. Sick leave may be used by an employee on contracted workdays under the following conditions:

- A. Because of and during illness or injury which has incapacitated the employee from performing their duties.
- B. By reason of exposure of the employee to a contagious disease during such period as attendance on duty would jeopardize the health of fellow employees or the public.
- C. Up to two (2) days per year for bereavement of non-immediate family and/or close personal friends or, when necessary, to extend bereavement leave for immediate family.
- D. For the purposes of medical, dental or optical appointments if arranged in advance with the appropriate administrator.
- E. For temporary disability including such resulting from pregnancy and/or childbirth.
- F. To care for a minor/dependent child with a health condition requiring treatment or supervision.
- G. To care for a spouse, domestic partner, parent, parent-in-law, sibling, or grandparent of the employee and other relationships as agreed upon with management who has a serious health condition.
- H. Up to three (3) days for family care emergencies as follows:
 - 1. Minor/dependent child care emergencies such as unexpected absence of regular care provider, unexpected closure of child's school, or unexpected need to pick up child at school earlier than normal.

2. Elder care emergencies such as the unexpected absence of a regular care provider or unexpected closure of an assisted living facility.

- I. For family members health care appointments when the presence of the employee is required if arranged in advance.
- J. To care for a family member as required by Washington's Family Care Act (WAC 296-130) as currently enacted or hereafter amended.
- K. For any applicable FMLA or Washington Family Leave Act qualifying event when eligibility criteria are met.
- L. In accordance with RCW 49.76.010 – 050, if the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking.
- M. The first twelve (12) days, or any part thereof, of sick leave used in any calendar year will be deducted from the sick leave compensation account credit for that year, and the balance of any sick leave taken in excess of the annual compensable days shall be deducted from remaining sick leave credited to the employee, first from the non-compensable amount and the remaining from the prior years' compensable accumulation.

25.4 Reporting

Employees shall report illness or disability to the division coordinator or the employee's immediate supervisor at the beginning of any period of leave, and daily thereafter unless prearranged. Upon returning to work, the employee may be required by the division coordinator or the immediate supervisor to submit a written statement explaining the nature of the disability. A physician's certificate of illness or injury satisfactory to the employing official or the employing official's designee may be required for approval of sick leave in excess of three (3) days.

25.5 Transferability

Sick leave accumulated under this article shall be transferred from one community college district or community college to another, to the State Board for Community and Technical Colleges, the Superintendent of Public Instruction, to any educational service district, to any school district, or to any other institution of higher learning of the state.

25.6 Reinstatement

Sick leave accumulated by an employee may be reinstated to such person if the employee returns to the employment of the District within five (5) years of separation.

25.7 Annual Sick Leave Cash Out

In accordance with the attendance incentive program established by RCW 28B.50.553, employees are eligible to be paid for accrued sick leave as follows:

- A. In January of each year, an employee whose sick leave balance at the end of the previous year exceeds four hundred eighty hours may elect to convert the sick leave

hours earned in the previous calendar year, minus those hours used during the year, to monetary compensation.

- B. No sick leave hours may be converted which would reduce the calendar year-end balance below four hundred eighty hours.
- C. Monetary compensation for converted hours is paid at the rate of twenty-five percent and is based on the employee's current salary.
- D. All converted hours are deducted from the employee's sick leave balance.
- E. Hours which are accrued, donated, and returned from the shared leave program in the same calendar year may be included in the converted hours for monetary compensation.

25.8 Sick Leave Cash Out Separation

- A. At the time of separation from state service due to retirement, the provisions of Article 17.4 apply. In the unfortunate event of an employee death, the employee's estate shall receive remuneration at a rate equal to one (1) day's current monetary compensation of the employee for each four (4) full days of all accrued compensable sick leave.
- B. An employee who separates from Community College District No. 20 for any other reason than retirement or death shall not be paid for accrued sick leave.

25.9 Compensation for unused sick leave shall not be included for the purpose of computing retirement allowances under any public retirement system of the State of Washington; therefore, no contributions are to be made to the retirement system for payments.

25.10 Should the legislature of the State of Washington revoke any benefits granted under RCW28B.50.553, together with any amendments thereto, no affected employee shall be entitled thereafter to receive such benefits as a matter of contractual right.

Article 26 Bereavement Leave

Up to three (3) days leave for bereavement per occurrence for immediate family defined as follows: Spouse, child, stepchild, grandchild or foster child, grandparent, parent, brother, sister, niece, nephew, aunt, or uncle of employee and in-laws of employee, or other relatives residing in the employee's household. This definition of immediate family also includes such relationships established by same-sex and/or opposite sex domestic partnerships and other relationships as agreed upon with management. Additional sick leave and/or personal leave days may be taken up to a total of ten (10) consecutive working days.

Article 27 Sabbatical Leave

27.1 Guidelines and procedures for sabbatical leave, including application forms, rating procedures, and reporting requirements will be established by the Professional

Development Committee.

27.2 Purpose

The purpose of sabbatical leave is to benefit the college and its students by providing academic employees with the opportunity to engage in activities leading to professional growth and revitalization. The college encourages qualified faculty to make use of sabbatical leave. Such leave would allow eligible employees an extended period of time free from normal contractual obligations in order to pursue legitimate professional goals. This purpose is consistent with the provisions of RCW 28B.10.650 as now exist or hereafter amended and with this college's commitment to faculty professional development. Appropriate uses of sabbatical leave would include formal study, travel relevant to work assignment, work experience in one's teaching field, or any other activity which would contribute substantially to the improvement of teaching abilities.

27.3 Eligibility

Sabbatical leave may be granted for one, two, or three consecutive quarters after completion of six (6) years of full-time contractual service as an academic employee of Walla Walla Community College. Employees awarded three quarters of sabbatical leave will be eligible for additional award after a second six (6) year period of full-time employment. Employees who are awarded leaves of less than three quarters retain their remaining entitlement and will qualify for additional entitlement at the rate of one quarter for each two-year period of full-time employment, not to exceed three quarters of entitlement during a six-year period.

27.4 Approval

All sabbatical leaves require the approval of the Board of Trustees. The number of sabbatical leaves approved by the Board shall not exceed five percent (5%) of the full-time contracted faculty, provided the number of leaves given does not exceed four percent (4%) of the full-time equivalent faculty. The number of leaves granted shall be subject to budget restraints. In the event that the number of applicants exceeds the number of recipients, the Board shall name a first and second alternate to replace a leave recipient should an employee not accept a sabbatical leave grant.

27.5 Compensation

Faculty are encouraged to seek outside funding support for their sabbaticals. Compensation from the college during sabbatical leave shall be computed on the basis of the recipient's 176-day contractual salary for the year in which the leave is taken. The following rates apply:

- A. 85% for one-quarter leave
- B. 75% for two-quarter leave
- C. 75% for three-quarter leave.

27.6 Outside Funding

Sabbatical leave salary from the college may be negotiated if outside funding plus sabbatical leave pay from the college exceed 115% of the recipient's full-time contractual salary for the period of the leave. In all cases remuneration will be in compliance with RCW 28B.10.650.

27.7 Procedure

An application for sabbatical leave, which will include reasons for requesting the leave, a detailed sabbatical leave plan, two letters of recommendation from colleagues or supervisor, and recommendation from the appropriate Vice President, must be submitted to the Professional Development Committee by January 15 of the previous college year. The Professional Development Committee will report its recommendations to the President by February 15. The President may recommend candidates for sabbatical leave awards to the Board of Trustees after giving reasonable considerations to the recommendations of the Professional Development Committee. The President will submit recommendations at the Board's regular March meeting, at which time the board will take action on those recommendations. The awarding of sabbatical leave grants are not grievable under any grievance procedures included in this contract

27.8 Award Criteria

Sabbatical leave shall be awarded according to the following criteria.

- A. The value of the proposed activity to the enhancement of the instructional program of WWCC.
- B. The value of the proposed activity to the professional growth and development of the applicant.
- C. The past contribution of the applicant (years of service, range of service) to WWCC.

27.9 Leave Contract

When the Board of Trustees grants a sabbatical leave, the recipient shall sign a contract with the college specifying:

- A. The length of sabbatical leave.
- B. The amount of sabbatical payment.
- C. A commitment to perform according to the approved sabbatical leave plan.
- D. That the recipient will return to employment at the College for at least one (1) full academic year following the leave. The recipient upon return shall be placed in a position at a salary no less than the one received before the leave. It is the intention of the District to place the recipient in the same or similar position upon return.
- E. That the recipient, upon return, will submit a written report to the President summarizing the work completed during the sabbatical leave and describing how

the new knowledge will be utilized in teaching assignments. A report of completed professional development activity must also be submitted to the Professional Development Committee.

27.10 Employee Rights

The time spent on sabbatical leave shall be recognized as equivalent to time spent as a full-time academic employee of the college, excepting sabbatical leave entitlement. On request of the employee, the college will provide a planned assignment at least one quarter in advance of the assignment.

Time lines may vary with the mutual consent of the Association and the District.

Article 28 Workload

28.1 Duration and Composition

The annual contract for full-time employees shall be 176 days. The Association shall be notified of the annual academic calendar prior to the final adoption of the calendar by the Board of Trustees.

28.2 Work Assignments

Employee work assignments, including time and locations, shall be the responsibility of the Vice President of Instruction or the Dean or Director of the instructional unit; however, reassignment to one of WWCC's contracted correctional educational facilities shall be on a voluntary basis.

28.3 On-Campus Requirement

The on-campus requirement for instructional, counseling, and library employees shall be thirty-five (35) hours per week.

28.4 Contact Hours

Full-time teaching loads for instructional employees shall be as follows:

<u>Method of Instruction</u>	<u>Contact Hours per Week</u>
A. General lecture.....	15
B. Lecture/Lab	20
C. Shop (assumes at least one (1) lecture hour per day).....	30
D. Special programs, (e.g. when faculty status is granted but person does not teach).....	35

[E.](#)

Commented [JC8]: TA

Commented [JR9]: Sara said:

Were we going to address normalizing class caps under workload? I thought this was discussed, but I don't see it here. Just in the last week I have received emails from two separate faculty members seeking clarification on how class caps are determined.

Jim replied:

Class caps vary from program to program, so they can't really be addressed here in the contract.

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D. Special Programs (e.g. when faculty status is granted but the person does not have a full-time teaching load; counselors and librarians.....35

E. Nursing Faculty*	Combo	Simulation	Level Leads
1. Direct Teaching	148 hrs	180	60
Theory	28	28	28
Practicum	120	152	32
2. Indirect Teaching	112 hrs	80	180
Theory	32	32	104
Practicum	80	48	76

- Workload is defined per quarter, annualized over the academic year. Overloads to be paid Spring Quarter.

F. ~~Mode 4~~ Non-Instructional (Mode 5)

n/a

(Definition: Non-teaching responsibilities. Ex. Program Improvement, Equipment Maintenance, Summer Screening Committees, Adjunct Office Hours)

° Co-requisite courses are currently being developed as part of the College's Guided Pathways work. The impact of these courses on faculty workload will continue to be evaluated and may be discussed at LMCC meetings.

- 28.5. An employee in two or more methods of instruction will have workload calculated on percent of load for each mode of instruction.
- 28.6. Loads shall be compiled on an annual basis. No quarterly assignment shall exceed the established normal weekly contact hours by more than five (5) weekly contact hours without agreement of the employee. The annual load shall be three (3) times the weekly contact hours.
- 28.7. ~~Exceptions can be made to the twenty (20) contact hour requirement for the lecture/lab where configuration of three (3), four (4), and five (5) credit assignments result in less than twenty (20) contact hours per week.~~
- 28.8. Full-day instructional assignments in excess of the annual contract shall be compensated at the daily rate; overload, ~~moonlight~~, and part-time teaching will be compensated in accordance with Article 39.4.
- 28.9. ~~Employees instructing in general lecture and lecture/lab method shall post and maintain at least one (1) office hour per day. Office hours shall be recognized as part of the load for shop instruction. An office hour may be taken at the discretion of the shop instructor and shall be mutually scheduled with the supervisor.~~

Office hours shall be recognized as part of the faculty workload. ~~Full-time faculty shall post~~

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~~and maintain at least five (5) office hours per weekday. Office hours are not required for Corrections Education faculty. Office hours shall be recognized as part of the workload of faculty.~~

28.10 Assignments may be distributed between day and evening classes if a full load cannot be arranged during the day or if the employee prefers an evening assignment. In any event, a split assignment involving morning, afternoon and evening classes will be avoided without the consent of the employee.

28.11 Each Quarterly Student FTE (QFTE) generated in Cooperative Education will be equivalent to one credit hour of instruction. Cooperative Education credit for individual students can be accrued throughout the year and credited to the academic employees annual teaching load calculation or paid as an overload if the academic employee has met the annual teaching load requirement.

28.12 Work Schedule

If scheduled classes do not have sufficient enrollment to warrant continuation, the class will be canceled and the employee will be assigned to another class(es) tentatively scheduled to be taught by an ~~hourly employee adjunct~~. Evening classes will be assigned to fill a full-time employee's schedule only when no hourly-instructed day classes exist. Counselors and librarians will be assigned day-evening assignments when the appropriate Dean or Director of the instructional unit deems such assignment advisable to better serve students. If other ~~teaching or non-teaching instructional~~ assignments are not available, the instructor's salary will be reduced to reflect the reduction in workload.

Instructors employed at one of WWCC's contracted correctional educational facilities shall not be assigned non-educational responsibilities.

28.13 Syllabi Requirements

~~Each instructor shall upload their syllabi to the Online Catalog Administrator (OCA) by the end of the second week of the quarter in which the course is taught. The syllabus shall have sufficient clarity and depth to provide a comprehensive yet detailed chronological description of the course.~~

Each instructor shall upload their syllabi at the beginning of each quarter to Canvas. The syllabus should match the WWCC Syllabus template (Appendix J) and provide the required information as outlined in the template.

28.14 Off-Campus Assignments

All employees assigned to off-campus locations (employees supervising co-op programs, Small Business Management, etc.) shall file with their supervisor a weekly work plan. Employees shall keep their supervisor informed of their itinerary so they can be contacted as needed.

28.15 Multiple Sections of Courses

All courses with multiple sections (i.e., English Composition 101, 102, Psychology 101)

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Commented [JR13]: Sara said:

Include link to WWCC Syllabus template in appendix or within this paragraph? As discussed, it is nearly impossible to find on the website.

Jim replied:

Yes, a link would be great to see.

will have common performance standards and all instructors will coordinate textbook selection with their supervisor.

Article 29 eLearning

29.1 The District and Association recognize that eLearning provides new and innovative ways to deliver curriculum and is an evolving method of instruction. The College will provide professional development training related to digital instructional technologies and eLearning practices to college faculty and will work with the Association to address issues affecting eLearning instruction.

Workload and compensation for eLearning courses shall be the same as for the equivalent traditional courses.

29.2 eLearning courses taught as part of a full-time instructor's regular workload will be considered in the faculty members annual load calculation in the same manner as traditional courses. A course load composed entirely of eLearning courses is subject to mutual agreement.

29.3 Regarding intellectual property rights related to eLearning courses, see Article 13.

Article 29 Integrated Learning (Online Instruction)

29.1 The District and Association recognize that eLearning (online, hybrid, hyflex, bimodal, etc.) provides new and innovative ways to deliver curriculum and is an evolving method of instruction. The College will provide general professional development training related to online instructional technologies and eLearning practices to college faculty and will work with the Association to address issues affecting online instruction and faculty workloads. Workload, class caps, and compensation for online, hybrid, and hyflex, and bimodal courses shall be the same for traditional face-to-face courses.

29.2 Before agreeing to, or assigned, any eLearning course that requires multiple modalities in the same course presentation, faculty are entitled to:

- Specific training regarding best practices pedagogy
- Specific training regarding the technologies required to deliver the course
- If teaching a (hyflex, bimodal,) course the college will provide an instructional assistant to help the faculty during each class session.

29.3 eLearning courses taught as part of a full-time instructor's regular workload will be considered in the faculty members annual load calculation in the same manner as traditional courses. A course load composed entirely of online courses is subject to mutual agreement and shall not exceed three consecutive quarters.

29.4 Regarding intellectual property rights related to eLearning courses, see Article 13.

Commented [JR14]: Sara said:

Clarify 'common performance standards' is this referring to course outcomes or common assessment methods? If it is the later, it may infringe on the Academic Freedom statement. I am concerned that common textbook selection may impose upon Academic Freedom as well.

Jim replied:

Came about mostly form the Eng classes and is about 'norming' the workload/rigor in the classes. There is still flexibility for the instructor's so I think we are ok.

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Article 30 Evaluation

- 30.1 This article explains the purpose of evaluation and describes the evaluation process. Faculty Responsibilities, which serve as the basis of the evaluation process, are delineated in Article 11. The District and the Association recognize the value of open classrooms. Nothing in this Article precludes the Dean and/or Director or other instructional administrator^s from visiting any faculty member's classroom. This process is for probationary, tenured, and special-funded faculty.
- 30.2 Faculty will be evaluated using the instruments and procedures agreed upon by the Association and the College and in compliance with RCW 28B.50.856 (on Faculty Tenure) and 28B.50.872 (on Periodic Tenure Evaluation). The instruments and any subsequent changes to the instruments or procedures of faculty evaluation will be mutually agreed upon between the Association and the District. The forms will be available in the Instruction Office, Faculty Handbook, and electronically.
- 30.3 Purpose
- The faculty evaluation process shall be for the purpose of improving instructional effectiveness, student learning, encouraging and supporting professional development, and providing information necessary for personnel decisions. Faculty evaluation criteria will focus on appraisal of the instructor's:
- A. Ability to create learning environments that contribute to students' academic growth, requiring that the instructor develop these essential instructional competencies:
 - 1. Student success teaching strategies
 - 2. Outcomes-based learning
 - 3. Assessment
 - 4. Equity, inclusion, and diversity
 - 5. Digital and information literacy
 - 6. Commitment to continuing education, learning, and improvement in the discipline or program of expertise.
 - B. Advising competency or management approved alternative.
 - C. Professional accomplishments and contributions to the profession of education.
 - D. Service to the District and community.
- 30.4 General Evaluation Process
- A. Selection of Peer Evaluators
- 1. For probationary faculty, two peer evaluators will be selected by mutual agreement of AHE and Vice President of Instruction. One evaluator shall be the chair; if there is no chair, a tenured, full-time faculty member of the instructional area may be assigned. The second evaluator shall be an instructor from any

- other area of the college.
2. If tenured or annual special funding faculty, two peer evaluators will be recommended by AHE and the Vice President of Instruction, and then mutually agreed to by the instructor. One evaluator shall be a full-time faculty member qualified to evaluate the discipline-related course content, and the second evaluator shall be a full-time instructor from any other area of the college.
- B. Responsibility of Dean**
- A. 1. Initial Meeting – Within the first week of the evaluation quarter, the appropriate Dean and/or Director will schedule a meeting with the faculty member. At this meeting, the faculty member and administrator will:
1. 2. Review the components of the evaluation portfolio, to include:
- Self-Evaluation
 - Peer evaluation report(s)
 - Student evaluations
 - Administrative Evaluation
 - Professional Portfolio
- Faculty Learning and Improvement Plan (for probationary, tenured, and special funding annual faculty) or the self-evaluation (for probationary, special funding annual, special funding quarterly, and part time faculty). The Faculty and Learning Improvement Plan is described in Article 31.2.
- e) —
2. Decide whether the faculty member will submit additional questions to be included in the student evaluation.
3. For probationary faculty, two peer evaluators will be selected by mutual agreement of AHE and administration. One evaluator shall be qualified to evaluate the discipline-related course content (e.g. the faculty member's division chair or department lead, or a member of the faculty member's instructional unit). The other evaluator shall be an instructor from any area of the college.
4. If tenured or annual special funding faculty, a select one peer evaluator.
- C. Responsibilities of the Dean and/or Director —**
- B. 2. After their initial meeting, the Dean and/or Director will perform the following responsibilities:
1. a. The Dean and/or Director will contact/enlist the peer evaluators and communicate to them the date when their peer evaluation reports are due.
- The peer evaluators will contact the faculty member and arrange mutually agreeable dates for the conduct an instructional observation.
 - Both peer evaluators for tenured and full-time non-tenured faculty members will submit/contribute a written summary of observations to the evaluation portfolio.
 - The peer evaluators for probationary (tenure-track) faculty will submit letters to the evaluation portfolio a peer evaluation each quarter of the review process (i.e. normally fall and winter of the first, second, and third years of tenure probations).

Commented [JR15]: Sara said:
Outside the faculty member's department?

Commented [JR16]: Sara said:
Should there be reference to the Peer Evaluator form? We may also want to make note to include a link once it is updated.

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- ~~2.1. The Dean and/or Director will ask the program assistant or division secretary to schedule the student evaluations as agreed upon during the initial meeting, including any supplementary questions. The Vice President of Instruction Office will ask the Center of Integrated Learning Director to launch the electronic student evaluations during the assigned evaluation cycle.~~
- ~~3.2. The Dean and/or Director will support and guide faculty members during the crafting of their Professional Development Plans.~~
- ~~4.a. The Dean and/or Director will schedule a date for the meeting of the evaluation team during the eighth week of the quarter, the purpose of which is to review the entire evaluation portfolio.~~
- ~~b. The Dean and/or Director will submit a completed faculty evaluation portfolio to the Vice President of Instruction Office faculty member's personnel file by the ninth week of the quarter.~~
- ~~5.c. The Vice President of Instruction will complete a review and proceed with filing the evaluation with Human Resources for their personnel file and return a signed copy to the faculty member.~~

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C. Counselors and Librarians

1. Counselors and librarians holding faculty status abide by the same evaluation process as the rest of the faculty, depending on whether they are probationary, tenured, or full-time non-tenured.
 - a) Librarian and counselor evaluation forms are specific to them.
2. ~~The role of the Dean and/or Director for faculty librarians and counselors will be filled by the Library Director, and by the Director of the Advising and Counseling Center for faculty counselors. The supervisor of the Student Success Center will evaluate the faculty counselors.~~

Commented [JR17]: Sara said:
Need to make note to have library and counseling faculty contribute their own forms.

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D. Evaluation Timelines

1. The timelines for evaluation for probationary, tenured, special funding annual, special funding quarterly, and part-time faculty are given in subsequent sections of Article 30.5 to 30.8.
2. ~~Instructional C~~ complaints, concerns, and student grievances may require the administration to evaluate a faculty member before the next scheduled evaluation.
 - a) In this case, the Dean ~~and/or Director~~ will consult with the Vice President of Instruction, and then inform the faculty member, the Association President, and the ~~division chair or program lead~~, as appropriate.

E. ~~Modality~~

~~Faculty members shall demonstrate growth and improvement in the criteria and competencies outlined in 30.3 regardless of the modality in which courses are delivered (face to face, online, hybrid, or distance).~~

30.5 Evaluation Process Timelines & Process for Probationary (Tenure-Track) Faculty

- A. Probationary faculty will be evaluated during the first and second quarters of their first, second, and third years on the tenure-track at WWCC. Each member of the

tenure evaluation team is expected to conduct observations of instruction by the probationary faculty member ~~(e.g. classroom observations, review of eLearning instruction)~~ once during each quarter of review.

1. By the end of the second week of the first quarter of the probationary faculty member's first year, the Dean ~~and/or Director~~ will meet with the probationer to discuss the tenure process, including the timeline and process for evaluation.
 - a) During the first quarter of the probationary faculty member's first year, orientation and training will be provided led by the chair or other member(s) of the Tenure Review Committee. Orientation and training will also be provided to peer members of the ~~tenure evaluation team~~ Tenure Review Committee, and to the ~~unit administrator~~ Dean who chairs the tenure evaluation team.

~~A. B. Evaluation will occur according to Article 30.4 above, with the following additions: The Tenure Review Process for probationary faculty is further outlined in Article 34.4 and 34.5~~

1. Each quarter of evaluation, the probationary faculty member will discuss with the tenure evaluation team the instructional competencies in Article 30.3.A on which to focus. The self-evaluation must contain evidence of improvement in a particular competency as agreed upon by the tenure evaluation team.

~~2. After the second quarterly evaluation, in each of the first and second years of tenure review, the Dean and/or Director will forward and present the evaluation portfolio to the Tenure Review Committee. The Tenure Review Committee will make a written recommendation concerning continuance of the probationary faculty member toward tenure (in accordance with Article 34.5) to the Chief Instructional Officer. The Chief Instructional Officer subsequently forwards said recommendation with or without comment, to the President who then forwards the recommendation, also with or without comment to the Board of Trustees.~~

3. ~~After the second quarterly evaluation in the probationers third year of tenure review, the Dean and/or Director will forward and present the evaluation portfolio to the Tenure Committee, who will make a written recommendation regarding the granting of tenure to the probationary faculty member in accordance with Article 34.5 to the Chief Instructional Officer. The Chief Instructional Officer subsequently forwards said recommendation, with or without comment, to the President, who then forwards said recommendation also with or without comment, to the Board of Trustees.~~

30.6 Evaluation Process Timeline & Process for Tenured Faculty

- A. Tenured faculty will be formally evaluated by the Dean at least once every ~~three~~ five years post-tenure.
- B. Tenured faculty will have student evaluations completed for their classes during one quarter (in consultation with their Dean/Director) per academic year. engage in student evaluations one quarter annually.
- C. Tenured faculty will have a peer evaluation completed on one course during one quarter (in consultation with their Dean/Director) in year 3 of their 5-year evaluation

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Commented [JC18]: This article will change when we move up Tenure and promotion

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~~cycle. -engage in a Year 3 peer evaluation-~~

~~D. B.~~ During the spring quarter prior to their formal evaluation year and before spring finals occur, the Vice President of Instruction will notify the tenured faculty that they are to be formally evaluated by their Dean. The Dean ~~and/or Director~~ will work with the faculty member and a peer evaluator to determine during which quarter (fall, winter, spring) the evaluation will occur during the subsequent year. The Dean ~~and/or Director~~ will notify the Office of the Vice President of Instruction of the timeline.

~~E.~~ Evaluation will occur according to Article 30.4.

~~F.~~ Faculty will house their evaluation materials in a standard evaluation Canvas shell created by the Center for Integrated Learning.

30.7 Evaluation Process Timelines & Process for Special Funded Annual Faculty

- A. Special funded annual faculty are full-time instructors whose salaries are paid through grants and contracts. They are given annual contracts, and their salaries are calculated according to the full-time salary schedule in Appendix C.
- B. Special funded annual faculty will be evaluated each quarter during the first year of teaching, and ~~at least once every three years thereafter~~ then follow the same process as outlined in 30.6.
- C. During the first quarter of the first year of teaching, the Dean ~~and/or Director~~ will notify a special funded annual faculty member that evaluations will occur each quarter of the first year following this pattern:
 - 1. First quarter of first year – student evaluations will be given in each class that is taught.
 - 2. Second quarter of first year – student evaluations will be given in each class that is taught and a peer evaluation will be given. The peer evaluator will be a full-time faculty member mutually agreed upon with the Dean ~~and/or Director~~.
 - 3. Third quarter of first year – student evaluations will be given in each class that is taught, complete a self-evaluation and an observation and evaluation by Faculty Learning and Improvement Plan will be developed with the Dean and/or Director.

~~30.8~~ Process for Special Funded Quarterly Faculty

- ~~A.~~ Special funded quarterly faculty are full-time instructors whose salaries are paid through grants and contracts. They are given quarterly contracts and their salaries are calculated according to the full-time salary schedule in Appendix C.
- ~~B.~~ Special funded quarterly faculty will be evaluated each quarter during the first year of teaching, and at least once every three years thereafter.
- ~~C.~~ During the first quarter of the first year of teaching, the Dean ~~and/or Director~~ will notify a special funded quarterly faculty member that evaluations will occur each quarter of the first year following this pattern:

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- ~~1. First quarter of first year – student evaluations will be given in each class that is taught.~~
- ~~2. Second quarter of first year – student evaluations will be given in each class that is taught and a peer evaluation will be given. The peer evaluator will be a full-time faculty member mutually agreed upon with the Dean and/or Director.~~
- ~~3. Third quarter of first year – student evaluations will be given in each class that is taught and a self-evaluation will be written and submitted to the Dean and/or Director.~~

30.9 Process for Evaluating Part-Time Faculty

- A. Part-time faculty (hourly or adjunct faculty) are instructors whose salaries are paid on the basis of student contact hours, according to the schedule of modes in Appendix D.
- B. Part-time faculty are important contributors to the educational mission of WWCC. Evaluation provides useful information to the part-time faculty as a means to encourage continuous improvement.
- C. During the first quarter of teaching, the Dean and/or Director will notify a part-time faculty member that evaluations will occur each quarter of the first year of teaching following this pattern:

- ~~1. First quarter of teaching – student evaluations will be given in each class that is taught.~~
- ~~2. Second quarter of teaching – student evaluations will be given in each class that is taught and a peer evaluation will be given. The peer evaluator will be a full-time faculty member mutually agreed upon with the Dean and/or Director.~~
- ~~C.1.1.1. Third quarter of teaching – student evaluations will be given in each class that is taught and a self-evaluation will be written and submitted to the Dean and/or Director.~~

1. First quarter of first year – student evaluations will be given in each class that is taught.
2. Second quarter of first year – student evaluations will be given in each class that is taught and a peer evaluation will be given. The peer evaluator will be a full-time faculty member mutually agreed upon with the Dean.
3. Third quarter of first year – student evaluations will be given in each class that is taught, complete a self-evaluation and an observation and evaluation by the Dean.

~~3.4.~~

- D. If a part-time faculty member teaches on a continuous basis, a comprehensive evaluation, to include student, peer, and self-evaluation, will be conducted by the Dean ~~and/or Director~~ at least once every three (3) years.
- E. The Dean ~~and/or Director~~ will meet with the part-time faculty member and review all evaluation information. Evaluation documents will be placed in the part-time faculty member's personnel file in the Human Resources Office.

30.10 Process for Division Chairs and Program Leads

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~~Division chairs and program leads are faculty who earn a stipend for serving in leadership roles for a renewable term. These roles include duties that are outside the criteria and competencies demonstrated by teaching faculty. Faculty performing chair and lead duties will have their work as a chair or faculty lead evaluated as part of their three year evaluation cycle.~~

Commented [JC19]: We need to make sure we address how to assess chairs in the Faculty Leadership section.

Article 31 Professional Development Program

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31.1 Purpose

Professional Development Program represents a joint commitment by the District and the Association to establish and maintain a program for the mutual benefit of employees' professional growth and the vision and values of WWCC. It is generally agreed that every WWCC faculty member's responsibility, along with the College, is to provide quality educational programs. The parties have a mutual interest in faculty professional development, and WWCC agrees to promote and support this central responsibility through providing professional development opportunities and funding a professional development program.

31.2 Faculty Professional Development Program

~~The~~ Professional Development ~~Plan~~ is required of probationary, tenured, and special funding annual faculty, and shows a commitment to professional improvement as well as scholarly and creative endeavors throughout their careers. In the ~~p~~Professional Development Plan~~portfolio~~, the faculty member ~~documents~~addresses their growth in the ~~essential~~ instructional competencies, contributions to the profession, and service to the District and community. Professional developments consists of:

~~A. Each probationary, tenured, and special funding annual faculty member will write a Professional Development Plan in collaboration with their Dean and/or Director. In addition to addressing the essential instructional competencies, plans may include the faculty member's discipline specific interests, pedagogical improvement, and program or unit needs. The following items are examples that may be included in Plans:~~

- ~~1. Intended courses of study for the improvement of pedagogy, counseling, librarianship, advising, or industry required certificates.~~
- ~~2. Leadership training.~~
- ~~3. Scholarly activity in the discipline.~~
- ~~4. Observation of and conversation with seasoned faculty.~~
- ~~5. Sabbatical proposals.~~
- ~~6. Engagement with the community, including prospective students.~~

~~B. The Professional Development Plan for tenured and special funding annual faculty will necessarily have long time horizons. These faculty will review and update their Plans every three years, in conjunction with the evaluation cycle.~~

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A. Required Trainings and Professional Development Activities: Required trainings shall be provided at no cost to faculty. Such training shall not be required on holidays, weekends, or starting before 7:30 a.m. or after 4:30 p.m.

B. Faculty are expected to engage in the equivalent of 20 hours of professional development (required and/or other activities) annually.

C. Self-Selected Professional Development Activities

• Funding: self-selected

1. The College will budget funds every academic year to provide each FT faculty member the equivalent of \$1,200 for professional development activities. Access to these funds does not require prior approval.
2. Faculty will advise their supervisor by the end of fall quarter of their intent to use or holding their allocation for each academic year.
3. Faculty will utilize their division support staff to facilitate the use of their allocation.
4. Faculty will keep record of all activities and include them in their Professional Portfolios.
5. Faculty (singular or as a group) may request funds (to facilitate larger activities) beyond their individual allocation from their division/department pool.
6. For pooled requests, faculty may grant permission for their individual allocations to be used by other full-time faculty, in their division/department. Requests for division/department pooled allocations must be requested and allocated by the end of Winter Quarter.
7. College-wide (pooled) funding requests must be submitted to the Office of the Vice President in Spring Quarter for VPI consideration. The requests will either be approved, or the faculty requesting funding will be provided reasons for the denial.
8. Requests for additional funds from the college-wide funding pool shall be submitted using an application form (Appendix J.222). Changes to any existing forms or submission processes shall also be made collaboratively with faculty input.
9. Information regarding funding levels and an accounting of the previous year's awarded allocations will be available upon request from the Vice President of Instruction's Office.
10. Funds can be used for professional development activities, professional memberships, professional publications, and professional travel related expenses. This money cannot be used for technology or equipment purchases. Purchases must be in accordance with the College's policies.

C. In addition to the funding provided to FT faculty, there will be a separate fund of at least \$20,000 set aside each year to fund professional development activities or projects by adjunct faculty. These requests (copied to the appropriate Division Chairs/Leads) must be approved by the appropriate Dean. Groups of part-time faculty may apply together. On or after March 1st of each academic year, the Division Chairs/Leads

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and Deans will meet to discuss the distribution of the unused professional development funds. Requests for more than \$1200 must be approved by the VPI before disbursement/allocation.

D. Division or departmental funding: Certain programs, departments, or divisions may have access to additional funding. When this is the case, the Deans/Directors will seek input from faculty in that program, department, or division to develop a collaborative, or division to develop and equitable distribution of funds.

31.3 Three Year Professional Development Compliance Period

A. The Professional Development compliance period is three (3) years. The compliance period begins on September 1 of the first calendar year of the employee's full-time tenured contracted employment and must be satisfied every three (3) years.

A minimum of sixty (60) hours of Professional Development is required over a compliance period.

B. Professional Development hours earned to satisfy a delinquent requirement (a past three year period) cannot be applied to meet requirements of a current three year period, nor will compliance dates be adjusted in the event of non-compliance, but remain fixed at three year intervals according to the date of initial employment or certification.

C. The compliance dates for employees required to have a five year vocational certificate will be synchronized with the individual's certification periods.

31.43 Professional Development Activities Professional Portfolio

A. Activities submitted must relate to the faculty member's professional growth and continuous learning. The Professional Development Plan will be developed in collaboration with the appropriate Dean and/or Director. Documentation of professional development activities for the current compliance period is the responsibility of the employee and will be documented in a portfolio of evidence for evaluation. Activities submitted must relate to the faculty member's professional growth and continuous learning. Documentation of professional development activities for the current compliance period is the responsibility of the employee and will be documented in their Professional Portfolio.

Article 32 Professional Development Committee

32.1 Purpose

The primary purpose of the Professional Development Committee is to develop a Professional Development Program designed to assist instructors in improving their educational competence. The function of the Professional Development Committee is to provide a joint faculty-administration organization for the fair, effective, and efficient supervision of the Professional Development Program for college-sponsored professional development

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and implementation of faculty sabbaticals.

32.2 Duties

The duties of the Professional Development Committee include the following:

- A. Recommend policies and procedures for the Professional Development ~~Program~~ to the President, whenever the committee deems it to be appropriate, and subject to the approval of the Association for Higher Education.
- B. Evaluate and make final recommendations for College-sponsored professional development activities to the Vice President of Instruction and Human Resources as to the value and acceptability of an activity when a faculty member has appealed a decision by their appropriate Administrator.
- C. Assist in administration of the Faculty Sabbatical Leave Program, making leave recommendations to the President of the College in accordance with RCY 28B.10.650. ~~according to established policies and procedures.~~
- D. ~~The purpose of the program is to identify the Professional Development Program needs as they relate to faculty and college goals, and goals and implement methods for achieving these needs.~~

32.3 Composition

The committee is composed of four (4) faculty members (selected by the Association for Higher Education), Vice President of Instruction or designee, an instructional Dean, an Human Resources representative and two additional administrators appointed by the President of the College. The administrative assistant to the Vice President of Instruction will serve as the recorder.

- A. The faculty members of the committee will be elected to staggered two-year terms, so that two of the four positions will be due for election each year. Committee membership should represent a cross section of the total faculty.
- B. The committee will elect a committee chair from its membership who will serve for a one-year term. Customarily, the chair has been a faculty member. The chair will: a) have responsibility for calling committee meetings when necessary, setting the meeting agenda, and presiding at meetings; b) have responsibility for making all communications from the committee; c) maintain files of committee minutes and correspondence during the term; d) retain their vote in committee actions; e) appoint a vice-chair.
- C. ~~The secretary to the Vice President of Instruction will act as recording secretary for the committee and will see to the publication of minutes and the coordination of meeting times.~~

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Article 33—Exceptional Faculty Awards Program

33.1—Authority

~~Legislative authority in Section 5 of Chapter 28B.50 RCW of the Exceptional Faculty Awards Program provides that the process for determining local awards be subject to collective bargaining.~~

33.2—Eligibility

~~Full and part-time faculty [as defined by RCW 28B.52.020(2)] who have taught at least 45 credits are eligible. Librarians and counselors are also eligible.~~

33.3—Utilization of Funds

~~Awards shall be limited in accordance with RCW 28B.50. Awards may be used to pay expenses for faculty awards, which will include awards for exceptional faculty advising and exceptional faculty teaching. Awards may also include in-service training, temporary substitute or replacement costs directly associated with faculty development programs, conferences, travel, publication, and dissemination of exemplary projects; to make a one-time supplement to the salary of the holders of a faculty award; or to pay expenses associated with the holder's program area. Funds from this program shall not be used to supplant existing faculty development funds. There are four proposal submission deadlines per year; one for each quarter of the academic year. A committee will meet quarterly to review proposals and make recommendations to the college president or the president's designee. Nominations and applications will be solicited from the faculty. Nominations will also be solicited from administrators.~~

33.4—Amount of Awards

~~The amount of funds available for project awards will be published with the application forms on a quarterly basis. Available funds will approximate accumulated interest less a set-aside for annual achievement awards. There will be no maximum award amount other than the limitations established in 33.1, 33.2, and 33.3.~~

33.5—The Application Form

~~The application form and any subsequent changes to the form or process of awarding funds will be mutually agreed upon between the Association and the Board of Trustees. Application forms are available in the office of the Vice President of Instruction, Faculty Handbook, and will be available electronically.~~

33.6—The selection Committee will be made up of three administrators (appointed by the employer) and three faculty members (appointed for two-year rotating terms by the Association). Selection committee faculty members who apply for grants during their tenure on the committee may not participate in the review and selection of proposals process during their quarter of application. The committee will evaluate applications on a quarterly basis and submit recommendations to the college president or the president's designee(s).

Commented [JC24]: @Peggy R Lauerman - is going to talk to Jessica regarding the Awards Program in conjunction with the Exceptional Faculty Monies

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~~33.7~~ Criteria for Proposed Project and Achievement Awards

~~A. Project Awards Criteria:~~

- ~~1. Contribution of project to:~~
 - ~~a) Student learning, support, recruitment, and retention~~
 - ~~b) Discipline related professional development~~
 - ~~c) Encouragement of collaborative relationships among faculty and between faculty and the community at large~~
 - ~~d) Promotion of instructional programs and services.~~

~~B. Clarity and specificity of application.~~

~~C. Cost effectiveness of project outcome in relation to quality of the project's contribution.~~

~~D. Recommendation of supervisor.~~

33.8 Annual Achievement Awards Criteria

A. The Annual Achievement Awards recognize:

1. Exemplary teaching
2. Service to students (advising, retention, recruitment)
3. Professional accomplishments
4. Service to the college or community.

~~B. The committee shall determine the number of awards, up to four, for any given year.~~

~~C. Amount of each award shall be \$1,000.~~

~~D. Selection criteria:~~

- ~~1. Relevance of the achievement(s) to the college's mission and goals.~~
- ~~2. Evidence of the nominee's exemplary commitment to providing excellent educational leadership in one or more of the following ways:~~
 - ~~a) Excellence in teaching~~
 - ~~b) Service to students~~
 - ~~c) Professional accomplishment~~
 - ~~d) Service to the college and/or community.~~

~~E. Clarity and specificity of documentation supporting the exemplary nature of the nominee's achievement(s).~~

Article 34 ~~Tenure~~ and Promotion

34.1 ~~Eligibility~~ Eligibility

A. Statutory Requirements. A system of tenure shall be maintained in accordance with the following statutory requirements as they now exist or hereinafter may be modified: RCW 28B.50.850; 28B.50.851; 28B.50.852; 28B.50.855; 28B.50.856; 28B.50.857;

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28B.50.859; 28B.50.860; 28B.50.861; 28B.50.862; 28B.50.863; 28B.50.864;
28B.50.867; 28B.50.868; 28B.50.869; 28B.50.870; 28B.50.872; 28B.50.873 and any
other tenure statutes enacted by the legislature in the course of this contract.

B. Special Faculty Appointment

It is recognized by the Employer and Association that provision is made for the granting of Special faculty appointments to individuals employed on the basis of federal or other special funds in accordance with WAC 131-16-400. Such employees are ineligible for tenure. Special faculty shall be employed for the period specified in their contract. There shall be no presumption of continued employment beyond the contract term.

Under certain circumstances, employees granted special faculty appointments within a correctional institution may be eligible for tenure within that program. Such tenure shall be distinct and separate from the tenure program for other faculty of the college district in accordance with RCW 28B.50.870.

C. Temporary Faculty are ineligible for tenure and promotion. Time spent on a temporary appointment will not be counted toward tenure or promotion.

34.2 Authority

The Association agrees that the ultimate authority to grant or deny tenure is vested with the Employer. It is further agreed that any and all decisions relating to the awarding or withholding of tenure as well as the non-renewal or renewal of individual contracts of probationary employees shall not be subject to the grievance procedure of this Agreement.

34.3 Composition of Tenure Review Committee

- A. One (1) review committee shall be established and shall include both the transfer division and workforce education division. At least two (2) committee members shall be chosen from the transfer division and at least two (2) committee members from the workforce education division. Vice President of Instruction's administrative assistant will serve as an ex officio member to maintain committee notes and records.
- B. The review committee shall be composed of seven (7) persons, four (4) of whom shall consist of tenured faculty appointees, chosen by the faculty, acting in a body, prior to October 15 of each regular college year; and additionally the review committee shall consist of one (1) student selected by the Executive Committee of the Associated Student Body prior to October 15 of each regular college year; and two (2) administrative appointees chosen by the President prior to October 15 of each regular college year. The review committee shall choose its own committee chair and such review committee shall meet at the call of the chair when the need for such ~~meetinga~~ meeting arises.
- C. The duration of each faculty appointment and each administrative appointment to the review committee shall be for a period of three (3) calendar years beginning on the 15th day of October of the year of appointment; the student appointment shall be for a period of one (1) calendar year, beginning on the 15th day of October of the year of

appointment. If a vacancy exists upon any review committee prior to the expiration of any such appointment, an administrative, faculty or student member as appropriate shall be appointed pursuant to Article 34.3 (B) to fill the unexpired term of the absent member of such review committee.

34.4 Duties of Tenure Review Committee

- A. ~~A.~~ The Vice President of Instruction's office shall by the ~~45th~~ 1st day of ~~October~~September of each regular college year, or by the 15th of the month following a full-time tenure track appointment, refer each full-time probationary faculty appointee to the review committee for the committee's evaluation and required recommendations. Upon referral by the Vice President of Instruction, the Chair of the Tenure Review Committee shall ~~review the tenure process with probationary faculty, conduct a tenure process orientation for all participants: probationary faculty, peer evaluators, chair, and deans.~~
- B. The review committee shall consider the following standards in determining whether the probationary appointee demonstrates the necessary professional behavior and professional competence to be granted tenure:
- ~~1. The probationer's knowledge of the subject matter they are charged with teaching.~~
 - ~~1-2.~~ The probationer's instructional abilities-skills.
 - ~~2-3.~~ The probationer's relationship with students.
 - ~~3-4.~~ The probationer's relationship with the other employees.
 - ~~4-5.~~ The probationer's relationship with the administration.
 - ~~5. The probationer's knowledge of the subject matter they are he/she is charged with teaching.~~
 6. The probationer's professional development activities.
 7. Any other relevant information received by the committee or which the probationary employee deems appropriate may be presented.
- C. The Tenure Review Committee will base its recommendations on the above criteria presented by the appropriate unit administrator's classroom and professional observations ~~personal observations~~, peer evaluations, student evaluations, and information provided by the probationary faculty member self-evaluation. At the probationer's request, a probationer will be provided with the opportunity to appear before the review committee and report on their progress toward being granted tenure. The Chair of the Tenure Review Committee and the Vice President of Instruction (or designee) will communicate to develop a time-line~~timeline~~ for the review process no later than October 31 of each year.
- D. The Tenure Review Committee will be responsible for coordinating the creation of necessary documents, including but not limited to forms relating to tenure evaluation, and a tenure handbook, as well as making provisions for orientation/training for probationary faculty, peer evaluators, unit administrators, and/or other mentors~~participants~~ in the tenure review process who need training or support.

34.5 Required Tenure Review Committee Action

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- A. The Tenure Review Committee shall be required to conduct an evaluation of each full-time probationary faculty appointee referred to the committee by the Vice President of Instruction and render the following reports to the President, the probationary faculty appointee, and through the President to the appointing authority at the following times during the regular college year or during a full-time probationary faculty appointee's first nine consecutive quarters of employment. The regular college year shall be deemed to begin with the first Fall Quarter. However, the probationary period of a full-time probationary faculty appointment will begin with the first quarter of employment and shall not exceed nine consecutive quarters (excluding summers and approved leaves of absence) except as provided in Article 34.6.
1. During each quarter of tenure review, a written evaluation of each probationer's performance will be sent to the probationer and the President by December 20 or by the 20th of the month which falls at the end of the first quarter of employment and again at least one week prior to the regularly scheduled March meeting of the College's Board of Trustees, or at least one week prior to the scheduled meeting of the College's Board of Trustees that falls at the end of the probationer's second and fifth consecutive quarters of employment (excluding summer quarters and approved leaves of absence) that said probationer is not a tenured faculty appointee. The probationer will be notified and provide written acknowledgment of receipt of the written performance evaluation each time such an evaluation is generated or submitted.
 2. A written recommendation concerning the employment or non-employment for each full-time probationary faculty appointee for the ensuing regular college year or the ensuing three consecutive quarters directed to the appointing authority through the President at least one week prior to the regularly scheduled March meeting of the College's Board of Trustees, or at least one week prior to the scheduled meeting of the College's Board of Trustees that falls at the end of the probationer's second and fifth consecutive quarters of employment (excluding summer quarters and approved leaves of absence). In the event the review committee anticipates a recommendation of non-employment, the committee shall give written notification to the probationer that it has information that could adversely affect their tenure recommendation. Upon receiving written notification from the tenure review committee, the probationer shall have five working days in which to request, in writing, a meeting with the tenure review committee in order to present additional information.
 3. A written recommendation directed through the President to the appointing authority recommending the appointing authority award or not award tenure, such written recommendations to be submitted at times deemed appropriate by the review committee; provided, that during such full-time probationary faculty appointee's last three consecutive college quarters of employment (excluding summer quarters and approved leaves of absence), the review committee shall, at least one week prior to the regularly scheduled March meeting of the College's Board of Trustees of such regular college year, or at least one week prior to the College's Board of Trustees meeting that falls during the probationer's eighth consecutive quarter of employment (excluding summer quarters and approved leaves of absence), make such a recommendation as to the award or non-award of tenure for each full-time probationary faculty appointee who is then serving

their eighth consecutive quarter of full-time appointment.

4. Upon the Board approval of tenure, faculty will receive the promotion of one step on the salary schedule effective the following academic year.

- B. The appointing authority shall only be required to give reasonable consideration to an award of tenure recommendation of the review committee but shall not be bound by such recommendation provided reasonable consideration to such recommendation resulting from Article 34.5 (A) (2) has been given.

34.6 Extension of Probation Period

Upon recommendation of the Tenure Review Committee, and with the written consent of the probationer, the probation period for a full-time probationary faculty may be extended beyond nine consecutive quarters (excluding summers and approved leaves of absence) for an additional one, two, or three quarters (excluding summer quarter):

- A. If the Tenure Review Committee believes that the probationary faculty member needs additional time to complete satisfactorily a performance improvement plan already in progress and the Committee further believes that the probationary faculty member will complete the plan satisfactorily.
- B. At the conclusion of any such extension, one week prior to the meeting of the Board of Trustees that falls during the last month of the extended probationary period, the Tenure Review Committee will recommend tenure or non-tenure to the appointing authority based upon satisfactory completion of the professional development plan.

34.7 Tenure Purchase Agreement

A tenure purchase agreement may be made between the college President and a tenured faculty member. The tenure purchase must be of *bona fide* benefit to the college and the purchase amount excluded from any retirement calculations. The Association will be notified if the college initiates tenure purchase discussions with a faculty member.

34.8 Article 35 Promotion

35.1 A faculty member may choose to opt-out of the promotion process, but process but will not be eligible for promotion for another three years, during each 3-year cohort cycle. Promotion to each step on the faculty salary schedule occurs if approved by the Promotion Review Committee and the Vice President of Instruction. Promotion rotation occurs every three years. Faculty will be notified by the Office of the Vice President of Instruction the spring quarter prior to the year that they will be eligible for promotion and may work with the VPI to request adjustment to their assigned quarter.

- A. Faculty members will upload the following promotional documents to the WWCC Faculty Promotion Canvas shell on or before the 10th day of the quarter to which they were assigned. Expected evidence should include, but is not limited to:
- a. Most Recent Faculty Evaluation
 - b. Professional Portfolio (Appendix #)
 - c. Points Summary of Activities in Professional Portfolio (Appendix #)

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- B. A list of professional activities and assigned points can be found in Appendix #. A minimum of fifteen (15) points must be documented to be considered for promotion. In addition to the points, the Promotion Review Committee will consider the depth, breadth and diversity of the activities presented in the professional portfolio.
- C. The points system is subject to review. The Promotion Review Committee may recommend changes to the points system and bring recommendations forward to the Labor-Management Communication Committee.

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35 ?? Promotion Review Committee

The purpose of the Promotion Review Committee is to evaluate promotion materials ~~portfolios that are constructed by faculty members and submitted by faculty for review by the committee~~ in pursuit of a step advancement on the salary schedule. ~~Portfolios are expected to contain evidence of satisfactory performance in each area of faculty responsibility as detailed in Article 11 of this agreement, and the Promotion Review Committee exists to evaluate the evidence in support of application for promotion, as well as to forward a recommendation to the Vice President of Instruction regarding each application.~~

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34.9 Promotion Authority

The Association agrees that the ultimate authority to grant or deny promotion is vested with the Employer.

34.10 Composition of Promotion Review Committee

- A. One (1) Promotion Review Committee shall be established by Faculty Senate and shall include the Transfer Arts & Science Division, the Workforce Division, and the Transitional Studies Access & Opportunity Division. At least two (2) committee members shall be faculty from the Transfer Arts & Science Division; at least two (2) committee members shall be faculty from the Workforce Division; and, at least one (1) committee member shall be faculty from the Transitional Studies Access & Opportunity Division. ~~Only tenured faculty are allowed to participate as members of this committee. Members of the committee will be tenured, or FT full-time (non-probationary) at the discretion of the Faculty Senate.~~
- B. The Promotion Review Committee shall be ~~composed of seven (7) persons, five (5) of whom are tenured faculty appointees who are chosen by the Faculty Senate, acting in a body, prior to October 15 of each regular college year; and additionally, two (2) administrative appointees chosen by the Vice President of Instruction prior to October 15 of each regular college year.~~ The Promotion Review Committee shall choose its own committee chair and such committee shall meet at the call of the chair. ~~when the need for such meeting arises.~~
- C. The duration of each faculty appointment ~~and each administrative appointment~~ to the Promotion Review Committee shall be for a period of three (3) calendar years beginning on October 15 of the year of appointment, with the option to serve additional terms. ~~After the initial three-year cycle of promotion, the committee~~

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will maintain a majority of members and begin staggering new appointees. ~~g~~ If a vacancy exists ~~upon the committee~~ prior to the expiration of such an appointment, a replacement member of the relevant category (~~faculty/administrative~~) shall be appointed pursuant to article 34.10. ~~A~~ ~~B~~ to fill the unexpired term of the absent member of the ~~R~~review ~~C~~committee. In case a sitting member of the committee has a portfolio under review by the committee during that member's appointment to the committee, said member will recuse themselves from the vote and exit the room during deliberations on that particular application. No replacement for the recused member will be empaneled. If the Review Committee cannot reach consensus, the final decision shall be made by the VPI.

34.11 Duties of Promotion ~~Review~~ Committee

- A. The chair will be responsible for, acting in coordination with appropriate administrators including the appropriate Dean and/or Vice President of Instruction, shall determine eligibility of applicants for promotion by determining that:

1. The applicant for promotion has not been promoted within the three (3) preceding years. Maintaining the content and updating the Promotion Review Committee membership within the WWCC Faculty Promotion Canvas shell.
2. Scheduling meetings during the appropriate quarters.
3. Provide a written summary of each recommendation to the Vice President of Instruction.
- 1.4. Provide appropriate training and mentoring to new committee members.
2. The applicant for promotion will have completed their evaluation process prior to the submission deadline of the required portfolio, so that the completed evaluation may be included in the portfolio as partial evidence of satisfactory job performance.

- B. The Promotion ~~Review~~ Committee shall consider the following standards in determining whether the applicant for promotion has provided sufficient evidence, according to the collective judgment of the committee members, to support promotion. Expected evidence includes but is not limited to the following:

1. Most Recent Faculty Evaluation
2. Professional Portfolio (Appendix #)
3. Points Summary of Activities in Professional Portfolio (Appendix #)
4. —
1. A completed post-tenure evaluation that indicates acceptable performance as measured by the standards detailed in Article 30 and Article 31 of this agreement.
2. Compelling evidence in any form acceptable to the committee that the applicant for promotion has adequately fulfilled faculty responsibilities as detailed in Article 11 of this agreement.
- A professional portfolio.
5. Any other relevant information received by the committee or which the applicant for promotion deems appropriate to be presented.
3. —

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- C. ~~The Promotion Review Committee shall base its summative evaluation and recommendation to the Vice President of Instruction on the above criteria, as well as any other information deemed salient by the committee.~~

34.12 Required Promotion **Review** Committee Action

- A. In formulating a recommendation to the Vice President of Instruction, with whom final decision-making authority rests, the committee may seek to determine and differentiate between (a) inadequate/insufficient performance, and/or (b) inadequate/insufficient evidence or documentation of work performed. Inadequacy in either respect should be deemed sufficient cause to recommend withholding promotion.

~~B. If the committee suspects adequate performance but inadequate documentation, the committee may make a one-time request for additional evidence from the applicant for promotion. If the applicant for promotion fails to provide the requested additional documentation by the deadline, or if the committee receives said documentation but remains unconvinced by it, the applicant may reapply in a subsequent year by submitting an enhanced portfolio based on feedback received from the committee.~~

~~C.B.~~ The chair of the Promotion **Review** Committee shall convey its recommendations to the Vice President of Instruction, along with a brief summary of the points deemed most relevant in determining that recommendation.

C. The Vice President of Instruction may, at their discretion, review the submitted portfolios and/or invite an applicant for promotion to discuss any remaining questions. Alternately, the Vice President of Instruction may base the final promotion decision entirely upon the recommendation memo from the Promotion **Review** Committee. The Vice President of Instruction's final promotion decision will be made, communicated in writing to the chair of the Promotion **Review** Committee, as well as to the applicant for promotion, following receipt of the recommendation memo from the Promotion **Review** Committee chair.

- D. In cases where promotion is granted, the step increase will take effect at the beginning of the next academic year. In cases where promotion is denied, the faculty member may be granted the opportunity to resubmit the next academic year at the discretion of the VPI and the Promotion **Review** Committee Chair.

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Article 35 Dismissal

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35.1 Sufficient Cause

Tenured employees shall not be dismissed or laid off except for sufficient cause nor shall a probationary employee be dismissed or laid off prior to the written terms of an appointment except for sufficient cause. Sufficient cause for dismissal shall include, but not be limited to, the following enumerated grounds:

- A. Aiding, abetting or participating in an unlawful act.
- B. Failure in the performance of professional assignment.
- C. Failure to perform an assignment as specified by contract.
- D. Physical or mental inability to perform duties as required for professional faculty members.
- E. Failure to act appropriately within the ethical code of professional faculty as stated in the Faculty Handbook.
- F. Lay-off or reduction-in-force.

35.2 Dismissal Review Committee

A Dismissal Review Committee comprised for the express purpose of hearing dismissal cases shall be formulated by October 15 and shall be comprised of the following members:

- A. An administrator chosen by the College President.
- B. Three (3) employees chosen by the employees acting in a body; provided that the initial Dismissal Review Committee employees shall serve one-year (1), two-year (2), and three-year (3) terms, respectively. All subsequent elections to this committee by employees shall be limited to an election of a member to a three-year (3) term so that all future elections of an employee to this committee shall be accomplished on a staggered-term basis.
- C. A full-time student chosen by the Associated Student Body.

35.3 Charges

A. If the president deems there may be sufficient cause for dismissal, a pre-separation meeting will be held. Faculty may bring representation of their choice.

A-B. If the President deems sufficient cause exists, a formal charge ~~will~~may be brought against the employee, ~~affording an opportunity for a formal hearing after not less than ten (10) days' written notice.~~ The written notice shall include:

1. A statement of the charges and allegations.
2. A reference to the particular rules of the District involved.
- ~~1. A statement of the time, place, and nature of the proceeding.~~
- ~~2. A statement of the legal authority and jurisdiction under which the hearing is to be held.~~
- ~~3. A reference to the particular rules of the District involved.~~
- ~~4. A statement of the charges and allegations.~~

Copies of such notice will go to the ~~appropriate~~ Vice President of Instruction, ~~the Chair of the Dismissal Review Committee~~, and the President of the Association.

35.4 Hearing Procedure for Dismissal

- A. The affected employee shall have ten (10) calendar days from the date of receipt of the notice (personal service or certified mail receipt) of dismissal to make a written request for a hearing. ~~If the affected employee does not request such a hearing from the President of the college within seven (7) days, the President will request a written determination from the employee as to whether the employee wishes to avail themselves of the right to a hearing.~~ If the employee fails to respond within the ten (10) calendar days provided herein, this failure to request a hearing shall constitute acceptance of dismissal and waiver of any right to a hearing. ~~The decision of an employee not to request a hearing shall be communicated to the Dismissal Review Committee and Board of Trustees.~~ Furthermore, a timely written request for a hearing within the above ten-calendar-day (10) period is deemed jurisdictional.
- B. Such formal hearing shall be held in accordance with, and in full compliance with, RCW 34.05.449. Provided, however, implementation shall always involve a hearing officer appointed by the District.
- C. Upon receipt of a request for a hearing from an affected faculty member, the President shall notify the Dismissal Review Committee and Board of Trustees and request that the Board appoint an impartial hearing officer. The hearing officer shall be a member in good standing of the Washington State Bar Association and shall not be an employee of the State of Washington Attorney General's Office or an employee or Board of Trustees member of any Washington community college. The Association shall be consulted prior to the appointment of the hearing officer but final selection shall rest with the Board.
- D. Consideration by the Dismissal Review Committee:
1. The designated hearing officer shall conduct a formal hearing pursuant to RCW 34.05.449 as now or hereafter amended. The Dismissal Review Committee shall attend all evidentiary hearings and at the discretion of the hearing officer shall examine any witness called.
 2. The hearing officer shall make proposed findings of fact. The hearing officer shall transmit the record, including the proposed findings of fact, to the Board of Trustees within thirty (30) days of the conclusion of the hearing.
 3. The Dismissal Review Committee, based upon evidence presented at the hearing, shall simultaneously, within the same (30 days), transmit a written majority recommendation including any minority opinions through the President's Office to the Board of Trustees.
 4. The Board of Trustees shall adopt findings of fact and shall render a decision based upon the record. In rendering such decision, the Board shall give careful consideration to the recommendations of the Dismissal Review Committee.
- E. Consistent with RCW 28B.50.864, appeals from the final decision of the Board of Trustees shall be in accordance and full compliance with RCW 34.05.510-.598 and shall not be grievable under the terms of this Contract. Provided, however, upon written mutual agreement of the employee and the District (which includes a waiver either may have to statutory rights), binding arbitration may be utilized in lieu of the procedure outlined in B, C, and D herein. Such agreement must be reached prior to

the implementation of D (1) above.

Article 36 Reduction-in-Force

36.1 Termination of Faculty Appointments

The appointing authority shall be deemed to have the authority to terminate the contract of any tenured employee or probationary employee because of Reduction-in-Force. Sufficient cause for Reduction-in-Force shall mean either of the following:

- A. Elimination or reduction of financing or the elimination or reduction of program.
- B. State Board for Community and Technical College declaration of financial emergency pursuant to RCW 28B.50.873 under the following conditions:
 - 1. Reduction of allotments by the governor pursuant to RCW 43.88.110(7), or
 - 2. Reduction by the legislature from one biennium to the next or within a biennium of appropriated funds based on constant dollars using the implicit price deflator.

36.2 Nothing in this Reduction-in-Force policy shall be construed to affect the decision and right of the appointing authority not to renew a probationary faculty appointment without cause pursuant to RCW 28B.50.857.

36.3 Lay-Off Units

- A. The District Lay-Off Units, each of which may consist of one (1) or more programs, for the purpose of Reduction-in-Force, will be identified in Appendix B. The District reserves the right to add or drop layoff units in accordance with programs being added and eliminated with the mutual agreement of the Association.
- B. Full-time employees shall be assigned to one (1) lay-off unit. Assignments to lay-off units shall be published by November 1 of each year. Disputes regarding such lay-off assignments shall be resolved through initiation of a grievance at Step Two and expedited arbitration if required. Employees previously assigned to a second lay-off unit prior to June 1987 shall retain their assignment to such unit.

36.4 Seniority

- A. Definition

Seniority shall be based on the number of years of employment beginning with the date of the signing of the first full-time faculty contract for the most recent period of continuous full-time service at the College and shall include leaves of absence, sabbaticals, and faculty members employed by the District prior to July 1967. The person with the highest number of qualifying years shall be the most senior; in the case of ties, seniority shall be determined in the following order:

 - 1. First date of the signature of a letter of intent to accept employment or first date of signature of an Employment Contract, whichever is earlier.
 - 2. First date of application for employment.

B. Faculty/Administrative Appointment

In the event non-bargaining unit members assume bargaining unit status, continuous service with the District shall be included in making the appropriate seniority determination required in A above. An exception is that tenured faculty who assume administrative exempt appointments subsequent to the approval of this contract will not be entitled to count years of administrative experience when determining seniority.

36.5 Order of Reduction

If a reduction is determined to be necessary within a reduction-in-force unit, the order of reduction will be based on seniority. Prior to the laying off of any academic employee within an affected unit, the following actions will first be taken, provided there are qualified academic employees to perform and fulfill the requirements of the academic employee position vacated by the below-mentioned resignation, retirement or leave of absence:

- A. Normal academic employee resignations in the same unit will not be replaced.
- B. Voluntary academic employee retirements from the same unit will not be replaced.
- C. Normal and regular academic employee leaves from the same unit will not be replaced for the duration of the time that such leave is applicable.
- D. Vacant positions within the same lay-off unit will be filled from within.

36.6 Notification of Lay-Off

When the President determines that a Reduction-in-Force is necessary and has selected the affected employees to be reduced, the initial step shall be for the President to meet with the employee and discuss the proposed termination/dismissal with the individual employee in personal conference which shall be an informal proceeding for purposes of Chapter 34.05 RCW. The matter may be resolved at this step by the use of alternatives such as reassignment, leave of absence, retirement, resignation, etc. Subsequent steps in the procedure for Reduction-in-Force are specified in Article 35.4, Hearing Procedure for Dismissal.

36.7 Financial Emergency

In the event that the Reduction-in-Force is because of financial emergency pursuant to Article 36.1 (B) above, the following conditions shall apply:

- A. In the case of a reduction-in-force for reasons set forth in Article 36.1 (B) above, the notice shall clearly indicate the separation is not due to the job performance of the employee and hence is without prejudice to such employee and, in addition, shall indicate the basis for reduction-in-force as one or both of the reasons set forth in Article 36.1 (B) above. The notice must also indicate the effective date of separation from service.
- B. In the case of a reduction-in-force for reasons set forth in Article 36.1 (B) above, at

the time of a faculty member's or members' request for formal hearing, said faculty member's or members' may ask for participation in the choosing of the hearing officer in the manner provided in RCW 28A.58.455(4), said employee therein being a faculty member for the purposes hereof, and said board of directors therein being the Board of Trustees for purposes hereof: PROVIDED, That where there is more than one (1) faculty member affected by the Board of Trustees' reduction-in-force, such faculty members requesting hearing must act collectively in making such request: PROVIDED FURTHER, That costs incurred for the services and expenses of such hearing officer shall be shared equally by the community college and the faculty member or faculty members requesting hearing.

- C. In the case of reduction-in-force for reasons set forth in Article 36.1 (B), the hearing shall be consolidated; only one (1) such hearing for the affected faculty members shall be held and such consolidated hearing shall be concluded within the time frame set forth herein.
- D. In the case of a reduction-in-force for reasons set forth in Article 36.1 (B) above, the formal hearing (pursuant to RCW 34.05.413-476 and conducted by the hearing officer appointed by the Board of Trustees): (a) shall be concluded by the hearing officer within sixty (60) days after written notice of the reduction-in-force has been issued; (b) the only issue to be determined shall be whether under the applicable policies, rules or bargaining agreement, the particular faculty member or members advised of severance are the proper ones to be terminated; (c) any findings, conclusions of law and recommended decision shall not be subject to further tenure review committee action.
- E. In the case of a reduction-in-force for reasons set forth in Article 36.1 (B) above, failure to request a hearing shall cause separation from service on the effective date stated in the notice, regardless of the duration of any individual employment contract. In the case of a reduction-in-force for reasons set forth in Article 36.1 (B) above, separation from service after formal hearing shall become effective upon final action by the Board of Trustees.

36.8 Appeal Rights

- A. An employee, upon receipt of the President's letter of intent to recommend lay-off, shall be afforded appeal rights defined in Article 35.4; provided, however, that if any member of the Dismissal Review Committee is potentially affected by the recommendation to be submitted, an alternate member shall be immediately elected and provided further that arguments in the formal hearing process shall be limited to data and reasons for the selection of the individual selected for lay-off.
- B. All matters regarding Reduction-in-Force shall be consolidated into a single Dismissal Review Committee hearing.
- C. Except in extraordinary circumstances, the effective date of the Reduction-in-Force shall be the end of the academic quarter in which the Board of Trustees makes the final determination.

36.9 Recall Rights

Employees who have been laid off as a result of this Article shall have the right to be recalled. Recall shall be in reverse order of lay-off by lay-off unit to a position, either a newly-created or vacant full-time position, provided the employee is qualified to perform the needed duties of such position. The period of recall shall extend three years after the effective date of lay-off.

36.10 Special Provisions

- A. Upon the request of a faculty member laid off for reasons of this Article the College President shall write a letter to other institutions of the Northwest stating: (1) the reason of said lay-off; (2) the qualifications of the affected faculty member; and (3) any other pertinent information which may be of assistance in securing another employment position.
- B. Upon mutual agreement between the faculty member and the District, appeal rights outlined in this Agreement may be waived in favor of final and binding arbitration, pursuant to Article 35.4 (E).
- C. Except as specifically stated herein, the grievance procedure of this Contract shall not be applicable to this Article.
- D. In the event an employee hired prior to July 1, 2003 does not exercise appeal rights in Article 35.4, such employee shall be guaranteed a cash out payment equivalent to fifty (50) contract days of pay. In the event an employee hired on or after July 1, 2003 does not exercise appeal rights in Article 35.4, such employee shall be guaranteed a cash out payment equivalent to twenty-five (25) contract days of pay. If a faculty member is recalled for the subsequent quarter, this guaranteed cash out payment will be forfeited. This section does not apply to employees hired at WSP after January 15, 1999.
- E. This section applies only to WSP employees hired prior to January 15, 1999. In the event the contract between the Department of Corrections and Walla Walla Community College is not renewed and an employee does not exercise appeal rights in Article 35.4, such employee shall be guaranteed a cash-out payment equivalent to fifty (50) contract days of pay. However, if such faculty declines a subsequent offer of a full-time teaching position at WSP within 65 days of the last date of employment by the college, the cash-out payment will be repaid to the college.
- F. Annually contracted employees upon recall shall retain all previously accrued benefits such as sick leave. No District benefits shall accrue or be granted to an individual while on lay-off status. Benefits may be transferred and/or self-paid to the extent permitted by law.

Article 37 Part-Time Faculty

37.1 Fringe Benefits

Part-time employees shall receive health insurance benefits in accordance with Public Employee Benefits Board (PEBB) rules and regulations. For purposes of determining eligibility, percent of time shall mean a percent of the contract hours required by a full-time employee in the appropriate mode of instruction.

37.2 Personnel Files

Part-time academic employees shall have all rights pertaining to personnel files as defined in this Contract.

37.3 Appointment Notices

- A. All part-time and temporary educational employees will be issued payroll authorization forms which shall stipulate the instructional assignment(s) and the salary.
- B. All temporary contracted educational employees will, on initial employment, be issued Professional Faculty Contract forms which shall stipulate the instructional assignment and salary. Salary notification forms will be issued in subsequent quarters, providing there is no break in service and no change of assignment. This form will state placement on the faculty salary schedule, rate of pay, total salary, and duration of the period of employment.
- C. All payroll authorization forms and employment contracts that are issued shall be consistent with the terms and provisions of this Contract and this Contract shall be controlling should there be any inconsistencies.

37.4 Salary Payment

All part-time and temporary education employees shall be paid as follows:

- A. Part-time faculty paid from the Part-time, Moonlight/Overload Faculty Salary Schedule and full-time contracted faculty performing moonlight/overload assignments will be paid twice per month, on the 10th and the 25th of the month, or as determined by the state regulations governing payroll procedures.
- B. Temporary contracted employees will be paid twice each month, on the 10th and 25th, or as established by state regulations governing payroll.

37.5 Office Hours

As a part of faculty workload, adjunct faculty are expected to post and maintain one (1) office hour per week, per course. Corrections Education adjunct faculty are exempted from this requirement.

A minimum of \$10,000 will be provided for out of class (office hours) for part time faculty teaching one-third of a load or more, upon request of the faculty member and approval of the supervisor. Correctional educational programs, summer session, and moonlight overload courses are excluded. Compensation will be at the professional non-teaching rate.

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37.6 Sick Leave

A. Accrual

Part-time faculty under contract shall accrue sick leave in hourly increments. The rate of accrual shall be pro-rated based upon their percent of work time as compared to that of full-time faculty. The maximum number of sick leave hours a part-time instructor may be granted shall not exceed seven (7) hours per month.

B. Use

1. According to the provisions of RCW 28B.50.4893:
 - a. Part-time academic employees of community and technical colleges shall receive sick leave to be used for the same illnesses, injuries, bereavement, and emergencies as full-time academic employees at the college in proportion to the individual's teaching commitment at the college.
 - b. The provisions of RCW 41.04.665 shall apply to leave sharing for part-time academic employees who accrue sick leave under subsection 1a of this section.
 - c. The provisions of RCW 28B.50.553 shall apply to remuneration for unused sick leave for part-time academic employees who accrue sick leave under subsection 1a of this section.
 2. Employees shall report illness to the division coordinator or the employee's immediate supervisor at the beginning of any period of leave and daily thereafter unless prearranged. A physician's certificate of illness or injury may be required for approval of sick leave in excess of three (3) occurrences (work days) in a quarter.
 3. Part-time faculty who are benefits eligible and teaching the equivalent of a full-time load are permitted the use of accrued sick leave for one personal day per quarter.
 4. All requests for and reports of sick leave must be documented by completing the appropriate form.
- #### C. Transfer
- Part-time faculty may transfer accrued leave to or from any state agency, any educational service district, any school district, or any other institution of higher education as provided in RCW 28B.50.551(5).
- #### D.
- A break in service of less than five (5) years shall not result in the loss of accumulated sick leave.

37.7 Shared Leave

Part-time faculty who accrue sick leave may participate in the College's shared leave program, on a pro-rata basis, in accordance with the WWCC Shared Leave Policy.

37.8 Sick Leave Cash-Out

Part-time faculty who retire are required to participate in the medical expense plan (VEBA) on the same basis as full-time faculty, subject to VEBA rules and regulations for participation. If the VEBA is not active at the time of retirement, the sick leave will be cashed out to the individual employee. For purposes of sick leave cash out, part-time faculty must provide the College with appropriate verification from the State Board

Retirement Plan or social security which shows they are receiving distribution payments and are in retirement status.

37.9 Rate of Leave Earned

Part-time contracted employees compensated on the full-time salary schedule shall receive illness, injury, emergency, and bereavement leave on a pro rata basis. Quarterly contracted employees compensated on a full-time salary schedule who teach a full load for three quarters during an academic year shall receive personal leave.

37.10 Professional Development Fund

- A. This section makes provision for a professional development fund for part-time faculty who meet the following criteria:
 - 1. Must have been a part-time instructor of the District for at least one year and have taught a minimum of 15 credits during that time.
 - 2. Must be teaching at least five (5) credits when application for funding takes place.
 - 3. Must be approved or recommended by their supervisor.
- B. Funds for this activity will be administered by the Vice President of Instruction with assistance from the Professional Development Committee. Amount of funds will be determined through the annual planning and budgeting process. Part-time instructors working at one of WWCC's contracted correctional educational facilities will be funded by DOC contract dollars.

37.11 Attendance at Professional Development Activities and Meetings

Part-time instructors who, at the request of their supervisors, attend professional development activities and/or meetings will be paid for those hours.

37.12 Process for Evaluating Part-Time Faculty

- A. Part-time instructors are important contributors to the educational mission of WWCC. Evaluation is an important strategy ensuring quality instruction. Evaluation provides useful information to the part-time instructors as a means to encourage continuous improvement. Therefore, evaluation of part-time instructors is an integral component of a comprehensive faculty evaluation system. (See Article 30)

Article 38 Grievance Procedure

38.1 Definition and Procedure

A grievance is hereby defined as a complaint by ~~employee(s) or~~ the Association regarding the interpretation or application of the terms of this Agreement by the Employer. ~~An individual employee or group of employees shall have the right to present grievances and to have such grievances adjusted without the intervention of the Association, in accordance with Step One below, as long as the adjustment is not inconsistent with the terms of this Agreement.~~ Such grievances shall be handled in the following manner:

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A. Step One

The grievant(s) and the Association representatives, ~~if requested by the grievant, may~~ must orally present in writing the alleged grievance to the appropriate Vice President of Instruction. ~~Resolution, if any, shall be reduced to writing and a copy forwarded to the Association and the President. If the grievance is not adjusted orally, the grievance shall be reduced to writing, dated and signed by the employee and the Association representative, and shall state the specific factual basis of the grievance, the provision or provisions of the Agreement involved, and the remedy sought. The appropriate Vice President shall be given the written and dated original grievance.~~ The Vice President of Instruction shall answer the grievance in writing within ten (10) working days thereafter and shall concurrently send a copy of the grievance and the answer to the Association.

B. Step Two

If no resolution is reached at Step One, the written grievance ~~must~~ may be submitted to the District President ~~or designated representative~~; provided it is filed with the District President or designated representative not more than ~~five ten (510)~~ working days after it is answered in Step One. Representative(s) of the Association shall be present at any meeting called to consider the grievance at this step. The District President or designated representative shall send a written answer to the Association within ~~ten five (105)~~ working days. Such answer shall be deemed to be the position of the Employer.

C. Step Three

If no resolution is reached at Step Two, the Association may at its sole discretion within ~~five ten (105)~~ working days after the date of the Step Two answer, request by written notice to the District President that the grievance be arbitrated, provided that the grievance presents a matter that is subject to arbitration as herein defined.

38.2 Time Limits

With respect to Article 38.1, the following time limits are established. Any grievance not presented in writing as provided in Step One of Article 38.1 above within thirty (30) working days after the grievant becomes aware of the facts on which the grievance is based, shall be waived for all purposes. Other time limits may be extended by written mutual agreement of the parties. Working day, as used in this article, shall mean any day the College is open to the public but shall exclude Saturdays, Sundays, and official holidays.

38.3 Arbitration

Matters subject to arbitration shall be referred to the American Arbitration Association under voluntary rules. Expedited rules and procedures of the American Arbitration Association may be utilized upon the written consent of the parties.

38.4 Jurisdiction of the Arbitrator

Jurisdiction of the arbitrator is limited to:

- A. Adjudication of the issues which, under the express terms of this Agreement and any Submission Agreement, are subject to arbitration.
- B. Interpretation of the specific terms of this Agreement which are applicable to the particular issue presented to the arbitrator, and such jurisdiction shall not give such arbitrator authority to supplement or modify or amend any terms or conditions of this Agreement.
- C. The rendition of a decision or award based solely on the evidence and matters presented to the arbitrator by the respective parties in the presence of each other, and the matters presented in the written briefs of the parties.
- D. Upon request of either party, the merits of a grievance and the procedural arbitrability issues arising in connection with that grievance shall be consolidated for hearing before the arbitrator provided that an arbitrator shall resolve the arbitrability of a grievance before hearing the merits of the grievance.
- E. An arbitrator shall not have the authority to remand an issue back to the parties for negotiations as a part of any award.

38.5 Fees and Expenses, Decision of Arbitrator

The fees and expenses of the arbitrator shall be borne equally by the parties. The decision of the arbitrator shall be final and binding upon the Employer, the Association and the employees affected consistent with the terms of this Agreement.

38.6 Records

All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants. Requests by the Association for information needed for processing of any grievance shall not be unreasonably denied. Grievance hearings shall be conducted during normal working hours consistent with minimal interference with instructional duties. Employees directly participating in such hearings shall suffer no loss of pay.

Article 39 Salary Schedule

39.1 Legislative Authorization

All commitments in regard to compensation and economic fringe benefits which are required by this Agreement, including the salary schedule, Appendix C, are contingent upon legislative authorization.

39.2 Placement of New Academic Full Time Employees

New academic employees will have their education and experience credited and be placed as a percent of the starting salary as follows:

Years of relevant teaching and/or	Journeyman Status, Five-Year Vocational Certificate, AA, AAAS,	Nursing	Doctorate
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work experience	Bachelor's or Master's degree	Faculty	Degree
0 – 4.99 years	4.000Step 1	4.100Step 3	4.161Step 3
5 – 9.99 years	4.025Step 1	4.125Step 3	4.186Step 3
10 – 14.99 years	4.050Step 2	4.150Step 3	4.211Step 4
15 – 19.99 years	4.075Step 2	4.175Step 4	4.236Step 4
20+ years	4.100Step 3	4.200Step 4	4.261Step 5

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Part-time teaching and work experience will be prorated for salary placement purposes. Military experience will be credited in the same manner as other experience when it is documented as being relevant to the employee's professional field. Any military service which interrupted a teaching career may be included up to a limit of four years. Work and/or teaching experience not directly related to assignment may be counted at the college's discretion. The Association will be informed of all new placements. In the event exceptional placements are required for competitive purposes, the Association will be consulted before a final placement decision is made.

39.3 Advancement on the Full Time Salary Schedule

- A. Advancement on the salary schedule is contingent upon completion of a portfolio and recommendation of the promotion review committee and approval of the Vice President of Instruction.

Failure to satisfy the Faculty responsibilities outlined in Article 11 may result in a withholding of salary advancement, or in termination of the employee's contract.

39.4 Part-time, ~~Moonlight~~Overload Faculty Salary Schedule

Part-time faculty schedule is attached as Appendix D

- A. This compensation is based on the course master which identifies the number of hours a class is scheduled to meet each quarter. This compensation covers all activities necessary to successfully offer this class, including but not limited to preparation time, teaching time, exam time, grading, consultation with students, etc.
- B. Classes without sufficient enrollment may be canceled. Low enrolled courses will be compensated according to the part-time salary schedule if enrollment has not met the full enrollment threshold prior to the start of the quarter. Sufficient enrollment will be determined by the College dependent upon College needs, state allocations, and other factors. The College has the right to cancel low enrolled courses.
- C. Overload pay for Cooperative Education will be paid at \$275 per Quarterly Student FTE (QFTE) generated rounded to the nearest .5 QFTE. Faculty supervision and work related to a campus-based Cooperative Education experience outside of their normal workday will be compensated at the non-teaching rate.
- D. All special topics/special problems courses will be approved in advance by the vice president of instruction. Compensation for special topics/special problems courses will be paid at \$30.00 per credit. This provision does not apply in cases where these

courses are part of an instructor's full-time workload.

39.5 Salary Increase Provisions

In the event the Washington State Legislature renews and/or enacts new legislation which allows WWCC the opportunity to improve faculty salaries from other college funds, then the parties shall commence negotiations within thirty (30) days of effective date.

Article 40 Individual Contracts

- 40.1 The Employer shall provide notification of continued employment to each full-time employee prior to the end of Spring Quarter of the preceding academic year. Personnel employed in programs contingent upon contracted funds shall be given a letter of intent relative to continuation of the program in lieu of notification of employment. In such cases notification must be issued by June 30. Certified mail shall be used in instances where an employee is on leave at the time contracts are issued provided the employee has left a forwarding address prior to commencement of leave.
- 40.2 Each full-time employee who does not intend to return to employment in their respective appointment shall so notify the Employer in writing no later than ten (10) days after notification by the President.

Article 41 Payment

- 41.1 Salary payment shall occur within the contract year as indicated in 41.1 A, B and C below or as directed by the legislature or Governor.
- A. September to June Employment. Prior to June 30th of each year the faculty member will have the option to select one of the following payment options for the upcoming academic year.
1. Contract is divided into nineteen (19) equal amounts and paid 1/19th semi-monthly, September through June.
 2. Contract is divided into twenty-four (24) equal amounts and paid 1/24th semi-monthly, September through May and a balloon payment of 6/24th in June.
- B. July through June Employment. The Contract is divided into twenty-four (24) equal amounts and paid semi-monthly, July through June.
- C. Alternate Employment Schedule. Semi-monthly amounts encompassing August start date will be established between employee and payroll personnel in cooperation with appropriate administrative approval.

41.2 In the event of a mid-year termination, and prior to final payment because of such termination, the appropriate vice president and the Business Office will determine actual contract days worked and compute the earned compensation based on the daily rate for that employee. This computed amount will be compared to actual total salary payments and an appropriate adjustment made to the final payment. If the employee has been overpaid, the overpayment will be reimbursed to the College by the employee.

41.3 Other Deductions

The District shall, upon receipt of written authorization from an employee, deduct from the employee's salary and make appropriate remittance for all voluntary deductions approved by the State Board and the District Board of Trustees. Termination of deductions shall not occur without a ten (10) day prior notification to the employee.

Article 42 Uninterrupted Instructional Activities

The Employer and the Association agree that disputes which may arise between them shall be settled without resort to strike or lockout. The Employer agrees it will not lock out any or all of its employees during the term of this Contract and the Association agrees on behalf of itself and its membership that there shall be no strike or slowdowns during the term of this Contract.

Article 43 Duration

This contract shall remain in full force and effect from ~~July 1, 2022~~~~March 20, 2019~~ to and including ~~June 30, 2025~~ ~~March 25 0, 2022~~. Either party may, upon written notice to the other party, give notice of its intent to negotiate salaries in accordance with Article 39.5, Salary Increase Provisions, during each year of the Contract. Likewise, either party may give notice of its intent to reopen in the event of legislative, contracted, or grant funding reductions. All Articles and Sections of the Contract shall remain in full force and effect until the parties mutually agree to modify said Contract.

Signed _____, 2019 at Walla Walla, Washington.

For the Association

For the Employer

Date

Date

Appendix A: Administrative and Exempt Positions

ADMINISTRATIVE POSITIONS

Dean, Allied Health
 Dean, Arts and Sciences, Extended Learning, Human & Social Services, & Criminal Justice
 Dean, Clarkston Campus
 Dean, Corrections Education-CRCC
 Dean, Corrections Education-WSP
 Dean, Nursing Education Health Science Education
 Dean, Nursing and Allied Health Director
 Dean, Transitional Studies --> Director, Center for Integrated Learning
 Dean, Workforce Education & BAS Programs
 Director, Admissions/Registrar
 Director, Equity, Diversity & Inclusion
 Director, Financial Aid
 Director, International Programs
 Director, Library Services
 Director, Marketing and Communications Public Relations
 Executive Director, Budget and Finance
 Executive Director, Campus Security and EHS
 Executive Director, Facility Services and Capital Projects
 Executive Director, Institutional Effectiveness
 Asst. Dean, Arts and Sciences, Criminal Justice, Human & Social Services
 Executive Director, Technology Services
 Executive Director, WWCC Foundation
 Vice President, Administrative Services
 Vice President, Enrollment Services and Institutional Effectiveness Advancement
 Vice President, Finance
 Vice President, Instruction & Chief Instruction Officer
 President
 Vice President, Human Resources
 Vice President, Student Services

EXEMPT POSITIONS

Administrative Assistant to the Vice President, Finance
 Administrative Assistant to the Vice President, Instruction and Chief Instructional Officer
 Administrative Assistant to the Vice President of Administrative Services
 Administrative Assistant to the Vice President of Student Services
 Administrative Assistant to the Vice Presidents, Advancement & Human Resources Offices of Human Resources, Enrollment Services/Institutional Effectiveness, Diversity & Inclusion
 Administrator/Instructor, Information Technology
 Advisor, Academic/Head Volleyball Coach
 Advisor, High School Programs/Head Men's Soccer Coach
 Advisor, Retention Specialist
 Advisor, TRIO
 Advisor, Academic/Head Softball Coach
 Alumni Relations/Annual Giving, Foundation
 Assistant Dean, Arts & Sciences (already listed above?)
 Assistant Dean, Corrections Education-CRCC
 Assistant Dean, Corrections Education-WSP
 Assistant Dean, Enrollment Services & Financial Aid

Assistant Dean, Student Success
 Assistant Dean, Workforce Education and Applied Bachelor Programs
 Assistant Director, Accounting Services
 Assistant Director, Admissions
 Assistant Director, Advising
 Assistant Director, Athletics/Transfer Advisor
 Assistant Director, Facility Services
 Assistant Director, Financial Aid
 Assistant Director, Payroll & Benefits
 Assistant Director, Student Activities
 Assistant Director, Technology Services
 Assistant Director, TRIO, Student Support Services
 Athletics Fundraiser/Head Rodeo Coach
 Athletic Trainer
 Business Systems Analyst, Peoplesoft
 Catering Chef & Manager
 Completion Coach (Navigator?)
 Completion Coach/Head Women's Soccer Coach
 Coordinator, Academic/Student Services-WSP
 Coordinator, Agriculture & Natural Resource Center of Excellence
 Coordinator, Disability Support Services
 Coordinator, eLearning
 Coordinator, Enology and Viticulture
 Coordinator, Extended Learning

Coordinator, Financial Aid/Completion Coach, Clarkston Campus
 Coordinator, Medical-Assisting Practicum
 Nursing Education Program Administrator-Clarkston Campus
 Coordinator, Opportunity Grant and Funding Advisor
 Coordinator, Outreach
 Coordinator, Perkin's Program
 Coordinator, Project Funding- Snake River Recovery Board
 Coordinator, Recreation Center
 Coordinator, Recruitment & Outreach, Human & Social Services
 Coordinator, Running Start
 Coordinator, Scholarship
 Coordinator, Student Affairs /Retention Specialist-Clarkston Campus
 Coordinator, Student Services & Academic
 Coordinator, Student Services & Academic- CRCC
 Coordinator, Testing & New Student Programs-CRCC
 Coordinator, Tutoring & Learning Center
 Coordinator, Workforce Community Relations
 Corrections Education Navigator- CRCC
 Development Coordinator, Foundation
 Development Specialist, Foundation
 Director, Advising & Counseling
 Director, Agriculture Center of Excellence
 Director, Allied Health & Safety Education
 Director, Athletics/Men's Basketball Coach
 Director, Culinary Arts Program
 Director, Early Childhood Education
 Director, eLearning
 Director, Enology & Viticulture
 Director, Education Operations- CRCC
 Director, Finance/Controller

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Director, Extended Learning & Campus Events
 Director, High School Programs
 Director, Guided Pathways
 Director, Institutional Research & Effectiveness
 Director, John Deere and Trades Agricultural Program
 Director, Special Fiscal Services
 Director, Outreach
 Director, Student Financial Support
 Director, Student Life
 Director, TRIO/Student Support Services
 Director, Water and Environmental Center &
 Workforce Initiatives, Water Resources, and
 Engineering
 Director, Viticulture/Vineyard Manager
 Director, Winemaking and General Manager
 Instructor of Enology
 Director, Workforce Education Services
 Early Achievers Coach for Child Care Aware of
 Eastern Washington
 Workforce & WorkFirst Navigator/Retention
 Specialist/Advisor
 Early Childhood Education Lead/Early Achiever Grant
 Contact
 eLearning Instructional Designer/LMS Helpdesk
 Education & Career Navigator
 Education & Career Navigator-BAS Programs
 Education & Career Navigator, BFET
 Education & Career Navigator, BFET, Perkins and
 Health Sciences
 Education & Career Navigator, Corrections Ed.-CRCC
 Education & Career Navigator, Transitional Studies
 Education & Career Navigator, Corrections Ed.-WSP
 Education Technologist
 Executive Assistant to the College President
 Executive Director, Continuing Education &
 Community Engagement
 Executive Director, Snake River Salmon Recovery
 Board
 Financial Reporting and Budget Accountant
 Fiscal Analyst 2
 Fiscal Technician 3
 Financial Aid Assistant/Academic Advisor
 Financial Aid Specialist
 General Accountant
 Health Science Transition Specialist
 Human Resource Generalist
 Information Technology Administrator-WSP
 Instructional & Peoplesoft Accessibility Specialist
 Manager, Advertising/Media Services
 Manager, Bookstore
 Manager, ctcLink Project/Organizational Change
 Manager, Catering and CafeCafé
 Manager, Environmental Services
 Manager, Purchasing
 Manager, Tasting Room and Wine Marketing
 Major Gifts Officer, Foundation
 Navigator, Educational & Career
 Navigator, Guided Pathways
 Navigator, Human & Social Services
 Navigator, Student Success Center- Clarkston
 Campus
 Navigator, Transitional Studies Education

Nursing Assistant Program Coordinator
 Coordinator/Advisor, Program Director, First Year
 Experience/Head Womens' Basketball Coach
 Project Manager, Walla Walla Early Learning
 Coalition
 Project Coordinator, Snake River Salmon Recovery
 Board
 Program Assistant, Financial Aid
 Program Assistant, Guided Pathways
 Recruitment & Outreach Specialist-WEC
 Research Analyst
 Retention Specialist
 Secretary Senior, Student Success Center
 Stockroom Attendant
 Technical Assistant, Early Achievers

NEW Appendix A:

ADMINISTRATIVE POSITIONS

Assistant Dean, Arts and Sciences, Criminal
 Justice, Human & Social Services
 Assistant Dean, Education Operations-WSP
 Assistant Dean, Nursing Education
 Assistant Dean, Student Success
 Assistant Dean, Workforce Education and
 Applied Bachelor Programs
 Dean, Access and Opportunity
 Dean, Arts and Sciences, Extended Learning,
 Human & Social Services, & Criminal Justice
 Dean, Clarkston Campus
 Dean, Corrections Education
 Dean, Nursing and Allied Health
 Dean, Workforce Education & BAS Programs
 Director, Admissions/Registrar
 Director, Campus Security and EHS
 Director, Center for Integrated Learning
 Director, Enology and Viticulture
 Director, Equity, Diversity & Inclusion
 Director, Library Services
 Director, Marketing and Communications
 Executive Director, Facility Services and Capital
 Projects
 Executive Director, Technology Services
 Executive Director, WWCC Foundation
 President
 Vice President, Enrollment Services and
 Institutional Effectiveness
 Vice President, Finance and Administrative
 Services
 Vice President, Human Resources
 Vice President, Instruction
 Vice President, Student Services

EXEMPT POSITIONS

Administrative Assistant to the Vice President of
 Finance and Administrative Services
 Administrative Assistant to the Vice President of

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Student Services

Administrative Assistant to the Vice President Instruction

Administrative Assistant to the Vice Presidents

Offices of Human Resources, Enrollment

Services/Institutional Effectiveness, Diversity,

Equity & Inclusion

Administrator/Instructor, Information

Technology-WSP

Advisor, Academic/Head Volleyball Coach

Advisor, TRIO

Advisor, TRIO-Clarkston Campus

Alumni Relations/Annual Giving, Foundation

Assistant Director, Accounting Services

Assistant Director, Advising

Assistant Director, Career Services

Assistant Director, Facility Services

Assistant Director, Student Activities

Assistant Director, Technology Services

Assistant Director, TRiO, Student Support

Services

Athletic Trainer

Business Systems Analyst, Peoplesoft

Catering Chef & Manager

Coordinator, Academic/Student Services-CRCC

Coordinator, Academic/Student Services-WSP

Coordinator, Agriculture & Natural Resource

Center of Excellence

Coordinator, Disability Support Services

Coordinator, Enology and Viticulture

Coordinator, Nursing Assistant Program

Coordinator, Opportunity Grant

Coordinator, Outreach

Coordinator, Perkin's Program

Coordinator, Project Funding- Snake River

Recovery Board

Coordinator, Running Start

Coordinator, Scholarship

Coordinator, Student Affairs /Retention

Specialist-Clarkston Campus

Coordinator, Student Services & Academic-

CRCC

Coordinator, Student Services & Academic -

WSP

Coordinator, Tutoring & Learning Center

Coordinator, Workforce Community Relations

Coordinator/Advisor, First Year

Experience/Head Womens' Basketball Coach

Corrections Education Navigator- CRCC

Director, Agriculture Center of Excellence

Director, Allied Health

Director, Athletics/Men's Basketball Coach

Director, Culinary Arts Program

Director, Education Operations- CRCC

Director, Finance/Controller

Director, Guided Pathways

Director, Institutional Research & Effectiveness

Director, John Deere and Trades Program

Director, Outreach

Director, Student Financial Support

Director, Student Life

Director, TRIO/Student Support Services

Director, Water and Environmental Center &

Workforce Initiatives

Early Childhood Education Lead/Early Achiever

Grant Contact

Education & Career Navigator

Education & Career Navigator, BFET

Education & Career Navigator, BFET, Perkins

and Health Sciences

Education & Career Navigator, Corrections Ed.-

CRCC

Education & Career Navigator, Corrections Ed.-

WSP

Education & Career Navigator, Transitional

Studies

Education & Career Navigator-BAS Programs

Education Technologist

eLearning Instructional Designer/LMS Helpdesk

Executive Assistant to the College President

Executive Director, Snake River Salmon

Recovery Board

Financial Aid Specialist

Financial Reporting and Budget Accountant

General Accountant

Human Resource Generalist

Information Technology Administrator-WSP

Major Gifts Officer, Foundation

Manager, Bookstore

Manager, Catering and Café

Manager, ctcLink Project/Organizational Change

Manager, Environmental Services

Manager, Facilities/SIO / Head Baseball Coach

Manager, Payroll

Manager, Purchasing

Manager, Tasting Room and Wine Marketing

Navigator, Arts & Sciences

Navigator, Educational & Career

Navigator, Human & Social Services

Navigator, Student Success Center- Clarkston

Campus

Nursing Education Program Administrator-

Clarkston Campus

Project Coordinator, Snake River Salmon

Recovery Board

Recruitment & Outreach Specialist-WEC

Research Analyst

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Appendix B: Lay-Off Units

Walla Walla Campus

1. Agri-Business
2. Anatomy & Physiology
3. Anthropology & Archaeology
4. Applied Management & Entrepreneurship (BAS)
5. Art
6. Astronomy
7. Auto Body Repair
8. Auto Mechanics
9. Biology
10. Business and Commerce (AAS)
11. Business and Management
12. Carpentry
13. Chemistry
14. Civil Engineering Technology
15. Computer Technology
16. Cosmetology
17. Counseling
18. Criminal Justice
19. Diesel Equipment Mechanics
20. Drama & Speech
21. Economics
22. Enology & Viticulture
23. Family & Consumer Studies
24. Farrier
25. Health & Physical Education
26. History
27. Human Services
28. Humanities (HUM courses)
29. Irrigation Technology
30. John Deere Agricultural Technology
31. Language/Literature
32. Library
33. Math
34. Music
35. Nursing Program
36. Nutrition
37. Philosophy
38. Physics
39. Political Science
40. Precision Machining Technology
41. Production Agriculture
42. Professional Golf Management
43. Psychology

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- 44. Recreation
- 45. Refrigeration & Air Conditioning Technology
- 46. Sociology
- 47. Sustainable Agriculture Systems
- 48. Transitional Studies
- 49. Turf Management
- 50. Welding

Washington State Penitentiary

- 1. Auto Body Repair Technology
- 2. Barbering
- 3. Basic Skills
- 4. Building Maintenance
- 5. Business and Commerce
- 6. Carpentry
- 7. CNC Machining
- 8. Diesel Technology
- 9. Graphic Design
- 10. Information Technology Certificate Program
- 11. Refrigeration and Air Conditioning
- 12. Welding

Clarkston

- 1. Business & Commerce
- 2. Carpentry
- 3. Language/Literature
- 4. Mathematics
- 5. Nursing (Health Occupations)
- 6. Science
- 7. Sociology
- 8. Transitional Studies

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Appendix B: Lay-Off Units

Walla Walla Main Campus

Appendix B: Lay-Off Units

Walla Walla Campus

1. Anatomy & Physiology
2. Anthropology & Archaeology
3. Art
4. Astronomy
5. Biology
6. Chemistry
7. Criminal Justice
8. Drama & Speech
9. Economics
10. Health & Physical Education
11. History
12. Humanities (HUM courses)
13. Language/Literature
14. Math
15. Philosophy
16. Physics
17. Political Science
18. Psychology
19. Recreation
20. Sociology
21. Transitional Studies
22. Nursing Program
23. Business and Management
24. Office Technology
25. Production Agriculture
26. Farrier

27. Irrigation Technology
28. Diesel Equipment Mechanics
29. Agri-Business
30. Civil Engineering Technology
31. Auto Mechanics
32. Auto Body Repair
33. Precision Machining Technology
34. Refrigeration and Air Conditioning Technology
35. Welding
36. Carpentry
37. Cosmetology
38. Counseling
39. Family & Consumer Studies
40. Library
41. Computer Technology
42. Music
43. John Deere Agricultural Technology
44. Turf Management
45. Enology and Viticulture
46. Professional Golf Management
47. Human Services
48. Nutrition
49. Sustainable Agriculture
- Washington State Penitentiary
50. Auto Body Repair Technology
51. Building Maintenance
52. Barbering

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- 53. Carpentry
- 54. Basic Skills
- 55. Business and Commerce
- 56. Information Technology Certificate Program
- 57. Welding
- 58. Refrigeration and Air Conditioning
- 59. Diesel Technology
- 60. Graphic Design
- 61. CNC Machining

Clarkston

- 62. Nursing (Health Occupations)
- 63. Business and Commerce
- 64. Science
- 65. Language/Literature
- 66. Mathematics
- 67. Transitional Studies
- 68. Carpentry
- 69. Sociology

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Appendix C: Full Time Faculty Salary Schedule

Full-time Faculty Salary Schedule (effective July 1, 2021 ~~7/1/19~~)

Step 1	\$56,466 <u>\$54,010</u>
Step 2	\$60,419 <u>\$57,791</u>
Step 3	\$64,372 <u>\$61,572</u>
Step 4	\$68,325 <u>\$65,353</u>
Step 5	\$72,277 <u>\$69,133</u>
Step 6	\$76,230 <u>\$72,914</u>
Step 7	\$80,182 <u>\$76,695</u>
Step 8	\$84,135 <u>\$80,476</u>

Step 1	<u>\$ 59,144</u>
Step 2	<u>\$ 63,285</u>
Step 3	<u>\$ 67,425</u>
Step 4	<u>\$ 71,566</u>
Step 5	<u>\$75,705</u>
Step 6	<u>\$79,846</u>
Step 7	<u>\$ 83,985</u>
Step 8	<u>\$ 88,126</u>

(effective July 1, 2022)

*Legislatively approved COLA's will be applied to the steps for each year of this contract

Commented [JR35]: This chart is with the 4.743% increase

Round 2 addition

Commented [GU36]: We do not list the compensation (quarterly/annually) for Faculty Leadership positions - we need to include that here.

Appendix D: Part Time, ~~Moonlight~~/Overload Faculty Salary Schedule

Part-Time, ~~Moonlight~~/Overload Faculty Salary Schedule (effective July 1, 2021 ~~7/1/2219~~)

Mode of Instruction	Full enrollment and Overload rate	Benefits Eligible for 3 years Full enrollment rate*	Low enrollment rate
1 Lecture	\$70.95 <u>67.85</u>	\$74.50 <u>71.25</u>	\$57.10 <u>54.60</u>
2 Lecture/Lab	\$61.85 <u>59.15</u>	\$65.00 <u>62.15</u>	\$49.95 <u>47.75</u>
3 Lab	\$53.95 <u>51.60</u>	\$56.70 <u>54.25</u>	\$44.60 <u>42.65</u>
4 Clinical	\$46.45 <u>48.57</u>	\$48.85 <u>51.08</u>	\$42.65 <u>44.60</u>
5 Other	\$30.40 <u>28.80</u>	\$31.70 <u>30.30</u>	

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Effective July 1, 2022

Mode of Instruction	Full enrollment and Overload rate	Benefits eligible for 3 years full enrollment rate *	Low enrollment rate
1. Theory Lecture	\$ 74.32	\$ 78.03	\$ 59.81
2 Guided Practice Lecture/Lab	\$ 64.78	\$ 68.08	\$ 52.32
3. Applied Experience Lab	\$ 56.51	\$ 59.39	\$ 46.72
4 Clinical	\$50.87	\$53.50	\$46.72
5 Non-instructional Other	\$ 31.84	\$ 33.20	

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Commented [JR39]: This chart was added with the 4.743% increase

Round 2 addition

*This rate is for adjuncts who have worked at Walla Walla Community College and established benefits eligibility solely through their employment with our College.

**Legislatively approved COLA's will be applied to the steps for each year of this contract

Appendix E: Transition from the 2016-2019 Salary Schedule to the 2019-2022 Salary Schedule

To ensure an orderly transition of faculty from the old 2016-2019 Salary Schedule to the new 2019-2022, these actions are implemented:

1. The annual stipend for earned Doctorate degrees (PhD) is removed in the 2019-2022 Faculty Salary Schedule.
2. In place of the annual Doctoral stipend, all faculty with earned Doctorate degrees will receive a one-time addition of two (2) steps on the 2019-2022 salary schedule.
3. All faculty Nurses will receive a one-time addition of one (1) step on the 2019-2022 salary schedule.
4. One Third (1/3) of the faculty (low/middle/high salary cohorts) become eligible for promotion on the 2019-2022 salary schedule in years 2022, 2023, 2024 and the pattern will continue in subsequent years. The order of moves by each cohort group will be negotiated in 2022.
5. The 2019-2020 Faculty Cost-of-Living Adjustment (COLA) of three percent (3%) of faculty salaries goes to transition all faculty to the 2019-2022 Salary Schedule. If the Washington State Legislature does not grant the 2019-2020 CTC Faculty COLA (or grants less than three percent (3%)), both the WWCC AHE and the WWCC Administration agree to meet in Fall Quarter 2019 to negotiate a method to transition the faculty to the 2019-2022 Salary Schedule.

~~The entire subsequent COLA's (if granted by the Washington State Legislature) in 2020-2021 & 2021-2022 will be applied to each step equally on the 2019-2022 salary schedule.~~

Appendix F: Faculty Leadership Position Job Descriptions and Responsibilities

Chair

Faculty leadership in all areas (Transfer, ~~and~~ Workforce, ~~Access and Opportunity~~) are referred to as Chair.

Essential Functions

Program Pathway and Curriculum

— ~~Collaborate with the Dean and faculty to develop and maintain quality education pathways for students by representing faculty in the program and assisting the Dean. Assist in developing and maintaining quality education pathways to students by representing faculty in the program and assisting the Dean.~~

- Serve as program coordinator.
- Own the program review process and requirements for the program, including creating a long-term mission, vision, and objectives in alignment with the area's Strategic Equity Work Plan, and the intuition's' Strategic Plan and Objectives, Mission, Vision, and Values.
- Collaborate with the Dean, High School Program Chair, CTE Dual Enrollment and Running Start Coordinator in establishing clear pathways for high school students and mentoring for College in the High School faculty liaison.
- Assist the Guided Pathways Director in guided pathways initiatives related to the program area.
- Manage articulation agreements with transfer institutions, as needed.

Program Management

- Establish program faculty credentials in alignment with accreditation standards, and in collaboration with the Dean and Vice President of Instruction/Accreditation Liaison Officer.
- Collaborate with Dean in program/course scheduling, on a two-year rotation.
- Assist Dean in setting program/course enrollment goals, making recommendations for enrollment targets and schedule adjustments (additions/cancelations).
- Coordinate with the Dean and Director of the Center for Integrated Learning to provide professional development opportunities relevant for the program needs.
- Serve as program contact year-round (including in between quarters, and during summer quarter).
- Assist the Accreditation Liaison Officer (ALO) and Assessment Coordinator in collecting program specific data and creating a culture of continuous improvement through assessment and reflection.
- Assist the Dean and Vice President of Instruction in adopting and adapting policies and procedures.

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Mentorship

- Serve as chair of screening committees for full-time and adjunct faculty, under the mentorship and guidance of the Dean. If a situation arises with a workload issue, the Chair will consult with the Dean regarding an alternative.
- Serve as coordinator of program adjuncts, recommending course, advising, and mentorship assignments to the Dean.

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- Onboard and orient new faculty to program and institution policies and procedures.
- Serve as a peer reviewer on faculty evaluation committees.

Advisory

- Serve as an advisor to Dean, recognizing that administrative/management authority is not within the scope of program chair essential functions.
- Advise Dean on issues pertaining to - processes, appointments, reappointments, tenure, sabbatical and other leaves of absence, adjunct faculty office hour stipends, and non-renewals, et cetera.

Representation & Communication

- Establish a communication plan for the program, in collaboration with the Dean.
- Serve on institutional committees as a representative of the program and/or chairs.
- Ensure program representation on committees through faculty mentorship and encouragement.
- Organize and hold monthly program meetings.
- Attend and engage in chair meetings, representing program interests while collaborating with chairs within the area, as well as the institution.
- Advise Dean and Marketing Director on program marketing material (print and virtual) .
- Assist in program recruiting in collaboration with the Dean and the Student Services departments.
- Participate in Advisory Committee council meetings, as needed.

Other

- Other duties as negotiated.

Required Qualifications

- Full-time, tenured faculty member in a transfer program or access and opportunity; Full-time tenured, or full-time annual, special faculty member in Workforce programs or access and opportunity.

Desired Qualifications

- Three years of teaching experience within the program.

Selection Process

- Need for chair positions are determined by the Vice President of Instruction
- Faculty nominations (peer or self) for a 3-year appointment renewable through selection process every 3 years.
- Selection board is comprised of full-time program faculty and dean, and appointment determination is by simple majority

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Association of Higher Education President/Vice President

Duties as determined by AHEA. In the event the AHE Vice President is in Clarkston, the Vice President will receive compensation or reassigned time the equivalent of one-third of that received by the AHE President.

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Assessment Coordinator

Essential Functions:

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1. Provides leadership for faculty-driven assessments of student learning outcomes.
2. Develops a process (or processes) for course level assessments informing program level assessments informing institutional level assessments.
3. Plans and implements training workshops and/or professional development activities for faculty and staff in conducting effective and meaningful assessment activities (including assessments of student learning and program reviews).
4. Supports faculty and staff with assessment processes and documentation required for accreditation.
5. Assists and/or coordination with IT to help faculty gain expertise in the technology/software components of the WWCC Assessment Program.
6. Collaborate with the Vice President of Instruction and Vice President of Enrollment Services and Institutional Effectiveness in developing a program a Program Review process for the institution.
7. Assist the Vice President of Instruction and Vice President of Enrollment Services and Institutional Effectiveness in presenting annual reports to the faculty (and/or college).
8. Develop and implement effective assessment strategies, including reflection and refinement, that lead to curricular and program improvements throughout the institution in a cycle of continuous improvement.
9. Make recommendations regarding institutional quality assurance.
10. Provides assessment training for and continuity between the following committees: Curriculum Committee, CoWLA, Institutional Effectiveness, and the Accreditation Steering Committee.

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Required Qualifications

- Current WWCC full-time faculty member

Desired Qualifications

- Experience with program evaluation and/or assessment of higher education academic programs

Selection Process

- Faculty Nominations for a 3-year Appointment
 - Selection Board comprised of several Division Chair/Department

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Chairs (representation across campus)

Division Chair

AHE President

Appendix G x: Request for Professional Development Funds from the College-wide Pool

To request money for professional development activities [\[see Article 31.2.B.10 for approved activities\]](#) beyond the annual individual \$1,200 allocation and the available pooled department/division funds, which must be exhausted first, complete the template (below).

Upon completion, submit the information via email to both your assigned Dean/Director and the Vice President of Instruction. **Requests must be submitted prior to the end of Spring quarter.**

Request for Professional Development Funds from the College-wide Pool

Contact Information

Name:

Email:

Date Submitted:

Activity Information

Title of Professional Development Activity:

Date(s) of Activity:

Budget

Total (or approximate) Cost of Activity: (\$XXXX)

Professional Development Funds Received: \$1,200

Funds Received from the Department/Division Pool: (\$XXXX)

Total Amount Requested (total cost less costs from above sources): (\$XXXX)

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APPENDIX H # Promotion Materials

Faculty members will keep records of the following materials in digital format and upload to the WWCC Faculty Promotion Canvas shell:

- a. Most Recent Faculty Evaluation
- b. Professional Portfolio (Appendix #)
- c. Points Summary of Activities in Professional Portfolio (Appendix #)

- ~~Summary sheet of activities will be submitted to the committee.~~
- ~~The total of numbers "1" and "2" above must be greater than 15 points for a faculty member to be eligible for promotion.~~
- Supporting documents in the portfolio (in the portfolio). These can include, but are not limited to:
 - Meeting minutes
 - Email confirmations
 - Certificates
 - Publications
 - Advisee list
 - Evaluations
 - Meeting agenda copies/screenshots
 - Membership roster (advisory boards, volunteer boards, etc.)
 - Transcripts
 - Copies of Letters of Recommendation
 - Marketing materials and/or deliverables

~~Addendum #2 - Promotion Activities~~

Assigned Points System for Professional Activities:

Eligible: These activities are listed in random order, with assigned the available points in any 3-year promotion period.

Recruiting and/or Retention Activities – 1+
Self-Evaluations (beyond the Tenure process) – 1 (Maximum of 3 points)
Advising (~~beyond 2 students~~) – ~~1-6~~ 2+ (~~Maximum of 6-9-9 points~~)
Mentorship (Faculty and/or Students) – 1+
Committee Membership – 1+
Committee Leadership – 2+
Search Committee Membership – 1+
Search Committee Chair – 2+
Taskforce Membership – 1+
Taskforce Chair – 2+
Club Advisor – 2
Activities in Industry (connected to discipline/instruction) – 1
Service to Community – 1+
Research/Independent Study (beyond staying current in discipline) – 1
Course Design/Development (New) – 1
Technology/Platform Innovations or Adoptions – 1
Professional Publications – 2
Advisory Board Lead – 1
Professional Organization Membership – 1
Maintenance of Industry Certificates (not required for teaching) – 1
Required coursework for discipline/industry – 1+
Conference Attendance – 1+

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Conference Presentation – 1+
 Non-compensated Grant work – 1
 Other certifications – 1
 Peer Evaluations – 1+
 Letters of Recommendation – 1
 Collaboration with CTC/University Colleagues (outside required work) – 1+
 Invited Speaker (discipline related) – 1
 Sabbatical presentation (beyond brief update upon return) – 1
 Other notable activities/accomplishments/contributions – 1 to 3

Appendix I: (done by the LMCC)
Appendix J: Syllabus Template





Required Elements:

COURSE Syllabus Considerations

Upload your Syllabus: <https://apps.wvcc.edu/faculty/uploading-your-syllabus/>
The Course Review Checklist combines Canvas expertise, Universal Design for Learning principles, and research-based pedagogical best practices to create a tool that can elevate the quality and compliance with online, hybrid, and web-enhanced learning standards in Canvas courses.

Requirements for Syllabus (all modalities)	
<input type="checkbox"/>	<u>A syllabus is a contract between the faculty member and the students in the course.</u>
<input type="checkbox"/>	<u>As such, certain elements must be included for students to be successful. The following are required syllabus items.</u>
<input type="checkbox"/>	<u>Syllabus must contain: Your name, email, office phone number, contact directions, and which days of the week are to be considered your “weekend”. Time frames are set for when students should expect a reply. Note: For security and FERPA reasons, avoid using a personal cell/home phone number. Adjuncts who do not have a WVCC office should create (and share with students) a Google Phone Number that will forward to personal phone. These are free as a “personal number” and will work for texting also.</u>
<input type="checkbox"/>	<u>Syllabus must contain your textbook’s name and ISBN number (the 13 digit one)</u>
<input type="checkbox"/>	<u>Syllabus must provide information on participation expectations for hybrid/online courses (e.g. student must login a minimum of three days per week); technology requirements; and supplemental textbooks, reading lists, and course materials.</u>
<input type="checkbox"/>	<u>Syllabus must contain current and accurate course description and intended learning outcomes from the Master Course Outline (MCO). (Bonus points for those who include CwOLAs). All WVCC instructors are bound to the course descriptions and outcomes approved by the Curriculum Committee. Note: This is required for accreditation.</u>

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	Syllabus must contain your grading policy, grading scale, expected turn-around time for grading assignments (7 days or less), and late policy.
	Syllabi must be uploaded to the WWCC website by all faculty <i>each quarter</i> . Use these directions for uploading your syllabi if you are unfamiliar.
	Syllabus must contain the required ADA, Equal Opportunity, and Religious Event statements and use the provided wording. Required wording can be found here.
	Syllabus must contain a "Plan C" for your course so students know what to do in case of inclement weather, power outages, network problems, instructor illness/absence, etc. Students should know what to do (e.g., look for a new announcement? Canvas message? Check the course homepage by 8 am?) in case of school closure or canceled classes in order for their learning to continue.

TEMPLATE:

Your Course Title Here General Course Information (required)

Quarter/Year:

Item Number:

Credits:

Meeting days and time:

Prerequisites:

Location: (Hybrid, Online, in class)

Instructor Contact Information (required)

Name:

Email:

Office number:

Phone number: (509) ###-#### (google voice or dial pad number recommended)

Office hours:

Course Textbook (required)

Textbook Name, publisher, ISBN #

Course Description (required from Master Course Outline)

Course Topics (Best practice) (Sample below. Replace with your course topics)

1. Components, phases, and profiles
2. Sample
3. Sample

Course Learning Outcomes (required) (Sample below. Replace with your course grading structure)

Students will demonstrate the ability to:

1. Compare and discuss...
2. _
3. _

Grading (required) (Sample below. Replace with your course grading

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structure)

Grades are calculated on a total point basis earned during the quarter and based on a percentage of 1000 total points. Evaluations may be adjusted at the instructor's discretion to best facilitate achievement of course learning outcomes in an online, asynchronous mode of delivery.

- Exams - 450 points
- Study questions - 150 points
- Lab exercises - 150 points
- Term Paper - 150 points

Letter grades will be earned according to the following:

>93% = A 90-92% = A-

87-89% = B+ 83-86% = B 80-82% = B-

77-79% = C+ 73-76% = C 70-72% = C-

67-69% = D+ 60-66% = D

Evaluation Devices: Three announced exams; completion of lab exercises, study questions, and term paper.

Testing Policy: Three announced in class exams and a comprehensive final. The lowest exam score is dropped. Comprehensive Final exam open during scheduled Final exam days and times only.

Homework Policy: Completion of lab exercises and study questions as assigned outside of class time. Late work will receive a maximum of 50% credit.

Instructor Policies (required) Sample below. Replace with your Instructor Policies.

- Late assignments will receive
- Attendance Policy
- Participation expectations
- Technology requirements
- There will be ## exams during the quarter and a comprehensive final exam.
- Classroom Behavior

Alternate plan (required) Sample below. Replace with your plan

- In the event that any changes need to be made to our regularly scheduled class, or video upload times due to instructor illness, adverse weather, power outages, or any other unforeseen circumstance a Canvas announcement with an alternate but equivalent exercise will be posted at least one hour prior the scheduled time.

Course Outline and Suggested Readings (best practice) Sample below.

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Replace with your course grading structure

1. Introduction – pages 29-53
2. Land Evaluation – Handouts
3. Sample
4. Sample
 - a. Sample A
 - b. Sample B
 - c. Sample C

Required Diversity, ADA, Title IX, Religious Event Statements

Diversity & Inclusion Statement:

WWCC strives to promote diversity, equity and inclusion, not only because diversity fuels excellence and innovation, but because we want to pursue justice. Each of us is responsible for creating a safer, more inclusive environment.

Furthermore, I would like to create a learning environment that supports a diversity of thoughts, perspectives and experiences, and honors your identities (including race, gender, class, sexuality, religion, ability, etc.) To help accomplish this:

- If you have a name and/or set of pronouns that differ from those that appear in your official records, please let me know.
- If you feel like your performance in the class is being impacted by your experiences outside of class, please don't hesitate to come and talk with me. I want to be a resource for you.
- I (like many people) am still in the process of learning about diverse perspectives and identities. If something was said in class (by anyone) that made you feel uncomfortable, please talk to me about it or reach out of the Office of Equity, Diversity & Inclusion.

Unfortunately, incidents of bias or discrimination do occur, whether intentional or unintentional, and they can contribute to creating an unwelcoming environment for individuals and groups at the college. If you experience or observe unfair or hostile treatment on the basis of identity, we encourage you to speak out for justice and support. To report an incident or access support and resources, contact Margarita Banderas, Director of Equity, Diversity & Inclusion (equity@wwcc.edu or (509) 730-6196).

Accommodations for Students with Disabilities:

WWCC complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) of 1990 as amended in 2008. Information regarding student accommodations may be obtained by contacting (Walla Walla campus) **Caley Moyer or Paris Davis** at (509) 527-4262, counseling@wwcc.edu or (Clarkston campus) **Heather Markwalter** at (509) 758-1721 heather.markwalter@wwcc.edu The Section 504 Coordinator is responsible for monitoring and implementing the district's compliance with state and federal laws prohibiting disability discrimination. Sherry Hartford, Vice President of Human Resources, (509) 527-4300, serves as the Section 504 officer.

COVID-19-Requirements, Accommodations, and Absences:

- All students who wish to come to one of our campuses for in-person instruction or services

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must be vaccinated or have requested a medical or religious exemption. Vaccination is not required for students who take all their classes online and utilizing only online services. For details regarding vaccination requirements and exemptions, visit <https://www.wvcc.edu/coronavirus/> for updates.

- Everyone inside a campus building, facility, or vehicle is required to wear a face covering. Face coverings are not required outdoors and/or when an individual is working alone.
- If you have a disability or medical condition that presents an academic obstacle or prevents you from wearing a face covering, please contact Disability Support Services. If you or a member of your family becomes ill, please contact your instructor as soon as possible to discuss how academic requirements might be modified to prevent virus related obstacles from hindering academic success.

Counseling Services:

WWCC Counseling Services offers a range of mental health services, from individual and group support to referrals and resource connection. Services are free and confidential for all enrolled students. We are here to help you navigate personal, social, educational, and mental health concerns that impact your academic success at WWCC. **To make a counseling appointment:** <https://bit.ly/WWCCounselingServices> - Counselors can meet you in-person, by phone or Zoom appointments (must be in WA state during appointment.) Clarkston students, to be seen in person contact Emma Carpenter, (509) 758- 1713 emma.carpenter@wvcc.edu

Equal Opportunity Statement:

Walla Walla Community College (WWCC) is committed to providing equal opportunity and nondiscrimination for all educational and employment applicants as well as for its students and employed staff, without regard to race, color, creed, national origin, sex, sexual orientation, including gender expression/identity, genetic information, marital status, age (over 40), the presence of any sensory, mental, or physical disability, the use of trained guide dog or service animal by a person with a disability, or status as a Vietnam and/or disabled veteran, National Guard member or reservist in accordance with the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Federal Rehabilitation of 1973, the Americans with Disabilities Act of 1990 and any other applicable Federal and Washington State laws against discrimination. Sherry Hartford, Vice President of Human Resources (509) 527-4300 has Affirmative Action/Equal Opportunity, Title IX, and Section 504 compliance responsibility. The College's TDD number is (509) 527-4412.

Reasonable Accommodations for Religion/Conscience:

Students who will be absent from course activities due to reasons of faith or conscience may seek reasonable accommodations so that grades are not affected. Such requests must be made to the instructor within the first two weeks of the quarter. For additional information regarding student rights and responsibilities, please see the college's website Student Rights and Responsibilities

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Memorandum of Understanding
Between
The Board of Trustees of Community College District No. 20
and the
Walla Walla Community College Association for Higher Education

~~Whereas the parties have negotiated a 2019-2022 successor agreement in good faith, and~~

~~Whereas the parties have acknowledged several topics require further discussion prior to agreement,~~

~~Therefore, the Association for Higher Education and the Board of Trustees hereby enter into this Memorandum of Understanding:~~

~~The parties agree to create six task forces made up of both faculty and management representatives to develop proposals related to:~~

- ~~1) Nursing faculty workload~~
- ~~2) Defining Modes of Instruction~~
- ~~3) Post tenure evaluation to include~~
 - ~~i. Revise the instrument~~
 - ~~ii. Streamline the process~~
 - ~~iii. Develop instrument training~~
- ~~4) Revise Articles 32 and 33 related to Professional Development Committee and Exceptional Faculty Awards Program~~
- ~~5) Faculty Leadership roles including Chair and current Workforce Lead roles~~
- ~~6) Define the Assessment Coordinator leadership role~~

~~These task forces will meet and conclude their recommendations prior to the end of Spring Quarter 2019, and will provide the parties with clear language that can be negotiated into separate Memorandums of Understanding.~~

For the Employer: _____ For the Association: _____

Mr. Don McQuary _____ Mr. James Peitersen _____

Date _____ Date _____

Memorandum of Understanding
Between

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The Board of Trustees of Community College District No. 20
and the
Walla Walla Community College Association for Higher Education

Future Negotiations

Whereas the parties have engaged in negotiations in accordance with Article 39.5 of the 2019-2022 collective bargaining agreement;

Whereas the parties have identified topics to explore in depth during regularly scheduled Labor Management Communication Committee (LMCC) meetings;

Therefore, the parties agree prior to the end of Spring Quarter 2022 the evaluation forms will be finalized for use beginning in the 2022-2023 academic year; and

Therefore, the parties agree in preparation for future contract negotiations, the LMCC will meet at least once per quarter (and at least once per year in Clarkston) on afternoons from 12:00 noon - 4:30 pm and the following topics will be discussed:

1. Each meeting the parties will review approximately five (5) articles of the contract to review language that may need to be cleaned up and/or clarified in future negotiations;
2. Faculty Workload will be reviewed and potential future changes explored and researched;
3. Low Enrollment Pay will be reviewed and potential future changes explored and researched
4. Faculty Mentoring will be explored and researched

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For the Employer: _____

For the Union: _____

Mr. Bill Warren, Chair of the Board

Mr. James Peitersen, AHE President

Date

Date

Memorandum of Understanding
Between
The Board of Trustees of Community College District No. 20
and the
Walla Walla Community College Association for Higher Education

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Guided Pathways

Whereas the Workforce Education Investment Account provided appropriations solely to implement Guided Pathways at each of the state's community and technical colleges;

Whereas Guided Pathways implementation includes:

- (i) Increased student support services, including advising and counseling;
- (ii) Faculty teaching and planning time to redesign curriculum, develop meta-majors, and engage in interdepartmental planning on pathways;
- (iii) Data analytics and student tracking technology to help advisors and students address challenges that may impede a student's progress; and
- (iv) Research and evaluation to ensure reforms lead to improvements for all students.

Whereas the college received \$700,000 appropriated for the fiscal year ending June 30, 2022, for such purposes;

Whereas the parties have engaged in negotiations in accordance with Article 39.5 of the 2019-2022 collective bargaining agreement;

Therefore the parties agree Guided Pathways funding will be expended as follows:

The college will proceed with hiring six new positions as follows: Director of Guided Pathways, support staff (classified), and 4 navigators to serve students (on-line, retention/HS/RS, (2) A&S transfer);

To support faculty in guided Pathways work as follows:

- English redesign to create a co-requisite model – release time for one full-time faculty for two quarters (Winter & Spring) with adjunct backfill for courses
- English language learners - ABE (Transitional Studies) – stipend for one to two faculty for pathway mapping (\$500 per faculty paid upon completion of the work)
- Design program reviews – 27 faculty to implement program reviews and connect the reviews to accreditation (\$500 per participating faculty paid upon completion)
- Design macro-level program mapping at the division level (\$1000 per participating faculty paid upon completion)
- Guided Pathways focused faculty advisor training – compensate faculty at Mode 5 for hours in training during Spring quarter

For the Employer: _____

For the Union: _____

Mr. Bill Warren, Chair of the Board

Mr. James Peitersen, AHE President

Date

Date

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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

Whereas the Workforce Investment Act provided for increasing salaries for faculty in disciplines determined to be high-demand including but not limited to STEM and Skills Gap courses;

Whereas the college received \$465,441 in the 2022 fiscal year for such purposes;

Whereas the parties have reviewed a list of course CIP Codes for Weighted Skills Gap Enrollment, and a list of STEM courses for Weighted STEM enrollments;

Whereas the parties have engaged in negotiations in accordance with Article 39.5 of the 2019-2022 collective bargaining agreement,

Therefore, the Association for Higher Education and the Board of Trustees hereby enter into this Memorandum of Understanding for the 2021-2022 academic year:

1. Eligible faculty are determined to be faculty teaching
 - a. STEM (Science, Technology, Engineering, Math (including Math 146))
 - b. Skills Gap courses (excluding Nursing) as defined by the SBCTC;
2. Additionally, the faculty teaching the following will be included:
 - a. Agri-Business 010101
 - b. Agricultural Technology and Production Management 010201
 - c. Animal Science 010302
 - d. Plant and Soil Science 010304
 - e. Bachelor of Applied Science – Agricultural Systems 010308
 - f. Culinary Arts 120503
 - g. Early Childhood Education 131210
 - h. Industrial Electrical maintenance 410301
 - i. Industrial Mechanics 470303
3. Eligible full-time faculty will receive a one-time stipend of \$xxx;
4. Eligible part-time faculty will receive a one-time stipend paid on a pro-rated portion based on their percent of fulltime teaching approved courses during Spring 2021, Summer 2021, Fall 2021 and Winter 2022;

For the Employer:

For the Union:

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Mr. Bill Warren, Chair of the Board Mr. James Peitersen, AHE President

Date Date

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

Whereas the legislature has authorized and appropriated dollars for the 2021-2022 academic year
"solely to increase nurse educator salaries" and

Whereas Walla Walla Community College was allocated \$1,233,199 for that purpose, and

Whereas the parties have engaged in negotiations in accordance with Article 39.5 of the Contract

Therefore, the Association for Higher Education and the Board of Trustees hereby enter into this
Memorandum of Understanding for the 2021-2022 academic year:

1. Nurse educator is defined as those employees in positions that require a current Registered Nurse license in the job description.
2. Nurse educator money will be utilized to continue to fund the increase of two 70% nursing faculty positions to 100%, and the six full-time nursing faculty positions.
3. To aid in the recruitment, hiring and retention of nursing faculty positions, newly hired full-time tenure track nursing faculty will receive a \$15,000 signing bonus subject to a three-year diminishing repayment plan. Adjunct faculty will receive a signing bonus of \$1000 and a retention bonus of \$1000 each quarter they are continuously employed.
4. Full-time nursing faculty will receive a retention stipend in the amount of twenty-six percent (26%) of their base salary effective 2021-2022.
5. Full-time and part-time faculty compensated at the Mode 4 rate will receive the regular Mode 4 rate plus an additional \$43.55 per clinical hour.
6. Nurse educator money will be used to pay any salary step increases awarded to nursing faculty.
7. Nurse educator funds will be used to compensate a Dean of Nursing & Allied Health, an Assistant Dean of Nursing, and support increasing non-faculty nurse educator salaries.

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For the Employer:

For the Union:

Mr. Bill Warren, Chair of the Board

Mr. James Peitersen, AHE President

Date

Date

Memorandum of Understanding
Between
The Board of Trustees of Community College District No. 20
and the
Walla Walla Community College Association for Higher Education

Development of a Promotion Eligibility Schedule

Whereas the parties negotiated a process for eligible full-time faculty to be considered for promotion once every three years;

Whereas the parties agreed that one-third of eligible faculty would begin being reviewed for promotion in the 2021-2022 academic year with associated salary increases effective the 2022-2023 academic year;
AND

Whereas the parties agreed that one-third of eligible faculty would be reviewed for promotion in each of the following academic years (2023-2024 and 2024-2025);

Whereas the parties desire to create a transition schedule;

Whereas the parties desire to recognize that legislatively granted salary funds (High Demand and Nurse Educator) have disparately impacted those faculty not receiving stipends; and

Whereas the parties have engaged in negotiations in accordance with Article 39.5 of the Contract,

Therefore, the Association for Higher Education and the Board of Trustees hereby enter into this Memorandum of Understanding:

Full-time faculty who are not currently at Step 8 and those who will transition to the new faculty salary scheduled to a step lower than Step 8 will be eligible for promotion review as follows:

Year 1 (2022) - Full-time faculty who have been employed by the college on a full-time contract for the

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past three years who did not receive a High Demand or Nurse Educator stipend in 2020-2021, and those faculty awarded tenure in 2022, will receive an automatic promotion to the next higher step of the salary schedule effective at the beginning of their contract for the 2022-2023 academic year.

Year 2 (2023) - Full time faculty who have been employed by the college on a full-time contract for the past three years and who received a High Demand stipend in 2020-2021 will be eligible and scheduled for promotion review in 2023 (either a winter quarter review or a spring quarter review). If promoted they will receive advance to the next higher step of the salary schedule effective at the beginning of their contract for the 2023 - 2024 academic year.

Year 3 (2024) - Full-time faculty who have been employed by the college on a full-time contract for the past three years and who received a Nurse Educator stipend in 2020-2021 will be eligible and scheduled for promotion review in 2024 (either a winter quarter review or a spring quarter review). If promoted they will receive advance to the next higher step of the salary schedule effective at the beginning of their contract for the 2024 - 2025 academic year.

Full-time faculty who have been employed less than three years will be placed in the year for promotion review that coincides with their completion of three years of full-time employment.

Probationary faculty will be automatically promoted to the next step on the salary schedule the academic year following the year they were granted tenure.

For the Employer: _____ For the Union: _____

Mr. Bill Warren, Chair of the Board Mr. James Peitersen, AHE President

Date Date

Memorandum of Understanding
Between
The Board of Trustees of Community College District No. 20
and the
Walla Walla Community College Association for Higher Education

Transitioning Full-time Faculty to the 2019-2022 Faculty Salary Schedule

Whereas the parties negotiated a new full-time faculty salary schedule in 2019-2022 contract;

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Whereas the new full-time faculty salary schedule consists of eight steps (Step 1 – Step 8);

Whereas fifty-one (51) full-time faculty were placed at a step on the new schedule in 2019;

Whereas fifty-four (54) full-time faculty were not placed at a step on the new schedule;

Whereas the parties desire all full-time faculty to be placed on the new schedule;

Whereas the parties have engaged in negotiations in accordance with Article 39.5 of the Contract,

Therefore, the Association for Higher Education and the Board of Trustees hereby enter into this Memorandum of Understanding;

Full-time faculty currently placed at a step on the new schedule will remain on the step to which they are assigned;

Full-time faculty not assigned a step on the new schedule will be assigned to the step closest to their current salary PROVIDED,

Full-time faculty will not be assigned to a step that has a salary lower than their current salary;

Full-time faculty will have their salary adjusted upward to the salary amount of their new step placement.

For the Employer: _____ For the Union: _____

Mr. Bill Warren, Chair of the Board Mr. James Peitersen, AHE President

Date Date

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