



Agenda

Virtual Special Meeting
Board of Trustees, District No. 20
Walla Walla Community College
Thursday | April 9, 2020 | 9:30 a.m.

***Please note: This special meeting will take place in a virtual space to comply with government restrictions on public gatherings due to COVID-19 health risks.**

To connect to the April 9, 2020 special meeting, go to: <https://zoom.us/j/492954077>

All Times Are Estimates

9:30 a.m.	Call to Order		
	Approval of Agenda <i>Mr. Tim Burt, Chair</i>	Action	
9:32 a.m.	College / COVID-19 Update <i>Dr. Chad Hickox</i>	Discuss	
9:40 a.m.	Discussion of Presidential Search Firm <i>Mr. Burt</i>	Discuss	
9:45 a.m.	Approval of Interim President Job Description <i>Mrs. Sherry Hartford</i>	Action	Tab 1
9:50 a.m.	Interim President Salary Discussion <i>Mrs. Sherry Hartford</i>	Discuss	Tab 2
10:00 a.m.	Recess to Executive Session to Review the Qualifications of an Applicant for Public Employment		
11:30 a.m.	Possible Action for Authority to Negotiate with a Candidate for the Position of Interim President	Possible Action	
11:40 a.m.	Discussion re April 15, 2020 Board Meeting <i>Mr. Burt</i>	Discuss	
11:45 a.m.	Adjourn		

WALLA WALLA COMMUNITY COLLEGE Interim President Position Description

Role of the Interim President

The Interim 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 Interim 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 Interim 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.

Vision/Mission/Core Themes

WWCC will be the catalyst that transforms our students' lives and the communities we serve. We will do this by inspiring all students to discover their potential and achieve their goals by providing relevant, equitable, and innovative learning opportunities and services.

We are committed to:

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

Overarching Strategies

These overarching strategies address the initiatives the College is pursuing over the next several years. These strategies provide direction and guidance for tactical planning:

1. Improve student access and opportunity, progressions, and attainment
2. Improve strategic enrollment and retention management
3. Expand partnerships
4. Cultivate equity
5. Financial adequacy
6. Organizational development
7. Close the skills gap by aligning programs with present and future occupational demand.

Opportunities and Challenges

The Interim 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 rewarding careers. 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 experiences, 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 Interim President.

Walla Walla Community College is small but mighty, and very diverse. The Interim 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. Recent and future capital projects include: Opening of a new Workforce and Business Development building in 2016 and a just-completed Student Activity Center on the Clarkston campus; a Student Recreation Center scheduled to open in 2020 as well as capital funding for a new STEM building on the Walla Walla campus. Like many colleges, Walla Walla is fiscally challenged. The Interim 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.

Strategic Priorities

The Board has identified the following as imperative for the 2020-2021 academic year:

- A balanced budget is in place and a plan to build back reserves is adopted.
- A strategic student recruitment and retention plan is developed and implemented.
- The leadership team and governance structure are high functioning, collaborative, inclusive, transparent and cultivate equity. Students, faculty, staff, community partners, and contributors must know where the College is headed and have their voices heard along the way.
- A 2021 – 2025 Strategic Plan for the Walla Walla and Clarkston campuses is developed and adopted.

Desired Attributes

It is expected that the Interim 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. They will also promote and inspire others to support WWCC's Mission and Vision Statements, arts and sciences, workforce, basic skills, and correctional 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 Interim 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.
- A goal-focused, entrepreneurial, and direction-setting strategic planner, the Interim President will be committed to continuous data-informed improvement of WWCC. They 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, they will routinely assess and share goal attainment progress.
- A proven fundraiser with an entrepreneurial spirit who can align future job market needs with academic/training programs. They 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, they 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 internal leadership team to ensure WWCC administrators, faculty, and staff are dedicated to significantly

improving student access and success. Further, they will rally all WWCC's campus communities around this common purpose, shared initiative, and mutual goal. The Interim 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. They will promote a greater sense of community within WWCC by intentionally engaging with a diverse population of students, staff, and faculty. They will also reach beyond the College community and engage with community stakeholders to achieve broader goals such as improving college readiness and postgraduate 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, they are 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. They will passionately share WWCC's Mission, Vision, history, legacy, and national distinction across multiple constituencies and engage in state and national conversations regarding the unique role of community colleges.
- A strong leader with financial acumen, proven operational skills, and experience managing an operating budget comparable in complexity and scope to that of WWCC who can ensure the sound operation of the College. Experience working with allocation funding models is preferred. Additionally, a leader who establishes accountability for performance with a track-record for attracting, inspiring and developing a diverse faculty and staff is desired.
- Capable of effectively partnering with the Board of Trustees, college leadership, faculty, students, staff and the college community in a model of shared governance.

Tab 2



Human Resource Office
500 Tausick Way
Walla Walla, WA 99362

April 7, 2020

TO: Board of Trustees
FROM: Sherry Hartford, Vice President of Human Resources
RE: President Salaries

The State Board for Community and Technical Colleges (SBCTC) publishes an Administrative & Mid-Level Professional Salary Survey, which includes the salaries of Presidents in the SBCTC system.

In preparation for our discussion, attached please find a listing of president's salaries as reported in March 2019. After the publishing of this data, cost of living increases of 3% were distributed to most employees in July 2019.

Based on 2018-19 data, schools about the size of WWCC (+/- roughly 1,000 AAFTE) and within 15% of our workforce-transfer split (by student and class), gives us the following seven peer colleges.

\$ 258,404.00	Skagit	
\$ 216,062.00	Seattle North	
\$ 202,214.00	Lower Columbia	
\$ 222,564.00	Lake Washington	
\$ 247,970.00	Wenatchee	
\$ 206,936.00	Centralia	
\$ 205,259.00	Bellingham	
	Average	\$ 222,772.71 + 3% = \$229,410
	Median	\$ 216,062.00 + 3% = \$222,544

The WWCC President's salary was reported as \$201,630. Adjusted for a 3% cost of living, it would be \$207,680.

ADMINISTRATIVE AND MID-LEVEL PROFESSIONAL SALARY SURVEY

2019

101000 CEO, Single Institution or Campus within a System

President or Chancellor. Directs all affairs and operations of a higher education institution or of a campus within a system.

College/District	Annualized Salary	Years of Service in Present Position	Substantial Other Duties	Reporting Relationship
Bates	210,465	1		Board
Bellevue	265,302	2		Board
Bellingham	205,259	4		Board
Big Bend	205,854	6		Board
Cascadia	232,500	9		Board
Centralia	206,936	3		Board
Clark	213,677	13		Board
Clover Park	202,256	2		Board
Columbia Basin	225,000	2		Board
Edmonds	250,736	0		Board
Everett	249,696	13		Board
Grays Harbor	201,630	3		Board
Green River	249,696	2		Board
Highline	250,000	1		Board
Lake Washington	222,564	6		Board
Lower Columbia	202,214	8		Board
North Seattle	216,062	5		CEO, Systems
Olympic	240,000	1		Board
Peninsula	213,008	7		Board
Pierce Ft. Steilacoom	180,000	V	Y	CEO, Systems
Pierce Puyallup	185,000	1		CEO, Systems
Renton	228,106	4		Board
Seattle Central	216,062	4		CEO, Systems
Shoreline	222,545	5		Board
Skagit Valley	258,404	7		Board
So. Puget Sound	209,800	6	Y	Board
South Seattle	209,100	1		CEO, Systems
Spokane	189,054	1		CEO, Systems
Spokane Falls	189,054	1		CEO, Systems
Tacoma	231,000	1		Board
Walla Walla	201,630	3		Board
Wenatchee Valley	247,970	14		Board
Whatcom	211,075	12		Board
Yakima Valley	196,756	24		Board
2019		2018		
Average	218,777	Average	206,934	
Median	213,343	Median	201,147	