

HIGHLINE COLLEGE
2016-2017 BUDGET

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2016-2017 BUDGET POLICIES

The budget document, submitted to the Board of Trustees for consideration at their October 2016 meeting, represents the fiscal year budget for the General Operating Fund and proprietary funds as of September 2016. In approving this budget, the Board of Trustees authorizes:

- The transfer from the unobligated fund balance in the General Fund, or 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 fees shown on pages 7 and 8.
- The tuition and fee waivers shown on pages 12 and 13.

And further authorizes the initial special purposes fees as follows:

- The schedule of special class and course fees shown on pages 9 and 10.
- The parking fees shown on page 11.

With respect to these fees and tuition waivers, the Board of Trustees authorizes the President to make adjustments necessary throughout the year and report these changes to the Board on a quarterly basis.

Information on Capital projects for the biennium is provided on page 14.

The Budgets being submitted in this document will be updated and reported to the Board of Trustees on a quarterly basis. Reports will include:

- Allocation amendments received from the State Board of Community and Technical Colleges.
- Distribution of income and expenses appropriated by the legislature.
- Unanticipated budgetary changes resulting from executive orders and/or other policy and operational changes.

HIGHLINE COLLEGE **GENERAL OPERATING BUDGET - FISCAL YEAR 2016-2017**

SOURCES OF FUND

| | FISCAL YEAR 2016-17 | | PREVIOUS YEAR | | CHANGE | |
|---|----------------------|---------------|----------------------|---------------|---------------------|-------------|
| | BUDGET | % OF TOTAL | ACTUAL | % OF TOTAL | BUDGET | % OF CHANGE |
| FUNDING SOURCES | | | | | | |
| State Funds | \$ 25,470,548 | 57.6% | \$ 24,807,207 | 57.9% | \$ 663,341 | 2.7% |
| Tuition | \$ 11,762,500 | 26.6% | \$ 12,222,522 | 28.5% | \$ (460,022) | -3.8% |
| Dedicated Local Support & Contributions | \$ 7,010,619 | 15.8% | \$ 5,819,131 | 13.6% | \$ 1,191,488 | 20.5% |
| TOTAL GENERAL OPERATING BUDGET | <u>\$ 44,243,667</u> | <u>100.0%</u> | <u>\$ 42,848,860</u> | <u>100.0%</u> | <u>\$ 1,394,807</u> | <u>3.3%</u> |

FOOTNOTES

1. State Funds for FY2016-17 are as of June 30, 2016. State Funds for Previous Year are as of June 30, 2016
2. Tuition for 2016-17 is projected.
3. Dedicated Local Support & Contributions include transfers from ISP & RS

DESIGNATED RESERVES & CONTINGENCIES

| | FISCAL YEAR 2016-17 | | PREVIOUS YEAR | | CHANGE | |
|---|---------------------|---------------|---------------------|---------------|-------------------|-------------|
| | AS OF 6/30/16 | % OF TOTAL | AS OF 6/30/15 | % OF TOTAL | AMOUNT | % OF CHANGE |
| FUND BALANCES | | | | | | |
| Program Continuity Reserve (Fund 148) | \$ 2,700,000 | 64.3% | \$ 2,700,000 | 64.3% | \$ - | 0.0% |
| Disaster Recovery Reserve (Fund 570) | \$ 1,000,000 | 23.8% | \$ 1,000,000 | 23.8% | \$ - | 0.0% |
| Litigation Reserve (Fund 570) | \$ 500,000 | 11.9% | \$ 500,000 | 11.9% | \$ - | 0.0% |
| TOTAL -- 10% Operating Reserve | <u>\$ 4,200,000</u> | <u>100.0%</u> | <u>\$ 4,200,000</u> | <u>100.0%</u> | <u>\$ -</u> | <u>0.0%</u> |
| CTC Link Reserve | \$ 500,000 | | \$ - | | \$ 500,000 | |
| TOTAL RESERVES AND CONTINGENCIES | <u>\$ 4,700,000</u> | | <u>\$ 4,200,000</u> | | <u>\$ 500,000</u> | |

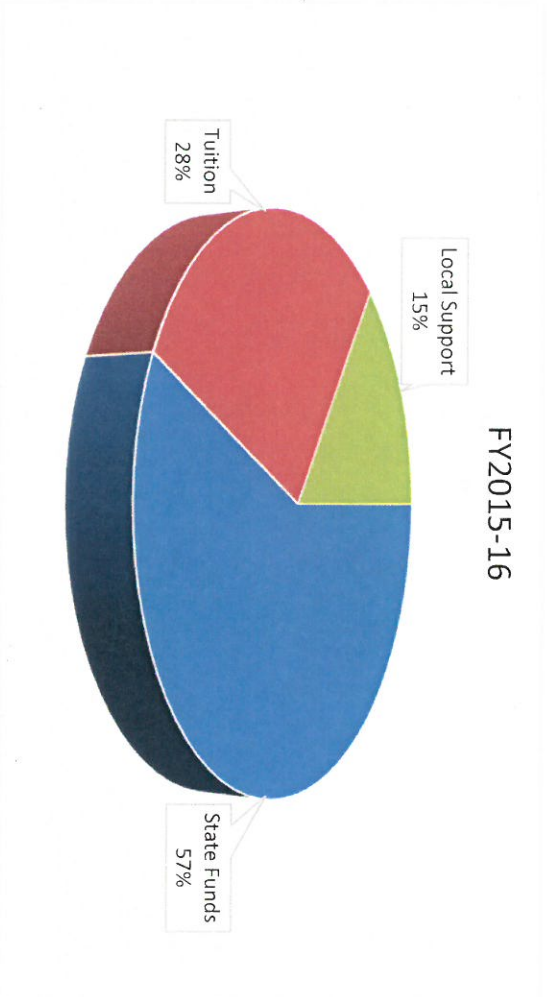
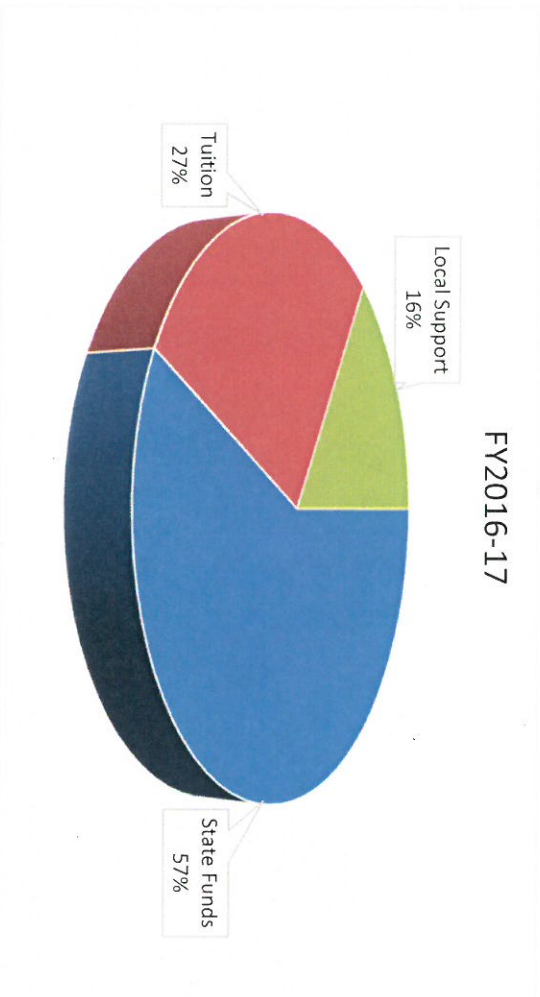
HIGHLINE COLLEGE **GENERAL OPERATING BUDGETED EXPENDITURES - FISCAL YEAR 2016-2017**

| | FISCAL YEAR 2016-17 | | PREVIOUS YEAR | | CHANGE | |
|---|----------------------|---------------|----------------------|---------------|---------------------|-------------|
| | BUDGET | % OF TOTAL | BUDGET | % OF TOTAL | AMOUNT | % OF CHANGE |
| | | | | | | |
| EXPENDITURES BY OBJECT | | | | | | |
| Administration/Professional Exempt | \$ 6,669,405 | 15.1% | \$ 6,167,792 | 14.6% | \$ 501,613 | 8.1% |
| Student, Hourly & Temporary Staff | \$ 940,535 | 2.1% | \$ 994,510 | 2.4% | \$ (53,975) | -5.4% |
| Faculty - Full Time | \$ 9,502,092 | 21.5% | \$ 9,368,205 | 22.2% | \$ 133,887 | 1.4% |
| Faculty - Part Time, Stipends, Coordinators | \$ 5,981,985 | 13.5% | \$ 5,409,604 | 12.8% | \$ 572,381 | 10.6% |
| Classified Staff | \$ 5,077,043 | 11.5% | \$ 4,773,541 | 11.3% | \$ 303,502 | 6.4% |
| Benefits | \$ 9,417,408 | 21.3% | \$ 8,470,690 | 20.0% | \$ 946,718 | 11.2% |
| Contracted Services | \$ 63,280 | 0.1% | \$ 135,388 | 0.3% | \$ (72,108) | -53.3% |
| Goods & Services | \$ 4,760,045 | 10.8% | \$ 5,110,721 | 12.1% | \$ (350,676) | -6.9% |
| Travel | \$ 171,255 | 0.4% | \$ 154,220 | 0.4% | \$ 17,035 | 11.0% |
| Equipment | \$ 896,179 | 2.0% | \$ 867,179 | 2.1% | \$ 29,000 | 3.3% |
| Other (Grants/Debt Service) | \$ 764,440 | 1.7% | \$ 837,426 | 2.0% | \$ (72,986) | -8.7% |
| TOTAL EXPENDITURES BY OBJECT | \$ 44,243,667 | 100% | \$ 42,289,276 | 100% | \$ 1,954,391 | 4.6% |
| EXPENDITURES BY PROGRAM | | | | | | |
| Instruction | \$ 21,529,498 | 48.7% | \$ 20,846,179 | 49.3% | \$ 683,319 | 3.3% |
| IT Services | \$ 3,019,849 | 6.8% | \$ 2,090,663 | 4.9% | \$ 929,186 | 44.4% |
| Academic Support | \$ 3,148,779 | 7.1% | \$ 3,248,975 | 7.7% | \$ (100,196) | -3.1% |
| Library Services | \$ 1,533,452 | 3.5% | \$ 1,370,252 | 3.2% | \$ 163,200 | 11.9% |
| Student Services | \$ 3,737,838 | 8.4% | \$ 3,469,269 | 8.2% | \$ 268,569 | 7.7% |
| General Administration | \$ 4,953,839 | 11.2% | \$ 5,161,714 | 12.2% | \$ (207,875) | -4.0% |
| Institutional Advancement | \$ 903,526 | 2.0% | \$ 820,739 | 1.9% | \$ 82,787 | 10.1% |
| Plant Operations/Safety | \$ 5,416,886 | 12.2% | \$ 5,281,485 | 12.5% | \$ 135,401 | 2.6% |
| TOTAL EXPENDITURES BY PROGRAM | \$ 44,243,667 | 100.0% | \$ 42,289,276 | 100.0% | \$ 1,954,391 | 4.6% |

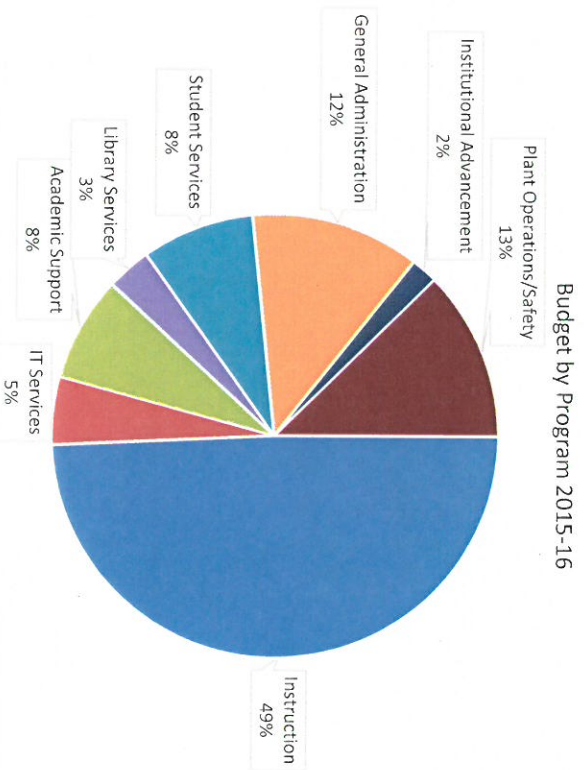
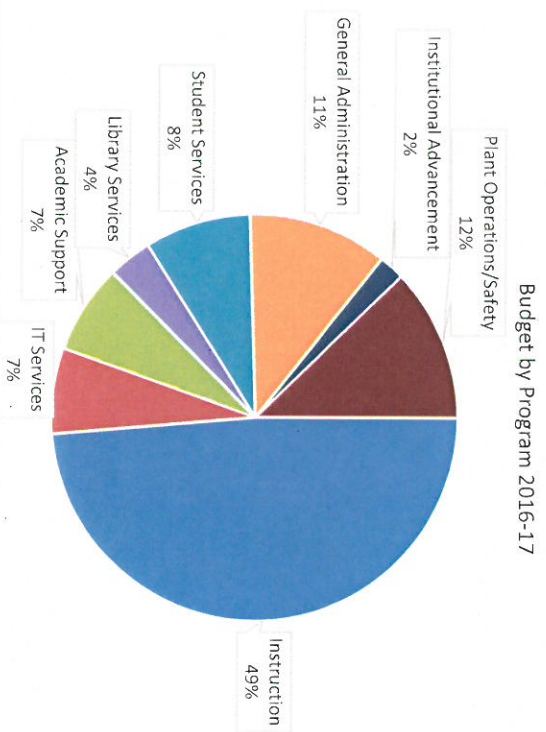
FOOT NOTES

1. Academic Support includes deans, instructional tech & admin support
2. General Administration includes the Offices of the President, Vice Presidents, Business & Finance, etc.
3. FY2016-17 are as of June 1, 2016. Previous Year's are as of March 31, 2016.

HIGHLINE COLLEGE
GENERAL OPERATING BUDGET CHARTS - FISCAL YEAR 2016-2017



HIGHLINE COLLEGE
GENERAL OPERATING BUDGET CHARTS - FISCAL YEAR 2016-2017



HIGHLINE COLLEGE
PROPRIETARY BUDGET - FISCAL YEAR 2016-2017

| | FISCAL YEAR 2016-17 | | PREVIOUS YEAR | |
|---|----------------------|-------------------------|----------------------|-----------------------|
| | PROJECTED REVENUE | BUDGETED EXPENDITURE | ACTUAL REVENUE | ACTUAL EXPENDITURE |
| GRANTS & CONTRACTS | | | | |
| Grants & Contracts | \$ 7,298,125 | \$ 6,951,809 | \$ 6,516,838 | \$ 6,362,051 |
| Running Start | \$ 5,902,033 | \$ 4,904,210 | \$ 6,847,382 | \$ 4,203,927 |
| International Student Programs | \$ 4,617,600 | \$ 4,617,600 | \$ 5,045,645 | \$ 4,647,440 |
| TOTAL 145 FUNDS | \$ 17,817,758 | \$ 16,473,619 | \$ 18,409,865 | \$ 15,213,418 |
| SELF-SUPPORT & DEDICATED FEES | | | | |
| Center for Extended Learning | \$ 827,300 | \$ 811,006 | \$ 833,066 | \$ 813,612 |
| Dedicated Lab, Course, Testing & Library Fees | \$ 1,118,250 | \$ 1,100,656 | \$ 1,179,616 | \$ 1,252,499 |
| Student Services (transcript, etc.) | \$ 131,300 | \$ 129,450 | \$ 131,616 | \$ 170,363 |
| Printing | \$ 150,000 | \$ 145,500 | \$ 152,743 | \$ 151,059 |
| STEPP/Interest | \$ 209,500 | \$ 209,476 | \$ 225,097 | \$ 240,602 |
| Contingencies/One-time Expenditures/Misc. | \$ - | \$ 1,941,326 | \$ - | \$ 2,276,272 |
| TOTAL 148 FUNDS | \$ 2,436,350 | \$ 4,337,414 | \$ 2,522,138 | \$ 4,904,407 |
| OTHER FUNDS | | | | |
| Associated Students (S&A Fees) | \$ 2,495,493 | \$ 2,495,493 | \$ 2,784,528 | \$ 1,763,278 |
| Bookstore | \$ 2,532,000 | \$ 2,415,450 | \$ 2,584,072 | \$ 2,439,209 |
| Parking & Transportation | \$ 603,000 | \$ 601,810 | \$ 606,971 | \$ 602,249 |
| Food Service | \$ 48,780 | \$ 66,816 | \$ 22,624 | \$ 125,291 |
| Miscellaneous/Aux Enterprises | \$ 455,950 | \$ 310,516 | \$ 479,922 | \$ 229,221 |
| TOTAL OTHER FUNDS | \$ 6,135,223 | \$ 5,890,085 | \$ 6,478,117 | \$ 5,159,248 |
| TOTAL DEDICATED PROPRIETARY | \$ 26,389,331 | \$ 26,701,118 | \$ 27,410,120 | \$ 25,277,073 |

Lower Division
2016-2017 TUITION AND FEES

| | <u>2016-2017</u> <u>Resident</u> | <u>2016-2017</u> <u>Non-Resident</u> |
|--|-------------------------------------|---|
| <u>QUARTERLY FOR 15 CREDITS</u> | | |
| Building | 128.60 | 266.45 |
| Operating | 1,018.75 | 2,683.95 |
| S & A (maximum) | 136.55 | 136.55 |
| Total | <u>\$1,283.90</u> | <u>\$3,086.95</u> |
| <u>PER CREDIT UP TO 10 CREDITS</u> | | |
| Building | 10.93 | 24.36 |
| Operating | 81.40 | 244.68 |
| S & A (maximum) | 10.58 | 10.58 |
| Total | <u>\$102.91</u> | <u>\$279.62</u> |
| <u>PER CREDIT SURCHARGE 11TH TO 18TH CREDITS</u> | | |
| Building | 3.86 | 4.57 |
| Operating | 40.95 | 47.43 |
| S & A (maximum) | 6.15 | 6.15 |
| | <u>\$50.96</u> | <u>\$58.15</u> |
| <u>EXCESS CREDIT SURCHARGE 19 CREDITS AND OVER</u> | | |
| Operating Fee Only | \$92.33 | \$269.04 |

Upper Division
2016-2017 TUITION AND FEES

| | <u>2016-2017</u> <u>Resident</u> | <u>2016-2017</u> <u>Non-Resident</u> |
|--|-------------------------------------|---|
| <u>QUARTERLY FOR 15 CREDITS</u> | | |
| Building | 128.60 | 266.45 |
| Operating | 1,794.30 | 5,642.60 |
| S & A (maximum) | 136.55 | 136.55 |
| Total | <u>\$2,059.45</u> | <u>\$6,045.60</u> |
| <u>PER CREDIT UP TO 10 CREDITS</u> | | |
| Building | 10.93 | 24.36 |
| Operating | 179.43 | 564.26 |
| S & A (maximum) | 10.58 | 10.58 |
| Total | <u>\$200.94</u> | <u>\$599.20</u> |
| <u>PER CREDIT SURCHARGE 11TH TO 18TH CREDITS</u> | | |
| Building | 3.86 | 4.57 |
| Operating | 0.00 | 0.00 |
| S & A (maximum) | 6.15 | 6.15 |
| | <u>\$10.01</u> | <u>\$10.72</u> |
| <u>EXCESS CREDIT SURCHARGE 19 CREDITS AND OVER</u> | | |
| Operating Fee Only | \$190.36 | \$588.62 |

| 2016-2017 FEES | | |
|----------------|-----------------------------------|----------|
| Code | Title | Amount |
| MW | ACADEMIC SYS WRITING | 94.35 |
| AH | ALLIED HEALTH LIABILITY INSURANCE | 2.50 |
| PX | ALLIED HEALTH PREP EXAM | |
| AF | ART FEE/DRAWING FEE | variable |
| AE | ART PORTRAIT SCULPT | 32.70 |
| AJ | ART SCULPTURE | 31.60 |
| ST | ASHOC BUILDING FUND | 31.60 |
| CQ | BACKGROUND CHECK | 2.50 |
| A3 | BAS ADMISSIONS FEE | 16.60 |
| EG | BAS ENROLLMENT FEE | 43.90 |
| CG | BAS TECHNOLOGY FEE | 100.00 |
| MK | CALCULATOR FINE | 50.00 |
| MJ | CALCULATOR RENTALS | 99.90 |
| CA | CAREER ASSESSMENT | 25.25 |
| JC | CERAMICS | 23.20 |
| CL | CHEMISTRY LAB | 27.70 |
| CH | COMPUTER TEST-CAREER | 14.20 |
| CW | CWU INSTR TECH FEE | variable |
| ES | EDUCATION SUPPLIES | 37.70 |
| SE | ENGR MAT FEE | 6.70 |
| CE | EPORTFOLIO | 20.50 |
| EA | ESL LAB FEE | 33.30 |
| PC | FIRST AID CERTIFICATE | 26.60 |
| FC | FITNESS CENTER FEE | 6.60 |
| GF | GED OFF-CAMPUS TEST | 12.70 |
| GE | GED TEST FEE | 15.10 |
| GW | GED WRITING TEST | 75.00 |
| GD | GED-RETEST FEE | 18.30 |
| RG | GEOLOGY FIELD TRIPS | 18.30 |
| GL | GEOLOGY LAB | variable |
| FF | GISNET FEE | 14.95 |
| GM | GRADUATION 2ND APP | 49.35 |
| GN | GRADUATION FEE | 6.75 |
| RH | HOST FIELD TRIP FEE | 13.50 |
| IR | ID REPLACEMENT | variable |
| CF | INSTRUCT TECH FEE | 4.15 |
| HD | INTERN PROF LIAB INS | 37.70 |
| IA | INTERNATIONAL APP FEE | 13.15 |
| IW | INTERNATIONAL APP FEE WAIVER | 54.00 |
| IS | INTERNATIONAL STUDENT INSURANCE | 17.00 |
| JL | JOURNALISM | 366.00 |
| LT | L & IS FEE LARGE | 12.70 |
| LD | L & IS MAT FEE | 37.70 |
| LE | LATE ENROLLMENT FEE | 54.35 |
| LA | LEGAL RESEARCH | 49.00 |
| | | 50.25 |

2016-2017 FEES

| Code | Title | Amount |
|------|--------------------------------|----------|
| LG | LEGAL RESEARCH TECH | 31.05 |
| HG | LIABILITY INSURANCE-CLINICAL | 14.85 |
| HL | LIABILITY INSURANCE-INTERNSHIP | 14.85 |
| ID | LIBRARY TECHNOLOGY | 3.70 |
| MM | MATH COMPUTER LAB | 96.60 |
| MN | MED A COMPUTER FEE | 37.70 |
| ME | MEDICAL ASSISTANT LAB | 28.85 |
| M2 | MYERS-BRIGGS NON-STU | 32.30 |
| M1 | MYERS-BRIGGS STUDENT | 23.20 |
| NC | NURSING COURSE SYLLABI | variable |
| NA | NURSING LAB | 16.75 |
| NT | NURSING MAT | 44.45 |
| OL | OCEANOGRAPHY LAB | 20.50 |
| OA | OPT APPRENT LAB FEE | 88.80 |
| PT | PARENT CHILD FEE | 62.75 |
| PI | PHOTO ID | 7.50 |
| AD | PHOTOGRAPHY | 31.60 |
| PA | PHY ED ACTIVITY FEE | 6.60 |
| PH | PHYSICS LAB | 14.40 |
| MP | PIANO COURSE FEE | 17.70 |
| AC | POTTERY | 32.70 |
| GH | PROCTORING SERVICE | 30.00 |
| SF | PSYCHOLOGY MATERIALS | variable |
| RD | READING LAB | 26.60 |
| RC | RESPIRATORY CARE | 16.75 |
| NS | RETURNED CHECK FEE | 25.00 |
| SG | RS ENGR MAT FEE | 20.50 |
| CM | RS INSTRUCT TECH FEE | 37.70 |
| ML | RS MATH COMPUTER LAB | 96.60 |
| RE | RS READING LAB | 26.60 |
| SL | SCIENCE MAT I FEE | 20.50 |
| SB | SCIENCE MAT II FEE | 34.85 |
| A2 | SELECTIVE ADMISSIONS | 42.05 |
| EF | STEPP-ENROLLMENT FEE | 40.00 |
| LZ | STEPP-LATE FEE | 22.50 |
| S5 | STRONG-INTEREST NON | 32.30 |
| S4 | STRONG-INTEREST STUDEN | 23.20 |
| CT | TELECOURSES | 38.85 |
| HR | TRANSCRIPT FEE | 6.05 |
| CD | TRAVEL TECHNOLOGY | 17.70 |
| VP | VIDEO PRODUCTION | 33.30 |
| KW | VOCATIONAL TESTING | 15.00 |
| VA | VOICE ACCOMPANIST | 18.30 |
| FW | WINE CLASS FEE | 35.50 |

2016-2017 PARKING FEES AND FINES

Parking Fees:

| | |
|---|----------------------|
| Students Registered for 0-5 Credits | \$ 29.00 Per Quarter |
| Students Registered for 6 or more Credits | 46.00 Per Quarter |
| Part-Time Faculty and Staff | 29.00 Per Quarter |
| Full-Time Faculty and Staff | 46.00 Per Quarter |
| Motorcycles, Motor Bikes, Scooters | 29.00 Per Quarter |
| Senior Citizens (Registering Under Tuition Waiver) | 29.00 Per Quarter |
| Special Rates (Summer Quarter) | 29.00 Per Quarter |
| Additional/Replacement/Second Car Permits Part-Time Students (limit two) | 29.00 Per Quarter |
| Additional/Replacement/Second Car Permits Full-Time Students (limit two) | 29.00 Per Quarter |
| Reserved Parking | 100.00 Per Quarter |
| Carpool Parking Permit | 10.00 Per Quarter |

Parking Refunds: May be authorized in accordance with College's policy for withdrawing from the College and on condition the permit, or remnants thereof, is returned to the Public Safety Office.

Parking Violations and Fines:

| | |
|--|----------|
| Parking and Traffic Violations | \$ 30.00 |
| Parked in Handicapped Space without Handicapped Permit | 250.00 |

Tuition Waivers for 2016-2017

Waivers are calculated based on 2016-2017 resident tuition of \$1,283.90 per quarter for 15 credits, or \$102.91 per credit. All waivers are effective Fall Quarter 2016.

Statutorily Mandatory Waivers

| | |
|---|--------------------|
| Military: Child and Spouse of Eligible Veterans or National Guard Members that became totally disabled or determined to be a Prisoner of War or Missing in Action | No tuition or fees |
| Military: Child and Spouse of Eligible Veterans or National Guard Members who lost their life while on active federal or military service | No tuition or fees |
| Children of Deceased or Disabled Law Enforcement persons or Firefighters | No tuition or fees |
| Wrongfully Convicted Felon, their children and step children | No tuition or fees |

SBCTC Mandatory

| | |
|------------------|--|
| ABE/ESL/GED | Operating Fee only - \$25.00 per student |
| Apprenticeship | (100% waiver of \$25.00 operating fee available based on need) |
| Parent Education | 50% of Tuition Waived |
| | 85% Waiver |

Optional Waivers Granted by Highline College

| | |
|---|--|
| Washington Guard Members and Dependents | Resident Tuition |
| Undocumented High School Graduates | Resident Tuition |
| * Active Military Spouse and Dependents | Resident Tuition |
| * Military service members eligible to participate in the US department of defense tuition assistance program | Building fees and services and activities fees |
| * Active Military | Resident Tuition |
| Native American | Resident Tuition |

charged

* not used - Remorse?

Tuition Waivers for 2016-2017

Optional Waivers Granted by Highline College (continued)

| | |
|---|--|
| In-State High School Graduates | Resident Tuition |
| Athlete's: resident and non-resident | Waive up to a maximum of \$333.00 per quarter |
| Needy Waiver | Variable/financial aid |
| High School Completion - resident | \$12.00/credit |
| * High School Completion - nonresident differential | Waive non-resident differential |
| Refugee - non-resident differential | Waive non-resident differential |
| US Citizen/Permanent Resident - non-resident differential | Waive non-resident differential operating fee only |
| Over 18 Credits for Vocational Students | Waive tuition for credits in excess of 18 (voc only) |
| Space Available - Senior citizen credit (28B.15.540[1]) | \$8.00/class - limit 2 classes per quarter |
| Space Available - Senior citizen audit (28B.15.540[2]) | \$5.00/class - limit 2 classes per quarter |
| * Space Available BAS Programs- Qualified Highline employees | \$8.00/class - limit 2 classes per quarter |
| Space Available - State employees half time or more, K-12 Certified | \$8.00/class |
| Qualified Highline employees, including Part-Time Faculty have preference (28B.15.558). | |
| Military or Naval Veterans not qualified as Eligible | 10% Tuition waiver |
| Eligible Veterans or National Guard members | 10% Tuition waiver |