



WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17

September 10, 2024

NOTICE OF REGULAR MEETING

(Notice Date: Wednesday, September 4th, 2024)

The Community Colleges of Spokane Board of Trustees will hold a regular meeting on Tuesday, September 10th, 2024, beginning at 8:30 AM. Should an executive session be held, adjournment is scheduled for 12:30 P.M.

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

To connect to the September 10th meeting virtually, go to:

[Join Zoom Meeting](#)

Meeting ID: 810 4881 8852

Passcode: 201790

All Board of Trustees meetings include opportunity for public comment. The September 10th, 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, September 10th, 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 September 10th regular meeting.

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

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

CCS MISSION

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

CCS VISION

Providing the best community college experience in the Northwest.

CCS VALUES

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

Washington State Community College District 17

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

[Join Zoom Meeting](#)

Meeting ID: 810 4881 8852
Passcode: 201790

Regular Board Meeting: In-Person & Zoom
Tuesday, September 10, 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 and times of the agenda.

05/21/2024	Regular Meeting Agenda			TAB #
8:30-9:00a	1.	SCC Celebrating Student Success: SCC Workforce Transition Team <ul style="list-style-type: none">↳ Piper McCarthy, SCC↳ Wendy Jones, SCC↳ Anne Mayer, SCC↳ Alaynah Hardesty, SCC↳ Jacob Wizner, SCC	Report	Tab 1
9:00-9:05a	2.	Call to Order, Pledge of Allegiance, Roll Call and Native Land Acknowledgement Statement <ul style="list-style-type: none">↳ Trustee Mike Wilson, Chair Public Comment	Action Discussion	
9:05-9:20a	3.	Consent Agenda <ul style="list-style-type: none">a. Board Minutes<ul style="list-style-type: none">↳ 07/16/2024 – Work Session↳ 07/29/2024 – Special Meetingb. Capital Projects – Nichole Hannac. Budget and Expenditures – Linda McDermottd. Head Start – Bobbi Woodrale. Admin Procedures – Fred Davis & Amy McCoy	Action	Tab 2

9:20 – 10:20a	4.	CCS Rebranding Proposal ↳ John Drake, Drake Cooper ↳ Kelsie Clegg, Drake Cooper ↳ Trustee Todd Woodard, CCS ↳ Trustee Glenn Johnson, CCS	Action	Tab 3
10:20-11:00a		Executive Session a. Reserved for potential action generated from executive session	Discussion	
11:00-11:05a		Potential Action Generated from Executive Session	Action	
11:05-11:15a	5.	Chancellor’s Report ↳ Dr. Kevin Brockbank, CCS	Report	
11:15-11:35a	6.	President’s Report ↳ Dr. Jenni Martin, SCC ↳ Dr. Kimberlee Messina, SFCC	Report	
11:35-11:40a	7.	Alert of Tenure Consideration ↳ Fred Davis, CCS	Report	Tab 4
11:40-11:55a	8.	AHE/Faculty Report ↳ Beverly Daily, AHE ↳ Christina MitMomo, SCC ↳ Katie Satake, SCC ↳ Katella DeBolt, SFCC	Report	
11:55-12:05p	9.	WFSE/Classified Staff Report ↳ Ward Kaplan, WFSE ↳ Alison Cooley, SFCC	Report	
12:05-12:15p	10.	Student Government Report ↳ Austin Dehlin, SCC ↳ Lexii Locke, SFCC	Report	
12:15-12:20p	11.	Board Report	Report	
	12.	Adjournment		

**Next Meeting will be held on Tuesday, October 15, 2024, at 8:30 a.m.
Spokane Falls Community College, Pullman Campus**

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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1. The purpose of this presentation is to provide knowledge about the various grant support programs we offer in the Workforce Transitions office at Spokane Community College. We will also celebrate a student who started in ABE (GED) and moved through completion of the accounting program.
2. The enclosed presentation is in relation to Board Goal #2 (Seek greater involvement outside the colleges with the business community and elected officials) and Board Goal #7 (Examine and implement ways to make the college costs more affordable to students, i.e., fees, tuition, focus on FAFSA and Pell grant eligibility, expand OER).

Submitted by:

Piper McCarthy, Associate Dean of Student Success and Workforce Transitions, Spokane Community College

Wendy Jones, Manager Workforce Transitions, Spokane Community College

Anne Mayer, Program Specialist, Spokane Community College

Alaynah Hardesty, Program Specialist, Spokane Community College

Jacob Wizner, Program Specialist, Spokane Community College

August 26, 2024

WORKFORCE TRANSITIONS

Piper McCarthy – Assistant Dean Student Success and Workforce Transitions

Wendy Jones – Manager of Workforce Transitions

Anne Mayer – Program Specialist

Alaynah Hardesty – Program Specialist

Jacob Wizner – Program Specialist

WORKFORCE GRANTS

Basic Food Employment Training (BFET)

Federally funded Basic Food (SNAP) participants gain skills, training, or work experience to increase ability to attain a living wage career

Benefits of BFET:

- Assist students to keep food or get on food benefits
- Connect with CCS Early Head Start
- Last resort funds for tuition, fee, books, and supplies
- Wrap around supports (gas vouchers)

WorkFirst

Assists recipients of Temporary Assistance for Needy Families (TANF) to meet their goals and provide well-being for their family

Benefits of WorkFirst:

- Fulfill participation requirements from DSHS
- WorkFirst Work Study program
- Emergency Support
- Connect with CCS Early Head Start
- Last resort funds for tuition, fee, books, and supplies
- Expanding to help AA-DTA students

Opportunity Grant (OG)

Helps low-income students complete up to one year of college and a certificate in a high-wage, high-demand career

Benefits of OG:

- First time degree seekers
- Help with up to 45 credits of tuition
- Books and tools support
- Emergency support funds
- Approximately 54 SCC programs qualify
- Guidelines to intentionally partner with the Spokane Workforce Counsel (SWC) to expand to WIOA funding and job placement

Worker Retraining

Plays a role in Washington's economic development by providing funds for eligible students in training or retraining that will assist in regaining employment

Benefits of Worker Retaining:

- Nine categories of eligibility
- Tuition, books, and tools supports
- Support Bachelors of Applied Science (BAS) students

Our partners: Career Path Services, Divines, DSHS, WorkSource Spokane, and YMCA.

*Innovative Bathroom Stall Marketing Campaign

BASIC NEED SUPPORT EFFORTS

Supporting Students Experiencing Homelessness [SSEH] Student Emergency Assistance Grant [SEAG]

- Help reduce emergent barriers
- Support Passport to College students
- Eviction prevention, rental start-up costs, or utility assistance
- Technology, housing, internet, classroom assistance, utility bills

Metallica Scholars Initiative (MSI)

- Supports 80 students with \$50 gas vouchers
- Students can choose from various Metallica swag

Impact on Student Experience

- Community Partnerships – On Job Training, Skill Building, and Job Search
- Help reduce barriers
- Meaningful connections with students

OUR WHY...

- We offer consistency to students and act as cheerleaders from start to finish
- Most of us have been personally touched by the work we do, i.e., food or TANF benefits, identified as displaced homemakers, etc
- **We fully support the CCS Mission and Values:** *"To provide all students an excellent education that transforms their lives and expands their opportunities."*

"yourself and the rest of the workforce office have all been incredibly helpful..."

"everything was way easier with the funds BFET provided for me since I had less stress on me and could really focus on school."

"I SUPER appreciate everything you have done to help me out with this situation!"

How did we finish the year...

SUPPORTED 1,396 GENERAL FUNDING REQUESTS (Tuition, Books, Tools, Technology, and Other Basic Need Items)

TOTAL SUPPORT: \$1,525,186

SUPPORTED 466 EMERGENCY REQUESTS (Books, Housing, Utilities, Tools, Technology, and Other Basic Needs Items)

TOTAL SUPPORT: \$253,794

Student: Kcasey Porter – CCS Budget Analyst 3

**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
September 10, 2024

Washington State Community College District 17

Community Colleges of Spokane
Board of Trustees Meeting
September 10, 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
 - 07/16/2024
 - 07/29/2024
- b. Capital Projects - Nichole Hanna
- c. Budget and Expenditures - Linda McDermott
- d. Head Start - Bobbi Woodral
- e. Admin Procedures - Fred Davis & Amy McCoy

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
September 10, 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 July 16, 2024 and July 29, 2024 meetings, as presented.

Prepared by: Breanne Riley
Executive Assistant to the Chancellor
September 10, 2024

MINUTES

WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17 BOARD OF TRUSTEES WORK SESSION SPOKANE COMMUNITY COLLEGE

Present: Trustee Mike Wilson, Trustee Todd Woodard, Trustee Anna Franklin, Trustee Glenn Johnson, Trustee Steve Yoshihara. Also present: Kevin Brockbank, Jenni Martin, Kimberlee Messina, Carolyn Casey, Greg Stevens, Linda McDermott, Lori Hunt, Nichole Hanna, Amy McCoy, Beverly Daily, Ward Kaplan, Alison Cooley, Carrie Culver, Breanne Riley (recording secretary).

Excused: Grace Leaf, Abigail Affholter, Patrick McEachern, Bonnie Glantz, Jaclyn Jacot, Connan Campbell, Bobbi Woodral, Katie Satake, Christina MitmaMomono, Katella DeBolt

CALL TO ORDER AND ROLL CALL

The Board of Trustees of Washington State Community College District 17 held a special meeting at Spokane Community College, on Tuesday, July 16, 2024. Chair Mike Wilson called the meeting to order at 8:33am. Trustee Wilson asked if there were any members of the public present at the work session meeting, to which there were none. The Native Land Acknowledgement was given by Trustee Franklin.

CONSENT AGENDA

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

- a. Board Minutes – June 18, 2024, Regular Meeting
- b. Budget & Expenditures – Dr. Linda McDermott
- c. Head Start Updates – Ms. Bobbi Woodral
- d. Admin Procedures – Greg Stevens

Trustee Wilson noted that the ECEAP report was exceptional. Mr. Greg Stevens reviewed the proposed admin procedure before the Board. The motion to accept the consent agenda so moved by Trustee Woodard, seconded by Trustee Franklin, and approved unanimously by the Board.

Approval of 2025 Board of Trustees Meeting Schedule, Dr. Kevin Brockbank, reviewed the tentative 2025 Board of Trustees meeting schedule that included the

dates, times, and locations. The motion to approve the schedule was so moved by Trustee Johnson, seconded by Trustee Woodard, and approved unanimously by the Board.

Revision to Board Policy 5.2.04, Reserves, Dr. Linda McDermott explained the policy revisions that were being presented to the Board. The policy established the directions to the administration and the expectations of the Board around institutional reserves and established a stabilization fund reserve. The draft administrative procedures were also included with the revision. Dr. McDermott noted that a new admin procedure to include more definitions was being proposed as well as the establishment of the stabilization fund purpose. Trustee Johnson asked for clarification of investment of funds. Discussion ensued. Trustee Yoshihara and Trustee Johnson thanked Chancellor Brockbank and Dr. McDermott for their work with the budget. The motion to approve the recommended policies and procedures was so moved by Trustee Yoshihara, seconded by Trustee Johnson, and approved unanimously by the Board.

Roof Funding Request, Dr. Kevin Brockbank, reviewed the request to spend funds for SCC roof repairs, the total requested amount was \$1.877 million dollars. Discussion ensued. The motion to approve was so moved by Trustee Johnson, seconded by Trustee Yoshihara, and approved unanimously by the Board.

CCS Rebranding Market Position, Ms. Carolyn Casey, reviewed the process of the rebranding project, the brand identity, and brand positioning. The mission, vision, and values were reviewed and how the topics were a contribution to the new branding project. Ms. Casey reviewed that in streamlining CCS values the prioritized areas were to support inclusivity, access, and preparedness. Ms. Casey then presented the values in application and the daily actions that are taken at CCS in order to move toward the vision of the colleges. Ms. Casey then presented the proposed mission statement from Drake Cooper and the CCS executive branding team. The proposed vision was then reviewed for the Board, as well as brand positioning and its importance. Trustee Franklin shared that when she sees the word “barriers” it does not resonate with her. She then added that when CCS states that they will be the “stepping stone over barriers” it is making a strong assumption that every student is facing a barrier and that could be viewed as negative. Trustee Franklin suggested that being a “stepping stone to success”, as opposed to barriers, may be more optimistic. Trustee Franklin also shared that the wording of CCS being a “stepping stone to a better reality” in the position statement brings forth the assumption that the existing reality of an individual is not a good one. Discussion ensued. Trustee Franklin noted that she loved the values and does like the idea of removing the barriers. Discussion ensued.

Trustee Wilson recognized that this will be Mr. Stevens last Board of Trustees meeting prior to his retirement. Trustee Wilson expressed his gratitude to Mr. Stevens for all of his work during his career at CCS and that he has done an exceptional job. Trustee Woodard noted that Mr. Stevens had created a lasting legacy at CCS. Trustee Johnson reflected on his career with Mr. Stevens and how he will be greatly missed at CCS.

Trustee Yoshihara thanked Mr. Stevens for all of his work and especially his work as the acting Chancellor. Trustee Franklin thanked Mr. Stevens and noted that his passion for students was incredible.

Executive Session

The Board will convene in executive session under RCW 42.30.110(1) for the purpose of evaluating and reviewing the performance of a public employee.

The executive session will begin at 10:00am and will last for approximately 30 minutes.

Adjournment

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

MINUTES

WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17 BOARD OF TRUSTEES SPECIAL MEETING

Present: Mike Wilson (Chair), Todd Woodard (Vice Chair), Anna Franklin, Glenn Johnson, and Steve Yoshihara. Also present: Kevin Brockbank, Kimberlee Messina, Amy McCoy, Grace Leaf, Connan Campbell, Lori Hunt, Greg Stevens, Carrie Culver, Patrick McEachern, Linda McDermott, Bonnie Glantz, Jaclyn Jacot, Carrie Culver, Breanne Riley (recorder).

Excused: Jenni Martin

CALL TO ORDER AND ROLL CALL

The Board of Trustees of Washington State Community College District 17 held a special meeting at 3410 W Whistalks Way, Suite 212, Spokane, Washington, on Monday, July 29, 2024. Chair Mike Wilson called the meeting to order at 9:01 a.m.

Review and Approve Sex Discrimination (Title IX) Administrative Procedures and Rules Pursuant to Regulatory Changes

Ms. Amy McCoy explained the need for the Title IX changes as well as the changes that would be implemented. The complaint process involving employees and students was explained. Trustee Woodard asked if the changes were being implemented by the Department of Education. Trustee Wilson asked if the policies and procedures were consistent through all of the community colleges in Washington. The motion to approve the four procedures as amended was brought forth by Trustee Woodard, seconded by Trustee Yoshihara, and approved unanimously by the Board. Ms. McCoy then reviewed the standards of conduct for students. The motion to approve the WAC section was so moved by Trustee Johnson, seconded by Trustee Franklin, and approved unanimously by the Board. Trustee Mike Wilson stated that CCS proposes to amend the following Washington Administrative Code sections of the Standards of Conduct for Students through the emergency rulemaking process. There is good cause for the immediate adoption of these rules in order to ensure compliance with the U.S. Department of Education's Final Rule under Title IX, effective August 1, 2024, and to remain eligible to receive federal financial assistance, including awarding federal financial aid for students.

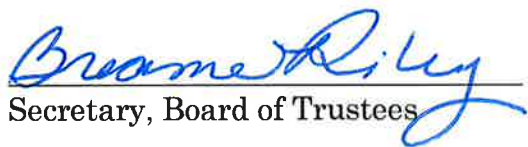
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- 132Q-10-601,
- 132Q-10-602,
- 132Q-10-603,
- 132Q-10-604,
- 132Q-10-606,
- 132Q-10-607. and
- 132Q-10-608

The motion to approve and adopt the amendments to 132Q-10 of Title 132Q WAC Standards of Conduct for Students through the emergency rulemaking process was approved unanimously by the Board.

ADJOURNMENT

The meeting adjourned at 9:17 a.m. No action was taken.


Secretary, Board of Trustees


Chair, Board of Trustees

CONSENT AGENDA ITEMS: CAPITAL PROJECTS

Submitted by: Clinton Brown
Director of Capital Construction
September 10, 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			
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				●																			05/30/29±
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		x			x	G	\$ 12,135,000	Project				○	●																		09/30/26±
23-568	SCC Campus Security Upgrades, Exterior Cameras	x			x		G	\$ 950,000	Project																							09/30/24±
24-595	SCC Campus Security Upgrades, Access Controls	x			x	x	G	\$ 2,400,000	Project															○	●							01/03/25
24-920	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	\$ 4,750,000	Project															○	●							04/05/25
24-543	ESCO-CCS HVAC Repairs/Replacements (Millig)	x	x		x	x	C	\$ 3,555,000	Project															○	●							03/29/25
PO6846	SFCC Stadium Roof Maintenance		x		x			\$ 350,000	Project																●							09/30/24±
PO7868	SCC Bldg 2 Elevator Repairs		x		x			\$ 326,000	Project															○								08/06/24
PO7998	CCS Campus Fiber Optics Infrastructure Upgrades				x	x		\$ 338,000	Project																	○	●					08/05/24
PO7800	SFCC Science Bldg Lab Exhaust VFD controls		x		x			\$ 76,000	Project																							03/04/24
PO7879	SCC Bldg 5, Johnson, HVAC Controls	x			x			\$ 144,000	Project																	○	●					09/30/24±
PO7998	SCC Bldg 9, Health Science, HVAC Controls	x			x			\$ 299,000	Project																	○	●					09/30/24±
24-916	Colville Center Fire Suppression System Repairs	x			x		G	\$ 125,000	Project			○		●																		TBD

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		
24-917	CCS Cathodic Protection Repairs	x	x			x	G	\$ 235,000	Project			o		●																	TBD
24-918	CCS Vehicle Charging Infrastructure	x	x			x	x	G	\$ 444,000	Project			o		●																05/31/25±
24-919	SCC Campus Sewer Replacement	x				x		E	\$ 504,000	Project			o	●																	06/30/25±
24-948	CCS CBA Compliance Consulting	x	x				x	B	\$ 138,000	Design				o		●															NA
24-949	CCS Radon Mitigation Systems	x	x			x	x	B	\$ 200,000	Project			o		●																06/30/25±
24-992	CCS Utility Metering, Tier 2	x	x			x	x	B	\$ 500,000	Project			o																		02/10/25
PO8406	SCC Bldg 15 Roof Repairs	x				x	x		\$ 411,000	Project																					09/30/24±
PO8407	SCC Bldg 1 Roof Repairs	x				x	x		\$ 511,000	Project																					09/30/24±
PO8408	SCC Bldg 20 Roof Repairs	x				x	x		\$ 200,000	Project																					09/30/24±
PO8461	SCC Bldg 6 Roof Repairs	x				x	x		\$ 250,000	Project																					05/31/25±
PO8462	SCC Bldg 8 Roof Repairs	x				x	x		\$ 120,000	Project																					05/31/25±
PO8463	SCC Bldg 9 Roof Repairs	x				x	x		\$ 6,500	Project																					05/31/25±
PO8464	SCC Bldg 18 Roof Repairs	x				x	x		\$ 375,000	Project																					05/31/25±
PO8578	SFCC Bldg 17 Skylight Repairs		x			x	x		\$ 75,000	Project																					10/31/24±
25-087	SCC East Wing Renovation - Study	x				x		P	\$ 200,000	Design		●																			05/31/25±
25-099	SFCC Track Facilities Improvements - Study		x				x	D	\$ 27,000	Design					●																10/30/24
25-112	ESCO-CCS Switchgear Replacement (Trane)	x	x			x	x	J	\$ 1,366,000	Project					●																12/31/26±



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	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.
24-920	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
24-916	Colville Center Fire Suppression System Repairs	Project to make repairs to existing fire suppression system piping and replacment of pipe fittings.
24-917	CCS Cathodic Protection Repairs	Project to design and implement cathodic protection system for underground, steel natural gas piping on both main campuses.
24-918	CCS Vehicle Charging Infrastructure	Project to design and install electric vehicle charging stations on both campuses for use by fleet and staff. Part. funding from Dept of Comm grant.
24-919	SCC Campus Sewer Replacement	Project to restore aged sewer system piping on the SCC campus.
24-948	CCS CBA Compliance Consulting	Consultant support with Clean Buildings Performance Standards reporting for compliance with Clean Buildings legislation.
24-949	CCS Radon Migitation Systems	Design and installation of radon mitigation systems within 3 district buildings, SC16, SF15, and SF05.
24-992	CCS Utility Metering, Tier 2	Design and installation of gas and electrical utility sub-meters for Tier 2 buildings (20,000 to 50,000 gsf) associated with clean buildings legislation.
PO8406	SCC Bldg 15 Roof Repairs	Project to make repairs and apply maintenance coating to roof sections A, B, & C.
PO8407	SCC Bldg 1 Roof Repairs	Project to make repairs and apply maintenance coating to roof sections B, C, D, G, H, O, & Q.
PO8408	SCC Bldg 20 Roof Repairs	Project to make repairs and apply maintenance coating to the entire building roof.
PO8461	SCC Bldg 6 Roof Repairs	Project to make repairs and apply maintenance coating to roof sections B, F, H, I, J, & L.
PO8462	SCC Bldg 8 Roof Repairs	Project to make repairs and maintenance coating to roof sections A & H.
PO8463	SCC Bldg 9 Roof Repairs	Project to make repairs to roof drains.
PO8464	SCC Bldg 18 Roof Repairs	Project to make repairs and maintenance coating to roof sections B & G.
PO8578	SFCC Bldg 17 Skylight Repairs	Project to make repairs and replace portions of the skylight and clearstory of the SUB.
25-087	SCC East Wing Renovation - Study	Scope and budget alignment study for reloacting student services from Bldg 15 to the east wing of Main building.
25-099	SFCC Track Facilities Improvements - Study	Study to investigate potential improvements to the track and associated buildings and ground to create a regional outdoor athletics hub.



NUMBER	PROJECT NAME	PROJECT DESCRIPTION
25-112	ESCO-CCS Switchgear Replacement (Trane)	Project to replace aged main electrical switchgear infrastructure to several campus buildings across the district.
25-143	SCC Campus ADA Improvements - Study	Scope and budget study to assess feasibility of undertaking ADA improvements based on a recent survey performed by SBCTC. Findings and estimate will be used to request minor works funding for the 25-27 biennium.
25-XXX	SCC Apprenticeship, Water Leak Repair	Emergency project to cap and repair broken water line underneath the Apprenticeship center. Suspected leak identified by analysis of utility billings over the last 6 months.
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.
25-141	SCC Bldg 29 Haz Mat Storage Renovation	Project to renovate room in Bldg 29 to accommodate requirements for housing campus hazardous materials. Location move from Bldg 28 associated with Fire Tower replacement in parking lot P5. Bldg 28 will become new storage building for the fire science program.

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 June 30, 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 June 30, 2024. The reports reflect 2023-2024 fiscal year activity, including the 14th (final) State Allocation received from the State Board for Community and Technical Colleges.

Tuition revenue collections: Fiscal year tuition revenue of \$23,141,662 reflects a positive budget-to-actual variance of \$1,045,409. The increase in revenue from last month of \$55,055 reflects final collections for the year. The positive budget variance is being reviewed for distribution as an additional one-time resource in FY 2024-25.

Operating budget expenditures: Actual expenditures for the year totaled \$115,350,715. As noted in the attached State Allocation and Tuition Operating Budget report, all operating units finished the year on budget or slightly below budget. The District Managed Costs “unit” ended with the largest positive variance to budget. This variance is also under review to determine opportunities for right-sizing the centralized budget category.

All-Funds Summary Report of Revenues and Expenditures: Total revenue from all sources totaled \$269,861,277 offset by total expenditures of \$265,427,484. Net Activity (total revenue minus total expenditures from all sources) for the year was \$4,443,792. The positive net activity is primarily related to dedicated student fees and restricted grants.

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 2024.06 – 2024-08-23
2. Revenue & Expenditures 2023-07-01 through 2024-06-30 – 2024-09-03

Prepared by: Dr. Linda McDermott, CPA
Acting Chief Financial Officer
Sept. 10, 2024

State Allocation and Tuition Operating Budget Report

for Fiscal Year 2023 - 2024

Tuition revenue and GL expenditures through June 30, 2024



State Allocation #14

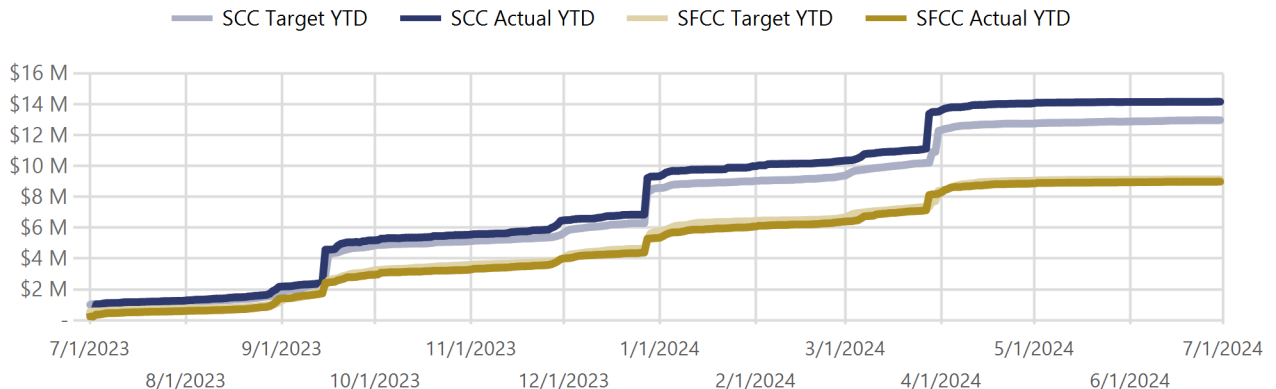
	SCC	SFCC	Central Admin	DMC	District Total
Total State Allocation	\$45,955,762	\$21,679,196	\$18,536,139	-	\$86,171,097
Tuition Revenue Estimate	\$5,247,268	\$3,855,450	\$3,538,401	\$9,455,134	\$22,096,253
Operating Support, One-time Distribution of FY23 Tuition Revenue, Unspent DMC, and Local Funds	\$2,950,519	\$5,411,799	\$3,740,219	-	\$12,102,537
Total State Allocation & Tuition Operating Budget	\$54,153,549	\$30,946,445	\$25,814,759	\$9,455,134	\$120,369,887

Allocation and Tuition Expenditures

	Budget	Year-to-Date Expenditures	Percent Expended to Budget	Percent of Total Expenditures
SCC	\$54,153,549	\$53,926,436	100%	47%
SFCC	\$30,946,445	\$30,401,719	98%	26%
Central Administration	\$25,814,759	\$23,709,048	92%	21%
<i>Administration (HR, CEO, CCO, CFO, CIAEAO)</i>		\$8,519,898		7.4%
<i>IT, Facilities, Security, Provost</i>		\$15,189,150		13%
District Managed Costs	\$9,455,134	\$7,313,512	77%	6.3%
Total	\$120,369,887	\$115,350,715	96%	

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	\$14,162,354	\$12,964,497	\$1,197,857	9.2%
SFCC	\$9,131,756	\$8,979,307	\$9,131,756	(\$152,448)	-1.7%
District Total	\$22,096,253	\$23,141,662	\$22,096,253	\$1,045,409	4.7%





Revenue & Expenditures

7/1/2023 through 6/30/2024

Revenue	July	August	September	October	November	December	January	February	March	April	May	June	Total
Tuition and Student Fees													
Tuition	\$7,068,593	\$2,097,628	\$243,240	\$1,260,947	\$4,956,582	\$1,046,882	\$184,802	\$5,095,688	\$2,057,276	(\$65,195)	\$137,860	\$10,713	\$24,095,015
Tuition AR	(\$5,189,662)	(\$409,725)	\$4,336,929	(\$585,127)	(\$3,354,868)	\$3,189,827	\$1,220,936	(\$4,441,545)	\$2,950,096	\$1,258,383	\$45,714	\$44,373	(\$934,668)
S&A Fee	\$836,588	\$346,825	\$30,115	\$156,465	\$844,788	\$163,964	\$7,482	\$811,459	\$326,559	(\$21,385)	\$555,956	\$401,823	\$4,460,637
Student Fees	\$1,217,651	\$456,232	(\$25,691)	\$211,061	\$780,400	\$731,657	\$86,906	\$1,294,767	\$450,366	\$130,111	\$938,169	\$588,967	\$6,860,596
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	\$2,258,764	\$2,211,266	\$2,247,059	\$1,293,988	\$301,206	\$23,607,449
Running Start	(\$3,348,788)	\$3,514,036		\$21,964	\$1,280			\$368,285	\$3,933,585	\$4,149,132		\$327	\$8,639,823
Perkins	-	\$247,994	\$103,306	\$30,334	\$92,951		\$448,697	(\$452,111)	\$3,950	\$303,303	\$1,378,770	\$655,189	\$2,812,385
WorkFirst	-	\$175,651	\$105,869	\$65,445	\$106,561		\$253,284	(\$38,255)	\$97,893	\$102,245	\$336,909	\$248,049	\$1,453,650
BFET	-	\$154,960	\$226,552	\$11,052	(\$4,656)	\$80,305	\$197,014	(\$171,901)	\$115,330	\$31,078	\$255,406	\$179,167	\$1,074,306
Corrections	-	\$175,438		\$524,190			\$209,666	(\$419,332)		\$589,761	\$1,676,984	\$683,132	\$3,439,839
Grant Indirect	\$158,410	\$172,884	\$161,870	\$214,306	\$318,278	\$262,407	\$201,716	\$204,932	\$748,907	\$223,028	\$898,192	\$554,469	\$4,119,399
Other Grants & Contracts	(\$289,026)	\$997,712	\$539,610	\$480,210	\$663,877	\$758,288	\$1,055,144	\$114,486	\$6,192,743	\$868,375	\$6,388,498	\$4,597,956	\$22,367,873
Financial Aid													
PELL	\$529,216	(\$2,524)	\$5,292,252	(\$4,329)	\$433,822	(\$88)	\$4,718,718	\$1,499,596	(\$20,033)	\$5,014,168	\$687,057	\$408,004	\$18,555,859
Work Study	(\$60,688)		\$86,843	\$50,000	\$65,420	\$57,200	\$73,514	\$42,000	(\$107,028)	\$187,316	\$119,122	\$210,507	\$724,206
Other Federal Financial Aid	(\$47,267)	\$28,758	\$197,477	\$18,005	\$69,268	\$1,138	\$66,804	\$36,285	\$2,363	\$14,276		\$143,480	\$530,587
Other State Financial Aid	\$126,700	\$206,261	\$421,076	\$4,060,777	\$2,341,120	\$572,136	\$3,941,971	\$1,967,433	\$535,011	\$5,899,943	(\$1,043,905)	(\$599,009)	\$18,429,514
Direct Loan	(\$700,007)	(\$26,081)	\$5,249,756	(\$1,331,916)	\$1,685,747	(\$302,138)	\$3,684,981	\$1,844,813	(\$30,135)	\$4,117,412	\$564,125	\$1,526,111	\$16,282,668
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	\$7,168,483	\$6,977,344	\$7,156,450	\$7,166,916	\$8,810,255	\$85,733,716
Capital Projects	\$167,975	(\$74,737)	\$3,645,453	\$331,509	\$2,204,056	\$1,985,386	\$527,067	\$915,640	\$496,252		\$230,508	\$4,881,321	\$15,310,430
Auxiliary	\$703,051	\$770,210	\$329,021	\$499,144	\$394,182	\$582,776	\$390,147	\$385,595	\$798,631	\$698,845	\$877,911	\$1,238,755	\$7,668,268
Other Revenue	\$2,689,392	\$756,015	\$264,047	\$809,543	\$1,176,981	\$401,614	\$258,859	\$1,652,143	\$414,586	\$1,647,682	\$7,633,439	(\$6,147,172)	\$11,557,130
Accounts Receivable	\$11,965,357	\$2,057,827	(\$1,769,698)	\$4,165,917	(\$2,724,861)	\$2,465,209	(\$2,660,846)	(\$908,418)	(\$2,249,123)	(\$2,817,946)	(\$2,485,767)	(\$11,965,054)	(\$6,927,403)
Total Collected Revenue	\$23,415,981	\$19,153,538	\$29,755,511	\$20,207,013	\$20,616,356	\$21,593,682	\$23,822,087	\$19,228,808	\$25,905,838	\$31,734,042	\$27,655,850	\$6,772,571	\$269,861,277



Revenue & Expenditures

7/1/2023 through 6/30/2024

Expenditures to Date	July	August	September	October	November	December	January	February	March	April	May	June	Total
Tuition and Student Fees													
S&A Fee	\$12,781	\$53,106	\$141,166	\$159,721	\$169,922	\$183,230	\$161,834	\$192,801	\$162,541	\$197,050	\$284,601	\$184,198	\$1,902,950
Student Fees	\$162,219	\$479,129	\$396,429	\$671,992	\$404,061	\$380,517	\$405,819	\$494,007	\$262,040	\$430,372	\$333,917	(\$684,153)	\$3,736,348
Building & Innovation Fee	\$100,513	\$209,483	\$288,304	\$763,366	\$64,197	\$235,915	\$684,869	\$188,446	\$88,609	\$833,961	\$176,862	\$134,988	\$3,769,514
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	\$2,190,826	\$2,133,785	\$2,204,760	\$1,866,171	\$2,604,300	\$23,758,564
Running Start	-	-				\$3		\$167	\$5,854,601	\$11,541	\$8,440,238	\$340,004	\$14,646,555
Perkins	\$36,881	\$31,164	\$64,912	\$96,882	\$73,593	\$119,834	\$42,369	\$155,985	\$150,421	\$170,113	\$215,297	\$439,892	\$1,597,343
WorkFirst	\$96,627	\$66,345	\$104,970	\$107,040	\$85,285	\$88,773	\$119,514	\$97,893	\$102,245	\$127,343	\$95,843	\$135,468	\$1,227,346
BFET	\$58,050	\$34,363	\$116,075	\$96,623	\$37,010	\$61,191	\$119,865	\$40,693	\$88,023	\$109,231	\$52,468	\$43,827	\$857,418
Corrections	\$146,799	\$179,921	\$171,366	\$171,795	\$234,453	\$178,356	\$169,660	\$168,871	\$179,329	\$147,324	\$142,652	\$391,431	\$2,281,957
Other Grants & Contracts	\$88,221	\$61,555	\$131,686	\$213,830	\$342,958	\$110,473	\$287,946	\$455,980	\$95,193	\$173,714	\$906,623	\$527,738	\$3,395,916
Financial Aid													
PELL	\$1,369,565	\$1,818	\$5,184,862	\$310,687	\$302,608	\$4,854,274	\$1,042,888	\$154,011	\$4,860,157	\$983,925	\$13,964	(\$38,712)	\$19,040,047
Work Study	\$33,229	\$39,174	\$35,366	\$88,227	\$90,990	\$59,892	\$83,646	\$106,443	\$89,812	\$100,328	\$119,186	\$53,040	\$899,334
Other Federal Financial Aid	\$107,621	(\$480)	\$115,644	\$30,356	\$7,063	\$131,283	\$61,603	\$2,282	\$119,731	\$43,651	\$45,227	(\$77,907)	\$586,076
Other State Financial Aid	\$1,377,134	\$47,839	\$5,656,138	\$534,891	\$342,969	\$5,037,912	\$1,317,302	\$251,372	\$5,014,149	\$1,246,805	\$109,537	\$171,086	\$21,107,135
Direct Loan	\$1,098,220	\$219,546	\$3,418,113	\$1,026,013	\$365,827	\$3,731,050	\$1,058,528	\$785,542	\$3,885,998	\$879,409	\$1,133,087	(\$43,523)	\$17,557,809
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	\$9,351,832	\$9,679,216	\$9,598,669	\$10,074,363	\$13,051,376	\$110,582,122
Capital Projects	\$3,011,258	\$3,825,466	\$358,748	\$2,263,009	\$1,993,671	\$537,800	\$971,009	\$504,008	\$234,647	\$969,175	\$849,017	\$1,435,480	\$16,953,288
Rent & Utilities	(\$82,820)	\$435,532	\$330,249	\$308,548	\$642,438	\$405,849	\$459,042	\$383,618	\$391,714	\$473,300	\$683,162	(\$1,370,195)	\$3,060,436
Travel	\$16,910	\$30,737	\$23,772	\$38,110	\$35,909	\$32,320	\$18,525	\$37,414	\$41,228	\$47,310	\$77,167	\$26,461	\$425,864
Goods, Equipment, and Supplies	\$59,742	\$134,018	\$156,103	\$164,722	\$225,077	\$127,599	\$105,003	\$176,057	\$233,979	\$171,673	\$255,711	\$519,822	\$2,329,507
Auxiliary	\$107,666	\$200,365	\$112,817	\$148,780	\$354,837	\$192,140	\$111,333	\$222,807	\$111,723	\$134,847	\$259,138	\$618,220	\$2,574,675
Other Expenses / Services	\$1,321,718	\$506,464	\$858,076	\$1,220,369	\$461,563	\$653,554	\$1,109,466	\$611,379	\$732,325	\$1,531,803	(\$229,986)	\$4,360,550	\$13,137,281
Total Expenditures	\$14,958,518	\$15,950,590	\$28,046,976	\$20,040,298	\$18,042,242	\$28,216,572	\$19,774,445	\$16,572,435	\$34,511,466	\$20,586,303	\$25,904,246	\$22,823,393	\$265,427,484
Net Activity	\$8,457,463	\$3,202,948	\$1,708,535	\$166,715	\$2,574,114	(\$6,622,890)	\$4,047,641	\$2,656,373	(\$8,605,628)	\$11,147,739	\$1,751,603	(\$16,050,822)	\$4,433,792

CONSENT AGENDA ITEMS: HEAD START UPDATES

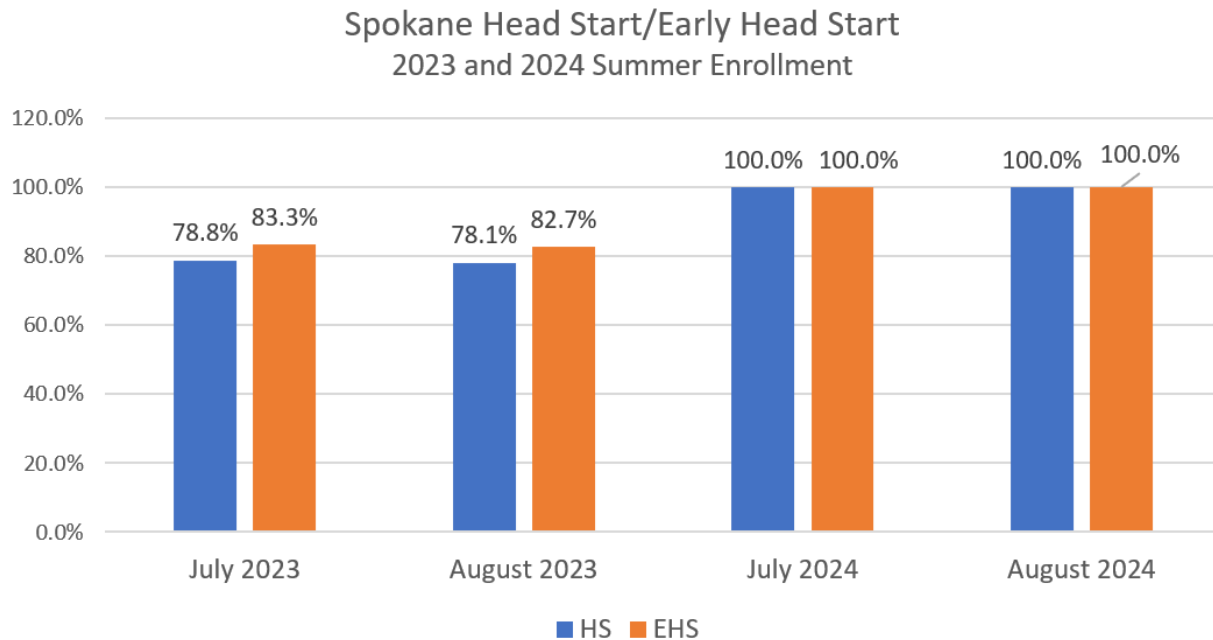
Submitted by: Bobbi Woodral
District Director Head Start/EHS/ECEAP
September 10, 2024

STATUS REPORT HEAD START/ECEAP/EHS

SEPTEMBER 2024

ENROLLMENT

During the summer, Head Start (HS) and Early Head Start (EHS) services are limited to full-year programs, with part-year classrooms closed from mid-June through August. Our program successfully maintained full enrollment during the 2024 summer session. The graph below illustrates the increase in enrollment compared to the summer of 2023.



HS/ECEAP/EHS PROGRAM OPERATIONS OVERVIEW

HS, EHS, and Early Childhood Education and Assistance Program (ECEAP) are currently operating in various stages, with the new program year beginning in September 2024. Enrollment capacities for the 2024 program year will remain consistent with the previous year: Head Start will serve 345 children, Early Head Start will accommodate 346 children, and ECEAP will provide services to 819 children.

Upon reaching full operational status, the CCS program will deliver comprehensive early childhood education and care to a total of 1,510 young children daily, utilizing a range of service models designed to address the diverse needs of our community.

Head Start/Early Head Start Services

HS/EHS services are provided at 11 sites throughout Spokane, including CCS campuses, community centers, housing complexes, and standalone facilities located in low-income, high-need areas. These programs offer comprehensive early learning and family services through the following models:

1. **Full-Day/Full-Year Model:** This model is designed to support working families by integrating childcare services.
2. **6-Hour School Day Model:** Aligned with the hours of transitional kindergarten, this model closely follows the academic calendar of Spokane Public Schools.

3. **CCS Four-Quarter Model:** Tailored for students enrolled at CCS, this model follows the institution's four-quarter calendar structure.

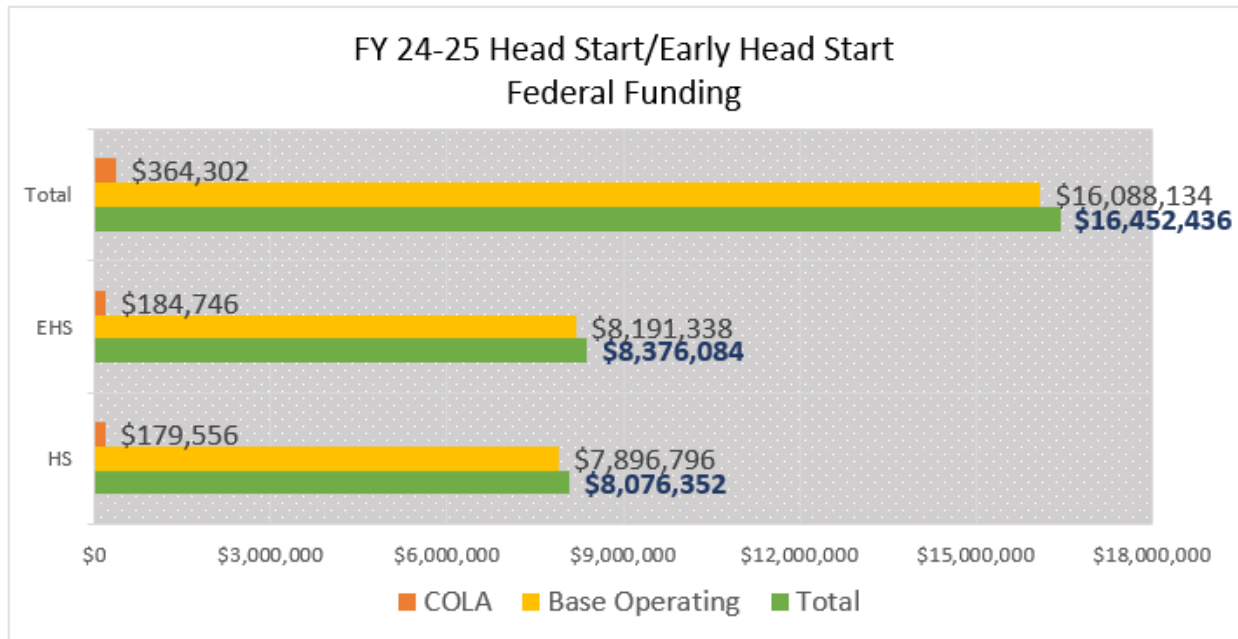
ECEAP Services

The Early Childhood Education and Assistance Program (ECEAP) offers a variety of service delivery models to meet the diverse needs of families across Spokane County. Delivered through 13 subcontractor locations, ECEAP services are structured to support children's development and school readiness through the following models:

1. **Full-Day/Full-Year Model:** This model is tailored for working families, providing comprehensive early childhood education and care throughout the year.
2. **School Day Model:** Aligned with transitional kindergarten hours, this model offers a structured educational experience that mirrors the school day and adheres to the local academic calendar.
3. **Part-Day Split Session Model:** Designed to provide flexible options for families, this model offers part-day sessions, typically with two sessions per day.

GRANT AWARD AND BUDGET ALLOCATION FOR THE 2024-2025 FISCAL YEAR

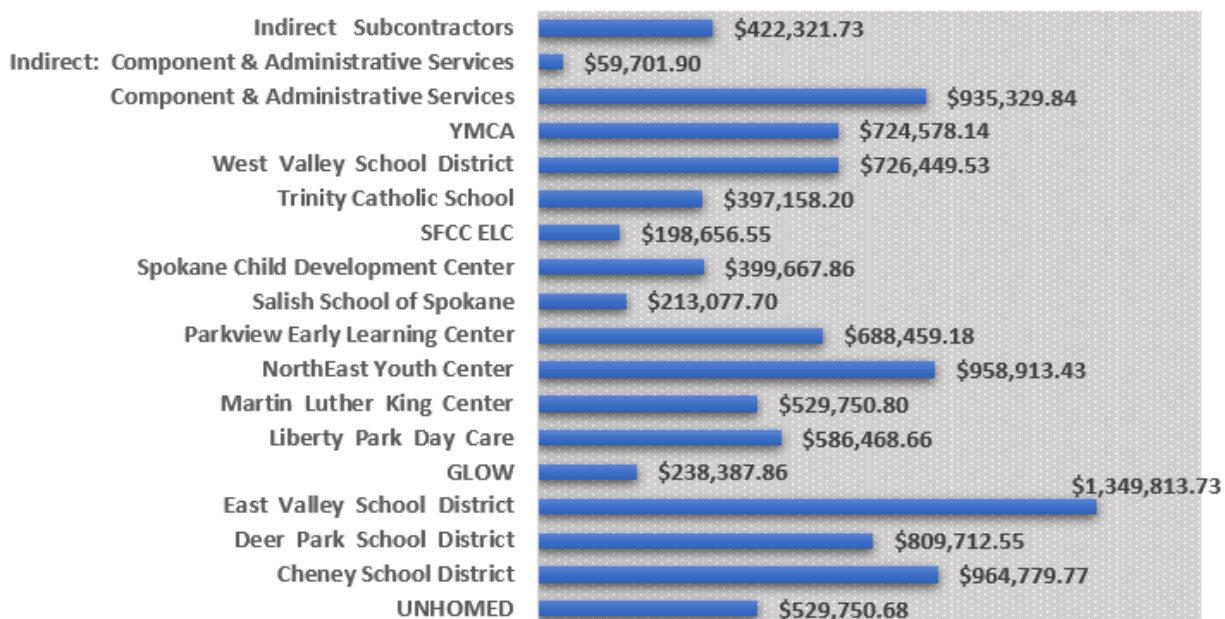
On August 2, 2024, HS/EHS received a Notice of Award regarding our continuation grant, which is year four of a five-year funding cycle. An award of new funding in the amount of \$16,452,436 was provided for the 2024-25 fiscal year, beginning September 1, 2024. Below is a graphic demonstrating our total funding for HS and EHS, inclusive of base operating and Cost of Living (COLA) funds.



ECEAP FUNDING AWARD

On August 5, 2024, the Department of Children, Youth, and Families (DCYF) awarded CCS the annual ECEAP contract for the program year from July 1, 2024, to June 30, 2025. This award, totaling \$10,810,421, will fund 13 subcontractors and one CCS-operated classroom, set to open in Winter 2024 at SFCC's Early Learning Center.

FY 24-25 ECEAP State Budget



NEW HEAD START PERFORMANCE STANDARDS

On August 21, 2024, the Administration for Children and Families (ACF) issued a final rule in the Federal Register titled *Supporting the Head Start Workforce and Consistent Quality Programming*. This rule updates the Head Start Program Performance Standards to enhance support and stability for the Head Start workforce, while also improving the quality of services provided to children and families. The updated Performance Standards address critical structural concerns affecting the sustainability of Head Start programs. They establish clear federal requirements in the following areas:

- **Wages and Benefits:** To support the Head Start workforce.
- **Mental Health Integration:** To ensure mental health is effectively integrated across all aspects of Head Start programming.
- **Quality Improvement:** To clarify requirements and enhance quality in various operational areas.

The final rule is effective immediately, with certain updated requirements expected to be met by October 21, 2024. However, programs are allowed additional time to comply with specific requirements, including new wage and benefit mandates.

Workforce Implications

This rule is crucial in helping Head Start programs maintain a diverse and well-qualified workforce by ensuring more equitable staff compensation. Historically, the lack of specific federal requirements for staff wages and benefits has resulted in low compensation and high turnover rates. The updated standards address these issues as follows:

- **Staff Wages:** By August 1, 2031, programs must offer competitive wages, with pay scales that reflect the responsibilities, qualifications, experience, and work schedules of all positions. Specifically, Head Start educators' annual salaries must be comparable to those of public-school preschool teachers or 90% of public kindergarten teachers. Additionally, all staff must receive

wages sufficient to cover basic living costs, with parity across Head Start Preschool and Early Head Start programs.

- **Staff Benefits:** By August 1, 2028, programs are required to provide or facilitate access to high-quality, affordable health care, offer paid leave, and ensure access to short-term, low-cost behavioral health services for full-time staff. Programs must also facilitate access to affordable childcare and student loan forgiveness programs for eligible staff members.
- **Staff Wellness:** Programs must foster a culture of wellness that empowers staff as professionals and supports them in delivering high-quality services. By August 1, 2027, staff must receive regular breaks during work shifts, appropriate to the hours worked.

Mental Health Integration

The updated standards more intentionally integrate mental health across program systems to support children, families, and staff. Programs are now required to adopt a multidisciplinary approach to promoting wellness. The role of mental health consultants is clarified, and behavioral health support specialists can now be utilized in coordination with these consultants. These changes are designed to address workforce shortages while maintaining a high standard of integrated mental health support.

Additional Quality Improvements

The rule also includes enhancements in other areas to ensure consistent, high-quality services and support for child well-being. These improvements include:

- Reasonable caseloads for family service workers.
- Enhanced child safety measures.
- Prevention and mitigation of lead exposure in Head Start facilities.
- Updates to the community assessment process.
- Improved services for expectant families.
- Identification and removal of barriers to program enrollment and attendance, such as transportation challenges.
- [Overview Fact Sheet](#)

Our program will continue to collaborate with the regional Head Start office, as well as CCS and the broader Spokane community to ensure successful implement of the new standards.

Prepared by: Bobbi Woodral, District Director

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

7/31/2024

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)	3,575,431	278,828	93%	92%	3,964,793	(426,082)	3,726,209	238,584	94%	92%
Fringe Benefits	1,983,518	(65,195)	1,578,679	404,839	80%	92%	2,066,216	(42,565)	1,584,357	481,859	77%	92%
Travel	0	0	0	0	0%	92%	0	0	0	0	0%	92%
Equipment	85,800	85,800	85,773	27	100%	92%	18,000	18,000	17,592	408	98%	92%
Supplies	235,850	134,820	228,081	7,769	97%	92%	271,017	148,191	270,256	761	100%	92%
Contractual	0	0	0	0	0%	92%	0	0	0	0	0%	92%
Facilities/Construction	0	0	0	0	0%	92%	0	0	0	0	0%	92%
Other	789,487	61,806	590,247	199,240	75%	92%	660,943	32,055	458,135	202,808	69%	92%
Indirect	611,245	(1,060)	528,016	83,229	86%	92%	673,973	63,806	673,940	33	100%	92%
Unobligated/To Be Reassigned	80,518	80,518	0	0	0%	92%	206,595	206,595	0	0	0%	92%
FEDERAL FUNDING TOTAL	\$7,640,677	\$0	\$6,586,226	973,932	86%	92%	\$7,861,537	\$0	\$6,730,488	924,454	86%	92%
OTHER FUNDING												
SCC/SFCC Student Gov't Funds	73,639	0	70,670	2,969	96%	92%	62,361	0	60,331	2,030	97%	92%
Child Care Fees	1,350,953	(259,318)	1,224,474	126,479	91%	92%	1,882,128	15,602	1,912,259	(30,131)	102%	92%
OTHER FUNDING TOTAL	\$1,424,592	(\$259,318)	\$1,295,144	\$129,448	91%	92%	\$1,944,489	\$15,602	\$1,972,590	(28,102)	101%	92%
TOTAL FUNDING	\$9,065,269	(\$259,318)	\$7,881,371	1,103,380	87%	92%	\$9,806,025	\$15,602	\$8,703,078	896,352	89%	92%
Training & Tech Assistance Funds	\$76,563		\$83,580	(7,017)	109%	92%	\$145,055		\$89,267	55,788	62%	92%
Non-Federal Share Match HS/EHS	\$3,991,767		\$209,565	3,782,202	5%	92%	**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:

7/31/2024

Initials

Policy Council Treasurer _____

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

CCS HS/EHS Board Liason _____

Spokane Head Start/Early Head Start - USDA Report

The 2024 August and September USDA reports will be included in the October Board of Trustees report.

CONSENT AGENDA ITEMS: ADMIN PROCEDURE

Submitted by: Fred Davis
Chief Human Resources Officer
September 10, 2024

Amy McCoy
Chief Compliance Officer
September 10, 2024

CCS Administrative Procedure

2.00.01-L Non-Fraternization and Consensual Relationships

Implementing Board Policy [2.00.01](#)

Contact: Chief ~~Administration~~ Human Resources Officer, 434-5037

1.0 Purpose

Community Colleges of Spokane (CCS), aware of its obligations as an institution of higher education and steward of the public trust, will ensure personnel administration procedures and practices are based upon sound human resource management principles and promote a work environment of collegiality, respect and professionalism.

~~Community Colleges of Spokane~~ CCS is committed to providing an environment conducive to individual development and learning. -The district recognizes that at times the relationships between an employee and a student or a supervisor and subordinate may result in a conflict of interest.- Circumstances contributing to the conflict of interest may include a sexual/romantic relationship between an employee and student or a supervisor and subordinate.

2.0 Limitations and Requirements

2.1 All employees ~~in the college community~~ of CCS accept responsibility to avoid conflict of interest between their professional responsibilities and their personal relationships with students or those whom they supervise, evaluate, or oversee in extracurricular activities.

2.2 Sexual relationships between an employee and a student or a supervisor and a subordinate, may pose risks to the employee, student, supervisor, subordinate, third parties, and department morale. -A sexual relationship between an employee and a student, or a supervisor and subordinate, can lead to a complaint of sexual harassment ~~when if~~ the student or subordinate perceives ~~he or she was~~ they were exploited. Student complaints will follow the CCS Administrative Procedure 3.30.01 B Title IX Grievance Procedures for Students and employee complaints will follow CCS Administrative Procedure 2.30.01 D Title IX Procedures for Employees- for incidents which occur prior to August 1, 2024 and CCS Administrative Procedure 2.30.01 F for incidents which occur after August 1 2024.

2.3 In addition, other employees or students may express concern about undue access or advantage, favoritism, restricted opportunities, or unfavorable treatment as a result of the relationship. -To ensure that the advising, mentoring, evaluation and supervision of students or subordinates are conducted fairly, employees are prohibited from entering into a sexual relationship with students or subordinates with whom they have a current 'supervisory' relationship.

2.12.3.1 For the purpose of this procedure, the term 'current' is defined as within the last two ~~(2)~~ quarters and/or a reasonable anticipation that a supervisory role may exist in the next quarter.

~~2.2~~ — ~~The term 'supervisory' is defined as a position of power or authority. A 'supervisory' relationship may exist on or off campus in curricular, co-curricular, or extracurricular activities.~~

~~2.32.4~~ This procedure does not apply to sexual relationships that are prohibited by law under Chapter 9A.44 RCW or relationships that violate discrimination or sexual harassment laws and policies. Complaints will follow CCS Administrative Procedures as noted in Section 2.2 of this procedure.

~~2.42.5~~ Some professionals employed by the ~~college district~~ (i.e.e.g., counselors, nurses, childcare workers and others) may have different, more stringent professional standards

that must be met for continued licensure and/or certification. -This does not preclude or replace any guidelines published by a particular professional organization. [Community Colleges of Spokane CCS](#) expects its employees to abide by the guidelines of any professional organization to which they are members in addition to the standards set forth in this procedure.

3.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

~~3.1 Supervisory responsibility: any supervisory role perceived as a position of power or authority to include, but not limited to instruction, academic or club advising, coaching, service on tenure committees, oversight of internship, assignment of grades, evaluation or effective ability to recommend in an institutional capacity for employment, scholarships, rewards or awards. "Supervisory responsibility" may occur on or off campus, in curricular, co-curricular, or extra-curricular activities.~~

~~3.2 Currently having a romantic/sexual relationship, see also section 2.1. Generally, a romantic/sexual relationship has occurred within the recent past and/or is ongoing, or there exists a reasonable anticipation that a supervisory responsibility may exist in the immediate future.~~

~~Emotional intimacy/Consensual relationship: any voluntary a deeply personal relationship perpetuated by the supervisor, that is not physical but may or may not include conversations or messages of a sexual nature.~~

~~2.6 romantic, dating or sexual relationship between individuals.~~

~~2.7 Emotional intimacy: a deeply personal relationship perpetuated by the supervisor, that is not physical but may or may not include conversations or messages of a sexual nature.~~

~~2.8 Hostile work environment: Hostile, disrespectful, or abusive speech and/or conduct that is severe or pervasive enough to create an intolerable environment in the opinion of a reasonable person.~~

~~2.9 Non-consensual relationship: any romantic, dating or sexual relationship between individuals that at any time is not agreed to by one of more of the people involved.~~

~~Romantic/sexual relationship: An intimate, interpersonal relationship that involves physical or emotional intimacy.~~

~~2.10~~

~~2.11 Supervisory responsibility: any supervisory role perceived as a position of power or authority to include, but not limited to instruction, academic or club advising, coaching, service on tenure committees, oversight of internship, assignment of grades, evaluation or effective ability to recommend in an institutional capacity for employment, scholarships, rewards or awards. "Supervisory responsibility" may occur on or off campus, in curricular, co-curricular or extra-curricular activities.~~

~~3.3~~

~~3.4 Emotional intimacy: a deeply personal relationship perpetuated by the supervisor, that is not physical but may or may not include conversations or messages of a sexual nature.~~

4.03.0 Declaration and Mitigation Process

~~4.13.1~~ To ensure the instruction, advising, mentoring, evaluation, and supervision of students or subordinates is conducted fairly, employees involved in romantic or sexual relationships with students or subordinates must report the relationship to the appropriate supervisor or dean with the intent to seek options to mitigate the potential conflict of interest.

~~4.23.2~~ This prohibition does not apply to marriage, registered domestic partners, and relationships that pre-dated either or both person's affiliation with the district.

4.33.3 The employee and supervisor/dean will develop a written plan that will describe the steps taken to ensure that there is no longer an actual, apparent, or perceptible impropriety. The written plan must be approved by the Human Resources Office.

5.04.0 Violations

5.14.1 In the event the relationship is determined to be non-consensual, discriminatory, prohibited by law, or a conflict of interest exists, an investigation will be conducted by the Human Resources Office.

5.24.2 The action taken will be proportional to the severity of the offense as determined by the totality of the circumstances of the incident (the nature, frequency, intensity, location, context, method of discovery, and duration of the alleged behavior), the college's policies and procedures, student handbook, and/or ~~faculty negotiated agreement~~applicable collective bargaining agreements.

6.05.0 Retaliation

_____ No employee or student shall suffer penalty or retaliation (including actions that may dissuade a reasonable person from reporting) for reporting a relationship. -Retaliation against any person for bringing forward a concern or participating in the investigation of a complaint under this process, including creating a hostile work environment, forms independent grounds for taking appropriate disciplinary action.

7.06.0 Malicious and Frivolous Allegations

_____ ~~CCS ommunity Colleges of Spokane~~ will discipline members of the ~~college communitydistrict~~ who knowingly make false or frivolous allegations of prohibited employee/student or supervisor/subordinate relationships. No complaint will be considered malicious or frivolous solely because it cannot be corroborated.

6.1 _____

8.07.0 Related Information

7.1 [CCS Administrative Procedure 2.00.01 Personnel Administration](#)

7.2 [CCS Administrative Procedure 3.30.01 B Title IX Grievance Procedures for Students](#)

7.3 [CCS Administrative Procedure 2.30.01 D Title IX Procedures for Employees](#)

_____ ~~8.17.4~~ [Chapter 9A-44 RCW](#), Sex Offenses

Originated: February 27, 2014

Cabinet approval: March 24, 2014

CCS Administrative Procedure

2.00.01-L Non-Fraternization and Consensual Relationships

Implementing Board Policy [2.00.01](#)

Contact: Chief Human Resources Officer, 434-5037

1.0 Purpose

Community Colleges of Spokane (CCS), aware of its obligations as an institution of higher education and steward of the public trust, will ensure personnel administration procedures and practices are based upon sound human resource management principles and promote a work environment of collegiality, respect, and professionalism.

CCS is committed to providing an environment conducive to individual development and learning. The district recognizes that at times the relationships between an employee and a student or a supervisor and subordinate may result in a conflict of interest. Circumstances contributing to the conflict of interest may include a sexual/romantic relationship between an employee and student or a supervisor and subordinate.

2.0 Limitations and Requirements

- 2.1 All employees of CCS accept responsibility to avoid conflict of interest between their professional responsibilities and their personal relationships with students or those whom they supervise, evaluate, or oversee in extracurricular activities.
- 2.2 Sexual relationships between an employee and a student or a supervisor and a subordinate, may pose risks to the employee, student, supervisor, subordinate, third parties and department morale. A sexual relationship between an employee and a student or a supervisor and subordinate can lead to a complaint of sexual harassment if the student or subordinate perceives they were exploited. Student complaints will follow the CCS Administrative Procedure [3.30.01 B](#) Title IX Grievance Procedures for Students and employee complaints will follow CCS Administrative Procedure [2.30.01 D](#) Title IX Procedures for Employees for incidents which occur prior to August 1, 2024 and CCS Administrative Procedure 2.30.01 F for incidents which occur after August 1 2024.
- 2.3 In addition, other employees or students may express concern about undue access or advantage, favoritism, restricted opportunities or unfavorable treatment as a result of the relationship. To ensure that the advising, mentoring, evaluation and supervision of students or subordinates are conducted fairly, employees are prohibited from entering into a sexual relationship with students or subordinates with whom they have a current supervisory relationship.
 - 2.3.1 For the purpose of this procedure, the term 'current' is defined as within the last two quarters and/or a reasonable anticipation that a supervisory role may exist in the next quarter.
- 2.4 This procedure does not apply to sexual relationships that are prohibited by law under [Chapter 9A.44 RCW](#) or relationships that violate discrimination or sexual harassment laws and policies. Complaints will follow CCS Administrative Procedures as noted in Section 2.2 of this procedure.
- 2.5 Some professionals employed by the district (e.g., counselors, nurses, childcare workers and others) may have different, more stringent professional standards that must be met for continued licensure and/or certification. This does not preclude or replace any guidelines published by a particular professional organization. CCS expects its employees to abide by the guidelines of any professional organization to which they are members in addition to the standards set forth in this procedure.

Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

- 2.6 Consensual relationship: any voluntary romantic, dating, or sexual relationship between individuals.
- 2.7 Emotional intimacy: a deeply personal relationship perpetuated by the supervisor, that is not physical but may or may not include conversations or messages of a sexual nature.
- 2.8 Hostile work environment: Hostile, disrespectful, or abusive speech and/or conduct that is severe or pervasive enough to create an intolerable environment in the opinion of a reasonable person.
- 2.9 Non-consensual relationship: any romantic, dating, or sexual relationship between individuals that at any time is not agreed to by one of more of the people involved.
- 2.10 Romantic/sexual relationship: An intimate, interpersonal relationship that involves physical or emotional intimacy.
- 2.11 Supervisory responsibility: any role perceived as a position of power or authority to include, but not limited to instruction, academic or club advising, coaching, service on tenure committees, oversight of internship, assignment of grades, evaluation, or effective ability to recommend in an institutional capacity for employment, scholarships, rewards, or awards. Supervisory responsibility may occur on or off campus, in curricular, co-curricular or extra-curricular activities.

3.0 Declaration and Mitigation Process

- 3.1 To ensure the instruction, advising, mentoring, evaluation and supervision of students or subordinates is conducted fairly, employees involved in romantic or sexual relationships with students or subordinates must report the relationship to the appropriate supervisor or dean with the intent to seek options to mitigate the potential conflict of interest.
- 3.2 This prohibition does not apply to marriage, registered domestic partners, and relationships that pre-dated either or both person's affiliation with the district.
- 3.3 The employee and supervisor/dean will develop a written plan that will describe the steps taken to ensure that there is no longer an actual, apparent or perceptible impropriety. The written plan must be approved by the Human Resources Office.

4.0 Violations

- 4.1 In the event the relationship is determined to be non-consensual, discriminatory, prohibited by law or a conflict of interest exists, an investigation will be conducted by the Human Resources Office.
- 4.2 The action taken will be proportional to the severity of the offense as determined by the totality of the circumstances of the incident (the nature, frequency, intensity, location, context, method of discovery and duration of the alleged behavior), the college's policies and procedures, student handbook and/or applicable collective bargaining agreements.

5.0 Retaliation

- 5.1 No employee or student shall suffer penalty or retaliation (including actions that may dissuade a reasonable person from reporting) for reporting a relationship. Retaliation against any person for bringing forward a concern or participating in the investigation of a complaint under this process, including creating a hostile work environment, forms independent grounds for taking appropriate disciplinary action.

6.0 Malicious and Frivolous Allegations

- 6.1 CCS will discipline members of the district who knowingly make false or frivolous allegations of prohibited employee/student or supervisor/subordinate relationships. No complaint will be considered malicious or frivolous solely because it cannot be corroborated.

7.0 Related Information

- 7.1 CCS Administrative Procedure [2.00.01](#) Personnel Administration
- 7.2 CCS Administrative Procedure [3.30.01 B](#) Title IX Grievance Procedures for Students
- 7.3 CCS Administrative Procedure [2.30.01 D](#) Title IX Procedures for Employees
- 7.4 [Chapter 9A-44 RCW](#) Sex Offenses

Originated: February 27, 2014; Revised: May 2024
Cabinet approval: March 24, 2014; June 2024

CCS Administrative Procedure

3.30.01-F Non-discrimination and Anti-harassment Pregnancy Procedure for Students

Implementing Board Policy [3.30.01](#)

Contact: SFCC Title IX Coordinator, 533-3514
SCC Title IX Coordinator, 533-7015

1.0 Purpose

Community Colleges of Spokane (CCS) has a responsibility to prevent sex discrimination and ensure equal access to its education programs and activities. As required by Title IX of the Educational Amendments of 1972, this procedure prohibits discrimination against any student, employee, or anyone who was participating or attempting to participate in CCS' education programs or activities (collectively, CCS Community Members) based on their current, potential, or past pregnancy or related conditions.

For students who are also employees of CCS, please see CCS Administrative Procedure 2.30.01-H Equal Employment, Non-discrimination and Anti-harassment Pregnancy Procedure for Employees.

2.0 Definitions

2.1 **Pregnancy or Related Conditions** means:

2.1.1 Pregnancy, childbirth, termination of pregnancy, or lactation;

2.1.2 Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or

2.1.3 Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.

2.2 **Program** and **Program or Activity** means all of the operations of CCS.

2.3 **Student** means a person who has gained admission to Spokane Community College or Spokane Falls Community College

2.4 **Reasonable Modifications** means changes to CCS' policies, practices, or procedures as necessary to prevent sex discrimination and ensure equal access to the CCS' education programs or activities for a student experiencing pregnancy or related conditions. Reasonable modifications are based on a student's individualized needs and are determined in consultation with the student. A modification that CCS can demonstrate would fundamentally alter the nature of its education programs or activities is not a reasonable modification. Reasonable modifications may include, but are not limited to:

2.4.1 breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom;

2.4.2 intermittent absences to attend medical appointments;

2.4.3 access to online or homebound education;

2.4.4 changes in schedule or course sequence;

2.4.5 extensions of time for coursework and rescheduling of tests and examinations;

2.4.6 allowing a student to sit or stand, or carry or keep water nearby;

2.4.7 counseling;

- 2.4.8 changes in physical space or supplies (for example, access to a larger desk or a footrest);
- 2.4.9 elevator access;
- 2.4.10 voluntary leave of absence, or
- 2.4.11 other changes to policies, practices, or procedures.

3.0 Responsibility to Inform Students

- 3.1 CCS has delegated to the Colleges' Title IX Coordinators at SCC and SFCC the responsibility and duties associated with assisting students who are pregnant or who have pregnancy related conditions. The Title IX Coordinators may further delegate specific duties to one or more designees as appropriate. CCS' Title IX Coordinator retains ultimate oversight over these responsibilities.

SCC Title IX Coordinator

Main Building (Bldg. 1), Room R228
1810 N. Greene St., MS 2150
Spokane, WA 99217-5399
Phone: 509.533.7015
Email: vpss@scc.spokane.edu

SFCC Title IX Coordinator

Falls Gateway Building (Bldg. 30), Room 225
3410 W. Whistalks Way, MS 3010
Spokane WA 99224-5288
Phone: 509.533.3514
Email: vpsa@sfcc.spokane.edu

- 3.2 CCS has the responsibility to promptly and effectively prevent and respond to sex discrimination, including discrimination on the basis of pregnancy or related conditions. When a student informs any CCS employee, including confidential employees, of the student's pregnancy or related conditions, the employee must:
- 3.2.1 Promptly provide the student, verbally or in writing, the appropriate Title IX Coordinator contact information, and
 - 3.2.2 Inform that student that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to CCS' education programs or activities.
- 3.3 If the employee reasonably believes that the Title IX Coordinator has already been notified of a student's pregnancy or related condition, they are relieved of their responsibility to inform in this instance.
- 3.4 Absent information about conduct that reasonably may constitute sex discrimination, employees should not directly inform the Title IX Coordinator of a student's pregnancy or related conditions.
- 3.5 No CCS employee shall approach a student unprompted and ask about their pregnancy or related condition or make assumptions about a student's needs or medical status.
- 3.6 Nothing under this procedure or Title IX obligates a student to seek reasonable modifications for their pregnancy or related conditions after receiving the Title IX Coordinator's contact information, nor does it obligate the student to accept offered reasonable modifications.

4.0 Title IX Coordinator's Responsibility to Act

- 4.1 When a student informs the Title IX Coordinator of their pregnancy or related condition, the Title IX Coordinator or their designee will provide the student with information about CCS' Title IX policies and procedures, including information about requesting and receiving reasonable modifications.

5.0 Reasonable Modifications

- 5.1 At the student's request, the Title IX Coordinator or their designee will work with the student to identify reasonable modifications to any policy, practice, or procedure

necessary to prevent sex discrimination and to ensure equal access to CCS' education programs or activities based on the student's individualized needs.

- 5.2 A modification that fundamentally alters the nature of an education program or activity is not a reasonable modification. It shall be the responsibility of CCS to demonstrate if a particular modification would be a fundamental alteration, and to consult with the student to identify alternative reasonable modifications.
- 5.3 During this process, the Title IX Coordinator or their designee shall not inquire about the specific circumstances surrounding a student's pregnancy or related conditions and will maintain the student's privacy at all times unless reasonably necessary to ensure reasonable modifications are implemented promptly and effectively.
- 5.4 Nothing in this procedure precludes a student from participating in any part of an education program or activity due to pregnancy or related conditions, including athletics and other extracurricular activities. CCS does not engage in prohibited discrimination when it allows a student, based on pregnancy or related conditions, to voluntarily participate in a separate portion of its education program or activity, (e.g., allowing a pregnant student who is confined to bed rest to access an in-person course online) provided that CCS ensures that the separate portion is comparable to that offered to students who are not pregnant or have related conditions.
- 5.5 A student can voluntarily take a leave of absence from CCS' education programs or activities to cover, at minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. Students who elect to take a voluntary leave of absence in relation to pregnancy or a related condition will, upon returning from leave, be reinstated to the academic status and, as practicable under the circumstances, to the extracurricular status that the student held when the voluntary leave began.

6.0 Appeal of Reasonable Modifications

- 6.1 A student has the right to appeal any reasonable modification to an impartial reviewer by following the steps below.
 - 6.1.1 If a student becomes dissatisfied with their reasonable modifications or undergoes a change of circumstances that warrants revisions to their reasonable modifications, the student may submit a request to revise their reasonable modifications to the Title IX Coordinator or their designee.
 - 6.1.2 The Title IX Coordinator or their designee will respond to such a request within five (5) business days. If the student disagrees with the Title IX Coordinator's designee's decision, they may submit a written appeal to the appropriate Vice President of Student Services/Affairs within five (5) business days of receiving the designee's decision.
 - 6.1.3 If the student disagrees with the Title IX Coordinator's decision, they may submit a written appeal to the appropriate President.

SCC President
Spokane Community College
1810 N. Greene St., MS 2150
Spokane, WA 99217-5399
Phone: 509.533.7042

SFCC President
Spokane Falls Community College
3410 W. Whistalks Way, MS 3010
Spokane WA 99224-5288
Phone: 509.533.3535

- 6.1.4 Review of the appeal shall be performed by an impartial employee with authority to modify or reverse the Title IX Coordinator or their designee's decision to provide, deny, modify, or terminate reasonable modifications applicable to the student seeking review.
- 6.1.5 Challenged reasonable modifications will be reviewed to determine whether they are meeting the purposes of preventing sex discrimination and ensuring equal access to CCS' education programs and activities.

7.0 Documents

- 7.1 CCS may in certain instances ask a student seeking reasonable modifications to produce supporting documentation to validate their pregnancy or pregnancy related condition. CCS will **not** require supporting documentation to validate a student's pregnancy or related condition if:
 - 7.1.1 a student's need for a specific modification is obvious;
 - 7.1.2 if the student has previously provided sufficient supporting documentation;
 - 7.1.3 when the reasonable modification because of pregnancy or related conditions at issue is allowing a student to carry or keep water nearby and drink, use a bigger desk, sit or stand, or take breaks to eat, drink, or use the restroom;
 - 7.1.4 when the student has lactation needs; or
 - 7.1.5 when the specific modification is available to students for reasons other than pregnancy or related conditions without submitting supporting documentation.
- 7.2 In addition, CCS will **not** require certification from a healthcare provider or any other person to determine if a student who is pregnant or has related conditions is physically able to participate in a class, program, or extracurricular activity unless:
 - 7.2.1 The certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity;
 - 7.2.2 CCS requires such certification of all students participating in the class, program, or extracurricular activity; and
 - 7.2.3 The information obtained is not used as a basis for discrimination prohibited by this procedure.

8.0 Lactation Space

- 8.1 CCS has designated lactation spaces on campus and in district facilities that are not a bathroom, which may be used by any person on campus for pumping or breastfeeding as needed, regardless of a person's gender identity or gender expression.
- 8.2 Any designated lactation spaces will be kept clean, will be private and accessible, and available for use whenever the building the space is open for use.
- 8.3 While there is lactation space available for use, CCS recognizes that in Washington State, breastfeeding is permitted in any public place.
- 8.4 Breastfeeding is not considered "indecent exposure," and no one may stop another person from breastfeeding, require they cover themselves, move, or leave a public premises because they are breastfeeding.
- 8.5 The decision of where to pump or breastfeed is at the person's discretion, if consistent with Washington State law.

9.0 Reporting Violations

- 9.1 If a CCS Community Member notifies CCS of a failure to implement a reasonable modification or make a lactation space available, CCS will promptly and effectively take additional steps to comply with their Title IX obligation to ensure that its education programs or activities are free from discrimination on the basis of sex, including on the basis of pregnancy or related conditions.
- 9.2 If a CCS Community Member files a complaint regarding the failure to implement a reasonable modification for pregnancy or a related condition or to make a lactation space available, this will constitute a report of sex discrimination, and the investigation procedure outlined in CCS Administrative Procedure [3.30.01 -G](#) will be initiated.
- 9.3 To report violations of this procedure, contact CCS' Title IX Coordinator or their designee:

Chief Human Resources Officer/Title IX Coordinator
501 N Riverpoint Blvd, Suite 126
PO Box 6000, MS 1004
Spokane, WA 99217
(509) 434-5037

Originated: August 2024

Cabinet approval: September 2024

CCS Administrative Procedure

2.30.01- H Equal Employment, Non-discrimination and Anti-harassment Pregnancy Procedure for Employees

Implementing Board Policy [2.30.01](#)

Contact: Human Resources 509-434-5040

1.0 Purpose

Community Colleges of Spokane (CCS) has a responsibility to prevent sex discrimination and ensure equal access to its education programs and activities. As required by Title IX of the Educational Amendments of 1972, this procedure prohibits discrimination against any student, employee, applicant for employment, or anyone who was participating or attempting to participate in CCS' education programs or activities (collectively, CCS Community Members) based on their current, potential, or past pregnancy or related conditions.

For employees who are also students, please see CCS Administrative Procedure 3.30.01-F Non-discrimination and Anti-harassment Pregnancy Procedure for Students.

2.0 Definitions

2.1 **Pregnancy or Related Conditions** means:

2.1.1 Pregnancy, childbirth, termination of pregnancy, or lactation;

2.1.2 Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or

2.1.3 Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.

2.2 **Program and Program or Activity** means all of the operations of CCS.

2.3 **Student** means a person who has gained admission to Spokane Community College or Spokane Falls Community College

2.4 **Undue hardship** means significant difficulty or expense considering all CCS resources.

3.0 Employee Responsibility to Inform Students

3.1 CCS has delegated to the Colleges' Title IX Coordinators at SCC and SFCC the responsibility and duties associated with assisting students who are pregnant or who have pregnancy related conditions. The Title IX Coordinators may further delegate specific duties to one or more designees as appropriate. CCS' Title IX Coordinator retains ultimate oversight over these responsibilities.

SCC Title IX Coordinator

Main Building (Bldg. 1), Room R228

1810 N. Greene St., MS 2150

Spokane, WA 99217-5399

Phone: 509.533.7015

SFCC Title IX Coordinator

Falls Gateway Building (Bldg. 30), Room 225

3410 W. Whistalks Way, MS 3010

Spokane WA 99224-5288

Phone: 509.533.3514

3.2 CCS has the responsibility to promptly and effectively prevent and respond to sex discrimination, including discrimination on the basis of pregnancy or related conditions. When a student informs any CCS employee, including confidential employees, of the student's pregnancy or related conditions, the employee must:

3.2.1 Promptly provide the student, verbally or in writing, the appropriate Title IX Coordinator's contact information, and

- 3.2.2 Inform that student that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to CCS' education programs or activities.
- 3.3 If the employee reasonably believes that the Title IX Coordinator has already been notified of a student's pregnancy or related condition, they are relieved of their responsibility to inform in this instance.
- 3.4 Absent information about conduct that reasonably may constitute sex discrimination, employees should not directly inform the Title IX Coordinator of a student's pregnancy or related conditions.
- 3.5 No CCS employee shall approach a student unprompted and ask about their pregnancy or related condition or make assumptions about a student's needs or medical status.
- 3.6 Nothing under this procedure or Title IX obligates a student to seek reasonable modifications for their pregnancy or related conditions after receiving the Title IX Coordinator's contact information, nor does it obligate the student to accept offered reasonable modifications.

4.0 Process for Employees to Receive Reasonable Accommodations for Pregnancy or Related Conditions

- 4.1 Under Title IX, CCS treats all employees' pregnancy or related conditions as it does any other temporary medical conditions for all job-related purposes, including duration and extensions of leave, payment of disability income, accrual of seniority and any other benefit of service, reinstatement, and any fringe benefit offered to employees by virtue of employment.
- 4.2 Employees who are pregnant or experiencing related conditions have the right to take leave, including voluntary unpaid leave, as outlined in CCS Administrative Procedures [2.40.01-A](#), [2.40.01-B](#), [2.40.01-C](#), and [2.40.01-D](#) and respective collective bargaining agreements.
- 4.3 Under the [Pregnant Workers Fairness Act \(PWFA\)](#) and [Providing Urgent Maternal Protections for Nursing Mothers Act \(PUMP Act\)](#), CCS offers reasonable workplace accommodations for employees affected by pregnancy, childbirth, or related medical conditions.
- 4.4 CCS will always provide the following reasonable accommodations to employees experiencing pregnancy or related conditions, as needed, without requesting written certification from a healthcare professional:
 - 4.4.1 Providing frequent, longer, or flexible restroom breaks;
 - 4.4.2 Modifying a no food or drink policy;
 - 4.4.3 Providing seating or allowing the employee to sit more frequently;
 - 4.4.4 Refraining from lifting more than 17 pounds; and
 - 4.4.5 Providing reasonable break time for an employee to express breast milk for two years after the child's birth each time the employee has need to express the milk and providing a clean and private location, other than a bathroom, which may be used by the employee to express breast milk.
- 4.5 CCS may provide other reasonable accommodations, some of which may require written certification from a healthcare professional, which may include but are not restricted to:
 - 4.5.1 Job restructuring, including modifying a work schedule, job reassignment, changing a workstation, or providing equipment;

- 4.5.2 Temporary transfer to a less strenuous or hazardous position;
 - 4.54.3 Scheduling flexibility for prenatal visits; and
 - 4.5.4 Any further accommodation the employee may need that does not cause undue hardship.
- 4.6 Under the PUMP Act, the College is not required to compensate an employee receiving reasonable break time for expressing breast milk for any work time spent for such purpose. However, as the time it takes to express breast milk is highly individualized, employees are encouraged to work with Human Resources and/or the Title IX Coordinator to ensure they have the flexibility to express breast milk, as necessary.
- 4.7 Employees who are enrolled in CCS' education programs or activities are eligible to receive reasonable modifications as outlined in CCS Administrative Procedure 3.30.01-F in order to sufficiently allow the employee to continue their educational progress as a student.
- 4.8 CCS will not retaliate against employees affected by pregnancy or related conditions who request one of these changes or deny them employment opportunities if they are otherwise qualified or require them to take leave if an alternative is available.
- 4.9 Additionally, pregnant employees with a pregnancy-related disability may have rights in addition to those listed here. Please refer to CCS Administrative Procedure [2.30.01-B](#) Reasonable Accommodation and Return to Work.

5.0 Lactation Space

- 5.1 CCS has designated lactation space on campus and in district facilities that are not a bathroom, which may be used by any person on campus for pumping or breastfeeding as needed, regardless of a person's gender identity or gender expression.
- 5.2 Any designated lactation spaces will be kept clean, will be private and accessible, and available for use whenever the building or the space is open for use.
- 5.3 While there is lactation space available for use, CCS recognizes that in Washington State, breastfeeding is permitted in any public place.
- 5.4 Breastfeeding is not considered "indecent exposure," and no one may stop another person from breastfeeding, require they cover themselves, move, or leave a public premises because they are breastfeeding.
- 5.5 The decision of where to pump or breastfeed is at the person's discretion, if consistent with Washington State law.

6.0 Reporting Violations

- 6.1 If a CCS Community Member notifies CCS of a failure to implement a reasonable modification or make a lactation space available, CCS will promptly and effectively take additional steps to comply with their Title IX obligation to ensure that its education programs or activities are free from discrimination on the basis of sex, including on the basis of pregnancy or related conditions.
- 6.2 If a CCS Community Member files a complaint regarding the failure to implement a reasonable modification for pregnancy or a related condition or to make a lactation space available, this will constitute a report of sex discrimination, and the investigation procedure outlined in CCS Administrative Procedure [2.30.01 -G](#) will be initiated.

6.3 To report violations of this procedure, contact CCS' Title IX Coordinator or their designee:

Chief Human Resources Officer/Title IX Coordinator

501 N Riverpoint Blvd, Suite 126

PO Box 6000, MS 1004

Spokane, WA 99217

(509) 434-5037

ccs.titleix@ccs.spokane.edu

Originated: August 2024

Cabinet approval:

DRAFT

Report: CCS Rebranding

Community Colleges of Spokane has undertaken a comprehensive rebrand that includes extensive market research, brand position, and creation of a new system of logos for the district and two colleges, a new Athletic logo and a new image for the sasquatch mascot. This project was undertaken in collaboration with marketing agency Drake Cooper.

Drake Cooper's Creative Director Kelsie Clegg and President John Drake will present the final branding recommendations from the Executive Branding Group, which includes Trustees Todd Woodard and Glenn Johnson.

Board Motion: "I move to approve the rebranding recommendations from the Executive Branding Group as presented today. This includes new system of logos for our district and colleges, a new athletic logo and a new image for our mascot.

With this approval we authorize district staff to move ahead all required steps to implement this new brand."

Submitted by: Carolyn Casey
CIAEAO
September 10, 2024

REPORT: CHANCELLOR'S REPORT

Presented by: Dr. Kevin Brockbank
Chancellor, CCS
September 10, 2024



Office of the Chancellor

Chancellor Priorities for 2024 (Revisions Possible through 9/16/24)

Improve Campus Security

Continue to support campus infrastructure projects focused on a safe campus environment.
Implement recommendations from the Strategic Initiative

Continue Work on Budgeting and Fiscal Resource Allocation Model

Build on last year's efforts.
Summer budget retreat (August)
Transparent, participatory, and strategic

Support the work to eliminate organizational barriers for students.

Support Guided Pathways work.
Focus on unintentional barriers created by differences across the district.

Promote and Lead the Internal/External roll out of the Rebranding initiative.

Support a rebranding campaign strategy, and the connected work.
Incorporate a community engagement component to integrate new leaders into the Spokane community.

Pursue additional revenue streams to support the core mission of CCS.

- Congressional Directed Spending
- Grants
- Public/Private Partnerships
- Donations

Continue to build and support efforts to increase employee retention and satisfaction.

Work from last year's All Administrators retreat.
Culture and Development Office
Build Culture

Develop and launch a new strategic plan for a fall 2025 start.

Support the development of a collaborative process.
Provide guidance and advisement on the final timeline and outcomes.

Central Administration Reorganization 2024- Recap

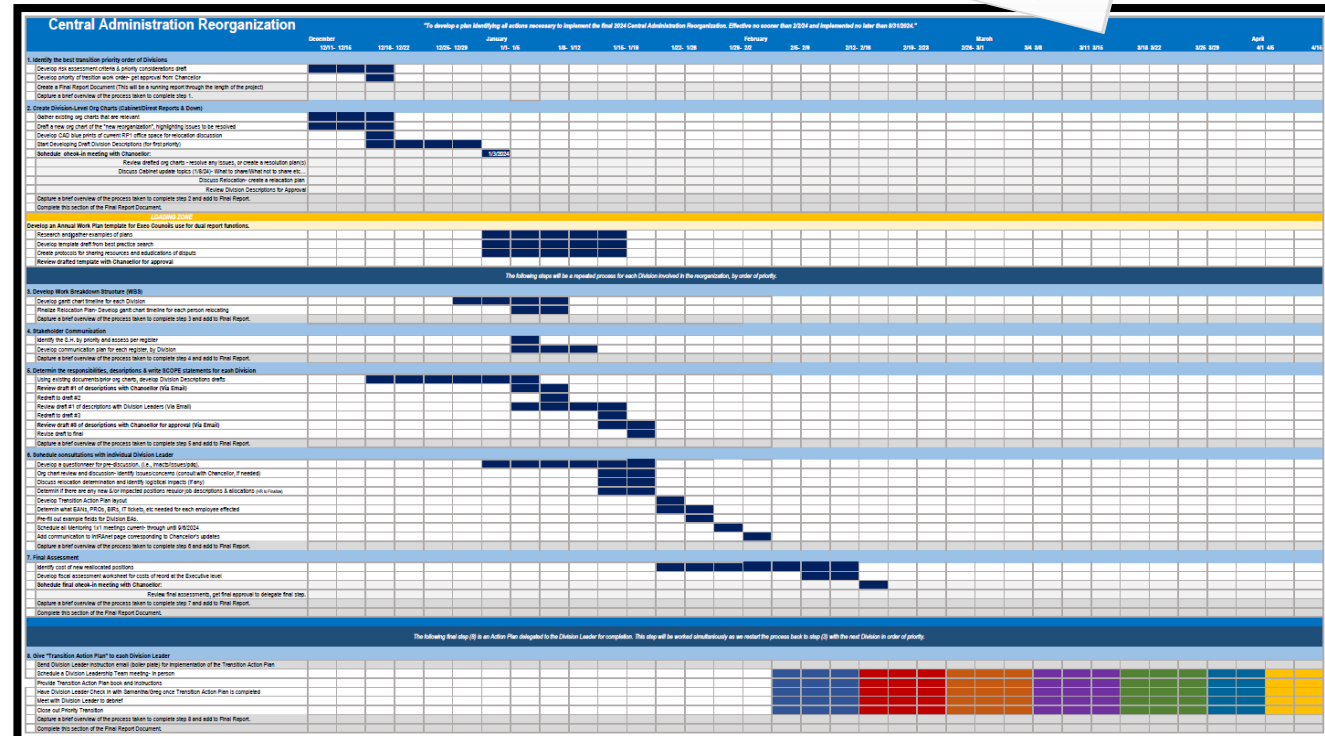
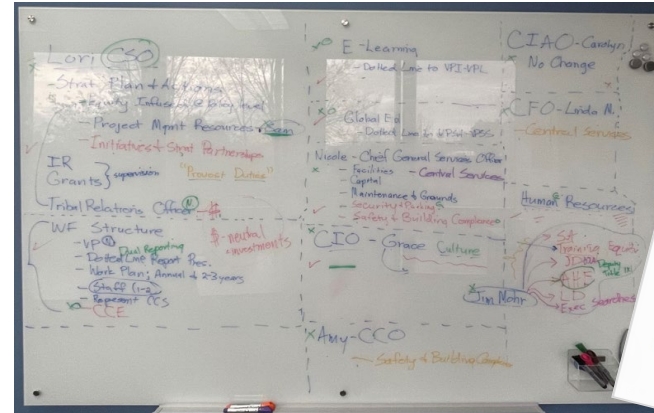
General Project Information	
Project Name:	CCS Central Administration Reorganization
Executive Sponsor:	Kevin Brokbank, Chancellor
Department Sponsor:	Greg Stevens, CSAO
Project Manager:	Samantha Shelton

Project Charge Statement

Develop a plan identifying all actions necessary to implement the final 2024 **Central Administration Reorganization**. Actions can be effective no sooner than February 1, 2024, and all actions should be implemented, or in substantial progress, by no later than August 31, 2024. Identify a priority of actions, with justification, and the responsible party for each action. Present the plan for Chancellor consideration/approval for implementation by no later than December 31, 2023.

Timeline

Start Date	Completion Date
December 11, 2023	July 1, 2024





Community Colleges of Spokane

Board of Trustees

Central Administration Reorganization 2024

TRANSITION PHASE BREAKDOWN

Greg Stevens
Chief Strategy & Administration Officer

Kevin Brockbank
Chancellor

Lori Hunt
Chief of Staff & Strategy Officer

#6

Grace Leaf
Chief Information Technology Officer

#1

TBA
Chief Human Resource Officer

#4

Exec Recruitment 4/26

Nichole Hanna
Chief General Services Officer

#2

Linda McDermott
Chief Financial Officer

#5.B

Amy McCoy
Chief Compliance Officer

#5.A

Carolyn Casey
Chief Institutional Advancement & External Affairs Officer

TBA
Vice President of Workforce Development

#3

Exec Recruitment 3/4

SFCC President

SCC President

SFCC VPL

SCC VPI

SFCC VPSA

SCC VPSS

Ben Whitmore
E-Learning

#7.A

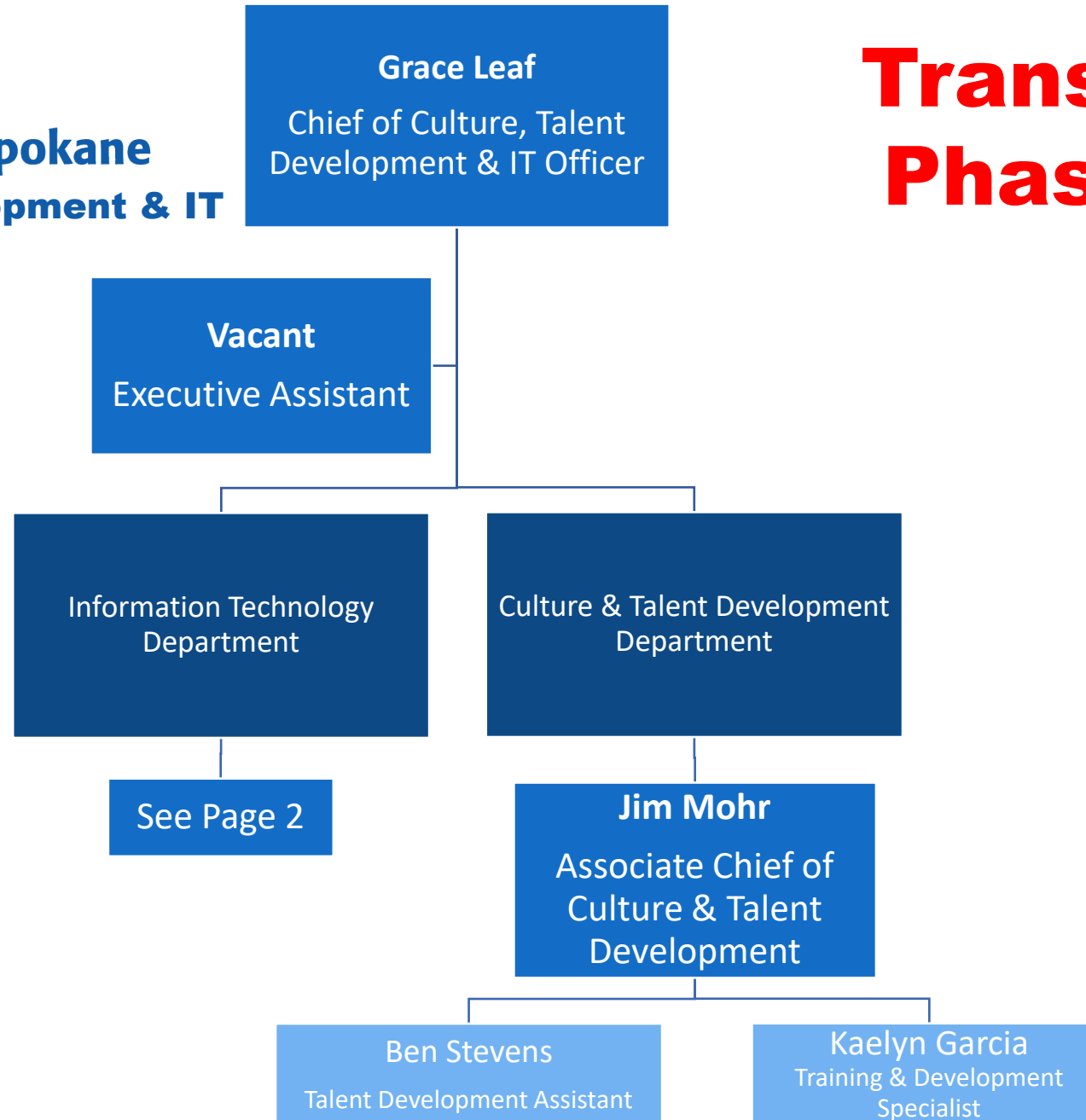
Amber McKenzie
Global Education

#7.B

* Indicates the phase priority order of transition.



Community Colleges of Spokane
Office of Culture, Talent Development & IT



Transition Phase #1





Community Colleges of Spokane Office of Culture, Talent Development & IT



Grace Leaf
Chief of Culture, Talent Development & IT Officer

Vacant
Executive Assistant

Information Technology Department

Culture & Talent Development Department

See Page 1

Thomas Ingle
Director of Technology Services

Elena Shaw
IT Project Manager

Sean Cotter
Supervisor of Media Services

Sara Covington
Client Experience Manager

Stephanie Beaulieu
Cust Sup Supervisor

Leslie Dawson
IT Project Manager

Bob Nelson
Director Dev & Integration

Nathan Walker
Information Security Officer

Jason Jakober
Sys & Network Tech

Colin Coster
Sys & Network Tech

Shawn Graham
Media Maint Tech- Lead

Liz Covington
Customer Support Tech

Vanessa Peoples
Customer Support Tech

Jacob Clough
Database Administrator

Jeremy Anderson
Developer/Integrator

Scott Hollis
Sys & Network Tech

James Williams
Sys & Network Tech

Alan Rathbone
Media Maint Tech 1

Ashley Bethely
Customer Support Tech

Samuel Bankston
Customer Support Tech

Vu Nguyen
Developer/Integrator

Laura Padden
Developer/Integrator

Evan Simbler
Sys & Network Security Analyst

Jim Wilkoff
Telecom Tech

Kaihan Arian
IT/Media Warehouse Op 1

Vacant
Customer Support Tech

Dan Maiers
Customer Support Tech

Tamara Burrow
Telecom Tech

Shane Fuller
Assist Director of Tech Services

Billy Wellsandt
Customer Support Tech

Zane Roghaar
Customer Support Tech (AHCC)

Damon Palm
Engineering Tech

Erik Moeller
Engineering Tech

Cristy Macabinguil
Engineering Tech

Ray Covington
Customer Support Tech

Office of Culture, Talent Development & IT (Grace Leaf)

- Chief Information Officer
- Culture and Equity

Culture is the way people show up, treat each other, and approach their work; it's the rules of engagement that define what it means to be part of our team. Exceptional culture is achieved through clearly defined behaviors and mindsets that are universally understood, that everyone takes full ownership and accountability for, and that no one is exempt from.

- Jim Mohr (Associate Chief of Talent & Culture Development)
 - Search Advocates
 - Equity Training
 - Infusion of Equity in Central Administration procedures, processes, and systems
 - Leadership, Management and Professional Development
 - OTHRs data management
 - Executive Searches (Transfer from Greg Stevens, CSAO)





Community Colleges of Spokane
Office of General Services

Nichole Hanna
Chief General Services
Officer

Heidi Campbell
Executive Assistant

Deborah Rolli
Admin Assistant III

**Transition
Phase #2**



Security & Parking

Capital Projects

**Environmental
Health & Safety**

Central Services

**Facilities
Maintenance &
Grounds**

Charlie Hollen
SCC Director of Security

Ken DeMello
SFCC Director of
Security

Clinton Brown
Director of Capital
Construction

Sayed Hussaini
Occupational SHES

Jeff Stradling
Logistics Manager

Terry Ledger
SCC Director of Fac
Maint/Op

Doug Ross
SFCC Director of
Fac Maint/Op



Community Colleges of Spokane

Office of General Services



Nichole Hanna
Chief General Services Officer

Heidi Campbell
Executive Assistant

Deborah Rolli
Admin Assistant III

Security & Parking

Capital Projects

Facilities Maintenance & Grounds

Central Services

Safety & Building Compliance

Charlie Hollen
SCC Director of Security

Ken DeMello
SFCC Director of Security

Clinton Brown
Director of Capital Construction

See Page 2

Jeff Stradling
Logistics Manager

Sayed Hussaini
Occupational SHES

Tyler Ables
Security Officer- Lead

Anthony Bernal
Campus Security Officer

Terry Van Weerdhuizen
Campus Security Officer

Samantha Morlan
OCS Program Assistant

Karsten Burton
Security Guard 1

Kevin Robins
Program Specialist 3

Jovonna Dunbar
Security Officer- Lead

Kyle Alexander
Campus Security Officer

Jeffrey Luiten
Security Guard 1

Shawn Pichette
Campus Security Officer

Alyssa Olmstead
OCS Program Coordinator

Davian Clavon
Capital PM

Kim Abrahamson
Admin Assistant I

Jason Foraker
Capital PM

Teresa Lumberg
Construction Coordinator

Vacant
Sustainability PM

Ryan Dawson
Warehouse Operator 2

Tom Olmstead
Warehouse Operator 1

Penny Sorensen
Mail Service Assistant

Debi Griffin
Surplus Inventory Control Specialist 2

Tami Petersen
Mail Service Supervisor

Ed Siwicki
Mail/Processing Driver

Emric Scriven
Safety Officer 2

Steve Nick
Mail/Processing Driver



Community Colleges of Spokane

Office of General Services



Nichole Hanna
Chief General Services Officer

Heidi Campbell
Executive Assistant

Deborah Rolli
Admin Assistant III

Capital Projects
See Page 2

Security & Parking
See Page 2

Facilities Maintenance & Grounds

Safety & Building Compliance
See Page 2

Central Services
See Page 2

Terry Ledger
SCC Director of Fac Maint/Op

Doug Ross
SFCC Director of Fac Maint/Op

Dan Goad
Maint Mech 4

Jared Cavegn
Grounds & Nursery Spec 4

Katrina Scott
Custodian 5

Dean Stroud
Maint Mech 4

Roy Clements
Maint Mech 4

Shawn Heath
Maint Mech 4

Mike Haggerty
Custodian 5

Mark Fey
Grounds & Nursery Spec 4

Maintenance Mechanic 1:
Jason Davis
Ward Kaplan
Garrett Santana

Maintenance Mechanic 2:
Shane Harrison
Todd Shepherd
Stefan Corr

Grounds & Nursery 3:
Ron Rowe

Grounds & Nursery 2:
Pat Irish
Ray Vanlengen

Pat Briscoe
SUP Swing Custodian 4

Kelly Hilt
SUP Grave Custodian 4

Custodian 1:
Minh Tran/ Brett Thompson/ Joel Titchenal/
Larry Sims/ Max Al Musilcv Stancho Stoyanov/
Larry Yates/ Kelly Hopstad/ Aleksandr
Zakharchenko/ Patricia Wilkett/ Jeremy
Ralston/ Krystalynne Raubolt/ Jolene Carl/
Robert Mills/ Emilee Birch/ Cory Rutherford/
Kari Cameron/ Jamie Regalado/ KB Haynes/
Mary Prigan/ Jeanette Higginbotham

Custodian 2:
Melissa Hopkins/ Raelynn Ells

Custodian 3:
Rickey Blakesley

HVAC Technicians:
Nedim Hermovic

Electricians:
Andrew Hannum
Brunson Scheets
Tim Taggart

HVAC Technicians:
William Bartlett

Electricians:
Clay Ridgley

Maintenance Mechanic 2:
L/P-Thomas McCraley

Automotive Mechanic
David Frederickson

Maintenance Mechanic 1:
U- Chris Mokhtari
U- Nic Thomas

Maintenance Mechanic 2:
C- Jason Young
C- Jim Schulte
Painter- Thomas Goodan

Michael Garcia
SUP Swing Custodian 4

Kayla Thompson
SUP Swing Custodian 4

Custodian 1:
Olga Bowsher/ Richard Matson/ Spencer Jordan/
Mark Hume/ David Potter/ Nadezhda Vasilenko/
Neil Snyder/ Jon Polokus

Custodian 2:
Robert Haley

Grounds & Nursery 3 Irrigation Specialist:
Tyrel Nelson
Tyler Jones

Grounds & Nursery 2:
Paul Stazel

Office of General Services (Nichole Hanna)

First Phase Transition (#2)

- Facilities (Transfer from Greg Stevens, CSAO)
- Capital Construction and Projects (Transfer from Greg Stevens, CSAO)
- Security (Transfer from Greg Stevens, CSAO)

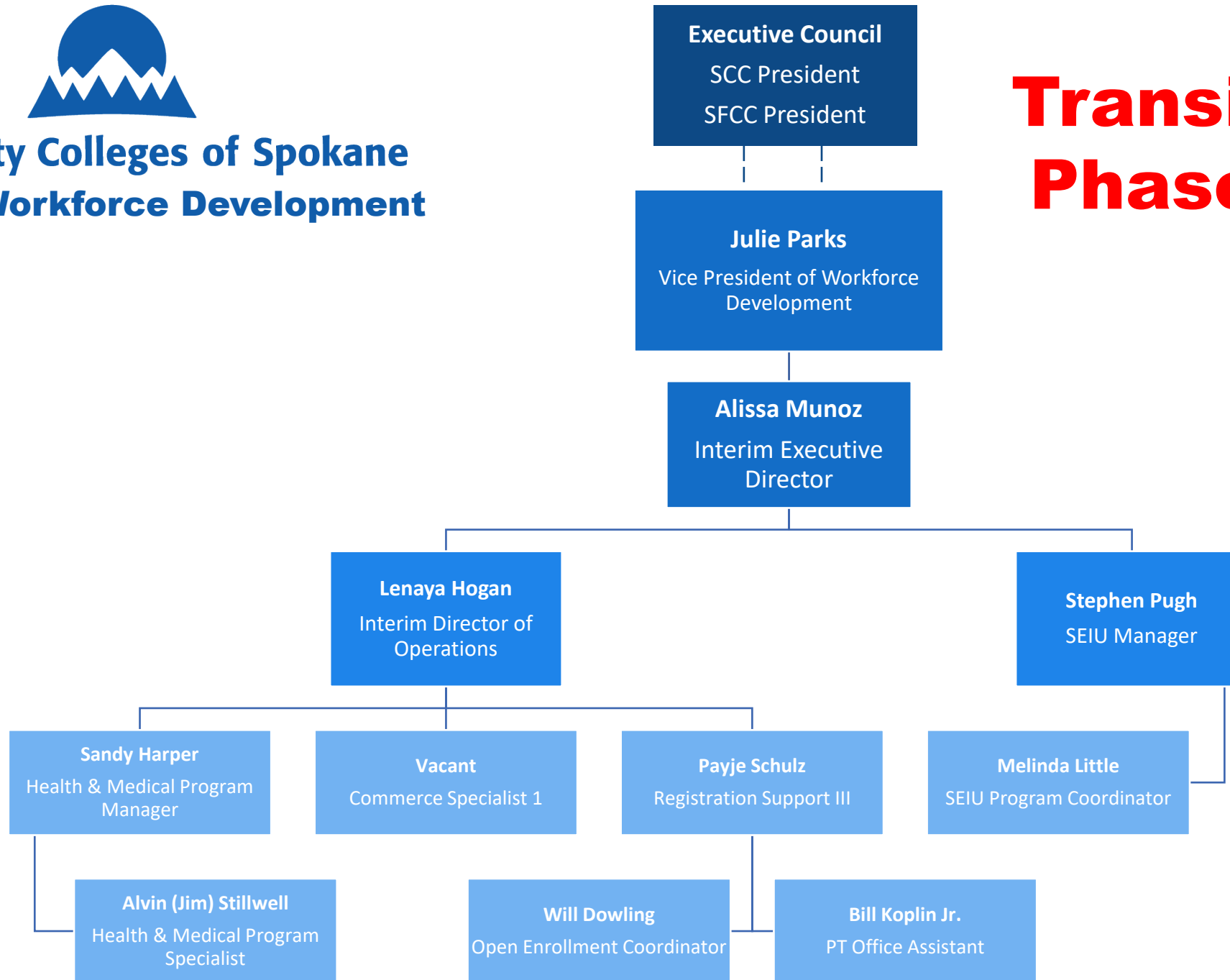
Second Phase Transition (5.A & 5.B)

- Environmental Health and Safety (Transfer from Amy McCoy, CCO)
- Logistics Manager-Central/Mail Services (Transfer from Linda McDermott, CFO)





Community Colleges of Spokane Office of Workforce Development



Transition Phase #3



Office of Workforce Development (Julie Parks)

- Vice President of Workforce (Executive Recruitment- Start date of 8.19.24)
 - Possible support staff (TBD)
- Effective, timely, and adequate support for external workforce connections
- Support for programs and faculty (work outside the normal duties)
- Represent the entire CCS workforce portfolio
- Corporate and Continuing Education
- Dual Reporting to both college Presidents (Supervisor of Authority SCC)
 - Resources and Capacity shift with needs and priorities
- Annual Work Plan; approved by VP, Chancellor, and both Presidents
- Creation of necessary protocols and procedures for sharing resources





**Community Colleges of Spokane
Office of Human Resources**

Frederick Davis
Chief Human Resource Officer

Samantha Shelton
Executive Assistant

**Human Resources
Department**

Melody Mathews
Director of HRIS

Katie Kepner
HR Consultant 1

Mason Tweedt
HR Consultant 1

Andrew Avery
HR Consultant Assistant 1

Patience Lambert
HR Consultant 1

Marta Hartman
HR Consultant Assistant 2

David Baker
HR Consultant Assistant 1

Tim Fackenthall
Director of HRES

Aimee McElroy
Employment Svcs Professional

Jessica McDaniel
HR Consultant 1

Vacant
HR Consultant Assistant 1

Isabel Evans
HR Consultant 1

Joshua Hellhake
HR Consultant 1

James Bell
Investigation Specialist

**Transition
Phase #4**



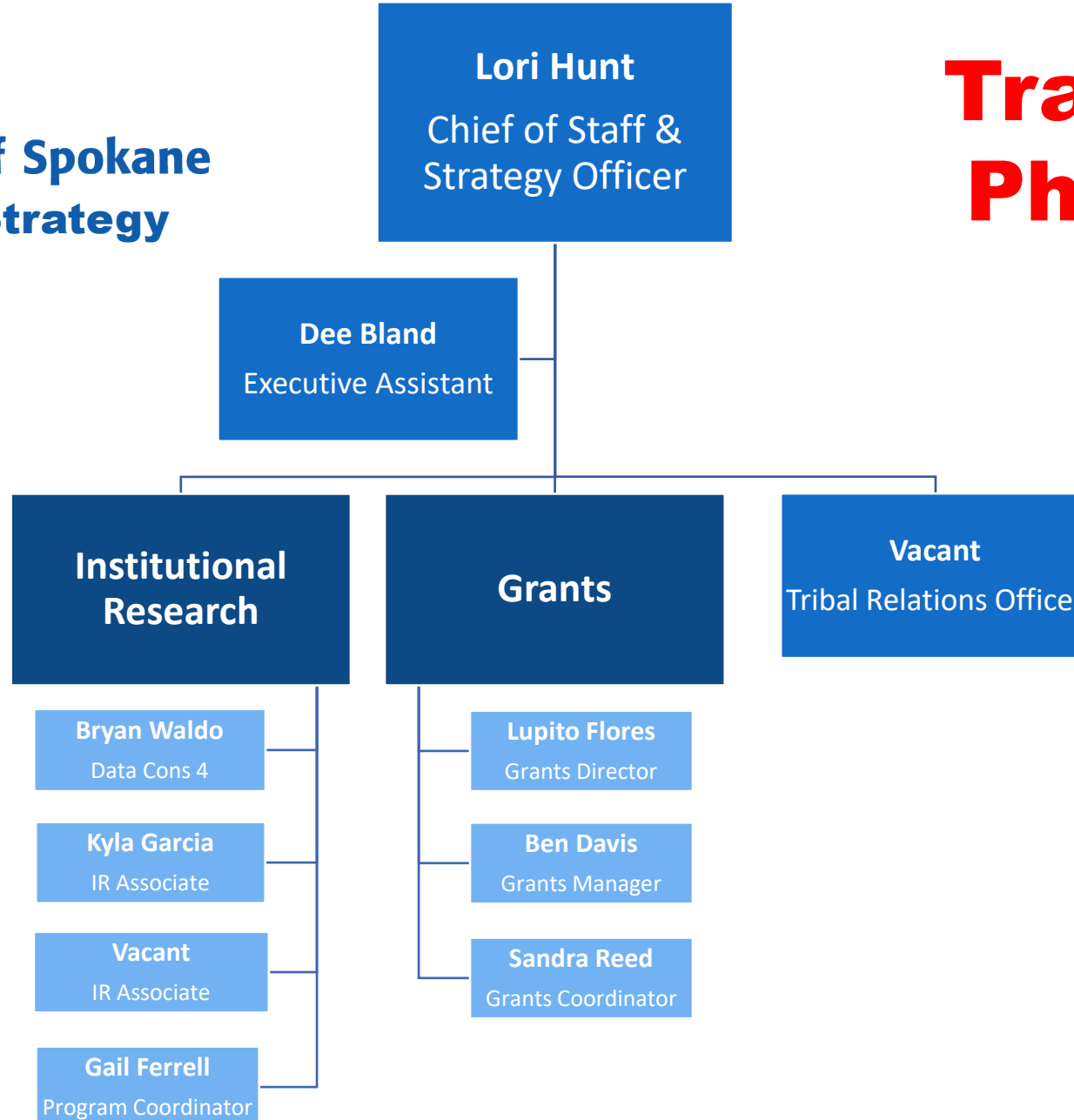
Office of Human Resources (Frederick Davis)

- HR Executive (Executive Recruitment- Start Date 8.1.2024)
 - CHRO EA- Samantha Shelton
 - All current CSAO's HR-related executive responsibilities except Executive Recruitment (to Culture/Development)
 - Title IX (Transfer from Amy McCoy, CCO)
- Human Resources Employee Services All current functions except for training/development (to Culture/Development)
- Human Resources Information Services
 - All current functions except for OTHRs data management (to Culture/Development)





Community Colleges of Spokane
Office of Staff and Strategy



Transition
Phase #6



Office of Staff & Strategy (Dr. Lori Hunt)

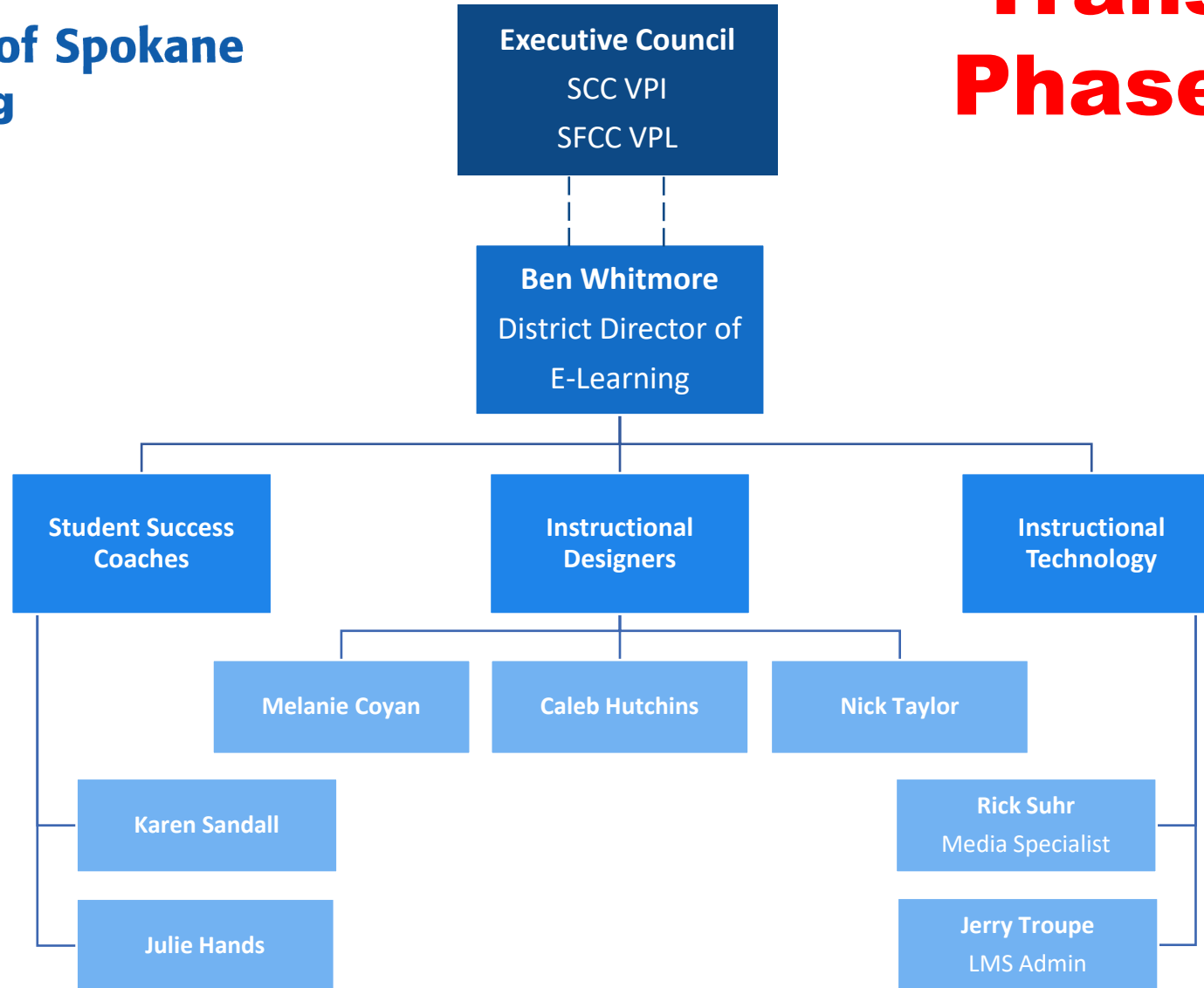
- Reallocation from Provost to Chief of Staff and Strategy
- Strategic Planning, Initiatives, Projects, and Partnerships
- Infusion of Equity across all our strategic work
 - Tribal Relations Officer (Currently in Recruitment Phase)
- District Institutional Research
- District Grants





Community Colleges of Spokane E- Learning

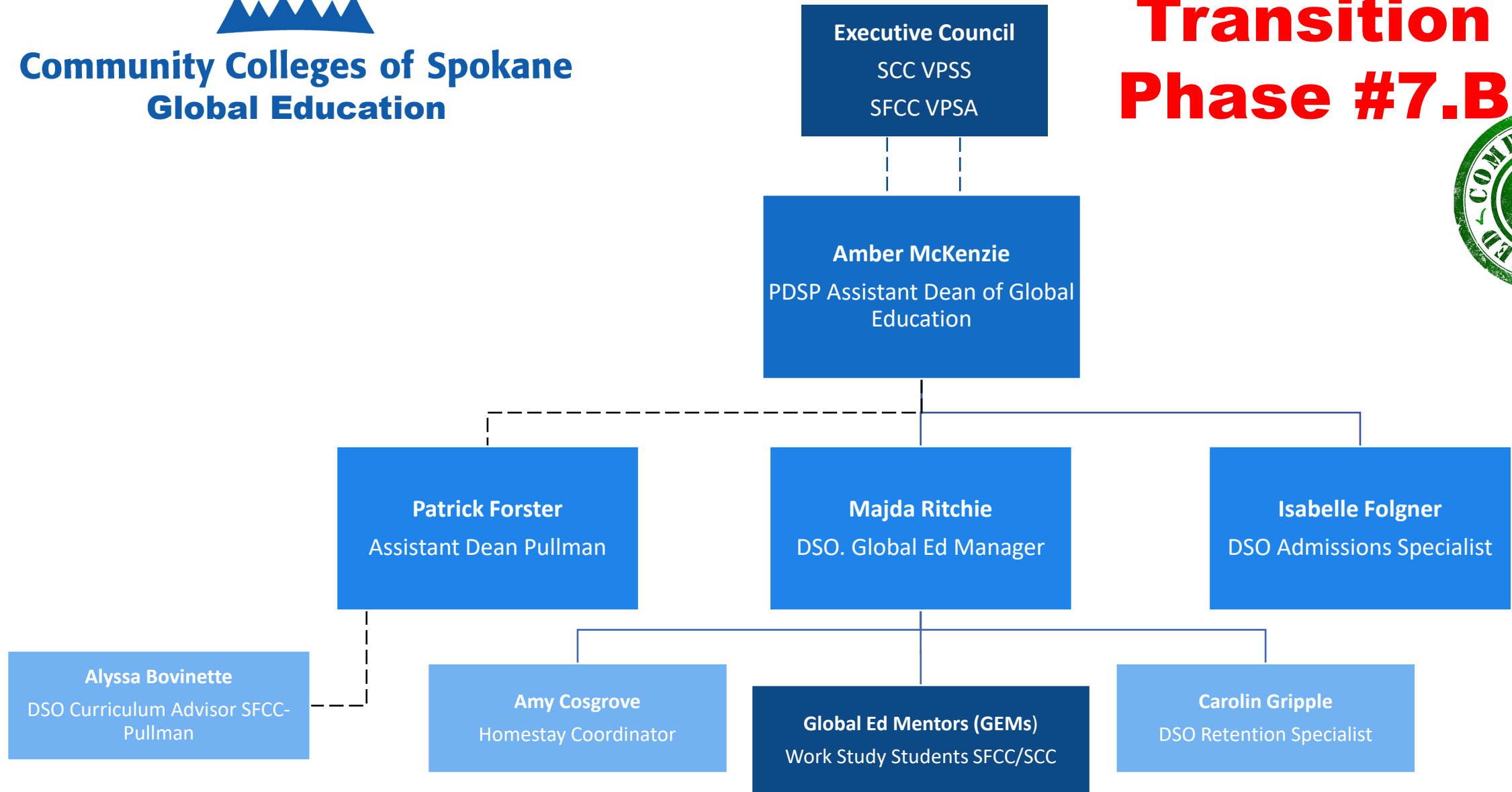
Transition Phase #7.A





Community Colleges of Spokane Global Education

Transition Phase #7.B





Community Colleges of Spokane

Board of Trustees

Kevin Brockbank
Chancellor

Lori Hunt
Chief of Staff and
Strategy Officer

Grace Leaf
Chief Culture, Talent
Development & IT
Officer

Frederick Davis
Chief Human Resource
Officer

Nichole Hanna
Chief General Services
Officer

Linda McDermott
Chief Financial Officer

Melanie Rose
Chief Institutional
Advancement &
External Affairs Officer

Kimberlee Messina
SFCC President

Bonnie Glantz
SFCC VPL

Patrick McEachern
SFCC VPSA

Julie Parks
Vice President of
Workforce Development

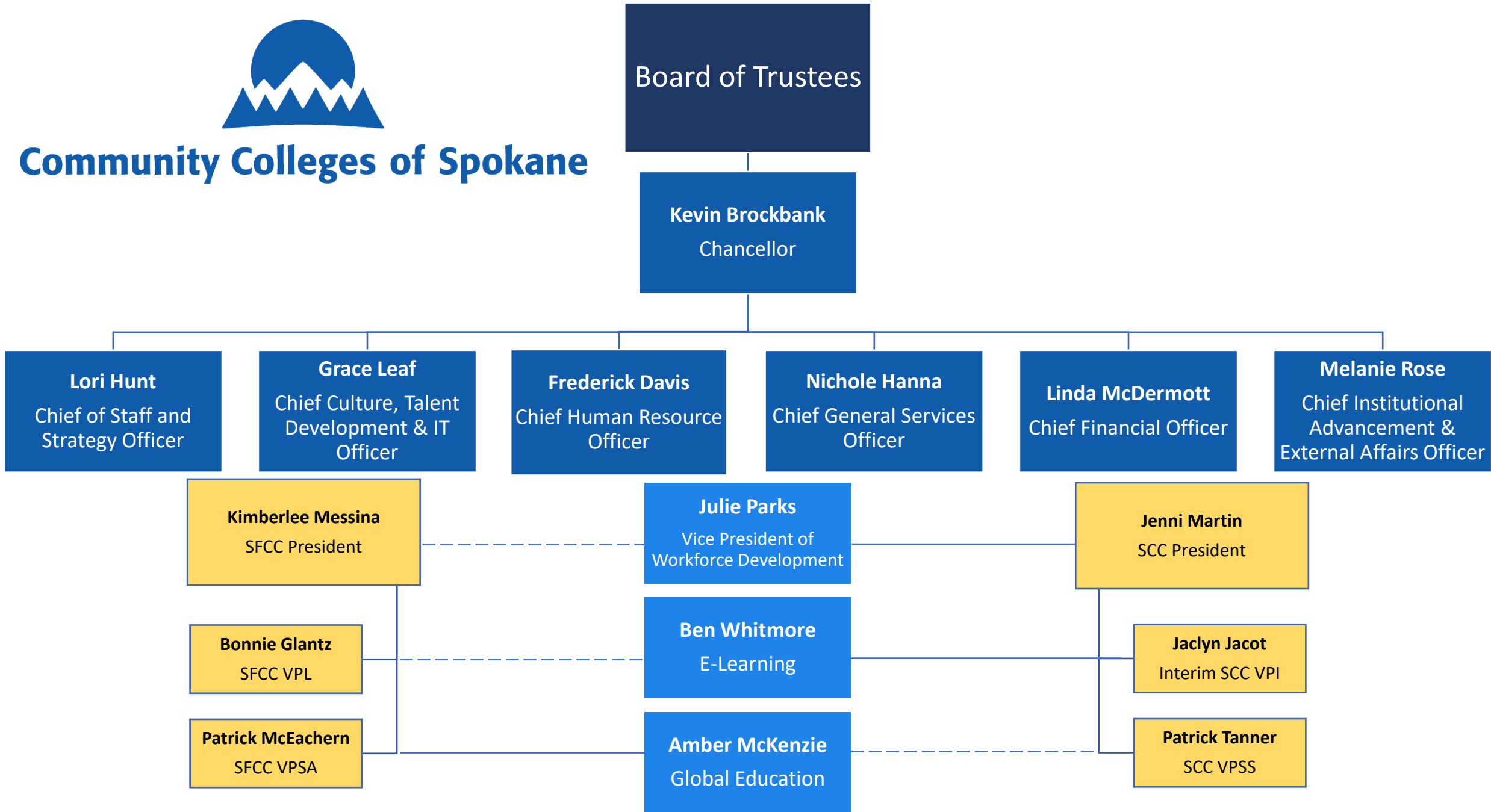
Ben Whitmore
E-Learning

Amber McKenzie
Global Education

Jenni Martin
SCC President

Jaclyn Jacot
Interim SCC VPI

Patrick Tanner
SCC VPSS





Prepared by:

Dr. Kevin Brockbank
Chancellor
September 10, 202



Compliance Office Board Report

The Compliance Office drafted administrative procedures outlining how to accommodate students and employees who are pregnant or have pregnancy related conditions in accordance with the new Title IX regulations.

The Compliance Office drafted the Annual Security Report to increase awareness of personal safety measures, campus crime prevention and safety awareness education measures and CCS policies and procedures in place to respond to and prevent crimes. This report demonstrates how CCS is in compliance with the Student Right to Know Act, Clery Act, Title IX, Higher Education Opportunity Act, Drug Free Schools and Communities Act, Drug Free Workplace Act, Campus Sexual Violence Elimination Act and the Violence Against Women Act.

Prepared by:

Amy McCoy
Chief Compliance Officer
September 10, 2024

General Services Division



CGSO Employee Highlight

This month, we're excited to spotlight Jason Young as the CGSO Employee Highlight. Jason, a Maintenance Mechanic 2 Carpenter with SFCC Facilities has been with us since 2013 and has consistently demonstrated reliability, craftsmanship, and a strong work ethic. His recent work on the recarpeting project in the band room at building 15 showcased his attention to detail and dedication. Jason expertly handled all aspects of the job, from removing old flooring to installing new carpet squares, ensuring a seamless and high-quality finish. His hard work and positive attitude are greatly appreciated and valued by the team.

Capital Planning & Development

We officially achieved Substantial Completion for Capital Project 18-063, the Fine and Applied Arts facility at SFCC, on August 6, 2024, marking a delay of 366 days from the original legal Substantial Completion date.

Swinerton requested substantial completion on July 7, 2024. At that time, several outstanding issues remained, including a missing handrail and wall material at the main entry stair. A temporary solution was implemented on August 5, 2024, enabling us to establish Substantial Completion on August 6, 2024. As discussed in closeout meetings, nine items remain non-conforming. Formal notices have been issued, and discussions have taken place to resolve these issues. A walkthrough on August 2nd confirmed that solutions were agreed upon for all non-conforming items. The project has exceeded its target date by over a year, making it crucial to resolve all non-conforming items by the deadlines specified in the letter to Swinerton to ensure the facility is ready for Fall Term 2024.

Under the contract, Swinerton has 60 days from Substantial Completion to finalize several tasks, including addressing punch list items, commissioning, submitting as-built drawings and specifications, compiling and submitting the Operation and Maintenance manual, and providing LEED documentation.

During an initial faculty walkthrough, several design omissions and errors were identified. In response, Capital has initiated three separate Job Order Contracts (JOC) for mechanical modifications, architectural additions, and electrical revisions. A Notice to Proceed was issued to Burton Construction on August 9, 2024, to commence work on electrical revisions, which have been prioritized by the faculty.

See Capital Project DOT report under consent agenda items for status of all other Capital Projects.

District Facilities

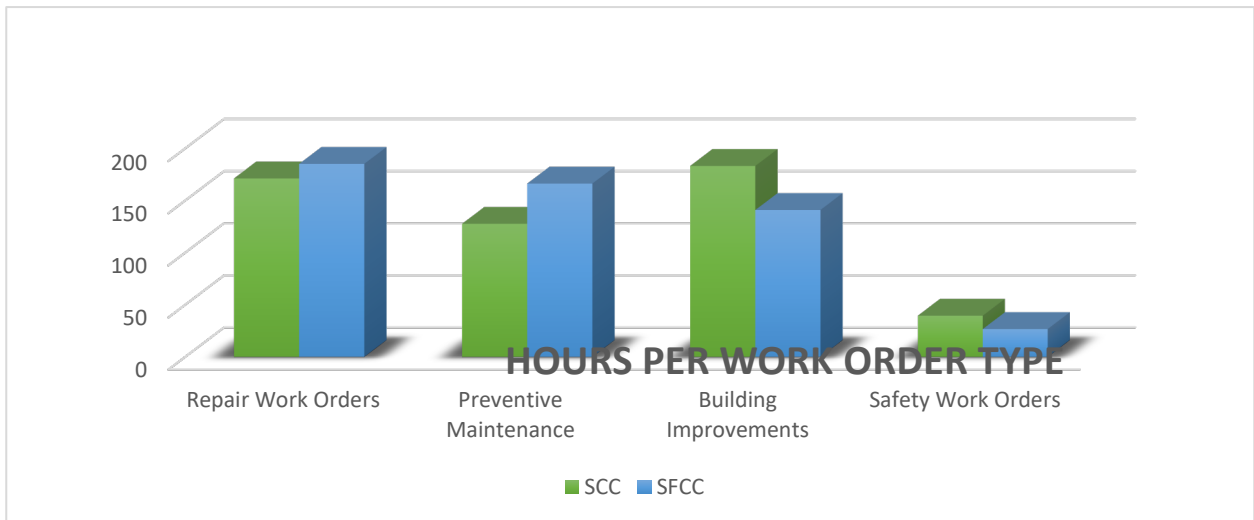
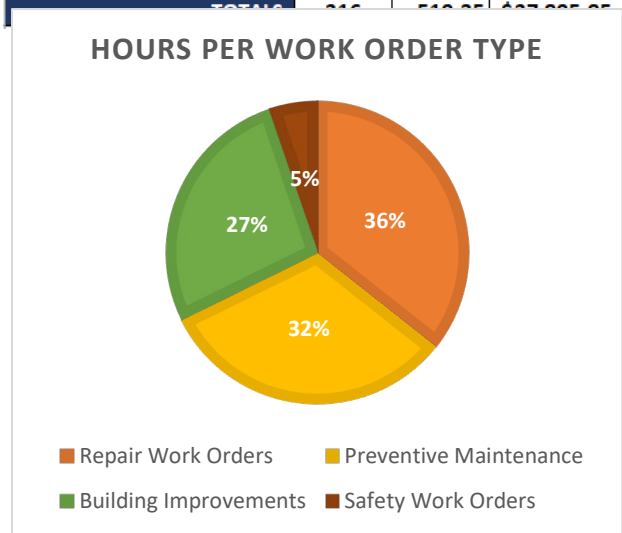
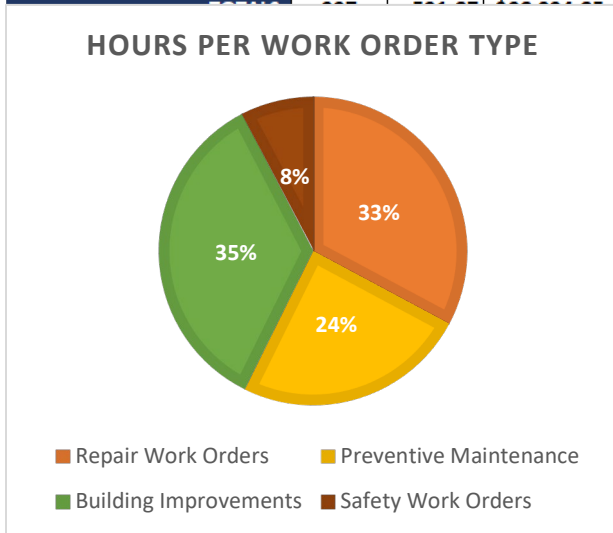
Below is the maintenance data for August 2024. This data paints a picture of the accomplishments of our maintenance and operations staff assigned to each campus and is pulled from our Computerized Maintenance Management System (CMMS) platform, MegaMation.

Significant highlights between August and June data:

- 63% reduction in safety work orders at SCC.
- 45% reduction in BIR work orders at SCC.
- 19% reduction in repair work orders on both campuses.
- 20%-35% increase in preventive maintenance work orders on both campuses.

Spokane Community College			
WORK ORDER TYPE	QTY	HRS	LABOR \$
Repair Work Orders	80	171.27	\$ 9,536.44
Preventive Maintenance	103	127.75	\$ 6,857.43
Building Improvements	19	183.25	\$10,371.98
Safety Work Orders	25	39.6	\$ 2,159.00

Spokane Falls Community College			
WORK ORDER TYPE	QTY	HRS	LABOR \$
Repair Work Orders	80	185.25	\$ 9,747.56
Preventive Maintenance	115	166.35	\$ 8,795.77
Building Improvements	7	141	\$ 8,044.05
Safety Work Orders	14	26.75	\$ 1,308.47





Office of Campus Security

The Office of Campus Security has been actively addressing several incidents recently. On August 8, 2024, a shooting was reported in the vicinity of the Adult Education Center (AEC) off Monroe Street. Following this, on August 15, 2024, another security-related incident occurred at the AEC involving a reported “possible death.” Shortly before first responders arrived, a passing citizen administered Narcan and revived the individual.

On August 28, 2024, a deceased person was found on the SCC campus, east of Building 28 near the Spokane River. The death was not recent and appeared to be drug related.

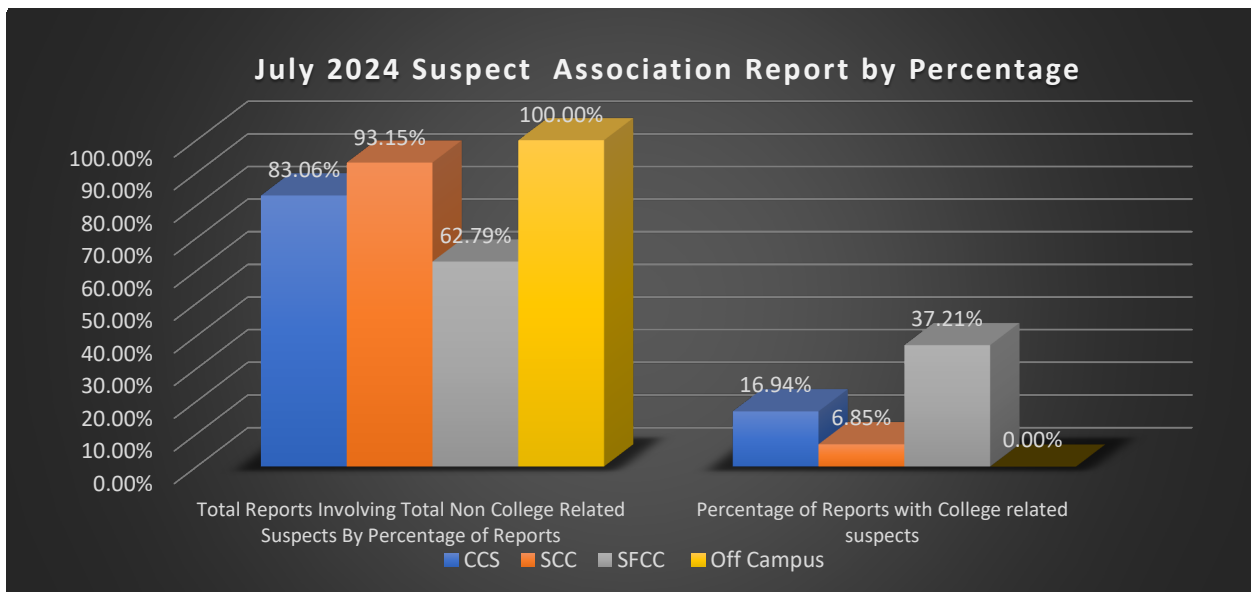
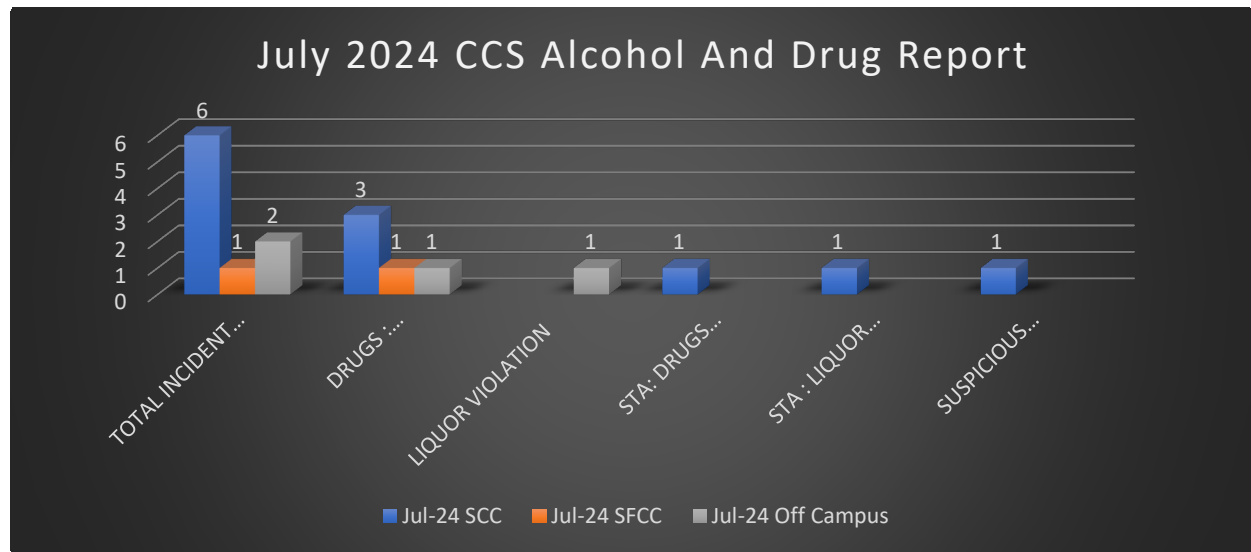
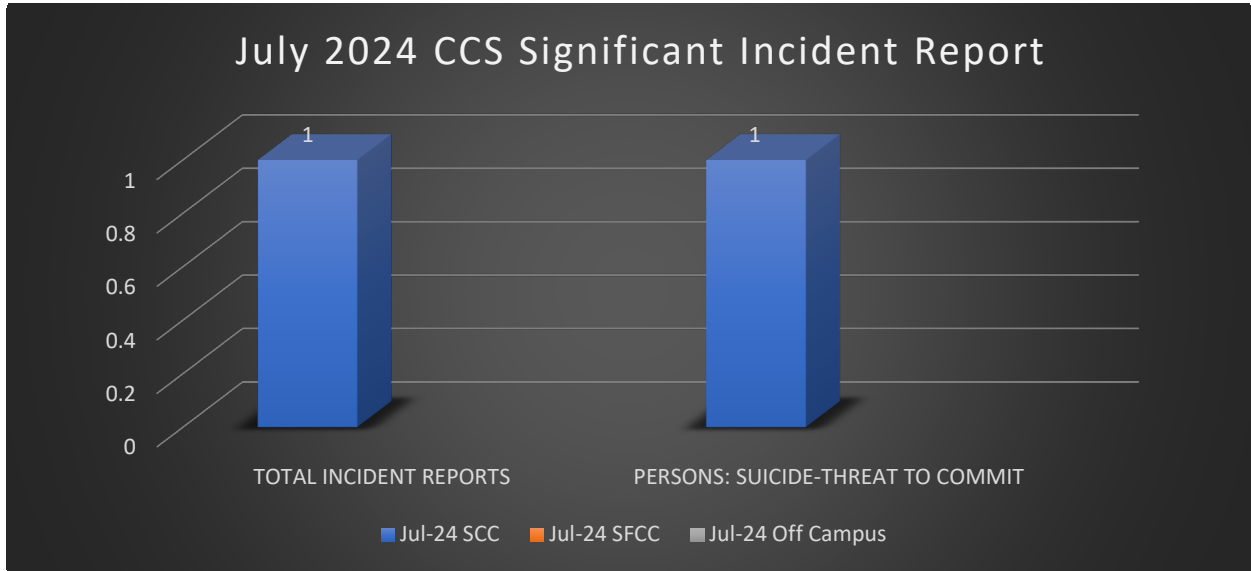
In July, there was one notable incident: on July 9, 2024, an individual not affiliated with the college, who claimed to be staying at the Trent shelter, was found loitering at the SCC student center. The individual was seeking food from the pantry and threatened suicide when asked to leave the campus.

We have also introduced a new metric to track reports involving non-college-related suspects versus college-related reports, highlighting the impact of the surrounding community and STAs on the campus environment.

Jovonna Dunbar presented a strategic report on the Safe Work/Learning Environment to the Cabinet on August 19th. Her report is aimed to address the Operational Excellence priority in the Strategic Plan.

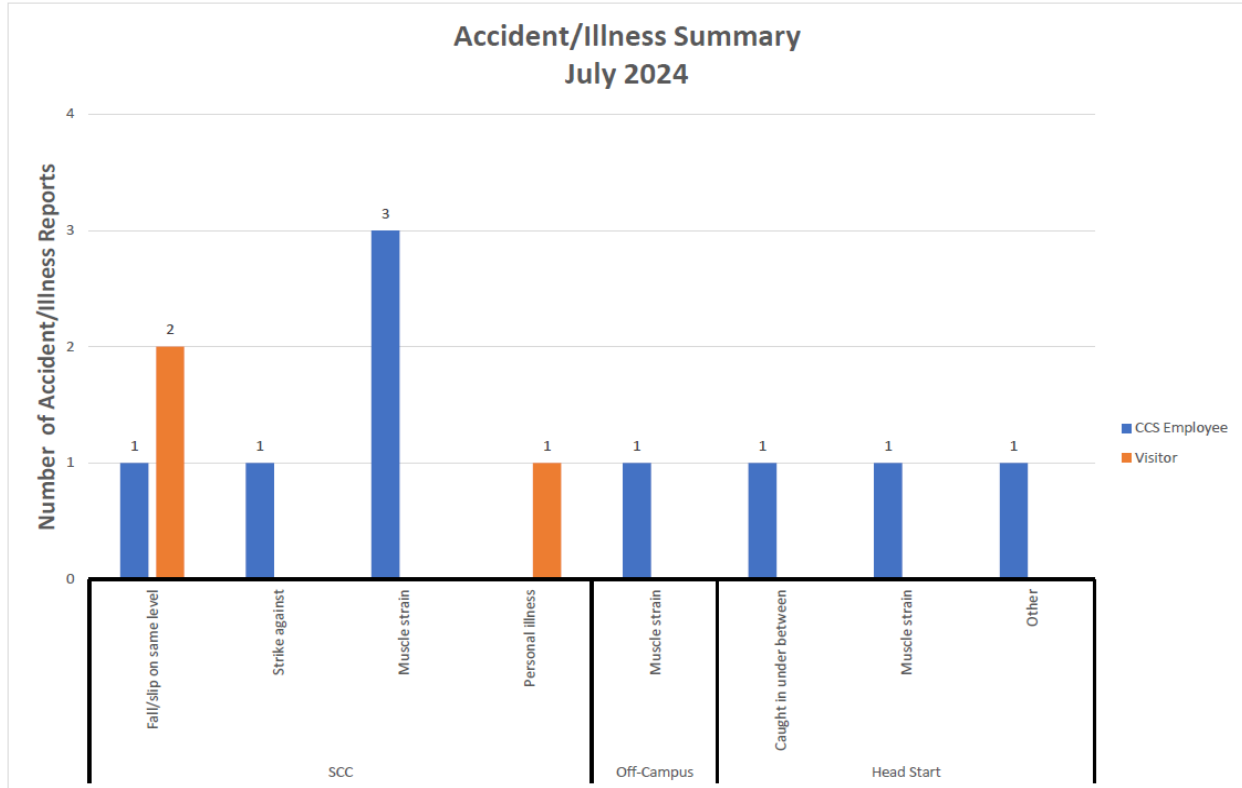
To summarize, the report recommends the following safety and security enhancements, in descending order of priority.

1. Increase full-time security staff so a minimum of two security staff are working per shift/assignment for both campuses and mobile patrol for off-site locations.
2. Further investigate and update campus lighting to ensure there are minimal areas of darkness and integrating lighting with security cameras and access controls thereby increasing the safety and comfort of campus community members.
3. Enhance access controls for our buildings, restricting access by way of open building hours, restricting the number of unsecure building entrances, and creating a CCS Electronic Access Control Procedure to include more specific language for electronic access controls.
4. Increase and enhance emergency-related training offerings to CCS community.
5. Investigate and repair existing building intercom systems; create incident reporting information cards and develop a plan to further explore subscribing to an emergency communication service that allows for enhanced emergency communication throughout the district.
6. Update the existing CCS Camera Procedure to include budgetary and maintenance responsibility in addition to specifications on camera area placement.



Environmental Health & Safety

The August summary of CCS accidents and illnesses report has not been released yet. In July 2024, the EH&S office recorded **12 accidents and illnesses**, marking a 14% decrease in incidents compared to the May report. Notably, SFCC achieved a 100% reduction in reported accidents and illnesses for the same timeframe. Additionally, there were no student-related accidents or illnesses reported in July.



Prepared by: Nichole Hanna
 Chief General Services Officer
 May 21, 2024



IT Division

Media and technology installations and office IT equipment in the Fine Arts building were completed in time for faculty move-in August 28. Workstation adjustments and faculty support will continue by MAC team Cristy Macabinguil and Sam Bankston of IT.

The summer infrastructure project led Technology Services is nearly complete. Switches, firewalls, cables, and server rooms were replaced to increase connectivity and strengthen our security posture.

Classroom and lab updates to prepare for fall start are complete. Office moves and updates continue at an accelerated pace to keep up with turnover rates and new hires.

MFA trainings and student friendly information is being developed to ensure ABE and ESL students can understand the process in an accessible way, which then positively impacts all students.

Telephone upgrade project hit the 50 percent mark, including conversion of RP1, and all remote sites are complete. These include all satellites and Head Start centers. Paring down from 12 telephone vendors to also improves security posture and will realize a cost savings.

Both Project Manager positions are now filled so they will serve as the "front door" to districtwide projects such as CRM, website reskinning overhaul, intranet migration to Sharepoint, Guided Pathways and telephony, Security Camera and Access Controls, to name a few.

Together with the senior business analyst, Sara Covington, IT planning and procurement will be more strategic and coordinated.

A weekly Crew Call of technical SMEs and the PMs began this summer and will continue to share actionable intelligence among units.

Women In IT: women comprise 23 percent of all IT professionals nationally, and a personal equity and inclusion project as CIO, is to increase this percentage at CCS and to provide professional development and community support to my team of 12 women of 40 IT staff. This year we will focus on tapping into the wisdom of the C-suite women with quarterly lunches and workshops, even as I increase training and development of all IT staff.

This year, IT will align their strategy and tactics planning with the Business Office to be ready for the CCS strategic plan process and to increase transparency in resource prioritization and services.

Prepared by: Grace Leaf
Chief of Culture, Talent Development & Information Technology
September 10, 2024



District Business & Finance Office

CFO

The entire team was very busy closing the fiscal year and preparing for the start of fiscal year 2024-25. We continue to deal with staff turnover and the need for training yet are very pleased to welcome new members to CCS and the Business office.

Budget office

The budget team finalized the FY 25 budget and uploaded departmental budgets in ctcLink. We are continuing the focus this year on budget transparency and a comprehensive review of existing resource allocation models. A budget retreat was held with Cabinet in August to discuss processes and recommendations for future budget planning and development. These will be on-going discussions for the entire district.

Internal Control and Compliance

Staff prepared the initial draft Bookstore Request for Information (RFI) to gather information on bookstore vendor service models. The process included meeting with two community college bookstores to obtain information on their operations and structures. Assistance was provided to Finance and Accounting staff with annual financial disclosures and the internal control questionnaire. Follow up communication on outstanding balances due from auxiliary vendors for commissions and funding support were sent at year-end.

Provided Office of Culture and Development with new training materials (and provided examples for other trainers) for the Ethics Act training format that is to be rolled out in the fall and met with HR executive for Ethics Act onboarding.

To improve efficiency of personal service contract processing and compliance, participated in initial meeting with the Office of Culture and Development to discuss possibility of using an electronic ticketing system for personal service contracts workflow.

Contracts Office

Staff assisted with the following contracts and agreements.

- Clinical Affiliation agreements for SCC and SFCC students in clinical practicums:
 - Providence St. Joseph Health System for placements at Kadlec Regional Medical Center, PacMed Clinics, Providence Health & Services, Swedish Health Services, and Swedish Health Edmonds.
- Contracts / Agreements finalized.
 - Filing of new student conduct rules with the Washington Code Revisor's Office to comply with new US Dept. of Education Title IX rules.
 - Memorandum of Understanding (MOU) with the Refugee and Immigrant Connections organization to conduct a weekly food market at the Adult Education Center.
 - Corporate and Continuing Education (CCE) Training Agreement for Flagger training at the Spokane House of Charity.



- An Agreement between CCS Athletics and the Mukogawa U.S. Campus for the use of the SFCC Athletic Center by Mukogawa students.

Payroll and Benefits

- Staffing costs, July through August 15th, include \$11.3M in gross earnings, \$844K in employer paid taxes, \$2.8M benefits, and \$937K in pension/State Board Retirement Plan contributions.
- Payroll processed 170 parking permit payroll deductions for the 2024-2025 academic year. An additional 150 deduction requests are estimated prior to the start of Fall quarter.
 - Fifty-two payroll checks issued through June of 2023 remain uncashed by employees. Unclaimed/uncashed checks require individual follow-up and are ultimately remitted to the Washington State Department of Revenue as unclaimed property if they are not cashed. Certified notices for the final chance of re-issue were mailed in August. Twenty-eight payroll checks originally issued in fiscal year 2023-24 remain uncashed.
 - Payroll & Benefits processed 67 staff separations, comprised of seven retirements and the balance being resignations, temporary hires, and dismissals during probation. The separations and retirements were offset by 73 newly hired Classified and Exempt staff.
 - Josh Houchins, Benefits Specialist, has been working directly with the Department of Retirement Services (DRS) for the past few weeks on reconciliations and individual account corrections from reporting data issues back to 2020. HERP and TRS plan reconciliations will begin next.
 - Josh has also been working with the Health Care Authority and SCC on preparations for the upcoming Benefit Fair occurring on 10/29/2024. The Benefits Fair coincides with annual benefit plan open enrollment from 10/28/24 to 11/25/2024. This Benefit fair has been at SCC for the past few years and geared toward all State PEBB members.
 - CCS has a new Benefits Specialist who started on August 1st. The payroll & benefits department are now back to full staff.

Student Finance

The student finance department is happy to report the addition of our new Manager of Student Accounting, Diana Plum. Diana joined the team in July and brings substantial student finance experience having worked in similar roles, including the manager of Student Finance for North Idaho College, as well as the Financial Aid manager for a community college in Southern Oregon. The student finance department is currently in the process of undergoing a restructuring to better support the students and staff as they prepare for Fall quarter and the upcoming academic year.

Finance, Accounting, Purchasing and Travel

The accounting and finance team completed the year end close process over the summer, wrapping up in mid-August. Their work included the reconciliation of all construction in progress projects, fixed asset inventory, cash and investment accounts, as well as state agency payables and receivables. Additionally, staff prepared required GASB financial reports. The Accounts Payable team processed over 600 invoices in June and early July to close the 2023-2024 fiscal year. Heather Pedersen and Ken DelMese hosted the

AP and travel managers from the Seattle District of colleges and trained their team on CCS's best practices, and processes. The treasury department began work with DA Davidson establishing reporting and investment processes and procedures to support the implementation of the new Stabilization Fund.

Once the year-end close processes were finalized, the team began to prepare for the Annual Comprehensive Financial Audit with the State of Washington Auditor's Office (SAO). This Audit starts in September and will end in late October. In addition to the ongoing audit with SAO, our team is now working to prepare financial statements in preparation for our annual financial statement audit with Davis Farr, scheduled to begin in early 2025.

Public Records



Requests for public records have effectively doubled in 2024. CCS averages 90 requests a year, but this year, we surpassed 100 requests by early August. The most common/frequent requests include:

- Bid Results and winning contracts.
- CCS vendor/supplier lists and related purchases.
- Lists of student and employee names with contact information. In

accordance with state law (RCW) and FERPA, CCS withholds lists of student and employee names for commercial purposes.

- Video footage from SCC Security. CCS fulfilled 12 video requests in the first 8 months of 2024. This compares to one video requested and released for years 2022 and 2023 combined.
 - Most requested video content includes:
 - Collisions
 - Suspicious people
 - Incidents or issues of harassment

Myth or Fact: Human Resource Investigations are confidential and not subject to disclosure. Statements can be withheld while HR investigations are pending. However, once the investigation is complete, the entire investigative file is generally subject to PRA disclosures.

Prepared by:

Dr. Linda McDermott
Chief Financial Officer
September 10, 2024



Institutional Advancement Division Updates

Division update

The Division has been busy planning for the upcoming re-branding project by working with the IT Division to determine the process for re-skinning (or updating the colors and imagery) on our websites once the Trustees approve final branding images. We also have been determining how the Foundation (a separate 501 c-3 non-profit) will adopt a new look and feel. Everyone on the team has been involved in developing workplans to implement the re-branding, including touring all buildings to document where logos, colors and images will need to be updated and prioritizing upcoming marketing campaigns. If a re-brand is approved in September, the team will be working extra hard for a January public roll-out.

Foundation update

Our new Director of Philanthropy, Debbie Garcia, started with the Foundation in July and has already begun drafting development plans for the coming year. The Foundation team has launched the beginning phase of the new Spokane Colleges Donor Relations Plan, with Heather and Debbie meeting with executives and administrators all around the district as we prepare to give everyone small portfolios for donor relationship development.

After Labor Day the Foundation announced a fundraising challenge with Numerica Credit Union that will help feed our ABE students throughout the year, including our immigrant, refugee, college preparation and pre-apprenticeship students who are not on our main campuses with access to the main food pantries. Numerica has generously offered to match up to \$10,000 in donations during this campaign. In September we will also host, in partnership with the Colville Center team, the Colville Chamber of Commerce After Hours event to showcase our programs, alumni and impact on the Tri-County area.

Marketing update

The Marketing and Graphics team has had some staffing change with the onboarding of two graphic designers Rebecca Caligan and Taylor McGuire as well as promotion of Annie Silvers to Senior Graphic Designer. Taylor is a temporary designer, brought on to help with the extra workload when we begin implementing the re-brand work.

We were excited to launch a special enrollment-oriented marketing campaign that ran on KHQ during the **Summer Olympics**. It included sponsorship on KHQ broadcast during the Olympics promoting transfer and CTE programs. The team also created clever, eye-catching animated ads of Sasquatch competing in table tennis, swimming, track and weight lifting that ran on social media during the Olympics.

- Social media ads generated 213,521 Impressions/3,552 Clicks/1.66% CTR/121 Post Reactions on Meta, reaching 55% male audience in the 18-34 age group.
- YouTube ads generated 463,800 Impressions/158,353 Views/65.93% View Rate/ 39 clicks.
- Snapchat generated 453,102 Impressions, 495 swipe ups.
- Tik Tok ads generated 98,976 Impressions/ 25,827 Reach/ 2,736 Clicks/ 2.76% CTR.

We also ran television commercials on Fox in August during the Seattle Seahawks pre-season promoting transfer and CTE programs. These two high-profile television campaigns generated a lot of awareness of our colleges right in time for the final enrollment push for Fall Quarter.



In addition to these enrollment campaigns, we designed and implemented targeted campaigns that focused on specific audiences and programs. These included:

- **Amazon** promotion geofencing Amazon locations from August to October directing clicks to our landing page: <https://spokane.edu/Amazon> (Did you know that Amazon pays CCS tuition directly for its employees who attend SCC or SFCC?)
- **Respiratory Therapy** campaign to raise awareness of our Bachelor of Applied Science - Respiratory Care degree – “Breathe life into your career as a Respiratory Therapist” Spokane Community College offers a bachelor’s degree. Google Adwords and Meta.
- **Colville NE WA state Fair** promotion August 22-25 – We geofenced the entire fairgrounds and parking lots so that we could deliver digital ads to fair attendees promoting Running Start, business programs and AA-DTA.
- **Tech Ed promotion of Robotics and Mechatronics, CNC Machining (evening classes), Electronics engineering** were promoted when we geofenced area industrial parks, delivering digital ads for the programs and purchasing Google drip keywords to improve how we show up in internet searches.
- Our **ACT2 programs** were promoted with ads in rural newspapers (North Columbia Monthly and Huckleberry Press) and we also created a trifold mailing to promote Fall classes.
- **Promoting Solder Night at SCC** on August 19th with ads and flyers
- **Nursing Pinning** program for SCC graduation
- **SCC Agriculture programs** were promoted with a paid ad and story promotion in the Agriculture and Food issue of the Journal of Business.
- When **high schoolers** returned to school last week, they were met with large digital screen ads (called NextGrad) promoting enrollment at both colleges. The August and September ads in the high schools are promoting Natural Resources, Visual Arts and Campus Tours for both colleges at:
 - East Valley HS
 - Mt. Spokane HS
 - Mead HS
 - Shadle Park HS
 - Rogers HS
 - Lewis and Clark HS
- And our designers have been extra busy creating everything our colleges and foundation need for the start of Fall Quarter included activities calendars, newsletters, flyers, event programs, course catalogs and more.

Customer Relationship Management (CRM) Software update

We have been scoping the data reporting needs for the CRM, and will soon begin making CRM data available on Institutional Research (IR) accessible servers. In addition, we have built new and improved existing integrations between ctLink and the CRM, and both colleges are doing great work with recruitment communications and events leading up to the start of fall quarter.



Prepared by:

Carolyn Casey
Chief Institutional Advancement & External Affairs Officer
September 10, 2024

Item 6

PRESIDENT'S REPORT
SPOKANE COMMUNITY COLLEGE

Presented by: Dr. Jenni Martin
President, SCC
September 10, 2024



Instructional Updates

Adult Basic Education

On August 20, 2024, the ABE Division held its second HS+ summer summit. This event was attended by HS+ faculty from the ABE Division and Extended Learning (corrections and rural), faculty counselors, and administrators. The purpose of the summit was to celebrate the success of the HS+ College initiative and the accomplishments of the faculty in the development of the program over the last year. The participants of the summit reviewed data and other trends over the last year. They discussed approaches to student intake such as mandatory orientation and advising and academic planning. The HS+ Program at Spokane Community College is recognized across the state as comprehensive and innovative with its combination of competency-based learning, student-centered classroom instruction, and the opportunity for students to earn dual credit through 6-10 free college credits.

Extended Learning & Workforce Initiatives

Jeff Williams and Brian Moyer toured the Boise Cascade Plywood Mill to discuss possible partnerships to help train electricians for their various lumber and plywood operations. There are more talks scheduled and we are eager to find a way that we can support their needs and the needs of other industries in the northern counties.

Six employees from SCC's Corrections Education department attended the biennial conference put on by SBCTC's BEdA (Basic Education for Adults) team. The Airways Heights/SCC team sent four faculty, one navigator, and one administrator to the three-day event in the TriCities. The faculty had instructors ranging from Applied Education for Tech Ed courses to vocational trades and Basic Skills programs. The conference's focus was on "literacy and justice" and highlighted the corrections education realm within BEdA, along with ABE (Adult Basic Education) topics such as HS+, GED, and ELA (English Language Acquisition).

The SCC Corrections Education team welcomes four new employees, Associate Dean Charolette Kane, Administrative Assistant 3 Dennis Pool, IT Customer Support Zane Roghaar and adjunct ABE instructor Carol Dahmen.

Charolette Kane was hired as the new Interim Associate Dean of Corrections Education. Charolette has a clear passion for the mission of our Corrections Education program and a variety of experience that has prepared her for this role. She has experience at Airway Heights Corrections Center as a Corrections Officer which helped inspire her move to education. She has led interagency teams during her time in the military and has been responsible for training both here and overseas. She has also worked as a Navigator for the Gateway to College program at SFCC and has shown a dedication to helping students from non-traditional backgrounds.

Dennis has over 20 years of experience as an historian, teacher, and researcher, previously working as a research specialist for both the National Library of Medicine and within the private sector. He has a BA from the University of Washington and an MA from American University. Dennis' wealth of experience and knowledge consistently shows up every day in his new role as he navigates his duties and responsibilities straddling both SCC and DOC.



Zane is a self-proclaimed tech enthusiast and born tinkerer. He graduated from Eastern Washington University and has dedicated himself to helping others navigate the complexities of modern technology and software. In his SCC Education role, he acts as a conduit of information flow and issue mitigation between SCC and DOC, working between the vast differences and complexities of the two institutions, to help our staff and faculty successfully provide excellent education and support services with technology.

Carol Dahmen comes to us from SFCC, where she was a member of the English department for approximately eight years. She has taught at-risk student populations for decades in the Pacific Northwest, specializing in high school and higher education English Composition. She is passionate about guiding students to be lifelong learners, effective communicators, and citizens ready to enter in and contribute to our communities.

Dennis Pool, Jaclyn Siridakis and Rusti Kreider attended the Correctional Worker Core (CORE) Academy. This required six-week training for prison facilities workers and new corrections officers provides foundational introduction to the knowledge, skills and basic work functions that are at the core of the Washington State Corrections system and focuses on communication skills, mental health awareness and security techniques with practical skills applications.

Two SCC ACT 2 faculty celebrated 20 years of service, Phyllis Bromley and Richard Miller.

SCC ACT 2 program was mentioned in an Out There Outdoors article published in August titled *Following the Footsteps of David Thompson to Howse Pass* prompting a quote from President Martin in her Aug. 16, 2024, Friday Thoughts:

The ACT 2 history class inspired a horse pack trip to the continental divide to retrace the historic crossing by David Thompson in 1807! This crossing of Howse Pass in the Canadian Rockies into the Columbia River drainage, ultimately led to the establishment of Spokane House. Following in the footsteps of David Thompson was truly a "trip of a lifetime," thanks to ACT 2 instructor Don Popejoy.

SCC ACT 2 2024 is busy as fall registration opened Aug. 13 with 299 enrollments from 195 students. ACT 2 wrapped up the 2023-24 academic year with a total of 53.1 FTEs.

SCC Apprenticeship Manager, Kenna May, attended the quarterly Washington State Apprenticeship and Training Council (WSATC) and Compliance Review and Retention Subcommittee (CRRS) in Olympia.

Health & Environmental Sciences

Cindy Deffe from Environmental Sciences was interviewed in the [Journal of Business](#). As referenced in the article, "Spokane Community College has been preparing students for careers in agriculture for over 50 years. SCC offers six programs under the agricultural umbrella." Instructor Deffe specifically describes the purpose of each agriculture program and explains the agriculture careers that correspond to each program. Instructor Deffe also highlights why it is important to learn how to grow our own food and the nutritional benefits of doing so.

In Allied Health, Echocardiography, Sonography, and Vascular Technology now interview students with a new combo application and interview process. Just under 100 students were interviewed with 14 accepted into the Echocardiography program and 16 accepted into the Sonography and Vascular Technology programs. Multiple



hospitals are seeking graduates in these fields and clinical sites are helping with new affiliation agreements this year in Astoria, Oregon, Denver, Colorado, Seattle, Washington, and Billings, Montana.

The Nursing program has submitted paperwork to the Washington State Board of Nursing (WABON) for phase II of the Practical Nursing approval process. Associate Dean Dr. Cheri Osler and faculty member Brittany Heidenreich are working diligently to have the program up and running as soon as possible. This work is going on congruently with preparation for an intensive accreditation visit for the Registered Nursing program in October for which Dr. Osler, nursing faculty, and administrative staff are involved.

Technical Education

The fall start for Technical Education is off to an impressive beginning, with nearly every cohort reaching maximum enrollment. To ensure the remaining few programs also achieve a strong start, Technical Education is ramping up marketing efforts thanks to the incredible support from Kim Hagerty's phenomenal marketing team. Their expertise and dedication are helping the division reach potential students and highlight the unique opportunities these programs offer. With their assistance, Technical Education is confident that these final programs will attract the attention they deserve and will continue momentum into the new academic year. Looking ahead to the upcoming academic year, the division will primarily shift its focus to improving retention and completion rates for students now that enrollment is all but fixed. As of today, August 20, 2024, the current retention rate stands at approximately 53.8%, as indicated by the retention and completion rates dashboard. This figure is somewhat concerning and signals the need for further investigation to understand the underlying causes. By closely examining the factors contributing to this rate, the division can identify the necessary steps to address the issue and implement strategies that will enhance student success and keep them on track to complete their programs.

In Technical Education's commitment to supporting further programmatic development and innovation, the division is focused on moving closer to the cutting edge of education. To achieve this, division leadership will work closely with faculty to understand their vision and aspirations for the future of their programs. This collaborative approach will enable the division to identify the specific needs and opportunities for growth within each program. By gaining this insight, Technical Education can proactively prepare to apply for grants and other funding opportunities as they become available, ensuring that programs have the resources they need to evolve and stay at the forefront of educational excellence.

Teaching & Learning Center

The Teaching and Learning Center's spring participation hit an all-time high: 1,110 total attendees. This number is significantly higher than previous quarters: up 87% from last year, and 110% from spring 2022. It is also the highest attendance for any quarter in the TLC's history by a significant margin; the previous record high was 789 in fall 2022. Additionally, unduplicated attendance increased by 38% compared to last spring. Factors contributing to the increase include high participation at both Campus Development Day and the Get HIP '24 Conference, as well as an increased number of events offered in the center. Compared to last spring, there were 70% more events - a new high of 107 quarterly events offered. Because there was a significant decrease in attendance last fall, these changes suggest new patterns in attendance for faculty development. The TLC Committee and Director will need to work together to plan effectively for growth.



Student Services Updates

Admissions and Registration

All Admissions and Registration departments (Admissions, Registration, Non-Credit Registration, Transcripts/Records, and Testing/Assessment) participated in our annual Equity, Diversity and Inclusion Retreat on Friday, July 26. We learned about neurodiversity and how to support our neurodivergent students and co-workers from our guest speaker Susan Davies, a counselor and service extender from Heritage Health. This presentation was followed by a neurodivergent panel that included Davies and team members Kris Christensen, Holly Garrabrant, and Sam Verhei. Additionally, we discussed the equity and inclusion work we completed during the 2023-24 academic year and brainstormed ideas for the 2024-25 academic year.

Over the last 17 months Chantel Black, Director of Admissions and Registration/Registrar, has been working with the Interact consultants and SCC Instructional Deans to review, revitalize and create email and text message campaigns. These campaigns would be sent to individuals that submit inquiries to all SCC pathways and programs of study to create clear calls to action, excitement about the areas of study, and begin building relationships with new prospects. In early August, the last of those updates were concluded and are live in the CRM.

Sheri Carroll, Manager of Admissions, and Kelli Elliot, Admissions Curriculum Advisor, met with Brandi Maynard, Workforce Recruitment Manager, and KJ McDonald, Student Ambassador, to film YouTube videos that Spokane WorkSource will use when working with potential SCC students. The videos consist of common questions students ask such as how to get started, what are their options to pay for college, how do they transfer credits from other colleges and whether there are program or course prerequisites. The videos also allow students to choose from a library of short videos that pertain to them instead of watching one long video.

In keeping with the objectives of the SCC Admissions and Registration Equity Workplan for 2023-24, two workgroups within Admissions and Registration have completed improvements to four of the most commonly used student forms. Forms were revised using TILT (Transparency in Learning & Teaching) techniques to ensure that students have a clearer understanding of what forms they need to use, receive uncomplicated instructions to maximize successful form completion and submission, and have an accurate understanding of next steps. Erika Naccarato, Kira Fredricks, Sheri Carroll, and Whitney Johnson reviewed the Add/Drop and Student Information Update forms and Christine Burge, Kelly Mallicoat, Shari Soto, and Liina Koivula reviewed the Unofficial and High School Transcript Request forms. The updated forms are published online in the SCC Forms A to Z link on our website.

Multicultural Student Services

Throughout AY23-24, Multicultural Student Services provided substantial support to our diverse student body, as reflected in the following statistics:

Average GPA: The average GPA across the academic year of the students (1,762) checking into the Center for Inclusion and Diversity (CID) remained stable with 2.93 in fall, 2.79 in winter, 2.95 in spring, and an overall GPA of 2.86.



Top Services Utilized: The top accessed resources students utilized, starting with highest usage, were:

- Well-being Support
 - Students highlighted the importance of peer connections for mental and emotional well-being.
- Academic Resources
 - Study spaces and computer access were frequently utilized by students for academic success.
- Other Services
 - For those 1,762 students who checked into the CID, engagement in club activities and 1-on-1 assistance played a crucial role in their support.

Persistence Rate: The fall and winter quarter persistence rate were a commendable 86.8%, showcasing the effectiveness of our well-being and academic resources in helping students stay on the path. Research supports that fostering a sense of belonging and student engagement are key leading indicators that positively impact student persistence and retention. These efforts align closely with the mission of the CID, which is to co-create a safe and welcoming space for all students, faculty, staff, and community members. Through advocacy and empowerment, the CID is committed to assisting students, particularly those from underrepresented backgrounds, in achieving academic and social success while promoting and celebrating diversity.

A significant achievement this summer was the participation of Priya Osborne, Director of Student Success, Equity, and Diversity, and Debbie Joyner, Multicultural Programs Supervisor, in the Staff Training for Technical and Community Colleges (STTACC) Conference, led by conference president Nicci Gooch. They facilitated a breakout session titled, “What’s This J.E.D.I Thing About?”, where they engaged classified staff from across the state on topics related to equity, diversity, inclusion, justice, and fostering environments of psychological safety. The session was one of the two highest attended, with 100% of survey respondents indicating it met or exceeded their expectations.

Counseling Center & Career Services

Counseling has been extremely busy helping students set their Fall schedules. We will reluctantly say goodbye to our Counseling Adjuncts this week, as they head back to their high schools and get ready to greet their students as they return from summer.

Our new Career Services Supervisor, Sami Archuleta, has hit the ground running and is organizing career resources for students to access this fall. From Career Fairs at SCC to workshops and mock interviews, Career Services will provide the support students need to succeed. As this position has been vacant for over a year, we are very excited to have these services available for students again and are looking forward to sharing student success stories and event activities throughout the year.

Disability Access Services

During July, DAS conducted 19 Accommodation Planning Meetings for students requesting accommodations for summer quarter classes and 19 Accommodation Planning Meetings for students requesting accommodations for fall quarter classes.

Additionally, DAS continues its efforts to streamline office and student-facing processes and improve campus outreach and partnerships; this included the publication of a new “Student Rights and Responsibilities”



document. DAS conducted structured meetings with Cosmetology and Nursing faculty to discuss accommodation concerns specific to those programs.

At the end of July, we met with colleagues from SFCC and EWU to discuss challenges and successes in serving students with disabilities in higher education.

Dual Enrollment & K-12 Partners

Running Start continues to work with high school students on applying, onboarding, and registering for a fall quarter start. We have received and processed 603 applications for Fall 2024 which is a 31% increase from last year this time. We are well on our way to our goal of 800 headcount of running start students at SCC with 736 students registered as of one month before the first day of the fall quarter.

CTE Dual Credit in partnership with SCC Transcript office have been able to award 591 students who earned CTE Dual Credit while enrolled at their high schools. This year we have sent out 250 postcards to 2024 high school graduates who have earned CTE Dual Credit with SCC. The postcard lets the students know how many credits they have with us and a few different methods to learn more about these credits and how to use them at SCC.

Financial Aid

Below are some financial aid statistics for FY 2024-25 as of **08/13/2024**:

FAFSAs received:	7,455
FAFSA received + Fall registered:	2,811
Files reviewed:	3,246
Files completed:	2,440
Total aid awarded:	\$38,634,370.70
Summer:	\$4,830,898.78
Fall:	\$11,995,241.56
Winter:	\$11,358,482.68
Spring:	\$10,449,747.68

Currently the Financial Aid Department is working on applied and fall registered students as of 8/13/24. Student files are being packaged within a few days of receiving paperwork.

Our Bigfoot Central (BFC) student support center has provided customer service assistance to hundreds of students for SCC's student services departments, faculty, deans, and administrative assistants for summer and fall quarter. SCC's BFC provides services for walk in students, switchboard calls, chatbot questions and emails. In addition, they have assisted the Financial Aid Department in creating over 4,548 electronic financial aid files which includes tracking all required documents needed for the department to package student awards.

Global Education

CCS Global Education is excited to welcome 15 new international students this fall. The 25+ students at both campuses come from over 12 countries. Those incoming international students' countries of origin include: Canada Guatemala, India, France, Kenya, Korea, Malawi, Myanmar, South Africa, Taiwan, Tanzania, and Vietnam. Additionally, seven SCC students studied in London in the Literary London program this past summer. The students raved about their



experience. We also had 5 students travel to South Korea and 1 to Costa Rica through the Washington Community College Consortium for Study Abroad (WCCCSA). Feedback from the travel is coming soon!



Newport Center

On July 17th, Rhonda Quandt, Manager of SCC Newport Center, along with Veronica Lawrenson, Office Assistant 3, and Shiloe Gallardo, a Career Path Services Volunteer, attended the Newport Community Outreach Event to educate the community about a SCC education and to recruit new students. Hosted by Rural Resources, this event featured many local vendors, including the DSHS Mobile Unit, New Health, Victim Services, Coordinated Care, and Employment & Training.

On July 25th, Registration Pathway Specialist Kerrin Langford and Rhonda Quandt participated in Newport's Future Sasquatch Day Registration Event. This event allowed students to connect with faculty, browse programs, tour the campus, ask questions about funding, apply for admissions, and register for program classes.

As of late August, SCC Newport has 119 students enrolled for the upcoming fall quarter. This marks a significant milestone for the institution, reflecting the growing interest and trust in SCC Newport's educational offerings. The dedicated faculty and staff are preparing to welcome this diverse group of students who will be pursuing various academic and career-oriented programs. The high enrollment numbers are a testament to the quality of education and support services provided by SCC Newport.

Outreach

Outreach has been working with high school counselors from Spokane Public Schools, West Valley, and Mead School District throughout the summer to help their recently graduated students finish SCC's application process and register for Fall 2024 classes. These students will attend campus tours as the start of Fall quarter gets closer.

Student Life and Student Government

Associated Student Government continues to accept applications for leadership positions for the coming year. Bigfoot Events, the student programming board, is excited for the many activities they are planning for the coming fall quarter, including events for Welcome Week (September 23-26) and FallFest (October 1-3).

The Food Pantry and Resource Center has spent the summer developing plans to expand services and availability of support for students. The pantry plans to re-open the first full week of fall quarter.



Student Life staff have initiated some improvements for efficiency and effectiveness in the software for the early alert support system as well as our student conduct reporting.

Student Health Clinic

The Clinic finished its summer service (Tuesdays and Thursdays) and is now preparing for a busy fall quarter. The Clinic assisted 70 students with vaccine counseling this summer as the students prepared for clinical courses this fall. The clinic will re-open on Monday, September 9.

WorkForce Transitions

WorkForce Transitions was transformed this summer with new carpet, paint, and furniture. The WorkForce Team is grateful and excited to be back in their newly refreshed space, ready to support our students with a plethora of funding opportunities to support their education!



2023 – 2024 Innovation Fund Report

For the 2023 – 2024 academic year, SCC awarded over \$40,000 in funding to four Innovation Fund proposals. The purpose of the Innovation Fund is to provide a way for faculty, staff, and students to propose new ideas that can impact institutional effectiveness. A brief summary of each funded proposal can be found below:

Engaging Students in Undergraduate Research

Submitted by: Andy Buddington, Geology Instructor, Arts & Sciences

Geology faculty Andy Buddington requested funding to address the decreasing enrollment trends in the Geology Department. The goal of his proposal was to engage students in undergraduate research and increase student retention and success in regard to AA degree completion and major-ready transfer. Andy's Geology students completed all stated goals for the project, including but not limited to:

- performing hands-on laboratory sample preparations working with WSU lab technicians
- learning basic microscope petrography and performing petrographic analysis on the samples prepared
- writing and submitting abstracts of their project research and conclusions, and presenting at the Undergraduate Student Search Session in Spokane during the 2024 Geological Society of America meeting

Side note: Andy's project was voted the Innovation Project of the Year for 2023-2024!

Exploration of Virtual Reality Augmentation of Traditional Learning Structure

Submitted by: Duane Hille, Aviation Maintenance Instructor, Technical Education

Duane Hille requested funding to provide five sets of virtual reality equipment to students to encourage a hands-on, interactive technical education experience. Duane cited risks that are associated with students developing skill sets that require them to work on expensive or sensitive equipment. Virtual reality tools would help students develop technical education experience and receive feedback in a virtual environment to minimize costly mistakes. Students embraced using this new technology and were comfortable using the interface and platform. Duane commented that the addition of VR in the aviation maintenance classroom was an "excellent addition to traditional teaching".

Teaching & Learning Center Community of Practice, Liquid Syllabus

Submitted by: Jennifer (Jenny) Wilson, Applied Education Instructor, Technical Education

Jenny Wilson requested funding to launch a community of practice to encourage faculty to develop a liquid syllabus. A liquid syllabus is a living document that is made available online in the public domain for the purpose of connecting students to their instructors in a more engaging way. The TLC (Teaching & Learning Center) communities of practice are a collaborative way for faculty to develop best practices. Approximately 20 faculty completed this community of practice and received a stipend for developing their own liquid syllabus and attending at least four group sessions.

SCC Communication Community of Practice – SC₄ or SC Cubed

Submitted by: Stacy Kowtko, History Instructor, Social Sciences & Humanities

This project received funding for their second year in order to support faculty in developing and implementing communication policies that support student/faculty success and good mental health practices. The project incorporated structured communication techniques into their online courses (such as an introductory email, mandatory live/synchronous meetings between instructor and student, and resources/support for learning



new communication tools). Anecdotally, Stacy reported that participants experienced increased student engagement and course completion.

PRESIDENT'S REPORT
SPOKANE FALLS COMMUNITY COLLEGE

Presented by: Dr. Kimberlee Messina
President, SFCC
September 10, 2024

President's Report

Cyber Security, National Center of Academic Excellence

A huge congratulations to Dean Sarah Martin and our Cyber Faculty:

"I am pleased to inform you that Spokane Falls Community College has been designated as a National Center of Academic Excellence in Cyber Defense (CAE-CD) for the validated program(s) of study through academic year 2029.

Your ability to meet the increasing demands of the program criteria will serve the nation well in contributing to the protection of the National Information Infrastructure. The National Cyber Strategy, September 2018, addresses the critical shortage of professionals with cybersecurity skills and highlights the importance of higher education as a solution to defending America's cyberspace. "A highly skilled cybersecurity workforce is a strategic national security advantage." "The United States Government will continue to invest in and enhance programs that build the domestic talent pipeline, from primary through postsecondary education." Education is the key to promoting these ideals.

The CAE PMO office will reach out to you to invite you to attend a future designation ceremony once the event is scheduled.

This letter is confirmation of your designation. We appreciate your participation in this program and look forward to seeing you in the future."

Work Life Balance

Dr. Brockbank established this as one of his goals for the district, and I always aim to please my boss 😊 My husband and I took our first two-week vacation since well before I started here in 2019. I am so fortunate to have amazing VPs to ensure that the college is running smoothly and was able to truly recharge.

Portugal was all that we hoped, and here is a photo of us in Porto. Note the very relaxed face! It is good to be back to such great news, as you can see in the VP reports.



Student Affairs

Enrollment

After achieving year-over-year enrollment growth across our three primary quarters for the first time in years, we are now looking ahead to the 2024-2025 academic year. While summer is SFCC's smallest term and not always predictive of fall trends, we are pleased to report strong growth this quarter. FTE rose to 181 and headcount reached 1,140, marking increases of 18 percent and 22 percent, respectively. Although these gains have a limited impact on overall annual enrollment, they are still a welcome development as we prepare for the upcoming academic year.

With just over a month remaining in the enrollment cycle for fall quarter, we are on track to surpass the FTE and headcount numbers from Fall 2023. This is particularly encouraging considering the uncertainty that the FAFSA Simplification rollout has caused.

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.

Financial Aid

Our Financial Aid team continues to make progress towards funding students for the 2024-2025 academic year despite the challenges faced with the rollout of the FAFSA Simplification. In less than two months, they have awarded over \$12 million to 730 individual students. For summer alone, financial aid awarded over \$1.7 million for 428 students, exceeding that offered for Summer 2023 by over \$600,000. As summer draws to a close, the Financial Aid office is working diligently to process and award aid for fall students.

On August 7, the Office of Federal Student Aid announced that the 2025-2026 FAFSA will be available on December 1. This is two months later than a typical year but earlier than last year. The delay is intended to allow for a phased rollout, starting with a limited group of students on October 1, to identify and troubleshoot any issues before releasing full end-to-end functionality. We will be closely following the progress of the 2025-2026 FAFSA release to communicate with students and plan FAFSA completion events.

Bigfoot Registration

Bigfoot Registration was piloted last year and is now officially replacing our prior process of New Student Advising and Registration. Bigfoot Registration is our process for welcoming new college students to SFCC. Paired with Bigfoot Beginnings, our first step in the onboarding process, Bigfoot Registration sets students on the path to their education and career goals. Grounded in the principles of guided pathways, we believe our structured onboarding process is an important factor contributing to our increasing retention rates. During Bigfoot Registration, students:

- are confirmed to be in a pathway and program that aligns with their career goals
- meet their pathway support team as well as other students in the same pathway
- learn how to select and navigate their program map
- learn how to search and register for classes on their program map
- have opportunities for in-person support from IT, Financial Aid, and WorkForce/Basic Needs
- have the opportunity to take a campus tour and leave with their student ID card
- feel welcomed and envision themselves as an SFCC student

Bigfoot Registration is a collaborative onboarding event developed and ran by faculty and staff from both student affairs and instruction. Bigfoot Registration sessions are held both on campus and online via Zoom.

Department Spotlight: Student Funded Programs

By Heather McKenzie Waite

End of Year Report: SFCC Student Programs/Student Life Spotlight 2023-2024

Overview

This report provides a snapshot of student life and programs on the Main Campus and Pullman Campus of SFCC during the 2023-2024 academic year. Our mission is to offer programs and activities that complement academic and instructional programs, enhancing the overall educational experience of SFCC students through educational, cultural, social, recreational, and leadership-related activities.

Leadership Team 2023-2024

- **Total Student Leaders:** 19
- **Average GPA:** 3.53
- **Students with 3.8 GPA and Above:** 4
- **Gateway to College Students:** 2
- **Running Start Students:** 3
- **International Students:** 3
- **Students of Color:** 7
- **Graduates in 2024:** 12
 - **With Honors:** 5

Skitch's Food Pantry

Located in the Student Union Building, Skitch's Food Pantry serves all registered students on the main campus. Students may visit the pantry three times per quarter, receiving approximately 20 pounds of

food per visit. Through a partnership with Second Harvest, a monthly farmers market is also provided, distributing thousands of pounds of food to the campus community at no cost.

Second Harvest Farmers Market 2023-2024:

- **Fall Quarter:**
 - **Participants:** 560
 - **Volunteers:** 48
 - **Weight Distributed:** 7,743 lbs
- **Winter Quarter:**
 - **Participants:** 334
 - **Volunteers:** 32
 - **Weight Distributed:** 6,599 lbs
- **Spring Quarter:**
 - **Participants:** 272
 - **Volunteers:** 30
 - **Weight Distributed:** 4,815 lbs

Skitch's Food Pantry Visits and Distribution:

- **Individual Students Served 2023-2024:**
 - **Per Quarter:** 155 students
 - **Per Year:** 465 students
- **Estimated Visits 2023-2024:**
 - **Per Quarter:** 264 students
 - **Per Year:** 854 students
- **Estimated Food Distributed by Weight:**
 - **Per Quarter:** 5,693 lbs
 - **Per Year:** 17,080 lbs

Student Clubs and Organizations

- **Active Student Clubs:** 34
- **Active Student Organizations (Including ASG and Other Student-Funded Programs):** 61
- **Activities/Events Held On and Off Campus:** 893
- **Student Participation in Activities and Events:** 25,031
- **Volunteer Events/Projects SFCC Student Clubs Participated In:** 84
- **Total Volunteer Hours Logged:** 517.5 hours
- **Total Number of Student Volunteers:** 491

Leadership Team 2024-2025 (Incoming)

- **Total Student Leaders:** 16
- **Average GPA:** 3.07
- **Students with 3.5 GPA and Above:** 7
- **Running Start Students:** 4
- **Students of Color:** 9
- **Student Athletes:** 2

This report highlights the dedication and commitment of the SFCC student leaders and the broader student body to creating a vibrant, inclusive, and supportive campus environment. The accomplishments of our students in leadership, volunteerism, and participation in student life activities reflect the strength and diversity of our community. As we look forward to the next academic year, we remain committed to fostering a thriving student life that enriches the educational experience for all.

Academic Affairs

We've taken another spin around the sun and are getting ready to welcome Fall 2024. Most of us have been getting the "behind-the-scenes" work done to get things in place for the new school year. Some of us have also taken some time to recharge and fill up the tank.

Some of us, however, work harder than ever in the summer. I'm talking about our Facilities and IT crew here. Besides the usual "summer scrub," this summer brought the added pressure of preparing to open the doors of our new fine and applied arts building, **ska-hét**. Because of all of the delays getting into the building, our Facilities folks are working hard to get furniture, equipment, and boxes moved into the building, while our IT folks are scrambling to get all our computers installed and functioning. We are super grateful for their "all-hands-on-deck" approach as they work to beat the clock. THANK YOU!!

We're very excited to welcome students into the building for fall quarter, and we'll be planning a special grand opening for November...we'll be sure to let you know!



Visual Arts

While we don't usually report on Chancellor Kevin Brockbank's newest tattoo – we think it's high time we did – all for a good cause, of course! Before the 2023-24 school year ended, Dr. Brockbank, in collaboration with Fine Arts instructor and Gallery Director, Cozette Philips hosted a contest among our students for a tattoo design. The winning design to be inked by our own SFCC graduate and working tattoo artist, Junior. To sweeten the pot and make things interesting, Dr. Brockbank offered prize money to the top three designs. While all the designs were fantastic, well executed, and clever, Clover Sinclair's design took the top honor and was tattooed onto Dr. Brockbank last week. Thank you, Chancellor for a meaningful event for our students!



Drama

We are twice pleased to announce that our own Kemuel DeMotive, Interim Director of our Drama Department and Dahveed Bullis, E.D.I. Program Coordinator have both been nominated by the Spokane Arts Commission. Kemuel is nominated in the Leadership category and Dahveed is nominated for Arts Advocacy. The awards are broken down into six categories: Leadership, Collaboration, Imagination, Inclusion, Youth Arts Leadership, and Arts Advocacy. Spokane Arts supports arts and culture in the region through grantmaking, programming, advocacy, and professional development. Kemuel and Dahveed will find out if they won their category on September 21st at the “Arts Ecosystem” gala. Either way, we consider them both winners, as well as our students and community who are so fortunate to have them.



MESA Center

I never pass up a chance to talk about our MESA Center – and this month for a great reason – we have a new Director – Jacque Belock! Jacque herself is an SFCC alumni. She started at SFCC and went on to earn a Master of Science in Paleontology from the South Dakota School of Mines. Before returning to SFCC as adjunct faculty a few years ago, she worked at the Museum of Geology in Rapid City, SD and as a Field Paleontologist in Denver, CO, allowing her to travel the western United States. Jacque has lived experience of our target MESA center students – female, low income, first gen, and non-traditional student. She’s excited to get started and increase the diversity and retention of students into STEM careers. Welcome aboard, Jacque!



Humanities

On June 6th, our French Club, led by our French instructor, Eddy Cuisinier, commemorated the 80th Anniversary of D-Day, with a moving presentation and talk from Michael Jones. Mike’s parents were both active service in WWII. Mike himself, served as a Naval Aircrewman in Vietnam. He is currently serving on a congressional committee that is working to memorialize a Tuskegee Airman who grew up in Spokane.



SFCC French Club proudly presents:

80 Years Ago Today

D-Day & the Liberation of France

With Guest Speaker Michael Jones

Thursday, June 6, 2024 | 11:30AM – 1:30PM
 Located in the SUB Lounges | Bldg. 17
(light lunch/snacks served at 1:00PM)



Mike & his service dog, Kota

Join us for a presentation with guest speaker Michael “Mike” Jones – eighty years after the multi-nation D-Day Landings that took place in Normandy (situated along the English Channel of Northern France). This marked the beginning of the Liberation of France and paved the way for what would become the conclusion of WWII in Europe.

Mike Jones has the unique honor of being the son of parents who both saw active service in WWII. He is a proud Veteran in his own right, and followed in his parents’ footsteps and served as a Naval Aircrewman in Vietnam.

Following his military service, he served as a police officer for the cities of San Diego and Spokane respectively; and was an adjunct instructor with the Law Enforcement program at SCC for eight years. Mike is an active member-volunteer with the Vietnam Veterans of America and its greater community, the Honor Point Museum, and the Spokane Motor Pool. He is currently serving on a congressional committee that is working to memorialize a WWII Tuskegee Airman Veteran who grew up in Spokane.







Community Colleges of Spokane

Tab 4

DISCUSSION: ALERT OF TENURE CONSIDERATION

September 10, 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 **November 12, 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
David Shotwell	Paralegal	SCC

The colleges have been asked to forward the evaluation reports and the electronic files for the above faculty members are available for Board review.

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

The timeline established for Board review is as follows:

- September 10, 2024** Alert Board of Trustees of tenure consideration
- October 15, 2024** Executive Session review and discussion of files, if any
- November 12, 2024** Approval/Denial of Tenure

Prepared by: **Samantha Shelton**
Executive Assistant to the Chief Human Resource Officer
9/3/2024

Presented by: **Frederick Davis**
Chief Human Resource Officer

AHE/FACULTY REPORTS

Presented by: Beverly Daily, AHE
Christina MitmaMomono, SCC, ESL
Katie Satake, SCC
Katella DeBolt, SFCC
September 10, 2024

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

September 10, 2024

1. Geoffrey Bagwell, SCC Philosophy instructor reported: The philosophy department at Gonzaga University has invited Geoffrey to give a lecture to the campus community as part of its Socratic Society. It takes place September 9th at 4pm in the Hemmingson Center on Gonzaga campus.

His topic will be a specific puzzle in ethics which he believes is good for students to think about known as the "Problem of Akrasia" :Why do people sometimes do things that they know are bad?

2. Amy Anderson, SCC Communications Studies instructor reported: Amy recently published an article entitled *Nurturing Compassion and Cultural Humility in Health Professions Students Through a Brief Mindfulness Practice*.
<https://www.sciencedirect.com/science/article/pii/S2772628224000864?via%3Dihub>

WFSE/CLASSIFIED STAFF REPORTS

Presented by: Ward Kaplan, SCC
Alison Cooley, SFCC
September 10, 2024

STUDENT GOVERNMENT REPORT

Presented by: Austin Dehlin- SCC
Lexii Locke - SFCC
September 10, 2024

Board of Trustees – ASG Report

If there are any questions about my report please contact me at Lexii.Locke@sfcc.spokane.edu

Team:

- We started getting ready for the incoming staff members. This includes organizing and cleaning out the office, cleaning the storage room, preparing the training schedule.
- While preparing for incoming staff, we are also preparing to go to CUSP. This is a student leadership conference for Washington community college student government bodies. This year it will be held in Auburn at Green River Community College.
 - The majority of the 24-25 team will be attending this conference between September 3rd – September 6th.
 - The executive team has made slightly customizable welcome bags for our individual team members. These will be given to the staff prior to the first day of conference, this way we can look like a cohesive team throughout our time at Green River.
- Once we return from our conference we will commence holding training from September 9th – September 12th, and September 16th – September 17th. Training is held 10AM – 2PM.
 - The board, as well as anyone attending this meeting, is more than welcome to drop in after the trustee meeting to meet your 24-25 student government team.
-

Personal:

- I met with Patrick McEachern, and this was our first official meeting. Previously we have only briefly met a few times last year. In this meeting we had a nice get to know each other conversation, and we spoke on the objectives I have accumulated thus far since my board introduction in Spring 24.
 - Objectives are as followed:
 - Looking into setting up a grant for students for vision care.
 - Having more fee transparency on our website.
 - Figuring out why university required credits are required if a student if not transferring to the specific college.
 - Setting up a committee to work with financial aid to make SAP information more digestible for students.
 - Finding resources to publicize to students that are graduating or transferring to help ease any financial stresses.

BOARD REPORT