



WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17

March 19th, 2024

NOTICE OF REGULAR MEETING

(Notice Date: Wednesday, March 13th, 2024)

The Community Colleges of Spokane Board of Trustees will hold a regular meeting on Tuesday, March 19th, 2024, beginning at 8:30 AM. Should an executive session be held, adjournment is scheduled for 11:30 AM.

The regular meeting will take place in person at Spokane Falls Community College, 3410 W. Whistalks Way, Spokane, Washington as well as a virtual space.

To connect to the March 19th meeting virtually, go to:

[Join Zoom Meeting](#)

Meeting ID: 883 1677 4664

Passcode: 962513

All Board of Trustees meetings include opportunity for public comment. The March 19th, 2024, meeting will be held both in person and virtually. Please email public comments to the Board Executive Assistant at Breanne.Riley@ccs.spokane.edu by 8:30 AM on Tuesday, March 19th, 2024. 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 March 19th 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

3410 W. Whistalks Way
Building 17, Room 212
Spokane, WA 99224

[Join Zoom Meeting](#)

Meeting ID: 883 1677 4664
Passcode: 962513

Regular Board Meeting: In-Person & Zoom
Tuesday, March 19, 2024

AGENDA

Trustee Mike Wilson; Chair, Trustee Todd Woodard; Vice-Chair,
Trustee Anna Franklin, Trustee Glenn Johnson, Trustee Steve Yoshihara
8:30 a.m. – 12:30 p.m.

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

03/19/2024	Regular Meeting Agenda			TAB #
8:30 a.m.	1.	SFCC Celebrating Student Success: SFCC Guidance 105 and Community of Practice ↳ Craig Rickett, SFCC	Report	Tab 1
	2.	Call to Order, Pledge of Allegiance, Roll Call and Native Land Acknowledgement Statement ↳ Trustee Mike Wilson, Chair	Action	
		Public Comment	Discussion	
	3.	Consent Agenda a. Board Minutes ↳ 02/20/2024 – Regular Meeting b. Capital Projects – Nichole Hanna c. Budget and Expenditures – Linda McDermott d. Head Start - Bobbi Woodral e. Admin Procedures – Linda McDermott	Action	Tab 2
	4.	Chancellor's Report ↳ Kevin Brockbank, CCS	Report	
	5.	Presidents Report ↳ Jenni Martin, SCC ↳ Kimberlee Messina, SFCC	Report	

- | | | | |
|--------------|---|-------------------|--------------|
| 6. | Budget Planning
↳ Linda McDermott, CCS | Report | Tab 3 |
| 7. | Tenure Alert
↳ Greg Stevens, CCS | Report | Tab 4 |
| BREAK | | | |
| 8. | AHE/Faculty Report
↳ Beverly Daily, AHE
↳ Katie Satake, SCC
↳ Katella DeBolt, SFCC | Report | |
| 9. | WFSE/Classified Staff Report
↳ Ward Kaplan, WFSE
↳ Abigail Affholter, SCC
↳ Alison Cooley, SFCC | Report | |
| 10. | Student Government Report
↳ Austin Dehlin, SCC
↳ Vishal Pathirana, SFCC | Report | |
| 11. | Board Report | Report | |
| 12. | Executive Session
a. Reserved for potential action generated from executive session | Discussion | |
| 13. | Potential Action Generated from Executive Session | Action | |

Adjournment

**Next Meeting will be held on Tuesday, April 16, 2024, at 8:30 a.m.
Spokane Community College, 1810 N Greene St, Spokane WA 99217**

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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DISCUSSION/ACTION/REPORT: Guidance 105

BACKGROUND: SFCC's Guidance 105 and Community of Practice

Prepared by: Michele Moore
Instructor of Astronomy

Presented by: Craig Rickett
Instructor of Communication Studies

March 19, 2024

Celebrating Student Success!

GUIDANCE 105

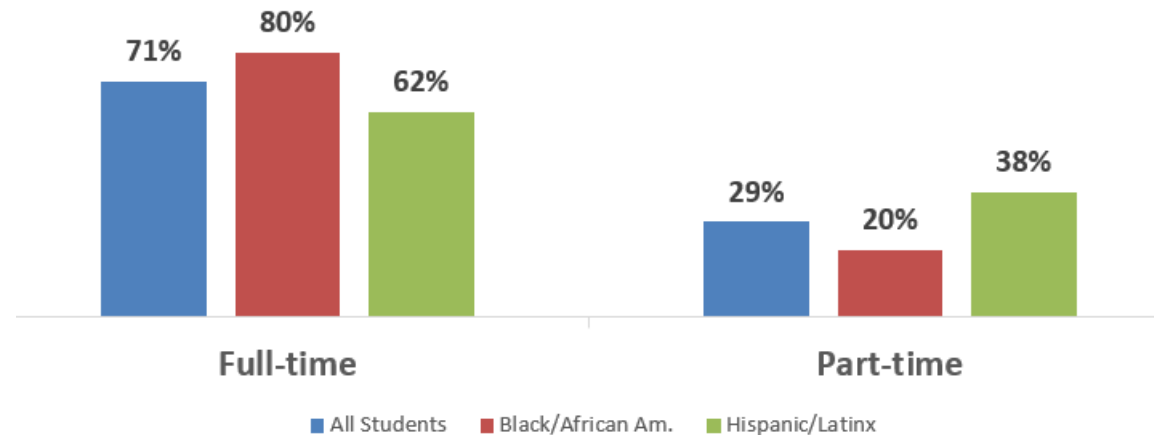
A COMMUNITY EXPERIENCE



Guidance 105 Complements Guided Pathways Increasing Completion and Equity

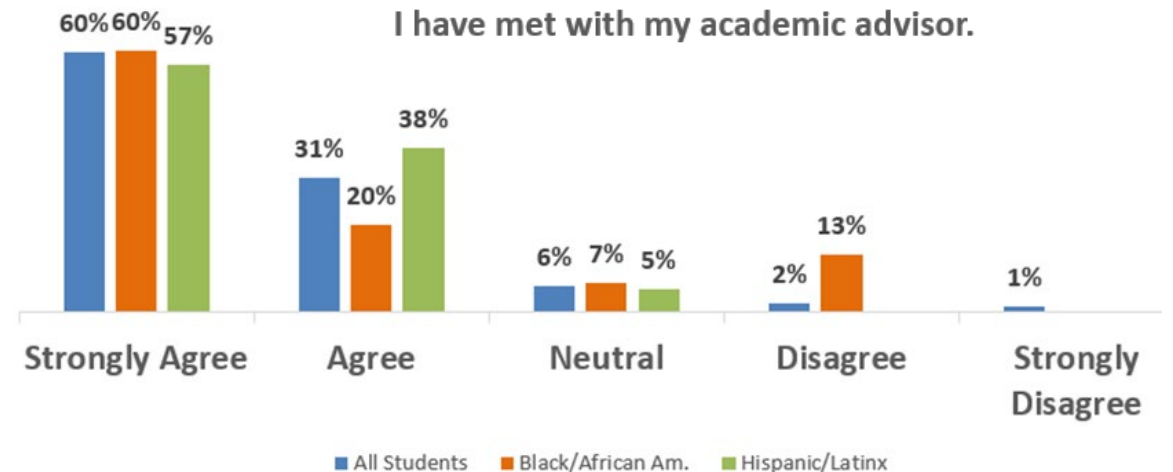
Q1 Thinking about next quarter, how would you describe your enrollment at SFCC?						
Enrollment Status	All Students		Black/African Am.		Hispanic/Latinx	
	Headcount	% of Total	Headcount	% of Total	Headcount	% of Total
Full-time	204	71%	12	80%	23	62%
Part-time	82	29%	3	20%	14	38%
Grand Total	286	100%	15	100%	37	100%

Thinking about next quarter, how would you describe your enrollment at SFCC?



Guidance 105 Complements Guided Pathways Increasing Completion and Equity

	All Students		Black/African Am.		Hispanic/Latinx	
	Headcount	% of Total	Headcount	% of Total	Headcount	% of Total
Strongly Agree	171	60%	9	60%	21	57%
Agree	88	31%	3	20%	14	38%
Neutral	17	6%	1	7%	2	5%
Disagree	6	2%	2	13%		
Strongly Disagree	4	1%				
Grand Total	286	100%	15	100%	37	100%



Guidance 105 *Course Learning Outcomes*

So What Will I Learn in This Class?

After working through the activities in this course, you will be able to say, with confidence and evidence:

1. *I belong at SFCC.*



2. *I know how to succeed at SFCC.*



3. *I know where I'm going, and why.*



I Know Where I Am Going and Why

Spokane Community College and Spokane Falls Community College ASSOCIATE IN ARTS (AA-DTA) Direct Transfer Agreement

Requirements for completion of an Associate in Arts (AA-DTA) degree:

- Cumulative grade point average (GPA) of 2.0 or higher
- Complete 90 quarter credits in courses numbered 100 or above as follows:
 - Communication (10 credits)
 - Quantitative/Symbolic Reasoning (5 credits)
 - Humanities (15 credits)
 - Social Sciences (15 credits)
 - Mathematics/Science (15 credits)
 - Health-Related/PE/Recreational/Leisure Activities (5 credits)
 - Approved General Electives (25 credits)
- 5 credits must be W (writing-intensive), and 5 credits must be D (global/diversity)
- No more than 3 credits of PE activity courses are allowed in this degree
- Earn at least 30 credits at SCC/SFCC (at least 15 credits earned at the degree-awarding college)

202

DISTRIBUTION (Credits for a specific course may be used in only one distribution area.) COMMUNICATION 10 credits

- 5 credits composition required (ENGL& 101 or 102)
- 5 additional credits from the list below (these courses do not satisfy the writing-intensive requirement)

ENGL& 101 or 102 (5 credits composition required)
AND one of the following:
CMST 229; CMST& 101, 220
ENGL& 102 (exclude if used for composition)
ENGL& 235
JOURN 220

QUANTITATIVE/SYMBOLIC REASONING 5 credits

- 5 credits from the list below
 - Course prerequisites must be met
- MATH 201, 208, 209, 210, 211, 212; MATH& 107, 141, 142, 146, 148, 151, 152, 153, 254
PHIL& 120

HUMANITIES 15 credits

SOCIAL SCIENCES 15 credits

- Three subject areas required
- 5 credits from Group A
- 5 credits from Group B
- 5 additional credits from Group A or B

GROUP A: Human Behavior

ANTH& 100, 204, 206, 210
GEOG 280, 280; GEOG& 100, 102, 207
PSYC 204, 250; PSYC& 100, 180, 200, 220
SOC 204, 211, 221, 230, 261; SOC& 101, 201

GROUP B: Human Enterprise

ECON 100; ECON& 201, 202
HIST 105, 106, 107, 230, 240; HIST& 116, 117, 118, 136, 137, 214, 219
POLS 102, 125, 205; POLS& 101, 202, 203

MATHEMATICS/SCIENCE 15 credits

- 10 credits must come from Science-Group B or C (5 credits must be laboratory course)
- 5 additional credits must come from Mathematics or Science - Group A, B or C
- If a mathematics course is taken, it cannot also be used to satisfy the Quantitative/Symbolic Reasoning requirement.

HEALTH-RELATED/PE RECREATIONAL/LEISURE ACTIVITIES COURSES 5

- 5 credits required
- One course from Group A
- One course from Group B
- No more than 3 credits in PE Activity

GROUP A - Lecture (minimum of 1)

ART 122
HLTH 101, 104, 174, 270
PE 170

GROUP B (minimum of one course)

AQUAT 101, 110, 115, 132, 136, 22
ART 101, 102, 103, 105, 106, 127, 197, 205
DRMA 106, 107, 108
ENGL& 236, 237
JOURN 225
MUSC 115, 127, 128, 134, 135, 171, 176, 177, 178, 182, 215, 240, 245, 248, 276, 277, 278
PE (activity - limited to three or 100, 101, 105, 106, 107, 108, 127, 130, 139, 141, 143, 144, 154, 177, 187, 188, 189, 191

First Quarter

Course ID

CMST& 101

GUID 105

Choose 1 course from:

MATH& 107

MATH& 146

PHIL& 120

Choose 1 course from:

HLTH 101

HLTH 104

HLTH 174

PE 170

Total Credits

Course Title

Introduction to Communication
Student Success

Math in Society
Introduction to Statistics
Symbolic Logic



STUDENT EDUCATION PLAN

Name: Sample Student

ctcLink ID: Student ID#

Plan/Degree: AA-DTA Communication Studies

Quarter 1	Cr	Quarter 2 Winter 2022	Cr	Quarter 3	Cr	Quarter 4	Cr
ENGL& 101	5	CMST& 101	5	CMST 227	5	GEOL 116	5
SOC& 101 (instead of PSYC& 100)	5	GUID 105	2	MATH& 107	5	CMST& 210	5
FILM 141	5	MATH 88	5	HLTH 104	3	ANTH& 206	5
				PE	2	Total Quarter Credits	15
Total Quarter Credits	15	Total Quarter Credits	12	Total Quarter Credits	15	Total Quarter Credits	15
Quarter 5	Cr	Quarter 6	Cr	Quarter 7	Cr	Quarter	Cr
HUM& 101	5	ENGL& 102	5	CMST 226	5		
POLS& 203	5	CMST 229	5	ASTR& 101	5		
CMST& 220	5	MATH& 146	5	PHOTO 101	5		
Total Quarter Credits	15	Total Quarter Credits	15	Total Quarter Credits	15	Total Quarter Credits	15

An unprecedented approach to maintaining this program

G105 Enrollments by Term	
Fall 2020	65
Winter 2021	32
Spring 2021	19
Fall 2021	140
Winter 2022	46
Spring 2022	37
Summer 2022	23
Fall 2022	353
Winter 2023	261
Spring 2023	90
Summer 2023	35
Fall 2023	423
Winter 2024	426
Grand Total	1950

G105 Enrollments by Students Pathway	
No Pathway	664
Business	59
Ed, Social & Behavioral Sciences	171
Health	50
Humanaties	58
STEM	30
Visual, Performing & Applied Arts	34
Grand Total	1066

GUID 105 Instructor Counts by Divison and Department			
Division(Instructor)	Department(Instructor)	Distinct Count of Instuctor Emplid	Distinct Count of Student Emplid
Athletics	SFCC Physical Education	2	156
Computing	Life Sciences	1	18
Math & Science	Physical Sciences	2	93
	SFCC Mthematics	2	36
Humanities	Comm Arts & Modern Languages	4	216
	English	5	292
SS BUS Humn srv	Human Serivces	1	17
	Social Science	1	18
Student Affairs	SFCC Counseling	4	137
Visual, Performing & Applied Arts	Applied Visual Arts	1	25
	Fine Arts	1	58
	Grand Total	24	1066

- Faculty from **all** divisions on campus teach GUID105
- Annual Training
- Community of Practice

Positive Impact on Students and Faculty Making a Difference Across Campus

Students describe benefits of the course.

...I really like the modules about advising

...it helps me have a more positive mindset

Faculty have been inspired by the sharing of best practices.

...has helped me adapt some policies in my other classes.

...connects me to the variety of challenges students face when trying to be successful at SFCC.

...I feel more confident connecting with students because I am part of this community.

**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
March 19, 2024

Washington State Community College District 17

Community Colleges of Spokane
Board of Trustees Meeting
March 19, 2024

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 - 02/20/2024
- b. Capital Projects - Nichole Hanna
- c. Budget and Expenditures - Linda McDermott
- d. Head Start - Bobbi Woodral
- e. Admin Procedures - Linda McDermott

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
March 19, 2024

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 February 20, 2024 meeting, as presented.

Prepared by: Breanne Riley
Executive Assistant to the Chancellor
March 19, 2024

Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
February 20, 2024 8:30am
Spokane Community College
In Person and Zoom Option

Present: Trustee Mike Wilson, Trustee Todd Woodard, Trustee Anna Franklin, Trustee Glenn Johnson, Trustee Steve Yoshihara. Also present: Kevin Brockbank, Jenni Martin, Kimberlee Messina, Linda McDermott, Jim Mohr, Grace Leaf, Alison Cooley, Bobbi Woodral, Abigail Affholter, Carolyn Casey, Lori Hunt, Greg Stevens, Jaclyn Jacot, Patrick McEachern, Katie Satake, Bonnie Glantz, Clinton Brown, Amy McCoy, Beverly Daily, Katella DeBolt, Vishal Pathirana, Austin Dehlin, Carrie Culver, Breanne Riley (recording secretary).

Excused: Christina Momono

Fall 2023 Tenure Faculty Introduction

Ms. Sabina Green Medical Office Program faculty member, gave a brief introduction of her role at CCS and her employment background. **Ms. Brittany Heidenreich**, Nursing Program faculty member, gave a brief introduction of her role at CCS and her employment background.

Call to Order

The Board of Trustees of Washington State Community College District 17 held a regular meeting on Tuesday, February 20, 2024. Trustee Wilson called the meeting to order at 8:35am. 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 Franklin.

PUBLIC COMMENT

Mr. Jason Eggerman, faculty member and AHE Vice President, wished to comment on the rebranding project. He noted that he hoped the rebranding would continue to elevate the two separate colleges at CCS.

CONSENT AGENDA

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

- a. Minutes of the December and January Board Meetings
 - December 19, 2023, Regular Meeting
 - January 16, 2024, Work Session
- b. Capital Projects Status – Ms. Nichole Hanna
- c. Budget and Expenditures – Dr. Linda McDermott
- d. Delegation of Authority Resolution – Dr. Linda McDermott
- e. Head Start Updates – Ms. Bobbi Woodral
- f. Admin Procedure – Dr. Linda McDermott & Mr. Greg Stevens

Trustee Wilson asked if both admin policies had any significant changes that should be shared if the notes had not done so. Mr. Greg Stevens explained the purpose of the compensation management admin procedure amendment. Dr. Linda McDermott noted that the new admin procedures for HS+ created and implemented the changes that were approved at the June 20, 2023 Board meeting. The delegation of authority resolution will grant authority to the new Chancellor at CCS. Trustee Wilson asked for an update on recruitment at Head Start, to which Ms. Bobbi Woodral explained the status of the program. Trustee Wilson asked if recruitment numbers for staff had been affected due to the recent change in classroom occupancy. The motion to approve the consent agenda was so moved by Trustee Yoshihara, seconded by Trustee Woodard, and approved unanimously by the Board.

CCS Rebranding, Trustee Todd Woodard and Trustee Glenn Johnson, Trustee Woodard began by noting that the rebranding project was one of the most thorough that he has worked on and gave a special thanks to Ms. Carolyn Casey for her work and dedication with the project. Trustee Woodard gave a brief background on the rebranding project at CCS. Trustee Johnson reviewed the recommendation based upon the research findings and knowledge of the CCS district. Trustee Woodard reviewed the rebranding recommendations. It was recommended that the use of the word “community” be retained in the campus names. Trustee Johnson reviewed the brand key messages for the new rebranding project. Trustee Woodard then reviewed the brand messaging that resonated with the CCS customers and community. Trustee Johnson reviewed the brand design for the mascot and athletics. It was agreed that the Sasquatch mascot was to be kept and the foot will not be continued to be used at CCS. Trustee Woodard then reviewed the brand color and it was agreed that blue would continue to be used for the mascot. Trustee Johnson shared how the names and structure were determined for the new brand. Trustee Woodard reviewed the discussion of if there should be a single brand or single brands for each college. It was shared that the recommendation was to develop a visually clear family of logos for each college and the district with clear guidelines for usage. It was recommended to rename the Community Colleges of Spokane to Spokane Colleges. Trustee Johnson then explained the recommendation for the change to Spokane Colleges. Trustee Woodard

reviewed the Seattle District colleges as an example of a shared look with individual identities. Trustee Yoshihara asked if the Seattle Colleges had different mascots for each college. Trustee Franklin asked if there was an intentional connection between the mascot and the Spokane community. Trustee Johnson presented the summary of recommendations for the rebranding project. Trustee Wilson thanked Trustee Johnson and Trustee Woodard for their collaboration and Ms. Casey for her leadership. He then shared that he was very pleased to see the project and that the data was very clear in terms of future goals and objectives. Trustee Wilson then read the proposed Board motion. Trustee Yoshihara asked about the primary colors that will be used for the schools. Trustee Franklin noted that font is very important for accessibility and should be considered in the rebranding. Trustee Johnson reiterated that it is important that only one blue will be decided upon and used moving forward. Trustee Wilson recommended that Trustee Woodard and Trustee Johnson be appointed to a subcommittee to continue work on the project, to which Ms. Casey noted they will still be involved in the branding process. Trustee Woodard moved to approve the motion, which was seconded by Trustee Johnson. Trustee Franklin asked if there were any populations that may feel they were not heard in the process that needed follow up. The motion was approved unanimously by the Board.

Chancellor's Report

Dr. Kevin Brockbank, Chancellor, shared that he and Trustee Woodard recently traveled to Washington DC to advocate for CCS. Dr. Brockbank thanked Trustee Woodard in that they were able to have one on one meetings with various legislators' staff. It was shared that CCS will be pursuing congressional spending as a result of the legislative visit. Dr. Brockbank shared that he and the Presidents will be meeting with Mayor Lisa Brown to discuss a variety of topics on February 22nd at SCC. Dr. Brockbank reviewed the new version of FAFSA that has been implemented and the implications that the new version has had for students. Dr. Brockbank also shared that moving forward the communications office is the only office where information regarding FAFSA will be coming from. Trustee Wilson asked if a Pell grant is a onetime or annual form to complete. Trustee Woodard wanted to reiterate that the problems with the FAFSA are related to the state and not the college. Trustee Franklin asked if communication will be shared on the CCS social media sites about the FAFSA changes. Trustee Franklin then asked if the Board would receive communications on upcoming FAFSA changes.

Presidents Report

Ms. Jenni Martin, Acting President of SCC, shared that both colleges attended an executive leadership conference on Guided Pathways. Both colleges were able to communicate what was happening at both campuses as well as learning what has happened at other campuses. Ms. Martin shared she was especially proud that 90% of

students continued from Fall Quarter to Winter Quarter and that was an increase. She explained the number of ways of retention, such as batch enrollment and year-long registration as opposed to enrolling every quarter. Ms. Martin also shared the communication plans that have been used for current and potential students and the impact that has been made by the communication scripts.

Dr. Kimberlee Messina, President of SFCC explained that yearlong registration does not relate to SFCC in the same way that it relates to SCC, but they have implemented a career guided class that is required and has been successful. Ms. Bonnie Glantz shared that the retention data of students that have completed Guidance 105 in comparison to students that have not is approximately 8-10% in the first cohort. The program is teaching the students that they have a community and support at the college. Trustee Woodard asked what the retention was historically compared to the current percentage of retention. Trustee Franklin asked if there were any populations that are not being retained, specifically veterans and minority populations. Dr. Messina shared that the retention level is low at SFCC for African American populations, but the retention rate has raised for all other populations. Trustee Franklin asked if SFCC could work with the community in an effort to raise retention for the African American population. Ms. Martin noted that healthcare, and building pathways for healthcare assistance specifically, is a focus. Dr. Messina explained that there is a strong sense of belonging that has been created for students within the Guidance 105 class.

BREAK

Trustee Wilson reconvened the meeting at 9:35am.

CCS Reorganization

Dr. Kevin Brockbank, Chancellor, reviewed that the CCS reorganization was developed due to the retirement announcement of Mr. Greg Stevens. Dr. Brockbank then reviewed the process of the reorganization, which included direct feedback to him so that staff may voice any concerns about the first version. Dr. Brockbank noted that the final version is different from the first version as a direct result of staff and faculty input. It was shared that there will be two new positions opening at CCS. Dr. Brockbank then reviewed that the provost position held by Dr. Lori Hunt will be reallocated to Chief of Staff and Strategy and that the new position of Tribal Relations Officer will be held under her supervision. Dr. Brockbank then reviewed the updated Workforce Education, E-learning, and Global Education structures. Ms. Nichole Hanna has been appointed as the Chief General Services Officer and will be the head of facilities, capital construction and projects, logistic management, environmental health and safety, and security. The role of Chief Compliance Officer, Ms. Amy McCoy, will no longer oversee environmental health and safety. There are no changes for Ms. Carolyn

Casey, Chief Institutional Advancement Officer. Chief Financial Officer Dr. Linda McDermott will no longer oversee logistics management and future consideration will be given to the role of Executive Director of Risk Management and Auxiliary services after Ms. Lisa Hjaltalin retires. Dr. Brockbank noted that Chief Information Officer Ms. Grace Leaf will also become the Chief of Culture and Development. Dr. Jim Mohr will be reassigned as the Associate Chief of Culture and Development. There will be a new position of Chief Human Resources Officer added to the reorganization to oversee the Human Resources office. Dr. Brockbank shared the budget implications of the CCS reorganization. Trustee Franklin noted that she appreciated that equity will be imbedded into the fabric of the institution and asked for clarification of the reallocation of environmental health and safety. Trustee Wilson commented that the VP of Workforce relates to the Board goal of outreach to the community, and he appreciated seeing that in the reorganization. Trustee Wilson asked how it would be reiterated that there is a Chief Information Officer at CCS. Trustee Johnson asked about the Culture and Development title and if there was a way to be more specific so that development does not relate to the foundation, to which Dr. Brockbank said that would be discussed and relayed to the Board. Trustee Woodard asked if there was a timeline for the process of the reorganization. Mr. Eggerman suggested to confer with the local tribes for their preferred term for the Tribal Relations Officer. Trustee Johnson commended Dr. Brockbank for his work on the reorganization.

CCS District Equity Efforts, Dr. Lori Hunt and Dr. Jim Mohr, reported on the equity effort that has been grounded at CCS. Dr. Hunt reviewed the CCS equity statement with the Board and the focus of the community building and EDI education for faculty and staff. Dr. Hunt reviewed the CCS equity resources, which includes the District Equity Council and SCC/SFCC Diversity, Equity, and Global Awareness Committee. Dr. Mohr reviewed the history, mission, vision, values, and membership/representation of the District Equity Council. Dr. Hunt shared community building through graduation and celebrations at CCS. Dr. Mohr shared the training that has taken place across CCS for equity, access, and inclusion. Dr. Hunt reviewed the Bias Incident Support System that has been introduced to CCS and the intentions of the system. Intercultural Development Inventory was then reviewed by Dr. Mohr. Trustee Franklin asked how the IDI facilitators would incorporate feedback of the reception and power of the facilitation. Dr. Hunt reviewed the Equity, Diversity, and Inclusion District Strategy for CCS. Trustee Franklin asked if the Board would have an opportunity to receive the trainings that will be implemented. Trustee Franklin asked if there was a way to partner with colleagues on the west side of Washington in relation to the training.

AHE/Faculty Report:

Ms. Beverly Daily, shared that faculty has had a fairly quiet month and are focusing on tasks for the campuses. Ms. Daily was able to attend an Allied Health welcome luncheon and it was fun for faculty to participate in that. There has been work with adjunct faculty with the state bill that is continuing.

Ms. Katie Satake, shared that SCC Communications Studies instructor Ms. Amy Anderson and her class will be participating in a Collaborative Online International Learning (COIL) project. In the COIL, students will learn small group communication skills and practice them while working collaboratively with students in Brazil. SCC and Speak Out! hosted their annual poetry slam with approximately 50 children and 80 volunteers at the event. Mr. David Edwards, SCC Architectural Instructor, reported that the second-year architecture students competed in the Washington State Civic Design Awards competition along with Washington State University and U of Idaho students. The top SCC Architecture student won \$1500 from the Inland Northwest Architectural Foundation. Mr. Andy Buddington, SCC Geology Instructor, reported that SCC geology student Mr. Alan Belasco gave a seminar to the SCC campus entitled "*Crawford Lake, Canada: The Global Boundary Stratotype Section and Point (Golden Spike) for the proposed Anthropocene Epoch*". Mr. Marty Sells, SCC Nursing Instructor, shared that the SCC Nursing department held a welcome reception and orientation for 56 incoming nursing students on February 7. The reception was hosted by nursing faculty Ms. Melody Gartrell and Mr. Marty Sells and sponsored by the SCC Nursing Faculty members. Mr. Jonathan Schmidt, SCC Anatomy and Physiology Instructor, reported that Ms. Jaye Hopkins and Ms. Sarah Iannelli, both SCC Science faculty, ran a chemistry booth at KSPS PBS Future Day on February 10. Mr. Zachary Christman, SCC ESL Instructor, reported that Ms. Majda Ritchie worked with Ms. Angela Smith and her communications class to set up meetings with Mr. Christman's L6 ESL class and Ms. Christina Momono's L4 ESL class the past three Thursdays through something called Global Connect. This helps the communications class meet their outcomes of intercultural communication and helps ESL students practice English with students on the credit side.

WFSE/Classified Staff Report

Ms. Abigail Affholter, shared that the STTACC Conference will be held at SFCC August 7-8 and there will be more details in March about the event.

Ms. Alison Cooley, shared that SFCC has been working hard for Spring quarter preparation. SFCC staff appreciated that Dr. Brockbank recently spoke to the college and they appreciated that Neurodiversity is being addressed. SFCC is also working on finding a classified union representative for the campus.

Student Government Report

Mr. Austin Dehlin, SCC ASG President, introduced himself as the new ASG president at SCC. Mr. Dehlin is dually enrolled at SCC and Gonzaga. Mr. Dehlin reported that SCC has been working on their constitution in an effort to make it clearer when there is a vacancy in the government. He shared that he is happy to be at SCC as the ASG Government President.

Mr. Vishal Pathirana, SFCC ASG President, noted that one of the biggest highlights for the ASG staff was the legislative visit to Olympia, where the students had a chance to talk to local legislators. Dr. Brockbank and Dr. Messina were present at the visit and they offered support that was very appreciated by the students. Mr. Pathirana shared that while in Olympia the students were able to voice their concerns about the potential bill that would allow transients to live on campus, to which he added that the bill is no longer in effect. ASG is working on getting a contraceptive vending machine on campus and the grant has been approved and the machine will be on campus in the Spring. There have been successful events at the SFCC campus and the ASG is very happy with that. Trustee Franklin shared that March is Women's History Month and asked if there would be an opportunity or interest for the student body to attend the Women at the Capital event.

Board Report

There is no board report.

Executive Session

The Board will convene in executive session under RCW 42.30.110(1) for the purpose to receive and evaluate complaints or charges brought against a public officer or employee and to evaluate qualifications of an applicant for public employment or to review the performance of a public employee.

The Executive session will last for approximately 15 minutes and will convene in 3 minutes.

At 11:25am Trustee Wilson announced that the executive session would be extended by 15 minutes and is scheduled to end at 11:40a.

At 11:40am Trustee Wilson announced that the executive session would be extended by 10 minutes and is scheduled to end at 11:50am.

Potential Action Generated from Executive Session

There was no action taken.

Adjournment

The motion to adjourn the meeting was so moved by Trustee Franklin, seconded by Trustee Woodard, and approved unanimously by the Board.

Being no further business, the meeting adjourned at 11:48pm.

CONSENT AGENDA ITEMS: CAPITAL PROJECTS

Submitted by: Clinton Brown
Chief Financial and Risk Officer
March 19, 2024

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	LEGAL COMP DATE	
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	
22-229	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														●						05/31/25	
23-514	Lodge Renovation, Pre-Design/Design		x			x	G	\$ 170,000	Pre-Design					●															TBD	
23-568	SCC Campus Security Upgrades, Exterior Cameras	x			x		G	\$ 960,000	Project																	●			2/31/24±	
24-595	SCC Campus Security Upgrades, Access Controls	x			x	x	G	\$ 2,400,000	Project						○	●														11/30/24±
24-XXX	SCC Campus Security Upgrades, Interior Cameras	x				x	G	\$ 1,400,000	Project					○	●															3/31/25±
23-580	SFCC Campus Security Upgrades	x			x	x	G	\$ 4,500,000	Project					●																5/30/25±
24-543	ESCO-CCS HVAC Repairs/Replacements (Millig)	x	x		x	x	C	\$ 2,500,000	Project						○	●														11/30/24±
PO6846	SFCC Stadium Roof Maintenance		x		x			\$ 350,000	Project																	●				7/31/24±
PO7868	SCC Bldg 2 Elevator Repairs		x		x			\$ 326,000	Project																	●				7/31/24±
PO7998	CCS Campus Fiber Optics Infrastructure Upgrades				x	x		\$ 338,000	Project																	●				7/31/24±
PO7800	SFCC Science Bldg Lab Exhaust VFD controls		x		x			\$ 76,000	Project																	○	●			7/31/24±
PO7879	SCC Bldg 5, Johnson, HVAC Controls		x		x			\$ 144,000	Project																	●				7/31/24±
PO7998	SCC Bldg 9, Health Science, HVAC Controls		x		x			\$ 299,000	Project																	●				7/31/24±

Subtotal \$ 90,463,000

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												
NORTH SPOKANE CORRIDOR RELATED PROJECTS																																								
23-051	SCC Campus Wayfinding, Monument Sign	x				x		\$ 1,000,000	Project			●																			6/1/24±								3/31/25±	
24-172	SCC Fire Tower Replacement	x				x		\$ 880,000	Project			○	●																			1/31/24±								11/30/24±
								Subtotal, NSC	\$ 1,880,000																															
								Total	\$ 92,343,000																															

- 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.
22-229	SCC Apprenticeship Center	Design and Construction of replacement Apprenticeship Center to be erected on the SCC Campus. (Dates tentative, related to const. funding appropriation)
23-093	ESCO-CCS Elec. Xfmr Repl (Trane)-Phase 2	Replacement of aged electrical transformers across the district - continuation of Phase 1 utilizing supplemental legislative funding for outdated infrastructure replacement.
23-514	Lodge Renovation, Pre-Design/Design	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 design and implement strategic placement of exterior video surveillance camera systems on the SCC campus.
24-595	SCC Campus Security Upgrades, Access Controls	Project to design and implement integrated exterior and interior access control systems for all SCC campus facilities.
24-XXX	SCC Campus Security Upgrades, Interior Cameras	Project to design and implement strategic placement of interior video surveillance camera systems on the SCC Campus.
23-580	SFCC Campus Security Upgrades	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.
PO6846	SFCC Stadium Roof Maintenance	Project to implement cosmetic and structural concrete repairs to the stadium, install expansion joints, and to repair lower roof sections.
PO7868	SCC Bldg 2 Elevator Repairs	Full replacement of Car 3 elevator in the SFCC library (central elevator) including cabin refresh.
PO7998	CCS Campus Fiber Optics Infrastructure Upgrades	Upgrade to existing fiber optic infrastructure assets on both SFCC and SCC campuses. This effort supports the District IT strategic plan while also providing more bandwidth for the security camera projects.
PO7800	SFCC Science Bldg Lab Exhaust VFD controls	Installation of variable frequency drives for greater control of exhaust fans serving the chemical fume hoods in science labs.
PO7879	SCC Bldg 5, Johnson, HVAC Controls	HVAC building management system controls upgrade.
PO7998	SCC Bldg 9, Health Science, HVAC Controls	HVAC building management system controls upgrade.



NUMBER	PROJECT NAME	PROJECT DESCRIPTION
NORTH SPOKANE CORRIDOR RELATED PROJECTS		
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 REPORT**Fiscal Year 2023-24 Financial Reports:**

State Allocation and Tuition Operating Budget Status Report and All-Funds Revenue and Expenditures as of January 31, 2024

Summary: Enclosed for the Board's review and approval is the Operating Budget Status Report and the Summary of All-Funds Revenue and Expenditures as of January 31, 2024. The reports reflect fiscal activity through seven (7) months of the 2023-24 fiscal year, including the 7th State Allocation received from the State Board for Community and Technical Colleges (SBCTC).

Tuition revenue collections: Year-to-date tuition revenue of \$16,047,523 reflects a positive variance of \$612,537 when compared to the estimated target revenue of \$15,434,986 for the same period. The positive revenue variance combined with current enrollment, provides reasonable assurance that CCS will meet the total tuition budget target of \$22,096,253.

Operating budget expenditures: Actual expenditures year-to-date of \$62,299,061 represent 57% of total annual operating budget expenditures. Operating unit expenditures will be monitored closely throughout the year to ensure spending remains within budget allocations.

All-Funds Summary Report of Revenues and Expenditures: Net Activity (total revenue minus total expenditures from all sources) as of January 31 was \$13,534,528. These results will fluctuate throughout the quarter and remainder of the year due to the timing of when revenue is collected and when actual expenditures are incurred.

Board Policy Reference: 1.50.02 (4) Central Administration. The chief financial officer (CFO) shall make regular financial reports to the Board of Trustees. The CFO shall include in the reports key indicators of the financial status of the district and its operating units, such indicators to be recommended by the CFO, and followed over time. The CFO shall bring to the attention of the board all financial matters that in the professional judgment of the CFO may significantly impact the financial stability of the district or its operating units.

Recommendation: It is recommended that the Board of Trustees approve the consent agenda items as presented.

Attachments:

1. State Allocation and Tuition Operating Budget Report 2024.01 – 2024-03-04
2. Revenue & Expenditures 2023-07-01 through 2024-01-31 – 2024-03-04

Prepared by: Dr. Linda McDermott, CPA
Acting Chief Financial Officer
March 19, 2024

State Allocation and Tuition Operating Budget Report

for Fiscal Year 2023 - 2024

Tuition revenue and GL expenditures through January 31, 2024



State Allocation #7

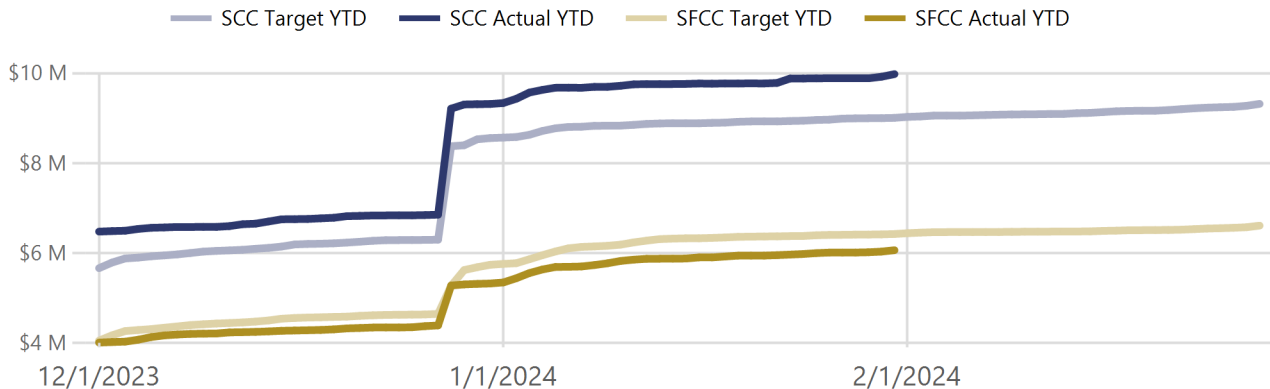
	SCC	SFCC	Central Admin	DMC	District Total
Total State Allocation	\$45,741,289	\$21,514,096	\$17,189,069	-	\$84,444,454
Tuition Revenue Estimate	\$5,247,268	\$3,855,450	\$3,538,401	\$9,455,134	\$22,096,253
One-time Distribution of FY23 Tuition Revenue over Budget & Unspent DMC	\$1,158,426	\$411,799	\$1,455,558	-	\$3,025,783
Total State Allocation & Tuition Operating Budget	\$52,146,983	\$25,781,345	\$22,183,028	\$9,455,134	\$109,566,490

Allocation and Tuition Expenditures

	Budget	Year-to-Date Expenditures	Percent Expended to Budget	Percent of Total Expenditures
SCC	\$52,146,983	\$27,413,120	53%	44%
SFCC	\$25,781,345	\$15,775,752	61%	25%
Central Administration	\$22,183,028	\$14,542,795	66%	23%
<i>Administration (HR, CEO, CCO, CFO, CIAEAO)</i>		\$4,666,475		7.5%
<i>IT, Facilities, Security, Provost</i>		\$9,876,320		16%
District Managed Costs	\$9,455,134	\$4,567,393	48%	7.3%
Total	\$109,566,490	\$62,299,061	57%	

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	\$9,982,705	\$9,009,600	\$973,106	7.5%
SFCC	\$9,131,756	\$6,064,817	\$6,425,386	(\$360,569)	-3.9%
District Total	\$22,096,253	\$16,047,523	\$15,434,986	\$612,537	2.8%





Revenue & Expenditures

7/1/2023 through 1/31/2024

Revenue	July	August	September	October	November	December	January	Total
Tuition and Student Fees								
Tuition	\$7,068,593	\$2,097,210	\$243,240	\$1,260,947	\$4,956,164	\$1,046,882	\$184,802	\$16,857,838
Tuition AR	(\$5,189,662)	(\$409,307)	\$4,336,929	(\$585,127)	(\$3,355,286)	\$3,189,827	\$1,220,936	(\$791,691)
S&A Fee	\$836,588	\$346,825	\$30,115	\$156,465	\$844,788	\$163,964	\$7,482	\$2,386,227
Student Fees	\$1,217,651	\$456,232	(\$25,691)	\$211,061	\$780,400	\$731,657	\$86,906	\$3,458,216
Grants & Contracts								
Head Start & ECEAP	\$2,920,951	\$1,474	\$2,301,442	\$2,155,683	\$3,503,514	\$2,361,664	\$2,050,439	\$15,295,166
Running Start	(\$3,348,788)	\$3,514,036		\$21,964	\$1,280			\$188,493
Perkins	-	\$247,994	\$103,306	\$30,334	\$92,951		\$448,697	\$923,282
WorkFirst	-	\$175,651	\$105,869	\$65,445	\$106,561		\$253,284	\$706,809
BFET	-	\$154,960	\$226,552	\$11,052	(\$4,656)	\$80,305	\$197,014	\$665,227
Corrections	-	\$175,438		\$524,190			\$209,666	\$909,293
Grant Indirect	\$158,410	\$172,884	\$161,870	\$214,306	\$318,278	\$262,407	\$201,716	\$1,489,870
Other Grants & Contracts	(\$289,026)	\$997,712	\$539,610	\$480,210	\$663,877	\$758,288	\$1,055,144	\$4,205,815
Financial Aid								
PELL	\$529,216	(\$2,524)	\$5,292,252	(\$4,329)	\$433,822	(\$88)	\$4,718,718	\$10,967,067
Work Study	(\$60,688)		\$86,843	\$50,000	\$65,420	\$57,200	\$73,514	\$272,289
Other Federal Financial Aid	(\$47,267)	\$28,758	\$197,477	\$18,005	\$69,268	\$1,138	\$66,804	\$334,183
Other State Financial Aid	\$111,756	\$200,059	\$265,112	\$4,053,498	\$2,331,453	\$392,212	\$3,947,284	\$11,301,375
Direct Loan	(\$685,063)	(\$19,879)	\$5,405,720	(\$1,324,637)	\$1,695,414	(\$122,214)	\$3,679,668	\$8,629,009
Other Revenue								
State Allocation	\$4,667,534	\$7,506,703	\$8,016,041	\$7,061,833	\$7,061,913	\$7,235,457	\$6,904,786	\$48,454,268
Capital Projects	\$167,975	(\$74,737)	\$3,645,453	\$331,509	\$2,204,056	\$1,985,386	\$527,067	\$8,786,709
Auxiliary	\$703,051	\$770,210	\$329,021	\$499,144	\$394,182	\$582,776	\$390,147	\$3,668,530
Other Revenue	\$2,689,392	\$756,433	\$264,047	\$809,543	\$1,177,399	\$401,614	\$258,859	\$6,357,288
Accounts Receivable	\$11,965,357	\$2,057,409	(\$1,769,698)	\$4,165,917	(\$2,724,443)	\$2,465,209	(\$2,660,846)	\$13,498,904
Total Collected Revenue	\$23,415,981	\$19,153,538	\$29,755,511	\$20,207,013	\$20,616,356	\$21,593,682	\$23,822,087	\$158,564,168



Revenue & Expenditures

7/1/2023 through 1/31/2024

Expenditures to Date	July	August	September	October	November	December	January	Total
Tuition and Student Fees								
S&A Fee	\$12,781	\$53,106	\$141,166	\$159,721	\$169,922	\$183,230	\$161,834	\$881,760
Student Fees	\$162,219	\$479,129	\$396,429	\$671,992	\$404,061	\$380,517	\$405,819	\$2,900,165
Building & Innovation Fee	\$100,513	\$209,483	\$288,304	\$763,366	\$64,197	\$235,915	\$684,869	\$2,346,648
Grants & Contracts								
Head Start & ECEAP	\$803,458	\$1,238,457	\$1,841,850	\$2,245,195	\$2,743,602	\$1,956,383	\$1,929,776	\$12,758,721
Running Start	-	-				\$3		\$3
Perkins	\$36,881	\$31,164	\$64,912	\$96,882	\$73,593	\$119,834	\$42,369	\$465,635
WorkFirst	\$96,627	\$66,345	\$104,970	\$107,040	\$85,285	\$88,773	\$119,514	\$668,554
BFET	\$58,050	\$34,363	\$116,075	\$96,623	\$37,010	\$61,191	\$119,865	\$523,176
Corrections	\$146,799	\$179,921	\$171,366	\$171,795	\$234,453	\$178,356	\$169,660	\$1,252,350
Other Grants & Contracts	\$88,221	\$61,555	\$131,686	\$213,830	\$342,958	\$110,473	\$287,946	\$1,236,669
Financial Aid								
PELL	\$1,369,565	\$1,818	\$5,184,862	\$310,687	\$302,608	\$4,854,274	\$1,042,888	\$13,066,702
Work Study	\$33,229	\$39,174	\$35,366	\$88,227	\$90,990	\$59,892	\$83,646	\$430,524
Other Federal Financial Aid	\$107,621	(\$480)	\$115,644	\$30,356	\$7,063	\$131,283	\$61,603	\$453,091
Other State Financial Aid	\$1,335,215	\$31,025	\$5,502,840	\$524,946	\$333,302	\$4,880,544	\$1,300,155	\$13,908,028
Direct Loan	\$1,140,139	\$236,360	\$3,571,411	\$1,035,958	\$375,494	\$3,888,418	\$1,075,675	\$11,323,454
Other Expenditures								
Salary & Benefits	\$5,032,727	\$8,156,586	\$8,540,330	\$9,380,139	\$9,064,210	\$9,138,224	\$9,514,450	\$58,826,666
Capital Projects	\$3,011,258	\$3,825,466	\$358,748	\$2,263,009	\$1,993,671	\$537,800	\$971,009	\$12,960,960
Rent & Utilities	(\$82,820)	\$435,532	\$330,249	\$308,548	\$642,438	\$405,849	\$459,042	\$2,498,838
Travel	\$16,910	\$30,737	\$23,772	\$38,110	\$35,909	\$32,320	\$18,525	\$196,283
Goods, Equipment, and Supplies	\$59,742	\$134,018	\$156,103	\$164,722	\$225,077	\$127,599	\$105,003	\$972,264
Auxiliary	\$107,666	\$200,365	\$112,817	\$148,780	\$354,837	\$192,140	\$111,333	\$1,227,939
Other Expenses / Services	\$1,321,718	\$506,464	\$858,076	\$1,220,369	\$461,563	\$653,554	\$1,109,466	\$6,131,210
Total Expenditures	\$14,958,518	\$15,950,590	\$28,046,976	\$20,040,298	\$18,042,242	\$28,216,572	\$19,774,445	\$145,029,640
Net Activity	\$8,457,463	\$3,202,948	\$1,708,535	\$166,715	\$2,574,114	(\$6,622,890)	\$4,047,641	\$13,534,528

CONSENT AGENDA ITEMS: HEAD START UPDATES

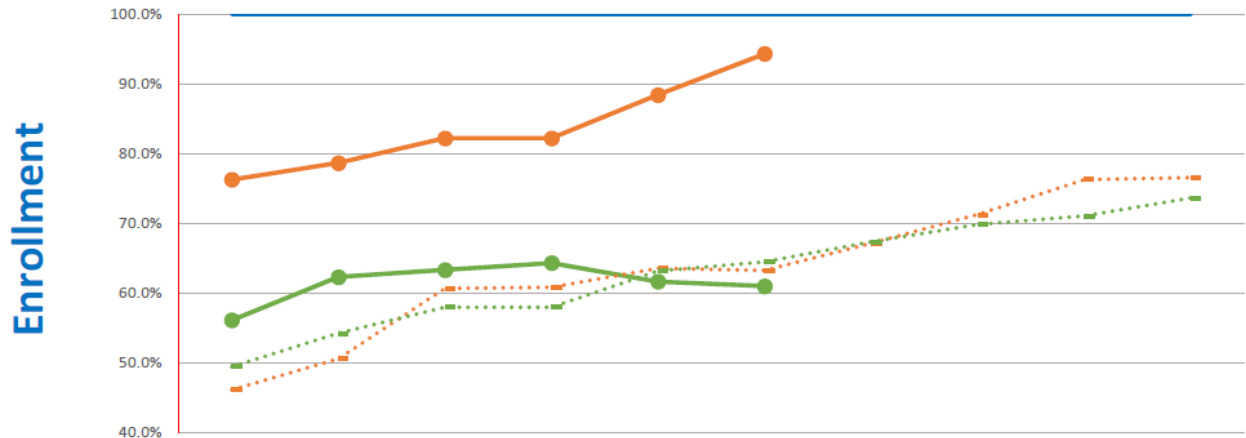
Submitted by: Bobbi Woodral
District Director Head Start/EHS/ECEAP
March 19, 2024

STATUS REPORT HEAD START/ECEAP/EHS

MARCH 2024

ENROLLMENT

Head Start enrollment for the month of February was under-enrolled by 233 slots or 61% fully enrolled. Early Head Start was under-enrolled by 19 slots or 94.4% fully enrolled.



		SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2023/24	EHS	76.3%	78.7%	82.2%	82.2%	88.5%	94.4%				
	HS	56.2%	62.4%	63.4%	64.4%	61.7%	61.0%				
2022/23	EHS	46.2%	50.6%	60.7%	60.9%	63.6%	63.3%	67.2%	71.3%	76.3%	76.6%
	HS	49.5%	54.3%	58.0%	58.0%	63.2%	64.5%	67.4%	69.9%	71.1%	73.7%

In February, the enrollment for Head Start remained steady with 365 slots filled out of the 598 slots awarded. We have been strategically managing classroom enrollment numbers to ensure consistent programming for currently enrolled children as we transition to a reduced capacity of 15 children in all preschool classrooms. Once our Change of Scope is approved, our new operational plan will allow us to serve 345 preschool children. When comparing the current enrollment to the projected plan, we can see that we will be fully enrolled at over 100% capacity upon implementation. These numbers provide validation for our assessments and projections regarding achievable enrollment percentages.

Our Early Head Start (EHS) programming has been experiencing a consistent rise in enrollment every month. Once again, EHS has expanded its services by reopening closed classrooms. In February, we successfully reopened a toddler classroom at Northeast Child Development Center, providing eight additional slots, and another classroom at West Boone Center, accommodating an additional eight slots. We have one more classroom left to open at West Boone, which is scheduled to commence services by mid-March. Upon the opening of this final classroom, we expect EHS to achieve full enrollment, reaching 100%.

CHANGE OF SCOPE STATUS

On March 7 our HS Regional Specialist provided a brief update regarding our Change of Scope (COS) proposal. We were notified that our request to convert HS slots to eight new EHS was approved by the regional office and that an award notice would be forthcoming. Consequently, we will proceed with the establishment of a new toddler classroom at our Logan Lidgerwood Center in the upcoming weeks. The waitlists are robust, and both the site and staff are prepared to accommodate the arrival of the additional children and families.

Our Regional Specialist has also informed us that our COS application for HS slot reduction has been successfully forwarded to the Office of Head Start for further processing. It has been mentioned that both the application and proposal have been well-positioned for approval, and we are optimistic about receiving the approval.

CHILDCARE ACCESS MEANS PARENTS IN SCHOOL (CCAMPIS) – ANNUAL PERFORMANCE REPORT

The Annual Performance Report for our Childcare Access Means Parents in School (CCAMPIS) grant was submitted to the Department of Education on March 1. Every educational institution that receives a grant through this program is required to submit a performance report to the Secretary of Education on an annual basis, following the receipt of the grant.

The federal CCAMPIS grant program offers financial assistance to parenting students with low incomes by providing funds for accredited, licensed childcare services, as well as other supplementary supports. According to our latest data collection, 34 student parents who were eligible for Pell Grants experienced improved attendance at school, higher persistence rates at our institution, and successful completion of coursework leading to certificates, degrees, and transfers. Out of these, 26 students expressed concerns about their ability to finish a certificate course without the support of CCAMPIS, while 27 students reported that they would struggle to pursue undergraduate degrees without the assistance provided by the program.

An SCC student shared, “the CCAMPIS grant has paid for over 85% of my childcare, which has allowed my family an increase in quality of life at home because I can go to school full-time and work part-time knowing my income goes to my household. Without the grant, my family could suffer due to the cost of living and cost of food is so high; my income would never reach my home and I could be facing homelessness.”

A second SCC student stated, “This program has enabled me to complete my cosmetology program and participate in an externship that resulted in a job offer.”

COMMUNITY NEEDS ASSESSMENT (CNA)

The performance standards outlined in the federal HS/EHS regulations, specifically in section 1302.11 (b), emphasize the importance of conducting a community assessment to design a program that meets the needs of the community and utilizes its strengths and resources. This assessment should be carried out at least once during the five-year grant period and should utilize data that describes the community's strengths, needs, and resources. Additionally, the program must review and update the community assessment annually to reflect any significant changes.

The most recent comprehensive community assessment was completed in 2020, and it is required to be updated annually. Currently, our program leadership is collaborating with KH Consulting to initialize this project. The update for this year will not only highlight the advancements made based on the recommendations from the 2022-2023 CNA but will also involve a targeted evaluation of community needs in three specific areas: early learning workforce, encompassing compensation and retention, childcare availability and demand within our local community, and the effects of our HS/EHS's preschool reductions and model changes. Our goal is to have the finalized report ready for implementation and evaluation by the governing bodies in early summer 2023. The community needs assessment will be included in the Continuation Grant application.

ECEAP UPDATES

Enrollment: Throughout the program year, the enrollment for ECEAP has consistently grown, and as we near the end of the year, we are still maintaining a steady enrollment rate of 82%. Early ECEAP, on the other hand, has managed to maintain a steady enrollment rate of 91% for the entire program year. Achieving full enrollment is a key objective within the ECEAP standards and programming. To further support our enrollment efforts, we are actively encouraging parents to spread the word about our program. Additionally, we are continuing to require site-specific recruitment plans to increase enrollment at each of our locations.

Program Updates: Recall from January’s ECEAP report, information was shared regarding DCYF’s strategic plan to move into “Entitlement.” This plan included key elements of increasing funding and increasing the number of slots available to provide ECEAP services within communities across the state of Washington. CCS ECEAP received notification that two subcontractors will separate from CCS and operate their own ECEAP services beginning the next program year utilizing alternate funding sources. These decisions have allowed CCS ECEAP the opportunity to reallocate 26 Part Day Slots to Cheney School District, which will bring additional programming to an area that is currently underserved. CCS ECEAP will also strategically plan to reallocate 76 School Day Slots to other underserved areas within our community. Our program has been awarded time throughout the 2024-2025 program year to find viable subcontractors in the community to partner with, while funding remains fully awarded.

As part of Entitlement, the legislature authorized slot rate increases to support ECEAP funding needs. Part Day will receive a 7% rate increase; School Day will receive a 18% rate increase and Working Day will receive a 9% rate increase. Each of these rate increases are significant to ECEAP programming and will benefit the implementation of quality services throughout our program. Currently, CCS ECEAP has a total of 422 Part Day, 297 School Day, and 88 Working Day slots subcontracted throughout the community. The chart below shows how the increase in funding supports CCS ECEAP’s ability to continue to provide quality early learning support in our area.

MODEL	FY 2023 TOTAL DCYF SLOT RATE	FY 2024 TOTAL DCYF SLOT RATE INCREASE	FY 2024 TOTAL DCYF SLOT RATE
Part Day	\$9,192.00	\$634.44	\$9,835.44
School Day	\$12,138.00	\$1,173.72	13,311.72
Working Day	\$18,225.00	\$1,456.41	\$19,681.41

Prepared by: Bobbi Woodral, District Director

**HEAD START/EARLY HEAD START FY 23-24
BUDGET REPORT JANUARY 2024**

1/31/2024

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
FEDERAL FUNDING												
Personnel	3,854,259	(296,689)	1,879,454	1,974,805	49%	42%	3,964,793	(426,082)	1,788,594	2,176,199	45%	42%
Fringe Benefits	1,983,518	(65,195)	839,946	1,143,572	42%	42%	2,066,216	(42,565)	784,916	1,281,300	38%	42%
Travel	0	0	0	0	0%	42%	0	0	0	0	0%	42%
Equipment	23,000	23,000	22,266	734	97%	42%	18,000	18,000	17,592	408	98%	42%
Supplies	108,890	7,860	69,289	39,601	64%	42%	133,836	11,010	53,025	80,811	40%	42%
Contractual	0	0	0	0	0%	42%	0	0	0	0	0%	42%
Facilities/Construction	0	0	0	0	0%	42%	0	0	0	0	0%	42%
Other	774,512	46,831	277,097	497,415	36%	42%	648,978	20,090	206,290	442,688	32%	42%
Indirect	611,245	(1,060)	254,690	356,555	42%	42%	628,923	18,756	384,449	244,474	61%	42%
Unobligated/To Be Reassigned	285,253	285,253	0		0%	42%	400,791	400,791	0	0	0%	42%
FEDERAL FUNDING TOTAL	\$7,640,677	\$0	\$3,342,741	4,012,683	44%	42%	\$7,861,537	\$0	\$3,234,865	4,225,880	41%	42%
OTHER FUNDING												
SCC/SFCC Student Gov't Funds	66,381	0	23,698	42,683	36%	42%	60,323	0	19,688	40,635	33%	42%
Child Care Fees	1,350,953	(259,318)	243,571	1,107,382	18%	42%	1,882,128	15,602	461,402	1,420,726	25%	42%
OTHER FUNDING TOTAL	\$1,417,334	(\$259,318)	\$267,269	\$1,150,065	19%	42%	\$1,942,451	\$15,602	\$481,090	1,461,361	25%	42%
TOTAL FUNDING	\$9,058,011	(\$259,318)	\$3,610,010	5,162,748	40%	42%	\$9,803,988	\$15,602	\$3,715,955	5,687,242	38%	42%
Training & Tech Assistance Funds	\$76,563		\$27,802	48,761	36%	42%	\$145,055		\$26,566	118,489	18%	42%
Non-Federal Share Match HS/EHS	\$3,991,767		\$1,315,419	2,676,347	33%	42%	**Head Start and Early Head Start Non-Federal Share is Combined**					

This document has been prepared on the basis of information available to the program's Fiscal Office through: 1/31/2024

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.

Initials

Policy Council Treasurer _____

CCS HS/EHS Board Liason _____

USDA CACFP Meal Service Report - January 2024

Number of Reimbursable Meals		Actual HS/EHS Reimbursement		
5,893	Breakfast	\$13,436.04	Total Attendance	7,455
0	AM Snacks	\$0.00	Average Number of school days	17.66
7,196	Lunch	\$30,583.00	Average daily attendance	420.28
5,969	PM Snacks	\$6,983.73		
0	Supper	\$0.00		
0	Evening Snacks	\$0.00		
19,058	Total	\$51,002.770	Cash-In-Lieu	Total
			\$2,122.85	\$53,125.62
	Monthly Food Operating costs		\$77,898.34	
	January Farm to School Grant reimbursement		\$355.35	

CONSENT AGENDA ITEMS: ADMIN PROCEDURE

Submitted by: Linda McDermott
Chief Financial Officer
March 19, 2024

CCS Administrative Procedure

5.05.10-A Refunds

Implementing Board Policy [5.05.10](#)
Contact: Chief Financial Officer, 434-5275

1.0 Purpose

This procedure provides the process to obtain a refund resulting from a student's withdrawal from college or the cancellation of a program or class.

2.0 Limitations and Requirements

- 2.1 All course offerings are subject to change. The college cannot guarantee class offerings, designated times, or specific instructors as funding levels and student interest may affect whether or not an offering is available.
- 2.2 If a program or class is cancelled, the student will be officially withdrawn from the class and granted a full 100% refund unless the student enrolls in a course to replace the cancelled course. If the new course is for fewer credits, the student will receive a refund for the difference.
- 2.3 Students who withdraw from college in accordance with withdrawal regulations may apply for a refund according to the schedule in sections 3.0 or 4.0, below.
- 2.4 A reduction in enrollment level may affect financial aid eligibility.
- 2.5 Students who are dismissed for disciplinary reasons are not eligible for a refund.

3.0 Refund Schedule: State-Support Credit and Noncredit Classes

The following schedule prevails whether a student attends class or not.

- 3.1 100% refund for classes cancelled or for college-initiated changes of days or time.
- 3.2 100% refund before the sixth day of instruction of the regular quarter for withdrawal from all classes or if a student's credit hour load is reduced below 10 credits or if a paid overload is reduced to 18 or less credit hours.
- 3.3 50% refund beginning the sixth day of instruction through the 20th calendar day of the quarter for withdrawal from all classes or if a student's credit hour load is reduced below 10 credits or if a paid overload is reduced to 18 or less credit hours.
- 3.4 No refund is granted after the 20th calendar day of the quarter.
- 3.5 Refunds for classes which do not follow the regular college calendar are based on a proportionate relationship to the length of a standard quarter.
- 3.6 Refunds for lab and course fees will be in the same proportion as the tuition refund schedule except books included in lab fee charges are nonrefundable.
- 3.7 Refunds for parking permits will only be granted ~~if the permit is returned~~ during the appropriate refund period. A charge will be created for parking permits that ~~are were~~ paid for by financial aid ~~but are not returned if the virtual permit cannot be cancelled~~ when a the withdrawal is processed.
- 3.8 Summer quarter refund rates are changed proportionately to the reduced summer quarter.

4.0 Refund Schedule: Student-Funded Classes

The following schedule prevails whether a student attends class or not.

- 4.1 100% refund for classes and workshops cancelled by the college.
- 4.2 100% refund for student-initiated withdrawals three business days prior to the first day of class, including online classes, unless noted in the class description.
- 4.3 No refund granted two business days or less prior to the start of a class.
- 4.4 A business day is 8:00 a.m. – 5:00 p.m., Monday through Friday, in accordance with WAC 132Q-01-006.

5.0 Obtaining a Refund

- 5.1 To obtain a refund, the student must ~~complete and sign an official withdrawal form~~ drop themselves from classes via ctclink ~~or registration transaction form, or an add/drop form.~~
 - 5.1.1 It is the student's responsibility to initiate the refund process and obtain the necessary signatures.
 - 5.1.2 The refund is processed through the ~~Admissions/Registration Office~~ District Business Office.
- 5.2 Debts owed to the college ~~during the refund term~~ must be paid in full before the refund is issued.
- 5.3 The refund check will be mailed to the student approximately ~~two weeks~~ 10 business days from the date the ~~enrollment change is processed. CCS Business Office receives the withdrawal or add/drop form.~~ A \$7.00 processing fee will be deducted from the refund amount.
 - 5.3.1 Tuition and fees paid by credit card are credited to the credit card.
 - 5.3.2 Tuition and fees paid by agency, scholarship, financial aid, student loan or private grants are refunded in accordance with the Title IV federal student aid refund policy. Contact the college Financial Aid Office for additional information.

6.0 Exceptions to the Refund Policy

- 6.1 Exceptions to the refund policy will be considered only if, in the judgment of the institution, an extreme hardship exists such as illness, hospitalization, or military transfer.
- 6.2 A student must submit an appeal for an exception to the refund policy in the form of written documentation to the registrar.

7.0 Related Information

- ~~7.1 Official Withdrawal form, CCS 40-133~~
- ~~7.27.1~~ SCC Registration Transaction form, CCS 40-164
- ~~7.3 SFCC / IEL Registration / Add / Drop form, CCS 40-145~~
- ~~7.47.2~~ CCS Administrative Procedure 5.05.10-B – Refund Fee Processing
- ~~7.57.3~~ WAC 132Q-01-006 – Organization and operation
- ~~7.67.4~~ RCW 28B.15.605 – Refunds or cancellation of fees – community and technical colleges

| **Originated:** 2005-2007 Catalog; revised September 2009; [January 2024](#)
Cabinet approval: October 12, 2009

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- 7.1 Registration Transaction form, [CCS 40-164](#)
- 7.2 CCS Administrative Procedure [5.05.10-B – Refund Fee Processing](#)
- 7.3 [WAC 132Q-01-006](#) – Organization and operation
- 7.4 [RCW 28B.15.605](#) – Refunds or cancellation of fees – community and technical colleges

REPORT: CHANCELLOR'S REPORT

Presented by: Dr. Kevin Brockbank
Chancellor, CCS
March 19, 2024

Item 5

PRESIDENT'S REPORT
SPOKANE COMMUNITY COLLEGE

Presented by: Dr. Jenni Martin
Acting President, SCC
March 19, 2024



Instructional Updates

Adult Basic Education

The HS+ College program has enrolled its first cohort of 11 students in college level credit course this quarter. During regular check-ins with their counselors and ABE Faculty, these students report that they are feeling confident that they will successfully complete their first quarter and were well prepared by the High School+ program for the rigor of college level academics. Regular meetings with faculty help students learn the importance of time management and maintaining a healthy balance between work, school, and personal life. The current cohort will gather with the spring cohort to celebrate and encourage the new group of students at an upcoming event. HS+ College students are working with counselors on their plans to transition into full time college status in future quarters. The energy and excitement coming from this program has been made possible by the generous tuition waiver program set up by the Board of Trustees.

Arts and Sciences

SCC Geology instructor Andy Buddington had three of his Geology students' undergraduate research project abstracts accepted for the spring meeting of the Geological Society of America to be hosted in Spokane.

This past week, Librarians Greg Bem and Linda Keys presented at the Washington Library Association annual conference in Spokane. Greg co-presented on strategies for using GenAI tools in two educational contexts: to support education programs across the institution and improve teaching and learning with students in various ELL classes, while focusing on safe uses for educators and students and examining shortcomings and ethical issues of the technology. Linda presented on Information Literacy in the Sciences reviewing challenges and rewards of teaching research skills to students in Science, Allied Health, and Nursing programs.

Additionally, Librarian Greg Bem co-presented at a recent faculty forum with Melanie Coyan, Caleb Hutchins, and Angela Rasmussen on the growing presence of Generative AI in academic programs and the community. Questions included feelings around Gen AI, preparation for student use, AI literacy, and next steps for faculty.

Business, Hospitality & Information Technologies

Paralegal Faculty Hire

Stephen Meyer has accepted our full-time tenure-track paralegal faculty position and will start teaching spring quarter 2024. Stephen earned a bachelor's degree from Gonzaga and Juris Doctor degree from Santa Clara University. He has over thirty years of civil litigation experience, as well as experience teaching undergraduate courses in criminal and constitutional law. He has supervised and worked closely with paralegals in most phases of legal practice.

Hospitality Department

During mid-term week February 6, Culinary Arts students from the Restaurant Management and Restaurant Operations Management classes toured DeLeon's tortilla-making factory and had lunch at the Taco Bar. Students learned how tortillas are made from scratch in high volume, spices, and flavoring traditional Mexican food, along with the cultural heritage of Hispanic cuisine.

INCA held Future Sasquatch Day, Friday, February 9, to register prospective Culinary Arts and Professional Baking students for spring quarter classes. Over 25 students attended the session to tour the facility, meet faculty and representatives from counseling and financial aid. We are excited for the robust spring enrollment numbers!

Culinary Arts hosted 120 students from Rogers, Quincy, and Lewis & Clark high schools during banquet week, February 27-29. These students attend culinary arts classes within the high school and were excited to visit our program to see the opportunities they will have within a college-level program. They toured our facility, met faculty and current



students, participated in an espresso drink demonstration, and were treated to a three-course banquet lunch. This has proved to be a great way to get high school students excited about our programs.

SCC Bakery sales continue to be phenomenal. Winter quarter has kept Professional Baking students busier than ever. Students in the cake decorating class were busy during February making special occasional cakes and chocolate truffles for Valentine's Day sales.

Extended Learning & Workforce Initiatives

SCC Apprenticeship Center received a Career Launch Equipment grant to purchase a new tar kettle for the Roofers Apprenticeship program. The new tar kettle comes with the latest technology designed to make tar application safer and more efficient, and the investment in new equipment for our apprentices increases their skills and better prepares them for work.



SCC Corrections Education staff and faculty attended the Reentry Simulation on Feb. 22, 2024, hosted by the Community Partnership for Transition Services (CPTS Washington), whose mission is to promote the successful transition of adults into the community after incarceration. This simulation gave participating staff and faculty a better understanding of ways to support the populations they educate. Participants were given a packet with a name tag, their scenario before, during and after incarceration, parole guidelines, and a couple of bucks to get them started on what would be a four week-long fight towards stability. About 10 minutes represented one week of reentry for participants, who were exposed to the frustrations that may be experienced by the formerly incarcerated and how easily the barriers of the reentry process can force people back into incarceration. Read the full article posted by CCS Strategic Communication Manager, Kayla Friedrich, at <https://shared.spokane.edu/Content-Items/News-Articles/2024/SCC-staff-and-faculty-attend-Reentry-Simulation?s=SCC>.

Health & Environmental Sciences

Cindy Deffe and Tyler Beasley had the opportunity to take five students from the Agriculture/Horticulture club to Columbia Basin College in Pasco to compete in the Washington State Professional Agricultural Students Organization competition. Multiple students placed first, second, or third and qualified for the national competition that is taking place later in the quarter in Springfield, Illinois.

Two students in the Environmental Sciences Department were recognized by the National Collegiate Landscape Competition and won scholarships. Cindy Deffe and Teya Kuhle graciously wrote letters of recommendation in the late fall to enable them to be eligible for these honors.

Faculty and students in the Radiology Tech program attended the Association of Collegiate Educators in Radiologic Technology (ACERT) Conference in Las Vegas. Nearly 500 students competed in a knowledge bowl. Three SCC students taught by Kimmy Eikum, Helen Murphy, and Jamie Tevis placed in the top 25 in the competition with the highest student placing third overall.



The Emergency Medical Tech/Paramedic factory is running at full capacity four quarters every year. Director Ben Sabori ran seven full courses during the academic year graduating approximately 120 students. Employment opportunities in Fire and Emergency Medical Services remains high with many students hired immediately after completion.

Nursing instructor Mikey O’Sullivan is a part of an Equity, Diversity, and Inclusion subcommittee for Washington State Nurses Association’s Professional Nursing and Health Care Council. Prof. O’Sullivan was a contributing author to the white paper, "Moving Forward: Diversity, Inclusion, and Justice in Nursing in Washington State." This was also presented at the Washington State Nurses Association 2023 Convention.

Diversity, Equity, Inclusion Panel



The panel will include DEI subcommittee members from WSNA’s Professional Nursing and Health Care Council. The council is responsible for addressing nursing practice issues, and its primary focus is on the adherence to ethical, professional, and legal standards of nursing practice.

Panel members — Jamilia Sheryl, Rachel Wang, Yuting Lin, Mikey O’Sullivan, and Chuck Cumiskey — will discuss WSNA’s work on a DEI white paper workbook.

The panel will be facilitated by Meaghan Eagen-Torkko, PhD, CNM, ARNP. Eagen-Torkko is an assistant professor at the School of Nursing and Department of Health Studies at the University of Washington-Bothell and a certified nurse midwife specializing in family planning and women’s health. She currently serves on the Ethics Committee and the Gender Equity Task Force for the American College of Nurse-Midwives and previously served on the Truth & Reconciliation and Scope of Practice task forces. She currently serves on the Board of Nurses for Sexual and Reproductive Health, as well as the Enduring Guidelines Cervical Cancer Task Force (NIH/NCI), and as a DEI advocate in the University of Washington School of Nursing.

Dr. Cheri Osler presented on EDI leadership skills for an American Red Cross board meeting. Among other points, she focused on empathy, information, perspectives, communication skills, resources, adaptability, collaboration, and ongoing learning and growth. The way she ended her talk was with a quote by Walt Disney that would be good advice for any of us: “The way to get started is to quit talking and begin doing”.

Technical Education

In a collaborative effort to enhance our Machining curriculum, we recently invited high schools with machining programs from our local area to acquire their invaluable insights. The event proved to be immensely fruitful, as we received a wealth of feedback and suggestions from these esteemed educators and program directors. Their expertise and firsthand experience have shed light on various aspects crucial to modernizing our curriculum and ensuring that our program remains at the forefront of industry standards. With the invaluable input gathered, we are now poised to make the most effective and impactful changes to our program, equipping our students with the skills and knowledge necessary to excel in the rapidly evolving field of CNC machining.

The Technical Education division will be hosting a robotics event which presents an exciting opportunity to showcase to students the vast potential of pursuing a degree in hydraulics and pneumatics. By demonstrating real-world applications and innovations in robotics, we aim to inspire students and illustrate the diverse career paths available to them in this field. Additionally, this event serves as a platform to facilitate knowledge exchange for faculty, ensuring they stay abreast of emerging trends and advancements in industry. By keeping faculty informed, we empower them to make informed decisions in revising the curriculum, strategically evolving our program to meet the demands of the rapidly evolving robotics landscape. Through this collaborative effort, we aim to equip our students with the skills and expertise necessary to thrive in the dynamic field of robotics and automation.



We are applying for an earmark to procure Diesel/Heavy equipment trainers which underscores the paramount importance of updating our program's equipment to reflect the latest industry advancements. By incorporating hybrid electric vehicle (HEV) content into our curriculum, we not only prepare our students for the shifting landscape of the automotive industry but also equip them with the expertise to navigate emerging technologies. The inclusion of HEV content ensures that our program remains relevant and competitive, offering students a comprehensive understanding of both traditional diesel/heavy equipment systems and cutting-edge technologies. This holistic approach not only enhances the employability of our graduates but also positions them as leaders in the field, capable of addressing the evolving needs of the industry. With the support of this earmark, we can acquire the necessary trainers and equipment to deliver a dynamic and forward-thinking education that propels our students towards success in the modern workforce.

Assessment Team

SCC now has a live public-facing webpage with our college-wide Key Literacies that is serving as our foundation for building a more detail assessment page offering information and resources for outcomes development, assessment, and accreditation purposes.

Student Services Updates

Admissions & Registration

Registration Pathway Specialists were involved in two key enrollment events to boost spring 2024 enrollment. Holly Garrabrant assisted with the Skilled Trades Program (STP) orientation in late February, which was one of their largest attended events yet. This heightened attendance allowed the STP to fill the spring quarter cohort early. During the same week, Scott Anderson, Neesa Guel, Kim Rose, and Ryan Markofski assisted with the Future Sasquatch Day event for all spring quarter start programs. They were able to answer questions about the programs offered and assist students with their spring quarter registration.

Disability Access Services

It has been slightly more than one year since DAS began using an online accommodation management system to accept new student applications. During that time, 421 applications for services were submitted. Of those applications, 338 have been transferred to active student profiles. This is the first time that DAS is actively tracking this data. Most of the applications that did not transfer over were archived due to students not responding to multiple requests to schedule an Accommodation Planning Meeting. DAS is exploring reasons for this and assessing strategies to improve transfer rate.

During February, DAS also conducted 30 new student Accommodation Planning Meetings.

Dual Enrollment

Running Start Information Nights with SFCC and SCC have been successful in encouraging students to apply for a Fall or Summer quarter. In February, our office traveled to 10 high schools and shared information about Running Start. From these visits, we have already received 100 applications for a Fall or Summer start.

Current Running Start students have started to register for Spring quarter. We have had over 60% of returning students register by February 29th.

Career and Technical Education (CTE) Dual Credit currently has over 860 students registered for college credit. We are working closely with our high school partners to renew articulations and to create new articulations for the upcoming school year.



Multicultural Student Services

In celebration of Black History Month, Dr. Jeremiah Sims, Race, Equity, Inclusion, and Justice scholar, and co-founder of Rooted in Love, delivered a presentation on "Reclaiming the Radical Legacy of Reverend Dr. Martin Luther King Jr." The event drew 137 attendees, including students, staff, faculty, and administrators, both in-person and via Zoom. According to post-event survey results, 94% felt the event met or exceeded expectations, and 96% found an opportunity to engage with new material.

The positive feedback received after the presentation has sparked interest in further collaboration with Dr. Sims and Rooted in Love. Plans are underway to establish a recurring partnership, recognizing the value of continuous engagement for lasting and institutionalized change. Additionally, Dr. Sims conducted a training session attended by faculty, instructional deans, and Global Education staff on cultivating an ecosystem of belonging. The training received an average rating of 4.5 out of 5, with 88% stating it met or exceeded expectations. All attendees noted that the workshop created a safe and productive space for holding difficult conversations. The training concluded with participants receiving the IMPACT framework to take back to their respective areas to analyze policies with an innovative, measurable, purposeful, antiracist, caring and transformative outlook.

Multicultural Student Services also partnered with Christine DeGeare, Scholarship and Alumni Relations Manager from the CCS Foundation, to host an information session to spread awareness of the open scholarship application and to provide opportunities for students to receive help completing the application.

Three students were able to attend the Black Male Academic Achievement Conference that took place at the Tacoma Convention Center. The goal of the conference was to create community primarily amongst Black men, while providing valuable tools for success. DeVonte Gorman, Online Student Success Coach with eLearning, led this experience for the students with all attendees noting the positive impact of the opportunity to network as a Black male working at and/or attending a predominately white institution.

Additionally, to provide extra resources and support to Passport to Careers scholars, a partnership was developed with FosterLove, which is a California based non-profit organization that provides support to students who have been involved in the foster care system.

Lastly, RJ Parrish, SCC Data Analyst, completed a student persistence and retention tracking tool that will be utilized by Multicultural Student Services to better ensure students are successful with staying on and graduating from their chosen pathway. This tool will increase staff capacity to proactively connect with students regarding but not limited to GPA, persistence, and academic standing.

Outreach

For the month of February, Outreach participated in 17 events including high school visits and college and community fairs. We also partnered with instructional deans and invited high school counselors to our "Donuts with Deans" event, where information was shared about new and innovative programs at SCC. That short one-hour program was followed by a lunch and presentation by Allied Health and Nursing information.

SCC WorkForce Recruitment Manager, Brandi Maynard, helped 14 people apply to SCC and SFCC for the next quarter at Spokane WorkSource. She also participated in a "Workforce Wednesdays" interview on Fox 28 to highlight the community colleges and the Facebook Live events: <https://www.fox28spokane.com/workforce-wednesday-community-college/>

Campus visits conducted 16 tours where we had 201 prospective students attend. Along with campus tours, SCC also hosted Ness Elementary from West Valley School District for their annual hoodie project. They were able to tour campus, meet sasquatch and wear their SCC hoodies donated to them by an anonymous donor.



Student Health Clinic

The Student Health Clinic has seen a lull mid-quarter as most Allied Health Program patients completed their TB and vaccine requirements on February 6th. We have still seen good Nurse Practitioner visit numbers. Liz Phenneger and Fionnuala Brown, together, have completed 7 Department of Transportation (DOT) physicals, and Dawn DePriest, ARNP has completed 14 acupuncture appointments. We are also seeing students for illnesses, injuries, and STD screenings.

Student Life

In February 2024, Student Life programs emphasized building connections and partnerships. During the week of February 12th, Bigfoot Events focused on SCC students loving their Bigfoot experience through Valentine's Day themed events.

Associated Student Government (ASG) partnered with the SFCC ASG and Athletics to host an All-ASG night at the February 21st basketball games against Blue Mountain Community College, which included door prizes and a free throw contest.

SCC Food Pantry and Resource Center locations supported basic needs for over 200 clients and distributed approximately 2300 pounds of food and hygiene items during the month of January. The SCC Food Pantry and Resource Center began its Winter donation drive on February 26th.

Item 5

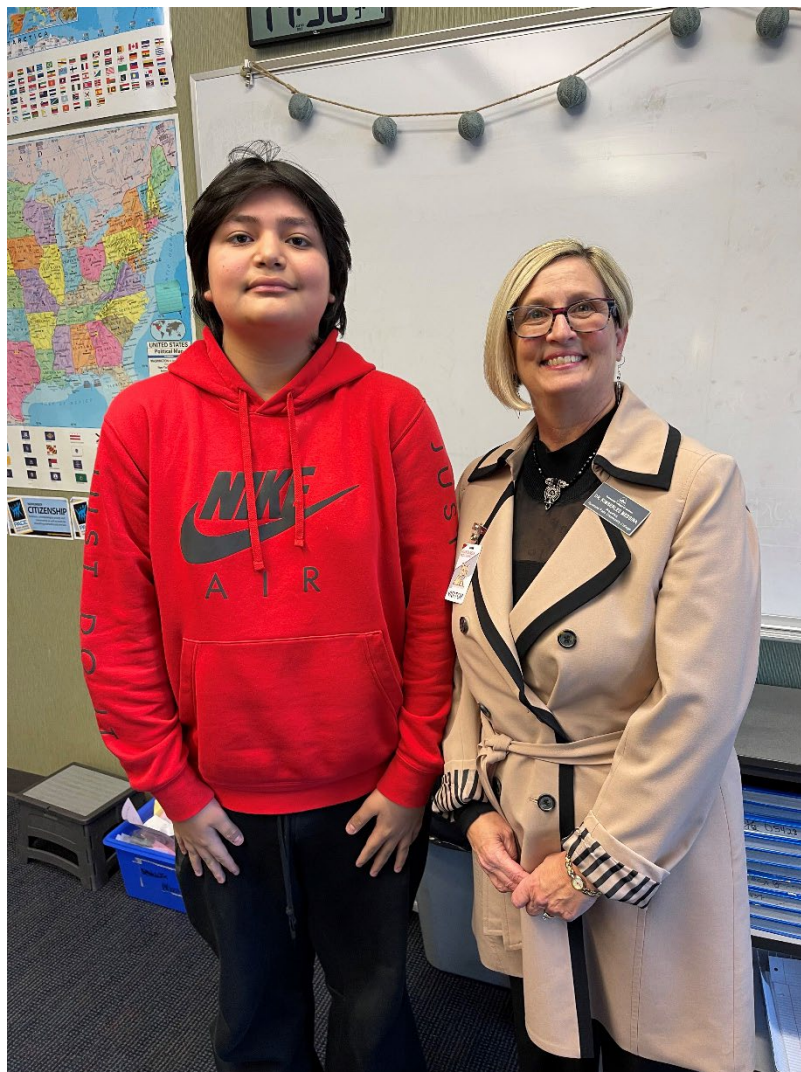
PRESIDENT'S REPORT
SPOKANE FALLS COMMUNITY COLLEGE

Presented by: Dr. Kimberlee Messina
President, SFCC
March 19, 2024

President's Report

It was an honor and a privilege to receive a letter and an invite from Jay, an 8th grader at Mountainside Middle School, to speak to his class about college and careers. The students were highly engaged and asked really great questions. What are the benefits of a community college over a four-year university? Can students be successful at college when they weren't in high school? Which students stand out to you over your career and why? What is the difference between a principal and a president? Do you ever feel overwhelmed in your job? What is the job application process? How did you choose your career? If you weren't a college president, what would you be?

I look forward to welcoming these students to the Falls as Running Start students, or after they graduate in 2028!



Student Affairs

Enrollment

The final enrollment figures for winter quarter are 1,051.6 FTE and 3,992 headcount, resulting in a 6.1% increase in FTE and an 11% increase in headcount from last winter quarter.

The registration period for spring quarter has begun, and registration has opened for all students. Our team is welcoming new students and reminding our continuing students to register early. Spring quarter enrollment is all about retention. In line with typical patterns, new student applications are down from prior quarters but nearly identical to last spring's total at this point in the enrollment cycle.

Full-time Equivalent (FTE) is a single value providing a meaningful combination of full-time and part-time students. We earn one annualized FTE for every 45 credits taken by our students. Our state funding is primarily based on our FTE count. Unduplicated headcount is the number of individuals in a period of time, regardless of credit hours taken.

Student Affairs Project Update

Customer Relationship Management (CRM) Implementation

Progress continues with the implementation of the Salesforce-based TargetX CRM. We have prioritized the Running Start program in our implementation. This targeted approach focuses on a smaller yet crucial and expanding segment of our enrollment, about 25% of our FTE. Choosing Running Start as the initial phase serves as a strategic entry point due to its manageable size, allowing for a more controlled and efficient implementation process. By starting with a well-defined and significant group, we not only address the immediate needs of a critical enrollment area but also lay the groundwork for future expansion of the CRM.

Running Start is currently amid its major recruitment cycle, making it an opportune time to introduce the drip campaign capabilities of the CRM. Building on the success of last summer's reenrollment campaign, we have launched our first drip campaign for prospective students in February. Upon submitting an initial inquiry, students receive an immediate email, followed by up to four intentionally timed messages every ten days. These messages, crafted to optimize enrollment outcomes, aim to guide and encourage while leveraging the awareness of earlier communications. Early results are promising with an approximate open rate of 65%. We closed February with 78 completed Running Start applications in comparison to 21 last February.

Emergency Contraception Vending Machine

SFCC is proud to announce that a new resource will soon be coming to the college community. In partnership with The Washington Student Achievement Council (WSAC), SFCC has been awarded a grant to bring an emergency contraception vending machine to campus. The Washington State Legislature set aside funds to ensure that students and staff at public postsecondary institutions will have access to

machines stocked with emergency contraceptive medication and other forms of contraception, including condoms. The Associated Student Government (ASG) developed and submitted the grant proposal. ASG is working with WSAC, our district office of grants and sponsored research, and district facilities to purchase and install the machine. They will also work on inventory management and sustainability. Thank you and congratulations ASG!

Department Spotlight: Counseling

The Spokane Falls Community College Counseling Department is working hard on advising within the Pathways model to help students have clarity around their pathway and education plan. Each counselor is dedicated to a specific pathway but has the expertise to advise all student pathways. Counselors carry an assigned advisee caseload of up to 200 plus students, regularly seeing them for advising, registration, degree changes, education planning, career and transfer advising, financial aid degree plans, personal counseling, retention and more. Counselors maintain a wide range of availability through drop ins, appointments, emails, phone calls and zoom options. Most importantly counselors establish and maintain ongoing relationships with students vital for student retention while supporting overall academic goals.

We have counselors currently active in the New Faculty Academy, along with two new counselors onboarding in the next two months. The Department has been represented in various committee work like the Curriculum and Graduation Requirements Committee, The Transfer Degree Review Advisory Committee along with DEGA, International Club and Red Nations. We also represented the college at University of Montana with a counselor presentation and collaboration across the border in British Columbia Canada. And one of our esteemed colleagues recently received the Deccio Award for Excellence in Equity.

In summary, we're steadfast in our passion for students, advocating for what's best for them and joining them on their journey through Higher Education.

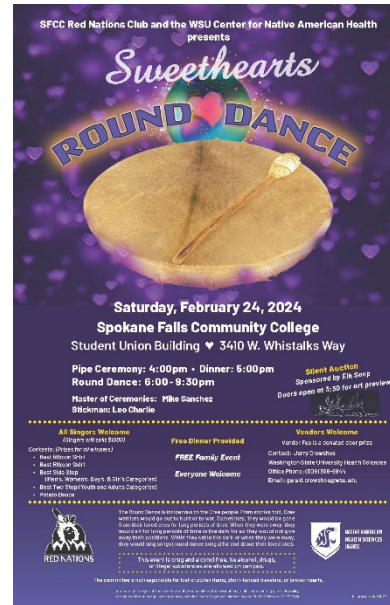
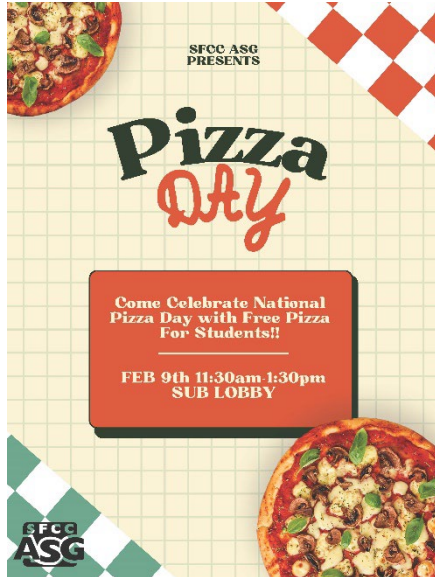
Recognition

SFCC's amazing Admissions and Registration and Financial Aid teams, particularly McCall Fadeley, Alex Bailey, Ashley Clark and Rena Tinnell - who have been so much help to Disability Access Services with a super complicated situation over the seasonal break!

Alexandra Bailey and Kathy Albin for providing a student funding presentation to state representatives, so they can be better advocates for student funding at the state level. They did an outstanding job!

Jeff Bunch and Anna Rowe for their dedicated work in upgrading our Running Start web pages to make for a successful CRM drip campaign.

Events



Academic Affairs

We're in the home stretch of the Winter quarter – the doldrums of the season are being replaced by hope and longer hours of light!

The other thing that is on the horizon is SFCC's mid-cycle accreditation report (due this month) and visit (taking place in April). As I've been working on pulling information together for this report, I've been reminded once again about how much progress SFCC has made toward our goals.

Two topics in particular that our report will be highlighting is our new Program Review process, launched last year, and the exciting results that we are seeing with the Guidance 105 course, now required to be taken by all AA-DTA students in quarter 1 or 2. You'll be hearing more about the latter in the "Celebrating Student Success" portion of the board meeting.

SFCC's new Program Review process shows great promise in building a culture in which everybody is involved in a cycle of continuous improvement. As you know, our new process involves every department across the college, whether "instructional" or "student services." Each year, approximately one-third of the college departments starts a three-year cycle:

- In year one, the department reviews their data, then selects an area(s) of focus for the next three years.
- In year two, the department reviews their data again, then reports on implementation/progress of their area of focus.
- In year three, the department review their data once again, then reports on results in their area of focus.
- In the following year, the cycle starts again.

As you can see, the cycle encourages all members of the campus community to regularly review their own data and use it to inform planning and decisions. As I mentioned in November, during fall quarter all departments were tasked with data review. This quarter they have been carrying out discussions about their focus areas, with their reflection questions due by the end of the quarter. Spring quarter cabinet will review and give feedback on these. In this way, cabinet's decisions are also informed by each department's program review process.

This is exactly the type of cycle that we all should be engaged in, as we work to continuously review what we are doing, measure ourselves against our goals, and strive to improve. I am proud of the process we have created and pleased at our progress.

Food Drive

SFCC just concluded our annual Food Drive, for the benefit of SFCC's Food Pantry. Each year, members of our community engage in a friendly "competition" to see which team can collect the highest number of dollars/pounds of food (for the purposes of this competition, \$1=1 lb of food).

The teams compete for the privilege of displaying the Sasquatch Trophy, pictured here.



This year once again SFCC showed its generosity by donating a total of 5,731 pounds/dollars. Since the competition’s inception, we have raised a cumulative total of 52,036 pounds/dollars!

	WINNING TEAM	CAMPUS TOTAL
2015-16	Student Services	3,462
2016-17	CMS	3,990
2017-18	BPSWE/VPA	3,387
2018-19	Humanities	3,001
2019-20	Student Affairs	8,532
2020-21	SSBHS/PE	14,643
2022-23	SSBHS/PE	9,290
2023-24	SSBHS/PE	5,731
TOTAL		52,036

Visual Arts

This month we welcome back to our fold, 2019 AFA graduate Seth Collier as well as Seattle based artist JoEllen Wang. Seth got his AFA in 2019 from SFCC and followed up at EWU obtaining his BFA. JoEllen earned her FBA from the University of Kansas in Lawrence. Both artists show their work around Washington – notable at Terrain in Spokane and Joe Ellen has work in the Permanent Works Collection in Seattle. Along with the exhibit, the artists participated in a Gallery Talk and Reception on March 7th. We’re thrilled to have artists like Seth and JoEllen exhibiting with us!

This exhibition is generously supported by the Associated Student Government and SUB SOX who had donated “Artist Socks” designed by the artists to the SFCC MOSAIC Clothing Closet. For every pair of “Artist’s Socks” sold, a percentage of the proceeds go to the artist who created them or to their specific charity.

Members of the SFCC community are invited to join the fun by donating new socks to the SFCC MOSAIC Clothing Closet. Bins for collection are available in Fine Art Building 6, Student Union Building 17, and Falls Gateway Building 30.

SFCC FINE ART GALLERY

Seth Collier | JoEllen Wang

COST OF LIVING

FEBRUARY 13 – MARCH 7, 2024

Seth Collier and JoEllen Wang use ubiquitous urban resources to respond to the extractive systems and cultural excesses which produce them. Through painting, digital art, and material exploration, they examine forms of survival in the places where society breaks down.



Seth Collier, *Tents_Orange (Be Prepared)*, Photoshopped Billboards, 18" x 18", 2022

Artist Seth Collier earned his AFA from Spokane Falls Community College and a BFA in Studio Art from Eastern Washington University. 2022 GAP grant recipient through Artist Trust, Collier's work has been included in Spokane-based events like Terrain, Apostrophe, and his artwork is regularly on view at MAD Co. Labs Studios.



JoEllen Wang, *Tarp No. 2 (RA3/2022) 3rd Aw. S & 5 Hndk St, Oil on Canvas, 16" x 20" x 1.25", 2022*

Artist JoEllen Wang earned her B.Arch from the University of Kansas in Lawrence, KS. JoEllen worked for over 15 years in the nonprofit and architecture sectors before beginning a studio art practice. She has participated in exhibitions at SOIL, Gallery 110, Ghost Gallery and Mini Mart City Park in Seattle, WA, The Vestibule in Seattle, and Bainbridge Island Museum of Art on Bainbridge Island, WA. JoEllen has work in Seattle's Permanent Portable Works Collection. Her installation work takes her increasingly into the public realm and she is on the ArtWA and Seattle Public Art Rosters. She currently lives in Seattle, WA.

GALLERY TALK with exhibiting artists:

Thursday, March 7 • 11:30-12:30, SFCC Fine Art Gallery, Bldg. 6

Reception to follow in Fine Arts Building 6 enjoy refreshments sponsored by Art Club.



ARTIST SOCKS & SOCK DONATIONS

This exhibition is sponsored with the generous support of ASG and SUB SOX who has donated "Artist Socks" designed by Seth Collier and JoEllen Wang to the SFCC MOSAIC Clothing Closet. For every pair of "Artist's Socks" sold, a percentage of the proceeds go to the Artist who created them or their specific charity.



Want to participate? Drop any new socks into bins located in Fine Arts Bldg. 6, Falls Gateway Bldg. 30, and Student Union Bldg. 17 for the duration of the exhibit. All socks will be donated to SFCC MOSAIC Clothing Closet.

SFCC Fine Art Gallery, Building 6

Gallery Hours: 8:30am – 3:30pm, Monday – Friday

(closed weekends and holidays.)

Follow us on Instagram and Facebook @sfcc_fineartgallery • www.sfcc.spokane.edu/artgallery



Art exhibitions, receptions, lectures, and workshops always free and open to the public.

This exhibition is made possible with the SFCC Associated Students

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Philosophy

Our Philosophy faculty keep coming up with great topics to discuss with students and our community. Last month, their Philosophy Presents! event brought us “Worlds Apart: Culture, Humility, and Polarization in Troubled Times”. Dr. Charlie Lassiter from Gonzaga brought a thought provoking and sensitive topic to life. The Philosophy Presents! series was brought to us during the pandemic via Zoom, as a way to stay in touch with students. We’re so happy to see that it has resonated with so many and stuck around!

SFCC PHILOSOPHY PRESENTS!
Winter Quarter 2024

WEDNESDAY, FEBRUARY 21 • 3:00 - 4:00PM
Discussion on ZOOM & in Person (Bldg 30 Rm 205)

presented by:
Dr. Charlie Lassiter, Associate Professor of Philosophy
Gonzaga University

Worlds Apart:
Culture, Humility and
Polarization in Troubled Times

ZOOM Link:
bit.ly/sfcc-philosophy-presents
Meeting ID: 392 794 1236 Password: 112233



For information contact:
Steve Schoonover | Steven.Schoonover@sfcc.spokane.edu
Britni Weaver-Forsman | Britni.Weaver-Forsman@sfcc.spokane.edu
We hope to see you there!

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Humanities


In advance of the Get Lit! Festival 2024, we welcomed Maya Jewell Zeller to our campus. Our own literary publication, The Wire Harp, held a reading of her older works and her newer works as published in her book, “out takes/glove box”. Ms. Zeller was selected by Eduardo Corral for the 2022 New American Poetry Prize. She will be joining the roster of a hundred or so other authors for Get Lit! We’re excited we got a preview of her unique works!

SPOKANE FALLS COMMUNITY COLLEGE

LIT LIVE!

WITH


MAYA JEWELL ZELLER




Poet, essayist, and teacher
Maya Jewell Zeller reading from
her latest book **out takes/glove box**,
which was selected by Eduardo Corral
for the 2022 New American Poetry Prize!

Wed, February 21, 2024
11:30am – 12:30pm
Bldg 24 (sn-w'ey'-mn),
Room 110

Wire Harp/Lit Live!
reading



OUT TAKES / GLOVE BOX



WINNER OF THE NEW AMERICAN POETRY PRIZE
MAYA JEWELL ZELLER

Free to all, and the public is welcome.

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Remove Feb 22

Career Education

This year our WorkForce and Career Education departments have stepped up their program offerings to our students and greater community. Using local speakers from the private sector, like STCU and Numerica, as well as the state, they've worked hard on their Life Skills & Job Readiness Workshops. Topics covered this quarter have included Confident Communication, Interview Overview, Resume Overview, Tax Prep, Energy Assistance Programs, and Preventing Fraud and Identity Theft. These workshops are open to students, staff, and the community. Students frequently receive extra credit for attending and are getting great life lessons.

SFCC Office of Career Education
Bldg. 2, Room 001

Tomorrow & Thursday
Life Skills & Job Readiness Workshops
Free and Open to the Public
Including CCS employees and Student Employees with Supervisor approval
(Snacks Provided)

Life Skills:
Prevent Fraud & Identity Theft

Time #1
11:30 AM to 12:30 PM
OR
Time #2
1:30 PM to 2:30 PM
Career Education Office, Bldg. 2, Room 001
(Lower Level of the Library)

Date: February 21, 2024

Details:
Protect yourself from scammers and keep your finances safe and protected. In this workshop, you'll learn how to spot warning signs of possible fraud, be informed about trending scams, and get resources to keep your finances safe.

Guest Facilitator:
Erik Puthoff is a Community Development Manager and financial education guru for STCU. He has been helping others learn how to be better with their money for over 10 years and is passionate about helping others. Erik has facilitated workshops for many businesses, non-profits, schools, universities, and more, empowering people to take control of their finances. Because let's face it, money is a very important, but limited resource. We have to maximize what we have to do what we want in life.

DISCUSSION: CCS Budget Planning Update, 2024-2025

Summary: The enclosed presentation provides an update on budget development planning for fiscal year 2024-2025 (FY25). The purpose of the presentation is to update the Board on fiscal planning and the current operating budget development processes for FY25. Included in the presentation are the proposed Budget Planning Priorities for the Board's review and feedback. The following priorities will guide budget decision making for FY 25. The overall budget priorities are aligned with our values and commitment to keeping the cost of education attainable for all students.

- **Guided Pathways:** Continue to invest in high-impact instructional practices and holistic student supports that strengthen our Guided Pathways structures and lead to increased retention, completion, and transfer for all students with elimination of equity gaps.
- **Faculty and staff:** Invest in faculty and staff. Compensation, benefits, and working condition improvements are the largest and most important investment in the annual budget and should support our values to attract and retain a quality workforce.
- **Campus Infrastructure and Sustainability:** Prioritize investments in campus infrastructure and environmental sustainability, including on-going maintenance, facility and technology updates that recognize the current operating environment and our open-access campuses.
- **Workforce Development:** Support reorganization of Workforce Development and district-wide coordination to support the community's need for talented employees.
- **Diversity, Equity, and Inclusion:** Intentionally allocate resources to further support diversity, equity, and inclusion efforts and initiatives.
- **Fiscal Health:** Align CCS reserve policies to ensure ongoing fiscal health, emerging needs, and strategic investments.

An updated budget planning timeline and overview of Operating Budget processes will be presented. Additional budget planning assumptions and estimates will be provided to the Board in the coming months. The timeline provides for adoption of the Operating Budget in June, with an effective date of July 1, 2024.

Strategic Plan Goal #3: The enclosed presentation and planning process address 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.

Attachments:

1. Presentation – Budget Planning Update
2. SBCTC Supplemental Budget 2024/2024 Supplemental Comparison Summary SBCTC to Conference

Prepared by: Dr. Linda McDermott, CPA
Acting Chief Financial Officer
March 19, 2024

2024 Supplemental Budget Comparison Summary Community & Technical College System

Includes State General Fund, Education Legacy Account, Workforce Education Investment Account, Climate Commitment Act and Invest in WA

	SBCTC Request			Conference ESSB 5950		
	FY 2024	FY 2025	Biennial Total	FY 2024	FY 2025	Biennial Total
<i>Dollars in Thousands</i>						
Total Carry Forward Level	1,147,343	1,220,127	2,367,470	1,147,343	1,220,127	2,367,470
New Maintenance Level Items						
SBCTC Lease Adjustment	315	(72)	243	315	(72)	243
Workforce Education(Invest in WA Fund 20F)		92	92		92	92
M&O		550	550		552	552
College in High School Adjustment			0	(1,053)	(988)	(2,041)
CAP Tuition Backfill Inflation Adj.			0	254	331	585
All Other Benefit & Central Svs Adjustments				272	1,713	1,985
I-732 COLA Adjustment (CPI adjustment down .033%)					(406)	(406)
New Policy Level Items						0
BS in Computer Science		9,000	9,000		1,140	1,140
Integrated Climate Solutions - Climate Commitment Act Funds					475	475
Career Launch Enrollments						0
Career Launch Enrollments - Climate Programs						0
Refugee Education Increases					1,000	1,000
Early Achievers Scholarship Supports					801	801
Outreach Specialists - SSHB 1835 ESD 113 Pilot Expansion					425	425
Incarcerated Students Grants SSB 5953					819	819
Retail Industry Work Group ESB 6296					12	12
Columbia Basin Hospitality Center of Excellence					257	257
Planning & Permitting Workforce					25	25
CiHS program expansion				1,053		1,053
Construction Apprenticeships SHB 2084					11	11
Edmonds College Veterans Support					85	85
Olympic College Healthcare Pathways					204	204
Higher Ed Opioid Prevention 2SHB 2112					412	412
Low Income Housing Study					275	275
Manufacturing Apprenticeship RSI					200	200
Postsecondary Student Needs 2SHB 1559 Benefits Navigators					553	553
RTC Pilot Program					100	100
TCC Imaging Science					150	150
1500 Jefferson Lease & Relocation Costs One-Time	598		598	598		598
Total Proposed 2024 Supplemental Budget	1,148,256	1,229,697	2,377,953	1,148,782	1,228,293	2,377,075
<i>Percent Change from Carry Forward Level</i>	0.08%	0.78%	0.44%	0.13%	0.67%	0.41%
I-732 COLA (adjusted Seattle CPI rate)					5.834%	
FY 25 PEBB Rate					\$1,170	

Policy Level Item Details

BS in Computer Science		Funded 13% of SBCTC Request
Expand the education and training opportunities for Bachelor of Science in Computer Science degree programs.		
Integrating Climate Solutions		Funded 50% of Governor's Proposal
For the continuation of curriculum development and program redesign to integrate climate justice and solutions-focused assignments and professional technical green workforce modules into community college curriculum across the state.		
Career Launch Enrollment Expansion		Not Funded
Increase funding for career launch enrollments and climate related career launch programs.		

Refugee Education Increase		Funded
Increase funding for expansion of existing programming to accommodate refugees and immigrants.		
Early Achievers		Funded 33% of Governor's Proposal
To recruit, advise, and support early achievers scholars completing their early childhood qualifications.		
Outreach Specialists - SSHB 1835 ESD 113 Pilot Expansion		Funded 50% of Senate Proposal
Funding is provided to expand the Student Aid Outreach and Completion Initiative pilot program in RCW 28B.50.940 to participating community and technical colleges located in Capital Region Educational Service District 113.		
Incarcerated Students Grants SSB 5953		Funded Senate Proposal
Funding is provided to implement SSB 5953 (Incarcerated student grants), which allows incarcerated individuals to apply for and use federal and state financial aid grants for postsecondary education programs at the Department of Corrections.		
Retail Industry Work Group ESB 6296		Funded Senate Proposal
Funding is provided for the State Board to establish a retail work group to identify programs of value to the retail workforce and possible career pathways, as required in ESB 6296 (Retail industry work group). The work group must submit a report to the Legislature by October 1, 2025.		
Hospitality Center of Excellence		Funded Senate Proposal
Funding is provided to establish a Hospitality Center of Excellence at Columbia Basin College.		
Planning & Permitting Workforce		Funded Senate Proposal
Funding is provided for the State Board to collaborate with a nonprofit, professional association of state, county, city, and town officials engaged in development, enforcement, and administration of building construction codes and ordinances to design and implement training programs to accelerate the hiring of city and county permit technicians.		
CiHS program expansion		Funded Senate Proposal
Funding is provided to support College in the High School program expansion resulting from the passage of Chapter 314, Laws of 2023 (2SSB 5048).		
Construction Apprenticeships SHB 2084		Funded House Policy
Funding is provided to implement Substitute House Bill 2084 (Construction training/DOC).		
Edmonds College Veterans Support		Funded House Policy
Funding is provided for students who are military veterans, focusing on counseling services, financial assistance, and reentry services.		
Olympic College Healthcare Pathways		Funded House Policy
Funding is provided for Olympic College to hire program directors for the surgical technology and radiology technology healthcare academic pathways.		
Higher Ed Opioid Prevention 2SHB 2112		Funded House Policy
Funding is provided for implementation of Second Substitute House Bill 2112 (Higher ed. opioid prevention) which includes additional opioid and fentanyl prevention education and awareness, including for staff working in residence halls on the use of naloxone.		
Low Income Housing Study		Funded House Policy
Funding is provided for a study on low-income student housing opportunities on community and technical college campuses. A report on the rental housing market, need for low-income student housing, and cost estimates for operating low-income student housing is due June 30, 2025.		
Manufacturing Apprenticeship RSI		Funded House Policy
Funding is provided for increasing access and capacity to manufacturing apprenticeship related supplemental instruction.		
Postsecondary Student Needs 2SHB 1559 Benefits Navigators		Funded House Policy
Funding is provided to increase the 0.75 FTE benefit navigator per campus to 1.0 FTE to implement Chapter 421, Laws of 2023 (2SHB 1559).		
RTC Pilot Program		Funded House Policy
Funding is provided to increase the number of students served in the Renton Promise pilot program.		
TCC Imaging Science		Funded House Policy
Funding is provided for expansion of the Tacoma Community College imaging science program.		

Budget Development Update FY 2024-2025

Board of Trustees Meeting
Community Colleges of Spokane
March 2024



Presentation Goals

- ▶ Discuss Budget Priorities
- ▶ Review Supplemental State Budget
- ▶ Review Updated Budget Planning Timeline



Budget Planning Priorities

- ▶ The following priorities will guide budget decision making for FY 25. The overall budget priorities are aligned with our values and commitment to keeping the cost of education attainable for all students.
 - ▶ **Guided Pathways:** Continue to invest in high-impact instructional practices and holistic student supports that strengthen our Guided Pathways structures and lead to increased retention, completion and transfer for all students with elimination of equity gaps.
 - ▶ **Faculty and staff:** Invest in faculty and staff. Compensation, benefits, and working condition improvements are the largest and most important investment in the annual budget and should support our values to attract and retain a quality workforce.
 - ▶ **Campus Infrastructure and Sustainability:** Prioritize investments in campus infrastructure and environmental sustainability, including on-going maintenance, facility and technology updates that recognize the current operating environment and our open-access campuses.
 - ▶ **Workforce Development:** Support reorganization of Workforce Development and district-wide coordination to support the community's need for talented employees.
 - ▶ **Diversity, Equity and Inclusion:** Intentionally allocate resources to further support diversity, equity and inclusion efforts and initiatives.
 - ▶ **Fiscal Health:** Align CCS reserve policies to ensure ongoing fiscal health, emerging needs, and strategic investments.



Operating Budget Update

- ▶ The Annual Operating Budget includes resources from state appropriations, student tuition (operating fees), and revenue from contracted student enrollments such as Running Start. These revenue sources support the annual spending plan based on district and college level priorities.
 - ▶ Services & Activities (S&A), Technology, and Lab/Course Fee budgets are recommended separate from the annual operating budget; however, the resources provide general support for college and district operations
 - ▶ Initial fee proposals will be presented to the Board in April
- ▶ The FY24 Operating Budget, effective July 1, 2023, has been updated to reflect local revenue adjustments and allocation adjustments received from the SBCTC.
 - ▶ Budget/allocation updates are presented and approved by the Board through the Consent Agenda
 - ▶ Staff monitor spending plans to ensure spending aligns with allocated revenue
- ▶ State appropriations are allocated from the Legislature to the SBCTC and distributed to the college system based on established allocation models.
 - ▶ The FY 25 Supplemental State Budget was adopted by the Legislature on March 8, 2024. The Supplemental Budget includes maintenance and policy level adjustments above the carryforward budget level (less than 1%).
 - ▶ Increased state funding will be provided for employee cost of living adjustments.
 - ▶ SBCTC has approved the Academic Year 2025 Tuition Schedule with a 3% increase
 - ▶ The estimated increase for CCS operations is \$700K. The additional revenue will be allocated in the FY25 budget



FY 24 Operating Budget Summary

As of January 1, 2024

	7/1/2023		1/31/2024	
	Initial Budget	Adjustments	Current Budget	
Revenue Sources by Type				
State - Enrollment Allocation Base	\$ 43,632,293	\$ (1,000,000)	\$ 42,632,292	
State - Compensation adjustments, M&O	10,306,248	-	10,306,248	
State - Minimum Operating Allocation	4,576,000	-	4,576,000	
State - Performance Funding	4,635,096	-	4,635,096	
State - Weighted Enrollment	4,798,186	-	4,798,186	
State - Earmarks and Provisos	17,005,913	490,719	17,496,632	
Operating Fees (Tuition)	22,096,253	-	22,096,253	
Operating Support (e.g., Running Start revenue)	-	-	-	
Other (1)	1,131,301	1,894,482	3,025,783	
Total Budgeted Revenue	\$ 108,181,290	\$ 1,385,201	\$ 109,566,490	
Expenditure Budgets by Unit				
SCC	\$ 56,039,670	\$ (3,892,687)	\$ 52,146,983	47.59%
SFCC	28,401,672	(2,620,327)	25,781,345	23.53%
Central Administration	23,739,948	(1,556,920)	22,183,028	20.25%
District Managed Costs		9,455,134	9,455,134	8.63%
Total Budgeted Expenditures	\$ 108,181,290	\$ 1,385,200	\$ 109,566,490	100.00%

(1) Other budgeted operating support - One-time distribution of prior year tuition revenue, unspent district managed costs, and local funds.



Revised Budget Planning Timeline

April 2024

- FY23 Financial Review and FY24 Budget Status Report
- Review budget assumptions and funding strategies for FY25
- Present initial review of tuition and fee proposals

May 2024

- Approve tuition and fee schedules
- Review S&A and Technology Fee Budget Recommendations
- Update FY25 budget assumptions (revenue and expenditures)
- CCS Town Hall on Budget Development

June 2024

- Operating Budget presentation and adoption
- Publish budget information and update dashboards for public view

July 2024

- Implement FY 24/25 Operating Budget
- Close FY 24 and prepare for audit



Questions and Next Steps





Community Colleges of Spokane

March 19, 2024

ACTION TAB: 4 TENURE CONSIDERATION

The Board of Trustees, as appointing authority, is ultimately responsible for granting or denying tenure for a probationary faculty member after having reviewed and given reasonable consideration to the information provided through and during the tenure process.

By the end of a probationer's eighth quarter of employment, or when otherwise recommended prior to the eighth quarter, (summers excluded), the board may:

- a. grant tenure.
- b. deny tenure.
- c. extend the probationary period for one, two, or three quarters, excluding summer quarter (where recommended by the applicable tenure review committee); or
- d. take no action, thereby granting de facto tenure.

The following probationary faculty members are appropriately before the Board of Trustees and awaits action as outlined above.

RECOMMENDATION

Take the appropriate action to implement the Board of Trustees' tenure decision for the following probationary faculty members, presented here by.

GRANT TENURE

NAME	DEPARTMENT	COLLEGE
BLACKBURN, SEAN	ELECTRICAL MAINTENANCE	SCC
BLAKE, KARMEN	SOFTWARE DEVELOPMENT	SCC
COMPTON, RENEE	PHYSICAL THERAPY ASSISTANT	SFCC
DODD, CLAIRE	BIOLOGY	SCC
HOPKINS, STEPHEN	NURSING	SCC
MCQUEEN, ASHLEE	MATHEMATICS	SFCC

DENY TENURE

NAME	DEPARTMENT	COLLEGE

Prepared by: Samantha Shelton
 Executive Assistant to Chief Strategy and Administration Officer
 2/20/2024

Presented by: Greg Stevens
 Chief Strategy and Administration Officer



Community Colleges of Spokane

DISCUSSION: ALERT OF TENURE CONSIDERATION

March 19, 2024

BACKGROUND

The following faculty members are in their eighth quarter of tenure review and will be considered for tenure by the Board of Trustees at the **May 21, 2024**, Board of Trustee meeting.

In addition, any probationary faculty member who is in less than eight quarters of his/her review process may also be considered, depending on recommendations from his/her tenure review committee.

NAME	DEPARTMENT	COLLEGE
HILLE, DUANE	AVIATION MAINTENANCE	SCC

All files can be located online on the BOT SharePoint Site [CCS, BOT Tenure Review - Home \(sharepoint.com\)](#)

The timeline established for Board review is as follows:

March 19, 2024	Alert Board of Trustees of tenure consideration
April 16, 2024	Executive Session review and discussion of files, if any
May 21, 2024	Approval/Denial of Tenure

Prepared by: **Samantha Shelton**
Executive Assistant to the Chief Strategy and Administration Officer
3/14/2024

Presented by: **Greg Stevens**
Chief Strategy and Administration Officer

AHE/FACULTY REPORTS

Presented by: Beverly Daily, AHE
Katie Satake, SCC
Katella DeBolt, SFCC
March 19, 2024

AHE President's Report

Faculty are wrapping up Winter quarter. They are busy with screening committees to hire faculty and lots of administration.

Bargaining is progressing and due to our long-standing healthy relationship, we hope the process will be completed by the end of the year. Although we may not always agree, our good relationship allows us to find our common ground.

We are happy that HB 1950 survived the session and will now allow our part-time faculty to use noninstructional hours toward their eligibility for Public Service Loan Forgiveness. We hope to continue our informational work with legislatures on the need for help in the mental health needs of students and equitable pay for our part-time faculty. Both issues need funding from the state so we can address them adequately. Faculty see the same troubles as our K-12 counterparts. We need monetary support to provide a wholistic approach to support our students so they can successfully complete our programs to achieve their goals. That can only be done if we have monetary support from the state to hire more faculty counselors to address the mental health needs of our students. Our part-time faculty have lost their parity to full-time faculty. This makes finding part-time employees difficult. Over the last 10 years, we have gone from somewhere around 67% parity to closer to 62%. Hopefully, the workgroup established at SBCTC will provide some insight on what parity should be and how to get there. However, there will be a need for funding to address the need.

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

February 19, 2024

1. Jill Condon, SCC Health Information Management faculty reported: On March 11, Barb Flock, SCC Health Information Management faculty and Jill Condon represented the field of Health Information Management at the Lewis and Clark HS Career Connections event. The event was designed to give potential future students some insight into careers that they may be interested in. It was a great outreach opportunity for them to talk about the opportunities that a career in Health Information Management offers and of course represented SCC in the process.
2. Andy Buddington, SCC Geology faculty reported: SCC Geology students have had three abstracts accepted for the upcoming Geological Society of America meeting in May. The students will present their research as posters in an Undergraduate Research session at the upcoming meeting to be hosted in Spokane. Their accepted abstracts will be published in the meeting program. Abstract titles and authors:

Mt. Mazama Tephra Identification Using Microprobe Geochemical Analysis at Saltse Flats, Eastern Spokane County, Washington

- Alan Belasco, Katlin Gamache*, & Jalyn Osgood*

Antoine Peak Conservation Area Field Study: An Undergraduate Service-Learning Research Project

- Alan Belasco and Marilyn Smith*

Moyie-Purcell Magmatism as Seen from Amphibolites Within the Southern Priest River Complex

- Bryce Penaranda and Alan Belasco

*SCC transfer to EWU

3. Ronda Hain, SCC Counselor reported: The SCC Mental Health Clinic is set to receive three additional interns in April so the clinic will be fully staffed, allowing them to more fully meet the needs of the SCC student community. They are offering psychoeducation groups, individual therapy services, support groups and workshops as well as offering some presentations within classrooms on common issues such as stress and test anxiety.
4. Diamond Wilson, SCC Spanish faculty reported: Diamond was accepted to the “Community College in France Go Green Bootcamp 2024.” The program is organized by Universite de Pau et Des Pays de l’Adour in collaboration with the French Embassy in

the U.S. and Albertine Foundation. She was also selected as a recipient of the scholarship sponsored by the French Embassy in the U.S. that will cover the cost of the bootcamp.

5. Angela Jahns, SCC Math faculty reported: February 29, the Math Department held the first post-Covid Math BEE. We had 25 people attend and 22 participate in the event. There were four rounds with five people making it into the final round. The first-place winner received a graphing calculator, a Math Bee Certificate, and a medal. The Math Department supplied pizza, drinks, and cookies for everyone to enjoy. A great time was had by all. Several faculty members helped with the event including Kelly Jahns, Scott Satake, Paula Atkinson and Angela Jahns.

Katella DeBolt
March 2024:

(My regrets for being unable to join in person today as I have a final at 8:30 a.m. and a final at 11:30 a.m., with office hours in between for all students in my classes this quarter. Please enjoy the wonderful activities of my colleagues at SFCC!)

#1: Seems Fair to me: Assistance for and by Students in the Physical Therapy Assistant (PTA)

Renee Compton, Program Director for the PTA program shared how faculty support students at SFCC and moving forward with success from SFCC.

“On Friday, 3/8/2025, the PTA first year students will be hosting a job fair for our 2nd year students in our building (Magnuson). There are eleven physical therapy facilities slated to attend and interview our students. In addition, there are 8 mock interviewers comprised of both college employees and the wider community that give the students feedback on their interview performance. This is one of the last activities our second year students participate in before they go out to full time clinical rotations in the spring. The job fair is a high energy event where our 2nd year students really shine as they showcase their skills to potential employers and begin to realize their goal of becoming a PTA.”

#2: Let’s Get Dramatic!: Adjunct Instructor Activities

Kemuel DeMoville, Acting Director of the Drama Program, shared the recent contributions of Chris Hansen and Rebecca Craven, Adjunct Drama Instructors :

“On Monday Feb. 26 we provided a tour and acting workshop to a group of 30+ Rogers High School students who were interested in majoring in theatre. Adjunct Drama Instructors **Chris Hansen** and **Rebecca Craven** took time to answer students questions and coordinate fun acting activities for all of the students (picture on next page).



Kemuel also shared this news about how SFCC is involved in our larger Spokane Community:

“Our SFCC Drama students and Adjunct Instructor **Rebecca Craven** were featured on the radio interviewing for “Charlotte’s Web.”



“If you want to hear them speaking on KYRS Thin Air Community Radio with host Maeve Griffith, just follow this link!”

https://archive.kyrs.org/mp3/kyrs_240227_160000b.mp3?fbclid=IwAR2rqKU5pjiQPBWTu0061QdCyJd38Gg9TMO8qdvFmwVIX_gtkYr4oIchQP8

#3: Hooked on Phonics works for ITP

Judi Throop, Interpreter Training Program (ITP) Instructor, worked for 2 years to become a certified “trainer in **Seeing the Sounds - Visual Phonics**. (*Visual Phonics - a visual system of teaching phonics. Its use extends to people learning English as a second language, individuals with speech or auditory discrimination problem, Deaf and Hard of Hearing individuals and those developing basic reading and writing skills. It is a powerful tool for anyone struggling with literacy*).

This Spring, Judi will be teaching (on her own for the first time) the ITP students this tactile system. Most importantly, we are excited to announce that at this time, Spokane Falls Community College, is the **ONLY** college in the **United States** to incorporate this tactile system (Seeing The Sounds – Visual Phonics) into their Interpreter Training Program course work.”

WFSE/CLASSIFIED STAFF REPORTS

Presented by: Ward Kaplan, SCC
Abigail Affholter, SCC
Alison Cooley, SFCC
March 19, 2024

Alison Cooley

SFCC Classified Staff from Facilities to Financial Aid have been working hard in their various areas to wrap up Winter Quarter and prepare for Spring Quarter. Tuition was due this past week, so it is crunch time. The turn-around time between Winter and Spring quarters is the shortest.

All the various Office Assistance/Managers are keeping things moving in their respective academic departments. Facilities, as always, are doing a great job keeping things safe and working for all of us, too. Financial Aid is eagerly awaiting further updates about the 24-25 FAFSA and are working hard to be ready. Admissions is working on getting Spring, Summer, and Fall applications processed. Cashier's office is helping students get payment plans set up for those who cannot pay tuition up front and don't have financial aid.

Admissions, Cashiering, and Financial Aid work together to prevent delays and drops. Shout out to Ali Abdulwahhab (Admissions) in who is processing and sending out messages about unpaid tuition. We in Financial Aid have been placing deferment holds on students who are "Ready for Review" to prevent too many students from being dropped. Lisa Hanson (Admissions) is working on processing unused courses so admissions and financial aid can reach out to students to either adjust enrollment or funding. Rena Tinell (Financial Aid) is working her tailfeathers off to get Satisfactory Academic Progress appeals processed, so that students who are struggling can get their financial aid in time for Spring. Hank Cunningham (Onboarding) is preparing for the next new student orientation.

Update from Hank Cunningham:

"Bigfoot Orientation now includes Bigfoot Beginnings (previously BFO) and Bigfoot Registration (Previously New Student Advising and Registration (NSAR)). Bigfoot Beginnings is the orientation course on canvas that all students are added to. It goes over things like placements, parking, the map of the college, studying, other resources, and more. It also helps students either reach out to the counseling office (transfer or returning students) or sign up for Bigfoot Registration (new students).

Bigfoot Registration is a group advising event for new students. We are currently piloting a new model for Spring registration. The plan is to get an idea of how it works and what we can fix or change before Summer/Fall registration. The next Bigfoot Registration event is this Wednesday the 13th. This one is on Zoom for online students or those who otherwise can't make it to campus at the moment. The final Bigfoot Registration will be March 21st. Currently we have about 50 students, and the sign up is still open."

Update from Maggie McDonald:

Off campus outreach events: 28 (well over 500 impressions off campus with prospective students and community members and stakeholders)

On campus tours to prospective students: 32 (over 400 individuals visited campus and received information and literature about SFCC during Winter Quarter)

STUDENT GOVERNMENT REPORT

Presented by: Austin Dehlin- SCC
Vishal Pathirana - SFCC
March 19, 2024

REPORT TO THE BOARD OF TRUSTEES | MARCH 2024

AUSTIN DEHLIN, PRESIDENT

TANEISHA TAKYUKA TARINA, VICE PRESIDENT

ADMINISTRATIVE/GENERAL UPDATES

There was a vacancy in the Presidency in the beginning of Winter Quarter. In January, Austin Dehlin took on this role transitioning from Director of Finance and Legislative Affairs to President.

ASG is currently working on a new Constitution and thus creating two new positions. One is the byproduct of merging the Director of Finance and Legislative Affairs during Fall Quarter; the second position is the creation of a Chief Justice position that has not been staffed and/or funded by ASG since the 2020/2021 Fiscal year.

The organization's priorities and projects other than the Constitution include (a) developing a marketing strategy that will include new branding elements and creation of ASG social media accounts, (b) reviewing a proposal to host a 50th Anniversary for the Lair Student Center and (c) finalizing the annual budget discussions for the Services and Activities Fee and preparations for voting on the usage of the Technology Fee.

EXECUTIVE STAFF:

Anastasiia Sirotinskaia, Director of Communications	Vacant (position in creation process), Director of IDEEA
Nico Becker, Director of Finance and Legislative Affairs	Amy Fain, Officer at Large
Tadiwa Zingoni, Director of Student Affairs	Vacant (position in the creation process), Chief Justice

SENATE UPDATES:

The Senate has begun to develop a new Constitution and a new set of Bylaws to increase accountability and student involvement, have continued outreach to out student constituencies within the various academic divisions, and maintain active communication to academic division Deans and staff.

Upcoming Public Senate meetings: March 15, closed during break, and possible meetings April 12, and 26th.

SENATE:

Sasha Greene, Adult Education & Extended Learning	Emerald Bessermin, Health & Environmental Sciences
Abdallah Abualkheir, Business, Hospitality, and IT (BHIT)	Vacant, Athletics and Physical Education Ha Ngyuen, Arts and Sciences Crystal Nkurrenah, Technical Education

VACANCIES NOTES/UPDATES:

One vacancy was left when the Senator of Physical Education and Athletics transitioned to the Director of Finance and Legislative Affairs. Two other vacancies remain for positions that have not been finalized by a ratification of a new Constitution.

BOARD REPORT