



Agenda

Regular Meeting
Board of Trustees, District No. 20
Walla Walla Community College
Wednesday, June 27, 2018, 11:00 a.m.

All Times Are Estimates

11:00 a.m.	Call to Order Approval of Agenda <i>Mr. Don McQuary, Vice Chair</i>	Action	
11:02 a.m.	Introductions <u>Doug Bayne</u> <ul style="list-style-type: none">• Nadine Barragan, Director of Strategic Initiatives <u>Jessica Cook</u>• Jacqueline Alonso, Development Coordinator <u>Danielle Hodgen</u>• Rosie Mc Evoy, Financial Aid Specialist <u>Chad Miltenberger</u>• Cathryn Kenyon, Mathematics and Physical Sciences Instructor, Clarkston Campus• Brian McElroy, Financial Aid Assistant/Academic Advisor, Clarkston Campus <u>Kerri Polson</u> <ul style="list-style-type: none">• Natalie Horner, Payroll & Benefits Specialist	Discuss	Tab 1
11:15 a.m.	Consent Agenda <i>Mr. McQuary</i> <ol style="list-style-type: none">1. May 16, 2018 Board Meeting Minutes2. June 13, 2018 Special Board Meeting Minutes3. Personnel Update4. Final Spring Quarter Enrollment Report5. 2017-2018 Annual Enrollment Report	Action	Tab 2 Tab 3 Tab 4 Tab 5 Tab 6
11:17 a.m.	Employee Recognition <i>Dr. Derek Brandes</i>	Discuss	
11:20 a.m.	Approval of Clarkston Campus Facility Master Plan <i>Mrs. Davina Fogg</i>	Discuss	Tab 7
11:30 a.m.	Demonstration of Admissions Portal <i>Ms. Tessa Kimball</i>	Discuss	
11:40 a.m.	Update on Non-Resident Special Fee <i>Mrs. Davina Fogg, Ms. Lori Carambot</i>	Discuss	

11:50 a.m.	Lunch Break		
12:35 p.m.	2018-2019 Operating Budget Study Session <ul style="list-style-type: none"> • Budgeting Facts and Assumptions • Budget Gap • Comparison, Estimated Revenue • Comprehensive Summary of Budget Changes • Summary, Grants and Contracts 	Discuss	Tab 8
	Student Activity and Service Fee Budget – Resolution of Continuance <i>Mr. Rodney Lipscomb</i>	Action	Tab 9
	Approval of the 2018-19 Operating Budget	Action	Tab 8
1:45 p.m.	President's Report <i>Dr. Brandes</i>	Discuss	
2:00 p.m.	Future Board Meeting Dates <ul style="list-style-type: none"> • Move September 19, 2018 Meeting to Clarkston Campus • Change Date of October 17, 2018 Meeting to October 10, 2018 	Action	
2:10 p.m.	Recess to Executive Session to Discuss Faculty Negotiations	Discuss	
2:40 p.m.	Board Reports / Remarks	Discuss	
2:50 p.m.	New and Unscheduled Business	Discuss	
3:00 p.m.	Public Comment <i>Persons wishing to express their views on any matter must sign up in advance and are limited to three minutes.</i>		
3:15 p.m.	Adjourn		



Introductions

Jerry Anhorn

Tyler Cox, Agricultural Science-Animal Science Instructor

Tyler received his degree in Animal Science with a double major in Agricultural Economics from Washington State University and continued his education at Texas Christian University in the Ranch Management Program. Tyler's formal education and 16 years working in the agricultural industry have provided him a wealth of experience to bring to WWCC students. Tyler has worked for WWCC as an adjunct instructor since 2013. Tyler has been an integral part of revising and renewing our Animal Sciences department and is a valued member of the Agricultural Sciences program.

Doug Bayne

Nadine Barragan, Director of Strategic Initiatives

Nadine grew up in Pico Rivera, California on the eastside of Los Angeles and attended Whittier College. She earned her MPA from Walden University. Nadine brings a diverse mix of experiences serving first-generation students in higher education environments and working on education access issues in East LA. Nadine has a deep commitment for equity and inclusion.

Jessica Cook

Jacqueline Alonso, Development Coordinator

After graduating from Eastern Washington University with a B.A. Psychology, Jacky Alonso has worked for Walla Walla Public Schools, first as a Bilingual Para Educator and more recently as an Intervention Specialist at Edison Elementary and Walla Walla High School. In these roles, she has dedicated herself to providing all levels of support, help, and guidance for Walla Walla children and their families. She has proven herself to be a resourceful, extremely hard-working self-starter who is ready to go above and beyond for the 800 students she has on her caseload.

Danielle Hodgen

Rosie Mc Evoy, Financial Aid Specialist

Ms. McEvoy has worked in the WWCC Financial Aid Office for six years and other than the Director and Assistant Director, Ms. Mc Evoy is the most tenured staff member in the financial aid Office. Ms. Mc Evoy's skill set and technical abilities are a perfect match to serve as the baccalaureate point person for the Financial Aid Office, which is a part of the role she will play.

Chad Miltenberger

Cathryn Kenyon, Mathematics and Physical Science Instructor, Clarkston Campus

Cathy received her Bachelor's degree in Curriculum and Instruction and her Master's degree in Mathematics from Texas A & M University. She has 30+ years of experience teaching mathematics in college settings and has developed a passion for instruction at the community college level. In addition to mathematics, Cathy also brings with her a background in engineering and physics.

Brian McElroy, Financial Aid Assistant/Academic Advisor

Brian is currently employed in the College Access Grant through Ameri-Corp WWCC as the Coordinator for the Clarkston HS site. He earned his Bachelor's degree in Law and Justice from Eastern Washington University. Brian lives in Clarkston and is the head track and field coach at Clarkston HS. He also assist as a football coach.

Kerri Polson

Natalie Horner, Payroll & Benefits Specialist

Natalie Horner has worked in the accounting field for over 32 years. She has considerable small-scale payroll experience in preparation of client payroll as an Office Manager at several Public Accounting firms in the Walla Walla Valley. She looks forward to working in our diverse population of students and employees.

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

May 16, 2018

The Board of Trustees of Community College District No. 20 met in regular session on May 16, 2018, in the Board Room of Walla Walla Community College. 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
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. Nadine Barragan, Director, Strategic Initiatives
Mr. Brent Caulk, Dean, Corrections Education, WSP
Ms. Lisa Chamberlin, Director, eLearning
Ms. Jessica Cook, Executive Director, WWCC Foundation
Dr. Richard Middleton-Kaplan, Dean, Arts & Sciences
Dr. Chad Miltenberger, Dean, WWCC Clarkston Campus
Ms. Stacy Prest, Director, Library Services and eLearning
Ms. Darlene Snider, Dean, Transitional Studies & High School Programs

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

Approval of Agenda.

Mr. McQuary moved and Mr. Burt seconded to approve the agenda for the May 16, 2018 Board of Trustees meeting as presented. *Motion carried.*

Financial Aid Review. Dr. da Silva highlighted the financial aid awarding process and reported, in an effort to improve efficiencies, an external review of the Financial Aid Office had been completed. Some of the improvements included transitioning to all electronic communication with students, adding a staff person, eliminating unneeded questions from the student information sheet, etc. A copy of the completed report and the subsequent work plan will be provided to the Trustees.

Sustainability Plan. Dave Stockdale, Director of the Water & Environmental Center, Water Resources, and Engineering, reviewed the 2018-2021 WWCC Sustainability Plan, noting many of the goals were ongoing efforts. Johnny Watts, Assistant Director of Facility Services, reviewed some of the energy savings projects, both completed and in progress, including the use of LED lights throughout the campuses and new water lines for two Walla Walla campus buildings to repair water leaks. Mr. Stockdale highlighted the goals and strategies outlined in the plan, including estimated costs and labor, and noted everything was based on available funding.

Planning and Budget Update. Mrs. Fogg provided an update for the 2018-19 planning and budget process, explained the new allocation model, and noted the reduction in State funds totaled \$717,000.

Commencement Walk-Through – Trustees. Dr. da Silva explained that due to the number of students participating in the Walla Walla campus commencement ceremony, and after reviewing a variety of options, it had been determined to hold two ceremonies: one at 10:00 a.m. for the Arts and Sciences Transfer students and a second at 1:00 p.m. for the Workforce students. The Nurses Pinning would continue to be held at 4:00 p.m.

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

- Edlyn DeHonor, Retail Specialist
- Brian Walker, eLearning Instructional Designer/LMS Helpdesk
- Felicia Williamson, Recruitment & Outreach Specialist – WEC

Consent Agenda.

Mr. McQuary moved and Mr. Hernandez seconded that the consent agenda items be approved or accepted, as appropriate:
1) April 18, 2018 Board Meeting Minutes; 2) Personnel Update; 3) Interim Spring Quarter Enrollment Report; and
4) April Financial Report. *Motion carried.*

Recognition of WWCC All-Washington Academic Team.

Mr. Tim Toon introduced the members of the WWCC All-Washington Academic Team: Amber Arndt, Karene Gibbs, Jonathan Johnson, and Yelizaveta Romadin.

Recognition of Women's Basketball Team. Dr. Brandes recognized and congratulated the players and coaches of WWCC's NWAC Championship Women's Basketball Team and presented Coach Bobbi Hazeltine with a WWCC Recognition of Excellence award.

Recognition of Newly-Tenured Faculty. The newly-tenured faculty were introduced and recognized: Patricia Becker, Jeremiah Burt, Ruth Hallowell, Kaye McGehee, Chris Mehl, Kimberly Pottberg, Kimberly Tolson, and Jennifer Vaughn

Approval of the Constitution of the Associated Student Government of Walla Walla Community College. Mr. da Silva explained the proposed Constitution reflected a change in how ASB had operated, i.e., moving to more of a student government vs a student activity approach, separating the student clubs from the government agencies so each club will have its own governance council, and appointing senators to the instructional divisions and other areas.

Mr. McQuary moved and Mr. Warren seconded to approve the Constitution of the Associated Student Government of Walla Walla Community College as presented and as made a part of these minutes. *Motion carried.*

Oral Reports

- **Student Government | Walla Walla Campus**

- **Walla Walla Campus Associated Student Body Activity Report.** Mr. Garrett Wachtel, Walla Walla Campus ASB Executive Vice President, reported ASB had been working on the ASB Constitution; the S & A Fee Committee had completed its budget; elections for executive officers and senators would occur in May; student clubs would be restructured; and efforts would continue to ensure the S & A fees reflect diversity and inclusion for both campuses.

Public Comment. The following students, industry representatives, and citizens addressed the Board regarding the possibility the Automotive Technology program would be discontinued and to express their support and urge the Board to consider its continuation:

Matt Lyon	Joel Olsen
Jeff Goodson	Emily Gunter
Bob Stover	Dan Ward
Hunter Lynn	Megan DeLaRosa
Joe Schiaffo	Serah Shaw
Jon Johnson	Jay Ball
Jeremy Erb	Andres Lara
Bob Radke	Tyrell Kirk
Don Simmonson	Tyler Ciarlo
Ben Wiedemann	Jim Devine
Gary Simmons	Jennie Dickinson

Approval of 2018-19 Tuition Schedule and BAS Fees. Mrs. Fogg presented the proposed 2018-2019 Tuition Schedules and BAS Program Fees; noting the upper division tuition schedule is new and is a result of the addition of the Bachelor of Applied Science degrees. Mrs. Fogg also noted the tuition and fees in the lower division reflect an average 2.0% increase as adopted by the State Board with the understanding there may be minor tweaks to the State Board-approved tuition once the final calculations are received from OFM and the legislature. Mrs. Fogg also explained, as a result of discussions with the Board over the past few months, the Non-Resident Special Fee of \$300 that applied at the 11th credit for non-resident students had been restructured to a \$15 per credit fee, up to 15 credits, effective Summer Quarter 2018. And further, students registered in community service and continuing education-type classes will no longer pay the comprehensive fee. Discussions on the non-resident special fee will continue at future Board meetings.

Mr. Burt moved and Mr. Hernandez seconded to approve the draft 2018-19 Lower Division and Upper Division Tuition Schedules and BAS Fees as presented, attached, and made a part of these minutes. *Motion carried.*

President's Report. None.

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

a. TRiO to EWU – "Camino a la Universidad." TRiO representatives Lauren Conrad-Goff, Maria Alonso, and Rosa Rivera explained how TRiO was created to address inequities in higher education for degree-seeking first generation students, low-income students, and students with disabilities, that it had been a part of WWCC since the late 1980s, and serves 288 students annually. The demographics of the students were also provided. They highlighted the WWCC to EWU transfer cohort, "Camino a la Universidad," (Way to College) including how the cohort was developed, meetings with the students, workshops, working closely with the students' families, and a visit to the EWU campus for the students and parents.

- 5. Develop Clarkston Facilities Master Plan**
- 6. Nurture, Expand, and Leverage WWCC's Presence in Surrounding Communities**
- 7. Improve Risk Management**

Board Reports / Remarks. None.

Recess to Executive Session to Discuss Faculty Negotiations. The Board recessed to Executive Session at 3:30 p.m. to discuss faculty negotiations, with an anticipated return time of 4:00 p.m. At 4:00 p.m. the Board announced the Executive Session would be extended to 4:10 p.m. The Board returned to open session at 4:10 p.m. and Mrs. Fugman-Small reported no action had been taken during the Executive Session.

New and Unscheduled Business. None

Adjourn. The meeting adjourned at 4:12 p.m.

Derek R. Brandes, President

ATTEST:

Mrs. Darcey Fugman-Small, Chair
Board of Trustees

**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 (2/3^{ds}) 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

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%
	<u>205.36</u>	<u>209.60</u>	<u>4.24</u>	<u>2.06%</u>
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%
	<u>10.23</u>	<u>10.48</u>	<u>0.25</u>	<u>2.44%</u>

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

Credit Level	"Tuition"	Fees			A	B	C
		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

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.

**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

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

June 13, 2018

The Board of Trustees of Community College District No. 20 met in special session on June 13, 2018, in the Board Room of Walla Walla Community College. Mrs. Darcey Fugman-Small called the meeting to order at 1:00 p.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
Mrs. Davina Fogg, Vice President, Administrative Services

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

*Participated via two-way conference call.

Recess to Executive Session to Discuss with Legal Counsel Litigation to which the College is a Party.

The Board recessed to Executive Session at 1:00 p.m. to discuss with legal counsel litigation to which the College is a party, with an anticipated return time of 1:30 p.m. The Board returned to Open Session at 1:15 p.m. and Mrs. Fugman-Small reported no action had been taken during the Executive Session.

Possible Action from Executive Session Discussion.

Mr. Burt moved and Mr. Warren seconded, pursuant to RCW 28B.10.842, to approve the Walla Walla Community College Resolution No. 18-06-01, authorizing indemnification of Robert Rodenberg. *Motion carried.*

Mr. Burt signed the Resolution on behalf of Chair Fugman-Small.

Adjourn: The meeting adjourned at 1:20 p.m.

Derek R. Brandes, President

ATTEST:

Mrs. Darcey Fugman-Small, Chair
Board of Trustees

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: June 21, 2018
TO: Board of Trustees
FROM: Sherry Hartford, Vice President of Human Resources
SUBJECT: Personnel Update

Retirements/Resignations/Separations, May 2018

Hess, Dondre – Program Assistant, Office of Admissions & Records
Ingram, Brianna – Instruction & Classroom Support Tech 1, CRCC
Noble, Travis – Program Assistant, Testing & Sports Information Officer
Romero, Araceli – Office Assistant 3, High School Programs
Stock, Blaire – Events Coordinator, Continuing Education
Taggart, Sean – Executive Director, Campus Security and Environmental Health and Safety

Current Full-Time Recruitments

Custodian, Walla Walla
Director of Library Services, Walla Walla
Events Coordinator, Walla Walla
John Deere Instructor, Walla Walla
Navigator, Corrections Education, WSP
Navigator, Corrections Education, CRCC
Nursing Skills Lab Coordinator, Clarkston
Office Assistant, Corrections Education, CRCC (closed)
Sustainable Agriculture Systems Instructor, Walla Walla
Welding Instructor, Corrections Education, WSP

Other News

Two staff attended a one-day Section 504 (Disability Accommodations) Coordinator training presented by Association of Title IX Administrators (aTIXa) hosted by University of Portland.

Seven staff (four from Walla Walla and three from Clarkston) will be attending a two-day Title IX Civil Rights Investigator training presented by aTIXa hosted by Eastern Washington University, Cheney.



Walla Walla Community College

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

DATE: June 21, 2018
TO: Board of Trustees
FROM: Dr. Nick Velluzzi
RE: Final Enrollment Report, Spring Quarter 2018

Attached is the final 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 2372.4 FTEs, which is down 100.5 FTEs (4.1%) from the **close** of Spring Quarter 2017 (2472.9 FTEs). Unduplicated headcount is 3,236, down 255 from the **close** of last spring (3,491).
- Contract enrollment is reporting 1155.5 FTEs, which is down 64 FTEs (5.5%) from the **close** of last Spring Quarter. Department of Corrections is reporting 1071.7 FTEs, down 53.9 FTEs (5%) from the **close** of last spring (1125.6 FTEs). Remaining contract enrollments are 83.8 FTEs, down about 10 FTEs (12.1%) from the **close** of last quarter.
- Self-support enrollment is reporting 19.2 FTEs, which is up about two FTEs from the **close** of Spring Quarter 2017.
- Running Start is reporting 173.5 FTEs, up 28.2 FTEs or 19.4% from the **close** of last Spring Quarter. AEP is reporting 93.6 FTEs, down 22.3 FTEs or about 19% from the **close** of last Spring Quarter.

Final Spring Quarter Enrollment Report

June 21, 2018

State Supported FTE Enrollment 2017-18

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	200.1	-42.4	-17.5%	223.3	237.2	13.91	6.2%	230.96	232.9	2.0	0.9%	247.7	243.7	-4.0	-1.6%
D Transitional	64.5	120.0	55.5	86.1%	317.1	332.5	15.4	4.9%	364.6	392.8	28.13	7.7%	299.72	312.4	12.7	4.2%	348.6	385.9	37.3	10.7%
H Extended Learning	197.2	215.1	17.9	9.1%	293.0	286.3	-6.7	-2.3%	318.2	259.5	-58.71	-18.5%	295.32	260.3	-35.1	-11.9%	367.9	340.4	-27.5	-7.5%
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	185.6	-29.2	-13.6%	247.4	232.0	-15.4	-6.2%
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	640.3	-20.6	-3.1%	757.5	715.6	-41.9	-5.5%
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	274.3	-7.3	-2.6%	294.2	301.6	7.5	2.5%
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	264.8	-40.8	-13.4%	342.1	323.7	-18.4	-5.4%
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	201.8	20.6	11.4%	227.0	226	-1.5	-0.6%
Total	699.1	792.6	93.5	13.4%	2690.9	2561.0	-129.9	-4.8%	2637.2	2579.5	-57.7	-2.2%	2472.9	2372.4	-100.5	-4.1%	2833.4	2769	-64.9	-2.3%

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	1050.9	1076.1	25.2	2%	1225.1	1078.4	-146.7	-12.0%	1,155.8	1108.2	-47.7	-4.1%	1125.6	1071.7	-53.9	-5.0%	1519.1	1444.8	-74.3	-4.9%
Other Contract	0.5	0.1	-0.4	-74%	65.7	79.0	13.3	20.2%	84.0	61.7	-22.2	-26.5%	93.9	83.8	-10.1	-12.1%	81.4	74.9	-6.5	-8.0%
Total Contract	1050.9	1076.2	25.3	2%	1290.8	1157.4	-133.4	-10.3%	1,239.8	1169.9	-69.9	-5.6%	1219.5	1155.5	-64.0	-5.5%	1600.3	1519.7	-80.7	-5.0%

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	19.2	1.9	11.2%	36.44	35.71	-0.73	-2.0%

Unduplicated Headcount 2017-18

State Support	2010	1806	-204	-10.1%	3789	3809	20	0.5%	3750	3742	-8	-0.2%	3491	3236	-255	-7.3%	4347	4198	-149.0	-3.4%
Contract	1495	1532	37	2.5%	1661	1436	-225	-13.5%	1671	1477	-194	-11.6%	1601	1496	-105	-6.6%	2143	1980	-162.3	-7.6%
Undup Headcount	3509	3338	-171	-4.9%	5450	5245	-205	-3.8%	5421	5219	-202	-3.7%	5092	4732	-360	-7.1%	6491	6178	-312.67	-4.8%

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	173.5	28.2	19.4%	155	189	34.3	22.2%
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	-19.3%	92	95	2.2	2.3%



Walla Walla Community College

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Walla Walla, WA 99362-9267
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FAX (509) 527-4800

DATE: June 21, 2018
TO: Board of Trustees
FROM: Dr. Nick Velluzzi
RE: 2017-2018 Annualized Enrollment Report

Attached is the final Enrollment Report for the 2017-2018 academic year. The report presents annualized enrollment by funding source, such as state, contract, and self-support. State and contract enrollment is reported by FTE and unduplicated headcount.

- Annualized state-supported enrollment closed at 2769 FTEs, which is down 2.3 percent from the previous academic year.
- Annualized contract enrollment closed at 1519.7 FTEs, which is down 5% from the previous academic year. Annualized corrections enrollment closed at 1444.8 FTEs, which is down 4.9% from the previous year. Other contract enrollment annualized at about 75 FTEs, which was down 8% from the prior year.
- Annualized self-support enrollment closed 35.7 FTEs, which is essentially flat from the previous year.
- Annualized Running Start enrollment closed at 189 FTEs, which is up 22.2% from the previous academic year. Annualized AEP enrollment closed at 95 FTEs, which is up by 2.3% from the prior year.

Annualized Enrollment Report AY 2017-2018

June 21, 2018

State Supported FTE Enrollment 2017-18

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
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H Extended Learning	197.2	215.1	17.9	9.1%	293.0	286.3	-6.7	-2.3%	318.2	259.5	-58.71	-18.5%	295.32	260.3	-35.1	-11.9%	367.9	340.4	-27.5	-7.5%
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	185.6	-29.2	-13.6%	247.4	232.0	-15.4	-6.2%
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	640.3	-20.6	-3.1%	757.5	715.6	-41.9	-5.5%
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	274.3	-7.3	-2.6%	294.2	301.6	7.5	2.5%
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	264.8	-40.8	-13.4%	342.1	323.7	-18.4	-5.4%
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	201.8	20.6	11.4%	227.0	226	-1.5	-0.6%
Total	699.1	792.6	93.5	13.4%	2690.9	2561.0	-129.9	-4.8%	2637.2	2579.5	-57.7	-2.2%	2472.9	2372.4	-100.5	-4.1%	2833.4	2769	-64.9	-2.3%

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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	-19.3%	92	95	2.2	2.3%





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	staff and faculty meeting	
	student open house	
	student legacy project meeting	



walla**walla** community college

The following vision, mission and values were expressed in the 2014-2020 Walla Walla Community College Strategic Plan Update:

VISION

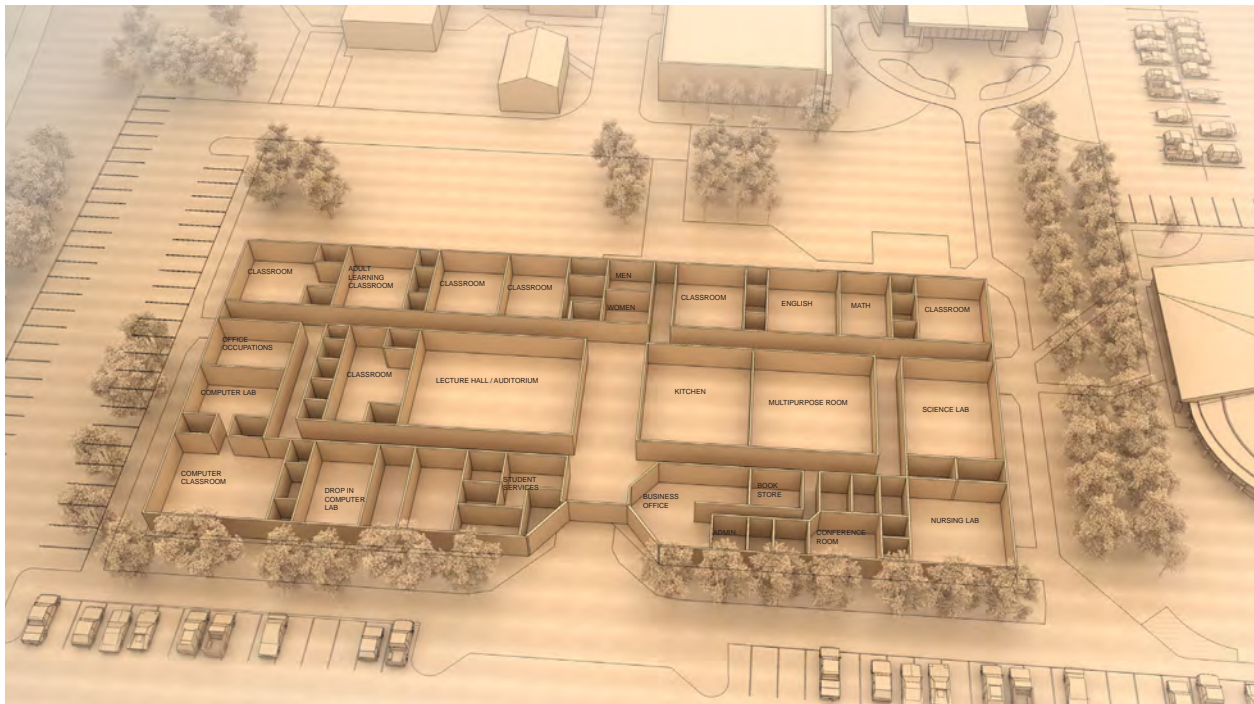
Walla Walla Community College will be the catalyst that transforms our students' lives and the communities we serve.

MISSION

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.

VALUES

Learning opportunities, integrity, sense of community, teamwork, diversity, innovation, health and humor, personal and professional growth, excellence, sustainability.



clarkston campus

The same vision, mission, and values for the Walla Walla Campus hold true for Clarkston. Below are overarching strategies and tactical initiatives for the Clarkston Campus.

OVERARCHING STRATEGIES

- 1 Improve student access and opportunity, progression, and attainment
- 2 Improve strategic enrollment and retention management
- 3 Expand partnerships
- 4 Cultivate equity
- 5 Financial adequacy
- 6 Organizational development
- 7 Close skills gap/Ensure alignment between programs and occupational demand

TACTICAL INITIATIVES

1 Student Success Initiatives

- ASPIRE (A Strategic Plan for Inclusion, Respect & Equity)
- S.T.E.M. (facilities and programming)
- Articulate and Align K – 20 Pathways
- Increase Educational Attainment Rate of LC Valley
- Engage in Guided Pathways Initiative
- Increase Capacity: Program and Facilities

2 Strengthen Community Initiatives (Internal)

- Grow, Attract, and Retain Talent
- ASPIRE
- Wellness
- Equity

3 Strengthen Community Initiatives (External)

- Improve upon Alignment between Programs and Regional Economy

- Increase space capacity to establish and deliver new programs that will enhance educational attainment and close the skills gap.
- Wellness/Mental Health

4 Resource Stewardship

- Financial Adequacy/Audits with no findings
- Increase Financial Aid/Scholarship Opportunities for Students
- Increase Grant Writing Capacity
- Establish Renewable Energy Park
- Regional Water Stewardship (see Sustainability Plan)
- Reduce Carbon Emissions



masterplan goals

This master plan seeks to identify and promote a direction for future development that will attract new students and faculty, foster new educational opportunities and collaborative partnerships, and promote growth for Walla Walla Community College on each of the campuses in Walla Walla and Clarkston.

During the master planning process, several guiding principles emerged to influence the final plan. As these were evaluated, goals for the campus were developed to guide decisions about future growth, campus character and environmental leadership.

As this institution evolves, the past, present, and future needs must be continuously assessed and supported in adopting and creating a lasting Clarkston Campus. The campus environment must bolster the College's vision, mission, values and strategic plan while maintaining flexibility for future development that enhances the ongoing success of the Institution.

masterplan goals

- 1 Create a facility master plan update that supports and enables the College's strategic goals.
- 2 Provide premier, state of the art facilities for increased demand in Science, Technology, Engineering and Math (STEM) fields.
- 3 Provide facilities for workforce education program development.
- 4 Provide facilities for entrepreneurship and hospitality to help drive regional economic development.
- 5 Plan for space that accommodates enrollment growth, and student engagement.
- 6 Plan physical arrangements and adjacencies that foster interdisciplinary collaboration and chance encounters.
- 7 Develop an open space network that enhances the College's sense of place and links with the natural surrounding of the Campus.
- 8 Create an environment that focuses on the pedestrian.
- 9 Develop a transportation, access and parking strategy.
- 10 Create an exemplary sustainable campus that teaches about sustainability as well as being a community leader and role model.

Next Page: View North from Clarkston Campus



general summary

masterplan process

The planning process began with meetings that included the Steering Committee and Student Legacy Project Stakeholders to establish project history and the planning approach. These meetings were followed by two days of Stakeholder meetings on the Clarkston Campus. Stakeholder meetings included the following groups:

- Masterplan Steering Committee
- Student Legacy Project Stakeholders
- College Staff and Faculty (two meetings)
- Community Representatives
- Associated Student Body Leadership
- Facilities Staff

In addition to these meetings, a Student Open House display was placed in the main building lobby from 11:00 a.m. to 1:00 p.m. Students had the opportunity to express their opinion about the existing Campus and their ideas for improvements. Students also provided input on their preferred amenities for a Student Activity Center.

Two follow-up meetings were conducted with the Steering Committee and Student Legacy Project Stakeholders to review incremental development of the proposed Masterplan. A draft of the proposed plan was reviewed with the Board of Trustees at their April 18th meeting in Clarkston. Review comments from all of these groups have been included in the final Masterplan document.



walla**walla** community college

Walla Walla Community College has rapidly grown from 850 students in 1967 to a present annual enrollment of over 13,000. Extending its facilities and programs throughout its four-county service district, Walla Walla Community College's Clarkston Campus, located in Clarkston, Washington, is the hub of educational activity in Asotin and Garfield counties. WWCC also maintains a facility at the Washington State Penitentiary and the Coyote Ridge Corrections Center.

Walla Walla Community College exhibits an interesting history with a wide range of building types, sizes, and configurations. Unlike other colleges and universities, the Walla Walla and Clarkston Campuses have not been limited by a predetermined building style or arrangement. This can be a positive development, if certain challenges are met.

These challenges include the site development and the infrastructure needed to create harmony among individual structures. Defining and enhancing vehicular and pedestrian circulations, landscaping, irrigation, storm water drainage, and outdoor recreation, as well as site amenities to create a cohesive and sustainable environment. The recommendations mentioned in each of these sections will provide a road map for the desired future improvements. Likewise, information contained within the individual building descriptions and recommendations for improvement will provide sufficient guidelines for each building.

More efficient and ecologically sustainable use and care of water resources is a mutual goal for the state and the college. The Water & Environmental Center has established a high threshold to be met for water conservation and management. This project has become the genesis for a new way of thinking about water and the environment. These sustainability principles will be implemented in the design of future buildings.

Included in this report are drawings showing the potential future building locations, parking areas, vehicular and pedestrian circulation and landscaping for the Clarkston Campus. Each planning option is a result of a collaborative effort of Community College staff and administration, community members, students, and ALSC Architects. The final report options are a result of planning meetings to discuss both existing conditions and the College's missions and goals. This report includes a list of improvements prioritized by near term, intermediate term and long term. Specific time frames were avoided because campus growth comes as a result of demand for programs and available funding.

The recommendations found in this plan represent the understanding of WWCC Clarkston Campus needs and priorities at the time it was prepared. It should be viewed as a living document and, as time passes, its recommendations must be evaluated in the context of the current state of the College and the conditions in which it operates.



The Walla Walla Community College, Clarkston Campus is an arrangement of independent buildings and open spaces that occupies an area approximately 496,500 s.f. (over 11 acres). The campus is located north of Bridge Street (State Highway 12), at the western edge of the City of Clarkston at the intersection of Bridge and 15th Street. Programs in Clarkston date back to the early 1970's when a Continuing Education Program was launched in cooperation with the School District in Clarkston. The Clarkston Campus was established in 1985 when WWCC acquired a prime location and built the main campus building. Students have access to Workforce Training, an Associate Degree Program, Basic Education, and an Associate Degree Nursing Program. It is noteworthy that a large animal veterinary clinic occupied the property which consisted of two buildings plus a residence. These buildings were "remodeled" and continue to be used today. In the early 1980's the college purchased an adjacent property which included an older vacated house and horse stable. All of these older buildings are in use and need to be replaced. The following is a discussion of relevant issues pertaining to the general character of the campus.

HISTORY

With the construction of the main building, the Clarkston Campus of Walla Walla Community College started classes in 1988. Histories of each building are provided in each building description.

CAMPUS IDENTITY

The current Clarkston Campus is a result of piecemeal growth since the first building was constructed in 1988. As a result of this growth, there are now opportunities to change the character of the college to reflect a collegiate campus.

Front Door:

Since it was constructed, the main building has acted as the front door to the Campus. Now with four major structures on the Campus, the entry experience should be into the main lawn area between the buildings.

Visibility:

The campus fronts Bridge Street which sees high volumes of traffic. However, visibility is obscured by large trees and mature landscape on the site. The trees should be thinned to improve the presence of the campus on Bridge Street.

Southbound traffic on the Highway 128 bridge (15th street) has a clear view of the Campus. Currently this view is of several older Campus buildings and the back of the main building. Enhancing the appearance of the Campus from the 128 bridge should be a consideration for future campus planning.

FACILITY LAYOUT

The Clarkston Campus is divided into two major development zones: Ancillary Support Zone and Academic Zone.

THE ANCILLARY SUPPORT ZONE

This zone includes the Childcare Center, the Headstart building, Fitness Center, Stable Storage building, and Fair Street House (daycare). These structures are relatively small, single-story buildings which lack a sense of permanence. They were built using less substantial materials and methods of construction. The Fair Street House was built in 1998 to serve as a daycare facility. These are low-value buildings and should be considered for replacement or removal.

ACADEMIC ZONE

This zone is composed of the Main building, Workforce building and Health Science building. Large parking areas and grassed open areas are also designated within this zone. Any development that occurs in this area would have the highest degree of visibility and access. These buildings and the space between them now create a social triangle of indoor and outdoor student space. This is an opportunity that should be expanded.





designprinciples

- 1 Preserve Views / Embrace Surrounding Landscape
- 2 Create Pedestrian Core with Perimeter Parking and Circulation
- 3 Sustainable Site Design
- 4 Encourage Healthy Behavior
- 5 Plan for future expansion to multiple property opportunities
- 6 Increasing the feel of a collegiate atmosphere
- 7 Continue to plan an appropriate level of density
- 8 Maintain a safe campus environment

campusbuildings

200CLK	Clarkston Main Building
200PCC	Child Care Center
200HSB	Head Start Building
200CFC	Clarkston Fitness Center
200CMS	Maintenance Shop
200CST	Stables Storage Building
200FSH	Fair Street House
200CHS	Clarkston Health Science
200WFB	Workforce Building

Right: The current Clarkston Campus including all existing structures, parking, and amenities. Reference the key listed for building locations and additional information.



HIGHWAY #128

COMMUNITY GARDEN

FAIR ST

200HSB

200CFC

200CMS

200WFB

200WFB

200CST

200FSH

200CLK

200CHS

BRIDGE ST

14TH ST

1 PRESERVE VIEWS / EMBRACE SURROUNDING LANDSCAPE

The campus location has majestic views of the river valley walls to the north. These views should be preserved and used to enhance the quality of interior and exterior spaces on the campus.

2 CREATE BUILDING CORE WITH PERIMETER PARKING AND CIRCULATION

The Clarkston Campus property lends itself to limiting vehicle access and parking to the perimeter of campus. By clustering the buildings in the center of the campus, a safe pedestrian pathway system between buildings can be created that does not require crossing roads or driveways.

3 SUSTAINABLE SITE DESIGN

As the campus is developed and grows, sustainable site concepts should be implemented. These include, but are not limited to shading asphalt with trees, controlling light pollution, training storm water run-off, preserving open space, and utilizing native plants for landscaping.

4 ENCOURAGE HEALTHY BEHAVIOR

Campus planning can affect this goal by providing safe, pleasant, and convenient pedestrian pathways throughout the campus. When done well, this will encourage walking over driving as a means to get around campus. Providing outdoor social areas and informal seating zones such as a quad allows students to be outside more.

design

5 PLAN FOR FUTURE EXPANSION TO MULTIPLE PROPERTY OPPORTUNITIES

Creating a future development plan that allows for future growth in opportunity properties must be built into the thought process of future building sites. We want to allow for multiple growth opportunities while allowing each option to fit seamlessly into the campus.

6 INCREASING THE FEEL OF A COLLEGIATE ATMOSPHERE

The Clarkston campus is relatively small in scale and therefore must capitalize on each building opportunity to create a higher education atmosphere. Other strategies include an outdoor central quad and campus density.

7 CONTINUE TO PLAN AN APPROPRIATE LEVEL OF DENSITY

The current campus has a well received level of density. The masterplan will build upon this current strength. Density can support a collegiate atmosphere. Creating the correct level of density will build upon the intimacy and convenience of the campus.

8 MAINTAIN A SAFE CAMPUS ENVIRONMENT

Maintain a safe and secure campus that will create a feeling of safety and security for students and staff.

rin
ciples



The Clarkston Campus's addition of the new Workforce Building has brought the campus to a new college environment. You can now experience a pedestrian quality within the campus that feels truly collegiate. The placement of the new building creates an appropriate level of density. One major goal is to continue to plan for that density and build upon it to further enhance the collegiate atmosphere.

The next three planned buildings are directly adjacent to the Workforce Building and at the terminus of the lawn. The purpose of placing these buildings in their particular locations is to create a campus quad. With only the addition of three new structures this plan enables the college to create a space that will give the campus greater identity and marketability as a higher education facility.

With the integration of three new buildings we now see the focal point of the campus shift more towards the quad and away from the existing Main Building. This factor pointed us towards moving the main pedestrian entrance of the campus away from the main building to the path between the Main Building and the Health and Science Building. This procession brings you to the core of the campus, immersing the student in the academic core and in what we call the "social triangle". This pathway will be adequately wide for a collegiate promenade experience. In the quad, social pockets created by building forecourts dispersed throughout the green area provide outdoor social space. This enhances the social environment while still planning for open space within the built environment of the campus quad.

The final piece to the quad is the special terminus elements marked on the diagram as "B". This element is to be defined as needed by the college. It may be a student activity center, a pavilion, landscape element, or another academic function. The element is thought of as an identity piece for the campus, providing outdoor social space much like the new Workforce Building, creating a dynamic dialog between them.

NEAR TERM goals

- A. OUTDOOR QUAD AREA – For student gatherings and activities.
- B. SPECIAL TERMINUS ELEMENT- Special definition, landscape element, or small pavilion.
- C. Preferred site for next academic building.
- D. Preferred site for next shop type building that requires a service yard or loading area.
- E. PARKING
- F. PARKING – Expand to north as needed.
- G. Outdoor use area (play-fields, community garden, etc.)
- H. Lawn area for informal student activities and day care.
- I. New campus entry into outdoor quad.
- J. Relocate driveway access into parking to avoid left turn lane on Bridge St. Maintain right turn only entry/exit at existing entry. Widen existing east driveway. Trim and replace trees as needed.
- K. Opportunity property for future development.

Campus Buildings

- 1 Main Building / Clarkston Center
- 2 Child Care Center
- 3 Head Start Building
- 4 Clarkston Fitness Center
- 5 Maintenance Shop
- 6 Stables Storage Building
- 7 Fair Street House- Day Care
- 8 Clarkston Health Science
- 9 Workforce Building

PORT DRIVE



HIGHWAY #128

FAIR ST

BRIDGE ST



Residents of Asotin and Garfield Counties have been engaged in the process of updating the WWCC strategic and facility master plan in 2013. The community desires to create a place that will help shape the economic future of the region. They want a campus which fosters collaboration with business, industry, K-12, and other appropriate organizations. Innovation, entrepreneurship, partnership, economic, and environmental sustainability are core values that are driving the need for future expansion. Foremost, the community wants a place where youth and adults with low educational attainment will have the opportunity to access and complete educational programs leading to employment in their economy where skills gaps exist.

As student enrollment increases at Clarkston, the need for future buildings will increase. The plan to the right identifies future building sites as well as locations for additional parking to serve these buildings. The campus quad will continue to grow to the north defined by several more academic buildings and another terminus element at the north end of the quad. Potential future land acquisitions are identified as well. If land is purchased to the north of Fair Street, the City of Clarkston will entertain the vacation of Fair Street, which will help to preserve a pedestrian friendly campus environment. Optional green space is shown at the north end of the campus. If this land is acquirable it is in the interest of the college to consider purchasing the land. This land would be ideal for playfields and to preserve the view corridor to the mountainside. The replacement of the childcare facility can be integrated into one of the new buildings, preferably building F as indicated on the plan.

INTERMEDIATE goals

- A. See near term “A”.
- B. See near term “B”.
- C. Future student activity center.
- D. Extend existing parking north to Fair St. Relocate daycare to new location on campus.
- E. Parking – relocate daycare to new location on campus.
- F. New location for daycare.
- G. Future academic buildings.
- H. Opportunity site of future buildings that require service yards or loading areas.
- I. Vacate Fair St.
- J. Future off campus student housing locations to be determined.
- K. Opportunity property for future development.

PORT DRIVE

HIGHWAY #128

Optional Green Space

Optional Green Space

H

G

B

A

F

G

D

A

9

9

C

G

E

FAIR ST

J

1

8

B

C

K

BRIDGE ST





Long term goals are defined by future land acquisitions. The purchase of the southeast property provides great opportunity for exposure on Bridge Street. Bridge Street is the busiest adjacent street and could provide large amounts of public exposure. We heard from the faculty that many people found the college hard to see from the street. Creating an architectural element that reaches out to Bridge Street is an effective way to create a more significant public face. A vehicular connection along that edge to the large parking lot will continue to enforce a pedestrian friendly campus.

The northwest properties with building B are suited for a shop type building that requires a service yard or loading area. The orientation and placement allows for large service related elements to be grouped. The parking lot directly to the east of the services building can be vacated and turned into a pedestrian zone as well. This is part of the implied connection to the river. A long term goal is to create a pedestrian connection to the river. We recommend planning for the possibility of a trail system along the river that could eventually connect all the way to the core of Lewiston.

LONG TERM goals

- A. Future buildings on opportunity property. Provide improved community presence along Bridge St.
- B. See note "H" on Intermediate.
- C. Loop road and parking.
- D. Service drive.
- E. See note "I" on Intermediate.
- F. Pedestrian path connecting campus to river.
- G. Future off campus student housing. Location to be determined.



Optional Green Space

Optional Green Space

C

B

B

E

9

9

1

8

A

A

C

C

BRIDGE ST



In the spring of 2016, Walla Walla Community College students voted to increase their fees to pay for a Student Activity Center. The estimated cash flow from the fee will support a capital project, at Clarkston of approximately \$1.5 million.

As part of the Master Planning process, students were engaged to determine the desired scope and functions to be included in a Student Activity Center. An open house was held on February 15, 2018 to get feedback from students regarding the amenities they would like included. A series of meetings was then held with student leadership to establish a building program and concept. (See appendix for information gathered at the initial meetings.)

It was quickly determined that the available budget would not support court space or a fitness center. It also became clear that a new stand-alone activity center building would not be practical. The focus was then turned to looking for space within the main building that could be remodeled for the activity center. Developing the center within the existing main building eliminated the need for additional restrooms and eliminated the financial burden of operation costs that would be tied to a new building. Use of the existing auditorium space (Room 104)

and multipurpose room (187) was ruled out because the college needs these spaces for other functions. It was also determined that the existing food service function did not need to be duplicated in the new activity center. Due to these considerations, the students focused on converting two to three classrooms at the north-east corner of the building.

Multiple options for the activity center were studied, with two options proving to be the most feasible. The two preferred options are included in this Master Plan. Additional analysis is required to finalize the location and configuration of the Student Activity Center within the main building.

PROJECT goals

- A. Enhance the college experience for students.
- B. Place for students to gather where they are free to be students.
- C. Encourage social interaction among students.
- D. Space for Student Clubs to meet.
- E. Place for students to take a break between classes.
- F. Support studying, study groups and group projects.
- G. Give students a reason to stay on campus longer.
- H. Dedicated space for ASB offices.

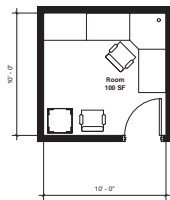


**WWCC Clarkston Campus - STUDENT LEGACY PROJECT
(STUDENT ACTIVITY CENTER)**

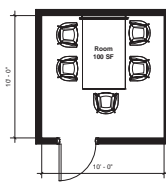
Student Activity Center - Functions

- TV and Video Games - 400 sq. ft.
- Study- 4 Person - 100 sq. ft.
- Ping Pong - 450 sq. ft.
- Games - 400 sq. ft.
- Pool Table - 315 sq. ft.
- Club Room - 385 sq. ft.
- Student Adviser Office - 100 sq. ft.
- ASB Offices - 400 sq. ft.
- Social Event Space - 550 sq. ft.

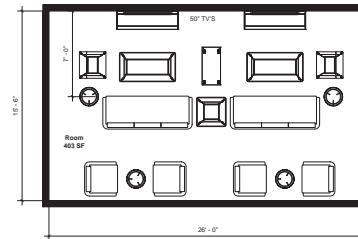
Student Adviser Office



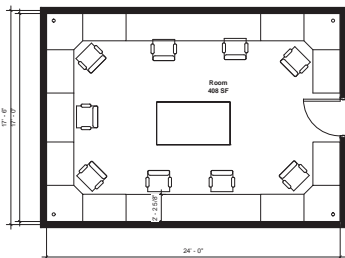
Study - 4 person



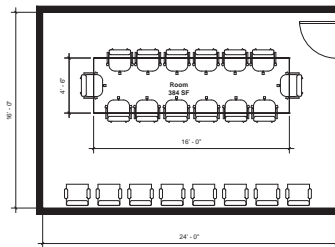
TV & Video Games



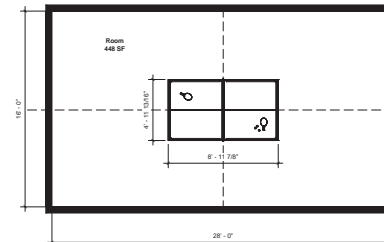
ASB Offices



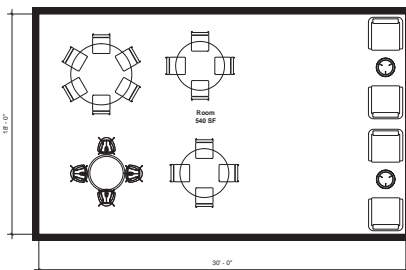
Club Room



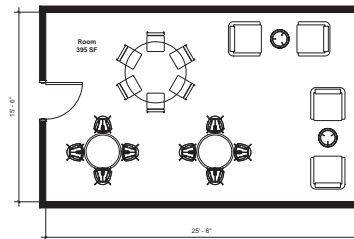
Ping Pong



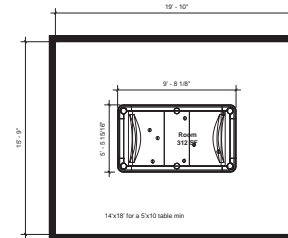
Social Event Space



Games



Pool Table



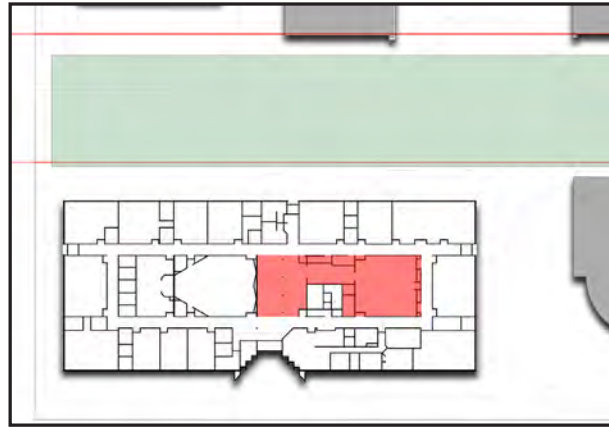
Net area = **3100** sq. ft.
Add 15% Circulation = 465 sq. ft.
Gross Area = **3565** sq. ft.



**WWCC Clarkston Campus - STUDENT LEGACY PROJECT
(STUDENT ACTIVITY CENTER)**



Corner - 4000 SQ. FT.
Estimate \$2 M



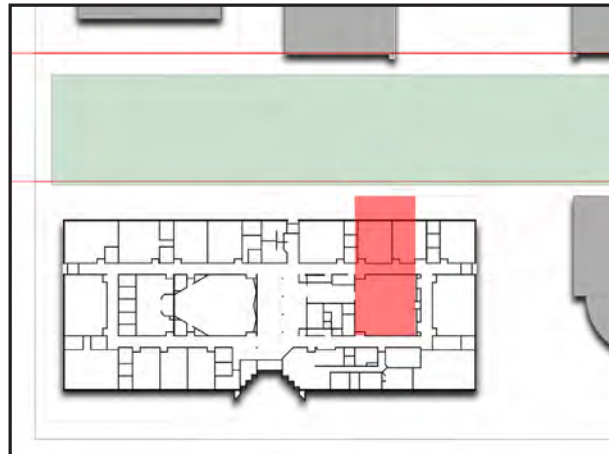
Core Connection- 4500 SQ. FT.
Estimate \$1.2 M



Corridor to Quad 1 -2910 SQ. FT.
Estimate \$ 1.5 M



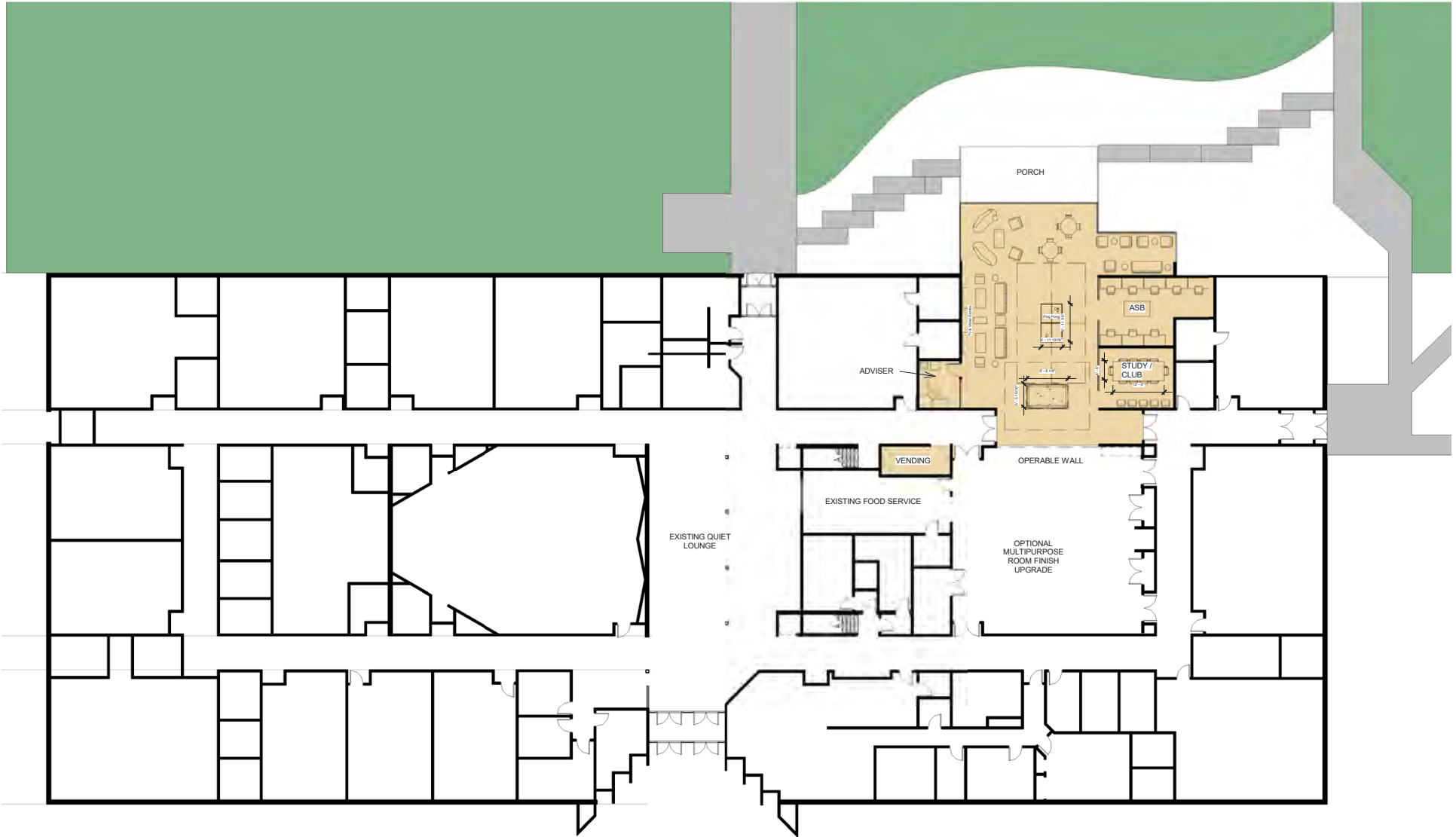
Promenade Connection - 4350 SQ. FT.
Estimate \$2.1 M



Core to Quad - 4500 SQ. FT.
Estimate \$1.4 M



Corridor to Quad 2 - 3120 SQ. FT.
Estimate \$1.2 M



WWCC Clarkston
Legacy Project

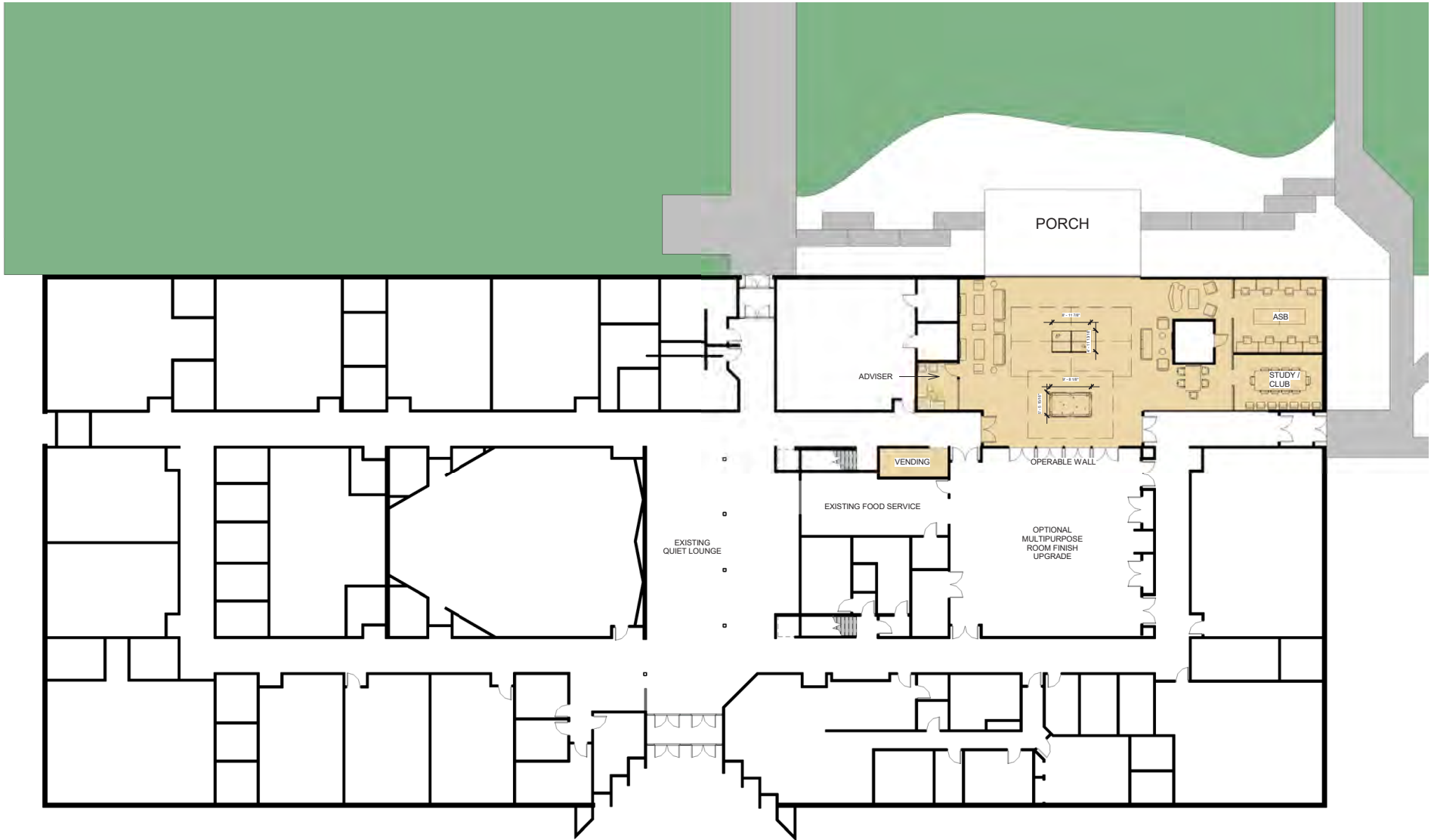
Corridor to Quad 1

1

Option 1 - 2910 sq. ft. PROJECT COST - \$ 1,497,000

SCALE : 1" = 20'-0"





WWCC Clarkston
Legacy Project

Corridor to Quad 2

2

Option 2 - 3120 sq. ft. PROJECT COST - \$ 1,133,000

SCALE : 1" = 20'-0"





WWCC Clarkston Campus - STUDENT LEGACY PROJECT
(STUDENT ACTIVITY CENTER)





Marco Analysis

Zooming out, the greater region reveals the major exposures the campus offers. Bridge Street is a major arterial street that will continue to get busier. Taking advantage of this adjacency is important to the campus's public exposure. Highway 128 is another major exposure. Planning for an architectural element that can be a beacon should be considered during the design process.

The Snake River and north hillside create a dramatic backdrop for the campus. Creating and preserving view corridors and pedestrian paths are considered throughout the masterplan.



vehicular circulation

Similar to the Walla Walla Campus, nearly all of the faculty, staff and students arrive by car to the Clarkston Campus. Although there may be a few adjustments which could be made to encourage alternative means of arrival, it must be recognized that vehicles are going to be a continued part of the campus. The following issues concern parking and vehicular circulation on the Clarkston Campus:

EXISTING VEHICLE CIRCULATION

Currently the Campus has one primary entry from Bridge Street with a secondary entrance to the east of the parking lot onto Bridge Street south of the Health Sciences Building. These entries serve the primary parking area to the south of the Main Building and Health Sciences Building. This parking area also extends around the west side of the building and then connects with a road that eventually connects to Fair Street. A secondary parking area exists to the north and east of the Main building, with an access from Fair Street. The road does not connect with this other large parking lot directly. Parking areas for the Child Care and Fitness Centers, and Fair Street House are directly off of Fair Street. Additional parking is located across Fair Street directly north of the lot north of Health Sciences.

PROBLEMS WITH EXISTING CONDITIONS

The existing road and parking system has a number of problems which should be reviewed. The entry from Bridge Street has become congested during peak hours, with east-bound traffic having difficulty making left turns into the Campus. The proximity of the entry to the intersection of Bridge Street and

15th is the apparent cause of the problem. The entrance on the east side helps to alleviate some of this congestion. Encouraging students to arrive on Campus from Fair Street will also help to alleviate the congestion on Bridge Street during peak hours. The orientation of the parking lot off of Fair Street takes a big bite out of the center of the Campus, but it does provide sufficient overflow parking during peak periods. Another issue with the existing parking lots is that they have been provided with drywells to handle the storm water run-off, which is no longer the preferred method of treatment.

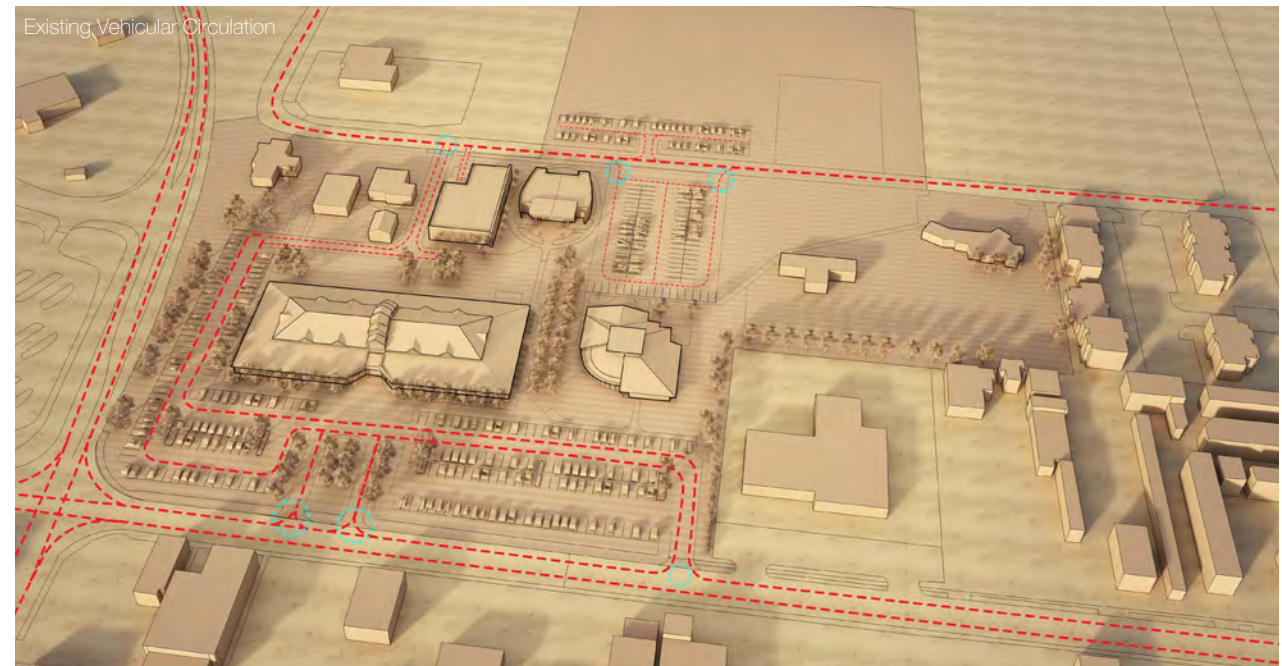
POSSIBLE SOLUTIONS

As the campus is developed, parking should be moved to the perimeter. Consideration should be given to vacating Fair Street to provide safer pedestrian access from parking to campus buildings.

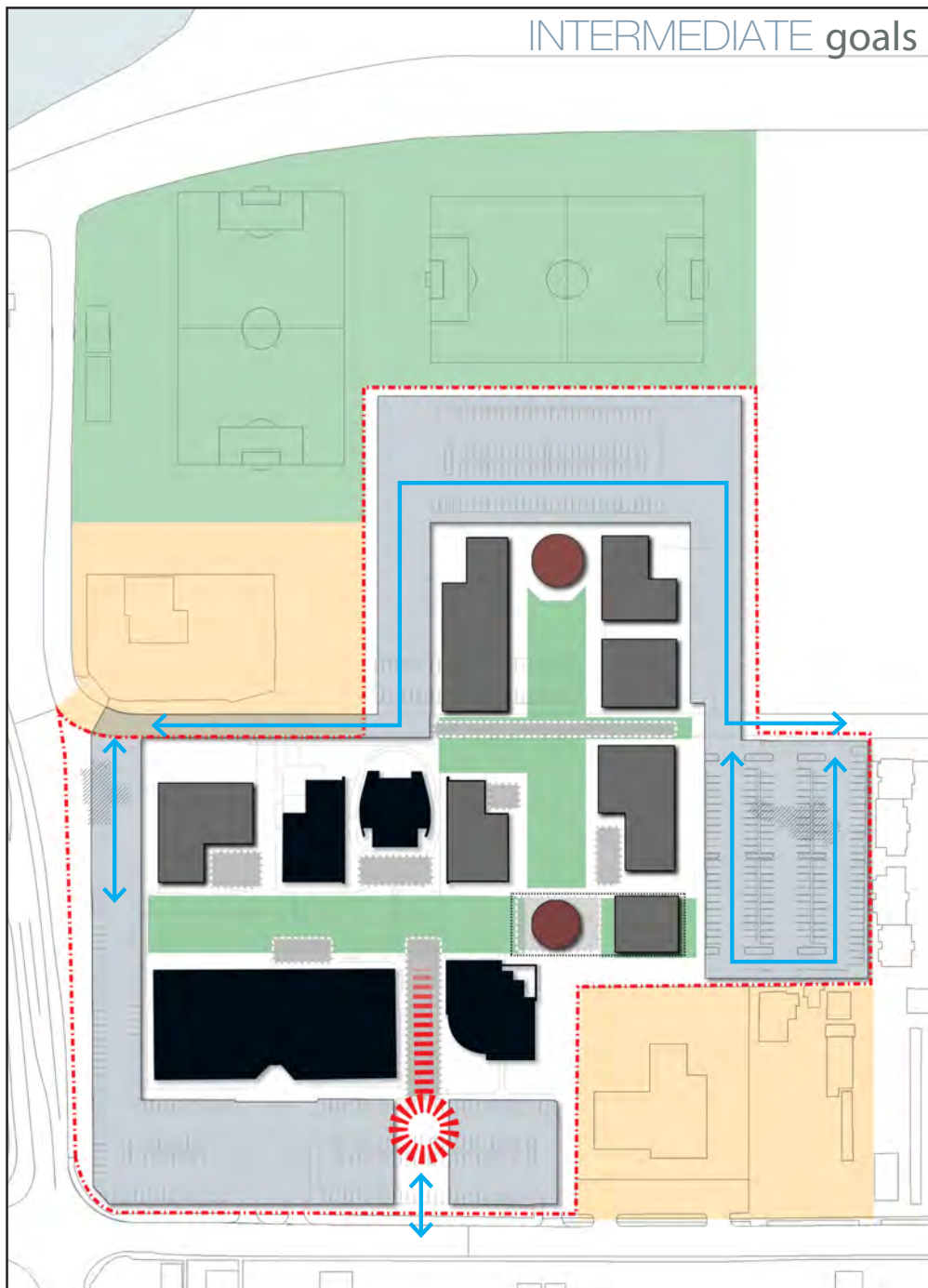
The large parking lot south of Fair Street is a planned building site. The parking lot to replace it should be located so as to keep parking at the campus edge, preserving the pedestrian friendly environment that exists on campus. Additional parking can be added to the parking lot north of Fair Street to meet future demand.

suggested improvements

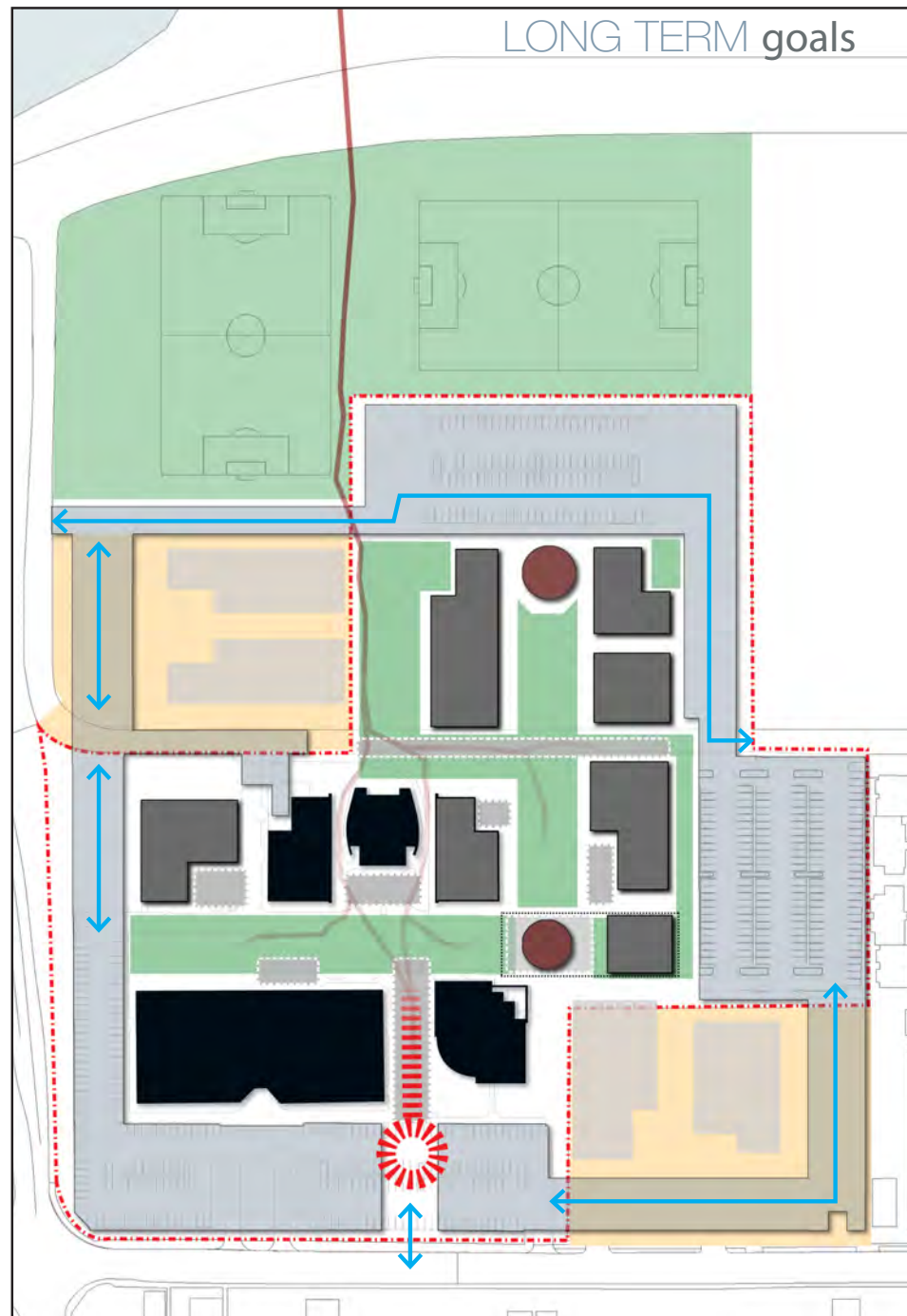
- 1 Add parking lots along the perimeter edge of the campus to maintain a pedestrian friendly environment.
- 2 Relocate the service drive to the farthest west position, and extend the existing parking pattern.
- 3 Reconfigure the parking lot adjacent to Fair Street to allow for a more open "Quad" at the core of the Campus.
- 4 Reorganize the main parking area so that storm run-off is recycled into landscaping areas, instead of wasting it in drywells.
- 5 Consider vacating Fair Street to emergency access only.
- 6 Move main entry to the East and redesign to be more efficient



INTERMEDIATE goals



LONG TERM goals





Even though there are fewer buildings on the Clarkston Campus than the Walla Walla Campus, the routes of pedestrian access and circulation are still important to the daily activity of the campus. A discussion of relevant concerns regarding the pedestrian circulation on the Clarkston Campus follows:

EXISTING PATHWAYS

The Clarkston Campus pathways serve to connect the buildings and parking lots, and are quite well defined. Most of these paths radiate from the north exit of the Main Building to the other buildings. Defined paths are not available directly connecting the Child Care Center & Fitness building to the Fair Street House. The path extending from the back door of the Main Building to the Fair Street House is adjacent to the north parking lot.

PROBLEMS WITH EXISTING PATHWAYS

Parking and pedestrian conflicts exist where there is a lack of clear definition and expectation of action. Where there is clear definition, rules are more clearly understood and safety is improved. The pedestrian routes within the main parking area are reasonably defined mostly due to the proximity of the parking spaces to the main entry, and the extension of the sidewalk in front of the building.

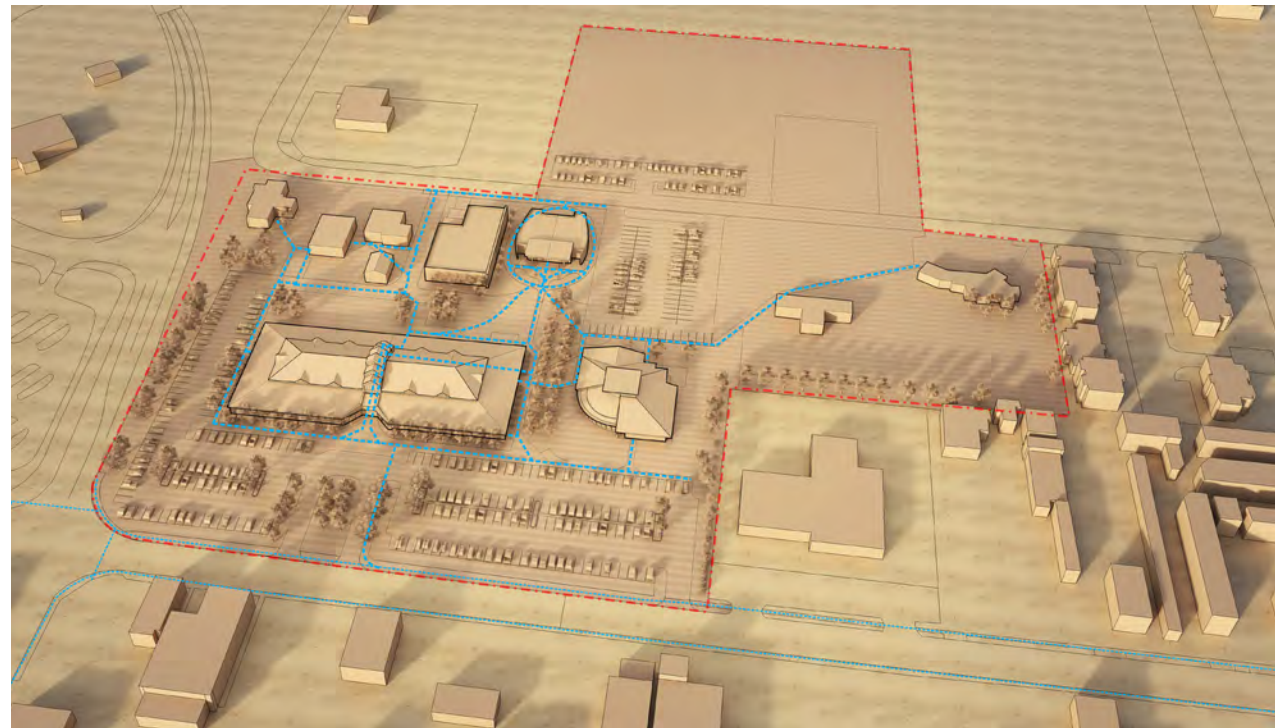
The pathway to the Fair Street House only suffers due to its length. Access to the Child Care and Fitness Centers requires the crossing of the service drive.

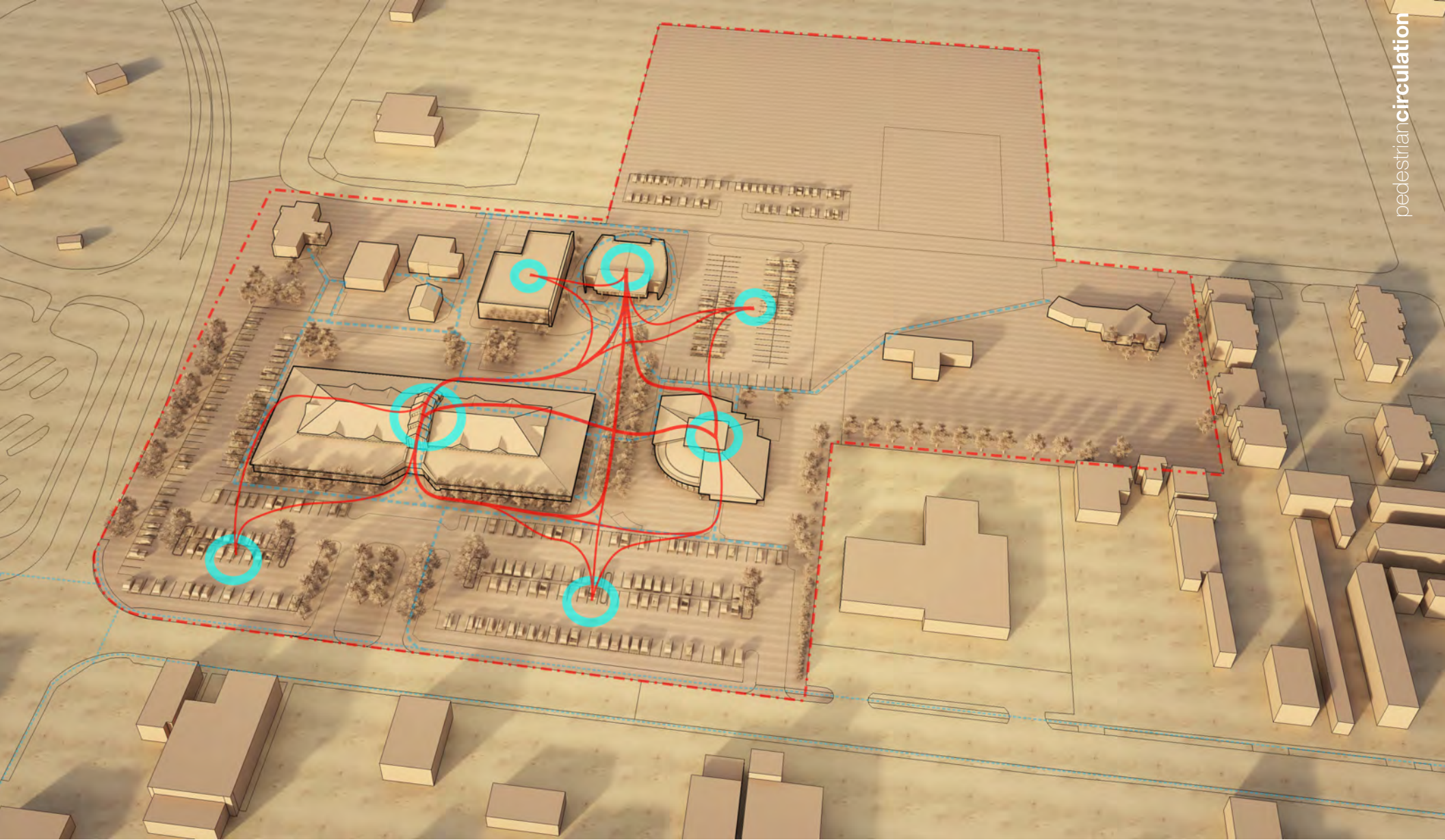
POSSIBLE SOLUTIONS

For the most part, the pathways on the Clarkston Campus are reasonably organized and clearly defined. Adjustments to the paths would only be required when additional structures are added, or if a reorientation of entries is implemented.

Additional pedestrian pathways will be required to connect future buildings as well as parking lots. An emphasis to preserve a pedestrian friendly environment is a must. This may include vacating Fair Street.

As the campus quad becomes more defined specific landscape projects will have to be allocated. The new pedestrian entrance between the Main building and the Health Science Building will be a major initial project. The purpose of this area is to create a promenade quality experience as a gateway to the campus. The interior edges of the quad are to have eddies of seating while still providing a clear pathway from building to building. As a long term goal there is a pedestrian path connection to the river. We would like to keep this opportunity open as we heard from students it would be desirable.





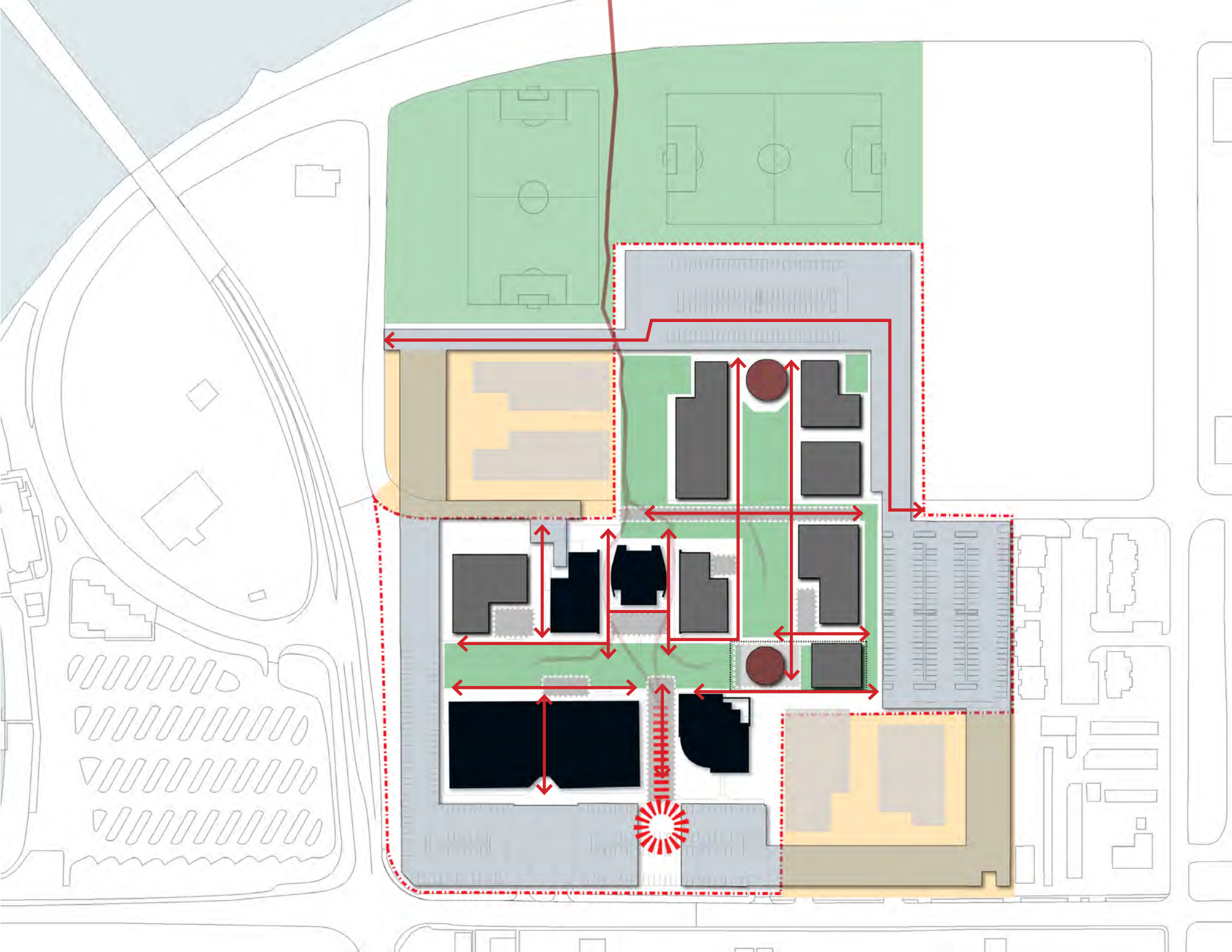
Above: Pedestrian pathways expressing a day to day general flow.

Left: Pedestrian paths



suggested improvements

- 1 Connect the Main Building outdoor space with the new campus quad via landscaping and seating elements.
- 2 Create a new main entry sequence between the Main Building and the Health Sciences Building.
- 3 Create/maintain a quad space for leisure activities to occur.
- 4 Additional bike racks in several locations would help to encourage bike use, partly because they become a reminder.
- 5 Plan for building forecourts within the architectural design.
- 6 Vacate Fair Street for a more pedestrian friendly experience.
- 7 Advance the campus quad to the north for core pedestrian circulation.
- 8 Pathway connection to the Snake River.





As anticipated growth continues over the next 20 years, consideration should be given to the acquisition of adjacent properties.

PROPERTIES TO THE NORTH

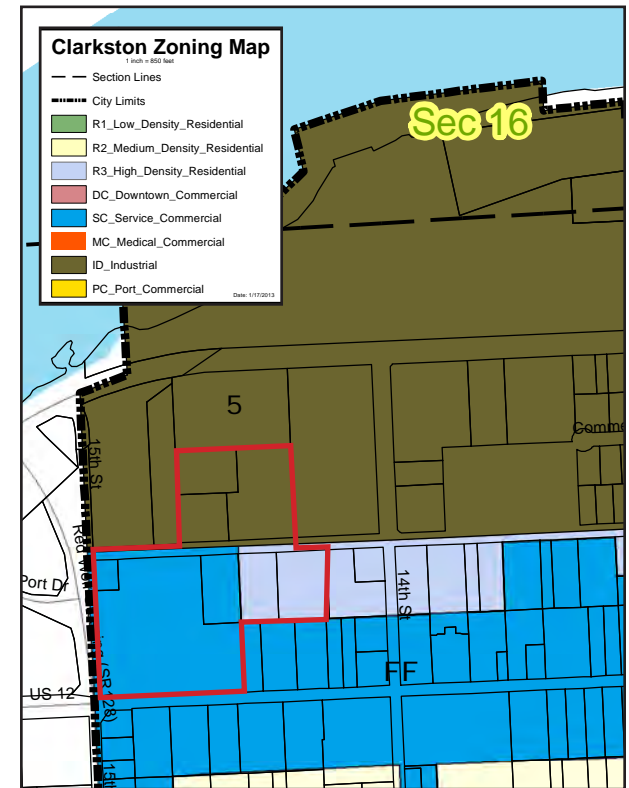
Property to the north is sectioned off in three lots. It is desirable to attain this land if it becomes available. The lot directly north of the community garden and parking lot is currently up for sale. The other two lots to the west are believed to be owned by a contracting company.

PROPERTIES TO THE SOUTHEAST

The property to the southeast consists of a Les Schwab Tire Facility and an automotive repair shop. The property would provide the best exposure for the college. This area of the campus could be zoned as the medical quadrant of the campus.

PROPERTIES TO THE NORTHEAST

The lot to the northeast was recently purchased to be developed into multifamily housing. This should be taken into consideration when discussing the opportunity for student housing.





view corridors

1 — The view from Highway 128 is an important face of the campus. The identity from that view is going to get more important as more people use that loop to go around Clarkston. The dominating feature right now is the Main Building. At night it lights up as a beacon. The future structures should consider using an architectural element as a beacon to grab your attention from the bridge.

2 — The second view from the bridge offers a glimpse into the core of the campus. This gives the opportunity to show off the quad, expressing a compelling place to further your education. It also puts student activity on display.

3 — This view from Bridge Street is the most viewed angle. By moving your main entrance to the east near this angle you will be able to see through the pedestrian promenade to the core of the campus. New signage and vehicular procession to the promenade can completely transform your first impressions of the campus.

1

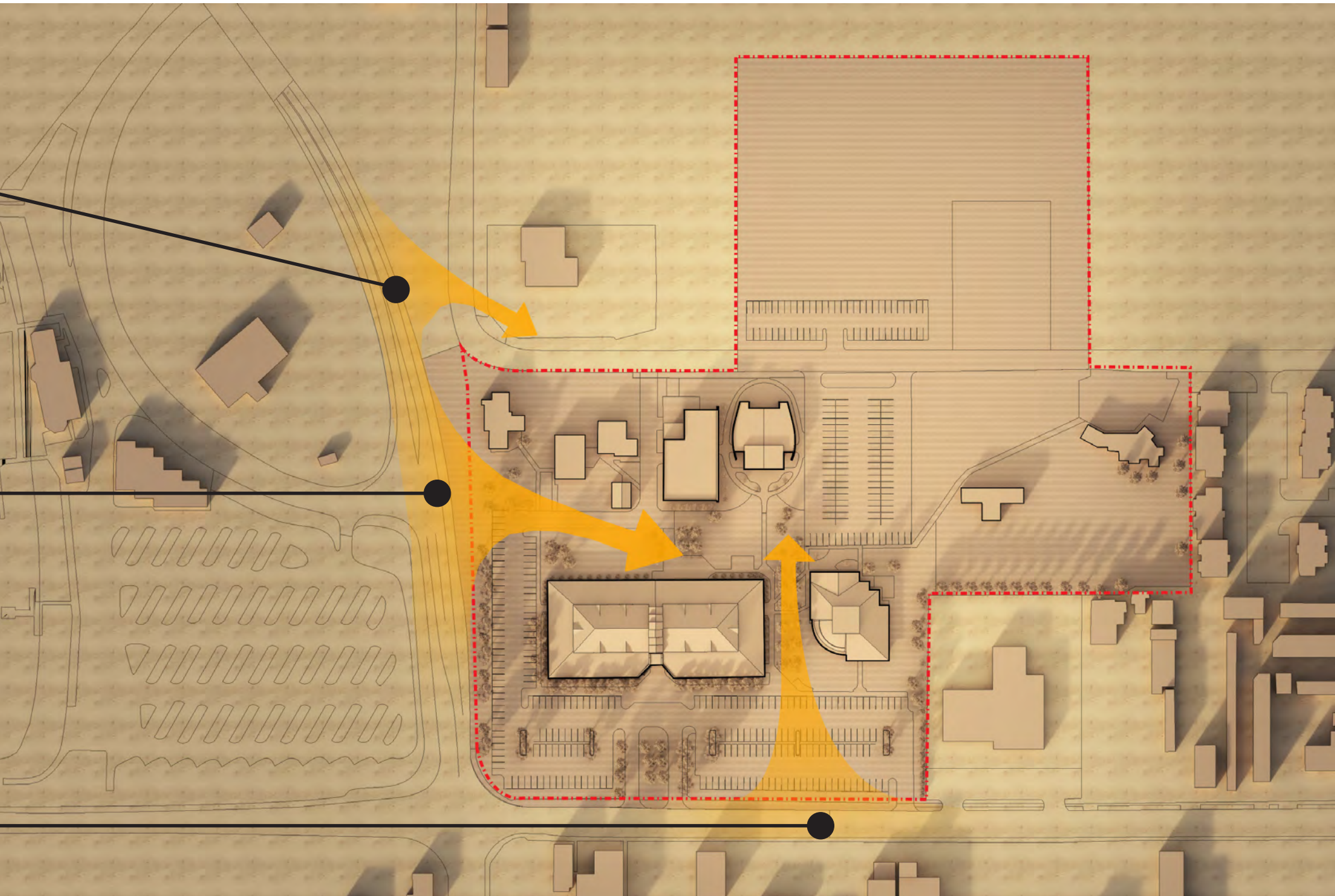


2



3





social spaces



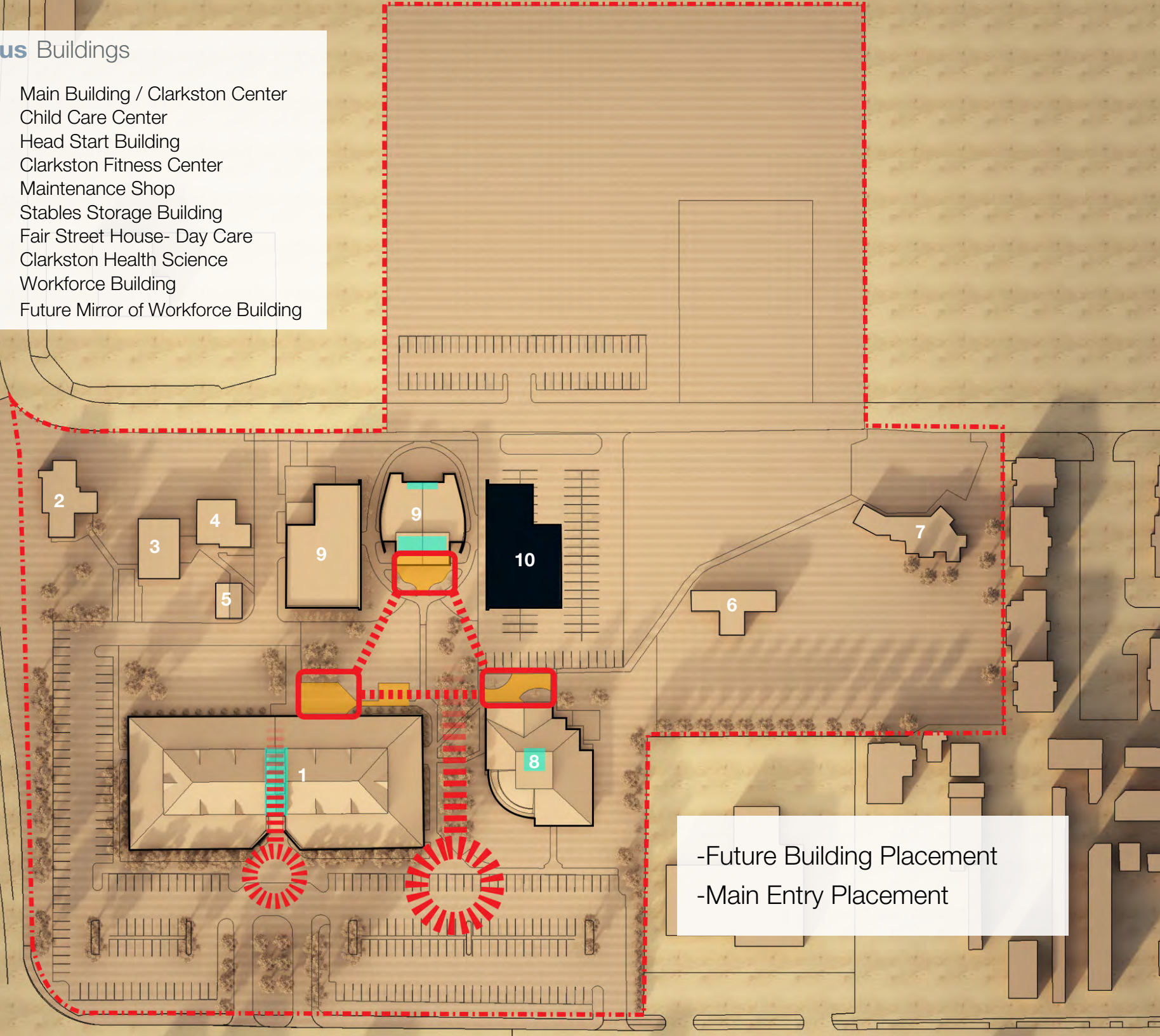
-Social Areas- interior and exterior



-Social Triangle

Campus Buildings

- 1 Main Building / Clarkston Center
- 2 Child Care Center
- 3 Head Start Building
- 4 Clarkston Fitness Center
- 5 Maintenance Shop
- 6 Stables Storage Building
- 7 Fair Street House- Day Care
- 8 Clarkston Health Science
- 9 Workforce Building
- 10 Future Mirror of Workforce Building



-Future Building Placement
-Main Entry Placement

University of Colorado Anschutz Medical Campus



CAMPUS QUADRANGLE





social spaces

University of Virginia

Jefferson's goal was for the Rotunda to be the heart, soul, and emotional center of the University. Its original intent was to be experienced and used by students and visitors.



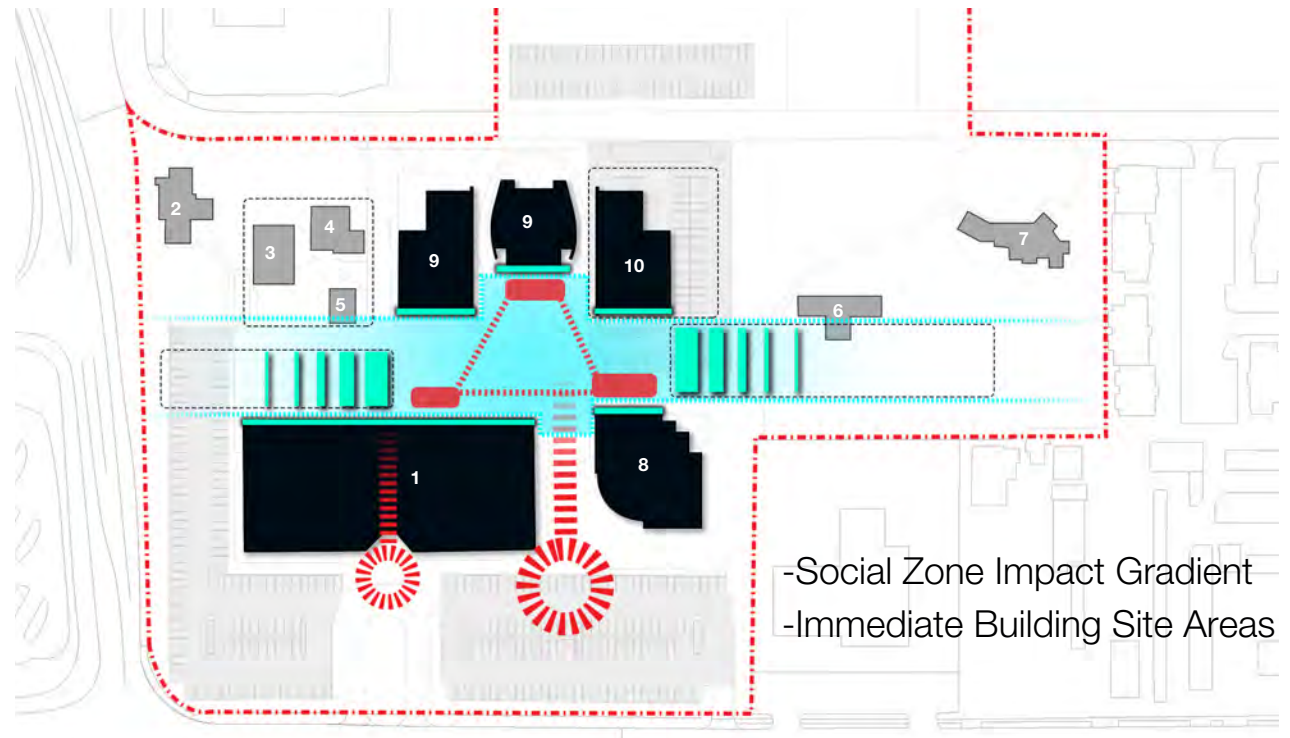
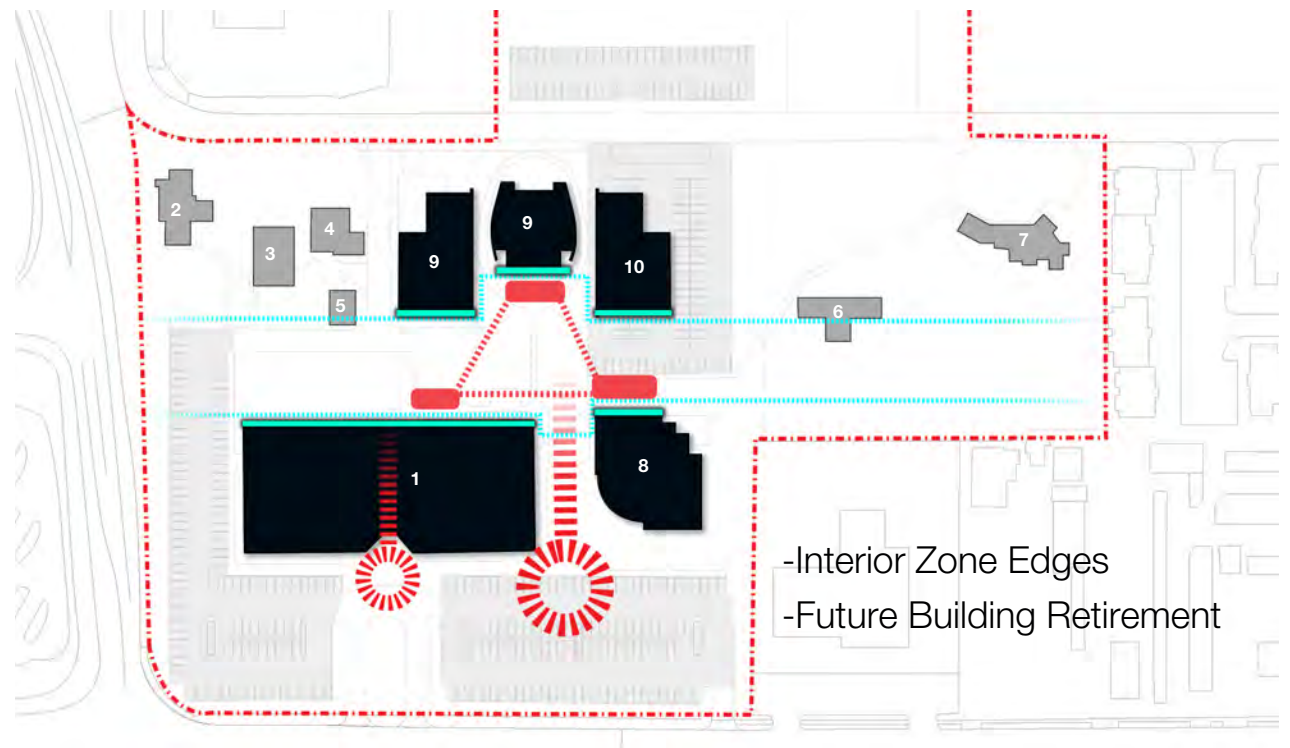


University of Virginia



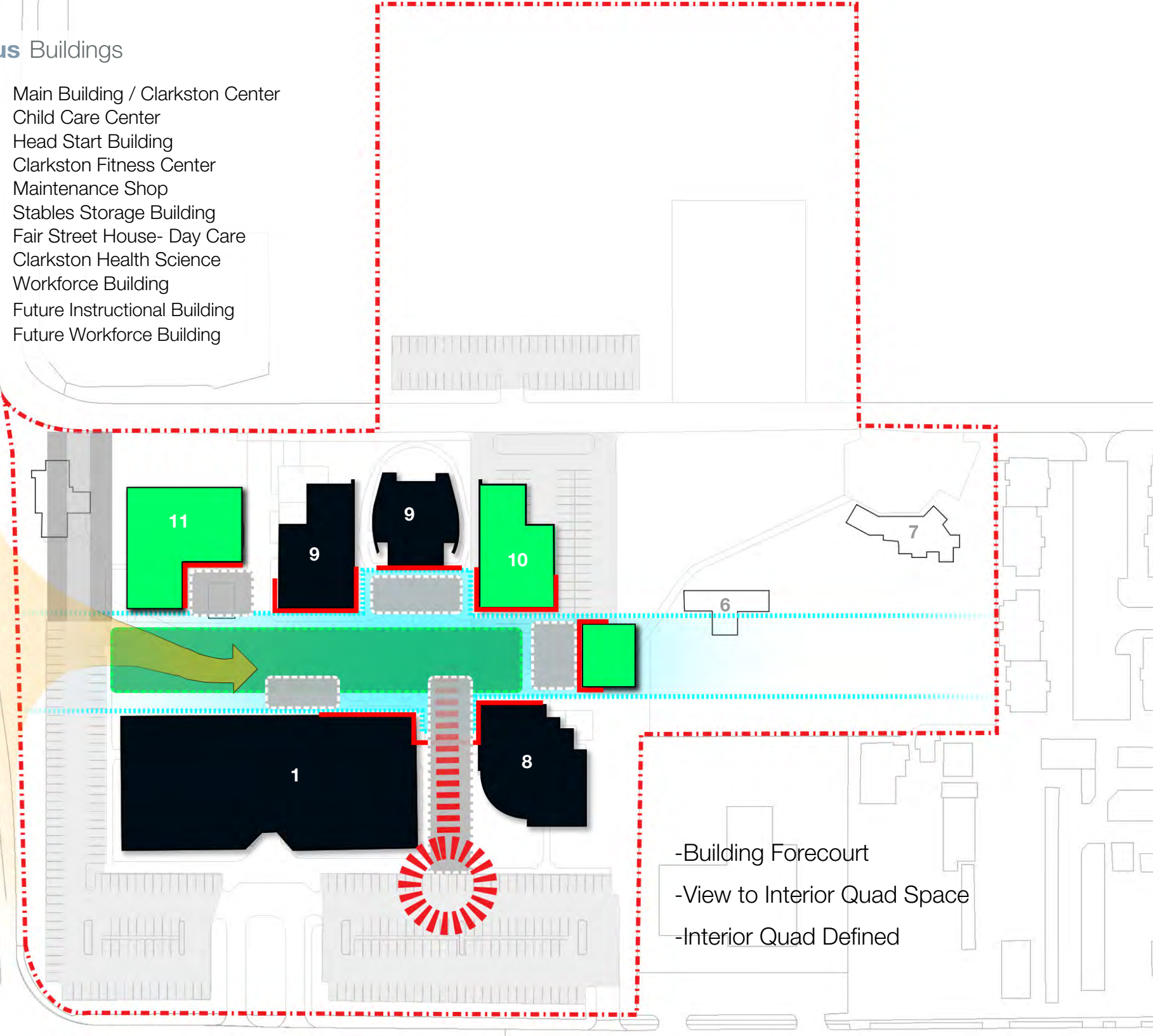
University of Virginia

social spaces



Campus Buildings

- 1 Main Building / Clarkston Center
- 2 Child Care Center
- 3 Head Start Building
- 4 Clarkston Fitness Center
- 5 Maintenance Shop
- 6 Stables Storage Building
- 7 Fair Street House- Day Care
- 8 Clarkston Health Science
- 9 Workforce Building
- 10 Future Instructional Building
- 11 Future Workforce Building



-Building Forecourt
-View to Interior Quad Space
-Interior Quad Defined



The Clarkston Campus benefits from having desirable amenities within its boundaries. It occupies a desirable position in Clarkston, with views of the impressive hills to the north across the Snake River.

PROXIMITY TO THE SNAKE RIVER

The campus benefits from being reasonably close to the Snake River. Although the river cannot be seen from the campus, the climate moderating effect is considerable. The Snake River also provides habitat for year-round resident and migrating birds.

HILLSIDE AND CANYON VIEWS

The campus property has views of the hillside and canyons to the north. These are quite beautiful, especially in the spring. Maintaining current views while creating additional views is desirable.

LARGE OPEN SPACE

The Clarkston Campus has a considerable amount of land, with large open spaces and landscaping. The largest portion is located to the northeast of the main building. There are also large open spaces around the Stables Building and Fair Street House. Open spaces allow students to appreciate the surrounding landscape. Preservation and design of open space will become extremely important as the campus grows.

MATURE SHADE TREES

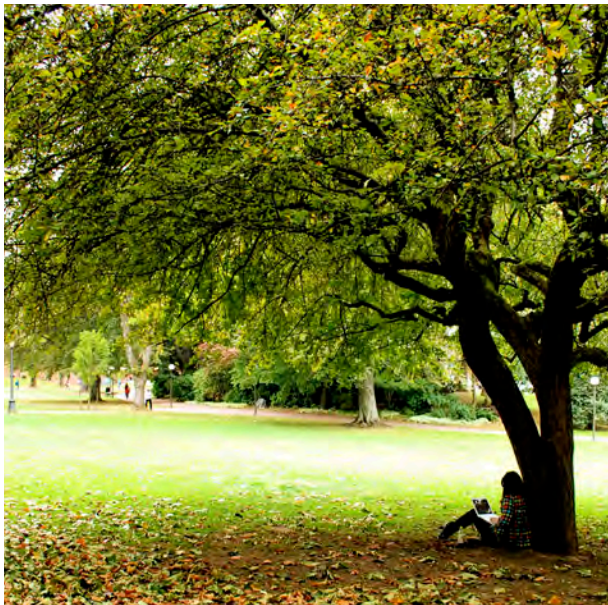
The Clarkston Campus has quite a few large, mature shade trees. Many of these trees are at least 75 years old. In the hot summer months they provide vital shade to the property and create habitat for birds and small mammals. Maintaining the health of these trees is vital due to their considerable value.

SUMMARY

The current amenities should continue to be embraced through proper maintenance of the grounds, with some enhancement to the landscaping through providing alternative, more natural habitats. This will be further discussed in the Landscaping section.

suggested improvements

- 1 Maintain current views while enhancing view corridors when placing new buildings in the future.
- 2 Preserve open space as the campus continues to grow.
- 3 Preserve the large, mature shade trees and begin to plant additional trees with new buildings.
- 4 Updated landscaping around the new Workforce Building



masterplan



outdoor activities



Even though the Walla Walla Community College Clarkston Campus lacks organized sports, the opportunity exists for some outdoor activities.

OUTDOOR QUAD

In the near term plan a campus quad is defined. The quad can serve a multitude of outdoor activities and events. The hope is that there could be outdoor movies, live music, club events and meetings, ceremonial events, and much more.

FORECOURT

The planned forecourts in the plan act as mini social platforms for the students. These informal smaller areas allow for a variety of different social interactions and engagements. They also provide a buffer from the larger more open areas making it a more intimate and approachable space. The breakdown of different social scales allows all types of people to feel comfortable in a certain zone.

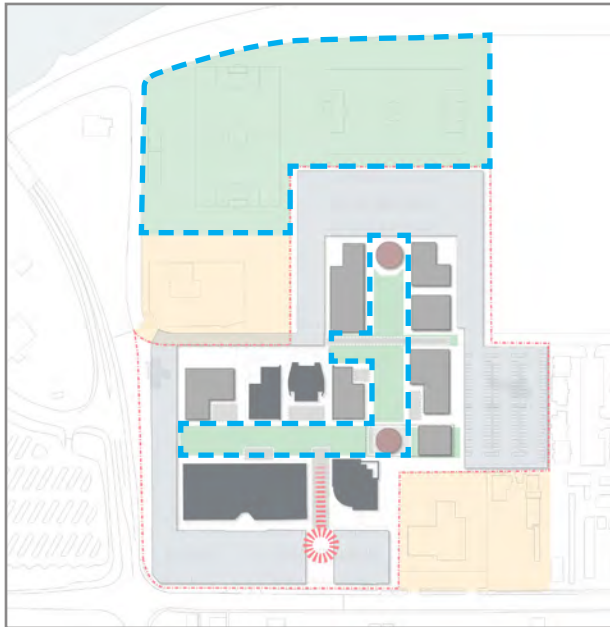
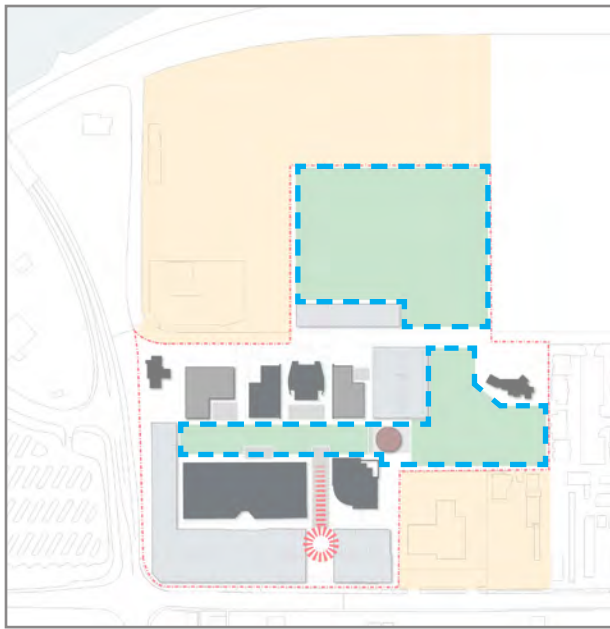
FUTURE PLAYFIELDS

The large lawn areas to the east provide the opportunity for non-specific activity such as frisbee, baseball, football, etc. Future playfields are possible through property acquisitions.

suggested improvements:

- 1 Continue to plan and design for forecourt areas in buildings
- 2 Integrate a basketball court into future student Rec Center
- 3 Allow the architecture to provide the social buffers and define outdoor areas





Left Top: Near term activity areas.
Bottom Left: Intermediate activity area
Right: Long term activity area



The Walla Walla Community College Clarkston Campus landscaping is composed of well maintained lawns with large shade trees and areas where the grounds are far less tended to.

EXISTING LANDSCAPE

The front yard of the campus are the grounds South of the Main Building, Health Sciences Building, and parking areas. The landscaping in this area is a combination of lawn areas punctuated with shade trees and shrubbery in river rock bedding adjacent to the building. The landscaping in this area is well maintained and ordered, but the lawn areas require considerable water and maintenance. The large lawn area north of the building is used for graduation ceremonies, but the lawn area to the east is undefined.

The back yard surrounds the Stables and Fair Street House Buildings. This area has very few trees and the ground cover is a mixture of grass and stubble. Considerably less attention is being paid to this area and consequently it distinguishes itself from the rest of campus. Providing lawn and landscaping in front of the Fair Street House would help to create a more inviting entry and help to cool the area. Water use in this area is minimal.

IRRIGATION NEEDS

The existing irrigation system has been having problems with tree roots breaking the pipes. This problem appears to be consistent and requires considerable time devoted to corrective measures. A solution to this problem would be to consider alternative landscaping. Similar to the Walla Walla Campus, the desire also exists to make the Clarkston Campus an example of proper water management. In order to achieve this, there must be a concerted effort to reduce the overall irrigation needs of the campus, or at least have the water become significantly more useful through

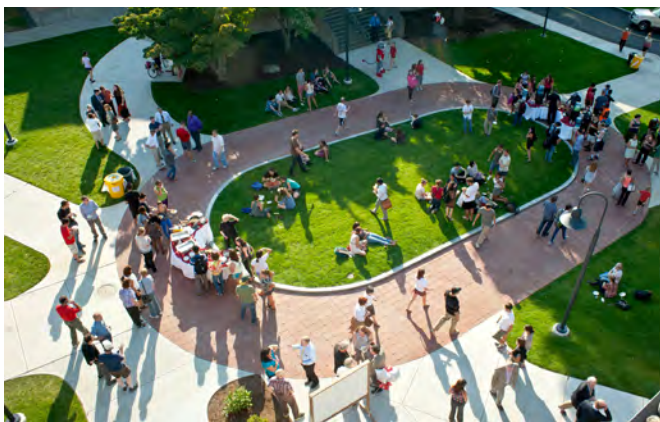
recycling. Landscaping must play a significant role in this quest. The shrubbery adjacent to the building receives the run-off rainwater from the roof because the building is without gutters. This is a good example of water recycling. The lawn areas, however, require a considerable amount of moisture to remain healthy. Irrigation needs could be greatly reduced by removing portions of the lawn where its use is not well defined and replacing it with alternative ground cover, drought tolerant plants and/or rock gardens. The large parking areas capture a considerable amount of water which is channeled to drywells for ground percolation. This water is essentially wasted.

DROUGHT TOLERANT & NATIVE PLANTS

In order to reduce water use while still maintaining a beautiful campus, the implementation of drought tolerant and native plants should be pursued. Converting higher maintenance lawn areas to native grass and sedges, or drought tolerant shrubbery, will reduce the overall water consumption. Planting appropriate grasses, shrubs, and trees in newly created bio-filtration swales will help to recycle the water running off of the parking areas and buildings. An adjustment to the parking drainage system would be needed to make this possible as previously mentioned. The same issues regarding native plants in the Landscaping & Irrigation section of the Walla Walla Campus apply here as well.

SUMMARY

The basic water conservation principles presented by the Walla Walla Watershed Alliance & Fountainhead Irrigation for improvement to the Walla Walla Campus also apply to the Clarkston Campus. The suggestion to prioritize certain lawn areas for critical water use, while modifying other areas to become landscaping requiring little, if any irrigation, has considerable merit and should be pursued.



suggested improvements

- 1 As the new entrance promenade is designed some trees may have to be removed to create the view corridor.
- 2 Retain as many shade trees as possible, but remove the turf beneath them so irrigation lines are not needed close to their roots. These zones could then be mulched with bark.
- 3 Reclaim as much storm water as possible from the impervious surfaces through bio-filtration and landscaping.
- 4 Adjustments are needed to the irrigation system so that constant maintenance is unnecessary.
- 5 Consider removing certain trees on Bridge Street that impede view of the site.
- 6 Remove mature bushes around the Main Building and replace with appropriate landscaping.
- 7 Repair damaged sidewalks around campus where there is root damage.

Top Right: Building upon the idea of sloping the ground plane, one can incorporate locations for students to relax and study in a serene campus environment.

Middle Right: Layering the landscaped elements creates opportunities for chance interaction and a larger campus feel.

Bottom Right: Creating a quad between multiple campus buildings through hard and soft surfaces can energize campus and become a student hangout.



Due to the significant amount of impervious surfaces on the campus, there is need for careful planning and design to improve the surface water management. The following are important issues regarding surface water drainage:

EXISTING SURFACE WATER DRAINAGE

The Clarkston Campus surface water drainage systems can be divided into three categories; landscaping areas, parking areas/roadways, and buildings.

The landscaped areas receive moisture from both rainwater and irrigation. The only times when these areas have difficulties is when the amount of moisture exceeds the capacity of the landscaping (soils) to contain it. These events could occur during extreme conditions, or if excessive run-off is directed onto the landscaping.

For the most part, the parking areas and roadways presently sheet flow into catch basins and drywells for percolation. The roadway and a couple of the smaller parking areas primarily drain onto adjacent soils.

The buildings distribute the rainwater that falls on them in a variety of ways. The main building merely allows the water to drip onto adjacent landscaping. Other buildings have gutters and downspouts which direct the flow to point discharges at grade. The main building handles storm water run-off in a low-tech and elegant way.

PROBLEMS WITH EXISTING CONDITIONS

Until recently, the state of the art for surface water drainage was engineered collection systems with subsurface percolation. This method is now seen to be problematic due to the inevitable siltation that plugs these systems and the lack of any removal of hydrocarbons or other impurities. The current

environmentally preferred method for dealing with surface water is to utilize bio-filtration swales within landscaping areas. These work best in association with smaller parking areas which have adequate drainage slope and dispersed roof drainage systems. Essentially, smaller and less concentrated drainage patterns are desirable for both parking areas and buildings.

POSSIBLE SOLUTIONS

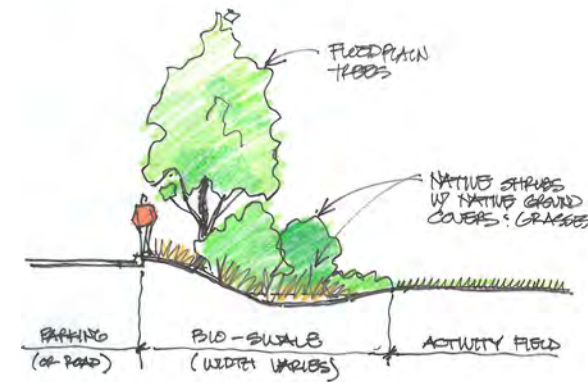
There are a couple of ways to improve the current situation regarding surface water drainage. Reconfiguration of the main parking lots into smaller areas with drainage zones utilizing bio-filtration landscaping would greatly reduce water waste. The designs for these systems would have to be based on the latest data for a 25 year storm event. By allowing landscaping to use and filter run-off from the buildings and parking lots, water is essentially being recycled. This then has the potential to greatly reduce the needs for irrigation. These adjustments could be coordinated with other site improvements to landscaping, parking and pathways.

SUMMARY

There are very few surface water problems with the landscaped areas, parking lots, or buildings. The main parking lot wastes water by directing all of the run-off into a catch basin and drywell system. Oil and water separators are minimal and need to be improved.

suggested improvements

- 1 Introduce landscaping areas within the central parking lot for better control of surface water.
- 2 Install oil & water separators at the existing catch basins in the parking lots.
- 3 Distribute the parking areas so that sufficient landscaping is provided to bio-filtrate the run-off.
- 4 Consider converting concentrated points of discharge from roofs into sheet flow or drip areas.
- 5 Reengineer the swale and drainage in the quad lawn area to provide a flat useable turf area.





The Clarkston Campus is served by electrical, data, sewer, water, and gas utilities. These utilities provide vital infrastructure necessary to keep the buildings functioning and serving the students and faculty. The following elements are of important concern to the future development of the Clarkston Campus:

ELECTRICAL SERVICE

The Clarkston Campus is provided with electrical service from several locations. The main building is served by an electrical line from Bridge Street to the central switch gear room located on the north side of the building. The other buildings are independently served from Fair Street. There have been consistent problems with the electrical service to the main building and they appear to reside with the power company. Some of the issues have been resolved by the power company but not all.

GAS SERVICE

Most of the Clarkston Campus buildings are provided with natural gas service. No deficiencies appear to exist in the present system.

WATER SERVICE

The entire campus is adequately served by domestic water lines. Water mains are located under Bridge Street, 15th Avenue and Fair Street. The main building and Health Sciences Building are served from 15th Avenue and the other buildings are served from Fair Street.

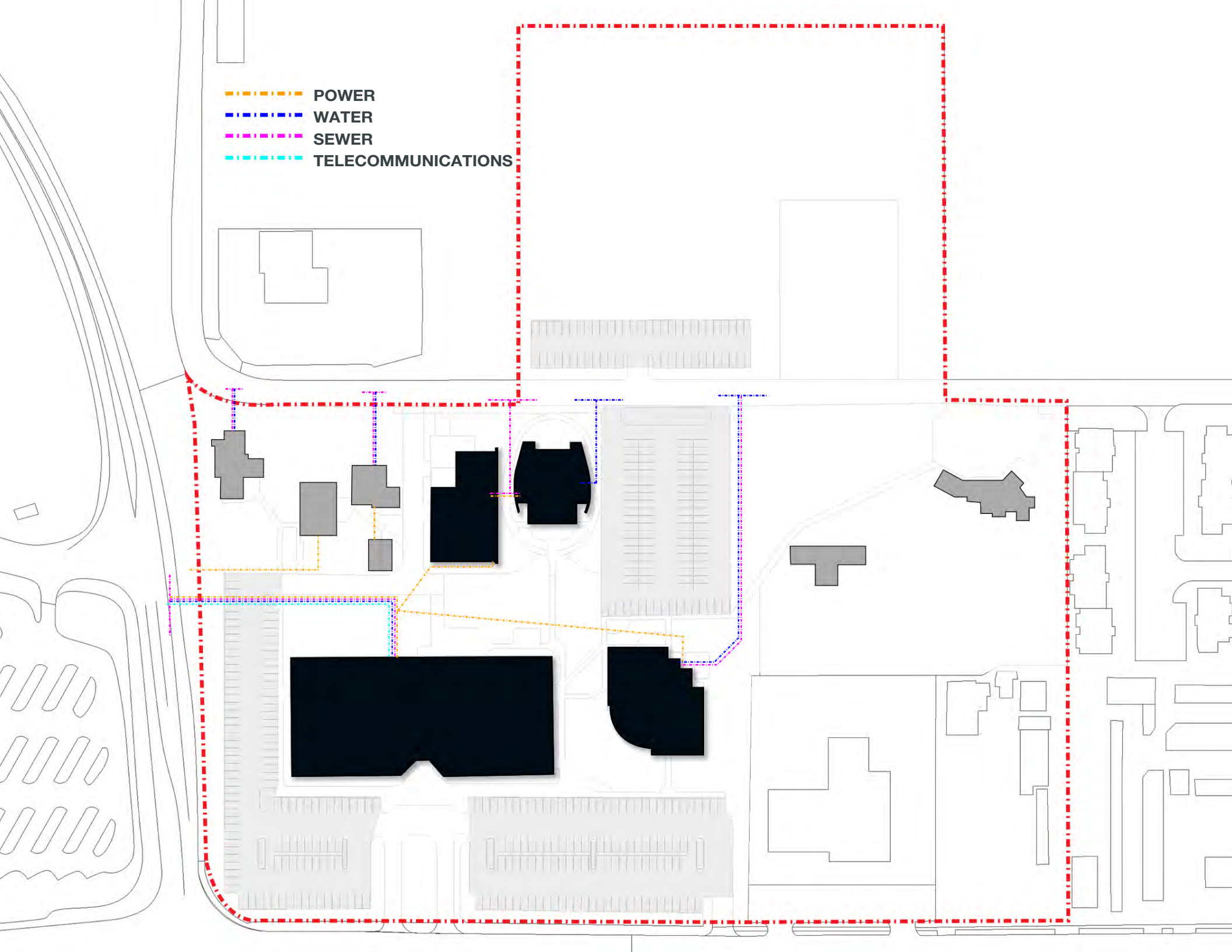
SEWER SERVICE

All of the Clarkston Campus buildings are connected to the City of Clarkston sewer system. At this time, no inadequacies have been noted or discussed.

suggested improvements

- 1** There are two abandoned wells on the campus which should be investigated to determine the possibility of their use in irrigation, if water rights are still available.
- 2** Further investigation and discussion is needed with the power company to determine solutions to the power interruptions.
- 3** The power coming into the Main Building is tapped out. Explore different options of bringing more power in if more power is needed.

- POWER
- WATER
- SEWER
- TELECOMMUNICATIONS





buildingdeficiency summary

CLARKSTON CAMPUS

The Clarkston Campus includes several buildings constructed in 1955 through 1957 that were not originally intended for use as part of a college campus. The Fitness Center, Maintenance Shop, Stable Storage Building and the Child Care Center have all been identified in the 2017 Report as needing renovation or replacement.

The buildings on the Clarkston Campus that are listed in the survey as “Needs Improvement Through Additional Maintenance or Replacement” include:

<u>Building Name</u>	<u>Bldg. No.</u>	<u>Rating</u>
Fair Street House	200FSH	296
Child Care Center	200PCC	442
Maintenance Shop	200CMS	456
Fitness Center	200CFC	526
Stable Storage Building	200CST	574

The Fair Street House has been remodeled numerous times and does not function well due to these additions. The Fitness Center has been converted from a Veterinarian Office to a Weight Training Room and does not serve that function well. The Maintenance Shop is an old garage with a unit heater, poor lighting, and no insulation. It is not of sufficient size to serve the needs of the College.

buildingcondition rating summary 2017

WALLA WALLA COMMUNITY COLLEGE CLARKSTON CAMPUS

Facility #	Facility Name	Gsf	Site	2017 Score
200CHS	Clarkston Health Sciences	8,900	Clarkston Center	167
200CLK	Clarkston Center	44,896	Clarkston Center	204
200FSH	Fair Street House	4,400	Clarkston Center	350
200PCC	Clarkston Child Care Center	3,376	Clarkston Center	453
200CMS	Clarkston Maintenance Shop	785	Clarkston Center	509
200CFC	Clarkston Fitness Center	1,800	Clarkston Center	415
200CST	Stable Storage Building	1,500	Clarkston Center	673
200	Workforce Building	16,000	Clarkston Center	Not Rated
TOTAL GSF AND WEIGHTED AVERAGE SCORE		547,785	252	

- 146 - 175 = Superior
- 176 - 275 = Adequate
- 276 - 350 = Needs Improvement Through Additional Maintenance
- 351 - 475 = Needs Improvement Through Renovation (If facility merits keeping)
- 476 - 730 = Replace or Renovate

main building (200CLK)

CURRENT BUILDING USE

First Floor: Administration, Student Services, Student Study & Eating Areas, Kitchen, Lecture Halls, Classrooms, Faculty Offices, Toilet Rooms, & Bookstore.
Second Floor: Student Study Area, Library, & an ITV equipped Classroom.

GENERAL DESCRIPTION & HISTORY

The Main Building was built in 1988 and contains 40,000 gross square feet of building area. Most (80% or so) of this area is on the first floor. A library addition was added to the second floor in 1995. The main parking area which serves this structure is on the south and west sides. Access to the parking lot is from Bridge Street.

STRUCTURE & EXTERIOR CONSTRUCTION

The building is composed of a steel and concrete structure, exterior masonry walls with brick veneer and trussed roofs with clay tile roofing and metal trim. A large fascia band covered with an exterior insulation and finish system (EIFS) encircles the building above the brick. The building has been designed without gutters so that rainwater drips off of the roof into landscaped areas. The building has aluminum windows, entry doors and clerestory with insulated glass. The first floor is constructed of a slab-on-grade encircled by a wood framed floor over an unvented crawl space. Mechanical piping for the heat pump system is located within this crawl space. The second floor is constructed of poured concrete on a steel deck.

MECHANICAL / ELECTRICAL / PLUMBING

The building is served by a heat pump system, which is in the process of being improved. *Being done now, engineering in process.* The original console units would freeze-up in the winter due to the cold air entering through the fresh air intakes. These units were also noisy and disruptive for the classrooms. Circulation pumps are in good shape. The Mechanical Room is not usable due to fire sprinkler piping. All console heat pumps were

replaced and re-piped to smaller ones; more quiet and comfortable water to air units. 45-46 units were reduced to 12. This recirculation system is composed of PVC piping. The electrical room is located on the northern side of the building, near the lobby and appears to be in good shape with circuits identified. Power outages randomly occur but not due to any building deficiencies. The entire campus has been retrofitted to T-8 lamps and electronic ballasts. The plumbing systems include copper supply piping and PVC drain lines. The building has a fire alarm system as well as a complete fire sprinkler system.

INTERIOR CONSTRUCTION

The interior walls are mostly painted gypsum board on metal studs. The corridors and portions of the lecture hall and common areas have exposed unfinished brick masonry, which matches the exterior. The ceilings are mostly 2 x 4 suspended acoustic panels, with painted gypsum board in the toilet rooms and lecture halls. The floors are mostly carpeted, with some vinyl composition tiles and ceramic tile used in the toilet rooms. Interior doors are mostly solid core wood with hollow metal frames, both with required 1-hour fire labels. Interior windows in the corridors have the required wired glass.

AIR QUALITY & HAZARDOUS MATERIALS

No obvious hazardous materials or environmental air quality problems were observed. It would still be a good idea to periodically disassemble and inspect a portion of the ductwork to determine the current condition. Asbestos Contaminated Materials (ACM) was not immediately seen to be present.

BARRIER FREE ACCESS

Entries and exits from the building meet the ADA and State of WA handicap accessibility codes. The two toilet rooms on the north side of the building comply with these requirements also, but the toilet rooms on the south side do not have the required handicap accessible toilet stalls. The drinking fountains are all handicap accessible.



suggested improvements

- 1 Some ceiling tiles show discoloration due to fire sprinkler or plumbing line drips. *Some replaced.*
- 2 There is some discoloring of the brick in the hallways that suggest it was not sealed when it was constructed. *Not an issue.*
- 3 The “brown” carpeting appears to be worn in many places and some of the seams are torn. It appears that the entire carpeting needs to be replaced. *Most carpet has been replaced. 5000 s.f. left.*
- 4 There is evidence of roof leaks above both sets of stairs to the lecture hall balcony. *Roof replaced.*
- 5 Cracks have developed in the gypsum board above the windows at the west end of the building in the computer classroom. *Being reviewed.*
- 6 The non-compliant toilet rooms need to be modified to meet the State of Washington handicap accessibility codes.
- 7 The building appears to need new paint both inside and out.
- 8 Further investigation is needed to determine and correct the electrical power supply problems. *Not resolved - under powered.*
- 9 Make up air and exhaust needed for oven.
- 10 Update HVAC Controls.
- 11 Update fire and smoke detectors and panel.

requested improvements

- 1 A student activities center is desired. This would contain student study areas, fitness center and recreation space. *Still an issue.*
- 2 More storage is needed throughout the building.
- 3 The Interactive Television (ITV) room has the need for better acoustical separation from the adjacent HVAC room, as well as from the Library. Noise is also conducted from the ITV speakers through the building structure to the adjacent spaces. *Still an issue.*
- 4 The carpeting needs to be replaced. *Most has been replaced.*
- 5 Alternatives to the fire sprinkler system in the library should be reviewed. *Glycol used.*
- 6 The periodical display and storage in the library requires a complete reconstruction due to safety concerns.



fitness center (Building #4 - 200CFC) to be demolished

GENERAL DESCRIPTION & HISTORY

This building is a 1-story facility of approximately 1,800 GSF that was not originally constructed by the college. It appears to have been a veterinary clinic that was built in 1955. It was remodeled in 1990 after having been acquired by the college. The building is a wood-frame structure with a concrete foundation; T1-11 plywood, brick and cedar shingle exterior and a hypalon single-ply roof. The building currently houses a weight room, showers and exercise spaces.

The 1990 remodel installed new plumbing piping and fixtures throughout the building and updated some electrical distribution. Most other building systems are original or in various stages of deterioration. The worst is the hypalon roof membrane, which is badly deteriorated and has some leaks. The skylights on the roof are also badly cracked. However, replacement was funded in 2011.

There is random wear on the cedar shingle and T1-11 plywood exterior and there are code concerns with the original construction. Floor, wall and ceiling finishes throughout the building exhibit a great deal of wear and the wood doors throughout need extensive maintenance. The forced air gas furnaces have A/C coils, but the systems are older and gradually deteriorating. The main electrical service is original and very inadequate and lighting throughout is old and inefficient.

In terms of functional adequacy, this building is totally inadequate for its current use. A residential type structure has essentially been converted into a fitness and P.E. classroom building. The building is far too small for effective use, the amenities throughout are totally inadequate and dated and the interior remodels are poor. This building should not continue to be used for student activities.

This structure is located just east of the Head Start (Building #3) and shares parking with Head Start and the Child Care center (building #2).

STRUCTURE & EXTERIOR CONSTRUCTION

The building is composed of wood framed walls with wood siding, a flat roof with exterior steel supports for portions of the roof and a slab-on-grade foundation. There is a portion of the north wall that is masonry. The windows are a combination of wood framed windows with insulated glass along with a couple of openings with wood-stopped glass. The roof is topped with a single-ply membrane without insulation. Skylights have been provided for the locker rooms and men's toilet room. The women's toilet room has a window. *New roof three years ago.*

MECHANICAL / ELECTRICAL / PLUMBING

The building is served by a gas and electric HVAC split-system with the condenser located on the ground. Two electric water heaters supply water for the showers. These need a floor drain for emergency discharge. The plumbing system appears to have copper supply lines in reasonable shape. The building has a fire alarm system, but not a fire sprinkler system. *End of life for HVAC.*

INTERIOR CONSTRUCTION

The interior walls are primarily painted gypsum board on wood studs, with tile in the showers. The flooring is primarily carpet, with sheet vinyl in the toilet rooms and locker areas and tile in the showers. Interior ceilings are painted gypsum board and doors are painted wood. *ASB painted interior. Carpet needs to be replaced. Tile is 20 years old.*

AIR QUALITY & HAZARDOUS MATERIALS

Although no obvious hazardous materials or environmental air quality problems were noticed, it would be worthwhile to disassemble and inspect a portion of the ductwork to determine the current condition. Asbestos Contaminated Materials (ACM) were not immediately seen to be present.

BARRIER FREE ACCESS

The entry and exits, along with the toilet rooms and showers, fail to meet the ADA or State of WA handicap accessibility codes.

suggested improvements

- 1 The carpeting is worn in many places.
- 2 The windows need to be replaced, especially at the wood-stopped uninsulated glass openings.
- 3 The drinking fountain does not meet ADA or State of WA codes.
- 4 The entry and exits, along with the toilet rooms and showers, fail to meet the ADA or State of WA handicap accessibility codes.
- 5 The ductwork should be inspected and cleaned if needed.
- 6 The exterior walls need to be repainted.

requested improvements

- 1 A student services building is needed and desired. This building could incorporate a fitness area along with study rooms, etc.



clarkston health science (200CHS)

GENERAL DESCRIPTION & HISTORY

The 8,900 s.f. Health Science Building was constructed in 2007 with a minor remodel in 2012. It is a one story building located to the east of the main building.

STRUCTURE & EXTERIOR CONSTRUCTION

The building is slab-on-grade with framed walls with brick veneer. The roof is framed and has a combination of asphalt shingles, TPO and Kalwall. The Kalwall transition from roof to wall has been reported to leak.

MECHANICAL / ELECTRICAL / PLUMBING

The building is entirely electric resistance heat. This is the only building on both campuses with this type of heat. Electrical and plumbing systems appear to meet the requirements of the facility. There is no spare electrical capacity.

INTERIOR CONSTRUCTION

The interior walls are mostly painted gyp board on metal studs. The ceilings are typical 2 x 4 suspended acoustical panels. The floors are carpet, tile and vinyl flooring. Interior doors are solid core wood in hollow metal frames. Windows are insulated glass units in aluminum frames.

AIR QUALITY & HAZARDOUS MATERIALS

The building is free of asbestos containing materials.

BARRIER FREE ACCESS

The building was constructed to IBC 2006 standards meeting the requirements for ADA and State of WA accessibility codes.

suggested improvements

- 1 The building houses as many nursing students as does the Walla Walla Campus, which is a much larger facility. Additional space would benefit the program that is currently offered and the curriculum of the future.
- 2 Analyze the Kalwall details to provide a fix for the leaks in the system.
- 3 Upgrade power entering the building to allow for the addition of a computer lab.
- 4 *Kalwall roofing leaks.*
- 5 *Standing water against the building.*

requested improvements

Not applicable.

maintenance shop (200CMS) to be demolished

GENERAL DESCRIPTION & HISTORY

This building is a 1-story facility of approximately 685 GSF that was not originally constructed by the college. It appears to have been a garage that was built in 1955, though records are sketchy. It was acquired by the college in the 1990's. The building is constructed of CMU and concrete, with some tongue-and-groove wood siding and plywood and a 3-tab asphalt shingle roof.

The asphalt shingle roof is badly deteriorated, but was funded for replacement in 2011. There is random deterioration on the exterior wood surfaces and the structural CMU exhibits extensive wear. Interior finishes, while adequate for a shop facility, show their age and the wood doors and frames are generally deteriorated. The building has no plumbing and one gas-fired unit heater, which is old and temperamental. The electrical service is barely adequate and the ceiling lights are old and totally inadequate. There is no fire alarm in the building and the windows are inefficient single-glazed units.

In terms of functional adequacy, this building is totally inadequate for its current use. Amenities to support a reasonable maintenance shop environment, such as adequate power, lighting and HVAC are totally lacking. The building is 55 years old and far too small to support the shop and storage needs of the campus. This building is inadequate for continued use. *Not sufficient for the purpose.*

STRUCTURE & EXTERIOR CONSTRUCTION

The building is single-story concrete masonry structure with a wood post and trusses, with wood framed windows and asphalt shingle roofing. The structure is set on a concrete slab-on-grade.

MECHANICAL / ELECTRICAL / PLUMBING

The building is not heated or cooled. The building does not have a fire alarm system or a fire sprinkler system. There are no toilet rooms in the building. There is electrical service which provides power for lighting and some shop equipment.

INTERIOR CONSTRUCTION

One interior partition exists which conceals a storage area. This is constructed of painted gypsum board on wood studs.

AIR QUALITY & HAZARDOUS MATERIALS

No air quality problems or hazardous materials were seen to be present. Asbestos Contaminated Materials (ACM) was not immediately seen to be present.

BARRIER FREE ACCESS

Entries and exits from the building are not in compliance with ADA and State of WA accessibility codes.

suggested improvements

- 1 It appears that this structure is quite limiting and undersized for its intended use.

requested improvements

- 1 A larger and better shop & storage building is desired.

childcare center (200PCC)

GENERAL DESCRIPTION & HISTORY

This 3,376 sf building is a 1-story facility that was not originally constructed for the college. It appears to date to about 1975 and was constructed as a residence. It was remodeled in 1988 after being acquired by the college. The building is constructed of wood framing on a concrete foundation with a crawl space. Exterior cladding is a mix of vinyl siding, split brick and masonite. The metal and hypalon roof was installed in 1995.

Floor, wall and ceiling finishes throughout the building exhibit random wear and some deterioration. The wood doors and frames are all worn, with well worn hardware. The copper and galvanized piping is original, as are the china fixtures. New HVAC equipment was installed during the remodel, but is now 21 years old.

In terms of adequacy, this building is considered totally inadequate for a child care facility. It is essentially a converted single-family residence with mostly older amenities throughout. The interior spaces have no logical flow, are not very bright or cheery and the building is very unattractive, both inside and out.

STRUCTURE & EXTERIOR CONSTRUCTION

The building is a single-story structure, composed of wood framed walls and roof, sloped metal roofing and a combination of slab-on-grade and vented crawl space. There is a masonry wall on the north side. There is almost a complete lack of insulation in the roof and walls. Exterior doors are wood with wood frames and the windows are a combination of metal frames with insulated glass, as well as non-insulated wood-stopped glass.

MECHANICAL / ELECTRICAL / PLUMBING

The building is served by two gas heat and electric cooling HVAC split systems. These systems are not sufficient to keep the occupants comfortable. This is largely due to the lack of insulation. The building has a fire alarm system, but not a fire sprinkler system. The plumbing and electrical components and assemblies appear to be in reasonable condition. A thorough duct cleaning would be a very good idea. *New HVAC since the house was purchased. Crawl space floods. Water routed around the building to prevent flooding.*

INTERIOR CONSTRUCTION

The interior walls are mostly painted gypsum board on wood studs. The floors are mostly covered by sheet vinyl and carpeting, with sheet vinyl used in the toilet rooms. Ceilings are composed primarily of painted gypsum board or exposed roof decking.

AIR QUALITY & HAZARDOUS MATERIALS

No air quality problems or hazardous materials were seen to be present. The ducting system would probably benefit from a thorough cleaning. Asbestos Contaminated Materials (ACM) was not immediately seen to be present.

BARRIER FREE ACCESS

Entries and exits from the building are in general compliance with ADA and State of WA accessibility codes, except that there is no door assists at the main entry. There is no toilet room which meets the ADA and/or State of WA handicap accessibility codes.



suggested improvements

- 1 Needs to be reroofed. The roof leaks are temporarily repaired.
- 2 There is no vapor barrier in the crawl spaces.
- 3 The dryer vent exhausts into the crawl space.
- 4 There is no toilet room which meets the ADA or State of Washington handicap accessibility codes. *Not done.*
- 5 There is no roof insulation.
- 6 The windows all need to be replaced with more efficient ones, especially at the stopped-in glass. *Half of the building is single pane, some replaced on west side.*
- 7 Landscaping should be provided around the north and east sides of the building to take advantage of the roof water run-off and provide improvement to the entry.
- 8 The hot water tank needs a floor drain for emergency discharge.
- 9 Light fixtures are not energy efficient. *Not replaced - incandescent.*

requested improvements

- 1 More space is needed based on the number of children and student needs.
- 2 A completely new building is desired. *Single building for both age groups of children.*

fair street house (200FSH)

GENERAL DESCRIPTION & HISTORY

The original portion of this 4,400 s.f. single family residence building was constructed in 1957. The building was remodeled in 1998 for use by the Family Foundation. The circular driveway was adjusted to include parking spaces for 10 vehicles.

STRUCTURE & EXTERIOR CONSTRUCTION

The building is single-story, with a partial basement used for utilities and storage. The structure is composed of wood framed walls and roof, with exterior wood siding. Recent improvements to the building include asphaltic composition shingle roof, brick chimneys and wood floor framing over a crawl space. A small portion of the building (previously used as a garage) has a slab-on-grade. The basement has both poured concrete and concrete masonry walls. The windows are relatively new with vinyl frames and insulated glass. Exterior doors are solid core wood. *Six year old remodel.*

MECHANICAL / ELECTRICAL / PLUMBING

The building is served by three gas and electric HVAC split systems. These systems do not adequately keep the occupants comfortable largely due to differences in zoning needs. The building is served by a fire alarm system, but not a fire sprinkler system. The plumbing and electrical components and assemblies appear to be in reasonable condition except perhaps for the impending replacement of some of the old cast-iron drain pipes. *Not good air flow, added onto too many times.*

INTERIOR CONSTRUCTION

The interior walls are mostly painted gypsum board on wood studs. The floors are mostly covered by carpet, with sheet vinyl used in the toilet rooms and kitchen. The main entry has a brick-patterned tile floor. Ceilings are composed primarily of painted gypsum board. *Carpet and VCT okay.*

AIR QUALITY & HAZARDOUS MATERIALS

As with other facilities, the HVAC ductwork could use a good inspection to determine if it needs to be professionally cleaned. Asbestos Contaminated Materials (ACM) was not immediately seen to be present.

BARRIER FREE ACCESS

Entries and exits from the building, along with toilet rooms and play areas, are in general compliance with ADA and State of WA accessibility codes, except that the main entry does not have an automatic opener and one of the toilet rooms needs a grab bar at the toilet. The entry to the GED Classroom is not accessible due to the lack of unobstructed 12" strike jamb width. Railings are lacking at the ramps. *Marginal compliance with widened ADA doors.*

suggested improvements

- 1 The main entry could use some separation from the driveway, as well as a gable cover so that it is more noticeable.
- 2 An additional railing is needed on the ramp in the entry area. Railings are also needed on the adjacent stairs and at the ramp located in the hallway.
- 3 The crawl space needs a vapor barrier.
- 4 Needs to be reroofed.

requested improvements

- 1 Perimeter landscaping could help reduce extremes in heat gain through unprotected glass. It would also help improve the look of the building.



head start building

to be demolished

GENERAL DESCRIPTION & HISTORY

This building is actually owned by Head Start Services, with the land leased to them by Walla Walla Community College and the State of Washington. The structure was built in 1995 and is located east of the Child Care Center, adjacent to the fenced playground. *Ground lease.*

STRUCTURE & EXTERIOR CONSTRUCTION

The building is single-story, triple-wide modular building. The structure is composed of wood framed walls and roof with exterior wood siding. The building has an asphaltic composition shingle roof and slab-on-grade floor.

MECHANICAL / ELECTRICAL / PLUMBING

The building appears to be served by a multi-zone gas / electric HVAC split system. Other electrical & plumbing information is unavailable due to lack of interior access.

INTERIOR CONSTRUCTION

Unknown.

AIR QUALITY & HAZARDOUS MATERIALS

Unknown.

suggested improvements

Not applicable

requested improvements

Not applicable.

BARRIER FREE ACCESS

Unknown.



stable storage building (200CST) to be demolished

GENERAL DESCRIPTION & HISTORY

This building is a 1-story facility that was not originally constructed by the college. It appears to date to about 1955. The building is constructed of wood framing on a concrete slab, with tongue-and-groove horizontal wood siding and metal roof panels.

The wood framing exhibits general deterioration and there are some structural concerns. The siding is fairly well deteriorated. Only the metal roof has some integrity. There are no interior finishes other than the structural components. All doors are badly deteriorated. The only building infrastructure is an original 200 amp panel. There is no lighting.

In sum, this building is deteriorating and marginally adequate for use as a storage facility. It is really not cost-effective to repair or maintain.

STRUCTURE & EXTERIOR CONSTRUCTION

The building is single-story pole building structure with wood posts and trusses, wood siding, and metal roofing. The structure is set on a concrete foundation. There is a dirt floor within the building.

MECHANICAL / ELECTRICAL / PLUMBING

The building is without heating, cooling, plumbing, or electricity.

INTERIOR CONSTRUCTION

The interior is exposed wood studs and boards.

AIR QUALITY & HAZARDOUS MATERIALS

Ventilation should be increased to offset the moisture which enters the structure through the dirt floor. Asbestos Contaminated Materials (ACM) was not immediately seen to be present.

BARRIER FREE ACCESS

Entries and exits from the building are not in compliance with ADA and State of WA accessibility codes, although it is not important in this building type, *widened ADA doors*.

suggested improvements

- 1 The building lacks a concrete floor.
- 2 The building needs a considerable amount of work relating to the siding.
- 3 Additional ventilation is needed.

requested improvements

- 1 Staff would prefer a heated and cooled shop and storage structure with a concrete floor, electrical power, phone, insulated and finished walls and roof.



workforce & development center

CURRENT BUILDING USE

Shops, offices, classrooms, conference room and collaboration space

GENERAL DESCRIPTION AND HISTORY

This facility consists of two buildings. The shop portion is approximately 10,000 sf and the classroom portion is approximately 6,000 sf. The building was dedicated in the Fall of 2017.

STRUCTURE AND EXTERIOR CONSTRUCTION

The building is composed of slab-on-grade, concrete masonry bearing walls and steel columns that support engineered wood joists and a plywood deck. The exterior finish is integral color masonry and aluminum curtain-wall/windows/doors.

MECHANICAL/ELECTRICAL/PLUMBING

Both buildings are served by a single electrical service. Utilities enter the shop building and the air ducts are run underground connecting to the classroom building.

INTERIOR CONSTRUCTION

The interior walls are primarily painted gypsum board on steel studs.

AIR QUALITY AND HAZARDOUS MATERIALS

These structures were built in 2017 in accordance with current Building Codes and LEED Silver Standards. They should not contain any known hazardous materials.

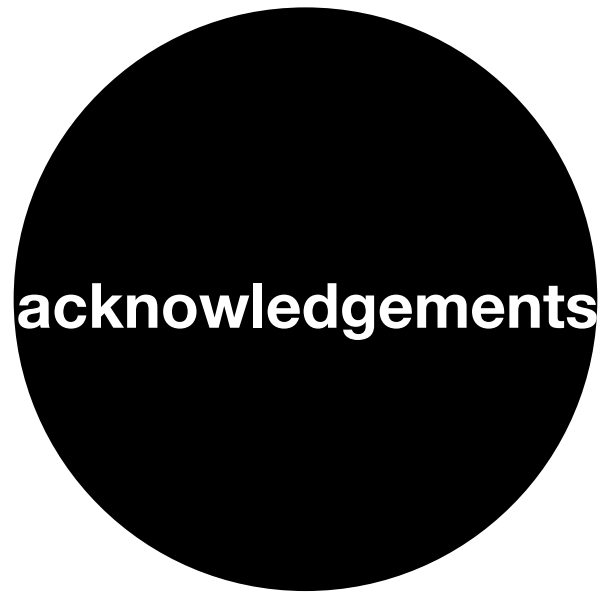
BARRIER-FREE ACCESS

These structures were designed to meet current Washington Accessibility Standards and the Design Guidelines for Americans with Disabilities Act.



suggested improvements

There are no suggested improvements at this time.



acknowledgements

Walla Walla Community College
Clarkston Campus Master Plan – 2018

Acknowledgements

WWCC's Clarkston Campus Facility Master plan has been developed with input and recommendations from the following list of individuals. These participants have been, and will continue to be, an influential part of the success of Walla Walla Community College. Their involvement in providing vital information and insight into the history and purpose of the College, as well as the vision for the future, fostered an open atmosphere for creative planning.

Board of Trustees:

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Heather Markwalter, Student Affairs, Clarkston
Paul Boyd, ASB Advisor, Faculty, Clarkston
Lori Loseth, Faculty

Student Legacy Project Committee:

Edie Abney, ASB President, Clarkston
Summer Carley, ASB V.P. Clarkston
Anna Tuck, ASB V.P. Clarkston
Shawn Smith, ASB V.P. Clarkston
Paul Boyd, ASB Advisor, Clarkston
Rod Lipscomb, Director of Campus Life
Davina Fogg, V.P. Administrative Services
Dr. Jose da Silva, V.P. Student Affairs
Shane Loper, Executive Director Facilities Services & Capital Projects
Lori Loseth, Faculty
Heather Markwalter, Student Affairs




FROM STAKEHOLDER MEETINGS

Major takeaways

- 1 Students and Faculty appreciate the density of the campus.
- 2 There is a strong desire to increase the attendance and grow the Campus.
 - a. Major theme was increasing the feel of a collegiate atmosphere.
 - b. Creating a social space to draw new students and also to retain them.
- 3 Increase the presence on Bridge Street.
 - a. Trees need to be thinned to make Campus more visible.
 - b. New Identity piece near the street.
- 4 Strengthen Identity from Highway 128 bridge heading South.
- 5 Next Projects
 - a. To be a mirror of the Workforce Development Building Program based on community needs.
 - b. Student Activity Center

Minor takeaways

- 1 Proposed Name Change - Clarkston Campus of WWCC.
- 2 Allow for growth of Nursing Building.
- 3 Seek opportunities to create a more secure Campus.
- 4 Plan for a bus shelter on Bridge Street.
- 5 Reconfigure parking lot entries.



Project No.:	2018-010	Liberty Bldg., Suite 400 203 North Washington Spokane, WA 99201-0233
Project Name:	WWCC Clarkston Campus 2018 Master Plan Update	509.838.8568 fax/509.458.3710 www.alscarchitects.com
Subject:	Steering Committee Meeting #2 February 16, 2018	
By:	Connor Nicholas	

<p><u>Those Present</u></p> <p>Shane Loper Davina Fogg Don McQuary Edie Abney Summer Carley Brian Shinn Doug Mattoon Tim Winter Doug Bayne Paul Boyd Lori Loseth Jeff Warner Connor Nicholas</p>	<p><u>Representing</u></p> <p>Facilities & Capital Projects VP, Committee Lead, WWCC Staff Board of Trustees ASB President (CLK) ASB, VP of Media Asotin Co. Commissioner Valley Vision Clarkston School District VP, Advancement, WWCC Instructor/ASB advisor Science instructor/Asotin City Council ALSC Architects (Principle) ALSC Architects</p>
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This report is not intended to provide a transcript of proceedings, but rather to record the general content of the discussion that took place.

<u>Action</u>	<u>Item</u>
I.	What makes you campus unique? <ol style="list-style-type: none"> 1. Appreciate to have campus in Asotin County. 2. Would like to double size of work force facility (In 10 years) 3. Currently do not meet work force needs 4. Provide affordable student housing 5. The campus has been good in the past about adapting to community and work force needs. 6. Advance on manufacturing and continue to grow 7. Build second wing of workforce building in ten years 8. Create a true campus feel <ol style="list-style-type: none"> i. Environment of a Campus <ol style="list-style-type: none"> 1. Lack of student centric space 2. Being flexible as a campus to prepare for many different outcomes ii. Colligate atmosphere 9. Grow 2 year program 10. What is the future of STEM? <ol style="list-style-type: none"> i. Transformable space that is able to update with technology. ii. AA Science degree is not offered yet.
II.	Next Building <ol style="list-style-type: none"> 1. Successful community college's need a campus atmosphere. We would like to see it become a true campus. 2. Some students are going to L.C. to study, for the available student facilities.

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3. Skill Center
 - i. Buildings and programs need to be flexible in order to meet schedules of potential students who work.
4. Serve Nez Perce and Asotin counties.
 - i. 300 FTE currently
 - ii. 10 year – 1000 FTE
 - iii. 20 year – 2500-3000 FTE
 - iv. ½ workforce – ½ transfer
 - v. Transfer students need campus
 - vi. Get all property between 15th and 14th, north to the river.

III. Other Comments

1. Not attracting high school students
2. Population base is 175,000 and includes Pullman and Moscow
3. Community see's this campus for kids to get their G.E.D.
4. Retraining students is a priority.
 - i. 33-34 – Average age 10 years ago
 - ii. 26 - Currently
5. Can add FTE by improving how classes are scheduled.
6. Need student union building, to create a campus feel.
 - a. WWCC Foundation money is possible, but limited.
 - b. Attracting students is important to the community and success of the college.
 - c. Stronger pathways from K -12 to job training.
7. Is the required infrastructure available to grow the campus? -Likely yes
8. Transportation could be too busy on adjacent streets.
 - i. Integrated in to city planning?
 - ii. Traffic congestion at corner intersection could be a problem in the future

IV. Need better identity on Bridge Street

1. Change sign
 - i. "Clarkston Campus/Walla Walla Community College."
2. Promenade courtyard is a good idea for improving campus.

V. Auditorium is a resource to the community.

VI. Student Center needs to be expandable.

1. Outdoor covered patio
 - i. Big doors open to patio

VII. Student housing on east edge

VIII. Nursing building is too small

- i. Main nursing classroom is too small.
- ii. Plan for future expansion

IX. Look at partners with private sector on new fitness center.

- i. Add fitness center to student activity center and lease it to a private operation.
- ii. There is a health physical education requirement for AA degree.

If you have any corrections to these minutes, please bring them to the attention of the editor within

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ALSC ARCHITECTS	
Project No.:	2018-010
Project Name:	WWCC Clarkston Campus 2018 Master Plan Update
Subject:	Staff and Faculty Meeting February 15-16, 2018
By:	Connor Nicholas
Liberty Bldg., Suite 400 203 North Washington Spokane, WA 99201-0233 509.838.8568 fax/509.458.3710 www.alscarchitects.com	
<u>Those Present</u>	<u>Representing</u>
Staff/Faculty Meeting 2/15/18 Marco Rohrbach Kt Peterson Kimberly Tolson Heather Markwalter Shane Loper Davina Fogg	Plant/Custodian Clarkston Campus Manager Faculty Student Affairs Facilities / Capital Projects Admin Services, VP
Staff/Faculty Meeting 2/16/18 Marci Nixon – Shan Geist – Jim Bower – Sara Egbert – Lori Loseth Shane Loper Davina Fogg	Workforce Coordinator Business Services Humanities Science Science Instructor/Asotin City Council Facilities / Capital Projects Admin Services, VP
<p><i>This report is not intended to provide a transcript of proceedings, but rather to record the general content of the discussion that took place.</i></p>	
<u>Action</u>	<u>Item</u>
I.	REVIEW APPROACH TO MASTER PLAN
A.	2014 Masterplan was completed with a short timeline.
B.	Change in plan with new building.
C.	Consider new building?
D.	Consider remodeling the Main Building?
II.	DESIGN PRINCIPLE DISCUSSION
A.	Maintain existing main entry.
B.	Like the link between Health and Science, and Main.
C.	Opportunity property – Les Schwab.
D.	Advantage of being close to the river?
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ALSC ARCHITECTS	
<u>Action</u>	<u>Item</u>
	1. Maybe in the long term.
E.	Workforce Development Building.
	1. Connected greenspace.
III.	WHAT MAKES THIS CAMPUS UNIQUE?
A.	Everything is accessible.
B.	Being close to river.
C.	Small.
D.	Should be developed tight and accessible.
E.	Walkways to buildings.
F.	Get to know most of the students – more personal relationship.
G.	Everything is close and accessible. Keep it tight and accessible. Value size – intimate.
H.	Campus is comfortable/welcoming – not intimidating.
I.	Students know each other and on first name basis.
J.	Administration area is easy to find.
K.	View of mountains.
L.	Close to river.
IV.	WHAT DO YOU THINK WOULD MAKE THE CLARKSTON CAMPUS BETTER?
A.	Main Building update.
B.	Bathrooms updated?
C.	Main Building is first thing students see – needs to be updated.
D.	Shaded walkways.
E.	Trio program could move out of Main Building to the new Activity Center.
F.	Advisers do not need to be together as advising is going on in a lot of buildings.
G.	Trees – are they an issue? Political or problematic?
	1. Hard to see Main Building from Bridge Street.
H.	Tint or shades of windows?
	1. Birds flying into windows.
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Action Item

- I. Entrance is confusing.
- J. Mountain view / more windows.
- K. Main Building Needs an Update.
 - 1. Maybe just front entry.
- L. Natural light – with control.
- M. Space between Nursing and Main Building could be used better or differently.
- N. Main Building offices without windows – Main Building has bad offices.
- O. Trees
 - 1. If trees come down, replace with landscape.
 - 2. Likes the new landscape.
 - 3. Overgrown bushes are bad – replace with modern landscape.
- P. HVAC in Main Building doesn't work great – being updated.
- Q. Acoustics could be better – marker boards make noise.
- R. Safety and security?
 - 1. Lighting in Campus and parking lots.
 - 2. Safety door? Manual crank to motorized.
 - 3. Keep an eye on homeless people.
 - 4. Too many keys – could go to keyless entry.
- S. Graduation used to be on Campus.
 - 1. Could be in the new Student Activity Center.
- T. Need a STEM Building on Campus.
- U. Study rooms are wanted.
- V. Make daycare feel more connected.
- W. Light path to daycare.
- X. Upgrade main entry.
- Y. Put daycares together (younger/older/head start) – operations and leasing land or buildings.
- Z. Buildings are built too small.
- AA. Main Building too cave-like – more natural light/but not glare.
- AB. More offices with windows.

Action Item

- AC. Acoustical separation could be improved.
- AD. Need a more visible learning center.
 - 1. Too noisy – not enough room to spread out.
- AE. Safety
 - 1. Business office gate hand crank – possibly change to move security.
 - 2. Reinforce active shooter protocol.
 - 3. Would like cardkey access to classrooms, etc.
- V. WHAT SHOULD NOT BE CHANGED?
 - A. Main buildings are cohesive.
 - B. Feels comfortable / not intimidating.
 - C. New building is great with windows.
 - D. Daycares
 - 1. On opposite sides? – Bad
 - 2. What are the age groups? (Jeff wrote David)
 - 3. Daycares are leased – Tender Care
 - 4. Are there grants for a daycare facility?
- VI. WHAT DO YOU LIKE ABOUT THE CLARKSTON CAMPUS?
 - A. Logical entry and admin location.
 - B. Main Building acts as a mixing chamber.
 - C. Sufficient amount of parking.
 - D. Students gather in Main Building.
 - E. Plenty of parking.
- VII. HOW CAN WE RETAIN MORE STUDENTS?
 - A. Student life importance.
 - B. Student activity / new amenities.
 - C. Student Activity Area in Main Building or outside.
 - D. Targeting younger students/dual credit/running start - keep these students.
 - E. Student life aspect.
 - F. Important to environment / college experience.
 - 1. Still need to consider older student who doesn't care.



Action Item

VIII. WHERE DO YOU THINK THE NEW "STUDENT ACTIVITY CENTER" SHOULD GO?

- A. Where the current weight room is.
- B. Where the stable is.
- C. In current quad behind main building

IX. WHAT WOULD YOU LIKE TO SEE IN THE NEW "STUDENT ACTIVITY CENTER"?

- A. Design for Expansion.
- B. Possibly repurpose the auditorium – 155 chairs on bottom - Auditorium transformed to activity center.
 - 1. Add or change uses.
 - 2. Could it be used as the learning center.
 - 3. How much is it used?
 - 4. Noisy in current learning center Not enough room.
 - 5. Multipurpose room could get used as the tutor room.
 - 6. Activity building to help with passive supervision.

If you have any additions or corrections to these minutes, please bring them to the attention of the editor within two weeks of the date of this meeting.

Distribution:

Jeff Warner	ALSC Architects (Principal)
Indy Dehal	ALSC Architects (Principal)
Connor Nicholas	ALSC Architects
Shane Loper	Facilities & Capital Projects
Jose Da Sila	Student Affairs
Chad Miltenberger	CLK Campus Dean
Davina Fogg	VP, Committee Lead, WWCC Staff
Shawn Smith	VP Activities ASB
Eddie Schumacher	Transfer Student Business/Finance
Eddie Abney	ASB President (CLK)
Rod Lipscomb	Director of Campus Life

ID/CN/JW/File



WWCC Clarkston Campus Student Open House | Master Plan

1. What one thing do you think would make your Campus better?

From Sticky Notes:

- Community Garden / Horticulture
- Community activities
- Security
- Larger Fitness Center
- Current Student Lounge too loud
- Community Garden (Food or Flowers)
- More service animal friendly
- An outdoor pavilion
- Motorcycle parking
- Security
- Resource officer
- A Quad / Pavilion Area
- Housing
- More secure Campus

2. What do you like about your Campus that should not be changed?

From Sticky Notes:

- Open atmosphere
- Easy to memorize/ navigate
- Easy to navigate
- Not too complex
- The atmosphere



WWCC Clarkston Campus
Master Plan
02/15/2018

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WWCC Clarkston Campus Student Open House | Master Plan

3. Where do you like to hang out on Campus?

From Sticky Notes:

- The lobby is the only one right now
- The Lobby
- The Lobby is only spot
- The lobby and sometimes in the professors classroom
- Only place right now is the lobby
- Computer lab
- Computer lab
- Work Force Building
- Outside spaces
- Lobby
- TLC (Teaching and Learning Center)

4. Other Comments or questions you would like to share about your Campus?

From Sticky Notes:

- Need an Activity Center. We need "social area"
- Fitness/Gym area
- Need activity Area/ Social area
- Needs Fitness area/ activity area
- Tutoring Center is Noisy
- I think there should be two levels to the new structure. We definitely need a bigger campus; that way we can add more programs other than nursing and industrial programs
- Make it easy to navigate and easy for access
- Student housing combined with activity area
- TLC is noisy
- Needs to be Expandable (New Activity Center)
- Bus Stop
- Activity area can double as social event space
- New facility the education/ employment training services Center
- Quarterly dances/discos
- Fundraising
- Available to Public
- Affordable food selection



WWCC Clarkston Campus
Master Plan
02/15/2018

ALSC ARCHITECTS



WWCC Clarkston Campus Student Open House | Student Activity Center

A Student Activity Center is being planned to create a place for students to hang out, get to know other students and share in activities. These are Potential Student Activities that may be included in a new Student Activity Center.

PLEASE PUT A DOT BY THE THREE ACTIVITIES YOU ARE MOST LIKELY PARTICIPATE IN.



1. Lounge Space

Comfortable Seating for Quite Conversation & Studying



2. Activity Area

Ping Pong, Pool, TV, Video Games & Board Games



3. Lunch | Snack Area

Vending Machines, Coffee, Tables & Chairs



4. Club Room

Available for Campus Clubs, Groups of 10 to 15 People



5. Group Study Room

White Board, Large Computer Monitor, 4 to 5 People



- Coffee
- Excersising
- A quiet place to work
- Fumes from Bridge Street and from the tire shop

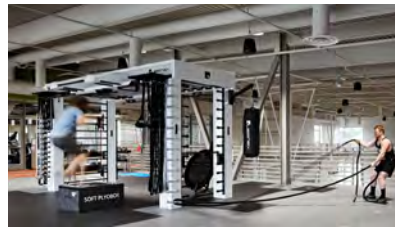


6. Social Event Space

Large Group Activities: Trivia Night, Games, Exam Cram, Etc.



- New building should go where Building F (the stables)
- Locate fitness center at stable



7. Fitness Center

Aerobic Exercise Machines, Weight Lifting & Stretching



- Activity Center for community



8. Court Space

Basketball, Volleyball, Pickle Ball, Indoor Soccer




- Convert buildings D,C,and E to student activity Center
- Outdoor Courts
- Gardening / Horticulture
- Activity Center in East front parking lot



WWCC Clarkston Campus
Master Plan
02/15/2018






Project No.:	2018-010	Liberty Bldg., Suite 400 203 North Washington Spokane, WA 99201-0233
Project Name:	WWCC Clarkston Campus	509.838.8568 fax/509.458.3710 www.alscarchitects.com
Subject:	Student Legacy Project Meeting #2 February 16, 2018	
By:	Connor Nicholas	

<u>Those Present</u>	<u>Representing</u>
Shane Loper	Facilities & Capital Projects
Jose Da Sila	Student Affairs
Chad Miltenberger	CLK Campus Dean
Davina Fogg	VP, Committee Lead, WWCC Staff
Shawn Smith	VP Activities ASB
Edie Abney	ASB President (CLK)
Anna Tuck	VP of Business
Summer Carley	ASB VP of Media
Jeff Warner	ALSC Architects (Principle)
Connor Nicholas	ALSC Architects

This report is not intended to provide a transcript of proceedings, but rather to record the general content of the discussion that took place.

<u>Action</u>	<u>Item</u>
I. Student Activity Center	
A. Review vision and goals from last meeting	
a. Enhance the college experience for students.	
b. Place for students to gather and hang out where they are free to be students.	
c. Encourage social interaction among students.	
d. Space for Student Clubs to Meet	
e. A place for students to take a break between classes	
f. Support studying, study groups & group projects	
g. Give students a reason to stay on campus longer.	
h. Dedicated space for ASB offices	
II. ASB	
a. Desk space for up to six people	
b. Desk for staff support person (Administrative assistant)	
III. Club Room	
a. 12-14 seats – 16X24 (Change to 18'X24')	
b. Add row of chairs along wall	
IV. Study space – 4 maximum (encourage activity)	
a. Small more intimate study space	
b. Table against wall to reduce size	

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V. Food and Vending

- a. Ice and water machine
- b. 3 vending machines
- c. Sink
- d. No refrigerator
- e. Coffee station like now
- f. 2 microwaves
- g. Seating for 20

VI. ASB Advisor Office

- a. (1) workstation
- b. Seating for two students
- c. Add office for student advisor (100 SF)
- d. Social space needs to include furniture
- e. Room #187 44'X44' - 2000 SF
- f. Spaces need to be visible

VII. Revitalize Fitness Center is an option

VIII. Lounge Space

- a. Integrated into Activity/Social Space
- b. Adjacent to Club/Study Room

IX. Outdoor – ½ basketball/VB/Pickle ball could be attached to a part of the building

X. Remodel

- a. Stand-alone is better so there is not a negative impact on Main Building
- b. Davina to look at ongoing operations costs for facility.

XI. Add bathrooms – two gender neutral

XII. Intramural sports in north property

- a. Look at placing an athletic field on north end of property
- b. Any other places this could go?

XIII. Location

- a. Take out fitness building and shed.
- b. Put in parking lot at east end of Quad.
- c. West end of the quad?
- d. Fitness center in activity center (mini fitness room)
- e. Possibility of college putting some money in the project.

XIV. Survey

1. Court goes to outside space
2. Weight room goes to remodel or revamp
3. Jeff Warner can provide pictures

2018-010 WWCC Clarkston Student Legacy Project 2018-2-16 2
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The next meeting will be held February 27, 2018 - Students will decide what is included in the project.

The next design concepts meeting will be held on April 4, 2018.

Distribution:

Jeff Warner	ALSC Architects (Principal)
Indy Dehal	ALSC Architects (Principal)
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Rod Lipscomb	Director of Campus Life

2018 – 2019 Budgeting Facts and Assumptions

1. The 2018-19 Budget Instructions were distributed to all employees on December 13th. The instructions included details on what created a \$1.2 million shortfall that needed to be resolved.
2. Planning Groups (PG) 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.
3. Salary increases of 3% for faculty and 2% for non-faculty will take effect on July 1, 2018. An additional 0.7% 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 had to absorb over \$218,000 in personnel costs for the upcoming year.
4. The State's supplemental budget for 2018-19 included less than 65% of the state funding necessary to cover faculty and staff salary increases as approved in the 2017-19 biennial budget (#3). 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 any partial funding that the Legislature may try to provide. The operating budget impacts of this new law are unknown at this time.
5. 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 352 bringing the total AAFTES funded in the allocation model down from 3,207 to 3,159.
6. 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.
7. Additional impacts from the new allocation model bring the total reduction of state funds allocated by the model up to \$302,825 (including #6) as follows:

a. Student Achievement Initiative dropped from 2.5 to 2.3%	\$ 73,702
b. Weighted (.3) FTES dropped from 285 to 273	\$ 33,459
c. Stop Loss for 3 rd year of 4 year phase in	\$174,863
d. \$8 less per DEAB (\$2,620 to \$2,612) @ 2,807 FTES	\$ 20,801
8. The Enrollment Plan for 2018-19 will reflect net state supported enrollment of 2,682. The plan includes the 352 Worker Retraining AAFTES and the total is 282 less than last year's plan.
9. Actual state supported enrollments are expected to finalize at around 2,765 AAFTES, which is 66 below last year's actual total of 2,831, or a 2.3% decrease.
10. 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. Actual operating fee (tuition) revenues are at least \$700,000 below budget, or 8.5%.

11. Enrollment continues to decline, and with course or program reductions planned for several areas, a 3% drop in enrollments is projected resulting in a \$225,000 drop in tuition revenues.
12. Student tuition rates will increase 2.2% starting Fall Quarter 2018 generating around \$150,000 in new revenues.
13. 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 net decrease in operating budget revenues from these two fee changes is expected to be \$90,000.
14. A second recommendation from the Fee Study Task Force ties increases in some student fees directly to the program materials needed for 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. These changes are projected to generate \$357,000 in new revenues with \$232,000 used for equipment and \$125,000 used to offset current operating expenses related to supplies and other program costs.
15. A 23.83% increase in the Basic Education Allotment rate starting Fall Quarter 2018 will generate \$400,000 in additional revenue for students enrolled in the Running Start and Alternative Education Programs. This increase will help offset an overestimate of \$78,500 used in 2017-18.
16. Running Start and Alternative Education Program enrollments increased during 2017-18 generating additional revenues of \$235,000 and \$100,000 respectively for these two programs. The current enrollment levels in each program are believed to be ongoing.
17. 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.)*
18. 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.
19. A new full-time faculty position in Criminal Justice was created starting in Spring Quarter 2018.
20. Approximately \$1.25 million in expenditure budget adjustments were recommended based on ideas generated by the four Budget Process Planning Groups of Instruction, Student Affairs, Administrative Services and Advancement & Human Resources.
 - a. Instruction PG operating budget would Decrease by \$335,800 based on PG work. This includes the net savings resulting from suspending the Automotive Repair Program, converting Farrier to a self-support program starting 7/1/19, and canceling the summer Nursing Program. \$200,000 in new funding is provided for the start-up of the Baccalaureate Programs, which is netted into the overall decrease above.

- b. Student Affairs PG would Decrease by \$15,000 based on PG work.
 - c. Administrative Services PG would Decrease by \$322,179 based on PG work. This includes eliminating two full-time positions while also downgrading a vacant position. It also recommended eliminating one of the facility leases that would save \$104,000.
 - d. Advancement/Human Resources PG would Increase by \$38,000 based on PG work. A vacant position in Research and Assessment will be eliminated saving \$74,000 and a new position for International Programs is added in at a cost of \$111,000.
21. The President's "A" list of reduction options will save around \$315,000.
22. The 2018-19 budget was 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. However, for the 2nd year in a row, this budget does rely 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. GAP funding of \$658,384 will be necessary to balance the budget with about \$340,000 of that amount relying on additional revenues from new BAS Programs and an influx of International Students.

Revised 6/20/18

WALLA WALLA COMMUNITY COLLEGE
ESTIMATED OPERATING REVENUE COMPARISONS
FY 2018 TO FY 2019

	FY2018 Board Approved Budget (pre-Leg. budget)	FY2018 Projected Y/E Actuals (as of 3/31/18)	FY2019 Budget (Proposed)	Difference (in Budgets)	% Change
Total FTES Funded in the State Allocation	3,207	3,194	3,159	(48)	-1.50%
Total FTES in the Annual Enrollment Plan	2,964	2,765	2,682	(282)	-9.51%
<hr/>					
State Allocations & Operating Fees					
Base Level Funding (2807 FTES)	\$14,125,858	\$14,748,638	\$14,751,871	\$626,013	
3rd year Impact from New Allocation Model			(302,825)	(\$302,825)	
Opportunity Grants	461,412	508,662	461,412	\$0	
Worker Retraining (400>387>352 FTES)	2,073,823	2,007,198	1,827,823	(\$246,000)	
Operating Fees	8,103,963	8,253,963	7,501,963	(\$602,000)	
Center of Excellence Grant	213,157	213,157	204,157	(\$9,000)	
FY19 Compensation & Benefits Funding (net)			459,058	\$459,058	
Total State & Operating Fees	\$24,978,213	\$25,731,618	\$24,903,459	(\$74,754)	-0.30%
Local Funding					
General Local:					
Student Fees - General	1,460,400	1,485,715	1,943,400	483,000	
Interest on Investments	20,000	15,000	20,000	0	
Facility Leases & Rentals	130,000	140,000	130,000	0	
Miscellaneous	65,000	55,000	129,500	64,500	
Alternative Education Program	510,000	576,000	714,240	204,240	
Running Start	1,003,400	1,172,350	1,453,714	450,314	
Foundation Support	200,000	330,000	265,000	65,000	
DOC Contract(s) - Indirect	644,897	655,904	665,285	20,388	
Self-Support Programs					
Ancillary Programs	300,000	275,000	275,000	(25,000)	
Community Service	75,000	100,000	100,000	25,000	
Total Local Funding & Self-Support	\$4,408,697	\$4,804,969	\$5,696,139	\$1,287,442	
Total Before Use of Other Funds	\$29,386,910	\$30,536,587	\$30,599,598	\$1,212,688	4.13%
Use of Carry-Forward Funds	125,000	125,000	125,000	0	
Use of Reserves/GAP Funding	135,784	135,784	658,384	522,600	
Use of Fund Balance	500,000	500,000	0	(500,000)	
Total All Sources	\$30,147,694	\$31,297,371	\$31,382,982	\$1,235,288	4.10%
Percent of operating revenues from:					
State	49.09%	49.43%	49.62%	0.53%	
Worker Retraining	6.88%	6.41%	5.82%	-1.05%	
Operating Fees	26.88%	26.37%	23.90%	-2.98%	
Local (including Use of Other Funds)	15.90%	16.59%	19.45%	3.55%	
Self-Support Programs	1.24%	1.20%	1.19%	-0.05%	
Percent of State funding when Grants & Contracts are included in the budget	38.00%	38.59%	38.44%	0.43%	

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Comprehensive Summary of Budget Changes

	Changes Prior to Budget Development	Revenue/Expense Decreases	GAP Funding	Revenue/Expense Increases	Total Revenue/Expense Changes
REVENUE CHANGES					
FY 17-18 Total Revenue	30,147,694				30,147,694
Changes in State Allocation					
Reduction due to SBCTC's new allocation model	(174,863)	(127,962)			(302,825)
FY18 COLA & benefit increases	626,013				626,013
Reduction in Worker Retraining FTES from 400 to 352		(246,000)			(246,000)
Operating fee adjustments					
Decline in tuition revenues		(700,000)			(700,000)
Tuition rate increase of 2.2% for two years				300,000	300,000
Projected enrollment decline for FY19 of 3%		(225,000)			(225,000)
BAS tuition offsets a portion of GAP funding			68,000		68,000
Net change in tuition collection due to Auto Mechanics		(90,000)	45,000		(45,000)
Change in State funding of Ag Center of Excellence		(9,000)			(9,000)
FY 19 COLA/HEALTHCARE/RETIRMENT POTS					
COLA				440,459	440,459
Health care				3,475	3,475
Retirement				15,124	15,124
Elimination of registration fee vs. new re-enrollment fee		(90,000)			(90,000)
Conversion of general lab fees to program and course specific fees				125,000	125,000
Implementation of fee study recommendation for equipment/program/course fees				448,000	448,000
Increase in miscellaneous revenue for Self Support and Ancillary Program indirect				64,500	64,500
Running Start & Alternative Ed Program revenue increase				654,554	654,554
Increase in Foundation support to cover costs of two resource development specialists	130,000				130,000
Foundation support for VP of Advancement drops to 50%		(65,000)			(65,000)
Increase in Corrections Education (DOC) indirect				20,388	20,388
Adjust the use of Reserves/GAP Funding for the upcoming year			522,600		522,600
Use of Local Fund Balance to achieve a balanced budget		(500,000)			(500,000)
Total Revenue Changes	581,150	(2,052,962)	635,600	2,071,500	1,235,288
Revenue Total					31,382,982
EXPENSE CHANGES					
FY 17-18 EXPENDITURE BUDGET					30,147,694
PLANNING GROUP - INSTRUCTION (A, C, D, H, K, M, P, R, 5, misc. Clrk)					
A – Academic Administration					
Total for Unit A	0	0	0	0	0
C – Professional-Technical Education					
6% Decreases					
Program revision provides adjunct faculty savings in Welding of \$15,000		(15,000)			(15,000)
Farrier program converted to self-support effective 7-1-2019		(130,000)			(130,000)
Teach out costs for one year of Farrier (7-1-18 to 6-30-19)			130,000		130,000
Elimination of auto mechanics program (Net Savings is \$162,800)		(285,000)			(285,000)
Teach out of auto mechanics			185,000		185,000
GAP funded Small Engine Repair program removed from budget	(29,000)				(29,000)
Reinstate equipment funding that was transferred to Perkins				35,000	35,000
Total for Unit C	(29,000)	(430,000)	315,000	35,000	(109,000)
D – Transitional Studies					
6% Decreases					
Reduce GED and HS 21+ adjunct sections, 40 hours, Mode II x 3 QRTS		(6,931)			(6,931)
Reduce GED / HS21+ adjunct position, 100 hrs., Mode II x 3 Qtrs.		(18,930)			(18,930)
No longer offer the class - Job Seeking Skills		(5,959)			(5,959)
Eliminate I-BEST faculty co-planning hours		(5,405)			(5,405)
Reduce MODE V contracts		(22,980)			(22,980)
Reduce part time hourly funding due to closure of Broetje Orchard Program		(54,000)			(54,000)
Eliminate ESL program at CRCC		(80,000)			(80,000)
Increases					
Creation of 1st year experience program (Net of funding in Unit D)				72,000	72,000
Transfers					
(to UNIT K) Permanently relinquish funds to reflect permanent move of precollege math	(24,699)				(24,699)
(from UNIT K) Funding for 1 5-cr Mode I class 3 quarters	9,898				9,898
Total for Unit D	(14,801)	(194,205)	0	72,000	(137,006)

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Comprehensive Summary of Budget Changes

	Changes Prior to Budget Development	Revenue/Expense Decreases	GAP Funding	Revenue/Expense Increases	Total Revenue/Expense Changes
H – Extended Learning					
6% Decreases					
Continuing Ed: Faculty salaries for Leadership (in RMK's proposal)		(1,964)			(1,964)
Continuing Ed: Faculty salaries for Seminars (in RMK's proposal)		(7,965)			(7,965)
Changes Prior to Budget Development					
Reorganization of Dean position	(27,702)				(27,702)
e-Learning classified position converted from Program Assistant to Instructional Tech to exempt	14,694			9,274	23,968
Position reallocation & part-time hourly increase to fund campus events	20,000				20,000
Change in director duties to include campus events supervision	13,054				13,054
Total for Unit H	20,046	(9,929)	0	9,274	19,391
K – Academic Education					
6% Decreases					
HUM 107: Reduce online and f2f offerings by 2 sections per year		(6,375)			(6,375)
Student Success Initiative fund for adj. Comp. instructors office hours: Reduce by 1/3		(5,444)			(5,444)
MATH& 146 (Stats): Reduce online offering to 1 in Winter		(3,310)			(3,310)
MATH& 107 (Math in Society): Reduce online from 3x to 2x per year		(3,310)			(3,310)
MATH 115 (Finite): No longer offer the class.		(6,375)			(6,375)
MATH: Reduce Calculus series to 1 section per quarter		(9,440)			(9,440)
ANTH& 100 (Anthropology): Reduce online from 3x to 2x per year		(3,310)			(3,310)
HIST: Reduce online HIST classes by 1 per year		(3,310)			(3,310)
Physics: Reduce Quarterly faculty .5540 when Physical Sciences F/T Fac filled		(42,692)			(42,692)
Astronomy: Reduce Quarterly faculty .3360 when Physical Sciences F/T Fac filled		(25,891)			(25,891)
HPER: Switch HPER 274 from overload to contractual load		(9,440)			(9,440)
HPER Goods & Services budget: Relinquish.		(6,650)			(6,650)
ART: Retirement of adjunct Art instructor, replacement will be inelig for benefits		(10,956)			(10,956)
DANCE: Discontinue Dance offerings of one (1) class per quarter.		(6,586)			(6,586)
MUSIC: Discontinue College Voice courses (MUSC 116-117-118-216-217-218) (but continue offering Vocal Ensemble)		(6,586)			(6,586)
PSYC 111: No longer offer as FT fac. Overload		(1,986)			(1,986)
Reorganization of TLC administration		(19,904)			(19,904)
PSYC 196: No longer offer in Fall quarter		(1,986)			(1,986)
Increases					
SOC 204 (Drugs & Society): Replace .1925 MMeyer load w/adj inelig for benefits				6,000	6,000
Transfers					
(from UNIT D) Permanently relinquish funds to reflect permanent move of precollege math	24,699				24,699
(to UNIT D) Funding for 1 5-cr Mode I class 3 quarters	(9,898)				(9,898)
(to UNIT 3) No longer offer .19 PSYCH 140 sections	(14,565)				(14,565)
(to UNIT 3) SOC 204 (Drugs & Society): Replace .1925 MMeyer load w/adj inelig for benefits	(15,048)				(15,048)
(from UNIT 3) 31.56% Acad Advisor position from Unit 3 to Unit K	21,591				21,591
Changes Prior to Budget Development					
Reorganization of Dean position	3,216				3,216
Creation of full time Assistant Dean of Arts & Sciences	68,822				68,822
TLC coordinator position increased from 200 days to 250 days	10,013				10,013
Total for Unit K	88,830	(173,551)	0	6,000	(78,721)
M – Health Sciences					
6% Decreases					
Reduce Goods & Services budget by 10%		(2,400)			(2,400)
Reduce Travel budget by 6%		(315)			(315)
Don't offer Practical Nurse Summer Program in 2018 in WW (loss 20-30 FTES)		(26,000)	26,000		0
Don't offer Practical Nurse Summer Program in 2018 in CLK (loss 20-30 FTES)		(23,000)	23,000		0
WW Adjunct savings, if proposed staff increase in Medical Assisting is approved		(13,000)			(13,000)
Clarkston Adjunct savings, if proposed MA staff increase approved		(7,500)			(7,500)
MA Contract with Yakima Valley College savings		(16,000)			(16,000)
Cut vacant P/T hourly position for MA in Clarkston		(600)			(600)
Increases					
Convert current F/T Exempt Medical Assist Coord to 176-day F/T Faculty position				3,417	3,417
Fill F/T Exempt Medical Assist Coord position vacated by change listed above				72,312	72,312
Total for Unit M	0	(88,815)	49,000	75,729	35,914
P – Business & Entrepreneurial Programs					
6% Decreases					
Computer Science \$15,000 identified		(15,000)			(15,000)
Business Admin \$10,000 estimated		(10,000)			(10,000)
Culinary Arts \$25,000 estimated		(25,000)			(25,000)
Culinary Director vacancy (S&B)		(104,356)			(104,356)
Shift ECE Director to Grant funding for one year		(80,000)			(80,000)
Changes Prior to Budget Development					
Reorganization of Dean position	9,221				9,221
Full time Criminal Justice Faculty	75,000				75,000
Total for Unit P	84,221	(234,356)	0	0	(150,135)

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Comprehensive Summary of Budget Changes

	Changes Prior to Budget Development	Revenue/Expense Decreases	GAP Funding	Revenue/Expense Increases	Total Revenue/Expense Changes
R – AG Science, Energy & Water Management					
<u>6% Decreases</u> Identified Class reductions		(35,000)			(35,000)
<u>Changes Prior to Budget Development</u> Earmark funding reduced to allocated amount for Ag Center Prior year budget cut for secretary senior position reinstated from 10 months to 12.	(9,000) 5,676				(9,000) 5,676
Total for Unit R	(3,324)	(35,000)	0	0	(38,324)
5 – Library Services					
<u>6% Decreases</u> Reduce Library Dean to a Director		(5,000)			(5,000)
<u>Changes Prior to Budget Development</u> Reorganization of Dean position	2,852				2,852
Total for Unit 5	2,852	(5,000)	0	0	(2,148)
J – Clarkston Instruction					
<u>6% Decreases</u> 30% Reduction in adjunct instruction 19% Reduction in P/T employment Library Services 28% Reduction in Capital Improvements Library Services 66% Reduction in leases/rentals 47% Reduction in Goods and Services (Anat/Physics/ABE/HPER) 47% Reduction in tutoring student help 30% Reduction in holding student help 32% Reduction in office tech student help		(73,777) (1,000) (2,400) (3,000) (3,200) (6,000) (4,000) (500)			(73,777) (1,000) (2,400) (3,000) (3,200) (6,000) (4,000) (500)
Total for Clarkston Instruction	0	(93,877)	0	0	(93,877)
BAS Program					
SAS Program AME Program			207,500 42,500		207,500 42,500
Total for BAS Program	0	0	250,000	0	250,000
PLANNING GROUP - INSTRUCTION TOTAL	148,824	(1,264,733)	614,000	198,003	(303,906)
PLANNING GROUP - STUDENT AFFAIRS (3 and Clarkston program index 06X)					
3 – Student Services					
<u>6% Decreases</u> Child Care Center subsidy funds - current contract does not require a subsidy. Shift 20% of Comp Coach salary and benefits from baseline to TRiO grant Reduction of NSO Goods & Services budget. Reduction of Financial Aid's Student Help budget. Reduction of Testing's Goods & Services budget. Reduction of Student Help funds budgeted for athletic scholarships. Reduction of Advising & Counseling's Part-time Hourly budget. Elimination of VPSA's Part-time Hourly budget. Elimination of VPSA's Minor Equipment budget.		(10,000) (11,810) (8,000) (2,500) (8,000) (5,000) (6,000) (5,136) (5,000)			(10,000) (11,810) (8,000) (2,500) (8,000) (5,000) (6,000) (5,136) (5,000)
<u>Increases</u> Increase support for Running Start/College in the High School Activities				40,000	40,000
<u>Transfers</u> (from UNIT K) No longer offer .19 PSYCH 140 sections (from UNIT K) SOC 204 (Drugs & Society): Replace .1925 MMeyer load w/adj inelig for benefits (to UNIT K) 31.56% Acad Advisor position from Unit 3 to Unit K	14,565 15,048 (21,591)				14,565 15,048 (21,591)
<u>Changes Prior to Budget Development</u> Funding for financial literacy Director of Campus Life Full time program assistant added to testing center net of part time hourly Program Assistant reallocated to Program Specialist	4,020 13,957 27,342				4,020 13,957 27,342
Total for Unit 3	53,341	(61,446)	0	40,000	31,895
J – Clarkston Student Affairs					
<u>6% Decreases</u> Clarkston Testing Goods & Services budget reduction. Reduction of Clarkston Admin's PT Hourly budget used for Student Affairs purposes		(1,200) (500)			(1,200) (500)
<u>Changes Prior to Budget Development</u> Student Affairs reorganization increases staffing by .5 FTE	15,897				15,897
Total for Clarkston Student Affairs	15,897	(1,700)	0	0	14,197
PLANNING GROUP - STUDENT AFFAIRS TOTAL	69,238	(63,146)	0	40,000	46,092

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Comprehensive Summary of Budget Changes

	Changes Prior to Budget Development	Revenue/Expense Decreases	GAP Funding	Revenue/Expense Increases	Total Revenue/Expense Changes
PLANNING GROUP - ADMINISTRATIVE SERVICES (2, 6, 9, and Clarkston program indexes 041, 08X less 085-DJCK, and 09X)					
2 – Business Services					
<u>6% Decreases</u>					
Eliminate campus mail dist and full service copy jobs-staff or graphics will need to copy		(28,952)			(28,952)
Total for Unit 2	0	(28,952)	0	0	(28,952)
6 - Technology					
<u>6% Decreases</u>					
Reduce Helpdesk services (25% 041 A6AC/25% 086 A6AC)		(28,952)			(28,952)
Experts Exchange		(249)			(249)
Yearly savings by changing to multi-year contract		(4,000)			(4,000)
Logme-In		(2,568)			(2,568)
Total for Unit 6	0	(35,769)	0	0	(35,769)
9 – Facility Services					
<u>6% Decreases</u>					
Locate and repair the H2O leak at Auto Tech		(9,500)			(9,500)
Do not back-fill Custodial 5 position after retirement.		(55,000)			(55,000)
Reduce Lawn and Nursery 6 position to a level 4 after retirement.		(13,000)			(13,000)
<u>Increases</u>					
Boiler Maintenance Contract				10,000	10,000
I.T. Server Fire Suppression				1,500	1,500
<u>Changes Prior to Budget Development</u>					
Reinstate prior year cut for closure of Tech Center	2,100				2,100
Total for Unit 9	2,100	(77,500)	0	11,500	(63,900)
J – Clarkston Administrative Services					
<u>6% Decreases</u>					
Goods and Services reduction (Clarkston)		(4,000)			(4,000)
Reduce Student Help (Clarkston)		(11,000)			(11,000)
Carry over from Valley Art contract.		(1,500)			(1,500)
Reduction PT hourly		(2,000)			(2,000)
Total for Clarkston Administrative Services	0	(18,500)	0	0	(18,500)
PLANNING GROUP - ADMINISTRATIVE SERVICES TOTAL	2,100	(160,721)	0	11,500	(147,121)

PLANNING GROUP - ADVANCEMENT AND HUMAN RESOURCES (I, L, X, 7, and Clarkston 085-DJCK)					
I – Resource Development					
<u>Increases</u>					
International Programs			111,380		111,380
<u>Changes Prior to Budget Development</u>					
Foundation provides funding for two resource development specialists	133,318				133,318
Total for Unit I	133,318	0	111,380	0	244,698
L – Marketing & Communications					
Total for Unit L	0	0	0	0	0
X – Planning, Research & Assessment					
<u>6% Decreases</u>					
Vacant position		(73,015)			(73,015)
Total for Unit X	0	(73,015)	0	0	(73,015)
7 – Human Resources					
Total for Unit 7	0	0	0	0	0
J – Clarkston Advancement & Human Resources					
<u>6% Decreases</u>					
Reduction in marketing		(600)			(600)
Total for Clarkston Advancement and HR	0	(600)	0	0	(600)
PLANNING GROUP - ADVANCEMENT AND HUMAN RESOURCES TOTAL	133,318	(73,615)	111,380	0	171,083

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Comprehensive Summary of Budget Changes

	Changes Prior to Budget Development	Revenue/Expense Decreases	GAP Funding	Revenue/Expense Increases	Total Revenue/Expense Changes
OTHER					
Miscellaneous					
Across the Board or Targeted					
Carry Forward baseline adjustments					
Classified step increases				38,664	38,664
Staff changes (from turnover in positions) and reclassifications/promotions				71,991	71,991
Net change between funding pot by state and distribution of COLAs and increments	392,284			615,448	1,007,732
Net change between funding pot by state and distribution of benefits costs	121,116			13,603	134,719
Worker Retraining COLAs	30,058			43,335	73,393
Reduction in Worker Retraining FTES - Operating & FA reduction		(246,000)			(246,000)
Operating budget absorbs a portion of Worker Retraining reduction.				161,100	161,100
Miscellaneous changes				33,160	33,160
Total adjustments to create Carry Forward baseline	543,458	(246,000)	0	977,301	1,274,759
Across the Board or Targeted adjustments for new baseline					
Reinstate BFET funding				50,000	50,000
Reinstate Passport to College funding				10,000	10,000
Implementation of fee study recommendation for equipment/program/course fees				448,000	448,000
President's A List		(313,619)			(313,619)
Total adjustments to create new baseline	0	(313,619)	0	508,000	194,381
Total for Across the Board	543,458	(559,619)	0	1,485,301	1,469,140
Expenditure Changes	896,938	(2,121,834)	725,380	1,734,804	1,235,288
Total Expenditure Budget					31,382,982
Difference between Revenue/Expenditure Budget					(0)

2018-2019 GRANTS, CONTRACTS AND FISCAL AGENT AGREEMENTS

1	Grants and Contracts	ACCOUNT CODE			Project Manager/ Supervisor	Term	FY 17-18 Grant Award	FY 18-19 Grant Award	Increase/ Decrease
		145	17X	CXXX					
1	WSP Educational Program / SBCTC	145	17X	CXXX	Caulk	07/01/18-06/30/19	3,191,768	3,347,321	155,553
2	CRCC Educational Program / SBCTC	145	17X	RXXX	Andrewjeski	07/01/18-06/30/19	3,083,190	3,121,684	38,494
3	Worker Retraining Program / SBCTC	123	0XX	XFXX	Anhorn	07/01/18-06/30/19	2,073,823	1,827,823	(246,000)
4	Opportunity Grant	101	061	A3OG	Kimball	07/01/18-06/30/19	461,412	461,412	0
5	Title IV - Student Support Services	145	161	A304	Conrad Goff	09/01/18-08/31/19	398,840	421,075	22,235
6	Perkins III - Federal Vocational / SBCTC	145	1XX	2CXX	Anhorn	07/01/18-06/30/19	416,790	404,161	(12,629)
7	Water & Environmental Center	145	183	ARWG	Anhorn	07/01/18-06/30/19	363,750	363,750	0
8	Basic Food, Employment and Training	145	161	ADBF/ADBR	Erikson	10/01/18-09/30/19	255,242	300,201	44,959
9	WorkFirst Integrated Block Grant / SBCTC	145	1XX	XDXK	Erikson	07/01/18-06/30/19	259,005	247,824	(11,181)
10	Ag Center of Excellence	101	043	ARCE	Anhorn	07/01/18-06/30/19	204,157	204,157	0
11	Child Care Aware	145	1XX	APRR	Bowen	07/01/17-06/30/18	176,000	186,440	10,440
12	National Science Foundation (NSF), Year One	145	1XX	ARXX	Anhorn	11/01/17-10/31/18	36,480	122,580	86,100
13	Adult Basic Education / SBCTC	145	118	ADAB	Vacant	07/01/18-06/30/19	123,641	114,012	(9,629)
14	Sherwood Trust, through the Foundation,	145	185	AIXX	Bayne	07/01/18-06/30/19	0	103,900	103,900
15	Federal Work Study	145	161	A3B3	Hodgen	07/01/18-06/30/19	102,345	103,553	1,208
16	Open Doors Program	145	111	RQOD	Andrewjeski	07/01/18-06/30/19	0	70,000	70,000
17	Early Achievers Opportunity Grant	145	161	APEA	Bowen	07/01/18-06/30/19	66,400	66,400	0
18	State Work Study	850	273	SVB7	Hodgen	07/01/18-06/30/19	40,635	44,171	3,536
19	Parent Co-ops	145	112	XPW1	Bowen	07/01/18-06/30/19	50,000	40,000	(10,000)
20	EL Civics / SBCTC	145	118	ADAS	Vacant	07/01/18-06/30/19	23,621	25,737	2,116
21	Perkins Leadership Block Grant / SBCTC	145	1XX	2CLX	Anhorn	07/01/18-06/30/19	21,000	20,400	(600)
22	Perkins Special Projects	145	162	1CPX	Anhorn	07/01/17-06/30/18	9,000	12,800	3,800
23	EMS Trauma Training	145	112	XMTT	Adamski	07/01/18-06/30/19	7,000	7,000	0
24	Northwest Turfgrass Association	145	112	ARNT	Anhorn	06/18/18-12/31/18	0	5,000	5,000
25	ABE Leadership Block Grant	145	14X	ADLX	Vacant	07/01/18-06/30/19	7,138	4,840	(2,298)
26	Educational Service District #123 / ECEAP Program	145	1XX	XPEC	Bowen	07/01/17-06/30/18	55,000	0	(55,000)

Grants and Contracts		ACCOUNT CODE			Project Manager/ Supervisor	Term	FY 17-18 Grant Award	FY 18-19 Grant Award	Increase/ Decrease
27	Waitsburg School District / Preschool Program	145	112	KPSD	Bowen	07/01/17-06/30/18	40,000	0	(40,000)
28	Sunshine Lady Foundation	145	111	RQSF	Andrewjeski	07/01/17-06/30/18	40,000	0	(40,000)
29	TAACCCT	145	1XX	ACA4	Anhorn	10/01/17-09/30/18	20,000	0	(20,000)
30	Perkins Non-Traditional Grant / SBCTC	145	1XX	2CNT	Anhorn	07/01/17-06/30/18	5,000	0	(5,000)
31	Washington Apple Education Foundation - Garrison Night School	145	118	PDWA	Vacant	11/21/17-03/01/18	4,000	0	(4,000)
TOTAL GRANTS AND CONTRACTS							\$11,535,237	\$11,626,241	91,004
Fiscal Agent Agreements		ACCOUNT CODE			Project Manager/ Supervisor	Term	FY 17-18 Grant Award	FY 18-19 Grant Award	Increase/ Decrease
1	Snake River Salmon Recovery Board	145	183	HCFW/HCSR	Foltz	07/01/17-08/31/18	398,000	398,000	0
2	Snake River Salmon Recovery Board - BPA	145	183	HCB8/HCB9	Foltz	04/01/19-03/31/20	185,000	180,815	(4,185)
TOTAL FISCAL AGENT AGREEMENTS							\$583,000	\$578,815	(4,185)
TOTAL GRANTS, CONTRACTS AND FISCAL AGENT AGREEMENTS							\$12,118,237	\$12,205,056	\$86,819
<i>LESS GRANTS REPORTED ELSEWHERE & FISCAL AGENT AGREEMENTS :</i>									
Fiscal Agent Agreements							583,000	578,815	(4,185)
Worker Retraining							2,073,823	1,827,823	(246,000)
Opportunity Grant							461,412	461,412	0
Ag Center of Excellence							204,157	204,157	0
Subtotal							\$3,322,392	\$3,072,207	(250,185)
TOTAL ADJUSTED GRANTS AND CONTRACTS							\$8,795,845	\$9,132,849	\$337,004




Walla Walla Community College

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Tab 9

Memorandum

To: WWCC Board of Trustees

From: Dr. Jose E. DaSilva
Vice President of Student Affairs 

CC: Dr. Derek Brandes
President

Date: June 20, 2018

Subject: Student Activity and Service Fee Resolution of Continuance

Please accept this memorandum as a request to approve a two-month temporary Student Activity and Service Fee budget. Considering the significant amount of changes that took place with the reformation of the Associated Student Government, and with the declining student enrollment that is impacting the amount of generated Student Activity and Service Fees, the S&A budget committee would like additional time to identify further budgetary adjustments prior to presenting a final Student Activity and Service Fee Budget for the Board's consideration.

The proposed temporary budget includes the annualized salaries of the personnel currently funded by Student Activity and Service Fees, which amounts to \$13,035. It also includes the salaries of the Associated Student Government leaders that are aligned with the recently approved ASG Constitution, amounting to \$30,360. The remaining \$56,350 requested are for operational use as the Department of Campus Life and ASG does most of their annual planning over the summer, prior to the beginning of the Fall quarter.

Over the next two months, the Student Activity and Service Fee committee will continue to meet with the administration to refine the proposed budget and will have it ready for the Board's consideration by August 2018.

Thank you for your consideration.

Services and Activities Fees - Interim Budget Projection Fiscal Year 2018-19

June 19, 2018

PROJECTED REVENUE	2018-19	2018-19
	Budget Revenue	SAFC Revised
Total Services and Activities Fee Revenue (3% Reduction)	\$ 912,033	\$ 912,033
Fund Balance from 2017-18 to Cover One-Time Expenses	\$ -	\$ -
Vending Revenue	\$ 17,000	\$ 11,000
TOTAL AVAILABLE FUNDS:	\$ 929,033	\$ 923,033

EXPENSE PROJECTION SUMMARY*	Budget Requests	SAFC Budget Revisions	Interim Budget Request (7/1 - 8/31)
Fund 860 - Student Needy Financial Aid Program	\$ (31,921)	\$ (31,921)	\$ -
Contingency	\$ (92,903)	\$ (92,303)	\$ (10,000)
Salaries and Benefits (Assistant Director)	\$ (151,683)	\$ (184,432)	\$ (13,035)
Student Leadership Hourly Wages	\$ (253,164)	\$ (165,879)	\$ (30,360)
Campus Life Operations	\$ (171,293)	\$ (34,065)	\$ (550)
Associated Student Government (Wages not included; under Student Leadership Wages)	\$ (307,444)	\$ (162,169)	\$ (29,900)
Student Club Council (Wages not included; under Student Leadership Hourly Wages)	\$ (70,084)	\$ (34,021)	\$ (200)
Student Clubs	\$ (133,995)	\$ (29,236)	\$ -
Student Teams	\$ (18,205)	\$ (30,505)	\$ -
Student Activities (Wages not included; under Student Leadership Hourly Wages)	\$ (373,376)	\$ (150,714)	\$ (15,700)
Academic Support Services - Tutoring and Learning Center	\$ (78,175)	\$ (38,438)	\$ -
Athletics	\$ (473,000)	\$ (463,000)	\$ -
TOTAL PROJECTED EXPENSES:	\$ (2,155,244)	\$ (1,416,682)	\$ (99,745)

*Includes Clarkston and Walla Walla Campuses