



**Board of Trustees, District No. 20
Walla Walla Community College
Board Meeting Agenda
WWCC Clarkston Campus | Room 356/357
1470 Bridge Street | Clarkston, WA
Wednesday | October 23, 2024 | 9:30 a.m.**

To connect to the Wednesday, October 23, 2024 Board Meeting virtually, go to ZOOM: <https://wwcc-edu.zoom.us/j/87682033217> or dial-in: 253/215-8782.

Board Meeting Agenda

All Times are Estimates

9:30 a.m.	Call to Order <i>Mr. Tim Burt, Chair</i>		
	Approval of Agenda <i>Mr. Burt</i>	Action	
	Consent Agenda <i>Mr. Burt</i>	Action	
	1. September 25, 2024 Board Meeting Minutes		Tab 1
	2. Personnel Update		Tab 2
9:35 a.m.	President's Report <i>Dr. Chad Hickox</i>	Discuss	
9:45 a.m.	Introduction of 2024-2025 Clarkston SGA Leadership <i>Mr. Paul Boyd</i>	Discuss	
9:50 a.m.	Student Government Association Activity Report <i>Ms. Isabella Dougan</i>	Discuss	
10:00 a.m.	Faculty Senate Update <i>Mr. Michael Rostollan</i>	Discuss	
10:10 a.m.	2023-2024 Year-End, Final Summer, and Interim Fall Quarter Enrollment Reports <i>Dr. Nick Velluzzi</i>	Discuss	Tab 3
10:20 a.m.	September Financial Report <i>Mr. Patrick Sisneros</i>	Discuss	Tab 4
10:30 a.m.	Faculty Emeritus Request <i>Dr. Hickox</i>	Action	Tab 5

10:35 a.m.	Board Policy Review – Board Policy 1360 <i>Dr. Hickox</i>	Discuss	Tab 6
10:45 a.m.	First Read: 2025 Board of Trustees Meeting Schedule <i>Dr. Hickox</i>	Discuss	Tab 7
10:50 a.m.	Recess to Executive Session to Review the Performance of a Public Employee		
11:50 a.m.	President’s Contract	Possible Action	
12:00 p.m.	Board Reports / Remarks ➤ Appoint Primary and Secondary Representatives to ACT Legislative Action Committee	Discuss	
12:10 p.m.	New and Unscheduled Business	Discuss	
12:20 p.m.	Public Comment <i>Persons wishing to express their views on any matter must sign up in advance and are limited to three minutes.</i>	Discuss	
12:35 p.m.	Adjournment		
	Optional Meet & Greet w/Clarkston Faculty Participating in Tenure Process		

**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, September 25, 2024 in the Board Room on the Walla Walla Community College Walla Walla Campus and via Zoom. Ms. Tara Leer called the meeting to order at 9:31 a.m.

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

Administrators present: Dr. Chad Hickox, President
Mr. Dante Leon, Vice President, Instruction
Mr. Patrick Sisneros, Vice President, Administrative Services
Dr. Graydon Stanley, Vice President, Student Services
Dr. Nick Velluzzi, Vice President, Planning, Effectiveness and Economic Development
Dr. Cynthia Azari, Interim Dean, Arts & Sciences
Ms. Jessica Cook, Executive Director, Foundation
Ms. Christy Doyle, Dean, Access & Opportunity
Ms. Stephanie Groom, Director, Human Resources
Dr. Chad Miltenberger, Dean, Clarkston Campus
Dr. Allen Sutton, Director, Connection & Belonging

Also present: Ms. Kathy Adamski, Assistant Dean, Nursing & Allied Health
Ms. Debra Erikson, Assistant Dean, Student Success
Ms. Diana Herrmann, Director, Guided Pathways
Ms. Doreen Kennedy, Recording Secretary
Mr. Bryan Ovens, AAG
Ms. Lori Peterson, Director, Budget & Fiscal Services
Mr. Joshua Slepín, Director, Institutional Research & Effectiveness

Approval of Agenda.

Ms. Liberty moved and Mr. Burt seconded to approve the agenda for the September 25, 2024 Board of Trustees meeting as presented. *Motion carried.*

Budget, Planning, Program Review Alignment and KPI Preview. Ms. Lori Peterson, Mr. Joshua Slepín, Ms. Christy Doyle, Dr. Nick Velluzzi, and Dr. Chad Hickox presented on budget, planning, and program review alignment during a study session to the Board of Trustees, including a preview of the key performance indicator's (KPI's) related to the College's 2023-2028 Strategic Plan.

Consent Agenda.

Mr. Burt moved and Mr. Warren seconded that the consent agenda items be approved or accepted, as appropriate: 1) June 26, 2024 Board Meeting Minutes, 2) July 18, 2024 Special Board Meeting Minutes, 3) August 6, 2024 Special Board Retreat Minutes, 4) Personnel Update, 5) Preliminary Fall Quarter Enrollment Report.
Motion carried.

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

- **OFM Accounting Error Update:** The State Board (SBCTC) is continuing to work toward a resolution regarding the Office of Financial Management (OFM) allocation model funding error: double-entry of \$47M into the biennial allocation for the CTCs – \$19M in FY24 and \$28M in FY25. SBCTC is developing a plan that involves asking the Legislature to be made whole and held harmless from OFM's error. Colleges have been instructed not to make any drastic changes or decisions until an outcome is determined.
- **Farm to Fork Project Update:** Our recent land purchase is complete and we are on target to purchase the second parcel, bringing the total to 72 acres. The irrigation project on Foundation owned land is in full swing, with water anticipated to be pushed through as early as next week.
- **Leadership Academy:** We are excited to announce the start of a WWCC Leadership Academy for employees, led by Pat Sisneros (VP Admin Services), Allen Sutton (Dir. Connection & Belonging), and Stephanie Groom (Dir. Human Resources), with a goal to have the first cohort start this fall.
- **Enrollment:** Data pulled yesterday (9/24) indicates that enrollment for fall is up by 12.4% over the end of last fall quarter, with point-to-point enrollment showing an increase of 13.2%. This reflects a tremendous amount of work by everyone at the College.

Introduction of Director, Connection & Belonging. Dr. Hickox introduced Dr. Allen Sutton, WWCC's new Director for Connection & Belonging and member of the Executive Leadership Team.

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

- **Upcoming Negotiations** – plan is to start process early to provide time to be incorporated into the budget process
- **Position Vacancies** – concerns regarding effect of vacancies and difficulty in hiring/retaining employees

2023-2024 Year-End Financial Report. Mr. Patrick Sisneros reviewed the year-end financial report for the period ending June 30, 2024, including:

- **Operating Budget**
 - Operating Budget Reconciliation
 - Revenue
 - Expenditures – by Category and Function
 - Course/Program Fees

- Self-Support Programs
- Grants and Contracts
- Enterprise Funds
- Fund Balance and Reserve Health
- Year End Budget to Actuals through June 30, 2024
- Capital Projects Update

Faculty Emeritus Request. Dr. Hickox requested that the Board of Trustees grant Emeritus Status for retired faculty, Dr. Jan C. Kruper and Mr. Jesse Burgess.

Mr. Burt moved and Ms. Liberty seconded to grant emeritus status to retired faculty member, Dr. Jan C. Kruper, with the attached Board Resolution made a part of these minutes.
Motion carried.

Mr. Burt moved and Mr. Warren seconded to grant emeritus status to retired faculty member, Mr. Jesse Burgess, with the attached Board Resolution made a part of these minutes.
Motion carried.

Board Policy Review – Board Policy 1350. Dr. Hickox reviewed Board Policy 1350 – By-Laws with the Board of Trustees as part of the regular review of policies and procedures outlined in the Board Policy Review Schedule, noting it was likely the first board policy adopted when originally approved in 1967.

Childcare Strategy. Dr. Hickox provided an update on efforts to obtain a new childcare service provider to occupy the childcare center on campus vacated by the abrupt closure of Bright Beginnings. A Request for Proposal (RFP) has been issued, with an end of October closing date.

Recess to Executive Session to Review the Performance of a Public Employee. The Board recessed to Executive Session at 11:55 a.m. to review the performance of a public employee, with an anticipated return time of 12:15 p.m. At 12:15 p.m., the Board announced the Executive Session would be extended to 12:20 p.m. At 12:20 p.m., the Board returned to open session and Ms. Leer reported no action had been taken during Executive Session.

President's Evaluation Kick-Off. Ms. Leer read the following statement on behalf of the Board: Following extensive research into current presidential evaluation best practices, including consultation with the Association of Community College Trustees (ACCT), two separate board consultants, and primary research into practices at a number of Washington CTCs, the Board of Trustees and the President are in agreement as to the manner and purpose of the annual Board Evaluation of the President.

Ms. Leer moved and Ms. Liberty seconded that the following process be utilized to evaluate the President's

performance: 1) the President will submit a self-evaluation to the Board that includes an assessment of the goals that were mutually agreed to in the prior year. The President will also propose new goals for the next evaluation cycle. This self-evaluation will be submitted to the Board no less than one week prior to the October Board meeting. 2) The Vice President of Human Resources, or Board selected designee, will gather written feedback from representatives of key constituencies (employee unions), and the Executive Leadership Team in response to the following three questions: Q1: What is the President doing well? Q2: What are areas of growth for the President? Q3: What suggestions do you have for the President's continuing professional development? The feedback gathered will be summarized and provided to both the Board and the President one week prior to the October Board meeting for their mutual consideration. 3) The Board will evaluate the President at the October Board meeting. An evaluative assessment will be written and signed by the Board Chair and the President.
Motion carried.

Board of Trustees Election of 2024-2025 Officers.

Ms. Liberty moved and Mr. Warren seconded to elect Mr. Tim Burt as Chair of the Board of Trustees. Mr. Warren moved and Ms. Liberty seconded to close nominations and cast a unanimous ballot to appoint Mr. Tim Burt as Chair of the Board of Trustees. *Motion carried.*

Mr. Burt moved and Ms. Liberty seconded to elect Mr. Bill Warren as Vice Chair of the Board of Trustees. Mr. Burt moved and Ms. Liberty seconded to close nominations and cast a unanimous ballot to appoint Mr. Bill Warren as Vice Chair of the Board of Trustees.
Motion carried.

Board Reports / Remarks. The following items were discussed:

- Appreciation for Trustee Leer's service as Board Chair
- ACCT Conference
- Board Agenda Template

New and Unscheduled Business. None.

Public Comment. None.

Adjournment. The meeting adjourned at 12:32 p.m.

Dr. Chad E. Hickox, President

ATTEST:

Ms. Tara Leer
Board of Trustees



**WALLA WALLA COMMUNITY COLLEGE
BOARD OF TRUSTEES
FACULTY EMERITUS RESOLUTION**

WHEREAS, in accordance with college policy, Walla Walla Community College grants emeritus status to retiring faculty who have served the College with distinction; and

WHEREAS, Dr. Jan C. Kruper joined Walla Walla Community College in 2003, working in Student Services as Coordinator of Testing, Advisor and GED Examiner before joining the faculty as a full-time tenured Psychology instructor until her retirement on June 18, 2024; and

WHEREAS, she has served as a highly respected Division Chair, providing leadership, mentorship and support to countless colleagues as a valued resource and beloved friend; and

WHEREAS, she has served on a number of hiring screening committees, ensuring that faculty and other College employees exhibit the professional qualifications and value to uphold the legacy of the College; and

WHEREAS, she has been an enthusiastic and steadfast supporter of students and Walla Walla Community College athletics, earning “instructor of the year” merits time after time, in addition to being chosen as the 2023 student selected commencement speaker; and

WHEREAS, she has left an indelible legacy at Walla Walla Community College, perhaps most notably through educating, inspiring, and mentoring thousands of psychology students; and

WHEREAS, she has shown the highest integrity and leadership, and her continued support and constant vigilance of quality has continued to improve the status of Walla Walla Community College and the education of students.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Walla Walla Community College, that it approves appointment of Dr. Jan C. Kruper as Faculty Emeritus at Walla Walla Community College.

BE IT FURTHER RESOLVED, that the Board herein extends its deepest appreciation to Dr. Kruper for her dedication and service to Walla Walla Community College, and to the students served.

BE IT FURTHER RESOLVED, that this Resolution is spread upon the permanent minutes of this Board and that copies are given to Dr. Kruper to share with members of her family, and to other appropriate college officials.

Accepted on this 25th day of September, 2024

Ms. Tara Leer, Chair
Board of Trustees



**WALLA WALLA COMMUNITY COLLEGE
BOARD OF TRUSTEES
FACULTY EMERITUS RESOLUTION**

WHEREAS, in accordance with college policy, Walla Walla Community College grants emeritus status to retiring faculty who have served the College with distinction; and

WHEREAS, Mr. Jesse Burgess joined the faculty at Walla Walla Community College in 1981, serving as both adjunct and full-time tenured faculty in the areas of Developmental Education, Transitional Studies, Continuing & Community Education, English, Writing, and Humanities until his retirement on June 10, 2024; and

WHEREAS, he has contributed significantly to the cultural and spiritual development of Walla Walla Community College students, staff and faculty; and

WHEREAS, he has left an indelible legacy at Walla Walla Community College, perhaps most notably through educating, inspiring and mentoring thousands of students, especially those lucky enough to have taken his very popular Four Perspectives course; and

WHEREAS, he has shown the highest integrity and leadership, and his continued support and constant vigilance of quality has continued to improve the status of Walla Walla Community College and the education of students.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Walla Walla Community College, that it approves appointment of Mr. Jesse Burgess as Faculty Emeritus at Walla Walla Community College.

BE IT FURTHER RESOLVED, that the Board herein extends its deepest appreciation to Mr. Burgess for his dedication and service to Walla Walla Community College, and to the students served.

BE IT FURTHER RESOLVED, that this Resolution is spread upon the permanent minutes of this Board and that copies are given to Mr. Burgess to share with members of his family, and to other appropriate college officials.

Accepted on this 25th day of September, 2024

Ms. Tara Leer, Chair
Board of Trustees

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: October 16, 2024

TO: Board of Trustees

FROM: Stephanie Groom, Director of Human Resources

SUBJECT: Personnel Update

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

New Hires:

Capps, Christopher — Interim Bistro Chef, Workforce Transfer & Trades
Clayton, Jennifer — Dean, Nursing & Allied Health
Enriquez, Alexis — Student Basic Needs Navigator, Student Services
McGhan, Kelli — Nursing Assistant Program Coordinator/FTF, Allied Health

Separations:

Demianew, Shelly — Program Specialist 2, WSP
Neissl, Mindy — Program Specialist 2, WSP
Orozco, Rebecca — Program Assistant, WSP
Diaz-Alvarado, David — Custodian 3, Facilities
Rotelik, Kyler — Athletic Trainer, Student Services

Changes:

Gaytan, Roxana — Worker Retraining Navigator, Student Services
Evans, Michael — Maintenance Custodian, Facilities, Clarkston
Hendrickson, Lara-Ly — FTF, Nursing, Clarkston (part-time to full-time)
Sheppard, Chelsy — FTF, Nursing, Clarkston (part-time to full-time)
Andrews-Prior, Jill — FTF, Nursing (part-time to full-time)
Rogers, Hailee — FTF, Nursing

Full-Time Positions Currently Posted:

Dean, Workforce Transfer & Trades
Diesel Technology Instructor (tenure track)
Director, Center for Integrated Learning
Instruction and Classroom Support Technician 2, Enology & Viticulture
Nursing Instructor (tenure track)
Plant and Soil Science Instructor (tenure track)
Program Coordinator, WSP
Psychology Instructor (tenure track)
Vice President, Human Resources



Walla Walla Community College

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

DATE: October 17, 2024

TO: Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Annual Enrollment Summary for the 2023-2024 Academic Year

This memo reports annualized enrollment (AAFTE) for the 2023-2024 academic year.

- State supported AAFTE for 2023-2024 has been reported at 1,794, which is up 177 AAFTE or 11% from 1,617 AAFTE reported in the 2022-2023 academic year.
- AAFTE for contract enrollment reported 1,578, up 168 AAFTE or 12% from 1,410 AAFTE in the prior academic year.
- Self-support enrollment reported 62 AAFTE, up 7 AAFTE or 13% from 55 AAFTE in the prior academic year.
- Enrollment for combined fund sources reported 3,434 AAFTE, which is up 352 AAFTE or 11% from 3,082 AAFTE reported for the 2022-2023 academic year.



Walla Walla Community College

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

DATE: October 17, 2024

TO: Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Final Summer Quarter Enrollment

This memo reports final enrollment for Summer Quarter 2024.

- State supported enrollment for summer quarter closed at 450 FTE, which is up 129 FTE or 40% from 322 FTE at the **close** of summer quarter 2023.
- Contract enrollment closed at 869 FTE, down 37 FTE or 4% from 906 FTE at the **close** of summer quarter 2023.
- Self-support enrollment closed at 15 FTE, down 6 FTE at the **close** of summer 2023.
- Final enrollment for combined fund sources closed at 1,334 FTE, up 86 FTE or 7% from 1,249 FTE at the **close** of summer quarter 2023.



Walla Walla Community College

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

DATE: October 17, 2024

TO: Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Interim Fall Quarter Enrollment

This memo reports interim enrollment for Fall Quarter 2024.

- State supported enrollment for fall quarter is reporting 1,838 FTE, which is up 128 FTE or 7% from 1,710 FTE at the **close** of fall quarter 2023.
- Contract enrollment is reporting 797 FTE, down 484 FTE or 38%, which is characteristic until corrections education concludes enrolling students in fall quarter classes. Contract enrollment is expected to increase by the next regular Board of Trustees meeting.
- Self-support enrollment is reporting 47 FTE, down 1 FTE from the **close** of fall 2023.
- Interim fall quarter enrollment for combined fund sources is reporting 2,682 FTE, down 357 FTE or 12% from 3,039 FTE at the **close** of fall quarter 2023.

Financial Results

For Period Ending September 30, 2024

Board of Trustees Meeting
October 23, 2024



Presentation Summary

- ❑ Operating Budget:
 - Operating Budget Reconciliation
 - Revenue
 - Expenditures, by Category and Function
 - Course/Program Fees
 - Self Support Programs
- ❑ Grants and Contracts
- ❑ Enterprise Funds
- ❑ Fund Balance and Reserve Health
- ❖ *Year End Forecasts will resume with December 2024 results*
- ❑ Questions



FY2024 Operating Budget

Approved 2024-2025 Operating Budget \$39,653,646

Approved 2024-2025 Course/Program Fees Budget 1,719,927

Approved 2024-2025 Operating Budget \$41,373,573

Operating Budget

Approved 2024-2025 Operating Budget (less dedicated student fees) \$39,653,646

Allocation 1 - Baseline funding true-up(Budgeted vs. Allocation 1) \$857

Allocation 1 - Other Earmarks/Provisos true-up (Budgeted vs. Allocation 1) -25,860

Allocation 1 - Incarcerated Students Grants SSB5953 136,500

Allocation 1 - Early Achievers Grant Supports 25,000

Allocation 2 - Higher Ed Opioid Prevention 2SHB 2112 12,118

Allocation 2 - Student Emergency Assistance Grants 35,775

Allocation 2 - Trucking/School Bus Driving 11,261

Allocation 3 - Guided Pathways 500

Allocation 3 - Goldstar Families 4,521

200,672

Updated 2024-2025 Adjusted Operating Budget \$39,854,318



Revenue

	2024-2025 Adjusted Budget	% of Total	2024-2025 YTD Actuals	% of Budget	2023-2024 YTD Actuals	% of Budget	Difference over Prior Year	% Change YOY
State Allocation								
Base Allocation	\$20,246,738	51%	\$4,507,171	22%	\$4,875,840	21%	-\$368,669	-8%
Opportunity Grant	461,412	1%	141,310	31%	117,269	25%	24,041	21%
Other Earmarks/Provisos	4,881,237	12%	842,559	17%	-	0%	842,559	
Worker Retraining	1,703,115	4%	311,831	18%	154,417	9%	157,414	102%
Total State Revenue	\$27,292,502	68%	\$5,802,870	21%	\$5,147,526	20%	\$655,345	13%
Tuition & Other Revenue								
Tuition, Net of Waivers	\$6,650,000	17%	\$2,762,804	42%	\$2,524,831	41%	\$237,972	9%
Other Misc Revenue	1,131,816	3%	204,599	18%	271,219	33%	-66,620	-25%
Open Doors Program	200,000	1%	-	0%	-	0%	0	0%
Running Start	1,980,000	5%	100,735	5%	21,517	1%	79,218	368%
Foundation Support	250,000	1%	-	0%	-	0%	0	0%
Grants and Contracts - Indirect	1,100,000	3%	247,082	22%	139,684	14%	107,398	77%
Community Service	300,000	1%	111,690	37%	109,052	42%	2,637	2%
Ancillary Programs	150,000	0%	32,768	22%	16,912	11%	15,855	94%
Total Tuition & Other Revenue	\$11,761,816	30%	\$3,459,677	29%	\$3,083,216	\$0	\$376,461	12%
Use of Fund Balance (ctcLink)	\$0	0%	\$3,145	0.0%	\$85,798	23%	-\$82,653	-96%
CRSSAA/ARPA Funding	\$800,000	2%	\$95,591	0.2%	\$3,080	29%	\$92,511	3004%
TOTAL REVENUE	\$39,854,318	100%	\$9,361,283	23%	\$8,319,620	22%	\$1,041,664	13%



Expenditures, *by Category*

	2024-2025 Adjusted Budget	% of Total	2024-2025 YTD Actuals	% of Budget	2023-2024 YTD Actuals	% of Budget	Difference over Prior Year	% Change YOY
Salaries and Wages	\$24,333,463	61%	\$4,559,136	19%	\$4,205,967	18%	\$353,169	8%
Benefits	8,197,642	21%	1,625,510	20%	1,521,558	20%	103,952	7%
Rents	15,000	0%	6,078	41%	4,213	30%	1,865	44%
Utilities	1,232,026	3%	173,119	14%	166,072	14%	7,046	4%
Goods and Services	3,259,705	8%	1,003,110	31%	825,381	30%	177,728	22%
Travel	396,954	1%	30,960	8%	23,693	15%	7,267	31%
Equipment	210,804	1%	367,726	174%	139,394	19%	228,332	164%
Fin Aid, Debt Service, Transfers	2,172,408	5%	449,165	21%	240,273	13%	208,892	87%
TOTAL EXPENSE	\$39,818,003	100%	\$8,214,804	21%	\$7,126,552	19%	\$1,088,252	15%



Expenditures, *by Function*

	2024-2025 Adjusted Budget	% of Total	2024-2025 YTD Actuals	% of Budget	2023-2024 YTD Actuals	% of Budget	Difference over Prior Year	% Change YOY
Instruction	\$15,586,268	39%	\$2,407,729	15%	\$1,838,543	13%	\$569,187	31%
Community Service	300,000	1%	109,281	36%	51,806	20%	57,475	111%
Instructional Computing	194,405	0%	300,537	155%	53,304	27%	247,234	464%
Ancillary Programs	127,044	0%	16,558	13%	17,577	12%	-1,019	-6%
Academic Administration	2,861,397	7%	547,471	19%	674,596	23%	-127,125	-19%
Library Services	585,449	1%	160,357	27%	185,065	29%	-24,708	-13%
Student Services	6,956,987	17%	1,549,237	22%	1,165,683	21%	383,553	33%
Institutional Support	8,748,926	22%	2,097,122	24%	2,135,878	24%	-38,755	-2%
Facility Services	4,457,525	11%	1,026,511	23%	1,004,100	23%	22,411	2%
TOTAL EXPENSE	\$39,818,002	100%	\$8,214,804	21%	\$7,126,552	19%	\$1,088,252	15%



Course/Program Fees

	Academic Transfer	Vocational Programs	Healthcare Education	Facility Use Fees	eLearning Fees	Technology Fee	Intl Student Fees	Total
Student Fee Revenue, Year-to-date	\$33,918	\$306,238	\$114,008	\$224,728	\$205,056	\$74,789	\$250	\$958,986
less: Program costs	42,732	80,666	5,944	44,530	143,265	39,145	42	356,323
Net Profit/(Loss), Year-to-date	(\$8,814)	\$225,572	\$108,064	\$180,198	\$61,791	\$35,644	\$208	\$602,663
Opening Fund Balance, 7/1/24	\$86,307	\$513,102	\$232,635	\$1,011,952	\$697,498	(\$65,885)	\$40,820	\$2,516,428
Fund Balance as of 9/30/2024	\$77,493	\$738,674	\$340,699	\$1,192,150	\$759,289	(\$30,242)	\$41,028	\$3,119,091



Self-Support Programs

	Quest	Cont/Comm Education	Resale Programs	2nd Chance Pell	Total
Revenue, Year-to-date	\$29,808	\$26,447	\$32,768	\$55,434	\$144,458
less: Program costs	<u>8,355</u>	<u>52,769</u>	<u>16,558</u>	<u>48,157</u>	<u>125,839</u>
Net Profit/(Loss), Year-to-date	\$21,453	-\$26,322	\$16,210	\$7,277	\$18,618
Opening Fund Balance, 7/1/24	<u>\$32,848</u>	<u>-\$151,521</u>	<u>-\$55,120</u>	<u>\$123,863</u>	<u>-\$49,930</u>
Fund Balance as of 9/30/2024	<u>\$54,301</u>	<u>-\$177,843</u>	<u>-\$38,910</u>	<u>\$131,139</u>	<u>-\$31,312</u>



Grants and Contracts

	Sept 2024 Budget Changes	2024-2025 YTD Budget	Expenditures to Date	YTD % Spent
Corrections Education	\$ -	\$ 8,510,211	\$ 2,388,262	28%
State Funded Grants	64,377.17	2,414,879	385,199	16%
Federal Funded Grants	-	1,744,991	786,315	45%
Private Funded Grants	-	294,000	1,882	1%
Fiscal Agent Grants	-	675,030	221,542	33%
TOTAL GRANTS & CONTRACTS	\$ 64,377	\$ 13,639,111	\$ 3,783,200	28%



Enterprise Funds

	SGA/Athletics	Bookstore	Culinary	College Cellars	Other Enterprise	Total
<u>Revenue, Year-to-date</u>						
Tuition/Fees	\$346,635	\$0	\$280	\$0	\$1,225	\$348,140
Sales	-	15,409	-	41,361	-	56,771
Club/Team Fundraising	23,788	-	-	-	-	23,788
Other	2,468	-	20,049	-	50,693	73,210
Total YTD Revenue	\$372,891	\$15,409	\$20,329	\$41,361	\$51,918	\$501,909
<u>Program Costs, Year-to-date</u>						
Salaries and Benefits	\$90,667	\$0	\$15,069	\$8,080	\$44,476	\$158,293
Scholarships	78,602	-	-	-	-	78,602
Goods and Services	165,169	62,290	15,804	32,358	5,798	281,419
Total YTD Program Costs	\$334,438	\$62,290	\$30,873	\$40,438	\$50,274	518,314
Net Profit/(Loss), Year-to-date	\$38,453	-\$46,881	-\$10,544	\$923	\$1,644	-\$16,405
Opening Fund Balance, 7/1/23	\$229,670	\$217,276	(\$566)	\$94,174	\$432,498	\$973,052
Fund Balance as of 9/30/2024	\$268,123	\$170,395	(\$11,110)	\$95,098	\$434,142	\$956,647



Fund Balance Report

	Balance	Committed	Available	Notes
Grants - 145	-\$6,460,615	-\$6,460,615	\$0	Allowable spending specific to each grant
Contracts - 146	14,638,727	884,195	13,754,532	Available includes: Running Start, Grant and Contract indirect, balance of HEERF draws
Local Funds - 148	6,035,665	2,881,722	3,153,943	Committed includes: ctcLink, Self-support and ancillary programs, course, program, and tech fees
Operating Fee (Tuition) -149	-392,931	0	-392,931	Tuition and investment interest
Motorpool - 460	31,021	31,021	-	For maintenance of Motorpool fleet
SGA/Athletics - 522	268,123	268,123	-	For SGA/Athletics support
Bookstore - 524	170,395	170,395	-	For Bookstore operation
Culinary Enterprises - 569	-11,110	-11,110	-	For culinary enterprise activity only (Capstone, catering, café)
Auxilliary - 570	529,239	529,239	-	Reserved balances (PBX and software replace, various pass-throughs and fees, faculty excellence, etc)
Other funds	-3,688,773	-3,688,773	-	Agency funds, local capital, state appropriations, 3.5% FA
Totals	\$11,119,742	-\$5,395,803	\$16,515,545	



Looking Ahead

	Amount	Notes
Uncommitted Fund Balance	\$16,515,545	from previous slide
<u>Less:</u>		
Lost Revenue spending	704,409	Committed for FY25 operating budget
Subtotal	\$15,811,136	
<u>Less Reserves:</u>		<u>Board Policy 1670</u>
Operational Contingency	1,241,207	3% of FY25 budgeted operating expenditures
Operating Reserves	7,033,507	17% of FY25 budgeted operating expenditures
Net Available Fund Balance	<u>\$7,536,421</u>	



Questions?

Pat Sisneros
Vice President Administrative Services

Lori Peterson
Director of Budget and Fiscal Services





Office of the President
Walla Walla Community College
 500 Tausick Way
 Walla Walla, WA 99362
 Phone: 509/527.4274
 Fax: 509/527-4249

TO: WWCC Board of Trustees

FROM: Chad Hickox, President *Chad Hickox*

DATE: October 17, 2024

SUBJECT: Emeritus Status for Linda Lane

The Vice President of Instruction's office received a nomination to consider Ms. Linda Lane for Emeritus status. In accordance with Article 11 of the 2022-2025 CBA, any faculty member who has taught for the college for 15 or more years and has voluntarily retired or separated, may self-request or be nominated for consideration of emeritus status. Furthermore, WWCC Administrative Policy 5450 articulates the benefits and conditions of emeritus status, described below.

Ms. Lane had been employed at WWCC on our Clarkston campus for 32 ½ years at the time of her retirement, in January of 2023. Of course, it wasn't long before she found herself back in the classroom, returning as an adjunct instructor after retirement. During her tenure, she made a remarkable impact on the College and has left an indelible legacy, perhaps most notably through educating, inspiring, and mentoring thousands of business students.

Linda was not only a beloved member of the faculty, she was a long-standing member and Chair of the Tenure Review Committee, traveling to Walla Walla regularly to support her colleagues through the review and recommendation process. A strong advocate for the College and our mission, she was deeply committed to ensuring excellent teaching for our students. Her energy and enthusiasm were a motivator for her students, colleagues and the community. Her desire to teach students and help them be successful in all aspects of their lives: school, work, and home is commendable.

Any list of Linda's accomplishments will necessarily be incomplete and will not do justice to the deep and abiding effects her work and presence has left on the College, its students, and the community. Linda may have retired, but her warrior spirit and teachings remain.

Should the Board of Trustees choose to convey this honor, Ms. Lane would be entitled to the following benefits:

1. Use of the title Faculty Emeritus.
2. Listing on a Faculty Emeritus section of the WWCC Website that includes professional biographies and photos.
3. WWCC business cards that include Emeritus title.
4. Participation in graduation and recognition as Emeriti along with retirement recognition.

5. Participation in volunteer opportunities as recruiters or outreach ambassadors at mutually agreed upon events within the community.
6. Participation in volunteer opportunities in student support services.
7. Use of college facilities the same as current faculty.
8. Use of a unique WWCC email account, configured similarly to a student email account.
9. Receipt of College Cellars discount the same as current faculty.
10. Ability to attend all campus activities the same as current faculty.
11. Catalog listing: Faculty Emeritus, by their consent, will be listed in the college catalog until such time as they request not to be listed or until deceased.
12. Attendance at any function for faculty emeriti.

It is my honor and privilege to request that the Board of Trustees consider bestowing the title of Faculty Emeritus upon Ms. Linda Lane. Thank you for your consideration.

cc: Mr. Dante Leon, Vice President of Instruction
Ms. Stephanie Groom, Director of Human Resources



Office of Vice President of Instruction

Walla Walla Community College

500 Tausick Way

Walla Walla, WA 99362-9267

Phone: (509) 527-4290

Fax: (509) 527-4249

October 16, 2024

Dr. Chad Hickox
President

Faculty Emeritus recommendation

Dr. Hickox,

Our office has received nominations for Faculty Emeritus for Linda Lane. Ms. Lane meets the requirements for Faculty Emeritus designation and the letters of recommendation we have received from her peers have been very positive.

Based on the input from faculty, we recommend Linda Lane for Emeritus status. We submit her name for your consideration and approval by the Board of Trustees.

Sincerely,

A handwritten signature in blue ink that reads 'Dante Leon'.

Dante Leon
Vice President of Instruction

**WALLA WALLA COMMUNITY COLLEGE
BOARD OF TRUSTEES CODE OF ETHICS
BOARD POLICY 1360**

The Walla Walla Community College Trustees will set the ethical tone for their institution through both their personal conduct and their institutional leadership.

Therefore, each trustee will adhere to the highest ethical standards and promote the moral development of the college community at large.

To achieve these goals, trustees should support active moral reflection, dialogue, and principled conduct among themselves, the president and administrators, faculty, staff, students, and the community at large.

While no code of ethics alone can guarantee ethical behavior, the values and principles set forth in this code are intended to guide trustees in carrying out their duties. The trustees recognize their responsibilities and pledge to work together in carrying out their mission to forward the goals of the institution.

The trustees also recognize that as state officers, the trustees are subject to the Ethics in Public Service Act, RCW Chapter 42.52. Walla Walla Community College Trustees' Code of Ethics is intended to supplement the requirements of the Ethics in Public Service Act, Chapter 42.52 RCW, and is not intended to substitute for or replace the requirements of the Ethics Act. If any provision of the Walla Walla Community College Trustees' Code of Ethics requires action that conflicts with the Ethics Act, the provisions of the Ethics Act shall prevail.

Policy Contact: <u>President</u>
Approved by (Department/Body): <u>WWCC Board of Trustees</u>
Date Originally Approved: <u>April 20, 2005 (Formerly BP 1256 – Renumbered July 2022)</u>
Last Reviewed/Revised on: _____



Office of the President
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 500 Tausick Way
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MEMORANDUM

TO: WWCC Board of Trustees

DATE: October 17, 2024

FROM: Chad Hickox, President

RE: 2025 WWCC Board of Trustees Meeting Schedule – First Reading

The following represent the proposed dates for the 2025 Walla Walla Community College Board of Trustees meetings. This schedule is for your review only and, with your approval, will be placed on the Consent Agenda for the November 20, 2024 Board Meeting. Thank you.

Date	Time	Location
Wednesday, January 22, 2025	9:30 a.m. Study Session 10:30 a.m. Board Mtg.	WWCC Walla Walla Campus
Wednesday, February 26, 2025	9:30 a.m. Study Session 10:30 a.m. Board Mtg.	WWCC Clarkston Campus
Wednesday, March 26, 2025	9:30 a.m. Study Session 10:30 a.m. Board Mtg.	WWCC Walla Walla Campus
Wednesday, April 23, 2025	9:30 a.m. Study Session 10:30 a.m. Board Mtg.	WWCC Walla Walla Campus
Wednesday, May 28, 2025	9:30 a.m. Study Session 10:30 a.m. Board Mtg.	WWCC Walla Walla Campus
Wednesday, June 25, 2025	9:30 a.m. Study Session 10:30 a.m. Board Mtg.	WWCC Walla Walla Campus
Wednesday, July 23, 2025	9:30 a.m. Study Session 10:30 a.m. Board Mtg.	WWCC Walla Walla Campus
Wednesday, August 27, 2025	9:30 a.m. Study Session 10:30 a.m. Board Mtg.	WWCC Walla Walla Campus
Wednesday, September 24, 2025	9:30 a.m. Study Session 10:30 a.m. Board Mtg.	WWCC Walla Walla Campus
Wednesday, October 22, 2025	9:30 a.m. Study Session 10:30 a.m. Board Mtg.	WWCC Clarkston Campus
Wednesday, November 19, 2025	9:30 a.m. Study Session 10:30 a.m. Board Mtg.	WWCC Walla Walla Campus
Wednesday, December 17, 2025	9:30 a.m. Study Session 10:30 a.m. Board Mtg.	WWCC Walla Walla Campus