



Agenda
 Regular Meeting
 Board of Trustees, District No. 20
 Walla Walla Community College
 Wednesday, May 16, 2018, 11:00 a.m.

All Times Are Estimates

Study Session

11:00 a.m.	Call to Order Approval of Agenda <i>Mrs. Darcey Fugman-Small, Chair</i>	Action	
11:00 a.m.	Financial Aid Review <i>Dr. Jose da Silva</i>	Discuss	
11:20 a.m.	Sustainability Plan <i>Mr. Dave Stockdale</i>	Discuss	Tab 1
11:40 a.m.	Planning and Budget Update <i>Mrs. Davina Fogg</i>	Discuss	Tab 2
12:00 p.m.	Commencement Walk-Through -- Trustees		
12:15 p.m.	Lunch Break		

All Times Are Estimates

Board Meeting

1:00 p.m.	Introductions <u>Alecia Angell</u> <ul style="list-style-type: none"> Edlyn DeHonor, Retail Specialist <u>Lisa Chamberlin</u> <ul style="list-style-type: none"> Brian Walker, eLearning Instructional Designer/LMS Helpdesk <u>Dave Stockdale</u> <ul style="list-style-type: none"> Felicia Williamson, Recruitment & Outreach Specialist - WEC 	Discuss	Tab 3
1:10 p.m.	Consent Agenda <i>Mrs. Fugman-Small</i> <ol style="list-style-type: none"> April 18, 2018 Board Meeting Minutes Personnel Update Interim Spring Quarter Enrollment Report April Financial Report 	Action	Tab 4 Tab 5 Tab 6 Tab 7
1:15 p.m.	Recognition of WWCC All-Washington Academic Team <i>Mr. Tim Toon</i>	Discuss	
1:25 p.m.	Recognition of Women's Basketball Team <i>Dr. Derek Brandes</i>	Discuss	
1:35 p.m.	Recognition of Newly-Tenured Faculty <i>Dr. Chad Hickox</i>	Discuss	

1:45 p.m.	Approval of the Constitution of the Associated Student Government of Walla Walla Community College <i>Mr. Garrett Wachtel, Walla Walla ASB Executive Vice President</i>	Action	Tab 8
1:55 p.m.	Oral Reports <ul style="list-style-type: none"> • Student Government Walla Walla Campus <i>Dr. Jose da Silva</i> <ul style="list-style-type: none"> ○ Walla Walla Campus Associated Student Body Activity Report <i>Mr. Wachtel</i> 	Discuss	
2:05 p.m.	Public Comment <i>Persons wishing to express their views on any matter must sign up in advance and are limited to three minutes.</i>		
2:20 p.m.	Approval of 2018-19 Tuition Schedule and BAS Fees <i>Mrs. Davina Fogg</i>	Action	Tab 9
2:30 p.m.	President's Report <i>Dr. Brandes</i>	Discuss	
2:40 p.m.	Leadership Priorities: <ol style="list-style-type: none"> 1. Mission-Driven <ol style="list-style-type: none"> a. Student Success b. Strong Communities c. Resource Stewardship 2. Strengthen Institutional Preparedness for and Increase Student Diversity and Access 3. Strengthen Student Enrollment – Retention and Outcomes 4. Strengthen and Expand Programs, Academic/Business Partnerships, Financial Resources, and Alternative Revenue Resources <ol style="list-style-type: none"> a. TRiO to EWU – "Camino a la Universidad" <i>Dr. da Silva</i> 5. Develop Clarkston Campus Facilities Master Plan 6. Nurture, Expand, and Leverage WWCC's Presence in Surrounding Communities 7. Improve Risk Management 	Discuss	
2:55 p.m.	Board Reports/Remarks <ul style="list-style-type: none"> • ACT 2018 Spring Conference 	Discuss	
3:05 p.m.	Recess to Executive Session to Discuss Faculty Negotiations	Discuss	
3:35 p.m.	New and Unscheduled Business	Discuss	
3:45 p.m.	Adjourn		

Walla Walla Community College

2018-2021 Sustainability Plan



PLAN PARAMETERS

- WWCC's sustainability goals and strategies shall be in compliance with statewide sustainability initiatives
- The sustainability goals and strategies shall be in alignment with the WWCC vision and mission statements, institutional values, and the institutional strategic plan
- The sustainability strategies shall include and be evaluated against measurable outcomes and timeframes

STATEWIDE SUSTAINABILITY INITIATIVES

Washington State Executive Orders 02-03 (Establishing Sustainability) and 05-01 (Efficiency Goals for State Operations)

Establish sustainability objectives and prepare a biennial Sustainability Plan to modify practices regarding:

- Resource consumption
- Vehicle use
- Purchase of goods and services
- Facility construction, operation and maintenance

Plans will be guided by the following long-term goals:

- Raise employee and student awareness of sustainable practices in the workplace
- Minimize energy and water use
- Shift to clean energy for facilities and vehicles
- Shift to non-toxic, recycled and remanufactured materials in purchasing and construction
- Expand markets for environmentally preferable products and services
- Reduce waste as an inefficient or improper use of resources

WWCC VISION STATEMENT

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

WWCC MISSION STATEMENT

Walla Walla Community College inspires all students to discover their potential and achieve their goals by providing relevant, equitable, and innovative learning opportunities and services.

WWCC INSTITUTIONAL VALUES

Learning Opportunities: We value learning and encourage students to acquire a rich and wide body of knowledge as well as a love of their chosen discipline. We provide an environment that fosters active learning and the support services necessary to help all students achieve their potential. Everything we do is focused on expanding student access, retention, and completion.

Integrity: Integrity is an essential component of the common bond within Walla Walla Community College. Efficient accomplishment of institutional goals is based on trust and mutual respect. We value honesty, fairness, and ethical behavior.

Sense of Community: We strive to build community. We value a climate where all individuals feel accepted and meaningfully involved in a common cause. We recognize we are interdependent and demonstrate respect for one another.

Teamwork: We value partnerships within the College and with members of the communities we serve. We practice collaboration in plans, actions, and shared results.

Diversity: We oppose all barriers that separate people from opportunities; barriers of socioeconomic status, race and ethnicity, age, gender, sexual orientation, and inexperience with the educational system.

Innovation: Walla Walla Community College values, respects, and rewards the enthusiastic pursuit of new ideas, creative risk-taking, and entrepreneurial endeavors. Encouraging the pursuit of excellence and innovation will help the College prepare students and staff to shape the future. Creativity is one of our most important resources in the 21st Century.

Health and Humor: We value a healthy environment that encourages humor, creativity, and enjoyment of work. We promote health, wellness, and safety within the College and the communities we serve.

Personal and Professional Growth: We value the growth of both our students and staff. We believe that our own engagement in the learning process enhances our ability to enrich our personal lives, careers, and work in the global community.

Excellence: We value superior quality and are dedicated to continued improvement in all college programs and services. We practice an ongoing systematic planning and evaluation process to ensure that our programs and services are distinctive, relevant, responsive, and of the highest quality.

Sustainability: Walla Walla Community College values the well-being of its communities and is dedicated to protecting and restoring our resources. We advocate for and demonstrate practices that promote economic and environmental sustainability.

WWCC CORE THEMES & OBJECTIVES

Walla Walla Community College identified three core themes that manifest essential elements of its mission: Student Success, Strengthen Communities, and Resource Stewardship. Core themes describe the fundamental aspects of the College's mission by translating it into practice.

Student Success

- Access & Enrollment
- Retention
- Completion
- Transfer to Baccalaureate institutions
- Employment & Earnings

Strengthen Communities

- Strengthen Internal community
- Strengthen External community

Resource Stewardship

- Financial Adequacy
- Financial Management
- Natural Resource Stewardship

SUSTAINABILITY PRIORITIES

The following priorities, in compliance with statewide sustainability initiatives and in alignment with WWCC objectives, were used to guide the development of goals and strategies for the 2018-2020 Sustainability Plan.

2018-2021 Priorities

- Energy and water efficiency
- Healthy built and landscaped environments
- Waste management
- Student, campus and community engagement in adopting best practices

SUSTAINABILITY COMPLIANCE ACTIONS REQUIRED

Campus Greenhouse Gas Emissions Report- Required by State Department of Ecology biennially

LEED Building Cost & Performance Data for WEC- Required by the State Department of Enterprise Services annually

Sustainability report- Reporting required annually as participants in the Smart Business Partners Program

SUSTAINABILITY GOALS, STRATEGIES & OUTCOMES

Goal 1: Reduce energy use

Strategy 1: Initiate policy on use of space heaters

Outcomes: Policy requiring pre-approval from Facilities for use of individual space heaters is in place by Winter 2019

Estimated costs & labor: No cost; minimal time to communicate and review requests

Strategy 2: Upgrade campus lighting delivery systems

Outcomes: Upgrades to LED lighting are completed as funding becomes available; priority buildings and areas include: Dome, parking lots, building exteriors, building zones where appropriate

Estimated costs & labor: Estimated around \$500,000; mostly contracted out

Strategy 3: Upgrade HVAC systems

Outcomes: Upgrades to HVAC systems are completed as funding becomes available; priority buildings include: D Building, buildings where needs arise

Estimated costs & labor: Estimated around \$2,000,000; mostly contracted out

Strategy 4: Shading on key windows to reduce heating/cooling costs

Outcomes: Shading completed as funding becomes available

Estimated costs & labor: Window films start around \$1.50/ft² and are time consuming to install; blinds vary by style and could be installed by contractor

Strategy 5: Monitor campus renewable energy systems to ensure full credit for energy production is realized

Outcomes: Staff are selected and trained to monitor systems by December 2018

Estimated costs & labor: After training, approximately 1 hour staff time/month

Strategy 6: New construction exceeding 5,000/ft² meet Leadership in Energy and Environmental Design (LEED) Silver standards or better; all renovations and new building construction under 5,000/ft² incorporate environmental and energy best practices where economically feasible

Outcomes: New construction exceeding 5,000/ft² meets Leadership in Energy and Environmental Design Silver standards or better; best practices are assessed for renovations and new construction under 5,000/ft² and implemented when economically feasible

Estimated costs & labor: Unknown

Goal 2: Reduce solid waste

Strategy 1: Maintain a student operated campus program to collect and transport recyclable materials to receiving centers

Outcomes: Recyclable materials are collected and transported to receiving centers monthly

Estimated costs & labor: Student volunteer labor (5 hrs/wk)

Strategy 2: Maintain a student operated aerated static pile composting program utilizing landscape and grape pomace waste streams

Outcomes: One cycle of composting completed annually; new commercial grade chipper in place as funding becomes available

Estimated costs & labor: Commercial grade chipper- up to \$40,000; student volunteer labor (30 hrs/yr)

Strategy 3: Maintain a comprehensive electronic waste recycling and/or reuse program

Outcomes: Electronic waste recycling and/or reuse program is maintained

Estimated costs & labor: Unknown (minimal)

Strategy 4: Maintain a vehicle and equipment recycling program

Outcomes: Appropriate equipment and vehicles are recycled annually through the proper workforce program

Estimated costs & labor: Unknown (minimal)

Goal 3: Decrease water use and storm water runoff

Strategy 1: Detect and repair water leaks; priority areas include: Automotive Technology Building, grounds on east end of campus

Outcomes: Detect and repair water leaks as funding allows

Estimated costs & labor: Current proposal awaiting funding is for \$660,000; work mostly contracted out

Strategy 2: Establish a low water use demonstration garden around the exterior of the Water & Environmental Center

Outcomes: Demonstration garden established by November 2019

Estimated costs & labor: Approximately \$5,000 from WEC grant; Washington Conservation Corps and WEC student/intern labor

Strategy 3: Prioritize installation of water conservation devices such as dual flush toilets, low-flow shower heads and faucet aerators, and water dispensing drinking fountains

Outcomes: All new construction and all replacement urinals, toilets, shower heads and faucets incorporate water conservation devices

Estimated costs & labor: Unknown

Strategy 4: Irrigate campus grounds with 100% non-potable water

Outcomes: Campus grounds are irrigated with 100% non-potable water

Estimated costs & labor: Unknown

Strategy 5: Follow Department of Ecology guidelines for storm water runoff management

Outcomes: Infiltration techniques, erosion control systems, silt fences, and other strategies implemented per DOE guidelines when recommended

Estimated costs & labor: Unknown

Strategy 6: WWCC adopts a Local Water Plan with Walla Walla Watershed Management Partnership

Outcomes: Local Water Plan adopted that changes the point of diversion and purpose of use of existing water rights, aiding in water conservation while at the same time improving surface water habitat conditions (flow and temperature) on lower Titus Creek and Mill Creek.

Estimated costs & labor: Unknown; minor infrastructure adjustments

Goal 4: Increase student, campus and community awareness of sustainability best practices

Strategy 1: Incorporate sustainability education into degree programs

Outcomes: Each degree program requires at least one course that includes a learning outcome regarding sustainability concepts or practices within the program/discipline by academic year 2020-21

Estimated costs & labor: Faculty staff time to devise learning outcomes and instructional pieces

Strategy 2: Include an overview of sustainability concepts in any student orientation materials and new employee orientation programs

Outcomes: A member of the Sustainability Committee provides an overview of sustainability concepts and campus policies at every new staff orientation program and for student orientation materials

Estimated costs & labor: Materials ready to distribute or present; minimal staff time to present info

Strategy 3: Operate a recognition program to acknowledge faculty/staff/student efforts to implement sustainability best practices within academic programs or campus management and operations

Outcomes: A Susty Award is presented annually or as appropriate

Estimated costs & labor: Minimal cost of framed certificate; 3-5 hours staff time to manage award program

Strategy 4: Promote, reinforce, and publicize sustainability efforts via signage, emails, and other media

Outcomes: Signage is installed highlighting on campus sustainability best practices; press releases highlighting efforts are issued at least twice each year

Estimated costs & labor: 1-2 hours staff time/quarter; costs of additional signage

Strategy 5: Serve as a nexus for organizations, programs and special events promoting and modeling sustainability best practices

Outcomes: The Water & Environmental Center convenes at least one public event highlighting sustainability concepts annually and continues to provide office space for co-located sustainability focused organizations and meeting space for partner organizations pursuing environmental best practices

Estimated costs & labor: Ongoing effort of WEC staff

Goal 5: Utilize responsible procurement strategies and support regional economic development efforts

Strategy 1: Maintain efforts to source campus materials, supplies, and equipment resources from organizations committed to social responsibility and environmental sustainability

Outcomes: Purchasing decisions include considerations of environmentally sound and socially responsible options

Estimated costs & labor: Ongoing effort of staff

Strategy 2: Lead or support regional sustainable economic development efforts

Outcomes: WWCC incubates or supports efforts to develop sustainable businesses regionally; employees and students participate in and/or support community activities and businesses

Estimated costs & labor: Ongoing effort of staff



Walla Walla Community College

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Tab 2

DATE: May 11, 2018

TO: Board of Trustees

FROM: Davina Fogg
Vice President of Administrative Services

RE: 2018-2019 Planning & Budget Update

Balancing the 2018-19 Operating Budget continues to pose challenges as new information about our revenue picture comes into view. Significant progress has already been made towards compiling a balanced budget and a presentation is planned to update the Board of Trustees on those changes at the May meeting.

In preparation for the meeting, attached are the Budgeting Facts and Assumptions that have been updated through 5/9/18. This latest draft captures a number of changes to the assumptions, and now includes new information for your review. The last set of assumptions was dated 12/14/17 and shared with you at the December 2017 Board meeting.

The attached document uses bold and italicized type to indicate new or updated information and strikethrough for things that are no longer relevant.

2018 – 2019 Budgeting Facts and Assumptions

1. The 2018-19 Budget Instructions were distributed to all employees on 12/13/17. The instructions explain a budget shortfall of \$1.2 million that will need to be resolved. ***As of 5/9/18, the shortfall has grown to \$1.4 million.***
2. For the second year, the process will include several new ways to be heard and participate. The Budget website will be used to capture and communicate facts, assumptions, schedules, presentations, etc. The website also has a “Suggestions” page as well as an option to send an email directly so employees can provide feedback throughout the planning and budget process.
3. Planning Groups were used to work across large sections of the operating budget to prioritize new funding requests and to identify potential reductions under various scenarios. The four Planning Groups for 2018-19’s process are Instruction, Student Affairs, Administrative Services and the Advancement & Human Resources group.
4. The State’s supplemental budget for 2018-19 ***included the state funding necessary to cover staff and faculty salary increases that were approved in the 2017-19 biennial budget (#5). A new provision under EHB 1237 was signed by the governor on 3/27/18 allowing salary negotiations for faculty to include local funds of the college in addition to funding provided by the Legislature. The operating budget impacts of this new law are unknown at this time.***
5. Salary increases of ~~2.7~~ **3%** for faculty and 2% for non-faculty will take effect on July 1, 2018. An additional ~~1.7~~ **2%** for faculty and 2% for non-faculty will take effect on January 1, 2019 bringing all employee groups to a total increase of 6% over the 2017-19 biennial budget period. ~~These increases were not fully funded by the state so the operating budget will need to absorb around \$120,000 in additional costs for the upcoming year.~~
6. Student tuition rates will increase approximately 2% starting Fall Quarter 2018 generating around \$150,000 in new revenues.
7. A ~~13.94~~ **23.83%** increase in the Basic Education Allotment rate starting Fall Quarter 2018 will generate ~~\$400,000~~ **\$200,000** in additional revenue for students enrolled in the Running Start and Alternative Education Programs. This increase will help offset an overestimate of \$78,500 from 2017-18.
8. Running Start and Alternative Education Program enrollments increased during 2017-18 generating additional revenues of \$245,000 and ~~\$100,000~~ **\$120,000** respectively for these two programs. The current enrollment levels in each program are believed to be ongoing.
9. SBCTC’s enrollment target for state allocated funding is called the DEAB (district enrollment allocation base). WWCC’s DEAB target remains the same for another year at 2,807 AAFTES. However, Worker Retraining AAFTES are expected to decrease from 400 to 350 bringing the total AAFTES planning number down from 3,207 currently to 3,157.
10. The new allocation funding model will again reduce our share of state funds by \$174,863. This is the third of a four-year phased-in reduction that was equal to 4.1% of the College’s total state allocation as of June 30, 2016.

11. **Additional impacts from the new allocation model bring the total reduction of state funds allocated by the model up to \$717,138 (including #10) as follows:**

a. Student Achievement Initiative dropped from 2.5 to 2.3%	\$ 73,702
b. Weighted (.3) FTES dropped from 285 to 273	\$ 70,182
c. Stop Loss for 3 rd year of 4 year phase in	\$174,863
d. \$142 less per DEAB (\$2,620 to \$2,478) @ 2,807 FTES	\$398,391
12. The Enrollment Plan for 2018-19 projects net state supported enrollment of _____. This plan includes the 350 Worker Retraining AAFTES and is _____ less than the current plan.
13. **Actual state supported enrollments are expected to finalize at around 2,765 AAFTES, which is 66 below last year's total of 2,831, or a 2.3% decrease.**
14. The operating fee (tuition) revenue budget for 2017-18 assumed 133 new student AAFTES generating almost \$500,000 in new revenue while at the same time a reduction of \$480,000 in tuition revenue was made to match actual revenues generated during 2016-17. ~~Using Fall Quarter 2017 collections, it is assumed that~~ Current year operating fee (tuition) revenues will be short by around \$700,000 or 8.5%, and that revenue shortfall must be absorbed through budget cuts during the 2018-19 budget development process.
15. A Fee Study Task Force studied best practices, fairness in application, revenue generation, and structural options and limitations of assessing student fees. **A recommendation to eliminate the Late Registration Fee of \$35 in favor of a Re-enrollment Fee of \$50 charged if a student wants to re-enroll after being dropped for non-payment was approved. The decrease in operating budget revenues from the Late Registration Fee are expected to be \$100,000.**
16. **A second recommendation from the Fee Study Task Force ties increases in some student fees directly to the program materials needed for the classes, i.e. science lab classes. Several high cost instructional programs increased fees enough to be able to fund equipment replacement and repair costs specific to program needs. This change will increase operating revenues by \$108,000 after covering the longer-term equipment replacement and repair costs.**
17. Reduction decisions from prior budget years were allocated out to individual budgets. A \$50,000 reduction for adjunct funding from the 2016-17 budget process and a \$40,000 reduction affecting student help and/or hourly budgets from last year's process have been distributed out and are no longer held in holding accounts.
18. Funding strategies using several grants including Passport to College, Perkins and the Basic Food and Employment (BFET) grant to cover allowable operating expenditures will be adjusted to a level of support that is sustainable long-term. (NOTE: Current amounts for the 2017-18 budget were \$10,000, \$35,000 and \$50,000 respectively.)
19. The 2018-19 budget will be balanced without relying on the use of Fund Balance. For the 2017-18 fiscal year, \$500,000 was needed to get to a balanced budget.
20. Another Washington State minimum wage increase will take effect January 2019 affecting all student help positions as well as some of the part-time hourly staff. This unfunded increase will result in approximately \$_____ less in funding being available to hire these employees.

21. Funding for several new full-time positions was added early in the 2017-18 fiscal year. A full time Assistant Dean of Art & Sciences was added and around \$27,000 in new funding was used to create a full-time position that works in a Testing/Sports Information role in Student Affairs.
22. For Spring Quarter 2018, funding for a full-time faculty position in Criminal Justice was added.
23. ***As of 5/9/18, approximately \$970,000 to \$1.1 million in expenditure budget reductions are still under serious consideration as identified by the four Budget Process Planning Groups of Instruction, Student Affairs, Administrative Services and Advancement & Human Resources.***
24. ***For the 2nd year in a row, this budget relies on the use of a GAP funding strategy to take full advantage in the 2018-19 budget for decisions that involve a one-year period of adjustment before savings are realized, or before costs will be covered with a new revenue stream. As of 5/9/18, the current estimated GAP funding needed is between \$470,000 to \$600,000 with about \$335,000 of those amounts relying on additional revenues from BAS Programs and International Students.***
25. ***As of 5/9/18, and based on the above assumptions, the 2018-19 operating budget has expenses exceeding revenues by between \$300,000 and \$400,000. This is a sizable deficit to overcome before a balanced budget is brought to the Board of Trustees for approval on 6/27/18.***



**Walla Walla Community College
Board of Trustees Meeting
May 16, 2018**

Introductions

Alecia Angell

Edlyn DeHonor, Retail Specialist

Edlyn is no stranger to Walla Walla Community College or the Warrior's Locker. She received her Associate Degree in Office Technology while working as a student employee at the College Store. Just prior to her graduation, she accepted a position in Transitional Studies as an Office Administrative Assistant. More recently, Edlyn has been working in Customer Service at a local nursery. She, once again, has worked her way into serving as a resource for fellow employees and a consistent and valued customer service representative in that position.

Lisa Chamberlin

Brian Walker, eLearning Instructional Designer/Canvas Helpdesk

Brian is a veteran educator of both universities and two-year colleges in Arkansas, Oregon, and Washington. He has over ten years' experience as an online educator and course developer in learning management systems. He has experience with multiple online teaching formats including Canvas, and has most recently served as WWCC's Canvas 101 facilitator and part time faculty support. Brian holds a master's degree in Writing which he feels is instrumental in creating clear and concise content and directions for faculty and students alike.

Dave Stockdale

Felicia Williamson, Recruitment and Outreach Specialist

Felicia earned her BS in Biology from University of the Cumberlands and just recently earned her MS in Water Resources Science from University of Minnesota-Duluth, where she also served as the Water Resources Science Activities Coordinator. She has worked as an Undergraduate Teaching Assistant, a Graduate Teaching Assistant, and a Graduate Research Assistant, and has served as a swim instructor for both youth and adults. Originally from Vancouver, Washington, she is excited to be returning to the state.

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

April 18, 2018

The Board of Trustees of Community College District No. 20 met in regular session on April 18, 2018, in the Workforce and Business Development Center of Walla Walla Community College Clarkston Campus. Mrs. Darcey Fugman-Small called the meeting to order at 11:00 a.m.

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

Administrators present: Dr. Derek Brandes, President
Mr. Doug Bayne, Vice President, Advancement
Dr. Jose da Silva, Vice President, Student Affairs
Mrs. Davina Fogg, Vice President, Administrative Services
Mrs. Sherry Hartford, Vice President, Human Resources
Dr. Chad Hickox, Vice President, Instruction
Ms. Kathy Adamski, Dean, Health Science Education
Mr. Jerry Anhorn, Dean, Workforce Education
Ms. Lori Carambot, Director, Special Fiscal Services
Mr. Brent Caulk, Dean, Corrections Education, WSP
Ms. Jessica Cook, Executive Director, WWCC Foundation
Ms. Cheryl Hansen, Director, International Programs
Ms. Denise Kammers, Asst. Dean, Corrections Education, CRCC
Dr. Chad Miltenberger, Dean, WWCC Clarkston Campus
Ms. Darlene Snider, Dean, Transitional Studies & High School Programs
Dr. Nick Velluzzi, Executive Director, Institutional Effectiveness

Also present: Ms. Edie Abney, ASB President, WWCC Clarkston Campus
Mr. Matt Banderas, Development Specialist, WWCC Foundation
Ms. Summer Carley, ASB VP Media & Technology, WWCC Clarkston Campus
Jeff Gonzalez, Washington State Dept. of Enterprise Services
Ms. Jerri Ramsey, Recording Secretary
Mr. Shawn Smith, ASB VP Activities, WWCC Clarkston Campus
Mr. Jeff Warner, ALSC Architects

Approval of Agenda.

Mr. McQuary moved and Mr. Hernandez seconded to approve the agenda for the April 18, 2018 Board of Trustees meeting as presented. *Motion carried.*

Clarkston Facility Planning Update:

- **Facility Master Plan (final review of concepts in the plan).** Jeff Warner of ALSC Architects provided an overview of the draft WWCC Clarkston Campus Facility Plan, including Design Principles to:

- Preserve views and embrace the surrounding landscape
- Create a pedestrian core with perimeter parking and circulation
- Ensure a sustainable site design
- Allow and plan for future expansion in the near-, intermediate-, and long-term
- Increase the feel of a collegiate atmosphere
- Continue to plan an appropriate level of density

Following a thorough discussion, the Board agreed by consensus for staff to proceed with a final version of the Clarkston Campus Master Plan to be presented for approval at a future Board meeting.

- **Student Legacy Project (review of committee's progress thus far).** Mr. Warner reviewed the process involved in developing the Student Legacy Project of a Student Activity Center, including input from students, faculty, and stakeholders, reviewing space availability and requirements and analyzing options and budget. Mr. Warner reported the estimated budget for a stand-alone building was \$3 million vs the project budget of \$1.5 million so options for creating an Activity Center within the existing Main Building were explored. Mr. Warner presented six possible options and the estimated budgets for each. The Trustees, Clarkston Campus ASB leadership, and staff held a lengthy discussion and agreed the Student Legacy Project Committee should continue their efforts, maintain the Multi-Purpose Room, and look closely at a "bump-out" to create a 4,000 square foot space. Mrs. Fogg explained that in order to include a project in the 2019-21 capital budget, it had to be submitted to the State Board by the end of April 2018 and, in order to submit a project, the WWCC Board of Trustees would need to grant authority for the College to borrow money thereby providing both options and time without ultimately committing to the project at this time.

Introductions. The following new employees and employees in new positions were introduced to the Board:

- Cheryl Hansen, Director of International Programs
- Justin Lewis, Maintenance Custodian, Clarkston Campus

Consent Agenda.

Mr. Hernandez moved and Mr. McQuary seconded that the consent agenda items be approved or accepted, as appropriate: 1) March 21, 2018 Board Meeting Minutes; 2) Personnel Update; 3) Final Winter Quarter Enrollment Report; 4) Interim Spring Quarter Enrollment Report; and 5) February Financial Report. *Motion carried.*

Approval of 2018-19 Fee Schedule. Mrs. Fogg presented the proposed 2018-19 Fee Schedule, noting it was unchanged from what had been presented at the March 2018 Board of Trustees meeting except that the fees would go into effect Fall 2018 vs Summer 2018. Mrs. Fogg also noted questions regarding the non-resident fee had been submitted to the AAG and they were awaiting a decision.

Mr. Hernandez moved and Mr. Burt seconded to approve the 2018-2019 Proposed Student Fee Schedule effective Fall Quarter 2018 as presented and made a part of these minutes. *Motion carried.*

Recognition of Newly-Tenured Faculty. Kathy Adamski and Chad Miltenberger introduced newly-tenured Clarkston Campus faculty members Kaye McGehee, Kimberly Pottberg, and Kimberly Tolson. Dr. Miltenberger also introduced WWCC graduate Brian Grimm and congratulated him for achieving the honor of Science Student of the Year for Lewis Clark State College.

Standing Oral Reports

- **Student Government | Clarkston Campus**

- **Clarkston Campus Associated Student Body Activity Report.** Ms. Edie Abney, Clarkston Campus ASB President, reviewed recent activities, including participation in the National Student Walk Out; stress-free snacks before finals; welcome-back day; and reduced-price bus passes. Ms. Abney also reported the ASB leaders for both Clarkston and Walla Walla campuses had been collaborating on the constitution for governance and Clarkston ASB had been working on the Clarkston Campus Facility Master Plan and the Student Legacy Project.

- **March Financial Report.** Mrs. Fogg reviewed the March Financial Report, noting Total Overall Revenue was at 73% vs. 75% the previous year, and Total Overall Expenditures were at 71.5% vs. 72.7% the previous year. By consensus, the Board agreed to a quarterly report on Grants and Contracts.

President's Report.

- **Schedule of Graduation Ceremonies.** Dr. Brandes reviewed the schedule of graduation ceremonies and reported, due to the increased participation in the Walla Walla Campus graduation, a committee had been meeting to review options and their recommendation was

to hold two ceremonies – Arts & Sciences Transfer students at 10:00 a.m., followed by Workforce students at 1:00 p.m., with the Nurses Pinning ceremony at 4:00 p.m.

Kathy Adamski provided an update on Health Science Education, including that the Walla Walla Campus Nursing Program had received 183 applications for its 70 openings and the Clarkston Campus had received 115 for its 70 openings.

2018-19 Planning and Budget Update. Mrs. Fogg updated the Board on the progress to-date for 2018-19 Planning and Budget, including the impact of enrollments, the new allocation model, and the Student Achievement Initiative.

Leadership Priorities

1. Mission-Driven

- a. Student Success**
- b. Strong Communities**
- c. Resource Stewardship**

2. Strengthen Institutional Preparedness for and Increase Student Diversity and Access

3. Strengthen Student Enrollment – Retention and Outcomes

a. Enrollment Projections. Dr. Velluzzi reviewed state-funded enrollment data, both historical and projected, from 2007-08 out to 2021-22; noting the projections were drawn from State Board data; pointing out how enrollment is impacted by a tight labor market; and that more students are enrolling in fewer credits, resulting in increased part-time enrollment.

b. International Student Programs. Cheryl Hansen provided an overview of the goals and anticipated means to achieve them for the International Student Program.

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

5. Develop Clarkston Facilities Master Plan

a. Approval to Request Authority to Borrow Funds – Clarkston Campus Student Legacy Project. Mrs. Fogg reviewed the earlier discussions regarding financing the Clarkston Campus Student Legacy Project and reiterated the need for approval from the Board to authorize staff to proceed with a request to the State Board to enter into debt which, if approved by the State Board, would then be included in its capital budget request to the legislature for the 2019-21 biennium; and, further, that staff would return to the WWCC Board of Trustees for approval before or issuing debt and before moving forward with a construction project.

Mr. McQuary moved and Mr. Burt seconded to authorize staff to proceed with a request to the State Board granting the WWCC Board of Trustees authority to enter into debt for up to \$1.75 million during the 2019-21 biennial budget. *Motion carried.*

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

7. Improve Risk Management

Recess to Executive Session to Discuss Faculty Negotiations. The Board recessed to Executive Session at 2:30 p.m. to discuss faculty negotiations with an anticipated return time of 3:00 p.m. At 3:00 p.m., the Board extended the Executive Session to 3:10 p.m. At 3:10 p.m., the Board returned to open session and Mrs. Fugman-Small reported no action had been taken during the Executive Session.

Board Reports / Remarks. None.

New and Unscheduled Business. None

Public Comment. None.

The Board thanked Dr. Miltenberger and his staff for their hospitality in hosting the Board meeting.

Adjourn. The meeting adjourned at 3:15 p.m.

Derek R. Brandes, President

ATTEST:

Mrs. Darcey Fugman-Small, Chair
Board of Trustees

STUDENT FEE SCHEDULE – 2018-2019

Board Approved Fees			Basis for	Actual	Actual	Actual	Revenue			
			Calculation	Revenue	Revenue	Revenue	To Date		2017-2018	2018-2019
General Local - Fund 148		Fee Description	of Fee	2014-2015	2015-2016	2016-2017	as of 3/31/18		Fees	Fees
Registration Fee (after tuition due date)	4D	Charge that becomes due if the student either registers or pays after a certain date	past due date	\$ 39,364	\$ 69,463	\$ 97,043	\$ 82,889		\$ 35.00	Eliminated
Re-enrollment Fee	4Z	Replaces 4D above: Charged if a student is dropped for non-payment and wants to re-enroll	re-enrollment			New fee in FY 2018-2019				\$ 50.00
Comprehensive Fee	*FU	Covers graduation, ID cards, initial application & other student-focused costs	\$4.40 per credit, \$44 cap	\$ 383,390	\$ 375,287	\$ 362,899	\$ 328,509		\$ 44.00	\$ 44.00
eLearning Fee	*FU	To convert to hybrid or blended courses-will attach to Comprehensive Fee for implementation	\$.5 per credit, \$5 cap	\$ 43,567	\$ 42,646	\$ 41,239	\$ 37,331		\$ 5.00	\$ 5.00
Class Lab Fee	LF,LC	Fee assessed to students for science, computer, art and many workforce classes	per course, \$35 cap	\$ 161,590	\$ 158,399	\$ 151,361	\$ 145,794		\$ 35.00	Eliminated
PE Supplies & Equip. Fee	RP	Fee charged to help replace PE equipment or supplies, charged on several fitness classes	per course	\$ 5,469	\$ 4,817	\$ 3,621	\$ 3,742		\$ 7.50	\$ 7.50
Transcript Fee-Regular/On Demand	F4,AQ	Fee for cost of providing an official transcript, either regular process or on demand	upon request	\$ 17,207	\$ 13,230	\$ 12,581	\$ 17,690		\$10/\$15	\$10/\$15
Placement Retake Fee	4R	Fee to recover the cost of retaking a placement test	upon request	\$ 1,420	\$ 1,141	\$ 971	\$ 526		\$ 10.00	\$ 10.00
Testing Fee-Non WWCC Students	ZF	Fee for Non-WWCC students taking tests	upon request	\$ 2,968	\$ 2,637	\$ 1,661	\$ 3,595		\$ 25.00	\$ 25.00
Interest Inventory Assessment Test	LH	Fee for Non-WWCC students who want to take an Interest Inventory Assessment Test	upon request	\$ -	\$ -	\$ -	\$ -		\$ 25.00	\$ 25.00
Test of Essential Academic Skills	RT	Fee applies to each TEAS test as WWCC becomes an official testing site - WW & Clarkston	per each	\$ 3,675	\$ 4,875	\$ 5,875	\$ 2,610		\$ 25.00	\$ 25.00
Credit for Prior Learning/Certification	XY	Giving college credit for prior learning/certification	per credit	\$ -	\$ 710	\$ 240	\$ 60		\$ 10.00	\$ 10.00
Fully Online Course Fee	WT	eLearning fee code, fully on-line tech fee	per credit, \$100 cap	\$ 145,489	\$ 163,977	\$ 173,404	\$ 176,103		\$ 10.00	\$ 10.00
Hybrid Online Course Fee	VW	eLearning fee code, hybrid tech fee	per credit, \$50 cap		New fee in FY 2017-2018		\$ 26,782		\$ 5.00	\$ 5.00
Web-enhanced Online Course Fee	VX	eLearning fee code, web-enhanced tech fee	per credit, \$25 cap		New fee in FY 2017-2018		\$ 58,282		\$ 2.50	\$ 2.50
Welding Lab Fee	WB	Day/Mid-Day Classes - This fee is to cover the rising cost of materials	per quarter	\$ 21,870	\$ 19,721	\$ 13,939	\$ 20,016		\$ 180.00	Eliminated
Welding Lab Fee - Short Course	WN	Night Class only - This fee is to cover the rising cost of materials	per quarter	\$ 3,780	\$ 7,560	\$ 6,894	\$ 7,020		\$ 90.00	Eliminated
Energy Systems Technology Fee	EZ	Applies to <u>all</u> Energy Systems Program students now (replaced by program fee FY 2018-2019)	per quarter	\$ 39,090	\$ 52,232	\$ 48,690	\$ 41,130		\$ 150.00	Eliminated
Nursing Application Fee	RN	Fee required to apply for acceptance to the nursing program	application to program	\$ 7,850	\$ 8,340	\$ 8,225	\$ 4,355		\$ 30.00	\$ 30.00
Nursing "Skills Practice" Supplies	XO	This fee is to cover the rising cost of materials and equipment	per quarter	\$ 112,575	\$ 111,150	\$ 104,663	\$ 112,525		\$ 160.00	\$ 190.00
Nursing Program Fee, Year 1	EN, YN	Year 1 program fee to cover ATI testing fees and nursing computer lab replacement (\$10 of fee per quarter)	per quarter		moved from pass-thru in FY 2018-2019					\$210/\$177 \$177
Nursing Program Fee, Year 2	ZN	Year 2 program fee to cover ATI testing fees and nursing computer lab replacement (\$10 of fee per quarter)	per quarter		moved from pass-thru in FY 2018-2019					\$ 165.00

Board Approved Fees			Basis for	Actual	Actual	Actual	Revenue			
			Calculation	Revenue	Revenue	Revenue	To Date		2017-2018	2018-2019
General Local - Fund 148		Fee Description	of Fee	2014-2015	2015-2016	2016-2017	as of 3/31/18		Fees	Fees
Fire Science Program Fee	xi	Year 1 program fee to cover the cost of supplies and equipment rental	per quarter		moved from pass-thru in FY 2018-2019					\$ 620.00
Truck Driving Lab Fee	N2	Fee helps to offset increased costs of materials, fuel and equipment maintenance (includes \$60 testing fee)	per quarter	\$ 45,050	\$ 29,150	\$ 42,400	\$ 34,450		\$ 1,325.00	\$ 1,550.00
Truck Driving Lab Fee-Short Course	N4	Fee helps to offset increased costs of materials, fuel and equipment maintenance (includes \$60 testing fee)	per quarter	\$ 27,750	\$ 23,250	\$ 37,500	\$ 47,986		\$ 750.00	\$ 950.00
Bus Endorsement Lab Fee	XT	Bus endorsement test fee and fee to cover increased costs of materials, fuel & equipment	per quarter	\$ 2,600	\$ 400	\$ 200	\$ 600		\$ 200.00	\$ 200.00
Ag Business Program Fee	RB	Program specific fees to cover supplies, instructional support	per credit up to 18 credits			New fee in FY 2018-2019				\$ 0.50
Ag Science Program Fee	RD	Program specific fees: \$4 to cover supplies and instructional support, and \$2 to cover equipment repair and replacement	per credit up to 18 credits			New fee in FY 2018-2019				\$ 6.00
Automotive Repair Program Fee	DA	Program specific fees: \$10 to cover supplies and instructional support, and \$15 to cover equipment repair and replacement	per credit up to 18 credits			New fee in FY 2018-2019				\$ 25.00
Business Management Program Fee	PB	Program specific fees to cover supplies and instructional support	per credit up to 18 credits			New fee in FY 2018-2019				\$ 0.50
Carpentry Program Fee	DB	Program specific fees: \$3 to cover supplies and instructional support, and \$5 to cover equipment repair and replacement	per credit up to 18 credits			New fee in FY 2018-2019				\$ 8.00
Collision Repair Program Fee	DK	Program specific fees: \$14 to cover supplies and instructional support, and \$13 to cover equipment repair and replacement	per credit up to 18 credits			New fee in FY 2018-2019				\$ 27.00
Computer Science Program Fee	PS	Program specific fees: \$6 to cover supplies and instructional support, and \$4 to cover equipment repair and replacement	per credit up to 18 credits			New fee in FY 2018-2019				\$ 10.00
Cosmetology Program Fee	PD	Program specific fees: \$3 to cover supplies and instructional support, and \$3 to cover equipment repair and replacement	per credit up to 18 credits			New fee in FY 2018-2019				\$ 6.00
Culinary Arts Program Fee	PJ	Program specific fees: \$30 to cover supplies and instructional support, and \$10 to cover equipment repair and replacement	per credit up to 18 credits			New fee in FY 2018-2019				\$ 40.00
Diesel Technology Program Fee	DE	Program specific fees: \$12 to cover supplies and instructional support, and \$10 to cover equipment repair and replacement	per credit up to 18 credits			New fee in FY 2018-2019				\$ 22.00
Energy Systems Technology Program F	RG	Replaces EZ fee above Program specific fees: \$20 to cover supplies and instructional support, and \$20 to cover equipment repair and replacement	per credit up to 18 credits			Replaces EZ above				\$ 40.00
Engineering Technology Program Fee	RH	Program specific fees: \$30 to cover supplies and instructional support, and \$10 to cover equipment repair and replacement	per credit up to 18 credits			New fee in FY 2018-2019				\$ 40.00
Engineering Transfer Program Fee	RV	Program specific fees: \$5 to cover supplies and instructional support, and \$15 to cover equipment repair and replacement	per credit up to 18 credits			New fee in FY 2018-2019				\$ 20.00

Board Approved Fees			Basis for	Actual	Actual	Actual	Revenue			
			Calculation	Revenue	Revenue	Revenue	To Date		2017-2018	2018-2019
General Local - Fund 148		Fee Description	of Fee	2014-2015	2015-2016	2016-2017	as of 3/31/18		Fees	Fees
Enology & Viticulture Program Fee	PE	Program specific fees: \$28 to cover supplies and instructional support, and \$12 to cover equipment repair and replacement	per credit up to 18 credits				New fee in FY 2018-2019			\$ 40.00
Farrier Program Fee	DG	Program specific fees: \$15 to cover supplies and instructional support, and \$15 to cover equipment repair and replacement	per credit up to 18 credits				New fee in FY 2018-2019			\$ 30.00
John Deere Program Fee	DD	Program specific fees: \$5 to cover supplies and instructional support, and \$5 to cover equipment repair and replacement	per credit up to 18 credits				New fee in FY 2018-2019			\$ 10.00
Turf Management Program Fee	RK	Program specific fees: \$1 to cover supplies and instructional support, and \$9 to cover equipment repair and replacement	per credit up to 18 credits				New fee in FY 2018-2019			\$ 10.00
Water/Irrigation Mgmt Program Fee	RM	Program specific fees: \$5 to cover supplies and instructional support, and \$10 to cover equipment repair and replacement	per credit up to 18 credits				New fee in FY 2018-2019			\$ 15.00
Welding Program Fee	DW	Replaces WB & WN fees above Program specific fees: \$20 to cover supplies and instructional support, and \$20 to cover equip repair and replacement	per credit up to 18 credits			Replaces WB & WN fees above				\$ 40.00
Science Lab Fee	LK,LJ	Lab Fee assessed to students in science classes to cover supplies and instructional support	per course				New fee in FY 2018-2019			\$ 42.00
Art Lab Fee	LA,LB	Lab Fee assessed to students in art classes to cover supplies and instructional support	per course				New fee in FY 2018-2019			\$ 35.00
Parking Fines	new	Parking Fines	per occurrence				New fee in FY 2018-2019			\$10 - \$200
TOTAL GENERAL LOCAL FEE REVENUE				\$ 1,064,704	\$ 1,088,985	\$ 1,113,406	\$ 1,151,994			

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: May 9, 2018
TO: Board of Trustees
FROM: Sherry Hartford, Vice President of Human Resources
SUBJECT: Personnel Update

Retirements/Resignations/Separations, April 2018

Bostwick, Chad - Café & Chef Catering Manager
Ford, Cynthia - Counselor
Jones, Judy - Developmental Specialist

Current Full-Time Recruitments

Counselor, Walla Walla
Diesel Mechanic Technology Instructor, Corrections Education, WSP
John Deere Instructor, Walla Walla
Navigator, Corrections Education, WSP
Navigator, Corrections Education, CRCC
Nursing Instructor, Clarkston
Math & Physical Sciences Instructor, Clarkston
Project Funding Coordinator, Snake River Salmon Recovery Board
Sustainable Agriculture Systems Instructor, Walla Walla

Other News

Two HR staff attended the Association of Washington Cities Labor Relations Institute in Yakima. I attended a one-day Title IX Coordinators training hosted by the Human Resource Management Commission in Walla Walla.



Walla Walla Community College

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

DATE: May 10, 2018

TO: Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Interim Enrollment Report, Spring Quarter 2018

Attached is the Interim Enrollment Report for Spring Quarter, 2018. The report presents enrollment by funding source, such as state, contract, and self-support. State and contract enrollment is reported by FTE and unduplicated headcount.

- State-supported enrollment is reporting 2362.9 FTEs, which is down –110 FTEs (-4.4%) from the **close** of Spring Quarter 2017 (2472.9 FTEs). Unduplicated headcount is currently 3,394, down 97 from the **close** of last spring (3,491).
- Contract enrollment is reporting 1108.6 FTEs, which is down -110.9 FTEs (-10%) from the **close** of last Spring Quarter. Department of Corrections is reporting 1028.1 FTEs, down -97.6 FTEs (-9.5%) from the **close** of last spring (1125.6 FTEs). Remaining contract enrollments are 80.6 FTEs, down -16.5% (-13.3 FTEs) from the **close** of last quarter.
- Self-support enrollment is reporting 19.3 FTEs, which is up 2.1 FTEs from the **close** of Spring Quarter 2017.
- Running Start is reporting 176 FTEs, up 30.8 FTEs or 21.2% from the **close** of last Spring Quarter. AEP is reporting 93.6 FTEs, down -22.3 FTEs or -19.2% from the **close** of last Spring Quarter.

Interim Spring Quarter Enrollment Report

State Supported FTE Enrollment 2017-18

May 9, 2018

Administrative Unit	Summer Quarter				Fall Quarter				Winter Quarter				Spring Quarter				Annualized - YTD			
	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18	Nom Change	% Change
C Prof. Tech	46.5	60.9	14.4	31.0%	242.5	200.07	-42.4	-17.5%	223.3	237.2	13.91	6.2%	230.96	234.2	3.2	1.4%	247.7			
D Transitional	64.5	120.0	55.5	86.1%	317.1	332.53	15.4	4.9%	364.6	392.8	28.13	7.7%	299.72	304.5	4.8	1.6%	348.6			
H Extended Learning	197.2	215.1	17.9	9.1%	293.0	286.34	-6.7	-2.3%	318.2	259.5	-58.71	-18.5%	295.32	263.0	-32.4	-11.0%	367.9			
J Clarkston	52.6	66.5	13.8	26.3%	246.3	238.5	-7.7	-3.1%	228.4	205.3	-23.2	-10.1%	214.8	183.8	-31.0	-14.4%	247.4			
K Academic Transfer	95.4	84.7	-10.7	-11.2%	776.9	725.5	-51.4	-6.6%	739.3	696.3	-43.0	-5.8%	661.0	640.8	-20.2	-3.0%	757.5			
M Nursing/Allied Health	85.1	98.5	13.5	15.8%	265.7	278.0	12.4	4.7%	250.1	254.1	3.9	1.6%	281.6	274.4	-7.2	-2.6%	294.2			
P Business/Entre	89.2	91.2	2.1	2.3%	330.7	287.5	-43.2	-13.1%	300.9	327.7	26.8	8.9%	305.6	259.8	-45.8	-15.0%	342.1			
R Ag/Water/Energy	68.8	55.7	-13.1	-19.0%	218.8	212.5	-6.3	-2.9%	212.4	206.7	-5.6	-2.7%	181.2	202.5	21.3	11.8%	227.0			
Total	699.1	792.6	93.5	13.4%	2690.9	2561.01	-129.9	-4.8%	2637.2	2579.52	-57.7	-2.2%	2472.87	2362.9	-110.0	-4.4%	2833.4			

Contract FTE Enrollment 2017-18

	Summer Quarter				Fall Quarter				Winter Quarter				Spring Quarter				Annualized - YTD			
	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	16-17	Nom Change	% Change
Total DOC	1050.85	1054.4	3.5	0%	1225.1	1056.5	-168.6	-13.8%	1155.81	1075.0	-80.8	-7.0%	1125.62	1028.1	-97.6	-9.5%	1519.1			
Other Contract	0.5	21.87	21.4	4274%	65.7	101.0	35.2	53.6%	84.0	94.9	10.9	13.0%	93.9	80.6	-13.3	-16.5%	81.4			
Total Contract	1050.9	1076.2	25.3	2%	1290.8	1157.4	-133.4	-10.3%	1239.77	1169.9	-69.9	-5.6%	1219.52	1108.6	-110.9	-10.0%	1600.3			

Self-Support/Community Service FTE Enrollment 2017-18

	Summer Quarter				Fall Quarter				Winter Quarter				Spring Quarter				Annualized - YTD			
	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	16-17	Nom Change	% Change
Total Self-Support	43.7	29.4	-14.3	-32.7%	29.1	32.5	3.4	11.7%	19.3	26.0	6.8	35.0%	17.2	19.3	2.1	12.1%	36.4367			

Unduplicated Headcount 2017-18

State Support	2010	1806	-204	-10.1%	3789	3809	20	0.5%	3750	3742	-8	-0.2%	3491	3394	-97	-2.8%	4347			
Contract	1495	1532	37	2.5%	1661	1436	-225	-13.5%	1671	1477	-194	-11.6%	1601	1338	-263	-16.4%	2143			
Undup Headcount	3509	3338	-171	-4.9%	5450	5245	-205	-3.8%	5421	5219	-202	-3.7%	5092	4732	-360	-7.1%	6491			

Running Start and AEP FTE Enrollment 2017-18

	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	17-18 To Date	Nom Change	% Change	16-17 Final	16-17	Nom Change	% Change
RS "billable" FTEs"					160.4	200.0	39.6	24.7%	159.4	194.6	35.2	22.1%	145.21	176.0	30.8	21.2%	155			
AEP "billable" FTEs					78.8	98.9	20.1	25.6%	82.6	91.3	8.7	10.5%	115.88	93.6	-22.3	-19.2%	92			

WALLA WALLA COMMUNITY COLLEGE - April 2018

	2017-2018 Approved Budget	March Adjusted Budget	April Adjusted Budget	Difference	Revenue to Date	% of Annual Budget	Prior Year Activity to Date	% of Prior Budget
REVENUE:								
State Funds:								
Base Allocation	\$14,339,015	\$14,961,795	\$14,968,136	\$6,341	\$11,117,950	74.28%	\$11,026,994	75.20%
Opportunity Grant	461,412	508,662	508,662	0	469,524	92.31%	422,458	87.30%
Worker Retraining	2,073,823	2,007,198	2,007,198	0	1,511,604	75.31%	1,709,419	77.65%
Total State:	\$16,874,250	\$17,477,655	\$17,483,996	\$6,341	\$13,099,078	74.92%	\$13,158,871	75.85%
Local Funds:								
General:								
Operating Fees	\$8,103,963	\$8,253,963	\$8,253,963	\$0	\$7,323,925	88.73%	\$7,410,055	91.65%
General Local	1,675,400	1,675,400	1,675,400	0	1,638,063	97.77%	1,496,499	97.88%
Alternative Education Program	510,000	510,000	510,000	0	385,485	75.59%	318,661	60.12%
Running Start	1,003,400	1,003,400	1,003,400	0	807,057	80.43%	632,257	80.54%
Foundation Support	200,000	330,000	330,000	0	247,500	75.00%	150,000	75.00%
Corrections Ed.-Indirect	644,897	655,904	655,904	0	462,500	70.51%	498,749	71.42%
Carry-Forward & Use of Reserves	760,784	760,784	760,784	0	633,987	83.33%	411,313	83.33%
Total General:	\$12,898,444	\$13,189,451	\$13,189,451	\$0	\$11,498,517	87.18%	\$10,917,534	88.61%
Self-Support:								
Community Service	75,000	75,000	75,000	0	99,829	133.11%	141,504	188.67%
Ancillary Programs	300,000	300,000	300,000	0	207,701	69.23%	247,670	82.56%
Total Self Support:	\$375,000	\$375,000	\$375,000	\$0	\$307,530	82.01%	\$389,174	103.78%
Total Local Funds	\$13,273,444	\$13,564,451	\$13,564,451	\$0	\$11,806,047	87.04%	\$11,306,708	89.06%
TOTAL REVENUE	\$30,147,694	\$31,042,106	\$31,048,447	\$6,341	\$24,905,125	80.21%	\$24,465,579	81.43%

	2017-2018 Approved Budget	March Adjusted Budget	April 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	\$18,293,162	\$18,696,264	\$18,593,834	(\$102,430)	\$14,780,335	\$0	\$14,780,335	79.49%	\$14,293,858	78.41%
Benefits	6,168,647	6,360,000	6,337,834	(22,166)	5,259,858	0	5,259,858	82.99%	5,061,695	82.87%
Rents	173,128	173,128	173,128	0	140,611	25,322	165,933	95.84%	166,643	92.98%
Utilities	895,130	895,130	895,130	0	717,688	0	717,688	80.18%	700,056	83.80%
Goods and Services *	2,646,307	2,890,372	2,984,228	93,856	2,156,475	370,218	2,526,693	84.67%	2,555,348	96.43%
Travel	272,810	303,288	332,027	28,739	294,887	331	295,218	88.91%	253,714	100.56%
Equipment	328,553	349,198	357,540	8,342	131,438	5,483	136,921	38.30%	352,035	77.91%
Subsidies/Transfers/Debt Service	1,369,957	1,374,726	1,374,726	0	978,942	0	978,942	71.21%	1,052,784	78.64%
Total by Object	\$30,147,694	\$31,042,106	\$31,048,447	\$6,341	\$24,460,234	\$401,354	\$24,861,588	80.07%	\$24,436,133	81.33%
By Program										
Instruction	\$12,670,352	\$12,871,105	\$12,835,735	(35,370)	\$10,195,861	\$62,439	\$10,258,300	79.92%	\$10,076,999	79.46%
Community Service	75,000	75,000	75,000	0	108,628	0	108,628	144.84%	93,698	124.93%
Instructional Computing	419,017	419,367	419,367	0	302,750	13,339	316,089	75.37%	316,570	71.98%
Ancillary Programs	300,000	300,000	300,000	0	187,741	2,059	189,800	63.27%	292,509	97.50%
Academic Administration	2,939,582	3,118,503	3,150,165	31,662	2,671,076	4,950	2,676,026	84.95%	2,595,290	82.40%
Library Services	633,862	655,614	655,614	0	516,028	2,381	518,409	79.07%	515,619	81.66%
Student Services	3,920,195	4,005,545	3,939,006	(66,539)	3,128,926	41	3,128,967	79.44%	3,448,390	84.09%
Institutional Support *	5,806,045	6,178,761	6,254,976	76,215	4,556,517	193,017	4,749,534	75.93%	4,372,960	79.28%
Facility Services	3,383,641	3,418,211	3,418,584	373	2,792,707	123,128	2,915,835	85.29%	2,724,098	86.46%
Total by Program	\$30,147,694	\$31,042,106	\$31,048,447	\$6,341	\$24,460,234	\$401,354	\$24,861,588	80.07%	\$24,436,133	81.33%

* In the Expenditures to Date columns of these lines is a set aside of \$125,000 to cover the estimated amount of carry-forward needed for the 2018-19 fiscal budget.

**THE CONSTITUTION
of the
Associated Student Government
of
Walla Walla Community College**



**Clarkston Campus
Walla Walla Campus**

***Constitution of the Associated Student Government
Of Walla Walla Community College***

PREAMBLE

We, the students of Walla Walla Community College in order to provide fair representation in the best interest of the student body, to ensure self-governance, to foster student leadership and success, to encourage the respectful exchange of ideas between faculty, students and staff, and to promote the general welfare of the student body, do hereby ordain and establish this Constitution of the Associated Student Government.

ARTICLE I. ORGANIZATION

Section 1. The name of this organization shall be: The Student Body of Walla Walla Community College. The governing entity of the Student Body shall be the Associated Student Government of Walla Walla Community College.

Section 2. Walla Walla Community College shall be herein referred to as the “College” or “WWCC.”

Section 3. The Associated Student Government shall be herein referred to as the “ASG.”

ARTICLE II. AUTHORITY

Section 1. The ASG of the Clarkston campus and the ASG of the Walla Walla campus shall have the authority as granted by the College Board of Trustees to legislate, promote and regulate the affairs of the ASG. In acceptance of this authority, the Executive Boards and Senators of each ASG recognize their responsibility to administer its programs and funds in compliance with the rules and regulations prescribed by the College and the laws of the State of Washington.

Section 2. This Constitution is governed by, and therefore must not contradict, federal laws, the State of Washington Statutes and Administrative Codes, and Board of Trustees policies that provide for its establishment. Only the College President or designee has the authority to alter this constitution outside the means for amendment it provides.

ARTICLE III. PURPOSE

Section 1. The purpose of the Associated Student Government shall be to:

- A. Respond to and resolve, to the best of its ability, those issues or concerns expressed by the student body.

- B. Act as a liaison between the students and the College administration.
- C. Assist in the establishment and maintenance of conditions conducive to student success, student learning and an enriched extracurricular environment.
- D. Advocate for the interests of the students and promote students' rights through effective representation to the faculty, administration and larger campus community.
- E. Take action on all matters, which promote the general welfare of the student body.
- F. In conjunction with the Services and Activities Fee Committee, ensure Services and Activities Fees are allocated and used to support the extracurricular and co-curricular interests of the student body as a whole.

ARTICLE IV. MEMBERSHIP

- Section 1.** The Student Body consists of all students registered at the College, and paying the Services and Activities Fee.
- Section 2.** Students currently enrolled and paying the Services and Activities Fee at Walla Walla Community College during the quarter in which the selection or election takes place shall be entitled to participate in the Student Body election or selection process.

ARTICLE V. COMPOSITION

- Section 1.** The ASG at each campus shall be vested in two branches of government, including a/an: Executive Board and Legislative Body (General Assembly).
- Section 2.** There shall be one Constitution, but two (2) separate Associated Student Governments, one at the Clarkston Campus, and the other at the Walla Walla Campus.
- Section 3.** The ASG shall establish its own By-Laws.

ARTICLE VI. EXECUTIVE BOARD

- Section 1.** There shall be an **Executive Board** of the Associated Student Government at each campus consisting of five (5) positions as follows:
- 1. President.
 - 2. Vice President.
 - 3. Treasurer.

4. Secretary.
5. Parliamentarian/Sergeant-at-Arms.

Section 2. Members of the Executive Board must have the following to be eligible for and to hold office:

- A. Have achieved and maintain a 2.50 cumulative grade point average.
- B. Be enrolled as a student paying the Services and Activities Fee.
- C. Be free from academic or disciplinary action, probation or sanctions.
- D. Be able to work up to seventeen (17) hours per week.
- E. Be enrolled in at least three (3) credit hours each quarter, except summer.
- F. Make ASG the priority extracurricular activity.

Section 3. No member of the Executive Board shall hold an executive or officer position on a student club/organization during their term of office.

Section 4. No member of the Executive Board shall hold a Senator position during their term of office.

Section 5. No one member of the Executive Board may hold more than one position on the Executive Board concurrently except as permitted by Constitution.

Section 6. Executive Board members shall be elected for a one-year term and may serve no more than **two** one-year terms in the same executive position.

Section 7. Terms of office shall begin at the time of induction and shall conclude at the time of induction of the newly elected Executive Board officers for the next academic year.

Section 8. Each Executive Board member shall have a vote at meetings of the Executive Board and General Assembly.

Section 9. The Executive Board shall handle the day-to-day operations of the ASG.

Section 10. The Executive Board may call for special and general elections to fill vacancies in the General Assembly and/or Executive Board, if necessary.

Section 11. The Executive Board may create and dissolve committees, create by-laws that pertain to Executive operating procedures.

Section 12. All Executive Board Members are required to attend all trainings, orientations, and other campus wide events so determined by the Vice President of Student Affairs or designee.

Section 13. In the event the President position becomes vacant, the Vice President shall assume the Presidency. If the Vice President declines the position, the General Assembly may appoint a new President based on simple majority vote (50%+1) of the voting General Assembly members.

Section 14. In the event an Executive position becomes vacant during the summer quarter, other than the President, the ASG President may temporarily fill the position through appointment during the summer quarter. The ASG President must obtain approval via a simple majority vote (50% + 1) of the General Assembly present in attendance no later than the second regularly scheduled General Assembly meeting.

Section 15. In the event an Executive position becomes vacant during the fall or spring quarters, other than the President, the ASG President may fill the position through appointment with simple majority vote (50% + 1) of the General Assembly present in attendance.

Section 16. The **President** shall:

- A. Act as the chief executive officer and be the liaison which represents the Associated Student Government and the student body with the Administration.
- B. Has authority to temporarily perform duties of and act as Treasurer, Vice President, Secretary, and Sergeant-at-Arms of the Associated Student Government should such action become necessary to maintain normal operations.
- C. Preside over the Executive and Legislative Branches of the ASG.
- D. Represent the Associated Student Government in meetings with any individual or group wherein agreements are discussed related to the ASG or use of Services and Activities Fees.
- E. Appoint a Parliamentarian and/or Sergeant-at-Arms.
- F. Have the authority to create and appoint non-paid and non-voting positions to the President's Cabinet.
- G. Have the authority to hire a non-voting Chief of Staff if funds are available.
- H. Have authority to call a special meeting of the Executive Board and/or General Assembly provided that notice of such meeting is provided to all General Assembly members at least forty-eight **(48)** hours in advance.
- I. Have the authority to create committees and appoint a chairperson to each.

- J. Initiate and oversee financial reconciliations and ensure that an audit of the treasury and all other Associated Student Government books are completed prior to the term of office expiration date and that copies of such audit are presented to members of the General Assembly.
- K. Present to the General Assembly any information available on the state of the Associated Student Government whenever possible and may make recommendations to the General Assembly on matters judged to be necessary and expedient.
- L. Have authority to make a pro-tempore appointment not to exceed thirty days or fill any vacant position with approval by simple majority vote (50% + 1) of the General Assembly members present at the General Assembly meeting.
- M. In absence of the Treasurer, be authorized to co-sign Associated Student Government requisitions and budgetary requests respectively with the college administration representative.
- N. Be the Associated Student Government officer responsible for daily business operations.
- O. Assist the Treasurer in fulfillment of audit requirements.
- P. Serve as the Associated Student Government representative and/or appoint a student representative on the college's Student Conduct Review Board.
- Q. Meet with the College President and/or designee(s) regularly or as needed to voice student concerns and issues.
- R. Have the authority to call an open forum twice per quarter to inform the students of current campus related issues and to receive student input and questions.
- S. Have the authority to request a report from any member of the ASG. The request must be made at least one (1) week in advance. The report is to be typed and signed.
- T. Serve as a voting member on the Services and Activities Fee Committee.
- U. Present a President's report at each General Assembly meeting.
- V. Present a State of the ASG address at the first meeting of the Spring quarter.
- W. Have one (1) vote in General Assembly meetings.
- X. Have one (1) vote in the General Assembly only in cases of a tie.
- Y. Attend all Executive Board and General Assembly meetings of the ASG.

Section 17. The **Vice-President** shall:

- A. Perform the duties of and act as the President should such action become necessary to maintain the normal operations of the Associated Student Government.
- B. Monitor each of the Standing Committees and other ASG committees through regular contact with the chair of each committee.
- C. Ensure that the chair of each committee is informed of the internal operations of the ASG and is aware of the actions of other committees internal and external to the ASG.
- D. Be an Ex-Officio member of all committees of the General Assembly without a vote via appointment by the ASG President.
- E. Serve as a voting member on the Services and Activities Fee Committee.
- F. Coordinate at least one (1) major community service project per academic year with support of all clubs and organizations.
- G. Facilitate the annual Voter Registration Drive Campaign.
- H. Have one (1) vote in Executive Board and General Assembly meetings.
- I. Attend all Executive Board and General Assembly meetings of the ASG.

Section 18. The **Treasurer** shall:

- A. Be the chief financial officer of the Associated Student Government.
- B. Be co-signature, with the Administration representative, on all Associated Student Government requisition requests and budgetary documents.
- C. Maintain accurate records and internal controls for all financial transactions.
- D. Prepare and make available to the General Assembly, monthly financial reports.
- E. Assume responsibility for acting as liaison to represent the Associated Student Government in all audits and provide copies of audit reports and reconciliations to the General Assembly and Administration.
- F. Have access to all financial records and inventory of recognized student organizations.
- G. Serve as the chairperson or co-chairperson and voting member on the Services and Activities Fee Committee.

- H. Supervise all audits and shall also take care to provide for the safe-keeping of all Associated Student Government financial documents, articles, and records.
- I. Have the overall authority to enforce financial regulations of the Associated Student Government with advice and consent of the General Assembly, and in cooperation with and approval of the Administration.
- J. Have one (1) vote in Executive Board and General Assembly meetings.
- K. Attend all Executive Board and General Assembly meetings of the ASG.

Section 19. The **Secretary** shall:

- A. Be the officer charged with responsibility to maintain records and proceedings and be the chief correspondent for the Associated Student Government.
- B. Assume responsibility and initiate coordination, recording and distribution of official minutes of all General Assembly and Executive Board meetings.
- C. Act as the correspondence agent representing the Associated Student Government with the media and student organizations.
- D. Serve as the correspondence liaison for the Associated Student Government Executive Board with the student body and administration.
- E. Maintain accurate records of the Associated Student Government, General Assembly and Executive Board proceedings and initiate actions to manage and secure all correspondence files.
- F. Provide committee chairpersons of the Associated Student Government a list of the members of each committee together with all documents and related instructions.
- G. Initiate and maintain accurate Associated Student Government membership records including: General Assembly representative data, General Assembly meeting attendance and absences, voting records and voting eligibility of representatives.
- H. Create and provide for the ASG President or presiding officer, at the beginning of each meeting, the orders of business and agenda for that day.
- I. Read all the petitions and correspondence that may be called for by the assembly at General Assembly meetings.
- J. Bring to each meeting the listing of Executive Officers, Senators, the membership of the General Assembly, and all Standing and special committees.

- K. Carry on all official correspondence for the Associated Student Government.
- L. Serve as the official recording officer of the Services and Activities Fee Committee.
- M. Have one (1) vote in Executive Board and General Assembly meetings.
- N. Attend all Executive Board and General Assembly meetings of the ASG.

Section 20. The **Parliamentarian/Sergeant-at-Arms** shall:

- A. Bring to each meeting a copy of the Associated Student Government Constitution, By-Laws, Robert's Rules of Order, Standing Rules of the organization, and any codes, bills or regulations governing the business, operations and actions of the General Assembly and its members.
- B. Call ASG Executive and General Assembly meetings to order, and adjourn meetings at the direction of the ASG President or designee.
- C. Make a final, unbiased ruling on all issues of constitutionality that arise during ASG meetings.
- D. Ensure compliance with the rules, regulations, policies and procedures governing the ASG as well as ensuring ASG rules are compliant with College policies and applicable laws.
- E. Chair any committees related to the internal conduct of ASG and its members.
- F. Assist in the development and drafting of by-laws, codes, bills, resolutions, rules of order and other regulatory documents of the ASG.
- G. Act as the consultant to the Executive Board and General Assembly on issues pertaining to the Constitution and By-Laws, and Robert's Rules of Order.
- H. Serve as the selection/election Commissioner in both major and minor elections or selections processes.
- I. Carry out other duties as assigned by the President.
- J. Have one (1) vote in Executive Board and General Assembly meetings.
- K. Attend all Executive Board and General Assembly meetings of the ASG.

Section 21. The **ASG Advisor** will be an employee of WWCC appointed by the Vice President of Student Affairs or designee. The ASG Advisor shall be a non-voting member of the ASG.

Section 22. Executive Board Meetings

- A. Regular Executive Board meetings shall be held on a day and time determined by the President at the beginning of the academic school year and approved by a simple majority vote (50% + 1) of the Executive Officers present in attendance.
- B. Executive Board meetings shall be conducted in an orderly manner using one's common sense, etiquette, and/or the latest edition of Robert's Rules of Order primary guide.
- C. Executive Board meetings shall be open to any member of the student body or public, unless a special closed executive session is necessary, which may be called by the President with notice provided to the Executive Board at least twenty-four (24) hours prior to the special closed executive session.

ARTICLE VII. GENERAL ASSEMBLY

Section 1. The General Assembly is the legislative body of the Associated Student Government vested with ultimate governing authority to act as the agent for and representative of the student body.

Section 2. The General Assembly is comprised of Senators and Executive Board members.

Section 3. The General Assembly shall have authority to:

- A. Act as custodian over all monies in the Associated Student Government treasury.
- B. Review and recommend financial policies and procedures that govern approval of budgets, allocations and expenditure of monies from the treasury to the Services and Activities Fee Committee.
- C. Determine the rules of its proceedings.
- D. Create and dissolve committees with approval of the ASG President.

Section 4. General Assembly Meetings

- A. Regular General Assembly meetings shall be held on a day and time determined by the President at the beginning of the academic school year and approved by a simple majority vote (50% + 1) of the General Assembly members present in attendance.
- B. The General Assembly shall convene a minimum of once per month during the Fall, Winter and Spring terms. General Assembly meetings shall be conducted in an orderly manner using one's common sense, etiquette, and/or the latest edition of Robert's Rules of Order primary guide.

- C. General Assembly meetings may officially convene, and business before the body may be considered when 50% plus one (1) of the eligible voting General Assembly members are present and in attendance.
- D. General Assembly meetings shall be open to any member of the student body.
- E. The General Assembly shall grant equitable time to issues brought forth by Senators and non-senators alike.

ARTICLE VIII. SENATORS

Section 1. There shall be eight (8) Senator positions at each campus: seven (7) available through an election or selection process representing the student body at each campus; and one (1) representing student clubs at each campus, which will be selected by a council of student club presidents.

Section 2. Senators shall be elected/selected at each campus on an annual basis during the spring quarter or as may be necessary. There shall be one (1):

- A. Senator for Arts and Sciences.
- B. Senator for Nursing and Allied Health Professions.
- C. Senator for Transitional Studies.
- D. Senator for Workforce Education.
- E. Senator for International Students.
- F. Senator for Veteran Students.
- G. Senator-At-Large (Clarkston campus only).
- H. Senator for Bachelor Programs (Walla Walla Campus only).
- I. Senator for Student Clubs (chair of the Student Club Council), which is elected by voting members of the club council.

Section 4. Vacancies may be filled by a currently enrolled student from said academic division or special interest group. The vacancy may be filled by recommendation from a member of the General Assembly by simple majority vote (50% + 1) of the General Assembly. Senator vacancies from a particular academic division may also be filled by a special election as so determined by the General Assembly.

Section 5. Term of office shall begin at the time of induction and shall conclude at the time of induction of the newly elected officers for the next academic year.

Section 6. Senators, in order to be eligible for and to hold office, must:

- A. Achieve and maintain a 2.30 cumulative grade point average.
- B. Be currently enrolled as a student and paying the Services and Activities Fee.
- C. Be free from academic or disciplinary action, probation or sanctions.
- D. Be able to work up to fifteen (15) hours per month.
- E. Be enrolled in at least three (3) credit hours each quarter, except summer.

Section 7. Senators shall be required to attend an Associated Student Government orientation and other leadership and training programs as outlined by the Vice President of Student Affairs or designee.

Section 8. All Senators must attend all open houses, orientations, graduations and other campus wide events as determined by the Vice President of Students Affairs or designee.

Section 9. Senators are required to attend all regularly scheduled General Assembly meetings. Absence from any two (2) General Assembly meetings during a quarter may result in a dismissal from office. In the event of an anticipated absence, Senators are responsible for notifying the ASG President and ASG Secretary, in writing, at least three (3) calendar days prior to the General Assembly meeting.

Section 10. Senators are expected to be familiar with the problems and concerns of students in their respective academic divisions, constituent group, as well as within the student body at large. Each senator is required to establish regular communication and to hold meetings and at least one (1) forum per quarter with students, faculty and staff towards this end and report results and/or initiate legislation at regularly scheduled General Assembly meetings.

Section 11. Senators are required to schedule and serve office hours each week to conduct appropriate business with General Assembly committees or other members of the association. Senators who fail to meet obligations to serve in this capacity are at risk of being censured, losing voting privileges and/or being removed from office.

Section 12. Senators are expected to maintain proper and accurate files on all items of business conducted at General Assembly meetings or while they are handling other ASG affairs.

Section 13. Each Senator is responsible for securing and researching agenda items of the next scheduled business meeting.

Section 14. Each Senator is required to sit and actively serve on at least one (1) Standing Committee of the Associated Student Government or one (1) college-wide committee throughout their term of office.

Section 15. Senators shall provide an opportunity for members of their constituent group to voice concerns to the General Assembly.

ARTICLE IX. ASSOCIATED STUDENT COUNCIL

Section 1. The Associated Student Council is comprised of both General Assemblies from the Clarkston and Walla Walla campuses.

Section 2. Associated Student Council Meetings

- A. At least once per quarter during the Fall, Winter and Spring, a joint meeting shall occur between the General Assemblies of the Clarkston and Walla Walla campuses. This meeting shall be referred to as the Associated Student Council (Council) meeting.
- B. The Council meetings shall be held on a day and time cooperatively determined by the ASG Presidents of the Clarkston and Walla Walla campuses at the beginning of the Fall quarter and approved by a simple majority vote (50% + 1) of the Clarkston and Walla Walla Executive Board members.
- C. The ASG Presidents shall be the presiding officers over Council meetings. This responsibility shall alternate between the campuses for each Council meeting.
- D. All responsibilities regarding coordination of a Council meeting shall be the responsibility of the executive officers at the campus where the President is the presiding officer for that Council meeting.
- E. Council meetings shall be conducted in an orderly manner using one's common sense, etiquette, and/or the latest edition of Robert's Rules of Order primary guide.
- F. The agenda shall be set by both General Assemblies, and an opportunity shall be provided for members of the General Assembly to be placed on the agenda and/or address the Council.

ARTICLE X. RESIGNATION AND IMPEACHMENT

Section 1. Resignation

- A. Members of the ASG reserve unto themselves the right to cease their duties by letter of resignation delivered to the ASG President at any time during their term of office.

Section 2. Impeachment

- A. All elected or appointed officers of the ASG are subject to impeachment by a two-thirds (2/3rd) vote of the General Assembly.

- B. A petition for impeachment must have as signatories: one-third the number of association members (based upon enrollment data of the preceding quarter), or two-thirds of the General Assembly.
- C. The grounds for impeachment must be stated on the written petition.
- D. Under certain circumstances, ASG officers may have charges brought against him/her for violating the WWCC Student Code of Conduct and go before a WWCC conduct hearing body. Members of the ASG found responsible for a violation of the Student Code of Conduct are subject to removal from office through the college conduct process.

Section 3. Procedure for Impeachment

- A. A petition for impeachment shall include the specific charge against the accused, must be presented to the ASG President, and forwarded to the General Assembly for review and vote at the next ASG general meeting. In the case of a petition for Impeachment of the President, the petition shall be submitted to the Vice President, and forwarded to the General Assembly.
- B. To impeach the accused, a two-thirds (2/3rds) majority vote of the General Assembly must vote in favor of impeachment by a roll call vote.
- C. If impeached, judgment shall not extend beyond removal from office and disqualification from representing the ASG.

Section 3. Procedure for Appeal of Impeachment

- A. The accused has the right to appeal the decision of the General Assembly to the Vice President of Student Affairs or designee.
- B. The Vice President of Student Affairs or designee can: (1) Uphold the decision of the General Assembly; (2) Refer the matter back to the General Assembly for re-evaluation if it failed to follow procedures outlined in the ASG Constitution, by-laws or applicable ASG codes, rules or regulations; or (3) Reverse the decision and reinstate the officer.
- C. An appeals review shall be held by the Vice President of Student Affairs or designee within five (5) calendar days following the decision of the General Assembly.
- D. The Vice President of Student Affairs or designee shall provide the ASG President, General Assembly and charged officer with the final decision, in writing, no later than three (3) days following completion of the appeal review.
- E. The decision of the Vice President of Student Affairs or designee shall serve as final action on behalf of the College.

Article XI. LIMITATION OF POWERS

Section 1. Constitutional amendments, by-law revisions and other proposed rules, regulations and codes related to the ASG shall be subject to review and approval by the College President or designee(s).

Section 2. No officer, appointed or elected, shall have any authority not specified in this document, the Bylaws of the ASG, or as may be granted to him or her by majority vote of the ASG.

ARTICLE XII. AMENDMENTS

Section 1. The Constitution of the Associated Student Government may be amended from time-to-time as outlined in this Constitution or By-Law.

Section 2. Proposals for amendments may be brought forth by an Associated Student Government officer or currently enrolled student with signature support from a Senator or ASG officer.

Section 3. The administration has the right to override and amend the constitution, if it is deemed necessary, in support of the overall mission, goals, and outcomes of the institution or in support of the co-curricular development of the student body.

Section 4. The party petitioning for amendment will have the right to present the proposal at a General Assembly meeting for consideration.

- A. Upon presentation of the proposal for amendment, the proposal shall become part of the official proceedings and remain as a new business agenda item for the next scheduled General Assembly meeting.
- B. The General Assembly will consider acceptance of the amendment at the meeting following its presentation by voting.
- C. A three-fourths (3/4) vote of the General Assembly membership is required for an amendment passage.
- D. In the event the original proposal fails passage by the General Assembly, it may be amended by the General Assembly for a second consideration.
- E. The amended version requires a three-fourths (3/4) vote of the General Assembly membership for passage.
- F. If the amended proposal fails, it may be brought before the student body for consideration via special ballot vote.
- G. The student body may consider and vote on the proposal for amendment. No less than two-thirds (2/3) of the student body in the affirmative is required for passage of the proposal.

- H. If the proposal fails to receive a minimum of two-thirds (2/3) of the currently enrolled student votes in the affirmative, the amendment proposal becomes moot.

ARTICLE XIII. BILLS

- Section 1.** Bills are defined as legislation passed by two-thirds (2/3) majority of the General Assembly members present at a General Assembly Meeting of which a quorum has been established.
- Section 2.** Bills must be brought before the General Assembly in writing before they are to be considered.
- Section 3.** If a bill is passed, it will exist as standing legislation, but it is not to be entered into this Constitution.
- Section 4.** If the proposed bill fails, it may be modified and re-presented two (2) additional times for consideration. If it still does not pass, it becomes a moot issue.

ARTICLE XIV. BY-LAWS

- Section 1.** The General Assembly at each campus may need to enact legislation to facilitate or improve government operations, at their respective campuses, requiring detail not appropriate for inclusion in the Constitution as an amendment. Legislation of this nature shall hereafter be referred to as By-Laws.
- Section 2.** By-Laws may be proposed by any member of the Associated Student Government.
 - A. The proposed By-Law must be submitted in writing and copies provided to the General Assembly for inclusion in the official minutes of proceedings in order that the proposal may be listed on the agenda at a subsequent meeting of the General Assembly.
 - B. In order for a By-Law to be passed as a legislative act of the General Assembly and made part of the Associated Student Government Constitution, a proposed By-Law must be placed before the assembly in the form of a motion made on the floor and a quorum of the membership present voting to accept in the affirmative.
- Section 3.** A By-Law may be dissolved by the General Assembly if a proposal to do so is submitted in writing and it is included as an Agenda item for consideration at a subsequent regular meeting of the General Assembly.
- Section 4.** By roll call vote, a By-Law may be dissolved if a quorum is present and two-thirds (2/3) majority vote in the affirmative is achieved at a regularly scheduled General Assembly meeting.

Section 5. By-Laws involving Associated Student Government election rules and regulations may only be proposed and dissolved with concurrence of the Vice President of Student Affairs or designee.

Section 6. By-Laws involving Associated Student Government budgetary rules and fiscal management may only be proposed and dissolved with concurrence of the Vice President of Student Affairs or his/her designee.

Section 7. By-Laws shall be placed before the General Assembly for consideration in accordance with the following format:

A. (Proposed) By-Law

#1801F (or) #1801W (or) 1801S

Proposed by: (name of individual)

Date proposed: 01.12.05

B. 1801S; the first two numbers indicating the year, the next two the ascending number of By-Law for that year, and the letter indicating the quarter (F=Fall, W=Winter, S=Spring).

Section 8. By-Law proposals shall be signed by the individual who brings forth the by-law for consideration by the General Assembly.

ARTICLE XV. ELECTIONS/SELECTIONS

Section 1. The Associated Student Government will maintain structured and organized selections and/or elections systems to facilitate the annual determination of ASG voting members to its ranks.

Section 2. An Elections/Selections Commission, chosen among current members of the General Assembly or the student body shall initiate and oversee annual ASG Elections in conjunction with the ASG Advisor.

Section 3. A chairperson shall be appointed by the ASG President with concurrence by simple majority vote of the General Assembly.

Section 4. The Elections/Selections Commission and administration representative shall verify candidate eligibility, election campaigns, debates, promotions, voting process and insure the integrity of voting results in accordance with an Elections/Selections Code approved by the Vice President of Student Affairs or designee.

Section 5. Elections/Selections will be held no later than the first week of April. In cases of a run-off, run-off elections shall be held no later than the second week of April.

Section 6. Candidates for the Associated Student Government will obtain and submit a candidacy package that will require individuals to declare candidacy for office in order to be considered eligible for ASG.

Section 7. Specific Elections/Selections requirements, rules, and regulations will be in accordance with an Elections/Selections Code developed and approved by the General Assembly and Vice President of Student Affairs or designee.

ARTICLE XVI. GENERAL ASSEMBLY MEETING RULES

Section 1. General Assembly meetings shall be conducted in an orderly manner using one's common sense, etiquette, and the latest edition of Robert's Rules of Order primary guide.

Section 2. The President shall be the presiding officer over General Assembly meetings and shall vote in its deliberations only in the case of a tie.

A. In the absence of the President, the Vice President shall be the presiding officer pro-tempore.

B. In the absence of both the President and the Vice President, the Treasurer shall be the presiding officer pro-tempore.

C. In the absence of the President, Vice President, and Treasurer, the Secretary shall be the presiding officer pro-tempore.

D. In the absence of the above officers, the General Assembly shall elect from its membership a presiding officer pro-tempore by a simple majority vote of General Assembly members present.

Section 3. Meetings of the General Assembly shall be open to any member of the Student Body, college community or public. Such members may recommend for consideration of the General Assembly, any measures judged necessary and be provided ample amount of time on the floor to allow for proper presentation and discussion of such measures fully.

ARTICLE XVII. STANDING COMMITTEES

Section 1. There shall be Standing Committees of the Associated Student Government whose purpose shall be to act for the association and continue in existence to further the interests and general welfare of the student body.

Section 2. Membership on Standing Committees shall be open to all members of the association.

Section 3. A Chairperson of each committee shall be appointed on an annual basis by the ASG President.

Section 4. Standing Committees shall conduct business deliberations according to Robert's Rules of Order and report to the General Assembly through the Chairperson at regularly scheduled General Assembly meetings to inform the legislature of recommendations, action taken or information obtained by the Committee.

Section 5. The ASG President or General Assembly, by three-fourths (3/4) majority vote, can establish additional standing committees deemed necessary to carry out the general operations and functions of the ASG in representation of the Student Body. Structure and powers of standing committees shall be delineated in the ASG Bylaws.

Section 6. Standing Committees shall be:

- A. **ELECTIONS/SELECTIONS COMMISSION:** Shall be responsible for the Associated Student Government elections and selection processes, and rules and regulations governing such annual activities. All rules shall be subject to approval by the Vice President of Student Affairs or designee.
- B. **PUBLIC RELATIONS:** Shall be responsible for communication to the students of Walla Walla Community College. The public relations committee shall act as the entity responsible for reaching out to the students.
- C. **STUDENT SERVICES ISSUES:** The student services issues committee shall be charged with the responsibility to explore student services issues and present its findings and recommendations to the General Assembly.

ARTICLE XVIII. DISSOLUTION

Section 1. The Associated Student Government may be dissolved by resolution of not less than three-fourths (3/4) of the total voting membership of the General Assembly.

Section 2. Notice to dissolve shall be provided to the College President or designee(s) at least two (2) weeks prior to the meeting in which the vote on such dissolution shall take place.

Section 3. The College President has final approval on the dissolution of the ASG.

Section 4. In the event the ASG is dissolved, all debts and liabilities legally incurred on behalf of the ASG shall be disposed of pursuant to the State of Washington Office of Financial Management, and any state laws and College Board policies governing the finances of the ASG and the College.

ARTICLE XIX. COLLEGE ADMINISTRATION

Section 1. The college administration encourages and facilitates maximum student participation in the Associated Student Government and to ensure responsiveness and representation to its constituencies.

Section 2. The ASG Advisor will assist primarily by providing advice and counsel as the representative of the administration.

- Section 3.** The ASG Advisor will also take steps to require that acceptable business practices and procedures are followed, be the primary signature for the College on all Associated Student Government expenditures, and insure that provisions of this Constitution are carried out.
- Section 4.** The College President or designee has the right to review ASG financial accounts at any time and may formally request re-examination of how monies are being allocated.
- Section 5.** The College President or designee has the right to take full charge of the ASG in a declared state of emergency to ensure the proper day-to-day and daily operations standards for the betterment of the student body.
- Section 6.** The College President or designee has the right to override and amend the constitution where it is deemed the constitution violates federal/state laws or college policies or it adversely impacts the co-curricular development of the student body or student organizations as well as the prudent use of resources.
- Section 7.** The College President or designee has final approval authority on all constitutional amendments, codes and rules and regulations governing the ASG.

Adopted December 21st, 1972

Amended May 20th, 1982

Amended September 30th, 1988

Amended April 6th, 1989

Amended September 5th, 1989

Amended June 27th, 1990

Amended March 16th, 2005

Interim Amendment March 21, 2018

Amended May , 2018



Walla Walla Community College

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

DATE: May 10, 2018

TO: Board of Trustees

FROM: Davina Fogg
Vice President of Administrative Services

RE: 2018-2019 Tuition Schedules & BAS Program Fees – for approval

Included with this memo is the proposed 2018-19 Tuition Schedules for lower division and upper division rates. These schedules are used to inform students what they can expect to pay for tuition and fees starting Fall Quarter 2018. Also attached is the backup information summarizing tuition rates for all Washington State Community Colleges, as approved by the State Board for Community and Technical Colleges (SBCTC). The State Board adopted a “draft” rate schedule, with a 2% increase, while waiting for OFM and Legislative staff to update the inflation calculation with an additional year of median hourly wage data that is not available until late May this year.

The lower division tuition schedule is reflective of schedules from previous years presented to the board. Due to the addition of Bachelor of Applied Science (BAS) degrees at WWCC, an additional schedule for upper division tuition is being presented for your approval this year. Students taking BAS classes (upper division only) will also pay a program specific class fee that is summarized on the attached Student Fee Schedule.

The 2018-19 Tuition Schedules include tuition and fees that apply to almost every student and that are generally calculated on a standard per credit basis. The various colors on the attached schedules indicate who established and or approved the rates with SBCTC’s approved rates in green, student-voted fees in yellow, and the fees and tuition waivers the WWCC Board of Trustees controls in pink.

Tuition and fees for a lower division full-time resident student will increase by an average of 2.0% to \$1,508.85 per quarter. Students enrolling in BAS programs are charged tuition based on their specific combination of lower and upper division courses.

The two BAS program fees presented for approval are directly related to the upper division classes for Sustainable Ag Systems (SAS) beginning in Fall 2018 and Applied Management and Entrepreneurship (AME) in Fall 2019. Though the AME BAS does not start until Fall 2019, there are Business Management classes that will begin in Fall 2018 that are crossovers and thus apply to the SAS BAS as well.

A restructure of the Non-Resident Special Fee is included in the attached schedules. In past years, a \$300 fee kicked in at the 11th credit for Non-Resident students. Options to change how that fee is distributed have been part of several board meeting agenda items over the past six months. The recommended schedules for 2018-19 change the Non-Resident Special Fee to a more equitably distributed fee applied to each credit. This change is expected to be revenue neutral based on a study of credit generation patterns from previous years. The \$300 fee at the 11th credit is eliminated in favor of a \$15 per credit fee, up to 15 credits (maximum of \$225 per student). This change will take effect starting Summer Quarter 2018, unlike the balance of the fees shown on the attached schedule.

Further discussions about reducing or potentially even eliminating the Non-Resident Special Fee will continue and be considered for future implementation depending on the Board's authorities in this area, the cost of implementing different rate structures and the overall impact to the operating budget of those changes.

Additionally, this memo will serve as an official notice that students registered in community service and continuing education type classes (classes with a fee pay status of 98) will no longer pay the comprehensive fee.

We recommend approval of the 2018-2019 Tuition Schedules & BAS program fees, including any final adjustments necessary once SBCTC finalizes their rates in late May 2018.

2018-2019 Lower Division Tuition Schedule

DRAFT**

State Board Draft Established - Resident - approved 5/2/18 **

	2017-2018	2018-2019	Diff.	% Diff
1-10 Credits				
Operating Fee	83.19	84.85	1.66	2.00%
Building Fee	11.17	11.51	0.34	3.04%
S & A Fee	10.81	11.04	0.23	2.13%
	105.17	107.40	2.23	2.12%
11-18 Credits				
Operating Fee	41.85	42.69	0.84	2.01%
Building Fee	3.94	4.06	0.12	3.05%
S & A Fee	6.29	6.42	0.13	2.07%
	52.08	53.17	1.09	2.09%
Basic Skills (ABE, GED, ESL), per student/quarter				\$25.00

Local Board Established:

Non-Resident Special Fee	\$15/credit, Max \$225
Eligible Veterans and National Guard Members Tuition Waiver	50.00%
Ungraded Courses (EMT, First Aid, Quest, Journeyperson)	\$41.00
Space Available for Senior Citizens, per class, limit 2 classes	\$2.50
Professional Technical students and req. courses 18+ cr.	\$25.00
American Indian Students - Nonresident differential waived	
H. S. Completion for non-res.- Nonresident differential waived	
Parent Ed Courses	\$16.00
Athletic Waiver, "grant-in-aid" eligible res. & non-res.	25.00%
Maximum \$335/quarter	

Credit Level Examples

Credit Level	"Tuition"	Fees			WA RES Total	A	B	C	D	E	F
		Fac. Use	Tech	Comprehensive							
1	\$107.40	\$9.00	\$3.00	\$4.90	\$124.30		US Citizen Not WA Resident	INTER- NATIONAL	Resident Stu. HSC	PARENT ED	EMT, FA, Quest w/ FUF & Comp.
2	\$214.80	\$18.00	\$6.00	\$9.80	\$248.60		\$157.90	\$301.72	\$32.90	\$16.00	\$54.90
3	\$322.20	\$27.00	\$9.00	\$14.70	\$372.90		\$315.80	\$603.44	\$65.80	\$32.00	\$109.80
4	\$429.60	\$36.00	\$12.00	\$19.60	\$497.20		\$473.70	\$905.16	\$98.70	\$48.00	\$164.70
5	\$537.00	\$45.00	\$15.00	\$24.50	\$621.50		\$631.60	\$1,206.88	\$131.60	\$64.00	\$219.60
6	\$644.40	\$54.00	\$18.00	\$29.40	\$745.80		\$789.50	\$1,508.60	\$164.50	\$80.00	\$274.50
7	\$751.80	\$63.00	\$21.00	\$34.30	\$870.10		\$947.40	\$1,810.32	\$197.40	\$96.00	\$329.40
8	\$859.20	\$72.00	\$24.00	\$39.20	\$994.40		\$1,105.30	\$2,112.04	\$230.30	\$112.00	\$384.30
9	\$966.60	\$81.00	\$27.00	\$44.10	\$1,118.70		\$1,263.20	\$2,413.76	\$263.20	\$128.00	\$439.20
10	\$1,074.00	\$90.00	\$30.00	\$49.00	\$1,243.00		\$1,421.10	\$2,715.48	\$296.10	\$144.00	\$494.10
11	\$1,127.17	\$90.00	\$30.00	\$49.00	\$1,296.17		\$1,579.00	\$3,017.20	\$329.00	\$160.00	\$549.00
12	\$1,180.34	\$90.00	\$30.00	\$49.00	\$1,349.34		\$1,650.16	\$3,077.59	\$345.00	\$176.00	\$590.00
13	\$1,233.51	\$90.00	\$30.00	\$49.00	\$1,402.51		\$1,721.32	\$3,137.98	\$361.00	\$192.00	\$631.00
14	\$1,286.68	\$90.00	\$30.00	\$49.00	\$1,455.68		\$1,792.48	\$3,198.37	\$377.00	\$208.00	\$672.00
15	\$1,339.85	\$90.00	\$30.00	\$49.00	\$1,508.85		\$1,863.64	\$3,258.76	\$393.00	\$224.00	\$713.00
16	\$1,393.02	\$90.00	\$30.00	\$49.00	\$1,562.02		\$1,934.80	\$3,319.15	\$409.00	\$240.00	\$754.00
17	\$1,446.19	\$90.00	\$30.00	\$49.00	\$1,615.19		\$1,990.96	\$3,379.54	\$425.00	\$256.00	\$795.00
18	\$1,499.36	\$90.00	\$30.00	\$49.00	\$1,668.36		\$2,047.12	\$3,439.93	\$441.00	\$272.00	\$836.00
19+ (per cr.)	\$96.36	\$0.00	\$0.00	\$0.00	\$96.36		\$2,103.28	\$3,500.32	\$457.00	\$288.00	\$877.00
							\$100.41	\$273.78	\$25.00	\$16.00	\$41.00

SBCTC Established Student Voted

Note: Comprehensive Fee is \$4.40/cr. & e-learning fee is \$0.50/cr.

Walla Walla Community College Board of Trustees

** Presented to the State Board May 2, 2018. This tuition schedule reflects a 2.0% tuition increase for resident students based on Legislative budget assumptions. The final rates will be available in late May, after OFM and Legislative staff update the inflation calculation with an additional year of median hourly wage data from the Bureau of Labor Statistics.

2018-2019 Upper Division Tuition Schedule

DRAFT**

State Board Draft Established - Resident - approved 5/2/18 **

	2017-2018	2018-2019	Diff.	% Diff
1-10 Credits				
Operating Fee	183.38	187.05	3.67	2.00%
Building Fee	11.17	11.51	0.34	3.04%
S & A Fee	10.81	11.04	0.23	2.13%
	205.36	209.60	4.24	2.06%
11-18 Credits				
Operating Fee	0.00	0.00	0.00	0.00%
Building Fee	3.94	4.06	0.12	3.05%
S & A Fee	6.29	6.42	0.13	2.07%
	10.23	10.48	0.25	2.44%

Local Board Established:

Non-Resident Special Fee	\$15/credit, Max \$225
Eligible Veterans and National Guard Members Tuition Waiver	50.00%
Professional Technical students and req. courses 18+ cr.	\$25.00
American Indian Students - Nonresident differential waived	
Athletic Waiver, "grant-in-aid" eligible res. & non-res.	25.00%
Maximum \$335/quarter	

Credit Level Examples

		Fees			A	B	C
Credit Level	"Tuition"	Fac. Use	Tech	Comprehensive	WA RES Total	US Citizen Not WA Resident	INTER-NATIONAL
1	\$209.60	\$9.00	\$3.00	\$4.90	\$226.50	\$265.47	\$625.47
2	\$419.20	\$18.00	\$6.00	\$9.80	\$453.00	\$530.94	\$1,250.94
3	\$628.80	\$27.00	\$9.00	\$14.70	\$679.50	\$796.41	\$1,876.41
4	\$838.40	\$36.00	\$12.00	\$19.60	\$906.00	\$1,061.88	\$2,501.88
5	\$1,048.00	\$45.00	\$15.00	\$24.50	\$1,132.50	\$1,327.35	\$3,127.35
6	\$1,257.60	\$54.00	\$18.00	\$29.40	\$1,359.00	\$1,592.82	\$3,752.82
7	\$1,467.20	\$63.00	\$21.00	\$34.30	\$1,585.50	\$1,858.29	\$4,378.29
8	\$1,676.80	\$72.00	\$24.00	\$39.20	\$1,812.00	\$2,123.76	\$5,003.76
9	\$1,886.40	\$81.00	\$27.00	\$44.10	\$2,038.50	\$2,389.23	\$5,629.23
10	\$2,096.00	\$90.00	\$30.00	\$49.00	\$2,265.00	\$2,654.70	\$6,254.70
11	\$2,106.48	\$90.00	\$30.00	\$49.00	\$2,275.48	\$2,680.92	\$6,265.92
12	\$2,116.96	\$90.00	\$30.00	\$49.00	\$2,285.96	\$2,707.14	\$6,277.14
13	\$2,127.44	\$90.00	\$30.00	\$49.00	\$2,296.44	\$2,733.36	\$6,288.36
14	\$2,137.92	\$90.00	\$30.00	\$49.00	\$2,306.92	\$2,759.58	\$6,299.58
15	\$2,148.40	\$90.00	\$30.00	\$49.00	\$2,317.40	\$2,785.80	\$6,310.80
16	\$2,158.88	\$90.00	\$30.00	\$49.00	\$2,327.88	\$2,797.02	\$6,322.02
17	\$2,169.36	\$90.00	\$30.00	\$49.00	\$2,338.36	\$2,808.24	\$6,333.24
18	\$2,179.84	\$90.00	\$30.00	\$49.00	\$2,348.84	\$2,819.46	\$6,344.46
19+ (per cr.)	\$96.36	\$0.00	\$0.00	\$0.00	\$96.36	\$206.90	\$597.53

SBCTC Established Student Voted

Walla Walla Community College Board of Trustees

Note: Comprehensive Fee is \$4.40/cr. & e-learning fee is \$0.50/cr.

** Presented to the State Board May 2, 2018. This tuition schedule reflects a 2.0% tuition increase for resident students based on Legislative budget assumptions. The final rates will be available in late May, after OFM and Legislative staff update the inflation calculation with an additional year of median hourly wage data from the Bureau of Labor Statistics.

WASHINGTON STATE COMMUNITY COLLEGE *DRAFT* TUITION AND FEE RATES

2018-19*

		<u>Lower Division</u>		<u>Upper Division</u>	
		<u>RESIDENTS</u>	<u>NONRESIDENTS</u>	<u>RESIDENTS</u>	<u>NONRESIDENTS</u>
		<i>Assumes 15 Credits per Quarter</i>		<i>Assumes 15 Credits per Quarter</i>	
ANNUAL	Operating Fee	\$3,185.85	\$8,181.45	\$5,611.50	\$17,156.40
	Building Fee	\$406.20	\$841.50	\$406.20	\$841.50
	Maximum S & A Fee	<u>\$427.50</u>	<u>\$427.50</u>	<u>\$427.50</u>	<u>\$427.50</u>
	Tuition and Fees	\$4,019.55	\$9,450.45	\$6,445.20	\$18,425.40
QUARTERLY	Operating Fee	\$1,061.95	\$2,727.15	\$1,870.50	\$5,718.80
	Building Fee	\$135.40	\$280.50	\$135.40	\$280.50
	Maximum S & A Fee	<u>\$142.50</u>	<u>\$142.50</u>	<u>\$142.50</u>	<u>\$142.50</u>
	Tuition and Fees	\$1,339.85	\$3,150.15	\$2,148.40	\$6,141.80
PER CREDIT	<i>1-10 Credits</i>			<i>1-10 Credits</i>	
	Operating Fee	\$84.85	\$248.13	\$187.05	\$571.88
	Building Fee	\$11.51	\$25.65	\$11.51	\$25.65
	Maximum S & A Fee	<u>\$11.04</u>	<u>\$11.04</u>	<u>\$11.04</u>	<u>\$11.04</u>
	Tuition and Fees	\$107.40	\$284.82	\$209.60	\$608.57
PER CREDIT	<i>Average Incremental Increase for Each Credit between 11 and 18</i>			<i>Average Incremental Increase for Each Credit between 11 and 18</i>	
	Operating Fee	\$42.69	\$49.17	\$0.00	\$0.00
	Building Fee	\$4.06	\$4.80	\$4.06	\$4.80
	Maximum S & A Fee	<u>\$6.42</u>	<u>\$6.42</u>	<u>\$6.42</u>	<u>\$6.42</u>
	Tuition and Fees	\$53.17	\$60.39	\$10.48	\$11.22
EXCESS CREDIT SURCHARGE		<i>19+ Credits</i>		<i>19+ Credits</i>	
Operating Fee Only		\$96.36	\$273.78	\$198.56	\$597.53

* Presented to the State Board May 2, 2018. This tuition schedule reflects a 2.0% tuition increase for resident students based on Legislative budget assumptions. The final rates will be available in late May, after OFM and Legislative staff update the inflation calculation with an additional year of median hourly wage data from the Bureau of Labor Statistics.

UNGRADED COURSES - per credit fees - Operating Fees deposited to Fund 149

2018-19

	<u>Comments</u>	<u>Per Credit Fee</u>
Apprenticeship	50% waiver	\$54.00
(Clock hour equivalent)		\$3.60
ABE, ESL, GED	Colleges may waive the \$25 charge for students who are unable to pay	\$25 per student per quarter
Competency Based Programs	Method for establishing tuition governed by WAC 131-28-025, subsection (2), amended by State Board Resolution 14-09-60 (Sept. 10, 2014)	Program length (in months) divided by three and multiplied by quarterly tuition and fees at 15 credit hours (above)
Athletic Waiver	Amount allowable to waive is 25% of the 15 credit rate for tuition and fees and must be taken from OPERATING FEE ONLY.	\$ 335.00

Colleges are authorized to charge tuition to Running Start students when the student's choice of credit load exceeds the level that will be reimbursed by the school district.

PROPOSED STUDENT FEE SCHEDULE 2018-2019

Board Approved Fees			Basis for	Actual	Actual	Actual	Revenue		
General Local - Fund 148		Fee Description	Calculation	Revenue	Revenue	Revenue	To Date	2017-2018	2018-2019
			of Fee	2014-2015	2015-2016	2016-2017	as of 3/31/18	Fees	Fees
BAS - Sustainable Ag Systems	RQ	Program specific fees: \$10 to cover supplies and instructional support, and \$10 to cover equipment repair and replacement	per credit on upper division classes				New fee in FY 2018-2019		\$ 20.00
BAS - Applied Mgmt. & Entrepreneur	PQ	Program specific fees: \$7 to cover supplies and instructional support, and \$3 to cover program specific software	per credit on upper division classes				New fee in FY 2018-2019		\$ 10.00

TRiO Board Report
May 16, 2018

The TRiO grant programs were created by the Department of Education in order to designate resources to address the inequities in enrollment, persistence and completion found among degree-seeking first generation students, low-income students and students with disabilities.

TRiO Student Support Services has been a part of Walla Walla Community College since the late 1980's and currently serves 288 students annually. The goal of our program is to bring guidance, connection and encouragement to students as they navigate through the complexities of college on the way to degree completion and/or transfer to a four-year university.

2017-18 TRiO Demographics

ELIGIBILITY		
	# of Participants	Percentage
Disabled	8	2.87%
Disabled and Low Income	5	1.79%
First Generation only	62	22.22%
Low Income only	10	3.58%
Low Income and First Generation	193	69.18%
(none recorded)	1	.036%
TOTAL COUNT	279	

ETHNICITY		
	# of Participants	Percentage
American Indian/Alaskan Native	10	3.58%
Asian	2	.72%
Black or African American	15	5.38%
Hispanic	118	42.29%
Native Hawaiian or Other Pacific Islander	6	2.15%
White	163	58.42%

GENDER		
	# of Participants	Percentage
Female	193	69.18%
Male	86	30.82%

2017-18 Project: WWCC to EWU TRiO Transfer Cohort – “Camino a la Universidad”

Creating the student cohort, Year 2

- EWU campus visit in November (open to all TRiO students)
- Developing the student cohort
 - Goals: community, connections and leadership
 - Interested students: 9 students (4 students chose to invite families to participate)
 - Student meetings (4) throughout the year focused on:
 - Transfer readiness
 - Leadership - student-led activities included:
 - Participating/attending meetings with family
 - Workshops: Car Maintenance; Dorm Life 101; College Breakfast on a Budget
 - Student presentation at DeSales Catholic School
- Building parent confidence!
 - Goals: community, connections, Transfer 101 and how to continue supporting your child
 - Parent and student work focused on:
 - “Getting to know you” – topics of interest for families
 - Sessions: Financial Aid and Scholarships;
 - Campus visit to WWCC and TRiO;
 - Exito en la Universidad with Luis Rosales
 - Transfer 101 with EWU representatives (held at Las Chiquillas)
 - EWU pre-trip meeting
 - Family Campus visit May 15
- Community partners included:
 - WWCC: Foundation; Derek Brandes, President; Jose da Silva, VP of Student Affairs; John Hibbitts, Special Assistant for Access Initiatives
 - Garrison Middle School
 - Luis Rosales, Executive Director of Trilogy
 - TRiO Alumni, Ana Andrade, current EWU student (cohort of 2016-17)

Eastern Delegation and Partnership

- TRiO cohort staff have worked with Victor Rodriguez (EWU New Student Transitions and Parent Programs) all year to coordinate informational sessions for cohort parents and students
- Lauren, Maria and Rosa attended the March 9th EWU delegation meeting at WWCC. Support from EWU for the TRiO cohort May campus visit increased significantly after the meeting with the delegation. EWU has boosted support by providing:
 - Staffing for March Cohort family event: Victor Rodriguez, EWU New Student Transitions and Parent Programs, and Isaias Nuñez, EWU Assistant Director for Transfer Admissions
 - Transportation for students and families from WWCC to EWU in May
 - Increased coordination tailored specifically for our cohort group for the May visit