



Board of Trustees, District No. 20
Walla Walla Community College
Board Meeting Agenda
Wednesday | January 27, 2021 | 9:30 a.m.

***Please note: To comply with Governor Inslee’s Proclamation temporarily suspending the Open Public Meetings act, attendance will be virtual only. To connect to the Wednesday, January 27, 2021 Board Meeting, go to ZOOM: <https://wwcc-edu.zoom.us/j/89518941490> or dial-in: 253/215-8782.**

Virtual Board Meeting

All Times are Estimates

9:30 a.m.	Call to Order <i>Mr. Sergio Hernandez, Chair</i>		
	Approval of Agenda <i>Mr. Hernandez</i>	Action	
	Consent Agenda <i>Mr. Hernandez</i>	Action	
	1. November 20, 2020 Board Meeting Minutes		Tab 1
	2. December 18, 2020 Board Meeting Minutes		Tab 2
	3. Personnel Update		Tab 3
9:35 a.m.	Study Session – Policy Review <i>Dr. Chad Hickox</i>	Discuss	
10:00 a.m.	President's Report <i>Dr. Hickox</i>	Discuss	
10:20 a.m.	Student Government Association Activity Report ➤ Walla Walla Campus <i>Ms. Sarah Benimana</i>	Discuss	
10:35 a.m.	Capital Projects Update <i>Ms. Davina Fogg</i>	Discuss	
10:50 a.m.	Interim Winter Quarter Enrollment Report <i>Dr. Nick Velluzzi</i>	Discuss	Tab 4
11:05 a.m.	Break		
11:15 a.m.	December Financial Report <i>Ms. Peggy Lauerman</i>	Discuss	Tab 5

11:30 a.m.	Second Read: Revised Reserve Policy <i>Ms. Lauerman</i>	Action	Tab 6
11:40 a.m.	Board Reports/Remarks: ➤ ACT Trustee Tuesday Presentation	Discuss	
11:50 a.m.	New and Unscheduled Business	Discuss	
12:00 p.m.	Public Comment	Discuss	
12:15 p.m.	Adjournment		

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

The Board of Trustees of Community College District Number 20 met in regular session on Friday, November 20, 2020, via Zoom. Mr. Sergio Hernandez called the meeting to order at 9:30 a.m.

Trustees present: Mr. Sergio Hernandez, Chair
Mr. Tim Burt
Ms. Michelle Liberty
Mr. Don McQuary
Mr. Bill Warren

Administrators present: Dr. Chad Hickox, President
Mrs. Sherry Hartford, Vice President, Human Resources
Ms. Peggy Lauerman, Vice President, Finance
Dr. Nick Velluzzi, Vice President, Enrollment Services and
Institutional Effectiveness
Ms. Kathy Adamski, Dean, Nursing Education
Mr. Jerry Anhorn, Dean, Workforce
Mr. Brent Caulk, Dean, Corrections Education, WSP
Ms. Jessica Cook, Executive Director, WWCC Foundation
Ms. Denise Kammers, Dean, Corrections Education, CRCC
Dr. Richard Middleton-Kaplan, Dean, Arts & Sciences, Criminal
Justice, Early Childhood & Parenting Education, and Human &
Social Services
Dr. Chad Miltenberger, Dean, Clarkston Campus
Ms. Susie Pearson, Dean, Transitional Studies
Ms. Jodi Worden, Executive Director, Continuing Education &
Community Engagement

Also present: Ms. Margarita Banderas, Director, Equity, Diversity, & Inclusion
Dr. Lisa Chamberlin, ctcLink Project Manager/Organizational
Change Manager
Mr. Steven Foster, Assistant Attorney General
Ms. Jacqueline Meier, Director, Campus Safety & Environmental
Health & Safety
Mr. Bryan Ovens, Assistant Attorney General
Ms. Jerri Ramsey, Recording Secretary
Ms. Jacquelyn Ray, Director, Library Services
Ms. Nadine Stecklein, Director, Student Life
Ms. Cindy Walker, Assistant Dean, Workforce Education

Approval of Agenda. It was agreed to amend the agenda by moving the Transforming Lives Award item immediately following the President's report.

Mr. McQuary moved and Mr. Burt seconded to approve the agenda for the November 20, 2020 Board of Trustees meeting as presented and amended. *Motion carried.*

Consent Agenda.

The Board approved the consent agenda items: 1. September 23, 2020 Board Meeting Minutes; 2. Personnel Update; and 3. 2021 Board of Trustees Meeting Schedule. *Motion carried.*

Policy Governance 102. Mr. Hernandez briefly reviewed the ACCT-sponsored Governance Leadership Institute in which the Board and Dr. Hickox had participated and had discussed Governance 101 at the last Board meeting. Mr. Hernandez reported part of Governance 102 covered periodic review of policies. Dr. Hickox recommended he start the process by reviewing current policies, and begin determining what policies are needed, those that require updating, etc., but to do so in segments. Mr. Hernandez noted a second area covered in Governance 102 was that of trustee liability. The Trustees agreed trustee indemnification needed to be reviewed with the Assistant Attorney General. The third area of Governance 102 was that of code of conduct and ethics and Mr. Hernandez reminded the Trustees of the need to file their individual financial affairs disclosure with the Public Disclosure Commission. There was discussion regarding the interaction of trustees with College staff and faculty; noting that while trustees could certainly visit with staff and faculty, it was not their role to give direction or become involved in operations and if they had questions, to direct them to the President.

Transforming Lives Award. Mr. Hernandez highlighted the Transforming Lives Award sponsored by the Association of College Trustees (ACT), noting each community college nominates one student based on their essay and then all the winners were recognized in a publication and during the ACT Winter Conference. Ms. Liberty and Mr. Warren reviewed all submitted essays for this year's program. Mr. Warren reported there were 12 candidates and Brionna Mimier, a student in the Clarkston Campus nursing program, had been selected as their recommendation for winner and highlighted her essay. Ms. Liberty reported ACT had suggested colleges could also do their own awards and, therefore, a second candidate, Kalie Brown, a Walla Walla student, had been selected for consideration as honorable mention. The winning WWCC candidate will receive a \$200 scholarship from ACT. Mr. McQuary offered to provide a donation to be shared with both of the students.

Mr. McQuary moved and Mr. Burt seconded to approve Brionna Mimier be submitted to ACT as WWCC's 2021 ACT Transforming Lives candidate; to further recognize Kalie Brown as the Board's selection for honorable mention; and to provide Kalie Brown with a cash award. *Motion carried.*

President's Report. Dr. Hickox reported on and provided information on the following:

- Thanked and congratulated Mr. Burt for applying to serve a second five-year term on the Board of Trustees. Confirmation of his appointment had just been received.
- Based on the current financial revenue projections from OFM, Dr. Hickox noted it will be essential to forcefully advocate for community and technical colleges during the upcoming legislative session.
- The WWCC Walla Walla Campus is approved for, and will be prepared if necessary, to provide accommodations for public testimony during the legislative session.
- Outlined the College's operational protocols around the pandemic, noting all colleges are operating under the Governor's Higher Ed plan which is distinct from all other sectors. The College's Reentry Task Force has been working since the beginning of the pandemic to revise, as necessary, the operating plan for the campuses. Under this plan, there are areas of the campuses that are open, including some workforce programs, as well as student-facing operations; all at a minimal staffing level.
- Dr. Bob Hughes has been hired and has begun working on the strategic planning process. Dr. Hughes will be presenting this process to the entire college in the near future.
- A fiscal sustainability process has begun that will study the long-term fiscal sustainability of not just instructional programs, but all areas of the College. The data from this review will be used both in conjunction with the strategic planning results and in developing the budget for the next fiscal year.
- The VPI search process is underway and applications are currently being reviewed by the search committee.

Student Government Association Activity Report

- **Walla Walla Campus.** SGA Walla Walla Campus president Sarah Benimana reported the SGA leadership had been reviewing the constitution, finance code, and the budget; have been collaborating with the Student Activity staff to increase student engagement through virtual events and social media; have been working on a plan for use of the Student Recreation Center once students are back on campus; are hoping to hold a winter clothing drive, if it can be done under the Covid-19 safety protocols; expressed the appreciation of the students to the reentry task force for developing a plan to allow on-campus study space and computer labs.

Corrections Education Update

- **Coyote Ridge Corrections Center**
- **Washington State Penitentiary**

Brent Caulk and Denise Kammers provided a comprehensive report on Corrections Education at the Washington State Penitentiary and Coyote Ridge Corrections Center, respectively, and presented information on:

- FTEs produced for 2018-19, 2019-20, and year-to-date for 2020-21
- The impact of the pandemic on FTEs
- The methods and protocols used to continue instruction
- The safety processes used for all employees

Financial Aid and College Bound Scholarship Report. Maisee Peralez, Director of Student Financial Support, reported on the College Bound Scholarship program, which starts when students are in 7th or 8th grade and is available to those meeting one of three requirements dealing with income, if they are in foster care, or if they are receiving SNAP (Supplemental Nutrition Assistance Program) or TANF (Temporary Assistance for Needy Families), reviewed reasons students might not be considered eligible for the program, the awarding guidelines, and the amounts available via the Washington College Grant and the College Bound Scholarships. Ms. Peralez highlighted the efforts undertaken to reach students and provided an overview of the financial aid applications received and completed, and the funding provided for the years 2017-18 through 2019-20.

Interim Fall Quarter Enrollment Report. Dr. Velluzzi reviewed the Interim Fall Quarter Enrollment Report, noting that compared to the close of the previous fall quarter:

- State supported enrollment reported 1,600 FTE, down 30%
- Contract enrollment was 903 FTE, down 34%
- Self-support enrollment up at 93 FTE, a 25% increase
- BAS programs reported 60 FTE, up 10 FTE
- Running Start, flat

Dr. Velluzzi also provided a report on enrollment by intent compared to the close of the previous fall quarter:

- Academic Transfer, 660 FTE, down 210 FTE
- Workforce Education, 779 FTE, down 332 FTE
- Transitional Studies, 156 FTE, down 139 FTE

October Financial Report. Ms. Lauerman reviewed the financial report for the period ending October 31, 2020, including:

- Operating Budget Reconciliation, with the addition of \$773,439 from the GEER fund (Governor's Emergency Education Relief), for a final updated operating budget spending of \$29,089,890

- Revenue
- Expenditures by category and by function
- Course/Program fees
- Grants and Contracts

Board Reports/Remarks:

➤ **ACT LAC Retreat & Fall Conference.** The Trustees reported on the recent ACT Legislative Action Committee Retreat and Fall Conference.

New and Unscheduled Business. None.

Public Comment. None.

Adjournment: The meeting adjourned at 11:50 a.m.

Chad E. Hickox, President

ATTEST:

Mr. Sergio Hernandez, 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 Number 20 met in regular session on Friday, December 18, 2020, via Zoom. Mr. Sergio Hernandez called the meeting to order at 9:30 a.m.

Trustees present: Mr. Sergio Hernandez, Chair
Mr. Tim Burt
Ms. Michelle Liberty
Mr. Don McQuary
Mr. Bill Warren

Administrators present: Dr. Chad Hickox, President
Ms. Peggy Lauerman, Vice President, Finance
Dr. Nick Velluzzi, Vice President, Enrollment Services and Institutional Effectiveness
Mr. Jerry Anhorn, Dean, Workforce
Mr. Brent Caulk, Dean, Corrections Education, WSP
Ms. Jessica Cook, Executive Director, WWCC Foundation
Dr. Richard Middleton-Kaplan, Dean, Arts & Sciences, Criminal Justice, Early Childhood & Parenting Education, and Human & Social Services
Ms. Susie Pearson, Dean, Transitional Studies

Also present: Ms. Margarita Banderas, Director, Equity, Diversity, & Inclusion
Dr. Lisa Chamberlin, ctcLink Project Manager/Organizational Change Manager
Ms. Jacqueline Meier, Director, Campus Safety & Environmental Health & Safety
Mr. Bryan Ovens, Assistant Attorney General
Ms. Jerri Ramsey, Recording Secretary
Ms. Nadine Stecklein, Director, Student Life
Ms. Cindy Walker, Assistant Dean, Workforce Education

Approval of Agenda.

Mr. McQuary moved and Mr. Warren seconded to approve the agenda for the December 18, 2020 Board of Trustees meeting as presented. *Motion carried.*

Consent Agenda.

Mr. Warren moved and Ms. Liberty seconded that the consent agenda items be approved or accepted, as appropriate: 1. October 28, 2020 Board Meeting Minutes and 2. Personnel Update. *Motion carried.*

Policy Governance 103. The Board discussed the third and final session of the ACCT-sponsored Governance Leadership Conference, noting it was primarily around advocacy and the need for the Trustees to be well-informed on the make-up of student demographics, instructional programs, etc., and be prepared to speak to legislators on behalf of the college.

President's Report. Dr. Hickox provided the following in his report:

- Suggested scheduling a study session at the next Board meeting to review college policies
- Reviewed the Governor's recently released 2020-21 Supplemental Operating budget and 2021-23 Biennial Budget; noting both of these proposed budgets were preliminary.
- Reported the Governor's proposed Capital Budget includes the College's STEM building.
- Reported the Transforming Lives Award winner and honorable mention students had received their scholarships and expressed appreciation to Mr. McQuary for his donation.
- Highlighted the results of the survey of students taken to gauge their experience over Fall Quarter with Warrior Flex
- Reported that NWAC has postponed the start of competitive seasons indefinitely; WWCC will welcome athletes back to campus in January for practice under stringent health safety protocols.

Strategic Planning Process. Dr. Bob Hughes highlighted the strategic planning process, including the purpose of strategic planning, the phases involved, and the role of the Board in the process. Dr. Hughes also explained the reason for a three-year vs five-year plan and reviewed the steps involved in each phase.

Student Government Association Activity Report.

➤ **Clarkston Campus.** Clarkston Campus SGA President Shiloh Rowden reviewed recent and upcoming activities, including: Due to the pandemic, provided gift cards to needy students in lieu of Thanksgiving baskets; set-up a Christmas tree visible to the outside to show the campus was open to some extent; working with the Clarkston Campus Dean to provide limited access for students to study; developing online options to engage students with student clubs, student leadership, etc., and; collaborating with the Walla Walla SGA in reviewing the budget.

Interim Fall Quarter Enrollment Report. Dr. Velluzzi reported the Interim Fall Quarter enrollment compared to the close of the previous Fall Quarter:

- State-funded enrollment down 27%
- Contract enrollment down 27%
- Self-support enrollment down 27 FTE, 36%
- BAS program enrollment at 61 FTE, up 12 FTE
- Running Start enrollment down 3 FTE

Enrollment by course intent:

- Academic Transfer, 660 FTE, down 200 FTE
- Workforce Education, 840 FTE, down 270 FTE
- Basic Education for Adults, 54 FTE, down 86 FTE
- Pre-College, 253 FTE, down 99 FTE

November Financial Report. Ms. Lauerman reviewed the financial report for the period ending November 30, 2020, including:

- Operating Budget Reconciliation – currently at \$29,139,640
- Revenue
- Expenditures by Category and Function
- Course/Program Fees
- Grants and Contracts

First Read: Revised Reserve Policy. Ms. Lauerman presented the first read of a proposed Revised Reserve Policy, providing a history of how and when reserve funds were established. Ms. Lauerman explained the proposed policy separated the fund in to two parts: 1) A 17% reserve of the College's operating budget expenditures, and 2) a 3% reserve within the College's discretionary fund balance to allow for adequate cash flow and fluctuations in revenue and/or expenditures in any given fiscal year. The revised Reserve Policy will be presented to the Board at its regular January meeting for a second read and approval.

Board Reports / Remarks:

➤ **ACT Trustee Tuesday – December 22 – 8:00-9:00 a.m.** Mr. Hernandez reminded the Trustees of the December 22 ACT-sponsored discussion on the Carver Governance Model.

New and Unscheduled Business. Dr. Hickox formally and officially reported the gift of a \$15 million grant from philanthropist MacKenzie Scott, with the funds to be deposited with the WWCC Foundation. Dr. Hickox reported the grant came with limited restrictions on its use. Determining the best means to make the grant a legacy gift will be developed through collaboration of the Foundation Board of Governors and the College Board of Trustees. Dr. Hickox will prepare an appropriate acknowledgement and letter of appreciation for Ms. Scott.

Public Comment. None.

Adjournment: The meeting adjourned at 11:40 a.m.

Chad E. Hickox, President

ATTEST:

Mr. Sergio Hernandez, Chair
Board of Trustees

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: January 20, 2021
TO: Board of Trustees
FROM: Sherry Hartford, Vice President of Human Resources
SUBJECT: Personnel Update

Below is an update capturing changes to college personnel in December, 2020.

Appointments

Ross, Katie – Director of Finance/Controller, Business Services

Separations

LaFran, Brad – Instructor, English/Literature

Giesen, Echo – Custodian 2

Rotert, Ben – Head Men’s Soccer Coach/Running Start Coordinator

Willis, Sue – Executive Director of Budget & Finance

Wright, BreAnna – Fiscal Analyst 1

Changes

Coffeen, Celina – Program Specialist 2, WSP

Recruitments in process

Assistant Director, Career Services (Title III funded)

Program Coordinator, WSP



Walla Walla Community College

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

DATE: January 21, 2021
TO: Board of Trustees
FROM: Dr. Nick Velluzzi
RE: Interim Winter Quarter Enrollment Report

The corresponding tab provides a detailed report for Winter Quarter 2021 and preceding years and quarters from 2017-2018.

- State-supported enrollment for Winter Quarter is reporting 1,528 FTE, a decline of 630 FTE or 29% from the **close** of Winter Quarter 2020.
- Contract enrollment is reporting 603 FTE, a decline of 926 FTE (60.5%) from the **close** of Winter Quarter 2020. Corrections education accounts for 361 FTE of contract enrollment, which is down about 70% from the **close** of Winter Quarter 2020.
- Self-support enrollment is reporting 30 FTE, which is down 8 FTE (about 20%) from the **close** of last Winter Quarter.
- Enrollment in the Bachelors of Applied Science (BAS) programs is reporting 63 FTE, up 14 FTE from the **close** of last Winter Quarter.
- Running Start is reporting 221 FTE, down 13 FTE from the **close** of last Winter Quarter.
- Course enrollment by Intent:
 - Academic Transfer is reporting 595 FTE, down 204 FTE from last Winter Quarter.
 - Workforce Education is reporting 798 FTE, down 287 FTE from last Winter Quarter.
 - Basic Education for Adults is reporting 49 FTE, down 96 FTE from last Winter Quarter.
 - Pre-College is reporting 261 FTE, down 100 FTE from last Winter Quarter.
- All fund sources combined is currently 2,161 FTE. At the close of Winter Quarter 2020, all fund sources combined amounted to 3,724 FTE.

WWCC Enrollment Report for Winter 2021

As of January 19, 2021

All current and future quarter FTEs are estimates and subject to change. Historical FTEs match SBCTC official records.

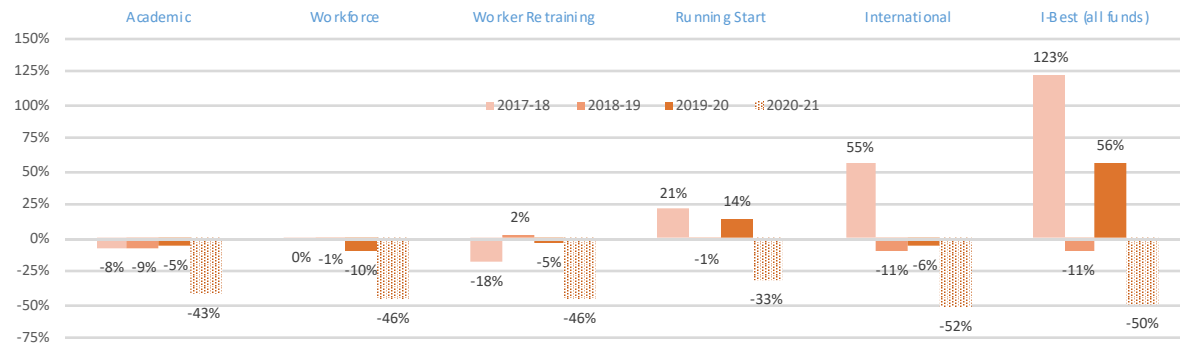
FTE by Funding Source

	2017-18				2018-19				2019-20				2020-21			
	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE	State FTE	Contract FTE	Self support FTE	Total FTE
summer	793	1,078	29	1,900	689	889	41	1,619	561	972	36	1,569	474	759	6	1,239
fall	2,583	1,401	33	4,017	2,367	1,347	31	3,745	2,277	1,362	75	3,714	1,662	1,033	48	2,743
winter	2,566	1,407	29	4,002	2,371	1,353	29	3,753	2,158	1,529	38	3,724	1,528	603	30	2,161
spring	2,402	1,381	19	3,802	2,199	1,341	40	3,580	1,829	1,016	8	2,853				0
Total	8,344	5,267	110	13,721	7,626	4,930	141	12,697	6,825	4,879	157	11,860	3,664	2,395	84	6,143
AAFTI	2,781	1,756	37	4,574	2,542	1,643	47	4,232	2,275	1,626	52	3,953	1,221	798	28	2,048
									State Allocation Plan for 2020-21:				3,147		-61%	

Change to date

		Δ prev.yr.	Δ 3yrs.	3-yr avg. Δ
State	summer	-16%	-40%	-16%
	fall	-27%	-36%	-13%
	winter	-29%	-40%	-15%
	spring			
	annual			
Contract	summer	-22%	-30%	-10%
	fall	-24%	-26%	-9%
	winter	-61%	-57%	-17%
	spring			
Self Support	summer	-83%	-79%	-18%
	fall	-36%	45%	34%
	winter	-21%	3%	3%
	spring			

Annual Change in FTE by Class Intent and Program



FTE Highlights by Class Intent and Funding Source

Duplicative. Do not sum to totals		2017-18				2018-19				2019-20				2020-21			
		summer	fall	winter	spring	summer	fall	winter	spring	summer	fall	winter	spring	summer	fall	winter	spring
intent*	State																
	Academic	285	959	933	851	237	851	859	814	240	870	799	705	245	659	595	
	Workforce	367	1,165	1,147	1,150	309	1,214	1,148	1,119	232	1,111	1,088	968	183	848	798	
	Basic Ed. for Adults	130	310	344	292	117	165	229	168	61	140	135	76	25	54	49	
	Pre-College	11	149	142	109	26	137	134	98	29	155	136	80	21	101	80	
	Worker Retraining	154	312	371	354	93	380	379	366	102	352	361	342	98	271	261	
	I-Best**		35	38	29		30	21	47		44	26	33	11	15	24	
	BAS						3	7	9	4	49	49	45	5	61	63	
	International	11	20	23	22	8	20	19	21	4	19	23	18	6	14	11	
	Contract																
	DOC	1,078	1,081	1,108	1,081	888	1,018	1,052	1,056	972	1,074	1,244	766	748	779	361	
	Running Start		211	200	181		199	202	183		232	234	202		229	221	
	Alternative HS		85	95	97		97	93	86	9	42	42	28	1	19	17	
	College in HS		19		12		14		10			3	10				
I-Best**	82	73	98	46	63	60	70	68	123	95	165	74	101	94	37		

Full-time Equivalent (FTE) enrollments are an analytical measurement of student activity across the term, equal to 15 quarterly or 45 annual credits, and may not match billing requirements for all programs.

*Based on intent of the course as defined by CIP. Does not equate to department or college organizational structures.

**All state-funded I-Best enrollments receive a 75% enhancement. Enhancement of contract -funded courses began in 2017-18.

Financial Presentation December 31, 2020

Board of Trustees Meeting
January 27, 2021



Presentation Summary

Today's review includes operating results for year to date ending December 31, 2020.

- Operating Budget Reconciliation
- Revenue
- Expenditures; by category and function
- Course/Program Fees
- Grants & Contracts Summary
- Questions



Operating Budget Reconciliation

Approved 2020-2021 Operating Budget	\$28,990,514
Approved 2020-2021 Course/Program Fees Budget	1,593,486
Approved 2020-2021 Operating Budget	\$30,584,000

Operating Budget

Approved 2020-2021 Operating Budget Spending	\$28,990,514	
Allocation 1-Workforce Dev. Project	45,000	} 149,126
Allocation 2-Goldstar Families	3,489	
Allocation 3-GEER Funding	773,439	
Operating Fees (Tuition) Revised	-722,552	
Allocation 4-Reduction to Centers of Excellence funding	-1,500	
Allocation 4-Worker Retraining increase	51,250	
Updated 2020-2021 Operating Budget Spending	\$29,139,640	

Revenue

	2020-2021 Adjusted Budget	% of Total	2020-2021 YTD Actuals	% of Budget	2019-2020 YTD Actuals	% of Budget	Difference over Prior Year	% Change YOY
State Allocation								
Base Allocation	\$15,265,769	52%	\$6,492,012	43%	\$7,300,160	42%	-\$808,148	-11%
Opportunity Grant	461,412	2%	210,543	46%	227,140	49%	-16,597	-7%
GEER Funding	773,439	3%	275,726	36%	-	-	275,726	-
Worker Retraining	1,838,073	6%	738,977	40%	762,220	38%	-23,242	-3%
Total State Revenue	\$18,338,693	63%	\$7,717,258	42%	\$8,289,520	42%	-\$572,262	-7%
Tuition & Other Revenue								
Tuition	\$6,237,448	21%	\$3,673,870	59%	\$4,497,783	70%	-\$823,913	-18%
Student Fees/Other Misc Rev	883,499	3%	428,501	49%	550,921	72%	-122,420	-22%
Open Doors Program	300,000	1%	128,721	43%	73,722	10%	54,999	75%
Running Start	1,700,000	6%	584,583	34%	142,743	10%	441,840	310%
Foundation Support	200,000	1%	100,000	50%	100,000	50%	-	0%
Corrections Ed.-Indirect	990,000	3%	288,376	29%	268,359	40%	20,017	7%
Community Service	340,000	1%	102,865	30%	126,921	42%	-24,056	-19%
Ancillary Programs	150,000	1%	28,649	19%	58,139	33%	-29,491	-51%
Total Tuition & Other Revenue	\$10,800,947	37%	\$5,335,566	49%	\$5,818,590	18%	-\$483,025	-8%
Use of Fund Balance	\$0	0%	\$0		\$796,592	50%	-\$796,592	-100%
							-	
TOTAL REVENUE	\$29,139,640	100%	\$13,052,824	45%	\$14,904,703	46%	-\$1,851,878	-12%

Expenditures, *by Category*

	2020-2021 Adjusted Budget	% of Total	2020-2021 YTD Actuals	% of Budget	2019-2020 YTD Actuals	% of Budget	Difference over Prior Year	% Change YOY
Salaries and Wages	\$17,468,224	60%	\$6,957,098	40%	\$8,489,886	43%	-\$1,532,788	-18%
Benefits	6,106,307	21%	\$2,646,524	43%	\$3,035,901	45%	-389,377	-13%
Rents	38,960	0%	\$12,480	32%	\$58,636	111%	-46,156	-79%
Utilities	899,188	3%	\$255,200	28%	\$304,062	34%	-48,862	-16%
Goods and Services	2,699,083	9%	\$789,587	29%	\$877,142	35%	-87,555	-10%
Travel	37,500	0%	\$1,859	5%	\$56,981	20%	-55,122	-97%
Equipment	300,069	1%	\$40,917	14%	\$78,037	21%	-37,120	-48%
Fin Aid, Debt Service, Transfer	1,590,313	5%	\$535,255	34%	\$548,193	35%	-12,938	-2%
TOTAL EXPENSE	\$29,139,644	100%	\$11,238,920	39%	\$13,448,837	42%	-\$2,209,917	-16%

Expenditures, *by Function*

	2020-2021 Adjusted Budget	% of Total	2020-2021 YTD Actuals	% of Budget	2019-2020 YTD Actuals	% of Budget	Difference over Prior Year	% Change YOY
Instruction	\$11,521,408	40%	\$4,178,818	36%	\$4,960,406	36%	-\$781,589	-16%
Community Service	340,002	1%	\$56,349	17%	\$130,471	43%	-74,123	-57%
Instructional Computing	200,416	1%	\$145,743	73%	\$169,940	67%	-24,197	-14%
Ancillary Programs	150,000	1%	\$41,619	28%	\$72,519	41%	-30,900	-43%
Academic Administration	2,650,119	9%	\$1,209,505	46%	\$1,435,878	52%	-226,373	-16%
Library Services	559,527	2%	\$271,262	48%	\$340,810	49%	-69,549	-20%
Student Services	3,991,819	14%	\$1,690,514	42%	\$1,993,834	45%	-303,319	-15%
Institutional Support	6,466,965	22%	\$2,334,809	36%	\$2,693,563	42%	-358,753	-13%
Facility Services	3,259,388	11%	\$1,310,301	40%	\$1,651,416	48%	-341,114	-21%
TOTAL EXPENSE	\$29,139,644	100%	\$11,238,920	39%	\$13,448,837	42%	-\$2,209,917	-16%

Course/Program Fees

	2020-2021 Adopted Budget	% of Total	2020-2021 YTD Actuals	% of Budget	2019-2020 YTD Actuals		Difference over Prior Year	% Change YOY
Course/Program Fee Revenue	\$1,593,486	100%	\$813,461	51%	955,206	64%	-\$141,744	-15%
Course/Program Fee Expense	\$1,593,486	100%	<u>\$399,306</u>	25%	<u>215,131</u>	14%	<u>-184,175</u>	-86%
Totals			<u>\$414,155</u>		<u>\$740,074</u>		<u>-\$325,919</u>	

Grants & Contracts

	Current Month Budget Changes	2020-2021 YTD Budget	Expenditures to Date	YTD % Spent
Corrections Education	\$0	\$7,158,967	\$3,259,048	46%
State Funded Grants	-\$65,000	2,199,929	677,115	31%
Federally Funded Grants	\$0	2,875,062	749,168	26%
Privately Funded Grants	\$0	420,854	105,084	25%
Fiscal Agent Grants	\$0	829,935	447,240	54%
TOTAL GRANTS & CONTRACTS	<u>-\$65,000</u>	<u>\$13,484,747</u>	<u>\$5,237,655</u>	<u>39%</u>

* State: Workfirst grant was decreased in December by \$65,000.

Questions ?



Walla Walla Community College
500 Tausick Way
Walla Walla, WA 99362-9267
Phone: 509/522-2500

MEMORANDUM

TO: Board of Trustees

DATE: January 27, 2021

FROM: Peggy Lauerman, Vice President of Finance

RE: Revised Reserve Policy

Adequate fund balance and reserve levels are necessary components of the college's overall financial management strategy and key factors in assessing the college's financial strength and fiduciary integrity. Maintenance of a fund balance for each accounting fund assures adequate resources for cash flow and mitigation of short-term revenue shortages, and enables multi-year planning for self-support program improvements.

At the December 18, 2020 Board meeting, the first reading of the revised reserve policy was submitted for your consideration. This revised policy is now presented for your approval.

Draft @ 1.27.2021

Walla Walla Community College
Board of Trustees Policy
Executive Limitations: Reserves
Policy Number: 1010

Walla Walla Community College will maintain an operating reserve to provide for such items as adequate cash flow, emergencies, budget contingencies, multi-year planning, or capital commitments. The general fund operating reserves will be based on seventeen percent (17%) of the College's operating budgeted expenditures.

The College will maintain three percent (3%) within its discretionary fund balances as a reserve to allow for adequate cash flow and fluctuations in revenue and/or expenditure amounts in any given fiscal year.

Only the Board of Trustees can authorize a reserve of less than 17% and 3%, respectively, for any one fiscal year at a time. The status of the College's reserve will be reported to the Board of Trustees at least annually.

If future state-level budget cuts appear likely, it may be appropriate to bring the balances to a higher level, allowing the College to maintain valuable infrastructure during reduction periods.

Board of Trustees' approval is required for the use of these funds. In case of an emergency, the College president has the authority to draw on these funds and provide the Board with a report for ratification at its next meeting.

Policy Contact: President

Approved by: WWCC Board of Trustees

Date Originally Approved: April 20, 2005

Last Reviewed/Revised: January 27, 2021, April 19, 2017