



Agenda

Regular Meeting
Board of Trustees, District No. 20
Walla Walla Community College
Wednesday, December 19, 2018, 1:00 p.m.

All Times Are Estimates

Board Meeting

| | | | |
|------------------|---|----------------|--------------|
| 1:00 p.m. | Call to Order Approval of Agenda | Action | |
| 1:02 p.m. | Introductions <u>Samantha Bowen</u> <ul style="list-style-type: none">• Viridiana Colin, Program Assistant <u>Dr. Derek Brandes</u> <ul style="list-style-type: none">• Nadine Barragan, Director of Student Life <u>Sherry Hartford</u> <ul style="list-style-type: none">• Rod Lipscomb, Special Assistant to the Vice President of Human Resources <u>Dr. Chad Hickox</u> <ul style="list-style-type: none">• Denise Kammers, Interim Dean, Corrections Education, CRCC <u>Danielle Hodgen</u> <ul style="list-style-type: none">• Ellen Dougherty, Program Assistant <u>Denise Kammers</u> <ul style="list-style-type: none">• Hayley Shepard, Corrections Education Navigator, CRCC <u>Dr. Richard Middleton-Kaplan</u> <ul style="list-style-type: none">• Dr. Logan Higgins, Microbiology Instructor• Dr. Wesley Maier, Criminal Justice Instructor• Dr. Anthony Smith, Physical Science Instructor• Dr. Chris Sorensen, Chemistry Instructor• Justin Speer, Head Baseball Coach/HPER Instructor <u>Ashley Purdin</u> <ul style="list-style-type: none">• Carlo Calvillo, Corrections Education Navigator, WSP• John Haid, Program Coordinator <u>Melissa Rodriguez</u> <ul style="list-style-type: none">• Victoria Killian, Medical Assisting Practicum Coordinator <u>Tim Toon</u> <ul style="list-style-type: none">• Tamera Loveday, Instruction & Classroom Support Technician 3 <u>Johnny Watts</u> <ul style="list-style-type: none">• Matthew Baker, Maintenance Custodian• Karl Blackmore, Maintenance Mechanic 2• Patrick Mackler, Grounds & Nursery Services Specialist 2 | Discuss | Tab 1 |

| | | | |
|------------------|---|------------------------|---------------|
| 1:20 p.m. | Consent Agenda <i>Mr. McQuary</i> | Action | |
| | 1. November 14, 2018 Board Meeting Minutes | | Tab 2 |
| | 2. Personnel Update | | Tab 3 |
| | 3. November Budget Status Report | | Tab 4 |
| | 4. Interim Fall Quarter Enrollment Report | | Tab 5 |
| 1:25 p.m. | Leadership Priorities: | Discuss | |
| | 1. Mission-Driven | | |
| | a. Student Success | | |
| | b. Strong Communities | | |
| | c. Resource Stewardship | | |
| | 2. Strengthen Student Enrollment – Recruitment, Retention, and Outcomes and Improve Student Intake and Financial Aid Processes | | |
| | a. Enrollment Strategy Report <i>Dr. Nick Velluzzi</i> | Discuss | |
| | i. Enrollment Management Oversight Group <i>Dr. Brandes, Mr. Doug Bayne, Ms. Tessa Kimball, Ms. Nadine Barragan</i> | | |
| | ii. Outreach Report <i>Mr. Ruben Hernandez, Mr. Miguel Inzunza</i> | | |
| | iii. New Enrollments | | |
| | 1) Criminal Justice <i>Mr. Tim Toon</i> | | |
| | 2) BAS Degree <i>Ms. Cindy Walker</i> | | |
| | iv. American Dream Academy <i>Mr. John Hibbitts</i> | | |
| | 5. Advocate and Prepare for Upcoming WWCC Capital Projects | | |
| | a. Capital Projects Update <i>Mrs. Davina Fogg</i> | Discuss | Tab 6 |
| | 7. Improve Risk Management, Policy Development, and Emergency Preparedness | | |
| | a. Policy Development | | |
| | i. First Reading: WAC 132T-175 – Public Records <i>Mrs. Sherry Hartford</i> | Discuss | Tab 7 |
| | ii. Second Reading: Board of Trustees Policies – Executive Limitations Policies: <i>Dr. Brandes</i> | Possible Action | |
| | 1) Asset Protection – Policy EL-1001 | | Tab 8 |
| | 2) Communication/Counsel to the Board of Trustees – Policy EL-1002 | | Tab 9 |
| | 3) Compensation and Benefits – Policy EL-1003 | | Tab 10 |
| | 4) Emergency Succession – Policy EL-1004 | | Tab 11 |

| | |
|---|--------|
| 5) Fiduciary Responsibility/Financial Condition – Policy EL-1005 | Tab 12 |
| 6) Financial Planning/Forecasting – Policy EL-1006 | Tab 13 |
| 7) General Executive Accountability – Policy EL-1007 | Tab 14 |
| 8) Treatment of Employees – Policy EL-1008 | Tab 15 |
| 9) Treatment of People – Policy EL-1009 | Tab 16 |

| | | | |
|-----------|---|---------|--|
| 2:45 p.m. | President's Report <i>Dr. Brandes</i> | Discuss | |
| 3:00 p.m. | Oral Reports <ul style="list-style-type: none"> • Walla Walla Campus Associated Student Government Activity Report <i>Mr. Rick Aguilar</i> • Budget Update <i>Mrs. Fogg</i> | Discuss | |
| 3:25 p.m. | Board Reports/Remarks | | |
| 3:35 p.m. | Recess to Executive Session to Discuss Faculty Negotiations | | |
| 4:05 p.m. | New and Unscheduled Business | Discuss | |
| 4:15 p.m. | Public Comment <i>Persons wishing to express their views on any matter must sign up in advance and are limited to three minutes</i> | | |
| 4:30 p.m. | Adjourn | | |



**Walla Walla Community College
Board of Trustees Meeting
December 19, 2018**

Tab 1

Introductions

Samantha Bowen

- **Viridiana (Viri) Colin, Program Assistant, Early Childhood and Parent Education**

Viridiana (Viri) Colin is a 2016 graduate of Walla Walla Community College. She has a varied background in customer service and program support roles, most recently as County Program Support Secretary at the Oregon Child Development Center in Milton-Freewater. Viri is eager to apply her knowledge and experience at Walla Walla Community College and improve educational opportunities for all children and families living in the community.

Derek Brandes

- **Nadine Barragan, Director of Student Life**

Nadine grew up in Pico Rivera, California on the eastside of Los Angeles and attended Whittier College. She earned her MPA from Walden University. Nadine brings a diverse mix of experiences serving first-generation students in higher education environments and working on education access issues in East LA. Nadine has a deep commitment for equity and inclusion.

Brent Caulk

- **Carlo Calvillo, Corrections Education Navigator – WSP**

Carlo comes to WWCC from Eastern Washington University where he worked in advising and admissions. He has demonstrated relationship building with community colleges across the state of Washington that help prepare students for a positive and well planned educational experience. He is a member of the Intercollege Relations Commission, which is the governing body of the state for two- and four-year transfer issues. Carlo is currently working towards completion of his Master's degree and plans to use his knowledge to enhance the services available to students. He is a native of Walla Walla, has a natural sense of understanding student challenges, and an empathy for their student demographics and needs.

Carol Fitzgerald

- **John Haid, Program Coordinator, Corrections Education-WSP**

John is experienced in office operations with over 11 years of assorted office process skills that have prepared him for the education setting. John has experience in the preparation of organizational day-to-day preparedness and in a variety of problem solving settings in which transferable skills were developed. John's unique and rich professional background as an Inventory Control Specialist, Maintenance Engineer, and Coordinator combined with his communication skills developed as a helpdesk supervisor enabled him to become an excellent communicator and organizer. John is a welcome addition to our WWCC North Campus education team.

Sherry Hartford

- **Rod Lipscomb, Special Assistant to the Vice President of Human Resources**

Rod has over 25 years of experience in higher education at private, public, and technical colleges and universities. He has been an employee of WWCC since September 2017. He will continue functioning as the Chief Conduct Officer managing all aspects of student conduct and related appeal processes as well as continue to be a key member of the CARE team. As Special Assistant to the VP, he will now also function as our Deputy Title IX Officer and begin assisting in matters related to policy and compliance, including Clery, Violence Against Women, and Drug Free Schools Acts.

Dr. Chad Hickox

- **Denise Kammers, Interim Dean, Corrections Education, CRCC**

Denise holds a Master of Arts in Leadership and Administration from Gonzaga University, a B.A. in Social Sciences from Washington State University, and an A.A.S. in Computer Science, Software Specialist from Columbia Basin College. Denise has extensive experience within higher education and correctional education as well as being recognized as a leader in her field. She has presented as an invited speaker at national conferences, including a recent event sponsored by the VERA Institute. We recognize Denise's commitment to students and her desire to ensure that they have opportunities and access to earn credentials and achieve their career and educational goals upon release from corrections.

Danielle Hodgen

- **Ellen Dougherty, Program Assistant, Financial Aid**

Ellen is from rural upstate New York, and recently came to Walla Walla after many years living in the Seattle region. Her professional background is in the financial industry where she managed trusts and worked in tax preparation.

Denise Kammers

- **Hayley Shepard, Corrections Education Navigator, CRCC**

Hayley Shepard has worked at Tri Cities Work Release for the past 15 years as the administrative support for Work Release. Prior to that, she worked at the Washington State Penitentiary and at Coyote Ridge Corrections Center. At Work Release, Haley established a relationship with community members to help develop clear pathways for offenders back into the Tri Cities area. She is actively involved in the community screening committee and continues to develop a thorough process for screening of possible residents. Hayley worked with department staff, residents, and community members for employment and education placement. Haley fostered strong, positive relationships throughout the State of Washington and the local community. She has extensive history working with the offender population and is extremely familiar with the parameters to which staff working in this environment must adhere.

Dr. Richard Middleton-Kaplan

- **Dr. Logan Higgins, Microbiology Instructor**

Dr. Logan Higgins comes to us from Northeastern University, where she has been working since 2017 as an Assistant Teaching Professor for Biology Project Lab—a research methods class required of all students. She earned a Ph.D. in Microbiology from the Massachusetts Institute of Technology in 2017 and a B.A. in Biology and Mathematics from Lewis & Clark College in 2011. Before her teaching at Northeastern University, she was a graduate instructor and T.A. for Introductory Biology at MIT. From 2013–2017 she was a curriculum development volunteer and workshop teaching assistant for MassBioEd Foundation in Cambridge, MA. Logan is committed to the practice of continually seeking input from students and modifying her practices to meet intended learning outcomes for the students. She will expand our offerings by designing and teaching a class on research methods which has been requested by our transfer institutions.

- **Dr. Wesley Maier, Criminal Justice Instructor**

Dr. Wesley Maier received his doctorate in Criminal Justice and Criminology with a focus on higher education in prisons from Washington State University. He began his educational trajectory at Wenatchee Valley Community College on a soccer scholarship, and he holds a B.A. in Pre-Law/Paralegal with a minor in Communications from WSU. In 2015-2016, he taught as an adjunct for WWCC's Coyote Ridge Corrections Center. He taught in WSU's Department of Criminal Justice and Criminology from 2010 to 2017 at both the Pullman and Vancouver campuses. He is highly proficient as an online educator. His creation of a private tutoring company, Discover Knowledge Tutoring, further demonstrates his commitment to education as well as his entrepreneurial capability, and it served more than 150 low-achieving K-12 students between 2015 and 2017. Wesley has a

strong interest in expanding our CJ curriculum by developing easily transferable practical knowledge courses including Criminal Justice Policy, Criminal Justice Research Methods, Criminological Theory, Introduction to Law and Justice, Justice in a Multicultural Society, and Policing in a Contemporary Society.

- **Dr. Anthony Smith, Physical Science Instructor**

Dr. Tony Smith comes to us from Central Washington University where he taught both Algebra- and Calculus-based Physics classes (online and in a face-to-face format). He received his Ph.D. (2014) and Master's degree (2009) from Washington State University, both in Physics. He also holds two Bachelor's degrees—a Bachelor of Science degree in Physics and a Bachelor of Arts degree in Chemistry; he earned both at Central Washington University. He has taught Astronomy at Washington State University (Summer 2015); he worked as an instructor in the Math Center at Yakima Valley Community College (Fall 2014); before that, he was a Teaching Assistant for Astronomy and Physics labs and a grader and tutor for Astronomy, Physics, and Astrobiology labs. He has multiple publications that stem from his research. He also created a series of Math primers for use in Pearson online homework systems. In his short career, he has presented many talks at national meetings of the American Association of Physics Teachers, the American Physical Society, the Acoustical Society of America, as well as a symposium at CWU on University Research & Creative Expression (SOURCE). He is very interested in outreach to the community; he has demonstrated that by being a mentor for the College-in-the-High-School program at CWU and presenting a number of talks about Astronomy and “star parties” to the general public. He is excited about the potential for collaboration with Whitman College faculty in Astronomy and with local groups interested in Astronomy. Tony considers himself a teacher, first and foremost; but he is motivated to continually improve through research on methods that help him reach his intended learning outcomes. He expects to continue to do pedagogical research his entire career. He has written a number of PhET (Physics Interactive Technology) simulations for online physics courses. He is student-centered and outcomes-based.

- **Dr. Chris Sorenson, Chemistry Instructor**

Dr. Chris Sorenson earned her B.S. in chemistry from Southwestern University and her M.S. and Ph.D. in Chemistry from the University of Wyoming. She has T.A. experience as a graduate student, a semester teaching as an adjunct for WSU Tri-Cities, and ten years of industry experience.

- **Justin Speer, Head Baseball Coach/HPER Instructor**

Justin received a B.S. Degree in Exercise Science with a minor in Health in 2009 from Western Oregon University, and in 2011 received a M.S. Degree in Exercise Science in Fitness & Wellness from California University-Pennsylvania. Justin has been an HPER Instructor/Head Softball Coach at Walla Walla Community College since 2015. Prior to this experience, Justin was the Head Baseball Coach at Sam Barlow High School in Gresham, OR, as well as an Assistant Baseball Coach at Walla Walla Community College. He is also currently an Assistant Baseball Coach for the Walla Walla Sweets organization.

Melissa Rodriguez

- **Victoria Killian, Medical Assisting Practicum Coordinator**

Victoria is a resident of Lewiston who completed her Medical Assisting training and her Associates in Medical Administrative Assisting at Lewis-Clark State College. She has worked since 2010 as a Certified Medical Assistant at Tri-State Memorial Hospital in Clarkston. She worked there as an Outpatient Clinic Float and so has experience in a wide variety of clinic settings. For Tri-State, she also helped design a new clinic building, was a super user on the implementation team for their new EMR software, and was their go-to trainer for new MA's. Victoria has always wanted to teach and she is English/Spanish bilingual.

Tim Toon

- **Tamera Loveday, Instruction & Classroom Support Technician 3**

Tamera is currently an adjunct instructor in the Sciences Division at Walla Walla Community College. She earned a Bachelor of Science in Environmental Science with an emphasis in Marine Biology from Sheldon Jackson College in Sitka, Alaska. Tamera continued with her education at Walla Walla University where she earned a Masters of Science in Biology with an Area of Study/Interest in Marine Invertebrates and Parasitology. She was the primary laboratory preparation person and laboratory teaching assistant for Microbiology for five (5) years at WWCC. Since January of 2011, Tamera has taught as an adjunct instructor for WWCC. Courses taught include Oceanography, including online sections, General Biology, and Microbiology. From Fall of 2016 until Fall of 2017, she also taught as an adjunct instructor in the Department of Biology at Gillette College in Gillette, WY.

Johnny Watts

- **Matthew Baker, Maintenance Custodian**

Matthew Baker started his education at WWCC earning an Associate's Degree in carpentry, a one-year certificate in Energy Systems Technology/Electrical, as well as obtaining his commercial driver's license. While getting his education at WWCC, Matthew worked as a student and a temporary employee for the Facilities department. He has a background in the construction industry, which makes him a great fit for this department

- **Karl Blackmore, Maintenance Mechanic 2**

Karl was born and raised in England and moved to the U.S in. 2001. He has lived in Walla Walla since 2014. For the past five years, Karl has been working at WSU Tri-Cities as a member of their maintenance team. He served ten years in the U.S. Army as a combat engineer serving multiple tours in Iraq and Afghanistan. His interests are sports, following the Seattle Seahawks and USC Trojans. Karl brings with him, extensive maintenance experience that makes him a valuable addition to our team.

- **Patrick Mackler, Grounds & Nursery Services Specialist 2**

Patrick comes to us from The Inn at Abeja Bed and Breakfast, where he has served as their groundskeeper for 35 acres of grounds. Patrick received his AAAS degree in Turf Management from WWCC; he completed school in December 2014, and was on the Presidents List with a 3.95 GPA. He possesses extensive grounds keeping, landscaping, and irrigation experience which is going to be a great asset to the WWCC Grounds crew!

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

November 14, 2018

The Board of Trustees of Community College District No. 20 met in regular session on November 14, 2018, in the Board Room on the Walla Walla Community College Walla Walla Campus. Vice Chair Tim Burt called the meeting to order at 11:00 a.m.

Trustees present: Mr. Tim Burt
Mrs. Darcey Fugman-Small
Mr. Sergio Hernandez
Mr. Bill Warren

Administrators present: Dr. Derek Brandes, President
Mr. Doug Bayne, Vice President, Advancement
Mrs. Davina Fogg, Vice President, Administrative Services
Mrs. Sherry Hartford, Vice President, Human Resources
Dr. Chad Hickox, Vice President, Instruction
Mr. Jessica Cook, Executive Director, WWCC Foundation

Also present: Ms. Sally Kirchoff, President, Clarkston Campus ASG
Mr. Steven Foster, Assistant Attorney General
Ms. Jerri Ramsey, Recording Secretary

Approval of Agenda.

Mr. Hernandez moved and Mrs. Fugman-Small seconded to approve the agenda for the November 14, 2018 Board of Trustees meeting as presented. *Motion carried.*

Presentation on Disabled Students Civil Rights – Saundra Schuster, J.D. Mrs. Hartford introduced Saundra Schuster who provided a presentation on Section 504 of the Rehabilitation Act of 1973 and Titles II and III of the Americans with Disabilities Act (ADA) of 1990 and how they relate to providing educational opportunity benefits to all students. Ms. Schuster included information on the legal standards for compliance, who is protected under these laws, examples of accommodations, etc.

Recess to Executive Session to Discuss Faculty Negotiations. At 12:15 p.m. the Board recessed to Executive Session to discuss faculty negotiations, with an anticipated return time of 1:00 p.m. The Board returned to open session at 1:00 p.m. and Mr. Burt reported no action had been taken during the Executive Session.

Consent Agenda.

Mr. Hernandez moved and Mrs. Fugman-Small seconded that the consent agenda items be approved or accepted, as appropriate: 1) October 10, 2018 Board Meeting Minutes; 2) Personnel Update; and 3) 2019 WWCC Board of Trustees Meeting Schedule.
Motion carried.

Leadership Priorities:

1. Mission-Driven

a. Student Success

i. **Transforming Lives.** Mr. Bayne presented background information on Juan Gaytan, WWCC's Transforming Lives Award nominee; noting the award winners would be announced in December and all nominees would be honored at a dinner during the Trustees Conference in January.

7. Improve Risk Management, Policy Development, and Emergency Preparedness

a. Board Policy Development

i. **First Read: Executive Limitations.** Dr. Brandes reviewed the following proposed new Executive Limitations Board policies as a first read:

- Asset Protection
- Communication/Counsel to the Board of Trustees
- Compensation and Benefits
- Emergency Succession
- Fiduciary Responsibility/Financial Condition
- Financial Planning/Forecasting
- General Executive Accountability
- Treatment of Employees
- Treatment of People

Dr. Brandes explained that when the Board operates at a policy level and delegates its authority to the President for operations, it is necessary to have boundaries around that delegation and those boundaries are represented by the Executive Limitations policies. Dr. Brandes also noted one recommended change to Fiduciary Responsibility/Financial Condition, item #7 – would be the addition of the word "real," i.e., "Not acquire, encumber, or dispose of real property without Board approval". Dr. Brandes requested the Trustees submit any suggested changes that will then be track changed and the policies will be on the agenda for the December 19, 2018 Board Meeting as a second read. Further, if no substantive changes were submitted, that the second reading could be the final reading and action could be taken on each individual policy.

b. Motor Pool. Mrs. Cook and Mrs. Fogg explained they had been notified at the last minute that the Foundation's vehicle liability insurance would not be renewed for motor pool vehicles, that no other coverage was available and explained the steps taken to remove affected vehicles from the motor pool and potential next steps, i.e., reduce the number of motor pool vehicles, use of personal vehicles with mileage reimbursed, use of rental vehicles.

President's Report. Dr. Brandes introduced Nadine Barragan as the newly appointed Director of Student Life and announced Rod Lipscomb had been appointed as the Special Assistant to the Human Resources Vice President to handle student conduct compliance issues and to also serve as the Deputy Title IX Officer.

Dr. Brandes reported on the recent WACTC Presidents meeting, including a report on the State operating and capital budgets by the Director of OFM. Dr. Brandes also provided an update on the ctLink project, with WWCC part of the final deployment group, currently scheduled for fall of 2020, and noted a Project Director would be hired in the fall of 2019 to begin the pre-deployment process.

The WACTC Presidents also discussed long-term advocacy plans – strategies and tactics – and Dr. Brandes reviewed the five bullet points of the plan: 1) Increase the number of advocates, 2) build a lasting infrastructure, 3) use messages effectively (and repeatedly), 4) tell your story year-round, and 5) measure progress and success.

And Dr. Brandes reported the WACTC Presidents discussed the recently-completed competitive salary study and the potential for "regional pay," noting Ms. Hartford is on a statewide committee that will be addressing the regional pay issue.

Standing Oral Reports

- **Clarkston Campus Associated Student Government Activity Report.** Sally Kirchoff, President of the Clarkston Campus ASG, reported on a trip to Washington, DC in October as part of ASG Leadership; a very successful trunk-or-treat event; free popcorn Fridays; \$10 bowling nights; and free fruit Tuesdays.

- **Interim Fall Quarter Enrollment Report.** Dr. Velluzzi presented the Interim Fall Quarter Enrollment report, noting that compared to the close of the previous fall quarter: State funded enrollment was at 2,360 FTE, down 7.8% or 200 FTEs; unduplicated headcount was at 3,492, down 317 or 8.3%; contract enrollment was down 63 FTEs, 5.4%, at 1,094; self-support enrollment was down slightly; and Running Start and AEP were both down slightly. A report on enrollment strategies will be presented at the December Board meeting.

- **Financial Report.** Mrs. Fogg presented the October 2018 Financial Report and Grants and Contracts report; noting the only change to the budget was the addition of \$230,625 for Worker Retraining; with Actual Revenues at 29% vs 29% and Actual Expenditures at 31.7% vs 31.27% for the same time the previous year. Mrs. Fogg also reported there had been no new grants to-date.

Board Development

- **College Cellars.** Mrs. Cook and Mrs. Fogg provided the history of College Cellars, i.e., it was established in 2002 as an independent LLC owned by the WWCC Foundation Board of Governors with a goal that the revenue from sales of College Cellars wines would eventually offset high instructional costs – a goal that has been reached – and explained the "chain of command" and how net proceeds from wine sales are transferred to WWCC to cover E & V instructional program costs.

Board Reports/Remarks

- **LAC/ACT Fall Conference.** Mr. Warren reported on the recent LAC Retreat and ACT Fall Conference.

New and Unscheduled Business. None

Public Comment. None.

Adjourn. The meeting adjourned at 2:45 p.m.

Derek R. Brandes, President

ATTEST:

Mr. Tim Burt, Vice Chair
Board of Trustees

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: December 13, 2018
TO: Board of Trustees
FROM: Sherry Hartford, Vice President of Human Resources
SUBJECT: Personnel Update

Retirements/Resignations/Separations, November 2018

Spencer, Susan – Education and Career Navigator, Walla Walla

Current Full-Time Recruitments

Catering Chef & Manager, Walla Walla

Dean of Transitional Studies and High School Programs, Walla Walla

Director of Equity, Diversity & Inclusion, Walla Walla

Program Specialist 2, Office of Admissions/Registrar and Testing, Walla Walla

WALLA WALLA COMMUNITY COLLEGE - November 2018

| | 2018-2019 Approved Budget | October Adjusted Budget | November Adjusted Budget | Difference | Revenue to Date | % of Annual Budget | Prior Year Activity to Date | % of Prior Budget |
|---------------------------------|---------------------------------|-------------------------------|--------------------------------|------------|-----------------------|--------------------------|-----------------------------------|-------------------------|
| REVENUE: | | | | | | | | |
| State Funds: | | | | | | | | |
| Base Allocation | \$15,112,261 | \$15,125,748 | \$15,125,748 | \$0 | \$5,638,241 | 37.28% | \$5,525,562 | 36.94% |
| Opportunity Grant | 461,412 | 461,412 | 461,412 | 0 | 195,410 | 42.35% | 161,452 | 34.99% |
| Worker Retraining | 1,827,823 | 2,058,448 | 2,058,448 | 0 | 750,661 | 36.47% | 643,297 | 32.05% |
| Total State: | \$17,401,496 | \$17,645,608 | \$17,645,608 | \$0 | \$6,584,312 | 37.31% | \$6,330,311 | 36.33% |
| Local Funds: | | | | | | | | |
| General: | | | | | | | | |
| Operating Fees | \$7,501,963 | \$7,501,963 | \$7,501,963 | \$0 | \$2,863,329 | 38.17% | \$2,994,589 | 36.28% |
| General Local | 2,222,900 | 2,222,900 | 2,222,900 | 0 | 895,970 | 40.31% | 660,773 | 39.44% |
| Alternative Education Program | 714,240 | 714,240 | 714,240 | 0 | 0 | 0.00% | 0 | 0.00% |
| Running Start | 1,453,714 | 1,453,714 | 1,453,714 | 0 | 0 | 0.00% | 0 | 0.00% |
| Foundation Support | 265,000 | 265,000 | 265,000 | 0 | 132,500 | 50.00% | 165,000 | 50.00% |
| Corrections Ed.-Indirect | 665,285 | 665,285 | 665,285 | 0 | 190,656 | 28.66% | 208,588 | 31.80% |
| Carry-Forward & Use of Reserves | 783,384 | 783,384 | 783,384 | 0 | 326,410 | 41.67% | 316,993 | 41.67% |
| Total General: | \$13,606,486 | \$13,606,486 | \$13,606,486 | \$0 | \$4,408,865 | 32.40% | \$4,345,943 | 32.95% |
| Self-Support: | | | | | | | | |
| Community Service | 100,000 | 100,000 | 100,000 | 0 | 79,459 | 79.46% | 54,709 | 72.95% |
| Ancillary Programs | 275,000 | 275,000 | 275,000 | 0 | 52,072 | 18.94% | 85,137 | 28.38% |
| Total Self Support: | \$375,000 | \$375,000 | \$375,000 | \$0 | \$131,531 | 35.07% | \$139,846 | 37.29% |
| Total Local Funds | \$13,981,486 | \$13,981,486 | \$13,981,486 | \$0 | \$4,540,396 | 32.47% | \$4,485,789 | 33.07% |
| TOTAL REVENUE | \$31,382,982 | \$31,627,094 | \$31,627,094 | \$0 | \$11,124,708 | 35.17% | \$10,816,100 | 34.90% |

| | 2018-2019 Approved Budget | October Adjusted Budget | November Adjusted Budget | Difference | Expenditures to Date | Encumbrances to Date | Total Activity to Date | % of Annual Budget | Prior Year Activity to Date | % of Prior Budget |
|----------------------------------|---------------------------------|-------------------------------|--------------------------------|------------|----------------------------|----------------------------|------------------------------|--------------------------|-----------------------------------|-------------------------|
| EXPENDITURES: | | | | | | | | | | |
| By Object | | | | | | | | | | |
| Salaries and Wages | \$18,774,743 | \$18,784,364 | \$18,781,226 | (\$3,138) | \$6,893,271 | \$0 | \$6,893,271 | 36.70% | \$6,776,670 | 36.22% |
| Benefits | 6,512,944 | 6,524,455 | 6,517,266 | (7,189) | 2,513,842 | 0 | 2,513,842 | 38.57% | 2,518,589 | 39.62% |
| Rents | 168,628 | 168,628 | 168,628 | 0 | 66,105 | 99,828 | 165,933 | 98.40% | 168,733 | 97.46% |
| Utilities | 887,730 | 887,730 | 887,730 | 0 | 238,924 | 0 | 238,924 | 26.91% | 285,476 | 31.89% |
| Goods and Services | 2,854,090 | 2,998,932 | 2,995,416 | (3,516) | 1,064,953 | 792,203 | 1,857,156 | 62.00% | 1,773,207 | 61.24% |
| Travel | 297,238 | 312,128 | 325,116 | 12,988 | 223,877 | 1,000 | 224,877 | 69.17% | 195,977 | 71.45% |
| Equipment | 561,740 | 563,106 | 564,545 | 1,439 | 68,572 | 35,340 | 103,912 | 18.41% | 95,084 | 27.59% |
| Subsidies/Transfers/Debt Service | 1,325,869 | 1,387,751 | 1,387,167 | (584) | 711,711 | 0 | 711,711 | 51.31% | 438,614 | 32.74% |
| Total by Object | \$31,382,982 | \$31,627,094 | \$31,627,094 | \$0 | \$11,781,255 | \$928,371 | \$12,709,626 | 40.19% | \$12,252,350 | 39.54% |
| By Program | | | | | | | | | | |
| Instruction | \$13,275,681 | \$13,428,938 | \$13,437,256 | 8,318 | \$4,340,739 | \$182,001 | \$4,522,740 | 33.66% | \$4,534,333 | 35.28% |
| Community Service | 100,000 | 100,000 | 100,000 | 0 | 67,562 | 0 | 67,562 | 67.56% | 66,913 | 89.22% |
| Instructional Computing | 614,637 | 614,637 | 614,637 | 0 | 138,355 | 38,678 | 177,033 | 28.80% | 194,273 | 47.14% |
| Ancillary Programs | 275,000 | 275,000 | 275,000 | 0 | 41,581 | 4,500 | 46,081 | 16.76% | 77,798 | 25.93% |
| Academic Administration | 2,980,960 | 3,005,780 | 2,994,336 | (11,444) | 1,370,748 | 9,099 | 1,379,847 | 46.08% | 1,282,711 | 41.70% |
| Library Services | 645,455 | 645,599 | 645,594 | (5) | 269,537 | 2,990 | 272,527 | 42.21% | 277,861 | 42.72% |
| Student Services | 4,085,813 | 4,157,872 | 4,157,666 | (206) | 1,897,557 | 572 | 1,898,129 | 45.65% | 1,457,032 | 37.19% |
| Institutional Support | 5,975,334 | 5,959,761 | 5,962,062 | 2,301 | 2,354,819 | 412,760 | 2,767,579 | 46.42% | 2,741,812 | 43.56% |
| Facility Services | 3,430,102 | 3,439,507 | 3,440,543 | 1,036 | 1,300,357 | 277,771 | 1,578,128 | 45.87% | 1,619,617 | 47.49% |
| Total by Program | \$31,382,982 | \$31,627,094 | \$31,627,094 | \$0 | \$11,781,255 | \$928,371 | \$12,709,626 | 40.19% | \$12,252,350 | 39.54% |

WALLA WALLA COMMUNITY COLLEGE

Grants and Contracts

November 2018

| | Current Month Changes | 2018-2019 YTD Budget | Expenditures to Date | Encumbrances | Activity to Date | YTD Percentage Spent | Balance Expendable | Revenue to Date | Balance Receivable |
|--|-----------------------------|----------------------------|----------------------------|------------------|------------------------|----------------------------|-----------------------|-----------------------|-----------------------|
| Corrections Education | \$0 | 6,463,816 | \$2,258,807 | \$149,995 | \$2,408,802 | 37.3% | \$4,055,014 | \$1,814,641 | \$594,161 |
| State Funded | | | | | | | | | |
| Carl Perkins Federal Vocational | \$0 | \$446,468 | \$119,056 | \$0 | \$119,056 | 26.7% | \$327,412 | \$97,986 | \$21,070 |
| Perkins-Leadership Block Grant | 0 | 20,400 | 14,770 | 0 | 14,770 | 72.4% | 5,630 | 9,179 | 5,591 |
| Perkins-Special Projects | 0 | 8,300 | 0 | 0 | 0 | 0.0% | 8,300 | 0 | 0 |
| Workfirst | 0 | 239,718 | 103,105 | 0 | 103,105 | 43.0% | 136,613 | 88,018 | 15,087 |
| Water Management Center | 0 | 363,750 | 127,006 | 0 | 127,006 | 34.9% | 236,744 | 0 | 127,006 |
| State Work Study | 0 | 44,171 | 13,209 | 0 | 13,209 | 29.9% | 30,962 | 108 | 13,101 |
| Early Achiever Opportunity Grant | 0 | 66,500 | 11,216 | 0 | 11,216 | 16.9% | 55,284 | 9,994 | 1,222 |
| Adult Basic Education | 0 | 114,012 | 25,343 | 0 | 25,343 | 22.2% | 88,669 | 17,214 | 8,129 |
| EI Civics | 0 | 25,737 | 11,068 | 0 | 11,068 | 43.0% | 14,669 | 8,416 | 2,652 |
| Basic Food Employment & Training | 0 | 323,002 | 178,641 | 0 | 178,641 | 55.3% | 144,361 | 136,744 | 41,897 |
| Interstate Passport | 0 | 9,809 | 2,298 | 0 | 2,298 | 23.4% | 7,511 | 2,298 | 0 |
| ABE Leadership Block Grant | 0 | 4,840 | 2,572 | 0 | 2,572 | 53.1% | 2,268 | 1,457 | 1,115 |
| Miscellaneous SBCTC Grants | 0 | 7,250 | 3,138 | 0 | 3,138 | 43.3% | 4,112 | 2,431 | 707 |
| Total State Funded | \$0 | \$1,673,957 | \$611,422 | \$0 | \$611,422 | | \$1,062,535 | \$373,845 | \$237,577 |
| Federal Funded | | | | | | | | | |
| Student Support Services (SSS) FY 15-20 | \$0 | \$453,975 | \$178,166 | \$0 | \$178,166 | 39.2% | \$275,809 | \$143,371 | \$34,795 |
| National Science Foundation | 0 | 122,580 | 43,710 | 0 | 43,710 | 35.7% | 78,870 | 41,501 | 2,209 |
| College Work Study | 0 | 103,553 | 13,176 | 0 | 13,176 | 12.7% | 90,377 | 10,140 | 3,036 |
| Total Federal Funded | \$0 | \$680,108 | \$235,052 | \$0 | \$235,052 | | \$445,056 | \$195,012 | \$40,040 |
| Private Funded | | | | | | | | | |
| Customized Contract Training | \$0 | \$25,000 | \$5,084 | \$0 | \$5,084 | 20.3% | \$19,916 | \$1,078 | \$4,006 |
| EMS Trauma Training | 0 | 7,000 | 1,401 | 0 | 1,401 | 20.0% | 5,599 | 157 | 1,244 |
| Parent Co-op | 0 | 30,000 | 8,933 | 0 | 8,933 | 29.8% | 21,067 | 9,192 | (259) |
| Child Care Aware | 29,636 | 199,136 | 80,924 | 447 | 81,371 | 40.9% | 117,765 | 55,828 | 25,543 |
| Corrections Ed AA Degree - Seattle Foundation | 0 | 34,441 | 0 | 0 | 0 | 0.0% | 34,441 | 34,441 | (34,441) |
| Corrections Ed - Open Doors | 0 | 117,459 | 6,569 | 0 | 6,569 | 5.6% | 110,890 | 69,413 | (62,844) |
| Corrections Ed AA Degree - Sunshine Lady | 0 | 43,298 | 14,606 | 0 | 14,606 | 33.7% | 28,692 | 43,298 | (28,692) |
| Wine Cluster Study | 0 | 23,295 | 4,972 | 4,875 | 9,847 | 42.3% | 13,448 | 23,295 | (13,448) |
| Blue Mountain Community Foundation | 0 | 10,575 | 0 | 0 | 0 | 0.0% | 10,575 | 10,575 | (10,575) |
| Total Private Funded | \$29,636 | \$490,204 | \$122,489 | \$5,322 | \$127,811 | | \$362,393 | \$247,277 | (\$119,466) |
| Fiscal Agent Contracts | | | | | | | | | |
| Early Learning Coalition (ELC) | \$0 | \$28,000 | \$6,965 | \$0 | \$6,965 | 24.9% | \$21,035 | \$5,442 | \$1,523 |
| Snake River Salmon Recovery Board (SRSRB) | 217,443 | 616,031 | 118,740 | 62,724 | 181,464 | 29.5% | 434,567 | 80,889 | 100,575 |
| Bonneville Power Administration (SRSRB) | 0 | 142,768 | 63,498 | 2,054 | 65,552 | 45.9% | 77,216 | 38,674 | 26,878 |
| Total Fiscal Agent Contracts | \$217,443 | \$786,799 | \$189,203 | \$64,778 | \$253,981 | | \$532,818 | \$125,005 | \$128,976 |
| Grand Total of All Grants & Contracts | \$247,079 | \$10,094,884 | \$3,416,973 | \$220,095 | \$3,637,068 | 36.0% | \$6,457,816 | \$2,755,780 | \$881,288 |



Walla Walla Community College

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

DATE: December 13, 2018

TO: Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Interim Enrollment Report, Fall Quarter 2018

Attached is the Interim Enrollment Report for Fall Quarter, 2018. The report presents enrollment by funding source, and is reported by FTE and unduplicated headcount.

- State funded enrollment is reporting 2,367.8 FTEs, which is down 193.2 FTEs (7.5%) from the **close** of Fall Quarter 2017 (2,561 FTEs). Unduplicated headcount is 3,600, down 209 (5.5%) from the **close** of last fall (3,809).
- Contract enrollment is reporting 1,105.6 FTEs, which is down 51.8 FTEs (4.5%) from the **close** of last Fall Quarter (1,157.4 FTEs). DOC is reporting 1,015.8 FTEs, down 62.6 FTEs (5.8%) from the **close** of last fall (1,078.4 FTEs).
- Self-support enrollment is currently reporting 30.7 FTEs, which is down 1.9 FTEs from the **close** of Fall Quarter 2017 (32.5 FTEs).
- Running Start is reporting 195.2 FTEs, down 4.8 FTEs from the **close** of last fall. AEP is reporting 93.6 FTEs, down 5.3 FTEs from the **close** of last Fall Quarter.

Interim Fall Quarter Enrollment Report

December 12, 2018

State Supported FTE Enrollment 2018-19

| Administrative Unit | Summer Quarter | | | | Fall Quarter | | | | Winter Quarter | | | | Spring Quarter | | | | Annualized - YTD | | | |
|----------------------------|----------------|------------------|---------------|-------------|----------------|------------------|---------------|-------------|----------------|------------------|---------------|----------|----------------|------------------|---------------|-------------|------------------|-------|---------------|-------------|
| | 17-18 Final | 18-19 To Date | Nom Change | % Change | 17-18 Final | 18-19 To Date | Nom Change | % Change | 17-18 Final | 18-19 To Date | Nom Change | % Change | 17-18 Final | 18-19 To Date | Nom Change | % Change | 17-18 Final | 18-19 | Nom Change | % Change |
| C Prof. Tech | 60.9 | 65.6 | 4.7 | 7.7% | 200.1 | 233.0 | 32.9 | 16.4% | 237.2 | | | | 232.94 | | | | 243.7 | | | |
| D Transitional | 120.0 | 104.9 | -15.1 | -12.6% | 332.5 | 224.1 | -108.5 | -32.6% | 392.8 | | | | 312.42 | | | | 385.9 | | | |
| H Extended Learning | 215.1 | 4.3 | -210.8 | -98.0% | 286.3 | 19.2 | -267.1 | -93.3% | 259.5 | | | | 260.27 | | | | 340.4 | | | |
| J Clarkston | 66.5 | 50.1 | -16.3 | -24.6% | 238.5 | 194.0 | -44.5 | -18.7% | 205.3 | | | | 185.6 | | | | 232.0 | | | |
| K Academic Transfer | 84.7 | 248.1 | 163.4 | 193.0% | 725.5 | 835.2 | 109.7 | 15.1% | 696.3 | | | | 640.3 | | | | 715.6 | | | |
| L Academic Workforce | NA | 8.6 | NA | NA | NA | 97.5 | NA | NA | NA | | | | NA | | | | NA | | | |
| M Nursing/Allied Health | 98.5 | 97.6 | -0.9 | -0.9% | 278.0 | 285.4 | 7.4 | 2.7% | 254.1 | | | | 274.3 | | | | 301.6 | | | |
| P Business/Entre | 91.2 | 78.0 | -13.2 | -14.5% | 287.5 | 266.7 | -20.8 | -7.2% | 327.7 | | | | 264.8 | | | | 323.7 | | | |
| R Ag/Water/Energy | 55.7 | 31.6 | -24.2 | -43.4% | 212.5 | 212.7 | 0.2 | 0.1% | 206.7 | | | | 201.8 | | | | 225.6 | | | |
| Total | 792.6 | 688.8 | -103.8 | -13.1% | 2561.0 | 2367.8 | -193.2 | -7.5% | 2579.5 | | | | 2372.4 | | | | 2768.5 | | | |

Contract FTE Enrollment 2018-19

| | Summer Quarter | | | | Fall Quarter | | | | Winter Quarter | | | | Spring Quarter | | | | Annualized - YTD | | | |
|----------------|----------------|------------------|---------------|-------------|----------------|------------------|---------------|-------------|----------------|------------------|---------------|----------|----------------|------------------|---------------|-------------|------------------|-------|---------------|-------------|
| | 17-18 Final | 18-19 To Date | Nom Change | % Change | 17-18 Final | 18-19 To Date | Nom Change | % Change | 17-18 Final | 18-19 To Date | Nom Change | % Change | 17-18 Final | 18-19 To Date | Nom Change | % Change | 17-18 Final | 18-19 | Nom Change | % Change |
| Total DOC | 1076.1 | 854.9 | -221.2 | -21% | 1078.4 | 1015.8 | -62.6 | -5.8% | 1,108.2 | | | | 1071.7 | | | | 1444.8 | | | |
| Other Contract | 0.1 | 1.0 | 0.8 | 646% | 79.0 | 89.8 | 10.8 | 13.7% | 61.7 | | | | 83.8 | | | | 74.9 | | | |
| Total Contract | 1076.2 | 855.9 | -220.3 | -20% | 1157.4 | 1105.6 | -51.8 | -4.5% | 1,169.9 | | | | 1155.5 | | | | 1519.7 | | | |

Self-Support/Community Service FTE Enrollment 2018-19

| | Summer Quarter | | | | Fall Quarter | | | | Winter Quarter | | | | Spring Quarter | | | | Annualized - YTD | | | |
|--------------------|----------------|------------------|---------------|-------------|----------------|------------------|---------------|-------------|----------------|------------------|---------------|----------|----------------|------------------|---------------|-------------|------------------|-------|---------------|-------------|
| | 17-18 Final | 18-19 To Date | Nom Change | % Change | 17-18 Final | 18-19 To Date | Nom Change | % Change | 17-18 Final | 18-19 To Date | Nom Change | % Change | 17-18 Final | 18-19 To Date | Nom Change | % Change | 17-18 Final | 18-19 | Nom Change | % Change |
| Total Self-Support | 29.4 | 36.0 | 6.5 | 22.2% | 32.51 | 30.7 | -1.9 | -5.7% | 26.0 | | | | 19.2 | | | | 35.7 | | | |

Unduplicated Headcount 2018-19

| | | | | | | | | | | | | | | | | | | | | |
|-----------------|------|------|------|--------|------|------|------|-------|------|--|--|--|------|--|--|--|------|--|--|--|
| State Support | 1806 | 1619 | -187 | -10.4% | 3809 | 3600 | -209 | -5.5% | 3742 | | | | 3236 | | | | 4198 | | | |
| Contract | 1532 | 1175 | -357 | -23.3% | 1436 | 1299 | -137 | -9.5% | 1477 | | | | 1496 | | | | 1980 | | | |
| Undup Headcount | 3338 | 2794 | -544 | -16.3% | 5245 | 4899 | -346 | -6.6% | 5219 | | | | 4732 | | | | 6178 | | | |

Running Start and AEP FTE Enrollment 2018-19

| | 17-18 Final | 18-19 To Date | Nom Change | % Change | 17-18 Final | 18-19 To Date | Nom Change | % Change | 17-18 Final | 18-19 To Date | Nom Change | % Change | 17-18 Final | 18-19 To Date | Nom Change | % Change | 17-18 Final | 18-19 | Nom Change | % Change |
|---------------------|----------------|------------------|---------------|-------------|----------------|------------------|---------------|-------------|----------------|------------------|---------------|----------|----------------|------------------|---------------|-------------|----------------|-------|---------------|-------------|
| RS "billable" FTEs" | | | | | 200.0 | 195.2 | -4.8 | -2.4% | 194.6 | | | | 173.5 | | | | 189 | | | |
| AEP "billable" FTEs | | | | | 98.9 | 93.6 | -5.3 | -5.4% | 91.3 | | | | 93.6 | | | | 95 | | | |



Walla Walla Community College

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

DATE: December 13, 2018
TO: Board of Trustees
FROM: Davina Fogg, Vice President of Administrative Services
RE: Capital Projects Update

There are four large capital projects currently underway and the two pages included with this memo illustrate some key aspects of each project including estimated timelines and project costs. I plan to share some additional information at the meeting but most of the update will focus on the section titled Unique Considerations/Hurdles and answering any questions that you may have.

As you can see on the attached summary documents, each of these projects are unique and are in different stages of development. I anticipate we will need to have updates on these projects as they progress and that we will address each of them individually at future meetings.

| | Capital Project Summary Form | | | |
|--|---|--|---|---|
| <i>As of 12/13/2018, see footnote below for further information.</i> | Building D | Science & Tech | Recreation Center | Clarkston Legacy |
| SBCTC Project Type | 2017-19 Minor Project - Renovation | Competitive PRR Selected (#2) for 2017-19 biennium - Replacement Project | Student Funded New Building | Student Funded Renovation |
| Project Scope | Renovate 6 or 7 classrooms on each floor, improve acoustics, lighting, air handling | Construct 16,000 square foot building, replaces 3 old, deteriorating buildings | June 2016, WW students voted to construct a Recreation Center - 72% | June 2016, Clarkston students voted to fund Legacy Project(s) - 74% |
| Funding Source | State Capital - Minor Project | State Capital - Major Project | Local Capital/Voted Student Fee - COP Debt Issuance | Local Capital/Voted Student Fee - COP Debt Issuance |
| Projected Total Project Cost | \$1.2 million | \$10 million | \$7 million | \$1.5 million |
| Current Stage | Completing Design, Building Permit Under Review | Completing Pre-Design Phase | Starting Pre-Design & into GC/CM Selection Process | Starting Pre-Design |
| Last Steering Comm. Meeting | N/A | 11/28/2018 | 12/12/2018 | 12/11/2018 |
| Next Steering Comm. Meeting | N/A | Mid-February 2019 | 1/9/2019 | 1/8/2019 |
| Unique Considerations/Hurdles | 90% of funds must be spent by 6/30/18, construction will occur during Winter & Spring Quarters, Phase 1 to Phase 2 transition will occur over a weekend, vacating classrooms & 3-4 offices during each Phase, carpet & paint is a summer project, WWCC procured some items to meet the tight schedule (1st floor: classrooms 104-109, impacts offices 12-14, 19) (2nd floor: classrooms 205-211, impacts offices 31-33, 49) | Design Phase is funded but construction funding won't likely be approved until July 2023, we have to stick to the original PRR project schedule until Spring 2019 - just in case, splitting up the Sciences is unfortunate, demolition of 3 old buildings was part of the PRR "replacement" plan | Planned location is directly South of the Science & Tech Bldg, the Recreation Center will be completed first, a charrette with both architect teams is scheduled to discuss site prep, surveying & building positioning, will have 2 bid packages so site work & foundation <u>may</u> begin 6/2019, need to confirm student fee revenues still support estimated debt service payments | Project scope is still evolving, student activity space/office space is desired by the students, at least 2 classrooms in the main building will be needed for the renovation, need to confirm student fee revenues still support estimated debt service payments |
| Architect Firm | ALSC | ALSC | NAC | ALSC |
| Construction Firm | Bid Opening 1/23/19 | Not out to bid yet | General Construction/Construction Management Bid Opening 1/17/19 | Not out to bid yet |
| Estimated Construction Start Date | Phase 1 (1st floor) 2/18/2019 Phase 2 (2nd floor) 4/29/2019 | As Requested - 5/1/2020 Expected - 8/1/2021 | 8/1/2019 | 8/1/2019 |
| Estimated Construction End Date | Phase 1 (1st floor) 4/26/2019 Phase 2 (2nd floor) 7/10/2019 | As Requested - 11/1/2021 Expected - 9/1/2022 | 8/31/2020 | 4/30/2020 |

FUTURE DATES & COST ESTIMATES ARE ALL SUBJECT TO CHANGE!!

DKF

[illegible]

AMENDATORY SECTION (Amending Order 73-7, filed 3/23/73)

WAC 132T-175-010 Purpose. The purpose of this chapter shall be to ensure compliance by the Community College District No. 20 with the provisions of chapter ~~((1, Laws of 1973 (Initiative 276), Disclosure Campaign finances Lobbying Records; and in particular with sections 25-32 of that act, dealing with public records))~~ 42.56 RCW, the Public Records Act.

AMENDATORY SECTION (Amending Order 73-7, filed 3/23/73)

WAC 132T-175-020 Definitions. (1) **Public records.**
 "Public record" indicates any writing containing information relating to the conduct of governmental or the performance of any governmental or proprietary function prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics. Only records that are required to be retained by the district are included in this definition. This definition does not include records held by volunteers who:

- (a) Do not serve in an administrative capacity;
- (b) Have not been appointed by the district to a district board, commission, or internship; and
- (c) Do not have a supervisory role or delegated district authority.

(2) **Writing.**
 "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds; or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, motion pictures, film and video recordings, diskettes, sound recordings, and other documents including existing compilations from which information may be obtained or translated. An email, text, social media posting and database are, therefore, also "writings."

(3) **Bot request.**
"Bot request" is a request for public records that the Community College District No. 20 reasonably believes was automatically generated by a computer program or script.

~~((+3+))~~ (4) **Community College District No. 20.**
 Community College District No. 20 was established pursuant to the Community College Act of 1967. Community College District No. 20 shall ~~((hereinafter))~~ be referred to as the "district." Where appropriate, the term Community College District No. 20 also refers to the staff and employees of the Community College District No. 20.

AMENDATORY SECTION (Amending Order 73-7, filed 3/23/73)

WAC 132T-175-030 Description of central and field organization of Community College District No. 20. (~~((1) Community College District No. 20))~~)

The Community College District No. 20 is an institution of higher education organized under RCW 28B.50.040. The administrative offices of the district and its staff are located at 500 Tausick Way, Walla Walla, Washington, on the Walla Walla Community College campus. In addition to its campus in Walla Walla, the district operates a campus in Clarkston, Washington, at: 1470 Bridge Street, Clarkston, Washington. The district also provides educational programs and services to offenders at the Washington state penitentiary in Walla Walla, Washington and Coyote Ridge Corrections Center in Connell, Washington.

AMENDATORY SECTION (Amending Order 73-7, filed 3/23/73)

WAC 132T-175-040 Operations and procedures. Community College District No. 20 is governed by a board of trustees (~~((consisting))~~). The board of trustees consists of five individuals appointed by the governor ((of the state of Washington and is operated in accordance with the provisions of the Community College Act of 1967 and amendments thereto; and the bylaws, policies and regulations adopted by the board of trustees of Community College District No. 20 and on file in the office of the president of Walla Walla Community College)) to a term of five years as provided in RCW 28B.50.100. The board usually meets once a month in regular session on a date and at a time and place specified by public notice, and at special meetings announced by public notice. On occasion, the board may not meet in a particular calendar month. At such time, the trustees exercise the power and duties granted to the board by RCW 28B.50.140. The day-to-day operation and administration of the district, pursuant to policy established and approved by the board of trustees, is implemented through the office of the district president or designee.

AMENDATORY SECTION (Amending Order 73-7, filed 3/23/73)

WAC 132T-175-050 Public records available. All public records of the district, as defined in WAC 132T-175-020, are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided in (~~((section 31, chapter 1, Laws of 1973))~~) RCW 42.56.210 or other statutes and chapter 132T-175 WAC.

AMENDATORY SECTION (Amending Order 73-7, filed 3/23/73)

WAC 132T-175-060 Public records officer. (1) The district's public records shall be in the charge of the public records officer

designated by the district president. (~~The person so designated shall be located in the administrative office of the district.~~) The public records officer shall be responsible for (~~the following:~~ The): Implementation of the district's rules and regulations regarding release of public records, coordinating the staff of the district in this regard, and generally insuring compliance by the staff with the public records disclosure requirements of chapter (~~1, Laws of 1973~~) 42.56 RCW.

(2) Any person wishing to request access to public records of the district, or seeking assistance in making such a request, should contact the public records officer:

Public Records Officer
Walla Walla Community College
500 Tausick Way
Walla Walla, WA 99362
phone: 509-522-2500
email: publicrecords@WWCC.edu

Information is also available at the district's web site at www.wwcc.edu.

(3) The public records officer will oversee compliance with the Public Records Act, but another district staff member may process requests. Therefore, throughout this chapter, references to the public records officer shall mean the public records officer or his/her designee.

AMENDATORY SECTION (Amending Order 73-7, filed 3/23/73)

WAC 132T-175-070 Office hours. Public records shall be available for inspection and copying during the customary office hours of the district. For the purposes of this chapter, the customary office hours shall be from 9:00 a.m. to noon and from 1:00 p.m. to 4:00 p.m., Monday through Friday, excluding legal holidays and days of closure established by the college calendar or by order of the district president.

AMENDATORY SECTION (Amending Order 73-7, filed 3/23/73)

WAC 132T-175-080 Requests for public records. (~~In accordance with requirements of chapter 1, Laws of 1973 that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records may be inspected or copied or copies of such records may be obtained, by members of the public, upon compliance with the following procedures:~~

~~(1) A request shall be made in writing upon a form prescribed by the district which shall be available at its administrative office. The form shall be presented to the public records officer, or to any member of the district's staff, if the public records officer is not available, at the administrative office of the district during customary office hours.)~~ (1) Any person wishing to inspect or receive cop-

ies of public records of the district should make the request in person during the district's customary office hours, or in writing on the district's public records request form, or by letter, or by email addressed to the public records officer. While no official format is required for making a records request, the district recommends that the requestor submit requests using the district provided request form. The request form is available at the office of the public records officer and online at www.wvcc.edu. Regardless of format, the request ((shall)) must include the following information:

- (a) The name of the person requesting the record;
- (b) Address of the requestor;
- (c) Other contact information, including telephone number and any email address;
- (d) Identification of the public records adequate for the public records officer to locate the records; and
- (e) The ((time of day and)) calendar date and time of day on which the request was made((+)
- (c) The nature of the request;
- (d) If the matter requested is referenced within the current index maintained by the records officer, a reference to the requested record as it is described in such current index;
- (e) If the requested matter is not identifiable by reference to the district's current index, an appropriate description of the record requested)).

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the public records officer ((or staff member to whom the request is made,)) to assist the member of the public in appropriately identifying the public record requested.

(3) If the requestor wishes to have copies of the records made instead of simply inspecting them, he or she should so indicate and make arrangements to pay for copies of the records or to make a deposit. Charges for copies are provided in a fee schedule available at Walla Walla Community College and at www.wvcc.edu.

(4) The public records officer may accept requests for public records that contain the information in subsection (1) of this section by telephone. If the public records officer accepts such a request, he/she will confirm receipt of the information and the substance of the request in writing.

(5) Upon receipt of a request, the district will assign it a tracking number and log it in.

(6) The public records officer will evaluate the request according to the nature of the request, volume, and availability of requested records.

(7) **Acknowledging receipt of request.** Following the initial evaluation of the request, and within five business days of receipt of the request, the public records officer will do one or more of the following:

(a) Make the records available for inspection or copying including:

(i) If copies are available on the district's internet web site, provide an internet address and link to the web site to specific records requested;

(ii) If copies are requested and payment of a deposit for the copies, if any, is made or other terms of payment are agreed upon, send the copies to the requestor.

(b) Acknowledge receipt of the request and provide a reasonable estimate of when records or an installment of records will be available.

ble (the public records officer may revise the estimate of when records will be available); or

(c) Acknowledge receipt of the request and ask the requestor to provide clarification for a request that is unclear, and provide, to the greatest extent possible, a reasonable estimate of time the district will require to respond to the request if it is not clarified.

(i) Such clarification may be requested and provided by telephone and memorialized in writing;

(ii) If the requestor fails to respond to a request for clarification and the entire request is unclear, the district need not respond to it. The district will respond to those portions of a request that are clear.

(d) Deny the request.

(8) Consequences of failure to respond. If the district does not respond in writing within five business days of receipt of the request for disclosure, the requestor should contact the public records officer to determine the reason for failure to respond.

(9) Protecting the rights of others. In the event that the requested records contain information that may affect the rights of others and may be exempt from disclosure, the public records officer may, prior to providing the records, give notice to such others whose rights may be affected by the disclosure. Such notice should be given so as to make it possible for those other persons to contact the requestor and ask him or her to revise the request, or, if necessary, seek an order from a court to prevent or limit the disclosure. The notice to the affected persons will include a copy of the request.

(10) Records exempt from disclosure. Some records are exempt from disclosure, in whole or in part. If the district believes that a record is exempt from disclosure and should be withheld, the public records officer will state the specific exemption and provide a brief written explanation of why the record or a portion of the record is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the public records officer will redact the exempt portions, provide the nonexempt portions, and indicate to the requestor why portions of the record are being redacted.

(11) Inspection of records.

(a) Consistent with other demands, the district shall promptly provide space to inspect public records. No member of the public may remove a document from the viewing area or disassemble or alter any document. The requestor shall indicate which documents he or she wishes the district to copy.

(b) The requestor must claim or review the assembled records within thirty days of the district's notification that the records are available for inspection or copying. The district will notify the requestor in writing of this requirement and inform the requestor to contact the district to make arrangements to review or claim the records. If the requestor or a representative of the requestor fails to claim or review the records within the thirty-day period, or make other arrangements, the district may close the request and refile the assembled records. Other public records requests can be processed ahead of a subsequent request by the same person for the same or almost identical records, which can be processed as a new request.

(12) Providing copies of records. After inspection is complete, the public records officer will make the requested copies or arrange for copying. If the district charges for copies, the requestor must pay for the copies.

(13) Providing records in installments. When the request is for a large number of records, the public records officer will provide access for inspection and copying in installments, if he or she reasonably determines that it would be practical to provide the records in that way. If, within thirty days, the requestor fails to inspect the entire set of records or one or more of the installments, the public records officer may stop searching for the remaining records and close the request.

(14) Completion of inspection. When the inspection of the requested records is complete and all requested copies are provided, the public records officer will indicate that the district has completed a reasonable search for the requested records and made any located non-exempt records available for inspection.

(15) Closing withdrawn or abandoned request. When the requestor either withdraws the request, or fails to clarify an entirely unclear request, or fails to fulfill his or her obligations to inspect the records, pay the deposit, pay the required fees for an installment, or make final payment for requested copies, the public records officer will close the request. Unless the district has already indicated in previous correspondence that the request would be closed under the above circumstances, the district will notify the requestor that it has closed the request.

(16) Later discovered documents. If, after the district has informed the requestor that it has provided all available records, the district becomes aware of additional responsive documents existing at the time of the request, it will promptly inform the requestor of the additional documents and provide them on an expedited basis.

(17) Electronic records. The process for requesting electronic public records is the same as that for requesting paper public records. Costs for providing electronic records are governed by RCW 42.56.120 and 42.56.130 and included in the district fee schedule.

(18) Bot requests. The district may deny a bot request that is one of multiple requests from the requestor to the district within a twenty-four-hour period, if the district establishes that responding to the multiple requests would cause excessive interference with other essential functions of the district.

AMENDATORY SECTION (Amending Order 73-7, filed 3/23/73)

WAC 132T-175-090 ((Copying-)) Costs of providing copies of public records. (1) No fee ((shall)) will be charged for the inspection of public records. ((The district shall charge a fee of five cents per page of copy for providing copies of public records and for use of the district copy equipment. This charge is the amount necessary to reimburse the district for its actual costs incident to such copying.))

(2) The district is not calculating actual costs for copying its records because to do so would be unduly burdensome for the following reasons:

(a) The district does not have the resources to conduct a study to determine actual copying costs for all of its records;

(b) To conduct such a study would interfere with other essential functions; and

(c) Through the legislative process, the public and requestors have commented on and have been informed of authorized fees and costs

for providing photocopies or electronically produced copies of district public records, as authorized in RCW 42.56.120 and as published in the district's fee schedule.

(3) **Fee schedule.** The fee schedule is available at the Walla Walla Community College office of the public records officer and on the district web site at www.wvcc.edu.

(a) The district may also use any other method authorized under RCW 42.56.120(4). The district may enter into an agreement with a requestor that provides an alternative fee arrangement to the charges authorized in this section, or in response to a voluminous or frequently occurring request.

(b) The district may waive charges assessed for records when the public records officer determines that collecting a fee is not cost-effective.

(c) The district will not impose copying charges for access to or downloading of records that the district routinely posts on its public internet web site prior to receipt of a request unless the requestor has specifically requested that the district provide copies of records through other means.

(4) **Processing payments.** Before beginning to make copies, the public records officer may require a deposit of up to ten percent of the estimated costs of copying all records selected by the requestor. The public records officer may also require the payment of the remainder of the copying costs before providing all records, or the payment of the costs of copying an installment before providing the installment. The district will not charge sales tax when making copies of public records.

(5) **Costs of mailing.** The district may also charge actual costs of mailing, including the cost of the shipping container.

(6) **Payment.** Payment may be made by exact cash, check, credit card, debit card, or money order to Walla Walla Community College.

(7) The district will close a request when a requestor fails to make payment by the payment due date in the manner prescribed for records, an installment of records, or a required deposit.

AMENDATORY SECTION (Amending Order 73-7, filed 3/23/73)

WAC 132T-175-100 Exemptions. (1) The Public Records Act provides that a number of types of documents are exempt from public inspection and copying. The district reserves the right to determine that a public record, or any portion thereof, requested in accordance with ((the procedures outlined in)) WAC 132T-175-080 is exempt under the ((provisions of section 31, chapter 1, Laws of 1973.

(2) In addition, pursuant to section 26, chapter 1, Laws of 1973, the district reserves the right to delete identifying details when it makes available or publishes any public record, in any cases when there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by chapter 1, Laws of 1973. The public records officer will fully justify such deletion in writing.

(3))) Public Records Act.

(2) Requestors should be aware of the following exemptions, outside the Public Records Act, that restrict the availability of some documents held by the district for inspection and copying. This is not an exhaustive list as numerous exemptions exist due to an academic

setting. The district's failure to list an exemption here shall not affect the efficacy of any exemption.

(a) RCW 5.60.060 Who is disqualified—Privileged communications.

(b) 20 U.S.C. 1232g Family Educational Rights and Privacy Act (FERPA).

(c) 42 U.S.C. 405(c)(2)(vii)(1) Social Security numbers.

(d) 45 C.F.R. 16-0164 HIPAA privacy rule.

(e) Chapter 10.97 RCW, regarding criminal history information.

(3) The district is prohibited by RCW 42.56.070 from disclosing lists of individuals for commercial purposes.

(4) All denials of requests for public records must be accompanied by a written statement specifying the reason for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld.

AMENDATORY SECTION (Amending Order 73-7, filed 3/23/73)

WAC 132T-175-110 Review of denials of public records requests.

(1) Any person who objects to the denial, or partial denial, of a request for a public record may petition ((for prompt review of such decisions by tendering a written request)) in writing (including email) to the public records officer for review of that decision. The written request shall ((specifically refer to)) include a copy of or reasonably identify the written statement by the public records officer ((or other staff member which constituted or accompanied the denial)) denying the request.

(2) Immediately after receiving a written request for review of a decision denying access to a public record, the public records officer ((or other staff member denying the request)) shall refer ((it)) the written request and any other relevant information to the district president ((of the college)) or designee. The president or designee shall immediately consider the matter and either affirm or reverse such denial ((or call a special meeting of the district as soon as legally possible to review the denial. In any case, the request shall be returned with a final decision, within two business days following the original denial.

((3) Administrative remedies shall not be considered exhausted until the district has returned the petition with a decision or until the close of the second business day following denial of inspection, whichever occurs first)) within two business days following receipt of the written request for review or within such other time frame as the district and the requestor mutually agree to.

(3) Pursuant to RCW 42.56.530, if the district denies a requestor access to public records because it claims the record in whole or in part is exempt, the requestor may make a request to the attorney general's office to review the matter. The attorney general has adopted rules on such requests in WAC 44-06-160.

(4) Any person may obtain court review of denials of public records requests pursuant to RCW 42.56.550 at the conclusion of two business days following the initial denial regardless of any internal administrative appeal.

AMENDATORY SECTION (Amending Order 75-3, filed 2/27/75)

WAC 132T-175-120 Protection of public records. (~~((That the location of the public records officer appointed pursuant to WAC 132T-175-060 shall be in the office of the business manager. That the public records officer shall establish a central district index which shall be the district's master index to be coordinated with subsidiary indexes established in each major administrative area of the college, specifically:~~

~~(1) The office of the secretary to the board of trustees of the district (which is the office of the president of Walla Walla Community College);~~

~~(2) The office of the president of Walla Walla Community College;~~

~~(3) The office of the dean of instruction;~~

~~(4) The office of the dean of student services;~~

~~(5) The business office; and/or~~

~~(6) Any subdivision of each major administrative area mutually agreed upon by the administrator of the area involved and the public records officer.~~

~~That upon receiving requests for public records in the manner prescribed in WAC 132T-175-080, it shall be the duty of the public records officer to immediately act upon the request. If it is determined the item requested is a public record as defined in WAC 132T-175-020 it shall be the duty of the public records officer to locate the public record in the office in which it is filed and make it available for inspection. That should, in the judgment of the public records officer, there be a possibility of the destruction of the public record, then the public records officer shall make available a copy of the record.~~

~~That upon request the public records officer shall make available copies of public records in accordance with WAC 132T-175-090.)) (1) It is the policy of the district, in order to protect public records from damage or disorganization and to prevent excessive interference with other essential functions of the district, that original copies of records are not to be taken from the district designated area of custody or storage. Any inspection or copying of records subject to this chapter is to occur at places designated by the public records officer. The fullest assistance to inquiries and timely action on requests for information, consistent with protection of the public records, is to be supplied.~~

~~(2) A variety of records are available on the district web site at www.wvcc.edu. Requestors are encouraged to view the documents available on the web site prior to submitting a records request.~~

AMENDATORY SECTION (Amending Order 73-7, filed 3/23/73)

WAC 132T-175-130 Records index. (1) Index.

The district (~~((shall))~~) will make available (~~((to all persons a current))~~) an index which provides identifying information as to (~~((the following))~~) records (~~((issued, adopted or promulgated since its inception:~~

~~(a) Final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases;~~

~~(b) Those statements of policy and interpretations of policy, statute and the constitution which have been adopted by the agency;~~

~~(c) Administrative)) maintained in accordance with its records retention schedule. These include, but are not limited to, the following:~~

~~(a) Board of trustees minutes and reports;~~

~~(b) Financial records and budgets;~~

~~(c) Staff manuals and instructions to staff that affect a member of the public;~~

~~(d) ((Planning policies and goals, and interim and final planning decisions;~~

~~(e) Factual staff reports and studies, factual consultant's reports and studies, scientific reports and studies, and any other factual information derived from tests, studies, reports or surveys, whether conducted by public employees or others; and~~

~~(f) Correspondence, and materials referred to therein, by and with the agency relating to any regulatory, supervisory or enforcement responsibilities of the agency, whereby the agency determines, or opines upon, or is asked to determine or opine upon, the rights of the state, the public, a subdivision of state government, or of any private party.)) Strategic plan;~~

~~(e) Facility master plans;~~

~~(f) Policies and procedures;~~

~~(g) Accreditation reports, self-studies, and related correspondence;~~

~~(h) Integrated post-secondary education data system (IPEDS) data;~~

~~(i) Cost of attendance; and~~

~~(j) Clery Act compliance.~~

~~(2) **Availability.**~~

~~The ((current)) index ((promulgated by the district shall)) and related records retention schedule will be available ((to all persons)) under the same rules ((and on the same conditions as are)) as applied to public records ((available for inspection)).~~

AMENDATORY SECTION (Amending Order 73-7, filed 3/23/73)

WAC 132T-175-150 Adoption of form. The district ((hereby)) shall adopt((s)) a form for use by ((all)) persons requesting inspection and/or copying or copies of its records((, the form attached hereto as Appendix A, entitled "Request for public record.")).

REPEALER

The following sections of the Washington Administrative Code are repealed:

WAC 132T-175-140 District's address.

WAC 132T-175-990 Appendix A—Request for public record.

**Walla Walla Community College
Board of Trustees Policy
Executive Limitations: Asset Protection
Policy Number: EL-1001**

The President shall protect, maintain, and manage the risks of College assets.

The President shall:

1. Minimize the exposure of the organization, its Board, or employees, to claims of liability.
2. Receive, process, or disburse funds and use state resources under controls that can be successfully audited.
3. Safeguard the organization's public image and credibility to further the accomplishment of the College mission.
4. Provide adequate protection against theft and casualty.
5. Establish disaster- and emergency-management plans.
6. Reasonably maintain college facilities and equipment.
7. Invest funds in a manner that will provide maximum security with the highest investment return, while meeting the daily cash flow demands of the College and confirming to all state and local statutes governing the investment of public funds.

Policy Contact: Dr. Derek Brandes, President

Approved by: WWCC Board of Trustees

Date Originally Approved: _____

Last Reviewed/Revised: _____

**Walla Walla Community College
Board of Trustees Policy**

Executive Limitations: Communication/Counsel to the Board of Trustees
Policy Number: EL-1002

The President shall keep the Board of Trustees adequately informed.

The President shall:

1. Submit monitoring reports and other key data in a timely, accurate, and understandable fashion, directly addressing provisions to the Board policies being monitored.
2. Keep the Board informed of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, or material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.
3. Advise the Board, if in the President's opinion the Board is not in compliance with its own policies on Governance, Process, and Board-Staff Relationships, particularly in the case of Board behavior that is detrimental to the working relationship between the Board and the President.
4. Present accurate and complete information that is concise, current, and relevant.
5. Provide a mechanism for official Board communication.
6. Communicate with the Board as a whole, except when fulfilling individual requests for information.
7. Report in a timely manner any actual or anticipated noncompliance with any policy of the Board.

Policy Contact: Dr. Derek Brandes, President

Approved by: WWCC Board of Trustees

Date Originally Approved: _____

Last Reviewed/Revised: _____

Walla Walla Community College
Board of Trustees Policy
Executive Limitations: Compensation and Benefits
Policy Number: EL-1003

The President shall ensure the fiscal integrity and public image of the College with respect to compensation and benefits to employees, consultants, or contract workers.

The Board of Trustees reserves the authority to change the compensation and benefits of the President.

The President shall not promise or imply permanent or guaranteed employment to anyone in the College.

Policy Contact: Dr. Derek Brandes, President

Approved by: WWCC Board of Trustees

Date Originally Approved: _____

Last Reviewed/Revised: _____

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

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

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

The President shall routinely furnish the board with the name(s) and title(s) of the executive(s) familiar with board and presidential matters and processes.

Policy Contact: Dr. Derek Brandes, President

Approved by: WWCC Board of Trustees

Date Originally Approved: _____

Last Reviewed/Revised: _____

Walla Walla Community College
Board of Trustees Policy
Executive Limitations: Fiduciary Responsibility/Financial Condition
Policy Number: EL-1005

The Board of Trustees reserves the authority to set policies for and review the financials and associated status for the College, at a frequency determined by the Board. The President shall prevent the development of fiscal jeopardy or material deviations from the Board-approved budget.

The President shall:

1. Expend only those funds that have been approved by the Board (via policy decisions) in the fiscal year, unless the Board's approval to do otherwise has been obtained.
2. Not expend more funds than have been received in the fiscal year to date, plus the accumulated Reserve, unless the Board-approved debt guideline is met.
3. Not incur debt in an amount greater than which can be repaid by certain and otherwise unencumbered revenues within the current year, or can be repaid from accounts specifically established for such purpose.
4. Promote fiscal integrity by expending College funds in a manner that will result in a zero or positive fund balance at the close of the fiscal year.
5. Promote and drive payroll and debts to be settled in a timely manner.
6. Promote tax payments or other government-ordered payments or filings to be on-time and accurately filed.
7. Not acquire, encumber, or dispose of real property without Board approval.
8. Promote and pursue receivables after a reasonable grace period.
9. Provide to the Board, at their designated frequency, reports on the College's current financial condition that will continually enhance the Board's ability to meet its fiduciary responsibility.
10. Alert the Board of significant financial circumstances that arise during the fiscal year.
11. Accept only gifts or grants that are in the best interest of the College, and not obligate the College to make future expenditures using funds other than those created by the gift or grant without Board approval.

| |
|--|
| Policy Contact: <u>Dr. Derek Brandes, President</u> |
| Approved by: <u>WWCC Board of Trustees</u> |
| Date Originally Approved: _____ |
| Last Reviewed/Revised: _____ |

Walla Walla Community College
Board of Trustees Policy
Executive Limitations: Financial Planning/Forecasting
Policy Number: EL-1006

Budgeting for any fiscal year shall follow the College Outcomes established by the Board, be fiscally responsible, and be realistic in projections of income and expenses. The budget will become effective after it is approved by the Board.

The President shall:

1. Put forward a budget with appropriate and thorough input.
2. Propose a budget with information that includes:
 - a. A projection of revenues and expenses;
 - b. Separation of capital and operational items; and
 - c. Disclosure of planning assumptions.
3. Plan a conservative budget that meets the College's annual goals and priorities and keeps planned expenditures within projected revenues and reserved.

Policy Contact: Dr. Derek Brandes, President

Approved by: WWCC Board of Trustees

Date Originally Approved: _____

Last Reviewed/Revised: _____

**Walla Walla Community College
Board of Trustees Policy
Executive Limitations: General Executive Accountability
Policy Number: EL-1007**

The President shall only allow practices, activities, decisions, or situations that are lawful, prudent, comply with commonly accepted business and professional ethics, and conform to the provisions set forth in the State Board for Community and Technical College, Office of Financial Management, and Walla Walla Community College policies, and/or take into account any executive order of the Governor of the State of Washington.

Policy Contact: Dr. Derek Brandes, President

Approved by: WWCC Board of Trustees

Date Originally Approved: _____

Last Reviewed/Revised: _____

Walla Walla Community College
Board of Trustees Policy
Executive Limitations: Treatment of Employees
Policy Number: EL-1008

The President may not cause or allow conditions which are unfair or undignified for paid and volunteer staff.

The President shall:

1. Operate with written personnel procedures, which clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions – e.g., nepotism, grossly preferential treatment for personal reasons.
2. Not discriminate against any staff member for expressing an ethical dissent.
3. Not restrict the exercise of academic freedom.
4. Not prevent employees from using established grievance procedures.
5. Not hinder employees from becoming acquainted with their rights under this Policy

Policy Contact: Dr. Derek Brandes, President

Approved by: WWCC Board of Trustees

Date Originally Approved: _____

Last Reviewed/Revised: _____

Walla Walla Community College
Board of Trustees Policy
Executive Limitations: Treatment of People
Policy Number: EL-1009

The President shall set and maintain organizational expectations and norms that ensure their safe treatment, respect, dignity, confidentiality, and privacy of community members and students.

The President shall:

1. Ensure application forms or procedures are treated with the necessary confidentiality and privacy.
2. Not use methods of collecting, reviewing, transmitting, or storing client information that fail to protect against improper access to the information elicited.
3. Establish with the community members and students a clear understanding of what may be expected and what may not be expected from the service offered.
4. Encourage community members and students to use established grievance and complaint procedures.
5. Operate with written procedures which clarify the rules for students.

Policy Contact: Dr. Derek Brandes, President

Approved by: WWCC Board of Trustees

Date Originally Approved: _____

Last Reviewed/Revised: _____



Walla Walla Community College

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

Tab 17

DATE: December 13, 2018

TO: Board of Trustees

FROM: Davina Fogg
Vice President of Administrative Services

RE: Budget Update

Early indications point to another very challenging planning and budget process to create a balanced budget for 2019-20. Based on what we know today, the revenue picture going into next year is projected to result in a \$500,000 shortfall. Some of that revenue decline is also having an impact on current year revenues and will need to be addressed right away to avoid dipping further into reserves. There are a number of unknown factors that would most likely increase the revenue shortfall, including how the College fairs in the SBCTC's Allocation Model as well as any impacts from the State's 2019-21 biennial budget.

Expenditure budget changes will also contribute to the challenges we face based on a projected \$1 million dollar shortfall for 2019-20. Approximately half of those expenditure changes will also have an impact on the current year budget.

In addition to the above shortfall estimates, we anticipate that cost of living increases will be funded at 65% of the total cost. If the College is responsible for 35%, we would need to include approximately \$500,000 in increased costs for each year of the biennium (\$1 million in costs over the 2019-21 biennium). We are also entering into negotiations with the faculty to decide a new three-year contract that will result in additional increases that would be fully funded from local funds out of the College's operating budget.

At the December Board Meeting we will be prepared to share the assumptions behind the above projections and discuss how we plan to proceed with making adjustments to remedy these impacts.