



Board of Trustees, District No. 20
Walla Walla Community College
Board Meeting Agenda
Wednesday | June 23, 2021 | 9:30 a.m.

***Please note: To comply with Governor Inslee's Proclamation temporarily suspending the Open Public Meetings act, public attendance will be virtual only. The Trustees, President, and one staff person only will meet in Rooms 2023-24 in the Water & Environmental Center adhering to all required safety and health regulations. To connect to the Wednesday, June 23, 2021 Board Meeting, go to ZOOM: <https://wwcc-edu.zoom.us/j/83361950683> or dial-in: 253/215-8782.**

Board Meeting Agenda

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. May 26, 2021 Board Meeting Minutes		Tab 1
	2. Personnel Update		Tab 2
9:35 a.m.	President's Report <i>Dr. Chad Hickox</i>	Discuss	
9:50 a.m.	AHE Update <i>Mr. Jim Peitersen</i>	Discuss	
10:00 a.m.	Interim Spring Quarter Enrollment Report <i>Dr. Nick Velluzzi</i>	Discuss	Tab 3
10:15 a.m.	May Financial Report <i>Ms. Peggy Lauerman</i>	Discuss	Tab 4
10:30 a.m.	Authorization to Award Construction Contract for Project #18-592 – Science and Tech Building <i>Ms. Lauerman</i>	Action	
10:45 a.m.	Second Read: 2021-22 Student Services and Activities Fee Budget <i>Ms. Nadine Stecklein</i>	Action	Tab 5
10:55 a.m.	Second Read: 2021-22 Tuition Schedules and Student Program Fees	Action	

Ms. Lauerman

➤ **2021-22 Tuition Schedules**

Tab 6

➤ **2021-22 Student Program Fees**

Tab 7

11:05 a.m.	Second Read: 2021-22 Athletics Budget <i>Ms. Lauerman</i>	Action	Tab 8
11:15 a.m.	Second Read: 2021-22 Annual Plan and Budget <i>Ms. Lauerman</i>	Action	Tab 9
11:30 a.m.	Board Reports / Remarks	Discuss	
11:40 a.m.	New and Unscheduled Business	Discuss	
11:50 a.m.	Public Comment	Discuss	
12:05 p.m.	Adjournment		

Following adjournment, the Board will tour the Student Rec Center. No action will be taken.

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 26, 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. Sherry Hartford, Vice President, Human Resources
Ms. Peggy Lauerman, Vice President, Finance
Dr. Nick Velluzzi, Vice President, Enrollment Services and Institutional Effectiveness
Ms. Kathy Adamski, Dean, Nursing Education
Ms. Margarita Banderas, Director, Equity, Diversity, & Inclusion
Ms. Jessica Cook, Executive Director, WWCC Foundation
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

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 Ms. Liberty seconded to approve the agenda for the May 26, 2021 Board of Trustees meeting as presented. *Motion carried.*

Consent Agenda

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

1) April 28, 2021 Board Meeting Minutes; and 2) Personnel Update. *Motion carried.*

Recess to Executive Session to Review the Performance of a Public Employee and to Discuss Labor Negotiations. The Board recessed to Executive Session at 9:35 a.m. to review the performance of a public employee and to discuss labor negotiations, with an anticipated return time of 11:05 a.m. At 11:05 a.m., the Board extended the Executive Session to 11:25 a.m. At 11:25 a.m., the Board extended the Executive Session to 11:35 a.m. At 11:35 a.m., the Board returned to open session and Mr. Hernandez reported no action had been taken during the Executive Session.

Mr. Burt moved and Mr. Warren seconded to extend the President's contract for two years with a 1.7% retention increase. *Motion carried.*

Approval of MOU with AHE re Guided Pathways. Mrs. Hartford presented an amended MOU with AHE covering Guided Pathways; noting the MOU she was presenting had been amended from that contained in the original Board meeting packets. The original MOU authorized every full-time and one adjunct faculty to receive one-time stipends of \$1,940.85 for their work on Guided Pathways. As amended, the MOU also now includes the addition of a 1.7% across-the-board cost of living increase for all full-, part-time, and Corrections Ed faculty, resulting in a change to the salary schedule, as outlined in the MOU.

Ms. Liberty moved and Mr. Burt seconded to approve the amended MOU with AHE regarding Guided Pathways as presented, attached, and by this reference made a part of these minutes. *Motion carried.*

Second Read: Interagency Agreement for State Human Resources Labor Relations. Mrs. Hartford reviewed the Interagency Agreement for State Human Resources Labor Relations, noting the document was unchanged from the May Board meeting when it had been presented as a First Read.

Mr. Warren moved and Mr. Burt seconded to approve the Interagency Agreement for State Human Resources Labor Relations as presented. *Motion carried.*

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

- Thanked the Board for the meaningful evaluation, contract extension, and salary increase; noting he was working with Human Resources to review WWCC's salaries relative to the system and would be making every effort to close existing gaps.
- The College will be starting its annual summer four-ten schedule the week of June 21, although due to ctcLink meetings, some staff may be working on Fridays, as needed.
- All athletics games will be completed by June 4.
- In response to a question raised at the May Board meeting regarding the RFP for the STEM building; the State Department of Enterprise Services is responsible for publishing RFPs and they distribute it over a wide area for easy access to all interested contractors. A pre-bid conference and walk-through took place the previous week and the bid opening is scheduled for June 10.
- Regarding the Scott Grant and child care needs; held numerous meetings with childcare providers gathering information and may have more substantive information for the June Board meeting.
- Department of Corrections has experienced a significant downturn in incarcerated individuals which could impact the college. Will be meeting on this next week.
- Efforts are underway to secure the needed technology for the Board Room so in-person Board meetings can resume at some point this summer.
- Working with Human Resources to fill a number of positions – many related to the ctcLink project.
- Announced the upcoming retirement of Jerri Ramsey, the President's Executive Assistant.

Policy Governance

- **Second Read: Emergency Succession Policy.** Dr. Hickox presented the proposed Emergency Succession Policy #1004, noting there had been no changes to the policy since it was presented at the May Board meeting as a first read.

Mr. Burt moved and Mr. Warren seconded that the Board adopt Emergency Succession Policy No. 1004 as presented.
Motion carried.

Emergency Succession Appointments. Dr. Hickox reported, under the Emergency Succession Policy, he is required to notify the Board of his successors should he be unable to fulfill his duties. Dr. Hickox announced that Jessica Clark and Peggy Lauerman would serve as his successors under those conditions.

Student Government Activity Report.

- **Walla Walla Campus.** Ms. Sarah Benimana, Walla Walla SGA President, provided the following report:
 - Students participated in several committees over the year, providing a good learning experience.

- Working on graduation gifts to be sent to graduates.
 - Collecting items to be donated to the Sleep Center as a final community service project.
 - Introduced Rebecca Tibbitts as the new Walla Walla SGA President for the coming year.
- **Clarkston Campus.** Mr. Shiloh Rowden, Clarkston SGA President, provided the following report:
- Introduced Catherine Katelnikoff and Sheila Flowers as the new Clarkston SGA Secretary of Activities and Vice President, respectively.
 - Have completed graduation gifts to be handed out during the June 11 ceremony.

Faculty Senate Update. Chris Mehl reported there had been a discussion at the recent Faculty Senate meeting around the creation of a college-wide syllabus template.

Interim Spring Quarter Enrollment Report. Dr. Velluzzi reviewed the Interim Spring Quarter Enrollment Report, noting the following were in comparison to the close of the previous Spring Quarter:

- State-supported enrollment closed at 1,402 FTE, down 427 FTE or 23.3%
- Contract enrollment closed at 1,067 FTE, up 51 FTE or .5%
 - Corrections Ed accounted for 806 FTE of contract enrollment, up 40 FTE
- Self-support enrollment closed at 27 FTE, up 19 FTE
- Enrollment in the BAS programs closed at 71 FTE, up 26 FTE
- Running Start enrollment reported 211 FTE, up 9 FTE
- Course enrollment by intent:
 - Academic Transfer – 531 FTE, down 174 FTE
 - Workforce Education – 754 FTE, down 214 FTE
 - Basic Ed for Adults – 68 FTE, down 8 FTE
 - Pre-College – 48 FTE, down 32 FTE
- All fund sources combined reported 2,496 FTE, down 12.5%.

April Financial Report. Ms. Lauerman reviewed the financial report for the period ending April 30, 2021, ten months or 83% of the year, including:

- Operating Budget Reconciliation: With a \$465,000 allocation increase for the high demand faculty salaries, total operating budget - \$31,000,000; Operating Budget Spending - \$29,600,000.
- Total State Revenue at \$14,223,000 vs \$14,714,000 the previous year
- Tuition and Other Revenue at \$8,783,000 vs \$10,376,600 the previous year
- Total Revenue at \$23,006,000 vs \$25,091,000 the previous year
- Total Expenditures - \$20,699,000 vs \$23,514,000 the previous year
- Course/Program Fees - \$745,450 vs \$1,038,400 the previous year
- Grants and Contracts - \$153,800 decrease; total at \$17,530,000; 57% expended to-date

First Read: 2021-22 Student Services and Activities Fees Budget. Ms. Stecklein presented the proposed 2021-22 Services & Activities Fees budget; noting the decision had been made by the students and Finance Committee to adopt the same budget as the previous year.

First Read: 2021-22 Tuition Schedules and Student Program Fees

- **2021-22 Tuition Schedules**
- **2021-22 Student Program Fees**

Ms. Lauerma reviewed the proposed 2021-22 Tuition Schedule, noting pending approval by the State Board, tuition for a full-time resident student would increase by 2.8%, and explained the various components of tuition, i.e., building fee, student activities fee, operating fee. Ms. Lauerma then reviewed the proposed program/course fees, noting there were two changes and two new fees: Nursing Skills Practice Supplies fee would drop to \$150; HSS Program Fee would drop to \$5.00; Mental Health/First Aid Fee (new) at \$30.00; and Precision Machine Courses Designated PMT Fee (new) at \$42.00.

First Read: 2021-22 Athletics Budget. In compliance with RCW 28B.315.120(2)1, Ms. Lauerma reviewed the first reading of the WWCC 2021-22 Athletics Budget.

First Read: 2021-22 Annual Plan and Budget. Ms. Lauerma presented the First Read of the 2021-22 Annual Plan and Budget, noting the year prior due to OFM's projected drop in tax revenues from the pandemic, the State Board directed all colleges to reduce spending by 15%. Based on that, declining enrollment, and the WWCC Board's priority for a balanced budget, the College implemented furloughs and personnel cuts. Currently, with federal stimulus funds and state tax revenues projected to accommodate a normal state allocation to colleges, the College is in a much better financial position. However, Ms. Lauerma pointed out enrollment is still an uncertainty that will be closely monitored and the rebasing issue has yet to be resolved. Ms. Lauerma highlighted the budget assumptions, including:

- State Allocation - \$3.1 million increase over the previous budget
- Compensation – 1.7% COLAs for faculty only; \$465,000 for high demand faculty salaries; and \$1,233,000 in nurse educator salaries
- Operating Fees – 2.8% increase in tuition; 15% increase in enrollment
- Reserves – One-time expenditure of \$1,045,000 for ctcLink
- Federal Funding - \$615,000
- Grants and Contracts - \$17,527,000
- Total Operating Budget - \$33,681,218

Board Reports / Remarks: Mr. Hernandez reported on the recent ACT Meeting

New and Unscheduled Business. Dr. Hickox reported the Clarkston Campus graduation ceremony would be held June 11 and the Walla Walla Campus ceremony on June 12. These will be drive-through ceremonies.

New and Unscheduled Business. None.

Adjournment. The meeting adjourned at 1:17 p.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

Guided Pathways and Cost of Living Increase

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;

Whereas the legislation has been enacted that allows the opportunity to improve faculty salaries with a cost of living adjustment of 1.7% effective July 1, 2021,

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 all faculty (full-time, part-time, and Corrections Education) a cost-of-living increase of 1.7% will be applied to the salary schedule and/or their current salary if they are not yet placed on the schedule.

As such, effective July 1, 2021, the Part Time, Moonlight/Overload Faculty Salary Schedule, Appendix D, is as follows:

<i>Mode of Instruction</i>	<i>Full enrollment and Overload rate</i>	<i>Benefits Eligible for 3 years Full enrollment rate</i>	<i>Low enrollment rate</i>
<i>1 Lecture</i>	\$ 70.95	\$ 74.50	\$ 57.10
<i>2 Lecture/Lab</i>	\$ 61.85	\$ 65.00	\$ 49.95
<i>3 Lab</i>	\$ 53.95	\$ 56.70	\$ 44.60
<i>4 Clinical</i>	\$ 48.55	\$ 51.05	\$ 44.60
<i>5 Other</i>	\$ 30.10	\$ 31.70	\$ -

Effective July 1, 2021, the Full-Time Faculty Salary Schedule, Appendix C, will be as follows:

Full-time Faculty Salary Schedule (effective 7/1/21):

Step 1	\$56,466
Step 2	\$60,419
Step 3	\$64,372
Step 4	\$68,325
Step 5	\$72,277
Step 6	\$76,230
Step 7	\$80,182
Step 8	\$84,135

For the Employer:

Sergio Hernandez

Sergio Hernandez (May 26, 2021 14:38 PDT)

Sergio Hernandez, Board Chair

For the Union:

James Peitersen

James Peitersen (May 26, 2021 15:07 PDT)

James Peitersen, AHE President

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: June 17, 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 May 2021.

Appointments

Baker, James – Program Assistant, Enrollment Services
Henderson, Katina – Office Assistant 3, WSP
Villarreal-Villaro, Linda – Fiscal Analyst 1, Business Services

Separations

Scharnhorst, Debra – IT Customer Support-Entry Level, Clarkston
Conrad, Caitlyn – Custodian 2
Isakson, Dean – Stockroom Attendant 3

Changes

None

Positions Currently Posted

CNC Instructor, Washington State Penitentiary
Construction Trades Apprenticeship Preparation (CTAP) Instructor, Penitentiary
Director of Marketing & Communications, Walla Walla
Executive Assistant to the College President, Walla Walla
Nursing Instructors, Clarkston and Walla Walla
Secretary Senior, Arts & Sciences, Walla Walla
Student Services and Academic Coordinator, Coyote Ridge Corrections Center
Student Success Navigators, Clarkston
Welding Instructor, Walla Walla



Walla Walla Community College

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DATE: June 17, 2021

TO: Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Interim Spring Quarter Enrollment Report

The corresponding tab provides a supporting data report for Spring Quarter 2021 and preceding years and quarters from 2017-2018. Summative reports for Spring Quarter and the academic year will be presented after enrollments are finalized.

- State-supported enrollment for Spring Quarter is reporting 1,399 FTE, a decline of 430 FTE or 23.5% from the **close** of Spring Quarter 2020.
- Contract enrollment is reporting 1,098 FTE, an increase of 82 FTE (.8%) from the **close** of Spring Quarter 2020. Corrections education accounts for 837 FTE of contract enrollment, which is up 71 FTE from the **close** of Spring Quarter 2020.
- Self-support enrollment is reporting 28 FTE, which is up 20 FTE from the **close** of last Spring Quarter.
- Enrollment in the Bachelors of Applied Science (BAS) programs is reporting 70 FTE, up 25 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 532 FTE, down 173 FTE from last Spring Quarter.
 - Workforce Education is reporting 754 FTE, down 214 FTE from last Spring Quarter.
 - Basic Education for Adults is reporting 66 FTE, down 10 FTE from last Spring Quarter.
 - Pre-College is reporting 48 FTE, down 32 FTE from last Spring Quarter.
- All fund sources combined amount to 2,525 FTE, which is down 11.5% from last spring.

WWCC Enrollment Report for Spring 2021

As of June 16, 2021

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

FTE by Funding Source

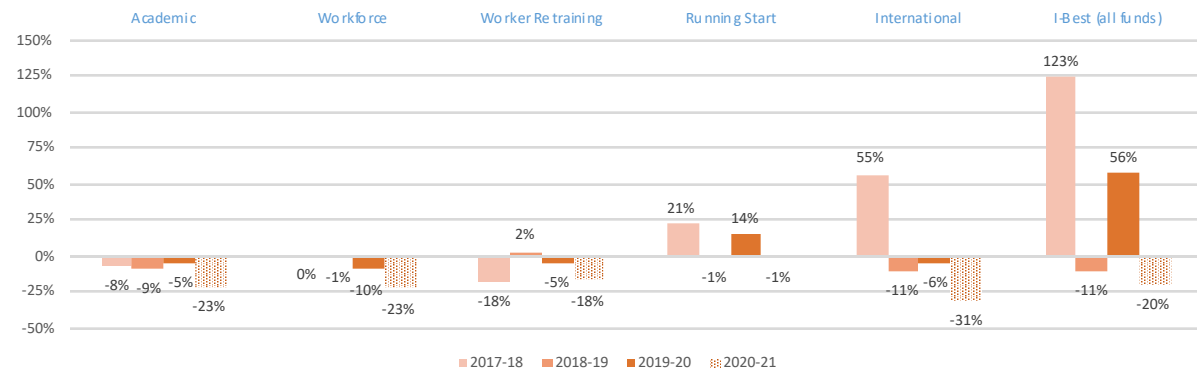
	2017-18				2018-19				2019-20				2020-21			
	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE
summer	793	1,078	29	1,900	689	889	41	1,619	561	972	36	1,569	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	1,399	1,098	28	2,525
Total	8,344	5,267	110	13,721	7,626	4,930	141	12,697	6,825	4,879	157	11,860	5,084	3,912	115	9,110
AAFTI	2,781	1,756	37	4,574	2,542	1,643	47	4,232	2,275	1,626	52	3,953	1,695	1,304	38	3,037

Three-year average: 2,533
State Allocation Plan for 2020-21: 3,157 (-20%)

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	-24%	-42%	-16%
	annual	-26%	-39%	-15%
Contract	summer	-22%	-30%	-10%
	fall	-24%	-26%	-9%
	winter	-33%	-27%	-8%
	spring	8%	-20%	-6%
Self Support	summer	-83%	-79%	-18%
	fall	-36%	45%	34%
	winter	-13%	14%	6%
	spring	245%	47%	92%

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	532
	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	66
	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	279
	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	70
	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	837
	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	8
	I-Best**	82	73	98	46	63	60	70	68	123	95	165	74	101	101	94	79

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 May 31, 2021

Board of Trustees Meeting
June 23, 2021



Presentation Summary

Today's review includes operating results for year to date ending, May 31, 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	\$28,990,514
Approved 2020-2021 Course/Program Fees Budget	1,593,486
Approved 2020-2021 Operating Budget	\$30,584,000

Operating Budget

Approved 2020-2021 Operating Budget Spending	\$28,990,514	
Allocation 1 - Workforce Dev. Project	45,000	} 619,657
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	
Allocation 9 - Gold Star Families	375	
Updated 2020-2021 Operating Budget Spending	\$29,610,171	

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	\$15,736,300	53%	\$13,514,647	86%	\$13,014,291	75%	\$500,356	4%
Opportunity Grant	461,412	2%	368,177	80%	430,904	93%	-62,727	-15%
GEER Funding	773,439	3%	607,489	79%	-	0%	607,489	0%
Worker Retraining	1,838,073	6%	1,554,376	85%	1,479,558	74%	74,818	5%
Total State Revenue	\$18,809,224	64%	\$16,044,690	85%	\$14,924,753	75%	\$1,119,936	8%
Operating Fee & Other Revenue								
Operating Fee	\$6,237,448	21%	\$5,630,671	90%	\$7,046,307	109%	-\$1,415,636	-20%
Student Fees/Other Misc Rev	883,499	3%	677,271	77%	919,268	120%	-241,997	-26%
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%	890,183	90%	590,089	88%	300,094	51%
Community Service	340,000	1%	180,704	53%	184,956	62%	-4,252	-2%
Ancillary Programs	150,000	1%	52,083	35%	115,272	66%	-63,189	-55%
Total Tuition & Other Revenue	\$10,800,947	36%	\$8,936,752	83%	\$10,515,878	33%	-\$1,579,126	-15%
Use of Fund Balance	\$0	0%	\$0	0%	\$0	0%	\$0	0%
TOTAL REVENUE	\$29,610,171	100%	\$24,981,442	84%	\$25,440,632	79%	-\$459,190	-2%

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	\$17,867,654	60%	\$14,593,999	82%	\$16,384,165	85%	-\$1,790,166	-11%
Benefits	6,172,318	21%	\$5,191,078	84%	\$5,704,283	85%	-513,204	-9%
Rents	38,960	0%	\$30,484	78%	\$82,350	156%	-51,866	-63%
Utilities	899,188	3%	\$659,116	73%	\$668,968	75%	-9,852	-1%
Goods and Services	2,703,656	9%	\$1,625,609	60%	\$1,691,346	57%	-65,738	-4%
Travel	37,500	0%	\$1,272	3%	\$115,107	40%	-113,836	-99%
Equipment	300,069	1%	\$128,686	43%	\$318,516	84%	-189,830	-60%
Fin Aid, Debt Service, Transfer	1,590,826	5%	\$950,681	60%	\$1,095,887	70%	-145,206	-13%
TOTAL EXPENSE	\$29,610,171	100%	\$23,180,924	78%	\$26,060,622	81%	-\$2,879,698	-11%

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%	\$9,252,757	77%	\$10,619,952	77%	-\$1,367,195	-13%
Community Service	340,002	1%	\$150,108	44%	\$222,984	74%	-72,876	-33%
Instructional Computing	204,989	1%	\$270,667	132%	\$150,058	59%	120,609	80%
Ancillary Programs	150,000	1%	\$82,233	55%	\$145,239	83%	-63,006	-43%
Academic Administration	2,655,629	9%	\$2,234,715	84%	\$2,643,561	92%	-408,846	-15%
Library Services	559,527	2%	\$455,076	81%	\$582,443	84%	-127,367	-22%
Student Services	4,021,487	14%	\$3,428,244	85%	\$3,504,880	79%	-76,636	-2%
Institutional Support	6,347,986	21%	\$4,704,524	74%	\$5,263,200	83%	-558,676	-11%
Facility Services	3,283,933	11%	\$2,602,600	79%	\$2,928,305	86%	-325,705	-11%
TOTAL EXPENSE	\$29,610,171	100%	\$23,180,924	78%	\$26,060,622	81%	-\$2,879,698	-11%

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%	\$1,257,321	79%	1,595,072	106%	-\$337,750	-21%
Course/Program Fee Expense	\$1,593,486	100%	\$675,209	42%	1,064,000	71%	-\$388,790	-37%
Totals			<u>\$582,112</u>		<u>\$531,072</u>		<u>\$51,040</u>	

Grants & Contracts

	Current Month Budget Changes	2020-2021 YTD Budget	Expenditures to Date	YTD % Spent
Corrections Education	\$0	\$7,068,967	\$6,326,363	89%
State Funded Grants	\$0	2,244,540	1,597,848	71%
Federal Funded Grants	\$4,145,668	10,881,881	2,189,594	20%
Private Funded Grants	\$16,108	471,962	242,879	51%
Fiscal Agent Grants	\$0	1,025,905	658,113	64%
TOTAL GRANTS & CONTRACTS	<u>\$4,161,776</u>	<u>\$21,693,255</u>	<u>\$11,014,797</u>	<u>51%</u>

Federal: HEERF III; American Rescue Plan Act (ARPA)

Private: CRCC - Open Doors

Questions ?



Walla Walla Community College

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

Tab 5

DATE: June 17, 2021

TO: Board of Trustees

FROM: Nadine Stecklein
Director of Student Life

RE: 2021-2022 Services & Activities Fees Budget

The Student Government Association (SGA) is pleased to present to the Board of Trustees the FY21-22 Services & Activities Fees (S&A) budget. While Covid 19 provided challenges, student leaders, student-at-large representatives, advisors and finance staff continued to work remotely to finalize the FY21 budget. Although COVID-19 affected enrollment, in FY 21-22 tuition fees will increase by 2.8%. The fee includes a portion that will go towards S&A fees. Even if there is a decrease in student enrollment, we would be getting more per student.

The use of technology has allowed student engagement to continue during the pandemic. In FY 19-20, the pandemic reduced the cost of student activities which created a carry forward of \$244,765. This was swept into the reserves. The reserves currently sit at \$606,876.

The Student Recreation Center support, \$27,000, is in addition to the funds that are being collected by the student assessed fee. This funding would pay for 2 part time hourly students and stipends for group fitness classes such as yoga or kickboxing. There is a \$1 per credit fee that brings in around \$60,000 annually that is designated for maintenance and operations. Currently there is around \$293,035 in this account (10M2). Student Life staff will meet with individuals from the business office to make sure that the Student Recreation Center will have enough support to operate for the FY21-22 year. We are partnering with other departments to ensure that the Student Recreation Center is accessible for all students.

The Student Government Association met and trained often this winter and spring to ensure that the budget was allocated in an equitable manner. They understand that their task is to be good stewards of the funds collected by students, to support student success and retention at Walla Walla Community College.

With all the remaining uncertainty ahead, they decided it would be best to approve the FY 20-21 budget for FY 21-22. This FY 21-22 budget does not include any one-time fund requests. Instead of making one-time fund requests we will strategize ways the reserves can be utilized to support student success on both campuses. The funding requests submitted for the FY 20-21 budget reflect the on-campus experience. We are more hopeful that we can come back to campus this upcoming year and provide more activities and services to students.

In conclusion, we plan to have quarterly meetings with the finance staff, in order to see the amount of revenue that is coming in. If anything should change, adjustments to the budget will be made.

Thank you for your consideration.

Nadine Stecklein

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

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Tab 6

DATE: June 23, 2021

TO: Board of Trustees

FROM: Peggy Lauerman, Vice President of Finance

RE: Second Reading and Request for Approval of the 2021-2022
Tuition Schedules & Administrative/Program/Course Fee Schedule

This is the second 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) on June 23, 2021. These numbers are not expected to change. 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 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.

We recommend and request the Board's approval of the 2021-2022 tuition and administrative/program/course fee schedules.

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 ⁽²⁾	\$15/credit, Max \$225
Eligible Veterans and National Guard Members Tuition Waiver	50.00%
Ungraded Courses (EMT, First Aid, Quest, Journeyperson)	\$41.00
Space Available for Senior Citizens, per class, limit 2 classes	\$2.50
Professional Technical students and req. courses 18+ cr.	\$25.00
American Indian Students - Nonresident differential waived	
H. S. Completion for non-res.- Nonresident differential waived	
Parent Ed Courses	\$16.00
Athletic Waiver, "grant-in-aid" eligible resident & non-resident (Maximum \$352.53/quarter)	25.00%

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	\$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	\$ 55.00	\$ 55.00
Science Fee 3 hour Lab – Walla Walla	LN	Lab Fee assessed to students in science classes to cover supplies and instructional support	per course	\$ 55.00	\$ 55.00
Science Fee 4 hour Lab - Walla Walla	LP	Lab Fee assessed to students in science classes to cover supplies and instructional support	per course	\$ 55.00	\$ 55.00
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	\$ 55.00	\$ 55.00

**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: June 23, 2021

To: Board of Trustees

From: Peggy Lauerman, Vice President of Finance

Re: Second Reading and Request for Approval of the WWCC Athletics Budget Program 2021-2022 Budget

This is the second reading of the WWCC 2021-2022 Athletics Program Budget. The attached document presented to the Walla Walla Community College Board of Trustees on May 26, 2021 was intended 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.

We recommend and request the Board's approval of the 2021-2022 WWCC Athletics Program Budget.

Walla Walla Community College
2021-2022 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.



Walla Walla Community College

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

DATE: June 23, 2021
TO: Board of Trustees
FROM: Peggy Lauerman, Vice President of Finance
RE: Second Reading and Request for Approval of the 2021-2022 Operating Budget

This is the second reading of the 2021-22 Operating Budget. The operating budget shows an increase over the 2020-2021 budget of \$3M. This is due to state tax revenues which are now projected to accommodate a normal state allocation to the State Board for Community and Technical Colleges.

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.

We recommend and request the Board's approval of the 2021-2022 operating budget.



BUDGET

FISCAL YEAR 2021 - 2022

Proposed to the Board of Trustees

June 23, 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
Fax: (509)527-4249

MEMORANDUM

TO: Board of Trustees

DATE: June 23, 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 today, June 23, 2021, represents the second 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 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.

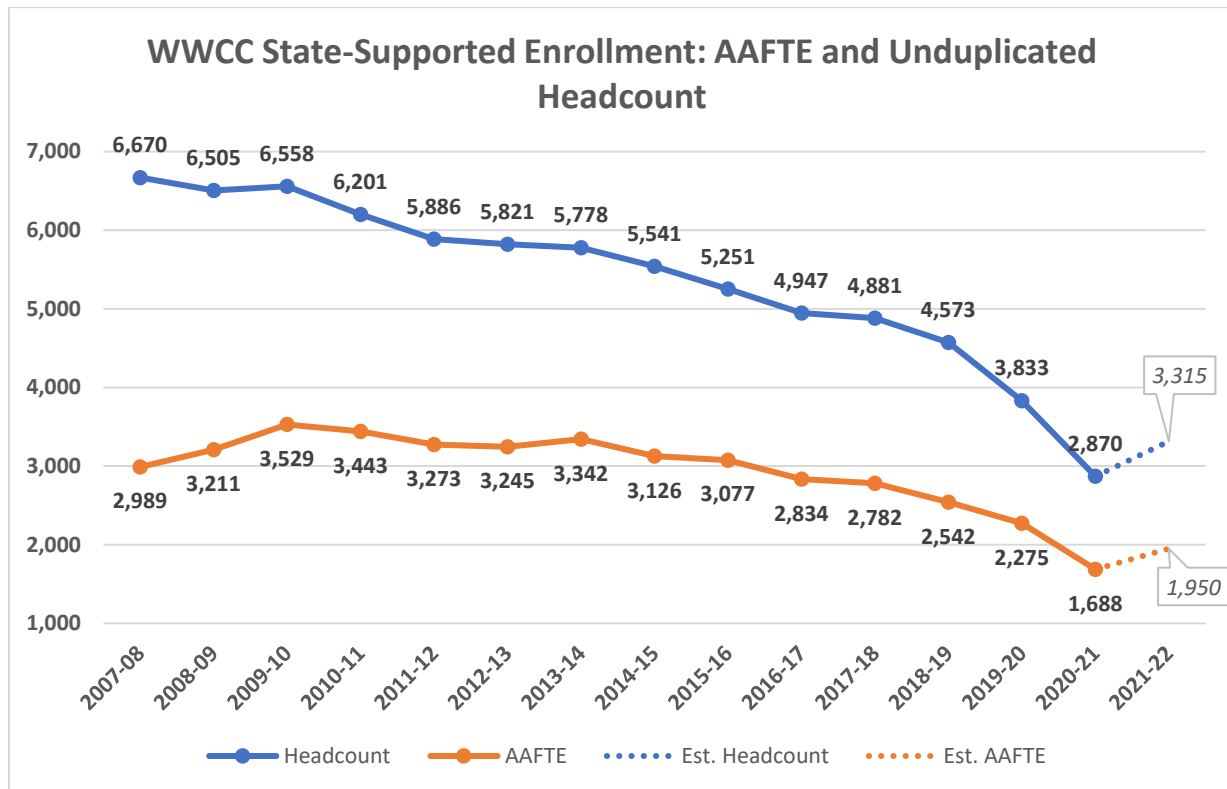
The operating budget will access funding from the Higher Education Emergency Relief Fund II, Coronavirus Response and Relief Supplemental Appropriations Act (CRSSAA) and/or Higher Education Emergency Relief Fund III, American Rescue Plan Act (ARPA) for lost revenue and other eligible losses.

Enrollment

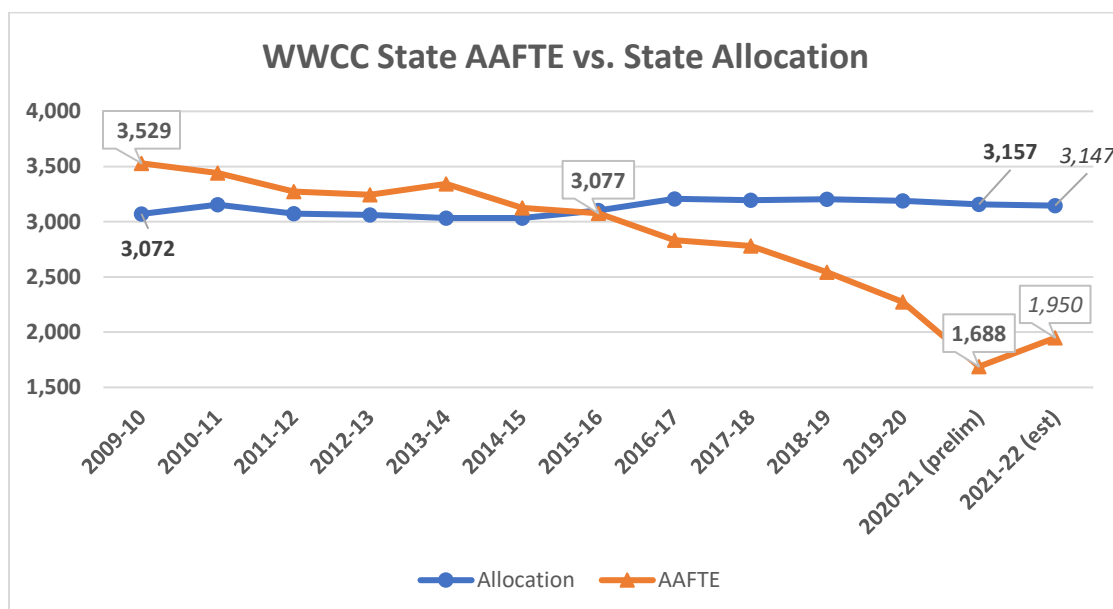
The chart below shows WWCC state-funded enrollment by Annualized Average Full-Time Equivalent (AAFTE) and unduplicated headcount from 2007-2008 to the current year, and projects expected outcomes for the upcoming fiscal year. AAFTE is calculated by adding the total number of student credits accumulated 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.

Walla Walla Community College Operating Budget Fiscal Year 21-22

Proposed to the Board of Trustees
June 23, 2021



Budget Review

- Budget Assumptions
- Revenue & Expenditures
- Grants and Contracts
- Questions

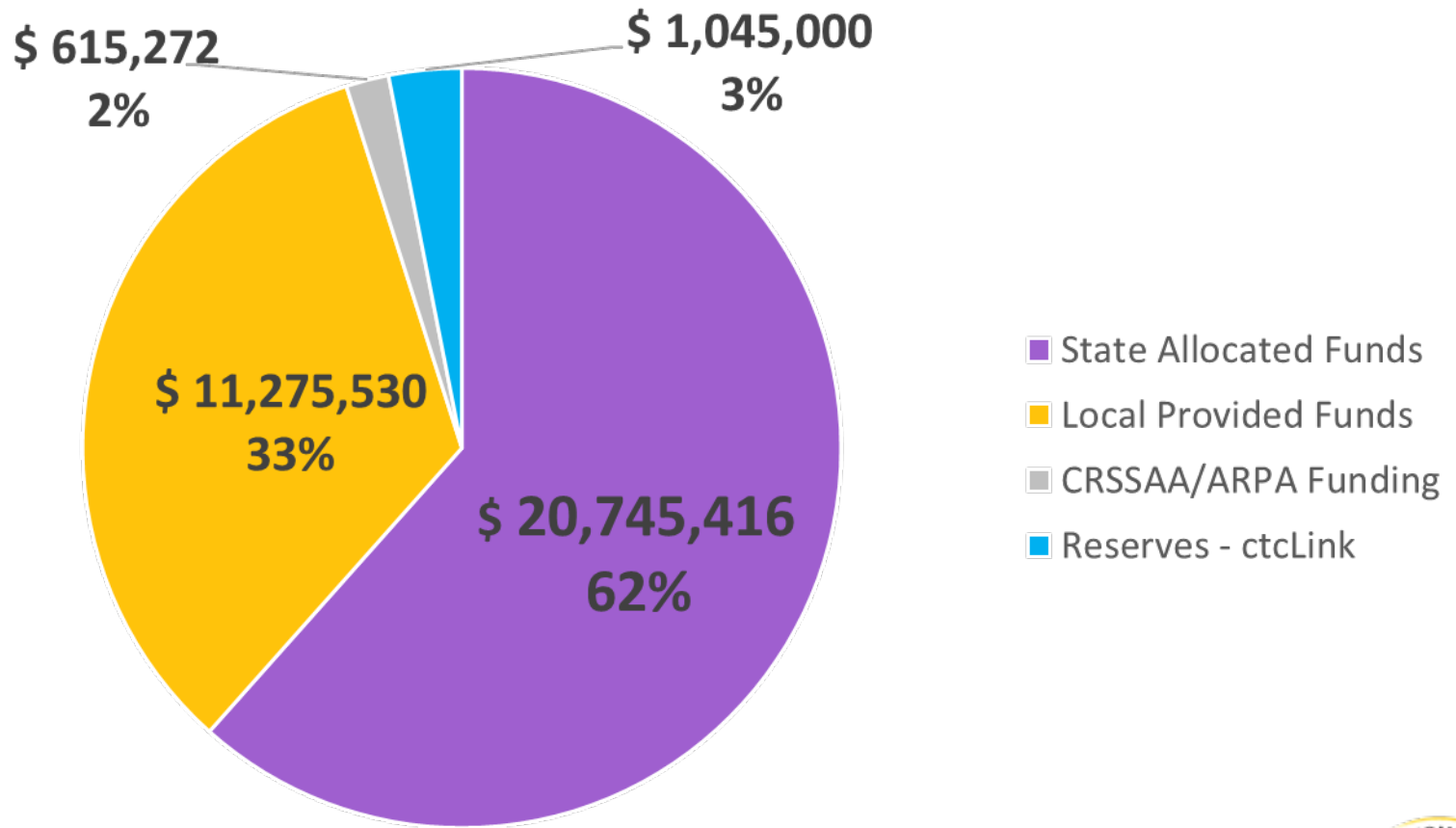


Budget Assumptions

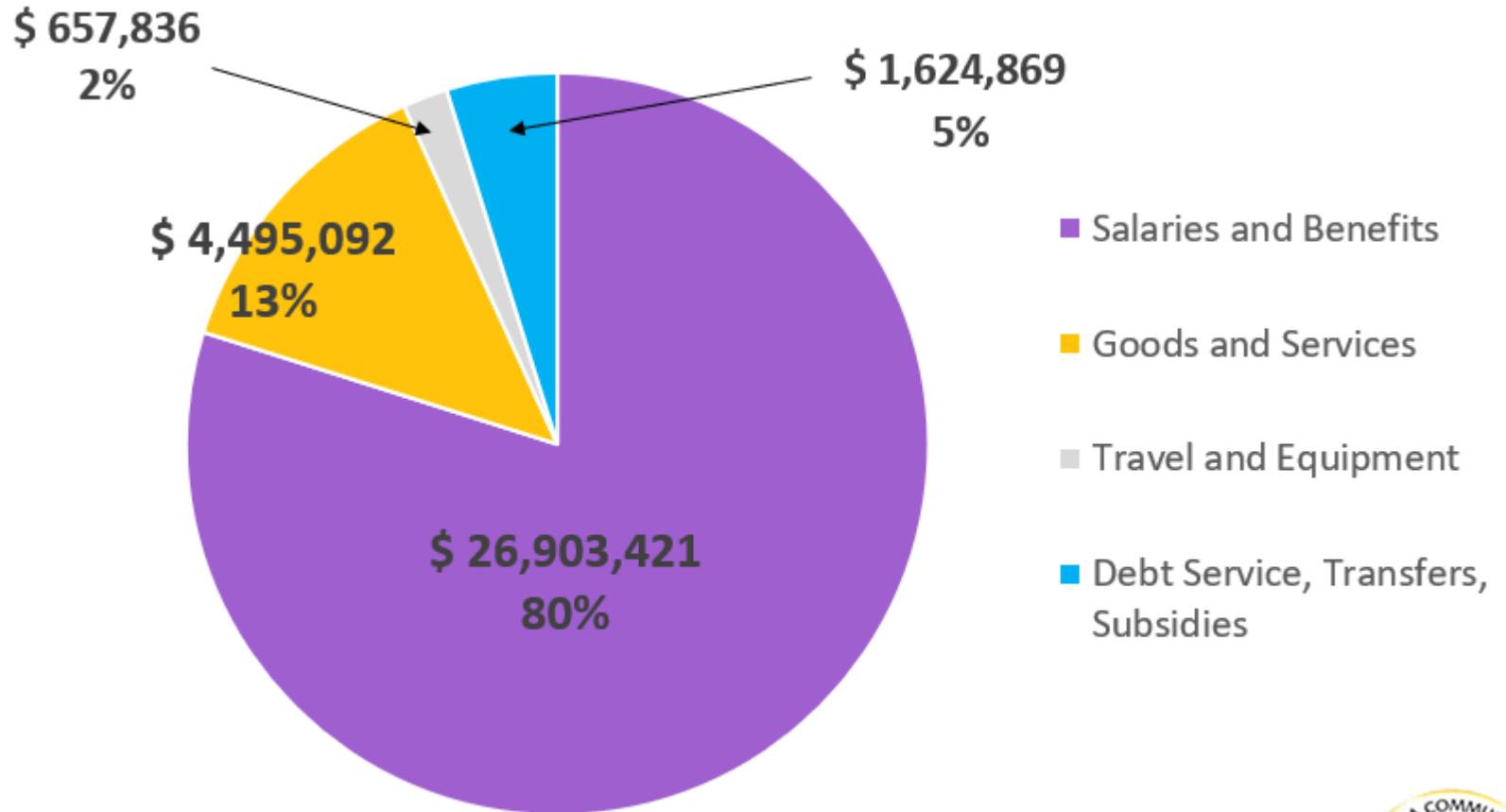
- State Allocation
 - Base allocation
 - Increase over previous budget, \$3.1M
 - Increase over FY21 allocation before 15% reduction, \$370K
- Compensation
 - COLA's of 1.7% for faculty; no other COLA's are provided for
 - High demand faculty salaries, \$465K
 - Nurse educator salaries, \$1,233K
- Operating Fee (Tuition)
 - 2.8% increase in rates
 - 15% increase in enrollment
- Reserves – One time expenditure
 - ctcLink, \$1,045M
- Federal Funding - \$615K



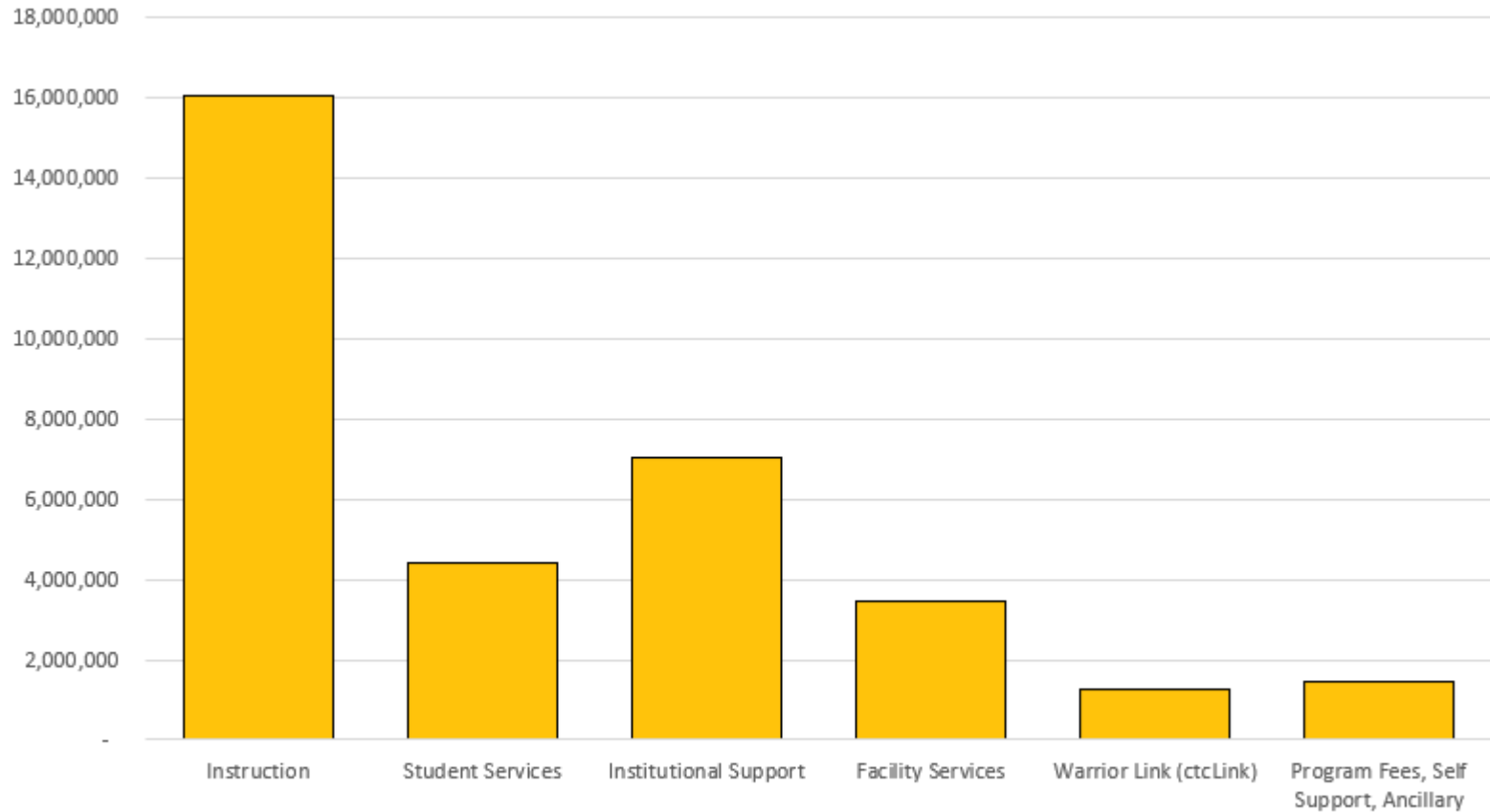
FY22 Projected Revenues - \$33,681,218



FY22 Expenditures; Category \$33,681,218



FY22 Expenditures - \$33,681,218



Instruction category includes: Instruction, Library Services, Academic Administration

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, federal award grant documents & proposals, and by program managers.

	FY 20-21 Grant Award	FY 21-22 Grant Award	Increase/ Decrease
Total Grants and Contracts	12,856,057	16,940,097	4,084,040
Fiscal Agent Agreements	587,812	587,512	(300)
Subtotal	13,443,869	17,527,609	4,083,740
Less: Grants & Fiscal Agent Agreements reported elsewhere	3,114,704	3,164,404	(50,300)
Total Adjusted Grants and Contracts	10,329,165	14,363,205	4,134,040

Notable Highlights:

- Higher Education Emergency Relief Fund III, American Rescue Plan Act, \$4,165,668.



Questions

