



**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 25, 2023 | 9:30 a.m.**

To connect to the Wednesday, October 25, 2023 Board Meeting virtually, go to ZOOM: <https://wwcc-edu.zoom.us/j/81246684441> or dial-in: 253/215-8782.

**Board Meeting Agenda**

**All Times are Estimates**

|                   |   |                |              |
|-------------------|---|----------------|--------------|
| <b>9:30 a.m.</b>  | <b>Call to Order</b><br><i>Ms. Tara Leer, Chair</i>   |                |              |
|                   | <b>Approval of Agenda</b><br><i>Ms. Leer</i>  | <b>Action</b>  |              |
|                   | <b>Consent Agenda</b><br><i>Ms. Leer</i>  | <b>Action</b>  |              |
|                   | 1. September 27, 2023 Board Meeting Minutes   |                | <b>Tab 1</b> |
|                   | 2. Personnel Update   |                | <b>Tab 2</b> |
| <b>9:35 a.m.</b>  | <b>Recess to Executive Session to Review the Performance of a Public Employee and to Discuss Purchase or Lease of Real Estate</b> |                |              |
| <b>10:35 a.m.</b> | <b>President's Report</b><br><i>Dr. Chad Hickox</i>   | <b>Discuss</b> |              |
| <b>10:45 a.m.</b> | <b>Introduction of 2023-2024 Clarkston SGA Leadership</b><br><i>Mr. Paul Boyd</i>   | <b>Discuss</b> |              |
| <b>10:50 a.m.</b> | <b>Faculty Senate Update</b><br><i>Ms. Jennifer Vaughn</i>  | <b>Discuss</b> |              |
| <b>11:00 a.m.</b> | <b>Interim Fall Quarter Enrollment Report</b><br><i>Dr. Nick Velluzzi</i>   | <b>Discuss</b> | <b>Tab 3</b> |
| <b>11:10 a.m.</b> | <b>September Financial Report</b><br><i>Mr. Dan Hall and Ms. Lori Peterson</i>  | <b>Discuss</b> | <b>Tab 4</b> |

|                   |   |                        |              |
|-------------------|---|------------------------|--------------|
| <b>11:20 a.m.</b> | <b>Board Policy Review</b> <ul style="list-style-type: none"> <li>➤ <b>Board Policy 1010</b></li> <li>➤ <b>Board Policy 1020</b></li> <li>➤ <b>Board Policy 1030</b></li> </ul> <i>Dr. Hickox</i> | <b>Discuss</b>         | <b>Tab 5</b> |
| <b>11:45 a.m.</b> | <b>First Read: 2024 Board of Trustees Meeting Schedule</b><br><i>Dr. Hickox</i>   | <b>Discuss</b>         | <b>Tab 6</b> |
| <b>11:50 a.m.</b> | <b>President’s Contract</b>   | <b>Possible Action</b> |              |
| <b>12:00 p.m.</b> | <b>Board Reports / Remarks</b> <ul style="list-style-type: none"> <li>➤ <b>Appoint Primary and Secondary Representatives to ACT Legislative Action Committee</b></li> </ul>                       | <b>Discuss</b>         |              |
| <b>12:10 p.m.</b> | <b>New and Unscheduled Business</b>   | <b>Discuss</b>         |              |
| <b>12:20 p.m.</b> | <b>Public Comment</b><br><i>Persons wishing to express their views on any matter must sign up in advance and are limited to three minutes.</i>  | <b>Discuss</b>         |              |
| <b>12:35 p.m.</b> | <b>Adjournment</b>  |                        |              |
|                   | <b>Optional Meet &amp; Greet w/Clarkston Faculty Participating in Tenure Process</b>  |                        |              |

**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 27, 2023 in the Board Room on the Walla Walla Community College Walla Walla Campus and via Zoom. Ms. Tara Leer, Vice Chair, called the meeting to order at 9:30 a.m., noting that Ms. Liberty, Board Chair, was traveling abroad and joining the meeting virtually.

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

**Administrators present:** Dr. Chad Hickox, President  
Mr. Dan Hall, Interim Vice President, Administrative Services  
Mr. Dante Leon, Vice President of Instruction  
Ms. Brooke Marshall, Vice President, Human Resources  
Dr. Graydon Stanley, Vice President, Student Services  
Dr. Nick Velluzzi, Vice President, Planning, Effectiveness & Economic Development  
Dr. Lisa Chamberlin, Dean, Enrollment Strategies  
Ms. Jessica Cook, Executive Director, Foundation  
Ms. Christy Doyle, Dean, Access & Opportunity  
Ms. Denise Kammers, Dean, Corrections Education  
Dr. Chad Miltenberger, Dean, Clarkston Campus

**Also present:** Ms. Debra Erikson, Assistant Dean, Student Success Center  
Ms. Doreen Kennedy, Recording Secretary  
Mr. Bryan Ovens, AAG  
Ms. Jacquelyn Ray, Director, Library Services  
Mr. Joshua Slepín, Director, Institutional Research & Effectiveness

**Approval of Agenda.**

Mr. Burt moved and Mr. Hernandez seconded to amend the agenda for the September 27, 2023 Board of Trustees meeting by adding the words “and to Discuss Purchase or Lease of Real Estate” to the items for Executive Session and to approve the agenda as amended. *Motion carried.*

**Consent Agenda.**

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

1) June 28, 2023 Board Meeting Minutes, 2) August 23, 2023 Special Board Meeting Minutes, 3) Personnel Update, 4) 2022-2023 Year-End Enrollment, Final Summer and Preliminary Fall Quarter Enrollment Reports. *Motion carried.*

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

- SGA Update: SGA leadership has been restructured. The new model, which is driven by best practice, features one president that represents the student body on all campuses, with each campus having an executive vice president and cabinet that will meet regularly with the president.
- Enrollment Update: As of today (9/25), enrollment is up just over 12% with 1,773 state funded FTE's.
- Fall Conference: We had an increase of in person participation creating a great sense of community and preliminary feedback has been positive.
- Blue Zones: WWCC is working with the Blue Zones Project to help build our college employee wellness program.
- ADA Audit Results: Audit results identified 81 total issues, of those, 43 will be completed in-house this year; 31 are capital projects with anticipated state funding in the 2025-27 biennium at an estimated total of \$300,000; and 7 are simple adjustments that need to be made. The college will have three years to make corrections once the corrective action plan is submitted and approved.
- Website Revision: The college has been working with a contractor over the past year to assist with a complete overhaul of our current website. The new website is intended to be more student and community focused and will be rolled out October 9. Many thanks to our employees who have been working diligently to get us to this point.
- Federal Shutdown: In coordination with SBCTC, WWCC is actively monitoring and preparing for the potential of a government shutdown. We do not anticipate any noticeable effects on the college in the instance of a short-term shutdown.
- WW Council on Housing: I have been invited to participate on the County of Walla Walla Council on Housing – their purpose is to advise the County Commissioners on housing investments and needs, from homelessness to constructing affordable housing.

**Introduction of Vice President of Instruction.** Dr. Hickox introduced Mr. Dante Leon, WWCC's new Vice President of Instruction and member of the Executive Leadership Team.

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

- Faculty Conversions – 14 contracts converted to full-time from adjunct
- Faculty Policies
- Promotion Process Communication
- Contract Language Revisions
- Faculty Workload

- Guided Pathways Training
- Assessment
- Board Communication

**Sabbatical Report.** Ms. Kristen Harvey presented a report to the Board of Trustees highlighting her sabbatical, spanning three consecutive fall quarters, 2020 to 2022. In addition to taking classes towards a Ph.D. in Mathematics and Science Education, Ms. Harvey conducted research and successfully defended her dissertation proposal - *Student Experiences with Mathematics Anxiety in a Community College Co-Requisite Mathematics Class*.

**2022-2023 Year-End Financial Report.** Mr. Dan Hall and Ms. Lori Peterson reviewed the year-end financial report for the period ending June 30, 2023, including:

- Operating Budget
  - Operating Budget Reconciliation
  - Revenue
  - Expenditures – by Category and Function
  - Course/Program Fees
  - Self-Support Programs
- Grants and Contracts
- Enterprise Funds
- Fund Balance and Reserve Health
- Year-End Budget to Actuals through June 30, 2023
- FY23 Actuals vs. FY24 Operating Budget

**Board Policy Review – Board Policy 1000.** Dr. Hickox reviewed Board Policy 1000 – Philosophy Statement with the Board of Trustees, noting it had not been updated since its adoption in 1967. Discussion ensued regarding the need to adjust policy language to reflect equity, diversity and inclusion and current education options offered. By consensus, the Board agreed to have Dr. Hickox draft the policy revisions and present at a later date.

**Approval of 2023-2028 Strategic Plan.** Dr. Hickox reviewed the process, draft vision and mission statements, strategic priorities and objectives, evaluation, and next steps of the 2023-28 Strategic Plan; a 25-member task force was convened; internal and external community focus groups were held with 199 participants; a conceptual framework was established, reviewed and edited extensively resulting in a set of four strategic priorities with objectives established for each priority; the draft plan was reviewed with the Board of Trustees and College Council, with suggestions being incorporated; the final draft was introduced to all employees during Fall Conference. Dr. Hickox noted that the final document will be published for sharing with both the internal and external community.

Mr. Warren moved and Mr. Hernandez seconded to approve the Strategic Plan Priorities and Objectives with modifications (moving 4B to 2D) as discussed. *Motion carried.*

**Board Agenda Setting.** The Board discussed guiding principles with regard to setting board meeting agendas, including the type and cadence of employee and student reports.

**Board of Trustees Election of 2023-2024 Officers.**

Mr. Burt moved and Mr. Hernandez seconded to elect  
Ms. Tara Leer as Chair of the Board of Trustees.  
*Motion carried.*

Mr. Hernandez moved and Mr. Warren seconded to elect  
Mr. Tim Burt as Vice Chair of the Board of Trustees.  
*Motion carried.*

**Board Reports / Remarks.**

The following items were discussed:

- ACT Conference – November 16-17, 2023
- NWCCU Conference – November 8-9, 2023

**New and Unscheduled Business.** None.

**Public Comment.** Speaking as a private citizen and union representative, public comment was given by WWCC staff member Joshua Slepín regarding upcoming collective bargaining. It was noted that the union is prepared to provide updates to the Board if requested.

**Recess to Executive Session to Review the Performance of a Public Employee and to Discuss Purchase or Lease of Real Estate.** The Board recessed to Executive Session at 11:47 a.m. to review the performance of a public employee and discuss purchase or lease of real estate, with an anticipated return time of 12:32 p.m. At 12:32 p.m., the Board announced the Executive Session would be extended to 12:47 p.m. At 12:47 p.m., the Board announced the Executive Session would be extended to 12:53 p.m. At 12:53 p.m., the Board returned to open session and Ms. Leer reported no action had been taken during Executive Session.

**Adjournment.** The meeting adjourned at 12:53 p.m.

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Dr. Chad E. Hickox, President

ATTEST:

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Ms. Tara Leer  
Board of Trustees

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: October 19, 2023

TO: Board of Trustees

FROM: Brooke Marshall, Vice President of Human Resources

SUBJECT: Personnel Update

Below is an update reflecting changes to college personnel in September 2023.

**New Hires**

Averill, Jasmine – FTF, Workforce Transfer & Trades, Clarkston  
Dalan, Natalya – Program Specialist 2, WSP  
Escareno, Ricardo – FTF, Workforce Transfer & Trades  
Fisher, Holly – FTF, Workforce Transfer & Trades  
Guerra, Elizabeth – FTF, Workforce Transfer & Trades  
Hinrichs, Brandon – FTF, Workforce Transfer & Trades  
Kodet, John – FTF, Arts & Sciences  
Leon, Dante – Vice President of Instruction  
Madsen-Boutierse, Sally – Instruction & Classroom Support Technician 3, Clarkston  
Maurer, Amber – FTF, Nursing, Clarkston  
McElroy, Brian – Financial Aid Outreach Specialist/Navigator, Student Services, Clarkston  
Trejo, Ita – Program Specialist 2, Workforce Transfer & Trades  
Wallis, Grayson – FTF, Workforce Transfer & Trades

**Separations**

Adams, Joshua – Alumni Relations/Annual Giving Officer, Foundation  
Droke, Jarod – Program Assistant, Student Services  
McLean, Scott – Instructional Designer, Access & Opportunity  
Mulder, Heather – Instruction & Classroom Support Technician 2, CRCC  
Reyes Espinoza, Stephanie – Career Navigator, WSP  
Richards, Craig – Program Specialist 2, Workforce Transfer & Trades  
Walton, Pam – FTF, Nursing, Clarkston

**Changes**

Andrews-Prior, Jill – FTF, Nursing (part-time to full-time)  
Bower, James – FTF, Access & Opportunity (part-time to full-time)  
Boyd, Lynn – FTF, CRCC (part-time to full-time)  
Brittain, Nicholas – Program Coordinator, Access & Opportunity (temp to perm)  
Bull, Ryan – Instruction & Classroom Support Technician 2, (part-time to full-time temp)  
Curtice, Faydale – FTF, WSP (part-time to full-time)

Farnsworth, Ashlee – Events Coordinator 3, Marketing & Communications (temp to perm)  
Hinshaw, Aidan – FTF, Arts & Sciences (part-time to full-time)  
Jacobs, Stacy – Program Specialist 3, Student Services  
Lambert, Lindsay – FTF, CRCC (part-time to full-time)  
Macon-Moore, Stephanie – FTF, Nursing, Clarkston  
Messer, Loretta – FTF, CRCC (part-time to full-time)  
Price, Brandom – FTF, Nursing (part-time to full-time)  
Pruitt, Karlee – FTF, Workforce Transfer & Trades, (part-time to full-time)  
Reller, Nancy – FTF, WSP (part-time to full-time)  
Remington, John – FTF, Arts & Sciences (part-time to full-time)  
Schaefer, Lauran – FTF, CRCC (part-time to full-time)

**Full-Time Positions Currently Posted**

Assistant Director of Student Financial Support  
Audio Engineering Technology Instructor  
Director of Enology & Viticulture  
Executive Director, Snake River Salmon Recovery Board  
Grounds & Nursery Services Specialist 3-Athletic Fields  
HVAC Technician  
Nursing Instructor, WW & Clarkston  
Program Assistant, WSP  
Secretary Senior  
TRIO Career & Academic Transfer Coach (Advisor)





## Walla Walla Community College

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

DATE: October 19, 2023  
TO: Board of Trustees  
FROM: Dr. Nick Velluzzi  
RE: Interim Fall Quarter Enrollment

This memo reports interim enrollment for Fall Quarter 2023.

- State supported enrollment for fall quarter is reporting 1,709 FTE, which is up 145 FTE or 8% from 1,564 FTE at the **close** of fall 2022.
- Contract enrollment is reporting 1,011 FTE, down 108 FTE (11%) from 1,119 FTE at **close** of fall quarter 2022.
- Self-support enrollment is reporting 47 FTE, down 3 FTE from the **close** of fall 2022.
- Enrollment for combined fund sources amounts to 2,766 FTE, up 33 FTE or 1% from 2,733 FTE at the close of fall quarter 2022.

# Financial Results

For Period Ending September 30, 2023

Board of Trustees Meeting  
October 25, 2023



# Presentation Summary

- ☐ Operating Budget:
  - Operating Budget Reconciliation
  - Revenue
  - Expenditures, by Category and Function
  - Course/Program Fees
  - Self Support Programs
- ☐ Grants and Contracts
- ☐ Enterprise Funds
- ☐ Fund Balance and Reserve Health
- ☐ Year End Forecast June 30, 2024
- ☐ Questions



# FY2024 Operating Budget

|   |                     |
|---|---------------------|
| Approved 2023-2024 Operating Budget           | \$37,446,012        |
| Approved 2023-2024 Course/Program Fees Budget | 1,328,000           |
| <b>Approved 2023-2024 Operating Budget</b>    | <b>\$38,774,012</b> |

## Operating Budget

|  |              |         |
|--|--------------|---------|
| Approved 2023-2024 Operating Budget ( <i>less dedicated student fees</i> ) | \$37,446,012 |         |
| Technology Fees moved to Student Fees line                                 | -\$186,000   | }       |
| Allocation 1 - Worker Retraining (budget vs. allocated)                    | -\$250       |         |
| Allocation 1 - Student Emergency Assistance Grant (budget vs. allocated)   | 18,225       |         |
| Allocation 1 - Health Care Opportunity Grants (budget vs. allocated)       | -2,655       |         |
| Allocation 1 - Students Experiencing Homelessness HB1166 Expansion         | 118,875      |         |
| Allocation 1 - Centers of Excellence                                       | -47,853      |         |
| Allocation 1 - Goldstar Families (not allocated in Allocation 1)           | -3,998       |         |
| Allocation 2 - Centers of Excellence                                       | 50,583       |         |
| Allocation 3 - High Demand Enrollments                                     | 131,299      |         |
| Allocation 3 - Student Needs SSHB 1559                                     | 220,810      | }       |
| Allocation 3 - Nurse Education Enrollment Increases                        | 180,000      |         |
|  |              | 665,036 |

|  |                     |
|--|---------------------|
| <b>Updated 2023-2024 Adjusted Operating Budget</b> | <b>\$37,925,048</b> |
|--|---------------------|



# Revenue

|  | 2023-2024<br>Adjusted Budget | % of<br>Total | 2023-2024<br>YTD Actuals | % of<br>Budget | 2022-2023<br>YTD Actuals | % of<br>Budget | Difference<br>over<br>Prior Year | % Change<br>YOY |
|--|------------------------------|---------------|--------------------------|----------------|--------------------------|----------------|----------------------------------|-----------------|
| <b>State Allocation</b>                  |                              |               |                          |                |                          |                |                                  |                 |
| Base Allocation                          | \$23,729,564                 | 63%           | \$4,875,840              | 21%            | \$4,560,679              | 21%            | \$315,161                        | 7%              |
| Opportunity Grant                        | 461,412                      | 1%            | 117,269                  | 25%            | 133,193                  | 29%            | -15,924                          | -12%            |
| Worker Retraining                        | 1,715,073                    | 5%            | 154,417                  | 9%             | 295,055                  | 17%            | -140,638                         | -48%            |
| Total State Revenue                      | \$25,906,049                 | 68%           | \$5,147,526              | 20%            | \$4,988,927              | 21%            | \$158,599                        | 3%              |
| <b>Operating Fee &amp; Other Revenue</b> |                              |               |                          |                |                          |                |                                  |                 |
| Operating Fee                            | \$6,180,000                  | 16%           | \$2,089,147              | 34%            | \$2,116,710              | 34%            | -\$27,562                        | -1%             |
| Student Fees/Other Misc Rev              | 959,000                      | 3%            | 271,219                  | 28%            | 258,343                  | 71%            | 12,876                           | 5%              |
| Open Doors Program                       | 150,000                      | 0%            | -                        | 0%             | 16,903                   | 40%            | -16,903                          | -100%           |
| Running Start                            | 1,700,000                    | 4%            | 21,517                   | 1%             | 459,091                  | 27%            | -437,574                         | -95%            |
| Foundation Support                       | 250,000                      | 1%            | -                        | 0%             | -                        | 0%             | 0                                | 0%              |
| Grants and Contracts - Indirect          | 1,000,000                    | 3%            | 139,684                  | 14%            | -                        | 0%             | 139,684                          | 0%              |
| Community Service                        | 260,000                      | 1%            | 109,052                  | 42%            | 70,888                   | 27%            | 38,165                           | 54%             |
| Ancillary Programs                       | 150,000                      | 0%            | 16,912                   | 11%            | 30,951                   | 21%            | -14,039                          | -45%            |
| Total Tuition & Other Revenue            | \$10,649,000                 | 28%           | \$2,647,532              | 25%            | \$2,952,886              | \$0            | -\$305,354                       | -10%            |
| Use of Fund Balance (ctcLink)            | \$370,000                    | 1%            | \$85,798                 | 0%             | \$85,474                 | 8%             | \$324                            | 0%              |
| CRSSAA/ARPA Funding                      | \$1,000,000                  | 3%            | \$3,080                  | 0%             | \$1,851                  | 27%            | \$1,229                          | 66%             |
| <b>TOTAL REVENUE</b>                     | <b>\$37,925,049</b>          | <b>100%</b>   | <b>\$7,883,936</b>       | <b>21%</b>     | <b>\$8,029,138</b>       | <b>22%</b>     | <b>-\$145,202</b>                | <b>-2%</b>      |



# Expenditures, *by Category*

|                                  | 2023-2024<br>Adjusted Budget | % of Total  | 2023-2024<br>YTD Actuals | % of Budget | 2022-2023<br>YTD Actuals | % of Budget | Difference<br>over<br>Prior Year | % Change<br>YOY |
|----------------------------------|------------------------------|-------------|--------------------------|-------------|--------------------------|-------------|----------------------------------|-----------------|
| Salaries and Wages               | \$23,271,077                 | 62%         | \$4,205,967              | 18%         | \$3,748,455              | 18%         | \$457,512                        | 12%             |
| Benefits                         | 7,731,627                    | 21%         | 1,521,558                | 20%         | 1,456,906                | 20%         | 64,652                           | 4%              |
| Rents                            | 14,000                       | 0%          | 4,213                    | 30%         | 14,438                   | 36%         | -10,224                          | -71%            |
| Utilities                        | 1,149,026                    | 3%          | 166,072                  | 14%         | 175,154                  | 18%         | -9,081                           | -5%             |
| Goods and Services               | 2,723,116                    | 7%          | 584,527                  | 21%         | 533,026                  | 16%         | 51,501                           | 10%             |
| Travel                           | 161,516                      | 0%          | 23,693                   | 15%         | 4,774                    | 5%          | 18,919                           | 396%            |
| Equipment                        | 731,224                      | 2%          | 139,394                  | 19%         | 17,334                   | 5%          | 122,060                          | 704%            |
| Fin Aid, Debt Service, Transfers | 1,805,045                    | 5%          | 240,273                  | 13%         | 262,673                  | 14%         | -22,399                          | -9%             |
| <b>TOTAL EXPENSE</b>             | <b>\$37,586,631</b>          | <b>100%</b> | <b>\$6,885,698</b>       | <b>18%</b>  | <b>\$6,212,758</b>       | <b>18%</b>  | <b>\$672,939</b>                 | <b>11%</b>      |



# Expenditures, *by Function*

|                         | 2023-2024<br>Adjusted Budget | % of Total  | 2023-2024<br>YTD Actuals | % of Budget | 2022-2023<br>YTD Actuals | % of<br>Budget | Difference<br>over<br>Prior Year | % Change<br>YOY |
|-------------------------|------------------------------|-------------|--------------------------|-------------|--------------------------|----------------|----------------------------------|-----------------|
| Instruction             | \$14,534,888                 | 39%         | \$1,597,688              | 11%         | \$1,497,917              | 12%            | \$99,771                         | 7%              |
| Community Service       | 260,000                      | 1%          | 51,806                   | 20%         | 58,611                   | 24%            | -6,804                           | -12%            |
| Instructional Computing | 199,568                      | 1%          | 53,304                   | 27%         | 73,615                   | 18%            | -20,311                          | -28%            |
| Ancillary Programs      | 150,000                      | 0%          | 17,577                   | 12%         | 24,562                   | 16%            | -6,986                           | -28%            |
| Academic Administration | 2,992,736                    | 8%          | 674,596                  | 23%         | 584,652                  | 20%            | 89,945                           | 15%             |
| Library Services        | 644,579                      | 2%          | 185,065                  | 29%         | 159,931                  | 26%            | 25,134                           | 16%             |
| Student Services        | 5,659,413                    | 15%         | 1,165,683                | 21%         | 1,122,809                | 23%            | 42,875                           | 4%              |
| Institutional Support   | 8,849,782                    | 24%         | 2,135,878                | 24%         | 1,942,214                | 20%            | 193,664                          | 10%             |
| Facility Services       | 4,295,667                    | 11%         | 1,004,100                | 23%         | 748,448                  | 21%            | 255,652                          | 34%             |
| <b>TOTAL EXPENSE</b>    | <b>\$37,586,631</b>          | <b>100%</b> | <b>\$6,885,698</b>       | <b>18%</b>  | <b>\$6,212,758</b>       | <b>18%</b>     | <b>\$672,939</b>                 | <b>11%</b>      |



# Course/Program Fees

|  | Academic<br>Transfer | Vocational<br>Programs | Healthcare<br>Education | Facility Use<br>Fees | All Other        | Total              |
|--|----------------------|------------------------|-------------------------|----------------------|------------------|--------------------|
| Student Fee Revenue, Year-to-date      | \$26,106             | \$249,812              | \$99,708                | \$129,555            | \$243,190        | \$748,370          |
| less: Program costs                    | <u>3,682</u>         | <u>65,942</u>          | <u>19,559</u>           | <u>73,290</u>        | <u>130,108</u>   | <u>292,581</u>     |
| <b>Net Profit/(Loss), Year-to-date</b> | <b>\$22,425</b>      | <b>\$183,869</b>       | <b>\$80,149</b>         | <b>\$56,264</b>      | <b>\$113,082</b> | <b>\$455,789</b>   |
| Opening Fund Balance, 7/1/23           | <u>\$93,845</u>      | <u>\$530,664</u>       | <u>\$241,841</u>        | <u>\$1,334,081</u>   | <u>\$755,634</u> | <u>\$2,956,066</u> |
| <b>Fund Balance as of 9/30/2023</b>    | <b>\$116,269</b>     | <b>\$714,533</b>       | <b>\$321,990</b>        | <b>\$1,390,346</b>   | <b>\$868,716</b> | <b>\$3,411,855</b> |





# Self-Support Programs

|  | Quest                  | Youth Programs         | Continuing Education    | Community Education   | Resale Programs         | 2nd Chance Pell         | Total                   |
|--|------------------------|------------------------|-------------------------|-----------------------|-------------------------|-------------------------|-------------------------|
| Revenue, Year-to-date                  | \$38,097               | \$1,140                | \$2,619                 | \$12,020              | \$16,912                | \$55,176                | \$125,965               |
| less: Program costs                    | <u>4,339</u>           | <u>63</u>              | <u>21,993</u>           | <u>3,242</u>          | <u>17,577</u>           | <u>22,170</u>           | <u>69,383</u>           |
| <b>Net Profit/(Loss), Year-to-date</b> | <b>\$33,758</b>        | <b>\$1,077</b>         | <b>-\$19,374</b>        | <b>\$8,779</b>        | <b>-\$665</b>           | <b>\$33,006</b>         | <b>\$56,581</b>         |
| Opening Fund Balance, 7/1/23           | <u>-\$7,680</u>        | <u>\$19,977</u>        | <u>-\$11,505</u>        | <u>-\$299</u>         | <u>-\$13,662</u>        | <u>\$94,104</u>         | <u>\$80,935</u>         |
| <b>Fund Balance as of 9/30/2023</b>    | <b><u>\$26,078</u></b> | <b><u>\$21,055</u></b> | <b><u>-\$30,879</u></b> | <b><u>\$8,480</u></b> | <b><u>-\$14,326</u></b> | <b><u>\$127,110</u></b> | <b><u>\$137,517</u></b> |



# Grants and Contracts

|                                     | Sept 2023<br>Budget Changes | 2023-2024<br>YTD Budget | Expenditures<br>to Date | YTD %<br>Spent |
|-------------------------------------|-----------------------------|-------------------------|-------------------------|----------------|
| Corrections Education               | \$ -                        | \$ 7,718,306            | \$ 1,762,638            | 23%            |
| State Funded Grants                 | 64,107                      | 2,429,264               | 276,994                 | 11%            |
| Federal Funded Grants               | -                           | 1,295,587               | 268,006                 | 21%            |
| Privately Funded Grants             | -                           | 164,664                 | 2,303                   | 1%             |
| Fiscal Agent Grants                 | -                           | 530,574                 | 87,963                  | 17%            |
| <b>TOTAL GRANTS &amp; CONTRACTS</b> | <b>\$ 64,107</b>            | <b>\$ 12,138,395</b>    | <b>\$ 2,397,905</b>     | <b>20%</b>     |



# Enterprise Funds

|   | ASG/Athletics    | Bookstore        | Culinary         | Other Enterprise | Total              |
|---|------------------|------------------|------------------|------------------|--------------------|
| <b><u>Revenue, Year-to-date</u></b>       |                  |                  |                  |                  |                    |
| Tuition/Fees                              | \$293,435        | \$0              | \$0              | \$16,473         | \$309,909          |
| Sales                                     | -                | 51,324           | -                | -                | \$51,324           |
| Club/Team Fundraising                     | 21,214           | -                | -                | -                | 21,214             |
| Other                                     | 6,724            | 1,770            | 11,563           | 3,277            | 23,334             |
| <b>Total YTD Revenue</b>                  | <b>\$321,373</b> | <b>\$53,095</b>  | <b>\$11,563</b>  | <b>\$19,750</b>  | <b>\$405,780</b>   |
| <b><u>Program Costs, Year-to-date</u></b> |                  |                  |                  |                  |                    |
| Salaries and Benefits                     | \$46,673         | \$69,960         | \$19,499         | \$24,984         | \$161,117          |
| Scholarships                              | 83,438           | -                | -                | -                | 83,438             |
| Goods and Services                        | 174,011          | 10,573           | 7,490            | 1,982            | 194,056            |
| <b>Total YTD Program Costs</b>            | <b>\$304,122</b> | <b>\$80,533</b>  | <b>\$26,989</b>  | <b>\$26,966</b>  | <b>438,610</b>     |
| <b>Net Profit/(Loss), Year-to-date</b>    | <b>\$17,251</b>  | <b>-\$27,438</b> | <b>-\$15,427</b> | <b>-\$7,216</b>  | <b>-\$32,830</b>   |
| <b>Opening Fund Balance, 7/1/22</b>       | <b>\$359,586</b> | <b>\$485,735</b> | <b>\$55,338</b>  | <b>\$492,654</b> | <b>\$1,393,313</b> |
| <b>Fund Balance as of 9/30/2023</b>       | <b>\$376,836</b> | <b>\$458,297</b> | <b>\$39,911</b>  | <b>\$485,438</b> | <b>\$1,360,483</b> |



# Fund Balance Report

|                              | Balance             | Committed        | Available           | Notes   |
|------------------------------|---------------------|------------------|---------------------|---|
| Grants - 145                 | -\$7,145,397        | -\$7,145,397     | \$0                 | Allowable spending specific to each grant   |
| Contracts - 146              | 14,933,564          | 4,449,042        | 10,484,522          | Available includes: Running Start, Grant and Contract indirect, balance of HEERF draws                |
| Local Funds - 148            | 7,138,133           | 3,512,468        | 3,625,665           | Committed includes: ctcLink, Self-support and ancillary programs, course, program, and tech fees      |
| Operating Fee (Tuition) -149 | 2,508,311           | 0                | 2,508,311           | Tuition and investment interest   |
| Motorpool - 460              | 90,017              | 90,017           | -                   | For maintenance of Motorpool fleet  |
| SGA/Athletics - 522          | 376,836             | 376,836          | -                   | For SGA/Athletics support   |
| Bookstore - 524              | 458,297             | 458,297          | -                   | For Bookstore operation   |
| Culinary Enterprises - 569   | 39,911              | 39,911           | -                   | For culinary enterprise activity only (Capstone, catering, café)                                      |
| Auxilliary - 570             | 485,438             | 485,438          | -                   | Reserved balances (PBX and software replace, various pass-throughs and fees, faculty excellence, etc) |
| Other funds                  | -1,311,961          | -1,311,961       | -                   | Agency funds, local capital, state appropriations, 3.5% FA  |
| <b>Totals</b>                | <b>\$17,573,149</b> | <b>\$954,651</b> | <b>\$16,618,498</b> |   |



# Looking Ahead

|                                   | Amount                    | Notes  |
|-----------------------------------|---------------------------|--|
| <b>Uncommitted Fund Balance</b>   | <b>\$16,618,498</b>       | from previous slide  |
| <u>Less:</u>                      |                           |  |
| IT infrastructure                 | 737,000                   | Classroom technology upgrades  |
| Lost Revenue spending             | 263,000                   | Committed for FY24 operating budget                                  |
| ctcLink                           | 225,000                   | Committed for FY24 ongoing costs of implementation/stabilization     |
| Reserve spending                  | 52,500                    | Committed for FY24 to support Facilities (Custodial salary backfill) |
| <b>Subtotal</b>                   | <b>\$15,340,998</b>       |  |
| <u>Less Reserves:</u>             |                           | <u>Board Policy 1670</u>   |
| Operational Contingency           | 1,163,220                 | 3% of FY23 budgeted operating expenditures                           |
| Operating Reserves                | 6,591,582                 | 17% of FY23 budgeted operating expenditures                          |
| <b>Net Available Fund Balance</b> | <b><u>\$7,586,196</u></b> |  |



# Year-End Forecast

|   | FY21 Budget          | FY21 Actual          | FY22 Budget          | FY22 Actual          | FY23 Budget          | FY23 Actual          | FY24 Budget          | FY24 Actual (estimated) |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------------|
| Annual State FTE Enrollments            | 2,157                | 1,696                | 1,950                | 1,699                | 1,776                | 1,617                | 1,550                | 1,658                   |
| <b>Revenue</b>                          |                      |                      |                      |                      |                      |                      |                      |                         |
| State and Local                         | \$ 26,484,213        | \$ 25,938,228        | \$ 25,820,685        | \$ 25,477,440        | \$ 27,584,873        | \$ 29,090,512        | \$ 30,375,049        | \$ 30,375,049           |
| Operating Fee (Tuition)                 | 6,237,448            | 5,718,286            | 6,100,000            | 6,759,437            | 6,250,000            | 5,194,359            | 6,180,000            | 6,180,000               |
| Reserves and COVID Relief Funds         | -                    | 141,504              | 1,660,272            | 879,530              | 2,610,000            | 916,376              | 1,370,000            | 1,370,000               |
| <b>Total Revenue</b>                    | <b>\$ 32,721,661</b> | <b>\$ 31,798,018</b> | <b>\$ 33,580,957</b> | <b>\$ 33,116,407</b> | <b>\$ 36,444,873</b> | <b>\$ 35,201,248</b> | <b>\$ 37,925,049</b> | <b>\$ 37,925,049</b>    |
| <b>Expenditures</b>                     |                      |                      |                      |                      |                      |                      |                      |                         |
| Salaries and Wages                      | \$ 18,082,092        | \$ 16,469,393        | \$ 19,928,227        | \$ 18,532,462        | \$ 21,443,113        | \$ 19,799,393        | \$ 23,271,077        | \$ 23,005,624           |
| Benefits                                | 6,312,791            | 5,848,155            | 6,795,456            | 5,968,897            | 7,297,353            | 6,687,845            | 7,731,627            | 7,913,441               |
| <b>Total Personnel Costs</b>            | <b>\$ 24,394,883</b> | <b>\$ 22,317,548</b> | <b>\$ 26,723,683</b> | <b>\$ 24,501,360</b> | <b>\$ 28,740,466</b> | <b>\$ 26,487,238</b> | <b>\$ 31,002,703</b> | <b>\$ 30,919,065</b>    |
| Personnel as a % of Revenue             | 74.6%                | 70.2%                | 79.6%                | 74.0%                | 78.9%                | 75.2%                | 81.7%                | 81.5%                   |
| <b>Total Non-Personnel Expense</b>      | <b>\$ 5,978,950</b>  | <b>\$ 5,302,660</b>  | <b>\$ 6,548,430</b>  | <b>\$ 5,946,258</b>  | <b>\$ 7,751,086</b>  | <b>\$ 7,455,805</b>  | <b>\$ 6,583,927</b>  | <b>\$ 6,921,228</b>     |
| Non-Personnel Expense as a % of Revenue | 18.3%                | 16.7%                | 19.5%                | 18.0%                | 21.3%                | 21.2%                | 17.4%                | 18.2%                   |
| <b>Total Operating Expense</b>          | <b>\$ 30,373,833</b> | <b>\$ 27,620,208</b> | <b>\$ 33,272,113</b> | <b>\$ 30,447,617</b> | <b>\$ 36,491,552</b> | <b>\$ 33,943,043</b> | <b>\$ 37,586,631</b> | <b>\$ 37,840,292</b>    |
| Operating as a % of Revenue             | 92.8%                | 86.9%                | 99.1%                | 91.9%                | 100.1%               | 96.4%                | 99.1%                | 87.3%                   |
| <b>Net Operating Excess/Deficit</b>     | <b>\$ 2,347,828</b>  | <b>\$ 4,177,810</b>  | <b>\$ 308,844</b>    | <b>\$ 2,668,789</b>  | <b>\$ (46,679)</b>   | <b>\$ 1,258,204</b>  | <b>\$ 338,418</b>    | <b>\$ 84,757</b>        |

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# Questions?

Lori Peterson  
Financial Reporting and Budget Accountant



**WALLA WALLA COMMUNITY COLLEGE  
COLLEGE MISSION  
BOARD POLICY 1010**

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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.

|  |
|--|
| <b>Policy Contact:</b> <u>President</u>  |
| <b>Approved by (Department/Body):</b> <u>WWCC Board of Trustees</u>                                  |
| <b>Date Originally Approved:</b> <u>September 20, 2000 (Formerly BP 1752 – Renumbered July 2022)</u> |
| <b>Last Reviewed/Revised on:</b> <u>February 19, 2014</u>  |



**WALLA WALLA COMMUNITY COLLEGE  
COLLEGE VISION  
BOARD POLICY 1020**

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

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| <p><b>Policy Contact:</b> <u>President</u></p> <p><b>Approved by (Department/Body):</b> <u>WWCC Board of Trustees</u></p> <p><b>Date Originally Approved:</b> <u>May 18, 2005 (Formerly BP 1753 – Renumbered July 2022)</u></p> <p><b>Last Reviewed/Revised on:</b> <u>February 19, 2014</u></p> |
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**WALLA WALLA COMMUNITY COLLEGE**  
**COLLEGE VALUES**  
**BOARD POLICY 1030**

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**Learning Opportunities**

We value learning and encourage students to acquire a rich and wide body of knowledge as well as a love of their chosen discipline. We provide an environment that fosters active learning and the support services necessary to help all students achieve their potential. Everything we do is focused on expanding student access, retention, and completion.

**Sense of Community**

We strive to build community. We value a climate where all individuals feel accepted and meaningfully involved in a common cause. We recognize we are interdependent and demonstrate respect for one another.

**Diversity**

We oppose all barriers that separate people from opportunities: barriers of socioeconomic status, race and ethnicity, age, gender, sexual orientation, and experience with the educational system.

**Health and Humor**

We value a healthy environment that encourages humor, creativity, and enjoyment of work. We promote health, wellness, and safety within the College and the communities we serve.

**Excellence**

We value superior quality and are dedicated to continued improvement in all college programs and services. We practice an ongoing systematic planning and evaluation process to ensure that our programs and services are distinctive, relevant, responsive, and of the highest quality.

**Integrity**

Integrity is an essential component of the common bond within Walla Walla Community College. Efficient accomplishment of institutional goals is based on trust and mutual respect. We value honesty, fairness, and ethical behavior.

**Teamwork**

We value partnerships within the College and with members of the communities we serve. We practice collaboration in plans, actions, and shared results.

**Innovation**

Walla Walla Community College values, respects, and rewards the enthusiastic pursuit of new ideas, creative risk-taking, and entrepreneurial endeavors. Encouraging the pursuit of excellence and innovation will help the College prepare student and staff to shape the future. Creativity is one of our most important resources in the 21st Century.

### Personal and Professional Growth

We value the growth of both our students and staff. We believe that our own engagement in the learning process enhances our ability to enrich our personal lives, careers, and work in the global community.

### Sustainability

Walla Walla Community College values the well-being of our communities and is dedicated to protecting and restoring our resources. We advocate for and demonstrate practices that promote economic and environmental sustainability.

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|--|
| <b>Policy Contact:</b> <u>President</u>  |
| <b>Approved by (Department/Body):</b> <u>WWCC Board of Trustees</u>                            |
| <b>Date Originally Approved:</b> <u>May 18, 2005 (Formerly BP 1754 – Renumbered July 2022)</u> |
| <b>Last Reviewed/Revised on:</b> <u>January 29, 2009</u>                                       |



**Office of the President**  
**Walla Walla Community College**  
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 Phone: (509) 527-4274  
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## MEMORANDUM

**TO:** WWCC Board of Trustees

**DATE:** October 18, 2023

**FROM:** Chad Hickox, President

**RE:** 2024 WWCC Board of Trustees Meeting Schedule – First Reading

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The following represent the proposed dates for the 2024 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 29, 2023 Board Meeting. Thank you.

| Date                          | Time   | Location                     |
|-------------------------------|--|------------------------------|
| Wednesday, January 24, 2024   | 9:30 a.m. Study Session<br>10:30 a.m. Board Mtg. | WWCC Walla Walla Campus      |
| Wednesday, February 28, 2024  | 9:30 a.m. Study Session<br>10:30 a.m. Board Mtg. | WWCC <b>Clarkston</b> Campus |
| Wednesday, March 27, 2024     | 9:30 a.m. Study Session<br>10:30 a.m. Board Mtg. | WWCC Walla Walla Campus      |
| Wednesday, April 24, 2024     | 9:30 a.m. Study Session<br>10:30 a.m. Board Mtg. | WWCC Walla Walla Campus      |
| Wednesday, May 22, 2024       | 9:30 a.m. Study Session<br>10:30 a.m. Board Mtg. | WWCC Walla Walla Campus      |
| Wednesday, June 26, 2024      | 9:30 a.m. Study Session<br>10:30 a.m. Board Mtg. | WWCC Walla Walla Campus      |
| Wednesday, July 24, 2024      | 9:30 a.m. Study Session<br>10:30 a.m. Board Mtg. | WWCC Walla Walla Campus      |
| Wednesday, August 28, 2024    | 9:30 a.m. Study Session<br>10:30 a.m. Board Mtg. | WWCC Walla Walla Campus      |
| Wednesday, September 25, 2024 | 9:30 a.m. Study Session<br>10:30 a.m. Board Mtg. | WWCC Walla Walla Campus      |
| Wednesday, October 23, 2024   | 9:30 a.m. Study Session<br>10:30 a.m. Board Mtg. | WWCC <b>Clarkston</b> Campus |
| Wednesday, November 20, 2024  | 9:30 a.m. Study Session<br>10:30 a.m. Board Mtg. | WWCC Walla Walla Campus      |
| Wednesday, December 18, 2024  | 9:30 a.m. Study Session<br>10:30 a.m. Board Mtg. | WWCC Walla Walla Campus      |