



Board of Trustees, District No. 20
Walla Walla Community College
Board Meeting Agenda
Wednesday | May 26, 2021 | 9:30 a.m.

***Please note: To comply with Governor Inslee's Proclamation temporarily suspending the Open Public Meetings act, attendance will be virtual only. To connect to the Wednesday, May 26, 2021 Board Meeting, go to ZOOM: <https://wwcc-edu.zoom.us/j/88141693043> or dial-in: 253/215-8782.**

Virtual Board Meeting

All Times are Estimates

9:30 a.m.	Call to Order <i>Mr. Sergio Hernandez, Chair</i>		
	Approval of Agenda <i>Mr. Hernandez</i>	Action	
	Consent Agenda <i>Mr. Hernandez</i>	Action	
	1. April 28, 2021 Board Meeting Minutes		Tab 1
	2. Personnel Update		Tab 2
9:35 a.m.	Recess to Executive Session to Review the Performance of a Public Employee and to Discuss Labor Negotiations		
11:05 a.m.	Break		
11:10 a.m.	Approval of MOU with AHE re Guided Pathways <i>Ms. Sherry Hartford</i>	Action	Tab 3
11:15 a.m.	Second Read: Interagency Agreement for State Human Resources Labor Relations <i>Ms. Hartford</i>	Action	Tab 4
11:20 a.m.	President's Report <i>Dr. Chad Hickox</i>	Discuss	
11:35 a.m.	Policy Governance <i>Dr. Hickox</i>		
	➤ Second Read: Emergency Succession Policy	Action	Tab 5
11:45 a.m.	Emergency Succession Appointments <i>Dr. Hickox</i>	Discuss	

11:50 a.m.	Student Government Association Activity Report ➤ Walla Walla Campus <i>Ms. Sarah Benimana</i> ➤ Clarkston Campus <i>Mr. Shiloh Rowden</i>	Discuss	
12:00 p.m.	Faculty Senate Update <i>Mr. Mike Rostollan</i>	Discuss	
12:10 p.m.	Interim Spring Quarter Enrollment Report <i>Dr. Nick Velluzzi</i>	Discuss	Tab 6
12:25 p.m.	Break		
12:30 p.m.	April Financial Report <i>Ms. Lauerman</i>	Discuss	Tab 7
12:45 p.m.	First Read: 2021-22 Student Services and Activities Fee Budget <i>Ms. Nadine Stecklein</i>	Discuss	Tab 8
1:00 p.m.	First Read: 2021-22 Tuition Schedules and Student Program Fees <i>Ms. Lauerman</i> ➤ 2021-22 Tuition Schedules ➤ 2021-22 Student Program Fees	Discuss	Tab 9 Tab 10
1:15 p.m.	First Read: 2021-22 Athletics Budget <i>Ms. Lauerman</i>	Discuss	Tab 11
1:30 p.m.	First Read: 2021-22 Annual Plan and Budget <i>Ms. Lauerman</i>	Discuss	Tab 12
2:00 p.m.	Board Reports / Remarks	Discuss	
2:10 p.m.	New and Unscheduled Business	Discuss	
2:15 p.m.	Public Comment	Discuss	
2:30 p.m.	Adjournment		

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

The Board of Trustees of Community College District No. 20 met in regular session on Wednesday, April 28, 2021, via Zoom. Mr. Sergio Hernandez called the meeting to order at 9:30 a.m.

Trustees present: Mr. Sergio Hernandez
Mr. Tim Burt
Ms. Michelle Liberty
Mr. Bill Warren

Administrators present: Dr. Chad Hickox, President
Dr. Jess Clark, Vice President, Instruction
Ms. Davina Fogg, Vice President, Operations
Ms. Sherry Hartford, Vice President, Human Resources
Ms. Peggy Lauerma, Vice President, Finance
Dr. Nick Velluzzi, Vice President, Enrollment Services and
Institutional Effectiveness
Ms. Kathy Adamski, Dean, Nursing Education
Mr. Jerry Anhorn, Dean, Workforce Education
Ms. Margarita Banderas, Director, Equity, Diversity, & Inclusion
Mr. Brent Caulk, Dean, Corrections Education, WSP
Ms. Jessica Cook, Executive Director, WWCC Foundation
Ms. Denise Kammers, Dean, Corrections Education, CRCC
Dr. Richard Middleton-Kaplan, Dean, Arts & Sciences, Criminal
Justice, Early Childhood & Parenting Education, and Human &
Social Services
Dr. Chad Miltenberger, Dean, Clarkston Campus
Ms. Susie Pearson, Dean, Transitional Studies
Ms. Jacquelyn Ray, Director, Library Services
Mr. Joshua Slep, Director, Institutional Research & Effectiveness

Also present: Dr. Lisa Chamberlin, ctcLink Project Manager/Organizational
Change Manager
Mr. Steven Foster, AAG
Ms. Jerri Ramsey, Recording Secretary
Ms. Nadine Stecklein, Director, Student Life
Ms. Cindy Walker, Assistant Dean, Workforce Education

Approval of Agenda

Mr. Burt moved and Mr. Warren seconded to approve the agenda for the April 28, 2021 Board of Trustees meeting as presented. *Motion carried.*

Consent Agenda

Mr. Warren moved and Mr. Burt seconded that the consent agenda items be approved or accepted, as appropriate:
1) March 24, 2021 Board Meeting Minutes 2) Personnel Update; 3) Interim Spring Enrollment Report; and 4) President's Evaluation Process Instrument and Timeline.
Motion carried.

Recess to Executive Session to Discuss Labor Negotiations. The Board recessed to Executive Session at 9:35 a.m. to discuss labor negotiations with an anticipated return time of 9:50 a.m. At 9:50 a.m., the Board extended the Executive Session to 9:55 a.m. At 9:55 a.m. the Board returned to open session and Mr. Hernandez reported no action had been taken during the Executive Session.

First Read: Interagency Agreement for State Human Resources Labor Relations. Mrs. Hartford reviewed the Interagency Agreement for State Human Resources Labor Relations, noting it was a continuation of a long-standing process of delegating authority to the Office of Financial Management for collective bargaining with classified staff on behalf of WWCC and 13 other community colleges in the state. Mrs. Hartford reported it was a four-year agreement, with the ability to terminate with 30 days' notice. The Board agreed to have the Agreement on the agenda for approval at the May 2021 Board meeting.

Approval of 2021-23 Strategic Plan. Dr. Hickox reviewed the process used in creating the 2021-23 Strategic Plan; survey of internal and external community; Governance Council held constituency meetings for input that resulted in a final set of three goals; objectives for each goal were then determined; forums with both the internal and external communities were held; and trustees submitted suggestions. Dr. Hickox highlighted the final document; noting trainings would be held with senior administrators and with direct unit supervisors who will, in turn, begin creating work plans for each area. Dr. Hickox also noted he will provide the Board with updates regularly.

Ms. Liberty moved and Mr. Warren seconded to approve the 2021-2023 Walla Walla Community College Strategic Plan as presented, attached, and by this reference, made a part of these minutes. *Motion carried.*

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

- The Washington State Legislature adjourned and final operating budget information has yet to be provided by the State Board. The Capital Budget did include the STEM building and bids will be due June 3 with a hoped-for construction start of mid-July and potential occupancy by Fall Quarter 2022.
- Ms. Liberty and Mr. Burt have identified potential trustees and meetings will be scheduled for further discussion.
- The plan for all employees and students to be back on campus remains July 1, pending any changes from the Governor or the County Health Department.
- Have been approached by W3, the firm seeking to assume operations of the Veterans Memorial Golf Course and to create an outdoor music venue, asking to partner with the College through potential learning opportunities for Turf Management, Irrigation, and Culinary students. W3 is asking the College for a letter of partnership to be included with their RFP to the City of Walla Walla. This letter of partnership is not a commitment and does not infer any financial obligation.
- Graduation ceremonies will be held June 11, 5:00 p.m., on the Clarkston Campus, and June 12, 10:00 a.m., on the Walla Walla Campus. This will be a drive-through/walk-through ceremony.
- Two planned power outages on the Walla Walla Campus: 1) April 28 at 5 p.m., to replace a transformer and 2) May 8-10, for a required major upgrade to the electrical infrastructure.
- A service for the late Dr. Brandes has been planned by his family for June 26 at 2:00 p.m. in Richland.

Policy Governance

- **Second Read: WWCC Governance Commitment Policy.** Dr. Hickox highlighted the WWCC Governance Commitment Policy, noting there had been no changes since it had been presented as a First Read at the May Board Meeting.

Ms. Liberty moved and Mr. Warren seconded to adopt WWCC Policy Governance Commitment No. 1250 as presented. *Motion carried.*

- **First Read: Emergency Succession Policy.** Dr. Hickox reported the Emergency Succession Policy had been revised as discussed at the April Board Meeting. By consensus, the Board agreed the Emergency Succession Policy as presented should be brought forward at the May Board meeting as a Second Read and considered for adoption.

Scott Grant Update. As a follow-up to discussions at previous Board meetings, Dr. Hickox reported on the two areas of interest: Child care and Promise scholarships to assist high school graduates in the college's service area. Dr. Hickox noted there is a lack of cohesion between owners/operators of child care facilities and therefore he will be scheduling one-on-one meetings with individuals to seek insight into potential options and will provide further information at a future Board meeting. Regarding the Promise scholarship, Dr. Hickox reported he and Foundation staff met with the representatives of the Seattle Colleges about their Promise scholarship program and used their model of participation to create very rough estimates for a similar program at WWCC. Dr. Hickox also noted their research showed that any form of a Promise scholarship would also require wrap-around services requiring additional personnel. The rough estimates indicate approximately 284 possible eligible students of which approximately 142 would enroll; with those numbers doubling in the second year, i.e., 568 applicants and 227 enrollees. The estimated scholarship funding to serve 142 students in the first year would range from \$170,000 to \$200,000 depending on the average award per student. Adding the estimated cost for additional personnel, the total cost could be \$500,000 approximately for the first year. Projecting these numbers out, by the third year the costs could exceed \$600,000 annually, exceeding the return on investment for the Scott Grant. That could, in turn, require either using principle funds and/or needing a capital campaign. There was some discussion regarding using all of the Scott Grant funds on one program and continued interest in some form of a child care program.

Introduction of Newly-Tenured Faculty. Dr. Clark introduced and congratulated the following newly-tenured faculty: Dale Chapman, Digital Design Instructor, WSP; Melany Coronado, Nursing Instructor, Clarkston Campus; Paris Davis, Counselor; Zachary Knappenberger, John Deere Instructor; and Wesley Maier, Criminal Justice Instructor. Dr. Clark also recognized Dan Aschenbrenner, Welding Instructor, WSP and W. Paul Forney, Diesel Technology, WSP as newly tenured faculty who were unable to attend the meeting.

Student Government Association Activity Report

➤ **Clarkston Campus.** Shiloh Rowden, President of the Clarkston Campus SGA, provided the following report:

- The Student Activity Center has been in continuous use by students;
- Graduation gifts have been received and are being readied for handing out;
- He has continued to work on Governance Council;
- As the pandemic has prevented any in-person student events, SGA has encouraged students to engage in outdoor activities with social distancing and safe practices;
- SGA has continued to evaluate expenditures and have had several meetings on next year's budget.

AHE Update. Mr. Peitersen provided the following information:

- Have been finalizing negotiations with administration regarding the high demand funding and preparing for the upcoming Guided Pathways negotiations;
- Faculty is interested in the opportunity to provide input in filling board vacancies;
- Faculty are wanting to and looking forward to being back in the classroom, with the understanding of the need to do so safely;

March Financial Report. Ms. Lauerma reviewed the financial report for the period ending March 31, 2021, nine months into the fiscal year, or approximately 75% of the year, including:

- Operating Budget Reconciliation: \$30,584,000; Updated 2020-21 Operating Budget Spending - \$29,143,884 - unchanged from February.
- Revenue
 - Total State Revenue at \$12,229,288 vs \$13,114,788 the previous year
 - Tuition and Other Revenue at \$8,389,010 vs \$9,858,829 the previous year
 - Total Revenue at \$20,618,297 vs \$24,168,505 the previous year, of which \$1,194,888 was from the use of Fund Balance and no Fund Balance monies have been used in the current year.
- Expenditures by Category and by Function at \$18,097,712 vs \$21,119,393 the previous year.
- Course/Program Fees
- Grants and Contracts

Board Reports / Remarks. Ms. Liberty reported Providence St. Mary Medical Center was WWCC's nominee and was ultimately selected as the ACT Partner of the Year Award.

New and Unscheduled Business. Ms. Hartford reported WWCC received \$465,441 from the Washington State Legislature in 2020 earmarked for faculty teaching in the weighted skills gap enrollment areas and STEM courses. The College entered into negotiations with AHE, an agreement was reached, and the AHE membership ratified the agreement. The terms of that agreement are incorporated in a Memorandum of Understanding (MOU) outlining stipends to eligible faculty. Mrs. Hartford presented and reviewed the MOU for adoption by the Board of Trustees.

Mr. Warren moved and Mr. Burt 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 entitled Faculty High Demand Compensation, as attached and by this reference made a part of these minutes. *Motion carried.*

Public Comment. None

Adjournment. The meeting adjourned at 11:40 a.m.

Dr. Chad E. Hickox, President

ATTEST:

Mr. Sergio Hernandez, Chair
Board of Trustees

Memorandum of Understanding
Between
The Board of Trustees of Community College District No. 20
and the
Walla Walla Community College Association for Higher Education

Faculty High Demand Compensation

Whereas the Workforce Investment Act of 2019, part IV section 5(5), provided for increasing salaries for faculty in disciplines determined to be high-demand including but not limited to STEM and Skills Gap courses;

Whereas the college received \$465,441 for such purposes;

Whereas the parties have reviewed a list of course CIP Codes for Weighted Skills Gap Enrollment, and a list of STEM courses for Weighted STEM enrollments;

Whereas the parties have engaged in negotiations in accordance with Article 39.5 of the 2019-2022 collective bargaining agreement,

Therefore, the Association for Higher Education and the Board of Trustees hereby enter into this Memorandum of Understanding for the 2020-2021 academic year:

1. Eligible faculty are determined to be faculty teaching STEM (Science, Technology, Engineering, Math (including Math 146)) and Skills Gap courses (excluding Nursing) as defined by the SBCTC;
2. Eligible full-time faculty will receive a one-time stipend of \$8,068.00;
3. Eligible part-time faculty will receive a one-time stipend paid on a pro-rated portion based on their percent of fulltime teaching approved courses during Spring 2020, Summer 2020, Fall 2020 and Winter 2021;

Signature: Sergio Hernandez
Sergio Hernandez (Apr 28, 2021 18:52 PDT)
Email: sahernandez@wwps.org

Signature: Jim Peitersen
Jim Peitersen (Apr 28, 2021 18:09 PDT)
Email: jim.peitersen@wwcc.edu

For the Employer:

Sergio Hernandez
Sergio Hernandez
4/28/2021

Date

For the Union:

James Peitersen
James Peitersen
4/28/2021

Date

Walla Walla Community College 2021 – 2023 Strategic Plan Goals and Objectives

Goal 1: WWCC will provide high-quality pathways for education and training for all students to meet the needs of our communities.

Objective 1: The college will prioritize equity and accessibility across all instructional modalities and campuses, as well as identify gaps to increase access and improve outcomes for underserved communities.

Objective 2: The college will increase student recruitment, retention, completion, and transition (assisting students with transition from basic education for adults, transfer for further study, and college-to-career preparedness and placement).

Objective 3: The college will explore and develop pathways, programs and training that are relevant to the current and future needs of students and the communities we serve.

Goal 2: WWCC will be a fiscally sustainable organization.

Objective 1: The college will continue to develop and prioritize effective outreach, marketing, and recruitment to increase enrollment.

Objective 2: The college will implement a financial decision-making process that optimizes and prioritizes equitable allocation of resources and creates a transparency in developing and managing budgets, that builds understanding, trust, and that facilitates communications among all stakeholders.

Objective 3: The college will develop and use resources, both personnel and financial, to support its strategic directions and increase efficiencies while generating additional revenue to meet the needs of the communities we serve.

Goal 3: WWCC will be welcoming, inclusive, supportive of, and responsive to all communities we serve.

Objective 1: The college will create an equitable environment where all people associated with WWCC, but especially historically underserved individuals and groups, feel heard, valued and supported.

Objective 2: The college will foster trust and inclusiveness in equitable decision-making, utilizing participatory governance and transparent communication across all campuses and communities.

Objective 3: The college will work with community partners (industries, employers, other education providers, and non-profits) to develop and grow pathways and programs to increase educational attainment and to enhance regional economic viability.

Objective 4: The college will be a respected voice in critical conversations in the communities we serve.

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: May 20, 2021

TO: Board of Trustees

FROM: Sherry Hartford, Vice President of Human Resources

SUBJECT: Personnel Update

Below is an update reflecting changes to college personnel in April 2021.

Appointments

Collins, Casey – Men's Soccer Coach/Faculty, Walla Walla
Martin, Gary – Custodian 2, Walla Walla

Separations

None

Changes

Wooster, Laura – Curriculum & Scheduling Specialist, Walla Walla

Positions Currently Posted

BAS Agricultural Systems Instructor, Walla Walla
CNC Instructor, Washington State Penitentiary
Custodian 2, Walla Walla
Director of Marketing & Communications, Walla Walla
Education & Career Navigator, Walla Walla
Fiscal Analyst 2, Walla Walla
Instruction & Classroom Support Tech, Enology & Viticulture, Walla Walla
Running Start Coordinator, Walla Walla
Student Services and Academic Coordinator, Coyote Ridge Corrections Center

Memorandum of Understanding
Between
The Board of Trustees of Community College District No. 20
and the
Walla Walla Community College Association for Higher Education

Guided Pathways

Whereas the Workforce Education Investment Account provided appropriations solely to implement Guided Pathways at each of the state's community and technical colleges;

Whereas Guided Pathways implementation includes:

- (i) Increased student support services, including advising and counseling;
- (ii) Faculty teaching and planning time to redesign curriculum, develop meta-majors, and engage in interdepartmental planning on pathways;
- (iii) Data analytics and student tracking technology to help advisors and students address challenges that may impede a student's progress; and
- (iv) Research and evaluation to ensure reforms lead to improvements for all students.

Whereas the college received \$497,348 appropriated for the fiscal year ending June 30, 2021, for such purposes;

Whereas the parties have engaged in negotiations in accordance with Article 39.5 of the 2019-2022 collective bargaining agreement;

Therefore, the Association for Higher Education and the Board of Trustees hereby enter into this Memorandum of Understanding for the 2020-2021 academic year:

Each faculty employed full time as the of the date of this agreement (and one adjunct faculty mutually identified by the parties) will receive a one-time stipend of \$1,940.85 for Guided Pathways efforts for the 2020-2021 academic year.

For the Employer:

For the Union:

Sergio Hernandez, Board Chair

James Peitersen, AHE President

Date

Date

**INTERAGENCY AGREEMENT
BETWEEN
THE WASHINGTON STATE
OFFICE OF FINANCIAL MANAGEMENT
AND
WALLA WALLA COMMUNITY COLLEGE**

PARTIES TO THE AGREEMENT

This Interagency Agreement is made and entered into by and between the Office of Financial Management, State Human Resources, Labor Relations Section (OFM) and Walla Walla Community College (WWCC) pursuant to the authority granted by Chapter 39.34 RCW.

PURPOSE

The purpose of this Agreement is to set forth the terms of agreement whereby OFM will conduct contract negotiations for collective bargaining agreements on behalf of WWCC, as outlined in Chapter 41.80.010 RCW for civil service employees.

STATEMENT OF WORK

1. WWCC, by electing to have OFM conduct their contract negotiations, delegates the authority to OFM to act as their sole and exclusive agent for the purpose of negotiating agreements or contracts to be entered into by and between the labor organization and WWCC. Each institution of higher education, in coordination with all participating institutions of higher education, will designate the membership of the negotiating team that will work with OFM.
2. OFM will provide the following types of services related to this Agreement:
 - a. Conduct pre-negotiation sessions with representatives of the institutions of higher education in preparation for collective bargaining contract negotiations. The institutions of higher education's representatives will participate in pre-negotiation meetings to identify bargaining issues, develop concepts, and contract proposals. OFM will coordinate the meetings with WWCC's designated point of contact.
 - b. Provide training on negotiations to the institutions of higher education's negotiating team members prior to the beginning of contract negotiations.
 - c. Lead and conduct contract negotiations on behalf of WWCC in close coordination with the higher education negotiating team and will continue negotiations until a bargaining agreement is reached between the institutions of higher education and the labor organization.
 - d. Provide "train the trainer" support to OFM staff on the terms of the executed contract after the conclusion of the labor negotiations. OFM will provide support to WWCC in updating the supervisor training.
 - e. Provide a point of contact to WWCC's human resource staff to address matters related to contract language interpretation, intent and contract administration.
 - f. Respond to all demands to bargain and lead bargaining until an agreement is reached.

PERIOD OF PERFORMANCE

This Agreement shall become effective on July 1, 2021 and will end on June 30, 2025, unless terminated sooner or extended by mutual agreement.

DATA EXCHANGE AND RETRIEVAL

WWCC will be required to provide any and all information supporting or pertaining to the negotiation of labor agreements. The source for information will be payroll and human resource data for WWCC processed with the Washington State Board for Community and Technical Colleges (SBCTC). A separate agreement has been executed between OFM and SBCTC to establish the terms for the data transmission and data security. In the event OFM needs additional information, institutions will be expected to provide current and accurate data according to the requested timeframe. Any confidential information received by OFM from WWCC shall remain confidential to the extent provided by law. All data received by OFM will be used solely for the purpose of evaluating and identifying the fiscal impact of negotiations and budget development.

COMPENSATION

1. WWCC shall reimburse OFM for services based on a percentage of the represented employee salary base. Currently the percent is .17 percent of the represented classified salary base. This amount may need to be adjusted according to actual workload. The base billing data will be taken from the data used to create the fiscal projections for the negotiations (OFM Compensation Impact Model, CIM).
2. WWCC shall reimburse OFM for any travel expenses incurred during contract negotiations on behalf of WWCC. Such expenses shall be limited to the current State travel reimbursement rates. OFM will invoice for expenses by providing a detailed breakdown of travel expenses.
3. WWCC shall reimburse OFM for travel expenses incurred for consultative and contract administration provided outside the Olympia area after contract negotiations are completed. Such expenses shall be limited to the current State travel reimbursement rates. OFM will invoice for expenses by providing a detailed breakdown of those travel expenses.

INVOICING AND PAYMENT

1. WWCC shall submit payment under this Agreement on a quarterly basis.
2. OFM shall submit invoices to the attention of:
Sherry Hartford, Vice President of Human Resources
Walla Walla Community College
500 Tausick Way
Walla Walla, WA 99362-9267
3. Payment shall be made either by electronic funds transfer to OFM or by warrant mailed to:
Office of Financial Management
Attention: Accounts Receivable
P.O. Box 43113
Olympia, WA 98504-3113

RECORDS MAINTENANCE

1. The parties to this Agreement shall each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the service(s) described herein. These records shall be subject to inspection, review or audit by personnel of parties, other personnel duly authorized by either party, the Office of the State Auditor (OSA), and federal officials so authorized by law. All books, records, documents and other material relevant to this Agreement will be retained for six (6) years after expiration and OSA, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.
2. Records and other documents, in any medium, furnished by one party to this Agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

MANAGEMENT

1. The Contract Manager for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this contract.

The Contract Manager for OFM is: Angie Gill, Compensation Policy and Planning Manager
angie.gill@ofm.wa.gov, (360) 407-4117.

The Contract Manager for WWCC is: Sherry Hartford, Vice President of Human Resources
sherry.hartford@wwcc.edu, (509) 527-4382

2. WWCC also agrees to designate Julie Huss, Director of Human Resources, SBCTC to be the coordinator between all community colleges and the OFM.
3. Matters relating to data processing, data exchange or data security are the responsibility of the OFM Chief Information Officer or their designee.

DISPUTES

In the event that a dispute arises under this Agreement, resolution shall be determined by a three-member Dispute Board. The membership of the Board will consist of a designated representative from WWCC, a representative from OFM, and a third member mutually agreed upon by the two members. The Dispute Board shall review the facts, agreement terms, and applicable statutes and rules, and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto.

TERMINATION

Either party may terminate this Agreement upon thirty (30) days written notice to the other party's contract manager. In the event of termination of this Agreement, the terminating party shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

AGREEMENT CHANGES, MOOIFICATIONS AND AMENDMENTS

This Agreement may be changed, modified, or amended by written agreement executed by both parties.

EXECUTION

We, the undersigned, agree to the terms of the foregoing Agreement.

WALLA WALLA COMMUNITY COLLEGE

OFFICE OF FINANCIAL MANAGEMENT

Chad E. Hickox

Bonnie Lindstrom

President

Title

Date

Contracts Administrator

Title

Date

Walla Walla Community College
Board of Trustees Policy
Executive Limitations: Emergency Succession
Policy Number: 1004

The Board and President shall periodically review and discuss an emergency presidential succession plan. The purpose of the plan is to ensure the president's duties in organizational leadership, program development, program administration, operations, board of trustee relations, financial operations, resource development, and community presence are performed during a significant absence.

In order to protect the Board from the sudden loss of presidential services, the President shall have at least two other executives familiar with board and presidential matters and processes in the event of a sudden loss of presidential services.

As necessary, as determined by the President, and no less than annually during the fall quarter of each academic year, the President shall furnish the Board with the names and titles of the college administrators familiar with the board and presidential matters and processes.

Policy Contact: President

Approved by: WWCC Board of Trustees

Date Originally Approved: December 19, 2018

Last Reviewed/Revised: _____



Walla Walla Community College

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

DATE: May 20, 2021

TO: Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Interim Spring Quarter Enrollment Report

The corresponding tab provides a detailed data report for Spring Quarter 2021 and preceding years and quarters from 2017-2018.

- State-supported enrollment for Spring Quarter is reporting 1,402 FTE, a decline of 427 FTE or 23.3% from the **close** of Spring Quarter 2020.
- Contract enrollment is reporting 1,067 FTE, an increase of 51 FTE (.5%) from the **close** of Spring Quarter 2020. Corrections education accounts for 806 FTE of contract enrollment, which is up 40 FTE from the **close** of Spring Quarter 2020.
- Self-support enrollment is reporting 27 FTE, which is up 19 FTE from the **close** of last Spring Quarter.
- Enrollment in the Bachelors of Applied Science (BAS) programs is reporting 71 FTE, up 26 FTE from the **close** of last Spring Quarter.
- Running Start is reporting 211 FTE, up 9 FTE from the **close** of last Spring Quarter.
- Course enrollment by Intent:
 - Academic Transfer is reporting 531 FTE, down 174 FTE from last Spring Quarter.
 - Workforce Education is reporting 754 FTE, down 214 FTE from last Spring Quarter.
 - Basic Education for Adults is reporting 68 FTE, down 8 FTE from last Spring Quarter.
 - Pre-College is reporting 48 FTE, down 32 FTE from last Spring Quarter.
- All fund sources combined amount to 2,496 FTE, which is down 12.5% from last spring.

WWCC Enrollment Report for Spring 2021

As of May 19, 2021

All current and future quarter FTEs are estimates and subject to change. Historical FTEs match SBCTC official records.

FTE by Funding Source

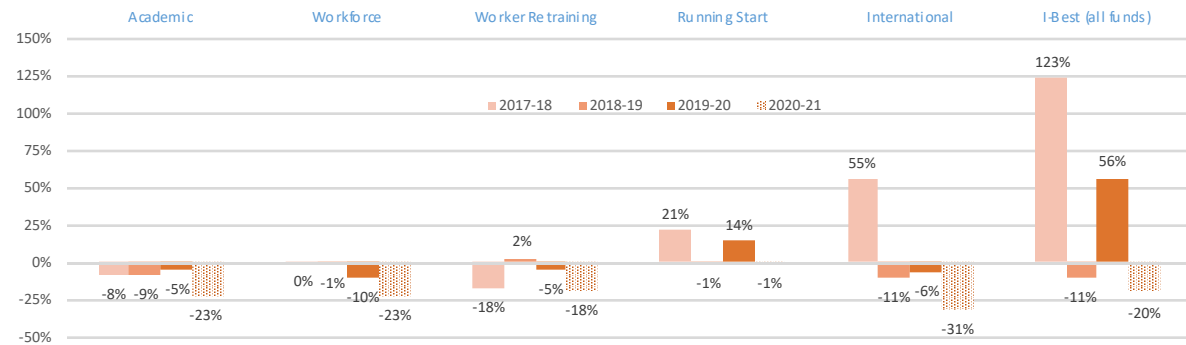
	2017-18				2018-19				2019-20				2020-21			
	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE
summer	793	1,078	29	1,900	689	889	41	1,619	561	972	36	1,569	474	759	6	1,239
fall	2,583	1,401	33	4,017	2,367	1,347	31	3,745	2,277	1,362	75	3,714	1,662	1,033	48	2,743
winter	2,566	1,407	29	4,002	2,371	1,353	29	3,753	2,158	1,529	38	3,724	1,549	1,022	33	2,603
spring	2,402	1,381	19	3,802	2,199	1,341	40	3,580	1,829	1,016	8	2,853	1,402	1,067	27	2,496
Total	8,344	5,267	110	13,721	7,626	4,930	141	12,697	6,825	4,879	157	11,860	5,087	3,881	114	9,081
AAFTI	2,781	1,756	37	4,574	2,542	1,643	47	4,232	2,275	1,626	52	3,953	1,696	1,294	38	3,027
State Allocation Plan for 2020-21:													3,157	-46%		

rounding error

Change to date

		Δ prev.yr.	Δ 3yrs.	3-yr avg. Δ
State	summer	-16%	-40%	-16%
	fall	-27%	-36%	-13%
	winter	-28%	-40%	-15%
	spring	-23%	-42%	-16%
	annual	-25%	-39%	-15%
Contract	summer	-22%	-30%	-10%
	fall	-24%	-26%	-9%
	winter	-33%	-27%	-8%
	spring	5%	-23%	-7%
Self Support	summer	-83%	-79%	-18%
	fall	-36%	45%	34%
	winter	-13%	14%	6%
	spring	233%	42%	88%

Annual Change in FTE by Class Intent and Program



FTE Highlights by Class Intent and Funding Source

Duplicative. Do not sum to totals		2017-18				2018-19				2019-20				2020-21			
		summer	fall	winter	spring	summer	fall	winter	spring	summer	fall	winter	spring	summer	fall	winter	spring
intent*	State																
	Academic	285	959	933	851	237	851	859	814	240	870	799	705	245	659	588	531
	Workforce	367	1,165	1,147	1,150	309	1,214	1,148	1,119	232	1,111	1,088	968	183	848	823	754
	Basic Ed. for Adults	130	310	344	292	117	165	229	168	61	140	135	76	25	54	57	68
	Pre-College	11	149	142	109	26	137	134	98	29	155	136	80	21	101	80	48
	Worker Retraining	154	312	371	354	93	380	379	366	102	352	361	342	98	271	304	273
	I-Best**		35	38	29		30	21	47		44	26	33	11	15	24	22
	BAS						3	7	9	4	49	49	45	5	61	65	71
	International	11	20	23	22	8	20	19	21	4	19	23	18	6	14	11	13
	Contract																
	DOC	1,078	1,081	1,108	1,081	888	1,018	1,052	1,056	972	1,074	1,244	766	748	779	778	806
	Running Start		211	200	181		199	202	183		232	234	202		229	221	211
	Alternative HS		85	95	97		97	93	86	9	42	42	28	1	19	18	18
	College in HS		19		12		14		10			3	10			1	7
	I-Best**	82	73	98	46	63	60	70	68	123	95	165	74	101	101	94	81

Full-time Equivalent (FTE) enrollments are an analytical measurement of student activity across the term, equal to 15 quarterly or 45 annual credits, and may not match billing requirements for all programs.

*Based on intent of the course as defined by CIP. Does not equate to department or college organizational structures.

**All state-funded I-Best enrollments receive a 75% enhancement. Enhancement of contract -funded courses began in 2017-18.

Financial Presentation

April 30, 2021

Board of Trustees Meeting
May 26, 2021



Presentation Summary

Today's review includes operating results for year to date ending, April 30, 2021.

- Operating Budget Reconciliation
- Revenue
- Expenditures; by category and function
- Course/Program Fees
- Grants & Contracts Summary
- Questions



Operating Budget Reconciliation

Approved 2020-2021 Operating Budget	\$29,455,955
Approved 2020-2021 Course/Program Fees Budget	1,593,486
Approved 2020-2021 Operating Budget	\$31,049,441

Operating Budget

Approved 2020-2021 Operating Budget Spending	\$28,990,514	
Allocation 1-Workforce Dev. Project	45,000	619,282
Allocation 2-Goldstar Families	3,489	
Allocation 3-GEER Funding	773,439	
Operating Fees (Tuition) Revised	-722,552	
Allocation 4-Reduction to Centers of Excellence funding	-1,500	
Allocation 4-Worker Retraining increase	51,250	
Allocation 5-Homeless College Student funding to Puget Sound	-7,000	
Allocation 1 - High Demand Faculty Salary	465,441	
Allocation True-up (Internal)	11,715	
Updated 2020-2021 Operating Budget Spending	\$29,609,796	

Revenue

	2020-2021 Adjusted Budget	% of Total	2020-2021 YTD Actuals	% of Budget	2019-2020 YTD Actuals	% of Budget	Difference over Prior Year	% Change YOY
State Allocation								
Base Allocation	\$15,735,925	53%	\$11,881,815	76%	\$12,952,608	74%	-\$1,070,794	-8%
Opportunity Grant	461,412	2%	348,393	76%	412,625	89%	-64,233	-16%
GEER Funding	773,439	3%	541,245	70%	-	0%	541,245	0%
Worker Retraining	1,838,073	6%	1,451,590	79%	1,349,089	68%	102,501	8%
Total State Revenue	\$18,808,849	64%	\$14,223,043	76%	\$14,714,323	74%	-\$491,280	-3%
Operating Fee & Other Revenue								
Operating Fee	\$6,237,448	21%	\$5,611,926	90%	\$7,006,503	109%	-\$1,394,577	-20%
Student Fees/Other Misc Rev	883,499	3%	647,353	73%	889,626	116%	-242,273	-27%
Open Doors Program	300,000	1%	198,119	66%	311,932	44%	-113,813	-36%
Running Start	1,700,000	6%	1,157,721	68%	1,198,055	80%	-40,334	-3%
Foundation Support	200,000	1%	150,000	75%	150,000	75%	-	0%
Grants and Contracts - Indirect	990,000	3%	801,514	81%	520,594	77%	280,921	54%
Community Service	340,000	1%	178,797	53%	184,708	62%	-5,912	-3%
Ancillary Programs	150,000	1%	37,491	25%	115,272	66%	-77,781	-67%
Total Tuition & Other Revenue	\$10,800,947	36%	\$8,782,921	81%	\$10,376,690	32%	-\$1,593,769	-15%
Use of Fund Balance	\$0	0%	\$0		\$0	0%	\$0	0%
TOTAL REVENUE	\$29,609,796	100%	\$23,005,964	78%	\$25,091,013	78%	-\$2,085,049	-8%

Expenditures, *by Category*

	2020-2021 Adjusted Budget	% of Total	2020-2021 YTD Actuals	% of Budget	2019-2020 YTD Actuals	% of Budget	Difference over Prior Year	% Change YOY
Salaries and Wages	\$17,867,655	60%	\$12,947,737	72%	\$14,888,007	77%	-\$1,940,271	-13%
Benefits	6,172,317	21%	\$4,689,752	76%	\$5,173,380	76%	-483,629	-9%
Rents	38,960	0%	\$26,324	68%	\$78,190	149%	-51,866	-66%
Utilities	899,188	3%	\$558,849	62%	\$571,289	64%	-12,440	-2%
Goods and Services	2,703,656	9%	\$1,448,976	54%	\$1,602,092	55%	-153,116	-10%
Travel	37,500	0%	\$1,091	3%	\$114,426	40%	-113,335	-99%
Equipment	300,069	1%	\$86,886	29%	\$131,306	34%	-44,421	-34%
Fin Aid, Debt Service, Transfer	1,590,451	5%	\$939,545	59%	\$955,555	61%	-16,010	-2%
TOTAL EXPENSE	\$29,609,796	100%	\$20,699,159	70%	\$23,514,246	73%	-\$2,815,087	-12%

Expenditures, *by Function*

	2020-2021 Adjusted Budget	% of Total	2020-2021 YTD Actuals	% of Budget	2019-2020 YTD Actuals	% of Budget	Difference over Prior Year	% Change YOY
Instruction	\$12,046,618	41%	\$8,360,091	69%	\$9,418,714	68%	-\$1,058,624	-11%
Community Service	340,002	1%	\$130,152	38%	\$213,470	71%	-83,317	-39%
Instructional Computing	204,989	1%	\$238,758	116%	\$275,455	109%	-36,697	-13%
Ancillary Programs	150,000	1%	\$76,428	51%	\$143,031	82%	-66,603	-47%
Academic Administration	2,655,629	9%	\$2,067,404	78%	\$2,401,878	86%	-334,474	-14%
Library Services	559,527	2%	\$418,946	75%	\$548,402	79%	-129,457	-24%
Student Services	4,021,112	14%	\$2,957,089	74%	\$3,242,872	73%	-285,783	-9%
Institutional Support	6,347,986	21%	\$4,165,975	66%	\$4,583,523	72%	-417,548	-9%
Facility Services	3,283,933	11%	\$2,284,315	70%	\$2,686,900	79%	-402,585	-15%
TOTAL EXPENSE	\$29,609,796	100%	\$20,699,159	70%	\$23,514,246	73%	-\$2,815,087	-12%

Course/Program Fees

	2020-2021 Adopted Budget	% of Total	2020-2021 YTD Actuals	% of Budget	2019-2020 YTD Actuals		Difference over Prior Year	% Change YOY
Course/Program Fee Revenue	\$1,593,486	100%	\$1,243,822	78%	1,618,128	108%	-\$374,306	-23%
Course/Program Fee Expense	\$1,593,486	100%	<u>\$498,360</u>	31%	<u>579,674</u>	39%	<u>-\$81,314</u>	-14%
Totals			<u>\$745,462</u>		<u>\$1,038,454</u>		<u>-\$292,992</u>	

Grants & Contracts

	Current Month Budget Changes	2020-2021 YTD Budget	Expenditures to Date	YTD % Spent
Corrections Education	-\$90,000	\$7,068,967	\$5,782,902	82%
State Funded Grants	-\$63,800	2,244,540	1,288,556	57%
Federal Funded Grants	\$0	6,736,213	2,080,428	31%
Private Funded Grants	\$0	455,854	208,516	46%
Fiscal Agent Grants	\$0	1,025,905	624,597	61%
TOTAL GRANTS & CONTRACTS	<u>-\$153,800</u>	<u>\$17,531,479</u>	<u>\$9,984,999</u>	<u>57%</u>

Corrections Ed: SBCTC decreased grant award by \$90,000

State: SBCTC decreased WorkFirst grant award by \$60,000

State: SBCTC decreased Perkins Special Projects grant award by \$3,800

Questions ?

FY 21-22 Services & Activities Fees Budget

Revenue	FY 19-20 Revenue	FY 20-21 Revenue	FY 21-22 Revenue	Amount in Reserves		Change in Revenue	
S&A Fees	880,000	880,000	891,200			-	
Vending Machines	11,500	11,200					
				606,043			
Total Revenues	891,500	891,200	891,200	606,043		-	
Account Title	19-20 Budget	% of Budget	FY 20-21 Budget	% of Budget	FY 21-22 Total Proposed Budget	FY 20-21 vs FY 21-22 Budget	% of Budget
Administrative & Professional Salaries	94,750	10.6%	99,823	11.2%	99,823	-	11.2%
Director of Student Life Support	6,290	0.7%	7,249	0.8%	7,249	-	0.8%
Media, Marketing, Graphics	7,000	0.8%	1,000	0.1%	1,000	-	0.1%
Lecture & Entertainment	500	0.1%	500	0.1%	500	-	0.1%
Student Government Association Leadership	96,860	10.9%	108,690	12.2%	108,690	-	12.2%
Student Club Council Support	19,285	2.2%	19,260	2.2%	19,260	-	2.2%
Clubs (16 total)	33,335	3.7%	34,660	3.9%	34,660	-	3.9%
Student Activities & Engagement Programming	122,395	13.7%	118,795	13.3%	118,795	-	13.3%
Diversity, Inclusion, and Equity Programming	6,300	0.7%	6,300	0.7%	6,300	-	0.7%
Volunteerism/ Community Service	5,500	0.6%	5,500	0.6%	5,500	-	0.6%
Intramurals/Recreation	29,553	3.3%	24,003	2.7%	24,003	-	2.7%
Clarkston Warrior Fitness	1,100	0.1%	1,450	0.2%	1,450	-	0.2%
Academic Programs	1,350	0.2%	1,350	0.2%	1,350	-	0.2%
Student Recreation Center Support	-	0.0%	12,700	1.4%	12,700	-	1.4%
Graduation	2,325	0.3%	2,150	0.2%	2,150	-	0.2%
Tutoring & Learning Centers	50,810	5.7%	50,810	5.7%	50,810	-	5.7%
Student Teams (PAS, Skills USA)	37,570	4.2%	37,020	4.2%	37,020	-	4.2%
Athletics	369,822	41.5%	356,000	39.9%	356,000	-	39.9%
Outreach Department (Welcome Center)	-	0.0%	3,940	0.4%	3,940	-	0.4%
Contingency	6,755	0.8%	-	0.0%	-	-	0.0%
TOTALS	891,500	100.0%	891,200	100.0%	891,201	-	100.0%



Walla Walla Community College

500 Tausick Way
Walla Walla, WA 99362-9267
(509) 522-2500
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Tabs 9 & 10

DATE: May 26, 2021
TO: Board of Trustees
FROM: Peggy Lauerman, Vice President of Finance
RE: 2021-2022 Tuition Schedules & Administrative/Program/Course Fee Schedule

This is the first reading of the 2021-22 draft tuition schedules that serves to inform students what they can expect to pay for tuition and fees starting Fall Quarter 2021. Attached is the draft summary of rates for all Washington State Community Colleges, pending approval by the State Board for Community and Technical Colleges (SBCTC). These numbers are subject to change until approved. Tuition for a full-time resident is expected to increase by 2.8%.

The 2021-22 Tuition Schedule includes tuition and fees that apply to almost every student and that are generally calculated on a standard per credit basis. The tuition schedule outlines who established and/or approved the rates. The fees and tuition waivers the WWCC Board of Trustees control are highlighted with blue shading.

Also included is the student fee schedule updated to reflect requested changes. A detailed break out of the requested changes is attached along with the entire Board of Trustees approved fee schedule. Program managers have requested the revision of two fees and the addition of two new fee codes. All changes are to support course supplies, materials and instructional support.

Request for final approval will be presented at the June 23, 2021 Board of Trustees meeting.

WASHINGTON STATE COMMUNITY COLLEGE TUITION AND FEE RATES
DRAFT 2021-22 (w/ non-resident the same as resident % increase)

		Lower Division		Upper Division	
		<u>RESIDENTS</u>	<u>NONRESIDENTS</u>	<u>RESIDENTS</u>	<u>NONRESIDENTS</u>
		<i>Assumes 15 Credits per Quarter</i>		<i>Assumes 15 Credits per Quarter</i>	
ANNUAL	Operating Fee	\$3,444.60	\$8,580.00	\$6,066.60	\$17,934.60
	Building Fee	\$436.95	\$905.55	\$436.95	\$905.55
	Maximum S & A Fee	<u>\$461.85</u>	<u>\$461.85</u>	<u>\$461.85</u>	<u>\$461.85</u>
	Tuition and Fees	\$4,343.40	\$9,947.40	\$6,965.40	\$19,302.00
QUARTERLY	Operating Fee	\$1,148.20	\$2,860.00	\$2,022.20	\$5,978.20
	Building Fee	\$145.65	\$301.85	\$145.65	\$301.85
	Maximum S & A Fee	<u>\$153.95</u>	<u>\$153.95</u>	<u>\$153.95</u>	<u>\$153.95</u>
	Tuition and Fees	\$1,447.80	\$3,315.80	\$2,321.80	\$6,434.00
PER CREDIT	<i>1-10 Credits</i>			<i>1-10 Credits</i>	
	Operating Fee	\$91.74	\$259.59	\$202.22	\$597.82
	Building Fee	\$12.38	\$27.60	\$12.38	\$27.60
	Maximum S & A Fee	<u>\$11.93</u>	<u>\$11.93</u>	<u>\$11.93</u>	<u>\$11.93</u>
	Tuition and Fees	\$116.05	\$299.12	\$226.53	\$637.35
PER CREDIT	<i>Average Incremental Increase for Each Credit between 11 and 18</i>			<i>Average Incremental Increase for Each Credit between 11 and 18</i>	
	Operating Fee	\$46.16	\$52.82	\$0.00	\$0.00
	Building Fee	\$4.37	\$5.17	\$4.37	\$5.17
	Maximum S & A Fee	<u>\$6.93</u>	<u>\$6.93</u>	<u>\$6.93</u>	<u>\$6.93</u>
	Tuition and Fees	\$57.46	\$64.92	\$11.30	\$12.10
EXCESS CREDIT SURCHARGE		<i>19+ Credits</i>		<i>19+ Credits</i>	
Operating Fee Only		\$104.12	\$287.19	\$214.60	\$625.42

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

2021-22

	<u>Comments</u>	<u>Per Credit Fee</u>
Apprenticeship	50% waiver	\$58.00
(Clock hour equivalent)		\$3.87
ABE, ESL, GED	Colleges may waive the \$25 charge for students who are unable to pay	\$25 per student per quarter
Competency Based Programs	Method for establishing tuition governed by WAC 131-28-025, subsection (2), amended by State Board Resolution 14-09-60 (Sept. 10, 2014)	Program length (in months) divided by three and multiplied by quarterly tuition and fees at 15 credit hours (above)
Athletic Waiver	Amount allowable to waive is 25% of the 15 credit rate for tuition and fees and must be taken from OPERATING FEE ONLY.	\$ 362.00

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

2020-2021 Lower Division Tuition Schedule

State Board (SBCTC) Established - Resident - DRAFT

	2020-2021	2021-2022	Diff.	% Diff
1-10 Credits				
Operating Fee	89.24	91.74	2.50	2.80%
Building Fee	12.18	12.38	0.20	1.64%
S & A Fee	11.62	11.93	0.31	2.67%
	113.04	116.05	3.01	2.66%
11-18 Credits				
Operating Fee	44.90	46.16	1.26	2.81%
Building Fee	4.29	4.37	0.08	1.86%
S & A Fee	6.75	6.93	0.18	2.67%
	55.94	57.46	1.52	2.72%
Basic Skills (ABE, GED, ESL), per student/quarter				\$25.00

WWCC Board of Trustees Established:

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

Credit Level Examples

Credit Level	TUITION	FEES			TOTAL
	SBCTC	Student Voted		Board of Trustees	
	Washington Resident	Facility Use	Technology	Comprehensive ⁽¹⁾	
1	\$116.05	\$9.00	\$3.00	\$4.90	\$132.95
2	\$232.10	\$18.00	\$6.00	\$9.80	\$265.90
3	\$348.15	\$27.00	\$9.00	\$14.70	\$398.85
4	\$464.20	\$36.00	\$12.00	\$19.60	\$531.80
5	\$580.25	\$45.00	\$15.00	\$24.50	\$664.75
6	\$696.30	\$54.00	\$18.00	\$29.40	\$797.70
7	\$812.35	\$63.00	\$21.00	\$34.30	\$930.65
8	\$928.40	\$72.00	\$24.00	\$39.20	\$1,063.60
9	\$1,044.45	\$81.00	\$27.00	\$44.10	\$1,196.55
10	\$1,160.50	\$90.00	\$30.00	\$49.00	\$1,329.50
11	\$1,217.96	\$90.00	\$30.00	\$49.00	\$1,386.96
12	\$1,275.42	\$90.00	\$30.00	\$49.00	\$1,444.42
13	\$1,332.88	\$90.00	\$30.00	\$49.00	\$1,501.88
14	\$1,390.34	\$90.00	\$30.00	\$49.00	\$1,559.34
15	\$1,447.80	\$90.00	\$30.00	\$49.00	\$1,616.80
16	\$1,505.26	\$90.00	\$30.00	\$49.00	\$1,674.26
17	\$1,562.72	\$90.00	\$30.00	\$49.00	\$1,731.72
18	\$1,620.18	\$90.00	\$30.00	\$49.00	\$1,789.18
19+ (per cr.)	\$101.42	\$0.00	\$0.00	\$0.00	\$101.42

COST PER CREDIT BY STUDENT TYPE			
Board of Trustees			
US Citizen Non-Resident ⁽²⁾	WA Resident HS Completion	Parent Ed	EMT, FA, Quest w/ FUF & Comp.
\$331.02	\$32.90	\$16.00	\$14.40
\$662.04	\$65.80	\$32.00	\$28.80
\$993.06	\$98.70	\$48.00	\$43.20
\$1,324.08	\$131.60	\$64.00	\$57.60
\$1,655.10	\$164.50	\$80.00	\$72.00
\$1,986.12	\$197.40	\$96.00	\$86.40
\$2,317.14	\$230.30	\$112.00	\$100.80
\$2,648.16	\$263.20	\$128.00	\$115.20
\$2,979.18	\$296.10	\$144.00	\$129.60
\$3,310.20	\$329.00	\$160.00	\$144.00
\$3,390.12	\$345.00	\$176.00	\$144.50
\$3,470.04	\$361.00	\$192.00	\$145.00
\$3,549.96	\$377.00	\$208.00	\$145.50
\$3,629.88	\$393.00	\$224.00	\$146.00
\$3,709.80	\$409.00	\$240.00	\$146.50
\$3,774.72	\$425.00	\$256.00	\$147.00
\$3,839.64	\$441.00	\$272.00	\$147.50
\$3,904.56	\$457.00	\$288.00	\$148.00
\$105.60	\$25.00	\$16.00	\$41.00

(1) Comprehensive Fee is \$4.40/cr. & e-learning fee is \$0.50/cr.

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

FY 22 PROPOSED BOARD APPROVED FEE CHANGES

General Local - Fund 148			Basis for Calculation of Fee	2020-2021 Fees	Proposed 2021-2022 Fees
Fee Description					
Nursing "Skills Practice" Supplies	XO	This fee is reduced due to lower equipment costs	per quarter	\$190.00	\$ 150.00
HSS Program Fee	HQ	Fee for materials and instructional support	per credit up to 18 credits	\$15.50	\$ 5.00
Mental Health First Aid Fee	new	Fee to cover associated class materials	per credit up to 18 credits		\$ 30.00
Precision Machine Courses Designated PMT Fee	new	Program specific fees to cover supplies and per instructional support	per credit up to 18 credits		\$ 42.00

**PROPOSED
STUDENT FEE SCHEDULE
2021-2022**

Board Approved Fees General Local - Fund 148		Fee Description	Basis for Calculation of Fee	2020-2021 Fees	2021-2022 Fees
Re-enrollment Fee	4Z	Charged if a student is dropped for non-payment and wants to re-enroll	re-enrollment	\$ 50.00	\$ 50.00
Comprehensive Fee	*FU	Covers graduation, ID cards, initial application & other student-focused costs	\$4.40 per credit, \$44 cap	\$ 44.00	\$ 44.00
eLearning Fee	*FU	To convert to hybrid or blended courses-will attach to Comprehensive Fee for implementation	\$.5 per credit, \$5 cap	\$ 5.00	\$ 5.00
International Application Fee	IA	Covers cost of shipping application materials internationally	per each	\$ 50.00	\$ 50.00
Int'l Student Housing Placement Fee	IH	Covers costs associated with placement of international students in private homes	per each	\$ 150.00	\$ 150.00
PE Supplies & Equip. Fee	RP	Fee charged to help replace PE equipment or supplies, charged on several fitness classes	per course	\$ 13.50	\$ 13.50
Transcript Fee-Regular/On Demand	F4,AQ	Fee for cost of providing an official transcript, either regular process or on demand	upon request	\$ 10/\$15	\$ 10/\$15
Placement Retake Fee	4R	Fee to recover the cost of retaking a placement test	upon request	\$ 10.00	\$ 10.00
Testing Fee-Non WWCC Students	ZF	Fee for Non-WWCC students taking tests	upon request	\$ 25.00	\$ 25.00
Interest Inventory Assessment Test	LH	Fee for Non-WWCC students who want to take an	upon request	\$ 25.00	\$ 25.00
Test of Essential Academic Skills	RT	Fee applies to each TEAS test as WWCC becomes an official testing site - WW & Clarkston	per each	\$ 25.00	\$ 25.00
Credit for Prior Learning/Certification	XY	Giving college credit for prior learning/certification	per credit	\$ 10.00	\$ 10.00
Fully Online Course Fee	WT	eLearning fee code, fully on-line tech fee	per course, no cap	\$ 25.00	\$ 25.00
Hybrid Online Course Fee	VW	eLearning fee code, hybrid tech fee	per course, no cap	\$ 25.00	\$ 25.00
Web-enhanced Online Course Fee	VX	eLearning fee code, web-enhanced tech fee	per course, no cap	\$ 25.00	\$ 25.00
Welding Lab Fee	WB	Day/Mid-Day Classes - This fee is to cover the rising cost of materials	per quarter	Eliminated	Eliminated
Welding Lab Fee - Short Course	WN	Night Class only - This fee is to cover the rising cost of materials	per quarter	Eliminated	Eliminated
Wind Energy Systems Program Fee	WG	Fee to cover costs related to this new two-year workforce program - <u>Eliminated effective FY15</u>	per 2-yr program	Eliminated	Eliminated
Energy Systems Technology Fee	EZ	Applies to <u>all</u> Energy Systems Program students now (replaced by program fee FY 2018-2019)	per quarter	Eliminated	Eliminated
Nursing Application Fee	RN	Fee required to apply for acceptance to the nursing program	application to program	\$ 30.00	\$ 30.00
Nursing "Skills Practice" Supplies	XO	This fee is reduced to due to lower equipment costs	per quarter	\$ 190.00	\$ 150.00

**PROPOSED
STUDENT FEE SCHEDULE
2021-2022**

Board Approved Fees General Local - Fund 148		Fee Description	Basis for Calculation of Fee	2020-2021 Fees	2020-2021 Fees
Nursing Program Fee, Year 1	EN, YM	Year 1 program fee to cover ATI testing fees and nursing computer lab replacement \$10 of fee per quarter)	per quarter	10/\$177	\$177
Nursing Program Fee, Year 2	ZN	Year 2 program fee to cover ATI testing fees and nursing computer lab replacement (\$10 of fee per quarter)	per quarter	\$ 165.00	\$ 165.00
Nursing Background Checks	XN	Background Check Fee	per each	\$ 37.00	\$ 37.00
Liability Insurance	QP	Nursing Liability ins.	per quarter	\$ 18.75	\$ 18.75
CNA Program Fee	HF	Fee to cover supplies, insurance, and miscellaneous equipment	per course	\$ 81.75	\$ 81.75
Phlebotomy Program Fee	HG	Fee to cover supplies, insurance, and miscellaneous equipment	per course	eliminated	eliminated
EMT Program Fee	HH	Fee to cover supplies, insurance, and miscellaneous equipment	per course	eliminated	eliminated
Fire Science Program Fee	XI	Year 1 program fee to cover the cost of supplies and equipment rental	per quarter	eliminated	eliminated
Truck Driving Lab Fee	N2	Fee helps to offset increased costs of materials, fuel and equipment maintenance (includes \$60 testing fee)	per quarter	\$ 1,550.00	\$ 1,550.00
Truck Driving Lab Fee-Short Course	N4	Fee helps to offset increased costs of materials, fuel and equipment maintenance (includes \$60 testing fee)	per quarter	\$ 950.00	\$ 950.00
Bus Endorsement Lab Fee	XT	Bus endorsement test fee and fee to cover increased costs of materials, fuel & equipment	per quarter	\$ 200.00	\$ 200.00
Ag Business Program Fee	RB	Program specific fees to cover supplies, instructional support	per credit up to 18 credits	\$ 0.50	\$ 0.50
Ag Science Program Fee	RD	Program specific fees: \$4 to cover supplies and instructional support, and \$2 to cover equipment repair and replacement	per credit up to 18 credits	\$ 6.00	\$ 6.00
Automotive Repair Program Fee	DA	Program specific fees: \$20 to cover supplies and instructional support, and \$30 to cover equipment repair and replacement	per credit up to 18 credits	\$ 50.00	\$ 50.00
Business Management Program Fee	PB, PM	Program specific fees to cover supplies and instructional support	per credit up to 18 credits	\$ 0.50	\$ 0.50
Carpentry Program Fee	DB	Program specific fees: \$3 to cover supplies and instructional support, and \$5 to cover equipment repair and replacement	per credit up to 18 credits	\$ 8.00	\$ 8.00
Collision Repair Program Fee	DK	Program specific fees: \$14 to cover supplies and instructional support, and \$13 to cover equipment repair and replacement	per credit up to 18 credits	\$ 27.00	\$ 27.00
Computer Science Program Fee	PS, PW	Program specific fees: \$6 to cover supplies and instructional support, and \$4 to cover equipment repair and replacement	per credit up to 18 credits	\$ 10.00	\$ 10.00
Cosmetology Program Fee	PD	Program specific fees: \$22 to cover supplies and instructional support, and \$3 to cover equipment repair and replacement	per credit up to 18 credits	\$ 25.00	\$ 25.00
Culinary Arts Program Fee	PJ	Program specific fees: \$35 to cover supplies and instructional support, and \$10 to cover equipment repair and replacement	per credit up to 18 credits	\$ 45.00	\$ 45.00
Diesel Technology Program Fee	DE	Program specific fees: \$12 to cover supplies and instructional support, and \$10 to cover equipment repair and replacement	per credit up to 18 credits	\$ 37.00	\$ 37.00
Energy Systems Technology Program Fee	RG, RW	<u>Replaces EZ fee above</u> Program specific fees: \$20 to cover supplies and instructional support, and \$20 to cover equipment repair and replacement	per credit up to 18 credits	\$ 40.00	\$ 40.00

**PROPOSED
STUDENT FEE SCHEDULE
2021-2022**

Board Approved Fees General Local - Fund 148		Fee Description	Basis for Calculation of Fee	2020-2021 Fees	2020-2021 Fees
Engineering Technology Program	RH	Program specific fees: \$30 to cover supplies and instructional support, and \$10 to cover equipment repair and replacement	per credit up to 18 credits	\$ 40.00	\$ 40.00
Engineering Transfer Program Fee	RV	Program specific fees: \$5 to cover supplies and instructional support, and \$15 to cover equipment repair and replacement	per credit up to 18 credits	\$ 20.00	\$ 20.00
Enology & Viticulture Program Fee	PE	Program specific fees: \$33 to cover supplies and instructional support, and \$12 to cover equipment repair and replacement	per credit up to 18 credits	\$ 45.00	\$ 45.00
Farrier Program Fee	DG	Program specific fees: \$15 to cover supplies and instructional support, and \$15 to cover equipment repair and replacement	per credit up to 18 credits	Eliminated	Eliminated
John Deere Program Fee	DD	Program specific fees: \$5 to cover supplies and instructional support, and \$5 to cover equipment repair and replacement	per credit up to 18 credits	\$ 10.00	\$ 10.00
Turf Management Program Fee	RK	Program specific fees: \$1 to cover supplies and instructional support, and \$9 to cover equipment repair and replacement	per credit up to 18 credits	\$ 10.00	\$ 10.00
Water/Irrigation Mgmt Program Fee	RM	Program specific fees: \$5 to cover supplies and instructional support, and \$10 to cover equipment repair and replacement	per credit up to 18 credits	\$ 15.00	\$ 15.00
Welding Program Fee	DW, DX	<u>Replaces WB & WN fees above</u> Program specific fees: \$20 to cover supplies and instructional support, and \$20 to cover equip repair and replacement	per credit up to 18 credits	\$ 40.00	\$ 40.00
Welding Aluminum Lab Fee	DZ	Fee to cover costs related to aluminum welding class	per credit up to 18 credits	\$ 42.00	\$ 42.00
WABO Test - Student Re-test	QV	Fee to cover cost of re-taking test	per each	\$ 50.00	\$ 50.00
WABO Test - Student Partial Re-test	QW	Fee to cover cost of re-taking partial test	per each	\$ 50.00	\$ 50.00
WABO Test - Non-student Full Test	QX	Fee to cover cost of taking test	per each	\$ 200.00	\$ 200.00
WABO Test - Non-student Full Re-test	QY	Fee to cover cost of re-taking full test	per each	\$ 100.00	\$ 100.00
WABO Test - Non-student Partial Re-test	QZ	Fee to cover cost of re-taking partial test	per each	\$ 80.00	\$ 80.00
Science Fee 2 hour Lab - Walla Walla	LK	Lab Fee assessed to students in science classes to cover supplies and instructional support	per course	\$ 85.00	\$ 85.00
Science Fee 3 hour Lab – Walla Walla	LN	Lab Fee assessed to students in science classes to cover supplies and instructional support	per course	\$ 105.00	\$ 105.00
Science Fee 4 hour Lab - Walla Walla	LP	Lab Fee assessed to students in science classes to cover supplies and instructional support	per course	\$ 125.00	\$ 125.00
Science Lab Fee - Clarkston	LJ	Lab Fee assessed to students in science classes to cover supplies and instructional support	per course	\$ 55.00	\$ 55.00
Science Fee 4 hour Lab - Clarkston	New	Lab Fee assessed to students in science classes to cover supplies and instructional support	per course	\$ 60.00	\$ 60.00

**PROPOSED
STUDENT FEE SCHEDULE
2021-2022**

Board Approved Fees General Local - Fund 148		Fee Description	Basis for Calculation of Fee	2020-2021 Fees	2020-2021 Fees
Art Lab Fee	LA, LB	Lab Fee assessed to students in art classes to cover supplies and instructional support	per course	\$ 35.00	\$ 35.00
HSS Program Fee	HQ	Fee for materials and instructional support	per credit up to 18 credits	\$ 15.50	\$ 5.00
Mental Health First Aid Fee	HQ	Fee to cover materials associated class	per credit up to 18 credits	\$ 0.00	\$ 30.00
Criminal Justice Program Fee	New	Fee for supplies and equipment	per credit up to 18 credits	\$ 5.00	\$ 5.00
Parking Fines	PF	Parking Fines	per occurrence	\$10 - \$200	\$10 - \$200
BAS – Sustainable Ag Systems	RQ	Program specific fees: \$10 to cover supplies and instructional support, and \$10 to cover equipment and replacement	per credit on upper division classes up to 18 credits	\$ 20.00	\$ 20.00
BAS – Applied Mgmt. & Entrepreneur	PQ	Program specific fees: \$7 to cover supplies and instructional support, and \$3 to cover program specific software	per credit on upper division classes up to 18 credits	\$ 10.00	\$ 10.00
Precision Machine courses designated "PMT" Fee	HQ	Program specific fees to cover supplies and instructional support	per credit up to 18 credits	\$ 0.00	\$ 42.00

**Walla Walla Community College**

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

Date: 5/26/2021
To: Board of Trustees
From: Peggy Lauerman, Vice President of Finance
Re: First Reading of the WWCC Athletics FY22 Budget

The attached documents are being presented to the Walla Walla Community College Board of Trustees as a first 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.

Request for final approval will be presented at the June 23, 2021 Board of Trustees meeting.

Walla Walla Community College
FY22 Athletics Program Budget

	2020-2021	2021-2022	Change
Revenue			
<u>Student Activities and Intercollegiate Athletics</u>			
Service and Activity Fee (as approved by SGA)	356,000	356,000	-
Spirit Packs (User Fee)	7,230	7,230	-
Revenue from Sporting Events	7,436	7,436	-
Total Student Activities and Intercollegiate Athletics	370,666	370,666	-
<u>Local Funds (included in FY22 Operating Budget)</u>			
Salaries and Benefits	344,145	451,480	107,335
Goods and Services	54,119	80,168	26,049
Revenue Transfer from Local Funds to support program	299,927	299,927	-
Total Local Funds Requested to Support Athletic Programs	698,191	831,575	133,384
Total Revenue	1,068,857	1,202,241	133,384
Expenditures			
Direct Student Support	186,826	270,912	84,086
Supplies and Contracted Services	287,767	275,122	(12,645)
Travel	148,000	142,538	(5,462)
Insurance	48,000	46,487	(1,513)
Rents and Leases	-	14,000	14,000
<u>Athletic Program Personnel</u>			
Athletic Director and Program Support Personnel	206,679	298,266	91,587
Coaches and Assistant Coaches	108,180	121,129	12,949
Time Keepers, Stat Recorders, Announcers, etc	6,612	8,314	1,702
Student Help/Work Scholarships	25,473	25,473	-
Athletic Director Contingency	51,320	-	(51,320)
Total Expenditures	1,068,857	1,202,241	133,384

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



BUDGET

FISCAL YEAR 2021 - 2022

Proposed to the Board of Trustees

May 26, 2021

Submitted by:
Dr. Chad E. Hickox, President

BOARD OF TRUSTEES

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



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

TO: Board of Trustees

DATE: May 26, 2021

FROM: Chad E. Hickox
President

RE: Fiscal Year 2021-22 College Operating Budget

The 2021-2022 Walla Walla Community College operating budget was developed in accordance with the College's updated 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 the individuals involved in the FAST (Fiscal Analysis for Sustainability Taskforce) project, budget managers, Division Chairs and other lead faculty, as well as other key staff. The principles and key priorities reflected in this document also were communicated to the Governance Council in advance, and to the College as a whole prior to the budget being presented to the Trustees for their review.

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 very broad participation in efforts to address the state funding shortfall due to the pandemic, the loss of tuition revenue, and other funding challenges.

There is no question that challenges created by COVID-19, including delayed clarity from the state level regarding state funding, complicated planning for FY 22, and will continue to require much attention over the coming months. Declining enrollments and inflationary impacts continue to present a challenging fiscal environment for FY 22 and beyond. This budget as presented on May 26, 2021 represents the first reading before the board, with the second reading planned for June 23, 2021.

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 you. The pandemic has stretched everyone, and the convergence of the pandemic, pandemic-related funding challenges, as well as ctcLink, routine state audits, and turnover, 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 22. I commend, congratulate, and thank the myriad contributors to this budget, and look forward to the bright future awaiting WWCC, which begins now.

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

WWCC 2021-2022 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 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.

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.

Board of Trustees Priorities

The Board of Trustees identified the following priorities as imperative for the 2020-2021 academic year:

- A balanced budget is in place at the start of the fiscal year, and a plan to build back reserves is adopted.
- A strategic enrollment management plan is developed and implemented.
- The leadership team and governance structure are high functioning, collaborative, inclusive, and transparent.
- A Strategic Plan for the Walla Walla and Clarkston campuses is developed and adopted.

The budget here presented builds on success in meeting these priorities and carries them forward into 2021-2022, 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 all 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

As you may recall, last spring the Office of Financial Management projected a significant drop in tax revenue due to COVID. As a result, the Governor called for reductions in spending and implemented furloughs. The college responded to both directives and a 15% reduction in the state allocation was incorporated into the budget for FY21 along with furloughs in order to produce a balanced budget.

The overall financial outlook has changed dramatically over the past several months. Today, state tax revenues are now projected to accommodate a normal state allocation to the State Board for Community and Technical Colleges. The calls for additional furloughs and COLA freezes are gone. Federal stimulus spending has helped the state and the College financially weather the pandemic.

The total state investment for next biennium is \$1.89 billion, a 4.3 percent increase over the current biennium. Considering the dismal budget outlook only a few months ago, this is an extraordinary improvement - one that will help stabilize the College in the face of continuing uncertainty.

The State Board has provided the College with a projected allocation for 2021-2022 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.

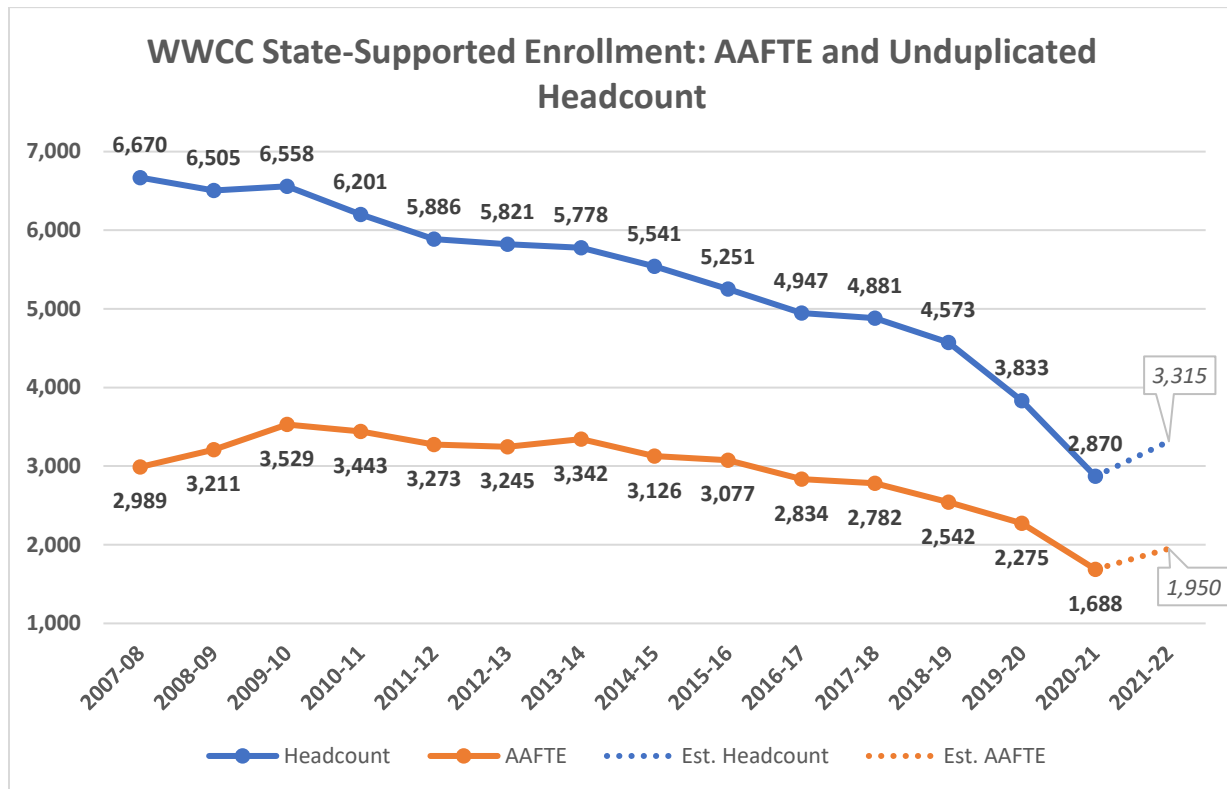
The operating budget will access funding from the Higher Education Emergency Relief Fund II, Coronavirus Response and Relief Supplemental Appropriations Act (CRSSAA) and/or Higher Education Emergency Relief Fund III, American Rescue Plan Act (ARPA) for lost revenue and other eligible losses.

Enrollment

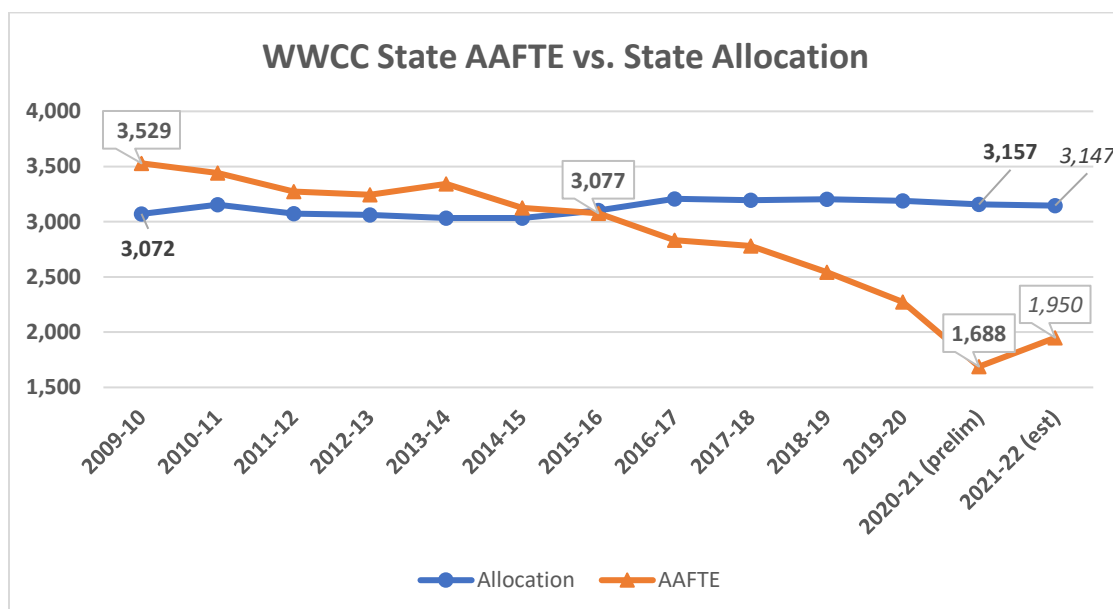
The chart below shows WWCC state-funded enrollment by Annualized Average Full-Time Equivalent (AAFTE) and unduplicated headcount from 2007-2008 to the current year, and projects expected outcomes for the upcoming fiscal year. AAFTE is calculated by adding the total number of student credits accumulated over an academic year (summer, fall, winter, and spring) and dividing the total by 3. For example, 45 credits accumulated over an academic year equates to one AAFTE.

The chart shows enrollment decline at WWCC to levels that precede the Great Recession. The data also shows a convergence between unduplicated headcount and AAFTE, demonstrating the number of students attending WWCC is declining at a faster rate than the AAFTE decline. Overall implication is there are fewer students registering for more credits.

We estimate 1,950 AAFTE for the 2021-2022 academic year, which is an increase of more than 15% from the current year. The underpinning assumption of this estimate is a gradual and continuous climb out of the global pandemic and an improvement in public health conditions that diminish the barriers to entry for individuals seeking to attend Walla Walla Community College. It also accounts for the significant decline of new students entering WWCC in fall 2020.



The next 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 the Great Recession, which began in 2008, through 2015-2016, enrollment exceeded the state allocation. Since 2016-2017, WWCC's enrollment has declined in relation to the allocation. This pattern continues and has been compounding over the past several years.



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

If colleges consistently fail to meet their state allocation, they risk losing a share of their funding. The amount is typically equivalent to the differential between their enrollment and allocation. In other words, a college would be considered “under enrolled and over funded” and the residual funds would be distributed to those colleges that were “over enrolled and underfunded” or exceeding 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. However, the proportional share or distribution of enrollment decline across this system is uneven. Some colleges are closer to meeting their allocation target than others. Very few colleges are meeting or exceeding their allocation. That may change as society gradually reopens and the effects of the pandemic on the labor market become clearer. For example, to what extent has the pandemic impacted the organization of work? Which occupations have been displaced? Will employers re-think the relationship between location of workers to the workplace? How will this impact enrollment? How might these and other changes shape how WWCC approaches program development and technical training?

As the distance increases between WWCC’s actual enrollment and its state funding allocation, we need to anticipate and be prepared for re-basing to occur. This dynamic and its possible outcomes will be compounded as the College continues along the path of recovery from the COVID-19 pandemic.

Budget Assumptions

The operating plan includes the following information and assumptions, which is represented in the College’s FY21-22 operating budget.

State Allocation

The state allocation for District Enrollment Allocation Base (DEAB), Student Achievement Initiative (SAI), Weighted/Priority Enrollment, and Minimum Operating Allocation (MOA) increased over the previous year’s allocation (before 15% reduction) by \$369,098.

Provisos and earmarks are distributed by SBCTC through the allocation model, including support for Guided Pathways, High Demand, Nurse Educator salaries and Worker Retraining to name a few along with compensation-related items that are mandated (i.e. COLA and benefit rates). The College had an overall net reduction in provisos and earmarks of \$140,739.

Compensation

The operating plan includes a 1.7% cost of living adjustment (COLA) for faculty. No provision was made by the legislature for COLAs in FY22 for classified and exempt personnel.

Compensation earmarks related to health benefits, pension and wages decreased overall by approximately \$600,000. This is the result of lower health benefits and pension benefit rates.

Additional compensation-related items include \$465,441 for high demand faculty salaries. Nurse educator salaries of \$1,233,190 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 2.8% as outlined in legislation. Enrollment is assumed to increase by 15%. A forecast of \$6,100,000 is assumed based on an analysis of actual tuition collected coupled with the rate increase and assumed enrollment increase.

Local Funding Sources

Focused growth areas continue to be critical as we rely more heavily on local funding sources to support the College's operating budget. Locally generated revenue of \$5,175,530 will be leveraged for fiscal year 2021-2022.

Running Start is expected to generate \$1,700,000 based on FY21 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 all referrals come through the school district and as a result, the college is getting fewer referrals. The budgeted revenue of \$250,000 is based on anticipated results in FY21.

Student Fees/Other Revenues includes amounts the college receives for fees charged to students along with revenue associated with the lease of College facilities, interest and other miscellaneous revenue.

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

Program/Course fees are amounts collected from students for a specific use such as instructional techs, lab fees and program specific charges. These fees must be used for the intended purpose.

Federal funding will facilitate a balanced budget with a revenue assumption of \$615,272. Lost revenue will allow access to this funding source.

Implementation costs of \$1,045,000 related to the ctclink implementation will be funded by reserves as a one-time expenditure.

Complying with the direction from the Board, the budget does not include resources from unreserved fund balance to support on-going operations.

**Walla Walla Community College
2021-2022 Operating Budget
Revenues**

REVENUE SOURCES	FY 2020-2021 Budget		FY 2021-2022 Proposed Budget		Variance incr/(decr)	Notes
State Allocation(House Draft)						
District Enrollment Allocation Base (DEAB)	\$ 8,410,682		8,695,311		\$ 284,629	1
Student Achievement Initiative	1,176,808		1,282,869		106,061	2
High Demand (Weighted) FTEs	864,173		842,581		(21,592)	3
Minimum Operating Allowance (MOA)	2,850,000		2,850,000		-	4
Provisos and Earmarks	7,215,394		7,074,655		(140,739)	5
Reduction in State Allocation	(3,050,042)				3,050,042	
State Allocated Funds	<u>\$17,467,015</u>	57%	<u>\$20,745,416</u>	62%	<u>\$ 3,278,401</u>	
Operating Fee	<u>\$ 6,960,000</u>	23%	<u>\$ 6,100,000</u>	18%	<u>\$ (860,000)</u>	
Local Funds						
Student Fees/Other Revenue	738,500		365,750		(372,750)	
Running Start Support	1,700,000		1,700,000		-	
Open Doors (Alternative Education Program)	300,000		250,000		(50,000)	
Student Wrap Around Support(Foundation)	200,000		200,000		-	
Indirect - Grants & Contracts	990,000		1,000,000		10,000	
Self-Support Programs	490,000		331,780		(158,220)	
Program/Course Fees	1,593,485		1,328,000		(265,485)	
Local Provided Funds	<u>\$ 6,011,985</u>	20%	<u>\$ 5,175,530</u>	15%	<u>\$ (836,455)</u>	
CRSSAA/ARPA Funding	-		615,272	2%	615,272	
Reserves - ctclink	145,000	0%	1,045,000	3%	900,000	
	<u>\$30,584,000</u>	100%	<u>\$33,681,218</u>	100%	<u>\$ 3,097,218</u>	

Notes: Please see accompanying notes for definitions of terminology used

Walla Walla Community College
2021-2022 Operating Budget
Expenditures by Function and Category

By Function	FY2020-2021		FY2021-2022		Variance	Notes
Instruction	11,464,008	37%	12,356,243	37%	(892,235)	6
Library Services	559,525	2%	616,075	2%	(56,550)	
Academic Administration	2,828,239	9%	3,069,165	9%	(240,926)	7
Student Services	3,922,386	13%	4,429,589	13%	(507,203)	8
Institutional Support	6,108,483	20%	7,036,507	21%	(928,024)	9
Facility Services	3,272,192	11%	3,435,547	10%	(163,355)	
Warrior Link (ctcLink)	345,681	1%	1,266,580	4%	(920,899)	
Course/Program Fees	1,593,485	5%	1,328,000	4%	265,485	
Self Support/Ancillary	490,000	2%	143,513	0%	346,487	
	30,584,000		33,681,218		(3,097,218)	

By Category	FY2020-2021		FY2021-2022		Variance	Notes
Salaries and Benefits	24,038,583	79%	26,903,421	80%	(2,864,838)	
Contracted Services	45,020	0%	45,020	0%	-	
Goods and Services	4,130,314	14%	4,450,072	13%	(319,758)	
Travel	37,500	0%	109,095	0%	(71,595)	
Equipment	542,219	2%	548,741	2%	(6,522)	
Subsidies	1,079,505	4%	933,683	3%	145,822	10
Debt Service	336,650	1%	336,650	1%	-	
Transfers	374,209	1%	354,536	1%	19,673	
	30,584,000		33,681,218		(3,097,218)	

Notes: Please see accompanying notes for definitions of terminology used

2021-2022 GRANTS, CONTRACTS AND FISCAL AGENT AGREEMENTS

The 2021-2022 Grants, Contract and Fiscal Agent Agreements list presents FY22 anticipated award information. The information is provided by SBCTC planning numbers, documents, federal award grant documents and proposals, and by program managers. Items of note this year are:

- CARES III / American Rescue Plan (Institution); Anticipated award amount \$4,145,668. This will be the third award the institution will receive for coronavirus relief. This amount is the institutional portion only. Separate award amounts have been received for awards to students. WWCC also received separate relief award amounts because WWCC currently has a Title III grant.
- Worker Retraining Program / SBCTC; Decrease of \$41,000. 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.
- Basic Food, Employment and Training / SBCTC; Increase of \$38,203. This is based on WWCC's actual award for FY 20-21, WWCC anticipates to same amount for FY 21-22.
- WorkFirst Integrated Block Grant / SBCTC; Decrease of \$41,093. The clientele eligible for this program continues to decline. The grant award is reduced due to the reduced number of students to serve.
- National Science Foundation (NSF); Decrease of \$86,100. This is the final year of a five-year grant, and the grant was structured to award higher amounts in the first four years of the grant.
- Student Emergency Assistance Grant /SBCTC; Anticipated award amount \$100,000. WWCC has received this award the past 2 years, the award amount last year was \$50,000. It was decided this amount should be included in the 2021-2022 Grants, Contract and Fiscal Agent Agreements list.
- Job Skills Grant / SBCTC; Increase of \$37,900. The Job Skills Grant is a two-year grant, for a training program which requires a business partner that matches funds. WWCC's business partner is Tyson.
- Supporting College Students Experiencing Homelessness Grant / SBCTC; Anticipated award amount \$80,000. WWCC has received this award the past 2 years, the award amount last year was \$64,000. It was decided this amount should be included in the 2021-2022 Grants, Contract and Fiscal Agent Agreements list.
- Open Doors Program / CRCC; Decrease of \$35,000. This program was impacted by coronavirus, and WWCC is planning for FY 21-22 based on FTEs for FY 20-21.
- Sherwood Trust; Decrease of \$32,500. This is the final year of a three-year grant, and the grant was structured to award higher amounts in the first two years of the grant.

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

2021-2022 GRANTS, CONTRACTS AND FISCAL AGENT AGREEMENTS					
	Grants and Contracts	Term	FY 20-21 Grant Award	FY 21-22 Grant Award	Increase/ Decrease
1	CRSSAA / ARP	TBD	0	4,145,668	4,145,668
2	WSP Educational Program / SBCTC	07/01/21-06/30/22	3,919,228	3,919,228	0
3	CRCC Educational Program / SBCTC	07/01/21-06/30/22	3,149,739	3,149,739	0
4	Worker Retraining Program / SBCTC	07/01/21-06/30/22	1,807,323	1,766,323	(41,000)
5	Opportunity Grant	07/01/20-06/30/21	461,412	461,412	0
6	Title III - Bringing Student Success to Scale	10/01/21-09/30/22	450,000	450,000	0
7	Perkins III - Federal Vocational / SBCTC	07/01/21-06/30/22	411,279	434,000	22,721
8	Title IV - Student Support Services	09/01/21-08/31/22	436,920	436,920	0
9	Water & Environmental Center	07/01/21-06/30/23	363,750	363,750	0
10	Basic Food, Employment and Training	10/01/21-09/30/22	341,797	341,797	0
11	WorkFirst Integrated Block Grant / SBCTC	07/01/21-06/30/22	271,522	230,429	(41,093)
12	Agriculture & Natural Resource Center of Excellence	07/01/20-06/30/21	213,157	209,157	(4,000)
13	National Science Foundation (NSF), Year Five	10/01/21-09/30/22	192,280	106,180	(86,100)
14	Adult Basic Education / SBCTC	07/01/21-06/30/22	143,297	153,104	9,807
15	Federal Work Study	07/01/21-06/30/22	98,748	103,871	5,123
16	Student Emergency Assistance Grant	07/01/21-06/30/22	0	100,000	100,000
17	Early Achievers Opportunity Grant	07/01/21-06/30/22	99,600	99,600	0
18	Open Doors Program / CRCC	09/01/21-08/31/22	70,000	35,000	(35,000)
19	Sherwood Trust, through the Foundation	07/01/21-06/30/22	63,500	31,000	(32,500)
20	State Work Study	07/01/31-06/30/22	49,561	54,201	4,640
21	Workforce Development Fund / SBCTC	07/01/21-06/30/22	45,000	40,000	(5,000)
22	Sunshine Lady Foundation	07/01/21-06/30/22	40,000	43,000	3,000
23	Perkins Corrections Grant	07/01/21-09/30/22	37,000	50,000	13,000
24	IELCE / SBCTC	07/01/21-06/30/22	32,828	34,002	1,174
25	Parent Co-ops	07/01/21-06/30/22	30,000	15,000	(15,000)
26	College Spark	04/01/22-03/31/23	25,000	25,000	0
27	Perkins Leadership Block Grant / SBCTC	07/01/21-06/30/22	20,400	25,400	5,000
28	Perkins Special Projects	07/01/21-06/30/22	12,600	8,300	(4,300)
29	EMS Trauma Training	07/01/21-06/30/22	7,000	7,000	0
30	ABE Leadership Block Grant	07/01/21-06/30/22	6,016	6,016	0
31	Job Skills Grant / SBCTC	07/01/21-06/30/23	57,100	95,000	37,900
TOTAL GRANTS AND CONTRACTS			\$12,856,057	\$16,940,097	\$4,084,040

	Fiscal Agent Agreements	Term	FY 20-21 Grant Award	FY 21-22 Grant Award	Increase/ Decrease
1	Snake River Salmon Recovery Board	10/01/21-09/30/22	397,997	397,697	(300)
2	Snake River Salmon Recovery Board - BPA	04/01/22-03/31/23	189,815	189,815	0
L A G E N T A G R E E M E N T S			\$587,812	\$587,512	(300)
TOTAL GRANTS, CONTRACTS AND FISCAL AGENT AGREEMENTS			\$13,443,869	\$17,527,609	\$4,083,740
LESS GRANTS REPORTED ELSEWHERE & FISCAL AGENT AGREEMENTS :					
Fiscal Agent Agreements			587,812	587,512	(300)
Worker Retraining			1,807,323	1,766,323	(41,000)
Opportunity Grant			461,412	461,412	0
Ag Center of Excellence			213,157	209,157	(4,000)
Workforce Development			45,000	40,000	(5,000)
Student Emergency Assistance Grant			0	100,000	
Subtotal			\$3,114,704	\$3,164,404	(\$50,300)
TOTAL ADJUSTED GRANTS AND CONTRACTS			\$10,329,165	\$14,363,205	\$4,134,040

Notes to the Operating Budget Statements of Revenue and Expenditures

1. District Enrollment Allocation Base (DEAB): Provides base funding and an annual enrollment target based on a rolling, 3-year average of past state enrollments.
2. Performance Funding - Student Achievement Initiative (SAI): Currently 5% of total State Appropriations - \$41 million in FY 21.
3. Weighted/Priority Enrollment FTE: Four enrollment categories receive an additional weight of .3 per student FTE:
 - a. Adult Basic Education
 - b. STEM
 - c. Upper-level BAS
 - d. Skills Gap
4. Minimum Operating Allocation (MOA): Minimum amount for operations - \$2.85 million per campus (includes some M&O provided in the capital budget).
5. Provisos and Earmarks:
 - a. Budget Provisos - Language in budget bills that places conditions and limitations on the use of appropriations by the Legislature.
 - b. Earmarks are funds identified by the State Board for specific purposes. They fall into two general categories:
 - i. Amounts related for compensation, M&O and Leases; amounts are held in safe harbor for four years after which will be rolled out of safe harbor and distributed through the base allocation.
 - ii. Other Earmarks; Program or population-specific funds identified by the State Board such as Opportunity Scholarship, Centers of Excellence, Workforce Development Projects, funds for Disability Accommodations and Students of Color.
6. Instruction: This 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 & support staff, faculty professional development, curriculum development.
8. Student Services: Activities that provide assistance and support to the needs and interest of students. This includes social and cultural development, counseling and advising, financial aid, admissions and student records.
9. Institutional Support: This 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 provided to students either directly or indirectly.