



Board of Trustees, District No. 20
Walla Walla Community College
Board Meeting Agenda
Board Room (161) | WWCC Walla Walla Campus
Wednesday | June 26, 2024 | 9:30 a.m.

To connect to the Wednesday, June 26, 2024 Board Meeting virtually, go to ZOOM: <https://wwcc-edu.zoom.us/j/87688585951> or dial-in: 253/215-8782.

Study Session

All Times are Estimates

9:30 a.m.	Call to Order <i>Ms. Tara Leer, Chair</i>	
	Approval of Agenda <i>Ms. Leer</i>	Action
9:35 a.m.	Welcome Center & Outreach Updates <i>Ms. Melissa Rodriguez and Ms. Melissa Holecek</i>	Discuss
10:25 a.m.	Break	

Board Meeting Agenda

All Times are Estimates

10:30 a.m.	Board Meeting Resumes		
10:30 a.m.	Consent Agenda <i>Ms. Leer</i>	Action	
	1. May 22, 2024 Board Meeting Minutes		Tab 1
	2. Personnel Update		Tab 2
	3. Interim Spring and Preliminary Summer Quarter Enrollment Reports		Tab 3
10:35 a.m.	President's Report <i>Dr. Chad Hickox</i>	Discuss	
10:50 a.m.	May Financial Report <i>Mr. Patrick Sisneros and Ms. Lori Peterson</i>	Discuss	Tab 4
11:00 a.m.	Second Read: 2024-25 Student Services and Activities Fees Budget <i>Dr. Graydon Stanley</i>	Action	Tab 5
11:10 a.m.	Second Read: 2024-25 Athletics Budget <i>Dr. Stanley</i>	Action	Tab 6

11:20 a.m.	Second Read: 2024-25 Tuition Schedules and Student Program Fees ➤ 2024-25 Tuition Schedules ➤ 2024-25 Student Program Fees <i>Mr. Sisneros</i>	Action	Tab 7 Tab 8
11:30 a.m.	Second Read: 2024-25 Annual Plan and Budget <i>Mr. Sisneros</i>	Action	Tab 9
11:40 a.m.	Recess to Executive Session to Discuss Purchase or Lease of Real Estate		
11:55 a.m.	Board Reports / Remarks	Discuss	
12:05 p.m.	New and Unscheduled Business	Discuss	
12:15 p.m.	Public Comment <i>Persons wishing to express their views on any matter must sign up in advance and are limited to three minutes.</i>		
12:30 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 No. 20 met in regular session on Wednesday, May 22, 2024 in the Board Room on the Walla Walla Community College Walla Walla Campus and via Zoom. Ms. Tara Leer called the meeting to order at 9:32 a.m.

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

Administrators present: Dr. Chad Hickox, President
Mr. Dante Leon, Vice President, Instruction
Ms. Brooke Marshall, Vice President, Human Resources
Mr. Patrick Sisneros, Vice President, Administrative Services
Dr. Graydon Stanley, Vice President, Student Services
Ms. Kathy Adamski, Interim Dean, Nursing & Allied Health
Dr. Lisa Chamberlin, Dean, Enrollment Strategies
Ms. Jessica Cook, Executive Director, Foundation
Ms. Christy Doyle, Dean, Access & Opportunity
Dr. Chad Miltenberger, Dean, Clarkston Campus
Dr. Sam Robinson, Dean, Arts & Sciences

Also present: Ms. Doreen Kennedy, Recording Secretary
Mr. Bryan Ovens, AAG
Mr. Joshua Slepín, Director, Institutional Research & Effectiveness

Approval of Agenda.

Mr. Warren moved and Mr. Hernandez seconded to approve the agenda for the May 22, 2024 Board of Trustees meeting as presented. *Motion carried.*

Student Mental Health Services. Ms. Paris Davis and Ms. Caley Moyer presented an overview of student mental health services to the Board of Trustees during a study session, including a highlight on Ms. Moyer's sabbatical this past year.

Consent Agenda.

Ms. Liberty moved and Mr. Hernandez seconded that the consent agenda items be approved or accepted, as appropriate: 1) April 24, 2024 Board Meeting Minutes, 2) Personnel Update, 3) Interim Spring Quarter Enrollment Report. *Motion carried.*

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

- Note of Appreciation: Thank you to the IT Department for their work on implementation of the new phone system and to Rob Lenahan and Kelby Killgore in Facilities for their fire watch duty during the emergency services calling black-out during implementation, both of which spanned overnight stints.
- Congressionally Directed Spending (CDS) Update: WWCC did not make the list for approved CDS funding through Cathy McMorris Rodgers' office with regard to our Warrior Acres Farm to Fork projects; we are however still in the running for funds through Senator Murray's office, specifically with regard to the Community Kitchen request.
- Tri-Cities Intermodal (formerly Tiger Cool Express): Tour opportunity May 30. We continue to partner with them to serve their future employee training needs.
- Student Housing: We are in preliminary discussions with a company who provides building and management of student housing to obtain additional information on their model. This company has worked with a few other colleges in our state system. At this point, it is very preliminary and an information gathering mission only.
- NWAC Award: Congratulations to Jeff Reinland, Athletic Director and Men's Basketball Head Coach, as he was notified today that he is the recipient of this year's Dutch Triebwasser Outstanding College Administrator award presented by the Northwest Athletic Conference (NWAC).
- Warrior Pledge Update: The program continues to evolve and meet students where they are financially, moving from a cohort-based model to a philosophy. Current data, as of 5/20, for the 2023-2024 academic year indicates that 279 students received Warrior Pledge funds, in particular from Scott funds, totaling almost \$223,000 and averaging \$800/student. Roughly 839 students this year have not had to pay a balance on their tuition owing, meaning no out-of-pocket costs to tuition/fees.
- NWCCU Update: We are awaiting final scheduling of the accreditation follow-up visit to occur this October, our two options are October 9 and 16. On a related note, I have been elected as one of the two Washington community college representatives on the NWCCU Commission Board.

Student Government Association Activity Report. Mr. Charles Boykins, SGA President, reported on the following topics:

- Events - May is Mental Health Awareness Month:
 - Intention Bracelets – 120-150 participants
 - On-Campus Laser Tag and Virtual Reality
 - Take Me Out to the Ball Game Family BBQ – Partnered w/CCAMPIS
 - Warrior Softball and Baseball BBQ's
 - Mental Health Awareness
 - Blue Devil Warrior Day at Wa-Hi
 - Popcorn Thursday's
 - Spring Fling Activities Fair
- Meeting with College Leadership – met with Executive Leadership Team (ELT) to share concerns and ensure inclusion across all cultures and a sense of belonging for all students

Faculty Senate Update. Ms. Jennifer Vaughn reported on the following topics:

- Thank you to SGA – Vince, Charles, and the Team
- Instructor Work Load
- Hiring of Navigators
- CIL Position Vacancy
- Guided Pathways Training
- Faculty List of Concerns/Issues – progress has been made, continue to work through the list
- Lingering Issues Related to Pandemic – students not the only ones affected, faculty experiencing professional hurt/burnout/compassion fatigue
- DEIB Position Vacancy
- HR Processes – commend HR team on progress
- Mandatory Placement in English & Math
- Advising and Student Events
- Quarterly Schedule
- Student Engagement – partnered with SGA to determine how Faculty can help students

April Financial Report. Mr. Patrick Sisneros and Ms. Lori Peterson reviewed the April financial report for the period ending April 30, 2024, including:

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

Ms. Peterson noted that the report contained a transposition error on page 13 located in the year end forecast: *annual state FTE enrollments for FY24 actuals (estimated) should read 1,794 as opposed to 1,749.*

First Read: 2024-25 Student Services and Activities Fee Budget. Dr. Graydon Stanley presented the 2024-25 Student Services and Activities Fees proposed budget, noting that participation in the budget process by members of the Student Government Association (SGA) and their advisors has been outstanding.

First Read: 2024-25 Athletics Budget. Dr. Stanley presented the proposed 2024-25 Athletic program budget in compliance with RCW 28B.15.120, noting there may be some minor amendments between first and second read of the budget as we continue to do some research.

First Read: 2024-25 Tuition Schedules and Student Program Fees.

- **2024-25 Tuition Schedules**
- **2024-25 Student Program Fees**

Mr. Sisneros reviewed the proposed 2024-25 Tuition Schedule, noting that tuition for a full-time resident student is expected to increase by 3%. Mr. Sisneros then reviewed the proposed Student Program Fees, noting that due to an extensive review of fees during the budget development process there were thirty (30) fee revisions, some decreases, requested to support course supplies, materials, and instructional support.

First Read: 2024-25 Annual Plan and Budget. Mr. Sisneros presented the first read of the 2024-25 Annual Plan and Budget, noting that the new budget process has been one of the most participatory and inclusive processes he has ever been involved with during his time in higher education.

Board Reports / Remarks. The following items were discussed:

- Trustee Recruitment Update
- ACT Trustee Tuesday – June 11

New and Unscheduled Business. None.

Public Comment. None.

Adjournment. The meeting adjourned at 12:47 p.m.

Dr. Chad E. Hickox, President

ATTEST:

Ms. Tara Leer
Board of Trustees

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: June 20, 2024

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 May 2024.

New Hires

Crenshaw, Jacob – Director of Culinary Arts, Workforce Transfer & Trades
Guan, Yutao – Educational & Career Navigator, WSP
Steele, Valdasue – TRIO Advisor/Navigator, Student Services

Separations

Meier, Janelle – Library & Archives Paraprofessional 3, Access & Opportunity

Changes

Bull, Ryan – Instruction & Classroom Support Tech 2, Workforce Transfer & Trades (temp to perm)
Chavez, Ricardo – Director of Adult Basic Education, CRCC/WSP

Full-Time Positions Currently Posted

Administrative Assistant to Vice President of Human Resources
Dean of Nursing & Allied Health
Dean of Workforce Transfer & Trades
Director of Center for Integrated Learning
Director of Diversity, Equity, Inclusion & Belonging
Plant & Soil Instructor (tenure-track)
Student Basic Needs Navigator
Student Success Coordinator
Welcome Center Program Coordinator



Walla Walla Community College

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DATE: June 20, 2024

TO: Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Interim Spring Quarter Enrollment

This memo reports interim Spring Quarter enrollment. Reports for final enrollment for Spring Quarter and the 2023-2024 academic year will be presented at the next regular Board of Trustees meeting.

- State supported enrollment for spring quarter is reporting 1,660 FTE, which is up 234 FTE or 16% from 1,426 FTE at the **close** of spring quarter 2023.
- Contract enrollment is reporting 1,225 FTE, down 5 FTE from 1,230 FTE at the **close** of spring quarter 2023.
- Self-support enrollment is reporting 61 FTE, up 14 FTE from the **close** of spring 2023.
- Enrollment for combined fund sources is reporting 2,946 FTE, up 244 FTE or 9% from 2,702 FTE at the **close** of spring quarter 2023.



Walla Walla Community College

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DATE: June 20, 2024

TO: Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Preliminary Summer Quarter Enrollment

This memo reports preliminary enrollment for Summer Quarter 2024.

- State supported enrollment for summer quarter is reporting 441 FTE, which is up 119 FTE or 37% from 322 FTE at the **close** of summer quarter 2023.
- Contract enrollment is reporting 72 FTE, down 834 FTE, which is characteristic until corrections education enrolls students for summer classes.
- Self-support enrollment is reporting 5 FTE, down 16 FTE from the **close** of summer 2023.
- Preliminary enrollment for combined fund sources is reporting 518 FTE, down 731 FTE or 59% from 1,249 FTE at the **close** of summer quarter 2023.

Financial Results

For Period Ending May 31, 2024

Board of Trustees Meeting
June 26, 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 Forecast June 30, 2024
- ☐ Questions



FY2024 Operating Budget

Approved 2023-2024 Operating Budget	\$37,260,012
Approved 2023-2024 Course/Program Fees Budget	1,328,000
Technology Fee Budget	186,000
Approved 2023-2024 Operating Budget	\$38,774,012

Operating Budget

Approved 2023-2024 Operating Budget (<i>less dedicated student fees</i>)	\$37,260,012	
Allocation 1 - Worker Retraining (budget vs. allocated)	-\$250	679,316
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	
Allocation 4 - Nurse Supply SB 5582	40,000	
Allocation 4 - Centers of Excellence	-1,539	
Allocation 5 - Goldstar Families	4,955	
Allocation 6 - College in High School Fees SSSB 5048	4,800	
Allocation 8 - Goldstar Families	456	
Allocation 8 - Guided Pathways	1,220	
Allocation 10 - Nurse Supply SB 5582	-40,000	
Allocation 11 - Pension Rate Changes	772	
Allocation 11 - College Affordability Program	3,616	

Updated 2023-2024 Adjusted Operating Budget	\$37,939,328
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Revenue

	2023-2024 Adjusted Budget	% of Total	2023-2024 YTD Actuals	% of Budget	2022-2023 YTD Actuals	% of Budget	Difference over Prior Year	% Change YOY
State Allocation								
Base Allocation	\$18,962,680	50%	\$18,051,969	95%	\$19,116,489	89%	-\$1,064,520	-6%
Opportunity Grant	461,412	1%	369,750	80%	315,721	68%	54,030	17%
Other Earmarks/Provisos	4,781,164	13%	3,554,870	74%	-	0%	3,554,870	
Worker Retraining	1,715,073	5%	1,355,919	79%	1,321,097	77%	34,822	3%
Total State Revenue	\$25,920,329	68%	\$23,332,509	90%	\$20,753,307	88%	\$2,579,202	12%
Tuition & Other Revenue								
Tuition, Net of Waivers	\$6,180,000	16%	\$6,245,110	101%	\$5,994,759	96%	\$250,350	4%
Other Misc Revenue	959,000	3%	1,401,308	146%	1,141,618	312%	259,689	23%
Open Doors Program	150,000	0%	127,202	85%	123,235	293%	3,967	3%
Running Start	1,700,000	4%	1,330,450	78%	1,303,947	77%	26,503	2%
Foundation Support	250,000	1%	100,000	40%	150,000	60%	-50,000	-33%
Grants and Contracts - Indirect	1,000,000	3%	351,058	35%	728,177	76%	-377,119	-52%
Community Service	260,000	1%	278,967	107%	196,625	76%	82,342	42%
Ancillary Programs	150,000	0%	92,106	61%	153,417	102%	-61,311	-40%
Total Tuition & Other Revenue	\$10,649,000	28%	\$9,926,200	93%	\$9,791,778	\$0	\$134,422	1%
Use of Fund Balance (ctcLink)	\$370,000	1%	\$231,048	0.6%	\$276,222	25%	-\$45,174	-16%
CRSSAA/ARPA Funding	\$1,000,000	3%	\$686,908	1.8%	\$691,796	91%	-\$4,889	-1%
TOTAL REVENUE	\$37,939,329	100%	\$34,176,665	90%	\$31,513,103	87%	\$2,663,562	8%



Expenditures, *by Category*

	2023-2024 Adjusted Budget	% of Total	2023-2024 YTD Actuals	% of Budget	2022-2023 YTD Actuals	% of Budget	Difference over Prior Year	% Change YOY
Salaries and Wages	\$23,274,827	61%	\$19,439,022	84%	\$17,475,137	81%	\$1,963,885	11%
Benefits	7,735,987	20%	6,497,818	84%	6,068,118	83%	429,699	7%
Rents	14,000	0%	43,709	312%	31,847	79%	11,862	37%
Utilities	1,149,026	3%	1,018,736	89%	979,848	102%	38,889	4%
Goods and Services	2,765,836	7%	2,785,445	101%	2,746,666	77%	38,780	1%
Travel	204,836	1%	203,184	99%	87,792	86%	115,393	131%
Equipment	682,964	2%	825,967	121%	377,012	48%	448,954	119%
Fin Aid, Debt Service, Transfers	2,113,833	6%	1,969,180	93%	963,165	47%	1,006,014	104%
TOTAL EXPENSE	\$37,941,308	100%	\$32,783,061	86%	\$28,729,585	79%	\$4,053,476	14%



Expenditures, *by Function*

	2023-2024 Adjusted Budget	% of Total	2023-2024 YTD Actuals	% of Budget	2022-2023 YTD Actuals	% of Budget	Difference over Prior Year	% Change YOY
Instruction	\$14,547,770	38%	\$12,073,848	83%	\$10,196,281	76%	\$1,877,567	18%
Community Service	260,000	1%	329,183	127%	179,483	74%	149,701	83%
Instructional Computing	196,707	1%	184,836	94%	262,506	66%	-77,671	-30%
Ancillary Programs	150,000	0%	84,585	56%	106,052	71%	-21,468	-20%
Academic Administration	2,976,732	8%	2,256,230	76%	2,221,631	77%	34,599	2%
Library Services	644,579	2%	561,127	87%	550,067	90%	11,060	2%
Student Services	5,997,711	16%	5,294,845	88%	4,385,683	83%	909,162	21%
Institutional Support	8,878,225	23%	8,196,587	92%	7,374,164	75%	822,424	11%
Facility Services	4,289,584	11%	3,801,820	89%	3,453,718	98%	348,102	10%
TOTAL EXPENSE	\$37,941,308	100%	\$32,783,061	86%	\$28,729,585	79%	\$4,053,476	14%



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	\$76,567	\$752,838	\$282,732	\$477,576	\$527,302	\$199,801	\$15,210	\$2,332,027
less: Program costs	<u>65,228</u>	<u>567,274</u>	<u>249,111</u>	<u>690,386</u>	<u>233,568</u>	<u>380,040</u>	<u>13,204</u>	<u>2,198,812</u>
Net Profit/(Loss), Year-to-date	\$11,339	\$185,565	\$33,621	(\$212,810)	\$293,733	-\$180,239	\$2,006	\$133,215
Opening Fund Balance, 7/1/23	<u>\$93,845</u>	<u>\$530,664</u>	<u>\$241,841</u>	<u>\$1,334,081</u>	<u>\$547,629</u>	<u>\$163,273</u>	<u>\$44,733</u>	<u>\$2,956,066</u>
Fund Balance as of 5/31/2024	<u>\$105,184</u>	<u>\$716,229</u>	<u>\$275,462</u>	<u>\$1,121,271</u>	<u>\$841,362</u>	<u>(\$16,967)</u>	<u>\$46,739</u>	<u>\$3,089,281</u>



Self-Support Programs

	Quest	Cont/Comm Education	Resale Programs	2nd Chance Pell	Total
Revenue, Year-to-date	\$92,109	\$52,386	\$92,106	\$134,472	\$371,073
less: Program costs	<u>45,046</u>	<u>189,122</u>	<u>84,629</u>	<u>95,016</u>	<u>413,813</u>
Net Profit/(Loss), Year-to-date	\$47,063	-\$136,736	\$7,477	\$39,456	-\$42,739
Opening Fund Balance, 7/1/23	<u>-\$7,680</u>	<u>\$8,173</u>	<u>-\$13,662</u>	<u>\$94,104</u>	<u>\$80,935</u>
Fund Balance as of 5/31/2024	<u>\$39,383</u>	<u>-\$128,563</u>	<u>-\$6,185</u>	<u>\$133,560</u>	<u>\$38,196</u>



Grants and Contracts

	May 2024 Budget Changes	2023-2024 YTD Budget	Expenditures to Date	YTD % Spent
Corrections Education	\$ -	\$ 8,583,651	\$ 7,653,102	89%
State Funded Grants	-	2,454,037	1,730,742	71%
Federal Funded Grants	-	1,626,067	918,776	57%
Private Funded Grants	-	164,664	31,029	19%
Fiscal Agent Grants	-	835,574	448,967	54%
TOTAL GRANTS & CONTRACTS	\$ -	\$ 13,663,993	\$ 10,782,616	79%



Enterprise Funds

	SGA/Athletics	Bookstore	Culinary	College Cellars	Other Enterprise	Total
<u>Revenue, Year-to-date</u>						
Tuition/Fees	\$917,807	\$0	\$430	\$0	-\$104	\$918,132
Sales	160	181,805	-	144,568	-	326,533
Club/Team Fundraising	151,186	-	-	-	-	151,186
Other	621,116	3,851	193,241	161,351	10,869	990,428
Total YTD Revenue	\$1,690,269	\$185,656	\$193,671	\$305,919	\$10,765	\$2,386,280
<u>Program Costs, Year-to-date</u>						
Salaries and Benefits	\$300,694	\$114,600	\$110,629	\$13,555	\$18	\$539,496
Scholarships	203,686	-	-	-	-	203,686
Goods and Services	1,008,393	154,005	120,906	166,809	44,022	1,494,134
Total YTD Program Costs	\$1,512,773	\$268,606	\$231,534	\$180,364	\$44,039	2,237,316
Net Profit/(Loss), Year-to-date	\$177,496	-\$82,950	-\$37,864	\$125,556	-\$33,274	\$148,964
Opening Fund Balance, 7/1/22	\$359,586	\$485,735	\$55,338	\$0	\$492,654	\$1,393,313
Fund Balance as of 5/31/2024	\$537,082	\$402,785	\$17,474	\$125,556	\$459,380	\$1,542,277



Fund Balance Report

	Balance	Committed	Available	Notes
Grants - 145	-\$6,828,584	-\$6,828,584	\$0	Allowable spending specific to each grant
Contracts - 146	15,731,736	3,227,279	12,504,457	Available includes: Running Start, Grant and Contract indirect, balance of HEERF draws
Local Funds - 148	6,117,560	2,945,324	3,172,236	Committed includes: ctcLink, Self-support and ancillary programs, course, program, and tech fees
Operating Fee (Tuition) -149	1,987,867	0	1,987,867	Tuition and investment interest
Motorpool - 460	79,298	79,298	-	For maintenance of Motorpool fleet
SGA/Athletics - 522	537,082	537,082	-	For SGA/Athletics support
Bookstore - 524	402,785	402,785	-	For Bookstore operation
Culinary Enterprises - 569	17,474	17,474	-	For culinary enterprise activity only (Capstone, catering, café)
Auxilliary - 570	584,935	584,935	-	Reserved balances (PBX and software replace, various pass-throughs and fees, faculty excellence, etc)
Other funds	-877,311	-877,311	-	Agency funds, local capital, state appropriations, 3.5% FA
Totals	\$17,752,841	\$88,282	\$17,664,560	



Looking Ahead

	Amount	Notes
Uncommitted Fund Balance	\$17,664,560	from previous slide
<u>Less:</u>		
IT infrastructure	-	Classroom technology upgrades
Lost Revenue spending	98,000	Committed for FY24 operating budget
ctcLink	27,273	Committed for FY24 ongoing costs of implementation/stabilization
Reserve spending	6,364	Committed for FY24 to support Facilities (Custodial salary backfill)
Subtotal	\$17,532,923	
<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
Net Available Fund Balance	<u>\$9,778,121</u>	



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	1,794
Revenue								
State and Local	\$ 26,484,213	\$ 25,938,228	\$ 25,820,685	\$ 25,477,440	\$ 27,584,873	\$ 29,090,512	\$ 30,424,941	\$ 30,081,091
Tuition	6,237,448	5,718,286	6,100,000	6,759,437	6,250,000	5,194,359	6,180,000	6,303,600
Reserves and COVID Relief Funds	-	141,504	1,660,272	879,530	2,610,000	916,376	1,370,000	408,715
Total Revenue	\$ 32,721,661	\$ 31,798,018	\$ 33,580,957	\$ 33,116,407	\$ 36,444,873	\$ 35,201,248	\$ 37,974,941	\$ 36,793,406
Expenditures								
Salaries and Wages	\$ 18,082,092	\$ 16,469,393	\$ 19,928,227	\$ 18,532,462	\$ 21,443,113	\$ 19,799,393	\$ 23,274,827	\$ 22,018,009
Benefits	6,312,791	5,848,155	6,795,456	5,968,897	7,297,353	6,687,845	7,735,987	7,374,673
Total Personnel Costs	\$ 24,394,883	\$ 22,317,548	\$ 26,723,683	\$ 24,501,360	\$ 28,740,466	\$ 26,487,238	\$ 31,010,813	\$ 29,392,682
Personnel as a % of Revenue	74.6%	70.2%	79.6%	74.0%	78.9%	75.2%	81.7%	79.9%
Total Non-Personnel Expense	\$ 5,978,950	\$ 5,302,660	\$ 6,548,430	\$ 5,946,258	\$ 7,751,086	\$ 7,455,805	\$ 6,924,887	\$ 7,400,724
Non-Personnel Expense as a % of Revenue	18.3%	16.7%	19.5%	18.0%	21.3%	21.2%	18.2%	20.1%
Total Operating Expense	\$ 30,373,833	\$ 27,620,208	\$ 33,272,113	\$ 30,447,617	\$ 36,491,552	\$ 33,943,043	\$ 37,935,700	\$ 36,793,406
Operating as a % of Revenue	92.8%	86.9%	99.1%	91.9%	100.1%	96.4%	99.9%	100.0%
Net Operating Excess/Deficit	\$ 2,347,828	\$ 4,177,810	\$ 308,844	\$ 2,668,789	\$ (46,679)	\$ 1,258,204	\$ 39,241	\$ 0



Questions?

Lori Peterson
Director of Budget and Fiscal Services



**Office of the Vice President of Student Services****Walla Walla Community College**

500 Tausick Way

Walla Walla, WA 99362-9267

Phone: 509/527.4274

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MEMORANDUM

TO: WWCC Board of Trustees

FROM: Dr. Graydon A. Stanley, Vice President of Student Services

DATE: June 20, 2024

SUBJECT: Second Read and Approval of the Services and Activities Fee Budget for FY25

On behalf of the various entities funded by the Services and Activities Fee budget, it is my pleasure to represent the financial priorities of the primary stakeholders of these resources. Of particular note is the impressive work done by the members of the Student Government Association and their advisors, both on the Walla Walla and Clarkston campuses. This budget is closely aligned with the purposes of the services and activities fee and returns the greatest value to our students. In the attached budget, please note the following highlights:

- A predicted fee revenue of \$791,860 based on a projected enrollment increase of 2%
- No request for use of reserve funds to develop a balanced budget
- A commitment of support to students in the athletics program at a slightly increased percent of overall budget
- A shift of funding for categories that are no longer priorities of the Student Government Association, or have been moved to more appropriate funds

Of particular note in this budget is the optimization of designated fees to support the staffing and programming of the Student Government Association and Student Activities that realizes the greatest return on investment for all students at Walla Walla Community College. Significant increases in student participation have been realized and expansion of programming is ongoing.

We ask for your approval of the FY25 budget and thank you for your consideration and support of these requests.

Walla Walla Community College
FY 24-25 Services & Activities Fees Budget

Revenue Type	FY 22-23 Revenue	FY 23-24 Revenue	FY 24-25 Revenue
S&A Fees	\$756,000	\$740,880	\$784,360
Vending Proceeds	\$7,000	\$7,500	\$7,500
Reserve	\$74,500	\$75,000	\$0
Total Revenues	\$837,500	\$823,380	\$791,860

Account Title	FY 22-23 Budget	% of Budget	FY 23-24 Budget	% of Budget	FY 24-25	Total Proposed Budget	% of Budget
Administrative & Professional Salaries	\$101,000	12.1%	\$106,950	13.0%	Walla Walla Clarkston	\$94,000 \$16,000	\$110,000 14.0%
Director of Student Life Support	\$8,000	1.0%	\$5,000	0.6%	Walla Walla Clarkston	\$3,000 \$1,500	\$4,500 0.6%
Media, Marketing, Graphics	\$4,000	0.5%	\$3,000	0.4%	Walla Walla Clarkston	\$2,000 \$1,000	\$3,000 0.4%
Lecture & Entertainment	\$0	0.0%	\$0	0.0%	Walla Walla Clarkston		
Student Government Association Operations	\$108,000	12.9%	\$80,000	9.7%	Walla Walla Clarkston	\$65,000 \$28,000	\$93,000 11.8%
Student Club Council Support	\$20,500	2.4%	\$14,000	1.7%	Walla Walla Clarkston	\$3,000 \$3,000	\$6,000 0.8%
Clubs (16 Total)	\$28,000	3.3%	\$33,000	4.0%	Walla Walla Clarkston	\$5,000 \$5,000	\$10,000 1.3%
Student Activities & Engagement Programming	\$177,000	21.1%	\$200,430	24.3%	Walla Walla Clarkston	\$190,000 \$17,000	\$207,000 26.1%
Diversity, Inclusion and Equity Programming	\$9,000	1.1%	\$9,000	1.1%	Walla Walla Clarkston		
Volunteerism/Community Service	\$8,000	1.0%	\$5,000	0.6%	Walla Walla Clarkston		
Intramurals/Recreation	\$0	0.0%	\$0	0.0%	Walla Walla Clarkston		
Clarkston Warrior Fitness	\$0	0.0%	\$0	0.0%	Walla Walla Clarkston		
Academic Programs	\$1,300	0.2%	\$0	0.0%	Walla Walla Clarkston		
Student Recreation Center Support	\$0	0.0%	\$0	0.0%	Walla Walla Clarkston		
Graduation	\$8,000	1.0%	\$6,000	1.1%	Walla Walla Clarkston	\$5,000 \$3,000	\$8,000 1.0%
Tutoring & Learning Centers	\$0	0.0%	\$0	0.0%	Walla Walla Clarkston		
Student Teams (PAS, SkillsUSA)	\$22,000	2.6%	\$25,000	3.0%	Walla Walla Clarkston	\$10,000	\$10,000 1.0%
Athletics	\$336,000	40.1%	\$336,000	40.8%	Walla Walla Clarkston	\$336,000	\$336,000 42.4%
Outreach Department (Welcome Center)	\$0	0.0%	\$0	0.0%	Walla Walla Clarkston		
Contingency	\$6,700	0.8%	\$0	0.0%	Walla Walla Clarkston	\$2,360 \$2,000	\$4,360 0.6%
TOTALS	\$837,500	100.0%	\$823,380	100.0%		\$791,860	100.0%


Office of the Vice President of Student Services
Walla Walla Community College

500 Tausick Way

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MEMORANDUM

TO: WWCC Board of Trustees

FROM: Dr. Graydon A. Stanley, Vice President of Student Services

DATE: June 20, 2024

SUBJECT: Second Read and Approval of the Athletics Budget for FY25

On behalf of the student athletes, coaches, and athletic department administration and staff, it is my pleasure to present a second read, and ask for your approval of our budget for FY25. As you know, the students and employees in athletics consistently make us proud with their achievements in the classroom and in competition. Additionally, it is noted that the student athlete population constitutes a significant portion of our enrollment and their engagement and persistence often represent some of the best of our retention and completion efforts. In the attached budget, please note the following highlights, some of which are changes from the first read of the budget presented at the May meeting:

- A blend of financial support from local sources, generated revenue, and Services and Activities Fees. Please note that this second read of the budget includes a change from the first reading including the addition of \$25,000 in revenue from athletic department fundraising and \$43,756 from local funds. Other line items have shifted slightly to reflect actual costs from previous years resulting in a \$61,256 change in revenue and expense from the first read, including an accurate cost accounting of rents and leases related to rodeo expenses.
- An equitable share of resources across the various sports.
- A conservative and responsible stewarding of resources in spite of increasing costs.
- An increase in transportation costs, so we are looking at more affordable options.
- Scholarship support for student athletes at the conference-allowed level to remain competitive in recruiting student athletes to our campus.

The attached document is being presented to the Walla Walla Community College Board of Trustees as a second read and to fulfill requirements set forth in RCW 28B.15.120(2)a.

1. The college's Board of Trustees must specifically approve an annual budget for its athletic programs.
2. If the athletic programs experience an operating deficit at the end of any fiscal year, the Board must:
 - a. Approve a plan to reduce operating deficits in future fiscal years;
 - b. Conspicuously post on its website the financial statements for its programs for the prior three consecutive years along with the "plan" identified in 2a;
 - c. Approve in advance any transfer exceeding \$250,000 (if not already included in the approved annual budget); and
 - d. Approve in advance any expenditure over \$250,000 that was not included in the approved annual budget.

Thank you for your consideration and support of these requests for FY25.

**Walla Walla Community College
FY25 Athletics Program Budget**

	2022-2023	2023-2024	2024-2025
Revenue			
<u>Student Activities and Intercollegiate Athletics</u>			
Service and Activity Fee (as approved by SGA)	336,000	336,000	336,000
Spirit Packs (User Fee)	7,500	7,500	
Revenue from Sporting Events	10,000	12,000	12,000
Fundraising	-	-	25,000
Total Student Activities and Intercollegiate Athletics	353,500	355,500	373,000
<u>Local Funds (included in FY22 Operating Budget)</u>			
Salaries and Benefits	472,023	472,023	491,796
Goods and Services	96,107	96,107	98,786
Revenue Transfer from Local Funds to support program	299,927	299,927	343,683
Total Local Funds Supporting Athletics Program	868,057	868,057	934,265
Total Revenue	1,221,557	1,223,557	1,307,265
<u>Expenditures</u>			
Direct Student Support	270,912	270,912	260,969
Non-Resident Recruitment		40,000	
Supplies and Contracted Services	275,122	294,438	300,000
Travel	143,000	142,538	160,000
Insurance	46,500	46,487	46,500
Rents and Leases	14,000	14,000	48,000
<u>Athletic Program Personnel</u>			
Athletic Director and Program Support Personnel	344,104	298,266	361,665
Coaches and Assistant Coaches	99,113	121,129	121,817
Time Keepers, Stat Recorders, Announcers, etc	3,333	8,314	8,314
Student Help/Work Scholarships	25,473	25,473	
Athletic Director Contingency	-	-	
Total Expenditures	1,221,557	1,261,557	1,307,265

The Board approved Athletics budget serves as the College's plan to comply with RCW 28B.15.120 (2)a.



Walla Walla Community College

500 Tausick Way
Walla Walla, WA 99362-9267
(509) 522-2500
FAX (509) 527-4480

DATE: June 20, 2024

TO: Board of Trustees

FROM: Patrick Sisneros, Vice President of Administrative Services

RE: Second Reading and Request for Approval of the 2024-2025 Tuition Schedules & 2024-2025 Course Fee Schedule

This is the second reading of the 2024-25 draft tuition schedules that serve to inform students what they can expect to pay for tuition and fees starting Fall Quarter 2024. Tuition for a full-time resident will increase by 3.0%.

The 2024-25 Tuition Schedule includes tuition and fees that apply to almost every student and that are generally calculated on a standard per credit basis. The fees and tuition waivers the WWCC Board of Trustees control are also included in this schedule.

Also included is the student fee schedule updated to reflect requested changes. A detailed breakout of the requested changes is attached along with the entire Board of Trustees approved fee schedule. Budget managers have requested the revision of thirty fees. The number of revisions is larger than in previous years. As part of the budget development process, a more extensive review of fees was requested since this hadn't been done in a number of years. All changes are to support course supplies, materials, and instructional support. Changes include:

- 3 new fees for the Accounting Technology, Audio Engineering, and Early Childhood/Parent Education programs, and 1 new fee for the Medical Assisting program to cover exam costs;
- 12 fee increases to the Ag Business, Ag Science, Art Lab (on both campuses), Cosmetology, Culinary Arts, John Deere, Year 2 Nursing, Nurse Assisting Supplies, Physical Education, and Science lab (on both campuses) fees;
- 4 fee decreases to Computer Science (on both campuses), Nursing Background Check, and Nursing Skills Lab fees;
- Other miscellaneous changes including combining eLearning fee and Comprehensive fee (eliminating the standalone eLearning fee code), a reduction of Medical Assisting Supplies fee and change from per class to per quarter, elimination of Year 1 Fall-only Nursing fee in favor of charging same fee all three quarters at \$305/qtr, changes to splits between consumables/equipment reserve, and welding special metal surcharges.

We recommend and request the Board's approval of the FY2024-25 tuition and course fee schedules.

2024-2025 Lower Division Tuition Schedule in USD

State Board Established - Resident -

	23-24	24-25	Diff.	% Diff
1-10 Credits				
Operating Fee	96.76	99.66	2.90	3.0%
Building Fee	14.11	14.81	0.70	5.0%
S & A Fee	12.71	13.12	0.41	3.2%
	123.58	127.59	4.01	3.2%
11-18 Credits				
Operating Fee	48.69	50.15	1.46	3.0%
Building Fee	4.97	5.22	0.25	5.0%
S & A Fee	7.36	7.59	0.23	3.1%
	61.02	62.96	1.94	3.2%
Basic Skills (ABE, GED, ESL), per student/quarter				\$25.00

WWCC Board of Trustees Established:

Non-Resident Special Fee (included in Non-Res Tuition)	\$15/cr. max \$225
Eligible Veterans and National Guard Members Tuition Waiver	50%
Ungraded Courses (EMT, First Aid, Quest, Journey person)	\$64.00
Space Available for Senior Citizens, per class, limit 2 classes	\$2.50
Professional Technical students and req. courses 18+ cr.	\$25.00
American Indian Students - Nonresident differential waived	
H. S. Completion for non-res.- Nonresident differential waived	
Parent Ed Courses	\$25.00
Athletic Waiver, "grant-in-aid" eligible res. & non-res.	25%
Maximum 397.7 / Qtr	

Credit Level Examples

Credit Level	Tuition	Fees			TOTAL
	SBCTC	Student Voted		Board of Trustees	
	Washington Resident	Facility Use	Technology	Comprehensive ⁽¹⁾	Cost per Credit
1	127.59	9.00	3.00	4.90	144.49
2	255.18	18.00	6.00	9.80	288.98
3	382.77	27.00	9.00	14.70	433.47
4	510.36	36.00	12.00	19.60	577.96
5	637.95	45.00	15.00	24.50	722.45
6	765.54	54.00	18.00	29.40	866.94
7	893.13	63.00	21.00	34.30	1,011.43
8	1,020.72	72.00	24.00	39.20	1,155.92
9	1,148.31	81.00	27.00	44.10	1,300.41
10	1,275.90	90.00	30.00	49.00	1,444.90
11	1,338.86	90.00	30.00	49.00	1,507.86
12	1,401.82	90.00	30.00	49.00	1,570.82
13	1,464.78	90.00	30.00	49.00	1,633.78
14	1,527.74	90.00	30.00	49.00	1,696.74
15	1,590.70	90.00	30.00	49.00	1,759.70
16	1,653.66	90.00	30.00	49.00	1,822.66
17	1,716.62	90.00	30.00	49.00	1,885.62
18	1,779.58	90.00	30.00	49.00	1,948.58
19+ (per cr.)	114.47	-	-	-	114.47

COST PER CREDIT BY STUDENT TYPE				
Board of Trustees				
US Citizen Non-Resident Tuition ⁽²⁾	International	WA Resident HS Completion	Parent ED	EMT, FA, Quest w/ FUF & Comp.
182.63	345.03	32.90	16.00	77.90
365.26	690.06	65.80	32.00	155.80
547.89	1,035.09	98.70	48.00	233.70
730.52	1,380.12	131.60	64.00	311.60
913.15	1,725.15	164.50	80.00	389.50
1,095.78	2,070.18	197.40	96.00	467.40
1,278.41	2,415.21	230.30	112.00	545.30
1,461.04	2,760.24	263.20	128.00	623.20
1,643.67	3,105.27	296.10	144.00	701.10
1,826.30	3,450.30	329.00	160.00	779.00
1,907.70	3,521.46	345.00	176.00	843.00
1,989.10	3,592.62	361.00	192.00	907.00
2,070.50	3,663.78	377.00	208.00	971.00
2,151.90	3,734.94	393.00	224.00	1,035.00
2,233.30	3,806.10	409.00	240.00	1,099.00
2,299.70	3,877.26	425.00	256.00	1,163.00
2,366.10	3,948.42	441.00	272.00	1,227.00
2,432.50	4,019.58	457.00	288.00	1,291.00
117.60	315.01	25.00	16.00	64.00

(1) Comprehensive Fee is \$4.40/cr; eLearning fee is \$0.50/cr

(2) Applies to US Citizens as defined by RCW 28B.15.013

2024-2025 Upper Division Tuition Schedule

State Board Established - Resident -

	23-24	24-25	Diff.	% Diff
1-10 Credits				
Operating Fee	213.28	219.68	6.40	3.00%
Building Fee	14.11	14.81	0.70	4.96%
S & A Fee	<u>12.71</u>	<u>13.12</u>	<u>0.41</u>	<u>3.23%</u>
	240.10	247.61	7.51	3.13%
11-18 Credits				
Operating Fee	0.00	0.00	0.00	0.00%
Building Fee	4.97	5.22	0.25	5.03%
S & A Fee	<u>7.36</u>	<u>7.59</u>	<u>0.23</u>	<u>3.13%</u>
	12.33	12.81	0.48	3.89%

WWCC Board of Trustees Established:

Non-Resident Special Fee	\$15/cr. max \$225
Eligible Veterans and National Guard Members Tuition Waiver	50.00%
Professional Technical students and req. courses 18+ cr.	\$25.00
American Indian Students - Nonresident differential waived	
Athletic Waiver, "grant-in-aid" eligible res. & non-res.	25.00%
Maximum 635 / Qtr	

Credit Level Examples

Credit Level	TUITION	FEES			TOTAL	COST PER CREDIT BY STUDENT TYPE	
	SBCTC	Student Voted		Board of Trustees		Board of Trustees	SBCTC
	Washington Resident	Facility Use	Technology	Comprehensive ⁽¹⁾		US Citizen Non-Resident Tuition ⁽²⁾	International
1	247.61	9.00	3.00	4.90	264.51	308.35	712.49
2	495.22	18.00	6.00	9.80	529.02	616.70	1,424.98
3	742.83	27.00	9.00	14.70	793.53	925.05	2,137.47
4	990.44	36.00	12.00	19.60	1,058.04	1,233.40	2,849.96
5	1,238.05	45.00	15.00	24.50	1,322.55	1,541.75	3,562.45
6	1,485.66	54.00	18.00	29.40	1,587.06	1,850.10	4,274.94
7	1,733.27	63.00	21.00	34.30	1,851.57	2,158.45	4,987.43
8	1,980.88	72.00	24.00	39.20	2,116.08	2,466.80	5,699.92
9	2,228.49	81.00	27.00	44.10	2,380.59	2,775.15	6,412.41
10	2,476.10	90.00	30.00	49.00	2,645.10	3,083.50	7,124.90
11	2,488.91	90.00	30.00	49.00	2,657.91	3,112.28	7,138.68
12	2,501.72	90.00	30.00	49.00	2,670.72	3,141.06	7,152.46
13	2,514.53	90.00	30.00	49.00	2,683.53	3,169.84	7,166.24
14	2,527.34	90.00	30.00	49.00	2,696.34	3,198.62	7,180.02
15	2,540.15	90.00	30.00	49.00	2,709.15	3,227.40	7,193.80
16	2,552.96	90.00	30.00	49.00	2,721.96	3,241.18	7,207.58
17	2,565.77	90.00	30.00	49.00	2,734.77	3,254.96	7,221.36
18	2,578.58	90.00	30.00	49.00	2,747.58	3,268.74	7,235.14
19+ (per cr.)	234.49	-	-	-	234.49	244.72	682.47

(1) Comprehensive Fee is \$4.40/cr; eLearning fee is \$0.50/cr

(2) Applies to US Citizens as defined by RCW 28B.15.013

**PROPOSED CHANGES TO BOARD APPROVED FEES
2024-2025**

BOARD APPROVED FEES

GENERAL LOCAL FUND 148		Basis for Calculation of Fee	2023-2024 FEES	2024-2025 PROPOSED FEES
Fee Description				
Accounting Tech Program Fee	Program fees to cover supplies and instructional support	\$.50 per credit up to 18 credits	\$ -	\$ 0.50
Ag Business Program Fee	Program specific fees to cover supplies & instructional support	\$6 per credit up to 18 credits	\$ 0.50	\$ 6.00
Ag Science Program Fee	\$6 supplies & instructional support and \$6 equipment repair & replacement	\$12 per credit up to 18 credits	\$ 6.00	\$ 12.00
Art Lab Fee	Lab Fee assessed to students in art classes to cover supplies & instructional support	per course	\$ 35.00	\$ 50.00
Art Lab Fee CLK	Lab Fee assessed to students in art classes to cover supplies & instructional support	per course	\$ 35.00	\$ 50.00
AUDIO Engineering	\$5 supplies & instructional support and \$20 equipment repair & replacement	per credit up to 18 credits		\$ 25.00
Comprehensive Fee	\$4.40 covers graduation, ID cards, initial application & other student-focused costs \$.50 covers instructional design support in converting classes.	\$4.40 per credit up to 10 credits \$0.50 per credit up to 10 credits	\$ 4.40	\$ 4.90
Computer Science Program Fee	\$3 supplies & instructional support and \$2 equipment repair & replacement	per credit up to 18 credits	\$ 10.00	\$ 5.00
Computer Science Program Fee CLK	\$3 supplies & instructional support and \$2 equipment repair & replacement	per credit up to 18 credits	\$ 10.00	\$ 5.00
Cosmetology Program Fee	\$30 supplies & instructional support and \$5 equipment repair & replacement	per credit up to 18 credits	\$ 25.00	\$ 35.00
Culinary Arts Program Fee	\$40 supplies & instructional support and \$15 equipment repair & replacement	per credit up to 18 credits	\$ 45.00	\$ 55.00
Early Childhood Education; Early Childhood Parent Education	Program fees to cover supplies and instructional support	per credit up to 18 credits		\$ 0.50
Elearning Fee	To convert to hybrid or blended courses-will attach to Comprehensive Fee for implementation	\$0.50 per credit; \$5 cap	\$ 0.50	\$ -
John Deere Program Fee	\$10 supplies & instructional support and \$10 equipment repair & replacement	per credit up to 18 credits	\$ 10.00	\$ 20.00
Medical Asst Exam	Nat'l Healthcare Assn. MA Exam	Summer quarter only		\$ 160.00
Medical Asst Supplies	Program specific supplies	per quarter	\$ 142.00	\$ 136.00
Nursing and Allied Health Background Checks	Background Check Fee	per each	\$ 37.00	\$ 35.00
Nursing Asst Supplies	Fee to cover supplies and miscellaneous equipment	per class	\$ 50.00	\$ 55.00
Nursing Program Fee, Year 1 (Fall Only)	Year 1 program fee to cover ATI testing fees and nursing computer lab replacement (\$12 of fee per quarter)	per quarter	\$ 247.50	\$ -
Nursing Program Fee, Year 1 (Fall, Winter & Spring Only)	Year 1 program fee to cover ATI testing fees	per quarter	\$ 177.00	\$ 305.00
Nursing Program Fee, Year 2	Year 2 program fee to cover ATI testing fees and nursing computer lab replacement (\$10 of fee per quarter)	per quarter	\$ 200.00	\$ 250.00
Nursing Skills Practice Supply	Used for equipment costs	per class	\$ 160.00	\$ 130.00
PE Supplies & Equip. Fee	Fee charged to help replace PE equipment or supplies, charged on several fitness classes	per course	\$ 13.50	\$ 15.00
Precision Machine "Pmt" Fee CLK	Program specific fees to cover supplies and instructional support	per credit up to 18 credits	\$ 45.00	\$ 45.00
Science Lab Fee-Clk	Lab Fee assessed to students in science classes to cover supplies & instructional support	per course	\$ 55.00	\$ 65.00
Turf Mgmt Program Fee	\$2 supplies & instructional support and \$2 equipment repair & replacement	per credit up to 18 credits	\$ 2.00	\$ 4.00
Water/Irrig Mgmt Program Fee	\$7.50 supplies & instructional support and \$7.50 equipment repair & replacement	per credit up to 18 credits	\$ 15.00	\$ 15.00
Welding Program Fee	\$22.50 supplies & instructional support and \$22.50 equipment repair & replacement	per credit up to 18 credits	\$ 45.00	\$ 45.00
Welding Program Fee CLK	\$22.50 supplies & instructional support and \$22.50 equipment repair & replacement	per credit up to 18 credits	\$ 45.00	\$ 45.00
Welding Special Metal Surcharge Class Fee CLK	\$2.50 supplies and \$2.50 equipment repair & replacement to cover costs related to aluminum welding class	per credit up to 18 credits	\$ 50.00	\$ 5.00
Welding Special Metal Surcharge Class Fee WW	\$2.50 supplies and \$2.50 equipment repair & replacement to cover costs related to aluminum welding class	per credit up to 18 credits	\$ 50.00	\$ 5.00

**PROPOSED
STUDENT FEE SCHEDULE
2024-2025**

BOARD APPROVED FEES

GENERAL LOCAL FUND 148		Fee Description	Basis for Calculation of Fee	2023-2024 FEES	2024-2025 PROPOSED FEES
Accounting Tech Program Fee	TBD	Program fees to cover supplies and instructional support	\$.50 per credit up to 18 credits	\$ -	\$ 0.50
Ag Business Program Fee	210000200410	Program specific fees to cover supplies & instructional support	per credit up to 18 credits	\$ 0.50	\$ 6.00
Ag Science Program Fee	210000200370	\$6 supplies & instructional support and \$6 equipment repair & replacement	per credit up to 18 credits	\$ 6.00	\$ 12.00
Allied Health State Sup	210000200010	First-Aid Electronic Card and perishable supplies used for First Aid instruction	per class	\$ 25.00	\$ 25.00
Allied Health State Sup CLK	210000200020	First-Aid or CPR Electronic Card and perishable supplies used for CPR and First Aid instruction	per class	\$ 25.00	\$ 25.00
Allied Hlth Course Fee	210000200050	CPR Electronic Card and perishable supplies used for CPR instruction	per class	\$ 25.00	\$ 25.00
Art Lab Fee	210000012000	Lab Fee assessed to students in art classes to cover supplies & instructional support	per course	\$ 35.00	\$ 50.00
Art Lab Fee CLK	210000200330	Lab Fee assessed to students in art classes to cover supplies & instructional support	per course	\$ 35.00	\$ 50.00
AUDIO Engineering	TBD	\$5 supplies & instructional support and \$20 equipment repair & replacement	per credit up to 18 credits		\$ 25.00
Auto Repair Program Fee	210000012130	\$20 supplies & instructional support and \$30 equipment repair & replacement	per credit up to 18 credits	\$ 50.00	\$ 50.00
BAS-Applied Mgmt & Entrepreneur Program Fee	210000200800	\$7 supplies & instructional support and \$3 program specific software	per credit up to 18 credits	\$ 10.00	\$ 10.00
BAS-Sustainable Ag Program Fee	210000200210	\$10 supplies & instructional support and \$10 equipment & replacement	per credit up to 18 credits	\$ 20.00	\$ 20.00
Bus Endorsement Lab Fee	210000200530	Bus endorsement test fee and fee to cover increased costs of materials, fuel & equipment	per quarter	\$ 200.00	\$ 200.00
Business Management Program Fee	210000200030	Program specific fees to cover supplies and instructional support	per credit up to 18 credits	\$ 0.50	\$ 0.50
Business Management Program Fee	210000200380	Program specific fees to cover supplies & instructional support	per credit up to 18 credits	\$ 0.50	\$ 0.50
Carpentry Program Fee	210000200340	\$3 supplies & instructional support and \$5 equipment repair & replacement	per credit up to 18 credits	\$ 8.00	\$ 8.00
Collision Repair Program Fee	210000200430	\$14 supplies & instructional support and \$13 equipment repair & replacement	per credit up to 18 credits	\$ 27.00	\$ 27.00
Comprehensive Fee	200000020100	\$4.40 covers graduation, ID cards, initial application & other student-focused costs \$.50 covers instructional design support in co-opting classes	\$4.40 per credit up to 10 credits \$0.50 per credit up to 10 credits	\$ 4.40	\$ 4.90
Computer Science Program Fee	210000373675	\$3 supplies & instructional support and \$2 equipment repair & replacement	per credit up to 18 credits	\$ 10.00	\$ 5.00
Computer Science Program Fee CLK	210000200040	\$3 supplies & instructional support and \$2 equipment repair & replacement	per credit up to 18 credits	\$ 10.00	\$ 5.00
Cosmetology Program Fee	210000200440	\$30 supplies & instructional support and \$5 equipment repair & replacement	per credit up to 18 credits	\$ 25.00	\$ 35.00
Credit For Prior Learning/Certification	210000200250	Giving college credit for prior learning/certification	per credit	\$ 10.00	\$ 10.00

**PROPOSED
STUDENT FEE SCHEDULE
2024-2025**

BOARD APPROVED FEES

GENERAL LOCAL FUND 148		Fee Description	Basis for Calculation of Fee	2023-2024 FEES	2024-2025 PROPOSED FEES
Criminal Justice Program Fee	210000200300	Fee for supplies and equipment	per credit up to 18 credits	\$ 5.00	\$ 5.00
Culinary Arts Program Fee	210000042175	\$40 supplies & instructional support and \$15 equipment repair & replacement	per credit up to 18 credits	\$ 45.00	\$ 55.00
Diesel Tech Program Fee	210000200450	\$12 supplies & instructional support and \$10 equipment repair & replacement	per credit up to 18 credits	\$ 37.00	\$ 37.00
Early Childhood Education; Early Childhood Parent Education	TBD	Program fees to cover supplies and instructional support	per credit up to 18 credits		\$ 0.50
Elearn Web-Enhanc Fee	200000200020	eLearning fee code, web-enhanced tech fee	per course, no cap	\$ 25.00	\$ 25.00
Elearning Fee	200000005050	To convert to hybrid or blended courses-will attach to Comprehensive Fee for implementation	\$0.50 per credit; \$5 cap	\$ 5.00	\$ -
Energy Systems Technology Program Fee	210000200460	\$20 supplies & instructional support and \$20 equipment repair & replacement	per credit up to 18 credits	\$ 40.00	\$ 40.00
Energy Systems Technology Program Fee	220000200460	\$20 supplies & instructional support and \$20 equipment repair & replacement	per credit up to 18 credits	\$ 40.00	\$ 40.00
Engineering Technology Program Fee	210000200060	\$30 supplies & instructional support and \$10 equipment repair & replacement	per credit up to 18 credits	\$ 20.00	\$ 20.00
Enology & Viticulture Program Fee	210000200480	\$33 supplies & instructional support and \$12 equipment repair & replacement	per credit up to 18 credits	\$ 45.00	\$ 45.00
Fully Online Course Fee	200000200000	eLearning fee code, fully on-line tech fee	per course, no cap	\$ 25.00	\$ 25.00
HSS Program Fee	210000200110	Fee for materials and instructional support	per credit up to 18 credits	\$ 5.00	\$ 5.00
Hybrid Online Course Fee	200000200010	eLearning fee code, hybrid tech fee	per course, no cap	\$ 25.00	\$ 25.00
Interest Inventory Assessment Test	TBD	Fee for Non-WWCC students who want to take an inventory assessment test	upon request	\$ 25.00	\$ 25.00
Int'l Application Fee	290000000040	Covers cost of shipping application materials internationally	per each	\$ 50.00	\$ 50.00
Int'l Housing Placement Fee	TBD	Covers costs associated with placement of international students	per each	\$ 150.00	\$ 150.00
John Deere Program Fee	210000200390	\$10 supplies & instructional support and \$10 equipment repair & replacement	per credit up to 18 credits	\$ 10.00	\$ 20.00
Liability Insurance	210000281185	Nursing Liability insurance	per quarter	\$ 19.00	\$ 19.00
Medical Asst Exam	TBD	Nat'l Healthcare Assn. MA Exam	Summer quarter only		\$ 160.00
Medical Asst Supplies	210000200130	Program specific supplies	per quarter	\$ 142.00	\$ 136.00
Mental Health First Aid Fee	210000200680	Fee to cover materials associated class	per credit up to 18 credits	\$ 30.00	\$ 30.00
Nursing and Allied Health Background Checks	210000200400	Background Check Fee	per each	\$ 37.00	\$ 35.00

**PROPOSED
STUDENT FEE SCHEDULE
2024-2025**

BOARD APPROVED FEES

GENERAL LOCAL FUND 148		Fee Description	Basis for Calculation of Fee	2023-2024 FEES	2024-2025 PROPOSED FEES
Nursing Asst Supplies	210000200070	Fee to cover supplies and miscellaneous equipment	per class	\$ 50.00	\$ 55.00
Nursing Program Fee, Year 1 (Fall Only)	210000200500	Year 1 program fee to cover ATI testing fees and nursing computer lab replacement (\$12 of fee per quarter)	per quarter	\$ 247.50	\$ -
Nursing Program Fee, Year 1 Fall, Winter & Spring)	210000200540	Year 1 program fee to cover ATI testing fees	per quarter	\$ 177.00	\$ 305.00
Nursing Program Fee, Year 2	210000200550	Year 2 program fee to cover ATI testing fees and nursing computer lab replacement (\$10 of fee per quarter)	per quarter	\$ 200.00	\$ 250.00
Nursing Skills Practice Supply	210000200520	Used for equipment costs	per class	\$ 160.00	\$ 130.00
Parking Fine/Violation	349999200000	Parking Fines	per occurrence / max \$200	\$ 10.00	\$ 10.00
PE Supplies & Equip. Fee	210000200310	Fee charged to help replace PE equipment or supplies, charged on several fitness classes	per course	\$ 13.50	\$ 15.00
Phlebotomy Or Emt Supplies	210000200160	Fee to cover supplies and miscellaneous equipment in Phlebotomy or EMT classes	per class	\$ 75.00	\$ 75.00
Placement Retake Fee	300000200090	Fee to recover the cost of retaking a placement test	upon request	\$ 15.00	\$ 15.00
Precision Machine "Pmt" Fee, Clk	TBD	Program specific fees to cover supplies and instructional support	per credit up to 18 credits	\$ 45.00	\$ 45.00
Precision Machine Course Designated "Pmt" Fee	TBD	Program specific fees to cover supplies and instructional support	per credit up to 18 credits	\$ 45.00	\$ 45.00
Re-Enrollment Fee	210000200630	Charged if a student is dropped for non-payment and wants to re-enroll	ReEnroll	\$ 50.00	\$ 50.00
Science Lab Fee - 2 Hr	210000200510	Lab Fee assessed to students in science classes to cover supplies & instructional support	per course	\$ 65.00	\$ 65.00
Science Lab Fee-Clk	210000200360	Lab Fee assessed to students in science classes to cover supplies & instructional support	per course	\$ 55.00	\$ 65.00
Test Of Essential Academic Skills	200-RT	Fee applies to each TEAS test as WWCC becomes an official testing site - WW & Clarkston	per each	\$ 25.00	\$ 25.00
Testing Fee Non WWCC Student	200-ZF	Fee for Non-WWCC students taking tests	upon request	\$ 30.00	\$ 30.00
Transcript Fee-Regular/On Demand	200-F4 300000173525	Fee for cost of providing an official transcript, regular process	upon request	\$ 10.00	\$ 10.00
Transcript Fee-Regular/On Demand	300000173525	Fee for cost of providing an official transcript, on demand	upon request	\$ 15.00	\$ 15.00
Truck Driving Lab Fee	210000200710	Fee helps to offset increased costs of materials, fuel and equipment maintenance (includes \$60 testing fee)	per credit	\$ 355.55	\$ 355.55
Truck Driving Lab-Short Course	210000200720	Fee helps to offset increased costs of materials, fuel and equipment maintenance (includes \$60 testing fee)	per quarter	\$ 950.00	\$ 950.00
Turf Mgmt Program Fee	210000200350	\$2 supplies & instructional support and \$2 equipment repair & replacement	per credit up to 18 credits	\$ 2.00	\$ 4.00

**PROPOSED
STUDENT FEE SCHEDULE
2024-2025**

BOARD APPROVED FEES

GENERAL LOCAL FUND 148		Fee Description	Basis for Calculation of Fee	2023-2024 FEES	2024-2025 PROPOSED FEES
WABO Test-Nonstudent Full Retest	200-QY	Fee to cover cost of re-taking full test	per each	\$ 100.00	\$ 100.00
WABO Test-Nonstudent Partial Retest	200-QZ	Fee to cover cost of re-taking partial test	per each	\$ 80.00	\$ 80.00
WABO Test-Nonstudent Retest	200-QX	Fee to cover cost of taking test	per each	\$ 200.00	\$ 200.00
WABO Test-Student Partial Retest	210000200740	Fee to cover cost of re-taking partial test	per each	\$ 50.00	\$ 50.00
WABO Test-Student Retest	210000200770	Fee to cover cost of re-taking test	per each	\$ 50.00	\$ 50.00
Water/Irrig Mgmt Program Fee	210000200490	\$7.50 supplies & instructional support and \$7.50 equipment repair & replacement	per credit up to 18 credits	\$ 15.00	\$ 15.00
Welding Aluminum Lab Fee	210000200320	\$25 supplies and \$25 equipment repair & replacement to cover costs related to aluminum welding class	per credit up to 18 credits	\$ 50.00	\$ 50.00
Welding Program Fee	210000200320	\$22.50 supplies & instructional support and \$22.50 equipment repair & replacement	per credit up to 18 credits	\$ 45.00	\$ 45.00
Welding Program Fee	210000200470	\$22.50 supplies & instructional support and \$22.50 equipment repair & replacement	per credit up to 18 credits	\$ 45.00	\$ 45.00
Welding Special Metal Surcharge Class Fee CLK	210000200475	\$2.50 supplies and \$2.50 equipment repair & replacement to cover costs related to aluminum welding class	per credit up to 18 credits	\$ 50.00	\$ 5.00
Welding Special Metal Surcharge Class Fee WW	210000200325	\$2.50 supplies and \$2.50 equipment repair & replacement to cover costs related to aluminum welding class	per credit up to 18 credits	\$ 50.00	\$ 5.00
Welding Stainless Steel Program Fee - Walla Walla	NEW	\$25 supplies & instructional support and \$25 equipment repair & replacement	per credit up to 18 credits	\$ 50.00	\$ 50.00



Office of the President
Walla Walla Community College
 500 Tausick Way
 Walla Walla, WA 99362-9267
 Phone: (509) 527-4274
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MEMORANDUM

TO: Board of Trustees

DATE: June 20, 2024

FROM: Chad E. Hickox, President

RE: Fiscal Year 2024-25 College Operating Budget

The 2024-2025 Walla Walla Community College (WWCC) operating budget was developed in accordance with the College's 2023-2028 strategic plan and reflects priorities established by the Board of Trustees and college leadership team, with input from a variety of sources including budget managers, Division Chairs and other faculty, as well as key staff from across the organization.

This year marks the first time in recent history that an intentional participatory process was meaningfully implemented, through the work of the Budget Council, reporting up through the College Council structure. Additional information was shared, and input sought on particular topics, from college internal stakeholders. Meetings were held with the leaders of key groups (including union leadership for each of the three unions as well as with College Council) prior to the all-college budget forum on May 16, 2024. The College as a whole is to be commended for its contributions to the development of this budget. The participatory governance model of budget development resulted in greater transparency and increased inclusivity. Even so, we have noted and plan to enact improvements and refinements to the process in the future.

Using tools developed by the Strategic Enrollment Leadership Council, enrollment projections were systematically calculated and thoroughly vetted. Although a degree of probability is involved in any revenue projection, by following these processes and proven practices, we have arrived at a defensible – even somewhat conservative, projection as the basis for our budget planning. The outcome of this concerted effort is a plan to spend wisely, staff strategically, and stay focused on our strategic priorities. The resulting budget moves the institution marginally closer to the sustainable college we strive to be, with zero reliance on reserves, a healthy and inclusive culture, and staffing levels that match our foreseeable enrollment numbers.

We continue to rely on pandemic relief funds provided to us by the federal government to offset lost revenue, but both our planned reliance and our actual use of those funds has trended lower each year, this year included, in the pursuit of our goal of solvency and sustainability within approximately two years.

General themes, framed by our strategic plan, include: retention of existing students, aggressive outreach, recruiting, community engagement activities, and initiatives to enhance a sense of belonging among students and employees – all of which are reflected in the draft budget. Through our investments, we intend to sustain the significant enrollment rebound of the past year; ensure faculty are able to continue to provide outstanding education and support to keep their students on track; address the serious mental health needs; and generally seek to

promote the well-being of students and employees alike. Challenges, including increased personnel costs; additional compliance requirements and legislative reporting; and a new cost-center approach to accounting have disclosed long-term, chronic underfunding of key college functions, including technology services and employee recruitment. Furthermore, inflationary effects – especially with regard to utility costs, facility maintenance, software subscriptions, and the like, continue to present a challenging fiscal environment for FY 25 and the future.

WWCC is positioning itself for future growth by making a number of important investments in personnel and infrastructure, including the addition of a grants coordinator position. This position will enable the College to pursue new funding opportunities, assist initiatives aimed at innovation, diversify revenue sources, and support community outreach. New programs are being created, existing programs are expanding, and we are evolving to meet the changing needs of our communities by changing our instructional delivery – to include more modular delivery of what once were monolithic programs requiring full-time attendance. Other investments include allocating additional resources towards cybersecurity. Given the prevalence of ransomware attacks, it is imperative that the College protect itself through software and hardware upgrades, as well as training for IT staff and the general employee population.

This budget as presented today, represents the second reading before the board.

In approving the budget, the Board of Trustees authorizes:

- the College President to proceed with the execution of the plan;
- the College President to transfer funds within the General Fund, or from local and other funds, to eliminate any cash deficit as required by RCW 43.88.260, to provide working capital, and to support approved projects and activities;
- the tuition and fee schedule as established by law, by the State Board for Community and Technical Colleges, as implemented by the College President, and as published in the College's catalog and public website;
- the College President to accept allocation amendments from the State Board for Community and Technical Colleges, to accept such grants and contracts as may be acquired during the budget period, and to report on such changes, as needed, to the Board of Trustees;
- the addition of staff and faculty positions necessary to carry out the College's programs, as well the College's annual work plan and current strategic plan, all in accordance with established College hiring protocols; and
- the College President to determine the fee schedule for contract courses and programs.

I would like to recognize the hard work and dedication of many staff and faculty over the past several months to develop the budget as presented to the Board. Although the pandemic has ostensibly been over for quite some time, the stress and strain, combined with the ctclink conversion, ongoing difficulties with FAFSA simplification at the federal level, and a general decline in high school graduation numbers all take a toll on the hardworking employees of WWCC. It is a testament to their dedication to our students that we continue to see such outstanding results, good enrollment numbers, and overall student success. I am proud of the work reflected in this document, and I believe that it represents a very thoughtful, reasonable, and strategic approach to the College's financial planning for FY 25. I commend, congratulate, and thank the myriad contributors to this budget.

Thank you, Trustees, for your dedication to our mission and your support of our students and staff. We recommend and request the Board's approval of the FY 24-25 operating budget.



BUDGET

FISCAL YEAR 2024 - 2025

Proposed to the Board of Trustees

June 26, 2024

Submitted by:
Dr. Chad E. Hickox, President

BOARD OF TRUSTEES

Tara Leer, Chair of the Board
Tim Burt, Vice Chair of the Board
Sergio Hernandez
Michelle Liberty
Bill Warren

WWCC 2024-2025 Strategic Priorities and Goals

As we present the budget and prepare the College for the upcoming year, we reaffirm WWCC's vision, mission, and commitment to student success. The current strategic plan, developed collaboratively during the 2022-2023 academic year, provided us with strategic priorities and guidance throughout the budgeting process. The plan carries forward the priorities identified by the Board of Trustees to establish institutional stability in the short-term while preparing us for long-term sustainability.

Mission Statement

Walla Walla Community College removes barriers to access, provides high quality educational experiences, and facilitates equitable learning and success to cultivate thriving rural communities.

Vision Statement

Walla Walla Community College is the best community college in the nation at producing a well-educated and highly skilled workforce and promoting thriving communities.

Strategic Priorities 2023-2028

The strategic priorities listed below are identified in the institutional strategic plan that was adopted in Fall 2023.

1. Students Learn & Achieve their Goals
2. WWCC is an Employer of Choice
3. Institutional Stability & Sustainability
4. Thriving Communities

The budget presented here builds on success in meeting these priorities and carries them forward into 2024-2025, with special emphasis on enrollment (recruitment and retention), which includes a focus on equity, diversity, and inclusion, financial sustainability, and the professional development of college employees. Resources are being deployed and capacity is being built across the college and its operations, to include support of student success, increased marketing and outreach, enhanced fundraising capacity, improved cybersecurity, and compliance with regulatory requirements.

Budget Overview

The State Board of Community and Technical Colleges (SBCTC) has provided the College with a projected allocation for 2024-2025 which is still in draft status and subject to further adjustments before being finalized. While it is possible that there may be changes in the initial state allocation between now and when it is released, no major adjustments are expected at this time.

The operating budget will access funding from the Higher Education Emergency Relief Fund (HEERF) II, Coronavirus Response and Relief Supplemental Appropriations Act (CRSSAA) and/or Higher Education Emergency Relief Fund III, American Rescue Plan Act (ARPA) for lost revenue and other eligible losses. I am pleased to report that reliance on lost-revenue funding is reduced from that of FY 2023-2024, which is a trend that is expected to continue as management controls and strategic adjustments bring us closer to a sustainable budget within one to two years.

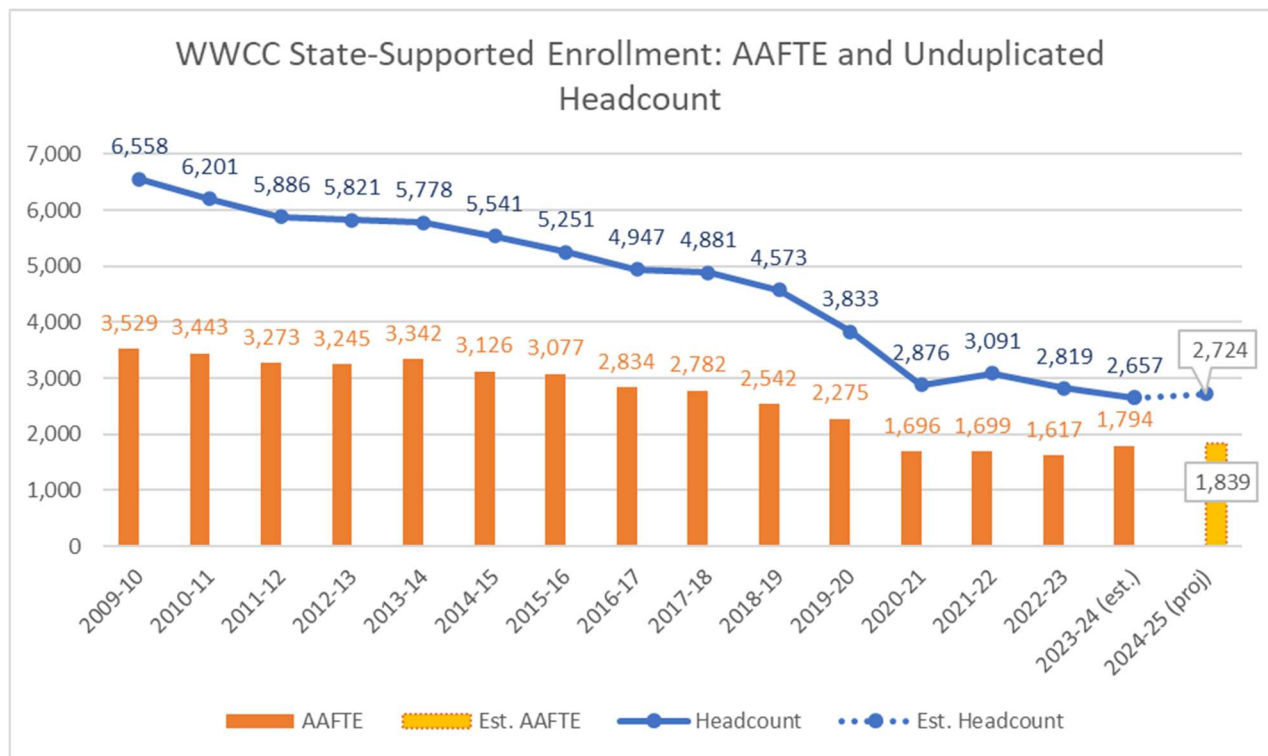
The State Lease-Purchase Program, through the Washington State Treasurer's Office, will also be accessed to support one-time technology hardware purchases in the upcoming year.

Enrollment

Strategic Enrollment Leadership Council (SELC) set a conservative enrollment forecast of 1550 AAFTE for the 2023-2024 fiscal year due to the high degree of uncertainty in the external environment as it pertains to postsecondary enrollment. The Council was uncertain the extent to which enrollment would recover as the effects of the pandemic appeared to be waning. Fortunately, due to our efforts focused on student wraparound supports and increased marketing, enrollment rebounded substantially. We anticipate ending the current year with state-funded AAFTE at 1794 (est.), which represents 116% of our target. This is the first time in more than five years that actual enrollment outperformed the enrollment target set in the budget process.

SELC uses several inputs to determine enrollment targets. The first is the enrollment projection. The Office of Institutional Research and Effectiveness (IRE) conducts projections using different methods as appropriate based on enrollment trends, including trendline and cohort attrition models. The second input used to develop the enrollment target accounts for the known impacts and assumptions deemed most likely to occur in the upcoming year. Impacts considered for the upcoming year include instructional program changes, student support strategies, and external factors like changes in the FAFSA, the local economy, and labor markets.

The chart below is a time-series of state-funded, annual average FTE (AAFTE), which includes an estimate for the current fiscal year and the projection for the upcoming year. Based on the SELC analysis and subsequent discussion among the executive leadership and leadership in Instruction, Student Services, Budgeting, IRE, and College Council, SELC recommended the College continue to set fairly conservative enrollment figures used for budgeting purposes, as the impact of the FAFSA Simplification remains a significant unknown. Looking further into the future, the size of high school graduating classes is expected to decrease over the next decade. This suggests continued efforts at optimizing the college budget for this expected leveling-off of enrollment beginning in 2025-2026. As a result, the enrollment forecast for budgeting purposes for state-funded FTE was set to a modest 2% increase over the gains made in 2023-2024 resulting in a budgeting AAFTE of 1839.



Budget Assumptions

The operating plan includes the following information and assumptions, which are represented in the College's FY 2024-2025 operating budget.

State Allocation

The total draft State Allocation of \$27,091,830 for FY 2025 reflects a \$1,850,818 or 7.3% increase over prior year.

District Enrollment Allocation Base (DEAB), Student Achievement Initiative (SAI), Weighted/Priority Enrollment, and Minimum Operating Allocation (MOA) increased over the previous year's allocation by \$575,690 or 3.8%.

Provisos and earmarks are distributed by SBCTC through the allocation model - including support for DEI initiatives, Guided Pathways, High Demand Program Faculty, Nurse Educator salaries, and Worker Retraining - along with compensation-related items that are mandated (i.e. COLA and benefit rates). The College had an overall net increase in provisos and earmarks of \$1,275,128 or 12.8%.

Compensation

The operating plan includes 100% funding for FY 2025 COLAs. The FY 2025 COLA increases will be 5.834% for faculty and 3.0% for classified and exempt staff.

Compensation provisos/earmarks related to wages, health benefits, and state pension rates increased overall by approximately \$699,707. This is the result of FY 2025 COLAs, a \$54 per employee per month increase in health benefit costs, and 0.88% and 5.02% decreases in PERS and TRS rates, respectively.

Additional compensation-related items include reallocation of \$465,441 for high demand faculty stipends and \$1,233,190 for nurse educator salaries, which are expected to be fully funded and have been included. These items are considered pass-through amounts.

Operating Fee (Tuition)

Tuition rates at community and technical colleges are budgeted to increase by 3.0% as outlined in legislation. Enrollment is projected to increase by approximately 2.0%. A forecast of \$6,650,000 is assumed based on an analysis of actual tuition collected coupled with the rate increase and projected enrollment increase.

Local Funding Sources

Focused growth areas continue to be critical as we rely more heavily on local funding sources to support the College's operating budget. Locally generated revenue of \$6,831,743 will be leveraged for fiscal year 2024-2025.

Running Start is expected to generate \$1,980,000 based on FY 2024 results along with 4.6% and 4.11% increases to the non-vocational and vocational rates, respectively.

Other Local Revenue includes amounts the College receives for fees charged to students along with revenue associated with the lease of college facilities, interest on investments, and other miscellaneous revenue. For the FY 2025 budget planning cycle, this line is forecast at \$1,000,000.

Indirect revenue for grants and contracts is the amount the College can charge to manage these programs. An assumption of \$1,100,000 in indirect revenue related to Corrections Education, other contracts, and federal funding is included in the operating revenue and used to offset baseline costs.

Program/Course fees are amounts collected from students for program specific uses such as instructional techs, lab consumables, and program equipment replacement. These fees must be used for the intended purpose.

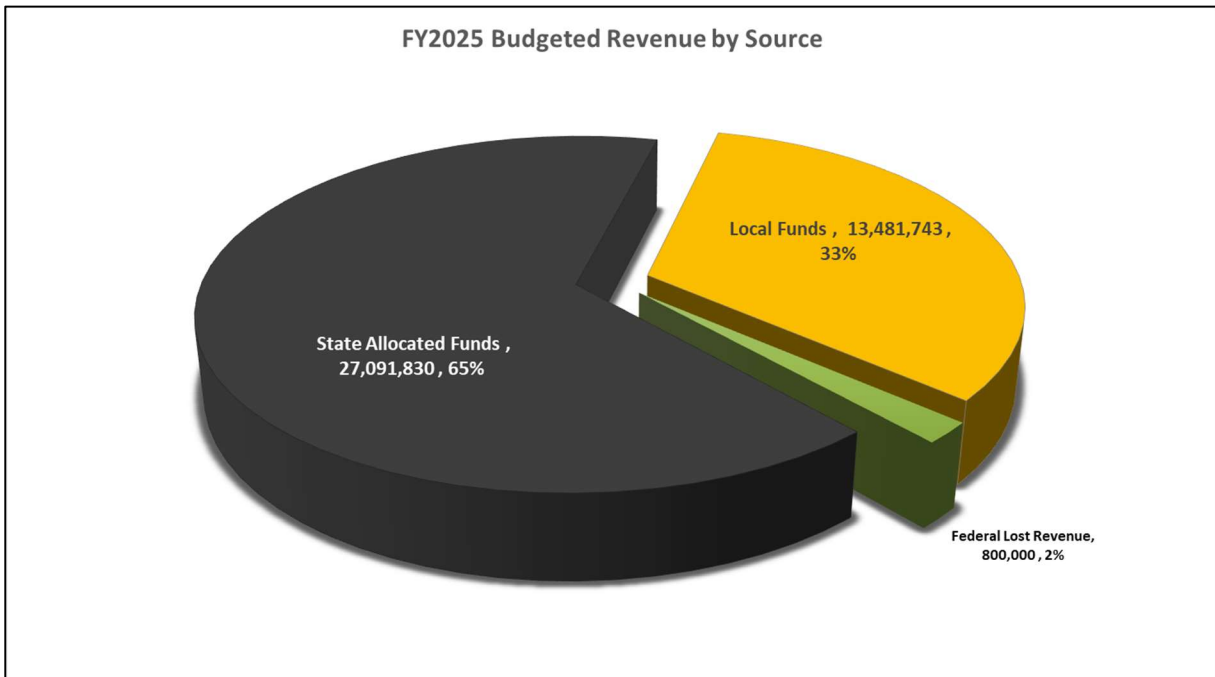
Federal COVID-19 relief funding (HEERF, CRSSAA, ARPA) drawn to replace revenue lost during the pandemic will facilitate a balanced budget with a revenue assumption of \$800,000.

In FY 2024, \$370,000 in reserves were accessed in the operating budget to support the ongoing stabilization of ctcLink and other ongoing costs. In FY 2025, reserves will not be accessed.

**Walla Walla Community College
2024-2025 Operating Budget
Revenues**

Revenue Sources	FY 2024 Budget	FY 2025 Proposed Budget	Variance Incr/(Decr)	% Δ	Notes
<u>State Allocation (FORECAST)</u>					
District Enrollment Allocation Base (DEAB)	9,838,208	10,208,713	370,505	4%	1
Student Achievement Initiative	1,544,904	1,693,758	148,854	10%	2
High Demand (Weighted) FTEs	1,012,911	1,069,242	56,331	6%	3
Minimum Operating Allowance (MOA)	2,850,000	2,850,000	-	0%	4
Provisos and Earmarks	9,994,989	11,270,117	1,275,128	13%	5
State Allocated Funds	25,241,012	27,091,830	1,850,818	7%	
<u>Local Funds</u>					
Operating Fee	6,180,000	6,650,000	470,000	8%	
Running Start Support	1,700,000	1,980,000	280,000	16%	
Program/Course Fees	1,328,000	1,697,708	369,708	28%	
Indirect - Grants & Contracts	1,000,000	1,100,000	100,000	10%	
Other Local Revenue	1,000,000	1,000,000	-	0%	
Self-Support and Resale Programs	410,000	450,000	40,000	10%	
Student Wrap Around Support (Foundation)	250,000	250,000	-	0%	
MacKenzie Scott Funds	145,000	154,035	9,035	6%	
Open Doors (Alternative Education Program)	150,000	200,000	50,000	33%	
Local Funds	12,163,000	13,481,743	1,318,743	11%	
Federal Lost Revenue	1,000,000	800,000	(200,000)	-20%	
Use of Reserves	70,000		(70,000)	-100%	
Reserves - ctclink	300,000		(300,000)	-100%	
Total	38,774,012	41,373,573	2,599,561	7%	

Notes: Please see accompanying notes for definitions of terminology used

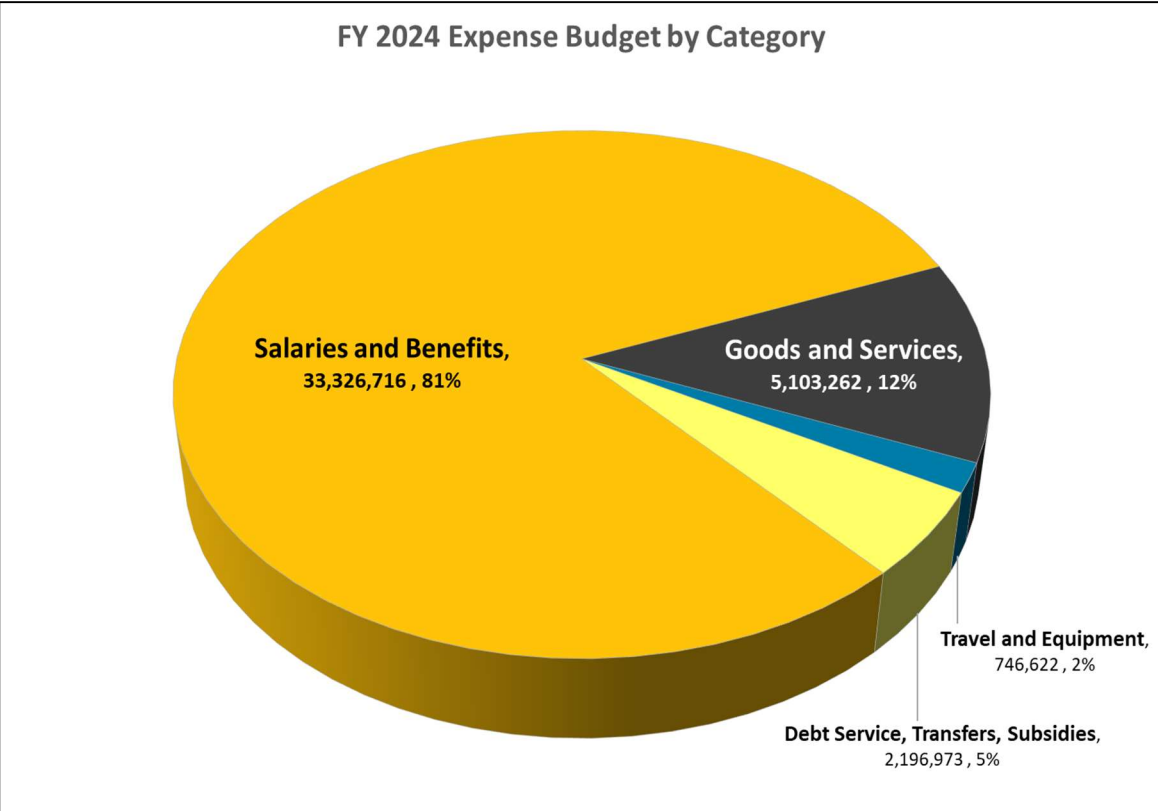
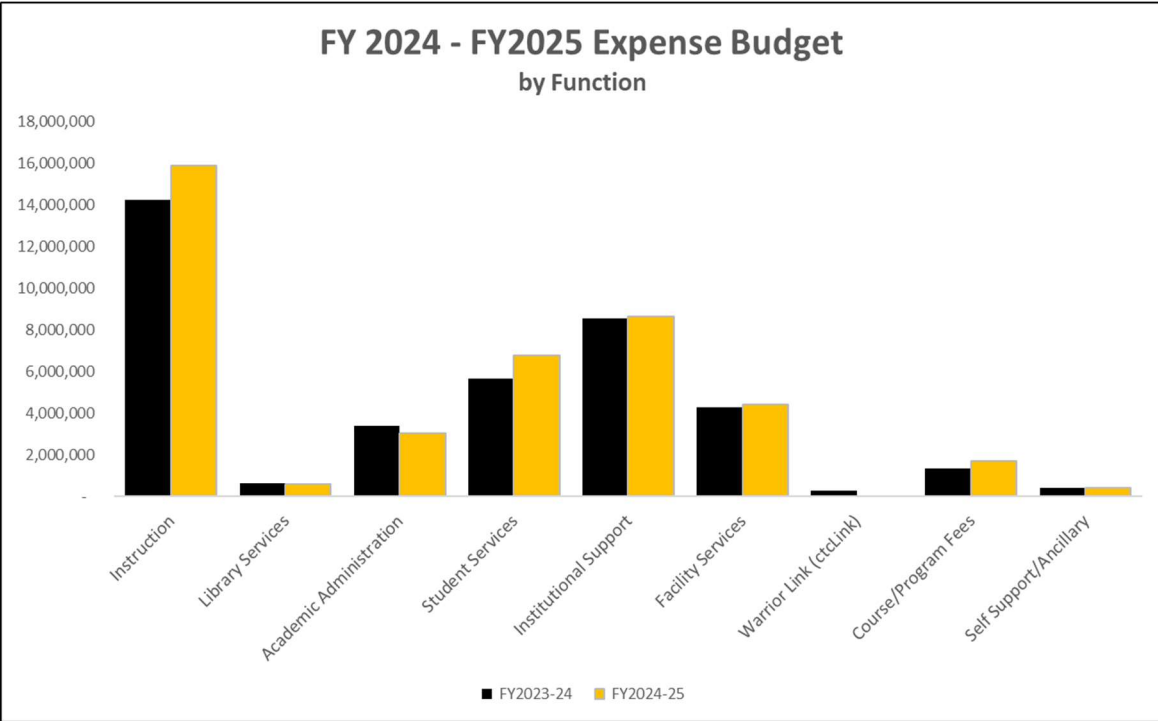


Walla Walla Community College
2024-2025 Operating Budget
Expenditures by Function and Category

By Function	FY2023-24	FY2024-25	Variance		Notes
			Incr/(Decr)	%	
Instruction	14,223,589	15,847,915	1,624,326	11%	6
Library Services	644,579	585,449	(59,130)	-9%	
Academic Administration	3,378,554	3,013,771	(364,783)	-11%	7
Student Services	5,643,843	6,793,477	1,149,634	20%	8
Institutional Support	8,549,780	8,587,802	38,022	0%	9
Facility Services	4,295,667	4,420,407	124,740	3%	
Warrior Link (ctcLink)	300,000	-	(300,000)	-100%	
Course/Program Fees	1,328,000	1,697,708	369,708	28%	
Self Support/Ancillary	410,000	427,044	17,044	4%	
	38,774,012	41,373,573	2,599,561	7%	

By Category	FY2023-24	FY2024-25	Variance		Notes
			Incr/(Decr)	%	
Salaries and Benefits	31,414,346	33,326,716	1,912,370	6%	
Contracted Services	268,584	454,597	186,013	69%	
Goods and Services	4,239,249	4,648,665	409,416	10%	
Travel	163,016	223,906	60,890	37%	
Equipment	824,592	522,716	(301,876)	-37%	
Subsidies	1,209,774	1,600,917	391,143	32%	10
Debt Service	324,050	222,500	(101,550)	-31%	
Transfers	330,401	373,556	43,155	13%	
	38,774,012	41,373,573	2,599,561	7%	

Notes: Please see accompanying notes for definitions of terminology used



2024-2025 GRANTS, CONTRACTS AND FISCAL AGENT AGREEMENTS

- The 2024-2025 Grants, Contract and Fiscal Agent Agreements list presents FY 2025 anticipated award information. The information is provided by SBCTC planning numbers, documents, federal award grant documents and proposals, and by program managers. Estimated Total Grants, Contracts and Fiscal Agent Agreements for FY 2025 of \$16,594,691 are \$807,603 or 5.12% greater than prior year. While this is a notable increase in total, the bulk of that increase is for a very specific sub-set. Multiple other grants and allocation have decreased individually which will impact the operating budget. Items of note this year are:
- A large increase in the Corrections Ed grant. The FY 24 beginning grant budget was \$7,718,306 and the FY 25 estimated beginning budget is \$8,510,211, an increase of \$791,905.
- WWCC received a new grant through the Employment Security Dept for our Clarkston campus. Titled Career Launch, it will focus on building interest in the Energy Systems Technology program starting with high school students and seeing them through at least their first year of college. That award is \$155,557.
- The Worker Retraining Program / SBCTC decreased another \$11,958. Most of the Worker Retraining award funds pay for Workforce Ed programs faculty salary and benefits. Any significant decrease in the Worker Retraining Program award amount results in a potential increase to the baseline budget for faculty salary and benefits.
- The Title III grant ends on Sept. 30, 2024. This is a decrease of grant revenues in the amount of \$450,000. This grant funded multiple positions either partially or in full, as well as certain software. A transition plan is in process.
- There were decreases in the Perkins (Plan) III / SBCTC of \$31,025, and WorkFirst Integrated Block Grant/SBCTC of \$26,382.
- SBCTC allocation for Truck/School Bus driving education that was received mid-2023 was designed to decrease year-over-year as the program becomes self-sustaining. The decrease from FY 24 to FY 25 is \$85,043.
- Supporting College Students Experiencing Homelessness Earmark / SBCTC; Anticipated award amount \$118,875. WWCC has received this award for the past 5 years and expects to see it in the allocation for FY 25.
- Student Emergency Assistance Proviso /SBCTC; Anticipated award amount \$118,225. WWCC has received this award for the past 5 years and expects to see it in the allocation for FY 25.
- High Demand Enrollments funding has been extended, for FY 25 we expect a budget amount of \$85,669.

The following chart represents a comprehensive list of all grants and contracts along with fiscal agent agreements.

2024-2025 GRANTS, CONTRACTS AND FISCAL AGENT AGREEMENTS

	Grants and Contracts	Project Manager/ Supervisor	Term	FY 22-23 Grant Award	FY 23-24 Grant Award	FY 24-25 Grant Award	Increase/ Decrease
1	Corrections Ed_WSP-CRCC / SBCTC	Kammers	07/01/24-06/30/25	7,021,720	7,718,306	8,510,211	791,905
2	Worker Retraining Program / SBCTC	Erikson/Leon	07/01/24-06/30/25	1,725,323	1,715,073	1,703,115	(11,958)
3	Perkins (Plan) III - Federal Vocational / SBCTC	Doyle	07/01/24-06/30/25	445,250	562,883	531,858	(31,025)
4	Basic Food, Employment and Training / SBCTC	Erikson	10/01/24-09/30/25	479,281	436,774	511,201	74,427
5	Title IV - Student Support Services (TRIO) (Year 4)	Conrad Goff	09/01/24-08/31/25	436,920	436,920	511,062	74,142
6	Opportunity Grant / SBCTC	Erikson	07/01/24-06/30/25	461,412	461,412	461,412	0
7	Water & Environmental Center	Trogstad-Isaacson	07/01/24-06/30/25	363,750	363,750	363,750	0
8	WorkFirst Integrated Block Grant / SBCTC	Erikson	07/01/24-06/30/25	280,812	308,189	281,807	(26,382)
9	Student Needs SHB 1559	Erikson	07/01/24-06/30/25	0	269,574	269,574	0
10	Agriculture & Natural Resource Center of Excellence / SBCTC	Williams, L	07/01/24-06/30/25	202,157	212,323	256,811	44,488
11	BTC-CAD Title III	Velluzi	10/01/23-09/30/24	0	222,940	223,633	693
12	Truck/School Bus Driver Training	Leon	07/01/24-06/30/25	148,138	280,124	195,081	(85,043)
13	Career Connect WA - ESD	Williams, L	07/01/24-06/30/25	252,616	99,568	190,617	91,049
14	Nurse Education Enrollment Increases	Adamski	07/01/24-06/30/25	0	180,000	180,000	0
15	Postsecondary Enrollment HB1835 - Fin Aid Outreach	Kimball	07/01/24-06/30/25	160,000	160,000	160,000	0
16	Career Launch - EST Grant - Employment Security Dept	Miltenberger	07/01/24-12/31/25	0	0	155,557	155,557
17	CCAMPIS - Child Care Access Means Parents In School	Erikson	07/01/24-06/30/25	128,000	128,000	128,000	0
18	Perkins Corrections Grant / SBCTC	Kammers	07/01/24-06/30/25	66,960	65,663	120,928	55,265
19	Supporting College Student Experiencing Homelessness Grant / SBCTC	Erikson	07/01/24-06/30/25	102,919	102,919	118,875	15,956
20	Student Emergency Assistance Grant / SBCTC	Erikson	07/01/24-06/30/25	100,000	100,000	118,225	18,225
21	Early Achievers Opportunity Grant / SBCTC	Reiff	07/01/24-06/30/25	119,900	131,386	116,200	(15,186)
22	BEdA Master / SBCTC	Doyle	07/01/24-06/30/25	157,792	124,015	111,614	(12,401)
23	Seattle Foundation	Kammers	07/01/24-06/30/25	83,193	113,193	111,495	(1,698)
24	Opportunity Grant Health Workforce/ SBCTC	Kimball	07/01/24-06/30/25	0	106,845	106,845	0
25	Federal Work Study	Kimball	07/01/24-06/30/25	87,262	88,876	94,229	5,353
26	High Demand Enrollments	Leon	07/01/24-06/30/25	164,500	131,299	85,669	(45,630)
27	State Work Study	Kimball	07/01/24-06/30/25	54,201	54,201	60,000	5,799
28	Perkins Leadership Block Grant / SBCTC	Doyle	07/01/24-06/30/25	15,440	30,000	29,058	(942)
29	IELCE / SBCTC	Doyle	07/01/24-06/30/25	30,602	27,542	24,788	(2,754)
30	Open Doors Program / CRCC	Kammers	09/01/24-08/31/25	22,000	20,000	20,000	0
31	Parent Co-ops	Reiff	07/01/24-06/30/25	15,000	15,000	15,000	0
32	BEdA Leadership Block Grant / SBCTC	Doyle	07/01/24-06/30/25	7,503	7,363	7,300	(63)
33	EMS Trauma Training	Graham/Can	07/01/24-06/30/25	7,000	5,000	5,000	0
34	Title III - Bringing Student Success to Scale (Year 5)	Slepin	10/01/24-09/30/25	450,000	450,000	0	(450,000)
35	Cyber Security - WA Military Dept	Vance	12/1/22-07/31/24	0	107,540	0	(107,540)
36	Sunshine Lady Foundation	Kammers	07/01/24-06/30/25	45,051	45,051	(19,798)	(64,849)
37	BEdA Special Projects	Kammers	07/01/24-06/30/25	0	5,500	0	(5,500)
TOTAL GRANTS AND CONTRACTS				\$13,634,702	\$15,287,229	\$15,759,117	\$471,888

	Fiscal Agent Agreements	Project Manager/ Supervisor	Term	FY 22-23 Grant Award	FY 23-24 Grant Award		Increase/ Decrease
1	Snake River Salmon Recovery Board	Martin	10/01/24-09/30/25	398,588	307,000	640,588	333,588
2	Snake River Salmon Recovery Board - BPA	Martin	04/01/23-03/31/24	195,695	192,859	194,986	2,127
TOTAL FISCAL AGENT AGREEMENTS				\$594,283	\$499,859	\$835,574	\$335,715
TOTAL GRANTS, CONTRACTS AND FISCAL AGENT AGREEMENTS				\$14,228,985	\$15,787,088	\$16,594,691	\$807,603
LESS GRANTS REPORTED ELSEWHERE & FISCAL AGENT AGREEMENTS :							
Fiscal Agent Agreements				594,283	499,859	835,574	335,715
		Worker Retraining		1,725,323	1,715,073	1,703,115	(11,958)
		Opportunity Grant		436,920	436,920	511,062	74,142
		Agriculture & Natural Resource Center of Excellence / SBCTC		202,157	212,323	256,811	44,488
		Truck/School Bus Driver Training		148,138	280,124	195,081	(85,043)
		Student Needs SHB 1559		0	269,574	269,574	0
		Nurse Education Enrollment Increases		0	180,000	180,000	0
		Postsecondary Enrollment HB1835 - Fin Aid Outreach		160,000	160,000	160,000	0
		High Demand Enrollment		164,500	131,299	85,669	(45,630)
		Supporting College Student Experiencing Homelessness Grant / SBCTC		102,919	102,919	118,875	15,956
		Student Emergency Assistance Grant / SBCTC		100,000	100,000	118,225	18,225
		Opportunity Grant Health Workforce/ SBCTC		0	106,845	106,845	0
		Subtotal		\$3,634,240	\$4,194,936	\$4,540,831	\$345,895
TOTAL ADJUSTED GRANTS AND CONTRACTS				\$10,594,745	\$11,592,152	\$12,053,860	\$461,708

Notes to the Operating Budget Statements of Revenue and Expenditures

1. District Enrollment Allocation Base (DEAB): Provides base funding in accordance with each district's annual enrollment target. The State Board has a college system-wide enrollment target of 130,981.

District targets are a share of the college system target based on a rolling three-year average of their enrollments. However, in recent years colleges have struggled to meet their targets due to declining enrollment levels. In FY 2024, each FTE has a value of \$3,637 which represents an increase of \$132 per FTE over the previous year.

2. Performance Funding - Student Achievement Initiative (SAI): 5% of the total \$1.24 billion state appropriation is committed to performance funding in the allocation model. This allocation is based upon points and performance outcomes in the academic year 2022-2023.
3. Weighted/Priority Enrollment FTE: Under the allocation model, four enrollment categories receive an additional weight of 0.3 (a value of \$1,091) per student FTE. As indicated below, the skills gap and adult basic education categories make up the bulk of these enrollments.
 - a. Skills Gap – 42%
 - b. Adult Basic Education – 39%
 - c. STEM – 16%
 - d. Upper-level Applied Baccalaureate – 7%
4. Minimum Operating Allocation (MOA): The model assumes every college requires a minimum amount for campus operations. Each college receives \$2.85 million annually. These funds are intended to support facility operations and maintenance. A small portion of this funding comes from the capital budget due to a 2003 fund swap where the Legislature replaced state operating funds for maintenance and operating with capital projects account funding. The remaining funding comes from the operating budget.
5. Provisos and Earmarks:
 - a. Budget Provisos - Language in budget bills where the Legislature places conditions and limitations on the use of appropriations.
 - b. Earmarks are funds identified by the State Board for specific purposes. They fall into two general categories:
 - i. Amounts related to compensation, maintenance and operations and leases; amounts are held in safe harbor for four years after which they are rolled out of safe harbor and distributed through the base allocation.
 - ii. Other Earmarks: Programs or population-specific funds identified by the State Board such as Opportunity Grant, Centers of Excellence, Workforce Development Projects, funds for Disability Accommodations and Students of Color.
6. Instruction: Includes academic transfer, workforce, preparatory (courses under college level), and adult education.
7. Academic Administration: Administrative support and management for instructional programs which includes deans and support staff, faculty professional development, and curriculum development.

8. Student Services: Activities that provide assistance and support for the needs and interests of students. This includes social and cultural development, counseling and advising, financial aid, admissions, and student records.
9. Institutional Support: Includes the activities of management (president, trustees, vice-presidents and support staff), fiscal operations, human resources, public relations, and administrative information technology services that are not related to instructional activities.
10. Subsidies: Financial support provided to students either directly or indirectly.