
WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17**March 18, 2025****NOTICE OF REGULAR MEETING***(Notice Date: Wednesday, March 12, 2025)*

The Community Colleges of Spokane Board of Trustees will hold a regular meeting on Tuesday, March 18, 2025, beginning at 8:30 A.M. Should an executive session be held, adjournment is scheduled for 12:00 P.M.

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

To connect to the March 18 meeting virtually go to:

[Join Zoom Meeting](#)

Meeting ID: 814 3176 9005

Passcode: 806065

All Board of Trustees meetings include opportunity for public comment. The March 18, 2025, meeting will be held both in person and virtually. Please email public comments to the Board Executive Assistant at Breanne.Riley@ccs.spokane.edu by 8:30 AM on Tuesday, March 18, 2025. Please place "Public Comment" in the subject of your email. Public comments received will be provided to the Trustees, entered into the record, and attached to the minutes of the March 18 regular meeting.

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

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

CCS MISSION

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

CCS VISION

Providing the best community college experience in the Northwest.

CCS VALUES

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

Washington State Community College District 17

1810 North Greene Street
Building 1, Room 221
Spokane, WA 99217

[Join Zoom Meeting](#)

Meeting ID: 814 3176 9005
Passcode: 806065

Regular Board Meeting: In-Person & Zoom
Tuesday, March 18, 2025

AGENDA

Trustee Todd Woodard; Chair,
Trustee Anna Franklin, Trustee Glenn Johnson, Trustee Steve Yoshihara
8:30 a.m. – 12:00 p.m.

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

03/18/2025		Regular Meeting Agenda		TAB #
8:30-9:00a	1.	SCC Celebrating Student Success: Science Scholars ↳ Jaye Hopkins, SCC ↳ Marilyn Smith, SCC Alum Celebrating Success Q&A	Report Discussion	Tab 1
9:00-9:05a	2.	Call to Order, Pledge of Allegiance, Roll Call and Native Land Acknowledgement Statement ↳ Trustee Anna Franklin Public Comment	Action Discussion	
9:05-9:15a	3.	Consent Agenda a. Board Minutes ↳ 02/18/2025 – Regular Session b. Capital Projects & Approvals– Nichole Hanna c. Budget and Expenditures – Linda McDermott d. Head Start – Bobbi Woodral	Action	Tab 2
9:15-9:25a	4.	Contract Ratification ↳ Jason Eggerman, SCC ↳ Patrick McEachern, SFCC	Action	Tab 3

9:25-9:30a	5.	Title IX Emergency Rulemaking ↳ Patrick McEachern, SFCC	Report	Tab 4
9:30-9:50a	6.	Budget Office First Read ↳ Dr. Linda McDermott, Spokane Colleges	Report	Tab 5
9:50-10:00a	7.	Tribal Relations Update ↳ Dr. Naomi Bender, Spokane Colleges	Report	Tab 6
10:00-10:15a		BREAK		
10:15-10:20a	8.	Tenure Alert ↳ Fred Davis, Spokane Colleges	Report	Tab 7
10:20-10:35a	9.	Human Resources Recruiting Update ↳ Fred Davis, Spokane Colleges	Report	Tab 8
10:35-10:40a	10.	Chancellor's Report ↳ Dr. Kevin Brockbank, Spokane Colleges	Report	
10:40-10:50a	11.	President's Report ↳ Dr. Jenni Martin, SCC ↳ Dr. Kimberlee Messina, SFCC	Report	
10:50-11:00a	12.	AHE/Faculty Report ↳ Beverly Daily, AHE ↳ Christina MitmaMomono, SCC ↳ Katie Satake, SCC ↳ Jason Nix, SFCC	Report	
11:00-11:10a	13.	WFSE/Classified Staff Report ↳ Ward Kaplan, WFSE ↳ Abigail Affholter, SCC ↳ Alison Cooley, SFCC	Report	
11:10-11:20a	14.	Student Government Report ↳ Taneisha Takyuka, SCC ↳ Lexii Locke, SFCC	Report	
11:25-11:30a	15.	Board Report	Report	
11:30-11:55a	16.	Executive Session a. Reserved for potential action generated from executive session	Discussion	

- | | | | |
|--------------|-----|---|--------|
| 11:55-12:00p | 17. | Potential Action Generated from Executive Session | Action |
| 12:00p | 18. | Adjournment | |

**Next Meeting will be held on Tuesday, April 15 2025, at 8:30 a.m.
Spokane Falls Community College, 3410 W Whistalks Way, Spokane, WA 99224 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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CELEBRATING STUDENT SUCCESS: SCC Science Scholars (NSF S-STEM Grant)

BACKGROUND

The SCC Science Scholars was a 6-year program in the SCC Science Department, funded by a National Science Foundation Scholarship-STEM grant. The grant was awarded to science faculty Jaye Hopkins (PI, Chemistry,) Methea Sapp (co-PI, Biology), and Andy Buddington (co-PI, Geology) in 2018 and ran through September 2024.

The goal of the grant was three-fold:

- To award academic scholarships to science students with unmet financial need
- To increase science student success by providing holistic supports
- To evaluate how different types of support impact student success

34 students participated in the SCC Science Scholars program between 2019 and 2024. The enclosed presentation details the successes, challenges, and lessons learned from the program.

Prepared by:

- Jaye Hopkins, SCC Chemistry Instructor
- Methea Sapp, SCC Biology Instructor
- Andy Buddington, SCC Geology Instructor (retired)

Presented by:

- Jaye Hopkins, SCC Chemistry Instructor
- Marilyn Smith, Former Student, SCC Science Scholars Alum

Presented by
Jaye Hopkins
SCC Chemistry



SCC Science Scholars

An NSF S-STEM Grant and its Impact on Student Success

What is NSF S-STEM?

- **NSF S-STEM** = National Science Foundation **Scholarships** in Science, Technology, Engineering and Mathematics



- “Supports institutions of higher education to fund scholarships for academically talented low-income STEM majors and to study and implement a program of activities that support their recruitment, retention and graduation.”

The “SCC Science Scholars” program

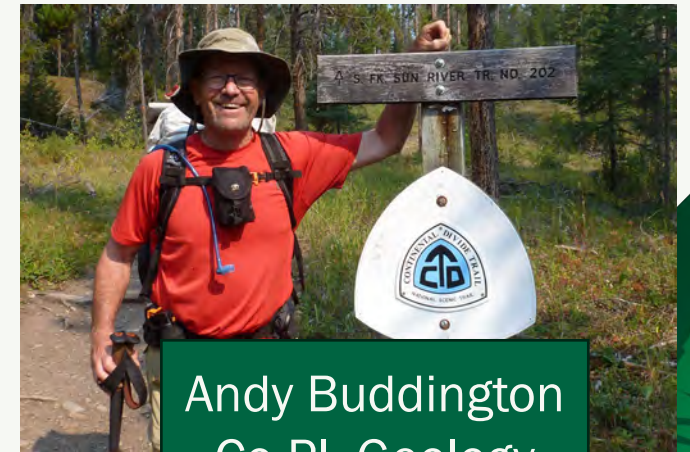
- Awarded in 2018/19
- \$650,000 to be spent in five years, 60% for scholarships
- Principle Investigators:



Jaye Hopkins, PI
Chemistry



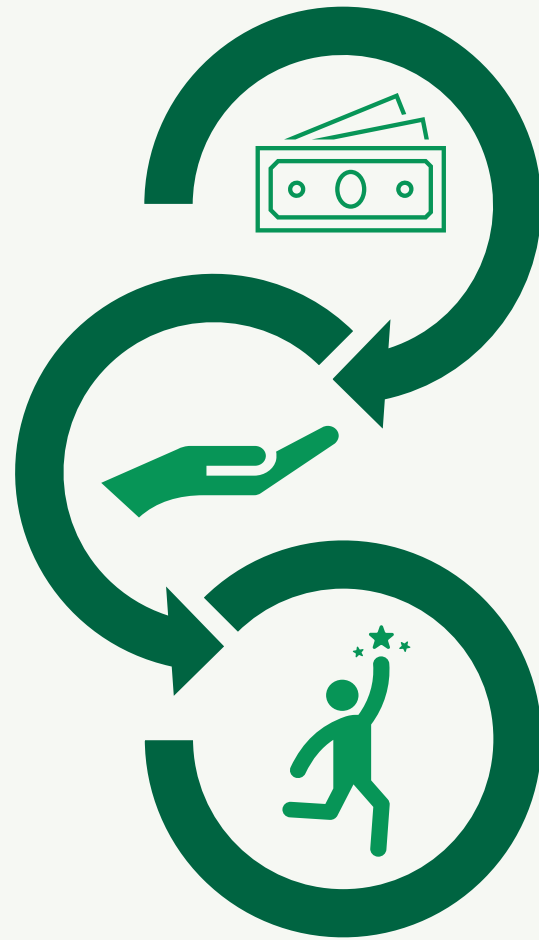
Methea Sapp
Co-PI, Biology



Andy Buddington
Co-PI, Geology

- External Evaluators from WSU School of Education:
Professors Janet Frost & Robert Danielson

Three Goals

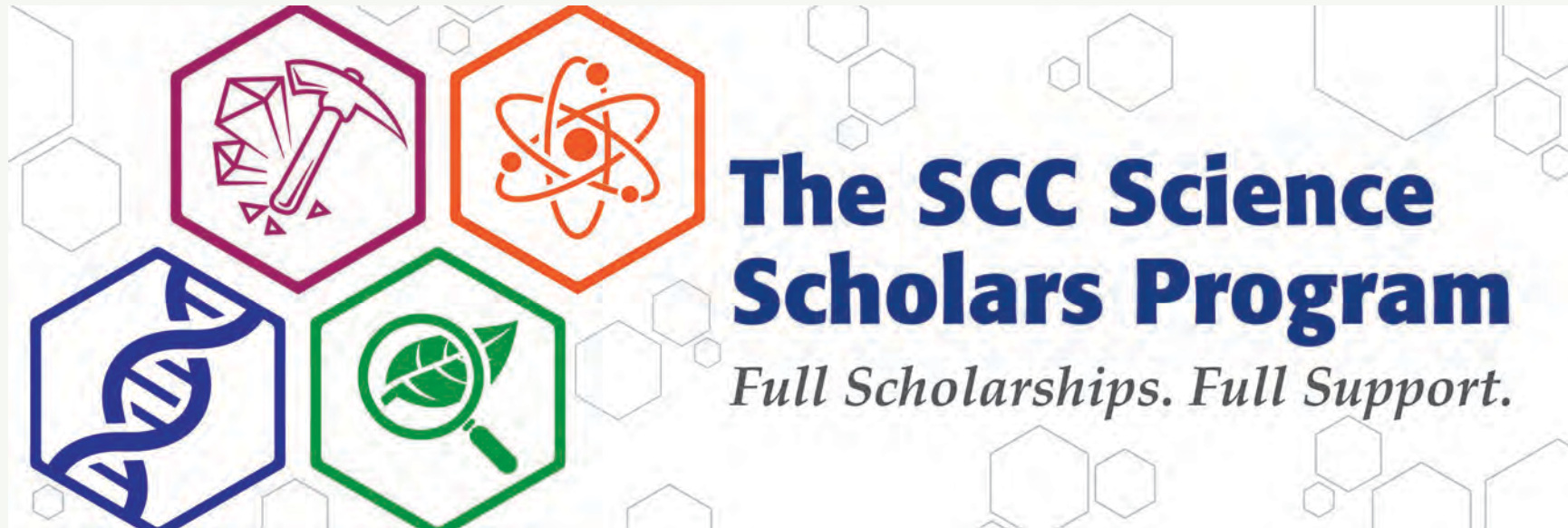


Give money to students

Increase science student success through holistic support

Evaluate which supports are most effective

First Goal: Give Money to Students

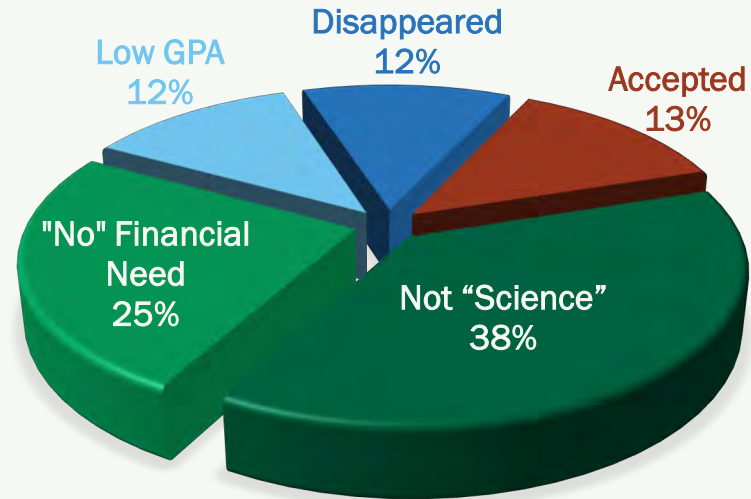


- Plan: Cohort of 12 students per year (36 total)
- Extensive recruitment starting January 2019

First Goal: Give Money to Students

FIRST YEAR (2019): 52 APPLICANTS

Financial Need =
COA - EFC
Cost of Attendance Est. Family Contribution



➔ **7**
Students



This was our first in many lessons about recruiting students.

Second Goal: Holistic Support

- To Start: Field Day in Silver Valley, Idaho



Silver Valley Field Day



Six months later:

100% of students say field day increased their meaningful connections with peers, faculty, and fields of study.

Holistic Support

- Silver Valley Field Day as Science Scholars Orientation
- Guidance Course in Fall Quarter
- Faculty Advising & Mentorship
- Cohort Social Activities
- *Planned Local Research Visits & Additional Field Days*
- *Planned Peer Mentorship*

PANDEMIC!



Holistic Support

- Faculty availability was challenging
- Supporting the cohort was more complicated
- Recruiting was harder, enrollment was lower
- 2020 + 2021: 8 New Science Scholars, for 15 total



What did we learn from our 2019 – 2022 Science Scholars?

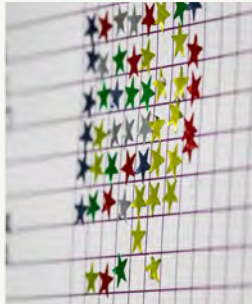
Lessons from the First 15



Applications are barriers;
personal connections matter



Even for fully online students,
in-person experiences are
associated with better
outcomes.



Students say being
recognized & sense of
belonging are major
motivating factors

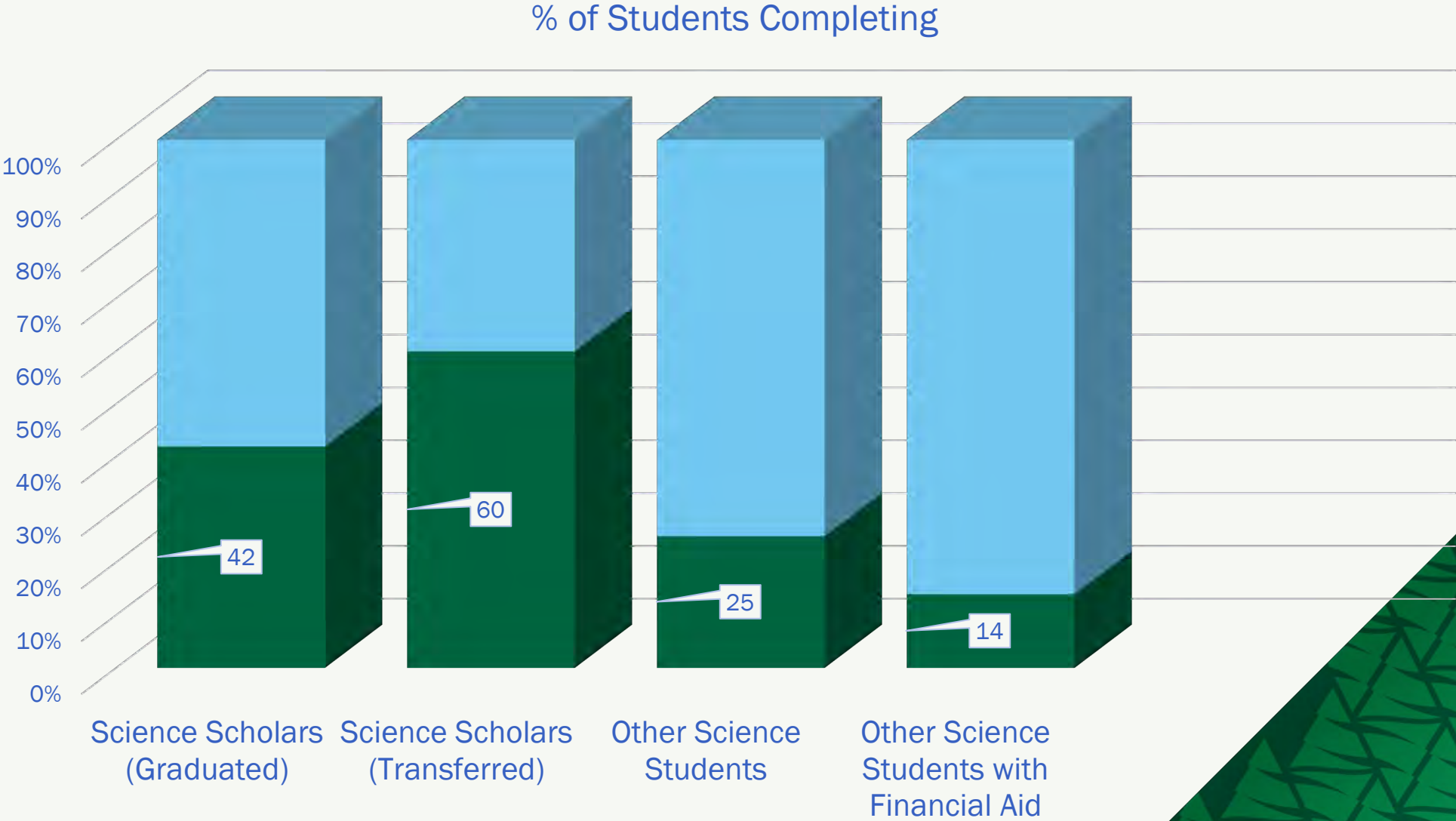


Students are more likely to
accept help post-COVID



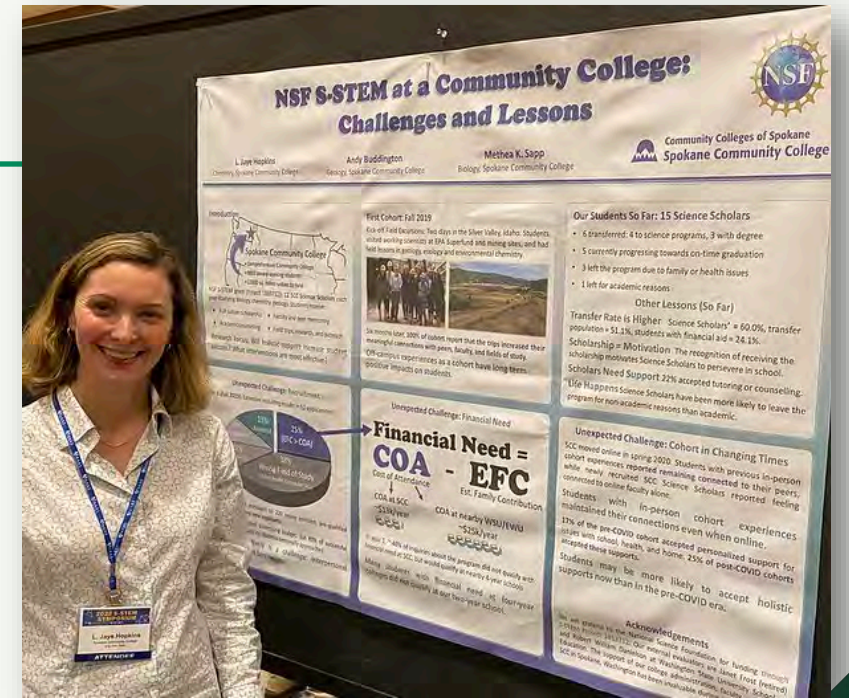
Students are more likely to leave due
to health and family issues than
academic or financial aid issues.

Lessons from the First 15

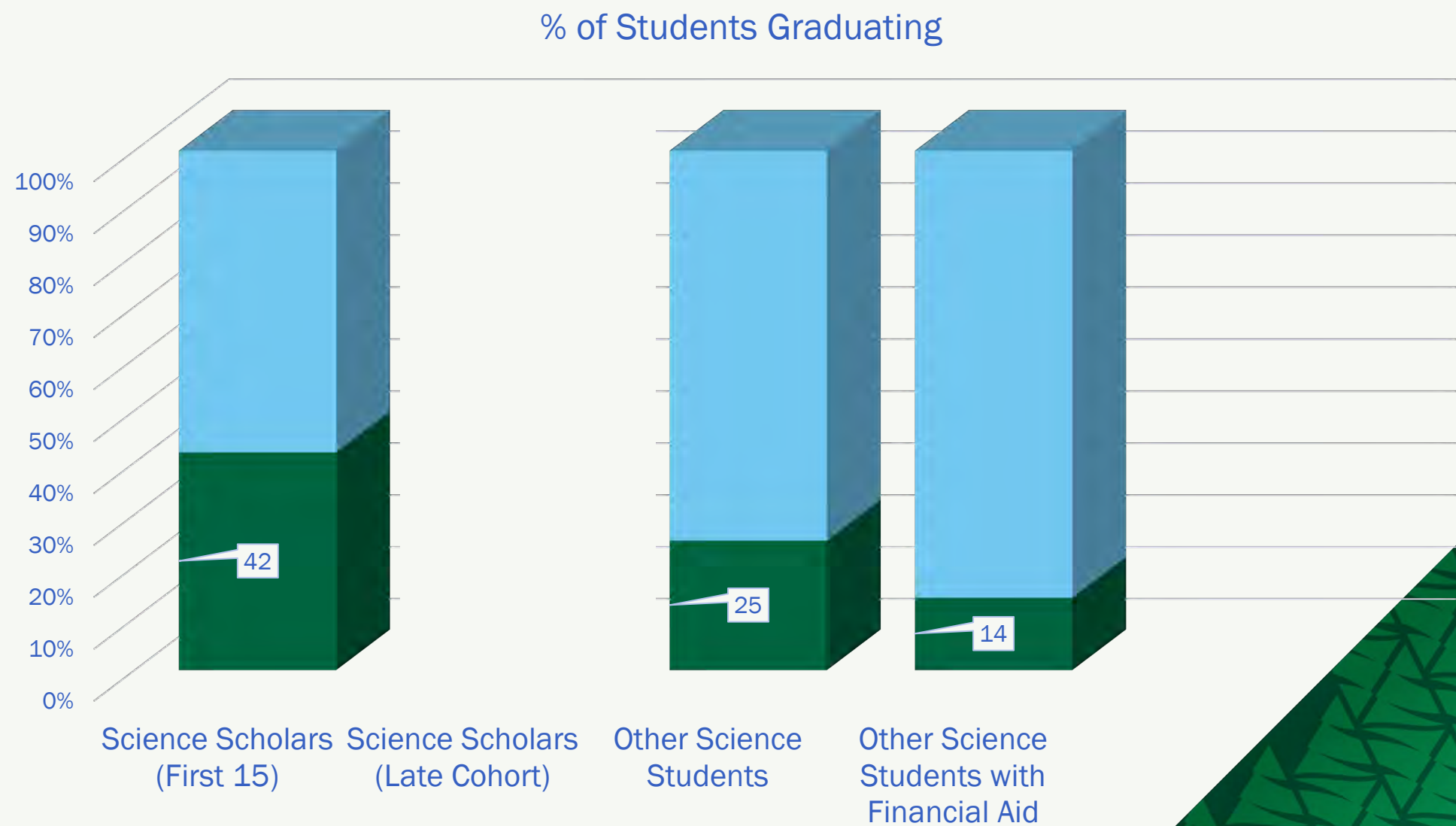


The Post-COVID Era

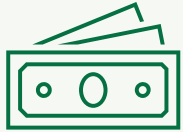
- September 2022: S-STEM Symposium in Washington, DC
- Extension to five-year grant
- More flexibility with credit load & GPA
- Several more degrees included
- Extensive outreach to registered students
- Result: **19** More Students



How did SCC Science Scholars compare to scholarship only?



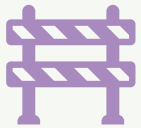
SCC Science Scholars: A Success!



34 students received scholarships (Goal was 36)



Science Scholars were more successful than other students



We need to remove barriers and make personal contact



Mentor and peer connections improve outcomes



Recognizing students increases persistence

Science Scholars Alum

Marilyn Smith



**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: Anna Franklin
CCS Board of Trustees
March 18, 2025

Washington State Community College District 17

Community Colleges of Spokane Board of Trustees Meeting March 18, 2025

Native Land Acknowledgment

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

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

ACTION: APPROVAL OF CONSENT AGENDA

BACKGROUND

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

AGENDA ITEMS

- a. Board Minutes Approval - 02/18/2025
- 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 Anna Franklin
Board of Trustees
March 18, 2025

ACTION: APPROVAL OF MEETING MINUTES

RECOMMENDATION

It is recommended that the Board of Trustees of Washington State Community College District 17 approve the minutes from the February 18, 2025 meeting, as presented.

Prepared by: Breanne Riley
Executive Assistant to the Chancellor
March 18, 2025

Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
February 18, 2025
8:30am
Spokane Falls Community College
In Person and Zoom Option

Present: Trustee Todd Woodard, Chair, Trustee Anna Franklin, Trustee Glenn Johnson, Trustee Steve Yoshihara. Also present: Chancellor Kevin Brockbank, President Jenni Martin, President Kimberlee Messina, Chief of Staff and Strategy Lori Hunt, Chief Human Resources Officer Fred Davis, Chief General Services Officer Nichole Hana, Chief Financial Officer Linda McDermott, Chief Institutional Advancement & External Affairs Officer Melanie Rose, Vice President of Learning Bonnie Glantz, Vice President of Instruction Jaclyn Jacot, Vice President of Workforce Development Julie Parks, District Director of Head Start/ECEAP Bobbi Woodral, Director of Learning Support Kathy Albin, CRM Manager Lori Greenwood, CRM Manager Karen Kelly, Dean of Professional Studies, Library, and Workforce Education Chris Pelchat, Basic Needs Navigator Zack Reiber, CRM System Administrator Erin Mitchell, AHE President Beverly Daily, SCC ASG President Taneisha Takyuka, SFCC ASG President Lexii Locke, Attorney General Carrie Culver, Executive Assistant to the Chancellor and Board of Trustees Breanne Riley (recording secretary)

Excused: Director of Tribal Relations Naomi Bender, SCC Faculty Representative Christina MitmaMomono, SFCC Faculty Representative Jason Nix, WFSE Representative Ward Kaplan, SCC Classified Representative Abigail Affholter

Tenure Faculty Introduction

Instructor Nat Wall introduced themselves and reviewed their personal and professional history at SFCC.

SFCC Celebrating Student Success

Chris Pelchat introduced himself and his colleagues Kathy Albin and Zack Reiber and reviewed their roles within the program. Chris Pelchat gave a brief overview of the history of the program and Kathy Albin reviewed the 7-grant funded programs within the workforce transitions program. The basic needs program and the benefits of the program were reviewed for the Board. Zack Reiber reviewed the referrals that come in for the basic needs program and the average amount of referrals per quarter. The community and state engagement with students was then reviewed as well as campus resources. Todd Woodard stated that the program and the work that is done in the

program is one of the reasons why Spokane Colleges is so important. Todd Woodard then asked if the student's progression is followed after they complete the program. Anna Franklin asked if the total impact for the students served are monitored and tracked and if the data is collected. Anna Franklin then asked how the Trustees can support the program. Todd Woodard remarked on the holistic approach of the program and asked if there was involvement with the medical schools at the other local higher education institutions. Todd Woodard asked if the 7 grants in the program are state, federal, or a combination of both. Todd Woodard then asked if there was an annual report that was conducted as well as if a summary of the report was offered to the Board of Trustees for review.

Call to Order

The Board of Trustees of Washington State Community College District 17 held a regular meeting on Tuesday, February 18, 2025. Todd Woodard called the meeting to order at 9:04am. 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 Anna 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 January 21, 2025, Regular Meeting
- b. Capital Projects Status – Nichole Hanna
- c. Budget and Expenditures – Linda McDermott
- d. Head Start Updates – Bobbi Woodral

Glenn Johnson asked for an update on the Lodge renovation. The motion to approve the consent agenda was so moved by Trustee Yoshihara, seconded by Trustee Franklin, and approved unanimously by the Board.

Keep Washington Working Policy Update

Lori Hunt gave a brief overview of the Keep Washington Working Policy and how it relates to Spokane Colleges. Fred Davis reviewed the protocols for in person requests and virtual/telephone requests for all front-line employees and supervisors. Beverly Daily asked if the district had a plan for faculty that do not have telephones or other means of communication in their classrooms.

Immigration Rights and Non-Discrimination Policy

Lori Hunt reviewed the Immigration Rights and Non-Discrimination Policy for the Board of Trustees. Kevin Brockbank reviewed the importance of this policy for staff on campuses should there be an arrest that takes place. Lori Hunt asked that the Board approve policy 3.20.02. The motion to approve was so moved by Trustee Johnson, seconded by Trustee Yoshihara and approved unanimously by the Board.

Executive Session

The Board will convene in executive session under RCW 42.30.110(1) and the executive session to consider the minimum price of real estate that will be offered for sale or lease, to receive and evaluate complaints or charges brought against a public officer or employee, and to plan or adopt the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or review the proposals made in the negotiations or proceedings while in progress.

Executive session will last for approximately 35 minutes and is anticipated to end at 10:00am.

Executive session ended at 10:00am.

Potential Action Generate from Executive Session

No action was taken.

The meeting was reconvened at 10:05am. It was noted that Todd Woodard had to leave the meeting early and Anna Franklin would be the acting Chair.

CRM Project Update

Erin Mitchell introduced the CRM team to the Board of Trustees. The purpose of the CRM was reviewed as well as the scope of the CRM for the strategic plan. The implementation review was explained in how it related to recruitment, custom data reporting, and retention. Erin Mitchell shared who the work group and the implementation team were as well as their duties. Governance and project management of the CRM project was shared. The usage at SCC and SFCC has been increasing at both colleges in comparison to next year. The impact across the enrollment funnel from inquiry to enrollment was reviewed to the Board. Lori Greenwood reviewed the impact of the CRM at SCC, including campus tours and winter enrollment. Karen Kelly reviewed the impact case study at SFCC in how the CRM has revolutionized online applications. Erin Mitchell reviewed the selective/competitive entry program applications that have been launched as well as the communication planning and execution for recruitment and retention. Anna Franklin asked if there was capacity in the CRM program to have an area to track and communicate with the

Spokane Colleges workforce partners. Kevin Brockbank acknowledged the hard work that Erin Mitchell and her team has done with the CRM implementation. Steve Yoshihara asked at what capacity in the CRM the team is currently at.

Chancellor's Report

Kevin Brockbank, Chancellor reviewed the letter regarding civil rights from the United States Department of Education and how that applies to Spokane Colleges and their students. Kevin Brockbank reviewed the comments from Governor Ferguson that were made in his response to the attacks on the state of Washington and how that will affect Spokane Colleges funding. Anna Franklin attended the ACCT Legislative Conference in Washington DC and explained the DEI strategic meetings and how different colleges in different states are navigating the new DEI policies implemented by the federal legislation. The ACCT DEI committee name has been changed to the ACCT Impact and Success Committee. Discussion ensued.

President's Report

Jenni Martin, President of SCC highlighted that Guided Pathways has been very focused at SCC and all the different ways to enter SCC. It has been discovered that the standard orientation does not work for all incoming students and SCC has decided to focus on transfer/undecided students who may need additional support with their orientation and advising. Steve Yoshihara asked about the rate of enrollment and if enrollment was at pre-covid levels yet.

Kimberlee Messina, President of SFCC shared that enrollment is up by approximately 10% for the winter quarter and 9% for the fall quarter. SFCC enrollment is not up to pre-covid levels, but they are closing the gap. Kevin Brockbank reviewed that prior to covid enrollment was decreasing at a 2-3% rate yearly and the enrollment raise is a positive thing. Glenn Johnson stated that communication of enrollment increase at Spokane Colleges should be shared throughout the community. SFCC partnered with Boise State with a federal grant that has been put on hold while the federal funding is decided upon on a national level. Guided Pathways at SFCC has focused on transfer students and there is a new dean that is bringing the efforts that have been done and put into one concentrated area.

AHE Report

Beverly Daily shared that faculty is excited that the negotiation process is completed. The lobby day in Olympia went very well and Spokane Colleges was able to speak numerous legislators regarding funding. Secondary trauma and stress have affected the faculty due to student stress and AHE is working to provide resources to avoid staff departing from the teaching field. Faculty will be at Rogers High School for senior night to help students with FAFSA forms and college applications. SCC faculty member Amy

Anderson was honored as WA's 2023-2024 CTC Educator of the Year.

Katie Satake reported that SCC hosted a poetry slam where 3rd graders from Stevens Elementary School participated in the event and it was a great success. Amy Anderson also has a new publication in the Faculty Focus. Austin White has been taking many opportunities to increase outreach in the Pharmacy Tech program. Liz Roewe has been working to open a writing center at SCC and has been successful in that. The Cosmetology program participated in the Homeless Connect event in downtown Spokane and they gave 197 free haircuts to members of the community.

WFSE/Classified Staff Report

Alison Cooley thanked facilities department for taking care of the campus with the snowstorm. Classified staff has been eager what will be happening in higher education.

Student Government Report

Taneisha Takyuka, SCC ASG President, introduced herself as this was her first meeting as the SCC ASG president. ASG is working on having red cards in multiple languages to be printed out for students so that they may have access to their rights on campus. ASG is also working on making their hiring process more efficient for students. There will be a reading night where snacks and drinks will be provided for students while they have time to read in a safe and quiet space. The ASG constitution and bylaws will be uploaded to the website for easier access.

Lexii Locke, SFCC ASG President, reported that the Senator Social has been completed and that was to help with advertising for ASG staff for next year. There will be a carnival for Spring quarter with a dunk tank and a petting zoo. The bus pass fee will continue to be null and void for students in the next year.

Board Report

Anna Franklin attended the ACT Hill Climb in Olympia and she enjoyed working with the students at the Hill Climb. The ACCT Legislative Summit in Washington DC was also attended by Anna Franklin and she found it interesting to hear on a national level how colleges are affected and that she feels lucky to be in the state of Washington. Next year Anna Franklin would like to have students from Spokane Colleges attend the ACCT Legislative Conference with the Chancellor and Trustees.

Adjournment

Being no further business, the meeting adjourned at 11:21pm.

CONSENT AGENDA ITEMS: CAPITAL PROJECTS

Submitted by: Clinton Brown
Director of Capital Construction
March 18, 2025

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												07/08/21							◆		08/05/23
18-063	SFCC Fine and Applied Arts Building, Phase 4		x		x		G	\$ 1,000,000	Project								◆				05/16/25									10/3/25±
22-229	SCC Apprenticeship Center	x			x		G	\$ 34,000,000	Project				◆								08/1/27±									05/30/29±
23-093	ESCO-CCS Elec. Xfmr Repl (Trane)-Phase 2	x			x	x	C	\$ 1,900,000	Project												11/15/22		◆				◆			05/31/25
23-514	Lodge Renovation		x			x	G	\$ 12,135,000	Project						◆	◆					08/1/25±									09/30/26±
23-568	SCC Campus Security Upgrades, Exterior Cameras	x			x		G	\$ 950,000	Project												09/21/23							◆		09/30/24
24-595	SCC Campus Security Upgrades, Access Controls	x			x	x	G	\$ 2,400,000	Project												05/29/24			◆		◆				04/11/25
24-920	SCC Campus Security Upgrades, Interior Cameras	x				x	G	\$ 1,400,000	Project												09/24/24						◆	◆		02/09/25
23-580	SFCC Campus Security Upgrades	x			x	x	G	\$ 4,750,000	Project												07/16/24			◆		◆				04/05/25
24-543	ESCO-CCS HVAC Repairs/Replacements (Millig)	x	x		x	x	C	\$ 3,555,000	Project												06/07/24				◆	◆				03/29/25
PO6846	SFCC Stadium Roof Maintenance		x		x			\$ 350,000	Project												NA							◆		10/15/24
PO7868	SCC Bldg 2 Elevator Repairs		x		x			\$ 326,000	Project												NA							◆		08/06/24
PO7998	CCS Campus Fiber Optics Infrastructure Upgrades			x	x			\$ 338,000	Project												NA							◆		08/05/24
PO7800	SFCC Science Bldg Lab Exhaust VFD controls		x		x			\$ 76,000	Project												NA							◆		03/04/24
PO7879	SCC Bldg 5, Johnson, HVAC Controls	x			x			\$ 144,000	Project												NA							◆		11/30/24
PO7998	SCC Bldg 9, Health Science, HVAC Controls	x			x			\$ 299,000	Project												NA							◆		11/30/24

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	
24-916	Colville Center Fire Suppression System Repairs	x			x		G	\$ 125,000	Project												3/15/25±	◆								TBD
24-917	CCS Cathodic Protection Repairs	x	x			x	G	\$ 235,000	Project												3/15/25±	◆	◆							06/30/25
24-918	CCS Vehicle Charging Infrastructure	x	x		x	x	G	\$ 444,000	Project												3/15/25±	◆	◆							06/30/25
24-919	SCC Campus Sewer Replacement	x			x		E	\$ 504,000	Project							◆					3/15/25±	◆								06/30/25
24-948	CCS CBA Compliance Consulting	x	x			x	B	\$ 138,000	Design									◆			05/31/25±									NA
24-949	CCS Radon Migitation Systems	x	x		x	x	B	\$ 54,000	Study									◆			04/15/25									NA
24-992	CCS Utility Metering, Tier 2	x	x		x	x	B	\$ 500,000	Project												08/14/24							◆		02/10/25
PO8406	SCC Bldg 15 Roof Repairs	x			x	x		\$ 411,000	Project												NA							◆		10/30/24±
PO8407	SCC Bldg 1 Roof Repairs	x			x	x		\$ 511,000	Project												NA							◆		10/15/24
PO8408	SCC Bldg 20 Roof Repairs	x			x	x		\$ 200,000	Project												NA							◆		10/07/24
PO8461	SCC Bldg 6 Roof Repairs	x			x	x		\$ 250,000	Project												NA							◆		10/15/24
PO8462	SCC Bldg 8 Roof Repairs	x			x	x		\$ 120,000	Project												NA							◆		10/15/24
PO8463	SCC Bldg 9 Roof Repairs	x			x	x		\$ 6,500	Project												NA							◆		10/15/24
PO8464	SCC Bldg 18 Roof Repairs	x			x	x		\$ 375,000	Project												NA							◆		10/15/24
PO8578	SFCC Bldg 17 Skylight Repairs		x		x	x		\$ 75,000	Project												NA		◆							5/31/25±
25-099	SFCC Track Facilities Improvements - Study		x			x	D	\$ 27,000	Study									◆			12/20/24									NA

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	
25-112	ESCO-CCS Switchgear Replacement (Trane)	x	x		x	x	J	\$ 1,366,000	Project												3/15/25±	◆								12/31/26±
25-143	SCC Campus ADA Improvements - Study	x				x		\$ 40,000	Study										◆		3/15/25±									NA
25-209	CCS Campus Safety Study	x				x	C	\$ 200,000	Study							◇		◆			3/15/25±									NA
25-142	SCC Apprenticeship, Water Leak Repair	x			x			\$ 60,000	Project												NA						◆			10/31/24
25-267	SCC Bldg 16 Radon Mitigation System				x		M	\$ 331,000	Project			◇									4/15/25±	◆								06/30/25
25-271	SFCC Bldg 5 Radon Mitigation System		x		x		M	\$ 490,000	Project			◇									4/15/25±	◆								06/30/25
25-XXX	ESCO-CCS Building Retro Commissioning (Ameresco)	x	x		x		F	\$ 135,000	Study			◇				◆					06/30/25									NA
25-547	SCC Building 1, Culinary Walk-In Replacement	x				x	M	\$ 250,000	Project			◇				◆					6/15/25±									10/15/25±

Subtotal \$ 110,570,500
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												10/07/24			◆				3/30/25±	
25-141	SCC Bldg 29 Haz Mat Storage Renovation	x				x	x		\$	250,000	Project											10/15/24	◆						05/31/25±	
25-087	SCC East Wing Renovation - Study	x					x	P	\$	200,000	Study		◆									05/31/25±							NA	

Subtotal, NSC \$ 2,330,000

◆ Current Status
◇ Previous Status

Total \$ 112,900,500

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.
25-099	SFCC Track Facilities Improvements - Study	Study to investigate potential improvements to the track and associated buildings and ground to create a regional outdoor athletics hub.

NUMBER	PROJECT NAME	PROJECT DESCRIPTION
25-112	ESCO-CCS Switchgear Replacement (Trane)	Project to replace aged main electrical switchgear infrastructure to several campus buildings across the district.
25-143	SCC Campus ADA Improvements - Study	Scope and budget study to assess feasibility of undertaking ADA improvements based on a recent survey performed by SBCTC. Findings and estimate will be used to request minor works funding for the 25-27 biennium.
25-209	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.
25-267	SCC Bldg 16 Radon Mitigation System	Project to implement radon mitigation system in the LRC.
25-271	SFCC Bldg 5 Radon Mitigation System	Project to implement a radon mitigation system in Humanities.
25-XXX	ESCO-CCS Building Retro Commissioning (Ameresco)	The project, utilizing supplemental funding from the SBCTC associated with the CCA, involves retro-commissioning SCC Building 28 and SFCC Building 27 to identify and achieve energy savings during building operation
25-547	SCC Building 1, Culinary Walk-In Replacement	Project to replace the aged walk-in cooler/freezer in the main culinary kitchen of SCC Building 1.
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.
25-087	SCC East Wing Renovation - Study	Scope and budget alignment study for relocating student services from Bldg 15 to the east wing of Main building.

After recording return document to:

City of Spokane

Attn: Engineering Services

2nd Floor, City Hall

808 W. Spokane Falls Blvd.

Spokane, WA 99201

Document Title: Permanent Easement

Reference Number of Related Document: N/A

**Grantor: The State of Washington, State Board for
Community and Technical Colleges**

Grantee: City of Spokane

Legal Description: PTN S 1/2 of SW1/4 and GL's 5 and 6 S11-T25N R42 EWM

Additional Legal Description is on Page 4 of Document.

Assessor's Tax Parcel Number: 25115.0074

EASEMENT

Arterial Pedestrian Hybrid Beacons

The Grantor, **The State of Washington, State Board for Community and Technical Colleges (Community College District No. 17)**, for and in consideration of mutual and offsetting benefits, other valuable consideration and the covenants and promises of the City hereinafter set forth, hereby conveys and warrants unto the **CITY OF SPOKANE, a Washington Municipal Corporation**, and its assigns, Grantee, under the imminent threat of the Grantee's exercise of its right of Eminent Domain, a non-exclusive perpetual easement over, upon, and across the hereinafter described lands for the purpose of construction, reconstruction, operation, maintenance, upgrade, repair, removal, relocation, or replacement of surface improvements and underground electric utilities associated with the Arterial Pedestrian Hybrid Beacon Project.

Said lands being situated in Spokane County, State of Washington, and described as follows:

For legal description and additional conditions

See Exhibit A attached hereto and made a part hereof

EASEMENT

If and when the Grantee conducts any work in the easement area, the Grantee, at the conclusion of said work shall have the obligation of returning any unused surface area of the easement to the condition it was in prior to the work which resulted in a disturbance of the surface. The cost of returning the surface to its prior condition shall be the sole and separate responsibility and obligation of the Grantee.

To the extent permitted by law, Grantee shall indemnify and defend and save Grantor harmless from and against any and all liability, loss, damage, expense, actions and claims, including costs and reasonable attorney's fees incurred by Grantor in defense thereof, resulting or arising directly or indirectly on account of negligent acts or omissions of Grantee or its agents or employees in the exercise of the rights granted herein; provided, however, this Section does not indemnify Grantor against liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the negligence of Grantor or Grantor's agents or employees.

Grantor shall retain all other property rights in and to the easement area, including without limitation, the right to use the easement area for any purpose, so long as such use does not unreasonably interfere with the Grantee's rights.

This easement shall be a covenant running with the land and shall forever bind Grantor and its successors and assigns.

It is understood and agreed that delivery of this non-exclusive perpetual easement is hereby tendered and that the terms and obligations hereof shall not become binding upon the **City of Spokane** unless and until accepted and approved hereon in writing for the **City of Spokane**, by its authorized agent.

EASEMENT

Dated: _____, 20____

STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES for
And on behalf of Spokane Falls Community College
(Washington State Community College District #17)

By: _____

Name: Chris Bailey

Title: SBCTC Interim Executive Director

Accepted and Approved

City of Spokane

By: _____

Title

Authorized Agent

Date: _____

EASEMENT

STATE OF WASHINGTON)

: ss

County of Spokane)

On this _____ day of _____, 20____ before me personally appeared _____ to me known to be the duly executed qualified and acting _____ of The State of Washington, State Board for Community and Technical Colleges (Community College District No. 17), of Spokane County, Washington, that executed the within and foregoing instrument and acknowledged said instrument to be the free and voluntary act and deed of said The State of Washington, State Board for Community and Technical Colleges (Community College District No. 17), for the uses and purposes therein mentioned.

GIVEN under my hand and official seal the day and year last above written.

(SEAL)

Notary Public in and for the State of
Washington, residing at _____
My commission expires _____

EASEMENT

EXHIBIT A

PERMANENT EASEMENT DESCRIPTION

3410 W. Whistalks Way (APN. 25115.0074)

A portion of land in the Southwest Quarter of Section 11, Township 25 North, Range 42 East, W.M., in the City of Spokane, Spokane County, State of Washington, being more particularly described as follows:

BEGINNING at the Southeast corner of Parcel "A" per "OGLE" Short Plat City #90-04 in Book 7 at Page 30 of Short Plats and also being on the Northerly right of way line of Whistalks Way; thence in a Northerly direction with a non-tangent curve turning to the left with a radius of 2079.28 feet, a chord bearing of North 02°58'47" West, a chord distance of 7.07 feet, a central angle of 00°11'42" and an arc length of 7.07 feet; thence North 78°44'30" East a distance of 3.98 feet; thence South 11°15'30" East a distance of 7.00 to said Northerly line; thence with said Northerly line, South 78°44'30" West a distance of 5.00 feet to the **TRUE POINT OF BEGINNING**.

Containing 31.42 S.F of land more or less



1/2/25

After recording return document to:

City of Spokane

Attn: Engineering Services

2nd Floor, City Hall

808 W. Spokane Falls Blvd.

Spokane, WA 99201

Document Title: Temporary Easement

Reference Number of Related Document: N/A

**Grantor: The State of Washington, State Board for
Community and Technical Colleges**

Grantee: City of Spokane

**Legal Description: PTN S 1/2 of SW1/4 and GL's 5 and 6 S11-T25N
R42 EWM**

Additional Legal Description is on Page 4 of Document.

Assessor's Tax Parcel Number: 25115.0074

TEMPORARY EASEMENT

Arterial Pedestrian Hybrid Beacons

The Grantor, **The State of Washington, State Board for Community and Technical Colleges (Community College District No. 17)**, for and in consideration of mutual and offsetting benefits, other valuable consideration and the covenants and promises of the City hereinafter set forth, hereby conveys and warrants unto the **CITY OF SPOKANE, a Washington Municipal Corporation**, and its assigns, Grantee, under the imminent threat of the Grantee's exercise of its right of Eminent Domain a non-exclusive temporary easement over, upon, and across the hereinafter described lands for the purpose of locating, constructing, improving, grading, landscaping and other necessary work associated with the Arterial Pedestrian Hybrid Beacons Project.

Said lands being situated in Spokane County, State of Washington, and described as follows:

For legal description of the temporary easement area
See Exhibits A and B attached hereto and made a part hereof.

The term of this temporary easement shall commence on the date of acceptance of this temporary easement by Grantee and shall terminate on August 1st, 2026. Any request for an

TEMPORARY EASEMENT

extension will be submitted in writing to the Grantor's Spokane Falls Community College (SFCC) Director of Maintenance and Operations 60 days prior to termination date.

Prior to any work in the temporary easement area by Grantee and its assigns, Grantee shall submit a notification for the same to the Grantor's SFCC Director of Maintenance and Operations or designee no later than 30 days prior to any work taking place in the temporary easement area. No such work by Grantee shall be commenced without the Grantor's prior written approval, which approval shall not be unreasonably withheld. Grantee shall coordinate the dates of its construction or other activities on Grantor's property with the Grantor. Grantee shall exercise its rights hereunder so as to minimize interference with Grantor's use of the real property.

To the extent permitted by law, Grantee shall indemnify and defend and save Grantor harmless from and against any and all liability, loss, damage, expense, actions and claims, including costs and reasonable attorney's fees incurred by Grantor in defense thereof, resulting or arising directly or indirectly on account of negligent acts or omissions of Grantee or its agents or employees in the exercise of the rights granted herein; provided, however, this Section does not indemnify Grantor against liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the negligence of Grantor or Grantor's agents or employees.

Grantee covenants and agrees to restore, immediately after Grantee completes Grantee's Work and prior to the expiration or earlier termination of this Agreement, the temporary easement area to the same or better condition as it was in before Grantee began Grantee's Work (except to the extent of changes approved by Grantor as part of Grantee's Work) and to a safe condition, and to remove all of its equipment, materials, tools, trash and debris from the temporary easement area. Grantee will repair any damage that occurs to the temporary easement area, landscaping, sod, irrigation, or any improvements thereon arising out of, related to, or as a consequence of Grantee's Work.

Grantor hereby reserves and retains all other property rights in and to the temporary easement area, including without limitation, the right to use the temporary easement area for any purpose, so long as such use does not unreasonably interfere with the Grantee's rights.

It is understood and agreed that delivery of this temporary easement is hereby tendered and that the terms and obligations hereof shall not become binding upon the **City of Spokane** unless and until accepted and approved hereon in writing for the **City of Spokane**, by its authorized agent.

TEMPORARY EASEMENT

Dated: _____, 20____

STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES for
And on behalf of Spokane Falls Community College
(Washington State Community College District #17)

By: _____

Name: Chris Bailey

Title: SBCTC Interim Executive Director

Accepted and Approved

City of Spokane

By: _____

Title

Authorized Agent

Date: _____, 20____

TEMPORARY EASEMENT

STATE OF WASHINGTON)

: ss

County of Spokane)

On this _____ day of _____, 20____ before me personally appeared _____ to me known to be the duly executed qualified and acting _____ of The State of Washington, State Board for Community and Technical Colleges (Community College District No. 17), of Spokane County, Washington, that executed the within and foregoing instrument and acknowledged said instrument to be the free and voluntary act and deed of said The State of Washington, State Board for Community and Technical Colleges (Community College District No. 17), for the uses and purposes therein mentioned.

GIVEN under my hand and official seal the day and year last above written.

(SEAL)

Notary Public in and for the State of
Washington, residing at _____
My commission expires _____

TEMPORARY EASEMENT

EXHIBIT A

TEMPORARY EASEMENT

3410 W. Whistalks Way (APN. 25115.0074)

A portion of land in the Southwest Quarter of Section 11, Township 25 North, Range 42 East, W.M., in the City of Spokane, Spokane County, State of Washington, being more particularly described as follows:

COMMENCING at the Southeast corner of Parcel "A" per "OGLE" Short Plat City #90-04 in Book 7 at Page 30 of Short Plats and also being on the Northerly right of way line of Whistalks Way; thence with said Northerly line North 78°44'30" East a distance of 5.00 feet to the **TRUE POINT OF BEGINNING**;

thence leaving said Northerly line, North 11°15'30" West a distance of 15.00 feet;

thence North 78°44'30" East a distance of 50.00 feet;

thence South 11°15'30" East a distance of 15.00 feet to said Northerly line;

thence with said Northerly line South 78°44'30" West a distance of 50.00 feet to the **TRUE POINT OF BEGINNING**.

Together with a portion of land **COMMENCING** at the Southeast corner of Parcel "A" per "OGLE" Short Plat City #90-04 in Book 7 at Page 30 of Short Plats and also being on the Northerly right of way line of Whistalks Way;

thence with said Northerly line North 78°44'30" East a distance of 5.00 feet;

thence leaving said Northerly line, North 11°15'30" West a distance of 15.00 feet;

thence North 78°44'30" East a distance of 45.00 feet;

thence North 11°15'30" West a distance of 10.00 feet to the **TRUE POINT OF BEGINNING**;

thence North 11°15'30" West a distance of 70.00 feet;

thence North 78°44'30" East a distance of 30.00 feet;

thence South 11°15'30" East a distance of 70.00 feet;

thence South 78°44'30" West a distance of 30.00 feet to the **TRUE POINT OF BEGINNING**.

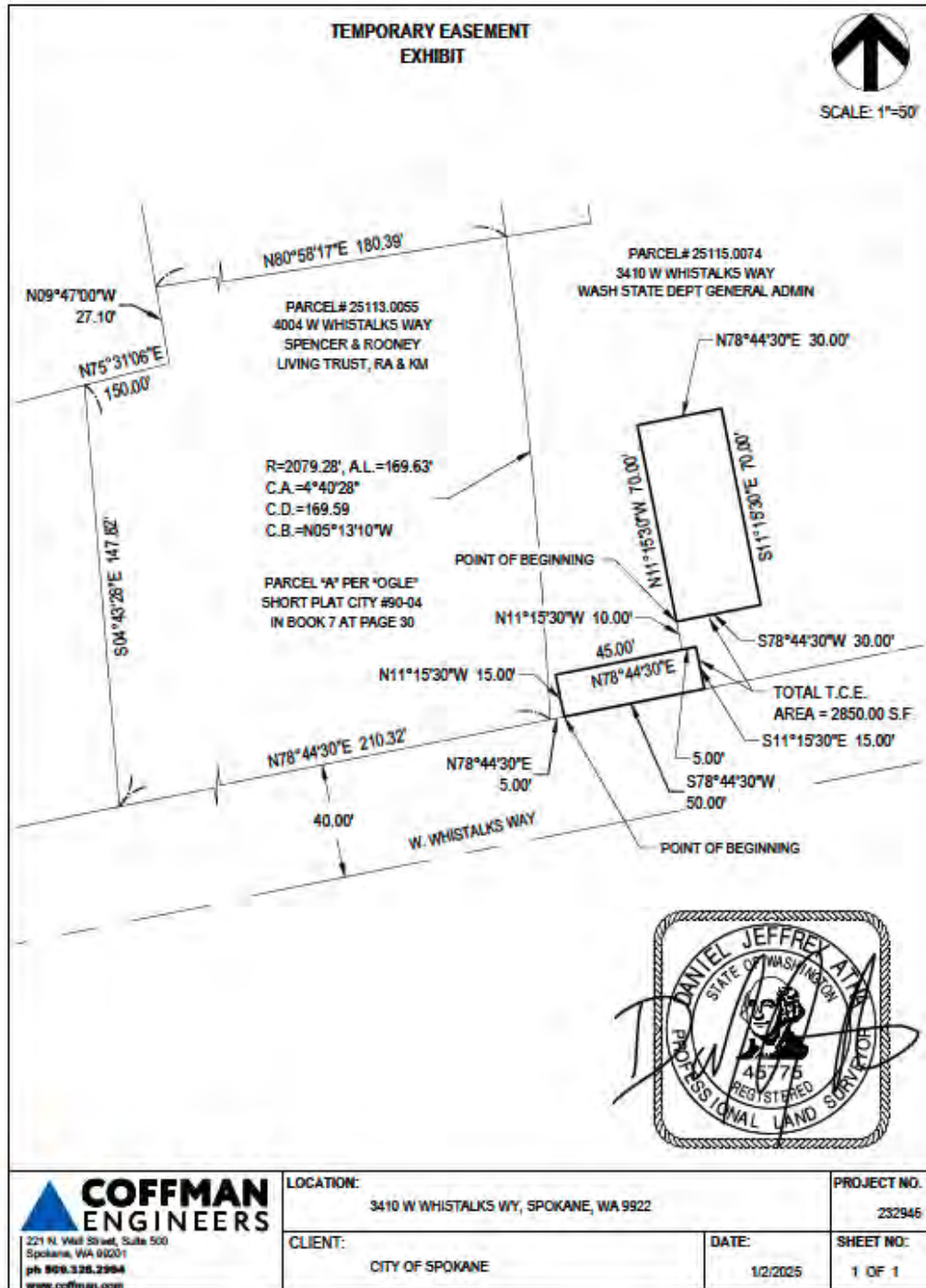
Containing $\pm$ 2,850 S.F. of land more or less.



1/2/25

TEMPORARY EASEMENT

EXHIBIT B



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 January 31, 2025

Summary: Enclosed for the Board's review and approval is the Operating Budget Status Report and the Summary of All-Funds Revenue and Expenditures as of January 31, 2025. The reports reflect 2024-2025 fiscal year activity, including the 6th State Allocation received from the State Board for Community and Technical Colleges. There is no change to the state allocation since last month. The total operating budget as of January 31 is \$132,016,249.

Tuition revenue collections: Fiscal year tuition revenue of \$16,822,613 reflects a positive budget-to-actual variance of \$1,502,017. Tuition revenue collections reflect enrollment levels above budget targets for summer, fall and winter quarters.

Operating budget expenditures: Actual expenditures through seven months (58%) of the year are \$67,801,838. 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 \$175,159,191 offset by total expenditures of \$160,628,101. Net Activity (total revenue minus total expenditures from all sources) as of January 31, 2025, was \$14,531,090. The increase in net activity of \$10.7 million for the month is primarily due to the timing of financial aid activity for winter quarter.

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 2025.01 – 2025-03-06
2. Revenue & Expenditures 2024-07-01 through 2024-01-31 – 2025-03-06
3. Allocation #6 Allocation Summary FY25

Prepared by: Dr. Linda McDermott, CPA
Chief Financial Officer
March 18, 2025



State Allocation and Tuition Operating Budget Report

for Fiscal Year 2024 - 2025

Tuition revenue and GL expenditures through January 31, 2025

State Allocation #6

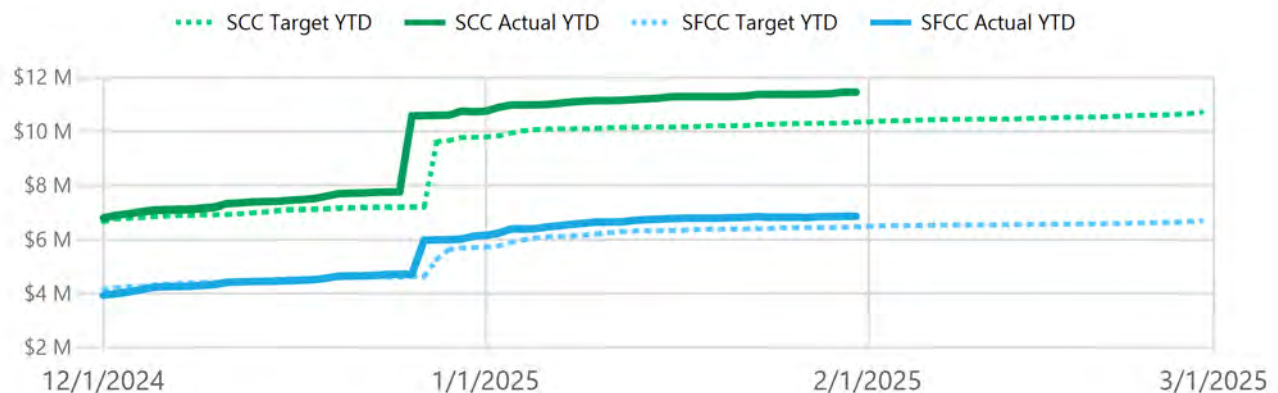
	SCC	SFCC	Central Admin	DMC	District Total
Total State Allocation	\$48,679,807	\$24,071,014	\$17,963,951	\$312,671	\$91,027,443
Tuition Revenue Estimate	\$6,733,109	\$4,991,649	\$3,731,994	\$8,722,191	\$24,178,943
Operating Support, One-time Distribution of FY24 Tuition Revenue over Budget, and Unspent DMC	\$2,055,504	\$6,593,092	\$6,728,286	\$1,432,981	\$16,809,863
Total State Allocation & Tuition Operating Budget	\$57,468,420	\$35,655,755	\$28,424,231	\$10,467,843	\$132,016,249

Allocation and Tuition Expenditures

	Budget	Year-to-Date Expenditures	Percent Expended to Budget	Percent of Total Expenditures
SCC	\$57,468,420	\$30,260,345	53%	45%
SFCC	\$35,655,755	\$17,315,108	49%	26%
Central Administration	\$28,424,231	\$15,639,090	55%	23%
Administration (HR, CEO, CCO, CFO, CIAEAO)		\$4,133,700		6.1%
IT, Facilities, Security, Provost		\$11,505,390		17%
District Managed Costs	\$10,467,843	\$4,587,294	44%	6.8%
Total	\$132,016,249	\$67,801,838	51%	

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	\$11,454,925	\$10,341,228	\$1,113,697	7.5%
SFCC	\$9,356,699	\$6,869,706	\$6,481,385	\$388,320	4.2%
District Total	\$24,178,943	\$18,324,631	\$16,822,613	\$1,502,017	6.2%





Revenue & Expenditures

7/1/2024 through 1/31/2025

Revenue	July	August	September	October	November	December	January	Total
Tuition and Student Fees								
Tuition	\$8,098,132	\$2,193,829	\$209,446	(\$4,098)	\$7,030,692	\$1,539,428	(\$166,920)	\$18,900,508
Tuition AR	(\$5,914,076)	(\$1,148,753)	\$5,650,589	\$770,728	(\$6,182,140)	\$4,618,973	\$1,628,953	(\$575,727)
S&A Fee	\$364,393	\$367,868	\$59,579	(\$25,454)	\$1,148,255	\$279,178	(\$22,508)	\$2,171,311
Student Fees	\$4,871,364	\$995,829	(\$23,401)	\$105,580	\$57,055	\$609,842	\$297,123	\$6,913,392
Grants & Contracts								
Head Start & ECEAP	\$4,213,974	\$1,892,703	\$1,586,966	\$2,711,977	\$1,017,381	\$3,839,474	\$1,281,926	\$16,544,401
Running Start	\$3,331,993	\$573,047		\$308,531				\$4,213,570
Perkins	\$35,706	\$33,414	\$60,764	\$72,792	\$49,959	\$74,995	\$87,023	\$414,653
WorkFirst	\$104,526	\$31,679	\$180,977	\$82,210	\$72,592	\$143,325	\$126,629	\$741,937
BFET	-		\$125,387	\$45,304			\$524,771	\$695,463
Corrections	\$178,577	(\$57,282)	\$380,478	\$239,820	\$134,297	\$269,355	\$194,291	\$1,339,537
Grant Indirect	\$242,475	\$296,960	\$200,853	\$224,077	\$259,778	\$218,056	\$250,801	\$1,693,000
Other Grants & Contracts	\$157,340	\$1,532,092	\$840,058	\$2,363,764	\$1,136,853	\$237,665	\$155,780	\$6,423,553
Financial Aid								
PELL	\$1,750,239		(\$1,171)	\$5,156,582		\$2,005,651	\$7,283,065	\$16,194,366
Work Study	\$9,318	\$20,482			\$30,000	\$108,849	\$50,000	\$218,649
Other Federal Financial Aid	\$90,000		(\$2,515)	\$6,900		\$292,657	\$666	\$387,708
Other State Financial Aid	\$415,283	\$142,125	\$509,334	\$6,251,821	\$25,566	\$1,041,277	\$6,456,447	\$14,841,853
Direct Loan	\$950,000	\$150,000	(\$2,131)	\$3,305,525		(\$2,554,525)	\$4,461,671	\$6,310,541
Other Revenue								
State Allocation	\$4,560,556	\$6,493,241	\$5,336,898	\$5,151,379	\$10,599,703	\$8,606,800	\$7,998,661	\$48,747,238
Capital Projects	(\$4,580,479)		\$1,986,871	\$643,524	\$3,012,639	\$2,865,438	\$800,399	\$4,728,392
Auxiliary	\$438,577	\$733,494	\$302,481	\$142,189	\$616,713	\$475,461	\$458,775	\$3,167,690
Other Revenue	\$2,883,072	(\$415,669)	\$35,194	\$206,302	\$382,010	(\$367,359)	\$59,193	\$2,782,744
Accounts Receivable	\$10,088,846	\$674,754	\$12,947,129	(\$10,602,465)	(\$823,737)	\$3,549,793	\$2,470,091	\$18,304,412
Total Collected Revenue	\$32,289,815	\$14,509,813	\$30,383,787	\$17,156,990	\$18,567,615	\$27,854,333	\$34,396,838	\$175,159,191



Revenue & Expenditures

7/1/2024 through 1/31/2025

Expenditures to Date	July	August	September	October	November	December	January	Total
Tuition and Student Fees								
S&A Fee	\$7,039	\$62,271	\$121,196	\$211,133	\$156,229	\$152,058	\$141,635	\$851,560
Student Fees	\$431,024	\$336,865	\$384,368	\$590,311	\$445,043	\$190,744	\$405,064	\$2,783,419
Building & Innovation Fee	-	\$236,712	\$132,088	\$1,038,123	\$91,803	\$114,467	\$1,068,198	\$2,681,389
Grants & Contracts								
Head Start & ECEAP	\$1,306,315	\$1,576,765	\$2,147,311	\$2,783,748	\$2,207,412	\$2,287,272	\$2,558,076	\$14,866,899
Running Start	\$3,905,039	\$4	\$4,338		\$305,258			\$4,214,639
Perkins	\$39,583	\$43,540	\$59,096	\$62,501	\$71,193	\$47,922	\$104,230	\$428,066
WorkFirst	\$104,774	\$72,600	\$388,527	\$81,105	\$100,324	\$115,494	\$129,016	\$991,840
BFET	\$124,484	\$53,445	\$248,830	\$199,125	\$45,005	\$197,149	\$192,243	\$1,060,282
Corrections	(\$45,190)	\$196,037	\$203,309	\$192,958	\$202,987	\$174,647	\$191,235	\$1,115,984
Other Grants & Contracts	\$32,407	\$163,647	\$161,139	\$374,750	\$229,942	\$618,515	(\$33,569)	\$1,546,830
Financial Aid								
PELL	\$1,907,113	(\$26)	\$6,425,875	\$602,721	(\$1,415,457)	\$8,899,245	\$1,266,775	\$17,686,245
Work Study	\$42,944	\$33,159	\$40,557	\$108,466	\$92,518	\$89,076	\$128,375	\$535,095
Other Federal Financial Aid	\$178,850	\$14,235	\$187,481	(\$573)	(\$243,704)	\$383,340	\$18,291	\$537,920
Other State Financial Aid	\$1,688,201	\$25,193	\$6,174,321	\$816,623	(\$655,061)	\$7,039,676	\$1,347,882	\$16,436,835
Direct Loan	\$1,324,386	\$32,712	\$3,528,633	\$1,147,769	(\$1,323,463)	\$1,719,053	\$1,017,785	\$7,446,876
Other Expenditures								
Salary & Benefits	\$8,596,283	\$8,728,398	\$6,218,222	\$10,300,943	\$10,450,385	\$10,011,271	\$10,389,677	\$64,695,180
Capital Projects	(\$85,844)	\$154,462	\$422,674	\$2,739,640	\$2,344,171	\$1,919,843	\$3,290,531	\$10,785,476
Rent & Utilities	\$298,019	\$404,781	\$404,398	\$590,585	\$537,909	\$591,017	\$478,222	\$3,304,930
Travel	\$33,182	\$14,053	\$16,529	\$28,923	\$46,709	\$23,880	\$34,056	\$197,332
Goods, Equipment, and Supplies	\$82,582	\$175,060	\$110,946	\$220,225	\$303,874	\$88,026	\$197,730	\$1,178,444
Auxiliary	\$59,130	\$235,743	\$147,377	\$214,195	\$260,232	\$302,234	\$316,100	\$1,535,011
Other Expenses / Services	\$778,283	\$837,537	\$1,001,042	\$800,884	\$1,051,634	\$850,761	\$427,712	\$5,747,851
Total Expenditures	\$20,808,604	\$13,397,192	\$28,528,255	\$23,104,151	\$15,304,943	\$35,815,691	\$23,669,264	\$160,628,101
Net Activity	\$11,481,211	\$1,112,620	\$1,855,533	(\$5,947,161)	\$3,262,672	(\$7,961,359)	\$10,727,574	\$14,531,090

2025 State Appropriation, Tuition, Operating Support
Allocation # 6 Supplemental Report

								2025- Allocation #6					Allocation #6
		Base Operating Budget	Allocation #1	Allocation #2	Allocation #3	Allocation #4	Allocation #5	SCC	SFCC	Central Admin	District Managed Costs	Total Changes	
1	District Enrollment Allocation Base (DEAB)	60,128,873											
001-101/08A-3EO	2	DEAB	\$ 45,275,480	\$ 45,278,697	\$ 45,278,697	\$ 45,278,697	\$ 45,278,697	\$ 45,278,697	\$ -	\$ -	\$ -	\$ -	\$ 45,278,697
001-101	3	Weighted Enrollments	5,400,762	5,401,146	5,401,146	5,401,146	5,401,146	5,401,146	-	-	-	-	5,401,146
001-101/001-BD1	4	Performance Based Funding (SAI)	4,876,631	4,876,790	4,876,790	4,876,790	4,876,790	4,876,790	-	-	-	-	4,876,790
001-101	5	Minimum Operating Allocation (MOA)	4,576,000	4,576,000	4,576,000	4,576,000	4,576,000	4,576,000	-	-	-	-	4,576,000
	6	ADJUSTED ALLOCATION - SUBTOTAL	60,128,873	60,132,633	60,132,633	60,132,633	60,132,633	60,132,633	-	-	-	-	60,132,633
	7	SAFE HARBOR (EARMARKS AND PROVISOS)											
001-SAP	8	Compensation/Fund Split Support	2,360,335	2,360,335	2,360,335	2,360,335	2,360,335	2,360,335	-	-	-	-	2,360,335
001-101	9	Safe Harbor Wage Increases	10,599,358	10,599,359	10,599,359	10,599,359	10,599,359	10,599,359	-	-	-	-	10,599,359
24J-011/24J-051	10	Foundational Support	796,508	796,509	796,509	796,509	796,509	796,509	-	-	-	-	796,509
001-101	11	Health Insurance	1,787,561	1,787,561	1,787,561	1,787,561	1,787,561	1,787,561	-	-	-	-	1,787,561
001-101	12	Pension	(617,347)	(617,347)	(617,347)	(617,347)	(617,347)	(617,347)	-	-	-	-	(617,347)
001-101	13	M&O, Leases, and Assessment	178,000	-	-	-	-	-	-	-	-	-	-
08A-2AE	14	Aerospace Enrollments - High Demand	438,085	438,085	438,085	438,085	438,085	438,085	-	-	-	-	438,085
001-BG1	15	College Affordability Program	1,985,931	1,985,931	1,985,931	1,985,931	1,985,931	1,985,931	-	-	-	-	1,985,931
001-CA1/24J-071	16	Guided Pathways	3,586,270	3,586,270	3,586,270	3,586,270	3,586,270	3,586,270	-	-	-	-	3,586,270
001-123	17	Worker Retraining	1,718,396	1,767,938	1,767,938	1,767,938	1,767,938	1,767,938	-	-	-	-	1,767,938
24J-1A1	18	Equity and Access - SB5194	625,771	625,771	625,771	625,771	625,771	625,771	-	-	-	-	625,771
001-EG1/24J-SAP	19	Diversity Bill - SB5227	192,941	192,941	192,941	192,941	192,941	192,941	-	-	-	-	192,941
24J-151	20	Career Launch Enrollments	240,000	240,000	240,000	240,000	240,000	240,000	-	-	-	-	240,000
08A-1AE	21	Aerospace Apprenticeships	80,000	80,000	80,000	80,000	80,000	80,000	-	-	-	-	80,000
08A-5AE	22	Disability Accommodations	118,850	118,850	118,850	118,850	118,850	118,850	-	-	-	-	118,850
08A-3BE	23	Opportunity Grants (ELTA)	540,000	540,000	540,000	540,000	540,000	540,000	16,232	16,232	-	-	32,464
08A-3BE	24	Opportunity Grants (GFS)	58,822	58,822	58,822	58,822	58,822	58,822	-	-	-	-	58,822
001-8AE	25	Gold Star Families	-	-	-	35,526	35,526	35,526	-	-	-	-	35,526
08A-5BE	26	Students of Color	42,757	42,757	42,757	42,757	42,757	42,757	-	-	-	-	42,757
24J-091	27	Nurse Educators	960,189	960,189	960,189	960,189	960,189	960,189	-	-	-	-	960,189
001-EQ1	28	Nursing Enrollment Increase	-	138,528	138,528	138,528	138,528	138,528	-	-	-	-	138,528
24J-111	29	High Demand	1,450,502	1,450,502	1,450,502	1,450,502	1,450,502	1,450,502	-	-	-	-	1,450,502
24J-1T0	30	Homeless Student Expansion	-	230,000	230,000	230,000	230,000	230,000	-	-	-	-	230,000
001-EM1	31	Financial Aid Outreach	160,000	160,000	160,000	160,000	160,000	160,000	-	-	-	-	160,000
24J-231	32	Cybersecurity Enrollments	360,000	360,000	360,000	360,000	360,000	360,000	-	-	-	-	360,000
24J-271	33	Refugee Education	635,000	700,000	700,000	700,000	700,000	700,000	-	-	-	-	700,000
001-BK1	34	MESA Community College Programs	157,000	157,000	157,000	157,000	157,000	157,000	-	-	-	-	157,000
24J-1BP	35	Student Needs SHB1559	130,058	130,058	130,058	130,058	130,058	130,058	-	-	-	-	130,058
24J-211	36	SIM Lab Equipment	77,000	77,000	77,000	77,000	77,000	77,000	-	-	-	-	77,000
001-EH1	37	Truck/School Bus Driver Training	209,790	209,790	221,051	221,051	221,051	221,051	-	-	-	-	221,051
24J-191	38	Student Assistance Grants (WEIA)	178,234	-	179,500	179,500	179,500	179,500	-	-	-	-	179,500
24J-9AP	39	DEI Support- One Time Funding	356,676	356,676	356,676	356,676	356,676	356,676	-	-	-	-	356,676
001-8BE	40	Workforce Development Projects	-	-	-	-	-	-	-	-	-	-	-
24J-111	41	High Demand Enrollments	-	-	-	-	-	-	-	-	-	-	-
001-EK1	42	Health Workforce Opp Grants	-	262,080	262,080	262,080	262,080	262,080	1,273	1,273	-	-	2,546
24J-7BP	43	Nursing Supply SB 5582	-	250,000	250,000	250,000	250,000	250,000	-	-	-	-	250,000
24J-6BP	44	Nurse Education Enrollment Increases (WEIA)	228,528	90,000	90,000	90,000	162,000	162,000	-	-	-	-	162,000
001-EW1	45	Apprenticeship & Higher Educ ESSB 5764 (GF-State)	-	55,925	55,925	55,925	55,925	55,925	-	-	-	-	55,925
24J-OAP	46	Apprenticeship & Higher Educ ESSB 5764 (WEIA)	-	90,200	90,200	90,200	90,200	90,200	-	-	-	-	90,200
24J-3B0	47	Early Achievers Grant Supports	-	26,050	26,050	26,050	26,050	26,050	-	-	-	-	26,050
001-FH1	48	Incarcerated Students Grants SSB5953	-	136,500	136,500	136,500	136,500	136,500	-	-	-	-	136,500
001-FF2	49	Higher Ed Opioid Prevention ZSHB 2112	-	-	24,234	24,234	24,234	24,234	-	-	-	-	24,234
24J-3F0	50	Manufacturing Apprenticeship RSI	-	48,000	48,000	48,000	48,000	48,000	-	-	-	-	48,000
24J-071	51	Guided Pathways (WEIA)	-	-	-	1,000	1,000	1,000	-	-	-	-	1,000
001-EN1	52	Students Experiencing Homelessness HB1166 Expansion	-	-	-	-	-	25,000	-	-	-	-	25,000
26O-3A0	53	Climate Curriculum Development	-	-	-	-	-	-	19,000	-	-	-	-
	53	Sub Total Safe Harbor	29,635,215	30,492,280	30,707,275	30,743,801	30,815,801	30,840,801	36,505	17,505	-	-	54,010
	54	Total State Operating Allocation	89,764,088	90,624,913	90,839,908	90,876,434	90,948,434	90,973,434	36,505	17,505	-	-	54,010
Stable	55	Tuition Revenue Forecast	24,178,943	24,178,943	24,178,943	24,178,943	24,178,943	24,178,943	-	-	-	-	24,178,943
149	56	Central Administration Tuition	-	-	-	-	-	-	-	-	-	-	-
149	57	District Managed Costs	-	-	-	-	-	-	-	-	-	-	-
	58	Total Tuition Forecast Budget Allocation	24,178,943	24,178,943	24,178,943	24,178,943	24,178,943	24,178,943	-	-	-	-	24,178,943
	59	Total State Allocation & Tuition	113,943,031	115,664,681	115,879,676	115,916,202	115,988,202	116,013,202	36,505	17,505	-	-	54,010
		One-time Distribution of FY24 Tuition Revenue over Budget											
	60	& Unspent DMC	-	-	-	3,187,082	3,187,082	3,187,082	-	-	-	-	3,187,082
146/148	60a	Operating Support FY25 (b)	12,417,883	12,417,883	10,769,387	10,293,072	10,622,779	10,622,779	-	-	-	-	10,622,779
146	60b	Strategic Investments	-	-	3,000,000	3,000,000	3,000,000	3,000,000	-	-	-	-	3,000,000
148	60c	Operating Revenue Transfer from Other Sources	-	-	-	-	-	-	-	-	-	-	-
	60d	Total One-Time and Operating Support	12,417,883	12,417,883	13,769,387	16,480,154	16,809,861	16,809,861	-	-	-	-	16,809,861
		Total State Allocation, Tuition, and Operating Support											
61	Budget Authority	\$ 126,360,916	\$ 127,221,741	\$ 128,788,240	\$ 131,535,533	\$ 131,937,240	\$ 131,962,240	\$ 131,962,240	\$ 36,505	\$ 17,505	\$ -	\$ -	\$ 54,010
	Adjusted Budget, Allocation #6								\$ 57,468,419	\$ 35,655,757	\$ 28,424,232	\$ 10,467,843	

CONSENT AGENDA ITEMS: HEAD START UPDATES

Submitted by: Bobbi Woodral
District Director Head Start/EHS/ECEAP
March 18, 2025

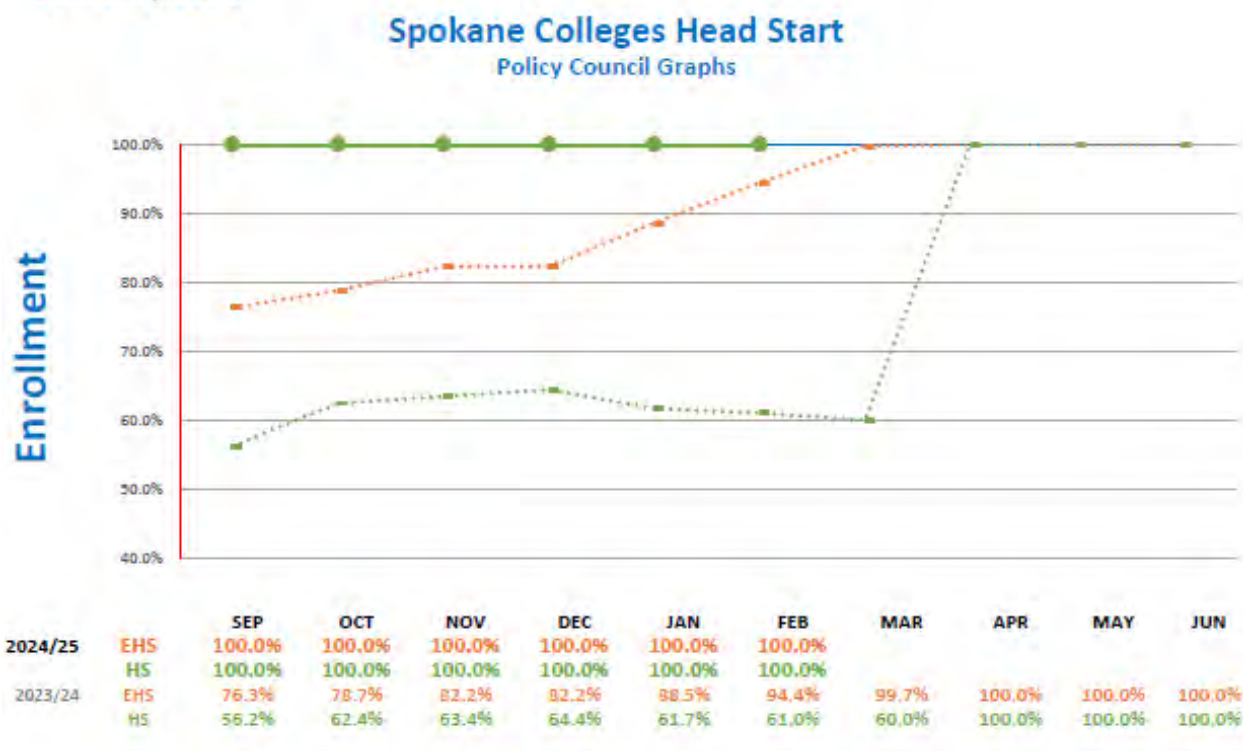
STATUS REPORT SPOKANE COLLEGES HEAD START & ECEAP

MARCH 2025

ENROLLMENT:

During the month of February, both Head Start and Early Head Start maintained 100% full enrollment.

February 2025



OVERVIEW OF CLASS® REVIEW AND OUTCOMES

We are pleased to share the results of the recent Classroom Assessment Scoring System (CLASS®) review conducted by the Office of Head Start (OHS) for our Head Start program. The CLASS® review took place between November 25, 2024, and February 14, 2025, and assessed the quality of teacher-child interactions in our preschool center-based classrooms using the 2008 CLASS® tool.

The CLASS® tool evaluates teacher-child interactions across three domains and ten dimensions. These interactions are rated on a seven-point scale, with higher scores indicating stronger quality interactions. The three CLASS® domains and their respective dimensions are:

- **Emotional Support** (Positive Climate, Negative Climate, Teacher Sensitivity, Regard for Student Perspectives)
- **Classroom Organization** (Behavior Management, Productivity, Instructional Learning Formats)
- **Instructional Support** (Concept Development, Quality of Feedback, Language Modeling)

Program Results:

DIMENSION	SCORE
Emotional Support*	6.5658
Positive Climate	6.42
Negative Climate	1.08
Teacher Sensitivity	6.39
Regard for Student Perspectives	6.53
Classroom Organization	6.5439
Behavior Management	6.32
Productivity	6.74
Instructional Learning Formats	6.58
Instructional Support	3.5263
Concept Development	2.82
Quality of Feedback	3.18
Language Modeling	4.58

The Head Start Program Performance Standards (HSPPS) set quality thresholds and competitive thresholds for CLASS® domains. These thresholds are designed to ensure high-quality learning environments and effective teacher-child interactions. Our program's results are compared to these thresholds below:

DOMAIN	YOUR PROGRAM'S SCORE	Quality Threshold	Competitive Threshold
Emotional Support	6.5658	6	5
Classroom Organization	6.5439	6	5
Instructional Support	3.5263	3	2.3**

Key Takeaways:

- Strong Performance in Emotional Support and Classroom Organization:** Our program exceeded both the quality and competitive thresholds in these domains, demonstrating effective teacher-child interactions, positive classroom climates, and strong behavioral and instructional management.
- Meeting and Exceeding Instructional Support Expectations:** Our Instructional Support domain score of 3.5263 surpasses both the current competitive threshold (2.3) and the upcoming increase (2.5), ensuring compliance with future standards.

3. **Commitment to Continuous Improvement:** While our scores reflect strong performance, we remain committed to ongoing professional development and coaching to further enhance instructional support and deepen learning opportunities for children.

SPOKANE COUNTY DEVELOPMENTAL DISABILITIES DIVISION CONTRACT MONITORING REPORT

I am pleased to submit the final report from the Spokane County Community Service Department (CSD) Developmental Disabilities Division regarding their recent contract monitoring of our Early Head Start program. The review, conducted on January 28 and 30, 2025, assessed our compliance with contractual obligations and best practices in serving children with disabilities and developmental delays.

The results reflect our commitment to high-quality services, as the report contains no findings or recommendations. This is a testament to the dedication and hard work of our staff in maintaining excellence in early childhood education and family support.

Please review the attached report, and feel free to reach out with any questions.

UPDATE ON FA2 MONITORING REVIEW

Over the past several months, we have been preparing our governing bodies for the upcoming Focus Area 2 (FA2) Monitoring Review. This process has included ensuring that the Board and Policy Council are well-versed in their governance responsibilities, program oversight, and compliance with Head Start regulations. Your role in this review is critical, and we appreciate your ongoing engagement.

As a reminder, FA2 is a comprehensive evaluation that assesses the effectiveness of our program's operations, governance, and service delivery. It ensures we are meeting the needs of children and families while maintaining compliance with Head Start Program Performance Standards.

We have now received confirmation that our FA2 review will take place **March 31 to April 4**. A preliminary schedule has been provided, which includes a **30-minute conversation with a Board member and Dr. Brockbank**. This discussion will provide an opportunity to share how our governance model operates and address specific questions outlined in the governance protocol.

Governing bodies, including our Board of Trustees and Policy Council, play a critical role in this process. Your oversight ensures that our program remains accountable to the community, adheres to Head Start requirements, and continues to provide high-quality services. We appreciate your ongoing engagement in reviewing program policies, monitoring financial management, and ensuring we meet the needs of families.

ECEAP UPDATES

Enrollment: As previously shared, DCYF has issued updated expectations regarding enrollment requirements and deadlines. In response, ECEAP has been working closely with subcontractors to ensure compliance with these expectations, addressing any barriers through thorough documentation and targeted action planning.

A significant step in expanding access is our new partnership with Lilac City Early Learning Center. As a newly contracted provider, they will incorporate ECEAP into their existing childcare model, creating 10 additional School Day ECEAP slots and enhancing early learning opportunities for the community.

Additionally, 15 School Day slots have now been placed at Spokane Falls Early Learning Center, which is preparing to begin serving children in the coming weeks. These steps reflect our continued commitment to meeting enrollment goals and ensuring high-quality early learning opportunities for eligible families.

Legislative Information: SB 5752 & Child Care Subsidy Delays

Governor Bob Ferguson's plan to address Washington State's \$4 billion budget shortfall includes major delays and reductions in early childhood education and childcare subsidies:

- Fair Start Subsidy Delays: Postponement of planned childcare subsidy increases.
- Working Connections Childcare (WCCC) Eligibility Delays: Expansion to 75% SMI delayed to 2029; 85% SMI postponed to 2031.
- WCCC Co-Payment Adjustments: New calculations based on income and number of children served.
- Repeal of Birth-to-Three ECEAP: Eliminates access to early learning for the youngest children.
- ECEAP Entitlement Postponement: Moves full entitlement from 2026-27 to 2030-31.
- Restrictions on WCCC for Workers: Repeals expanded eligibility for childcare staff and apprentices.
- Conditional Provider Supports: Funding for providers now contingent on budget availability.
- State Budget Cuts to DCYF: 3% cuts implemented, with a 6% reduction exercise forthcoming.

Advocacy Efforts and Considerations

- Limited success in maintaining subsidy expansion at the Governor's Office.
- Proposal under consideration to allow childcare providers and non-profit employees earning up to 75% SMI to qualify for WCCC.

These policy shifts will significantly impact early childhood education accessibility, requiring continued advocacy efforts.

Prepared by: Bobbi Woodral, District Director



Spokane County

WASHINGTON

COMMUNITY SERVICES DEPARTMENT

Developmental Disabilities Division

2022-2025 MONITORING REVIEW REPORT *for* **Spokane Colleges Early Head Start (EHS)**

February 26, 2025

COMMUNITY SERVICES DEPARTMENT
Justin Johnson, Director

February 26, 2025

Bobbi Woodral
Executive Director
Spokane Colleges Early Head Start
3939 North Freya
Spokane, WA 99217

Via E-mail

RE: Spokane County Developmental Disabilities Division Contract Monitoring Complete

Dear Ms. Woodral;

The Spokane County Community Service Department's (CSD) Developmental Disabilities Division has completed Early Head Start's contract monitoring. We appreciate the time and care you took to address any questions or concerns that were raised during the onsite visit.

In reviewing Early Head Start's report, we have determined that there are no recommendations or findings. Accordingly, CSD now considers your monitoring to be complete.

We would like to thank you and your staff for assisting our team during our recent review. Our goal in the review was to provide feedback and technical assistance to your agency. We appreciate your willingness to work with us in this collaborative process.

A report of this monitoring will be made to the CSD Developmental Disabilities Advisory Board at its next meeting on Wednesday, March 12, 2025, at 4:00 p.m. We welcome your participation at this meeting.

If you have questions about the monitoring report, please contact Denise Magee at (509) 280-5627. Thank you.

Sincerely,



Brian Nichols
Developmental Disabilities Division Manager

BN/dm

cc: Denise Magee
Lisa Hollen
Deanne Wilson
Mckenzie Best
Donnett Neu
DD Advisory Board Members
Contract File

Agency Monitoring Overview

Dates of Review: January 28 & 30, 2025

CSD Staff Reviewers: Brian Nichols, Racheal Beamis, Denise Magee, Leah Kaplan, and Khrystal Kenyon

Agency Staff: Bobbi Woodral, McKenzie Best, and Deanne Wilson

Agency Programs: ☒ B-3

Number of Clients Enrolled: approx. 700 overall – approx. 300 EHS – 10 children in a given month of which are paid through the DDA contract with CSD

Files Reviewed: 7 child files

Staff Files reviewed: 58 staff files

Additional Data Provided by:

Summary of Review

Spokane Colleges Early Head Start has been a longstanding contractor with Spokane County for Child Development Services. EHS is a comprehensive early childhood program serving infants, toddlers, and their families. Their model of service delivery focuses on the inclusion of children with disabilities and delays in the typical preschool setting of an early head start program.

IFSP's were complete with signatures; all staff files reviewed were complete.

We visited several classrooms at the MLK EHS center. Communication logbooks were present in each classroom and it was evident that there is great communication between staff and families. Staff interviewed displayed dedication to the agency's mission and the needs of children and their families. The parents interviewed had high praise for the program and the services they receive.

There were no findings needing required actions or recommendations as a result of this monitoring event.

Summary of Findings and Required Actions

<u>Category</u>	<u>Number of Findings</u>	<u>Number of Recommendations</u>
<u>CSD Contract</u>		
<u>County Guidelines</u>		
<u>Criteria</u>		
<u>Total</u>	<u>0</u>	<u>0</u>

**HEAD START/EARLY HEAD START FY 24-25
BUDGET REPORT JANUARY 2025**

January 31, 2025

HEAD START HS25 - Grant Period 9/01/2024 Thru 8/31/2025							EARLY HEAD START 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	1,922,297	2,386,825	45%	42%	4,680,898	0	2,068,187	2,612,711	44%	42%
Fringe Benefits	2,056,360	0	820,739	1,235,621	40%	42%	2,061,956	0	912,163	1,149,793	44%	42%
Travel	0	0	0	0	0%	42%	0	0	0	0	0%	42%
Equipment	0	0	0	0	0%	42%	0	0	0	0	0%	42%
Supplies	179,845	0	65,794	114,051	37%	42%	148,368	0	63,996	84,372	43%	42%
Contractual	0	0	0	0	0%	42%	0	0	0	0	0%	42%
Facilities/Construction	0	0	0	0	0%	42%	0	0	0	0	0%	42%
Other	662,601	0	227,171	435,430	34%	42%	508,358	0	207,232	301,126	41%	42%
Indirect	612,305	0	260,674	351,631	43%	42%	643,703	0	268,209	375,494	42%	42%
Unobligated/To Be Reassigned	0	0	0		0%	42%	0	0	0	0	0%	42%
FEDERAL FUNDING TOTAL	\$7,820,233	\$0	\$3,296,675	4,523,558	42%	42%	\$8,043,283	\$0	\$3,519,787	4,523,496	44%	42%
OTHER FUNDING												
SCC/SFCC Student Gov't Funds	61,839	0	20,574	41,265	33%	42%	79,161	0	47,894	31,267	61%	42%
Child Care Fees	1,290,126	0	303,222	986,904	24%	42%	2,400,263	0	557,599	1,842,664	23%	42%
OTHER FUNDING TOTAL	\$1,351,965	\$0	\$323,795	\$1,028,170	24%	42%	\$2,479,424	\$0	\$605,493	1,873,931	24%	42%
TOTAL FUNDING	\$9,172,198	\$0	\$3,620,470	5,551,728	39%	42%	\$10,522,707	\$0	\$4,125,280	6,397,427	39%	42%
Training & Tech Assistance Funds	\$76,563		\$39,015	37,548	51%	42%	\$145,055		\$42,806	102,249	30%	42%
Non-Federal Share HS/EHS	\$4,017,033		\$1,467,780	2,549,253	37%	42%	**Head Start and Early Head Start Non-Federal Share is Combined**					

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

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.

January 31, 2025

Policy Council Treasurer _____

CCS HS/EHS Board Liason _____

Initials

USDA CACFP Meal Service Report - January 2025

Number of Reimbursable Meals		Actual HS/EHS Reimbursement		
720	Breakfast	\$17,111.40	Total Attendance	9,215
0	AM Snacks	\$0.00	Average Number of school days	
8,874	Lunch	\$39,311.82	Average daily attendance	
7,439	PM Snacks	\$9,001.19		
0	Supper	\$0.00		
0	Evening Snacks	\$0.00		
17,033	Total	\$65,424.410	Cash-In-Lieu	Total
			\$2,662.20	\$68,086.61
	Monthly Food Operating costs		\$88,807.30	
	January Farm to School Grant reimbursement		\$3,331.37	



Head Start/Early Head Start Budget and Non-Federal Share Training 2025

Training Topics



Funding Sources & Budgeted Costs



Monthly Report



Non-Federal Share (a.k.a. In-Kind)

Funding Sources

Federal Government



President and Congress



U.S. Department of Health and Human Services



Administration for Children and Families



Office of Head Start



Region 10 Office



Spokane Colleges

Funding Sources

80% FEDERAL GOVERNMENT

Department of Health & Human Services–DHHS

- Every 5 years – Baseline application
- A continuation grant is submitted each year after the baseline for the amount authorized

Funding Sources

16% CHILD CARE REVENUE Estimated amount

- DCYF Working Connections subsidy
- Parent payment for childcare
- Federal, State, and Local agency subsidies.



Funding Sources

3% FEDERAL Child & Adult Care Food Program

- Reimbursed for child meals
 - Breakfast = \$ 2.37
 - Lunch = \$ 4.73
 - Snack = \$ 1.21
- Funds a portion of the cost to provide meals
- Does not count as non-federal share



Funding Sources

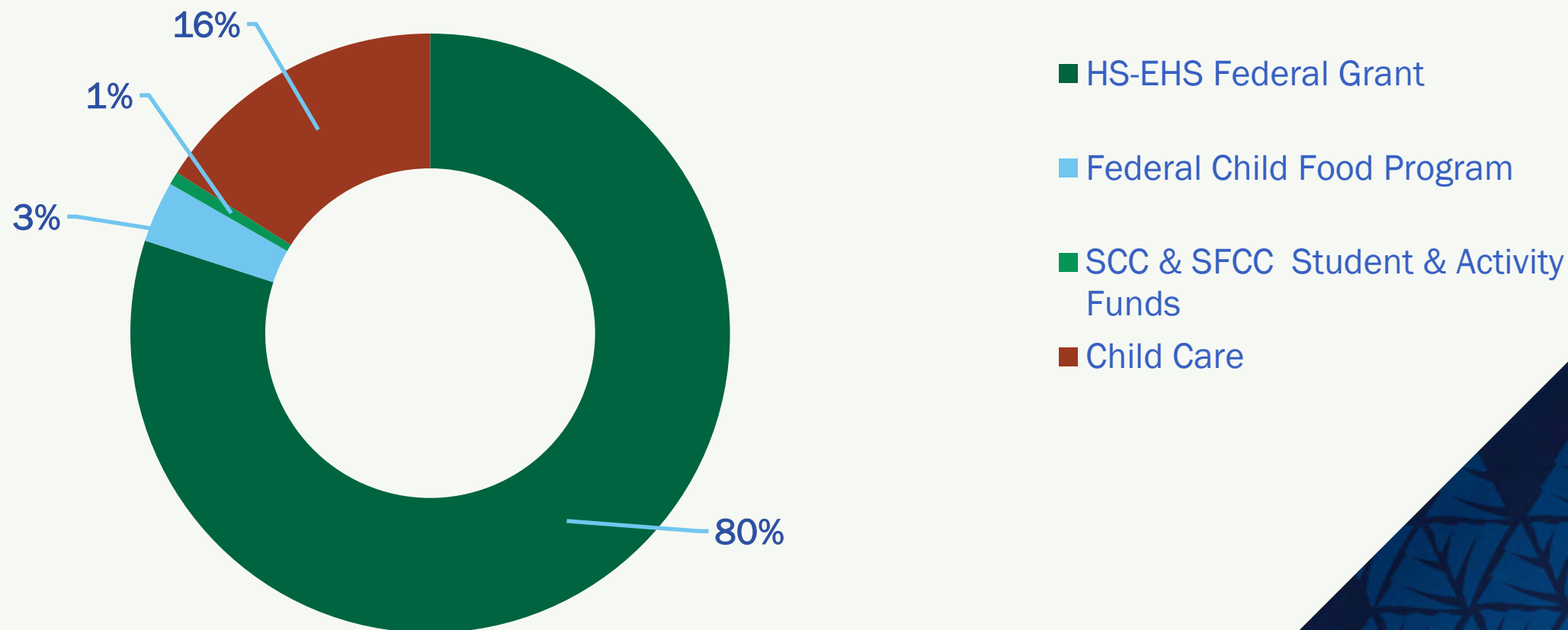
1% STUDENT ACTIVITIES – SCC & SFCC

- Campus sites apply for funds.
- The student government at each campus decides which student services & how much to fund.
- Funds used to reduce student childcare rates.
 - SFCC \$96,000
 - SCC \$45,000
- Counts as Non-Federal Share

Funding Sources

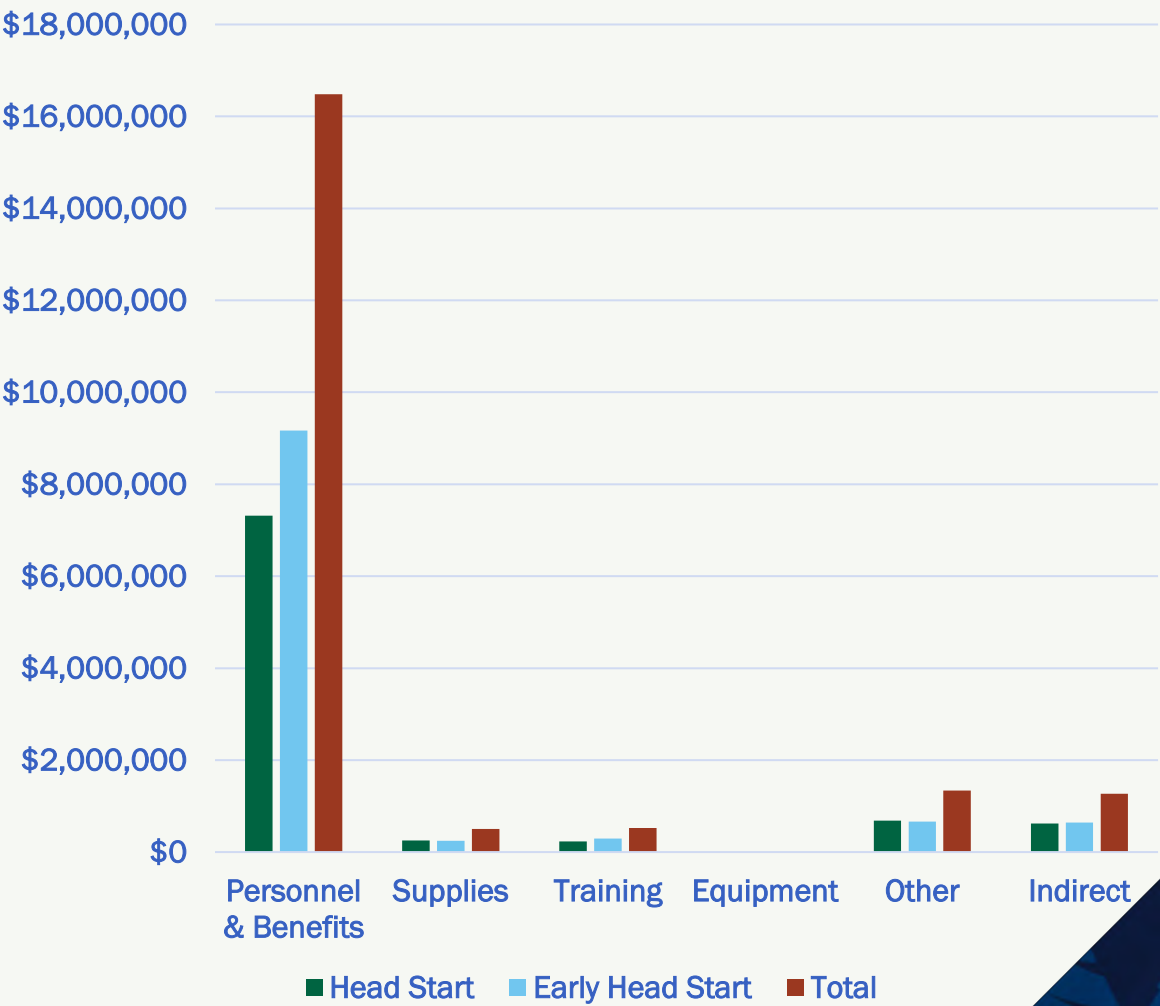
FEDERAL HS/EHS AWARD	\$	16,088,134
CHILD CARE REVENUE	\$	3,217,479
FEDERAL CACFP	\$	664,067
STUDENT ACTIVITIES	\$	141,000
TOTAL	\$	20,110,680

Funding Sources



Cost Categories

- Personnel & Benefits
- Supplies
- Training
- Equipment
- Other
- Indirect



Cost Category



82% PERSONNEL & BENEFITS

- Salaries and Wages
- Benefits:
 - o Social Security
 - o Health Insurance
 - o Retirement
 - o Medical Aid/Industrial Insurance
 - o Unemployment

Cost Category

Personnel & Benefits

- **151** Lead, Associate, & Assistant Teachers and Home Visitors
- **20** Family Service Coordinators
- **13** Cooks and Food Service Workers
- **9** Site and Esmeralda Office Assistants
- **1** Administrative Assistant
- **5** Fiscal Staff
- **1** Information Technology Specialist
- **1** District Director
- **3** Directors
- **1** Compliance Manager
- **10** Center Managers
- **1** Assistant Center Manager
- **1** Program Specialist
- **1** Program Coordinator
- **7** Component Specialists
- **8** Classroom Quality Specialists
- Approximately **60** Part-time Staff

293 TOTAL



Cost Category

3% SUPPLIES

- Classroom
- Health
- Parent Engagement
- Technology
- Office



2% TRAVEL/TRAINING/TECHNICAL ASSISTANCE

- Training in component areas
(Staff Development)
 - In-house training provided by component specialists and/or bringing in outside trainers
 - Coaching, mentoring, and book studies
 - Out-of-area travel to training
- Local staff travel
- Out of area parent travel

Cost Category

7% OTHER

- Phones, Internet, Online Software
- Building Leases
- Insurance – children
- Mental Health Consultants & Nurses
- Food services P.C. & parents
- Background Checks & Pre-employment physicals
- Classroom
- Health
- Parent Engagement
- Technology
- Office

0% EQUIPMENT

- Items that cost \$5,000 and over
- Photocopiers
- Health Screening equipment
- Kitchen Appliances

6% INDIRECT – ADMINISTRATIVE COSTS

- College services
 - Accounting, Payroll, and Human Resources
 - Facilities
 - Program Administration

Monitoring the Budget

HEAD START/EARLY HEAD START FY 24-25 BUDGET REPORT JANUARY 2025

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January 31, 2025

Policy Council Treasurer

CCS HS/EHS Board Liaison

Initials

Monitoring the Budget

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Non-Federal Share

What is Non-Federal Share?

- A requirement for our federal grant award
- A way for our families and communities to give back to our programs.
 - Volunteer time translated into dollars
 - Goods and services value determined by donors

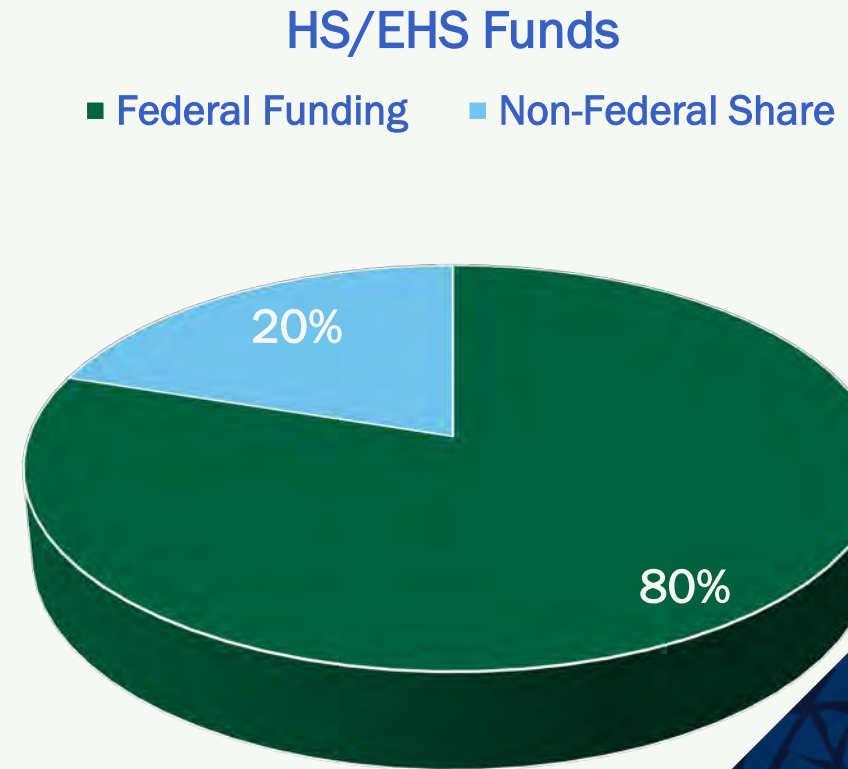


Non-Federal Share

Head Start and Early Head Start programs are required to provide a 20% match of non-federal funds and/or In-kind (non-cash) contributions.

\$ 8,000	Federal Share
<u>+ 2,000</u>	Non-Federal Share
\$ 10,000	Total program costs

Program Goal for 2024-25:
\$4,022,034



Non-Federal Share

Parent Volunteers

- Work on child goals at home
- Parent's time attending a training conference

Parents and/or Community Volunteers

- Governance activities in the Policy Council
- Help with projects around the program
- Reading stories to a class

Professional Services/Volunteers

- Medical/Dental services
- Mental Health services
- Therapists for early intervention

Student/Intern Volunteers

- Health/Speech Practicum
 - Nutritional Practicum
 - Social Work Practicum
- 

Non-Federal Share



Donated Items

Items donated must be for program use and can include:

- Clothing to wear while doing artwork or for dramatic play
- Winter wear for outdoor play
- Classroom materials
- Housekeeping items, plates, vases, etc.

Additional Support

- Maintenance & Operational costs
- Student Activities funds
- Cash*

Non-Federal Share

	Amount Needed	Amount Received This Month	Amount Received YTD	Amount Still Needed	YTD
ADMIN	\$ 38,325.00	\$ 84.10	\$ 6,651.88	\$ 31,673.12	17%
AEC	\$ 368,449.20	\$ 27,424.14	\$ 160,761.23	\$ 207,687.97	44%
GFH	\$ 311,055.20	\$ 19,622.39	\$ 112,383.40	\$ 198,671.80	36%
LLC	\$ 378,340.45	\$ 55,920.75	\$ 237,823.49	\$ 140,516.96	63%
MLKCC	\$ 233,433.58	\$ 19,855.94	\$ 88,059.84	\$ 145,373.74	38%
NCDC	\$ 408,508.77	\$ 36,646.35	\$ 163,511.26	\$ 244,997.51	40%
NECC	\$ 403,859.88	\$ 26,243.65	\$ 146,884.24	\$ 256,975.65	36%
OTHER RESOURCES	\$ 366,354.04	\$ 18,779.42	\$ 140,655.10	\$ 225,698.94	38%
SCC	\$ 442,534.68	\$ 32,175.90	\$ 115,061.19	\$ 327,473.50	26%
SFCC	\$ 379,972.51	\$ 32,442.75	\$ 101,132.12	\$ 278,840.38	27%
SISTERS HAVEN	\$ 180,911.03	\$ 14,160.91	\$ 60,969.33	\$ 119,941.70	34%
WBC	\$ 239,269.42	\$ 16,585.15	\$ 61,232.37	\$ 178,037.05	26%
WCCC	\$ 271,020.35	\$ 24,786.08	\$ 72,654.71	\$ 198,365.64	27%
TOTAL	\$ 4,022,034.11	\$ 324,727.51	\$ 1,467,780.15	\$ 2,554,253.96	36%
Current budget time elapsed:					42%

Key Points

Funding Sources

- Federal Government, Childcare proceeds, USDA, Campus Student Government

Cost Categories

- Personnel & Benefits, Supplies, Staff Development, Equipment, Other, Indirect

Non-Federal Share

- Requirement of the grant
- Donations and volunteer hours that help our program and the families we serve to be successful

DISCUSSION/ACTION: APPROVAL OF TENTATIVE AGREEMENTS FOR SUCCESSOR MASTER CONTRACT BETWEEN COMMUNITY COLLEGES OF SPOKANE AND THE COMMUNITY COLLEGES OF SPOKANE ASSOCIATION FOR HIGHER EDUCATION

BACKGROUND

Beginning in October 2023 and culminating in January of 2025, representatives of Community Colleges of Spokane (Spokane Colleges) and the Community Colleges of Spokane Association for Higher Education (AHE) met in good faith for the purpose of negotiating a successor bargaining agreement between the parties. The last agreement expired on June 30, 2023, but was extended by mutual agreement of the parties pending completion of negotiations.

The parties exchanged interest statements in October and began bargaining toward agreement on the various items identified by either party. This process has culminated in a variety of tentative agreements (attached).

The parties had previously agreed to extend the former master contract through June 30, 2024. With your approval, all of the attached tentative agreements will become effective on July 1, 2025. The successor contract will extend through June 30, 2028.

Beginning in February 2025, a representative from CCS and CCS AHE, along with the Chief Human Resources Officer, began an editorial review of the full successor agreement to ensure any grammar, structural, and/or internal cross-reference edits required due to the tentative agreements are completed. This review will not include any substantive changes to the terms and conditions of the tentative agreements. Following completion of the editorial review, the final contract will be routed for printing with the goal of distribution after July 1, 2025.

It was my pleasure to lead the management team during bargaining. Each member listed below put in considerable hours and effort toward the successful conclusion, all above and beyond their usual and customary job responsibilities. Additionally, it was our pleasure to work with the faculty team members listed below. Each was an outstanding advocate of faculty interests, collaborative, and a pleasure to work with during the past year:

CCS Representatives

Patrick McEachern (lead)

Jeff Brown

Bonnie Glantz

Jaclyn Jacot

Sarah Martin, Ph.D.

CCS AHE Representatives

Jason Eggerman (lead)

Rob Deyo

Jackie Franklin

Ronda Moorhead

Tim Roe

The agreements are being ratified by AHE membership, and their vote will be complete by March 11, 2025 (Beverly Daily will be present to respond to questions regarding the ratification process). The tentative agreements are before the Board of Trustees for consideration of approval.

RECOMMENDATION

It is recommended that the Board of Trustees of Washington State Community College District 17 approve the attached tentative agreements for a successor Master Contract between CCS and the CCS Association for Higher Education, effective July 1, 2025 and through June 30, 2028. The final contract, pending minor edits, will be presented for Board consideration and signature in advance of printing/distribution. Additionally, the CCS Administration requests a delegation of authority for its Chancellor to approve final grammar, structural, and/or internal cross-reference edits following completion of the review of the full successor agreement, including all Tentative Agreement provisions approved by the Board of Trustees. A resolution for delegated authority is presented for separate consideration/action per RCW 28B.10.528.

Prepared by: Patrick McEachern
Vice President of Student Affairs
March 5, 2025

Presented by: Patrick McEachern
Vice President of Student Affairs

Article 1 - Recognition

Section 1 - Negotiation Recognition

CCS recognizes AHE as the exclusive negotiating representative for all academic employees (AEe) employed by CCS in one of the three instructional units, Spokane Community College (SCC), Spokane Falls Community College (SFCC), and SCC-Extensions, for the purpose of exercising all rights accorded AEe organizations by RCW 28B.52 or any subsequent legislation.

Section 2 - Academic Employee (AEe) Definition

- A. AEe means any instructor, counselor, or librarian who is employed by CCS. Excluded are classified employees, student employees, the Chief Administrative Officers, any administrator, and other exempt employees in CCS who are excluded by law pursuant to RCW 28B.52 or any subsequent legislation.
- B. Administrator shall mean any individual designated by CCS to perform administrative duties 50 percent or more of the time. Appropriate administrator (AAd) as used herein shall exclude AEes and classified employees.
- C. Exempt shall mean any individual designated by CCS to perform exempt (non-administrative or AEe) duties 50 percent or more of the time. Exempt staff shall not supervise AEes.

Section 3 - Types of Academic Employees (AEes)

For purposes of administering this contract, there shall be two (2) types of AEes.

- A. Annually contracted AEes shall mean those individuals who fill annually contracted positions and are issued annual contracts. The terms of this contract shall be fully applicable to such AEes.
- B. Adjunct and part-time hourly AEes shall mean all individuals not covered by Section 3, Paragraph A above, including annually contracted AEes during such time that they are performing duties beyond those required to maintain full-time status. The terms of Article 24 shall be fully applicable to such AEes.

Section 4 - Academic Employee Participation

~~The~~ In the spirit of collaboration and shared governance, the parties recognize that a system which provides for the consideration of the professional judgment and expertise of AEes is desirable and necessary for the successful operation of CCS. ~~Opportunities for~~ AEes will be given the opportunity to participate in the academic affairs of CCS ~~will be encouraged~~.

Subject to agreement on all terms and legal review, the parties tentatively agree:

Page 1 of 1

For AHE:



Date:

5/8/24

For CCS:



Date:

5/8/24

Article 3 - Working Conditions

Section 1 - Academic Freedom

CCS subscribes to the academic freedom portion of the 1940 "Statement of Principles on Academic Freedom and Tenure" issued by the American Association of University Professors, the Association of Colleges for Teacher Education, AHE, NEA, and other professional groups.

The academic freedom portion states:

- Instructors (academic employees - AEes) are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of academic duties, but research for pecuniary return should be based upon an understanding with the authorities of the institution.
 - Instructors (AEes) are entitled to freedom in the classroom (as the term is defined in this contract's glossary) in discussing their subject, but they should be careful not to introduce into their teaching controversial material which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
 - College and university instructors (AEes) are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.
- A. **Political Causes/Issues:** The right to academic freedom herein established shall include the right to support or oppose political causes and issues, except when acting as a representative of CCS, participating in a CCS-sanctioned event, or serving within their official capacity as an employee of CCS.
- B. **Textbooks and/or Other Instructional Material:** Within the scope of academic freedom, AEes have exclusive rights in choosing textbooks and/or other instructional material for use in their classes. They should exercise due regard for students' costs, departmental practices, and administrative procedures. Departments/programs may need to oversee textbook selections for classes without assigned AEes.
- C. **Library Selections:** Libraries seek to provide books and other materials presenting all points of view concerning the problems and issues of our times. No library materials shall be proscribed or removed from, nor required to be present in, libraries for partisan or doctrinal reasons.

Subject to agreement on all terms and legal review, the parties tentatively agree:

Page 1 of 18

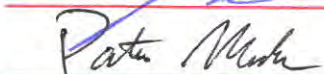
For AHE:



Date:

11/22/24

For CCS:



Date:

11/22/24

- D. Classroom Presentation and Discussion:** As a vital component of academic freedom, AEes shall be solely responsible for decisions regarding the methods and materials used for the instruction of students. Accordingly, AEes shall be guaranteed full freedom in classroom presentations and discussions and may introduce issues that have economic, political, scientific, or social significance, or otherwise controversial material relevant to course content.
- E. Alteration of Grades:** Grades given a student by an AEe shall be final and not subject to alteration unless fraud, bad faith, incompetency, or mistake can be shown on the part of said AEe. No student's final grade or evaluation shall be changed without consultation with and the permission of the student's AEe, except with specified administrative procedures.
- F. Internet Usage:** Academic freedom guarantees equitable access to the marketplace of ideas via any medium. No special limitations, beyond accepted standards of professional responsibility and CCS's Acceptable Use Policies, shall be placed upon the academic use of email or the Internet.
- G. Personal Life:** The personal life of an AEe is not an appropriate element of evaluation or disciplinary action unless it prevents the AEe from performing their duties. However, communicating with students, particularly those currently enrolled in the AEe's classes, via social media and electronic means may render any and all such communications public for purposes of student complaints or other administrative actions.
- H. Censorship:** AEes shall not be censored or restrained in the performance of their teaching functions solely on the grounds that the material discussed and/or opinions expressed are distasteful or embarrassing to the college administration or to the college's public relations
- I. Monitoring and Observation of AEes:** All monitoring or observation of the work performance of an AEe shall be conducted openly and with full knowledge of the AEe. No one, including students (per WAC 132Q-30-236, as summarized), shall use eavesdropping, public address, or any temporary or permanent surveillance devices to record, videotape, or otherwise capture instruction, delivered in a classroom or online, without permission of the AEe. Furthermore, CCS will discourage the unauthorized reproduction, rebroadcasting or remixing of any instructional materials AEes employ in their classes.
- J. Academic Employee Evaluation:** CCS and AHE recognize that the ability of students to progress and mature academically is a combined result of school, home, economic and social environments and that the AEe alone cannot be held accountable for aspects of the academic achievement of the student in the classroom.

CCS will support an AEe in their exercise of academic freedom. The AEe's method of presentation shall be determined by the AEe. While utilizing the established materials and programs, they may supplement so
Subject to agreement on all terms and legal review, the parties tentatively agree: Page 2 of 18

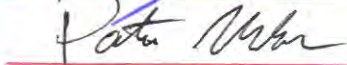
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as to enrich the educational opportunities for the student, taking into consideration respect for the dignity and uniqueness of other people.

Section 2 – Non-discrimination

AEes shall be entitled to full rights of citizenship. There shall be no discrimination with respect to the employment of any person because of their age, gender, marital status, race, creed, color, national origin, domicile, sexual orientation, political activity or lack thereof, or the presence of any sensory, mental, or physical disability.

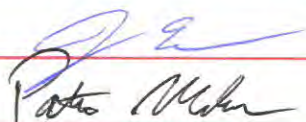
Section 3 - Right to Safe Working Conditions

- A. AEes shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being or the health, safety, or well-being of students. AEes shall report unsafe working conditions, including threats, remarks, and intent to harm, to the Campus Safety Office, their AAd, or 911, as appropriate, and shall abide by all current safety rules and regulations. When student behavior concerns or perceived threats are reported to CCS through the respective campus's reporting system, the AEe filing the concern will receive timely updates about the institution's response in regard to process, progress and/or resolution as appropriate (see also Section 7.0 - 7.3 of Administrative Procedure 2.30.05-B). CCS will give AEes immediate notice of any known or imminent danger to body or property, whether from physical or human origin, and will follow up with relevant information and direction as it becomes available and as is appropriate. Emergency procedures relating to safety and health issues will be periodically updated and communicated to the AEes.
- B. AHE and CCS have a mutual interest in supporting corrective and proactive measures undertaken to eliminate specific unsafe workplace issues such as Sick Building Syndrome (**SBC SBS**), **physical or environmental hazards, accessibility concerns**, workplace bullying, or conduct/behavior potentially creating a hostile work environment. Periodic discussion, including review of actions being taken to eliminate these issues and expectations for support, will be a regular agenda item of Joint Executive Committee meetings. **The AEe filing the concern will receive timely updates about the institution's response in regard to process, progress and/or resolution as appropriate.**
- C. When CCS or AHE discover in-person/online/published/posted safety threats or illegal actions directed at **AHE-members AEes**, CCS and AHE shall notify Campus Safety and College Administration. College Administration, in conjunction with Campus Safety alone or together with law enforcement officials, will evaluate those threats and will take actions as allowed by the Student Conduct Code, CCS Policies, or the laws of local/state/federal government.
- D. **Each college will provide an appropriate avenue for AEes to regularly discuss safety concerns. This process must allow AEes to make recommendations and shall include AHE representation.**

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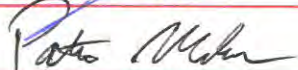
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- E. CCS and AHE recognize the necessity of security cameras in common areas for safety and security purposes and recognize the need to balance safety and security concerns with AEes' reasonable expectation of a fair level of privacy in the workplace.
1. CCS will not use audio, video, or other electronic surveillance recording in individual classrooms, offices, or AEe's assigned work areas without prior consultation with impacted AEe(s).
 2. No AAd or CCS employee will access security camera recordings to evaluate any aspect of AEe work performance, and recordings may not be used to initiate remediation (Article 11) or progressive discipline (Article 12) except in situations where CCS is attempting to verify or contradict a specific, reasonable, and credible allegation related to criminal conduct, gross misconduct, or malfeasance.
 3. CCS shall have a policy that addresses who may access security camera footage and for how long such footage shall be retained.
 4. CCS shall provide to AHE, by October 1st of each year, a map or list of security camera locations on CCS property. Additionally, CCS shall notify AHE prior to the installation of any new cameras.

Section 4 - Individual Personnel Files

There shall be two locations for access of AEe personnel files, the official file maintained in the Human Resources Office and the divisional file. Working document files may also exist consistent with Paragraph B, Item 3, Part f of this section.

- A. The Human Resources Office shall maintain an official personnel file(s) for each AEe.
1. **Access:** The files shall be available during normal business hours to the AEe, their authorized representative, AAd, College President, appropriate Vice President, and Chief Administration Officer, or designee. Other individuals shall not have access without specific authorization from the Chief Administration Officer, or designee or the AAd. Individuals responsible for maintaining the files shall have limited access as required for this function.
 2. **Notice:** No material shall be placed into the file without indication that the AEe has been made aware of it being placed into the file.
 3. **Items:** The Human Resources Office file(s) may contain the following types of information:
 - a. Job application materials submitted by the AEe;

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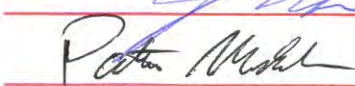
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- b. Transcripts and documentation of academic coursework, licensure, certification, etc.;
 - c. Records of all professional development activities submitted for salary schedule credit subsequent to hiring;
 - d. Records and documents required to support the personnel/payroll system;
 - e. Records and findings developed pursuant to the steps outlined in Articles 9 (Tenure), 10 (Evaluation), 11 (Remediation), 12 (Progressive Discipline), and 13 (Reduction-in-Force);
 - f. Documentation of employment history at CCS (contract, assignment, FTE, salary extended days, sabbatical, leave of absence, tenure award, leave records, etc.);
 - g. Correspondence with or on behalf of the AEe;
 - h. Information submitted by the AEe for inclusion in the file; and
 - i. Information forwarded by the AAd pursuant to the provisions of Paragraph B, Item 3, Part f, iii of this section
4. Filed information developed in investigation of complaints/pattern of complaints or records of attempts to counsel the AEe and establish a program of activities to correct shortcomings per Articles 11 and 12 can be removed from the AEe's Human Resources file after three (3) years by mutual agreement of the AEe and AAd.
- B.** The division file is maintained by the AAd within the division to which the AEe is assigned.
- 1. **Access:** The files shall be available during normal business hours to the AEe, their authorized representative, AAd, College President, and appropriate Vice President. Other individuals shall not have access without specific authorization from the AAd. Individuals responsible for maintaining the files shall have limited access as required for this function.
 - 2. **Notice:** No material shall be placed into the file without indication that the AEe has been made aware of it being placed into the file.
 - 3. **Items:** The division file may contain the following types of information:
 - a. Records, transcripts, etc., which attest to the preparation, competence, and professional achievements of the AEe

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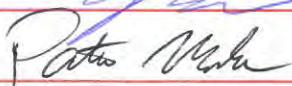
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- b. Records of teaching assignments and other assignments allocated to the AEe by the AAd
- c. Records of commendations, promotions, and honors
- d. Information submitted by the AEe for inclusion in the file
- e. Such other correspondence or records as may be required to support day-to-day administrative matters regarding the AEe, which may include: **documentation of student complaint(s) that were forwarded per Section 24 of this article, or complaints for which the AEe was notified directly and given opportunity to respond. Formal complaints processed per Section 24 shall be retained for two academic years beyond the year in which it was filed and shall thereafter be purged. A formal complaint determined appropriate for further consideration and advanced per Section 24 becomes part of the division file. A formal complaint that is not determined appropriate will not be retained in the division file but will be retained in a Vice President of Student Services record retention file for risk management purposes.**

~~i. Documentation of student complaint(s) that were forwarded per Section 24 of this article, or complaints for which the AEe was notified directly and given opportunity to respond. Formal complaints processed per Section 24 shall be retained for two academic years beyond the year in which it was filed and shall thereafter be purged. A formal complaint determined appropriate for further consideration and advanced per Section 24 becomes part of the division file. A formal complaint that is not determined appropriate will not be retained in the division file but will be retained in a Vice President of Student Services record retention file for risk management purposes.~~

- f. Written and signed documents (dated upon receipt or genesis by the AAd) not otherwise described above and concerning an AEe's performance, including those materials generated by the AEe evaluation process (Article 10); supporting information developed in investigation of complaints/pattern of complaints or records of attempts to counsel the AEe and establish a program of activities to correct shortcomings per Articles 11 and 12; provided that:
 - i. Inclusion of the above-mentioned items also includes the evidence that the AEe was shown a copy of the material(s), was informed that the material(s) had been placed in the file, and was notified of the right to provide an explanatory statement which would remain appended to the document(s) in the file;

- ii. Evidence of meeting the conditions of this subsection is accomplished by the AEe's signature and date on the document. An AEe's refusal to sign shall be documented on the

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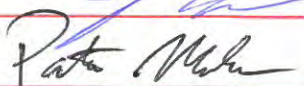
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material(s) with a copy provided to the AEe. Such refusal shall not delay the placement of material in the division file; and

- iii. Material covered under this subsection is placed in the file within ninety (90) calendar days of its receipt or genesis by the AAd.
- iv. Complaints not moved into formal remediation shall be purged from any and all records after four full academic quarters, excluding summer.

At the discretion of the ~~administrative unit head~~ AAd and with notification to the AEe, copies of all or any portion of the administrative unit file materials may be forwarded to the Human Resources Office file, provided the conditions of Paragraph B, Item 3, Part f, iii of this section have been met for written complaints/concerns about the AEe's performance.

- 4. These procedural guidelines covering official personnel files maintained by the Human Resources Office and the AEe's division shall not be construed to signify that other administrative offices cannot maintain the documentation necessary to carry out their specific functions.

Section 5 – Keys and/or Prox Cards

CCS agrees to provide to each AEe the required key(s) and/or prox cards necessary to perform their job. Should an individual misplace or lose a key **or prox card**, they must report this fact to the College President's office or to their AAd. **The AHE President shall be provided with appropriate keys and prox cards to ensure access at both colleges.**

Section 6 - CCS Property

Upon separation from employment with CCS, AEes shall return any and all CCS property.

Section 7 - Academic Employee Lounge

AEes shall have access to a lounge at each college reasonably close to their work site. At this time, some buildings do not have lounges. CCS, in future building or expansion programs, shall provide lounge and restroom facilities in accordance with applicable statutory requirements.

Section 8 - Academic Employee Professional Development

It is generally agreed that an AEe's central responsibility with CCS is for the quality of educational programs. The parties have a mutual interest in AEe professional development, and CCS agrees to promote and support this central responsibility through professional development programs.

- A. Required in-service:** Required in-service courses shall be provided at no cost to AEes. Such in-service training shall not be required on holidays, weekends, or starting before 7:30 a.m. or after 4:30 p.m.

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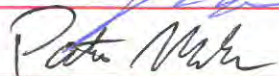
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B. Campus-wide funding: CCS administration shall allocate funds during each two-year funding cycle to be distributed equally to each annually contracted AEe for professional development activities.

1. Tenured AEes may request to pool their individual allocations to facilitate larger requests.
2. For pooled requests, tenured AEes may grant permission for their individual allocations to be used by tenure-track, annualized, or adjunct AEes in their department. However, tenured AEes may not access the individual allocations of any tenure-track or annualized AEe.
3. Campus-wide funding requests (including requests to pool funds) must be approved by the AAd as well as the appropriate Vice President.
4. Requests for campus-wide funding shall be submitted using an application form and following a process that is collaboratively developed with AEe input. Changes to existing forms or submission processes shall also be made collaboratively with AEe input.
5. Information regarding funding levels and an accounting of the previous year's awarded allocations will be available upon request to the appropriate Vice President's Office.

C. Division or departmental funding: Certain programs, departments, or divisions may have access to additional funding. When this is the case, the AAd will seek input from AEes in that program, department, or division to develop a collaborative process for allocating such funds towards professional development.

Section 9 - Rights of Academic Employees in the AHE

- A.** AEes of CCS who are represented by AHE shall have the right to freely organize, join, and support AHE for the purpose of engaging in negotiations and other related activities authorized by RCW 28B.52 or any subsequent legislation.
- B.** CCS shall not directly or indirectly discourage or deprive or discriminate against any AEe with respect to hours, wages, or any other terms or conditions of employment by reason of membership or non-membership in AHE or participation in any grievances, complaints, or proceedings under this contract.

Section 10 - Right to Due Process

No AEe shall be reprimanded, disciplined, or reduced in compensation without just cause. In the event that informal meetings fail to resolve the problem, any charges which are made shall be reduced to writing and made available to the AEe. An AEe shall have the right to have AHE representation of their choice present at any meeting wherein the AEe believes they may be reprimanded, disciplined, suffer adverse

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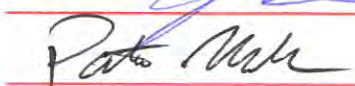
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action or otherwise denied rights available under this contract. This section shall not be applicable with respect to matters handled in accordance with Articles 9 (Tenure) and 13 (Reduction in Force).

In situations where the AEe is being given work direction or training, or during evaluation meetings, representation rights do not generally apply.

Section 11 - Handbook

Each college may develop and provide all AEes an academic employee handbook in the initial quarter of employment. The AEe handbook, including revisions, will be available electronically.

Section 12 - Individual Contracts

- A. CCS shall provide each annually contracted AEe an individual contract in conformity with Washington state law; SBCTC regulations; CCS policies, rules, and regulations; and this contract.
1. An original and a copy to be retained by the AEe shall be provided no later than May 15 preceding the applicable academic year.
 2. When annualized AEes are non-renewed for the following academic year, CCS will notify AHE when notices are given to the AEe. CCS will also copy AHE onto any written notices given to an AEe about non-renewal.
 3. Each AEe who intends to return to employment shall so notify CCS by signing the individual contract and returning it no later than twenty-one (21) calendar days after its issuance. The AEe shall sign all copies of the contract and return them to the Human Resources Office with the exception of the AEe's copy.
 4. Failure to sign and return the contract shall indicate that the AEe does not intend to return to the tenured or probationary appointment and no longer desires to be employed by CCS.
- B. Should CCS issue contracts prior to the conclusion of negotiations, such contracts shall be based on the AEe's salary currently in effect, together with the inclusion of a rider specifying that salaries will be adjusted consistent with the conclusion of negotiations. A copy of any rider will be retained by the AEe.
- C. Annually contracted AEes will be paid pursuant to applicable OFM regulations.
- D. Annually contracted AEes working a standard contract (September - June) may select one of the pay period options listed below:

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1. **Option 1:** Total full-time AEe contract salary paid in 19 equal payments from 9/25 to 6/25, with a balloon deduction on 6/25 for benefit premiums through the return of the following academic year.
 2. **Option 2:** Total full-time AEe contract salary paid in 24 equal payments from 9/25 to 9/10 (of the following academic year).
- E. To select an option, AEes must complete and sign the Faculty Salary Payment Option form and deliver it to the Human Resources Office between June 1 and August 15, for implementation in the following academic year (to begin 9/25).
1. If an AEe does not select an option, they will default to Option 1 (19 equal payments from 9/25 to 6/25).
 2. Once a payment option is selected, it shall remain in effect for the duration of that academic year.
 3. Once an AEe has selected a payment option, their selection will remain in effect for future academic years unless the AEe submits a request to change their payment option.
 4. An AEe who wishes to change their payment option may do so using the Faculty Salary Payment Option form between June 1 and August 15, for implementation in the following academic year (to begin 9/25).

Section 13 - Professional Licensure and Certification

- A. **Professional/Technical Certification:** AEes in programs requiring certification must meet and maintain all minimum requirements of the SBCTC regulations for Professional/Technical Certification per WAC 131-16 (See also Article 19, Section 1, Paragraph F). CCS will, at the time of hire, inform new AEes in programs requiring certification of the requirement(s) and of the process for maintaining and documenting certification. The certification process includes:
1. Documentation (Appendix J) of a professional development plan which identifies priorities for professional growth.
 2. First Aid and CPR. Where required by WAC 131-16-093, a current first-aid certificate, including CPR and bloodborne pathogens, must be earned prior to the second quarter of employment in professional/technical programs.
- B. **Professional Licensure:** Certain AEes are required by law or by external program accreditation to have current professional licensure or certification. AEes in programs requiring special licensure must meet

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and maintain all minimum requirements of the appropriate licensing or accrediting body per WAC 131-16 (See also Article 19 Section 1, Paragraph F). CCS will, at the time of hire, inform new AEes in programs requiring special licensure of the requirement to maintain and the process for documenting that licensure.

1. The Human Resources Office will provide a status report to AEes on or before February 1 of each year of their required licenses or certificates with expiration dates.
 2. Where AEes are required by law or external program accreditation to hold current professional licensure to teach all classes within their program, AEes who do not have current licenses or certificates will be placed on temporary unpaid leave until they provide documentation that the required licenses or certificates are current.
- C. Training Costs:** Payment of costs associated with obtaining or maintaining a professional license or certification shall be administered consistent with the state Office of Financial Management (OFM) criteria. If training is required to obtain/maintain a license or certificate, then CCS may pay the costs provided:
1. The training is directly related to the job requirement, and
 2. The training maintains or enhances the AEe's work-related skills specific to that job requirement.

Section 14 - Payment While Injured

AEes who suffer injuries received in employment shall be entitled to all rights and responsibilities provided by RCW Chapter 51 and the state government return to work program as authorized by RCW 28B.16. Whenever an AEe is absent from employment and unable to perform duties as a result of injuries sustained in the course of employment, the injured AEe will be on leave of absence with pay as provided for hereafter. During such a period of disability, the AEe may utilize their sick leave to compensate for the difference in the amount of state compensation and their regular salary to the limits of their accrued sick leave account. Their sick leave account will be a pro rata based upon salary paid and shall be reduced in the same ratio as the payout bears to their total salary. All benefits such as salary, retirement, Social Security, and sick leave shall be maintained on a pro rata basis. Salary ~~placement and~~ movement shall not be affected by time loss due to the provisions of this section, **provided the AEe still meets the criteria for step movement outlined in Article 19.**

Section 15 - Liability Protection

- A.** CCS agrees to hold AEes harmless and defend from any financial loss, including reasonable attorney's fees, for actions arising out of any claim, demand, suit, criminal prosecution, or judgment by reason of any act or failure to act by such AEes within or without CCS, provided such AEes, at the time of the

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act or omission complained of, were acting within the scope of employment or under the direction of CCS as provided in Paragraph B below.

- B. As provided for in RCW 28B.10.842, whenever any action, claim, demand, suit, criminal proceeding, judgment, or proceeding is instituted against an AEe arising out of the performance or failure of performance of duties for CCS, within or without CCS facilities, the Board of Trustees shall grant a request by an AEe that the office of the attorney general be authorized to defend said action, claim, demand, suit, or criminal proceeding, and the cost of defense of said action shall be paid from the appropriation made for the support of CCS, provided the Board of Trustees has made a finding and determination by resolution that the AEe was acting in good faith. If the Board of Trustees is unable to reach any decision on the matter, the office of the attorney general is authorized to consider a request.

Section 16 - Tuition Fee Waiver

CCS shall waive tuition and fees for ~~full-time annually contracted and adjunct (as defined in Article 1, Section 3)~~ AEes who are employed one half-time or more subject to RCW 28B.15.558 and to the following conditions:

- A. Eligible AEes will be required to pay the current tuition waiver fee per course plus any special course fee (e.g., laboratory fees) and the registration fee.
- B. Eligible AEes may enroll in classes on a space available basis only, as determined by the college registrar.
- C. This waiver can only be used for state support credit classes.

Reassigned time, not to exceed five (5) weekly hours per quarter, may be utilized in unusual circumstances for taking classes upon the approval of the AAd.

There is a limit of six credit hours per quarter. Exceptions to this limit may be made by the College President.

Section 17 - Use of Paraprofessional Employees

In the event CCS utilizes paraprofessional employees, the following conditions shall apply:

- A. Paraprofessionals shall not be assigned professional teaching, counseling, or librarian responsibilities except for classified employees performing duties in accordance with a classification specification approved by the Washington State HR.

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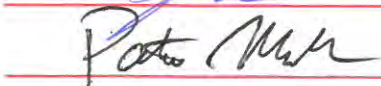
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- B. Any direct instructional activities performed by the paraprofessional shall be under the direction of the AEe. By mutual agreement between the AEe and the AAd, the AEe may be the immediate supervisor of the paraprofessional employee and obtain/maintain supervisory certification per CCS Administrative Procedure 2.00.01-B and WAC 357.34 as a condition of the supervisory assignment. The paraprofessional employee shall not supervise AEes.
- C. Disputes regarding whether a CCS employee is an AEe or a paraprofessional shall be referred to the Joint Executive Committee, and if not resolved, such matters shall be referred to the Washington State HR.
- D. AHE shall be notified of all instances where paraprofessionals are employed by CCS.

Section 18 - Subcontracting

CCS and AHE must mutually agree on any proposed subcontracting for work customarily performed by bargaining unit AEes as part of their professional responsibilities. A good faith effort will be made to present, consider and reach agreement within ten (10) contractual days. The parties mutually agree that every reasonable effort will be made to avoid proposing subcontracting agreements in the first or last five (5) working days of a quarter. The parties acknowledge, however, that an unavoidable need for a proposal could occur during calendar breaks. To accommodate this need, proposals and related communication during breaks will occur directly between the appointing authority, or their designee, and the respective AHE Vice President or the AHE President. Each shall exchange the required contact information prior to calendar breaks.

Section 19 - Academic Employees' Offices

CCS is committed to providing office space for AEes. Providing office space will be given a priority in all new buildings or remodeling of current space whenever practical. Subject to and limited by current physical space for AEe offices, the AAd will be guided by the following procedures in the priority and assignment of office space:

- A. Annually contracted AEes will have first priority for assignment of available AEe office space.
- B. Adjunct AEes will have second priority for assignment of available AEe office space. The adjunct AEes teaching the greatest number of hours will be given priority consideration.
- C. All AEes will have access to classrooms or conference rooms prior to and after class meeting time for office purposes, provided that said room is not otherwise assigned and is available for such use.
- D. Every reasonable effort will be made to assign annually contracted AEes office space as close as practical to their discipline, teaching, or work site and to provide availability to students and facilitate the performance of other assigned and related responsibilities.

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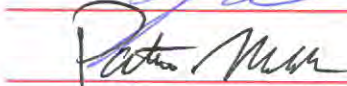
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- E. CCS reserves the right to reassign AEe office space, in consultation with the affected AEe, to meet changing circumstances in accordance with Paragraph D above and to reassign AEe office space for those AEes who are on an approved leave for any purpose if said leave is in excess of one quarter. Upon return, the AEe will be assigned the same office space whenever possible. If necessary, a similar office space will be assigned in consultation with the affected AEe.
- F. AEes who are reassigned AEe office space in accordance with these procedures will be responsible for the removal and storage of their personal property.
- G. AEe offices will be equipped with appropriate and up-to-date Internet access, telephony services, computers, and other technology or equipment as appropriate, as well as an appropriate plan for support if the AEe's office experiences technology failure or connectivity issues. CCS will maintain a system, with AEe input, for updating AEe office technology on an ongoing basis.

Section 20 - Copyright and Patent

Board policies 7.50 Copyright and 7.60 Patent are hereby incorporated into this contract by this reference and are attached hereto as Appendix A.

A. Intellectual Property (see also Appendix A – Copyright and Patent Ownership)

1. Written materials, creative works, multimedia materials and products, including any derivative works, developed by an AEe for on-ground or online courses, who is reimbursed by CCS for the work, produces it during work hours, or consumes goods/services purchased by CCS become the property of CCS. CCS may exercise all rights and privileges of ownership.
2. Written materials, creative works, multimedia materials and products, including any derivative works, developed by an AEe for on-ground or online courses, on their own time, which incur no more than incidental cost to CCS, are deemed to be the property of the AEe. CCS shall not assert any interest in instructional technology materials created by an AEe without the use of appreciable CCS support and used solely to assist the AEe or enhance the students' learning environment.
3. Potential joint ownership agreements should be mutually negotiated prior to the commencement of the work. The AEe developer is entitled to an AHE representative during such negotiations.
4. CCS retains exclusive rights for the use of the logo or the name of any of the instructional units.

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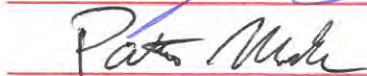
For AHE:



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- B. Before the college disseminates AEe creative works to an audience other than the intended audience of students and other college staff, there shall be a written agreement (establishing use and, if applicable, compensation) between the college and AEe. Royalty contracts and recovery of development costs will be mutually negotiated between the AEe(s) and CCS. Such recovery costs will be determined, in writing, prior to the commencement of the work. The AEe is entitled to an AHE representative during such negotiations. This applies to materials produced prior to this contract that continue to generate revenue for the colleges. This does not extend to retroactive application or claims for prior year recovery.

Section 21 - Parking

AEes shall be assigned a specific parking lot with adequate parking spaces. **CCS shall ensure all parking areas have adequate lighting and are regularly patrolled by CCS Safety Office personnel.** Once each biennium CCS may appoint a task force, with representative AEe membership, to review and consider parking fees and issues. Recommendations will be presented to the Board of Trustees for consideration of approval. Further, CCS will develop and enforce strict parking regulations to ensure adequate AEe parking. AEes may appeal parking violations consistent with chapter WAC 132Q.20.265 and applicable administrative procedure.

Section 22 - Right to Fairness in Application

CCS shall make no arbitrary or capricious decisions regarding the application of this Collective Bargaining Agreement nor discriminate against AEes exercising their rights under this contract.

Section 23 - Non-Fraternization

CCS is committed to providing an environment conducive to individual development and learning. CCS and AHE recognize that a sexual or emotionally intimate relationship between AEes and students, or between AEes and those whom they supervise, may pose legal risks to the AEe, student, third parties, and the college. Accordingly, AEes are prohibited from entering into a sexual or emotionally intimate relationship with anyone with whom they have a current supervisory or AEe/student relationship. See Appendix O.

Section 24 - Process for Student Concerns and Complaints

- A. **Informal Concerns:** The following steps are to be used in resolving student concerns. Concerns must be initiated within ten (10) instructional days of the start of the quarter following the quarter during which the alleged actions occurred. An informal concern may be initiated in summer quarter if the AEe and student mutually agree. Informal concerns should proceed to the next step only if not resolved at prior steps. The student will make reasonable effort to complete the informal concern process described below within twenty (20) instructional days. The student has a right to a supporter during any meeting, provided advance notice is given. **The supporter may not be an employee of CCS.** To ensure confidentiality and compliance with privacy statutes, this is an individual process. Group concerns will not be considered.

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If at any point during the concern process it is determined the issue may involve a violation of federal/state law or Board policy, it may be forwarded to the appropriate district/college officer for consideration outside of the student concern process.

1. **Step One:** The student communicates with the AEe and describes the concern. **Whenever possible the student and the AEe are encouraged to hold this conversation either in person, via phone, or by video conference.** The AEe will respond to the student within five (5) instructional days after hearing the informal concern from the student. If the student has ~~used at least two methods~~ **made at least two good faith attempts (such as email, attend posted office hours, voice message) to attempt** to contact the AEe on instructional days and received no response within a reasonable time, the student will contact the department chair for assistance.

Before proceeding to Step Two, the department chair will first **contact the AEe to** ascertain that the student has made valid attempts to contact the AEe during the AEe's instructional days. If not, the department chair will facilitate communication with the AEe, **which can include helping to arrange an informal meeting between the student, AEe, and department chair.**

2. **Step Two:** If the concern is not resolved at Step One, the student next speaks with the AEe's department chair. The department chair will attempt to facilitate a mutually acceptable resolution of the concern between the AEe and student. **At any point during the informal process the department chair may call an informal meeting between the student, AEe, and department chair to attempt to reach a resolution.** The department chair will respond to the student within five (5) instructional days of hearing the informal concern from the student.

~~A student may initiate the informal concern directly at Step Three, provided the cause for the student not proceeding through Steps One and Two is ascertained and found credible by the AAd.~~ The AAd will first **contact the department chair to** ascertain that the student has made valid attempts to contact the AEe during the AEe's instructional days (Step One), and not having received a response, has contacted the department chair for assistance or response (Step Two).

Note: A student may initiate the informal concern directly at Step Three, provided the cause for the student not proceeding through Steps One and Two is ascertained and found credible by the AAd.

Note: If the AEe is also the department chair, the student shall meet with a different department chair of the AEe's choosing.

3. **Step Three:** If the concern is not resolved at Step Two or is determined by the AEe's AAd to be appropriately advanced to this step, the student next speaks with the AAd. At any point during

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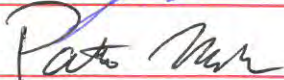
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the informal process the AAd may call an informal meeting between the student, AEe, department chair, and the AAd to attempt to reach a resolution. The AAd will respond to the student within ten (10) instructional days of receiving the concern. If the AAd is not reasonably available, the student may instead contact the appropriate Vice President for assistance or assignment of a designee.

B. Formal Complaint: If the concern has not been resolved to the student's satisfaction, they may file a formal complaint utilizing the form in Appendix N-1. The form must be submitted to the AAd's office within ten (10) instructional days of the AAd's Step Three response. Failure to do so causes the complaint to be denied as untimely.

1. **Assessment:** The AAd will assess the formal complaint and determine whether the complaint is appropriate for further consideration. If the AAd determines that it is not appropriate, they will so notify the student in writing not later than ten (10) instructional days after receipt of the formal complaint. Said complaint is terminated and may only be considered further per Item 5 below.

If the AAd determines further consideration is appropriate, they will, within ten (10) instructional days of receiving the signed written complaint, send the signed written complaint to the AEe and to AHE.

2. **Academic Employee Response:** The AEe will submit a written response to the formal complaint to the AAd within ten (10) instructional days of being notified. The AEe can either assert the informal process was not followed or provide a written response to the AAd.
3. **Meeting to Discuss Response:** A meeting to discuss the complaint and draft the division's response will be scheduled within ten (10) instructional days of receiving the AEe's response and to include the AAd, AEe, and AHE. Others may participate at the mutual agreement of the AAd and AEe.
4. **Division Formal Response:** The AAd will provide the division formal response to the student within five (5) instructional days after the above meeting. This serves as the official division response to the complaint.
5. **Vice President Appeal:** If the complaint is not resolved to the student's satisfaction, they may appeal to the appropriate Vice President within ten (10) instructional days after the AAd's response. The Vice President's response will be the college's final official response.

C. Academic Employee Rights: The AEe has the right to AHE representation at any meetings regarding the concern/complaint. Materials may be placed in the AEe's division file in accordance with Article 3, Section 4, Paragraph B, Item 3.

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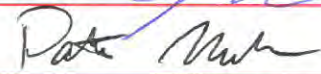
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Section 25 - Advisory Committees

The parties have mutual interest in maintaining robust and effective advisory committees. Annually contracted AEes assigned to programs with state or accreditation-required advisory committees shall participate in establishing, maintaining, and supporting advisory committees. CCS shall follow College Advisory Committee Procedures of SBCTC's Policy Manuel Appendix E and RCW 28B.50.252 and any accreditation guidelines for advisory committees. CCS shall provide administrative and logistical support for advisory committees, as well as current and relevant training materials that outline the roles and responsibilities of the committee.

Section 26 – Artificial Intelligence (“A.I.”)

CCS and AHE mutually acknowledge that artificial intelligence (“AI”) is rapidly evolving, that not all future issues can be foreseen at this time, and that it will continue to have an impact on delivering instruction. It is the intention of CCS and AHE that any future use of AI be done in a thoughtful and measured way, with due concern for student welfare and success. The parties have common interest in preserving AEe interaction and academic freedom in instructional delivery, including appropriate use of AI within industry norms of an AEe's program. As such, CCS and AHE agree that both parties will engage in discussions surrounding AI going forward. When issues arise and no agreement can be reached at a lower level, those issues shall be referred to the Joint Executive Committee.

Section 27 – Recording of Meetings

Video conferencing platforms allow for accessibility during remote work times while also facilitating connection among colleagues, and as such there are advantages to recording certain meetings or events. However, recordings of meetings will be used sparingly and with legitimate need. For a scheduled meeting that is online or that has an online option, the meeting host is expected to notify all invited participants in advance if the meeting will be recorded, the purpose of the recording, and if transcripts or chats will be saved. Given RCW 9.73.030 (Washington's two-party consent requirements for private conversations), recording one-on-one meetings is strongly discouraged. For more information, see Recording of Meetings Administrative Procedure.

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Article 4 - Workload and Terms of Employment

Section 1 - Assignment

The appropriate administrator (AAd) will make workload assignments consistent with the terms of this article.

Section 2 – Student-Centered Scheduling

The parties have mutual interest in scheduling courses (including class times and modalities), services and programs in a manner which most effectively meets student demand and needs, ~~including weekend and evening programming~~. Student-centered scheduling has been accommodated in this contract through the following sections, and such scheduling should be undertaken consistent with these sections: Article 4, Sections 7 (Working Day); 8 (Contractual Day); 10 (Alternate Contract/Summer Quarter); 11 (Alternative Schedules); and 13 (Counseling Extended Contracts); as well as Article 5 (eLearning).

Section 3 - Workloads for Annually Contracted Academic Employees

A. Workload categories and related information are shown in the table below:

Category	Program or Discipline	Normal Weekly Contact Hours	Annual Average Contact Hours F/W/S	Min. Weekly Office Hours	Other Professional Activities and Responsibilities	Total Weekly Responsibilities
A	(See Appendix H for a list of programs and Disciplines in each category)	15	45	10	10	35
B		18	54	7	10	35
C		20	60	5	10	35
D		22	66	3	10	35
E		23	69	2	10	35
F		25	75	*	10	35
G		28	84	*	7	35
H		35	105	*	*	35
I	* included in weekly hrs.	30	90	*	5	35

B. Normal weekly contact hours in categories A through G are increased pro rata by the number of weeks in the shortened summer quarter compared with the normal eleven (11) week quarter. For example, the normal weekly contact hours in Category A for an eight-week quarter is 20.62, for a seven-week quarter is 23.57, and for a six-week quarter is 27.50.

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- C. CCS and AHE recognize that class size is a critical component in providing quality education and maintaining standards of excellence and that these components will be the main factor considered by CCS in making class size determinations. Department input shall be included in decisions regarding the size of classes. Class size determinations shall incorporate recommendations from professional organizations within the discipline, student learning needs, course outcomes, quality education in the best interest of the students, safety, and equipment availability. The number of seats a room holds shall not be the primary determinant of class size. The determination of caps for a given course shall be based on a discussion between the AAd and the appropriate AEes in that discipline. This determination can be re-evaluated as needed. All parties acknowledge that class size has a significant impact on workload. AEes should be kept within the hours outlined in the work week as defined in Article 4 Section 3, Paragraph A. CCS will work toward making workload equitable across the district.
- D. Class size shall be subject to the following conditions (This does not apply to online or flex courses. See Article 5, Section 3, Paragraphs H and M):
1. Course caps will not be significantly increased beyond the generally agreed upon historical/average caps.
 2. To promote student success, it is generally agreed that whenever possible, course caps for traditionally "lecture-based" courses should not exceed 40 students.
 3. AEe's may choose to over-enroll their individual class(es). Over-enrollment does not constitute a change in the course cap.
- E. Curriculum and program development shall be implemented consistent with NWCCU Accreditation Standard 2 (Educational Program and Its Effectiveness). AEes who have developed curriculum proposals or updates according to college curriculum development guidelines are guaranteed the right to present such proposals to campus curriculum committees.

Section 4 - Academic Employee Responsibilities

- A. Annually contracted AEes are expected to be on campus, at a center, or at other off-campus work locations, engaged in professional responsibilities an average of thirty-five (35) hours per week. Professional responsibilities within the thirty-five (35) hour week include, but are not limited to:
1. Meets or makes arrangements for all scheduled class/worksite hours and creates an instructional/classroom environment that promotes student learning.

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2. Provides reasonable availability to students and responds to students in a manner appropriate to meet student needs (i.e. office hours, e-mail).
3. Participates regularly in district, college, division (where reasonable notice has been given) or general AEe meetings; in-service training; curriculum development; academic consulting; workshops or seminars (including preparation time). For AEes with 100% online workload, see Article 5, Section 3, Paragraph J.
4. Shares in the responsibility to serve on CCS/college/division/department councils, committees or task forces; or other activities. For AEes with 100% online workload, see Article 5, Section 3, Paragraph J.
5. Attends departmental meetings where reasonable notice has been given. For AEes with 100% online workload, see Article 5, Section 3, Paragraph J.
6. Abides by district non-discrimination policies and is willing to make reasonable accommodations where necessary to give students with disabilities full access to academic programs/services.
7. Engages in instructional/non-instructional professional responsibilities an average of 35 hours per week.
8. Non-instructional days shall, **on average**, include at least the same number of hours on campus, at a center, or at other **authorized** off-campus work locations, as would be required on an instructional day.
9. Follows established written procedures that have been clearly communicated.
10. Remains generally aware of and complies with state and federal laws applicable to professional duties.
11. Exercises effective stewardship of college assets/equipment as appropriate.
12. **For** AEes giving grades, ~~are responsible for communicating~~ **communicates** expectations, ~~establishing~~ **establishes** clear grading criteria, and, when appropriate, ~~providing~~ **provides** feedback through instructional means.

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- B. Students shall be provided a comprehensive syllabus within the first week of the quarter. **AEes may update their Syllabus as needed, provided students are notified in writing at the time of such changes.**

Section 5 - Implementation

- A. The workload category for all programs and disciplines is defined in Appendix H. An AEe teaching classes in more than one (1) workload category will have workload computed on a pro rata basis.
- B. All credit and non-credit classes offered by CCS are defined in the catalogue course listing. The definition is developed as part of the course curriculum approval process, including SBCTC approval. **By October 15**, AHE will be notified **via an annual summary** of all approved curriculum revisions **from the prior academic year, as well as a Course Listing report for the current academic year.**
- C. **Moonlight Assignments and Student Availability:** Annualized moonlight contracts carry an additional student-availability responsibility beyond those required within the normal 35-hour professional responsibility requirement.
- D. **Prioritization/Assignment of Contracts:** Primary consideration will be given to student success and instructional quality in assignment of contracts. Tenured AEes will be given preference to part-time assignments within their respective departments, provided academic qualifications, previous teaching experience of the course(s), department rotation systems, ability to meet professional responsibilities, specialized skill and availability of adjunct AEes, and budgets are considered. For detailed information about prioritization, see the Scheduling Matrix in Appendix M.

If an AEe's load is 180 percent or more for four consecutive quarters, excluding summer, a meeting will be held during the fourth quarter between the AEe, the AAd, and the appropriate Vice President to address Article 4, Section 5, Paragraph C.

Summer session is addressed separately in Paragraphs L and M of this section.

- E. **Annualized Assignments:** The annual average contact hours define the normal annual teaching workload, or 300 percent. The percentage of contact hours in excess of 300 percent shall result in such excess being paid at the adjunct AEe rate for the applicable workload category, provided that the annual excess is two (2) or more hours.
- F. When appropriate, team-teaching assignments may be on a pro rata basis.

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- G. Prior Learning Assessment (PLA):** AEes hold the core competency for making prior learning assessments (PLA). Regardless of the method of assessment, credit may be granted only upon the recommendation of AEes who are appropriately qualified and who are on a regular appointment with the college on a continuing basis. Both parties agree that, whenever possible, tenured or annually contracted AEes should be consulted first regarding PLA. The department/discipline members may designate an appropriate adjunct AEe to conduct PLA. Compensation for assessment will be based on the amount of credit requested, not the amount of credit awarded (see Article 18, Section 12 for compensation of PLA).

AEes will evaluate and approve all crosswalk resources for their relevance in comparison to college course offerings including the well-established ones such as American Council of Education (ACE) Military Guide.

To implement a portfolio assessment, CCS will collaborate with the appropriately qualified AEe to determine if a need for a portfolio class exists.

CCS will contract with AEes to develop challenge exams or consult with an appropriate AEe to use existing comprehensive final exams. AEes will determine if CLEP, DANTES, DSST, Advanced Placement (AP), International Baccalaureate exam (IB), Excelsior College Exams, and others are commensurate with clearly defined learning outcomes.

- H. College in the High School:** College in the High School (CiHS) is a dual credit program located on a high school campus or in a high school environment in which a high school student is able to earn both high school and postsecondary credit. This does not refer to Career Technical Education dual credit. Compensation for CiHS can be found in Article 18, Section 13. Decisions to participate will be made at the department level and the following will be incorporated:

1. The college provides a mentor (a college AEe who is a subject matter expert in the discipline being taught at the high school) to work with the CiHS instructor on matters specific, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, and appropriate rigor to meet the learning outcomes of the college course. Mentors will have an initial meeting with the CiHS instructor prior to the beginning of the class, will meet with the CiHS instructor no fewer than twice throughout the duration of the class, and will schedule at least one classroom observation.

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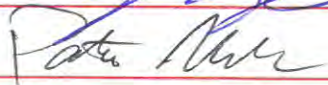
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2. Although college mentors do not teach the CiHS class, they are the listed instructor of record who oversees quality assurance. The CiHS instructor will submit grades to the AEe mentor, who will submit student grades at the college.
 3. CiHS courses are the equivalent to courses offered on-campus at the sponsoring college.
 4. Students enrolled in CiHS courses are held to the same standards of achievement, which include the same prerequisite requirements and grading standards, as students in on-campus courses.
 5. The Northwest Commission on College and Universities states, "Faculty with teaching responsibilities take collective responsibility for fostering and assessing student achievement of clearly identified learning outcomes." Therefore, CCS AEes are solely responsible for curriculum and learning outcomes.
 6. AEes participating in CiHS will be offered training designed to develop collegial interaction with high school teachers. The AEe mentor will then address course curriculum, learning outcomes, assessment criteria, pedagogy, course philosophy and administrative responsibilities with the high school teacher.
 7. Instructors teaching college courses through the CiHS program must meet the academic department's requirements for teaching college courses.
 8. Annually contracted and adjunct AEes at CCS are eligible to teach as well as mentor CiHS courses.
 9. High school instructors must comply with the college's expectations as communicated by the college mentor for CiHS courses in order to continue participation.
- I. **Cooperative Education:** The workload for a 100 percent assignment in the cooperative education program is defined as sixty (60) students for work experience and is in Category A for moonlight purposes. The workload for co-op seminar will be Category A. Cooperative education includes those programs with activities defined as community-based learning and includes work-based learning, internships, or practicums. The same workload guidelines apply.

The typical minimum responsibilities for cooperative education include advising and selecting students, placing students in work experience sites, improving student adjustment to the work environment, improving on-the-job training, coordinating classroom instruction with on-the-job training, assisting students with personal adjustments, promoting the program among employers and

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students, and contacting each student in both seminars or conferences and supervised work experience.

- J. **Allied Health Clinical Practicums:** (Applicable programs indicated in Appendix H). The workload percentage for allied health clinical practicums will be calculated by completing the following steps:

1. **Step 1:** Total clinical hours ÷ 33 hours = clinical credits

2. **Step 2:** Clinical credits x 2 = workload assigned hours (weekly)

3. **Step 3:** Workload assigned hours ÷ workload category hours per week = % workload for class

- K. AEs shall not be required to substitute as part of their normal assignments. Substitute assignments will be paid at the substitute rate, provided such activities are assigned and authorized in advance by the AAd. Nothing herein shall be construed to preclude voluntary substitution or to require the use of substitutes by CCS (see Article 7, Section 1, Paragraph C, Item 4 regarding unpaid substitute limitations).
- L. Summer course offerings shall be based on student needs and sound scheduling practices. Summer school assignments shall normally be less than a full load, except in block programs.
- M. Annually contracted AEs will be given preference for part-time assignments in summer within their respective departments, provided academic qualifications, previous teaching experience of the course(s), department rotation systems, and budgets are considered. The AAd shall make the final selection based upon these criteria.

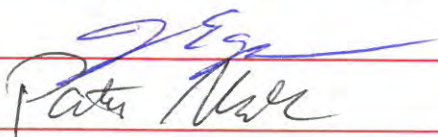
- N. **Independent Study:** Independent studies are individual instructional projects which allow students to enhance their educational opportunities. Independent studies are overseen by a AE. Independent studies require the proper documentation and approval of the supervisor. Compensation for independent study can be found in Article 18, Section 14. Independent study projects are not considered part of an AE's workload. Independent study projects may not be used to duplicate an existing course.

- O. **Directed Self-Study:** Directed self-studies replicate existing courses. Directed self-studies are typically offered for the purpose of allowing a student to successfully stay on track towards completion of their program. Directed self-studies may not exceed five (5) students. A student taking a directed self-study will be expected to do a significant amount of independent learning. Directed self-study will not be

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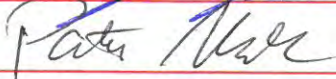
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used in order to underpay any AEe teaching a required course that is part of the program's regular sequence and occurring during the quarter it is typically offered. Compensation for directed self-study can be found in Article 18, Section 14.

Section 6 – Reassignment/Release

AEes shall normally perform the responsibilities of their position, but occasionally partial reassignment of normal responsibility is necessary and desirable to accomplish special projects, research, curriculum projects, professional development, and other activities. For impact of reassignment/release on department chair load, see Article 14, Section 3, Paragraph B, Item 6.

- A. Reassignment/release within the division shall take place under the supervision of the AAd, and shall be reported to the department chair and the appropriate Vice President.
- B. Reassignment/release outside the division requires the written approval, in advance, of the College President, and shall be reported to the department chair and AHE. Examples would include release granted for AHE leadership, to serve in a temporary exempt position, or to serve on a college project not related to a department area under the direction/supervision of another AAd.
- C. AEes authorized for partial reassignment/release will be selected based on qualifications, program need, and impact on normal department activities.
- D. Partial reassignment/release is for one (1) quarter duration only and may be renewed if appropriate.
- E. The time available for reassignment/release will be based pro rata on the total weekly responsibility. For example, one third (1/3) reassignment will be one third (1/3) of thirty-five (35) or eleven and seven tenths (11.7) hours per week and shall be prorated among the weekly contact hours, office hours, and other responsibility hours.
- F. Full and/or partial reassignment/release from the normal responsibilities for work outside the division lasting one (1) quarter or more will be accomplished in the following manner:
 - 1. Potential job reassignment/release of two or more quarters will be posted in the College President's office and generally announced to college AEes. Interested college AEes will be given an opportunity to submit a letter of interest as application for the reassignment/release. Following consideration of those applications, the appointing authority retains right to select and assign. Exempted are those reassignments made for non-project-based reasons (i.e. medical accommodation, personal, disciplinary).

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2. An annual list will be made available to AEes and AHE by college administration listing all college reassignment/release for that academic year. Exempted are those reassignments made for non-project-based reasons (i.e. medical accommodation, personal, disciplinary).
 3. The AEe offered the full reassignment/release will, with acceptance, be appointed to a temporary one hundred seventy-five (175) day AEe position at the annual contract rate in workload Category H. Extensions to this assignment, when authorized, will be at the non-instructional hourly rate.
 4. The full reassignment/release is for a maximum of one (1) year and may be renewed if appropriate.
 5. At the conclusion of the reassignment/release, the AEe will return to their regular position or an equivalent position.
- G. When college administration intends to reassign an AEe to an alternative assignment that involves restrictions (office access, talking with fellow AEes, access to CCS email, etc.), AHE shall receive written notice outlining such restrictions at the time of implementation of the alternative assignment, in accordance with Article 3, Section 10. This does not include disclosure of restrictions protected by law. **For probationary AEes, see Article 9, Section 4, Paragraph B.**

Section 7 - Working Day

For AEes, morning, afternoon, and evening shall each be considered a time block, with consideration given for the impact of online instruction.

- A. AEes will not be assigned to more than two (2) consecutive time blocks in any one (1) day unless required to maintain a full load.
- B. AEes will not be assigned to non-consecutive time blocks (i.e. morning and evening). However, when courses are canceled, the affected AEe may be assigned a split shift to complete their workload.
- C. When such scheduling as mentioned in Paragraphs A or B above is required, assignments shall be given to those AEes with least seniority, provided qualifications are equal as determined by the AAd. Any dispute regarding such assignment shall be referred to the Joint Executive Committee.
- D. This section does not preclude voluntary assignments.

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Section 8 - Contractual Days

- A. The number of contracted days for annually contracted AEes shall be one hundred seventy-five (175) as scheduled in the approved college calendar. Scheduling of such days shall be approved by the Board of Trustees. Additional calendars may be approved for non-traditional programs.
- B. The one hundred seventy-five (175) day assignment for AEes may be different than those days in the academic calendar upon mutual agreement between the AEe and the College President.
- C. In departments such as Nursing where state legislation, professional licensing, or curriculum requirements require a four (4) quarter curriculum, the one hundred seventy-five (175) days may be assigned to include the summer quarter. Such assignments shall be made on a case-by-case basis by mutual agreement of the annually contracted AEe and the College President.
- D. In summer quarter, each day shall be counted on a prorated basis. For example, for a 5-credit lecture course over four days per week, the class times would be as follows: 115 minutes per class for 6-week schedules, 98 minutes per class for 7-week schedules, and 86 minutes per class for 8-week schedules.

Section 9 - Academic Calendar

The academic calendar will be developed by mutual agreement between CCS and AHE provided that the days of instruction range from one hundred sixty-five (165) to one hundred sixty-seven (167), that the legal holidays be observed, and that all parties agree that all classes must meet according to the official final exam schedule. When a quarter includes a Campus/Faculty Development Day, the purpose of said day shall be for departments to do department work. Campus/Faculty Development Days are not considered days for CCS to schedule division, all-college, or district work, trainings, or programs. The parties must agree on the calendar no later than December 1, two (2) years in advance and any adjustments are subject to final approval by the Board of Trustees.

Section 10 - Alternate Contract/Summer Quarter

Upon mutual agreement between a tenured AEe and the AAd(s), summer quarter may be worked in lieu of a regular quarter. In such instances, weekly contact hours shall be adjusted to reflect the summer schedule, and compensation shall be the same as if the regular quarter had been worked. The academic year begins with the summer quarter. Thus, the AEe would be assigned to work the summer quarter of that year plus two more quarters.

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Section 11 - Alternative Schedules

As defined by Section 8, Paragraph A, counselors and librarians are issued annual contracts for 175 days coinciding with the academic calendar. ~~The~~ However, by mutual agreement, the one hundred seventy-five (175) day assignment for those AEes with primary assignments as counselors or librarians may be scheduled for days different from the academic calendar ~~between September 1 and June 30. the start of fall quarter and the end of spring quarter as defined in Section 13, Paragraph C.~~ This requires that the department chair coordinate the work schedule for administrative approval and that there be mutual agreement between the AEe and the AAd. Discussions about alternative schedules may involve AHE representation if requested by the AEe.

Section 12 - Summer Quarter, Counselors and Librarians

Summer quarter for those AEes with primary assignments as counselors or librarians will be paid at the regular summer rate (Article 18, Section 2). Summer quarter is defined as between July 1st and August 31st. This requires that the department chair coordinate the work schedule for administrative approval and that there be mutual agreement between the AEe and the AAd.

~~Summer quarter for those AEes with primary assignments as counselors or librarians is defined by the completion of 280 hours between the last day of spring quarter and the first day of fall quarter up to a maximum of forty (40) days upon mutual agreement between the AEes and the AAd. Time worked in addition to the seven-hour (7) day or the two hundred eighty (280) hours will be at the hourly rate, unless otherwise accounted for in an approved extended contract.~~

Section 13 – Counseling Extended Contract for Counselors and Librarians

- A. The option of an extended contract to cover non-contractual periods exclusive of the normal academic year, ~~or for days in excess of the summer contract defined in Section 12 above,~~ will be available to full-time annually contracted academic counselors and may be available to annually contracted librarians. This contract option will be an extension of the normal 175-day contract.
- B. An AAd may offer, and each counselor or librarian may accept, an extended day contract in addition to the normal 175-day contract at the current hourly rate of pay based on their annualized contract. ~~The total number of hours for this extended contract will not exceed 175 hours. Any hours assigned in excess of the 175-hour limit for extended day contracts per academic year will be paid at the current adjunct counselor hourly rate via time sheet submittal.~~
- C. The department chair will develop, in consultation with their department colleagues, proposed schedules for the following quarter and will submit proposed schedules to the AAd as follows:

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Quarter Being Scheduled	Schedule Due to AAd
Fall (Sept. 1 – Dec. 15)	14 calendar days after the start of Fall quarter
Winter (Dec. 16 – Mar. 15)	14 calendar days prior to the end of Fall quarter
Spring (Mar. 16 – June 30)	14 calendar days prior to the end of Winter quarter
Summer (July 1 – Aug. 31)	14 calendar days prior to the end of Spring quarter

- D. Every effort will be made to ensure counselor **and librarian** availability during all periods outside of the summer quarter necessary to meet student and college needs. The final schedule will be developed in consultation with the AAd, who will have final approval and shall give notice to the department chair of that approval within five (5) working days.
- E. **Alternate** scheduling and extended contracts will occur initially within the appropriate organizational unit only. Remaining available extended contract hours may be offered to counselors **and librarians** from other organizational units, after final approval of schedules has been made by the AAd, by contacting the other unit's department chair(s). Those remaining hours will be assigned by seniority basis of those counselors **or librarians** having expressed interest.

Section 14 – Combining of Classes/Courses

- A. When the AEe, AAd, and AHE agree that it is in the best interest of the students and/or program, courses can be combined. **Combining is permissible by specific written agreement between AHE and CCS, and must be a voluntary decision by the AEe. AHE will respond within 5 business days to the request. In such situations, the combined cap shall reflect the standard cap for a single class.** Any reconfiguring of AEe roles among AEes must have permission of all participating AEes, AHE, and CCS.

There are various ways that combining is utilized to meet student needs and address enrollment planning. Department chairs may include combined sections as part of their initial proposed course schedule, based on past enrollment history or long-standing practice within the department. Alternatively, the conversation on combining sections may occur during the enrollment period, as part of a strategic enrollment approach.

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This section applies to courses that are combined for reasons related to enrollment. As such, music performance ensembles (choir, orchestra, or band) and newspaper production courses do not require written agreement with AHE for combining.

1. ~~Combining may refer to situations where two or more sections of the same course (such as two sections of ENGL 101, each with its own item number) are compensated at the rate of one class.~~
 2. ~~Combining may also refer to situations where two or more different courses (such as SOC 204 and PSYC 204, each with its own item number) are compensated at the rate of one class.~~
- B. ~~Combining is permissible by specific written agreement between AHE and CCS, and must be a voluntary decision by the AEe. AHE will respond within 5 business days to the request. In such situations,~~ **When two courses are combined,** the combined cap shall reflect the standard cap for a single class. **If the two combined classes have different caps, the combined cap shall be the lower of the two.** The workload category for any combined class will be the one with the lowest hourly requirement. ~~Any reconfiguring of AEe roles among AEes must have permission of all participating AEes, AHE, and CCS.~~
- C. **For combining that involves an online class, see Article 5, Section 3, Paragraph L.**

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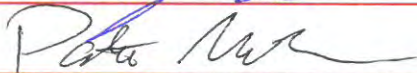
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Article 5 - eLearning

AHE and CCS recognize that classes delivered online can offer educational opportunities to people who would otherwise be unable to attend college. At the same time, both AHE and CCS recognize that eLearning poses special challenges to students, AEes, and CCS infrastructure and support personnel. AHE supports using technology to further student access and student success. However, AHE is mindful of the limitations of CCS's technological infrastructure and the technology provided by CCS for instruction.

Therefore, neither CCS nor AHE will expand online offerings without due concern for student success and AEes' welfare. It is the intention of CCS and AHE to increase online offerings at a measured and a managed pace.

For successful online instruction, the unbundling of AEe roles (see Article 4, Section 4, Paragraph A) is not in the best interest of student success. Developing curriculum is the exclusive right of AEes, as defined in Article 1, Section 2, Paragraph A. Course/instructional designers are not AEes, but rather are experts in eLearning technical functionality, best practices, and tools.

Section 1 - Support for eLearning

CCS and AHE recognize that eLearning may require additional technological support, training, and development. To ensure educational quality, AEes and administration who engage in eLearning shall mutually agree on the necessary support services, technology, development release/funding, and training to ensure educational quality. In addition, AEes engaged in eLearning instruction will be provided appropriate, ongoing, technical and equipment (except as stated in Section 3, Paragraph J) support. Available support resources will be identified and communicated to AEes by college administration on an annual basis.

Section 2 - Course Design, Refreshment and Maintenance

- A. **Negotiated Compensation for Course Changes:** See Article 18, Section 11 (Special Project Stipend).
- B. **Compensation for Mandated Course Changes:** AEes will be compensated if mandatory changes to delivery platforms, learning/content management systems (LMS/CMS), or associated software require substantive course updates or maintenance.
- C. Proprietary/vendor course evaluation and design tools can only be used with permission of the AEe.

Section 3 - Workload and Working Conditions

- A. **Voluntary participation:** Participation by AEes in eLearning courses, whether as part of regular teaching load or as moonlight, will be strictly voluntary, unless such courses are a condition of

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employment. If teaching eLearning courses is not a condition of employment, AEes may elect not to teach those courses. Such decision will not be used in any evaluative manner.

- B. RIF and eLearning:** No AEe will be displaced because of eLearning or computer-aided courses. CCS agrees that it is not the intent of CCS to replace AEe positions by subcontracting credit courses with outside contractors, other than adjunct AEes or supplemental contractors. Unbundling of AEe roles for assignment to paraprofessionals, staff, subcontractors, or other non-AEes is prohibited.
- C. Availability to Students and Professional Responsibilities:** In eLearning courses, AEes shall be able to conduct a proportionate part of their office hours via email, telephone, or equivalent one-on-one alternatives. AEes who teach eLearning classes must meet other professional responsibilities (Article 4, Section 4, Paragraph A).
- D. Priority Assignment:** The developer of online courses developed prior to 7/1/15 will retain priority assignment for teaching these courses up to receiving 167 percent of an overall quarterly instructional load as defined in Article 4, Section 3, Paragraph A. Thereafter, the right to instruct the courses is open to any other AEe instructionally qualified. This right of priority assignment does not apply to adjunct AEes. After 7/1/15, the development and subsequent assignment of online courses is subject to a specific department's assignment processes/practices, and there will be no additional contractual rights to priority assignments.
- E. Student Evaluations:** Consistent with Articles 10 and 24, AEes who teach online courses will use the evaluation form designed specifically for eLearning (Appendix B). Hybrid courses may use any form provided in Appendix B. Other methods of evaluation of AEes shall be mutually agreed between the AEe and their AAd prior to the evaluation. To ensure student anonymity, online student evaluations should be distributed at the direction of the Vice President's office at the appropriate college, with completed evaluations directed to the AEe's AAd. AEes (other than probationary tenure-track AEes) select which of their classes will be used for evaluation (Article 10, Section 2, Paragraph A and Article 24, Section 9, Paragraph B). Probationary tenure AEes will work with their tenure committees to determine which classes will be used for evaluation (Article 9, Section 3, Paragraph C).
- F. Observations:** Without advance written permission of the AEe, there will be no monitoring, taping, ITV observation, nor adding the AAd (or peer observer) to the learning management system for purposes of assessing an AEe's performance. AHE and CCS agree that these are "classroom" observations, not "course" observations. As such, the goal is to replicate (to the extent possible) the observation of a standard (50-minute) class session, rather than to evaluate the entire course.

Observations of online classes will be conducted as an interaction between the AAd (or peer observer) and AEe during a mutually agreed upon 50-minute period, which may be followed by a post-

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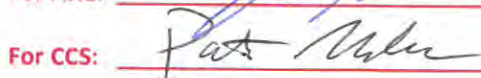
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observation discussion. The AEe **will select a topic, unit, module, or section of the class and** will share **selected** examples of the AEe's choosing of each of the following:

1. Content delivery (may include but is not limited to class structure, use of teaching aids, publisher content, reading assignments, videos, podcasts, **synchronous online session**, etc.)
2. Assignments/assessments (may include but is not limited to: quizzes/exams, **laboratory activities**, projects, group work, **written** assignments, discussion boards, etc.)
3. Interaction/communication with students (may include but is not limited to: instructor-initiated communication, responsiveness/availability to students, synchronous online session, participation in discussion boards, personalized feedback on student work, etc.)

If appropriate, the AEe can also share additional topics of the AEe's choosing that demonstrate effective online instruction.

All other observation steps and procedures, as stipulated in Article 10, Section 5, Paragraph C, Item 2, Part a; Article 9, Section 4, Paragraph C; and Article 24, Section 9, as applicable, will be strictly followed.

- G. Technical and eLearning Support:** Administrative or staff access is limited to issues of software functionality only. No change to class structure, content, sequencing, or design is allowed without permission of the AEe of record. Communication with students by support staff regarding matters other than technical support should occur only in coordination with the AEe.
- H. Online Enrollment Management:** The class cap for online courses is 25 students. The class can be over-enrolled up to 35 students, with mutual agreement of the AEe and the AAd. To facilitate enrollment management, additional online sections of the same course may be opened later. Over-enrolled students can be moved to a new section with permission of the AEe. If the AEe accepts an additional section of the course, they may move the over-enrolled students to the new section. Departments, with agreement of the AAd, may lower class caps in the best interests of student success.
- I. Compensation:** Compensation for online classes will be calculated at the close of business on the **census date for the class** ~~10th day of enrollment~~. (During summer quarter, preliminary calculations may be done prior to the **census date** ~~6th day~~ to ensure AEes are paid in a timely manner). The monetary compensation for the online class section(s) determined above will be calculated as follows:
1. The first section of student enrollments 1 through 25 will be paid at the contractual rate for the appropriate workload category.

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2. Enrollments exceeding 25 will be paid at 1/25th of the contractual rate per student for the appropriate workload category.
3. If the class cap has been mutually agreed to be fewer than 25 (per Paragraph H above), the maximum over-enrollment of the section will be no more than 130 percent of the agreed-upon cap. For each student over the adjusted cap, the AEe will be paid in proportion to the adjusted cap.

J. 100 Percent Online Workload (No On-Campus Responsibilities): When 100 percent of an AEe's workload in any given quarter is comprised of online courses and that assignment does not allow them to also meet on-campus professional responsibilities, the following shall apply:

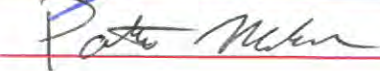
1. A mutual agreement, not exceeding three consecutive quarters in length, will be reached and documented between the AEe and their AAd prior to submitting for approval per Item c. below. Mutual agreement for renewal or renegotiation is allowable upon conclusion. The agreement shall, at a minimum, include the following elements:
 - a. A listing of expectations and terms, to include monitoring and evaluation arrangements, for the assignment
 - b. Agreement that the AEe will provide their own technology, with Internet connection at their own expense, and an acceptable plan for support if the AEe experiences technology failure or access problems
 - c. Advance approval of the appropriate Vice President and the Chief Administration Officer
2. The AEe will be placed on 80 percent compensation.
3. The AEe will be excused from on-campus professional responsibilities but will continue to be required to maintain student availability.

K. Hybrid courses: The workload category for hybrid classes will be the same as the equivalent on-ground class. There are two types of hybrid classes:

1. Those in which 51 percent or more of instruction is delivered online. Everything in this article applies.
2. Classes where 50 percent or less of instruction is delivered online. These classes are not subject to Paragraphs D, H, and I of this article.

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AEes can change a class to a hybrid modality by informing the department chair prior to schedule publication and/or following departmental procedures. The department chair will submit the change to the AAd for approval as part of that quarter's schedule, highlighting the proposed modality change.

In the event a hybrid class is offered, it is the AEe's responsibility to provide the class information, including the on-ground class meeting times, to the department chair. The AAd ensures communication of hybrid modality to the college community. To ensure students are informed in a timely manner, except for extenuating circumstances, communication should occur prior to the start of registration for the quarter in which the class is to be offered.

- L. Combining:** Combining of online and on-ground class offerings into one class is permissible by specific written agreement between AHE and CCS. **The total number of students in the two combined classes shall be 25, unless the AEe and AAd agree to over-enroll beyond 25 students. If the total number of students in the combined online and face-to-face classes exceeds 25, the compensation described above in Paragraph I shall apply.** The workload category will be equivalent to that of the on-ground course. Any reconfiguring of AEe roles among AEes must have permission of all participating AEes, AHE and CCS. (See Article 4, Section 14 for more information on combining).

- M. Flex courses:** If student need is not met through face-to-face, hybrid, or online modalities, as determined through conversation between the AAd, AEe, and department chair, classes may be offered in the flex modality.

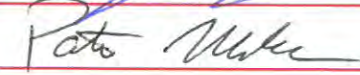
A flex class is one in which the student can choose to attend face-to-face (F2F) **either** on-ground and/or take the class **asynchronously** online. Online classes with synchronous components and no F2F on-campus option are not considered flex. AEes teaching at rural/extension sites may utilize ITV (or similar technological solutions) to deliver the F2F on-ground component of a flex class in a synchronous fashion.

A flex class can also be a hybrid class (Article 5, Section 3, Paragraph K) provided 51% or more of the class is offered F2F on-campus.

- 1. Compensation:** AEes who teach flex classes will be paid an additional ~~\$150~~ **\$170** per credit hour. An AEe who receives compensation for flex modality is not eligible to receive additional compensation for over-enrolled students (Article 5, Section 3, Paragraph I).
- 2. Class caps:** The standard class cap (combined F2F and online students) for a flex class is 25. By specific written agreement between the AAd, the AEe, and AHE, caps can be increased up to 35 with no additional compensation. AHE will respond within 5 business days to the request.

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3. **Safety and Effectiveness:** Consistent with Article 3, Section 3, a primary consideration is to not put the AEe in an unsafe situation. If attendance in the F2F component becomes small enough that the AEe feels the situation is uncomfortable, unsafe, or pedagogically ineffective, the AAd and AEe will work together to develop a plan to safely and effectively deliver F2F instruction. This might include moving the class to a shared location, synchronous online instruction, assigning a staff member to attend the class, or other solutions.
4. **Scheduling:** Flex classes must be scheduled as such before students begin enrolling in classes. When an online class and a face-to-face class are combined due to low enrollment numbers, those classes will be considered "combined" (Section 3, Paragraph L above) and are not considered flex.
5. **Evaluation:** For flex classes, the AEe shall choose to be observed either in-person or to utilize the online observation process (see Paragraph F above).

~~When WSDOT completes construction projects on the SCC campus related to the North/South Corridor (NSC), the Flex language in the contract will be an automatic opener for reassessment of the modality.~~

Section 4 - Quality Assurance

eLearning courses are subject to the same policies, procedures, and practices ensuring rigor of offerings and quality of instruction as equivalent to on-ground courses. This includes consultation with appropriate departments and proper curriculum review processes. Systems to verify and authenticate online student identity are the responsibility of CCS. Training on those systems will be provided to AEes.

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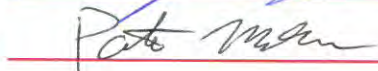
For AHE:



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Article 7 - AEe Leave Policy

Leave is provided for a variety of purposes. Willful misuse of leave is considered unprofessional behavior and may lead to discipline.

Section 1 - Sick Leave

A. Sick Leave Accrual: Upon initial employment with CCS as an annually contracted AEe, eighty-four (84) hours of sick leave shall be granted commencing the first day on which work is to be performed. For the purposes of this article, a "day" equals seven (7) hours.

Beginning one year after the start of an annually contracted position, sick leave shall be accrued on the basis of seven (7) hours per calendar month in which a contracted day is worked.

The maximum annual accrual of sick leave is eighty-four (84) hours. Moonlight assignments do not accrue additional sick leave for annually contracted AEes. Therefore, the maximum reported sick leave for a day is seven (7) hours.

Pursuant to applicable statute, each annually contracted AEe's portion of unused sick leave allowance shall accumulate from year to year without limit.

AEes working summer effort will accrue monthly sick leave of up to seven (7) hours per calendar month in which a contracted day is worked, based on percentage of load.

B. Sick Leave Use: Use of accrued sick leave shall be allowed on contractual days under the following conditions:

1. When illness, injury, or disability has precluded the AEe from performing their duties.
2. When an AEe has been exposed to a contagious disease during such period as attendance on duty would jeopardize the health of fellow employees, students, or the public.
3. For medical, dental, or optical appointments.
4. For pregnancy or childbirth for a period, inclusive of the date of birth, of up to twelve (12) consecutive calendar weeks.

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5. For personal loss, such as the death of a non-qualifying person or other significant event, after consultation with the AAd, or to extend bereavement leave beyond the provided ~~twenty-one (21)~~ **thirty-five (35)** hours.
6. Because of emergencies caused by serious illness, death, or to assist a person with a disability, in the immediate family of the AEe that requires the assistance of the AEe in circumstances arising from the care of the patient or arrangements for the deceased. The definition of family members **for this purpose is: spouse, parent, domestic partner, sibling, parent-in-law, domestic partner's parent, grandparent, grandchild, child, and a child in the custody of and residing in the home of an AEe. This also includes persons who reside in the same home who have reciprocal duties to and do provide financial supports for one another. The term does not include persons sharing the same house when the living style is primarily that of a dormitory or commune. Parent is further defined as a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an AEe or the AEe's spouse or registered domestic partner, or a person who stood in loco parentis to an AEe when the AEe was a child. A person who had day-to-day responsibilities to care for or financially support the employee when they were a child is considered to have stood in loco parentis to the AEe.** ~~covers a wide range of relationships, including spouses, domestic partners, parents, parents in law, children, siblings, grandparents, grandchildren, stepparents, stepchildren, foster parents, foster children, in loco parentis relationships, guardianship relationships, and spouses or domestic partners of the aforementioned, as applicable.~~
7. For the placement of a child with the AEe for adoption or foster care. Up to twelve (12) consecutive calendar weeks, provided the leave both commences and is completed within twelve (12) months of that child's placement date.
8. Minor/dependent child care emergencies such as unexpected absence of regular care provider, unexpected closure of child's school, or unexpected need to pick up one's child earlier than usual.

An annually contracted AEe will receive full pay and benefits for each contracted day of sick leave up to their accrued number of leave days. All sick leave days taken shall be first charged to the compensable account.

- C. **Sick Leave Reporting:** All sick leave taken shall be reported to the AAd as soon as possible and daily thereafter, unless a different interval is arranged. When less than a full day of sick leave is taken, it shall be deducted on an hourly basis. When reporting leave of less than seven (7) hours, the AEe is expected to indicate on their leave request how professional responsibilities were met.

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1. The college administration may require a licensed healthcare provider's statement regarding any illness, injury, or disability leave after the fifth consecutive work day. The statement is sent directly to the Human Resource Office's Medical Records Officer. CCS may request a second opinion of the medical diagnosis at CCS's expense.
2. For reporting purposes, one day of sick leave equals seven (7) hours, regardless of moonlight contract or hourly assignments.
3. Sick leave taken during summer quarter is prorated using a formula: work load contact hours per week x number of weeks / 11 weeks conversion for summer x assigned workload.
4. Unpaid substitute arrangements up to a maximum of one day between AEes negates the need for sick leave use (completing online form), provided all professional responsibilities have been covered and the arrangement is communicated to the AAd. A paid substitute arrangement, including where obtained from industry, will be made after one day unless the class is canceled. It is the responsibility of CCS to budget for paid substitute AEes.

D. Unpaid Sick Leave: Sick leave days taken beyond the accrued number of days shall be without pay. Leave without pay shall be deducted from the annual salary at the per diem rate times the number of days without pay. The per diem rate is the annual contract amount divided by the annual contract days.

A maximum of twenty-eight (28) hours of accrued sick leave may be retained in the AEe's sick leave account to be used at the rate of seven (7) hours per month up to a maximum of four (4) consecutive months in order to remain on paid status during those four (4) months which will provide AEe's paid medical benefits. This benefit is available once per twelve-month year starting with the first contract day of fall quarter.

When the AEe lacks sufficient accrued sick leave to remain on paid status for the first twelve (12) weeks after the start of sick leave use, the AEe's medical benefits premium will be paid by CCS for the portion of this period that would otherwise be unpaid. This benefit is available once per twelve-month year starting with the first contract day of fall quarter.

When an annually contracted AEe has exhausted their leave account, leave without pay shall be granted up to one hundred eighty (180) calendar days for recovery from illness, injury, or disability. Whenever possible, the AEe shall attempt to return at the beginning of a quarter. Additional leave without pay may be requested under Section 7 (Leaves of Absence Without Pay).

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E. Compensation for Sick Leave: AEes shall be eligible to receive monetary compensation for accrued sick leave as follows:

1. In January of each year, and at no other time, an AEe whose calendar year-end compensable sick leave balance exceeds four hundred twenty (420) hours may choose to convert compensable sick leave days earned in the previous calendar year minus those used during the year to monetary compensation.
 - a. No sick leave days may be converted which would reduce the calendar year-end balance below four hundred twenty (420) hours.
 - b. Monetary compensation for converted hours shall be paid at the rate of 25 percent and shall be based upon the AEe's current base salary.
 - c. All converted hours will be deducted from the AEe's compensable sick leave balance.
2. AEes who leave employment with CCS due to retirement or death shall be compensated for their unused compensable sick leave accumulation at the rate of 25 percent. Compensation shall be based upon the AEe's base salary at the time of retirement or death.
3. An AEe who leaves employment with CCS for any reason other than retirement or death shall not be paid for accrued sick leave (see also Article 15, Section 1). Retirement is defined for the purpose of this section by the age and years of service requirements of the Washington State Teachers' Retirement System or the Public Employees' Retirement System for members of those plans, or, for individuals under TIAA:
 - a. twenty (20) years of service, or
 - b. fifty-five (55) years of age and ten (10) years of service, or
 - c. sixty (60) years of age and five (5) years of service

F. Shared leave program: AEes may also participate in the shared leave program pursuant to the conditions of state law and CCS policy.

G. Return to work: CCS reserves the right to require the AEe to provide medical evidence that they are qualified to fulfill the essential requirements of their regular position with or without a reasonable accommodation.

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Section 2 - Bereavement Leave

Consistent with Administrative Procedure 2.40.01-B, General Leave Administration, annually contracted AEes and Adjunct AEes who have achieved longevity status or higher (Article 24, Section 7) shall be entitled up to ~~twenty-one (21)~~ thirty-five (35) consecutive contractual hours (equivalent of ~~three (3) days~~ five (5) days) of paid bereavement leave for the death of a family member or household member. If an AEe's definition of family differs from Section 1, Paragraph B, Item 6, sick leave may be used. See also Section 1, Paragraph B, Items 5 and 6 above.

Section 3 – Paid Family Medical Leave (PFML)

- A. AEes are covered employees under Washington State Family and Medical Leave (RCW 50A). To be eligible for this leave, AEes must meet the state eligibility requirements.
- B. CCS will notify all new AEes about the premium and benefits available under PFML program. After receiving notice of a qualifying event, CCS will inform the AEe of their rights under PFML program and the benefit application process as established by the Employment Security Department (ESD). CCS will provide appropriate ongoing support to AEes with qualifying events, facilitating compliance with CCS and ESD policies related to PFML.
- C. The AEe may use sick leave or personal leave as a supplemental benefit consecutively or concurrently with PFML, at the AEe's election. CCS, as the employer, may require verification that the AEe has been approved to receive benefits for paid family and/or medical leave under RCW 50A before approving leave as a supplemental benefit. An AEe cannot be compelled to use or exhaust sick leave prior to accessing PFML. Once the AEe selects use of leave and supplemental leave is applied, there can be no retroactive adjustments or reclassification of the AEe's leave, except in cases where leave was applied incorrectly.
- D. AEes using leave as a supplemental benefit, may take up to the number of weekly contracted work hours. For example, a full-time AEe scheduled for 35 hours per week may report up to 35 hours of leave as a supplemental benefit. The leave must be reported by the AEe for each pay period leave is requested. The Payroll/Benefits Office will work with the AEe to verify when leave needs to be reported.
- E. CCS shall maintain health insurance during periods of approved PFML in accordance with Article 7, Section 1, Paragraph D, Parts 2 and 3.
- F. The supplemental leave benefit period shall exclude non-contracted days.

Subject to agreement on all terms and legal review, the parties tentatively agree:

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Section 3 Section 4 - Personal Leave

- A. Twenty-one (21) hours of personal leave may be taken with pay per year, provided student assignments are given and there is no additional cost to CCS. Personal leave can be taken in hourly increments. When less than a full day of personal leave is taken, it shall be deducted on an hourly basis. When reporting personal leave of less than seven (7) hours, the AEe is expected to indicate on their leave request how professional responsibilities were met.
- B. AEes are to obtain approval from their AAd prior to taking personal leave, except in cases of emergency. Detailed reasons for personal leave need not be disclosed.
- C. If approved by the AAd in advance, unpaid substitute arrangements negate the need to use personal leave.
- D. Full-time AEes assigned to Corrections who are working a 220-day contract may take twenty-eight (28) hours of personal leave per year. (See Article 25, Section 16).

Section 4 Section 5 - Military Training Leave

AEes shall be entitled to leave with pay not to exceed fifteen (15) working days in any one (1) calendar year for active duty/active training duty in the National Guard, Army, Air Force, Marines, Coast Guard, Navy, Naval Reserve Forces, etc. of the United States for annual field training or otherwise discharging reserve obligations. Such leave shall be requested in advance and approved upon receipt of a copy of the appropriate military orders.

Section 5 Section 6 - Civil Duty Leave

Consistent with Administrative Procedure 2.40.01-B, General Leave Administration, AEes shall receive time off with pay for required appearances in court or hearings resulting from a call to jury duty or subpoena to appear to testify where the AEe is not personally involved in the action as the plaintiff, the defendant, or the object of the investigation. Where the AEe is personally involved, leave without pay may be granted under Section 7 (Leaves of Absence Without Pay). Verification of service (i.e. copy of summons, service payment, court clerk written verification) shall be submitted to the Business Office's Payroll Unit. AEes are allowed to keep any compensation they receive for serving as a member of a jury in addition to their regular pay.

Section 6 Section 7 - Academic Employee Development Leave

- A. Leave with pay may be allowed at the discretion of the College President or their designee, to enable AEes to make visitations to observe methods, approaches, and techniques for the purposes of coordinating programs and improving instruction and/or service to students. CCS may pay the expenses incurred by such visitations to the extent authorized by law and other applicable regulations.

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- B. At the discretion of the College President or their designee, AEes may attend state, regional and national meetings or conferences of their academic disciplines or occupational specialties. CCS may pay the expenses incurred by such visitations to the full extent authorized by state laws and local regulations as now existing or hereafter amended.
- C. **Technology Enhancement:** An AEe may apply for a technology enhancement leave, or for an extended contract, for the purpose of enhancing technological competency. The leave or extended contract request should meet the majority of the following guidelines:
1. Technology is an essential part of the discipline or program.
 2. There has been a substantial change in the software and/or hardware used as part of that discipline or program.
 3. The leave, or proposed extra days, will support both the instructional mission of the college and the individual's goal for life-long learning.
 4. The request is essential to maintaining quality of instruction (the AEe should possess this new standard, certification, knowledge or understanding)
 5. There has been a newly established industry standard or certification that is relevant to the program.

To apply, the AEe must make a formal written request to the AAd at the instructional unit. A committee comprised of an appointed AAd, one AEe from each division, and an AHE representative will review and consider the request. The committee's recommendation will be forwarded to the appropriate Vice President for final evaluation after appropriate funding sources have been identified. Every reasonable attempt will be made to grant recommended requests.

~~Section 7~~ **Section 8 - Leaves of Absence Without Pay**

- A. Leaves of up to one (1) year without pay will be granted AEes by the College President for such purposes as study, travel, teaching in another district, working in a professionally related field, AHE or AHE-related business, maintenance of physical or mental health, recuperation, or childrearing provided:
1. A qualified replacement is available for the time period to be covered by the leave,

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2. Such leave will not unduly disrupt the functioning of the department, and
 3. The request for leave is submitted at least one (1) quarter in advance.
- B. A leave of absence without pay for one (1) year entitles an AEe to any applicable salary increment, **provided the AEe still meets the criteria for step movement outlined in Article 19**. Upon return from leave, the AEe shall be placed in the position last held or in a similar position in CCS.
 - C. Early return from leave of absence may be permitted as long as the return does not unduly disrupt the functioning of classes and the department and with the approval of the College President.
 - D. Upon request by the AEe, a leave of absence may be renewed for a period up to one (1) additional year, provided the provisions in Paragraph A above are met.
 - E. If the request for a leave of absence is denied by the College President, the affected AEe may request a review for reconsideration by the Chancellor within twenty (20) calendar days after the denial.
 - F. An AEe on leave without pay who fails to return a signed contract within twenty-one (21) calendar days of receipt is considered to have resigned.

~~Section 8~~ **Section 9 - Professional Leave**

- A. There shall be a program of professional leave which includes:
 1. **Sabbatical Leave:** Tenured AEes having completed at least six (6) or more years of full-time employment as an AEe with CCS may be granted up to three quarters of sabbatical leave during any four (4) year period. **Additionally, full-time annualized AEes having completed at least six (6) or more years of full-time employment as an AEe with CCS may be granted one quarter of sabbatical leave during any four (4) year period.** Sabbatical leaves are granted to individual AEes for the purposes of promoting opportunities for study, return to industry, and creative activities for the enhancement of the institution's instructional programs.
 2. **Retraining Leave:** Tenured AEes who, because of program change, reduction, or termination, cannot be effectively assigned may request funds for retraining leave for up to one (1) year. If approved, such requests shall have priority over other leaves and shall be granted before sabbatical leaves. AHE shall be involved in all negotiations concerning the terms and conditions of this type of leave.

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B. Compensation for professional leave shall be approved by the College President consistent with the following guidelines:

1. The total salary and benefits paid to leave participants plus the amount of salary and benefits paid to replacements of such participants shall not exceed 150 percent of the total amount of money which would have been spent if the participants had not been on leave.
2. The number of AEes to be on leave in any year shall not exceed 4 percent and/or statutory limits of the annually contracted AEes for that year.
3. Compensation for professional leave for AEes shall be:
 - i. 100 percent of the AEe's quarterly salary for a single quarter of leave, or
 - ii. 90 percent of the AEe's quarterly salary for professional leave taken for two quarters during any one academic year, or
 - iii. 80 percent of the AEe's quarterly salary for professional leave taken for three quarters during any one academic year.

C. **Requests for Professional Leave:** Professional Leave Committees (as appointed through Article 8, Section 16) will be used to accept, review, and make recommendations to the College Presidents regarding professional leave requests.

The Professional Leave Committee shall meet during fall quarter to review/revise the leave application and proposed timeline for the application process, after which the chair of the committee shall send the application and timeline to the AEes. The committee is encouraged to hold informational sessions to aid AEes with the application process. Applicants are encouraged to seek guidance from the committee, as well as their department chair and AAd. Once applications are collected, the committee shall review them and then forward to the College President a summary of each proposal as well as their recommendations.

1. Recommendations from the committee must be submitted on or before February 15 to the College President and the appropriate Vice President.
2. The final decision of awarding professional leave will be made by the College President. Notification to applicants and AAds will be made by March 15. The applicant's department chair

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may provide information into the evaluation process, but shall not have the responsibility for recommending or denying the request.

3. Upon approval of such leaves, contractual agreements will be executed between CCS and the AEe specifying the length and all conditions of the leave. Failure to meet conditions so specified shall result in all or partial reimbursement of the leave's compensation to CCS. The College President will issue a collegewide announcement of all who have been approved for professional leave no later than April 30.
 4. At any time after February 15, but before May 15 of any academic year, a Professional Leave Committee may determine, in consultation with the College President, that there are insufficient acceptable leave applications for the number of leave quarters available or possibly available for the next year. The Professional Leave Committee shall create a new application calendar, with all necessary steps, but with abbreviated timelines as necessary and shall distribute this calendar to all tenured AEes and AAds. Distribution of this calendar shall constitute a call for additional leave.
- D. Up to three (3) quarters of professional leave may be granted to eligible AEes every four (4) years. Leaves are normally granted for consecutive quarters. However, professional leave may be approved for and taken at the rate of one quarter per year for up to three consecutive years. Such scheduling requests should be reflected on the AEe's original application for leave. If approved, the committee should take measures to establish funding priority for the remaining quarters during the next leave approval cycles.
- E. The applicant's plans for professional leave and the demonstrated resources and ability to carry them out will be major factors in evaluating requests for professional leave.
- F. Recipients of professional leave must agree in writing to return to CCS employment upon completion of the leave for a period equal to the length of the leave granted. If the recipient (barring factors beyond their control) does not return to CCS employment at the agreed upon time, the recipient will refund all pay received during the leave period. **This provision does not apply to annualized AEes who are non-renewed.**
- G. The recipient of professional leave may request additional leave without pay beyond the professional leave period. Approval for any additional leave period must be obtained at least one (1) quarter prior to scheduled return from the appropriate College President. The College President will stipulate the terms upon which additional leave may be granted.

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- H. Upon their return, recipients of professional leave will share their experiences with the college in a way that is appropriate for their content area, as specified in their professional leave request. Within one year of their return, recipients will submit a brief written summary of leave activities to the College President.
- I. A suitable assignment will be provided to AEes returning from retraining leave, within enrollment and fiscal limitations. In the event a suitable assignment cannot be made, the AEe will not be expected to repay salary paid to them during the leave.
- J. An AEe on professional leave earns full credit toward available medical and retirement benefits. **The AEe on professional leave also earns full credit towards ~~and~~ annual increments, provided they still meet the criteria for step movement outlined in Article 19.**
- K. An AEe who decides to cancel an approved leave must immediately alert their AAd, who in turn shall immediately alert the Human Resources Office, the department chair, and the College President. This notice shall, except for situations of personal emergency beyond the AEe's control, be made not later than the start of the quarter immediately preceding the leave start date.

~~Section 9~~ Section 10 - Return from Leaves

Except as otherwise provided in this contract, a contracted AEe returning from leave covered by this article will be allowed to return to the same or a comparable contracted position. It is understood the position must be one for which the AEe is qualified. An AEe on leave is considered an active AEe.

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Article 8 - AHE Recognition and Rights

It is generally agreed that the AEe's central responsibility within CCS is for the quality of educational programs. To accomplish this responsibility, it is imperative that AEes participate in academic planning, curriculum and program development and review, and institutional governance. AHE and CCS agree to promote and support this central responsibility.

In the spirit of shared governance, CCS recognizes the valuable role and contribution of AHE **as well as the benefits of actively collaborating with AHE**. The AHE leadership structure includes the AHE President; AHE Vice Presidents for SCC, SCC-Extension and SFCC; the AHE representatives to the Board of Trustees; the Treasurer; Secretary; Adjunct Representative; as well as the AHE Senate and Senators-At-Large for SCC, SCC-Extension, and SFCC. In particular, the AHE President's role, **with assistance from the AHE Vice Presidents**, is designed to both lead and serve the AEes within our district, and the AHE President is also the primary spokesperson for AHE. As such, proactive consultation with the AHE President **and AHE Vice Presidents** is vital to effective management/AEe relationships and agreements within our district.

CCS AHE has defined its purpose as follows:

1. to promote high professional standards,.
2. to work for the welfare of CCS,
3. to participate actively in the formulation of CCS and college policies and procedures,
4. to promote and protect professional influence in the governance and operation of the colleges,
5. to collectively bargain with CCS,
6. to serve as an advocate on behalf of members of the bargaining unit,
7. to promote and protect employee, professional, and managerial rights and responsibilities of AEes,
8. to seek the fulfillment of democratic principles and due process,
9. to protect majority and minority rights of members,
10. to carry out other aims and objectives.

Section 1 - Public Information

CCS agrees to furnish AHE access to all public information in accordance with the Public Records Act. Non-confidential material relating to the Board of Trustees' agenda will be furnished to AHE prior to Board meetings. CCS will furnish AHE the names and addresses of all bargaining unit AEes prior to October 30 of each year.

Section 2 - Distribution of Contract

Within thirty (30) days following ratification and signing of this contract, CCS shall print and distribute a copy of this contract to all annually contracted AEes. The style and format of the contract shall be mutually determined by CCS and AHE prior to CCS printing. Thirty (30) additional copies shall be provided to AHE. All AEes new to CCS shall be provided a copy of the CCS/AHE contract by CCS upon issuance of their

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For AHE:



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individual employment contracts, and the CCS/AHE contract shall be available to all applicants for AEe positions. An original copy shall be prepared by CCS. All other costs for publication of the contract shall be shared equally by AHE and CCS.

Section 3 - Policies and Procedures

- A. The approved meeting minutes of the Board of Trustees and CCS Cabinet shall be sent to AHE. All CCS policies, procedures, and regulations not covered in this contract shall be sent to AHE after adoption.
- B. All proposed CCS WACs shall be distributed to AHE when the notice to adopt is distributed.

Section 4 - Official AHE Representative at Board of Trustees' Meeting

AHE may have three (3) representatives with released time in addition to the AHE President who attend all public meetings of the Board of Trustees.

Section 5 - AHE Business

Duly authorized representatives of AHE shall be permitted to transact official AHE business on CCS property, provided it does not disrupt the orderly conduct of educational processes.

Section 6 - Use of Buildings

AHE and its representatives shall have the right to use CCS buildings for meetings. No charge shall be made for AHE's use of CCS rooms. AHE agrees that such use of premises shall not take priority over normal uses nor interfere with the operation of CCS.

Section 7 - Use of Equipment and Administrative Support

CCS-owned or rented office equipment may be used by AHE for its own purposes in accordance with the equipment rental schedule of CCS to the extent permitted by law. AHE shall have the right to use other equipment at reasonable times for a nominal charge when such equipment is not in use.

AHE shall pay for the actual costs of photocopies, long distance telephone calls, mailing costs, supplies, and materials used. AHE shall reimburse CCS for the actual cost of designated administrative support used for AHE purposes during working hours. AHE and the designated administrative support personnel shall jointly record the amount of time spent, and reimbursement shall be made monthly. AHE agrees that such use of the above shall not take priority over normal uses nor interfere with the operation of CCS.

Section 8 - Posting of Notices

AHE and its affiliates shall have the right to post notices of its activities and matters of AHE concern on CCS bulletin boards. AHE may use AEe mailboxes and CCS email for communications, including mass distribution within statutory purposes.

Subject to agreement on all terms and legal review, the parties tentatively agree:

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For AHE:



Date:

6/7/24

For CCS:



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6/7/24

Section 9 - Joint Executive Meetings

Members of the AHE Executive Committee and the CCS District Executive Committee shall meet monthly or as reasonably necessary as mutually determined for the purpose of reviewing implementation of this contract and other areas of mutual concern. It is further agreed that nothing in this section shall be construed to obligate either party to modify, limit, restrict, or reduce its rights or prerogatives as outlined elsewhere in this contract.

Section 10 - AHE Leave

AEes may be granted, by the College President, short-term leaves to attend state and national meetings of the recognized bargaining unit organization or its affiliates if they serve as officers, members of committees or commissions, speakers, or panelists or if they are representatives of their local unit at such meetings at no cost to CCS provided their classes are adequately covered. Arrangements shall be made with the College President at least five (5) days prior to the meetings or as soon as possible if the AEe has had less than one (1) weeks' notice of the meeting. The request will be submitted through normal administrative channels.

Section 11 - Telephone and Computer

CCS agrees to provide the AHE President with a telephone and computer in their office if the office is not already equipped.

Section 12 - Bargaining Unit List

By November 15, CCS will ~~continue to~~ furnish AHE with the names, salary schedule placement ~~and/or hourly rate~~, and RIF lists for each AEe employed by CCS. **CCS will also indicate which AEes moved on step, and if an AEe did not move on step, the reason why. CCS shall also provide a list of which adjunct AEes have obtained longevity, associate, or associate plus status for that year. In addition, CCS shall send to AHE, by November 15, a report of AHE membership status.**

Section 13 - AHE Released Time

- A. To facilitate the problem-solving process, CCS agrees to provide ~~up to~~ 50 percent released time for the AHE President. **The AHE Vice President from each of the three units (SCC, SFCC, and SCC-Extensions) shall have one-third released time (i.e. 33.33 percent). This released time shall be funded one-third (1/3) by AHE and two-thirds (2/3) by the colleges.** AHE shall have the right to reimburse CCS for additional released time for the AHE President and AHE Vice Presidents. The additional time, reimbursement amount, and scheduling of the released time shall be set annually by mutual agreement of the AHE President and the Chancellor.

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For AHE:

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The cost of the AHE President's 50 percent release time provided by CCS will be equally split among the two colleges.

The AHE President shall initiate requests for release. It is the intent of the parties that reimbursement issued by AHE for additional release time will be returned to the impacted college's salary/benefits budget. The parties encourage those funds be returned to the impacted department.

- B. When the AHE President or Vice President position is assumed by an AEe in a smaller department, attention is given to non-instructional workload impacts. Two options are suggested:
1. Consider use of stipends per Article 18, Section 11 for the impacted AEe.
 2. Where feasible and mutually acceptable, group smaller departments into a "large" department for the purpose only of reassigning non-instructional responsibilities (i.e. committee assignments, consulting).
- C. Up to fifteen (15) additional contract days of released time for annually contracted AEes shall be available to AHE for its use. Requests for this released time will be submitted through normal administrative channels.
- D. During the quarter(s) when the entire contract is open for negotiation, CCS shall provide one-third (1/3) released time for a maximum of five (5), unless otherwise mutually agreed, negotiators. Negotiators on released time shall be assigned to minimize disruption of the educational process. For adjunct negotiators, an assignment equivalent to one-third (1/3) of an adjunct load will be provided.

Section 14 - New Hire Information Sharing

Within five business days of employment, CCS shall provide AHE with a list of the names of newly hired or reassigned full-time AEes and their contract information including the name, assignment, work site, FTE, salary schedule placement, home address, work and home phone numbers, and email address of each new hire. For the purpose of this section, the date of hire shall be considered to be the day on which the new AEe returns their signed contract. CCS will also include the names of any bargaining unit members who are on a leave of absence (**excluding medical leave**), the anticipated duration of such a leave, and any changes in contact information during the time of leave.

CCS and AHE hold a joint new AEe orientation at the beginning of each academic year and mid-year if needed. AHE shall be provided with one (1) hour at the orientation to present information regarding AHE membership. If orientation is not done during the academic year, the attendees shall receive their per diem rate of pay.

Subject to agreement on all terms and legal review, the parties tentatively agree:

For AHE:



Date:

6/7/24

For CCS:



Date:

6/7/24

Section 15 - AHE Office

Subject to space available, CCS will provide space for an AHE office **on each of the two college campuses**. AHE will reimburse CCS at CCS's minimum rental rate.

Section 16 - District and College Committees

- A. In the spirit of collaboration and shared governance, committee membership is typically solicited through AHE. Appointment to elected committees shall be made as defined elsewhere in this contract.
- B. Appointments to collegewide or district committees (ongoing responsibility to advise on a specific topic, function, or set of functions) or ad hoc task forces (a specific objective and timeframe for accomplishment of that objective) shall be made by the Chancellor and the College President, as appropriate. AEes from each of the instructional units will be represented where appropriate and names will be submitted in accordance with Items 1, 2, and 3 below.
1. The AAd will appoint AEes from three recommendations for each position provided by AHE.
 2. When three recommendations are not possible, upon mutual agreement fewer recommendations may be submitted.
 3. AHE recommendations must be provided within ten (10) working days, or the AAd will make the appointment.
- C. For collegewide committees that have an AEe representative from each instructional and/or student service AEe department/division, the AEe representative from each respective department/division shall be appointed by that department/division's AEes and utilizing the college-determined process for doing so. Rotation of committee membership and processes that make membership opportunities available to all eligible AEes are encouraged. AHE shall be notified of the vacancy but will not otherwise be required to seek nominations.
- D. At a spring Joint Executive Committee meeting, all department/division represented committees for SCC, SCC-Extensions, SFCC, and CCS that need AEe representation will be communicated and mutually determined as applicable. If any new committees or replacements occur during the following academic year, they will follow this same process.
- E. This section does not apply to department committees, advisory boards for professional technical programs, or committees within divisions.

Subject to agreement on all terms and legal review, the parties tentatively agree:

For AHE:

For CCS:

Date:

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Section 17 - Appointments to Administrative Screening Committees

- A. When AEes are to be appointed to administrative or professional exempt screening committees, AHE will provide recommendations for each position to the AAd within ten (10) working days of a request. Appointment(s) shall be made from such list, provided additional recommendations may be requested by CCS at its discretion. Every effort will be made to ensure AEe representation from affected departments for any instructional or student service administrative position. The minimum numbers established below for AEe participation are not to imply or infer that increased AEe participation cannot be utilized.
- B. Screening committee representation for:
1. AAdS with districtwide responsibilities, including the Chancellor and district officer positions, committees shall have no less than three (3) AEes representative of each instructional unit or, if the committee has more than ten (10) members, representation that is reflective of the district. Membership shall be comprised of tenured AEes selected by the appointing authority from among three (3) volunteers for each committee position as solicited by the AHE President.
 2. AAdS with collegewide responsibilities, including College Presidents and Vice President positions, committees shall have no less than three (3) AEes or, if the committee has more than ten (10) members, representation that is reflective of the college. Membership shall be comprised of tenured AEes selected by the appointing authority from among three (3) volunteers for each committee position as solicited by the appropriate AHE Vice President.
 3. Administrative positions that have direct supervisory responsibilities for AEes, the committee shall include no less than four (4) AEes or, if the committee has more than ten (10) members, representation that is reflective of the areas of administrative responsibility. Membership shall be comprised of tenured AEes selected by the appointing authority from among three (3) volunteers for each committee position as solicited by the appropriate AHE Vice President.
- C. CCS shall determine when AEes are needed on screening committees for professional exempt positions. When AEes are to be appointed to such a committee, AHE will provide up to three (3) recommendations for each position to the AAd.
- D. In the event AEes are not recommended within the ten (10) working day period, with the exception of academic calendar breaks, or if an AEe fails to serve or attend committee meetings because of the time of year or for any other reason, the screening committee will proceed and the results will be valid.

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- E. Except as specifically stated in this section, the activities and processes described in and resulting from this section are non-grievable and do not establish a past practice.

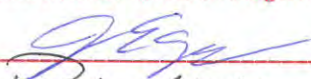
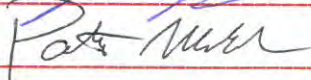
Section 18 - Definition of "Working Day" and Requests Occurring During Break Periods

Except where specifically modified elsewhere in this contract, "working day" shall mean a contracted day of the academic calendar. The parties mutually agree that every reasonable effort will be made to avoid requests in the first or last five (5) working days of a quarter. The parties acknowledge, however, that an unavoidable need for a committee and nomination requests could occur during calendar breaks. To accommodate this need, requests and related communication during breaks will occur directly between the appointing authority, or their designee, and the respective AHE Vice President or the AHE President. Each shall exchange the required contact information prior to calendar breaks.

Section 19 – ~~District~~ Budget Development Committees

CCS and AHE have a mutual interest in maintaining and improving AEes' understanding of the CCS budget development process. A ~~D~~district ~~B~~udget ~~D~~development ~~C~~committee comprised of at least three (3) AEes of AHE's choosing and a liaison of the Budget/Finance Office will be formed to meet on a regular basis during budget development. **To help ensure continuity of information and planning, for each college, AHE will select one representative for each college budget committee. The representatives from each of the college's budget committees will also serve on the district budget development committee.** Its purpose shall be to learn about the CCS budget development process and issues related to the fiscal year's budget. The members of the committee shall work with their constituency in answering related questions and disseminating information.

Subject to agreement on all terms and legal review, the parties tentatively agree:

For AHE:  Date: 6/7/24
For CCS:  Date: 6/7/24

NOTE: The only update made was to Section 4, Paragraph B. This is a new TA to replace the one signed on May 22, 2024

Article 9 – Tenure

Section 1 - Statutory Requirements

A system of tenure shall be maintained in accordance with all applicable statutory requirements as now existing or hereafter modified. CCS has the authority to identify which academic positions shall be tenure-track or non-tenure-track, following RCW 28B.50.851 and WAC 131-16-400 which state in summary that academic positions funded at least by 51 percent for salary and benefits from special funds as defined by the aforementioned legal references shall be exempted from the tenure process.

Section 2 - Tenure Committee

In administering the provision of Section 1 above, the following conditions shall apply:

A. The College Presidents will establish appropriate tenure review committees to which the probationary AEe will be assigned. Each tenure review committee shall be comprised of five (5) persons, as follows:

1. Three (3) tenured AEe representatives from the probationer's department or a related discipline. It is encouraged, however, that one (1) of the three (3) members be from another discipline that may or may not be related. Appointments will be established pursuant to this section; provided, however, each AEe so appointed shall have at least three (3) years' community college teaching experience at the time of their appointment.

Nominations of AEe appointees shall be made by the probationary AEe's department members through the department chair and be filed at least ten (10) days prior to an AEe election. Said appointees shall be chosen by majority vote of the tenured AEes acting as a body during an election held within four weeks after the start date of the probationer's appointment. To the extent possible, the election shall be anonymous and confidential.

2. One (1) AAd appointee designated by the appointing authority within four weeks after the start date of the probationer's appointment.
3. One full-time student chosen by the associated student bodies of SFCC or SCC, respectively, in such a manner as the associated student bodies shall determine. The chosen student cannot be or have been enrolled in a course taught by the probationer. Such appointment shall be made within four weeks after the start date of the probationer's appointment, and student members shall only sit on review committees of their particular college. It shall be the responsibility of the respective student body officers to see that appointed students carry out their commitment to the committee. It is the tenure committee chair's responsibility to meet with the student representative and review the committee member's role, responsibility, and expectation of

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confidentiality. The legitimacy of the committee's business shall in no way be jeopardized because of student committee member's lack of participation.

- B. The five (5) committee members shall have an equal responsibility to participate in the proceedings of the committee.
- C. The committee members will serve for the duration of the probationary period. If an AEe replacement is necessary, a department nomination and AEe vote will occur within four weeks after the start date of the first quarter of the vacancy. If an AAd replacement is necessary, the appointing authority will appoint a replacement prior to the start of the first quarter of the vacancy. The probationer will be advised and given opportunity to provide input to the selecting authority.
- D. The student shall serve for one (1) academic year and may be reappointed.
- E. A Tenure Committee Handbook, jointly drafted and approved by AHE and CCS, may contain supplemental explanatory information to clarify process and procedure for the committee members or the probationer. However, nothing in the handbook is to supersede or be construed to modify the terms of this contract. **AHE and the Human Resources Office (HRO) shall hold a joint training, in conjunction with the appropriate VP of each college, for tenure-track faculty and tenure committee members regarding the tenure process.**

Section 3 - Tenure Committee Chair

- A. **The AAd's office shall schedule an initial meeting** ~~The committee will meet~~ no later than the fifth week after the start date of the probationer's appointment **and so the committee can** elect a chair from the non-student members of the committee. **Whenever possible, it is preferred the chair is one of the three AEe members. During their first meeting, the committee shall also discuss their preferred definition of consensus.**
- B. The chair will call meetings in a timely manner and work with the committee to set an agenda and a schedule for each quarter's process. **The chair may coordinate with the AAd to obtain support for tasks such as, but not limited to, document dissemination, student evaluation packets, meeting scheduling, signature coordination, etc.**
- C. After the first quarter, the chair will meet with the probationer to discuss each quarter's agenda and schedule by the fourth week of each successive quarter.
- D. The chair is responsible for summarizing the committee's recommendations and submitting the committee's documents to the appropriate Vice President at the end of each quarter with a copy to the probationer. The tenure committee can submit only a consensus cover letter, narrative report

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and evaluation form, and the summarized student evaluation/comment report. A copy of the above shall be provided to the probationary AEe and committee members prior to submission.

Section 4 - Tenure Committee Process

- A. The tenure review committee shall conduct an evaluation of the probationary AEe and produce the required evaluation documents once each quarter during the probationary period. Documents will be submitted to the appropriate Vice President quarterly and a copy will be given to the probationary AEe.
- B. The evaluation shall place primary importance on the probationer's effectiveness in their appointment and shall be conducted at least once quarterly. If, in the course of its evaluation report, the tenure review committee states that the probationer is performing unsatisfactorily in whole or in part, the committee will give the probationer written suggestions that will be designed to improve such deficiencies over a designated period of time. **AHE and CCS recognize the importance of providing the opportunity for probationary AEes on a plan of improvement to demonstrate growth, improve, and meet the plan's goals. As such, a reasonable effort will be made to allow a probationer to remediate an "R" on an improvement plan, and CCS should avoid interruptions to the AEe's normal work assignment without just cause.**
- C. Each tenure committee member will have the responsibility to visit the probationer's classroom a minimum of one (1) time per quarter to gain better knowledge of the AEe's teaching abilities. The probationer will be contacted in advance of such observations in order to establish a schedule. For online classroom observations, refer to Article 5, Section 3, Paragraph F.
- D. Each tenure review committee shall evaluate the probationer using the Probationary AEe Performance Report (see Appendix C- 1A-B-C).
- E. **Student Evaluation (see Appendix B-1):** The introductory statement to be used by an assigned representative responsible to present the questionnaires to the probationer's class(es) is contained in Appendix B-2. The approved standard instrument which contains questions and spaces for comments shall be used to obtain student input (Appendix B-3A, B, C, D).
- F. Any documents contained in the probationer's official tenure file will be provided to the probationary AEe and the committee.
- G. If the probationer disagrees with the tenure review committee's recommendation, they and/or their representative shall be given an opportunity to challenge the committee's recommendations before the College President within fifteen (15) calendar days of receipt per Section 3, Paragraph D above.

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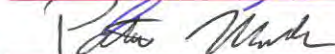
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- H. Consistent with Paragraph F above, any documents submitted by college administration to the probationary AEe's official tenure review file will be shared with the probationer and their committee. If those documents contain a recommendation that conflict with the recommendation of the committee, the AAd(s) authoring the document will provide the committee an opportunity to meet and discuss the recommendation before submittal.
- I. The probationary period will not exceed nine (9) consecutive college quarters (except per Paragraph J below), excluding summer quarter and approved leaves of absence. The normal cycle is seven consecutive quarters of evaluation followed by an eighth quarter of Board of Trustee review/action, and a ninth quarter for implementation of that action.
- J. Upon formal recommendation of the review committee and with the written consent of the probationary AEe, the appointing authority may extend its probationary period for one (1), two (2), or three (3) quarters, excluding summer quarter, beyond the maximum probationary period established here. No such extension shall be made, however, unless the review committee's recommendation is based on its belief that the probationary AEe needs additional time to complete satisfactorily a professional improvement plan already in progress and the committee's further belief that the probationary AEe will complete the plan satisfactorily. At the conclusion of any such extension, the appointing authority may award tenure unless the probationary AEe has, in the judgment of the committee, failed to complete the professional improvement plan satisfactorily.
- K. Notification of non-renewal of a probationary AEe appointment shall be given no later than one (1) complete quarter, except summer quarter, before the expiration of the probationary AEe appointment.

Section 5 - Granting Tenure

AHE agrees that the ultimate authority to grant or deny tenure is vested with CCS's Board of Trustees. It is further agreed that any and all decisions relating to the awarding or withholding of tenure, as well as the non-renewal or renewal of individual contracts of probationary AEes, shall not be subject to the grievance procedure of this contract.

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Article 10 - AEe Evaluation

Section 1 - Intent

The evaluation procedure is intended to provide a formal arena for dialogue between AEes and their AAd within which both can work toward greater understanding of academic disciplines, classroom/worksites challenges, professional objectives and styles, and preparation/delivery methods. It provides AAd's the opportunity to discuss and observe the performance of the AEe in their worksite and to assess whether the AEe supports the college's core themes and meets other contractual and professional obligations. It provides AEes the opportunity to share the classroom/worksite experience with the AAd and to understand the AAd's perceptions of their performance. The AEe evaluations should serve as a process for reaffirming the professional standing of the AEe. They are NOT intended to be a tool for termination. If concerns do emerge from the process of the AEe evaluation, AAd's should discuss these concerns with the AEe and investigate further, in accord with the provisions of the Master Contract. CCS and AHE recognize that the ability of students to progress and mature academically is a combined result of school, home, economic and social environments and that the AEe alone cannot be held accountable for aspects of the academic achievement of the student in the classroom.

Section 2 - Student Evaluation of Academic Employees

- A. The AAd is responsible for working in good faith with the AEe to schedule and conduct student evaluations once during each academic year, on a class of the AEe's choosing. Procedures for conducting student evaluations are in Appendix B-1. Student evaluations of counselors and librarians shall be conducted in a manner appropriate to the worksite situation. The intent is for a given AEe's five-year evaluation to include five annual student evaluations, unless one or more has been invalidated, or the AAd and the AEe mutually agree to include more.
- B. Completed student evaluation forms shall be returned directly to the AAd and not through the AEe or department chair. As quickly as possible, but no later than the end of the quarter following evaluation, the AAd shall provide the AEe with summarized numeric ratings and transcribed student comments. This summary may include administrative input as appropriate.
- C. The AEe has until the end of the quarter following receipt of the transcribed evaluation summary to request a meeting to discuss the evaluation. At this point, if the AEe has not requested a meeting, the forms containing handwritten comments and other raw data as submitted by students should be appropriately destroyed. If the AEe has requested a meeting, the raw data should be retained for possible review until the meeting has occurred.
- D. Should the AAd fail or be unable to provide an opportunity to meet and discuss, that year's student evaluation will be invalidated, and the raw data as submitted by students will be appropriately destroyed.

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- E. Summarized and transcribed annual student evaluations retained in the division personnel file are considered informal documents.
- F. For evaluation of adjunct AEes, see Article 24, Section 9.
- G. By the tenth instructional day of each quarter, the AAd will notify AEes of the deadlines for online student evaluations for that quarter.

Section 3 - Evaluation of Adjunct Academic Employees

See Article 24, Section 9.

Section 4 - Evaluation of Annualized Academic Employees:

- A. In the first year as a non-tenure-track, annually contracted AEe, the following evaluation process will be used:
 - 1. At least one student evaluation per quarter in a class of the AEe's choosing.
 - 2. An AAd observation in at least two of the three quarters. (Syllabi for courses taught during the quarter of the AAd's observation will be provided). For online classroom observations, refer to Article 5, Section 3, Paragraph F.
 - 3. A peer observation (peer to be determined by the department), in one of the three quarters.
 - 4. An evaluation meeting between the AAd and AEe on or before May 31.
- B. In any subsequent year in which the annualized AEe is renewed, a student evaluation in at least one class of the annualized AEe's choosing will be completed that academic year.
- C. Consistent with RCW 28B.50.851(2b), every five (5) years from initial hire, or sooner at the discretion of the AAd, an evaluation of a specially-funded annualized AEe will occur and include:
 - 1. A student evaluation in at least one class of the annualized AEe's choosing. **Student evaluations conducted during the fifth year and the previous four years are considered together during this process.**
 - 2. An AAd observation.

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3. A syllabus for courses taught during the quarter of the AAd's observation will be provided.
4. A peer observation.
5. A self-evaluation.
6. A Professional Activities Report (PAR) prepared by the annualized AEe.
7. A formal evaluation conducted by the AAd using the form contained in Appendix C-2.
8. Upon completion of a formal evaluation, an evaluation meeting will occur on or before May 31 to discuss performance. Attendees will include the AAd and the annualized AEe.

Section 5 - Evaluation of Tenured Academic Employees

Requirements: Periodic evaluation of tenured AEes is required by the Legislature of the State of Washington (RCW 28B.50). Additionally, the Northwest Commission on Colleges and Universities reviews each institution's tenured AEe evaluation program to ensure use of multiple indices, which include items generated by AEes and items generated by others.

Schedule: AEes are evaluated during the fifth year following the granting of tenure, and each subsequent fifth year thereafter.

A. Evaluation Timeline and Procedures:

1. **Step 1: Notification to the AEe by October 1 November 1:** The AAd will identify the AEes in their division who will participate in the formal evaluation process during the current academic year. The AAd will then notify these AEes, in writing, of their respective responsibilities for documentation, as listed in Paragraphs B, C, and D of this section. If appropriate, the AAd may schedule an informal meeting by **November 1 February 1st** with the AEe(s), singly or in a group, to ensure mutual understanding of the process and documentation. The AAd will also work with the AEe(s) to schedule formal evaluation meeting(s).
2. **Step 2: Before Formal Meeting:** Prior to the formal meeting, the AAd and AEe will take actions and/or prepare required information listed in Paragraphs B, C, and D of this section. ~~These documents will be delivered or exchanged at least one week prior to the formal meeting.~~ At least two weeks prior to the meeting, the AEe will provide the AAd their self-evaluation and PAR and will ensure the peer evaluation has also been delivered to the AAd. Then, at least one week before the meeting, the AAd will provide the AEe with the class/worksite evaluation, the student evaluations, and the AEe Performance Appraisal Summary.

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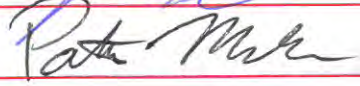
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3. **Step 3: Formal Evaluation Meeting (prior to May 31, or as mutually agreed):** The AAd will conduct the formal evaluation meeting to discuss the documents listed in Paragraphs B, C, and D of this section.
4. **Step 4: Finalize and Submit (not later than June 10 ~~May 31~~, or as mutually agreed):** The AAd will complete a Performance Appraisal Summary form (Appendix C-2) and will share this with the AEe. It is then forwarded to the Human Resources Office in accord with Article 3, Section 4.

NOTE: If the AAd does not meet the deadlines above, that 5-year evaluation shall be completed the following academic year. However, the AEe shall not be required to resubmit or redo any portion of the evaluation already completed during the prior year.

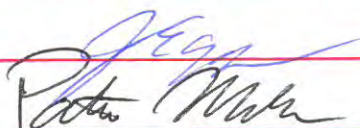
B. Items Provided by the AEe:

1. **The self-evaluation:** A document in a format of the AEe's choosing focused on the AEe's performance of professional responsibilities. Possible emphases: teaching techniques (ability to lead students in critical thinking, small group discussion, use of visual aids, and sequencing of material); diagnostic procedures; use of student evaluations; counseling practice; research assistance; **service to the department or college; professional accomplishments**, etc.
2. **Professional Activities Report (PAR):** Listing activities such as, but not limited to: **service to the district, college, division, or department, leadership positions, committee membership, conferences, workshops, training, professional organization activities, travel, reading, text review, curriculum development, community service, or work experience relevant to the discipline or assignment.**
 - ~~a. Service to college and/or department including leadership positions, committee membership, etc.;~~
 - ~~b. Conferences, workshops, training;~~
 - ~~c. Professional organization activities;~~
 - ~~d. Travel, reading, text review, or curriculum development relevant to discipline or assignments;~~
 - ~~e. Community service;~~
 - f. **Work experience relevant to the discipline or assignments.**

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3. **Syllabi** for courses taught during the quarter of the AAd's observation.

C. Items Provided by the AAd:

1. **Summarized Student Evaluations:** AEes are evaluated annually by students, per Article 10, Section 2. The process by which these are conducted is delineated in Appendix B-1. During the fifth-year evaluation process, a student evaluation is conducted according to the same rules and process. Student evaluations conducted during this year and the previous four years are considered together during the fifth-year process.

2. **AAd Evaluation:** Administrative evaluation of the tenured AEe, carried out according to criteria and forms mutually agreed to by AHE and CCS, will consist of the following two elements:

a. **Class/Worksite Observation:** The AEe and the AAd will schedule an observation of a class/worksite session for the purposes of discussing, understanding, and observing the AEe's objectives and performance. Prior to the observation, the AEe will brief the AAd on any pertinent information relating to the class/worksite session such as what material has been covered, the dynamics of the group, teaching style, innovations, or if the session is typical or atypical. The AAd prepares for the visit through such activities as reading the catalog description of the course, looking at the course outline and syllabus, thumbing through the text or other materials provided by the AEe, and/or reviewing the AEe's job descriptions, where appropriate, for non-instructional AEes. The AAd will meet with the AEe at agreed upon times and will observe the scheduled class/worksite session in its entirety or for at least one hour of a longer class session.

b. **AEe Performance Appraisal Summary:** The AAd will review the "Academic Employee Performance Appraisal Summary" (Appendix C-2) in preparation for the formal meeting.

D. Peer Evaluation (Items Provided by Others): The AEe shall invite a peer of the AEe's choosing to observe a class/worksite session and to develop a summary of that observation using a standard model. Peer evaluations of counselors and librarians shall be conducted in a manner appropriate to the worksite situation, using standard forms contractually agreed upon for this purpose. At the AEe's option, the peer observation may occur during the same class/worksite session observed by the AAd. The peer evaluation will be shared with the AEe and submitted to the AAd. For online classroom observations, refer to Article 5, Section 3, Paragraph F.

Section 6 - Disposition of Documents

A. All documents relating to or arising from the evaluation process will be kept in files maintained by the AAd pursuant to Article 3, Section 4. Upon completion of the fifth-year evaluation process, the signed

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original of the Performance Appraisal Summary (Appendix C-2) will be forwarded to the AEe's personnel file in the Human Resources Office and is then deemed a formal document.

- B. A copy of the most recent Performance Appraisal Summary, as well as copies of the student evaluation summaries for the most recent evaluation period, may be kept as informal documents in the division file until the next fifth-year evaluation is completed, at which time they will be appropriately destroyed.
- C. The AEe evaluation results, as contained in the Performance Appraisal Summary form, shall not be grievable.

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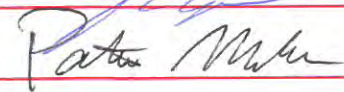
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Article 13 - Reduction in Force (TA for Section 3 and Section 4)

Section 3 - Seniority Units

Seniority units are established by CCS. CCS reserves the right to add seniority units in accordance with program additions or by mutual agreement with AHE. Deletions or combinations of seniority units will be done with mutual agreement with AHE. See Appendix D for the most recently established seniority units.

- A. Assignments to Seniority Units:** Assignments to seniority units shall be published by November 1 of each year. Disputes regarding such seniority unit assignments shall be resolved through initiation of a grievance at step two of Article 20, Section 1 and expedited arbitration if required.
- B. Assignments to a Second Seniority Unit:** To be assigned to a second seniority unit, AEes must meet the minimum qualifications listed on a recent job announcement, until replaced by a job description, posted for a position within that seniority unit, as well as the following criteria and credential requirements:
1. the AEe has taught, or can teach as a result of training, a majority of courses representative of the second seniority unit that have been **regularly** offered within the past three (3) years and, in addition, also qualifies under one of the following two criteria:
 - a. the AEe has a master's degree preparation in the discipline or equivalent, or
 - b. the AEe has a minimum of four (4) years' **recent** work experience in the field of the seniority unit **within the previous ten (10) years**.
 2. "Representative" courses, as used in Section 3, Paragraph B, Item 1 above shall mean a range of courses taught in that subject area in the past three years. The respective Vice President's office will generate an up-to-date listing of the range of courses taught.
- C.** Applications for a second seniority unit shall be filed with the AAd, using the application form included in Appendix D-1. The AAd of the unit being applied to will indicate whether, in their opinion, the application meets the criteria in Section 3, Paragraph B, Item 1 above. The application is then forwarded to the appropriate Vice President, who will schedule it for consideration by the Second Seniority Committee, which will consist of three members designated by the District Education Committee (DEC), including the appropriate Vice President from each college and three AHE-appointed AEe members, one of which is an AHE officer. The purpose of the committee shall be to review and decide the application.

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D. Approved second seniority units become effective on the date of application for those AEes who apply after July 1, 2004.

E. **Maintenance of Second Seniority Unit:** To continue to accrue seniority in the approved second unit, AEes must meet one of the following criteria:

1. Taught courses in that second seniority unit, or
2. Gained experience in the relevant field or obtained/maintained a relevant professional license/certification.

Failure to maintain the second seniority unit causes seniority in that unit to be frozen at the current seniority level. The Human Resources Office will provide notice to the AEe of their second unit maintenance status at least once every 2 years. If there has been no maintenance activity in the previous six years, the Human Resources Office will freeze seniority accrual in that second unit.

To restart seniority accrual in the second unit, the AEe must meet the criteria in Paragraph E, Items 1 or 2 of this section. Seniority accrual will then begin at the start of the academic year following the date of certification by the Human Resources Office. There is no retroactive accrual for time lost between the freeze date and accrual restart date.

F. **Administrators Currently Assigned to Seniority Units:** AAds selected from the AEe ranks will remain in a seniority unit but shall accrue no additional seniority. New AAds hired from outside of CCS shall not be placed in an AEe seniority unit.

Section 4 - Order of Reduction in Force (RIF)

A. If the number of full-time annually contracted AEes is to be reduced, the Chancellor, with such advice as they deem necessary, shall determine what programs, courses, or services are most necessary. CCS reserves the right to establish the number of full-time and part-time AEes to be employed. In making decisions on reductions, the Chancellor will consider factors including, but not limited to:

1. Budget limitations, lack of funds, change in instructional or service programs or courses, or lack of students participating in particular programs, courses, or services;
2. The enrollment, the trends in enrollment, and their effect upon the department or program;
3. The present and anticipated service needs of the colleges and their students and prospective students, including staffing needs;

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4. Information concerning academic and administrative vacancies occurring through retirement, resignation, and professional and other leave;
5. Changes in educational policies and goals; or
6. Other similar relevant considerations.

B. Prior to the implementation of RIF of any AEe within CCS, the following actions will first be taken:

1. Normal AEe resignations within the affected seniority unit will not be replaced.
2. Voluntary AEe retirements within the affected seniority unit will not be replaced.
3. Normal and regular AEe leaves within the affected seniority unit will not be replaced for the duration of the time that such leave is applicable.
4. Any other position vacated by resignation, retirement, or leave of absence, or any position already vacant, shall first be filled by an affected AEe from CCS who is qualified to perform and fulfill the requirements of the vacated position. If this cannot be accomplished, CCS will be free to fill the vacant position through the current screening procedure.

C. Within each affected seniority unit, the Chancellor shall observe the following order of RIF:

1. First order of RIF includes adjunct AEes who have assignments within the affected seniority unit (excluding continuing education, non-credit, and self-support).

This order of RIF may be waived in the event that the CCS allocation of state operating funds, including operating fees, as determined by the SBCTC, is reduced from the prior year 4 percent or more. Special funding for rents, utilities, salary and benefits increases, and carry-forward allocations are excluded. This waiver shall cease in the event that 5 percent of full-time positions are RIFed in any academic year (calculated districtwide for AEes funded through state funds).

2. Second order of RIF includes probationary AEes within the affected seniority unit in order of least seniority.
3. Third order of RIF includes tenured AEes in order of least seniority within the affected seniority unit. Tenured AEes who are RIFed into their second seniority unit must restart their five-year evaluation cycle.

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D. If a reduction is determined to be necessary within a seniority unit, the order of reduction will be based upon seniority. Seniority shall mean the most recent continuous full-time service as an AEe of CCS beginning with its inception in 1967. In the event two (2) or more AEes have the same hire-in date, **seniority will be determined by the AEe with the greatest amount of previous employment within CCS. If two (2) or more AEes have the same amount of previous employment within CCS, seniority will be determined by flipping a coin. AEes involved will be notified of the time and place of such coin flipping. AHE shall be present during the coin flip.** ~~the Chancellor will decide which of the following methods will be used to determine seniority:~~

~~1. The AEe with the greatest amount of previous employment within CCS, or~~

~~2. The AEe who has earned the greatest number of PIUs. If two AEes have the same number of PIUs, seniority will be determined by flipping a coin. AEes involved will be notified of the time and place of such coin flipping.~~

E. **Retraining Leave:** Tenured AEes who, because of program change, reduction, or termination, cannot be effectively assigned may request funds for retraining leaves for up to one (1) year. (See Article 7, Section 8). If approved, such requests shall have priority over other leaves and shall be granted before sabbatical leaves. AHE shall be involved in all negotiations concerning the terms and conditions of this type of leave.

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Article 14 - Department Chair and Program Lead

Section 1 - Selection

- A. Elected department chairs will serve two (2) years. The AAd shall call for an election at the end of that time utilizing the steps outlined below. The standard cycle is to have elections occur during the spring quarter for a department chair assignment to begin July 1. CCS and AHE shall mutually agree on a common timeline for department chair elections. Selection procedures shall be in accordance with the steps outlined below. **Appendix F:**
1. **Step 1 — Notification:** The AAd shall notify ~~the~~ all AEes with any assigned load in the department ~~AEes in the department~~ and the appropriate AHE Vice President of the pending election and call for nominations. The notice will include the following information:
 - a. The start and end dates of the department chair's term ~~Term~~
 - b. The eligibility requirements to be department chair and eligibility requirements to vote
 - c. **Eligible AEes** A list of all AEes with any assigned load in the department, indicating which AEes are eligible to run for chair, and indicating which AEes are eligible to vote. (See Paragraph B below for details on eligibility)
 - d. The current year's **calculated** annual stipend amount **and release time for that department**
 - e. Duties to be assigned to the department chair (as outlined in Article 14, Section 2)
 - f. Statement that rotation of department chairs is optional but is encouraged after three consecutive terms
 2. **Step 2 — Applications:** Nominations or application of eligible members of the department must be submitted in writing within five (5) working days of (Step 1) notification. Only full-time tenured AEes from the department are eligible for nomination, except for cases when no tenured AEes are nominated or available.
 3. **Step 3 — Issuance of Ballot:** The AAd will verify the eligibility of and alert all candidates of their nomination. An AEe shall notify the AAd within three (3) working days if they want their name

Subject to agreement on all terms and legal review, the parties tentatively agree:

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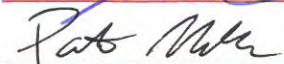
For AHE:



Date:

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For CCS:



Date:

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removed from the ballot. Only those names remaining in nomination will be placed on a ballot and be eligible for election.

4. **Step 4 – Ballot Distribution:** Ballots must be prepared and distributed by the AAd to qualified members within three (3) working days following verification (Step 3).
5. **Step 5 – Ballot Return:** Voting will be by secret ballot; ballots must be received in a sealed envelope by the AAd within six (6) working days of distribution (Step 4).
6. **Step 6 – Ballot Counting:** Ballots will be counted within one (1) working day of their return (Step 5). The AAd and appropriate AHE Vice President, or their designee(s), will be present to open, tally, and certify the votes. If no AEe has a majority of the votes cast, the two (2) top-ranked candidates will then be listed in alphabetical order on a final ballot. In the case of a tie vote, a second ballot will be prepared, and a vote taken within five (5) working days. In the case of two (2) tie votes, the AAd and the appropriate AHE Vice President shall determine the winner by a flip of a coin in the presence of the two (2) candidates
7. **Step 7 – Notification of Results:** The AAd shall first notify all candidates and then report in writing to the department members, the College President and the Human Resources Office the results of the election within one (1) working day of counting (Step 6)

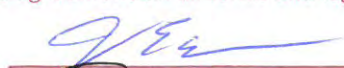
B. **Eligibility to Vote:** All annualized AEes who are assigned to the department shall be eligible to vote. Additional considerations regarding eligibility are listed below: ~~A department assignment list will be developed and distributed each year. Until this list is developed, a department assignment will be based on the AEe's professional appointment contract.~~

1. Any member of the department who has been denied tenure, has submitted early notice of intent to retire/separate (Article 15, Section 2), or a probationary AEe who has submitted a letter of resignation shall not be eligible to vote.
2. In the event a member of the department is on ~~a professional leave or~~ leave of absence, the AAd will notify the appropriate AHE Vice President, and a good faith effort to contact the member will be made by the appropriate AHE Vice President, or their designee, and the member's vote recorded. The replacement for the AEe on leave is not eligible to vote unless they were otherwise eligible.

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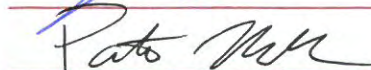
For AHE:



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3. An AEE eligible elsewhere in the district who has been selected for tenure-track employment in the department to begin in the next academic year is eligible to vote and a good faith effort to contact the replacement will be made by the appropriate AHE Vice President, or their designee.
 4. Full-time tenured or tenure-track AEEs not assigned to the department but who have taught one-third (1/3) of a load (annualized) for the previous three (3) quarters (excluding summer) will be eligible to vote.
 5. Adjunct AEEs with longevity or associate status per Article 24 shall have a full vote.
- C. Co-chair arrangements are acceptable under the following conditions:
1. Prior to the department chair election, co-chairs share an initial draft with their department outlining a proposed split of the duties and responsibilities, including meeting attendance.
 2. Co-chairs run as such during the department chair election.
 3. A maximum of two (2) AEEs can serve as co-chairs.
- D. Newly elected department chairs who are serving for the first time will attend an orientation program during the spring quarter of election, jointly presented by the parties to this agreement, and focused on common chair duties and responsibilities. The Joint Executive Committee will review content prior to presentation.

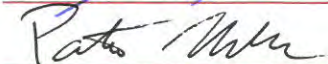
Section 2 - Duties/Responsibilities

The department chair shall assist in providing quality education to students by representing all the AEEs in the department and assisting CCS as per this section and consistent with the duties and responsibilities outlined below. The functions of the department chair are advisory in nature and nothing in this article shall confer or imply administrative authority to such AEEs. Performance of these duties is not restricted to the academic year, and the department chair has wide discretion to determine when duties will be performed, subject to the needs of the department, direction of the AAd, and/or standard college process timelines. Every effort will be made to restrict department chair duties to the 175 contractual days. However, both parties recognize that there are a limited number of duties (e.g. unexpected staffing changes, student complaints in summer classes, class cancellation, etc.) that may need to occur on non-contractual days.

- A. The department chair shall coordinate the activities of the department and assist in integrating the work of the department with that of the rest of the college so that the department contributes

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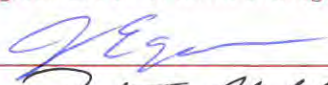
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significantly to the total educational program of the college. These may include, but are not limited to, the following responsibilities:

1. **Scheduling:** Coordinate the schedules submitted by the department members and develop a proposed schedule of class times and modalities for the department; review the proposed schedule with department members and with the AAd; submit a final schedule to the AAd for review and approval; assist in coordinating class schedules with other departments for support classes; inform the department of any revisions to the schedule as soon as possible. For detailed Information about prioritization, see the Scheduling Matrix (Appendix M).
2. **Budget/Planning:** Coordinate budget/planning information and input from department members as part of the ongoing departmental budget development and planning processes; disseminate information provided by the AAd. Upon request, provide information/recommendations about budgetary matters. Recommend to the responsible budget authority on matters requiring that authority's approval. Department chairs should have access to departmental budget information.
3. **Adjunct Academic Employees:** As part of the scheduling process, coordinate the employment of adjunct and hourly AEes; facilitate the evaluation of adjunct and hourly AEes per Article 24, Section 9. Will coordinate with and advise the responsible AAd regarding adjunct/part-time hourly employment actions (i.e. hiring, supervising, firing, approving leave, and evaluating).
4. **Equipment:** Assist the AAd in establishing and maintaining a department equipment replacement schedule.
5. **Meetings:** Call and conduct a minimum of one (1) departmental meeting per quarter; communicate the date in advance to the AAd and department members; attend meetings as scheduled by the AAd; and request additional meetings as the need arises.
6. **Textbooks:** Coordinate with the AAd, per Article 3, Section 1, the ordering of textbooks used for unassigned sections of classes taught within the department.
7. **Educational Integrity:** Facilitates departmental efforts to appraise and maintain instructional integrity, such as ongoing evaluation of the department's offerings and remain informed of programs within the department; stay familiar, where appropriate, with advisory committee issues through either meeting attendance, committee minutes review, or other means; facilitate departmental AEes in establishing and assessing course and program learning outcomes, and maintaining content guides; *facilitate the completion of program review by the department;*

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become involved in curriculum evaluation and revision; monitor prerequisites to ensure proper placement and consider related student appeals.

8. Student Issues: Serve as the next step in appeal (after the student has met with the AEe) for resolving concerns between students and AEes; where appropriate, refer the student to the AEe to discuss instructional complaints/issues; refer concerns to the AAd when, in the department chair's best judgment, it is appropriate to do so (see Article 3, Section 24, Paragraph A); advise students regarding the appropriate venue/process for complaints involving harassment, discrimination and/or similar complaints (per Human Resources requirements).

9. Program Coordination: Consider and evaluate off-campus credit for transfer courses which parallel courses within their departments, course substitution, coordinate articulation agreements, and communicate chair-to-chair between campuses; and, as applicable, coordinate communication with advisory committees, and facilitate AEe input for program marketing, recruiting, and new student orientation.

10. Information Dissemination: Promptly disseminate information, including AEe development opportunities, received from CCS to all members of the department.

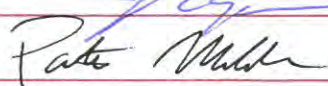
11. Department Representation: Serve as a point of contact for CCS on department-related issues, develop, write and submit information regarding department-related issues including affiliated stipends, rewards and awards, position allocation, impacts of granted sabbaticals, special funding and related matters. Co-chairs may both attend department/division/college meetings, but will have no more than one collective vote or voice; co-chairs will only send one chair as the department representative at division chair meetings unless co-chairs and the AAd mutually agree to include both. It is the attending co-chair's responsibility to inform the other co-chair of decisions, discussions, and any other relevant information.

B. Changes or additional responsibilities assigned to department chairs (beyond those listed above in Section 2, Paragraph A) that apply districtwide will be brought to Joint Executive Committee for discussion regarding compensation/assignment. When changes or additional responsibilities occur in a specific department that are not applicable across the district, the AAd and department chair will meet to discuss per Section 3 below. When no agreement can be reached regarding duties and stipends, such cases will be referred to the Joint Executive Committee.

C. In situations where co-chairs are elected, the co-chairs and AAd shall meet after the election (but prior to the end of that academic year) to review the initial draft of the split of the duties and responsibilities. The co-chairs shall submit to the AAd, in writing, a finalized version of the split of

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duties and responsibilities for the following academic year. When needed, co-chairs can revise this split of duties and responsibilities, provided any changes are given to the AAd in writing.

Section 3 - Stipend

Department chairs will be paid an annual stipend according to the department chair stipend schedule. The department chair stipend is compensation for additional responsibilities and duties that exceed those identified as professional responsibilities in Article 4, Section 4 and all time necessary to perform the department chair activities listed above in Section 2, Paragraph A.

A department chair is an AEe and must meet their professional responsibilities as listed in Article 4, Section 4 and the chair responsibilities described in Section 2 of this article. Moonlight contracts shall be considered consistent with the terms of Section 2, Paragraph A, Item 1 above and Article 4, Section 5, Paragraphs C and D. Department needs must be met first when assigning moonlight contracts.

- A. Stipend Amount:** The base pay is ~~\$1750~~ \$2,500 annually. Department chair stipends are capped at a maximum of ~~\$15,000~~ ~~\$13,000~~ for departments 25 FTEF and under, and at ~~\$20,000~~ ~~\$16,000~~ for departments over 25 FTEF. The department chair stipend will be paid with the regular semi-monthly payroll.
- B. Determining the FTEF Count:** In addition to this base, department chairs will receive \$475 for each full-time equivalent faculty (FTEF) member assigned to their department. For purposes of determining the department chair stipend, the average annual full-time equivalent faculty in the department shall be based on the actual average full-time equivalent annually contracted and adjunct and hourly AEes in the department with state-supported assignments (including eLearning education as defined in Article 5). These criteria apply to the current regular academic quarter as of the tenth (10th) day of the quarter. Such calculations shall be based on adjunct AEes not otherwise annually contracted.

The FTEF count will include the following:

1. Each full-time AEe within the department,
2. Each adjunct AEe's load within the department,
3. Full-time AEes (including the department chair) within the department on moonlight contracts, and

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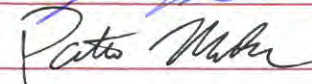
For AHE:



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4. If not already accounted for in the above, AEes teaching courses that may be offered by an outside entity with which CCS has an agreement.
5. One FTEF equivalent will be included in the calculation for ~~one (1)~~ ~~two (2)~~ or more state-required or CCS approved program advisory committees within the department.
6. Reassignment/release within the department should not be reduced for the purposes of reporting the department chair assignment. For full-time AEes who are partially or fully released from normal responsibilities and reassigned outside of their own department,
 - a. If the reassignment/release is to a different department, the reassignment shall be included in the appropriate department chair's FTEF count.
 - b. If the reassignment/release is not to any department, it should not be included in any department chair FTEF count.

C. **Release Time:** Department FTEF, calculated in fall quarter and comprised of an average of the preceding winter, spring and current fall quarters, the department chair will receive release on the following schedule:

FTEF greater than/equal to 19.5 =	44.44 percent release from annual contact hours responsibilities.
FTEF between 13.5 and 19.4 =	33.33 percent release from annual contact hours responsibilities.
FTEF between 7.5 and 13.4 =	11.11 percent release from annual contact hours responsibilities.

D. **Purchasing Release Time:** With mutual agreement of the AAd and department chair, the stipend may be used to purchase up to one-third (1/3) release time at 50 percent of the adjunct replacement cost. Department chairs may purchase additional release time at the full cost of adjunct replacement. All reassigned time for department chairs, if authorized, will be pursuant to Article 4.

E. **Co-Chair Stipends:** In situations where co-chairs are elected, the co-chairs and their AAd shall meet after the election (but prior to the end of that academic year) to develop, in writing, a split of the department chair stipend and release. The total proposed stipend and release shall not exceed the total amount applicable to the department.

F. **Additional Compensation:** Assignments beyond those reasonably related to the duties/responsibilities outlined in Section 2 of this article, including department coordination duties

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required by new initiatives or projects, may be compensated separately under Article 18, Section 11 or Article 24, Section 6, Paragraph B.

Section 4 - Meeting with Administrators During the Academic Year

Department chairs shall meet quarterly with the appropriate Vice President. A calendar shall be developed at the beginning of the academic year which will provide the dates of these quarterly meetings. Meetings with the AAd and the department chairs of each division will be held monthly. Meetings between the department chair(s) and AAd(s) may be requested by either department chair(s) or an AAd(s) as the need arises. Every effort will be made by the AAd(s) to promptly disseminate pertinent information to department chairs.

Section 5 - Department Size

Departments may not be divided nor combined without prior review and discussion with the AEes in the department(s) affected.

Section 6 - Assigning Academic Employees to a Department

Excluding those teaching in continuing education, ~~non-credit, and self-supporting programs~~, all AEes shall be affiliated with an appropriate department. Such implementation shall be referred to the Joint Executive Committee meetings.

Section 7 - Evaluation

An evaluation of each department chair will be conducted by the department members, including eligible adjunct AEes, and the AAd a minimum of once every two years. In a new department chair's first term, an evaluation will be conducted once each year. The Department Chair Evaluation form is found in Appendix ~~F F-1~~. Comments, if any, will be placed in summary format and shall not disclose the commenter. However, if they wish to do so, the AAd may meet with the chair to discuss their individual comments. When evaluations, overall, indicate a performance issue, the AAd and chair will meet to develop an appropriate remediation plan.

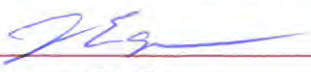
For co-chair arrangements, each co-chair shall be evaluated separately, and only on their appropriate duties.

Section 8 – Vacancies and Removal

- A. A department chair may be removed from office subject to standards established in Article 3, Section 10. A recall petition signed by a majority of the voting-eligible department members (see Section 1, Paragraph B above) will result in a new election any time after the elected department chair has begun serving the term of office.

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- B. If a permanent vacancy (e.g., resignation, illness, etc.) occurs, the AAd shall call for an election within thirty (30) days of that vacancy, with the newly elected chair serving for the remainder of the academic year. An election for a normal term will then occur in the spring. If a temporary vacancy occurs due to extended illness or granted leave, the appropriate AHE Vice President shall be notified and the AAd shall call an election. The newly elected chair will serve during the vacancy only.

Section 9 - Program Lead Instructor

- A. A program lead AEe may be assigned when there is a program that meets the following criteria:

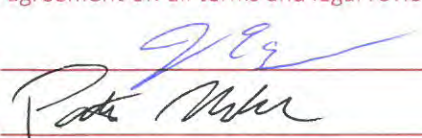
1. An AAS degree or certificate granting program, and
2. A state-required or CCS approved advisory committee, and
3. Specific budget that must be managed by an AEe of the program, and
4. When there is documented evidence of work described in Article 14, Section 2 that is required of a program AEe that regularly and substantially exceeds the 35-hour workweek generally expected of AEes per Article 4, Section 4.

- B. The AAd, considering the recommendations of that program's AEes, and in consultation with the chair of that department, may select a program lead AEe and assign in writing a reasonable subset of those duties outlined in Section 2, Paragraph A of this article. Compensation will be a quarterly stipend of ~~\$600~~ \$850. When program lead AEes are asked to complete duties outside of the reasonable subset of duties assigned to them from Section 2, Paragraph A, they shall be paid an additional stipend. The program lead AEe stipend may be divided among any number of AEes in the program with the approval of the AAd. If the department chair serves as their program's lead AEe, they shall be compensated separately for that responsibility. Program and/or clinical directors cannot also be compensated as program lead AEes.

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Article 15 - Retirement

Section 1 - Retirement, Sick Leave, and VEBA CTC Plan

- A. Eligible retiring AEes are entitled to monetary compensation equal to 25 percent of their compensable sick leave balance paid at the AEe's base salary rate at the time of retirement. The monetary compensation is transferred to a VEBA CTC Health Reimbursement trust account, tax free, and can be used to pay qualified out-of-pocket medical/dental premiums and other qualifying expenses.

AEes eligible for compensation for unused sick leave at retirement are required to participate in the VEBA CTC plan unless the plan is terminated by a vote of the AEe group (see Paragraph C below). As a condition of participation in the plan, AEes must sign an enrollment form which includes a "hold harmless" agreement prior to leaving employment or forfeit all rights for any compensation for unused compensable sick leave.

Compensation for unused sick leave shall not be used in computing the retirement allowance. Therefore, no contributions are to be made to the retirement system for such payments, nor shall such payments be reported as compensation.

- B. Contributions to an AEe VEBA CTC Health Reimbursement trust account are made by CCS in exchange for an amount equal to 3 percent (or as amended consistent with Paragraph C below) of the AEe's base salary. Such contributions shall be made on behalf of all group AEes and shall be characterized as employer contributions. Individual contribution choices are prohibited. The contributions remain in effect unless modified in accord with Paragraph C below. Eligible AEe groups include annually contracted AEes and adjunct AEes. To be eligible for contributions, an AEe must have earned salary. To withdraw contributions, an AEe must be eligible for employer-paid insurance benefits. Contributions are considered reportable compensation for retirement reporting purposes.
- C. Subject to CCS Administrative Procedure ~~2.20.02-F~~ 2.20.01-F, the VEBA plan remains in effect indefinitely until 10 percent or more of the voting group petitions for a vote to withdraw or change the plan. CCS will notify AEes annually of the right to vote on available options. During Fall quarter, if 10 percent or more of the voting group members submit a petition by November 1 to the AHE President calling for a new vote, then within five (5) business days AHE will notify CCS of the need for a vote and provide the supporting documentation from the petition to CCS. CCS will distribute a ballot, based on the petition, by November 15. The ballot shall be approved by AHE. ~~that includes all available plan options to all members of the AEe group~~. Contribution criteria for the new plan will be based on a simple majority of the returned ballots. The new plan will take effect on January 1 of the ensuing year. CCS retains the right to discontinue the program or call for a new vote.

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Section 2 - Early Notification of Retirement

Early notification of a tenured or long-time (i.e. 5 or more years) annually contracted AEe's decision to retire or otherwise terminate their employment with CCS is desirable so that ample time is available for selection of a replacement and/or planning for a smooth transition.

To encourage early notification, AEes are encouraged to complete the early notification agreement which contains these elements:

- A. For agreements signed by both parties prior to or on November 1, for retirement to occur on or after the end of the current academic year, the following applies:
1. The current academic year will be the final 175-day contracted year of employment as an annually contracted AEe.
 2. The last date of employment will be between the last faculty workday of a quarter and the first instructional day of a quarter, or by mutual agreement between the AEe and appropriate Vice President.
 3. The agreement is irrevocable except in cases of unexpected financial emergency.
 4. A one-time incentive payment equal to 8% of the AEe's current annual salary on the last contractual day of their last full quarter or a minimum of \$6,500, whichever is higher, to ~~of \$6,000 will~~ be made with the last paycheck.
 5. The payment does not contribute to any retirement plan.
- B. For agreements signed by both parties after November 1 but prior to or on February 1, for retirement to occur on or after the end of the current academic year, the following applies:
1. The current academic year will be the final 175-day contracted year of employment as an annually contracted AEe.
 2. The last date of employment will be between the last faculty workday of a quarter and the first instructional day of a quarter, or by mutual agreement between the AEe and appropriate Vice President.
 3. The agreement is irrevocable except in cases of unexpected financial emergency.

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4. A one-time incentive payment equal to 4% of the AEe's current annual salary on the last contractual day of their last full quarter or a minimum of \$3,250, whichever is higher, to ~~of \$3,000 will~~ be made with the last paycheck.
5. The payment does not contribute to any retirement plan.

Section 3 - Employment as Adjunct Academic Employee Post-Retirement

Following retirement as an annually contracted AEe, the retiree may serve as an adjunct AEe. The earliest possible adjunct start date must be one day after the official retirement date.

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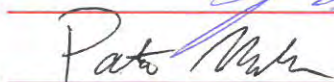
For AHE:



Date:

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For CCS:



Date:

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Article 18 - Salary Schedules

Section 1 - Annually Contracted Salary Schedule (175 days) — Annual Rate

Step	Fall '19 Annual Salary	Fall '20 Annual Salary	Fall '24 Annual Salary
1	\$54,393	\$55,916	\$68,054
2	\$55,927	\$57,493	\$69,974
3	\$57,460	\$59,069	\$71,892
4	\$58,995	\$60,647	\$73,813
5	\$60,529	\$62,224	\$75,732
6	\$62,828	\$64,587	\$78,608
7	\$65,128	\$66,952	\$81,486
8	\$67,428	\$69,316	\$84,363
9	\$69,727	\$71,679	\$87,239
10	\$72,026	\$74,043	\$90,116
11	\$74,325	\$76,406	\$92,992
12	\$76,624	\$78,770	\$95,869
13	\$78,922	\$81,131	\$98,743
14	\$81,220	\$83,494	\$101,619
15			\$104,495

Notes to Annually Contracted Salary Schedule: Advancement

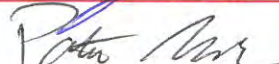
- 1) Increments are granted prior to any other movement according to Article 18 (Salary Schedules) and Article 19 (Salary Placement and Movement) of the current Master Contract as amended. The parties agree that during the term of this Master Contract, all earned increment movement, including promotional (tenure) steps, as defined in Article 19, will be fully funded and awarded at the start of the following academic year.
- 2) The parties agree that for the term of this contract (AY 2025/26, AY 2026/27, and AY2027/28), each year's legislatively approved I-732 general salary increase will be applied effective September 1 (or July 1 for AEes in Corrections) to that year's salary schedules. In AY 2025/26, and again in AY 2026/2027, \$1,000 will be added to each step of the salary schedules after any legislatively approved I-732 general salary increase is applied for the year.
- 3) All step advancements shall be consistent with Washington state law in accordance with Articles 21 (Savings), 22 (Scope), 25 (Corrections), and 26 (Duration) of this agreement.

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4) Nursing AEes see Appendix K

Section 2 - Summer School Pay Rate

- A. Annually contracted AEes with assignments for the summer quarter (excluding Corrections, see Article 25) will be paid at 25 percent of their current step, up to Step 8, for a full load. All work less than a full load will be paid at a pro-rata fraction of the full load on a normal quarterly basis.
- B. Part-time academic assignments, including moonlights, will be paid from the adjunct AEe salary schedule or the appropriate hourly salary schedule.
- C. During summer quarter, any programs offered as "for credit/self-support" will be allocated to the workload category appropriate to that program as listed in Appendix H, and all other relevant sections of the Master Contract will apply to these assignments.

Section 3 - Adjunct and Hourly Salary Schedules:

(See Article 24, Section 6)

Section 4 - Stipends for Department Chairs:

(See Article 14, Section 3)

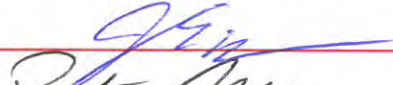
Section 5 - Stipends for Advisors of Student Clubs and Organizations

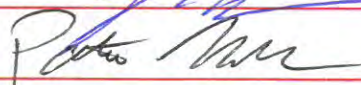
- A. ~~The stipend for advisors of student clubs and organizations is as follows, and, beginning with the fiscal year approved by college's ASG fee process, shall be adjusted annually based upon the agreement of the parties per Article 26, Section 2.~~

Category	A	B	C	D	E	F	G
Number of approved activities	1-2	3	4	5	6	7	8-up
Normal Stipend	\$160.50	\$321.00	\$481.50	\$642.00	\$802.50	\$963.00	\$1,123.50
Effective on date of ASG approval, an annual base	\$200	\$400	\$600	\$800	\$1,000	\$1,200	\$1,400

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stipend of \$300, plus...							
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A. Stipend Calculation

1. ~~The~~ An annual ~~base~~ stipend based on \$600.00 per quarter (excluding summer) will be paid annually. This stipend is provided in compensation for basic, ~~non-activity~~ club functions (e.g., organizing, recruiting, maintaining ASG status), club meetings, and participation in activities. In addition, there is a \$200 stipend for each travel activity. A travel activity is defined as an event that occurs off campus. In the interest of safety, AEes participating in travel involving more than five (5) students may request support of an additional AEe(s) to assist with travel. These additional AEes shall receive the same \$200 stipend.

~~2. An activity may accumulate up to a maximum of two (2) special factors, assuming qualifications are met. The special factors will be chosen from the following list:~~

~~a. College-approved competition,~~

~~b. Service to the college or community, and~~

~~c. Advisor service after the first year.~~

~~Each special factor has a stipend per the above.~~

2. A longevity stipend of \$300.00 ~~160.50 (\$200 effective on the date of ASG approval)~~ shall be granted at the end of the academic year in which earned for each five consecutive years of advising the same specific club. (i.e. \$300 at the end of each year in years 5 through 9, \$600 at the end of each year at the end of years 10 through 14, etc.) A leave of absence does not impact longevity stipend calculations. ~~(three years pending ASG approval).~~

B. The following general guidelines and definitions apply:

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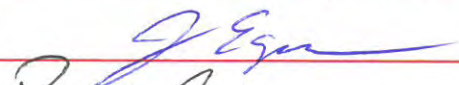
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1. The club advisor stipend is for time spent with students outside the workload defined in Article 4, Sections 3 and 4. It is expected that scheduled class time will not be used for organizational activities and meetings. Exceptions may exist but are program based and approved by Vice President of Student Services/Affairs or their designee.
 2. Individuals receiving stipends for activity advising shall meet periodically with the Vice President of Student Services/Affairs or their designee.
 3. Club advisors are expected to be present for club meetings, and, when possible, should be present for club activities. ~~An activity is an approved special event which allows for collegewide or districtwide participation.~~
 4. For compensation to be processed, club advisors must submit a year-end summary in the format of the AEE's choosing to the director of student activities. To ensure appropriate compensation, the summary should be sure to include qualifying travel and qualifying trainings. ~~A special factor must be approved by the College President or their designee.~~
 5. ~~The director of student activities will approve the schedule listing of activities for the appropriate category of remuneration.~~
 6. ~~Category placement is determined in the spring for the current year and is determined by a club's current year's activities and its planned activity calendar for the remainder of the year.~~
 7. ~~The director of student activities shall evaluate the advisor's club and organization activities at the end of each school year and send the results to the Human Resources Office. The applicable stipend amount will be determined and shall be paid at the end of the academic year.~~
- C. Advisor positions are voluntary and are not considered part of the AEE's assigned professional responsibilities as defined in Article 4, Section 4.
- D. Advisors can be required to complete up to three 90-minute trainings related to their role as a club advisor. Participation in trainings will be compensated at \$50.00 per training. Each club advisor will be notified by the Vice President of Student Services/Affairs or their designee at the beginning of the academic year (or within 2 weeks a new club advisor's appointment) of the required trainings for their specific club.

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E. The AAd, as defined in the CCS Governance Model for Services and Activities Fees, is responsible for the selection of advisors to student clubs and organizations. On or before October 1 of each academic year, the AAd will identify advisor vacancies. Advisor positions are offered first to interested AEes. Notice of known vacancies will be provided to the appropriate AHE Vice President, who will be responsible for seeking and submitting a list of interested AEes to the AAd within ten (10) working days of the request. If no list is provided within ten (10) working days, the offer will be extended to non-AEes. If the offer is given to a non-AEe, it shall be treated as a vacancy the ensuing year and reoffered first to AEes.

1. **Mid-year vacancies:** In the event an advisor vacancy occurs during the academic year, the AAd will send a notice of vacancy to the appropriate AHE Vice President, who will have ten (10) working days from the date of notification of the vacancy to submit a list of interested AEes to fill the vacancy. If no response is provided, the offer will be extended to non-AEes consistent with Paragraph E above.
2. **Student concerns complaints:** Student concerns complaints regarding an advisor shall be processed by the student concerns complaint process (Article 3, Section 24) with the exception that concerns complaints should be processed through the AAd of student activities funded programs. Complaints Concerns not resolved at this level should be forwarded to the appropriate Chief Student Services Officer.
3. **Advisor removal:** An advisor may be removed from the position subject to standards established in Article 3, Section 10.

Section 6 - Stipends for Coaches and Assistants

Positions: Group 1— Head Coaches	Men/Women Teams	Annual Stipend
Basketball	M,W	\$8,000 \$15,000
Baseball	M	\$8,000 \$15,000
Track	M,W	\$8,000 \$15,000
Soccer	M,W	\$8,000 \$15,000

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Volleyball	W	\$8,000 \$15,000
Softball	W	\$8,000 \$15,000
Strength/Conditioning	M,W	\$8,000 \$15,000
Positions: Group 2— Head Coaches	Men/Women Teams	Annual Stipend
Cross Country	M,W	\$5,000 \$12,000
Tennis	M,W	\$5,000 \$12,000
Golf	M,W	\$5,000 \$12,000
Positions: Group 3— Assistant Coaches	Men/Women Teams	Annual Stipend
Volleyball	W	\$3,500 \$5,250
Baseball	M	\$3,500 \$5,250
Soccer	M,W	\$3,500 \$5,250
Track	M,W	\$3,500 \$5,250
Softball	W	\$3,500 \$5,250
Basketball	M,W	\$3,500 \$5,250
Strength/Conditioning	M,W	\$3,500 \$5,250
Positions: Group 4— Assistant Coaches	Men/Women Teams	Annual Stipend
Cross Country	W	\$2,750 \$4,200

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Golf	M,W	\$2,750 \$4,200
Tennis	M,W	\$2,750 \$4,200
Positions: Group 5— Head Coaches	Men/Women Teams	Annual Stipend
Natural Resources Timber Sports	M,W	\$2,523 \$3,320
Rodeo	M,W	\$2,523
Positions: Group 6 — Assistant Coaches	Men/Women Teams	Annual Stipend
Natural Resources Timber Sports	M,W	\$1,638 \$2,155
Rodeo	M,W	\$1,638

The above amounts shall be reviewed annually, based upon the general salary agreement of the parties per Article 26, Section 2.

Coaching Incentives

- 1) To encourage stability in coaching, coaches will receive the base stipend plus an additional ~~\$1,000~~ ~~\$1,500~~ per year incentive for head coaches in Group 1 upon the completion of every three years holding the same head coaching position and a commitment to three additional years coaching. Head coaches in Group 2 will be paid the base stipend plus an additional ~~\$750~~ ~~\$1,125~~ per year incentive for every three years of holding the same position and a commitment to three additional years coaching. Total incentive will not exceed ~~\$10,500 per year~~ ~~\$7,000 per year (Group 1) or \$5,250 per year (Group 2)~~. Longevity in position will begin with ratification of the 2008-11 contract. Any break in service not approved by the District Director of Athletics or not considered an approved leave of absence will terminate the incentive stipend. Breaks include transfer to another sport or activity.
- 2) Coaching positions can be terminated by either party for mutually agreed upon circumstances, and unilaterally by CCS for just cause using due process. An AEe may cease coaching during the 3-

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year commitment of the position in question only upon extenuating circumstances or mutual agreement. Coaches will make all efforts to otherwise terminate their coaching positions with one year's advance notice. If, at the end of the 3-year commitment, a coach feels they would be unable to complete the next successive 3-year commitment, the coach may, upon mutual agreement, continue to coach and receive the base stipend plus the previous incentive amount attained.

	Compensation	Incentive
Year 1	Base Stipend	Make 3-year commitment
Year 2	Base Stipend	
Year 3	Base Stipend	
Year 4	Base Stipend	Plus \$1,000 \$1,500 (Group 1) or \$750 \$1,125 (Group 2) for fulfillment of a 3-year commitment and committing to an additional three years
Year 5	Base Stipend	Plus \$1,000 \$1,500 (Group 1) or \$750 \$1,125 (Group 2)
Year 6	Base Stipend	Plus \$1,000 \$1,500 (Group 1) or \$750 \$1,125 (Group 2)
Year 7	Base Stipend	Plus \$2,000 \$3,000 (Group 1) or \$1,500 \$2,250 (Group 2) for fulfillment of a 3-year commitment and committing to an additional three years
Year 8	Base Stipend	Plus \$2,000 \$3,000 (Group 1) or \$1,500 \$2,250 (Group 2)
Year 9	Base Stipend	Plus \$2,000 \$3,000 (Group 1) or \$1,500 \$2,250 (Group 2)

Section 7 - Stipends for Allied Health Program Directors

A ~~minimum~~ annual stipend of ~~\$3500~~ \$5,000 will be paid to AEs in accredited allied health programs who have been designated program directors in recognition of the program accreditation responsibilities which require activities beyond the thirty-five (35) hour work week. If a program director believes release time or a higher stipend is appropriate, or if a program's accrediting body has a suggested, recommended, or required release time for a program director, the AAd will work with the AE to determine the appropriate stipend or release time. AHE may be part of those conversations if requested by the AE. Programs with summer responsibilities shall receive additional compensation for summer.

Section 8 - Stipends for Allied Health Clinical Education Director

A minimum of 10 percent quarterly workload ~~or a minimum of \$700 quarterly stipend~~ will be assigned to

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AEes in an accredited allied health program that requires a Clinical Education Director. This is in recognition of the program accreditation responsibilities required, such as but not limited to: scheduling students into clinical sites, coordinating with clinical sites managers, assisting in setting up preceptors, maintaining and developing clinical agreement/contracts, conducting student orientations to site with appropriate paperwork and clinical documentation, making provisions for computer documentation or other paperwork (currently EPIC and MEDITECH), maintaining appropriate numbers and sites with a trained preceptor, working with the program director on accreditation reports, submitting clinical syllabi, rescheduling, and handling on-site issues that are contract related. These duties are in addition to any duties the AEe has as instructor in these program and program classes.

Section 9 - Stipends for Program Lead Instructor

(See Article 14, Section 9)

Section 10 - Study Abroad Program and Compensation for Related Duties

Study abroad programs include any number of arrangements by which students complete part of their educational program outside of the United States. Program guidelines, including compensation for associated duties, are as outlined by Administrative Procedure #4.70.01-A.

Section 11 - Special Project Stipend

A project stipend may be provided for extraordinary and other special circumstances beyond the expected regular AEe workload. A special project must have a definable beginning and end. This section is inappropriate for ongoing assignments. An AEe may apply for a special project to the AAd, who shall consider and approve the project as appropriate for this section, or the AAd may authorize the stipend as a part of any assigned project. AHE will be given a list each year (before the start of Fall quarter) of all special project stipends paid during the prior academic year.

Compensation agreements for course design, refreshment, and maintenance should be mutually negotiated prior to the commencement of the work. The AEe developer is entitled to an AHE representative during such negotiations.

Section 12 - Compensation for Prior Learning Assessment

Duties related to the evaluation of prior learning credit, including portfolio evaluation and challenge testing (including test creation, administration and scoring) will be compensated at \$25 per credit attempted by the student. This rate applies without regard to the number of credits ultimately awarded. Validation of cross-walks will be paid separately via special project stipend (Section 11 above).

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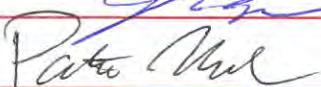
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Section 13 - Compensation for College in the High School

College AEes will be compensated \$600 for the development and mentorship of each class taught in the K-12 semester for CiHS credit (see Article 4, Section 5, Paragraph H). AEe mentors will be reimbursed for vicinity travel/sustenance and paid at the non-instructional mode per hour (per Article 24, Section 6, Paragraph C) for travel to rural sites that occurs outside of the AEe's total weekly responsibilities.

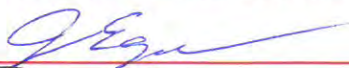
Section 14 - Compensation for Independent Study and Directed Self-Study Courses

- A. Independent study (see Article 4, Section 5, Paragraph N) shall not be included in workload computations. Approved independent study contracts shall be paid on the basis of ~~fifty dollars (\$50)~~ per credit, per student participant, per quarter.
- B. Directed self-study (see Article 4, Section 5, Paragraph O) shall not be included in workload computations. Directed self-study contracts shall be paid on the basis of \$100 dollars per credit, per student participant, per quarter.

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Article 19 - Salary Placement and Movement

Section 1 - Requirements for Initial Employment for Tenured, Annually Contracted AEes

- A. All new liberal arts AEes, including counselors and librarians, must have an earned master's or doctoral degree from an accredited institution, with emphasis in their teaching area.
- B. If no master's degree exists in the teaching area, the appointing authority (College President or Chancellor) may grant a one-time exception. When such exception is granted, the appropriate Vice President and the AEe will develop a plan to obtain a master's degree or equivalent.
- C. All new adult education AEes must have an earned master's degree in adult education or a related field from an accredited institution.
- D. All new professional/technical AEes must have (per WAC 131-16):
 - 1. An earned master's degree from an accredited institution appropriate to the position, or
 - 2. An earned bachelor's degree from an accredited institution appropriate to the position and professional field expertise appropriate to the position, or
 - 3. If neither a master's or bachelor's degree appropriate to the position is generally available (as determined by the appointing authority), then the AEe shall be particularly qualified to provide instruction by possession of all of the following:
 - a. Sufficiently broad and comprehensive training in the field, and
 - b. Appropriate, industry-recognized certification when available, and
 - c. Two years of relevant, current work or teaching experience that particularly qualifies the AEe to provide instruction in the area of specialization.
- E. All new dually certified AEes must:
 - 1. Have a master's degree with emphasis in their teaching area, and must be able to meet state professional/technical certification requirements, or

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2. The department, with concurrence of the appointing authority, may propose a generally recognized industry standard professional certification/license as a minimum qualification, in lieu of a master's degree.
- F. The appointing authority will, at the time of hire, inform new AEes in programs requiring special licensure and/or certification that specific circumstances exist. The appointing authority is also responsible for ensuring that affected AEes are kept informed in a timely manner of these special circumstances and in no case later than February 1 of the calendar year in which the license/certification expires (see also Article 3, Section 13). AEes in programs requiring special licensure or certification must meet and maintain all minimum requirements of the appropriate licensing or accrediting body, and/or SBCTC regulations for professional/ technical educational certification.

Section 2 - Requirements for Initial Employment for Non-Tenured, Annually Contracted AEes

Section 1 requirements apply to annualized AEes, with the exception that where a master's degree is required, an annualized AEe in the final year of a master's program may be granted an exception by the appropriate Vice President, provided the AEe obtains a related master's degree prior to employment contract renewal.

Section 3 - Placement of New AEes on the Salary Schedule

- A. The appointing authority may place a new AEe on salary schedule Steps 1, 2, or 3. Based on (but not limited to) listed qualifications for the position, placement shall be:
1. Step 1 for those who meet the minimum qualifications.
 2. Step 2 for those who meet a subset of the preferred qualifications.
 3. Step 3 for those who meet (or exceed) the preferred qualifications.
- B. Placement of new AEes in qualified High Demand areas differs from the placement of other AEes as outlined in Article 19, Section 3, Paragraph A. High Demand compensation was funded beginning in Academic Year 2020-21 by specific legislative action. AEes hired with a start date of AY 2020-2021 or after who are teaching in qualified High Demand areas, may be placed on the salary schedule at Steps 4, 5 or 6. Based on (but not limited to) listed qualifications for the position, placement shall be:

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1. Step 4 for those who meet the minimum qualifications.
 2. Step 5 for those who meet a subset of the preferred qualifications.
 3. Step 6 for those who meet (or exceed) the preferred qualifications.
- C. New AEes may appeal initial placement prior to commencing employment with CCS (and up through their first year of employment) with AHE representation.
- D. Exceptions to initial salary placement beyond Step 3 (or beyond Step 6 for AEes teaching in qualified High Demand areas) may be made in instances where the appointing authority determines that such action would be in the best interest of CCS.
- E. However, an AEe's education, experience, or both cannot be used for initial placement beyond Step 3 and then used again for subsequent step movement when the AEe reaches Step 6 (the "gate"). The appointing authority and the AEe will, at the time of hire, agree to and sign documentation to this effect.
- F. AHE will be notified of all new hires and their initial placements. (See also Article 8, Section 14).

~~Section 4—Grandfather Clause~~

- ~~A. PIU/PDUs cannot be earned after August 31, 2009, or submitted for credit after September 30, 2009, AEes were notified July 1, 2009, of:~~
- ~~1. Unused PIUs/PDUs previously earned, and~~
 - ~~2. Prior work experience as yet unused for salary step movement.~~
- ~~B. Movement beyond Step 6 (i.e. the "gate") will be based on cumulative PIUs and total years of service per the provisions of the 2005/08 Master Contract. Once through the "gate," further advancement will be subject to two year holds, provided that cumulative PIU requirements are met. Advancement to steps 13 and 14 has the additional requirement of 15 PIUs per step earned since academic year 2005/06.~~
- C. ~~Once previously banked advancement credits are exhausted, all AEes will advance per the criteria established in Section 5 below.~~

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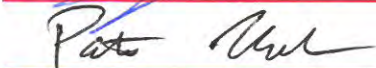
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~~Section 5~~ Section 4 - Salary Step Advancement

~~An AEE may advance on the salary schedule (in addition to any "banked" step movements earned under prior contract requirements) as defined below:~~

AEEs may advance one (1) salary step every two years, provided the AEE:

1. Completes one CCS training program from Paragraph A, Item 1, one training program from Paragraph A, Item 2, one training program from Paragraph A, Item 3, and one training program from Paragraph A, Item 4 below, and
2. Submits, by June 30 of each year, an annual summary of their professional development activities (see Paragraph B below).

A. CCS Training Programs: During each salary step advancement period, the AEE is expected to complete and receive credit for one training program from 1, one training program from 2, one training program from 3, and one training program from 4 below:

1. Family Educational Rights and Privacy Act (FERPA)/Washington State Ethics Law
2. AEE Instructional/Service Development
3. CCS Safety and Security Practices
4. One additional CCS training program of the AEE's choosing (a.k.a. "A la Carte")

Prior to being offered, ~~online~~ training programs will be reviewed by the Joint Executive Committee. ~~Content from training categories 1, 2, and 3 will be offered to new AEEs in a traditional (i.e. on-ground) format during the AEE's probationary period. To qualify for step advancement, all new annually contracted AEEs must attend these required on-ground trainings within their first two (2) years of employment. If on-ground training is not completed in the first two (2) years, eligibility for step advancement is extended one full year and continues to be extended each time the requirement has not been met by the following June 30.~~

~~Once the new AEE's on-ground training has been completed,~~ AEEs may ~~thereafter~~ complete **trainings in person or may complete** online versions of each training program, available 24/7 from July 1 through June 30. Online versions will not exceed 50 minutes in duration. Additional CCS-offered programs, provided in a variety of formats, may also be used for advancement credit. The Human Resources Office will assign all programs to a category per this section. Verification of attendance/completion will be obtained by customary means and credit awarded.

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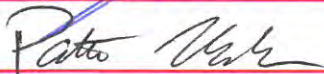
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NOTE: New annually contracted AEes must attend the New Faculty Orientation (per Article 8, Section 14) in person to receive their first step advancement, and the New Faculty Orientation shall count as their A La Carte training.

AEes will be able to verify online when they have successfully completed sessions. Prior to May 15, the Human Resources Office will send a message to all AEes informing them how to check their progress toward step advancement.

CCS training programs may also be used as an activity for purposes of professional/technical certification, consistent with Section 8 of this article.

Note: If an AEe is the supervisor of record for paraprofessional staff (per Article 3, Section 17, Paragraph B), then completion of CCS's supervisory certification training program is required (per Administrative Procedure 2.00.01-B and WAC 357-34). Supervisory certification counts as a CCS training under Paragraph A, Item 4 (a.k.a. "A la Carte"), with the exception that the format and length are mandated by the State of Washington.

In the event an action is filed against an AEe for performance of the duties of their employment, the AAd(s) will recommend indemnification to the Board of Trustees, provided the AEe has completed the appropriate training programs and has made a good faith effort to comply with the rules, regulations, and procedures contained therein.

- B. Summary of AEe Professional Development Activity:** To advance a salary step, the AEe will submit, by June 30, a summary of their professional development activities for that year. (See also Article 10, Section 5, Paragraph B.)

For the purposes of salary step movement, the annual summaries will list successful completion of at least one (1) professional activity per year representing skills improvement, maintaining currency in the area(s) of professional responsibility demonstrating community activism or service, and validating the importance of life-long learning. Professional development activities need only be listed, and former criteria of hours spent, justification, agendas, and reading lists are not required.

Annual summaries submitted for step advancement will be acknowledged by the AAd as received, but not otherwise ~~evaluated~~, assessed, scored, ~~or~~ challenged, ~~or negatively evaluated~~. ~~AEes who have not been evaluated, or whose evaluations have been delayed for reasons beyond their control, shall not be prevented or delayed from an earned salary step movement.~~

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- C. AEs who have not been evaluated **per Article 10**, or whose evaluations have been delayed for reasons beyond their control, shall not be prevented or delayed from an earned salary step movement.
- D. Per Article 3, Section 12, Paragraph B, employment contracts issued prior to the conclusion of salary negotiation may be based on the AE's salary currently in effect but noting that the stated salary will be adjusted consistent with the outcome of those negotiations.
- E. **When new full-time faculty are hired as an adjunct prior to their full-time position, the certification date for step advancement will be effective 60 days prior to their full-time start date to receive credit for mandatory trainings.**

Section 6 Section 5- Time on Step

For purposes of step advancement, AEs hired after the beginning of an academic year will be credited a full year of time-on-step only if employed 87 or more contractual days during their first year of employment. Otherwise, time-on-step will commence the following year.

Section 7 Section 6 - Tenure Step

In recognition of the additional responsibilities of tenured AEs, AEs initially placed on Step 1 through Step 6 will receive one (1) step advancement at the start of the next fall quarter after tenure has been granted. This tenure step will be in addition to any regular increment step that may have been earned **and will not impact time on step**. AEs initially placed on Step 7 or higher will not receive a tenure step advancement. **The tenure step may be used to advance an AE on Step 6 through "the gate" (see section 7 below).**

In situations when an AE's tenure step and a regular step movement are applied at the same time, the step movement from the tenure step shall be applied first, and then the regular increment move shall be applied second.

Section 8 Section 7 - Step Advancement at and Beyond Step 6

Upon completing Step 6 (i.e. "the gate"), **or upon earning tenure while on Step 6**, AEs ~~hired after the adoption of the 2009-12 contract (or those hired earlier who have elected to advance upon criteria established in the 2009-12 contract)~~ may advance multiple steps based upon the following:

- A. AEs who have an earned doctoral degree from an accredited institution, or who have 8 years of related professional experience earned **prior to appointment to a full-time AE position at CCS**

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~~outside of CCS employment~~, will be advanced ~~two additional~~ **three** salary steps and move **from Step 6** to Step 9.

- B. AEes who have an earned master's degree from an accredited institution, or have 4 years of related professional experience **earned prior to appointment to a full-time AEe position at CCS outside of CCS employment**, will be advanced ~~one additional step~~ **two steps** and move **from Step 6** to Step 8.
- C. Related professional experience is considered to be holding a position of responsibility that directly relates to the skills needed while in CCS employment.
1. One year's related professional experience in an academic setting is considered to be a full load per teaching category where the AEe has full responsibility for the class setting.
 2. Two calendar years of half-time teaching/employment equate to one year of related professional experience.
 3. One year's related professional experience outside academia is considered to be 2,080 compensated hours per year.
 4. Unless previously used for advanced step placement under this article, current AEes may use past CCS **adjunct AEe, classified, or exempt** experience as "related professional experience."

The appointing authority will review and resolve issues regarding related professional experience. After attainment of Step 7 or higher, earning a first or supplemental academic degree from an accredited institution of higher education will result in one additional step movement, **effective the following academic year**, per degree earned. **This earned additional step movement will not impact time on step.**

Note: Nursing AEes see Appendix K.

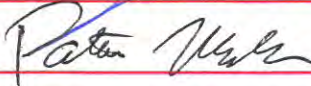
Section 9 - Professional/Technical Certification

- A. **Certification:** Certification is a condition of continued employment for all professional/technical education personnel, per WAC 131-16-094.
- B. **Initial Certification and Three-Year Professional Development Plan:** The institution's chief professional/technical AAd will issue initial certification to new professional/technical AEes at the time of hire. Initial certification lasts three years and requires the AAd and the AEe (with approval by the chief professional/technical AAd) to develop a professional development plan during the first quarter of employment.

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This plan identifies priorities for the AEe's professional growth in the skill standards listed in Paragraph C of this section. The initial plan activities will include, at a minimum:

1. Attendance at quality instructional skills course(s) or program(s) which focuses on identified professional development skill standards (equals 1 activity per course/program). The chief professional/technical AAd may exempt this requirement if they determine it appropriate.
2. If first aid certification is required, one first aid course to include specific training in CPR and bloodborne pathogens and resulting in first aid certification during the first quarter of employment, or if first aid certification is not required, another activity during the 3-year plan (equals 1 activity).
3. Attendance at the new professional/technical AEe orientation per WAC 131-16-093 (equals 1 activity).
4. Initial certification is not renewable. The college's or unit's chief professional/technical AAd is responsible for ensuring the courses, training, or programs listed above are available annually.

C. Standard certification: Standard certification shall be issued by the chief professional/technical AAd only upon completion of the requirements of the initial certification's professional development plan. Standard certification must then be renewed on a five-year cycle thereafter.

To maintain standard certification, the professional/technical AEe and the AAd must mutually develop, and the chief professional/technical AAd must approve, a professional development plan (see Appendix J) consistent with the provisions of WAC 131-16. The AEe must complete the plan prior to the next cycle. Each plan will focus on professional development priorities that advance the following skill standards:

1. Managing learning environments
2. Developing outcomes, assessments, and curricula
3. Developing and reviewing programs
4. Providing student instruction
5. Providing support and guidance to students
6. Performing administrative **and program management** functions
7. Creating and maintaining a professional environment
8. Promoting the program and **collaborate with college administration on student recruitment**
~~recruiting students~~

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~~9. Learning and adapting new technologies~~

~~10. Performing program management functions~~

- D. Five-Year Professional Development Plan for Standard Certification:** Using the skill priorities listed in Paragraph C of this section and the professional development plan form (Appendix J), the professional/technical AEe shall develop an individualized plan for each five-year cycle.

At a minimum, the plan shall:

1. Address the AEe's ability to provide student instruction, manage learning environments, and develop outcomes, assessments, and curricula;
2. Require completion of no fewer than five (5) professional development activities that demonstrate achievement of the skill priorities identified; and
3. Identify each activity's anticipated measurable outcome and anticipated completion date.

Completion dates are intended to allow the AEe to monitor their own progress. One activity may apply to multiple skill priorities.

- E. Activity completion:** Each professional/technical AEe is responsible for documenting how accomplished activities satisfy their development plan. The chief professional/technical AAd is responsible for certification, via the standard approval form (Appendix I) or the annual Summary of Professional Development Activity.

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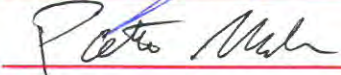
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Article 20 - Grievance Procedure

Section 1 - Definition and Procedure

Prior to starting the grievance process, the parties should make every effort to resolve any problems informally. A grievance is hereby defined as a complaint by an AEe(s) or AHE regarding the interpretation or application of the terms of this contract by CCS. An individual AEe or group of AEes shall have the right to present grievances in accordance with Article 3, Sections 9 and 10. All grievances shall be processed through the AHE President or their designee. Working day, as used in this article, shall mean an AEe contracted day. (Between spring and fall quarters, working day shall mean calendar days exclusive of holidays and weekends). Such grievances shall be handled in the following manner:

- A. At step one, the grievant and the AHE representative, if requested by the grievant, may orally present the alleged grievance to the AAd. Resolution, if any, shall be reduced to writing, and a copy forwarded to AHE and the Chief Administration Officer. If the grievance is not adjusted orally, the grievance shall be reduced to writing, dated, and signed by the AEe and the AHE representative and shall state the specific factual basis of the grievance, the provision or provisions of the contract involved, and the remedy sought (per Appendix G). The College President shall be given the written and dated original grievance. The College President shall answer the grievance in writing within fifteen (15) working days thereafter and shall concurrently send a copy of the grievance and the answer to AHE.
- B. At step two, if no settlement is reached at step one, the written grievance may be submitted to the Chancellor or their designee provided it is filed with the Chancellor or their designee not more than ten (10) working days after it is answered in step one. **In the spirit of problem-solving, there shall be at least one meeting with the AHE representative(s) prior to any decisions.** A representative(s) of AHE shall be present at any meeting called to consider the grievance at this step. The Chancellor or their designee shall send their written answer to AHE within fifteen (15) working days. Such answer shall be deemed to be the position of CCS.
- C. At step three, if no settlement is reached at step two, by mutual agreement the matter may be referred to mediation, or AHE at its sole discretion within twenty-five (25) working days after the date of the step two answer may request by written notice to the Chancellor and the American Arbitration Association that the grievance be arbitrated, provided the grievance presents an arbitrable matter as herein defined.

Section 2 - Time Limits

With respect to Section 1 of this article, the following time limits are established:

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- A. Any grievance not presented in writing as provided in step one (or step two at the discretion of AHE) of Section 1 above within twenty-five (25) working days after the grievant becomes aware of the facts on which the grievance is based shall be waived for all purposes.
- B. Other time limits may be extended by written mutual agreement of the parties.

Section 3 - Arbitration Rules

- A. Matters subject to arbitration shall be referred to the American Arbitration Association under voluntary rules except that the selection of the arbitrator shall be by alternately striking an equal number of names. The party to strike first shall be determined by flipping a coin. Expedited rules and procedures of the American Arbitration Association may be utilized upon the written consent of the parties.
- B. Grievances initiated during the duration of this contract shall be fully processed in accordance with the terms of this article.
- C. Past practice claims concerning matters not specifically and expressly covered by this contract shall have been consistently applied and mutually understood over a significant period of time.
- D. The decision of the arbitrator shall be final and binding upon CCS, AHE, and the AEe(s) affected consistent with the terms of this contract.

Section 4 - Jurisdiction of Arbitration

Jurisdiction of the arbitrator is limited to the following:

- A. All terms and conditions of this contract and any letter or memo of understanding added to this contract signed by AHE and CCS are subject to arbitration.
- B. An arbitrator has jurisdiction to interpret specific terms of this contract which are applicable to the particular issue presented, but such jurisdiction shall not give the arbitrator authority to supplement, modify, or amend any terms or conditions of this contract.
- C. The rendition of a decision or award shall be based solely on the evidence and matters presented to the arbitrator by the respective parties in the presence of each other and the matters presented in the written briefs of the parties.
- D. Upon request of either party, the merits of a grievance and the procedural arbitrability issues arising in connection with that grievance shall be consolidated for hearing before the arbitrator who shall

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resolve the arbitrability of a grievance before hearing the merits of the grievance. In order for either party to claim the grievance is not arbitrable, such a claim(s) must be made known to the other party along with the supporting reasons at the step two level.

- E. An arbitrator shall not have the authority to remand an issue back to the parties for negotiations as a part of any award.

Section 5 - Arbitrator Fees

The fees and expenses of the arbitrator shall be borne equally by the parties.

Section 6 - Grievance Participation

All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants. Requests by AHE for information needed for processing any grievance shall not be unreasonably denied. Grievance hearings shall be conducted during normal working hours consistent with minimal interference of instructional duties. AEEs testifying in such hearings shall suffer no loss of pay.

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Article 24 - Adjunct AEes

Section 1 - Scope of Article 24

This article refers only to adjunct AEes of CCS, and provisions in the contract shall not be construed to include adjunct AEes except those contained herein.

Section 2 - Definition of Adjunct Academic Employees

- A. Adjunct AEes shall mean all individuals defined by Article 1, Section 3, Paragraph B.
- B. Adjunct AEes are recognized as essential, professional contributors to the educational mission of CCS and play an essential role in providing students with a quality and affordable education. Adjunct AEes make major contributions to student learning, program excellence, and in furthering the mission of community and technical colleges. CCS encourages the involvement of adjunct AEes in the ongoing operation of the colleges and CCS, and in shared governance activities. CCS is committed to establishing a full-time/part-time AEe ratio that is fair and that enables the colleges to provide quality education. Each college shall periodically assess its use of adjunct AEes per accreditation standard 4.A.10 and develop a plan for adjustment of full-time/part-time ratios, as determined appropriate, given this commitment and consistent with this standard and best practices established by the SBCTC.
- C. The terms of Article 24 shall also be fully applicable to annually contracted AEes during such time that they are performing duties beyond those required to maintain full-time status.
- D. It is recognized that adjunct AEes are solely responsible for teaching assigned classes, which is generally agreed to include the following responsibilities:
 - 1. Meeting scheduled classes at scheduled times,
 - 2. Class preparation and for assessing students, and
 - 3. Student consultation.

Adjunct AEes are welcome to participate in appropriate departmental, division, and other college/CCS meetings and events.

Section 3 - Limitations of Adjunct Employment

- A. Employment in an adjunct position or combination of such positions shall not constitute full-time employment with CCS.

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- B. All parties understand that adjunct AEE assignments are temporary, non-continuous, and less than full time and shall not be considered a career path to annually contracted academic positions with CCS.

Section 4 - General Provisions Applicable to Adjunct Academic Employees

The following provisions shall be applicable as specified:

- A. Articles 1 (Recognition), 2 (Management Rights), 8 (AHE Rights), 14 (Department Chair), 21 (Savings), 22 (Scope), 23 (Impasse), and 24 (Adjunct) are applicable as written.
- B. Article 3, Sections 1, 2, 3, 4, 5, 6, 9, 11, 13, 14, 15, 18, 19, 20, 21, 22, 23 and 24 are applicable as written.
- C. Article 3, Section 10 (Right to Due Process) shall be applicable during the time between the beginning and ending date specified in the individual contracts and shall not apply to any renewals of such assignments. In case of funding or enrollment problems, due process shall not be applicable until after the first three (3) class meetings. This exclusion of due process does not exclude just cause.

See Section 8 regarding Associate AEEs.

- D. Article 7, **Section 2 (Bereavement Leave)** and Section 5 (Civil Duty Leave).
- E. Article 3, Section 12 (Individual Contracts) shall not be applicable. However, all adjunct AEEs (excluding timesheet assignments) shall be supplied an individual contract delineating the contract pay, the duration of assignment, and other relevant data.
- F. Article 13 (Reduction-in-Force) shall not be applicable to adjunct AEEs; provided, however, past service, qualifications of the AEE, and program requirements shall all be considered regarding any reduction of AEEs.
- G. Article 19, Section 1, Paragraph D applies to all professional/technical adjunct AEEs. Article 19, Section 9, Paragraph C applies to all adjunct professional/technical AEEs teaching two-thirds (2/3) full-time load or more for the equivalent of three quarters, excluding summer.
- H. Article 19, Section 1, Paragraphs A and F applies to non-professional/technical adjunct AEEs, with the exception that when the adjunct AEE is assigned to one third (1/3) or less of a normal annual load, they may minimally qualify with a bachelor's degree from an accredited institution in the field of that position's educational service and appropriate professional expertise. If a separate program

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accreditation dictates adjunct qualifications beyond those outlined above, those program standards will apply.

- I. Article 19, Section 1, Paragraph C applies to all adult education adjunct AEes with the exception that the adjunct may alternately qualify with a bachelor's degree from an accredited institution and professional experience necessary to carry out their assigned instructional responsibilities.
- J. Article 20 shall be applicable to adjunct AEes regarding the administration of the terms of this article.

Section 5 - Adjunct Academic Employee Workloads and Compensation

A. Adjunct AEe workloads shall be assigned as follows:

1. Adjunct AEes normally have a maximum workload assignment of 90 percent of a 100 percent load each quarter as defined in the adjunct salary schedule and 270 percent maximum annual workload for fall, winter, and spring quarters combined. All contracted, in-class assignments within CCS are cumulative in determining the total percent load. These maximum workloads have been established to ensure that adjunct AEes are appropriately utilized consistent with Sections 2 and 3 of this article, and the AAd will monitor adjunct total workload considerate of this intent.
2. Adjunct AEes contracted for fifteen (15) or more contact hours per week shall be eligible for one (1) paid office hour per week in addition to the established contact hours. Utilization of such office hour shall be arranged with the AAd and will not count against maximum load.
3. Adjunct AEes shall not have an offered quarterly assignment canceled two (2) weeks prior to contracted assignment to accommodate a full-time AEe's moonlight contract. Where full-time assignment is necessary to maintain that full-time AEe's load requirement, the adjunct assignment may be canceled.
4. Adjunct AEes shall be paid the appropriate portion of their contract for meeting a credit class that is subsequently canceled.

B. Benefit eligibility

1. **Insurance:** Adjunct AEes with in-class teaching assignments that are equal to or exceed the following workload requirements shall receive insurance benefits per Article 17, Section 1, Paragraph B, starting the second consecutive quarter:

Category	Average Contact Hours Per Week for the Quarter
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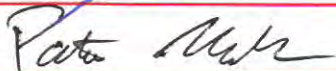
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A	7.5
B	9.0
C	10.0
D	11.0
E	11.5
F	12.5
G	14.0
H	17.5
I	15.0

2. **Retirement:** Adjunct AEes with in-class teaching assignments that are equal to or exceed the following workload requirements are eligible for retirement benefits per Article 17, Section 1, Paragraph A, starting the second consecutive quarter:

Category	Average Contact Hours Per Week for the Quarter
A	7.5
B	9.0
C	10.0
D	11.0
E	11.5
F	12.5
G	14.0
H	17.5
I	15.0

3. Counselor and librarian assignments are considered in-class teaching for these purposes.

C. Development Leave

1. Leave with pay may be allowed at the discretion of the College President or their designee to enable adjunct AEes to make visitations to observe methods, approaches, and techniques for the purposes of coordinating programs and improving instruction and/or service to students. CCS may pay the expenses incurred by such visitations to the extent authorized by law and other applicable regulations.
2. At the discretion of the College President or their designee, adjunct AEes may attend state, regional, and national meetings or conferences of their academic disciplines or occupational

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specialties. CCS may pay the expenses incurred by such visitations to the full extent authorized by state laws and local regulations as now existing or hereafter amended.

3. AHE Leave as outlined in Article 8, Section 10 may also apply.

D. Adjunct AEe Sick Leave

1. **Sick Leave Accrual:** Adjunct AEes are eligible for sick leave as follows:

- a. Following the first quarter of employment, adjunct AEes shall begin accruing sick leave in proportion to their teaching commitment for that quarter.
- b. Adjunct AEes will earn the prorated portion of 5.32 hours of sick leave per month for each month of a contracted in-class teaching assignment. ~~Starting July 1, 2020, adjunct~~ **Adjunct** AEes on contracted assignments will earn one hour per month for every hour worked in an average day for that month. Adjunct counselor and librarian assignments are considered in-class teaching for these purposes. Leave will be accrued at the end of each academic quarter and posted to the AEe's sick leave account. At no time shall the total hours of sick leave earned per month exceed 7 hours.
- c. Sick leave accrued according to this article will accrue from year to year without limit, provided the adjunct AEe maintains active employment. **An adjunct AEe returning to CCS employment within three years following active employment may petition for reinstatement of their previously accrued sick leave balance. Failure to petition for reinstatement of sick leave within the first year of reemployment will result in the loss of any previously accrued sick leave.**

~~i. Active employment for purposes of this article is an in-class teaching assignment of at least one class during (1) quarter out of every four (4), including summer quarter.~~

~~ii. An adjunct AEe returning to CCS employment within three years following active employment may petition for reinstatement of their previously accrued sick leave balance. Failure to petition for reinstatement of sick leave within the first year of reemployment will result in the loss of any previously accrued sick leave.~~

~~(d.) Any unused accruable and non-compensable sick leave accrued prior to the effective date of this contract will be maintained in the adjunct AEe's non-compensable sick leave account provided the AEe maintains active employment as defined in Section 5, Paragraph D, Item 1, e of this article.~~

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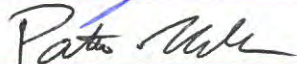
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- d. Adjunct AEs completing a time sheet will accrue sick leave at the rate of one hour for every 40 hours worked. The combination of the sick leave accrued from the contracted assignment and the hourly time sheet sick leave earned may not exceed seven (7) hours per month.
- 2. **Sick Leave Use:** Accrued sick leave shall be allowed on contractual days consistent with Article 7, Section 1, Paragraph B, Items 1 through 7.
- 3. **Shared leave program:** Adjunct AEs may participate in the shared leave program pursuant to the conditions of state law and CCS policy.
- 4. **Compensation for Sick Leave:** The provisions of Article 7, Section 1, Paragraph E, shall apply to remuneration for unused sick leave for adjunct AEs to the extent provided by law.

E. Personal Leave

Benefit-eligible AEs will earn personal leave hours per quarter equal to one day (20 percent of normal weekly contact hours) as defined by their quarterly contract (including summer quarter). Leave can be used for purposes not otherwise covered by this article, provided student assignments are given and there is no additional cost to CCS. Personal leave can be taken in hourly increments. When less than a full day of personal leave is taken, it shall be deducted on an hourly basis. Balances do not accrue from quarter to quarter, except for Associate AEs, whose balances will accrue within that academic year.

AEs are to obtain approval from the AAd prior to taking personal leave, except in cases of emergency. Detailed reasons for personal leave need not be disclosed.

If approved by the AAd in advance, unpaid substitute arrangements negate the need to use personal leave.

Section 6 - Salary Schedules

A. Adjunct AE Salary Schedule

Workload Category	Weekly Contact Hours	100% Load Quarterly Contact Hours	Load Rate Effective Fall 2019	Load Rate Effective Fall 2020	Adjunct and Moonlight Rate Effective	Longevity Rate Effective Winter 2025	Associate Rate Effective Winter 2025	Associate Plus Rate Effective Winter 2025
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					Winter 2025			
A	15	165	\$11,356	\$11,674	\$14,334	\$15,535	\$17,034	\$18,134
B	18	198	\$11,356	\$11,674	\$14,334	\$15,535	\$17,034	\$18,134
C	20	220	\$11,356	\$11,674	\$14,334	\$15,535	\$17,034	\$18,134
D	22	242	\$11,356	\$11,674	\$14,334	\$15,535	\$17,034	\$18,134
E	23	253	\$11,356	\$11,674	\$14,334	\$15,535	\$17,034	\$18,134
F	25	275	\$11,356	\$11,674	\$14,334	\$15,535	\$17,034	\$18,134
G	28	308	\$11,356	\$11,674	\$14,334	\$15,535	\$17,034	\$18,134
H	35	385	\$12,452	\$12,801	\$15,718	\$17,034	\$18,679	\$19,885
I	30	330	\$11,356	\$11,674	\$14,334	\$15,535	\$17,034	\$18,134

B. Adjunct Project Stipends

Adjunct AEEs who are not otherwise employed as annually contracted AEEs may be paid for selected projects (in addition to their teaching responsibilities). The AAd will determine the projects and the level of stipend. The individual stipend amount may be paid as a full stipend of up to an annual maximum of ~~\$3,000~~ \$6,000 per AEE per year or prorated as appropriate. The stipend payments are limited to an annual maximum of ~~\$50,000~~ \$100,000 at each college. An accounting of the unit's awarded allocations will be provided annually by the appointing authority to that respective units' AHE Vice Presidents. **Adjunct AEEs have rights regarding copyright and patents. Both colleges will include a statement on the application form for special project stipends notifying the adjunct AEE of their right to representation in matters related to copyright and patent. Refer to Article 3, Section 20 for additional information.**

C. Part-Time Hourly Salary Schedule

Code	Definition	Hourly Rate Beginning July 1, 2020 2024
440000	Non-mode instruction	\$33.72 \$38.87
440001/02	Adjunct counselor or librarian	\$35.87 \$41.35
440003	Non-instructional academic assignments (includes assessment, advising, etc.)	\$27.74 \$31.97
440004	Substitute Instructor	\$33.72 \$38.87
440005	Fitness Center Self Support	\$18.35 \$21.16

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440006	Adjunct Office Hour	\$29.07 \$33.51
440007	Allied Health Self-Support	\$26.11 \$30.10

D. Community Service/Self-Support Salary Schedule

Category	Applicable to	Minimum Rate per Contract Hour (higher rates may be negotiated)
I	Academic equivalent i.e. curriculum development, class preparation, or otherwise reflective of responsibilities listed in Article 4(4)	\$30.44 \$35.09
II	Student intent is personal skill development, improvement, retraining – usually non-vocational related	\$24.50 \$28.25
III	Social, personal interest, and/or social amenities requiring minimum class preparation (non-vocational, non-academic intent)	\$21.25 \$24.50
IV	Workshops or seminars	\$ variable No minimum

The variable rate for workshops can be an hourly rate or a fixed percent of the total class fees collected.

Minimum rates provide a contractual guaranteed minimum. Rates may exceed this amount where funding source allows and the assigned AEe agrees. Upon request of AHE, a list of such exceptions will be provided.

E. CCS may assign and compensate AEes other than as defined in this article only in cases where requirements of self-supporting programs make these exceptions necessary or desirable. Upon request of AHE, a list of such exceptions will be provided.

Section 7 – Longevity **Status Stipend**

A. In recognition of long-standing service as an adjunct AEe, those adjunct AEes having completed 9 of the last 12 quarters of employment, excluding summer, in good standing and averaging quarterly load of 50 percent or more over that same period of time as an adjunct or temporary annualized AEe shall receive a longevity **status salary stipend payment of \$600 quarterly, paid at the end of each**

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~~academic quarter~~ (at the completion of their 9th quarter, excluding summer) employed during that academic year. Status will be determined and announced in fall quarter.

- B. ~~Longevity stipend ceases at the time an adjunct AEe attains Associate status per Section 8 below, and the respective stipends are not cumulative.~~ Longevity status may be retained, with administrative approval, for periods of nonemployment of not more than six (6) quarters, excluding summer.
- C. This section does not apply to annually contracted AEes working moonlight contracts.
- D. Employment in an adjunct position or combination of adjunct positions shall not constitute full-time employment with CCS. All parties understand that adjunct AEe assignments are temporary, non-continuous, and less than full-time and shall not be considered a career path to annually contracted academic positions with CCS. As a result, there is no expectancy or right to obtain any type of tenure in an adjunct position or combination of such positions.

Section 8 - Associate Academic Employees

- A. **Associate:** In recognition of long-standing exceptional service as an adjunct AEe, those adjunct AEes having completed 18 of the last 21 quarters of employment in good standing, excluding summer, and averaging quarterly load of 50 percent or more over that same period of time as an adjunct or temporary annualized AEe shall be conferred Associate status starting fall quarter of the academic year following attainment of this status, ~~unless declined by the adjunct AEe.~~ This status shall be ongoing ~~unless the AAd determines that the AEe is not meeting their professional responsibilities, as listed in Section 2, Paragraph D. Such decision is appealable to the appropriate Vice President, whose decision shall be final and binding.~~ Associate status and may be retained, with administrative approval, for periods of nonemployment of not more than six (6) quarters, excluding summer. Employment in an Associate position or combination of Associate and adjunct positions shall not constitute full-time employment with CCS. All parties understand that Associate AEe assignments are temporary, non-continuous, and less than full-time and shall not be considered a career path to annually contracted academic positions with CCS.

A good faith conditional assurance of continuing quarterly contracts, **averaging at least 50% load**, for that academic year, under similar terms and conditions of employment, will be issued to Associate AEes at the start of each academic year. Associate AEes will receive scheduling priority by course or academic specialty, **up to 50% load**, over other adjunct contracts within each quarter **provided academic qualifications, previous teaching experience of the course(s), and department rotation systems are considered.** For detailed information about prioritization, see the Scheduling Matrix in **Appendix M.** Associate AEes shall also be eligible to vote in department chair elections (See Appendix

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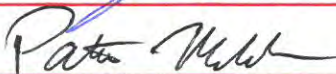
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F, Paragraph E). ~~Associate AEes shall receive a supplement salary payment of \$1,350 quarterly, paid at the end of each academic quarter (at the completion of their 18th quarter, excluding summer) employed in Associate status during that academic year.~~

- B. **Associate Plus:** Those Associate adjunct AEes having completed 27 of the last 30 quarters of employment in good standing, excluding summer, and averaging quarterly load of 50 percent or more over that same period of time as an adjunct or temporary annualized AEe shall be conferred Associate Plus status ~~and receive a supplement salary payment of \$1,900 quarterly paid at the end of each academic quarter~~ (at the completion of their 27th quarter, excluding summer) employed in this status during that academic year. Associate Plus status will be conferred starting fall quarter of the academic year following attainment of this status, ~~unless declined by the adjunct AEe.~~ This status shall be ongoing ~~and unless the AAd determines that the AEe is not meeting their professional responsibilities, as listed in Section 2, Paragraph D. Such decision is appealable to the appropriate Vice President, whose decision shall be final and binding.~~ All other terms and rights conferred by Associate status shall also apply to Associate Plus status, ~~except as modified by this section.~~

- C. **Evaluation of Associate AEes:** (See Section 9, Paragraph D)

Section 9 - Evaluation Process

The purpose of evaluations shall be to maintain quality instruction. These evaluations are one of the considerations for continued employment. However, the lack of an assessment or the existence of a satisfactory assessment does not imply the right to continued employment. All evaluation information shall be treated as confidential to the extent allowed by law.

For online classroom observations, refer to Article 5, Section 3, Paragraph F. For online student evaluations, refer to Article 5, Section 3, Paragraph E.

- A. The following general responsibilities are assigned for adjunct/Associate evaluation:

1. **Appropriate Administrator (AAd):**

- a. Consistent with Section 9, Paragraph B, determine which evaluation indices shall be used in the evaluation of each adjunct;
- b. Facilitate a self-evaluation for the adjunct AEe;
- c. Track classroom observation and student evaluation due dates. Alert the department chair during the quarter when a classroom observation is required;

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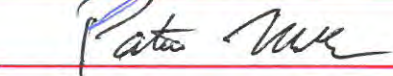
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- d. Serve as an observer as needed or as determined appropriate;
- e. Notify the adjunct AEe that a student evaluation will need to be conducted on a class of the AEe's choosing;
- f. Administer and/or assign administration of the student evaluation;
- g. Gather and serve as record custodian for all evaluation documentation;
- h. Schedule follow-up evaluation activities, if any, and;
- i. Prepare evaluation packets and share/discuss with the adjunct AEe.

2. **Department Chair:** Recommend a tenured/annualized AEe classroom observer to the AAd.

3. **Classroom or Student Service Observer:**

- a. Utilizing either the form provided in Appendix L-1 or a department provided form, conduct classroom or student services observation;
- b. Consult with the adjunct AEe when the observation will be conducted;
- c. Discuss observations with the adjunct AEe; and
- d. Return completed observation form to the AAd

B. Evaluation of New Adjunct AEes: Consistent with the responsibilities assigned in Section 9, Paragraph A above, adjunct AEes new to the college will be evaluated in each of their first two quarters of employment. A minimum of two indices will be used, as follows:

- 1. In each of the first two quarters, a student evaluation in one class of the adjunct AEe's choosing, and
- 2. In each of the first two quarters an AAd observation. A peer observation (peer to be determined by the department) may substitute for one of the two observations by the AAd;

(see Appendix L-1)

Subject to agreement on all terms and legal review, the parties tentatively agree:

Page 11 of 13

For AHE:



Date:

12/6/24

For CCS:



Date:

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- a. A peer observation shall also be conducted in the same quarter as the AAd observation if requested by the department or adjunct AEe.
- b. Syllabi for classes taught during the quarter of the AAd's observation will be provided.

In addition to an AAd observation, other contractually approved evaluation formats or additional student evaluations may be utilized at the AAd's discretion and with advance notice provided to the adjunct AEe.

Before the end of the second quarter a meeting will be scheduled to discuss performance or evaluation information with the adjunct AEe and AAd.

- C. Evaluation of Continuing Adjunct:** Consistent with the responsibilities assigned in Section 9, Paragraph A above, adjunct AEes having completed two quarters of employment shall receive at least one student evaluation annually in each academic year in which the adjunct AEe is contracted.

Every five (5) years from initial hire, or sooner at the discretion of the AAd, an evaluation of the continuing adjunct AEe will occur. In addition to an AAd observation, other contractually approved evaluation formats or additional student evaluations may be utilized at the AAd's discretion and with advance notice provided to the adjunct AEe. This evaluation information will be forwarded to the AAd for review and an evaluation meeting involving the AAd and adjunct AEe will occur at the end of that quarter.

D. Evaluation of Associate AEes:

1. Associate AEes shall receive at least one student evaluation annually in each academic year in which contracted.
2. During the first year served in Associate status, by May 31 of that year, the Associate AEe will be evaluated using the following indices:
 - a. A student evaluation in at least one class of the Associate AEe's choice.
 - b. An AAd observation (see Appendix L-1).
 - c. A peer observation (peer to be determined by the department), may also be completed at the request of the Associate AEe, the department, or AAd (Appendix L-1).

Subject to agreement on all terms and legal review, the parties tentatively agree:

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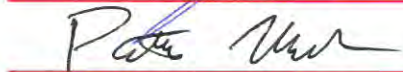
For AHE:



Date:

12/6/24

For CCS:



Date:

12/6/24

- d. A self-evaluation prepared by the AEe.
 - e. A formal evaluation conducted by the AAd using the form contained in Appendix L-2.
 - f. Upon completion of a formal evaluation, an evaluation meeting will be scheduled to discuss performance. Attendees will include the AAd and the Associate AEe.
3. Thereafter, the Associate AEe shall have one student evaluation annually. Every five years thereafter, or sooner at the discretion of the AAd, a formal evaluation consistent with Section 9, Paragraph D, Item 2 above will occur.

As needed, communication regarding performance issues, if any, and/or future adjunct scheduling will occur between the department chair and AAd.

Section 10 - Training Program

During the first quarter in which an adjunct AEe is assigned to ~~six (6) credits~~ 40% workload or more, that AEe will be notified to complete two training modules. Adjunct AEes who are required to complete trainings may select any two trainings approved for AEes. Completion shall occur prior to the next quarter or subsequent contracts will not be issued. Upon completion of two training modules, the adjunct AEe will be compensated \$50. Payment is limited to once per academic year. This training is optional for all other AEes. Annually contracted AEes assigned a moonlight contract per Article 4, Section 5, Paragraph C are not required to complete the program and are ineligible for compensation under this program.

Subject to agreement on all terms and legal review, the parties tentatively agree:

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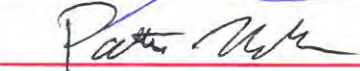
For AHE:



Date:

12/6/24

For CCS:



Date:

12/6/24

NOTE: The only update made was to Section 8, Paragraphs B and C. This is a new TA to replace the one signed on June 7, 2024

Article 25 - AEes Assigned to Corrections

Section 1 - Scope

This article refers only to AEes of CCS, funded by Corrections contracts (exclusive of city/county jail facilities), and other provisions in the contract shall not be construed to include AEes covered by this article except those contained herein.

Section 2 - Definition

For the purpose of this document, an annually contracted AEe is defined as any instructor, counselor, or librarian who is issued an annual contract by CCS for assignment to an education center program operated by CCS in a Corrections facility, where such program and/or position is funded by the Corrections contract.

Section 3 - Master Contract Provisions Applicable

The following articles shall be applicable to Corrections AEes or as modified as follows: Articles 1 (Recognition); 2 (Management Rights); 3 (Working Conditions) Sections 1, 2, 3, 4, 5, 6, 8, 9, 11, 14, 15, 16, 17, and 20; 7 (Leave); 8 (AHE Rights); 16 (Screening); 17 (Benefits); 18 (Salary Schedules) Sections 1, 2, and 3; 19 (Schedule Placement); 20 (Grievance); 21 (Savings); 22 (Scope); 23 (Impasse); 25 (Corrections); and 26 (Duration).

Section 4 - Right to Due Process

No AEe shall be reprimanded, disciplined or reduced in compensation without just cause. In the event that informal meetings fail to resolve the problem, any charges which are made shall be reduced to writing and made available to the AEe. An AEe shall have the right to have one representative of their choice present at any meeting wherein the AEe believes they may be reprimanded and disciplined. The superintendent of the Corrections facility may deny access to anyone considered to be a security problem for purpose of admittance to a Corrections facility. AEes denied admission to the Corrections facility shall be placed on paid leave pending review. AEes permanently denied access to the facility are subject to the provisions of Section 13 (Dismissal).

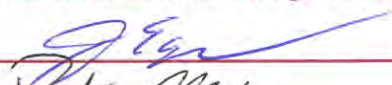
Section 5 - Terms of Contract

Annually contracted AEes shall be employed for the period specified in their annual contract. There shall be no presumption of continued employment beyond the contract term. Article 3, Section 12 shall be applicable except that the individual contracts shall be issued within seven (7) days following the execution of the contract with the contractor, rather than May 15.

Annually contracted AEes who have completed three consecutive annual contracts shall have the right to an annualized contract for the following contractual year. This right will be exercised on a seniority

Subject to agreement on all terms and legal review, the parties tentatively agree:

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basis and is subject to funding, confirmation of acceptable performance as determined through the evaluation process, continued ability to meet Department of Corrections program requirements, and continued qualification to perform the tasks assigned.

Section 6 - Reduction in Force (RIF)

Annually contracted AEes may be terminated due to RIF prior to the written term of their individual contract with thirty (30) days' notice. Past service, qualifications of the AEe, and program requirements shall all be considered regarding any RIF of annually contracted AEes. Reasons for RIF may include, but are not limited to:

1. Lack of funds,
2. Inadequate enrollment,
3. Reduction or termination of the interagency agreement with the Corrections facility, and/or
4. Changes in educational policy and/or goals.

Section 7 - Corrections Academic Employee Evaluation

All **annually contracted** Corrections AEes will participate in a performance evaluation **as described in Article 10, Section 4 (Evaluation of Annualized Academic Employees). For adjunct AEes in Corrections, evaluations will occur consistent with Article 24, Section 9 (Evaluation Process).** ~~at least once each year. The AAd will notify the annually contracted AEe one quarter prior to the time of the evaluation process. The AAd will meet informally with the AEes and discuss responsibilities.~~

~~A. The evaluation process will consist of the following:~~

- ~~1. Student evaluations conducted on an annual basis;~~
- ~~2. A peer evaluation, using the standard model, that has been done by a peer selected by the AEe; and~~
- ~~3. An administrative evaluation that has been carried out according to criteria and forms mutually agreed to by the Corrections AEe and CCS. CCS shall give at least five (5) working days' notification of the time of the administrative evaluation date.~~

~~B. The AAd will complete an evaluation summary and will share this with the AEe. All documents relating to or arising from the AEe evaluation process will be kept in files maintained by the AAd~~

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For AHE:



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~~pursuant to Article 3, Section 4. Copies of the evaluation forms will be forwarded to the AEe's personnel file in the Human Resources Office.~~

Section 8 - Assignments

- A. Article 4, Sections 1, 3, and 4 shall be applicable with the addition to Appendix H instructional Corrections workload of (28), except (30) for Corrections contracts, normal weekly contact load in Category G and Corrections counselor assignment of thirty-five (35) normal weekly contact load in Category H.
- B. Campus-based ~~full-time~~ AEes when working at a Corrections site will be paid based upon the campus workload category.
- C. Transferable academic courses that are taught at a Corrections site by AEes assigned to Corrections will be paid at workload Category B. **Transferable academic courses are defined as specifically named courses on any of the college's Direct Transfer Agreements (DTA).**

Section 9 - Orientation and Training

- A. Corrections AEes shall participate in the orientation process for the Corrections facility to which they are assigned. In addition, AEe attendance at periodic Corrections facility security training programs is required along with attendance at CCS orientation days.
- B. Corrections AEes may utilize the following trainings for salary step advancement.**

DOC yearly required training	CCS training category equivalent
DOC PREA for all Non-CCD Staff	19.5.A.3
DOC Fire Prevention and Extinguisher Training	19.5.A.3
DOC Prison Safety Dynamics Security	19.5.A.3
DOC Introduction to Informational Governance	19.5.A.4
DOC Infectious Disease Prevention	19.5.A.3
DOC Ethics in Public Service	19.5.A.1
DOC Emergency Management Systems	19.5.A.3
DOC Outdoor Heat Exposure	19.5.A.3
DOC Washington State IT Security Awareness	19.5.A.3
DOC Washington State Suicide Awareness	19.5.A.2

Subject to agreement on all terms and legal review, the parties tentatively agree:

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For AHE:  Date: 10/30/24
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DOC Respiratory Protection Program	19.5.A.3
DOC Prison Rape Elimination Act for all Non-CCD Staff	19.A.5.2
DOC Who we Are – A Chronicle of Racism in America	19.5.A.2 and EDI-AR (Anti-Racism)
DOC Transgender Training	19.5.A.2 and EDI-AR (Inclusion)

Section 10 - Security Regulations

Annually contracted AEes shall adhere to all security regulations and requirements of the Corrections facility. All applicable security regulations, rules, and policies must be provided to the Corrections AEe as a part of orientation, in security briefings, or in written format.

Section 11 - Tenure and Transfers

AEes assigned to education centers in Corrections facilities will not be in the tenure track and shall have no automatic right to transfer between Corrections facilities or other instructional units in CCS.

Section 12 - Professional Licensure and Certification

Each AEe is responsible for maintaining a current license or certification as required by the position and/or as required by law.

Section 13 - Dismissal

Corrections AEes may be terminated prior to the termination date of their individual contract only for just cause. Just cause may include violation of any published rules and regulations promulgated by the contractor. The AEe shall remain in full-pay status for five (5) working days following the dismissal process. If the AEe chooses not to grieve the dismissal pursuant to Article 20, they shall receive an additional fifteen (15) days.

Section 14 - Adjunct Corrections AEes

- A. Adjunct Corrections AEes are those individuals who do not hold annual contracts in a Corrections facility.
- B. Adjunct Corrections AEes normally have a maximum workload assignment, in any one quarter, of 90 percent of the thirty-five (35) hours per week workload. The maximum annual workload for fall, winter and spring quarters combined will be 270 percent.
- C. Adjunct Corrections AEes are hired for one quarter only with no assurance of future contracts.
- D. Adjunct Corrections AEes shall be paid according to Article 24, Sections 5 and 6.

Subject to agreement on all terms and legal review, the parties tentatively agree:

Page 4 of 5

For AHE:  Date: 10/30/24
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- E. Sections 3, 4, 7, 9, 10, 12, and 13 of this article also apply to adjunct Corrections AEes.

Section 15 - Academic Calendar

- A. Annual contracts shall be a two-hundred and twenty (220) day assignment for annually contracted Corrections AEes at 125.5% of the appropriate step of the salary schedule. An annual calendar will be developed, to be reviewed/updated quarterly, between each AEe and their AAd to meet the programmatic needs of the Department of Corrections. The 220-day schedule should include 8 faculty workdays, 2 campus development days, and 12 safety muster days (one per month, based on DOC schedule).
- B. DOC scheduled safety muster days (1 per month) will be designated non-instructional days. Attendance at DOC scheduled safety training for those days is required unless it is not part of the AEe's contracted workdays. Department meetings may also be scheduled for no more than two hours on these days. The remainder of the seven-hour day is designated as a faculty workday.
- C. This calendar will include one non-instructional AEe workday to be scheduled at the end of each quarter, with the balance to be mutually scheduled between the AEe and the AAd.
- D. An AEe may make changes or adjustments to their calendar, with agreement of the AAd, provided the AEe gives a minimum of five (5) working-days' notice about proposed changes. In the event an alternative calendar becomes necessary, the determination will be made and communicated to the AEes as soon as possible.

Section 16 - Personal Leave for AEes Assigned to Corrections

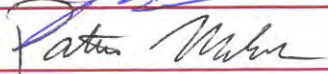
AEes assigned to Corrections who are on a 220-day contract shall receive 28 hours of personal leave. Personal leave may be taken in accordance with Article 7 Section 3.

Section 17 - Additional Duties for Corrections AEes

CCS acknowledges that due to the nature of Corrections work, it is appropriate and equitable for faculty to be compensated for additional work time beyond their 35-hour work week (Article 4, Section 4A). With the AAd's advance permission, faculty working beyond 35 hours will receive additional compensation via non-instructional timesheets or faculty stipends.

Subject to agreement on all terms and legal review, the parties tentatively agree:

Page 5 of 5

For AHE:  Date: 10/30/24
For CCS:  Date: 10/30/24

Article 26 - Duration

Section 1 - Length of Contract

This contract shall remain in full force and effect from its execution through June 30, ~~2028~~ 2023.

Section 2 - Salary/Benefits Funding

All expenditures for salaries and/or fringe benefits required by this contract are subject to the availability of legislatively appropriated funds. Such subjects shall be reopened in the event the Legislature provides additional funds for such specific purposes or in the event of inadequate funding.

Section 3 - Contract Reopeners

Provisions of this contract may be reopened at any time by mutual consent of the parties.

Section 4 - New Contract Negotiations

On and after ~~January~~ September 1, ~~2027~~ 2023, this contract shall be considered open for negotiation.

Section 5 - Limited Contract Openers

During the life of this contract, each party may unilaterally refer up to three issues to a Joint Task Force. The definition and scope of issues shall be determined by the Joint Executive Committee prior to the establishment of any task force. By mutual agreement, additional issues may be referred to a Joint Task Force. Upon such referral a task force shall be established as follows:

- A. A separate task force will be appointed for each issue.
- B. Each party selects up to five members from current AEes or AAds, respectively, which shall constitute the task force.
- C. Timelines for the task force will be established by the Joint Executive Committee or its designees.
- D. The goal of the task force is to reach agreement and prepare a recommendation which will become an addendum to this contract upon ratification by both parties.
- E. If the task force cannot reach a mutually agreed upon recommendation, a mediator, who will not make binding recommendations, will be used. Mediated sessions will not exceed three unless extended by mutual agreement.

Subject to agreement on all terms and legal review, the parties tentatively agree:

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For AHE:



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For CCS:



Date:

1/22/25

- F. If the Joint Executive Committee fails to accept or agree on a modification to a recommendation, a mediator, who will not make binding recommendations, will be used to facilitate resolution of the issue. Mediated sessions will not exceed three unless extended by mutual agreement.
- G. Any mediator used in this process will be mutually selected and any expenses shared equally by the parties.
- H. Agreement by the Joint Executive Committee on a task force issue will be referred to the Board of Trustees and AHE membership for ratification.
- I. If agreement cannot be reached through the efforts of a mediator the process is ended and bargaining obligations of the parties shall be deemed fulfilled.



1/22/25

 2

1/22/25

Appendix B-1 – Process for Student Evaluation of AEes

This process is intended to ensure that:

- 1) Student evaluations are conducted in a professional, unbiased manner;
- 2) All parties involved are committed to confidentiality;
- 3) A very limited number of people are involved in the process; and
- 4) The procedure is applied consistently and uniformly throughout CCS.

STEPS

- A. Student evaluations are conducted pursuant to Article 10, Section 2 for tenured AEes, and Article 10, Section 4, Paragraph A, Item 1 for annualized AEes and Article 24, Section 9 for adjunct AEes, and Article 9, Section 4, Paragraph F for probationary AEes. Each AEe agrees to work with the appropriate AAd to ensure evaluations are scheduled and conducted according the articles referenced.
- B. To ensure consistency and uniformity, standard forms have been developed for each type of AEe, and copies may be requested from the appropriate administrative office (see Appendices B-3A through B-3C B-3D). **There Upon mutual agreement with the AEe and AAd, and with AHE approval, there** is some flexibility with respect to the format and content of the assessment instrument.

Tenured AEes Annualized AEes	1.— May use the standard forms without modification 2.— May use the standard form (11 questions), plus 4 additional Likert-style questions of the AEe's choice 3.— May develop their own form with agreement from the AAd 4.— If the AEe and AAd cannot agree, then option 1 or option 2
Probationary (tenure-track) AEe Adjunct AEes	Use standard forms (Appendices B-3A through B-3D)

- C. ~~All standard, modified, or AEe-generated assessment instruments~~ When using form B-3A, the evaluation will include the introductory statement listed in Appendix B-2 (Instructions for Conducting Student Evaluations). **For evaluations using instruments other than Form B-3A, appropriate and comparable instructions should be used instead.**

Subject to agreement on all terms and legal review, the parties tentatively agree:

Page 1 of 2

For AHE:



Date:

12/6/24

For CCS:



Date:

12/6/24

- D. Appropriate support staff will prepare packets for the class selected by the AEe. The packets consist of pre-printed assessment envelopes, sufficient copies of the form for each student in the class, and a copy of Appendix B-2 (Instructions for Conducting Student Evaluations).
- E. The AEe will request a volunteer to read the opening statement, hand out the forms, and collect them afterward. The AEe will then leave the room.
- F. **If using the form from Appendix B-3A, Prior prior** to handing out assessment forms, the volunteer must read the statement in Appendix B-2 in its entirety. The volunteer must be available to stay throughout the class session to collect the completed assessments and be able to deliver them in the sealed envelope to the AAd's office immediately following the assessment. **Forms are not to be returned to the AEe or department chair.**
- G. To ensure the anonymity of the student evaluators as well as the AEe, it is the AAd's responsibility to ensure ratings are summarized and handwritten comments transcribed in a confidential manner. Compiling of ratings and transcription of comments shall not be delegated to work study students.

The AAd provides copies of the typed comments and the numeric summary to the AEe, including AAd comments (as appropriate), as soon as possible, but not later than the end of the following quarter.

Original forms as filled in by students are retained in the division files in accord with Article 10, Section 6.

Subject to agreement on all terms and legal review, the parties tentatively agree:

Page 2 of 2

For AHE:  Date: 12/6/24

For CCS:  Date: 12/6/24

NOTE: Replaces existing form CCS 1677 (Current Appendix B3-C in Master Contract)



**Community Colleges
of Spokane**

STUDENT EVALUATION FORM – COUNSELORS (NON-INSTRUCTIONAL)

Reason for Visit ☐ Academic Planning ☐ Academic Concerns ☐ Transfer Credit Consultation
☐ Career Counseling ☐ Emotional Support ☐ Other

College _____ Counselor Name _____

Date _____ Year/Quarter _____

TO THE STUDENT: Your counselor and those making counseling assignments wish to obtain your opinion regarding the quality of counseling you have received. The information will be used primarily for professional development. Please be fair and objective in filling out this form. Please circle the number which best represents your opinion. If you have no basis for responding to a particular statement, circle NA, which means "not applicable." This form is kept confidential, and comments are typed prior to review.

1) The counselor provided me with information about the requirements for my program/pathway.	1 Strongly Disagree	2	3	4 Neutral	5	6	7 Strongly Agree	NA Does Not Apply
2) The counselor assisted me in clarifying my goals and/or identifying steps on how to reach them.	1 Strongly Disagree	2	3	4 Neutral	5	6	7 Strongly Agree	NA Does Not Apply
3) If needed, the counselor helped me connect with campus resources.	1 Strongly Disagree	2	3	4 Neutral	5	6	7 Strongly Agree	NA Does Not Apply
4) The counselor explained things in a way I could understand.	1 Strongly Disagree	2	3	4 Neutral	5	6	7 Strongly Agree	NA Does Not Apply
5) The counselor made me feel welcome.	1 Strongly Disagree	2	3	4 Neutral	5	6	7 Strongly Agree	NA Does Not Apply
6) The counselor listened to me, and I felt heard.	1 Strongly Disagree	2	3	4 Neutral	5	6	7 Strongly Agree	NA Does Not Apply
7) The counselor helped me with the reason for my visit.	1 Strongly Disagree	2	3	4 Neutral	5	6	7 Strongly Agree	NA Does Not Apply

Please write comments on the back in the spaces provided.

Subject to agreement on all terms and legal review, the parties tentatively agree:

For AHE: _____

Date: 10/03/24

For CCS: _____

Date: 10/23/24

Comments:

1. What was most helpful about your interaction with this counselor?

2. If anything, what could the counselor have done differently?

Subject to agreement on all terms and legal review, the parties tentatively agree:

For AHE:  Date: 10/23/24

For CCS:  Date: 10/23/24



**Community Colleges
of Spokane**

STUDENT EVALUATION FORM

Course Title _____

College _____ Instructor Name _____

Date _____ Time of Day _____ Year/Quarter _____

TO THE STUDENT: Your instructor and those making faculty assignments wish to obtain your opinion regarding the quality of instruction in this course. The information will be used primarily for professional development. Please be fair and objective in filling out this form. Please circle the number which best represents your opinion. If you have no basis for responding to a particular statement, circle NA, which means "not applicable." This form is kept confidential, and comments are typed prior to review.

1) I find the instructional methods helpful for my learning.	1 Hardly Ever	2	3	4 Usually	5	6	7 Almost Always	NA Does Not Apply
2) The assignments, activities, labs, etc. are relevant.	1 Hardly Ever	2	3	4 Usually	5	6	7 Almost Always	NA Does Not Apply
3) The instructor provides clear directions for assignments, activities, labs, etc.	1 Hardly Ever	2	3	4 Usually	5	6	7 Almost Always	NA Does Not Apply
4) I have regular opportunities to demonstrate my learning.	1 Hardly Ever	2	3	4 Usually	5	6	7 Almost Always	NA Does Not Apply
5) The instructor provides helpful feedback.	1 Hardly Ever	2	3	4 Usually	5	6	7 Almost Always	NA Does Not Apply
6) The instructor is available to students.	1 Hardly Ever	2	3	4 Usually	5	6	7 Almost Always	NA Does Not Apply
7) The instructor is willing to help students.	1 Hardly Ever	2	3	4 Usually	5	6	7 Almost Always	NA Does Not Apply
8) Through this course, I increased my knowledge and/or competence.	1 Not at All	2	3	4 Somewhat	5	6	7 Definitely	NA Does Not Apply
9) My overall opinion of the instructor's teaching is:	1 Poor	2	3	4 Average	5	6	7 Superior	NA Does Not Apply
10) My overall opinion of this course is:	1 Poor	2	3	4 Average	5	6	7 Superior	NA Does Not Apply

Please write comments on the back in the spaces provided.

Subject to agreement on all terms and legal review, the parties tentatively agree:

Page 1 of 2

For AHE: _____

Date: 6/17/24

For CCS: _____

Date: 6/17/24

Comments:

1. What did you like best about the instructor's teaching?
2. What did you like best about this course?
3. Was there anything the instructor could have done differently to improve your learning?

Subject to agreement on all terms and legal review, the parties tentatively agree:

Page 2 of 2

For AHE:



Date:

6/17/24

For CCS:



Date:

6/17/24



**Community Colleges
of Spokane**

STUDENT EVALUATION FORM – LIBRARIANS

Reason for Visit ☐ Classroom Lesson ☐ Library Presentation/Workshop
☐ Reference Desk ☐ Other

College _____ Librarian Name _____

Date _____ Year/Quarter _____

TO THE STUDENT: Your librarian and those making librarian assignments wish to obtain your opinion regarding the quality of library services you have received. The information will be used primarily for professional development. Please be fair and objective in filling out this form. Please circle the number which best represents your opinion. If you have no basis for responding to a particular statement, circle NA, which means "not applicable." This form is kept confidential, and comments are typed prior to review.

1) The librarian explained things in a way I could understand.	1 Strongly Disagree	2	3	4 Neutral	5	6	7 Strongly Agree	NA Does Not Apply
2) Interacting with the librarian helped me increase my knowledge.	1 Strongly Disagree	2	3	4 Neutral	5	6	7 Strongly Agree	NA Does Not Apply
3) The librarian helped me increase my research skills.	1 Strongly Disagree	2	3	4 Neutral	5	6	7 Strongly Agree	NA Does Not Apply
4) The librarian addressed my questions.	1 Strongly Disagree	2	3	4 Neutral	5	6	7 Strongly Agree	NA Does Not Apply
5) If needed, the librarian helped me connect with resources.	1 Strongly Disagree	2	3	4 Neutral	5	6	7 Strongly Agree	NA Does Not Apply
6) The librarian listened to me, and I felt heard.	1 Strongly Disagree	2	3	4 Neutral	5	6	7 Strongly Agree	NA Does Not Apply
7) The librarian made me feel welcome.	1 Strongly Disagree	2	3	4 Neutral	5	6	7 Strongly Agree	NA Does Not Apply

Please write comments on the back in the spaces provided.

Subject to agreement on all terms and legal review, the parties tentatively agree:

For AHE:

Date:

10/23/24

For CCS:

Date:

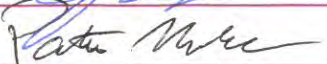
10/23/24

Comments:

1. What was most helpful about your interaction with this librarian?

2. If anything, what was something the librarian could do differently next time that might be more helpful for you?

Subject to agreement on all terms and legal review, the parties tentatively agree:

For AHE:  Date: 10/23/24
For CCS:  Date: 10/23/24

Appendix D – Seniority Units: As of November 2024

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Accounting 2. Addiction Studies 3. Administration of Justice 4. Adult Basic Education/ESL 5. Agriculture Production 6. Anatomy and Physiology 7. Anthropology 8. Applied Education 9. Architectural Technology 10. Art 11. Astronomy 12. Audio Engineering 13. Automotive Collision and Refinishing Technician 14. Automotive Technology 15. Aviation Maintenance 16. Baking, Commercial 17. Biology 18. Botany 19. Business Technology 20. CAD/Mechanical Design 21. Chemistry 22. Civil Engineering Technology 23. Computer Information Systems 24. Computer Science 25. Cosmetology 26. Counselors 27. Culinary Arts 28. Communication Studies 29. Cybersecurity/Information Systems 30. Dental Assisting 31. Diesel/Heavy Duty Equipment 32. Dietetic Technician 33. Drama 34. Early Childhood Education 35. Economics 36. Education 37. Electrical Maintenance Technician 38. Electronics Engineering Technology 39. Engineering 40. English 41. English as a Second Language 42. Film 43. Fire Science Technology 44. First Aid 45. Fluid Power Technology 46. French 47. General Business | <ol style="list-style-type: none"> 48. Geography 49. Geology 50. Gerontology Paraprofessional 51. Graphic Design 52. Health 53. Health Fitness Technician 54. Health Information Management 55. Hearing Instrument Specialist 56. Heating, Ventilation, Air Conditioning, and Refrigeration 57. History 58. Horticulture 59. Hotel and Restaurant Management 60. Humanities 61. Integrated Community Services 62. Interior Design 63. Interpreter Training Program -Deafness 64. Invasive Cardiovascular Technology 65. Japanese 66. Journalism 67. Legal Administrative Assistant 68. Librarian 69. Librarian Technician 70. Machine Shop Technology 71. Management/Marketing 72. Mathematics 73. Medical Assistant 74. Medical Office Specialist 75. Microbiology 76. Music, General 77. Music, Performance 78. Music, Theory 79. Natural Resources Management 80. Noninvasive Cardiovascular Technology 81. Nursing 82. Occupational Therapy Assistant 83. Orthotic-Prosthetic Technician 84. Paralegal 85. Pharmacy Technician 86. Philosophy 87. Photography, Applied 88. Physical Education 89. Physical Therapist Assistant 90. Physics 91. Political Science 92. Pre-Hospital Care 93. Psychology 94. Radiology |
|--|---|

Subject to agreement on all terms and legal review, the parties tentatively agree:

Page 1 of 2

For AHE:



Date:

1/22/25

For CCS:



Date:

1/22/25

Appendix D – Seniority Units: As of November 2024

- 95. Reading
- 96. Respiratory Care
- 97. Sociology
- 98. Spanish
- 99. ~~Special Education/Rehabilitation~~
~~Paraprofessional~~
- 100. Surgical Technology
- 101. Welding and Fabrication
- 102. Zoology

Subject to agreement on all terms and legal review, the parties tentatively agree:

Page 2 of 2

For AHE:



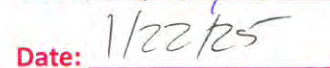
Date:



For CCS:



Date:



DEPARTMENT CHAIR EVALUATION

Department chair's name _____ Date _____

(Please put comments at the end of this form.)

NOTE: For co-chairs, please evaluate each co-chair only on their assigned duties.

CATEGORY	EXCEEDS MY EXPECTATIONS	MEETS MY EXPECTATIONS	BELOW MY EXPECTATIONS (requires comment)	NOT OBSERVED NOT APPLICABLE
Scheduling Coordinate the schedules submitted by the department members and develop a proposed schedule of class times and modalities for the department; review the proposed schedule with department members and with the dean; submit a final schedule to the dean for review and approval; assist in coordinating class schedules with other departments for support classes; inform the department of any revisions to the schedule as soon as possible.				
Budget Coordinate budget/planning information and input from department members as part of the ongoing departmental budget development and planning processes; disseminate information provided by the dean. Upon request, provide information/recommendations about budgetary matters. Recommend to the responsible budget authority on matters requiring that authority's approval.				
Adjunct Faculty As part of the scheduling process, coordinate the employment of adjunct and hourly faculty; facilitate the evaluation of adjunct and hourly faculty. Will coordinate with and advise the responsible dean regarding adjunct/part-time hourly employment actions (i.e. hiring, supervising, firing, approving leave, and evaluating).				
Equipment Assist the dean in establishing and maintaining a department equipment replacement schedule.				
Meetings Call and conduct a minimum of one (1) departmental meeting per quarter; communicate the date in advance to the dean and department members; attend meetings as scheduled by the dean; and request additional meetings as the need arises.				
Textbooks Coordinate with the dean, the ordering of textbooks used for unassigned sections of classes taught within the department.				
Educational Integrity Facilitates departmental efforts to appraise and maintain instructional integrity, such as ongoing evaluation of the department's offerings and remain informed of programs within the				

Subject to agreement on all terms and legal review, the parties tentatively agree:

Page 1 of 2

For AHE:



Date:

11/6/24

For CCS:



Date:

10/6/24 PM

department; stay familiar, where appropriate, with advisory committee issues through either meeting attendance, committee minutes review, or other means; facilitate departmental faculty in establishing and assessing course and program learning outcomes, and maintaining content guides; facilitate the completion of program review by the department; become involved in curriculum evaluation and revision; monitor prerequisites to ensure proper placement and consider related student appeals.				
Student Issues Serve as the next step in appeal (after the student has met with the faculty) for resolving concerns between students and faculty; where appropriate, refer the student to the faculty to discuss instructional complaints/issues; refer concerns to the dean when, in the department chair's best judgment, it is appropriate to do so; advise students regarding the appropriate venue/process for complaints involving harassment, discrimination and/or similar complaints.				
Program Coordination Consider and evaluate off-campus credit for transfer courses which parallel courses within their departments, course substitution, coordinate articulation agreements, and communicate chair-to-chair between campuses; and, as applicable, coordinate communication with advisory committees, and facilitate faculty input for program marketing, recruiting, and new student orientation.				
Information Dissemination Promptly disseminate information, including faculty development opportunities, received from CCS to all members of the department.				
Department Representation Serve as a point of contact for CCS on department-related issues, develop, write and submit information regarding department-related issues including affiliated stipends, rewards and awards, position allocation, impacts of granted sabbaticals, special funding and related matters.				

Department Chair Evaluation (continued)

Additional comments:

Subject to agreement on all terms and legal review, the parties tentatively agree:

Page 2 of 2

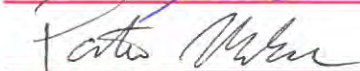
For AHE:



Date:

11/6/24

For CCS:



Date:

10/6/24

Appendix H – Workloads by Discipline or ProgramEffective January 2020– Last Updated: **November 2024** January 2025

Please Note: Some disciplines have a mixture of workload categories. Workload categories are also subject to change. Refer to curriculum documents for current workload categories of specific courses.

COURSE ID	DISCIPLINE OR PROGRAM	CATEGORY	WEEKLY CONTACT HOURS
ABE	Adult Basic Education – Legacy Classes	F	25
ABF	Automotive Collision and Refinishing Technician	F	25
ACCT	Accounting	A	15
AE	Adult Education	A	15
AE	Adult Education	B	18
AGGEN	Agriculture, General	B	18
AGHRT	Agriculture/Horticulture – Lecture	A	15
AGHRT	Agriculture/Horticulture – Lab	B	18
AGHRT	Agriculture/Horticulture – Activity	D	22
AIRC	Heating, Ventilation, Air Conditioning & Refrigeration – Lecture	A	15
AIRC	Heating, Ventilation, Air Conditioning & Refrigeration – Lab	F	25
ANTH	Anthropology	A	15
APLED	Applied Education – Lecture	A	15
APLED	Applied Education – Lab	C	20
AQUAT	Aquatics	C	20
ARCFT	Aviation Maintenance Technology	F	25

Subject to agreement on all terms and legal review, the parties tentatively agree:

Page 1 of 11

For AHE:



Date:

1/22/25

For CCS:



Date:

1/22/25

ARCHT	Architectural Technology	D	22
ART	Art – Lecture	A	15
ART	Art – Studio	C	20
AS	Addiction Studies – Lecture	A	15
AS	Addiction Studies – Activity	C	20
ASL	American Sign Language	A	15
ASTR	Astronomy – Lecture	A	15
ASTR	Astronomy – Lecture/Lab	B	18
AUDIO	Audio Engineering – Lecture	A	15
AUDIO	Audio Engineering – Lab	C	20
AUTO	Automotive Technology – Lecture	A	15
AUTO	Automotive Technology - Lab	F	25
BAK	Baking: Professional Pastries and Specialty Cakes	G	28
BIOEQ	Biomedical Equipment Technician – Lecture	A	15
BIOEQ	Biomedical Equipment Technician - Lab	D	22
BIOL	Biology – Lecture	A	15
BIOL	Biology – Lecture/Lab	B	18
BMGT	Bachelors in Applied Management	A	15
BOT	Botany – Lecture/Lab	B	18
BT	Business Technology – Lecture	A	15
BT	Business Technology – Lab	C	20
BUS	Business, General – Lecture	A	15
BUS	Business, General – Lab	C	20
BUS	Business, General – Lab	E	23

Subject to agreement on all terms and legal review, the parties tentatively agree:

Page 2 of 11

For AHE:

For CCS:

Date:

Date:

1/22/25

1/22/25

CAD	CAD Computer Aided Design and Drafting – Lecture	A	15
CAD	CAD Computer Aided Design and Drafting – Lab	C	20
CAPPS	Computing/Computer Applications – Lecture	A	15
CAPPS	Computing/Computer Applications – Activity	C	20
CATT	Computer Application Technology Training	A	15
CET	Civil Engineering Technology	D	22
CHEM	Chemistry – Lecture	A	15
CHEM	Chemistry – Lecture/Lab	B	18
CHIN	Chinese	A	15
CIS	Computer Information Systems – Lecture	A	15
CIS	Computer Information Systems – Lab	C	20
CJ	Criminal Justice	B	18
CLCOM	PACE – Communications	F	25
CLCOM	PACE – Communications – CLCOM 18 only	C	20
CLCP	PACE – Career Development	F	25
CLCP	PACE – Career Development – CLCP 10, 20, 21, 22, 50	C	20
CLEMP	PACE – Employment Seminar	F	25
CLENG	PACE – Reading	C	20
CLENG	PACE – Reading	F	25
CLHUM	PACE – Humanities	C	20
CLHUM	PACE – Humanities	F	25
CLHW	PACE – Health & Wellness	C	20
CLHW	PACE – Health & Wellness	F	25
CLLIF	PACE – Life Skills	C	20

Subject to agreement on all terms and legal review, the parties tentatively agree:

Page 3 of 11

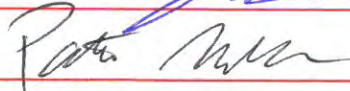
For AHE:



Date:

1/22/25

For CCS:



Date:

1/22/25

CLLIF	PACE – Life Skills	F	25
CLPTS	PACE - Workplace	F	25
CLSTM	PACE – STEM	C	20
CLSTM	PACE – STEM	F	25
CMST	Communications Studies	A	15
COS	Cosmetology - Lecture	A	15
COS	Cosmetology - Lab	F	25
CS	Computing – Computer Science	A	15
CUL	Culinary Arts - Lecture	A	15
CUL	Culinary Arts - Lab	F	25
CYBR	Cybersecurity	A	15
DENT**	Dental Assisting – Lecture	A	15
DENT**	Dental Assisting – Lab	B	18
DRMA	Drama – Lecture	A	15
DRMA	Drama – Lecture/Lab (Performance)	C	20
DVOP	DevOps Engineering	A	15
ECED	Early Childhood Education – Lecture	A	15
ECED	Early Childhood Education – Activity	C	20
ECHO**	Echocardiography – Lecture	A	15
ECHO**	Echocardiography – Lecture/Lab	B	18
ECON	Economics	A	15
EDUC	Education/Education Paraprofessional, Special Ed – Lecture	A	15

Subject to agreement on all terms and legal review, the parties tentatively agree:

Page 4 of 11

For AHE: 

Date: 1/27/25

For CCS: 

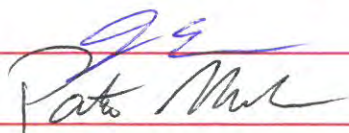
Date: 1/22/25

EDUC	Education/Education Paraprofessional, Special Ed – Activity	C	20
ELECT	Electronics Engineering Technician - Lecture	A	15
ELECT	Electronics Engineering Technician - Lab	D	22
ELMT	Electrical Maintenance and Automation	D	22
EMS**	Emergency Medical Services – Lecture	A	15
EMS**	Emergency Medical Services – Activity	B	18
ENGL	English	A	15
ENGL	English – Center	E	23
ENGR	Engineering – Lecture	A	15
ENGR	Engineering – Lab	B	18
ENVS	Environmental Sciences – Lecture	A	15
ENVS	Environmental Sciences – Lab	B	18
ESL	English as a Second Language – Academic Track	B	18
ESL	English as a Second Language – Community Track	F	25
FILM	Film	A	15
FLM	Fitness Lifestyle Management (BAS)	A	15
FLPT	Robotics Mechatronics Technology - Lecture	A	15
FLPT	Robotics Mechatronics Technology- Lab	F	25
FMT	Health/Fitness Technician – Lecture	A	15
FMT	Health/Fitness Technician – Activity	C	20
FMT	Health/Fitness Technician – Activity	D	22
FOD	Fire Officer	D	22
FRCH	French	A	15

Subject to agreement on all terms and legal review, the parties tentatively agree:

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For AHE:



Date:

1/22/25

For CCS:



Date:

1/22/25

FS	Fire Science Technology	C	20
FSCI	Fundamentals of Science	B	18
FYE	First Year Experience	A	15
GENST	General Studies – Lecture	A	15
GENST	General Studies – Activity	C	20
GEOG	Geography	A	15
GEOL	Geology – Lecture	A	15
GEOL	Geology – Lecture/Lab	B	18
GOVT	Government, Student – Lecture	A	15
GOVT	Government, Student – Lab	C	20
GRDSN	Graphic Design – Lecture	A	15
GRDSN	Graphic Design – Lab	C	20
GUID	Guidance	A	15
HED	Health Education	A	15
HEQ	Diesel/Heavy Duty Equipment – Lecture	A	15
HEQ	Diesel/Heavy Duty Equipment	F	25
HIM**	Health Information Management – Lecture	A	15
HIM**	Health Information Management – Lab	B	18
HIS**	Hearing Instrument Specialist	B	18
HIST	History – Lecture	A	15
HIST	History – Activity	C	20
HLTH	Health	A	15
HM	Hotel and Restaurant Management	A	15
HSGER	Gerontology Paraprofessional	A	15

Subject to agreement on all terms and legal review, the parties tentatively agree:

Page 6 of 11

For AHE: _____

Date: 1/22/25

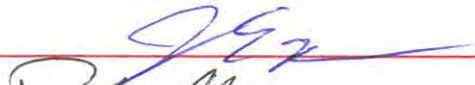
For CCS: _____

Date: 1/22/25

HSSQC	Social Services	A	15
HUM	Humanities – Lecture	A	15
HUM	Humanities – Activity	C	20
IBH	Integrated Behavior Health	A	15
ICS	Integrated Community Services	A	15
ICT**	Invasive Cardiovascular Technology – Lecture	A	15
ICT**	Invasive Cardiovascular Technology – Lecture/Lab	B	18
INTDS	Interior Design – Lecture	A	15
INTDS	Interior Design – Activity	C	20
IS	Computing – Information Systems	A	15
ISIT	Information Systems Information Technology	A	15
ITP	Interpreter Training Program	A	15
JAPN	Japanese	A	15
JOURN	Journalism – Lecture	A	15
JOURN	Journalism – College News	B	18
LA	Paralegal	A	15
LINE	Line Construction	H	35
LMLIB	Library and Information Services	A	15
LSEC	Legal Administrative Assistant – Lecture	A	15
LSEC	Legal Administrative Assistant – Activity	C	20
MA**	Medical Assistant – Lecture	A	15
MA**	Medical Assistant – Lecture/Lab	B	18
MACH	Machine Shop Technology – Lecture	A	15
MACH	Machine Shop Technology - Lab	F	25

Subject to agreement on all terms and legal review, the parties tentatively agree:

Page 7 of 11

For AHE: 

Date: 1/22/25

For CCS: 

Date: 1/22/25

MATH	Mathematics	A	15
MMGT	Management	A	15
MSEC	Medical Office Specialist – Lecture	A	15
MSEC	Medical Office Specialist – Lab	C	20
MIS	Management Information Systems	A	15
MUSIC	Music, General and Theory	A	15
MUSIC	Music, Performance	C	20
MUSIC	Music, Private Lessons	D	22
NATRS	Natural Resources Management – Lecture	A	15
NATRS	Natural Resources Management – Lab	B	18
NCT**	Noninvasive Cardiovascular Technology – Lecture	A	15
NCT**	Noninvasive Cardiovascular Technology – Lecture/Lab	B	18
NURS**	Nursing Program (R.N., L.P.N.) – Lecture	A	15
NURS**	Nursing Program (R.N., L.P.N.) – Lab	B	18
NUTRI	Nutrition	A	15
OCEA	Oceanography	A	15
OR PR	Orthotic-Prosthetic Technician - Lecture	A	15
OR PR	Orthotic-Prosthetic Technician - Lab	GF	2825
OTA**	Occupational Therapy Assistant – Lecture	A	15
OTA**	Occupational Therapy Assistant – Lab	B	18
PALEO	Paleontology	A	15
PE	Physical Education – Lecture	A	15
PE	Physical Education – Activity	C	20
PE	Physical Education – High Risk Activity	D	22

Subject to agreement on all terms and legal review, the parties tentatively agree:

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For AHE: 

Date: 1/22/25

For CCS: 

Date: 1/22/25

PHARM**	Pharmacy Technician – Lecture	A	15
PHARM**	Pharmacy Technician – Lecture/Lab	B	18
PHIL	Philosophy	A	15
PHOTO	Photography	C	20
PHYS	Physics	B	18
POLS	Political Science	A	15
PSYC	Psychology	A	15
PTA**	Physical Therapist Assistant – Lecture	A	15
PTA**	Physical Therapist Assistant - Lab	B	18
RAD**	Radiology Technology – Lecture	A	15
RAD**	Radiology Technology – Lecture/Lab	B	18
RT**	Respiratory Care – Lecture	A	15
RT**	Respiratory Care – Lecture/Lab	B	18
RUSSN	Russian	A	15
SAL	Salish	A	15
SOC	Sociology	A	15
SONO**	Diagnostic Medical Sonography – Lecture	A	15
SONO**	Diagnostic Medical Sonography – Lecture/Lab	B	18
SPAN	Spanish	A	15
SURG**	Surgical Technology – Lecture	A	15
SURG**	Surgical Technology – Lecture/Lab	B	18
VASC**	Vascular Technology – Lecture	A	15
VASC**	Vascular Technology – Lecture/Lab	B	18
WATER	Water Resources Technology – Lecture	A	15

Subject to agreement on all terms and legal review, the parties tentatively agree:

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For AHE:

For CCS:

Date:

Date:

4/22/25

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WATER	Water Resources Technology – Lab	B	18
WELD	Welding and Fabrication – Lecture	A	15
WELD	Welding and Fabrication – Lab	F	25
ZOOL	Zoology	B	18
	Work-based learning and Journeyperson	H	35
	Counselors	I	30
	Librarians	I	30
	Non-Credit	H	35
	All Other Activities	H	35
	Corrections are +G , except weekly contact hours will equal 30 per State Corrections contract	+G	30
	Coop Ed Work Experience	J	-
	Allied Health Clinicals (Including Biomedical Tech)	K	-

NOTE 1: ~~Some disciplines have a mixture of workload categories. Refer to curriculum documents for workload categories of specific courses.~~

NOTE 2 1: The programs marked with a double-asterisk (**) will use the Allied Health Practicum calculation listed in Article 4, Section 5, Paragraph J for clinical practicums. Allied Health Clinicals is category K.

NOTE 3 2: Cooperative Education will use the calculation listed in Article 4, Section 5, Paragraph I. Cooperative Education Work Experience is category J.

NOTE 4 3: By October 15 of each year, CCS will send a copy of the course/workload catalogue listing to the AHE president.

Procedure for Consideration/Determination of Workload Changes

1. Each college's curriculum committee will follow their approved procedures as stipulated and act as the review and mandatory approval entity for submitted curriculum including, but not limited to,

Subject to agreement on all terms and legal review, the parties tentatively agree:

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For AHE: _____

Date: 1/22/25

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course title, course outline, course description, course learning outcomes, ripple effects, typical student schedule, and as charged, workload categories.

2. The curriculum committee, as part of its deliberation, will reference workload categories as listed in the Master Contract.
3. The curriculum committee will review the workload category submitted on the Course Information Sheet, and if there is no concern brought forward by the instructor initiating the curriculum, department chair, dean, Chief Academic Officer, or the curriculum committee itself, the category is approved as submitted.
4. If the appropriateness of the workload category assignment is questioned by any of the above stated parties the curriculum committee will send their recommendation on workload category assignment, along with a statement of rationale to the CCS Workload Category Review Committee.
5. The district-wide CCS Workload Category Review Committee, composed of four AHE representatives and four administrators who serve through the duration of the current Master Contract, will:
 - a. Take into account, at a minimum, curriculum packets forwarded by the curriculum committee, the fiscal implications of proposed changes, and any other written information provided;
 - b. Meet with any interested party prior to making a workload category determination;
 - c. Suggest modifications to the curriculum committee's recommendation and/or regarding implementation of that recommendation (e.g. scheduled or staged implementation); and
 - d. Submits its decision to the Chancellor and the AHE President for consideration and final action.
6. If the committee cannot come to consensus on a recommendation, the request is referred to the next bargaining session.

Subject to agreement on all terms and legal review, the parties tentatively agree:

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For AHE: _____

Date: 1/22/25

For CCS: _____

Date: 1/22/25

Instructional Observation Form

Instructor: _____ Date: _____

Course: _____ Observer: _____

This is the required form for all adjunct instructional observations. This form may also be used for non-adjunct instructional observations but is not required for annually contracted faculty.

Content Knowledge (e.g. Does the instructor have mastery of and currency in their field or discipline? If appropriate, does the instructor demonstrate safe and effective use of equipment, tools, or technology?):

Instructional Methods (e.g. What teaching strategies or techniques are used in the learning environment?):

Student Understanding/Interaction (e.g. Does the instructor support students? Do they check with students to see if they are understanding? If appropriate, do students ask questions and is the instructor receptive? What kind of feedback is given? Etc.):

Other Observations:

Overall Summary of Observation:

Signatures Required for Adjunct Observations only:

I have discussed this observation with the adjunct faculty and informed them the dean will place this observation in their division file.

Observer Signature: _____ Date: _____

My signature below indicates that I have seen this observation. It does not necessarily indicate agreement with the contents.

Adjunct Signature: _____ Date: _____

Subject to agreement on all terms and legal review, the parties tentatively agree:

For AHE: _____ Date: 3/8/24

For CCS: Patricia Mohr Date: 3/8/24

Observation Form: Counselor Non-Instructional Work

Counselor: _____ Date: _____

Appointment Type: _____ Observer: _____

This is the required form for all adjunct counselors being observed while doing non-instructional work (e.g. student consultations). This form may also be used for non-adjunct counselors when observing non-instructional work, but it is not required for annually contracted faculty.

Content Knowledge (e.g. Does the counselor have mastery of, and currency in, their pathways or programs? Are they diverse and broad in scope of content knowledge?):

Advising/Counseling Approach (e.g. What approach or techniques are used during the session?):

Student Understanding/Interaction (e.g. Does the counselor support students? Do they check with students to see if they are understanding? Do they refer to other resources if applicable? Do they ask questions and give feedback? Do they consider the larger student context? etc.):

Other Observations:

Overall Summary of Observation:

Signatures Required for Adjunct Observations only:

I have discussed this observation with the adjunct faculty and informed them the dean will place this observation in their division file.

Observer Signature: _____ Date: _____

My signature below indicates that I have seen this observation. It does not necessarily indicate agreement with the contents.

Adjunct Signature: _____ Date: _____

Subject to agreement on all terms and legal review, the parties tentatively agree:

Page 1 of 1

For AHE: _____ Date: 5/29/24
For CCS: _____ Date: 5/29/2024



PROFESSIONAL DEVELOPMENT PLAN

Name _____

Plan timeline: FROM _____ TO _____

College/unit _____ Department _____

1. The certification process for professional-technical/dually certified academic employees includes assessing the attainment of the standards contained in the professional-technical skill standards listed on the reverse of this form, and the completion of this professional development plan.

The certification process for professional-technical/dually certified faculty also requires the attainment of five (5) activities within a five (5) year period of time for the renewal of standard certification. The professional development plan identifies those skill standards and priorities for professional growth and certification. Faculty need to delineate certification activities per the instructions on the reverse of this document.

The undersigned have assessed and considered all required skill standards and have identified the following as professional growth priorities for this certification period.

1. Activity (describe)

Outcome anticipated:

Anticipated completion date _____

A	B	C	D	E	F	G	H
☐	☐	☐	☐	☐	☐	☐	☐

If appropriate, the skill standard(s) addressed (see index):

2. Activity (describe)

Outcome anticipated:

Anticipated completion date _____

A	B	C	D	E	F	G	H
---	---	---	---	---	---	---	---

For AHE:

Date:

11/6/24

For CCS:

Date:

11/6/24

If appropriate, the skill standard(s) addressed (see index):

☐	☐	☐	☐	☐	☐	☐	☐	☐
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

3. Activity (describe)

Outcome anticipated:

Anticipated completion date _____
If appropriate, the skill standard(s) addressed (see index):

A	B	C	D	E	F	G	H
☐	☐	☐	☐	☐	☐	☐	☐

4. Activity (describe)

Outcome anticipated:

Anticipated completion date _____
If appropriate, the skill standard(s) addressed (see index):

A	B	C	D	E	F	G	H
☐	☐	☐	☐	☐	☐	☐	☐

5. Activity (describe)

Outcome anticipated:

Anticipated completion date _____
If appropriate, the skill standard(s) addressed (see index):

A	B	C	D	E	F	G	H
☐	☐	☐	☐	☐	☐	☐	☐

Academic employee _____ Date _____

Dean _____ Date _____

Route to: chief professional/technical officer

For AHE: _____

Date: 11/6/24

For CCS: _____

Date: 11/6/24

Criteria for Approval of Professional/Technical Activities For Certification

To maintain standard certification, professional/technical academic employees and the appropriate administrator must mutually develop and the chief professional/technical administrator must approve a professional development plan consistent with the provisions of WAC 131-16. The academic employee must complete the plan prior to the next 5 year cycle as a condition of employment.

The professional development plan shall identify the skill priorities for that professional/technical academic employee's professional growth. A plan to achieve the skill priorities shall be developed for each five-year cycle. The plan shall address, at a minimum, the academic employee's ability to provide student instruction, manage learning environments and develop outcomes, assessments and curricula. The plan shall require completion of no fewer than five professional development activities that support achievement of the skill priorities identified in the professional development plan. The plan shall identify each activity(s) anticipated measurable outcome. One activity may apply to multiple skill priorities. It is the responsibility of the academic faculty member to describe how the activity achieves the priority(s) and the responsibility of the chief professional/technical administrator to certify achievement. For additional information, including performance indicators and technical knowledge benchmarks, visit the [skillstandardswa.org website](http://skillstandardswa.org).

Index	Skill Standards	#	Suggested/Possible Activities
A	Manage learning environments	A1	Research, evaluate and obtain required equipment, systems, tools, supplies, and/or materials
		A2	Set up, maintain and repair instructional systems, equipment and/or tools
		A3	Develop a growth and replacement plan for systems, equipment and/or tools
		A4	Lead students and supervise learning environments
		A5	Research, select, evaluate and maintain off-campus learning environments with assistance of industry partners
		A6	Evaluate and monitor the safety of the instructional areas and practices
		A7	Identify, evaluate, and implement new instructional strategies and technologies
B	Develop outcomes, assessments, and curricula	B1	Identify, evaluate, and modify outcomes
		B2	Create, evaluate, and modify curriculum
		B3	Create, evaluate, and modify assessments
		B4	Implement curriculum, outcomes, and assessments
		B5	Integrate curriculum with other faculty in the department and in other instructional areas/institutions
C	Develop and review programs	C1	Develop, review, and update program course plan to align with maps and Guided Pathways Principles
		C2	Recruit and work with advisory committee and employers to meet changing needs of the program and industry
		C3	Identify, evaluate, and modify program outcomes and assessments

		C4	Identify and develop core and support courses
		C5	Maintain (or obtain) program accreditation
		C6	Research, identify, and evaluate trends and implement current industry standards
		C7	Coordinate program development with other college programs and institutions
Index	Skill Standards	#	Suggested/Possible Activities
D	Provide student instruction	D1	Prepare and/or gather current instructional materials
		D2	Provide individual and group instruction
		D3	Initiate, develop, and implement student assessments
		D4	Modify instructional material and methods based on student and industry assessments and feedback
		D5	Promote professionalism in the learning environment
E	Provide support and guidance to students	E1	Provide students with access to the instructor
		E2	Provide information or referrals to meet student needs
		E3	Provide students with career advising and assist with job placement
		E4	Provide academic advising
		E5	Serve as student activity advisor as applicable
F	Perform administrative and program management functions	F1	Perform documentation and record keeping duties
		F2	Lead and manage instructional and program assistants
		F3	Mentor, orient, and support new and part-time faculty
		F4	As appropriate, develop criteria, recruit, and/or make recommendations regarding hiring of faculty
		F5	Provide input for program schedules, and colleges printed and electronic publications
		F6	Develop and maintain budgets
		F7	Research and assist with writing and implementing grants and targeting financial resources
G	Create and maintain a professional environment	G1	Collaborate with college staff, faculty, students, and internship/externship site personnel
		G2	Work with program advisory committee
		G3	Maintain current knowledge of the field

For AHE:

Date:

For CCS:

Date:

		G4	Participate in professional networking
		G5	Develop a professional development plan
H	Promote the program and collaborate with college administration on student recruitment	H1	Participate in campus, high school and/or community organization activities and educational partnerships
		H2	Consult on promotional planning
		H3	Develop promotional plan
		H4	Consult on implementation of recruiting activities

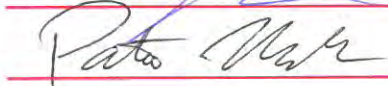
For AHE:



Date:

11/6/24

For CCS:



Date:

11/6/24

Appendix K – Nursing Salary Schedule

Effective Fall 2019, a new salary schedule will apply to all annually contracted Nursing AEs, as follows:

Step	Fall '19 Annual Salary	Fall '20 Annual Salary	Fall '24 Annual Salary
1	\$76,267	\$77,402	\$94,205
2	\$79,163	\$81,379	\$99,045
3	\$82,061	\$84,359	\$102,672
4	\$84,960	\$87,339	\$106,298
5	\$87,855	\$90,315	\$109,920
6	\$90,753	\$93,294	\$113,546
7	\$93,650	\$96,272	\$117,171
8	\$96,547	\$99,250	\$120,795
9	\$99,441	\$102,226	\$124,416
10	\$102,337	\$105,203	\$128,040

This nursing schedule, as it differs from Article 18, Section 1, ~~is~~ **was** funded ~~for~~ **beginning with** the 2019-21 biennium by legislative action (SB2158). The parties agree that if ~~that this Nurse Educator~~ funding is **discontinued by the legislature** ~~not extended beyond the 2019-21 biennium~~, Nursing AEs will revert to the schedule then provided in Article 18, Section 1 and bargaining will be reopened to discuss reversion and placement.

- A. **Salary Step Placement:** Nursing AEs ~~subject to this new schedule~~ will be initially placed following evaluation in accordance with Article 19, Section 3. ~~Placement will be a meet-and-confer discussion between administration and AHE. Placement decisions are thereafter not subject to further review/appeal or Article 20 (Grievance Procedure).~~
- B. **Salary Step Advancement:** Nursing AE shall advance one step on the salary schedule every two years, in accordance with Article 19 Section 5.
- C. **Summer School Pay Rate:** ~~Beginning Summer 2020, Annually annually~~-contracted Nursing AEs with assignments for summer quarter will be paid consistent with Article 18, Section 2, with the exception that the above salary schedule will be utilized.

Subject to agreement on all terms and legal review, the parties tentatively agree:

Page 1 of 2

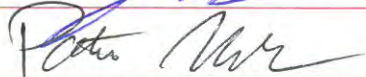
For AHE:



Date:

1/22/25

For CCS:



Date:

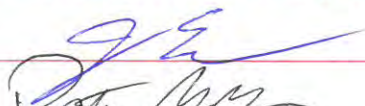
1/22/25

D. **Adjunct AEe Salary:** For Nursing adjunct AEes, including annually contracted ~~AEs~~ **AEes** on moonlight contracts, the adjunct salary schedule in Article 24, Section 6, Paragraph A will be increased by \$200 per credit hour ~~effective Fall 2019~~. HB 2158 funds allocated specifically to Nursing Educators (as defined by legislative intent, Laws of 2019, ch. 405. §5) will be utilized to fund this increase. ~~Those funds currently exist for the 2019-21 biennium only~~. The parties agree that if **Nurse Educator** funding is ~~discontinued by the legislature not extended beyond the 2019-21 biennium~~, this increase will revert to the schedule provided in Article 24, Section 6, Paragraph A.

Subject to agreement on all terms and legal review, the parties tentatively agree:

Page 2 of 2

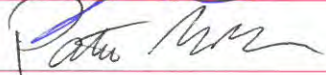
For AHE:



Date:

1/22/25

For CCS:



Date:

1/22/25

(Replaces Appendix N)

Student Concerns Involving Faculty – Introduction and Advice to Students

It is possible that during your time at Spokane Community College (SCC) or Spokane Falls Community College (SFCC) you may have a concern about something in one of your classes. SCC and SFCC have collaboratively developed the following process to help students bring forward a concern in a productive way.

This document outlines the process for bringing a concern forward, suggestions on approaches for communicating a concern, and steps towards resolving the concern. If you have a concern and are considering bringing it forward, here are some things to think about:

- **Partner with us to create a successful educational experience!** Learning how to speak up for yourself in a way that is true to your experience and is also respectful of the processes that are in place is an important aspect of your learning and growth as a student. You are always encouraged to bring forward concerns, because effective communication is the best way to solve a problem and work productively together.
- **Conflict is normal.** When many people come together with different ideas about the world and how things should be, there are bound to be conflicts. Remember that conflict and differences in opinion about how to do things, especially in a college setting, are normal and expected. If concerns are addressed constructively, challenging situations can also create significant opportunities for learning, growth, and improvement.
- **Talk with your faculty!** We encourage you to seek out conversations with your faculty members in a respectful, non-confrontational manner if a concern arises. All faculty know that students will have questions about a class procedure, assignment expectation, grading scale, etc. Faculty design their courses around teaching and learning best practices and welcome student questions that seek clarification. As you will see below, the first step of this process is to have an informal conversation with the faculty about your concern.
- **Resolution.** The goal of this process is to create a dialogue that will address your concern. Resolution does not mean that everyone gets what they want; it means that everyone has been heard and considered.

What concerns are handled under this process?

This process is for students who have a concern about the way a faculty is carrying out their responsibilities. The goal of this process is to create a dialogue that will address your concern.

This procedure is not meant to address other kinds of issues that students might want to bring forward such as discrimination, sexual misconduct, errors on a transcript, how to seek a retroactive withdrawal, miscalculation of a final grade, etc. There is information at the bottom of this document listing such concerns.

Prior to Contacting the Faculty About a Concern

- Read through the syllabus and related documents regarding course policies, grading scales, assignment due dates, etc. Read through hard copy and Canvas pages for course policies.
- Check Canvas (gradebook, assignment comments, email inbox, or class-wide announcements) for feedback from the faculty on an assignment or to review the assignment rubric.

Subject to agreement on all terms and legal review, the parties tentatively agree:

Page 1 of 5

For AHE:



Date:

10/30/24

For CCS:



Date:

10/30/24

- You may also need to check any physical copies of submitted materials for faculty comments or items that were passed out in class that described how an assignment would be graded.
- Review any previous communications with the faculty to make sure your concern has not already been addressed.
- Consider the resolution you are hoping for at the end of this process.

What if I have questions before I contact the faculty?

Students should start this process by contacting their faculty first; there is no need to go through anyone else.

If you have more questions about the process and would like clarification before contacting the faculty, the following employees are available:

SCC Students: Please contact the Retention Specialist (509-533-8591; 6-115A) or Student Resource Navigator (509-533-7196; 6-102H)

SFCC Students: Please contact the Student Support Services Office Manager (509-533-3553; 17-117)

These employees can meet with you to walk you through how this procedure works, help you identify relevant contacts such as the department chair, the dean, and the Vice President if needed, and provide you with overall guidance and tips about how to prepare and proceed.

Contacting Faculty

Guidelines for sending emails to faculty

Whenever you send a professional email, consider it through the eyes of the person who will receive it. Remember that people receive many emails every day, so be sure that yours is clear, respectful, and to the point:

- Check your syllabus for the faculty's preferred method of communication.
- Send any emails through your Canvas or Bigfoot email account so they are not mistaken for spam.
- Emails should include a clear, brief subject line about the nature of the email (e.g., Grade on Assignment #3 in English 101).
- Address faculty by title and last name (you can find this information in the syllabus) unless they have indicated otherwise.
- Use full sentences and pay attention to spelling and punctuation.
- Be precise about what you are seeking clarification on and why.
- Watch your own email or Canvas inbox carefully for a response.

Locating Contact Information for Faculty

Faculty typically list their contact information on the syllabus or within Canvas. You can also check the Faculty and Staff Directory on your college's homepage.

Locating Contact Information for Department Chairs

You can get contact information for the Department Chair by asking your faculty. Or you can contact the following staff members at each college:

Subject to agreement on all terms and legal review, the parties tentatively agree:

Page 2 of 5

For AHE:



Date:

10/30/24

For CCS:



Date:

10/30/24

SCC Students: Please contact the Retention Specialist (509-533-8591; 6-115A) or Student Resource Navigator (509-533-7196; 6-102H)

SFCC Students: Please contact the Student Support Services Office Manager (509-533-3553; 17-117)

Student Concerns Involving Faculty – Process & Steps

An informal conversation is often the best way to resolve the issue. Therefore, Steps 1, 2, and 3 described in this section are the “informal” phase of this process.

Step 1: Communicate with the faculty

How do I do this? Step 1 is to communicate with the faculty with whom you have the concern and describe your concern. Whenever possible, you and the faculty are encouraged to have this conversation either in person, by phone, or by video conference. You can send an email to request a conversation. See above for best practices in sending an email to the faculty. During the conversation, tell the faculty about your concern and how you would like to resolve it.

When will I hear back? The faculty will respond within five (5) instructional days. If you have made at least two good faith attempts utilizing different methods to contact the faculty on instructional days (such as sending an email, attending posted office hours, or leaving a voice message) and received no response, you can move on to Step 2.

What happens next? You and the faculty will have a conversation and work towards addressing your concern.

If the concern is resolved at Step 1, there is no need for further action.

If your concern is not resolved after communicating with the faculty, you can move on to Step 2 and contact the department chair for assistance.

Step 2: Communicate with the Department Chair

How do I do this? If your informal concern is not resolved in Step 1, you will next speak with the faculty's department chair. The department chair is a representative for the faculty's department but does not supervise the faculty.

Note: if the faculty is also the department chair, you will instead meet with a different department chair of the faculty's choosing to complete the Step 2 process. If you're not sure who to meet with, you can ask the faculty or these points of contact:

SCC Students: Please contact the Retention Specialist (509-533-8591; 6-115A) or Student Resource Navigator (509-533-7196; 6-102H)

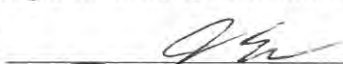
SFCC Students: Please contact the Student Support Services Office Manager (509-533-3553; 17-117)

The department chair will first confirm with the faculty that you attempted to contact them during instructional days for Step 1 resolution. The department chair will then work to address your concern between you and the faculty. At any point during the informal process, the department chair may schedule an informal meeting between you, the faculty, and the department chair to attempt to address your concern.

Subject to agreement on all terms and legal review, the parties tentatively agree:

Page 3 of 5

For AHE:



Date:

10/30/24

For CCS:



Date:

10/30/24

When will I hear back? The department chair will respond to you within five (5) instructional days after hearing your informal concern.

What happens next? You and the Department Chair will have a conversation and work towards addressing your concern.

If the concern is resolved at Step 2, there is no need for further action.

If your concern is not resolved after communicating with the department chair, you can move on to Step 3.

Note: In some exceptional circumstances, the dean may determine that the informal process can be initiated at Step 3.

Step 3: Communicate with the Dean

How do I do this? If your concern is not addressed at Step 2 by meeting with the department chair, you will next speak with the dean who supervises the faculty.

At any point during the informal concerns process, the dean may call an informal meeting between you, the faculty, the department chair, and the dean to attempt to address your concern.

When will I hear back? The dean will respond to you within ten (10) instructional days of receiving the concern. If the dean does not respond, you may contact the appropriate Vice President for assistance.

What happens next? You and the Dean will have a conversation to address your concern.

If the concern is addressed at Step 3, there is no need for further action.

If your concern has not been addressed through the informal concerns process, you may file a formal complaint using the Formal Student Complaint Process Form. This form must be submitted to the Dean's office within ten (10) instructional days of the Dean's Step 3 response. Failure to do so causes the complaint to be denied as untimely.

***Note:** The source of this process is the Master Contract between the Community Colleges of Spokane Board of Trustees and the CCS Association of Higher Education.*

Processes and Resources to Address Other Issues

If you have an issue that is not addressed by the student concern process, you can contact the college employees at the bottom of this page for information about these other processes and resources:

- Title IX reporting, which includes gender discrimination and sexual misconduct
- Disability discrimination
- Grade change request (miscalculation of final grade)
- Error on transcript
- Retroactive withdrawal
- Financial aid appeal
- Complaint about campus facilities
- Security/safety concern
- Concern about student conduct, including academic dishonesty
- Concern about a fellow student, threat of harm to self or others (non-emergency)

Subject to agreement on all terms and legal review, the parties tentatively agree:

Page 4 of 5

For AHE:



Date:

10/30/24

For CCS:



Date:

10/30/24

SCC Students: Please contact the Retention Specialist (509-533-8591; 6-115A) or Student Resource Navigator (509-533-7196; 6-102H)

SFCC Students: Please contact the Student Support Services Office Manager (509-533-3553; 17-117)

Subject to agreement on all terms and legal review, the parties tentatively agree:

Page 5 of 5

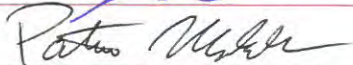
For AHE:



Date:

10/30/24

For CCS:



Date:

10/30/24

Appendix N-1 – Formal Student Complaint Process Form

Student ctcLink ID: _____

Student Name: _____

Student Contact Information (email and/or phone): _____

Course & Instructor Name: _____

Student Complaint

Date of Dean's Step Three Response to Informal Student Concern: _____

Date of Student's Formal Complaint: _____

Student Statement/Complaint:

_____ (attach additional pages as necessary)

Dean Intake and Assessment: The dean assesses the formal complaint and makes a determination of whether the complaint is appropriate for further consideration.

Date the Dean Received the Student's Formal Complaint: _____

- ☐ The student's complaint is not appropriate for further consideration.
- Notify the student in writing not later than ten (10) instructional days after receipt of the formal complaint. Attach response to this form. Complaint is terminated and may only be considered further by appeal to Vice President (see below).

Subject to agreement on all terms and legal review, the parties tentatively agree:

Page 1 of 3

For AHE: _____

Date: _____

For CCS: _____

Date: _____

Date of Dean's Determination Notification: _____

- ☐ The student's complaint is appropriate for further consideration.
- Within ten (10) instructional days of receiving the formal complaint send a copy to the faculty member and AHE.

Date Dean Forwarded Copy of Complaint to Faculty Member: _____

Faculty Response: The faculty submits to dean a written response to the formal complaint within ten (10) instructional days of being notified by the dean. Attach written response to form. The faculty can either:

- ☐ assert the informal process was not followed, or
- ☐ provide the dean a written response to the complaint.

Date Faculty Member Received Dean's Notification: _____

Date of AHE Notification: _____

Date of Faculty Member's Response to Complaint: _____

Division Response: A meeting to discuss the complaint and draft the division's official response is scheduled by dean within ten (10) instructional days of receiving the faculty's written response. Meeting includes the dean, faculty and AHE representative. Others may participate at the mutual agreement of the dean and faculty.

Date Dean Received Faculty Member's Written Response: _____

Date of AHE Notification: _____

Date of Division Response Meeting: _____

The dean will provide the division's formal response to the student within five (5) instructional days after the above meeting. Attach the response to this form. This serves as the official division response to the complaint.

Vice President Appeal: If the complaint is not resolved to the student's satisfaction, they may appeal to the Vice President within ten (10) instructional days after the division's response. The Vice President's response will be attached to this form and serves as the college's final official response to the complaint.

Subject to agreement on all terms and legal review, the parties tentatively agree:

Page 2 of 3

For AHE: _____

Date: _____

For CCS: _____

Date: _____

Date Student Filed Appeal to the VP: _____

Date of Vice President Response: _____

Date of AHE Notification: _____

Subject to agreement on all terms and legal review, the parties tentatively agree:

Page 3 of 3

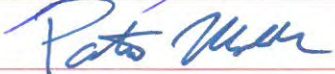
For AHE:



Date:

10/4/24

For CCS:



Date:

10/4/24

**REPORT: WASHINGTON ADMINISTRATIVE CODE (WAC) AMENDMENTS
EMERGENCY RULEMAKING ORDER**

BACKGROUND

The changes made by the Department of Education in their 2024 Final Rule under Title IX, which were released on April 19, 2024 and went into effect on August 1, 2024, were challenged in court by several entities. This resulted in the courts vacating the 2024 Final Rule completely, returning Title IX to the 2020 regulations.

The Board of Trustees, in response to the Final Rule issued by the Department of Education in 2024, approved changes to Standards of Conduct for Students WACs (Student Code of Conduct) to ensure prohibited conduct and procedures adequately protected the interests of the college community and the constitutional and procedural rights of individual students. Given that the new regulations were vacated, it is now necessary to change the WACs and return them to conformance with the Department of Education's 2020 Final Rule under Title IX.

An Emergency Rulemaking Order is now being presented to the Board of Trustees to change 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-10-604 (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 of 2020. The proposed changes are consistent with CCS Board Policy 3.30.01 on Non-discrimination/Anti-harassment Educational Programs.

Prepared by: Patrick McEachern
Vice President of Student Affairs

Presented by: Patrick McEachern
Vice President of Student Affairs

March 5, 2024

AMENDATORY SECTION (Amending WSR 25-02-032, filed 12/19/24, effective 1/19/25)

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 ~~((sex discrimination for incidents occurring on or after August 1, 2024,))~~ sexual harassment 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))~~ Spokane standard disciplinary procedures, WAC 132Q-10-101 through 132Q-10-503, these supplemental procedures shall take precedence. Community Colleges of Spokane 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 administrative panel and panel chair.

AMENDATORY SECTION (Amending WSR 25-02-032, filed 12/19/24, effective 1/19/25)

WAC 132Q-10-601 ~~((Sex discrimination))~~ **Prohibited conduct ((and definitions)) under Title IX.** Pursuant to RCW 28B.50.140(13) and Title IX of the Education Amendments Act of 1972, 20 U.S.C. ~~((See.))~~ § 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 "~~((sex discrimination))~~ sexual harassment."

For purposes of this supplemental procedure, "sexual harassment" means conduct on the basis of sex that satisfies one or more of 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,)) Community Colleges of Spokane 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 impliedly)) conditioning the provision of ((such)) an aid, benefit, or service of the Community Colleges of Spokane on ((a person's)) an individual's participation in unwelcome sexual conduct.

((ii)) (2) 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)) determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Community Colleges of Spokane educational programs or activities.

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

(A)) the following conduct:

(a) Nonconsensual sexual intercourse ((is)). 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))~~ (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))~~ (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))~~
(d) Statutory rape. Nonforcible sexual intercourse between someone who is 18 years of age or older and someone who is under the age of 16.

~~((E))~~ (4) 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, RCW 26.55.010.

~~((F))~~ (5) Dating violence ~~((is))~~. 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))~~ (i) The length of the relationship;

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

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

~~((G))~~ (6) 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))~~ their 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 25-02-032, filed 12/19/24, effective 1/19/25)

WAC 132Q-10-602 ((Sex discrimination)) Title IX jurisdiction.
(1) 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:~~

~~(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));~~

~~(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 the decision maker determines that one or all of the requirements of subsection (1)(a) through (c) of this section have not been met. 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 student conduct code, WAC 132Q-10-101 through 132Q-10-503.~~

~~(4) 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.~~

AMENDATORY SECTION (Amending WSR 25-02-032, filed 12/19/24, effective 1/19/25)

WAC 132Q-10-603 ((~~Sex discrimination Dismissal and~~) Initiation of discipline. ~~((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.))~~ (1) Upon receiving a Title IX investigation report from the Title IX coordinator, 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 allegation(s);

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

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

(f) Explain that if a party fails to appear at the hearing, a decision of responsibility may be made in their absence.

AMENDATORY SECTION (Amending WSR 25-02-032, filed 12/19/24, effective 1/19/25)

WAC 132Q-10-604 ((Sex discrimination)) Prehearing procedure.

~~((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 prejudgment 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 relations to questions and 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 par-~~

ties are entitled to an equal opportunity to access relevant and permissible evidence, or a description of the evidence upon request.

(b) ~~Advisors.~~ 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, directives by the student conduct officer or chair pertaining to the dissemination, disclosure, or access to evidence outside the context of the disciplinary hearing.

(4) 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. The party requesting an extension must do so no later than 48 hours before any 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 for an extension. The chair will serve a written decision 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.

(d) ~~Evidence.~~ In advance of the hearing, the student conduct officer shall provide reasonable assistance to the respondent and com-

plainant 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 is not limited to, directives by the student conduct officer or chair issuing directives pertaining to the dissemination, disclosure, or access to evidence outside the context of the disciplinary hearing.~~

~~(f) Separate locations. The chair may, or 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.~~

~~(g) 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.)) (1) 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 set less than 10 days after the Title IX coordinator 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 panel chair 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 Community Colleges of Spokane intends to offer the evidence at the hearing.~~

AMENDATORY SECTION (Amending WSR 25-02-032, filed 12/19/24, effective 1/19/25)

WAC 132Q-10-606 ((Sex discrimination Presentation of)) Evidence. ~~((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 parties 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 must explain any decision to exclude a question that is deemed not relevant, or is otherwise impermissible. The chair will retain for the record copies of any written questions provided by any party.~~

~~(2) The chair must not permit questions that are unclear or harassing; but shall give the party an opportunity to clarify or revise such a question.~~

~~(3) The chair shall exclude and the committee shall not consider legally privileged information unless the individual holding the privilege has waived the privilege. Privileged information includes, but is not limited to, information protected by the following:~~

~~(a) Spousal/domestic partner privilege;~~

~~(b) Attorney-client communications and attorney work product privilege;~~

~~(c) Clergy privileges;~~

~~(d) Medical or mental health providers and counselor privileges;~~

~~(e) Sexual assault and domestic violence advocate privileges; and~~

~~(f) Other legal privileges set forth in RCW 5.60.060 or federal law.~~

~~(4) The chair shall exclude and the committee shall not consider questions or evidence that relate to the complainant's sexual interests or prior sexual conduct, unless such question or evidence is offered to prove someone other than the respondent committed the alleged conduct, or is evidence of specific instances of prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.~~

~~(5) The committee may choose to place less or no weight upon statements by a party or witness who refuses to respond to questions deemed relevant and not impermissible. The committee must not draw an inference about whether sex-based harassment occurred based solely on a party's or witness's refusal to respond to such questions.)) The introduction and consideration of evidence during the hearing is subject to the following procedures and restrictions:~~

(1) Relevance: The panel 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 elicited by the question makes facts in dispute more or less likely to be true.

(3) Questions 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) Complainant and respondent may not ask questions directly of one another. Questions may be asked through a party's advisor or by the chair, after the chair determines the question is relevant and not privileged or otherwise impermissible. The chair has discretion to follow this procedure for other witnesses, as well.

(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 5.60.060.

AMENDATORY SECTION (Amending WSR 25-02-032, filed 12/19/24, effective 1/19/25)

WAC 132Q-10-607 ((Sex discrimination))Initial order. ((+1) The student conduct administrative panel will comply with WAC 132Q-10-330.

~~(2) In cases involving sex-based harassment, the initial decision shall be served on all parties simultaneously, as well as the Title IX coordinator.))~~ In addition to complying with WAC 132Q-10-333, the student conduct administrative panel will be responsible for conferring and drafting an initial order that:

- (1) Identifies the allegations of sexual harassment;
- (2) Describes the procedural steps taken from receipt of the formal complaint through the determination, including any notifications to parties, interviews with witnesses and parties, site visits, methods used to gather evidence, and hearings held;
- (3) Makes findings of fact supporting the determination;
- (4) Reaches conclusions applying the conduct code to the facts;
- (5) Contains a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility;
- (6) Describes any disciplinary sanctions or conditions imposed against the respondent, if the committee determines the respondent violated the conduct code;
- (7) Determines whether remedies designed to restore or preserve complainant's equal access to the Community Colleges of Spokane education programs or activities will be provided by Community Colleges of Spokane; and
- (8) Describes the process for appealing initial orders from Spokane Community College to Spokane Falls Community College's vice president of student affairs or initial orders from Spokane Falls Community College to Spokane Community College's vice president of student services.
- (9) The panel chair will serve the initial order on the parties simultaneously.

AMENDATORY SECTION (Amending WSR 25-02-032, filed 12/19/24, effective 1/19/25)

WAC 132Q-10-608 ((Sex discrimination))Appeals. ((+1) Any party, including a complainant in sex-based harassment cases, may appeal the committee's decision to the president by filing a written appeal

with the appropriate vice president's office (appeal authority) within 21 calendar days of service of the committee's decision. Failure to file a timely appeal constitutes a waiver of the right and the decision shall be deemed final. For appeals coming from Spokane Community College, the vice president of student affairs at Spokane Falls Community College will process the appeal as the appeal authority. For appeals coming from Spokane Falls Community College, the vice president of student services at Spokane Community College will process the appeal as the appeal authority.

(2) The written appeal must identify the specific findings of fact and/or conclusions of law in the decision that are challenged and must contain argument why the appeal should be granted. Appeals may be based upon, but are not limited to:

(a) Procedural irregularity that would change the outcome;

(b) New evidence that would change the outcome and that was not reasonably available when the initial decision was made; and

(c) The investigator, decision maker, or Title IX coordinator had a conflict of interest or bias for or against a respondent or complainant individually or respondents or complainants generally.

(3) Upon receiving a timely appeal, the appeal authority will promptly serve a copy of the appeal on all nonappealing parties, who will have 10 business days from the date of service to submit a written response addressing the issues raised in the appeal to the president or a designee, and serve it on all parties. Failure to file a timely response constitutes a waiver of the right to participate in the appeal.

(4) If necessary to aid review, the appeal authority may ask for additional briefing from the parties on issues raised on appeal. The appeal authority's review shall be restricted to the hearing record made before the student conduct administrative panel and will normally be limited to a review of those issues and arguments raised in the appeal.

(5) The appeal authority shall serve a written decision on all parties and their attorneys, if any, within 20 calendar days after receipt of the appeal. This decision shall be final and subject to judicial review pursuant to chapter 34.05 RCW, Part V.

(6) In cases involving allegations of sex-based harassment, the appeal decision must be served simultaneously on the complainant, respondent, and Title IX coordinator.

(7) The appeal authority shall not engage in an ex parte communication with any of the parties regarding an appeal.)) (1) All parties, including the student conduct officer in their capacity as a representative of the college, have the right to appeal from the determination of responsibility and/or from a dismissal, in whole or part, of a formal complaint during the investigative or hearing process. Appeals must be in writing and filed with the appropriate vice president's office within 21 days of service of the initial order or notice of dismissal. Appeals must identify the specific findings of fact and/or conclusions in the initial order or notice of dismissal that the appealing party is challenging and must contain argument as to why the appeal should be granted. Failure to file a timely appeal constitutes a waiver of the right to appeal and the initial order or notice of dismissal shall be deemed final.

(2) For appeals coming from Spokane Community College, the vice president of student affairs at Spokane Falls Community College will process the appeal. For appeals coming from Spokane Falls Community

College, the vice president of student services at Spokane Community College will process the appeal.

(3) Upon receiving a timely appeal, the appropriately identified vice president's office will serve a copy of the appeal on all parties, who will have 10 days from the date of service to submit written responses to the appropriate vice president's office addressing issues raised in the appeal. Failure to file a timely response constitutes a waiver of the right to participate in the appeal. Upon receipt of written responses, the appropriate vice president shall serve copies of the responses to the other parties.

(4) Parties receiving a copy of the responses shall have five days in which to submit a written reply addressing issues raised in the responses to the appropriate vice president's office.

(5) The appropriate vice president or their delegate, based on their review of parties' submission and the hearing or investigative record, will determine whether the grounds for appeal have merit, provide the rationale for this conclusion, and state whether a dismissal is affirmed or denied, or if the disciplinary sanctions and conditions imposed in the initial order are affirmed, vacated, or amended, and if amended, set forth the new disciplinary sanctions and conditions.

(6) The appropriate vice president of student affairs/services shall serve the final decision on the parties simultaneously.

(7) All administrative decisions reached through this process may be judicially appealed pursuant to applicable provisions of chapter 34.05 RCW including, but not limited to, the timelines set forth in RCW 34.05.542.

NEW SECTION

WAC 132Q-10-609 Rights of parties. (1) Community Colleges of Spokane student conduct procedures, WAC 132Q-10-101 through 132Q-10-503, and this supplemental procedure shall apply equally to all parties.

(2) Community Colleges of Spokane bears the burden of offering and presenting sufficient testimony and evidence to establish that the respondent is responsible for a Title IX violation by a preponderance of the evidence.

(3) The respondent will be presumed not responsible until such time as the disciplinary process has been finally resolved.

(4) During the hearing, each party shall be represented by an advisor. The parties are entitled to an advisor of their own choosing, and the advisor may be an attorney. If a party does not choose an advisor, then the Title IX coordinator will appoint an advisor of the college's choosing on the party's behalf at no expense to the party.

REPORT: FY2025-26 TUITION AND FEE PROPOSALS

Presented by: Dr. Linda McDermott
Chief Financial Officer
March 18, 2025



Spokane Colleges FY2025-26 Tuition & Fee Proposals 1st Reading

Tuition Schedule and Waivers

- Tuition and fee rates and schedules are established by the State Board for Community and Technical Colleges (SBCTC) for resident and non-resident tuition, and for lower division (associate degree and certificate) and upper division (baccalaureate) programs.
- Based on May 2023 data released by the Bureau of Labor Statistics, 3.3 percent is the percentage growth rate and the maximum authorized increase to operating fees for the 2025-26 academic year.
- The proposal reflects the current authority approved by the State Board for Community Colleges in December 2024, and is subject to change based on legislative action.



Services & Activities Fees

- Student Services and Activities (S&A) Fees are collected as a portion of tuition revenue.
- The State Board for Community & Technical Colleges establishes the maximum allowable S&A Fees to be charged to students.
- Students hold a majority of the voting membership of the S&A Fee committee, alongside faculty and staff.



Services & Activities Fees (cont.)

The District S&A Fee committee approved and recommends the following S&A Fee rate beginning fall quarter 2025.

	Spokane Colleges S&A Fees FY 2024-25	SBCTC Maximum S&A Fees FY 2025-26	Spokane Colleges Recommended S&A Fees FY 2025-26
From 1-10 credit hours, per credit	\$13.12	\$13.57	\$13.57
From 11-18 credit hours, per credit	\$7.59	\$7.85	\$7.85
19+ credit hours	No additional	No additional	No additional
Fee Rate @ 15 credits	\$169.15	\$174.95	\$174.95

Lab & Course Fees

- 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 (6.2% for FY 26).
- Lab & Course Fees are used to purchase consumable supplies, materials, and items kept by students to use in a course/program.



Administrative & Use Fees

- Administrative & Use Fees are reviewed and recommended by Spokane College leadership.
- Proposed changes to administrative/use fees include:
 - Parking fee increase, which is consistent with the Parking Task Force's recommendation.
 - The student government organizations at SCC and SFCC voted unanimously to suspend the bus pass fee in FY 26.



Tuition & Fee Proposals – 1st Reading

Tuition & Waivers

- See Tuition & Waivers Tab, 5-A

S&A Fees

- See S&A Fees Tab, 5-B

Lab & Course Fees Administrative and Use

- See Lab & Course, Admin & User Fees Tab, 5-C

**DISCUSSION: Proposed Fiscal Year 2025-26
 Tuition Schedule and Waiver Summary**

Background

Tuition and fee rates and schedules are established by the State Board for Community and Technical Colleges (SBCTC) for resident and non-resident tuition, and for lower division (associate degree and certificate) and upper division (baccalaureate) programs. The enclosed tuition schedules implement the College Affordability Program of 2015, which allows resident tuition to increase by an inflation factor linked to median wages in Washington. Specifically, as required by RCW 28B.15.067(2), tuition operating fees for resident undergraduates may increase by no more than the average annual median hourly wage for Washington for the previous fourteen years. Based on May 2023 data released by the Bureau of Labor Statistics, 3.3 percent is the percentage growth rate and the maximum authorized increase to operating fees for the 2025-26 academic year.

The attached Tuition Schedules and Waiver Summary establish tuition and waiver rates for academic year 2025-26, beginning fall quarter. The proposal reflects the current authority approved by the State Board for Community Colleges in December 2024, and is subject to change based on legislative action.

Proposed Recommendation

The proposed tuition and waiver schedules are provided for initial review and discussion by the Board of Trustees. Approval of the schedules will be presented for action at the Regular Meeting of the Board of Trustees on April 15, 2025.

Attachments:

1. FY 2025-26 Tuition Schedule and Waiver Summary
2. FY 2025-26 Waiver Summary

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

Presented by: Dr. Linda McDermott, CPA
Chief Financial Officer
March 18, 2025

Spokane Colleges

Tuition Schedules for 2025-26

Tuition and Fees per Credit for State-Funded Classes

Associate Degree and Certificate (Lower Division) Classes

Rates subject to change. See below for information on mandatory fees.

No. of Credits	Washington Resident	Non-resident International	Non-Resident w/ Operating Fee Waiver (Out-of- State US Citizen)	Eligible Veterans
1-10 Credits	\$ 131.96	\$ 339.30	\$ 190.29	\$ 105.57
11-18 Credits	\$ 65.09	\$ 73.57	\$ 28.10	\$ 52.07
19+ Credits	\$ 118.39	\$ 325.73	\$ 176.72	\$ 94.71
19+ Vocational	\$ 20.00	\$ 52.62	\$ 50.94	\$ 16.00
.3 Credit Minimum	\$ 39.59	\$ 101.79	\$ 57.09	\$ 31.67
1	\$ 131.96	\$ 339.30	\$ 190.29	\$ 105.57
2	\$ 263.92	\$ 678.60	\$ 380.58	\$ 211.14
3	\$ 395.88	\$ 1,017.90	\$ 570.87	\$ 316.72
4	\$ 527.84	\$ 1,357.20	\$ 761.16	\$ 422.29
5	\$ 659.80	\$ 1,696.50	\$ 951.45	\$ 527.86
6	\$ 791.76	\$ 2,035.80	\$ 1,141.74	\$ 633.43
7	\$ 923.72	\$ 2,375.10	\$ 1,332.03	\$ 739.00
8	\$ 1,055.68	\$ 2,714.40	\$ 1,522.32	\$ 844.58
9	\$ 1,187.64	\$ 3,053.70	\$ 1,712.61	\$ 950.15
10	\$ 1,319.60	\$ 3,393.00	\$ 1,902.90	\$ 1,055.72
11	\$ 1,384.69	\$ 3,466.57	\$ 1,930.99	\$ 1,107.79
12	\$ 1,449.78	\$ 3,540.14	\$ 1,959.08	\$ 1,159.86
13	\$ 1,514.87	\$ 3,613.71	\$ 1,987.17	\$ 1,211.94
14	\$ 1,579.96	\$ 3,687.28	\$ 2,015.26	\$ 1,264.01
15	\$ 1,645.05	\$ 3,760.85	\$ 2,043.35	\$ 1,316.08
16	\$ 1,710.14	\$ 3,834.42	\$ 2,071.44	\$ 1,368.15
17	\$ 1,775.23	\$ 3,907.99	\$ 2,099.53	\$ 1,420.22
18	\$ 1,840.32	\$ 3,981.56	\$ 2,127.62	\$ 1,472.30
19	\$ 1,958.71	\$ 4,307.29	\$ 2,304.34	\$ 1,567.01
20	\$ 2,077.10	\$ 4,633.02	\$ 2,481.06	\$ 1,661.72
21	\$ 2,195.49	\$ 4,958.75	\$ 2,657.78	\$ 1,756.43
22	\$ 2,313.88	\$ 5,284.48	\$ 2,834.50	\$ 1,851.14
23	\$ 2,432.27	\$ 5,610.21	\$ 3,011.22	\$ 1,945.86
24	\$ 2,550.66	\$ 5,935.94	\$ 3,187.94	\$ 2,040.57
25	\$ 2,669.05	\$ 6,261.67	\$ 3,364.66	\$ 2,135.28
Vocational Rates for 19+ credits - for students enrolled exclusively in vocational preparatory programs.				
19	\$ 1,860.32	\$ 4,034.18	\$ 2,180.24	\$ 1,488.30
20	\$ 1,880.32	\$ 4,086.80	\$ 2,232.86	\$ 1,504.30
21	\$ 1,900.32	\$ 4,139.42	\$ 2,285.48	\$ 1,520.30
22	\$ 1,920.32	\$ 4,192.04	\$ 2,338.10	\$ 1,536.30
23	\$ 1,940.32	\$ 4,244.66	\$ 2,390.72	\$ 1,552.29
24	\$ 1,960.32	\$ 4,297.28	\$ 2,443.34	\$ 1,568.29
25	\$ 1,980.32	\$ 4,349.90	\$ 2,495.96	\$ 1,584.30

Spokane Colleges Tuition Schedules for 2025-26

Tuition and Fees per Credit for State-Funded Classes

Applied Baccalaureate (Upper Division) Classes

Rates subject to change. See below for information on mandatory fees.

No. of Credits	Washington Resident	Non-resident International	Non-Resident w/ Operating Fee Waiver (Out-of- State US Citizen)	Eligible Veterans
1-10 Credits	\$ 255.94	\$ 718.88	\$ 322.02	\$ 204.75
11-18 Credits	\$ 13.30	\$ 14.30	\$ 14.33	\$ 10.64
19+ Credits	\$ 242.37	\$ 705.31	\$ 308.46	\$ 193.90
1	\$ 255.94	\$ 718.88	\$ 322.02	\$ 204.75
2	\$ 511.88	\$ 1,437.76	\$ 644.04	\$ 409.50
3	\$ 767.82	\$ 2,156.64	\$ 966.07	\$ 614.25
4	\$ 1,023.76	\$ 2,875.52	\$ 1,288.09	\$ 819.00
5	\$ 1,279.70	\$ 3,594.40	\$ 1,610.11	\$ 1,023.75
6	\$ 1,535.64	\$ 4,313.28	\$ 1,932.13	\$ 1,228.50
7	\$ 1,791.58	\$ 5,032.16	\$ 2,254.16	\$ 1,433.25
8	\$ 2,047.52	\$ 5,751.04	\$ 2,576.18	\$ 1,638.00
9	\$ 2,303.46	\$ 6,469.92	\$ 2,898.20	\$ 1,842.75
10	\$ 2,559.40	\$ 7,188.80	\$ 3,220.22	\$ 2,047.50
11	\$ 2,572.69	\$ 7,203.10	\$ 3,234.56	\$ 2,058.14
12	\$ 2,585.98	\$ 7,217.40	\$ 3,248.89	\$ 2,068.78
13	\$ 2,599.27	\$ 7,231.70	\$ 3,263.22	\$ 2,079.41
14	\$ 2,612.56	\$ 7,246.00	\$ 3,277.56	\$ 2,090.05
15	\$ 2,625.85	\$ 7,260.30	\$ 3,291.89	\$ 2,100.69
16	\$ 2,639.14	\$ 7,274.60	\$ 3,306.22	\$ 2,111.33
17	\$ 2,652.43	\$ 7,288.90	\$ 3,320.55	\$ 2,121.97
18	\$ 2,665.72	\$ 7,303.20	\$ 3,334.89	\$ 2,132.60
19	\$ 2,908.09	\$ 8,008.51	\$ 3,643.34	\$ 2,326.50
20	\$ 3,150.46	\$ 8,713.82	\$ 3,951.80	\$ 2,520.40
21	\$ 3,392.83	\$ 9,419.13	\$ 4,260.26	\$ 2,714.29
22	\$ 3,635.20	\$ 10,124.44	\$ 4,568.71	\$ 2,908.19
23	\$ 3,877.57	\$ 10,829.75	\$ 4,877.17	\$ 3,102.08
24	\$ 4,119.94	\$ 11,535.06	\$ 5,185.62	\$ 3,295.98
25	\$ 4,362.31	\$ 12,240.37	\$ 5,494.08	\$ 3,489.88

Upper division tuition and fees will be charged for upper division courses. For students taking both upper and lower division courses in the same quarter: - Generally, colleges must charge lower division tuition and fees for lower division courses and upper division tuition and fees for upper division courses. However, in those instances where the upper and lower division credit combination would result in the student paying more than he or she would if paying for all credits based on the upper division schedule, the college must charge tuition and fees for both upper and lower division credits based on the upper division tuition and fee schedule. (See SBCTC Policy 5.80.3.b.)

A calculator has been developed to assist colleges in determining how much tuition to charge a student taking both upper and lower division courses. The 2025-26 BAS Tuition Calculator has been posted to the State Board website at:

<http://www.sbctc.edu/colleges-staff/collegeaccess/baccalaureate-tuition-calculator.aspx>

Spokane Colleges

Tuition Schedules for 2025-26

Quarterly/Annual Tuition and Mandatory Fees Lower Division (Associate and Certificate Programs)

Quarterly Full-time Tuition and Fees		SCC	SFCC
Tuition	Resident	\$ 1,645.05	\$ 1,645.05
	Non-Resident Out-of-State	\$ 2,043.35	\$ 2,043.35
	Non-Resident International	\$ 3,760.85	\$ 3,760.85
Mandatory Fees	Registration	\$ 20.00	\$ 20.00
	Technology	\$ 40.00	\$ 40.00
	Comprehensive	\$ 40.00	\$ 40.00
	**Student Bus Pass Fee	\$ -	\$ -
	SCC Health Clinic	\$ 12.00	\$ -
	SFCC Gym Renovation	\$ -	\$ 129.75
	Total Resident	\$ 1,757.05	\$ 1,874.80
	Total Non-Resident	\$ 2,155.35	\$ 2,273.10
	Total International	\$ 3,872.85	\$ 3,990.60

Annual Full-time Tuition and Fees		SCC	SFCC
Tuition	Resident	\$ 4,935.15	\$ 4,935.15
	Non-Resident Out-of-State	\$ 6,130.05	\$ 6,130.05
	Non-Resident International	\$ 11,282.55	\$ 11,282.55
Mandatory Fees	Registration	\$ 60.00	\$ 60.00
	Technology	\$ 120.00	\$ 120.00
	Comprehensive	\$ 120.00	\$ 120.00
	**Student Bus Pass Fee	\$ -	\$ -
	SCC Health Clinic	\$ 36.00	\$ -
	SFCC Gym Renovation	\$ -	\$ 389.25
	Total Resident	\$ 5,271.15	\$ 5,624.40
	Total Non-Resident	\$ 6,466.05	\$ 6,819.30
	Total International	\$ 11,618.55	\$ 11,971.80

Rates are subject to change. Certain classes may charge lab and course fees. Cost of books and other materials varies based on program and class enrollment.

Refunds of tuition and fees: 100% refunded if the student withdraws before the sixth day of instruction; 50% refund if the student withdraws on sixth day of instruction to the twentieth calendar day. Some fees are non-refundable; see the fee schedule for further information. Refund dates for classes which do not follow the regular college calendar are proportional to the length of a standard quarter.

Tuition and Fees as defined by the Washington Legislature include operating fees, building fees, and student services and activities fees. Colleges may add additional administrative, use, and class fees.

Spokane Colleges charges certain mandatory fees in addition to tuition. These include:

Registration Fee	\$20.00 per quarter
Student-voted Technology Fee	\$4.00 per credit up to \$40 per quarter
Student-voted Comprehensive Fee for SCC & SFCC	\$40.00 per quarter
Student-voted SCC Health Clinic Fee	\$12.00 per quarter
Student-voted SFCC Gym Renovation Fee (SFCC only)	\$8.65 per credit
**Student-voted Bus Pass Fee	\$0.00 per quarter

Spokane Colleges
Tuition Schedules for 2025-26

Estimated Upper Division (Applied Baccalaureate Programs)

Annual Full-time Tuition and Fees *		SCC	SFCC
Tuition	Resident	\$ 7,877.54	\$ 7,877.54
	Non-Resident Out-of-State	\$ 9,875.67	\$ 9,875.67
	Non-Resident International	\$ 21,780.89	\$ 21,780.89
Mandatory Fees	Registration	\$ 60.00	\$ 60.00
	Technology	\$ 120.00	\$ 120.00
	Comprehensive	\$ 120.00	\$ 120.00
	**Student Bus Pass Fee	\$ -	\$ -
	SCC Health Clinic	\$ 36.00	
	SFCC Gym Renovation		\$ 389.25
	Total Resident	\$ 8,213.54	\$ 8,566.79
	Total Non-Resident	\$ 10,211.67	\$ 10,564.92
	Total International	\$ 22,116.89	\$ 22,470.14

* Quarterly rates will vary depending on mix of upper and lower division classes

** Collection of the Bus Pass Fee \$22 Quarterly (\$66 Annually) has been suspended for 2025-26.

Spokane Colleges Waiver Information for 2025-26

Spokane Colleges recognizes various tuition waivers and residency classifications that have been established by the state legislature and State Board for Community and Technical Colleges. This summary outlines the types of waivers that may be available to students. Specific eligibility will be determined at the time of admission or registration. These are only summaries of available waivers. For more detail, see the resources listed at the bottom of the page.

Mandatory Waivers

Mandatory waivers of tuition, services and activities fees and most other fees are available for:

- Children or spouses of deceased or disabled Law Enforcement Officers/Firefighters
- Children/eligible spouses of 100% disabled, deceased, or POW/MIA veterans or national guard members
- Wrongfully Convicted Persons (Felons), Children, Stepchildren & Adopted Children

SBCTC Mandatory Waivers

- Adult Basic Education, English as a Second Language, and GED® Preparation
- Apprenticeship

Resident Tuition Rates

Students who qualify in the following categories will be charged in-state resident tuition rates:

- Congressional Dependents
- High School Completion - Non-residents planning permanent residency
- Non-resident Higher Education Employees (at least half-time)
- International Student Exchange
- Refugees, Spouses and Dependents
- Active Duty Military and Dependents
- Native American
- In-State High School Graduates
- Spouses and Dependents of Active Duty Military Transferred out of WA
- E-3, H-1, L Visa Holders and Family Members (meeting criteria)
- Person, Spouse or Child Eligible for Veterans Administration education benefits (meeting criteria)

Non-Resident Tuition Rates (waiver of non-resident international rates)

Students who are US citizens or who have Immigration and Naturalization Service "permanent resident" or "resident alien" status will be charged non-resident out-of-state tuition rates (this rate is also known as the "non-resident with operating fee waiver" rate)

Students who participate in the Western Undergraduate Exchange (WUE) program will be charged this rate.

Space-Available Waivers

Students 60 years of age or older may, on a space available basis, enroll in classes on an audit basis for up to two classes, at \$2.50 per class.

State employees employed half-time or more and certain instructional staff at public and common schools may enroll in state-support credit classes up to six credits per quarter, on a space available basis; students must pay registration fees and \$25.00 per class.

Community Colleges of Spokane employees employed half-time or more may enroll in state-support credit classes up to six credits per quarter, on a space available basis; students must pay registration fees and \$25.00 per class.

Spokane Colleges Waiver Information for 2025-26

Vocational Program Excess Credit Rates

Students enrolled exclusively in required courses in vocational preparatory programs will be charged a reduced rate for each credit hour in excess of eighteen credits.

Athletic Waivers

Students who meet and maintain eligibility requirements through Spokane Colleges Athletics Department may receive an Athletic Waiver. The waiver is established by the State Board for Community and Technical Colleges, and waives \$411.26 of a student's tuition.

Running Start

Running Start students are not charged tuition for up to 15 enrolled college level credits (courses 100 and above) each quarter (including Summer), depending on the course load at their high school. They must pay certain mandatory, lab and course fees. For additional credits, they will be charged applicable tuition and fees. Students qualifying for a low-income waiver (students who qualify for "free or reduced price lunch" as documented by their high school) will receive a further waiver of most fees.

Military and Veterans Waivers

Active duty military and dependents; spouses and dependents of active duty military transferred out of Washington; and persons, spouses or children eligible for Veterans Administration education benefits will be charged in-state resident tuition rates. Certain restrictions apply. Consult the registrar's office for more information.

Active duty military enrolled under the Department of Defense Tuition Assistance program, which provides limited funding of tuition, will pay only the Operating Fee portion of the in-state resident tuition rate.

A veteran tuition rate (80% of resident tuition rates) is available to eligible veterans or National Guard members meeting certain eligibility criteria.

Waivers offered for lower division (associate/certificate) credit programs generally apply to upper division (baccalaureate) programs.

"Ungraded" and Course-Based Waivers

Students enrolled in Adult Basic Education, English as a Second Language, High School Equivalency preparation, Emergency Medical Technician and Paramedic Continuing Education, Farm Management and Small Business Management, Industrial First Aid, Journeyperson, Parent Education, and Retirement classes will be charged tuition according to State Board for Community and Technical College rates; see the Tuition Schedule for these rates. Ungraded courses are defined as "not categorized by level of instruction;" they may confer credit and assign letter grades.

Spokane Colleges Waiver Information for 2025-26

High School + (HS+) and HS+ College

The High School+ (HS+) program, is for adults 18-years-old and older who do not have a high school diploma. The HS+ program combines credit for previous experience, competency-based options, and high school courses. The HS+ program serves as a foundational component of the “Guided Pathways” framework. **HS+ College** is a component of HS+ which allows students to enroll in college-level, credit bearing courses to meet high school diploma requirements.

HS+ students are charged the Basic Skills – Basic Education for Adults (BEaA) quarterly tuition rate set by the SBCTC. The current Basic Skills tuition rate for BEaA programs is \$25.00 per quarter unless the student is granted a waiver.

To be eligible for the HS+ College waiver, students are enrolled in the HS+ program. Students are designated as HS+ students and receive support from college faculty and staff (e.g., counselors, pathway specialists, instructional faculty, etc.) throughout the program. College course options are designed to provide clear transition pathways for students while they are completing their high school diploma. The tuition and fees rate is \$0.00 per college level credit, for up to ten (10) cumulative college level credits in the HS+ College program.

For more information, see:

[State Board for Community and Technical Colleges Tuition Waivers \(http://www.sbctc.edu/colleges-staff/programs-services/tuition-fees/tuition-waivers/\)](http://www.sbctc.edu/colleges-staff/programs-services/tuition-fees/tuition-waivers/)

[Revised Code of Washington, College and University Fees \(http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15\)](http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15)
[Ungraded Courses \(http://app.leg.wa.gov/WAC/default.aspx?cite=131-28-026\)](http://app.leg.wa.gov/WAC/default.aspx?cite=131-28-026)

**DISCUSSION: Proposed Fiscal Year 2025-26
Spokane Colleges
Student Services and Activities (S&A) Fee Rate**

Background

Student Services and Activities (S&A) Fees are collected as a portion of tuition revenue, subject to the applicable policies, regulations and procedures of Spokane Colleges and Chapters 28B.15 and 43.88, Revised Code of Washington (RCW).

On approval of the Board of Trustees, these fees are used to fund student programs at each college. Activities include, but are not limited to, Associated Student Activities (ASA), Instructionally Related Programs (IRP), Athletics and Athletic Scholarships, Student Building Funds (Special Projects) and Student Financial Aid. Student government organizations and the District S&A Fee committee are responsible for proposing program priorities and budgets that use S&A Fee revenue. Students hold a majority of the voting membership of the S&A Fee committee, alongside faculty and staff.

The State Board for Community & Technical Colleges establishes the maximum allowable S&A Fees to be charged to students. The Spokane Colleges Board of Trustees has authority to establish a rate up to the authorized limit. The District S&A Fee committee approved and recommends the following S&A Fee rate beginning fall quarter 2025. Revenue from S&A fees is estimated to be \$ 3,237,980 in FY 26. S&A budgets and spending plans are being finalized by student groups and will be submitted for initial review to the Board of Trustees in April.

	Spokane Colleges S&A Fees FY 2024-25	SBCTC Maximum S&A Fees FY 2025-26	Spokane Colleges Recommended S&A Fees FY 2025-26
From 1-10 credit hours, per credit	\$13.12	\$13.57	\$13.57
From 11-18 credit hours, per credit	\$7.59	\$7.85	\$7.85
19+ credit hours	No additional	No additional	No additional
Fee Rate @ 15 credits	\$169.15	\$174.95	\$174.95

Proposed Recommendation

The recommended S&A Fee rate is provided for initial review and discussion by the Board of Trustees. The S&A Fee will be presented for action at the Regular Meeting of the Board of Trustees on April 15, 2025. Once approved, the fee will be incorporated into the Spokane Colleges Tuition and Fee schedule effective fall quarter 2025.

Attachments:

1. S&A Revenue Estimate FY26
2. FY 2026 CTC Tuition and Fee Rates - FINAL

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

Presented by: Dr. Linda McDermott, CPA
Chief Financial Officer
March 18, 2025

Spokane Colleges S&A Fee - FY 2025-26 Revenue Projection

Budget Office Updated 03.7.2025

SCC - Student/Campus Controlled Revenue Estimate		\$ 1,322,909
Actual		
Estimated		
	FY 2024	FY 2025
Enrollment Headcount	6,025	6,025
Summer & Fall S&A Collected	688,903	786,882
Winter & Spring S&A Collected	1,024,721	1,125,173
Total Collected S&A Fee	1,713,624	1,912,055
		1,977,064
		SCC Projected 2026 S&A Fee Total Revenue
		1,977,064
FY2025-26 Allocation of S&A Fee Revenue		
SCC Financial Aid - State Mandated	3.5%	69,197
Spokane Colleges Athletics General	28.05%	554,567
Spokane Colleges Athletics Scholarships	4.95%	97,865
College Building Fund	5.0%	98,853
College S&A General	58.5%	1,156,583
	100.0%	1,977,064
SCC Running Start - S&A		67,473
		2,044,537
SFCC - Student/Campus Controlled Revenue Estimate		\$ 870,909
Actual		
Estimated		
	FY 2024	FY 2025
Enrollment Headcount	2,513	2,513
Summer & Fall S&A Collected	427,144	483,685
Winter & Spring S&A Collected	660,574	735,770
Total Collected S&A Fee	1,087,718	1,219,454
		1,260,916
		SFCC Projected 2026 S&A Fee Total Revenue
		1,260,916
FY2025-26 Allocation of S&A Fee Revenue		
SFCC Financial Aid - State Mandated	3.5%	44,132
Spokane Colleges Athletics General	28.05%	353,687
Spokane Colleges Athletics Scholarships	4.95%	62,415
College Building Fund	5.0%	63,046
College S&A General	58.5%	737,636
	100.0%	1,260,916
SFCC Running Start - S&A		70,227
		1,331,143
CCS Athletics Summary		\$ 1,100,833
Spokane Colleges Total S&A FY 2026 Revenue Projection		3,407,980
Spokane Colleges Athletics and Athletic Scholarships - 33%	33.0%	1,068,533
Athletics Running Start - S&A		32,300
		\$ 1,100,833

FY26 Forecast Assumptions

3.4% Maximum S&A rate increase per SBCTC with enrollment staying stable.

FY26 Enrollment may change as we collaborate with campus leadership to determine if we should include an assumption of growth.

WASHINGTON STATE COMMUNITY COLLEGE TUITION AND FEE RATES

2025-26

		<u>Lower Division</u>		<u>Upper Division</u>	
		<u>RESIDENTS</u>	<u>NONRESIDENTS</u>	<u>RESIDENTS</u>	<u>NONRESIDENTS</u>
		<i>Assumes 15 Credits per Quarter</i>		<i>Assumes 15 Credits per Quarter</i>	
ANNUAL	Operating Fee	\$3,865.50	\$9,628.35	\$6,807.90	\$20,126.70
	Building Fee	\$544.80	\$1,129.35	\$544.80	\$1,129.35
	Maximum S & A Fee	<u>\$524.85</u>	<u>\$524.85</u>	<u>\$524.85</u>	<u>\$524.85</u>
	Tuition and Fees	\$4,935.15	\$11,282.55	\$7,877.55	\$21,780.90
QUARTERLY	Operating Fee	\$1,288.50	\$3,209.45	\$2,269.30	\$6,708.90
	Building Fee	\$181.60	\$376.45	\$181.60	\$376.45
	Maximum S & A Fee	<u>\$174.95</u>	<u>\$174.95</u>	<u>\$174.95</u>	<u>\$174.95</u>
	Tuition and Fees	\$1,645.05	\$3,760.85	\$2,625.85	\$7,260.30
		<i>1-10 Credits</i>		<i>1-10 Credits</i>	
PER CREDIT	Operating Fee	\$102.95	\$291.31	\$226.93	\$670.89
	Building Fee	\$15.44	\$34.42	\$15.44	\$34.42
	Maximum S & A Fee	<u>\$13.57</u>	<u>\$13.57</u>	<u>\$13.57</u>	<u>\$13.57</u>
	Tuition and Fees	\$131.96	\$339.30	\$255.94	\$718.88
		<i>Average Incremental Increase for Each Credit between 11 and 18</i>		<i>Average Incremental Increase for Each Credit between 11 and 18</i>	
PER CREDIT	Operating Fee	\$51.80	\$59.27	\$0.00	\$0.00
	Building Fee	\$5.44	\$6.45	\$5.44	\$6.45
	Maximum S & A Fee	<u>\$7.85</u>	<u>\$7.85</u>	<u>\$7.85</u>	<u>\$7.85</u>
	Tuition and Fees	\$65.09	\$73.57	\$13.29	\$14.30
		<i>19+ Credits</i>		<i>19+ Credits</i>	
EXCESS CREDIT SURCHARGE	Operating Fee Only	\$118.39	\$325.73	\$242.37	\$705.31

UNGRADED COURSES - per credit fees - Operating Fees deposited to Fund 149

2025-26

	<u>Comments</u>	<u>Per Credit Fee</u>
Apprenticeship	50% waiver	50% waiver at 1-10, 11-18, and 19+ rates
ABE, ESL, GED	Colleges may waive the \$25 charge for students who are unable to pay	\$25 per student per quarter
Competency Based Programs	Method for establishing tuition governed by WAC 131-28-025, subsection (2), amended by State Board Resolution 14-09-60 (Sept. 10, 2014)	Program length (in months) divided by three and multiplied by quarterly tuition & fees at 15 credit hours

	<u>Comments</u>	<u>Per Quarter Waiver Amount</u>
Athletic Waiver	Colleges may waive up to 100% of the resident OPERATING FEE rate for 15-credits.	Lower Division
		\$1,288.50
		Upper Division
		\$2,269.30

Colleges are authorized to charge tuition to Running Start students when the student's choice of credit load exceeds the level that will be reimbursed by the school district.

DISCUSSION: Proposed Fiscal Year 2025-26 (FY 26)
Lab & Course
Administrative Fees / Use Fees

Background

Spokane Colleges conducted their annual review of administrative, use, and lab and course fees. The proposed fee schedules, effective fall quarter 2025 are attached.

Proposed changes to administrative/use fees include parking fees and the suspension of the \$22 per quarter student bus pass fee. The student government organizations at SCC and SFCC voted unanimously to suspend the bus pass fee in FY 26 due to accumulated revenue available in the Student Bus Pass Fee fund. The quarterly fee is suspended for all students for academic year 2025-2026. The fee will be reviewed on an annual basis by the associated student governments of SCC and SFCC, who will make recommendations for the collection of the fee in future years. The parking fee increase is consistent with the Parking Task Force's recommendation.

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 (6.2% for FY 26). Attachment 2 includes the detailed listing of recommended Lab and Course fees by college for FY 26.

Proposed Recommendation

The proposed Administrative / Use, and Lab and Course fees are provided for initial review and discussion by the Board of Trustees. Approval of the fee schedules will be presented for action at the Regular Meeting of the Board of Trustees on April 15, 2025.

Attachments:

1. Spokane Colleges Draft Administrative Fees for 2025-26
2. Course Fee BOT Report FY 2026 SCC – 2025-03-07
3. Course Fee BOT Report FY 2026 SFCC – 2025-03-07
4. Bus Fee Suspension Memo FY26 Final

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

Presented by: Dr. Linda McDermott, CPA
 Chief Financial Officer
 March 18, 2025

STUDENT FEES		FY2024-25 Rate	Charge Rate/Note	Proposed FY2025-26 Rate Changes	Proposed FY2025-26 Rate	Percentage Change	FY2025-26 Justification for Fee change
	Application for Admission - General (Currently not charged)	25.00	One Time Only		25.00		
	Application for Admission - International	100.00	One Time Only		100.00		
	Application Fee for PLA Assessment/Non-Traditional Credit	10.00	Each		10.00		
	Assessment & Testing Fees						
	Prior Learning Assessment/Non-Traditional Credit	30.00	Per Credit		30.00		
	English Second Language Proficiency Testing	7.50	Each Test Component		7.50		
	Test of Essential Academic Skills (TEAS) Test	70.00	Per Test		70.00		
	College in the High School	50.00	Per credit		50.00		
	Comprehensive Fee (Printing, e-learning, library, Health Ctr, graduation)	40.00	Per Quarter		40.00		
	GED (or High School Equivalency) Duplicate Diploma	15.00	Each		15.00		
	High School Diploma Issuance	20.00	Each		20.00		
	High School Transcript	5.00	Each		5.00		
	I.D. Card Replacement	2.00	Each		2.00		
	Pullman Campus Usage Fee	10.00	Per Quarter		10.00		
	Registration Fee (All state support students (except "ungraded" courses)	20.00	Per Quarter		20.00		
	Replacement Diploma	25.00	Each		25.00		
	SFCC Gymnasium Fee	8.65	Per credit		8.65		
	SCC Health Clinic Fee	12.00	Per Quarter		12.00		
	Transcript Fee (hardcopy at cashier)	5.00	Each		5.00		
	Transcript Fee (hardcopy mailed through National Student Clearinghouse)	8.95	Each		8.95		
	Transcript Fee (online through National Student Clearinghouse)	7.25	Each		7.25		
	Tuition Installment Payment Plan Enrollment Fee	30.00	Per Quarter		30.00		
	Technology Fee (Maximum \$40.00 per quarter)	4.00	Per Credit		4.00		
Parking/Transportation Fees and Fines			Charge Rate/Note				
	(1) Quarterly bus pass, credit student voluntarily imposed fee	0.00	Per quarter		0.00		
	Quarterly bus pass, faculty/staff purchase price	30.00	Each	1.50	31.50	5.0%	Continued implementation of Parking Task Force recommendation #7, or up to 5% increase per year.
	(1) Quarterly bus pass, non-credit student purchase price	0.00	Each		0.00		
	Parking Fee (daily)	3.00	Each	0.15	3.15	5.0%	Continued implementation of Parking Task Force recommendation #7, or up to 5% increase per year.
	Parking Fee - metered	varies	Each		varies		
	Parking Pass (monthly)	17.50	Sales tax included	0.25	17.75	1.4%	Continued implementation of Parking Task Force recommendation #7, or up to 5% increase per year.
	Parking Pass (per quarter)	35.00	Sales tax included	1.50	36.50	4.3%	Continued implementation of Parking Task Force recommendation #7, or up to 5% increase per year.
	Parking Pass (annual)	102.00	Sales tax included	2.00	104.00	2.0%	Continued implementation of Parking Task Force recommendation #7, or up to 5% increase per year.
	Parking Pass (summer quarter)	17.50	Sales tax included	0.25	17.75	1.4%	Continued implementation of Parking Task Force recommendation #7, or up to 5% increase per year.
	Parking Pass (Commute Trip Reduction)	8.75	Sales tax included		8.75		
	Parking Fine - General Infraction	30.00	Each		30.00		
	Parking Fine - Handicap Zone	250.00	Each		250.00		
	Parking Fine - Fraudulent Permit	160.00	Each		160.00		
	Parking - Vehicle license research fee	20.00	Each		20.00		
	Traffic Fine - Moving Violation (Tier One)	40.00	Each		40.00		
	Traffic Fine - Moving Violation With Disregard for Safety (Tier Two)	80.00	Each		80.00		
	Traffic Fine - Moving Violation, Willful & Wanton Disregard for Safety (Tier Three)	80.00	Each		80.00		
	Smoking Fine	30.00	Each		30.00		

STUDENT FEES		FY2024-25 Rate	Charge Rate/Note	Proposed FY2025-26 Rate Changes	Proposed FY2025-26 Rate	Percentage Change	FY2025-26 Justification for Fee change
Course Related Fees			Charge Rate/Note				
Lab & Course Fees (listed separately)		varies			varies		
Washington State Patrol Background Check Fee		10.00	Each		10.00		
National Background Check Fee		varies	Each		varies		
Professional & General Liability Insurance		8.00	Per Quarter		8.00		
<i>Courses in the following areas require professional and general liability insurance</i>							
<i>Aquatics/Lifeguard/Water Safety</i>	<i>Family and Human Services</i>						
<i>Biomedical Equipment Technician</i>	<i>Health and Fitness Technician</i>						
<i>Biotechnology</i>	<i>Health and Medical Administration</i>						
<i>Child Care/Education/Development</i>	<i>Hearing Instrument Specialist</i>						
<i>Community Health</i>	<i>Medical and Dental Technology</i>						
<i>Cosmetology</i>	<i>Mortuary and Funeral Services</i>						
<i>Emergency Medical Tech (EMT)/Paramedic</i>							
Student Intern (non-medical) Professional Liability Insurance		8.00	Per Quarter		8.00		
<i>Courses in the following areas require professional liability insurance</i>							
<i>Agriculture/Horticulture</i>	<i>Natural Resource Management</i>						
<i>Education Paraprofessional</i>	<i>Water Resources Technology</i>						
International Student Insurance		442.00	Per Quarter		442.00		
Student Insurance: Optional student injury and sickness insurance may be purchased. See brochures in cashiers' areas for current coverage and rates.							
Miscellaneous Fees		FY2024-25 Rate	Charge Rate/Note	Proposed FY2025-26 Rate Changes	Proposed FY2025-26 Rate	FY2025-26 Justification for Fee	Percentage Change
Administrative Processing Fee for refunds		7.00	Per Refund Processed				
Check Cashing Fee		1.50	Per Check		1.50		
Distance Learning Financial Aid Check Handling Fee		3.00	Per Check		3.00		
Library Fines		Varies	Per Each		Varies		
Locker Rental Fees (vary depending on location)		Varies by location 1.00 to 6.00			Varies by location 1.00 to 6.00		
Art Bldg. Locker Rentals		5.00 / 10.00	Per Quarter / Per Year		5.00 / 10.00		
Locker Rental - Health Building		1.00	Per Quarter		1.00		
Locker Rental		6.00	Per Quarter		6.00		
Fitness Center Lockers		not charged	Per Each		0.00		
Microsoft Academic Alliance / Microsoft Project Software license		10.00	Per Each		10.00		
Microsoft Testing		Varies	Each		Varies		
Returned Check (NSF) Fee (In addition to third party NSF fee)		20.00	Per Check		20.00		
SFCC Intensive English Language Program "CL" Self-support rate		157.50	Per Credit; \$3,150 Per Term		157.50		
Technical Arts Resource Center (TARC) Print Card		15.00	Per Each		15.00		
Test Proctoring (Non-student)		25.00	Each		25.00		
Testing No-Show Fine		30.00	Each		30.00		
Other Fees			Charge Rate/Note				
COMPTR FEE-COLV/CLS		As on main campus	Per Course		As on main campus		
COMPTR FEE-COLV/CRD		As on main campus	Per Credit		As on main campus		
FEES-SENIOR PRG CLASS ("ACT 2 CLASS")		Varies per course	Per Course		Varies per course		
CLS FEES-COLVILLE/CRS		As on main campus	Per Course		As on main campus		
CLS FEE-WHITMAN CNTY		As on main campus	Per Course		As on main campus		
CLS FEE-COLVILLE SCI		As on main campus	Per Course		As on main campus		
COMPTR FEE-WHITMAN/CL		As on main campus	Per Course		As on main campus		
COMPTR FEE-WHITMAN/CR		As on main campus	Per Credit		As on main campus		

(1) Collection of the Bus Pass Fee \$22 Quarterly (\$66 Annually) has been suspended for 2025-26.

Lab and Course Fee Final for Fiscal Year : 2026

College	Dept Name	Subject	Class Type	Course Numbers	Charge Unit	Current Fee	Proposed Fee	Fee Change	Refund-able
SCC									
SCC	Auto Collision/Refinish Tech	ABF	LAB	111, 112	per course	89.71	95.46	5.75	N
SCC	Auto Collision/Refinish Tech	ABF	LAB	115, 116, 117, 123, 124, 244	per course	93.36	99.34	5.98	N
SCC	Auto Collision/Refinish Tech	ABF	LAB	125	per course	87.74	93.36	5.62	N
SCC	Auto Collision/Refinish Tech	ABF	LAB	133, 134, 135, 136, 137, 138, 139, 141	per course	94.42	100.47	6.05	N
SCC	Auto Collision/Refinish Tech	ABF	LAB	140	per course	103.7	110.35	6.65	N
SCC	Auto Collision/Refinish Tech	ABF	LAB	181, 183	per course	186.2	198.14	11.94	N
SCC	Auto Collision/Refinish Tech	ABF	LAB	270, 271, 272, 273	per course	75.04	79.85	4.81	N
SCC	Business Management	ACCT	LEC	141	per credit	3.8	3.8	0.00	
SCC	Business Management	ACCT	LEC	142	per course	90	0	(90.00)	N
SCC	Environmental Sciences	AGGEN	LAB	151	per course	45.26	48.16	2.90	
SCC	Environmental Sciences	AGGEN	LAB	156	per course	58.58	62.33	3.75	
SCC	Environmental Sciences	AGHRT	LEC	101, 104	per course	5.63	5.99	0.36	
SCC	Environmental Sciences	AGHRT	LAB	102	per course	25.16	26.77	1.61	
SCC	Environmental Sciences	AGHRT	LAB	103	per course	22.51	23.95	1.44	
SCC	Environmental Sciences	AGHRT	LAB	105, 106, 107, 108, 219	per course	19.98	21.26	1.28	
SCC	Environmental Sciences	AGHRT	LAB	109	per course	33.76	35.92	2.16	
SCC	Environmental Sciences	AGHRT	LAB	110, 112	per course	14.64	15.58	0.94	
SCC	Environmental Sciences	AGHRT	LAB	111	per course	67.53	71.86	4.33	
SCC	Environmental Sciences	AGHRT	LAB	115	per course	45.02	47.91	2.89	
SCC	Environmental Sciences	AGHRT	LEC	116	per course	7.98	8.49	0.51	
SCC	Environmental Sciences	AGHRT	LAB	126	per course	4	4.26	0.26	
SCC	Environmental Sciences	AGHRT	LAB	184, 185	per course	2.66	2.83	0.17	
SCC	Environmental Sciences	AGHRT	LAB	195	per course	3	3	0.00	N
SCC	Environmental Sciences	AGHRT	LAB	201, 206	per course	90.54	96.34	5.80	
SCC	Environmental Sciences	AGHRT	LEC	202	per course	17.31	18.42	1.11	
SCC	Environmental Sciences	AGHRT	LAB	204	per course	46.6	49.59	2.99	
SCC	Environmental Sciences	AGHRT	LAB	205	per course	51.92	55.25	3.33	
SCC	Environmental Sciences	AGHRT	LAB	211	per course	41.27	43.92	2.65	
SCC	Environmental Sciences	AGHRT	LAB	225	per course	6.66	7.09	0.43	
SCC	Environmental Sciences	AGHRT	LAB	226	per course	47.93	51	3.07	
SCC	Environmental Sciences	AGHRT	LEC	228	per course	11.97	12.74	0.77	
SCC	Environmental Sciences	AGHRT	LAB	230	per course	15.98	17	1.02	
SCC	Environmental Sciences	AGHRT	LEC	232	per course	10.65	11.33	0.68	
SCC	Environmental Sciences	AGHRT	LEC	234	per course	6.66	7.09	0.43	
SCC	Environmental Sciences	AGHRT	LAB	235	per course	9.32	9.92	0.60	
SCC	Environmental Sciences	AGHRT	LAB	236	per course	22.62	24.07	1.45	
SCC	Environmental Sciences	AGHRT	LAB	237	per course	106.52	113.35	6.83	
SCC	Environmental Sciences	AGHRT	LEC	238	per course	22.51	23.95	1.44	
SCC	HVAC and Refrigeration	AIRC	LAB	106, 108, 109, 203, 205, 207	per course	103.76	110.41	6.65	
SCC	HVAC and Refrigeration	AIRC	LAB	107, 110, 137, 204, 206, 208, 265	per course	328.08	349.11	21.03	N
SCC	HVAC and Refrigeration	AIRC	LAB	125	per course	140.71	149.73	9.02	
SCC	HVAC and Refrigeration	AIRC	LAB	262	per course	31.7	33.73	2.03	
SCC	Applied Education	APLED	LEC	112	per course	22.61	22.61	0.00	N
SCC	Aquatics	AQUAT	LAB	224, 230	per course	7	7	0.00	
SCC	Aquatics	AQUAT	LAB	224, 230	per course	8	8	0.00	N

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SCC	Aviation Maintenance Tech	ARCFT	LEC	115	per course	57.03	60.69	3.66	N
SCC	Aviation Maintenance Tech	ARCFT	LAB	116, 118, 140, 236, 238, 246	per course	92.47	98.4	5.93	N
SCC	Aviation Maintenance Tech	ARCFT	LAB	120, 136, 138, 248, 256	per course	94.55	100.61	6.06	N
SCC	Aviation Maintenance Tech	ARCFT	LEC	137, 245	per course	30.36	32.31	1.95	N
SCC	Aviation Maintenance Tech	ARCFT	LAB	258, 276	per course	94.37	100.42	6.05	N
SCC	Architectural Technology	ARCHT	LAB	122, 126	per course	70.56	75.08	4.52	N
SCC	Architectural Technology	ARCHT	LAB	132	per course	73.39	78.09	4.70	N
SCC	Architectural Technology	ARCHT	LAB	242, 252, 262	per course	88.09	93.74	5.65	N
SCC	Social Science/Humanities	ART	LEC	112	per course	0	10	10.00	
SCC	Social Science/Humanities	ART&	LEC	100	per course	0	10	10.00	
SCC	Automotive Technology	AUTO	LEC	100	per course	9.26	9.85	0.59	N
SCC	Automotive Technology	AUTO	LAB	102	per course	28.06	28.06	0.00	N
SCC	Automotive Technology	AUTO	LAB	104	per course	31.55	31.55	0.00	N
SCC	Automotive Technology	AUTO	LAB	104, 123, 136, 261, 286	per course	95.5	101.37	5.87	
SCC	Automotive Technology	AUTO	LAB	110	per course	88.83	88.83	0.00	N
SCC	Automotive Technology	AUTO	LEC	111, 113, 115, 117, 119, 129	per course	95.5	101.37	5.87	
SCC	Automotive Technology	AUTO	LAB	112, 114, 130	per course	76.92	81.85	4.93	N
SCC	Automotive Technology	AUTO	LAB	116	per course	140.96	150	9.04	N
SCC	Automotive Technology	AUTO	LAB	118	per course	119.67	119.67	0.00	N
SCC	Automotive Technology	AUTO	LAB	120	per course	129.25	129.25	0.00	N
SCC	Automotive Technology	AUTO	LAB	123	per course	63.75	63.75	0.00	N
SCC	Automotive Technology	AUTO	LAB	126	per course	91.86	91.86	0.00	N
SCC	Automotive Technology	AUTO	LAB	126	per course	95.5	101.37	5.87	
SCC	Automotive Technology	AUTO	LEC	131, 211	per course	95.5	67.37	(28.13)	
SCC	Automotive Technology	AUTO	LAB	132	per course	75.91	80.78	4.87	N
SCC	Automotive Technology	AUTO	LAB	136	per course	30.46	30.46	0.00	N
SCC	Automotive Technology	AUTO	LAB	137	per course	20.35	20.35	0.00	N
SCC	Automotive Technology	AUTO	LAB	137, 263	per course	95.5	67.37	(28.13)	
SCC	Automotive Technology	AUTO	LAB	212	per course	178.5	178.5	0.00	N
SCC	Automotive Technology	AUTO	LAB	237, 238, 239	per course	31.43	31.43	0.00	N
SCC	Automotive Technology	AUTO	LAB	260	per course	95.5	165.68	70.18	
SCC	Automotive Technology	AUTO	LAB	260	per course	45.89	45.89	0.00	N
SCC	Automotive Technology	AUTO	LAB	261, 263	per course	115.7	115.7	0.00	N
SCC	Automotive Technology	AUTO	LAB	270	per course	96.14	102.3	6.16	N
SCC	Automotive Technology	AUTO	LAB	286	per course	128.51	128.51	0.00	N
SCC	Electronics Engineering Tech	AVIO&	LAB	103	per course	65.74	65.74	0.00	N
SCC	Electronics Engineering Tech	AVIO&	LAB	104	per course	98.62	98.62	0.00	N
SCC	Electronics Engineering Tech	AVIO&	LAB	201	per course	118.34	118.34	0.00	N
SCC	Electronics Engineering Tech	AVIO&	LAB	202, 203	per course	124.04	124.04	0.00	N
SCC	Hospitality	BAK	LAB	101	per course	716.84	762.79	45.95	N
SCC	Hospitality	BAK	LAB	110	per course	71.09	75.65	4.56	
SCC	Hospitality	BAK	LAB	111	per course	71.6	76.19	4.59	
SCC	Hospitality	BAK	LAB	120	per course	67.01	71.31	4.30	
SCC	Hospitality	BAK	LAB	121, 130, 131, 248	per course	61.03	64.94	3.91	
SCC	Hospitality	BAK	LAB	140	per course	124.17	132.13	7.96	
SCC	Biomedical Equipment Tech	BIOEQ	LAB	111	per course	0	50	50.00	N
SCC	Biomedical Equipment Tech	BIOEQ	LAB	113	per course	0	80	80.00	N
SCC	Biomedical Equipment Tech	BIOEQ	LAB	134	per course	0	100	100.00	N

SCC	Biomedical Equipment Tech	BIOEQ	LAB	142	per course	0	200	200.00	N
SCC	Biomedical Equipment Tech	BIOEQ	LAB	212	per course	0	65	65.00	N
SCC	Biomedical Equipment Tech	BIOEQ	LEC	232	per course	0	190	190.00	N
SCC	Biomedical Equipment Tech	BIOEQ	LAB	234	per course	0	10.9	10.90	N
SCC	Biomedical Equipment Tech	BIOEQ	LAB	234	per course	0	12	12.00	N
SCC	Biomedical Equipment Tech	BIOEQ	LAB	234	per course	0	21.78	21.78	N
SCC	Biomedical Equipment Tech	BIOEQ	LAB	245	per course	0	60	60.00	N
SCC	Biomedical Equipment Tech	BIOEQ	LAB	-252	per course	89.27	89.27	0.00	N
SCC	Biomedical Equipment Tech	BIOEQ	LEC	-272	per course	8	8	0.00	
SCC	Science	BIOL	LAB	100, 115	per course	35.45	37.72	2.27	
SCC	Science	BIOL&	LAB	160, 221, 222, 223, 241, 242, 260	per course	35.45	37.72	2.27	
SCC	Science	BOT	LAB	111, 112	per course	35.45	37.72	2.27	
SCC	Business Technology	BT	LEC	105, 274	per course	8	8	0.00	
SCC	Business Technology	BT	LEC	272	per course	8.45	8.45	0.00	
SCC	Business Management	BUS	LEC	103	per course	7.39	7.39	0.00	
SCC	Business Management	BUS	LAB	107	per course	7.39	7.39	0.00	
SCC	CAD Design and Drafting	CAD	LAB	124	per course	32.65	32.65	0.00	N
SCC	CAD Design and Drafting	CAD	LEC	133	per course	37.77	37.77	0.00	N
SCC	CAD Design and Drafting	CAD	LAB	141	per course	60.77	60.77	0.00	N
SCC	CAD Design and Drafting	CAD	LAB	142	per course	46.14	46.14	0.00	N
SCC	CAD Design and Drafting	CAD	LEC	242	per course	9.49	9.49	0.00	N
SCC	CAD Design and Drafting	CAD	LAB	243, 244, 260	per course	9.49	9.49	0.00	N
SCC	CAD Design and Drafting	CAD	LAB	252	per course	95.32	95.32	0.00	N
SCC	CAD Design and Drafting	CAD	LAB	255	per course	100.78	100.78	0.00	N
SCC	CAD Design and Drafting	CAD	LAB	256, 268	per course	37.77	37.77	0.00	N
SCC	CAD Design and Drafting	CAD	LAB	264	per course	100.7	100.7	0.00	N
SCC	CAD Design and Drafting	CAD	LAB	269	per course	8.68	8.68	0.00	N
SCC	Science	CHEM	LAB	115	per course	35.69	37.98	2.29	
SCC	Science	CHEM&	LAB	110, 121, 122, 123, 161, 162, 163, 251, 252, 253	per course	35.69	37.98	2.29	
SCC	Science	CHEM&	LAB	-163	per course	11.82	0	(11.82)	
SCC	Computer Information Systems	CIS	LEC	103, 110, 201, 206, 213, 234, 236, 244, 247, 263, 270, 275, 286	per course	3.77	4	0.23	
SCC	Computer Information Systems	CIS	LEC	106, 147, 276, 283	per course	2.52	2.67	0.15	
SCC	Computer Information Systems	CIS	LEC	111, 130, 230, 258	per course	171.35	220	48.65	
SCC	Computer Information Systems	CIS	LEC	114, 126, 146, 282	per course	171.35	181.8	10.45	
SCC	Computer Information Systems	CIS	LEC	117	per course	165.89	73.77	(92.12)	
SCC	Computer Information Systems	CIS	LEC	134	per course	6.29	28.77	22.48	
SCC	Computer Information Systems	CIS	LEC	208	per course	0	73.77	73.77	
SCC	Computer Information Systems	CIS	LEC	217, 218, 225, 233, 246, 277	per course	6.29	6.67	0.38	
SCC	Computer Information Systems	CIS	LEC	250, 251, 252, 253	per course	3.77	28.77	25.00	
SCC	Computer Information Systems	CIS	LEC	259	per course	161.98	73.77	(88.21)	
SCC	Cosmetology	COS	LAB	102, 114, 116, 124, 126, 136, 222, 232	per course	0	8	8.00	N
SCC	Cosmetology	COS	LAB	102, 222, 232	per course	0	415	415.00	N
SCC	Cosmetology	COS	LAB	112	per course	1390.94	1480.1	89.16	N
SCC	Cosmetology	COS	LAB	112, 122, 132, 242, 252	per course	415	441.6	26.60	N
SCC	Cosmetology	COS	LAB	112, 132, 242, 252, 275	per course	8	8	0.00	N

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SCC	Cosmetology	COS	LAB	114	per course	374.96	415	40.04	N
SCC	Cosmetology	COS	LAB	114	per course	341.61	363.51	21.90	N
SCC	Cosmetology	COS	LAB	116	per course	394.89	415	20.11	N
SCC	Cosmetology	COS	LAB	116, 136	per course	310	329.87	19.87	
SCC	Cosmetology	COS	LAB	122	per course	8	8	0.00	
SCC	Cosmetology	COS	LAB	124	per course	460	489.49	29.49	N
SCC	Cosmetology	COS	LAB	124	per course	611.79	651.01	39.22	N
SCC	Cosmetology	COS	LAB	126	per course	454.7	441.6	(13.10)	N
SCC	Cosmetology	COS	LAB	136	per course	414.55	441.12	26.57	
SCC	Cosmetology	COS	LAB	222	per course	0	300	300.00	N
SCC	Cosmetology	COS	LAB	232, 252	per course	0	310	310.00	
SCC	Cosmetology	COS	LEC	261	per course	8	8.51	0.51	N
SCC	Cosmetology	COS	LAB	262	per course	310	329.87	19.87	
SCC	Cosmetology	COS	LAB	275	per course	49.37	52.53	3.16	N
SCC	Cosmetology	COS	CNL	288	per course	0	8	8.00	N
SCC	Hospitality	CUL	LAB	110	per course	481.77	512.65	30.88	N
SCC	Hospitality	CUL	LAB	110	per course	465.99	495.86	29.87	N
SCC	Hospitality	CUL	LAB	110, 124	per course	273.06	290.56	17.50	
SCC	Hospitality	CUL	LEC	112, 120, 126, 257	per course	56.81	60.45	3.64	
SCC	Hospitality	CUL	LEC	115	per course	163.99	174.5	10.51	
SCC	Hospitality	CUL	LAB	131	per course	280.34	298.31	17.97	
SCC	Hospitality	CUL	LAB	132	per course	242.76	258.32	15.56	
SCC	Hospitality	CUL	LAB	244	per course	139.85	148.81	8.96	
SCC	Hospitality	CUL	LEC	255	per course	43.07	45.83	2.76	
SCC	Hospitality	CUL	LAB	261	per course	77.18	82.13	4.95	N
SCC	Hospitality	CUL	LAB	261	per course	170.8	181.75	10.95	N
SCC	Hospitality	CUL	LEC	265	per course	17.22	18.32	1.10	
SCC	Allied Health	DENT	LAB	109	per course	23.77	50	26.23	
SCC	Allied Health	DENT	LAB	110	per course	198.38	211.1	12.72	
SCC	Allied Health	DENT	LAB	111	per course	157.62	167.72	10.10	
SCC	Allied Health	DENT	LAB	114, 121	per course	8	8	0.00	
SCC	Allied Health	DENT	LAB	114, 124, 131	per course	105.08	111.82	6.74	
SCC	Allied Health	DENT	LAB	115	per course	8	8	0.00	N
SCC	Allied Health	DENT	LAB	115, 125, 132	per course	132.24	140.72	8.48	
SCC	Allied Health	DENT	LAB	116, 126	per course	78.81	83.86	5.05	
SCC	Allied Health	DENT	LAB	117, 127	per course	99.19	105.55	6.36	
SCC	Allied Health	DENT	LAB	120	per course	23.77	25.29	1.52	
SCC	Allied Health	DENT	CLN	129, 139, 148, 154	per course	8	8	0.00	N
SCC	Allied Health	DENT	LAB	136	per course	54.24	57.72	3.48	
SCC	Allied Health	DENT	LAB	137	per course	65.76	75	9.24	
SCC	Allied Health	DENT	LEC	138	per course	69.55	74.01	4.46	
SCC	Allied Health	DENT	LAB	142	per course	195.04	207.54	12.50	
SCC	Allied Health	DENT	LAB	145	per course	1117.33	1188.95	71.62	
SCC	Allied Health	DENT	CLN	148	per course	493.11	524.72	31.61	
SCC	Allied Health	DENT	LAB	152	per course	1136.2	1209.03	72.83	
SCC	Allied Health	DENT	CLN	154	per course	556.08	591.72	35.64	
SCC	Allied Health	DENT	LAB	158	per course	330.5	351.69	21.19	
SCC	Allied Health	DENT	LAB	160	per course	54.97	58.49	3.52	

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SCC	Computer Information Systems	DVOP	LEC	310, 311	per course	161.04	171.36	10.32	N
SCC	Computer Information Systems	DVOP	LEC	320, 400, 401, 425, 480	per course	101.4	73.77	(27.63)	N
SCC	Computer Information Systems	DVOP	LEC	325, 371, 372	per course	25	26.6	1.60	N
SCC	Computer Information Systems	DVOP	LEC	373	per course	0	28.77	28.77	
SCC	Allied Health	ECHO	LEC	100	per course	97.94	104.22	6.28	
SCC	Allied Health	ECHO	LAB	105, 115, 121, 125, 135	per course	97.94	104.22	6.28	
SCC	Allied Health	ECHO	LAB	112, 122	per course	87.02	92.6	5.58	
SCC	Allied Health	ECHO	LEC	-122	per course	97.94	0	(97.94)	
SCC	Allied Health	ECHO	LAB	133	per course	126.1	134.18	8.08	
SCC	Allied Health	ECHO	LAB	140	per course	41.95	44.64	2.69	
SCC	Allied Health	ECHO	LAB	140, 254	per course	8	8	0.00	
SCC	Allied Health	ECHO	LAB	142	per course	265.81	282.85	17.04	
SCC	Allied Health	ECHO	LAB	142, 264	per course	8	8	0.00	N
SCC	Allied Health	ECHO	CLN	143	per course	13.3	14.12	0.82	
SCC	Allied Health	ECHO	CLN	143, 251, 261, 273, 299	per course	8	8	0.00	N
SCC	Allied Health	ECHO	CLN	251	per course	93.21	99.18	5.97	
SCC	Allied Health	ECHO	LAB	254, 264	per course	252.97	269.19	16.22	
SCC	Social Science/Humanities	EDUC	CLN	267	per course	13.75	13.75	0.00	N
SCC	Electronics Engineering Tech	ELECT	LAB	112, 122	per course	43.19	45.96	2.77	N
SCC	Electronics Engineering Tech	ELECT	LAB	132	per course	10.77	11.46	0.69	N
SCC	Electronics Engineering Tech	ELECT	LAB	134	per course	198.64	211.37	12.73	N
SCC	Electronics Engineering Tech	ELECT	LAB	212	per course	15.92	16.94	1.02	N
SCC	Electronics Engineering Tech	ELECT	LAB	216, 236	per course	55.9	59.48	3.58	N
SCC	Electronics Engineering Tech	ELECT	LAB	222	per course	198.9	211.65	12.75	N
SCC	Electronics Engineering Tech	ELECT	LAB	226	per course	575.93	612.85	36.92	N
SCC	Electronics Engineering Tech	ELECT	LAB	234	per course	80.59	85.76	5.17	N
SCC	Electronics Engineering Tech	ELECT	LAB	272	per course	189.46	201.6	12.14	N
SCC	Electrical Maint/Automation	ELMT	LAB	102	per course	172.78	183.86	11.08	N
SCC	Electrical Maint/Automation	ELMT	LAB	112	per course	52.41	55.77	3.36	N
SCC	Electrical Maint/Automation	ELMT	LAB	113	per course	376.16	400.27	24.11	N
SCC	Electrical Maint/Automation	ELMT	LAB	114	per course	48.23	51.32	3.09	N
SCC	Electrical Maint/Automation	ELMT	LAB	122, 135	per course	58.37	62.11	3.74	N
SCC	Electrical Maint/Automation	ELMT	LAB	123, 124	per course	43.33	46.11	2.78	N
SCC	Electrical Maint/Automation	ELMT	LAB	131	per course	25.18	26.79	1.61	N
SCC	Electrical Maint/Automation	ELMT	LAB	132	per course	36.46	38.8	2.34	N
SCC	Electrical Maint/Automation	ELMT	LAB	133, 253	per course	17.97	19.12	1.15	N
SCC	Electrical Maint/Automation	ELMT	LAB	134, 242	per course	78.76	83.81	5.05	N
SCC	Electrical Maint/Automation	ELMT	LAB	241	per course	88.91	94.61	5.70	N
SCC	Electrical Maint/Automation	ELMT	LAB	243	per course	57.66	61.36	3.70	N
SCC	Electrical Maint/Automation	ELMT	LAB	244	per course	41.06	43.69	2.63	N
SCC	Electrical Maint/Automation	ELMT	LAB	251	per course	16.89	17.97	1.08	N
SCC	Electrical Maint/Automation	ELMT	LAB	252	per course	43.35	46.13	2.78	N
SCC	Electrical Maint/Automation	ELMT	LAB	254	per course	65.08	69.25	4.17	N
SCC	Electrical Maint/Automation	ELMT	LAB	262	per course	240.09	255.48	15.39	N
SCC	Electrical Maint/Automation	ELMT	LAB	263	per course	60.66	64.55	3.89	N
SCC	Electrical Maint/Automation	ELMT	LAB	265, 268	per course	58.06	61.78	3.72	N
SCC	Allied Health	EMS	LEC	120	per course	55.06	55.06	0.00	
SCC	Allied Health	EMS	LAB	122	per course	139.08	139.08	0.00	

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SCC	Allied Health	EMS	LEC	128	per course	107.53	107.53	0.00	
SCC	Allied Health	EMS	CLN	129	per course	8	8	0.00	N
SCC	Allied Health	EMS	CLN	129	per course	374.14	374.14	0.00	
SCC	Environmental Sciences	ENVS	LEC	104, 110	per course	13.3	14.15	0.85	
SCC	Environmental Sciences	ENVS	LEC	207	per course	7.98	8.49	0.51	
SCC	Environmental Sciences	ENVS	LAB	208	per course	77.24	25	(52.24)	
SCC	Environmental Sciences	ENVS	LEC	210	per course	6.66	7.09	0.43	
SCC	Environmental Sciences	ENVS	LEC	211	per course	14.64	15.58	0.94	
SCC	Environmental Sciences	ENVS	LEC	216	per course	30.62	32.58	1.96	
SCC	Environmental Sciences	ENVS	LAB	217	per course	74.55	79.33	4.78	
SCC	Environmental Sciences	ENVS	LAB	220	per course	13.3	14.15	0.85	
SCC	Environmental Sciences	ENVS	LAB	226	per course	62.57	66.58	4.01	
SCC	Environmental Sciences	ENVS	LEC	227	per course	15.98	17	1.02	
SCC	Environmental Sciences	ENVS	CLN	231, 232, 233, 234, 235	per course	2.5	2.5	0.00	N
SCC	Environmental Sciences	ENVS	CLN	231, 232, 233, 234, 235	per course	86.54	92.09	5.55	
SCC	Environmental Sciences	ENVS	LAB	237	per course	71.89	76.5	4.61	
SCC	Environmental Sciences	ENVS	LAB	247	per course	0	64	64.00	
SCC	Environmental Sciences	ENVS	LAB	247	per course	0	2.5	2.50	
SCC	Robotics-Mechatronics	FLPT	LAB	104	per course	29.9	29.9	0.00	N
SCC	Robotics Mechatronics	FLPT	LEC	111	per course	22.27	23.7	1.43	N
SCC	Robotics Mechatronics	FLPT	LAB	112, 121, 123, 134	per course	33.43	35.57	2.14	N
SCC	Robotics Mechatronics	FLPT	LAB	113	per course	11.95	12.72	0.77	N
SCC	Robotics Mechatronics	FLPT	LAB	114, 132	per course	41.73	44.4	2.67	N
SCC	Robotics Mechatronics	FLPT	LAB	122, 274	per course	22.27	23.7	1.43	N
SCC	Robotics Mechatronics	FLPT	LAB	131	per course	36.21	38.53	2.32	N
SCC	Robotics Mechatronics	FLPT	LAB	133	per course	13.97	14.87	0.90	N
SCC	Robotics Mechatronics	FLPT	LEC	135	per course	5.54	5.9	0.36	N
SCC	Robotics Mechatronics	FLPT	LAB	231	per course	45.85	48.79	2.94	N
SCC	Robotics Mechatronics	FLPT	LAB	233	per course	135.86	144.57	8.71	N
SCC	Robotics Mechatronics	FLPT	LAB	243	per course	46.25	49.21	2.96	N
SCC	Robotics Mechatronics	FLPT	LEC	251	per course	45.24	48.14	2.90	N
SCC	Robotics Mechatronics	FLPT	LAB	252	per course	75.81	80.67	4.86	N
SCC	Robotics Mechatronics	FLPT	LAB	253	per course	66	70.23	4.23	N
SCC	Robotics Mechatronics	FLPT	LAB	254	per course	79.45	84.54	5.09	N
SCC	Robotics Mechatronics	FLPT	LAB	264, 265, 268	per course	27.93	29.72	1.79	N
SCC	Robotics Mechatronics	FLPT	LAB	269	per course	42.29	45	2.71	N
SCC	Robotics Mechatronics	FLPT	LAB	271, 273	per course	37.81	40.23	2.42	N
SCC	Robotics Mechatronics	FLPT	LAB	272	per course	22.72	24.18	1.46	N
SCC	Robotics Mechatronics	FLPT	LEC	279	per course	31.95	34	2.05	N
SCC	English and Foreign Languages	FRCH&	LEC	121, 122, 123	per course	0	16	16.00	
SCC	Fire Science Technology	FS	LAB	114	per course	276.57	294.3	17.73	N
SCC	Fire Science Technology	FS	LAB	116	per course	262.29	279.1	16.81	N
SCC	Fire Science Technology	FS	LAB	212, 222	per course	862.77	918.07	55.30	N
SCC	Fire Science Technology	FS	LAB	232	per course	957.04	1018.39	61.35	N
SCC	Science	GEOL	LAB	201	per course	30	31.92	1.92	
SCC	Science	GEOL	LAB	210	per course	35.69	37.98	2.29	
SCC	Science	GEOL&	LAB	101	per course	30	31.92	1.92	
SCC	Allied Health	HED	LEC	108, 109, 125	per course	12.61	13.42	0.81	



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SCC	Allied Health	HED	LEC	129	per course	12.61	12.61	0.00	
SCC	Diesel/Heavy Duty Equipment	HEQ	LAB	112, 122, 132, 242, 252, 262	per course	242.9	258.47	15.57	N
SCC	Business Technology	HIM	LAB	103	per course	49	52.14	3.14	
SCC	Business Technology	HIM	LEC	103	per course	58.22	61.95	3.73	
SCC	Business Technology	HIM	CLN	203	per course	104.57	111.27	6.70	
SCC	Business Technology	HIM	LEC	240	per course	272.12	289.56	17.44	
SCC	Health	HLTH	LEC	174	per course	14.26	15.17	0.91	
SCC	Health	HLTH	LEC	174	per course	9.51	10.12	0.61	N
SCC	Hospitality	HM	LEC	221	per course	130.05	130.05	0.00	
SCC	Allied Health	ICT	LAB	115	per course	26.63	28.34	1.71	
SCC	Allied Health	ICT	LAB	126, 135, 141, 145, 217, 228	per course	39.94	42.5	2.56	
SCC	Allied Health	ICT	LEC	127, 234	per course	39.94	42.5	2.56	
SCC	Allied Health	ICT	LAB	128	per course	83.94	89.32	5.38	
SCC	Allied Health	ICT	LEC	129	per course	99.86	106.26	6.40	
SCC	Allied Health	ICT	LEC	140	per course	13.3	14.15	0.85	
SCC	Allied Health	ICT	CLN	146, 218, 229, 235	per course	93.21	99.18	5.97	
SCC	Allied Health	ICT	CLN	146, 218, 229, 235	per course	8	8	0.00	N
SCC	Allied Health	ICT	LAB	204	per course	99.86	106.26	6.40	
SCC	Allied Health	ICT	LAB	212	per course	8	8	0.00	
SCC	Allied Health	ICT	LAB	212	per course	126.12	134.2	8.08	
SCC	Allied Health	ICT	LAB	213	per course	90	95.77	5.77	
SCC	Allied Health	ICT	LEC	214	per course	79.89	85.01	5.12	
SCC	Allied Health	ICT	LEC	224	per course	497.82	529.73	31.91	
SCC	Business Management	LA	LEC	105, 110, 118, 120, 130, 201, 207, 217, 218, 219, 220, 221, 225, 230, 240	per course	26.4	26.4	0.00	
SCC	Business Management	LA	CLN	245, 285	per course	26.4	26.4	0.00	
SCC	Allied Health	MA	LEC	101	per course	106.52	113.35	6.83	
SCC	Allied Health	MA	LAB	102	per course	8	8	0.00	N
SCC	Allied Health	MA	LAB	102	per course	133.14	141.14	8.00	
SCC	Allied Health	MA	LAB	111	per course	75	75	0.00	
SCC	Allied Health	MA	LEC	111	per course	99.86	106.26	6.40	N
SCC	Allied Health	MA	LAB	111, 112, 122, 132	per course	8	8	0.00	
SCC	Allied Health	MA	LEC	111, 112, 122, 132	per course	8	8	0.00	N
SCC	Allied Health	MA	LAB	112	per course	110	110	0.00	
SCC	Allied Health	MA	LEC	112	per course	146.46	146.46	0.00	
SCC	Allied Health	MA	LAB	122	per course	137.5	137.5	0.00	
SCC	Allied Health	MA	LEC	122	per course	183.07	194.8	11.73	
SCC	Allied Health	MA	LAB	123	per course	33.28	35.41	2.13	
SCC	Allied Health	MA	LEC	126	per course	12.61	13.42	0.81	
SCC	Allied Health	MA	LAB	132	per course	100	100	0.00	
SCC	Allied Health	MA	LEC	132	per course	133.14	141.67	8.53	
SCC	Allied Health	MA	LEC	141	per course	166.44	177.11	10.67	N
SCC	Allied Health	MA	CLN	142	per course	99.86	106.26	6.40	N
SCC	Allied Health	MA	CLN	142	per course	8	8	0.00	N
SCC	Machinist/CNC Technology	MACH	LAB	142, 152, 162	per course	166.82	177.51	10.69	N
SCC	Machinist/CNC Technology	MACH	LEC	143	per course	23.63	25.14	1.51	N
SCC	Machinist/CNC Technology	MACH	LAB	146	per course	205.68	218.86	13.18	
SCC	Machinist/CNC Technology	MACH	LAB	147	per course	205	218.14	13.14	N

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SCC	Machinist/CNC Technology	MACH	LAB	212, 222, 232	per course	219.67	233.75	14.08	N
SCC	Machinist/CNC Technology	MACH	LEC	224, 234	per course	100	106.41	6.41	
SCC	Machinist/CNC Technology	MACH	LAB	248	per course	206.46	219.69	13.23	N
SCC	Mathematics	MATH	LEC	-021	per course	11.17	0	(11.17)	
SCC	Mathematics	MATH	LAB	-092	per course	5	5	0.00	
SCC	Mathematics	MATH	LAB	-099	per credit	1	1	0.00	
SCC	Mathematics	MATH&	LAB	-141	per course	5	5	0.00	
SCC	Mathematics	MATH&	LAB	-142	per credit	1	1	0.00	
SCC	Business Technology	MSEC	LEC	221	per course	0	66	66.00	N
SCC	Business Technology	MSEC	CLN	286, 287	per course	8	8	0.00	N
SCC	Environmental Sciences	NATRS	LEC	112	per course	7.98	8.49	0.51	
SCC	Environmental Sciences	NATRS	LAB	120	per course	7.98	8.49	0.51	
SCC	Environmental Sciences	NATRS	LEC	122	per course	10.65	11.33	0.68	
SCC	Environmental Sciences	NATRS	LAB	130	per course	47.93	51	3.07	
SCC	Environmental Sciences	NATRS	IND	131, 133, 231, 232, 233	per course	2.5	2.5	0.00	N
SCC	Environmental Sciences	NATRS	LAB	201	per course	53.24	56.65	3.41	
SCC	Environmental Sciences	NATRS	LAB	202	per course	121.16	128.93	7.77	
SCC	Environmental Sciences	NATRS	LAB	203	per course	189.06	125	(64.06)	
SCC	Environmental Sciences	NATRS	LAB	204, 205	per course	14.64	15.58	0.94	
SCC	Environmental Sciences	NATRS	LAB	209	per course	69.23	73.67	4.44	
SCC	Environmental Sciences	NATRS	LAB	215	per course	51.92	55.25	3.33	
SCC	Environmental Sciences	NATRS	LAB	216	per course	99.86	106.26	6.40	
SCC	Environmental Sciences	NATRS	LAB	221	per course	31.95	34	2.05	
SCC	Environmental Sciences	NATRS	LAB	225	per course	2.51	2.67	0.16	
SCC	Environmental Sciences	NATRS	LAB	226, 227	per course	0	2.5	2.50	
SCC	Environmental Sciences	NATRS	LAB	230	per course	27.96	29.75	1.79	
SCC	Nursing	NURS	CLN	102	per course	184.31	195.74	11.43	N
SCC	Nursing	NURS	CLN	102, 105, 134, 139, 182, 206, 208	per course	8	8	0.00	N
SCC	Nursing	NURS	CLN	105	per course	158.94	168.79	9.85	
SCC	Nursing	NURS	CLN	-108	per course	8	8	0.00	
SCC	Nursing	NURS	CLN	-108	per course	36.95	36.95	0.00	
SCC	Nursing	NURS	LEC	-108	per course	8	8	0.00	N
SCC	Nursing	NURS	LEC	108	per course	22.17	95.95	73.78	
SCC	Nursing	NURS	CLN	109	per course	0	8	8.00	N
SCC	Nursing	NURS	LAB	109	per course	0	105	105.00	
SCC	Nursing	NURS	CLN	134, 139	per course	47.02	50.03	3.01	
SCC	Nursing	NURS	CLN	182	per course	143.78	153	9.22	
SCC	Nursing	NURS	CLN	206	per course	219.97	234.07	14.10	
SCC	Nursing	NURS	LAB	210	per course	204.51	217.62	13.11	
SCC	Physical Education	PE	LAB	100, 139, 141, 143, 145, 146, 147, 149, 151, 156, 157, 158, 159, 164, 165, 177, 186, 187, 188, 200, 239, 241, 243, 246, 247, 249, 251, 256, 257, 258, 259, 264, 277, 286, 287, 288	per course	5.59	5.95	0.36	

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SCC	Physical Education	PE	LAB	100, 139, 141, 143, 145, 146, 147, 149, 151, 156, 157, 158, 159, 164, 165, 177, 186, 187, 188, 200, 239, 241, 243, 246, 247, 249, 251, 256, 257, 258, 259, 264, 277, 286, 287, 288	per course	16.76	17.83	1.07	
SCC	Physical Education	PE	LAB	122, 222	per course	265	281.99	16.99	
SCC	Physical Education	PE	LAB	150, 250	per course	11.17	11.89	0.72	
SCC	Allied Health	PHARM	LEC	101	per course	226.33	240.84	14.51	
SCC	Allied Health	PHARM	LAB	123	per course	239.66	255.02	15.36	
SCC	Allied Health	PHARM	CLN	133	per course	8	8	0.00	N
SCC	Science	PHYS	LAB	100, 101, 102, 103	per course	33.74	35.9	2.16	
SCC	Science	PHYS	LAB	120	per course	35.69	37.98	2.29	
SCC	Nursing	PN	LAB	102	per course	0	211.19	211.19	
SCC	Nursing	PN	CLN	102, 111, 121, 130	per course	0	8	8.00	N
SCC	Nursing	PN	LAB	111	per course	0	199.59	199.59	
SCC	Nursing	PN	LAB	121	per course	0	556	556.00	
SCC	Allied Health	RAD	LEC	111	per course	86.33	91.86	5.53	
SCC	Allied Health	RAD	LAB	115, 125, 235, 237	per course	87.72	93.34	5.62	
SCC	Allied Health	RAD	CLN	116	per course	479.32	510.04	30.72	N
SCC	Allied Health	RAD	CLN	116, 126, 136, 146, 156, 157, 216, 226, 236	per course	8	8	0.00	N
SCC	Allied Health	RAD	LAB	121	per course	90.53	96.33	5.80	
SCC	Allied Health	RAD	LEC	131	per course	104.44	111.13	6.69	
SCC	Allied Health	RAD	LEC	134, 214	per course	33.28	35.41	2.13	
SCC	Allied Health	RAD	LAB	145	per course	8	8	0.00	N
SCC	Allied Health	RAD	LAB	145	per course	87.72	93.34	5.62	N
SCC	Allied Health	RAD	CLN	156, 157	per course	62.57	66.58	4.01	
SCC	Allied Health	RAD	LEC	215	per course	23.81	25.34	1.53	
SCC	Allied Health	RAD	CLN	216	per course	170.41	181.33	10.92	
SCC	Allied Health	RAD	LEC	223	per course	87.72	93.34	5.62	
SCC	Allied Health	RAD	LEC	224	per course	45.26	48.16	2.90	
SCC	Allied Health	RAD	LEC	225	per course	266.27	283.34	17.07	N
SCC	Allied Health	RT	LEC	241, 244, 248, 251, 254, 256, 261, 263, 264, 302, 304	per course	26.63	28.34	1.71	
SCC	Allied Health	RT	LAB	242	per course	106.08	112.88	6.80	
SCC	Allied Health	RT	LAB	242, 252, 255, 262, 311, 312, 313, 315, 411, 412, 413	per course	8	8	0.00	N
SCC	Allied Health	RT	LAB	252	per course	120.89	128.64	7.75	
SCC	Allied Health	RT	LAB	255	per course	130.5	138.87	8.37	
SCC	Allied Health	RT	LAB	262	per course	116.64	124.12	7.48	
SCC	Allied Health	RT	CLN	265	per course	50.28	53.5	3.22	
SCC	Allied Health	RT	CLN	265, 321, 322, 325, 331, 423, 424	per course	8	8	0.00	N
SCC	Allied Health	RT	LEC	301	per course	37.72	40.14	2.42	
SCC	Allied Health	RT	LEC	303, 305, 309, 401, 402, 403, 404, 406, 409, 410, 415, 416	per course	33.28	35.41	2.13	
SCC	Allied Health	RT	LAB	308	per course	159.76	159.76	0.00	
SCC	Allied Health	RT	LEC	308	per course	150.15	159.77	9.62	
SCC	Allied Health	RT	LAB	311	per course	93.21	99.18	5.97	

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SCC	Allied Health	RT	LAB	312	per course	104.44	111.13	6.69	
SCC	Allied Health	RT	LAB	313	per course	109.84	116.88	7.04	
SCC	Allied Health	RT	LAB	315	per course	101.01	107.48	6.47	
SCC	Allied Health	RT	CLN	321, 322, 325, 331, 421, 424	per course	26.63	28.34	1.71	
SCC	Allied Health	RT	LEC	401	per course	8	8	0.00	N
SCC	Allied Health	RT	LEC	407	per course	432.71	432.71	0.00	
SCC	Allied Health	RT	LAB	411	per course	86.54	92.09	5.55	
SCC	Allied Health	RT	LAB	412	per course	27.65	29.42	1.77	
SCC	Allied Health	RT	LAB	413	per course	96.5	102.69	6.19	
SCC	Allied Health	RT	CLN	421	per course	8	8	0.00	
SCC	Allied Health	RT	CLN	423, 433	per course	13.3	14.15	0.85	
SCC	Allied Health	SONO	LEC	111	per course	54.55	58.05	3.50	
SCC	Allied Health	SONO	LAB	112, 121, 125, 135	per course	97.94	104.22	6.28	
SCC	Allied Health	SONO	LAB	123	per course	195.86	208.41	12.55	
SCC	Allied Health	SONO	LAB	131, 133, 141, 142, 145	per course	265.81	282.85	17.04	
SCC	Allied Health	SONO	LAB	141, 142	per course	8	8	0.00	N
SCC	Allied Health	SONO	CLN	143	per course	14.09	14.99	0.90	
SCC	Allied Health	SONO	CLN	143, 253, 263, 273	per course	8	8	0.00	N
SCC	English and Foreign Languages	SPAN&	LEC	121, 122, 123	per course	0	16	16.00	
SCC	Allied Health	SURG	LEC	100	per course	18.86	20.07	1.21	
SCC	Allied Health	SURG	LEC	101	per course	121.95	129.77	7.82	
SCC	Allied Health	SURG	CLN	104	per course	87.99	93.63	5.64	
SCC	Allied Health	SURG	CLN	104, 254, 255, 256	per course	8	8	0.00	N
SCC	Allied Health	SURG	LEC	105	per course	6.29	6.29	0.00	
SCC	Allied Health	SURG	LAB	111	per course	163.42	173.9	10.48	
SCC	Allied Health	SURG	LAB	111, 212	per course	8	8	0.00	N
SCC	Allied Health	SURG	LEC	206	per course	169.72	180.6	10.88	
SCC	Allied Health	SURG	LAB	212	per course	297.22	316.27	19.05	
SCC	Allied Health	SURG	LEC	250	per course	316.8	337.11	20.31	
SCC	Allied Health	VASC	LEC	100	per course	75.08	79.89	4.81	
SCC	Allied Health	VASC	LAB	105, 115, 125, 135, 142	per course	97.94	104.22	6.28	
SCC	Allied Health	VASC	LAB	-112	per course	87.02	87.02	0.00	
SCC	Allied Health	VASC	LAB	121	per course	167.88	178.64	10.76	
SCC	Allied Health	VASC	LAB	122	per course	149.16	158.72	9.56	
SCC	Allied Health	VASC	LEC	-122	per course	167.88	167.88	0.00	
SCC	Allied Health	VASC	LAB	127	per course	41.95	44.55	2.60	
SCC	Allied Health	VASC	LAB	130	per course	8	8	0.00	
SCC	Allied Health	VASC	LAB	133	per course	70	74.49	4.49	
SCC	Allied Health	VASC	LEC	133	per course	97.94	104.22	6.28	
SCC	Allied Health	VASC	LAB	134	per course	236.17	251.31	15.14	
SCC	Allied Health	VASC	LAB	140	per course	34.97	34.97	0.00	
SCC	Allied Health	VASC	LAB	213	per course	90	95.77	5.77	
SCC	Allied Health	VASC	LAB	214	per course	9	9	0.00	N
SCC	Allied Health	VASC	LAB	251	per course	8	8	0.00	N
SCC	Allied Health	VASC	LAB	251	per course	251.28	267.39	16.11	
SCC	Allied Health	VASC	LEC	252	per course	79.89	85.01	5.12	
SCC	Allied Health	VASC	CLN	253, 262, 272	per course	8	8	0.00	N
SCC	Environmental Sciences	WATER	LEC	109, 212	per course	1.33	1.42	0.09	

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SCC	Environmental Sciences	WATER	LAB	110	per course	64.23	68.35	4.12	
SCC	Environmental Sciences	WATER	LAB	120	per course	7.98	8.49	0.51	
SCC	Environmental Sciences	WATER	IND	131, 132, 133, 231, 232, 233	per course	2.5	2.5	0.00	N
SCC	Environmental Sciences	WATER	IND	132	per course	77.24	82.19	4.95	
SCC	Environmental Sciences	WATER	IND	133	per course	91.87	97.76	5.89	
SCC	Environmental Sciences	WATER	LEC	135	per course	2.5	2.5	0.00	N
SCC	Environmental Sciences	WATER	LEC	135	per course	100.69	107.14	6.45	
SCC	Environmental Sciences	WATER	LAB	205	per course	83.88	89.26	5.38	
SCC	Environmental Sciences	WATER	LAB	208	per course	45	45	0.00	
SCC	Environmental Sciences	WATER	LEC	208	per course	59.91	63.75	3.84	
SCC	Environmental Sciences	WATER	LAB	209	per course	19.98	21.26	1.28	
SCC	Environmental Sciences	WATER	LAB	210	per course	71.89	76.5	4.61	
SCC	Environmental Sciences	WATER	LAB	229	per course	2.5	2.5	0.00	N
SCC	Environmental Sciences	WATER	IND	231	per course	51.92	55.25	3.33	
SCC	Environmental Sciences	WATER	IND	233	per course	98.53	104.85	6.32	
SCC	Welding and Fabrication	WELD	LAB	104	per course	141.86	150.95	9.09	N
SCC	Welding and Fabrication	WELD	LAB	115, 117, 125, 126, 135, 136, 145, 146	per course	191.53	203.81	12.28	N
SCC	Welding and Fabrication	WELD	LAB	151, 152, 153	per course	118.26	125.84	7.58	N
SCC	Welding and Fabrication	WELD	LAB	154, 155	per course	50.67	53.92	3.25	N

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College	Dept Name	Subject	Class Type	Course Numbers	Charge Unit	Current Fee	Proposed Fee	Fee Change	Refund-able
SFCC									
SFCC	Social Sciences	ANTH	LEC	221	per course	15	15	0.00	
SFCC	Social Sciences	ANTH&	LEC	204	per course	15	15	0.00	
SFCC	Fine Arts	ART	LAB	101, 102, 103	per course	21	30	9.00	
SFCC	Fine Arts	ART	LAB	105	per course	23	30	7.00	
SFCC	Fine Arts	ART	LAB	106	per course	50	80	30.00	
SFCC	Fine Arts	ART	LEC	112	per course	0	15	15.00	
SFCC	Fine Arts	ART	LAB	127	per course	17	17	0.00	
SFCC	Fine Arts	ART	LAB	130, 194, 205, 206	per course	75	80	5.00	
SFCC	Fine Arts	ART	LAB	147	per course	23	23	0.00	
SFCC	Fine Arts	ART	LAB	160	per course	72	72	0.00	
SFCC	Fine Arts	ART	LAB	180	per course	41.5	60	18.50	
SFCC	Fine Arts	ART	LAB	186, 188	per course	60	60	0.00	
SFCC	Fine Arts	ART	LAB	189, 190, 191, 192	per course	55	55	0.00	
SFCC	Fine Arts	ART	LAB	197	per course	45	80	35.00	
SFCC	Fine Arts	ART	LAB	201	per course	44.69	44.69	0.00	
SFCC	Fine Arts	ART	LAB	202	per course	60	65	5.00	
SFCC	Fine Arts	ART	LAB	260	per course	21	21	0.00	
SFCC	Fine Arts	ART	LAB	261	per course	47	47	0.00	
SFCC	Fine Arts	ART	IND	291, 292, 293	per course	26	26	0.00	
SFCC	Allied Health Sciences	AS	LEC	131	per course	18.86	18.86	0.00	
SFCC	Allied Health Sciences	AS	LEC	141, 275, 290	per course	25.38	25.38	0.00	
SFCC	Allied Health Sciences	AS	LEC	172, 279	per course	22.84	22.84	0.00	
SFCC	Allied Health Sciences	AS	LEC	176	per course	25.96	25.96	0.00	
SFCC	Allied Health Sciences	AS	LEC	182, 277	per course	21.92	21.92	0.00	
SFCC	Allied Health Sciences	AS	LEC	221	per course	24.23	24.23	0.00	
SFCC	Allied Health Sciences	AS	LEC	250	per course	211.16	211.16	0.00	
SFCC	Allied Health Sciences	AS	LEC	280	per course	5.76	5.76	0.00	
SFCC	Allied Health Sciences	AS	CLN	281, 282	per course	17.3	17.3	0.00	
SFCC	Education & Instructional Svcs	ASL&	LEC	121, 122, 123, 221, 222, 223	per course	25.73	27.38	1.65	
SFCC	Phys Science and Engineering	ASTR&	LEC	100	per course	5.29	5.29	0.00	
SFCC	Phys Science and Engineering	ASTR&	LAB	101	per course	10.58	10.58	0.00	
SFCC	Music	AUDIO	LAB	113	per course	7.5	7.5	0.00	
SFCC	Music	AUDIO	LAB	117	per course	10	10	0.00	
SFCC	Music	AUDIO	LAB	120, 121, 206, 213, 218, 219, 220	per course	15	15	0.00	
SFCC	Music	AUDIO	LAB	151, 156, 251, 255	per course	20	20	0.00	
SFCC	Music	AUDIO	LAB	155	per course	17.5	17.5	0.00	
SFCC	Music	AUDIO	LEC	205	per course	15	15	0.00	
SFCC	Life Sciences	BIOL	LAB	110, 229, 280	per course	48.2	48.2	0.00	
SFCC	Life Sciences	BIOL&	LAB	160, 221, 222, 223, 260	per course	48.2	48.2	0.00	
SFCC	Life Sciences	BIOL&	LAB	241, 242	per course	53.5	53.5	0.00	
SFCC	Life Sciences	BOT	LAB	112, 113, 130	per course	48.2	48.2	0.00	
SFCC	Business Technology	BT	LEC	106	per course	1	1	0.00	
SFCC	Business Technology	BT	LEC	107	per course	2	2	0.00	
SFCC	Management	BUS	LEC	105, 119, 280	per course	2	2	0.00	
SFCC	Management	BUS	LAB	123, 129	per course	2	2	0.00	

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SFCC	Management	BUS	LAB	124, 125	per course	1	1	0.00	
SFCC	Business Technology	CAPPS	LEC	100, 185	per course	1	1	0.00	
SFCC	Business Technology	CAPPS	LAB	102, 141, 151, 171	per course	1	1	0.00	
SFCC	Phys Science and Engineering	CHEM&	LAB	110, 121, 122, 123, 161, 162, 163, 251, 252, 253	per course	32.26	34.33	2.07	
SFCC	Phys Science and Engineering	CHEM&	LAB	140	per course	30.5	30.5	0.00	
SFCC	Phys Science and Engineering	CHEM&	LEC	241, 242	per course	32.26	34.33	2.07	
SFCC	Phys Science and Engineering	CHEM&	LEC	243	per course	32.26	32.26	0.00	
SFCC	Commun, Modern	CMST	LEC	227	per course	5	5	0.00	
SFCC	Commun, Modern	CMST&	LEC	101, 210, 220	per course	5	5	0.00	
SFCC	Computer Science/Info System	CS	LEC	142, 211, 223, 253, 255	per course	8.73	9.29	0.56	
SFCC	Computer Science/Info System	CS&	LEC	141	per course	8.73	9.29	0.56	
SFCC	Computer Science/Info System	CYBR	LEC	320, 330, 350, 410, 430, 440, 470	per course	12.75	13.57	0.82	
SFCC	Commun, Modern	DRMA	LAB	106, 107, 108	per course	50	50	0.00	
SFCC	Commun, Modern	DRMA	LAB	140, 240, 245	per course	60	60	0.00	
SFCC	Commun, Modern	DRMA	LEC	150	per course	0	25	25.00	N
SFCC	Commun, Modern	DRMA	SSR	290	per course	0	25	25.00	N
SFCC	Commun, Modern	DRMA&	LEC	101	per course	15	15	0.00	
SFCC	Education & Instructional Svcs	ECED	LEC	103	per course	22.34	23.77	1.43	
SFCC	Education & Instructional Svcs	ECED	CLN	133, 191	per course	27.93	29.72	1.79	
SFCC	Education & Instructional Svcs	ECED	CLN	282, 283	per course	33.5	35.65	2.15	
SFCC	Education & Instructional Svcs	ECED&	LEC	105, 107	per course	27.93	29.72	1.79	
SFCC	Education & Instructional Svcs	ECED&	CLN	120	per course	15	15.96	0.96	
SFCC	Education & Instructional Svcs	ECED&	LAB	120	per course	27.93	29.72	1.79	
SFCC	Education & Instructional Svcs	ECED&	LEC	132	per course	22.34	22.77	0.43	
SFCC	Education & Instructional Svcs	ECED&	LEC	134, 138, 139, 160, 170, 180, 190	per course	22.34	23.77	1.43	
SFCC	Education & Instructional Svcs	EDUC	LAB	270	per course	15.6	15.6	0.00	
SFCC	Education & Instructional Svcs	EDUC	LAB	275, 280	per course	16.33	16.33	0.00	
SFCC	Education & Instructional Svcs	EDUC	CLN	282	per course	8	8	0.00	
SFCC	Education & Instructional Svcs	EDUC&	LEC	115	per course	27.93	29.72	1.79	
SFCC	Education & Instructional Svcs	EDUC&	LEC	130, 136, 150	per course	22.34	23.77	1.43	
SFCC	Phys Science and Engineering	ENGR	LAB	103, 190	per course	10.79	13.48	2.69	
SFCC	Phys Science and Engineering	ENGR	LAB	111	per course	21.16	24.52	3.36	
SFCC	Phys Science and Engineering	ENGR	LEC	201, 202, 203	per course	5.39	5.74	0.35	
SFCC	Phys Science and Engineering	ENGR	LAB	210	per course	10.79	11.48	0.69	
SFCC	Phys Science and Engineering	ENGR	LAB	211	per course	47.6	50.65	3.05	
SFCC	Phys Science and Engineering	ENGR	LEC	240	per course	10.79	11.48	0.69	
SFCC	Life Sciences	ENVS&	LAB	101	per course	21.5	21.5	0.00	
SFCC	Commun, Modern	FILM	LEC	141, 222, 224, 225, 236	per course	10	10	0.00	
SFCC	Physical Education	FMT	LAB	112, 225	per course	8	8.51	0.51	
SFCC	Physical Education	FMT	LEC	204, 209, 225	per course	8	8.51	0.51	
SFCC	Commun, Modern	FRCH&	LEC	121, 122, 123, 221, 222, 223	per course	10	10	0.00	
SFCC	Phys Science and Engineering	GEOL	LAB	201	per course	17.03	18.12	1.09	
SFCC	Phys Science and Engineering	GEOL&	LAB	101	per course	17.03	18.12	1.09	
SFCC	Applied Visual Arts	GRDSN	LAB	101	per course	5.32	20.32	15.00	

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SFCC	Applied Visual Arts	GRDSN	LAB	102, 105, 111, 112, 121, 122, 151, 156, 158, 163, 164, 166, 168, 175, 181, 182, 202, 212, 223, 235, 236, 237	per course	5	5.32	0.32	N
SFCC	Applied Visual Arts	GRDSN	LAB	201, 211	per course	5	20	15.00	
SFCC	Allied Health Sciences	HIS	LEC	101	per course	857.49	912.46	54.97	
SFCC	Allied Health Sciences	HIS	LEC	104, 106, 125, 127, 205, 213, 250	per course	39.89	42.45	2.56	
SFCC	Allied Health Sciences	HIS	LEC	106	per course	8	8	0.00	
SFCC	Allied Health Sciences	HIS	LAB	123, 134, 136, 201, 210, 222	per course	39.89	42.45	2.56	
SFCC	Allied Health Sciences	HIS	LAB	123, 138, 206, 215	per course	8	8	0.00	
SFCC	Allied Health Sciences	HIS	LAB	138	per course	176.22	187.52	11.30	
SFCC	Allied Health Sciences	HIS	LAB	206, 215	per course	59.82	63.65	3.83	
SFCC	Allied Health Sciences	HIS	LEC	266	per course	20.99	22.34	1.35	
SFCC	Allied Health Sciences	HIS	CLN	267	per course	20.99	22.34	1.35	
SFCC	Allied Health Sciences	HIS	CLN	267	per course	8	8	0.00	
SFCC	Physical Education	HLTH	LEC	174	per course	12.77	13.59	0.82	
SFCC	English	HUM	LEC	109	per course	0	10	10.00	
SFCC	Allied Health Sciences	ICS	LEC	100, 130, 140, 200, 220, 240	per course	12.75	12.75	0.00	
SFCC	Allied Health Sciences	ICS	LEC	120, 150, 160, 210	per course	17.85	17.85	0.00	
SFCC	Allied Health Sciences	ICS	LEC	170	per course	12.85	12.85	0.00	
SFCC	Allied Health Sciences	ICS	LEC	180	per course	10.01	10.01	0.00	
SFCC	Applied Visual Arts	INTDS	LAB	106, 171, 172, 176, 184	per course	26.6	26.6	0.00	
SFCC	Applied Visual Arts	INTDS	LEC	170, 175, 179, 180, 185, 275, 280	per course	15.96	15.96	0.00	
SFCC	Applied Visual Arts	INTDS	LAB	173	per course	21.28	21.28	0.00	
SFCC	Applied Visual Arts	INTDS	LAB	268, 285, 286, 294	per course	47.88	47.88	0.00	
SFCC	Computer Science/Info System	IS	LEC	101	per course	1.65	1.76	0.11	
SFCC	Computer Science/Info System	IS	LEC	102	per course	3.3	3.51	0.21	
SFCC	Computer Science/Info System	IS	LEC	103, 106, 125, 165, 210, 222, 228, 234, 244, 245, 260, 262	per course	8.25	8.78	0.53	
SFCC	Computer Science/Info System	IS	LEC	141, 241	per course	300	319.23	19.23	
SFCC	Computer Science/Info System	IS	LEC	243	per course	600	638.46	38.46	
SFCC	Computer Science/Info System	ISIT	LEC	310, 332, 344, 360, 444	per course	12.75	13.57	0.82	
SFCC	Education & Instructional Svcs	ITP	LEC	104, 231, 232, 233, 241, 251, 252, 253, 261, 262, 263, 282, 283	per course	32.15	34.21	2.06	
SFCC	Education & Instructional Svcs	ITP	LEC	271	per course	250	250	0.00	
SFCC	Education & Instructional Svcs	ITP	LEC	281	per course	153.24	163.06	9.82	
SFCC	Commun, Modern	JAPN&	LEC	121, 122, 123, 221, 222, 223	per course	10	10	0.00	
SFCC	Library and Info Services	LMLIB	LEC	115, 116	per course	23.88	23.88	0.00	
SFCC	Library and Info Services	LMLIB	LAB	-115, -116, -220	per course	15	15	0.00	
SFCC	Library and Info Services	LMLIB	LEC	-220	per course	23.88	23.88	0.00	
SFCC	Mathematics	MATH	LEC	087, 088, 093, 094, 098, 201, 220, 245, 274	per course	12.5	13.3	0.80	
SFCC	Mathematics	MATH	LAB	093, 098	per credit	1.12	1.19	0.07	
SFCC	Mathematics	MATH	LAB	094	per credit	1.08	1.15	0.07	
SFCC	Mathematics	MATH	LAB	095	per credit	2	2.13	0.13	
SFCC	Mathematics	MATH	LEC	108	per course	7.25	7.71	0.46	
SFCC	Mathematics	MATH&	LEC	107, 141, 142, 146, 148, 151, 152, 153, 254	per course	12.5	13.3	0.80	

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SFCC	Mathematics	MATH&	LAB	141, 142	per credit	1.12	1.19	0.07
SFCC	Accounting, Economics	MIS	LEC	211	per course	3	3	0.00
SFCC	Management	MMGT	LEC	101, 211, 231	per course	2.18	2	(0.18)
SFCC	Management	MMGT	LEC	106, 125, 126, 128	per course	2	2	0.00
SFCC	Music	MUSC	LEC	166, 167, 176, 177, 178, 276, 277, 278	per course	5	5	0.00
SFCC	Music	MUSPL	LEC	101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226	per course	5	5	0.00
SFCC	Music	MUSPL	LEC	260, 261, 262, 263, 264	per course	10	10	0.00
SFCC	Life Sciences	OCEA&	LEC	101	per course	5.46	5.46	0.00
SFCC	Allied Health Sciences	OR-PR	LEC	-101	per course	63	63	0.00
SFCC	Allied Health Sciences	OR-PR	LAB	-102, 104, 116, 117	per course	315	315	0.00
SFCC	Allied Health Sciences	OR-PR	LAB	-146, 147	per course	472.5	472.5	0.00
SFCC	Allied Health Sciences	OR-PR	CLN	-188, 189	per course	8	8	0.00
SFCC	Allied Health Sciences	OR-PR	CLN	-188, 189	per course	31.5	31.5	0.00
SFCC	Allied Health Sciences	OTA	LEC	101, 203, 210	per course	30	31.92	1.92
SFCC	Allied Health Sciences	OTA	LEC	102, 161, 261	per course	11	11.71	0.71
SFCC	Allied Health Sciences	OTA	LEC	103, 107, 110, 202	per course	15	15.96	0.96
SFCC	Allied Health Sciences	OTA	LEC	104	per course	10	10.64	0.64
SFCC	Allied Health Sciences	OTA	LEC	105	per course	70	74.49	4.49
SFCC	Allied Health Sciences	OTA	LEC	111	per course	65	69.17	4.17
SFCC	Allied Health Sciences	OTA	LEC	112, 114	per course	45	47.88	2.88
SFCC	Allied Health Sciences	OTA	LEC	113, 201	per course	19	20.22	1.22
SFCC	Allied Health Sciences	OTA	LAB	120	per course	85	90.45	5.45
SFCC	Allied Health Sciences	OTA	LAB	122, 124, 231, 242	per course	93	98.96	5.96
SFCC	Allied Health Sciences	OTA	LAB	123, 232	per course	75	79.81	4.81
SFCC	Allied Health Sciences	OTA	CLN	151, 251	per course	38	40.44	2.44
SFCC	Allied Health Sciences	OTA	CLN	151, 251, 252, 253, 254, 255, 264	per course	8	8	0.00
SFCC	Allied Health Sciences	OTA	LAB	180	per course	80	80	0.00
SFCC	Allied Health Sciences	OTA	LEC	212, 221	per course	23	24.47	1.47
SFCC	Allied Health Sciences	OTA	LAB	220	per course	94	100.03	6.03
SFCC	Allied Health Sciences	OTA	CLN	252	per course	180	191.54	11.54
SFCC	Allied Health Sciences	OTA	CLN	253	per course	90	95.77	5.77
SFCC	Allied Health Sciences	OTA	CLN	254, 255	per course	45	47.88	2.88
SFCC	Allied Health Sciences	OTA	LEC	263	per course	79	84.06	5.06
SFCC	Allied Health Sciences	OTA	CLN	264	per course	79	84.06	5.06
SFCC	Physical Education	PE	LAB	100, 138, 139, 141, 143, 144, 145, 154, 156, 160, 164, 165, 169, 177, 186, 187, 188, 190, 200, 239, 241, 243, 244, 245, 254, 256, 260, 264, 265, 269, 277, 286, 287, 288, 290	per course	5	5.32	0.32

Lab and Course Fee Final for Fiscal Year : 2026

SFCC	Physical Education	PE	LAB	100, 138, 139, 141, 143, 144, 145, 154, 156, 160, 164, 165, 169, 177, 186, 187, 188, 190, 200, 239, 241, 243, 244, 245, 254, 256, 260, 264, 265, 269, 277, 286, 287, 288, 290	per course	15	15.96	0.96	
SFCC	Applied Visual Arts	PHOTO	LAB	101, 111, 114, 120, 121, 124, 130, 228, 231, 232, 233, 237, 247	per course	57.46	61.14	3.68	
SFCC	Applied Visual Arts	PHOTO	LAB	112, 126, 200, 234	per course	27.66	29.43	1.77	
SFCC	Applied Visual Arts	PHOTO	LAB	225	per course	41.5	44.16	2.66	
SFCC	Applied Visual Arts	PHOTO	LAB	235, 236	per course	46.82	49.82	3.00	
SFCC	Applied Visual Arts	PHOTO	LAB	240	per course	0	61.14	61.14	
SFCC	Phys Science and Engineering	PHYS	LAB	100	per course	18.35	19.53	1.18	
SFCC	Phys Science and Engineering	PHYS	LAB	101, 102, 103, 201, 202, 203	per course	18.35	28	9.65	
SFCC	Allied Health Sciences	PTA	LAB	101	per course	8	8	0.00	
SFCC	Allied Health Sciences	PTA	LAB	101	per course	116.68	124.16	7.48	
SFCC	Allied Health Sciences	PTA	LEC	103	per course	118.49	30	(88.49)	
SFCC	Allied Health Sciences	PTA	LEC	105	per course	37.84	25	(12.84)	
SFCC	Allied Health Sciences	PTA	LEC	108	per course	10	9.57	(0.43)	
SFCC	Allied Health Sciences	PTA	LEC	110, 111, 112	per course	149.7	134.73	(14.97)	
SFCC	Allied Health Sciences	PTA	CLN	151	per course	75.92	85	9.08	
SFCC	Allied Health Sciences	PTA	CLN	151, 253	per course	8	8	0.00	
SFCC	Allied Health Sciences	PTA	LAB	170	per course	173.84	156.45	(17.39)	
SFCC	Allied Health Sciences	PTA	LAB	171	per course	195.93	176.33	(19.60)	
SFCC	Allied Health Sciences	PTA	LAB	172	per course	173.84	100	(73.84)	N
SFCC	Allied Health Sciences	PTA	LAB	173	per course	173.84	50	(123.84)	
SFCC	Allied Health Sciences	PTA	LAB	180	per course	70	70	0.00	
SFCC	Allied Health Sciences	PTA	LEC	201	per course	10	10	0.00	
SFCC	Allied Health Sciences	PTA	LEC	202	per course	116.99	50	(66.99)	
SFCC	Allied Health Sciences	PTA	LAB	203	per course	60	214	154.00	
SFCC	Allied Health Sciences	PTA	LEC	210	per course	141.51	141.51	0.00	
SFCC	Allied Health Sciences	PTA	LEC	211	per course	176.36	100	(76.36)	N
SFCC	Allied Health Sciences	PTA	LEC	211, 212	per course	8	8	0.00	
SFCC	Allied Health Sciences	PTA	LEC	212	per course	159.28	10	(149.28)	
SFCC	Allied Health Sciences	PTA	CLN	251	per course	104.6	122	17.40	
SFCC	Allied Health Sciences	PTA	CLN	251, 252	per course	8	8	0.00	
SFCC	Allied Health Sciences	PTA	CLN	252	per course	134.34	122	(12.34)	
SFCC	Allied Health Sciences	PTA	CLN	253	per course	177.23	122	(55.23)	
SFCC	Allied Health Sciences	PTA	LEC	254	per course	65.72	40.5	(25.22)	
SFCC	Allied Health Sciences	PTA	LEC	255	per course	51.26	40.5	(10.76)	
SFCC	Allied Health Sciences	PTA	LAB	270	per course	173.84	173.84	0.00	
SFCC	Allied Health Sciences	PTA	LAB	271, 272	per course	173.84	125	(48.84)	
SFCC	Commun, Modern	SPAN&	LEC	121, 122, 123, 221, 222, 223	per course	10	10	0.00	



Memorandum

Date: February 10, 2025

To: Board of Trustees of Washington State Community College District 17
(Community Colleges of Spokane)

From: Taneisha Takyuka, SCC Associated Student Government President
Lexii Locke, SFCC Associated Student Government President

Subject: Student Bus Pass Fee - Recommendation for Academic Year 2026

Proposed: Suspension of the \$22 quarterly Student Bus Pass Fee for all currently enrolled students, effective summer quarter 2025 and continuing through spring quarter 2026.

Pursuant to RCW 28B.15.610 – Voluntary fees of students, the Student Bus Pass fee was originally approved by a majority vote of the associated student governments of Spokane Community and Spokane Falls Community College for implementation effective July 1, 2016, at a rate of \$22 per quarter per student. The fee is assessed each quarter on currently enrolled students in college level credit courses.

Revenue from the fee is to be used solely for the purpose of providing bus passes to students. Due to excess revenue available in the fund, it is the unanimous consensus of the student government organizations to suspend the \$22 per quarter Student Bus Pass Fee for all students for academic year 2025-2026. This suspension will be reviewed on an annual basis by the associated student governments of Spokane Community and Spokane Falls Community College.

REPORT: TRIBAL RELATIONS UPDATE

Presented by: Dr. Naomi Bender
Director of Tribal Relations
March 18, 2025

Dr. Bender's start date: January 2nd, 2025

Goals set for Dr. Bender's position in year one by Dr. Brockbank:

1. Develop Government to Government Tribal Advisory Board with Spokane Tribe of Indians, Kalispel Tribe of Indians, Confederated Tribes of the Colville Reservation, Coeur d'Alene Tribe, Nez Perce Tribe, and the Kootenai Tribe of Idaho (the six tribes whose original homelands Spokane College campuses occupy)
2. Develop a work plan for the position and unit of Tribal Relations

Work to date:

- Dr. Bender has contacted all six tribes to request:
 - o meeting dates to initially meet with their higher education directors, natural resources directors, and request contact with their tribal business council's scheduler for government to government meetings
- Dr. Bender and Dr. Hunt have met with the Spokane, Colville, Coeur d'Alene, and Kalispel thus far. All meetings have been extremely meaningful and helpful toward building relationships with our campus leaders, pathway development, discipline focused alignment and their tribe's focused needs, student wrap around services, and requesting an appointee from their tribe to an advisory board
- Dr. Brockbank, Dr. Bender, and Dr. Hunt, have met with the Confederated Tribes of the Colville as the first business council in chambers, to humbly request a tribal advisory board appointee on March 3rd, to which they have excitedly agreed!
- Dr. Bender has helped Dr. Brockbank send out letters of request to enter tribal council chambers to three other tribes in the coming weeks to do the same. We are hoping to have a tribal advisory board (TAB) set up by this fall of 2025.
 - o The work of the TAB will initially be upon an existing MOU and meaningful dialogue toward the needs of their tribal nations' learners and educational pathways of Spokane Colleges
 - o Tribes will also lend their advisement toward the working plan of the Director or Tribal Relation's position and unit, and any potential programming & partnerships
- Dr. Bender is working with each of the six tribes' DNR unit leads to develop an agenda for the upcoming G2G Natural Resources summit that Spokane Colleges is sponsoring on Monday, June 2nd, to be held at the Spokane Resort and Casino:
 - o registration is free
 - o we expect to invite many institutions of higher ed and area tribes along with state officials



- o Dr. Hunt and Dr. Bender are working alongside Maya Esquivido-Strom, Interim Director of Tribal Government Affairs, WA State Board of Community and Technical Colleges to support this summit
 - o Board of Trustees are invited and welcome to the event!
- Dr. Bender has put together a smudge and ceremony policy workgroup:
 - o workgroup meets approximately every 3 weeks
 - o is made up of Indigenous faculty and staff, facilities staff, and administrators
 - o goal will be to develop a policy that aligns with the American Indian Religious Freedom Acts' federal rights of Native peoples and provide a safe means, protocol, and policy by which events and individuals can express their rights on our campus
 - o Dr. Bender is also working with the AG's office and will be working to edit and redevelop two current WAC codes (tobacco on campus and open flame)
 - o This policy will work through administrative processes & the Board of Trustees
- Dr. Bender has met with our tribal student club Red Nations and will be building an Indigenous barter and trade event on Friday, April 18th on SFCC campus in the subs area from 12-3 pm:
 - o Native students clubs from EWU, WSU, NIC, & GU will be invited, alongside tribal community, faculty, and staff
 - o Tribal community will present at this event
- Dr. Bender has a significant background in grants and research:
 - o and has developed a more streamlined process with the grants office to support any current or incoming tribally related grants
 - o Has helped faculty in aligning work upon the NOAA grant and with tribal partners
 - o Supported, edited, and advised upon an upcoming Welty application
- Dr. Bender has been reviewed and evaluated as a tribal health community leader by a global biotech firm, Genentech:
 - o She is working in partnership with them toward developing a tribal health summit between central and eastern WA tribes and referred care systems
 - o She has sought tribal health appointees from tribes and will be seeking additional funding outside the biotech firm in the coming months
 - o She will be reaching out to referred health care systems to also be part of this summit
 - o This summit will likely take place in the summer of 2026 in Spokane.
- The Washington Student Achievement Council has honored Dr. Bender with a request to serve on their state Strive Together State Policy Implementation Community of Practice



(CoP) leadership team that will represent the state of Washington nationally and in partnership with the Harvard EdRedesign Lab:

- o In 2025 this initiative will explore the dynamic and often complex phases of policy implementation, offering a platform for shared learning, collaboration, and strategic planning
 - o Dr. Bender will be one of three state chosen leaders in the industry to meet in Washington DC, Atlanta, and in online meetings for this important work that advances WA educational pathways from cradle to careers
- Areas tribes are most interested in partnering with Spokane Colleges:
 - o Natural Resources, fisheries, wildlife, career workforce, pathways, youth to adult learning, 4-year degree option, place-based learning options in rural settings, summer job needs for the tribe, biologists, and more partnering with the tribe on all of these levels
 - o Hospitality curriculum and industry
 - o Healthcare career pathways, internships, clinical rotations, place-based learning opportunities, certificates, degree options, and training options
 - o K-12 tribal recruitment and engagement both on our campuses and in tribal community
 - o Inchelium campus partnership and more educational opportunities
 - o More place-based learning and educational opportunities in Newport, Colville, and outlying rural campuses

Questions?

Notes:

March 18, 2025

Tab 7

ACTION TAB: TENURE CONSIDERATION

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

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

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

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

RECOMMENDATION

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

GRANT TENURE

NAME	DEPARTMENT	COLLEGE
BALL-FERNTREE, SUZANNE (SAI)	ESL INSTRUCTOR	SCC
DOUGLASS-PARKIN, CAMERON	CAD/MECHANICAL DESIGN INSTRUCTOR	SCC
FINLEY, SEAN	GRAPHIC DESIGN INSTRUCTOR	SFCC
FULKERSON, TIFFANY	ANTHROPOLOGY INSTRUCTOR	SFCC
FYRE, MELODY	ELECTRONICS ENGINEERING INSTRUCTOR	SCC
GELINAS, KATHARINE	BIOLOGY INSTRUCTOR	SCC
GUTHRIE-MARTINEZ, MEGAN	PHYSICAL THERAPY ASSISTANT INSTRUCTOR	SFCC
HALLADAY, KATHLEEN	DENTAL ASSISTING/EDFA INSTRUCTOR	SCC
HENRY, CHAD	ITP INSTRUCTOR	SFCC
JOHNSTON, LANDON	COUNSELOR	SCC
KAGAN, CHELSEA	COUNSELOR	SCC
KEDROSKE, KARLEE	NURSING INSTRUCTOR	SCC
LaPLANTE, ROGER	COUNSELOR	SFCC
McCOY, JENNIFER	MEDICAL OFFICE SPECIALIST INSTRUCTOR	SCC
MOSER, HEIDI	BAS MANAGEMENT INSTRUCTOR	SFCC

NEUFVILLE, MARK	INFO SYSTEMS/CYBER SEC INSTRUCTOR	SFCC
PHILLIPS, COZETTE	ART INSTRUCTOR	SFCC
REESE, ANDREW	BUSINESS ACCOUNTING	SFCC
ROBERTS, TYLER	NONINVASIVE CARIOVASCULAR TECHNOLOGY/ECHOCARDIOGRAPHY INSTRUCTOR	SCC
SEMB, JENNIFER	ESL INSTRUCTOR	SCC
SPOTTS, JON	AUTOMOTIVE TECHNOLOGY INSTRUCTOR	SCC
TAYLOR, RYAN	MEDICAL ASSISTANT INSTRUCTOR	SCC
VOSEN, DAVID	INFORMATION SYSTEMS	SFCC
WANKE, COLETTE	ABE INSTRUCTOR	SCC
WHITE, AUSTIN	PHARMACY TECHNICIAN INSTRUCTOR	SCC
WOODS, LAURA	COUNSELOR	SFCC

DENY TENURE

NAME	DEPARTMENT	COLLEGE

Prepared by: Samantha Shelton
Executive Assistant to the Chief Human Resource
Officer
March 18, 2025

Presented by: Frederick Davis
Chief Human Resource Officer Officer



DISCUSSION: ALERT OF TENURE CONSIDERATION

March 18, 2025

BACKGROUND

The following faculty members are in their eighth quarter of tenure review and will be considered for tenure by the Board of Trustees at the **May 20, 2025**, Board of Trustee meeting.

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

NAME	DEPARTMENT	COLLEGE
DEVITA, MATTHEW	DIESEL HEAVY EQUIPMENT INSTRUCTOR	SCC
SCHNECK, DANIEL	ANATOMY AND PHYSIOLOGY	SCC
STEWART, DOUGLAS	ELECTRONICS ENGINEERING INSTRUCTOR	SCC

The colleges have been asked to forward the evaluation reports by April 7, 2025, at which time, the completed files for the above faculty members are made available for Board review.

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

The timeline established for Board review is as follows:

March 18, 2025	Alert Board of Trustees of tenure consideration
April 15, 2025	Executive Session review and discussion of files, if any
May 20, 2025	Approval/Denial of Tenure

Prepared by: **Samantha Shelton**
Executive Assistant to the Chief Human Resource Officer
March 18, 2025

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

REPORT: HUMAN RESOURCES RECRUITING UPDATE

Presented by: Fred Davis
Chief Human Resources Officer
March 18, 2025

Human Resources

March 2025

Board of Trustee Meeting

**Talent Management
Life Cycle**

Compliance

**Labor & Employee
Relations**

Values, Mission & Vision

Values

Students First
Equity
Access
Excellence
Integrity
Leadership
Responsiveness
Stewardship

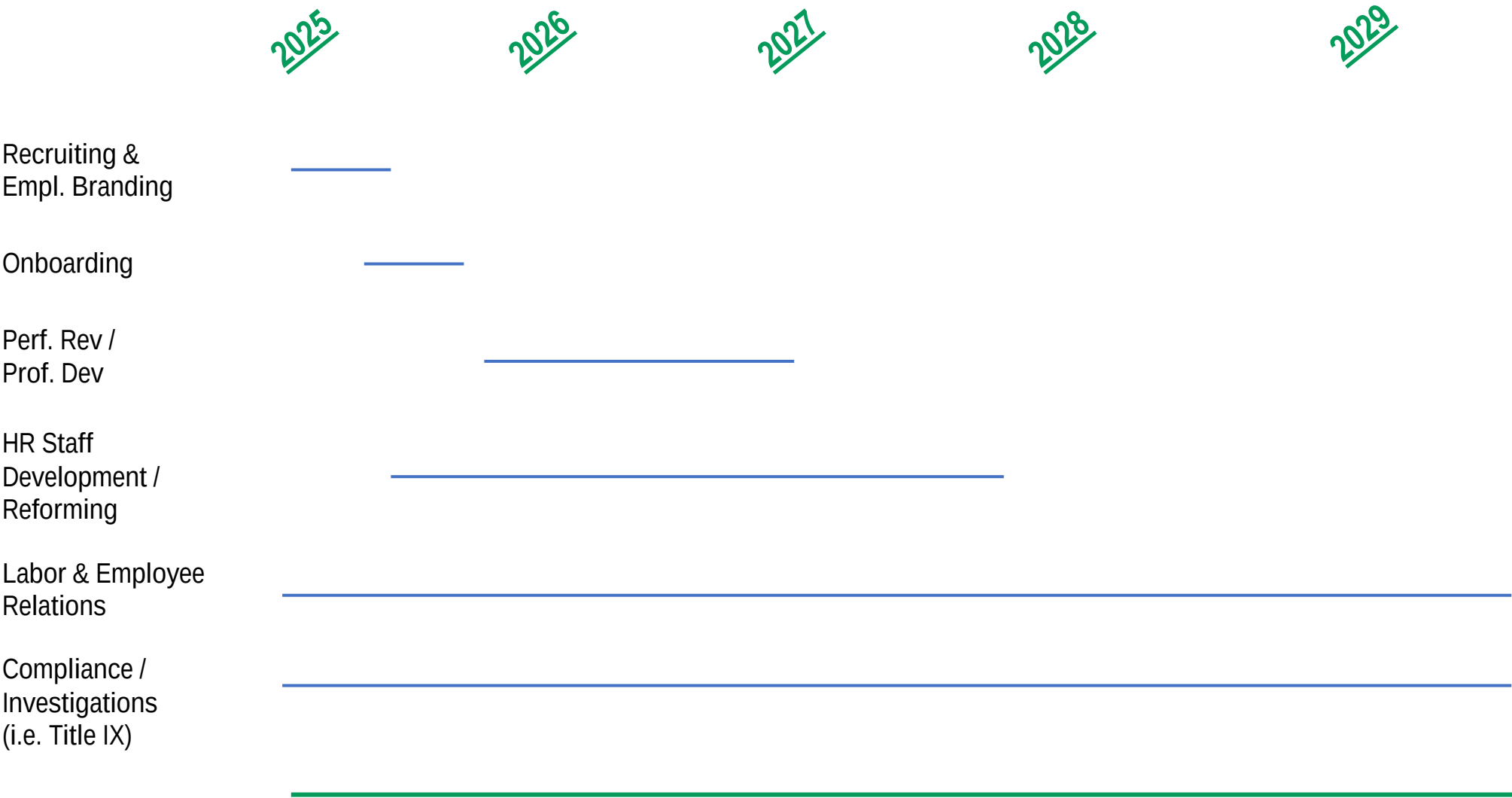
Mission

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.

Focus Timeline



Our District BHAG



[2024 Recognition List](#)

[ModernThink Higher Education Survey: Faculty & Staff Engagement Survey](#)

Recognition Categories

Compensation & Benefits

Confidence Senior Leadership

* Diversity, Inclusion & Belonging

Faculty Experience

Faculty & Staff Well-Being

Job Satisfaction & Support

Mission & Pride

Professional Development

Shared Governance

Supervision / Department Chair

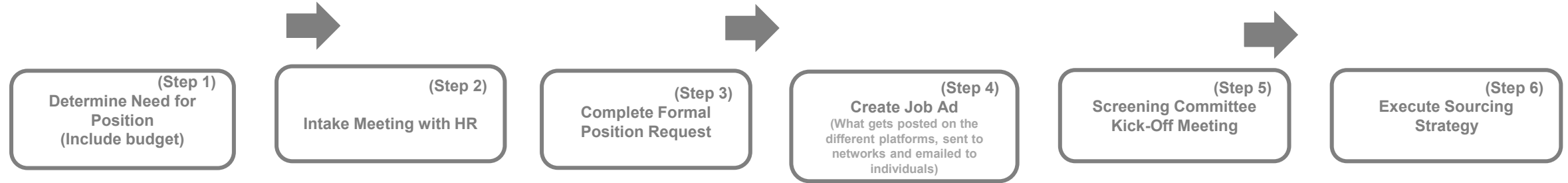
Effectiveness

District (Currently)

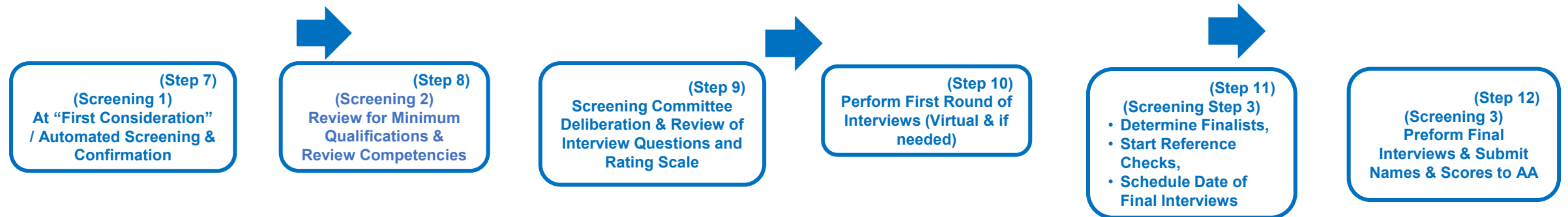
ALL	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24*
Classified	542	538	549	533	549	562	523	512	521	572
Exempt	167	174	174	175	186	193	187	173	189	204
Faculty	387	381	376	376	376	373	360	361	363	360
	1096	1093	1099	1084	1111	1128	1070	1046	1073	1136
Hourly	727	543	460	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

Recruiting Workflow

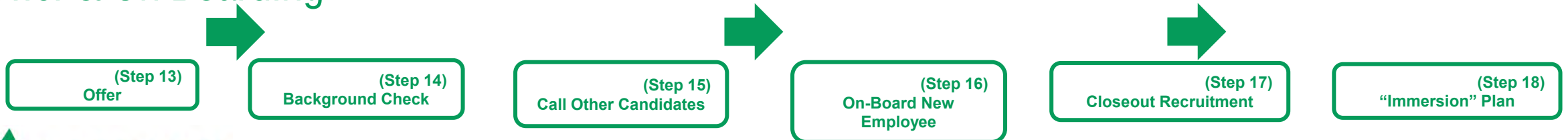
Position Request



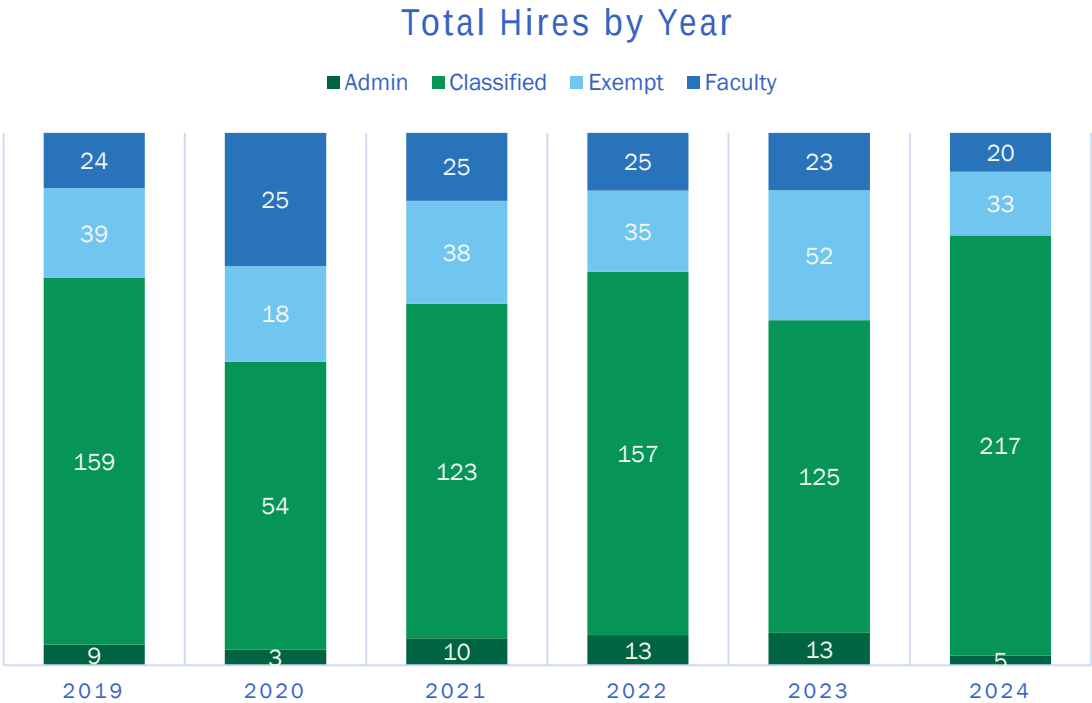
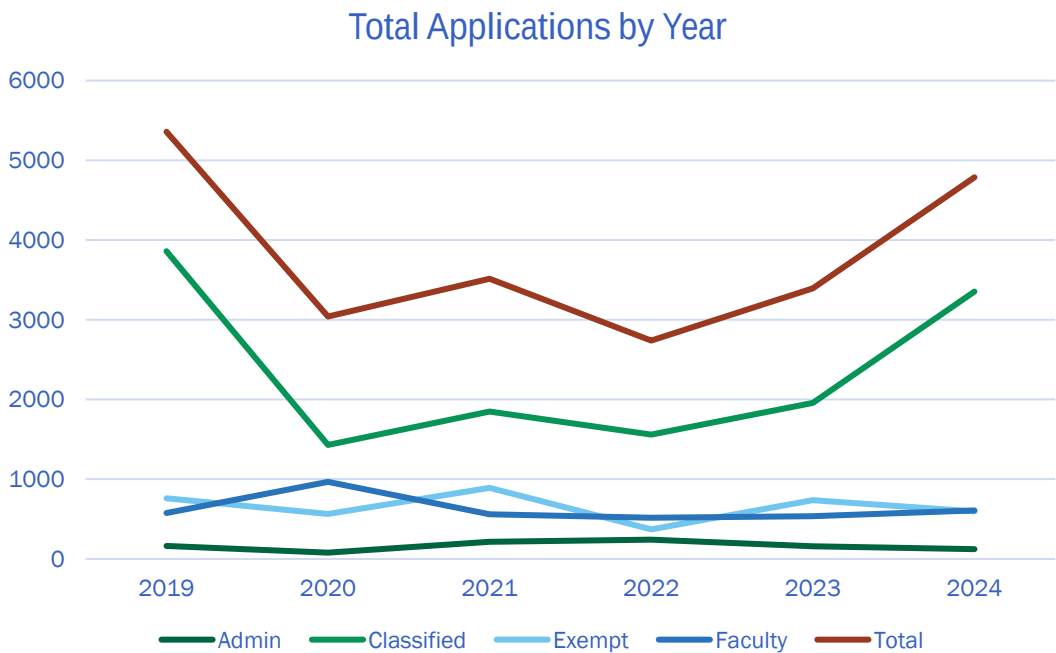
Screening & Interview



Offer & On Boarding



Spokane Colleges Recruitment



Data Tables

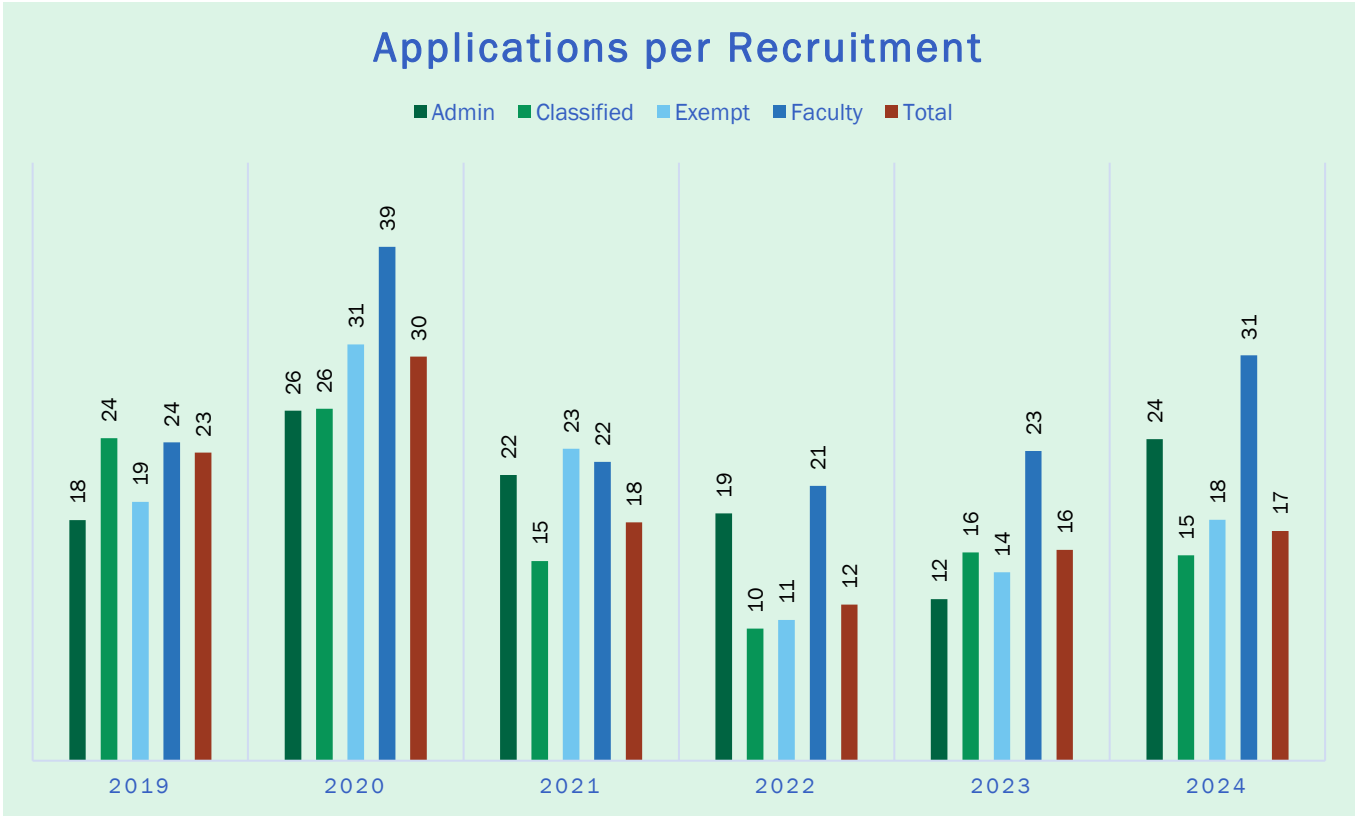
Total Applications by Year					
	Admin	Classified	Exempt	Faculty	Total
2019	163	3860	760	575	5358
2020	79	1430	564	967	3040
2021	215	1847	892	562	3516
2022	242	1561	371	517	2739
2023	158	1958	737	536	3395
2024	121	3354	598	610	4788
2024 NEO	22	2261	335	450	3173
2024 PU	99	1093	263	160	1615

Total Hires by Year					
	Admin	Classified	Exempt	Faculty	Total
2019	9	159	39	24	231
2020	3	54	18	25	100
2021	10	123	38	25	196
2022	13	157	35	25	233
2023	13	125	52	23	214
2024	5	217	33	20	277
2024 NEO	3	75	20	18	118
2024 PU	2	142*	13	2	159

*95 of the classified new hires in PageUp have been from Head Start

Applications per Recruitment

Applications per Recruitment					
	Admin	Classified	Exempt	Faculty	Total
2019	18	24	19	24	23
2020	26	26	31	39	30
2021	22	15	23	22	18
2022	19	10	11	21	12
2023	12	16	14	23	16
2024	24	15	18	31	17
2024 NEO	7	30	17	25	27
*2024 PU	50	8	20	80	10



Items of note

Spokane Colleges (all Hires)					
Year	Applied	MMQ	Interviewed	Finalists	Hired
2016	19.97%	19.56%	17.25%	17.62%	17.44%
2017	20.80%	20.84%	21.97%	17.70%	20.73%
2018	20.07%	19.26%	18.79%	16.45%	18.03%
2019	23.81%	23.34%	20.65%	21.15%	19.48%
2020	20.13%	19.18%	18.37%	20.97%	18.00%
2021	21.64%	21.70%	19.86%	24.55%	19.90%
2022	22.89%	22.90%	21.37%	21.66%	21.03%
2023	21.18%	21.59%	20.09%	20.58%	14.49%
2024	27.32%	27.53%	21.40%	19.52%	23.73%

Overall, this was the best year for sourcing people of color and hiring People of Color by percentage since this data collection started.

By Employment Category

	2022		2023		2024	
	Applied	Hired	Applied	Hired	Applied	Hired
Admin	21.07%	7.69%	20.89%	0.00%	18.18%	0.00%
Classified	23.19%	26.11%	22.17%	12.00%	26.01%	24.00%
Exempt	22.91%	14.29%	21.03%	17.31%	25.97%	35.00%
Faculty	23.02%	4.00%	17.91%	30.43%	35.56%	11.11%

“Setting the Table:” Onboarding

Welcome

Orientation Session

Immersion Plan (30 – 90 Days)

**Questions
Thoughts
Ideas**

REPORT: CHANCELLOR'S REPORT

Presented by: Dr. Kevin Brockbank
Chancellor, Spokane Colleges
March 18, 2025

District Business & Finance Office**CFO**

Budget season is in full-swing, with budget planning well underway across the district. All operating units are working on budget development plans in preparation for budget hearings in early April. The purpose of the budget hearings is for the colleges and the administrative offices to prepare budget plans, including target reductions of 2%, and strategic investment requests. Budget requests will be reviewed by the Budget Planning and Advisory Committee (BPAC) and Cabinet in preparation of the final recommended budget to the Board.

We anticipate the release of legislative budget proposals from the State House and Senate in late March, or early April. While we remain optimistic about Governor Ferguson's priority to protect community and technical colleges from budget reductions, we are actively planning around the possibility of reduced funding related to the OFM funding error. The estimated impact to Spokane Colleges is a permanent budget reduction of \$2.5-\$2.8 million.

We are also continuing to monitor federal actions and executive orders and their potential impact on district operations. Our most significant federal funds support Title IV financial aid and the Head Start program. Currently, our awards remain intact.

Budget office

The budget and grants teams were very busy this month with regular transaction processing activities, including approval of employee action notices (82), position requests (27), and preparing and processing capital projects invoices (107). The team also collaborated with college departments to help with budget questions and requests, including over 95 budget meetings and trainings with departmental staff. They prepared over 41 monthly budget reports and processed nearly 50 journal entries. The capital team prepared and submitted local capital expenditure approvals to the SBCTC. The team also completed budget balancing of local fund revenues and expenditures and completed significant work on budget request processes for fiscal year 2025-26. Brandy Browning, District Director of Budget and Planning, facilitated the District Managed Cost Committee with Budget Hearings and system budget recommendations for the new year.

Purchasing

The department completed two new bids during the month and supported college buying with the creation of 53 new purchase orders. Additionally, the team was successful in securing savings based on their review of quotes and contacts with local vendors.

Risk Management and Contracts Office

Staff have been working closely with the college stores with ordering of new logo merchandise. Several new items are now available in both campus bookstores. The bookstores are also busy working with faculty on spring quarter textbook adoptions and supporting students.

John O'Rourke assisted SFCC with the Spokane Arts Grant Agreement for an arts residency at SFCC providing space for an Indigenous artist to explore educational and professional development opportunities, and connections with students and the Spokane community.



He also worked on several other agreements this month, including assisting SFCC on an agreement with PISCES-International to serve as a hosting facility for a technology stack. PISCES provides infrastructure and data in support of academic courses on cyber security taught by partner institutions. He assisted CCE on a flagger instructional contract with the City of Cheney; SCC on a clinical affiliation agreement with Inland Northwest Behavioral Institute; and assisted Head Start with an EWU Social Worker students Interns agreement.

Internal Audit – Completed several investigation interviews and chaired the screening committee for our new Treasury Manager, Kenny Hall. Maria Midkiff has also been working on various internal control reviews of college business operations. She has also been leading the Bookstore RFI process.

Financial Accounting and Reporting

Tiffany Henderson, District Director of Financial Reporting, continues to work through the Financial Statement audit with Davis Farr, nearing completion with testing and adjustments to be finalized in early March. The financial statements are expected to be completed by late March in order to meet the annual IPEDs reporting deadline.

Accounts Payable (AP)

Processed over 490 AP vendor invoices in February, excluding JP Morgan Chase payments and payroll-related vendors. Additionally, over 500 Purchase Card transactions were approved and reviewed.

Student Finance

Focused on disbursing financial aid, managing third-party contract billing, and working on the upcoming Student Financial Responsibility Form implementation. The SFRF process is being managed by Student Accounting Manager Diana Plum, to align with the streamlining student debt collections process.

Treasury Department

The Treasury department continues to work on improving the AR Collections process. They completed the recruitment for the Treasury Accounting Manager position and welcomed Kenny Hall March 3rd. Kenny is a CPA with over 20 years of experience including private, and public accounting.

Prepared by:

Dr. Linda McDermott
Chief Financial Officer
March 18, 2025



Institutional Advancement Office

Marketing Update

Rebrand launch continued in February:

- Designed and distributed Sasquatch t-shirt to all employees
- Created digital ads to geofence high school basketball tournaments in March:
 - o 2025 WIAA/Gesa Credit Union 1B, 2B State Basketball Championships
 - o 2025 Washington State Middle School Girls Basketball Championship (Weekend 1)
 - o 2025 Washington State Middle School Boys Basketball Championship (Weekend 2)
- Ordered custom-branded mini-basketballs for Hoopfest to be distributed at Center Court
- Completed design of pop-up Sasquatch mascot that will be distributed to all high school counselors in six counties.
- Designed new pocket folders that can be used for District leadership
- Designed banners, tents and supplies for Athletics Department with new Sasquatch mascot

Billboards

- Updated graphic on the smaller sized billboards to reveal the separate college logos in February.
- Oversized billboards displaying the mascot remained the same for February.

Television ad package on FOX

- Created five new TV commercials about the brand and a transfer student profile to be shown on FOX TV throughout February and March, including on Super Bowl Sunday.

Running Start Recruitment

Running start recruitment continued into February.

- Digital ads were scheduled and launched geofencing area high schools prior to each scheduled information night. These ads reminded students and their families to attend and learn more about Running Start. The geofence ads also directed students and their families to our Running Start landing page for more information about the program.
- Digital flyers were created and posted on Peach Jar, the digital flyer distribution system used by Spokane Public Schools, Mead School District and Deer Park School District.
- Promoted Running Start on Spokane Public Radio in February.

Communications Update (Web, PR, Social Media, Multimedia)

The past few months have been busy ones for our department, especially the Communications team. We have been creating and promoting multimedia content and sharing it internally and externally to tell an inspiring narrative about Spokane Colleges. Our work is done strategically and creatively and is always measured in collaboration with our partners on the Marketing Team. Here are some highlights:

Web

Our team continues to promote the spokanecolleges.edu website through various forms of marketing, from paid advertising to viral efforts. The result of our efforts was **2,500 pageviews of the site in its first six weeks**.

Alongside this effort, we are also the lead partners (with IT) on launching new websites for the district, both colleges, and the Foundation. We are working on the creative and technical work for our new platforms. We have mapped out our new sites and audited every page on every website. We are working with IT and leadership from both colleges and the district as well as a group of stakeholders across the organization who will be informing the process. **The all-new websites are expected to launch by December 2026.**

Public Relations (PR)

The media, business partners, and community stakeholders are excited about our new brand (in addition to our employees). This has resulted in a great deal of coverage and partnerships.

The announcement of the new branding resulted in six unique articles in two weeks, reaching an average audience of 293k people per placement for a total of local 1.76M impressions in the traditional media.

The coverage was in print, online, and on television and radio. It included interviews with Chancellor Brockbank and coverage of a key GSI event. It all kicked off with an exclusive story package with the Journal of Business.

The team has landed and is moving forward **exclusive collaborations with The Great PNW, Indaba Coffee, and fan nights with the Chiefs and Indians.**

All of this has been accomplished while raising internal communications to a new level. **Employing a new strategy and newly branded templates, our internal communication efforts are resulting in record email engagement.**

Social Media

The growth of our audiences and reach that started over the past two years has reached new levels since the launch of the brand. **In the first week of the brand launch alone, we had nearly 1M impressions with our news (primarily on Facebook and Instagram). Our tracked total audience reached nearly 40,000 fans on: X, Facebook, Instagram, TikTok and YouTube.** We also have a deliberate and successful strategy on LinkedIn.

The main source of content for the social media launch has been reveals of the new branding and engaging social media activations. One of the latest is #skitchspotting, where stickers are handed out at local small businesses and are encouraged to tag our colleges on social media – with more ideas coming.

We had a **record number of video views in the first week of the launch with more than 22,000 video views on social media** – primarily on Instagram. We have also been sharing traditional news and PR coverage on our social channels to help generate broader community excitement for the colleges.

Multimedia

None of the above successes would be possible without the creation of multimedia content that fuels digital marketing efforts. Our team produces and promotes student, staff, faculty and alumni stories that bring to life the values of our collective brand, internally and externally.

Our team produced 10 videos to support the launch, one for the internal kickoff, one for the GSI event, and 30-second video ads that appeared in a local TV package for the 2025 Super Bowl, which highlighted current students and select stories of successful transfer students to Whitworth, Gonzaga, and WSU. We have also continued to capture on-campus events with engaging photos that are shared on social media and in e-newsletters for internal audiences.

CRM Update

Prepared by Erin Mitchell, CRM System Administrator

The CRM team is celebrating many collaborative wins across the past month!

- The [Amazon Career Choice webpage](#) has been updated and new CRM email campaigns are running to share important benefit information with inquirers.
- A series of email campaigns are running to inform groups of currently enrolled students about [Foundation scholarships](#), with applications open until March 18. In the first six (6) days of the applications being opened and email campaigns running, there were already over 500 open applications!
- Interact Communications, which both colleges have had contracts with, provided the national Media Prefs survey to SCC and SFCC for free this year. Thanks to executive leadership approval across the district, we have utilized the CRM to share the opportunity to complete this survey with currently enrolled students, including a \$10 digital gift card incentive.

The work continues for transitioning paper applications for selective and competitive entry programs at both colleges into digital ones in the CRM. In the last month, six (6) more online applications have been drafted for programs across both SCC and SFCC, and user acceptance testing is beginning. Kudos are due to both colleges' CRM Managers (Lori Greenwood at SCC and Karen Kelly at SFCC) and the many program directors, coordinators, and stakeholders involved!

As mentioned in last month's update, in January 2025 the CRM team kicked off implementation of Retention suite tools. This work is happening with full awareness of and synchronically with the state's student success software tool that is being procured and will be implemented. Two (2) new members have been added to the CRM Implementation team to facilitate this retention building work; Piper McCarthy, Associate Dean of Student Success and Workforce Transitions at SCC, and Tori Stanek, Associate Dean of Connected Learning at SFCC. Multiple hours each week are dedicated to this implementation work, and thanks are in order to all those involved across the district to build and bring these tools online.



Spokane Colleges Foundation Update

The great news is that, as of March 7, the Foundation has received 751 completed scholarship applications (already exceeding last year's high of 712 applications) and the application portal doesn't close until March 18. Each application is read by at least three reviewers, and we are issuing an all-hands-on-deck call for volunteers! Anyone who can volunteer even an hour of time between March 24 and May 9, please let Heather know and she'll make sure you are set up to review scholarship applications and help the Foundation support students!

The March Spokane Colleges Foundation Board meeting is just around the corner and is when the Board will be setting their goals and priorities for the coming year. Normally this meeting would be used to build out the details of the next year of the strategic plan, but the Foundation is extending their current Strategic P Year 3 in favor of doing strategic planning once the Spokane Colleges' new plan is ready. Sasquatch Soiree tickets are on sale and can be purchased through the Foundation's website. The annual fundraising event is April 18 at SFCC.

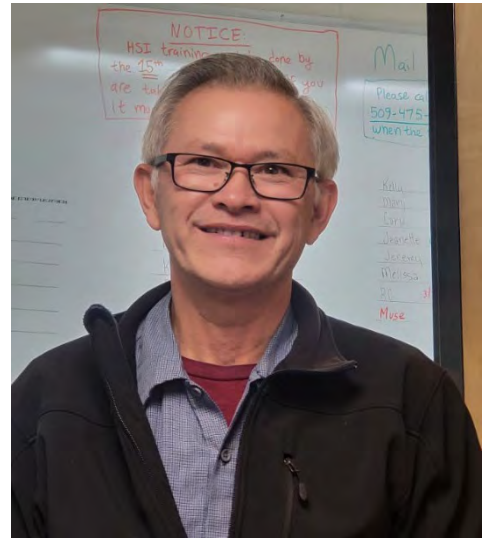
Prepared by:

Melanie Rose
Chief Institutional Advancement & External Affairs Officer
March 18, 2025

General Services

CGSO Employee Highlight

This month, we're excited to feature Minh Tran in our Employee Highlight for the General Services Division. Minh has been an exceptional Custodian 1, working at the Spokane Community College (SCC) campus for 33 years; three years in a part-time role and 30 years in a permanent position. If you've had the pleasure of meeting Minh, you know he is always ready with a smile and consistently goes above and beyond to ensure the campus buildings assigned to him are clean, welcoming, and well-maintained. Minh continues to take great pride in his work, dedicating his time to keeping off campus sites looking their best. Many will also tell you that Minh's standard of cleanliness is unattainable by others where he is consistently exceeding expectations. His unwavering commitment to the college, its students, and the community is truly appreciated.



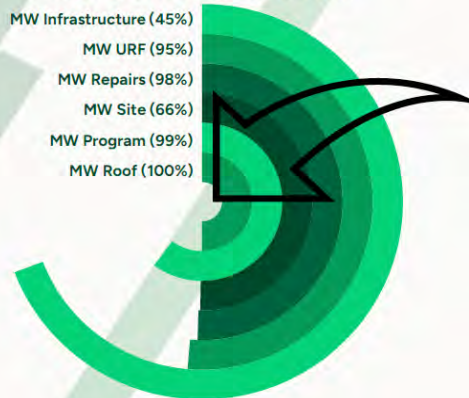
Capital Planning & Development



SCC is getting a new fire tower! **Set to be ready by spring quarter, the Fire Science program is anxiously anticipating the use of the soon to be constructed facility in parking lot P5, just east of building 19, where the Fire Science program is located.** The program is currently leasing the old fire tower which was formerly owned by SCC but purchased by WSDOT during the NSC negotiations. The new facility is a container fire training tower with three modified 40 ft containers for the ground

level and second floor and one modified 20 ft container for the third floor, designed and manufactured by Symtech Fire. Training features include movable walls, a pitched roof prop, a 4' x 8' breach wall simulator, a rappel station, a forced entry and cutting door system, and many other training features. **The container fire training tower components are expected to be delivered on March 10, 2025, two weeks after we originally expected it to be delivered.**

Design development is well underway for the Lodge Renovation project. Experiencing a nearly three-week delay due to contract issues, Baker Construction began selective demolition and pre-construction activities on February 19, 2025. **Construction on the Lodge is expected to begin on July 23, 2025.** Below is an image from the working copy of the construction drawings showing the upper-level life safety plan.


SCC Capital Funding and News Updates:
2023-25 MW APPROPRIATION EXPENDITURE STATUS:

CAPITAL NEWS:
Switchgear Project:

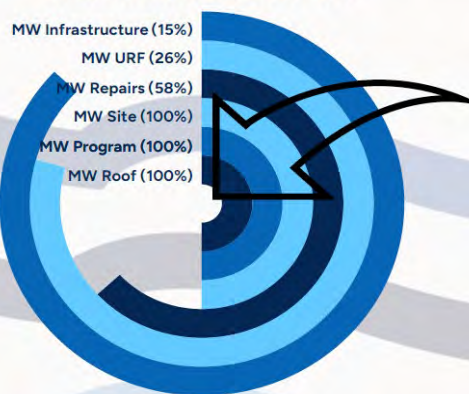
- We received direction from the SBCTC that the legislature will not consider reappropriation for all infrastructure funding.
- At the same time, we received approval from DES-Energy Program and SBCTC to order switchgear and expend funds prior to receiving the equipment.

Sewer Replacement Project:

- Work will start during spring break, closing a large section of parking lot P20.
- Logistics for outages are planned, requiring only a few short (1-2 hour) outages through Spring Quarter.
- Coordination with the building and programs will ensure optimal timing.

Roofing Projects Completion:

- Only a few outstanding scopes remain: Bldg 8, Roof A (lower main roof) and Bldg 9 drains; some punch work on other roofs will occur this spring.
- Punch work may include re-priming surfaces which could cause an odor.

SFCC Capital Funding and News Updates:
2023-25 MW APPROPRIATION EXPENDITURE STATUS:

CAPITAL NEWS:
Switchgear Project:

- We received direction from the SBCTC that the legislature will not consider reappropriation for all infrastructure funding.
- At the same time, we received approval from DES-Energy Program and SBCTC to order switchgear and expend funds prior to receiving the equipment.
- Much of the biennial MW infrastructure funding is tied to this project.

Cathodic Protection:

- Contracted with JOC and work will commence spring quarter.

Vehicle Charging Stations:

- Contracted with JOC and stations will be installed spring quarter;
- Chargers at Bldg 18 will be free for staff but limited to 3-hours each charge;
- Will also be installing chargers for fleet at Bldg 10.

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

Sustainability/Energy Conservation

On February 24, 2025, Kim Arman, Sustainability Project Manager gave a presentation to Cabinet for approval to join the ISO 50001 cohort. As part of our commitment to advance sustainability and energy efficiency across our campuses, we are embarking on a comprehensive decarbonization and energy management initiative that integrates the ISO 50001 Energy Management System framework. This approach ensures a systematic reduction of energy consumption, greenhouse gas emissions, and operational costs while fostering innovation and community engagement.

Key takeaways from the cohort include the **need for an Energy Team or Committee to develop and push forward energy initiatives**. Once created, the group will be tasked with generating a publicly available energy management plan, 50001 Ready recognition, and data generation to inform our five-year sustainability goals.

Below are the Climate Commitment Act (CCA) charges in comparison to our monthly gas usage costs for the months of December and January. Total gas usage charges for last month amounts to \$85,564.24 in which **CCA charges make up 47% of our natural gas utility billing**. **Total CCA charges that we can account for in FY24/25 is \$90,243.48**, which is 24% of our total natural gas utility billing and about 5% of our total natural gas and electricity charges combined since July 2024.

			December 2024		January 2025	
Service	Location	Vendor	Units	Cost	Units	Cost
Spokane Colleges						
Gas	Esmeralda - 722660	Avista (Therms)	1,997	\$1,983.07	2,076	\$2,158.74
Spokane Community College						
Gas	SCC Main - 676403	Avista (Therms)	71,061	\$27,696.47	79,626	\$34,695.06
Gas	Apprenticeship - 481595	Avista (Therms)	5,170	\$5,634.77	6,773	\$7,827.88
Gas	Felts Field - 602330	Avista (Therms)	2,879	\$3,113.10	3,746	\$4,568.37
Gas	Bowdish, A - 722660	Avista (Therms)	297	\$454.41	293	\$473.01
Gas	Bowdish, B - 722660	Avista (Therms)	660	\$1,059.85	857	\$1,461.71
Gas	Colville - 145502	Avista (Therms)	3,628	\$3,741.08	5,025	\$5,479.69
Gas	AEC - 722660	Avista (Therms)	1,682	\$1,738.73	1,600	\$1,723.95
Gas	Newport - 51787982	Ferrellgas (Propane-GAL)	427	\$904.02	409	\$887.76
TOTAL GAS USAGE AND COSTS:			85,804	\$ 44,342.43	98,329	\$57,117.43
Spokane Falls Community College						
Gas	SFCC Magnuson - 848585	Avista (Therms)	3,869	\$4,281.49	4,280	\$5,017.33
Gas	SFCC Main - 835914	Avista (Therms)	50,043	\$16,033.47	57,913	\$20,330.70
Gas	West Boone - 722660	Avista (Therms)	370	\$633.08	519	\$940.04
TOTAL GAS USAGE AND COSTS:			54,282	\$20,948.04	62,712	\$26,288.07
TOTAL GAS USAGE COSTS:				\$67,273.54		\$85,564.24
CCA Charges						
Gas	Esmeralda - 722660	Avista (Therms)		\$345.79		\$359.43
Gas	SCC Main - 676403	Avista (Therms)		\$17,574.83		\$21,941.86
Gas	Apprenticeship - 481595	Avista (Therms)		\$1,847.68		\$2,664.75
Gas	Felts Field - 602330	Avista (Therms)		\$500.57		\$1,626.93
Gas	Colville - 145502	Avista (Therms)		\$659.69		\$1,134.72
Gas	AEC - 722660	Avista (Therms)		\$291.24		\$277.08
Gas	SFCC Magnuson - 848585	Avista (Therms)		\$1,184.09		\$1,393.89
Gas	SFCC Main - 835914	Avista (Therms)		\$8,664.77		\$10,871.05
TOTAL CLIMATE COMMITMENT ACT CHARGES:				\$31,068.66		\$40,269.71
PERCENTAGE OF GAS BILL:				46%		47%

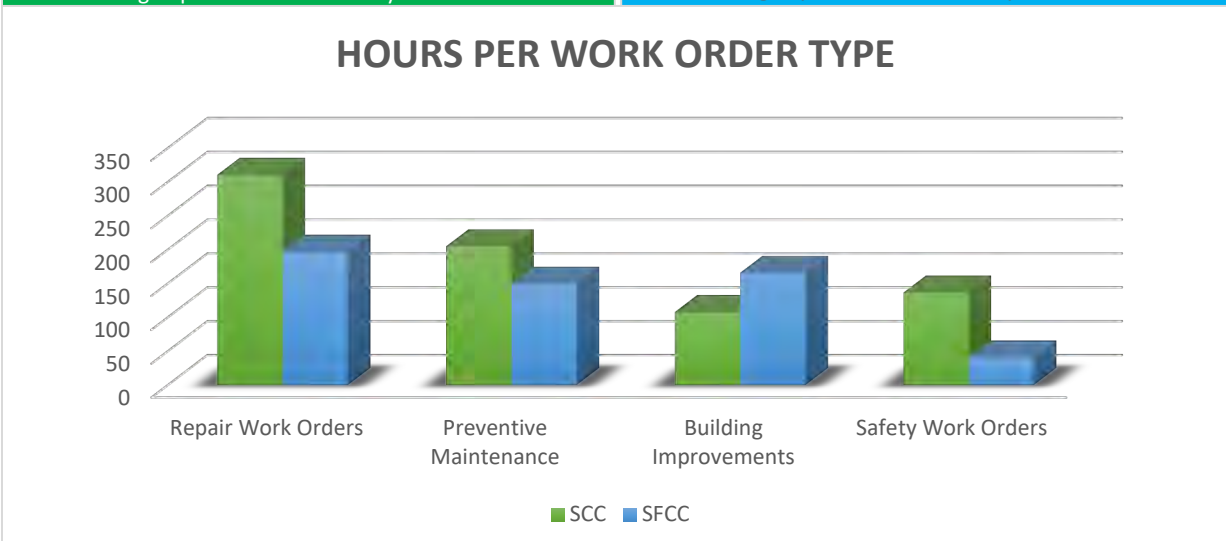
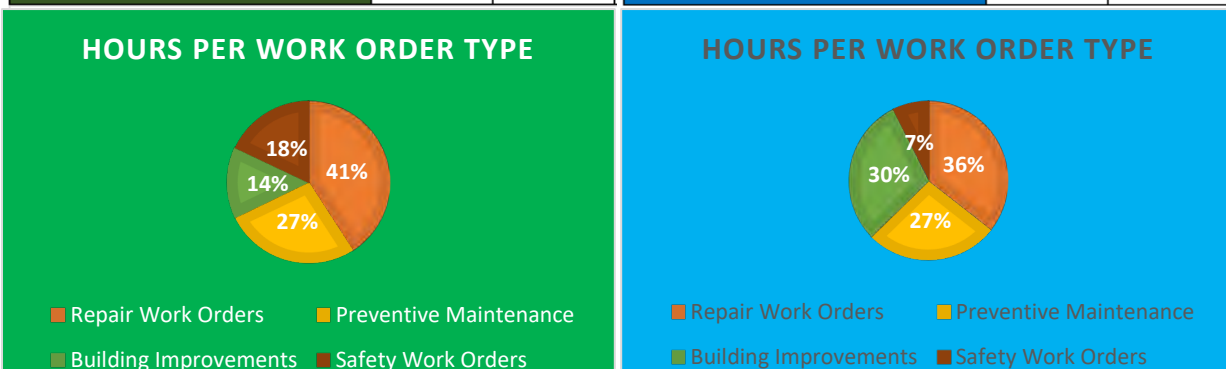
District Facilities

Below is the maintenance data for February 2025. 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 January and February data are below.

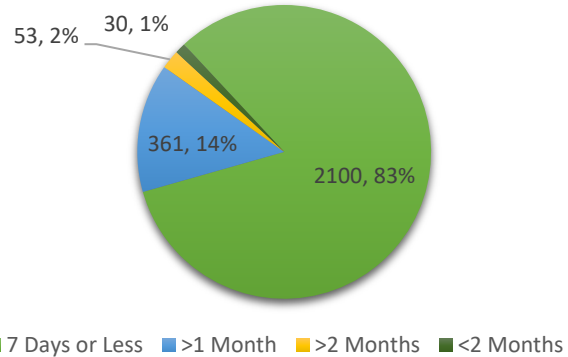
- SCC saw a 26% decrease in overall work orders completed.
- SFCC saw an 86% increase in BIR work orders completed.
- SCC reduced their repair work order completion by 29%.
- 119 new work orders were initiated in the month of February with 84 of them being customer initiated.

Spokane Community College			Spokane Falls Community College		
WORK ORDER TYPE	QTY	HRS	WORK ORDER TYPE	QTY	HRS
Repair Work Orders	115	310.05	Repair Work Orders	85	196.5
Preventive Maintenance	86	204.45	Preventive Maintenance	73	149
Building Improvements	11	107.5	Building Improvements	13	165.5
Safety Work Orders	49	136.2	Safety Work Orders	15	40.25
TOTALS:	261	758.2	TOTALS:	186	551.25

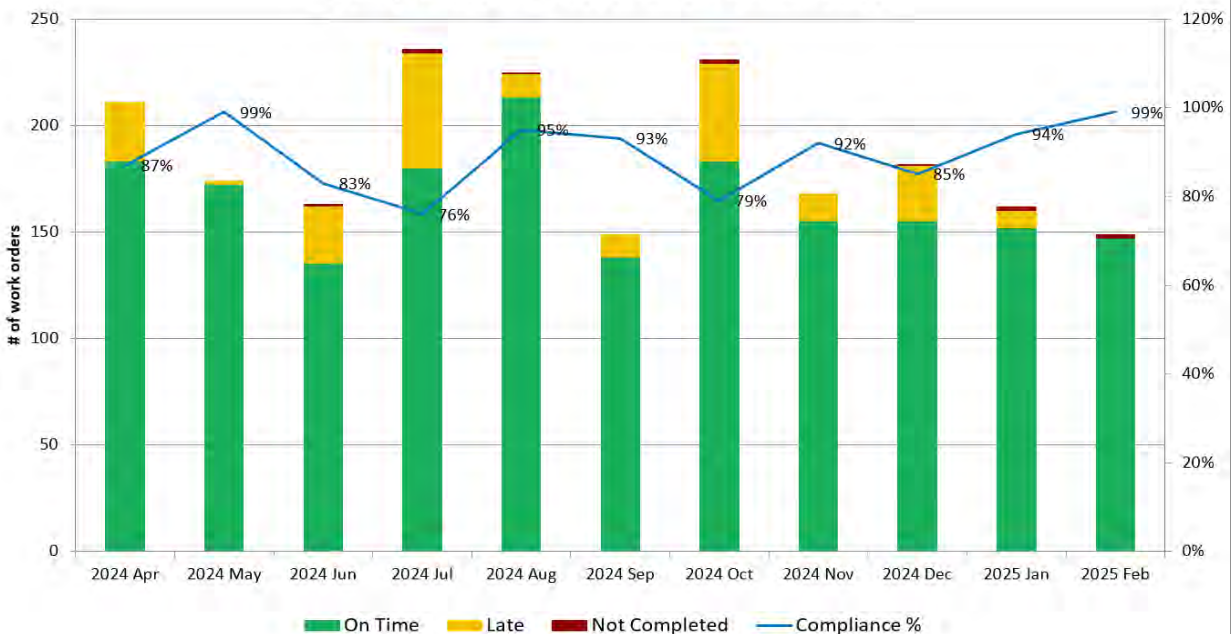


The data presented above represents our team's workload demand while the data to the right and below illustrates key performance indicators for the facilities team. Among the many metrics we track to ensure our team is performing optimally, we have focused on Preventive Maintenance compliance and repair work order turnaround time as our key performance indicators. **Our goal is to address repairs within seven days and perform at least 90% of our assigned Preventive Maintenance tasks on time.**

Work Order Completion Performance Last 12 Months

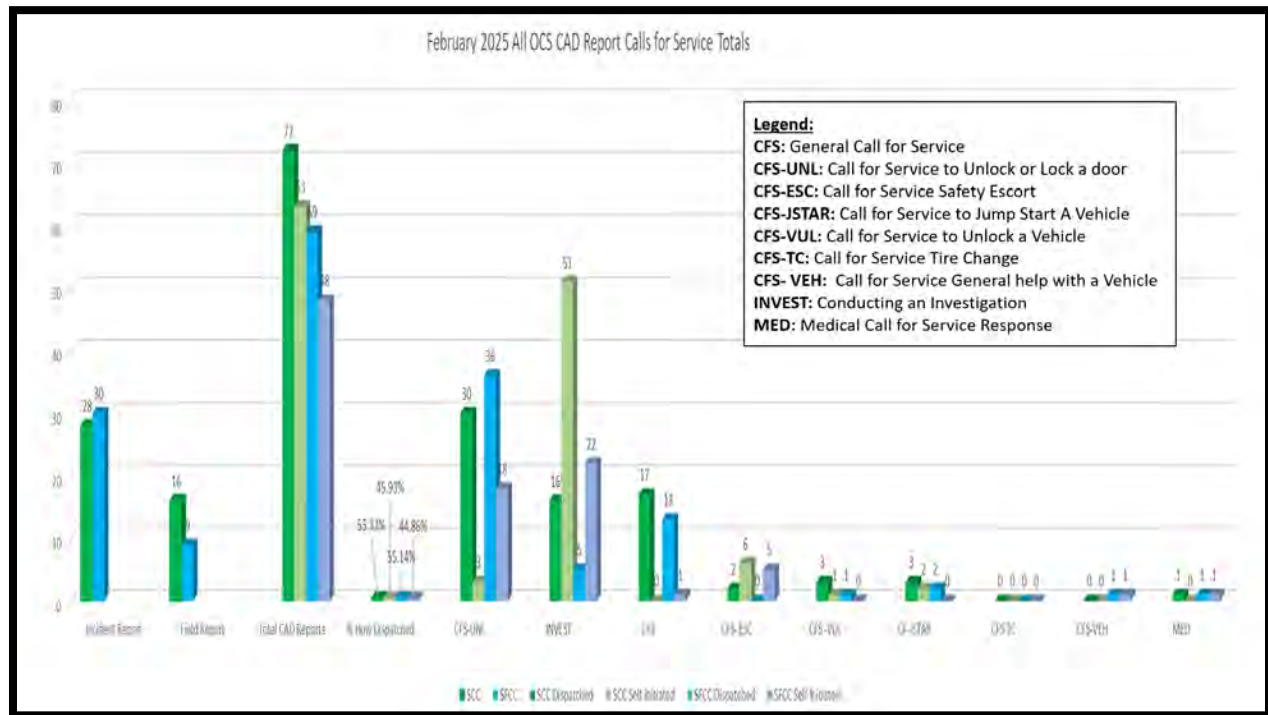


Compliance % - Preventive Maintenance



Office of Campus Security

A report from our Computer Aided Dispatch (CAD) system for the month of February shows a nearly **50% decrease in calls for a safety escort, and an 8% reduction in calls to unlock a door.** Total Calls for Service was 250 for the month of January and 252 for the month of February, only a 1% increase from month to month.



Throughout February, a total of **62 incident reports were filed**, 4 of those reported incidents occurred at our offsite locations. Below provides summaries of some of the significant and notable security incidents:

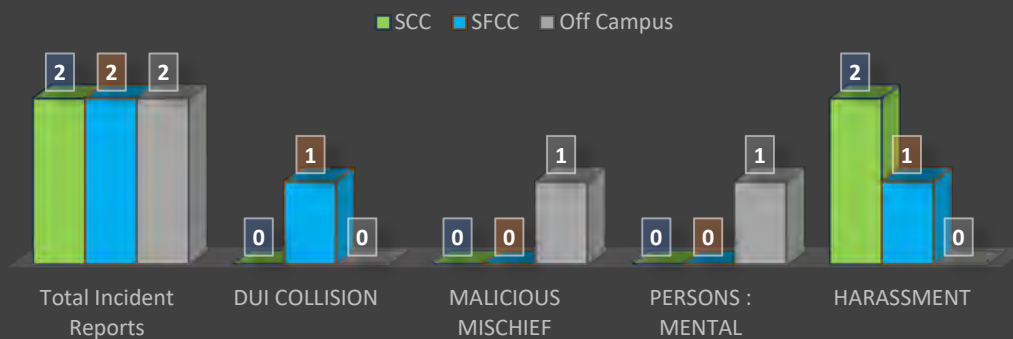
Significant/Notable Security Events:

- AEC Student Fatality:** On February 24, 2025, a student was tragically struck by a vehicle while crossing the street from a bus stop, resulting in a fatality. The incident occurred at the intersection of West Whistalks Way and West Randolph Road. The student resided near SFCC.
- DUI Collision:** On February 19, 2025, a driver under the influence of alcohol crashed into a tree off Whistalks Way near Magnuson, causing the vehicle to catch fire.
- Malicious Mischief:** Security cameras at the MLK Center were intentionally disconnected.
- Mental Health Incident:** A homeless individual entered the West Central Early Learning Center on February 24, 2025, behaving erratically and shouting, creating a disturbance.
- Harassment:**
 - An SCC work-study student reported receiving harassing text messages from an unknown individual.
 - SFCC officers observed two white males harassing students outside Building 7, asking for rides, and refusing to leave the property when requested.
- Campus Alerts:**
 - On February 11, 2025, an SCC campus alert was issued regarding vehicle prowling, where property was damaged and stolen. The suspect could not be identified at the time.

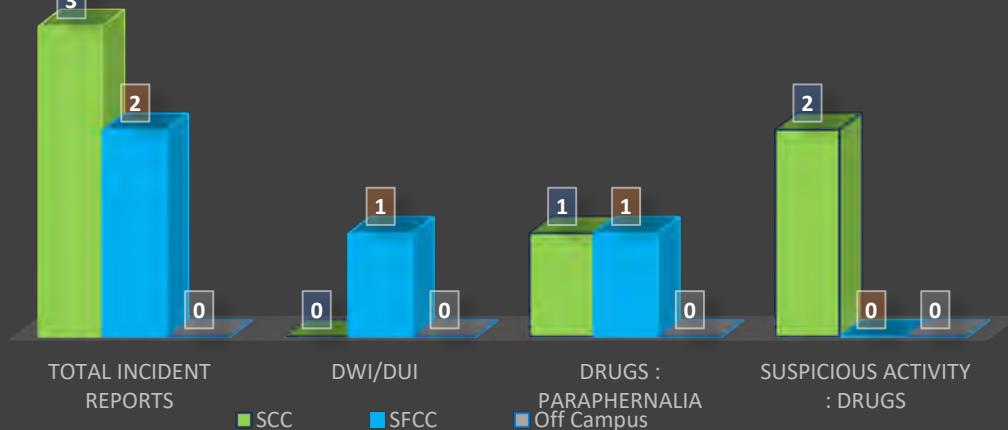
- On February 27, 2025, another SCC campus alert was issued for vehicle prowling. Surveillance footage captured the suspect stealing a backpack from a vehicle with the window left down and entering several unlocked spaces within multiple buildings on campus. With this evidence, local law enforcement was able to apprehend the suspect.

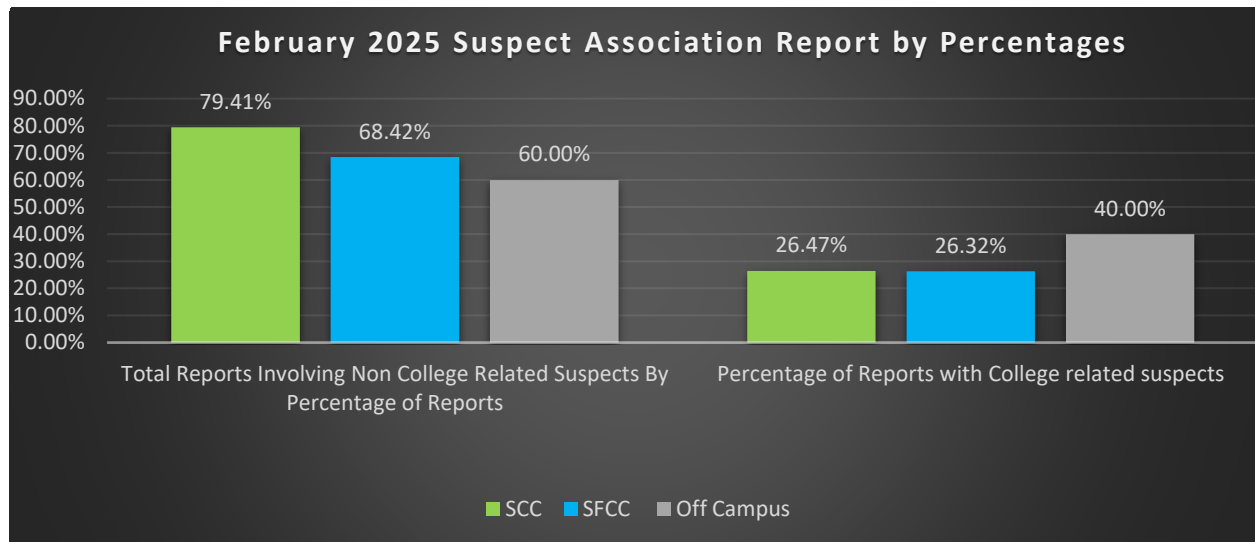
Analysis of the incident reports reveal that approximately **80% of incident reports at SCC are classified as non-college related**, with 30% of the incidents related to the STA. At **SFCC**, nearly **69% of incident reports are classified as non-college related**, with 11% of the incidents related to the STA.

FEBRUARY 2025 CCS SIGNIFICANT INCIDENT REPORT



FEBRUARY 2025 SC ALCOHOL AND DRUG REPORT





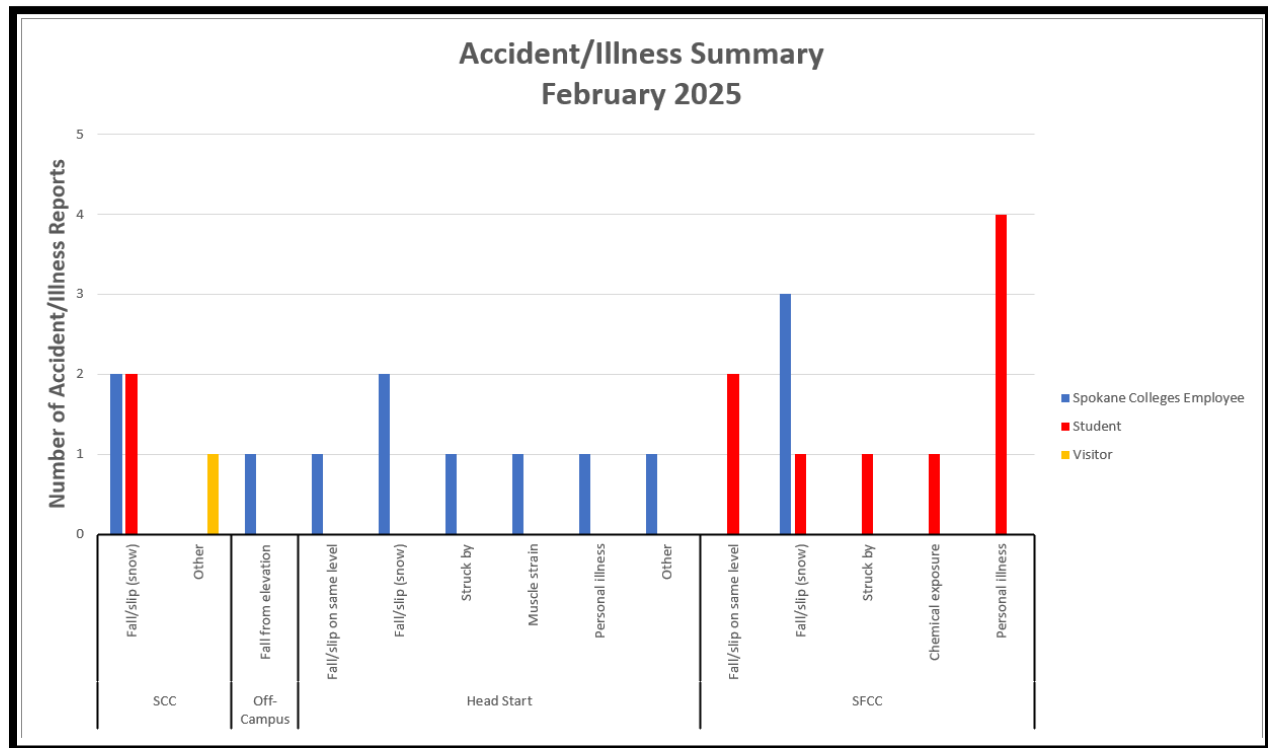
For details of incident and field reports submitted by our Office of Campus Security team for the month of February, please refer to the reports included at the end of the CGSO Report.

Environmental Health & Safety

The EH&S office recently conducted an inspection of **Building 28 at SCC, identifying a total of 41 safety hazards. Of these, 27% were classified as high risk and must be addressed within one month to ensure the safety and compliance of the facility.** Given the nature of the programs housed in this building and the number of hazards identified, it will undergo routine annual inspections moving forward to maintain ongoing EH&S compliance.

In February 2025, the EH&S office recorded **25 accidents and illnesses, marking a 47% increase compared to the previous month.** Of the reported incidents, seven occurred in Head Start facilities, and 10 were related to slips, trips, or falls due to icy conditions. Additionally, at SFCC, a student was struck by a hammer thrown by another student in Building 13 and was subsequently taken to Deaconess Hospital for medical treatment. In Building 28, a student following proper lab safety protocols was splashed in the face with nitric acid but declined medical attention.

This report highlights areas requiring attention and continued vigilance to maintain a safe environment for all staff and students.



Central Services

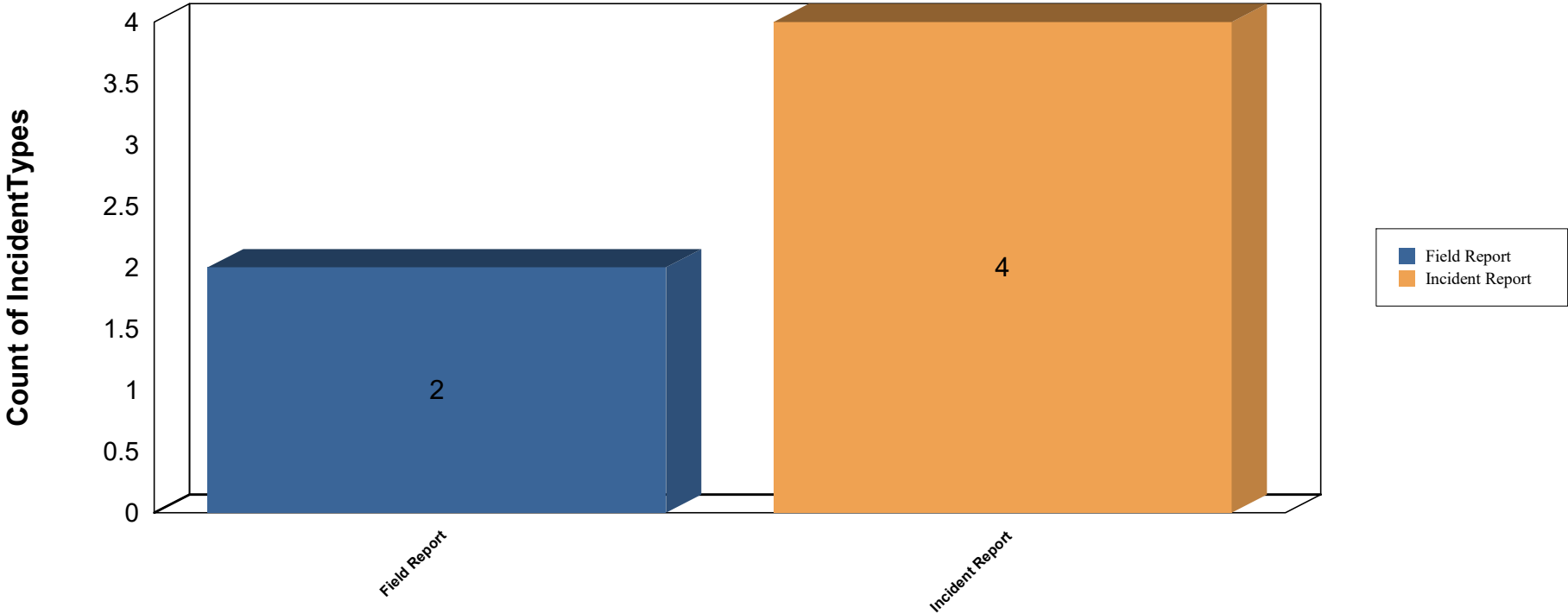
Mailings February 2025	
SCC	136
SFCC	609
District	1313
Headstart	20
Act II	1467
Total Postage	3545

Central Services offers a variety of services, including package and mail room deliveries and surplus processing. To better understand department workload and identify trends, the Logistics Manager has been tasked with tracking relevant metrics.

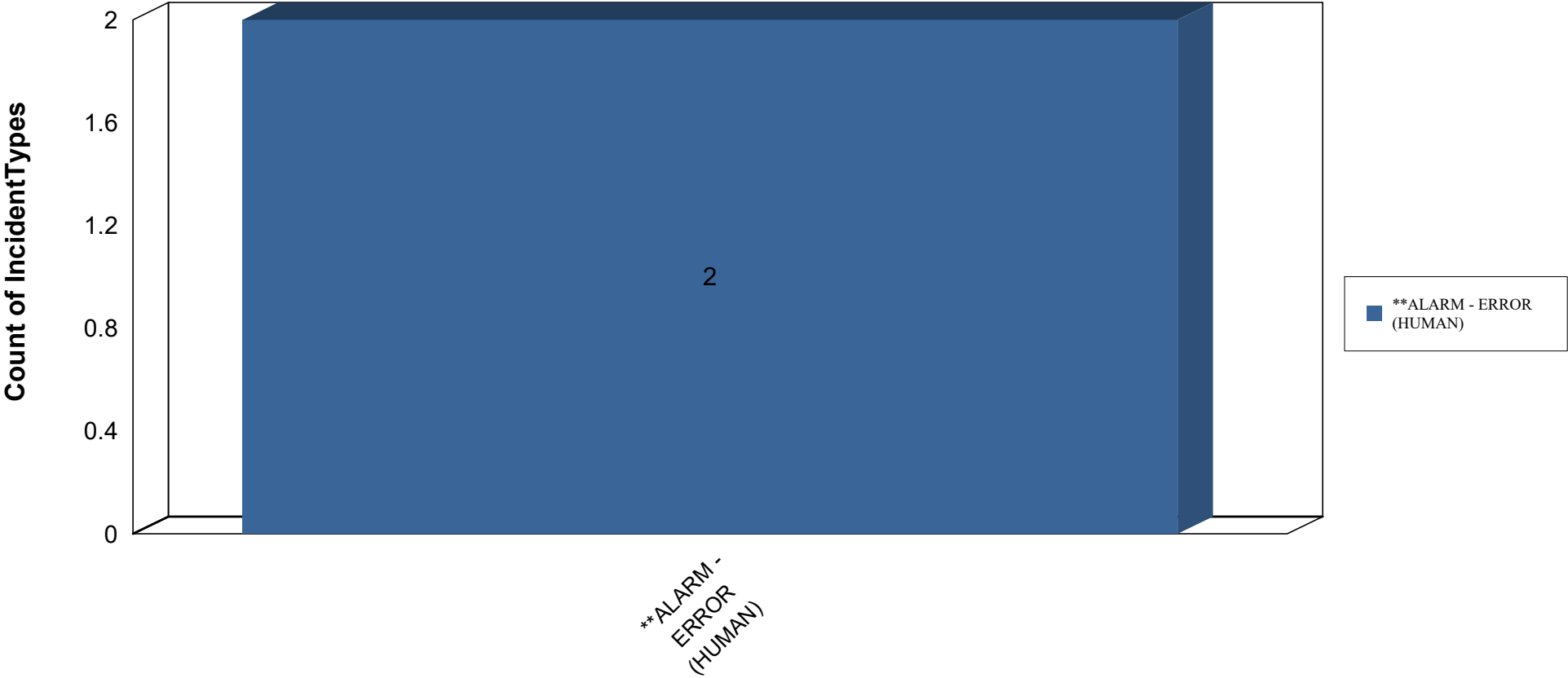
Upon reviewing mailing data for Spokane Colleges, several significant variances were observed. **SFCC experienced a 335% increase in mailings, while SCC saw an 80% decrease. The district office experienced a 51% reduction in mailings from January to February.** The decrease in district-wide mailings may be attributed to substantial mailings related to the rebranding initiative.

In February, Central Services successfully delivered 761 packages and collected 66 items of surplus from campus locations. Additionally, the department generated \$228 in revenue from recycling 5,280 pounds of scrap metal.

Count of Reports Completed



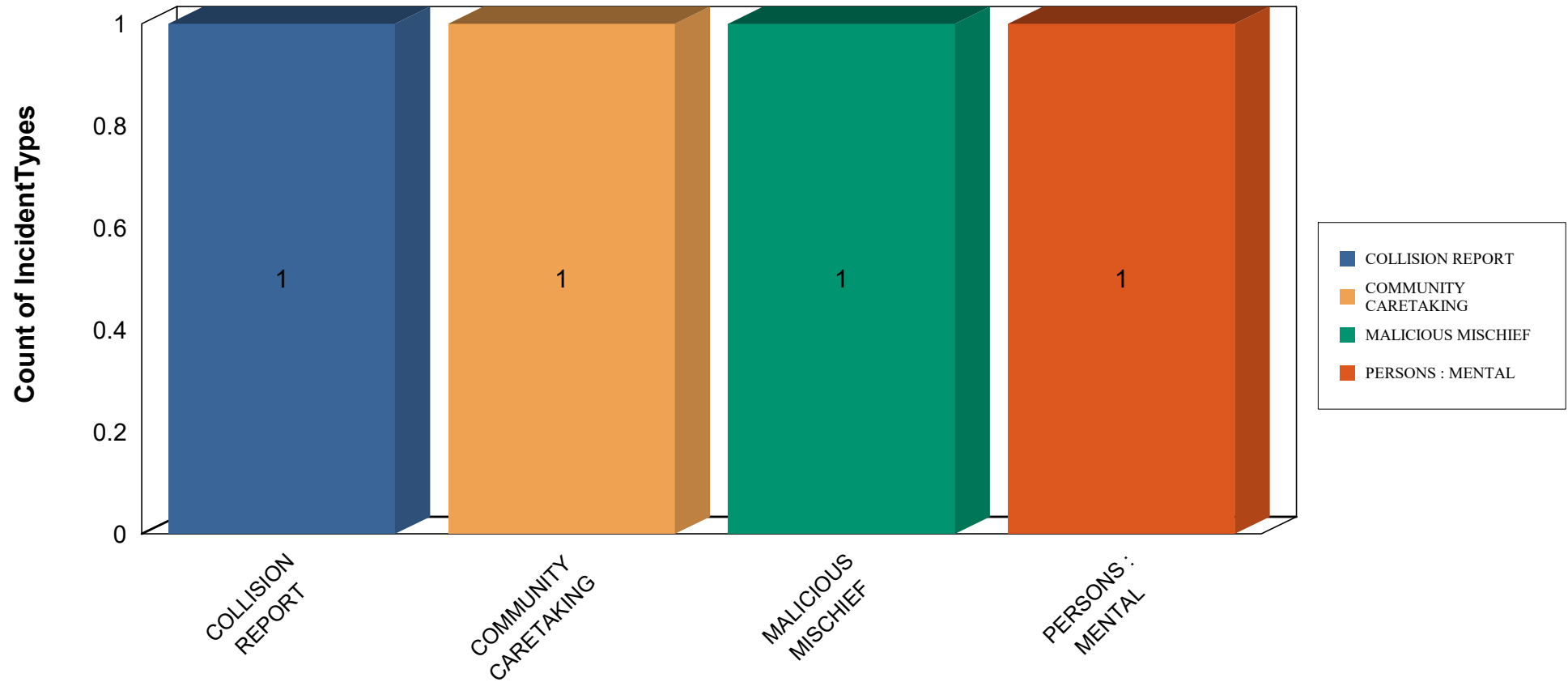
Count of Incident Types



100.00% # of Reports: 2 Field Report **ALARM - ERROR (HUMAN)

Grand Total: 100.00% Total # of Incident Types Reported: 2 Total # of Reports: 2

Count of Incident Types



25.00% # of Reports: 1 Incident Report COLLISION REPORT

25.00% # of Reports: 1 Incident Report COMMUNITY CARETAKING

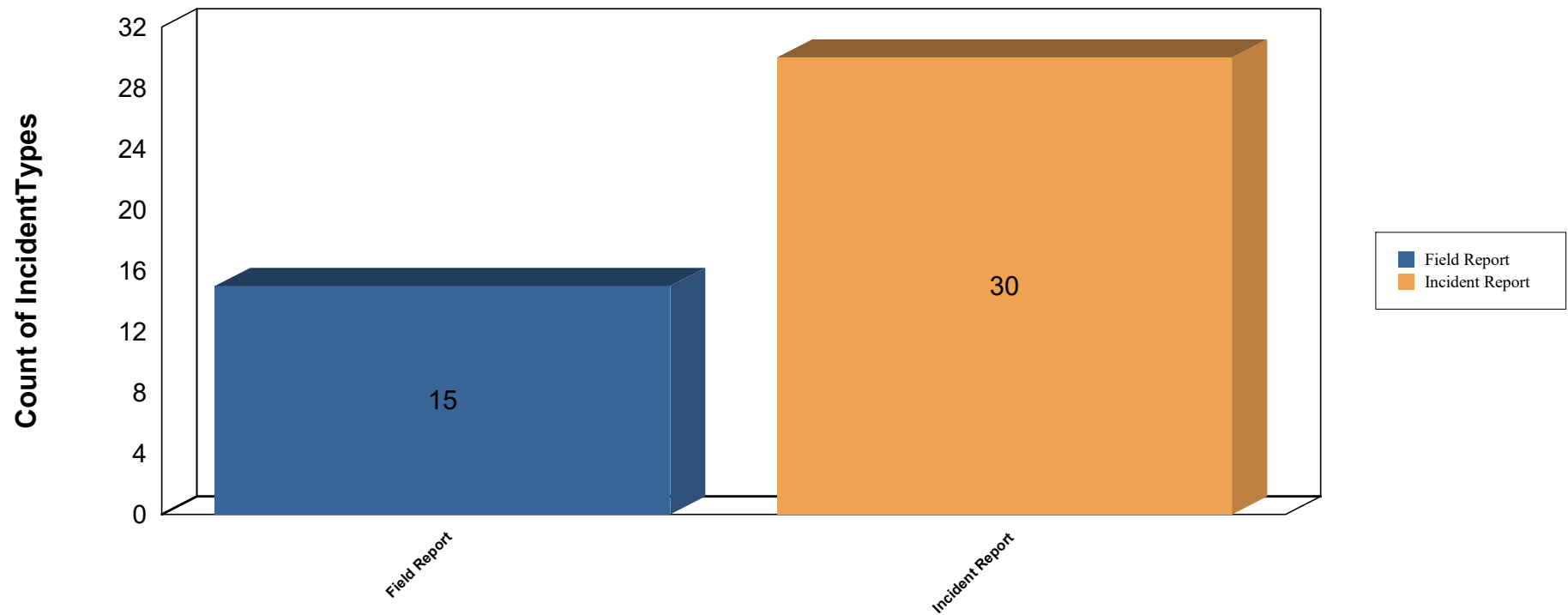
25.00% # of Reports: 1 Incident Report MALICIOUS MISCHIEF

25.00% # of Reports: 1 Incident Report PERSONS : MENTAL

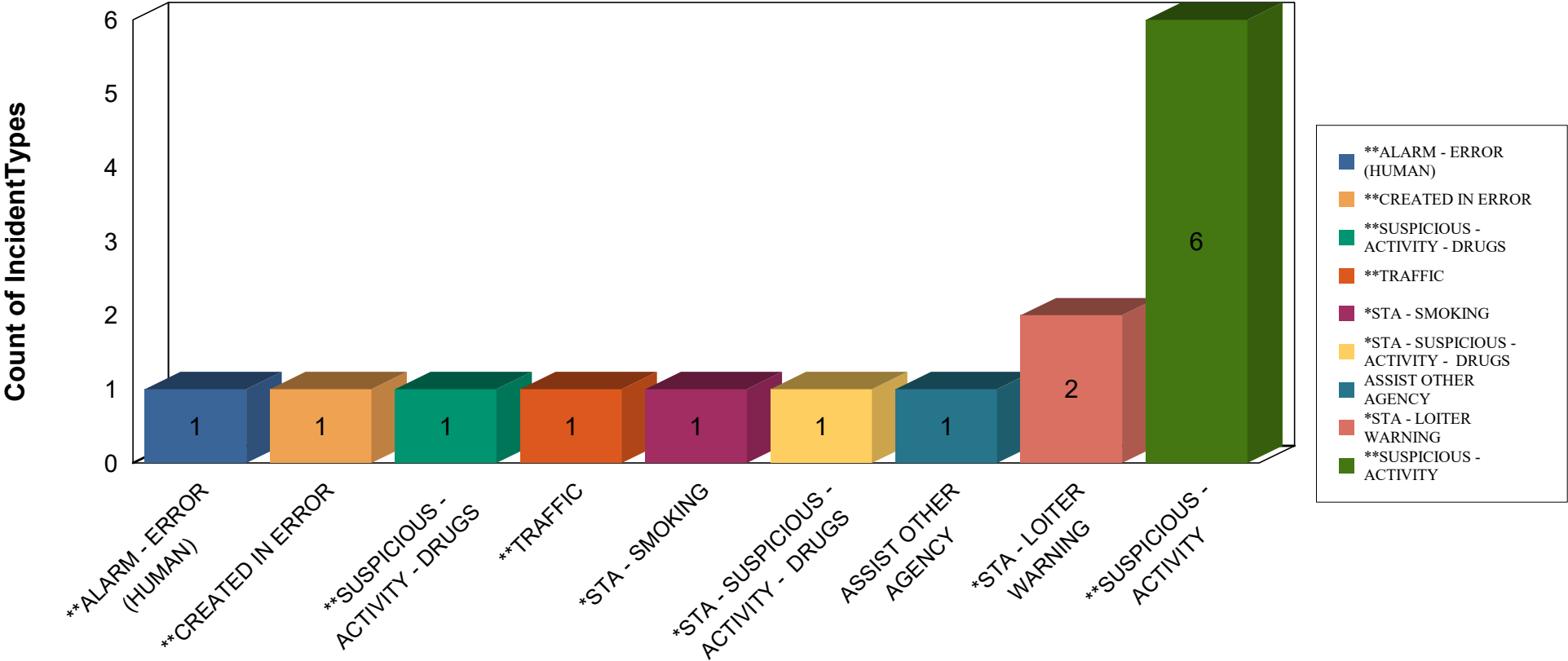
Grand Total: 100.00% Total # of Incident Types Reported: 4 Total # of Reports: 4

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

Count of Reports Completed



Count of Incident Types



6.67% # of Reports: 1 Field Report **ALARM - ERROR (HUMAN)

6.67% # of Reports: 1 Field Report **CREATED IN ERROR

6.67% # of Reports: 1 Field Report **SUSPICIOUS - ACTIVITY - DRUGS

6.67% # of Reports: 1 Field Report **TRAFFIC

6.67% # of Reports: 1 Field Report *STA - SMOKING

6.67% # of Reports: 1 Field Report *STA - SUSPICIOUS - ACTIVITY - DRUGS

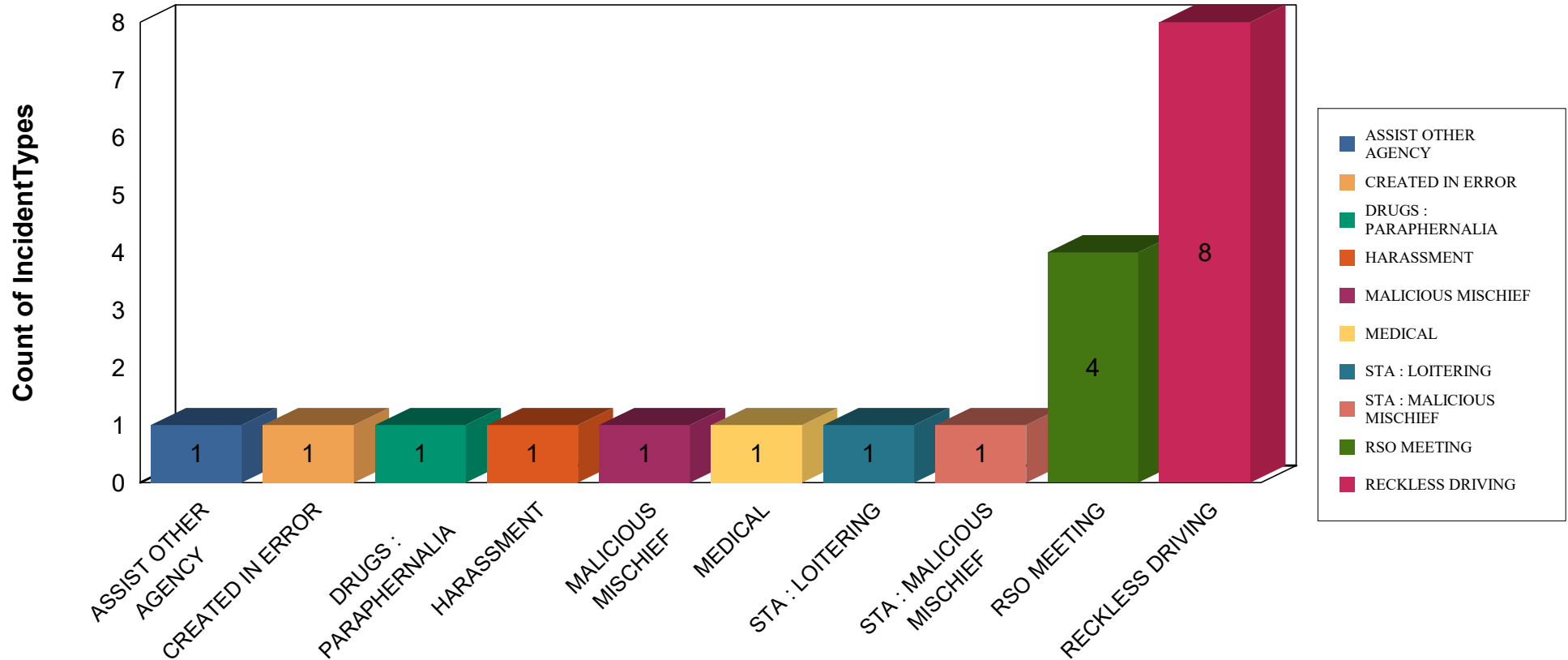
6.67% # of Reports: 1 Field Report ASSIST OTHER AGENCY

13.33% # of Reports: 2 Field Report *STA - LOITER WARNING

40.00% # of Reports: 6 Field Report **SUSPICIOUS - ACTIVITY

Grand Total: 100.00% Total # of Incident Types Reported: 15 Total # of Reports: 15

Count of Incident Types



3.03% # of Reports: 1 Incident Report ASSIST OTHER AGENCY

3.03% # of Reports: 1 Incident Report CREATED IN ERROR

3.03% # of Reports: 1 Incident Report DRUGS : PARAPHERNALIA

3.03% # of Reports: 1 Incident Report HARASSMENT

3.03% # of Reports: 1 Incident Report MALICIOUS MISCHIEF

3.03% # of Reports: 1 Incident Report MEDICAL

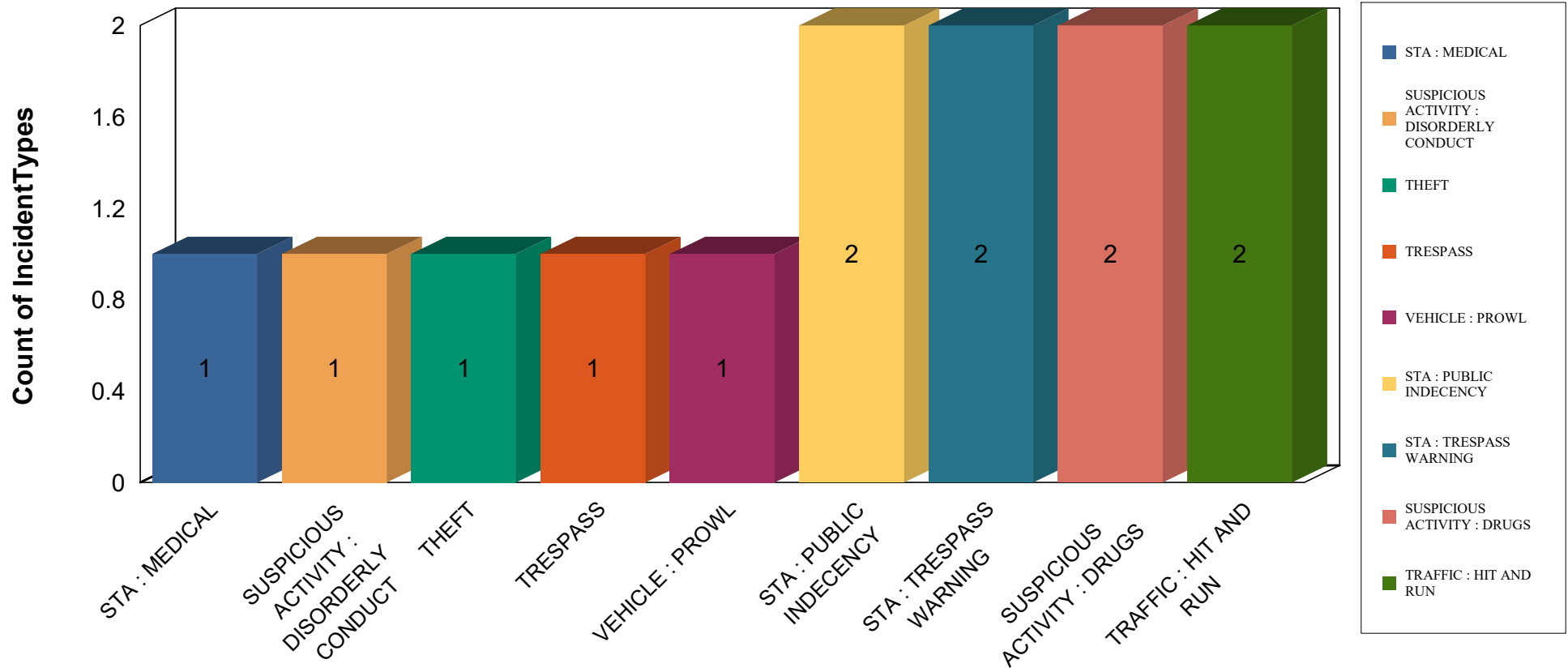
3.03% # of Reports: 1 Incident Report STA : LOITERING

3.03% # of Reports: 1 Incident Report STA : MALICIOUS MISCHIEF

12.12% # of Reports: 4 Incident Report RSO MEETING

24.24% # of Reports: 8 Incident Report RECKLESS DRIVING

Count of Incident Types



3.03% # of Reports: 1 Incident Report STA : MEDICAL

3.03% # of Reports: 1 Incident Report SUSPICIOUS ACTIVITY : DISORDERLY CONDUCT

3.03% # of Reports: 1 Incident Report THEFT

3.03% # of Reports: 1 Incident Report TRESPASS

3.03% # of Reports: 1 Incident Report VEHICLE : PROWL

6.06% # of Reports: 2 Incident Report STA : PUBLIC INDECENCY

6.06% # of Reports: 2 Incident Report STA : TRESPASS WARNING

6.06% # of Reports: 2 Incident Report SUSPICIOUS ACTIVITY : DRUGS

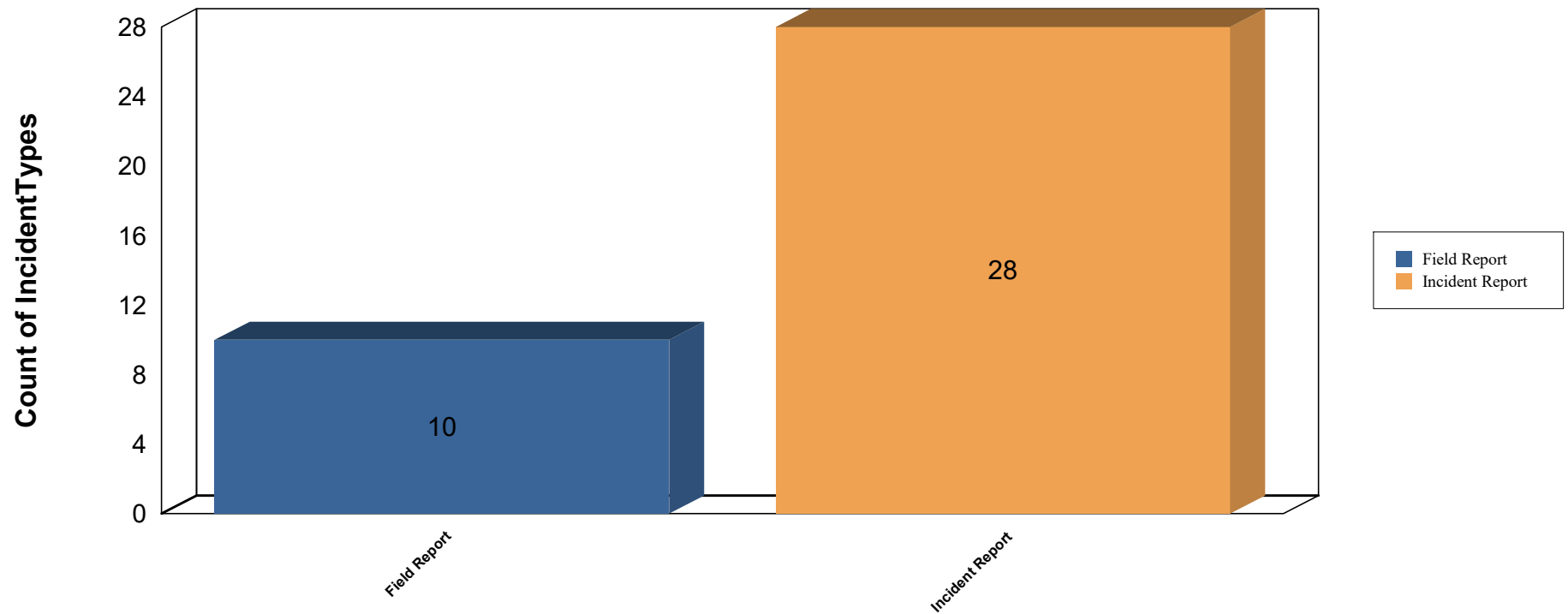
6.06% # of Reports: 2 Incident Report TRAFFIC : HIT AND RUN

Grand Total: 100.00% Total # of Incident Types Reported: 33 Total # of Reports: 30

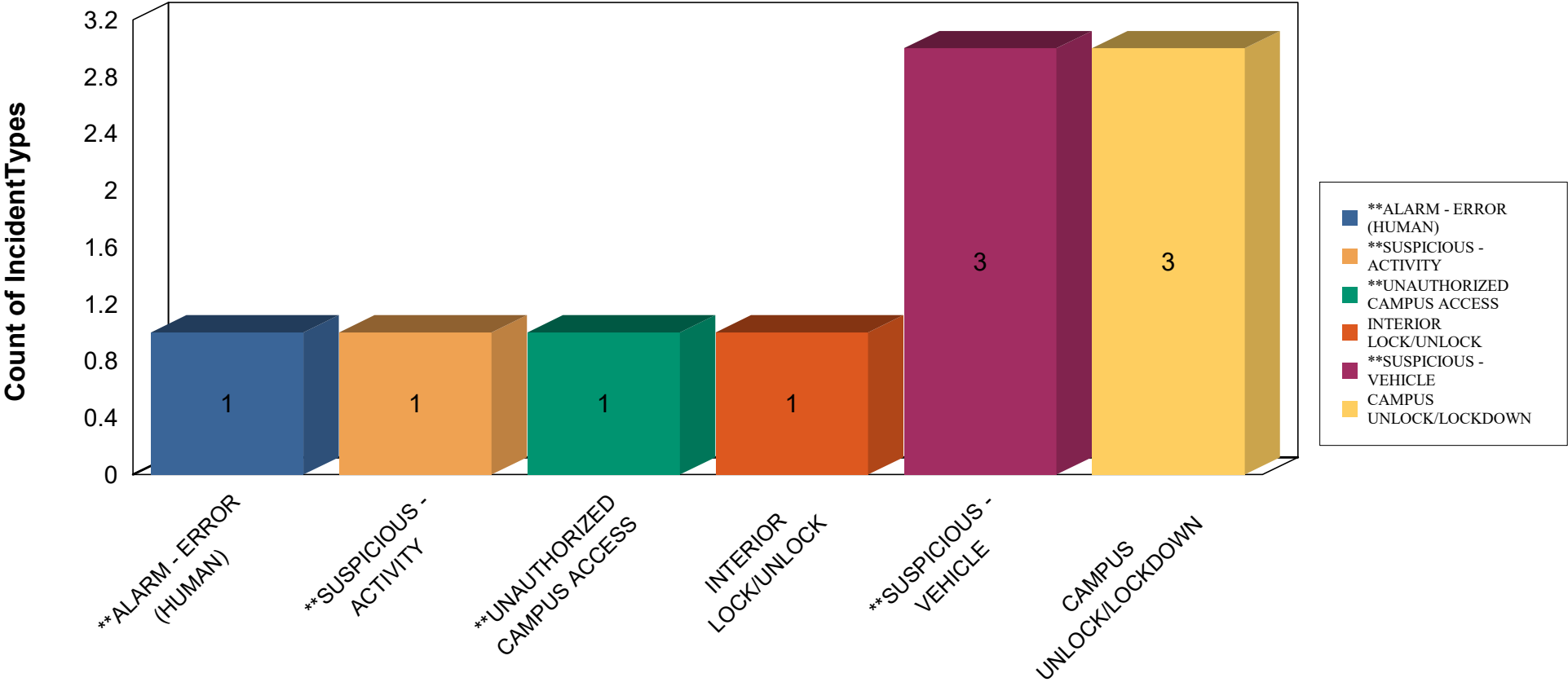
Grand Total: 100.00% Total # of Incident Types Reported: 48

SFCC MONTHLY SECURITY INCIDENTS FOR CONSENT AGEND Statistics from: 2/1/2025 12:00:00AM to 2/28/2025 11:59:59PM

Count of Reports Completed



Count of Incident Types



10.00% # of Reports: 1 Field Report **ALARM - ERROR (HUMAN)

10.00% # of Reports: 1 Field Report **SUSPICIOUS - ACTIVITY

10.00% # of Reports: 1 Field Report **UNAUTHORIZED CAMPUS ACCESS

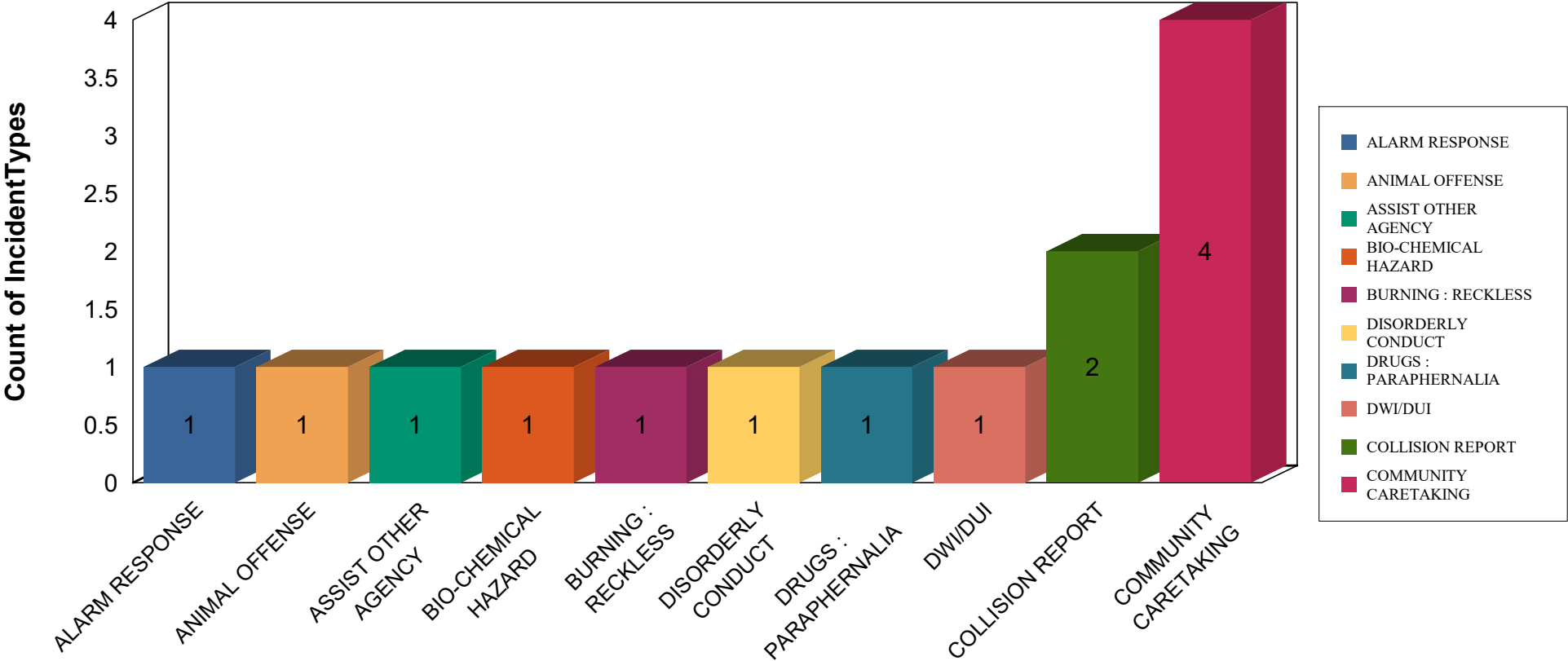
10.00% # of Reports: 1 Field Report INTERIOR LOCK/UNLOCK

30.00% # of Reports: 3 Field Report **SUSPICIOUS - VEHICLE

30.00% # of Reports: 3 Field Report CAMPUS UNLOCK/LOCKDOWN

Grand Total: 100.00% Total # of Incident Types Reported: 10 Total # of Reports: 10

Count of Incident Types



3.03% # of Reports: 1 Incident Report ALARM RESPONSE

3.03% # of Reports: 1 Incident Report ANIMAL OFFENSE

3.03% # of Reports: 1 Incident Report ASSIST OTHER AGENCY

3.03% # of Reports: 1 Incident Report BIO-CHEMICAL HAZARD

3.03% # of Reports: 1 Incident Report BURNING : RECKLESS

3.03% # of Reports: 1 Incident Report DISORDERLY CONDUCT

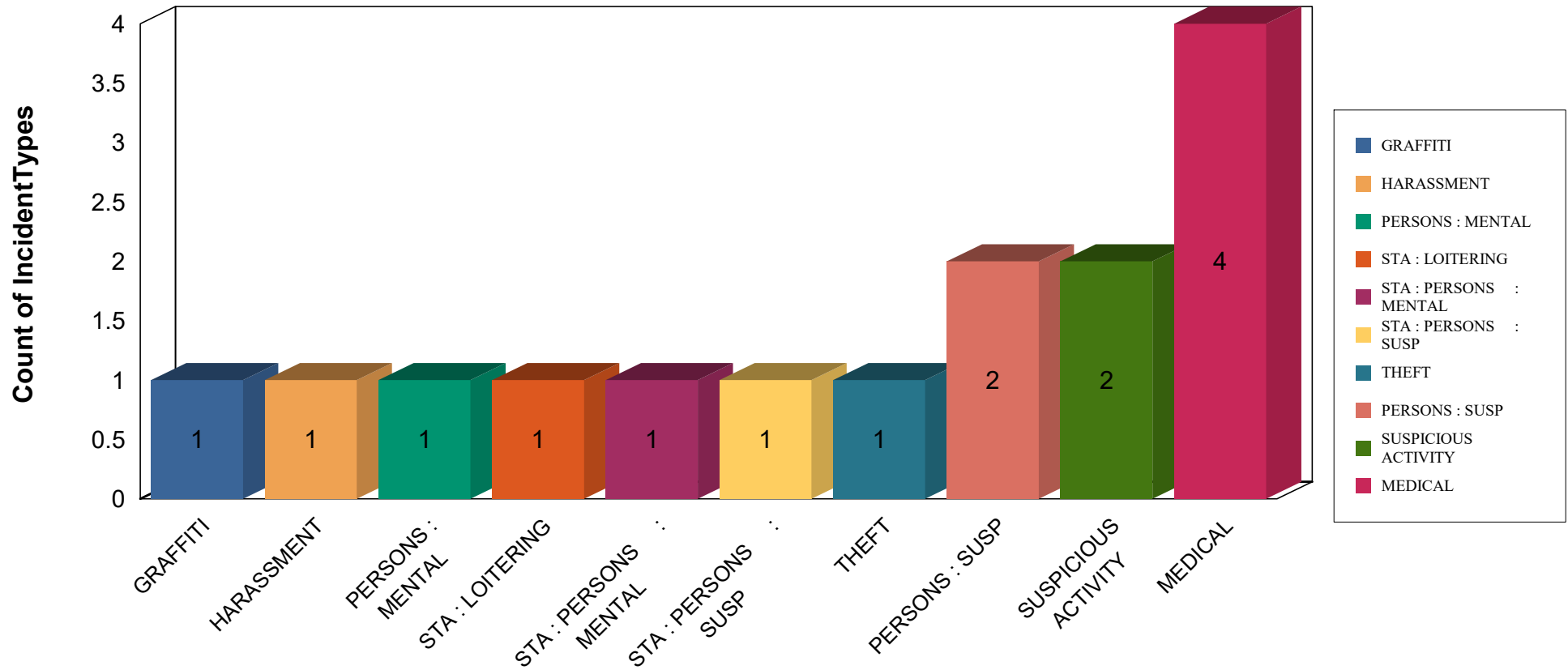
3.03% # of Reports: 1 Incident Report DRUGS : PARAPHERNALIA

3.03% # of Reports: 1 Incident Report DWI/DUI

6.06% # of Reports: 2 Incident Report COLLISION REPORT

12.12% # of Reports: 4 Incident Report COMMUNITY CARETAKING

Count of Incident Types



3.03% # of Reports: 1 Incident Report GRAFFITI

3.03% # of Reports: 1 Incident Report HARASSMENT

3.03% # of Reports: 1 Incident Report PERSONS : MENTAL

3.03% # of Reports: 1 Incident Report STA : LOITERING

3.03% # of Reports: 1 Incident Report STA : PERSONS : MENTAL

3.03% # of Reports: 1 Incident Report STA : PERSONS : SUSP

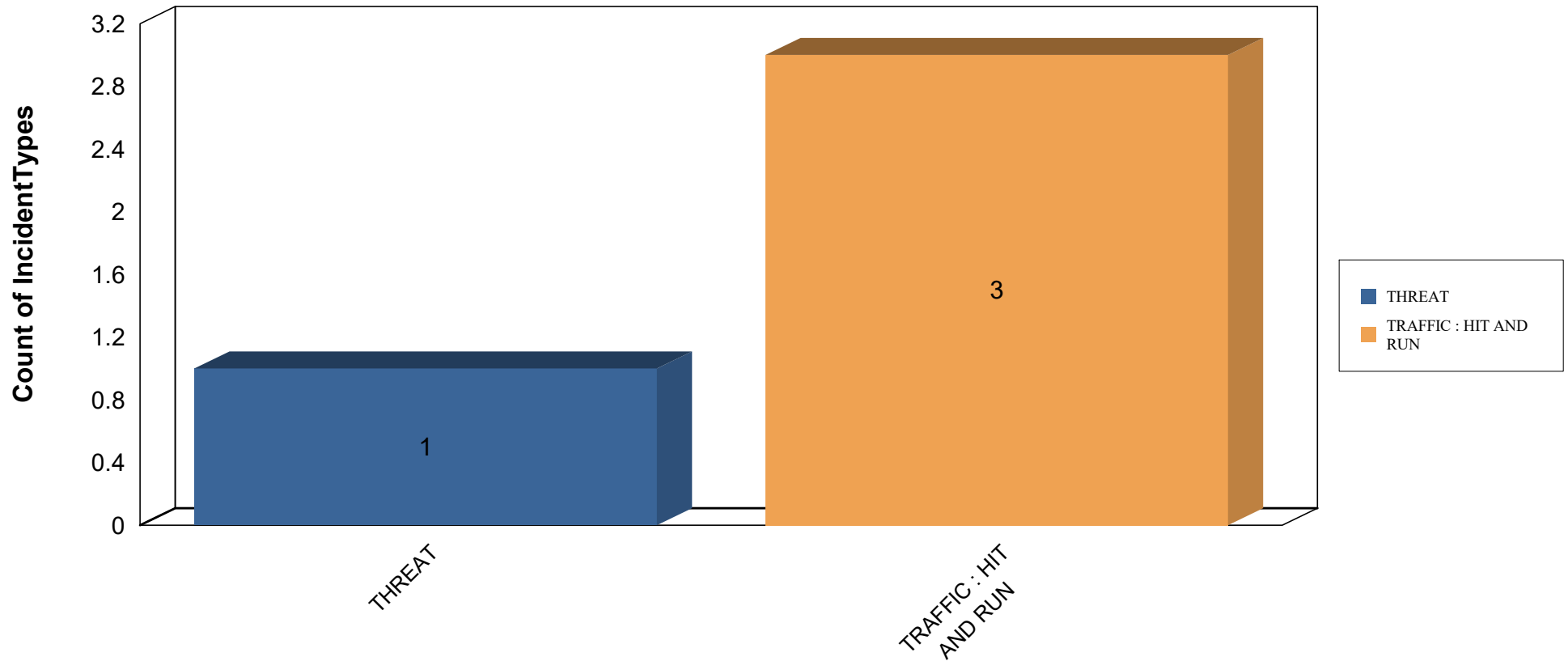
3.03% # of Reports: 1 Incident Report THEFT

6.06% # of Reports: 2 Incident Report PERSONS : SUSP

6.06% # of Reports: 2 Incident Report SUSPICIOUS ACTIVITY

12.12% # of Reports: 4 Incident Report MEDICAL

Count of Incident Types



3.03% # of Reports: 1 Incident Report THREAT

9.09% # of Reports: 3 Incident Report TRAFFIC : HIT AND RUN

Grand Total: 100.00% Total # of Incident Types Reported: 33 Total # of Reports: 28

Grand Total: 100.00% Total # of Incident Types Reported: 43

PRESIDENT'S REPORT
SPOKANE COMMUNITY COLLEGE

Presented by: Dr. Jenni Martin
President, SCC
March 18, 2025

Instructional Updates

Adult Basic Education

Over the past year, 43 unduplicated students participated in the HS+ program, each working toward their goal of earning a high school diploma. Enrollment fluctuated throughout the year, with 11 students in Winter 2024, 19 in Spring, 6 in Summer, and 15 in Fall. Despite the challenges that often come with returning to school as an adult, the vast majority—38 out of 43—successfully completed their high school diploma, marking a significant achievement in their educational journey.

In July 2023, the Spokane Colleges Board of Trustees approved a tuition waiver for SCC's adult high school students, covering up to 10 college-level credits. This initiative was designed to enhance educational equity by providing adult high school students with an opportunity comparable to traditional high school students enrolled in Running Start and other dual enrollment programs.

The impact of waiving tuition for college-level courses has been substantial. Adult high school students have been able to earn college credits that simultaneously fulfill high school graduation requirements. Many students have reported increased confidence, a stronger sense of self-worth, and greater motivation to pursue further education. As a result, a significant number of students have chosen to continue their education at SCC, enrolling in degree or certificate programs that contribute to a more skilled and prepared workforce.

After one year of implementation, data shows that HS+ students who utilized the tuition waiver transitioned to post-secondary degree programs at a significantly higher rate of 54%, compared to the overall transition rate of just 10%. This substantial increase highlights the effectiveness of the tuition waiver in supporting adult learners on their path to higher education and career advancement.

Arts and Sciences

The "Speak Out!" Communications Club hosted its fifteenth Poetry Slam with the third graders from Stevens Elementary School. At this space-themed event, students wrote poems, practiced public speaking, made crafts, watched an astronaut read a book from a space station, and learned about SCC as an amazing college option for their future. Two of our SCC volunteers were former third graders who once participated in the Poetry Slam themselves. Special thanks to Communication Studies Faculty Amy Anderson for coordinating and facilitating this event.

Biology Faculty Tim Sullivan had students participate in the Agar Art, which creates artwork using live bacteria. This quarterly event has grown quickly in popularity, providing students an opportunity to not only express themselves in an artistic and creative way but also provide a unique way to learn about microbiology.

(Photos of students participating in the Agar Art project on the next page)

- The microbiology lab was converted into an art gallery for one day
- The public was invited to come and vote for their favorite masterpiece



Business, Hospitality & Information Technologies

Our Marketing Research class is working with Spokane Parks and Recreation to research ways to grow the Activities Program enrollments with focused areas on age groups 22-35 and 55-70. The Social Media Marketing Class is working with Spokane Boxing on brand identity and recommending a social media strategy to increase memberships.

Extended Learning & Workforce Initiatives

SCC Corrections Education department at Airway Heights Correction Center (AHCC) is very busy. We posted a brand-new position for a Corrections Education Specialist, supporting the implementation of PELL within the SCC Corrections Education Department. The Student Voice Council (their version of student government) has been officially rebuilt and will distribute the new updated student newsletter “The Link” once it has been completed and approved by Department of Corrections (DOC) officials. We also received approval from DOC to move the Carpentry program into a new larger space, allowing growth in programs and FTEs. This will allow us to expand the training that is offered and to make the program available to more students.

Charolette Kane, Interim Associate Dean of Corrections Education, recently completed the 3 ½ week Correctional Worker Core Academy. This training provides knowledge, skills, and practical application for those working in a Corrections setting. Charolette was awarded the Agency Core Values Award for Respectful and Inclusive Interactions at the conclusion of the training.

Spring registration is open for ACT 2, with three new faculty and 14 new courses covering history, fitness, language, and art. Two faculty are joining us from other areas of the college: Arts & Sciences instructor Dorothy Zeisler-Vraldsted (Grand Coulee Dam: Competing Narratives) and former CCE faculty Kathy Ballew (Fitness for Life in Colville). Newly arrived faculty Jeff Thompson is teaching three courses: Eight Treasures Qigong, Five Animal Frolics Qigong, and Nei Yang Gong.

Health & Environmental Sciences

The Expanded Function Dental Auxiliary (EFDA) program led by Program Director Kammi Whitmire continues to attract much interest from prospective students. At the end of summer term, they graduated 10 students. For the fall/winter session, they started with 13 students who are set to complete the program in March. Graduates had a 100% pass rate at the Western Regional Examining Board (WREB) clinical and a 100% pass rate on the Washington State Restorative (WARE) written certification exams. The employment rate for licensed graduates was 100%. The EFDA program is successfully running two cohorts of students each year with multiple students on the interest list for upcoming terms. Dentists are

calling from all over the state wanting to hire EFDA's in their practices and the program has an excellent reputation for having EFDA's who are entering their profession competent and prepared. The program has also added digital scanning to the impression courses. This has helped bring students up to par in the digital age of dentistry. The program is fully digital with x-rays and dental software. Faculty purchased new handpieces and triturators so that students are not using old equipment when learning how to place fillings and take final impressions. The program is thriving, and students are incredibly successful both academically and clinically.

The Emergency Medical Tech/Paramedic factory under the leadership of Prof. Ben Sabori continues to run at full capacity four quarters of every year. They ran seven full courses during the previous year graduating around 120 students and are on course for the same this academic year. Opportunity in Fire and EMS remains high with students being hired immediately after graduation.

Associate Dean Dr. Cheri Osler just returned to campus from a visit to Phoenix, AZ in which she served as an accreditor for a Nursing program. Over the years, she has become an expert on accreditation. As may be recalled, the SCC Nursing program had their own accreditation visit in fall 2024. As a final action from that visit, the State of Washington Department of Health Board of Nursing sent Dr. Osler a letter indicating they met in late February and approved the accreditation findings and congratulated the program on a successful site visit. Congratulations are in order to Dr. Osler and the faculty team for preparing for a most successful and flawless accreditation. SCC is indeed fortunate to have a nursing administrator that knows accreditation so well. Additionally, Dr. Osler represented SCC by attending the 2025 Washington State Nurses Association Lobby Day in early February. The purpose of the lobby day was for empowerment, advocacy, and shaping the future of healthcare in the State of Washington.



Technical Education

On February 26, the Tech Ed Division proudly showcased its expertise and innovation by supporting the institution in hosting the Greater Spokane Valley Chamber of Commerce Networking event. This dynamic gathering brought together industry leaders, educators, and professionals, creating an exciting platform for collaboration and growth.

Our outstanding Technical Education faculty were well-represented, with Brandon Sanderson (Fire Science), James Shearer (Aviation Maintenance), Steve Mack (Automotive), David Edwards

(Architecture), Sam Tevis (CNC Machining), Cameron Douglass-Parkin (CAD Design and Drafting), Sean Blackburn (Electrical Maintenance), Steve Nordquist (HVAC-R), John Norman and George Hollwedel (Robotics), Cameron Kjeldgaard (Welding), Deanna Eckel and Paula Anselmo (Cosmetology), and Susan Williams and Melody Fyre (Electronics) all in attendance.

The event was a resounding success, generating significant industry interest in our programs and forging several new partnerships that will drive innovation and opportunity for our students.

Assessment Team

The Student Learning and Assessment Committee (SLAC) is completing the development of our key literacy guides and will be sharing them out with the college. SLAC has also developed a framework for an assessment cycle for college-wide assessment. This includes a plan for course mapping and a plan for the actual assessment of the key literacies. Finally, we have continued supporting faculty with professional development related to assessment at SCC.

Teaching & Learning Center

Each quarter, SCC's Teaching and Learning Center (TLC) hosts a community read open to everyone across the district. The group started in Fall 2016 with Stephen Brookfield's *Teaching for Critical Thinking* as support for assessing our college-wide ability. Since then, SCC faculty, staff, and administrators have gathered around twenty-five books on a variety of topics. Starting off with only about twenty people, the group now regularly hosts more than seventy-five folks talking about books on data science, indigenous knowledge, artificial intelligence or closing equity gaps. This quarter, we read Gwinn and Hellman's *Hope Rising: How the Science of Hope Can Change Your Life*. Participants regularly share that the discussions not only help them make connections between the book ideas and their work with students, but they also say the conversations help build community and break down institutional silos. Thanks to the work of library faculty Janine Odlevak, SCC's library now includes a research guide with links to all twenty-five titles in our collection.

Student Services Updates

Admissions and Registration

Registration has been collaborating closely with Outreach, Marketing, the Customer Relationship Management (CRM) Manager, CNC Machining program faculty, and Dean Ashley Purdin to revitalize recruitment strategies for the CNC Machining program. Together, we've worked to identify and integrate innovative methods to make the CNC Machining program more accessible and appealing including targeted marketing campaigns, increased engagement with prospective students, enhanced online presence, and community partnerships with KHQ and Spokane Journal of Business. These efforts have resulted in more students discovering the tremendous opportunities available in the CNC Machining program. The demand for skilled machinists is higher than ever, and we're committed to helping students gain the expertise they need to succeed in this ever-evolving field.

On February 19, we launched a campaign to support the Spring 2025 enrollment of 14,130 applicants who never enrolled and students who attended for at least one term but left without graduating in the past two years. The campaign utilizes emails through the CRM software and social media communications in coordination with the Spokane Colleges Marketing to encourage them to re-engage

with SCC. While it is still early in the campaign, we have already seen successful results—the enrollment of 85 students for 67 FTE.

On February 8, Chantel Black, Director of Admissions and Registration, participated in the Girl Scouts of Eastern Washington and Northern Idaho girlConNW as a break-out session presenter. This annual free event is for girls in grades 6-12 to learn about careers and opportunities and to make connections for their future journeys. Chantel's session titled "Rise and Thrive Through Your First Year of College" included tips on how to be successful during your first year and take full advantage of the opportunities and adventures college offers. Chantel also spoke about options and resources available at Spokane Community College. In addition, Brandon Velazquez, Outreach Coordinator, participated in an Expo to share information about SCC's programs to the 89 girls attending the event.

Whitney Johnson, SCC Admissions Curriculum Advisor, participated in SBCTC's User Acceptance Testing: Adding Custom Self-Service Questions in Campus Solutions. If this important enhancement is implemented, the data could be used for federal reporting, institutional research, and college outreach efforts. Data would be gathered via the new student questionnaire which would be clearly shown on the student ctcLink homepage and would only need to be completed once for all Washington State schools resulting in less work for students.

Career Services

Career Services has been hard at work this year providing essential support to students in their career journeys. In January and February alone, we held 107 one-on-one meetings with students, assisting them with a wide range of services including resume building, cover letter writing, job searches, career path advising, and guidance for international students re-entering their career fields.

We've also been active in the classroom, visiting 8 different courses at the invitation of instructors to lead interactive workshops. Topics included resume building, interview preparation, useful resources, and informative sessions about Career Services.

In addition to providing individual support, we've focused on addressing the unique needs of immigrant students seeking to re-enter their professional fields. During January and February, we held 23 meetings with international students who bring valuable skills, education, and work experience to our community. In collaboration with Highline College's Welcome Back Center, we're assisting these students to navigate the necessary steps to establish their careers here in the U.S. Some of the professions represented include anesthesiologists, family medicine doctors, lawyers, software engineers, teachers, metallurgical engineers, seamstresses, and auto mechanics. We're actively seeking grants to support these students to cover exam and transcript evaluation fees. With the assistance of the grants office, we've drafted a proposal and are now awaiting feedback on that draft. Grant funds are a vital way to help students offset the financial barriers they face when seeking to continue the careers they once held in their home countries.

Our ESL Career Pathway Specialist has also been busy collaborating with the ESL Transitions class to implement a new lesson designed to help students practice interview skills and address cultural differences that may impact their job search. This hands-on experience gives students the confidence and tools they need to succeed in interviews.

To ensure our students' success, we've dedicated time to reviewing our meeting data and following up with students to ensure they are making progress toward the goals they've set. If students need additional support, we are here to help them every step of the way.

In addition to our individual services, we've created two volunteer positions to assist students and community members in building their resumes. The roles of Data Manager and Social Media Volunteer allow individuals to contribute once a week and complete a list of tasks. Upon completion, we provide them with a letter of recommendation and assist them in adding volunteer work to their resumes.

Customer Relationship Management (CRM)

New Student Orientation

CRM is beginning work to support mandatory new student orientation efforts with:

- Targeted email campaigns to new transfer applicants, outlining next steps.
- CRM registration forms for multiple orientation events.
- Automated event communications, including confirmations and reminders to guide students on where to attend, what to bring, and what to expect.

Practical Nursing (PN) Summer Recruitment

- The PN Summer Cohort application cycle closed on March 1, with 15 applicants competing for 8 spots.
- CRM is managing the full process, including application review, decision letters, candidate confirmation, and new student orientation registration.

Competitive Applications Transition Update

- The PN application currently runs through a web-based form, but a fully integrated CRM application is now in the staging environment (sandbox) for review and testing with program staff and faculty.
- BAS-Respiratory Care faculty have completed user acceptance testing for their CRM-based application. Next steps include building review tools based on program scoring criteria.
- Additional competitive application drafts for other programs will begin in March.

Spring Enrollment Communications

- Dozens of registration events and automated email/SMS campaigns are in progress to boost Spring Quarter enrollment.
- Special focus has been placed on CNC Machining, with dedicated email and texting campaigns to help fill evening courses.

Retention Suite Development

- Since the January kick-off, SCC, SFCC, and district staff have been planning and preparing for the build-out of new CRM-based retention tools.
- This initiative will require extensive process and data mapping, system development, and integration with ctcLink data, making it a high-priority but time-intensive effort.

Communications Planner Update

- The new Communications Planner is now visible in CRM and training is available.
-

- We are awaiting additional vendor integrations to support email campaigns to prospective students.
- Once updates are completed, a phased migration of all enrollment-related email and SMS campaigns will begin.

Cross-College Collaborations

Recent CRM collaborations across the district include:

- Amazon Career Choice – Updated web content and an inquiry form now capture leads and launch email campaigns aimed at Amazon employees who can use their tuition benefits to attend SCC and SFCC.
- Spokane Colleges Foundation Scholarships – Targeted CRM campaigns resulted in a record number of scholarship applicants.
- Global Education Outreach – A multi-message email series, scheduled to launch later in March, will provide prospective international students with insights into SCC/SFCC, life in Spokane, and key support resources to aid in decision-making.

Disability Access Services

During Winter Quarter 2025:

- There are currently 330 active Disability Access Services (DAS) students.
 - This is a 33% increase over the number of active DAS students during Winter 2024.
- DAS sent 1,223 letters of accommodation to course instructors.
- 36.7% of courses at SCC have at least one student with an active accommodation plan enrolled.

During February, Disability Access Services:

- Made 7 informational presentations at Future Sasquatch Days, SCC classes, high schools, and department meetings.
- Began an email outreach campaign to all high schools in the SCC service area to raise awareness around supporting student access to accommodations at SCC.
- Conducted 65 student appointments to develop accommodation plans, provide technology, coaching, and/or other resources.

Financial Aid

The Financial Aid Department has:

- Awarded 5,840 students \$31,510,556.00 in aid for the 2024 - 2025 Academic Year
- Received 5,530 FAFSAs for the 2025 – 2026 Academic Year.

We anticipate sending out communications to the students the 2nd week of March.

Global Education

International Student Highlights

Taneisha Takyuka from Uganda serves as the SCC Associated Student Government (ASG) President, while Nico Becker from Germany holds the role of ASG Vice President. Cing San Nuam from Myanmar and Sara Mungai from Kenya both serve as ASG Senators, and Irene Oyugi, also from Kenya, is the ASG EDI Director. *(Photo on next page of SCC ASG International Students)*



Spring International Student Intake

The Global Education office is gearing up for our spring quarter intake and already have 15 students expected to begin in April, and we continue to receive applications.

Study Abroad

We currently have three students headed to [Rome, Italy](#) this spring; one signed up for [Seoul, Korea](#) this summer and two more are in the application process; two students will head to [Barcelona, Spain](#) and one to [Japan](#) for Fall Quarter 2025.

Multicultural Student Services

Multicultural Student Services remains committed to fostering student success and retention through targeted programming, direct student support, and strategic collaborations. Below is an update on key initiatives, including the Passport to Careers (P2C) program, the IMPACT Mentorship Program, and overall retention efforts.

Passport to Careers (P2C)

The Passport to Careers program continues to serve foster and unaccompanied homeless youth, ensuring they have access to vital academic and financial support. Below is a snapshot of P2C winter quarter statistics:

- **46** Passport students enrolled for Winter 2025
- 2 prospective Spring 2025 P2C students met
- 2 work-study awards granted
- \$2,930.56 in funds distributed:
 - o **\$2,741** in emergency grants
 - o **\$189.56** in incentive funds—flexible funding used for persistence efforts

Success Story

Several P2C students have been bringing in friends, highlighting a growing trust in the program. A particularly notable case involved a student facing imminent homelessness due to aging out of youth shelter services. Initially hesitant to accept assistance, the student has since secured employment and, through P2C support, has been accepted into the Volunteers of America Rapid Rehousing program.

Ongoing P2C Projects

- Expanding a small needs pantry to address minor financial gaps before they become barriers
- Promoting scholarship opportunities to increase financial aid awareness
- Strengthening relationships with community organizations like LifeSet
- Continuous student outreach through email, phone calls, and Canvas messages
- Spring quarter workshops including:
 - o Study Habits Workshop
 - o Financial Literacy Workshop
 - o Know Your Tenant Rights Workshop

IMPACT Mentorship Program

The IMPACT Mentorship Program launched its pilot for winter quarter, focusing on community-building and student retention. The program holds monthly workshops aimed at fostering student confidence and campus connection.

Workshops Held:

- College and Fit – Led by Priya Osborne, this session explored social-emotional challenges, barriers to belonging, and persistence strategies for marginalized students.
- Counseling & Mental Health – Presented by JoAnne Connolly, this workshop demystified counseling resources and their benefits.

Student Impact:

- Confidence in continuing studies increased significantly, with a Net Promoter Score (NPS) rising from +52 to +81.
- Sense of campus connection also improved, with NPS rising from +14 to +52.

Upcoming Workshops:

- Interview Preparation
- Resume Building
- Mock Interviews

These workshops are open to all students, and referrals are encouraged.

Retention Efforts – Spring Quarter Registration Campaign

To maintain strong retention and registration rates, Multicultural Student Services has implemented a Quarterly Registration Campaign. For winter quarter, **81%** of Center for Inclusion and Diversity Scholars registered. It is our goal to meet or exceed this rate for Spring Quarter. The Spring Quarter Campaign includes:

- Email and phone outreach to students regarding registration assistance
- Counseling drop-in registration sessions in collaboration with Counseling Services

Black Male Academic Achievement Conference

CID Retention Specialist, Elysée Kazadi, traveled with six students to the Pacific Northwest **Black Male Academic Achievement Conference (BMAAC)**. This conference focuses on improving outcomes for Black males in higher education by fostering networking, skill development, and community building. Highlights of the conference include:

- Inspiring keynote speakers
-

- Educational workshops designed to address systemic barriers
- Networking with students and professionals across the region to create pathways for success

Multicultural Student Services prioritizes programming that enhances student success, retention, and a sense of belonging. Our focus continues to be on strategic collaborations, direct student engagement, and providing resources that address both immediate and long-term student needs.



Northern Counties

Colville Center

In February, the Colville Center hosted two of Colville's most popular events: The Stevens County Cattleman's Association Banquet and the Rocky Mountain Elk Foundation Dinner. We are honored to provide space for these highly anticipated community events.

Newport Center

On February 8, Newport Center Manager Rhonda Quandt and Business Technology Instructor Teri Ford-Dwyer proudly represented SCC at the Newport Chamber Gala. On February 25, Registration Pathway Specialist Kerrin Langford and Newport Center Manager Rhonda Quandt helped host Newport's Future Sasquatch Day Registration Event.

Katherine Cornelis, Workforce Program Specialist 2, is supporting 60 students from northern counties during the winter quarter with over \$55,000 in aid to cover tuition, books, tools, and laptops. Additionally, she recently allocated \$8,000 from SEAG and SSEH funds to assist 11 more students, expanding access to critical resources and furthering their academic and career success.

SCC Newport Center Manager Rhonda Quandt and Running Start Liaison and Faculty member Kris Cornelis will be hosting three College Information Nights starting on March 17. These events help inform prospective Running Start students and their families about this valuable program.

Outreach and Dual Enrollment

In February, over 100 5th graders visited SCC to learn about the campus's services and resources. During the visit, discussions focused on comparing their elementary school spaces with those at SCC, and many students were excited about attending college in the future. The month also saw numerous high school seniors visit SCC for targeted programs and pathway exploration.

A notable event was on February 7, when SCC Outreach held an application day at Freeman High School, resulting in receiving a greater number of applicants to SCC than to either WSU or EWU, according to the Freeman college counselor.

On February 27, the Outreach Team hosted 51 high school Career & College Readiness Counselors from Spokane Colleges' service region. Academic Deans provided updates about their departments, and

Student Services shared key information. The New Student Orientation on-ground program for students pursuing transfer degrees or pre-nursing/Allied Health prerequisites (including Running Start students) was announced. Counselors expressed enthusiasm for the new orientation program and quickly reserved dates for their students. The event was a great success.

Student Life and Student Government

The annual drive for the Food Pantry and Resource Center is underway, ending on March 7. As of the morning of March 6, \$2,300 have been raised and over 2,100 pounds of food has been collected.

The Associated Student Government, Sasquatch Events Team, and the other units of our Sasquatch Student Leadership Squad have begun accepting applications for the 2025-2026 academic year.

Our next SCC Food Pantry Late Night is happening on March 13 from 4:30 p.m. to 7:15 p.m. We are partnering with our ASG to make this late-night pantry event a huge success. Additional food options will also be provided to support students over Spring Break.

The Sasquatch Events Team has been working hard to engage students across campus. From National Bagel Day to Snowman Making Day (with little to no snow), it has been an exciting Winter Quarter. On February 21, our team hosted a fun-filled winter event at the Spokane Numerica Skate Ribbon. Even Skitch made an appearance.

Upcoming events in March include Hot Cocoa with a friend. At this event and students get to keep a cute ceramic mug and spend an evening filled with friends. Later in March, students can gather for our Paint and Snack Night. Students can get creative and enjoy friends and snacks at this free event.

Student Health Clinic

The Clinic has seen an increase in minor injury appointments, many requiring imaging and/or physical therapy referrals. Surprisingly, we have not seen many patients with a chief complaint of cold or flu symptoms.

The Student Health Clinic has also engaged in a new partnership. Students from the Heat and Frost Insulators apprenticeship program will now be getting their pre-placement assessment exams done through the Clinic. These exams help determine if students can withstand certain work environments without negative health effects. In the past, students who needed these exams paid up to \$150 to have them completed at other facilities. We are happy to help ease the financial burden these students face.

Workforce Transitions

The Workforce Transitions office has served 442 Basic Food Employment and Training (BFET) students since the start of the 24-25 academic year. During winter quarter, we supported 205 of those students with emergency needs such as books, digital support, transportation, and tuition. This type of grant support helps eliminate barriers and aids students in achieving academic success. The 3-year average GPA for our BFET student population is 3.13. An average of 78% of our BFET caseload persist from quarter to quarter, while 12% complete their training.

The Veterans Specialist, Andy Flanagan, has been working hard to create a welcoming space for our Veteran students. They have purchased a TV, huddle tables, and hung camo netting. The goal is to make

our Veteran students feel welcome and to answer questions they may have. The Veterans One-Stop also has snacks on hand.

PRESIDENT'S REPORT
SPOKANE FALLS COMMUNITY COLLEGE

Presented by: Dr. Kimberlee Messina
President, SFCC
March 18, 2025

AHE/FACULTY REPORTS

Presented by: Beverly Daily, AHE
Christina MitmaMomono, SCC
Katie Satake, SCC
Jason Nix, SFCC
March 18, 2025

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

March 18, 2025

1. Ryan Taylor, SCC Medical Assistant faculty, reported: The Medical Assisting program is finishing up with clinical externships meaning that students are out in the community performing live patient care during their last quarter of the program. Students have received glowing feedback from our clinical partners. Many of the partners have pointed out that the students coming from the SCC program are "light years ahead" of other programs in the region in terms of academic preparedness, professionalism, and the ability to perform safe and appropriate patient care immediately upon starting their clinicals. The program has also received feedback that students coming from SCC have priority in clinical placement and are often specifically sought after for employment opportunities post-graduation.
2. Amy Anderson, SCC Communications Studies faculty, reported: Students in the Introduction to Communication class completed small group community service projects. There was a total of four groups that included:
 - One group provided food for unhoused individuals in Spokane.
 - A second group conducted a donation drive and fundraiser for SCRAPS.
 - A third group raised awareness about immigration resources available in Spokane.
 - The last group served a meal at The Ronald McDonald House.

Faculty Report
Jason Nix

SFCC Journalism students travelled to New York City to participate in the College Media Adviser's National Spring Conference Feb. 26-March 1.

Student editors participated in workshops on press responsibility, media law and ethics, free speech on campus, current career pathways in journalism, and current design and reader engagement trends.

They also had professionals from the field critique their student publication, The Communicator, and brought back ideas about how to continue to improve their work.

WFSE/CLASSIFIED STAFF REPORTS

Presented by: Ward Kaplan, WFSE
Abigail Affholter, SCC
Alison Cooley, SFCC
March 18, 2025

STUDENT GOVERNMENT REPORT

Presented by: Taneisha Takyuka, SCC
Lexii Locke, SFCC
March 18, 2025

March 2025 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 February Meeting:

Since the February BOT we have continued to work on our student engagement while we haven't had many events do to the weither.

- We have had a few mental health events, another senator social, and some off campus events.

I have worked on the district S&A fee, tech fee, and SFCC S&A fee committes and have been making notes for the next incoming president.

Office Objectives for Spring 2025:

Just like in my last report the fellow exeutives and I are still pushing for one of our two main objectives we would like to do during the winter quarter.

- We are working on getting staff to complete their dates on their positon modules so they can go into a binder for us to make the transition from the 24-25 team to the 25-26 team easier.
- We have already started to scout for our positions as the applications for the 25-26 team become open in April 2025.

Closing Remarks:

Currently I do not believe there is any assistance from the board needed at this time. Yet, I will send Breanne a list of Spring quarter events to get a Board of Trustees more engaged with student life.

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