



Board of Trustees, District No. 20
Walla Walla Community College
Board Meeting Agenda
Board Room (161) | WWCC Walla Walla Campus
Wednesday | June 28, 2023 | 9:30 a.m.

To connect to the Wednesday, June 28, 2023 Board Meeting virtually, go to ZOOM: <https://wwcc-edu.zoom.us/j/85703657642> or dial-in: 253/215-8782.

Study Session

All Times are Estimates

| | | |
|-------------------|---|----------------|
| 9:30 a.m. | Call to Order <i>Ms. Michelle Liberty, Chair</i> | |
| | Approval of Agenda <i>Ms. Liberty</i> | Action |
| 9:35 a.m. | Strategic Enrollment Management Plan <i>Dr. Graydon Stanley and Dr. Lisa Chamberlin</i> | Discuss |
| 10:20 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. Liberty</i> | Action | |
| | 1. May 24, 2023 Board Meeting Minutes | | Tab 1 |
| | 2. Personnel Update | | Tab 2 |
| | 3. Interim Spring and Summer Quarter Enrollment Reports | | Tab 3 |
| 10:35 a.m. | President's Report <i>Dr. Chad Hickox</i> | Discuss | |
| 10:50 a.m. | May Financial Report <i>Mr. Dan Hall and Ms. Lori Peterson</i> | Discuss | Tab 4 |

| | | | |
|-------------------|--|----------------|------------------------------|
| 11:00 a.m. | Second Read: 2023-24 Tuition Schedules and Student Program Fees ➤ 2023-24 Tuition Schedules ➤ 2023-24 Student Program Fees <i>Mr. Hall</i> | Action | Tab 5 Tab 6 |
| 11:10 a.m. | Second Read: 2023-24 Annual Plan and Budget <i>Mr. Hall</i> | Action | Tab 7 |
| 11:20 a.m. | Second Read: 2023-24 Student Services and Activities Fees Budget <i>Dr. Stanley</i> | Action | Tab 8 |
| 11:30 a.m. | Second Read: 2023-24 Athletics Budget <i>Dr. Stanley</i> | Action | Tab 9 |
| 11:40 a.m. | Warrior Pledge <i>Dr. Hickox, Ms. Tessa Kimball, and Ms. Melissa Holecek</i> | Discuss | Tab 10 |
| 12:10 p.m. | College Cellars Structure <i>Dr. Hickox and Ms. Jessica Cook</i> | Discuss | |
| 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> | Discuss | |
| 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, May 24, 2023 in the Board Room on the Walla Walla Community College Walla Walla Campus and via Zoom. Mr. Tim Burt, substitute presiding officer, called the meeting to order at 9:30 a.m.

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

Administrators present: Dr. Chad Hickox, President
Mr. Dan Hall, Interim Vice President, Administrative Services
Ms. Brooke Marshall, Vice President, Human Resources
Dr. Graydon Stanley, Vice President, Student Services
Dr. Nick Velluzzi, Vice President, Planning, Effectiveness, and
Economic Development
Dr. Lisa Chamberlin, Dean, Enrollment Strategies
Ms. Jessica Cook, Executive Director, Foundation
Ms. Christy Doyle, Dean, Access & Opportunity
Dr. Karl Easttorp, Director, Marketing & Communications
Dr. Sara Egbert, Interim Dean, Academic Transfer
Dr. Chad Miltenberger, Dean, Clarkston Campus

Also present: Ms. Debra Erikson, Assistant Dean, Student Success Center
Ms. Doreen Kennedy, Recording Secretary
Mr. Bryan Ovens, AAG
Mr. Jeff Reinland, Athletic Director/Head Men's Basketball Coach
Mr. Joshua Slepín, Director, Institutional Research & Effectiveness

Approval of Agenda.

Mr. Warren moved and Mr. Hernandez seconded to approve the agenda for the May 24, 2023 Board of Trustees meeting as presented. *Motion carried.*

Budget Background. President Hickox, Mr. Dan Hall, and Ms. Lori Peterson led the Board of Trustees through a study session focused on the background and context for the College's 2023-24 budget, noting that a fairly conservative approach was implemented in the budget formulation and following the college's participatory governance model, the newly formed Budget Council took an active advisory role in the development of the draft budget.

Consent Agenda.

Mr. Warren moved and Ms. Leer seconded that the consent agenda items be approved or accepted, as appropriate:

- 1) April 26, 2023 Board Meeting Minutes, 2) Personnel Update,
- 3) Interim Spring Quarter Enrollment Report. *Motion carried.*

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

- Peer College Enrollment Trends: At the close of winter quarter, our enrollment was down 5% year-over-year, while enrollment system-wide was up 2%. In comparison, we are trending below our peer colleges as most are up – some only slightly, with only Yakima down more than we are at 7%. WWCC's peer colleges consist of Big Bend, Centralia, Grays Harbor, Lower Columbia, Peninsula, Skagit Valley, Wenatchee, and Yakima community colleges.
- Warrior Pledge: We are looking more broadly at ways to expand the program beyond the pilot phase and initial target audience in order to provide funding for a greater number of students, which would require increasing use of Scott funds beyond sole use of return on investment funds.

Student Government Association Activity Report.

- **Walla Walla Campus.** Mr. Ricky Gonzalez, Walla Walla SGA President, reported on the following topics:
 - Introduction of SGA Assistants – Hailie Corona (in-person) and Patricia Garcia Alfaro
 - Health & Well-Being:
 - Mental Health Awareness – I'm Alive Mental Health Fair
 - Suicide Prevention Walk – today in downtown WW
 - Rec Center – hours have been expanded and use has increased
 - Events:
 - Earth Day – 800 plants were given away
 - Spring Warrior Forum – Student of Color Experience
 - Cinco de Mayo – sponsored by Latino Club
 - Student Clubs:
 - Space has been created for club council usage
 - Clubs have increased from 4 to 8 clubs this year
 - Addition of new flag poles and flags – located at the main walkway, the poles were provided by SGA and the flags were provided by Facilities
 - Student perspective on in-person vs. online enrollment – more in person offerings provides opportunity for activity engagement, increasing enrollment
 - Graduation – SGA President to speak
 - Special invite to the Board to attend the Honor's Symposium May 25

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

- Re-elected as President for upcoming 3-year term
- LMCC Meetings - overall has been a positive and productive addition to negotiations process
- Faculty Workload – LMCC topic
- Planning for faculty training options
- MOU's being presented for Board approval
- Open administrative positions
- Budget

April Financial Report. Mr. Hall and Ms. Peterson reviewed the financial results for the period ending April 30, 2023, 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

Ms. Peterson noted that there was an error in the budget year listed on Tab 5, page 3, line 3. Correction: Approved 2022-2023 Operating Budget.

Consider Approval of Memorandums of Understanding between the Board of Trustees of Community College District No. 20 and the Walla Walla Community College Association of Higher Education.

Mr. Hernandez moved and Mr. Warren seconded to approve the Memorandum of Understanding Between the Board of Trustees of Community College District No. 20 and the Walla Walla Community College Association of Higher Education, Updated Guided Pathways, High Demand, and Nurse Educator Compensation, as presented. *Motion carried.*

Mr. Warren moved and Mr. Hernandez seconded to approve the Memorandum of Understanding Between the Board of Trustees of Community College District No. 20 and the Walla Walla Community College Association of Higher Education, Faculty Conversion Positions, as presented. *Motion carried.*

First Read: 2023-24 Student Services and Activities Fees Budget. Dr. Graydon Stanley, joined by Mr. Vince Ruzicka, presented the 2023-24 Student Services and Activities Fees proposed

budget, noting several highlights, including a request for the second installment of a two-year request initiated in FY23 for the use of reserve funds to support the following one-time expenditure: \$80,000 for year two of a two-year plan to refurbish the student activity areas of the two campuses, including outdoor areas.

First Read: 2023-24 Athletics Budget. Dr. Stanley, joined by Mr. Jeff Reinland, presented the proposed 2023-24 Athletic program budget in compliance with RCW 28B.15.120, noting the achievements of our athletic teams for their performance in the classroom and in competition and an increase in scholarship support in accordance with NWAC allowances.

First Read: 2023-24 Tuition Schedules and Student Program Fees.

- **2023-24 Tuition Schedules**
- **2023-24 Student Program Fees**

Mr. Hall reviewed the proposed 2023-24 Tuition Schedule which was approved by the Washington State Board for Community and Technical Colleges on May 11, 2023, noting that tuition for a full-time resident student is expected to increase by 3%. Mr. Hall then reviewed the proposed Student Program Fees, noting there were seven (7) changes requested to support course supplies, materials, and instructional support.

First Read: 2023-24 Annual Plan and Budget. Mr. Hall presented the First Read of the 2023-24 Annual Plan and Budget, noting that the budget was developed using a conservative approach in order to balance a projected 2% decrease in enrollment.

Board Reports / Remarks.

The following items were discussed:

- Spring ACT Conference – Note of thanks for all WWCC employees involved in hosting the event at the Marcus Whitman and for onsite campus tours, it was a great success!

New and Unscheduled Business.

The following items were discussed:

- Warrior Pledge
- Bookstore Update
- Dome Floor/Bleachers Update
- Running Start Summer Funding

Public Comment. None.

Recess to Executive Session to Discuss Potential Litigation. The Board recessed to Executive Session at 1:30 p.m. to discuss potential litigation, with an anticipated return time of 1:40 p.m. At 1:40 p.m., the Board announced the Executive Session would be extended to 1:45 p.m. At 1:45 p.m., the Board announced the Executive Session would be extended to 1:50 p.m. At 1:50 p.m., the Board returned to open session and Mr. Burt reported no action had been taken during Executive Session.

Adjournment. The meeting adjourned at 1:50 p.m.

Dr. Chad E. Hickox, President

ATTEST:

Mr. Tim Burt
Board of Trustees

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: June 21, 2023

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 May 2023.

New Hires:

Waldron, Helen – Program Specialist 3, Instruction
 McLean, Scott – Instructional Designer, Access & Opportunity
 Bennett, Seth – Program Assistant, WSP
 Bradley, Jim – IT Customer Service Support-Entry, Technology Services

Separations:

Unger, Cynthia – Secretary Senior, Student Services
 Palumbo, Mara – Program Specialist 3, Student Services
 Kirkpatrick, Claire – TRIO Assistant Director, Student Services

Changes:

Velluzzi, Nick – Vice President of Planning, Effectiveness, and Economic Development
 Garcia, Nereida – Human Resources Consultant 3, Human Resources

Full-Time Positions Currently Posted:

Administrative Assistant 3
 Cellar Master/Vineyard Manager
 CNC Machining Technology Instructor, WSP
 Communications Instructor (tenure-track)
 Dean of Arts & Sciences
 Diesel Technology Instructor
 Director of Enology & Viticulture
 Director of John Deere & Transportation Programs
 Executive Director of Technology Services
 Executive Director, Snake River Salmon Recovery Board
 Human & Social Services Instructor (tenure-track)
 HVAC Technician
 Medical Assisting Program Coordinator/Instructor
 Nursing Instructor, WW
 Program Specialist 2, WSP
 Science Lab Manager/Tutoring-Learning Center Coordinator, Clarkston
 Vice President of Instruction
 Warrior Marketplace Kitchen Manager
 Welding Instructor (tenure-track)



Walla Walla Community College

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

DATE: June 21, 2023

TO: Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Interim Spring Quarter Enrollment

This memo contains current enrollment numbers for Spring Quarter, 2023.

- State supported enrollment for spring quarter is reporting 1,427 FTE, which is down 44 FTE (3%) from 1,471 FTE at the **close** of spring 2022.
- Contract enrollment is reporting 1,232 FTE, up 195 FTE (18.8%) from 1,037 FTE at the **close** of spring quarter 2022.
- Spring quarter self-support enrollment is reporting 47 FTE, down 2 FTE from the **close** of spring 2022.
- Enrollment for combined fund sources amounts to 2,705 FTE, up 148 FTE (5.8%) from 2,557 FTE at the close of spring quarter 2022.



Walla Walla Community College

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

DATE: June 21, 2023
TO: Board of Trustees
FROM: Dr. Nick Velluzzi
RE: Interim Summer Quarter Enrollment

This memo contains current enrollment numbers for Summer Quarter, 2023.

- State supported enrollment for summer quarter is reporting 339 FTE, which is down 36 FTE (10%) from 375 FTE at the **close** of summer 2022.
- Contract enrollment is reporting 108 FTE, down 737 FTE (87%) from 845 FTE at the **close** of summer quarter 2022. Corrections Education continues to enroll students. We anticipate significant growth in contract enrollment over the month.
- Self-support enrollment is reporting 21 FTE, up 5 FTE from the **close** of summer 2022.
- Enrollment for combined fund sources amounts to 468 FTE, down 768 FTE (62%) from 1,236 FTE at the **close** of summer quarter 2022.

Financial Results

For Period Ending May 31, 2023

Board of Trustees Meeting
June 28, 2023



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
- ☐ Questions



FY2023 Operating Budget

| | |
|---|---------------------|
| Approved 2022-2023 Operating Budget | \$35,144,754 |
| Approved 2022-2023 Course/Program Fees Budget | 1,328,000 |
| Approved 2022-2023 Operating Budget | \$36,472,754 |

Operating Budget

| | | |
|--|--------------|-----------|
| Approved 2022-2023 Operating Budget Spending | \$35,144,754 | |
| Allocation 1 - Postsecondary Enrollment SSHB1825 | \$160,000 | 1,090,058 |
| Allocation 1 - Out-of-State Payroll Specialist | -2,578 | |
| Allocation 2 - Curriculum Review | 3,660 | |
| Allocation 2 - Health Care Opportunity Grants | 219,000 | |
| Allocation 2 - Centers of Excellence | -2,000 | |
| Allocation 2 - Goldstar Families | 3,998 | |
| Allocation 3 - Health Care Simulation Labs | 427,000 | |
| Allocation 4 - Equity & Access SB 5194 | 125,000 | |
| Allocation 7 - Climate Solutions Curriculum | 5,400 | |
| Allocation 7 - Trucking/School Bus Driving | 148,138 | |
| Allocation 9 - Curriculum Review | 2,440 | |

| | |
|---|---------------------|
| Updated 2022-2023 Operating Spending | \$36,234,812 |
|---|---------------------|



Revenue

| | 2022-2023 Adjusted Budget | % of Total | 2022-2023 YTD Actuals | % of Budget | 2021-2022 YTD Actuals | % of Budget | Difference over Prior Year | % Change YOY |
|--|------------------------------|---------------|--------------------------|----------------|--------------------------|----------------|----------------------------------|-----------------|
| State Allocation | | | | | | | | |
| Base Allocation | \$21,456,327 | 59% | \$19,116,489 | 89% | \$16,736,381 | 85% | \$2,380,109 | 14% |
| Opportunity Grant | 461,412 | 1% | 315,721 | 68% | 279,724 | 61% | 35,997 | 13% |
| Worker Retraining | 1,725,323 | 5% | 1,321,097 | 77% | 1,368,905 | 78% | -47,808 | -3% |
| Total State Revenue | \$23,643,062 | 65% | \$20,753,307 | 88% | \$18,385,009 | 84% | \$2,368,298 | 13% |
| Operating Fee & Other Revenue | | | | | | | | |
| Operating Fee | \$6,250,000 | 17% | \$5,994,759 | 96% | \$5,809,912 | 95% | \$184,847 | 3% |
| Student Fees/Other Misc Rev | 365,750 | 1% | 1,141,618 | 312% | 700,589 | 192% | 441,030 | 63% |
| Open Doors Program | 42,000 | 0% | 123,235 | 293% | 36,660 | 15% | 86,574 | 236% |
| Running Start | 1,700,000 | 5% | 1,303,947 | 77% | 1,286,563 | 76% | 17,384 | 1% |
| Foundation Support | 250,000 | 1% | 150,000 | 60% | 150,000 | 75% | 0 | 0% |
| Grants and Contracts - Indirect | 964,000 | 3% | 728,177 | 76% | 790,892 | 79% | -62,715 | -8% |
| Community Service | 260,000 | 1% | 196,625 | 76% | 223,760 | 123% | -27,135 | -12% |
| Ancillary Programs | 150,000 | 0% | 153,417 | 102% | 60,130 | 40% | 93,288 | 155% |
| Total Tuition & Other Revenue | \$9,981,750 | 28% | \$9,791,778 | 98% | \$9,058,506 | \$0 | \$733,272 | 8% |
| Use of Fund Balance (ctcLink) | \$1,110,000 | 3% | \$276,222 | 1% | \$469,507 | 45% | -\$193,285 | -41% |
| CRSSAA/ARPA Funding | \$1,500,000 | 4% | \$691,796 | 2% | \$0 | 87% | \$691,796 | 0% |
| TOTAL REVENUE | \$36,234,812 | 100% | \$31,513,103 | 87% | \$27,913,021 | 83% | \$3,600,082 | 13% |



Expenditures, *by Category*

| | 2022-2023 Adjusted Budget | % of Total | 2022-2023 YTD Actuals | % of Budget | 2021-2022 YTD Actuals | % of Budget | Difference over Prior Year | % Change YOY |
|----------------------------------|------------------------------|-------------|--------------------------|-------------|--------------------------|----------------|----------------------------------|-----------------|
| Salaries and Wages | \$21,443,113 | 59% | \$17,475,137 | 81% | \$15,838,158 | 79% | \$1,636,979 | 10% |
| Benefits | 7,297,352 | 20% | 6,068,118 | 83% | 5,075,910 | 75% | 992,208 | 20% |
| Rents | 40,460 | 0% | 31,847 | 79% | 49,978 | 124% | -18,132 | -36% |
| Utilities | 964,188 | 3% | 979,848 | 102% | 889,760 | 99% | 90,087 | 10% |
| Goods and Services | 3,572,425 | 10% | 2,746,666 | 77% | 2,304,115 | 77% | 442,551 | 19% |
| Travel | 102,435 | 0% | 87,792 | 86% | 26,514 | 25% | 61,277 | 231% |
| Equipment | 791,069 | 2% | 377,012 | 48% | 258,076 | 74% | 118,937 | 46% |
| Fin Aid, Debt Service, Transfers | 2,070,448 | 6% | 963,165 | 47% | 1,082,870 | 63% | -119,704 | -11% |
| TOTAL EXPENSE | \$36,281,491 | 100% | \$28,729,585 | 79% | \$25,525,382 | 78% | \$3,204,203 | 13% |



Expenditures, *by Function*

| | 2022-2023 Adjusted Budget | % of Total | 2022-2023 YTD Actuals | % of Budget | 2021-2022 YTD Actuals | % of Budget | Difference over Prior Year | % Change YOY |
|-------------------------|------------------------------|-------------|--------------------------|-------------|--------------------------|----------------|----------------------------------|-----------------|
| Instruction | \$13,350,854 | 37% | \$10,196,281 | 76% | \$9,493,615 | 79% | \$702,666 | 7% |
| Community Service | 243,154 | 1% | 179,483 | 74% | 197,764 | 109% | -18,281 | -9% |
| Instructional Computing | 399,182 | 1% | 262,506 | 66% | 329,158 | 103% | -66,652 | -20% |
| Ancillary Programs | 150,000 | 0% | 106,052 | 71% | 84,091 | 56% | 21,962 | 26% |
| Academic Administration | 2,885,367 | 8% | 2,221,631 | 77% | 2,317,301 | 87% | -95,670 | -4% |
| Library Services | 612,554 | 2% | 550,067 | 90% | 467,747 | 76% | 82,320 | 18% |
| Student Services | 5,293,780 | 15% | 4,385,683 | 83% | 3,126,457 | 64% | 1,259,226 | 40% |
| Institutional Support | 9,809,486 | 27% | 7,374,164 | 75% | 6,566,012 | 77% | 808,152 | 12% |
| Facility Services | 3,537,114 | 10% | 3,453,718 | 98% | 2,943,238 | 86% | 510,480 | 17% |
| TOTAL EXPENSE | \$36,281,491 | 100% | \$28,729,585 | 79% | \$25,525,382 | 78% | \$3,204,203 | 13% |



Course/Program Fees

| | Academic Transfer | Vocational Programs | Healthcare Education | Facility Use Fees | All Other | Total |
|--|----------------------|------------------------|-------------------------|----------------------|------------------|--------------------|
| Student Fee Revenue, Year-to-date | \$69,950 | \$490,379 | \$254,658 | \$322,946 | \$441,102 | \$1,579,034 |
| less: Program costs | <u>47,010</u> | <u>429,432</u> | <u>258,007</u> | <u>219,901</u> | <u>307,441</u> | <u>1,261,791</u> |
| Net Profit/(Loss), Year-to-date | \$22,940 | \$60,946 | -\$3,349 | \$103,045 | \$133,661 | \$317,243 |
| Opening Fund Balance, 7/1/22 | <u>\$90,140</u> | <u>\$581,973</u> | <u>\$298,839</u> | <u>\$1,553,103</u> | <u>\$554,160</u> | <u>\$3,078,215</u> |
| Fund Balance as of 5/31/2023 | \$113,080 | \$642,920 | \$295,491 | \$1,656,147 | \$687,821 | \$3,395,458 |



Self-Support Programs

| | Quest | Youth Programs | Continuing Education | Community Education | Resale Programs | 2nd Chance Pell | Total |
|--|------------------------|------------------------|------------------------|-----------------------|-------------------------|------------------------|------------------------|
| Revenue, Year-to-date | \$69,366 | \$998 | \$14,842 | \$14,443 | \$153,417 | \$96,975 | \$350,042 |
| less: Program costs | <u>37,343</u> | <u>-</u> | <u>77,802</u> | <u>13,262</u> | <u>106,052</u> | <u>51,076</u> | <u>285,535</u> |
| Net Profit/(Loss), Year-to-date | \$32,023 | \$998 | -\$62,960 | \$1,181 | \$47,365 | \$45,899 | \$64,507 |
| Opening Fund Balance, 7/1/22 | <u>-\$38,394</u> | <u>\$21,683</u> | <u>\$60,275</u> | <u>\$0</u> | <u>-\$67,687</u> | <u>\$53,541</u> | <u>\$29,418</u> |
| Fund Balance as of 5/31/2023 | <u>-\$6,371</u> | <u>\$22,681</u> | <u>-\$2,684</u> | <u>\$1,181</u> | <u>-\$20,322</u> | <u>\$99,440</u> | <u>\$93,925</u> |



Grants and Contracts

| | May 2023 Budget Changes | 2022-2023 YTD Budget | Expenditures to Date | YTD % Spent |
|-------------------------------------|----------------------------|-------------------------|-------------------------|----------------|
| Corrections Education | \$0 | \$7,718,306 | \$6,654,232 | 86% |
| State Funded Grants | (375,637) | 2,665,313 | 1,798,787 | 67% |
| Federal Funded Grants | - | 1,496,175 | 828,612 | 55% |
| CARES, CRRSAA, ARPA | - | 5,192,632 | 3,458,411 | 67% |
| Private Funded Grants | - | 223,572 | 53,330 | 24% |
| Fiscal Agent Grants | - | 1,002,668 | 548,516 | 55% |
| TOTAL GRANTS & CONTRACTS | (\$375,637) | \$18,298,666 | \$13,341,888 | 73% |



Enterprise Funds

| | ASG/Athletics | Bookstore | Culinary | Other Enterprise | Total |
|---|--------------------|--------------------|-----------------|------------------|--------------------|
| <u>Revenue, Year-to-date</u> | | | | | |
| Tuition/Fees | \$724,128 | -\$720 | \$812 | \$47,732 | \$771,952 |
| Sales | 150 | 577,467 | - | - | \$577,617 |
| Club/Team Fundraising | 145,204 | - | - | - | 145,204 |
| Other | 35,313 | 4,421 | 1,762 | 21,438 | 62,934 |
| Total YTD Revenue | \$904,795 | \$581,168 | \$2,574 | \$69,170 | \$1,557,708 |
| <u>Program Costs, Year-to-date</u> | | | | | |
| Salaries and Benefits | \$295,619 | \$249,399 | \$0 | \$1,740 | \$546,759 |
| Scholarships | 164,363 | - | - | - | 164,363 |
| Goods and Services | 847,515 | 781,086 | 5,656 | 19,663 | 1,653,919 |
| Total YTD Program Costs | \$1,307,497 | \$1,030,486 | \$5,656 | \$21,403 | 2,365,041 |
| Net Profit/(Loss), Year-to-date | -\$402,701 | -\$449,317 | -\$3,081 | \$47,767 | -\$807,333 |
| Opening Fund Balance, 7/1/22 | \$1,124,303 | \$878,796 | \$58,428 | \$533,562 | \$2,595,089 |
| Fund Balance as of 5/31/2023 | \$721,601 | \$429,479 | \$55,346 | \$581,329 | \$1,787,756 |



Fund Balance Report

| | Balance | Committed | Available | Notes |
|---------------------------------|---------------------|-------------------|---------------------|---|
| Grants - 145 | -\$5,894,134 | -\$5,894,134 | \$0 | Allowable spending specific to each grant |
| Contracts - 146 | 9,122,200 | 1,357,813 | 7,764,387 | Available includes: Running Start, Grant and Contract indirect, balance of HEERF draws |
| Local Funds - 148 | 7,833,213 | 3,797,273 | 4,035,940 | Committed includes: ctcLink, Self-support and ancillary programs, course, program, and tech fees |
| Operating Fee (Tuition) -149 | 5,132,961 | 0 | 5,132,961 | Tuition and investment interest |
| Motorpool - 460 | 90,427 | 90,427 | - | For maintenance of Motorpool fleet |
| SGA/Athletics - 522 | 721,601 | 721,601 | - | For SGA/Athletics support |
| Bookstore - 524 | 429,479 | 429,479 | - | For Bookstore operation |
| Culinary Enterprises - 569 | 55,346 | 55,346 | - | For culinary enterprise activity only (Capstone, catering, café) |
| Auxilliary - 570 | 581,329 | 581,329 | - | Reserved balances (PBX and software replace, various pass-throughs and fees, faculty excellence, etc) |
| Other funds | -1,263,185 | -1,263,185 | - | Agency funds, local capital, state appropriations, 3.5% FA |
| Uncommitted Fund Balance | \$16,809,237 | -\$124,050 | \$16,933,288 | |



Looking Ahead

| | Amount | Notes |
|-----------------------------------|---------------------|---|
| Uncommitted Fund Balance | \$16,933,288 | from previous slide |
| <u>Less:</u> | | |
| IT infrastructure | 912,000 | Classroom technology upgrades |
| ctcLink | 50,500 | Ongoing costs of implementation/stabilization |
| Subtotal | \$15,970,788 | |
| <u>Less Reserves:</u> | | <u>Board Policy 1670</u> |
| Operational Contingency | 1,094,183 | 3% of FY23 budgeted operating expenditures |
| Operating Reserves | 6,200,368 | 17% of FY23 budgeted operating expenditures |
| Net Available Fund Balance | \$8,676,237 | |



Year-End Forecast

| | FY21 Budget | FY21 Actual | FY22 Budget | FY22 Actual | FY23 Budget | FY23 Actual (estimated) |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|
| Annual State FTE Enrollments | 2,157 | 1,696 | 1,950 | 1,699 | 1,776 | 1,618 |
| Revenue | | | | | | |
| State and Local | \$26,484,213 | \$25,938,228 | \$25,820,685 | \$25,477,440 | \$27,374,812 | \$28,244,792 |
| Operating Fee (Tuition) | 6,237,448 | 5,718,286 | 6,100,000 | 6,759,437 | 6,250,000 | 6,390,041 |
| Reserves and COVID Relief | 0 | 141,504 | 1,660,272 | 879,530 | 2,610,000 | 1,027,794 |
| Total Revenue | \$32,721,661 | \$31,798,018 | \$33,580,957 | \$33,116,407 | \$36,234,812 | \$35,662,627 |
| Expenditures | | | | | | |
| Salaries and Wages | \$18,082,092 | \$16,469,393 | \$19,928,227 | \$18,532,462 | \$21,443,113 | \$20,045,441 |
| Benefits | 6,312,791 | 5,848,155 | 6,795,456 | 5,968,897 | 7,297,353 | 6,942,022 |
| Total Personnel Costs | \$24,394,883 | \$22,317,548 | \$26,723,683 | \$24,501,360 | \$28,740,466 | \$26,987,463 |
| Personnel as a % of Revenue | 74.6% | 70.2% | 79.6% | 74.0% | 79.3% | 75.7% |
| Total Non-Personnel Expense | \$5,978,950 | \$5,302,660 | \$6,548,430 | \$5,946,258 | \$7,541,025 | \$6,593,779 |
| Operating Expense as % Rev | 18.3% | 16.7% | 19.5% | 18.0% | 20.8% | 18.5% |
| Total Operating Expense | \$30,373,833 | \$27,620,208 | \$33,272,113 | \$30,447,617 | \$36,281,491 | \$33,581,242 |
| Operating as a % of Revenue | 92.8% | 86.9% | 99.1% | 91.9% | 100.1% | 94.2% |
| Net Operating Excess/(Deficit) | \$2,347,828 | \$4,177,810 | \$308,844 | \$2,668,789 | (\$46,679) | \$2,081,385 |

Questions?

Lori Peterson
Financial Reporting and Budget Accountant





Walla Walla Community College

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

DATE: June 28, 2023

TO: Board of Trustees

FROM: Dan Hall, Interim Vice President of Administrative Services

RE: Second Reading and Request for Approval of the 2023-2024 Tuition Schedules & 2023-2024 Course Fee Schedule

This is the second reading of the 2023-24 draft tuition schedules that serves to inform students what they can expect to pay for tuition and fees starting Fall Quarter 2023. Attached are the rates for all Washington State Community Colleges, approved by the State Board for Community and Technical Colleges (SBCTC) on May 11, 2023. Tuition for a full-time resident is expected to increase by 3.0%.

The 2023-24 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.

The student fee schedule is updated to reflect requested changes proposed by program managers, including an addition of three fee request changes since the May 24th meeting in which the revision of seven fees was reviewed, for a total of ten fee request changes.

Two of the added changes reflect testing fees, the third is to allow the truck driving fee approved at the March 22nd meeting to be charged on a per unit basis rather than a per course basis to better accommodate those students who may take fewer credits over more quarters – the total course fee remains the same (\$355.55 x 9 credits = \$3,200). All changes are to support course supplies, materials and instructional support. A detailed break out of the requested changes is attached, along with the entire Board of Trustees approved fee schedule.

We recommend and request the Boards approval of the FY2023-24 tuition and course fee schedules.

2023-2024 Lower Division Tuition Schedule in USD

State Board Established - Resident - **approved May 11, 2023**

| | 2022-2023 | 2023-2024 | Diff. | % Diff |
|---|-----------|-----------|-------|---------|
| 1-10 Credits | | | | |
| Operating Fee | 93.94 | 96.76 | 2.82 | 3.0% |
| Building Fee | 12.94 | 14.11 | 1.17 | 9.0% |
| S & A Fee | 12.25 | 12.71 | 0.46 | 3.8% |
| | 119.13 | 123.58 | 4.45 | 3.7% |
| 11-18 Credits | | | | |
| Operating Fee | 47.27 | 48.69 | 1.42 | 3.0% |
| Building Fee | 4.56 | 4.97 | 0.41 | 9.0% |
| S & A Fee | 7.11 | 7.36 | 0.25 | 3.5% |
| | 58.94 | 61.02 | 2.08 | 3.5% |
| Basic Skills (ABE, GED, ESL), per student/quarter | | | | \$25.00 |

WWCC Board of Trustees Established:

| | |
|---|--------------------|
| Non-Resident Special Fee | \$15/cr. max \$225 |
| Eligible Veterans and National Guard Members Tuition Waiver | 50% |
| Ungraded Courses (EMT, First Aid, Quest, Journey person) | \$41.00 |
| Space Available for Senior Citizens, per class, limit 2 classes | \$2.50 |
| Professional Technical students and req. courses 18+ cr. | \$25.00 |
| American Indian Students - Nonresident differential waived | |
| H. S. Completion for non-res.- Nonresident differential waived | |
| Parent Ed Courses | \$25.00 |
| Athletic Waiver, "grant-in-aid" eligible res. & non-res. | 25% |
| Maximum 385.2 / Qtr | |

Credit Level Examples

| Credit Level | Tuition | Fees | | | TOTAL |
|---------------|---------------------|---------------|------------|------------------------------|-----------------|
| | SBCTC | Student Voted | | Board of Trustees | |
| | Washington Resident | Facility Use | Technology | Comprehensive ⁽¹⁾ | Cost per Credit |
| 1 | 123.58 | 9.00 | 3.00 | 4.90 | 140.48 |
| 2 | 247.16 | 18.00 | 6.00 | 9.80 | 280.96 |
| 3 | 370.74 | 27.00 | 9.00 | 14.70 | 421.44 |
| 4 | 494.32 | 36.00 | 12.00 | 19.60 | 561.92 |
| 5 | 617.90 | 45.00 | 15.00 | 24.50 | 702.40 |
| 6 | 741.48 | 54.00 | 18.00 | 29.40 | 842.88 |
| 7 | 865.06 | 63.00 | 21.00 | 34.30 | 983.36 |
| 8 | 988.64 | 72.00 | 24.00 | 39.20 | 1,123.84 |
| 9 | 1,112.22 | 81.00 | 27.00 | 44.10 | 1,264.32 |
| 10 | 1,235.80 | 90.00 | 30.00 | 49.00 | 1,404.80 |
| 11 | 1,296.82 | 90.00 | 30.00 | 49.00 | 1,465.82 |
| 12 | 1,357.84 | 90.00 | 30.00 | 49.00 | 1,526.84 |
| 13 | 1,418.86 | 90.00 | 30.00 | 49.00 | 1,587.86 |
| 14 | 1,479.88 | 90.00 | 30.00 | 49.00 | 1,648.88 |
| 15 | 1,540.90 | 90.00 | 30.00 | 49.00 | 1,709.90 |
| 16 | 1,601.92 | 90.00 | 30.00 | 49.00 | 1,770.92 |
| 17 | 1,662.94 | 90.00 | 30.00 | 49.00 | 1,831.94 |
| 18 | 1,723.96 | 90.00 | 30.00 | 49.00 | 1,892.96 |
| 19+ (per cr.) | 110.87 | - | - | - | 110.87 |

| COST PER CREDIT BY STUDENT TYPE | | | | |
|--|---------------|---------------------------|-----------|-------------------------------|
| Board of Trustees | | | | |
| US Citizen Non-Resident Tuition ⁽²⁾ | International | WA Resident HS Completion | Parent ED | EMT, FA, Quest w/ FUF & Comp. |
| 177.61 | 334.85 | 32.90 | 16.00 | 54.90 |
| 355.22 | 669.70 | 65.80 | 32.00 | 109.80 |
| 532.83 | 1,004.55 | 98.70 | 48.00 | 164.70 |
| 710.44 | 1,339.40 | 131.60 | 64.00 | 219.60 |
| 888.05 | 1,674.25 | 164.50 | 80.00 | 274.50 |
| 1,065.66 | 2,009.10 | 197.40 | 96.00 | 329.40 |
| 1,243.27 | 2,343.95 | 230.30 | 112.00 | 384.30 |
| 1,420.88 | 2,678.80 | 263.20 | 128.00 | 439.20 |
| 1,598.49 | 3,013.65 | 296.10 | 144.00 | 494.10 |
| 1,776.10 | 3,348.50 | 329.00 | 160.00 | 549.00 |
| 1,855.44 | 3,417.46 | 345.00 | 176.00 | 590.00 |
| 1,934.78 | 3,486.42 | 361.00 | 192.00 | 631.00 |
| 2,014.12 | 3,555.38 | 377.00 | 208.00 | 672.00 |
| 2,093.46 | 3,624.34 | 393.00 | 224.00 | 713.00 |
| 2,172.80 | 3,693.30 | 409.00 | 240.00 | 754.00 |
| 2,237.14 | 3,762.26 | 425.00 | 256.00 | 795.00 |
| 2,301.48 | 3,831.22 | 441.00 | 272.00 | 836.00 |
| 2,365.82 | 3,900.18 | 457.00 | 288.00 | 877.00 |
| 114.17 | 305.24 | 25.00 | 16.00 | 41.00 |

(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

2023-2024 Upper Division Tuition Schedule

State Board Established - Resident - **approved May 11, 2023**

| | 2022-2023 | 2023-2024 | Diff. | % Diff |
|----------------------|--------------|--------------|-------------|--------------|
| 1-10 Credits | | | | |
| Operating Fee | 207.07 | 213.28 | 6.21 | 3.00% |
| Building Fee | 12.94 | 14.11 | 1.17 | 9.04% |
| S & A Fee | <u>12.25</u> | <u>12.71</u> | <u>0.46</u> | <u>3.76%</u> |
| | 232.26 | 240.10 | 7.84 | 3.38% |
| 11-18 Credits | | | | |
| Operating Fee | 0.00 | 0.00 | 0.00 | 0.00% |
| Building Fee | 4.56 | 4.97 | 0.41 | 8.99% |
| S & A Fee | <u>7.11</u> | <u>7.36</u> | <u>0.25</u> | <u>3.52%</u> |
| | 11.67 | 12.33 | 0.66 | 5.66% |

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 615.7 / Qtr | |

Credit Level Examples

| Credit Level | TUITION | FEES | | | TOTAL | COST PER CREDIT BY STUDENT TYPE | |
|---------------|---------------------|---------------|------------|------------------------------|----------|--|---------------|
| | SBCTC | Student Voted | | Board of Trustees | | Board of Trustees | SBCTC |
| | Washington Resident | Facility Use | Technology | Comprehensive ⁽¹⁾ | | US Citizen Non-Resident Tuition ⁽²⁾ | International |
| 1 | 240.10 | 9.00 | 3.00 | 4.90 | 257.00 | 299.67 | 691.60 |
| 2 | 480.20 | 18.00 | 6.00 | 9.80 | 514.00 | 599.34 | 1,383.20 |
| 3 | 720.30 | 27.00 | 9.00 | 14.70 | 771.00 | 899.01 | 2,074.80 |
| 4 | 960.40 | 36.00 | 12.00 | 19.60 | 1,028.00 | 1,198.68 | 2,766.40 |
| 5 | 1,200.50 | 45.00 | 15.00 | 24.50 | 1,285.00 | 1,498.35 | 3,458.00 |
| 6 | 1,440.60 | 54.00 | 18.00 | 29.40 | 1,542.00 | 1,798.02 | 4,149.60 |
| 7 | 1,680.70 | 63.00 | 21.00 | 34.30 | 1,799.00 | 2,097.69 | 4,841.20 |
| 8 | 1,920.80 | 72.00 | 24.00 | 39.20 | 2,056.00 | 2,397.36 | 5,532.80 |
| 9 | 2,160.90 | 81.00 | 27.00 | 44.10 | 2,313.00 | 2,697.03 | 6,224.40 |
| 10 | 2,401.00 | 90.00 | 30.00 | 49.00 | 2,570.00 | 2,996.70 | 6,916.00 |
| 11 | 2,413.33 | 90.00 | 30.00 | 49.00 | 2,582.33 | 3,024.95 | 6,929.25 |
| 12 | 2,425.66 | 90.00 | 30.00 | 49.00 | 2,594.66 | 3,053.20 | 6,942.50 |
| 13 | 2,437.99 | 90.00 | 30.00 | 49.00 | 2,606.99 | 3,081.45 | 6,955.75 |
| 14 | 2,450.32 | 90.00 | 30.00 | 49.00 | 2,619.32 | 3,109.70 | 6,969.00 |
| 15 | 2,462.65 | 90.00 | 30.00 | 49.00 | 2,631.65 | 3,137.95 | 6,982.25 |
| 16 | 2,474.98 | 90.00 | 30.00 | 49.00 | 2,643.98 | 3,151.20 | 6,995.50 |
| 17 | 2,487.31 | 90.00 | 30.00 | 49.00 | 2,656.31 | 3,164.45 | 7,008.75 |
| 18 | 2,499.64 | 90.00 | 30.00 | 49.00 | 2,668.64 | 3,177.70 | 7,022.00 |
| 19+ (per cr.) | 227.39 | - | - | - | 227.39 | 237.59 | 661.99 |

(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
2023-2024**

BOARD APPROVED FEES

| GENERAL LOCAL FUND 148 | | Fee Description | Basis for Calculation of Fee | 2022-2023 FEES | 2023-2024 PROPOSED FEES |
|---|--------------|---|---------------------------------|-------------------|----------------------------|
| Liability Insurance | 210000281185 | Nursing Liability insurance | per quarter | \$ 18.75 | \$ 19.00 |
| Medical Asst Supplies | 210000200130 | Program specific supplies | per class | - | \$ 142.00 |
| 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 | \$ 210.00 | \$ 247.50 |
| 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 | \$ 165.00 | \$ 200.00 |
| Science Lab Fee - 2 Hr | 210000200510 | Lab Fee assessed to students in science classes to cover supplies & instructional support | per course | \$ 55.00 | \$ 65.00 |
| 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 | \$ 45.00 | \$ 50.00 |
| 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 |

**NEWLY ADDED FEE CHANGES
(subsequent to 5/24/2023 Board meeting)**

BOARD APPROVED FEES

| GENERAL LOCAL FUND 148 | | Fee Description | Basis for Calculation of Fee | 2022-2023 FEES | 2023-2024 PROPOSED FEES |
|------------------------------|--------------|--|---------------------------------|-------------------|----------------------------|
| Placement Retake Fee | 300000200090 | Fee to recover the cost of retaking a placement test | upon request | \$ 10.00 | \$ 15.00 |
| Testing Fee Non WWCC Student | 200-ZF | Fee for Non-WWCC students taking tests | upon request | \$ 25.00 | \$ 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 | \$ 3,200.00 | \$ 355.55 |

**PROPOSED
STUDENT FEE SCHEDULE
2023-2024**

BOARD APPROVED FEES

| GENERAL LOCAL FUND 148 | | Fee Description | Basis for Calculation of Fee | 2022-2023 FEES | 2023-2024 PROPOSED FEES |
|---|--------------|--|------------------------------|----------------|-------------------------|
| Placement Retake Fee | 300000200090 | Fee to recover the cost of retaking a placement test | upon request | \$ 10.00 | \$ 15.00 |
| Testing Fee Non WWCC Student | 200-ZF | Fee for Non-WWCC students taking tests | upon request | \$ 25.00 | \$ 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 | \$ 3,200.00 | \$ 355.55 |
| Ag Business Program Fee | 210000200410 | Program specific fees to cover supplies & instructional support | per credit up to 18 credits | \$ 0.50 | \$ 0.50 |
| Ag Science Program Fee | 210000200370 | \$4 supplies & instructional support and \$2 equipment repair & replacement | per credit up to 18 credits | \$ 6.00 | \$ 6.00 |
| 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 | \$ 35.00 |
| Art Lab Fee CLK | 210000200330 | Lab Fee assessed to students in art classes to cover supplies & instructional support | per course | \$ 35.00 | \$ 35.00 |
| 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 | 200000005050 | Covers graduation, ID cards, initial application & other student-focused costs | \$4.40 per credit; \$44 cap | \$ 44.00 | \$ 44.00 |
| Computer Science Program Fee | 210000200040 | \$6 supplies & instructional support and \$4 equipment repair & replacement | per credit up to 18 credits | \$ 10.00 | \$ 10.00 |

**PROPOSED
STUDENT FEE SCHEDULE
2023-2024**

BOARD APPROVED FEES

| GENERAL LOCAL FUND 148 | | Fee Description | Basis for Calculation of Fee | 2022-2023 FEES | 2023-2024 PROPOSED FEES |
|---|--------------|---|---------------------------------|-------------------|----------------------------|
| Computer Science Program Fee | 210000373675 | \$6 supplies & instructional support and \$4 equipment repair & replacement | per credit up to 18 credits | \$ 10.00 | \$ 10.00 |
| Cosmetology Program Fee | 210000200440 | \$22 supplies & instructional support and \$3 equipment repair & replacement | per credit up to 18 credits | \$ 25.00 | \$ 25.00 |
| 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 | \$35 supplies & instructional support and \$10 equipment repair & replacement | per credit up to 18 credits | \$ 45.00 | \$ 45.00 |
| Diesel Tech Program Fee | 210000200450 | \$12 supplies & instructional support and \$10 equipment repair & replacement | per credit up to 18 credits | \$ 37.00 | \$ 37.00 |
| 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 | \$ 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 | \$5 supplies & instructional support and \$5 equipment repair & replacement | per credit up to 18 credits | \$ 10.00 | \$ 10.00 |
| Liability Insurance | 210000281185 | Nursing Liability insurance | per quarter | \$ 18.75 | \$ 19.00 |

**PROPOSED
STUDENT FEE SCHEDULE
2023-2024**

BOARD APPROVED FEES

| GENERAL LOCAL FUND 148 | | Fee Description | Basis for Calculation of Fee | 2022-2023 FEES | 2023-2024 PROPOSED FEES |
|--|------------------------|--|---------------------------------|-------------------|----------------------------|
| Medical Asst Supplies | 210000200130 | Program specific supplies | per class | - | \$ 142.00 |
| 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 | \$ 37.00 |
| Nursing Asst Supplies | 210000200070 | Fee to cover supplies and miscellaneous equipment | per class | \$ 50.00 | \$ 50.00 |
| 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 | \$ 210.00 | \$ 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 | \$ 165.00 | \$ 200.00 |
| Nursing Skills Practice Supply | 210000200520 | Used for equipment costs | per class | \$ 160.00 | \$ 160.00 |
| 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 | \$ 13.50 |
| 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 |
| 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 | \$ 55.00 | \$ 65.00 |
| Science Lab Fee-Clk | 210000200360 | Lab Fee assessed to students in science classes to cover supplies & instructional support | per course | \$ 55.00 | \$ 55.00 |
| 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 |
| Turf Mgmt Program Fee | 210000200350 | \$1 supplies & instructional support and \$9 equipment repair & replacement | per credit up to 18 credits | \$ 2.00 | \$ 2.00 |

**PROPOSED
STUDENT FEE SCHEDULE
2023-2024**

BOARD APPROVED FEES

| GENERAL LOCAL FUND 148 | | Fee Description | Basis for Calculation of Fee | 2022-2023 FEES | 2023-2024 PROPOSED FEES |
|---|--------------|--|---------------------------------|-------------------|----------------------------|
| 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 | \$5 supplies & instructional support and \$10 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 | \$ 45.00 | \$ 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 |



Office of the President
Walla Walla Community College
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MEMORANDUM

TO: Board of Trustees

DATE: June 28, 2023

FROM: Chad E. Hickox
President

RE: Fiscal Year 2023-24 College Operating Budget

The 2023-2024 Walla Walla Community College operating budget was developed in accordance with the College's strategic plan and reflects priorities established by the Board of Trustees and the College's leadership team, who sought 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 when the Budget Council was convened and took an active role in developing the draft budget. Composed of representative Classified staff, Faculty, and Administrative Exempt employees, the Budget Council discussed budget assumptions, proposed changes to past practices, and reviewed information prior to presentation to ELT and the Board of Trustees.

The College as a whole is to be commended for its contributions to the development of this budget, first as part of the comprehensive and inclusive zero-based budgeting approach that was initiated in February of 2020, and more recently through participation in the nascent participatory governance structure. Ultimately, the success of the college at edging closer to a sustainable budget in the near future is a result of concerted effort to spend wisely, staff strategically, and stay focused on our core mission. Through position control measures intended to keep payroll costs in check, strategic enrollment management measures in effect, aggressive outreach, recruiting, community engagement activities, and multiple other initiatives, the College is actively adapting to circumstances to ensure that it will continue to meet the needs of the communities we serve.

There is no question that challenges created by the COVID-19 pandemic continue to significantly affect the College's financial situation with regard to planning for FY 24. Enrollment remains low, the need for additional resources to support the mental health and well-being of students remains high, and compliance requirements, including legislative reporting, continue to increase. Inflationary impacts, especially with regard to utility costs, continue to present a challenging fiscal environment for FY 24 and the future.

It is noteworthy that WWCC is positioning itself for future growth by making a number of important investments in personnel and infrastructure, which are made possible in large part by the federal COVID-19 relief funds that are available to WWCC in the form of lost-revenue reimbursement. These investments will provide various opportunities for enrollment growth, increased rates of retention, and higher success rates for students. These investments promise to translate directly into increased revenue over the next one to five years, although the precise trajectory of enrollment over that time is still the subject of intense exploration and analysis. This budget as presented today, May 24, 2023, 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. The pandemic aftermath has stretched everyone's resources thin, and the convergence of pandemic-related difficulties as well as adjusting to the new operating environment that resulted from the implementation of ctcLink/WarriorLink, have made this budget cycle particularly challenging. Nevertheless, 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 24. I commend, congratulate, and thank the myriad contributors to this budget, and look forward to the bright future awaiting WWCC.

Thank you, Trustees, for your dedication to our mission and your support of our students and staff. We recommend and request the Board's approval of the FY22-23 operating budget.



BUDGET

FISCAL YEAR 2023 - 2024

Proposed to the Board of Trustees

June 28, 2023

Submitted by:
Dr. Chad E. Hickox, President

BOARD OF TRUSTEES

Michelle Liberty, Chair of the Board

Tara Leer, Vice Chair of the Board

Tim Burt

Sergio Hernandez

Bill Warren

WWCC 2023-2024 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 2020-2021 academic year, provided us with strategic priorities and guidance throughout the budgeting process. The plan carries forward the priorities previously identified by the Board of Trustees to establish institutional stability in the short-term while preparing us for long-term sustainability. As the new strategic plan is being developed for adoption in Fall 2023, we expect a high degree of continuity in terms of our core mission and priorities.

Vision Statement

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

Mission Statement

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

Strategic Goals 2021-2023

The strategic goals listed below are identified in the institutional strategic plan that was adopted in 2021.

- WWCC will provide high-quality pathways for education and training for all students to meet the needs of our communities.
- WWCC will be a fiscally sustainable organization.
- WWCC will be welcoming, inclusive, supportive of, and responsive to all communities we serve.

The budget here presented builds on success in meeting these priorities and carries them forward into 2023-2024, 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 2023-2024 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 2022-2023, 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.

Reserves will also be accessed to support one-time expenditures in the upcoming year.

Enrollment

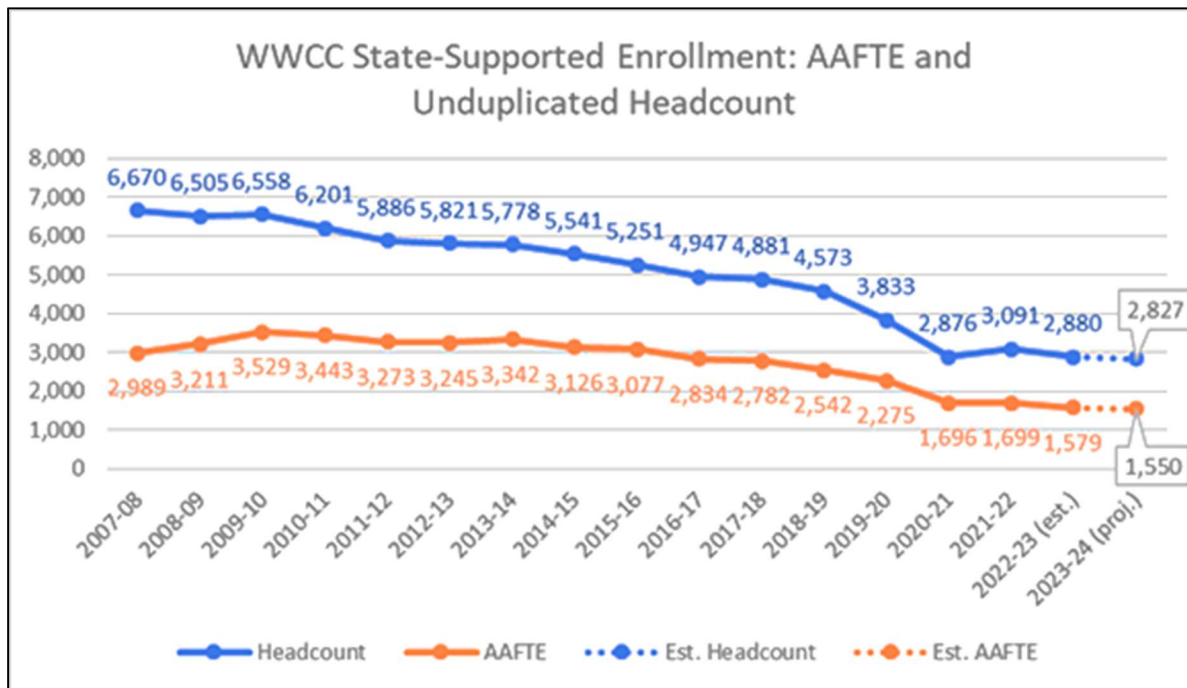
Looking toward next year, we have tempered our expectations and have a greater appreciation for uncertainty and imperfect information, two hallmarks of environments that are unstable and rapidly changing. Our enrollment outlook accounts for a slight decrease of about 2% in AAFTE. While we have budgeted conservatively with that enrollment projection that continues a slight downward trajectory, we believe that our actual enrollment will move modestly into positive territory over the coming year. This cautious optimism is informed by various factors. The first is the impact of the “lost cohort” of fall 2020 is diminishing with incoming fall cohorts increasing significantly over historical averages. Second, WWCC’s retention rate remains strong relative to the CTC system, which reflects the good- and on-going work by our faculty and staff, and also our students’ commitment to persevere. Recruitment and outreach staff have been seasoned as a team, with very promising effects. Their work will be supported by meaningful strategic enrollment management work that has been done through the Strategic Enrollment Leadership Council. Staff have been engaged in on- and off-campus events that positively influence new student enrollment. Lastly, the reinvigoration of existing programs, the reinstitution of previously shuttered programs (such as CDL), and the development of new programs over the coming year are all expected to generate additional interest in enrolling at WWCC.

The chart below presents a time-series of state supported enrollment by annualized average full-time equivalent (AAFTE) and unduplicated headcount at WWCC. The chart includes recorded enrollment, present year estimates, and projections for the upcoming fiscal year, 2024. AAFTE is calculated by adding quarterly FTE (summer, fall, winter, and spring) and dividing the sum by three.

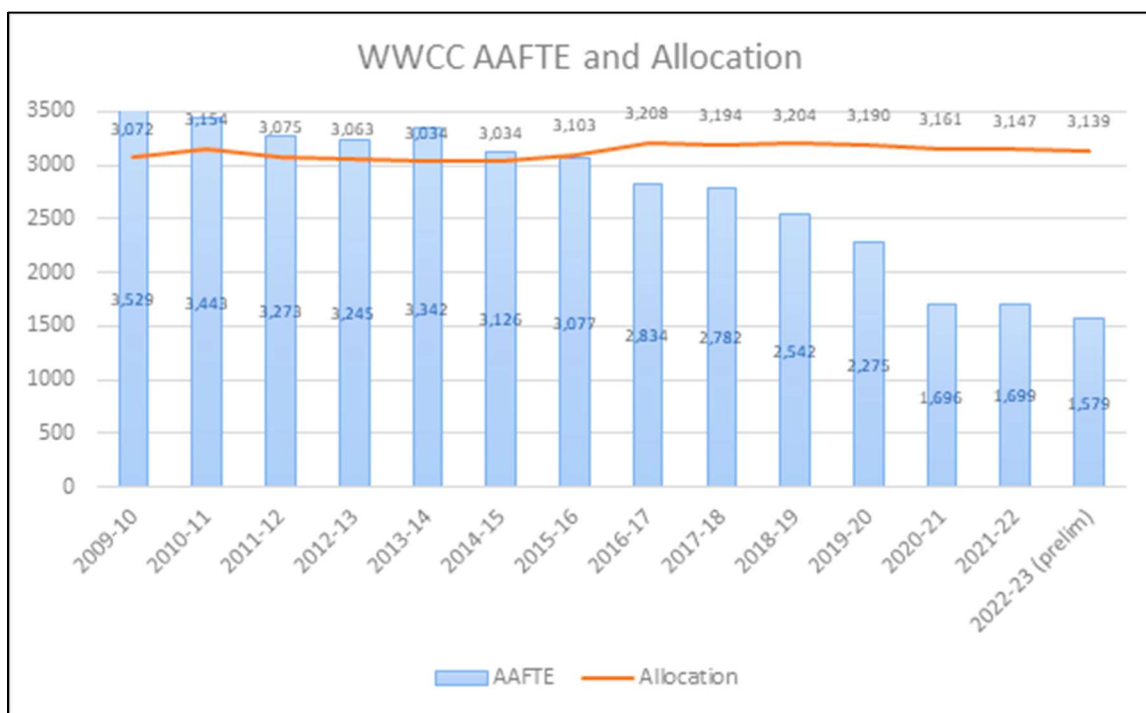
Enrollment at WWCC had been in continuous, compounding decline for about a decade, notwithstanding 2021-2022, when state supported enrollment ended positive year over year. The COVID-19 pandemic increased the momentum of the downward trend with a precipitous drop of approximately 25% from 2020 to 2021.

Based on the data analysis conducted by the Department of Institutional Research and Effectiveness and subsequent discussions with the Strategic Enrollment Leadership Council as

well as members of the Instructional Leadership Council, the AAFTE projection for the upcoming fiscal year is 1,550 FTE.



The chart below illustrates the relationship between WWCC's annual enrollment and the level of funding the college is allocated from the State Board for Community and Technical Colleges (SBCTC). The data shows that from 2011 through 2015, enrollment exceeded state support. Beginning in 2016-2017, WWCC's enrollment declined in relation to its state budget allocation. That pattern steadily continued through the present year.



What does this mean? And why should we be concerned?

In our community and technical college system, if colleges consistently fail to meet their state budget allocation they risk losing a share of that funding. The level of reduction could be equivalent to the difference between the reported enrollment and the budget allocation, and that residual would be redistributed to other colleges in the system. In this scenario, a college would be deemed "under enrolled and over funded" and budget dollars would be redistributed to those colleges whose enrollment exceeds their funding level. This process of reassigning state FTEs from low-enrolled to higher-enrolled colleges is referred to as "re-basing."

Due to system-wide and sustained enrollment decline over the past several years, re-basing has yet to occur. The pandemic has also negatively impacted state-supported enrollment across the system. However, as the distance widens between WWCC's reported enrollment and its state funding allocation, we need to be vigilant and anticipate re-basing to occur.

Budget Assumptions

The operating plan includes the following information and assumptions, which are represented in the College's FY 2023-2024 operating budget.

State Allocation

The total draft State Allocation of \$25,241,012 for FY 2024 reflects a \$2,688,008 or 11.9% 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 \$1,236,921 or 9.8%.

Provisos and earmarks are distributed by SBCTC through the allocation model - including support for 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 \$1,451,087 or 17.0%.

Compensation

The operating plan includes 100% funding for FY 2024 COLAs. The FY 2024 COLA increases will be 8.9% for faculty and 4.0% for classified and exempt staff.

Compensation earmarks related to wages, health benefits, and state pension rates increased overall by approximately \$716,696. This is the result of FY 2024 COLAs, a \$15 per employee per month increase in health benefit costs, and 8.5% and 34.17% decreases in DRS 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 decrease by approximately 2.0%. A forecast of \$6,180,000 is assumed based on an analysis of actual tuition collected coupled with the rate increase and projected enrollment decrease.

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 \$5,983,000 will be leveraged for fiscal year 2023-2024.

Running Start is expected to generate \$1,700,000 based on FY 2023 results along with rate increases.

The Alternative Education Program was replaced by the Open Doors program to maintain the relationship between the College and Walla Walla Public Schools (WWPS). The program requires that all referrals come through the school district and as a result, the college is getting fewer referrals. While FY 2022 showed a steep revenue decline, FY 2023 results are expected to be over three times higher than FY 2022. The budgeted revenue of \$150,000 is based on anticipated results in FY 2023.

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. This has been under-estimated in previous budgets. For the FY 2024 budget planning cycle, each component of this funding line was forecast independently. Consequently, this revenue line has been increased by \$634,250 for FY 2024 – from \$365,750 in the FY 2023 budget to \$1,000,000 in FY 2024. This increase is due to higher interest on investments, increased surplus equipment sales, and other factors.

Indirect revenue for grants and contracts is the amount the College can charge to manage these programs. An assumption of \$1,000,000 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 \$1,000,000.

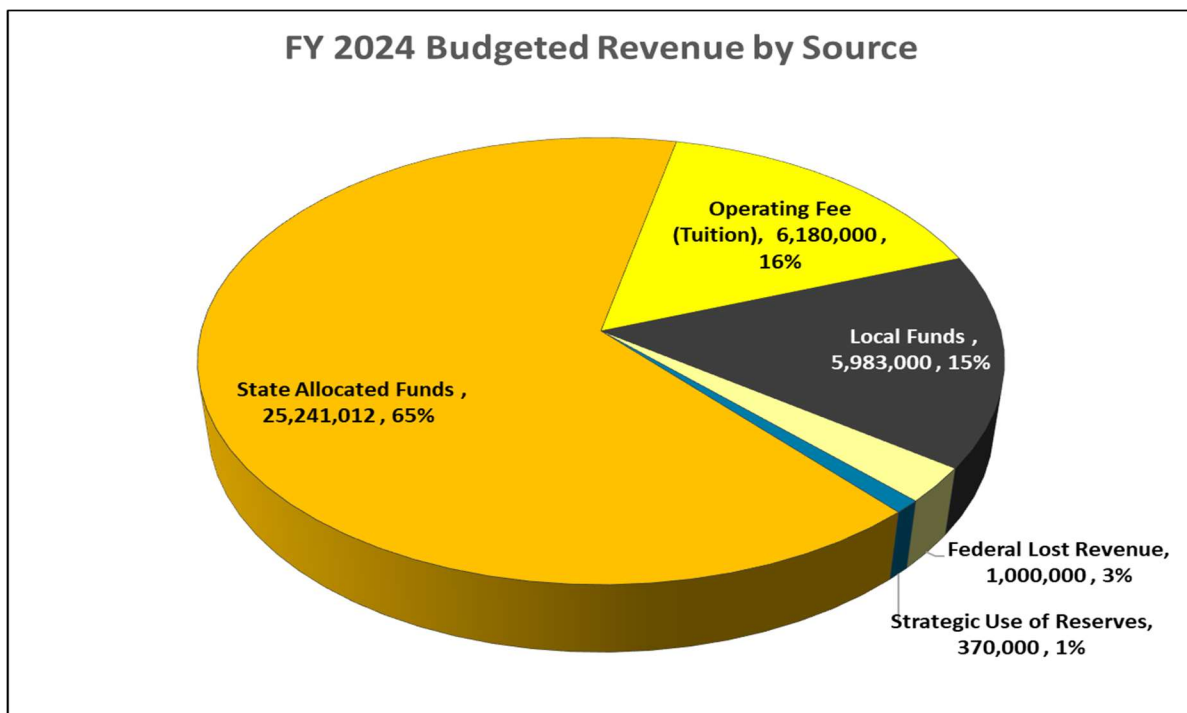
With the ongoing work to stabilize following last year's ctcLink implementation, we will continue to use reserves to fund the two business systems analysts and other continuing costs of getting the new system optimized to support the College's business needs. Reserve funding for this purpose is estimated to be \$300,000.

Additional reserves of \$70,000 will be accessed to support one-time costs.

**Walla Walla Community College
2023-2024 Operating Budget
Revenues**

| Revenue Sources | FY 2023 Budget | FY 2024 Proposed Budget | Variance Incr/(Decr) | % Δ | Notes |
|--|-------------------|-------------------------------|-------------------------|------------|-------|
| State Allocation (Draft) | | | | | |
| District Enrollment Allocation Base (DEAB) | 8,961,322 | 9,838,208 | 876,886 | 10% | 1 |
| Student Achievement Initiative | 1,342,192 | 1,544,904 | 202,712 | 15% | 2 |
| High Demand (Weighted) FTEs | 855,588 | 1,012,911 | 157,323 | 18% | 3 |
| Minimum Operating Allowance (MOA) | 2,850,000 | 2,850,000 | - | 0% | 4 |
| Provisos and Earmarks | 8,543,902 | 9,994,989 | 1,451,087 | 17% | 5 |
| State Allocated Funds | 22,553,004 | 25,241,012 | 2,688,008 | 12% | |
| Local Funds | | | | | |
| Operating Fee (Tuition) | 6,250,000 | 6,180,000 | (70,000) | -1% | |
| Running Start Support | 1,700,000 | 1,700,000 | - | 0% | |
| Program/Course Fees | 1,328,000 | 1,328,000 | - | 0% | |
| Indirect - Grants & Contracts | 964,000 | 1,000,000 | 36,000 | 4% | |
| Other Local Revenue | 365,750 | 1,000,000 | 634,250 | 173% | |
| Self-Support and Resale Programs | 410,000 | 410,000 | - | 0% | |
| Student Wrap Around Support (Foundation) | 250,000 | 250,000 | - | 0% | |
| MacKenzie Scott Funds | - | 145,000 | | 0% | |
| Open Doors (Alternative Education Program) | 42,000 | 150,000 | 108,000 | 257% | |
| Local Funds | 11,309,750 | 12,163,000 | 708,250 | 6% | |
| Federal Lost Revenue | 1,500,000 | 1,000,000 | (500,000) | -33% | |
| Strategic Use of Reserves | 585,000 | 70,000 | (515,000) | -88% | |
| Reserves - ctclink | 525,000 | 300,000 | (225,000) | -43% | |
| Total | 34,972,754 | 38,774,012 | 2,156,258 | 6% | |

Notes: Please see accompanying notes for definitions of terminology used

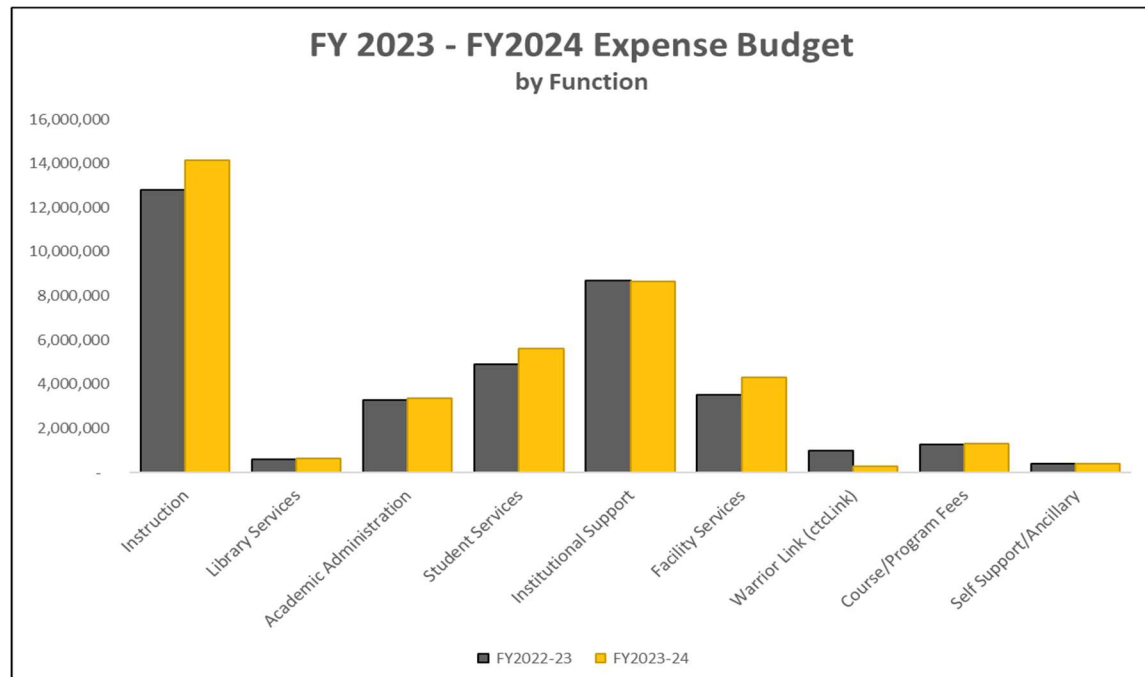


Walla Walla Community College
2023-2024 Operating Budget
Expenditures by Function and Category

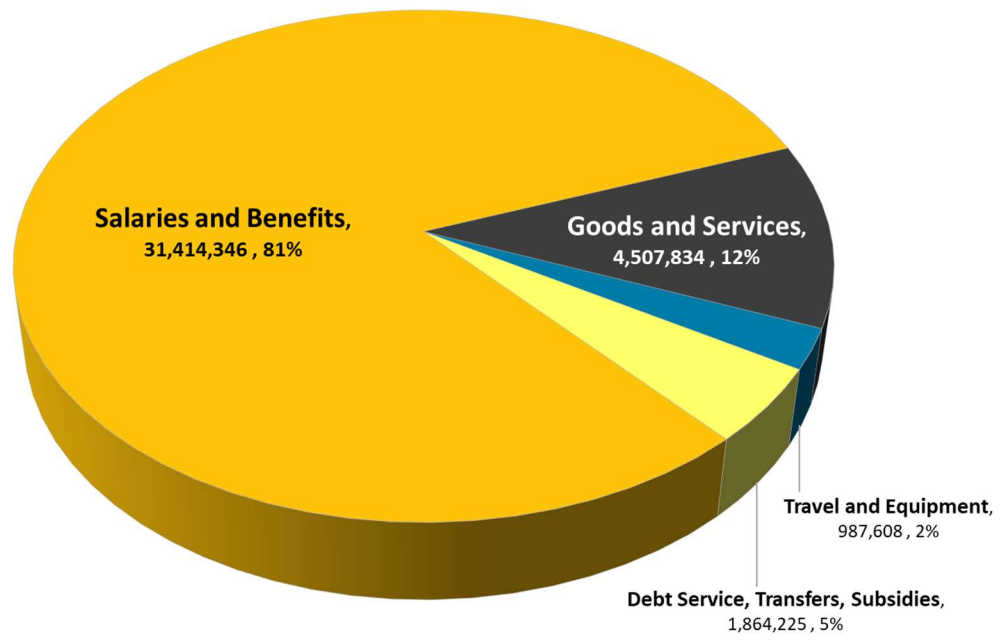
| By Function | FY2022-23 | FY2023-24 | Variance Incr/(Decr) | % | Notes |
|-------------------------|-------------------|-------------------|-------------------------|-----------|-------|
| Instruction | 12,790,294 | 14,223,589 | 1,433,295 | 11% | 6 |
| Library Services | 612,554 | 644,579 | 32,025 | 5% | |
| Academic Administration | 3,282,889 | 3,378,554 | 95,665 | 3% | 7 |
| Student Services | 4,898,782 | 5,643,843 | 745,061 | 15% | 8 |
| Institutional Support | 8,709,485 | 8,549,781 | (159,704) | -2% | 9 |
| Facility Services | 3,531,714 | 4,295,667 | 763,953 | 22% | |
| Warrior Link (ctcLink) | 975,000 | 300,000 | (675,000) | -69% | |
| Course/Program Fees | 1,278,882 | 1,328,000 | 49,118 | 4% | |
| Self Support/Ancillary | 393,154 | 410,000 | 16,846 | 4% | |
| | 36,472,754 | 38,774,012 | 2,301,258 | 6% | |

| By Category | FY2022-23 | FY2023-24 | Variance Incr/(Decr) | % | Notes |
|-----------------------|-------------------|-------------------|-------------------------|-----------|-------|
| Salaries and Benefits | 28,971,423 | 31,414,346 | 2,442,923 | 8% | |
| Contracted Services | 312,687 | 268,584 | (44,103) | -14% | |
| Goods and Services | 4,630,341 | 4,239,249 | (391,092) | -8% | |
| Travel | 90,436 | 163,016 | 72,580 | 80% | |
| Equipment | 606,219 | 824,592 | 218,373 | 36% | |
| Subsidies | 1,202,314 | 1,209,774 | 7,460 | 1% | 10 |
| Debt Service | 330,300 | 324,050 | (6,250) | -2% | |
| Transfers | 329,036 | 330,401 | 1,365 | 0% | |
| | 36,472,756 | 38,774,012 | 2,301,256 | 6% | |

Notes: Please see accompanying notes for definitions of terminology used



FY 2024 Expense Budget by Category



2023-2024 GRANTS, CONTRACTS AND FISCAL AGENT AGREEMENTS

The 2023-2024 Grants, Contract and Fiscal Agent Agreements list presents FY 2024 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 2024 of \$14,867,323 are \$270,221 or 1.9% greater than prior year. Items of note this year are:

- There has been a notable increase in the Corrections Ed grants. The WSP / SBCTC grant increased \$413,913 and the CRCC / SBCTC grant increased by \$282,673.
- The Worker Retraining Program / SBCTC decreased \$10,250. The bulk of 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.
- Perkins (Plan) III / SBCTC increased by \$117,798.
- WorkFirst Integrated Block Grant / SBCTC increased by \$27,377.
- A new SBCTC allocation (\$148,138) for Truck/School Bus driving education was received mid-2023 and will increase by \$131,986 in FY 2024.
- An application has been submitted for a Hospital Employee Education & Training Program (HEET) in the amount of \$249,899.
- Supporting College Students Experiencing Homelessness Grant / SBCTC; Anticipated award amount \$102,919. WWCC has received this award the past 4 years, and has been included in the draft allocation for FY 2024.
- Student Emergency Assistance Grant /SBCTC; Anticipated award amount \$100,000. WWCC has received this award the past 4 years, and has been included in the draft allocation for FY 2024.
- Job Skills Grant / SBCTC; decrease of \$56,336. The Job Skills Grant was a two-year grant that ended in FY 2023 and has been reapplied for. The training program requires a business partner that matches funds. WWCC's current business partner is Tyson.
- High Demand Enrollments funding has come to an end, a loss of \$164,500 from FY 2023. The College is still receiving a High Demand Faculty allocation.
- Running Start ESSER Funds program will end after summer quarter, a loss of \$700,000.

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

2023-2024 GRANTS, CONTRACTS AND FISCAL AGENT AGREEMENTS

| | Grants and Contracts | ACCOUNT CODE w/ NEW CTCLINK DEPT | | | Project Manager/ Supervisor | Term | FY 21-22 Grant Award | FY 22-23 Grant Award | FY 23-24 Grant Award | Increase/ Decrease |
|----------------------------|--|-------------------------------------|-----|-----------------|--------------------------------|-------------------|-------------------------|-------------------------|-------------------------|-----------------------|
| 1 | WSP Educational Program / SBCTC | 145 | 17X | 372XX | Kammers | 07/01/23-06/30/24 | 3,919,228 | 3,895,503 | 4,309,416 | 413,913 |
| 2 | CRCC Educational Program / SBCTC | 145 | 17X | 371XX | Kammers | 07/01/23-06/30/24 | 3,149,739 | 3,126,217 | 3,408,890 | 282,673 |
| 3 | Worker Retraining Program / SBCTC | 001 | 123 | 3XXXXX 4XXXXX | Anhorn | 07/01/23-06/30/24 | 1,766,323 | 1,725,323 | 1,715,073 | (10,250) |
| 4 | Perkins (Plan) III - Federal Vocational / SBCTC | 145 | 1XX | 45004/5 | Doyle | 07/01/23-06/30/24 | 434,000 | 445,085 | 562,883 | 117,798 |
| 5 | Opportunity Grant Allocation / SBCTC | 001 | 061 | 101_20208 | Erikson | 07/01/23-06/30/24 | 461,412 | 461,412 | 461,412 | 0 |
| 6 | Title III - Bringing Student Success to Scale (Year 4) | 145 | 1XX | 2050x | Slepin | 10/01/23-09/30/24 | 450,000 | 450,000 | 450,000 | 0 |
| 7 | Title IV - Student Support Services (TRiO) (Year 3) | 145 | 161 | 21400 | Conrad Goff | 09/01/23-08/31/24 | 436,920 | 436,920 | 436,920 | 0 |
| 8 | Basic Food, Employment and Training / SBCTC | 146 | 161 | 43001/4301C | Erikson | 10/01/23-09/30/24 | 380,000 | 436,744 | 436,744 | 0 |
| 9 | Water & Environmental Center | 145 | 183 | 32805 | Stockdale | 07/01/23-06/30/24 | 363,750 | 363,750 | 363,750 | 0 |
| 10 | WorkFirst Integrated Block Grant / SBCTC | 145 | 1XX | 4401X | Erikson | 07/01/23-06/30/24 | 230,429 | 280,812 | 308,189 | 27,377 |
| 11 | Truck/School bus Driver Training | 001 | 012 | 33107 | Anhorn | 07/01/23-06/30/24 | 0 | 148,138 | 280,124 | 131,986 |
| 12 | Hospital Employee Education & Training Program (HEET) | 145 | xxx | xxxxxx | TBD | TBD | 0 | 0 | 249,899 | 249,899 |
| 13 | Agriculture & Natural Resource Center of Excellence / SBCTC | 001 | 043 | 101_42000 | Williams | 07/01/23-06/30/24 | 204,157 | 204,157 | 212,323 | 8,166 |
| 14 | Early Achievers Opportunity Grant / SBCTC | 145 | 161 | 32506 | Reiff | 07/01/23-06/30/24 | 99,600 | 119,900 | 131,386 | 11,486 |
| 15 | Child Care Access Means Parents In School (CCAMPIS) | 145 | 161 | 21007 | Erikson | 10/01/23-09/30/24 | 0 | 128,000 | 128,000 | 0 |
| 16 | Adult Basic Education / SBCTC | 145 | 118 | 35103 | Pearson | 07/01/23-06/30/24 | 153,104 | 137,794 | 124,015 | (13,779) |
| 17 | Student Emergency Opportuniy Grant | 846 | 271 | 81024 | Perez | 04/01/23-03/30/24 | 121,129 | 108,034 | 112,153 | 4,119 |
| 18 | Supporting College Student Experiencing Homelessness / SBCTC | 001 | 061 | 101_20206 | Erikson | 07/01/23-06/30/24 | 80,000 | 102,919 | 102,919 | 0 |
| 19 | Student Emergency Assistance Grant / SBCTC | 001 | 061 | 101_20209 | Erikson | 07/01/23-06/30/24 | 100,000 | 100,000 | 100,000 | 0 |
| 20 | Federal Work Study | 850 | 273 | 81010 | Perez | 07/01/23-06/30/24 | 103,871 | 87,262 | 88,876 | 1,614 |
| 21 | Perkins Corrections Grant / SBCTC | 145 | 112 | 45006/7 | Kammers | 07/01/23-06/30/24 | 58,449 | 66,960 | 65,663 | (1,297) |
| 22 | Job Skills Grant / SBCTC | 145 | 112 | 33500 | Stockdale | 07/01/22-06/30/24 | 95,000 | 112,670 | 56,334 | (56,336) |
| 23 | State Work Study | 850 | 273 | 81026 | Kimball | 07/01/23-06/30/24 | 54,201 | 54,201 | 54,201 | 0 |
| 24 | Perkins Leadership Block Grant / SBCTC | 145 | 1XX | 45001/2/3 | Doyle | 07/01/23-06/30/24 | 25,400 | 20,400 | 30,000 | 9,600 |
| 25 | IELCE / SBCTC | 145 | 118 | 35114 | Doyle | 07/01/23-06/30/24 | 34,002 | 30,602 | 27,542 | (3,060) |
| 26 | Open Doors Program / CRCC | 146 | 111 | 37112 | Kammers | 09/01/23-08/31/24 | 35,000 | 20,000 | 20,000 | 0 |
| 27 | Parent Co-ops | 146 | 112 | 32509 | Reiff | 07/01/23-06/30/24 | 15,000 | 15,000 | 15,000 | 0 |
| 28 | ABE Leadership Block Grant / SBCTC | 145 | 14X | 35102 | Doyle | 07/01/23-06/30/24 | 6,016 | 6,016 | 7,363 | 1,347 |
| 29 | EMS Trauma Training | 146 | 112 | 34302 | Graham/Can | 07/01/23-06/30/24 | 7,000 | 7,000 | 5,000 | (2,000) |
| 30 | Perkins Special Projects / SBCTC | 145 | 162 | 45008/9 | Doyle | 07/01/23-06/30/24 | 4,500 | 4,500 | 4,500 | 0 |
| 31 | Sunshine Lady Foundation | 146 | 111 | 37118 | Kammers | 07/01/23-06/30/24 | 43,000 | 43,000 | 4,465 | (38,535) |
| 32 | High Demand Enrollments | 001 | 012 | 101_40000 | Anhorn | 07/01/23-06/30/24 | 66,000 | 164,500 | 0 | (164,500) |
| 33 | Running Start ESSER Funds Program | 145 | 165 | 62001 | Stanley | 07/01/23-06/30/24 | 0 | 700,000 | 0 | (700,000) |
| 34 | Workforce Development Fund / SBCTC | 001 | 012 | 101_33001 | Anhorn | 07/01/23-06/30/24 | 40,000 | 0 | 0 | 0 |
| 35 | CARES III / ARP (for Institution) | 145 | 183 | CRI_66002_66003 | Lauerman | TBD | 4,145,668 | 0 | 0 | 0 |
| 36 | WorkFirst Student Support Grant | 145 | 161 | 44500 | Erikson | 07/01/21-06/30/22 | 7,250 | 0 | 0 | 0 |
| 37 | Professional-Technical Restart Grant | 145 | 112 | 33301 | Anhorn | 07/01/21-06/30/22 | 138,411 | 0 | 0 | 0 |
| 38 | National Science Foundation (NSF), Year Five | 145 | 161 | 31700 | Anhorn | 10/01/21-09/30/22 | 106,180 | 0 | 0 | 0 |
| 39 | Sherwood Trust, through the Foundation | 145 | 185 | 10200 | Banderas | 07/01/21-06/30/22 | 31,000 | 0 | 0 | 0 |
| 40 | College Spark | 145 | 145 | 31401 | Sachs | 04/01/22-03/31/23 | 25,000 | 0 | 0 | 0 |
| TOTAL GRANTS AND CONTRACTS | | | | | | | \$17,390,739 | \$14,002,819 | \$14,273,040 | \$270,221 |

| | Fiscal Agent Agreements | ACCOUNT CODE | | | Project Manager/ Supervisor | Term | FY 21-22 Grant Award | FY 22-23 Grant Award | FY 23-24 Grant Award | Increase/ Decrease |
|--|---|--------------|-----|-------------|--------------------------------|-------------------|-------------------------|-------------------------|-------------------------|-----------------------|
| 1 | Snake River Salmon Recovery Board | 145 | 183 | 70000/70001 | Foltz | 10/01/23-09/30/24 | 398,997 | 398,588 | 398,588 | 0 |
| 2 | Snake River Salmon Recovery Board - BPA | 145 | 183 | 70006 | Foltz | 04/01/23-03/31/24 | 189,815 | 195,695 | 195,695 | 0 |
| TOTAL FISCAL AGENT AGREEMENTS | | | | | | | \$588,812 | \$594,283 | \$594,283 | \$0 |
| TOTAL GRANTS, CONTRACTS AND FISCAL AGENT AGREEMENTS | | | | | | | \$17,979,551 | \$14,597,102 | \$14,867,323 | \$270,221 |
| LESS GRANTS REPORTED ELSEWHERE & FISCAL AGENT AGREEMENTS : | | | | | | | | | | |
| Fiscal Agent Agreements | | | | | | | 588,812 | 594,283 | 594,283 | 0 |
| Worker Retraining | | | | | | | 1,766,323 | 1,725,323 | 1,715,073 | (10,250) |
| Opportunity Grant | | | | | | | 461,412 | 461,412 | 461,412 | 0 |
| Ag Center of Excellence | | | | | | | 204,157 | 204,157 | 212,323 | 8,166 |
| Workforce Development | | | | | | | 40,000 | 0 | 0 | 0 |
| Student Emergency Assistance Grant | | | | | | | 100,000 | 100,000 | 100,000 | 0 |
| Supporting College Student Experiencing Homelessness Grant | | | | | | | 80,000 | 102,919 | 102,919 | 0 |
| Student Emergency Opportuniy Grant (Federal Fin Aid) | | | | | | | 121,129 | 108,034 | 112,153 | 4,119 |
| High Demand Enrollments | | | | | | | 66,000 | 164,500 | 0 | (164,500) |
| Subtotal | | | | | | | \$3,427,833 | \$3,460,628 | \$3,298,163 | (\$162,465) |
| TOTAL ADJUSTED GRANTS AND CONTRACTS | | | | | | | \$14,551,718 | \$11,136,474 | \$11,569,160 | \$107,757 |

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 retained the college system-wide enrollment target of 130,977.

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 \$3,505 which represents an increase of \$313 per FTE over the previous year.

2. Performance Funding - Student Achievement Initiative (SAI): 5% of the total \$1.15 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 2021-2022.
3. Weighted/Priority Enrollment FTE: Under the allocation model, four enrollment categories receive an additional weight of 0.3 (a value of \$1,052) per student FTE. As indicated below, the skills gap and adult basic education categories make up the bulk of these enrollments.
 - a. Skills Gap – 45%
 - b. Adult Basic Education – 33%
 - c. STEM – 17%
 - d. Upper-level Applied Baccalaureate – 8%
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.



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

MEMORANDUM

TO: WWCC Board of Trustees
FROM: Dr. Graydon A. Stanley, Vice President of Student Services
DATE: June 28, 2023
SUBJECT: Second Read and Approval of Services and Activities Fee Budget for FY24

On behalf of the various entities funded by the 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 \$740,880 based on a projected enrollment decrease of 2%
- Use of \$75,000 in reserve funds to sustain services and activities at current levels and accommodate a substantial shift in Activity and Engagement Programming that anticipates more face to face interaction and supports retention efforts
- A commitment of support to students in the athletics program at the same percent of overall budget
- A shift of funding for categories that are no longer priorities of the Association or have been moved to more appropriate funds.

Additionally, the request for next year includes separately a request for the use of reserve funds to support the following one-time expenditure:

- The second installment of \$80,000 in a two-year plan to refurbish the student activity areas of the two campuses, including outdoor areas.

Of particular note, but not included in this budget, is the optimization of designated fees to support the staffing and programming of the Student Recreation Center and programs. Significant increases in student participation have been realized and expansion of programming is ongoing.

I respectfully request your approval of the Services and Activities Fee Budget for FY24.

Walla Walla Community College
FY 23-24 Services & Activities Fees Budget

| Revenue Type | FY 21-22 Revenue | FY 22-23 Revenue | FY 23-24 Revenue |
|-----------------------|---------------------|---------------------|---------------------|
| S&A Fees | \$891,200 | \$756,000 | \$740,880 |
| Vending Machines | \$3,953 | \$7,000 | \$7,500 |
| Reserve | | \$74,500 | \$75,000 |
| Total Revenues | \$895,153 | \$837,500 | \$823,380 |

| Account Title | FY 20-21 Budget | % of Budget | FY 21-22 Budget | % of Budget | FY 22-23 Budget | % of Budget | FY 23-24 Total Proposed Budget | | | % of Budget |
|---|--------------------|----------------|--------------------|----------------|--------------------|----------------|--------------------------------|-----------|------------------|----------------|
| Administrative & Professional Salaries | \$99,823 | 11.2% | \$99,823 | 11.2% | \$101,000 | 12.1% | Walla Walla | \$90,950 | | |
| | | | | | | | Clarkston | \$16,000 | \$106,950 | 13.0% |
| Director of Student Life Support | \$7,249 | 0.8% | \$7,249 | 0.8% | \$8,000 | 1.0% | Walla Walla | \$5,000 | | |
| | | | | | | | Clarkston | | \$5,000 | 0.6% |
| Media, Marketing, Graphics | \$1,000 | 0.1% | \$1,000 | 0.1% | \$4,000 | 0.5% | Walla Walla | \$3,000 | | |
| | | | | | | | Clarkston | | \$3,000 | 0.4% |
| Lecture & Entertainment | \$500 | 0.1% | \$500 | 0.1% | | 0.0% | Walla Walla | | | |
| | | | | | | | Clarkston | | | |
| Student Government Association Leadership | \$108,690 | 12.2% | \$108,690 | 12.2% | \$108,000 | 12.9% | Walla Walla | \$50,000 | | |
| | | | | | | | Clarkston | \$30,000 | \$80,000 | 9.7% |
| Student Club Council Support | \$19,260 | 2.2% | \$19,260 | 2.2% | \$20,500 | 2.4% | Walla Walla | \$10,000 | | |
| | | | | | | | Clarkston | \$4,000 | \$14,000 | 1.7% |
| Clubs (16 Total) | \$34,660 | 3.9% | \$34,660 | 3.9% | \$28,000 | 3.3% | Walla Walla | \$15,000 | | |
| | | | | | | | Clarkston | \$18,000 | \$33,000 | 4.0% |
| Student Activities & Engagement Programming | \$118,795 | 13.3% | \$118,795 | 13.3% | \$177,000 | 21.1% | Walla Walla | \$185,430 | | |
| | | | | | | | Clarkston | \$15,000 | \$200,430 | 24.3% |
| Diversity, Inclusion and Equity Programming | \$6,300 | 0.7% | \$6,300 | 0.7% | \$9,000 | 1.1% | Walla Walla | \$8,000 | | |
| | | | | | | | Clarkston | \$1,000 | \$9,000 | 1.1% |
| Volunteerism/Community Service | \$5,500 | 0.6% | \$5,500 | 0.6% | \$8,000 | 1.0% | Walla Walla | \$5,000 | | |
| | | | | | | | Clarkston | | \$5,000 | 0.6% |
| Intramurals/Recreation | \$24,003 | 2.7% | \$24,003 | 2.7% | \$0 | 0.0% | Walla Walla | | | |
| | | | | | | | Clarkston | | \$0 | |
| Clarkston Warrior Fitness | \$1,450 | 0.2% | \$1,450 | 0.2% | \$0 | 0.0% | Walla Walla | | | |
| | | | | | | | Clarkston | | \$0 | |
| Academic Programs | \$1,350 | 0.2% | \$1,350 | 0.2% | \$1,300 | 0.2% | Walla Walla | | | |
| | | | | | | | Clarkston | | \$0 | |
| Student Recreation Center Support | \$12,700 | 1.4% | \$12,700 | 1.4% | \$0 | 0.0% | Walla Walla | | | |
| | | | | | | | Clarkston | | \$0 | |
| Graduation | \$2,150 | 0.2% | \$2,150 | 0.2% | \$8,000 | 1.0% | Walla Walla | \$5,000 | | |
| | | | | | | | Clarkston | \$1,000 | \$6,000 | 1.1% |

| Account Title | FY 20-21 Budget | % of Budget | FY 21-22 Budget | % of Budget | FY 22-23 Budget | % of Budget | FY 23-24 Total Proposed Budget | | | % of Budget |
|--------------------------------------|--------------------|----------------|--------------------|----------------|--------------------|----------------|--------------------------------|----------|------------------|----------------|
| Tutoring & Learning Centers | \$50,810 | 5.7% | \$50,810 | 5.7% | \$0 | 0.0% | Walla Walla Clarkston | | \$0 | |
| Student Teams (PAS, SkillsUSA) | \$37,020 | 4.2% | \$37,020 | 4.2% | \$22,000 | 2.6% | Walla Walla Clarkston | \$25,000 | \$25,000 | 3.0% |
| Athletics | \$356,000 | 39.9% | \$356,000 | 39.9% | \$336,000 | 40.1% | Walla Walla Clarkston | | \$336,000 | 40.8% |
| Outreach Department (Welcome Center) | \$3,940 | 0.4% | \$3,940 | 0.4% | \$0 | 0.0% | Walla Walla Clarkston | | \$0 | |
| Contingency | | 0.0% | | 0.0% | \$6,700 | 0.8% | Walla Walla Clarkston | | \$0 | |
| TOTALS | \$891,200 | 100.0% | \$891,200 | 100.0% | \$837,500 | 100.0% | | | \$823,380 | 100.0% |


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

500 Tausick Way

Walla Walla, WA 99362-9267

Phone: 509-527-4224

Fax: 509-527-4249

MEMORANDUM

TO: WWCC Board of Trustees

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

DATE: June 28, 2023

SUBJECT: Second Read and Approval of FY24 Athletic Program Budget

On behalf of the student athletes, coaches, and Athletic Department administration and staff, it is my pleasure to request your approval of our budget for FY24. As you know, the students and employees of the Athletic Department 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 funds, generated revenue, and consistent support from the Services and Activities Fees
- An equitable share of resources across the various sports, including an increase in scholarship support to follow NWAC allowances and keep us competitive with other colleges in our conference
- A conservative and responsible stewarding of resources in spite of increasing costs.

The attached document is presented to the Walla Walla Community College Board of Trustees as a second read and to fulfill requirements set forth in RCW 28B.315.120(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 prior three consecutive years along with the "plan" identified in 2a;
 - c. Approve in advance, any transfer exceeding \$250,000 (if not already included in the approved annual budget); and
 - d. Approve in advance, any expenditure over \$250,000 that was not included in the approved annual budget.

I am respectfully requesting your approval of the Athletic Program Budget for FY24.

Walla Walla Community College
FY24 Athletics Program Budget

| | 2021-2022 | 2022-2023 | 2023-2024 | Change |
|---|----------------------|----------------------|----------------------|-------------------|
| Revenue | | | | |
| <u>Student Activities and Intercollegiate Athletics</u> | | | | |
| Service and Activity Fee (as approved by SGA) | 356,000 | 336,000 | 336,000 | - |
| Spirit Packs (User Fee) | 7,230 | 7,500 | 7,500 | - |
| Revenue from Sporting Events | 7,436 | 10,000 | 12,000 | 2,000 |
| Total Student Activities and Intercollegiate Athletics | 370,666 | 353,500 | 355,500 | 2,000 |
| <u>Local Funds (included in FY22 Operating Budget)</u> | | | | |
| Salaries and Benefits | 453,182 | 472,023 | 472,023 | - |
| Goods and Services | 78,466 | 96,107 | 96,107 | - |
| Revenue Transfer from Local Funds to support program | 299,927 | 299,927 | 299,927 | - |
| Total Local Funds Supporting Athletics Program | 831,575 | 868,057 | 868,057 | - |
| Total Revenue | 1,202,241 | 1,221,557 | 1,223,557 | 2,000 |
| Expenditures | | | | |
| Direct Student Support | 270,912 | 270,912 | 270,912 | - |
| Non-Resident Recruitment | 270,912 | - | 40,000 | 40,000 |
| Supplies and Contracted Services | 275,122 | 275,122 | 275,122 | - |
| Travel | 142,538 | 143,000 | 143,000 | - |
| Insurance | 46,487 | 46,500 | 46,500 | - |
| Rents and Leases | 14,000 | 14,000 | 14,000 | - |
| <u>Athletic Program Personnel</u> | | | | - |
| Athletic Director and Program Support Personnel | 298,266 | 344,104 | 344,104 | - |
| Coaches and Assistant Coaches | 121,129 | 99,113 | 99,113 | - |
| Time Keepers, Stat Recorders, Announcers, etc | 8,314 | 3,333 | 3,333 | - |
| Student Help/Work Scholarships | 25,473 | 25,473 | 25,473 | - |
| Athletic Director Contingency | - | - | - | - |
| Total Expenditures | 1,473,153 | 1,221,557 | 1,261,557 | 40,000 |

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

Moving Forward with the Pilot



WARRIOR PLEDGE

In the News



FEATURED

Walla Walla Community College expands program to Eastern Oregon students

East Oregonian Jun 19, 2023 Updated 1 hr ago 0



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03:06

WALLA WALLA — Students in Morrow, Umatilla, Union and Wallowa counties now have the opportunity to attend Walla Walla Community College free of tuition and fees.



The college in a press release Thursday, June 15, announced it is expanding its Warrior Pledge pilot program to include new students from 15 counties in

EAST OREGONIAN

In the News



WWCC expands Warrior Pledge pilot program to cover more students

The Observer Jun 19, 2023 0



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00:35

THE OBSERVER



WALLA WALLA, Wash. — After launching in six counties last fall, Walla Walla Community College is expanding its Warrior Pledge pilot program to include new students from 15 counties in Washington, Idaho and Oregon — including those from Union and Wallowa counties — who otherwise could not afford to attend college.

Designed to be a “last dollar” program, the Warrior Pledge complements other

In the News



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WWCC Expands Warrior Pledge Pilot Program to Eastern Oregon

By Garrett Christensen on Friday, June 16th, 2023 in [More Top Stories](#) [Northeastern Oregon News](#)

Social Media



WARRIOR PLEDGE

covers remaining tuition and fees for new students from eligible counties to complete their first certificate or two year degree. Funds do not need to be repaid.

Apply to the college and submit your financial aid application (including info form) by **July 1, 2023** for automatic priority consideration.



NEWLY EXPANDED ELIGIBLE COUNTIES

Washington:
Asotin, Benton, Columbia,
Franklin, Garfield and Walla Walla


Idaho:
Clearwater, Idaho, Latah, Lewis
and Nez Perce

Oregon:
Morrow, Umatilla, Union and
Wallowa


Visit wwcc.edu for full details.

  106


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Kayla Johnson

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
Michelle Rekab
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Serafin Jamie Ibarra
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Melaina Garrison



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Nicole Clayton
Tyler Clayton something to keep in mind


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- 

Colby Cameron
Cheri Broekemeier

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↳  Cheri Broekemeier replied · 1 Reply 2h
- 

Roberto Mendiola
Aliah Mendiola

Like Reply Hide [Send message](#) 1d
- 

Jesse Hancock
David Rochat if you're thinking about school this could be good

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↳  David Rochat replied · 1 Reply

Social Media Promotion



WARRIOR PLEDGE

covers remaining tuition and fees for new students from eligible counties to complete their first certificate or two year degree. Funds do not need to be repaid.

Apply to the college and submit your financial aid application (including info form) by **July 1, 2023** for automatic priority consideration.



NEWLY EXPANDED ELIGIBLE COUNTIES

Washington:

Asotin, Benton, Columbia, Franklin, Garfield and Walla Walla

Idaho:

Clearwater, Idaho, Latah, Lewis and Nez Perce

Oregon:

Morrow, Umatilla, Union and Wallowa

Visit wwcc.edu for full details.

19,513

Accounts Center accounts reached ⓘ

93% from boosted posts

2,267 organic

18,228 paid

2,231

Post engagements ⓘ

156 reactions

108 on post

48 on shares

46 shares

46 on post

0 on shares

18 comments

15 on post

3 on shares

2,015 clicks

0 photo clicks

436 link clicks

0 clicks to play

1,579 other clicks

Social Media Promotion



Instagram

wwccwarriors

WARRIOR PLEDGE
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WALLA WALLA COMMUNITY COLLEGE
ESTABLISHED 1967

NEWLY EXPANDED ELIGIBLE COUNTIES

Washington:
Asotin, Benton, Columbia, Franklin, Garfield and Walla Walla

Idaho:
Clearwater, Idaho, Latah, Lewis and Nez Perce

Oregon:
Morrow, Umatilla, Union and Wallowa

Visit wwcc.edu for full details.

wwccwarriors NEW COUNTIES have been added to the Warrior Pledge eligibility list. The program cove... more

353

Accounts Center accounts reached ⓘ

Post interactions ⓘ

17 likes

0 Comment

5 saves

Account activity ⓘ

0 texts

0 emails

0 calls

0 get directions

0 website clicks

Insights activity is reported in Pacific time zone. Ads activity is reported in the time zone of your ad account.

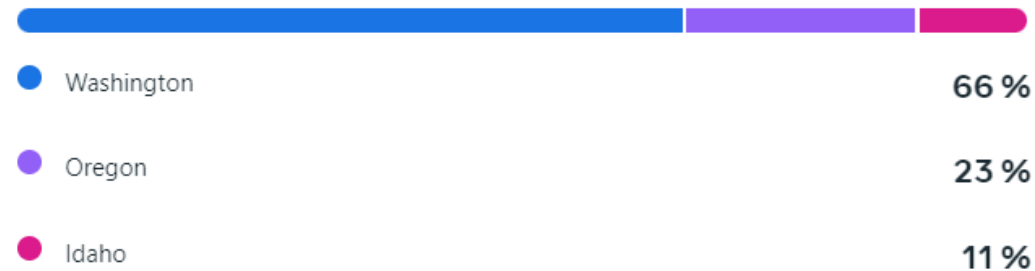
Social Media Promotion



Locations

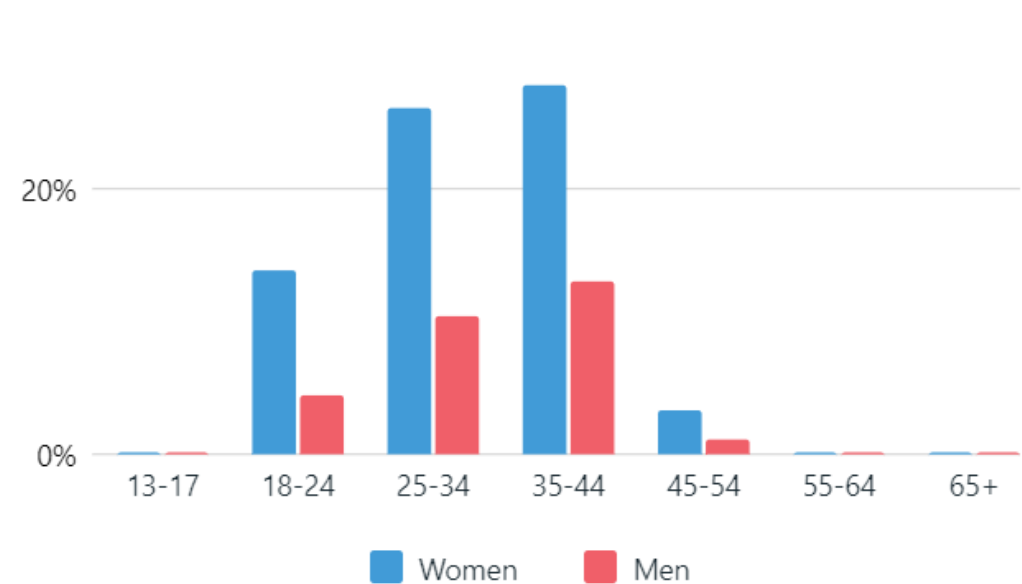
Where [people](#) were located when they saw your ads.

[See all](#)



Age and gender

The estimated breakdown of [people](#) who saw your ads. [i](#)



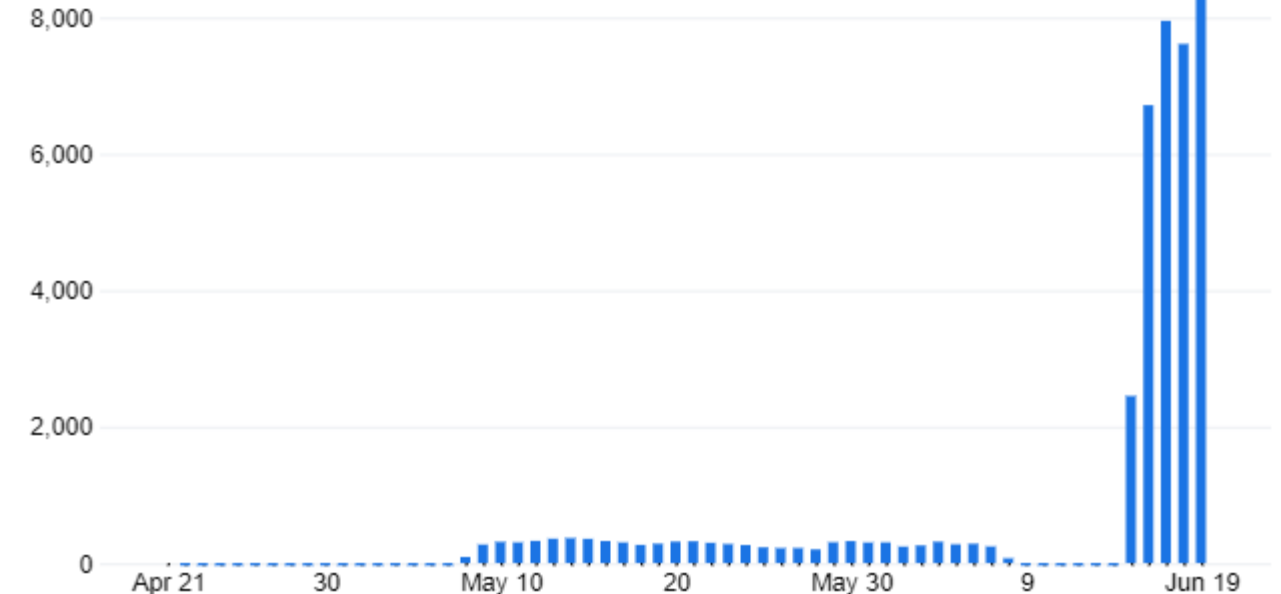
Ad summary

JUN 16 · **ACTIVE**

\$199.43 Spent

Reach

The number of [Accounts Center accounts](#) who saw your ads at least once.



Social Media Promotion



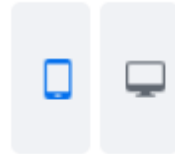
Ad summary

JUN 16 · ACTIVE

\$199.43 Spent

Placements

Where [people](#) saw your ads.



Feed on mobile app

82 %

Suggested videos feed on mobile devices

6 %

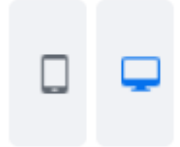
Instagram Stories on mobile devices

2 %

[See more](#)

Placements

Where [people](#) saw your ads.



Feed on desktop computers

63 %

Right Column Ads on Home Page for Desktop Computers

29 %





Suggested videos feed on desktop computers

5 %

[See more](#)

Social Media Promotion



| Ads | | | Reach ↑↓ | Objective ↑↓ | Amount spent ↑↓ |
|--|---|-----------|-----------------|--------------------|-------------------------------|
| Boosted Facebook post | | | | | |
|  | Jun 16 • Created by Melis... Link clicks NEW COUNTIES have b... | Active | 18,610 Reach | 397 Link clicks | \$201.80 Spent of \$500.00 |
| Boosted Facebook post | | | | | |
|  | May 9 • Created by Melis... Link clicks Start the Nail Tech Prog... | Rejected | 3,544 Reach | 77 Link clicks | \$45.34 Spent of \$50.00 |
| Event promotion | | | | | |
|  | Sep 6, 2022 • Created by ... Ticket sales You're Invited! Walla W... | Completed | 2,496 Reach | 24 Link clicks | \$20.00 Spent of \$20.00 |
| Boosted Facebook post | | | | | |
|  | Aug 10, 2022 • Created b... Link clicks | Completed | 2,542 Reach | 11 Link clicks | \$30.00 Spent of \$30.00 |

*Reach number slightly lower than early slide due to paid vs. organic reach

In-Person Promotion Examples



- Community picnics
- Tours
- Juneteenth
- Warrior Wednesday

Warrior Pledge Evaluation Plan



Elements of Evaluation:

- Demographic description of the cohort, which will also entail educational intent (program and credential goal)
- Persistence: First quarter to second quarter to third quarter (fall to winter, winter to spring)
- Retention: Fall to Fall
- Credits earned
- Gateway course completion in the first year (math and English)
- Attainment at 150% and 200%
- Financial ROI
- Focus groups will be conducted in Spring Quarter

Cohort 2 Knowns & Unknowns



Knowns:

As of June 21st:

- We have 387 new student ISIRs uploaded.
- Out of the 387 ISIRs, 227 students live in the eligible counties.
- Out of the 200 students that attended the June orientation 55 had FAFSA/WASFAs but not necessarily completed files.
- 34 potentially eligible students are signed up for a later orientation date.

Unknowns:

As of June 21st:

- Out of the 387, we don't know how many are interested in enrolling into Fall classes.
- Out of the 55 students, we don't know how many we will be reviewing for Warrior Pledge. How many have a completed file?
- Out of the 200 students that attended the June orientation, we don't know how many completed their FA file on this day by turning in missing required paperwork and making the deadline of July 1st.