



**Board of Trustees, District No. 20  
Walla Walla Community College  
VIRTUAL Special Board Meeting Agenda  
Wednesday | June 24, 2020 | 9:00 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 June 24, 2020 Special Meeting, go to ZOOM: <https://zoom.us/j/99415159318> or dial-in: 253/215-8782.**

**Virtual Special Board Meeting**

*All Times are Estimates*

<b>9:00 a.m.</b>	<b>Call to Order</b> <i>Mr. Tim Burt, Chair</i> <b>Approval of Agenda</b>	<b>Action</b>	
<b>9:05 a.m.</b>	<b>President's Report</b> <i>Dr. Chad Hickox</i>	<b>Discuss</b>	
<b>9:20 a.m.</b>	<b>Review of Debt Service Related to Student Fee-Funded Capital Projects</b> <i>Ms. Peggy Lauerman</i>	<b>Discuss</b>	<b>Tab 1</b>
<b>9:35 a.m.</b>	<b>Approval of 2020-21 Student Services and Activities Fee Budget</b> <i>Ms. Nadine Stecklein</i>	<b>Action</b>	<b>Tab 2</b>
<b>9:50 a.m.</b>	<b>Approval of 2020-21 Tuition Schedules and Student Program Fees</b> <i>Ms. Sue Willis</i> ➤ <b>2020-21 Tuition Schedules</b> ➤ <b>2020-21 Student Program Fees</b>	<b>Action</b>	<b>Tab 3</b> <b>Tab 4</b>
<b>10:00 a.m.</b>	<b>Approval of 2020-21 Athletics Budget</b> <i>Ms. Willis</i>	<b>Action</b>	<b>Tab 5</b>
<b>10:15 a.m.</b>	<b>Approval of 2020-21 Operating Budget</b> <i>Dr. Hickox, Ms. Lauerman</i>	<b>Action</b>	<b>Tab 6</b>
<b>10:45 a.m.</b>	<b>First Read: Proposed Rescheduled Board Meeting Dates</b>	<b>Discuss</b>	<b>Tab 7</b>
<b>10:55 a.m.</b>	<b>New and Unscheduled Business</b>	<b>Discuss</b>	
<b>11:05 a.m.</b>	<b>Public Comment</b>		
<b>11:20 a.m.</b>	<b>Adjournment</b>		



**Office of the Vice President of Finance**  
**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 18, 2020

**FROM:** Peggy Lauerman, Vice President of Finance

**RE:** Debt Service Related to Student Fee-Funded Capital Projects

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The Board of Trustees requested information regarding the Student Government Association debt service fund. In order to provide that information, revenues, scheduled payments and remaining fund balance were analyzed and projected.

The attached information provides a forecast of the fund balance through the end of the debt period in 2039. Assumptions for revenue are based on current revenue streams.

**WWCC STUDENT GOVERNMENT ASSOCIATION  
CAPITAL PROJECT DEBT SERVICE RESERVE**

Walla Walla Student Recreation Center  
Project Cost \$8,250,000  
Funded by: Student Fees - \$2,000,000; COP\*- \$6,250,000

Period	Beginning Cash Balance	Voted Student Fees & Interest	Annual Debt Service	Construction Transfer	Ending Cash Balance
FY17 to FY19	-	2,046,723	-	(428,730)	1,617,993
7/2019 - 5/2020	1,617,993	291,922	(179,911)	(1,000,000)	730,004
Estimated June 30, 2020	730,004	123,640	-	(571,270)	<b>282,374</b>
FY 2020-21	282,374	410,000	(418,000)		274,374
FY 2021-22	274,374	410,000	(419,750)		264,624
FY 2022-23	264,624	410,000	(421,000)		253,624
FY 2023-2039	253,624	6,560,000	(6,697,500)		<b>116,123</b>

Clarkston SAC  
Project Cost \$1,332,229  
Funded by: Student Fees - \$82,229; COP\* - \$1,250,000

Period	Beginning Cash Balance	Voted Student Fees & Interest	Annual Debt Service	Construction Transfer	Ending Cash Balance
FY17 to FY19	-	174,480	-	(82,229)	92,251
7/2019 - 5/2020	92,251	72,296	(36,089)		128,459
Estimated June 30, 2020	128,459	30,304	-		<b>158,762</b>
FY 2020-21	158,762	87,000	(85,750)		160,012
FY 2021-22	160,012	87,000	(84,000)		163,012
FY 2022-23	163,012	87,000	(82,250)		167,762
FY 2023-2039	167,762	1,392,000	(1,344,500)		<b>215,262</b>

\*A certificate of participation (COP) is a type of financing where an investor purchases a share of the lease revenues of a program rather than the bond being secured by those revenues. COP's provide Washington Local Governments and State agencies with an alternative way to finance essential real estate and equipment over a multi-year period. The program is structured to ensure agencies benefit from economies of scale and the State's low tax-exempt financing rates.



## **Walla Walla Community College**

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

# **Tab 2**

DATE: June 24, 2020

TO: Board of Trustees

FROM: Nadine Stecklein  
Director of Student Life

RE: 2020-2021 Services & Activities Fees Budget

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The Student Government Association (SGA) is pleased to present to the Board of Trustees the FY20-21 SGA 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.

According to RCW 28B.15.045, S&A Fees are paid by students for the purpose of funding student services and programs. In FY18-19 the total revenue collected was \$894,563. We were conservative in the revenue projection of the budget for FY20-21. The revenue projection for next year is estimated to remain flat at \$880,000. It is anticipated that a decline in enrollment will be offset by the proposed 2.5% S&A fee increase. As of April month-end, 98.5% of the \$880,000 S&A Fees have been collected (\$866,719), and it's anticipated the remaining balance will be collected by fiscal year-end.

The use of technology has allowed student engagement to continue during the pandemic. The pandemic has reduced the cost of student activities which has created an anticipated carry forward of \$190,000 - \$200,000 at the end of the June. When added with current reserve of \$560,000, S&A Fees will have approximately \$760,000 in reserves.

As a result of the huge carry forward (22.7% of FY20 revenues), students would like to request the Board approve a one-time funding request in the amount of \$23,000 or 3% of total reserves. Clarkston SGA is requesting to improve/update the Clarkston Fitness Center with new flooring, some minor equipment, paint and signage at an estimated cost of \$10,000. Walla Walla's \$13,000 request would fund the one-time purchase of intramural and group class equipment as they are not part of the construction funds. Funds would be used to purchase basketballs, dodgeballs, refereeing equipment, yoga mats, exercise balls, etc.

The Student Recreation Center support, \$27,000, is in addition to the funds that are being collected by the student assessed fee. 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 \$250,000 in this account (10M2). The projected estimated cost to operate the building for a year, according to the square footage is \$120,000. To cover the first year of operations, we plan to supplement the \$60,000 collected for the year via the fee with \$60,000 coming from the 10M2 fund. Recognizing that this is not a sustainable practice, we are looking to areas of revenue for the building such as facility usage fees and access fees. We are also going to revisit the student self-assessed fee that is currently \$1 per credit. Once we understand how much it actually costs, we will revisit implementing a new fee to cover the costs on a sustainable, on-going basis.

The Student Government Association (formerly known as ASB) prioritized funding for training and leadership development opportunities. The Walla Walla SGA demonstrated their dedication creating efficiency by decreasing the number of executive board members. They also re-purposed an existing position. Starting this fall there will be a senator for Disability, Diversity, Equity and Inclusion. The decrease overall in Student Activities & Engagement does not necessarily coordinate with less opportunities for student activities. The reduction in cost will mean less student programmers. The quality of activities will remain the same. Although since we may not be on campus in the Fall, the cost for activities may be decreased.

The Clarkston and Walla Walla SGA Budget Committees acknowledges the role Warrior Athletics plays in student enrollment by allocating 38.9% of the S&A budget to this program. FY 18 and FY19, athletics expenditures exceed the allocated budget which was covered by the SGA reserve account. The deficit spending by athletics is a concern of the SGA officers and budget committee members due to the negative impact this has on the use of reserves. The students expressed the recommendation for athletics to seek opportunities to produce revenues and/or cut costs. With the elimination of a competitive team and a minimal reduction in SGA support (2.6%) it is anticipated athletics will remain within their budget.

SGA leadership and finance staff will be scheduling quarterly financial reviews. Both S&A fees and voted fees to support student debt and operational costs will be reviewed. If FY21 fee collection appears to be inadequate to support the approved budget, SGA leadership approach the Board of Trustees to approve a budgetary decrease.

Thank you for your consideration.

# Walla Walla Community College

## FY 20-21 Services & Activities Fees Budget

Revenue	FY 19-20 Revenue		FY 20-21 Revenue	FY 20-21 One Time Reserve Requests	Total FY 20-21 Revenue & Reserve	Change in Revenue	
S&A Fees	880,000		880,000		880,000	-	
Vending Machines	11,500		11,200		11,200	(300)	
Use of Reserves (1Zx9)				23,000	23,000		
<b>Total Revenues</b>	<b>891,500</b>		<b>891,200</b>	<b>23,000</b>	<b>914,200</b>	<b>(300)</b>	
Account Title	19-20 Budget	% of Budget	FY 20-21 S&A Fees	FY 20-21 One Time Expenditures	FY 20-21 Total Proposed Budget	FY 19-20 vs FY 20-21 Budget	% of Budget with One Time Expenditures
Administrative & Professional Salaries	94,750	10.6%	99,823		99,823	5,073	10.9%
Director of Student Life Support	6,290	0.7%	7,249		7,249	959	0.8%
Media, Marketing, Graphics	7,000	0.8%	1,000		1,000	(6,000)	0.1%
Lecture & Entertainment	500	0.1%	500		500	-	0.1%
Student Government Association Leadership	96,860	10.9%	108,690		108,690	11,830	11.9%
Student Club Council Support	19,285	2.2%	19,260		19,260	(25)	2.1%
Clubs (16 total)	33,335	3.7%	34,660		34,660	1,325	3.8%
Student Activities & Engagement Programming	122,395	13.7%	118,795		118,795	(3,600)	13.0%
Diversity, Inclusion, and Equity Programming	6,300	0.7%	6,300		6,300	-	0.7%
Volunteerism/ Community Service	5,500	0.6%	5,500		5,500	-	0.6%
Intramurals/Recreation	29,553	3.3%	24,003		24,003	(5,550)	2.6%
Clarkston Warrior Fitness	1,100	0.1%	1,450	10,000	11,450	10,350	1.3%
Academic Programs	1,350	0.2%	1,350		1,350	-	0.1%
Student Recreation Center Support	-	0.0%	12,700	13,000	25,700	25,700	2.8%
Graduation	2,325	0.3%	2,150		2,150	(175)	0.2%
Tutoring & Learning Centers	50,810	5.7%	50,810		50,810	-	5.6%
Student Teams (PAS, Skills USA)	37,570	4.2%	37,020		37,020	(550)	4.0%
Athletics	369,822	41.5%	356,000		356,000	(13,822)	38.9%
Outreach Department (Welcome Center)	-	0.0%	3,940		3,940	3,940	0.4%
Contingency	6,755	0.8%	-		-	(6,755)	0.0%
<b>TOTALS</b>	<b>891,500</b>	<b>100.0%</b>	<b>891,200</b>	<b>23,000</b>	<b>914,200</b>	<b>22,700</b>	<b>102.5%</b>



**Walla Walla Community College**

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

## **Tabs 3 & 4**

DATE: June 24, 2020

TO: Board of Trustees

FROM: Sue Willis  
Executive Director of Budget & Finance

RE: Second Reading and Request for Approval of the  
2020-2021 Tuition Schedules & Administrative/Program/Course Fee Schedule

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This is the second reading of the proposed 2020-21 tuition schedules that serves to inform students what they can expect to pay for tuition and fees starting Fall Quarter 2020. Also attached is the summary of rates for all Washington State Community Colleges, as approved by the State Board for Community and Technical Colleges (SBCTC).

The 2020-21 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 (BoT) controls are highlighted with blue shading.

Tuition and fees for a lower division full-time resident student will increase by an average of 2.5% to \$1,579.10 per quarter. Students enrolling in BAS programs are charged tuition based on their specific combination of lower and upper division courses.

The student fee schedule is updated to reflect requested changes. A detailed break out of the requested changes is attached along with the entire BoT approved fee schedule. Program managers have requested the revision of five current 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 FY20-21 tuition and administrative/program/course fee schedules.

# 2020-2021 Lower Division Tuition Schedule

## State Board (SBCTC) Established - Resident - approved May 6, 2020

2019-2020	2020-2021	Diff.	% Diff
<b>1-10 Credits</b>			
Operating Fee 87.06	89.24	2.18	2.50%
Building Fee 11.87	12.18	0.31	2.61%
S & A Fee 11.33	11.62	0.29	2.56%
110.26	113.04	2.78	2.52%
<b>11-18 Credits</b>			
Operating Fee 43.80	44.90	1.10	2.51%
Building Fee 4.19	4.29	0.10	2.39%
S & A Fee 6.59	6.75	0.16	2.43%
54.58	55.94	1.36	2.49%
<b>Basic Skills (ABE, GED, ESL), per student/quarter</b>			<b>\$25.00</b>

## WWCC Board of Trustees (BoT) Established:

US Citizen Non-Resident Special Fee <sup>(2)</sup>	\$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

						A	B	C	D	E	F
Credit Level	TUITION	FEES			TOTAL	COST PER CREDIT BY STUDENT TYPE					
	SBCTC	Student Voted		BoT		BoT	SBCTC	BoT			
	Washington Resident	Facility Use	Technology	Comprehensive <sup>(1)</sup>		US Citizen Non-Resident <sup>(2)</sup>	International	WA Resident HS Completion	Parent Ed	EMT, FA, Quest w/ FUF & Comp.	
1	\$113.04	\$9.00	\$3.00	\$4.90	\$129.94	\$164.59	\$308.18	\$32.90	\$16.00	\$14.40	
2	\$226.08	\$18.00	\$6.00	\$9.80	\$259.88	\$329.18	\$616.36	\$65.80	\$32.00	\$28.80	
3	\$339.12	\$27.00	\$9.00	\$14.70	\$389.82	\$493.77	\$924.54	\$98.70	\$48.00	\$43.20	
4	\$452.16	\$36.00	\$12.00	\$19.60	\$519.76	\$658.36	\$1,232.72	\$131.60	\$64.00	\$57.60	
5	\$565.20	\$45.00	\$15.00	\$24.50	\$649.70	\$822.95	\$1,540.90	\$164.50	\$80.00	\$72.00	
6	\$678.24	\$54.00	\$18.00	\$29.40	\$779.64	\$987.54	\$1,849.08	\$197.40	\$96.00	\$86.40	
7	\$791.28	\$63.00	\$21.00	\$34.30	\$909.58	\$1,152.13	\$2,157.26	\$230.30	\$112.00	\$100.80	
8	\$904.32	\$72.00	\$24.00	\$39.20	\$1,039.52	\$1,316.72	\$2,465.44	\$263.20	\$128.00	\$115.20	
9	\$1,017.36	\$81.00	\$27.00	\$44.10	\$1,169.46	\$1,481.31	\$2,773.62	\$296.10	\$144.00	\$129.60	
10	\$1,130.40	\$90.00	\$30.00	\$49.00	\$1,299.40	\$1,645.90	\$3,081.80	\$329.00	\$160.00	\$144.00	
11	\$1,186.34	\$90.00	\$30.00	\$49.00	\$1,355.34	\$1,720.00	\$3,145.02	\$345.00	\$176.00	\$144.50	
12	\$1,242.28	\$90.00	\$30.00	\$49.00	\$1,411.28	\$1,794.10	\$3,208.24	\$361.00	\$192.00	\$145.00	
13	\$1,298.22	\$90.00	\$30.00	\$49.00	\$1,467.22	\$1,868.20	\$3,271.46	\$377.00	\$208.00	\$145.50	
14	\$1,354.16	\$90.00	\$30.00	\$49.00	\$1,523.16	\$1,942.30	\$3,334.68	\$393.00	\$224.00	\$146.00	
15	\$1,410.10	\$90.00	\$30.00	\$49.00	\$1,579.10	\$2,016.40	\$3,397.90	\$409.00	\$240.00	\$146.50	
16	\$1,466.04	\$90.00	\$30.00	\$49.00	\$1,635.04	\$2,075.50	\$3,461.12	\$425.00	\$256.00	\$147.00	
17	\$1,521.98	\$90.00	\$30.00	\$49.00	\$1,690.98	\$2,134.60	\$3,524.34	\$441.00	\$272.00	\$147.50	
18	\$1,577.92	\$90.00	\$30.00	\$49.00	\$1,746.92	\$2,193.70	\$3,587.56	\$457.00	\$288.00	\$148.00	
19+ (per cr.)	\$101.42	\$0.00	\$0.00	\$0.00	\$101.42	\$105.60	\$279.66	\$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



## 2020-2021 Upper Division Tuition Schedule

### State Board (SBCTC) Established - Resident - approved May 6, 2020

	2019-2020	2020-2021	Diff.	% Diff
<b>1-10 Credits</b>				
Operating Fee	191.91	196.71	4.80	2.50%
Building Fee	11.87	12.18	0.31	2.61%
S & A Fee	11.33	11.62	0.29	2.56%
	215.11	220.51	5.40	2.51%
<b>11-18 Credits</b>				
Operating Fee	0.00	0.00	0.00	0.00%
Building Fee	4.19	4.29	0.10	2.39%
S & A Fee	6.59	6.75	0.16	2.43%
	10.78	11.04	0.26	2.41%

### WWCC Board of Trustees (BoT) Established:

Non-Resident Special Fee <sup>(2)</sup>	\$15/credit, Max \$225
Eligible Veterans and National Guard Members Tuition Waiver	50.00%
Professional Technical students and req. courses 18+ cr.	\$25.00
American Indian Students - Nonresident differential waived	
Athletic Waiver, "grant-in-aid" eligible resident & non-resident (Maximum \$565.08/quarter)	25.00% 25.00%

### Credit Level Examples

Credit Level	A					B		C
	TUITION	FEES			TOTAL	COST PER CREDIT BY STUDENT TYPE		
	SBCTC	Student Voted		BoT	Cost per Credit	BoT	SBCTC	
	Washington Resident	Facility Use	Technology	Comprehensive <sup>(1)</sup>		US Citizen Non-Resident <sup>(2)</sup>	International	
1	\$220.51	\$9.00	\$3.00	\$4.90	\$237.41	\$277.70	\$637.20	
2	\$441.02	\$18.00	\$6.00	\$9.80	\$474.82	\$555.40	\$1,274.40	
3	\$661.53	\$27.00	\$9.00	\$14.70	\$712.23	\$833.10	\$1,911.60	
4	\$882.04	\$36.00	\$12.00	\$19.60	\$949.64	\$1,110.80	\$2,548.80	
5	\$1,102.55	\$45.00	\$15.00	\$24.50	\$1,187.05	\$1,388.50	\$3,186.00	
6	\$1,323.06	\$54.00	\$18.00	\$29.40	\$1,424.46	\$1,666.20	\$3,823.20	
7	\$1,543.57	\$63.00	\$21.00	\$34.30	\$1,661.87	\$1,943.90	\$4,460.40	
8	\$1,764.08	\$72.00	\$24.00	\$39.20	\$1,899.28	\$2,221.60	\$5,097.60	
9	\$1,984.59	\$81.00	\$27.00	\$44.10	\$2,136.69	\$2,499.30	\$5,734.80	
10	\$2,205.10	\$90.00	\$30.00	\$49.00	\$2,374.10	\$2,777.00	\$6,372.00	
11	\$2,216.14	\$90.00	\$30.00	\$49.00	\$2,385.14	\$2,803.84	\$6,383.84	
12	\$2,227.18	\$90.00	\$30.00	\$49.00	\$2,396.18	\$2,830.68	\$6,395.68	
13	\$2,238.22	\$90.00	\$30.00	\$49.00	\$2,407.22	\$2,857.52	\$6,407.52	
14	\$2,249.26	\$90.00	\$30.00	\$49.00	\$2,418.26	\$2,884.36	\$6,419.36	
15	\$2,260.30	\$90.00	\$30.00	\$49.00	\$2,429.30	\$2,911.20	\$6,431.20	
16	\$2,271.34	\$90.00	\$30.00	\$49.00	\$2,440.34	\$2,923.04	\$6,443.04	
17	\$2,282.38	\$90.00	\$30.00	\$49.00	\$2,451.38	\$2,934.88	\$6,454.88	
18	\$2,293.42	\$90.00	\$30.00	\$49.00	\$2,462.42	\$2,946.72	\$6,466.72	
19+ (per cr.)	\$208.89	\$0.00	\$0.00	\$0.00	\$208.89	\$219.77	\$608.68	

(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 21 PROPOSED BOARD APPROVED FEE CHANGES

WWCC Board of Trustees

			Basis for		2019-2020	Proposed
<u>General Local - Fund 148</u>			Calculation		Fees	2020-2021
Fee Description			of Fee			Fees
Fully Online Course Fee	WT	eLearning fee code, fully on-line tech fee	per course, no cap		\$11.00	\$ 25.00
Hybrid Online Course Fee	VW	eLearning fee code, hybrid tech fee	per course, no cap		\$6.50	\$ 25.00
Web-enhanced Online Course Fee	VX	eLearning fee code, web-enhanced tech fee	per course, no cap		\$3.50	\$ 25.00
Science Lab Fee - Clarkston	LJ	Lab Fee assessed to students in science classes to cover supplies and instructional support	per course	\$	50.00	\$ 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
HSS Program Fee	HQ	Fee for materials and instructional support	per credit up to 18 credits	\$	0.50	\$ 15.50
Criminal Justice Program Fee	New	Fee for supplies and equipment	per credit up to 18 credits			\$ 5.00

GF = General Fund Revenue

GF/PR = General Fund Revenue for Program Use Only

\* Board approval should be required for all fees that fall under Initiative 960 except for those fees that simply "pass-through" to an outside vendor.

# PROPOSED STUDENT FEE SCHEDULE 2020-2021

Board Approved Fees			Basis for		
General Local - Fund 148		Fee Description	Calculation of Fee	2019-2020 Fees	2020-2021 Fees
Re-enrollment Fee	4Z	Replaces 4D above: 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 Interest Inventory Assessment Test	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	\$ 11.00no cap	\$ 25.00
Hybrid Online Course Fee	VW	eLearning fee code, hybrid tech fee	per course, no cap	6.50no cap	\$ 25.00
Web-enhanced Online Course Fee	VX	eLearning fee code, web-enhanced tech fee	per course, no cap	\$ 3.50no cap	\$ 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 to cover the rising cost of materials and equipment	per quarter	\$ 190.00	\$ 190.00
Nursing Program Fee, Year 1	EN, YN	Year 1 program fee to cover ATI testing fees and nursing computer lab replacement (\$10 of fee per quarter)	per quarter	\$10/\$177\$177\$10/\$177\$177	\$10/\$177\$177\$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

**PROPOSED  
STUDENT FEE SCHEDULE  
2020-2021**

<b>Board Approved Fees</b>			<b>Basis for</b>			
<b>General Local - Fund 148</b>		<b>Fee Description</b>	<b>Calculation of Fee</b>	<b>2019-2020 Fees</b>	<b>2020-2021 Fees</b>	
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	\$ 93.75	\$ 93.75	
EMT Program Fee	HH	Fee to cover supplies, insurance, and miscellaneous equipment	per course	\$ 93.75	\$ 93.75	
Fire Science Program Fee	XI	Year 1 program fee to cover the cost of supplies and equipment rental	per quarter	\$ 620.00	\$ 620.00	
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	
Engineering Technology Program Fee	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	

**PROPOSED  
STUDENT FEE SCHEDULE  
2020-2021**

<b>Board Approved Fees</b>				<b>Basis for</b>		
<b>General Local - Fund 148</b>		<b>Fee Description</b>	<b>Calculation of Fee</b>	<b>2019-2020 Fees</b>	<b>2020-2021 Fees</b>	
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	\$ 30.00	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 &amp; 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	\$ 50.00	\$ 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	
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	\$ 0.50	\$ 15.50	
Criminal Justice Program Fee	New	Fee for supplies and equipment	per credit up to 18 credits		\$ 5.00	
Parking Fines	PF	Parking Fines	per occurrence	\$10 - \$200	\$10 - \$200	

PROPOSED  
STUDENT FEE SCHEDULE  
2020-2021

Board Approved Fees				Basis for				
<u>General Local - Fund 148</u>		Fee Description		Calculation of Fee	2019-2020 Fees	2020-2021 Fees		
BAS - Sustainable Ag Systems	RQ	Program specific fees: \$10 to cover supplies and instructional support, and \$10 to cover equipment repair and replacement		per credit on upper division classes 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		
TOTAL GENERAL LOCAL FEE REVENUE		Fee to cover cost of taking REVENUE						

GF = General Fund Revenue

GF/PR = General Fund Revenue for Program Use Only

\* Board approval should be required for all fees that fall under Initiative 960 except for those fees that simply "pass-through" to an outside vendor.

**Walla Walla Community College**

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

**Date:** 6/24/2020

**To:** Board of Trustees

**From:** Sue Willis, Executive Director of Budget and Finance

**Re:** Second Reading and Request for Approval of the WWCC Athletics Financial Statement & FY21 Budget

---

This is the second reading of the WWCC Athletic Financial Statement & FY 21 Budget. The attached documents presented to the Walla Walla Community College Board of Trustees on June 17, 2020 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.

The financial statement provides the annual profit/loss of fiscal years 2017 through 2019 and were prepared using the State Board of Community and Technical Colleges (SBCTC) guidelines. The official guidelines prohibit operating fees/tuition from being included as a revenue source to support the program, which is normally included during a comprehensive program review.

We recommend and request the Board's approval of the FY20-21 tuition and administrative/program/course fee schedules.

**Walla Walla Community College**  
**Athletics Program Financial Statements**  
As Required by RCW 28B.15.120

	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019
<b>REVENUE</b>			
Gate Receipts	8,965	8,287	8,055
Spirit Package	7,850	7,740	7,209
Warrior Club	7,767	10,177	6,742
Team Fundraisers	110,432	119,930	104,121
<b>Total Revenue</b>	<b>135,014</b>	<b>146,134</b>	<b>126,127</b>
Expenditures			
<b><u>Tuition Waivers</u></b>	<b>69,974</b>	<b>72,488</b>	<b>52,689</b>
<b><u>Operating Budget</u></b>			
Athletic Director/Coach/Support	443,268	457,815	469,228
Field Maintenance	15,211	15,131	14,329
Insurance		967	
<b>Total Operating Budget</b>	<b>458,479</b>	<b>473,913</b>	<b>483,557</b>
<b><u>Services &amp; Activities Fees &amp; Motor Pool</u></b>			
Women's Athletic Teams	160,497	183,481	165,868
Men's Athletic Teams	145,599	135,147	136,960
Coed Athletic Teams	84,396	108,753	117,757
Scholarships	179,484	178,069	177,505
Chartered Bus Services	80,125	93,082	111,895
Student Help/Work Scholarships	3,190		
<b>Total Services &amp; Activities Fees &amp; Motor Pool</b>	<b>653,291</b>	<b>698,532</b>	<b>709,985</b>
<b>Team Fundraiser</b>	<b>135,840</b>	<b>97,871</b>	<b>89,198</b>
<b>Total Expenditures</b>	<b>1,317,584</b>	<b>1,342,804</b>	<b>1,335,429</b>
<b>Net Profit/Loss</b>	<b>(1,182,570)</b>	<b>(1,196,670)</b>	<b>(1,209,302)</b>

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



## 2020-2021 ATHLETICS BUDGET

### REVENUES AND OTHER SUPPORT

	Budget 2019-2020	Budget 2020-2021	Difference
<b>Student Activities and Intercollegiate Athletics</b>			
Service and Activity Fee (Approved by ASB Senate)	\$309,991	\$356,000	\$46,009 (1)
ID Card Fee	0	0	0
User Fee	7,230	7,230	0
Sports Revenue - Admission Fees and Fund Raisers	7,436	7,436	0
Sub Total:	\$324,657	\$370,666	\$46,009
<b>Local Funds</b>			
Goods and Services/Travel/Insurance	\$290,299	\$299,927	\$9,628 (1,2)
Athletic Department Budget	438,696	398,264	(40,432) (3)
WWCC Foundation Warrior Club	12,450	0	(12,450) (4)
Team Fundraising	0	110,000	110,000 (5)
Sub Total:	\$741,445	\$808,191	\$66,746
Grand Total Revenue:	\$1,066,102	\$1,178,857	\$112,755

### EXPENDITURES

Sport: Activity/Program:	Volleyball	Men's Basketball	Women's Basketball	Baseball	Softball	Rodeo	Women's Soccer	Men's Soccer	M & W Golf	Recruiting	AD* Cont./ Fundraising	Total
Number of Athletes	15	15	15	35	25	35	20	20	0			180
Number of Grants	8	8	8	11	11	15	11	11	0			83
Tuition/Grants @ \$1,086	12,792	12,792	12,792	17,589	17,589	15,850	17,589	17,589	0			124,582
Recruitment										52,644	\$9,600	62,244
Total Direct Student Support	\$12,792	\$12,792	\$12,792	\$17,589	\$17,589	\$15,850	\$17,589	\$17,589	\$0	\$52,644	\$9,600	\$186,826
Supplies & Contracted Services	14,412	14,412	14,412	17,362	17,362	38,900	14,412	14,412	0		142,083	287,767
Travel	13,837	13,837	13,837	14,837	14,837	18,250	13,837	13,837	0		30,891	148,000
Insurance	1,106	3,959	3,959	2,970	1,428	0	8,927	8,927	0		16,724	48,000
Total Operations	\$29,355	\$32,208	\$32,208	\$35,169	\$33,627	\$57,150	\$37,176	\$37,176	\$0		\$189,698	\$483,767
Local Funded Coaching & Support Personnel	\$11,300	\$11,300	\$11,300	\$11,300	\$11,300	\$18,000	\$11,300	\$11,300	\$0		\$301,164	\$398,264
Team Fund Raising											\$110,000	\$110,000
<b>GRAND TOTAL</b>	<b>\$53,447</b>	<b>\$56,300</b>	<b>\$56,300</b>	<b>\$64,058</b>	<b>\$62,516</b>	<b>\$91,000</b>	<b>\$66,065</b>	<b>\$66,065</b>	<b>\$0</b>	<b>\$52,644</b>	<b>\$610,462</b>	<b>\$1,178,857</b>

By adopting this budget, the Board of Trustees satisfies RCW 28B.15.120(1) and (2)a requiring approval of a budget for the intercollegiate athletic program and the plan to reduce any program operating deficit.

- (1) Clarkston & Walla Walla SGA support of athletics
- (2) Operating transfer to athletics increased by \$9,628 due to slight decrease in SGA support
- (3) Staffing reduction in the operating budget
- (4) Warrior Funding eliminated
- (5) Fundraising revenues and expenditures added to budget for Board approval

\*AD = Athletic Director



**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 18, 2020

**FROM:** Chad E. Hickox  
President

**RE:** Fiscal Year 2020-21 College Operating Budget

---

The 2020-2021 Walla Walla Community College operating budget was developed in accordance with the College's strategic plan as well as Board priorities established by the Board of Trustees. The College as a whole is to be commended for its contributions to the development of this budget, first as part of the comprehensive and inclusive zero-based budgeting approach that was initiated in February, and more recently through very broad participation in efforts to address the state funding shortfall due to the pandemic.

There is no question that challenges created by COVID-19, including the loss of state funding for the college due to decreased tax collections, will continue to require much attention over the coming weeks and months. Declining enrollments and inflationary impacts continue to present a challenging fiscal environment.

This budget was presented on June 17, 2020 as the first reading before the Board with the second reading occurring on June 24, 2020. There have been no changes since it was presented on June 17 and I would therefore recommend the Board take action to approve this budget as presented.

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 work of many staff and faculty over the past several months to develop the budget as presented to you. Participants include the Governance Council whose members represent students, classified staff, exempt staff, faculty, and remote locations including corrections and Clarkston; Deans, Directors, and other unit administrators with budgetary authority; union representatives; and various other individuals across the college.

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



# BUDGET

## FISCAL YEAR 2020 - 2021

Proposed to the Board of Trustees

June 24, 2020

**Submitted by:**  
**Dr. Chad E. Hickox, President**

**BOARD OF TRUSTEES**

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

# WWCC 2020-2021 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, established in 2014, continues to provide us with strategic priorities and guidance throughout the budgeting process. In alignment with those strategies, the Board of Trustees identified a set of urgent priorities for 2020-2021 that identify our tactical direction and establish the building blocks necessary to achieve 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 Priorities 2014 – 2020**

The strategic priorities listed below are identified in the institutional strategic plan that was adopted in 2014. They will continue to guide the college until a new strategic plan is adopted in the upcoming year, 2020-2021.

- Improve student access and opportunity, progressions, and attainment
- Improve strategic enrollment and retention management
- Expand partnerships
- Cultivate equity
- Financial adequacy
- Organizational development
- Close the skills gap by aligning programs with present and future occupational demand.

## **Board of Trustees Priorities 2020-2021**

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.

# Budget Overview

The rapid evolution of the COVID-19 pandemic has caused economic deterioration, leading to national and state budget reductions, worrying higher education across the country.

The State Board for Community and Technical Colleges has provided the College with a projected allocation for 2020-21, however, it is still in draft status and subject to further adjustments before being finalized. Budget reductions and fiscal uncertainty will be overarching themes as Governor Inslee recently vetoed 147 separate expenditures from the state's 2020 supplemental budget that will reduce the state spending by nearly \$445 million over the next three years.

The College's worsening financial position over the past five years, including the depletion of its reserves, required the leadership team to press forward to develop a balanced budget despite the uncertain financial picture at the state level. As such, a 15% decrease in the State base allocation has been incorporated into this document based upon direction from the State. It is important for the College to be responsive to the fluid financial picture and remain nimble, responding accordingly as new information and direction is received.

The College has adopted a more rigorous and disciplined budgeting process that requires much more fine-grained analysis by every budget authority across campus, allowing for a more precise alignment of spending decisions with the college mission and goals. The budget process shifted from incremental budgeting to zero-based budgeting (ZBB).

The process of zero-based budgeting starts from a "zero base," and every function within an organization is analyzed for its needs and costs. This zero-based approach contrasts with the incremental approach that has previously been used by WWCC, in which a budget is prepared using a previous period's budget as a basis, with incremental amounts added for the new budget period. Incremental budgeting is a traditional model that is easy to implement but difficult to determine effective use of spending whereas, ZBB is an effective way for controlling costs, however time-consuming it may be.

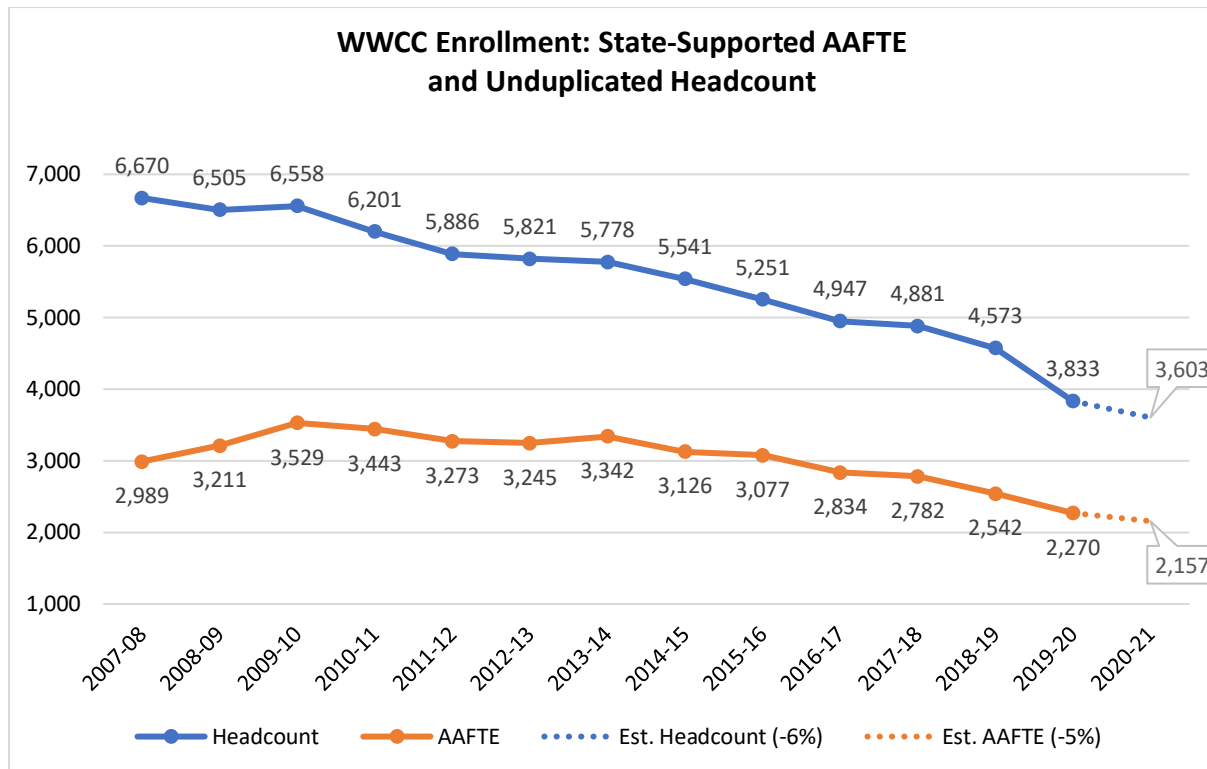
This year has been a very challenging year for the College and 2020-21 will require careful management of resources to continue the fiscal discipline achieved during 2019-20. We will continue to assess the short- and long-term effects of the state funding shortfall due to the COVID-19 pandemic.

## 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. One FTE is 15 credits. AAFTE is calculated by adding the total number of student credits over the course of 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.

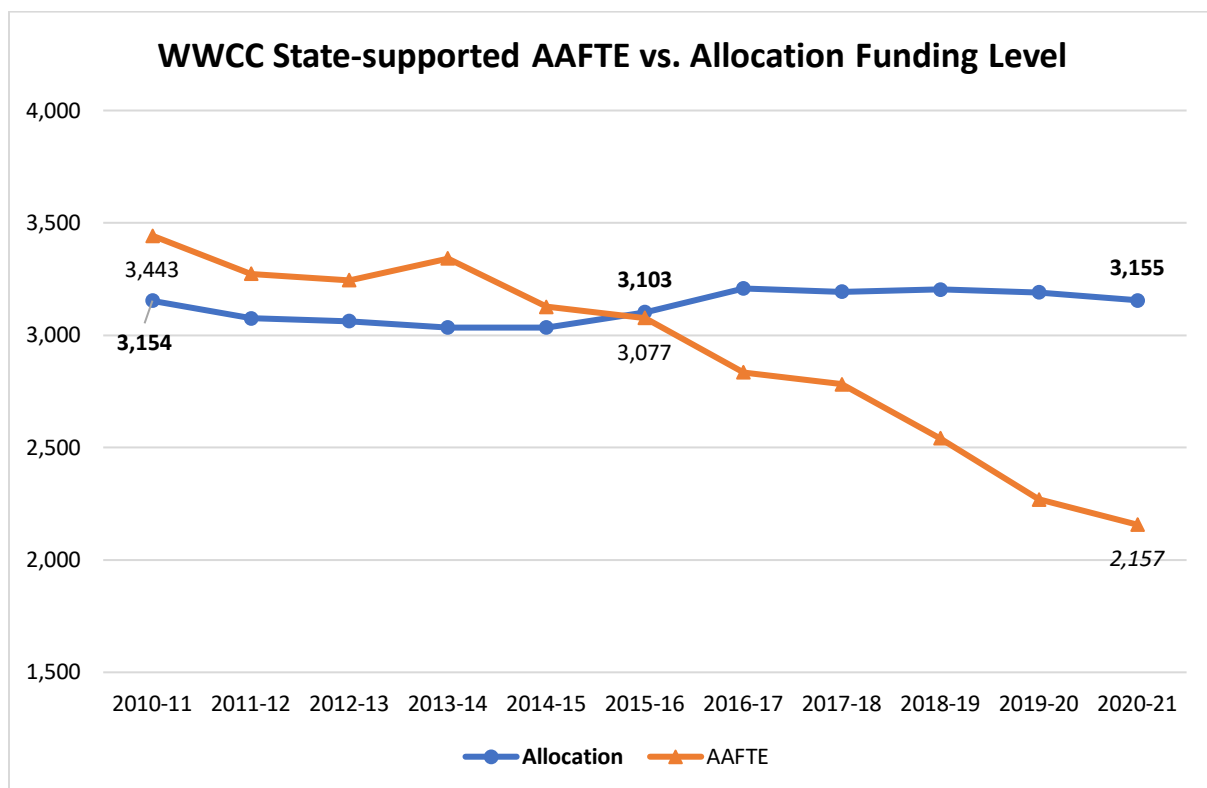
The overall pattern shows enrollment decline at WWCC to levels that precede the Great Recession. The data also shows a convergence between unduplicated headcount and AAFTE, demonstrating the number of students attending WWCC is declining at a faster rate than the AAFTE decline. The overall implication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

We estimate 2,157 AAFTE for the 2020-2021 academic year, which is a decline of five percent from the current year.



The second chart (below) presents 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 increasing each year over the past four years.





What does this mean? And why should we be concerned about that relationship?

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 'over funded' and the residual funds would be distributed to those colleges that were 'over enrolled' 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 exceeding their allocation, but that may change under current conditions of high unemployment, when some colleges may experience a rapid and pronounced increase in enrollment.

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 in the very near future. This dynamic and its possible outcomes will be compounded as the COVID-19 pandemic continues to cause uncertainty, and our communities across the state remain affected by economic volatility and record rates of unemployment.

# Budget Assumptions

The operating plan includes the following information and assumptions, which is represented in the College's FY20-21 operating budget.

## **State Allocation**

The current assumptions include a 15% reduction in the state base allocation in addition to a 30% reduction for specific funding originating from the Workforce Education Investment Act. As such, a total reduction of \$3,050,042 has been included in the operating plan as it is currently presented.

Provisos and earmarks are distributed by SBCTC through the allocation model, including support for Worker Retraining, Students with Disabilities, Students of Color, Maintenance & Operations (M&O), and compensation-related items that are mandated (i.e. COLA and benefit rates).

As a result of the rolling four-year safe harbor, the College received \$174,179 less in funding for earmarks provided by the state.

## **Compensation**

The operating plan includes the assumption that the cost of living adjustment (COLA) previously negotiated in the State's 19-21 biennial budget will be funded. For the supplemental 2021 fiscal year, faculty receive 2.8% and staff receive 3%. It is anticipated that effective July 1, 2020, all employees will receive their respective adjustments, totaling approximately \$500,000 in salaries and related benefits.

Additional compensation-related items included \$20.4 million in FY20 and \$20.4 million in FY21 for nurse educator salary increases. Nurse educator salaries of \$1,233,190 are expected to be fully funded and have been included.

In addition, \$20 million for high-demand faculty salaries were appropriated for FY21. This compensation item is not yet reflected in this operating budget as legislative intent is not clear.

The Legislature provided \$12.44 million in FY20 and \$15.22 million in FY21 in "foundational support" to help offset costs related to compensation items and central service functions. This funding acknowledges previous years inadequate funding levels for these items coupled with the inability for tuition revenue to keep pace (despite rate increases) with increased costs and inflation as enrollment has declined. The WWCC budget forecast for FY21 includes \$196,978.

## **Operating Fee (Tuition)**

Tuition rates at community and technical colleges will increase by 2.5% as outlined in legislation. Enrollment is assumed to decline by 5%. A conservative forecast of \$6,960,000 is assumed based on FY20 actual tuition collected coupled with the rate increase and assumed enrollment decline.

## **Local Funding Sources**

Focused growth areas continue to be critical as we rely more heavily on local funding sources to support the College's operating budget. Locally generated revenue of \$6,157,000 will be leveraged for fiscal year 2020-2021.

Running Start is expected to generate \$1,700,000 based on FY20 results as enrollment growth is occurring 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 \$300,000 is based on anticipated results in FY20.

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. Historically, indirect revenue related to grants (largely Corrections Education) were included in the operating revenue and used to offset baseline costs.

Indirect revenues related to contracts were maintained in a separate contract fund. FY21 will include a change in accounting to allow for greater visibility of the revenue stream and associated fund balance. In addition, wages allocated to this contract fund will be included in the baseline operations. This will allow for COLAs on these wages to be funded by the State.

Additionally, the CARES Act Institutional grant allows for an indirect application rate to be applied. Below is the breakdown of the assumptions included in the operating budget for indirect revenue:

Indirect	FY 2019-2020	FY 2020-2021	Variance
Corrections Ed	\$ 664,740	\$ 715,000	\$ 50,260
Other Contracts	-	225,000	225,000
Cares Act	-	50,000	50,000
Total	<u>\$ 664,740</u>	<u>\$ 990,000</u>	<u>\$ 325,260</u>

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.

Implementation costs related to ctclink implementation will be funded by the set-aside reserves in the amount of \$145,000.

Complying with the direction from the Board, the budget does not include resources from unreserved fund balance to balance the FY21 budget nor is there a \$125,000 carry forward amount which was also previously funded by reserves.

As you are aware, salaries and benefits in the past have comprised 82% of the operating expenditures. Given the shortfall in State funding due to COVID, the College was required to implement employee furloughs, layoffs, holding positions vacant, as well as planning for reduction in travel and other discretionary spending.

The impact for the reductions related to salaries and benefits mentioned above resulted in a College-wide impact of approximately \$2.8 million. The impact to the operating budget was approximately \$2.5 million.

**Walla Walla Community College  
Operating Budget  
Revenues**

<b>REVENUE SOURCES</b>	<b>FY 2019-2020 Adopted Budget</b>	<b>FY 2020-2021 Proposed Budget</b>	<b>Variance</b>	<b>Notes</b>
<b>State Allocation(House Draft)</b>				
District Enrollment Allocation Base (DEAB)	\$ 8,161,605	\$ 8,410,682	\$ (249,077)	1
Student Achievement Initiative	1,104,756	1,176,808	(72,052)	2
High Demand (Weighted) FTEs	851,924	864,173	(12,249)	3
Minimum Operating Allowance (MOA)	2,850,000	2,850,000	-	4
Provisos and Earmarks	6,646,896	7,215,394	(568,498)	5
Reduction in State Allocation	-	(3,050,042)	3,050,042	
<b>State Allocated Funds</b>	<b>\$ 19,615,181</b>	<b>\$ 17,467,015</b>	<b>\$ 2,148,166</b>	
 Operating Fee	 <b>\$ 6,439,342</b>	 <b>\$ 6,960,000</b>	 <b>\$ 520,658</b>	
<b>Local Funds</b>				
Running Start Support	\$ 1,500,000	\$ 1,700,000	\$ 200,000	
Open Doors (Alternative Education Program)	710,000	300,000	(410,000)	
Student Fees/Other Revenue	767,447	738,500	(28,947)	
Student Wrap Around Support(Foundation)	200,000	200,000	-	
Indirect - Grants & Contracts	664,740	990,000	325,260	
ctcLink Reserve Funding	-	145,000	145,000	
Program/Course Fees	1,511,412	1,593,485	82,073	
Self-Support Programs	475,000	490,000	15,000	
<b>Local Provided Funds</b>	<b>\$ 5,828,599</b>	<b>\$ 6,156,985</b>	<b>\$ 328,386</b>	
<b>Reserve Funds</b>	<b>\$ 1,593,185</b>	<b>-</b>	<b>\$ (1,593,185)</b>	
	<b>\$ 33,476,307</b>	<b>\$ 30,584,000</b>	<b>\$ (2,892,307)</b>	
 Total FTES Funded in the State Allocation	 3,155	 3,147	 (8)	
Total FTES in the Annual Enrollment Plan	2,270	2,157	(113)	

Notes: Please see accompanying notes for definitions of terminology used

**Walla Walla Community College  
Operating Budget  
Expenditures by Function and Category**

<b>By Function</b>	<b>FY 2019-2020 Adopted Budget</b>	<b>FY 2020-2021 Proposed Budget</b>	<b>Variance</b>	<b>Notes</b>
Instruction	\$ 13,725,340	\$ 11,464,008	\$ 2,261,332	6
Library Services	691,809	559,525	132,284	
Academic Administration	2,972,451	2,828,239	144,212	7
Student Services	4,297,715	3,922,386	375,329	8
Institutional Support	6,183,476	6,108,483	74,993	9
Facility Services	3,419,104	3,272,192	146,912	
Warrior Link (ctcLink)	200,000	345,681	(145,681)	
Course/Program Fee	1,511,412	1,593,485	(82,073)	
Self Support	475,000	490,000	(15,000)	
<b>Total</b>	<b>\$ 33,476,307</b>	<b>\$ 30,584,000</b>	<b>\$ 2,892,307</b>	

<b>By Category</b>	<b>FY 2019-2020 Adopted Budget</b>	<b>FY 2020-2021 Proposed Budget</b>	<b>Variance</b>	<b>Notes</b>
Salaries & Benefits	\$ 27,010,711	\$ 24,038,583	\$ 2,972,128	
Contracted Services	-	45,020	(45,020)	
Goods & Services	3,880,987	4,130,314	(249,327)	
Travel	271,475	37,500	233,975	
Equipment	708,285	542,219	166,066	
Subsidies	947,978	1,079,505	(131,527)	10
Debt Service	346,850	336,650	10,200	
Transfers	310,021	374,209	(64,188)	
<b>Total</b>	<b>\$ 33,476,307</b>	<b>\$ 30,584,000</b>	<b>\$ 2,892,307</b>	

Notes: Please see accompanying notes for definitions of terminology used

## **2020-2021 GRANTS, CONTRACTS AND FISCAL AGENT AGREEMENTS**

The 2020-2021 Grants, Contract and Fiscal Agent Agreements list presents FY21 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:

- WSP Educational Program/SBCTC; Projected to increase \$572,120 due to an increase in FTEs related to the new South Complex recently opened at the facility.
- Title III; Bringing Student Success to Scale; New grant of \$450,000. WWCC was awarded a Title III grant last year. This is a five-year grant of \$450,000 for each year. At the end of the grant, there are 5 full time positions that WWCC is expected to continue to fund.
- Workforce Development Fund/SBCTC; Projected decrease of \$104,955. Normally, SBCTC does not award Workforce Development Funds to purchase equipment for Workforce programs to the same institution two years in a row. SBCTC is using Workforce Development Funds to award \$45,000 to colleges for a special project relating to Perkins III - Federal Vocational/SBCTC for data cleanup relating to reporting.
- Child Care Aware; Decrease of \$186,440. The granting agency, Community-Minded Enterprises of Spokane, has decided not to issue contracts in FY21.
- Open Doors/WSP; Decrease of \$70,000 but may be added back to the list in future years contingent upon WSP implementing an Open Doors program.
- Job Skills Grant; Decrease of \$57,100. WWCC will not receive new funds for this grant, but is currently funded for the second year of the program. This grant's end date is June 30, 2021.
- ABAWD Navigation/SBCTC; Decrease of \$75,000. The work for this grant is dependent on coordination with DSHS. WWCC anticipates it may be asked to participate in the work for this grant, when DSHS is ready.

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

2020-2021 GRANTS, CONTRACTS AND FISCAL AGENT AGREEMENTS					
	Grants and Contracts	Term	FY 19-20 Grant Award	FY 20-21 Grant Award	Increase/ Decrease
1	WSP Educational Program / SBCTC	07/01/20-06/30/21	3,347,108	3,919,228	572,120
2	CRCC Educational Program / SBCTC	07/01/20-06/30/21	3,116,708	3,149,739	33,031
3	Worker Retraining Program / SBCTC	07/01/20-06/30/21	1,807,323	1,786,823	(20,500)
4	Opportunity Grant	07/01/20-06/30/21	461,412	461,412	0
5	Title III - Bringing Student Success to Scale	10/1/20-09/30/21	0	450,000	450,000
6	Perkins III - Federal Vocational / SBCTC	07/01/20-06/30/21	411,279	434,000	22,721
7	Title IV - Student Support Services	09/01/20-08/31/21	398,840	422,090	23,250
8	Water & Environmental Center	07/01/20-06/30/21	363,750	363,750	0
9	Basic Food, Employment and Training	10/01/20-09/30/21	300,201	341,797	41,596
10	WorkFirst Integrated Block Grant / SBCTC	07/01/20-06/30/21	229,125	271,522	42,397
11	Agriculture & Natural Resource Center of Excellence	07/01/20-06/30/21	213,157	209,157	(4,000)
12	National Science Foundation (NSF), Year Four	10/01/20-09/30/21	192,280	192,280	0
13	Adult Basic Education / SBCTC	07/01/20-06/30/21	137,869	143,297	5,428
14	Federal Work Study	07/01/30-06/30/21	98,748	101,151	2,403
15	Early Achievers Opportunity Grant	07/01/20-06/30/21	66,500	99,600	33,100
16	Open Doors Program / CRCC	09/01/20-08/31/21	80,000	70,000	(10,000)
18	Sherwood Trust, through the Foundation	07/01/30-06/30/21	105,000	63,500	(41,500)
17	State Work Study	07/01/30-06/30/21	60,853	49,651	(11,202)
19	Workforce Development Fund / SBCTC	07/01/20-06/30/21	149,955	45,000	(104,955)
20	Sunshine Lady Foundation	07/01/20-06/30/21	40,000	40,000	0
21	Perkins Corrections Grant	07/01/20-09/30/20	0	37,000	37,000
22	IELCE / SBCTC	07/01/20-06/30/21	28,760	32,828	4,068
23	Parent Co-ops	07/01/20-06/30/21	30,000	30,000	0
24	College Spark	04/01/20-03/31/21	0	25,000	25,000
25	Perkins Leadership Block Grant / SBCTC	07/01/20-06/30/21	20,400	20,400	0
26	Perkins Special Projects	07/01/20-06/30/21	12,600	12,600	0
27	EMS Trauma Training	07/01/20-06/30/21	7,000	7,000	0
28	ABE Leadership Block Grant	07/01/20-06/30/21	4,840	6,016	1,176
29	Walla Walla Youth Baseball	07/01/20-06/30/21	0	5,000	5,000
30	Northwest Turfgrass Association	07/01/20-06/30/21	5,000	3,300	(1,700)
31	Child Care Aware	07/01/19-06/30/20	186,440	0	(186,440)
32	Open Doors Program / WSP	09/01/19-08/31/20	70,000	0	(70,000)
33	Job Skills Grant / SBCTC	07/01/20-06/30/21	57,100	0	(57,100)
34	Washington Wines Auction	07/01/19-06/30/20	11,250	0	(11,250)
35	ABAWD Navigation / SBCTC	07/01/19-06/30/20	75,000	0	(75,000)
<b>TOTAL GRANTS AND CONTRACTS</b>			<b>\$12,088,498</b>	<b>\$12,793,141</b>	<b>\$704,643</b>



	Fiscal Agent Agreements	Term	FY 19-20 Grant Award	FY 20-21 Grant Award	Increase/ Decrease
1	Snake River Salmon Recovery Board	09/01/20-08/31/21	398,588	397,997	(591)
2	Snake River Salmon Recovery Board - BPA	04/01/20-03/31/21	175,000	189,815	14,815
<b>TOTAL FISCAL AGENT AGREEMENTS</b>			<b>\$573,588</b>	<b>\$587,812</b>	<b>14,224</b>
<b>TOTAL GRANTS, CONTRACTS AND FISCAL AGENT AGREEMENTS</b>			<b>\$12,662,086</b>	<b>\$13,380,953</b>	<b>\$718,867</b>
<i>LESS GRANTS REPORTED ELSEWHERE &amp; FISCAL AGENT AGREEMENTS :</i>					
Fiscal Agent Agreements			573,588	587,812	14,224
Worker Retraining			1,807,323	1,786,823	(20,500)
Opportunity Grant			461,412	461,412	0
Ag Center of Excellence			213,157	209,157	(4,000)
Workforce Development			149,955	45,000	(104,955)
Subtotal			<b>\$3,205,435</b>	<b>\$3,090,204</b>	<b>(\$115,231)</b>
<b>TOTAL ADJUSTED GRANTS AND CONTRACTS</b>			<b>\$9,456,651</b>	<b>\$10,290,749</b>	<b>\$834,098</b>

## 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 20.
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.



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

# Tab 7

## MEMORANDUM

**TO:** Board of Trustees

**DATE:** June 18, 2020

**FROM:** Chad Hickox, President

**RE:** Proposed Rescheduled 2020 Board Meeting Dates

As Peggy Lauerma pointed out at the June 17 Special Board Meeting, monthly "closing" dates are dictated by the State. Holding our monthly Board meetings on the third Wednesday have proven to make it almost impossible to have financial reports prepared in time to be distributed with the Board packet.

Accordingly, the following represents proposed meeting dates for the balance of this calendar year. We have not suggested meeting times, although a 9:30 a.m. regular meeting start time has been discussed as worth considering.

Thank you.

Walla Walla Community College Board of Trustees Meetings					
Original Date	Proposed Date	Original Time		Proposed Time	Location
Wednesday, July 15 *	<i>No Change</i>	11:00 a.m.	Study Session		TBD
		1:00 p.m.	Board Meeting		
Wednesday, August 19 *	<i>Wednesday, August 26</i>	11:00 a.m.	Study Session		TBD
		1:00 p.m.	Board Meeting		
Wednesday, September 16	<i>Wednesday, September 23</i>	11:00 a.m.	Study Session		TBD
		1:00 p.m.	Board Meeting		
Wednesday, October 21	<i>Wednesday, October 28</i>	11:00 a.m.	Study Session		TBD
		1:00 p.m.	Board Meeting		
Wednesday, November 18	<i>Friday, November 20</i>	11:00 a.m.	Study Session		TBD
		1:00 p.m.	Board Meeting		
Wednesday, December 16	<i>Friday, December 18</i>	11:00 a.m.	Study Session		TBD
		1:00 p.m.	Board Meeting		

\*Optional meetings