



Board of Trustees, District No. 20
Walla Walla Community College
Board Room (Room #161)
WWCC Walla Walla Campus
Thursday | January 16, 2020 | 11:00 a.m.

Study Session

All Times Are Estimates

- 11:00 a.m. Call to Order**
Mr. Tim Burt
Approval of Agenda **Action**
Mr. Tim Burt, Chair
- 11:05 a.m. Tour of Science Labs**
Dr. Richard Middleton-Kaplan, Mr. Keenan Failing
- 12:15 p.m. Lunch Break**

Board Meeting

All Times Are Estimates

- 1:00 p.m. Board Meeting Resumes**
- 1:00 p.m. Introductions** **Discuss** **Tab 1**
Kathy Adamski
 - Kerri Finkbiner, Acting Nursing Assistant Administrative Program Coordinator
 - Sandra Graham, Nursing Faculty, Walla Walla Campus
 - Lara-ly Hendrickson, Nursing Faculty, Clarkston Campus
 - Brandom Price, Nursing Faculty, Walla Walla CampusBrent Caulk
 - Alexis Nordman, Educational & Career Navigator, Corrections Ed, WSPCarol Fitzgerald
 - Kim Lawbaugh, Program Assistant, Corrections Ed, WSPDenise Kammers
 - Roxanne Bernal, Program Specialist 2, CRCC
 - Paloma Lopez, Office Assistant 3, CRCC
 - Cecilia Madrigal, Office Assistant 3, CRCCRichard Middleton-Kaplan
 - Craig Richards, Human & Social Services Program SpecialistMelissa Rodriguez
 - Glenda Lamas, Welcome Center Coordinator
- 1:15 p.m. Consent Agenda** **Action**
Mr. Burt
 1. December 18, 2019 Board Meeting Minutes **Tab 2**
 2. Personnel Update **Tab 3**
 3. Final Fall Quarter Enrollment Report **Tab 4**
 4. Interim Winter Quarter Enrollment Report **Tab 5**
- 1:17 p.m. Recognize Tony McGuire, Walla Walla Community College Community Service Award Recipient** **Discuss**

Mr. Brent Caulk

1:20 p.m.	Oral Reports		
	<ul style="list-style-type: none">• Student Government Association Activity Report Clarkston Campus <i>Emily Saltzberg, SGA President</i>	Discuss	
	<ul style="list-style-type: none">• Capital Projects Update <i>Ms. Davina Fogg</i>	Discuss	
	<ul style="list-style-type: none">• Financial Report <i>Ms. Peggy Lauerman</i>	Discuss	
	<ul style="list-style-type: none">• First Read -- Resolution 20-01-01 Authorizing Investment of WWCC Monies in the Local Government Investment Pool <i>Ms. Lauerman</i>	Discuss	Tab 6
	<ul style="list-style-type: none">• International Students Program Update <i>Ms. Cheryl Hansen; Ms. Lauerman</i>	Discuss	
2:30 p.m.	President's Report <i>Dr. Brandes</i>	Discuss	
2:45 p.m.	Board Reports / Remarks	Discuss	
2:50 p.m.	New and Unscheduled Business	Discuss	
2:55 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>		
3:10 p.m.	Adjourn		



**Walla Walla Community College
Board of Trustees Meeting
January 16, 2020**

Tab 1

Introductions

Kathy Adamski

- **Kerri Finkbinder, Acting Nursing Assistant Administrative Program Coordinator**
Kerri has served as a part-time adjunct nursing assistant instructor at WWCC since 2004. Kerri received her BSN in 1979 from Walla Walla College and has a Master's in Public Health from Loma Linda University (1980). Kerri has experience in a variety of nursing care roles including Medical-Surgical nursing, Renal and Cardiology nursing, Bilingual RN at the Walla Walla Farm Labor Camp, Bilingual RN at the Community Health Center La Clinica Pasco, WA, and as a Health Clinician for the Walla Walla Public School District. Kerri has assisted in medical and dental clinics in third world countries and served as a volunteer nurse at Bangla Hope Orphanage, Bangladesh.
- **Sandra Graham, Nursing Faculty, Walla Walla Campus**
Sandra has been employed at WWCC since 2005 as the Nursing Assistant Coordinator /Transcultural Healthcare Specialist. Intermittently during this time, she taught as a part-time adjunct nursing clinical instructor. Sandra is now on an annual, full-time, nursing faculty contract for first-year nursing on the Walla Walla campus. She has a wealth of nursing experience in Urgent Care, Telephone Consulting, Home Health, Pediatric Transitional Care Unit, Migrant Health Center, and Critical Care Nursing. Sandra received her BSN degree from Walla Walla College (1984) and her MSN degree from the University of Phoenix in 2009. Prior to coming to WWCC, Sandra served in a nursing faculty position at South Seattle Community College. In addition to her nursing and nursing assistant expertise, Sandra has extensive knowledge and experience in Spanish-English medical interpreter services and has presented nationally on this topic.
- **Lara-ly Hendrickson, Nursing Faculty, Clarkston Campus**
Lara-Ly has served as a part-time adjunct nursing clinical instructor for WWCC since Spring, 2018. She is now on an annual, full-time nursing faculty contract for second-year nursing on the Clarkston campus. Lara-ly attended WWCC and became a RN in 1995. She received both her BSN (2017) and MSN with a focus on Education (2018) from Western Governor's University. Her nursing experience includes Pediatric nursing (acute care, home care, long-term care), Travel nursing, Camp nursing, Obstetrics/Gynecology phone triage, and adult Medical-Surgical nursing. Lara-ly holds many certifications in the areas of pediatric and neonatal nursing.
- **Brandom Price, Nursing Faculty, Walla Walla Campus**
After serving as a part-time adjunct nursing clinical instructor for WWCC in Fall, 2019, Brandom is now on an annual, full-time, nursing faculty contract for second-year nursing on the Walla Walla campus. She received both her BSN (2006) and MN (2015) degrees from Montana State University. She is a Family Nurse Practitioner and has most recently worked in that capacity at The Health Center at Lincoln High School and as a "Virtual" Nurse Practitioner. She has nursing experience in the Emergency Department, Intensive Care Unit, and Medical-Surgical Unit. Prior to becoming a nurse, Brandom provided First Aid and English education for Himalayan Explorers Connections in the Everest Region and was an Environmental Educator for the Peace Crops in Niger, West Africa.

Brent Caulk

- **Alexis Nordman, Educational & Career Navigator, Corrections Education, WSP**
Alexis is a current graduate student at Washington State University who will receive her master's degree in Criminal Justice & Criminology in May 2020. She has experience working in higher education settings, aiding individuals in conflict resolution, and providing resources tailored to their specific needs and desires. Alexis brings a positive and team-oriented energy to all work settings that she has been involved with

Carol Fitzgerald

- **Kim Lawbaugh, Program Assistant, WSP**

Kim is an experienced educator with 26 years of experience. She has recently moved from the classroom after a highly successful career and joined the College in 2018 in support roles. She will use her years of experience in teaching to supervise the new South Complex study lab and her organization skills to support office data entry needs. Kim brings a wealth of experience and energy to a vital area of education in the new South Complex programming building.

Denise Kammers

- **Roxanne Bernal, Program Specialist 2, CRCC**

Roxanne Bernal has been employed at CRCC/WWCC since 2011. She has been a reliable, intelligent and enthusiastic employee who displays a very strong work ethic and has proven to be a valuable asset to the Corrections Education Program at CRCC.

- **Paloma Lopez, Office Assistant 3, CRCC**

Paloma Lopez has more than six years office experience as well as experience in education as a para-educator in the K12 system. She also noted during her interview that Excel is her best friend, which is a definite positive for this position. Her biggest motivator in applying for this position was to be a positive example for her children. She displays a strong work ethic and communication skills which are an asset to the Corrections Education Program at CRCC.

- **Cecilia Madrigal, Office Assistant 3, CRCC**

Cecilia Madrigal has more than five years office experience as well as experience in a college setting as an Admissions Assistant. Her biggest motivator in applying for this position is to find a career closer to her home in Connell. She displays a calm positive demeanor, and ability to communicate effectively with multiple entities which is an asset to the Corrections Education Program at CRCC.

Richard Middleton-Kaplan

- **Craig Richards, Human & Social Services Program Specialist**

Craig has lived in Walla Walla for many years, raising a family here and operating his own retail business. After selling his business, he enrolled in our first cohort of students Human & Social Services (HSS) program, earning a degree in 2017. Craig was hired as a part-time HSS Practicum Coordinator at WWCC, charged with expanding practicum opportunities for our students. Under his leadership, we now have practicum relationships with 17 partner agencies. Craig currently serves on four community boards-the County Health Advisory Board, the Community Truancy Board, Helpline Walla Walla's Board of Directors, and as co-chair of the County Behavioral Health Advisory Board.

Melissa Rodriguez

- **Glenda Lamas, Welcome Center Coordinator**

Glenda has a Bachelors in Mass Communications from Walla Walla University. She has experience in sales and customer service, as office manager of the KUNP and KATU TV station office, and as an office assistant for the Communication & Languages Department at Walla Walla University. She is passionate about providing the information and support that first-generation students need to make college less stressful for them. She is outgoing, loves to talk with people and says, "Communication is her middle name."

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

The Board of Trustees of Community College District Number 20 met in regular session on Wednesday, December 18, 2019, on the Walla Walla Community College Walla Walla Campus. Mr. Tim Burt called the meeting to order at 1:00 p.m.

Trustees present:

Mr. Tim Burt
Mr. Sergio Hernandez
Ms. Michelle Liberty
Mr. Bill Warren

Administrators present:

Dr. Derek Brandes, President
Mr. Jerry Anhorn, Acting VP of Strategic Initiatives, Workforce,
And Operations
Mrs. Sherry Hartford, Vice President, Human Resources
Dr. Chad Hickox, Executive Vice President/Provost
Ms. Peggy Lauerma, Interim Vice President, Business Services
Ms. Kathy Adamski, Dean, Nursing Education
Mr. Brent Caulk, Dean, Corrections Education, WSP
Ms. Jessica Cook, Executive Director, WWCC Foundation
Ms. Denise Kammers, Dean, Corrections Education, CRCC
Dr. Richard Middleton-Kaplan, Dean, Arts & Sciences, Criminal
Justice, Early Childhood & Parenting Education, and Human &
Social Services
Dr. Chad Miltenberger, Dean, WWCC Clarkston Campus
Ms. Susie Pearson, Dean, Transitional Studies
Dr. Nick Velluzzi, Vice President, Enrollment Services

Also present:

Ms. Lisa Chamberlin, Director, eLearning
Mr. Bryan Ovens, Assistant Attorney General
Ms. Jerri Ramsey, Recording Secretary
Ms. Jacquelyn Ray, Director, Library Services
Ms. Melissa Rodriguez, Director, Outreach
Ms. Nadine Stecklein, Director, Student Life

Approval of Agenda.

Mr. Hernandez moved and Mr. Warren seconded to approve the agenda for the December 18, 2019 Board of Trustees meeting as presented. *Motion carried.*

Introductions. The following new employee was introduced to the Board:

- Jacob Waddell, Welding Instructor, WSP

Consent Agenda.

Mr. Hernandez moved and Ms. Liberty seconded that the consent agenda items be approved or accepted, as appropriate: 1) November 13, 2019 Board Meeting Minutes; 2) Personnel Update; 3) Interim Fall Enrollment Report; and 4) Preliminary Winter Quarter Enrollment Report. *Motion carried.*

Oral Reports

- **Student Government Association Activity Report | Walla Walla Campus.** Ana Carvajal, President of the Walla Walla Campus SGA, reported SGA: Was finalizing revisions to its constitution; will be working to make students more aware of their organization and the role of student life; and had filled their final two officer positions.

- **Faculty Senate Update.** Mike Rostollan, Faculty Senate President, reviewed the purpose and role of the Faculty Senate, introduced the senators in attendance, and highlighted some of the current initiatives. Mr. Rostollan then reported that following the October Board of Trustees meeting and Dr. Brandes' evaluation, and due to the concerns of faculty, the Faculty Senate requested that Dr. Brandes speak to the entire faculty and provide time for a question and answer session. Following that November session, Faculty Senate met and unanimously agreed to the need for an anonymous survey or poll to better determine the faculty's opinion of Dr. Brandes' leadership. Mr. Rostollan reviewed the Presidential Confidence Poll, noting: 1) the Poll was distributed to all 405 faculty – 98 full-time and 307 part-time; 2) a total of 133 responses were received – 82 from full-time faculty, 32 from part-time, and 18 who did not vote but submitted comments; 3) the single question was: "Do you feel confident that President Brandes can effectively lead the college moving forward." Mr. Rostollan reported the results indicated ~~30~~52 of the fulltime faculty answered "no;" ~~20~~30 expressed confidence; and of the part-time faculty that responded, 20 indicated no confidence and 12 had some confidence.

Mr. Burt indicated he would like to discuss these results with the Board in executive session.

Mr. Hernandez moved and Mr. Warren seconded to amend the agenda to include the evaluation of a public employee as part of the executive session. *Motion carried.*

At its January 15, 2020 meeting, the Board of Trustees, by motion, amended the December 12, 2019 minutes as shown: 52 answered 20 instead of 30 and 30 expressed confidence instead of 20.

- **Last Day to Register Report.** Mr. Slepín provided the Board with the research – both nationally and by WWCC -- behind the establishment of the last day to register policy, noting WWCC's analysis indicated that on average compared to other students, late registrants were twice as likely to fail; had lower GPAs; and that there was an average of 28 percentage points between late registrants and on time registrants being retained into the next quarter and beyond. Mr. Slepín also pointed out that maintaining a last day to register policy is viewed as a student success initiative, i.e., nudging students toward more successful practices so they are ready to start successfully on their first day. Ms. Bockmann reviewed the implementation and timeline of the last day to register, including determining the last day would be three business days before the start of the quarter; how best to communicate/publicize the new policy; and ensuring there was an exception policy/process. The policy was implemented in the fall of 2018, needed refinements have been made following the start of each quarter, and it has proven to be quite successful

- **Outreach Update.** Dr. Velluzzi introduced Melissa Rodriguez, Director of Outreach and Recruitment, who highlighted her goals and priorities for outreach, including fostering a sense of belonging for students and visitors; building new relationships with stakeholders at feeder schools and the community; and focusing on customer service. Ms. Rodriguez reported on the new Welcome Center; creating an outreach planning team representing both campuses; creating new flyers and workbooks for use at college and career fairs; and working on a "listening tour" of faculty to determine what information they would like to see highlighted. Dr. Velluzzi reported the Title III grant will allow for the purchase of a customer relations management software that will provide a means to track prospects, students, and outcomes.

- **Budget Update.** Ms. Lauerman provided highlights of the current budget process, including the timelines for voluntary and involuntary separations; use of reserves and the need to right-size the organization to limit use of reserves to one-time expenditures vs for operations; the need to ensure the budget approximates actuals; future efforts to create more transparency and communication regarding the budget process; potential for new technology to make the process more efficient, etc. Ms. Lauerman also indicated when the comparison of budget to actual is complete, she will provide that information to the Board.

Ms. Lauerman reviewed the current revenues, expenditures, and grants and contracts through November 30, 2019.

- **ctcLink Update.** Ms. Chamberlin provided an overview of the ctcLink project, including its history; need; purpose; areas covered, i.e., human capital management, finance, and campus solutions; challenges encountered by other community colleges to-date; current deployment status; what and who will be impacted, i.e., everything and everyone; and that WWCC is currently scheduled for deployment in February 2022.

Recess to Executive Session to Discuss Faculty Negotiations and to Evaluate the Performance of a Public Employee. At 2:35 p.m. the Board recessed to Executive Session to discuss faculty negotiations and evaluate the performance of a public employee with an anticipated return time of 3:05 p.m. At 3:05 p.m., the Board extended the Executive Session to 3:20 p.m. At 3:20 p.m., the Board extended the Executive Session to 3:25 p.m. The Board returned to open session at 3:25 p.m. and Mr. Burt reported no action had been taken during the Executive Session.

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

Mr. Warren moved and Mr. Hernandez seconded to approve the Memorandum of Understanding Between the Board of Trustees of Community College District No. 20 and the Walla Walla Community College Association for Higher Education, as presented. *The motion carried.*

With regard to the survey results presented by Mr. Rostollan on behalf of the Faculty Senate, Mr. Burt responded that the Board of Trustees was always willing to listen and consider concerns of the faculty, staff, and community; recognizing it was a difficult time. Further, Mr. Burt requested that Faculty Senate provide a list of specific concerns and then Mr. Burt and one other trustee would meet with a small group representing Faculty Senate to discuss. Mr. Rostollan agreed to proceed with the request.

College Governance. Dr. Brandes reviewed the powers of a board as outlined under RCW 25B.50.140; the delegation of authority by the Board to the President per WWCC Board Policy 200.300; and the authority reserved by the Board of Trustees. Dr. Brandes reported he was transitioning from a President's Cabinet to a President's Core Team consisting of his direct reports who meet weekly to advise and make recommendations to him and explained that the Strategic Leadership Team – SLT – was a much larger group chaired by Dr. Hickox that meets twice a month. Dr. Brandes reviewed the NWCCU standard regarding participatory governance, noting WWCC did not yet meet that standard and reviewed how, through a college "design team" formed two years ago, efforts continued to create a Governance Council that can make recommendations to the president on issues impacting the entire college community, such as strategic planning, aligning budget, campus culture and major initiatives. The Council consists of 15 members (three students, three classified staff, three faculty, three campuses, three administration). Dr. Brandes reviewed the roles of the Faculty Senate and that of the Student Government Association (SGA). Dr. Brandes noted work would begin after the first of the year to develop a board policy that establishes the framework for governance of the college and reported the Governance Council was currently working to create a list of all college committees and their purpose.

President's Report. Dr. Brandes reviewed the status of the proposed STEM building, noting, as discussed in prior meetings, that there would be approximately a \$3 million gap between funding provided by the State and local funds the College would have to provide to complete the project as planned. Dr. Brandes then raised the question of whether the college should 1) proceed as planned; 2) request the State move the project down on the capital projects list, or; 3) consider reimagining the project as an extension onto the existing science lab. Dr. Brandes noted this decision should be made relatively soon.

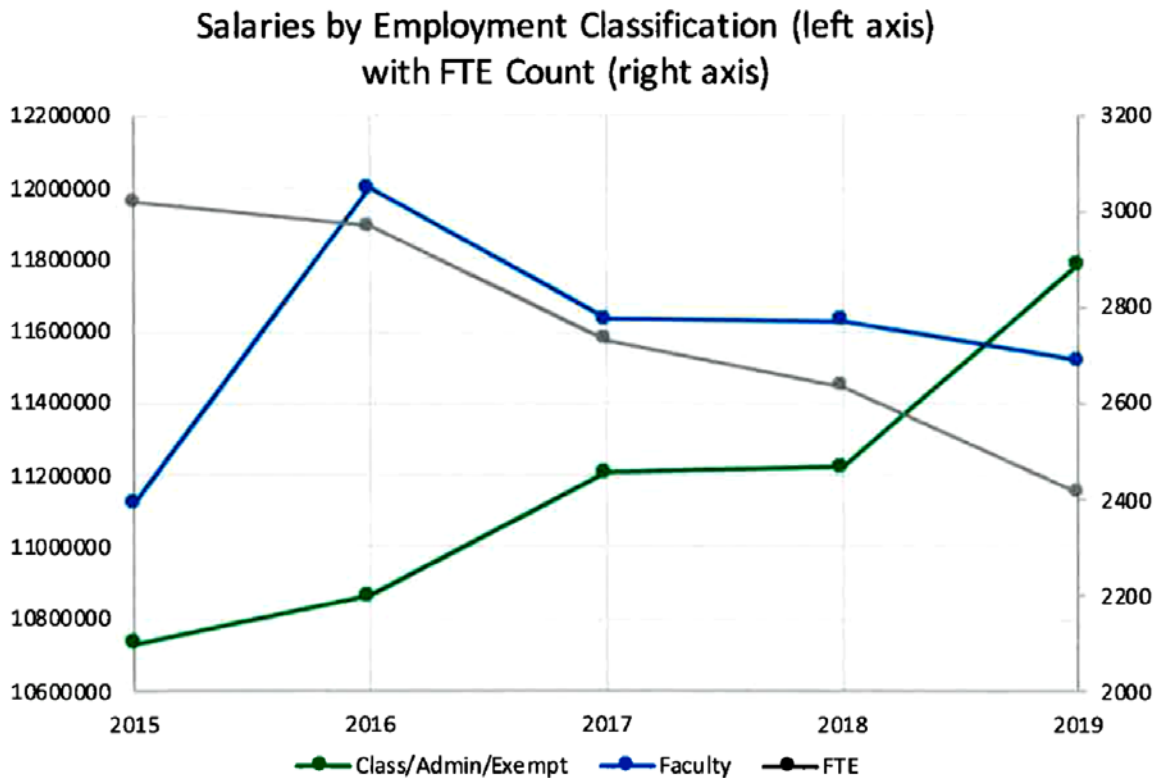
Board Reports / Remarks.

- Mr. Burt reported, as requested by Mr. Warren, examples of board self-evaluations from other community colleges were provided for review.
- There was discussion around trustees having the opportunity to meet faculty members seeking tenure prior to when they are asked to decide on tenure. It was pointed out this would have to go before labor management, however, AHE President Jim Peitersen, who was in attendance, gave his approval.

New and Unscheduled Business. None.

Public Comment.

- Faculty member Julianne Sachs commented as follows:
 - Ms. Sachs related that during the November Board meeting, when Mr. Hernandez questioned the President about tabling the college governance report, she was disconcerted by the President's response that it was unrelated to the budget. Ms. Sachs pointed out the college currently has a president, provost/executive vice president, two vice presidents, one interim vice president, one acting vice president, one associate vice president, seven deans, four assistant deans, five executive directors, sixteen directors, eight assistant directors, and other coordinators, supervisors, administrators, managers, division chairs, and program leaders and that given that information, she could not comprehend how governance could not be relevant to the budget.
 - That during the past few years of deficit budgets, many of the positions named had been created by the President without being open to the college or public and noted the President had, at a recent meeting, stated one of the individuals had "fallen into his lap."
 - Noted that following the meeting referred to, Dr. Brandes had provided the college community with the 2015-2019 salary expenditures with which she had created a graph indicating the salary expenditures and FTE counts (see below), and specifically the change from 2018 to 2019 because of the declaration of financial emergency; pointing out the increase in classified, administrative, and exempt categories and the decreases in the faculty category and FTE category.



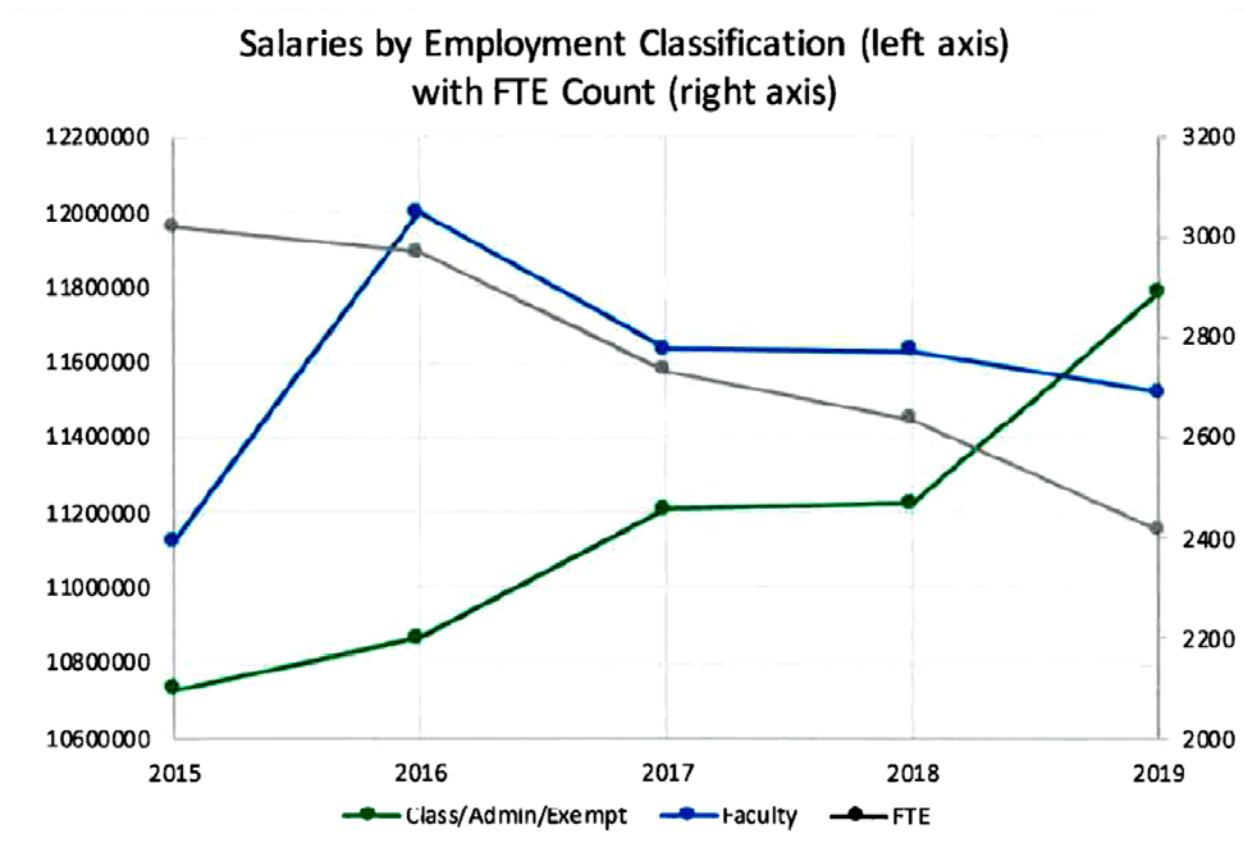
**Actual change
from 2018 to 2019**

**Class/Admin/Exempt
563415**

**Faculty
-110412**

**FTE
-221**

- Reviewed a second graph (see below), noting she used 2015 as a baseline, combined the three employment categories, with faculty and FTE count separate, and pointing out the increase in the employment category and the decrease in faculty and FTE count.
- Noted the President's Cabinet had been tasked with addressing the budget crisis, however there was little evidence of productivity. That the ten-member President's Cabinet had been meeting for 1 1/2 hours weekly since July at an estimated cost of \$1,500 per meeting, not including the cost of other college employees involved in preparing information to present to the cabinet; that this represented time and money that would not be necessary with a detailed, balanced budget made available to each department so the departments could allocate the appropriate funds and have the autonomy to do their jobs.
- Implored the Board, for the health of all employees, students, and communities served by the college, to fulfill its duties by responsibly and ethically providing administrative and fiduciary oversight for WWCC.



**Actual change
from 2018 to 2019**

**Class/Admin/Exempt
563415**

**Faculty
-110412**

**FTE
-221**

Mr. Hernandez clarified that his question at the previous Board meeting relative to tabling the President's report on college governance was that he was asking if the report had an impact on the budget but was not equating it to governance. Dr. Brandes indicated he had tabled the report as Mr. McQuary was not in attendance.

- Jim Peitersen, faculty member and AHE president, commented as follows:
 - He had recently learned the college was hiring an executive coach for President Brandes; he had asked and Dr. Brandes had confirmed it was true, that he had requested it during his last evaluation, the Board had agreed to it, the Board was going through ACCT, and would fund the coach.
 - Mr. Peitersen noted he was unaware of this being discussed during the previous four Board meetings he attended and questioned the purpose of the coach, i.e., to help the College through its budget crisis? To help the President regain the confidence of faculty, staff, and administrators? Did the Board agree to this in lieu of "other actions?"

- Further, Mr. Peitersen asked why the Board agreed to this request? Noting that every president is hired with the expectation they have the skills and experience to run a college and asking if this was a tacit admittance that Dr. Brandes does not have those skills. Mr. Peitersen also noted he was unaware that any other college employee could ask for a coach and have the coach paid by the college.

- Also, Mr. Peitersen asked why there was no public announcement regarding the hiring of an executive coach and if there would be an announcement in the future. And if so, indicated it would be nice to include details, including timelines and cost.

- Mr. Peitersen noted he was aware the Board did not have discretionary funds and that he had verified this with the State Board and the Trustees Association, i.e., that any monies would be College funds and questioning where this money would be found due to the current budget situation.

- Mr. Peitersen stated, in his opinion, this was a bad decision in the current budget situation; questioning if this could mean additional people would be laid off.

Mr. Burt noted there had been no salary increase for the President this year and, further, that every tenured staff member has a chance for professional growth and this was an opportunity for the President to have professional growth. Secondly, regarding the question of whether the hiring of an executive coach was an action item by the Board and therefore required to occur during an open Board meeting, Mr. Ovens noted RCW 42.30.060 details what action can occur in a public session, i.e., adoption of a rule, regulation, order, or directive, and the issue of an executive coach is one of professional growth and does not require a vote by the Board so it is not considered an action. And further, that no action was taken in the executive session held during the November Board meeting.

New and Unscheduled Business. None.

Adjournment. The meeting adjourned at 4:15 p.m.

Derek R. Brandes, President

ATTEST:

Mr. Tim Burt, Chair
Board of Trustees

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: January 9, 2020
TO: Board of Trustees
FROM: Sherry Hartford, Vice President of Human Resources
SUBJECT: Personnel Update

Retirements/Resignations/Separations, December 2019

Barton, Buster – Athletic Fundraiser/Instructor/Rodeo Coach
Mitchell, Tami – Instruction & Classroom Support Technician 2
Rafanelli, Marcus – Instruction & Classroom Support Technician 1

Current Full-Time Recruitments (In Process)

Electrical Instructor



Walla Walla Community College

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

DATE: January 9, 2020
TO: Board of Trustees
FROM: Dr. Nick Velluzzi
RE: Final Fall Quarter Enrollment

The corresponding tab provides a final enrollment report for Fall Quarter 2019.

- State-supported enrollment for Fall Quarter closed at 2,276 FTE, a decline of 91 FTE (about 3.8%) from the close of Fall Quarter 2018.
- Contract enrollment, the majority of which is corrections education, closed at 1,362 FTE, an increase of 15 FTE (1.1%) from the close of Fall Quarter 2018. Corrections Education is reported 1,074 FTE of overall contract enrollment.
- Self-support enrollment closed at 75 FTE, which is up from 44 FTE at the close of Fall Quarter 2018.

WWCC Enrollment Report for Winter 2019

As of January 9, 2020

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

FTE by Funding Source

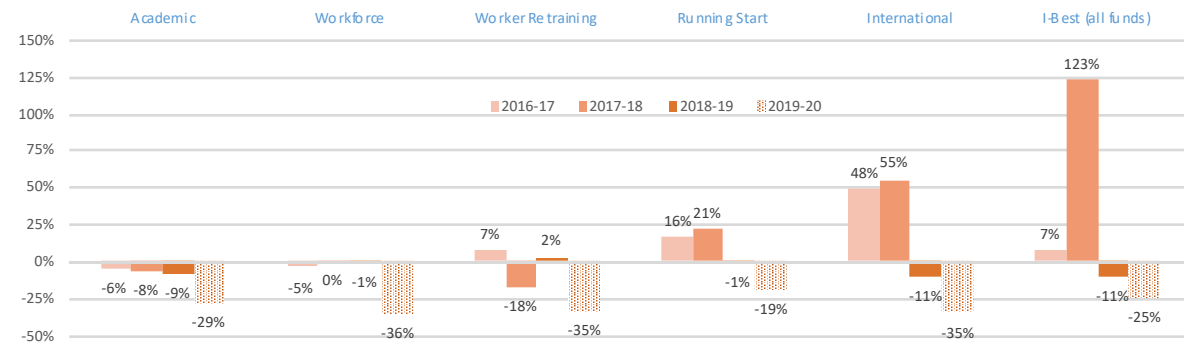
	2016-17				2017-18				2018-19				2019-20			
	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE
summer	699	1,051	44	1,794	793	1,078	29	1,900	689	889	41	1,619	561	972	36	1,569
fall	2,691	1,483	29	4,203	2,583	1,401	33	4,017	2,367	1,347	31	3,745	2,276	1,362	75	3,713
winter	2,637	1,438	19	4,094	2,566	1,407	29	4,002	2,371	1,353	29	3,753	2,177	602	34	2,813
spring	2,473	1,408	17	3,898	2,402	1,381	19	3,802	2,199	1,341	40	3,580				
Total	8,500	5,380	109	13,989	8,344	5,267	110	13,721	7,626	4,930	141	12,697	5,014	2,936	145	8,095
AAFTI	2,833	1,793	36	4,663	2,781	1,756	37	4,574	2,542	1,643	47	4,232	1,671	979	48	2,698

State Allocation Plan for 2019-20: 3,155 -47% from target

Change to date

		Δ prev.yr.	Δ 3yrs.	Δ 3-yr avg.
State	summer	-19%	-20%	-23%
	fall	-4%	-15%	-11%
	winter	-8%	-17%	-14%
	spring			
	annual			
Contract	summer	9%	-8%	-3%
	fall	1%	-8%	-3%
	winter	-56%	-58%	-57%
	spring			
Self Support	summer	-12%	-18%	-5%
	fall	145%	159%	143%
	winter	17%	79%	32%
	spring			

Annual Change in FTE by Class Intent and Program



FTE Highlights by Class Intent and Funding Program

Duplicative. Do not sum to totals		2016-17				2017-18				2018-19				2019-20			
		summer	fall	winter	spring	summer	fall	winter	spring	summer	fall	winter	spring	summer	fall	winter	spring
intent*	State																
	Academic	270	1,027	1,014	977	285	959	933	851	237	851	859	814	240	870	845	
	Workforce	347	1,187	1,152	1,151	367	1,165	1,147	1,150	309	1,214	1,148	1,119	232	1,093	1,109	
	Transitional Studies	83	478	471	345	142	459	486	402	142	302	363	266	90	294	217	
	Worker Retraining	130	403	470	449	154	312	371	354	93	380	379	366	102	352	339	
	I-Best**		19	34	42		35	38	29		30	21	47		42	11	
	BAS										3	7	9	4	49	49	
	International	3	13	13	20	11	20	23	22	8	20	19	21	4	18	22	
	Contract																
	DOC	1,050	1,225	1,187	1,158	1,078	1,081	1,108	1,081	888	1,018	1,052	1,056	972	1,074	298	
	Running Start		169	166	153		211	200	181		199	202	183		232	241	
	Alternative HS		72	75	75		85	95	97		97	93	86	9	46	55	
	College in HS		15		13		19		12		14		10				
	I-Best**	22	22	19	22	82	73	98	46	63	60	70	68	123	94		

*Based on course CIP. Transitional studies includes both pre-college and Basic Education for Adults (BEA) courses.

**All state-funded I-Best enrollments receive a 75% enhancement. Enhancement of contract-funded courses began in 2017-18.



Walla Walla Community College

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

DATE: January 9, 2020

TO: Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Interim Winter Quarter Enrollment

Enclosed is an interim enrollment report for Winter Quarter 2020.

- State-supported enrollment for Winter Quarter is reporting 2,177 FTE, a difference of 194 FTE (8.1%) from the **close** of Winter Quarter 2019.
- Contract enrollment is reporting 602 FTE. Contract enrollment will increase in the near future as students register for Winter Quarter classes.
- Self-support enrollment is reporting 34 FTE, up five FTE from the **close** of Winter Quarter 2019.
- Enrollment in the Bachelors of Applied Science (BAS) programs is reporting 49 FTE, up from seven FTE last winter.
- International Student enrollment is reporting 22 FTE, up three FTE from last Winter Quarter.
- Running Start is reporting 241 FTE, up 39 FTE from the **close** of last Winter Quarter.
- AEP is reporting 55 FTE, down 38 FTE from the **close** of last Winter Quarter.

WWCC Enrollment Report for Winter 2019

As of January 9, 2020

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

FTE by Funding Source

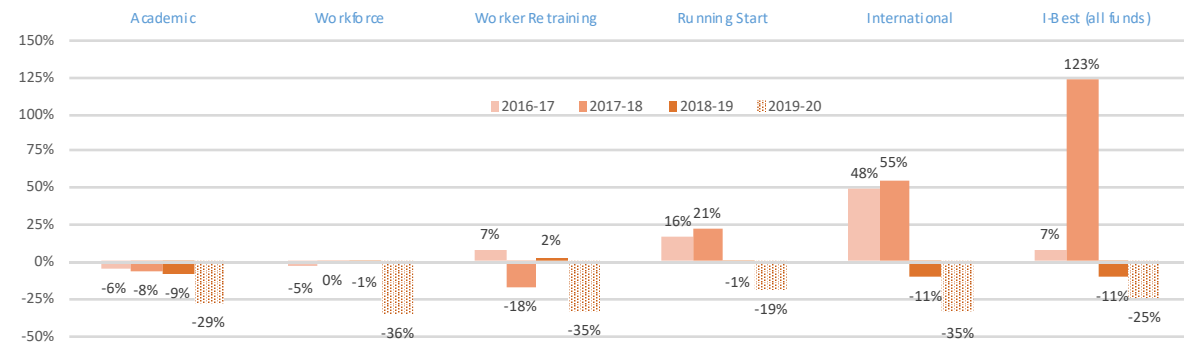
	2016-17				2017-18				2018-19				2019-20			
	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE
summer	699	1,051	44	1,794	793	1,078	29	1,900	689	889	41	1,619	561	972	36	1,569
fall	2,691	1,483	29	4,203	2,583	1,401	33	4,017	2,367	1,347	31	3,745	2,276	1,362	75	3,713
winter	2,637	1,438	19	4,094	2,566	1,407	29	4,002	2,371	1,353	29	3,753	2,177	602	34	2,813
spring	2,473	1,408	17	3,898	2,402	1,381	19	3,802	2,199	1,341	40	3,580				
Total	8,500	5,380	109	13,989	8,344	5,267	110	13,721	7,626	4,930	141	12,697	5,014	2,936	145	8,095
AAFTI	2,833	1,793	36	4,663	2,781	1,756	37	4,574	2,542	1,643	47	4,232	1,671	979	48	2,698

State Allocation Plan for 2019-20: 3,155 -47% from target

Change to date

		Δ prev.yr.	Δ 3yrs.	Δ 3-yr avg.
State	summer	-19%	-20%	-23%
	fall	-4%	-15%	-11%
	winter	-8%	-17%	-14%
	spring			
	annual			
Contract	summer	9%	-8%	-3%
	fall	1%	-8%	-3%
	winter	-56%	-58%	-57%
	spring			
Self Support	summer	-12%	-18%	-5%
	fall	145%	159%	143%
	winter	17%	79%	32%
	spring			

Annual Change in FTE by Class Intent and Program



FTE Highlights by Class Intent and Funding Program

Duplicative. Do not sum to totals		2016-17				2017-18				2018-19				2019-20			
		summer	fall	winter	spring	summer	fall	winter	spring	summer	fall	winter	spring	summer	fall	winter	spring
intent*	State																
	Academic	270	1,027	1,014	977	285	959	933	851	237	851	859	814	240	870	845	
	Workforce	347	1,187	1,152	1,151	367	1,165	1,147	1,150	309	1,214	1,148	1,119	232	1,093	1,109	
	Transitional Studies	83	478	471	345	142	459	486	402	142	302	363	266	90	294	217	
	Worker Retraining	130	403	470	449	154	312	371	354	93	380	379	366	102	352	339	
	I-Best**		19	34	42		35	38	29		30	21	47		42	11	
	BAS										3	7	9	4	49	49	
	International	3	13	13	20	11	20	23	22	8	20	19	21	4	18	22	
	Contract																
	DOC	1,050	1,225	1,187	1,158	1,078	1,081	1,108	1,081	888	1,018	1,052	1,056	972	1,074	298	
	Running Start		169	166	153		211	200	181		199	202	183		232	241	
	Alternative HS		72	75	75		85	95	97		97	93	86	9	46	55	
	College in HS		15		13		19		12		14		10				
	I-Best**	22	22	19	22	82	73	98	46	63	60	70	68	123	94		

*Based on course CIP. Transitional studies includes both pre-college and Basic Education for Adults (BEA) courses.

**All state-funded I-Best enrollments receive a 75% enhancement. Enhancement of contract-funded courses began in 2017-18.



Walla Walla Community College

500 Tausick Way
Walla Walla, WA 99362-9267
Phone: 509/527.4274
Fax: 509/527.4249

MEMORANDUM

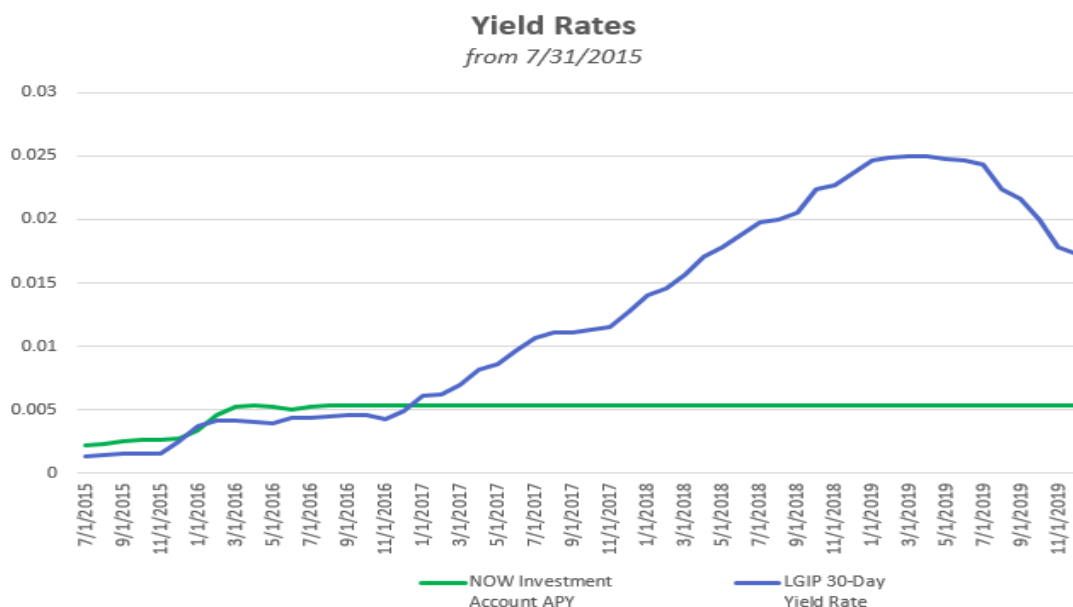
TO: Board of Trustees
DATE: January 9, 2020
FROM: Peggy Lauerman, Interim Vice President of Business Services
RE: Local Government Investment Pool (LGIP) Resolution

The Local Government Investment Pool (LGIP) is a voluntary investment vehicle operated by the Office of the State Treasurer. Since its creation by the State Legislature in 1986, over 530 local governments have participated in the pool to provide safe, liquid, and competitive investment options for local governments.

The LGIP lets local governments use the State Treasurer's resources to safely invest their funds while enjoying the economies of scale available from a \$10-16 billion pooled fund investment portfolio.

LGIP's investment objectives are, in priority order: 1) safety of principal, 2) maintaining adequate liquidity to meet cash flows, and 3) providing a competitive interest rate relative to other comparable investment alternatives. LGIP offers 100% liquidity to its participants.

The College has an opportunity to improve the amount of interest earned on its investment account which is currently yielding .54%. The LGIP has a true 30-day yield rate of 1.75% as of January 8th. The graph below shows a historical prospective of the rates between the College's investment account with the bank and the LGIP.



In order to update the authorized signature form to invest money in the Local Government Investment Pool (LGIP), the College is required to have a current resolution in place as prescribed by the Office of the State Treasurer. As such, we propose rescinding WWCC's Resolution 96-4 dated June of 1996 and replacing it with Resolution 20-01-01.

If you approve this proposal, the resolution would be presented to the Board at the February 12, 2020 meeting for approval. Thank you for your consideration.



Walla Walla Community College

Resolution 20-01-01

Authorizing Investment of Walla Walla Community College Monies in the Local Government Investment Pool

WHEREAS, pursuant to Chapter 294, Laws of 1986, the Washington State Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)), for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer; and

WHEREAS, from time to time it may be advantageous to the authorized governmental entity, Walla Walla Community College, "WWCC" hereinafter, to contribute funds available for investment in the LGIP; and

WHEREAS, the investment strategy for the LGIP is set forth in its policies and procedures; and

WHEREAS, any contributions or withdrawals to or from the LGIP made on behalf of WWCC shall be first duly authorized by the Walla Walla Community College Board of Trustees, the "Governing Body" hereinafter, or any designee of the Governing Body, pursuant to this resolution, or a subsequent resolution; and

WHEREAS, WWCC will cause to be filed a certified copy of this resolution with the Office of the State Treasurer; and

WHEREAS, the Governing Body and any designee appointed by the Governing Body with authority to contribute or withdraw funds of WWCC has received and read a copy of the prospectus and understands the risks and limitations of investing in the LGIP; and

WHEREAS, the Governing Body attests by the signature of its Chair that it is duly authorized and empowered to enter into this agreement, to direct the contribution or withdrawal of governmental entity monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein.

NOW THEREFORE, BE IT RESOLVED that the Governing Body does hereby authorize the contribution and withdrawal of WWCC monies in the LGIP in the manner prescribed by law, rule, and prospectus.

BE IT FURTHER RESOLVED that the Governing Body has approved the Local Government Investment Pool Transaction Authorization Form, "Form" hereinafter, as completed and incorporates said Form into this resolution by reference and does hereby attest to its accuracy.

BE IT FURTHER RESOLVED that WWCC designates _____, (*title*), the "authorized individual" hereinafter, to authorize all amendments, changes, or alterations to the Form or any other documentation, including the designation of other individuals to make contributions and withdrawals on behalf of WWCC.

BE IT FURTHER RESOLVED that this delegation ends upon the written notice, by any method set forth in the prospectus, of the Governing Body that the authorized individual has been terminated or that their delegation has been revoked. The Office of the State Treasurer will rely solely on the Governing Body to provide notice of such revocation and is entitled to rely on the authorized individual's instructions until such time as said notice has been provided.

BE IT FURTHER RESOLVED that the Form as incorporated into this resolution or hereafter amended by the delegated authority, or any other documentation signed or otherwise approved by the authorized individual shall remain in effect after revocation of the authorized individual's delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of WWCC. No amendments, changes, or alterations shall be made to the Form or any other documentation until WWCC passes a new resolution naming a new authorized individual; and

BE IT FURTHER RESOLVED that the Governing Body acknowledges that it has received, read, and understood the prospectus as provided by the Office of the State Treasurer. In addition, the Governing Body agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

Passed and Adopted in Open Meeting by the Board of Trustees of Walla Walla Community College, District No. 20, this _____ day of _____, 2020.

Board of Trustees
Walla Walla Community College

Chair of the Board

**LOCAL GOVERNMENT
INVESTMENT POOL**

Prospectus

August 2016



James L. McIntire
Washington State Treasurer

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I. The LGIP

The Local Government Investment Pool (the “LGIP”) is an investment pool of public funds placed in the custody of the Office of the Washington State Treasurer (the “State Treasurer”) for investment and reinvestment as defined by RCW 43.250.020. The purpose of the LGIP is to allow eligible governmental entities to participate with the state in the investment of surplus public funds, in a manner that optimizes liquidity and return on such funds. In establishing the LGIP, the legislature recognized that not all eligible governmental entities are able to maximize the return on their temporary surplus funds, and therefore it provided a mechanism whereby they may, at their option, utilize the resources of the State Treasurer to maximize the potential of their surplus funds while ensuring the liquidity of those funds.

The State Treasurer has established a sub-pool within the LGIP whose shares are offered by means of this Prospectus: The LGIP-Money Market Fund (the “LGIP-MMF” or the “Fund”). The State Treasurer has the authority to establish additional sub-pools in the future.

The Fund offered in this Prospectus seeks to provide current income by investing in high-quality, short term money market instruments. These standards are specific to the Fund, as illustrated in the following table. The LGIP-MMF offers daily contributions and withdrawals.

FUND SNAPSHOT

The table below provides a summary comparison of the Fund’s investment types and sensitivity to interest rate risk. This current snapshot can be expected to vary over time.

Fund	Investment Types	Maximum Dollar-Weighted Average Maturity for LGIP-MMF
LGIP-Money Market Fund	Cash	60 days
Current Investments (as of July 1, 2016)	Bank Deposits US Treasury bills Repurchase agreements US Government agency obligations	

Fees and Expenses

Administrative Fee. The State Treasurer charges pool participants a fee representing administration and recovery costs associated with the operation of the Fund. The administrative fee accrues daily from pool participants’ earnings prior to the earnings being posted to their account. The administrative fee will be paid monthly. In the event that there are no earnings, the administrative fee will be deducted from principal.

The chart below illustrates the operating expenses of the LGIP-MMF for past years, expressed in basis points as a percentage of fund assets.

Local Government Investment Pool-MMF
Operating Expenses by Fiscal Year (in Basis Points)

			2009	2010	2011	2012	2013	2014	2015	2016
<i>Total Operating Expenses</i>			<i>0.88</i>	<i>0.64</i>	<i>0.81</i>	<i>0.68</i>	<i>0.87</i>	<i>0.88</i>	<i>0.95</i>	<i>0.88</i>

(1 basis point = 0.01%)

Because most of the expenses of the LGIP-MMF are fixed costs, the fee (expressed as a percentage of fund assets) will be affected by: (i) the amount of operating expenses; and (ii) the assets of the LGIP-MMF. The table below shows how the fee (expressed as a percentage of fund assets) would change as the fund assets change, assuming an annual fund operating expenses amount of \$950,000.

Fund Assets	\$8.0 bn	\$10.0 bn	\$12.0 bn
Total Operating Expenses (in Basis Points)	1.19	0.95	0.79

Portfolio Turnover: The Fund does not pay a commission or fee when it buys or sells securities (or “turns over” its portfolio). However, debt securities often trade with a bid/ask spread. Consequently, a higher portfolio turnover rate may generate higher transaction costs that could affect the Fund’s performance.

II. Local Government Investment Pool – Money Market Fund

Investment Objective

The LGIP-MMF will seek to effectively maximize yield while maintaining liquidity and a stable net asset value per share, e.g., all contributions will be transacted at \$1.00 net asset value per share.

Principal Investment Strategies

The LGIP-MMF will seek to invest primarily in high-quality, short term money market instruments. Typically, at least 55% of the Fund’s assets will be invested in US government securities and repurchase agreements collateralized by those securities. The LGIP-MMF means a sub-pool of the LGIP whose investments will primarily be money market instruments. The LGIP-MMF will only invest in eligible investments permitted by state law. The LGIP portfolio will be managed to meet the portfolio maturity, quality, diversification and liquidity requirements set forth in GASB 79 for external investment pools who wish to measure, for financial reporting purposes, all of their investments at amortized cost. Investments of the LGIP-MMF will conform to the LGIP Investment Policy, the most recent version of which will be posted on the LGIP website and will be available upon request.

Principal Risks of Investing in the LGIP-Money Market Fund

Counterparty Credit Risk. A party to a transaction involving the Fund may fail to meet its obligations. This could cause the Fund to lose the benefit of the transaction or prevent the Fund from selling or buying other securities to implement its investment strategies.

Interest Rate Risk. The LGIP-MMF’s income may decline when interest rates fall. Because the Fund’s income is based on short-term interest rates, which can fluctuate significantly over short periods, income risk is expected to

be high. In addition, interest rate increases can cause the price of a debt security to decrease and even lead to a loss of principal.

Liquidity Risk. Liquidity risk is the risk that the Fund will experience significant net withdrawals of Fund shares at a time when it cannot find willing buyers for its portfolio securities or can only sell its portfolio securities at a material loss.

Management Risk. Poor security selection or an ineffective investment strategy could cause the LGIP-MMF to underperform relevant benchmarks or other funds with a similar investment objective.

Issuer Risk. The LGIP-MMF is subject to the risk that debt issuers and other counterparties may not honor their obligations. Changes in an issuer's credit rating (e.g., a rating downgrade) or the market's perception of an issuer's creditworthiness could also affect the value of the Fund's investment in that issuer. The degree of credit risk depends on both the financial condition of the issuer and the terms of the obligation. Also, a decline in the credit quality of an issuer can cause the price of a money market security to decrease.

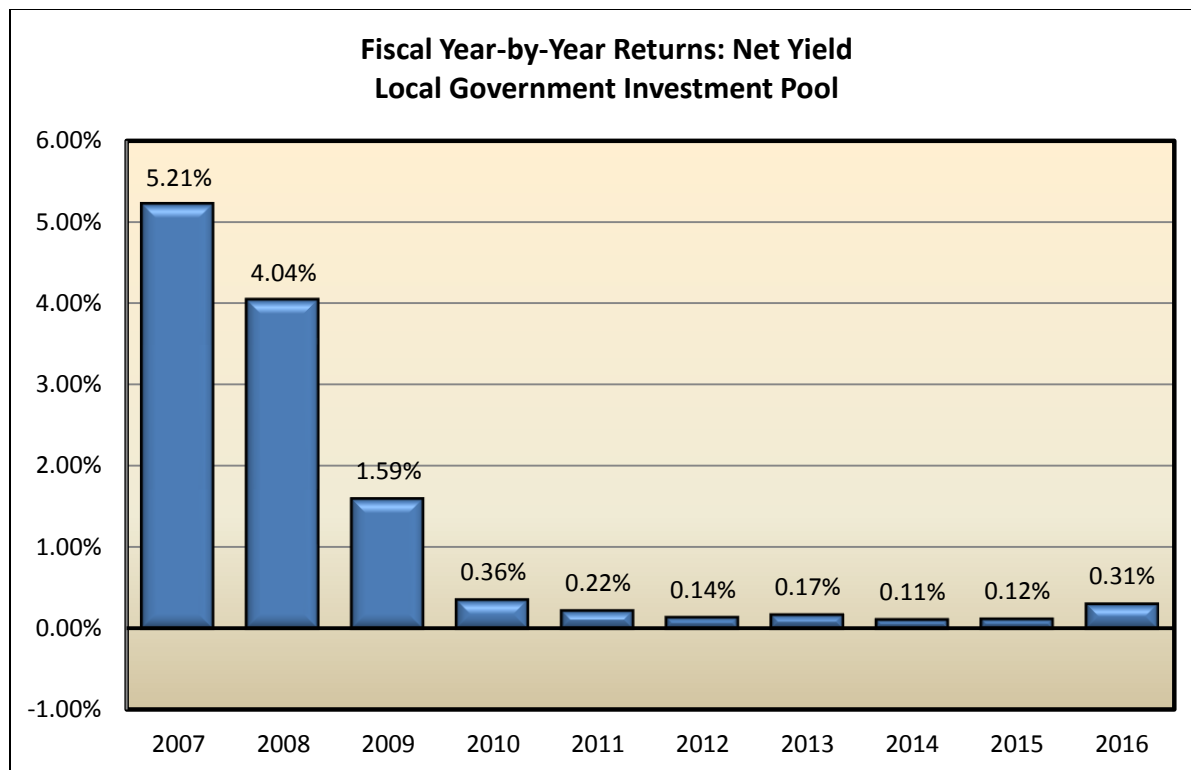
Securities Lending Risk and Reverse Repurchase Agreement Risk. The LGIP-MMF may engage in securities lending or in reverse repurchase agreements. Securities lending and reverse repurchase agreements involve the risk that the Fund may lose money because the borrower of the Fund's securities fails to return the securities in a timely manner or at all or the Fund's lending agent defaults on its obligations to indemnify the Fund, or such obligations prove unenforceable. The Fund could also lose money in the event of a decline in the value of the collateral provided for loaned securities or a decline in the value of any investments made with cash collateral.

Risks Associated with use of Amortized Cost. The use of amortized cost valuation means that the LGIP-MMF's share price may vary from its market value NAV per share. In the unlikely event that the State Treasurer were to determine that the extent of the deviation between the Fund's amortized cost per share and its market-based NAV per share may result in material dilution or other unfair results to shareholders, the State Treasurer may cause the Fund to take such action as it deems appropriate to eliminate or reduce to the extent practicable such dilution or unfair results.

An investment in the LGIP-MMF is not a bank deposit and is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the Fund seeks to preserve the value of investments at \$1 per share, pool participants could lose money by investing in the LGIP-MMF. There is no assurance that the LGIP-MMF will achieve its investment objective.

Performance

The following information is intended to address the risks of investing in the LGIP-MMF. The information illustrates changes in the performance of the LGIP-MMF's shares from year to year. Returns are based on past results and are not an indication of future performance. Updated performance information may be obtained on our website at www.tre.wa.gov or by calling the LGIP toll-free at 800-331-3284.



<u>Local Government Investment Pool-Money Market Fund</u>			
<u>Average Accrued Net Yield</u>			
<u>1 Year</u>	<u>3 years</u>	<u>5 years</u>	<u>10 years</u>
0.31%	0.18%	0.17%	1.28%

Transactions: LGIP-MMF

General Information

The minimum transaction size (contributions or withdrawals) for the LGIP-MMF will be five thousand dollars. The State Treasurer may, in its sole discretion, allow for transactions of less than five thousand dollars.

Valuing Shares

The LGIP-MMF will be operated using a net asset value (NAV) calculation based on the amortized cost of all securities held such that the securities will be valued at their acquisition cost, plus accrued income, amortized daily.

The Fund's NAV will be the value of a single share. NAV will normally be calculated as of the close of business of the NYSE, usually 4:00 p.m. Eastern time. If the NYSE is closed on a particular day, the Fund will be priced on the next day the NYSE is open.

NAV will not be calculated and the Fund will not process contributions and withdrawals submitted on days when the Fund is not open for business. The time at which shares are priced and until which contributions and withdrawals are accepted is specified below and may be changed as permitted by the State Treasurer.

To the extent that the LGIP-MMF's assets are traded in other markets on days when the Fund is not open for business, the value of the Fund's assets may be affected on those days. In addition, trading in some of the Fund's assets may not occur on days when the Fund is open for business.

Transaction Limitations

The State Treasurer reserves the right at its sole discretion to set a minimum and/or maximum transaction amount from the LGIP-MMF and to limit the number of transactions, whether contribution, withdrawal, or transfer permitted in a day or any other given period of time.

The State Treasurer also reserves the right at its sole discretion to reject any proposed contribution, and in particular to reject any proposed contribution made by a pool participant engaged in behavior deemed by the State Treasurer to be abusive of the LGIP-MMF.

A pool participant may transfer funds from one LGIP-MMF account to another subject to the same time and contribution limits as set forth in WAC 210.10.060.

Contributions deposited by ACH will be unavailable for withdrawal for a period of five business days following receipt of funds

Contributions

Pool participants may make contributions to the LGIP-MMF on any business day. All contributions will be effected by electronic funds to the account of the LGIP-MMF designated by the State Treasurer. It is the responsibility of each pool participant to pay any bank charges associated with such electronic transfers. Failure to submit funds by a pool participant after notification to the State Treasurer of an intended transfer will result in penalties. Penalties for failure to timely submit will be assessed to the account of the pool participant responsible.

Notice of Wire contribution. To ensure same day credit, a pool participant must inform the State Treasurer of any contribution over one million dollars no later than 9 a.m. on the same day the contribution is made. Contributions for one million dollars or less can be requested at any time prior to 10 a.m. on the day of contribution. For all other contributions over one million dollars that are requested prior to 10 a.m., a pool participant may receive same day credit at the sole discretion of the State Treasurer. Contributions that receive same day credit will count, for earnings rate purposes, as of the day in which the contribution was made. Contributions for which no notice is received prior to 10:00 a.m. will be credited as of the following business day.

Notice of ACH contribution. A pool participant must inform the State Treasurer of any contribution submitted through ACH no later than 2:00 p.m. on the business day before the contribution is made. Contributions that receive same day credit will count, for earnings rate purposes, as of the day in which the contribution was made. Contributions for which proper notice is not received as described above will not receive same day credit, but will be credited as of the next business day from when the contribution is made. Contributions deposited by ACH will be unavailable for withdrawal for a period of five business days following receipt of funds.

Notice of contributions may be given by calling the Local Government Investment Pool (800-331-3284) OR by logging on to State Treasurer's Treasury Management System ("TMS"). Please refer to the [LGIP-MMF Operations Manual](#) for specific instructions regarding contributions to the LGIP-MMF.

Direct deposits from the State of Washington will be credited on the same business day.

Pricing. Contribution requests received in good order will receive the NAV per unit of the LGIP-MMF next determined after the order is accepted by the State Treasurer on that contribution date.

Withdrawals

Pool participants may withdraw funds from the LGIP-MMF on any business day. Each pool participant shall file with the State Treasurer a letter designating the financial institution at which funds withdrawn from the LGIP-MMF shall be deposited (the "Letter"). This Letter shall contain the name of the financial institution, the location of the financial institution, the account name, and the account number to which funds will be deposited. This Letter shall be signed by local officials authorized to receive and disburse funds, as described in WAC 210-10-020.

Disbursements from the LGIP-MMF will be effected by electronic funds transfer. Failure by the State Treasurer to transmit funds to a pool participant after proper notification to the State Treasurer to disburse funds to a pool participant may result in a bank overdraft in the pool participant's bank account. The State Treasurer will reimburse a pool participant for such bank overdraft penalties charged to the pool participant's bank account.

Notice of Wire withdrawal. In order to withdraw funds from the LGIP-MMF, a pool participant must notify the State Treasurer of any withdrawal over one million dollars no later than 9 a.m. on the same day the withdrawal is made. Withdrawals for one million dollars or less can be requested at any time prior to 10 a.m. on the day of withdrawal. For all other withdrawals from the LGIP-MMF over one million dollars that are requested prior to 10 a.m., a pool participant may receive such withdrawal on the same day it is requested at the sole discretion of the State Treasurer. No earnings will be credited on the date of withdrawal for the amounts withdrawn. Notice of withdrawals may be given by calling the Local Government Investment Pool (800-331-3284) OR by logging on to TMS. Please refer to the LGIP-MMF Operations Manual for specific instructions regarding withdrawals from the Fund.

Notice of ACH withdrawal. In order to withdraw funds from the LGIP-MMF, a pool participant must notify the State Treasurer of any withdrawal by ACH no later than 2 p.m. on the prior business day the withdrawal is requested. No earnings will be credited on the date of withdrawal for the amounts withdrawn.

Notice of withdrawals may be given by calling the Local Government Investment Pool (800-331-3284) OR by logging on to TMS. Please refer to the LGIP-MMF Operations Manual for specific instructions regarding withdrawals from the Fund.

Pricing. Withdrawal requests with respect to the LGIP-MMF received in good order will receive the NAV per unit of the LGIP-MMF next determined after the order is accepted by the State Treasurer on that withdrawal date.

Suspension of Withdrawals. If the State Treasurer has determined that the deviation between the Fund's amortized cost price per share and the current net asset value per share calculated using available market quotations (or an appropriate substitute that reflects current market conditions) may result in material dilution or other unfair results, the State Treasurer may, if it has determined irrevocably to liquidate the Fund, suspend withdrawals and payments of withdrawal proceeds in order to facilitate the permanent termination of the Fund in an orderly manner. The State Treasurer will distribute proceeds in liquidation as soon as practicable, subject to the possibility that certain assets may be illiquid, and subject to subsequent distribution, and the possibility that the State Treasurer may need to hold back a reserve to pay expenses.

The State Treasurer also may suspend redemptions if the New York Stock Exchange suspends trading or closes, if US bond markets are closed, or if the Securities and Exchange Commission declares an emergency. If any of these events were to occur, it would likely result in a delay in the pool participants' redemption proceeds.

The State Treasurer will notify pool participants within five business days of making a determination to suspend withdrawals and/or irrevocably liquidate the fund and the reason for such action.

Earnings and Distribution

LGIP-MMF Daily Factor

The LGIP-MMF daily factor is a net earnings figure that is calculated daily using the investment income earned (excluding realized gains or losses) each day, assuming daily amortization and/or accretion of income of all fixed income securities held by the Fund, less the administrative fee. The daily factor is reported on an annualized 7-day basis, using the daily factors from the previous 7 calendar days. The reporting of a 7-day annualized yield based solely on investment income which excludes realized gains or losses is an industry standard practice that allows for the fair comparison of funds that seek to maintain a constant NAV of \$1.00.

LGIP-MMF Actual Yield Factor

The LGIP-MMF actual yield factor is a net daily earnings figure that is calculated using the total net earnings including realized gains and losses occurring each day, less the administrative fee.

Dividends

The LGIP-MMF's dividends include any net realized capital gains or losses, as well as any other capital changes other than investment income, and are declared daily and distributed monthly.

Distribution

The total net earnings of the LGIP-MMF will be declared daily and paid monthly to each pool participant's account in which the income was earned on a per-share basis. These funds will remain in the pool and earn additional interest unless withdrawn and sent to the pool participant's designated bank account as specified on the Authorization Form. Interest earned will be distributed monthly on the first business day of the following month.

Monthly Statements and Reporting

On the first business day of every calendar month, each pool participant will be sent a monthly statement which includes the pool participant's beginning balance, contributions, withdrawals, transfers, administrative charges, earnings rate, earnings, and ending balance for the preceding calendar month. Also included with the statement will be the monthly enclosure. This report will contain information regarding the maturity structure of the portfolio and balances broken down by security type.

III. Management

The State Treasurer is the manager of the LGIP-MMF and has overall responsibility for the general management and administration of the Fund. The State Treasurer has the authority to offer additional sub-pools within the LGIP at such times as the State Treasurer deems appropriate in its sole discretion.

Administrator and Transfer Agent. The State Treasurer will serve as the administrator and transfer agent for the Fund.

Custodian. A custodian for the Fund will be appointed in accordance with the terms of the LGIP Investment Policy.

IV. Miscellaneous

Limitation of Liability

All persons extending credit to, contracting with or having any claim against the Fund offered in this Prospectus shall look only to the assets of the Fund that such person extended credit to, contracted with or has a claim against, and none of (i) the State Treasurer, (ii) any subsequent sub-pool, (iii) any pool participant, (iv) the LGIP, or (v) the State Treasurer's officers, employees or agents (whether past, present or future), shall be liable therefor. The determination of the State Treasurer that assets, debts, liabilities, obligations, or expenses are allocable to the Fund shall be binding on all pool participants and on any person extending credit to or contracting with or having any claim against the LGIP or the Fund offered in this Prospectus. There is a remote risk that a court may not enforce these limitation of liability provisions.

Amendments

This Prospectus and the attached Investment Policy may be amended from time to time. Pool participants shall receive notice of changes to the Prospectus and the Investment Policy. The amended and restated documents will be posted on the State Treasurer website: www.tre.wa.gov.

Should the State Treasurer deem appropriate to offer additional sub-pools within the LGIP, said sub-pools will be offered by means of an amendment to this prospectus.

LGIP-MMF Contact Information

Internet: www.tre.wa.gov Treasury Management System/TMS

Phone: 1-800-331-3284 (within Washington State)

Mail: Office of the State Treasurer
Local Government Investment Pool
PO Box 40200
Olympia, Washington 98504
FAX: 360-902-9044

LOCAL GOVERNMENT INVESTMENT POOL AUTHORIZATION FORM

Please fill out this form completely, including any existing information, as this form will **replace** the previous form.

Entity Name:
Mailing Address:

Statement Delivery Options:

☐ EMAIL: _____ ☐ FAX: _____ ☐ BOTH

Note: Statements can only be emailed to **ONE** address due to system restrictions

Bank account where funds will be wired when a withdrawal is requested.

(Note: Funds **will not** be transferred to any account other than listed)

Bank Name:
Branch Location:
Bank Routing Number:
Accounting Number:
Account Name:

ACH Authorization: ☐ Yes ☐ No
Account Type: ☐ Checking ☐ Savings ☐ General Ledger

By selecting "Yes" and by signing this form, I hereby authorize the WA Local Government Investment Pool to initiate credit entries to the account listed above. I acknowledge that the origination of ACH transactions to our account must comply with the provisions of U.S. law.

Persons authorized to make deposits and withdrawals for entity listed above.

Name:	Title:	Phone Number:	Signature:

Online TM\$ Access: ☐ Yes ☐ No

If you selected yes, please complete the online section on page 2
If you selected no, skip the online access section

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TM\$ Online Web Access

Note: Only complete this section if anyone wishes to have online access. Each Full access LGIP person must also be listed on the Transaction Authorization Form. [Please do not fill out the greyed-out areas]

	Service Type:				Account Type:	
Name:	Add	Delete	Modify	No Change	Full	View Only
Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:	Add	Delete	Modify	No Change	Full	View Only
Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:	Add	Delete	Modify	No Change	Full	View Only
Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:	Add	Delete	Modify	No Change	Full	View Only
Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:	Add	Delete	Modify	No Change	Full	View Only
Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:	Add	Delete	Modify	No Change	Full	View Only
Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OST Staff	
UserID	App Date
UserID	App Date
UserID	App Date
UserID	App Date
UserID	App Date
UserID	App Date

By signing below, I certify I am authorized to represent the institution/agency for the purpose of this transaction.

<i>(Authorized Signature)</i>	<i>(Title)</i>	<i>(Date)</i>
<i>(Print Authorized Name)</i>	<i>(E-mail address)</i>	<i>(Phone no.)</i>

Any changes to these instructions must be submitted in writing to the Office of the State Treasurer.

OFFICE OF THE STATE TREASURER
STACI.ASHE@TRE.WA.GOV
PHONE: (360) 902-9017
FAX: (360) 902-9044

Date Received: ____ / ____ / ____

Account Number: _____

OK'd by: _____

(For OST use only)

04/26/19

State of Washington)
County of _____) ss.

Signed or attested before me by _____.

Dated this ____ day of _____, 20____.

Signature of Notary

SEAL OR STAMP _____

Typed or printed name of Notary
Notary Public in and for the State of Wash.

My appointment expires: _____

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