



Board of Trustees, District No. 20
Walla Walla Community College
Board Meeting Agenda
Board Room (161) | WWCC Walla Walla Campus
Wednesday | September 25, 2024 | 9:30 a.m.

To connect to the Wednesday, September 25, 2024 Board Meeting virtually, go to ZOOM: <https://wwcc-edu.zoom.us/j/89356477112> 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.	Budget, Planning, Program Review Alignment and KPI Preview <i>Ms. Lori Peterson, Mr. Joshua Slepín, Dr. Nick Velluzzi and Dr. Chad Hickox</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. June 26, 2024 Board Meeting Minutes		Tab 1
	2. July 18, 2024 Special Board Meeting Minutes		Tab 2
	3. August 6, 2024 Special Board Retreat Minutes		Tab 3
	4. Personnel Update		Tab 4
	5. Preliminary Fall Quarter Enrollment Report		Tab 5
10:35 a.m.	President's Report <i>Dr. Hickox</i>	Discuss	
10:40 a.m.	Introduction of Director, Connection & Belonging <i>Dr. Hickox</i>	Discuss	
10:45 a.m.	AHE Update <i>Mr. Jim Peitersen</i>	Discuss	
10:55 a.m.	2023-2024 Year-End Financial Report <i>Mr. Patrick Sisneros and Ms. Peterson</i>	Discuss	Tab 6

11:05 a.m.	Faculty Emeritus Request <i>Dr. Hickox</i>	Action	Tab 7
11:15 a.m.	Board Policy Review – Board Policy 1350 <i>Dr. Hickox</i>	Discuss	Tab 8
11:30 a.m.	Childcare Strategy <i>Dr. Hickox</i>	Discuss	
11:40 a.m.	Recess to Executive Session to Review the Performance of a Public Employee		
12:00 p.m.	President’s Evaluation Kick-Off	Discuss	
12:10 p.m.	Board of Trustees Election of 2024-2025 Officers	Action	
12:20 p.m.	Board Reports / Remarks	Discuss	
12:30 p.m.	New and Unscheduled Business	Discuss	
12:40 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>		
12:55 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, June 26, 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 9:31 a.m.

Trustees present: Ms. Tara Leer, Chair
Mr. Tim Burt
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
Dr. Nick Velluzzi, Vice President, Planning, Effectiveness and
Economic Development
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
Ms. Denise Kammers, Dean, Corrections Education
Dr. Chad Miltenberger, Dean, Clarkston Campus
Dr. Sam Robinson, Dean, Arts & Sciences

Also present: Ms. Debra Erikson, Assistant Dean, Student Success
Ms. Diana Herrmann, Director, Guided Pathways
Ms. Doreen Kennedy, Recording Secretary
Ms. Sarah McCalmant, AAG
Ms. Lori Peterson, Director, Budget & Fiscal Services

Approval of Agenda.

Mr. Burt moved and Mr. Warren seconded to approve the agenda for the June 26, 2024 Board of Trustees meeting as presented. *Motion carried.*

Welcome Center & Outreach Updates. Ms. Melissa Rodriguez and Ms. Melissa Holecek presented an update on Welcome Center and Outreach happenings to the Board of Trustees during a study session.

Consent Agenda.

Ms. Liberty moved and Mr. Burt seconded that the consent agenda items be approved or accepted, as appropriate: 1) May 22, 2024 Board Meeting Minutes, 2) Personnel Update, 3) Interim Spring and Preliminary Summer Quarter Enrollment Reports. *Motion carried.*

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

- LMCC Update: Work is being done to finalize two faculty union MOU's that have been negotiated as part of the Labor Management Communications Committee (LMCC). We had hoped to present today as it effects work that is being done by faculty this summer, therefore we will likely need to schedule a special board meeting to address this topic.
- Farm to Fork Projects: With funding received from various sources, including the Port of Walla Walla and some private donors, to expand the footprint of the farm to fork operation, we are in negotiations with the authoritative state agencies around the project to create a pole building and work is moving forward with an irrigation project led by faculty member Tyler Cox. We hope to share additional progress as we move into fall.
- Facilities Remodel: The Student Success Center remodel, which is funded as a minor capital project, is set to commence in July and hopefully be complete by the start of fall.
- Wine Competition: The proprietors of the Whatcom wine competition (Pacific Northwest Wine Competition) moved to Walla Walla and last summer we hosted the re-location of the competition, with the second annual Walla Walla iteration occurring currently. We are making some wonderful industry connections.
- NWCCU Update: At last week's Northwest Commission on Colleges and Universities (NWCCU) commission meeting, we heard about a couple of topics that could have the potential to impact community colleges in the future: 1) a move to offering a three-year bachelor's program – with a college currently piloting this offering; and 2) there are entities around the country interested in accrediting what have been, non-credit bearing programs, such as Amazon and Starbucks. With regard to our accreditation timeline, our ad hoc report is due at the end of August and the accreditors site visit will be held on October 9.
- VPSS Search: The search for a new Vice President of Student Services is underway. Dr. Stanley has offered to extend his retirement in a part-time, remote manner to assist us until we are able to fill the position.
- FY23 Financial Audit: We are currently engaging in the FY23 audit. As the state auditor's office no longer handles this work, we are working with outside auditors. The process will be similar, although somewhat different due to the change.

May Financial Report. Mr. Patrick Sisneros and Ms. Lori Peterson reviewed the May financial report for the period ending May 31, 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

Discussion was had regarding use of \$150,000 in reserves for security purposes and cadence of the monthly oral report. It was determined that the regular monthly report would be moved to the consent agenda, with oral reports provided as needed.

Second Read: 2024-25 Student Services and Activities Fee Budget. Dr. Graydon Stanley reviewed the proposed 2024-25 Student Services and Activities Fees budget, noting there had been no changes since presented at the May 2024 Board meeting.

Mr. Burt moved and Ms. Liberty seconded to accept the 2024-25 Student Services and Activities Fee Budget as presented. *Motion carried.*

Second Read: 2024-25 Athletics Budget. Dr. Stanley reviewed the proposed 2024-25 Athletic program budget, noting the addition of athletic department fundraising revenue in the amount of \$25,000 and use of \$43,756 in local funds.

Mr. Burt moved and Mr. Warren seconded to accept the 2024-25 Athletics Budget as presented. *Motion carried.*

Second 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 approved by the Washington State Board for Community and Technical Colleges, noting there had been no changes since it was presented at the May 2024 Board meeting. Mr. Sisneros then reviewed the proposed Student Program Fees, also unchanged since the May 2024 Board meeting.

Mr. Burt moved and Mr. Warren seconded to accept the 2024-25 Tuition Schedules and Student Program Fees as presented. *Motion carried.*

Second Read: 2024-25 Annual Plan and Budget. Mr. Sisneros reviewed the proposed 2024-25 Annual Plan and Budget, noting there had been no changes since it was presented at the May 2024 Board meeting, including:

- State base allocation increased \$1.8 million
- COLAs: 5.834% for faculty; 3% for classified/exempt
- Pass-through of \$465,441 for high-demand faculty salaries
- \$1,233,190 for nurse educator salaries

- 3% increase in tuition
- 2% increase in enrollment
- \$800,000 in federal funding
- Expenditures: \$41,373,573
- Grants and Contracts: \$16,594,691

Mr. Burt moved and Mr. Warren seconded to accept the 2024-25 Annual Plan and Budget as presented.
Motion carried.

Recess to Executive Session to Discuss Purchase or Lease of Real Estate. The Board recessed to Executive Session at 12:03 p.m. to discuss purchase or lease of real estate, with an anticipated return time of 12:13 p.m. At 12:13 p.m., the Board announced the Executive Session would be extended to 12:20 p.m. At 12:20 p.m., the Board returned to open session and Ms. Leer reported no action had been taken during Executive Session.

Board Reports / Remarks. The following items were discussed:

- Trustee Orientation/Onboarding
- Welcome Event for New E&V and Culinary Directors
- Ag Industry Challenges

New and Unscheduled Business. The following items were discussed:

- Cancellation of July and August Board Meetings
- Board Retreat – Scheduled for August 6

Mr. Burt moved and Mr. Warren seconded to cancel the regularly scheduled July 24, 2024 Board meeting.
Motion carried.

Mr. Burt moved and Mr. Warren seconded to cancel the regularly scheduled August 28, 2024 Board meeting.
Motion carried.

Public Comment. None.

Adjournment. The meeting adjourned at 12:54 p.m.

Dr. Chad E. Hickox, President

ATTEST:

Ms. Tara Leer
Board of Trustees

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

The Board of Trustees of Community College District No. 20 met in special session on Thursday, July 18, 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 3:59 p.m.

Trustees present: Ms. Tara Leer, Chair
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

Also present: Ms. Doreen Kennedy, Recording Secretary
Mr. Bryan Ovens, AAG

Recess to Executive Session to Discuss Negotiations and Purchase or Lease of Real Estate. The Board recessed to Executive Session at 4:00 p.m. to discuss negotiations and purchase or lease of real estate, with an anticipated return time of 4:20 p.m. At 4:20 p.m., the Board announced the Executive Session would be extended to 4:30 p.m. At 4:30 p.m., the Board returned to open session and Ms. Leer reported no action was taken.

Consider Approval of Memorandums of Understanding Between the Board of Trustees of Community College District No. 20 and the Walla Walla Community College Association for Higher Education.

Ms. Liberty moved and Mr. Warren seconded to approve the Memorandum of Understanding Between the Board of Trustees of Community College District No. 20 and the Walla Walla Community College Association for Higher Education, Update of Article 16, as presented. *Motion carried.*

Mr. Warren moved and Ms. Liberty seconded to approve the Memorandum of Understanding Between the Board of Trustees of Community College District No. 20 and the Walla Walla Community College Association for Higher Education, Update of Article 40.4, as presented. *Motion carried.*

Real Estate Acquisition.

Mr. Warren moved and Ms. Liberty seconded to approve the Acquisition of Property Board Resolution, attached and made a part of these minutes, in reference to Tab 2, Pages 2-4: Amendment to Purchase and Sale Agreement.
Motion carried.

Public Comment. None.

Adjournment. The meeting adjourned at 4:38 p.m.

Dr. Chad E. Hickox, President

ATTEST:

Ms. Tara Leer
Board of Trustees



**WALLA WALLA COMMUNITY COLLEGE
BOARD OF TRUSTEES
PROPERTY ACQUISITION RESOLUTION**

WHEREAS, the Board of Trustees has convened to discuss and consider the purchase and sale agreement concerning the property at 102 Strawberry Lane, Walla Walla 99362; and

WHEREAS, after due deliberation and discussion, the Board believes this property acquisition is aligned with the College's strategic plan; and

WHEREAS, this property will provide the College the ability to better support and grow the Farm to Fork, agricultural, and community-serving programs; and

WHEREAS, this property will significantly expand educational opportunities for students.

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees of Walla Walla Community College approves the real estate purchase and sale agreement of January 8, 2024 and all amendments to the agreement.

BE IT FURTHER RESOLVED, the WWCC President and/or their designee are directed to take all necessary actions to implement this resolution.

Accepted on this 18th day of July, 2024

Ms. Tara Leer, Chair
Board of Trustees

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

The Board of Trustees of Community College District No. 20 met in special session for a retreat on Tuesday, August 6, 2024 in Clarkston. Ms. Tara Leer called the meeting to order at 9:35 a.m.

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

Administrators present: Dr. Chad Hickox, President

Also present: Ms. Doreen Kennedy, Recording Secretary

Board Development and Priority Setting. Ms. Alessandra Zielinski, retreat facilitator, led the Trustees and President through a facilitated group discussion. Topics included:

- Relationship Building
- Effective Working Relationships
- Strategic Plan Priorities
- Board Self-Evaluation and President's Evaluation Best Practices

Adjournment. The meeting adjourned at 3:05 p.m.

Dr. Chad E. Hickox, President

ATTEST:

Ms. Tara Leer
Board of Trustees

WALLA WALLA COMMUNITY COLLEGE

MEMORANDUM

DATE: September 19, 2024

TO: Board of Trustees

FROM: Stephanie Groom, Director of Human Resources

SUBJECT: Personnel Update

Below is an update reflecting changes to college personnel in June, July and August 2024.

New Hires:

June

McGee, Emily — Educational Technologist, Technology Services
Fujishin, Martin — Director of Enology and Viticulture, Workforce Transfer & Trades

July

Charlton, Leah — Career Connect Coordinator, Student Services, Clarkston
Barton, Stella — TRIO Career & Academic Transfer Coach, Student Services
Neissl, Mindy — Program Coordinator, WSP
Ceniceros, Itzel — Program Coordinator, Student Services

August

Butler, Makayla — Interim Educational Resource Coordinator, WSP
Sutton, Allen — Director, Connection and Belonging
Orozco, Rebecca — Program Assistant, WSP

Separations:

June

Bellmore, Gail — Human Resource Consultant 4, Human Resources
Che, Lembi — FTF, Nursing, Clarkston
Muriu, Eunice — FTF, Nursing
Burgess, Jesse — FTF, Access & Opportunity
Williams, Matt — FTF, Workforce Transfer & Trades
Kruper, Jan — FTF, Arts & Sciences
Trejo Munoz, Ita — Program Specialist 2, Workforce Transfer & Trades
Finkbiner, Kerri — Assistant Program Coordinator, Nursing
Wade, Andrew — Education & Career Navigator, Student Services, Clarkston

July

Scudder, Chris — Grounds & Nursery Specialist 3, Facilities
Kammer, Margaret — Program Coordinator, WSP
Robinson, Sam — Dean, Arts & Sciences
Williams, Ian — Kitchen Manager, Workforce Transfer & Trades
Newhouse, Kailey — Fiscal Analyst 2, Administrative Services

August

Hamann, Kim — Career Services Specialist, Student Services
Fitzgerald, Carol — Assistant Dean of Corrections Education, WSP
Marshall, Brooke — Vice President, Human Resources
Trevino, Ometeotl — Program Assistant, Student Services
Rohrbach, Marco — Custodian 2, Clarkston

Changes:***July***

Verwer, Ilona — Interim Nursing Assistant Program Coordinator/Instructor, Nursing
Smith, Jade — Head Rodeo Coach, Student Services
Luengas-Maya, Marisol — Student Success Coordinator, Student Services
Cabral, Elisa — Administrative Assistant to Vice President of HR, Human Resources

August

Lawry, Rachel — Interim Director of Corrections Education, WSP
Neissl, Mindy — Program Specialist 2, WSP

Full-Time Positions Currently Posted:

Nursing Instructor (tenure track)
Psychology Instructor (tenure track)
Plant and Soil Science Instructor (tenure track)
Business Intelligence Analyst
Career and Educational Navigator, Clarkston
Dean of Workforce Transfer & Trades
Director of Education Operations, WSP & CRCC
Director of Marketing, Communications & Public Information Officer
Director of Center for Integrated Learning
Financial Aid Outreach Specialist
Instruction and Classroom Support Technician 2, Enology & Viticulture
Program Coordinator, WSP
Vice President of Human Resources
Vice President of Student Services



Walla Walla Community College

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

DATE: September 19, 2024

TO: Board of Trustees

FROM: Dr. Nick Velluzzi

RE: Preliminary Fall Quarter Enrollment

This memo reports preliminary enrollment for Fall Quarter 2024.

- State supported enrollment for fall quarter is reporting 1,898 FTE, which is up 188 FTE or 11% from 1,710 FTE at the **close** of fall quarter 2023.
- Contract enrollment is reporting 331 FTE, down 950 FTE, which is characteristic until corrections education concludes enrolling students in fall quarter classes.
- Self-support enrollment is reporting 44 FTE, down 4 FTE from the **close** of fall 2023.
- Preliminary enrollment for combined fund sources is reporting 2,272 FTE, down 767 FTE or 25% from 3,039 FTE at the **close** of fall quarter 2023.

Financial Results

For Period Ending June 30, 2024

Board of Trustees Meeting
September 25, 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 Budget to Actuals through June 30, 2024
- ☐ Capital Projects Update
- ☐ 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
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Operating Budget

Approved 2023-2024 Operating Budget (<i>less dedicated student fees</i>)	\$37,260,012	
Allocation 1 - Worker Retraining (budget vs. allocated)	-\$250	1,355,539
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	
Allocation 12 - Guided Pathways	500	
Allocation 13 - Revolving Funds, System IT Distribution	507,469	
Allocation 14 - Ongoing Reserves	168,254	

Updated 2023-2024 Adjusted Operating Budget	\$38,615,551
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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	\$19,638,403	51%	\$19,638,403	100%	\$17,776,777	100%	\$1,861,626	10%
Opportunity Grant	461,412	1%	381,932	83%	381,932	83%	0	0%
Other Earmarks/Provisos	4,781,664	12%	4,454,028	93%	4,024,869	0%	429,158	
Worker Retraining	1,715,073	4%	1,715,073	100%	1,594,136	92%	120,937	8%
Total State Revenue	\$26,596,552	69%	\$26,189,436	98%	\$23,777,714	98%	\$2,411,721	10%
Tuition & Other Revenue								
Tuition, Net of Waivers	\$6,180,000	16%	\$6,429,247	104%	\$5,194,359	83%	\$1,234,888	24%
Other Misc Revenue	959,000	2%	1,066,906	111%	1,528,425	418%	-461,518	-30%
Open Doors Program	150,000	0%	183,599	122%	182,530	435%	1,068	1%
Running Start	1,700,000	4%	1,989,779	117%	1,900,060	112%	89,719	5%
Foundation Support	250,000	1%	200,000	80%	250,000	100%	-50,000	-20%
Grants and Contracts - Indirect	1,000,000	3%	852,078	85%	1,077,797	112%	-225,718	-21%
Community Service	260,000	1%	272,514	105%	194,908	75%	77,606	40%
Ancillary Programs	150,000	0%	97,397	65%	179,079	119%	-81,682	-46%
Total Tuition & Other Revenue	\$10,649,000	28%	\$11,091,521	104%	\$10,507,158	\$0	\$584,364	6%
Use of Fund Balance (ctcLink)	\$370,000	1%	\$251,806	0.7%	\$336,469	30%	-\$84,663	-25%
CRSSAA/ARPA Funding	\$1,000,000	3%	\$811,745	2.1%	\$579,908	98%	\$231,837	40%
TOTAL REVENUE	\$38,615,552	100%	\$38,344,508	99%	\$35,201,248	95%	\$3,143,260	9%



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	60%	\$21,990,772	94%	\$19,799,393	92%	\$2,191,379	11%
Benefits	7,829,257	20%	7,344,298	94%	6,687,845	92%	656,453	10%
Rents	14,000	0%	47,565	340%	44,792	111%	2,773	6%
Utilities	1,149,026	3%	1,156,738	101%	1,086,355	113%	70,383	6%
Goods and Services	3,348,789	9%	4,019,039	120%	3,869,840	102%	149,199	4%
Travel	204,836	1%	223,440	109%	112,047	109%	111,393	99%
Equipment	682,964	2%	933,646	137%	885,146	112%	48,500	5%
Fin Aid, Debt Service, Transfers	2,113,833	5%	2,089,818	99%	1,457,625	70%	632,193	43%
TOTAL EXPENSE	\$38,617,531	100%	\$37,805,316	98%	\$33,943,043	93%	\$3,862,273	11%



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	\$14,716,025	38%	\$14,492,851	98%	\$12,825,171	95%	\$1,667,680	13%
Community Service	260,000	1%	361,922	139%	195,320	80%	166,601	85%
Instructional Computing	196,707	1%	196,426	100%	288,041	72%	-91,614	-32%
Ancillary Programs	150,000	0%	138,811	93%	125,054	83%	13,757	11%
Academic Administration	2,976,732	8%	2,465,622	83%	2,429,022	84%	36,600	2%
Library Services	644,579	2%	595,846	92%	591,748	97%	4,098	1%
Student Services	5,998,211	16%	5,773,614	96%	4,920,083	93%	853,532	17%
Institutional Support	9,378,776	24%	9,592,050	102%	8,714,705	89%	877,345	10%
Facility Services	4,296,502	11%	4,188,173	97%	3,853,899	109%	334,275	9%
TOTAL EXPENSE	\$38,617,531	100%	\$37,805,316	98%	\$33,943,043	93%	\$3,862,273	11%



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	\$70,611	\$646,270	\$247,694	\$378,693	\$440,779	\$166,540	\$15,670	\$1,966,258
less: Program costs	78,149	663,832	256,900	700,823	290,909	395,698	19,584	2,405,895
Net Profit/(Loss), Year-to-date	(\$7,538)	(\$17,562)	-\$9,206	(\$322,130)	\$149,870	-\$229,158	(\$3,914)	(\$439,638)
Opening Fund Balance, 7/1/23	\$93,845	\$530,664	\$241,841	\$1,334,081	\$547,629	\$163,273	\$44,733	\$2,956,066
Fund Balance as of 6/30/2024	\$86,307	\$513,102	\$232,635	\$1,011,952	\$697,498	(\$65,885)	\$40,820	\$2,516,428



Self-Support Programs

	Quest	Cont/Comm Education	Resale Programs	2nd Chance Pell	Total
Revenue, Year-to-date	\$91,911	\$46,131	\$97,397	\$134,472	\$369,911
less: Program costs	<u>51,383</u>	<u>205,825</u>	<u>138,856</u>	<u>104,713</u>	<u>500,777</u>
Net Profit/(Loss), Year-to-date	\$40,528	-\$159,694	-\$41,458	\$29,759	-\$130,866
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 6/30/2024	<u>\$32,848</u>	<u>-\$151,521</u>	<u>-\$55,120</u>	<u>\$123,863</u>	<u>-\$49,930</u>



Grants and Contracts

	June 2024 Budget Changes	2023-2024 YTD Budget	Expenditures to Date	YTD % Spent
Corrections Education	\$ -	\$ 8,583,651	\$ 8,528,522	99%
State Funded Grants	(95,447.00)	2,346,340	2,052,170	87%
Federal Funded Grants	-	1,626,067	1,184,120	73%
Private Funded Grants	-	164,664	41,916	25%
Fiscal Agent Grants	-	835,574	653,361	78%
TOTAL GRANTS & CONTRACTS	\$ (95,447)	\$ 13,556,296	\$ 12,460,087	92%



Enterprise Funds

	SGA/Athletics	Bookstore	Culinary	College Cellars	Other Enterprise	Total
<u>Revenue, Year-to-date</u>						
Tuition/Fees	\$759,351	\$0	\$170	\$0	-\$628	\$758,892
Sales	160	236,463	-	165,451	-	402,074
Club/Team Fundraising	151,546	-	-	-	-	151,546
Other	622,293	4,169	198,144	161,351	11,256	997,213
Total YTD Revenue	\$1,533,350	\$240,632	\$198,314	\$326,802	\$10,627	\$2,309,726
<u>Program Costs, Year-to-date</u>						
Salaries and Benefits	\$325,028	\$108,308	\$130,435	\$15,986	\$18	\$579,775
Scholarships	204,302	-	-	-	-	204,302
Goods and Services	1,133,936	400,784	123,783	216,641	70,766	1,945,910
Total YTD Program Costs	\$1,663,266	\$509,092	\$254,218	\$232,627	\$70,784	2,729,987
Net Profit/(Loss), Year-to-date	-\$129,916	-\$268,460	-\$55,904	\$94,174	-\$60,156	-\$420,261
Opening Fund Balance, 7/1/22	\$359,586	\$485,735	\$55,338	\$0	\$492,654	\$1,393,313
Fund Balance as of 6/30/2024	\$229,670	\$217,276	(\$566)	\$94,174	\$432,498	\$973,052



Fund Balance Report

	Balance	Committed	Available	Notes
Grants - 145	-\$110,752	-\$110,752	\$0	Allowable spending specific to each grant
Contracts - 146	13,859,788	339,629	13,520,159	Available includes: Running Start, Grant and Contract indirect, balance of HEERF draws
Local Funds - 148	5,578,213	2,263,586	3,314,626	Committed includes: ctcLink, Self-support and ancillary programs, course, program, and tech fees
Operating Fee (Tuition) -149	-1,099,483	0	-1,099,483	Tuition and investment interest
Motorpool - 460	31,826	31,826	-	For maintenance of Motorpool fleet
SGA/Athletics - 522	229,670	229,670	-	For SGA/Athletics support
Bookstore - 524	217,276	217,276	-	For Bookstore operation
Culinary Enterprises - 569	-566	-566	-	For culinary enterprise activity only (Capstone, catering, café)
Auxilliary - 570	526,672	526,672	-	Reserved balances (PBX and software replace, various pass-throughs and fees, faculty excellence, etc)
Other funds	624,314	624,314	-	Agency funds, local capital, state appropriations, 3.5% FA
Totals	\$19,856,959	\$4,121,656	\$15,735,303	



Looking Ahead

	Amount	Notes
Uncommitted Fund Balance	\$15,735,303	from previous slide
<u>Less:</u>		
IT infrastructure	-	Classroom technology upgrades
Lost Revenue spending	-	Committed for FY24 operating budget
ctcLink	-	Committed for FY24 ongoing costs of implementation/stabilization
Reserve spending	-	Committed for FY24 to support Facilities (Custodial salary backfill)
Subtotal	\$15,735,303	
<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>\$7,980,501</u>	



Year-End Budget to Actuals *through June 30, 2024*

	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	\$ 31,065,552	\$ 30,851,710
Tuition	6,237,448	5,718,286	6,100,000	6,759,437	6,250,000	5,194,359	6,180,000	6,429,247
Reserves and COVID Relief Funds	-	141,504	1,660,272	879,530	2,610,000	916,376	1,370,000	524,359
Total Revenue	\$ 32,721,661	\$ 31,798,018	\$ 33,580,957	\$ 33,116,407	\$ 36,444,873	\$ 35,201,248	\$ 38,615,552	\$ 37,805,316
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	\$ 21,990,772
Benefits	6,312,791	5,848,155	6,795,456	5,968,897	7,297,353	6,687,845	7,829,257	7,344,298
Total Personnel Costs	\$ 24,394,883	\$ 22,317,548	\$ 26,723,683	\$ 24,501,360	\$ 28,740,466	\$ 26,487,238	\$ 31,104,083	\$ 29,335,071
Personnel as a % of Revenue	74.6%	70.2%	79.6%	74.0%	78.9%	75.2%	80.5%	77.6%
Total Non-Personnel Expense	\$ 5,978,950	\$ 5,302,660	\$ 6,548,430	\$ 5,946,258	\$ 7,751,086	\$ 7,455,805	\$ 7,513,448	\$ 8,470,245
Non-Personnel Expense as a % of Revenue	18.3%	16.7%	19.5%	18.0%	21.3%	21.2%	19.5%	22.4%
Total Operating Expense	\$ 30,373,833	\$ 27,620,208	\$ 33,272,113	\$ 30,447,617	\$ 36,491,552	\$ 33,943,043	\$ 38,617,531	\$ 37,805,315
Operating as a % of Revenue	92.8%	86.9%	99.1%	91.9%	100.1%	96.4%	100.0%	100.0%
Net Operating Excess/Deficit	\$ 2,347,828	\$ 4,177,810	\$ 308,844	\$ 2,668,789	\$ (46,679)	\$ 1,258,204	\$ (1,979)	\$ 0



23/25 Minor Program Projects

Project Title	PWR#	Budget Amount	Status	Completion Date
Clarkston Security Upgrades	2023-508	\$ 585,000	Work Underway	Fall 2024
Main Building Space Renovations	2023-509	799,705	Work Underway	Fall 2024
Gazebo	2023-510	150,000	Work Underway	Fall 2024
Vo-Tech Restroom Remodel	2024-586	30,000	Completed	March 2024



23/25 Minor Infrastructure Projects

Project Title	PWR#	Budget Amount	Status	Completion Date
Transformer Replacement Main Power Vault	2022-578	\$ 597,000	Completed	Summer 2025
Transformer Replacement Center Power Vault	2024-117	322,000	On Order / Late 2024	Spring 2025



23/25 Minor Facility Repair Projects

Project Title	PWR#	Budget Amount	Status	Completion Date
Weld Shop AHU and Exhaust	2023-556	\$ 181,000	Completed	Summer 2024
Replace Several Failed Doors	2023-557	261,000	Completed	Summer 2024
EFIS Replacement	2023-558	33,000	Completed	Fall 2024
Mutli-Zone AHU--Combine with 2023-552	N/A	295,000	Begin Oct 2024	Spring 2025
Main Building HVAC Work	2023-552	488,000	Begin Oct 2024	Spring 2025
Water Regulator Valves	2023-554	66,000	Begin Oct 2024	Fall 2024
Electric Motor Controls	2023-560	520,000	Pushed to 25/27 due to lead times	25/27 Biennium
Quarry Tiles	2023-561	99,000	Completed	Summer 2024
Tech Center Chiller	2023-553	134,000	Begin Nov 2024	Fall 2024
Water Ctr Condensing Unit	2024-522	75,000	Completed	Spring 2024
Replace Water Heaters	2025-046	30,300	Completed	Summer 2024



23/25 Minor Site Projects

Project Title	PWR#	Budget Amount	Status	Completion Date
Sewer Line Replacement	2023-562	41,000	Begin Oct 2024	Fall 2024
ADA Restroom Fixtures Heights	2025-044	49,000	Begin Oct 2024	Fall 2024
Water Isolation Valves	2023-555	40,000	Begin Oct 2024	Fall 2024



23/25 Locally Funded Projects

Project Title	PWR#	Budget Amount	Status	Completion Date
Wet Lab Generator (CTUIR Funded)	2023-226	150,000	Completed	Spring 2024
Campus Space Study	2024-295	85,000	Work Underway	Fall 2024
A&E Services for Clean Bldgs Benchmarking	2024-953	90,000	Work Underway	Fall 2024



Questions?

Lori Peterson
Director of Budget and Fiscal Services





Office of the President
Walla Walla Community College
 500 Tausick Way
 Walla Walla, WA 99362
 Phone: 509/527.4274
 Fax: 509/527-4249

TO: WWCC Board of Trustees

FROM: Chad Hickox, President *Chad Hickox*

DATE: September 19, 2024

SUBJECT: Emeritus Status for Jesse Burgess

The Vice President of Instruction's office received a nomination to consider Mr. Jesse Burgess for Emeritus status. In accordance with Article 11 of the 2022-2025 CBA, any faculty member who has taught for the college for 15 or more years and has voluntarily retired or separated, may self-request or be nominated for consideration of emeritus status. Furthermore, WWCC Administrative Policy 5450 articulates the benefits and conditions of emeritus status, described below.

Mr. Burgess had been employed by WWCC for a very impressive 43 years at the time of his retirement, in June of this year. Jesse dedicated his career to the College, and most importantly, to students. During his tenure, he taught both Arts & Sciences and Transitional Studies courses as both an adjunct and a full-time tenured faculty member. Jesse leaves an enduring legacy, most notably through his education and inspiration of thousands of students, especially those who were lucky enough to have taken his very popular Four Perspectives course, which incidentally was initially created by his mother, Esje Burgess, former longtime WWCC faculty member. He taught students excellent reading and writing skills and also taught them how to recognize media bias, understand local and national politics, how to eat well and stay healthy, and how to take care of themselves and their families. Engaging students in different and meaningful ways was always a priority for Jesse, and he will be deeply missed.

Any list of Jesse's accomplishments will necessarily be incomplete and will not do justice to the deep and abiding effects his work and presence has left on the College, its students, and the community. Jesse may have retired, but his warrior spirit and teachings remain.

Should the Board of Trustees choose to convey this honor, Mr. Burgess would be entitled to the following benefits:

1. Use of the title Faculty Emeritus.
2. Listing on a Faculty Emeritus section of the WWCC Website that includes professional biographies and photos.
3. WWCC business cards that include Emeritus title.
4. Participation in graduation and recognition as Emeriti along with retirement recognition.
5. Participation in volunteer opportunities as recruiters or outreach ambassadors at mutually agreed upon events within the community.
6. Participation in volunteer opportunities in student support services.
7. Use of college facilities the same as current faculty.

8. Use of a unique WWCC email account, configured similarly to a student email account.
9. Receipt of College Cellars discount the same as current faculty.
10. Ability to attend all campus activities the same as current faculty.
11. Catalog listing: Faculty Emeritus, by their consent, will be listed in the college catalog until such time as they request not to be listed or until deceased.
12. Attendance at any function for faculty emeriti.

It is my honor and privilege to request that the Board of Trustees consider bestowing the title of Faculty Emeritus upon Mr. Jesse Burgess. Thank you for your consideration.

cc: Mr. Jesse Burgess
Mr. Dante Leon, Vice President of Instruction
Ms. Stephanie Groom, Director of Human Resources



Office of the President
Walla Walla Community College
500 Tausick Way
Walla Walla, WA 99362
Phone: 509/527.4274
Fax: 509/527-4249

TO: WWCC Board of Trustees

FROM: Chad Hickox, President *Chad Hickox*

DATE: September 19, 2024

SUBJECT: Emeritus Status for Jan C. Kruper, Ph.D.

The Vice President of Instruction's office received a nomination to consider Dr. Jan Kruper for Emeritus status. In accordance with Article 11 of the 2022-2025 CBA, any faculty member who has taught for the college for 15 or more years and has voluntarily retired or separated, may self-request or be nominated for consideration of emeritus status. Furthermore, WWCC Administrative Policy 5450 articulates the benefits and conditions of emeritus status, described below.

Dr. Kruper had been employed by WWCC for 21 years at the time of her retirement, in June of this year. During her tenure, she made a remarkable impact on the College and has left an indelible legacy, perhaps most notably through educating, inspiring, and mentoring thousands of students. Jan's career at WWCC began with a student services role, serving as Director of the Testing Center, before her love of students beckoned her to the classroom. She was not only a beloved member of the faculty, serving as a division chair during the wild days of the pandemic, she was chosen as "instructor of the year" by students, time after time. She modeled what it looks like to show up in this community: she volunteered for hiring committees, joined the Care Team when asked to represent faculty, accompanied endless students to the Student Success Center desk to advocate for advising, counseling and/or disability support services, and was always in the bleachers watching student athletes shine. Jan not only provided students with an outstanding education experience with her incredible knowledge and love of psychology, but maybe more importantly, a safe and compassionate place of encouragement and support when they were in need.

Any list of Jan's accomplishments will necessarily be incomplete and will not do justice to the deep and abiding effects her work and presence has left on the College, its students, and the community. Jan may have retired, but her warrior spirit and teachings remain.

Should the Board of Trustees choose to convey this honor, Dr. Kruper would be entitled to the following benefits:

1. Use of the title Faculty Emeritus.
2. Listing on a Faculty Emeritus section of the WWCC Website that includes professional biographies and photos.
3. WWCC business cards that include Emeritus title.
4. Participation in graduation and recognition as Emeriti along with retirement recognition.

5. Participation in volunteer opportunities as recruiters or outreach ambassadors at mutually agreed upon events within the community.
6. Participation in volunteer opportunities in student support services.
7. Use of college facilities the same as current faculty.
8. Use of a unique WWCC email account, configured similarly to a student email account.
9. Receipt of College Cellars discount the same as current faculty.
10. Ability to attend all campus activities the same as current faculty.
11. Catalog listing: Faculty Emeritus, by their consent, will be listed in the college catalog until such time as they request not to be listed or until deceased.
12. Attendance at any function for faculty emeriti.

It is my honor and privilege to request that the Board of Trustees consider bestowing the title of Faculty Emeritus upon Dr. Jan Kruper. Thank you for your consideration.

cc: Dr. Jan Kruper
Mr. Dante Leon, Vice President of Instruction
Ms. Stephanie Groom, Director of Human Resources



Office of Vice President of Instruction

Walla Walla Community College

500 Tausick Way

Walla Walla, WA 99362-9267

Phone: (509) 527-4290

Fax: (509) 527-4249

September 19, 2024

Dr. Chad Hickox
President

Faculty Emeritus recommendations

Dr. Hickox,

Our office has received nominations for Faculty Emeritus for the following individuals: Jan Kruper and Jesse Burgess. Both individuals meet the requirements for Faculty Emeritus designation and in both cases we have received very positive letters of recommendation from their peers.

Based on the input from faculty, we recommend the above individuals for Emeritus status. We submit their names for your consideration and approval by the Board of Trustees.

Sincerely,

A handwritten signature in blue ink, which appears to read 'Dante Leon'.

Dante Leon
Vice President of Instruction

**WALLA WALLA COMMUNITY COLLEGE
BY-LAWS
BOARD POLICY 1350**

Article I: Promulgation

Section 1. The board of trustees of Community College District 20, under the authority vested in said board by the laws of the state of Washington, hereby adopts the following by-laws.

Article II: Offices

Section 1. The board of trustees shall maintain an office at 500 Tausick Way, Walla Walla, Washington, where all regular meetings shall be held, unless otherwise announced, and all records shall be kept.

Section 2: Correspondence or other business for the board shall be sent to the secretary of the board, who is located in this office.

Article III: Meetings

Section 1. The board of trustees shall hold at least eleven (11) regular monthly meetings each year, unless dispensed with by the board of trustees, and such other regular or special meetings as may be requested by the chairperson of the board or by as majority of the members of the board.

Section 2. All regular and special meetings of the board of trustees shall be publicly announced prior to the meeting and shall be open to the general public.

Section 3. No official business shall be acted upon by the board of trustees except during a regular or special meeting held at a preannounced time and place.

Section 4. Information and materials pertinent to the agenda of all regular meetings of the board shall be sent to trustees prior to each meeting. Any matter of business or correspondence must be received by the secretary of the board by 12:00 noon five business days before the meeting in order to be included on the agenda. The chairperson or secretary may, however, present a matter of urgent business received too late for inclusion on the agenda when in his/her judgment the matter is of an emergency nature.

Section 5. All materials to be considered by the board must be submitted in sufficient quantities to provide each member of the board and the secretary with appropriate copies.

Article IV. Executive sessions

Section 1. The board of trustees may convene in executive session as allowed by the Open Public Meetings Act. The governing body may exclude from executive session, during the examination of a witness, any or all other witnesses in the matter being investigated by the governing body.

Section 2. No official business by the board of trustees shall be acted upon in executive session.

Article V. Order of agenda

Section 1. The agenda governing all regular meetings of the board of trustees shall include, but not necessarily in this order:

- a) Call to order
- b) Introduce guests
- c) Approval of previous minutes
- d) Approval of agenda
- e) Reports
- f) Action items
- g) Executive session, if necessary
- h) New and unscheduled business
- i) Adjournment

Section 2. The order of the agenda may be changed by the chairperson with the consent of the board members present.

Section 3. The chairperson shall announce that persons wishing to address the board on subjects not included on the agenda may do so under h). The chairperson shall have the right to limit the length of time used by a speaker for the discussion of a subject.

Article VI. Records of board action

Section 1. All business transacted in official board meetings, except for Executive Sessions, shall be recorded in minutes and filed for reference.

Article VII. Parliamentary procedure

Section 1. Three members of the board of trustees shall constitute a quorum, and no action shall be taken by less than a majority of the board members.

Section 2. Lesser number may adjourn from time to time any regular or special meeting at which a quorum is not present. The secretary of the board shall, in person or in writing, notify the absent members of the time, date, and place set for the adjourned meeting.

Section 3. Normally, voting shall be viva voce. However, a roll call vote may be requested by any members of the board for the purposes of the record.

Section 4. In question of parliamentary procedure, the actions of the board shall be conducted according to Robert's Rules of Order Revised unless specified otherwise by state law or regulation of the state board or by-laws of the board of trustees.

Article VIII. Adoption or revision of policies

Section 1. Policies of the board are established for the management and operation of the college district. In order to achieve a consistent pattern of administration, such policies should be reflected in continuous decision making.

Section 2. Proposed written policies, or revision of existing written policies, shall be presented to the board to provide ample time for consideration and possible revision prior to final adoption.

Article IX. Officers of the board

Section 1. At the regular meeting of the board in September of each year, the board shall elect from its membership a chairperson and vice chairperson to serve for the ensuing year, commencing on October 1 and terminating on September 30. In addition, the president

of Walla Walla Community College shall serve as secretary to the board of trustees as specified by state law. The secretary may, at his/her discretion, appoint an executive assistant or other appropriate college staff member to act as recording secretary for all regular and special meeting of the board.

Section 2. The chairperson, in addition to any duties imposed by rules and regulations of the state board, shall preside at each regular or special meeting of the board and sign all legal and official documents regarding action of the board. The chairperson shall, while presiding at official meetings, have full right of discussion and vote.

Section 3. The vice chairperson, in addition to any duties imposed by rules and regulations of the state board, shall act as chairperson of the board in the absence of the chairperson.

Section 4. In case of the absence of the chairperson and vice chairperson from any meeting of the board of trustees, or in the case of the inability of both of the two to act, the board of trustees shall elect for the meeting a chairperson pro tempore, and may authorize such chairperson pro tempore to perform the duties and acts authorized or required by said chairperson or vice chairperson to be performed, as long as the inability of these said officers to act may continue.

Section 5. The secretary of the board shall, in addition to any duties imposed by rules and regulations of the state board, maintain all records of meetings and other official action of the board.

Section 6. The secretary shall also be responsible for board correspondence, compiling the agenda of the meetings, and distributing the minutes of the meetings and related reports.

Section 7. The secretary, or his/her designate, must attend all regular and special meetings of the board, and official minutes must be kept of all such meetings.

Article X. Committees

Section 1. The board of trustees shall act as a committee of the whole for the conduct of its business.

Section 2. Special committees may be appointed by the chairperson of the board upon authority of the board with such powers and duties and for such term as the board may determine.

Section 3. Minutes of the proceedings of each committee shall be kept and, as soon as practical after a meeting, a copy of said minutes shall be mailed or delivered to each member of said committee and remaining members of the board of trustees and the president of the college.

Section 4. Committees shall comply with the Open Public Meetings act, as required.

Article XI. Fiscal year

Section 1. The fiscal year of the board shall conform to the fiscal year of the state of Washington and shall be from July 1 to June 30 inclusive.

Article XII. Official seal

Section 1. The board of trustees shall maintain an official seal for use upon any or all official documents of the board. The seal shall have inscribed upon it the name of the college, which shall be

Walla Walla Community College
District 20
State of Washington

Article XIII. Changes to by-laws

Section 1. By-laws of the board may be revised by a majority vote of the board provided such changes are proposed at least one meeting prior to the meeting at which the vote is taken. By-laws may be revised by unanimous vote of the board at the same meeting at which the revision is originally proposed.

<p>Policy Contact: <u>President</u></p> <p>Approved by (Department/Body): <u>WWCC Board of Trustees</u></p> <p>Date Originally Approved: <u>November 16, 1967 (Formerly BP 1252 – Renumbered July 2022)</u></p> <p>Last Reviewed/Revised on: <u>April 20, 2005</u></p>
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