



Board of Trustees, District No. 20
Walla Walla Community College
Board Meeting Agenda
Board Room (161) | WWCC Walla Walla Campus
Wednesday | December 18, 2024 | 9:30 a.m.

To connect to the Wednesday, December 18, 2024 Board Meeting virtually, go to ZOOM: <https://wwcc-edu.zoom.us/j/81478618630> 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. November 20, 2024 Board Meeting Minutes		Tab 1
	2. Personnel Update		Tab 2
	3. Interim Fall and Preliminary Winter Quarter Enrollment Reports		Tab 3
	4. November Financial Report		Tab 4
9:35 a.m.	President's Report <i>Dr. Chad Hickox</i>		
9:50 a.m.	Introduction of Director of Marketing & Communications/PIO <i>Dr. Hickox</i>	Discuss	
9:55 a.m.	Budget <i>Dr. Hickox</i>	Discuss	
10:15 a.m.	Board Reports / Remarks	Discuss	
10:25 a.m.	New and Unscheduled Business	Discuss	
10:35 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	
10:50 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, November 20, 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 9:30 a.m.

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

Administrators present: Dr. Chad Hickox, President
Mr. Patrick Sisneros, Vice President, Administrative Services
Dr. Colleen Vandenoorn, Vice President, Student Services
Dr. Cynthia Azari, Interim Dean, Arts & Sciences
Ms. Denise Barnett Bower, Dean, Corrections Education
Dr. Lisa Chamberlin, Dean, Enrollment Strategies
Ms. Jessica Cook, Executive Director, Foundation
Ms. Stephanie Groom, Director, Human Resources
Dr. Chad Miltenberger, Dean, Clarkston Campus

Also present: Ms. Doreen Kennedy, Recording Secretary
Mr. Bryan Ovens, AAG
Ms. Katie Ross, Director, Finance/Controller
Mr. Vince Ruzicka, Director, Student Activities

Approval of Agenda.

Mr. Warren moved and Ms. Liberty seconded to approve the agenda for the November 20, 2024 Board of Trustees meeting as presented. *Motion carried.*

Consent Agenda.

Ms. Liberty moved and Mr. Warren seconded that the consent agenda items be approved or accepted, as appropriate: 1) October 23, 2024 Board Meeting Minutes, 2) November 5, 2024 Special Board Meeting Minutes, 3) Personnel Update, 4) Interim Fall Quarter Enrollment Report, 5) October Financial Report, 6) 2025 Board of Trustees Meeting Schedule. *Motion carried.*

Introduction of Vice President of Student Services. Dr. Hickox introduced Dr. Colleen Vandenoorn, WWCC's new Vice President of Student Services and member of the Executive Leadership Team.

Introduction of 2024-2025 Walla Walla SGA Leadership. Dr. Colleen Vandenboom introduced the 2024-2025 Walla Walla SGA Leadership team: President, Natalie Wade; Executive Vice President, Stephanie Montalvo; and the Student Activities Team – Aiva Ellis, Karina Montalvo, Tania Montalvo, Viviana Ochoa, Esteban Rodriguez, and Madison Sanchez.

Student Government Association Activity Report. Ms. Natalie Wade, SGA President, reported on the following topics:

- Student Life – SGA and Student Activities have combined efforts in their commitment to maximize the student experience
- Events – this year has seen an increase in student participation:
 - Trivia
 - Karaoke
 - The Amazing Wellness Race
 - Dia De Los Muertos
 - Trunk-or-Treat
 - National Hunger & Homelessness Awareness Week
 - Bingo Night
 - Family Movie Night
 - Clarkston Stuff-a-Plush
- Staff Collaboration Efforts
- Walla Walla and Clarkston SGA Campus Connections

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

- Negotiations – occurring December/January, will include mediator training as both sides have new team members
- Legislature Lobbying with Leadership
- Faculty Concerns – would like to see more movement on concerns presented to ELT
- President’s Evaluation Process – lack of 360° evaluation

Board Policy Review. Dr. Hickox reviewed the following policies with the Board of Trustees as part of the regular review of policies and procedures outlined in the Board Policy Review Schedule. It was determined that neither policy required updates.

- **Board Policy 1370.** Board Policy 1370 – Delegation of Authority.
- **Board Policy 1380.** Board Policy 1380 – President Emeritus Designation.

Emergency Succession Plan. Dr. Hickox shared his emergency succession plan with the Board of Trustees, naming Mr. Patrick Sisneros, Vice President of Administrative Services.

Recess to Executive Session to Discuss Negotiations. The Board recessed to Executive Session at 10:00 a.m. to discuss negotiations, with an anticipated return time of 10:30 a.m. At 10:30 a.m., the Board returned to open session and Mr. Burt reported that no action had been taken during Executive Session.

Board Reports / Remarks. None.

New and Unscheduled Business. None.

Public Comment. None.

Adjournment. The meeting adjourned at 10:30 a.m.

Dr. Chad E. Hickox, President

ATTEST:

Mr. Tim Burt
Board of Trustees

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: December 12, 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 November 2024.

New Hires:

Lederer, John — Dean, Workforce Transfer & Trades
Vandenboom, Colleen — Vice President, Student Services

Separations:

Pimentel, Jose — IT Support Technician 2, CRCC
Stanley, Graydon — Vice President, Student Services

Changes:

Denise Kammers to Denise Barnett Bower (name change)
Nerdin, Matt — Director of Education Operations, WSP
Reed, Lauren — Director of Education Operations, CRCC

Full-Time Positions Currently Posted:

Athletic Trainer
Basic Skills Instructor, WSP
Dean of Arts & Sciences
Director, Center for Integrated Learning
Nursing Instructor (tenure track)
Program Coordinator, WSP
Vice President, Human Resources



Walla Walla Community College

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

DATE: December 12, 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 1,836 FTE, which is up 125 FTE or 7% from 1,710 FTE at the **close** of fall quarter 2023.
- Contract enrollment is reporting 1,200 FTE, down 80 FTE or 6%, 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 3,085 FTE, up 46 FTE or 2% from 3,039 FTE at the **close** of fall quarter 2023.



Walla Walla Community College

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DATE: December 12, 2024

TO: Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Preliminary Winter Quarter Enrollment

This memo reports preliminary enrollment for Winter Quarter 2025.

- State supported enrollment for winter quarter is reporting 1,534 FTE, which is down 155 FTE or 9% from 1,689 FTE at the **close** of winter quarter 2024. We anticipate continued growth in state funded enrollment until the start of the quarter.
- Contract enrollment is reporting 239 FTE, down 1,083 FTE or 82%, from the close of winter quarter 2024. Contract enrollment will grow significantly over the next four to six weeks.
- Self-support enrollment is reporting 5 FTE, down 53 FTE from the **close** of winter 2024. Like the other enrollment categories listed above, self-support enrollment is expected to increase as well.
- Preliminary winter quarter enrollment for combined fund sources is reporting 1,777 FTE, down 1,290 FTE or 42% from 3,068 FTE at the **close** of winter quarter 2024.

Financial Results

For Period Ending November 30, 2024

Board of Trustees Meeting
December 18, 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 \$39,675,865

Approved 2024-2025 Course/Program Fees Budget 1,697,708

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%	\$8,075,065	40%	\$7,923,086	42%	\$151,979	2%
Opportunity Grant	461,412	1%	159,749	35%	105,639	23%	54,110	51%
Other Earmarks/Provisos	4,879,237	12%	1,506,412	31%	945,318	0%	561,093	
Worker Retraining	1,703,115	4%	606,545	36%	476,807	28%	129,738	27%
Total State Revenue	\$27,290,502	68%	\$10,347,770	38%	\$9,450,850	36%	\$896,920	9%
Tuition & Other Revenue								
Tuition, Net of Waivers	\$6,650,000	17%	\$4,445,941	67%	\$3,951,257	64%	\$494,684	13%
Other Misc Revenue	1,131,816	3%	388,328	34%	548,039	67%	-159,711	-29%
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%	50,000	20%	50,000	20%	0	0%
Grants and Contracts - Indirect	1,100,000	3%	386,682	35%	139,684	14%	246,997	177%
Community Service	300,000	1%	126,495	42%	132,936	51%	-6,441	-5%
Ancillary Programs	150,000	0%	55,643	37%	34,868	23%	20,775	60%
Total Tuition & Other Revenue	\$11,761,816	30%	\$5,553,624	47%	\$4,878,300	\$0	\$675,324	14%
Use of Fund Balance (ctcLink)	\$0	0%	\$0	0.0%	\$152,511	41%	-\$152,511	-100%
CRSSAA/ARPA Funding	\$800,000	2%	\$51,540	0.1%	\$3,080	46%	\$48,460	1573%
TOTAL REVENUE	\$39,852,318	100%	\$15,952,934	40%	\$14,484,740	38%	\$1,468,194	10%



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	\$24,253,171	61%	\$8,586,661	35%	\$7,828,774	34%	\$757,887	10%
Benefits	8,164,567	21%	2,906,131	36%	2,751,093	36%	155,038	6%
Rents	15,000	0%	11,339	76%	8,645	62%	2,694	31%
Utilities	1,232,026	3%	355,003	29%	380,208	33%	-25,205	-7%
Goods and Services	3,259,905	8%	1,655,693	51%	1,444,397	53%	211,296	15%
Travel	397,754	1%	88,650	22%	67,986	43%	20,664	30%
Equipment	210,804	1%	437,572	208%	293,585	40%	143,987	49%
Fin Aid, Debt Service, Transfers	2,172,408	5%	695,245	32%	429,867	20%	265,378	62%
TOTAL EXPENSE	\$39,705,636	100%	\$14,736,294	37%	\$13,204,556	35%	\$1,531,739	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%	\$5,028,695	32%	\$4,264,863	29%	\$763,832	18%
Community Service	300,000	1%	189,769	63%	99,297	38%	90,472	91%
Instructional Computing	194,405	0%	323,210	166%	79,390	40%	243,820	307%
Ancillary Programs	127,044	0%	59,527	47%	32,627	22%	26,901	82%
Academic Administration	2,861,397	7%	1,003,575	35%	1,116,303	37%	-112,729	-10%
Library Services	585,449	1%	257,858	44%	276,892	43%	-19,033	-7%
Student Services	6,871,275	17%	2,558,973	37%	1,973,127	33%	585,846	30%
Institutional Support	8,748,926	22%	3,590,719	41%	3,636,516	41%	-45,797	-1%
Facility Services	4,430,871	11%	1,723,967	39%	1,725,540	40%	-1,573	0%
TOTAL EXPENSE	\$39,705,636	100%	\$14,736,294	37%	\$13,204,556	35%	\$1,531,739	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	\$59,516	\$472,865	\$179,248	\$348,845	\$312,290	\$116,303	(\$110)	\$1,488,956
less: Program costs	54,355	177,946	93,551	328,826	276,301	62,488	42	993,509
Net Profit/(Loss), Year-to-date	\$5,161	\$294,918	\$85,696	\$20,019	\$35,989	\$53,815	(\$152)	\$495,447
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 11/30/2024	\$91,468	\$808,020	\$318,331	\$1,031,971	\$733,488	(\$12,071)	\$40,668	\$3,011,875



Self-Support Programs

	Quest	Cont/Comm Education	Resale Programs	2nd Chance Pell	Total
Revenue, Year-to-date	\$31,387	\$40,708	\$55,643	\$54,400	\$182,138
less: Program costs	<u>22,441</u>	<u>94,137</u>	<u>59,728</u>	<u>72,931</u>	<u>249,237</u>
Net Profit/(Loss), Year-to-date	\$8,945	-\$53,429	-\$4,085	-\$18,531	-\$67,100
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 11/30/2024	<u>\$41,793</u>	<u>-\$204,950</u>	<u>-\$59,205</u>	<u>\$105,332</u>	<u>-\$117,030</u>



Grants and Contracts

	Nov 2024 Budget Changes	2024-2025 YTD Budget	Expenditures to Date	YTD % Spent
Corrections Education	\$ 336,628.00	\$ 8,846,839	\$ 3,776,779	36%
State Funded Grants	31,030.00	2,445,909	691,810	19%
Federal Funded Grants	-	1,744,991	961,744	49%
Private Funded Grants	-	294,000	12,832	1%
Fiscal Agent Grants	-	675,030	333,081	42%
TOTAL GRANTS & CONTRACTS	\$ 367,658	\$ 14,006,769	\$ 5,776,246	41%



Enterprise Funds

	SGA/Athletics	Bookstore	Culinary	College Cellars	Other Enterprise	Total
<u>Revenue, Year-to-date</u>						
Tuition/Fees	\$545,799	-\$180	\$280	\$0	\$4,609	\$550,508
Sales	323	119,334	6,750	119,376	-	245,783
Club/Team Fundraising	127,700	-	55	-	-	127,755
Other	5,513	-	72,943	-	53,461	131,916
Total YTD Revenue	\$679,334	\$119,154	\$80,028	\$119,376	\$58,070	\$1,055,961
<u>Program Costs, Year-to-date</u>						
Salaries and Benefits	\$151,284	\$0	\$42,406	\$13,195	\$74,153	\$281,038
Scholarships	80,030	-	-	-	-	80,030
Goods and Services	469,608	134,494	41,746	125,619	10,377	781,845
Total YTD Program Costs	\$700,922	\$134,494	\$84,153	\$138,814	\$84,530	1,142,913
Net Profit/(Loss), Year-to-date	-\$21,588	-\$15,341	-\$4,124	-\$19,438	-\$26,460	-\$86,952
Opening Fund Balance, 7/1/23	\$229,670	\$217,276	-\$566	\$94,174	\$432,498	\$973,052
Fund Balance as of 11/30/2024	\$208,082	\$201,935	-\$4,690	\$74,736	\$406,038	\$886,100



Fund Balance Report

	Balance	Committed	Available	Notes
Grants - 145	-\$4,647,970	-\$4,647,970	\$0	Allowable spending specific to each grant
Contracts - 146	14,728,962	790,978	13,937,984	Available includes: Running Start, Grant and Contract indirect, balance of HEERF draws
Local Funds - 148	5,833,709	2,688,407	3,145,302	Committed includes: ctcLink, Self-support and ancillary programs, course, program, and tech fees
Operating Fee (Tuition) -149	-281,430	0	-281,430	Tuition and investment interest
Motorpool - 460	29,102	29,102	-	For maintenance of Motorpool fleet
SGA/Athletics - 522	208,082	208,082	-	For SGA/Athletics support
Bookstore - 524	201,935	201,935	-	For Bookstore operation
Culinary Enterprises - 569	-4,690	-4,690	-	For culinary enterprise activity only (Capstone, catering, café)
Auxilliary - 570	480,774	480,774	-	Reserved balances (PBX and software replace, various pass-throughs and fees, faculty excellence, etc)
Other funds	-1,918,466	-1,918,466	-	Agency funds, local capital, state appropriations, 3.5% FA
Totals	\$14,630,006	-\$2,171,850	\$16,801,856	



Looking Ahead

	Amount	Notes
Uncommitted Fund Balance	\$16,801,856	from previous slide
<u>Less:</u>		
Lost Revenue spending	748,460	Committed for FY25 operating budget
Klicker Property Purchase	1,300,000	2nd parcel
Subtotal	\$14,753,396	
<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	\$6,478,681	

