



**Board of Trustees, District No. 20
Walla Walla Community College
Board Meeting Agenda
Board Room (161) | WWCC Walla Walla Campus
Wednesday | May 22, 2024 | 9:30 a.m.**

To connect to the Wednesday, May 22, 2024 Board Meeting virtually, go to ZOOM: <https://wwcc-edu.zoom.us/j/88001647079> or dial-in: 253/215-8782.

Study Session

All Times are Estimates

9:30 a.m.	Call to Order <i>Ms. Tara Leer, Chair</i>	
	Approval of Agenda <i>Ms. Leer</i>	Action
9:35 a.m.	Student Mental Health Services <i>Ms. Paris Davis & Ms. Caley Moyer</i>	Discuss
10:25 a.m.	Break	

Board Meeting Agenda

All Times are Estimates

10:30 a.m.	Board Meeting Resumes		
10:30 a.m.	Consent Agenda <i>Ms. Leer</i>	Action	
	1. April 24, 2024 Board Meeting Minutes		Tab 1
	2. Personnel Update		Tab 2
	3. Interim Spring Quarter Enrollment Report		Tab 3
10:35 a.m.	President's Report <i>Dr. Chad Hickox</i>	Discuss	
10:50 a.m.	Student Government Association Activity Report <i>Mr. Charles Boykins</i>	Discuss	
11:00 a.m.	Faculty Senate Update <i>Ms. Jennifer Vaughn</i>	Discuss	
11:10 a.m.	April Financial Report <i>Mr. Patrick Sisneros and Ms. Lori Peterson</i>	Discuss	Tab 4

11:20 a.m.	First Read: 2024-25 Student Services and Activities Fee Budget <i>Dr. Graydon Stanley</i>	Discuss	Tab 5
11:30 a.m.	First Read: 2024-25 Athletics Budget <i>Dr. Stanley</i>	Discuss	Tab 6
11:40 a.m.	First Read: 2024-25 Tuition Schedules and Student Program Fees <ul style="list-style-type: none"> ➤ 2024-25 Tuition Schedules ➤ 2024-25 Student Program Fees <i>Mr. Sisneros</i>	Discuss	Tab 7 Tab 8
11:55 a.m.	First Read: 2024-25 Annual Plan and Budget <i>Mr. Sisneros</i>	Discuss	Tab 9
12:25 p.m.	Board Reports / Remarks	Discuss	
12:35 p.m.	New and Unscheduled Business	Discuss	
12:45 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>		
1:00 p.m.	Adjournment		

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

The Board of Trustees of Community College District No. 20 met in regular session on Wednesday, April 24, 2024 in the Board Room on the Walla Walla Community College Walla Walla Campus and via Zoom. Ms. Tara Leer called the meeting to order at 9:30 a.m.

Trustees present: Ms. Tara Leer, Chair
Mr. Tim Burt
Mr. Sergio Hernandez
Ms. Michelle Liberty
Mr. Bill Warren

Administrators present: Dr. Chad Hickox, President
Mr. Dante Leon, Vice President, Instruction
Ms. Brooke Marshall, Vice President, Human Resources
Mr. Patrick Sisneros, Vice President, Administrative Services
Dr. Graydon Stanley, Vice President, Student Services
Dr. Nick Velluzzi, Vice President, Planning, Effectiveness & Economic Development
Ms. Kathy Adamski, Interim Dean, Nursing & Allied Health
Dr. Lisa Chamberlin, Dean, Enrollment Strategies
Ms. Jessica Cook, Executive Director, Foundation
Ms. Christy Doyle, Dean, Access & Opportunity
Dr. Chad Miltenberger, Dean, Clarkston Campus
Dr. Sam Robinson, Dean, Arts & Sciences

Also present: Ms. Debra Erikson, Assistant Dean, Student Success Center
Ms. Stephanie Groom, Director, Human Resources
Ms. Doreen Kennedy, Recording Secretary
Mr. Bryan Ovens, AAG
Mr. Joshua Slepín, Director, Institutional Research & Effectiveness

Approval of Agenda.

Mr. Warren moved and Mr. Hernandez seconded to approve the agenda for the April 24, 2024 Board of Trustees meeting as presented. *Motion carried.*

Strategic Priority 2 and 4 Key Performance Indicators. Dr. Chad Hickox, Dr. Nick Velluzzi, Ms. Brooke Marshall, Ms. Stephanie Groom, and Ms. Jessica Cook led the Board of Trustees through a study session focused on the key performance indicators (KPI's) related to Strategic Priorities 2 and 4.

Consent Agenda.

Ms. Liberty moved and Mr. Hernandez seconded that the consent agenda items be approved or accepted, as appropriate: 1) March 27, 2024 Board Meeting Minutes, 2) April 11, 2024 Special Board Retreat Minutes, 3) Personnel Update, 4) Interim Spring Quarter Enrollment Report. *Motion carried.*

President's Report. Dr. Hickox presented on the following topics:

- **Campus Events:** Today is designated as Denim Day and many of us are wearing denim in solidarity of this important cause. In addition, we have 205 high school students on campus today for our Try-A-Trade event. In honor of our participation in co-hosting the Peace Pole ceremony with the Rotary Club, we received a plaque certifying that 10 trees are to be planted in Africa. We have three separate events occurring on campus on Saturday, May 18 – the Water & Environmental Center's Return to the River Salmon Festival in conjunction with CTUIR, the Exchange Club's Ducky Derby, and Walla Walla Multi-sports Onion Man Triathlon.
- **E&V Update:** The Enology & Viticulture Director position has been filled, the successful candidate will be announced tomorrow and plans to start June 3.
- **Guided Pathways Training:** Faculty Senate and the faculty union (AHE) have shared their concerns surrounding a lack of training with regard to Guided Pathways and the state funding received to support the work. In response, a commitment has been made to provide faculty with a training calendar by the end of spring quarter in preparation for the 2024-25 academic year.
- **FAFSA:** We are working on our communication plan to alert potential students (we are already communicating with current and returning students) about our efforts to cover cost of attendance for those affected by delays in financial aid processing caused by the FAFSA Simplification Act.
- **Strategic Plan:** Design for the Strategic Plan is nearing completion, with a draft booklet being provided to the Trustees.

Student Government Association Activity Report. Mr. Charles Boykins, SGA President, and Ms. Elizabeth Cole, Clarkston Executive Vice President, reported on the following topics:

- **Walla Walla Campus:**
 - Events – Creativity & Community Event Series, Alcohol Awareness Day, Peace Pole, Earth Day, Denim Day
 - Special Thanks to the SGA Activities Team
- **Clarkston Campus:**
 - Café and Concessions
 - Fitness Center – new punching bag and treadmill
 - Piano in SGA - moved from the main campus to Clarkston
 - 2024-25 SGA Officer Positions – currently accepting applications
 - SGA Rotary Club Presentation
 - Upcoming Event - Asotin County parade

AHE Update. Mr. Jim Peitersen reported on the following topics:

- LMCC Ongoing Work
- Areas of Concern:
 - Guided Pathways Training – administrations lack of planning/training calendar
 - Scott Funds – lack of faculty inclusion with regard to investment/use of funds
 - Respect of Faculty – instances of negativity towards faculty and scheduling during non-contract days

March Financial Report. Mr. Patrick Sisneros and Ms. Lori Peterson reviewed the March financial report for the period ending March 31, 2024, including:

- Operating Budget
 - Operating Budget Reconciliation
 - Revenue
 - Expenditures – by Category and Function
 - Course/Program Fees
 - Self-Support Programs
- Grants and Contracts
- Enterprise Funds
- Fund Balance and Reserve Health
- Year End Forecast June 30, 2024
- Capital Projects Update

Local Government Investment Pool (LGIP) Resolution. Mr. Sisneros reviewed the LGIP resolution with the Board, noting the need to update for changes in personnel.

Mr. Hernandez moved and Ms. Liberty seconded to approve the Local Government Investment Pool Resolution, attached and made a part of these minutes. *Motion carried.*

Introduction of Newly-Tenured Faculty. Mr. Dante Leon congratulated and introduced the following newly-tenured faculty to the Board of Trustees:

- Carolyn Allen, Nursing Instructor
- Kris Margart, Welding Instructor
- Alan Raeder, Agricultural Systems Instructor

Board Policy Review. Dr. Hickox reviewed the following policies with the Board of Trustees following the process for periodic review of policies and procedures, noting that all three policies are codified in Washington Administrative Code (WAC) and must go through a specific process for revision and that policies requiring revision, or to be rescinded, will be grouped together to undergo the process in unison. Edits to language, including use of inclusive personal pronouns throughout, was suggested.

- **Board Policy 1070 (WAC 132T-12).** Board Policy 1070 (WAC 132T-12) – Miscellaneous. It was noted that the minimum standards for admission are addressed in other areas of college policy. This policy will be updated/rescinded as necessary.
- **Board Policy 1080 (WAC 132T-16).** Board Policy 1080 (WAC 132T-16) – Negotiations by Certificated Personnel. Dr. Hickox noted that this policy was adopted in 1968 and has outdated terminology. In collaboration with HR and faculty leadership, this policy will be reviewed to determine what elements need to be retained, updated, and/or rescinded.
- **Board Policy 1090 (WAC 132T-32).** Board Policy 1090 (WAC 132T-32) – Integration of State Environmental Policy Act Policies and Procedures into Capital Construction Projects. It was noted that the RCW and WAC’s associated with this policy are still in effect and no updates are necessary.

Recess to Executive Session to Discuss Purchase or Lease of Real Estate. The Board recessed to Executive Session at 12:02 p.m. to discuss purchase or lease of real estate, with an anticipated return time of 12:25 p.m. At 12:25 p.m., the Board returned to open session and Ms. Leer reported no action had been taken during Executive Session.

Board Reports / Remarks. The following items were discussed:

- Meeting Details – Refreshments, timing, agenda reports/cadence
- Graduation Ceremonies – Clarkston Friday, June 7 and Walla Walla Saturday, June 8
- Government to Government Summit – June 18 at Evergreen State College
- ACCT Conference – to be held in October in Seattle
- Dr. Roland Schirman Memorial – May 11 at 1:00 PM at the Columbia County Fairgrounds
- Trustee Recruitment Update
- Relationship Building Retreat
- ACT Spring Conference – May 1-2 at Yakima Valley Community College

New and Unscheduled Business. None.

Public Comment. None.

Adjournment. The meeting adjourned at 12:47 p.m.

Dr. Chad E. Hickox, President

ATTEST:

Ms. Tara Leer
Board of Trustees

RESOLUTION AUTHORIZING INVESTMENT
OF Walla Walla Community College MONIES IN THE LOCAL
GOVERNMENT INVESTMENT POOL

WHEREAS, pursuant to Chapter 294, Laws of 1986, the Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer; and

WHEREAS, from time to time it may be advantageous to the authorized governmental entity, Walla Walla Community College, the “governmental entity”, to contribute funds available for investment in the LGIP; and

WHEREAS, the investment strategy for the LGIP is set forth in its policies and procedures; and

WHEREAS, any contributions or withdrawals to or from the LGIP made on behalf of the governmental entity shall be first duly authorized by the Walla Walla Community College, the “governing body” or any designee of the governing body pursuant to this resolution, or a subsequent resolution; and

WHEREAS the governmental entity will cause to be filed a certified copy of said resolution with the Office of the State Treasurer; and

WHEREAS the governing body and any designee appointed by the governing body with authority to contribute or withdraw funds of the governmental entity has received and read a copy of the prospectus and understands the risks and limitations of investing in the LGIP; and

WHEREAS, the governing body attests by the signature of its members that it is duly authorized and empowered to enter into this agreement, to direct the contribution or withdrawal of governmental entity monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein.

NOW THEREFORE, BE IT RESOLVED that the governing body does hereby authorize the contribution and withdrawal of governmental entity monies in the LGIP in the manner prescribed by law, rule, and prospectus.

BE IT FURTHER RESOLVED that the governing body has approved the Local Government Investment Pool Transaction Authorization Form (Form) as completed by the President and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

Updated 2018


BE IT FURTHER RESOLVED that the governmental entity designates President, VP Administrative Services, Director of Finance/Controller and Director of Budget & Fiscal Services (*title*), the “authorized individual” to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of the governmental entity.

BE IT FURTHER RESOLVED that this delegation ends upon the written notice, by any method set forth in the prospectus, of the governing body that the authorized individual has been terminated or that his or her delegation has been revoked. The Office of the State Treasurer will rely solely on the governing body to provide notice of such revocation and is entitled to rely on the authorized individual’s instructions until such time as said notice has been provided.

BE IT FURTHER RESOLVED that the Form as incorporated into this resolution or hereafter amended by delegated authority, or any other documentation signed or otherwise approved by the authorized individual shall remain in effect after revocation of the authorized individual’s delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of the governmental entity. No amendments, changes, or alterations shall be made to the Form or any other documentation until the entity passes a new resolution naming a new authorized individual; and

BE IT FURTHER RESOLVED that the governing body acknowledges that it has received, read, and understood the prospectus as provided by the Office of the State Treasurer. In addition, the governing body agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

PASSED AND ADOPTED by the Board of Trustees, District No. 20 of Walla Walla Community College on this 24th day of April 2024.

	Board Chair
_____ SIGNATURE	_____ TITLE
_____ SIGNATURE	_____ TITLE

Updated 2018

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: May 16, 2024
TO: Board of Trustees
FROM: Brooke Marshall, Vice President of Human Resources
SUBJECT: Personnel Update

Below is an update reflecting changes to college personnel in April 2024.

New Hires

Biggs, Daniel – Videographer/Photographer, Marketing & Communications
McLean, Lee – HVAC Technician, Facilities
Mendoza, Genesis – Program Coordinator, CRCC
Ocampo, Grasiela – Program Assistant, Student Services
Pimentel, Jose – IT Support Technician 2, CRCC

Separations

Baker, Matthew – Maintenance Mechanic 1, Facilities
Bloomsburg, Gwen – Director of Center for Integrated Learning, Access & Opportunity
Casey, Brian – Custodian 2, Facilities
Lawbaugh, Kim – Program Specialist 2, WSP

Changes

Calvario, Ginger – Education & Career Navigator, WSP
Johnson, Jessica – Human Resource Consultant 2, Human Resources

Full-Time Positions Currently Posted

Administrative Assistant to Vice President of Human Resources
Dean of Nursing & Allied Health
Dean of Workforce Transfer & Trades
Director of Center for Integrated Learning
Director of Diversity, Equity, Inclusion & Belonging
Program Specialist, WSP
Student Basic Needs Navigator
Student Success Coordinator



Walla Walla Community College

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DATE: May 16, 2024
TO: Board of Trustees
FROM: Dr. Nick Velluzzi
RE: Interim Spring Quarter Enrollment

This memo reports interim Spring Quarter enrollment.

- State supported enrollment for spring quarter is reporting 1,660 FTE, which is up 234 FTE or 16% from 1,426 FTE at the **close** of spring quarter 2023.
- Contract enrollment is reporting 1,201 FTE, down 29 FTE (2%) from 1,230 FTE at the **close** of spring quarter 2023.
- Self-support enrollment is reporting 59 FTE, up 12 FTE from the **close** of spring 2023.
- Enrollment for combined fund sources is reporting 2,920 FTE, up 218 FTE or 8% from 2,702 FTE at the **close** of spring quarter 2023.

Financial Results

For Period Ending April 30, 2024

Board of Trustees Meeting
May 22, 2024



Presentation Summary

- Operating Budget:
 - Operating Budget Reconciliation
 - Revenue
 - Expenditures, by Category and Function
 - Course/Program Fees
 - Self Support Programs

- Grants and Contracts

- Enterprise Funds

- Fund Balance and Reserve Health

- Year End Forecast June 30, 2024

- Questions



FY2024 Operating Budget

Approved 2023-2024 Operating Budget	\$37,260,012
Approved 2023-2024 Course/Program Fees Budget	1,328,000
Technology Fee Budget	186,000

Approved 2023-2024 Operating Budget \$38,774,012

Operating Budget

Approved 2023-2024 Operating Budget (<i>less dedicated student fees</i>)	\$37,260,012
Allocation 1 - Worker Retraining (budget vs. allocated)	-\$250
Allocation 1 - Student Emergency Assistance Grant (budget vs. allocated)	18,225
Allocation 1 - Health Care Opportunity Grants (budget vs. allocated)	-2,655
Allocation 1 - Students Experiencing Homelessness HB1166 Expansion	118,875
Allocation 1 - Centers of Excellence	-47,853
Allocation 1 - Goldstar Families (not allocated in Allocation 1)	-3,998
Allocation 2 - Centers of Excellence	50,583
Allocation 3 - High Demand Enrollments	131,299
Allocation 3 - Student Needs SSHB 1559	220,810
Allocation 3 - Nurse Education Enrollment Increases	180,000
Allocation 4 - Nurse Supply SB 5582	40,000
Allocation 4 - Centers of Excellence	-1,539
Allocation 5 - Goldstar Families	4,955
Allocation 6 - College in High School Fees SSSB 5048	4,800
Allocation 8 - Goldstar Families	456
Allocation 8 - Guided Pathways	1,220

714,928

Updated 2023-2024 Adjusted Operating Budget \$37,974,940



Revenue

	2023-2024 Adjusted Budget	% of Total	2023-2024 YTD Actuals	% of Budget	2022-2023 YTD Actuals	% of Budget	Difference over Prior Year	% Change YOY
State Allocation								
Base Allocation	\$18,958,292	50%	\$16,483,793	87%	\$16,729,112	78%	-\$245,319	-1%
Opportunity Grant	461,412	1%	364,541	79%	302,652	66%	61,889	20%
Other Earmarks/Provisos	4,821,164	13%	2,568,412	53%	-	0%	2,568,412	
Worker Retraining	1,715,073	5%	1,185,961	69%	1,208,878	70%	-22,918	-2%
Total State Revenue	\$25,955,941	68%	\$20,602,707	79%	\$18,240,643	77%	\$2,362,064	13%
Tuition & Other Revenue								
Tuition, Net of Waivers	\$6,180,000	16%	\$5,883,597	95%	\$5,107,368	82%	\$776,229	15%
Other Misc Revenue	959,000	3%	1,235,082	129%	1,011,893	277%	223,189	22%
Open Doors Program	150,000	0%	127,202	85%	123,235	293%	3,967	3%
Running Start	1,700,000	4%	1,330,450	78%	1,303,947	77%	26,503	2%
Foundation Support	250,000	1%	100,000	40%	150,000	60%	-50,000	-33%
Grants and Contracts - Indirect	1,000,000	3%	372,551	37%	728,177	76%	-355,625	-49%
Community Service	260,000	1%	275,254	106%	194,726	75%	80,527	41%
Ancillary Programs	150,000	0%	68,983	46%	127,551	85%	-58,569	-46%
Total Tuition & Other Revenue	\$10,649,000	28%	\$9,393,119	88%	\$8,746,898	\$0	\$646,221	7%
Use of Fund Balance (ctcLink)	\$370,000	1%	\$211,556	0.6%	\$231,273	21%	-\$19,717	-9%
CRSSAA/ARPA Funding	\$1,000,000	3%	\$652,612	1.7%	\$532,259	81%	\$120,353	23%
TOTAL REVENUE	\$37,974,941	100%	\$30,859,994	81%	\$27,751,073	77%	\$3,108,922	11%



Expenditures, *by Category*

	2023-2024 Adjusted Budget	% of Total	2023-2024 YTD Actuals	% of Budget	2022-2023 YTD Actuals	% of Budget	Difference over Prior Year	% Change YOY
Salaries and Wages	\$23,274,827	61%	\$17,112,838	74%	\$15,376,887	72%	\$1,735,951	11%
Benefits	7,735,987	20%	5,793,331	75%	5,425,752	74%	367,579	7%
Rents	14,000	0%	31,736	227%	30,166	75%	1,569	5%
Utilities	1,149,026	3%	921,858	80%	881,865	91%	39,993	5%
Goods and Services	2,761,448	7%	2,575,160	93%	2,338,823	65%	236,337	10%
Travel	203,616	1%	180,280	89%	75,289	73%	104,991	139%
Equipment	682,964	2%	716,937	105%	323,345	41%	393,592	122%
Fin Aid, Debt Service, Transfers	2,113,833	6%	1,281,537	61%	913,478	44%	368,060	40%
TOTAL EXPENSE	\$37,935,700	100%	\$28,613,677	75%	\$25,365,604	70%	\$3,248,072	13%



Expenditures, *by Function*

	2023-2024 Adjusted Budget	% of Total	2023-2024 YTD Actuals	% of Budget	2022-2023 YTD Actuals	% of Budget	Difference over Prior Year	% Change YOY
Instruction	\$14,543,382	38%	\$10,335,347	71%	\$8,584,102	64%	\$1,751,245	20%
Community Service	260,000	1%	292,867	113%	158,982	65%	133,885	84%
Instructional Computing	196,707	1%	166,323	85%	241,212	60%	-74,890	-31%
Ancillary Programs	150,000	0%	70,463	47%	92,237	61%	-21,775	-24%
Academic Administration	2,976,732	8%	2,090,812	70%	2,021,010	70%	69,801	3%
Library Services	644,579	2%	514,031	80%	496,976	81%	17,055	3%
Student Services	5,996,491	16%	4,488,554	75%	4,009,025	76%	479,530	12%
Institutional Support	8,878,225	23%	7,185,086	81%	6,685,176	68%	499,910	7%
Facility Services	4,289,584	11%	3,470,194	81%	3,076,883	87%	393,311	13%
TOTAL EXPENSE	\$37,935,700	100%	\$28,613,677	75%	\$25,365,604	70%	\$3,248,072	13%



Course/Program Fees

	Academic Transfer	Vocational Programs	Healthcare Education	Facility Use Fees	eLearning Fees	Technology Fee	Intl Student Fees	Total
Student Fee Revenue, Year-to-date	\$70,833	\$644,301	\$245,411	\$380,289	\$441,870	\$167,677	\$15,160	\$1,965,541
less: Program costs	58,148	502,923	237,924	311,254	190,189	344,151	13,204	1,657,792
Net Profit/(Loss), Year-to-date	\$12,686	\$141,378	\$7,487	\$69,035	\$251,681	-\$176,474	\$1,956	\$307,749
Opening Fund Balance, 7/1/23	\$93,845	\$530,664	\$241,841	\$1,334,081	\$547,629	\$163,273	\$44,733	\$2,956,066
Fund Balance as of 4/30/2024	\$106,530	\$672,042	\$249,328	\$1,403,116	\$799,309	(\$13,202)	\$46,689	\$3,263,814



Self-Support Programs

	Quest	Cont/Comm Education	Resale Programs	2nd Chance Pell	Total
Revenue, Year-to-date	\$91,819	\$48,347	\$68,983	\$135,088	\$344,236
less: Program costs	<u>36,263</u>	<u>171,980</u>	<u>70,463</u>	<u>84,624</u>	<u>363,330</u>
Net Profit/(Loss), Year-to-date	\$55,556	-\$123,633	-\$1,480	\$50,464	-\$19,093
Opening Fund Balance, 7/1/23	<u>-\$7,680</u>	<u>\$8,173</u>	<u>-\$13,662</u>	<u>\$94,104</u>	<u>\$80,935</u>
Fund Balance as of 4/30/2024	<u>\$47,876</u>	<u>-\$115,460</u>	<u>-\$15,142</u>	<u>\$144,568</u>	<u>\$61,842</u>



Grants and Contracts

	Apr 2024 Budget Changes	2023-2024 YTD Budget	Expenditures to Date	YTD % Spent
Corrections Education	\$ -	\$ 8,583,651	\$ 7,062,943	73%
State Funded Grants	5,500.00	2,454,037	1,539,867	55%
Federal Funded Grants	-	1,626,067	848,808	47%
Private Funded Grants	-	164,664	27,472	15%
Fiscal Agent Grants	-	835,574	401,168	42%
TOTAL GRANTS & CONTRACTS	\$ 5,500	\$ 13,663,993	\$ 9,880,258	72%



Enterprise Funds

	SGA/Athletics	Bookstore	Culinary	College Cellars	Other Enterprise	Total
<u>Revenue, Year-to-date</u>						
Tuition/Fees	\$765,018	\$0	\$370	\$0	-\$245	\$765,143
Sales	160	156,059	-	117,164	-	273,383
Club/Team Fundraising	139,767	-	-	-	-	139,767
Other	20,568	3,635	152,147	161,351	59,059	396,760
Total YTD Revenue	\$925,513	\$159,695	\$152,517	\$278,515	\$58,813	\$1,575,053
<u>Program Costs, Year-to-date</u>						
Salaries and Benefits	\$267,218	\$114,600	\$98,458	\$10,697	\$54,736	\$545,708
Scholarships	203,686	-	-	-	-	203,686
Goods and Services	920,267	133,895	97,803	121,220	(11,447)	1,261,738
Total YTD Program Costs	\$1,391,171	\$248,495	\$196,261	\$131,916	\$43,289	2,011,132
Net Profit/(Loss), Year-to-date	-\$465,657	-\$88,801	-\$43,744	\$146,598	\$15,524	-\$436,080
Opening Fund Balance, 7/1/22	\$359,586	\$485,735	\$55,338	\$0	\$492,654	\$1,393,313
Fund Balance as of 4/30/2024	(\$106,072)	\$396,934	\$11,594	\$146,598	\$508,179	\$957,233



Fund Balance Report

	Balance	Committed	Available	Notes
Grants - 145	-\$7,052,658	-\$7,052,658	\$0	Allowable spending specific to each grant
Contracts - 146	15,738,362	3,178,116	12,560,246	Available includes: Running Start, Grant and Contract indirect, balance of HEERF draws
Local Funds - 148	6,955,682	3,162,996	3,792,686	Committed includes: ctLink, Self-support and ancillary programs, course, program, and tech fees
Operating Fee (Tuition) -149	1,530,093	0	1,530,093	Tuition and investment interest
Motorpool - 460	79,262	79,262	-	For maintenance of Motorpool fleet
SGA/Athletics - 522	-106,072	-106,072	-	For SGA/Athletics support
Bookstore - 524	396,934	396,934	-	For Bookstore operation
Culinary Enterprises - 569	11,594	11,594	-	For culinary enterprise activity only (Capstone, catering, café)
Auxilliary - 570	654,777	654,777	-	Reserved balances (PBX and software replace, various pass-throughs and fees, faculty excellence, etc)
Other funds	-1,619,384	-1,619,384	-	Agency funds, local capital, state appropriations, 3.5% FA
Totals	\$16,588,590	-\$1,294,435	\$17,883,025	



Looking Ahead

	Amount	Notes
Uncommitted Fund Balance	\$17,883,025	from previous slide
<i>Less:</i>		
IT infrastructure	-	Classroom technology upgrades
Lost Revenue spending	188,333	Committed for FY24 operating budget
ctcLink	50,000	Committed for FY24 ongoing costs of implementation/stabilization
Reserve spending	11,667	Committed for FY24 to support Facilities (Custodial salary backfill)
Subtotal	\$17,633,025	
<i>Less Reserves:</i>		
		<u>Board Policy 1670</u>
Operational Contingency	1,163,220	3% of FY23 budgeted operating expenditures
Operating Reserves	6,591,582	17% of FY23 budgeted operating expenditures
Net Available Fund Balance	<u>\$9,878,223</u>	



Year-End Forecast

	FY21 Budget	FY21 Actual	FY22 Budget	FY22 Actual	FY23 Budget	FY23 Actual	FY24 Budget	FY24 Actual (estimated)
Annual State FTE Enrollments	2,157	1,696	1,950	1,699	1,776	1,617	1,550	1,749
Revenue								
State and Local	\$ 26,484,213	\$ 25,938,228	\$ 25,820,685	\$ 25,477,440	\$ 27,584,873	\$ 29,090,512	\$ 30,424,941	\$ 30,167,367
Tuition	6,237,448	5,718,286	6,100,000	6,759,437	6,250,000	5,194,359	6,180,000	6,303,600
Reserves and COVID Relief Funds	-	141,504	1,660,272	879,530	2,610,000	916,376	1,370,000	370,000
Total Revenue	\$ 32,721,661	\$ 31,798,018	\$ 33,580,957	\$ 33,116,407	\$ 36,444,873	\$ 35,201,248	\$ 37,974,941	\$ 36,840,967
Expenditures								
Salaries and Wages	\$ 18,082,092	\$ 16,469,393	\$ 19,928,227	\$ 18,532,462	\$ 21,443,113	\$ 19,799,393	\$ 23,274,827	\$ 21,889,165
Benefits	6,312,791	5,848,155	6,795,456	5,968,897	7,297,353	6,687,845	7,735,987	7,417,282
Total Personnel Costs	\$ 24,394,883	\$ 22,317,548	\$ 26,723,683	\$ 24,501,360	\$ 28,740,466	\$ 26,487,238	\$ 31,010,813	\$ 29,306,447
Personnel as a % of Revenue	74.6%	70.2%	79.6%	74.0%	78.9%	75.2%	81.7%	79.5%
Total Non-Personnel Expense	\$ 5,978,950	\$ 5,302,660	\$ 6,548,430	\$ 5,946,258	\$ 7,751,086	\$ 7,455,805	\$ 6,924,887	\$ 7,408,717
Non-Personnel Expense as a % of Revenue	18.3%	16.7%	19.5%	18.0%	21.3%	21.2%	18.2%	20.1%
Total Operating Expense	\$ 30,373,833	\$ 27,620,208	\$ 33,272,113	\$ 30,447,617	\$ 36,491,552	\$ 33,943,043	\$ 37,935,700	\$ 36,715,164
Operating as a % of Revenue	92.8%	86.9%	99.1%	91.9%	100.1%	96.4%	99.9%	99.7%
Net Operating Excess/Deficit	\$ 2,347,828	\$ 4,177,810	\$ 308,844	\$ 2,668,789	\$ (46,679)	\$ 1,258,204	\$ 39,241	\$ 125,803



Questions?

Lori Peterson
Director of Budget and Fiscal Services



**Office of the Vice President of Student Services****Walla Walla Community College**

500 Tausick Way

Walla Walla, WA 99362-9267

Phone: 509/527.4274

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MEMORANDUM

TO: WWCC Board of Trustees

FROM: Dr. Graydon A. Stanley,
Vice President of Student Services

DATE: May 22, 2024

SUBJECT: First Read of Student Services and Activities Fee Budget for FY25

On behalf of the various entities funded by the Student Services and Activities Fee budget, it is my pleasure to represent the financial priorities of the primary stakeholders of these resources. Of particular note is the impressive work done by the members of the Student Government Association and their advisors, both on the Walla Walla and Clarkston campuses. This budget is closely aligned with the purposes of the services and activities fee and returns the greatest value to our students. In the attached budget, please note the following highlights:

- A predicted fee revenue of \$791,860 based on a projected enrollment increase of 2%
- No request for use of reserve funds to develop a balanced budget
- A commitment of support to students in the athletics program at a slightly increased percent of overall budget
- A shift of funding for categories that are no longer priorities of the Student Government Association or have been moved to more appropriate funds

Of particular note in this budget is the optimization of designated fees to support the staffing and programming of the Student Government Association and Student Activities that realizes the greatest return on investment for all students at Walla Walla Community College. Significant increases in student participation have been realized and expansion of programming is ongoing.

Thanks for your consideration and support of these requests.

Walla Walla Community College
FY 24-25 Services & Activities Fees Budget

Revenue Type	FY 22-23 Revenue	FY 23-24 Revenue	FY 24-25 Revenue
S&A Fees	\$756,000	\$740,880	\$784,360
Vending Proceeds	\$7,000	\$7,500	\$7,500
Reserve	\$74,500	\$75,000	\$0
Total Revenues	\$837,500	\$823,380	\$791,860

Account Title	FY 22-23 Budget	% of Budget	FY 23-24 Budget	% of Budget	FY 24-25 Total Proposed Budget			% of Budget
Administrative & Professional Salaries	\$101,000	12.1%	\$106,950	13.0%	Walla Walla	\$94,000		
					Clarkston	\$16,000	\$110,000	14.0%
Director of Student Life Support	\$8,000	1.0%	\$5,000	0.6%	Walla Walla	\$3,000		
					Clarkston	\$1,500	\$4,500	0.6%
Media, Marketing, Graphics	\$4,000	0.5%	\$3,000	0.4%	Walla Walla	\$2,000		
					Clarkston	\$1,000	\$3,000	0.4%
Lecture & Entertainment	\$0	0.0%	\$0	0.0%	Walla Walla			
					Clarkston			
Student Government Association Operations	\$108,000	12.9%	\$80,000	9.7%	Walla Walla	\$65,000		
					Clarkston	\$28,000	\$93,000	11.8%
Student Club Council Support	\$20,500	2.4%	\$14,000	1.7%	Walla Walla	\$3,000		
					Clarkston	\$3,000	\$6,000	0.8%
Clubs (16 Total)	\$28,000	3.3%	\$33,000	4.0%	Walla Walla	\$5,000		
					Clarkston	\$5,000	\$10,000	1.3%
Student Activities & Engagement Programming	\$177,000	21.1%	\$200,430	24.3%	Walla Walla	\$190,000		
					Clarkston	\$17,000	\$207,000	26.1%
Diversity, Inclusion and Equity Programming	\$9,000	1.1%	\$9,000	1.1%	Walla Walla			
					Clarkston			
Volunteerism/Community Service	\$8,000	1.0%	\$5,000	0.6%	Walla Walla			
					Clarkston			
Intramurals/Recreation	\$0	0.0%	\$0	0.0%	Walla Walla			
					Clarkston			
Clarkston Warrior Fitness	\$0	0.0%	\$0	0.0%	Walla Walla			
					Clarkston			
Academic Programs	\$1,300	0.2%	\$0	0.0%	Walla Walla			
					Clarkston			
Student Recreation Center Support	\$0	0.0%	\$0	0.0%	Walla Walla			
					Clarkston			
Graduation	\$8,000	1.0%	\$6,000	1.1%	Walla Walla	\$5,000		
					Clarkston	\$3,000	\$8,000	1.0%
Tutoring & Learning Centers	\$0	0.0%	\$0	0.0%	Walla Walla			
					Clarkston			
Student Teams (PAS, SkillsUSA)	\$22,000	2.6%	\$25,000	3.0%	Walla Walla	\$10,000		
					Clarkston		\$10,000	1.0%
Athletics	\$336,000	40.1%	\$336,000	40.8%	Walla Walla	\$336,000		
					Clarkston		\$336,000	42.4%
Outreach Department (Welcome Center)	\$0	0.0%	\$0	0.0%	Walla Walla			
					Clarkston			
Contingency	\$6,700	0.8%	\$0	0.0%	Walla Walla	\$2,360		
					Clarkston	\$2,000	\$4,360	0.6%
TOTALS	\$837,500	100.0%	\$823,380	100.0%			\$791,860	100.0%



Office of the Vice President of Student Services
Walla Walla Community College
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MEMORANDUM

TO: WWCC Board of Trustees
FROM: Dr. Graydon A. Stanley,
Vice President of Student Services
DATE: May 22, 2024
SUBJECT: First Read of Athletics Budget for FY25

On behalf of the student athletes, coaches, and athletic department administration and staff, it is my pleasure to present this first read of our budget for FY25. As you know, the students and employees in athletics consistently make us proud with their achievements in the classroom and in competition. Additionally, it is noted that the student athlete population constitutes a significant portion of our enrollment and their engagement and persistence often represent some of the best of our retention and completion efforts. In the attached budget, please note the following highlights:

- A blend of financial support from local sources, generated revenue, and the Services and Activities Fees
- An equitable share of resources across the various sports
- A conservative and responsible stewarding of resources in spite of increasing costs
- Transportation costs have increased considerably, so we are looking at more affordable options
- We are maintaining scholarship support for student athletes at the conference-allowed level to remain competitive in recruiting student athletes to our campus

The attached document is being presented to the Walla Walla Community College Board of Trustees as a first read and to fulfill requirements set forth in RCW 28B.15.120 (2)a.

1. The college's Board of Trustees must specifically approve an annual budget for its athletic programs.
2. If the athletic programs experience an operating deficit at the end of any fiscal year, the Board must:
 - a. Approve a plan to reduce operating deficits in future fiscal years;
 - b. Conspicuously post on its website the financial statements for its programs for the
 - c. prior three consecutive years along with the "plan" identified in 2a;
 - d. Approve in advance any transfer exceeding \$250,000 (if not already included in the approved annual budget); and
 - e. Approve in advance any expenditure over \$250,000 that was not included in the approved annual budget.

Thanks for your consideration and support of these requests.

**Walla Walla Community College
FY25 Athletics Program Budget**

	2022-2023	2023-2024	2024-2025
Revenue			
<u>Student Activities and Intercollegiate Athletics</u>			
Service and Activity Fee (as approved by SGA)	336,000	336,000	336,000
Spirit Packs (User Fee)	7,500	7,500	7,500
Revenue from Sporting Events	10,000	12,000	12,000
Total Student Activities and Intercollegiate Athletics	353,500	355,500	355,500
<u>Local Funds (included in FY22 Operating Budget)</u>			
Salaries and Benefits	472,023	472,023	491,796
Goods and Services	96,107	96,107	98,786
Revenue Transfer from Local Funds to support program	299,927	299,927	299,927
Total Local Funds Supporting Athletics Program	868,057	868,057	890,509
 Total Revenue	 1,221,557	 1,223,557	 1,246,009
Expenditures			
Direct Student Support	270,912	270,912	255,284
Supplies and Contracted Services	275,122	275,122	294,438
Travel	143,000	143,000	142,538
Insurance	46,500	46,500	46,487
Rents and Leases	14,000	14,000	15,000
<u>Athletic Program Personnel</u>			
Athletic Director and Program Support Personnel	344,104	344,104	361,665
Coaches and Assistant Coaches	99,113	99,113	121,817
Time Keepers, Stat Recorders, Announcers, etc	3,333	3,333	8,314
Student Help/Work Scholarships	25,473	25,473	-
Athletic Director Contingency	-	-	466
 Total Expenditures	 1,221,557	 1,221,557	 1,246,009

The Board approved Athletics budget serves as the College's plan to comply with RCW 28B.15.120 (2)a.

**Walla Walla Community College**

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

DATE: May 22, 2024
TO: Board of Trustees
FROM: Patrick Sisneros, Vice President of Administrative Services
RE: First Reading of the 2024-2025 Tuition Schedules & 2024-2025 Course Fee Schedule

This is the first reading of the 2024-25 draft tuition schedules that serves to inform students what they can expect to pay for tuition and fees starting Fall Quarter 2024. Tuition for a full-time resident will increase by 3.0%.

The 2024-25 Tuition Schedule includes tuition and fees that apply to almost every student and that are generally calculated on a standard per credit basis. The fees and tuition waivers the WWCC Board of Trustees control are also included in this schedule.

Also included is the student fee schedule updated to reflect requested changes. A detailed breakout of the requested changes is attached along with the entire Board of Trustees approved fee schedule. Budget managers have requested the revision of thirty (30) fees. The number of revisions is larger than in previous years. As part of the budget development process, a more extensive review of fees was requested since this hadn't been done in a number of years. All changes are to support course supplies, materials, and instructional support. Changes include:

- Three (3) new fees for the Accounting Technology, Audio Engineering, and Early Childhood/Parent Education programs, and one (1) new fee for the Medical Assisting program to cover exam costs;
- Twelve (12) fee increases to the Ag Business, Ag Science, Art Lab (on both campuses), Cosmetology, Culinary Arts, John Deere, Year 2 Nursing, Nurse Assisting Supplies, Physical Education, and Science lab (on both campuses) fees;
- Four (4) fee decreases to Computer Science (on both campuses), Nursing Background Check, and Nursing Skills Lab fees;
- Other miscellaneous changes include: combining eLearning fee and Comprehensive fee (eliminating the standalone eLearning fee code), a reduction of Medical Assisting Supplies fee and change from per class to per quarter, elimination of Year 1 Fall-only Nursing fee in favor of charging same fee all three quarters at \$305/qtr, changes to splits between consumables/equipment reserve, and welding special metal surcharges.

We recommend the Board's approval of the FY2024-25 tuition and course fee schedules.

2024-2025 Lower Division Tuition Schedule in USD

State Board Established - Resident -

	23-24	24-25	Diff.	% Diff
1-10 Credits				
Operating Fee	96.76	99.66	2.90	3.0%
Building Fee	14.11	14.81	0.70	5.0%
S & A Fee	12.71	13.12	0.41	3.2%
	123.58	127.59	4.01	3.2%
11-18 Credits				
Operating Fee	48.69	50.15	1.46	3.0%
Building Fee	4.97	5.22	0.25	5.0%
S & A Fee	7.36	7.59	0.23	3.1%
	61.02	62.96	1.94	3.2%
Basic Skills (ABE, GED, ESL), per student/quarter				\$25.00

WWCC Board of Trustees Established:

Non-Resident Special Fee (included in Non-Res Tuition)	\$15/cr. max \$225
Eligible Veterans and National Guard Members Tuition Waiver	50%
Ungraded Courses (EMT, First Aid, Quest, Journey person)	\$64.00
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	\$25.00
Athletic Waiver, "grant-in-aid" eligible res. & non-res.	25%
Maximum 397.7 / Qtr	

Credit Level Examples

Credit Level	Tuition		Fees			TOTAL	COST PER CREDIT BY STUDENT TYPE				
	SBCTC	Washington Resident	Student Voted	Board of Trustees	Comprehensive ⁽¹⁾		Cost per Credit	Board of Trustees			
	Facility Use	Technology	Comprehensive ⁽¹⁾	US Citizen Non-Resident Tuition ⁽²⁾		International		WA Resident HS Completion	Parent ED	EMT, FA, Quest w/ FUF & Comp.	
1	127.59	9.00	3.00	4.90	144.49	182.63	345.03	32.90	16.00	77.90	
2	255.18	18.00	6.00	9.80	288.98	365.26	690.06	65.80	32.00	155.80	
3	382.77	27.00	9.00	14.70	433.47	547.89	1,035.09	98.70	48.00	233.70	
4	510.36	36.00	12.00	19.60	577.96	730.52	1,380.12	131.60	64.00	311.60	
5	637.95	45.00	15.00	24.50	722.45	913.15	1,725.15	164.50	80.00	389.50	
6	765.54	54.00	18.00	29.40	866.94	1,095.78	2,070.18	197.40	96.00	467.40	
7	893.13	63.00	21.00	34.30	1,011.43	1,278.41	2,415.21	230.30	112.00	545.30	
8	1,020.72	72.00	24.00	39.20	1,155.92	1,461.04	2,760.24	263.20	128.00	623.20	
9	1,148.31	81.00	27.00	44.10	1,300.41	1,643.67	3,105.27	296.10	144.00	701.10	
10	1,275.90	90.00	30.00	49.00	1,444.90	1,826.30	3,450.30	329.00	160.00	779.00	
11	1,338.86	90.00	30.00	49.00	1,507.86	1,907.70	3,521.46	345.00	176.00	843.00	
12	1,401.82	90.00	30.00	49.00	1,570.82	1,989.10	3,592.62	361.00	192.00	907.00	
13	1,464.78	90.00	30.00	49.00	1,633.78	2,070.50	3,663.78	377.00	208.00	971.00	
14	1,527.74	90.00	30.00	49.00	1,696.74	2,151.90	3,734.94	393.00	224.00	1,035.00	
15	1,590.70	90.00	30.00	49.00	1,759.70	2,233.30	3,806.10	409.00	240.00	1,099.00	
16	1,653.66	90.00	30.00	49.00	1,822.66	2,299.70	3,877.26	425.00	256.00	1,163.00	
17	1,716.62	90.00	30.00	49.00	1,885.62	2,366.10	3,948.42	441.00	272.00	1,227.00	
18	1,779.58	90.00	30.00	49.00	1,948.58	2,432.50	4,019.58	457.00	288.00	1,291.00	
19+ (per cr.)	114.47	-	-	-	114.47	117.60	315.01	25.00	16.00	64.00	

(1) Comprehensive Fee is \$4.40/cr; eLearning fee is \$0.50/cr

(2) Applies to US Citizens as defined by RCW 28B.15.013

2024-2025 Upper Division Tuition Schedule

State Board Established - Resident -

	23-24	24-25	Diff.	% Diff
1-10 Credits				
Operating Fee	213.28	219.68	6.40	3.00%
Building Fee	14.11	14.81	0.70	4.96%
S & A Fee	<u>12.71</u>	<u>13.12</u>	<u>0.41</u>	<u>3.23%</u>
	240.10	247.61	7.51	3.13%
11-18 Credits				
Operating Fee	0.00	0.00	0.00	0.00%
Building Fee	4.97	5.22	0.25	5.03%
S & A Fee	<u>7.36</u>	<u>7.59</u>	<u>0.23</u>	<u>3.13%</u>
	12.33	12.81	0.48	3.89%

WWCC Board of Trustees Established:

Non-Resident Special Fee	\$15/cr. 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 635 / Qtr	

Credit Level Examples

Credit Level	TUITION	FEES			TOTAL	COST PER CREDIT BY STUDENT TYPE	
	SBCTC	Student Voted		Board of Trustees	Cost per Credit	Board of Trustees	SBCTC
	Washington Resident	Facility Use	Technology	Comprehensive ⁽¹⁾		US Citizen Non-Resident Tuition ⁽²⁾	International
1	247.61	9.00	3.00	4.90	264.51	308.35	712.49
2	495.22	18.00	6.00	9.80	529.02	616.70	1,424.98
3	742.83	27.00	9.00	14.70	793.53	925.05	2,137.47
4	990.44	36.00	12.00	19.60	1,058.04	1,233.40	2,849.96
5	1,238.05	45.00	15.00	24.50	1,322.55	1,541.75	3,562.45
6	1,485.66	54.00	18.00	29.40	1,587.06	1,850.10	4,274.94
7	1,733.27	63.00	21.00	34.30	1,851.57	2,158.45	4,987.43
8	1,980.88	72.00	24.00	39.20	2,116.08	2,466.80	5,699.92
9	2,228.49	81.00	27.00	44.10	2,380.59	2,775.15	6,412.41
10	2,476.10	90.00	30.00	49.00	2,645.10	3,083.50	7,124.90
11	2,488.91	90.00	30.00	49.00	2,657.91	3,112.28	7,138.68
12	2,501.72	90.00	30.00	49.00	2,670.72	3,141.06	7,152.46
13	2,514.53	90.00	30.00	49.00	2,683.53	3,169.84	7,166.24
14	2,527.34	90.00	30.00	49.00	2,696.34	3,198.62	7,180.02
15	2,540.15	90.00	30.00	49.00	2,709.15	3,227.40	7,193.80
16	2,552.96	90.00	30.00	49.00	2,721.96	3,241.18	7,207.58
17	2,565.77	90.00	30.00	49.00	2,734.77	3,254.96	7,221.36
18	2,578.58	90.00	30.00	49.00	2,747.58	3,268.74	7,235.14
19+ (per cr.)	234.49	-	-	-	234.49	244.72	682.47

(1) Comprehensive Fee is \$4.40/cr; eLearning fee is \$0.50/cr

(2) Applies to US Citizens as defined by RCW 28B.15.013

**PROPOSED CHANGES TO BOARD APPROVED FEES
2024-2025**

BOARD APPROVED FEES

GENERAL LOCAL FUND 148	Fee Description	Basis for Calculation of Fee	2023-2024 FEES	2024-2025 PROPOSED FEES
Accounting Tech Program Fee	Program fees to cover supplies and instructional support	\$.50 per credit up to 18 credits	\$ -	\$ 0.50
Ag Business Program Fee	Program specific fees to cover supplies & instructional support	\$6 per credit up to 18 credits	\$ 0.50	\$ 6.00
Ag Science Program Fee	\$6 supplies & instructional support and \$6 equipment repair & replacement	\$12 per credit up to 18 credits	\$ 6.00	\$ 12.00
Art Lab Fee	Lab Fee assessed to students in art classes to cover supplies & instructional support	per course	\$ 35.00	\$ 50.00
Art Lab Fee CLK	Lab Fee assessed to students in art classes to cover supplies & instructional support	per course	\$ 35.00	\$ 50.00
AUDIO Engineering	\$5 supplies & instructional support and \$20 equipment repair & replacement	per credit up to 18 credits		\$ 25.00
Comprehensive Fee	\$4.40 covers graduation, ID cards, initial application & other student-focused costs \$.50 covers instructional design support in converting classes.	\$4.40 per credit up to 10 credits \$.50 per credit up to 10 credits	\$ 4.40	\$ 4.90
Computer Science Program Fee	\$3 supplies & instructional support and \$2 equipment repair & replacement	per credit up to 18 credits	\$ 10.00	\$ 5.00
Computer Science Program Fee CLK	\$3 supplies & instructional support and \$2 equipment repair & replacement	per credit up to 18 credits	\$ 10.00	\$ 5.00
Cosmetology Program Fee	\$30 supplies & instructional support and \$5 equipment repair & replacement	per credit up to 18 credits	\$ 25.00	\$ 35.00
Culinary Arts Program Fee	\$40 supplies & instructional support and \$15 equipment repair & replacement	per credit up to 18 credits	\$ 45.00	\$ 55.00
Early Childhood Education; Early Childhood Parent Education	Program fees to cover supplies and instructional support	per credit up to 18 credits		\$ 0.50
Elearning Fee	To convert to hybrid or blended courses-will attach to Comprehensive Fee for implementation	\$0.50 per credit; \$5 cap	\$ 0.50	\$ -
John Deere Program Fee	\$10 supplies & instructional support and \$10 equipment repair & replacement	per credit up to 18 credits	\$ 10.00	\$ 20.00
Medical Asst Exam	Nat'l Healthcare Assn. MA Exam	Summer quarter only		\$ 160.00
Medical Asst Supplies	Program specific supplies	per quarter	\$ 142.00	\$ 136.00
Nursing and Allied Health Background Checks	Background Check Fee	per each	\$ 37.00	\$ 35.00
Nursing Asst Supplies	Fee to cover supplies and miscellaneous equipment	per class	\$ 50.00	\$ 55.00
Nursing Program Fee, Year 1 (Fall Only)	Year 1 program fee to cover ATI testing fees and nursing computer lab replacement (\$12 of fee per quarter)	per quarter	\$ 247.50	\$ -
Nursing Program Fee, Year 1 (Fall, Winter & Spring Only)	Year 1 program fee to cover ATI testing fees	per quarter	\$ 177.00	\$ 305.00
Nursing Program Fee, Year 2	Year 2 program fee to cover ATI testing fees and nursing computer lab replacement (\$10 of fee per quarter)	per quarter	\$ 200.00	\$ 250.00
Nursing Skills Practice Supply	Used for equipment costs	per class	\$ 160.00	\$ 130.00
PE Supplies & Equip. Fee	Fee charged to help replace PE equipment or supplies, charged on several fitness classes	per course	\$ 13.50	\$ 15.00
Precision Machine "Pmt" Fee CLK	Program specific fees to cover supplies and instructional support	per credit up to 18 credits	\$ 45.00	\$ 45.00
Science Lab Fee-Clk	Lab Fee assessed to students in science classes to cover supplies & instructional support	per course	\$ 55.00	\$ 65.00
Turf Mgmt Program Fee	\$2 supplies & instructional support and \$2 equipment repair & replacement	per credit up to 18 credits	\$ 2.00	\$ 4.00
Water/Irrig Mgmt Program Fee	\$7.50 supplies & instructional support and \$7.50 equipment repair & replacement	per credit up to 18 credits	\$ 15.00	\$ 15.00
Welding Program Fee	\$22.50 supplies & instructional support and \$22.50 equipment repair & replacement	per credit up to 18 credits	\$ 45.00	\$ 45.00
Welding Program Fee CLK	\$22.50 supplies & instructional support and \$22.50 equipment repair & replacement	per credit up to 18 credits	\$ 45.00	\$ 45.00
Welding Special Metal Surcharge Class Fee CLK	\$2.50 supplies and \$2.50 equipment repair & replacement to cover costs related to aluminum welding class	per credit up to 18 credits	\$ 50.00	\$ 5.00
Welding Special Metal Surcharge Class Fee WW	\$2.50 supplies and \$2.50 equipment repair & replacement to cover costs related to aluminum welding class	per credit up to 18 credits	\$ 50.00	\$ 5.00

**PROPOSED
STUDENT FEE SCHEDULE
2024-2025**

BOARD APPROVED FEES

GENERAL LOCAL FUND 148		Fee Description	Basis for Calculation of Fee	2023-2024 FEES	2024-2025 PROPOSED FEES
Placement Retake Fee	300000200090	Fee to recover the cost of retaking a placement test	upon request	\$ 15.00	\$ 15.00
Testing Fee Non WWCC Student	200-ZF	Fee for Non-WWCC students taking tests	upon request	\$ 30.00	\$ 30.00
Truck Driving Lab Fee	210000200710	Fee helps to offset increased costs of materials, fuel and equipment maintenance (includes \$60 testing fee)	per credit	\$ 355.55	\$ 355.55
Accounting Tech Program Fee	TBD	Program fees to cover supplies and instructional support	\$.50 per credit up to 18 credits	\$ -	\$ 0.50
Ag Business Program Fee	210000200410	Program specific fees to cover supplies & instructional support	per credit up to 18 credits	\$ 0.50	\$ 6.00
Ag Science Program Fee	210000200370	\$6 supplies & instructional support and \$6 equipment repair & replacement	per credit up to 18 credits	\$ 6.00	\$ 12.00
Allied Health State Sup	210000200010	First-Aid Electronic Card and perishable supplies used for First Aid instruction	per class	\$ 25.00	\$ 25.00
Allied Health State Sup CLK	210000200020	First-Aid or CPR Electronic Card and perishable supplies used for CPR and First Aid instruction	per class	\$ 25.00	\$ 25.00
Allied Hlth Course Fee	210000200050	CPR Electronic Card and perishable supplies used for CPR instruction	per class	\$ 25.00	\$ 25.00
Art Lab Fee	210000012000	Lab Fee assessed to students in art classes to cover supplies & instructional support	per course	\$ 35.00	\$ 50.00
Art Lab Fee CLK	210000200330	Lab Fee assessed to students in art classes to cover supplies & instructional support	per course	\$ 35.00	\$ 50.00
AUDIO Engineering	TBD	\$5 supplies & instructional support and \$20 equipment repair & replacement	per credit up to 18 credits		\$ 25.00
Auto Repair Program Fee	210000012130	\$20 supplies & instructional support and \$30 equipment repair & replacement	per credit up to 18 credits	\$ 50.00	\$ 50.00
BAS-Applied Mgmt & Entrepreneur Program Fee	210000200800	\$7 supplies & instructional support and \$3 program specific software	per credit up to 18 credits	\$ 10.00	\$ 10.00
BAS-Sustainable Ag Program Fee	210000200210	\$10 supplies & instructional support and \$10 equipment & replacement	per credit up to 18 credits	\$ 20.00	\$ 20.00
Bus Endorsement Lab Fee	210000200530	Bus endorsement test fee and fee to cover increased costs of materials, fuel & equipment	per quarter	\$ 200.00	\$ 200.00
Business Management Program Fee	210000200030	Program specific fees to cover supplies and instructional support	per credit up to 18 credits	\$ 0.50	\$ 0.50
Business Management Program Fee	210000200380	Program specific fees to cover supplies & instructional support	per credit up to 18 credits	\$ 0.50	\$ 0.50
Carpentry Program Fee	210000200340	\$3 supplies & instructional support and \$5 equipment repair & replacement	per credit up to 18 credits	\$ 8.00	\$ 8.00
Collision Repair Program Fee	210000200430	\$14 supplies & instructional support and \$13 equipment repair & replacement	per credit up to 18 credits	\$ 27.00	\$ 27.00
Comprehensive Fee	200000020100	\$4.40 covers graduation, ID cards, initial application & other student-focused costs \$.50 covers instructional design support in converting classes.	\$4.40 per credit up to 10 credits \$0.50 per credit up to 10 credits	\$ 4.40	\$ 4.90

**PROPOSED
STUDENT FEE SCHEDULE
2024-2025**

BOARD APPROVED FEES

GENERAL LOCAL FUND 148		Fee Description	Basis for Calculation of Fee	2023-2024 FEES	2024-2025 PROPOSED FEES
Computer Science Program Fee	210000373675	\$3 supplies & instructional support and \$2 equipment repair & replacement	per credit up to 18 credits	\$ 10.00	\$ 5.00
Computer Science Program Fee CLK	210000200040	\$3 supplies & instructional support and \$2 equipment repair & replacement	per credit up to 18 credits	\$ 10.00	\$ 5.00
Cosmetology Program Fee	210000200440	\$30 supplies & instructional support and \$5 equipment repair & replacement	per credit up to 18 credits	\$ 25.00	\$ 35.00
Credit For Prior Learning/Certification	210000200250	Giving college credit for prior learning/certification	per credit	\$ 10.00	\$ 10.00
Criminal Justice Program Fee	210000200300	Fee for supplies and equipment	per credit up to 18 credits	\$ 5.00	\$ 5.00
Culinary Arts Program Fee	210000042175	\$40 supplies & instructional support and \$15 equipment repair & replacement	per credit up to 18 credits	\$ 45.00	\$ 55.00
Diesel Tech Program Fee	210000200450	\$12 supplies & instructional support and \$10 equipment repair & replacement	per credit up to 18 credits	\$ 37.00	\$ 37.00
Early Childhood Education; Early Childhood Parent Education	TBD	Program fees to cover supplies and instructional support	per credit up to 18 credits		\$ 0.50
Elearn Web-Enhanc Fee	200000200020	eLearning fee code, web-enhanced tech fee	per course, no cap	\$ 25.00	\$ 25.00
Elearning Fee	200000005050	To convert to hybrid or blended courses-will attach to Comprehensive Fee for implementation	\$0.50 per credit; \$5 cap	\$ 5.00	\$ -
Energy Systems Technology Program Fee	210000200460	\$20 supplies & instructional support and \$20 equipment repair & replacement	per credit up to 18 credits	\$ 40.00	\$ 40.00
Energy Systems Technology Program Fee	220000200460	\$20 supplies & instructional support and \$20 equipment repair & replacement	per credit up to 18 credits	\$ 40.00	\$ 40.00
Engineering Technology Program Fee	210000200060	\$30 supplies & instructional support and \$10 equipment repair & replacement	per credit up to 18 credits	\$ 20.00	\$ 20.00
Enology & Viticulture Program Fee	210000200480	\$33 supplies & instructional support and \$12 equipment repair & replacement	per credit up to 18 credits	\$ 45.00	\$ 45.00
Fully Online Course Fee	200000200000	eLearning fee code, fully on-line tech fee	per course, no cap	\$ 25.00	\$ 25.00
HSS Program Fee	210000200110	Fee for materials and instructional support	per credit up to 18 credits	\$ 5.00	\$ 5.00
Hybrid Online Course Fee	200000200010	eLearning fee code, hybrid tech fee	per course, no cap	\$ 25.00	\$ 25.00
Interest Inventory Assessment Test	TBD	Fee for Non-WWCC students who want to take an inventory assessment test	upon request	\$ 25.00	\$ 25.00
Int'l Application Fee	290000000040	Covers cost of shipping application materials internationally	per each	\$ 50.00	\$ 50.00
Int'l Housing Placement Fee	TBD	Covers costs associated with placement of international students	per each	\$ 150.00	\$ 150.00
John Deere Program Fee	210000200390	\$10 supplies & instructional support and \$10 equipment repair & replacement	per credit up to 18 credits	\$ 10.00	\$ 20.00

**PROPOSED
STUDENT FEE SCHEDULE
2024-2025**

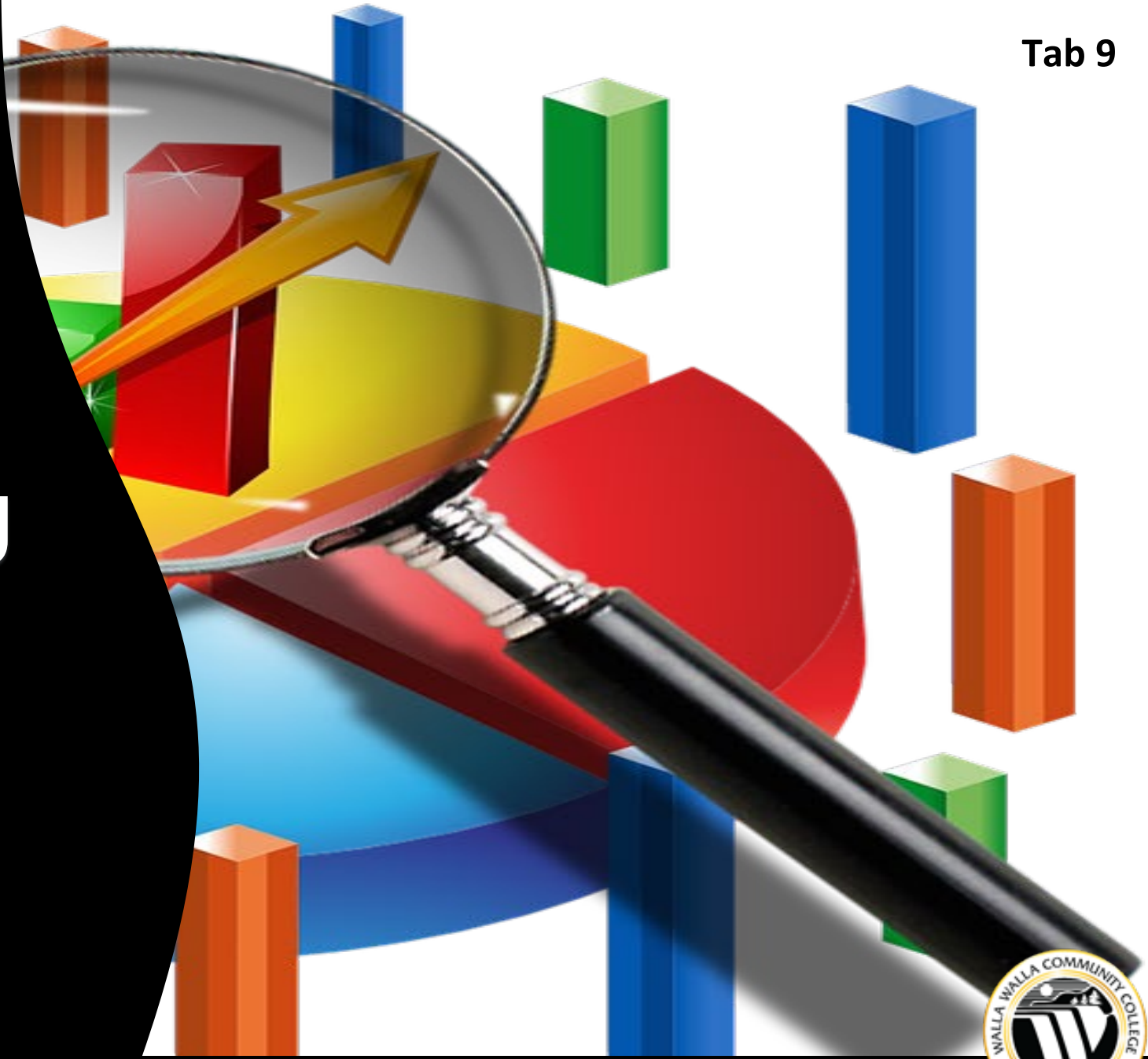
BOARD APPROVED FEES

GENERAL LOCAL FUND 148		Fee Description	Basis for Calculation of Fee	2023-2024 FEES	2024-2025 PROPOSED FEES
Liability Insurance	210000281185	Nursing Liability insurance	per quarter	\$ 19.00	\$ 19.00
Medical Asst Exam	TBD	Nat'l Healthcare Assn. MA Exam	Summer quarter only		\$ 160.00
Medical Asst Supplies	210000200130	Program specific supplies	per quarter	\$ 142.00	\$ 136.00
Mental Health First Aid Fee	210000200680	Fee to cover materials associated class	per credit up to 18 credits	\$ 30.00	\$ 30.00
Nursing and Allied Health Background Checks	210000200400	Background Check Fee	per each	\$ 37.00	\$ 35.00
Nursing Asst Supplies	210000200070	Fee to cover supplies and miscellaneous equipment	per class	\$ 50.00	\$ 55.00
Nursing Program Fee, Year 1 (Fall Only)	210000200500	Year 1 program fee to cover ATI testing fees and nursing computer lab replacement (\$12 of fee per quarter)	per quarter	\$ 247.50	\$ 247.50
Nursing Program Fee, Year 1 Winter & Spring Only)	210000200540	Year 1 program fee to cover ATI testing fees and nursing computer lab replacement \$10 of fee per quarter)	per quarter	\$ 177.00	\$ 177.00
Nursing Program Fee, Year 2	210000200550	Year 2 program fee to cover ATI testing fees and nursing computer lab replacement (\$10 of fee per quarter)	per quarter	\$ 200.00	\$ 250.00
Nursing Skills Practice Supply	210000200520	Used for equipment costs	per class	\$ 160.00	\$ 130.00
Parking Fine/Violation	349999200000	Parking Fines	per occurrence / max \$200	\$ 10.00	\$ 10.00
PE Supplies & Equip. Fee	210000200310	Fee charged to help replace PE equipment or supplies, charged on several fitness classes	per course	\$ 13.50	\$ 15.00
Phlebotomy Or Emt Supplies	210000200160	Fee to cover supplies and miscellaneous equipment in Phlebotomy or EMT classes	per class	\$ 75.00	\$ 75.00
Precision Machine Course Designated "Pmt" Fee	TBD	Program specific fees to cover supplies and instructional support	per credit up to 18 credits	\$ 45.00	\$ 45.00
Precision Machine "Pmt" Fee, Clk	TBD	Program specific fees to cover supplies and instructional support	per credit up to 18 credits	\$ 45.00	\$ 45.00
Re-Enrollment Fee	210000200630	Charged if a student is dropped for non-payment and wants to re-enroll	ReEnroll	\$ 50.00	\$ 50.00
Science Lab Fee - 2 Hr	210000200510	Lab Fee assessed to students in science classes to cover supplies & instructional support	per course	\$ 65.00	\$ 65.00
Science Lab Fee-Clk	210000200360	Lab Fee assessed to students in science classes to cover supplies & instructional support	per course	\$ 55.00	\$ 65.00
Test Of Essential Academic Skills	200-RT	Fee applies to each TEAS test as WWCC becomes an official testing site - WW & Clarkston	per each	\$ 25.00	\$ 25.00
Transcript Fee-Regular/On Demand	200-F4 300000173525	Fee for cost of providing an official transcript, regular process	upon request	\$ 10.00	\$ 10.00
Transcript Fee-Regular/On Demand	300000173525	Fee for cost of providing an official transcript, on demand	upon request	\$ 15.00	\$ 15.00
Truck Driving Lab-Short Course	210000200720	Fee helps to offset increased costs of materials, fuel and equipment maintenance (includes \$60 testing fee)	per quarter	\$ 950.00	\$ 950.00

**PROPOSED
STUDENT FEE SCHEDULE
2024-2025**

BOARD APPROVED FEES

GENERAL LOCAL FUND 148		Fee Description	Basis for Calculation of Fee	2023-2024 FEES	2024-2025 PROPOSED FEES
Turf Mgmt Program Fee	210000200350	\$2 supplies & instructional support and \$2 equipment repair & replacement	per credit up to 18 credits	\$ 2.00	\$ 4.00
WABO Test-Nonstudent Full Retest	200-QY	Fee to cover cost of re-taking full test	per each	\$ 100.00	\$ 100.00
WABO Test-Nonstudent Partial Retest	200-QZ	Fee to cover cost of re-taking partial test	per each	\$ 80.00	\$ 80.00
WABO Test-Nonstudent Retest	200-QX	Fee to cover cost of taking test	per each	\$ 200.00	\$ 200.00
WABO Test-Student Partial Retest	210000200740	Fee to cover cost of re-taking partial test	per each	\$ 50.00	\$ 50.00
WABO Test-Student Retest	210000200770	Fee to cover cost of re-taking test	per each	\$ 50.00	\$ 50.00
Water/Irrig Mgmt Program Fee	210000200490	\$7.50 supplies & instructional support and \$7.50 equipment repair & replacement	per credit up to 18 credits	\$ 15.00	\$ 15.00
Welding Aluminum Lab Fee	210000200320	\$25 supplies and \$25 equipment repair & replacement to cover costs related to aluminum welding class	per credit up to 18 credits	\$ 50.00	\$ 50.00
Welding Program Fee	210000200320	\$22.50 supplies & instructional support and \$22.50 equipment repair & replacement	per credit up to 18 credits	\$ 45.00	\$ 45.00
Welding Program Fee	210000200470	\$22.50 supplies & instructional support and \$22.50 equipment repair & replacement	per credit up to 18 credits	\$ 45.00	\$ 45.00
Welding Stainless Steel Program Fee - Walla Walla	NEW	\$25 supplies & instructional support and \$25 equipment repair & replacement	per credit up to 18 credits	\$ 50.00	\$ 50.00
Welding Special Metal Surcharge Class Fee CLK	210000200475	\$2.50 supplies and \$2.50 equipment repair & replacement to cover costs related to aluminum welding class	per credit up to 18 credits	\$ 50.00	\$ 5.00
Welding Special Metal Surcharge Class Fee WW	210000200325	\$2.50 supplies and \$2.50 equipment repair & replacement to cover costs related to aluminum welding class	per credit up to 18 credits	\$ 50.00	\$ 5.00



FY2025 Operating Budget

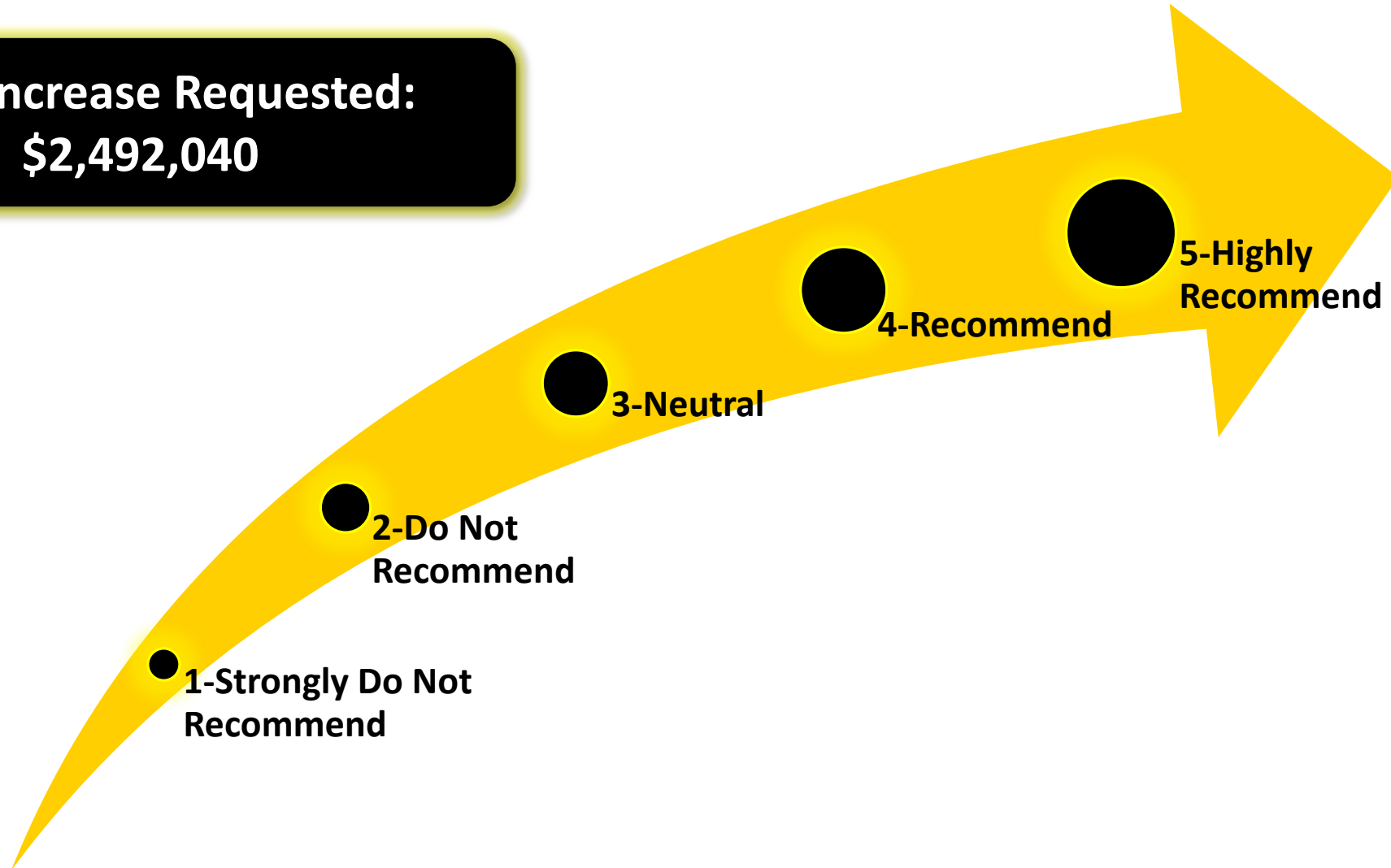
Board of Trustees 1st Read

Board of Trustees Meeting
May 22, 2024



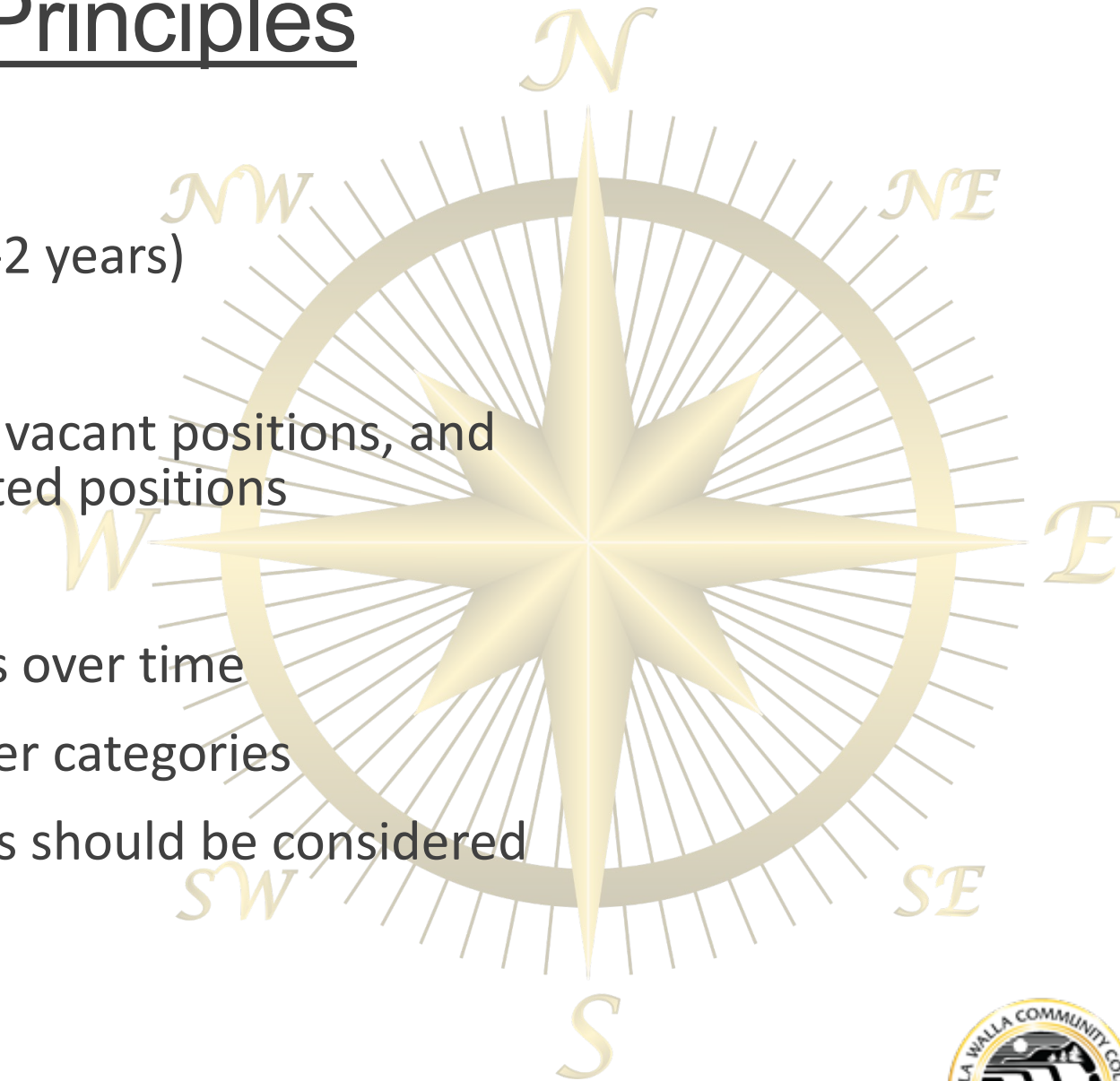
Budget Council Ranking

**Total Increase Requested:
\$2,492,040**



ELT Deliberations: Guiding Principles

1. Layoffs are not being considered
2. We are working towards sustainability (1-2 years)
3. The Strategic Plan guides all
4. Priority is to fund occupied, then existing vacant positions, and only then consider funding newly requested positions
5. Decisions will be based on data
6. Adjust part-time to full-time faculty ratios over time
7. Pay attention to staffing levels across other categories
8. Compliance/revenue-generating positions should be considered
9. ELT will seek to have consensus

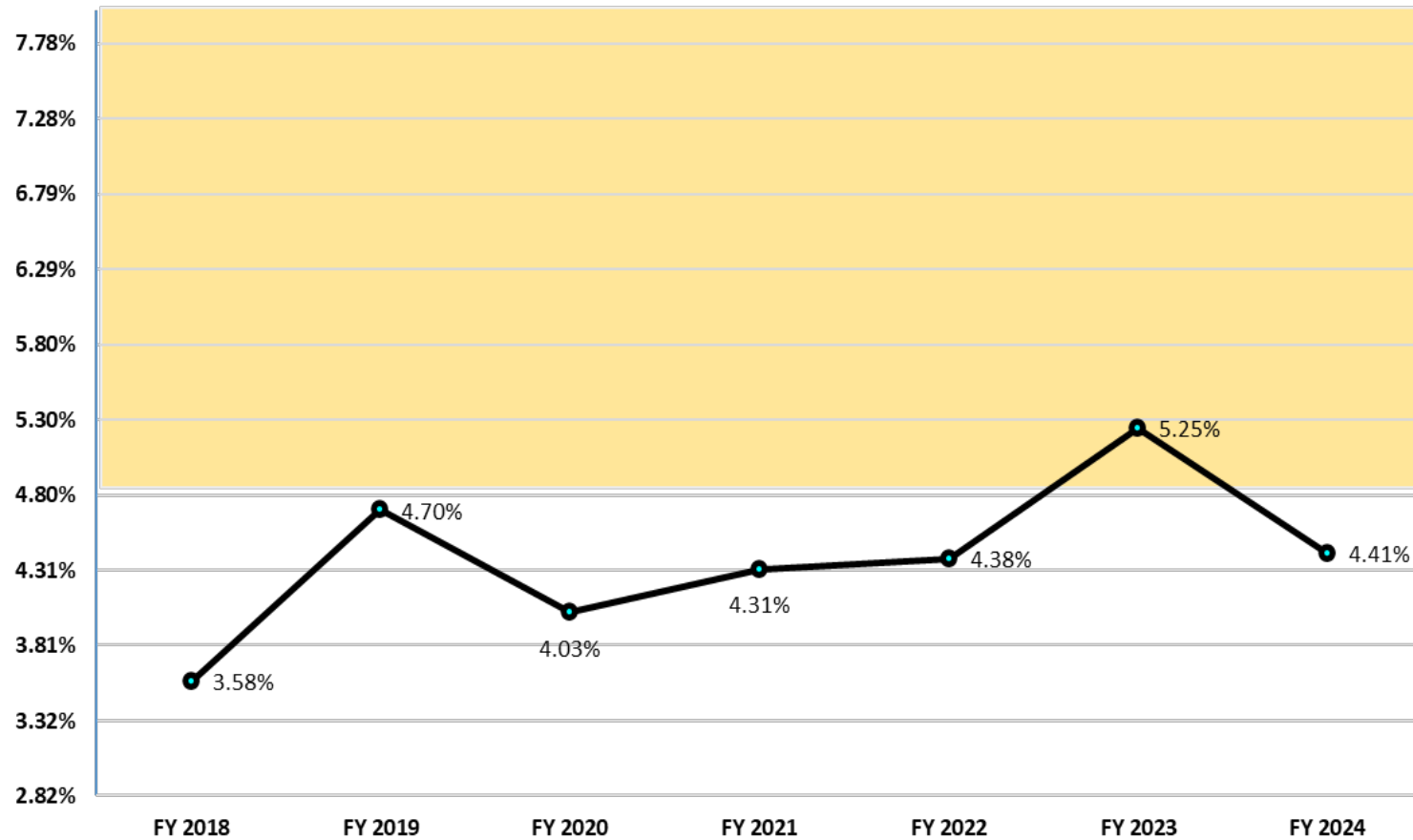


FY 2025 Operating Budget Assumptions

- **Conservative enrollment increase 2% over FY 2024 predicted year-end enrollment**
- **3% tuition rate increase**
- **100% funding for FY 2025 Cost-of-Living (COLA) increases: 5.834% for faculty and 3% for classified and exempt staff**
- **Increased cost of existing personnel \$1.6 million (promotions, step increases, positions added in FY 2024, changes in funding mix, COLAS)**
- **Chronically underfunded IT infrastructure coupled with growing cyber threats**
- **Decreased reliance on reserves and remaining federal lost revenue funding to balance the operating budget (down \$570 thousand – from \$1.37 million in FY 2024 to \$800 thousand in FY 2025)**

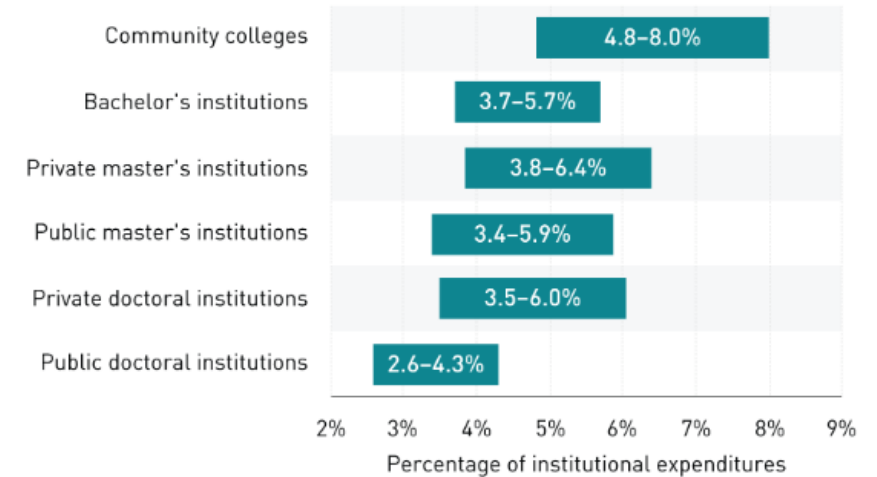
Technology Budget: 2018 - 2024

WWCC IT Budget as a Percentage of Total Operating Budget



See the Data in Action

Central IT spend as a percentage of institutional expenditures (2022)



Central IT Spend as Percentage of Institutional Expenditures (2022) - Educause



Balancing the FY 25 Budget

Revenue Changes:

- + 2.6 million – Conservative FY 2025 revenue forecast that includes 2% enrollment increase with 3% tuition rate increase (increase over FY 2024 budgeted revenue)
 - + \$800 thousand – Use of Reserves/Federal Lost Revenue* (down \$570 thousand from \$1.37 million in FY 2024)
-

Expense Changes:

- \$260 thousand - 1-year use of eLearning fees to partially fund positions in IT and academic support
- \$358 thousand - Recruitment holds on 5 currently vacant classified positions (to evaluate staffing levels)
- \$172 thousand - Recruitment holds on 3 exempt positions (while supervisors are being recruited)
- \$236 thousand - Small, targeted reductions in some existing goods and services and equipment budgets
- \$386 thousand - IT hardware expenses moved from baseline (state-issued debt will be used)
- + \$800 thousand – FY 2025 Budget Increase Requests incorporated into FY 2025 budget



FY 2025 Operating Budget

Funding Sources	2022-2023	2023-2024	2024-2025
State Appropriation	\$22,553,004	25,241,012	\$27,091,830
Operating Fee (Tuition)	6,250,000	6,180,000	6,650,000
Local Funding Sources	5,059,750	5,983,000	6,831,743
Reserves	1,110,000	370,000	0
Institutional Federal Relief Funding	1,500,000	1,000,000	800,000
Total	\$36,472,754	\$38,774,012	\$41,373,573
Expenditures			
Instruction	\$17,078,891	\$18,567,883	\$19,890,986
Institutional Support	9,684,485	8,971,889	8,612,391
Student Services	4,898,782	5,610,573	6,752,080
Facility Services	3,531,714	4,295,667	4,420,407
Course/Program Fees	1,278,882	1,328,000	1,697,708
Total Expenditures	\$36,472,754	\$38,774,012	\$41,373,573



FY 2025 Budget: Investments

Grants Coordinator

Public Information Officer (Marketing)

Beginning to Right-Size IT Budget

Software to Increase Cyber Security

Part-Time Safety Officer

Part-Time Instructional Techs in EST, Auto Tech



Questions?

Patrick Sisneros
Vice President of Administrative Services





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

MEMORANDUM

TO: Board of Trustees

DATE: May 22, 2024

FROM: Chad E. Hickox, President

RE: Fiscal Year 2024-25 College Operating Budget

The 2024-2025 Walla Walla Community College (WWCC) operating budget was developed in accordance with the College's 2023-2028 strategic plan and reflects priorities established by the Board of Trustees and college leadership team, with input from a variety of sources including budget managers, Division Chairs and other faculty, as well as key staff from across the organization.

This year marks the first time in recent history that an intentional participatory process was meaningfully implemented, through the work of the Budget Council, reporting up through the College Council structure. Additional information was shared, and input sought on particular topics, from college internal stakeholders. Meetings were held with the leaders of key groups (including union leadership for each of the three unions as well as with College Council) prior to the all-college budget forum on May 16, 2024. The College as a whole is to be commended for its contributions to the development of this budget. The participatory governance model of budget development resulted in greater transparency and increased inclusivity. Even so, we have noted and plan to enact improvements and refinements to the process in the future.

Using tools developed by the Strategic Enrollment Leadership Council, enrollment projections were systematically calculated and thoroughly vetted. Although a degree of probability is involved in any revenue projection, by following these processes and proven practices, we have arrived at a defensible – even somewhat conservative, projection as the basis for our budget planning. The outcome of this concerted effort is a plan to spend wisely, staff strategically, and stay focused on our strategic priorities. The resulting budget moves the institution marginally closer to the sustainable college we strive to be, with zero reliance on reserves, a healthy and inclusive culture, and staffing levels that match our foreseeable enrollment numbers.

We continue to rely on pandemic relief funds provided to us by the federal government to offset lost revenue, but both our planned reliance and our actual use of those funds has trended lower each year, this year included, in the pursuit of our goal of solvency and sustainability within approximately two years.

General themes, framed by our strategic plan, include retention of existing students, aggressive outreach, recruiting, community engagement activities, and initiatives to enhance a sense of belonging among students and employees – all of which are reflected in the draft budget. Through our investments, we intend to sustain the significant enrollment rebound of the past year; ensure faculty are able to continue to provide outstanding education and support to keep their students on track; address the serious mental health needs; and generally, seek to

promote the well-being of students and employees alike. Challenges, including increased personnel costs, additional compliance requirements and legislative reporting, and a new cost-center approach to accounting have disclosed long-term, chronic underfunding of key college functions, including technology services and employee recruitment. Furthermore, inflationary effects – especially with regard to utility costs, facility maintenance, software subscriptions, and the like, continue to present a challenging fiscal environment for FY 2025 and the future.

WWCC is positioning itself for future growth by making a number of important investments in personnel and infrastructure, including the addition of a grant's coordinator position. This position will enable the College to pursue new funding opportunities, assist initiatives aimed at innovation, diversify revenue sources, and support community outreach. New programs are being created, existing programs are expanding, and we are evolving to meet the changing needs of our communities by changing our instructional delivery – to include more modular delivery of what once were monolithic programs requiring full-time attendance. Other investments include allocating additional resources towards cybersecurity. Given the prevalence of ransomware attacks, it is imperative that the College protect itself through software and hardware upgrades, as well as training for IT staff and the general employee population.

This budget as presented today represents the first reading before the board.

In approving the budget, the Board of Trustees authorizes:

- the College President to proceed with the execution of the plan;
- the College President to transfer funds within the General Fund, or from local and other funds, to eliminate any cash deficit as required by RCW 43.88.260, to provide working capital, and to support approved projects and activities;
- the tuition and fee schedule as established by law, by the State Board for Community and Technical Colleges, as implemented by the College President, and as published in the College's catalog and public website;
- the College President to accept allocation amendments from the State Board for Community and Technical Colleges, to accept such grants and contracts as may be acquired during the budget period, and to report on such changes, as needed, to the Board of Trustees;
- the addition of staff and faculty positions necessary to carry out the College's programs, as well the College's annual work plan and current strategic plan, all in accordance with established College hiring protocols; and
- the College President to determine the fee schedule for contract courses and programs.

I would like to recognize the hard work and dedication of many staff and faculty over the past several months to develop the budget as presented to the Board. Although the pandemic has ostensibly been over for quite some time, the stress and strain, combined with the ctLink conversion, ongoing difficulties with FAFSA simplification at the federal level, and a general decline in high school graduation numbers all take a toll on the hardworking employees of WWCC. It is a testament to their dedication to our students that we continue to see such outstanding results, good enrollment numbers, and overall student success. I am proud of the work reflected in this document, and I believe that it represents a very thoughtful, reasonable, and strategic approach to the College's financial planning for FY 25. I commend, congratulate, and thank the myriad contributors to this budget.

Thank you, Trustees, for your dedication to our mission and your support of our students and staff.



BUDGET

FISCAL YEAR 2024 - 2025

Proposed to the Board of Trustees

May 22, 2024

Submitted by:
Dr. Chad E. Hickox, President

BOARD OF TRUSTEES

Tara Leer, Chair of the Board
Tim Burt, Vice Chair of the Board
Sergio Hernandez
Michelle Liberty
Bill Warren

WWCC 2024-2025 Strategic Priorities and Goals

As we present the budget and prepare the College for the upcoming year, we reaffirm WWCC's vision, mission, and commitment to student success. The current strategic plan, developed collaboratively during the 2022-2023 academic year, provided us with strategic priorities and guidance throughout the budgeting process. The plan carries forward the priorities identified by the Board of Trustees to establish institutional stability in the short-term while preparing us for long-term sustainability.

Mission Statement

Walla Walla Community College removes barriers to access, provides high quality educational experiences, and facilitates equitable learning and success to cultivate thriving rural communities.

Vision Statement

Walla Walla Community College is the best community college in the nation at producing a well-educated and highly skilled workforce and promoting thriving communities.

Strategic Priorities 2023-2028

The strategic priorities listed below are identified in the institutional strategic plan that was adopted in Fall 2023.

1. Students Learn & Achieve their Goals
2. WWCC is an Employer of Choice
3. Institutional Stability & Sustainability
4. Thriving Communities

The budget presented here builds on success in meeting these priorities and carries them forward into 2024-2025, with special emphasis on enrollment (recruitment and retention), which includes a focus on equity, diversity, and inclusion, financial sustainability, and the professional development of college employees. Resources are being deployed and capacity is being built across the college and its operations, to include support of student success, increased marketing and outreach, enhanced fundraising capacity, improved cybersecurity, and compliance with regulatory requirements.

Budget Overview

The State Board of Community and Technical Colleges (SBCTC) has provided the College with a projected allocation for 2024-2025 which is still in draft status and subject to further adjustments before being finalized. While it is possible that there may be changes in the initial state allocation between now and when it is released, no major adjustments are expected at this time.

The operating budget will access funding from the Higher Education Emergency Relief Fund (HEERF) II, Coronavirus Response and Relief Supplemental Appropriations Act (CRSSAA) and/or Higher Education Emergency Relief Fund III, American Rescue Plan Act (ARPA) for lost revenue and other eligible losses. I am pleased to report that reliance on lost-revenue funding is reduced from that of FY 2023-2024, which is a trend that is expected to continue as management controls and strategic adjustments bring us closer to a sustainable budget within one to two years.

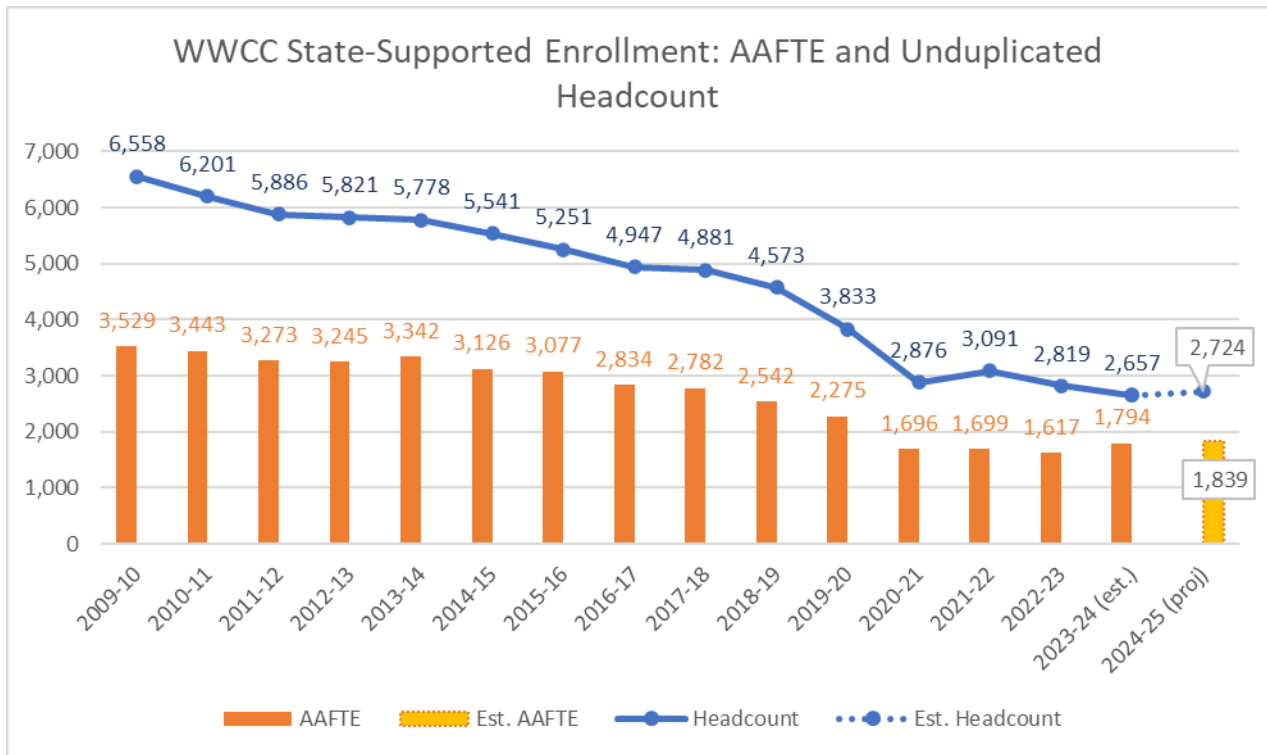
The State Lease-Purchase Program, through the Washington State Treasurer's Office, will also be accessed to support one-time technology hardware purchases in the upcoming year.

Enrollment

Strategic Enrollment Leadership Council (SELC) set a conservative enrollment forecast of 1550 AAFTE for the 2023-2024 fiscal year due to the high degree of uncertainty in the external environment as it pertains to postsecondary enrollment. The Council was uncertain the extent to which enrollment would recover as the effects of the pandemic appeared to be waning. Fortunately, our efforts focused on student wraparound supports and increased marketing, enrollment rebounded substantially. We anticipate ending the current year with state-funded AAFTE at 1794 (est.), which represents 116% of our target. This is the first time in more than five years that actual enrollment outperformed the enrollment target set in the budget process.

SELC uses several inputs to determine enrollment targets. The first is the enrollment projection. The Office of Institutional Research and Effectiveness (IRE) conducts projections using different methods as appropriate based on enrollment trends, including trendline and cohort attrition models. The second input used to develop the enrollment target accounts for the known impacts and assumptions deemed most likely to occur in the upcoming year. Impacts considered for the upcoming year include instructional program changes, student support strategies, and external factors like changes in the FAFSA, the local economy, and labor markets.

The chart below is a time-series of state-funded, annual average FTE (AAFTE), which includes an estimate for the current fiscal year and the projection for the upcoming year. Based on the SELC analysis and subsequent discussion among the executive leadership and leadership in Instruction, Student Services, Budgeting, IRE, and College Council, SELC recommended the College continue to set fairly conservative enrollment figures used for budgeting purposes, as the impact of the FAFSA Simplification remains a significant unknown. Looking further into the future, the size of high school graduating classes is expected to decrease over the next decade. This suggests continued efforts at optimizing the college budget for this expected leveling-off of enrollment beginning in 2025-2026. As a result, the enrollment forecast for budgeting purposes for state-funded FTE was set to a modest 2% increase over the gains made in 2023-2024 resulting in a budgeting AAFTE of 1839.



Budget Assumptions

The operating plan includes the following information and assumptions, which are represented in the College’s FY 2024-2025 operating budget.

State Allocation

The total draft State Allocation of \$27,091,830 for FY 2025 reflects a \$1,850,818 or 7.3% increase over prior year.

District Enrollment Allocation Base (DEAB), Student Achievement Initiative (SAI), Weighted/Priority Enrollment, and Minimum Operating Allocation (MOA) increased over the previous year’s allocation by \$575,690 or 3.8%.

Provisos and earmarks are distributed by SBCTC through the allocation model - including support for DEI initiatives, Guided Pathways, High Demand Program Faculty, Nurse Educator salaries, and Worker Retraining - along with compensation-related items that are mandated (i.e. COLA and benefit rates). The College had an overall net increase in provisos and earmarks of \$1,275,128 or 12.8%.

Compensation

The operating plan includes 100% funding for FY 2025 COLAs. The FY 2025 COLA increases will be 5.834% for faculty and 3.0% for classified and exempt staff.

Compensation provisos/earmarks related to wages, health benefits, and state pension rates increased overall by approximately \$699,707. This is the result of FY 2025 COLAs, a \$54 per employee per month increase in health benefit costs, and 0.88% and 5.02% decreases in PERS and TRS rates, respectively.

Additional compensation-related items include reallocation of \$465,441 for high demand faculty stipends and \$1,233,190 for nurse educator salaries, which are expected to be fully funded and have been included. These items are considered pass-through amounts.

Operating Fee (Tuition)

Tuition rates at community and technical colleges are budgeted to increase by 3.0% as outlined in legislation. Enrollment is projected to increase by approximately 2.0%. A forecast of \$6,650,000 is assumed based on an analysis of actual tuition collected coupled with the rate increase and projected enrollment increase.

Local Funding Sources

Focused growth areas continue to be critical as we rely more heavily on local funding sources to support the College's operating budget. Locally generated revenue of \$6,831,743 will be leveraged for fiscal year 2024-2025.

Running Start is expected to generate \$1,980,000 based on FY 2024 results along with 4.6% and 4.11% increases to the non-vocational and vocational rates, respectively.

Other Local Revenue includes amounts the College receives for fees charged to students along with revenue associated with the lease of college facilities, interest on investments, and other miscellaneous revenue. For the FY 2025 budget planning cycle, this line is forecast at \$1,000,000.

Indirect revenue for grants and contracts is the amount the College can charge to manage these programs. An assumption of \$1,100,000 in indirect revenue related to Corrections Education, other contracts, and federal funding is included in the operating revenue and used to offset baseline costs.

Program/Course fees are amounts collected from students for program specific uses such as instructional techs, lab consumables, and program equipment replacement. These fees must be used for the intended purpose.

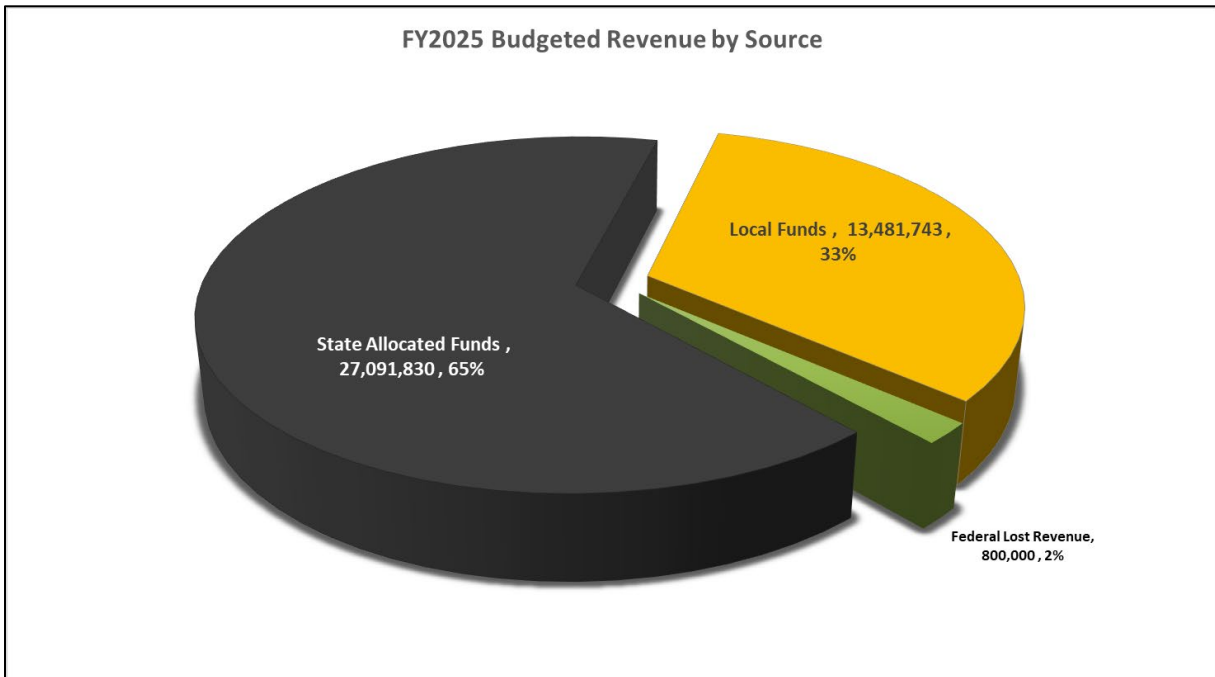
Federal COVID-19 relief funding (HEERF, CRSSAA, ARPA) drawn to replace revenue lost during the pandemic will facilitate a balanced budget with a revenue assumption of \$800,000.

In FY 2024, \$370,000 in reserves were accessed in the operating budget to support the ongoing stabilization of ctLink and other ongoing costs. In FY 2025, reserves will not be accessed.

**Walla Walla Community College
2024-2025 Operating Budget
Revenues**

Revenue Sources	FY 2024 Budget	FY 2025 Proposed Budget	Variance Incr/(Decr)	% Δ	Notes
<u>State Allocation (FORECAST)</u>					
District Enrollment Allocation Base (DEAB)	9,838,208	10,208,713	370,505	4%	1
Student Achievement Initiative	1,544,904	1,693,758	148,854	10%	2
High Demand (Weighted) FTEs	1,012,911	1,069,242	56,331	6%	3
Minimum Operating Allowance (MOA)	2,850,000	2,850,000	-	0%	4
Provisos and Earmarks	9,994,989	11,270,117	1,275,128	13%	5
State Allocated Funds	25,241,012	27,091,830	1,850,818	7%	
<u>Local Funds</u>					
Operating Fee	6,180,000	6,650,000	470,000	8%	
Running Start Support	1,700,000	1,980,000	280,000	16%	
Program/Course Fees	1,328,000	1,697,708	369,708	28%	
Indirect - Grants & Contracts	1,000,000	1,100,000	100,000	10%	
Other Local Revenue	1,000,000	1,000,000	-	0%	
Self-Support and Resale Programs	410,000	450,000	40,000	10%	
Student Wrap Around Support (Foundation)	250,000	250,000	-	0%	
MacKenzie Scott Funds	145,000	154,035	9,035	6%	
Open Doors (Alternative Education Program)	150,000	200,000	50,000	33%	
Local Funds	12,163,000	13,481,743	1,318,743	11%	
Federal Lost Revenue	1,000,000	800,000	(200,000)	-20%	
Use of Reserves	70,000		(70,000)	-100%	
Reserves - ctclink	300,000		(300,000)	-100%	
Total	38,774,012	41,373,573	2,599,561	7%	

Notes: Please see accompanying notes for definitions of terminology used

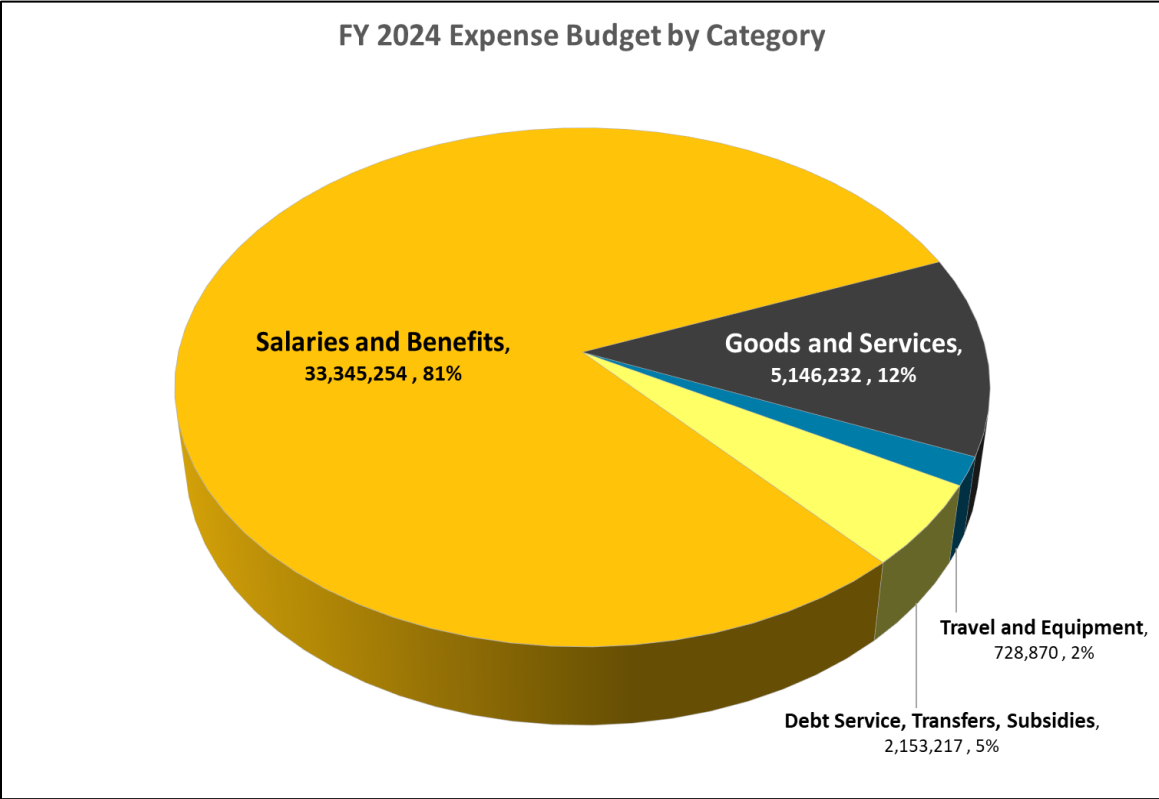
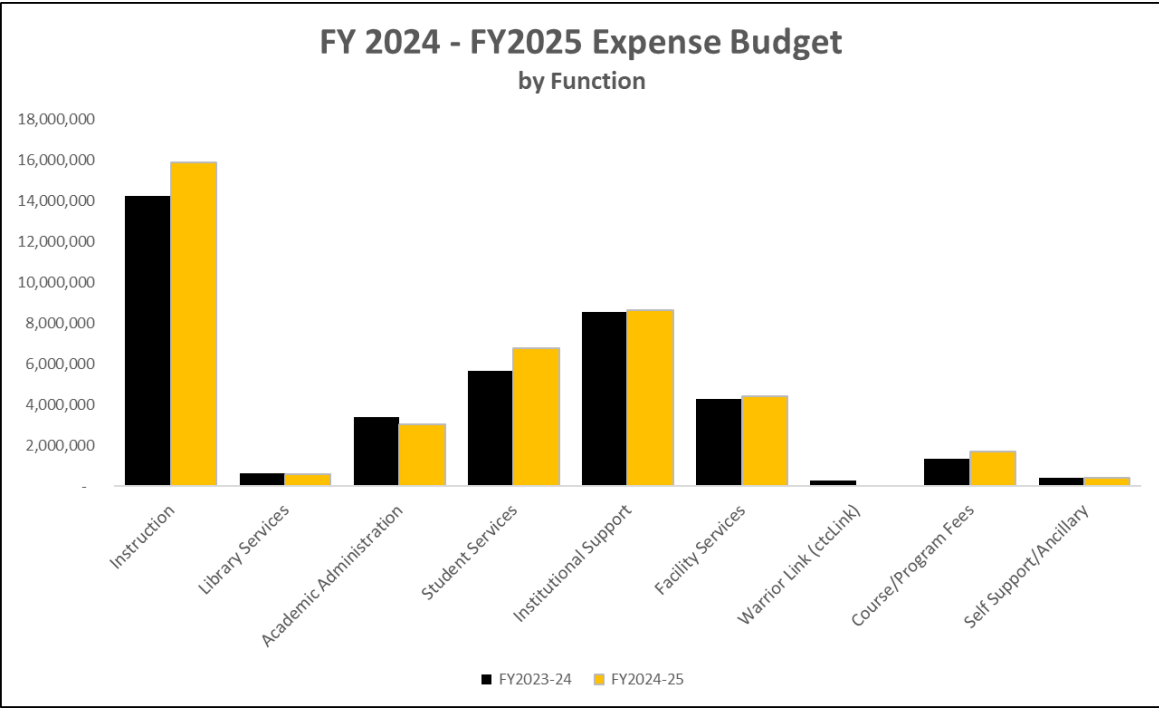


**Walla Walla Community College
2024-2025 Operating Budget
Expenditures by Function and Category**

By Function	FY2023-24	FY2024-25	Variance Incr/(Decr)	%	Notes
Instruction	14,223,589	15,864,093	1,640,504	12%	6
Library Services	644,579	585,449	(59,130)	-9%	
Academic Administration	3,378,554	3,014,400	(364,154)	-11%	7
Student Services	5,643,843	6,752,080	1,108,237	20%	8
Institutional Support	8,549,780	8,612,391	62,611	1%	9
Facility Services	4,295,667	4,420,407	124,740	3%	
Warrior Link (ctcLink)	300,000	-	(300,000)	-100%	
Course/Program Fees	1,328,000	1,697,708	369,708	28%	
Self Support/Ancillary	410,000	427,044	17,044	4%	
	38,774,012	41,373,573	2,599,561	7%	

By Category	FY2023-24	FY2024-25	Variance Incr/(Decr)	%	Notes
Salaries and Benefits	31,414,346	33,345,254	1,930,908	6%	
Contracted Services	268,584	454,597	186,013	69%	
Goods and Services	4,239,249	4,691,635	452,386	11%	
Travel	163,016	206,154	43,138	26%	
Equipment	824,592	522,716	(301,876)	-37%	
Subsidies	1,209,774	1,600,917	391,143	32%	10
Debt Service	324,050	222,500	(101,550)	-31%	
Transfers	330,401	329,800	(601)	0%	
	38,774,012	41,373,573	2,599,561	7%	

Notes: Please see accompanying notes for definitions of terminology used



2024-2025 GRANTS, CONTRACTS AND FISCAL AGENT AGREEMENTS

- The 2024-2025 Grants, Contract and Fiscal Agent Agreements list presents FY 2025 anticipated award information. The information is provided by SBCTC planning numbers, documents, federal award grant documents and proposals, and by program managers. Estimated Total Grants, Contracts and Fiscal Agent Agreements for FY 2025 of \$16,594,691 are \$807,603 or 5.12% greater than prior year. While this is a notable increase in total, the bulk of that increase is for a very specific sub-set. Multiple other grants and allocation have decreased individually which will impact the operating budget. Items of note this year are:
- A large increase in the Corrections Ed grant. The FY 24 beginning grant budget was \$7,718,306 and the FY 25 estimated beginning budget is \$8,510,211, an increase of \$791,905.
- WWCC received a new grant through the Employment Security Dept for our Clarkston campus. Titled Career Launch, it will focus on building interest in the Energy Systems Technology program starting with high school students and seeing them through at least their first year of college. That award is \$155,557.
- The Worker Retraining Program / SBCTC decreased another \$11,958. Most of the Worker Retraining award funds pay for Workforce Ed programs faculty salary and benefits. Any significant decrease in the Worker Retraining Program award amount results in a potential increase to the baseline budget for faculty salary and benefits.
- The Title III grant ends on Sept. 30, 2024. This is a decrease of grant revenues in the amount of \$450,000. This grant funded multiple positions either partially or in full, as well as certain software. A transition plan is in process.
- There were decreases in the Perkins (Plan) III / SBCTC of \$31,025, and WorkFirst Integrated Block Grant/SBCTC of \$26,382.
- SBCTC allocation for Truck/School Bus driving education that was received mid-2023 was designed to decrease year-over-year as the program becomes self-sustaining. The decrease from FY 24 to FY 25 is \$85,043.
- Supporting College Students Experiencing Homelessness Earmark / SBCTC; Anticipated award amount \$118,875. WWCC has received this award for the past 5 years and expects to see it in the allocation for FY 25.
- Student Emergency Assistance Proviso /SBCTC; Anticipated award amount \$118,225. WWCC has received this award for the past 5 years and expects to see it in the allocation for FY 25.
- High Demand Enrollments funding has been extended, for FY 25 we expect a budget amount of \$85,669.

The following chart represents a comprehensive list of all grants and contracts along with fiscal agent agreements.

2024-2025 GRANTS, CONTRACTS AND FISCAL AGENT AGREEMENTS

	Grants and Contracts	Project Manager/ Supervisor	Term	FY 22-23 Grant Award	FY 23-24 Grant Award	FY 24-25 Grant Award	Increase/ Decrease
1	Corrections Ed_WSP-CRCC / SBCTC	Kammers	07/01/24-06/30/25	7,021,720	7,718,306	8,510,211	791,905
2	Worker Retraining Program / SBCTC	Erikson/Leon	07/01/24-06/30/25	1,725,323	1,715,073	1,703,115	(11,958)
3	Perkins (Plan) III - Federal Vocational / SBCTC	Doyle	07/01/24-06/30/25	445,250	562,883	531,858	(31,025)
4	Basic Food, Employment and Training / SBCTC	Erikson	10/01/24-09/30/25	479,281	436,774	511,201	74,427
5	Title IV - Student Support Services (TRiO) (Year 4)	Conrad Goff	09/01/24-08/31/25	436,920	436,920	511,062	74,142
6	Opportunity Grant / SBCTC	Erikson	07/01/24-06/30/25	461,412	461,412	461,412	0
7	Water & Environmental Center	Trogstad-Isaacson	07/01/24-06/30/25	363,750	363,750	363,750	0
8	WorkFirst Integrated Block Grant / SBCTC	Erikson	07/01/24-06/30/25	280,812	308,189	281,807	(26,382)
9	Student Needs SHB 1559	Erikson	07/01/24-06/30/25	0	269,574	269,574	0
10	Agriculture & Natural Resource Center of Excellence / SBCTC	Williams, L	07/01/24-06/30/25	202,157	212,323	256,811	44,488
11	BTC-CAD Title III	Velluzi	10/01/23-09/30/24	0	222,940	223,633	693
12	Truck/School Bus Driver Training	Leon	07/01/24-06/30/25	148,138	280,124	195,081	(85,043)
13	Career Connect WA - ESD	Williams, L	07/01/24-06/30/25	252,616	99,568	190,617	91,049
14	Nurse Education Enrollment Increases	Adamski	07/01/24-06/30/25	0	180,000	180,000	0
15	Postsecondary Enrollment HB1835 - Fin Aid Outreach	Kimball	07/01/24-06/30/25	160,000	160,000	160,000	0
16	Career Launch - EST Grant - Employment Security Dept	Miltenberger	07/01/24-12/31/25	0	0	155,557	155,557
17	CCAMPIS - Child Care Access Means Parents In School	Erikson	07/01/24-06/30/25	128,000	128,000	128,000	0
18	Perkins Corrections Grant / SBCTC	Kammers	07/01/24-06/30/25	66,960	65,663	120,928	55,265
19	Supporting College Student Experiencing Homelessness Grant / SBCTC	Erikson	07/01/24-06/30/25	102,919	102,919	118,875	15,956
20	Student Emergency Assistance Grant / SBCTC	Erikson	07/01/24-06/30/25	100,000	100,000	118,225	18,225
21	Early Achievers Opportunity Grant / SBCTC	Reiff	07/01/24-06/30/25	119,900	131,386	116,200	(15,186)
22	BEa Master / SBCTC	Doyle	07/01/24-06/30/25	157,792	124,015	111,614	(12,401)
23	Seattle Foundation	Kammers	07/01/24-06/30/25	83,193	113,193	111,495	(1,698)
24	Opportunity Grant Health Workforce/ SBCTC	Kimball	07/01/24-06/30/25	0	106,845	106,845	0
25	Federal Work Study	Kimball	07/01/24-06/30/25	87,262	88,876	94,229	5,353
26	High Demand Enrollments	Leon	07/01/24-06/30/25	164,500	131,299	85,669	(45,630)
27	State Work Study	Kimball	07/01/24-06/30/25	54,201	54,201	60,000	5,799
28	Perkins Leadership Block Grant / SBCTC	Doyle	07/01/24-06/30/25	15,440	30,000	29,058	(942)
29	IELCE / SBCTC	Doyle	07/01/24-06/30/25	30,602	27,542	24,788	(2,754)
30	Open Doors Program / CRCC	Kammers	09/01/24-08/31/25	22,000	20,000	20,000	0
31	Parent Co-ops	Reiff	07/01/24-06/30/25	15,000	15,000	15,000	0
32	BEa Leadership Block Grant / SBCTC	Doyle	07/01/24-06/30/25	7,503	7,363	7,300	(63)
33	EMS Trauma Training	Graham/Can	07/01/24-06/30/25	7,000	5,000	5,000	0
34	Title III - Bringing Student Success to Scale (Year 5)	Slepin	10/01/24-09/30/25	450,000	450,000	0	(450,000)
35	Cyber Security - WA Military Dept	Vance	12/1/22-07/31/24	0	107,540	0	(107,540)
36	Sunshine Lady Foundation	Kammers	07/01/24-06/30/25	45,051	45,051	(19,798)	(64,849)
37	BEa Special Projects	Kammers	07/01/24-06/30/25	0	5,500	0	(5,500)
TOTAL GRANTS AND CONTRACTS				\$13,634,702	\$15,287,229	\$15,759,117	\$471,888

	Fiscal Agent Agreements	Project Manager/ Supervisor	Term	FY 22-23 Grant Award	FY 23-24 Grant Award		Increase/ Decrease
1	Snake River Salmon Recovery Board	Martin	10/01/24-09/30/25	398,588	307,000	640,588	333,588
2	Snake River Salmon Recovery Board - BPA	Martin	04/01/23-03/31/24	195,695	192,859	194,986	2,127
TOTAL FISCAL AGENT AGREEMENTS				\$594,283	\$499,859	\$835,574	\$335,715
TOTAL GRANTS, CONTRACTS AND FISCAL AGENT AGREEMENTS				\$14,228,985	\$15,787,088	\$16,594,691	\$807,603
LESS GRANTS REPORTED ELSEWHERE & FISCAL AGENT AGREEMENTS :							
Fiscal Agent Agreements				594,283	499,859	835,574	335,715
Worker Retraining				1,725,323	1,715,073	1,703,115	(11,958)
Opportunity Grant				436,920	436,920	511,062	74,142
Agriculture & Natural Resource Center of Excellence / SBCTC				202,157	212,323	256,811	44,488
Truck/School Bus Driver Training				148,138	280,124	195,081	(85,043)
Student Needs SHB 1559				0	269,574	269,574	0
Nurse Education Enrollment Increases				0	180,000	180,000	0
Postsecondary Enrollment HB1835 - Fin Aid Outreach				160,000	160,000	160,000	0
High Demand Enrollment				164,500	131,299	85,669	(45,630)
Supporting College Student Experiencing Homelessness Grant / SBCTC				102,919	102,919	118,875	15,956
Student Emergency Assistance Grant / SBCTC				100,000	100,000	118,225	18,225
Opportunity Grant Health Workforce/ SBCTC				0	106,845	106,845	0
Subtotal				\$3,634,240	\$4,194,936	\$4,540,831	\$345,895
TOTAL ADJUSTED GRANTS AND CONTRACTS				\$10,594,745	\$11,592,152	\$12,053,860	\$461,708

Notes to the Operating Budget Statements of Revenue and Expenditures

1. District Enrollment Allocation Base (DEAB): Provides base funding in accordance with each district's annual enrollment target. The State Board has a college system-wide enrollment target of 130,981.

District targets are a share of the college system target based on a rolling three-year average of their enrollments. However, in recent years colleges have struggled to meet their targets due to declining enrollment levels. In FY 2024, each FTE has a value of \$3,637 which represents an increase of \$132 per FTE over the previous year.

2. Performance Funding - Student Achievement Initiative (SAI): 5% of the total \$1.24 billion state appropriation is committed to performance funding in the allocation model. This allocation is based upon points and performance outcomes in the academic year 2022-2023.
3. Weighted/Priority Enrollment FTE: Under the allocation model, four enrollment categories receive an additional weight of 0.3 (a value of \$1,091) per student FTE. As indicated below, the skills gap and adult basic education categories make up the bulk of these enrollments.
 - a. Skills Gap – 42%
 - b. Adult Basic Education – 39%
 - c. STEM – 16%
 - d. Upper-level Applied Baccalaureate – 7%
4. Minimum Operating Allocation (MOA): The model assumes every college requires a minimum amount for campus operations. Each college receives \$2.85 million annually. These funds are intended to support facility operations and maintenance. A small portion of this funding comes from the capital budget due to a 2003 fund swap where the Legislature replaced state operating funds for maintenance and operating with capital projects account funding. The remaining funding comes from the operating budget.
5. Provisos and Earmarks:
 - a. Budget Provisos - Language in budget bills where the Legislature places conditions and limitations on the use of appropriations.
 - b. Earmarks are funds identified by the State Board for specific purposes. They fall into two general categories:
 - i. Amounts related to compensation, maintenance and operations and leases; amounts are held in safe harbor for four years after which they are rolled out of safe harbor and distributed through the base allocation.
 - ii. Other Earmarks: Programs or population-specific funds identified by the State Board such as Opportunity Grant, Centers of Excellence, Workforce Development Projects, funds for Disability Accommodations and Students of Color.
6. Instruction: Includes academic transfer, workforce, preparatory (courses under college level), and adult education.
7. Academic Administration: Administrative support and management for instructional programs which includes deans and support staff, faculty professional development, and curriculum development.

8. Student Services: Activities that provide assistance and support for the needs and interests of students. This includes social and cultural development, counseling and advising, financial aid, admissions, and student records.
9. Institutional Support: Includes the activities of management (president, trustees, vice-presidents and support staff), fiscal operations, human resources, public relations, and administrative information technology services that are not related to instructional activities.
10. Subsidies: Financial support provided to students either directly or indirectly.