



Agenda

Regular Meeting
Board of Trustees, District No. 20
Walla Walla Community College
500 Tausick Way; Walla Walla, WA
Wednesday, March 16, 2016 – 9:30 a.m.

9:30 a.m.	Call to Order		
	Approval of Minutes	Action	
	➤ February 1, 2016 Special Board Meeting		
	➤ February 17, 2016 Board Meeting		
	➤ February 24, 2016 Special Board Meeting		
	➤ March 1, 2016 Special Board Meeting		
	Approval of Agenda	Action	
	<i>Mr. Miguel Sanchez, Chair</i>		
9:35 a.m.	Update on Presidential Search	Discuss	
	➤ Approval of Presidential Profile	Action	Tab 1
	<i>Mrs. Darcey Fugman-Small</i>		
10:05 a.m.	Student Services Report		
	<i>Mr. Jose da Silva</i>		
	➤ WWCC Sports Update	Discuss	
	<i>Mr. Jeff Reinland</i>		
	➤ Associated Student Body Activity Reports	Discuss	
	• <i>Clarkston: Ms. Terra Selzler</i>		
	• <i>Walla Walla: Mr. Ross Lake</i>		
	➤ Financial Aid Report	Discuss	Tab 2
	<i>Mrs. Danielle Hodgen</i>		
10:35 a.m.	Instruction Report		
	➤ Human and Social Services Program	Discuss	
	<i>Dr. Curtis Phillips</i>		
10:50 a.m.	WWCC Foundation Activities Report	Discuss	
11:00 a.m.	Enrollment Reports		
	<i>Dr. Nick Velluzzi</i>		
	➤ Interim Winter Quarter	Discuss	Tab 3
	➤ Preliminary Spring Quarter	Discuss	Tab 4
11:15 a.m.	Break		

11:25 a.m.	February Budget Status Report <i>Mrs. Davina Fogg</i>	Discuss	Tab 5
11:35 a.m.	2016-17 Plan & Budget Update <i>Mrs. Fogg</i>	Discuss	Tab 6
11:55 a.m.	February Capital Budget Report <i>Mrs. Fogg</i>	Discuss	Tab 7
12:05 p.m.	Recess to Executive Session to Review Performance of Probationary Faculty Relative to Tenure Status and to Discuss Faculty Negotiations		
12:40 p.m.	2016-2019 Contract between the Board of Trustees of Community College District No. 20 and the Walla Walla Community College Association for Higher Education <i>Dr. Steven VanAusdle</i>	Action	Tab 8
12:45 p.m.	Memorandum of Understanding between the Board of Trustees of WWCC and the Association for Higher Education – Faculty Salary Improvement	Action	Tab 9
12:50 p.m.	Personnel		
	➤ Tenure Recommendations <i>Dr. VanAusdle</i>	Action	Tab 10
	➤ Continued Full-Time Probationary Employment Recommendations <i>Dr. VanAusdle</i>	Action	
	➤ 2016-17 Sabbatical Request <i>Dr. VanAusdle</i>	Action	Tab 11
	➤ Resignations/Retirements <i>Mrs. Sherry Hartford</i>	Discuss	
	• Sandy Jordan, Director, TRiO Student Support Services		
	• Ron Rooks, Instructor, Engineering Technology		
	➤ Personnel Update <i>Mrs. Hartford</i>	Discuss	
1:10 p.m.	Legislative Update <i>Dr. VanAusdle</i>	Discuss	
1:20 p.m.	New and Unscheduled Business	Discuss	
	Adjournment		

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

February 1, 2016

The Board of Trustees of Community College District No. 20 met in special session on February 1, 2016, in the Board Room of Walla Walla Community College. Mr. Sanchez called the meeting to order at 9:00 a.m.

Trustees present: Mr. Miguel Sanchez
Mrs. Darcey Fugman-Small
Mr. Don McQuary
Dr. Roland Schirman

Administrators present: Mr. Jose da Silva, Vice President, Student Services
Mrs. Davina Fogg, Vice President, Financial & Administrative Services
Mrs. Sherry Hartford, Vice President, Human Resources
Dr. Marleen Ramsey, Vice President, Instruction

Also present: Mr. Bryan Ovens, Assistant Attorney General
Ms. Jerri Ramsey, Recording Secretary

Mrs. Hartford reported the first meeting of the Presidential Search Advisory Committee meeting was scheduled for February 2, 2016, on the Walla Walla Campus and would be available via ITV to the Clarkston Campus.

The Board and Vice Presidents discussed the next steps in the presidential selection process and attributes/qualities felt to be important when considering candidates.

Adjournment. The meeting adjourned at 11:00 a.m.

Steven L. VanAusdle, President

ATTEST:

Miguel Sanchez, Chair
Board of Trustees

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

February 17, 2016

The Board of Trustees of Community College District No. 20 met in regular session on February 17, 2016, in the Board Room of Walla Walla Community College. Mr. Sanchez called the meeting to order at 9:30 a.m.

Trustees present: Mr. Miguel Sanchez
Mrs. Darcey Fugman-Small
Mr. Don McQuary
Dr. Roland Schirman

Administrators present: Dr. Steven VanAusdle, President
Mr. Jose da Silva, Vice President, Student Services
Mrs. Davina Fogg, Vice President, Financial & Administrative Services
Mrs. Sherry Hartford, Vice President, Human Resources
Dr. Marleen Ramsey, Vice President, Instruction
Mr. Jerry Anhorn, Dean, Ag Science, Energy & Water Management
Mr. Doug Bayne, Director, Resource Development
Dr. Janet Danley, Director, Clarkston Campus
Mrs. Jessica Gilmore, Dean of Business, Entrepreneurial Programs & Extended Learning
Mr. Shane Loper, Director, Facility Services & Capital Projects
Dr. Richard Middleton-Kaplan, Dean, Arts & Sciences
Mrs. Stacy Prest, Director, Library Services
Ms. Darlene Snider, Dean, Transitional Studies
Mrs. Loretta Taylor, Dean, Corrections Education
Mrs. Melissa Thiessen, Director, Marketing, Media, and Graphics
Dr. Nick Velluzzi, Director, Planning, Research and Assessment

Also present: Mr. Brent Caulk, Dean, Corrections Education, WSP
Ms. Jessica Cook, Development Specialist, Foundation
Mr. Brad Mason, Coordinator, Allied Health and Safety Education
Mr. Bryan Ovens, Assistant Attorney General
Ms. Jerri Ramsey, Recording Secretary

Approval of minutes:

Dr. Schirman moved and Mrs. Fugman-Small seconded to approve the minutes of the January 20, 2016 Board of Trustees meeting as presented. *Motion carried.*

Approval of agenda:

Mrs. Klaveano moved and Dr. Schirman seconded to approve the agenda for the February 17, 2016 Board of Trustees meeting as presented. *Motion carried.*

Interim Winter Quarter Enrollment Report. Dr. Ramsey reviewed the Interim Winter Quarter Enrollment Report, noting that compared to the previous year: Net enrollment in state support classes was down 26.5 FTE, just under 1%, and total enrollment in all funding sources was at 4,110.7 FTE, down 161.9 FTE, or 3.8%. Dr. Ramsey also provided information on the three FTE enrollment goals or "targets," i.e., the State Board allocation, the WWCC Enrollment Plan, and the FTE comparison to the previous year.

Update on Presidential Search. Mrs. Fugman-Small provided an update on the presidential search, including: College and public forums were being held that day in Walla Walla and the following day in Clarkston; the RFP for an executive search firm that was approved at the January 20, 2016 Board meeting had been posted, eight responses had been received with the top four – ACCT, AGB Search, Greenwood/Asher & Associates, and RPA – to make presentations at a special Board meeting February 24, 2016 at which meeting the Board plans to make a final selection; the Executive Search Committee, in addition to attending all the forums, would also be meeting February 24, 2016, to review the comments and input from the forums that are to be used in drafting the presidential profile.

After discussion, the Board agreed by consensus to change the start time of the February 24, 2016 Special Board Meeting from 9:00 a.m. to 8:00 a.m.

Student Services Report. Mr. da Silva reported the Student Code of Conduct policy was being revised and would be presented to the Board for review and approval at a future Board meeting.

Associated Student Body Activity Reports. Walla Walla ASB President Ross Lake presented Pink Warrior t-shirts in support of Breast Cancer Awareness month; reported ASB was currently in the process of updating its Mission Statement; highlighted a meeting with Whitman College and Walla Walla University to discuss possible collaborations; ASB is sponsoring Helen Thayer who will speak on "Polar Dream – Achieving the Impossible" on March 10; and reported on the interest by ASB about the possibility of funding and constructing a recreation center on campus at some point in the future.

Clarkston ASB President Terra Selzler reported they were holding their Convocation that day with the Head of LCSC Student Health speaking about how to be a healthy and successful college student; a raffle had been held for Ambassadors' Club scholarships for students needing funds for summer school; a blood drive would be held that Friday in cooperation with Inland Northwest Blood Center; and their annual event in support of the animal shelter would be held March 4.

January Budget Status Report. Mrs. Fogg reviewed the January Budget Status Report, noting there were no changes to the Revenue Budget; Expenditure Budget changes included pension distributions, sweeping of vacant positions, and sick leave buyout. Total Actual Revenue was 58.37% vs. 56.04% the previous year; Total Actual Expenditures were at 57.25% vs. 55.53% the previous year. Grants and Contracts totaled \$12.9 million compared to \$11 million the previous year, and included a \$13,866 increase to State Work Study.

January Capital Budget Report. Mrs. Fogg reviewed the January Capital Budget Report, noting a decision would be known February 19 on the capital budget request and the outcome of that will focus the decision on the 2017-19 minor project request now due April 1 and tentatively budgeted at \$837,000, with these funds to be used on renovations to the west end of the Main Building. Mr. Loper explained the \$540,000 HVAC Main Building project resulted from combining four HVAC projects for efficiency. Mr. Loper reported bids for the Clarkston Workforce & Business Development Center should go out mid- to late-March, would be due four weeks later, and construction should then begin by June 1.

WWCC Foundation Activities Report. Mr. Bayne reported the Foundation had received \$143,000 to-date in gifts and grants and the Foundation was in the middle of high school visits and scholarship season.

Personnel.

Resignations/Retirements. Mrs. Hartford reported Jill Emigh, Nutrition Instructor, will be retiring at the end of the academic year.

Update. Mrs. Hartford provided highlights on a campus survey taken to help determine the awareness and impact of the campus tobacco-free policy and reported that a \$5,000 grant application had been submitted to continue these efforts. Mrs. Hartford also reported negotiations with AHE were complete and final revisions were being made to the contract in preparation for requesting ratification by the faculty.

Instruction Report.

For Information Only: 2016-17 Instructional Calendar. Dr. Ramsey provided a revised 2016-17 Instructional Calendar to replace the calendar included in the Board packet and highlighted the major portions of the calendar.

Dr. VanAusdle recommended, Dr. Schirman moved, and Mr. McQuary seconded to approve the 2016-17 WWCC Instructional Calendar as presented, attached to, and made a part of these minutes. *Motion carried.*

Achieving the Dream Report. Mrs. Kirkwood reported the Achieving the Dream Core Team had elected to continue its ATD membership for another year; due to Mrs. Emigh's retirement, they were seeking a new co-chair; through the balance of this academic year the team would be evaluating the changes that have been initiated; will be focusing this Fall Quarter on online instruction; and will be working with the Clarkston Campus to separate its data from the Walla Walla campus due to the differences in the two populations.

Transforming Lives Through the Arts. Dr. Richard Middleton-Kaplan introduced Warren Rood, Ceramics Instructor, and three of his students, and introduced Kevin Loomer, Head of the Theatre Arts Department, and two of his students. The instructors highlighted the activities of their classes and the students each talked about how their participation in their respective arts programs had positively impacted their lives.

ACT Conference. Those Trustees who attended, reported on the recent ACT Conference held in Olympia.

Legislative Update. Dr. VanAusdle reported the main issue at this time was the budget and efforts to keep the Corrections bill alive. This legislation would authorize the use of State funds to support academic courses.

New and Unscheduled Business. Dr. VanAusdle reported on his participation, along with LCSC President Tony Fernandez, in the Lewis-Clark Chamber of Commerce Leadership program in Clarkston.

Adjournment. The meeting adjourned at 12:00 noon.

Steven L. VanAusdle, President

ATTEST:

Miguel Sanchez, Chair
Board of Trustees

2016-2017 WWCC Instructional Calendar

Approved by the Board of Trustees
on February 17, 2016

2016 MAY

- 11 Advising Day (most day classes cancelled)
- 13 Last day to drop Spring classes
- 16 Summer and Fall Registration Begins for Returning Students
- 23 Summer Registration Begins for New Students
- 30 Holiday (College Closed) Memorial Day

JUNE

- 8-10 Spring Quarter Exams
- 10 Spring Quarter Ends
- 10 Summer Tuition Due
- 10 Clarkston Center Recognition of Graduates
- 11 Walla Walla Campus Recognition of Graduates
- 13-14 Faculty Option Days
- 14 Spring Grades Due to Registrar by 5:00 p.m.
- 20 Summer Quarter Begins
- 24 Sustainability Day (College Closed)

JULY

- 1 Sustainability Day (College Closed)
- 4 Holiday (College Closed) Independence Day
- 8 Sustainability Day (College Closed)
- 15 Sustainability Day (College Closed)
- 22 Sustainability Day (College Closed)
- xx Last day to drop Summer Session Classes
- 29 Sustainability Day (College Closed)

AUGUST

- 4 Summer Quarter Final Exams
- 4 Summer Quarter Ends
- 5 Sustainability Day (College Closed)
- 9 Summer Grades Due to Registrar by 5 p.m.
- 12 Sustainability Day (College Closed)
- 19 Sustainability Day (College Closed)
- 26 Sustainability Day (College Closed)
- 26 WSP Summer Quarter Ends



Sustainability Days—College closed (paid leave options apply):
June 24, July 1, 8, 15, 22, 29;
August 5, 12, 19, 26; September 2,
November 23, December 23

Summer Quarter 2016

June 20-August 4
June 20-August 26 (DOC Sites)

Fall Quarter 2016

September 19-December 9
(54 Teaching, Exam, Advising Days)

Winter Quarter 2017

January 3-March 17
(52 Teaching, Exam, Advising Days)

Spring Quarter 2017

March 29-June 9
(52 Teaching, Exam, Advising Days)

Summer Quarter 2017

June 19-August 3
June 19-August 25 (DOC Sites)

★ March 28 is a required faculty contract day:
Faculty & All College Professional Development

2016 SEPTEMBER

- 1 Faculty Option days
- 2 Sustainability Day (College Closed)
- 5 Holiday (College Closed) Labor Day
- 6-16 Required faculty contract days
- 8, 9 Faculty In-Service
- 9 Fall Tuition Due
- 19 Fall Quarter Begins—54 Teaching, Exam, Advising Days

NOVEMBER

- 4 Winter Quarter Final eSchedule available
- 4 Last day to drop Fall classes
- 8 Advising Day (most day classes cancelled)
- 11 Holiday (College Closed) Veterans Day
- 21-22 Faculty Option Days—No Class Sessions
- 23 Sustainability Day (College Closed)
- 24-25 Holiday (College Closed) Thanksgiving
- 28 Winter Quarter Registration Begins for Returning Students

DECEMBER

- 5 Winter Quarter Registration begins for New Students
- 7-9 Fall Quarter Exams
- 9 Fall Quarter Ends
- 12-16 Faculty Option Days—No Class Sessions
- 13 Fall Grades Due to Registrar by 5:00 p.m.
- 23 Sustainability Day (College Closed)
- 26 Holiday (College Closed) Christmas
- 27 Winter Tuition Due

2017 JANUARY

- 2 Holiday (College Closed) New Year's Day
- 3 Winter Quarter Begins—52 Teaching, Exam, Advising Days
- 16 Holiday (College Closed) Martin L. King Day

FEBRUARY

- 10 Spring Quarter Final eSchedule available
- 17 Last day to drop Winter classes
- 20 Holiday (College Closed) Presidents' Day
- 23 Advising Day (most day classes cancelled)
- 27 Spring Quarter Registration Begins for Returning Students

MARCH

- 6 Spring Quarter Registration Begins for New Students
- 15-17 Winter Quarter Exams
- 17 Winter Quarter Ends
- 20 Spring Tuition Due
- 20-27 Faculty Option Days
- 20-28 Student Spring Break
- 21 Winter Grades Due to Registrar by 5:00 p.m.
- 28 ★ Required faculty contract day: Faculty & All College Professional Development
- 29 Spring Quarter Begins—52 Teaching, Exam, Advising Days

APRIL

- 29 Summer and Fall Quarter Final eSchedules available

Key	
	No Classes in session
	College Closed
	College Closed—Sustainability Day Closures exclude DOC sites

2017 MAY

- 10 Advising Day (most day classes cancelled)
- 15 Summer and Fall Registration Begins for Returning Students
- 23 Last day to drop Spring classes
- 29 Holiday (College Closed) Memorial Day
- 30 Summer Registration Begins for New Students

JUNE

- 7-9 Spring Quarter Exams
- 9 Spring Quarter Ends
- 9 Summer Tuition Due
- 9 Clarkston Center Recognition of Graduates
- 10 Walla Walla Campus Recognition of Graduates
- 12-14 Faculty Option Days
- 13 Spring Grades Due to Registrar by 5:00 p.m.
- 19 Summer Quarter Begins

May 2016							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7					1	2	3
8	9	10	11	12	13	14	4	5	6	7	8	9	10
15	16	17	18	19	20	21	11	12	13	14	15	16	17
22	23	24	25	26	27	28	18	19	20	21	22	23	24
29	30	31					25	26	27	28	29	30	31

June							January 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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5	6	7	8	9	10	11	8	9	10	11	12	13	14
12	13	14	15	16	17	18	15	16	17	18	19	20	21
19	20	21	22	23	24	25	22	23	24	25	26	27	28
26	27	28	29	30			29	30	31				

July							February						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
3	4	5	6	7	8	9							
10	11	12	13	14	15	16	12	13	14	15	16	17	18
17	18	19	20	21	22	23	19	20	21	22	23	24	25
24	25	26	27	28	29	30	26	27	28				
31													

August							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7							
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30	31				26	27	28	29	30	31	

September							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30						

October							May						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
							1	2	3	4	5	6	
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30	31												

November							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	

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

February 24, 2016

The Board of Trustees of Community College District No. 20 met in special session on February 24, 2016, in the Board Room of Walla Walla Community College. Mr. Sanchez called the meeting to order at 8:00 a.m.

Trustees present: Mr. Miguel Sanchez
Mrs. Darcey Fugman-Small
Mrs. Kris Klaveano
Mr. Don McQuary
Dr. Roland Schirman

Administrators present: Mrs. Sherry Hartford, Vice President, Human Resources

Also present: Mr. Bryan Ovens, Assistant Attorney General
Ms. Jerri Ramsey, Recording Secretary

Presentations were made by the following four executive search consultant firms under consideration for selection as the Presidential Search Consultant: ACCT, AGB Search, Greenwood/Asher & Associates, and RPA, Inc.

Mr. McQuary moved and Mrs. Klaveano seconded to appoint the firm of AGB Search as the Presidential Search Consultant with the caveat that the fee be negotiated. *Motion carried.*

The meeting adjourned at 2:25 p.m.

Steven L. VanAusdle, President

ATTEST:

Miguel Sanchez, Chair
Board of Trustees

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

March 1, 2016

The Board of Trustees of Community College District No. 20 met in special session on March 1, 2016, in the Board Room of Walla Walla Community College. Mr. Sanchez called the meeting to order at 8:30 a.m.

Trustees present: Mr. Miguel Sanchez

Trustees present by audio conference call:

Mrs. Darcey Fugman-Small
Mrs. Kris Klaveano
Mr. Don McQuary
Dr. Roland Schirman

Administrators present: Mrs. Sherry Hartford, Vice President, Human Resources

Also present by audio conference call:

Mr. Bryan Ovens, Assistant Attorney General

Also present: Ms. Jerri Ramsey, Recording Secretary

Mrs. Hartford reported, as requested by the Board of Trustees, she had submitted the proposed contract fee for the Presidential Search Consultant contract to the representatives of AGB Search. AGB Search had, in turn, declined to accept the proposed contract fee and had submitted a counter proposal for a contract fee of \$60,000, with the agreement that the College would assist in the initial reference checks of the first round of candidates and would further assist in off-list reference checks for the finalist candidates.

Dr. Schirman moved and Mrs. Klaveano seconded to accept the Presidential Search Consultant contract with AGB Search, as written, for a fee of \$60,000, with the College to assist in the initial reference checks of the first round of candidates and the off-list reference checks of the finalist candidates, and further, that Mrs. Fugman-Small and Mr. McQuary had the approval of the Board to negotiate with AGB Search as needed with the understanding that the final contract terms must be approved by the full Board of Trustees. *Motion carried.*

The Board then held additional discussions on the next steps of the search process with the two AGB Search representatives, Laird Desmond and Shannon McCambridge, who joined the meeting via audio conference.

The meeting adjourned at 9:15 a.m.

Steven L. VanAusdle, President

ATTEST:

Miguel Sanchez, Chair
Board of Trustees



Presidential Search Profile

The Walla Walla Community College Board of Trustees invites nominations and applications from individuals who will provide exceptional and distinguished leadership. Following the highly successful tenure of Dr. Steven VanAusdle, who will retire at the conclusion of the 2015-2016 academic year having served for 45 years, 31 in the role of President, Walla Walla Community College is positioned to continue its standing as one of the top community colleges in the nation. It is anticipated that the President will begin duties during the summer of 2016.

About Walla Walla Community College

Walla Walla Community College (WWCC) is a dynamic and highly respected comprehensive institution established in 1967 to meet the higher education and workforce needs of the region's population. With an inaugural class of 850 students, enrollment has grown to approximately 10,400 students. Located in rural, southeast Washington State, WWCC serves Walla Walla, Columbia, Garfield, and Asotin Counties (total population of approximately 89,000) as well as bordering counties in Oregon and Idaho.

Walla Walla Community College has achieved local, state, and national recognition for student achievement and economic development. Locally, the Walla Walla Valley Chamber of Commerce selected the College for its Community Catalyst Award, recognizing the College's leadership and role in leading the transformation of the regional economy. In 2006 WWCC's Enology and Viticulture Program received the Award for Governor's Best Practices by former Washington State Governor Christine Gregoire. Nationally, WWCC was awarded "finalist with distinction" and among the top five colleges in the inaugural Aspen Prize for Community College Excellence in 2011. In 2013, WWCC shared the number one spot with Santa Barbara College and was awarded the Aspen Prize for Community College Excellence.

The College has grown significantly over the past 50 years, and currently offers 53 degree and 64 certificate programs across four sites; the Walla Walla Campus, the Clarkston Center, the Washington State Penitentiary (Walla Walla), and Coyote Ridge Corrections Center (Connell). Walla Walla Community College offers a comprehensive curriculum of academic and workforce training programs. The major areas of study include Arts and Sciences Transfer, Workforce Education, Pre-College, and Basic Skills, all of which are also currently available in the two Corrections Education programs. In addition, WWCC offers courses through extended learning; dual-credit and alternative high school programs; workplace learning centers; outreach learning programs; and lifelong learning opportunities, including Kids' College and Quest, a program that offers short courses to retired citizens. WWCC has a robust academic transfer degree program and is widely recognized for aligning its workforce education programs with current and emerging economic needs of the region. Notable workforce education programs include Nursing and Allied Health Professions, Water Resources Management, Wind Energy Technology, Enology and Viticulture, and a long-standing partnership with the John Deere Corporation to train agricultural implement technicians. WWCC is home to College Cellars, the first campus-based, student run, commercial winery established in the United States. The College is constructing a new building at the Clarkston Center that will house new workforce education programs designed to meet the needs of a dynamic and diverse manufacturing sector in the [Lewis-Clark Valley](#).

WWCC is a recognized leader in student success, implementing technology to support students by providing clear educational pathways and encouraging students to identify and refine specific educational and/or career goals. Other Washington State community and technical colleges have implemented the Advisor Data Portal (ADP) system that was developed through a collaborative effort between WWCC's Student Services and Information Technology departments. The College is dedicated to WWCC's student advising and success as evidenced through our mandatory advising program. Student Service staff provide quarterly training on the use of advising tools and processes during campus-wide advising days. In partnership with the Technology department, the Student Services team developed a Retention and Enrollment Dataset (RED) that is used to track student retention and completions through a quarterly outreach campaign.

Walla Walla Community College is a member of the Northwest Athletic Conference (NWAC) and the National Intercollegiate Rodeo Association (NIRA). Approximately 200 student athletes participate in five men's sports which include soccer, basketball, baseball, golf, and rodeo, and six women's sports which consist of soccer, basketball, softball, golf, rodeo, and volleyball. Walla Walla Community College has developed highly competitive teams in the athletic arena and maintains a high degree of academic integrity. The completion rate and academic progress of student athletes is published at the end of each academic year on NWAC's Presidential Report to honor the academic achievements of schools in the conference. In 2013 the Walla Walla Community College Athletic department was awarded the President's Cup for Outstanding Academic Achievement, and in 2014 the Athletic Department was the President's Cup Runner-up.

Student government membership and activities are structured and governed by the Associated Student Body (ASB). Currently there are approximately 34 clubs on the Walla Walla campus, and eight clubs on the Clarkston campus, giving students many opportunities for co-curricular activities. The students assessed themselves an additional fee several years ago in order to fund an expanded student activities space and current ASB leadership is exploring the option of funding a new Recreation Center.

The WWCC library was the recipient of the 2013 Association of College & Research Libraries Outstanding Community College Library award. It participates with the Walla Walla Rural Library District in a consortium, the Walla Walla Area Library Network (WALNET), which provides access to holdings located in five other libraries in the county.

Walla Walla Community College places tremendous value on external partnerships and community engagement. The College has built enduring partnerships with K-12 and our neighboring institutions, Whitman College and Walla Walla University, as well as with several other baccalaureate institutions in the Pacific Northwest. Basic Skills and ESL classes are offered at workplace learning centers and in the community. Additionally, the College is a key partner with the City of Walla Walla and the Port of Walla Walla in leading the Walla Walla Innovation Partnership Zone (IPZ). The IPZ is a state-designated economic development zone that facilitates economic development planning. The region has had IPZ designation since 2007. The Confederated Tribes of the Umatilla Indian Reservation are key partners in addressing the region's water issues and restoring fish habitat. They are co-located in the William A. Grant Water and Environmental Center on the WWCC campus.

WWCC is a member of Achieving the Dream, a national non-profit, membership-based organization committed to enhancing student success in the community college sector. The College recently adopted a [Strategic Plan for Equity and Inclusion](#), and has made tremendous progress ensuring its practices and procedures are inclusive and accessible to all.

In addition, the College has a strong commitment to sustainability, and works toward securing a healthy economy and a healthy environment. A growing share of the College's energy is powered by solar and wind, and the campus has made tremendous strides in reducing water consumption. The [Sustainability Plan](#) was updated in 2015.

The College is governed by a five member Board of Trustees who are appointed by the state's Governor. The Trustees are representative of the College's service district and are deeply committed to student achievement and success, and community engagement.

The Walla Walla Community College Foundation is an independent, institutionally related 501(c)(3) non-profit organization. Its mission is to assure access to all students and educational excellence at Walla Walla Community College by providing financial assistance to WWCC students, strengthening the work and services of the College, and making strategic investments to ensure that WWCC programs are “best-in-class.” The Foundation has three full time staff; with 13 community members serving on the Board of Governors. The President of Walla Walla Community College closely collaborates with the Foundation Executive Director and team to support best practices in fundraising, advancement, and resource development. Annual revenue for the Foundation is \$1.5 million; with current assets of approximately \$9 million. Over \$500,000 in annual scholarship support is awarded to WWCC students. Emergency student assistance support is over \$200,000 per year. Over \$50,000 in Exceptional Faculty grants support the outstanding instructors at the College with an additional \$200,000 in program support given by the Foundation.

The College has an annual operating budget of approximately \$42 million and a capital budget of \$6.8 million. Operating revenue comes from the State of Washington, grants and contracts, and tuition and fees. Over 650 full-time and part-time faculty, staff, and administrators are employed by the College and contribute to fulfilling its mission. The College is accredited by the Northwest Commission on Colleges and Universities (NWCCU) and several program-specific governing entities. WWCC’s accreditation status was recently re-affirmed by the NWCCU. More information on the College and its current strategic plan can be found by visiting <http://www.wbcc.edu/about-wbcc/>.

About Walla Walla

Nestled at the base of the Blue Mountains in rural Eastern Washington, Walla Walla is one of the oldest communities in the state. It is a place where scenic beauty, cultural inspiration, outdoor adventures, and small town friendliness come together.

Its main industries include agriculture, healthcare, manufacturing, and higher education. Long known as one of the most fertile agricultural areas in the nation, such crops as wheat, asparagus, strawberries, and the famous Walla Walla Sweet Onions are abundant. It’s as wine country, however, that Walla Walla is most recently celebrated.

A vibrant reflection of past and present, downtown Walla Walla is the place where a walk down tree-lined streets reveals a mix of vintage shops, boutiques, cafes, bookstores, tasting rooms, and restaurants. Add in numerous pieces of public art and special events, the seasonal Farmers Market and outdoor concerts, and you start to see why downtown has been recognized time and again as one of the best small town Main Streets in the country.

Rich in cultural history, Walla Walla is home to the oldest continuous American symphony orchestra west of the Mississippi River. Musicals, comedies and drama can be found on stage as the [Power House Theatre](#), the [Little Theatre of Walla Walla](#), Whitman College's [Harper Joy Theatre](#), [Walla Walla University](#), and [Walla Walla Community College](#) all provide top-notch performances throughout the year. Every January and June during the [Walla Walla Chamber Music Festival](#), music fills the streets, coffee shops, tasting rooms, libraries and parks of Walla Walla, hosting acclaimed, award-winning musicians who take to the streets and transform two weeks of summer and winter into an ongoing musical experience.

Walla Walla is a place where you find not only fresh air, but a fresh perspective. With rolling hills, miles of trails, plenty of sunshine and the many waters that give the region its name, Walla Walla is the region's hub for all things outside. There are plenty of things to see and do to keep the whole family busy, such as cycling, golf, skiing, fishing and hunting. During the summer, cheer on the Sweets, Walla Walla's West Coast League baseball team. Walla Walla has 600 acres of public parks to explore, featuring 20 miles of hiking trails, state-of-the-art playgrounds, dog parks, disc golf, and tennis courts.

Walla Walla County is the largest county in southeast Washington (in a state with no income tax) and home to approximately 60,000 residents. With a pleasant mix of new and older homes, the median sale price of homes in the Walla Walla valley is \$193,900. Far away from the city bustle, Walla Walla is within easy reach of larger metropolitan areas. Walla Walla Airport (ALW) offers daily direct flights to and from Seattle. Tri Cities Airport (PSC) is located just 50 minutes from Walla Walla. If you are traveling by car:

From Seattle: 273 miles, 4.5 hour drive time
From Portland: 243 miles, 4.0 hour drive time
From Spokane: 158 miles, 3.0 hour drive time
From Boise: 252 miles, 4.0 hour drive time

Vision/Mission/Core Themes (this will be a sidebar)

WWCC will be the catalyst that transforms our students' lives and the communities we serve.

We will do this by inspiring all students to discover their potential and achieve their goals by providing relevant, equitable, and innovative learning opportunities and services.

We are committed to:

- 1) **Student Success:** Access and enrollment, retention, attainment, transfer to baccalaureate institutions, and labor market outcomes.
- 2) **Strong Communities:** Attract and retain a talented workforce, contribute to community and economic development, and establish and maintain partnerships that support a healthy economy and environment.
- 3) **Resource Stewardship:** Secure and effectively manage necessary financial resources, and be exemplary stewards of natural resources.

Overarching Strategies (this will be a sidebar)

These overarching strategies address the “new and continuing” initiatives the College will pursue over the next several years. These strategies provide direction and guidance for tactical planning.

- Improve student access and opportunity, progression, and attainment
- Improve strategic enrollment and retention management
- Expand partnerships
- Cultivate equity
- Financial adequacy
- Organizational development
- Close skills gap by aligning programs with present and future occupational demand

Role of the President

The President is the Chief Executive Officer of Walla Walla Community College District No. 20 and reports to the five member Board of Trustees. As the College’s leader, the President collaborates with internal and external stakeholders to define the vision and set the strategic plan for the College focusing on the strong instructional programs and the economic development of the district. As the champion of its reputation, the President articulates the strategic goals and messages to build broad support amongst the many constituents including faculty, staff, students, Trustees, the WWCC Foundation, local communities, government representatives and elected officials, industry leaders, and the media.

As the Aspen Institute’s Top Community College prize winner, and a recipient of positive national media recognition, the President must continue this precedent, recognizing the contributions of the many talented faculty and staff who have contributed to the College’s success, while fully engaging with the community partners who assist in making it all possible.

Opportunities and Challenges

The next President must understand and appreciate the economic and social complexities of rural communities and be committed to a vision that will ensure future generations can thrive with living-wage jobs and challenging careers. Increasing costs of tuition and competing family and financial priorities continue to make college attendance a struggle for many students. Understanding the complexities of poverty, the impact of adverse childhood events, and the changing student body demographic is critical. Being called to not only serve students but to be relentlessly committed to their success is imperative of the next President.

Walla Walla Community College is small but mighty, and mightily diverse. The next President must be equally committed to continuing robust Workforce programs, deeply appreciative of the arts and sciences, and passionate about providing education to incarcerated students in a Corrections Education program. Construction will be underway on the addition of a new Workforce and Business Development building on the Clarkston campus, and preliminary support has been garnered for a new STEM building on the Walla Walla campus.

Like many colleges, Walla Walla continues to be fiscally challenged. The next President must understand the complexities of the College's funding model, advocate for additional resources, seek out innovative and entrepreneurial opportunities to secure supplemental sources of funding, and, when necessary, make difficult decisions about priorities.

Leadership Priorities

The presidency of Walla Walla Community College is an extraordinary educational leadership opportunity. WWCC seeks an inspiring, mission-driven President with an entrepreneurial attitude who values teamwork and collaboration. The new President will be a proven leader who is capable of building on WWCC's excellent reputation and accomplishments as the College continues to build bridges of opportunity and pathways of success for the students it serves into the 21st Century.

In an effort to assist the next President in his/her leadership, the Board of Trustees has identified the following agenda:

1. Mission-Driven

The President must enliven, enthusiastically embrace, and articulate WWCC's distinct Mission and Vision as a comprehensive community college with unique traditions, values, and culture. The President will further WWCC's legacy of excellence, commitment to access and diversity, and build upon the success of its instructional programs.

2. Strengthen Student Diversity and Access

Without WWCC, thousands of students and adult learners would be denied access to the education they need to be prepared for future education or the workforce. WWCC must remain positioned to intentionally and strategically attract a diverse student population and provide access to an exceptional, relevant, and student-centered academic and training experience.

3. Strengthen Student Enrollment, Retention and Outcomes

The President must compassionately understand the inherent barriers many students face when trying to achieve their educational goals. With this as a backdrop, the President's commitment to student support and success must inform enrollment management strategies so that the critical work of ensuring that enrollment and retention goals set forth in the Strategic Plan and identified in Achieving the Dream initiatives are reached. Assessing and satisfying student outcome goals are also critical.

4. Strengthen and Expand Programs, Academic/Business Partnerships, Financial Resources and Alternative Sources of Revenue

A Presidential priority will be ensuring the financial stability and long-term viability of Walla Walla Community College. Guided by WWCC's Strategic Plan 2014-2020 and recognizing the uncertainty of future federal and state funding allocations, the President must be a careful steward of the College's financial resources. He/she must use them effectively and efficiently so that resource allocation is optimized and aligned with WWCC's strategic priorities. Further, the President must inspire and lead strategic change designed to financially strengthen the College's programs and academic/business partnerships. More specifically, the President will:

- Inform and educate local legislators about WWCC's continued need for program and education funding and advocate for appropriate state allocations.
- Develop new and expand existing academic and educational programs to support community needs.
- Build new and strengthen existing academic/business partnerships.
- Assess and expand the College's financial resources and alternative sources of revenue in order to meet WWCC's current and future needs.
- In partnership with the Walla Walla Community College Foundation, work to stimulate philanthropy and create a culture of giving among internal and external constituencies.
- Pursue funding opportunities with appropriate local, state and federal government entities.

5. Support Clarkston Facilities Expansion

As part of WWCC's strategic growth initiative, the next President will continue facilities and program expansion on the Clarkston campus. Located in Clarkston, Washington, this branch campus serves as a hub of educational activity in Asotin and Garfield counties.

Groundbreaking for the new Workforce and Business Development project is expected to begin in late spring. This 15,200 gross square foot (GSF) facility will bring several new, in demand Workforce Ed program opportunities to the Clarkston Community and its students. The facility will provide 9,000 GSF for Welding, Precision Machining, and an Industrial Maintenance and Electrical/Energy Systems Lab, and an additional 6,200 GSF for two large flexible classroom spaces, several offices, a small conference room and a student study/gathering area.

6. Nurture, Expand, and Leverage WWCC's Presence in Surrounding Communities

As President of a community college with close ties to Southeastern Washington communities, the next leader must position WWCC to satisfy workforce demands in the greater Walla Walla and Clarkston regions by providing relevant educational and training programs (i.e. agriculture, business, trade, health care, etc.). He/she must also nurture, expand, and leverage the College's ties with surrounding business, nonprofit, health care, and government entities in an effort to strengthen WWCC's appeal and encourage student training, networking, internships, and job placement opportunities.

Desired Presidential Attributes

The next President of Walla Walla Community College will be a dynamic and inclusive leader with a passion for higher education and an astute understanding of the unique mission and challenges facing 21st century community college education. He/she must be a proven educational leader with academic credentials appropriate for successfully leading WWCC, who values teaching, scholarship, technical/vocational training, and life-long learning. He/she must also have the ability to inspire a diverse group of stakeholders, a good business sense, financial acumen, and significant leadership skills. The President will be a confident, personable, and action-orientated servant leader with a strong professional presence who enthusiastically engages others with respect, integrity, compassion, and a sense of humor.

It is expected that the next President of Walla Walla Community College will be:

- **Passionate about the community college mission** and will embrace WWCC's goal to be the catalyst that transforms students' lives. He/she will also promote, and inspire others to support WWCC's Mission and Vision Statements, liberal arts, workforce, basic skills and, correctional facility education.
- **A respected student-centered advocate** who compassionately understands student challenges and is committed to replacing barriers to education, training and employment with lasting bridges of access and success for all students. By leading an inclusive planning process with college leadership, faculty, and staff, the President will identify a shared vision and work persistently to accelerate the pace of improving WWCC's enrollment and retention, and student learning outcomes.
- **A progressive leader with a track record for promoting and strengthening inclusion and diversity** among students, faculty and staff who will position the College as an accessible, inclusive, and welcoming community that celebrates diversity.

- **An analytical thinker and data-informed decision-maker** with the ability to critically assess WWCC's strengths and weaknesses, prioritize competing needs, and courageously take strategic risks (which may include reallocating resources) in a manner consistent with the Mission and Vision Statements, Strategic Plan initiatives, and available financial resources.
- **A goal-focused, entrepreneurial, and direction-setting strategic planner**, the President will be committed to continuous data-informed improvement of WWCC. He/she will be comfortable acting quickly and proficient at discerning creative new directions in community college education and taking calculated strategic risks to align new college programs with changing job market needs for future workers. In moving strategic initiatives forward, he/she will routinely assess and share goal attainment progress.
- **A proven fundraiser with an entrepreneurial spirit** who is capable of aligning future job market needs with academic/training programs. He/she will also work effectively with the WWCC Foundation to create a robust culture of philanthropy among a diverse group of college and community stakeholders and align institutional advancement to student access and success. Additionally, he/she must understand higher education advancement and resource development in an academic market.
- **A dynamic and politically astute relationship and team builder** capable of partnering with an outstanding internal leadership team to ensure WWCC administrators, faculty, and staff are dedicated to significantly improving student access and success. Further, he/she will rally all WWCC's campus communities around this common purpose, shared initiative, and mutual goal. The President will also nurture and expand WWCC's external affiliations with all college stakeholders including business partners, community leaders, state legislators, etc.
- **An enthusiastic and inspirational leader** who effectively develops internal and external partnerships. He/she will promote a greater sense of community within WWCC by intentionally engaging with a diverse population of students, staff, and faculty. He/she will also reach beyond the College community and engage with community stakeholders to achieve broader goals such as improving college readiness and post-graduate success.
- **A transparent and collaborative leader** who listens well and is capable of inspiring widespread understanding and support for major decisions impacting WWCC through open dialogue. However, he/she is equally capable of balancing respectful inclusivity with decisive and accountable leadership.
- **An effective and exceptionally skilled communicator** who fosters strong relationships, develops shared priorities, and inspires trust and action. He/she will passionately share WWCC's Mission, Vision, history, legacy, and national distinction across multiple constituencies and engage in state and national conversations regarding the unique role of community colleges.

- **A strong leader** with financial acumen, proven operational skills, and experience managing an operating budget comparable in complexity and scope to that of WWCC who can ensure the sound operation of the College. Experience working with allocation funding models is preferred. Additionally, a leader who establishes accountability for performance with a track-record for attracting, inspiring and developing a diverse faculty and staff is desired.
- **Capable of effectively partnering with the Board of Trustees**, college leadership, faculty, students, staff and the college community in a model of shared governance.

Nominations and Applications

The Presidential Search Advisory Committee will begin a review of applications immediately and continue work until an appointment is made. To assure full consideration, applications should be received by **April 22, 2016**, and include a letter of interest, curriculum vitae and five professional references with e-mail addresses and telephone numbers. References will not be contacted without prior authorization from the applicant.

Applications should be sent electronically (MS Word or PDF Format) to wwccpresident@agbsearch.com.

Please direct nominations and inquiries to:

Shannon McCambridge, J.D., LL.M,
Consultant, AGB Search
skm@agbsearch.com, (206) 310-7560

Laird Desmond
Consultant, AGB Search
laird.desmond@agbsearch.com, (253) 566-6830

Walla Walla Community College District No. 20 is committed to providing equal opportunity and nondiscrimination for all educational and employment applicants, as well as for its students and employed staff, without regard to race, color, creed, national origin, sex, sexual orientation, including gender expression/identity; genetic information, marital status, age (over 40); the presence of any sensory, mental, or physical disability; the use of a trained guide dog or service animal by a person with a disability; or, status as a Vietnam and/or disabled veteran, National Guard member or reservist; in accordance with the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Federal Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and any other applicable Federal and Washington State laws against discrimination.

WWCC FINANCIAL AID PROGRAMS 2014-2015 AND 2013-2014

Tab 2

Total Clarkston * Walla Walla* Page 1

2013-2014 UNDUPLICATED FINANCIAL AID APPLICATIONS RECEIVED	5,966	577(10%)	2,471 (41%)
2014-2015 UNDUPLICATED FINANCIAL AID APPLICATIONS RECEIVED	5,700	558(10%)	2,335 (41%)
2015-2016 UNDUPLICATED FINANCIAL AID APPLICATIONS RECEIVED (as of 2/10/16)	4,969	409 (8%)	1,987 (40%)

Students that did not enroll but applied for aid: 13/14 -2918 (49%); 14/15 – 2807 (49%); 15/16 – 2573 (52%)

2013-2014 APPLICATION FILES COMPLETED	3,698	548 (15%)	2,288 (62%)
2014-2015 APPLICATION FILES COMPLETED	3,422	525 (15%)	2,159 (63%)
2015-2016 APPLICATION FILES COMPLETED (as of 2/10/16)	2,808	379 (13%)	1,794 (64%)

Students that did not enroll but completed their financial aid file: 13/14 – 862 (23%); 14/15 – 738 (22%); 15/16 – 635 (23%)

2013-2014 UNDUPLICATED FINANCIAL AID RECIPIENTS	2,980	531 (18%)	2,187 (73%)
2014-2015 UNDUPLICATED FINANCIAL AID RECIPIENTS	2,844	499 (18%)	2,084 (73%)
2015-2016 UNDUPLICATED FINANCIAL AID RECIPIENTS (as of 2/10/16)	2,318	364 (16%)	1,740 (75%)

Students that did not enroll but received a financial aid award: 13/14 -262 (9%); 14/15 – 261 (9%); 15/16 – 214 (9%)

These figures represent ONLY the students in each category that had registered for classes during that academic year, whereas the total includes both students that enrolled and those that did not. Correction students were not included.

EMPLOYMENT	2014-2015	2013-2014
	AMOUNT DISBURSED	AMOUNT DISBURSED
FEDERAL WORK STUDY (008)	\$131,230	\$102,076
STATE WORK STUDY (010,014)	\$64,712	\$97,413
WORKFIRST WORK STUDY (065)	\$0	\$0
TOTAL EMPLOYMENT	\$195,942	\$199,489

GRANTS	2014-2015	2013-2014
	AMOUNT DISBURSED	AMOUNT DISBURSED
FEDERAL PELL GRANT (001)	\$7,463,747	\$8,095,271
FEDERAL SEOG (002)	\$129,832	\$128,472
FEDERAL BUREAU OF INDIAN AFFAIRS (088)	\$0	\$0
WASHINGTON STATE NEED GRANT (009)	\$2,380,524	\$2,176,118
COLLEGE BOUND (01C)	\$155,552	\$175,537
STATE TUITION WAIVER [3%] (021)	\$35,308	\$50,983
SKILLS STEP GRANT (045)	\$0	\$4,269
TRIO GRANT (053)	\$28,479	\$22,417
WWCC GRANT [3.5%] (060)	\$304,455	\$333,820
OPPORTUNITY GRANT (0ZD-0ZI)	\$361,204	\$363,441
EARLY ED OPPORTUNITY GRANT (0EA-0EO)	\$43,010	\$39,083
WORKFIRST TUITION AND BOOKS (066,0WF)	\$64,983	\$67,104
WORKER RETRAINING (091-097,0BV)	\$566,813	\$489,190
CHALLENGE GRANT (0V6)	\$2989	\$0
EMERGENCY ASSISTANCE (0V4)	\$792	\$5343
BASIC FOOD, EDUCATION AND TRAINING [BFET] (0X1-0X9, 0BF)	\$48,715	\$9,386
GET FUNDS (0GT)	\$37,434	\$36,251
TOTAL GRANTS	\$11,623,837	\$11,996,685

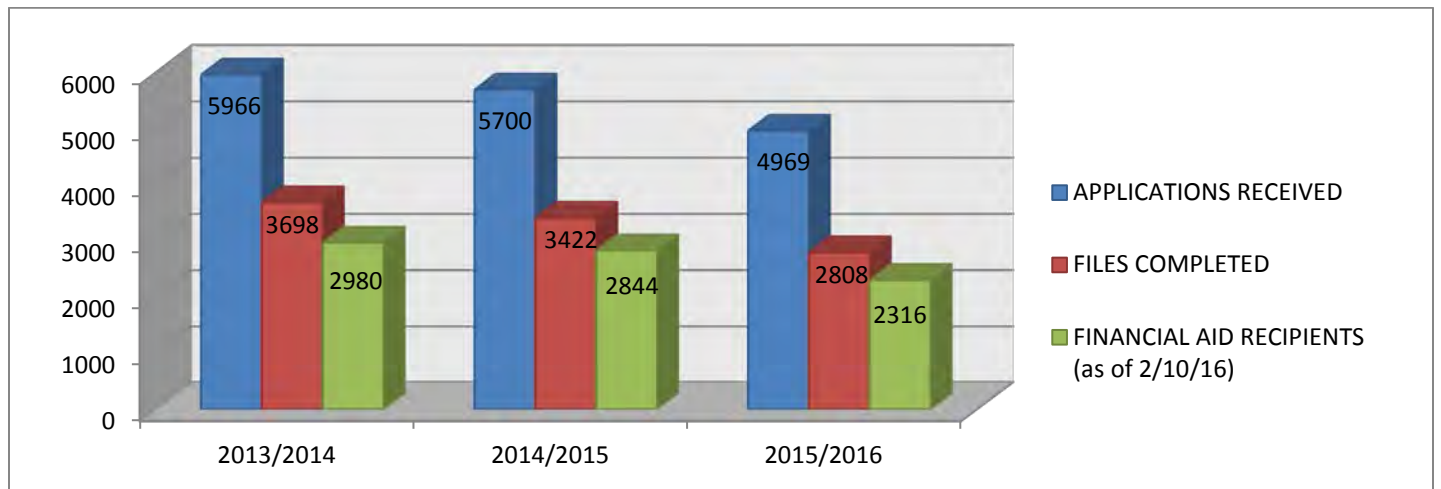
LOANS	2014-2015	2013-2014
	AMOUNT DISBURSED	AMOUNT DISBURSED
FEDERAL PERKINS LOAN (004)	\$200,990	\$150,428
FEDERAL DIRECT SUBSIDIZED LOAN (0D1, 0D2)	\$3,416,535	\$3,719,232
FEDERAL DIRECT UNSUBSIDIZED LOAN (0R1,0R2)	\$3,631,904	\$4,081,142
FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS [PLUS] (051)	\$108,917	\$107,862
ALTERNATIVE LOAN (0AL)	\$226,092	\$242,320
NURSING LOAN (0N2)	\$1,500	\$0
TOTAL LOANS	\$7,585,938	\$8,300,984

SCHOLARSHIPS	2014-2015	2013-2014
	AMOUNT DISBURSED	AMOUNT DISBURSED
AG BUSINESS/AG SCIENCE/AG TECH	\$0	\$0
AMBASSADOR (0V3)	\$4,307	\$4,899
ASB – CLARKSTON (063)	\$11,641	\$10,395
ASB – WALLA WALLA (082)	\$27,504	\$24,748
ASPEN SCHOLARSHIP (0AS,0AB)	\$431	\$246,083
AUTO CLUB (0V9)	\$750	\$1,000
BASEBALL (077)	\$20,693	\$19,675
BASKETBALL [MEN’S] (070)	\$14,890	\$16,272
BASKETBALL [WOMEN’S] (071)	\$17,097	\$18,144
COPENHAGEN-SKOAL (052)	\$0	\$0
DRAMA (056)	\$12,234	\$3,769
EMPLOYEE FUND DRIVE (0W2)	\$53,511	\$33,500
ENERGY SYSTEMS (0V2)	\$2,360	\$1,595
FARRIER (0V7)	\$1,797	\$3,378
GOLF [MEN’S/WOMEN’S] (073)	\$10,845	\$10,709
JAZZ CLUB (0V1)	\$3,350	\$5,280
PARENT CO-OP (084)	\$0	\$0
PASSPORT/PROMISE (01P/044)	\$31,500	\$12,000
PHI BETA LAMBDA (0V8)	\$132	\$132
PRIVATE DONORS/AMERICORPS (061)	\$385,333	\$441,854
RODEO (074)	\$30,619	\$38,834
SOFTBALL (078)	\$18,627	\$24,478
SOCCER [MEN’S] (072)	\$19,150	\$18,927
SOCCER [WOMEN’S] (079)	\$20,979	\$20,873
VOLLEYBALL (075)	\$15,465	\$14,905
WAVE (039)	\$0	\$0
WELCH (062)	\$619	\$0
WELDING CLUB (0V5)	\$500	\$250
WIND ENERGY TECHNOLOGY (0W1)	\$0	\$0
WWCC FOUNDATION GRANT/LOAN	\$0	\$0
WWCC FOUNDATION SCHOLARSHIP (064)	\$461,146	\$499,693
PLANT OPERATIONS (0W5, 0W7)	\$145,304	\$42,004
TOTAL SCHOLARSHIPS	\$1,310,784	\$1,513,397

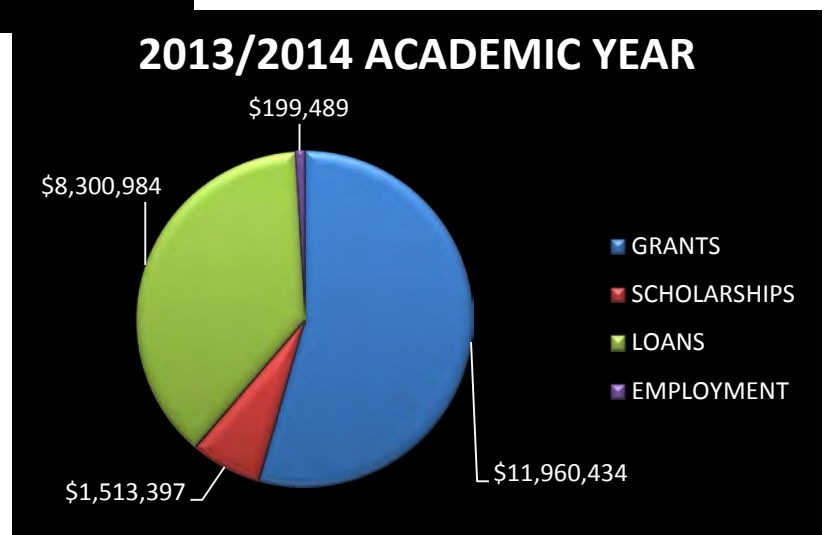
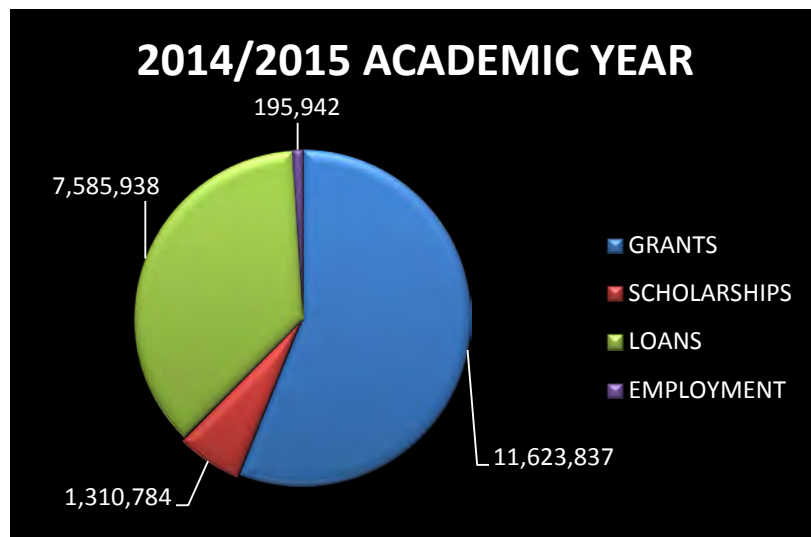
TOTAL FINANCIAL AID ENCOMPASSING ALL PROGRAMS FOR THE 2014-2015 AID YEAR

\$20,716,501

FINANCIAL AID FILE COMPARISON 2013/2014-2015/2016



FINANCIAL AID FUNDS COMPARISON 2013/2014 AND 2014/2015





Walla Walla Community College

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

Tab 3

Page 1

DATE: March 10, 2016

TO: WWCC Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Interim Enrollment Report, Winter Quarter 2016

Key elements of the report include:

- Net enrollment in state-support classes is **2,975.2 FTE**, down -32.7 FTE or -1.1% from this time last year. Unduplicated headcount is 4,059.
- Walla Walla daytime enrollment is **1,890.9 FTE**, down -26.3 FTE or -1.4% from last year. Evening enrollment is currently **153.3 FTE**, up 25.8 FTE or 20.2% from this time last year.
- Clarkston daytime enrollment is **320 FTE**, down -60.7 FTE or -15.9%. Evening is presently **66.3 FTE**, up 11.5 FTE or 21.1% from last winter.
- Distance Education enrollment is **344.6 FTE**, up 17.6 FTE or 5.4% from this time last year.
- Department of Corrections enrollment is **1,146.3 FTE**, down -140.2 FTE or -10.9%. Unduplicated headcount is currently 1,696.
 - **WSP** is reporting **592.8 FTE**, down -129.3 FTE or -17.9% from this time last year. Unduplicated headcount is 851.
 - **Coyote Ridge** is reporting **553.5 FTE**, down -10.8 FTE or -1.9% from this time last year. Unduplicated headcount is 845.
- **Running Start** is reporting **133.8 FTE**, down -4.8 FTE or -4.4% from this time last year. Unduplicated headcount is 186, down from 228 last winter. **AEP** is reporting **88.8 FTE**, up 2 FTE or 2.3% from last year. Unduplicated headcount is 101, an increase of one from this point last year.
- Total enrollment is currently **4,190.5 FTE**, which is down -192.1 FTE or -4.4% from this time last year. Unduplicated headcount is 5,755, a decline of 329 from this point last year.

INTERIM WINTER 2016 ENROLLMENT BOARD REPORT

Winter 2015 to Winter 2016

Updated 3/10/16

Tab 3

Page 2

FTE ENROLLMENT				NET	Undupl. Headcount				GROSS
ADMIN UNIT	DESCRIPTION	3/10/2015	3/9/2016	DIFF	3/18/15	3/9/2016	3/10/2015	3/9/2016	DIFF
AC	TRADES	204.7	207.0	2.3			206.2	208.9	2.7
AD	TRANSITIONAL	265.8	303.5	37.7			272.5	309.3	36.7
AK	ARTS & SCIENCES	774.3	765.2	-9.1			896.6	874.8	-21.8
AM	HEALTH SCIENCES	111.6	111.1	-0.4			111.6	111.2	-0.4
AP	BUSINESS, ENT., & HOSP.	327.1	291.3	-35.8			331.8	298.4	-33.3
AR	AG ENERGY & ENVIRONMENT	204.9	191.8	-13.2			205.5	195.2	-10.2
A	TOTAL - WW DAY	1,917.2	1,890.9	-26.3	2,686	2,655	2,053.3	2,018.8	-34.5
BC	TRADES	23.0	22.7	-0.3			24.2	22.7	-1.6
BD	TRANSITIONAL	4.9	15.1	10.2			4.9	15.4	10.5
BH	EXTENDED LEARNING	76.0	55.0	-21.0			80.2	57.8	-22.4
BK	ARTS & SCIENCES	0.0	12.0	12.0			0.0	12.0	12.0
BM	HEALTH SCIENCES	7.8	16.7	8.8			7.9	16.7	8.8
BP	BUSINESS, ENT., & HOSP.	11.0	32.1	21.1			11.6	32.6	21.0
BR	AG ENERGY & ENVIRONMENT	5.0	0.0	-5.0			5.0	0.0	-5.0
B	TOTAL - WW EVE	127.7	153.5	25.8	161	193	133.8	157.1	23.3
DJ	ALL OTHER	280.7	215.8	-64.9			299.3	242.2	-57.1
DM	HEALTH SCIENCES	100.1	93.3	-6.8			100.1	93.3	-6.8
DR	AG ENERGY & ENVIRONMENT	0.0	11.0	11.0			0.0	11.0	11.0
D	TOTAL - CLK DAY	380.8	320.0	-60.7	390	253	399.4	346.5	-52.9
EJ	ALL OTHER	54.7	47.8	-6.9			60.3	54.1	-6.3
EM	HEALTH SCIENCES	0.0	18.5	18.5			0.0	18.5	18.5
E	TOTAL - CLK EVE	54.7	66.3	11.5	154	162	60.3	72.5	12.2
WC	TRADES	0.0	1.6	1.6			0.0	1.6	1.6
WD	TRANSITIONAL	6.6	10.9	4.3			6.6	10.9	4.3
WH	EXTENDED LEARNING	268.8	248.5	-20.3			291.9	279.6	-12.3
WK	ARTS & SCIENCES	4.5	22.0	17.6			5.2	23.5	18.3
WM	HEALTH SCIENCES	24.5	27.8	3.2			24.7	28.0	3.3
WP	BUSINESS, ENT., & HOSP.	0.0	3.0	3.0			0.0	3.3	3.3
WR	AG ENERGY & ENVIRONMENT	22.7	30.8	8.1			24.2	31.1	6.9
W	TOTAL - DISTANCE ED	327.0	344.6	17.6	316	389	352.5	378.0	25.5
OTHER LOCATIONS		200.4	199.9	-0.5	543	407	201.5	199.9	-1.6
TOTAL STATE SUPPORTED		3,007.9	2,975.2	-32.7	4,250	4,059	3,200.9	3,172.9	-28.0
CE	OFFENDER CHANGE	18.5	10.5	-8.0			18.5	10.5	-8.0
CF	PROF-TECH	365.8	283.1	-82.7			365.8	283.1	-82.7
CG	BASIC SKILLS	288.0	261.2	-26.9			289.3	266.7	-22.7
CQ	ACADEMIC TRANSFER	49.8	38.1	-11.7			51.3	40.8	-10.5
C	TOTAL - WSP	722.1	592.8	-129.3	1,001	851	725.0	601.0	-124.0
RE	OFFENDER CHANGE	19.6	19.3	-0.3			19.6	27.2	7.6
RF	PROF-TECH	214.0	207.1	-6.9			214.0	207.1	-6.9
RG	BASIC SKILLS	278.2	274.2	-4.0			278.2	274.2	-4.0
RQ	ACADEMIC TRANSFER	52.5	52.9	0.3			52.5	52.9	0.3
R	TOTAL - CRCC	564.3	553.5	-10.8	833	845	564.3	561.4	-2.9
TOTAL DOC		1,286.4	1,146.3	-140.2	1,834	1,696	1,289.3	1,162.4	-126.9
OTHER CONTRACT		73.2	55.7	-17.6			77.6	70.4	-7.1
TOTAL CONTRACT FUNDED		1,359.7	1,202.0	-157.7			1,366.8	1,232.8	-134.0
TOTAL SELF SUPPORTED		15.1	13.4	-1.8			15.1	13.6	-1.5
TOTAL ALL FUNDS		4,382.6	4,190.5	-192.1	6,084	5,755	4,582.8	4,419.3	-163.6
Running Start, FTES are "billable" FTES					228	186	138.6	133.8	-4.8
Alternative Education Program, FTES are "billable" FTES					100	101	86.8	88.8	2.0



Walla Walla Community College

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Tab 4

Page 1

DATE: March 10, 2016

TO: WWCC Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Preliminary Enrollment Report, Spring Quarter 2016

Key elements of the report include:

- Net enrollment in state-support classes is **1,902 FTE**, up 5.4 FTE or .3% from this time last year. Unduplicated headcount is 2,199, down from 2,760 from this point last year.
- Walla Walla daytime enrollment is **1,313.1 FTE**, down -5.9 FTE or -.4% from last year. Evening enrollment is currently **92.9 FTE**, down -3.7 FTE or -3.8% from this time last year.
- Clarkston daytime enrollment is **207.9 FTE**, down -.5 FTE or -.3%. Evening is presently **13.9 FTE**, down -6.8 FTE or -32.8% from last winter.
- Distance Education enrollment is **263.6 FTE**, up 27.7 FTE or 11.7% from this time last year.
- Corrections Education has had limited enrollment activity for Spring Quarter. A more substantive report will be provided in April.
- Total enrollment (all funds) is currently **1,924.1 FTE**, which is up 24.6 FTE. Unduplicated headcount is 2,209, down from 2,788 at this point last year.

PRELIMINARY SPRING 2016 ENROLLMENT BOARD REPORT

Spring 2015 to Spring 2016

Updated 3/10/16

Tab 4

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FTE ENROLLMENT		NET		
ADMIN UNIT	DESCRIPTION	3/10/2015	3/9/2016	DIFF
AC	TRADES	165.5	193.9	28.4
AD	TRANSITIONAL	58.5	65.0	6.5
AK	ARTS & SCIENCES	645.3	604.9	-40.4
AM	HEALTH SCIENCES	86.3	88.7	2.4
AP	BUSINESS, ENT., & HOSP.	204.5	203.2	-1.3
AR	AG ENERGY & ENVIRONMENT	158.7	157.5	-1.2
A	TOTAL - WW DAY	1,319.0	1,313.1	-5.9
BC	TRADES	19.9	21.9	2.0
BD	TRANSITIONAL	1.4	4.7	3.3
BH	EXTENDED LEARNING	47.9	25.0	-22.9
BK	ARTS & SCIENCES	0.0	0.0	0.0
BM	HEALTH SCIENCES	21.3	15.6	-5.6
BP	BUSINESS, ENT., & HOSP.	6.2	25.7	19.5
BR	AG ENERGY & ENVIRONMENT	0.0	0.0	0.0
B	TOTAL - WW EVE	96.6	92.9	-3.7
DC		0.0	2.7	2.7
DJ	ALL OTHER	159.4	127.4	-32.0
DM	HEALTH SCIENCES	49.1	69.9	20.7
DR	AG ENERGY & ENVIRONMENT	0.0	8.0	8.0
D	TOTAL - CLK DAY	208.5	207.9	-0.5
EJ	ALL OTHER	17.5	13.9	-3.5
EM	HEALTH SCIENCES	3.3	0.0	-3.3
E	TOTAL - CLK EVE	20.7	13.9	-6.8
WC	TRADES	0.0	0.0	0.0
WD	TRANSITIONAL	4.8	6.2	1.4
WH	EXTENDED LEARNING	198.3	213.2	14.9
WK	ARTS & SCIENCES	4.2	10.1	5.9
WM	HEALTH SCIENCES	20.9	23.5	2.6
WP	BUSINESS, ENT., & HOSP.	0.0	2.7	2.7
WR	AG ENERGY & ENVIRONMENT	7.7	7.9	0.2
W	TOTAL - DISTANCE ED	235.9	263.6	27.7
OTHER LOCATIONS		16.3	10.9	-5.4
TOTAL STATE SUPPORTED		1,897.0	1,902.4	5.4
CE	OFFENDER CHANGE	0.0	0.0	0.0
CF	PROF-TECH	0.3	0.0	-0.3
CG	BASIC SKILLS	0.3	0.0	-0.3
CQ	ACADEMIC TRANSFER	0.0	0.0	0.0
C	TOTAL - WSP	0.7	0.0	-0.7
RE	OFFENDER CHANGE	0.0	0.0	0.0
RF	PROF-TECH	0.0	0.0	0.0
RG	BASIC SKILLS	0.0	0.0	0.0
RQ	ACADEMIC TRANSFER	0.0	0.7	0.7
R	TOTAL - CRCC	0.0	0.7	0.7
TOTAL DOC		0.7	0.7	0.0
OTHER CONTRACT		1.6	14.1	12.5
TOTAL CONTRACT FUNDED		2.3	14.7	12.5
TOTAL SELF SUPPORTED		0.2	7.0	6.8
TOTAL ALL FUNDS		1,899.5	1,924.1	24.6

Undupl. Headcount	
3/19/15	3/9/2016
1,960	1,611
102	63
250	184
110	71
253	200
85	70
2,760	2,199
1	0
27	10
28	10
2,788	2,209

GROSS		
3/10/2015	3/9/2016	DIFF
167.4	195.2	27.8
60.4	65.8	5.4
745.9	672.7	-73.2
86.3	88.7	2.4
229.8	210.6	-19.2
159.4	160.5	1.2
1,449.4	1,393.5	-55.9
20.9	21.9	1.0
1.4	4.7	3.3
51.4	26.3	-25.0
0.0	0.0	0.0
21.3	16.1	-5.2
6.5	25.7	19.1
0.0	0.0	0.0
101.4	94.7	-6.7
0.0	2.7	2.7
166.3	137.6	-28.7
49.1	69.9	20.7
0.0	8.0	8.0
215.4	218.1	2.7
18.1	15.1	-2.9
3.3	0.0	-3.3
21.3	15.1	-6.2
0.0	0.0	0.0
5.0	6.2	1.2
215.7	242.0	26.3
7.0	12.5	5.5
21.0	23.7	2.7
0.0	3.0	3.0
7.7	7.9	0.2
256.4	295.3	38.9
16.3	10.9	-5.4
2,060.3	2,027.7	-32.6
0.0	0.0	0.0
0.3	0.0	-0.3
0.3	0.0	-0.3
0.0	0.0	0.0
0.7	0.0	-0.7
0.0	0.0	0.0
0.0	0.0	0.0
0.0	0.0	0.0
0.0	0.7	0.7
0.0	0.7	0.7
0.7	0.7	0.0
1.6	14.1	12.5
2.3	14.7	12.5
0.2	7.0	6.9
2,062.7	2,049.4	-13.3

WALLA WALLA COMMUNITY COLLEGE - February 2016

	2015-2016 Approved Budget	January Adjusted Budget	February Adjusted Budget	Difference	Revenue to Date	% of Annual Budget	Prior Year Activity to Date	% of Prior Budget
REVENUE:								
State Funds:								
Base Allocation	\$14,299,799	\$14,171,649	\$14,171,649	\$0	\$8,624,082	60.85%	\$8,040,723	62.48%
Opportunity Grant	461,412	461,412	461,412	0	261,010	56.57%	284,117	61.58%
Worker Retraining	1,945,698	2,073,823	2,073,823	0	1,418,686	68.41%	1,242,937	63.23%
Total State:	\$16,706,909	\$16,706,884	\$16,706,884	\$0	\$10,303,778	61.67%	\$9,567,777	62.55%
Local Funds:								
General:								
Operating Fees	\$8,833,723	\$8,083,073	\$8,083,073	\$0	\$5,666,096	70.10%	\$5,866,250	66.79%
General Local	1,578,900	1,528,900	1,528,900	0	1,060,843	69.39%	1,028,492	67.05%
Alternative Education Program	445,000	445,000	445,000	0	190,007	42.70%	164,922	40.22%
Running Start	750,000	750,000	750,000	0	263,015	35.07%	192,462	28.10%
Foundation Support	200,000	200,000	200,000	0	150,000	75.00%	105,000	75.00%
Corrections Ed.-Indirect	637,268	639,570	639,570	0	353,538	55.28%	352,456	53.76%
Excess Enrollment from FY15	0	0	0	0	0	0.00%	150,000	66.67%
Carry-Forward & Use of Reserves	348,575	848,575	848,575	0	565,717	66.67%	83,333	66.67%
Total General:	\$12,793,466	\$12,495,118	\$12,495,118	\$0	\$8,249,216	66.02%	\$7,942,915	63.25%
Self-Support:								
Community Service	75,000	75,000	75,000	0	63,583	84.78%	61,999	82.67%
Ancillary Programs	200,000	200,000	600,000	400,000	329,484	54.91%	435,273	54.41%
Total Self Support:	\$275,000	\$275,000	\$675,000	\$400,000	\$393,067	58.23%	\$497,272	56.83%
Total Local Funds	\$13,068,466	\$12,770,118	\$13,170,118	\$400,000	\$8,642,283	65.62%	\$8,440,187	62.83%
TOTAL REVENUE	\$29,775,375	\$29,477,002	\$29,877,002	\$400,000	\$18,946,061	63.41%	\$18,007,964	62.68%

	2015-2016 Approved Budget	January Adjusted Budget	February 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	\$18,289,641	\$18,079,270	\$18,178,680	\$99,410	\$11,037,770	\$0	\$11,037,770	60.72%	\$10,735,954	62.51%
Benefits	6,091,270	6,015,947	6,035,405	19,458	3,903,873	0	3,903,873	64.68%	3,311,397	65.59%
Rents	170,128	170,228	170,228	0	107,173	49,569	156,742	92.08%	167,050	100.55%
Utilities	835,355	835,355	835,355	0	504,698	0	504,698	60.42%	526,782	63.98%
Goods and Services *	2,457,966	2,356,365	2,648,666	292,301	1,838,799	498,019	2,336,818	88.23%	2,066,883	69.36%
Travel	238,576	265,335	265,335	0	235,225	498	235,723	88.84%	224,267	83.07%
Equipment	292,702	342,320	342,320	0	228,571	22,497	251,068	73.34%	476,050	54.14%
Subsidies/Transfers/Debt Service	1,399,737	1,412,182	1,401,013	(11,169)	877,538	0	877,538	62.64%	926,229	66.70%
Total by Object	\$29,775,375	\$29,477,002	\$29,877,002	\$400,000	\$18,733,647	\$570,583	\$19,304,230	64.61%	\$18,434,612	64.17%
By Program										
Instruction	\$11,782,483	\$12,472,941	\$12,494,819	\$21,878	\$7,716,831	\$128,614	\$7,845,445	62.79%	\$7,427,240	62.53%
Community Service	75,000	75,000	75,000	0	38,469	0	38,469	51.29%	38,782	51.71%
Instructional Computing	386,028	392,644	392,644	0	254,434	9,689	264,123	67.27%	223,774	58.04%
Ancillary Programs	200,000	200,000	600,000	400,000	463,206	2,805	466,011	77.67%	403,038	50.38%
Academic Administration	2,914,826	3,146,139	3,173,390	27,251	2,097,740	0	2,097,740	66.10%	1,919,266	66.26%
Library Services	585,109	616,854	616,108	(746)	408,809	261	409,070	66.40%	409,872	68.97%
Student Services	3,672,634	3,838,404	3,844,763	6,359	2,505,760	6,000	2,511,760	65.33%	2,630,857	68.19%
Institutional Support *	7,224,217	5,693,894	5,639,478	(54,416)	3,304,025	231,997	3,536,022	62.70%	3,315,486	61.87%
Facility Services	2,935,078	3,041,126	3,040,800	(326)	1,944,373	191,217	2,135,590	70.23%	2,066,297	71.66%
Total by Program	\$29,775,375	\$29,477,002	\$29,877,002	\$400,000	\$18,733,647	\$570,583	\$19,304,230	64.61%	\$18,434,612	64.17%

* In the Expenditures to Date columns of these lines is a set aside of \$125,000 to cover the estimated carry-forward needed for the 16-17 fiscal budget.

WALLA WALLA COMMUNITY COLLEGE
Grants and Contracts
February 2016

Tab 5

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	Current Month Changes	2015-2016 YTD Budget	Expenditures to Date	Encumbrances	Activity to Date	YTD Percentage Spent	Balance Expendable	Revenue to Date	Balance Receivable
CORRECTIONS EDUCATION	\$0	\$6,224,257	\$3,808,345	\$207,821	\$4,016,166	64.5%	\$2,208,091	\$3,364,933	\$651,233
State Funded									
Carl Perkins Federal Vocational	\$0	\$403,732	\$243,873	\$4,335	\$248,208	61.5%	\$155,524	\$214,402	\$33,806
Perkins-Leadership Block Grant	0	16,000	3,055	0	3,055	19.1%	12,945	3,000	55
WSP Perkins-Special Projects	11,800	35,333	22,370	0	22,370	63.3%	12,963	16,387	5,983
CRCC Perkins-Special Projects	8,200	21,025	14,065	0	14,065	66.9%	6,960	3,661	10,404
Workfirst	0	258,729	141,824	0	141,824	54.8%	116,905	108,894	32,930
Water Management Center	0	363,750	218,217	0	218,217	60.0%	145,533	181,875	36,342
Dept. of Ecology - Titus Creek Project	0	40,000	0	0	0	0.0%	40,000	0	0
State Work Study	0	54,546	29,371	0	29,371	53.8%	25,175	25,000	4,371
Ag Center USDA Grant	0	1,401,728	312,891	276,458	589,349	42.0%	812,379	173,521	415,828
TAACCCT Grant	0	846,056	259,842	0	259,842	30.7%	586,214	238,985	20,857
Early Achiever Opportunity Grant	0	88,800	53,091	0	53,091	59.8%	35,709	30,128	22,963
Department of Early Learning - ECEAP	0	219,930	5,776	0	5,776	2.6%	214,154	0	5,776
I-DEA Grant	0	29,882	17,718	4,061	21,779	72.9%	8,103	14,568	7,211
Adult Basic Education	0	113,971	70,279	0	70,279	61.7%	43,692	57,773	12,506
EI Civics	0	23,328	12,709	0	12,709	54.5%	10,619	10,077	2,632
Basic Food Employment & Training	0	303,381	151,257	0	151,257	49.9%	152,124	211,865	(60,608)
Central Washington University	0	15,000	9,107	0	9,107	60.7%	5,893	15,000	(5,893)
WIOA Transitional Studies	0	17,814	81	0	81	0.5%	17,733	81	0
I-DEA SBCTC Assistance	0	3,900	3,874	0	3,874	99.3%	26	3,874	0
ABE Leadership Block Grant	0	5,563	703	0	703	12.6%	4,860	287	416
Miscellaneous SBCTC Grants	0	1,000	0	0	0	0.0%	1,000	0	0
Total State Funded	\$20,000	\$4,263,468	\$1,570,103	\$284,854	\$1,854,957		\$2,408,511	\$1,309,378	\$545,579
Federal Funded									
Student Support Services (SSS) FY 15-20	\$0	\$398,840	\$203,975	\$53	\$204,028	51.2%	\$194,812	\$100,561	\$103,467
Student Support Services (SSS) FY 10-15	0	35,629	35,629	0	35,629	100.0%	0	35,629	0
Title III	0	238,244	238,244	0	238,244	100.0%	0	238,244	0
USDA - National Institute of Food & Ag	0	84,344	42,390	0	42,390	50.3%	41,954	42,390	0
College Work Study	0	101,920	63,622	0	63,622	62.4%	38,298	57,116	6,506
Total Federal Funded	\$0	\$858,977	\$583,860	\$53	\$583,913		\$275,064	\$473,940	\$109,973
Private Funded									
Customized Contract Training	\$0	\$50,000	\$6,758	\$0	\$6,758	13.5%	\$43,242	\$5,887	\$871
EMS Trauma Training	0	7,000	3,569	0	3,569	51.0%	3,431	1,975	1,594
Parent Co-op	0	80,000	29,020	0	29,020	36.3%	50,980	26,064	2,956
Child Care Aware	0	182,229	68,405	194	68,599	37.6%	113,630	28,596	40,003
Corrections Ed AA Degree - Sunshine Lady	0	248,562	164,633	10,000	174,633	70.3%	73,929	93,562	81,071
Corrections Ed AA Degree - Seattle Foundation	0	34,623	34,623	0	34,623	100.0%	0	34,623	0
Working Families Support Network	14,000	87,551	43,437	0	43,437	49.6%	44,114	74,000	(30,563)
Project Finish Line	0	6,192	1,475	0	1,475	23.8%	4,717	6,192	(4,717)
ESD 123 Consulting & Home Services	0	60,770	9,727	0	9,727	16.0%	51,043	21,245	(11,518)
Legacy for Health - Tobacco Free Initiative	0	5,000	4,138	0	4,138	82.8%	862	5,000	(862)
Avista	0	47,905	23,782	0	23,782	49.6%	24,123	47,905	(24,123)
Total Private Funded	\$14,000	\$809,832	\$389,567	\$10,194	\$399,761		\$410,071	\$345,049	\$54,712
Fiscal Agent Contracts									
Community Network	\$0	\$81,122	\$33,319	\$0	\$33,319	41.1%	\$47,803	\$47,121	(\$13,802)
Early Learning Coalition (ELC)	0	53,957	36,700	0	36,700	68.0%	17,257	30,884	5,816
Snake River Salmon Recovery Board (SRSRB)	0	398,588	233,830	56,515	290,345	72.8%	108,243	172,503	117,842
Bonneville Power Administration (SRSRB)	0	244,751	121,014	70,414	191,428	78.2%	53,323	54,991	136,437
Total Fiscal Agent Contracts	\$0	\$778,418	\$424,863	\$126,929	\$551,792		\$226,626	\$305,499	\$246,293
TOTAL	\$34,000	\$12,934,952	\$6,776,738	\$629,851	\$7,406,589	57.3%	\$5,528,363	\$5,798,799	\$1,607,790



Walla Walla Community College

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Tab 6

Page 1

DATE: March 10, 2016

TO: Board of Trustees

FROM: Davina Fogg
Vice President of Financial and Administrative Services

RE: 2016-2017 Planning & Budget Update

The Planning and Budget process is well underway. At this time we have a preliminary first draft of the Budgeting Facts and Assumptions and the Estimated Operating Revenues to share with the Board.

2016 - 2017
FIRST DRAFT - Budgeting Facts and Assumptions

1. The strategic plan, mission statement and outcomes goals will inform and guide the Planning and Budget Process.
2. As of March 6, 2016 the College has identified an estimated \$900,000 shortfall of expenditures in excess of revenues for the 2016-17 budget.
3. An open and comprehensive Planning and Budget process will be used to achieve a balanced budget.
4. Enrollment is projected to be the same or up slightly when compared to actual 2015-16 enrollments. Any future changes to the allocation of Worker Retraining enrollments are unknown at this time.
5. The new State Board allocation funding model will reduce our share of state funds by \$235,000. This is the first of a four-year phased in reduction.
6. Employees will receive a 1.8% raise in 2016-17 and the budget assumes that approximately 83% will be funded by the State.
7. (If approved, add in AHE union negotiations outcome assumption.)
8. The operating fee revenue projection decreased by \$300,650 to reflect the State mandated 5% tuition decrease that was implemented during the 2015-16 fiscal year. The State allocated \$255,430 as backfill to cover that decrease which left WWCC \$45,220 short of fully-funding the decrease.
9. Running Start and Alternative Education Program revenues are projected to increase by \$120,000 due to higher reimbursement rates while enrollment is projected to remain relatively flat.
10. Carry-forward used to fund the 2016-17 budget remains at \$125,000.
11. For the second year, local reserves will be used to fund WWCC's share, \$168,575 annually, of the system-wide ctclink maintenance contract. Starting in 2017-18, 2% of the 3% tuition collected for the Innovation Account will be kept by the college which is anticipated to fully fund these ongoing maintenance costs.
12. The Corrections Education indirect amount is expected to remain relatively stable for 2016-17.
13. The regular contingency budget remains at \$150,000. The special contingency budget for adjunct faculty personnel costs is assumed to remain at \$300,000.

Tab 6

Page 3

WALLA WALLA COMMUNITY COLLEGE ESTIMATED OPERATING REVENUE COMPARISONS FY 2016 TO FY 2017

	FY2016 Budget/Plan	FY2016 Projected Y/E	FY2017 Budget/Plan	Difference (in Budgets)	% Change
Total State Funded FTES	3,106	3,133	3,108	2	0.06%
Total Planned FTES - Net	3,275	3,133	3,133	(142)	-4.34%
Total Planned FTES - Total	3,530	3,388	3,388	(142)	-4.02%
<hr/>					
State Allocations & Operating Fees					
Base Level Funding (2733 FTES)	\$14,095,642	\$13,958,924	\$13,958,924	(\$136,718)	-0.97%
Impact of new Allocation Model (25% of it)	0	0	(234,813)	(234,813)	
Opportunity Grants	461,412	461,412	461,412	0	0.00%
Worker Retraining (375 FTES)	1,945,698	2,073,823	1,945,698	0	0.00%
Operating Fees	8,383,723	8,085,000	8,085,000	(298,723)	-3.56%
Revenue Contingency - FTES dependent	500,000	0	0	(500,000)	-100.00%
Center of Excellence Grant	204,157	212,725	204,157	0	0.00%
Benefits Changes (net)				0	
Total State & Operating Fees	\$25,590,632	\$24,791,884	\$24,420,379	(\$1,170,253)	-4.57%
Local Funding					
General Local:					
Student Fees - General	1,333,900	1,333,900	1,333,900	0	0.00%
Interest	20,000	20,000	20,000	0	0.00%
Facility Leases & Rentals	130,000	130,000	130,000	0	0.00%
Miscellaneous	45,000	35,000	45,000	0	0.00%
Alternative Education Program	445,000	527,610	530,000	85,000	19.10%
Running Start	750,000	763,175	785,000	35,000	4.67%
Foundation Support	200,000	200,000	200,000	0	0.00%
DOC Contract(s) - Indirect	637,268	639,570	637,268	0	0.00%
Self-Support Programs					
Ancillary Programs	200,000	600,000	300,000	100,000	50.00%
Community Service	75,000	75,000	75,000	0	0.00%
Total Local Funding & Self-Support	\$3,836,168	\$4,324,255	\$4,056,168	\$220,000	5.73%
Total Before Use of Reserves	\$29,426,800	\$29,116,139	\$28,476,547	(\$950,253)	-3.23%
Use of Carry-Forward Funds	125,000	125,000	125,000	0	0.00%
Use of Reserves	223,575	723,575	168,575	(55,000)	-24.60%
Total All Sources	\$29,775,375	\$29,964,714	\$28,770,122	(\$1,005,253)	-3.38%



Walla Walla Community College

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Walla Walla, WA 99362
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Tab 7

March 10, 2016

From: Davina Fogg
Vice President of Financial and Administrative Services

Re: 2015-2016 Capital Budget Status Report - February 2016

Type	Code	Project Classification & Title	Budget	Encumbrances	Expenditures	Balance
2015-2017 Appropriations						
S	4Z7A	2015-17 Repairs and Minor Improvements	\$ 472,800	\$ 153,400	\$ 79,920	\$ 239,481
S	4Z7C	2015-17 FR - Reglaze/Replace Windows	\$ 44,000	\$ 44,000	\$ -	\$ -
S	4Z7D	2015-17 FR - Replace/Repair Doors	\$ 65,000	\$ 65,000	\$ -	\$ -
S	4Z7P	2015-17 FR - HVAC Main Building	\$ 540,000	\$ 37,475	\$ -	\$ 502,525
S	4Z7H	2015-17 FR - Replace Tech Center Generators	\$ 87,000	\$ 3,276	\$ 525	\$ 83,199
S	4Z7K	2015-17 SR - Sidewalk Replacement	\$ 29,000	\$ -	\$ 29,000	\$ -
S	4Z7L	2015-17 SR - Water Line Replacement	\$ 72,000	\$ 22,188	\$ 7,150	\$ 42,662
S	4Z7M	2015-17 SR - Repair Wooden Bridges	\$ 65,000	\$ 4,905	\$ 2,100	\$ 57,995
S	4Z7N	2015-17 MW - Clarkston Workforce and Bus. Dev. Ctr.	\$ 760,000	\$ -	\$ -	\$ 760,000
		TOTAL	\$ 2,134,800	\$ 330,242	\$ 118,695	\$ 1,685,862
2013-2015 Appropriations						
S	4Z5A	2013-15 Repairs and Minor Improvements	\$ 31,669	\$ -	\$ 31,669	\$ -
S	4Z5C	2013-15 FR - Diesel/Oil Water Separator	\$ 7,126	\$ -	\$ 141	\$ 6,985
S	4Z5I	2013-15 FR - Clarkston Heat Pumps	\$ 12,907	\$ -	\$ 12,907	\$ -
S	4Z5K	2013-15 MW - WW Campus Business Office	\$ 2,598	\$ -	\$ 2,598	\$ -
S	4Z5U	2013-15 RR - Main Bldg. Roof, Section 2	\$ 14,369	\$ -	\$ 14,369	\$ -
		TOTAL	\$ 68,669	\$ -	\$ 61,684	\$ 6,985
Local Funds and Grants						
L/G/C	4Z72	EDA - Clarkston Workforce and Bus. Dev. Ctr.	\$ 4,674,398	\$ 178,597	\$ 329,517	\$ 4,166,284
		TOTAL	\$ 4,674,398	\$ 178,597	\$ 329,517	\$ 4,166,284
		TOTAL ALL FUNDS	\$ 6,877,867	\$ 508,839	\$ 509,896	\$ 5,859,132

Percent Uncommitted 85.2%

Fund Types:

S - State Appropriations L - Local G - Grant C - Certificate of Participation

Project Classifications:

FR - Facility Repair SR - Site Repair RR - Roof Repair MW - Minor Works




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Tab 8

MEMORANDUM

TO: Board of Trustees

DATE: March 10, 2016

FROM: Steven L. VanAusdile, President 

RE: Negotiated Agreement between the Board of Trustees of Walla Walla Community College (WWCC) District No. 20 and the WWCC Association for Higher Education

The management of WWCC and representatives from the Association for Higher Education have completed negotiations for a proposed contract to be effective from March 16, 2016 through March 16, 2019. A copy of the draft contract has been attached for your review. The Association passed their ratification vote on Tuesday, March 8, 2016. Board approval of the contract will be requested at the March 16, 2016 Board meeting.

Highlights of the proposed changes to the contract include:

1. Strengthened language clarifying our commitment to strong academic advising by faculty and calling for the creation of an Advisor Certification through which faculty can earn one professional improvement unit.
2. Modifying the evaluation process to:
 - a. Clarify the processes for full-time and part-time faculty.
 - b. Shortened the evaluation cycle for full-time faculty to a 3 year cycle.
3. Revised faculty professional development to include a more robust Faculty Learning and Improvement Plan (FLIP) that will be tied to the evaluation process and will focus development on instructional competencies, growth in specific discipline-related interests, pedagogical interests, or program needs. Through completion of the FLIP, a faculty can earn one professional improvement unit.
4. Added one additional personal leave day for Corrections Education faculty who are on four-quarter contracts, for a total of four personal leave days with no more than two being able to be taken in the same quarter.
5. Clarified use of Family Leave for parental leave purposes.
6. Negotiated a faculty salary improvement package that:
 - a. Adds a step to the top of the salary schedule.
 - b. Awards all earned professional development and seniority increments.
 - c. Revises the new faculty salary placement grid.
 - d. Revises current faculty placement to ensure parity with the new placement grid.
 - e. Awards a one percent increase to part-time faculty.
 - f. Adds an additional step five percent higher for part-time faculty who have been benefits eligible for three consecutive years.
 - g. Revises nursing faculty placement to increase starting salaries.



WALLA WALLA COMMUNITY COLLEGE

**CONTRACT BETWEEN THE
BOARD OF TRUSTEES OF COMMUNITY COLLEGE
DISTRICT NO. 20
AND THE
WALLA WALLA COMMUNITY COLLEGE
ASSOCIATION FOR HIGHER EDUCATION
2016-2019**

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PREAMBLE

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

Article 1 Recognition

- 1.1 The Employer recognizes the Association as the bargaining representative for all Academic employees employed by the District for the purposes of exercising all rights accorded the Association by State Law and the terms and conditions of this Contract. "Academic employee" means any teacher, counselor, librarian, or department head, who is employed by the District, whether full or part-time, with the exception of the president and any administrator who performs administrative functions as at least fifty percent (50%) or more of his/her assignments and/or has responsibilities to hire, dismiss or discipline faculty members.
- 1.2 Excluded from the bargaining unit are all employees of the District who do not meet the definition of "academic employee" as defined herein. Should a question arise whether an exempt position is included or excluded from the bargaining unit, the Board or its designee shall meet with the Association and attempt to resolve the difference. Appeal may be taken by either party pursuant to the Public Employment Relations Commission rules.
- 1.3 The administrative or exempt positions excluded from the bargaining unit are identified in Appendix A.
- 1.4 In the event additional administrative or exempt positions are created by the Employer during the duration of this Contract, such classifications which are substantially similar to that in Appendix A shall also be exempt from such recognition or inclusion. In the event additional administrative or exempt positions are created by the Employer during the duration of this Contract, the Association shall be notified by the Human Resources Office of any position descriptions that include the duties of academic employees, including teaching, counseling, and library faculty. The Association will be notified prior to finalization of the position announcement.
- 1.5 The Employer will not interfere with the legal right of faculty employees to organize, join, and support the Association for whatever purpose in which it may legally engage. The Employer agrees it will not discriminate against any faculty employee because of membership in the Association, because of participation in any lawful activity on behalf of the Association, or because of any action taken within the duly established grievance procedure.

- 1.6 The Association is the authorized representative of the faculty to bargain faculty working conditions and compensation. These shall include duties and compensation of faculty performing paid leadership responsibilities. Proposed changes in the duties, responsibilities, or compensation of faculty performing division/department chair responsibilities are subject to the negotiation of the Administration and the Association. Current faculty leadership position descriptions will be found in the Faculty Handbook.

Article 2 Status of the Contract

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

Article 3 Conformity to Law

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

Article 4 Distribution of the Contract

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

Article 5 Contracting Out

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

Article 6 Management Rights

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

Article 7 Association Rights

- 7.1 Any representative of the Association who is mutually scheduled by the parties to participate during instruction or non-instruction periods in Employer/employee conferences shall suffer no loss of pay.
- 7.2 The Employer shall furnish the Association, upon request, information required to perform its representation functions. Requests for information shall be made in writing and directed to the Human Resource Director
- 7.3 Association meetings or Association committee meetings when scheduled shall not interrupt classroom assignments or scheduled office hours for those individuals involved. General membership meetings of the Association shall be scheduled through Plant Facilities and follow the regulations and procedures for use of campus facilities and equipment. No charge shall be made for the Association's use of district rooms.
- 7.4 The Association and its affiliates shall have the right to post notices of their activities and matters of Association concerns on college bulletin boards. The Association and its affiliates shall have the right to use the internal college mail service and employee mailboxes for communication with academic employees.

- 7.5 The Association shall receive within the first month of each academic year the names, home addresses, telephone numbers (if public information), and assigned work locations of all members of the bargaining unit.
- 7.6 Association representatives shall have reasonable access during normal college hours to all buildings in which members of the bargaining unit work, provided that such access does not disrupt the learning process and advance notification is given to the office of the President.
- 7.7 Release time will be provided the Association representative(s) to conduct Association business if prior approval is received from the President or his designee.
- 7.8 The AHE President shall receive a yearly stipend in accordance with Appendix C. In lieu of this stipend, one-third release time may be provided the AHE President.
- 7.9 Membership

No employee shall be required to join the Association unless or until such time as sixty-two percent of the full-time academic employees voluntarily join the Association at which time an Agency Shop (as described in Article 7.11) will be implemented. For purposes of this Article, full-time academic employees are defined as those who are employed on a full-time permanent contract based on at least 176 days; paid from the full time salary schedule; and performing professional duties and responsibilities as described in Article 10, Faculty Responsibilities.

7.10 Voluntary Dues Payments

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

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

7.11 Agency Shop

Upon sixty-two percent of the full-time faculty voluntarily becoming Association Members, an Agency Shop will be implemented. Under the Agency Shop, as a condition of employment, all full-time faculty members will become members of the Association and pay dues or, as non-members, pay a fee as described in subsections below, no later than September 30th of the academic year following the date upon which the sixty-two percent threshold is met.

- A. Agency Fee Payers. Full-time faculty who choose not to become active Association members must pay to the Association a representation fee (agency fee) through payroll deductions equal to the amount of dues required to be an Association member.
- B. Religious Exemption.
 - 1. A full-time faculty member who asserts a right of non-association based on bona fide religious tenets, or teachings of a church or religious body, of which he or she is a member, shall pay the amount of money equivalent to the representation fee to a non-religious charitable organization mutually agreed upon by the employee and the Association.
 - 2. The employee shall furnish written proof that such payments have been made or an employee who does not join the Association based on bona fide religious tenets, or teachings of a church or religious body of which he or she is a member, will make payments to the Association that are equal to its representational fee. These payments will be forwarded by the Association to the agreed upon non-religious charitable organization.
 - 3. If no agreement on the charity is reached, the Public Employment Relations Commission (PERC) shall designate the charitable organization. In the event of a disagreement arising out of a claim of non-association based on bona fide religious tenets, either the employee or the Association may file with PERC a petition for a declaratory ruling. Upon being served with a copy of such petition, the College shall preserve the status quo by withholding and retaining disputed fees until PERC has ruled on the matter.
- C. Agency Shop Non-Compliance.
 - 1. The College will provide the Association notification of a full-time faculty member's failure to meet Agency Shop provisions outlined above by the 15th of the calendar month following such date that the condition became effective. The Association will inform the faculty member of non-compliance and that his or her employment may be terminated. If the faculty member fails to comply with the Agency Shop obligations, the Association will instruct the College to terminate the faculty member's employment.
- D. Association Dues. The Association will provide each new full-time faculty member a WEA membership enrollment form. Included with the form will be options for dues deduction or deduction of a representation fee equivalent to Association dues. The College will provide payments for all said deductions to the WEA on a monthly basis.

7.12 Hold Harmless

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

Article 8 Academic Employee Protection

8.1 Legal Protection

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

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

8.2 Academic Freedom

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

Article 9 Academic Employee Rights

9.1 Individual Rights

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

9.2 Safe Working Conditions

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

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

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

9.5 Right to Due Process

No employee shall be reprimanded, disciplined, or reduced in compensation without just cause. In any event, any charges which are made shall be reduced to writing and made available to the employee. An employee shall have the right to have one Association representative of his/her choice present at any meeting wherein the employee believes he/she may be reprimanded, disciplined or denied rights available under this Contract. Nothing herein shall be construed to preclude a Vice President or other appropriate administrative person from attempting to resolve problems with an employee in confidence. Matters relating to tenure, dismissal and layoff shall be covered in Articles 33, 34 and 35 respectively and such instances shall not be covered by this subsection.

9.6 Personnel Files

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

9.7 Selection of Full-time Faculty

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

Article 10 Faculty Responsibilities

10.1 Basic Function and Responsibility

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

A. Teaching/Equivalent Responsibilities

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

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

B. Advising

Teachers at Walla Walla Community College are also advisors. The advisor links the student to the institution and acts as mentor, guide, and encourager. The Board of Trustees, administration, faculty, and staff of Walla Walla Community College recognize that good advising is key to student retention and success. Good advising is fostered through informed academic advising, widespread access, and intentional interactions between advisors and students. Specific advising responsibilities are:

1. Advise and mentor students, as assigned through Student Services, on coursework, program options, career plans, and graduation requirements.
2. Post and be available during office hours that are reasonable for student access in order to advise students. The specific structure of this access can be tailored within departments.
3. Participate in advisor training that will lead to certification.
 - a. A robust advising certification will be designed. The certification will be mutually agreed upon by the Association and the Employer.
 - b. Faculty who become certified advisors will earn a one-time salary increment.
4. Mentor advisors in-training or shadow more seasoned advisors in order to ensure high-level and consistent advising.

C. Professional Development

Professional development activities must develop and implement an educational program to remain current in his or her teaching specialty and to improve preparation, organization, and presentation. Specific responsibilities are:

1. Complete nine Professional Improvement Units every three years.
2. Maintain up-to-date Faculty Learning and Improvement Plan on file with the Vice President of Instruction.

D. Professional Accomplishments

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

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

E. Service to the College

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

1. Participate in development of class schedules and college catalog.
2. Participate in college committee work and other activities.
3. Participate in program articulation with other colleges and schools, to include Tech-Prep, Academic Prep, Running Start, Alternative Education, student organizations, and other activities.
4. Participate in community activities as related to instructional assignment and interests.

Article 11 Participation in College Governance

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

Article 12 Copyrights and Patents

- 12.1 The ownership of any materials, processes or inventions developed solely by an employee's individual effort, research and expense shall vest in the employee and be copyrighted or patented, if at all, in his/her name.

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

Article 13 Travel

Employees shall be reimbursed for travel expenses upon prior approval of the appropriate Vice President and submission of a report regarding the meeting attended. Reimbursement shall be in accordance with applicable statutory requirements. Employees assigned at more than one location within the district shall be reimbursed for mileage between work sites which exceed commute distance to the primary work site

Article 14 Professional Meetings

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

Article 15 Class Audit and Enrollment

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

Article 16 Insurance Plan and Related Benefits

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

The District will provide to eligible employees covered by this Agreement a medical expense plan that provides for reimbursement of medical expenses. Instead of cash out of sick leave at retirement, the District may deposit equivalent funds in a medical expense plan for eligible employees, as authorized by RCW 41.04.340. The medical expense plan must meet the requirements of the Internal Revenue Code. As a condition of participation, the medical expense plan provided will require that each covered eligible academic employee sign an agreement with the District. The agreement will include the following provisions.

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

Article 17 Absences and Leave

- 17.1 Notice Required

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

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

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

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

17.3 Leave of Absence

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

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

Article 18 Replacements for Personnel on Leave

Depending on the length of the leave for an employee, it may be necessary to hire either a substitute (for periods of less than thirty (30) days) or a replacement (for periods of thirty (30) days or more). In either case, the new employee should be informed of the estimated length of his/her assignment and the temporary employment category; i.e. "substitute" or "replacement" in which he/she is working. In all cases, it will be understood prior to beginning of employment that a regular full-time employee will be returning to that position.

Article 19 Personal Leave

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

Article 20 Civil Duty Leave

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

Article 21 Government Service Leave

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

Article 22 Work Related Injury/Illness Leave

- 22.1 Whenever an employee is absent from employment and unable to perform his/her duties as a result of personal injury sustained in the course of employment, the employee may utilize his/her sick leave to compensate for the difference in the amount of state compensation for his/her regular salary to the limits of his/her accrued sick leave account. Sick leave account shall be reduced in the same ratio as the payout bears to his/her total salary. All benefits such as retirement, social security, sick leave, and salary placement shall be maintained by the District.
- 22.2 Employees suffering illness or injury which is compensable under industrial insurance provisions, shall receive full sick leave payments, less any industrial insurance payments received by the employee in compensation for the time loss resulting from the period of leave, unless he/she chooses to receive only industrial insurance payments. Until eligibility for worker's compensation is determined by the Department of Labor and Industries, the agency may pay full sick leave, provided that the employee shall return any subsequent overpayment to his/her agency.

- 22.3 Sick leave days charged to an employee with a worker's compensation claim shall be proportionate to that portion of the employee's salary paid by the institution during the claim period.
- 22.4 An employee who sustains an industrial injury, accident, or illness, arising from employment, shall upon written request and proof of continuing disability be granted leave of absence without pay for up to six (6) months without loss of lay-off seniority or change in annual increment date. Leave without pay exceeding six (6) months without loss of lay-off seniority or change in annual increment date may be granted at the option of the Employer.

Article 23 Family Medical Leave

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

Article 24 Sick Leave

- 24.1 Accrual

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

24.2 Accumulation

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

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

24.3 Use of Sick Leave

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

- A. Because of and during illness or injury which has incapacitated the employee from performing his/her duties.
- B. By reason of exposure of the employee to a contagious disease during such period as attendance on duty would jeopardize the health of fellow employees or the public.
- C. Up to two (2) days per year for bereavement of non-immediate family and/or close personal friends or, when necessary, to extend bereavement leave for immediate family.
- D. For the purposes of medical, dental or optical appointments if arranged in advance with the appropriate administrator.
- E. For temporary disability including such resulting from pregnancy and/or childbirth.
- F. To care for a minor/dependent child with a health condition requiring treatment or supervision.
- G. To care for a spouse, domestic partner, parent, parent-in-law, or grandparent of the employee who has a serious health condition.
- H. Up to three (3) days for family care emergencies as follows:
 - 1. Minor/dependent child care emergencies such as unexpected absence of regular care provider, unexpected closure of child's school, or unexpected need to pick up child at school earlier than normal.
 - 2. Elder care emergencies such as the unexpected absence of a regular care provider or unexpected closure of an assisted living facility.
- I. For family members health care appointments when the presence of the employee is required if arranged in advance.
- J. To care for a family member as required by Washington's Family Care Act (WAC 296-130) as currently enacted or hereafter amended.
- K. For any applicable FMLA or Washington Family Leave Act qualifying event when eligibility criteria are met.

- L. In accordance with RCW 49.76.010 – 050, if the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking.
- M. The first twelve (12) days, or any part thereof, of sick leave used in any calendar year will be deducted from the sick leave compensation account credit for that year, and the balance of any sick leave taken in excess of the annual compensable days shall be deducted from remaining sick leave credited to the employee, first from the non-compensable amount and the remaining from the prior years' compensable accumulation.

24.4 Reporting

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

24.5 Transferability

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

24.6 Reinstatement

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

24.7 Annual Sick Leave Cash Out

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

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

- E. Hours which are accrued, donated, and returned from the shared leave program in the same calendar year may be included in the converted hours for monetary compensation.
- 24.8 Sick Leave Cash Out Separation
 - A. At the time of separation from state service due to retirement, the provisions of Article 16.4 apply. In the unfortunate event of an employee death, the employee's estate shall receive remuneration at a rate equal to one (1) day's current monetary compensation of the employee for each four (4) full days of all accrued compensable sick leave.
 - B. An employee who separates from Community College District No. 20 for any other reason than retirement or death shall not be paid for accrued sick leave.
- 24.9 Compensation for unused sick leave shall not be included for the purpose of computing retirement allowances under any public retirement system of the State of Washington; therefore, no contributions are to be made to the retirement system for payments.
- 24.10 Should the legislature of the State of Washington revoke any benefits granted under RCW28B.50.553, together with any amendments thereto, no affected employee shall be entitled thereafter to receive such benefits as a matter of contractual right.

Article 25 Bereavement Leave

Up to three (3) days for bereavement per occurrence for immediate family defined as follows: Spouse, child, stepchild, grandchild or foster child, grandparent, parent, brother, sister, niece, nephew, aunt, or uncle of employee, and in-laws of employee or other relatives residing in the employee's household. This definition of immediate family also includes such relationships established by same-sex and/or opposite sex domestic partnerships.

Article 26 Sabbatical Leave

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

- 26.2 Purpose

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

26.3 Eligibility

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

26.4 Approval

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

26.5 Compensation

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

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

26.6 Outside Funding

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

26.7 Procedure

An application for sabbatical leave, which will include reasons for requesting the leave, a detailed sabbatical leave plan, two letters of recommendation from colleagues or supervisor, and recommendation from the appropriate Vice President, must be submitted to the Professional Development Committee by January 15 of the previous college year. The Professional Development Committee will report its recommendations to the President by February 15. The President may recommend candidates for sabbatical leave awards to the Board of Trustees after he has given reasonable

considerations to the recommendations of the Professional Development Committee. The President will submit his recommendations at the Board's regular March meeting, at which time the board will take action on those recommendations. The awarding of sabbatical leave grants are not grievable under any grievance procedures included in this contract

26.8 Award Criteria

Sabbatical leave shall be awarded according to the following criteria.

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

26.9 Leave Contract

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

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

26.10 Employee Rights

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

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

Article 27 Workload

27.1 Duration and Composition

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

27.2 Work Assignments

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

27.3 On-Campus Requirement

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

27.4 Contact Hours

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

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

27.5. An employee in two or more methods of instruction will have workload calculated on percent of load for each mode of instruction.

27.6 Loads shall be compiled on an annual basis. No quarterly assignment shall exceed the established normal weekly contact hours by more than five (5) weekly contact hours without agreement of the employee. The annual load shall be three (3) times the weekly contact hours.

27.7 Exceptions can be made to the twenty (20) contact hour requirement for the lecture/lab where configuration of three (3), four (4), and five (5) credit assignments result in less than twenty (20) contact hours per week.

27.8 Full-day assignments in excess of the annual contract shall be compensated at the daily rate; overload, moonlight, and part-time teaching will be compensated in accordance with Article 38.4.

27.9 Employees instructing in general lecture and lecture/lab method shall post and maintain at least one (1) office hour per day. Office hours shall be recognized as part of the load for shop instruction. An office hour may be taken at the discretion of the shop instructor and shall be mutually scheduled with the supervisor.

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

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

27.12 Work Schedule

If scheduled classes do not have sufficient enrollment to warrant continuation, the class will be canceled and the employee will be assigned to another class(es) tentatively scheduled to be taught by an hourly employee. Evening classes will be assigned to fill a full-time employee's schedule only when no hourly-instructed day classes exist.

Counselor and librarians will be assigned day-evening assignments when the appropriate Dean or Director of the instructional unit deems such assignment advisable to better serve students. If other teaching or non-teaching instructional assignments are not available, the instructor's salary will be reduced to reflect the reduction in workload.

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

27.13 Syllabi Requirements

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

27.14 Off-Campus Assignments

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

27.15 Multiple Sections of Courses

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

Article 28 Distance Learning

- 28.1 The District and Association recognize that distance learning provides new and innovative ways to deliver curriculum and is an evolving method of instruction. The College will provide professional development training related to delivery of distance learning to college faculty and will maintain a standing committee to address issues affecting distance learning instruction. This committee will recommend policies and practices and address issues, including but not limited to clustering of courses, class size, and instructor qualifications.
- 28.2 Distance Learning shall refer to any instruction with no regularly scheduled classroom contact, transmitted and/or delivered to a student(s) at a site away from the campus by means such as, but not limited to, electronic communication, telecommunication, computer, satellite, video/audio tape or CD, on-line technology, or any combination thereof.
- 28.3 An on-line course is defined as a distance learning course with materials presented primarily on-line and accessible via the internet, including but not limited to a system of web pages creating a virtual classroom, threaded discussion, list serves, or some proprietary courseware system.
- 28.4 All instruction in distance learning courses will be on a voluntary basis until the College has provided adequate technological support and training to faculty for developing and teaching distance courses.
- 28.5 The Association will select two (2) faculty members to serve on the distance learning standing committee.
- 28.6 Compensation for distance learning courses shall be the same as for traditional courses except for low enrolled courses. The District has the right to cancel low enrolled distance courses.
- 28.7 Full-time faculty may make a request to teach distance learning courses as part of their regular full-time workload. Distance Learning courses taught as part of a full-time instructor's regular workload will be considered in the faculty members annual load calculation in the same manner as traditional courses.
- 28.8 Regarding intellectual property rights related to distance-learning courses, see Article 12.

Article 29 Evaluation

- 29.1 This article explains the purpose of evaluation and describes the evaluation process. Faculty Responsibilities, which serve as the basis of the evaluation process, are delineated in Article 10. The District and the Association recognize the value of open classrooms. Nothing in this Article precludes the Dean and/or Director or other instructional administrator from visiting any faculty member's classroom.

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

29.3 Purpose:

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

A. Ability to create learning environments that contribute to students' academic growth, requiring that the instructor develop these essential instructional competencies:

1. Student success teaching strategies
2. Outcomes-based learning
3. Assessment
4. Equity, inclusion, and diversity
5. Digital and information literacy
6. Commitment to continuing education, learning, and improvement in the discipline or program of expertise.

B. Advising competency.

C. Professional accomplishments and contributions to the profession of education.

D. Service to the District and community.

29.4 General Evaluation Process

A. Initial Meeting – Within the first week of the evaluation quarter, the appropriate Dean and/or Director will schedule a meeting with the faculty member. At this meeting, the faculty member and administrator will:

1. Review the components of the evaluation portfolio, to include:
 - a) Peer evaluation report(s)
 - b) Student evaluations
 - c) Faculty Learning and Improvement Plan (for probationary, tenured, and special funding annual faculty) or the self-evaluation (for probationary, special funding annual, special funding quarterly, and part-time faculty). The Faculty and Learning Improvement Plan is described in Article 30.2.
2. Decide whether the faculty member will submit additional questions to be included in the student evaluation.
3. Select two peer evaluators. One evaluator shall be qualified to evaluate the discipline-related course content (e.g. the faculty member's division chair or department lead, or a member of the faculty member's unit). The other evaluator shall be an instructor from any area of the college.

B. Responsibilities of the Dean and/or Director

After this initial meeting, the Dean and/or Director will perform the following responsibilities:

1. The Dean and/or Director will request participation from the peer evaluators and share the date when peer evaluation reports are due.
 - a) The peer evaluators will contact the faculty member and set dates for class attendance.
 - b) Both peer evaluators for tenured and full-time non-tenured faculty members will submit a written summary of observations to the evaluation portfolio.
 - c) The peer evaluators for probationary (tenure-track) faculty will submit letters to the evaluation portfolio in alternate quarters.
 - d) Each peer evaluator who writes an evaluation will receive one (1) PIU.
2. The Dean and/or Director will ask the program assistant or division secretary to schedule the student evaluations as agreed upon during the initial meeting, including any supplementary questions.
3. The Dean and/or Director will support and guide the tenured and probationary faculty members during the crafting of the Faculty Learning and Improvement Plan.
4. The Dean and/or Director will schedule a date for the meeting of the evaluation team during the eighth week of the quarter, the purpose of which is to review the entire evaluation portfolio.
5. The Dean and/or Director will submit a completed faculty evaluation portfolio to the faculty member's personnel file by the ninth week of the quarter.

C. Counselors and Librarians

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

D. Evaluation Timelines

1. The timelines for evaluation for probationary, tenured, special funding annual, special funding quarterly, and part-time faculty are given in subsequent sections of Article 29.
2. Complaints, concerns, and student grievances may require the administration to evaluate a faculty member before the next scheduled evaluation.
 - a) In this case, the Dean and/or Director will inform the faculty member, the Association President, and the division chair or program lead, as appropriate.

E. Modality

Faculty members shall demonstrate growth and improvement in the criteria and competencies outlined in 29.3 regardless of the modality in which courses are delivered (face to face, online, hybrid, or distance).

29.5 Process for Probationary (Tenure-Track) Faculty:

- A. Probationary faculty will be evaluated the first and second quarters during their first, second, and third year of teaching.
 - 1. During the first week of the first quarter of the probationary faculty member's first year, the Dean and/or Director will notify the probationary faculty member that evaluation will occur during their first and second quarters.
 - a) During the first quarter of the probationary faculty member's first year, he or she will also meet with the Tenure Committee to review the tenure process according to Article 33.4A.
 - 2. Prior to Finals Week during the third quarter of the probationary faculty member's first and second years, the Dean and/or Director will remind probationary faculty members that evaluation will occur during the first and second quarters of the subsequent year.
- B. Evaluation will occur according to Article 29.4 above, with the following additions:
 - 1. Each quarter of evaluation, the probationary faculty member will choose and work on one of the instructional competencies in Article 29.3.A. The self-evaluation must contain evidence of improvement in a particular competency.
 - 2. After the second quarter evaluation, in years one and two, the Dean and/or Director will forward and present the evaluation portfolio to the Tenure Committee, who will make a written recommendation to the Board of Trustees concerning continuance toward tenure of the probationary faculty member according to Article 33.5.
 - 3. After the second quarter evaluation in year three, the Dean and/or Director will forward and present the evaluation portfolio to the Tenure Committee, who will make a written recommendation to the Board of Trustees concerning the granting of tenure to the probationary faculty member according to Article 33.5.

29.6 Process for Tenured Faculty

- A. Tenured faculty will be evaluated at least once every three years post-tenure.
- B. During the spring quarter prior to the evaluation year and before spring finals occur, the Vice President of Instruction will notify the tenured faculty that he or she is to be evaluated. The Dean and/or Director will work with the faculty member to determine during which quarter (fall, winter, spring) the evaluation will occur during the subsequent year. The Dean and/or Director will notify the Office of the Vice President of Instruction of the timeline.
- C. Evaluation will occur according to Article 29.4.

29.7 Process for Special Funded Annual Faculty

- A. Special funded annual faculty are full-time instructors whose salaries are paid through grants and contracts. They are given annual contracts, and their salaries are calculated according to the full-time salary schedule in Appendix C.
- B. Special funded annual faculty will be evaluated each quarter during the first year of teaching, and at least once every three years thereafter.

- C. During the first quarter of the first year of teaching, the Dean and/or Director will notify a special funded annual faculty member that evaluations will occur each quarter of the first year following this pattern:
 - 1. First quarter of first year – student evaluations will be given in each class that is taught;
 - 2. Second quarter of first year – student evaluations will be given in each class that is taught and a peer evaluation will be given. The peer evaluator will be a full-time faculty member mutually agreed upon with the Dean and/or Director.
 - 3. Third quarter of first year – student evaluations will be given in each class that is taught and a Faculty Learning and Improvement Plan will be developed with the Dean and/or Director.

29.8 Process for Special Funded Quarterly Faculty

- A. Special funded quarterly faculty are full-time instructors whose salaries are paid through grants and contracts. They are given quarterly contracts and their salaries are calculated according to the full-time salary schedule in Appendix C.
- B. Special funded quarterly faculty will be evaluated each quarter during the first year of teaching, and at least once every three years thereafter.
- C. During the first quarter of the first year of teaching, the Dean and/or Director will notify a special funded quarterly faculty member that evaluations will occur each quarter of the first year following this pattern:
 - 1. First quarter of first year – student evaluations will be given in each class that is taught;
 - 2. Second quarter of first year – student evaluations will be given in each class that is taught and a peer evaluation will be given. The peer evaluator will be a full-time faculty member mutually agreed upon with the Dean and/or Director.
 - 3. Third quarter of first year – student evaluations will be given in each class that is taught and a self-evaluation will be written and submitted to the Dean and/or Director.

29.9 Process for Evaluating Part-Time Faculty

- A. Part-time faculty (hourly or adjunct faculty) are instructors whose salaries are paid on the basis of student contact hours, according to the schedule of modes in Appendix D.
- B. Part-time faculty are important contributors to the educational mission of WWCC. Evaluation provides useful information to the part-time faculty as a means to encourage continuous improvement.
- C. During the first quarter of teaching, the Dean and/or Director will notify a part-time faculty member that evaluations will occur each quarter of the first year of teaching following this pattern:
 - 1. First quarter of teaching – student evaluations will be given in each class that is taught;
 - 2. Second quarter of teaching – student evaluations will be given in each class that is taught and a peer evaluation will be given. The peer evaluator will be a full-time faculty member mutually agreed upon with the Dean and/or Director.

3. Third quarter of teaching – student evaluations will be given in each class that is taught and a self-evaluation will be written and submitted to the Dean and/or Director.
 - D. If a part-time faculty member teaches on a continuous basis, a comprehensive evaluation, to include student, peer, and self-evaluation will be conducted by the Dean and/or Director at least once every three (3) years.
 - E. The Dean and/or Director will meet with the part-time faculty member and review all evaluation information. Evaluation documents will be placed in the part-time faculty member's personnel file in the Human Resources Office.
- 29.10 Process for Division Chairs and Program Leads
- Division chairs and program leads are faculty who earn a stipend for serving in leadership roles for a renewable term. These roles include duties that are outside the criteria and competencies demonstrated by teaching faculty. Faculty performing chair and lead duties will have their work as a chair or faculty lead evaluated as part of their three-year evaluation cycle.

Article 30 Professional Development Program

30.1 Purpose.

Professional Development Program represents a joint commitment by the District and the Association to establish and maintain a program for the mutual benefit of employees' professional growth and the vision and values of WWCC.

30.2 The Faculty Learning and Improvement Plan (FLIP)

The Faculty Learning and Improvement Plan is required of probationary, tenured, and special funding annual faculty, and shows a commitment to professional improvement as well as scholarly and creative endeavors throughout their careers. In the Faculty Learning and Improvement Plan, the faculty member addresses his or her growth in the essential instructional competencies, contributions to the profession, and service to the District and community.

- A. Each probationary, tenured, and special funding annual faculty member will write a Faculty Learning and Improvement Plan in collaboration with his or her Dean and/or Director. In addition to addressing the essential instructional competencies, plans may include the faculty member's discipline-specific interests, pedagogical improvement, and program or unit needs. The following items are examples that may be included in Plans:
 1. Intended courses of study for the improvement of pedagogy, counseling, librarianship, advising, or industry required certificates
 2. Leadership training
 3. Scholarly activity in the discipline
 4. Observation of and conversation with seasoned faculty
 5. Sabbatical proposals
 6. Engagement with the community, including prospective students.

- B. The Faculty Learning and Improvement Plan for tenured and special funding annual faculty will necessarily have long-time horizons. These faculty will review and update their Plans every three years, in conjunction with the evaluation cycle. The completion of an updated Faculty Learning and Improvement Plan will earn the faculty member one (1) PIU.
- C. The Faculty Learning and Improvement Plan for probationary faculty will necessarily have short-time horizons. Probationary faculty will renew their Plans every quarter there is an evaluation.
 - 1. Each evaluation quarter, probationary faculty will provide specific evidence for growth in the specific instructional competency that is focused on that quarter.
 - 2. The completion of a Faculty Learning and Improvement Plan at the end of the final probationary year (typically at the end of the third year) will earn the faculty member one (1) PIU.

30.3 Three Year Professional Development Compliance Period

- A. The Professional Development compliance period is three (3) years. The compliance period begins on September 1 of the first calendar year of the employee's full-time tenured contracted employment and must be satisfied every three (3) years.
- B. A minimum of nine (9) Professional Improvement Units (PIUs) are required over a compliance period. Professional Development activities must warrant at least 0.1 PIU to be approved unless special considerations justify an exception. Activities of 0.05 to 0.099 should be rounded up to 0.1 PIU. Activities of 0.01 to 0.049 should be rounded down to 0.0 PIU and will not be accepted. (Example: A seminar activity lasts three hours. The resulting evaluation is 3/20 or 0.15 PIU. The total would be rounded up to 0.2 PIU.)
- C. Professional Improvement Units (PIUs) earned to satisfy a delinquent requirement (a past three-year period) cannot be applied to meet requirements of a current three-year period, nor will compliance dates be adjusted in the event of non-compliance, but remain fixed at three-year intervals according to the date of initial employment or certification.
- D. The compliance dates for employees required to have a five-year vocational certificate will be synchronized with the individual's certification periods.

30.4 Approved Professional Development Activities

- A. Activities submitted for PIUs must relate to the faculty member's Faculty Learning and Improvement Plan to verify the faculty member's professional growth and continuous learning of the six (6) essential instructional competencies as well as other professional activities as outlined in Article 29.3 of the contract. The Faculty Learning and Improvement Plan will be developed in collaboration with the appropriate Dean and/or Director.

- B. Activities submitted for PIUs may also be awarded in the following categories:
 - 1. Accredited University or College Programs
 - 2. Field Work or Clinical Experience
 - 3. Conferences, Seminars, and Workshops
 - 4. Curriculum Development outside of contractual obligations
 - 5. Independent Research and Development
 - 6. Services/Leadership to the Community
 - 7. Special Projects and Evaluations
 - 8. Leadership in Professional Organizations
 - 9. Wellness/Emergency Preparedness

30.5 Accredited University or College Course Work.

- A. One quarter credit or two-thirds semester credit equals one PIU.
- B. Acceptable graduate or undergraduate credits are:
 - 1. relevant to the teaching, working, or contractual responsibilities of the employee,
 - 2. different from earlier professional preparation (exceptions may be requested through the appropriate administrator for repeating courses taken more than five years previously),
 - 3. substantially different from courses, seminars, or workshops taught by the employee.
- C. All college or university credits must be verified on an official transcript sent directly from the institution's registrar to the office of the WWCC Vice President of Instruction.
- D. Employees completing class work at certain private-industry-sponsored schools may receive PIUs in this category (prorated to ten (10) hours equal one PIU) provided that the schools meet the following conditions:
 - 1. official evidence of satisfactory completion is provided,
 - 2. require outside class preparation by the student,
 - 3. the student's work is evaluated by an instructor.
- E. Courses taken for audit only may be submitted in the category of Conferences, Seminars, and Workshops (Category 30.7).
- F. There is no limit to the number of PIUs that may be earned in this category.

30.6 Field Work or Clinical Experience

- A. Forty (40) hours of activity equals one PIU.
- B. The employee may work at public or private industries, institutions, corporations, agencies, etc., or may be privately contracted for work, products, or consultation.
- C. Work at WWCC beyond normal contractual obligations under specific circumstances may be accepted for credit.
- D. Paid or volunteer activities may be accepted if the activity satisfies requirements of the employee's Professional Development Plan.

- E. Outside teaching activities may be accepted if the activity represents a valid professional learning experience.
- F. Activities must be justified as being above and beyond normal contractual obligations, substantially new and/or different, relevant to the applicant's specific teaching, working, or contractual assignments at WWCC.
- G. Documentation may include evidence of work (for example, copies of contracts, paychecks, or payroll vouchers) or documented and verified by the work site supervisor and a statement indicating how the work relates to one's teaching and/or discipline. For self-employed individuals, documentation may include a business card and detailed work schedule/log documenting the hours of the activity.
- H. A maximum of ten (10) PIUs in this category may be earned in a five (5)-year compliance period. An employee shall not exceed five (5) PIUs in any one area of specialization in the same five (5)-year compliance period.

30.7 Conferences, Seminars, and Workshops.

- A. Attending relevant conferences, etc. to the employee's teaching, working, or contractual responsibilities can be submitted. No credit will be granted for all-college meetings.
 - 1. Twenty (20) hours of participation equals one PIU.
 - 2. Preparation for participation in conferences, etc. is an assumed necessity of the experience and will not be awarded professional development credit beyond the actual hours of the activity.
 - 3. Documentation should report attendance in total clock hours of participation, rather than in general days or weeks and should include one or more of the following:
 - a) conference agenda, etc., registration receipts,
 - b) list of sessions attended,
 - c) copy of the applicant's personal notes or comments on the activity.
- B. Presenting at a conference entails additional preparation time beyond the conference time and will be rewarded at a ratio of forty (40) hours of preparation to one PIU. Documentation must include evidence of presenting and preparation, such as an agenda and a log.
- C. Applying knowledge from conference participation to one's teaching can be submitted for PIUs at a ratio of twenty (20) hours of lesson development for one PIU. Documentation must include evidence of the product (a classroom activity, project, or lesson plan).
- D. There is no limit to the number of PIUs that may be earned in this category.

30.8 Curriculum Development outside Contractual Obligations

- A. Curriculum Development activities must be above and beyond normal contractual obligations, substantially new and/or different, relevant to the employee's specific teaching, working, or contractual assignments at WWCC.
 - 1. Forty (40) hours of activity equals one PIU.
 - 2. No credit will be granted for developing curriculum which has been paid or contracted by WWCC or for updating existing curriculum.
 - 3. Documentation may include a copy of the curriculum.
- B. Not more than five (5) PIUs may be earned in any one academic year.

30.9 Independent Research and Development

- A. Forty (40) hours of activity equals one PIU.
- B. Activities might include professional production or construction, creative output in one's teaching or working field, research in a disciplinary area, including activities that accompany travel, and/or writing and publishing efforts.
- C. Activities must be justified as above and beyond normal contractual obligations, and must be accomplished outside regular working hours.
- D. Materials submitted for publication need not be published for employees to receive PIUs.
- E. No credit will be granted for instructional research which the employee has been paid by WWCC specifically to develop.
- F. Documentation must include evidence of the product in the form of a report, reflective summary or a log that might include a reading list.
- G. There is no limit to the number of PIUs an employee can earn in this category but there is a maximum of five (5) PIUs on any one subject in a five (5)-year compliance period.

30.10 Service/Leadership to the Community

- A. Activities that connect an employee's teaching method or discipline with service to the community can be submitted. Forty (40) hours of service equal one PIU.
- B. Official leadership roles within recognized organizations can be submitted at a ratio of twenty (20) hours leadership equal one PIU.
- C. Documentation may include evidence (in hours) of time spent such as a log and a statement indicating how the work relates to the employee's professional development plan.

30.11 Special Projects and Evaluations

- A. In collaboration with the appropriate administrator, employees may complete special projects. Examples may include but are not limited to the following: grant writing and development, preparation for accreditation, college-wide service learning projects, articulation agreements, and collaborations with other educational institutions.
 - 1. Forty (40) hours of activity equal one PIU
 - 2. Documentation may include a summary or report of the project.
- B. Chairing the WWCC Curriculum Committee
 - 1. Twenty (20) hours of leadership equals one PIU.
 - 2. Documentation may include agendas or minutes of meetings under the employee's leadership.
- C. Colleagues who serve on a part-time or full-time employee's evaluation team and write evaluations for the employee will receive one PIU annually.
- D. For each quarter in which a faculty member has an honors student or students enrolled in an honors module, the faculty member will earn one (1) PIU limited to no more than five PIUs per compliance period or consecutive block of 15 PIUs.

30.12 Leadership in Professional Organizations

- A. Twenty (20) hours of leadership equal one PIU.
- B. Time spent as an official leader with appropriate professional organizations can be submitted.
- C. Documentation must indicate how the work relates to the employee's professional growth.

30.13 Wellness/Emergency Preparedness

- A. Faculty who enroll and successfully complete a HPER activity class at WWCC or a Safety and First Aid class may earn PIUs.
- B. Documentation is in accordance with Article 30.5 Accredited College Programs.
- C. Not more than five (5) PIUs may be earned in this category per five (5)-year compliance period.

30.14 Reporting Professional Development

- A. Professional Development Activity forms are available from the office of the Vice President of Instruction.
- B. Pre-approval of all activities is required by the appropriate administrator and division chairs, hereinafter referred to as "appropriate administrator" and approval must be requested by the employee.

- C. The appropriate administrator will forward the pre-approved form to the office of the vice president of instruction. Following review of the form, it will be returned to the employee, indicating pre-approval or non-approval.
- D. After the employee has finished the professional development activity, the employee must add documentation to the form with pre-approval signatures and send it to his/her appropriate administrator.
- E. The appropriate administrator will indicate confirmation that the employee has completed the activity, and will forward the form to the appropriate vice president or dean.
- F. If the vice president or dean approves the activity and the form will be sent to the office of the Vice President of Instruction.
- G. Documentation for professional development activities will be retained by the employee.

30.15 Appropriate Administrators

Appropriate administrators will be one of the following: the director of library services for librarians; the dean of student success for counselors; the dean of Transitional Studies for the pre-college and basic skills faculty; the dean of Arts and Sciences for academic faculty; the dean of corrections education for corrections faculty; the dean of Workforce Education; and the dean of business, entrepreneurial programs, and extended learning.

30.16 Reporting Deadline

All work completed during the academic year (beginning June 15th and ending June 14th of the subsequent calendar year) must be reported on Professional Development Activities forms submitted to the appropriate administrator by June 30th each contract year.

- A. PIUs earned between the deadlines will be reported for the following academic year.
- B. Changes resulting from professional development will not occur until the following contract year.
- C. Professional development activities which are not reported by the announced deadline date will be lost for PIU credit.
- D. Exception to reporting deadlines will be granted for earned academic credits for college or university course work provided that the course was pre-approved and related to the employee's Professional Development Plan.
- E. Salary advancement is dependent upon agreement between the Association and District that such advancements are funded.

30.17 Appeals of Action

Appeals of action by administrators may be made, as desired by the employee, to the Professional Development Committee. The committee will make a recommendation to the president of the College based upon a hearing of the appeal. The president will determine whether the appeal will be approved or denied.

Article 31 Professional Development Committee

31.1 Purpose

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

31.2 Duties

The duties of the Professional Development Committee include the following:

- A. Recommend policies and procedures for the Professional Development Program to the President, whenever the committee deems it to be appropriate, and subject to the approval of the Association of Higher Education.
- B. Evaluate and make final recommendations to the President as to the value and acceptability of an activity when a faculty member has appealed a decision by his/her Appropriate Administrator.
- C. Assist in administration of the Faculty Sabbatical Leave Program, making leave recommendations to the President of the College according to established policies and procedures.
- D. In cooperation with the vice president of instruction and the president of the Association of Higher Education, recruit, screen, interview and recommend a professional development coordinator to the College president.
- E. Advise the professional development coordinator on providing opportunities for professional growth for faculty.
- F. The professional development coordinator works under the supervision of the vice president of instruction and in conjunction with the Professional Development Committee to develop and maintain a Professional Development Program. The purpose of the program is to identify the Professional Development Program needs as they relate to faculty and college goals, and implement methods for achieving those needs.

- G. The Professional Development Coordinator acts as an ex-officio (non-voting) member of the Professional Development Committee. This position is similar to an executive secretary/director who carries out the wishes of the committee; develops or generates projects/programs for the Professional Development of faculty; and coordinates Professional Development opportunities, information, and details/logistics in scheduling activities.
- H. The Professional Development Coordinator may attend Professional Development Committee meetings at the request of the committee or may suggest items for the committee's agenda, discussion, and/or approval if needed.
- I. The Professional Development Coordinator's job description and the specific duties of the committee will be included in the faculty handbook.
- J. The coordinator will receive a stipend per academic year in accordance with Appendix C. In lieu of a stipend, release time may be negotiated.

31.3 Composition

The committee is composed of four (4) faculty members (selected by the Association of Higher Education), Executive Vice President of Instruction, Dean of Workforce Education, and two additional administrators appointed by the President of the College. The Professional Development Coordinator is an ex-officio (non-voting) member of the Committee.

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

Article 32 Exceptional Faculty Awards Program

32.1 Authority

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

32.2 Eligibility

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

32.3 Utilization of Funds

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

32.4 Amount of Awards

The amount of funds available for project awards will be published with the application forms on a quarterly basis. Available funds will approximate accumulated interest less a set-aside for annual achievement awards. There will be no maximum award amount other than the limitations established in 32.1, 32.2, and 32.3.

32.5 The Application Form

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

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

32.7 Criteria for Proposed Project and Achievement Awards

- A. Project Awards Criteria
 - 1. Contribution of project to:
 - a) Student learning, support, recruitment, and retention
 - b) Discipline-related professional development
 - c) Encouragement of collaborative relationships among faculty and between faculty and the community at large
 - d) Promotion of instructional programs and services
- B. Clarity and specificity of application
- C. Cost-effectiveness of project outcome in relation to quality of the project's contribution
- D. Recommendation of supervisor

32.8 Annual Achievement Awards Criteria:

- A. The Annual Achievement Awards recognize
 - 1. Exemplary teaching
 - 2. Service to students (advising, retention, recruitment)
 - 3. Professional accomplishments
 - 4. Service to the college or community
- B. The committee shall determine the number of awards, up to four, for any given year.
- C. Amount of each award shall be \$1,000.
- D. Selection criteria:
 - 1. Relevance of the achievement(s) to the college's mission and goals
 - 2. Evidence of the nominee's exemplary commitment to providing excellent educational leadership in one or more of the following ways:
 - a) Excellence in teaching
 - b) Service to students
 - c) Professional accomplishment
 - d) Service to the college and /or community
- E. Clarity and specificity of documentation supporting the exemplary nature of the nominee's achievement(s).

Article 33 Tenure

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

Special Faculty Appointment

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

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

33.2 Authority

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

33.3 Composition of Review Committee

- A. One (1) review committee shall be established and shall include both the transfer division and workforce education division. At least two (2) committee members shall be chosen from the transfer division and at least two (2) committee members from the workforce education division.
- B. The review committee shall be composed of seven (7) persons, four (4) of whom shall consist of tenured faculty appointees, chosen by the faculty, acting in a body, prior to October 15 of each regular college year; and additionally the review committee shall consist of one (1) student selected by the Executive Committee of the Associated Student Body prior to October 15 of each regular college year; and two (2) administrative appointees chosen by the President prior to October 15 of each regular college year. The review committee shall choose its own chairperson and such review committee shall meet at the call of the chairperson when the need for such meeting arises.
- C. The duration of each faculty appointment and each administrative appointment to the review committee shall be for a period of three (3) calendar years beginning on the 15th day of October of the year of appointment; the student appointment shall be for a period of one (1) calendar year, beginning on the 15th day of October of the year of appointment. If a vacancy exists upon any review committee prior to the expiration of any such appointment, an administrative, faculty or student member as appropriate shall be appointed pursuant to Article 33.3 (B) to fill the unexpired term of the absent member of such review committee.

33.4 Duties of Review Committee.

- A. The President shall on the 15th day of October of each regular college year, or on the 15th of the month following a full-time tenure track appointment, assign each full-time probationary faculty appointee to the review committee for such committee's evaluation and required recommendations. Upon referral by the President, the tenure review committee shall invite each first year probationary faculty member to meet the committee members and review the tenure process.
- B. The review committee shall consider the following standards in determining whether the probationary appointee demonstrates the necessary professional behavior and professional competence to be granted tenure:
 - 1. The probationer's instructional skills.
 - 2. The probationer's relationship with students.
 - 3. The probationer's relationship with the other employees.
 - 4. The probationer's relationship with the administration.
 - 5. The probationer's knowledge of the subject matter he/she is charged with teaching.
 - 6. The probationer's professional development activities.
 - 7. Any other relevant information received by the committee or which the probationary employee deems appropriate may be presented.
- C. The review committee will base its recommendations on the above criteria presented by the appropriate directors and Vice Presidents, personal observations, and information provided by the probationary faculty member. Each probationer will be provided with the opportunity to appear before the review committee and report on his/her progress toward being granted tenure. The Chair of the Tenure Review Committee and the Vice President of Instruction will meet to mutually develop a time line for the review process by October 31 of each year.

33.5 Required Review Committee Action.

- A. The review committee shall be required to conduct an evaluation of each full-time probationary faculty appointee assigned to the committee by the President and render the following reports to the President, the probationary faculty appointee, and through the President to the appointing authority at the following times during the regular college year or during a full-time probationary faculty appointee's first nine consecutive quarters of employment. The regular college year shall be deemed to begin with the first Fall Quarter. However, the probationary period of a full-time probationary faculty appointment will begin with the first quarter of employment and shall not exceed nine consecutive quarters (excluding summers and approved leaves of absence) except as provided in Article 33.6.
 - 1. A written evaluation of each full-time probationary faculty appointee's performance and the subsequent submission of such written evaluation of the performance directed to the said probationer and the President by December 20 or by the 20th of the month which falls at the end of the 1st quarter of employment and again at least one week prior to the regularly scheduled March meeting of the College's Board of Trustees, or at least one week prior to the scheduled meeting of the College's Board of Trustees that falls at the end of the probationer's 2nd and 5th consecutive quarters of employment (excluding

summer quarters and approved leaves of absence) that said probationer is not a tenured faculty appointee. The review committee shall obtain such appointee's written acknowledgment of receipt of the written performance evaluation each time such evaluation is rendered.

2. A written recommendation concerning the employment or non-employment for each full-time probationary faculty appointee for the ensuing regular college year or the ensuing three consecutive quarters directed to the appointing authority through the President at least one week prior to the regularly scheduled March meeting of the College's Board of Trustees, or at least one week prior to the scheduled meeting of the College's Board of Trustees that falls at the end of the probationer's 2nd and 5th consecutive quarters of employment (excluding summer quarters and approved leaves of absence). In the event the review committee anticipates a recommendation of non-employment, the committee shall give written notification to the probationer that it has information that could adversely affect their tenure recommendation. Upon receiving written notification from the tenure review committee, the probationer shall have five working days in which to request, in writing, a meeting with the tenure review committee in order to present additional information.
 3. A written recommendation directed through the President to the appointing authority recommending the appointing authority award or not award tenure, such written recommendations to be submitted at times deemed appropriate by the review committee; provided, that during such full-time probationary faculty appointee's last three consecutive college quarters of employment (excluding summer quarters and approved leaves of absence), the review committee shall, at least one week prior to the regularly scheduled March meeting of the College's Board of Trustees of such regular college year, or at least one week prior to the College's Board of Trustees meeting that falls during the probationer's 8th consecutive quarter of employment (excluding summer quarters and approved leaves of absence), make such a recommendation as to the award or non-award of tenure for each full-time probationary faculty appointee who is then serving his/her 8th consecutive quarter of full-time appointment.
- B. The appointing authority shall only be required to give reasonable consideration to an award of tenure recommendation of the review committee but shall not be bound by such recommendation provided reasonable consideration to such recommendation resulting from Article 33.5 (A) (2) has been given.

33.6 Extension of Probation Period

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

With the written consent of the probationary faculty member.

- A. If the Tenure Review Committee believes that the probationary faculty member needs additional time to complete satisfactorily a professional improvement plan already in progress and the Committee further believes that the probationary faculty member will complete the plan satisfactorily.

- B. At the conclusion of any such extension, one week prior to the meeting of the Board of Trustees that falls during the last month of the extended probationary period, the Tenure Review Committee will recommend tenure or non-tenure to the appointing authority based upon satisfactory completion of the professional development plan.

33.7 Tenure Purchase Agreement

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

Article 34 Dismissal

34.1 Sufficient Cause

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

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

34.2 Dismissal Review Committee

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

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

C. A full-time student chosen by the Associated Student Body.

34.3 Charges

- A. If the President deems sufficient cause exists, a formal charge will be brought against the employee affording an opportunity for a formal hearing after not less than ten (10) days' written notice. The written notice shall include:
1. A statement of the time, place, and nature of the proceeding
 2. A statement of the legal authority and jurisdiction under which the hearing is to be held
 3. A reference to the particular rules of the District involved
 4. A statement of the charges and allegations.

Copies of such notice will go to the appropriate Vice President, the Chairperson of the Dismissal Review Committee, and the President of the Association.

34.4 Hearing Procedure for Dismissal

- A. The affected employee shall have ten (10) days from the date of the notice of dismissal to make a written request for a hearing. If the affected employee does not request such a hearing from the President of the college within seven (7) days, the President will request a written determination from the employee as to whether he/she wishes to avail himself/herself of the right to a hearing. If the employee fails to respond within the ten (10) days provided herein, this failure to request a hearing shall constitute acceptance of dismissal and waiver of any right to a hearing. The decision of an employee not to request a hearing shall be communicated to the Dismissal Review Committee and Board of Trustees. Furthermore, a timely written request for a hearing within the above ten-day (10) period is deemed jurisdictional.
- B. Such formal hearing shall be held in accordance with, and in full compliance with, RCW 34.05.449. Provided, however, implementation shall always involve a hearing officer appointed by the District.
- C. Upon receipt of a request for a hearing from an affected faculty member, the President shall notify the Board of Trustees and request that the Board appoint an impartial hearing officer. The hearing officer shall be a member in good standing of the Washington State Bar Association and shall not be an employee of the State of Washington Attorney General's Office or an employee or Board of Trustees member of any Washington community college. The Association shall be consulted prior to the appointment of the hearing officer but final selection shall rest with the Board.
- D. Consideration by the Dismissal Review Committee.
1. The designated hearing officer shall conduct a formal hearing pursuant to RCW 34.05.449 as now or hereafter amended. The Dismissal Review Committee shall attend all hearings and at the discretion of the hearing officer shall examine any witness called.
 2. The hearing officer shall make proposed findings of fact. The hearing officer shall transmit the record, including the proposed findings of fact, to the Board of Trustees within thirty (30) days of the conclusion of the hearing.

3. The Dismissal Review Committee, based upon evidence presented at the hearing, shall simultaneously transmit a recommendation to the Board of Trustees.
 4. The Board of Trustees shall adopt findings of fact and shall render a decision based upon the record. In rendering such decision, the Board shall give careful consideration to the recommendations of the Dismissal Review Committee.
- E. Consistent with RCW 28B.50.864, appeals from the final decision of the Board of Trustees shall be in accordance and full compliance with RCW 34.05.510-.598 and shall not be grievable under the terms of this Contract. Provided, however, upon written mutual agreement of the employee and the District (which includes a waiver either may have to statutory rights), binding arbitration may be utilized in lieu of the procedure outlined in B, C, and D herein. Such agreement must be reached prior to the implementation of D (1) above.

Article 35 Reduction-in-Force

35.1 Termination of Faculty Appointments

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

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

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

35.3 Lay-Off Units

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

35.4 Seniority

A. Definition.

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

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

B. Faculty/Administrative Appointment.

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

35.5 Order of Reduction.

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

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

35.6 Notification of Lay-Off

When the President determines that a Reduction-in-Force is necessary and has selected the affected employees to be reduced, the initial step shall be for the President to meet with the employee and discuss the proposed termination/dismissal with the individual employee in personal conference which shall be an informal proceeding for purposes of Chapter 34.05 RCW. The matter may be resolved at this step by the use of alternatives such as reassignment, leave of absence, retirement, resignation, etc. Subsequent steps in the procedure for Reduction-in-Force are specified in Article 34.4, Hearing Procedure for Dismissal.

35.7 Financial Emergency

In the event that the Reduction-in-Force is because of financial emergency pursuant to Article 35.1 (B) above, the following conditions shall apply:

- A. In the case of a reduction-in-force for reasons set forth in Article 35.1 (B) above, the notice shall clearly indicate the separation is not due to the job performance of the employee and hence is without prejudice to such employee and, in addition, shall indicate the basis for reduction-in-force as one or both of the reasons set forth in Article 35.1 (B) above. The notice must also indicate the effective date of separation from service.
- B. In the case of a reduction-in-force for reasons set forth in Article 35.1 (B) above, at the time of a faculty member's or members' request for formal hearing, said faculty member's or members' may ask for participation in the choosing of the hearing officer in the manner provided in RCW 28A.58.455(4), said employee therein being a faculty member for the purposes hereof, and said board of directors therein being the Board of Trustees for purposes hereof: PROVIDED, That where there is more than one (1) faculty member affected by the Board of Trustees' reduction-in-force, such faculty members requesting hearing must act collectively in making such request: PROVIDED FURTHER, That costs incurred for the services and expenses of such hearing officer shall be shared equally by the community college and the faculty member or faculty members requesting hearing.
- C. In the case of reduction-in-force for reasons set forth in Article 35.1 (B), the hearing shall be consolidated; only one (1) such hearing for the affected faculty members shall be held and such consolidated hearing shall be concluded within the time frame set forth herein.
- D. In the case of a reduction-in-force for reasons set forth in Article 35.1 (B) above, the formal hearing (pursuant to RCW 34.05.413-476 and conducted by the hearing officer appointed by the Board of Trustees): (a) shall be concluded by the hearing officer within sixty (60) days after written notice of the reduction-in-force has been issued; (b) the only issue to be determined shall be whether under the applicable policies, rules or bargaining agreement, the particular faculty member or members advised of severance are the proper ones to be terminated; (c) any findings, conclusions of law and recommended decision shall not be subject to further tenure review committee action.
- E. In the case of a reduction-in-force for reasons set forth in Article 35.1 (B) above, failure to request a hearing shall cause separation from service on the effective date stated in the notice, regardless of the duration of any individual employment contract. In the case of a reduction-in-force for reasons set forth in Article 35.1 (B) above, separation from service after formal hearing shall become effective upon final action by the Board of Trustees.

35.8 Appeal Rights

- A. An employee, upon receipt of the President's letter of intent to recommend lay-off, shall be afforded appeal rights defined in Article 34.4; provided, however, that if any member of the Dismissal Review Committee is potentially affected by the recommendation to be submitted, an alternate member shall be immediately elected and provided further that arguments in the formal hearing process shall be limited to data and reasons for the selection of the individual selected for lay-off.
- B. All matters regarding Reduction-in-Force shall be consolidated into a single Dismissal Review Committee hearing.
- C. Except in extraordinary circumstances, the effective date of the Reduction-in-Force shall be the end of the academic quarter in which the Board of Trustees makes the final determination.

35.9 Recall Rights

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

35.10 Special Provisions

- A. Upon the request of a faculty member laid off for reasons of this Article the College President shall write a letter to other institutions of the Northwest stating: (1) the reason of said lay-off; (2) the qualifications of the affected faculty member; and (3) any other pertinent information which may be of assistance in securing another employment position.
- B. Upon mutual agreement between the faculty member and the District, appeal rights outlined in this Agreement may be waived in favor of final and binding arbitration, pursuant to Article 34.4 (E).
- C. Except as specifically stated herein, the grievance procedure of this Contract shall not be applicable to this Article.
- D. In the event an employee hired prior to July 1, 2003 does not exercise appeal rights in Article 34.4, such employee shall be guaranteed a cash out payment equivalent to fifty (50) contract days of pay. In the event an employee hired on or after July 1, 2003 does not exercise appeal rights in Article 34.4, such employee shall be guaranteed a cash out payment equivalent to twenty-five (25) contract days of pay. If a faculty member is recalled for the subsequent quarter, this guaranteed cash out payment will be forfeited. This section does not apply to employees hired at WSP after January 15, 1999.

- E. This section applies only to WSP employees hired prior to January 15, 1999. In the event the contract between the Department of Corrections and Walla Walla Community College is not renewed and an employee does not exercise appeal rights in Article 34.4, such employee shall be guaranteed a cash-out payment equivalent to fifty (50) contract days of pay. However, if such faculty declines a subsequent offer of a full-time teaching position at WSP within 65 days of the last date of employment by the college, the cash-out payment will be repaid to the college.
- F. Annually contracted employees upon recall shall retain all previously accrued benefits such as sick leave. No District benefits shall accrue or be granted to an individual while on lay-off status. Benefits may be transferred and/or self-paid to the extent permitted by law.

Article 36 Part-Time Faculty

36.1 Fringe Benefits

Part-time employees shall receive health insurance benefits in accordance with Public Employee Benefits Board (PEBB) rules and regulations. For purposes of determining eligibility, percent of time shall mean a percent of the contract hours required by a full-time employee in the appropriate mode of instruction.

36.2 Personnel Files

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

36.3 Appointment Notices

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

36.4 Salary Payment

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

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

36.5 Office Hours and Meetings

A minimum of \$10,000 will be provided for out of class (office hours) for part-time faculty teaching one-third of a load or more, upon request of the faculty member and approval of the supervisor. Correctional educational programs, summer session, and moonlight overload courses are excluded. Compensation will be at the professional non-teaching rate.

36.6 Sick Leave

- A. Accrual

Part-time faculty under contract shall accrue sick leave in hourly increments. The rate of accrual shall be pro-rated based upon their percent of work time as compared to that of full-time faculty. The maximum number of sick leave hours a part-time instructor may be granted shall not exceed seven (7) hours per month.
- B. Use
 1. According to the provisions of RCW 28B.50.4893:
 - a. Part-time academic employees of community and technical colleges shall receive sick leave to be used for the same illnesses, injuries, bereavement, and emergencies as full-time academic employees at the college in proportion to the individual's teaching commitment at the college.
 - b. The provisions of RCW 41.04.665 shall apply to leave sharing for part-time academic employees who accrue sick leave under subsection 1a of this section.
 - c. The provisions of RCW 28B.50.553 shall apply to remuneration for unused sick leave for part-time academic employees who accrue sick leave under subsection 1a of this section.
 2. Employees shall report illness to the division coordinator or his/her immediate supervisor at the beginning of any period of leave and daily thereafter unless prearranged. A physician's certificate of illness or injury may be required for approval of sick leave in excess of three (3) occurrences (work days) in a quarter.
 3. All requests for and reports of sick leave must be documented by completing the appropriate form.
- C. Transfer

Part-time faculty may transfer accrued leave to or from any state agency, any educational service district, any school district, or any other institution of higher education as provided in RCW 28B.50.551(5).
- D. A break in service of less than five (5) years shall not result in the loss of accumulated sick leave.

36.7 Shared Leave

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

36.8 Sick Leave Cash-Out

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

36.9 Rate of Leave Earned

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

36.10 Professional Development Fund

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

36.11 Attendance at Professional Development Activities

Part-time instructors who, at the request of their supervisors, attend professional development activities held during assigned class hours will be paid for those class hours, provided that a substitute does not have to be hired.

36.12 Process for Evaluating Part-Time Faculty

- A. Part-time instructors are important contributors to the educational mission of WWCC. Evaluation is an important strategy ensuring quality instruction. Evaluation provides useful information to the part-time instructors as a means to encourage continuous improvement. Therefore, evaluation of part-time instructors is an integral component of a comprehensive faculty evaluation system. (See Article 29)

- B. Part-time instructors teaching continuing education and community service classes are evaluated as often as practical, using a student evaluation form which is unique to that program.

Article 37 Grievance Procedure

37.1 Definition and Procedure

A grievance is hereby defined as a complaint by employee(s) or the Association regarding the interpretation or application of the terms of this Agreement by the Employer. An individual employee or group of employees shall have the right to present grievances and to have such grievances adjusted without the intervention of the Association, in accordance with Step One below, as long as the adjustment is not inconsistent with the terms of this Agreement. Such grievances shall be handled in the following manner:

A. Step One

The grievant and the Association representatives, if requested by the grievant, may orally present the alleged grievance to the appropriate Vice President. Resolution, if any, shall be reduced to writing and a copy forwarded to the Association and the President. If the grievance is not adjusted orally, the grievance shall be reduced to writing, dated and signed by the employee and the Association representative, and shall state the specific factual basis of the grievance, the provision or provisions of the Agreement involved, and the remedy sought. The appropriate Vice President shall be given the written and dated original grievance. The Vice President shall answer the grievance in writing within ten (10) working days thereafter and shall concurrently send a copy of the grievance and the answer to the Association.

B. Step Two

If no resolution is reached at Step One, the written grievance may be submitted to the District President or designated representative; provided it is filed with the District President or his/her designated representative not more than five (5) working days after it is answered in Step One. Representative(s) of the Association shall be present at any meeting called to consider the grievance at this step. The District President or his/her designated representative shall send his/her written answer to the Association within five (5) working days. Such answer shall be deemed to be the position of the Employer.

C. Step Three

If no resolution is reached at Step Two, the Association may at its sole discretion within five (5) working days after the date of the Step Two answer request by written notice to the District President that the grievance be arbitrated, provided that the grievance presents a matter that is subject to arbitration as herein defined.

37.2 Time Limits

With respect to Article 37.1, the following time limits are established. Any grievance not presented in writing as provided in Step One of Article 37.1 above within thirty (30) working days after the grievant becomes aware of the facts on which the grievance is based, shall be waived for all purposes. Other time limits may be extended by written mutual agreement of the parties. Working day, as used in this article, shall mean any day the College is open to the public but shall exclude Saturdays, Sundays, and official holidays.

37.3 Arbitration

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

37.4 Jurisdiction of the Arbitrator

Jurisdiction of the arbitrator is limited to:

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

37.5 Fees and Expenses, Decision of Arbitrator

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

37.6 Records

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

Article 38 Salary Schedule

38.1 Legislative Authorization

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

38.2 Placement of New Academic Full Time Employees

New academic employees will be placed on the appropriate step of the full time faculty salary schedule (see Appendix C). They will receive step credit as follows:

Years of relevant teaching and/or work experience	Journeyman Status, Five-Year Vocational Certificate, AA, AAAS, Bachelor's or Master's degree	For Doctorate Degree and Nursing Faculty
0 – 4 years	Step 3A	Step 7A
5 – 9 years	Step 4A	Step 8A
10 – 14 years	Step 5A	Step 9A
15 – 19 years	Step 6A	Step 10A
20+ years	Step 7A	Step 11A

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

38.3 Advancement on the Full Time Salary Schedule

- A. Advancement on the salary schedule is contingent upon increments.
- B. Increments can be earned by:
 - 1. Successfully completing an additional year of full-time employment.
 - 2. Earning 15 Professional Improvement Units.

- C. Failure to satisfy the Professional Development requirement (see Article 30) may result in a withholding of salary advancement, or in termination of the employee's contract.

38.4 Part-time, Moonlight/Overload Faculty Salary Schedule

Part-time faculty schedule is attached as Appendix D.

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

38.5 Salary Increase Provisions

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

Article 39 Individual Contracts

- 39.1 The Employer shall provide notification of continued employment to each full-time employee prior to the end of Spring Quarter of the preceding academic year. Personnel employed in programs contingent upon contracted funds shall be given a letter of intent relative to continuation of the program in lieu of notification of employment. In such cases notification must be issued by June 30. Certified mail shall be used in instances where an employee is on leave at the time contracts are issued provided the employee has left a forwarding address prior to commencement of leave.
- 39.2 Each full-time employee who does not intend to return to employment in his/her respective appointment shall so notify the Employer in writing no later than ten (10) days after notification by the President.

Article 40 Payment

- 40.1 Salary payment shall occur within the contract year as indicated in 40.1 A, B and C below or as directed by the legislature or Governor.
- A. September to June Employment. Prior to June 30th of each year the faculty member will have the option to select one of the following payment options for the upcoming academic year.
 - 1. Contract is divided into nineteen (19) equal amounts and paid 1/19th semi-monthly, September through June.
 - 2. Contract is divided into twenty-four (24) equal amounts and paid 1/24th semi-monthly, September through May and a balloon payment of 6/24th in June.
 - B. July through June Employment. The Contract is divided into twenty-four (24) equal amounts and paid semi-monthly, July through June.
 - C. Alternate Employment Schedule. Semi-monthly amounts encompassing August start date will be established between employee and payroll personnel in cooperation with appropriate administrative approval.
- 40.2 In the event of a mid-year termination, and prior to final payment because of such termination, the appropriate vice president and the Business Office will determine actual contract days worked and compute the earned compensation based on the daily rate for that employee. This computed amount will be compared to actual total salary payments and an appropriate adjustment made to the final payment. If the employee has been overpaid, the overpayment will be reimbursed to the College by the employee.
- 40.3 Other Deductions

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

Article 41 Uninterrupted Instructional Activities

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

Article 42 Duration

This contract shall remain in full force and effect from March 16, 2016 to and including March 16, 2019. Either party may, upon written notice to the other party, give notice of its intent to negotiate salaries in accordance with Article 38.5, Salary Increase Provisions, during each year of the Contract. Likewise, either party may give notice of its intent to reopen in the event of legislative, contracted, or grant funding reductions. All Articles and Sections of the Contract shall remain in full force and effect until the parties mutually agree to modify said Contract.

Signed March 2016 at Walla Walla, Washington.

For the Association

For the Employer

Date

Date

Appendix A: Administrative and Exempt Positions

ADMINISTRATIVE POSITIONS

Dean, Arts and Sciences
 Dean, Business, Entrepreneurial Programs, and
 Extended Learning
 Dean, Corrections Education-CRCC
 Dean, Corrections Education-WSP
 Dean, Health Science Education
 Dean, Student Success
 Dean, Transitional Studies and High School Programs
 Dean, Workforce Education
 Director, Admissions/Registrar
 Director, Budget and Finance
 Director, Clarkston Campus
 Director, Facility Services and Capital Projects
 Director, Financial Aid
 Director, Planning, Research and Assessment
 Director, Institutional Research
 Director, Library Services
 Director, Public Relations
 Director, Resource Development
 Director, Student Activities/Asst. Dean of Arts and
 Sciences
 Director, Technology Services
 Vice President, of Instruction & Chief Instruction
 Officer
 President
 Vice President, Financial and Administrative Services
 Vice President, Human Resources
 Vice President, Student Services

EXEMPT POSITIONS

Achievement Coach, Transitional Studies
 Accounting Supervisor
 Administrative Assistant to the Vice President,
 Instruction and Chief Instructional Officer
 Administrative Assistant to the Vice President of
 Financial and Administrative Services
 Administrative Assistant to the Vice President,
 Student Services
 Advisor, High School Programs/Head Men's Soccer
 Coach
 Advisor, Retention Specialist
 Advisor, TRiO
 Advisor: Liaison to Professional Technical
 Programs/Head Baseball Coach
 Assistant Coordinator, Tutoring and Learning Center
 Assistant Director, Corrections Education-CRCC
 Assistant Director, Corrections Education-WSP
 Assistant Director, Finance and Payroll
 Assistant Director, Financial Aid
 Assistant Director, Student Activities
 Athletics Fundraiser/Head Rodeo Coach
 Athletic Trainer
 Building Maintenance Supervisor
 Career Navigator
 Catering Chef
 Completion Coach/Equity Specialist
 Completion Coach/Head Women's Soccer Coach
 Coordinator, Allied Health and Safety Education
 Coordinator, Automotive and Industrial Equipment
 Job Shop
 Coordinator, Student Services
 Coordinator, Early Learning Special
 Projects/Instructor
 Coordinator, eLearning/Evening College
 Coordinator, Enology and Viticulture

Coordinator, Extended Learning
 Coordinator, Financial Aid/Completion Coach-
 Clarkston Campus
 Coordinator, Instructional Support
 Coordinator, Marketing and Communications
 (ACE)/Education Assistant (WEC)
 Coordinator, Medical Assisting Program
 Coordinator, Nursing Education-Clarkston Campus
 Coordinator, Opportunity Grant and Funding Advisor
 Coordinator, Perkins Program
 Coordinator, Student Services-Clarkston Campus
 Coordinator, Testing & New Student Programs-CRCC
 Coordinator, Transportation and Diesel Job Shop
 Coordinator, Worker Retraining Student Support
 Data and Assessment Specialist
 Development Specialist
 Director, Academic Affairs and Student Services for
 Corrections Education-WSP
 Director, Early Childhood Education
 Director, Energy Systems Program
 Director, High School Programs
 Director, Agriculture Center for Excellence
 Director, Athletics/Men's Basketball Coach
 Director, John Deere Agricultural Program
 Director, Special Populations
 Director, TRiO/Student Support Services
 Director, Water and Environmental Center, Water
 Resources, and Engineering
 Director, Winemaking/Instructor of Enology
 Director, WorkFirst
 Early Achievers Coach for Child Care Aware of
 Eastern Washington
 Educational Planning and Transitional Specialist
 Educational Planning and Transitional Specialist-
 Clarkston
 Enology Program Winemaker/Instructor
 Educational Planner
 Executive Assistant to the College President
 Executive Director, Culinary Arts
 Financial Analyst/Special Projects
 Health Science Transition Specialist
 Information Technology Administrator-WSP
 Manager, Advertising/Media Services
 Manager, Bookstore
 Manager, Campus Food & Catering
 Manager, Purchasing
 Manager, Wine Marketing
 Manager, Worker Retraining
 Network Administrator
 Professional-Technical Recruitment and Retention
 Specialist with Assistant Director Responsibilities-
 Clarkston Campus
 Culinary Arts Program Director
 Program Manager, Early Childhood and Educational
 Support
 Project Manager, Walla Walla Early Learning
 Coalition
 Research Analyst
 Retention Specialist
 Retention Specialist-Clarkston Campus
 Student Engagement Specialist (BFET)
 Technical Assistant, Early Achievers
 Transfer Advising Specialist
 Viticulture Instructor/Vinyardist
 Women's Basketball Coach/Assistant Athletic Director
 Women's and Men's Soccer Coach/Advisor

Appendix B: Lay-Off Units

Main Campus

1. Anatomy & Physiology
2. Anthropology & Archaeology
3. Art
4. Astronomy
5. Biology
6. Chemistry
7. Criminal Justice
8. Drama & Speech
9. Economics
10. Health & Physical Education
11. History
12. Humanities (HUM courses)
13. Language/Literature
14. Math
15. Philosophy
16. Physics
17. Political Science
18. Psychology
19. Recreation
20. Sociology
21. Transitional Studies
22. Nursing Program
23. Business and Management
24. Office Technology
25. Production Agriculture
26. Farrier
27. Irrigation Technology
28. Diesel Equipment Mechanics
29. Agri-Business
30. Civil Engineering Technology
31. Auto Mechanics
32. Auto Body Repair
33. Precision Machining Technology
34. Refrigeration and Air Conditioning Technology
35. Welding

36. Carpentry
37. Cosmetology
38. Family & Consumer Studies
39. Counseling
40. Library
41. Computer Technology
42. Music
43. John Deere Agricultural Technology
44. Turf Management
45. Enology and Viticulture
46. Professional Golf Management
47. Nutrition

Washington State Penitentiary

48. Auto Body Repair Technology
49. Building Maintenance
50. Barbering
51. Carpentry
52. Basic Skills
53. Business and Commerce
54. Information Technology Certificate Program
55. Welding
56. Refrigeration and Air Conditioning
57. Diesel Technology
58. Graphic Design
59. CNC Machining

Clarkston

60. Nursing (Health Occupations)
61. Business and Commerce
62. Science
63. Language/Literature
64. Mathematics
65. Transitional Studies
66. Carpentry
67. Sociology

Appendix C: Full Time Faculty Salary Schedule

A. Full-time Faculty Salary Schedule

STEP	SALARY (176- DAYS)	DAILY RATE	STEP	SALARY (176- DAYS)	DAILY RATE	STEP	SALARY (176- DAYS)	DAILY RATE
3A	50,662	\$287.85	7A	55,718	\$316.58	11A	60,774	\$345.31
B	50,980	\$289.66	B	56,034	\$318.37	B	61,090	\$347.10
C	51,295	\$291.45	C	56,351	\$320.18	C	61,407	\$348.90
D	51,610	\$293.24	D	56,666	\$321.97	D	61,722	\$350.69
4A	51,926	\$295.03	8A	56,984	\$323.77	12A	62,038	\$352.49
B	52,243	\$296.84	B	57,297	\$325.55	B	62,355	\$354.29
C	52,559	\$298.63	C	57,614	\$327.35	C	62,670	\$356.08
D	52,876	\$300.43	D	57,930	\$329.15	D	62,986	\$357.87
5A	53,189	\$302.21	9A	58,247	\$330.95	13A	63,301	\$359.67
B	53,507	\$304.01	B	58,563	\$332.74	B	63,618	\$361.47
C	53,822	\$305.81	C	58,878	\$334.53	C	63,934	\$363.26
D	54,139	\$307.61	D	59,193	\$336.33	D	64,251	\$365.06
6A	54,455	\$309.40	10A	59,511	\$338.13	14A	64,566	\$366.86
B	54,770	\$311.19	B	59,826	\$339.92	B	64,882	\$368.65
C	55,087	\$313.00	C	60,141	\$341.71	C	65,197	\$370.44
D	55,403	\$314.79	D	60,459	\$343.52			

B. Stipend for earned doctorate is \$3,300.

C. Stipend for Division Chair responsibilities is set at \$5,750

D. Stipend for AHE President is set at \$8,700.

E Stipend for Professional Development Coordinator is set at \$5,075.

Appendix D: Part Time, Moonlight/Overload Faculty Salary Schedule

Mode of Instruction	Part-Time Faculty, Moonlight/Overload Full Enrollment	Part-Time Faculty Benefits Eligible 3+ Years Full Enrollment	Low Enrollment
1. Lecture	\$59.30	\$62.30	\$47.70
2. Lecture/Lab	\$51.70	\$54.30	\$41.70
3. Lab	\$45.10	\$47.40	\$37.25
4. Clinical	\$40.60	\$42.65	\$37.25
5. Other	\$25.15	\$26.45	\$25.15

Memorandum of Understanding Between The Board of Trustees of Walla Walla Community College And The Association for Higher Education

Faculty Salary Improvement

Whereas the Legislature has enacted legislation that allows WWCC the opportunity to improve faculty salaries, and

Whereas the parties have engaged in negotiations in accordance with Article 38.5,

Therefore, the Association for Higher Education and the Board of Trustees hereby enter into this memorandum of understanding for the 2015-2016 academic year:

1. Effective 7/1/2015, Step 14C, \$65,197 (\$370.44 Daily Rate) will be added to the Full-Time Faculty Salary Schedule Appendix C.
2. Effective 7/1/2015, full time faculty will be awarded earned PIUs and seniority increments, funded from turnover savings. These increments will be awarded prior to revisions of the placement schedule noted below.
3. Effective 7/1/2015, Article 38.2, Placement of New Academic Full time Employees, will be revised as follows:

Years of relevant teaching and/or work experience	5-year vocational certificate or Master's degree	Doctoral Degree
0-4	Step 3A	Step 7A
5-9	Step 4A	Step 8A
10-14	Step 5A	Step 9A
15-19	Step 6A	Step 10A
20+	Step 7A	Step 11A

Full time faculty with salary placements below Step 7A (Step 11A for those with doctorates) will have their teaching and/or work experience evaluated and their salary placement adjusted as if they were being newly placed on the schedule effective 7/1/2015.

4. Effective 7/1/2015, a 1.0% increase will be applied to the Part Time, Moonlight/Overload Faculty Salary Schedule, Appendix D, as follows:

Mode of Instruction	Full enrollment and Overload rate	Low enrollment rate
1 Lecture	\$59.30	\$47.70
2 Lecture/Lab	\$51.70	\$41.70
3 Lab	\$45.10	\$37.25
4 Clinical	\$40.60	\$37.25
5 Other	\$25.15	\$25.15

5. Effective 1/1/2016, Article 38.2, Placement of New Academic Full time Employees, will be revised to include Master's in Nursing to the Doctoral Degree lane as follows:

Years of relevant teaching and/or work experience	5-year vocational certificate or Master's degree	Doctoral Degree or Master's in Nursing
0-4	Step 3A	Step 7A
5-9	Step 4A	Step 8A
10-14	Step 5A	Step 9A
15-19	Step 6A	Step 10A
20+	Step 7A	Step 11A

Full time nursing faculty with salary placements below Step 11A will have their teaching and/or work experience evaluated and their salary placement adjusted as if they were being newly placed on the schedule effective 1/1/2016.

6. Effective 1/1/2016, an additional step will be added to the Part Time, Moonlight/Overload Faculty Salary Schedule, Appendix D, as follows:

<i>Mode of Instruction</i>	<i>Full enrollment and Overload rate</i>	<i>Benefits Eligible for 3 years Full enrollment rate</i>	<i>Low enrollment rate</i>
<i>1 Lecture</i>	\$59.30	\$62.30	\$47.70
<i>2 Lecture/Lab</i>	\$51.70	\$54.30	\$41.70
<i>3 Lab</i>	\$45.10	\$47.40	\$37.25
<i>4 Clinical</i>	\$40.60	\$42.65	\$37.25
<i>5 Other</i>	\$25.15	\$26.45	\$25.15

Part time faculty who have qualified for medical benefits based only on workloads at WWCC (not through a combination of work with other colleges), for three (3) consecutive years are eligible for compensation at a higher rate. Full time faculty working moonlight/overloads and/or summer contracts, administrative exempt and/or classified employees who are teaching are ineligible for this new rate.

7. This Memorandum of Understanding reflects our mutual agreement that, assuming a legislatively approved 1.8% COLA for 2016-17, 0.8% shall be earmarked to defray the costs of enacting the above. The parties also mutually agree to reopen negotiations in 2016-17 (subject to legislative authorization) solely for the purpose of applying Turnover Savings and 1% of the assumed COLA from the legislature to faculty salaries. We mutually agree that no local funds will be on the table for negotiations during 2016-17.

For the Employer:

For the Union:

Mr. Miguel Sanchez

Dr. Ruth Russo

Date

Date



Office of the President
Walla Walla Community College
500 Tausick Way
Walla Walla, WA 99362-9267
Phone: (509)527-4274
Fax: (509)527-4249

Tab 10

Page 1

MEMORANDUM

TO: Board of Trustees

DATE: March 10, 2016

FROM: Steven VanAusdle, President

RE: Tenure Recommendations

The Tenure Review Committee and the Vice President of Instruction have made recommendations relative to granting tenure. I have reviewed the files and, after a thorough evaluation, I concur with these recommendations.

It is my recommendation that the Board of Trustees grant tenure to the following faculty members who have completed three years of successful employment at Walla Walla Community College:

- Kristen Harvey, Mathematics Instructor
- Ashley Lawyer, Cosmetology Instructor
- Tony McGuire, Building Maintenance Instructor, WSP
- Daryl Miller, Counselor
- Gwen Stahnke, Ag Chemistry/Turf Management Instructor
- Lana Toelke, Nursing Instructor
- Ilona Verwer, Nursing Instructor
- Matt Williams, Ag Science Instructor

My recommendations for the other probationary faculty will be reviewed during the Executive Session.

Thank you.



Walla Walla Community College

Instruction Office

500 Tausick Way
Walla Walla, WA 99362-9267
(509) 527-4289
FAX (509) 527-4249

Tab 10

Page 2

TO: Steve VanAusdle
FROM: Marleen Ramsey *Marleen*
DATE: March 4, 2016

SUBJECT: Probationary Faculty Evaluation and Recommendation

After meeting with the Tenure Review Committee on March 4, 2016, and carefully evaluating the progress of each of the current probationary faculty appointees, I fully concur with the committee's assessment and endorse its recommendation that the following faculty members be considered favorably in the granting of tenure:

Kristen Harvey	Mathematics Instructor
Ashley Lawyer	Cosmetology Instructor
Tony McGuire	Building Maintenance Instructor, WSP
Daryl Miller	Counselor
Gwen Stahnke	Ag Chemistry/Turf Management
Lana Toelke	Nursing Instructor
Ilona Verwer	Nursing Instructor
Matt Williams	Ag Science Instructor

I recommend continued probationary status for the following faculty:

Jennifer Bayne-Lemma	Philosophy Instructor
Patricia Becker	Nursing Instructor
Jodi Bice	Nursing Instructor, Clarkston Campus
Timothy Burgoyne	Office Technology/Business Instructor
Jeremiah Burt	English Instructor
Joe Cooke	Accounting Instructor
Ruth Hallowell	Nursing Instructor
Kaye McGehee	Nursing Instructor, Clarkston Campus
Michelle McKibben	Cosmetology Instructor
Chris Mehl	Mathematics Instructor
Kimberly Pottberg	Nursing Instructor, Clarkston Campus
Jennifer Stutesman	Reference Librarian
Kimberly Tolson	English Instructor, Clarkston Campus
Jennifer Vaughn	ABE Instructor
Robert Walker	CNC Machining Instructor, WSP

cc: Sherry Hartford



Walla Walla Community College
Tenure Review Committee
500 Tausick Way
Walla Walla, WA 99362-9267

Tab 10

Page 3

TO: Dr. Steve VanAusdle, President

FROM: Linda Lane, Chair *Linda Lane*
Tenure Review Committee

DATE: March 4, 2016

SUBJECT: Probationary Faculty Evaluations and Recommendations

The Tenure Review Committee met on March 4, 2016, to review Winter Quarter evaluations of those faculty who were referred to the committee by your memo of October 15, 2015. The administrative, student, peer, and self evaluations within each of those person's file were discussed as well as a review provided by each of the supervisors in attendance.

The committee voted to recommend that the Board of Trustees grant tenure to the following faculty, who have completed three years of successful employment at Walla Walla Community College:

Kristen Harvey	Mathematics Instructor
Ashley Lawyer	Cosmetology Instructor
Tony McGuire	Building Maintenance Instructor, WSP
Daryl Miller	Counselor
Gwen Stahnke	Ag Chemistry/Turf Management
Lana Toelke	Nursing Instructor
Ilona Verwer	Nursing Instructor
Matt Williams	Ag Science Instructor

The committee voted to recommend that the following probationary faculty be continued in full-time probationary employment:

Jennifer Bayne-Lemma	Philosophy Instructor
Patricia Becker	Nursing Instructor
Jodi Bice	Nursing Instructor, Clarkston Campus
Timothy Burgoyne	Office Technology/Business Instructor
Jeremiah Burt	English Instructor
Joe Cooke	Accounting Instructor
Ruth Hallowell	Nursing Instructor
Kaye McGehee	Nursing Instructor, Clarkston Campus
Michelle McKibben	Cosmetology Instructor
Chris Mehl	Mathematics Instructor
Kimberly Pottberg	Nursing Instructor, Clarkston Campus
Jennifer Stutesman	Reference Librarian
Kimberly Tolson	English Instructor, Clarkston Campus
Jennifer Vaughn	ABE Instructor
Robert Walker	CNC Machining Instructor, WSP

Dr. Steven VanAusdle
Page 2
March 4, 2016

Feel free to contact me if you have any questions.

cc: Marleen Ramsey
Sherry Hartford



Office of the President
Walla Walla Community College
500 Tausick Way
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Tab 11

Page 1

MEMORANDUM

TO: Board of Trustees

DATE: March 10, 2016

FROM: Steven VanAusdle, President 

RE: Sabbatical Recommendation – Eric Schulz

After reviewing the request from Eric Schulz for sabbatical leave and the recommendations from the Professional Development Committee and from Dr. Marleen Ramsey, I recommend approval of three quarters (Fall 2016, Winter 2017, and Spring 2017) Sabbatical Leave for Eric, subject to available funding.

Thank you.



February 23, 2016

Dr. Steven VanAusdle, President
Walla Walla Community College
Walla Walla, WA 99362

RE: Eric Schulz's Sabbatical Application

Dr. VanAusdle:

This letter is in support of Eric Schulz's application for sabbatical Leave during the 2016-17 academic year. I have met with Eric and reviewed his application and sabbatical plans for next year. Eric has three objectives for his sabbatical year. The first is working on a project around the Computer-Based Math Education Summit. The work undertaken in this organization concentrates on developing curriculum that uses computer based learning as an integral vehicle to help students learn pre-college math. It will require some international travel. The second and perhaps the most primary objective will be to finish two writing projects that would include an *Introduction to Mathematical and Scientific Programming with Mathematica* eText. The plan would be to use the eText for a mathematical and scientific program course offered by the Math Division upon Eric's return from his sabbatical. A second eText would be titled *A Manipulate Guidebook: Creating Interactivity with Mathematica*, a resource that has been requested frequently by both students and faculty at WWCC as well as in other colleges throughout Washington and nationally. Finally, the third project would be the development of a manual for other college math instructors on how to use *Mathematica* in their teaching, lectures, and presentations. Eric believes that the work with the CBM Summit and work on the eText books would support the learning of students in his college math courses and that the *Mathematica* resource would be a valuable tool for his colleagues as well as other math instructors around the state.

Eric began teaching for Walla Walla Community College in fall 1989 as a math instructor. During his time at the college he has served for many years as chair of the Math Division as well as taught hundreds of students in college level math courses such as Calculus and Statistics. On any given day you can walk by Eric Schulz's office and his office door is wide open and one can see him with a student, their heads bent over the desk, working out math problems together. He is devoted to his students and gives numerous hours of instruction outside his normal classroom presentations.

I believe that this sabbatical year will strengthen and re-energize Eric's passion to help student successfully learn math as they progress in their general education, science, math, or engineering pathways. I support Eric's sabbatical plan and application. Please let me know if you have further questions.

Sincerely,

Marleen Ramsey, Ph.D.
Vice President of Instruction



Walla Walla Community College
Professional Development Committee

500 Tausick Way
Walla Walla, WA 99362-9267

Memorandum

TO: Steven L. VanAusdle

FROM: Jeff Adams- Chair *Jeff Adams 2/15/2016*
Professional Development Committee

DATE: February 15, 2016

SUBJECT: 2016-2017 Sabbatical

This letter is written on behalf of the Professional Development Committee concerning the one application for sabbatical the 2016-2017 academic year.

The faculty, administrators, and support staff of which this committee is comprised, fully endorse the proposal for sabbatical set forth by instructor Eric Schulz. His proposal meets the requirements detailed under AHE Article 26 and meets the established purpose for sabbatical to "benefit the college and its students..."

On behalf of Eric and the Professional Development Committee, we thank you for reviewing the proposal for sabbatical and presenting it to the Board of Trustees.

Walla Walla Community College
2016-2017 SABBATICAL LEAVE APPLICATION

It is not unusual to receive more requests for sabbatical leave than can be awarded, due to budget constraints. Therefore, the process involving selection becomes somewhat competitive. The screening committee carefully reviews each request and makes a judgment based to a great degree on the quality of the application. Attached to this application form you will find a page from the faculty contract which explains in detail the sabbatical leave policy. Please pay very close attention to item number five (5) which deals with the proper procedure. Good luck to you in your request for sabbatical leave.

Name: Eric Schulz

Date: January 15, 2016

Date of first full-time contract at WWCC: September, 1989

Number of years (full-time) at WWCC: 27

Current teaching assignment: Mathematics

I request 3 quarter(s) of leave to begin Fall 2016 and to
terminate Spring 2017.

USE SEPARATE SHEET(S) OF PAPER FOR THE FOLLOWING THREE ITEMS:

- I. Description of Sabbatical Leave Plan
 - A. State reasons for requesting the leave.
 - B. Provide a detailed description of the plan.
- II. Proposed Benefits
 - A. Describe the value of the proposed activity to the enhancement of the instructional program of WWCC.
 - B. Describe the value of the proposed activity to your professional growth and development.
- III. Description of Past Contributions to WWCC
(Include part-time or classified employment, fellowships, WWCC committee work, recognition, etc.)
- IV. Three letters of recommendation:
 - A. One colleague
 - B. Your dean or director
 - C. Vice President of Instruction

Attach your completed Sabbatical Leave Application and return to the Office of the Vice President of Instruction by 5:00 p.m., Friday, January 15, 2016.

I. Description of Sabbatical Leave Plan

A. State reasons for requesting the leave

While teaching full-time and serving as division chair I am not able to dedicate sufficient creative energy and focused time to the development of new major projects for students and colleagues I would like to complete. Because of my many years teaching, implementing technology, developing mathematical software, and authoring, I have gained skills and knowledge that have uniquely prepared me to undertake the new projects I've outlined below.

B. Provide a detailed description of the plan

Attend and present at the Wolfram Technology Conference 2016 in October. This past fall, the conference was held October 20-22; I was unable to attend due to the necessity of missing a full-week of classes for travel and conference attendance. I have been able to attend this conference in the past (when it was scheduled Thur-Sat) and found it to be the most valuable conference I know of for things I am interested in and work I want to complete this coming year.

I am considering traveling to the Computer-Based Math Education Summit in London, mid-November, 2016 (<http://computerbasedmath.org>). The work undertaken by the organization focuses on the development of curriculum assuming computers are integrated into what students learn and do, thereby bringing transformational change to what is taught in math courses. While it is true at WWCC, and most other two-year colleges, use computers in pre-college math courses for online homework and/or video instruction, the content of the courses is virtually identical to algebra courses taught decades ago; the presence of computers in pre-college math supports the standard curriculum and has not transformed the curriculum. The CBM group dedicates time to thinking about how what is taught in these courses can be different, given we no longer live in a paper-and-pencil world. Not even the Carnegie Foundation is doing this with their pathway work in StatWay, QuantWay, and other projects; many organizations are focused on how to better teach what we teach, without seriously questioning if what has historically been taught should continue to be taught. The small CBM organization is tackling the much harder problem of questioning what we teach and whether what we teach in mathematics is not what we should be teaching in the twenty-first century. The CBM project is interesting and I would like to better understand the work of the CBM organization.

The main focus of my time away from classroom teaching will be to complete writing projects that have been weighing on my mind the past few years. I receive many requests from students to teach a course at WWCC in which students use *Mathematica* to investigate, explore, and model concepts in science and mathematics. The course would include material best described as mathematical and scientific programming; existing programming courses in C or Java offered at WWCC don't address this type of mathematically-focused programming that would directly benefit our STEM students; I am not aware of existing curriculum for such a course appropriate for our students. The experience I have gained from working with *Mathematica* since 1992, creating and coding the Quick-Start Assistant palettes Wolfram Research ships in *Mathematica*, and using *Mathematica* as a programming, authoring, and mathematical investigation tool for 24 years have equipped me well to write an **Introduction to Mathematical and Scientific Programming with Mathematica** eText. When I return from sabbatical, the eText would be the text for a mathematical and scientific programming course offered by the Math Division.

A second eText I'd like to focus on grows from the experience I've had creating thousands of interactive visualizations for mathematics, for classroom instruction and publication, that would be titled **A Manipu**

late Guidebook: Creating Interactivity with *Mathematica*. This type of resource has been frequently requested by both students and faculty across the nation.

A third project I would like to undertake, time and energy permitting, is based on my years of experience using *Mathematica* to teach, write, produce, and publish documents, exams, and eTexts. I would create this resource to support colleagues who have decided to use *Mathematica* in their teaching, lectures, presentations, and writing. This type of resource has also been request from me from many times over the years; recently by colleagues at Olympic College last September when I ran a full-day workshop during an inservice day teaching them how to use *Mathematica* in their activities at the college. Unfortunately, I did not have a “package” to give them at the time and I want to create such a resource.

The projects I've outlined together form a **very** ambitious 3-quarter sabbatical plan.

II. Proposed Benefits

See benefits to students and college outlined in I.B. above.

III. Past Contributions to WWCC

Fulltime tenured faculty member in mathematics since 1989

Math Division Chair, 2002-2011 and 2014-present.

Served on committees as requested (I don't keep records of what committees I have been on over my 27 years at the college).

Long history of dedication to our students and spending a significant amount of time working with students outside of class.

Regular supporter of the WWCC Foundation, the Silent Auction, Warrior Athletic Booster, and other fund raising efforts.

Attend student athletic events to show my support for student's efforts. I attend the majority of home soccer, volleyball, basketball, softball, and baseball games to strengthen the connection with student athletes in my classes. To be honest, I am not that interested in sports, but I care deeply about students and feel it is important that faculty attend college hosted student events — students notice!

UNIX System Administer for our campus IT department, 1998-2005. In addition to my fulltime teaching load, I worked to bring internet services to campus using an HP-UX server: DNS server, early web servers, LDAP directory services, and multiple POP & IMAP based email systems for WWCC students and staff (CBC, YVCC, and Pierce College students too).

Directed a Transition Math Project grant for 3-years strengthening the connections between WWCC and high schools in our service area.

Represent WWCC at many state and national math conferences.

Eric Schuch
January 15, 2016

15 January 2015

To the WWCC Sabbatical Review Committee:

It is my pleasure to write the strongest possible recommendation in support of Eric Schulz's application for a sabbatical.

Eric's proposal is consistent with the WWCC mission and will directly benefit the college and our students in multiple ways. We pledge to be "the catalyst that transforms our students' lives," and Eric's sabbatical project carries transformative potential for his students, for math students nationwide, and for his entire discipline. The Computer-Based Math Education Summit in London should prove especially beneficial, as it will allow Eric to engage in a deep, fundamental rethinking of the content of the mathematics curriculum. Transcending the usual conversations about how to improve teaching techniques for timeworn subject matter, this conference will bring Eric into dialogue with other forward thinkers who "seriously [question]...if what has historically been taught should continue to be taught" and "whether what we teach in mathematics is not what we should be teaching in the twenty-first century" (quoting from Eric's application). This kind of fundamental disciplinary rethinking, which occurs perhaps once every two or three generations at most, is driven by Eric's desire to bring teaching into alignment with the realities of present-day technology, student knowledge bases and skills, and workplace demands. Why keep teaching the same material when it's no longer useful? Why tinker with technique when the entire apparatus may need replacing?

Eric makes an ideal participant in this conference because he possesses a unique combination of programming mastery, mathematical expertise, future vision, and passion for students to succeed. The opportunity to test his ideas with like-minded colleagues from around the world, to learn from them and synergistically stimulate each other's ideas, could come back to WWCC students in the shape of a transformed mathematics curriculum. Even small changes that modernize the curriculum could have a profound impact on student engagement and success rates. Naturally, our students would be more desirable to employers looking for students with twenty-first century mathematical skills that apply in today's workplace.

As an institution which aims to be in the forefront of transforming students' lives, and being innovative with curriculum in order to do so, we should exuberantly support Eric's proposal. Consider for a moment how many students suffer anxiety over mathematics, come here underprepared for college-level math, or don't see the relevance of math lessons to their daily levels. Perhaps they feel that anxiety, perhaps they fail to see relevance, because the standard curriculum has become outmoded and irrelevant. If as a result of this sabbatical Eric can free more students from lifetimes of math anxiety, if he can connect what he and his colleagues teach to the realities of his students' daily lives, and if he can align mathematical skills taught with employer expectations—then he would indeed be transforming students' lives.

Eric's proposed eText about manipulating visualizations is equally practical and potentially transformative. For example, the National Career Readiness Placement Exam now includes a section on visual literacy. Today's students need to be able to understand, analyze, create, and manipulate visual elements. Writing that text and adapting its lessons into his classroom practice

will enable Eric to better prepare his students for employment, and will teach them a cognitive ability absolutely necessary for success in our increasingly image-driven world.

Eric is a nationally respected author and frequently invited conference speaker, sought after for his expertise and his rare combination of programming and pedagogic creativity. At each conference where he speaks, at each institution he visits as an invited guest to train faculty in mathematical programming he has developed, and with each copy of his books that students and faculty use, he burnishes the fine name of Walla Walla Community College which he carries with him. We are fortunate at WWCC to have such an esteemed mathematician on our faculty. The projects he proposes will further enhance WWCC's reputation as an educational institution that fosters pedagogic innovation and creativity in the quest for improved student success and that employs top-tier faculty members. Eric will benefit immensely from these projects, but in his characteristically selfless way he will return that benefit multifold to his students, his colleagues here who can then extend those benefits to their students, and through his writing and speaking to students nationally.

Timeliness is essential; this is a sabbatical which should not be deferred. First, when an author has a book budding inside him, it must be allowed to blossom; if kept inside, away from the light of the page, energy to write dissipates, inspiration shrivels, the idea withers and dies. With three maturing texts inside him, Eric must have the sabbatical in order to bring these works to fruition. Second, given the rapid pace of innovation and publishing, an idea deferred can soon turn to an idea outmoded. Moreover, his contributions will be read not by merely a handful of experts in some aspect of mathematical arcana, but by faculty and their students nationwide. At this moment, Eric's ideas are in the vanguard of mathematics instruction, and he is poised through a unique combination of preparation and inclination to advance the next major evolutionary transformation in the way mathematics is taught. Such moments may be fleeting and must be seized.

I support Eric's proposal enthusiastically and without any reservations whatsoever. Thank you for considering my words on behalf of his application.

Sincerely,

A handwritten signature in cursive script, reading "Richard Middleton-Kaplan". The ink is dark and the signature is fluid, with a large, stylized 'R' at the beginning.

Richard Middleton-Kaplan, Ph.D.

Dean of Arts and Sciences



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January 15, 2016

To the Walla Walla Community College Sabbatical Application Review Committee:

Please accept this letter as evidence of my strong support of Eric Schulz' request for sabbatical during the 2016-2017 academic year.

Eric's contributions to the mathematics program at Walla Walla Community College have been great. Frequently, Eric offers his time to students and colleagues; he is particularly generous in sharing his technological expertise. The palettes Eric created for Mathematica have increased the accessibility of the software for our students and faculty, and these palettes are delivered worldwide. Eric's knowledge and experience in creating interactive figures in Mathematica is extensive and likely unequaled; sharing this expertise with others would open doors, doors behind which are possibilities we may never have imagined. Eric's proposal to write student- and faculty-friendly guidebooks for Mathematica is solid; this type of instruction is needed and has the potential for much positive impact in STEM fields.

The course Eric describes in his proposal, the mathematical and scientific programming course he hopes to develop, is a course I wish to see on our campus. It is a course that integrates fields and leverages technologies. It is a course for our current STEM students, our future problem solvers.

I also support Eric attending the technology-based conferences that a full-time teaching load inhibits. We should celebrate our faculty members' involvement and achievements in our fields while allowing ample opportunity for growth. As our world and technology changes, so does math and science. Or perhaps, as math and science change, so do our world and technology. Either way, we need to be a part of these changes so that our students are a part of the future.

Finally, I express my willingness to serve as chair of the Mathematics Department in Eric's absence.

Sincerely,

Julianne Connell Sachs
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