



Board of Trustees, District No. 20
Walla Walla Community College
Board Meeting Agenda
Board Room (161) | WWCC Walla Walla Campus
Wednesday | November 20, 2024 | 9:30 a.m.

To connect to the Wednesday, November 20, 2024 Board Meeting virtually, go to ZOOM: <https://wwcc-edu.zoom.us/j/85094321457> 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. October 23, 2024 Board Meeting Minutes		Tab 1
	2. November 5, 2024 Special Board Meeting Minutes		Tab 2
	3. Personnel Update		Tab 3
	4. Interim Fall Quarter Enrollment Report		Tab 4
	5. October Financial Report		Tab 5
	6. 2025 Board of Trustees Meeting Schedule		Tab 6
9:35 a.m.	Introduction of Vice President of Student Services <i>Dr. Chad Hickox</i>	Discuss	
9:40 a.m.	Introduction of 2024-2025 Walla Walla SGA Leadership <i>Dr. Colleen Vandenboom</i>	Discuss	
9:50 a.m.	Student Government Association Activity Report <i>Ms. Natalie Wade</i>	Discuss	
9:55 a.m.	AHE Update <i>Mr. Jim Peitersen</i>	Discuss	
10:05 a.m.	Board Policy Review ➤ Board Policy 1370 ➤ Board Policy 1380 <i>Dr. Hickox</i>	Discuss	Tab 7
10:10 a.m.	Emergency Succession Plan <i>Dr. Hickox</i>	Discuss	

10:11 a.m.	Recess to Executive Session to Discuss Negotiations	
10:30 a.m.	Board Reports / Remarks	Discuss
10:35 a.m.	New and Unscheduled Business	Discuss
10:40 a.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
10:45 a.m.	Adjournment	

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

The Board of Trustees of Community College District No. 20 met in regular session on Wednesday, October 23, 2024 in the Workforce Center on the Walla Walla Community College Clarkston Campus and via Zoom. Mr. Tim Burt called the meeting to order at 9:31 a.m.

Trustees present: Mr. Tim Burt, Chair
Ms. Tara Leer
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. Jennifer Clayton, Dean, Nursing & Allied Health
Ms. Jessica Cook, Executive Director, Foundation
Ms. Christy Doyle, Dean, Access & Opportunity
Ms. Stephanie Groom, Director, Human Resources
Dr. Chad Miltenberger, Dean, Clarkston Campus

Also present: Ms. Debra Erikson, Assistant Dean, Student Success
Ms. Doreen Kennedy, Recording Secretary
Mr. Bryan Ovens, AAG

Approval of Agenda.

Ms. Liberty moved and Mr. Warren seconded to approve the agenda for the October 23, 2024 Board of Trustees meeting as presented. *Motion carried.*

Consent Agenda.

Ms. Leer moved and Mr. Warren seconded that the consent agenda items be approved or accepted, as appropriate: 1) September 25, 2024 Board Meeting Minutes, 2) Personnel Update. *Motion carried.*

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

- Post-Secondary Success Recognition: A testament to the good work the college is doing, we received an invitation from the Department of Education to apply for special

recognition under the Post-Secondary Success Recognition program. Deadline to apply is November 1.

- Enrollment: Fall enrollment is stabilizing with data reporting an increase of 7.3%, down from preliminary reports.
- OFM Error Update: While the latest information indicates that the Office of Financial Management (OFM) will not, it is still being determined as to whether or not OFM plans to recoup already spent/closed out funds from FY24 (\$19M). In addition, there is indication that the Governor is not intending to include the FY25 (\$28.5M) funds in his supplemental budget. It is important to note, that the budget the State Board received was a dollar amount that, in the Legislature's perspective, was an amount the state system deserved and thus approved, unknown to have been calculated incorrectly by OFM. The error occurred when a placeholder for the next biennium (FY23-25) entered into the system by OFM as required by law, did not get removed with the active biennium and was essentially double counted. OFM's stance is that colleges received money they weren't entitled to, when in fact, colleges received money the Legislature approved, however that amount was developed. Ongoing discussion and maneuvering involve convincing the Legislature to fold the amount in question into the current year's allocation and to carry that forward into future year's allocations.
- Cybersecurity Training: System president's attended a training this month to address cybersecurity. As a college, we are doing everything right, with some items still needing to be worked through, such as holding table top exercises.
- Alumni Event: Mary Lynn Worl, former WWCC physical education instructor, coach, and person responsible for establishing women's basketball and volleyball at the college in the 70's, coordinated with the Foundation to host an alumni event on campus this past weekend to reconnect and celebrate the early years of WWCC women's athletics. Forty-four former players and coaches, including spouses, participated in the event which included attending a volleyball match and touring campus. This was not only a momentous time in history for the college, but also a nice community building event.

Introduction of 2024-2025 Clarkston SGA Leadership. Mr. Paul Boyd introduced the 2024-2025 Clarkston SGA Leadership team: Executive Vice President, Isabella Dougan; Vice President of Communications, Benjamin Crawford; and SGA Program Assistant, Lauren Kimler.

Student Government Association Activity Report. Ms. Isabella (Izzy) Dougan, Clarkston Executive Vice President, reported on the following topics:

- SGA Vision:
 - Provide accessible spaces, create a welcoming environment, increase opportunities for student participation, and continue SGA's commitment to recognize and value all students by sustaining an environment that fosters belonging and inclusion
- Leadership Activities:
 - Annual Student Leadership Conference
 - Creation of Cultural Center
- SGA & Student Club Events on both campuses:
 - Welcome Week

- Fall BBQ – 110+ students attended
- Snack & Chat
- Tuesday Talks in the Library
- Warriors Meet Warriors Council
- New Student Engagement Presentations
- Thanksgiving Baskets
- Trunk-or-Treat
- Participation in Local Parades
- Student Support:
 - Food Pantry
 - Child Care Support through CCAMPIS

Faculty Senate Update. Mr. Michael Rostollan reported on the following topics:

- Election – held for interim president for AY 2024-2025
- Membership – mostly full, one or two vacancies
- Senate Agenda Items:
 - Constitution & By-Laws Review
 - Update on Hiring Practices
 - Faculty Advising Load Equity
 - Evaluations
 - Technology Updates
 - Academic Calendar
 - President’s Evaluation
- Positives:
 - Campus/Facility/Technology Improvements
 - Land Purchase – valuable asset

2023-2024 Year-End, Final Summer, and Interim Fall Quarter Enrollment Reports. Dr. Nick Velluzzi reviewed the 2023-2024 Year-End, Final Summer, and Interim Fall Quarter Enrollment Reports compared to the previous year, including:

- **2023-24 Year-End Enrollment:**
 - State-supported enrollment up 177 FTE, ending at 1,794 FTE
 - Contract enrollment increased 12%, ending at 1,578 FTE
 - Self-support enrollment was up 7 FTE, ending at 62 FTE
 - Total enrollment reported 3,434 FTE, up 11% from the prior year
- **Summer Quarter Enrollment:**
 - All funds closed at 1,334 FTE, up 7% from the previous summer quarter
 - State-supported enrollment closed at 450 FTE, up 40%
 - Contract enrollment was down 4% at 869 FTE
 - Self-support enrollment closed at 15 FTE, down 6 FTE from the previous summer
- **Interim Fall Quarter Enrollment:**
 - State-supported enrollment reporting 1,838 FTE, an increase of 7%
 - Contract enrollment is down 38% at 797 FTE, largely due to the timing of corrections education enrollment

- Self-support enrollment reporting 47 FTE, down 1 FTE
- Combined fund sources amount to 2,682 FTE, down 12%, largely due to the timing of enrollment in corrections education

September Financial Report. Mr. Patrick Sisneros reviewed the September financial report for the period ending September 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

Faculty Emeritus Request. Dr. Hickox requested that the Board of Trustees grant Emeritus Status for retired faculty member, Ms. Linda Lane.

Ms. Leer moved and Ms. Liberty seconded to bestow emeritus status to retired faculty member, Ms. Linda Lane, with the attached Board Resolution made a part of these minutes. *Motion carried.*

Board Policy Review – Board Policy 1360. Dr. Hickox reviewed Board Policy 1360 – Board of Trustees Code of Ethics with the Board as part of the regular review of policies and procedures outlined in the Board Policy Review Schedule. Assistant Attorney General, Bryan Ovens, offered to provide an Ethics presentation to the Board at a future meeting.

First Read: 2025 Board of Trustees Meeting Schedule. Dr. Hickox presented the proposed 2025 Board of Trustees Meeting Schedule. It was noted that the November and December dates are adjusted due to the holidays, falling on the third Wednesday of the month, whereas all other dates fall on the fourth Wednesday of each month.

Recess to Executive Session to Review the Performance of a Public Employee. The Board recessed to Executive Session at 10:44 a.m. to review the performance of a public employee, with an anticipated return time of 11:50 a.m. At 11:50 a.m., the Board announced the Executive Session would be extended to 12:30 p.m. At 12:30 p.m., the Board announced the Executive Session would be extended to 12:40 p.m. At 12:40 p.m., the Board announced the Executive Session would be extended to 12:45 p.m. At 12:45 p.m., the Board returned to open session and Mr. Burt reported that the President’s performance was evaluated and that no governmental action had been taken during Executive Session.

President's Contract.

Ms. Leer moved and Ms. Liberty seconded that for retention purposes, the President's salary be set at \$254,292 effective July 1, 2024 and the President's contract be extended through June 30, 2027. *Motion carried.*

Board Reports / Remarks.

➤ **Appoint Primary and Secondary Representatives to ACT Legislative Action Committee.**

It was agreed that Mr. Warren and Mr. Burt would serve as the primary and secondary representatives to the ACT Legislative Action Committee.

The following items were discussed:

- Upcoming Trustee Legislative Events
- Legislative Luncheon – December 6, 2024, Columbia Basin College
- Special Joint Board Meeting with the CTUIR Board of Trustees – November 5, 2024

New and Unscheduled Business. None.

Public Comment. Speaking on behalf of the Association for Higher Education (AHE) faculty union, public comment was given by WWCC faculty member Devon Gustafson regarding the evaluation process for the President and other administrators.

Adjournment. The meeting adjourned at 12:51 p.m.

Dr. Chad E. Hickox, President

ATTEST:

Mr. Tim Burt
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, Ms. Linda Lane joined the faculty at Walla Walla Community College in 1990, serving on the Clarkston campus as both an adjunct and a full-time tenured Business and Continuing Education instructor until her retirement on January 1, 2023; and

WHEREAS, she served as a long-standing member and Chair of the Tenure Review Committee, deeply committed to ensuring excellent teaching for Walla Walla Community College students; and

WHEREAS, she has been a strong advocate for the College and our mission, with her energy, enthusiasm and representation motivating 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; and

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

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Walla Walla Community College, that it approves appointment of Ms. Linda Lane as Faculty Emeritus at Walla Walla Community College.

BE IT FURTHER RESOLVED, that the Board herein extends its deepest appreciation to Ms. Lane 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 Ms. Lane to share with members of her family, and to other appropriate college officials.

Accepted on this 23rd day of October, 2024

Mr. Tim Burt, Chair
Board of Trustees

**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 special session on Tuesday, November 5, 2024 in the Board Room on the Walla Walla Community College Walla Walla Campus and via Zoom. Mr. Tim Burt called the meeting to order at 11:46 a.m.

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

Administrators present: Dr. Chad Hickox, President
Mr. Dante Leon, Vice President, Instruction
Dr. Graydon Stanley, Vice President, Student Services
Dr. Colleen Vandenboom, Vice President, Student Services
Dr. Nick Velluzzi, Vice President, Planning, Effectiveness & Economic Development
Ms. Jessica Cook, Executive Director, Foundation
Ms. Stephanie Groom, Director, Human Resources
Dr. Allen Sutton, Director, Connection & Belonging
Ms. Rebecca Thorpe, Director, Marketing & Communications/PIO

Also present: Ms. Doreen Kennedy, Recording Secretary
Dr. Steve VanAusdle, WWCC President Emeritus
Ms. Jaimie Crane, CTUIR Education Director
Mr. Eric Quaempts, CTUIR Natural Resources Director

Group Discussion: Relationship Building. Due to a medical emergency, the Confederated Tribes of the Umatilla Indian Reservation (CTUIR) Board of Trustees were unable to participate in today's joint Board meeting with the WWCC Board. In lieu of the CTUIR Trustees, the Board engaged in discussion with representatives of the CTUIR: Education Director, Jaimie Crane and Natural Resources Director, Eric Quaempts. During the discussion, President Hickox announced that as part of the renewed and expanded partnership between WWCC and the CTUIR, WWCC will be offering a tuition and fee scholarship for any member of the CTUIR to attend WWCC, regardless of financial need. In addition, he asked that the CTUIR assist in naming the scholarship.

Consider Approval of Memorandum of Agreement Between Walla Walla Community College and the Confederated Tribes of the Umatilla Indian Reservation on Efforts to Enhance Native American Higher Education Opportunities. This item was tabled to an unknown later date.

MOA Signing Ceremony. This item was tabled to an unknown later date.

Adjournment. The meeting adjourned at 12:40 p.m.

Dr. Chad E. Hickox, President

ATTEST:

Mr. Tim Burt
Board of Trustees

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: November 13, 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 October 2024.

New Hires:

Perez, Luis — Financial Aid Outreach Specialist, Student Services
Petitt, Samantha — Business Intelligence Analyst, Institutional Effectiveness
Thorpe, Rebecca — Director of Marketing, Communications/PIO, Marketing & Communications

Separations:

Jekel, Stephanie — Education/Career Navigator, WSP

Changes:

Adamski, Kathy — Assistant Dean of Nursing, Nursing & Allied Health
Charlton, Leah — Career & Educational Navigator, Student Services
Droke, Jared — Program Coordinator, WSP
Vance, Brad — IT Security-Senior/Specialist, Technology Services
Karlee Pruitt to Karlee Pruitt Larkin (name change)

Full-Time Positions Currently Posted:

Basic Skills Instructor, WSP
Custodian 3
Dean of Arts & Sciences
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

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DATE: November 13, 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 1,837 FTE, which is up 127 FTE or 7% from 1,710 FTE at the **close** of fall quarter 2023.
- Contract enrollment is reporting 1,118 FTE, down 163 FTE or 13%, from the close of fall quarter 2023.
- Self-support enrollment is reporting 49 FTE, up 1 FTE from the **close** of fall 2023.
- Interim fall quarter enrollment for combined fund sources is reporting 3,003 FTE, down 36 FTE or 1% from 3,039 FTE at the **close** of fall quarter 2023.

Financial Results

For Period Ending October 31, 2024

Board of Trustees Meeting
November 20, 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

Allocation 4 - Centers of Excellence -2,000

198,672

Updated 2024-2025 Adjusted Operating Budget \$39,852,318



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%	\$6,235,553	31%	\$6,115,821	32%	\$119,732	2%
Opportunity Grant	461,412	1%	152,754	33%	187,075	41%	-34,321	-18%
Other Earmarks/Provisos	4,879,237	12%	1,187,928	24%	748,616	0%	439,312	
Worker Retraining	1,703,115	4%	457,411	27%	362,759	21%	94,652	26%
Total State Revenue	\$27,290,502	68%	\$8,033,646	29%	\$7,414,271	29%	\$619,375	8%
Tuition & Other Revenue								
Tuition, Net of Waivers	\$6,650,000	17%	\$2,963,534	45%	\$2,439,676	39%	\$523,858	21%
Other Misc Revenue	1,131,816	3%	222,993	20%	324,156	40%	-101,163	-31%
Open Doors Program	200,000	1%	-	0%	-	0%	0	0%
Running Start	1,980,000	5%	100,536	5%	21,517	1%	79,019	367%
Foundation Support	250,000	1%	-	0%	-	0%	0	0%
Grants and Contracts - Indirect	1,100,000	3%	319,282	29%	139,684	14%	179,598	129%
Community Service	300,000	1%	119,483	40%	126,871	49%	-7,388	-6%
Ancillary Programs	150,000	0%	46,892	31%	30,542	20%	16,350	54%
Total Tuition & Other Revenue	\$11,761,816	30%	\$3,772,720	32%	\$3,082,446	\$0	\$690,274	22%
Use of Fund Balance (ctcLink)	\$0	0%	\$3,186	0.0%	\$120,733	33%	-\$117,547	-97%
CRSSAA/ARPA Funding	\$800,000	2%	\$31,719	0.1%	\$3,080	29%	\$28,639	930%
TOTAL REVENUE	\$39,852,318	100%	\$11,841,271	30%	\$10,620,530	28%	\$1,220,741	11%



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	\$24,332,463	61%	\$6,550,528	27%	\$6,024,129	26%	\$526,399	9%
Benefits	8,197,642	21%	2,257,366	28%	2,113,355	27%	144,011	7%
Rents	15,000	0%	9,309	62%	5,982	43%	3,327	56%
Utilities	1,232,026	3%	254,172	21%	287,710	25%	-33,538	-12%
Goods and Services	3,259,905	8%	1,422,825	44%	1,234,587	45%	188,238	15%
Travel	397,754	1%	63,336	16%	43,386	27%	19,950	46%
Equipment	210,804	1%	425,015	202%	238,705	33%	186,309	78%
Fin Aid, Debt Service, Transfers	2,172,408	5%	568,007	26%	361,689	20%	206,318	57%
TOTAL EXPENSE	\$39,818,002	100%	\$11,550,558	29%	\$10,309,544	27%	\$1,241,014	12%



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%	\$3,740,852	24%	\$3,071,531	21%	\$669,322	22%
Community Service	300,000	1%	153,805	51%	78,828	30%	74,977	95%
Instructional Computing	194,405	0%	312,327	161%	64,430	32%	247,897	385%
Ancillary Programs	127,044	0%	28,474	22%	22,582	15%	5,892	26%
Academic Administration	2,861,397	7%	780,623	27%	897,751	30%	-117,129	-13%
Library Services	585,449	1%	201,279	34%	225,045	35%	-23,766	-11%
Student Services	6,956,987	17%	2,080,897	30%	1,610,847	28%	470,050	29%
Institutional Support	8,748,926	22%	2,882,483	33%	2,910,621	33%	-28,138	-1%
Facility Services	4,457,525	11%	1,369,817	31%	1,427,909	33%	-58,091	-4%
TOTAL EXPENSE	\$39,818,002	100%	\$11,550,558	29%	\$10,309,544	27%	\$1,241,014	12%



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	\$37,306	\$318,650	\$117,490	\$240,320	\$212,983	\$80,391	\$300	\$1,007,439
less: Program costs	49,595	146,405	12,427	58,009	221,287	50,646	42	538,411
Net Profit/(Loss), Year-to-date	(\$12,289)	\$172,245	\$105,062	\$182,311	(\$8,304)	\$29,745	\$258	\$469,028
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 10/31/2024	\$74,017	\$685,347	\$337,697	\$1,194,262	\$689,195	(\$36,140)	\$41,078	\$2,985,456



Self-Support Programs

	Quest	Cont/Comm Education	Resale Programs	2nd Chance Pell	Total
Revenue, Year-to-date	\$30,851	\$33,198	\$46,892	\$55,434	\$166,375
less: Program costs	<u>16,467</u>	<u>72,916</u>	<u>28,474</u>	<u>64,422</u>	<u>182,279</u>
Net Profit/(Loss), Year-to-date	\$14,384	-\$39,718	\$18,418	-\$8,988	-\$15,904
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 10/31/2024	<u>\$47,232</u>	<u>-\$191,239</u>	<u>-\$36,702</u>	<u>\$114,874</u>	<u>-\$65,834</u>



Grants and Contracts

	October 2024 Budget Changes	2024-2025 YTD Budget	Expenditures to Date	YTD % Spent
Corrections Education		\$8,510,211	\$3,104,449	36%
State Funded Grants		2,414,879	467,075	19%
Federal Funded Grants		1,744,991	858,095	49%
Privately Funded Grants		294,000	1,882	1%
Fiscal Agent Grants		675,030	281,142	42%
TOTAL GRANTS & CONTRACTS	\$0	\$13,639,111	\$4,712,643	35%



Enterprise Funds

	SGA/Athletics	Bookstore	Culinary	College Cellars	Other Enterprise	Total
<u>Revenue, Year-to-date</u>						
Tuition/Fees	\$371,907	\$0	\$280	\$0	\$4,934	\$377,120
Sales	195	18,318	-	109,121	-	127,634
Club/Team Fundraising	108,639	-	-	-	-	108,639
Other	3,464	-	50,812	-	52,430	106,706
Total YTD Revenue	\$484,205	\$18,318	\$51,092	\$109,121	\$57,364	\$720,099
<u>Program Costs, Year-to-date</u>						
Salaries and Benefits	\$122,857	\$0	\$28,267	\$10,670	\$59,469	\$221,262
Scholarships	80,030	-	-	-	-	80,030
Goods and Services	331,059	133,773	30,329	74,583	10,067	579,811
Total YTD Program Costs	\$533,945	\$133,773	\$58,596	\$85,253	\$69,535	881,103
Net Profit/(Loss), Year-to-date	-\$49,740	-\$115,456	-\$7,505	\$23,868	-\$12,172	-\$161,004
Opening Fund Balance, 7/1/23	\$229,670	\$217,276	-\$566	\$94,174	\$432,498	\$973,052
Fund Balance as of 10/31/2024	\$179,930	\$101,820	-\$8,071	\$118,042	\$420,326	\$812,048



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	5,775,737	2,713,524	3,062,213	Committed includes: ctcLink, Self-support and ancillary programs, course, program, and tech fees
Operating Fee (Tuition) -149	-1,059,976	0	-1,059,976	Tuition and investment interest
Motorpool - 460	30,579	30,579	-	For maintenance of Motorpool fleet
SGA/Athletics - 522	179,930	179,930	-	For SGA/Athletics support
Bookstore - 524	101,820	101,820	-	For Bookstore operation
Culinary Enterprises - 569	-8,071	-8,071	-	For culinary enterprise activity only (Capstone, catering, café)
Auxilliary - 570	538,369	538,369	-	Reserved balances (PBX and software replace, various pass-throughs and fees, faculty excellence, etc)
Other funds	-4,872,975	-4,872,975	-	Agency funds, local capital, state appropriations, 3.5% FA
Totals	\$8,863,524	-\$6,893,244	\$15,756,768	



Looking Ahead

	Amount	Notes
Uncommitted Fund Balance	\$15,756,768	from previous slide
<u>Less:</u>		
Lost Revenue spending	768,281	Committed for FY25 operating budget
Subtotal	\$14,988,487	
<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>\$6,713,773</u>	





Office of the President
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MEMORANDUM

TO: WWCC Board of Trustees

DATE: November 14, 2024

FROM: Chad Hickox, President

RE: 2025 WWCC Board of Trustees Meeting Schedule – Second Read

The following represent the proposed dates for the 2025 Walla Walla Community College Board of Trustees meetings. There have been no changes since it was presented to you at the October 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

**WALLA WALLA COMMUNITY COLLEGE
DELEGATION OF AUTHORITY
BOARD POLICY 1370**

The President of the College shall have the authority to exercise in the name of the Board all of the powers and duties vested in or imposed upon the Board by law, including all powers granted to the Board as governing body in Chapter 39.34 RCW or any other statute. The President of the College shall be directly responsible to the Board of Trustees. The President shall be the principal administrative officer of the College and shall have general supervision of all operations and programs of the institution.

The President shall be the appointing authority for all administrative exempt, classified, faculty, and other employees of the College. The President shall carry out all rules, regulations, orders, directives, and policies established by the Board and shall perform all other duties necessary or appropriate to the administration of the College. The essence of the relationship between the Board and the President shall be one of full mutual confidence and open communication.

Authority Reserved by the Board of Trustees

The Board of Trustees reserves unto itself the following authority (unless specifically delegated in particular instances by definite resolution passed by the Board):

1. To employ the President and set the salary and the terms and conditions of his/her employment.
2. To organize, administer, and operate the Board of Trustees.
3. To adopt, amend, or repeal rules pursuant to the Administrative Procedures Act, Chapter 34.05 RCW.
4. To approve the operating budgets and capital budget requests for the College.
5. To approve revisions of \$200,000 or more to the revenues or expenses in the adopted budgets of any fund, or transfers between funds of \$200,000 or more. Cumulative administrative revisions to the revenues or expenses in any fund, or transfers between funds, reaching \$200,000, will be brought to the Board as an information item.
6. To authorize the purchase or long-term lease (for two years or more) of real property.
7. To borrow money and issue and sell revenue bonds or other evidences of indebtedness in excess of \$150,000 per occurrence.
8. To establish schedules for tuition and fees and other special fees charged by the institution.
9. To enter into major contracts, other than public works projects approved by the Board and grants received, for amounts in excess of \$250,000.
10. To accept gifts, grants, conveyances, devices, bequests of real or personal property from private sources valued in excess of \$100,000 and adopt regulations to govern the receipt and expenditures of the proceeds, rents, profits, and income thereof.
11. To approve and execute negotiated agreements with bargaining agents for academic employees and/or classified staff.
12. To award and deny tenure and dismiss and/or lay off tenure-track faculty members.
13. To authorize the award of degrees for appropriate programs of study.

14. To retain the responsibility for the expenditure of state funds by the College and its agents and employees.
15. To exercise all authority expressly reserved to the Board of Trustees in rules which have been or are hereafter adopted or amended by the Board pursuant to the provisions of the Administrative Procedure Act, Chapter 34.05 RCW.
16. To retain all authority which may be hereafter delegated to the Board of Trustees by the Legislature of the State of Washington or the State Board for Community and Technical Colleges, unless such authority is expressly delegated to the President or his/her designee.

<p>Policy Contact: <u>President</u></p> <p>Approved by (Department/Body): <u>WWCC Board of Trustees</u></p> <p>Date Originally Approved: <u>June 29, 2016 (Formerly BP 1500 – Renumbered July 2022)</u></p> <p>Last Reviewed/Revised on: _____</p>
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WALLA WALLA COMMUNITY COLLEGE

PRESIDENT EMERITUS DESIGNATION

BOARD POLICY 1380

The Board of Trustees of Walla Walla Community College may grant President Emeritus status to a retiring or retired college president. President Emeritus status will be reserved to honor, in retirement, a college president who has provided outstanding and distinguished service to Walla Walla Community College and has served a significant portion of his or her career at the college. Emeritus status is given to an individual who has gone beyond their normal duties and responsibilities and demonstrated exceptional commitment and contributions to the college, exemplified the highest standards of personal and professional integrity, civic responsibility, vision, and leadership. The designation identifies the college president as a continuing member of the college community.

Nomination and Approval

A member of the WWCC Board of Trustees may submit a resolution naming a retiring or retired college president to become President Emeritus. The resolution must be approved by a majority vote of the Walla Walla Community College Board of Trustees.

Rights, Privileges, and Responsibilities

In addition to the benefits and privileges received by all retired faculty and staff, a college president granted emeritus status will also receive:

- A resolution naming and honoring the college president as President Emeritus
- Use of the title "President Emeritus" in community and professional activities
- Invitations to college events and activities
- The option to participate in commencement exercises, and
- A college email account.

The current college president may call upon the President Emeritus to provide counsel, to serve in various volunteer roles and/or capacities in support of the college. President Emeriti are not required to continue to serve the college community.

The title of President Emeritus confers no remuneration, rights to employment, or benefits in addition to those provided above. President Emeritus does not exercise any of the authority or administrative functions associated with holding a staff position at the college.

The Board of Trustees retains the authority to withdraw a President Emeritus title at its discretion as it deems necessary and appropriate.

Policy Contact: <u>President</u>
Approved by (Department/Body): <u>WWCC Board of Trustees</u>
Date Originally Approved: <u>June 29, 2016 (Formerly BP 1258 – Renumbered July 2022)</u>
Last Reviewed/Revised on: _____