



WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17

December 17, 2024

NOTICE OF REGULAR MEETING

(Notice Date: Wednesday, December 11, 2024)

The Community Colleges of Spokane Board of Trustees will hold a regular meeting on Tuesday, December 17, 2024, beginning at 8:30 A.M. Should an executive session be held, adjournment is scheduled for 12:30 P.M.

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

To connect to the December 17 meeting virtually go to:

[Join Zoom Meeting](#)

Meeting ID: 985 8872 3498

Passcode: 878091

All Board of Trustees meetings include opportunity for public comment. The December 17, 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, December 17, 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 December 17 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

Spokane Falls Community College
3410 W Whistalks Way
Falls Gateway Building, Room 212
Spokane, WA 99224

[Join Zoom Meeting](#)

Meeting ID: 985 8872 3498

Passcode: 878091

Regular Board Meeting: In-Person & Zoom
Tuesday, December 17, 2024

AGENDA

Trustee Todd Woodard; 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.

12/17/2024	Regular Meeting Agenda			TAB #
8:30-8:35a	1.	Call to Order, Pledge of Allegiance, Roll Call and Native Land Acknowledgement Statement ↳ Trustee Todd Woodard, Chair	Action	
8:35-8:40a	2.	Title IX WAC Public Hearing ↳ Patrick McEachern, SFCC	Action	Tab 1
8:40-9:10a	3.	SFCC Celebrating Student Success: Gateway to College ↳ Brenda Schreiber, SFCC ↳ Matthew Rabon, SFCC	Report	Tab 2
9:10-9:15a	4.	Public Comment	Discussion	
9:15-9:30a	5.	Consent Agenda a. Board Minutes ↳ 11/12/2024 – Regular Session b. Capital Projects – Nichole Hanna c. Budget and Expenditures – Linda McDermott d. Head Start – Bobbi Woodral	Action	Tab 3
9:30-9:40a	6.	Board of Trustees 2025 Committee Assignments ↳ Trustee Todd Woodard, Chair	Action	Tab 4

9:40-9:50a	7.	Human Resources Update ↳ Fred Davis, CCS	Report	Tab 5
9:50-10:20a	8.	Budget and Planning Update ↳ Dr. Linda McDermott, CCS	Report	Tab 6
10:20-10:30a		BREAK		
10:30-10:35a	9.	Chancellor's Report ↳ Dr. Kevin Brockbank, CCS	Report	
10:35-10:45a	10.	President's Report ↳ Dr. Jenni Martin, SCC ↳ Dr. Kimberlee Messina, SFCC	Report	
10:45-10:55a	11.	AHE/Faculty Report ↳ Beverly Daily, AHE ↳ Christina MitmaMomono, SCC ↳ Katie Satake, SCC ↳ Katella DeBolt, SFCC	Report	
10:55-11:05a	12.	WFSE/Classified Staff Report ↳ Ward Kaplan, WFSE ↳ Abigail Affholter, SCC ↳ Alison Cooley, SFCC	Report	
11:05-11:15a	13.	Student Government Report ↳ Austin Dehlin, SCC ↳ Lexii Locke, SFCC	Report	
11:15-11:20a	14.	Board Report	Report	
11:20a	15.	Executive Session a. Reserved for potential action generated from executive session.		
	16.	Potential Action Generated from Executive Session		

Adjournment

**Next Meeting will be held on Tuesday, January 21, 2025, at 8:30 a.m.
Spokane Community College, 1810 N Greene St, Spokane WA 99217 with a Zoom option**

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

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

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

Prepared by: Breanne Riley
Executive Assistant to the Chancellor

Presented by: Todd Woodard
Chair, CCS Board of Trustees
December 17, 2024

Washington State Community College District 17

Community Colleges of Spokane
Board of Trustees Meeting
December 17, 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: WASHINGTON ADMINISTRATIVE CODE (WAC) AMENDMENTS

BACKGROUND

A public hearing regarding the permanent adoption of proposed changes to the standards is required as part of permanent rulemaking. The purpose of the hearing is to allow all interested persons an opportunity to provide input, either orally or in writing, on proposed amendments to the Chapter 132Q-10 WAC “Standards of Conduct for Students.”

The proposed revisions address the Title IX regulations issued by the Department of Education that went into effect August 1, 2024. The changes to Title IX, released on April 19, 2024, required institutions of higher education to adopt student disciplinary procedures addressing sex discrimination, including sex-based harassment. This rule required an update to the Standards of Conduct for Students WACs (Student Code of Conduct) to ensure prohibited conduct and procedures adequately protect the interests of the college community and the constitutional and procedural rights of individual students.

On July 29, 2024, the Board of Trustees, in response to the US Department of Education releasing its Final Rule under Title IX, approved an Emergency Rulemaking Order that made changes to the below listed WACs beginning August 1, 2024. On November 12, 2024, The Board of Trustees approved a 120 extension to the emergency rulemaking.

CCS proposes to amend the following Washington Administrative Code sections:

- 132Q-10-600 (Sex discrimination - Supplemental student conduct code and procedures - Order of precedence),
- 132Q-10-601 (Sex discrimination - Prohibited conduct and definitions),
- 132Q-10-602 (Sex discrimination - Jurisdiction),
- 132Q-10-603 (Sex discrimination - Dismissal and initiation of discipline),
- 132Q-10-604 (Sex discrimination - Prehearing procedure),
- 132Q-10-606 (Sex Discrimination - Presentation of Evidence),
- 132Q-10-607 (Sex discrimination - Initial order), and
- 132Q-10-608 (Sex discrimination - Appeals).

Chapter 132Q-10 Standards of Conduct for Students

Changes incorporate language from the United States Department of Education’s Title IX Final Rule. The proposed changes are consistent with CCS Board Policy 3.30.01 on Non-discrimination/Anti-harassment Educational Programs.

A draft of the proposed amended WACs are attached for board review. If the Trustees take action, Rule Making Order (CR-103) will be filed with the Office of the Code Reviser. The rule will become effective 31 days after it is filed with the Office of the Code Reviser.

RECOMMENDATION

It is recommended that the Board of Trustees of Washington State Community College

District 17 amend the following Washington Administrative Code sections in accordance with the Title IX Final Rule: 132Q-10-600 (Sex discrimination - Supplemental student conduct code and procedures - Order of precedence), 132Q-10-601 (Sex discrimination - Prohibited conduct and definitions), 132Q-10-602 (Sex discrimination - Jurisdiction), 132Q-10-603 (Sex discrimination - Dismissal and initiation of discipline), 132Q-10-604 (Sex discrimination - Prehearing procedure), 132Q-10-606 (Sex Discrimination - Presentation of Evidence), 132Q-10-607 (Sex discrimination - Initial order), and 132Q-10-608 (Sex discrimination - Appeals).

Prepared by: Patrick McEachern
Vice President of Student Affairs

Presented by: Patrick McEachern
Vice President of Student Affairs

December 17, 2024

WSR 24-16-015
EMERGENCY RULES
COMMUNITY COLLEGES
OF SPOKANE

[Filed July 25, 2024, 2:51 p.m., effective August 1, 2024]

Effective Date of Rule: August 1, 2024.

Purpose: To bring the Community College of Spokane's student conduct code (code) into compliance with a new final rule governing sex discrimination grievance procedures recently adopted by the United States Department of Education and to update the code to ensure its prohibited conduct and procedures adequately protect the interests of the college community and the constitutional and procedural rights of individual students.

Citation of Rules Affected by this Order: Amending chapter 132Q-10 WAC. Statutory Authority for Adoption: RCW [28B.50.140](#)(13).

Under RCW [24.05.330](#) the agency for good cause finds that immediate adoption, amendment, or repeal of a rule is necessary for the preservation of the public health, safety, or general welfare, and that observing the time requirements of notice and opportunity to comment upon adoption of a permanent rule would be contrary to the public interest; and that state or federal law or federal rule or a federal deadline for state receipt of federal funds requires immediate adoption of a rule.

Reasons for this Finding: On April 19, 2024, the United States Department of Education released its final rule under Title IX. This rule requires institutions of higher education to adopt student disciplinary procedures addressing sex discrimination, including sex-based harassment. The deadline for implementing this new rule is August 1, 2024.

Number of Sections Adopted in Order to Comply with Federal Statute: New 0, Amended 9, Repealed 0; Federal Rules or Standards: New 0, Amended 0, Repealed 0; or Recently Enacted State Statutes: New 0, Amended 0, Repealed 0.

Number of Sections Adopted at the Request of a Nongovernmental Entity: New 0, Amended 0, Repealed 0.

Number of Sections Adopted on the Agency's own Initiative: New 0, Amended 0, Repealed 0.

Number of Sections Adopted in Order to Clarify, Streamline, or Reform Agency Procedures: New 0, Amended 0, Repealed 0.

Number of Sections Adopted using Negotiated Rule Making, New 0, Amended 0, Repealed 0; Pilot Rule Making, New 0, Amended 0, Repealed 0; or Other Alternative Rule Making: New 0, Amended 0, Repealed 0.

Date Adopted: July 25, 2024.

John O'Rourke
Rules Coordinator

OTS-5663.1

AMENDATORY SECTION (Amending WSR 22-12-002, filed 5/19/22, effective 6/19/22)

WAC 132Q-10-600 Sex discrimination—Supplemental student conduct code and procedures—Order of precedence.

This supplemental student conduct code and procedure applies to allegations of (~~sexual harassment~~)sex discrimination for incidents occurring on or after August 1, 2024, subject to Title IX jurisdiction pursuant to regulations promulgated by the United States Department of Education. See 34 C.F.R. Part 106. To the extent these supplemental hearing procedures conflict with the Community Colleges of Spokane's standard disciplinary procedures, ~~WAC 132Q-10-101 through 132Q-10-503, these supplemental procedures shall take precedence.~~(~~The college may, at its discretion, contract with an administrative law judge or other person to act as presiding officer and assign such presiding officer to exercise any or all of the duties in lieu of the student conduct committee and committee chair~~)

AMENDATORY SECTION (Amending WSR 21-10-010, filed 4/23/21, effective 5/24/21)

WAC 132Q-10-601 Sex discrimination—Prohibited conduct (under Title IX) and definitions.

Pursuant to RCW [28B.50.140](#)(13) and Title IX of the Education Amendments Act of 1972, 20 U.S.C. Sec. 1681, the Community Colleges of Spokane may impose disciplinary sanctions against a student who commits, attempts to commit, or aids, abets, incites, encourages, or assists another person to commit, an act(s) of "(sexual harassment)/sex discrimination."

For purposes of this supplemental procedure, (~~"sexual harassment" encompasses the following conduct:~~

(1) ~~Quid-pro-quo harassment. A Community Colleges of Spokane employee conditioning the provision of an aid, benefit, or service of the Community Colleges of Spokane on an individual's participation in unwelcome sexual conduct;~~

(2) ~~Hostile environment. Unwelcome conduct that a reasonable person would find to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Community Colleges of Spokane's educational programs or activities; or employment;~~

(3) ~~Sexual assault. Sexual assault includes the following conduct:~~

(a) ~~Nonconsensual sexual intercourse. Any actual or attempted sexual intercourse (anal, oral, or vaginal), however slight, with any object or body part, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.~~

(b) ~~Nonconsensual sexual contact. Any actual or attempted sexual touching, however slight, with any body part or object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.~~

(c) ~~Incest. Sexual intercourse or sexual contact with a person known to be related to them, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half related. Descendant includes stepchildren and adopted children under the age of eighteen.~~

(d) ~~Statutory rape. Consensual sexual intercourse between someone who is eighteen years of age or older and someone who is under the age of sixteen.~~

(4) ~~Domestic violence. Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of Washington, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of Washington. RCW [26.50.040](#).~~

(5) ~~Dating violence. Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person:~~

(a) ~~Who is or has been in a social relationship of a romantic or intimate nature with the victim; and~~

(b) ~~Where the existence of such a relationship shall be determined based on a consideration of the following factors:~~

(i) ~~The length of the relationship;~~

(ii) ~~The type of relationship; and~~

(iii) ~~The frequency of interaction between the persons involved in the relationship.~~

(6) ~~Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress.))~~the following definitions apply:

(1) "Complainant" means the following individuals who are alleged to have been subjected to conduct that would constitute sex discrimination:

(a) A student or employee; or

(b) A person other than a student or employee who was participating or attempting to participate in the college's education program or activity at the time of the alleged discrimination.

(2) "Pregnancy or related conditions" means:

(a) Pregnancy, childbirth, termination of pregnancy, or lactation;

(b) Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or

(c) Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.

(3) "Program" or "programs and activities" means all operations of the college.

(4) "Relevant" means related to the allegations of sex discrimination under investigation. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decision maker in determining whether the alleged sex discrimination occurred.

(5) "Remedies" means measures provided to a complainant or other person whose equal access to the college's educational programs and activities has been limited or denied by sex discrimination. These measures are intended to restore or preserve that person's access to educational programs and activities after a determination that sex discrimination has occurred.

(6) "Respondent" is a student who is alleged to have violated the student conduct code.

(7) "Sex discrimination" includes sex-based harassment, and may occur when a respondent causes more than de minimis (insignificant) harm to an individual by treating them different from a similarly situated individual on the basis of: Sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. Conduct that prevents an individual from participating in an education program or activity consistent with the person's gender identity subjects a person to more than de minimis harm on the basis of sex.

(a) ~~Sex-based harassment. "Sex-based harassment" is a form of sex discrimination and means sexual harassment or other harassment on the basis of sex, including the following conduct:~~

(i) ~~Quid-pro-quo harassment. A student, employee, agent, or other person authorized by the college to provide an aid, benefit, or service under the college's education program or activity explicitly or implicitly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct.~~

(ii) ~~Hostile environment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:~~

(A) ~~The degree to which the conduct affected the complainant's ability to access the college's education program or activity;~~

(B) ~~The type, frequency, and duration of the conduct;~~

(C) ~~The parties' ages, roles within the college's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;~~

(D) ~~The location of the conduct and the context in which the conduct occurred; and~~

(E) ~~Other sex-based harassment in the college's education program or activity.~~

(iii) ~~Sexual violence. "Sexual violence" includes nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, incest, statutory rape, domestic violence, dating violence, and stalking.~~

(A) ~~Nonconsensual sexual intercourse is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.~~

(B) ~~Nonconsensual sexual contact (fondling) is any actual or attempted sexual touching, however slight, with any body part or object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.~~

(C) ~~Incest is sexual intercourse or sexual contact with a person known to be related to them, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half related. Descendant includes stepchildren and adopted children under the age of 18.~~

(D) ~~Statutory rape (rape of a child) is nonforcible sexual intercourse with a person who is under the statutory age of consent.~~

(E) ~~Domestic violence is physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, coercive control, damage or destruction of personal property, stalking or any other conduct prohibited under RCW [10.99.020](#), committed by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of Washington, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of Washington.~~

(F) ~~Dating violence is physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:~~

(i) ~~The length of the relationship;~~

(ii) ~~The type of relationship; and~~

(iii) ~~The frequency of interaction between the persons involved in the relationship.~~

(G) ~~Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or to suffer substantial emotional distress.~~

(b) "Consent." For purposes of this code, "consent" means knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity.

(i) Each party has the responsibility to make certain that the other has consented before engaging in the activity.

(ii) For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.

(iii) A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct.

(iv) Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.

(c) "Title IX retaliation" means intimidation, threats, coercion, or discrimination against any person by a student, for the purpose of interfering with any right or privilege secured by Title IX, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in a sex discrimination investigation, proceeding, or hearing under this part, including during an informal resolution process, during a Title IX investigation, or during any disciplinary proceeding involving allegations of sex discrimination.

(8) "Student employee" means an individual who is both a student and an employee of the college. When a complainant or respondent is a student employee, the college must make a fact-specific inquiry to determine whether the individual's primary relationship with the college is to receive an education and whether any alleged student conduct code violation including, but not limited to, sex-based harassment, occurred while the individual was performing employment-related work.

(9) "Student group" is a student organization, athletic team, or living group including, but not limited to, student clubs and organizations, members of a class or student cohort, student performance groups, and student living groups.

(10) "Supportive measures" means reasonably available, individualized and appropriate, nonpunitive and nondisciplinary measures offered by the college to the complainant or respondent without unreasonably burdening either party, and without fee or charge for purposes of:

(a) Restoring or preserving a party's access to the college's educational program or activity, including measures that are designed to protect the safety of the parties or the college's educational environment; or providing support during the college's investigation and disciplinary procedures, or during any informal resolution process; or

(b) Supportive measures may include, but are not limited to: Counseling; extensions of deadlines and other course-related adjustments; campus escort services; increased security and monitoring of certain areas of campus; restriction on contact applied to one or more parties; a leave of absence; change in class or work schedules, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; and training and education programs related to sex-based harassment.

(11) "Title IX coordinator" is the administrator responsible for processing complaints of sex discrimination, including sex-based harassment, overseeing investigations and informal resolution processes, and coordinating supportive measures, in accordance with college policy.

AMENDATORY SECTION (Amending WSR 21-10-010, filed 4/23/21, effective 5/24/21)

WAC 132Q-10-602 ((Title IX)/Sex discrimination jurisdiction.

((H)) This supplemental procedure applies only if the alleged misconduct meets the definition of "sex discrimination" as that term is defined in WAC 132Q-10-601 and occurs:

((a)) Occurred in the United States;

((b)) Occurred during a Community Colleges of Spokane educational program or activity; and

((c)) Meets the definition of sexual harassment as that term is defined in this supplemental procedure.

((2)) For purposes of this supplemental procedure, an "educational program or activity" is defined as locations, events, or circumstances over which the Community Colleges of Spokane exercised substantial control over both the respondent and the context in which the alleged sexual harassment occurred. This definition includes any building owned or controlled by a student organization that is officially recognized by the Community Colleges of Spokane.

((3)) Proceedings under this supplemental procedure must be dismissed if one or all of the requirements of subsection ((4)(a)) through ((e)) of this section have not been met. Upon receipt of the formal complaint, the Title IX coordinator shall make an initial inquiry into whether Title IX jurisdiction extends to the complaint. If the Title IX coordinator determines there is no Title IX jurisdiction, the Title IX coordinator will issue a notice of dismissal in whole or part explaining why some or all of the Title IX claims have been dismissed. Dismissal under this supplemental procedure does not prohibit the Community Colleges of Spokane from pursuing other disciplinary action based on allegations that the respondent violated other provisions of the Community Colleges of Spokane's student conduct code. WAC 132Q-10-101 through 132Q-10-503.

((4)) After receipt of the investigation report, if the student conduct officer determines the facts in the investigation report are not sufficient to support Title IX jurisdiction and/or pursuit of a Title IX violation, the student conduct officer will issue a notice of dismissal in whole or part to both parties explaining why some or all of the Title IX claims have been dismissed. Dismissal under this supplemental procedure does not prohibit the Community Colleges of Spokane from pursuing other disciplinary action based on allegations that the respondent violated other provisions of the Community Colleges of Spokane's student conduct code. WAC 132Q-10-101 through 132Q-10-503.) (1) On college premises:

((2)) At or in connection with college programs or activities; or

((3)) Off college premises, if in the judgment of the college, the conduct has an adverse impact on the college community, the pursuit of its objectives, or the ability of a student or staff to participate in the college's programs and activities.

AMENDATORY SECTION (Amending WSR 21-10-010, filed 4/23/21, effective 5/24/21)

WAC 132Q-10-603 Sex discrimination—Dismissal and initiation of discipline.

((H)) Upon receiving the Title IX investigation report from the Title IX coordinator or designee, the student conduct officer will independently review the report to determine whether there are sufficient grounds to pursue a disciplinary action against the respondent for engaging in prohibited conduct under Title IX:

((2)) If the student conduct officer determines that there are sufficient grounds to proceed under these supplemental procedures, the student conduct officer will initiate a Title IX disciplinary proceeding by filing a written disciplinary notice with the chair of the student conduct administrative panel and serving the notice on the respondent and the complainant, and their respective advisors. The notice must:

((a)) Set forth the basis for Title IX jurisdiction;

((b)) Identify the alleged Title IX violation(s);

((c)) Set forth the facts underlying the allegations(s);

((d)) Identify the range of possible sanctions that may be imposed if the respondent is found responsible for the alleged violation(s); and

((e)) Explain that the parties are entitled to be accompanied by their chosen advisors during the hearing; and that:

((i)) The advisors will be responsible for questioning all witnesses on the party's behalf;

((ii) An advisor may be an attorney; and

((iii) The Community Colleges of Spokane will appoint the party an advisor of the college's choosing at no cost to the party, if the party fails to do so.

((3)) Explain that if a party fails to appear at the hearing, a decision of responsibility may be made in their absence.)) (1) Any member of the college community may file a complaint against a student or student group for conduct which may constitute sex discrimination.

(2) The college's Title IX coordinator or designee shall review, process, and, if applicable, investigate complaints or other reports of sex discrimination, including sex-based harassment. The disciplinary process for allegations of sex discrimination, including sex-based harassment, against a student shall be addressed through the student conduct code.

(3) Both the respondent and the complainant in cases involving allegations of sex discrimination shall be provided the same procedural rights to participate in student discipline matters, including the right to participate in the disciplinary process and to appeal any disciplinary decision.

(4) When interim suspension or other restriction proceedings are conducted under WAC 132Q-10-320, the complainant shall be notified that an interim suspension has been imposed on the same day that the interim suspension notice is served on the respondent. The college will also provide the complainant with timely notice of any subsequent changes to the interim suspension order.

(5) The student conduct officer shall review the investigation report provided by the Title IX coordinator, and determine whether, by a preponderance of the evidence, there was a violation of the student conduct code; and if so, what disciplinary sanction(s) and/or remedies will be recommended. The student conduct officer shall, within five business days of receiving the investigation report, serve respondent, complainant, and the Title IX coordinator with a written recommendation, setting forth the facts and conclusions supporting their recommendation. The time for serving a written recommendation may be extended by the student conduct officer for good cause.

(a) The complainant and respondent may either accept the student conduct officer's recommended disciplinary sanction(s) or request a hearing before a student conduct administrative panel.

(b) The complainant and respondent shall have 21 calendar days from the date of the written recommendation to request a hearing before a student conduct administrative panel.

(c) The request for a hearing may be verbal or written, but must be clearly communicated to the student conduct officer.

(d) The student conduct officer shall promptly notify the other party of the request.

(e) The student conduct officer may recommend dismissal of the complaint if:

(i) The college is unable to identify respondent after taking reasonable steps to do so;

(ii) Respondent is not participating in the college's educational programs or activities;

(iii) The complainant has voluntarily withdrawn any or all of the allegations in the complaint, and the Title IX coordinator has declined to initiate their own complaint. In cases involving allegations of sex-based harassment, the complainant must withdraw their complaint in writing;

(iv) The college determines that, even if proven, the conduct alleged by the complainant would not constitute sex discrimination; or

(v) The conduct alleged by the complainant falls outside the college's disciplinary jurisdiction.

(f) If no request for a full hearing is provided to the student conduct officer, the student conduct officer's written recommendation shall be final and implemented immediately following the expiration of 21 calendar days from the service of the written recommendation.

(g) Upon receipt of the student conduct officer's written recommendation, the Title IX coordinator or their designee shall review all supportive measures and, within five business days, provide written direction to the complainant and respondent as to any supportive measures that will be implemented, continued, modified, or terminated. If either party is dissatisfied with the supportive measures, the party may seek review in accordance with the college's Title IX investigation procedure.

(h) If the respondent is found responsible for engaging in sex discrimination, the Title IX coordinator shall also take prompt steps to coordinate and implement any necessary remedies to ensure that sex discrimination does not recur and that complainant has equal access to the college's programs and activities.

AMENDATORY SECTION (Amending WSR 21-10-010, filed 4/23/21, effective 5/24/21)

WAC 132Q-10-604 Sex discrimination—Prehearing procedure.

((H)) Upon receiving the disciplinary notice, the chair of the student conduct administrative panel will send a hearing notice to all parties, in compliance with WAC 132Q-10-315. In no event will the hearing date be less than ten days after the Title IX coordinator or designee provided the final investigation report to the parties.

((2)) A party may choose to have an attorney serve as their advisor at the party's own expense. This right will be waived unless, at least five days before the hearing, the attorney files a notice of appearance with the Community college with copies to all parties and the student conduct officer.

((3)) In preparation for the hearing, the parties will have equal access to all evidence gathered by the investigator during the investigation, regardless of whether the Community Colleges of Spokane intends to offer the evidence at the hearing.)) (1) For cases involving allegations of sex discrimination, including sex-based harassment, members of the student conduct administrative panel must receive training on serving impartially, avoiding prejudice of facts at issue, conflicts of interest, and bias. The chair must also receive training on the student conduct process for sex discrimination cases, as well as the meaning and application of the term "relevant," in relation to questions of evidence, and the types of evidence that are impermissible, regardless of relevance in accordance with 34 C.F.R. §§ 106.45 and 106.46.

((2)) In sex discrimination cases, the college may, in its sole and exclusive discretion, contract with an administrative law judge or other qualified person to act as the presiding officer, authorized to exercise any or all duties of the student conduct administrative panel and/or committee chair.

((3)) In cases involving allegations of sex discrimination, the complainant has a right to participate equally in any part of the disciplinary process, including appeals. Respondent and complainant both have the following rights:

(a) Notice. The college must provide a notice that includes all information required in WAC 132Q-10-315, and a statement that the parties are entitled to an equal opportunity to access relevant and permissible evidence, or descriptions of the evidence upon request.

(b) Confidentiality. The complainant and respondent are both entitled to have an advisor present, who may be an attorney retained at the party's expense.

(c) Extensions of time. The chair may, upon written request of any party and a showing of good cause, extend the time for disclosure of witness and exhibit lists, accessing and reviewing evidence, or the hearing date, in accordance with the procedures set forth in subsection (4)(b) of this section.

(d) Evidence. In advance of the hearing, the student conduct officer shall provide reasonable assistance to the respondent and complainant in accessing and reviewing the investigative report and relevant and not otherwise impermissible evidence that is within the college's control.

(e) Confidentiality. The college shall take reasonable steps to prevent the unauthorized disclosure of information obtained by a party solely through the disciplinary process, which may include, but are not limited to, directing by the student conduct officer or chair pertaining to the dissemination, disclosure, or access to evidence outside the context of the disciplinary hearing.

(f) In cases involving allegations of sex-based harassment, the following additional procedures apply:

(a) Notice. In addition to all information required by WAC 132Q-10-315, the prehearing notice must also inform the parties that:

(i) The respondent is presumed not responsible for the alleged sex-based harassment;

(ii) The parties will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial decision maker;

(iii) They may have an advisor of their choice, who may be an attorney, to assist them during the hearing;

(iv) They are entitled to an equal opportunity to access relevant and not otherwise impermissible evidence in advance of the hearing; and

(v) The student conduct code prohibits knowingly making false statements or knowingly submitting false information during a student conduct proceeding.

(b) Extensions of time. The chair may, upon written request of any party and a showing of good cause, extend the time for disclosure of witness and exhibit lists, accessing and reviewing evidence, or the hearing date, by the party requesting an extension must do so no later than 48 hours before the date specified in the notice of hearing or by the chair in any prehearing conference. The written request must be served simultaneously by email to all parties and the chair. Any party may respond and object to the request for an extension of time no later than 24 hours after service of the request. An extension request will be granted upon all parties, to include the reasons for granting or denying any request. The chair's decision shall be final. In exceptional circumstances, for good cause shown, the chair may, in their sole discretion, grant extensions of time that are made less than 48 hours before any deadline.

(c) Advisors. The college shall provide an advisor to the respondent and any complainant. If the respondent or complainant have not otherwise identified an advisor to assist during the hearing, the college will identify an advisor for the respondent. In advance of the hearing, the student conduct officer shall provide reasonable assistance to the respondent and complainant in accessing and reviewing the investigative report and relevant and not otherwise impermissible evidence that is within the college's control.

(d) Confidentiality. The college shall take reasonable steps to prevent the unauthorized disclosure of information obtained by a party solely through the disciplinary process, which may include, but is not limited to, directing by the student conduct officer or chair pertaining to the dissemination, disclosure, or access to evidence outside the context of the disciplinary hearing.

(e) Separate locations. The chair may, upon the request of any party, must conduct the hearing with the parties physically present in separate locations, with technology enabling the committee and parties to simultaneously see and hear the party or the witness while that person is speaking.

(f) Withdrawal of complaint. If a complainant wants to voluntarily withdraw a complaint, they must provide notice to the college in writing before a case can be dismissed.

AMENDATORY SECTION (Amending WSR 21-10-010, filed 4/23/21, effective 5/24/21)

WAC 132Q-10-606 Sex discrimination—Presentation of evidence.

((H)) The introduction and consideration of evidence during the hearing is subject to the following procedures:

((1)) Relevance. The committee chair shall review all questions for relevance and shall explain on the record their reasons for excluding any question based on lack of relevance.

((2)) Relevance means that information claimed by the question makes facts in dispute more or less likely to be true.

((3)) Relevance or evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant and must be excluded, unless such question or evidence:

((a)) Is asked or offered to prove someone other than the respondent committed the alleged misconduct; or

((b)) Concerns specific incidents of prior sexual behavior between the complainant and the respondent, which are asked or offered on the issue of consent.

((4)) Cross-examination required. If a party or witness does not submit to cross-examination during the live hearing, the committee must not rely on any statement by that party or witness in reaching a determination of responsibility.

((5)) No negative inference. The committee may not make an inference regarding responsibility solely on a witness's or party's absence from the hearing or refusal to answer questions.

((6)) Privileged evidence. The committee shall not consider legally privileged information unless the holder has effectively waived the privilege. Privileged information includes, but is not limited to, information protected by the following:

((a)) Spousal domestic partner privilege;

((b)) Attorney-client and attorney work product privileges;

((c)) Privileges applicable to members of the clergy and priests;

((d)) Privileges applicable to medical providers, mental health therapists, and counselors;

((e)) Privileges applicable to sexual assault and domestic violence advocates; and

((f)) Other legal privileges identified in RCW [5.60.1660](#)) In cases involving allegations of sex-based harassment, the complainant and respondent may not directly question one another or other witnesses. In such circumstances, the chair will determine whether questions will be submitted to the chair, who will then ask questions of the complainant and witnesses, or allow questions to be asked directly of any party or witnesses by a party's attorney or advisor. The committee chair may revise this process if, in the chair's determination, the questioning by any party, attorney, or advisor becomes contentious or harassing.

((1)) Prior to any question being posed to a party or witness, the chair must determine whether the question is relevant and not otherwise impermissible; and may

DISCUSSION/ACTION/REPORT: Gateway to College

BACKGROUND:

I will be presenting on the Gateway to College Program at SFCC.

Prepared by: Brenda Schreiber
Director, Community Outreach & Dual Enrollment

Presented by: Brenda Schreiber
Director, Community Outreach & Dual Enrollment

Matthew Rabon
Navigator, Gateway to College

12/17/24



GATEWAY *to* COLLEGE



ABOUT US

The Gateway to College program at Spokane Falls Community College (SFCC) is a unique program designed to support disengaged students at risk of dropping out of a traditional high school, by providing an opportunity to earn both their high school diploma and an AA Degree.

Through a collaborative partnership between SFCC and local school districts, the program offers a supportive learning environment where students can build the skills and confidence needed for academic success. Gateway to College empowers students to transition into higher education or the workforce with the tools necessary for long-term achievement.

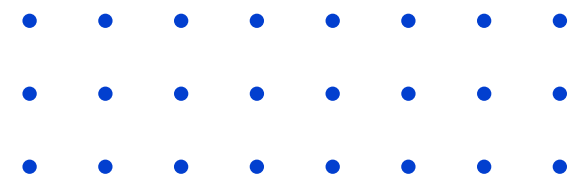
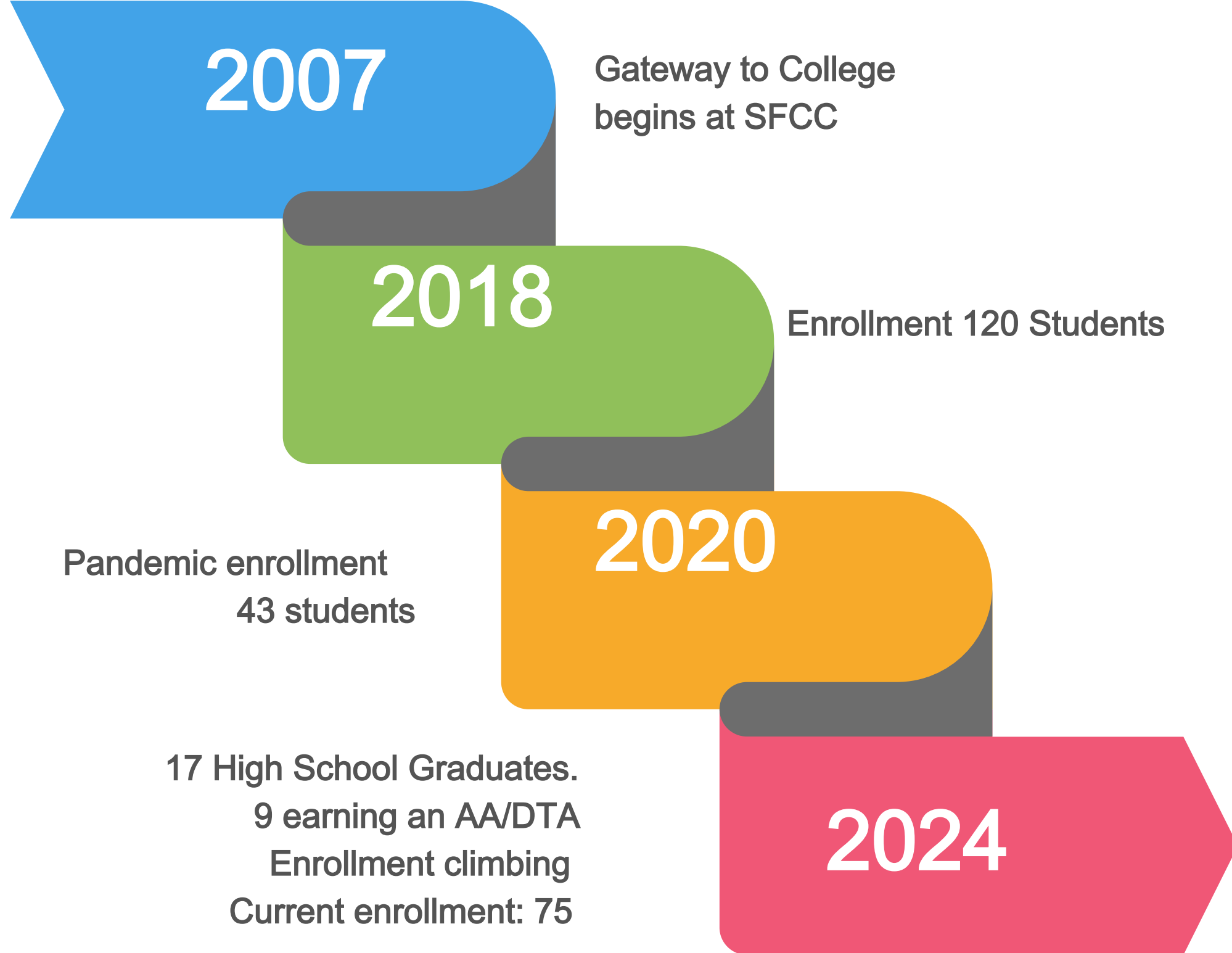


OUR STORY

SFCC introduced the Gateway to College program to the Spokane community in 2007.

The program has expanded its impact, helping numerous students successfully transition to college and beyond, offering both high school diploma completion and college credit courses.

This program plays a critical role in reducing high school dropout rates in the region and improving opportunities for at-risk youth. The program's success has been marked by strong graduation rates and a growing reputation as a valuable resource for students who need flexible, non-traditional educational support.



OUR SERVICES

By focusing on individualized plans and a holistic approach, Gateway to College at SFCC empowers students to thrive academically, personally, and professionally, ensuring they are prepared for success in their future endeavors.

Individualized
Academic & Career Skill
Support



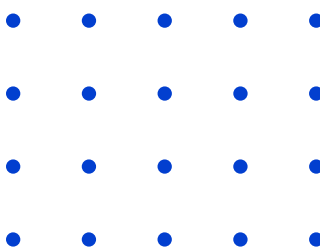
Access to
Education



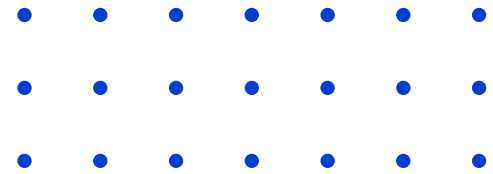
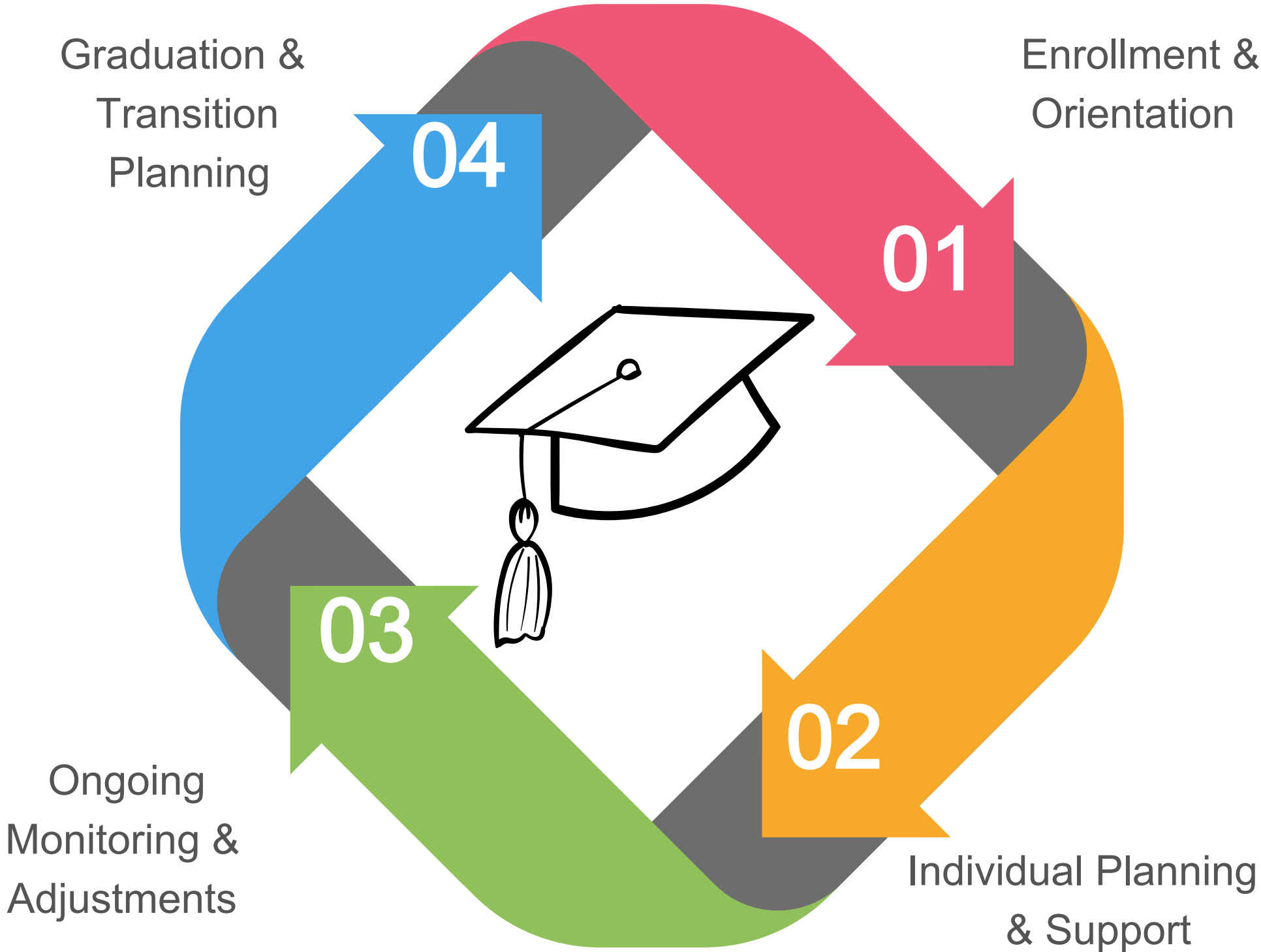
Whole-Student
Support



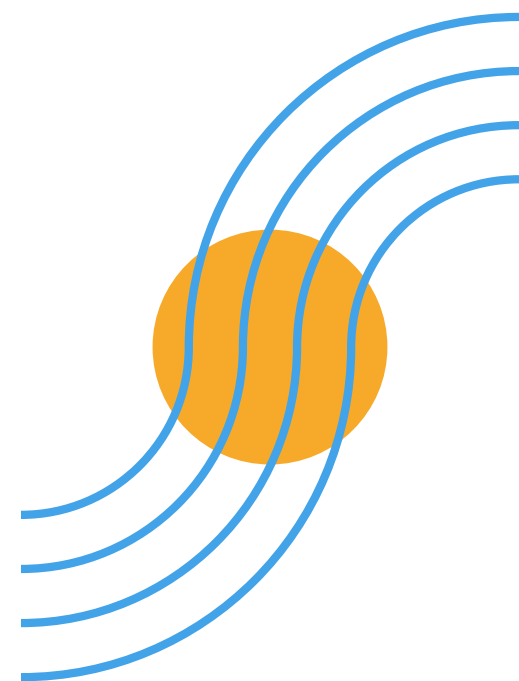
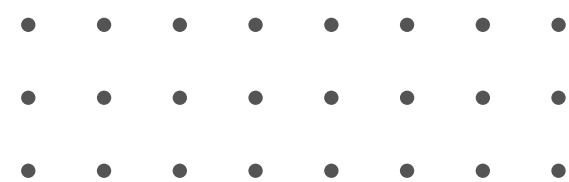
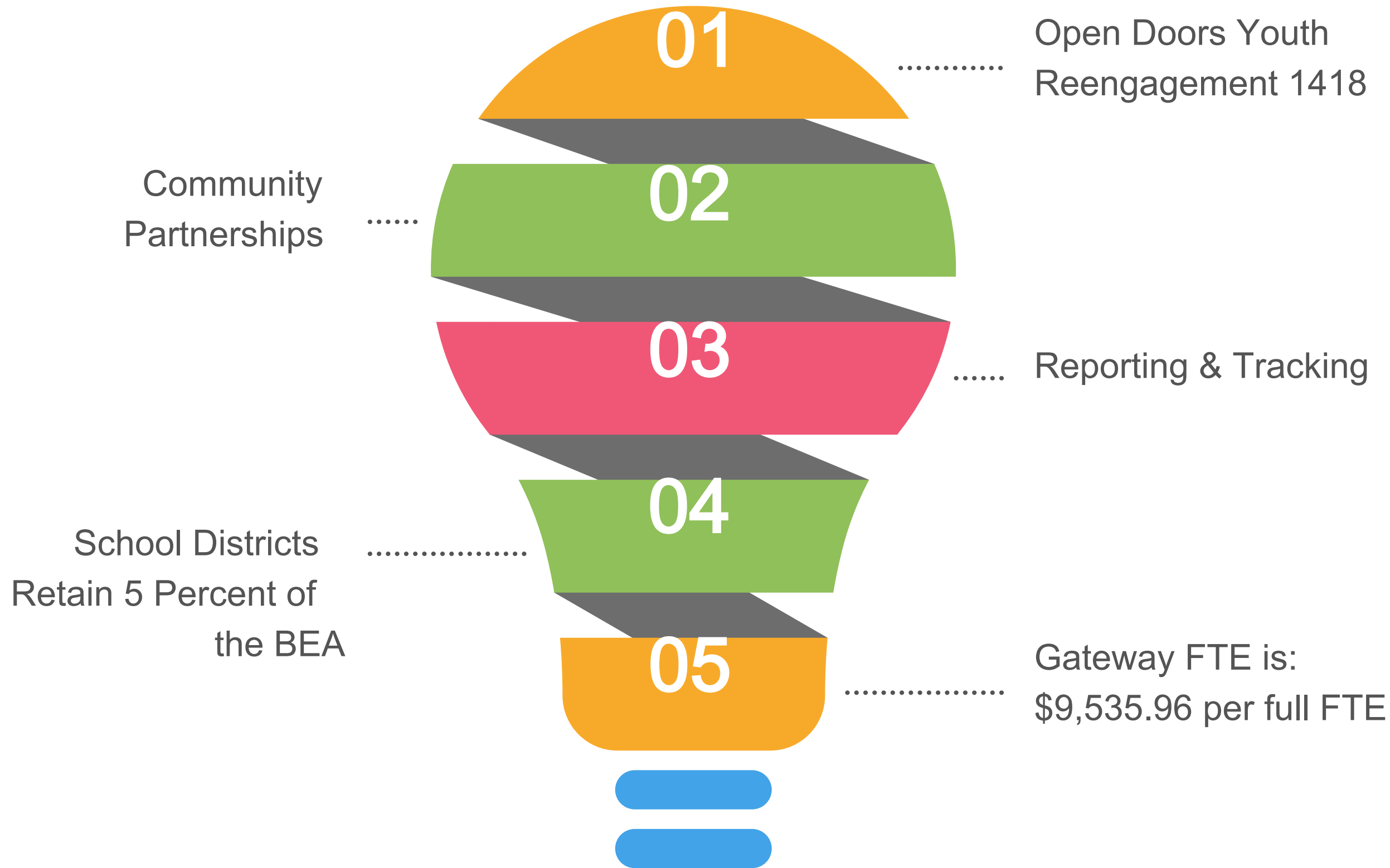
Partnerships &
Collaboration



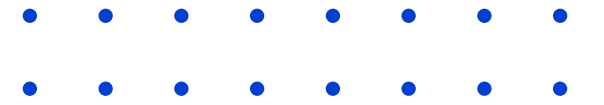
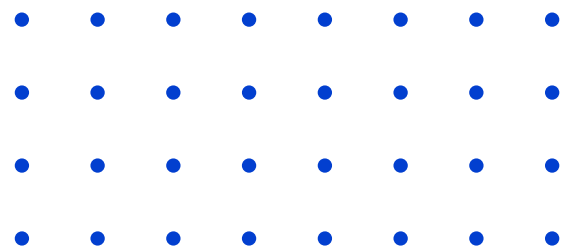
LIFECYCLE OF A GATEWAY STUDENT



GATEWAY TO COLLEGE FUNDING



THANK
YOU



ACTION: APPROVAL OF CONSENT AGENDA

BACKGROUND

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

AGENDA ITEMS

- a. Board Minutes Approval - 11/12/2024
- b. Capital Projects - Nichole Hanna
- c. Budget and Expenditures - Linda McDermott
- d. Head Start - Bobbi Woodral

RECOMMENDATION

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

Prepared by: Breanne Riley
Executive Assistant to the Chancellor

Presented by: Trustee Todd Woodard
Chair of Board of Trustees
December 17, 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 November 12, 2024 meeting, as presented.

Prepared by: Breanne Riley
Executive Assistant to the Chancellor
December 17, 2024

Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
November 12 9:30am
Spokane Community College
In Person and Zoom Option

Present: Trustee Mike Wilson, Trustee Todd Woodard, Trustee Anna Franklin, Trustee Glenn Johnson, Trustee Steve Yoshihara. Also present: Kevin Brockbank, Kimberlee Messina, Jenni Martin, Linda McDermott, Grace Leaf, Nichole Hanna, Fred Davis, Bobbi Woodral, Jason Eggerman, Patrick Tanner, Julie Parks, Melanie Rose, Bonnie Glantz, Patrick McEachern, Jaclyn Jacot, Carrie Culver, Beverly Daily, Ward Kaplan, Katie Satake, Katella DeBolt, Abigail Affholter, Alison Cooley, Lexii Locke, Austin Dehlin, Kim Hagerty, Christina MitmaMomono, Brandon Livingston, John Norman, George Hollwedel, Breanne Riley (recording secretary).

Excused: Lori Hunt

Guests: Cadence Haskins

Executive Session

Executive session will convene for approximately 50 minutes and is scheduled to end at 9:20am.

Potential Action Generated from Executive Session

No action was taken.

Tenure Introductions

Mr. Laurent Zirotti gave a brief introduction of himself and his career at SCC. Ms. JoAnne Connolly gave a brief introduction of herself and her career at SCC. Mr. Tim Greenup gave a brief introduction of himself and his career at SCC. Ms. Emma Case gave a brief introduction of herself and her career at SCC. Mr. Cameron Kjeldgaard gave a brief introduction of himself and his career at SCC. Mr. Nick Colsch gave a brief introduction of himself and his career at SCC. Mr. Mark Brown gave a brief introduction of himself and his career at SCC. Mr. Jose Losado Montero gave a brief introduction of himself and his career at SCC. Ms. Andrea Lahr gave a brief introduction of herself and her career at SCC.

SCC Celebrating Student Success

Mr. Brandon Livingston introduced himself and the team members that were joining

him today. Mr. John Norman gave a brief history of the Robotics Mechatronics Technology program at SCC, as well as their national recognition. Mr. George Hollwedel reviewed the history of the name of the program and Mr. Norman gave an update on the current status of the program and how the program is meeting the needs of the community. Mr. Norman then introduced Ms. Cadence Haskins, who is a current student in the program. Ms. Haskins shared her experience in the program. Ms. Haskins explained that the program was challenging and the faculty has been very supportive. Ms. Haskins has had the opportunity to work for two internships and enjoyed them both. Mr. Norman explained that both internship companies offered Ms. Haskins a permanent position and one company even created a role specifically for her. Mr. Norman reviewed the work that Dean Ashly Purdin has done with the program which includes grants, curriculum changes, and changing the program name. Mr. Norman reviewed what the grants are being applied to as well as ensuring that the program stays relevant for the needs of the community. Ms. Beverly Daily asked what the placement percentage was for students in the program and inquired about the starting salary for graduates of the program. Trustee Johnson asked about classroom size. Trustee Franklin asked if industry partners are involved in developing the program curriculum and if there was anything that the Board of Trustees could do to assist in reaching out to those partners. Trustee Woodard stated that Ms. Haskins showed maturity, poise, and excellent critical thinking and asked how she found the program and what motivated her to join the program. Trustee Woodard thanked Dean Purdin for her work with the program.

Call to Order

The Board of Trustees of Washington State Community College District 17 held a regular meeting on Tuesday, November 12, 2024. Trustee Woodard called the meeting to order at 10:19am. This was followed by the Pledge of Allegiance and roll call. It was announced that the meeting was open to the public. Individuals interested in addressing the Board were encouraged to speak up during the public comment section. The Native Land Acknowledgement was given by Trustee Franklin.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

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

- a. Minutes of the September 10, 2024 Regular Meeting
- b. Capital Projects Status – Ms. Nichole Hanna
- c. Budget and Expenditures – Dr. Linda McDermott

- d. UTAP – Dr. Lina McDermott
- e. Head Start Updates – Ms. Bobbi Woodral
- f. Admin Procedures – Ms. Nichole Hanna, Ms. Jaclyn Jacot, Bonnie Glantz, Linda McDermott

The motion to approve the consent agenda was so moved by Trustee Franklin, seconded by Trustee Johnson, and approved unanimously by the Board.

Tenure Consideration

Mr. Fred Davis, CHRO, stated that the Board of Trustees, as the appointing authority, is responsible for granting or denying probationary faculty members. After having reviewed and given reasonable consideration to the information provided through and during the tenure process, Mr. Davis presented Mr. David Shotwell from the Paralegal department at SCC and then referred to Trustee Woodard. Trustee Johnson so moved to grant tenure to Mr. David Shotwell, which was seconded by Trustee Franklin, and approved unanimously by the Board.

Title IX Rules Extension

Mr. Patrick McEachern reviewed that the July 29th special session was held specifically to propose and ask for approval of the emergency rulemaking process. This was to amend the student code of conduct to come into compliance with new Federal Title IX regulations that went into effect on August 1, 2024. A public hearing will be held at the December Board of Trustees meeting and the Board will be asked to consider and approve the permanent rules. The permanent rules are set to expire on December 2nd and the public hearing will be held on December 17th. Mr. McEachern was before the Board requesting a 120-day extension of the rule making process. The motion to approve the 120-day extension was so moved by Trustee Johnson, seconded by Trustee Franklin, and approved unanimously by the Board.

Chancellor's Report

Dr. Kevin Brockbank, Chancellor shared his appreciation for the leadership team at both colleges and the district. The Lodge contract has been awarded to Baker Construction and CCS is very happy to have a local contractor to work on the remodel. LaunchNW will be asking the legislature for a \$5 million allocation, which they will match with a private donation, and their intent to use the money will be to choose one local high school and free community college will be offered to all of the students. The governor has not yet informed CCS of the fifth Trustee that will be appointed. Dr. Brockbank will fill the role of the Trustee on the Head Start committee assignment until the new Trustee is appointed. Dr. Brockbank asked for any suggestions and recommendations of potential Trustees for CCS. Trustee Franklin asked if there was a matrix for potential Trustees and if that matrix could be reviewed by the Board.

Trustee Franklin would like the current Trustees to complete the matrix grid and use that data moving forward to choose future Trustees. Dr. Brockbank reviewed the state budget and the OFM budget mistake and how it will affect CCS.

President's Report

Dr. Jenni Martin, President of SCC recognized Ms. Julie Parks and Ms. Jaclyn Jacot on their work with the Technical Professional Division Robotics Mechatronics Technology program. The Practical Nursing program will begin in January 2025 as there is a new demand in the community. Trustee Franklin explained the new cohort that is being organized by Ms. Emily Yim and suggested that CCS should participate. The Nursing program just completed the accreditation visit and it was successful.

Dr. Kimberlee Messina, President of SFCC, reported that the Fine Arts Building grand opening will take place on November 13th. Dr. Messina thanked Ms. Nichole Hanna and Ms. Melanie Rose for their hard work and promotion of the Fine Arts Building. Mr. Barry Moses assisted with the name of the new building and he was very happy with the final product. Trustee Franklin asked if there have been internal conversations for the students that are concerned with what will happen in January to support their mental health and protect them.

BREAK

The meeting was reconvened at 11:07am.

Changes to Student Evaluations

Mr. Patrick McEachern and Mr. Jason Eggerman introduced themselves and their roles with the collective bargaining process. Mr. McEachern shared the agreements that the bargaining team have come to. Mr. McEachern shared that one of the agreements is a change in the evaluation forms that are part of the tenure process. Mr. Eggerman explained the process of the student evaluation changes for tenured faculty. The goal was to have student evaluation questions more easily accessible and to apply to all students in all courses. Trustee Franklin asked if there was a way for the Trustees to see the questions that are provided to the students and if the questions have been bargained already. Trustee Woodard thanked the bargaining group for their work.

Rebranding Update

Dr. Brockbank reviewed some of the rebranding ideas for the Athletics department. Mr. Jim Fitzgerald found a hand-written log of CCS baseball games and Trustee Yoshihara was listed in the log. Dr. Brockbank gifted the scoring log to Trustee Yoshihara. Ms. Melanie Rose and Ms. Kim Hagerty reviewed the marketing brand vision and brand values as well as the timeline for the rebranding project. Ms. Rose

reviewed each phase of the rollout. Ms. Daily asked if signage would include the separate colleges as well as Spokane Colleges. Ms. Rose played the official branding video for the Board of Trustees.

AHE Report

Ms. Beverly Daily, shared that faculty is working hard and they are hoping to finish bargaining soon.

Faculty Report

Ms. Christina MitmaMomono reported that Mr. Zachary Christman is working with a great team of staff and faculty to create a course which aims to provide support for advanced ESL students moving from the ESL program into credit classes, various programs, and certifications across campus. Ms. MitmaMomono said there is great collaboration work at the extension sites for the new program.

Ms. Katie Satake reported that Mr. Jason Eggerman represented SCC at the first Introductory Psychology Academy in Portland. Ms. Amy Anderson and the Speak Out! club co-hosted the Student Success and Equity Day for their fall event. The club is also hosting a Food and Hygiene Drive at the SCC Food Pantry. Ms. Anderson also published an article in the International Journal of Mentoring and Coaching where she collaborated with fellow researchers. Mr. David Edwards reported on his efforts to recruit potential students to his program.

Ms. Katella DeBolt reported that Mr. Irv Broughton published his 25th book in October about Vietnam skies. Ms. Renee Compton shared that the core faculty went to their leadership conference and the emphasis was on inclusivity.

WFSE/Classified Staff Report

Ms. Abigail Affholter reported that classified staff has received their bargaining and they are very excited about that.

Mr. Ward Kaplan reported that classified staff will begin lobbying when the legislative session starts.

Ms. Alison Cooley reminded all attendees that as it gets colder outside all should say thank you to security and facilities for keeping the campus safe and secure during the winter season.

Student Government Report

Mr. Austin Dehlin reported that two ASG members recently traveled to Washington D.C. and they returned with great ideas that can be done on campus. ASG has their first Director of IDEA and they have officially introduced the Chief Justice position and

are actively looking for candidates. ASG is looking at rebranding themselves and they have reached out to marketing to create and have the new brand approved. ASG is creating a letter for students and staff regarding their intent to support any security measures that will be taken at the campus. Trustee Woodard stated that he appreciated Mr. Dehlin's partnership of the security plan.

Ms. Lexii Locke shared the events that ASG has been organizing on campus, which includes farmers markets, Welcome Week, and Family Fun Night. Political activist Linda Sarsour gave a lecture-based presentation on campus regarding social justice. Some members went to the ASGA Conference and it was nice to be able to converse with other colleagues and they were able to get ideas on how to be more engaging with students. Ms. Locke's Outreach in Education programmer is the Eastern Washington representative for a committee to find out why Washington is in a state of emergency in regard to the lack of interpreters in education. Trustee Franklin asked what the Board of Trustees could do to support the ASG offices.

Board Report

There are no Board reports to share.

Adjournment

Being no further business, the meeting adjourned at 12:00pm.

CONSENT AGENDA ITEMS: CAPITAL PROJECTS

Submitted by: Clinton Brown
Director of Capital Construction
December 17, 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														●							02/09/25	
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																					●	10/15/24
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																					●	11/30/24±
PO7998	SCC Bldg 9, Health Science, HVAC Controls	x			x			\$ 299,000	Project																					●	11/30/24±
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	\$ 821,000	Project					o		●															06/30/25±
24-992	CCS Utility Metering, Tier 2	x	x			x	x	B	\$ 500,000	Project																						02/10/25
PO8406	SCC Bldg 15 Roof Repairs	x				x	x		\$ 411,000	Project																						10/30/24±
PO8407	SCC Bldg 1 Roof Repairs	x				x	x		\$ 511,000	Project																						10/15/24
PO8408	SCC Bldg 20 Roof Repairs	x				x	x		\$ 200,000	Project																						10/07/24
PO8461	SCC Bldg 6 Roof Repairs	x				x	x		\$ 250,000	Project																						10/15/24
PO8462	SCC Bldg 8 Roof Repairs	x				x	x		\$ 120,000	Project																						10/15/24
PO8463	SCC Bldg 9 Roof Repairs	x				x	x		\$ 6,500	Project																						10/15/24
PO8464	SCC Bldg 18 Roof Repairs	x				x	x		\$ 375,000	Project																						10/15/24
PO8578	SFCC Bldg 17 Skylight Repairs		x			x	x		\$ 75,000	Project																						5/31/25±
25-087	SCC East Wing Renovation - Study	x				x		P	\$ 200,000	Study	●																					NA
25-099	SFCC Track Facilities Improvements - Study		x				x	D	\$ 27,000	Study							o	●														NA
25-112	ESCO-CCS Switchgear Replacement (Trane)	x	x			x	x	J	\$ 1,366,000	Project							●															12/31/26±

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		
25-143	SCC Campus ADA Improvements - Study	x				x		\$ 40,000	Study			o	●																		NA
25-209	CCS Campus Safety Study	x				x	C	\$ 200,000	Study			o	●																		NA
25-142	SCC Apprenticeship, Water Leak Repair	x			x			\$ 60,000	Project														o					●			10/31/24±
Subtotal								\$ 110,331,500																							

NORTH SPOKANE CORRIDOR RELATED PROJECTS																																							
23-051	SCC Campus Wayfinding, Monument Sign	x				x		\$ 1,000,000	Project			●																				TBD						TBD	
24-172	SCC Fire Tower Replacement	x				x		\$ 880,000	Project																									●					3/30/25±
25-141	SCC Bldg 29 Haz Mat Storage Renovation	x			x	x		\$ 250,000	Project															●															05/31/25±
Subtotal, NSC								\$ 2,130,000																															
Total								\$ 112,461,500																															

- Current Status
- o Previous Status



NUMBER	PROJECT NAME	PROJECT DESCRIPTION
18-063	SFCC Fine and Applied Arts Building, Phase 3	FAA, Phase 3 will be the construction of the new facility and site.
18-063	SFCC Fine and Applied Arts Building, Phase 4	FAA, Phase 4 will scope the demolition of existing Building 6, Fine Arts, and restore the site.
22-229	SCC Apprenticeship Center	Design and Construction of replacement Apprenticeship Center to be erected on the SCC Campus. (Dates tentative, related to const. funding appropriation)
23-093	ESCO-CCS Elec. Xfmr Repl (Trane)-Phase 2	Replacement of aged electrical transformers across the district - continuation of Phase 1 utilizing supplemental legislative funding for outdated infrastructure replacement.
23-514	Lodge Renovation	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 2 district buildings, SC16 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 estimates will be used to request minor works funding for the 25-27 biennium.
25-209	CCS Campus Safety Study	Scope and budget study to assess campus lighting and access protection for both campuses. This study is in response to the Safe Work/Learning Environment Project Report by the security committee and will support a congressional funding request.
25-142	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 2024-25 Financial Reports:**

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

Summary: Enclosed for the Board's review and approval is the Operating Budget Status Report and the Summary of All-Funds Revenue and Expenditures as of October 31, 2024. The reports reflect 2024-2025 fiscal year activity, including the 4th State Allocation received from the State Board for Community and Technical Colleges.

Tuition revenue collections: Fiscal year tuition revenue of \$9,855,628 reflects a positive budget-to-actual variance of \$458,712. Tuition revenue is trending positively and reflects strong initial enrollment for the year.

Operating budget expenditures: Actual expenditures through the first four months of the year are \$35,563,613. Spending across all CCS operating units is reasonable and slightly below budget at this point in the fiscal year.

All-Funds Summary Report of Revenues and Expenditures: Total revenue from all sources was \$94,340,405 offset by total expenditures of \$85,838,202. Net Activity (total revenue minus total expenditures from all sources) as of October 31, 2024, was \$8,502,203. The decrease in net activity compared to last month is primarily due to normal timing differences between collection of revenue and recognition of actual expenditures.

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 2024.10 – 2024-12-09
2. Revenue & Expenditures 2024-07-01 through 2024-10-31 – 2024-12-04

Prepared by: Dr. Linda McDermott, CPA
Chief Financial Officer
December 17, 2024

State Allocation and Tuition Operating Budget Report

for Fiscal Year 2024 - 2025

Tuition revenue and GL expenditures through October 31, 2024



State Allocation #4

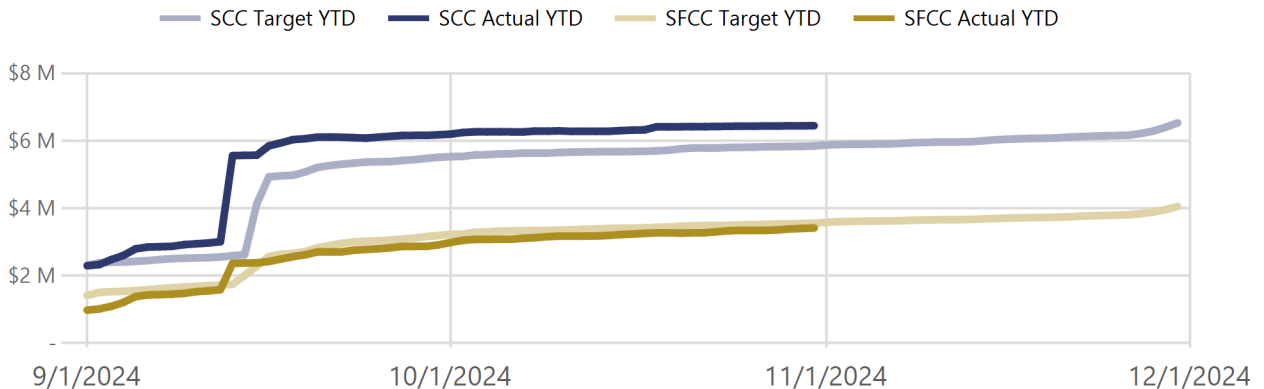
	SCC	SFCC	Central Admin	DMC	District Total
Total State Allocation	\$48,643,302	\$24,028,509	\$17,963,951	\$312,671	\$90,948,433
Tuition Revenue Estimate	\$6,733,109	\$4,991,649	\$3,731,994	\$8,722,191	\$24,178,943
Operating Support, One-time Distribution of FY24 Tuition Revenue over Budget, and Unspent DMC	\$2,055,504	\$6,593,092	\$6,728,286	\$1,432,981	\$16,809,863
Total State Allocation & Tuition Operating Budget	\$57,431,915	\$35,613,250	\$28,424,231	\$10,467,843	\$131,937,239

Allocation and Tuition Expenditures

	Budget	Year-to-Date Expenditures	Percent Expended to Budget	Percent of Total Expenditures
SCC	\$57,431,915	\$15,420,528	27%	43%
SFCC	\$35,613,250	\$8,686,224	24%	24%
Central Administration	\$28,424,231	\$8,735,062	31%	25%
<i>Administration (HR, CEO, CCO, CFO, CIAEAO)</i>		\$2,417,217		6.8%
<i>IT, Facilities, Security, Provost</i>		\$6,317,845		18%
District Managed Costs	\$10,467,843	\$2,721,799	26%	7.7%
Total	\$131,937,239	\$35,563,613	27%	

Tuition Operating Fee Revenue

	Fiscal Year Budget	Actual Year-to-Date	Target Year-to-Date	Over/(Short) Target YTD	Percent Over/(Short)
SCC	\$14,822,244	\$6,445,720	\$5,845,478	\$600,242	4.0%
SFCC	\$9,356,699	\$3,409,908	\$3,551,438	(\$141,530)	-1.5%
District Total	\$24,178,943	\$9,855,628	\$9,396,916	\$458,712	1.9%





Revenue & Expenditures

7/1/2024 through 10/31/2024

Revenue	July	August	September	October	Total
Tuition and Student Fees					
Tuition	\$8,098,132	\$2,193,829	\$209,446	(\$4,098)	\$10,497,307
Tuition AR	(\$5,914,076)	(\$1,148,753)	\$5,650,589	\$770,728	(\$641,512)
S&A Fee	\$364,393	\$367,868	\$59,579	(\$25,454)	\$766,386
Student Fees	\$4,871,364	\$995,829	(\$23,401)	\$105,580	\$5,949,372
Grants & Contracts					
Head Start & ECEAP	\$4,213,974	\$1,892,703	\$1,586,966	\$2,711,977	\$10,405,620
Running Start	\$3,331,993	\$573,047		\$308,531	\$4,213,570
Perkins	\$35,706	\$33,414	\$60,764	\$72,792	\$202,676
WorkFirst	\$104,526	\$31,679	\$180,977	\$82,210	\$399,391
BFET	-		\$125,387	\$45,304	\$170,691
Corrections	\$178,577	(\$57,282)	\$380,478	\$239,820	\$741,594
Grant Indirect	\$242,475	\$296,960	\$200,853	\$224,077	\$964,365
Other Grants & Contracts	\$157,340	\$1,532,092	\$840,058	\$2,363,764	\$4,893,254
Financial Aid					
PELL	\$1,750,239		(\$1,171)	\$5,156,582	\$6,905,650
Work Study	\$9,318	\$20,482			\$29,800
Other Federal Financial Aid	\$90,000		(\$2,515)	\$6,900	\$94,385
Other State Financial Aid	\$415,283	\$142,125	\$509,334	\$6,251,821	\$7,318,563
Direct Loan	\$950,000	\$150,000	(\$2,131)	\$3,305,525	\$4,403,394
Other Revenue					
State Allocation	\$4,560,556	\$6,493,241	\$5,336,898	\$5,151,379	\$21,542,074
Capital Projects	(\$4,580,479)		\$1,986,871	\$643,524	(\$1,950,084)
Auxiliary	\$438,577	\$733,494	\$302,481	\$142,189	\$1,616,742
Other Revenue	\$2,883,072	(\$415,669)	\$35,194	\$206,302	\$2,708,900
Accounts Receivable	\$10,088,846	\$674,754	\$12,947,129	(\$10,602,465)	\$13,108,265
Total Collected Revenue	\$32,289,815	\$14,509,813	\$30,383,787	\$17,156,990	\$94,340,405



Revenue & Expenditures

7/1/2024 through 10/31/2024

Expenditures to Date	July	August	September	October	Total
Tuition and Student Fees					
S&A Fee	\$7,039	\$62,271	\$121,196	\$211,133	\$401,638
Student Fees	\$431,024	\$336,865	\$384,368	\$590,311	\$1,742,568
Building & Innovation Fee	-	\$236,712	\$132,088	\$1,038,123	\$1,406,922
Grants & Contracts					
Head Start & ECEAP	\$1,306,315	\$1,576,765	\$2,147,311	\$2,783,748	\$7,814,139
Running Start	\$3,905,039	\$4	\$4,338		\$3,909,381
Perkins	\$39,583	\$43,540	\$59,096	\$62,501	\$204,720
WorkFirst	\$104,774	\$72,600	\$388,527	\$81,105	\$647,006
BFET	\$124,484	\$53,445	\$248,830	\$199,125	\$625,884
Corrections	(\$45,190)	\$196,037	\$203,309	\$192,958	\$547,114
Other Grants & Contracts	\$32,407	\$163,647	\$161,139	\$374,750	\$731,943
Financial Aid					
PELL	\$1,907,113	(\$26)	\$6,425,875	\$602,721	\$8,935,681
Work Study	\$42,944	\$33,159	\$40,557	\$108,466	\$225,125
Other Federal Financial Aid	\$178,850	\$14,235	\$187,481	(\$573)	\$379,993
Other State Financial Aid	\$1,688,201	\$25,193	\$6,174,321	\$816,623	\$8,704,338
Direct Loan	\$1,324,386	\$32,712	\$3,528,633	\$1,147,769	\$6,033,500
Other Expenditures					
Salary & Benefits	\$8,596,283	\$8,728,398	\$6,218,222	\$10,300,943	\$33,843,846
Capital Projects	(\$85,844)	\$154,462	\$422,674	\$2,739,640	\$3,230,932
Rent & Utilities	\$298,019	\$404,781	\$404,398	\$590,585	\$1,697,782
Travel	\$33,182	\$14,053	\$16,529	\$28,923	\$92,687
Goods, Equipment, and Supplies	\$82,582	\$175,060	\$110,946	\$220,225	\$588,814
Auxiliary	\$59,130	\$235,743	\$147,377	\$214,195	\$656,445
Other Expenses / Services	\$778,283	\$837,537	\$1,001,042	\$800,884	\$3,417,745
Total Expenditures	\$20,808,604	\$13,397,192	\$28,528,255	\$23,104,151	\$85,838,202
Net Activity	\$11,481,211	\$1,112,620	\$1,855,533	(\$5,947,161)	\$8,502,203

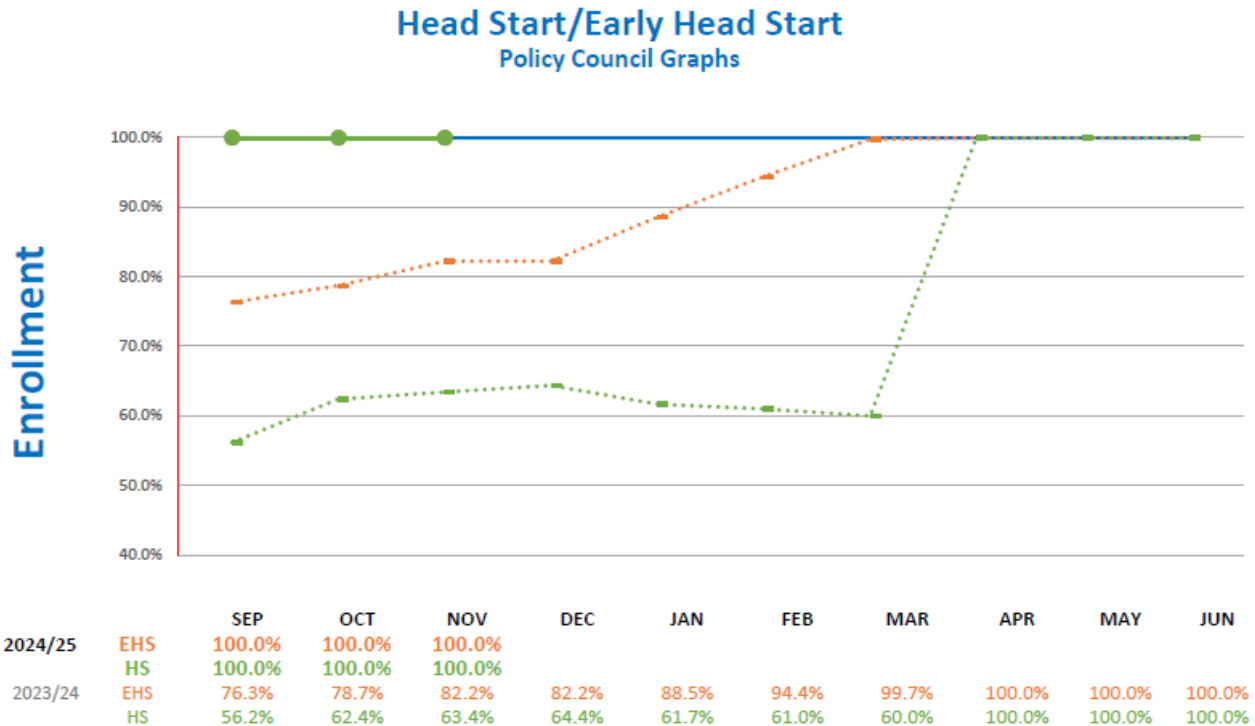
CONSENT AGENDA ITEMS: HEAD START UPDATES

Submitted by: Bobbi Woodral
District Director Head Start/EHS?ECEAP
December 17, 2024

STATUS REPORT HEAD START/ECEAP/EHS DECEMBER 2024

ENROLLMENT

November 2024



CELEBRATING FULL ENROLLMENT AND RENEWED FOCUS ON ATTENDANCE!

We are proud to announce that Head Start and Early Head Start achieved 100% full enrollment for November, marking three consecutive months of consistently full enrollment. This accomplishment reflects the dedication and teamwork of our staff, families, and community partners.

As we celebrate this milestone, we are also turning our attention to the critical area of monthly attendance. The Head Start Performance Standards set an ambitious goal for children to be present 90% of the service time/dates offered, with an overall program standard of 85% attendance.

For November, our attendance data shows:

- **Head Start:** 80.7%
- **Early Head Start:** 82.2%

While these numbers reflect great progress, we recognize there is room to grow. Continued emphasis will be given each month to support families and children in meeting attendance goals, ensuring every child maximizes their opportunity to learn and thrive.

PROGRESS ON THE ECEAP CLASSROOM AT SFCC EARLY LEARNING CENTER!

We are excited to share an update on our ongoing efforts to integrate an ECEAP classroom into the SFCC Early Learning Center. This project is progressing smoothly, with full operation anticipated by March 2025.

Key milestones include:

- The classroom environment has been thoughtfully prepared.
- A staff member has been hired to support enrollment and family engagement.
- Teaching positions have been posted to complete the team.

This will be the first ECEAP classroom under the Spokane Colleges umbrella that is not subcontracted to community partners, marking an exciting milestone for our program.

With the higher income eligibility threshold set by ECEAP—36% of the state median income (SMI), or \$47,179 for a family of four, compared to the Head Start threshold of 100% of the national poverty level, or \$32,000 for a family of four—we look forward to expanding our ability to serve more families, including those who may fall within a higher income bracket.

ECEAP REPORT

Enrollment

ECEAP's current enrollment stands at 86%. The Department of Children, Youth, and Families (DCYF) has issued updated expectations regarding enrollment requirements and deadlines, and ECEAP is on track to meet these expectations. While 55 slots are still awaiting placement, progress has been made by securing placements with current subcontractors, establishing one direct service classroom, and exploring new community partnerships to expand access to quality programming for eligible children.

Key updates include:

- West Valley School District: Expanding capacity next year to add 16 school-day slots.
- Deer Park School District: Anticipating the addition of 16 school-day slots.
- Salish School of Spokane: Increasing capacity by 8 slots upon the completion of their new facility.
- SFCC-Early Learning Center: Hosting 15 additional slots.

Currently, 20 slots remain assigned to the Martin Luther King Family Outreach Center (MLKFOC), a subcontractor facing staffing shortages. If MLKFOC cannot fill these slots within the timeline agreed upon by Spokane Colleges, DCYF, and MLKFOC, the slots will be reassigned to a new subcontractor in the 2025-26 program year.

Since the separation from Spokane Public Schools, ECEAP has worked diligently with DCYF, community partners, and subcontractors to reassign all slots effectively, ensuring continued support for children and families.

Budget Updates

The state is currently facing a significant \$10–12 billion deficit over the next four years, prompting the governor's office to request budget reductions from various agencies. DCYF has focused much of its proposed cuts on ECEAP, with two-thirds of their budget reduction proposal targeting ECEAP and Early ECEAP programs.

Specifically, DCYF is proposing to eliminate 1,800 ECEAP slots and discontinue the Birth-to-3 ECEAP program entirely. These cuts would have profound impacts on the families and children served by ECEAP, many of whom are among the most vulnerable in our communities.

Key demographics of ECEAP-enrolled families in subcontracted locations highlight the critical need for these services:

- **8.6%** of families are experiencing homelessness.
- **19.8%** of children have an Individualized Education Plan (IEP).
- **11.1%** of families are involved with Child Protective Services (CPS).
- **30%** of families are living at 200% below the Federal Poverty Level.
- **40%** of children are from BIPOC communities.

These proposed cuts would disproportionately affect these at-risk populations, undermining the support systems that ECEAP provides.

HEAD START POLICY DEVELOPMENT IN RESPONSE TO NEW OHS PERFORMANCE STANDARDS

Head Start is actively working on developing, presenting, and approving a series of new policies with our Head Start Policy Council. These efforts are in direct response to the updated Office of Head Start (OHS) Performance Standards released in **August 2024**, which aim to enhance program quality and workforce support.

The new policies under development primarily focus on three key areas:

- **Mental Health** – Strengthening integration and support for the mental well-being of children, families, and staff.
- **Staff Development** – Implementing initiatives to enhance professional growth, recruitment, and retention of our dedicated team members.
- **Health and Safety Reporting** – Ensuring transparency and accountability in monitoring and reporting health and safety matters to maintain the highest standards of care.

Our collaborative approach, guided by the Head Start Policy Council's input and oversight, ensures these policies reflect the needs of our program, staff, and families. This work underscores our commitment to aligning with federal requirements while enhancing the overall effectiveness of our services.

ECE CAREER HEAD START PROGRAM: BUILDING A WORKFORCE PIPELINE

In November 2022, in response to the ongoing staffing challenges, the Head Start/Early Head Start program launched an innovative initiative titled **ECE Career Head Start**. This program was designed to create a workforce pipeline for Early Childhood Education (ECE) students, giving them a "career head start" into the rewarding field of early childhood education.

The program's approach was twofold:

- Hire ECE students or individuals interested in pursuing an ECE education into full-time, salaried, and benefited positions.
- Provide financial support for their ECE education, covering the cost of tuition and related expenses.

We are proud to report the following outcomes over the last two years:

- **36 newly hired staff** have enrolled in the ECE programs at Spokane Falls Community College (SFCC) through this initiative.
- **17 staff members** have successfully completed the required credentials, earning associate degrees or State Certifications.
- **16 student employees** remain actively working toward their credentials.

While we celebrate these successes, it's important to note that workforce retention remains a challenge:

- Of the 17 who completed their credentials, **5 have left program employment.**
- Of the 36 enrolled student, **3 left prior to completion.**

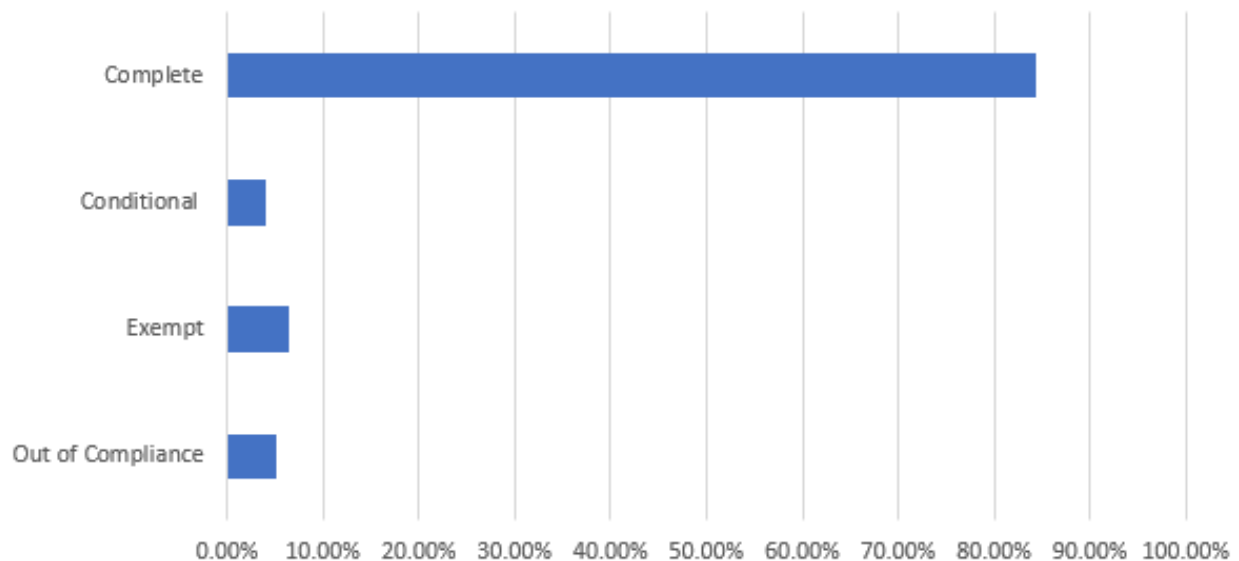
Despite these challenges, the ECE Career Head Start program continues to be a vital strategy in addressing staffing shortages and investing in the development of a highly qualified workforce. We remain committed to supporting our student employees and growing a strong foundation for early learning professionals in our community.

IMMUNIZATION REPORT

The Washington State Department of Health (WA-DOH) mandates annual reporting of immunization compliance. This year, the due date was moved to December 1. Over the past five years, reporting requirements have been subject to changes, including adjustments to submission deadlines. Nationwide, vaccination rates have declined since the COVID-19 pandemic. Similarly, our program has experienced a decline in vaccination rates, accompanied by an increase in the number of children identified as out of compliance.

To ensure accuracy, a comprehensive program-wide review of the immunization status of all enrolled children was conducted before submitting data to WA-DOH. Immunization data for the entire program was collected on November 14 and prepared for reporting on November 15. The data presented below reflects total program enrollment, providing the most accurate representation of immunization compliance for our Head Start/Early Head Start program.

2024-2025 Immunization Status



Total Number of Children Enrolled 2024-25: **653** Total Number of Children Enrolled 2023-24: **632**

% of Children with a **Complete** for Age Immunization Status: **84.38%**

- This is a decrease in complete status reporting from 2023-2024 of 86.71%.
- Families are supported to continue immunizations based on the schedule provided by the Washington State Department of Health in alignment with the CDC to maintain complete status. Additional support was provided during the recent state- and nationwide Pertussis outbreak.
- This may be the result of delays in routine health care or barriers created to healthcare access during the COVID-19 Pandemic.

% of Children considered **Out of Compliance** for Age Immunization Status: **5.21%**

- This is an increase from the 1.58% reported in 2023-2024.
- The children reported with out of compliance immunization status are currently attending due to exceptions allowed by the Washington Administrative Code (WAC).
- Children who are out of compliance with immunization requirements receive individualized support to obtain the necessary vaccines, moving them towards being fully immunized. In accordance with the Childcare WAC, children who are out of compliance with vaccine requirements are not permitted to attend preschool/childcare. Exceptions are allowed for children experiencing homelessness or those who are refugees. These children may not be fully immunized, however can continue to attend preschool/childcare.
- Children with this status (aside from those considered homeless or refugees) are excluded from attending until immunizations have been brought current and documentation has been presented.

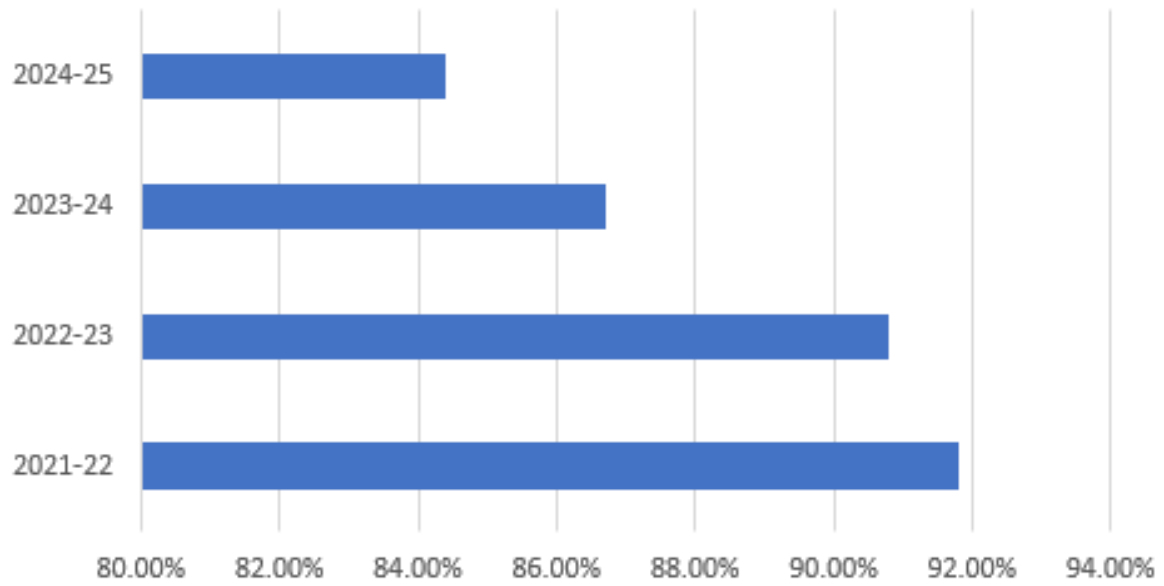
% of Children with a **Conditional** Immunization Status: **3.98%**

- This is approximately the same as the 3.96% reported in 2023-2024.
- A child in a conditional status may be on an alternative immunizations schedule or catch-up schedule as determined by their primary care doctor and parent.
- Children with a conditional status can continue to attend childcare/preschool if they are receiving the next dose in the vaccination series as scheduled and provide documentation within 30 days of that scheduled dose.
- Due to WAC changes, conditional status now has specific parameters that support a child becoming immunized as required to avoid exclusion from childcare/preschool.

% of Children with an **Exempt** Immunization Status: **6.43%**

- This is a decrease from 7.75% reported in 2023-2024.
- There were no medical exemptions this year.
- A substantial decrease in *religious exemptions* was observed, dropping from 49 to 23.
- Children with an exempt status may continue to attend childcare/preschool. In the event of a vaccine preventable disease outbreak, children exempt from the specific vaccine may be excluded. SRHD provides support when these situations arise.
- The MMR immunization is currently the only vaccine for which exemptions are not allowed based on personal or philosophical reasons.

Immunization Compliance 2021-2024



*Due to the COVID Pandemic and displacement of DOH staff, immunization reporting was not supported or required for the 2020-21 school year.

Prepared by: Bobbi Woodral, District Director

**HEAD START/EARLY HEAD START FY 24-25
BUDGET REPORT DECEMBER 2024**

October 31, 2024

HEAD START 4SA6/HS25 - Grant Period 9/01/2024 Thru 8/31/2025							EARLY HEAD START 4SC6/EHS25 - Grant Period 9/01/2024 Thru 8/31/2025					
	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	4,309,122	0	861,154	3,447,968	20%	17%	4,680,898	0	963,987	3,716,911	21%	17%
Fringe Benefits	2,056,360	0	372,725	1,683,635	18%	17%	2,061,956	0	441,493	1,620,463	21%	17%
Travel	0	0	0	0	0%	17%	0	0	0	0	0%	17%
Equipment	0	0	0	0	0%	17%	0	0	0	0	0%	17%
Supplies	179,845	0	26,158	153,687	15%	17%	148,368	0	20,742	127,626	14%	17%
Contractual	0	0	0	0	0%	17%	0	0	0	0	0%	17%
Facilities/Construction	0	0	0	0	0%	17%	0	0	0	0	0%	17%
Other	662,601	0	104,319	558,282	16%	17%	508,358	0	100,538	407,820	20%	17%
Indirect	612,305	0	104,270	508,035	17%	17%	643,703	0	107,284	536,419	17%	17%
Unobligated/To Be Reassigned	0	0	0	0	0%	17%	0	0	0	0	0%	17%
FEDERAL FUNDING TOTAL	\$7,820,233	\$0	\$1,468,625	6,351,608	19%	17%	\$8,043,283	\$0	\$1,634,043	6,409,240	20%	17%
OTHER FUNDING												
SCC/SFCC Student Gov't Funds	61,839	0	0	61,839	0%	17%	79,161	0	0	79,161	0%	17%
Child Care Fees	1,350,953	0	70,153	1,280,800	5%	17%	1,866,526	0	95,423	1,771,103	5%	17%
OTHER FUNDING TOTAL	\$1,412,792	\$0	\$70,153	\$1,342,639	5%	17%	\$1,945,687	\$0	\$95,423	1,850,264	5%	17%
TOTAL FUNDING	\$9,233,025	\$0	\$1,538,779	7,694,246	17%	17%	\$9,988,970	\$0	\$1,729,466	8,259,504	17%	17%
Training & Tech Assistance Funds	\$76,563		\$9,433	67,130	12%	17%	\$145,055		\$11,340	133,715	8%	17%
Non-Federal Share Match HS/EHS	\$4,017,033		\$535,070	3,481,963	13%	17%	**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:

October 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 _____

USDA CACFP Meal Service Report - October 2024

Number of Reimbursable Meals		Actual HS/EHS Reimbursement		
8,762	Breakfast	\$20,680.62	Total Attendance	11,184
0	AM Snacks	\$0.00	Average Number of school days	23.00
10,612	Lunch	\$47,011.16		
8,679	PM Snacks	\$10,501.59	Average daily attendance	486.26
0	Supper	\$0.00		
0	Evening Snacks	\$0.00		
28,053	Total	\$78,193.370	Cash-In-Lieu	Total
			\$3,183.60	\$81,376.97
			Monthly Food Operating costs	\$95,839.92
	October Farm to School Grant reimbursement			\$2,214.39

**ACTION: APPROVAL OF 2025 BOARD OF TRUSTEES COMMITTEE
ASSIGNMENT**

Prepared by: Breanne Riley
Executive Assistant to the Chancellor

Presented by: Trustee Todd Woodard
Chair of Board of Trustees
December 17, 2024

COMMUNITY COLLEGES OF SPOKANE
2024 Board Officers and Committee Assignments
Term: January 1, 2025 - December 31, 2025

CURRENT OFFICERS

Position	Representative
Chair	Todd Woodard
Vice Chair	TBD

CURRENT COMMITTEES

Committees	Representatives
Nominating Committee	Primary: Glenn Johnson Alternate: Steve Yoshihara Chancellor: Kevin Brockbank
District Equity Council Taskforce	Primary: Anna Franklin Alternate: Steve Yoshihara
District Finance and Legislative Advisory Committee	Primary: Todd Woodard Alternate: Steve Yoshihara
Foundation Board	Primary: Newly Appointed Trustee** Alternate: Todd Woodard
Head Start Policy Council	Primary: Kevin Brockbank** Alternate: Todd Woodard
Tenure Review Subcommittee	Primary: Steve Yoshihara Alternate: Anna Franklin
Legislative Action Committee (LAC)	Primary: Glenn Johnson Alternate: Todd Woodard

COMMITTEE DESCRIPTIONS

Nominating Committee

Nominate the Board Chair and Chair Elect annually. Serve on any committee or body designated to recruit for the position “chancellor” at any time a vacancy occurs in that position. Committee structure and duties are outlined in Board Policy 1.30.02a

District Equity Council Taskforce

Provide learning opportunities for faculty, staff, students and community by presenting a broad range of diversity topics, competency trainings, and teambuilding activities that will enhance and enrich lives. Meets quarterly during the academic year.

District Finance and Legislative Advisory Committee

Share current and future legislative and financial issues and their impacts with all constituencies of the district. Meetings are typically held in January, April, and June.

Foundation Board

Act as the official liaison between the Foundation Board and the Board of Trustees. Meetings are bi-monthly (Nov, Jan, Mar, and May) during the academic year and an end of year Board dinner in June.

Head Start Policy Council

Serve as Board liaison to the Head Start Policy Council, which meets monthly during the academic year.

Tenure Review Subcommittee

Act as a facilitator for a thorough study of tenure review reports. Although each Board member has a responsibility to examine the reports prior to the granting of tenure, the facilitator is responsible for a more comprehensive evaluation. Responsibilities are quarterly when there are tenure candidates for consideration.

Legislative Action Committee (LAC)

Develop legislative priorities for consideration and adoption by the ACT Board of Directors; promote ACT legislative and advocacy programs; and provide information to, and solicit support from, the ACT membership. Meets once a year in the Seattle area.

Internal Legislative Advocacy (subset of ACT Legislative Steering Committee)

REPORT: HUMAN RESOURCES UPDATE

Presented by: Fred Davis
Chief Human Resources Officer, CCS
December 17, 2024

funny job interview video

<https://www.youtube.com/watch?v=Uo0KjdDJr1c>



Human Resources - Recruiting -



Current Process

Classified/Exempt Recruitment Timeline

Project start: Tue, 9/17/2024
Display week: 1

Community Colleges of Spokane

Example Gantt Chart for Vertex42.com

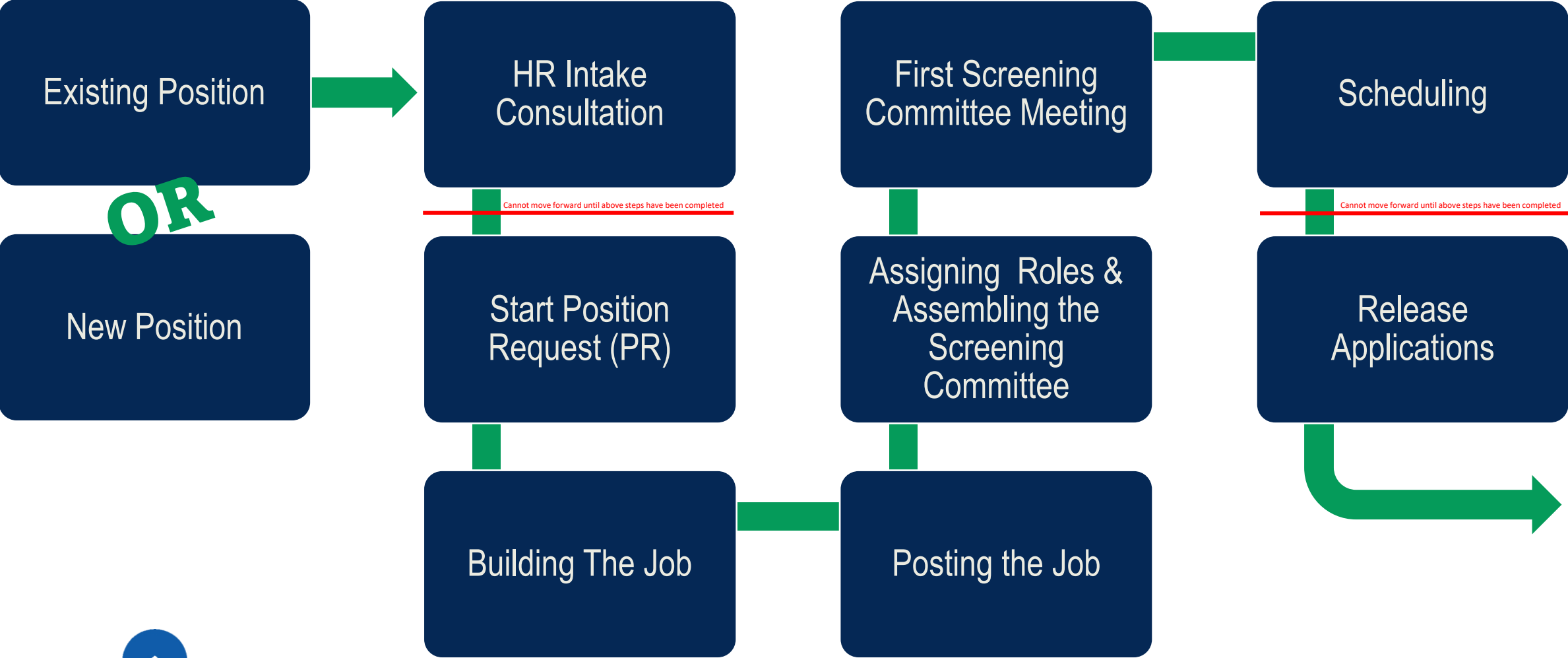


Handwritten notes and sticky notes visible in the collage include:

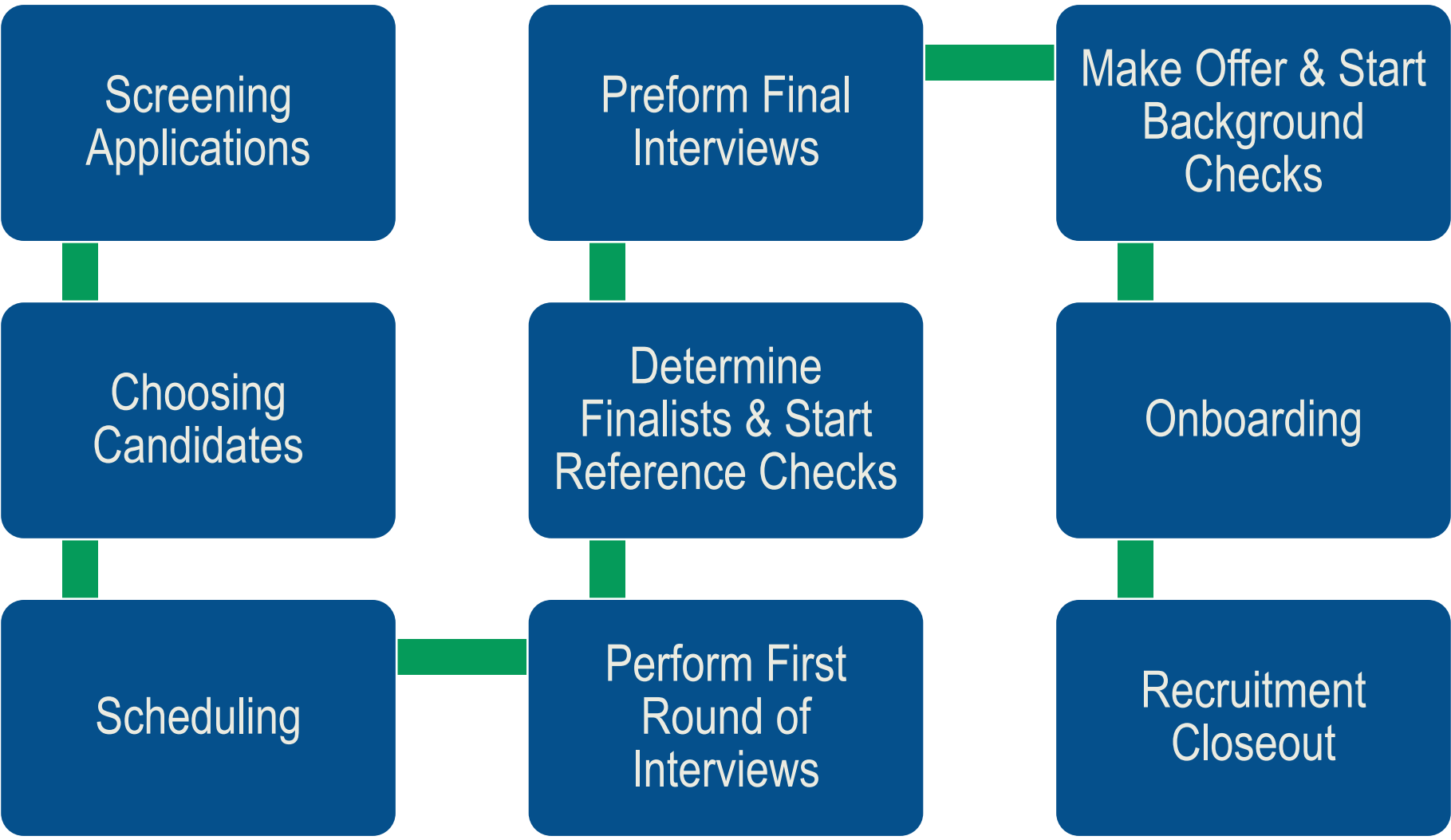
- Faculty** (written on a document)
- Chancellor** (written on a document)
- EXECUTIVE Search Consultant SA** (written on a sticky note)
- Faculty SA 3 AE (Contract Expires 1 ANY (at large))** (written on a sticky note)
- Faculty** (written on a sticky note)
- Chancellor** (written on a sticky note)
- Faculty SA** (written on a sticky note)
- Chancellor SA** (written on a sticky note)
- Faculty SA** (written on a sticky note)
- Chancellor SA** (written on a sticky note)



General Workflow Process



General Workflow Process



Existing Position

Step Description

Update current Position Description (PD)

Note* The AA can contact HR to review internal lists (RIF, Transfer Voluntary Demotions, Etc...) to see if there are any internal employees that currently fit the job description and can fill the opening immediately.

Send PD to HR for review

**THIS STEP MUST BE COMPLETED BEFORE YOU CAN
SUBMIT A PROS (POSITION REQUEST ONLINE SYSTEM)
THROUGH HR.**

Responsible

Appointing Authority AKA Supervisor / Hiring Manager

PageUp | CCSnet | Key Documents

Position Description Document- Request this from HR

EDI Action

Review with a Search Advocate (SA)- This SA does not need to be the same SA that will be on your screening committee during the recruitment process.



New Position

Step Description

Create New Position Description (PD)

Work with the Business Office to get new position approval

Send PD to HR for review

**THIS STEP MUST BE COMPLETED BEFORE YOU CAN
SUBMIT A PROS (POSITION REQUEST ONLINE SYSTEM)
THROUGH HR.**

Responsible

Appointing Authority

PageUp | CCSnet | Key Documents

Position Description Template

EDI Action

Review for Inclusive Language (Comprehensively)

- Gender / Pronoun Decoder (<https://gender-decoder.katmatfield.com/>)
- WordCounter (<https://wordcounter.net/>)
- Safe AI Platform



Priority: 1

“Sourcing” . . . Who gets eyes on our opportunities?

1. **Sourcing Plan**
2. **Post on More Platforms**
3. **Committee Members / Leadership Network**
4. **Cold Email / Cold Call (esp. Leadership Roles)**
5. **Update Landing Page Content (<https://ccs.spokane.edu/Working-for-Us>)**
6. **Other Things (Data, Conflicting Perceptions, Roles & Responsibilities, etc.)**



Priority: 2

Job Descriptions / Job Bulletins and Job Ads

1. **Inclusive and Progressive Language (incl. Jargon and Acronyms)**
2. **Who's Responsible**
3. **Enhance What We Promote**



Phased Approach

Phase 1

- **Understand What is the Current State**
- **Data Gathering**

Phase 2

- **Increase Sourcing**
- **EDI – pt 1 (Each Step / Accountable)**
- **Customize as needed**

Phase 3

- **Tech Enhancement**
- **Candidate Experience**
- **EDI - pt 2 (Consistent Institutional Results)**
- **Enhanced “Consultation”**

Effective Communication & Collaboration at each phase



Call To Action

- 1. If you have a LinkedIn Profile; join a group (Diversity Focused)**
- 2. Invite us to meetings (starting November)**
- 3. If we have a challenge in one area, it impacts it all**
- 4. Support HR in Operating within the Set Framework**
- 5. Set an Expectation for Diversity in Your Candidate Pools**
- 6. * The Next Part of this Topic: Retention & Development ***



Questions Thoughts Ideas



**DISCUSSION: Operating Budget Updates and Planning
Fiscal years 2024-25 and 2025-26**

Background

The initial 2024-25 fiscal year Operating Budget, effective July 1, was adopted by the Trustees in June. The enclosed presentation and budget document have been updated to reflect additional state allocations received from the State Board for Community and Technical Colleges (SBCTC), updates to local revenue, and final expenditures for 2023-24. The revised total operating budget of \$131,937,240 reflects an increase of \$6,167,344 since July 1.

The combined expenditure budget for the fiscal year demonstrates a balanced approach to resource allocation, ensuring that both instructional and non-instructional needs are met. The budget increase compared to prior year actual spending is 10.84%. The change is primarily driven by the comparison of budget to actual spending in the prior year and changes to salary and benefit budgets, including cost of living adjustments for all employee groups. Salaries and benefit expenditures of approximately 82% are consistently the most significant portion of the expenditure budget.

The major operating units within Spokane Colleges include Spokane Community College (SCC), Spokane Falls Community College (SFCC), Central Administration, District Managed Costs, and the recently established Strategic Investment Pool. Budget summaries for all the operating units are noted below and included in the enclosed budget document. As reflected in the combined budgets, resource allocations reflect the district’s commitment to providing high-quality education and supporting student success through various instructional programs and student support divisions. The budgets for central administration and district managed costs cover the administrative functions that support the entire Spokane Colleges district, ensuring efficient and effective management. District managed cost budgets include costs coordinated at the district level, such as shared services and district-wide initiatives that benefit all operating units within Spokane Colleges.

Spokane Colleges Operating Units	2024-25 Budget Allocation (#4)
SCC	\$ 57,431,915
SFCC	35,613,251
Central Administration	25,707,198
District Managed Costs	10,467,844
Strategic Investments	2,717,032
Total Budgeted Expenditures	\$ 131,937,240

In addition to the summary budget document of the district’s operating units, a summary of student fees and capital projects are also enclosed.

Initial budget planning for the 2025-26 fiscal year is also underway. With the recent news of difficult budget challenges for Washington state, guidelines for budget adjustments at Spokane Colleges must be developed. Draft guidelines are presented for the Board’s review and feedback. Budget development for next year will continue over the next several months.

Attachments:

1. Budget Update Presentation Dec 2024
2. Budget Book – Combined Operating Budget 2024-25 Dec 2024

Report Prepared by: Brandy Browning, CPA
District Director of Budget and Planning

Presented by: Dr. Linda McDermott, CPA
Chief Financial Officer
December 17, 2024



Community Colleges
of Spokane

Budget Updates

Board of Trustees Meeting

December 17, 2024



Budget Overview

- The 2024-25 fiscal year Operating Budget was originally adopted in June 2024 for July 1 implementation
 - The enclosed budget presentation has been updated to reflect 2023-24 fiscal year actual expenditures and State Allocation adjustments since the beginning of the current fiscal year.
 - The combined total operating budget is \$131,937,240.
 - The budget will be adjusted throughout the year for changes in State Allocations, local revenue forecasts.
- The budget was developed using guiding principles and priorities
- Initial 2025-26 operating budget planning is underway

FY25 Budget Planning Priorities

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

Spokane Colleges

Budget Overview

Revenue & Expenses Summary

	2023-24 Actual	2024-2025 Initial Budget (7/1/2024)	2024-2025 Adjustments	2024-2025 Budget (as of Alloc 4) ⁽³⁾
Revenue Sources				
State - Enrollment Allocation Base	\$ 43,632,293	\$ 45,278,697	\$ -	\$ 45,278,697
State - Compensation adjustments, M&O	10,306,248	11,769,610	-	11,769,610
State - Minimum Operating Allocation	4,576,000	4,576,000	-	4,576,000
State - Performance Funding	4,635,000	4,876,631	-	4,876,631
State - Weighted Enrollment	4,798,156	5,401,146	-	5,401,146
State - Earmarks and Provisos	17,168,872	17,865,605	1,180,745	19,046,350
Net Operating Fees	24,122,036	24,178,943	-	24,178,943
Operating Support (1)	5,539,406	8,823,264	1,799,515	10,622,779
Strategic Investments	-	3,000,000	-	3,000,000
Other (2)	2,025,783	-	3,187,084	3,187,084
Total Budgeted Revenue	\$ 116,803,794	\$ 125,769,896	\$ 6,167,344	\$ 131,937,240
Expenditure Budgets by Unit				
SCC	\$ 53,824,343	\$ 54,290,738	\$ 3,141,177	\$ 57,431,915
SFCC	30,827,271	33,537,932	2,075,319	35,613,251
Central Administration	24,838,719	25,707,156	42	25,707,198
District Managed Costs	7,313,461	9,234,070	1,233,774	10,467,844
Strategic Investments	-	3,000,000	(282,968)	2,717,032
Total Budgeted Expenditures	\$ 116,803,794	\$ 125,769,896	\$ 6,167,344	\$ 131,937,240

(1) Revenue from Running Start, indirect costs recoveries, etc

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

(3) Current budget through allocation #4



Spokane Colleges

Budget Overview

Summary of Expenditures by Type

Description	2021-22 Actual	2022-23 Actual	2023-24 Actual	2024-2025 Budget (as of Alloc 4)
Salaries & Benefits				
Exempt	\$ 10,174,433	\$ 9,958,228	\$ 12,076,544	\$ 13,868,341
Full Time Faculty	24,795,395	27,285,146	30,233,122	30,230,926
Part Time Faculty(1)	9,934,125	9,303,723	12,191,635	10,907,513
Classified	14,473,326	16,326,713	18,339,207	20,752,095
Other Salaries	757,624	806,875	883,981	276,639
Benefits	20,433,306	22,985,371	25,287,570	31,571,500
Total Salaries and Benefits	\$ 80,568,210	\$ 86,666,056	\$ 99,012,059	\$ 107,607,014
Other Expenditures				
Supplies, Materials, and Other Expenses	\$ 5,803,073	\$ 7,650,901	\$ 9,925,336	\$ 8,691,627
Travel	554,960	1,068,261	552,938	647,023
Campus Infrastructure & Sustainability	-	-	-	1,806,700
DMC	8,487,973	8,742,921	9,547,227	10,467,844
Strategic Investments	-	-	-	2,717,032
Total Other Expenditures	\$ 14,846,007	\$ 17,462,083	\$ 20,025,501	\$ 24,330,226
Total Community Colleges of Spokane	\$ 95,414,216	\$ 104,128,139	\$ 119,037,560	\$ 131,937,240
Year to year change		\$ 8,713,922	\$ 14,909,422	\$ 12,899,680
% change		9.13%	14.32%	10.84%
Salaries & Benefits as a Percent of Total Budget	84.44%	83.23%	83.18%	81.56%
Salaries Only as a Percent of Total Budget	63.03%	61.16%	61.93%	57.63%

Footnotes:

(1) Part Time Faculty includes adjunct, moonlight, and summer effort

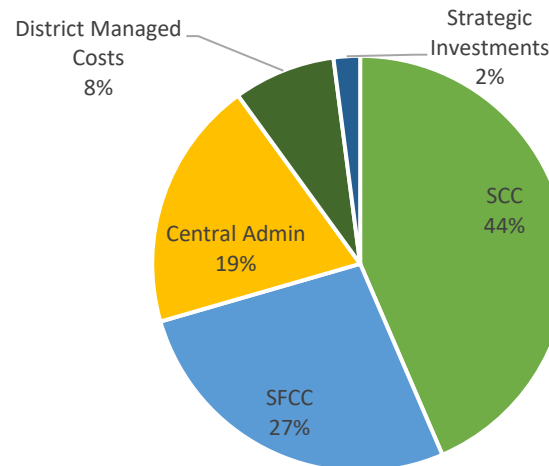


Spokane Colleges

Budget Overview

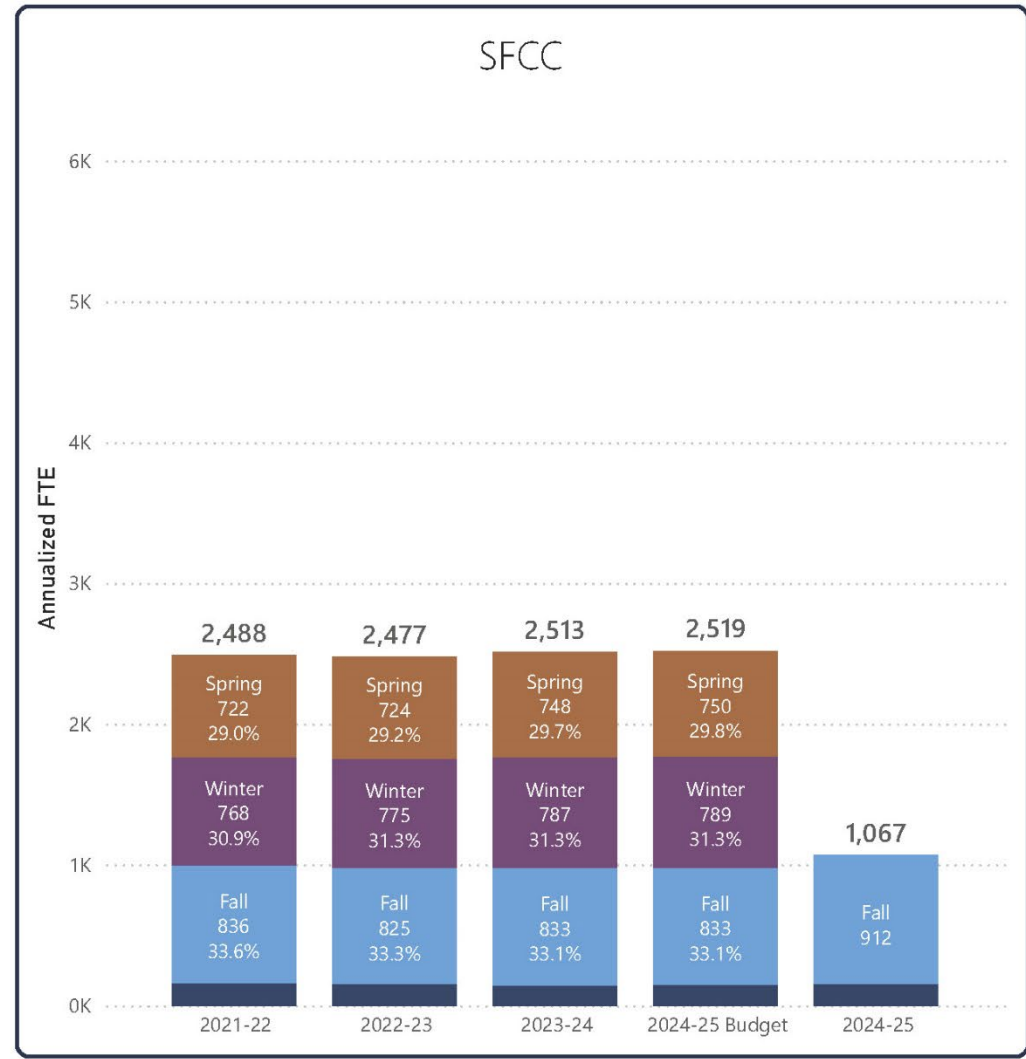
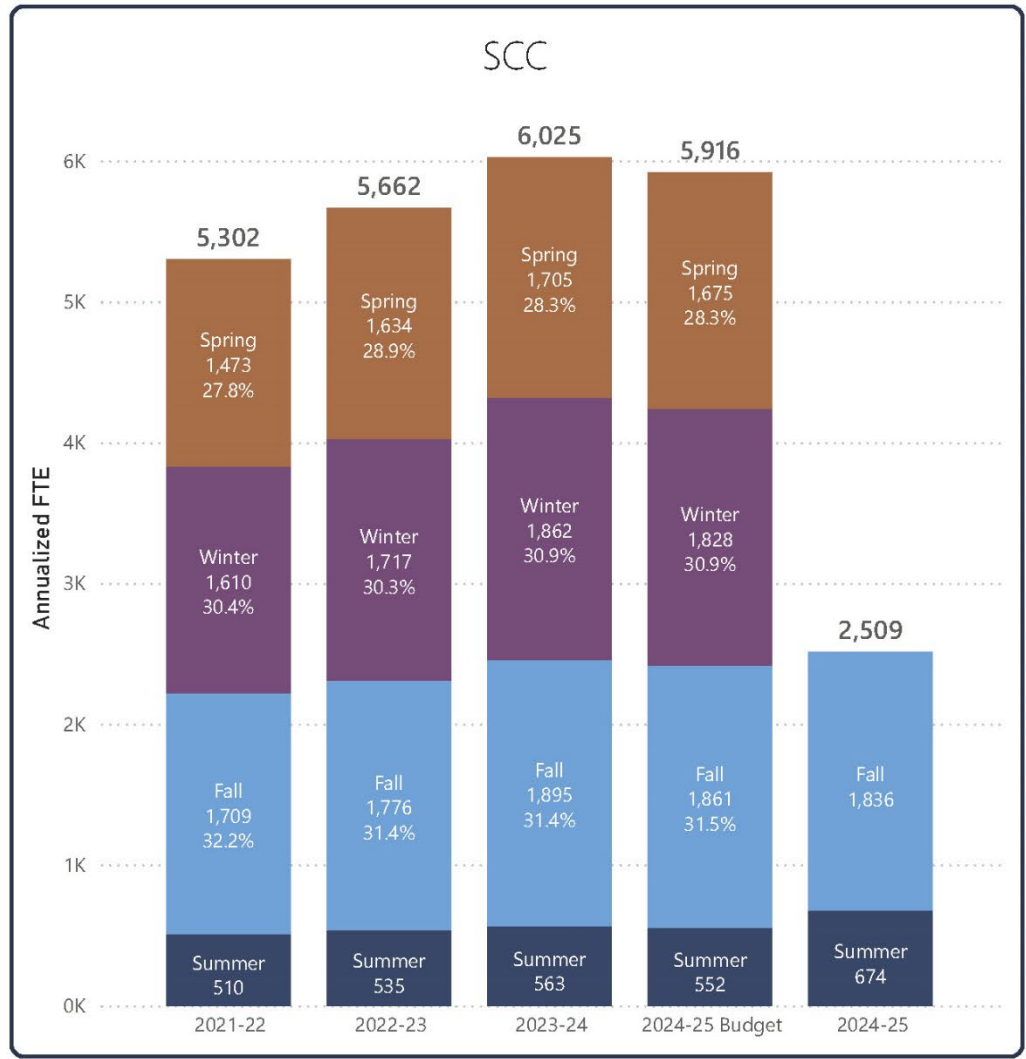
Summary by College & Departments/Operating Units

Division/Program	2021-22 Actual	2022-23 Actual	2023-24 Actual	2024-2025 Budget (as of Alloc 4)
Instructional Divisions				
SCC	\$ 32,036,716	\$ 34,322,252	\$ 40,409,061	\$ 42,131,680
SFCC	20,058,721	22,897,367	24,909,207	28,363,947
Total Instruction	\$ 52,095,437	\$ 57,219,619	\$ 65,318,268	\$ 70,495,627
Other Departments & Categories				
SCC	\$ 10,534,536	\$ 12,237,068	\$ 13,415,284	\$ 15,300,235
SFCC	4,444,698	4,926,745	5,918,064	7,249,304
Central Admin	19,851,573	21,001,786	24,838,719	25,707,196
District Managed Costs	8,487,973	8,742,921	9,547,227	10,467,844
Strategic Investments	-	-	-	2,717,032
Total Other Departments & Categories	\$ 43,318,780	\$ 46,908,520	\$ 53,719,294	\$ 61,441,611
Total Community Colleges of Spokane	\$ 95,414,217	\$ 104,128,138	\$ 119,037,561	\$ 131,937,240



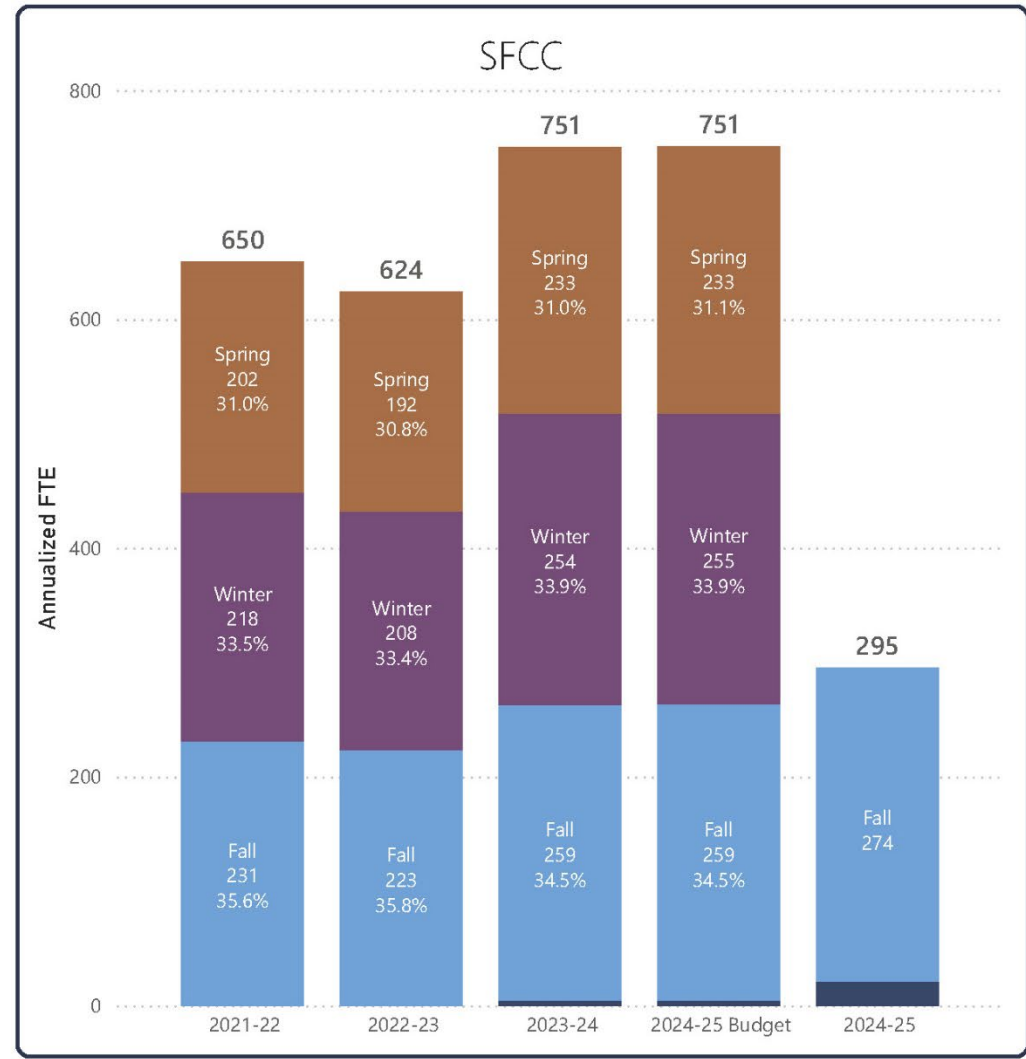
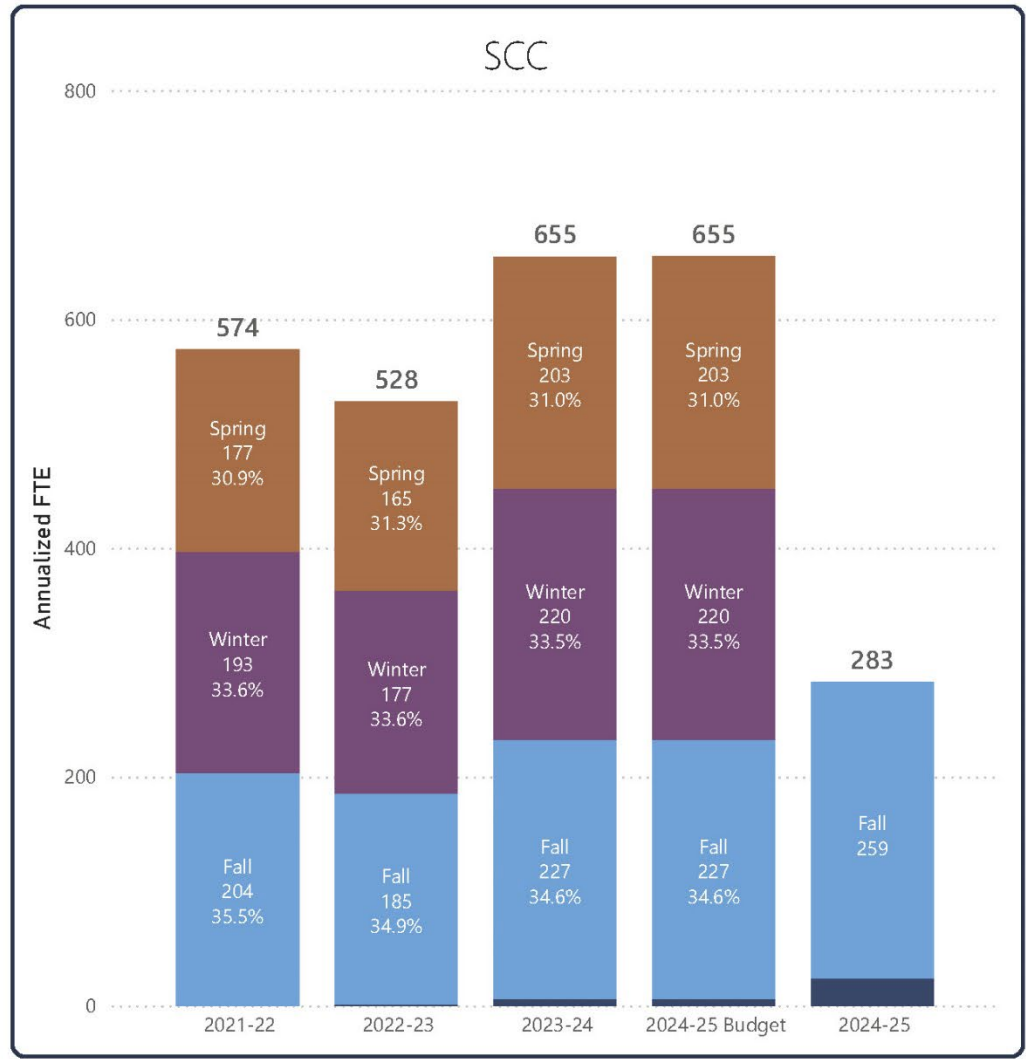
Combined State Funded Enrollment Budget – 8,435 Annualized FTE

State Funded Annualized FTE



Combined Forecasted Running Start Enrollment – 1,406 Annualized FTE

Running Start Annualized FTE





Community Colleges
of Spokane

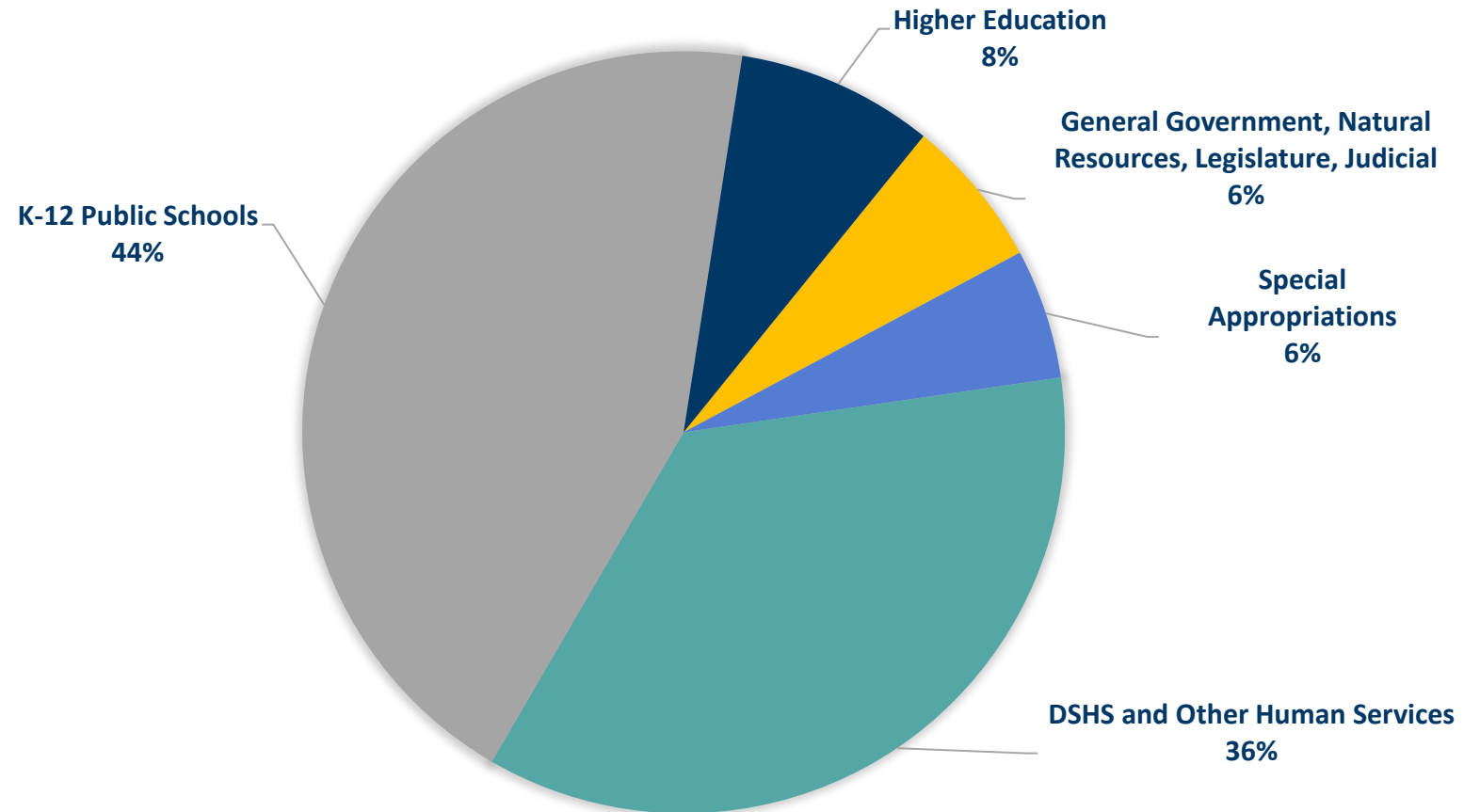
Fiscal Year 2025-26 Initial Budget Planning

FY 2025-26 Initial Budget Planning

- The Office of Financial Management (OFM) is reporting decreased state revenue in the current and for the next two biennial budget cycles (2025-27 and 2027-29)
 - Legislators rely on state revenue projections to build the state's biennial budget
 - Total forecasted revenue is now \$214.67B, a downward adjustment of approximately \$400M from prior forecasts (-.19%)
 - Revenue growth is slow, due to lower retail sales and B&O tax collections
 - Decreased revenue is offset by increases in forecasted state caseloads, and rising costs to support essential state programs
 - The difference in forecasted revenue and the cost of maintaining existing programs is \$10-12B through 2029 (5 – 6%)
 - OFM has directed state agencies to plan for budget reductions
 - The governor must propose a balanced 4-year budget this month
- CCS is beginning planning for next year to address the state's 4-year budget outlook

STATE OPERATING BUDGET HIGHER EDUCATION WITHIN THE STATE OPERATING BUDGET

2023-25 BIENNIAL BUDGET (2-YEAR BUDGET)

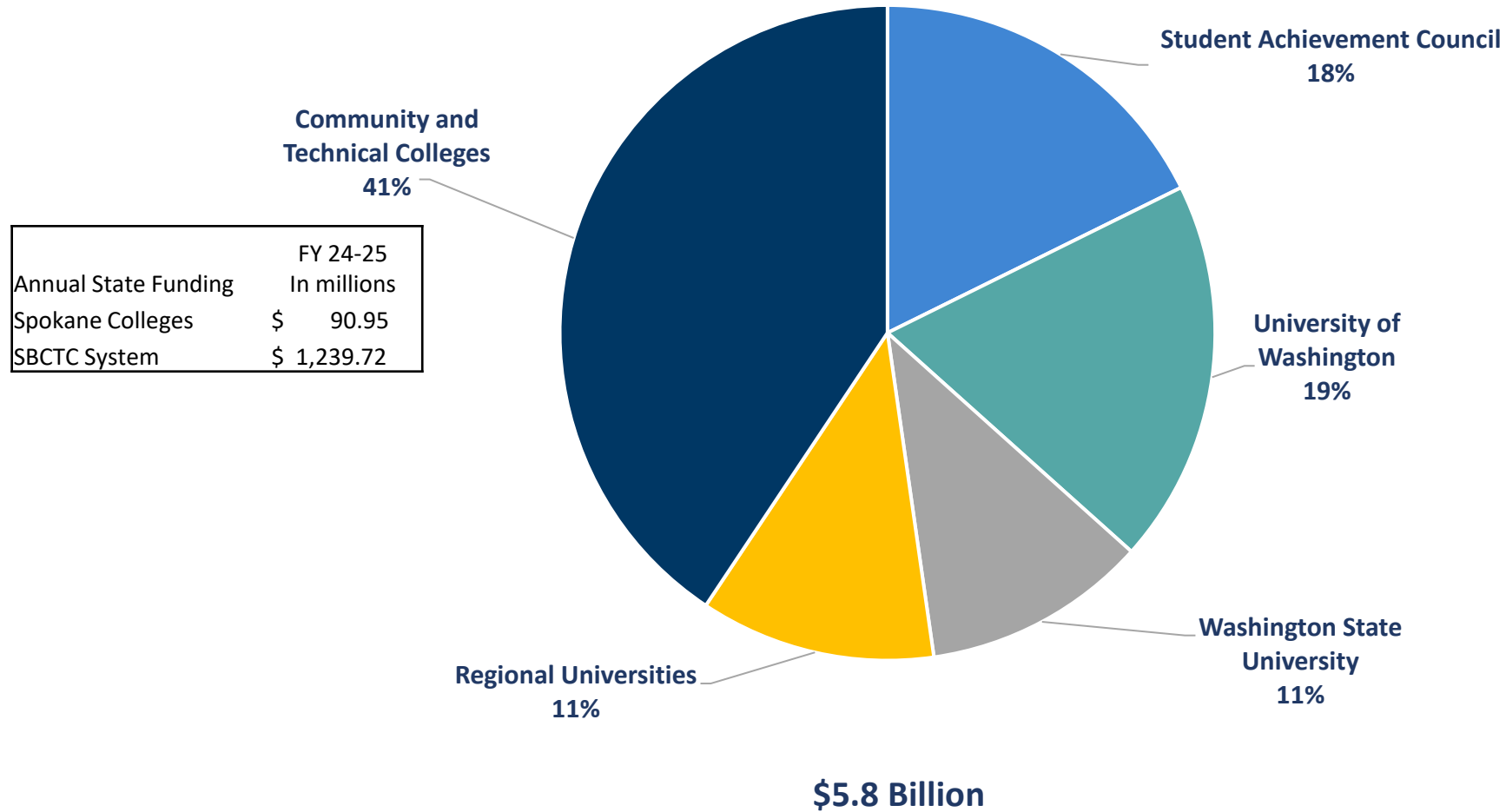


\$70 Billion

Passed Legislature April 23, 2023

STATE FUNDING FOR HIGHER EDUCATION

2023-25 BIENNIAL BUDGET



	FY 24-25 In millions
Annual State Funding	
Spokane Colleges	\$ 90.95
SBCTC System	\$ 1,239.72

FY 2025-26 Initial Budget Planning

- Initiate planning for potential state budget reductions
 - Informal guidance from SBCTC is to start with a 5% reduction assumption and consider back-up plans of 7 – 8%
 - Calculate reductions on total state allocations

FY 24-25	Base	Earmarks / Provisos	Total
State Allocation	\$ 71,902,084	\$ 19,046,350	\$ 90,948,434
5.00%	(3,595,104)	(952,318)	(4,547,422)
7.00%	(5,033,146)	(1,333,245)	(6,366,390)
8.00%	(5,752,167)	(1,523,708)	(7,275,875)

- CCS has developed draft principles and guidelines for FY 2025-26 budget development
 - The guidelines include a thorough assessment of the current-year budget including the availability of local resources
 - Clear objectives are identified for the process, and we will engage stakeholders throughout the process
 - A district-wide budget survey will be launched in mid-January to solicit feedback on budget planning measures
 - A primary objective is to avoid across the board reductions to the extent possible and to implement strategic reductions to protect key priority areas.

Draft FY 2025-26 Planning and Guidelines

- Revenue planning
 - Establish local revenue assumptions that address current enrollment trends, rate changes, and sustainability.
 - Establish opportunities to accelerate enrollment growth.
 - Estimate resources available from the Stabilization Fund.
 - Evaluate the use of reserves to ensure one-time revenue is not used to address permanent budget reductions.
- Expenditure planning
 - Long-term impacts. Identify long-term impacts and consequences of budget reductions.
 - Avoid cuts that could undermine future growth or expansion.
 - Prioritize core functions of instruction and student support services that are essential to our mission, vision and values.
 - Establish equity and fairness. Avoid across the board reductions to the extent possible and implement strategic reductions to protect key priority areas.
 - Efficiency and Innovation. Look for ways to improve efficiency and innovate processes to reduce costs without compromising quality.
 - Risk Management. Ensure support services maintain legal compliance and campus infrastructure.
- Process
 - Establish budget targets for CCS major operating units assuming 5%, 7% and 8% reductions in state revenue.
 - Conduct district wide survey to collect feedback on budget strategies.
 - Evaluate impacts of budget plans against guidelines and priorities.
 - Adjust target reductions to ensure strategic implementation of budget plans.
 - Transparency. Clearly communicate the reasons for budget reductions, the scope and impact of proposed reductions, and the criteria used to make decisions.
 - Engage stakeholders throughout the process

Mission, Vision and Values

- Mission
 - To provide all students an **excellent** education that **transforms** their lives and **expands** their opportunities.
- Vision
 - Providing the best community college experience in the Northwest.
- Values
 - Our value statements represent the culture-specific values of CCS, expectations we place on one another, and how we endeavor to act as we carry out our responsibilities.

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



Annual Budget & Planning Cycle

Fiscal Year July 1 – June 30		
Date	Stakeholder(s)	Action(s)
July – Aug (Summer)	Fiscal staff	Close fiscal year and review operating results; implement new year budget
Sep – Dec (Fall)	Board, Cabinet Fiscal staff Advisory Committees	Develop planning assumptions, including tuition and fee rate setting, and budget priorities. Presentation: Budget/financial “lookback” to prior FY, update financial dashboards, engage stakeholder groups (e.g., BPAC, DMCC). Review planning schedule for the upcoming fiscal year’s budget development process.
Jan – Mar (Winter)	Fiscal staff, Cabinet, College governance committees, College staff	Review prior year audit results. Monitor legislative process, receive budget proposals, evaluate proposals, develop fund balance estimates and reserve requirements. Launch budget survey – mid January Colleges review and update strategic plans. Cabinet reviews and discusses unit strategic plans Preliminary allocation materials distributed Review tuition and fees proposals and planning schedule
Apr – May (Spring)	Various	Finalize budget allocations Budget preparation, review with constituents, obtain feedback, prepare budget recommendations for Cabinet approval and Board Review Regular 105 legislative session ends – April 27, 2025
June	Board, Chancellor, Fiscal staff	Budget presentation and adoption; publish budget information, upload budgets into ctcLink, and update internal dashboards.

Next Steps for FY 2025-26 Planning

- Finalize budget planning guidelines
- Launch budget survey in mid-January
- Review Governor's initial budget proposal
 - Revise planning assumptions as needed
- Update revenue assumptions and unit budget targets
 - Review tuition and fee proposals
 - Update enrollment forecasts
 - Determine reserves available to address state revenue reductions

Spokane Colleges

OPERATING BUDGET

2024-2025

Spokane Community College

Spokane Falls Community College

Central Administrative Services

December 2024

**Community Colleges of Spokane
Operating Budget 2024-25
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Spokane Colleges

Budget Summary and Priorities

The combined total operating budget for Spokane Colleges is \$131.9 million. Nearly 70% of operating budget revenue comes from state funding, including earmarks and provisos. The overall expenditure budget for fiscal year 2024-2025 demonstrates a balanced approach to resource allocation, ensuring that both instructional and non-instructional needs are met. The budget increase compared to prior year actual spending is 10.84%. The change is primarily driven by the comparison of budget to actual spending in the prior year and changes to salary and benefit budgets, including cost of living adjustments for all employee groups. Salaries and benefit expenditures of approximately 82% are consistently the most significant portion of the expenditure budget.

The major operating units within Spokane Colleges include Spokane Community College (SCC), Spokane Falls Community College (SFCC), Central Administration, District Managed Costs, and the recently established Strategic Investment Pool. Budget summaries for all the operating units are included in this publication. As reflected in the combined budgets, resource allocations reflect the district's commitment to providing high-quality education and supporting student success through various instructional programs and student support divisions. The budgets for central administration and district managed costs cover the administrative functions that support the entire Spokane Colleges district, ensuring efficient and effective management. District managed cost budgets include costs coordinated at the district level, such as shared services and district-wide initiatives that benefit all operating units within Spokane Colleges.

The adopted budget priorities for FY 2024-2025 align with our values and commitment to keeping the cost of education attainable for all students. Throughout this document, allocation of resources in the priority areas are highlighted. The priority investments demonstrate a balanced approach to resource allocation and a commitment to enhancing educational quality, supporting staff, and maintaining our physical infrastructures. The adopted priority goals for 2024-25 are:

Guided Pathways – Continue to invest in high-impact instructional practices and holistic student supports that strengthen our Guided Pathways structures and lead to increased retention, completion, and transfer for all students, with elimination of equity gaps.

Faculty and Staff – Invest in faculty and staff. Compensation, benefits, and working condition improvements are the largest and most important investment in the annual budget and should support our values to attract and retain a quality workforce.

Campus Infrastructure and Sustainability – Prioritize investments in campus infrastructure and environmental sustainability, including on-going maintenance, facility and technology updates that recognize the current operating environment and our open-access campuses.

Workforce Development – Support reorganization of Workforce Development and district-wide coordination to support the community's need for talented employees.

Diversity, Equity, and Inclusion – Intentionally allocate resources to further support diversity, equity and inclusion efforts and initiatives.

Fiscal Health – Align Spokane Colleges reserve policies to ensure ongoing fiscal health, emerging needs, and strategic investments.

Spokane Community College

Budget Summary and Priorities

The total operating budget for Spokane Community College of \$57,431,915 reflects the ongoing commitment to providing high-quality education while maintaining financial stability. The current year budget reflects an increase of approximately 7% over actual expenditures in fiscal year 2023-24. The increase is primarily in salaries and benefits, highlighting the focus on investing in our workforce. The dedication to enhancing educational quality, supporting staff, and maintaining fiscal health are also reflected in the allocation of resources in the following priority areas.

Guided Pathways – As part of the college’s goal to strengthen Guided Pathways structures, the college invested approximately \$350,000 to support the transcription of Academic Advising Reports (AARs) and the addition of the Career Coach student exploration tool. Additionally, funds are Invested in new technologies including the Qualtrics survey tool, the CourseLeaf software platform to manage course catalog information, an enhanced chatbot to communicate with students, and the contribution to the Customer Relationship Management (CRM) software tool. These investments are part of our commitment to high-impact instructional practices and holistic student supports.

Faculty and Staff – The budget for all employee classifications has increased overtime. The steady increase in budget allocations emphasizes our dedication to maintaining high-quality instructional staff and our commitment to retaining skilled administrative and exempt personnel. Over the past four years, salary and benefit budgets represent over 89% of total annual spending. Other investments include the addition of two new full-time positions in 2024-25, including a Multicultural Programs Supervisor and a Practical Nurse Program faculty position.

Workforce Development – The new Workforce Development department was created as part of the Spokane Colleges strategic reorganization and the focus on coordinated workforce development initiatives. The new department includes funding for the vice president of workforce, support staff, supplies, materials, and travel. The departmental budget of approximately \$300,000 is funded from the newly created Spokane Colleges Strategic Investment Pool.

Diversity, Equity, and Inclusion – The college is investing approximately \$100,000 for a consultant to assist with DEI strategic planning, cultural events, speakers, and the IMPACT Student Mentorship Program.

Spokane Falls Community College

Budget Summary and Priorities

The total operating budget for Spokane Falls Community College of \$35,613,251 reflects the ongoing commitment to providing high-quality education while maintaining financial stability. The current year budget reflects an increase of approximately 16% over actual expenditures in fiscal year 2023-24. The increase is primarily due to reorganization of reporting for E-Learning and Global Education. The budget for these departments previously resided under the provost’s office in the district office and now reports under campus leadership at SFCC. The dedication to enhancing educational quality, supporting staff, and maintaining fiscal health are also reflected in the allocation of resources in the following priority areas.

Guided Pathways – As the college continues to strengthen its Guided Pathways structures, the college has invested in programs such as Bigfoot Registration, Guidance 105, Community of Practice, and Advising 101. Additionally, SFCC is investing in new technologies including the Qualtrics survey tool, the new CourseLeaf

software platform to manage course catalog information, an enhanced chatbot to communicate with students, and the contribution to the Customer Relationship Management (CRM) software platform. These investments are part of our commitment to high-impact instructional practices and holistic student supports.

Faculty and Staff – Similar to the other operating units within Spokane Colleges, the SFCC budget for all employee classifications has increased overtime. The steady increase in budget allocations emphasizes our dedication to maintaining high-quality instructional staff and our commitment to retaining skilled administrative and exempt personnel. This has been accomplished through the implementation of the Faculty Academy and the Sasquatch Academy (for classified and exempt employees). Additionally, the Indigenous Student Outreach and Support Manager and the Associate Dean of Connected Learning are two new full-time positions added this year. The salary and benefit budget in 2024-25 represents over 95% of total annual spending.

Diversity, Equity, and Inclusion – The college is investing approximately \$250,000 to the Disabled Student Services Department, as there has been a greater need to provide services in this area. An external consultant has been hired to conduct faculty climate surveys to assist in identifying equity gaps, belonging and connection to the campus.

Central Administrative Units

Budget Summary and Priorities

The total operating budget for the Central Administrative Units (CAU), excluding the Central General Services Office noted below, is \$15,119,215, reflecting the ongoing commitment to providing high-quality support to Spokane Colleges. These departments are responsible for planning, management, and evaluation of all district operations, offering necessary support services for the efficient administration of Spokane Colleges. Their operations include strategic and long-term planning, human resources, financial affairs, public information and communications, information technology services, external affairs and development, instructional program coordination, institutional research and grants and contracts. Additionally, the CA units oversee district athletics and the federal Head Start program. The current year's budget reflects a decrease of approximately 3% compared to actual expenditures in fiscal year 2023-24. The decrease is primarily due to the reorganization of reporting for eLearning, Global Education, Environmental Health & Safety, and Human Resources.

Faculty and Staff – The budget for all employee classifications has increased overtime. The salary and benefit budgets reflect the commitment to investing in staff, cost-of-living adjustments for all employees and market competitive retention increases for administrative and exempt employees.

Campus Infrastructure and Sustainability – IT infrastructure and equipment upgrades including the district-wide Employee Computer Rotation total over \$1,715,697 emphasizing our dedication to cybersecurity. These upgrades are being funded through a combination of local and one-time funds.

Fiscal Health – The Strategic Investment Pool was established as a sustainable funding source to support district-wide initiatives, key priorities, and mission-related programs. Allocations from this fund will explicitly support the Spokane Colleges' mission, vision, values, strategic plan, annual budget planning priorities, and annual board priorities. Initial allocations include funding for the creation of the new Workforce Development department and the Director of Tribal Relations position. These investments align with the priority goals for **Workforce Development** and **Diversity, Equity, and Inclusion**.

Central General Service Office

Budget Summary and Priorities

The total operating budget for the Central General Service Office of \$10,587,982 reflects the ongoing commitment to providing high-quality support to Spokane Colleges. The current year budget reflects an increase of approximately 15% over actual expenditures in fiscal year 2023-24. The increase is primarily due to reorganization of reporting for central, environmental safety, and mailroom services. The increase also reflects increases in salaries and benefits, highlighting the focus on investing in our workforce. The dedication to enhancing service quality, supporting staff, and maintaining fiscal health are also reflected in the allocation of resources in the following priority areas.

Faculty and Staff – The budget for all employee classifications has increased overtime. The steady increase in budget allocations emphasizes our dedication to maintaining a high-quality, skilled workforce. In addition to cost-of-living adjustments for all staff, the division added two non-permanent Campus Security officers to provide additional support for full weekday coverage, mobile patrol, and potentially Saturday coverage.

Campus Infrastructure and Sustainability – Investments of over \$9.0 million in Campus Security upgrades, including both video surveillance systems and electronic door access controls emphasize our dedication to security and safety for our campus communities. These upgrades are being funded through a combination of local and appropriated funds. Several roof repair projects throughout the SCC campus are in process through a combination of state and local funds. Another major project beginning this year is the SFCC Lodge Renovation project to support district functions currently housed in the Riverpoint One facility.

Spokane Colleges

Budget Overview

Revenue & Expenses Summary

	2023-24 Actual	2024-2025 Initial Budget (7/1/2024)	2024-2025 Adjustments	2024-2025 Budget (as of Alloc 4) ⁽³⁾
Revenue Sources				
State - Enrollment Allocation Base	\$ 43,632,293	\$ 45,278,697	\$ -	\$ 45,278,697
State - Compensation adjustments, M&O	10,306,248	11,769,610	-	11,769,610
State - Minimum Operating Allocation	4,576,000	4,576,000	-	4,576,000
State - Performance Funding	4,635,000	4,876,631	-	4,876,631
State - Weighted Enrollment	4,798,156	5,401,146	-	5,401,146
State - Earmarks and Provisos	17,168,872	17,865,605	1,180,745	19,046,350
Net Operating Fees	24,122,036	24,178,943	-	24,178,943
Operating Support (1)	5,539,406	8,823,264	1,799,515	10,622,779
Strategic Investments	-	3,000,000	-	3,000,000
Other (2)	2,025,783	-	3,187,084	3,187,084
Total Budgeted Revenue	\$ 116,803,794	\$ 125,769,896	\$ 6,167,344	\$ 131,937,240
Expenditure Budgets by Unit				
SCC	\$ 53,824,343	\$ 54,290,738	\$ 3,141,177	\$ 57,431,915
SFCC	30,827,271	33,537,932	2,075,319	35,613,251
Central Administration	24,838,719	25,707,156	42	25,707,198
District Managed Costs	7,313,461	9,234,070	1,233,774	10,467,844
Strategic Investments	-	3,000,000	(282,968)	2,717,032
Total Budgeted Expenditures	\$ 116,803,794	\$ 125,769,896	\$ 6,167,344	\$ 131,937,240

(1) Revenue from Running Start, indirect costs recoveries, etc

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

(3) Current budget through allocation #4

Spokane Colleges

Budget Overview

Summary of Expenditures by Type

Description	2021-22 Actual	2022-23 Actual	2023-24 Actual	2024-2025 Budget (as of Alloc 4)
Salaries & Benefits				
Exempt	\$ 10,174,433	\$ 9,958,228	\$ 12,076,544	\$ 13,868,341
Full Time Faculty	24,795,395	27,285,146	30,233,122	30,230,926
Part Time Faculty(1)	9,934,125	9,303,723	12,191,635	10,907,513
Classified	14,473,326	16,326,713	18,339,207	20,752,095
Other Salaries	757,624	806,875	883,981	276,639
Benefits	20,433,306	22,985,371	25,287,570	31,571,500
Total Salaries and Benefits	\$ 80,568,210	\$ 86,666,056	\$ 99,012,059	\$ 107,607,014
Other Expenditures				
Supplies, Materials, and Other Expenses	\$ 5,803,073	\$ 7,650,901	\$ 9,925,336	\$ 8,691,627
Travel	554,960	1,068,261	552,938	647,023
Campus Infrastructure & Sustainability	-	-	-	1,806,700
DMC	8,487,973	8,742,921	9,547,227	10,467,844
Strategic Investments	-	-	-	2,717,032
Total Other Expenditures	\$ 14,846,007	\$ 17,462,083	\$ 20,025,501	\$ 24,330,226
Total Community Colleges of Spokane	\$ 95,414,216	\$ 104,128,139	\$ 119,037,560	\$ 131,937,240
Year to year change		\$ 8,713,922	\$ 14,909,422	\$ 12,899,680
% change		9.13%	14.32%	10.84%
Salaries & Benefits as a Percent of Total Budget	84.44%	83.23%	83.18%	81.56%
Salaries Only as a Percent of Total Budget	63.03%	61.16%	61.93%	57.63%

Footnotes:

(1) Part Time Faculty includes adjunct, moonlight, and summer effort

Spokane Colleges

Budget Overview

Summary by College & Departments/Operating Units

Division/Program	2021-22 Actual	2022-23 Actual	2023-24 Actual	2024-2025 Budget (as of Alloc 4)
Instructional Divisions				
SCC	\$ 32,036,716	\$ 34,322,252	\$ 40,409,061	\$ 42,131,680
SFCC	20,058,721	22,897,367	24,909,207	28,363,947
Total Instruction	\$ 52,095,437	\$ 57,219,619	\$ 65,318,268	\$ 70,495,627
Other Departments & Categories				
SCC	\$ 10,534,536	\$ 12,237,068	\$ 13,415,284	\$ 15,300,235
SFCC	4,444,698	4,926,745	5,918,064	7,249,304
Central Admin	19,851,573	21,001,786	24,838,719	25,707,196
District Managed Costs	8,487,973	8,742,921	9,547,227	10,467,844
Strategic Investments	-	-	-	2,717,032
Total Other Departments & Categories	\$ 43,318,780	\$ 46,908,520	\$ 53,719,294	\$ 61,441,611
Total Community Colleges of Spokane	\$ 95,414,217	\$ 104,128,138	\$ 119,037,561	\$ 131,937,240

Spokane Community College

Budget Overview

Summary of Expenditures by Type

Description	2021-22 Actual	2022-23 Actual	2023-24 Actual	2024-2025 Budget (as of Alloc 4)
Salaries & Benefits				
Exempt	\$ 3,420,821	\$ 3,510,288	\$ 4,082,665	\$ 4,291,581
Full Time Faculty	14,869,863	16,377,708	17,942,163	16,784,687
Part Time Faculty (1)	6,792,004	6,003,835	8,838,549	7,183,781
Classified	3,740,245	4,185,999	4,566,286	5,207,663
Other Salary	525,534	539,286	702,547	165,490
Benefits	9,798,718	10,681,713	12,058,769	16,471,419
Total Salaries & Benefits	\$ 39,147,185	\$ 41,298,829	\$ 48,190,979	\$ 50,104,621
Other Expenditures				
Supplies, Materials & Other (2)	\$ 2,916,216	\$ 4,335,744	\$ 5,373,735	\$ 5,190,178
Travel	507,851	924,747	259,629	330,417
Campus Infrastructure & Sustainability	-	-	-	1,806,700
Total Other Expenditures	\$ 3,424,067	\$ 5,260,491	\$ 5,633,364	\$ 7,327,294
Total Spokane Community Colleges	\$ 42,571,252	\$ 46,559,320	\$ 53,824,343	\$ 57,431,915
Year to year change		\$ 3,988,069	\$ 7,265,023	\$ 3,607,572
% change		9.37%	15.60%	6.70%
Salaries & Benefits as a Percent of Total Budget	91.96%	88.70%	89.53%	87.24%
Salaries Only as a Percent of Total Budget	68.94%	65.76%	67.13%	58.56%

Footnotes:

(1) Part Time Faculty includes adjunct, moonlight, and summer effort

(2) Supplies, Materials & Other includes supplies, materials, contracted services, student services support, & other expenses

Spokane Community College

Budget Overview

Summary by Division

Division/Program	2021-22 Actual	2022-23 Actual	2023-24 Actual	2024-2025 Budget (as of Alloc 4)
Instructional Divisions:				
Arts & Sciences (1)	\$ 6,782,068	\$ 8,027,594	\$ 9,137,201	\$ 10,251,725
Business, Hospitality & IT	4,349,181	4,757,421	5,303,214	5,424,811
Health & Environmental Sciences	5,197,651	5,444,487	6,103,408	6,283,937
Nursing	2,033,215	2,421,915	2,924,884	3,731,547
Technical Education	6,106,228	6,289,570	7,337,566	7,585,043
Physical Education	642,808	471,911	701,674	719,195
Adult Basic Education	2,815,482	3,105,391	4,321,310	3,659,479
PACE Services	461,552	192,272	335,834	522,016
Extended Learning	3,648,530	2,866,194	3,499,095	3,817,428
Library Services (1)		731,628	743,446	-
Corrections Education (2)		13,870	1,429	136,500
Total Instruction	\$ 32,036,716	\$ 34,322,252	\$ 40,409,061	\$ 42,131,680
Other Departments & Categories				
President	\$ 684,316	\$ 804,056	\$ 854,952	\$ 712,572
Institutional Effectiveness	327,875	457,185	699,937	688,326
VP Student Services (3)	149,227	435,367	383,694	468,596
Disability Support Services	460,106	571,710	649,643	873,092
Student Development	814,909	868,185	1,036,066	933,260
Student Success & Outreach	2,679,734	3,324,196	4,022,878	3,846,852
Admissions & Registration	1,594,117	1,716,526	1,731,842	1,999,836
Financial Aid	1,334,051	1,731,801	1,907,653	1,928,119
VP Instruction	2,490,201	2,328,042	1,873,042	1,579,913
VP Workforce			-	462,968
Campus Infrastructure & Sustainability				1,703,256
Operational			255,577	103,444
Total Other Departments & Categories	\$ 10,534,536	\$ 12,237,068	\$ 13,415,284	\$ 15,300,235
Total Spokane Community College	\$ 42,571,252	\$ 46,559,320	\$ 53,824,345	\$ 57,431,915

(1) Library included in Art & Sciences Division effective 2024-2025

(2) Funding is provided to implement SSB 5953 Incarcerated Student Grants

Footnotes:

(3) VP Student Services added CRM Manager, Basic Needs Coordinator

Spokane Community College

Budget Overview

Department Legend

Instruction Division

Arts & Sciences

- Dean Arts & Sciences
- Arts & Sciences Ofc
- Tutoring
- Life Sciences
- Humanities
- English
- Communication Studies
- Mathematics
- Basic Skills
- A.S. Computer Svcs
- Physical Sciences
- Social Sciences
- SCC Library Services

Business, Hospitality & IT

- Dean Bus, Hosp & IT
- Accounting
- Business Admin
- Mid-Mgt
- Hotel-Restaurant Mgt
- Admin Office Systems
- Cmptr Appl Tech/Trng
- Medical Secretary
- Paralegal
- Computer Support
- Computer Networking
- Web Develop Tech
- Health Info Mgmt
- Professional Baking
- Culinary Arts

Health & Environ Sciences

- Dean Hlth & Envr Sci
- Exp Fnctn Dental Aux
- Radiology Technology
- Diag Med Sonography
- Vascular Technology
- Health Education
- Dental Assistant
- Medical Assist Prog
- Respiratory Therapy

Invasive Cvt
Surgical Technology
Noninvasive Cvt
Pharmacy Assistant
Emergency Med Tech
Ag-Tech Office
Agribusiness
Natural Resources
Horticulture
Water Resources
Agricultural Tech

Nursing

Nursing
SCC - Nurse Ed. Equip
Practical Nurse Program

Technical Education

Dean Technical Educ
Parts Merchandising
Toyota T-10
Aviation Maintenance
Automotive Technology
Automotive Collision
Diesel & Heavy Equipment
Hydraulics & Pneumatics
Fire Science
Welding/Fabrication
CNC / Machining
Hvac & Refrigeration
CAD Drafting Mech Design
Architectural Technology
Electronics
Bio-Med Electronics
Electrical Maint Tech
Applied Education
Cosmetology

Physical Education

Dir Athletics & Pe
Physical Education

Adult Basic Education

ABE Instructional Support
ABE Office
ABE Copiers
IBEST
ABE Instruction
ABE Staff Development
ABE Textbooks

Pace Services

Pace Svs Office

Pace Services

Extended Learning

Dean Extended Learning

Act 2

Rural Education

Apprenticeship Ofc

Appr - Asbestos Workrs

Appr - Boilermakers

Appr - Bricklayers

Appr - Cement Masons

Appr-Elevator Constr

Appr-Electrical

Appr-Ironworkers

Appr-Laborers

Appr-Lineman (Wwp)

Appr-Painters

Appr-Plmbrs/Stmftrrs

Appr-Aerospace

Appr-Roofers

Appr-Sheetmetal Wrkr

Appr-NW Line Construction

Appr Agc-Carpenters

Appr Agc-Oper Engrs

Appr-AGC Laborers

Appr-Heat/Frost Career Launch

Appr-Ironworkers Career Launch

Appr-Sheet Metal Career Launch

Appr-Machinists Institute

Appr-Cement Masons Career Lau

Appr-Electrical Career Launch

Other Departments & Categories

SCC President

- SCC President's Office
- General Admin & MISC
- Insurance Premium
- SCC Fiscal Services

SCC Institutional Effectiveness

- SCC Institutional Effectiveness
- SCC Institutional Research
- SCC Accreditation
- SCC Central Scheduling

SCC VP Student Services

- SCC VP Student Services
- Student Persistence
- SCC Title IX

Disability Support Services

- Disability Services
- Spcl Disably Alloctn

Student Development

- Student Development
- Associate Dean Student Development
- Colville Operations
- Newport Operations
- Republic Operations
- Inchelium Operations

Student Success & Outreach

- Multicultural Svcs
- Campus Diversity
- Campus Recruiting
- Veterans
- Stdt Scs&Career Svcs
- Oppor Grant Support
- Dual Enrollment
- Counseling - SCC

Admissions & Registration

- Recruit & Admissions
- Registration Records
- Testing Center

Financial Aid

- Fin Aid Operations
- ST WkStdy

Inst Tutors Workstudy
Inst Athl Workstudy
W72 Fallen Vet Book Stpd Sp/Ch
SCC-BigFoot Central Operations

SCC VP Instruction

SCC VP Instruction
Instruct Improvement
Outcomes Assessment
Affiliated Fac Stipend
Associate Fac Stipend
VP Instruction
WRT-Gen Sppt Svs
WRT-Business Technol
WRT-Health & Env Sc
WRT-Arts & Sciences
WRT-Technical Educ
WRT-Financial Aid
SCC BFET

VP Workforce

VP Workforce
Open Enrollment (CDL)
CompTIA

Spokane Falls Community College

Budget Overview

Summary of Expenditures by Type

Description	2021-22 Actual	2022-23 Actual	2023-24 Actual	2024-2025 Budget (as of Alloc 4)
Salaries & Benefits				
Administration and Exempt	\$ 2,305,988	\$ 2,476,944	\$ 2,649,516	\$ 3,849,110
Full Time Faculty	9,925,532	10,906,538	12,290,959	13,446,239
Part Time Faculty	3,142,121	3,299,889	3,353,086	3,723,732
Classified	2,398,012	2,742,101	3,215,162	4,241,286
Other Salaries	117,864	178,581	181,434	108,007
Benefits	5,892,454	6,931,461	7,193,856	8,467,733
Total Salaries and Benefits	\$ 23,781,971	\$ 26,535,514	\$ 28,884,013	\$ 33,836,107
Other Expenditures				
Supplies, Materials, and Other Expenses	\$ 716,305	\$ 1,223,338	\$ 1,813,775	\$ 1,524,644
Travel	5,142	65,260	129,483	252,500
Total Other Expenditures	\$ 721,447	\$ 1,288,598	\$ 1,943,258	\$ 1,777,144
Total Spokane Falls Community Colleges	\$ 24,503,418	\$ 27,824,112	\$ 30,827,271	\$ 35,613,251
Year to year change		\$ 3,320,693	\$ 3,003,159	\$ 4,785,980
% change		13.55%	10.79%	15.53%
Salaries & Benefits as a Percent of Total Budget	97.06%	95.37%	93.70%	95.01%
Salaries Only as a Percent of Total Budget	73.01%	70.46%	70.36%	71.23%

Spokane Falls Community College

Budget Overview

Summary by Division

Division/Program	2021-22 Actual	2022-23 Actual	2023-24 Actual	2024-2025 Budget (as of Alloc 4)
Instructional Divisions:				
SFCC Vice President of Instruction	\$ 1,568,253	\$ 1,096,130	\$ 1,125,510	\$ 1,294,940
Athletics and Physical Education	732,032	974,469	1,034,763	1,079,580
Computing, Math and Science	4,252,817	5,182,563	5,349,219	5,838,364
e-Learning	-	-	-	991,385
Humanities	3,437,616	3,864,480	4,413,010	4,849,240
Professional Studies, Library, and Workforce Education	2,246,753	3,035,352	3,548,452	4,009,230
Social Science, Business, and Human Services	4,583,850	5,033,021	5,375,584	6,071,674
Visual and Performing Arts	2,657,597	2,949,687	3,276,505	3,390,109
Pullman	579,804	761,664	786,164	839,425
Total Instructional Divisions	\$ 20,058,721	\$ 22,897,367	\$ 24,909,207	\$ 28,363,947
Other Departments & Categories:				
SFCC President	\$ 695,805	\$ 1,102,689	\$ 1,694,909	\$ 1,487,701
SFCC Vice President of Student Affairs	290,332	217,221	296,972	297,175
Global Education	-	-	-	523,306
Academic Support Services	3,159,155	3,207,560	3,596,490	4,274,454
Learning Resources	299,406	369,736	278,725	526,668
Student Work Study	-	29,539	50,968	140,000
Total Other Departments & Categories	\$ 4,444,698	\$ 4,926,745	\$ 5,918,064	\$ 7,249,304
Total Spokane Falls Community College	\$ 24,503,419	\$ 27,824,112	\$ 30,827,271	\$ 35,613,251

Spokane Falls Community College

Budget Overview

Department Legend

Instruction Division

SFCC Vice President of Instruction

- SFCC VP Learning
- Accreditation
- Association Faculty Stipends
- Course and Program Development
- SFCC GUID 105

Athletics and Physical Education

- Director Athletics and PE
- Physical Education

Computing, Math, and Science

- Astronomy
- Chemistry
- Computer Department
- Dean Computer, Math, and Science
- Engineering
- Geology
- Life Sciences
- Mathematics
- Physics
- Science Olympiad
- SFCC MESA

e-Learning

- e-Learning

Humanities

- Communications Learning Center
- Dean Humanities and Academic Intl
- Drama
- English/Literature
- Film
- Modern Languages
- Philosophy
- Sn-W'Ey'-Mn Building Support
- Speech/CMST

Professional Studies, Library, and Workforce Education

- Business, Professional Studies, and Workforce Education Office
- SFCC Library
- Hearing Instrument Disp
- Orthotics

Occupational Therapy (OTA) Program
Physical Therapy (PTA)
Worker Retraining (WRT) General Vocation
Worker Retraining (WRT) Student Services
SFCC Learning Support
SFCC Career Education
SFCC Instructional Support
SFCC Copy Shop Staff
SFCC SCSEH Special Allocation
SFCC Opportunity Grant Health
SFCC BFET

Social Sciences, Business, and Human Services

Accounting
Chemical Dependency
Dean Education, Social and Behavioral Sciences
Early Childhood Education
Education/Ed Parapro
Interpreter Training
Library Tech Assistant
Social Services/Gerontology
SFCC Economics
SFCC Management
SFCC Office Technology
SFCC BAS IBH
SFCC Parent Ed Co-Op

Visual and Performing Arts

Audio Tech Program
CBE Lab
Dean Visual and Performing Arts
Fine Arts
Graphic Design
Interior Design
Journalism
Music
Photography

Pullman

Pullman Campus Instruction
Pullman Campus Student Services

Other Departments & Categories

SFCC President

- College President
- Equity and Accommodation
- Inst Membership/Travel
- Institutional Research
- SFCC Property Insurance Premium
- SFCC Dean of EDI
- SFCC Multicultural Services
- SFCC Students of Color
- SFCC CETL EDI

SFCC Vice President of Student Affairs

- SFCC VP Student Services

Global Education

- Global Education

Academic Support Services

- Dean Enrollment Services
- SFCC Financial Literacy Sem (SB5100)
- SFCC Financial Aid
- Gold Star
- Guidance and Counsel
- Pullman Counseling
- Running Start Office
- Student Activities
- Student Success

Learning Resources

- Disabled Student Services
- Special Disability Allocation

Student Work Study

- State Workstudy (010)
- SFCC Instructional Support

Central Administrative Units

Budget Overview

Summary of Expenditures by Type

Description	2021-22 Actual	2022-23 Actual	2023-24 Actual	2024-2025 Budget (as of Alloc 4)
Salaries				
Exempt	\$ 4,447,624	\$ 3,970,995	\$ 5,344,363	\$ 5,727,648
Full Time Faculty	-	900	-	-
Part Time Faculty*	-	-	-	-
Classified	8,335,070	9,398,613	10,557,759	11,303,146
Other Salaries	114,227	89,008	-	3,142
Benefits	4,742,133	5,372,197	6,034,945	6,632,348
Total Salaries & Benefits	\$ 17,639,054	\$ 18,831,713	\$ 21,937,067	\$ 23,666,284
Operations				
Supplies, Goods and Services	\$ 2,170,552	\$ 2,091,819	\$ 2,737,826	\$ 1,976,806
Travel	41,967	78,254	163,826	64,107
Total Operations	\$ 2,212,520	\$ 2,170,073	\$ 2,901,652	\$ 2,040,912
Total Central Administration	\$ 19,851,573	\$ 21,001,786	\$ 24,838,719	\$ 25,707,196
Year to year change		\$ 1,150,213	\$ 3,836,934	\$ 868,477
% change		5.79%	18.27%	3.50%
Salaries & Benefits as a Percent of Total Budget	88.85%	89.67%	88.32%	92.06%
Salaries Only as a Percent of Total Budget	64.97%	64.09%	64.02%	66.26%

Footnotes:

*Central Administration reorganization is reflected in the FY 2024-2025 budget

Central Administrative Units

Budget Overview

Summary by Administrative Unit & District Managed Costs

Division/Department	2021-22 Actual	2022-23 Actual	2023-24 Actual	2024-2025 Budget (as of Alloc 4)
Central Administrative Units				
Chancellor	\$ 433,347	\$ 415,796	\$ 649,635	\$ 1,293,320
Finance	2,858,327	2,833,507	4,385,152	3,836,937
Institutional Advancement & External Affairs	1,282,502	1,023,855	1,423,396	1,517,884
Compliance (1)	748,786	743,349	549,374	85,489
Staff and Strategy (Provost)	1,905,545	1,938,504	2,621,031	1,070,103
Culture, Talent Development & IT	4,038,719	4,193,834	4,804,703	5,588,774
Human Resources	991,258	1,240,695	1,198,253	1,726,708
General Services	7,593,089	8,612,246	9,207,175	10,587,982
Total Central Administration Units	\$ 19,851,573	\$ 21,001,786	\$ 24,838,719	\$ 25,707,196
District Managed Costs				
Chancellor	\$ 17,115	\$ 20,786	\$ 21,100	\$ 18,600
Finance	782,061	962,105	869,600	673,600
Institutional Advancement & External Affairs	415,577	499,302	543,700	711,770
Compliance	-	-	-	-
Chief of Staff and Strategy (Provost)	426,351	276,968	295,983	447,174
Culture, Talent Development & IT	2,449,206	1,617,056	2,072,654	3,227,760
General Services	4,397,663	5,366,705	5,744,190	5,388,940
Total District Managed Costs	\$ 8,487,973	\$ 8,742,921	\$ 9,547,227	\$ 10,467,844
Total Central Administration	\$ 28,339,546	\$ 29,744,707	\$ 34,385,946	\$ 36,175,040

Footnotes:

(1) Central Administration reorganization is reflected in the FY2024-2025 budget

Central Administrative Units

Budget Overview

Department Legend

Central Administration Units

Chancellor

- CEO/Chancellor
- Board of Trustees
- Athletics

Finance

- CFO
- Budget
- AP, Travel
- Grants Accounting
- Payroll
- Benefits
- General Ledger
- Controller
- Cashiering
- Student Financials
- Purchasing
- Internal Audit

Institutional Advancement & External Affairs

- Marketing & Public Relations
- District Graphics

Staff & Strategy

- Staff and Strategy
- Institutional Research
- Grants & Sponsored Research
- Tribal Relations

IT, Culture, & Talent Development

- IT and Culture and Talent Development Officer
- IT
- Customer Support Services
- Remote/TV/Media
- Information & Development
- Technology Services
- Telecommunication Services
- Talent and Development

Human Resources

- Human Resources
- HR Information Systems
- HR Employee Relations

General Support Services

Budget Overview

Summary of Expenditures by Type

Description	2021-22 Actual	2022-23 Actual	2023-24 Actual	2024-2025 Budget (as of Alloc 4)
Salaries & Benefits				
Exempt	\$ 841,039	\$ 884,824	\$ 881,400	\$ 949,759
Full Time Faculty	-	-	-	-
Classified	3,581,945	4,074,510	4,370,445	5,519,661
Other Salary	-	-	-	-
Part Time Faculty/Moonlight	-	-	-	-
Summer Effort	-	-	-	-
Benefits	1,853,145	2,196,705	2,233,094	2,705,686
Total Salaries & Benefits	\$ 6,276,129	\$ 7,156,039	\$ 7,484,939	\$ 9,175,106
Other Expenditures				
Supplies and Materials	\$ 1,314,629	\$ 1,440,640	\$ 1,713,977	\$ 1,402,321
Travel	2,331	15,567	8,259	10,555
Total Other Expenditures	\$ 1,316,961	\$ 1,456,207	\$ 1,722,236	\$ 1,412,875
Total General Support Services	\$ 7,593,089	\$ 8,612,246	\$ 9,207,175	\$ 10,587,982
Year to year change		\$ 1,019,157	\$ 594,930	\$ 1,380,806
% change		13.42%	6.91%	15.00%
Salaries & Benefits as a Percent of Total Budget	82.66%	83.09%	81.29%	86.66%
Salaries Only as a Percent of Total Budget	58.25%	57.58%	57.04%	61.10%
Benefits Only as a Percent of Total Budget	51.74%	53.91%	51.10%	49.02%

General Support Services

Budget Overview

Summary by Division

Division/Department	2021-22	2022-23	2023-24	2024-2025
	Actual	Actual	Actual	Budget (as of Alloc 4)
General Support Services (1)	\$ 327,729	\$ 310,681	\$ 403,334	\$ 895,745
Sustainability Program	83,943	55,986	44,884	89,222
Building and Equipment Maintenance	2,756,913	3,106,452	3,234,608	3,662,076
Custodial Services	2,689,661	3,003,348	3,149,575	3,392,888
Physical Plant Administration (District Facilities)	534,762	619,613	531,940	520,281
Landscape/Grounds Maintenance	436,230	531,489	659,130	647,459
Security and Safety (2)	763,851	984,677	1,183,704	1,380,310
Total General Support	\$ 7,593,089	\$ 8,612,246	\$ 9,207,175	\$ 10,587,982

Footnotes:

(1) General Support Services 2024-25 Budget is comprised of the newly organized Chief General Services Office (Formerly Chief Strategy Administration Office) and newly added Central Receiving and Mailroom Programs

(2) Security and Safety 2024-25 Budget is comprised of SCC Security, SFCC Security, and newly added Environmental Health & Safety Program

Central General Service Office

Budget Overview

Department Legend

Central General Service Office

General Support Services

- CGSO
- Central Services
- Mailroom

Sustainability Program

- District Utilities

Building and Equipment Maintenance

- SCC Building Maintenance
- SFCC Building Maintenance

Custodial Services

- SCC Custodial Services
- SFCC Custodial Services

Physical Plant Administration (District Facilities)

- District Facilities
- SCC Facilities
- SFCC Facilities

Landscape/Grounds Maintenance

- SCC Grounds Maintenance
- SFCC Grounds Maintenance

Security and Safety

- Environmental Health & Safety
- SCC Security
- SFCC Security

Spokane Colleges

Student Fees Introduction

Each year, student fees are reviewed and proposed as part of the annual budgeting process. SCC, SFCC and the District offices utilize internal processes to evaluate existing fees and to recommend fee rates and budgets for the expenditure of fees.

For fiscal year 2024-2025, changes were made to administrative / use fees include parking fees and the suspension of the student bus pass fee. The student government organizations at SCC and SFCC voted unanimously to suspend the fee in fiscal year 25 (FY 25) due to accumulated revenue available in the Student Bus Pass Fee fund.

Lab and course fees are thoroughly reviewed and recommended by campus departments and college leadership. Fee increases are limited to the authorized fiscal growth factor (6.4% for FY 25). Fiscal year 2024-2025 Lab and course fees are forecasted at \$2,627,506.

Fiscal year 2024-2025 Mandatory Student Fees are forecasted at \$2,925,811. These Mandatory Fees include Registration, Technology, Comprehensive, Bus Pass, and Health Clinic.

Student Fees

Budget Overview

Summary of Revenue Charges

Description	2021-22 Actual	2022-23 Actual	2023-24 Actual	Planning 2024-2025 Forecast
Student Fee Charges				
Bookstore Charges	\$ 290,914	\$ 385,247	\$ 470,949	\$ 467,844
Childcare Charges (Student Paid)	81,862	27,724	110,809	110,809
Childcare Charges (Grant / Third Party Paid)	1,579,913	2,140,534	3,737,864	2,981,951
Lab and Course Fees	1,908,932	2,105,896	2,404,588	2,627,506
Mandatory Fees	3,182,641	3,383,706	2,967,775	2,925,811
Parking Fees	465,192	544,844	574,238	668,275
Self-Support Course Fees	490,775	409,082	591,825	635,510
SFCC Gym COP	953,555	790,634	977,082	1,037,450
Other Student Fees	102,103	80,508	172,883	177,654
Total Student Fee Charges	\$ 9,055,888	\$ 9,868,173	\$ 12,008,014	\$ 11,632,810
Student Fee Waivers	\$ 245,748	\$ 295,477	\$ 398,674	\$ 398,674
Auxiliary Enterprise Sales	\$ 399,090	\$ 433,452	\$ 471,248	\$ 471,248
Total Student Fee Revenue	\$ 9,209,230	\$ 10,006,148	\$ 12,080,588	\$ 11,705,385
Year to year change		\$ 796,918	\$ 2,074,439	\$ (375,203)
Year to year percent change		8.7%	20.7%	-3.1%

Footnotes:

Mandatory Fees: Registration, Technology, Comprehensive, Bus Pass, and Health Clinic Other Student Fees: Administrative fees and other miscellaneous fees

Auxiliary Enterprise Sales: Orlandos, Greenery, Bakery, etc.

Lab and course fee increase in FY 2023-2024 led by increases of 48% in Cosmetology FTE, 18% in Biology FTE, 17% in Welding FTE, etc. Other student fee increase in FY 2023-2024 due to increase in International Student fee charges.

Spokane Colleges

Capital Projects

The Capital Projects report provides a summary of capital project expenditures through fiscal year 2023-24 and the estimated remaining project expenditures for authorized capital projects.

Capital projects are categorized as either major or minor based on the project size and scope. Funding for a major project includes all phases of construction for facilities or significant, long-term renewal improvements, to existing facilities, and repair projects. Existing appropriated funds for Spokane Colleges include the SFCC Fine and Applied Arts Building, the SCC Apprenticeship Center, and the SCC Building 8 Remodel.

Minor project costs range between \$25,000 to \$2,000,000. These projects are identified based on critical maintenance and repair needs at the colleges. Projects serve to improve or enhance the educational environment, access for students, or related student support services.

The summary of major and minor projects provides detail on authorized existing capital projects. Approved project expenditures total \$104.8 million.

Spokane Colleges Capital Projects

Budget Overview

Summary of Projects by Type

Description	Total Project Amount	Prior Exp	2021-22 Actual	2022-23 Actual	2023-24 Actual	Remaining Project Expenditures
Capital Project						
Major	\$ 81,909,000	\$ 4,401,819	\$ 11,143,046	\$ 16,600,891	\$ 11,568,333	\$ 38,194,911
Minor	19,465,500	-	884,163	1,956,261	2,232,006	14,393,115
Minor less than \$500,000	3,442,348	-	-	277,000	1,261,482	1,903,866
Total Capital Projects	\$ 104,816,848	\$ 4,401,819	\$ 12,027,210	\$ 18,834,152	\$ 15,061,821	\$ 54,491,892

Spokane Colleges Capital Projects

Budget Overview

Summary by Project

Capital Project Name	Campus	Funding	Total Project Amount	Prior Exp	2021-22 Actual	2022-23 Actual	2023-24 Actual	Estimated Project Expenditures
Major Capital Projects								
SFCC Fine and Applied Arts Building	SFCC	State	\$ 41,100,000	\$ 4,374,742	\$ 7,509,600	\$ 13,540,525	\$ 11,132,809	\$ 4,542,325
SCC Apprenticeship Center (a)	SCC	State	34,000,000	-	149,673	176,054	34,726	33,639,546
SCC Building 8 Remodel, SCC Facilities_Enviro Science	SCC	State / Local	6,809,000	27,077	3,483,773	2,884,312	400,798	13,040
Total Major Capital Projects			\$ 81,909,000	\$ 4,401,819	\$ 11,143,046	\$ 16,600,891	\$ 11,568,333	\$ 38,194,911
Minor Works Projects								
CCS Transformer Replacement_Submetering 21-23	SCC / SFCC	State / Local	\$ 2,250,000	\$ -	\$ 823,310	\$ 1,321,113	\$ 104,630	\$ 947
SFCC Building 15 Auditorium, ADA Upgrade	SFCC	State / Local	518,500	-	60,854	439,721	17,970	-
SCC Campus Wayfinding, Monument Sign	SCC	Local	1,000,000	-	-	-	-	1,000,000
ESCO-CCS Elec. Xfmr Rep, (Trane)-Phase 2	SCC	State / Local	1,900,000	-	-	195,426	224,614	1,479,960
SCC Campus Security Upgrades, Exterior Cameras	SCC	State	960,000	-	-	-	868,543	91,457
SFCC Campus Security Upgrades	SFCC	State / Local	4,500,000	-	-	-	169,651	4,330,349
SCC Fire Tower Replacement	SCC	Local	880,000	-	-	-	301,271	578,729
ESCO-CCS HVAC Repairs/Replacements (Millig)	SCC / SFCC	State / Local	2,500,000	-	-	-	453,373	2,046,627
SCC Campus Security Upgrades, Access Controls	SCC	State / Local	2,400,000	-	-	-	84,421	2,315,579
SCC Campus Sewer Replacement	SCC	State	504,000	-	-	-	5,483	498,517
SCC Campus Security Upgrades, Interior Cameras	SCC	Local	1,400,000	-	-	-	-	1,400,000
SFCC 13 Repairs, Phase 2	SFCC	State	653,000	-	-	-	2,050	650,950
Total Minor Capital Projects			\$ 19,465,500	\$ -	\$ 884,163	\$ 1,956,261	\$ 2,232,006	\$ 14,393,115
Minor Works Projects (less than \$500,000)								
SCC Greenhouse Classroom Remodel	SCC	State	\$ 329,250	\$ -	\$ -	\$ -	\$ 329,249	\$ 1
SCC Security Upgrades PHASE 0-Scoping Study	SCC	Local	95,000	-	-	-	94,687	313
SFCC Lodge Renovation, Pre-Design	SFCC	Local	170,000	-	-	-	143,009	26,991
SFCC 13 Repairs, Phase 2	SFCC	State	125,000	-	-	-	-	125,000
Colville Center Fire Suppression System Repairs	SCC	State	235,000	-	-	-	-	235,000
CCS Cathodic Protection Repairs	SCC / SFCC	Local	444,000	-	-	-	-	444,000
CCS Vehicle Charging infrastructure	SCC / SFCC	State / Local	16,738	-	-	-	16,738	0
SCC Career Launch Equipment #26428 Ironworks Apprenticeship	SCC	State	20,710	-	-	-	20,661	49
SFCC Building 27 Magnuson Boiler Replacement (BIR)	SFCC	State	65,600	-	-	-	31,598	34,003
SFCC Stadium Roof Maintenance	SFCC	State	350,000	-	-	259,403	-	90,597
SFCC Building 2 Siemens Control Replacement	SFCC	State	52,320	-	-	17,597	31,524	3,199
SFCC Building 28, LEF Controls (Greenheck)	SFCC	State	18,530	-	-	-	18,530	-
SFCC Science Building Lab Exhaust VFD controls	SFCC	State	76,000	-	-	-	70,549	5,451
SCC Building 2 Elevator Repairs	SCC	State	326,000	-	-	-	9,495	316,505
SCC Building 5, Johnson, HVAC Controls	SCC	State	144,000	-	-	-	138,406	5,594
SCC Building 9 Controls Upgrade	SCC	State	314,000	-	-	-	207,941	106,059
CCS Campus Fiber Optics Infrastructure Upgrades	District	State / Local	338,000	-	-	-	128,525	209,475
SCC Building 9, Health Science, I-IVAC Controls	SCC	State	299,000	-	-	-	-	299,000
SFCC Bldg 28 LEF-3 Motor Replacement	SFCC	State	23,200	-	-	-	20,570	2,630
Minor Works Projects (less than \$500,000)			\$ 3,442,348	\$ -	\$ -	\$ 277,000	\$ 1,261,482	\$ 1,903,866
Total Capital Projects			\$ 104,816,848	\$ 4,401,819	\$ 12,027,210	\$ 18,834,152	\$ 15,061,821	\$ 54,491,892

(a) Construction funding for the Apprenticeship building will be requested in the 25-27 capital budget

REPORT: CHANCELLOR'S REPORT

Presented by: Dr. Kevin Brockbank
Chancellor, CCS
December 17, 2024

District Business & Finance Office

CFO

The budget team prepared the revised fiscal year operating budget update for presentation at the December Board meeting. The update includes budget adjustments made since July 1 and the final record of 2023-24 actual expenditures. The budget document provides a comprehensive report of the Operating Budget for Spokane Colleges and is the culmination of months of planning for the fiscal year. The detailed budget preparation and analysis provides a solid foundation as we begin planning for fiscal year 2025-26.

The team is also closely monitoring fiscal information from the Office of Financial Management and the State Board for Community and Technical Colleges. Based on the information we've received so far; the district must be prudent and proactive with planning for next year. Staff are preparing to launch a budget survey in mid-January to collect feedback from district employees on spending priorities and to collect ideas for operational efficiencies. The Governor's initial budget will be released on December 20th. This budget provides an early look at state spending plans for the 2025-27 biennium.

Budget office

The budget team has been working on enhanced budget reporting to units, including close monitoring of revenue and expenditures for the current fiscal year. Additionally, they are working on updated budget modeling tools to assist with budget decision making for next year.

The Head Start program cluster was selected for inclusion in the statewide single audit of Washington state. The budget office grants team and the Head Start management team have been actively involved in the audit process. This is a very intensive process, with audit field work expected to continue through January.

Internal Control and Compliance

Staff is facilitating the College Bookstore taskforce and leading the review of vendor responses to the Request for Information (RFI) for bookstore services. Additionally, to support the district's annual audit process and our internal control framework, staff have been reviewing campus based auxiliary operations. The reviews are focusing on internal controls over cash handling and sales receipting processes.

Contracts Office

Staff assisted with the following contracts and agreements.

- Clinical Affiliation agreements for SCC and SFCC students in clinical practicums:
 - SCC Radiology technology program with the Spokane Veteran's Administration Health System.
 - SCC multi-program agreement with Oregon St. Joseph Health System.

- Contracts / Agreements finalized.
 - Completion of the DES lease extension for the SCC Fire Tower from the Department of Transportation.
 - Head Start (HS/ECEAP/EHS) grant agreement with Spokane County for funding to purchase two (2) Spot Vision Screeners and One (1) Otoacoustic Emissions Device.



- Continuing and Corporate Education rental of instructional class space at Green River College.

Payroll and Benefits

- Staffing costs for November 2024 totaled \$9.0M in gross earnings and \$2.1M in employer- paid taxes and benefits.
- The benefits department notified all eligible employees of the opportunity to petition to vote for changes to 2025 VEBA plans. Due to a 10% minimum response rule, calendar year 2025 VEBA plans will remain unchanged for participating employee groups. Staff contribution percentage rates to VEBA have not changed since 2018.
- The Public Employee Benefits Board (PEBB) / Health Care Authority open enrollment period ended November 27th. Approximately 250 employees made changes to their current medical plans. The changes become effective with the new benefit plan year on January 1, 2025.

Financial Accounting and Reporting

Staff are working with the district's external CPA firm, Davis Farr on the Annual Financial Statement audit for 2024. Responses to client documentation requests are mostly complete. Now Davis Farr will begin their field testing and is scheduled to complete the audit by mid- February.

Student Finance

The student finance team has been actively working with the Student Services teams at SCC and SFCC to provide additional payment plan options for students. This collaboration is intended to reduce barriers and to better support students with the financial responsibilities of attending college. The objective is to improve retention efforts and reduce enrollment gaps for students.

Public Records

The department regularly communicates the importance of prompt attention to Public Records Requests to avoid penalties and fines. Timely responses support ongoing compliance with the Public Records Act and often requests don't go directly to the Public Records Officer in the Business Office.

1. **Volume of Requests:** Last year, 20% of Public Records Requests were received by Spokane College employees and departments across campuses.
2. **Time Sensitivity:** Spokane Colleges must respond to all requests within 5 days of receipt. Failure to do so may result in penalties or fines.
3. **Forwarding Requests:** All Public Records Requests, regardless of the format (email, voicemail, fax, court order, subpoena, or in-person), should be forwarded to Mike Busby.
4. **Unclear Requests:** If an employee is unsure whether a document constitutes a Public Records Request, err on the side of caution, and forward it to Mike Busby for review.

Prepared by: Dr. Linda McDermott
Chief Financial Officer
December 17, 2024

Institutional Advancement Office

Rebrand Update

Intensive work continues as we prepare for the January 2025 launch of the new brand. A portion of the many facets of this work are highlighted in the report below. As reported during the November Board of Trustees meeting, we are actively working on 18 re-brand “big pieces” including campus signage and athletics which will be implemented throughout the four-phases of the launch, anticipated to be complete by the end of the 2025/2026 academic year.

The team continues to publish a weekly brand e-newsletter to help with internal communication and is busy accepting orders for rebranded materials, updating a wide variety of materials and preparing to implement a long list of marketing and communication activities to support the launch. Some of the many activities planned for January include billboards, news stories, event sponsorships, brand advertising using a variety of platforms, student swag, rebranded outreach supplies and materials, “team stores” for employees to purchase branded apparel, and a direct mail lapel pin for community and business leaders. And much more to come!

Marketing Update

In preparation for the brand launch, our graphic designers are finalizing templates for business cards, name tags, letterhead and envelopes, as well as other items included in a very lengthy checklist. Messaging is being developed for each target audience using the information provided by Drake Cooper. We are also incorporating the new brand campaign elements in advertisements in Journal of Business and other advertising promoting Spokane Colleges new look.

Marketing is developing campaign assets with the new brand for Running Start which begins in mid-January, the transfer student campaign which begins in February, and Career and Technical Education campaign which begins in March.

In addition to all of the January 2025 brand launch planning and preparation, the marketing team continues supporting promotions at both colleges for Winter Quarter which includes creating quarterly student activity calendars for both SCC and SFCC, Course Catalog for Corporate and Continuing Education and ACT2 classes, as well as SCC’s Technical Education recruitment event in November, forms, Music, Drama and Art Gallery promotional materials for SFCC.

Current Marketing campaigns –

- Marketing launched a digital campaign with the Spokesman Review supporting ACT2 classes in November. Marketing promoted 11/13 SCC Tech Ed Event resulting in over 400 prospective students attending.
- CCS is the halftime sponsor with SWX for high school football and basketball games, targeting families who watch high school sports and are considering where their child will be continuing their education after high school.
- The campaign to recruit students who have applied but not registered at SCC is getting good results with 249 students completing an update form and another 136 enrolling. We will check



back with Chantel Black, Director of Admissions and Registration at SCC, for final numbers and to explore the possibility of launching again for Spring quarter.

- Marketing is creating monthly ads for both SCC and SFCC shown on the NextGrad displays at the following six high schools in Spokane County:
 - East Valley High school
 - Mt. Spokane High School
 - Mead High School
 - Shadle Park High School
 - Rogers High School
 - Lewis and Clark High School

Prepared by:

Melanie Rose
Chief Institutional Advancement & External Affairs Officer
December 17, 2024



Chief Human Resources Office

Overview

Over the last four months, the focus has been to gather information regarding the great work done thus far and opportunities for enhancement.

There is a goal shared with the cabinet that we believe we can reach over the next three to five years:

- Recognized as a "Great College to Work For" (Chronicle for Higher Education)
- Recognized as a top 5 "Company to Work for in Washington"
- Recognized as a top 3 "Best Company to Work for in Spokane"
- Recognized as the "Best Education Company to Work for in Spokane"
- Cande Award Winner

December 2024 Key Data Point to Share
Employee Headcount (2014 – 2024)

2023/24* = data count as of 3/1/2024; not a full fiscal year.

ALL	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24*
Classified	542	538	549	533	549	562	523	512	521	572
Exempt	167	174	174	175	186	193	187	173	189	204
Faculty	387	381	376	376	376	373	360	361	363	360
	1096	1093	1099	1084	1111	1128	1070	1046	1073	1136
Hourly	727	543	460	426	452	463	333	195	167	169
Adjunct	455	792	813	725	719	714	615	426	468	525
Volunteers	63	36	141	90	80	59	77	53	89	81
	2341	2464	2513	2325	2362	2364	2095	1720	1797	1911

SFCC	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24*
Classified	66	68	71	66	61	66	54	65	69	73
Exempt	31	35	36	38	35	37	34	34	34	36
Faculty	148	147	149	146	147	155	143	142	145	142
	245	250	256	250	243	258	231	241	248	251
Hourly	93	117	97	58	78	84	69	41	34	32
Adjunct	181	201	203	190	187	169	151	125	145	151
Volunteers	13	8	21	28	18	13	19	9	17	13
	532	576	577	526	526	524	470	416	444	447

SCC	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24*
Classified	124	116	120	122	123	129	119	118	115	126
Exempt	51	52	51	50	54	56	54	49	47	51
Faculty	232	227	219	222	221	218	217	219	218	218
	407	395	390	394	398	403	390	386	380	395
Hourly	149	188	159	155	156	135	89	65	48	50
Adjunct	543	581	604	533	530	545	464	301	323	374
Volunteers	29	14	83	22	22	15	26	34	57	41
	1128	1178	1236	1104	1106	1098	969	786	808	860



2025 Key Area of Focus: HR Staff Acknowledgment & Development

Over the last four months, I have taken a significant amount of time meeting one-on-one with existing HR staff. Currently, we are a team of 16 with a strong history in Labor Relations, knowledge of district personnel, Customer Services, and Professional Development processes.

2025 Key Area of Focus: Recruiting

By working to enhance the core steps of Employer Branding, Job Description Language, Sourcing (Job Promotion), and the overall Candidate Experience, we will see a positive impact on our Recruiting Process.

Key Measurable Goals

- Quantitatively measurable stronger candidate pools
- Ensure objectivity and competition
- Increase Ethnic/Race Diversity
- Consistent Evaluation Processes

2025 Key Area of Focus: Onboarding

Proper onboarding is important because it helps new employees adjust to their new roles and become successful contributors to the organization in the following ways:

- Increased employee engagement
- Measurably improved overall performance
- Reduced turnover
- Improved morale
- Better understanding of organizational culture
- Stronger relationships with colleagues
- Enhanced confidence in the new role
- Positive first impression of the organization

We are currently vetting ideas to enhance our employee onboarding process. We are looking at best practices from various industries as well as talking with HR colleagues from around the state. The long-term cost-benefit is an important factor for all at this point.

2025 Key Area of Focus: Labor Relations and Compliance

CCS has a strong and well-established history in both of these areas due to my predecessor and the existing staff. It is a priority to work diligently to maintain that level of importance.

Prepared by: Fred Davis
Chief Human Resource Officer
December 17, 2024

General Services Division

CGSO Employee Highlight:

This month, we're excited to feature Jovonna Dunbar in our Employee Highlight for the General Services Division. Jovonna is the OCS West/SFCC Security Operations Supervisor and a Spokane Colleges alum, graduating from the Criminal Justice program. She began her career as a work-study student in Campus Security, later working her way from Program Assistant to Security Officer in 2011, and then to her current leadership role. She has served for over 20 years with Spokane Colleges. A proactive leader, she developed the Parking Management System and virtual permitting. Jovonna also mentors student employees in the OCS West Work Study Program. She is tenacious, hardworking, and always looking to enhance the OCS service to the community.

Capital Planning & Development

The Capital Planning and Development team has been hard at work, keeping pace with the highest capital project work load the department has ever seen. Managing 40 capital projects well over \$100 million, the team continues to focus on providing mechanical, roof, and infrastructure upgrades, wrapping up the Fine & Applied Arts building, and starting design phases for new major renovation projects.

Below is a status report of the ongoing Campus Security Upgrade projects on both campuses.

Campus Security Upgrade Projects-Status Report					Total Budget			Contract Changes		
Project #	Scope	NTP	Sub. Comp.	Comp. Status	Budget	Expended	Remaining	COs	DE/DO % of MACC	
Spokane Community College										
2023-568	Exterior Cameras	10/24/2023	7/23/2024	100%	23/25 MW Program	\$ 935,066	\$ 868,543	\$ 66,523	\$ 61,619	9.64%
2024-595	Access Controls	7/19/2024	1/3/2025	81%	Total	\$ 1,853,689	\$ 609,083	\$ 789,967	\$ 279,044	16.85%
					23/25 MW Program	\$ 454,639				
					Local Funding	\$ 1,399,050				
2024-920	Interior Cameras	10/24/2024	2/2/2025	39%	Local Funding	\$ 1,866,558	\$ 33,986	\$ 1,832,572	\$ -	
Spokane Falls Community College										
2023-580	Exterior/Interior Cameras, Access Controls	8/14/2024	4/5/2025	47%	Total	\$ 4,003,806	\$ 1,081,366	\$ 2,922,440	\$ -	
					23/25 MW Program	\$ 1,564,705				
					Local Funding	\$ 2,439,101				

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

District Facilities

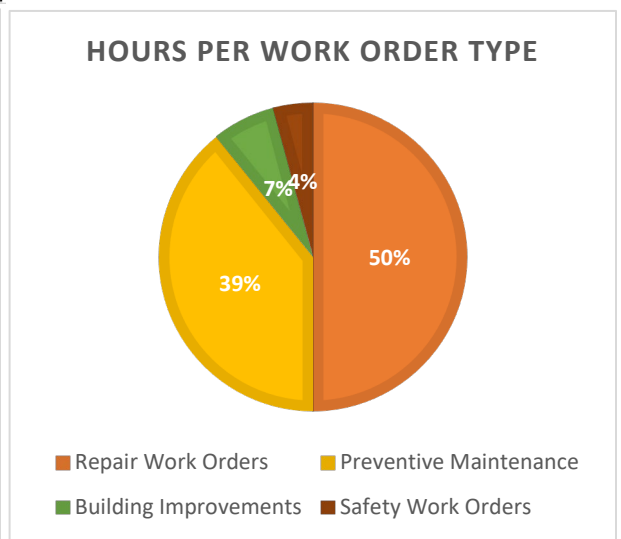
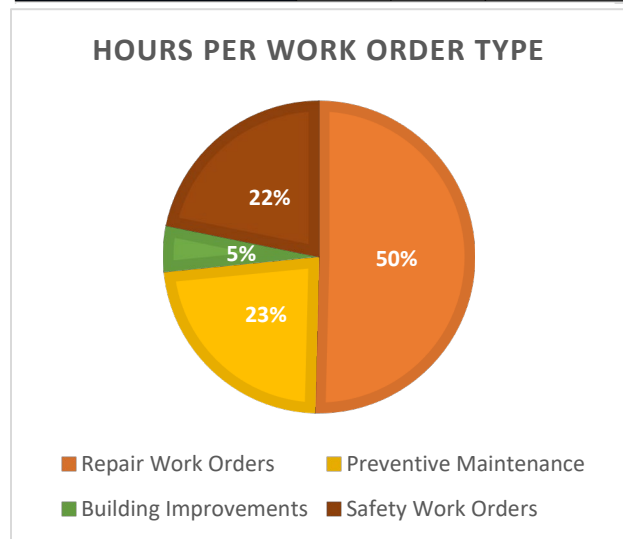
Below is the maintenance data for November 2024. This data paints a picture of the accomplishments of our maintenance and operations staff assigned to each campus and is pulled from our Computerized Maintenance Management System (CMMS) platform, MegaMation.

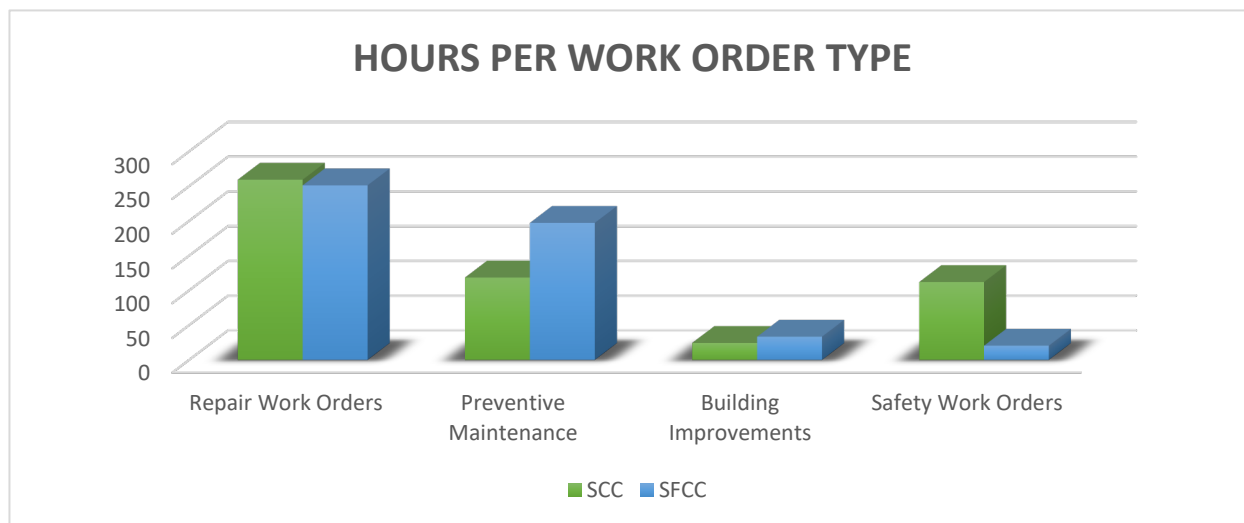
Significant highlights between October and November data are below. Trends are indicative of increased vacation time taken over the holidays.

- SCC saw a 27% decrease in overall work orders completed.
- SFCC saw a 36% decrease in overall work orders completed.
- BIRs saw a 98% reduction in labor hours across the board.
- Both facilities campus teams focused on prioritizing repair and preventive maintenance work orders with repair work orders making up about 50% of each team’s workload.
- Majority of repair and safety work orders can be attributed to cold calls resulting from a sharp decline in outside temps and major HVAC controls upgrades occurring on both campuses.

Spokane Community College			
WORK ORDER TYPE	QTY	HRS	LABOR \$
Repair Work Orders	139	259.35	\$ 14,664.83
Preventive Maintenance	67	118.6	\$ 6,122.04
Building Improvements	9	24.5	\$ 1,284.57
Safety Work Orders	48	112.1	\$ 6,411.81
TOTALS:	263	514.55	\$ 28,483.25

Spokane Falls Community College			
WORK ORDER TYPE	QTY	HRS	LABOR \$
Repair Work Orders	69	251.25	\$ 14,268.82
Preventive Maintenance	90	197.25	\$ 10,239.34
Building Improvements	6	33.5	\$ 1,790.79
Safety Work Orders	9	20.5	\$ 1,143.37
TOTALS:	174	502.5	\$ 27,442.32





Office of Campus Security

The Office of Campus Security is dedicated to fostering a safe atmosphere for our students, faculty, and staff, and below is a summary that outlines key events, collaborative efforts with local law enforcement, and trends observed on campus for the month of November.

Last month, our Office of Campus Security worked in partnership with the Spokane Police Department (SPD) to investigate a rising number of thefts in locker rooms and unsecured storage areas within athletic facilities across both campuses. This investigation resulted in a suspect being detained, who was later found to have been involved in multiple break-ins at various higher education institutions throughout Spokane. The SPD was able to review footage from several of our newly installed security cameras, which played a key role in identifying and arresting the suspect.

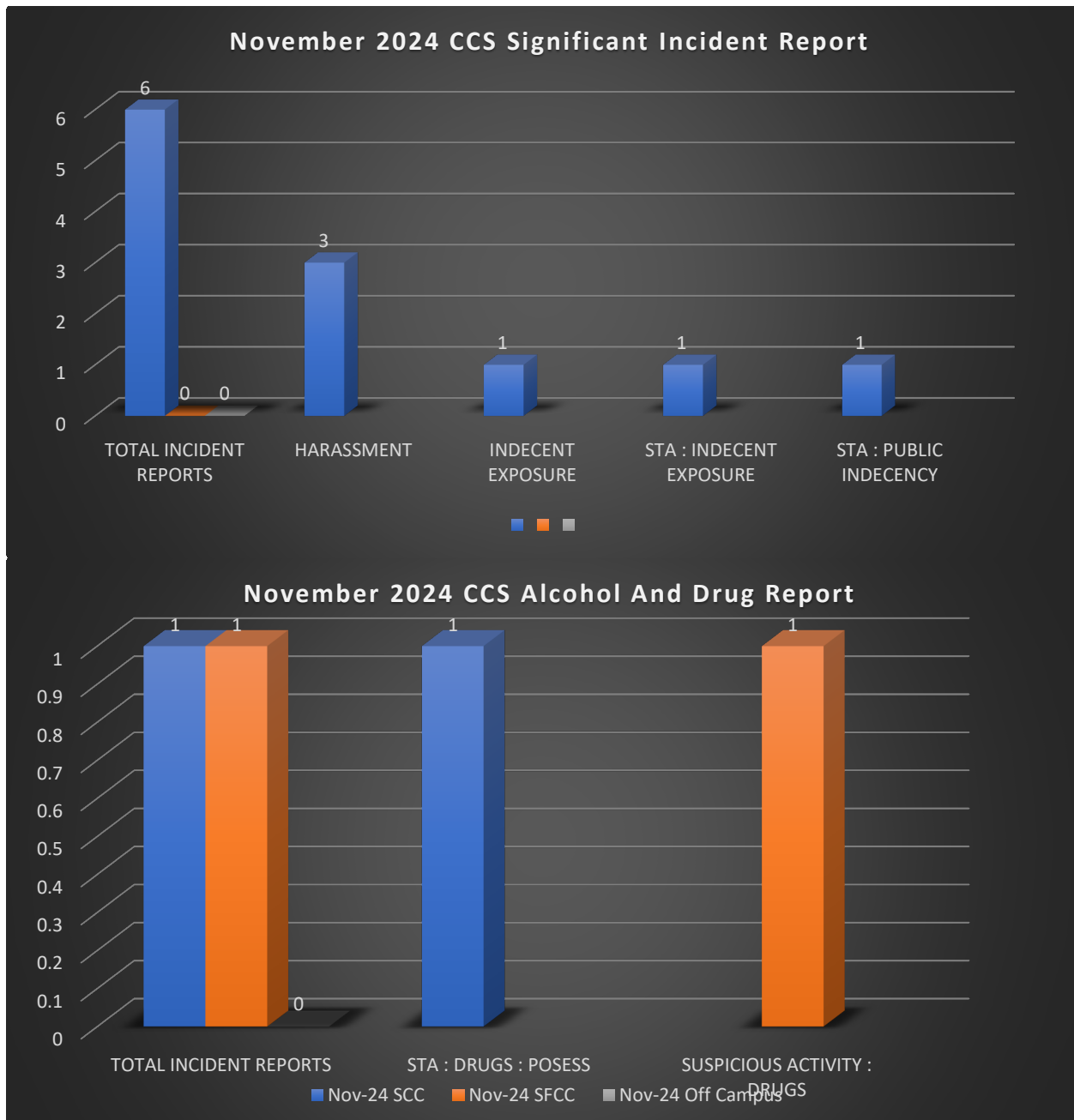
Throughout November, a total of 56 incident reports were filed. There were several significant events reported, all occurring at the SCC campus:

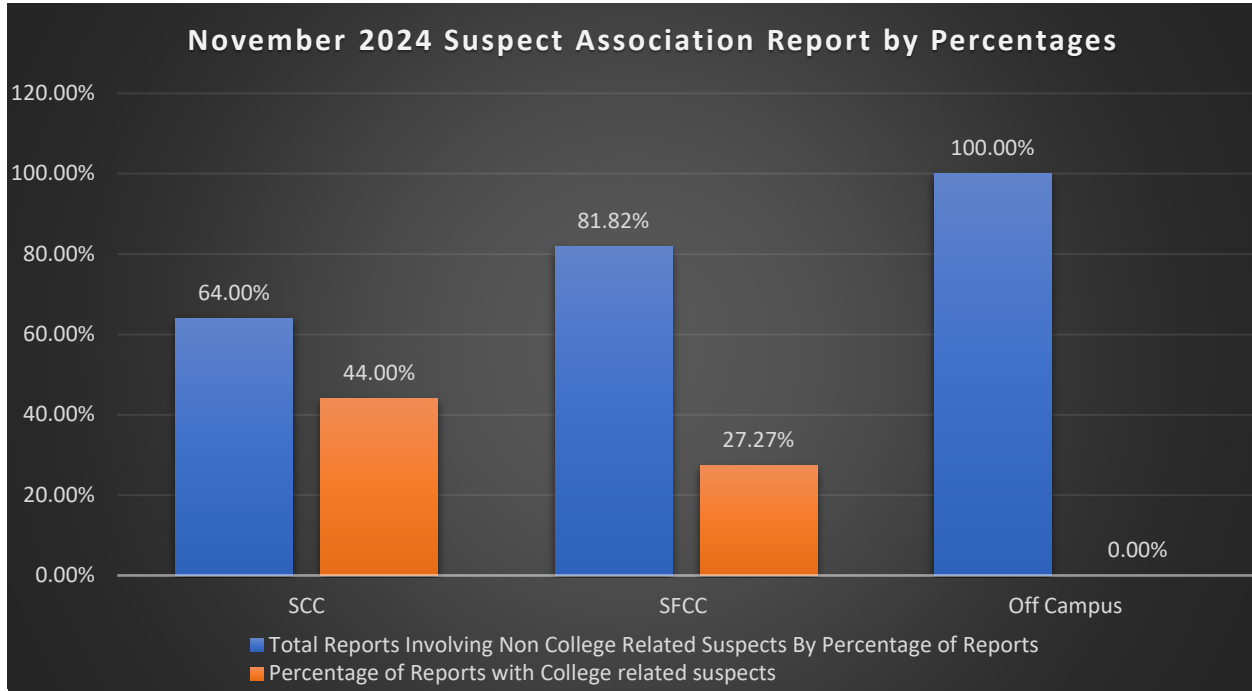
SCC:

- **Harassment:** There were 3 incidents reported for harassment, all occurring at the SCC campus. In one of the cases reported, a female student reported a group of teenagers making sexual comments directed towards her. In another harassment complaint, a suspended student was reported being on campus while another employee reported feeling harassed by the same student.
- **Indecent Exposure:** A non-student exposed himself while urinating outside in parking lot 13.
- **STA:** There was 1 report submitted for indecent exposure for public urination and 1 report submitted for public indecency at the STA, where a patron exposed his buttocks.
- **Graffiti:** There were 6 reports of damage to CCS property resulting from graffiti in which 1 of those cases were reported off site at Riverpoint.
- **Mental Health:** 3 incidents were reported at SCC regarding persons with alleged mental health issues. 2 of the incidents involved a transient on college property and a nonstudent while the other incident involved a student.

Analysis of the incident reports reveal that approximately 64% of criminal activity at SCC is classified as non-college related, with 31% of the incidents related to the STA. At SFCC, 82% of criminal activity is classified as non-college related, with 33% of the incidents related to the STA.

For details of incident and field reports submitted by our Office of Campus Security team for the month of November, please refer to the reports included at the end of the CGSO Report.





Below is a comparison of the 4-year permit sale average compared to permit sales to date for the 24/25 academic year. We are nearly back to pre-pandemic revenue for permit sales, lagging by only 11%.

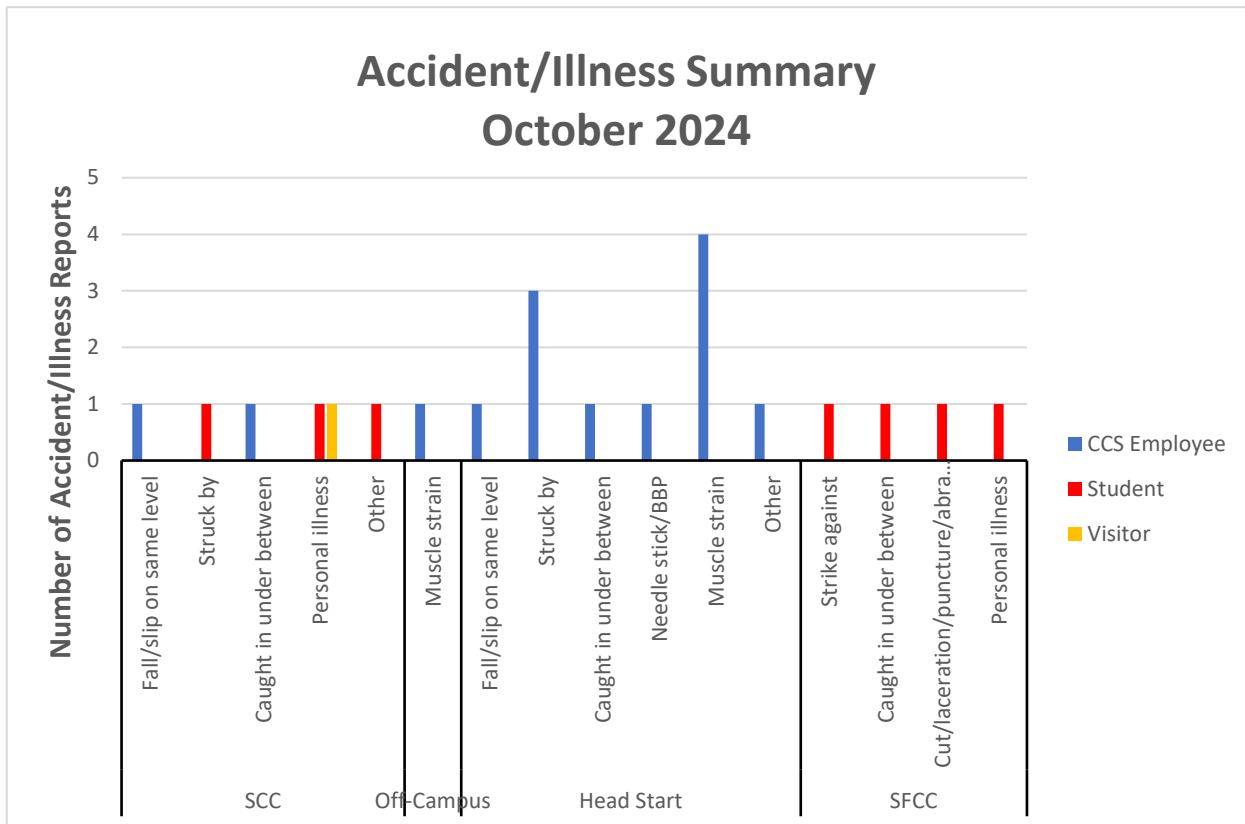
CCS 4 Yr Permit Sale Average									
	Total Permit Sales for 4yr Average	Annual Employee	Annual Student	Summer Employee	Summer Student	Fall Employee	Fall Student	Daily	Monthly
Revenue	\$ 349,642	\$ 92,549	\$ 141,725	\$ 1,462	\$ 6,535	\$ 6,274	\$ 89,194	\$ 7,757	\$ 4,148
Permits	8808	977	1495	91	415	192	2793	2586	260

CCS Total Permit Sales for 24/25									
	Total Permit Sales for 24/25	Annual Employee	Annual Student	Summer Employee	Summer Student	Fall Employee	Fall Student	Daily	Monthly
Revenue	\$ 348,156	\$ 95,166	\$ 145,146	\$ 1,190	\$ 6,020	\$ 6,895	\$ 79,555	\$ 9,966	\$ 4,218
Permits	8801	933	1423	68	344	197	2273	3322	241

CCS % of revenue change 4 yr avg. compared to current FY								
	Annual Employee	Annual Student	Summer Employee	Summer Student	Fall Employee	Fall Student	Daily	Monthly
	3%	2%	-19%	-8%	9%	-11%	22%	2%

Environmental Health & Safety

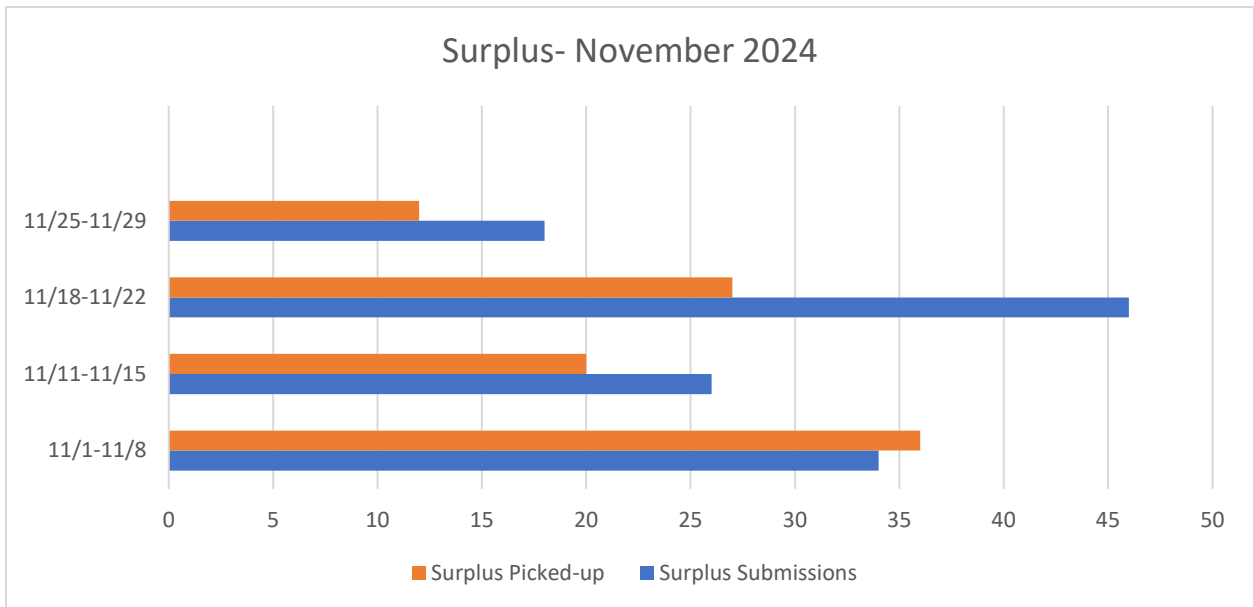
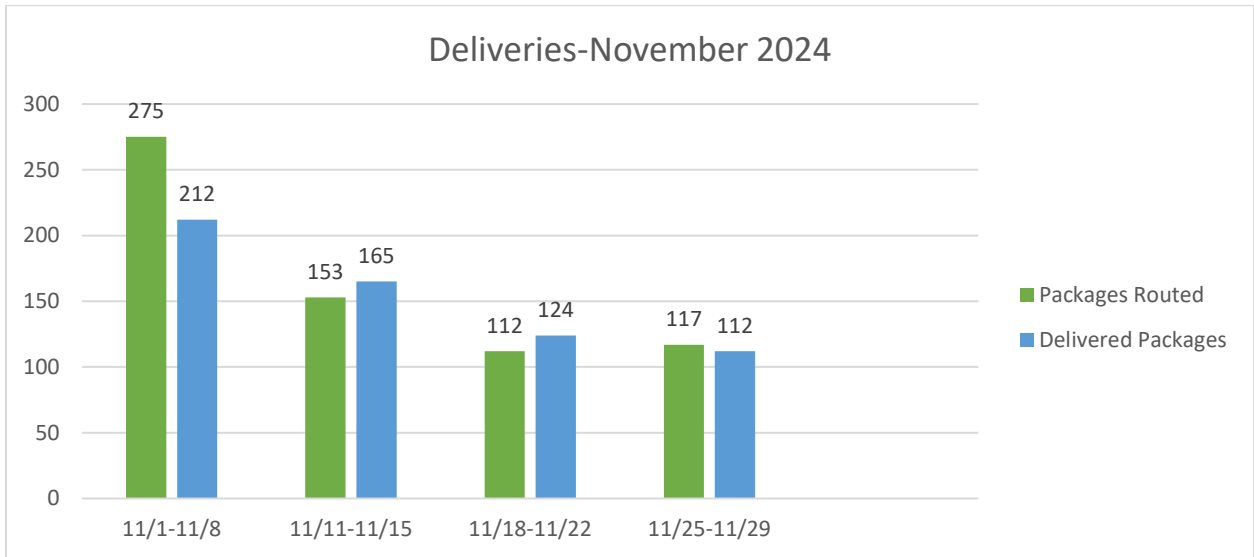
The summary report for November regarding CCS accidents and illnesses has not yet been published. In October 2024, the Environmental Health and Safety (EH&S) office documented a total of **22 accidents and illnesses, a 69% increase compared to the month prior**. 11 of the accidents/illnesses were reported through Head Start involving muscle strains related to carrying a child or being struck by children under their care.



Mailings November 2024	
SCC	192
SFCC	934
District	4882
Headstart	5
ACT 2	1360
Total Postage	7373

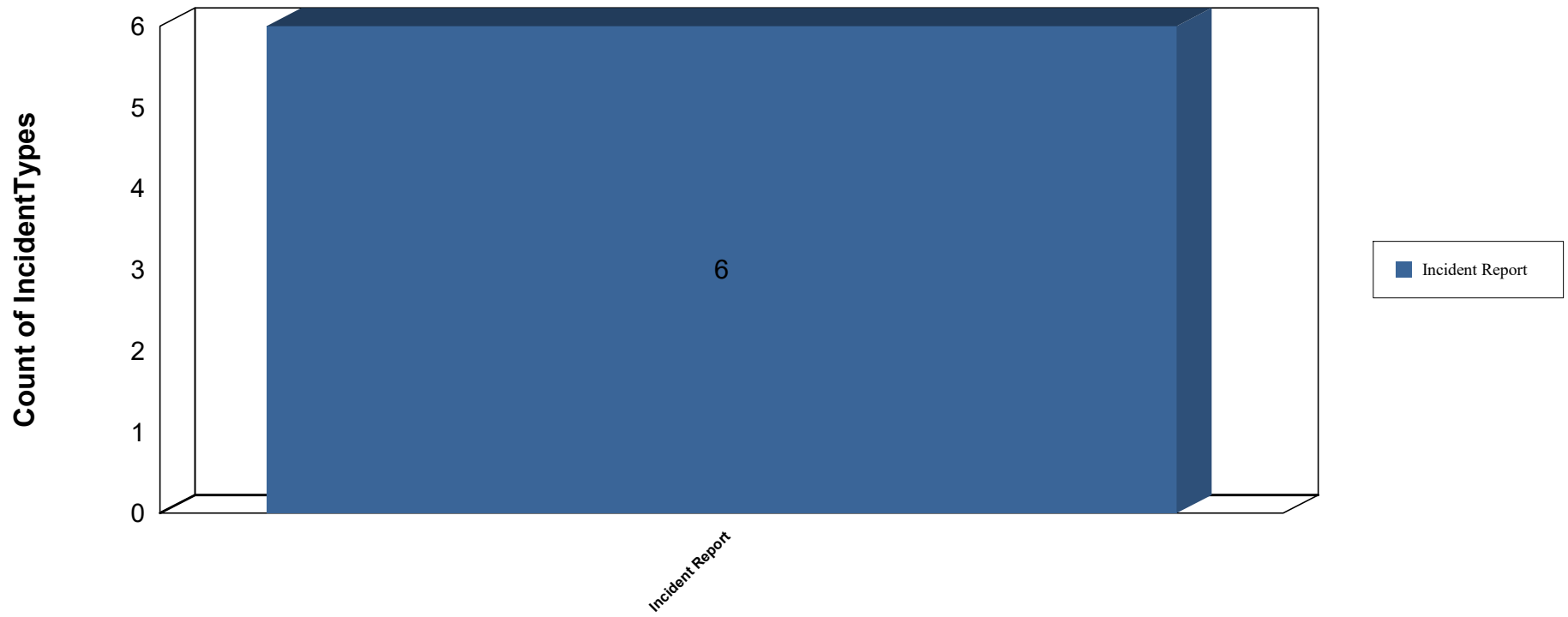
Central Services provides an array of services ranging from package and mail room deliveries to surplus processing. The Logistics Manager has been asked to track metrics for his department to highlight any trends and demonstrate workload.

For the month of November, Central Services processed over 7,000 mailings, delivered over 600 packages, and picked up over 90 items of surplus from the campuses. They also generated roughly \$200 in revenue from 4,500 pounds in scrap metal recycling from surplus material.

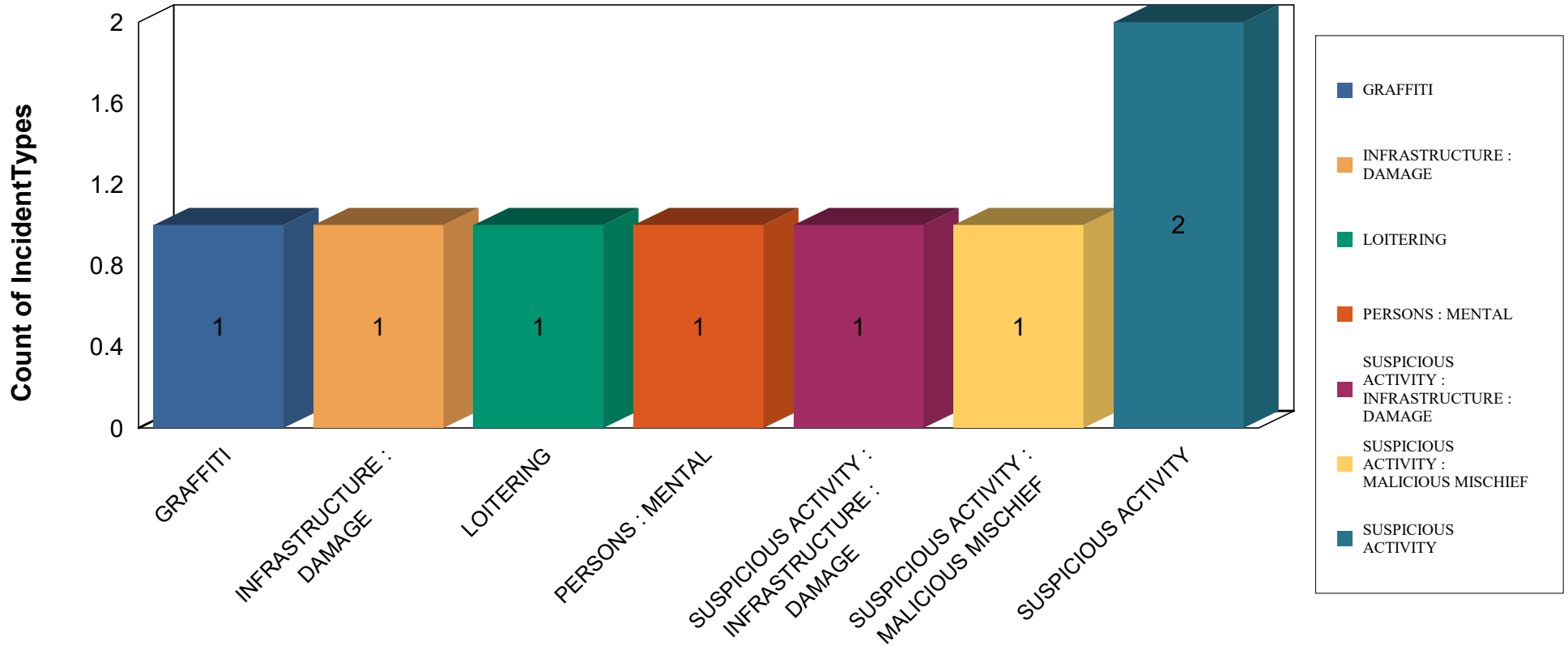


Prepared by: Nichole Hanna
 Chief General Services Officer
 December 17, 2024

Count of Reports Completed



Count of Incident Types



12.50% # of Reports: 1 Incident Report GRAFFITI

12.50% # of Reports: 1 Incident Report INFRASTRUCTURE : DAMAGE

12.50% # of Reports: 1 Incident Report LOITERING

12.50% # of Reports: 1 Incident Report PERSONS : MENTAL

12.50% # of Reports: 1 Incident Report SUSPICIOUS ACTIVITY : INFRASTRUCTURE : DAMAGE

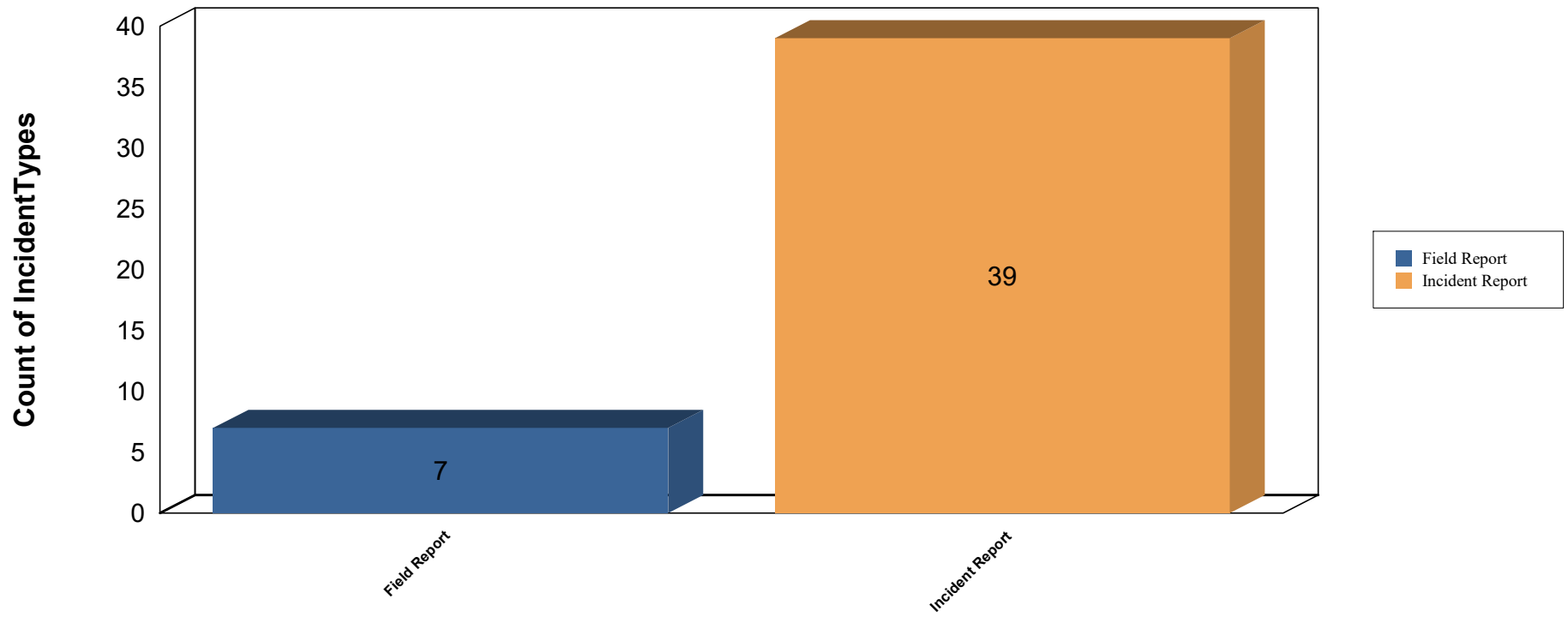
12.50% # of Reports: 1 Incident Report SUSPICIOUS ACTIVITY : MALICIOUS MISCHIEF

25.00% # of Reports: 2 Incident Report SUSPICIOUS ACTIVITY

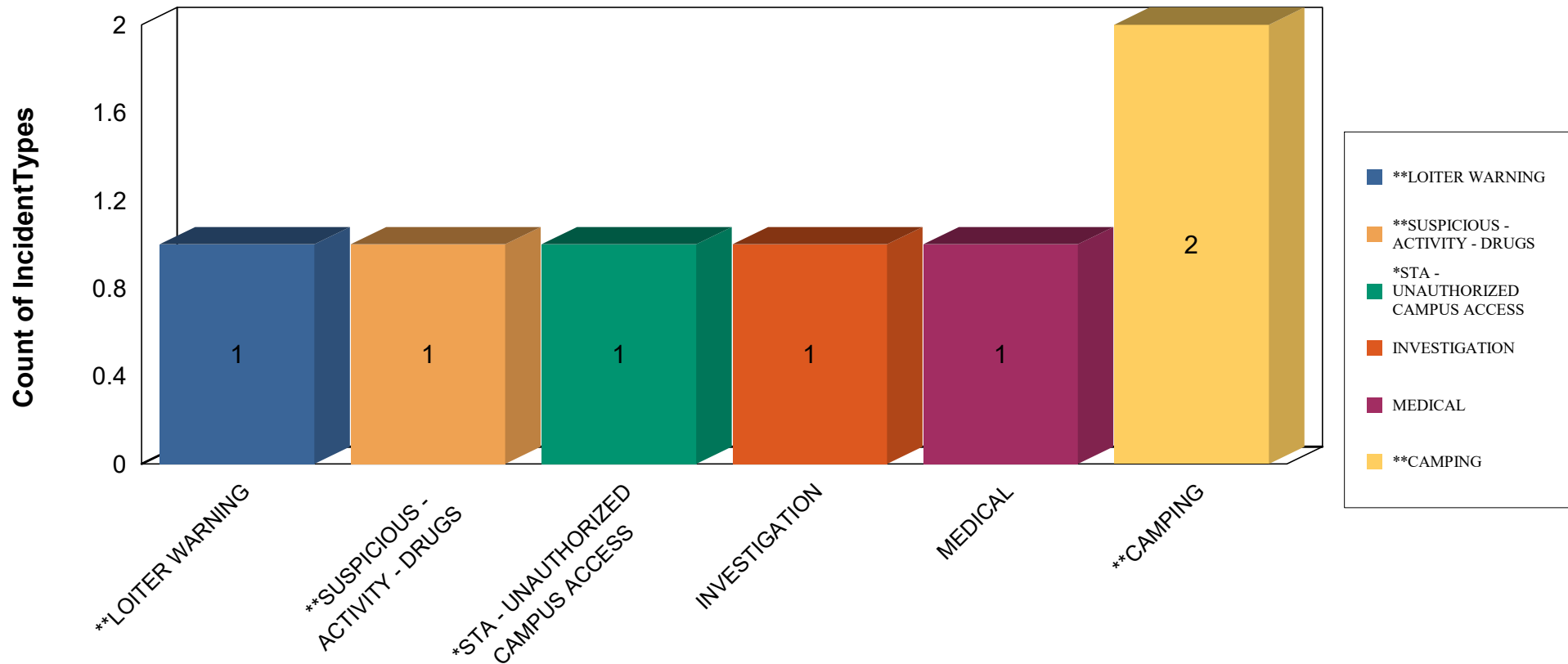
Grand Total: 100.00% Total # of Incident Types Reported: 8 Total # of Reports: 6

Grand Total: 100.00% Total # of Incident Types Reported: 8

Count of Reports Completed



Count of Incident Types



14.29% # of Reports: 1 Field Report **LOITER WARNING

14.29% # of Reports: 1 Field Report **SUSPICIOUS - ACTIVITY - DRUGS

14.29% # of Reports: 1 Field Report *STA - UNAUTHORIZED CAMPUS ACCESS

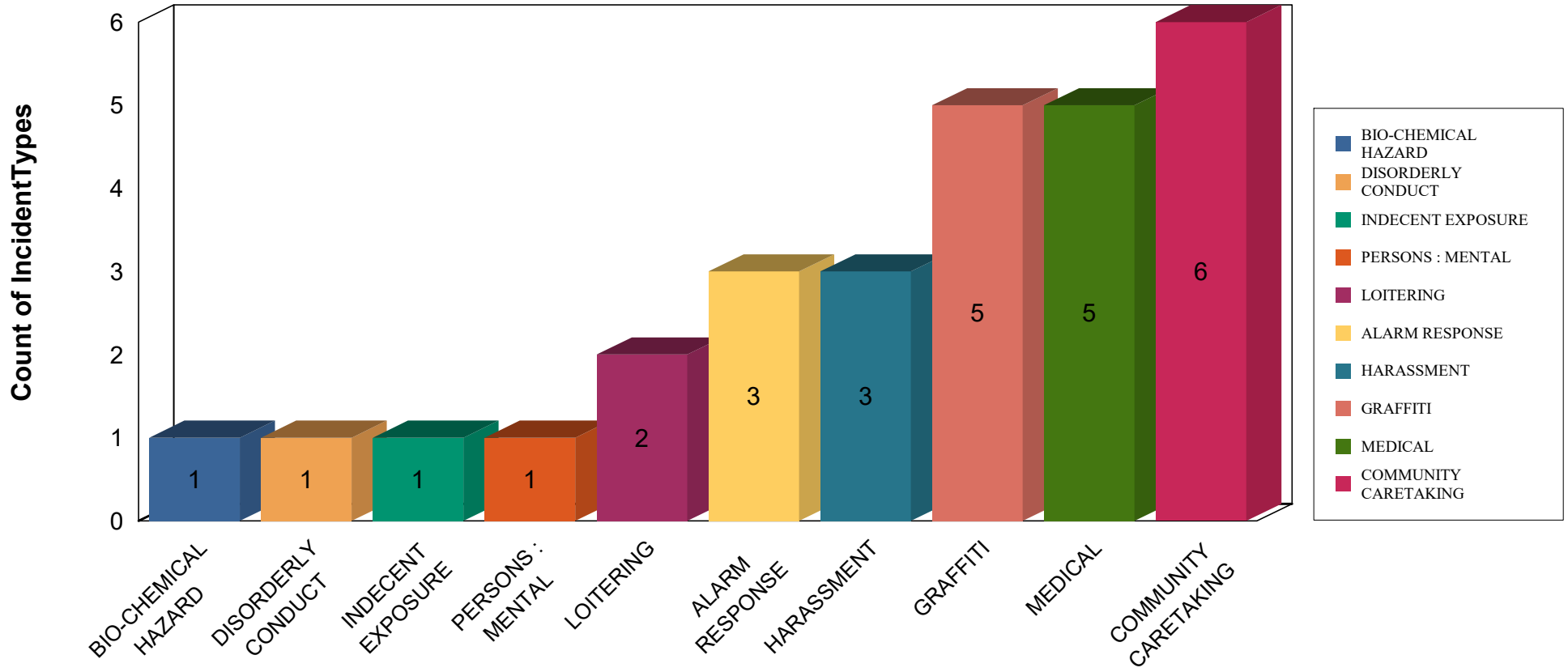
14.29% # of Reports: 1 Field Report INVESTIGATION

14.29% # of Reports: 1 Field Report MEDICAL

28.57% # of Reports: 2 Field Report **CAMPING

Grand Total: 100.00% Total # of Incident Types Reported: 7 Total # of Reports: 7

Count of Incident Types



2.13% # of Reports: 1 Incident Report BIO-CHEMICAL HAZARD

2.13% # of Reports: 1 Incident Report DISORDERLY CONDUCT

2.13% # of Reports: 1 Incident Report INDECENT EXPOSURE

2.13% # of Reports: 1 Incident Report PERSONS : MENTAL

4.26% # of Reports: 2 Incident Report LOITERING

6.38% # of Reports: 3 Incident Report ALARM RESPONSE

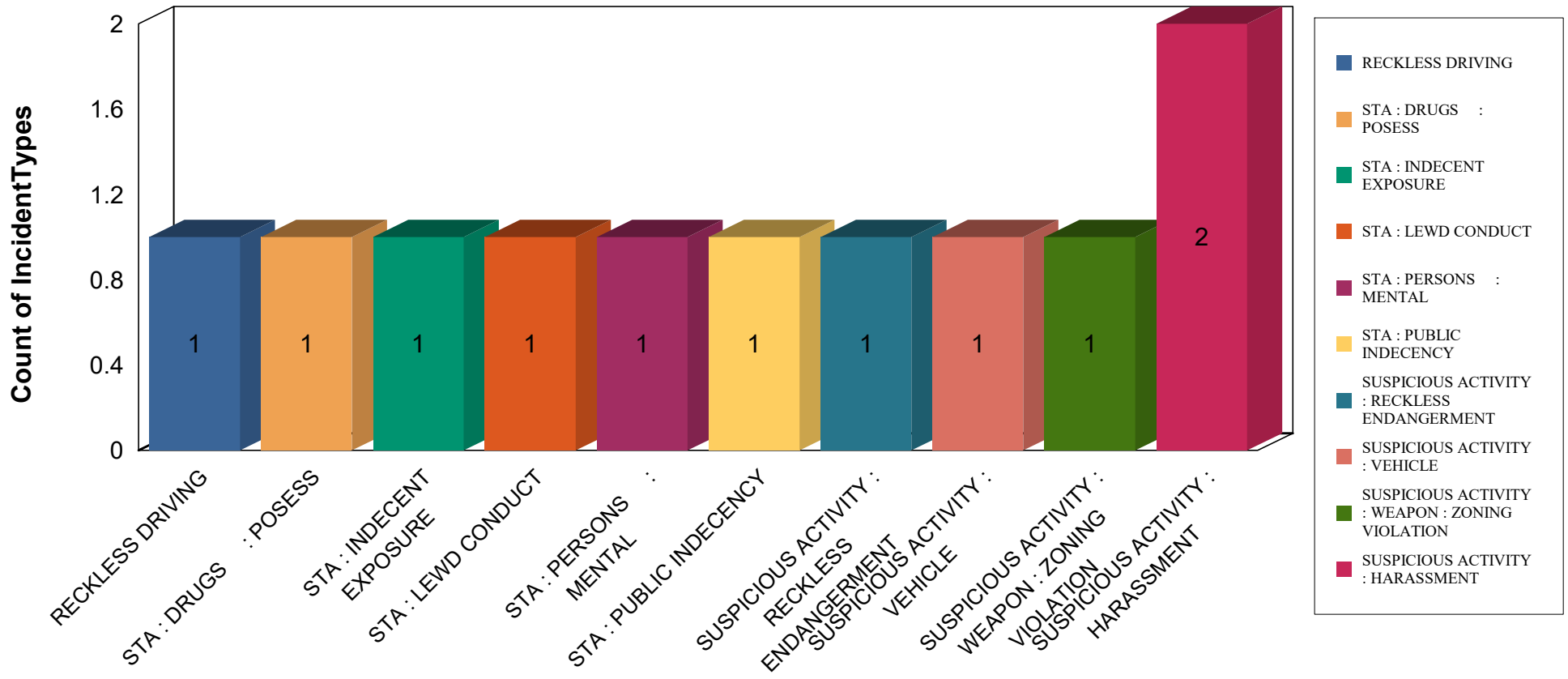
6.38% # of Reports: 3 Incident Report HARASSMENT

10.64% # of Reports: 5 Incident Report GRAFFITI

10.64% # of Reports: 5 Incident Report MEDICAL

12.77% # of Reports: 6 Incident Report COMMUNITY CARETAKING

Count of Incident Types



2.13% # of Reports: 1 Incident Report RECKLESS DRIVING

2.13% # of Reports: 1 Incident Report STA : DRUGS : POESS

2.13% # of Reports: 1 Incident Report STA : INDECENT EXPOSURE

2.13% # of Reports: 1 Incident Report STA : LEWD CONDUCT

2.13% # of Reports: 1 Incident Report STA : PERSONS : MENTAL

2.13% # of Reports: 1 Incident Report STA : PUBLIC INDECENCY

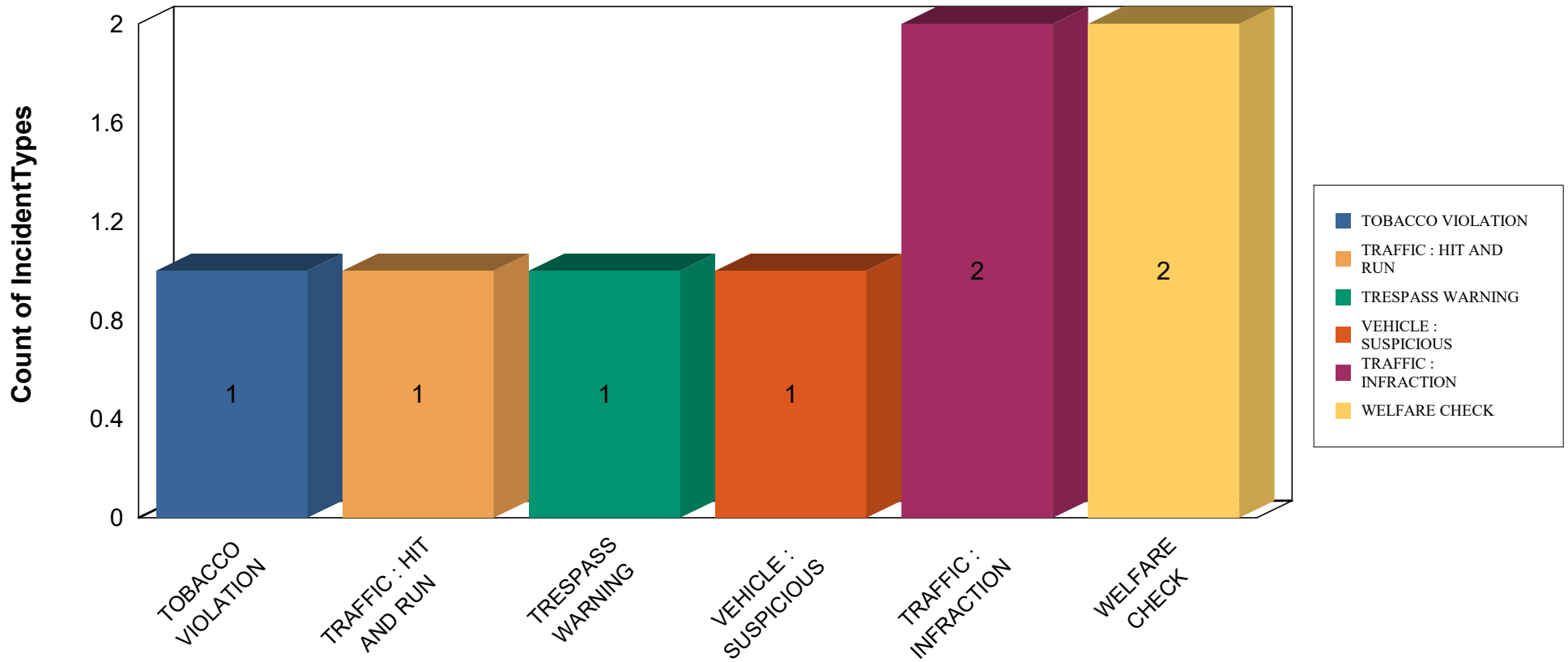
2.13% # of Reports: 1 Incident Report SUSPICIOUS ACTIVITY : RECKLESS ENDANGERMENT

2.13% # of Reports: 1 Incident Report SUSPICIOUS ACTIVITY : VEHICLE

2.13% # of Reports: 1 Incident Report SUSPICIOUS ACTIVITY : WEAPON : ZONING VIOLATION

4.26% # of Reports: 2 Incident Report SUSPICIOUS ACTIVITY : HARASSMENT

Count of Incident Types



2.13% # of Reports: 1 Incident Report TOBACCO VIOLATION

2.13% # of Reports: 1 Incident Report TRAFFIC : HIT AND RUN

2.13% # of Reports: 1 Incident Report TRESPASS WARNING

2.13% # of Reports: 1 Incident Report VEHICLE : SUSPICIOUS

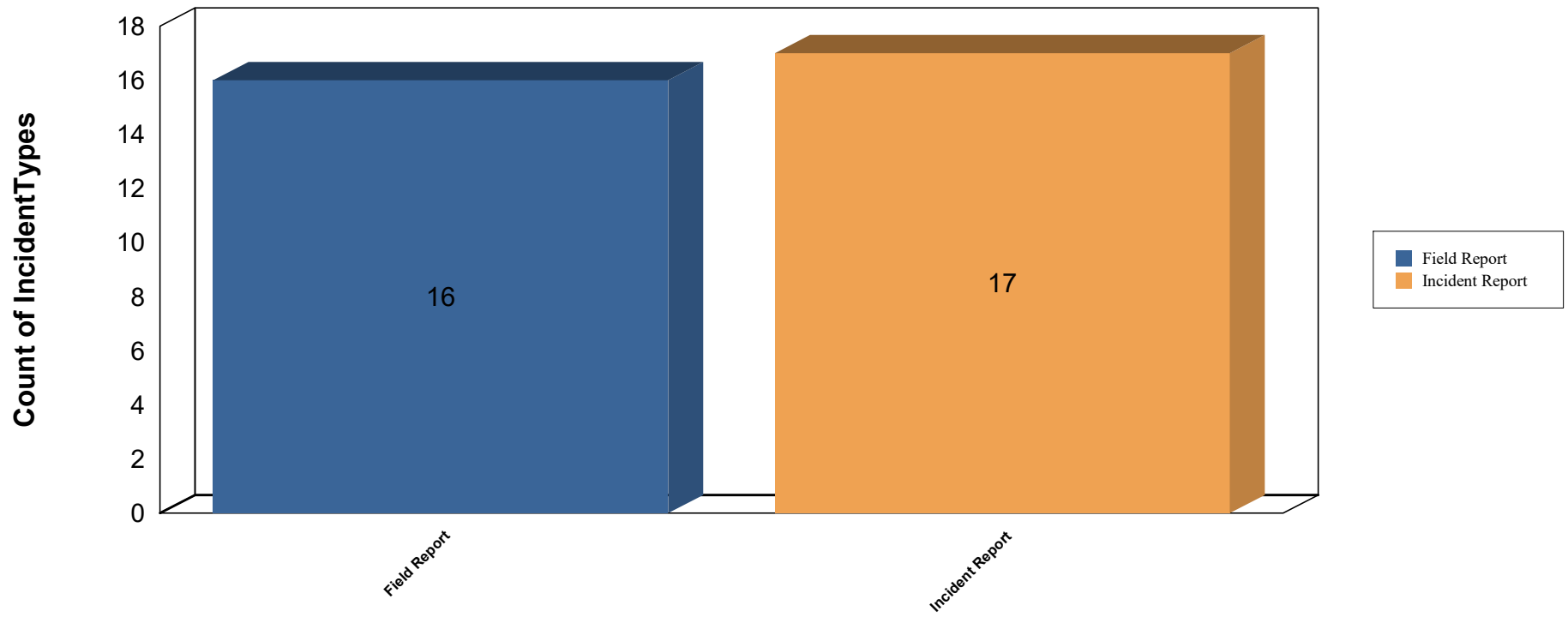
4.26% # of Reports: 2 Incident Report TRAFFIC : INFRACTION

4.26% # of Reports: 2 Incident Report WELFARE CHECK

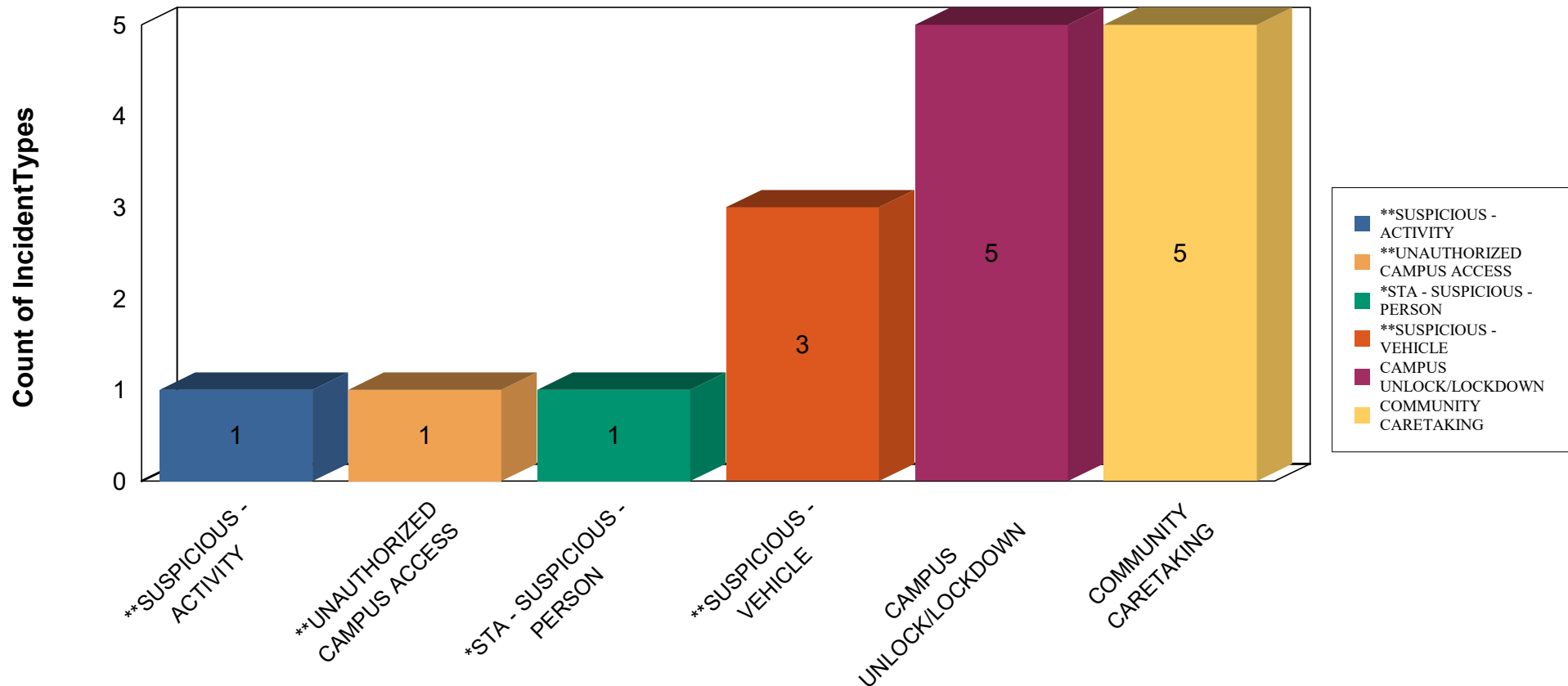
Grand Total: 100.00% Total # of Incident Types Reported: 47 Total # of Reports: 39

Grand Total: 100.00% Total # of Incident Types Reported: 54

Count of Reports Completed



Count of Incident Types



6.25% # of Reports: 1 Field Report **SUSPICIOUS - ACTIVITY

6.25% # of Reports: 1 Field Report **UNAUTHORIZED CAMPUS ACCESS

6.25% # of Reports: 1 Field Report *STA - SUSPICIOUS - PERSON

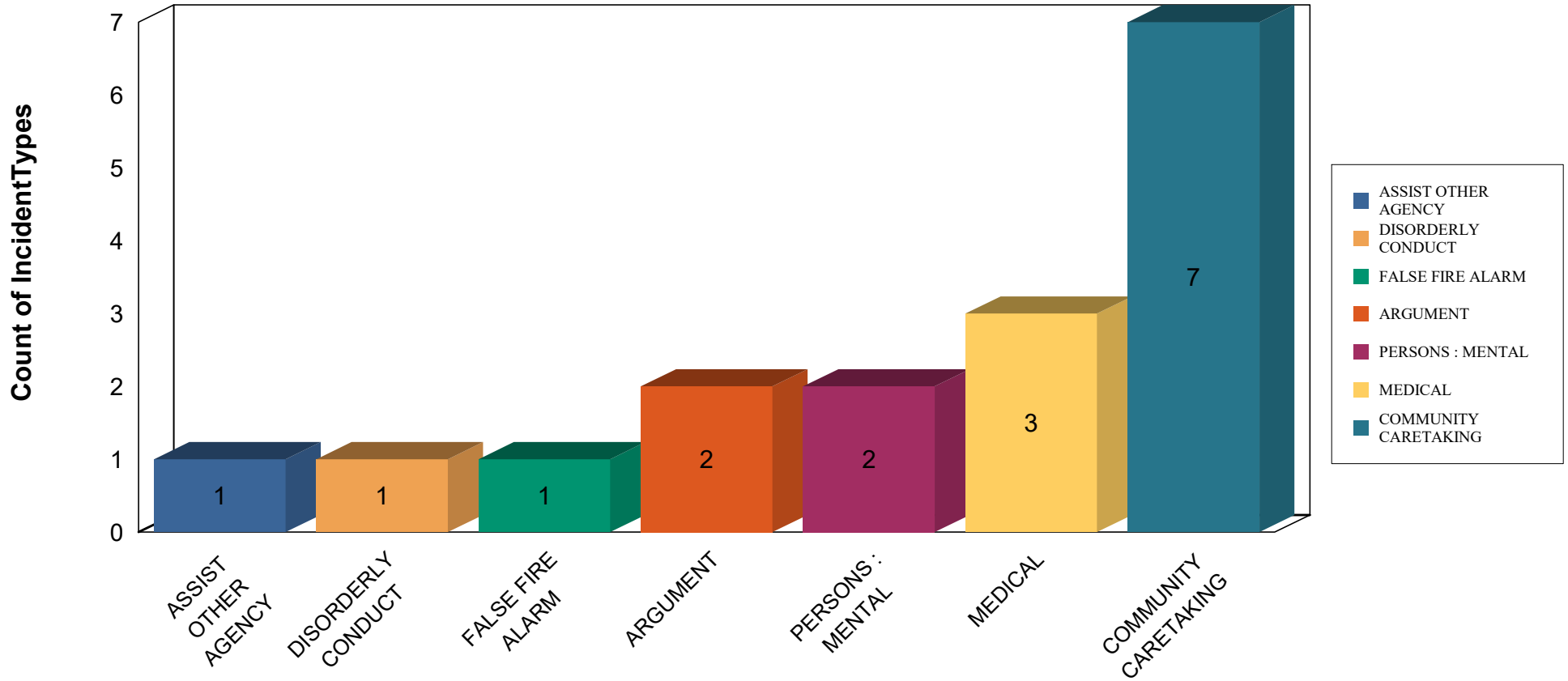
18.75% # of Reports: 3 Field Report **SUSPICIOUS - VEHICLE

31.25% # of Reports: 5 Field Report CAMPUS UNLOCK/LOCKDOWN

31.25% # of Reports: 5 Field Report COMMUNITY CARETAKING

Grand Total: 100.00% Total # of Incident Types Reported: 16 Total # of Reports: 16

Count of Incident Types



4.00% # of Reports: 1 Incident Report ASSIST OTHER AGENCY

4.00% # of Reports: 1 Incident Report DISORDERLY CONDUCT

4.00% # of Reports: 1 Incident Report FALSE FIRE ALARM

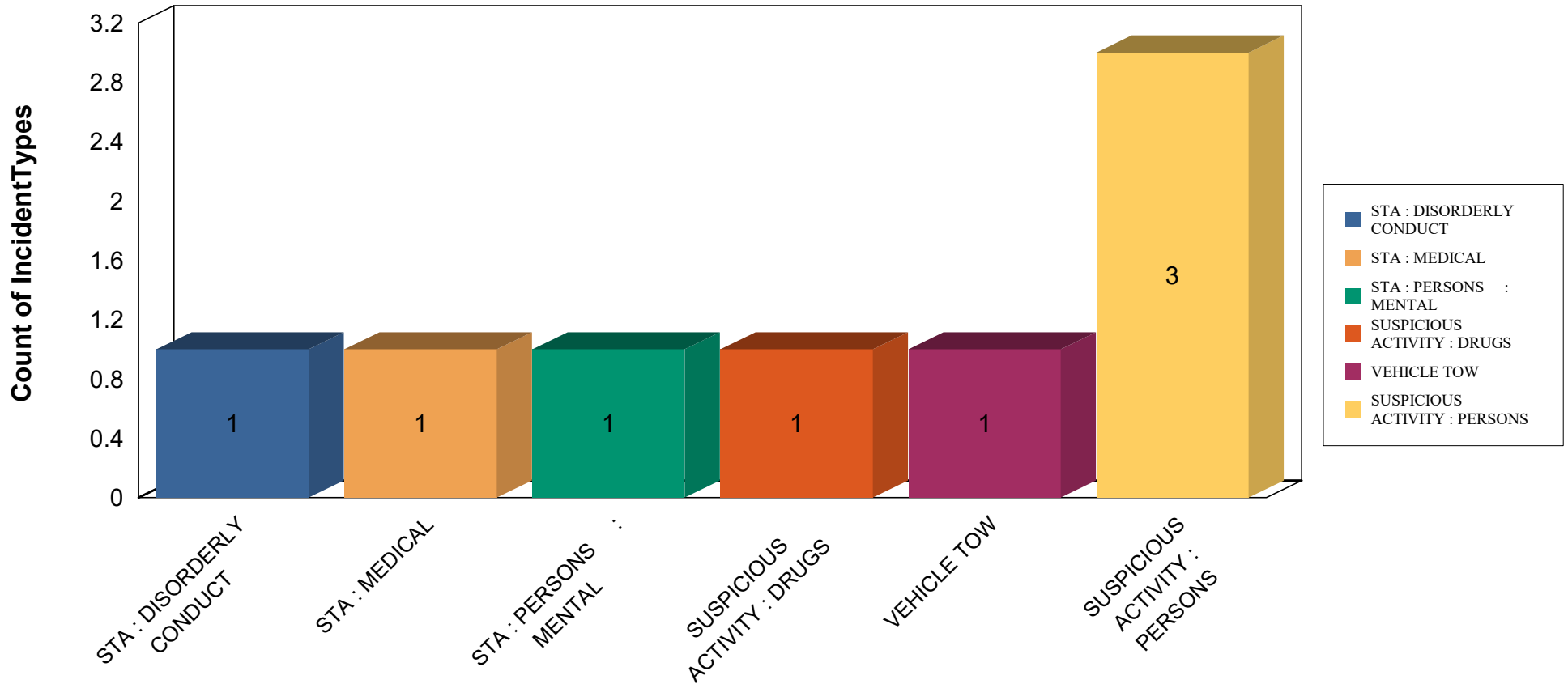
8.00% # of Reports: 2 Incident Report ARGUMENT

8.00% # of Reports: 2 Incident Report PERSONS : MENTAL

12.00% # of Reports: 3 Incident Report MEDICAL

28.00% # of Reports: 7 Incident Report COMMUNITY CARETAKING

Count of Incident Types



4.00% # of Reports: 1 Incident Report STA : DISORDERLY CONDUCT

4.00% # of Reports: 1 Incident Report STA : MEDICAL

4.00% # of Reports: 1 Incident Report STA : PERSONS : MENTAL

4.00% # of Reports: 1 Incident Report SUSPICIOUS ACTIVITY : DRUGS

4.00% # of Reports: 1 Incident Report VEHICLE TOW

12.00% # of Reports: 3 Incident Report SUSPICIOUS ACTIVITY : PERSONS

Grand Total: 100.00% Total # of Incident Types Reported: 25 Total # of Reports: 17

Grand Total: 100.00% Total # of Incident Types Reported: 41

Item 10

PRESIDENT'S REPORT
SPOKANE COMMUNITY COLLEGE

Presented by: Dr. Jenni Martin
President, SCC
December 17, 2024



Instructional Updates

Adult Basic Education

On Wednesday, November 13, Dean of Adult Basic Education, Sherri Fujita, and Assistant Dean of Adult Basic Education, Sarah Stiffler, co-presented with Kevin Williams, Division Executive of Spokane Workforce Council, at the Washington Workforce Association’s annual conference in Tacoma, WA. In this presentation, Adult Basic Education described the close partnership between SCC and the Spokane Workforce Council and their latest initiative called the [Inland Education Alliance](#).

The Inland Education Alliance is an intentional alliance of local employers who pledge to be “student-friendly” employers. The idea is that a list is created of employers that students can connect with who are willing to offer a commitment to employee development through flexible scheduling (working around a class schedule), a quiet place to study, time off during important exams, or conditional hires. Through this alliance, Adult Basic Education hopes to provide our local employers with loyal, dependable talent, while at the same time balancing the needs of a full or part-time student.

The presentation was well-received and created interest from other Workforce Councils around the state. For more information about the Inland Education Alliance, please see the [website](#).

Arts and Sciences

As a division, Arts and Sciences Fall Quarter enrollment was up 9% at 420.7 FTEs compared with enrollment in Fall of 2023 at 385.1 FTEs.

Spokane Community College Faculty Librarians Melinda Martin and Greg Bem kicked off their “Power of Information” walk-in workshop series this quarter with “Breaking the Story: Understanding News & Media.” This 50-minute workshop aimed to enhance participant’s understanding of how news is defined, disseminated, and influenced by media institutions while encouraging critical thinking, interactive activities, and discussions on media consumption and civic engagement. Two sessions ran on 11/19 and 11/20, with most student attendees coming from SCC’s Social Science courses. This timely, critical series will continue in the Winter 2025 and Spring 2025 quarters with additional topics around power and information.

Business, Hospitality & Information Technologies

Hospitality Department

Inland Northwest Culinary Academy students and instructors worked to make Thanksgiving meal preparation a little easier for the rest of SCC. Professional baking students and instructors completed the extraordinary feat of preparing delicious fruit, nut and cream pies, turkey-shaped cakes, cheesecakes, and tortes, along with dinner rolls for sale over one day, Tuesday, November 26. Here are some numbers to consider:

- 5,400: number of dinner rolls produced
- 650: number of assorted fruit, nut, and cream pies made
- 106: number of cheesecakes and tortes made
- 8: number of roasted turkey cakes, which are spice cake with orange cream cheese filling



Photo of a roasted turkey cake produced by the hospitality department, which is a spice cake with orange cream cheese filling in a turkey form.

Culinary Arts students and instructors produced 81 pre-ordered Thanksgiving take-out meals. The menu featured salad, roasted parsnip soup, herb-roasted turkey with gravy, cranberry relish, sausage stuffing, sweet potatoes, mashed potatoes, green bean casserole, and a vegetable medley. In addition, the meal was capped off by a classic pumpkin pie with house-made whipped cream.

The Hospitality Department partnered with the SCC Greenery to offer a Thanksgiving centerpiece single-candle arrangement.

Second Harvest Food Bank hosted an event entitled, “A Night at the Warehouse,” on November 14th to thank donors. Chefs Charlie Martin and Laurent Zirotti attended the event with Culinary Arts student Sal Salazar to talk about the partnership between the SCC/SFCC Food Pantry, Culinary Arts program, and Second Harvest. The SCC/SFCC Food Pantry works with Second Harvest to contribute to student success through food donation, support, and helping students in need. Second Harvest CEO Jason Clark and President Drew Meuer provided a presentation with an example of SFCC students using the food pantry.

Extended Learning & Workforce Initiatives

The Airway Heights Correctional Center SCC Carpentry program students designed and built a modern farmhouse-themed doghouse, to be donated to the annual Spokane Humane Society Furball fundraising event. Instructor Joe Morales installed the metal roofing portion offsite, with help from his son, and coordinated delivery and assisted with set-up at the event location. The event was held at the Davenport Grand Hotel and the doghouse’s final bid was \$655.



Photo of the farmhouse-themed doghouse designed by SCC students at the carpentry program at the Airway Heights Correctional Center.



Health & Environmental Sciences

The Medical Assistant program continues to work to meet the needs of regional employers. This summer, 18 students graduated from the program. Two active cohorts of students are moving through their programs. Program Director Ryan Taylor and faculty are taking active steps to increase their online presence by hosting a Facebook Live event to promote the program. The program has multiple guest speakers from numerous clinical sites coming to campus to speak with students regarding opportunities within their organizations. These include Providence, MultiCare, CHAS, and Concentra Health. They've also established Concentra Health as another clinical partner for externships. This will expose students to both urgent care and occupational medicine. The program continues to stand out as a premier medical assistant educational program in the area based on feedback from clinical partners.

The Pharmacy Technician program currently has nine students in the on-ground program. All students from the previous on-ground cohort passed their national exam and are currently employed in the field. Program Director Sandi Tschritter and faculty member Austin White were informed that the hybrid cohort that begins Winter Quarter is completely filled with students. All are pleased with the SCC onboarding specialists who have worked with faculty and students to get such great interest in the program.

The annual poinsettia open house occurred on November 21 and 22 at the SCC Greenery. Second year students sold 30 different varieties of poinsettias that they grew. This is always a joyful and colorful celebration each year with many people from the campus communities attending, but also an abundant number of people from outside the schools that love poinsettias and supporting The Greenery. Poinsettias will continue to be sold as long as the greenhouse has them.

The Health Services Research Roundtable of Eastern Washington held a networking event on the evening of November 14 at Gonzaga University. The title of the event was Fostering Resilience: A Conversation About Youth Mental Health. Over 80 people were in attendance from all of the local colleges and community partners. Leading the discussion was a pediatric endocrinologist, threat assessment coordinator, health program specialist, and professors of education and counselor education. Members of HES have been involved in this organization for many years. The purpose of the group is a collaboration between higher education and community partners to promote public health. The partnership exists to facilitate relationships and capacity building that benefit the health of local communities. The organization brings together faculty, staff, and students from multiple disciplines across campuses with a broad network of community partners to explore opportunities for engaged scholarship, education, and policy development that improves service access, delivery, and outcomes to all. Anyone interested in the subject(s) are welcome to attend future events, with the next one tentatively occurring in April. Announcements will be coming from a variety of sources closer to the event.

The Nursing Department, under the guidance and leadership of Associate Dean Dr. Cheri Osler, has created a Practical Nursing program that will be offered starting Winter Quarter. Graduates who become Licensed Practical Nurses (LPN's) work under the supervision of Registered Nurses. This has been a collaborative and prolonged process that was started as a result of local hospitals asking SCC to help build this pipeline of LPNs. The program will be four quarters in duration after three quarters of prerequisites and graduates will be able



to be employed by all of the local hospitals and long-term care facilities to help meet the need for nurses due to shortages caused by an aging workforce as well as those who resigned due to work pressures associated with the SARS-CoV-2 outbreak. The first cohort is taking eight students and, as of this writing, there are already more than enough interested applicants. On a related note, there were 123 applications for the next Registered Nurse program cohort, which is more than twice as many applications as the program has capacity to admit. Currently, the Registered Nursing program takes 112 new students per year in two different cohorts.

Technical Education

The Electronics program has seen a remarkable 44% increase in new student enrollment this fall compared to last year. This growth can be attributed primarily to the success of Electronics faculty Melody Frye's "Solder Night" enrollment events, which provide prospective students with an engaging introduction to the program. During these events, attendees have the opportunity to meet Electronics faculty and current students, learn about career prospects in Electronics, and gain hands-on experience with soldering in the lab. Since March, three Solder Nights have been held, each drawing approximately 30 unique participants. To continue driving enrollment, the program plans to host Solder Nights quarterly, including summer sessions.

In collaboration with the Center for Continuing Education (CCE), faculty Doug Stewart is currently developing a Biomanufacturing course tailored for newly hired technicians at Jubilant HollisterStier. Designed as an intensive 8–10-week program, this course aims to equip participants with essential skills for success in pharmaceutical manufacturing. In August Doug, along with Alissa Munoz and Brandon Livingston met with Jubilant's leadership team at their facility to tour the site and discuss the course specifics. Jubilant has shown great enthusiasm for this initiative, and Technical Education is optimistic that it will open doors for further collaboration with the pharmaceutical manufacturing industry.

The Heavy Equipment (HEQ) program is actively pursuing a State Board for Community and Technical Colleges (SBCTC) grant to incorporate Electric Vehicle (EV) training into its curriculum, with a focus on heavy equipment applications. This grant, valued at up to \$2 million over three years, would enable the program to acquire essential equipment, including two trucks and a charging station, as well as provide specialized training for two faculty members and secure necessary curriculum materials. If awarded, this grant will position the HEQ program to address industry demand for skilled technicians trained in EV technologies. High praise is due to HEQ faculty members Todd Conery, Tony Livingston, Pat Marker, and Matt Devita for their innovative, forward-thinking approach to expanding the program's relevance in the evolving heavy equipment industry. Their efforts are instrumental in positioning the program as a leader in Electric Vehicle (EV) training for heavy equipment applications and supporting an industry partner, the Spokane Transit Authority. Technical Education would like to extend gratitude to the Vice President of Workforce Development, Julie Parks, as her experience has proven instrumental in developing a competitive proposal that will also increase the amount of CCE, CDL truck driving cohorts we are able to offer our community.

The HVAC-R program is actively pursuing the Lowe's Foundation Gable Grant, which offers funding to develop creative approaches for directly recruiting, training, and preparing a diverse talent pool, including people of color, women, and individuals from rural communities. Special commendations go to HVAC-R faculty members Travis Green and Steve Nordquist for their forward-thinking approach in exploring collaboration with local trades unions, working toward potential articulation opportunities to increase program accessibility for these underrepresented groups.



Assessment Team

Student Learning and Assessment Committee (SLAC) finished their fall retreat with a final workshop day in November led by Julia Metzker from the Washington Center. During the retreat SLAC worked on developing a plan to implement faculty led assessment at SCC. This includes developing an annual assessment cycle where faculty assess the SCC Key Literacies.

Teaching & Learning Center

Teaching and Learning Center (TLC) Director, Angela Bonilla Rasmussen, attended the national conference of the Professional and Organizational Developers (POD) Network in November. With college support, she learned from other educational developers and higher ed center directors from across the country and brought back new ideas and research on best instructional practices. For the first time, POD included a special interest group specifically for community and technical college educational developers, and Angela is part of the leadership team that will support the unique needs of CTE, transfer, and Adult Education faculty.

Additionally, Angela co-facilitated a half-day pre-conference workshop designed to support center directors' leadership and planning skills. Attending the POD conference as part of a Spokane Colleges team that included SFCC and eLearning representatives provided opportunities for more intentional collaboration across the district, and that collaboration will result in improved professional development opportunities in the TLC.

Student Services Updates

Admissions and Registration

Associate Registrar Christine Burge led efforts to improve the Academic Credit for Prior Learning (ACPL) form and align the form to Transparency in Learning and Teaching (TILT) principles with the objective of improving the student, faculty, and staff ACPL experience. This effort occurred over the last few months and in collaboration with teams from SCC Admissions and Registration and several colleagues at SFCC. Together they streamlined the form, removed extraneous information, and updated its contents to include a clear explanation of the purpose of the form. The changes to the form bring transparency to the ACPL process, clearly communicate turnaround time, and provide accurate fee information. The [form](#) is now available online. Along with the updated application form, Admissions and Registration staff have also been working with the Spokane Colleges Graphics and Marketing Department to update the SCC ACPL website (coming soon) to align the site with TILT techniques and provide a fresh resource for the SCC community and the public.

Staff from both Admissions and Registration helped assist 335 students attending Tech Ed Trades Discovery Day on November 13. This assistance included help with the SCC application process, understanding admissions requirements, and enrolling students for both Winter and Spring Quarter classes. They were also able to help students connect to additional resources for future enrollment.

Career Services

Career Services is excited to welcome our new ESL Career Pathway Specialist, Cené Tamashiro, to the team. Cené will be working closely with students from our ESL program including meeting with students one-on-one for job search related needs like resumes, cover letters, and job applications. She is also available for class presentations and workshops, so students understand the job market and how to pursue a career, find jobs, and network in the U.S. Cené will help students who have professional degrees and careers from their home



country continue those careers in the US in collaboration with the International Rescue Committee, World Relief, and the Welcome Back Center at Highline College. Career Services is so happy to have Cené here to help the global community at SCC by providing support, guidance, and equity to those from abroad.

The inaugural Career and Community Resource Expo held on November 6 was a major success. Fifty-five companies and organizations joined the Expo. Employers interacted with nearly 140 students and community members. In the exit survey, employers were very pleased with the turnout and organization of the event. They enjoyed the layout, light refreshments from the Spokane Indians, popcorn and Italian sodas from Student Leadership, the communication with Career Services, and the number of students and community members with genuine interest who came through and spoke with them. Looking to the next Expo, a couple of changes are planned to make the event run smoother. These include having SCC Welcome tables at each entrance to provide employers an immediate interaction with SCC staff, hosting hourly raffles for students and community members who take a survey to determine how they found out about the event and what they hope to learn, as well as having a map or signs that distinguish between tables that are hiring and tables that have resources. The success of the event relied on the help of numerous SCC staff, as well as community and student engagement.

Career Services has coordinated with MK Kourma, Manager of Student Rights and Responsibilities, and Student Life to have free professional portraits for students to include on their LinkedIn profile and for any other professional networking. Students can come visit Career Services and schedule an appointment for a professional portrait.

Samantha “Sami” Archuleta, Career Services Supervisor, is coordinating a new Internship Program. Sami started the program in November, which connects the Spokane County Medical Examiner’s Office with faculty who agreed to be liaisons for students. The goal is to give the students hands-on experience while earning college credits. Along with Internships, Career Services is working on job shadow opportunities within our community for students.

Counseling Center

The Counseling Center is excited to announce that they have launched an enhanced AI chatbot aimed at connecting with students, increasing persistence, and improving retention. In partnership with EdSights, the Center has developed a chatbot named Skitch. The program first launched in Fall 2024 with a pilot group of first-time college students. So far, 98% of pilot students have opted in. The chatbot has had almost 2,000 text interactions from students.

Powered by generative AI and a vast knowledge base of SCC-specific information, Skitch checks in on students’ experiences, offers resources for challenges, answers questions, gathers feedback, and fosters a virtual community. [This video will show you more.](#)

The EdSights team has been busy analyzing the feedback coming in from students and checking in on students Skitch identifies as high-risk. After this pilot experience, the program will roll-out to the entire student body in January 2025. This [report](#) includes launch data and a few examples of the incoming text messages Skitch received after launch.



Thank you to the EdSights team: Andrea Lahr, Lori Greenwood, Roy Caligan, Guillermo Espinosa, Norma Cantu, and Piper McCarthy.

Mental Health Counselors Ronda Hain and Andrea Lahr have started a new service this quarter aimed at meeting the mental health needs of SCC students. The program, called “Let’s Chat,” is a drop-in-style therapeutic visit with a mental health counselor. Let’s Chat Counselors can listen to specific problems and help students explore solutions. Through this experience, the Counseling Center aims to create both an efficient way for students to access mental health services and help students who are not sure about the counseling process learn what it’s like to talk with a counselor and explore available mental health resources. Let’s Chat drop-in hours are Monday and Wednesday, 1:00-3:00 p.m. in the Counseling Services office, Building 1, Room B102. If the posted drop-in hours do not work for a particular student, they can access an online calendar and find on-ground or online meeting times that may be a better fit. Please check out this new resource and other related offerings [here](#).

Customer Relationship Management (CRM)

Practical Nursing (PN) in the CRM

The CRM application for SCC’s Practical Nursing program opened on November 4, with support from Spokane Colleges’ Erin Mitchell, who ensured that data seamlessly flowed from the online application form into the CRM. Key highlights of the process include:

- **PN Initial CRM Marketing Campaign Launch:**
 - Campaign Date: November 5
 - Target Audience: 244 prospective students who already met the program prerequisites
 - Outreach: Email campaign with text message follow-up
 - Metrics:
 - 244 emails delivered
 - 79% open rate
 - 6% click-through rate to the application
- **PN Second Wave CRM Marketing Campaign:**
 - Campaign Date: November 19
 - Target Audience: 225 prospective students who already met the program prerequisites
 - Outreach: Email campaign with text message follow-up
 - Metrics:
 - 63% open rate
 - 5.3% click-through rate to the application

Throughout the 26-day application period ending November 30, a total of 26 applications were submitted. The program plans to admit 8 students into the Winter 2025 cohort. Over the second week of December, the CRM will deliver acceptance, deferred, and denied letters. Confirmed/Accepted students will be registered in the CRM for the program's orientation event on December 18.

Winter CRM Enrollment Communications Projects

December Transfer Advising & Registration Day:

An invitation/email campaign to over 600 applicants and current transfer students not yet registered for winter quarter was sent November 26 encouraging registrations for Transfer Advising & Registration Day.



Robotics Mechatronics Information Session:

An email campaign to over 110 prospective and accepted students who are not yet enrolled for Winter 2025 and have an interest in hands-on programs was sent to invite them to attend one of two information sessions where assistance for winter class registration will be available.

Competitive Application Programs:

Continued cross-campus conversations are underway with various competitive application programs to work toward moving applications online using the CRM.

Disability Access Services

Did you know that the Disability Access Services (DAS) office provides support not only to students with disabilities, but also students with health conditions, temporary conditions such as a broken bone or concussion, and students who are pregnant or experiencing pregnancy-related conditions?

Under recent changes to Title IX (federal law that prohibits sex-based discrimination in education programs and activities that receive federal funding), if a student shares that they are pregnant or experiencing any pregnancy-related condition (including post-pregnancy—nursing/lactation, post-partum depression, or any other pregnancy-related condition), they must be given information on their right to connect with the college's Title IX Coordinator and DAS to request accommodations.

SCC now has a total of 3 designated lactation/nursing spaces on campus including in the Lair, the Student Health Clinic, and now in Building 27 Room 134.

During the month of November, DAS met with 42 new students to establish accommodation plans. At this point in Fall Quarter, over 21% of all classes offered at SCC have a student or students with active accommodation plans.

Dual Enrollment & K-12 Partners

Running Start

Dual Enrollment has been working on ramping up for Winter 2025 by connecting with current Running Start students to encourage early registration. Currently, 82% of the 900 Fall 2024 Running Start students (741 students) have already registered for Winter quarter. Our next goal is to have 90% of Running Start students registered for Winter 2025 before the end of the Fall 2024 quarter.

Recently, the Dual Enrollment office learned that a former Running Start student, Jayce, who earned their Business AA-DTA at the same time as their high school diploma is doing well at their 4-year college. Business faculty from Whitworth report Jayce has done well in their program. Be a Sasquatch among Pirates!

CTE Dual Credit

Throughout November Dual Enrollment Support Supervisor Tessa Greene visited North Central, Shadle Park, Lewis & Clark, Ferris, and West Valley High Schools to register CTE Dual Credit students. At Lewis & Clark High School, a few students were preparing to attend SCC's Culinary Program after graduation. They were very excited to receive 6 credits towards that goal through the CTE Dual Credit program.



Financial Aid

By the numbers:

- 9,665 total FAFSA Applications received for Academic Year 2024-25.
- 4,358 student files completed for Summer, Fall, Winter, and Spring quarters.
- 519 new student files completed for Winter and Spring quarter.
- 3,404 total number of students who are registered and have financial aid awarded Winter 2025 quarter.
- 208 total students who are registered Winter quarter and have applied for financial aid, but their files are incomplete.
 - Financial Aid Staff are contacting these students to see if we can assist them in completing their files.
- \$ 16,878,865.72 awarded aid for Winter quarter alone.
- \$ 53,067,369.58 awarded aid for Academic Year 2024-25.

Global Education

The Global Education Office is getting ready for winter quarter international student intake. They currently have 10 new SCC students and 6 SFCC students from a variety of countries, including Japan, Colombia, Kenya, Iran, and Estonia, and anticipate a few more applications in the coming weeks. The new international student orientation will be held December 27. Study Abroad Manager Carolin Gipple reviewed over 70 U.S.

Department of State Gilman Scholarship applications from across the nation and was recently awarded a grant-funded trip to Chicago to receive Gilman Advisor training. Carolin has been advising SCC and SFCC students on study abroad opportunities and promoting the Gilman scholarship, a scholarship specifically for Pell Grant eligible students. The Global Education Office has several students planning to study abroad in Rome, Italy in Spring 2025.

Multicultural Student Services

College life is often dynamic and overwhelming. Students face a wide range of challenges affecting their academic performance, personal growth, and overall well-being. From adjusting to complex coursework and navigating a new social environment to managing stress and planning for the future, the journey through higher education can feel daunting. To address these challenges, the Inspiring Minds to Promote Action, Change, and Transformation (IMPACT) Mentorship Program was created to offer students a structured framework for guidance and support in facing these challenges.

On Friday, November 22nd, Multicultural Student Services successfully launched the IMPACT Mentorship Program under the leadership of Debbie Joyner, Multicultural Programs Supervisor. The inaugural cohort consists of 12 students from diverse backgrounds and experiences, including 5 transfer students (both domestic and international) and 7 professional/technical students ranging in age from 18 to 48 years old.

IMPACT was created to offer students a [structured peer-to-peer framework](#) for guidance and support to address the wide-range of challenges students face. Through IMPACT, mentors will provide invaluable insights, reassurance, and practical strategies to help mentees navigate academic pressures, overcome personal challenges, and integrate socially. This approach ensures that support is both relatable and accessible, enhancing mentees' confidence and resilience. At the same time, mentors develop their own leadership and



interpersonal skills, gaining a deeper understanding of their educational experience while contributing positively to the campus community.

As the academic year continues, we look forward to fostering a supportive and inclusive environment where all participants can successfully navigate higher education and transform their lives!



Photo above of Academic Year 2025 IMPACT students and mentors posing for a photo in the Center for Inclusion and Diversity.

Northern Counties

Newport Center

On November 13, Registration Pathway Specialist Kerrin Langford and Office Assistant 3 Veronica Lawrenson participated in Newport's Future Sasquatch Day Registration Event. This event provided students with the opportunity to connect with faculty, explore academic programs, tour the campus, learn about funding options, apply for admission, and register for classes.

On November 26, Katherine "KC" Cornelis, Workforce Program Specialist 2, visited Cusick High School for an outreach event alongside Mark Ramos, Indigenous Student Outreach/Support Manager from SFCC. The event attracted over 30 high school students, who showed significant interest in SCC's Natural Resource Program. They discussed funding options, academic programs, and opportunities available through Spokane Colleges.

Outreach and Campus Visits

At the National College Fair on October 29 at the Spokane Convention Center, SCC Outreach spoke to hundreds of high school students. Before the Fair started Student Recruitment Manager Ramona Barhorst was waiting for the loading dock door to open when one of the employees, a barista at the Convention Center, opened the door to let her in. They started talking as they walked in the building. After Ramona told her she worked at SCC, the barista told Ramona her story. The barista really wanted to go back to school but did not know how since she works three jobs and has a young son. Ramona assured her SCC could help and gave her a business card. In early November, the barista contacted SCC. We were able to help her apply and get her FAFSA in order. She was so excited when she left that she hugged Ramona and said she knows this will make her and her son's life better. She is now registered for Winter 2025 in the Medical Billing and Coding Program.

Brandi Maynard, Workforce Recruitment Manager, started posting clips from her Facebook Lives and YouTube interviews on TikTok in November and is averaging about 250 views per post.

Brandon Velazquez, Community Recruitment Manager, went to Mica Peak High School, an alternative high school in the Central Valley School District, for an application day. This is the first time Outreach has done an



application day with Mica Peak, and we were able to help about half of the seniors apply to SCC. Outreach will return to help students activate their ctcLink accounts as well as provide students with support through the new student orientation, Bigfoot First Steps.

Student Life and Student Government

Student programming board Bigfoot Events hosted its final events for Fall 2024 during the last week of November. Bigfoot Events will now turn its attention to planning January's Welcome Week events.

Associated Student Government (ASG) officers hosted several events in November and early December for a variety of student constituencies across campus, including sandwiches with Cosmetology students and donuts with Automotive and Machining students in Buildings 18 and 28. ASG officers plan to continue the tradition next quarter. Also in Winter 2025, they are hoping to fill several Senate vacancies.

Student Health Clinic

The Student Health Clinic is winding down from a busy fall quarter. The Clinic's last day for Fall 2024 is December 5 and will reopen for Winter 2025 on January 2.

The clinic has received its first shipment of 100 doses of Narcan, a narcotic overdose prevention drug, from the Washington State Department of Health and additional orders may be available. These are available to students in the Health Clinic free of charge.

The Clinic is also in the process of obtaining an emergency contraception (EC)/Narcan vending machine with grant funding from the Washington Student Achievement Council. The machine will be specifically produced and calibrated to dispense EC and overdose prevention products.

WorkForce Transitions

WorkForce Transitions and StandUp Wireless have partnered to provide a free cell phone event that will be held on January 2, 2025, in the Lair Student Center. Students will be able to meet with representatives and work through qualifications for cell phone access.

WorkForce Transitions will also be hosting a Department of Social and Health Services (DSHS) Mobile event on campus on Tuesday, December 17, in Building 6 for students. Students can meet with a representative from DSHS on the spot and screen for eligibility. This is a great event as students can screen, qualify, and meet with WorkForce all in one stop right here on our campus.

PRESIDENT'S REPORT
SPOKANE FALLS COMMUNITY COLLEGE

Presented by: Dr. Kimberlee Messina
 President, SFCC
 December 17, 2024

President's Report

As you can see from the vice presidents' reports, there is a tremendous amount of great work happening at the Falls. I wanted to take this opportunity to highlight some additional accomplishments:

- SFCC and SCC Business faculty have successfully collaborated with their colleagues at EWU to finalize a Business articulation agreement! This is great news for our transfer students.
- Our Disability Access Services, led by Kathy Shearer, has been seeing a large increase in student demand, and have been doing amazing work with our instructional faculty and our students to meet this need. Their office has seen more students this quarter than all of last year.
- I want to give a huge shout out to Josiah Morrow, one of our ASG student leaders, who has stepped up to serve on our DEGA committee and is helping all of us to be learn and be more inclusive of our deaf community.
- I am so excited for the official transition to our new brand, Spokane Colleges, and have already noticed tremendous interest and buzz in the community!



Student Affairs

Enrollment

With 32 days remaining in the winter enrollment cycle, SFCC is seeing continued growth in enrollment, currently up 3% in FTE and headcount compared to the same point in the cycle last year.

New Pilot Process for Drop for Non-Payment

SFCC is implementing a new pilot process for managing drop for non-payment, beginning in winter quarter. This initiative is designed to better align with the principles of Guided Pathways by allowing students to remain enrolled in their courses and on their program maps until just before census day.

Currently, the drop process involves weekly drops beginning after the tuition deadline on December 5th and continuing through January 15th. This creates challenges for students, who often find themselves in a cycle of being dropped and re-enrolling, as well as for staff who must manage the administrative burden. Additionally, this process can prevent students from re-enrolling in the courses they were originally advised into, reducing the effectiveness of onboarding initiatives such as Bigfoot Beginnings, Bigfoot Registration, and advising.

The new pilot seeks to simplify this process, improve communication, and provide students with greater flexibility to stay on track toward their educational goals.

Key Changes

- There will be a single drop for non-payment on January 14th, replacing the weekly drops.
- Students will have access to new Nelnet payment plan options, which include a four-payment plan to lower the cost of individual installments.
- A comprehensive communication strategy is being developed to proactively engage students at risk of being dropped, ensuring they understand their options and deadlines.
- To remain enrolled by January 14th, students must meet one of the following criteria:
 - Paid tuition in full
 - Have a deferment for pending aid from Financial Aid, WorkForce, or Student Financials
 - Be enrolled in a Nelnet Payment Plan
 - Have an outstanding balance of less than \$300

Intended Outcomes

The goals of the pilot include:

- Keeping students enrolled in their planned courses and on their program maps.
- Providing students with additional time and more flexible options to pay tuition.
- Reducing administrative burdens for staff and enhancing the effectiveness of advising and onboarding initiatives.

This pilot was developed in collaboration with the District Business Office and SCC. Additional details will be communicated to stakeholders in the coming weeks, with targeted outreach and Q&A sessions for Guided Pathways Specialists to help personalize messages to students.

This pilot represents a meaningful step forward in supporting our students, improving retention, and aligning operational processes with the principles of Guided Pathways.

International Education Week

International Education Week was a vibrant celebration of the global exchange of ideas, cultures, and perspectives. The event emphasized the importance of fostering mutual understanding, preparing students for an interconnected world, and promoting international collaboration through education. This weeklong initiative encouraged students, staff, and faculty to engage with the world beyond borders, enriching the academic and cultural environment on campus.

Global Education organized a variety of events across both campuses. At SFCC, activities were held throughout the week, including:

- **Snack and Study Around the World** (Monday, November 18): Students sampled international snacks and explored opportunities to study abroad, hosted in the Global Education Office.
- **International Expo** (Tuesday, November 19): The International Club offered an immersive experience with cultural displays, food, and music from around the globe.
- **International Student Voices Panel** (Wednesday, November 20): This discussion featured:
 - Current statistics on international students and their countries of origin.
 - Insights from the Fall 2024 International Student Survey.
 - A panel of international students from SFCC and SCC sharing their experiences, including academic cultural differences, challenges and opportunities, and strategies for faculty and staff when working with international students.
 - Audience Q&A, fostering engagement and understanding.
- **Virtual Study Abroad Information Session and Friendsgiving Dinner** (Thursday, November 21): Hosted by WCCCSA, the study abroad session provided valuable information on global learning opportunities, followed by a Friendsgiving Dinner for international students, promoting connection and community.

International Education Week highlighted SFCC's commitment to global learning and fostering an inclusive campus environment, reinforcing the value of cultural diversity in higher education

Department Spotlight: Veterans Services

By Alex Bailey, Director of Financial Aid and Veterans Services

We serve all our active-duty military, veterans, and their families in coordinating and certifying veteran/military education benefits. The Veterans Resource Center (VRC) is dedicated to creating an inclusive, supportive and inviting environment where students and families can meet with staff, connect

Spokane Falls Community College Updates

Board of Trustees Meeting – December 2024

with other current student veterans, learn about services available on campus and resources in the community, participate in a variety of programs and enjoy a welcoming space with opportunities to lounge and/or study.

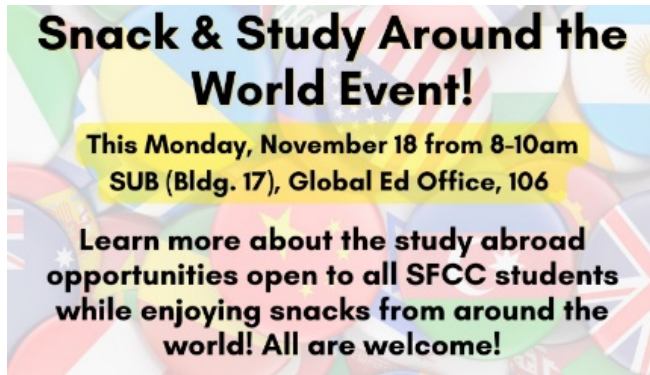
We continue to adapt our services and availability to meet the needs of our students and to be as accessible as possible, with a focus on providing seamless veteran and military oriented services to our students and their families.

The VRC is led by Navy veteran and SFCC alum Tamra Zielinski, who serves as the school primary School Certifying Official. She serves as the main certifier of Veteran and active-duty education benefits for our students and has worked as the SFCC Military & Veteran Service Specialist since June 2024. Along with our dedicated team of Veteran student employees, she manages the VRC in overseeing student military funding, outreaching to campus stakeholders and community partners to support students, and coordinating veteran focused programming. So far this Fall, the VRC has certified and supported 160 Veteran and active-duty education students.

The week of Veterans’ Day, the VRC hosted our annual Veterans Day Flag Display, where an avenue of flags are placed on the campus’ north lawn to recognize and honor the brave men and women who so selflessly served our country.



Events



Academic Affairs

November is always a busy month for academic vice presidents, including our quarterly Instruction Commission meeting with all the VPs from across the Washington State system, as well as the annual conference of the Northwest Commission of Colleges and Universities (NWCCU), our accrediting body.

One of my favorite sessions at the NWCCU conference was about the ROI (return on investment) of higher education, by Michael Itzkowitz, founder, and president of the HEA Group. He started by reminding us that the #1 reason students cite for attending college is to obtain a financially secure future, and the #1 reason they cite for not attending is cost.

However, as Itzkowitz continued his presentation, we learned that when the net out-of-pocket cost of education is compared to the earnings that they achieve beyond a high school graduate...

- 97% of the graduates of public institutions recoup their cost in 5 years or less, and
- 48% of graduates recoup their cost in the first year!

This is encouraging for all of us who work in higher education, and especially at the community college.

For more information on how the HEA group assesses the ROI of higher education, you can watch a recording of a recent webinar on his website:

<https://www.theheagroup.com/blog/purposeful-pathways-webinar>

By the time you read this report, fall quarter will be nearly finished, with the winter holidays just around the corner. We're thankful for all the many departments and divisions that come together to make the Fall quarter such a success and kick off our academic year. We're also thankful for the guidance and support of our Trustees. We're all looking forward to the rest that comes in between quarters and our return in January with more energy and vitality! We wish you a happy holiday season!

Drama

This month we are pleased to present the 2024 Spartan Theatre Distinguished Alumni Award to former student, Rebecca Cook. We love seeing our graduates thriving in life and Rebecca is doing just that! Rebecca began her journey in a stage production of The Diary of Anne Frank in 1994. In her audition she connected with our Craig Rickett and she's been working in theatre ever since. She continues to uplift our community with her diverse work in theatre and film and through her leadership roles in Spokane Film Project, Washington Filmworks, and the IATSE Local 488 .

Rebecca says of her experience, *"I think we really underestimate the community college experience. For me, SFCC was the perfect steppingstone to my next chapter. The individual attention and opportunities here gave me tools and confidence I didn't expect. I'm so grateful for that."*

Her continued support of our Drama program includes her coming back to co-teach Directing for the Stage and Screen in the Winter quarter. We're grateful for you too, Rebecca!



Congratulations to the Spartan Theatre's
Distinguished Alumni 2024
Rebecca Cook
Vice President IATSE Local 488,
President of Spokane Film Project

Reception Sponsored by Bigfoot Drama Club – All Are Welcome!

**Award Reception will be on Monday
November 25th from 1:30-2:30pm in The
Spartan Theatre (Building 5, Room 129)**

Athletics

I don't think we talk about our athletes and our sports programs enough. I want to give you just a little snapshot of their accomplishments in the last few months. Our volleyball team finished out their season with a 14-14 overall record. Student athletes, Aubree Lane and Joy Assoken took 2nd and 3rd place Team All East Region. Volleyball at the college level is very competitive – this is a huge accomplishment!

This may be old news to some of you who follow closely, but I'll just brag on them again. Our Women and Men's Cross-Country teams won the NWAC XC Championships. Congratulations to those athletes! Six of our XC athletes took home All America titles and four of our athletes were NWAC Athletes of the Week.

Women and Men's Soccer just finished out their season, with the women taking 2nd and the men taking 3rd in the East Region. Six of our young women and men took 1st Team All East Region and another four took home 2nd Team All East Region.

You may have missed out on these sports, but there's still plenty of time to get over to the gym and cheer on our Basketball teams, their season runs through mid-March. You can see the full schedule on our website. See you courtside! Go Squatch!



Performing Arts

As well as enrolling students and educating the next generation of musicians and performers, this department delivers concerts that are open to the community. A very affordable, \$2 for senior citizens and \$5 for the general public. In the next three weeks you can catch several different concerts. We have our Jazz Big Band, Symphony Orchestra, Choral Music, Jazz Night, and Concert Band with World Drumming. We have amazing instructors, with so much talent and passion, combined with students who are up and coming and our bands are open to experienced musicians in our Spokane as well. Great music, affordable tickets, and ample parking – this makes for a great night out!

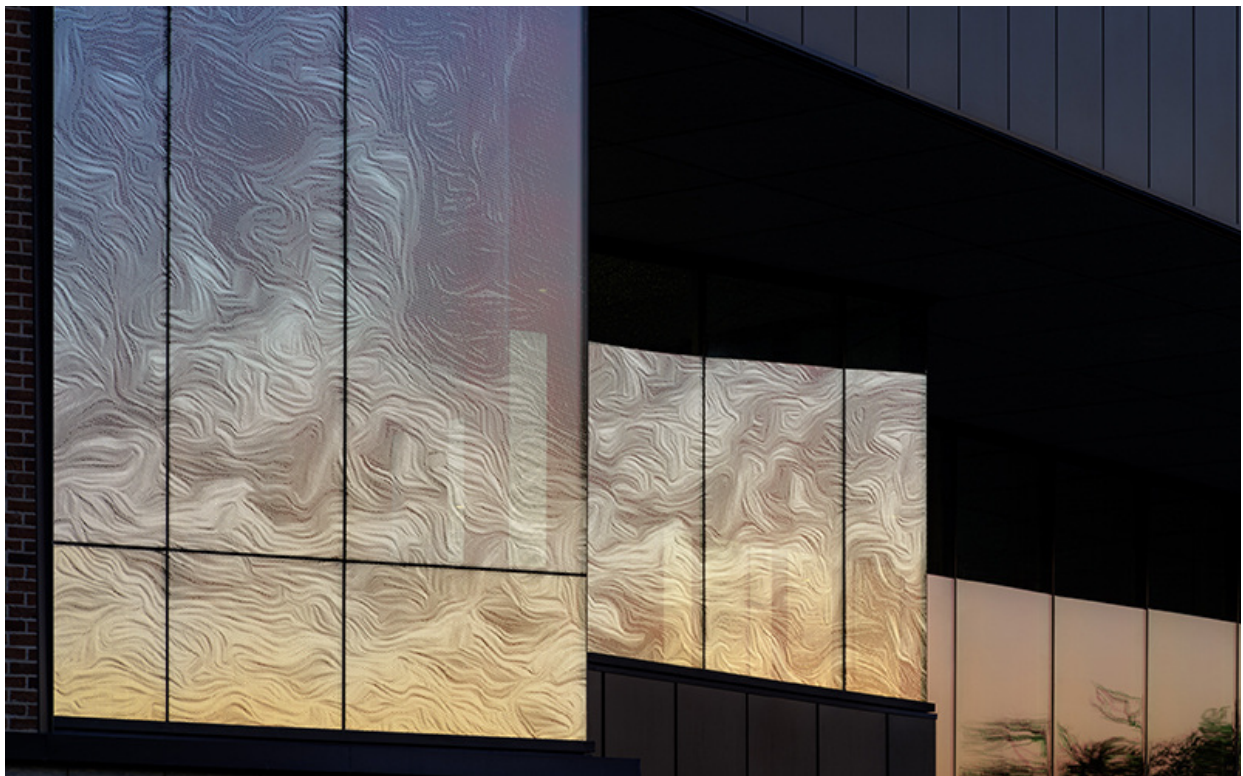


Visual Arts

At long last we held the ribbon cutting ceremony for our new fine and applied arts building, **ska-hét!**

We thank all of you that were able to attend a very rainy but joyful celebration! Joining us were many key individuals, including our local legislator, architects from the two different groups that helped us design the building, members of the Spokane tribe to explain the pronunciation and meaning of the building name, and the featured artist, Jill Anholt. Jill designed and created the art that is visible across the entire front of the building, on the windows across the second floor. Afterward, in her Visiting Artist Lecture, Jill talked about her creative process, her background, and how public art projects work, and

how our building's piece, Aperture, came to be. The photos of her work below don't do it justice, please stop by and take a look for yourself if you missed out.



AHE/FACULTY REPORTS

Presented by: Beverly Daily, AHE
Christina MitmaMomono, SCC, ESL
Katie Satake, SCC
Katella DeBolt, SFCC
December 17, 2024

Board of Trustees Report
SCC Noncredit and Extension Sites
December 2024

Elise received a press release notifying her that one of my new paintings has been accepted into a major exhibition sponsored by the North West Watercolor Society in Bellevue. The 2025 exhibition will be held at the Washington State Convention Center in Seattle from January - July 2025. Also, she has two paintings that have won awards in NYC. exhibitions in NYC.

Hayden Sanborn, Esthetics Instructor, mentioned that The Cosmetology department recently got two Hydrafacial machines and our esthetic students will now graduate Hydrafacial certified which is huge for our industry and job placement. This means they are the only place in entire state of WA to have Hydrafacial machines. This is a big deal, and students appreciate the professional support which makes them more competitive. Additionally, they provided free services to SCC Faculty this past November. It was a joy to connect with faculty this way. (SCC credit likely)

Yahia Intissar shared that she received a few awards, (1) a Professional Equity Project Award (\$330) from the Conference on College Composition and Communication, (2) Teaching Academy Award for Outstanding Publication in the Scholarship of Teaching Higher Education (\$500), and was invited to the WSU XR Development Lab to show her students how to use Microsoft Designer/Image Creator. The students were thrilled to learn how to create and write an effective description when creating an image.

Rabab Nemri & Christina Mitma Momono worked together on connecting ABE ESL students to campus resources/ facilities through a collaborative project called Nature Walk & Talk (CID, SCC Greenery, The Gym, The Bakery, Orlando's, the Cafeteria, and SCC Library). They thank the teachers and staff for opening spaces for their students to be in safely.

Diane Sherman, an ESL Instructor, featured her art work at the SCC Library Wall. She collaborated with other ESL teachers including Rabab Nemri, Steve Somers, Christina Mitma Momono to lead mini tours with SCC students teaching them about abstract art and allowing them time to do some reflection on their favorite art pieces. Students loved art and being connected to a sophisticated activity. Other parties that assisted with this are the library staff including Gregg Bem and Jason Stariwat through the DEGA Welcoming Committee.

Here are some pictures Diane Sherman shared:





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

December 17, 2024

1. Chritina MitmaMomono, SCC ESL faculty, reported: Christina and Carlos Garcia are co-advisors for the Latin American Student Organization (LASO) have worked with students to provide a number of cultural and professional opportunities. Following is a list of events and opportunities the LASO club has provided:
 - Dia de Los Muertos Family Fun Night, SCC campus
 - Hosted three artisans from mecha University of Oregon, October 23rd- 25th
 - Dia de Muertos Calavera Workshops, October 24-25
 - LASO and Unidos Latinos at SFCC dinner at El Sazon, October 24th
 - Dia de Los Muertos with LASO & University of Oregon team, volunteer activities at Ruben Trejo Dual Academy helping with calabas packets
 - Dia de Los Muertos w LASO and University of Oregon, Green Bluff trip to volunteer with Ruben Trejo Dual Academy elementary school
 - Oakland Trip for Dia de Los Muertos, cultural and professional development, November 2-3
 - Pasco Team Bonding Trip October 23rd
 - Learning from the Spirits, Oakland LASO trip
 - Posada Celebration party, December 4
 - Club meetings – Mondays @ 3-4 in the CID

Christina is also the advisor for the Native American Student Organization (NASO.) Following is a list of events and opportunities the NASO club has provided:

- 9/30 National Day of Remembrance US Indian Boarding School Event morning ceremony, talk from tribal leaders and dentalium earring class; additionally, a tribal elder/survivor of a local boarding school attended and shared her private story, prayer and song were held after for healing <https://boardingschoolhealing.org/national-day-of-remembrance-for-us-indian-boarding-schools/>
- Native Arts Market in Honor of Native American Heritage Months, [Elksoup | Empowering Native Communities](#)
- Isaac Tonasket (11/1/2024), Spokane Tribe musician
- Walk in Pride, (11/7/2023) ["Walk with Pride" Fashion Show | TicketsWest](#) Native American Heritage Months – *combined activity with NASO/Red Nations*
- Native Jam, (11/8/2024), – *combined activity with NASO/Red Nations*
- Medicine Pouch/ Sewing classes (11/15/24 & 12/6/24.) Christina worked with her students as they were able to connect and celebrate and honor National Day of Remembrance for US Indian Boarding Schools, make Native earrings, medicine

pouches, and ribbons skirts and vests with the support of the American Indian Center, and Wellpinit sewing classes.

- 12/7, Live Auction, NASO & Red Nations volunteering opportunity (12/7)
- MAC visit- [Home » Northwest Museum of Arts and Culture](#) (12/7)
- [Joe Feddersen: Earth, Water, Sky » Northwest Museum of Arts and Culture](#)
- Club meetings- Thursdays@3-4 in the CID & Fridays – visit Red Nations at 12:30-2:00 occasionally.

2. David Edwards, SCC Architecture faculty, reported: Architectural student, Astrid Hatch, entered a state-wide architecture scholarship with a portfolio of work from her classes with SCC. She won the \$1000 scholarship from the AIAWA Diverse Student Scholarship.

David took his students to visit a housing community to learn about residential design. He also took his students on a tour of MW Engineers, an engineering firm in Spokane where about ten SCC graduates work.

SCC now has a Landscape Architecture program that articulates to WSU. These students mainly take classes in Landscape Management, but they also take a couple classes in ARCHT. In 2022, David had a student named Nick Chapman. He graduated from SCC with his AAS in Landscape Management and transferred to WSU. He earned a Bachelor of Landscape Architecture last spring and is now employed at SPVV Landscape Architects. Additionally, another SCC graduate who graduated from WSU is working for Pacific Garden Design as a landscape designer and working on licensure to become a Landscape Architect. These stories demonstrate that this partnership of programs and institutions has helped prepare students for great careers in Spokane.

3. Amy Anderson, SCC Communications faculty, reported: The SCC “Speak Out!” club started a professional clothing donation drive this quarter, The drive will continue over the next five months to collect items that can be distributed to SCC Students at our Spring conference, “Future Focus: Communication Skills for Career Readiness.” The event will help students prepare for job applications and interviews after graduation. If the board has any donations, there are bins at the counseling center, Workforce office, the library, and room 1-G205.

Additionally, Amy has two new publications. The first *Effective teaching as described by teachers who are also doctoral students: A qualitative descriptive study* was published in the Journal of Scholarly Engagement. The second *Cultivating equity through storytelling in higher education* was published in the Reflective Practice journal.

4. Diamon Wilson, SCC Spanish faculty, reported: Jose Lasada Montero has been selected as the new advisor for the International Student Club at SCC.

5. Cameron Kjeldgaard, SCC Welding faculty, reported: Our welding students had an exciting opportunity this quarter. Early in the quarter Cameron was approached by Scott Hutson from the Toyota T-Ten program. Scott asked the welding students to build them some industrial shelving for storing some of the car parts they use as visual aids. These items were previously stored in some particle board cabinets which eventually collapsed because of the weight.

This was a great chance for the welding program to support the campus, and a great opportunity for 3rd and 4th quarter students to work on a real-world project. Cameron put a little work in a CAD model of the shelving and was able to issue the students cut lists for their parts and blueprints for the assembly and welding of the shelves. The students worked through the fabrication process the same way it's done in industry. Processing their parts, fitting and assembling parts with tack welds, having their assembly checked by quality control personnel, welding their assemblies according to weld symbols on the blueprint, and finally having the quality of their finished welds examined and signed off.

It was fulfilling to watch students work through the process, make some mistakes, learned from them, fixed them, and wound up with a finished product. One of the most exciting things about this project was being able to give the students a chance to learn to work with our CNC plasma cutting table, a brand-new piece of equipment we just set up over the summer quarter.

Overall, I think we saved the automotive department several thousand dollars by having the students build the shelves, rather than buying and shipping an off-the-shelf product.

WFSE/CLASSIFIED STAFF REPORTS

Presented by: Ward Kaplan, WFSE
Abigail Affholter, SCC
Alison Cooley, SFCC
December 17, 2024

STUDENT GOVERNMENT REPORT

Presented by: Austin Dehlin, SCC
Lexii Locke, SFCC
December 17, 2024

Administrative/General Updates

ASG has had success this quarter in targeted events located in each academic division and hosted by the Student Senator for the division. We have lost one Senator but have been able to hire our first Director of IDEAA. We have begun discussion about the S&A fee for next year and look forward to the opportunities available for clubs and organizations on campus.

The organization's priorities and projects currently include: (a) developing a marketing strategy that will include District wide new branding elements and updates to ASG branding items; (b) Creating a proposal for new furniture in the Lair Student Center; (c) establish a clear understanding between students, staff, faculty, administration, and district for the need of proper security measures on SCC main campus; (d) beginning the annual budget discussions for the Services and Activities fee and the Technology fee; and (e) review of District policy for Institutional Work Study and make recommendations as to necessary changes.

PRIORITY PROGRESS

ASG has been working on our new branding component to unveil in January 2025. ASG has been working with Work Point to create a design for the furniture purchase in the Lair Student Center. A security message has been attached to this report from the ASG. We are looking to propose at this meeting that the District policy for Institutional Work Study be reviewed and changes be made to more appropriately cover the diversity of positions on campus that require a change to the current language.

Executive Staff:

Nico Becker, Director of Finance and Legislative Affairs
Jozie Holcomb, Director of Academic and Student Affairs
Cing Nuam, Senate Clerk

Irene Oyugi, Director of Inclusion, Diversity, Equity, Accessibility, and Awareness (IDEAA)
Vacant, Chief Justice
Vacant, Director of Communication

Senate Updates:

The Senate is finalizing its internal priorities for the academic year, including (a) finalization of the Bylaws, (b) rules for standing committees, and (c) outreach to out student constituencies within the various academic divisions by hosting targeted events on location.

Senate:

Kathleen Gigous, Adult Education & Extended Learning
Mwashi Joyce Nathan, Business, Hospitality, and IT (BHIT)

Nevaeh Person, Health & Environmental Sciences
Vacant, Athletics and Physical Education
Vacant, Arts and Sciences
Amy Johnson, Technical Education

Vacancies Notes/Updates

ASC, along with other student units of The Bigfoot Experience, are still accepting applications for a few of our positions.

STRENGTH THROUGH SECURITY
FROM THE ASSOCIATED STUDENT GOVERNMENT
OF SPOKANE COMMUNITY COLLEGE

December 3, 2024

Dear Students, Faculty, and Staff,

I, the president of the Associated Student Government, with the unanimous support of the Student Senate on November 8, 2024, share our enthusiastic support for the new campus security updates being implemented at Spokane Community College. These measures reflect the college's commitment to creating a safe and secure environment where students can focus on learning and growth without distraction or concern.

The updated security plan includes:

- Installation of security cameras across campus to ensure comprehensive monitoring.
- Proximity card access for all buildings, providing enhanced control over building entry.
- Increased security patrols to maintain a visible and proactive presence.
- Additional improvements designed to strengthen campus safety.

These steps are not only proactive but also essential in fostering a sense of safety for everyone who works and learns at SCC. Our campus thrives when students, faculty, and staff feel protected and supported in their daily activities.

We want to emphasize the college's dedication to providing an environment where safety is prioritized so students can focus on achieving their goals. These updates also reflect the feedback and concerns shared by many in our campus community, highlighting SCC's responsiveness to our collective needs.

Thank you for your cooperation as these updates are implemented. Together, we can continue to make Spokane Community College a secure and welcoming place for all. If you have any questions or need further information about these security enhancements, please do not hesitate to reach out to Campus Security, the Student Government office, or college administration.

Sincerely,



Austin J. Dehlin
President, Associated Student Government
Spokane Community College

December 2024 Board of Trustees Report | SFCC Report

Lexii Locke, Associated Student President

Em Walker, Vice President of Academics

Aracely Hurtado-Benegas, Vice President of Activities

General Updates since November Meeting:

Since the November meeting our office has started to slow down, but we have also still been heavily engaged with the student population.

- Two of our staff members, Brianna and Hsar, helped with the ribbon cutting ceremony for the new technical arts building.
- We handed out ducks for world kindness day. We did this throughout the day and had the pleasure of having Trustee Franklin, Kevin, and Breanne join us after the ribbon cutting ceremony. We went through student union building, to the math learning center, and the gateway building engaging with the student body and staff. We even “broke” into Dr. Messina, Bonnie, and Patrick’s office to leave them ducks.
- We serviced over 100 household during our November farmers market.
- I was invited to attend the awards banquet for Human Rights Spokane, by their President Paul Schneider and I can attest to being so honored and grateful for attending. This is an organization centered around the stopping of hate in the Spokane area. I personally requested from Paul post banquet some of their media, as it contains a QR code, this QR code once scanned brings you to their hate crime reporting page. Which after having conversation with Em my VP of Academics agreed would be a good idea to put in every student government board in every building.
- Xavier our Food Pantry Director finished setting up the advertisement for our Thanksgiving basket distribution. We were able to service 100 students with food donated from Northern Quest Casino and \$25 gift cards to Rosauers. This not only ensured 100 families had Thanksgiving staples but had the ability to purchase some if not all needed items for their own personal family traditions.
- Our programmer team also went to ACPA to see what events, individuals, or experiences they would like to bring back to our campus for the Winter and Spring quarters.
- Tayden our Outdoor Programmer has run events like an escape room where the first 50 students got to participate with needing to pay. And had booked a reservation at the Numerica ice rink for students and a plus one to enjoy two hours of free ice skating.
- Josiah our Outreach and Education Programmer has done events such as the tree of sharing, free cookie decoration while enjoying It’s a Very Merry Muppet Christmas movie, and the Thanksgiving dinner.
 - There was a good turnout for the Thanksgiving dinner we had catered for students, staff, and faculty. Even with his busy schedule Kevin and Breanne were able to join alongside ASG, clubs & orgs, and general volunteers to serve the SFCC population a hot Thanksgiving meal. Which we were able to service a total of 403 people, and of those 403 we were able to service roughly 300 students.

Office Objectives for Winter 2025:

We as an executive team have decided we have two main objectives we would like to do during the winter quarter.

- We want to make the transition between outgoing ASG and incoming ASG is more streamlined. This will be achieved as we have come to find out the modules for each executive and staff position have not been updated since 2018. We have tasked not only staff but ourselves to look over our modules to edit any outdated information, but also add any crucial information that is lacking. Once completed we will be tasking everyone to bring at least two issues to every staff meeting in the winter quarter. These issues either need to have a resolution with the steps they needed to take, or an indication of where a person needs to be directed to solve their issue. This will ensure we pass on a manual of common issues we faced as the 24-25 team and how we either found an answer to said issues or complete solutions.
- We also want to make information more readily available to the student population, as this seems to have been a very rough start to the academic year for multiple students. Much of the population do not understand their rights as a student or the steps to getting issues resolved – especially if it is one pertaining to faculty. We want to work with our cabinet to send out an email to students at the beginning and end, prior to finals, of each quarter to reiterating their rights as patrons of SFCC. This is not to negate any responsibility the ASG office has to the student population, yet this will help us better direct a student in distress through the proper process.

Closing Remarks:

Currently I do not believe there is any assistance from the board needed at this time. Yet ASG will be reaching out to Breanne to see if your availability aligns with our events we will be having in the upcoming quarter. As we want to show you the things we are consistently striving towards within our goals and allow you face to face interactions with our student population.

Current 24 -25 Staff:

Clerical –

Secretary: Brianna Karasha
Club Liaison: Breezy Stewart
Director of Marketing: Cody Vierra

Food Pantry Director: Xavier Graziano
Legislative/Finance: Giselle Bonilla

Academic –

Senator 1: Hsar Moo
Senator 3: Maliyah Gordon

Senator 2: Noah Hinton
Senator 4: Stella Volpone

Programming –

Outdoor: Tayden Murlin
Concert & Comedy – Hayse Noble

Outreach/Educational: Josiah Morrow
Special Events: Israel Claybrooks

BOARD REPORT