



## WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17

**December 19<sup>th</sup>, 2023**

### **NOTICE OF REGULAR MEETING**

*(Notice Date: Wednesday, December 13<sup>th</sup>, 2023)*

The Community Colleges of Spokane Board of Trustees will hold a regular meeting on Tuesday, December 19<sup>th</sup>, 2023, beginning at 8:30 AM. Should an executive session be held, adjournment is scheduled for 11:00 AM.

The regular meeting will take place in person at Spokane Community College, 1810 N. Greene St, Spokane, Washington as well as a virtual space.

To connect to the December 19<sup>th</sup> meeting virtually, go to:

[Join Zoom Meeting](#)

Meeting ID: 838 9383 3603

Passcode: 867627

All Board of Trustees meetings include opportunity for public comment. The December 19<sup>th</sup>, 2023, meeting will be held both in person and virtually. Please email public comments to the Board Executive Assistant at [Breanne.Riley@ccs.spokane.edu](mailto:Breanne.Riley@ccs.spokane.edu) by 8:30 AM on Tuesday, December 19<sup>th</sup>, 2023. Please place "Public Comment" in the subject of your email. Public comments received will be provided to the Trustees, entered into the record, and attached to the minutes of the December 19<sup>th</sup> regular meeting.

A copy of the meeting material can be found online at:

<https://ccs.spokane.edu/About-Us/Leadership/Board-of-Trustees>

**CCS MISSION**

To provide all students an excellent education that transforms their lives  
and expands their opportunities.

**CCS VISION**

Providing the best community college experience in the Northwest.

**CCS VALUES**

Students First | Equity | Access | Excellence | Integrity |  
Leadership | Responsiveness | Stewardship

# Washington State Community College District 17

1810 N. Greene St  
Building 1, Room 221  
Spokane, WA 99217

## [Join Zoom Meeting](#)

Meeting ID: 838 9383 3603  
Passcode: 867627

Regular Board Meeting: In-Person & Zoom  
Tuesday, December 19, 2023

## AGENDA

Trustee Mike Wilson; Chair, Trustee Todd Woodard; Vice-Chair,  
Trustee Anna Franklin, Trustee Glenn Johnson, Trustee Steve Yoshihara  
8:30 a.m. – 11:00 a.m.

**PLEASE NOTE: The Board reserves the rights to alter the order of the agenda.**

<b>12/19/2023</b>	<b>Regular Meeting Agenda</b>		<b>TAB #</b>
8:30 a.m.	1.	<b>Fall 2023 Tenure Faculty Introductions</b>	<b>Report</b>
	2.	<b>SCC Celebrating Student Success: SCC Cosmetology Program</b> ↳ SCC	<b>Report</b>
		<b>Celebrating Success Q&amp;A</b>	<b>Discussion</b>
	3.	<b>Call to Order, Pledge of Allegiance, Roll Call and Native Land Acknowledgement Statement</b> ↳ Trustee Mike Wilson, Chair	<b>Action</b>
		<b>Public Comment</b>	<b>Discussion</b>
	4.	<b>Consent Agenda</b> a. Board Minutes – 11/14/2023 b. Capital Projects – Nichole Hanna c. Budget and Expenditures – Linda McDermott d. Head Start - Bobbi Woodral	<b>Action</b>
	5.	<b>Chancellor's Report</b> ↳ Kevin Brockbank, CCS	<b>Report</b>
	6.	<b>Budget Planning and Timeline 2024-25</b> ↳ Linda McDermott, SCC	<b>Action</b>

- |     |   |                   |              |
|-----|---|-------------------|--------------|
| 7.  | <b>Tuition Rate Proposal 2024-25</b><br>↳ Linda McDermott, SCC  | <b>Action</b>     | <b>Tab 4</b> |
| 8.  | <b>Presidents Report</b><br>↳ Jenni Martin, SCC<br>↳ Kimberlee Messina, SFCC  | <b>Report</b>     |              |
| 9.  | <b>CCS and the CCS Foundation Partnership</b><br>↳ Heather Beebe-Stevens, CCS   | <b>Report</b>     | <b>Tab 5</b> |
| 10. | <b>SCC/SFCC Alignment and Transfer Barriers</b><br>↳ Connan Campbell, SCC<br>↳ Patrick McEachern, SFCC                        | <b>Report</b>     | <b>Tab 6</b> |
| 11. | <b>AHE/Faculty Report</b><br>↳ Beverly Daily, AHE<br>↳ Christina Momono, SCC<br>↳ Katie Satake, SCC<br>↳ Katella DeBolt, SFCC | <b>Report</b>     |              |
| 12. | <b>WFSE/Classified Staff Report</b><br>↳ Abigail Affholter, SCC<br>↳ Alison Cooley, SFCC                                      | <b>Report</b>     |              |
| 13. | <b>Student Government Report</b><br>↳ Tammy Pham, SCC<br>↳ Vishal Pathirana, SFCC   | <b>Report</b>     |              |
| 14. | <b>Board Report</b>   | <b>Report</b>     |              |
| 15. | <b>Executive Session</b><br>a. Reserved for potential action generated from executive session                                 | <b>Discussion</b> |              |
| 16. | <b>Potential Action Generated from Executive Session</b>  | <b>Action</b>     |              |

**Adjournment**

**Next Meeting will be held on Tuesday, January 16, 2024 at 8:30 a.m.  
Spokane Falls Community College, 3410 W. Whistalks Way, Spokane WA 99224**

**EXECUTIVE SESSION:** Under RCW 42.30.110, an Executive Session may be held. Action from the Executive Session may be taken, if necessary, as a result of items discussed in the Executive Session.

**PLEASE NOTE:** Times above are estimates only. The Board reserves the right to alter the order of the agenda.

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**ACTION: CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL  
AND NATIVE LAND ACKNOWLEDGEMENT STATEMENTS**

Prepared by: Breanne Riley  
Executive Assistant to the Chancellor

Presented by: Mike Wilson  
Chair, CCS Board of Trustees  
December 19, 2023

# Washington State Community College District 17

Community Colleges of Spokane  
Board of Trustees Meeting  
December 19, 2023

## Native Land Acknowledgment

*We are honored to acknowledge that the Community Colleges of Spokane, and our main campuses for Spokane Falls and Spokane Community College, are located on the traditional and sacred homelands of the Spokane Tribe. We also provide services in a region that includes the traditional and sacred homelands of the Coeur d'Alene Tribe, Confederated Tribes of the Colville Reservation, Kalispel Tribe and Nez Perce Tribe.*

*We pay our respect to tribal elders both past and present as well as to all indigenous people today. This land holds their cultural DNA and we are honored and grateful to be here on their traditional lands. We give thanks to the legacy of the original people and their descendants and pledge to honor their stewardship and values.*

**ACTION: APPROVAL OF CONSENT AGENDA**

**BACKGROUND**

Consent agenda items will be considered together and will be approved on a single motion. Any person desiring to remove an item for separate consideration should so request before approval of the agenda.

**AGENDA ITEMS**

- a. Board Minutes Approval - 11/14/2023
- b. Capital Projects - Nichole Hanna
- c. Budget and Expenditures - Linda McDermott
- d. Head Start - Bobbi Woodral

**RECOMMENDATION**

It is recommended that the Board of Trustees of Washington State Community College District 17 approve the consent agenda as presented.

Prepared by: Breanne Riley  
Executive Assistant to the Chancellor

Presented by: Trustee Mike Wilson  
Chair of Board of Trustees  
December 19, 2023



**ACTION: APPROVAL OF MEETING MINUTES**

**RECOMMENDATION**

It is recommended that the Board of Trustees of Washington State Community College District 17 approve the minutes from the November 14, 2023 meeting, as presented.

Prepared by: Breanne Riley  
Executive Assistant to the Chancellor  
December 19, 2023

**Minutes of the Board of Trustees Meeting**  
**Washington State Community College District 17**  
**Regular Meeting**  
**November 14, 2023 8:30am**  
**Spokane Falls Community College**  
**In Person and Zoom Option**

**Present:** Trustee Mike Wilson, Trustee Todd Woodard, Trustee Glenn Johnson, Trustee Anna Franklin, Trustee Steve Yoshihara. Also present: Kevin Brockbank, Jenni Martin, Grace Leaf, Linda McDermott, Connan Campbell, Jaelyn Jacot, Bobbi Woodral, Erin Schultheis, Carolyn Casey, Amy McCoy, Greg Stevens, Tim Sullivan, Patrick McEachern, Nichole Hanna, Beverly Daily, Abigail Affholter, Alison Cooney, Jim Fitzgerald, Carrie Culver, Katie Satake, Bonnie Glantz, Christina Momono, Tammy Pham, Vishal Pathirana, Breanne Riley (recording secretary).

**Excused:** Lori Hunt, Kimberlee Messina, Katella DeBolt

**Guests:** Dustin King, Breydon Doubet, Brady Brady, Joe LaRoque

**Fall 2023 Tenure Faculty Introduction**

**Mr. Tim Sullivan**, Instructor of Microbiology at SCC, introduced himself to the Board and gave a brief description of his education and career history. Mr. Sullivan shared his goals with the Board, which were to increase student support, expand the SCC prison program, and to work directly with the Board of Trustees to advance SCC. Trustee Wilson thanked Mr. Sullivan for presenting at the meeting and introducing himself.

**Celebrating Student Success**

**Ms. Ursula Heflick**, shared details of the Bachelor of Applied Science in Integrated Behavioral Health at SFCC. Ms. Heflick shared that the program is very flexible and directed towards adult students who are working while enrolled in the program. SFCC student Mr. Dustin King introduced himself and shared that he is currently working in the health care field and that he joined the program because he feels it is the future of the field. Mr. Joe LaRoque joined the program as he aspires to be a clinical supervisor. He noted that he appreciates the flexibility in the program and that it helps with his work schedule. Mr. Breydon Doubet shared that he joined the program after he found a passion for caregiving. Mr. Doubet stated that he has been very pleased with the program and the amount of information that he has retained. Ms. Brady Brady has worked in the field for 8 months and she noted that this is a great degree and very applicable. Trustee Woodard thanked the students for their presentation and

commitment. Trustee Johnson noted that many times those who work with mental health have worked with police officers and asked if the program offers field training with police. Trustee Franklin thanked the students and shared that she loved the holistic approach of the program. Trustee Wilson congratulated the students and stated that their work was greatly needed.

### **Call to Order**

The Board of Trustees of Washington State Community College District 17 held a regular meeting on Tuesday, November 13, 2023. Trustee Wilson called the meeting to order at 8:48am. This was followed by the Pledge of Allegiance and roll call. It was announced that the meeting was open to the public. Individuals interested in addressing the Board were encouraged to speak up during the public comment section. The Native Land Acknowledgement was given by Trustee Woodard. Trustee Wilson introduced new Trustee Anna Franklin and gave a brief description of her background. Trustee Franklin introduced herself and shared that she has a passion for community college as she is a graduate from SCC.

### **PUBLIC COMMENT**

Mr. Greg Stevens shared that there is a member of the public that does have comments that are related to the tenure consideration, to which Trustee Wilson noted that the comments will be addressed at the time of the tenure presentation.

### **CONSENT AGENDA**

Being no objections, the consent agenda was entered into the record. Topics included the following:

- a. Minutes of the October 17, 2023 Regular Meeting
- b. Capital Projects Status – Ms. Nichole Hanna
- c. Budget and Expenditures – Dr. Linda McDermott
- d. Head Start Updates – Ms. Bobbi Woodral
- e. NWAC Interlocal Agreement – Ms. Amy McCoy
- f. Admin Procedures – Mr. Greg Stevens

Ms. Breanne Riley noted that the minutes from the October 17<sup>th</sup> meeting have been amended to reflect that Ms. Amy McCoy was present. Trustee Johnson suggested that moving forward the Board minutes should reflect the location of the meetings at the head of the document. Trustee Wilson asked Mr. Stevens for clarification of the admin procedure changes. Trustee Wilson asked if there was a restriction for athletics amongst approving the changes regarding the NWAC Interlocal Agreement. Ms. Amy McCoy explained the assets and liabilities of joining the NWAC Local Agreement. Ms. McCoy shared that there is the ability for CCS to leave NWAC as that has been

demonstrated by North Idaho College. Mr. Jim Fitzgerald shared that there is no concern in joining NWAC and that the program has been very good to CCS. Trustee Woodard asked if the NWAC agreement will affect CCS competing against NIC in the future. The motion to approve the consent agenda was so moved by Trustee Woodard, seconded by Trustee Johnson, and approved unanimously by the Board.

### **Chancellor's Report**

**Dr. Kevin Brockbank, Chancellor,** shared that the women's soccer team competed in a championship game and he wanted to take a moment to celebrate the team. Dr. Brockbank shared that there are many student events happening at both colleges and that aids in student success. Dr. Brockbank wanted to recognize Mr. Fitzgerald, Ms. McCoy, and the athletics program and the culture that they have created for students and student athletes. Dr. Brockbank noted that there were recent legislative tours at both SCC and SFCC campuses and they were very successful. There was a tour of SCC on October 23<sup>rd</sup> for local legislators to highlight the successes that have been made due to their funding. Dr. Brockbank thanked the executive assistants from CCS, SCC, and SFCC and Ms. Carolyn Casey and her team for their assistance with the tours. Dr. Brockbank then shared that there will be a reorganization at the district cabinet level due to the retirement of Mr. Greg Stevens and that he is taking comments from anyone who would like to talk to him about the structure of the reorganization. Dr. Brockbank plans to share the reorganization plan on December 1<sup>st</sup>. Dr. Brockbank noted that at the January Board meeting there will be a presentation from Drake Cooper. He then shared that in either December or January there will be an update on the airport property that is owned by CCS. Retention has been a continuous focus and he thanked Ms. Bobbi Woodard for her work with the potential project of aiding employees with childcare at no cost. Trustee Woodard asked if daycare and housing has been addressed by other colleges so that CCS can use their outcomes as a model. Trustee Woodard stated that the legislative tours were very well done and part of the success is that they were led by faculty and the students were able to share their stories.

### **Presidents Report**

**Jenni Martin, Acting President of SCC,** shared that the women's soccer team played wonderful matches and competed valiantly in the championship game. Ms. Martin shared that the student athletes are very involved on campus and that enhances the vibrant campus environment at SCC. Ms. Martin thanked those from the chancellor's office, marketing office, Trustee Woodard, and Trustee Johnson for their participation in the legislative tours that took place at SCC. Ms. Martin shared that there was an accreditation visit recently and it was a valuable visit for the campus. Ms. Martin noted that the budget process was addressed during the accreditation visit and she is looking forward to working with Dr. Linda McDermott and her team to add more transparency to the budget. There were recently 500 high school students who visited

SCC and that resulted in an immediate raise in enrollment, which was very positive. Ms. Martin shared there will be a special speaker at SCC for Native American Heritage month and there will also be an open mic for all attendees immediately following the presentation. Trustee Johnson asked when SCC would find out if the Culinary program was accredited. Trustee Johnson asked for details regarding the Spokane Chiefs and their recent involvement with CCS. Trustee Johnson then asked if the technical work with Fairchild Airforce Base will be continuing.

**Patrick McEachern, Vice President of Student Affairs of SFCC**, shared the SFCC President's report on behalf of Dr. Kimberlee Messina. Mr. McEachern reported that Guided Pathways was highlighted during the recent legislative tour at SFCC. Mr. McEachern noted that the faculty counselors have developed a short curriculum for introducing mandatory advising through 45 credits. Mr. McEachern shared that the FAFSA simplification process that is approaching this year will result in a lot of positives for students and he wanted to recognize the hard work that the financial aid office has been doing to stay current with the changes. The STEM department was highlighted by Mr. McEachern as it has become a very successful program at SFCC. Trustee Johnson inquired about the mandatory 45 credits at SFCC. Trustee Franklin shared that she loved the easing of the student's way in having them go into the English 101 classes and asked if there was an opportunity to cascade that success. Trustee Wilson noted the importance and impact of the connections that students have with staff and faculty and the aid that has in graduation completion rates.

### **CRM Update**

**Ms. Erin Schultheis**, shared an update on the CRM project at CCS. Ms. Schultheis shared the purpose of the CRM, which is to improve enrollment and retention. Ms. Schultheis shared that students, frontline staff, and executives benefit from the CRM. Ms. Schultheis then shared the key priorities from stakeholders and the deep dive that was done prior to RFP. Ms. Schultheis explained why TargetX + Salesforce was the best fit for CCS. Ms. Schultheis reviewed the scope of the CRM for the strategic plan and the focus on recruitment, insights, and retention. Ms. Schultheis shared the key groups that are working on the CRM and the decisions that are made by each group. Governance structure and the monthly executive leadership dashboard were then reviewed. The CRM leads at SCC and SFCC were shared with the Board and their work has greatly impacted the CRM usage and impact. The key accomplishments from SCC and SFCC were then reported to the Board. Ms. Schultheis then reported on the work that has been done with selective/competitive entry program applications, insights suite, and communication planning and execution. Trustee Franklin asked if there was a process to identify any potential unconscious biases that may be embedded into the algorithms. Trustee Franklin then asked for clarification on languages that are available with the CRM. Ms. Carolyn Casey noted that Ms. Schultheis was

presented with an award from TargetX for her many accomplishments with working with the program. Trustee Yoshihara asked what the original cost of the CRM program was and if there is an annual fee. He then asked if there was a possibility for a discount if a statewide CRM program with other colleges was implemented. Trustee Wilson noted that Ms. Schultheis' enthusiasm is evident and then asked where she was with the adoption of the program. Trustee Johnson noted that Ms. Schultheis has done an exceptional job.

Trustee Wilson asked if there was a member of the public that wanted to speak to the Board, to which Mr. Stevens noted that Ms. Beverly Daily would like to address the Board in relation to the tenure consideration. Ms. Daily shared that she would like to address the Board in the executive session as opposed to the public session. Trustee Wilson called for a 5-minute break to be immediately followed by the executive session with the regular meeting to reconvene at 10:40a.

Trustee Wilson reconvened the meeting at 10:43a

### **Executive Session**

Trustee Wilson announced that the Board had convened in executive session under RCW 42.30.110(1) for the purpose of reviewing the performance of a public employee and other matters in scope with 42.30.10.

### **Potential Action Generated from Executive Session**

There was no action taken.

### **Tenure Considerations**

**Mr. Greg Stevens**, reviewed the authority of the Board under RCW and the responsibility of granting or denying tenure to probationary faculty members. There were two faculty that were reported for action and Mr. Stevens asked that the Board take the appropriate action and direct the chancellor to implement that decision. Trustee Johnson moved to grant the motion for Ms. Justine Morgan of Spokane Community College to be granted tenure, the motion was seconded by Trustee Woodard, and approved by the Board. Trustee Franklin announced that she would abstain from this action. Trustee Johnson so moved to deny tenure to faculty member Mr. Stacey Slaughter of Spokane Community College, the motion was seconded by Trustee Woodard, and approved by the Board. Trustee Anna Franklin announced that she would abstain from the action.

### **AHE/Faculty Report**

**Ms. Beverly Daily**, shared that faculty has enjoyed returning to campus and they are looking forward to a post-pandemic environment. Ms. Daily noted that faculty is looking forward to working with the Guided Pathways programs. There is an adjunct

faculty at SFCC who will most likely be part of the SBCTC's committee for looking at the parody for adjuncts and that was exciting. Ms. Daily shared that the focus of AHE has been to help understand faculty requirements for legality pieces and making more practical applications, to which Trustee Wilson asked for an example.

**Ms. Katie Satake**, Ms. Amy Anderson, SCC Communications faculty, reported that her Introduction to Communication students have been working on a community service project. They are collecting donations for the Union Gospel Mission and putting together care packages for unhoused people in the Spokane community. Ms. Anderson received the "HerStory Award" from the Women's Federation for World Peace-USA. Mr. David Edwards, SCC Architecture faculty, reported that in October he took his first-year architecture students on a field trip to the University of Idaho and Washington State University to visit the architecture programs. They met with faculty at each institution, and the students met with four SCC Architecture graduates to talk about the transition from the community college to a university. Mr. Edwards shared that there was an inspiring moment when the head of the architecture program at U of I told the students that an SCC Architecture graduate has been the only person to have earned two years' worth of credit from her portfolio. He also went on to say that SCC's architecture program is the best in the whole Pacific Northwest and the nearest community college of any comparison is in San Francisco. Mr. Andy Buddington, SCC Geology faculty, reported that SCC Geology students visited the WSU Geoanalytical Laboratory in June and again in October to prepare samples for undergraduate research projects. As part of their visit to WSU, students toured the geochemistry facilities including: XRF (X-Ray Fluorescence) spectrometer lab, the ICP-MS (Inductively coupled plasma mass spectrometer) lab, and the field emission electron microprobe lab. Mr. Buddington has also started a series of weekly seminars exploring the study of igneous rocks and igneous geochemistry.

**Ms. Christina Momono**, reported that the 2023 WAESOL Annual Conference was held in October and Ms. Intissar Yahia from the Pullman campus and herself attended. At the WAESOL Conference Ms. Yahia won a professional development grant. The ABE department helped her with travel to attend the conference and she was very dedicated to attend and participate in the event.

**Ms. Katella DeBolt**, was not present at the meeting, but her report was submitted to the Board.

### **WFSE/Classified Staff Report**

**Ms. Alison Cooley**, reported that there have been fun activities in the last month with the classified staff. Student Affairs had a development day where there were activities

and they had a chance to learn about each other and the area.

### **Student Government Report**

**Ms. Tammy Pham, SCC ASG President,** was attending class, but her report has been submitted to the Board.

**Mr. Vishal Pathirana, SFCC ASG President,** Mr. Pathirana shared that Fall quarter at SFCC has been great with 20 events and there was a high attendance at each of the events. The turnout for the Farmers Markets have been phenomenal and the food bank has also been very successful for students. The senate team visited Washington DC for the ASGA conference and they brought back a lot of information on collaboration and running an efficient student government. Mr. Pathirana and SCC ASG President Ms. Tammy Pham have been working together to get their teams together and having multiples members trained to administer Narcan, as well as having Narcan on campus and in the buildings. The team will be going to California to attend the NACA Convention. ASG will be hosting a Thanksgiving dinner on November 20<sup>th</sup> as well as creating Thanksgiving baskets for students. ASG is also hosting a Cold for Coats Drive and working on the Tree of Sharing where students, staff, and faculty get gifts for children that attend the daycare at SFCC. Trustee Wilson asked if Mr. Pathirana was able to attend the conference in Washington DC and then asked if he will be traveling to Olympia to visit state legislatures. Trustee Franklin asked if Mr. Pathirana was in association with the Washington State Department of Health as they provide free Narcan to individuals. Trustee Wilson asked how the food bank was accessed by students on the weekends should they need food on the weekends and not just the weekdays. Trustee Wilson asked where coats can be donated on the SFCC campus.

### **Adjournment**

Being no further business, the meeting adjourned at 11:05am.



**CONSENT AGENDA ITEMS: CAPITAL PROJECTS**

Submitted by: Clinton Brown  
Chief Financial and Risk Officer  
December 19, 2023

PROJECT				FUNDING				DESIGN STATUS (Up To)				DOCUMENT STATUS (Up To)				Design Completion / Bid DATE		CONSTRUCTION STATUS (Up To)				LEGAL COMP DATE														
STATE PROJECT NUMBER	PROJECT NAME	SCC	SFCC	DIST. OFFICE	STATE	LOCAL	DES PM	Total Project AMOUNT	SCOPE	STAFF DESIGN	A/E SELECTION	A/E AGREEMENT	PREDESIGN	SCHEMATICS	DESIGN DEV.	30%	60%	90%	100%	BID PERIOD		CONTRACT	25%	50%	75%	95%	100%	ACCEPTANCE	CANCELED							
18-063	SFCC Fine and Applied Arts Building, Phase 3		x		x		G	\$ 40,100,000	Project																							08/05/23				
18-063	SFCC Fine and Applied Arts Building, Phase 4		x		x		G	\$ 1,000,000	Project					●																		TBD				
22-118	ESCO-CCS Utility Metering & Elec. Xfmr Repl (Trane)	x	x		x		C	\$ 2,500,000	Project																○		●				11/30/23					
22-229	SCC Apprenticeship Center	x			x		G	\$ 34,000,000	Project					●																	5/30/29±					
23-093	ESCO-CCS Elec. Xfmr Repl (Trane)-Phase 2	x			x	x	C	\$ 1,900,000	Project																	●					11/13/24					
23-514	Lodge Renovation, Pre-Design/Design		x			x	G	\$ 170,000	Project				●																							
23-145	SCC Campus Security Upgrades Study	x				x	G	\$ 75,000	Study										●																	
23-568	SCC Campus Security Upgrades, Exterior Cameras	x			x		G	\$ 1,400,000	Project																		●					8/31/24±				
24-XXX	SCC Campus Security Upgrades, Access Controls	x			x	x	G	\$ 2,400,000	Project				○	●																		8/31/24±				
24-XXX	SCC Campus Security Upgrades, Interior Cameras	x				x	G	\$ 950,000	Project				○	●																		8/31/24±				
23-580	SFCC Campus Security Upgrades	x			x	x	G	\$ 4,500,000	Project				●																			4/30/25±				
PO6846	SFCC Stadium Roof Maintenance		x		x		G	\$ 350,000	Project							○	●															7/31/24±				
24-543	ESCO-CCS HVAC Repairs/Replacements (Millig)	x	x		x	x	C	\$ 2,500,000	Project					●																		11/30/24±				
PO7868	SCC Bldg 2 Elevator Repairs	x	x		x	x	C	\$ 326,000	Project																		●					7/31/24±				
<b>SubTotal</b>								<b>\$ 92,171,000</b>																												

PROJECT				FUNDING				DESIGN STATUS (Up To)				DOCUMENT STATUS (Up To)				Design Completion / Bid DATE		CONSTRUCTION STATUS (Up To)				LEGAL COMP DATE																	
STATE PROJECT NUMBER	PROJECT NAME	SCC	SFCC	DIST. OFFICE	STATE	LOCAL	DES PM	Total Project AMOUNT	SCOPE	STAFF DESIGN	A/E SELECTION	A/E AGREEMENT	PREDESIGN	SCHEMATICS	DESIGN DEV.	30%	60%	90%	100%	BID PERIOD	CONTRACT	25%	50%	75%	95%	100%	ACCEPTANCE	CANCELED											
<b>NORTH SPOKANE CORRIDOR RELATED PROJECTS</b>																																							
23-051	SCC Campus Wayfinding, Monument Sign	x				x	G	\$ 1,000,000	Project			●																			3/1/24±								11/30/24±
24-172	SCC Fire Tower Replacement	x				x	G	\$ 820,000	Project			○	●																		1/31/24±								11/30/24±
<b>SubTotal, NSC</b>								<b>\$ 1,820,000</b>																															
<b>Total</b>								<b>\$ 93,991,000</b>																															

- Current Status
- Previous Status

NUMBER	PROJECT NAME	PROJECT DESCRIPTION
18-063	SFCC Fine and Applied Arts Building, Phase 3	FAA, Phase 3 will be the construction of the new facility and site.
18-063	SFCC Fine and Applied Arts Building, Phase 4	FAA, Phase 4 will scope the demolition of existing Building 6, Fine Arts, and restore the site.
22-118	ESCO-CCS Utility Metering & Elec. Xfmr Repl (Trane)	Repair and replacement building utility metering in preparation to meet the requirements for the Clean Building Act; Repair and replacement of 5 50-60 year old transformers across the district. NOTE: Transformer lead times at the time of order was 64 weeks - 1500kVA due on site in May '23.
22-229	SCC Apprenticeship Center	Design and Construction of replacement Apprenticeship Center to be erected on the SCC Campus. (Phs 1 Selection-2/23/22; Phs 2 Selection-3-10-22); (Dates tentative, related to const. funding appropriation)
23-093	ESCO-CCS Elec. Xfmr Repl (Trane)-Phase 2	Upgrades to the greenhouse classroom to include new lighting, ceiling, paint, windows, flooring, furnishings, and AV system. Delegated Authority project utilizing the State's Small Works Roster.
23-514	Lodge Renovation, Pre-Design/Design	Replacement of aged electrical transformers across the district - continuation of Phase 1 utilizing supplemental legislative funding for outdated infrastructure replacement.
23-145	SCC Campus Security Upgrades Study	Initial study to determine costs and feasibility of renovating the SFCC Lodge to support district functions currently housed in the Riverpoint One facility. Architectural team will develop scope to align with potential budget.
23-568	SCC Campus Security Upgrades, Exterior Cameras	Project to develop strategic Campus-Wide access control and camera infrastructure upgrades.
24-XXX	SCC Campus Security Upgrades, Access Controls	Project to design and implement campus-wide exterior video surveillance camera systems.
24-XXX	SCC Campus Security Upgrades, Interior Cameras	Project to design and implement integrated exterior and interior access control systems for all campus facilities.
23-580	SFCC Campus Security Upgrades	Project to design and implement strategic placement of interior video surveillance camera systems.
PO6846	SFCC Stadium Roof Maintenance	Project to develop and implement campus-wide security measures to include interior and exterior access control and video surveillance systems, utilizing the strategies developed during the SCC Campus Security Upgrades study.
24-543	ESCO-CCS HVAC Repairs/Replacements (Millig)	Project to develop and implement district-wide repairs/energy savings upgrades to HVAC equipment.
PO7868	SCC Bldg 2 Elevator Repairs	Project to replace and update elevator mechanisms, interiors, and controls.
<b>NORTH SPOKANE CORRIDOR RELATED PROJECTS</b>		
23-051	SCC Campus Wayfinding, Monument Sign	Project to design and construct two new campus entrance monuments; at Mission/Sycamore and at Greene/Ermina.
24-172	SCC Fire Tower Replacement	Project to develop the site and procure / install replacement fire tower at SCC. Currently tower owned by WSDOT in association with the NSC agreement and will be demolished in 2024.

**CONSENT AGENDA ITEMS:**

Community Colleges of Spokane  
Business and Finance Office

Fiscal Year 2023-24 Financial Reports: State Allocation and Tuition Operating Budget Status Report and All-Funds Revenue and Expenditures as of October 31, 2023, and preliminary reports as of November 30, 2023

The consent agenda item is provided by the Business and Finance Office of the Community Colleges of Spokane, for review and consideration.

Enclosed for the Board's review are the Operating Budget Status Reports and the summary of All-Funds Revenue and Expenditures as of October 31, 2023. Preliminary reports as of November 30, are also included in advance of the final November fiscal month close. Both reports reflect the 5th State Allocation received from the State Board for Community and Technical Colleges (SBCTC).

The Operating Budget Status Report includes actual tuition collected. Year-to-date tuition activity through the November 30, 2023, preliminary report reflects collections ahead of the target revenue projection (+\$945,200). Actual expenditures year-to-date are also slightly better than target expectations for the time of the year and academic quarter. The All-Funds Summary Report of Revenues and Expenditures through November 30 reflects an excess of revenue over expenditures of \$18.5M. These results will fluctuate throughout the quarter due to the timing of revenue collected and actual expenditures incurred.

Attachments:

1. State Allocation and Tuition Operating Budget Report 2023.10 – 2023-12-05
2. Revenue & Expenditures 2023-07-01 through 2023-10-31 – 2023-12-05
3. PRELIMINARY State Allocation and Tuition Operating Budget Report 2023.11 2023-12-05
4. PRELIMINARY Revenue & Expenditures 2023-07-01 through 2023-11-30 – 2023-12-05

Submitted by: Dr. Linda McDermott, CPA  
Acting Chief Financial Officer  
Dec 11, 2023

# State Allocation and Tuition Operating Budget Report

for Fiscal Year 2023 - 2024

Tuition revenue and GL expenditures through October 31, 2023



## State Allocation #5

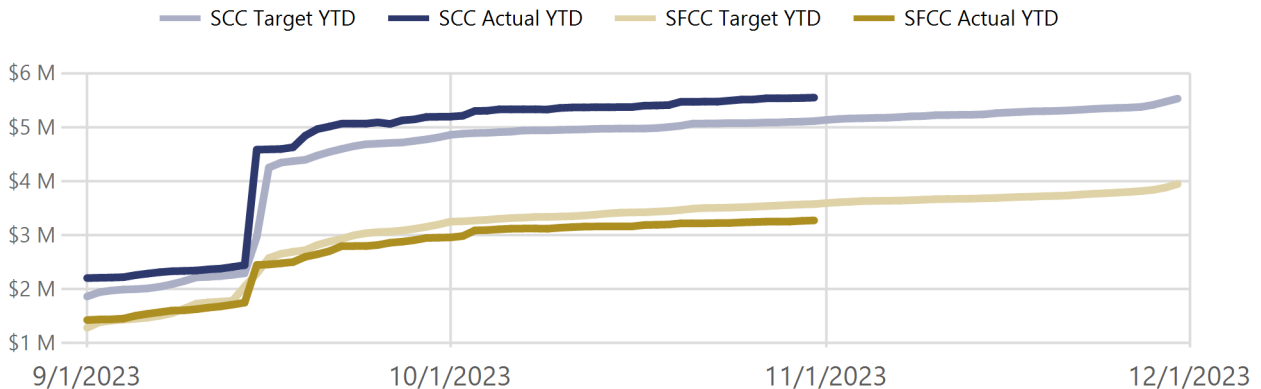
	SCC	SFCC	Central Admin	DMC	District Total
Total State Allocation	\$45,452,789	\$21,508,031	\$18,189,069	-	\$85,149,889
Tuition Revenue Estimate	\$5,247,268	\$3,855,450	\$3,538,401	\$9,455,134	\$22,096,253
One-time Distribution of FY23 Tuition Revenue over Budget & Unspent DMC	\$1,158,426	\$411,799	\$455,558	-	\$2,025,783
<b>Total State Allocation &amp; Tuition Operating Budget</b>	<b>\$51,858,483</b>	<b>\$25,775,280</b>	<b>\$22,183,028</b>	<b>\$9,455,134</b>	<b>\$109,271,925</b>

## Allocation and Tuition Expenditures

	Budget	Year-to-Date Expenditures	Percent Expended to Budget	Percent of Total Expenditures
SCC	\$51,858,483	\$13,715,552	26%	42%
SFCC	\$25,775,280	\$7,809,316	30%	24%
Central Administration	\$22,183,028	\$8,358,321	38%	26%
<i>Administration (HR, CEO, CCO, CFO, CIAEAO)</i>		\$2,641,282		8.1%
<i>IT, Facilities, Security, Provost</i>		\$5,717,039		17%
District Managed Costs	\$9,455,134	\$2,794,385	30%	8.6%
<b>Total</b>	<b>\$109,271,925</b>	<b>\$32,677,573</b>	<b>30%</b>	

## Tuition Operating Fee Revenue

	Year End Estimate	Actual Year-to-Date	Target Year-to-Date	Over/(Short) Target YTD	Percent Over/(Short)
SCC	\$12,964,497	\$5,550,075	\$5,114,416	\$435,659	3.4%
SFCC	\$9,131,756	\$3,272,748	\$3,575,247	(\$302,499)	-3.3%
<b>District Total</b>	<b>\$22,096,253</b>	<b>\$8,822,823</b>	<b>\$8,689,663</b>	<b>\$133,160</b>	<b>0.6%</b>





# Revenue & Expenditures

7/1/2023 through 10/31/2023

Revenue	July	August	September	October	Total
<b>Tuition and Student Fees</b>					
Tuition	\$7,068,593	\$2,097,210	\$243,240	\$1,260,947	\$10,669,990
Tuition AR	(\$5,189,662)	(\$409,307)	\$4,336,929	(\$585,127)	(\$1,847,167)
S&A Fee	\$836,588	\$346,825	\$30,115	\$156,465	\$1,369,993
Student Fees	\$1,217,651	\$456,232	(\$25,691)	\$211,061	\$1,859,253
<b>Grants &amp; Contracts</b>					
Head Start & ECEAP	\$2,920,951	\$1,474	\$2,301,442	\$2,155,683	\$7,379,550
Running Start	(\$3,348,788)	\$3,514,036		\$21,964	\$187,213
Perkins	-	\$247,994	\$103,306	\$30,334	\$381,634
WorkFirst	-	\$175,651	\$105,869	\$65,445	\$346,964
BFET	-	\$154,960	\$226,552	\$11,052	\$392,564
Corrections	-	\$175,438		\$524,190	\$699,627
Grant Indirect	\$158,410	\$172,884	\$161,870	\$214,306	\$707,469
Other Grants & Contracts	(\$289,026)	\$997,712	\$539,610	\$480,210	\$1,728,506
<b>Financial Aid</b>					
PELL	\$529,216	(\$2,524)	\$5,292,252	(\$4,329)	\$5,814,615
Work Study	(\$60,688)		\$86,843	\$50,000	\$76,155
Other Federal Financial Aid	(\$47,267)	\$28,758	\$197,477	\$18,005	\$196,973
Other State Financial Aid	\$111,756	\$200,059	\$265,112	\$4,053,498	\$4,630,426
Direct Loan	(\$685,063)	(\$19,879)	\$5,405,720	(\$1,324,637)	\$3,376,141
<b>Other Revenue</b>					
State Allocation	\$4,667,534	\$7,506,703	\$8,016,041	\$7,061,833	\$27,252,112
Capital Projects	\$167,975	(\$74,737)	\$3,645,453	\$331,509	\$4,070,200
Auxiliary	\$703,051	\$770,210	\$329,021	\$499,144	\$2,301,426
Other Revenue	\$2,689,392	\$756,433	\$264,047	\$809,543	\$4,519,415
Accounts Receivable	\$11,965,357	\$2,057,409	(\$1,769,698)	\$4,165,917	\$16,418,984
<b>Total Collected Revenue</b>	<b>\$23,415,981</b>	<b>\$19,153,538</b>	<b>\$29,755,511</b>	<b>\$20,207,013</b>	<b>\$92,532,043</b>



# Revenue & Expenditures

7/1/2023 through 10/31/2023

Expenditures to Date	July	August	September	October	Total
<b>Tuition and Student Fees</b>					
S&A Fee	\$12,781	\$53,106	\$141,166	\$159,721	\$366,774
Student Fees	\$162,219	\$479,129	\$396,429	\$671,992	\$1,709,769
Building & Innovation Fee	\$100,513	\$209,483	\$288,304	\$763,366	\$1,361,666
<b>Grants &amp; Contracts</b>					
Head Start & ECEAP	\$803,458	\$1,238,457	\$1,841,850	\$2,245,195	\$6,128,961
Running Start	-	-			-
Perkins	\$36,881	\$31,164	\$64,912	\$96,882	\$229,839
WorkFirst	\$96,627	\$66,345	\$104,970	\$107,040	\$374,982
BFET	\$58,050	\$34,363	\$116,075	\$96,623	\$305,111
Corrections	\$146,799	\$179,921	\$171,366	\$171,795	\$669,881
Other Grants & Contracts	\$88,221	\$61,555	\$131,686	\$213,830	\$495,292
<b>Financial Aid</b>					
PELL	\$1,369,565	\$1,818	\$5,184,862	\$310,687	\$6,866,932
Work Study	\$33,229	\$39,174	\$35,366	\$88,227	\$195,996
Other Federal Financial Aid	\$107,621	(\$480)	\$115,644	\$30,356	\$253,141
Other State Financial Aid	\$1,335,215	\$31,025	\$5,502,840	\$524,946	\$7,394,026
Direct Loan	\$1,140,139	\$236,360	\$3,571,411	\$1,035,958	\$5,983,868
<b>Other Expenditures</b>					
Salary & Benefits	\$5,032,727	\$8,156,586	\$8,540,330	\$9,380,139	\$31,109,782
Capital Projects	\$3,011,258	\$3,825,466	\$358,748	\$2,263,009	\$9,458,481
Rent & Utilities	(\$82,820)	\$435,532	\$330,249	\$308,548	\$991,509
Travel	\$16,910	\$30,737	\$23,772	\$38,110	\$109,529
Goods, Equipment, and Supplies	\$59,742	\$134,018	\$156,103	\$164,722	\$514,586
Auxiliary	\$107,666	\$200,365	\$112,817	\$148,780	\$569,628
Other Expenses	\$1,321,718	\$506,464	\$858,076	\$1,220,369	\$3,906,627
<b>Total Expenditures</b>	<b>\$14,958,518</b>	<b>\$15,950,590</b>	<b>\$28,046,976</b>	<b>\$20,040,298</b>	<b>\$78,996,381</b>
<b>Net Activity</b>	<b>\$8,457,463</b>	<b>\$3,202,948</b>	<b>\$1,708,535</b>	<b>\$166,715</b>	<b>\$13,535,662</b>



# State Allocation and Tuition Operating Budget Report

for Fiscal Year 2023 - 2024

Tuition revenue and GL expenditures through November 30, 2023



## State Allocation #5

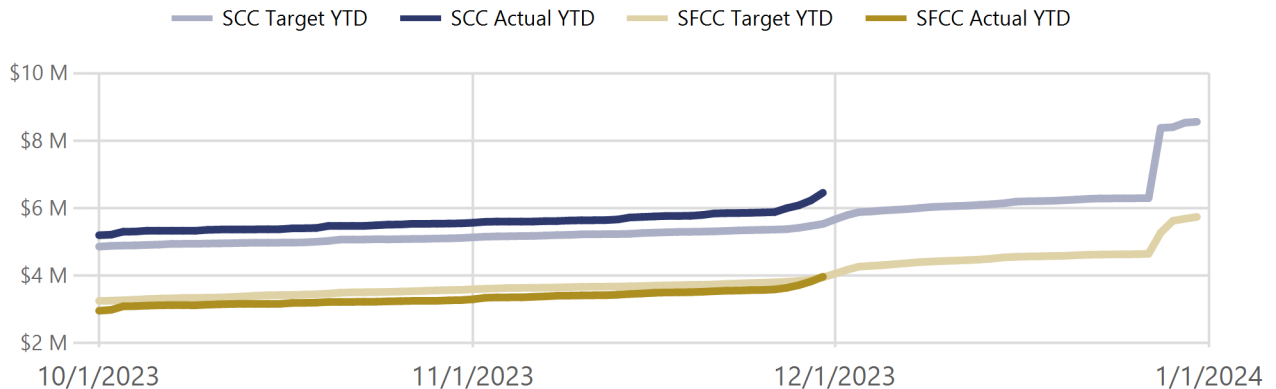
	SCC	SFCC	Central Admin	DMC	District Total
Total State Allocation	\$45,452,789	\$21,508,031	\$18,189,069	-	\$85,149,889
Tuition Revenue Estimate	\$5,247,268	\$3,855,450	\$3,538,401	\$9,455,134	\$22,096,253
One-time Distribution of FY23 Tuition Revenue over Budget & Unspent DMC	\$1,158,426	\$411,799	\$455,558	-	\$2,025,783
<b>Total State Allocation &amp; Tuition Operating Budget</b>	<b>\$51,858,483</b>	<b>\$25,775,280</b>	<b>\$22,183,028</b>	<b>\$9,455,134</b>	<b>\$109,271,925</b>

## Allocation and Tuition Expenditures

	Budget	Year-to-Date Expenditures	Percent Expended to Budget	Percent of Total Expenditures
SCC	\$51,858,483	\$16,106,580	31%	42%
SFCC	\$25,775,280	\$9,381,970	36%	24%
Central Administration	\$22,183,028	\$9,816,438	44%	25%
<i>Administration (HR, CEO, CCO, CFO, CIAEAO)</i>		\$3,262,889		8.4%
<i>IT, Facilities, Security, Provost</i>		\$6,553,549		17%
District Managed Costs	\$9,455,134	\$3,317,742	35%	8.6%
<b>Total</b>	<b>\$109,271,925</b>	<b>\$38,622,729</b>	<b>35%</b>	

## Tuition Operating Fee Revenue

	Year End Estimate	Actual Year-to-Date	Target Year-to-Date	Over/(Short) Target YTD	Percent Over/(Short)
SCC	\$12,964,497	\$6,457,573	\$5,531,043	\$926,530	7.1%
SFCC	\$9,131,756	\$3,966,127	\$3,947,457	\$18,670	0.2%
<b>District Total</b>	<b>\$22,096,253</b>	<b>\$10,423,701</b>	<b>\$9,478,500</b>	<b>\$945,200</b>	<b>4.3%</b>





# Revenue & Expenditures

Preliminary

7/1/2023 through 11/30/2023

Revenue	July	August	September	October	November	Total
<b>Tuition and Student Fees</b>						
Tuition	\$7,068,593	\$2,097,210	\$243,240	\$1,260,947	\$4,956,164	\$15,626,154
Tuition AR	(\$5,189,662)	(\$409,307)	\$4,336,929	(\$585,127)	(\$3,355,286)	(\$5,202,454)
S&A Fee	\$836,588	\$346,825	\$30,115	\$156,465	\$790,519	\$2,160,512
Student Fees	\$1,217,651	\$456,232	(\$25,691)	\$211,061	\$739,190	\$2,598,443
<b>Grants &amp; Contracts</b>						
Head Start & ECEAP	\$2,920,951	\$1,474	\$2,301,442	\$2,155,683	\$3,503,514	\$10,883,064
Running Start	(\$3,348,788)	\$3,514,036		\$21,964	\$1,280	\$188,493
Perkins	-	\$247,994	\$103,306	\$30,334	\$92,951	\$474,586
WorkFirst	-	\$175,651	\$105,869	\$65,445	\$106,561	\$453,525
BFET	-	\$154,960	\$226,552	\$11,052	(\$4,656)	\$387,908
Corrections	-	\$175,438		\$524,190		\$699,627
Grant Indirect	\$158,410	\$172,884	\$161,870	\$214,306	\$132,373	\$839,842
Other Grants & Contracts	(\$289,026)	\$997,712	\$539,610	\$480,210	\$410,982	\$2,139,488
<b>Financial Aid</b>						
PELL	\$529,216	(\$2,524)	\$5,292,252	(\$4,329)	\$433,822	\$6,248,437
Work Study	(\$60,688)		\$86,843	\$50,000	\$65,420	\$141,575
Other Federal Financial Aid	(\$47,267)	\$28,758	\$197,477	\$18,005	\$69,268	\$266,241
Other State Financial Aid	\$111,756	\$200,059	\$265,112	\$4,053,498	\$2,330,412	\$6,960,838
Direct Loan	(\$685,063)	(\$19,879)	\$5,405,720	(\$1,324,637)	\$1,695,414	\$5,071,555
<b>Other Revenue</b>						
State Allocation	\$4,667,534	\$7,506,703	\$8,016,041	\$7,061,833	\$7,061,913	\$34,314,025
Capital Projects	\$167,975	(\$74,737)	\$3,645,453	\$331,509	\$2,204,056	\$6,274,256
Auxiliary	\$703,051	\$770,210	\$329,021	\$499,144	\$331,232	\$2,632,658
Other Revenue	\$2,689,392	\$756,433	\$264,047	\$809,543	\$677,522	\$5,196,937
Accounts Receivable	\$11,965,357	\$2,057,409	(\$1,769,698)	\$4,165,917	(\$5,401,787)	\$11,017,197
<b>Total Collected Revenue</b>	<b>\$23,415,981</b>	<b>\$19,153,538</b>	<b>\$29,755,511</b>	<b>\$20,207,013</b>	<b>\$16,840,863</b>	<b>\$109,372,906</b>



# Revenue & Expenditures

Preliminary

7/1/2023 through 11/30/2023

Expenditures to Date	July	August	September	October	November	Total
<b>Tuition and Student Fees</b>						
S&A Fee	\$12,781	\$53,106	\$141,166	\$159,721	\$169,531	\$536,306
Student Fees	\$162,219	\$479,129	\$396,429	\$671,992	\$394,202	\$2,103,971
Building & Innovation Fee	\$100,513	\$209,483	\$288,304	\$763,366	\$64,197	\$1,425,863
<b>Grants &amp; Contracts</b>						
Head Start & ECEAP	\$803,458	\$1,238,457	\$1,841,850	\$2,245,195	\$2,129,506	\$8,258,467
Running Start	-	-				-
Perkins	\$36,881	\$31,164	\$64,912	\$96,882	\$41,469	\$271,308
WorkFirst	\$96,627	\$66,345	\$104,970	\$107,040	\$38,589	\$413,570
BFET	\$58,050	\$34,363	\$116,075	\$96,623	\$15,215	\$320,326
Corrections	\$146,799	\$179,921	\$171,366	\$171,795	\$155,055	\$824,936
Other Grants & Contracts	\$88,221	\$61,555	\$131,686	\$213,830	\$323,601	\$818,893
<b>Financial Aid</b>						
PELL	\$1,369,565	\$1,818	\$5,184,862	\$310,687		\$6,866,932
Work Study	\$33,229	\$39,174	\$35,366	\$88,227	\$51,286	\$247,281
Other Federal Financial Aid	\$107,621	(\$480)	\$115,644	\$30,356	\$6,300	\$259,441
Other State Financial Aid	\$1,335,215	\$31,025	\$5,502,840	\$524,946		\$7,394,026
Direct Loan	\$1,140,139	\$236,360	\$3,571,411	\$1,035,958		\$5,983,868
<b>Other Expenditures</b>						
Salary & Benefits	\$5,032,727	\$8,156,586	\$8,540,330	\$9,380,139	\$4,920,856	\$36,030,638
Capital Projects	\$3,011,258	\$3,825,466	\$358,748	\$2,263,009	\$1,993,671	\$11,452,152
Rent & Utilities	(\$82,820)	\$435,532	\$330,249	\$308,548	\$635,016	\$1,626,525
Travel	\$16,910	\$30,737	\$23,772	\$38,110	\$34,181	\$143,711
Goods, Equipment, and Supplies	\$59,742	\$134,018	\$156,103	\$164,722	\$231,589	\$746,175
Auxiliary	\$107,666	\$200,365	\$112,817	\$148,780	\$335,409	\$905,037
Other Expenses	\$1,321,718	\$506,464	\$858,076	\$1,220,369	\$377,919	\$4,284,546
<b>Total Expenditures</b>	<b>\$14,958,518</b>	<b>\$15,950,590</b>	<b>\$28,046,976</b>	<b>\$20,040,298</b>	<b>\$11,917,589</b>	<b>\$90,913,971</b>
<b>Net Activity</b>	<b>\$8,457,463</b>	<b>\$3,202,948</b>	<b>\$1,708,535</b>	<b>\$166,715</b>	<b>\$4,923,274</b>	<b>\$18,458,936</b>

**CONSENT AGENDA ITEMS:**

Community Colleges of Spokane  
Business and Finance Office

Local Government Investment Pool (LGIP) Prospectus and Resolution Designating the CCS Authorized Individual for transactions with the LGIP.

State law grants the Board of Trustees authority to administer and govern Washington Community College District 17 (CCS). RCW 28B.50.140 provides the authority to delegate these responsibilities. The Board of Trustees has delegated the authority on matters pertaining to the general business and financial affairs, organization, and management to the Chancellor. This delegation is documented in WAC 132Q-01-006 Organization and Operation, and board policy 2.10.01.

Administrative procedure 5.20.01 – Cash Management designates the Chief Financial Officer (CFO) and delegated staff in the District Business Office to take necessary actions to ensure the effective cash management of district funds. The CFO shall estimate and manage the cash flow of all district funds consistent with state law and the policies and procedures established by the Office of Financial Management.

CCS is authorized to receive cash receipts for deposit in local accounts. Local funds are to be deposited in qualified public depositories located in Washington State. Additionally, local funds shall be invested consistent with Board Policy 5.20.02, Investments, and CCS Administrative Procedure 5.20.02-A, to provide the maximum security with the highest investment return while meeting the daily cash flow demands of CCS and conforming to all state statutes governing the investment of public funds.

Since 2004, CCS has participated in Washington's Local Government Investment Pool (LGIP). The LGIP continues to provide a valuable tool for the management of public funds consistent with the safety and protection of public funds. The LGIP is comparable to a money market fund recognized by the Securities and Exchange Commission. The funds are limited to high quality obligations with limited maximum and average maturities, the effect of which is to minimize both the market and credit risk.

Resolution 14-10 designated Lisa Hjaltalin, Acting Chief Financial, as the "authorized individual" to authorize all amendments, changes, or alterations to the Local Government Investment Pool Transaction Form (Form). The enclosed Resolution supersedes Resolution 14-10 and designates Linda McDermott, Acting CCS Chief Financial Officer as the "authorized individual" to amend, change, or alter the LGIP Form on behalf of CCS.

## RECOMMENDATION

It is recommended that the Resolution Authorizing Investment of Washington State Community College District 17 monies in the Local Government Investment Pool be passed and adopted and authorizes the Board Chair and Board Secretary to sign on behalf of the Board.

### Attachments:

1. LGIP Resolution No 23-XX
2. LGIP Money Market Fund - Prospectus
3. LGIP Authorization Form – CCS -2023

Submitted by: Dr. Linda McDermott, CPA  
Acting Chief Financial Officer  
Dec 11, 2023

RESOLUTION AUTHORIZING INVESTMENT  
OF WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17, DBA COMMUNITY  
COLLEGES OF SPOKANE MONIES IN THE  
LOCAL GOVERNMENT INVESTMENT POOL

**Resolution No. 23-\_\_**

WHEREAS, pursuant to Chapter 294, Laws of 1986, the Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer; and

WHEREAS, from time to time it may be advantageous to the authorized governmental entity, Washington State Community College District 17, the "governmental entity", to contribute funds available for investment in the LGIP; and

WHEREAS, the investment strategy for the LGIP is set forth in its policies and procedures; and

WHEREAS, any contributions or withdrawals to or from the LGIP made on behalf of the governmental entity shall be first duly authorized by the Board of Trustees of Washington State Community College District 17, the "governing body" or any designee of the governing body pursuant to this resolution, or a subsequent resolution; and

WHEREAS the governmental entity will cause to be filed a certified copy of said resolution with the Office of the State Treasurer; and

WHEREAS the governing body and any designee appointed by the governing body with authority to contribute or withdraw funds of the governmental entity has received and read a copy of the prospectus and understands the risks and limitations of investing in the LGIP; and

WHEREAS, the governing body attests by the signature of its members that it is duly authorized and empowered to enter into this agreement, to direct the contribution or withdrawal of governmental entity monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein.

NOW THEREFORE, BE IT RESOLVED that the governing body does hereby authorize the contribution and withdrawal of governmental entity monies in the LGIP in the manner prescribed by law, rule, and prospectus.

BE IT FURTHER RESOLVED that the governing body has approved the Local Government Investment Pool Transaction Authorization Form (Form) as completed by Linda McDermott, Acting Chief Financial Officer and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

BE IT FURTHER RESOLVED that the governmental entity designates Linda McDermott, Acting Chief Financial Officer, the “authorized individual” to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of the governmental entity.

BE IT FURTHER RESOLVED that this delegation ends upon the written notice, by any method set forth in the prospectus, of the governing body that the authorized individual has been terminated or that his or her delegation has been revoked. The Office of the State Treasurer will rely solely on the governing body to provide notice of such revocation and is entitled to rely on the authorized individual’s instructions until such time as said notice has been provided.

BE IT FURTHER RESOLVED that the Form as incorporated into this resolution or hereafter amended by delegated authority, or any other documentation signed or otherwise approved by the authorized individual shall remain in effect after revocation of the authorized individual’s delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of the governmental entity. No amendments, changes, or alterations shall be made to the Form or any other documentation until the entity passes a new resolution naming a new authorized individual; and

BE IT FURTHER RESOLVED that the governing body acknowledges that it has received, read, and understood the prospectus as provided by the Office of the State Treasurer. In addition, the governing body agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

PASSED AND ADOPTED by the Board of Trustees of Washington State Community College District 17 on this \_\_\_\_\_ day of December 2023.

\_\_\_\_\_  
Michael Wilson, Chair, Board of Trustees

Attest:

\_\_\_\_\_  
Dr. Kevin Brockbank, Secretary to the Board of Trustees

\_\_\_\_\_  
Notary Public in and for the State of Washington

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# PROSPECTUS

## LOCAL GOVERNMENT INVESTMENT POOL

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OFFICE OF THE WASHINGTON STATE TREASURER

JANUARY 2019



MIKE PELLICCIOTTI  
WASHINGTON STATE TREASURER

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IV.	Miscellaneous	10

## I. The LGIP

The Local Government Investment Pool (the “LGIP”) is an investment pool of public funds placed in the custody of the Office of the Washington State Treasurer (the “State Treasurer”) for investment and reinvestment as defined by RCW 43.250.020. The purpose of the LGIP is to allow eligible governmental entities to participate with the state in the investment of surplus public funds, in a manner that optimizes liquidity and return on such funds. In establishing the LGIP, the legislature recognized that not all eligible governmental entities are able to maximize the return on their temporary surplus funds, and therefore it provided a mechanism whereby they may, at their option, utilize the resources of the State Treasurer to maximize the potential of their surplus funds while ensuring the liquidity of those funds.

The State Treasurer has established a sub-pool within the LGIP whose shares are offered by means of this Prospectus: The LGIP-Money Market Fund (the “LGIP-MMF” or the “Fund”). The State Treasurer has the authority to establish additional sub-pools in the future.

The Fund offered in this Prospectus seeks to provide current income by investing in high-quality, short term money market instruments. These standards are specific to the Fund, as illustrated in the following table. The LGIP-MMF offers daily contributions and withdrawals.

### FUND SNAPSHOT

The table below provides a summary comparison of the Fund’s investment types and sensitivity to interest rate risk. This current snapshot can be expected to vary over time.

Fund	Investment Types	Maximum Dollar-Weighted Average Maturity for LGIP-MMF
LGIP-Money Market Fund	Cash	60 days
Current Investments (as of January 1, 2019)	Bank Deposits US Treasury bills US Government Agency Supranational Securities Floating / Variable Rate Notes Repurchase agreements	

### Fees and Expenses

**Administrative Fee.** The State Treasurer charges pool participants a fee representing administration and recovery costs associated with the operation of the Fund. The administrative fee accrues daily from pool participants’ earnings prior to the earnings being posted to their account. The administrative fee will be paid monthly. In the event that there are no earnings, the administrative fee will be deducted from principal.

The chart below illustrates the operating expenses of the LGIP-MMF for past years, expressed in basis points as a percentage of fund assets.

**Local Government Investment Pool-MMF  
Operating Expenses by Fiscal Year (in Basis Points)**

	2011	2012	2013	2014	2015	2016	2017	2018
<i>Total Operating Expenses</i>	<i>0.81</i>	<i>0.68</i>	<i>0.87</i>	<i>0.88</i>	<i>0.95</i>	<i>0.89</i>	<i>0.71</i>	<i>0.76</i>

(1 basis point = 0.01%)

Because most of the expenses of the LGIP-MMF are fixed costs, the fee (expressed as a percentage of fund assets) will be affected by: (i) the amount of operating expenses; and (ii) the assets of the LGIP-MMF. The table below shows how the fee (expressed as a percentage of fund assets) would change as the fund assets change, assuming an annual fund operating expenses amount of \$1,100,000.

Fund Assets	\$12.0 bn	\$14.0 bn	\$16.0 bn
Total Operating Expenses (in Basis Points)	0.92	0.79	0.69

**Portfolio Turnover:** The Fund does not pay a commission or fee when it buys or sells securities (or “turns over” its portfolio). However, debt securities often trade with a bid/ask spread. Consequently, a higher portfolio turnover rate may generate higher transaction costs that could affect the Fund’s performance.

## II. Local Government Investment Pool – Money Market Fund

### Investment Objective

The LGIP-MMF will seek to effectively maximize yield while maintaining liquidity and a stable net asset value per share, e.g., all contributions will be transacted at \$1.00 net asset value per share.

### Principal Investment Strategies

The LGIP-MMF will seek to invest primarily in high-quality, short term money market instruments. Typically, at least 55% of the Fund’s assets will be invested in US government securities and repurchase agreements collateralized by those securities. The LGIP-MMF means a sub-pool of the LGIP whose investments will primarily be money market instruments. The LGIP-MMF will only invest in eligible investments permitted by state law. The LGIP portfolio will be managed to meet the portfolio maturity, quality, diversification and liquidity requirements set forth in GASB 79 for external investment pools who wish to measure, for financial reporting purposes, all of their investments at amortized cost. Investments of the LGIP-MMF will conform to the LGIP Investment Policy, the most recent version of which will be posted on the LGIP website and will be available upon request.

### Principal Risks of Investing in the LGIP-Money Market Fund

**Counterparty Credit Risk.** A party to a transaction involving the Fund may fail to meet its obligations. This could cause the Fund to lose the benefit of the transaction or prevent the Fund from selling or buying other securities to implement its investment strategies.

**Interest Rate Risk.** The LGIP-MMF’s income may decline when interest rates fall. Because the Fund’s income is based on short-term interest rates, which can fluctuate significantly over short periods, income risk is expected to be high. In addition, interest rate increases can cause the price of a debt security to decrease and even lead to a loss of principal.

**Liquidity Risk.** Liquidity risk is the risk that the Fund will experience significant net withdrawals of Fund shares at a time when it cannot find willing buyers for its portfolio securities or can only sell its portfolio securities at a material loss.

**Management Risk.** Poor security selection or an ineffective investment strategy could cause the LGIP-MMF to underperform relevant benchmarks or other funds with a similar investment objective.

**Issuer Risk.** The LGIP-MMF is subject to the risk that debt issuers and other counterparties may not honor their obligations. Changes in an issuer's credit rating (e.g., a rating downgrade) or the market's perception of an issuer's creditworthiness could also affect the value of the Fund's investment in that issuer. The degree of credit risk depends on both the financial condition of the issuer and the terms of the obligation. Also, a decline in the credit quality of an issuer can cause the price of a money market security to decrease.

**Securities Lending Risk and Reverse Repurchase Agreement Risk.** The LGIP-MMF may engage in securities lending or in reverse repurchase agreements. Securities lending and reverse repurchase agreements involve the risk that the Fund may lose money because the borrower of the Fund's securities fails to return the securities in a timely manner or at all or the Fund's lending agent defaults on its obligations to indemnify the Fund, or such obligations prove unenforceable. The Fund could also lose money in the event of a decline in the value of the collateral provided for loaned securities or a decline in the value of any investments made with cash collateral.

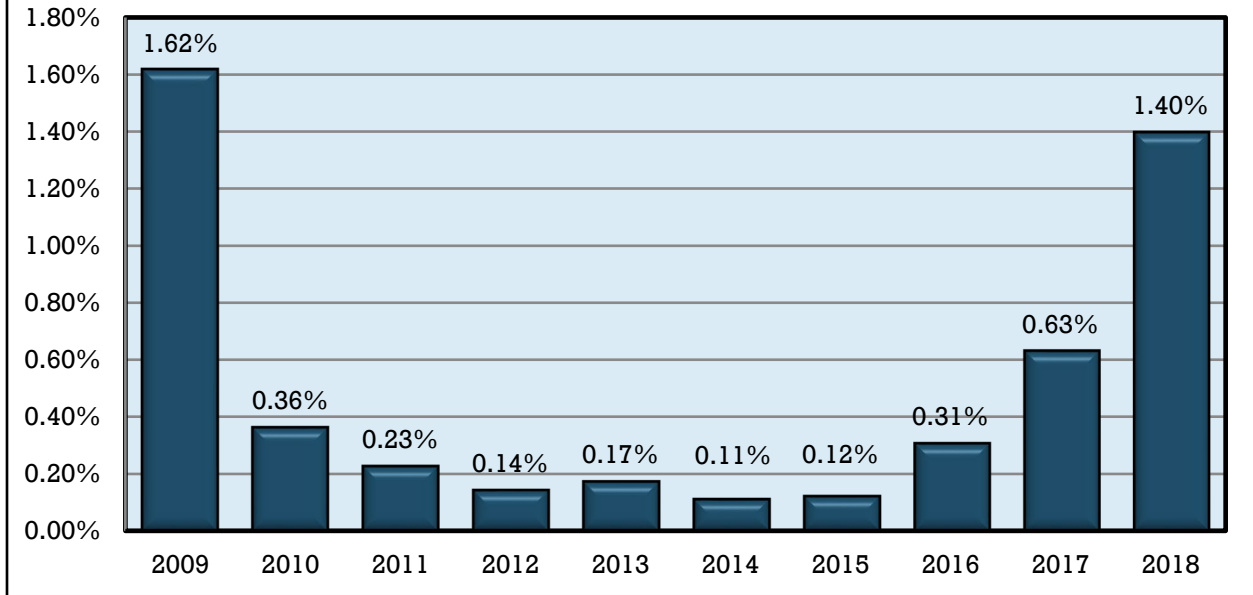
**Risks Associated with use of Amortized Cost.** The use of amortized cost valuation means that the LGIP-MMF's share price may vary from its market value NAV per share. In the unlikely event that the State Treasurer were to determine that the extent of the deviation between the Fund's amortized cost per share and its market-based NAV per share may result in material dilution or other unfair results to shareholders, the State Treasurer may cause the Fund to take such action as it deems appropriate to eliminate or reduce to the extent practicable such dilution or unfair results.

**An investment in the LGIP-MMF is not a bank deposit and is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the Fund seeks to preserve the value of investments at \$1 per share, pool participants could lose money by investing in the LGIP-MMF. There is no assurance that the LGIP-MMF will achieve its investment objective.**

## Performance

The following information is intended to address the risks of investing in the LGIP-MMF. The information illustrates changes in the performance of the LGIP-MMF's shares from year to year. Returns are based on past results and are not an indication of future performance. Updated performance information may be obtained on our website at [www.tre.wa.gov](http://www.tre.wa.gov) or by calling the LGIP toll-free at 800-331-3284.

**Fiscal Year-by-Year Returns: Net Yield  
Local Government Investment Pool**



<u>Local Government Investment Pool-Money Market Fund</u>			
<u>Average Accrued Net Yield</u>			
<u>1 Year</u>	<u>3 years</u>	<u>5 years</u>	<u>10 years</u>
1.40%	0.78%	0.51%	.51%

**Transactions: LGIP-MMF**

**General Information**

The minimum transaction size (contributions or withdrawals) for the LGIP-MMF will be five thousand dollars. The State Treasurer may, in its sole discretion, allow for transactions of less than five thousand dollars.

**Valuing Shares**

The LGIP-MMF will be operated using a net asset value (NAV) calculation based on the amortized cost of all securities held such that the securities will be valued at their acquisition cost, plus accrued income, amortized daily.

The Fund’s NAV will be the value of a single share. NAV will normally be calculated as of the close of business of the NYSE, usually 4:00 p.m. Eastern time. If the NYSE is closed on a particular day, the Fund will be priced on the next day the NYSE is open.

NAV will not be calculated and the Fund will not process contributions and withdrawals submitted on days when the Fund is not open for business. The time at which shares are priced and until which contributions and withdrawals are accepted is specified below and may be changed as permitted by the State Treasurer.

To the extent that the LGIP-MMF's assets are traded in other markets on days when the Fund is not open for business, the value of the Fund's assets may be affected on those days. In addition, trading in some of the Fund's assets may not occur on days when the Fund is open for business.

### **Transaction Limitations**

The State Treasurer reserves the right at its sole discretion to set a minimum and/or maximum transaction amount from the LGIP-MMF and to limit the number of transactions, whether contribution, withdrawal, or transfer permitted in a day or any other given period of time.

The State Treasurer also reserves the right at its sole discretion to reject any proposed contribution, and in particular to reject any proposed contribution made by a pool participant engaged in behavior deemed by the State Treasurer to be abusive of the LGIP-MMF.

A pool participant may transfer funds from one LGIP-MMF account to another subject to the same time and contribution limits as set forth in WAC 210.10.060.

Contributions deposited by ACH will be unavailable for withdrawal for a period of five business days following receipt of funds

### **Contributions**

Pool participants may make contributions to the LGIP-MMF on any business day. All contributions will be effected by electronic funds to the account of the LGIP-MMF designated by the State Treasurer. It is the responsibility of each pool participant to pay any bank charges associated with such electronic transfers. Failure to submit funds by a pool participant after notification to the State Treasurer of an intended transfer will result in penalties. Penalties for failure to timely submit will be assessed to the account of the pool participant responsible.

**Notice of Wire contribution.** To ensure same day credit, a pool participant must inform the State Treasurer of any contribution over one million dollars no later than 9 a.m. on the same day the contribution is made. Contributions for one million dollars or less can be requested at any time prior to 10 a.m. on the day of contribution. For all other contributions over one million dollars that are requested prior to 10 a.m., a pool participant may receive same day credit at the sole discretion of the State Treasurer. Contributions that receive same day credit will count, for earnings rate purposes, as of the day in which the contribution was made. Contributions for which no notice is received prior to 10:00 a.m. will be credited as of the following business day.

**Notice of ACH contribution.** A pool participant must inform the State Treasurer of any contribution submitted through ACH no later than 2:00 p.m. on the business day before the contribution is made. Contributions that receive same day credit will count, for earnings rate purposes, as of the day in which the contribution was made. Contributions for which proper notice is not received as described above will not receive same day credit, but will be credited as of the next business day from when the contribution is made. Contributions deposited by ACH will be unavailable for withdrawal for a period of five business days following receipt of funds.

Notice of contributions may be given by calling the Local Government Investment Pool (800-331-3284) OR by logging on to State Treasurer's Treasury Management System ("TMS"). Please refer to the [LGIP-MMF Operations Manual](#) for specific instructions regarding contributions to the LGIP-MMF.

Direct deposits from the State of Washington will be credited on the same business day.

**Pricing.** Contribution requests received in good order will receive the NAV per unit of the LGIP-MMF next determined after the order is accepted by the State Treasurer on that contribution date.

### **Withdrawals**

Pool participants may withdraw funds from the LGIP-MMF on any business day. Each pool participant shall file with the State Treasurer a letter designating the financial institution at which funds withdrawn from the LGIP-MMF shall be deposited (the "Letter"). This Letter shall contain the name of the financial institution, the location of the financial institution, the account name, and the account number to which funds will be deposited. This Letter shall be signed by local officials authorized to receive and disburse funds, as described in WAC 210-10-020.

Disbursements from the LGIP-MMF will be effected by electronic funds transfer. Failure by the State Treasurer to transmit funds to a pool participant after proper notification to the State Treasurer to disburse funds to a pool participant may result in a bank overdraft in the pool participant's bank account. The State Treasurer will reimburse a pool participant for such bank overdraft penalties charged to the pool participant's bank account.

**Notice of Wire withdrawal.** In order to withdraw funds from the LGIP-MMF, a pool participant must notify the State Treasurer of any withdrawal over one million dollars no later than 9 a.m. on the same day the withdrawal is made. Withdrawals for one million dollars or less can be requested at any time prior to 10 a.m. on the day of withdrawal. For all other withdrawals from the LGIP-MMF over one million dollars that are requested prior to 10 a.m., a pool participant may receive such withdrawal on the same day it is requested at the sole discretion of the State Treasurer. No earnings will be credited on the date of withdrawal for the amounts withdrawn. Notice of withdrawals may be given by calling the Local Government Investment Pool (800-331-3284) OR by logging on to TMS. Please refer to the LGIP-MMF Operations Manual for specific instructions regarding withdrawals from the Fund.

**Notice of ACH withdrawal.** In order to withdraw funds from the LGIP-MMF, a pool participant must notify the State Treasurer of any withdrawal by ACH no later than 2 p.m. on the prior business day the withdrawal is requested. No earnings will be credited on the date of withdrawal for the amounts withdrawn.

Notice of withdrawals may be given by calling the Local Government Investment Pool (800-331-3284) OR by logging on to TMS. Please refer to the LGIP-MMF Operations Manual for specific instructions regarding withdrawals from the Fund.

**Pricing.** Withdrawal requests with respect to the LGIP-MMF received in good order will receive the NAV per unit of the LGIP-MMF next determined after the order is accepted by the State Treasurer on that withdrawal date.

**Suspension of Withdrawals.** If the State Treasurer has determined that the deviation between the Fund's amortized cost price per share and the current net asset value per share calculated using available market quotations (or an appropriate substitute that reflects current market conditions) may result in material dilution or other unfair results, the State Treasurer may, if it has determined irrevocably to liquidate the Fund, suspend withdrawals and payments of withdrawal proceeds in order to facilitate the permanent termination of the Fund in an orderly manner. The State Treasurer will distribute proceeds in liquidation as soon as practicable, subject to the possibility that certain assets may be illiquid, and subject to subsequent distribution, and the possibility that the State Treasurer may need to hold back a reserve to pay expenses.

The State Treasurer also may suspend redemptions if the New York Stock Exchange suspends trading or closes, if US bond markets are closed, or if the Securities and Exchange Commission declares an emergency. If any of these events were to occur, it would likely result in a delay in the pool participants' redemption proceeds.

The State Treasurer will notify pool participants within five business days of making a determination to suspend withdrawals and/or irrevocably liquidate the fund and the reason for such action.

## **Earnings and Distribution**

### **LGIP-MMF Daily Factor**

The LGIP-MMF daily factor is a net earnings figure that is calculated daily using the investment income earned (excluding realized gains or losses) each day, assuming daily amortization and/or accretion of income of all fixed income securities held by the Fund, less the administrative fee. The daily factor is reported on an annualized 7-day basis, using the daily factors from the previous 7 calendar days. The reporting of a 7-day annualized yield based solely on investment income which excludes realized gains or losses is an industry standard practice that allows for the fair comparison of funds that seek to maintain a constant NAV of \$1.00.

### **LGIP-MMF Actual Yield Factor**

The LGIP-MMF actual yield factor is a net daily earnings figure that is calculated using the total net earnings including realized gains and losses occurring each day, less the administrative fee.

### **Dividends**

The LGIP-MMF's dividends include any net realized capital gains or losses, as well as any other capital changes other than investment income, and are declared daily and distributed monthly.

### **Distribution**

The total net earnings of the LGIP-MMF will be declared daily and paid monthly to each pool participant's account in which the income was earned on a per-share basis. These funds will remain in the pool and earn additional interest unless withdrawn and sent to the pool participant's designated bank account as specified on the Authorization Form. Interest earned will be distributed monthly on the first business day of the following month.

### **Monthly Statements and Reporting**

On the first business day of every calendar month, each pool participant will be sent a monthly statement which includes the pool participant's beginning balance, contributions, withdrawals, transfers, administrative charges, earnings rate, earnings, and ending balance for the preceding calendar month. Also included with the statement will be the monthly enclosure. This report will contain information regarding the maturity structure of the portfolio and balances broken down by security type.



### III. Management

The State Treasurer is the manager of the LGIP-MMF and has overall responsibility for the general management and administration of the Fund. The State Treasurer has the authority to offer additional sub-pools within the LGIP at such times as the State Treasurer deems appropriate in its sole discretion.

**Administrator and Transfer Agent.** The State Treasurer will serve as the administrator and transfer agent for the Fund.

**Custodian.** A custodian for the Fund will be appointed in accordance with the terms of the LGIP Investment Policy.

### IV. Miscellaneous

#### Limitation of Liability

All persons extending credit to, contracting with or having any claim against the Fund offered in this Prospectus shall look only to the assets of the Fund that such person extended credit to, contracted with or has a claim against, and none of (i) the State Treasurer, (ii) any subsequent sub-pool, (iii) any pool participant, (iv) the LGIP, or (v) the State Treasurer's officers, employees or agents (whether past, present or future), shall be liable therefor. The determination of the State Treasurer that assets, debts, liabilities, obligations, or expenses are allocable to the Fund shall be binding on all pool participants and on any person extending credit to or contracting with or having any claim against the LGIP or the Fund offered in this Prospectus. There is a remote risk that a court may not enforce these limitation of liability provisions.

#### Amendments

This Prospectus and the attached Investment Policy may be amended from time to time. Pool participants shall receive notice of changes to the Prospectus and the Investment Policy. The amended and restated documents will be posted on the State Treasurer website: [www.tre.wa.gov](http://www.tre.wa.gov).

Should the State Treasurer deem appropriate to offer additional sub-pools within the LGIP, said sub-pools will be offered by means of an amendment to this prospectus.

#### LGIP-MMF Contact Information

Internet: [www.tre.wa.gov](http://www.tre.wa.gov) Treasury Management System/TMS

Phone: 1-800-331-3284 (within Washington State)

Mail: Office of the State Treasurer  
Local Government Investment Pool  
PO Box 40200  
Olympia, Washington 98504  
FAX: 360-902-9044

# LOCAL GOVERNMENT INVESTMENT POOL AUTHORIZATION FORM

Please fill out this form completely, including any existing information, as this form will **replace** the previous form.

<b>Entity Name:</b> Washington State Community College District 17, Community Colleges of Spokane
<b>Mailing Address:</b> 501 N. Riverpoint Blvd., Suite 204 P.O. Box 6000 Spokane, WA 99217-6000

**Email for Statement Delivery:** Linda.McDermott@ccs.spokane.edu

**Note:** Statements can only be emailed to **ONE** address due to system restrictions

**Bank account where funds will be wired when a withdrawal is requested.**  
 (Note: Funds **will not** be transferred to any account other than the one listed below)

<b>Bank Name:</b> Bank of America
<b>Branch Location:</b>
<b>Bank Routing Number:</b> 125000024
<b>Accounting Number:</b> 000012477907
<b>Account Name:</b> WA State Commun Col Dist 17 Acct Contains F

**ACH Authorization:**     Yes             No  
**Account Type:**         Checking     Savings         General Ledger

By selecting "Yes" and by signing this form, I hereby authorize the WA Local Government Investment Pool to initiate credit entries to the account listed above. I acknowledge that the origination of ACH transactions to our account must comply with the provisions of U.S. law.

**Persons authorized to make deposits and withdrawals for entity listed above.**

Name:	Title:	Phone Number:	Signature:
Linda McDermott	Chief Financial Officer	(509) 434-5275	
Tiffany Henderson	Director of Financial Reporting	(509) 434-5326	
Clint McGregor	Fiscal Services Accounting Manager	(509) 434-5206	

**Online TM\$ Access:**  Yes     No

If you selected yes, please complete the online section on page 2  
 If you selected no, skip the online access section

**TM\$ Online Web Access**

Note: Online access is optional. Each person wanting Full online access must be listed as authorized to initiate transactions on page 1.

	Select one of the following:				Account Type:	
	Add	Delete	Modify	No Change	Full	View Only
Name: Linda McDermott	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Email: Linda.McDermott@ccs.spokane.edu						
Name: David Williams	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Email: David.Williams@ccs.spokane.edu						
Name: Lisa Hjaltalin	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Email: Lisa.Hjaltalin@ccs.spokane.edu						
Name: Tiffany Henderson	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Email: Tiffany.Henderson@ccs.spokane.edu						
Name: Clint McGregor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Email: Clint.McGregor@ccs.spokane.edu						
Name: Weiling Wang	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Email: Weiling.Wang@ccs.spokane.edu						
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email:						

**By signing below, I certify I am authorized to represent the institution/agency for the purpose of this transaction.**

	Chief Financial Officer	12/ /2023
<i>(Authorized Signature)</i>	<i>(Title)</i>	<i>(Date)</i>
Linda McDermott	Linda.McDermott@ccs.spokane.edu	(509) 434-5275
<i>(Print Authorized Name)</i>	<i>(E-mail address)</i>	<i>(Phone no.)</i>

**Any changes to these instructions must be submitted in writing to the Office of the State Treasurer.**

OFFICE OF THE STATE TREASURER  
[STACI.ASHE@TRE.WA.GOV](mailto:STACI.ASHE@TRE.WA.GOV)  
 PHONE: (360) 333-1238

Date Updated:	_____
Account Number:	_____
Updated by:	_____
<i>(For OST use only)</i>	11/9/22

State of Washington )  
 County of \_\_\_\_\_) ss.  
 Signed or attested before me by \_\_\_\_\_.  
 Dated this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
*Signature of Notary*

SEAL OR STAMP \_\_\_\_\_  
 \_\_\_\_\_  
*Typed or printed name of Notary*  
 Notary Public in and for the State of Wash.



My appointment expires: \_\_\_\_\_

**CONSENT AGENDA ITEMS: HEAD START UPDATES**

Submitted by: Bobbi Woodral  
District Director Head Start/EHS/ECEAP  
December 19, 2023

# STATUS REPORT HEAD START/ECEAP/EHS

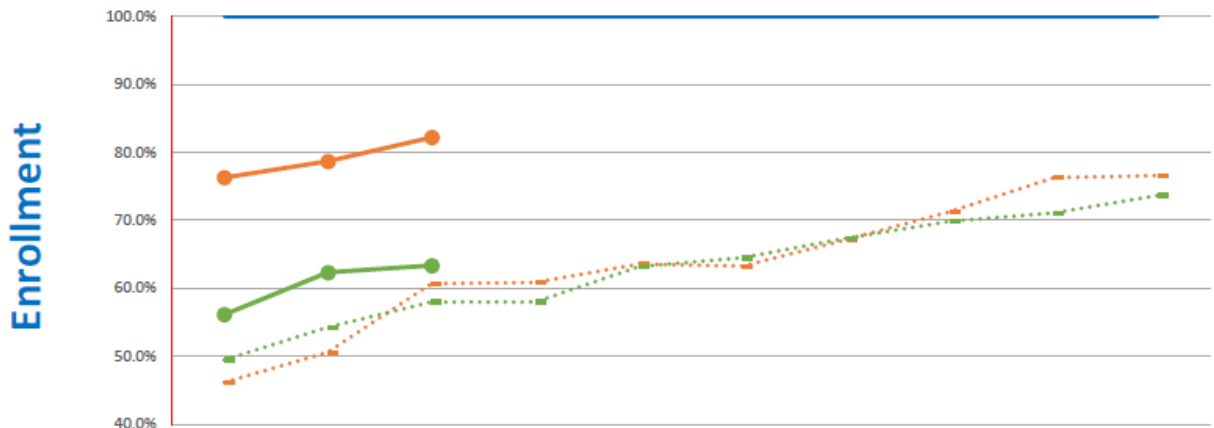
## DECEMBER 2023

### ENROLLMENT

Head Start enrollment for the month of November was under-enrolled by 218 slots or 63.4% fully enrolled. Early Head Start was under-enrolled by 60 slots or 82.2% fully enrolled.

November 2023

Head Start/Early Head Start  
Policy Council Graphs



In November, there were 120 Head Start (HS) slots available but not filled, as seven preschool classrooms were closed. Moreover, there are 99 more slots that remain unfilled due to staffing shortages and low student waitlists, which are hindering the preschool classrooms from reaching full enrollment.

Early Head Start (EHS) expanded its services by opening four new classrooms. The first classroom began operating on November 1 at the Martin Luther King Jr Community Center, providing care for eight children. SFCC's Early Learning Center followed suit on November 6, opening another toddler classroom, and later, on November 30, a second one accommodating a total of 16 more children. Additionally, SCC's Bigfoot Center enrolled eight additional children when it opened a classroom on November 20. These new openings have reduced the number of closed EHS classrooms, and with the hiring of more staff, we anticipate that all remaining EHS classrooms will be open by April 2024, which marks the end of our under-enrollment plan.

### CHANGE OF SCOPE

Recall In April 2023, our program was placed on an under-enrollment plan as a monitoring mechanism and strategic tool to ensure enrollment capacity reaches the required minimum of 97%. To address the

issue of under-enrollment, our Head Start/Early Head Start program aims to proactively and preemptively adjust programming. The National Office of Head Start suggests that under-enrolled programs should submit a Change of Scope (COS) to ensure budget-neutral determinations are made, rather than slots and funding being removed. Furthermore, we have been instructed by our Regional Head Start Office to consider programmatic changes on a broad scale and to redesign our programming to optimize funding to its fullest potential. This change would allow us to adjust the number of slots awarded to better meet the needs of our community. As part of this change, we would consider transitioning from part-day (3.5 hour/double sessions) to school-day (6.25 hour sessions) models. While this would result in serving fewer children, it would increase the service hours and "dosage" for those who are served. Additionally, we are proposing a reduction in preschool classroom sizes, aiming to serve 15 children instead of the current average of 18-20. We believe that this reduction would improve the quality of education, care, and service delivery for the children and families we serve. Finally, we will consider the option of converting at least one preschool classroom into a toddler classroom to better address the current need for infant/toddler care in our community.

The Office of Head Start (OHS) acknowledges that community needs may change over time due to various reasons, such as disasters, public health crises, and shifts in geographical location of eligible children and families. To maintain the quality of program services, programs can propose a budget-neutral reduction in their enrollment or convert Head Start slots to Early Head Start slots to better meet community needs. However, these requests require prior approval from OHS and must be submitted a minimum of 90 days prior to the planned implementation date.

It is important to note that enrollment reductions and conversions are permanent adjustments to funded enrollment. Therefore, the decision to request a reduction or conversion should be based on actual changes in the community and program adjustments necessary to maintain a high-quality program with qualified staff, supported by data and documented need.

Please refer to the following section regarding the proposal, rationale, timeline, and impact for the COS application.

### **Change of Scope for Head Start/Early Head Start**

Head Start/Early Head Start wants to take proactive and preemptive action to right-size programming in response to under-enrollment challenges. The National Office of Head Start has recommended under-enrolled programs submit a change of scope (COS) to ensure **budget neutral** determinations are made versus taking slots and funding from programs.

**WHAT:** Change of Scope: A request to reduce funded enrollment or convert Head Start slots to Early Head Start slots is considered a change in scope request.

Authorities: Performance Standards

- Section 640(g)(3) allows programs to propose a reduction to funded enrollment to maintain quality of program services.
- Section 645(a)(5) permits programs to convert Head Start slots to Early Head Start slots to better meet community need.

**WHY:** CCS has been instructed by the Regional Head Start Office to consider programmatic changes on a broader scale and to redesign our programming to optimize funding to its fullest potential. We are not

the first entity in the state they have asked to do this, and this is a nationwide strategy. This COS is a positive step that will address the following challenges.

- Address under-enrollment.
- Maintain our current funding award (i.e., a budget neutral proposal).
- Improve quality of programming and service delivery.
- Respond to community needs and shifts in early learning landscape.
- Adjust program structure to address equity, sustainability, and staff compensation.

**PROPOSAL: Seeking Board of Trustees approval for submitting change of Scope application to include preschool slot reduction and conversion.**

- Reduce HS preschool slots by 253.
- Conversion to add 8 EHS toddler slots.
- Reduce HS preschool classroom sizes to 15 children.

Program	Current funded slots	Proposed funded slots	Change in Slots (Number)	Change in Slot (percentage)
HS	598	353	-253	-42.3%
EHS	338	346	+8	+2.4%
<b>Total</b>	936	699	-245	-26.2%

**ACTION:** Timelines for approval and submission

- Application to Regional HS office due early January
- Board of Trustees and Policy Council approval needed in December.
- Office of Head Start should respond to Change of Scope applications within 60 days.
- Implementation required in April, bringing program into enrollment compliance (i.e., full enrollment).

**DATA:** A great amount of data has been collected to inform decision making regarding community need, quality improvement, and compensation, including:

- Community School District pre-k offerings to 4 years olds increased:
  - Spokane Public Schools (SPS) added Transitional Kindergarten (TK)
  - SPS ECEAP increased by 291%: 120 slots to 470 slots.
  - ECEAP Community Expansion in Spokane County added 125 slots.
- 49.4% 3-year-olds are served in CCS HS pre-k classrooms versus 50.6% 4-year-olds. Most transitional kindergarteners are going to SPS and they serve very few 3-year-olds.
- CCS Head Start waitlist for preschool is depleted.
- Number of preschool children in diapers: 3-year-olds 36%, 4-year-olds 20%.
- Behavior reports for preschoolers: 456 reports for the 22-23 program year. 76% of reports were aggression, 9% rage/self-harm, 4% elopement, 2% destruction of property, 9% sexualized behavior. Current 2023-24 trends are on track to be similar.
- Special Diets in preschool, 73 total with 5 life-threatening.
- Individual Health Plans in preschool, 24 plan with 7 life-threatening.
- CCS Preschool teacher compensation is 15-30% below local school district compensation. SPS has the highest disparity.

**WHO ELSE HAS DONE THIS:** Other entities in the state of Washington have submitted similar COS's, which have already been approved and implemented in a budget neutral fashion.

- Skagit Community College Head Start submitted a COS to reduce classroom sizes to 15 children. This COS application reflected data for 3-year-old enrollment percentages, potty-training, and classroom management information.
- The Neighborhood House in Seattle submitted a COS to reduce enrollment by 200+ HS slots. This application was to close classrooms (saving funding for staffing and operations cost) and change from part-day to school-day models in response to transitional kindergarten and ECEAP expansion.

**HOW WE ARE PREPARING:** CCS is adjusting classroom models to ensure that when the COS is approved, we are able to fully implement the changes requested in our application.

For example, part-day am/pm models offering 34 preschool slots are significantly under-enrolled, only serving 15-20 children. We will combine the 15-20 children into a school-day model now. Our preschool enrollment will stagnate as we will not enroll more children than will be supported by our COS proposal. We are keeping three classrooms closed and salary savings are being utilized for bonuses for step M employees. These spaces would be available for future expansions for employee childcare services if appropriate.

## **ECEAP UPDATES**

The enrollment of ECEAP has been steadily increasing since the start of the program year. As we move into the new year, our current enrollment stands at 83%. Early ECEAP has consistently maintained an average enrollment of 91% throughout the program year. Achieving full enrollment is a standard expectation within ECEAP's guidelines and programming. We are actively encouraging parents to spread the word about our program to further support our enrollment efforts across all locations. Additionally, we are implementing site-specific recruitment plans to ensure enrollment growth at each of our sites.

In the October 2023 report, it was mentioned that ECEAP received an additional \$55,000 to purchase supplementary curriculum kits in order to improve learning outcomes in math, language and literacy, as well as Spanish as a second language. These curriculum kits have been acquired and the ECEAP Component Specialist team has developed a training plan to support their implementation. So far, the team has provided training to 25 out of 40 Lead Teachers on the language and literacy curriculum and Spanish as a second language. For those who could not attend the initial trainings, additional opportunities will be offered after the new year.

One of the main focuses of the ECEAP program this year has been to establish streamlined processes that promote consistent communication and expectations between the ECEAP Administration office and subcontracted locations. To achieve this, the ECEAP team launched an updated policy, procedure, and partnership manual this fall, utilizing a centralized platform to ensure communication continuity. Training and orientation sessions on the new manual and platform navigation have been conducted for 90 ECEAP staff members. This initiative was driven by the data collected during the 2022-2023 Self-Assessment process.

**Prepared by:** Bobbi Woodral, District Director



**HEAD START/EARLY HEAD START FY 23-24  
BUDGET REPORT OCTOBER 2023**

October 31, 2023

HEAD START 4SA6/HS24 - Grant Period 9/01/2023 Thru 8/31/2024							EARLY HEAD START 4SC6/EHS24 - Grant Period 9/01/2023 Thru 8/31/2024					
	Current Budget (Includes YTD Revisions)	YTD Revisions	Spent or Spending	Unspent Balance	Percent Spent	Time Elapsed	Current Budget (Includes YTD Revisions)	YTD Revisions	Spent or Spending	Unspent Balance	Percent Spent	Time Elapsed
<b>FEDERAL FUNDING</b>												
Personnel	3,854,259	(296,689)	791,176	3,063,083	21%	17%	3,964,793	(426,082)	783,825	3,180,968	20%	17%
Fringe Benefits	1,983,518	(65,195)	350,529	1,632,989	18%	17%	2,066,216	(42,565)	353,294	1,712,921	17%	17%
Travel	0	0	0	0	0%	17%	0	0	0	0	0%	17%
Equipment	0	0	0	0	0%	17%	0	0	0	0	0%	17%
Supplies	108,890	7,860	22,011	86,879	20%	17%	133,836	11,010	17,255	116,581	13%	17%
Contractual	0	0	0	0	0%	17%	0	0	0	0	0%	17%
Facilities/Construction	0	0	0	0	0%	17%	0	0	0	0	0%	17%
Other	774,512	46,831	96,894	677,618	13%	17%	648,678	19,790	70,598	578,080	11%	17%
Indirect	611,245	(1,060)	94,336	516,909	15%	17%	628,923	18,756	97,462	531,461	15%	17%
Unobligated/To Be Reassigned	308,253	308,253	0	0	0%	17%	419,091	419,091	0	0	0%	17%
<b>FEDERAL FUNDING TOTAL</b>	<b>\$7,640,677</b>	<b>\$0</b>	<b>\$1,354,945</b>	<b>5,977,478</b>	<b>18%</b>	<b>17%</b>	<b>\$7,861,537</b>	<b>\$0</b>	<b>\$1,322,434</b>	<b>6,120,011</b>	<b>17%</b>	<b>17%</b>
<b>OTHER FUNDING</b>												
SCC/SFCC Student Gov't Funds	66,381	0	0	66,381	0%	17%	60,323	0	0	60,323	0%	17%
Child Care Fees	1,350,953	(259,318)	24,415	1,326,538	2%	17%	1,882,128	15,602	49,959	1,832,169	3%	17%
<b>OTHER FUNDING TOTAL</b>	<b>\$1,417,334</b>	<b>(\$259,318)</b>	<b>\$24,415</b>	<b>\$1,392,919</b>	<b>2%</b>	<b>17%</b>	<b>\$1,942,451</b>	<b>\$15,602</b>	<b>\$49,959</b>	<b>1,892,492</b>	<b>3%</b>	<b>17%</b>
<b>TOTAL FUNDING</b>	<b>\$9,058,011</b>	<b>(\$259,318)</b>	<b>\$1,379,360</b>	<b>7,370,398</b>	<b>15%</b>	<b>17%</b>	<b>\$9,803,988</b>	<b>\$15,602</b>	<b>\$1,372,393</b>	<b>8,012,504</b>	<b>14%</b>	<b>17%</b>
<b>Training &amp; Tech Assistance Funds</b>	<b>\$76,563</b>		<b>\$57,927</b>	<b>18,636</b>	<b>76%</b>	<b>17%</b>	<b>\$145,055</b>		<b>\$44,547</b>	<b>100,508</b>	<b>31%</b>	<b>17%</b>
<b>Non-Federal Share Match HS/EHS</b>	<b>\$3,991,767</b>		<b>\$466,341</b>	<b>3,525,425</b>	<b>12%</b>	<b>17%</b>	<b>**Head Start and Early Head Start Non-Federal Share is Combined**</b>					

This document has been prepared on the basis of information available to the program's Fiscal Office through:

October 31, 2023

Initials

Policy Council Treasurer \_\_\_\_\_

NOTE: Both a report listing credit card expenditures and a report with greater budget detail are regularly provided to the HS/EHS Board of Trustees liaison and the Policy Council Treasurer. These reports are also available upon request.

CCS HS/EHS Board Liaison \_\_\_\_\_

## USDA CACFP Meal Service Report - October 2023

Number of Reimbursable Meals		Actual HS/EHS Reimbursement		
6,787	Breakfast	\$15,474.36	Total Attendance	8,635
0	AM Snacks	\$0.00	Average Number of school days	21.00
8,226	Lunch	\$34,960.50	Average daily attendance	406.28
6,408	PM Snacks	\$7,497.36		
0	Supper	\$0.00		
0	Evening Snacks	\$0.00		
21,421	<b>Total</b>	<b>\$57,932.220</b>	<b>Cash-In-Lieu</b>	<b>Total</b>
			\$2,426.69	<b>\$60,358.91</b>
			<b>Monthly Food Operating costs</b>	<b>\$72,130.71</b>
	<b>September Farm to School Grant reimbursement</b>		<b>\$0.00</b>	

**DISCUSSION/ACTION/REPORT: CHANCELLOR'S REPORT**

Presented by: Dr. Kevin Brockbank  
Chancellor, CCS  
December 19, 2023

**DISCUSSION:** CCS Budget Planning and Timelines, 2024-2025

**BACKGROUND**

In recent years, budget planning at CCS has primarily focused on annual planning and communication of the funding allocations received from the State Board for Community and Technical Colleges (SBCTC). It is the intent of CCS to implement a budget process that is participatory, transparent, and results in the strategic alignment of resources. Engaging in a comprehensive budget planning process will support the development of an operating budget which engages the CCS community and supports the strategic needs of CCS.

The enclosed presentation provides an overview and discussion of the proposed budget planning process for fiscal year 2024-2025.

The enclosed presentation is in relation to Board Goal #3 - Gain greater clarity on how the budget is used on expenditures by program and purpose and clarify the balance sheet and uses of funds including clarity on reserved funds. Support and monitor progress made on developing and implementing a robust, transparent, participatory, and strategic budgeting process.

Prepared by: Linda McDermott  
Acting Chief Financial Officer  
December 19, 2023

Presented by: Kevin Brockbank  
Chancellor  
  
Linda McDermott  
Acting Chief Financial Officer

Current	Proposed
<p><b>District Finance &amp; Legislative Advisory Committee</b></p> <p><b>Purpose:</b> To provide timely and effective exchange of information among faculty, staff and students to increase awareness, appreciation and understanding across the district about current and future legislative and financial issues and their impacts.</p> <p>Committee Member Responsibilities To be educated and informed about legislative and financial issues that are important to the success of our students and colleges.</p> <p>To bring constituents' questions and concerns about financial and legislative issues affecting SCC, SFCC, District Administration and Facilities to the committee.</p> <p>To share accurate information gained through membership on this committee with co-workers, students, family, friends, neighbors and community leaders.</p> <p>To advocate on behalf of the needs of our students, faculty and staff</p>	<p><b>CCS Budget Planning Advisory Committee (BPAC)</b></p> <p><b>Purpose:</b> The BPAC is an advisory committee which aims to engage key constituencies in a meaningful way. Its purpose is to:</p> <ul style="list-style-type: none"> <li>• Keep key constituencies (faculty, staff, students) informed regarding CCS budget planning and any issues which affect the budget</li> <li>• Represent the perspectives of respective constituencies, provide informed advice, make suggestions, and identify any issues for the Chancellor and Cabinet to consider before making decisions on budget and planning</li> </ul> <p><b>Charge from the Chancellor:</b></p> <ul style="list-style-type: none"> <li>• Review budget planning assumptions <ul style="list-style-type: none"> <li>○ Priorities</li> <li>○ Revenue &amp; Expense drivers</li> </ul> </li> <li>• Provide perspective on budget proposals and policy</li> <li>• Review budget recommendations from College and District Managed Cost Committees</li> <li>• Monitor budget execution and progress</li> <li>• Enhance CCS budget transparency and accountability</li> </ul> <p><b>Roles &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Evaluate district-wide revenue projections provided by Budget/Finance office</li> <li>• Participate in "budget hearings"</li> <li>• Review College and District Managed Cost budgets</li> <li>• Review strategic investment requests and recommend allocations</li> <li>• Recommend CCS budget to Cabinet for submission to Chancellor.</li> </ul> <p><b>Membership:</b> CFO (Chair/co-chair) Districtwide representation including administrators, faculty, staff, and students</p>

**Proposed**

**District Managed Costs Committee (DMCC)**

**Purpose:**

The DMCC is an advisory committee to review and evaluate central cost budgets. Its purpose is to:

- Promote collaboration among operating units
- Review budgets submitted by centrally managed operations and departments
- Ensure sufficient service levels and district wide support
- Evaluate funding levels required to deliver centrally managed services
- Represent the perspectives of respective constituencies, provide informed advice, make suggestions, and identify any issues for the Chancellor and Cabinet to consider before making funding allocation decisions

**Charge from the Chancellor:**

- Review DMC budget proposals, including strategic objectives and service level demands
- Ensure budget requests/proposed costs address districtwide needs and priorities

**Roles & Responsibilities:**

- Evaluate cost proposals
- Participate in “budget hearings”
- Recommend CCS DMC budgets to Cabinet for submission to Chancellor.

**Membership:**

CCS Budget Director (Chair/co-chair)

Departmental Representatives

Assigned Budget/fiscal staff

Cabinet member

# Budget Development FY 2024-2025

Board of Trustees Meeting  
Community Colleges of Spokane  
December 2023



# Presentation Goals

- ▶ Review CCS Budget Planning Processes
- ▶ Discuss effective mechanisms for gathering input and collaboration in the CCS environment
- ▶ Review FY 2024-25 Timelines and Trustee Presentations





# Budget Planning Goals FY25

- ▶ Establish Trust and Transparency
  - ▶ Increase understanding of available revenue sources and related expenditures
    - ▶ Define Operating Budget Sources and Uses
      - ▶ Sources: State appropriation, tuition, local operating budget support, etc.
      - ▶ Uses: Establish maintenance level budget assumption including position control base for all units by funding source
      - ▶ Create Glossary of budget and financial terms
    - ▶ Educate district and campus leadership on budget practices and local decision making
  - ▶ Establish methods for constituent engagement and promote collaboration
- ▶ Ensure resource allocations align with priorities and values
  - ▶ Establish strategic plan priority goals, revenue and expenditure assumptions

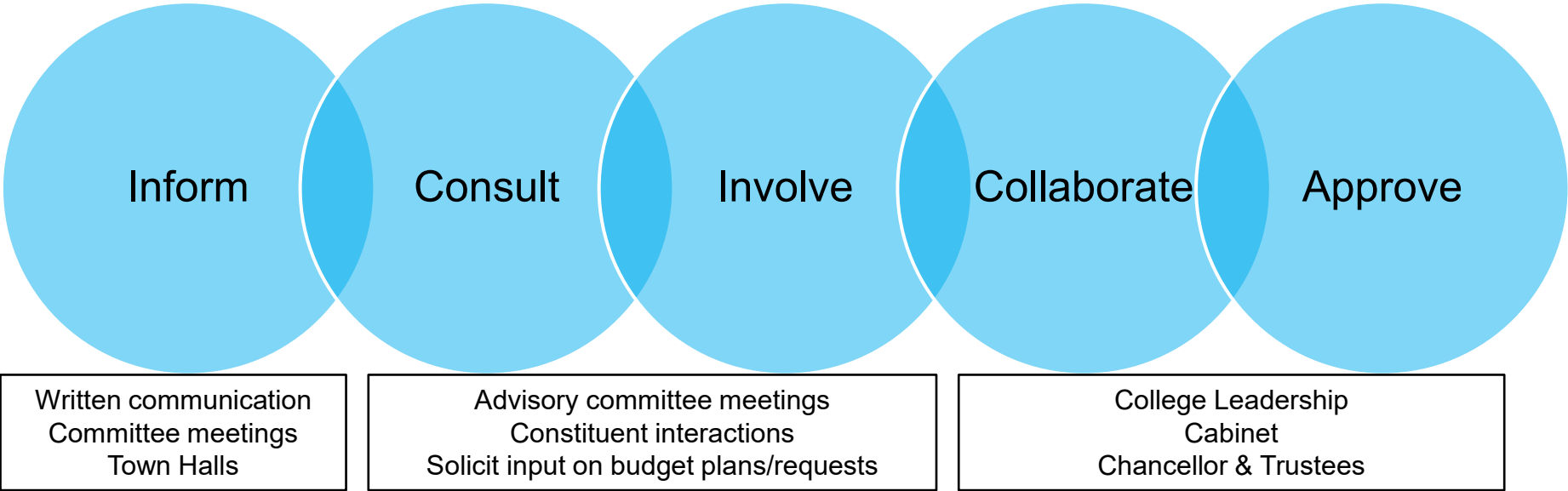


# Budget Planning Goals FY25 (Con't)

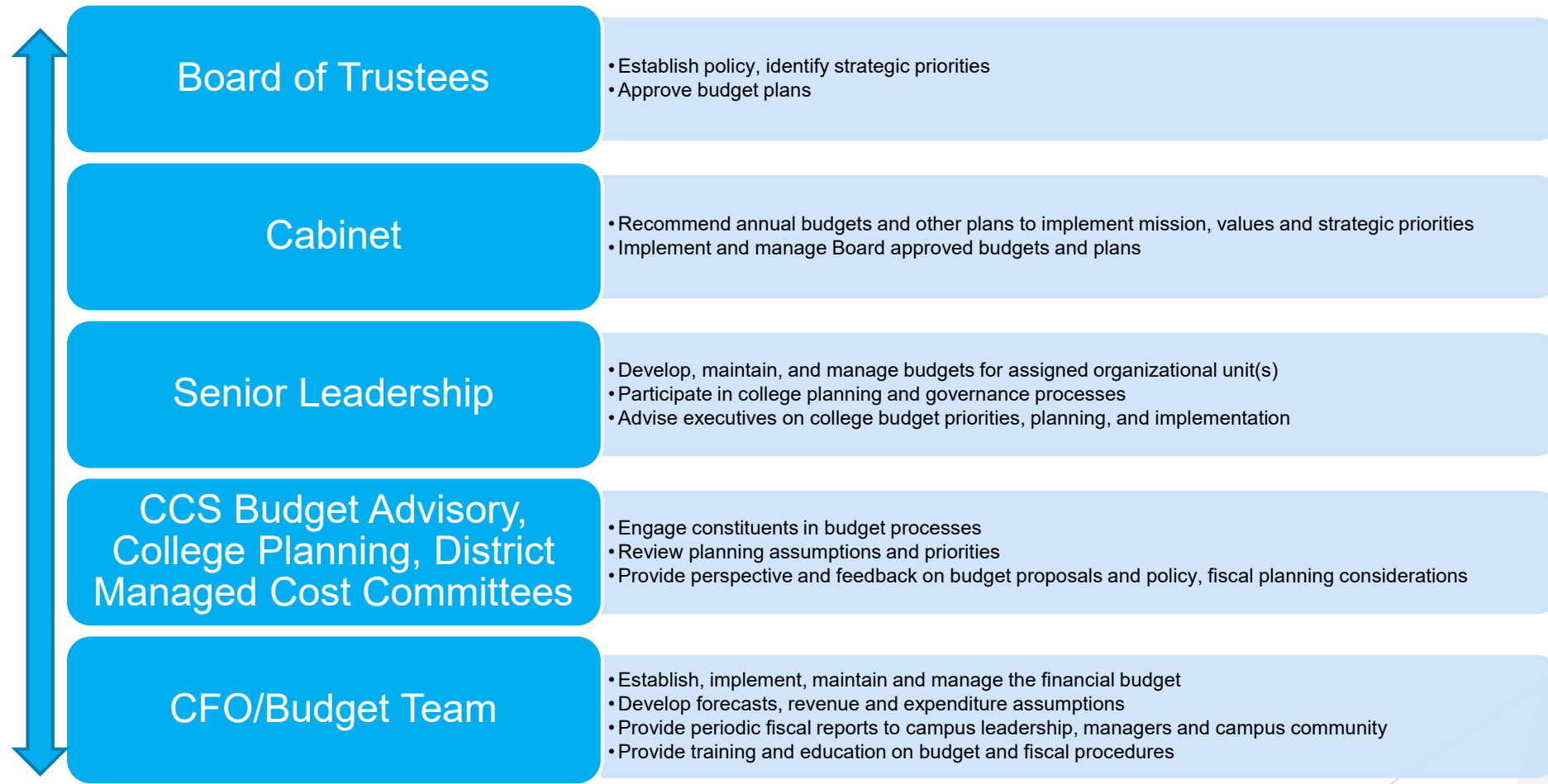
- ▶ Review budget models, practices and terminology
  - ▶ Establish budget assumptions and review allocation models
  - ▶ Review contingency and reserve policies
- ▶ Consider options for a “Strategic Investment Pool”
  - ▶ Purpose: To create a sustainable revenue stream for districtwide benefits
  - ▶ Outcomes: Increases ability to subsidize priority/high-cost programs, fund strategic initiatives and allocate support for mission-related programs
- ▶ Enhance visibility, forecasting and planning to promote a culture of evidence, fiscal responsibility, and accountability
  - ▶ Establish review processes for financial accountability and progress toward strategic investments



# Continuum of Engagement & Trust Building



# Budget Governance



# Draft Governance Committees

## CCS Budget Planning & Advisory Committee

- Review budget planning, make recommendations on allocations from the Strategic Investment Pool
- Membership
  - Districtwide representation including administrators, faculty, staff and student government
- Chief Financial Officer

## College Planning Committees

- Encourage participation in college planning
- Utilize college governance structures for budget planning, development and feedback
  - SCC – Fiscal Strategies Committee
  - SFCC – Budget Governance Committee
- Forward recommendations to college and CCS cabinet

## District Managed Cost Committee

- Districtwide committee
- Reviews budget requests / needs
- Recommends allocations and priorities to BPAC
- Membership
  - Departments
  - Budget staff
  - Chair – Director of Budget



# FY25 Tentative Timelines & Tasks

## ▶ December 2023

- ▶ Trustees – Preliminary planning discussion; discuss tuition and fee authority (19<sup>th</sup>)
- ▶ Cabinet – Review planning assumptions, current models and structures, budget terminology, campus governance committees, path toward strategic investments

## ▶ January 2024

- ▶ State Legislature convenes (8<sup>th</sup>) – monitor bills and respond to fiscal notes as needed
- ▶ Convene Leg/Finance Committee – Review committee name, purpose, representation and advisory responsibilities (22<sup>nd</sup>)
  - ▶ Discuss tools for budget transparency, budget assumptions and initial forecasts
  - ▶ Review budget presentation format and identify important characteristics
- ▶ Conduct campus governance committees to obtain feedback on initial budget priorities
- ▶ Establish communication methods for budget information sharing and feedback on initial priorities

## ▶ February 2024

- ▶ Trustees & Cabinet - Financial review and budget planning update

## ▶ March 2024

- ▶ Trustees & Cabinet - Tuition and Fee update and discussion; Legislative update (7<sup>th</sup> end of regular session); update planning assumptions as needed
- ▶ Distribute budget college/departmental planning worksheets, including maintenance level planning assumptions



# FY25 Tentative Timelines & Tasks

- ▶ April 2024
  - ▶ Trustees – Update on budget planning
  - ▶ Cabinet – Review planning assumptions and budget presentation template; review district managed costs and plan for budget “hearings;”
  - ▶ Finance/Leg committee – planning update (8<sup>th</sup>)
  - ▶ Review mandatory fee proposals
- ▶ May 2024
  - ▶ Trustees – Approve tuition and fee schedules; S&A and Technology Fee Budgets
  - ▶ Complete budget preparation and final review with constituent groups
  - ▶ CCS Town Hall on Budget Development
- ▶ June 2024
  - ▶ Finance/Leg committee – review budget proposals and recommendations (3<sup>rd</sup>)
  - ▶ Trustees & Cabinet – Budget presentation and adoption; publish budget information and update dashboards for public view
- ▶ July 1, 2024
  - ▶ Implement FY 24/25 Operating Budget



# Annual Budget Planning Cycle

Fiscal Year July 1 – June 30		
Date	Stakeholder(s)	Action(s)
July – Aug	Fiscal staff	Close fiscal year and review operating results; implement new year budget
Sep - Dec	Board, Cabinet Fiscal staff	Develop planning assumptions, including tuition and fee rate setting, and budget priorities. Presentation: Budget/financial “lookback” to prior FY, update financial dashboards, develop budget proposal templates, engage stakeholder groups (e.g., finance and leg committee)
Jan - Mar	Fiscal staff, Cabinet, College governance committees, College staff	Monitor legislative process, receive budget proposals, evaluate proposals, develop fund balance estimates and reserve requirements
Apr – May	Various	Budget preparation, review with constituents, obtain feedback, prepare budget recommendations for Cabinet approval and Board Review
June	Board, Chancellor, Fiscal staff	Budget presentation and adoption; publish budget information, upload budgets into cTcLink, and update internal dashboards.





# Questions and Next Steps



**DISCUSSION: SBCTC TUITION RATE PROPOSAL FOR ACADEMIC YEAR  
2024-2025**

**BACKGROUND**

The components of tuition include Operating, Building, S&A fees, and the mandatory contribution to the student loan fund. RCW 28B.15.067(2) directs the Office of Financial Management (OFM) to calculate the maximum increase in tuition operating fees for resident undergraduates at public institutions of higher education. These fees may increase by no more than the average annual percentage growth rate in the median hourly wage for Washington as the wage is determined by the federal Bureau of Labor Statistics (BLS) based on the previous 14 years.

Pursuant to Chapter 9, Laws of 2023 (Senate Bill 5079), OFM must provide the average annual percentage growth rate by October 1 of each year for the following academic year. Based on the May 2022 data released by Bureau of Labor Statistics (BLS), the percentage growth rate for the median hourly wage for Washington for the previous 14 years is 3.0 percent. Therefore, the tuition operating fee component of tuition for the public community and technical colleges and public four-year institutions may increase by no more than 3.0 percent in the 2024-25 academic year.

The State Board for Community and Technical Colleges (SBCTC) establishes uniform tuition schedules for resident and non-resident students enrolled in Washington's community and technical colleges. The SBCTC is considering the authority to increase the operating fees component of tuition by 3.0% in the 2024-2025 academic year. CCS will be notified of approved tuition rates in February 2024. Each one percent (1%) increase in operating fees, assuming stable enrollment, generates approximately \$210,000 in operating budget resources. SBCTC's final tuition schedule will also reflect authority for changes to the building and S&A fees components of tuition.

Separate from tuition fees, CCS is authorized to establish and to increase special fees like lab and course fees and administrative fees. CCS has historically used the state's fiscal growth factor percentage as a guideline for "reasonableness" in setting these fees. Further, fees are intended to support quality of instruction and provide benefits to students who pay the fee. The FY 2025 Fiscal Growth Factor of 6.40% was adopted by the state's Economic and Revenue Forecast Council on November 20, 2023. Detailed justification and spending plans are required for any fee request that exceeds the fiscal growth factor percentage.

Attachment 1 is the draft FY25 tuition schedule under consideration by the SBCTC. Discussion of this information supports CCS budget planning and provides direction to the colleges as they engage with faculty, staff, and students on fee proposals. Attachment 3 is the initial draft tuition and fee schedule for AY 2024-25. Final CCS

tuition and fee proposals will be presented to the Trustees in March (first reading) and May 2024 (action).

Attachments:

1. Tuition Review - WACTC draft with edits 12.5.23.
2. College Affordability Tuition Growth for 2024-25.
3. DRAFT CCS Tuition Book FY24-25 updated 12.5.2023.

The enclosed presentation is in relation to Board Goal #3 - Gain greater clarity on how the budget is used on expenditures by program and purpose and clarify the balance sheet and uses of funds including clarity on reserved funds. Support and monitor progress made on developing and implementing a robust, transparent, participatory, and strategic budgeting process.

Prepared by: Dr. Linda McDermott  
Acting Chief Financial Officer  
Dec 19, 2023

Presented by: Linda McDermott  
Acting Chief Financial Officer

## 2024-25 Tuition Rate Proposal

RCW 28B.15.067(2) directs the OFM to calculate the maximum increase in tuition operating fees for resident undergraduates at public institutions of higher education. These fees may increase by no more than the average annual percentage growth rate in the median hourly wage for Washington as the wage is determined by the federal Bureau of Labor Statistics (BLS) based on the previous 14 years.

Pursuant to Chapter 9, Laws of 2023 (Senate Bill 5079), OFM must provide the average annual percentage growth rate by October 1 of each year for the following academic year. Based on the May 2022 data released by BLS, the percentage growth rate for the median hourly wage for Washington for the previous 14 years is 3.0 percent. **Therefore, the tuition operating fee for the public community and technical colleges and public four-year institutions may increase by no more than 3.0 percent in the 2024-25 academic year.**

**ESTIMATED** rates show below are based on the full 3.0% increase to operating fees and the BLS half-year 2023 inflation rate\* applied to building fees.

\*Full year BLS inflation rates are expected to be available in February 2024. If higher, building and S&A fees would increase.

WASHINGTON STATE COMMUNITY COLLEGE ANNUAL TUITION AND FEE RATES DRAFT RESIDENT STUDENTS						
Op Fee Increase by 3%						
Building Fee Increase based on BLS 2023 Half-Year 2023 Inflation Data						
	Lower Division Tuition			Upper Division Tuition		
	2023-24	2024-25	Change	2023-24	2024-25	Change
	Assumes 15 Credits per Quarter		Change in Rate	Assumes 15 Credits per Quarter		Change in Rate
<b>ANNUAL FEES</b>						
Operating Fee	\$3,633.15	\$3,742.05	\$108.90	\$6,398.40	\$6,590.40	\$192.00
Building Fee	\$497.85	\$522.60	\$24.75	\$497.85	\$522.60	\$24.75
Maximum S & A Fee	\$491.70	\$507.45	\$15.75	\$491.70	\$507.45	\$15.75
<b>Total Tuition and Fees</b>	<b>\$4,622.70</b>	<b>\$4,772.10</b>	<b>\$149.40</b>	<b>\$7,387.95</b>	<b>\$7,620.45</b>	<b>\$232.50</b>
<b>Total Percentage Increase</b>	3.23%			3.23%		

BAC recommends that non-resident tuition be increased by the same percentage as resident tuition.

WASHINGTON STATE COMMUNITY COLLEGE ANNUAL TUITION AND FEE RATES DRAFT NON-RESIDENT STUDENTS						
Op Fee Increase by 3%						
	Lower Division Tuition			Upper Division Tuition		
	2023-24	2024-25	Change	2023-24	2024-25	Change
	Assumes 15 Credits per Quarter		Change in Rate	Assumes 15 Credits per Quarter		Change in Rate
<b>ANNUAL FEES</b>						
Operating Fee	\$9,049.35	\$9,320.70	\$271.35	\$18,916.20	\$19,483.80	\$567.60
Building Fee	\$1,031.85	\$1,083.15	\$51.30	\$1,031.85	\$1,083.15	\$51.30
Maximum S & A Fee	\$491.70	\$507.45	\$15.75	\$491.70	\$507.45	\$15.75
<b>Total Tuition and Fees</b>	<b>\$10,572.90</b>	<b>\$10,911.30</b>	<b>\$338.40</b>	<b>\$20,439.75</b>	<b>\$21,074.40</b>	<b>\$634.65</b>
<b>Total Percentage Increase</b>	3.23%			3.23%		



STATE OF WASHINGTON

## OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 □ Olympia, Washington 98504-3113 □ (360) 902-0555

September 29, 2023

**TO:** Ana Mari Cauce, President, University of Washington  
 Kirk Schulz, President, Washington State University  
 Shari McMahan, President, Eastern Washington University  
 Jim Wohlpart, President, Central Washington University  
 John Carmichael, President, The Evergreen State College  
 Sabah Randhawa, President, Western Washington University  
 Paul Francis, Executive Director, State Board for Community and Technical Colleges

**FROM:** David Schumacher  
 Director

**SUBJECT: COLLEGE AFFORDABILITY PLAN TUITION GROWTH RATE FOR 2024-25 ACADEMIC YEAR**

RCW 28B.15.067(2) directs the Office of Financial Management to calculate the maximum increase in tuition operating fees for resident undergraduates at public institutions of higher education. These fees may increase by no more than the average annual percentage growth rate in the median hourly wage for Washington as the wage is determined by the federal Bureau of Labor Statistics (BLS) based on the previous 14 years.

Pursuant to Chapter 9, Laws of 2023 (Senate Bill 5079), OFM must provide the average annual percentage growth rate by October 1 of each year for the following academic year. Based on the May 2022 data released by BLS, the percentage growth rate for the median hourly wage for Washington for the previous 14 years is 3.0 percent. Therefore, the tuition operating fee for the public community and technical colleges and public four-year institutions may increase by no more than 3.0 percent in the 2024-25 academic year.

Median Hourly Wage – Average Annual Growth		
Year	Median Hourly Wage	Annual Growth
2022	\$27.08	11.7%
2021	\$24.25	-2.3%
2020	\$24.81	12.5%
2019	\$22.06	1.7%
2018	\$21.69	1.4%
2017	\$21.38	0.7%
2016	\$21.24	1.3%
2015	\$20.97	6.1%
2014	\$19.76	0.5%
2013	\$19.67	1.0%
2012	\$19.47	0.9%
2011	\$19.30	2.9%
2010	\$18.76	2.1%
2009	\$18.37	2.5%
2008	\$17.92	
Average Annual Growth		3.0%

cc: Higher Education Agency Budget Officers  
Ruben Flores, Executive Director, Council of Presidents  
Susan Howson, Staff Coordinator, Senate Ways and Means Committee  
Dave Johnson, Staff Coordinator, House Appropriations Committee  
Michele Alishahi, Fiscal Analyst, Senate Ways and Means Committee  
Kate Henry, Fiscal Analyst, House Appropriations Committee  
Nona Snell, Budget Director, OFM  
Shea Hamilton, Senior Budget Advisor, OFM  
Ramona Nabors, Budget Advisor, OFM

**Community Colleges of Spokane  
Tuition and Fees FY 2024-25  
State, SBCTC and CCS Rates (Technical Detail)**

Associate and Certificate (Lower Division) State Funded Tuition and Fee Rates						
	2023-24			2024-25		
	Rates	increase	inc. %	Rates	increase	inc. %
<b>Washington Resident</b>						
Per credit 1-10 credits						
Operating Fee	\$ 96.76	\$ 2.82	3.0%	\$ 99.66	\$ 2.90	3.0%
Building Fee (State)	\$ 14.11	\$ 1.17	9.1%	\$ 14.81	\$ 0.70	5.0%
S&A Fee	\$ 12.71	\$ 0.47	3.8%	\$ 13.12	\$ 0.41	3.2%
Total Tuition	\$ 123.58	\$ 4.45	3.7%	\$ 127.59	\$ 4.01	3.2%
Per credit 11-18 credits						
Operating Fee	\$ 48.69	\$ 1.42	3.0%	\$ 50.15	\$ 1.46	3.0%
Building Fee (State)	\$ 4.97	\$ 0.41	9.1%	\$ 5.21	\$ 0.24	5.0%
S&A Fee	\$ 7.36	\$ 0.26	3.8%	\$ 7.60	\$ 0.24	3.2%
Total Tuition	\$ 61.02	\$ 2.09	3.5%	\$ 62.96	\$ 1.94	3.2%
15-credit tuition	\$ 1,540.90	\$ 54.92	3.7%	\$ 1,590.70	\$ 49.80	3.2%
Excess credit (19+) surcharge	\$ 110.87	\$ 3.99	3.7%	\$ 114.47	\$ 3.60	3.2%
Vocational rate excess credit	\$ 18.80	\$ 0.55	3.0%	\$ 19.36	\$ 0.56	3.0%
<b>Non-resident International</b>						
Per credit 1-10 credits						
Operating Fee	\$ 273.79	\$ 7.97	3.0%	\$ 282.00	\$ 8.21	3.0%
Building Fee (State)	\$ 31.45	\$ 2.60	9.1%	\$ 33.02	\$ 1.57	5.0%
S&A Fee	\$ 12.71	\$ 0.46	3.8%	\$ 13.12	\$ 0.41	3.2%
Total Tuition	\$ 317.95	\$ 11.04	3.6%	\$ 328.14	\$ 10.19	3.2%
Per credit 11-18 credits						
Operating Fee	\$ 55.71	\$ 1.62	3.0%	\$ 57.38	\$ 1.67	3.0%
Building Fee (State)	\$ 5.89	\$ 0.49	9.1%	\$ 6.16	\$ 0.27	5.0%
S&A Fee	\$ 7.36	\$ 0.26	3.8%	\$ 7.60	\$ 0.24	3.2%
Total Tuition	\$ 68.96	\$ 2.37	3.5%	\$ 71.14	\$ 2.17	3.2%
15-credit tuition	\$ 3,524.30	\$ 122.08	3.6%	\$ 3,637.10	\$ 112.80	3.2%
Excess credit (19+) surcharge	\$ 305.24	\$ 10.57	3.6%	\$ 315.02	\$ 9.78	3.2%
Vocational rate excess credit	\$ 49.46	\$ 1.44	3.0%	\$ 50.94	\$ 1.48	3.0%
<b>Non-resident with Operating Fee Waiver (NRWW) - For non-resident students who are US citizens or granted "permanent resident" status by the US Immigration and Naturalization Service. Students participating in the Western Undergraduate Exchange (WUE) program will be charged this rate.</b>						
Per credit 1-10 credits						
Operating Fee	\$ 133.72	\$ 3.89	3.0%	\$ 137.73	\$ 4.01	3.0%
Building Fee (State)	\$ 31.47	\$ 2.63	9.1%	\$ 33.04	\$ 1.57	5.0%
S&A Fee	\$ 12.71	\$ 0.47	3.8%	\$ 13.12	\$ 0.41	3.2%
Total Tuition	\$ 177.90	\$ 6.99	4.1%	\$ 183.89	\$ 5.99	3.4%
Per credit 11-18 credits						
Operating Fee	\$ 12.96	\$ 0.38	3.0%	\$ 13.35	\$ 0.39	3.0%
Building Fee (State)	\$ 5.90	\$ 0.49	9.1%	\$ 6.19	\$ 0.29	5.0%
S&A Fee	\$ 7.36	\$ 0.27	3.8%	\$ 7.60	\$ 0.24	3.2%
Total Tuition	\$ 26.22	\$ 1.14	4.5%	\$ 27.14	\$ 0.91	3.5%
15-credit tuition	\$ 1,910.10	\$ 75.50	4.1%	\$ 1,974.60	\$ 64.50	3.4%
Excess credit (19+) surcharge	\$ 165.19	\$ 6.52	4.1%	\$ 170.77	\$ 5.58	3.4%
Vocational rate excess credit	\$ 49.46	\$ 1.44	3.0%	\$ 50.94	\$ 1.48	3.0%

**Community Colleges of Spokane**  
**Tuition and Fees FY 2024-25**  
**State, SBCTC and CCS Rates (Technical Detail)**

**Applied Baccalaureate (Upper Division) State-funded Tuition and Fee Rates**

	2023-24			2024-25		
	Rates	increase	inc. %	Rates	increase	inc. %
<b>Washington Resident</b>						
Per credit 1-10 credits						
Operating Fee	\$ 213.28	\$ 6.21	3.0%	\$ 219.68	\$ 6.40	3.0%
Building Fee (State)	\$ 14.11	\$ 1.17	9.1%	\$ 14.82	\$ 0.71	5.0%
S&A Fee	\$ 12.71	\$ 0.46	3.8%	\$ 13.12	\$ 0.41	3.2%
Total Tuition	\$ 240.10	\$ 7.84	3.4%	\$ 247.62	\$ 7.51	3.1%
Per credit 11-18 credits						
Operating Fee	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Building Fee (State)	\$ 4.97	\$ 0.42	9.1%	\$ 5.22	\$ 0.25	5.0%
S&A Fee	\$ 7.36	\$ 0.26	3.8%	\$ 7.60	\$ 0.24	3.2%
Total Tuition	\$ 12.33	\$ 0.68	5.6%	\$ 12.81	\$ 0.49	4.0%
Excess credit (19+) surcharge	\$ 227.39	\$ 7.38	3.4%	\$ 234.50	\$ 7.11	3.1%
<b>Non-resident International</b>						
Per credit 1-10 credits						
Operating Fee	\$ 630.54	\$ 18.37	3.0%	\$ 649.46	\$ 18.92	3.0%
Building Fee (State)	\$ 31.45	\$ 2.60	9.1%	\$ 33.02	\$ 1.57	5.0%
S&A Fee	\$ 12.71	\$ 0.46	3.8%	\$ 13.12	\$ 0.41	3.2%
Total Tuition	\$ 674.70	\$ 21.43	3.3%	\$ 695.60	\$ 20.90	3.1%
Per credit 11-18 credits						
Operating Fee	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Building Fee (State)	\$ 5.89	\$ 0.48	9.1%	\$ 6.18	\$ 0.29	5.0%
S&A Fee	\$ 7.36	\$ 0.25	3.8%	\$ 7.60	\$ 0.24	3.2%
Total Tuition	\$ 13.25	\$ 0.73	5.8%	\$ 13.78	\$ 0.53	4.0%
Excess credit (19+) surcharge	\$ 661.99	\$ 20.97	3.3%	\$ 682.48	\$ 20.49	3.1%
<b>Non-resident with Operating Fee Waiver (NRWW) - For non-resident students who are US citizens or granted "permanent resident" status by the US Immigration and Naturalization Service</b>						
Per credit 1-10 credits						
Operating Fee	\$ 257.52	\$ 7.50	3.0%	\$ 265.25	\$ 7.73	3.0%
Building Fee (State)	\$ 31.47	\$ 2.63	9.1%	\$ 33.05	\$ 1.57	5.0%
S&A Fee	\$ 12.71	\$ 0.47	3.8%	\$ 13.12	\$ 0.41	3.2%
Total Tuition	\$ 301.71	\$ 10.59	3.6%	\$ 311.41	\$ 9.71	3.2%
Per credit 11-18 credits						
Operating Fee	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Building Fee (State)	\$ 5.92	\$ 0.49	9.1%	\$ 6.21	\$ 0.30	5.0%
S&A Fee	\$ 7.36	\$ 0.27	3.8%	\$ 7.59	\$ 0.24	3.2%
Total Tuition	\$ 13.27	\$ 0.76	6.0%	\$ 13.80	\$ 0.53	4.0%
Excess credit (19+) surcharge	\$ 289.00	\$ 10.13	3.6%	\$ 298.30	\$ 9.30	3.2%



**Community Colleges of Spokane**  
**Tuition and Fees FY 2024-25**  
**State, SBCTC and CCS Rates (Technical Detail)**

**Rates for other programs**

	2023-24			2024-25		
	Rates	increase	inc. %	Rates	increase	inc. %
Apprenticeship credit rate (SBCTC established)	\$ 61.46	\$ 1.79	3.0%	\$ 63.30	\$ 1.84	3.0%
Apprenticeship Clock Hour rate	\$ 4.10	\$ 0.12	3.0%	\$ 4.22	\$ 0.12	3.0%
Journeyperson clock hour rate	\$ 8.19	\$ 0.24	3.0%	\$ 8.44	\$ 0.25	3.0%
Parent Ed (CCS Rate)	\$ 18.60	\$ 0.54	3.0%	\$ 19.16	\$ 0.56	3.0%
ABE/ESL/GED, per quarter (SBCTC established)	\$ 28.45	\$ 0.83	3.0%	\$ 29.30	\$ 0.85	3.0%
Emergency Med Tech Cont. Ed., per credit (CCS rate)	\$ 67.83	\$ 1.98	3.0%	\$ 69.86	\$ 2.03	3.0%
Paramedic Cont. Ed., per credit (CCS Rate)	\$ 49.96	\$ 1.46	3.0%	\$ 51.45	\$ 1.50	3.0%
Farm/Small Business Management (CCS Rate)	\$ 49.96	\$ 1.46	3.0%	\$ 51.45	\$ 1.50	3.0%
Retirement (Act 2), per credit (CCS rate)	\$ 36.53	\$ 1.06	3.0%	\$ 37.63	\$ 1.10	3.0%
Athletic Waiver (25% of SBCTC 15-credit rate)	\$ 384.69			\$ 397.14		
Competency Based Programs: WAC 131-28-025(2); SBCTC Resolution 14-09-06 (Sept 10, 2014); Program length in months divided by three and multiplied by quarterly tuition and fees at 15 credit hours; per Provost, CCS programs run within current Quarterly schedule.						
Running Start annual Academic reimbursement rate (net of 7% OSPI admin)	\$ 8,886.17	\$ 198.17		\$ 8,886.17	\$ -	
Running Start annual Vocational reimbursement rate (net of 7% OSPI admin)	\$ 9,731.33	\$ 166.92		\$ 9,731.33	\$ -	
RS Academic annual full reimbursement rate	\$ 9,555.02	\$ 213.08		\$ 9,555.02	\$ -	
RS Vocational annual full reimbursement rate	\$ 10,463.80	\$ 179.49		\$ 10,463.80	\$ -	
Colleges are authorized to charge tuition to Running Start students when the student's choice of credit load exceeds the level that will be reimbursed by the school district.						

**Item 8**

**PRESIDENT'S REPORT**  
**SPOKANE COMMUNITY COLLEGE**

Presented by: Jenni Martin  
Acting President, SCC  
December 19, 2023

**Item 8**

**PRESIDENT'S REPORT**  
**SPOKANE FALLS COMMUNITY COLLEGE**

Presented by:      Dr. Kimberlee Messina  
                            President, SFCC  
                            December 19, 2023

**REPORT: CCS AND CCS FOUNDATION PARTNERSHIP**

The enclosed presentation is in relation to Board Goal #5 - Identify and clarify the board's expectations as they relate to the college foundation.

Submitted by: Heather Beebe-Stevens  
Director of the Office of the Foundation  
December 19, 2023

# CCS and the CCS Foundation 51 Years of Partnership



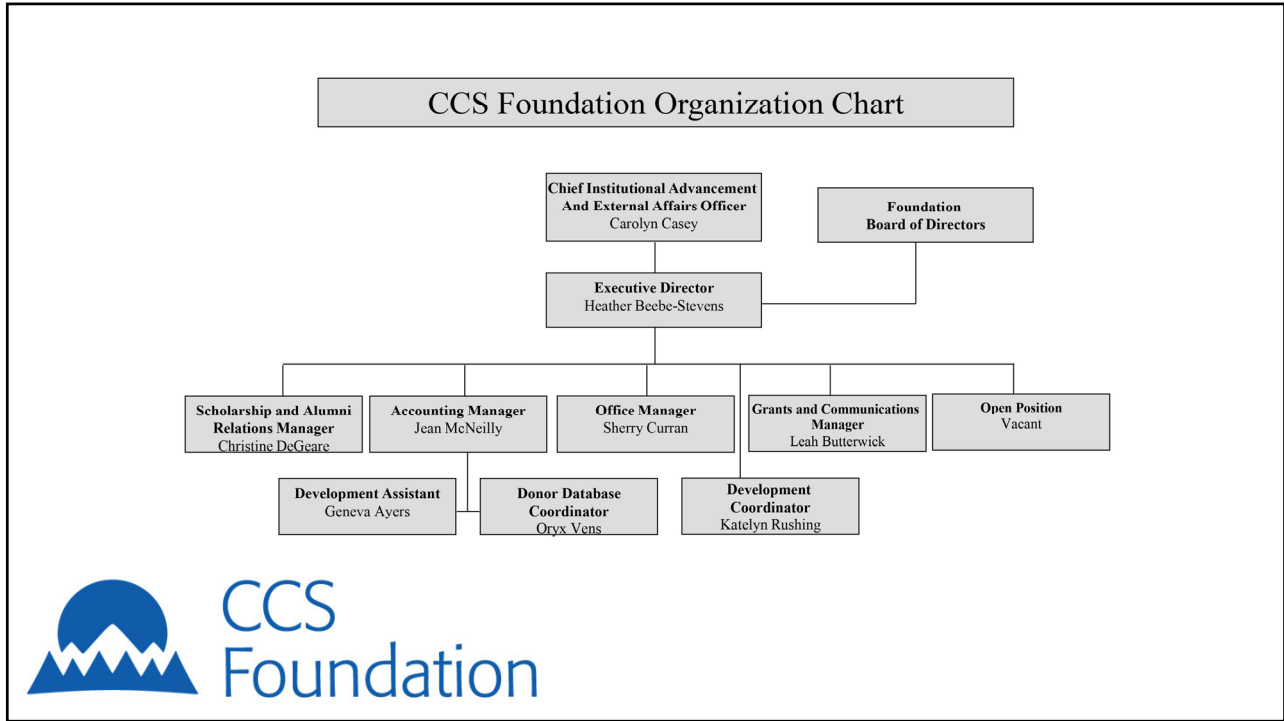
1

## CCS Foundation Fast Facts

- Founded Oct 1972
- Governed by Foundation Board of Directors
- Over \$21,000,000 to CCS students and programs
- 39 emergency funds
- 177 scholarship funds
- 98 program support funds
- 106 endowment funds
- Income from 4 properties funds most operations
- 7 CCS staff




2



3

**We make potential possible.**

 **CCS**  
Foundation

4

We believe in  
Inherent Potential  
Self-Realization  
Equity and Access  
Perseverance  
Building Community



5

We see fundraising as a way to create equity, fairness, and opportunity in our community. We don't consider giving as an act of charity, but rather as a means for access. We start by discovering what barriers exist to our students' education, and then we partner with donors to direct funds to meet the greatest needs.



6

By 2025  
we will transform  
7,500 student lives every year.



7

Year One:  
We are ready to launch our campaign!

1. We have distinguished our unique brand
2. We have a clear alumni and friends strategy
3. We have established KPI's to measure our success
4. We have a partnership strategy
5. We have determined the optimal staff levels and infrastructure needs
6. We have set our financial goals



8



## Year Two: We know who we are, who we serve and why we are important.

1. We have a live dashboard to share our success
2. We know where we need to strengthen our services to students
3. We have established alumni engagement goals
4. We have a board recruitment and engagement strategy
5. We have created a community engagement plan

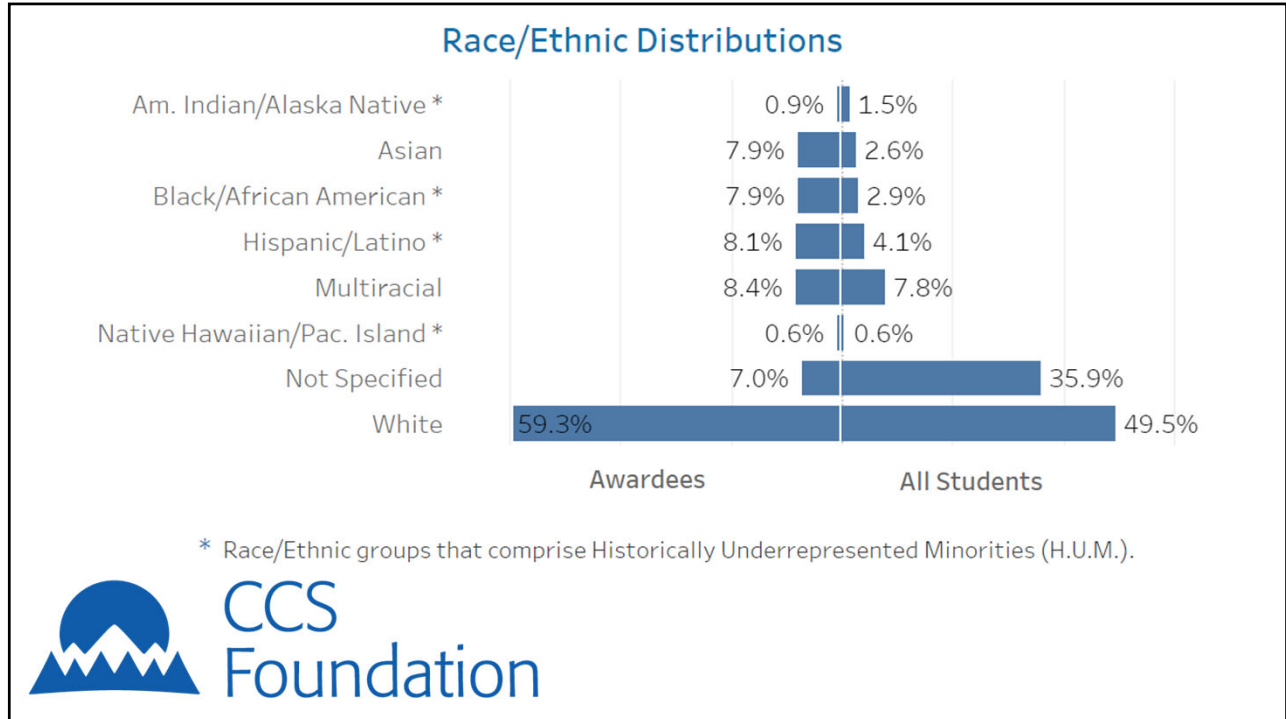


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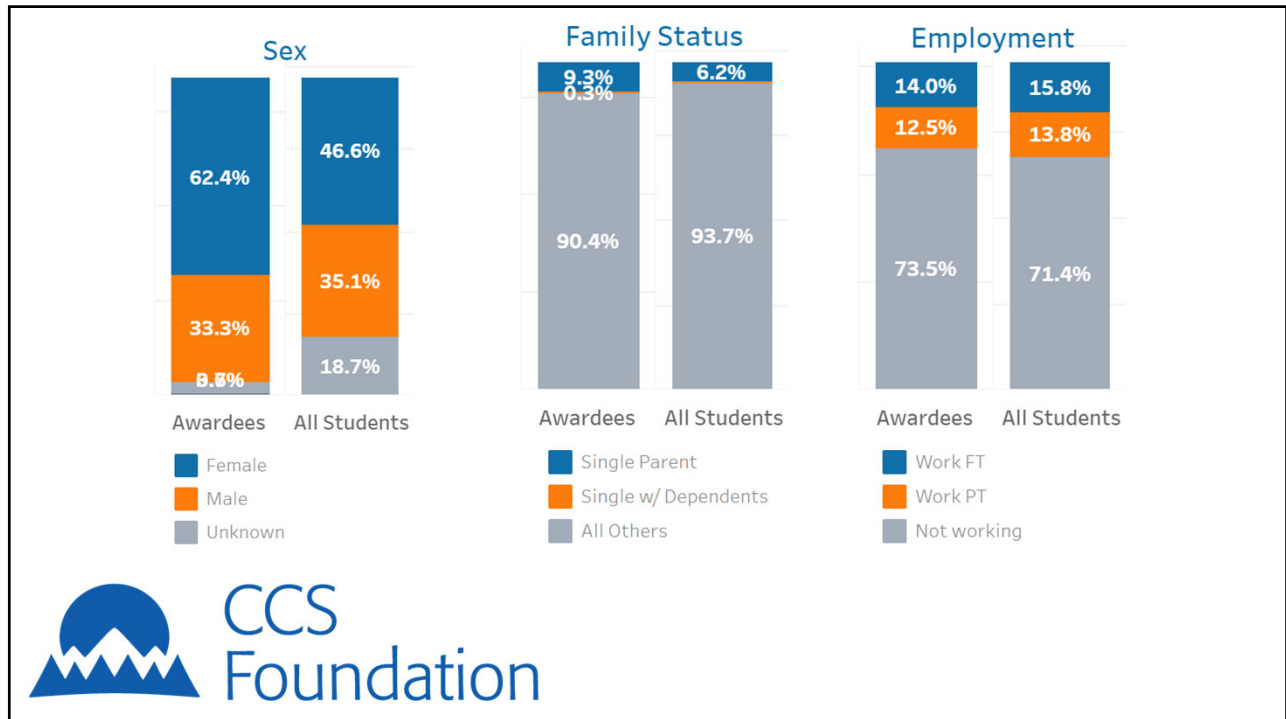
## CCS Foundation Scholarship Overview



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11



12

# FY 2022-2023

Scholarships: \$385,094  
 Emergency Support: \$80,229  
 Programs: \$591,417  
 Non-Cash: \$383,539.39



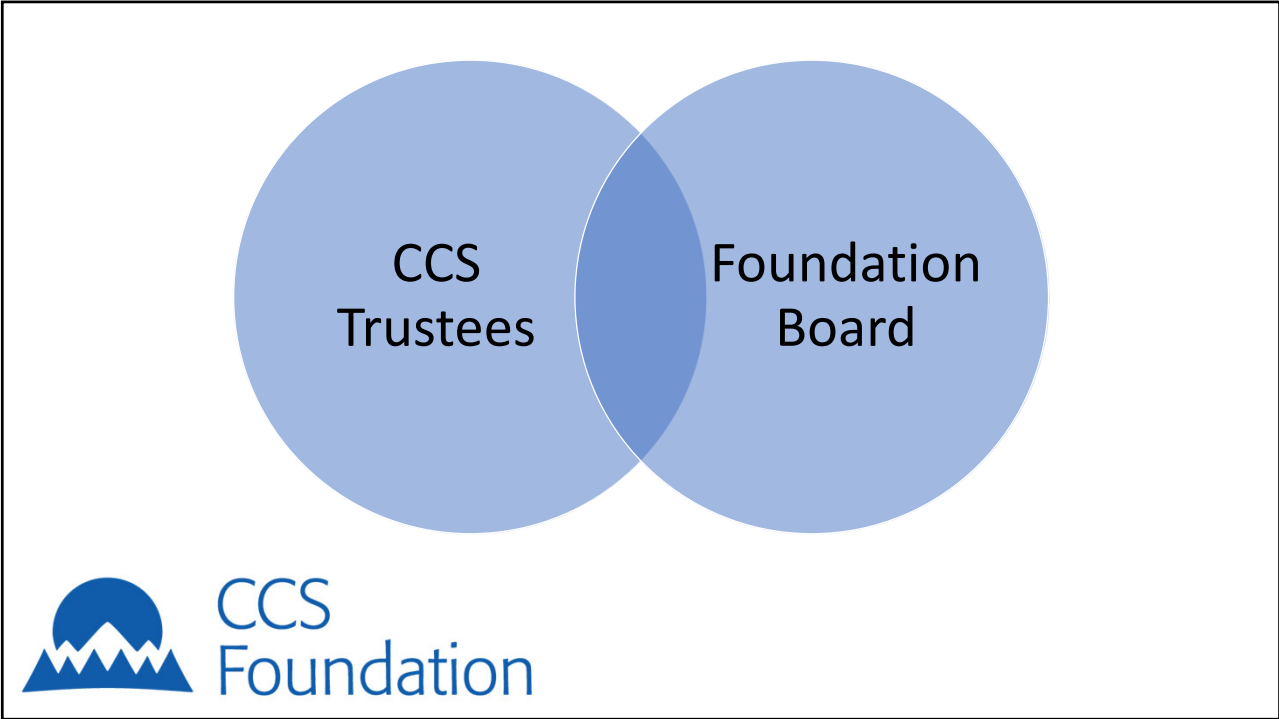
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## Trustees' Scholarship Fast Facts

- Founded 2005
- Current Balance: \$13,340.56
- Endowment Balance: \$18,676.39
- Focus:
  - Full-time
  - 3.0 GPA
  - leadership in community
- Award:
  - 4 students
  - \$1,000 each



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**THE ENTRY/ADMISSION PROCESSES AT SPOKANE COMMUNITY COLLEGE  
AND SPOKANE FALLS COMMUNITY COLLEGE:**

**What's Yours is Yours, What's Mine is Mine;  
Except for When it's Ours.**

Community Colleges of Spokane is committed to providing students an excellent education that transforms their lives and expands their opportunities, with student success as a driving value in what we do. Operating within a district structure, Spokane Community College and Spokane Falls Community College have similar application, orientation, and registration processes. SCC and SFCC also host unique pathways and academic programs that influence the admissions and registration processes.

The pages that follow highlight some of the operational similarities and the things that make the SCC and SFCC student experiences unique and successful in helping students.

Similarities include the admissions application, the use of an online new student orientation module, the customer relationship software, and a first-year seminar/college success course.

Differences include the content of the two orientation modules, “placement” into Math and English courses, and academic advising with first-year students.

*The focus of this information is the entry or admission processes that move prospects to students; not necessarily the step-by-step operating practices of the colleges.*

The enclosed presentation is in relation to Board Goal #4 - Establish clear goals for the Chancellor to identify and implement organizational changes aimed at greater alignment between colleges for the benefit of students. i.e., admissions alignment, sharing of successful programs and/or common development of such programs, joint recruitment efforts, common branding, consistent requirements such as math criteria and pathways in common programs. This would include a focus on students, internal operations, and clarity to external stakeholders.

Presented by: Connan Campbell  
Interim Vice President of Student Services, SCC

Patrick McEachern  
Vice President of Student Affairs, SFCC

December 19, 2023



# The Entry/Admission Process

Spokane	Spokane Falls
Prospect	Prospect
Applicant	Applicant
Student	Student

Community Colleges of Spokane is committed to providing students an excellent education that transforms their lives and expands their opportunities, with student success as a driving value in what we do. SCC and SFCC also host many unique academic programs that impact students; and this is noticeable from the very beginning of their academic journey. Operating within a district structure, Spokane Community College and Spokane Falls Community College have similar operations/functions as well as some differences in their operations that impact prospective and current students. The pages that follow highlight some of these similarities and the things that make SCC and SFCC experiences unique – and successful. The focus of this information is the entry or admission processes that move prospects to students. Approximately 115 students are concurrently enrolled at SCC and SFCC.



## Spokane

### Prospect submits online application

- Admissions staff** reviews application,
- (a) adding “indicators” that label the student’s academic program, citizenship status, questions regarding residency, admissions requirements, etc.;
  - (b) enrolling applicant in the online “Bigfoot First Steps” orientation; and
  - (c) assigning math placement if applicable.

## Spokane Falls

### Prospect submits online application

- Admissions staff** reviews application,
- (a) adding “indicators” that label the student’s academic program, international/domestic status, questions regarding residency, etc.; and
  - (b) enrolling applicant in the online “Bigfoot Orientation.”



## Spokane

**Applicant completes Canvas-hosted new student orientation, "Bigfoot FirstSteps."**

During the approx. 15-minute module:

- a) learn how to register for courses via ctclick*
- b) receives information about how to complete Math and English placement/assessment\**

**Testing Center staff**  
assign English  
placement

**Testing Center staff**  
assign Math  
placement

**Applicant** completes  
English placement

**Applicant** completes  
Math assessment

*\*English placement is not  
required of all students*

*\*Math placement is not  
required of all students*

## Spokane Falls

**Applicant completes Canvas-hosted new student orientation, "Bigfoot Orientation."**

During the approx. 30-minute module:

- a) selects pathway*
- b) completes placement for Math and English*
- c) receives general information: financial aid, bigfoot email, parking, bus passes, campus safety, Title IX*
- d) schedules advising and registration session*

**Admissions staff**  
"place" applicant in  
appropriate Math  
and English courses  
based on high school  
transcripts that are  
less than five years  
old.

**Applicant** completes  
online self-directed  
placement, designed  
by English and Math  
departments.





## Spokane

**Applicant** enrolls in classes, meets with a Pathway Specialist, or seeks advice from an academic counselor on which courses are best.

## Student

## Spokane Falls

**Applicant** attends advising and registration appointment, either in-person or online, to:

- a) confirm pathway
- b) get on a program map
- c) register for classes.

## Student

*Students are required to meet with an academic advisor to confirm pathway and program map, and classes for following quarter until they complete 45 credits.*



## THE STUDENT EXPERIENCE

### Becoming a Student/Getting on the Path ...

**Application.** Accreditation standards require that prospective students apply separately to each college they hope to attend.

### Deciding on a Path.

SCC showcases eight (8) “pathways” for prospective students to consider. SFCC has articulated six (6) “pathways.”

### Guidance Courses.

What's your interest?





## THE STUDENT EXPERIENCE

### Paying for College ....

**Financial Aid.** Federal statutes require that a student apply for federal aid separately from each college they hope to receive aid. Information regarding aid the individual is receiving from other colleges is contained in a national database and is considered, which is accessible to other colleges the student is requesting funds.

**Workforce Grants/Funding.** Both colleges house a “Workforce Transitions” office that assists students with financial support for course tools and equipment, transportation, and childcare, in hands-on trade, professional/technical, etc. programs designed to help students get to work quickly.

**Student Fees.** In addition to tuition and lab/course-specific fees, students are assessed other general administrative or service fees, e.g.: services and activities, comprehensive, technology, at each campus, meaning a student enrolled at each college would pay both. Students need to purchase only one parking permit.

## THE STUDENT EXPERIENCE

### Being a Student ...

**Addressing Student Conduct.** Governed by the same state regulations, Washington Administrative Code 132Q-10, SCC and SFCC adjudicate concerns regarding student behavior utilizing the same protocols. Much like via the CRM software, students receive communications that are similar.

**Conduct Records/History.** Privacy guidelines prohibit schools from openly sharing or making student conduct records accessible to other colleges without a student's permission. Neither college currently utilizes protocols to have students authorize the sharing of their records as part of the conduct adjudicative process.

**Transcripts and Other Educational Records.** Privacy guidelines prohibit schools from openly sharing or making academic records accessible to other colleges without a student's permission.

**Transferring Credits.** A student's credits may easily transfer between SCC and SFCC just as well as to/from any other college, but the ability to apply any specific credits towards degree or certificate requirements may be very limited. Students currently must inform one of the colleges to send or make accessible their transcripts to the other college.





### Community Colleges of Spokane STUDENT INFORMATION UPDATE

**Identify campus:**

<input type="checkbox"/> <b>Spokane Community College (SCC):</b> Registration Office MS 2151 1810 N Greene St Spokane WA 99217-5399 www.scc.spokane.edu	<input type="checkbox"/> Colville <input type="checkbox"/> Inchelium <input type="checkbox"/> Lone <input type="checkbox"/> Newport <input type="checkbox"/> Republic <input type="checkbox"/> Running Start	<input type="checkbox"/> <b>Spokane Falls Community College (SFCC):</b> Admissions Office MS 3011 3410 W Whistalks Way Spokane WA 99224-5288 www.spokanefalls.edu	<input type="checkbox"/> Pullman <input type="checkbox"/> Fairchild <input type="checkbox"/> Running Start
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**PLEASE PRINT IN BLUE OR BLACK INK ONLY.**

When do you plan to return? Year \_\_\_\_\_

Summer (July-Aug.)  Fall (Sept.-Dec.)  Winter (Jan.-March)  Spring (April-June)

Name \_\_\_\_\_  
Last (legal) First M.I. CTCLINK IDENTIFICATION NUMBER (### ### ###)

Other Name(s) Used \_\_\_\_\_ Date of Birth \_\_\_\_\_

Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ SOCIAL SECURITY NUMBER (### ### ###)

E-mail address \_\_\_\_\_  
Phone \_\_\_\_\_

To comply with federal laws, we are required to ask for your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). We will use your SSN/ITIN to report Hope Scholarship/Lifetime Learning tax credit, to administer state/federal financial aid, to verify enrollment, degree and academic transcript records, and to conduct institutional research. If you do not submit your SSN/ITIN, you will not be denied access to the college; however, you may be subject to civil penalties (refer to Internal Revenue Service Treasury Regulation 1.60905-1(a)(4) for more information). Pursuant to state law (RCW 26B.10.042) and federal law (Family Educational Rights and Privacy Act), the college will protect your SSN from unauthorized use and/or disclosure. If you refuse to provide your SSN, please write "REFUSED" in the SSN boxes to the left. Contact the CCS Business Office at 509-434-5275 with questions.

**PROGRAM OF STUDY**  
\_\_\_\_\_ Program of Study (PROGRAMS LISTED ON OTHER SIDE)

**RESIDENCY STATUS**

1. Are you a US Citizen?  Yes  No

2. Have you lived in the State of Washington for the past 12 consecutive months?  Yes  No

3. Do you have a driver's license or state ID?  Yes  No

4. If you have a driver's license or state ID, which state was it issued? State: \_\_\_\_\_

5. Are you active duty military or the spouse or dependent of an active duty military member?  Yes  No  
If you answered "Yes", submit a copy of your Military ID and PCS (Permanent change of Station) Orders.

6. Are you a Washington National Guard member or the spouse or dependent of a Washington National Guard member? If you answered "YES", submit a copy of your Military ID.  Yes  No

List any colleges you attended other than SCC/SFCC.

NAME	CITY	STATE	YEAR

List high school attended: \_\_\_\_\_

Did you graduate?  Yes  No GED?  Yes  No Indicate HS graduation or GED earned date (MM/YYYY): \_\_\_\_\_

**APPLICANT'S SIGNATURE**

I understand that my request to change my current program may affect my financial aid eligibility and/or award amount. I also understand this change may impact my time to degree completion. I certify that my responses on this form are true.

Required applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Transferring



## Similarities

**Application.** Both colleges utilize the online application installed into ctclink.

**CRM software.** Both colleges utilize the customer relations management software *TargetX*. This may not result in identical communications to/with students, but the pattern and format of communications will certainly look and feel familiar to the student.

**Academic Accommodations.** Both colleges utilize AIM, Accommodations Information Management, a software used by Disability Access Services to track and process students' requests for accommodations and supports for classes. (SCC is near full implementation. SFCC is beginning.)

**Graduation.** Both colleges currently require a student to "apply" for graduation.

**Registered Offenders.** Although the circumstances of a prospective student's desired program of study, their background and the unique features of each campus (where the buildings are located, the childcare centers, rural campuses, etc.), the two campuses share data on registered offenders and use similar processes in considering admission of offenders. A list of enrolled registered offenders is shared between the two colleges, and the student is informed of this.

## Notable Differences

**New Student Orientation.** While both colleges utilize a Canvas-hosted online orientation, the objectives of the different module drive a different design/content.

**Math and English Placement.** SCC does not require placement for all students. SFCC uses a combination of transcript-based placement and directed self-placement rather than placement tests.

**Mandated Advising.** SFCC requires that students meet with an advisor to determine their next quarter classes until they complete 45 credits. SCC students are not required to do so. Given that most students at SCC are in cohort or professional/technical programs with a pre-determined pathway with their next courses, the model that works best is year-long registration; registering a student for multiple quarters as they start their pathway.

**AHE/FACULTY REPORTS**

Presented by: Beverly Daily, AHE  
Christina Momono, SCC, ESL  
Katie Satake, SCC  
Katella DeBolt, SFCC  
December 19, 2023



December Report 2023

Elise Beattie is a faculty teacher who teaches ACT classes. She is currently honored by being accepted into a very prestigious exhibit: "The Adirondack National Exhibition of American Watercolors"



“In my SCC classes, no matter what mediums that I may be using or teaching, my goal, with my students, is to encourage them to be fearless. In other words to be able to jump into any project, ask themselves **"What if I...?"** and then to have enough knowledge that they are able to answer the question and utilize their own definition of personal creative thought.”

She is also an award winning, exhibiting member of the National Association of Women Artist, which is the oldest "honorary" organization for professional women artists in America and is located in NYC.

Here are links about her work:

<https://www.beattieartworks.com/art-galleries.html>

<https://www.beattieartworks.com/fearless-painting-videos.html>

Board of Trustees Report-SCC Credit Faculty  
Katie (Catherine) Satake

December 19, 2023

1. Diamond Wilson, SCC Spanish instructor, was chosen for by The Council for American Overseas Research Centers to participate in an Overseas Faculty Development Seminar in Senegal. Only fifteen faculty members from US community colleges were selected to participate in *West Africa and the Diaspora-Continuities and Transformations*.

The Overseas Faculty Development Seminars are fully funded and help faculty and administrators at US community colleges and minority-serving institutions gain international experience with the aim of developing and improving international courses, curricula, and teaching materials at their home institutions.

2. John Spatz, SCC PE faculty was inducted into the Eastern Oregon University Hall of Fame this year for track and field. John, a Track and Field Coach, left his imprint on Eastern Oregon University's athletic legacy guiding both the Men's and Women's Track and Field programs from 1990 to 2002 as the head coach. During his time as coach, EOU Track and Field boasted 4 national champions, 33 indoor All-Americans, 24 Outdoor All-Americans, and 18 NAIA Scholar-Athlete All-Americans. Furthermore, Coach Spatz made history by coaching the first female National Champion in EOU history, Kristen Peterson, in the women's pole vault. His leadership extended beyond coaching as he assumed the presidency of the NAIA Track and Field Coach Association from 1999 to 2001. He also served as the head coach for EOU's Alpine Ski Team from 1991-2001. Today, John resides in Cheney, Washington with his spouse Cindy, and is a proud parent to Micah and Rachael. He continues to teach and coach and has been a faculty member in the Physical Education/Health/Recreation Department and the Head Track and Field Coach for men and women at Spokane Community College since 2018.
3. Andy Buddington, SCC Geology faculty and Scott Satake, SCC Math faculty reported: Once again, building 27 (Math and Sciences) hosted a turkey drive. The group raised \$332 and purchased 14 turkeys they donated to the Union Gospel Mission.
4. Susan Williams, SCC Electronics Engineering Technician faculty reported: SCC Electronics Engineering Technology program was featured on the Inland Northwest STEM and Greater Spokane Inc. commercial "Why STEM." The commercial features instructor Susan Williams and current students talking about what makes the program great. The students talked about hands learning, an extremely supportive cohort, lifelong learning, and realizing that anything is possible. The students were eager to share their experiences and encourage interested students to join. The commercial will air on KHQ during the month of December. Check out the link:  
<https://drive.google.com/file/d/11cMRmrJIlgnrSAfdIk9KQk7l3qqqsPNY/view?usp=sharing>

5. Geoffrey Bagwell, SCC Philosophy faculty reported: Geoffrey gave a presentation on what distinguishes philosophical problems from other types of problems such as scientific problems and political problems at the 2023 Northwest Philosophy Conference at Lewis and Clark College in Portland, Oregon, this past November. The presentation was noteworthy for having the largest attendance of all presentations at the conference.

Additionally, the philosophy department at Gonzaga University has invited Geoffrey to give a public lecture for faculty and students at the university on the same topic at their winter colloquium. The colloquium is tentatively scheduled for February 8<sup>th</sup> at 4:30pm.

6. Kelly Johns, SCC Math faculty reported: Fall quarter saw 9 SCC Math students participate in the Student Math League! This is a community college level math competition put on by AMATYC (The American Mathematical Association of Two Year Colleges.) 2023 was SCC's inaugural entry to the event, and turnout was great for the Pizza & Problems practice sessions leading up to the exam competition! Our SCC Team scored 37.5 points...currently 5<sup>th</sup> of 6 in the Northwest Region and 48<sup>th</sup> of 67 in the nation.
7. Christina Mitma Momono, SCC ESL faculty and advisor to the Native American Student Organization Club (NASO) and the Latin American Student Organization Club (LASO) advisor reported:

The NASO club has started to hold weekly meetings on Zoom in collaboration with the Colville center. Both the NASO president and vice president study in Colville.

The NASO club hosted multiple events during the Native American Heritage month.

- Isaac Tonasket, Spokane Tribe musician opened Native American Heritage Month
- Rose Ann Abrahamson and Lacey Bacon Abrahamson partnered with the SCC Center for Inclusion and Diversity (CID) to host lunch with local artisans.
- Janine Oldevak, SCC librarian, assisted and coordinated with Christine to provide an SCC Lib Guide for "Rose Ann Abrahamson - NASO of SCC presents: Rose Ann Abrahamson, Lacey Bacon-Abrahamson, & Mark Ramos, Fall 2023 - Research Guides at Spokane Community College."
- Mark Ramos presented on Pow Wow Trail Sharing of the Coeur d' Alene, Spokane, and Colville tribes.
- Mark Ramos held a local land acknowledgement workshop.

The LASO club also held multiple events this quarter.

- A Salmon Fest was held from September 21-23 in which LASO members volunteered for the community service trip.
- Doris Martinez was welcomed to be a speaker on the SCC campus in partnership with the CID as a Hispanic Heritage speaker.

- Another event held at SCC in collaboration with the CID brought Dia de Los Muertos (Day of the Dead). There were alter, lunch, and activity stations available for all to join.
  - One more event that was held at SCC in collaboration with the CID was Las Pasadas which is a Mexican holiday celebration.
8. Angela Smith (SCC Communications faculty), Cindy Trujillo (SCC Communications faculty), Logan Amstadter (SCC ESL faculty), and Christina Mitma Momono (SCC ESL faculty) reported: All four faculty members participated in an intercultural communications project that connected communication students with ABE and ESL students. The students worked together on various topics to learn from one another on intercultural communication topics. The students loved the experiences, and the partnership was beneficial to our campus environment.

## **Katella DeBolt December 2023:**

### **#1: Supporting student success, in Spokane and Seattle**

In November 2023, Laura Woods, SFCC Counselor, took 14 SFCC students, mostly members of our Black Student Union, International Club, and MESA, to the Black College Expo in Seattle. The students with Historically Black Colleges and Universities from around the country, have application fees waived, and receive on the spot scholarships and admittance.

### **#2: That's an interesting specimen**

Jennifer Barson, Geology Instructor and Learning Outcomes Assessment Coordinator for SFCC, was awarded campus improvement funds. Two new display cases were delivered to building 28. Geology specimens will be showcased soon. Jennifer also acquired some fantastic, local (Metaline Falls) Cambrian trilobite fossils from a retired geologist. The exhibits will add to our student experience, in addition to providing another 'science on display' highlight when we have K-12 and future CCS student tours.

### **#3: A Faculty boot camp with absolutely no yelling or exercise**

Jared Anthony (English/CETL) presented "Co-Creating an Inclusive Classroom" last week at Olympic College as part of the Advanced Instructor Boot Camp they host each year. The boot camp is designed for career/technical education faculty who are new to teaching at community and technical colleges.

### **#4: Nature is sublime**

Bradley Bleck, SFCC English Instructor wanted to share that SFCC writing teachers are active in the field of writing and sharing ideas with the Spokane Community.

One article, the Sublime in Nature, is in the December Out There Outdoors (OTO), found at coffee shops, etc.

Bradley's writing about bike commuting for the winter, also in OTO, will be published in January 2024.

### **#5: The Lunar express is departing soon**

Nicole Montgomery, Annualized History Instructor, reported her book, *Incursion*, is going to the moon! An encoded chip will be launched to the moon with several writers' works included.

Nicole's literary achievements are literally going to the moon.

More information about the lunar time capsule project can be found here:

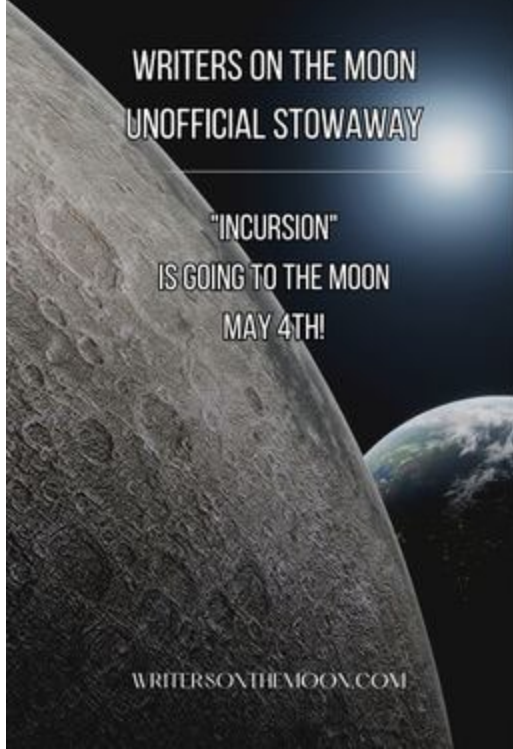
<https://www.writersonthemoon.com/>.

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**WFSE/CLASSIFIED STAFF REPORTS**

Presented by: Abigail Affholter, SCC  
Alison Cooley, SFCC  
December 19, 2023

**STUDENT GOVERNMENT REPORT**

Presented by: Tammy Pham - SCC  
Vishal Pathirana - SFCC  
December 19, 2023



REPORT TO THE BOARD OF TRUSTEES | DECEMBER 2023

PHUTSADY PHAM, PRESIDENT

TANEISHA TAKYUKA, VICE PREISDENT

**Administrative/General Updates**

This month, the SCC Student leadership center did training with the Bigfoot Experience team and the Center for Inclusion and Diversity to learn various cultural importance and how to improve our work. Our ASG is now fully staffed soon with the onboarding of our last two directors and senator. Our ASG committees have been working very hard to produce a new constitution and sets of bylaws and agreements that we plan to ratify in our next Senate meeting in January. So far, we have improved our Constitution from 4 pages to 12 with more detail and separations of power. We hope that the board will be interested in formally ratifying our new constitution as well. Our ASG has also been working with VP Connan Campbell in the S&A Fee process for the next fiscal year.

**Executive Staff:**

[Onboarding], Director of Communications  
Austin Dehlin, Director of Finance and  
Legislative Affairs

Tadiwa Zingoni, Director of Academic/Student  
Affairs  
[Onboarding], Director of  
Inclusivity, Diversity, Equity, Accessibility and  
Awareness (IDEAA)

**Senate/Student Updates:**

This month, our BHIT Senator successfully solved a common problem that our students had checking out laptops. The library has changed their laptop check in from 24 hours to one week at a time, so students now have more access to that resource. Our Senate put on a Thanksgiving event where we could get some wonderful Thanksgiving food and holiday cheer to many students on campus, we additionally have an event to meet the ASG with hot cocoa as well. On the rural campuses, our Senator of ABE got to connect with many students and the community at the Colville job fair. Additionally, SCC President Jenni Martin and I held a 'Pizza with the Presidents' event where we met a lot of students around campus and put many smiles on students faces. We are looking forward to winter quarter and welcoming our new students with an organized document/packet of campus resources and programs to get students involved with everything great that SCC has to offer.

*Upcoming Public Senate meetings: TBA, will be posted on Website.*

**Senate:**

Sasha Green, Adult Education & Extended  
Learning  
Abdullah Abualkheir, Business,  
Hospitality, and IT (BHIT)

Emerald Bessermin, Health & Environmental  
Sciences  
Nico Becker, Athletics and Physical Education  
Ha Nguyen, Arts and Sciences  
[Onboarding], Technical Education

## Board of Trustees Meeting

Since the last meeting we have had a very successful quarter. The Thanksgiving dinner and the baskets were a hit! We had multiple events outdoors some of which were Bowling at Lilac Lanes and Ice Skating at the Ribbon downtown. On the 11<sup>th</sup> of November we gave away rubber ducks for students as it was random Acts of Kindness Day. We played the Elf movie and had cookies for students to decorate.

We had another Farmers Market for the students and staff which had a great turnout.

The programmers visited NACA in Riverside California and had narrowed down all the talents/events they will plan for Winter and Spring quarter which we are super excited about.

We did the Tree of Sharing where anyone is welcome to donate toys and gifts for the children at the daycare. We have approximately 70 kids on the list and all the gifts have been bought and accounted for.

We are planning out Winter and we will be doing Welcome Week and giveaways of ASG/SFCC Merch.

We have another Ice Skating event planned as well as giving away Ski Lift Passes for students. We will be having a celebration for the Lunar New Year!

This quarter has been wonderful and we are trying to increase our engagement more so than it already is and work with students so we are able to serve them!

EOR

**Vishal Pathirana (he/him) | ASG Student Body President**

**BOARD REPORT**