



Agenda

Regular Meeting
Board of Trustees, District No. 20
Walla Walla Community College
Walla Walla Community College Clarkston Campus
1470 Bridge Street; Clarkston, WA
Wednesday, April 20, 2016 – 10:00 a.m.

10:00 a.m.	Call to Order		
	Approval of Minutes	Action	
	Approval of Agenda	Action	
	<i>Mr. Miguel Sanchez, Chair</i>		
10:05 a.m.	Update on Presidential Search	Discuss	
	<i>Mrs. Darcey Fugman-Small</i>		
10:20 a.m.	Student Services Report		
	<i>Mr. Jose da Silva</i>		
	➤ Associated Student Body Activity Reports	Discuss	
	• <i>Clarkston: Ashley Windham</i>		
	• <i>Walla Walla: Mr. Ross Lake</i>		
	➤ For Information Only: Student Code of Conduct	Discuss	Tab 1
	<i>Mr. da Silva</i>		
10:45 a.m.	Instruction Report		
	➤ Honors Program Update	Discuss	
	<i>Dr. Janet Danley</i>		
11:05 a.m.	WWCC Foundation Activities Report	Discuss	
11:15 a.m.	Enrollment Reports		
	<i>Dr. Nick Velluzzi</i>		
	➤ Final Winter Quarter	Discuss	Tab 2
	➤ Interim Spring Quarter	Discuss	Tab 3
	➤ Clarkston Enrollment Statistics	Discuss	Tab 4
11:30 a.m.	Break		
11:40 a.m.	Budget Status Reports	Discuss	
	<i>Mrs. Davina Fogg</i>		
	➤ March Budget Status Report	Discuss	Tab 5
	➤ Clarkston Budget Trends	Discuss	Tab 6
11:55 a.m.	2016-17 Plan & Budget Update	Discuss	
	<i>Mrs. Fogg</i>		

12:15 p.m.	Capital Budget Report <i>Mrs. Fogg</i>		
	➤ March Capital Budget Report	Discuss	Tab 7
	➤ Award Construction Contract for Project #2015-088 (G) (2-1), Clarkston Workforce and Business Development Center	Action	Tab 8
12:50 p.m.	Personnel <i>Mrs. Sherry Hartford</i>		
	➤ Resignation/Retirement	Discuss	
	• Carol Bennett, Coordinator, Student Services, Clarkston Campus		
	➤ Personnel Update	Discuss	
1:00 p.m.	Legislative Update <i>Dr. VanAusdle</i>	Discuss	
1:10 p.m.	New and Unscheduled Business	Discuss	
	Adjournment		
1:20 p.m.	Lunch Break		
2:00 p.m.	Ground Breaking Ceremony – Workforce and Business Development Center		

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

March 16, 2016

The Board of Trustees of Community College District No. 20 met in regular session on March 16, 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
Mrs. Kris Klaveano
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
Mrs. Kathy Adamski, Dean, Health Science Education
Ms. Melissa Andrewjeski, Dean, Corrections Education, CRCC
Mr. Jerry Anhorn, Dean, Ag Science, Energy & Water Management
Mr. Doug Bayne, Director, Resource Development
Dr. Janet Danley, Director, Clarkston Campus
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
Mrs. Kristi Wellington-Baker, Dean, Student Success

Also present: 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 Mr. McQuary seconded to approve the minutes of the following meetings of the Board of Trustees as presented: February 1, 2016; February 17, 2016; February 24, 2016; and March 1, 2016. *Motion carried.*

Approval of Agenda:

Mrs. Fugman-Small moved and Mrs. Klaveano seconded to approve the agenda for the March 16, 2016 Board of Trustees meeting as presented. *Motion carried.*

Update on Presidential Search. Mrs. Fugman-Small provided the following update on the Presidential Search: A contract had been signed with AGB Search to serve as the Presidential Search Consulting firm; AGB met with stakeholders, staff, and the Search Committee; the timeline calls for the Presidential Profile to be approved by the Board on March 16, 2016, and immediately be posted; application deadline is April 22; Search Committee will meet April 26 to select semi-finalists; interviews of semi-finalists will be held May 12 and 13 at a neutral site; finalists will be selected following the interviews and will be invited to campus the week of May 23; and the first week of June a recommendation will be made for the next president.

Approval of Presidential Profile. Mrs. Fugman-Small presented the draft Presidential Search Profile, noting Dr. Schirman had recommended revisions that did not systemically change the document and the cover would be changed back to the original. Dr. Schirman reviewed his recommended revisions, as noted on the draft Presidential Search Profile attached to and made a part of these minutes.

Mr. McQuary moved and Dr. Schirman seconded to approve the draft Presidential Search Profile that is attached and made a part of these minutes, with the approved revisions indicated on the document, to include any needed formatting changes, with the exception of the addition of item #7 under Leadership Priorities which is not approved. *Motion carried.*

Student Services Report.

WWCC Sports Update. Athletic Director Jeff Reinland provided a sports update, noting: The College offers eleven sports; there are 230 student athletes; Justin Speer is the new softball coach; academic performance of the student athletes continues strong, with an average 3.14 GPA for the most recent year; successful fund raising continues; and the student athletes continue to be very active in local community athletic events.

Associated Student Body Activity Reports. Ross Lake, Walla Walla ASB President distributed information on a Student Recreational Center as a proposed ASB Legacy project; reported performing arts students were presenting an operetta; ASB had hosted the annual Cowboy Breakfast during the College Rodeo; and had sponsored Helen Thayer, the first woman to travel alone to the Magnetic North Pole, who spoke on "Polar Dream – Achieving the Impossible." On behalf of the Clarkston ASB, Janet Danley reported ASB had recently completed a very successful fundraiser in support of the local Humane Society with over \$1,000 raised; continued to present family nights for students and their families; and continued to work on projects throughout the quarter.

Financial Aid Report. Danielle Hodgen, Financial Aid Director, reviewed the Financial Aid report for the 2013-14 and 2014-15 academic years; including the number of financial aid applications received; types of aid disbursed, i.e., Work Study, grants, loans, and scholarships; and total financial aid funds disbursed.

Instruction Report.

Human and Social Services Program. Curtis Phillips, Human Services Instructor, provided an overview of the new Human and Social Service Program, noting human and social services are generally considered as the "helping professions" and careers are available in a variety of settings, i.e., city, state, federal, for profit, nonprofit, and that the State Board had approved the College to offer the program as both a transfer and workforce degree. An enrollment of 17 students was projected for the first year; however, current enrollment was over 30 in one quarter.

WWCC Foundation Activities Report. Mr. Bayne reported gifts and grants received had exceeded \$155,000 to-date; several meetings had been held in the Clarkston area, with positive feedback, to seek support for the Clarkston Workforce and Business Center; scholarship application numbers were up from previous years; and the move to on-line scholarship application submissions had been very well received.

Enrollment Reports.

Interim Winter Quarter. Dr. Velluzzi reviewed the Interim Winter Quarter Enrollment Report, noting net enrollment in state support classes was at 2,975 FTE, down 32 FTE, or 1%, from the previous year; total enrollment for all funding sources was at 4,190.5 FTE, down 192 FTE, or 4.4%; and headcount was down 329 to 5,755.

Preliminary Spring Quarter. Dr. Velluzzi distributed a Preliminary Spring Quarter Enrollment Report effective March 16, 2016, noting net enrollment in state support classes was at 2,230 FTE, down 10 FTE, or 1.1% from the previous year; total enrollment in all funding sources was at 2,258 FTE, down 21.9 FTE; and headcount was 2,684 vs. 2,788 the previous year.

February Budget Status Report. Mrs. Fogg reviewed the February Budget Status Report, noting a \$400,000 increase to Ancillary Programs in the Revenue Budget with a number of changes to the Expenditure Budget, the majority of which reflected the increase to the Ancillary Programs. Actual Revenue closed at 63.41% vs. 62.68% the previous year. Actual Expenditures closed at 64.61% vs. 64.17% the previous year. In Grants and Contracts, Mrs. Fogg reported three increases: \$11,800 to the Washington State Penitentiary and \$8,200 to Coyote Ridge Corrections for Perkins Special Projects, and \$14,000 to the Working Families Support Network grant. Grants and Contracts totaled \$12.9 million vs. \$12.1 million the previous year.

2016-17 Plan & Budget Update. Mrs. Fogg reviewed the 2016-2017 Plan and Budget process, including a first draft of Facts and Assumptions, a draft revenue page, and a current Operating Budget reconciliation; noting the Budget reconciliation reflected the impact each time the new version of the allocation model changed and that the final allocation model may not be determined until June.

February Capital Budget Report. Mrs. Fogg reviewed the February Capital Budget Report, noting the funds for every project in the 2015-17 Appropriations section would be expended by the end of the fiscal year. Bids for the Clarkston Workforce and Business Development project are to be opened April 6, 2016 and a ground-breaking ceremony is tentatively scheduled for April 20, immediately following the Board meeting.

Recess to Executive Session to Review Performance of Probationary Faculty Relative to Tenure status and to Discuss Faculty Negotiations. The Board recessed to Executive Session at 12:00 p.m. to review the performance of probationary faculty relative to tenure status and to discuss faculty negotiations, with an anticipated return time of 12:40 p.m. The Board returned to open session at 12:40 p.m. and reported no action had been taken during the Executive Session.

2016-2019 Contract between the Board of Trustees of Community College District No. 20 and the Walla Walla Community College Association for Higher Education.

Dr. VanAusdle recommended, Mrs. Klaveano moved, and Mr. McQuary seconded that the Board approve the 2016-2019 Contract between the Board of Trustees of Community College District No. 20 and the Walla Walla Community College Association for Higher Education, as attached and made a part of these minutes.
Motion carried.

Memorandum of Understanding Between the Board of Trustees of Community College District No. 20 and the Walla Walla Community College Association for Higher Education – Faculty Salary Improvement. Dr. VanAusdle reported legislation had passed providing the college the opportunity to improve faculty salaries and, as part of the negotiations with AHE, the college and AHE had reached agreement on several items, as outlined in the Memorandum of Understanding between the Board of Trustees of Walla Walla Community College and the Association for Higher Education that is attached and made a part of these minutes. The items included, among others, adding a step to the full-time faculty salary schedule, awarding of earned PIUs and senior increments funded from turnover savings, and a revision of the step schedule for the placement of new academic full-time employees. Dr. VanAusdle explained the two entities had further agreed to defray the costs of these contract revisions by earmarking 0.8 percent of a 1.8 percent COLA for 2016-17, assuming such was approved by the legislature. Further, it was agreed to reopen negotiations in 2016-17, assuming legislative authority, solely for the purpose of applying turnover savings and 1 percent of an assumed COLA to faculty salaries with no local funds to be negotiated.

Dr. VanAusdle recommended, Mrs. Fugman-Small moved, and Dr. Schirman seconded to approve the Memorandum of Understanding between the Board of Trustees of Community College District No. 20 and the Walla Walla Community College Association for Higher Education. *Motion carried.*

Personnel.

Tenure Recommendations.

Dr. VanAusdle recommended, Dr. Schirman moved, and Mr. McQuary seconded that tenure be granted to: 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; and Matt Williams, Ag Science Instructor. *Motion carried.*

Continued Full-Time Probationary Employment Recommendations.

Dr. VanAusdle recommended, Mr. McQuary moved, and Mrs. Fugman-Small seconded that fulltime probationary employment be continued for the following faculty pursuing tenure: Jennifer Bayne-Lemma, Philosophy Instructor; Patricia Becker, Nursing Instructor; Jodi Bice, Nursing Instructor, Clarkson 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; and Robert Walker, CNC Machining Instructor, WSP. *Motion carried.*

2016-17 Sabbatical Leave Request.

Dr. VanAusdle recommended, Mrs. Klaveano moved, and Mrs. Darcey Fugman-Small seconded to approve a three quarter sabbatical (Fall 2016, Winter 2017, and Spring 2017) for Eric Schulz, subject to available funding. *Motion carried.*

Resignations/Retirements. Mrs. Hartford reported on the resignations of Sandy Jordan, Director, TRiO Student Support, and Ron Rooks, Instructor, Engineering Technology.

Legislative Update. Dr. VanAusdle reported the legislature was in special session as no budget had been passed during the regular session.

New and Unscheduled Business.

Mrs. Fugman Small reported on the recent *Union-Bulletin* article outlining the Presidential Search.

Mr. McQuary reported on the Washington State Senate's recent recognition of President VanAusdle.

Mrs. Fogg reported the State Auditor's Office would be scheduling an audit entrance conference for an audit of the fiscal years 2013-2015.

Brad Mason, Chair of the Safety Committee, reported on the success of an unannounced evacuation drill at the Health Science Building and noted this was the beginning of the type of training that would be continuing on campus.

Adjournment. The meeting adjourned at 1:10 p.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 **area 3530 sq miles with a** 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~~ senior 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~~ Renewable- 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](#).

In addition to serving students at the Walla Walla and Clarkston campus, WWCC offers life changing opportunities at both the Washington State Penitentiary and Coyote Ridge Correctional Center. For the over 3000 inmates who receive instruction annually, the recidivism rate on release of these students has been shown to be significantly lower.

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 Runnerup.

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.

In 2014 WWCC became 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 conservation 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 support quality education that will maximize student achievement and success, and community engagement.

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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.

About the Walla Walla Community

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 **World Class** 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
From Clarkson: 100 miles, 2 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) 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)

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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~~ **rewarding** careers. ~~Increasing~~ **The present** 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~~ **support?** 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.

7. Monitor Service Area Needs and Implement Needed Program Changes

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 trackrecord 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 Feder

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:

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




Walla Walla Community College

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

Tab 1

Memorandum

To: Board Members
Walla Walla Community College Board of Trustees

From: Jose E. DaSilva
Vice President of Student Services 

Date: April 14, 2016

Subject: Student Code of Conduct Policy

Please accept the attached document as the newly proposed WWCC Student Code of Conduct Policy for your review. The attached draft has been reviewed by the College's Administrative Council, College Council, Educational Effectiveness Council, Student Senate (at both Walla Walla and Clarkston Campuses), Clarkston faculty and staff, the Assistant Attorney General's Office, and various instructional teams. Based on their reviews, slight modifications to the attached document were made. Below are some of the most significant changes between our current policy and the proposed policy:

- The Student Conduct Process section has been entirely removed from this policy and will be a stand-alone procedural document (newly proposed conduct process is currently being modified per recommendations from AAG's Office);
- The Due Process section has been entirely removed from this policy and will be included in the Student Conduct Process;
- All sections in our original policy are still in the newly proposed policy, however, they have been expanded upon throughout the various sections in the new policy;
- Scope of Policy section has been included to address the extent to which this policy applies (per requirement of the recently approved model policy);
- Prohibited student conduct has been separated between "Academic Dishonesty" and "Nonacademic Misconduct" as a way to clarify the types of misconduct that can be specifically addressed by faculty and those that should be forwarded to the VPSS (this does not mean that VPSS cannot address allegations of academic dishonesty);
- Overall, the policy has been formatted in a way that can be easily sectioned should a student only violate one section of the policy.

**Walla Walla Community College
Draft - Student Conduct Code**

Section 1. Definitions

Definitions of terms used in this policy shall be as follow:

- **Student Conduct Officer** - A college administrator designated by the College president or vice president of student services to be responsible for implementing and enforcing the student conduct code. The president or vice president of student services is authorized to reassign any and all of the student conduct officer's duties or responsibilities as set forth in this policy as may be reasonably necessary.
- **Conduct Review Officer** - The vice president of student services or other college administrator designated by the president to be responsible for receiving and for reviewing or referring appeals of student disciplinary actions in accordance with the procedures of this code. The president is authorized to reassign any and all of the conduct review officer's duties or responsibilities as set forth in this Chapter as may be reasonably necessary.
- **The President** - The president of the college. The president is authorized to delegate any of his or her responsibilities as set forth in this Chapter as may be reasonably necessary.
- **Disciplinary Action** - The process by which the student conduct officer imposes discipline against a student for an alleged violation of the student conduct code.
 - *For a complete outline of the College's disciplinary process, please see the Student Conduct Process at the following link: (Insert Link)*
- **Respondent** - The student against whom disciplinary action is initiated.
- **Service** - The process by which a document is officially delivered to a party. Unless otherwise provided, service upon a party shall be accomplished by:
 - Personal delivery of the document to the party; or
 - By sending the document by email or delivery by certified mail or first class mail to the party's last known address.
- **Filing** - The process by which a document is officially delivered to a college official responsible for facilitating a disciplinary review. Papers required to be filed shall be deemed filed upon actual receipt during office hours at the office of the specified college official. Unless otherwise provided, filing shall be accomplished by:
 - Personal delivery of the document to the specified college official or college official's designated assistant; or

- By sending the document by email, interoffice mail or first class mail to the specified college official's office or college email address.
- **College Premises** - Shall include all campuses and grounds of the college, wherever located, and includes all land, buildings, facilities, vehicles, equipment, fixtures, and other property owned, used, or controlled by the college.
- **Student** - Includes all persons taking courses at or through the college, whether on a full-time or part-time basis, and whether such courses are credit courses, non-credit courses, on-line courses, correspondence courses, or otherwise. Persons who withdraw after allegedly violating the code, who are not officially enrolled for a particular term but who have a continuing relationship with the college and campus community, or who have been notified of their acceptance for admission, are considered "students."
- **Business Day** - A week-day, excluding weekends and college holidays.
- **College Sponsored Activity** - Any activity, event, function, program, or service on or off College properties that is organized, sponsored, supervised, or directly initiated by the College, including its employees on behalf of the College or registered student organizations.
- **Student Organization** - A student club, society, group, or sports team approved, registered, recognized or going through the process to be recognized through student activities, an academic unit, or other administrative department. The term "student" shall also include student organizations.
- **Sexual Harassment** - Unwelcome conduct of a sexual or gender based nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, electronic, or physical conduct of a sexual nature or offensive communications about a person's gender that is sufficiently severe and/or pervasive and so objectively offensive as to deny or limit, based on sex or gender, the ability of a student to participate in or benefit from the college's educational program and/or social programs, or that creates an intimidating, hostile, or offensive environment for other campus community members.
- **Sexual Intimidation** - The term "sexual intimidation" incorporates the definition of "sexual harassment" and means threatening or emotionally distressing conduct based on sex or gender, including, but not limited to, nonconsensual recording of sexual activity or the distribution of such recording.
- **Sexual Violence** - A type of sexual discrimination and harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence.

- **Nonconsensual Sexual Intercourse** - Any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.
- **Nonconsensual Sexual Contact** - Any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.
- **Domestic Violence** - Includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
- **Dating Violence** - Violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
- **Stalking** - Intentional and repeated harassment or following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such intent.
- **Consent** - Knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.
 - A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious, or otherwise incapacitated for any reason, including due to alcohol or other drugs or mental cognition. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct. Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct. A person cannot give consent if they are under the legal age of consent or if they have any form of disability that would prevent them from being able to give consent.

Section 2. Authority

The board of trustees, acting pursuant to RCW 28B.50.140(14), delegates to the President of the College the authority to administer disciplinary action. Administration of the disciplinary procedures is the responsibility of the Vice President of Student Services or designee. The student conduct officer shall serve as the principal investigator and administrator for alleged violations of this code.

Hearing bodies shall be authorized by the Vice President of Student Services or designee to conduct informal and formal disciplinary proceedings. Appellate bodies shall be authorized by the College President or designee to conduct appeal reviews.

In addition to initiating discipline proceedings for violation of the student conduct code, the college may refer any alleged violations of federal, state or local laws to civil and criminal authorities for disposition. The college may proceed with student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

Section 3. Statement of Student Rights

As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in an independent search for truth. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the college community. As a result of this responsibility, students are expected to:

1. Demonstrate courtesy, even when others do not;
2. Behave in a responsible manner, always exercising self-discipline;
3. Attend all classes, regularly and on time;
4. Prepare for each class and take appropriate materials and assignments to class;
5. Obey all classroom rules;
6. Respect the rights and privileges of fellow students, faculty, other College staff, volunteers, and visitors;
7. Respect the property of others, including College property and facilities; and
8. Cooperate with and assist the College staff in maintaining safety, order, and discipline.

The following enumerated rights are guaranteed to each student within the limitations of statutory law and college policy which are deemed necessary to achieve the educational goals of the college:

Academic Freedom

- a) Students are guaranteed the rights of free inquiry, expression, and assembly upon and within college facilities that are generally open and available to the public.

- b) Students are free to pursue appropriate educational objectives from among the college's curricula, programs, and services, subject to the limitations of RCW 28B.50.090(3)(b).
- c) Students shall be protected from academic evaluation which is arbitrary, prejudiced, or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.
- d) Students have the right to a learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and any and all harassment, including sexual harassment.

Scope of Policy

The student conduct code shall apply to student conduct that occurs on college premises, to conduct that occurs at or in connection with college sponsored activities, or to off-campus conduct that in the judgment of the college adversely affects the college community or the pursuit of its objectives. Jurisdiction extends to, but is not limited to, locations in which students are engaged in official college activities including, but not limited to, foreign or domestic travel, activities funded by the associated students, athletic events, training internships, cooperative and distance education, on-line education, practicums, supervised work experiences or any other college-sanctioned social or club activities. Students are responsible for their conduct from the time of application for admission through the actual receipt of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. These standards shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending.

Section 4. Prohibited Student Conduct

The college may impose disciplinary sanctions against a student who commits, attempts to commit, aids, abets, incites, solicits, encourages or assists another person to commit, an act(s) of misconduct, which include, but are not limited to the following:

A. Academic Dishonesty

Any act of academic dishonesty, including but not limited to cheating, plagiarism, fabrication, collusion, academic falsification, intellectual property dishonesty, and academic dishonesty facilitation.

1. *Cheating* includes but is not limited to the following:

- i) Any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment, including collaboration with another individual relating to the completion of an academic assignment without permission from the assignment administrator.
- ii) Copying from or reviewing another student's examination prior to or during the examination.
- iii) Copying from another student's paper, laboratory report, presentation, computer program, or other assignment.

- iv) Submitting the same paper, report, or other assignment for more than one course without the expressed permission of the faculty member.
- v) Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of a paper, another assignment, or test, whether it has been administered or not.
- vi) The unauthorized transporting or removal, in whole or in part, of the contents of a test, whether it has been administered or not.
- vii) Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- viii) Bribing another person to obtain a test or information about a test, whether it has been administered or not.

2. Plagiarism:

- i) Taking, reproducing, and/or using as one's own, without proper attribution, the ideas, writings, paraphrases, data, reports, graphic designs, or computer codes of published or unpublished work of another person in completing an academic assignment. Prohibited conduct may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.

3. Fabrication:

- i) Falsifying data, information, or citations in completing an academic assignment or obligation.
- ii) Providing false or deceptive information to an instructor concerning the completion of an assignment.
- iii) Unauthorized altering of grades on an assignment, examination, laboratory report, quiz, or other academic work and submitting such to a faculty member or College employee.

4. Collusion:

- i) Unauthorized collaboration with another person in preparing written work for fulfillment of course requirements including a presentation, laboratory report, quiz, homework, take-home examination, project, or other work expected to be completed independently without outside assistance.

5. Intellectual Property Dishonesty:

- i) Altering, removing, or defacing College library or educational materials.
- ii) Selling, electronically posting, publishing, or distributing course lecture notes, handouts, recordings, or other materials or information from the faculty member of the course without the expressed permission of the faculty member.
- iii) Removing or intentionally damaging the academic property of a faculty member or another student, including projects, books, papers, notes, laboratory assignments, clinical forms, or electronic hardware or software.

- iv) Obtaining or using the password of a faculty member or another student without authorization of the password owner to access course hardware or software.
- v) Violating the ethical standards of practices in professional programs (i.e., health sciences, nursing, emergency medical assistance, and the like, as outlined in the handbook and/or curricula of the respective program).

6. Academic Dishonesty Falsification is the act of assisting any person in the commission of academic misconduct, includes but is not limited to:

- i) Aiding, abetting, or attempting to commit an academic misconduct violation.
- ii) Allowing another student to copy or use one's answers during an examination or in the completion of an assignment.
- iii) Taking, completing, or attempting to take an examination or complete assignment for another student.
- iv) Listing another student on a group assignment when the student did not contribute in any manner toward completion of the assignment.

7. Other Dishonesty: Any other acts of dishonesty. Such acts include, but are not limited to:

- i) Forgery, alteration, submission of falsified documents or misuse of any college document, record, or instrument of identification;
- ii) Tampering with an election conducted by or for college students; or
- iii) Furnishing false information, or failing to furnish correct information, in response to the request or requirement of a college officer or employee.

B. Nonacademic Misconduct

1. Obstruction or Disruption:

- i) Behavior of a hateful, disorderly, obscene, lewd, abusive, or inciting character such that there is a clear and present danger of creating panic, violent retaliation, or sufficient public disruption so as to threaten the safety of others.
- ii) Willful and malicious behavior that interrupts and disrupts the speaker and/or participants of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting.
- iii) Behavior that otherwise disrupts, disturbs, impairs, obstructs, or impedes the orderly processes of any instruction, research, administration, disciplinary proceeding, or other college activity, including any activity that is authorized to occur on college property, whether or not actually conducted or sponsored by the college. This includes but is not limited to:
 - (1) Interfering with the business or functions of the College or members of its community, including the role of an employee carrying out the normal or orderly processes and functions of his or her job.
 - (2) Behavior that disrupts, disturbs, impairs, obstructs, or impedes the orderly processes, business, or functions of the classroom, laboratory, clinical site, educational lab, or other academic setting.

- (3) Behavior that impedes or interferes with the role of a faculty member to carry out the normal or orderly processes and functions of his or her job in an educational setting.
- (4) Unauthorized campus demonstrations or participation in a campus demonstration that disrupts the normal operations of the College.
- (5) Engaging in any conduct that College officials reasonably believe will substantially disrupt the College program or incite violence.

2. Alcohol:

- i) The actual possession, use, sale, manufacture, consumption, or being under the influence of alcohol or intoxicating beverages, regardless of age, in classrooms, buildings, laboratories, auditoriums, library buildings, faculty and administrative offices, intercollegiate and intramural athletic facilities, parking lots, or any other College property or premises.
- ii) The actual possession, use, sale, manufacture, consumption, or being under the influence of alcohol or intoxicating beverages, regardless of age, at any College sponsored activity, on or off campus.
- iii) Public intoxication or being under the influence of alcohol or intoxicating beverages, or appearing in a state of intoxication.
- iv) Violation of other College policy while under the influence of alcohol.
- v) Other violations of any College alcohol policies.
- vi) Intent to or the actual possession, use, sale, manufacture and/or consumption of alcohol may only be allowed as part of the requirements of an academic program or with prior approval from the College President or designee.

3. Drugs:

- i) The use, possession, manufacture, delivery, sale, or being observably under the influence of any legend drug, including anabolic steroids, androgens, or human growth hormones as defined in RCW 69.41, or any other controlled substance under RCW 69.50, except as prescribed for a student's use by a licensed practitioner.
- ii) The use or possession of prescription drugs or medications belonging to another person.
- iii) The misuse or abuse of prescription drugs or medications.
- iv) The manufacture, transmission, or sale of an illegal drug, controlled substance, prescription drug or medication, or other prohibited substances described in RCW 69.41.
- v) The use, possession, control, manufacture, transmission, or sale of drug paraphernalia.
- vi) The use, possession, delivery, sale, or being observably under the influence of marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form.

4. Smoking and Tobacco:

- i) The use, sale or distribution of tobacco, electronic cigarettes, and related products on campus grounds. "Related products" include, but are not limited

to cigarettes, pipes, bidi, clove cigarettes, water pipes, hookahs, chewing tobacco, vapors, other smokeless products, and snuff.

5. *Endangerment:*

- i) Physical harm to or assaultive behavior toward another person or group.
- ii) Threatening another person where the threat would cause a reasonable person to be concerned or fearful of their safety or the safety of others.
- iii) Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
- iv) Interference with the ability of another person or group to move about in a manner free from harm and considered lawful or reasonable within the College community.
- v) Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
- vi) Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a college campus building to such an extent that the employees, officers, and other persons, including visitors, having business with the college are denied entrance into, exit from, or free passage in such building, office, classroom, or the like.

6. *Bullying/ Harassment (non-sexual misconduct):*

- i) Behavior, whether verbal, non-verbal, physical, written, or electronic that has the purpose or effect of substantially interfering with a reasonable person's work or educational performance, or creates an intimidating, hostile, offensive, or threatening working or educational environment.
- ii) Stalking is intentional and repeated harassment and/or following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate or harass that person, another person, or the property of the person or another person. Stalking also includes instances where the perpetrator intends to frighten, intimidate, or harass the person, or knows or reasonably should know that the person is frightened, intimidated or harassed, even if the perpetrator lacks such an intent.
- iii) Aiding, abetting, assisting with, attempting, or supporting of, the action of harassment or bullying.
- iv) Bullying is severe or repeated physical or verbal abuse involving a power imbalance between the aggressor and victim.

7. *Cyber-Misconduct:* Theft or other misuse of computer time or other electronic information resources of the college. Such misuse includes but is not limited to:

- i) Allowing another person to use one's College username and password for any purpose aligned with other violations described in the Student Code of Conduct.

- ii) Attempting to access or circumvent passwords or other security-related information of the college, students, or employees.
- iii) Deliberately uploading or creating computer viruses using or directed at college electronic resources.
- iv) Attempting to alter, destroy, or disable College technology resources, including but not limited to, computers and related equipment, College data, the data of others, or other networks connected to the College's system.
- v) Using the internet, social media, or other electronic communications to threaten College students, employees, or volunteers.
- vi) Use of college resources in sending, posting, or possessing electronic messages or images that are abusive, obscene, sexually oriented, threatening, harassing, or illegal.
- vii) Unauthorized alteration or degradation of college computer equipment, software, network, data or system performance, or using college resources for that purpose.
- viii) Unauthorized copying, duplication, transfer or distribution of computer program, file, message, or other software or data.
- ix) Unauthorized use of College computer resources for commercial purposes or personal, financial, or other gain. This includes, but is not limited to, advertising a product or service on personal web pages, spam, unsolicited electronic communications, fundraising or advertising on behalf of unsanctioned non-college organizations, publicizing of unsanctioned non-college activities, the reselling of College resources to any non-College individuals or organizations, and the unauthorized use of the College's name or logos.
- x) Use of college resources in violation of applicable copyright, trademark, or other applicable intellectual property law.
- xi) Any other violation of policies, rules, or agreements signed by the student regarding the use of technology resources.
- xii) Adding to or otherwise altering the infrastructure of the college's electronic information resources without authorization; or
- xiii) Failure to comply with the college's electronic use policy.

8. Property Misuse:

- i) Intentionally, knowingly, or negligently defacing, damaging or destroying College property or property owned by others, including but not limited to acts of vandalism.
- ii) Gaining access or attempting to gain entry to College facilities or property without authorization.
- iii) Possession, use, or duplication of College keys, access cards, or other material used to gain access to College facilities without authorization.
- iv) Use of College property for activities prohibited by federal, state, local laws, or institutional policy or procedures.

9. Theft:

- i) Removal of property from another person, group or the College without expressed consent or permission.
- ii) Possession or sale of stolen property.
- iii) Aiding, abetting, conspiring, soliciting, inciting of, or attempting to remove property from another person, group or the College without expressed consent or permission.

10. Failure to Comply with Directive:

- i) Failure to comply with the direction of a college officer or employee who is acting in the legitimate performance of his or her duties.
- ii) Failure to properly identify oneself to a college officer or employee who is acting in the legitimate performance of his or her duties when such a request is made.
- iii) Failure to comply with a notice, request, directive, or sanction from a student conduct hearing or appellate body.
- iv) Failure to comply with College rules and procedures for use of College facilities, space, and/or public assembly.

11. Weapons:

- i) Possession of any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, explosive or projectile device, or any other weapon apparently capable of producing bodily harm is prohibited on the college campus unless authorized under the exceptions outlined in this section.
- ii) The following exceptions have been made regarding the permittance of weapons on College campus: subject to the following exceptions:
 - (1) Commissioned law enforcement personnel or legally-authorized military personnel while in performance of their duties.
 - (2) A student with a valid concealed weapons permit may store a firearm covered by the permit in his or her vehicle parked on campus in accordance with RCW 9.41.050 provided the vehicle is locked and the weapon is concealed from view.
 - (3) The president may grant permission to bring a weapon on campus upon a determination that the weapon is reasonably related to a legitimate pedagogical purpose. Such permission shall be in writing and shall be subject to such terms or conditions incorporated in the written permission.
 - (4) This policy does not apply to the possession and/or use of disabling chemical sprays when possessed and/or used for self-defense.

12. Hazing:

- i) Any initiation into a student organization or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student, including but not limited to:

- (1) Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
- (2) Any type of physical activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- (3) Any activity involving over consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- (4) Any other activity that intimidates or threatens the student with ostracism; subjects the student to extreme mental stress, shame, or humiliation; or adversely affects the mental health or dignity of the student that discourages the student from entering or remaining registered in an educational institution.
- (5) Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of federal, state, or local laws; rules; or regulations.

13. Conduct Unbecoming:

- i) Discrimination - Discriminatory conduct which harms or adversely affects any member of the college community because of her/his race; color; national origin; sensory, mental or physical disability; use of a service animal; gender; pregnancy; marital status; age; religion; creed; genetic information; sexual orientation; gender identity; veteran's status; or any other legally protected classification
- ii) The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking a course or is pursuing as an educational goal or major.
- iii) Conduct which is lewd or obscene.

14. Sexual Misconduct: The term "sexual misconduct" includes sexual harassment, sexual intimidation, and sexual violence.

- i) Any unwarranted or unwelcome sexual act as defined in this code that occurs against another person or group.
- ii) Any sexual act that occurs against another person or group that is unable to give consent due to, but not limited to, being: under the influence of alcohol, drugs, prescribed medications or other substance; unconscious or incapacitated; underage; or impaired due to mental, developmental, or physical disability.
- iii) Behavior that is lewd, obscene, or indecent, including but not limited to, the display or depiction of sexual organs or acts that would reasonably be offensive to others. This also includes any form of electronic communications.

- iv) Behaviors of a sexual nature that create a hostile, intimidating, or offensive environment for another person or group, including but not limited to unwanted, unwelcome, inappropriate sexual or gender-based behaviors, actions, pictures, photos, or comments. This also includes any form of electronic communications.
- v) Any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that occurs when submission to or rejection of such behavior results in adverse educational, co-curricular, or employment action.
- vi) Any violation of Title IX regulations or federal, state, or local laws.

15. Harassment:

- i) Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, that is directed at a person because of such person's legally protected status and that is sufficiently serious as to deny or limit, and that does deny or limit, the ability of a reasonable student or any other reasonable individual to participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members. Protected status includes a person's race; color; national origin; sensory, mental or physical disability; use of a service animal; gender; pregnancy; marital status; age; religion; creed; genetic information; sexual orientation; gender identity; veteran's status; or any other legally protected classification.
- ii) Harassing conduct may include, but is not limited to, physical conduct, verbal, written, social media and electronic.

16. Retaliation:

- i) Retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations or violations of federal, state, or local law, or college policies, including, but not limited to, student conduct code provisions prohibiting discrimination and harassment.
- ii) Retaliation against a hearing body or appellate body that is of disciplinary proceedings.

17. Fire and Safety:

- i) Any non-accidental conduct that interferes with or otherwise compromises any college policy, equipment, or procedure relating to the safety and security of the campus community.
- ii) Tampering with fire safety equipment and triggering false alarms or other emergency response systems.
- iii) Making false accusations, reporting, or perpetrating hoaxes regarding the safety of the College, students, employees, or visitors.
- iv) Unlawfully removing, damaging, tampering, or using fire safety or emergency equipment.

- v) Failure to evacuate a College facility or building following a fire alarm sound or notification upon learning of the alarm or notification.
- vi) Use or possession of fireworks, incendiary devices, or explosives on College property or premises.

18. Falsification/Fraud/Misrepresentation:

- i) Providing false, fraudulent, or misleading information, documents, or materials to any law enforcement official, hearing, or appellate body, or College employee.
- ii) Reproduction, alteration, forgery, or unauthorized use of another person or group's College documents, keys, codes, electronic access devices, or property.
- iii) Misrepresentation of another person's identity including misuse of another person's identification. This also includes knowingly allowing another person to use one's identification information.
- iv) Acting on or pretending to act on behalf of another person, group, or the College without expressed consent or authorization.
- v) Any other acts of falsification, misrepresentation, fraud, or false testimony.

19. Pets and Animals:

- i) Bringing any animal into any College building or bringing any unleashed animal on College premises, including parking lots and sports fields, except for an authorized service or assistance animal being used pursuant to College policy and federal, state, or local laws, or as explicitly authorized by the College President or designee.

20. Postings/Promotions/Solicitation:

- i) Solicitation (i.e., passing or handing out flyers/promotional material, and the like) on College premises without prior approval from the appropriate College official. This includes, but is not limited to, the disbursement of any forms of promotional or informational material on College premises or objects (e.g., motor vehicles) on such premises.
- ii) Posting of flyers, posters, banners, cards, or any promotional/informational material on College property without prior approval from the appropriate College official, including but not limited to, the exterior and interior of College facilities, buildings, trees, walls, sidewalks, vehicles, windows, stairwells, stairs, display cases, vending machines, doors, classrooms, departmental and unauthorized bulletin boards, railings, elevators, bathrooms, and art/sculptures. All postings must have prior approval from the Student Activities Director and must be at authorized posting locations.
- iii) Use of chalk or powder-like substance on the sidewalks, grass, exterior or interior of any College facility or any public area without prior approval from the appropriate College official.
- iv) Use of "A" signs or free standing signs in public areas, sidewalks, grass, or the exterior of any College building without prior approval from the appropriate College official.

21. Recreational Mobility and Transportation:

- i) Operation or use of skateboards, skates, bicycles, or motorized vehicles inside of any College buildings.
- ii) Operation or use of motorized vehicles on walkways, sidewalks, lawns, or grass without authorization.

22. Shared Responsibility and Guests:

- i) Aiding, abetting, conspiring, soliciting, inciting of, or attempting to commit any violation of the Student Code of Conduct, College policies, or federal, state, or local laws.
- ii) Children shall not be allowed in or at high-risk areas, including but not limited to, laboratories, clinical sites, or construction sites.
- iii) Children shall not be left unattended while the parent or guardian is attending class or conducting any business on College premises.

23. Other Violations:

- i) Violation of any federal, state, or local law, rule, or regulation or other college rules or policies, including college traffic and parking rules.
- ii) Violation of any College policy or written rules governing student behavior, including but not limited to, academic/administrative units, athletic teams, and student organizations.



Walla Walla Community College

500 Tausick Way
Walla Walla, WA 99362-9267
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Tab 2

DATE: April 13, 2016

TO: WWCC Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Final Enrollment Report, Winter Quarter 2016

Key elements of the report include:

- Net enrollment in state-support classes closed at 2,979.7, down -36.9 FTE or -1.2% from last year. Unduplicated headcount closed at 4,086.
- Walla Walla daytime enrollment closed at **1,895.6 FTE**, down -27.7 FTE or -1.4% from last year. Evening enrollment is currently **153.2 FTE**, up 24.6 FTE or 19.1% from this time last year.
- Clarkston daytime enrollment closed at **322.1 FTE**, down -59 FTE or -15.5%. Evening closed at **66.3 FTE**, up 11.6 FTE or 21.2% from last winter.
- Distance Education enrollment closed at **342.6 FTE**, up 15.5 FTE or 4.8% from last year.
- Department of Corrections enrollment closed at **1,160.9 FTE**, down -146.2 FTE or -11.2%. Unduplicated headcount closed at 1,722.
 - **WSP** closed at **598.5 FTE**, down -139.7 FTE or -18.9% from last year. Unduplicated headcount closed at 869.
 - **Coyote Ridge** is reporting **562.4 FTE**, down -6.4 FTE or -1.1% from last year. Unduplicated headcount closed at 853.
- **Running Start** is closed at **133.8 FTE**, down -4.8 FTE or -4.4% from last year. Unduplicated headcount was 186, down from 228 last winter. **AEP** closed at **88.8 FTE**, up 2 FTE or 2.3% from last year. Unduplicated headcount is 101, an increase of one from last year.
- Total enrollment closed at **4,211.2 FTE**, which is down -200.6 FTE or -4.5% from last year. Unduplicated headcount is 5,808, a decline of 278 from last year.

FINAL WINTER 2016 ENROLLMENT BOARD REPORT

Updated 4/11/16

Winter 2015 to Winter 2016

FTE ENROLLMENT		NET		Undupl. Headcount		GROSS	
ADMIN UNIT	DESCRIPTION	4/9/2015	4/4/2016	DIFF	3/18/15	4/4/2016	DIFF
AC	TRADES	204.7	207.8	3.1			2.9
AD	TRANSITIONAL	266.9	304.0	37.1			36.1
AK	ARTS & SCIENCES	774.4	766.7	-7.7			-24.3
AM	HEALTH SCIENCES	111.6	111.1	-0.4			-0.4
AP	BUSINESS, ENT., & HOSP.	328.1	292.2	-35.9			-33.8
AR	AG ENERGY & ENVIRONMENT	208.7	192.8	-16.0			-15.2
A	TOTAL - WW DAY	1,923.3	1,895.6	-27.7	2,686	2,653	-43.0
BC	TRADES	23.2	22.7	-0.6			-1.6
BD	TRANSITIONAL	5.2	15.1	9.9			10.2
BH	EXTENDED LEARNING	76.3	55.0	-21.3			-22.8
BK	ARTS & SCIENCES	0.0	12.0	12.0			12.0
BM	HEALTH SCIENCES	7.8	16.7	8.8			8.8
BP	BUSINESS, ENT., & HOSP.	11.0	31.8	20.8			20.2
BR	AG ENERGY & ENVIRONMENT	5.0	0.0	-5.0			-5.0
B	TOTAL - WW EVE	128.6	153.2	24.6	161	209	21.8
DJ	ALL OTHER	281.0	217.8	-63.2			-57.1
DM	HEALTH SCIENCES	100.1	93.3	-6.8			-6.8
DR	AG ENERGY & ENVIRONMENT	0.0	11.0	11.0			11.0
D	TOTAL - CLK DAY	381.1	322.1	-59.0	390	252	-52.9
EJ	ALL OTHER	54.7	47.9	-6.9			-6.3
EM	HEALTH SCIENCES	0.0	18.5	18.5			18.5
E	TOTAL - CLK EVE	54.7	66.3	11.6	154	163	12.2
WC	TRADES	0.0	1.6	1.6			1.6
WD	TRANSITIONAL	6.6	10.9	4.3			4.3
WH	EXTENDED LEARNING	268.8	246.7	-22.1			-12.5
WK	ARTS & SCIENCES	4.5	22.2	17.7			18.3
WM	HEALTH SCIENCES	24.5	27.8	3.2			3.3
WP	BUSINESS, ENT., & HOSP.	0.0	3.0	3.0			3.3
WR	AG ENERGY & ENVIRONMENT	22.7	30.5	7.8			6.6
W	TOTAL - DISTANCE ED	327.0	342.6	15.5	317	388	25.0
OTHER LOCATIONS		201.8	199.9	-1.9	544	421	-3.1
TOTAL STATE SUPPORTED		3,016.5	2,979.7	-36.9	4,252	4,086	-39.9
CE	OFFENDER CHANGE	18.7	9.5	-9.2			-9.2
CF	PROF-TECH	376.1	287.2	-88.9			-88.9
CG	BASIC SKILLS	293.7	263.4	-30.3			-25.9
CQ	ACADEMIC TRANSFER	49.8	38.4	-11.4			-10.5
C	TOTAL - WSP	738.2	598.5	-139.7	1,001	869	-134.5
RE	OFFENDER CHANGE	19.7	27.2	7.5			7.5
RF	PROF-TECH	218.1	206.1	-12.0			-12.0
RG	BASIC SKILLS	279.5	274.9	-4.6			-4.6
RQ	ACADEMIC TRANSFER	51.5	54.2	2.7			2.7
R	TOTAL - CRCC	568.9	562.4	-6.4	833	853	-6.4
TOTAL DOC		1,307.0	1,160.9	-146.2	1,834	1,722	-140.9
OTHER CONTRACT		73.1	57.4	-15.7			-6.3
TOTAL CONTRACT FUNDED		1,380.1	1,218.3	-161.8			-147.2
TOTAL SELF SUPPORTED		15.1	13.2	-1.9			-1.8
TOTAL ALL FUNDS		4,411.8	4,211.2	-200.6	6,086	5,808	-188.9
Running Start, FTES are "billable" FTES					228	186	-4.8
Alternative Education Program, FTES are "billable" FTES					100	101	2.0



Walla Walla Community College

500 Tausick Way
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(509) 522-2500
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Tab 3

DATE: April 14, 2016

TO: WWCC Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Interim Enrollment Report, Spring Quarter 2016

Key elements of the report include:

- Net enrollment in state-support classes is **2,582.7 FTE**, down -138.6 FTE or -5.1% from this time last year. Unduplicated headcount is 3,694.
- Walla Walla daytime enrollment is **1,662 FTE**, down -96.1 FTE or -5.5% from last year. Evening enrollment is currently **138.2 FTE**, down -11.7 FTE or -7.8% from last year.
- Clarkston daytime enrollment is **320.6 FTE**, down -42.1 FTE or -11.6%. Evening is presently **38.3 FTE**, down -7.6 FTE or 16.6% from last winter.
- Distance Education enrollment is **348.9 FTE**, up 44.9 FTE or 14.8 % from this time last year.
- Department of Corrections enrollment is **1,009.9 FTE**, down -153.1 FTE or -5%. Unduplicated headcount is currently 1,332.
 - **WSP** is reporting **491.8 FTE**, down -87.2 FTE or -15.1% from this time last year. Unduplicated headcount is 603.
 - **Coyote Ridge** is reporting **518.1 FTE**, up 34.1 FTE or 7 % from this time last year. Unduplicated headcount is 729.
- **Running Start** is reporting **128.2 FTE**, down -2.8 FTE or -2.1% from this time last year. Unduplicated headcount is 178, down from 208 last winter. **AEP** is reporting **90 FTE**, up 10.6 FTE or 13.3% from last year. Unduplicated headcount is 107, an increase of 14 from this point last year.
- Total enrollment is currently **3,647.3 FTE**, which is down -204 FTE or -5.3% from this time last year. Unduplicated headcount is 5,026, up 107 from last year.

PRELIMINARY SPRING 2016 ENROLLMENT BOARD REPORT

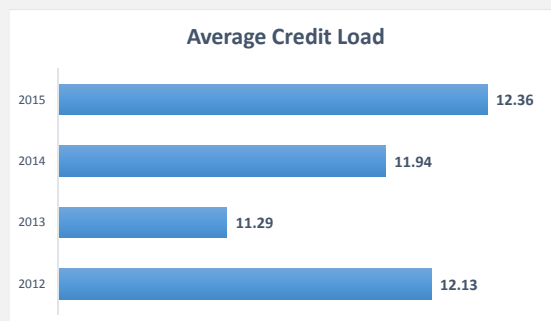
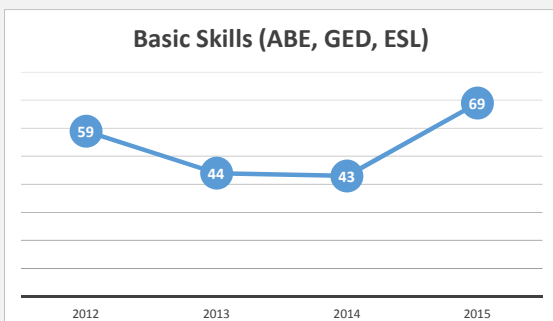
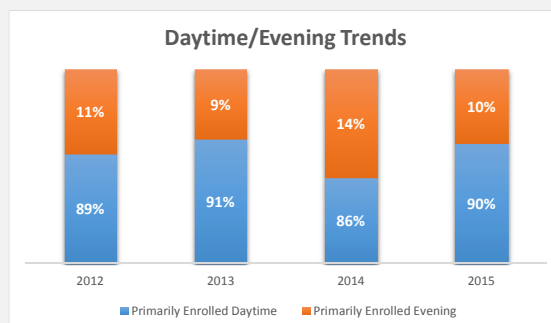
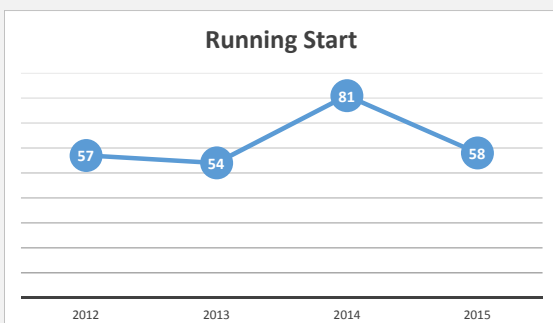
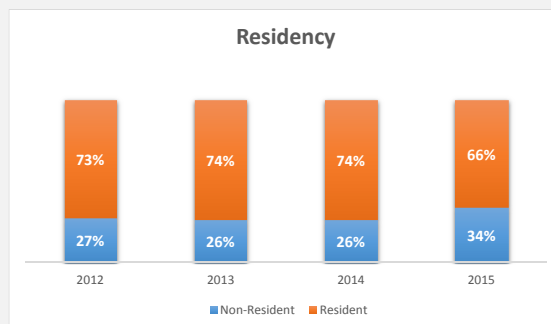
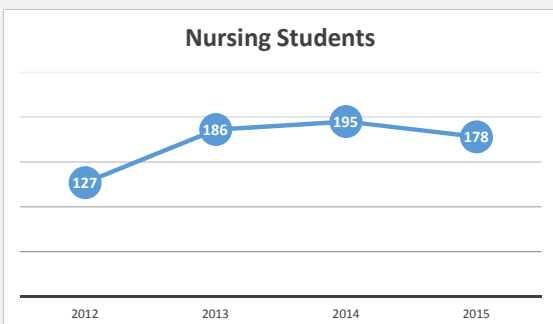
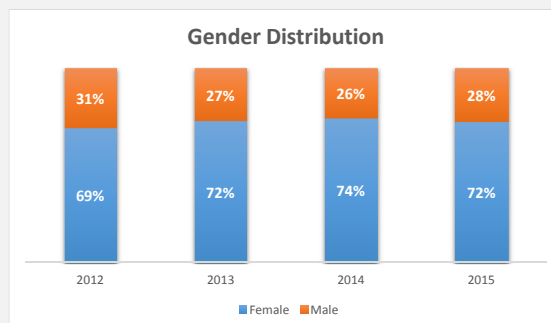
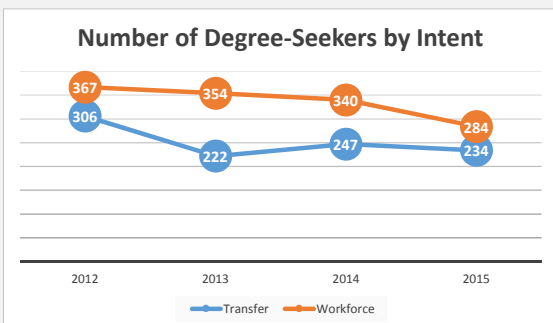
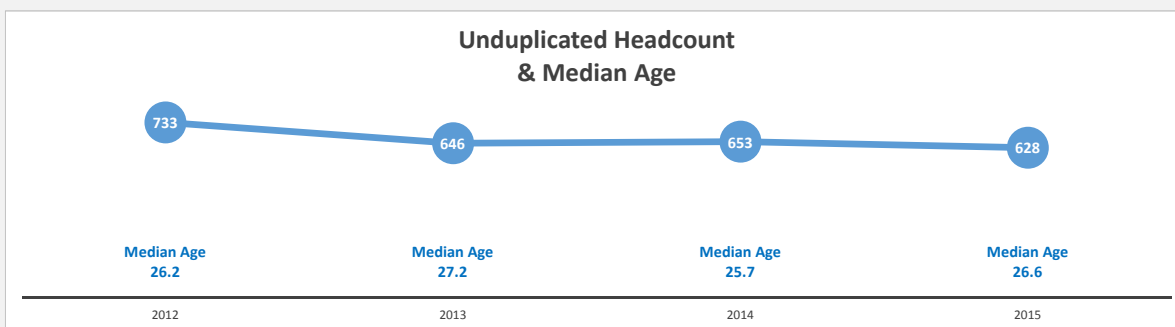
Updated 4/13/16

Spring 2015 to Spring 2016

FTE ENROLLMENT		NET			Undupl. Headcount		GROSS		
ADMIN UNIT	DESCRIPTION	4/14/2015	4/13/2016	DIFF	4/14/2015	4/13/2016	4/14/2015	4/13/2016	DIFF
AC	TRADES	194.6	216.1	21.6			196.8	216.5	19.6
AD	TRANSITIONAL	188.7	176.1	-12.6			190.1	183.7	-6.3
AK	ARTS & SCIENCES	749.1	682.9	-66.2			850.6	772.5	-78.1
AM	HEALTH SCIENCES	135.4	123.5	-11.9			135.4	123.5	-11.9
AP	BUSINESS, ENT., & HOSP.	282.6	254.6	-28.1			289.2	263.9	-25.2
AR	AG ENERGY & ENVIRONMENT	189.6	191.6	2.0			189.9	193.6	3.7
***A**	TOTAL - WW DAY	1,758.1	1,662.0	-96.1	2,412	2,422	1,870.1	1,770.9	-99.2
BC	TRADES	22.5	26.0	3.5			22.5	26.0	3.5
BD	TRANSITIONAL	12.4	15.6	3.2			12.4	15.6	3.2
BH	EXTENDED LEARNING	71.8	42.8	-29.0			76.7	45.4	-31.2
BK	ARTS & SCIENCES	0.0	1.0	1.0			0.0	1.0	1.0
BM	HEALTH SCIENCES	37.9	20.3	-17.6			38.9	21.3	-17.6
BP	BUSINESS, ENT., & HOSP.	5.3	32.5	27.2			5.3	32.5	27.2
BR	AG ENERGY & ENVIRONMENT	0.0	0.0	0.0			0.0	0.0	0.0
***B**	TOTAL - WW EVE	149.8	138.2	-11.7	171	215	155.6	141.8	-13.9
DC		0.0	2.9	2.9			0.0	3.2	3.2
DJ	ALL OTHER	257.8	205.6	-52.2			275.5	227.8	-47.7
DM	HEALTH SCIENCES	105.0	101.8	-3.2			105.0	101.8	-3.2
DR	AG ENERGY & ENVIRONMENT	0.0	10.3	10.3			0.0	10.3	10.3
***D**	TOTAL - CLK DAY	362.8	320.6	-42.1	322	246	380.5	343.1	-37.4
EJ	ALL OTHER	38.9	35.0	-3.9			41.7	40.6	-1.1
EM	HEALTH SCIENCES	7.0	3.3	-3.7			7.0	3.7	-3.3
***E**	TOTAL - CLK EVE	45.9	38.3	-7.6	154	145	48.7	44.3	-4.4
WC	TRADES	0.0	0.0	0.0			0.0	0.0	0.0
WD	TRANSITIONAL	7.3	7.8	0.5			7.5	8.0	0.5
WH	EXTENDED LEARNING	254.2	264.3	10.1			282.6	298.7	16.1
WK	ARTS & SCIENCES	5.7	31.0	25.3			8.6	39.0	30.4
WM	HEALTH SCIENCES	24.6	28.9	4.3			24.9	29.1	4.3
WP	BUSINESS, ENT., & HOSP.	0.0	4.3	4.3			0.0	4.7	4.7
WR	AG ENERGY & ENVIRONMENT	12.2	12.6	0.4			12.2	12.6	0.4
***W**	TOTAL - DISTANCE ED	304.0	348.9	44.9	285	407	335.8	392.1	56.3
OTHER LOCATIONS		100.6	74.7	-25.9	272	259	100.6	74.7	-25.9
TOTAL STATE SUPPORTED		2,721.3	2,582.7	-138.6	3,616	3,694	2,891.4	2,766.9	-124.4
CE	OFFENDER CHANGE	12.5	2.1	-10.3			12.5	2.1	-10.3
CF	PROF-TECH	301.6	276.2	-25.4			301.6	276.2	-25.4
CG	BASIC SKILLS	210.8	188.7	-22.1			210.8	188.7	-22.1
CQ	ACADEMIC TRANSFER	54.1	24.7	-29.4			54.1	24.7	-29.4
C	TOTAL - WSP	579.0	491.8	-87.2	653	603	579.0	491.8	-87.2
RE	OFFENDER CHANGE	1.7	11.7	9.9			1.7	11.7	9.9
RF	PROF-TECH	154.2	206.7	52.5			154.2	206.7	52.5
RG	BASIC SKILLS	264.0	249.0	-14.9			264.0	249.0	-14.9
RQ	ACADEMIC TRANSFER	64.1	50.7	-13.5			64.1	63.3	-0.8
R	TOTAL - CRCC	484.0	518.1	34.1	650	729	484.0	530.8	46.7
TOTAL DOC		1,063.0	1,009.9	-53.1	1,303	1,332	1,063.0	1,022.5	-40.5
OTHER CONTRACT		50.6	24.9	-25.7			51.9	29.2	-22.7
TOTAL CONTRACT FUNDED		1,113.6	1,034.8	-78.8			1,114.9	1,051.7	-63.2
TOTAL SELF SUPPORTED		16.4	29.8	13.4			16.4	30.0	13.6
TOTAL ALL FUNDS		3,851.3	3,647.3	-204.0	4,919	5,026	4,022.7	3,848.6	-174.1
Running Start, FTES are "billable" FTES					208	178	131.0	128.2	-2.8
Alternative Education Program, FTES are "billable" FTES					93	107	79.4	90.0	10.6

Clarkston Student Demographics, Winter Quarter Comparison

Shows all students taking coursework at Clarkston Campus. Day/Evening trends looks only at those primarily taking such courses.



WALLA WALLA COMMUNITY COLLEGE - March 2016

	2015-2016 Approved Budget	February Adjusted Budget	March 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	\$9,747,919	68.78%	\$8,962,864	69.64%
Opportunity Grant	461,412	461,412	470,812	9,400	354,055	75.20%	369,460	80.07%
Worker Retraining	1,945,698	2,073,823	2,073,823	0	1,612,786	77.77%	1,482,212	75.40%
Total State:	\$16,706,909	\$16,706,884	\$16,716,284	\$9,400	\$11,714,760	70.08%	\$10,814,536	70.70%
Local Funds:								
General:								
Operating Fees	\$8,833,723	\$8,083,073	\$8,083,073	\$0	\$7,820,657	96.75%	\$8,076,664	95.48%
General Local	1,578,900	1,528,900	1,528,900	0	1,425,712	93.25%	1,396,425	94.11%
Alternative Education Program	445,000	445,000	445,000	0	190,007	42.70%	164,950	38.36%
Running Start	750,000	750,000	750,000	0	307,264	40.97%	202,811	28.37%
Foundation Support	200,000	200,000	200,000	0	150,000	75.00%	105,000	75.00%
Corrections Ed.-Indirect	637,268	639,570	658,522	18,952	405,594	61.59%	403,969	60.70%
Excess Enrollment from FY15	0	0	0	0	0	0.00%	168,750	75.00%
Carry-Forward & Use of Reserves	348,575	848,575	848,575	0	636,431	75.00%	93,750	75.00%
Total General:	\$12,793,466	\$12,495,118	\$12,514,070	\$18,952	\$10,935,665	87.39%	\$10,612,319	86.68%
Self-Support:								
Community Service	75,000	75,000	75,000	0	103,812	138.42%	72,502	96.67%
Ancillary Programs	200,000	600,000	600,000	0	396,465	66.08%	483,107	60.39%
Total Self Support:	\$275,000	\$675,000	\$675,000	\$0	\$500,277	74.12%	\$555,609	63.50%
Total Local Funds	\$13,068,466	\$13,170,118	\$13,189,070	\$18,952	\$11,435,942	86.71%	\$11,167,928	85.13%
TOTAL REVENUE	\$29,775,375	\$29,877,002	\$29,905,354	\$28,352	\$23,150,702	77.41%	\$21,982,464	77.36%

	2015-2016 Approved Budget	February Adjusted Budget	March 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	\$18,178,680	\$18,273,378	\$94,698	\$12,732,131	\$0	\$12,732,131	69.68%	\$12,270,023	70.90%
Benefits	6,091,270	6,035,405	6,049,236	13,831	4,453,106	0	4,453,106	73.61%	3,766,530	72.86%
Rents	170,128	170,228	170,228	0	121,627	35,114	156,741	92.08%	169,800	102.21%
Utilities	835,355	835,355	835,355	0	578,663	0	578,663	69.27%	618,844	75.16%
Goods and Services *	2,457,966	2,648,666	2,493,368	(155,298)	2,040,105	443,687	2,483,792	99.62%	2,201,470	89.22%
Travel	238,576	265,335	297,069	31,734	273,315	498	273,813	92.17%	242,645	89.88%
Equipment	292,702	342,320	382,807	40,487	264,812	18,414	283,226	73.99%	598,289	74.80%
Subsidies/Transfers/Debt Service	1,399,737	1,401,013	1,403,913	2,900	1,044,717	0	1,044,717	74.41%	1,056,950	76.15%
Total by Object	\$29,775,375	\$29,877,002	\$29,905,354	\$28,352	\$21,508,476	\$497,713	\$22,006,189	73.59%	\$20,924,551	73.70%
By Program										
Instruction	\$11,782,483	\$12,494,819	\$12,598,746	\$103,927	\$9,007,436	\$122,552	\$9,129,988	72.47%	\$8,620,019	70.86%
Community Service	75,000	75,000	75,000	0	41,274	0	41,274	55.03%	41,537	55.38%
Instructional Computing	386,028	392,644	392,644	0	278,418	8,755	287,173	73.14%	243,934	63.26%
Ancillary Programs	200,000	600,000	600,000	0	531,146	2,150	533,296	88.88%	493,877	61.73%
Academic Administration	2,914,826	3,173,390	3,187,151	13,761	2,367,429	59	2,367,488	74.28%	2,148,825	74.93%
Library Services	585,109	616,108	620,115	4,007	461,354	0	461,354	74.40%	444,599	74.79%
Student Services	3,672,634	3,844,763	3,858,683	13,920	2,906,200	4,852	2,911,052	75.44%	2,984,569	77.24%
Institutional Support *	7,224,217	5,639,478	5,531,861	(107,617)	3,721,405	200,903	3,922,308	70.90%	3,672,183	77.26%
Facility Services	2,935,078	3,040,800	3,041,154	354	2,193,814	158,442	2,352,256	77.35%	2,275,008	78.85%
Total by Program	\$29,775,375	\$29,877,002	\$29,905,354	\$28,352	\$21,508,476	\$497,713	\$22,006,189	73.59%	\$20,924,551	73.70%

* 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

March 2016

	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	\$180,384	\$6,404,641	\$4,379,836	\$256,199	\$4,636,035	72.4%	\$1,768,606	\$3,860,397	\$775,638
State Funded									
Carl Perkins Federal Vocational	\$0	\$403,732	\$279,917	\$3,525	\$283,442	70.2%	\$120,290	\$242,939	\$40,503
Perkins-Leadership Block Grant	0	16,000	3,586	0	3,586	22.4%	12,414	3,055	531
Perkins-Special Projects	9,000	9,000	760	0	760	8.4%	8,240	0	760
WSP Perkins-Special Projects	0	35,333	23,141	1,385	24,526	69.4%	10,807	22,371	2,155
CRCC Perkins-Special Projects	0	21,025	15,137	0	15,137	72.0%	5,888	14,063	1,074
Workfirst	1,670	260,399	158,828	0	158,828	61.0%	101,571	141,476	17,352
Water Management Center	0	363,750	240,502	17,205	257,707	70.8%	106,043	181,875	75,832
Dept. of Ecology - Titus Creek Project	0	40,000	20,415	19,585	40,000	100.0%	0	10,000	30,000
State Work Study	0	54,546	34,106	0	34,106	62.5%	20,440	25,000	9,106
Ag Center USDA Grant	0	1,401,728	403,789	416,556	820,345	58.5%	581,383	312,932	507,413
TAACCT Grant	0	846,056	272,960	0	272,960	32.3%	573,096	260,846	12,114
Early Achiever Opportunity Grant	20,880	109,680	94,762	0	94,762	86.4%	14,918	30,128	64,634
Department of Early Learning - ECEAP	0	219,930	9,672	0	9,672	4.4%	210,258	0	9,672
I-DEA Grant	0	29,882	21,716	3,340	25,056	83.8%	4,826	17,566	7,490
Adult Basic Education	0	113,971	85,373	0	85,373	74.9%	28,598	70,279	15,094
EI Civics	0	23,328	16,273	0	16,273	69.8%	7,055	12,709	3,564
Basic Food Employment & Training	67,156	370,537	169,692	466	170,158	45.9%	200,379	211,865	(41,707)
Central Washington University	0	15,000	9,126	0	9,126	60.8%	5,874	15,000	(5,874)
WIOA Transitional Studies	0	17,814	1,424	0	1,424	8.0%	16,390	81	1,343
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	1,484	0	1,484	26.7%	4,079	287	1,197
Miscellaneous SBCTC Grants	0	1,000	1,000	0	1,000	100.0%	0	0	1,000
Total State Funded	\$98,706	\$4,362,174	\$1,867,537	\$462,062	\$2,329,599		\$2,032,575	\$1,576,346	\$753,253
Federal Funded									
Student Support Services (SSS) FY 15-20	\$0	\$398,840	\$228,678	\$144	\$228,822	57.4%	\$170,018	\$105,637	\$123,185
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	78,340	0	78,340	76.9%	23,580	69,331	9,009
Total Federal Funded	\$0	\$858,977	\$623,281	\$144	\$623,425		\$235,552	\$491,231	\$132,194
Private Funded									
Customized Contract Training	\$0	\$50,000	\$8,228	\$0	\$8,228	16.5%	\$41,772	\$7,194	\$1,034
EMS Trauma Training	0	7,000	4,333	0	4,333	61.9%	2,667	1,975	2,358
Parent Co-op	0	80,000	33,409	0	33,409	41.8%	46,591	33,157	252
Child Care Aware	0	182,229	75,809	146	75,955	41.7%	106,274	57,123	18,832
Corrections Ed AA Degree - Sunshine Lady	0	248,562	179,083	10,000	189,083	76.1%	59,479	93,562	95,521
Corrections Ed AA Degree - Seattle Foundation	0	34,623	34,623	0	34,623	100.0%	0	34,623	0
Working Families Support Network	0	87,551	49,295	0	49,295	56.3%	38,256	74,000	(24,705)
Project Finish Line	58,742	64,934	29,393	0	29,393	45.3%	35,541	6,192	23,201
ESD 123 Consulting & Home Services	0	60,770	12,598	0	12,598	20.7%	48,172	21,245	(8,647)
Legacy for Health - Tobacco Free Initiative	0	5,000	4,138	0	4,138	82.8%	862	5,000	(862)
SE Washington Economic Development	14,760	14,760	8,862	0	8,862	60.0%	5,898	7,380	1,482
Avista	0	47,905	23,116	0	23,116	48.3%	24,789	47,905	(24,789)
Total Private Funded	\$73,502	\$883,334	\$462,887	\$10,146	\$473,033		\$410,301	\$389,356	\$83,677
Fiscal Agent Contracts									
Community Network	\$0	\$81,122	\$37,698	\$0	\$37,698	46.5%	\$43,424	\$53,787	(\$16,089)
Early Learning Coalition (ELC)	0	53,957	42,168	0	42,168	78.2%	11,789	30,884	11,284
Snake River Salmon Recovery Board (SRSRB)	0	398,588	266,636	47,955	314,591	78.9%	83,997	236,759	77,832
Bonneville Power Administration (SRSRB)	0	244,751	145,820	60,004	205,824	84.1%	38,927	54,991	150,833
Total Fiscal Agent Contracts	\$0	\$778,418	\$492,322	\$107,959	\$600,281		\$178,137	\$376,421	\$223,860
TOTAL	\$352,592	\$13,287,544	\$7,825,863	\$836,510	\$8,662,373	65.2%	\$4,625,171	\$6,693,751	\$1,968,622

Tab 6

WALLA WALLA COMMUNITY COLLEGE

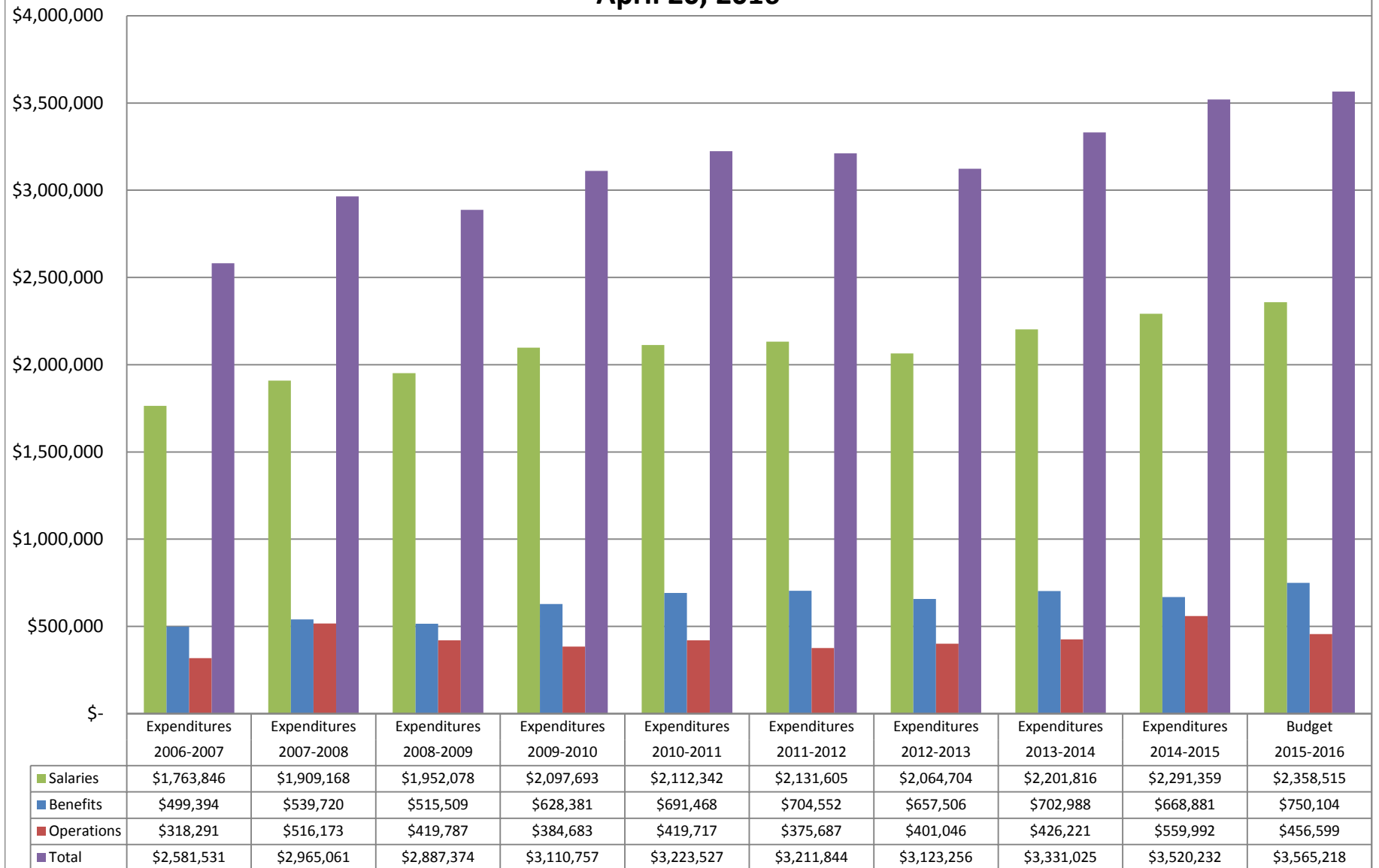
COLUMBIA/ASOTIN/GARFIELD COUNTIES

April 20, 2016

	2006-2007 Expenditures	2007-2008 Expenditures	2008-2009 Expenditures	2009-2010 Expenditures	2010-2011 Expenditures	2011-2012 Expenditures	2012-2013 Expenditures	2013-2014 Expenditures	2014-2015 Expenditures	2015-2016 Budget
PERSONNEL										
Salaries	\$ 1,763,846	\$ 1,909,168	\$ 1,952,078	\$ 2,097,693	\$ 2,112,342	\$ 2,131,605	\$ 2,064,704	\$ 2,201,816	\$ 2,291,359	\$ 2,358,515
Benefits	499,394	539,720	515,509	628,381	691,468	704,552	657,506	702,988	668,881	750,104
TOTAL PERSONNEL	\$ 2,263,240	\$ 2,448,888	\$ 2,467,587	\$ 2,726,074	\$ 2,803,810	\$ 2,836,157	\$ 2,722,210	\$ 2,904,804	\$ 2,960,240	\$ 3,108,619
OPERATIONS										
Goods & Services	\$ 139,914	\$ 176,776	\$ 143,389	\$ 134,649	\$ 118,438	\$ 129,854	\$ 141,469	\$ 140,154	\$ 136,885	\$ 161,855
Rents & Utilities	70,982	89,259	84,703	87,141	86,171	102,452	95,994	103,235	102,866	102,300
Travel	7,781	7,740	7,945	2,737	3,342	3,961	8,915	9,627	7,113	10,996
Equipment	15,231	98,682	67,846	53,929	34,535	38,086	52,509	69,415	216,973 *	33,206
Client & Personal Ser.	35,585	55,108	28,650	20,438	88,080	13,933	16,570	17,667	14,641	68,729
Debt Service	48,798	88,608	87,254	85,789	89,151	87,401	85,589	86,123	81,514	79,513
TOTAL OPERATIONS	\$ 318,291	\$ 516,173	\$ 419,787	\$ 384,683	\$ 419,717	\$ 375,687	\$ 401,046	\$ 426,221	\$ 559,992	\$ 456,599
GRAND TOTAL	\$ 2,581,531	\$ 2,965,061	\$ 2,887,374	\$ 3,110,757	\$ 3,223,527	\$ 3,211,844	\$ 3,123,256	\$ 3,331,025	\$ 3,520,232	\$ 3,565,218

*State Allocation for Industrial Maintenance Program Equipment

**Walla Walla Community College
Columbia/Asotin/Garfield Counties
April 20, 2016**





Walla Walla Community College

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

Tab 7

April 12, 2016

From: Davina Fogg
Vice President of Financial and Administrative Services

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

Type	Code	Project Classification & Title	Budget	Encumbrances	Expenditures	Balance
2015-2017 Appropriations						
S	4Z7A	2015-17 Repairs and Minor Improvements	\$ 472,800	\$ 155,272	\$ 81,908	\$ 235,621
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	\$ 34,331	\$ 3,500	\$ 49,169
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	\$ 31,963	\$ 4,626	\$ 28,410
S	4Z7N	2015-17 MW - Clarkston Workforce and Bus. Dev. Ctr.	\$ 760,000	\$ -	\$ -	\$ 760,000
		TOTAL	\$ 2,134,800	\$ 390,228	\$ 126,184	\$ 1,618,388
2013-2015 Appropriations						
S	4Z5A	2013-15 Repairs and Minor Improvements	\$ 31,669	\$ -	\$ 31,669	\$ -
S	4Z5C	2013-15 FR - Diesel/Oil Water Separator	\$ 141	\$ -	\$ 141	\$ -
S	4Z5I	2013-15 FR - Clarkston Heat Pumps	\$ 19,892	\$ -	\$ 12,907	\$ 6,985
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	\$ 568,825	\$ 517,385	\$ 5,791,657

Percent Uncommitted 84.2%

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



Walla Walla Community College

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

Tab 8

DATE: April 14, 2016

TO: Board of Trustees

FROM: Davina Fogg
Vice President of Financial and Administrative Services

RE: Clarkston Workforce and Business Development Center Construction
Contract, Project #2015-088 G (2-1)

A public bid opening was held on April 6 for the construction of the Clarkston Workforce and Business Development Center.

Bid results are displayed on the attached Bid Proposal – Summary Sheet. Five general contractors submitted bids. The low bid was submitted by Kenaston Corporation of Lewiston, Idaho. Their base bid was \$4,117,000. All five bidders submitted bids that were above the architect's estimate of \$3,823,515.

Based on the five bids and a review of the contractor's qualifications, the Department of Engineering and Architectural Services has delivered a contract proposal to Kenaston Corporation (see attached). They have about 15 days to return the contract with the required insurance and bonding requirements.

On April 13th WWCC received authorization (see attached letter) from the Economic Development Administration to proceed with awarding the construction contract.

At the meeting on April 20, we will recommend that you approve awarding the construction contract to Kenaston Corporation.

DKF:sn
Attach.



Bid Proposal - Summary Sheet

Project Name	Project No.	Bid Date	Bid Opening Time	Time
Clarkston Workforce/Business Develop. Center	2015-088 G (2-1)	April 6, 2016	3:00 PM	verified by
Agency	Project Manager, Phone	Location		
Walla Walla Community College	Jeff Gonzalez, (360) 489-2823 - cell	Walla Walla		

Contracts Specialist, Phone	A/E Firm	Phone	Fax
Cathy Roberts, (360) 407-8270	NAC/Architecture	(509) 838-8240	(509) 838-8261

NAME OF FIRM	BASE BID	Bid Alternates				Day	ADD	Bond	Sub
		1	2	3	4				
1 City: Apollo, Inc.	4,464,000	3,500	7,500	19,500	4,800	53,000	✓	✓	✓
2 City: Kennewick, WA	4,128,000	5,600	7,100	21,000	29,000	64,000	✓	✓	✓
3 City: TW Clark	4,225,000	5,200	7,000	4,500	28,800	36,375	✓	✓	✓
4 City: Meridian Construction	4,117,000	5,000	6,900	22,600	3,500	53,000	✓	✓	✓
5 City: Spokane, WA	4,409,697	6,350	3,600	24,879	4,765	102,105	✓	✓	✓
6 City: Kenaston Corp.									
7 City: Lewiston, ID									
8 City: Steed Construction									
9 City: Eagle, ID									
10 City:									
11 City:									
PROJECT ESTIMATE	3,823,515	97,456	28,859	19,346	29,039	6,091			

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Cherry Nally
RECORDER'S SIGNATURE

Jeff Gonzalez
PROPOSAL READER'S SIGNATURE

Contract No. 2015-088 G (2-1)
Project Clarkston Workforce & Business
Development Center
Agency Walla Walla Community College
Date April 13, 2016

STATE OF WASHINGTON PUBLIC WORKS CONTRACT

For DEPT. OF ENTERPRISE SERVICES, ENGINEERING & ARCHITECTURAL SERVICES

THIS CONTRACT, made and entered into this 13th day of April, 2016, shall be the agreed basis of performing the following work by and between the State of Washington, Walla Walla Community College, acting through the Department of Enterprise Services, Engineering & Architectural Services, hereinafter referred to as the Owner, and

Kenaston Corporation
2517 E. Main Street
PO Box 245
Lewiston, ID 83501
Telephone (208) 746-1351
Fax (208) 746-1937

hereinafter referred to as the Contractor.

WITNESSETH: Whereas the parties hereto have mutually covenanted and by these presents do covenant and agree with each other as follows:

FIRST: The said Contractor agrees to furnish all permits, material, labor, tools, equipment, apparatus, facilities, etc., necessary to perform and complete in a workmanship like manner the work called for in the contract documents entitled:

Project No. 2015-088
Clarkston Workforce & Business Development Center

Prepared by: NAC/Architects, 1203 West Riverside Ave., Spokane, WA 99201, (509) 838-8240, according to the terms of the contract documents which shall include, but shall not be limited to the accepted Proposal, Instructions to Bidders, General and Supplemental Conditions for Washington State Facility Construction, Addenda, Specifications, Drawings, Bond, Advertisement for Bids, and this Contract.

SECOND: Time of Completion: The undersigned hereby agrees to complete all the work under the Base Bid (and accepted alternates), to obtain Substantial Completion within 335 calendar days after the date of Notice to Proceed. Final Completion shall be achieved within 45 calendar days of the Substantial Completion date.

The Contractor further agrees that, from the compensation otherwise to be paid, the Owner may retain the sum of \$600.00 for each consecutive calendar day thereafter that the work remains uncompleted, which sum is agreed upon as the liquidated damages which the Owner will sustain

Contract No. 2015-088 G (2-1) Page 1 of 2

in case of the failure of the Contractor to complete the work in the time stipulated, and this sum is not to be construed as in any sense a penalty.

THIRD: The apprenticeship labor hours required for this project are 15% of the total labor hours. The undersigned agrees to utilize this level of apprentice participation. Voluntary workforce diversity goals for this apprentice participation are identified in the *Instructions to Bidders* and *Supplemental Conditions*.

FOURTH: In consideration of the Performance of the Work, herein contained on the part of the Contractor, the Owner hereby agrees to pay the Contractor for said work completed according to the Contract Documents, the sum of \$4,117,000.00 plus 7.9% State Sales Tax consisting of the following:

TOTAL CONTRACT AMOUNT

\$ 4,117,000.00

IN WITNESS WHEREOF: The said Department of Enterprise Services, Engineering & Architectural Services, has caused this Contract to be subscribed in its behalf, and the said Contractor has signed this Contract the day and year first above written.

Contractor:
Kenaston Corporation

Owner:
Walla Walla Community College
acting through the Dept. of Enterprise Services
Engineering & Architectural Services

By _____

By _____

Title _____

Dwayne Harkness, R.A.
Title Assistant Program Manager

Date _____

Date _____

Washington State Contractor's
License No. KENASC*296CH

Federal Tax Id. No. 82-0295334

UBI. NO. 600 033 451

2015088Gcontractor

Davina Fogg

From: Gonzalez, Jeff (DES) <jeff.gonzalez@des.wa.gov>
Sent: Wednesday, April 13, 2016 10:27 AM
To: Davina Fogg
Cc: Shane Loper
Subject: 15-088 (EDA #07-01-07153) Recommendation of Award

Davina, please accept this e-mail as my recommendation for awarding a contract to Kenaston Corporation for the Clarkston Workforce and Business Development Center project, pending approval from the Economic Development Administration. A separate e-mail will follow with the EDA Bid Opening Checklist and other necessary documentation.

Jeff Gonzalez

Project Manager

DES / Engineering & Architectural Services

1500 Jefferson Street Olympia, WA

Mailing Address: PO Box 41476, Olympia, WA 98504-1476

Office Phone: 360-407-7942

Cell Phone: 360-489-2823

E-mail: jeff.gonzalez@des.wa.gov



Please consider the environment before printing this email.



U. S. DEPARTMENT OF COMMERCE

Economic Development Administration

915 Second Avenue, Room 1890

Seattle, WA 98174

Fax: 206.220.7669

Voice: 206.220.7660

April 13, 2016

Steven VanAusdle, President
Office of the President
Walla Walla Community College
500 Tausick Way
Walla Walla, Washington 99362

Through: Davina Fogg, Authorized Representative

RE: EDA Award No. 07-01-07153, Clarkston Workforce and Business Development Center
Construction Project Contract Award

Dear President VanAusdle:

I have reviewed the following documents delivered to EDA on April 13, 2016:

1. Official minutes of the bid opening;
2. Statement from the Authorized Representative certifying that all bids were received sealed and were opened in his/her presence;
3. Evidence of publication for advertisement for the bids;
4. Tabulation of the bids;
5. EDA Bid Opening Checklist;
6. Bid proposal of the lowest, most responsive bidder;
7. The bid bond of the proposed contractor;
8. The Engineer's recommendation of award.

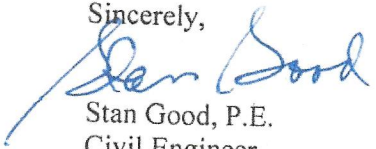
The documents are acceptable to EDA for award of the Clarkston Workforce and Business Development Center Construction Project contract. Therefore, EDA authorizes the Walla Walla Community College to award the construction contract to Kenaston Corporation for \$4,117,000. EDA is participating in the costs for construction of the project for 50% of the total contract up to the amount of the EDA grant award. The total EDA share of the grant cannot exceed \$2,350,000.

Please send a copy of the following documents prior to issuing a Notice to Proceed to the Contractor.

1. One hard copy of the signed/executed contract agreement with all addenda as issued, published Davis-Bacon wage rates, signed federal forms and all blanks filled in;
2. Copies of the US Treasury listed Payment and Performance Bonds with associated Powers of Attorney;
3. One hard copy set of the certified construction drawings;
4. Proof of the Contractor's and subcontractors insurance including any applicable waivers of subrogation as required by and at the limits specified in the contract documents.

If you have any questions, please contact me at (206) 220-7701, or by email at: sgood@eda.com

Sincerely,


Stan Good, P.E.
Civil Engineer