

WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17**November 18, 2025****NOTICE OF REGULAR MEETING***(Notice Date: Thursday, November 13, 2025)*

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

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

To connect to the November 18 meeting virtually go to:

[Join Zoom Meeting](#)

Meeting ID: 979 4571 4389

Passcode: 272124

All Board of Trustees meetings include opportunity for public comment. The November 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 November 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 November 18 regular meeting.

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

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

SPOKANE COLLEGES MISSION

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

SPOKANE COLLEGES VISION

Providing the best community college experience in the Northwest.

SPOKANE COLLEGES VALUES

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

Washington State Community College District 17

3410 West Whistalks Way
Falls Gateway Building, Room 212
Spokane, WA 99224

[Join Zoom Meeting](#)

Meeting ID: 86979 4571 4389
Passcode: 272124

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

AGENDA

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

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

11/18/2025	Regular Meeting Agenda			TAB #
8:30-9:00a	1.	SFCC Celebrating Student Success: SFCC Veterans Resource Center ↳ Alexandra Bailey, SFCC ↳ Tamra Zielinski, SFCC 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 Todd Woodard, Chair Public Comment	Action Discussion	
9:05-9:20a	3.	Consent Agenda a. Board Minutes ↳ 10/13/2025 – Special Session ↳ 10/14/2025 – Regular Session b. Capital Projects – Nichole Hanna c. Budget and Expenditures – Dr. Linda McDermott d. Head Start – Bobbi Woodral e. Admin Procedures – Lori Hunt & Dan Duffy f. Sale of Airport Property – Nichole Hanna	Action	Tab 2

9:20-9:45a	4.	Head Start Training Eligibility ↳ Bobbi Woodral, Spokane Colleges	Action	Tab 3
9:45-10:00a	5.	Student Government Report ↳ Navaeh Person, SCC ↳ Jayla Knights, SFCC	Report	
10:00-10:15a		BREAK		
10:15-10:45a	6.	Budget Update ↳ Linda McDermott, Spokane Colleges	Report	Tab 4
10:45-10:50a	7.	Strategic Plan Update ↳ Dr. Lori Hunt, Spokane Colleges	Report	Tab 5
10:50-11:05a	8.	Office of Tribal Relations Update ↳ Dr. Naomi Bender, Spokane Colleges	Report	Tab 6
11:05-11:15a	9.	Review of Board Policy 1.20.03 ↳ Kevin Brockbank, Spokane Colleges	Report	Tab 7
11:15-11:30a	10.	Annual Board Reviews & Evaluations ↳ Todd Woodard, Chair Board of Trustees	Action	Tab 8
11:30-11:35a	11.	Chancellor's Report ↳ Dr. Kevin Brockbank, Spokane Colleges	Report	
11:35-11:40a	12.	President's Report ↳ Dr. Jenni Martin, SCC ↳ Patrick McEachern, SFCC	Report	
11:40-11:50a	13.	AHE/Faculty Report ↳ Jason Eggerman, AHE ↳ Christina MitmaMomono, SCC ↳ Katie Satake, SCC ↳ Michelle Pearson, SFCC	Report	
11:50-11:55p	14.	WFSE/Classified Staff Report ↳ Ward Kaplan, WFSE ↳ Gabby Arroyo, SFCC	Report	
11:55-12:00p	15.	Board Report	Report	
12:00-12:25p	16.	Executive Session a. Reserved for potential action generated from executive session	Discussion	

12:25-12:30p	16. Potential Action Generated from Executive Session	Action
12:30p	Adjournment	

**Next Meeting will be held on Tuesday, December 16, 2025, at 8:30 a.m.
Spokane Community College, 1810 N. Greene Street, Spokane, WA 99217 with a zoom option**

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

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

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DISCUSSION/ACTION/REPORT: SFCC Veteran's Resource Center

BACKGROUND:

This section provides an overview of Spokane Falls Veterans Resource Center (VRC), including a tour of the campus space. The Veterans Resource Center is a welcoming space where veterans, current service members, and their families find connection, support, and community. We strive to honor their service by fostering a sense of belonging, offering access to vital resources, and empowering everyone through shared experiences, collaboration, and care. Our mission is to build a thriving and connected community where every veteran and military family feels valued, supported, and empowered to succeed in every stage of life.

Prepared by: Alexandra Bailey, Director of Financial Aid & Veteran Services

Tamra Zielinski, Veteran & Military Services
Specialist/School Certifying Official

Presented by: Alexandra Bailey, Director of Financial Aid & Veteran Services

Tamra Zielinski, Veteran & Military Services
Specialist/School Certifying Official

Tuesday, February 18, 2025



Veterans Resource Center

Presented by Tamra Zielinski



Serving those Who Served and their Families

At the Veterans Resource Center, we proudly serve veterans and their families honoring their service through every interaction.

We pledge to:

- ★ Provide accurate, timely, and helpful information
- ★ Uphold confidentiality and trust in all interactions
- ★ Go above and beyond to connect you with the resources and support you need



Mission and Vision Statements



Mission Statement:

The Veterans Resource Center is a welcoming space where veterans, service members, and their families find connection, support, and community. We strive to honor their service by fostering a sense of belonging, offering access to vital resources, and empowering everyone through shared experiences, collaboration, and care.

Vision Statement:

To build a thriving, connected community where every veteran and military family feels valued, supported, and empowered to succeed in every stage of life.

Education Benefits for Veterans & Their Families



Post-9/11 GI Bill (Ch 33)

Provides education and housing support for veterans who served after September 10, 2001.



Survivors' & Dependents' Educational Assistance (Ch 35)

Supports education for dependents of veterans who are permanently disabled due to service or died in the line of duty.



Montgomery GI Bill (Ch 30)

Includes Active Duty (MGIB-AD) and Selected Reserve (MGIB-SR) benefits for those who contributed to the program.



Vocational Rehabilitation & Employment (Ch 31)

Offers education and job training for veterans with service-connected disabilities to help them find suitable employment.



Chapter 1606 (Selected Reserve GI Bill)

Provides education benefits to Selected Reserve members for college and training, offering monthly stipends but no housing or book allowance.

VRC Collaborations

- Host the Mobile Vet Center regularly to promote their services
- Quarterly Registration Events with our dedicated Veteran's Group Academic Advisor
- Dedicated Financial Aid/Student Support Services to increase access to financial and community resources
- Annual Collaboration with the French Club for the D-Day Event
 - June 2, 2025, we had over 10 volunteers to help with the event
 - 3 WWII Veterans were present, and each had a SFCC student Veteran ambassador companion
- Most recent collaboration with the Applied Technology Club
 - Combat boots to Command Line
 - Veteran Networking opportunities
 - Cyber/IT Program Information and Tech Help Stations

Spokane Mobile Vet Centers

Our commitment

We offer a range of services, from talk therapy to recreational activities. Our team will work with you to identify your goals and make a plan to meet them. We'll help you and your family build meaningful connections to improve your quality of life.

Our counseling is confidential. We won't share any information about you or the services you receive without your permission—except in a life-threatening situation. Our records can't be accessed by other VA offices, the Defense Department, military units, or community providers.

We encourage you to contact us, even if you're not sure you're eligible. We'll find a way to connect you with the help you need.



Veteran and Dependent Fiscal Year Totals

2024-2025 Fiscal Year: Summer – Fall Quarters

- ★ Total students certified 229
- ★ Certified Veterans: 122
- ★ Certified Dependents/Spouses: 107
- ★ Active-Duty Military: 7
- ★ Active-Duty Dependents: 3

2025-2026 Fiscal Year: Summer/Fall Quarters

- ★ Total students certified: 176
 - ★ Certified Veterans: 67
 - ★ Certified Dependents/Spouses: 109
 - ★ Active-Duty Military: 5
 - ★ Active-Duty Dependents: 1
- 

Tamra Zielinski – US Air Force

Picture take at Sears in Spokane March 1998

- Service Dates: November 1997 – August 2002
 - Original separation November 2001
 - (9 month stop loss)
 - Supply Journeyman - 2S0X1
- AAS Network Engineering 2004 – SCC graduate
- Account Clerk Cert 2008 – SCC graduate
- BAS Applied Management 2018 – SFCC graduate



Thomas Morgan – US Navy



Picture taken on USS Carl Vinson, Straights of Magellan, 2010

- Service Dates: December 2007 – September 2014
 - Aviation Machinist Mate – AD2(AW)
- AA-DTA – 2023 – SFCC graduate
- AAS IT/Cybersecurity (Cyber Defender) 2025 – SFCC graduate
- Current Program: BAS Cybersecurity
 - Projected graduation Spring 2027

Dimitri Cheze – US Army



Picture taken Basic Training 2010 Fort Leonard Wood, MO

- Service Dates: October 2010 – October 2013
 - Dental Technician – 68E
- Current Program: AAS IT/Cybersecurity (Cyber Defender)
 - Projected graduation Spring 2026

Anthony Beck – US Army



Photo taken at SeaTac Airport 2006

- Service Dates:
 - June 1997 – November 2004
 - Medical Supply Specialist – 68J
 - Sept 2006 – March 2023
 - Combat Medic – 68W
- AAS IT/Cybersecurity (Cyber Defender) 2025 – SFCC graduate
- Current Program: BAS Cybersecurity
- Projected graduation Spring 2027

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

Prepared by: Breanne Riley
Executive Assistant to the Chancellor

Presented by: Todd Woodard
Chair, Board of Trustees
November 18, 2025

Washington State Community College District 17

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

Native Land Acknowledgment

We are honored to acknowledge that Spokane Colleges, 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
 - 10/13/2025 - Special Session
 - 10/14/2025 - Regular Session
- b. Capital Projects - Clint Brown
- c. Budget and Expenditures - Linda McDermott
- d. Head Start - Bobbi Woodral
- e. Admin Procedures - Lori Hunt & Dan Duffy
- f. Sale of Airport Property - Kevin Brockbank

RECOMMENDATION

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

Prepared by: Breanne Riley
Executive Assistant to the Chancellor

Presented by: Trustee Todd Woodard
Board of Trustees
November 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 October 13, 2025 and October 14, 2025 meetings, as presented.

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

MINUTES

WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17 BOARD OF TRUSTEES SPECIAL MEETING

Present: Todd Woodard (Chair), Anna Franklin, Glenn Johnson, Steve Yoshihara, Kevin Brockbank, Fred Davis, and Carrie Culver.

CALL TO ORDER AND ROLL CALL

The Board of Trustees of Washington State Community College District 17 held a special meeting at 501 W Riverpoint Blvd, Suite 110, Spokane, Washington, on Monday, October 13, 2025. Chair Todd Woodard called the meeting to order at 12:07 p.m. At 12:08 p.m. Chair Todd Woodard called for an executive session under RCW 42.30.110(1) for the following purpose: to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. Executive session was expected to last until 2:00 p.m.

ACTION

No action was taken.

ADJOURNMENT

The meeting adjourned at 1:54 p.m.

Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
October 14, 2025
8:30am
Spokane Community College
Colville Center
In Person and Zoom Option

Present: Trustee Todd Woodard, Trustee Anna Franklin, Trustee Glenn Johnson, Trustee Steve Yoshihara. Also present: Chancellor Kevin Brockbank, President Jenni Martin, Interim President Patrick McEachern, Interim Chief of Information Technology Dan Duffy, Chief of Staff and Strategy Lori Hunt, Chief Human Resources Officer Fred Davis, Chief Financial Officer Linda McDermott, Chief Institutional Advancement and External Affairs Officer Melanie Rose, Interim Vice President of Student Affairs Jim Mohr, Vice President of Workforce Development Julie Parks, Director of Capital Construction Clint Brown, District Director of Head Start/ECEAP Bobbi Woodral, SFCC DAS Director Kathy Shearer, AHE President Jason Eggerman, SCC Faculty Katie Satake, SCC Faculty Rabab Nemri-Weber, SCC Classified Representative Tessa Greene, SCC ASG Navaeh Person, SFCC Faculty Michelle Pearson, SFCC Classified Representative Gaby Arroyo, SFCC ASG President Jayla Knights, Attorney General Carrie Culver, Executive Assistant to the Chancellor Breanne Riley (recording secretary).

Excused: Trustee Todd Woodard, Chief General Services Officer Nichole Hanna, Vice President of Learning Bonnnie Glantz, Vice President of Instruction Jaclyn Jacot, Vice President of Student Services Patrick Tanner, Director of Tribal Relations Naomi Bender, WSFE President Ward Kaplan, SCC Facutly Christina MitmaMomono

SCC Celebrating Student Success

Jenni Martin gave a brief overview of the SCC nursing program. The pre-recorded PowerPoint presentation from Brittney Heidenrich was shared with the Board of Trustees. Julie Parks gave a brief review of the welding program. Steve Yoshihara asked if there was a percentage of students that graduate from the program and gain employment post-graduation. Anna Franklin asked if the curriculum for the LPN program has health equity access built in.

Introduction of Tenure Track Faculty

Rabab Nemri-Weber introduced themselves and gave a brief overview of their professional experience at SCC.

Call to Order

The Board of Trustees of Washington State Community College District 17 held a regular meeting on Tuesday, October 14, 2025. Glenn Johnson called the meeting to order at 8:57 am. This was followed by the Pledge of Allegiance and roll call. The motion to excuse the absence of Todd Woodard was so moved by Anna Franklin, seconded by Steve Yoshihara, and approved unanimously by the Board. 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 Steve Yoshihara.

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. Board Minutes
 - Minutes of the September 9, 2025, Regular Meeting
 - Minutes of the September 22, 2025, Special Session
- b. Capital Projects Status & Approvals – Clint Brown
- c. Budget and Expenditures – Linda McDermott
- d. Head Start Updates – Bobbi Woodral
- e. Admin Procedures – Nichole Hanna, Lori Hunt, Linda McDermott
- f. FY24 Annual Financial Statement – Linda McDermott

The motion to approve the consent agenda was so moved by Steve Yoshihara, seconded by Anna Franklin, and approved unanimously by the Board.

Quitclaim Deed, WSDOT

Clint Brown reviewed the proposed Quitclaim Deed and the area that would be given to WSDOT. The motion to approve was so moved by Glenn Johnson, seconded by Anna Franklin, and approved unanimously by the Board.

Temporary Construction Easement, WSDOT

Clint Brown reviewed the temporary construction easement that was brought before the Board. The motion to approve was so moved by Anna Franklin, seconded by Steve Yoshihara, and approved unanimously by the Board.

Student Government Reports

Navaeh Persons, SCC ASG President, shared that the Senate is only missing the Chief Justice position, other than that they have a team. Projects with the ASG will be starting soon as they are currently working on identifying student needs.

Sale of Airport Property

Kevin Brockbank gave a brief history of the airport property that is owned by Spokane Colleges. The potential sale and details of the sale were discussed. Steve Yoshihara asked the anticipated price that the property would sell for. The motion to approve the sale was so moved by Steve Yoshihara, seconded by Anna Franklin, and approved unanimously by the Board.

Review of Board Policy 6.10.05

Kevin Brockbank reviewed policy 6.10.05 and the proposed policy review procedure. Anna Franklin asked for an update on the location of the policies for easier access on the website. Linda McDermott reviewed the details and history of policy 6.10.05. Discussion ensued. Carrie Culver will review the policy for further amendment and approval will be brought forth before the Board at a future meeting. Steve Yoshihara asked if there was an inventory check that was done annually. Organization of the policy manual and the relationship to the state policy manual was explained. Glenn Johnson asked if there was a way to acknowledge department heads of policies that will be reviewed prior to the Board of Trustees meeting and for them to present the policy at the next meeting.

Strategic Plan Update

Lori Hunt shared that the strategic plan project is ready to move to the next phase. The next phase will be identifying the cross-functional planning teams. Lori Hunt asked to seek approval of the branding project mission, vision, and values as a guide as well as seeking support for the 5 pillars that have been identified. Anna Franklin stated that she loved the direction of the strategic plan. Glenn Johnson moved to support the current strategic plan brought forth by Lori Hunt, seconded by Steve Yoshihara, and approved unanimously by the Board.

Proposed WAC Amendment

Linda McDermott reviewed the proposed amendment to WAC Chapter 132Q. Spokane Colleges has worked with Carrie Culver on the amendment. The WAC does follow a slightly different process than the Spokane Colleges internal process – to which further explanation was provided. Linda McDermott explained that this was considered the first reading and communication will later go out to internal constituents. The WAC change will be brought before the Board for a hearing in February.

Chancellor's Report

Kevin Brockbank thanked Lori Hunt for the work that she has done with the IT department. Lori Hunt introduced Dan Duffy as the new Interim CIO. Dan Duffy gave a brief professional background of his role in IT. Lori Hunt noted that the IT department has been fantastic, and she has appreciated working with a great team. Kevin Brockbank shared that the goal for the appointment of the permanent CIO will be in 6 months. Steve Yoshihara asked for an assessment of the IT department at Spokane Colleges. Glenn Johnson asked if Dan Duffy would be auditing licenses at the colleges and the District. Steve Yoshihara asked how many employees worked in the IT department. Kevin Brockbank thanked the Board for the Chancellor and Board of Trustees evaluations. A review of grants and the impact of the government shutdown were reviewed. The state allocation model was reviewed for the Board of Trustees. The initial schedule of Trustee orientations were reviewed and input was requested from the Board of Trustees for the final onboarding process. Kevin Brockbank noted that he will ask new Trustees to meet with former Chancellor Gary Livingston for various training topics. Anna Franklin supports the idea of an introduction with Gary Livingston and noted that she gained a lot of information from the ACT New Trustee orientation. An updated version of the onboarding process will be submitted via email to the Board of Trustees prior to the new Trustee being appointed.

President's Report

Jenni Martin thanked the SCC Colville team for facilitating the meeting at the Colville Center. Jenni Martin reviewed the state allocation model. The focus on enrollment and retention was then reviewed. SCC will be up 3.5% for fall enrollment and enrollment will be ahead of the original goal leading into the winter quarter.

Patrick McEachern reported that fall enrollment is up approximately 3.5% in FTE and 5% in head count. SFCC has become educated and strategic in planning for the upcoming budget. The upcoming All College meeting at SFCC will focus on the budget and governance. Steve Yoshihara asked if the use of AI is being highlighted for students. Patrick McEachern then shared that the student newspaper at SFCC is the

only newspaper that has been nominated for an award in Washington and the winner will be announced later this week.

AHE Report

Jason Eggerman, AHE President, reported that faculty is settling in for the quarter and there was a great welcome week for incoming faculty. Tenure training was held at both SCC and SFCC and there is a new tenure handbook for faculty. Jason Eggerman thanked the administration at Spokane Colleges for their support.

Katie Satake, SCC shared that Holly Campbell reported that 2 SCC geology students have completed an undergraduate research project with a former SCC geology faculty member. Holly Campbell and Dan Reed are working with the district office to better market the science department's digital cadavers. Mathea Sapp plans to use a new classic attribute in the biology transfer series. Joe Huseby has co-authored a new edition of the Introduction to Political Psychology textbook. Amy Anderson has 2 new publications to report.

Michelle Pearson, SFCC reported that there has been strong Running Start enrollment. Occupational Therapy had a 100% pass rate for their national board exam and that was very exciting. The Guidance 105 course is thriving and there are 25 sections this fall. Steve Yoshihara asked if the 3.21 Running Start GPA was better than the GPA of students that are not enrolled in Running Start. Steve Yoshihara also asked if there is an improvement in graduation percentages among students enrolled in Running Start.

WFSE/Classified Staff Report

Gaby Arroyo, SFCC introduced themselves as the new SFCC classified staff representative. Gaby Arroyo shared a brief professional background at SFCC and thanked the Board.

Tessa Greene, SCC introduced themselves and gave a brief professional background at SCC. Norma Cantu wanted to highlight all of the work that the classified staff has been conducting for the new Sasquatch Experiences. Tessa Greene is grateful to be at the Board of Trustees meeting representing classified staff at SCC.

Board Report

Glenn Johnson shared that working with the current Board of Trustees has been a great team to work with for various reasons. Glenn Johnson then stated his confidence for the upcoming work with the Board to successfully serve the students at Spokane Colleges. Steve Yoshihara stated his appreciation to the Board, staff, and faculty for their work with students and the success of students. Anna Franklin shared that she appreciates the relationships that the Board has with each other, the Chancellor, and

the faculty at Spokane Colleges.

Executive Session

There was no executive session.

Adjournment

Being no further business, the meeting adjourned at 10:33am.

CONSENT AGENDA ITEMS: CAPITAL PROJECTS

Submitted by: Clinton Brown
Director of Capital Construction
November 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 4		x		x		G	\$ 1,500,000	Project											◆	TBD									8/31/26±
22-229	SCC Apprenticeship Center	x			x		G	\$ 34,000,000	Project			◆									08/1/29±									05/30/31±
23-514	Lodge Renovation		x			x	G	\$ 12,135,000	Project												08/04/25		◆							10/30/26±
24-948	CCS CBA Compliance Consulting	x	x			x	B	\$ 138,000	Design									◆			09/30/25									NA
25-547	SCC Building 1, Culinary Walk-In Replacement (JOC)	x				x	C	\$ 315,500	Project												06/15/25					◇	◆			10/31/25
26-054	SCC Bldg 18, Classroom Remodel	x			x		C	\$ 2,024,000	Project						◇	◆					5/31/26±									3/31/27±
26-063	SFCC Bldg 17 Restroom Remodel		x		x		C	\$ 1,396,000	Project						◇	◆					5/31/26±									3/31/27±
25-PO9442	SCC Bldg 18, Roof A Maintenance Coating	x				x	x	\$ 91,000	Project												NA							◆		09/30/25
26-297	Retro Commissioning - SCC Bldg 28, SFCC Bldg 27 (ESCO)	x			x		J	\$ 134,792	Project								◇		◆		10/31/25									2/28/26±
26-XXX	SCC Fuel Tank Demolition/Site Restoration	x			x	x	C	\$ 300,000	Project							◆					3/31/26±									8/31/26±
26-XXX	HVAC Controls Upgrades/Retrofit	x	x		x	x	x	\$ 500,000	Project												10/01/25		◇	◆						6/30/27±
26-XXX	Infrastructure - Gas Detection Leak Repairs (JOC)	x	x		x	x	C	\$ 350,000	Project												09/02/25		◆							6/30/27±
26-XXX	Infrastructure - Sewer Replacement	x	x		x		C	\$ 3,913,000	Project							◆					TBD									TBD
26-XXX	Infrastructure - Switchgear Replacement (ESCO)	x	x		x		J	\$ 443,000	Projects								◇		◆		TBD									TBD
26-XXX	Infrastructure - Transformer Replacement (ESCO)	x	x		x		J	\$ 433,000	Project						◆						TBD									TBD
26-XXX	Roof Repairs/Costing Systems - Multiple Bldgs	x	x		x		x	\$ 1,551,000	Projects												NA		◆							9/30/26±

PROJECT							FUNDING				DESIGN STATUS (Up To)				DOCUMENT STATUS (Up To)		DESIGN COMPLETION / BID DATE	CONSTRUCTION STATUS (Up To)					LEGAL COMP DATE							
STATE PROJECT NUMBER	PROJECT NAME	SCC	SFCC	DIST. OFFICE	STATE	LOCAL	DES PM	Total Project AMOUNT	SCOPE	STAFF DESIGN	A/E SELECTION	A/E AGREEMENT	PREDESIGN	SCHEMATICS	DESIGN DEV.	30%	60%	90%	100%	BID PERIOD		CONTRACT	25%	50%	75%	95%	100%	ACCEPTANCE	CANCELED	
26-XXX	Facilities Repairs - Multiple Bldgs (ESCO)	x	x		x		J	\$ 4,573,000	Projects							◇	◆				3/1/26±									TBD
26-XXX	Site Repairs - Multiple Campuses	x	x		x		C	\$ 184,000	Projects			◇				◆					3/1/26±									TBD

Subtotal \$ 63,981,292

NORTH SPOKANE CORRIDOR RELATED PROJECTS																														
25-087	SCC East Wing Renovation	x					x	P	\$	25,000,000	Project					◆					3/1/26±								9/30/27±	
									Subtotal, NSC	\$	25,000,000																			
◆	Current Status																													
◇	Previous Status																													
									Total	\$	88,981,292																			

NUMBER	PROJECT NAME	PROJECT DESCRIPTION
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)
23-514	Lodge Renovation	GCCM Construction Project to renovate the Lodge, SFCC Bldg 9, to accommodate moving executive administration from RP1. Offices will include the Chancellor's Office, Human Resources Division, Spokane Colleges Foundation, the Offices of the Chief of Staff and Strategy, and the Offices of the Chief Inst Adv / Extrl Aff Officer.
24-948	CCS CBA Compliance Consulting	Consultant support with Clean Buildings Performance Standards reporting for compliance with Clean Buildings legislation.
25-547	SCC Building 1, Culinary Walk-In Replacement	Design, source, and install a new walk-in refrigerator and freezer unit to replace the existing one for the culinary program at Spokane Community College, Building 1, ensuring enhanced efficiency and reliability.
26-054	SCC Bldg 18, Classroom Remodel	The project will modernize two classrooms in the SCC Automotive building to meet industry standards, enhance instruction, and add an on-site ASE testing lab, eliminating off-site exams.
26-063	SFCC Bldg 17 Restroom Remodel	This project will remodel and update restroom facilities with greater flexibility, privacy, and accessibility for all users.
25-PO9442	SCC Bldg 18, Roof A Maintenance Coating	Roof coating project to cover old logo on the roof of Automotive, Bldg 18, and add life to the roofing system.
26-XXX	Retro Commissioning - SCC Bldg 28, SFCC Bldg 27	This project involves retro-commissioning the building to improve energy efficiency by evaluating existing equipment performance against the original design sequences of operation and heating/cooling load requirements.
26-XXX	SCC Fuel Tank Demolition/Site Restoration	Removal of obsolete above ground fueling tank, north of Main, Bldg 1, and restoring the site for additional faculty/staff parking.
26-XXX	HVAC Controls Upgrades/Retrofit	Minor works projects to replace aged and obsolete HVAC controls systems. Scopes of work are currently being studied and individual project are being developed. This line item will be revised as projects are released throughout the biennium. Projects will increase energy efficiency and capability of buildings but also increase network security.
26-XXX	Infrastructure - Gas Detection Leak Repairs	Project to repair leaks in the natural gas distribution systems on each campus. Annual leak surveys conducted by Facilities uncovered specific areas for repair.
26-XXX	Infrastructure - Sewer Replacement	Minor works projects to repair campus infrastructure. Scopes of work are currently being studied and individual project are being developed. This line item will be revised as projects are released throughout the biennium.
26-XXX	Infrastructure - Switchgear Replacement	Minor works projects to replace main power distribution systems on each campus. Scopes of work are currently being studied and individual project are being developed. This line item will be revised as projects are released throughout the biennium.
26-XXX	Infrastructure - Transformer Replacement	Minor works projects to replace main power distribution systems on each campus. Scopes of work are currently being studied and individual project are being developed. This line item will be revised as projects are released throughout the biennium.
26-XXX	Roof Repairs - Multiple Bldgs	Minor works projects to repair campus roof systems. Scopes of work are currently being studied and individual project are being developed. This line item will be revised as projects are released throughout the biennium.

NUMBER	PROJECT NAME	PROJECT DESCRIPTION
26-XXX	Facilities Repairs - Multiple Bldgs	Minor works projects to repair facilities equipment. Scopes of work are currently being studied and individual project are being developed. This line item will be revised as projects are released throughout the biennium.
26-XXX	Site Repairs - Multiple Campuses	Minor works projects to repair site elements for each campus. Scopes of work are currently being studied and individual project are being developed. This line item will be revised as projects are released throughout the biennium.
NORTH SPOKANE CORRIDOR RELATED PROJECTS		
25-087	SCC East Wing Renovation	Project to design and construct a major renovation of SCC Main, Building 1, East Wing for reloacting student services from Bldg 15, Human Services.

CONSENT AGENDA REPORT

Fiscal Year 2025-26 Financial Reports:

State Allocation and Tuition Operating Budget Status Report and All-Funds Revenue and Expenditures as of September 30, 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 September 30, 2025. The reports reflect 2025-2026 fiscal year activity, including the State Allocation #3 received from the State Board for Community and Technical Colleges.

Operating Allocations	SCC	SFCC	CAU	Total
Initial Budget, Allocation #1	47,525,967	24,019,114	19,044,036	90,589,117
Allocation #2	824,500	151,762		976,262
Safe Harbor				
High Demand Enrollments		151,762		151,762
Refugee Education	688,000			
Incarcerated Student Grants	136,500			
Allocation #3	85,008	17,457		102,465
Safe Harbor				
Guided Pathways		2,600		2,600
Gold Star Families	21,008	14,857		35,865
Apprenticeship	64,000			64,000
Total State Allocation	48,435,475	24,188,334	19,044,036	91,667,845
Other Operating Funds	10,897,047	14,726,815	17,986,330	43,610,192
Total Operating Budget	\$59,332,522	\$38,915,149	\$37,030,366	\$135,278,037

Tuition revenue collections: Fiscal year tuition revenue of \$9,944,581 includes collection of tuition operating fees for summer and fall quarters. Collections are trending slightly above target (\$536,391) for this time of the year (2.0%), and preliminary collections for October are continuing the positive variance to target.

Enrollment report: Annual full-time equivalent (FTE) enrollment targets and actual enrollment as of November 8, 2025, are presented below. Actual enrollment reported includes early winter quarter registration of 1,555 FTE. Summer and fall quarter enrollments represent 40.58% of target at SCC and 38.74% at SFCC, both slightly below budget targets for these quarters.

College	State Funded Target	State Funded 11/8/25	Running Start Target	Running Start 11/8/25
SCC	6,492	3,660	766	493
SFCC	2,871	1,641	808	521
	9,363	5,301	1,574	1,014
Percent of Target		56.62%		64.43%

SCC will generate additional enrollment in Apprenticeship and Adult Education programs. This should result in SCC reaching their target by the end of fall quarter. Both colleges have surpassed their enrollment targets for Running Start through fall quarter.

Operating budget expenditures: Actual expenditures for the first quarter of the year are \$26,209,283 or 19% of budget. Expenditures during the initial months of the school year tend to be lower than other months of the year.

All-Funds Summary Report of Revenues and Expenditures: Total revenue from all sources was \$88,963,902 offset by total expenditures of \$68,607,769. Net Activity (total revenue minus total expenditures from all sources) as of September 30, 2025, was \$20,356,133. Initial revenue is driven primarily by the beginning of the academic year, including tuition and financial aid awards, capital projects, and Running Start billings.

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 2025-09 – 2025-11-08
2. Revenue & Expenditures 2025-07-01 through 2025-09-30 – 2025-11-08
3. Allocation #3 Operating Budget 09.09.2025
4. Enrollment Reports State Funded and Running Start 11.08.2025

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



State Allocation and Tuition Operating Budget Report

for Fiscal Year 2025 - 2026

Tuition revenue and GL expenditures through September 30, 2025

State Allocation #3

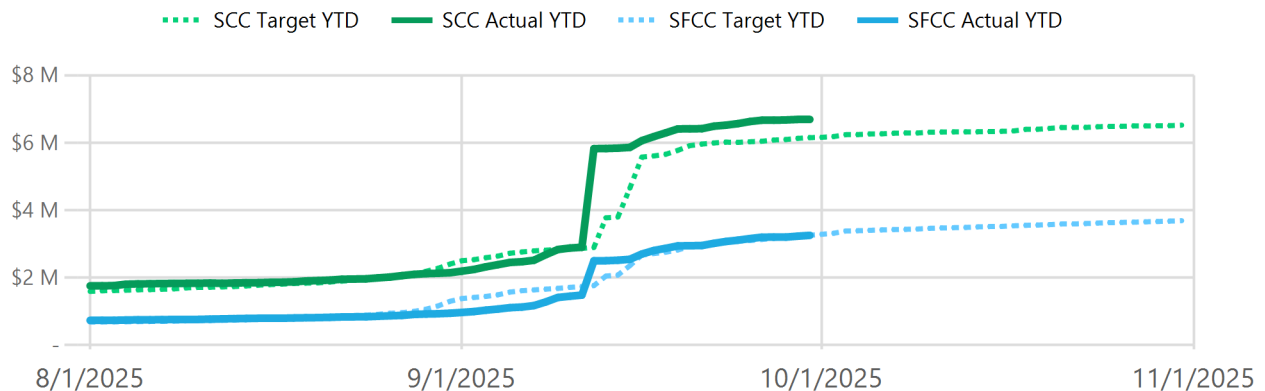
	SCC	SFCC	Central Admin	ISC	District Total
Total State Allocation	\$48,435,475	\$24,188,334	\$18,988,082	\$55,954	\$91,667,845
Tuition Revenue Estimate	\$9,339,990	\$4,515,865	\$4,174,796	\$9,000,476	\$27,031,127
Operating Support, One-time Distribution of FY24 Tuition Revenue over Budget, and Unspent DMC	\$1,557,057	\$10,210,951	\$3,386,197	\$1,424,860	\$16,579,065
Total State Allocation & Tuition Operating Budget	\$59,332,522	\$38,915,150	\$26,549,075	\$10,481,290	\$135,278,037

Allocation and Tuition Expenditures

	Budget	Year-to-Date Expenditures	Percent Expended to Budget	Percent of Total Expenditures
SCC	\$59,332,522	\$11,633,510	20%	44%
SFCC	\$38,915,150	\$5,771,128	15%	22%
Central Administration	\$26,549,075	\$6,352,039	24%	24%
<i>Administration (CEO, CHRO, CIAEAO, CFO, CSSO)</i>		\$2,217,167		8.5%
<i>CIO, CGSO</i>		\$4,134,872		16%
District Managed Costs	\$10,481,290	\$2,452,606	23%	9.4%
Total	\$135,278,037	\$26,209,283	19%	

Tuition Operating Fee Revenue

	Fiscal Year Budget	Actual Year-to-Date	Target Year-to-Date	Over/(Short) Target YTD	Percent Over/(Short)
SCC	\$16,790,408	\$6,691,702	\$6,152,543	\$539,159	3.2%
SFCC	\$10,240,719	\$3,252,879	\$3,255,647	(\$2,769)	0.0%
District Total	\$27,031,127	\$9,944,581	\$9,408,190	\$536,391	2.0%





Revenue & Expenditures

7/1/2025 through 9/30/2025

Revenue	July	August	September	Total
Tuition and Student Fees				
Tuition	\$9,326,464	\$2,251,920	\$379,572	\$11,957,956
Tuition AR	(\$6,846,547)	(\$1,645,600)	\$6,478,838	(\$2,013,308)
S&A Fee	\$213,963	\$362,887	\$84,947	\$661,798
Student Fees	\$2,265,192	\$810,269	\$222,788	\$3,298,249
Grants & Contracts				
Head Start & ECEAP	\$4,228,061	\$297,447	\$1,567,891	\$6,093,400
Running Start	\$3,744,209	\$769,748	\$296,405	\$4,810,362
Perkins	\$8,347	\$19,282	\$50,990	\$78,619
WorkFirst	\$95,063	\$18,216	\$139,158	\$252,437
BFET	-			-
Corrections	\$154,426	\$155,375	\$184,506	\$494,307
Grant Indirect		\$9,947	\$358,444	\$368,392
Other Grants & Contracts	\$545,651	\$859,910	\$1,212,961	\$2,618,523
Financial Aid				
PELL		\$1,699,494	\$8,942,753	\$10,642,247
Work Study	\$81,153	\$373,593	\$40,000	\$494,746
Other Federal Financial Aid	\$1,005	\$30,925	\$394,773	\$426,702
Other State Financial Aid	\$281,361	\$1,375,005	\$311,333	\$1,967,700
Direct Loan		\$684,182	\$4,682,805	\$5,366,987
Other Revenue				
State Allocation	\$785,307	\$10,345,210	\$5,855,945	\$16,986,462
Capital Projects	\$5,096,722		\$1,249,583	\$6,346,306
Auxiliary	\$514,015	\$462,411	\$438,608	\$1,415,034
Other Revenue	\$3,419,049	\$95,530	\$72,211	\$3,586,790
Accounts Receivable	\$6,924,491	\$1,530,145	\$4,655,559	\$13,110,196
Total Collected Revenue	\$30,837,934	\$20,505,896	\$37,620,072	\$88,963,902



Revenue & Expenditures

7/1/2025 through 9/30/2025

Expenditures to Date	July	August	September	Total
Tuition and Student Fees				
S&A Fee	\$10,405	\$61,565	\$159,379	\$231,349
Student Fees	\$177,684	\$474,483	\$585,313	\$1,237,480
Building & Innovation Fee	-		\$102,122	\$102,122
Grants & Contracts				
Head Start & ECEAP	\$1,691,433	\$774,086	\$3,250,660	\$5,716,179
Running Start	\$4,513,957			\$4,513,957
Perkins	\$48,186	\$57,877	\$69,716	\$175,780
WorkFirst	\$94,610	\$53,533	\$112,196	\$260,338
BFET	\$127,556	\$75,340	\$298,973	\$501,869
Corrections	\$154,426	\$176,774	\$208,418	\$539,619
Other Grants & Contracts	\$22,035	\$441,917	\$286,676	\$750,629
Financial Aid				
PELL	\$2,327,506	(\$5,888)	\$7,399,135	\$9,720,752
Work Study	\$69,687	\$54,206	\$57,282	\$181,175
Other Federal Financial Aid	\$187,782	\$1,572	\$212,494	\$401,847
Other State Financial Aid	\$1,862,695	\$26,840	\$7,031,558	\$8,921,093
Direct Loan	\$1,390,269	\$41,151	\$3,709,536	\$5,140,956
Other Expenditures				
Salary & Benefits	\$6,421,903	\$9,126,451	\$10,150,214	\$25,698,567
Capital Projects	\$431,864	\$134,615	\$225,901	\$792,379
Rent & Utilities	\$167,645	\$438,481	\$425,394	\$1,031,520
Travel	\$7,803	\$13,137	\$10,585	\$31,525
Goods, Equipment, and Supplies	\$21,063	\$124,790	\$78,151	\$224,004
Auxiliary	\$6,569	\$43,564	\$77,444	\$127,578
Other Expenses / Services	\$311,221	\$1,055,330	\$940,499	\$2,307,050
Total Expenditures	\$20,046,299	\$13,169,824	\$35,391,646	\$68,607,769
Net Activity	\$10,791,635	\$7,336,073	\$2,228,425	\$20,356,133

**2026 State Appropriation, Tuition, Operating Support
Budget Distribution
Allocation #3**

9/10/2025

	Allocation	SCC	SFCC	Central Admin (a)	Institutional Shared Costs	Total
1 District Enrollment Allocation Base (DEAB)	63,897,000					
2 DEAB	48,804,308	\$ 22,308,257	\$ 13,136,563	\$ 13,359,488	\$ -	48,804,308
3 Weighted Enrollments	5,880,509	5,339,578	540,931	-	-	5,880,509
4 Performance Based Funding (SAI)	4,636,183	2,681,693	1,954,490	-	-	4,636,183
5 Minimum Operating Allocation (MOA)	4,576,000	2,331,654	1,138,345	1,106,001	-	4,576,000
6 ADJUSTED ALLOCATION - SUBTOTAL	63,897,000	32,661,182	16,770,329	14,465,488	-	63,897,000
7 SAFE HARBOR (EARMARKS AND PROVISOS)						
9 Safe Harbor Wage Increases	14,234,757	7,069,061	3,718,249	3,447,447	-	14,234,757
10 Foundational Support (c)	-	-	-	-	-	-
11 Health Insurance	3,922,028	1,732,589	1,106,644	1,082,796	-	3,922,028
12 Pension	(919,736)	(430,873)	(278,859)	(210,004)	-	(919,736)
13 M&O, Leases, and Assessment	214,000	-	-	158,046	55,954	214,000
14 Aerospace Enrollments - High Demand	438,085	438,085	-	-	-	438,085
15 College Affordability Program (c)	-	-	-	-	-	-
16a Guided Pathways (GS)	200,000	100,000	100,000	-	-	200,000
16b Guided Pathways (WEIA)	3,388,870	2,381,553	1,007,317	-	-	3,388,870
17 Worker Retraining	1,810,954	1,543,980	266,974	-	-	1,810,954
18 Equity and Access - SB5194	625,771	312,886	312,886	-	-	625,771
19a Diversity Bill - SB5227 (GFS)	77,353	38,677	17,791	20,885	-	77,353
19b Diversity Bill - SB5227 (WEIA)	86,755	43,378	19,954	23,424	-	86,755
20 Career Launch Enrollments	-	-	-	-	-	-
21 Aerospace Apprenticeships	80,000	80,000	-	-	-	80,000
22 Disability Accommodations	108,866	78,211	30,655	-	-	108,866
23a Opportunity Grants (ELTA)	478,012	254,971	223,041	-	-	478,012
23b Opportunity Grants (GFS)	120,812	64,441	56,371	-	-	120,812
24 Gold Star Families	35,865	21,008	14,857	-	-	35,865
25 Students of Color	46,020	30,664	15,356	-	-	46,020
26 Nurse Educators (e)	-	-	-	-	-	-
27 Nurse Education Enrollment Increase (GF-State)	138,528	138,528	-	-	-	138,528
28 High Demand (e)	-	-	-	-	-	-
29 High Demand Enrollments	151,762	-	151,762	-	-	151,762
30 Homeless Student Expansion	216,000	108,000	108,000	-	-	216,000
31 Financial Aid Outreach	-	-	-	-	-	-
32 Cybersecurity Enrollments	180,000	90,000	90,000	-	-	180,000
33 Refugee Education	688,000	688,000	-	-	-	688,000
34 MESA Community College Programs	157,000	-	157,000	-	-	157,000
35 Student Needs SHB1559	130,058	65,029	65,029	-	-	130,058
36 SIM Lab Equipment	77,000	77,000	-	-	-	77,000
37 Student Assistance Grants (WEIA)	310,000	155,000	155,000	-	-	310,000
39 Workforce Development Projects	-	-	-	-	-	-
41a Health Workforce Opp Grants (ELTA)	109,441	65,737	43,704	-	-	109,441
41b Health Workforce Opp Grants (GFS)	26,917	15,871	11,046	-	-	26,917
42 Nursing Supply SB 5582	250,000	250,000	-	-	-	250,000
43 Nurse Education Enrollment Increases (WEIA)	162,000	162,000	-	-	-	162,000
44a Apprenticeship & Higher Educ ESSB 5764 (GF-State)	9,000	9,000	-	-	-	9,000
44b Apprenticeship & Higher Educ ESSB 5764 (WEIA)	55,000	55,000	-	-	-	55,000
45 Early Achievers Grant Supports	25,227	-	25,227	-	-	25,227
46 Incarcerated Students Grants SSB5953	136,500	136,500	-	-	-	136,500
47 Higher Ed Opioid Prevention ZSHB 2112 (c)	-	-	-	-	-	-
49 Students Experiencing Homelessness HB1166 Expansion	-	-	-	-	-	-
50 Climate Curriculum Development	-	-	-	-	-	-
51 Sub Total Safe Harbor	27,770,845	15,774,293	7,418,004	4,522,594	55,954	27,770,845
52 Total State Operating Allocation	91,667,845	48,435,475	24,188,334	18,988,082	55,954	91,667,845
53a Resident Tuition Revenue	26,718,783	18,534,198	8,184,585	-	-	26,718,783
54b International Tuition Revenue	312,345	101,466	210,879	-	-	312,345
55 Central Administration Resident & International Tuition	-	(4,055,702)	(1,320,523)	5,376,225	-	-
56 Institutional Shared Costs	-	(5,239,971)	(2,559,076)	(1,201,429)	9,000,476	-
One-time Distribution of FY25 Tuition Revenue over Budget & Unspent DMC	3,705,372	2,187,541	815,716	702,115	-	3,705,372
57 Total Tuition Forecast Budget Allocation	30,736,500	11,527,531	5,331,581	4,876,911	9,000,476	30,736,500
58 Total State Allocation & Tuition	122,404,345	59,963,006	29,519,915	23,864,994	9,056,430	122,404,345
60 Operating Support FY26 (b)	9,873,693	(1,516,028)	8,985,052	2,404,669	-	9,873,693
61 Strategic Investments (d)	3,000,000	885,544	410,182	704,274	1,000,000	3,000,000
62 Operating Revenue Transfer from Other Sources	-	-	-	(424,860)	424,860	-
63 Total One-Time and Operating Support	12,873,693	(630,484)	9,395,234	2,684,083	1,424,860	12,873,693
64 Total State Allocation, Tuition, and Operating Support Budget Authority	135,278,037	\$ 59,332,522	\$ 38,915,149	\$ 26,549,076	\$ 10,481,290	135,278,037

(a) Central Administration: Chancellor, Business Office, Human Resources, Public Information/Marketing Offices, Facilities, Compliance, IT

(b) Operating support revenue such as Running Start fees, indirect cost recoveries, etc.

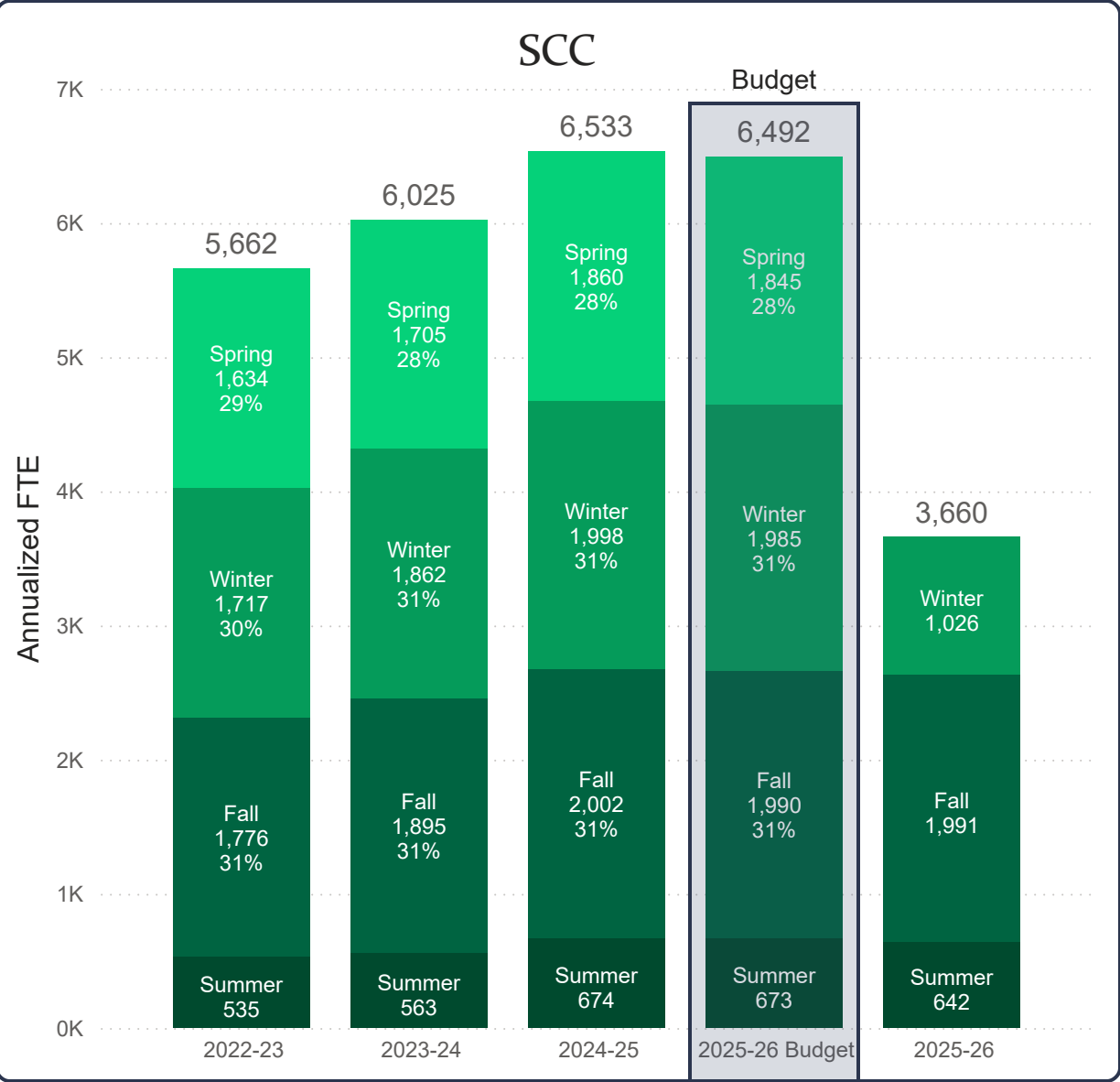
(c) Provisos moved to DEAB in FY26- College Affordability Program, Foundational and College Operating Costs Support, Institutional Priorities, & Opioid Prevention.

(d) CAU Strategic Investments includes unallocated amount of \$396,947

(e) Provisos moved to Wage Increase earmark in FY26: High Demand Faculty Salary, Nurse Educator Salaries

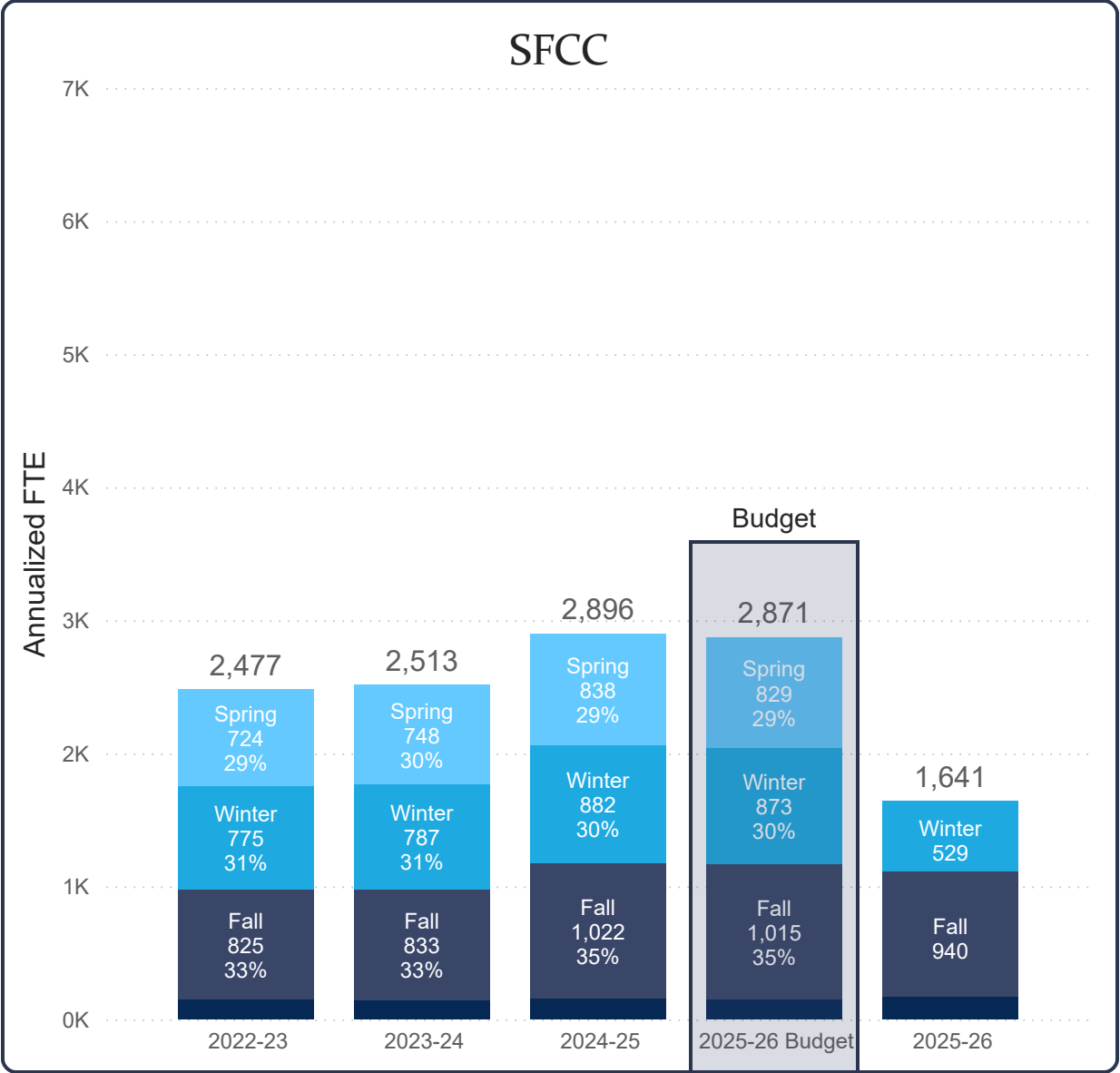
Allocations undistributed by SBCTC

State Funded Annualized FTE



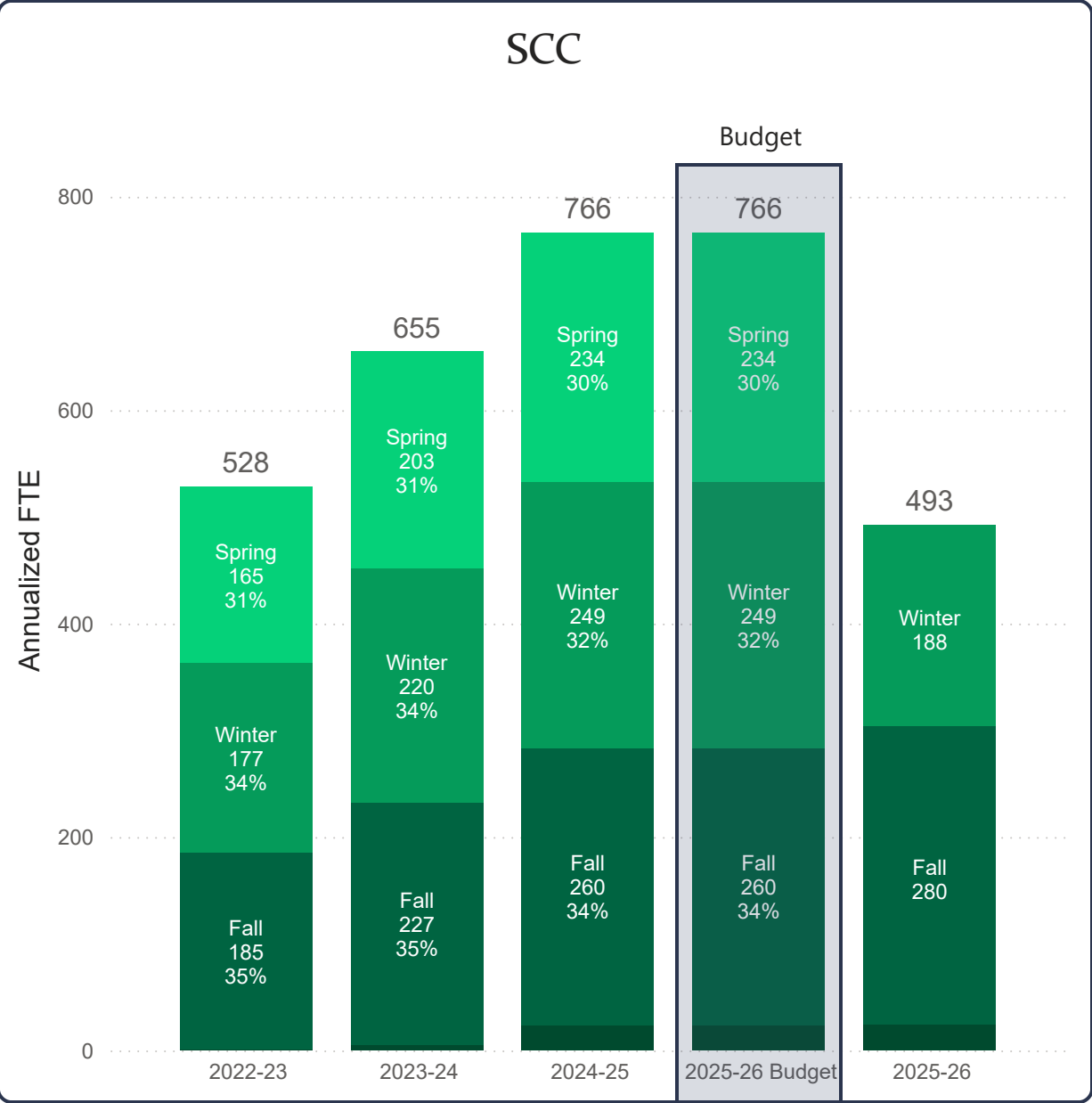
FY26 Budget Resident FTE: 6,470
FY26 Budget International FTE: 22.5

Combined State Funded Enrollment Budget: 9,363 annualized FTE

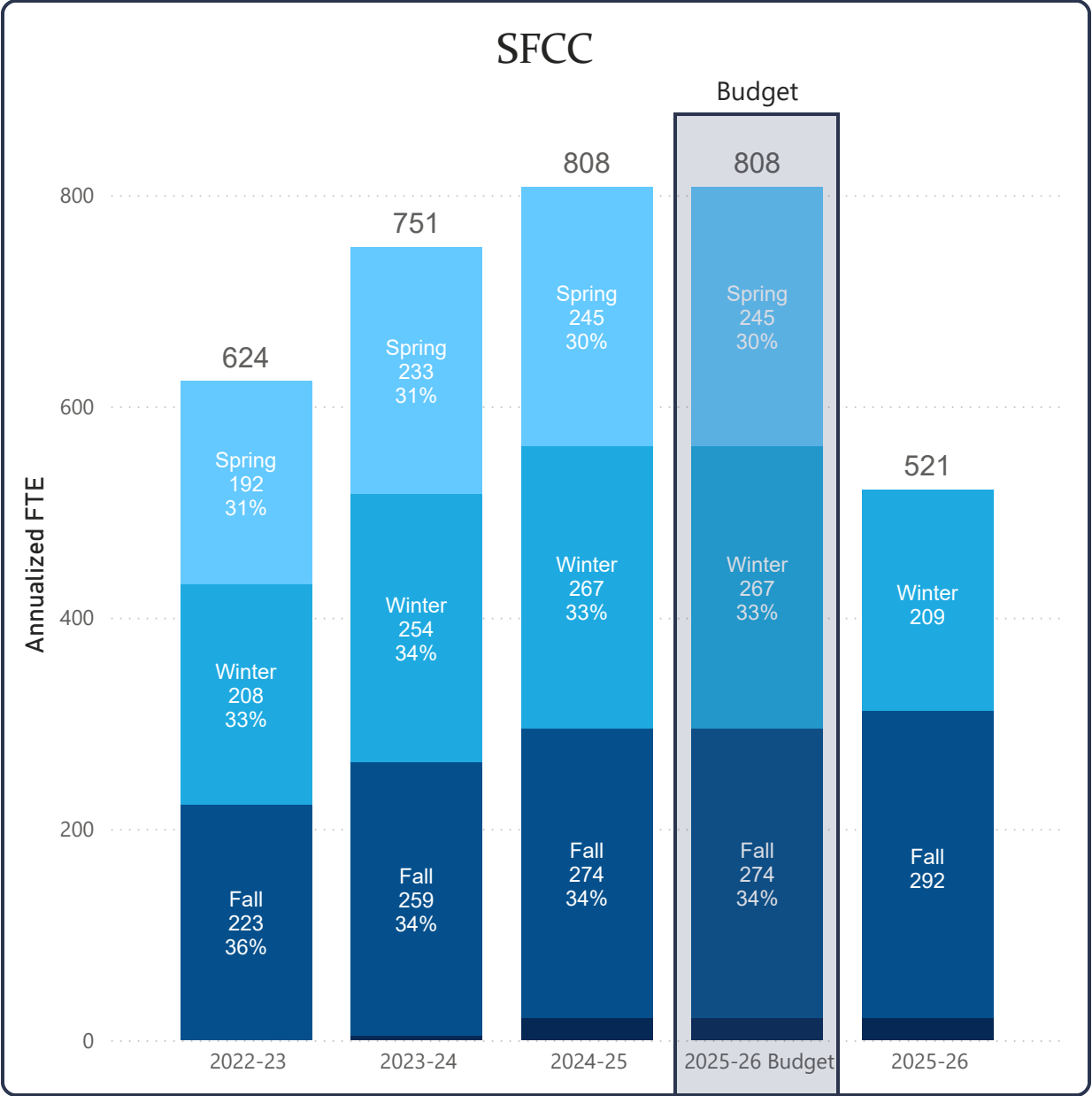


FY26 Budget Resident FTE: 2,857
FY26 Budget International FTE: 13.5

Running Start Annualized FTE



Combined Forecast Running Start Enrollment: 1,574 annualized FTE



CONSENT AGENDA ITEMS: HEAD START UPDATES

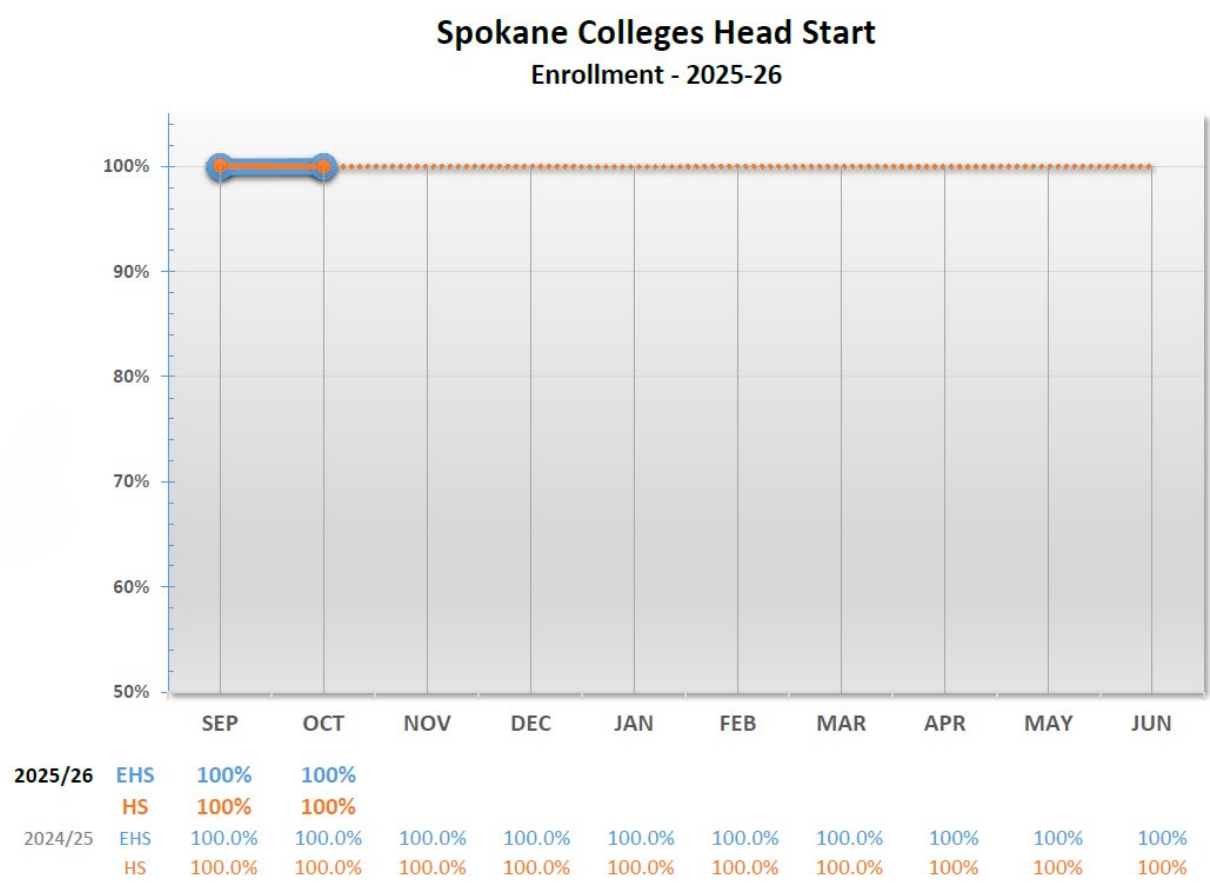
Submitted by: Bobbi Woodral
District Director Head Start/EHS/ECEAP
November 18, 2025

STATUS REPORT SPOKANE COLLEGES HEAD START & ECEAP

OCTOBER 2025

Enrollment Overview

For the month of October, the program was once again fully enrolled, maintaining 100% enrollment in both Head Start and Early Head Start.



Numerica Cares Challenge

We are excited to share that the Numerica Cares Challenge was a tremendous success! Numerica Credit Union selected Spokane Colleges Head Start as this year’s beneficiary for its annual crowd-funding campaign, coordinated through the Spokane Colleges Foundation.

Community members, Numerica staff, and partners came together in strong support, helping us reach the campaign goal. The challenge raised \$10,000 from community donations, which Numerica generously matched dollar-for-dollar, bringing the total to \$20,000.

These funds will directly benefit our Head Start program, supporting classroom enhancements, expanding access to quality learning materials, and providing emergency or crisis assistance to families in need.

We are deeply grateful for Numerica's partnership and the community's belief in the transformative power of early education. Together, we're making a lasting difference for children and families across Spokane.

Licensing of Head Start Sites for Working Connections Child Care (WCCC) Billing

As our program assessed fiscal viability under the Office of Head Start's flat funding scenario for FY 2025, we began strategizing ways to increase external revenue while maintaining high-quality programming for children and families. One key strategy identified was to pursue state licensing for our school-day (6-hour) Head Start classrooms, allowing us to access childcare subsidies through the Washington State Working Connections Child Care (WCCC) program.

While Head Start programs are federally funded and exempt from state licensing requirements, our program made the intentional decision to seek licensing to enable billing for eligible WCCC families. This decision aligns with Washington Administrative Code (WAC) 110-300, which governs licensed early learning programs, and DCYF guidance indicating that only licensed or certified providers are eligible to receive WCCC subsidy payments.

Licensing activities began in late spring 2025, with the following progress to date:

- **West Central Community Center (WCCC):** Application to add 28 slots to the existing license was approved June 23, 2025.
- **Logan-Lidgerwood Center (LLC):** Application for 84 licensed slots approved August 14, 2025.
- **Northeast Community Center (NECC):** Application for 60 licensed slots approved September 2, 2025.
- **Adult Education Center (AEC):** Excluded from licensing efforts due to structural and building-code limitations.

By voluntarily licensing our school-day classrooms, we are now positioned to collect childcare subsidy revenue to help offset flat federal funding and keep pace with rising costs related to inflation, salary adjustments, and operational expenses. This initiative strengthens our fiscal sustainability while preserving the quality and continuity of services that families rely on.

For parents and families, this effort will ensure continued access to comprehensive, high-quality early learning and family services without additional financial burden.

ECEAP Updates

2025–2026 ECEAP Continuous Quality Improvement (CQI) Visit

During the 2025–2026 program year, Spokane Colleges ECEAP and its subcontractors will participate in a full Department of Children, Youth, and Families (DCYF) ECEAP Continuous Quality Improvement (CQI) visit. This comprehensive review will include an evaluation of program policies and procedures, submission of required documentation, and on-site observations across multiple ECEAP locations.

The purpose of the CQI visit is to identify and celebrate program strengths, ensure alignment with ECEAP Performance Standards, and engage in collaborative planning to further enhance the quality of services provided to children and families.

In preparation for this process, Spokane Colleges ECEAP will be conducting internal reviews over the coming months. This work will involve requesting supporting documentation from subcontractors, reviewing existing policies and procedures, and implementing updates as needed to confirm that each subcontractor is meeting—or exceeding—compliance expectations outlined in both the ECEAP contract, state performance standards, and Spokane Colleges ECEAP policies and procedures.

ECEAP Enrollment Expectations and Monitoring – 2025–2026 Program Year

As Spokane Colleges ECEAP enters the 2025–2026 program year, maintaining full and timely enrollment remains a critical program priority. Meeting enrollment expectations ensures compliance with the State of Washington ECEAP contract and supports equitable access for children and families in need of early learning services.

Program Requirements and Timelines

- Working Day classes are required to begin no later than the first business day in July.
- Part Day and School Day classes must begin by September 30 of each state fiscal year.
- Each funded ECEAP slot must be filled within 30 calendar days of the first day of class or the last day a child attended, depending on the situation.
- A slot is considered “filled” only after a child has attended in person and the actual start date is entered in the Early Learning Management System (ELMS).

Spokane Colleges has adopted a 30-day slot fill requirement, which is more rigorous than the 45-day allowance outlined in ECEAP Performance Standards. This approach promotes efficient enrollment, ensures accurate data reporting, and increases access for eligible families.

Monitoring and Follow-Up

If a slot remains unfilled beyond 30 days, the ECEAP administrative team initiates follow-up actions as outlined in the program's enrollment policy and monitoring protocols. Actions may include:

- Reviewing site waitlists and considering the addition of slots that exceeds SMI eligibility.
- Reassigning vacant slots to classrooms or subcontractor sites with higher enrollment demand.
- In cases of continued under-enrollment, including those impacted by staffing shortages, Spokane Colleges ECEAP may reclaim and reallocate slots to other partners. This may result in a contract amendment and reduction of associated funding.

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

**HEAD START/EARLY HEAD START FY 25-26
BUDGET REPORT SEPT 2025**

September 30, 2025

HEAD START HS26 - Grant Period 9/01/2025 Thru 8/31/2026							EARLY HEAD START EHS26 - Grant Period 9/01/2025 Thru 8/31/2026					
	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	4,496,008	0	448,020	4,047,988	10%	8%	4,818,444	0	106,577	4,711,867	2%	8%
Fringe Benefits	1,856,535	0	186,689	1,669,846	10%	8%	1,976,994	0	29,269	1,947,725	1%	8%
Travel	0	0	0	0	0%	8%	0	0	0	0	0%	8%
Equipment	0	0	0	0	0%	8%	0	0	0	0	0%	8%
Supplies	207,767	0	5,823	201,944	3%	8%	135,503	0	5,608	129,895	4%	8%
Contractual	0	0	0	0	0%	8%	0	0	0	0	0%	8%
Facilities/Construction	0	0	0	0	0%	8%	0	0	0	0	0%	8%
Other	637,304	0	66,739	570,565	10%	8%	471,639	0	72,213	399,426	15%	8%
Indirect	625,619	0	54,203	571,416	9%	8%	643,703	0	18,578	625,125	3%	8%
Unobligated/To Be Reassigned	0	0	0	0	0%	8%	0	0	0	0	0%	8%
FEDERAL FUNDING TOTAL	\$7,823,233	\$0	\$761,475	7,061,758	10%	8%	\$8,046,283	\$0	\$232,244	7,814,039	3%	8%
OTHER FUNDING												
SCC/SFCC Student Gov't Funds	61,839	0	0	61,839	0%	8%	79,161	0	0	79,161	0%	8%
Child Care Fees	1,667,246	0	(28,729)	1,695,975	-2%	8%	2,662,201	0	19,106	2,643,095	1%	8%
OTHER FUNDING TOTAL	\$1,729,085	\$0	(\$28,729)	\$1,757,814	-2%	8%	\$2,741,362	\$0	\$19,106	\$2,722,256	1%	8%
TOTAL FUNDING	\$9,552,318	\$0	\$732,746	8,819,572	8%	8%	\$10,787,645	\$0	\$251,350	10,536,295	2%	8%
Training & Tech Assistance Funds	\$76,563		\$6,386	70,177	8%	8%	\$145,055		\$4,989	140,066	3%	8%
Non-Federal Share HS/EHS	\$4,017,033		\$0	4,017,033	0%	8%	**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:

September 30, 2025

Initials

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.

Policy Council Treasurer _____

CCS HS/EHS Board Liason _____

**HEAD START FY 25-26
MONTHLY EXPENDITURES REPORT SEPT 2025**

	September	October	November	December	January	February	March	April	May	June	July	August	Closeout period	YTD Total
FEDERAL FUNDING														
Personnel	\$ 448,020.43	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 448,020.43
Fringe Benefits	\$ 186,689.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 186,689.30
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Supplies	\$ 5,822.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 5,822.99
Contractual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Facilities/Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Other	\$ 66,739.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 66,739.32
Indirect	\$ 54,202.78	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 54,202.78
Unobligated/To Be Reassigned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
FEDERAL FUNDING TOTAL	\$ 761,474.82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 761,474.82
OTHER FUNDING														
SCC/SFCC Student Gov't Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Child Care Fees	\$ (28,728.53)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ (28,728.53)
OTHER FUNDING TOTAL	\$ (28,728.53)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ (28,728.53)
TOTAL FUNDING	\$ 732,746.29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 732,746.29
Training/Tech Assistance Funds														
Training/Tech Assistance Funds	\$ 6,386.39	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 6,386.39
Non-Federal Share HS/EHS														
Non-Federal Share HS/EHS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -

*September Data - Due to an over accrual of revenue from last fiscal year, September's Child Care Revenue appears to be negative. This will be resolved by the end of the fiscal year.

MONTHLY EXPENDITURES REPORT SEPT 2025

[illegible]

USDA CACFP Meal Service Report - September 2025

Number of Reimbursable Meals		Actual HS/EHS Reimbursement		
7,174	Breakfast	\$17,648.04	Total Attendance	8,856
0	AM Snacks	\$0.00	Average Number of school days	20.00
8,592	Lunch	\$39,523.20	Average daily attendance	18.17
7,416	PM Snacks	\$9,344.16		
0	Supper	\$0.00		
0	Evening Snacks	\$0.00		
23,182	Total	\$66,515.400	Cash-In-Lieu	Total
			\$2,620.58	\$69,135.98
	Monthly Food Operating costs		\$143,109.57	
	February Farm to School Grant reimbursement		\$0.00	

CONSENT AGENDA ITEMS: ADMIN PROCEDURE

Submitted by: Lori Hunt, Chief of Staff and Strategy
Dan Duffy, Interim Chief Information Officer
November 18, 2025

CCS Administrative Procedure

1.50.02-D Processing Grants

Implementing Board Policy [1.50.02](#) Contact: ~~Office of the Provost~~Chief of Staff & Strategy, 434-5062-5060

1.0 Purpose

All grants and sponsored research proposals, ~~including workforce and external funding requests~~ submitted to an outside ~~funder~~agency, indicating ~~CCS~~Spokane Colleges/SFCC/SCC as lead institution or as a partnering institution, shall be reviewed and approved by the appropriate administrators via the Intent to Apply for External Funding (ITA) form ~~a minimum of three weeks prior to submission, whenever possible~~. All grants and sponsored research proposals shall also be reviewed by the Grants & Sponsored Research Office (G&SR), in consultation with the Provost or President, ~~prior to submission~~. All grants or research that may involve working with tribal nations are subject to review by the Office of Tribal Relations.

The ITA review will verify: 1) that ~~appropriate CCS~~appropriate Spokane Colleges administrators have approved the request, including any matching requirements; 2) that funding proposals are strategically aligned to include elimination of submissions to the same funders, if not appropriate; and 3) that required administrative oversight ~~and approval~~ has been coordinated.

Field Code Changed

2.0 Definitions of Initiator, ~~Grant Program Coordinator~~, Dean or Departmental Director

- 2.1 The grant or funding Initiator (~~often~~ called the principal investigator or PI) is the person with direct responsibility for ~~leading the funding proposal~~work, including the ITA and funding proposal submission. The PI must be Spokane Colleges staff or faculty.
- 2.2 The ~~Grant Program Coordinator (who may also be the principal investigator or PI)~~ is directly responsible for the grant after ~~a funding is~~awarded. The ~~Coordinator-PI~~ may report to the departmental Dean, Director, or other supervisor assigned by the college or district.
- 2.3 The departmental Dean, Director, or other immediate supervisor of the ~~Initiator and/or the Grant Program Coordinator, PI~~ is responsible for ensuring that the ~~Initiator-PI and Grant Program Coordinator~~comply with all ~~CCS Spokane Colleges~~ internal compliance processes and procedures, funder-specific, state, private and/or federal regulations, laws, certifications, terms and conditions.

3.0 Roles and Responsibilities of the Initiator-PI

- 3.1 The initiator-PI of a grant ~~or workforce allocation~~ proposal shall prepare and obtain the approval of the appropriate CCS administrators, as specified in the Spokane Colleges CCS Administrative Procedure 1.40.01-A Delegation of Authority prior to proceeding with a funding proposal submission.
- 3.2 The initiator-PI shall submit the Intent to Apply for External Funding (ITA) form with all appropriate approvals, ~~three~~to the Grants & Sponsored Research Office. The G&SR will disseminate information to all stakeholders who may be impacted as reflected on the ITA form.
- 3.3 The initiator-PI shall submit the grant proposal budget to a Business Office Budget Analyst for review and approval ~~at least 5 business days, whenever possible,~~ prior to

grant submission. The [OG&SR Grants & Sponsored Research Office](#) will assist the [initiator-PI](#) with this review process.

- 3.4 The [initiator-PI](#) shall ensure that any submissions that include human subjects research [go has gone](#) through appropriate Institutional Review Board (IRB) processes, as specified in [CCS-Spokane Colleges Administrative Procedure 7.40.01-A Research Involving the Use of Human Subjects](#), and the PI will complete the [required research training modules prior to the date any grant-funded work begins](#). Any human subject research that may involve working with tribal nations is subject to [be reviewed by the Office of Tribal Relations](#).

- 3.5 ~~Whenever possible, the initiator~~The PI shall submit a copy of the finalized proposal, ~~the ITA with appropriate authorization~~ and approved budget to the [OG&SR Grants & Sponsored Research Office](#) a minimum of 3 business days prior to ~~deadline for grant~~ submission. The [initiator-PI](#) shall inform the ~~G&SR Office~~[OG&SR](#) of the outcome of the grant proposal.

Processing Grants

Page 2 of 3

- 3.6 ~~Initiator-~~The PI shall ensure that all funding proposals, submitted to funding sources which only accept submissions from 501(c) (3) ~~not-for-profit~~[non-profit](#) organizations, shall be submitted through the [Community Colleges of Spokane Foundation](#)[Spokane Colleges Foundation](#), in ~~consultation~~ collaboration with the [OG&SR Grants & Sponsored Research Office](#). All requirements for ~~submission~~, to including completion of the [ITA form](#) and budget approval, are the same. ~~H~~however, [Spokane Colleges Foundation requires 5 working days to review final proposals prior to submission](#). ~~a~~Additionally, [Spokane Colleges Foundation](#) policies and procedures may apply, so ~~initiators-PIs~~ should plan accordingly.

- 3.7 ~~Initiators-~~The PI will ensure that all award contracts with grant funders are reviewed and approved by the Grants and Contracts Manager, as well as, the Dean, Director, and/or supervisor and comply with Administrative Procedure [1.50.02-E Processing Contracts](#)

- 3.8 ~~Initiators of federal funding proposals will complete the required research training module prior to submission of the proposal, as required in the CCS Administrative Procedure 7.40.01-A Research Involving the Use of Human Subjects.~~

4.0 Roles and Responsibilities of the Grant Program Coordinator

4.1 Grant program coordinators

3.8

~~The PI are is~~ responsible for adhering to all [CCS-Spokane Colleges](#) internal compliance processes and procedures, any funder-specific, state, private and/or federal regulations and laws, policies and procedures, as well as certifications/terms and conditions of the grant program.

- 4.23.9 The ~~grant program coordinator~~PI will regularly communicate with the departmental Dean or Director regarding status of budget, grant personnel, compliance concerns, formative evaluation and/or progress on statement of work and programmatic outcomes.

- 4.33.10 ~~Grant program coordinators are~~The PI is responsible for managing the daily operations of the grant activities to include supervision of grant-funded personnel, tracking time and effort, managing grant budgets, as well as any in-kind or matching commitments. ~~Grant program coordinators are~~PIs are also responsible for identifying additional resources,

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collaborating with relevant internal and external stakeholders, assisting participants, reporting grant activities and all aspects of the grant project to meet the requirements of the grant statement of work and grant outcomes.

~~4.43.11~~ ~~Grant program coordinators are~~The PI is responsible for communication of grant activities and outcomes to include program materials, evaluation and reporting of progress towards grant goals and outcomes, and external promotion of grant services and initiatives in coordination with the [CCS Spokane Colleges](#) Public Information Officer.

5.04.0 Roles and Responsibilities of the Department Dean, Director, or Supervisor

~~5.14.1~~ ~~The~~ Departmental Dean, Director, or ~~S~~supervisor is responsible for ensuring that all [CCS Spokane Colleges](#) internal compliance processes and procedures, state and/or federal regulations regarding grants and sponsored research are complied with in a timely manner.

~~5.24.2~~ ~~The~~ Departmental Dean, Director, or ~~S~~supervisor is responsible for ensuring that all program-specific and funding agency rules, regulations, deadlines, certifications, terms and conditions, and reporting requirements are complied with in a timely manner, to include time and effort certification approval.

~~5.34.3~~ ~~The~~ Departmental Dean, Director, or ~~S~~supervisor is responsible for monitoring the grant budget and overall fiscal and program accountability for the outcomes of the grant-funded program.

~~5.44.4~~ ~~The~~ Departmental Dean, Director, or ~~S~~supervisor is responsible for supervision of ~~Grant Program Coordinator (or PI)~~the PI and co-PIs.

~~5.54.5~~ ~~The~~ Departmental Dean, Director, or ~~S~~supervisor will ensure that all reporting to grant funders is submitted in a timely manner and copies of submitted reports are forwarded to the ~~Grants & Sponsored Research Office~~OG&SR.

Processing Grants

Page 3 of 3

5.06.0 Roles or Responsibilities of the [Office of Grants & Sponsored Research Office \(OG&SR\)](#)

~~6.15.1~~ The ~~G&SR office~~ OG&SR shall provide assistance to [CCS Spokane Colleges](#) faculty and staff with grant opportunity identification, pre-award and submission requirements for successful grant development. ~~The Director of G&SR is designated as an institutionally Authorized Organizational Representative (AOR) for grant submission purposes.~~

~~6.25.2~~ The ~~OG&SR G&SR office~~ shall provide assistance with post-award implementation and compliance, in collaboration with the [CCS Spokane Colleges](#) budget analysts, district compliance and contracting personnel, as well as the dean, director, or supervisor.

~~6.35.3~~ The ~~OG&SR Grants & Sponsored Research Office~~ shall communicate award funding decisions to all stakeholders, and will communicate with funders regarding status of official award notification or initiation of funder follow-up, if not awarded.

~~6.45.4~~ The ~~OG&SR G&SR Office~~ will maintain grant development resources and will support a culture of grants and sponsored research at [CCS Spokane Colleges](#) through professional development opportunities.

~~6.55.5~~ The ~~OG&SR G&SR Office~~ will track grant submissions and awards and will regularly report to stakeholders regarding status of funding awards and allocations.

7.06.0 Related Information

~~7.16.1~~ [Intent to Apply for External Funding-CCS eForm](#)

~~7.26.2~~ Administrative Procedure [1.40.01-A Delegation of Authority](#)

~~6.37-3~~ [Office of Grants & Sponsored Research Office](#) |

~~6.47.4~~ Administrative Procedure [1.50.02-E Processing Contracts](#)

Field Code Changed

Commented [LF1]: Fix name and link

Commented [HL2R1]: <https://ccs.spokane.edu/About-Us/Departments/Grants>

[6.57-5](#) Administrative Procedure [7.40.01-A Research Involving the Use of Human Subjects](#)

Originated: September 2010, Revised February 2015; January 2017; December 2018; [January 2025](#)

Cabinet approval: September 13, 2010; revised March 23, 2015; January 30, 2017; March 2019; [February 2025](#)

CCS Administrative Procedure

1.50.02-D Processing Grants

Implementing Board Policy [1.50.02](#)

Contact: Chief of Staff & Strategy, 434-5060

1.0 Purpose

All grants and sponsored research proposals submitted to an outside funder indicating Spokane Colleges/SFCC/SCC as lead institution or as a partnering institution shall be reviewed and approved by the appropriate administrators via the [Intent to Apply for External Funding \(ITA\)](#) form a minimum of three weeks prior to submission, whenever possible. All grants or research that may involve working with tribal nations are subject to review by the Office of Tribal Relations.

The ITA will verify: 1) that appropriate Spokane Colleges administrators have approved the request, including any matching requirements; 2) that funding proposals are strategically aligned to include elimination of submissions to the same funders, if not appropriate; and 3) that required administrative oversight and approval has been coordinated.

2.0 Definitions of Initiator, Dean or Departmental Director

- 2.1 The grant or funding Initiator (called the principal investigator or PI) is the person with direct responsibility for leading the proposed work, including the ITA and funding proposal submission. The PI must be Spokane Colleges staff or faculty.
- 2.2 The PI is directly responsible for the grant after funding is awarded. The PI may report to the departmental Dean, Director, or other supervisor assigned by the college or district.
- 2.3 The departmental Dean, Director, or other immediate supervisor of the PI is responsible for ensuring that the PI complies with all Spokane Colleges internal compliance processes and procedures, funder-specific, state, private and/or federal regulations, laws, certifications, terms and conditions.

3.0 Roles and Responsibilities of the PI

- 3.1 The PI of a grant proposal shall prepare and obtain the approval of the appropriate CCS administrators, as specified in the Spokane Colleges Administrative Procedure [1.40.01-A Delegation of Authority](#) prior to proceeding with a funding proposal submission.
- 3.2 The PI shall submit the [ITA](#) form with all appropriate approvals.
- 3.3 The PI shall submit the grant proposal budget to a Business Office Budget Analyst for review and approval prior to grant submission. The OG&SR will assist the PI with this review process.
- 3.4 The PI shall ensure that any submissions that include human subjects research go through appropriate Institutional Review Board (IRB) processes, as specified in Spokane Colleges Administrative Procedure [7.40.01-A Research Involving the Use of Human Subjects](#), and the PI will complete the required research training modules prior to the date any grant-funded work begins. Any human subject research that may involve working with tribal nations is subject to be reviewed by the Office of Tribal Relations.
- 3.5 The PI shall submit a copy of the finalized proposal, and approved budget to the OG&SR prior to submission.
The PI shall inform the OG&SR of the outcome of the grant proposal.
- 3.6 The PI shall ensure that all funding proposals submitted to funding sources which only accept submissions from 501(c) (3) non-profit organizations shall be submitted

through the Spokane Colleges Foundation, in consultation with the OG&SR. All requirements for including completion of the [ITA form](#) and budget approval, are the same. However, Spokane Colleges Foundation requires 5 working days to review final proposals prior to submission. Additionally, Spokane Colleges Foundation policies and procedures may apply, so PIs should plan accordingly.

- 3.7 The PI will ensure that all award contracts with grant funders are reviewed and approved by the Grants and Contracts Manager, as well as the Dean, Director, and/or supervisor and comply with Administrative Procedure [1.50.02-E Processing Contracts](#)
- 3.8 The PI is responsible for adhering to all Spokane Colleges internal compliance processes and procedures, any funder-specific, state, private and/or federal regulations and laws, policies and procedures, as well as certifications/terms and conditions of the grant program.
- 3.9 The PI will regularly communicate with the departmental Dean or Director regarding status of budget, grant personnel, compliance concerns, formative evaluation and/or progress on statement of work and programmatic outcomes.
- 3.10 The PI is responsible for managing the daily operations of the grant activities to include supervision of grant-funded personnel, tracking time and effort, managing grant budgets, as well as any in-kind or matching commitments. PIs are also responsible for identifying additional resources, collaborating with relevant internal and external stakeholders, assisting participants, reporting grant activities and all aspects of the grant project to meet the requirements of the grant statement of work and grant outcomes.
- 3.11 The PI is responsible for communication of grant activities and outcomes to include program materials, evaluation and reporting of progress towards grant goals and outcomes, and external promotion of grant services and initiatives in coordination with the Spokane Colleges Public Information Officer.

4.0 Roles and Responsibilities of the Department Dean, Director, or Supervisor

- 4.1 The Departmental Dean, Director, or Supervisor is responsible for ensuring that all Spokane Colleges internal compliance processes and procedures, state and/or federal regulations regarding grants and sponsored research are complied with in a timely manner.
- 4.2 The Departmental Dean, Director, or Supervisor is responsible for ensuring that all program-specific and funding agency rules, regulations, deadlines, certifications, terms and conditions, and reporting requirements are complied with in a timely manner, to include time and effort certification approval.
- 4.3 The Departmental Dean, Director, or Supervisor is responsible for monitoring the grant budget and overall fiscal and program accountability for the outcomes of the grant-funded program.
- 4.4 The Departmental Dean, Director, or Supervisor is responsible for supervision of the PI and co-PIs.
- 4.5 The Departmental Dean, Director, or Supervisor will ensure that all reporting to grant funders is submitted in a timely manner and copies of submitted reports are forwarded to the OG&SR.

5.0 Roles or Responsibilities of the Office of Grants & Sponsored Research Office (OG&SR)

- 5.1 The OG&SR shall provide assistance to Spokane Colleges faculty and staff with grant opportunity identification, pre-award and submission requirements for successful grant development.

- 5.2 The OG&SR shall provide assistance with post-award implementation and compliance, in collaboration with the Spokane Colleges budget analysts, district compliance and contracting personnel, as well as the dean, director, or supervisor.
- 5.3 The OG&SR shall communicate award funding decisions to all stakeholders and will communicate with funders regarding status of official award notification or initiation of funder follow-up, if not awarded.
- 5.4 The OG&SR will maintain grant development resources and will support a culture of grants and sponsored research at Spokane Colleges through professional development opportunities.
- 5.5 The OG&SR will track grant submissions and awards and will regularly report to stakeholders regarding status of funding awards and allocations.

6.0 Related Information

- 6.1 [Intent to Apply for External Funding](#)
- 6.2 Administrative Procedure [1.40.01-A Delegation of Authority](#)
- 6.3 Office of [Grants & Sponsored Research](#)
- 6.4 Administrative Procedure [1.50.02-E Processing Contracts](#)
- 6.5 Administrative Procedure [7.40.01-A Research Involving the Use of Human Subjects](#)

Originated: September 2010, Revised February 2015; January 2017; December 2018; January 2025; September 2025

Cabinet approval: September 13, 2010; revised March 23, 2015; January 30, 2017; March 2019; February 2025; October 2025

CCSSpokane Colleges Administrative Procedure

8.10.01-A Acceptable Use of Information Technology Resources

Implementing Board Policy [8.10.01](#)

Contact: Chief Information Officer, 509-279-6062

1.0 Purpose

This procedure establishes guidelines for the acceptable use of the Information Technology Resources (IT Resources) of ~~Community Colleges of Spokane (CCSSpokane Colleges)~~.

2.0 Limitations and Requirements

~~CCSSpokane Colleges~~ IT Resources are provided to support the instructional, ~~support and aid the instructional, support, and~~ administrative activities of the district. IT Resources are intended for the sole use of faculty, staff, students and other authorized users. IT Resource use will comply with ~~CCSSpokane Colleges~~ policies and procedures ~~and as well as~~ state and federal laws. Use of IT Resources does not ~~confer~~ give a right to privacy in those resources. ~~CCSSpokane Colleges~~ reserves the right to monitor IT Resources and take appropriate action to protect the integrity of the IT Resources in accordance with laws, policies and procedures. If Spokane Colleges procedure or process does not provide specific guidance, the applicable WaTech policy shall be consulted and adhered to.

3.0 Acceptable and Prohibited Uses of IT Resources

- 3.1 IT Resources owned or held by ~~CCSSpokane Colleges~~ Spokane Colleges and defined in Board Policy 8.10.01, are state property provided to enhance instructional, support and administrative activities. IT Resources will be used only for legitimate student, instructional and support activities and administrative functions. IT Resources use will be consistent with state Ethics in Public Service laws and policies and procedures of ~~CCSSpokane Colleges, its institutions and departments.~~ IT Resources are to be used in accordance with the Community and Technical College Network Acceptable Use ~~p~~Policy as well as the K20 Network Conditions of Use and Acceptable Use ~~p~~Policies.
- 3.2 ~~CCSSpokane Colleges~~ supports the principles of academic and intellectual freedom. ~~CCSSpokane Colleges~~ IT Resources are provided to support and foster the ~~CCSSpokane Colleges~~ mission. ~~CCSSpokane Colleges~~ reserves the right to discontinue a user's access if the use violates state or federal law or the policies or procedures of ~~CCSSpokane Colleges~~, its institutions or departments.
- 3.3 Network and application logon accounts issued to individuals (users) are intended for the sole use of that user and are non-transferable. Account passwords for individual accounts are not to be shared with others. Passwords for shared accounts must only be used by college authorized users. The user is responsible for all known usage of ~~his/her~~ their assigned account.
- 3.4 ~~CCSSpokane Colleges~~ IT Resource users will not conceal or falsify their identity when using ~~CCSSpokane Colleges~~ IT Resources.
- 3.5 ~~CCSSpokane Colleges~~ IT Resources may not be used to violate or circumvent U.S. Copyright laws.

3.6 CCSSpokane Colleges IT Resources shall not be used for commercial, illegal or political purposes. Examples of commercial use include, but are not limited to, advertising, selling or buying for personal gain or benefit. Examples of illegal activity include, but are not limited to, accessing or creating obscene material or material likely to contribute to a hostile environment. Examples of political use include, but are not limited to, opposing or supporting political candidates, issues or ballot measures.

3.63.7 Users must physically secure devices owned by Spokane Colleges and not leave them unattended in public areas.

3.8 The following types of activities are examples of Spokane Colleges IT Resources use that are unethical and unacceptable and, in some cases, may violate state or federal law.

3.7 ~~The following types of activities are examples of CCS IT Resources use that are unethical and unacceptable and in some cases may violate state or federal law.~~

3.7.43.8.1 Accessing another individual's account, private files, or e-mail without permission of the account user.

3.7.23.8.2 Misrepresenting one's identity in electronic communication.

3.7.33.8.3 Violating copyright and/or software agreements.

3.7.43.8.4 Violating rules or codes set by services subscribed to by CCSSpokane Colleges.

3.7.53.8.5 Using computing resources to threaten or harass others.

3.7.63.8.6 Using the CCSSpokane Colleges IT Resources for non-college work, including but not limited to commercial or profit-making purposes without written authorization from the administration.

3.7.73.8.7 Activities that are not CCSSpokane Colleges mission related that unnecessarily use network bandwidth or storage, including but not limited to audio or video broadcasts and the downloading or sharing of data, music or videos.

3.8.8 Faculty and staff use of e-mail, the Internet or telephone for personal purposes beyond de minimis use.

3.8.8.1 The conditions for "de minimis" are defined in WAC 292-110-010 as:

3.8.8.1.1 There is little or no cost to the state;

3.8.8.1.2 Any use is brief;

3.8.8.1.3 Any use occurs infrequently;

3.8.8.1.4 The use does not interfere with the performance of any state officer's or employee's official duties;

3.8.8.1.5 The use does not compromise the security or integrity of state property, information systems, or software;

3.8.8.1.6 The use is not for the purpose of conducting an outside business, in furtherance of private employment, or to realize a private financial gain; and

3.7.7.1.13.8.8.1.7 The use is not for supporting, promoting the interests of, or soliciting for an outside organization or group.

3.7.83.8.9 Lobbying or engaging in political activity.

3.7.93.8.10 Violating lab and network system procedures and protocols (e.g. limits on workstation usage).

3.7.103.8.11 Intentionally and without authorization, crashing, accessing, altering, interfering with the operation of, or damaging or destroying all or part of any computer, computer system, computer network, computer software, computer program, or computer database of CGSSpokane Colleges or others.

3.8.12 Installing unauthorized network services (e.g. web servers, FTP servers, Telnet server.)

3.7.113.8.13 Plugging personally owned devices, such as laptops, printers, networking equipment, printers, or gaming devices into CGSSpokane Colleges-managed network ports.

3.7.123.8.14 Tampering with systems or files in an attempt to hide activities.

3.7.133.8.15 Attempting to circumvent, bypass or compromise security of CGSSpokane Colleges or others.

3.7.143.8.16 Intentionally using or installing hacking tools, viruses or system misconfigurations (e.g. Trojan horses, backdoors, viruses or exploit programs) to any CGSSpokane Colleges IT Resource.

3.7.153.8.17 Intentionally or knowingly and without authorization, giving or publishing a password, identifying code, personal identification number or other confidential information about a computer, computer system, computer network or database.

3.7.163.8.18 Intentionally and with intent to defraud, accessing protected IT Resources without authorization, or exceeding authorized access and by means of such access further fraud and obtains anything of value.

3.8.19 Downloading software that has not been properly vetted by IT. unsupported programs which impair the security and integrity of IT resources.

3.8.20 Making unauthorized changes to IT asset configurations.

3.7.173.8.21 Copying Spokane Colleges data onto any unauthorized removable storage devices or media.

3.8.22 Discriminating or harassing on the basis of race, creed, color, age, sex or gender, religion, disability, or sexual orientation.

3.9 -Spokane Colleges network users must use software that is already approved by Technology Services for business purposes including, but not limited to, email, data storage, word processing, and image processing.

4.0 Monitoring and Implementation

4.1 [CCSSpokane Colleges](#) reserves the right to monitor use of IT Resources in accordance with its policies and procedures. [CCSSpokane Colleges](#) does not guarantee that messages are private or secure, although [CCSSpokane Colleges](#) will make reasonable efforts to maintain the confidentiality of communications. Files, records, messages, and passwords will be disclosed when required by law. Electronic messages created or placed on [CCSSpokane Colleges](#) IT Resources are considered public records, which may be subject to disclosure. Use of [CCSSpokane Colleges](#) IT Resources for electronic messages is subject to ~~the state ethics law~~, Chapter 42.52 RCW, *Ethics in Public Service*.

4.2 [CCSSpokane Colleges](#) will implement hardware and software technologies that monitor, prioritize, shape and/or control network bandwidth. Such tools will be used to ensure that IT Resources are used effectively and efficiently to support the mission, policies and procedures of [CCSSpokane Colleges](#).

~~4.24.3~~ Anyone seeking an exception to this ~~procedure policy~~ must submit a request, in writing, to the Director of Technology Services and/or the Information Security Officer no less than 10 business days prior to when the proposed exception is expected to be implemented.

5.0 Violations

Violation of the policies and procedures of [CCSSpokane Colleges](#) or its institutions could result in loss of access to IT Resources. Student violation is subject to disciplinary action under the Code of Student Conduct. Violation by employees is subject to the appropriate discipline process up to and including dismissal, consistent with the provisions of the respective collective bargaining agreement or disciplines under [Washington Administrative Code Chapter AC357-40](#). Illegal or unlawful use of Spokane College's IT resources may be subject to investigation and escalation to law enforcement authorities or legal proceedings.

6.0 Related Information

6.1 [Board Policy 7.50.20](#) - US Copyright Laws, Use of Copyrighted Materials

6.2 [Chapter 42.52 RCW](#) - Ethics in Public Services

6.3 [Chapter 42.56 RCW](#) - Washington Public Records Act

6.4 [42.17.190 RCW](#) - Disclosure Campaign finances lobbying

6.5 [Title 292](#) - Agency Substantive Rules, Use of State Resources

6.6 [Title 357](#)- Personnel Department of Personnel Resources Board-Discipline

6.7 [Acceptable Use Policy](#) - K20 Network Conditions of Use

~~6.7~~ ~~[WATech 141.10 – Securing IT Assets](#)~~ ~~[WaTech Acceptable Use Policy](#)~~

Spokane Colleges Administrative Procedure

8.10.01-A Acceptable Use of Information Technology Resources

Implementing Board Policy [8.10.01](#)

Contact: Chief Information Officer, 509-279-6062

1.0 Purpose

This procedure establishes guidelines for the acceptable use of the Information Technology Resources (IT Resources) of Spokane Colleges

2.0 Limitations and Requirements

Spokane Colleges IT Resources are provided to support the instructional, aid the instructional, support, and administrative activities of the district. IT Resources are intended for the sole use of faculty, staff, students and other authorized users. IT Resource use will comply with Spokane Colleges policies and procedures as well as state and federal laws. Use of IT Resources does not give a right to privacy in those resources. Spokane Colleges reserves the right to monitor IT Resources and take appropriate action to protect the integrity of the IT Resources in accordance with laws, policies and procedures. If Spokane Colleges procedure or process does not provide specific guidance, the applicable WaTech policy shall be consulted and adhered to.

3.0 Acceptable and Prohibited Uses of IT Resources

- 3.1 IT Resources owned or held by Spokane Colleges and defined in [Board Policy 8.10.01](#) are state property provided to enhance instructional, support and administrative activities. IT Resources will be used only for legitimate student, instructional and support activities and administrative functions. IT Resources use will be consistent with state Ethics in Public Service laws and policies and procedures of Spokane Colleges. IT Resources are to be used in accordance with the Community and Technical College Network Acceptable Use policy as well as the K20 Network Conditions of Use and Acceptable Use policies.
- 3.2 Spokane Colleges supports the principles of academic and intellectual freedom. Spokane Colleges IT Resources are provided to support and foster the Spokane Colleges mission. Spokane Colleges reserves the right to discontinue a user's access if the use violates state or federal law or the policies or procedures of Spokane Colleges, its institutions or departments.
- 3.3 Network and application logon accounts issued to individuals (users) are intended for the sole use of that user and are non-transferable. Account passwords for individual accounts are not to be shared with others. Passwords for shared accounts must only be used by college authorized users. The user is responsible for all known usage of their assigned account.
- 3.4 Spokane Colleges IT Resource users will not conceal or falsify their identity when using Spokane Colleges IT Resources.
- 3.5 Spokane Colleges IT Resources may not be used to violate or circumvent U.S. Copyright laws.
- 3.6 Spokane Colleges IT Resources shall not be used for commercial, illegal or political purposes. Examples of commercial use include, but are not limited to, advertising, selling or buying for personal gain or benefit. Examples of illegal activity include, but are not limited to, accessing or creating obscene material or material likely to contribute to a hostile environment. Examples of political use include, but are not limited to, opposing or supporting political candidates, issues or ballot measures.

- 3.7 Users must physically secure devices owned by Spokane Colleges and not leave them unattended in public areas.
- 3.8 The following types of activities are examples of Spokane Colleges IT Resources use that are unethical and unacceptable and, in some cases, may violate state or federal law.
 - 3.8.1 Accessing another individual's account, private files, or e-mail without permission of the account user.
 - 3.8.2 Misrepresenting one's identity in electronic communication.
 - 3.8.3 Violating copyright and/or software agreements.
 - 3.8.4 Violating rules or codes set by services subscribed to by Spokane Colleges.
 - 3.8.5 Using computing resources to threaten or harass others.
 - 3.8.6 Using the Spokane Colleges IT Resources for non-college work, including but not limited to commercial or profit-making purposes without written authorization from the administration.
 - 3.8.7 Activities that are not Spokane Colleges mission related that unnecessarily use network bandwidth or storage, including but not limited to audio or video broadcasts and the downloading or sharing of data, music or videos.
 - 3.8.8 Faculty and staff use of e-mail, the Internet or telephone for personal purposes beyond de minimis use.
 - 3.8.8.1 The conditions for "de minimis" are defined in [WAC 292-110-010](#) as:
 - 3.8.8.1.1 There is little or no cost to the state;
 - 3.8.8.1.2 Any use is brief;
 - 3.8.8.1.3 Any use occurs infrequently;
 - 3.8.8.1.4 The use does not interfere with the performance of any state officer's or employee's official duties;
 - 3.8.8.1.5 The use does not compromise the security or integrity of state property, information systems, or software;
 - 3.8.8.1.6 The use is not for the purpose of conducting an outside business, in furtherance of private employment, or to realize a private financial gain; and
 - 3.8.8.1.7 The use is not for supporting, promoting the interests of, or soliciting for an outside organization or group.
 - 3.8.9 Lobbying or engaging in political activity.
 - 3.8.10 Violating lab and network system procedures and protocols (e.g. limits on workstation usage).
 - 3.8.11 Intentionally and without authorization, crashing, accessing, altering, interfering with the operation of, or damaging or destroying all or part of any computer, computer system, computer network, computer software, computer program, or computer database of Spokane Colleges or others.
 - 3.8.12 Installing unauthorized network services (e.g. web servers, FTP servers, Telnet server)
 - 3.8.13 Plugging personally owned devices, such as laptops, printers, networking equipment, printers, or gaming devices into Spokane Colleges-managed network ports.
 - 3.8.14 Tampering with systems or files in an attempt to hide activities.
 - 3.8.15 Attempting to circumvent, bypass, or compromise security of Spokane Colleges or others.

- 3.8.16 Intentionally using or installing hacking tools, viruses or system misconfigurations (e.g. Trojan horses, backdoors, viruses or exploit programs) to any Spokane Colleges IT Resource.
- 3.8.17 Intentionally or knowingly and without authorization, giving or publishing a password, identifying code, personal identification number or other confidential information about a computer, computer system, computer network or database.
- 3.8.18 Intentionally and with intent to defraud, accessing protected IT Resources without authorization, or exceeding authorized access and by means of such access further fraud and obtains anything of value.
- 3.8.19 Downloading software that has not been properly vetted by IT.
- 3.8.20 Making unauthorized changes to IT asset configurations.
- 3.8.21 Copying Spokane Colleges data onto any unauthorized removable storage devices or media.
- 3.8.22 Discriminating or harassing based on race, creed, color, age, sex or gender, religion, disability, or sexual orientation.
- 3.9 Spokane Colleges network users must use software that is already approved by Technology Services for business purposes including, but not limited to, email, data storage, word processing, and image processing.

4.0 Monitoring and Implementation

- 4.1 Spokane Colleges reserves the right to monitor use of IT Resources in accordance with its policies and procedures. Spokane Colleges does not guarantee that messages are private or secure, although Spokane Colleges will make reasonable efforts to maintain the confidentiality of communications. Files, records, messages, and passwords will be disclosed when required by law. Electronic messages created or placed on Spokane Colleges IT Resources are considered public records, which may be subject to disclosure. Use of Spokane Colleges IT Resources for electronic messages is subject to [Chapter 42.52 RCW](#), *Ethics in Public Service*.
- 4.2 Spokane Colleges will implement hardware and software technologies that monitor, prioritize, shape and/or control network bandwidth. Such tools will be used to ensure that IT Resources are used effectively and efficiently to support the mission, policies and procedures of Spokane Colleges.
- 4.3 Anyone seeking an exception to this procedure must submit a request, in writing, to the Director of Technology Services and/or the Information Security Officer no less than 10 business days prior to when the proposed exception is expected to be implemented.

5.0 Violations

Violation of the policies and procedures of Spokane Colleges or its institutions could result in loss of access to IT Resources. Student violation is subject to disciplinary action under the Code of Student Conduct. Violation by employees is subject to the appropriate discipline process up to and including dismissal, consistent with the provisions of the respective collective bargaining agreement or disciplines under [WAC Chapter 357-40](#). Illegal or unlawful use of Spokane College's IT resources may be subject to investigation and escalation to law enforcement authorities or legal proceedings.

6.0 Related Information

- 6.1 [Board Policy 7.50.20](#) - US Copyright Laws, Use of Copyrighted Materials
- 6.2 [Chapter 42.52 RCW](#) - Ethics in Public Services

- 6.3 [Chapter 42.56 RCW](#) - Washington Public Records Act
- 6.4 [42.17.190 RCW](#) - Disclosure Campaign finances lobbying
- 6.5 [WAC Title 292](#) - Agency Substantive Rules, Use of State Resources
- 6.6 [WAC Title 357](#)- Personnel Department of Personnel Resources Board-Discipline
- 6.7 [Acceptable Use Policy](#) - K20 Network Conditions of Use
- 6.8 [WaTech Acceptable Use Policy](#)

Originated January 2006; Formerly 7.30.05-A; Revised: September 2025
Cabinet approval: January 2006; October 2025

Spokane Colleges Administrative Procedure

8.10.02-A IT Security

Implementing Board Policy [8.10.02](#)

Contact: Information Technology, 533-4357

1.0 Purpose

The purpose of this procedure is to outline the scope, requirements and responsibilities for developing, implementing, and maintaining the Information Technology (IT) standards detailed in the Spokane Colleges Information Technology Security program. These standards apply to all Spokane Colleges organizational units that operate or manage IT services and equipment in support of administrative and instructional services.

2.0 Scope and Requirements

- 2.1 IT Security is defined as protecting the integrity, availability, and confidentiality of information assets managed by [Spokane CollegesCCS](#); specifically, protecting information assets from unauthorized release or modification and from accidental or intentional damage or destruction. Included is the protection of technology assets such as hardware, software, telecommunications, and networks (infrastructure) from unauthorized use.
- 2.2 Washington State Technology Solutions (WaTech) establishes security standards that define the practices and procedures necessary for implementing an agency-specific IT security program. These standards apply to all IT activities, whether they are operated by or for an agency. They include specific steps that shall be taken to ensure a secure IT environment is maintained and all agency systems provide for privacy and security of confidential information. These standards include, but are not limited to:
 - 2.2.1 Personnel Security
 - 2.2.2 Physical Security
 - 2.2.3 Data Security
 - 2.2.4 Network Security
 - 2.2.5 Access Security
 - 2.2.6 Application Security
 - 2.2.7 Operations Management
 - 2.2.8 Electronic Commerce
 - 2.2.9 Security Monitoring and Logging
 - 2.2.10 Incident Response
 - 2.2.11 Maintenance
- 2.3 The Spokane Colleges IT Security Program applies to all faculty, staff, and administrators within the Spokane Colleges community with specific duties and responsibilities placed upon the Information Technology (IT) departments at each of the three organizational units (District Administration, [Spokane Community CollegeCC](#), and [Spokane Falls Community CollegeFGC](#)). It is the responsibility of all members of the college community to adhere to Board of Trustees Policy [Policy 8.10.028-10.02](#), Information Technology and the security standards directly affecting network users as identified in the IT Security Program.

3.0 Responsibilities

- 3.1 Spokane Colleges management has the following responsibilities regarding the IT Security Program in accordance with WaTech Information Technology Security Policy:
- 3.1.1 Pursuant to RCW 43.105.017(3), agency heads are responsible for the oversight of their respective agency's IT security and shall confirm in writing that the agency is in compliance with these standards. The annual security verification letter shall be included in the agency IT portfolio and submitted to the ISB. The verification indicates review and acceptance of agency security processes, procedures, and practices as well as updates to them since the last approval. The head of each agency shall provide annual certification to the ISB by December 31 of each year that an IT Security Program has been developed and implemented. Spokane Colleges submits one letter of compliance, signed by the chancellor, on behalf of all organizational units.
 - 3.1.2 Spokane Colleges shall have an audit performed once every three years for compliance with IT Security Policy and Standards. This audit shall be performed by parties independent of the agency's IT organization. Spokane Colleges is required to maintain documentation showing the results of the audit and corrective action plans for any material deficiencies identified by the audit.
 - 3.1.3 All IT security program documentation shall be written in a clear, compelling, non-technical manner. Some IT security program documentation may contain sensitive information about the agency's business, communications, and computing operations or employees. Such information is to be shared only with personnel who need it to perform their official duties. Security program documentation, as prescribed in RCW 42.17.310(1)(~~www~~) and (~~ddd~~), should be clearly labeled as "~~IT Computer~~ Security Information."
- 3.2 Compliance with WaTech ~~Policies and Standards and Security Policies~~: Spokane Colleges shall operate in a manner consistent with the goals of the WaTech IT Security Policies and Standards to maintain a shared, trusted environment within the Washington Community and Technical College (~~CTCWCTC~~) system for the protection of sensitive data and business transactions. Spokane Colleges shall provide secure business applications, ~~infrastructure~~~~infrastructures~~, and procedures for addressing the ~~educational and business needs of its four operating units. If Spokane Colleges procedure or process does not provide specific guidance, the applicable WaTech policy shall be consulted and adhered to.~~
- 3.2.1 ~~In addition, Spokane Colleges may implement some or all of recommendations from relevant industry standards, including, but not limited to the most current standards put forth by NIST (National Institute of Standards and Technology) and CIS (Center for Internet Security), as needed to ensure the security of Spokane Colleges IT systems and infrastructure.~~
- 3.3 Principles of Shared Security: Spokane Colleges subscribes to the following principles of shared security:
- 3.3.1 Spokane Colleges shall assure that appropriate security standards are ~~considered and~~ met when developing, ~~or purchasing,~~ or using application systems or data access tools;

~~Every effort shall be made to avoid installing and/or using redundant applications, such as using multiple email providers or using multiple image processing applications. Requests for exceptions must be of academic or business necessity, include written support from the appropriate Administrator, and be~~

submitted to IT for approval a minimum of 20 business days prior to the projected date of implementation.

- 3.3.2 Spokane Colleges shall recognize and support the necessity of authenticating external parties needing access to sensitive information and applications.

3.3.2.1 External parties requesting access to the Spokane Colleges GGS network must submit a written request to Spokane Colleges Information Technology no fewer than 10 business days prior to when the access is required. This request shall contain an explanation of why the access is requested.

3.3.2.2 External party accounts will expire every 90 calendar days and ~~must be revalidation~~ must be givened in writing.

- 3.3.3 Spokane Colleges shall develop and follow security standards for securing workstations, servers, telecommunications, and data access within its network; and

- 3.3.4 Spokane Colleges shall follow security standards established for creating secure sessions for application access.

- 3.4 Secure Internet Applications: Spokane Colleges ensures that all Internet-based applications that conduct transactions for state business, with other public entities, citizens and business adhere to the WaTech standards for developing and documenting secure Internet applications.

- 3.5 Employee Training:

- 3.5.1 All network users shall receive cybersecurity awareness training within 30 calendar days of their ~~start~~state date.

- 3.5.2 All network users shall complete annual cybersecurity awareness training.

- 3.5.3 Staff whose job responsibilities involve installation and maintenance of IT resources, client systems engineering, IT Security, or end-user IT support shall receive the appropriate training commensurate with their job responsibilities.

~~3.5-33.5.4~~ Staff whose responsibilities include the handling of sensitive and/or confidential data (as defined by WaTech's Data Classification Standard) including, but not limited to financial data, payment card data, student data, and employee data, shall receive additional training to ensure the safety of said data.

- 3.6 Annual Review: Spokane Colleges reviews its IT security processes, procedures, and practices annually and makes appropriate updates after any significant change to its business, computing, or telecommunications environment.

4.0 Software

- 4.1 Spokane Colleges has built ~~its~~ IT architecture to use Microsoft 365 services for its' business purposes, including, but not limited to, Outlook, Word, and OneDrive. Every effort should be made to prioritize the use of these services when possible. Spokane Colleges IT Department shall review all software to be used on the IT network to ensure no unnecessary risk is incurred.

- 4.1.1 Users of the Spokane Colleges IT Network will make every effort to use software that has already been approved.

- 4.1.2 If there is a process that cannot be accomplished with software that is currently approved for use on the Spokane Colleges network, individuals must submit a written request to the IT Department no less than 20 business days prior to when the access is required. Requests will be

approved or denied by the Director or Technology Services or the Information Security Officer.

5.0 Elevated Privileges

5.1 Elevated Privileges are account settings that allow a user to perform certain functions on an IT system or network, including, but not limited to, downloading and installing software, and changing configuration settings.

5.2 Elevated Privileges shall be granted only if the user's primary job duties, as stated in their written job description, require the use of said privileges frequently. Requests for elevated privileges will be approved or denied by the Chief Information Officer and the user's administrator, after a risk analysis has been performed and suggestions made by the Director of Technology Services or the Information Security Officer.

5.2.1 For incidental uses, such as installing software, users shall request assistance from an IT technician.

6.0 Incident Response

6.1 IT shall develop and maintain an Incident Response Plan.

6.1.1 The Incident Response Plan shall be reviewed annually.

6.1.2 Selected IT Leadership, to include the CIO, ISO, and Directors shall maintain a physical copy of the Incident Response Plan in a secured location off of CCS property.

6.2 Any suspected security incidents must be reported to IT as soon as the user becomes aware of the suspected incident.

4.07.0 Related Information

4.17.1 [Administrative Procedure 8.10.01-A](#) – Acceptable Use of Information Technology Resources

4.27.2 [RCW 43.105.017](#) – Legislative Intent

7.3 [WaTech - Securing IT Assets](#)

7.4 [WaTech Data Classification Standard](#)

4.37.5 [Spokane Colleges List of Approved Software - List of approved software](#)

4.47.6 Contact information for Spokane Colleges IT Support Help Desk: 509-533-4357

Spokane Colleges Administrative Procedure

8.10.02-A IT Security

Implementing Board Policy [8.10.02](#)

Contact: Information Technology, 533-4357

1.0 Purpose

The purpose of this procedure is to outline the scope, requirements and responsibilities for developing, implementing, and maintaining the Information Technology (IT) standards detailed in the Spokane Colleges Information Technology Security program. These standards apply to all Spokane Colleges organizational units that operate or manage IT services and equipment in support of administrative and instructional services.

2.0 Scope and Requirements

- 2.1 IT Security is defined as protecting the integrity, availability, and confidentiality of information assets managed by Spokane Colleges; specifically, protecting information assets from unauthorized release or modification and from accidental or intentional damage or destruction. Included is the protection of technology assets such as hardware, software, telecommunications, and networks (infrastructure) from unauthorized use.
- 2.2 Washington State Technology Solutions (WaTech) establishes security standards that define the practices and procedures necessary for implementing an agency-specific IT security program. These standards apply to all IT activities, whether they are operated by or for an agency. They include specific steps that shall be taken to ensure a secure IT environment is maintained and all agency systems provide for privacy and security of confidential information. These standards include, but are not limited to:
 - 2.2.1 Personnel Security
 - 2.2.2 Physical Security
 - 2.2.3 Data Security
 - 2.2.4 Network Security
 - 2.2.5 Access Security
 - 2.2.6 Application Security
 - 2.2.7 Operations Management
 - 2.2.8 Electronic Commerce
 - 2.2.9 Security Monitoring and Logging
 - 2.2.10 Incident Response
 - 2.2.11 Maintenance
- 2.3 The Spokane Colleges IT Security Program applies to all faculty, staff, and administrators within the Spokane Colleges community with specific duties and responsibilities placed upon the Information Technology (IT) departments at each of the three organizational units (District Administration, Spokane Community College, and Spokane Falls Community College). It is the responsibility of all members of the college community to adhere to Board of Trustees policy [8.10.02](#), Information Technology and the security standards directly affecting network users as identified in the IT Security Program.

3.0 Responsibilities

- 3.1 Spokane Colleges management has the following responsibilities regarding the IT Security Program in accordance with WaTech Information Technology Security Policy:
 - 3.1.1 Pursuant to RCW 43.105.017(3), agency heads are responsible for the oversight of their respective agency's IT security and shall confirm in writing that the agency is in compliance with these standards. The annual security verification letter shall be included in the agency IT portfolio and submitted to the ISB. The verification indicates review and acceptance of agency security processes, procedures, and practices as well as updates to them since the last approval. The head of each agency shall provide annual certification to the ISB by December 31 of each year that an IT Security Program has been developed and implemented. Spokane Colleges submits one letter of compliance, signed by the chancellor, on behalf of all organizational units.
 - 3.1.2 Spokane Colleges shall have an audit performed once every three years for compliance with IT Security Policy and Standards. This audit shall be performed by parties independent of the agency's IT organization. Spokane Colleges is required to maintain documentation showing the results of the audit and corrective action plans for any material deficiencies identified by the audit.
 - 3.1.3 All IT security program documentation shall be written in a clear, compelling, non-technical manner. Some IT security program documentation may contain sensitive information about the agency's business, communications, and computing operations or employees. Such information is to be shared only with personnel who need it to perform their official duties. Security program documentation, as prescribed in RCW 42.17.310(1), should be clearly labeled as "IT Security Information."
- 3.2 Compliance with WaTech Policies and Standards and: Spokane Colleges shall operate in a manner consistent with the goals of the WaTech IT Security Policies and Standards to maintain a shared, trusted environment within the Washington Community and Technical College (CTC) system for the protection of sensitive data and business transactions. Spokane Colleges shall provide secure business applications, infrastructure, and procedures for addressing the educational and business needs of its operating units. If Spokane Colleges procedure or process does not provide specific guidance, the applicable WaTech policy shall be consulted and adhered to.
 - 3.2.1 In addition, Spokane Colleges may implement recommendations from relevant industry standards, including, but not limited to the most current standards put forth by NIST (National Institute of Standards and Technology) and CIS (Center for Internet Security), as needed to ensure the security of Spokane Colleges IT systems and infrastructure.
- 3.3 Principles of Shared Security: Spokane Colleges subscribes to the following principles of shared security:
 - 3.3.1 Spokane Colleges shall assure that appropriate security standards are met when developing, purchasing, or using application systems or data access tools.
 - 3.3.2 Spokane Colleges shall recognize and support the necessity of authenticating external parties needing access to sensitive information and applications.
 - 3.3.2.1 External parties requesting access to the Spokane Colleges network must submit a written request to Spokane Colleges Information Technology no fewer than 10 business days prior to when the access is required. This request shall contain an explanation of why the

access is requested.

3.3.2.2 External party accounts will expire every 90 calendar days and revalidation must be given in writing.

3.3.3 Spokane Colleges shall develop and follow security standards for securing workstations, servers, telecommunications, and data access within its network; and

3.3.4 Spokane Colleges shall follow security standards established for creating secure sessions for application access.

3.4 Secure Internet Applications: Spokane Colleges ensures that all Internet-based applications that conduct transactions for state business, with other public entities, citizens and business adhere to the WaTech standards for developing and documenting secure Internet applications.

3.5 Employee Training:

3.5.1 All network users shall receive cybersecurity awareness training within 30 calendar days of their start date.

3.5.2 All network users shall complete annual cybersecurity awareness training.

3.5.3 Staff whose job responsibilities involve installation and maintenance of IT resources, client systems engineering, IT Security, or end-user IT support shall receive the appropriate training commensurate with their job responsibilities.

3.5.4 Staff whose responsibilities include the handling of sensitive and/or confidential data (as defined by WaTech's Data Classification Standard) including, but not limited to financial data, payment card data, student data, and employee data, shall receive additional training to ensure the safety of said data.

3.6 Annual Review: Spokane Colleges reviews its IT security processes, procedures, and practices annually and makes appropriate updates after any significant change to its business, computing, or telecommunications environment.

4.0 Software

4.1 Spokane Colleges has built its IT architecture to use Microsoft 365 services for its business purposes, including, but not limited to, Outlook, Word, and OneDrive. Every effort should be made to prioritize the use of these services when possible. Spokane Colleges IT Department shall review all software to be used on the IT network to ensure no unnecessary risk is incurred.

4.1.1 Users of the Spokane Colleges IT Network will make every effort to use software that has already been approved.

4.1.2 If there is a process that cannot be accomplished with software that is currently approved for use on the Spokane Colleges network, individuals must submit a written request to the IT Department no less than 20 business days prior to when the access is required. Requests will be approved or denied by the Director or Technology Services or the Information Security Officer.

5.0 Elevated Privileges

5.1 Elevated Privileges are account settings that allow a user to perform certain functions on an IT system or network, including, but not limited to, downloading and installing software, and changing configuration settings.

- 5.2 Elevated Privileges shall be granted only if the user's primary job duties, as stated in their written job description, require the use of said privileges frequently. Requests for elevated privileges will be approved or denied by the Chief Information Officer and the user's administrator, after a risk analysis has been performed and suggestions made by the Director of Technology Services or the Information Security Officer.

5.2.1 For incidental uses, such as installing software, users shall request assistance from an IT technician.

6.0 Incident Response

- 6.1 IT shall develop and maintain an Incident Response Plan.

6.1.1 The Incident Response Plan shall be reviewed annually.

6.1.2 Selected IT Leadership, to include the CIO, ISO, and Directors shall maintain a physical copy of the Incident Response Plan in a secured location off CCS property.

- 6.2 Any suspected security incidents must be reported to IT as soon as the user becomes aware of the suspected incident.

7.0 Related Information

- 7.1 [Administrative Procedure 8.10.01-A](#) – Acceptable Use of Information Technology Resources
- 7.2 [RCW 43.105.017](#) – Legislative Intent
- 7.3 [WaTech - Securing IT Assets](#)
- 7.4 [WaTech Data Classification Standard](#)
- 7.5 [Spokane Colleges List of Approved Software](#) - List of approved software
- 7.6 Contact information for Spokane Colleges IT Support Help Desk: 509-533-4357

Originated November 2009; Formerly 7.30.10-A; Revised: September 2025

Cabinet approval: December 14, 2009; October 2025

ACTION AGENDA ITEM: SALE OF AIRPORT PROPERTY

Presented by: Dr. Kevin Brockbank
 Chancellor
 November 18, 2025

Form and Criteria for Evaluating a Proposed Real Property Conveyance

Please provide the following information about the property that the College wants to sell or exchange and convey any or all interest in.

Property Information

College: Spokane Colleges, Washington State Community College District 17

Site address: 8800 West Electric Avenue, Spokane, WA 99224 (property with barracks)

8602 West Electric Avenue, Spokane, WA 99224 (property with mess hall)

County: Spokane **Parcel #s:** 24052.9073

Lot size / acreage: 237,402 SF / 5.47 acres

Description of any improvements: Two former military barracks, 4,800 sf each, constructed in 1948 and one former mess hall and offices, 16,250 sf, constructed in 1956

Facility UFI's: A07738 (mess hall/offices); A07671, A07797 (barracks)

When and how was the property acquired: Quit Claim Deed in 2012

Acquisition History (purchase or gift, any restrictions): Obtained by Spokane Colleges in 2010 legislative session (ESHB 2836, Supplemental Capital Budget, Section 6005) from the Washington State Military Department with the intent to build a Spokane Aerospace Technology Center.

Purchase price: \$0

Understanding the Proposed Conveyance

Relationship of the property and its intended use to the college's main campus:

Location/geographic: Located approximately 11 miles west of the main campus

Programmatic/service: Currently unused but originally intended to support the Aviation Program

Reason for disposal/surplus: Why the college believes it no longer needs the property (e.g., off-site, underutilized, costly to maintain, no longer aligned with program needs).

The property was originally acquired in the 2010 legislative session from the Military Department with the intent of developing the Spokane Aerospace Technology Center. That concept was later abandoned following the successful long-term lease of facilities at Felts Field in 2014, which met the college's aerospace education and training needs. Since that time, the property has remained unused and has no viable role in current or planned college operations.

The site's facilities were constructed prior to modern building code standards and are in significant disrepair. Environmental assumptions indicate a strong likelihood of contamination due to prior military use, and there is confirmed presence of asbestos and mold. The buildings' systems are non-functional or non-existent, and demolition costs are estimated to exceed \$1 million just to prepare the land for future development. The college does not have the staffing or funding resources to maintain, rehabilitate, or repurpose the property. Given these factors, retention of the property no longer serves an educational or operational purpose.

Alternatives considered: Can the property be repurposed or leased instead of sold?

Several potential uses for the property have been explored over the years:

- Spokane Aerospace Technology Center (2010): Initial development concept abandoned after securing a suitable long-term lease at Felts Field (2014).
- GSI/WATEC Advanced Manufacturing Center Proposal (2016-2017): Proposed 55,000 sf multi-use education and lab facility; project was unfunded and did not proceed.
- West Plains Education Center Expansion: Considered as an extension of colleges services to the West Plains and Fairchild communities; determined infeasible due to high redevelopment costs and environmental concerns.

After thorough evaluation, no alternative use proved financially, logistically, or programmatically viable.

Impact on college operations: Whether disposing will affect instruction, student services, housing, or future growth.

Disposal of this property will have no negative impact on current or future college operations. The college's programmatic needs in aerospace and manufacturing are currently supported through existing facilities. Divesting from the property will instead reduce financial and operational liabilities associated with maintenance and environmental risk management of an unused asset.

Alignment with master plans: Whether the property supports or conflicts with long-term system or campus master plans.

The proposed disposal aligns with the college's Facilities Master Plan and long-term strategic goals by focusing on maintaining and developing facilities that directly support instructional and community needs. Retention of the airport property would not advance these objectives, as it no longer fits within the college's educational mission, geographic footprint, or capital priorities. Disposing of the property allows the college to better align its real estate portfolio with mission-driven use and operational efficiency.

Potential Buyer or Lessee of the property: State of Washington, Military Department

Financial Considerations

Value of property: \$507,400

Basis of valuation (appraisal, market survey, opinion of value): County Assessment, 2025

Expected sale price: \$15,000

Property Sale / Conveyance Evaluation Criteria

The State Board may sell, exchange, or otherwise convey any or all interest in its real and personal property when it determines that the property is surplus or if the sale or exchange serves the best interests of the community and technical college system, and upon the recommendation of the local board of trustees. This evaluation framework is intended to guide colleges and the community and technical college system in assessing proposed conveyances to ensure that decisions are consistent with institutional mission, strategic priorities, financial stewardship, community interests, legal requirements, and operational considerations. Local boards have authority to sell, lease, or exchange property received in accordance with RCW 28B.50.140(8).

Criteria for Evaluating

1. Is the sale or exchange supported by the local board of trustees? Include board minutes or resolution.
[Pending Board meeting on November 18th](#).
2. How would the proposed conveyance and subsequent use of the property support the role, mission and purpose of the college, the district and the community and technical college system?

The proposed conveyance supports the mission of the college and the community and technical college system by allowing the institution to focus its resources on facilities that directly advance student learning, workforce training, and community engagement. The property no longer contributes to instructional or operational goals and has become a financial and environmental liability. Divesting from it enables the college to redirect limited resources toward maintaining and improving active learning environments that better serve students and align with regional workforce priorities. The conveyance also supports the system-wide goal of optimizing the use of state assets by eliminating underutilized and nonessential properties.

3. How does the property and its proposed use relate to the physical master plan and the program plan of the college?

The disposal of this property is fully consistent with the college's Facilities Master Plan and long-term capital strategy. The master plan emphasizes stewardship of resources, reinvestment in core instructional facilities, and the consolidation of operations within functional and sustainable campuses. Because the property is geographically disconnected from the college's primary service centers and does not support any current or planned academic programs, its retention would conflict with the physical and programmatic priorities outlined in the master plan. Conveyance of the property therefore aligns with both the physical master plan and the broader program plan by ensuring institutional resources are concentrated where they can most effectively support student success and community needs.

4. How does the property and its proposed use relate to the needs and interests of the community and how has the community expressed its support or nonsupport of the proposed conveyance?

The local community has consistently supported the college's focus on consolidating operations within its primary campuses as well as supporting the rural communities and investing in facilities that directly enhance access to education and workforce training. The unused and deteriorating condition of the property has limited its community value, while environmental risks and maintenance costs pose ongoing challenges. This approach aligns with community interest in promoting responsible land use and reducing public-sector liabilities.

5. What expenses does the College expect to have related to the proposed conveyance over the next six years and from what source of funds will they be paid?

The college anticipates minimal ongoing expenses associated with the conveyance. Expected costs may include property assessments, environmental due diligence, legal documentation, and transactional support. These costs are estimated to be nominal compared to continued holding or remediation expenses and would be covered through existing local funds, as appropriate. Once the conveyance is completed, the college does not anticipate any further costs related to the property.

6. What will be done to limit the risks of the college (the state) for liability and other loss, such as insurance coverage, performance bonds, or cost sharing?

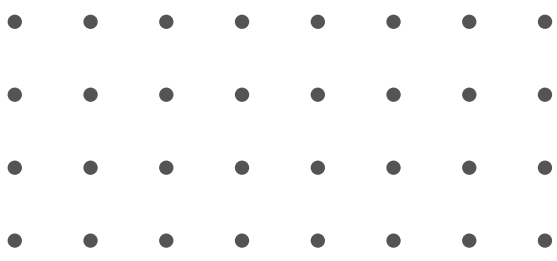
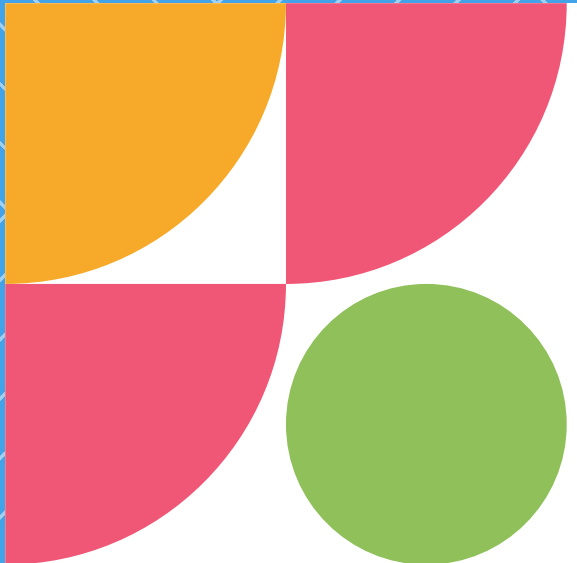
The college does not anticipate conducting new environmental assessments prior to conveyance. Instead, risk mitigation will be managed primarily through legal and contractual measures designed to indemnify and absolve the college and the state of liability following transfer. The conveyance documents will include clauses that clearly transfer ownership "as-is," without warranty or representation regarding environmental or structural conditions. The college will work with legal counsel representing DES RES to ensure the transfer includes comprehensive indemnification provisions protecting the college and the state from any future claims, remediation obligations, or other liabilities associated with prior use of the property.

7. What involvement of staff from the state Department of Enterprise Service has occurred or will occur in the conveyance process?

Spokane Colleges will submit a request for professional services with the Department of Enterprise Service, Real Estate Services division and enter into an Interagency Agreement (IAA) to draft the required documents and facilitate the sale of the property.

ACTION ITEM: HEAD START TRAINING ELIGIBILITY

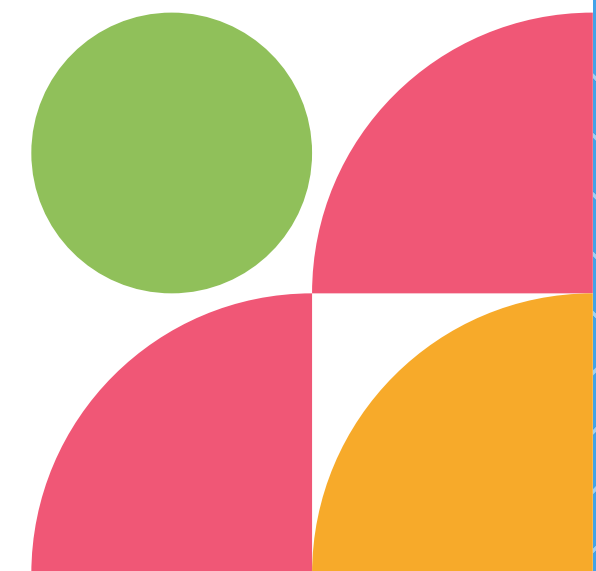
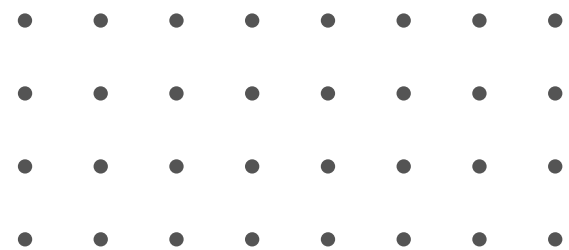
Submitted by: Bobbi Woodral
District Director Head Start/EHS/ECEAP
November 18, 2025



Head Start Eligibility Training

Board of Trustees 2025

-2026



Head Start Performance Standard

1302.12 (m) Training on Eligibility



- (1) A program must train all governing body, policy council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures. Training must, at a minimum:
- (2) A program must train management and staff members who make eligibility determinations within 90 days of hiring new staff.
- (3) A program must train all governing body and policy council members within 180 days of the beginning of the term of a new governing body or policy council.
- (4) A program must develop policies on how often training will be provided after the initial training.

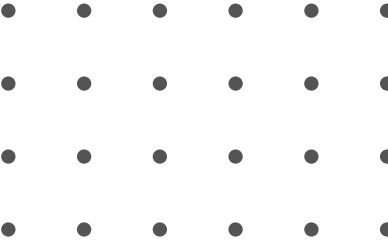
Head Start Performance Standard

1302.13 Recruitment of Children

In order to reach those most in need of services, a program must develop and implement a recruitment process designed to actively inform all families with eligible children within the recruitment area of the availability of program services.

A program must include modern technologies to encourage and assist families in applying for admission to the program, and to reduce the family's administrative and paperwork burden in the application and enrollment process .

A program must include specific efforts to actively locate and recruit children with disabilities and other children in need, including children experiencing homelessness and children in foster care.



Recruitment

- Hang flyers in neighborhoods and businesses that families frequently go to
- Posts on Head Start social medias
- Partnership with organizations such as SNAP, Community Centers, and other social service entities in our area
- Word of Mouth
- Enrollment Flyers are sent home with children
- Participate in Community Events
- Policy Council members pass out recruitment flyers
- Participate in community events such as Back -to -School Events, Youth Sports events, health fairs

Head Start Performance Standard

1302.12 Determining, verifying, and documenting eligibility.

(a) Process overview.

(1) Program staff must:

- (i) Conduct an in -person or phone interview with each family.
- (iii) Create an eligibility determination record for enrolled participants.

b) *Age requirements* .

(1) For Early Head Start a child must be an infant or a toddler younger than three years old.

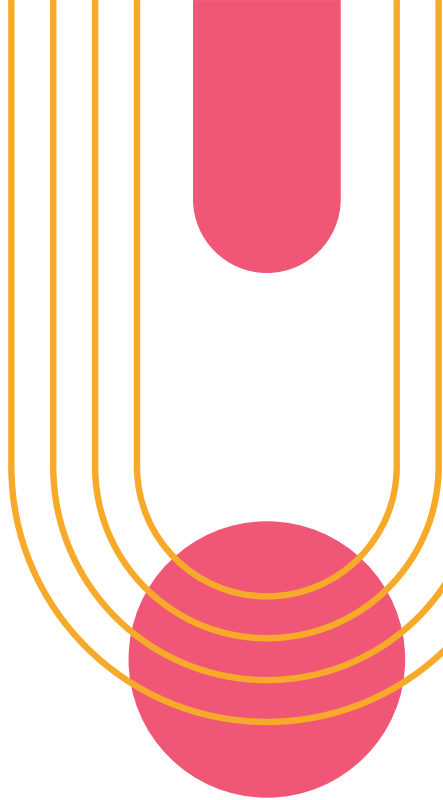
(2) For Head Start Preschool, a child must:

- (i) Be at least three years old or, turn three years old by the date used to determine eligibility for public school in the community in which the Head Start Preschool program is located; and,
- (ii) Be no older than the age required to attend school.

(c) *Eligibility requirements* .

(1) A pregnant woman or a child is eligible if:

- (i) The family's income is equal to or below the poverty line; or,
- (ii) The family is eligible for or, in the absence of child care, would be potentially eligible for public assistance; including TANF child -only payments, or,
- (iii) The child is homeless, as defined in part 1305; or,
- (iv) The child is in foster care.



Eligibility Process

- **Application:**
 - Online Application, In -person Application
 - Privacy and Confidentiality
- **Eligibility Verification:**
 - Eligibility Documentation
 - Priority Points
 - Waitlist
 - Attestations from Family Services Coordinator and Center Manager to ensure accuracy and accountability.

Areas of Eligibility

Eligibility	Verification Examples	Training Samples* (Remove all sensitive information.)
Age	Verify according to program-developed and approved policy and procedure (Not required if a barrier to enrollment)	Birth certificate Immunization record Insurance letter/cards Passport Other**
Income	Tax forms, pay stubs, declarations, third-party consent, Social Security, child support, or alimony	Tax form 1040, W-2 Paycheck stubs/envelopes Unemployment Written statements from employer Documentation of no income** Other**
Public Assistance	Documentation from state, local, or tribal public assistance agency; or award letter or evidence of eligibility	TANF documentation SSI benefits SNAP redacted letter, photocopy of card with eligibility information
Homeless	Written statement, school personnel, service agency, or declaration	Homelessness verification**
Foster Care	Court order, legal or government-issued documents, or proof of foster care payment	Foster care reimbursement Adoption benefits
SNAP	Award letter or evidence of benefit	Redacted letter, photocopy of SNAP card

Eligibility

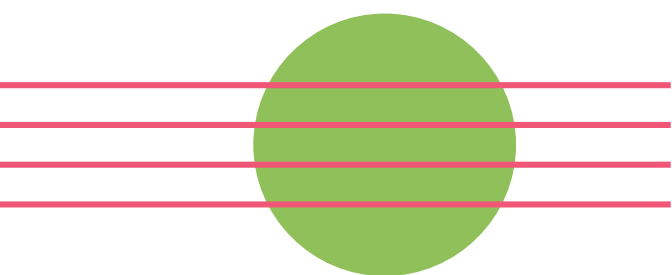
- **Income Eligibility**

- Gross wages (W -2, 1040, 12 months of paystubs)
- Business income
- Regular payments from Social Security
- Pension or Annuity payments
- Unemployment compensation
- Gifts that exceed threshold for taxable income
- Military Income
- Housing Cost Adjustment

- **Categorical Eligibility**

- Public assistance: SNAP, TANF, Supplemental Security Income (SSI), Working Connections (101 -200%)
- Foster Children (Caregiver Authorization)
- Homeless Families (Housing Survey)
- Families with no income (Declaration of No Income)





2025 - 26 Income Guidelines

Size of Family	Annual Income 100%	**Annual Income 130%
1	\$15,650	\$20,345
2	\$21,150	\$27,495
3	\$26,650	\$34,645
4	\$32,150	\$41,795
5	\$37,650	\$48,945
6	\$43,150	\$56,095
7	\$48,650	\$63,245
8	\$54,150	\$70,395
For Family units with more than 8 members, add \$5,500-\$7,150 for each additional member		

Other Eligibility Considerations

- **Income Reverification**

- Pregnant Parent → Enrolling Infant
- EHS → HS
- 3rd Year of Head Start Preschool

- **Over -Income**

- Housing Cost Adjustment, must exceed 30% of gross income
- Working Connections, 101-200%
- 101-130%: after exhausting eligible participants from waitlist, 35% of site enrollment
- 130%+: Approval from Director of Operations, 10% of total enrollment



Head Start Performance Standard

1302.14 Selection Process

(a) *Selection criteria* .

(1) A program must annually establish selection criteria that weigh the prioritization of selection of participants, based on community needs identified in the community needs assessment as described in § 1302.11(b), and including family income, whether the child is homeless, whether the child is in foster care, the child's age, whether the child is eligible for special education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 *et seq.*) and, other relevant family or child risk factors.

(b) *Children eligible for services under IDEA* .

(1) A program must ensure at least 10 percent of its total actual enrollment is filled by children eligible for services under IDEA, unless the [responsible HHS official](#) grants a waiver.

(c) *Waiting lists* . A program must develop at the beginning of each enrollment year and maintain during the year a waiting list that ranks children according to the program's selection criteria.



Selection

- Selection Criteria based on a point system.
 - Developed by self assessment findings, program data, community assessment
 - Reviewed annually.
 - Updates are approved by governing bodies.
- Children are enrolled by greatest need at time of acceptance.



Spokane Colleges Head Start /EHS ERSEA PRIORITY POINT CHECKLIST

INCOME ELIGIBILITY (Choose ONE)		POINTS AWARDED
Categorically eligible (at or below 100% FPL, TANF, Supplemental Security Income-SSI, Foster, Homeless)	100	
101-130% FPL	50	
Over 130% FPL	0	
AGE ELIGIBILITY (Choose ONE)		POINTS AWARDED
<i>HS Preschool Programs</i>		
Age 4 by August 31	100	
Age 3 by August 31	50	
Age 3 after August 31 and before December 31	0	
Age 3 after December 31	-200	
<i>EHS Infant/Toddler Programs</i>		
Age 1 or 2 by August 31	20	
Prenatal - 1 year old	30	
SPECIAL NEEDS		POINTS AWARDED
Homeless	200	
Diagnosed disabilities (has an IEP or IFSP)	2	
Agency referral	10	
OTHER FACTORS		POINTS AWARDED
Homeless within the last year	2	
Teen parent	2	
Domestic violence	2	
Parental substance abuse issues (or in recovery)	2	
Incarcerated parent	2	
Parental disability (developmental, physical, mental health)	2	
Single parent	2	
CPS involved	2	
English language learners	2	
Student at Spokane Colleges (at least 6 credits or ABE/ESL)	5	
Working parents	5	
Sibling of currently enrolled child	10	
Living at SH/GFH	5	
Other (examples: divorce / separation or death within past 12 months, family trauma, i.e., house fire, major illness, victim of violent crime, etc.)	2	
Child of staff member	2	
TOTAL POINTS		0
SITE-SPECIFIC POINTS AWARDED		POINTS AWARDED

Child's name Staff initials

Head Start Performance Standard

1302.15 Enrollment



a) *Funded enrollment* . A program must maintain its funded enrollment level and fill any vacancy as soon as possible. A program must fill any vacancy within 30 days.

(b) *Continuity of enrollment* .

(1) A program must make efforts to maintain enrollment of eligible children for the following year.

(2) Under exceptional circumstances, a program may maintain a child's enrollment in Head Start Preschool for a third year, provided that family income is verified again. A program may maintain a child's enrollment in Early Head Start as described in § 1302.12(j)(2).

(3) If a program serves homeless children or children in foster care, it must make efforts to maintain the child's enrollment regardless of whether the family or child moves to a different service area, or transition the child to a program in a different service area, as required in § 1302.72(a), according to the family's needs.

Enrollment

- The goal is to serve families with highest need.
- 10% of the children in our program must have a diagnosed disability.
- If a vacancy opens, there is a 30 -day period to enroll a new child and fill the spot.
- Each site has an active waiting list throughout the program year.



Head Start Performance Standard

1302.16 Attendance

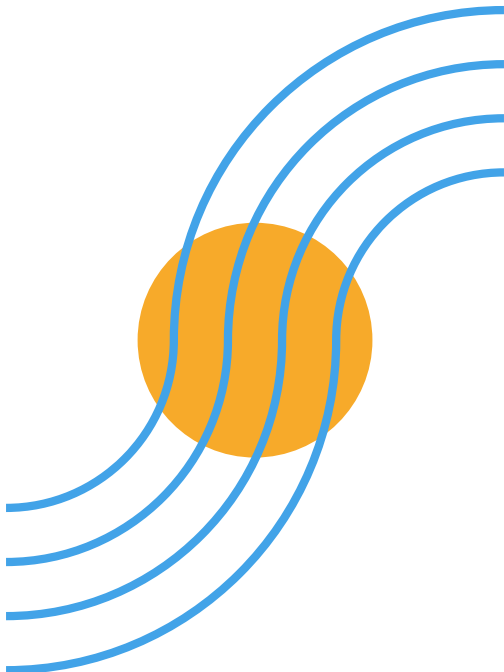
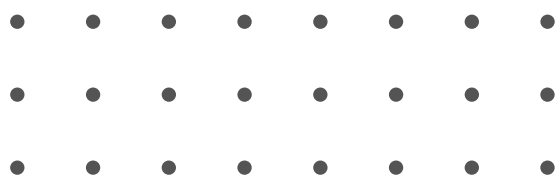


(a) Promoting regular attendance . A program must track attendance for each child.

- (1) A program must implement a process to ensure children are safe when they do not arrive at school. If a child is unexpectedly absent and a parent has not contacted the program within one hour of program start time, the program must attempt to contact the parent to ensure the child's well-being.
- (2) A program must implement strategies to promote attendance. At a minimum, a program must:
 - (i) Provide information about the benefits of regular attendance;
 - (ii) Support families to promote the child's regular attendance;
 - (iii) Conduct a home visit or make other direct contact with a child's parents if a child has multiple unexplained absence (such as two consecutive unexplained absences);
 - (iv) Within the first 60 days of program operation, and on an ongoing basis thereafter, use individual child attendance data to identify children with patterns of absence that put them at risk of missing ten percent of program days per year and develop appropriate strategies to improve individual attendance among identified children, such as direct contact with parents or intensive case management, as necessary; and
 - (v) Examine barriers to regular attendance, such as access to safe and reliable transportation, and where possible, provide or facilitate transportation for the child if needed.
- (3) If a child ceases to attend, the program must make appropriate efforts to reengage the family to resume attendance, including as described in paragraph (a)(2) of this section. If the child's attendance does not resume, then the program must consider that slot vacant. This action is not considered expulsion as described in § 1302.17.

Attendance

- 90% is the attendance goals for individuals.
- 85% is the attendance requirement for the program.
- Family Service Coordinators work closely with families to support attendance.
- Regular attendance helps build routine and get the full benefit of the program!
- Attendance Letters, Action Plans



Thank you!

STUDENT GOVERNMENT REPORT

Presented by: Navaeh Person, SCC
Jayla Knights, SFCC
November 18, 2025

BOT Meeting agenda – 11-18-25

SCC ASG President – Nevaeh Person

- Projects we are working on
 - Game room tables moved
 - Furniture
 - Student appreciation night
 - Thanksgiving event
 - Final meetings with the Deans and chairs to see what we can do to support students as finals near
 - Foodbank support?
 - Finals week support in library

Jayla Knights
SFCC ASG President

This month ASG focused a lot on students getting to know them and their needs, we had a lunch with ASG where we listened to their complaints and concerns to see how we can better support them, we have also been strongly looking into supporting our students over the break with food and basic needs supplies and expanding our food pantry to better serve the student's needs, we have really shifted our focus to being in line with what the students want and their values so they can know what ASG does who we are and how we help them.

The rest of this month and for the remainder of the semester we are looking into how we can better support students, and their needs during and outside of the semester"

Thank you for your time

**DISCUSSION: Operating Budget Updates and Planning
Fiscal Year 2026-27**

Background

Initial budget planning for the 2026-27 fiscal year is underway. With the recent approval of a new Allocation Model by the State Board for Community & Technical Colleges (SBCTC), Spokane Colleges is preparing for a \$7 million reduction in the District Enrollment Allocation Base (DEAB) component of the model. The drivers for the revised DEAB include state allocations based on a 4-year rolling average of full-time equivalent students (FTE) and headcount, each weighed at 50%. There are additional changes in the model; however, the DEAB adjustment represents the most significant change in resources allocated to Spokane Colleges. The detailed SBCTC presentation on the allocation model implementation is attached.

Priorities and guidelines for budget adjustments at Spokane Colleges must be developed. Draft guidelines are presented for the Board's review and feedback. Budget development for next year will continue over the next several months based on engagement across the district. In preparation for the planning process and data review of revenue and expenditures, the enclosed supplemental budget document includes a summary of capital projects, student/auxiliary fees, and miscellaneous other resources.

Attachments:

1. Budget Preparation Presentation
2. SBCTC Allocation Model as Approved 2025
3. Combined Supplemental Budget Book – November 2025

Presented by: Dr. Linda McDermott, CPA
Chief Financial Officer
November 18, 2025



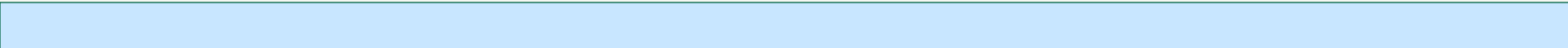
Budget Planning

Priorities and Guidelines
Fiscal Year 2026–2027



Budget Preparation Update

- Spokane Colleges is beginning the process for fiscal year 2026-27 budget development.
- Initial planning priorities and guidelines are presented for review.
- Planning goals include the development of a long-term budget forecast model to ensure strategic implementation of the state allocation model changes and impacts.





Context for Planning

Commitment to Quality Education

- Spokane Colleges prioritize accessible, high-quality education amidst evolving economic conditions in Washington State.

Alignment with Allocation Model

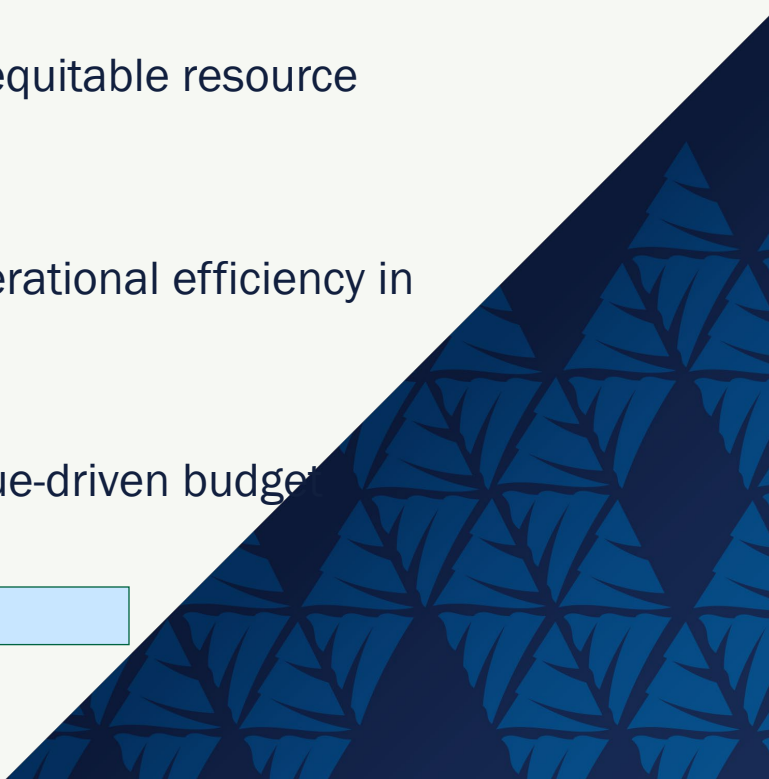
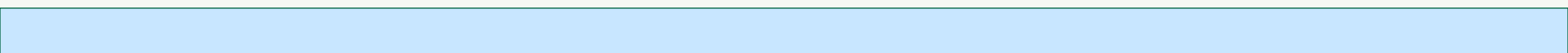
- Budget priorities align with the State Board's revised allocation model for equitable resource distribution.

Focus on Sustainability and Efficiency

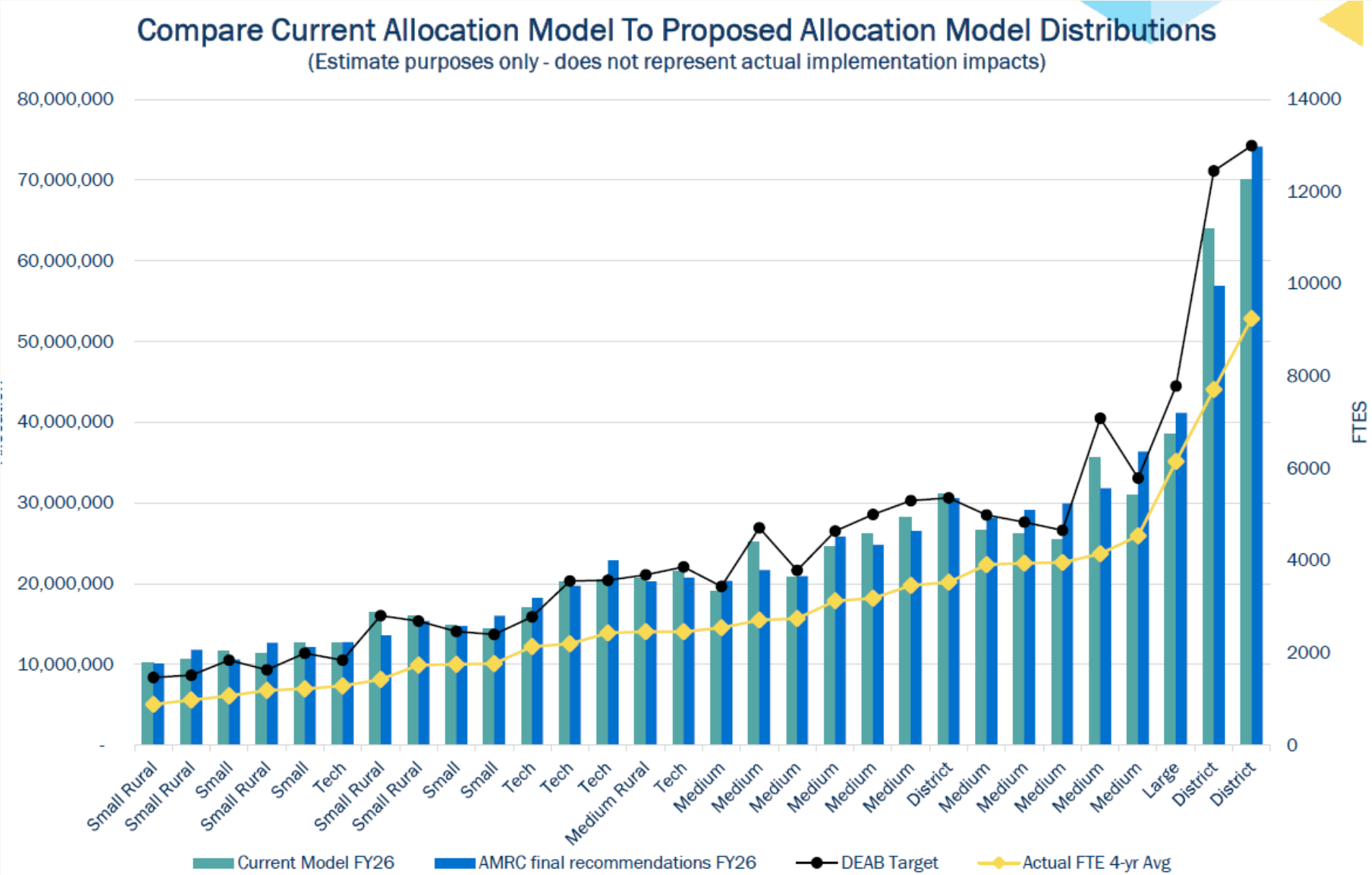
- Guidelines emphasize long-term sustainability, mission alignment, and operational efficiency in budget planning.

Transparent Decision-Making

- Transparent and strategic resource allocation supports consistent and value-driven budget decisions.



SBCTC Allocation Model Change

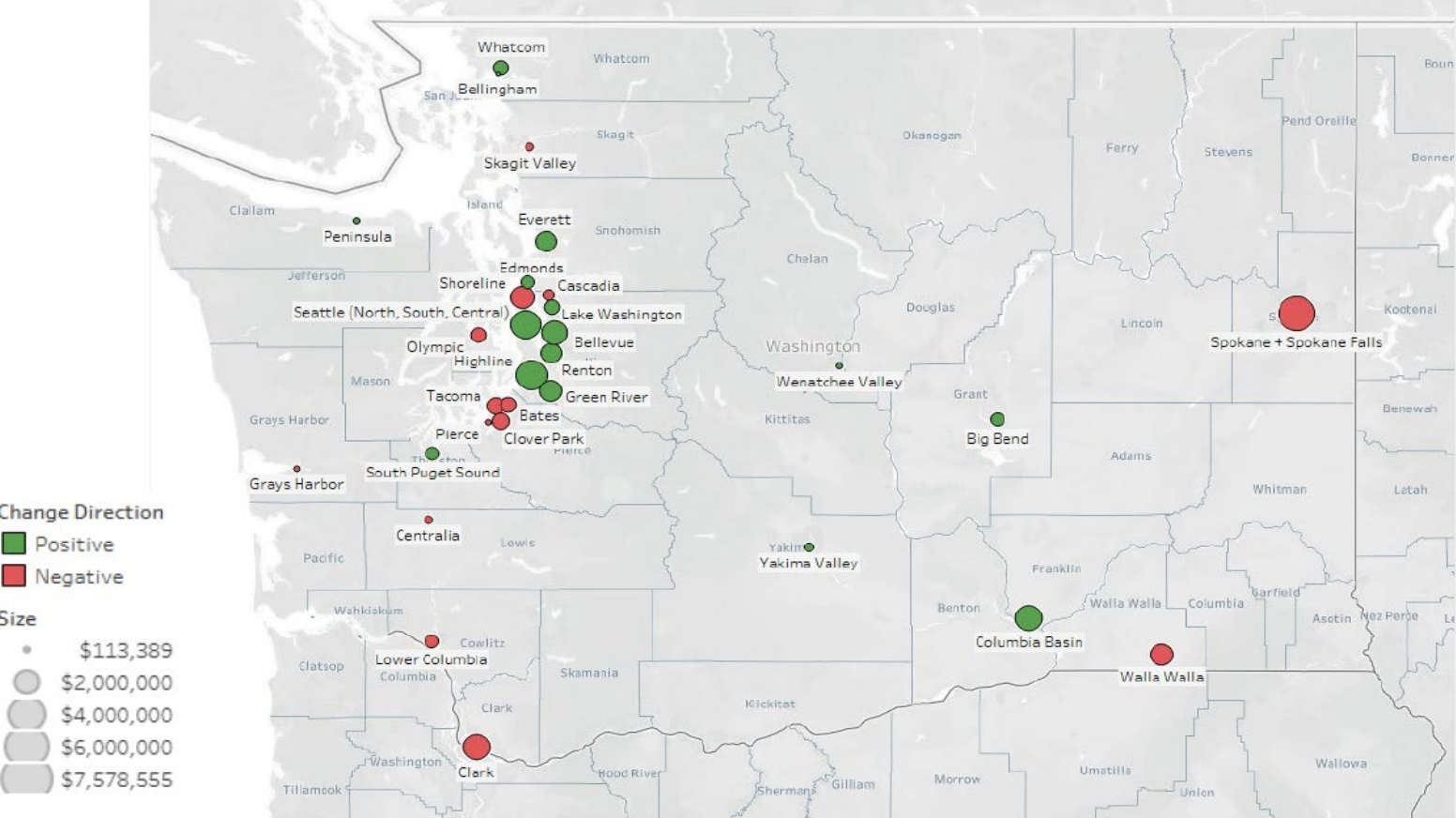


Statewide Allocation Model Changes



GEOGRAPHICAL CONSIDERATIONS

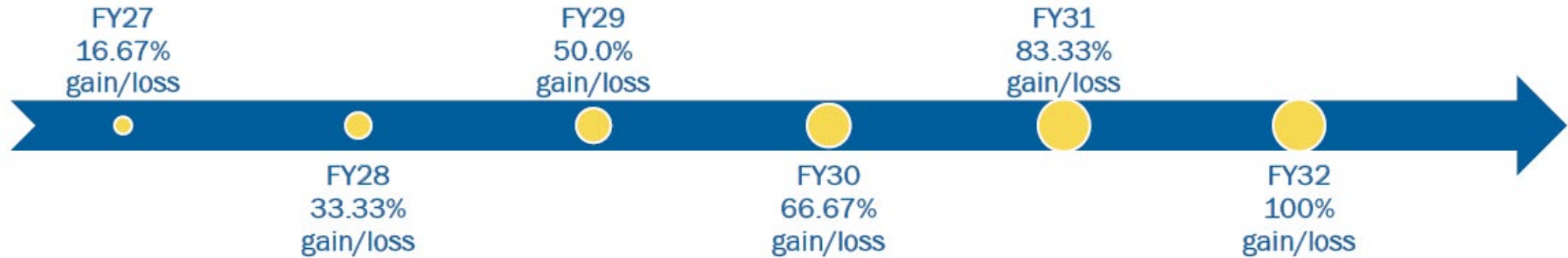
Estimated total allocation change. Does NOT represent actual implementation impacts.



SBCTC Allocation Implementation Timeline

IMPLEMENTATION AND SMOOTH-IN PERIOD

- Implement the new model July 1, 2026 (FY27), with a six-year smooth-in period.
- Realize 16.67% of each institution's initial gain/loss each year.



- Predictable, phased-in adjustments of gains and losses
- Reduces financial disruption; protects programs and people
- Provides time for colleges to adapt budgets and implement change
- Ensures the enrollment declines resulting from the COVID-19 pandemic are outside of the 4-year rolling average
- Extends beyond near-term state revenue deficit and federal uncertainty

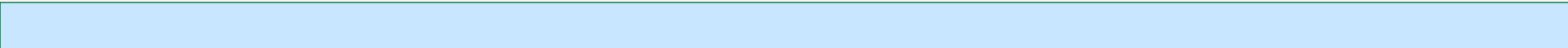
Planning Priorities & Guidelines

1. Long-Term Impact & Strategic Investment

- Prioritize decisions that support sustainable growth and future programmatic expansion.
- Evaluate the long-term consequences of reductions to avoid undermining institutional capacity or innovation.
- Consider one-time use of reserves to support innovation, program development, or transitional needs.
- Encourage calculated risk-taking when aligned with long-term strategic goals.

2. Mission-Critical Functions

- Protect core instructional programs and student support services that directly advance our mission, vision, and values.
- Ensure that reductions do not compromise student success or academic quality.



Planning Priorities & Guidelines - Continued

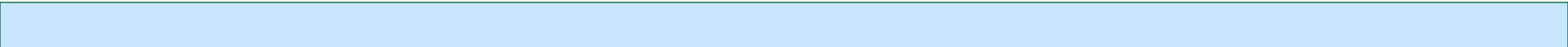
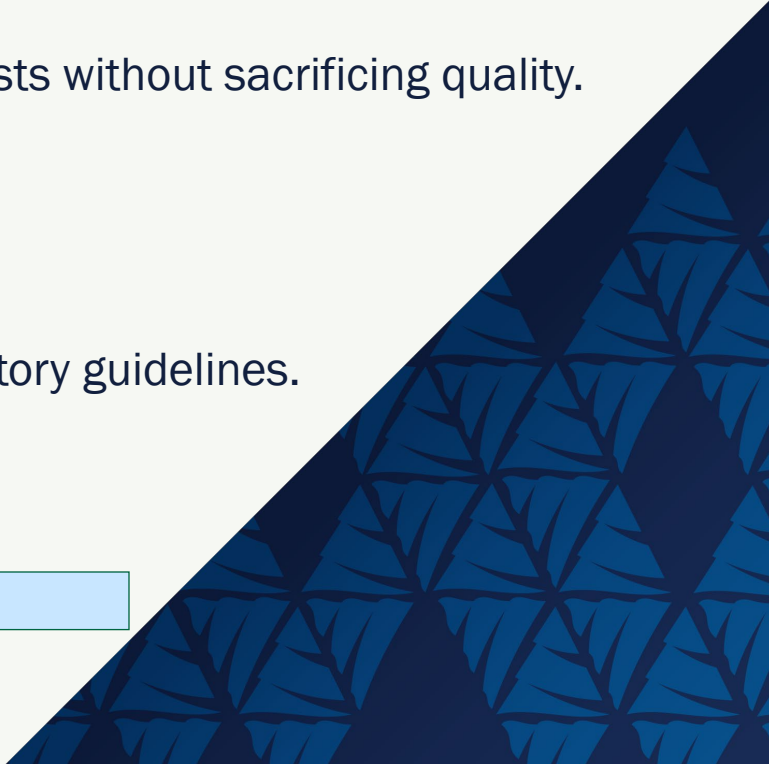
3. Equity & Fairness in Reductions

- Apply a strategic, differentiated approach to reductions rather than across-the-board cuts.
- Focus on preserving equity in access and outcomes for students and employees.

4. Efficiency & Innovation

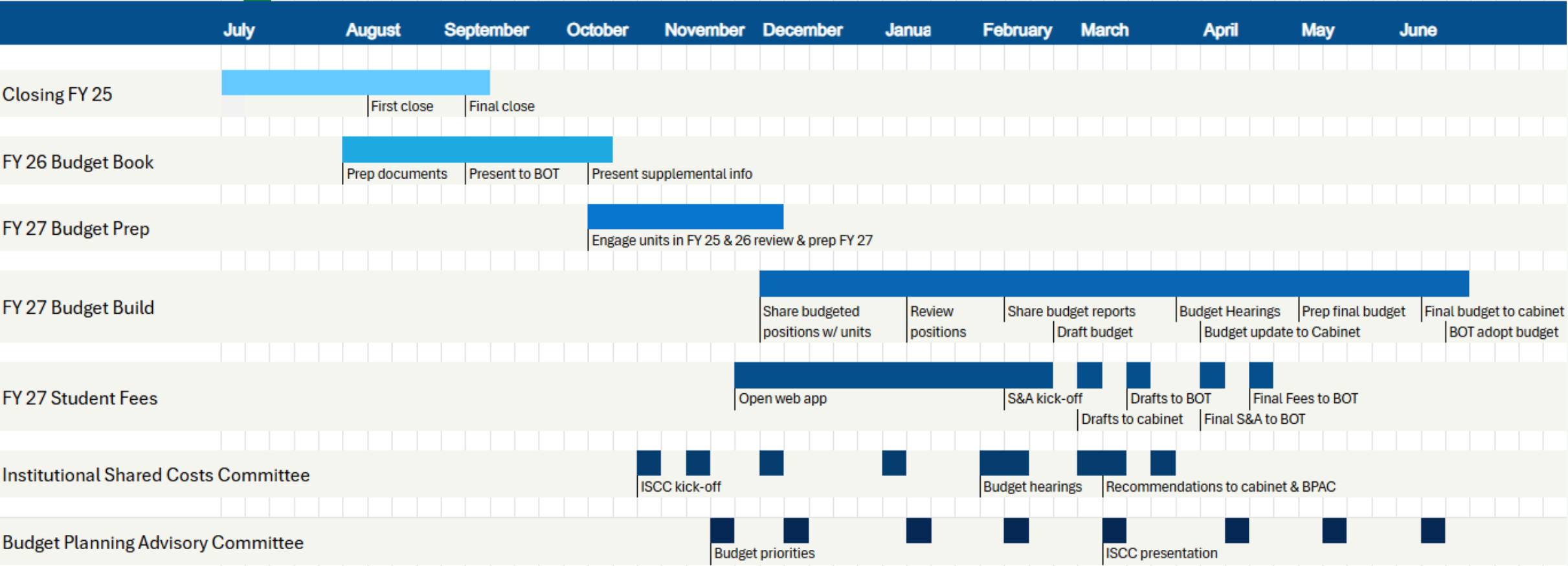
- Encourage process improvements, and operational efficiencies that reduce costs without sacrificing quality.
- Support initiatives that streamline workflows and enhance service delivery.

5. Risk Management & Compliance

- Maintain essential infrastructure and ensure compliance with legal and regulatory guidelines.
 - Prioritize investments that mitigate institutional risk.
- 
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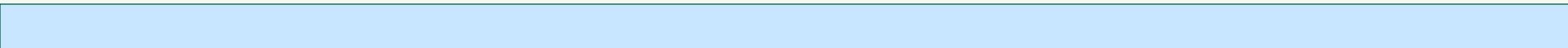
Budget Planning Calendar

FY 2025-26 Planning for FY 2026-27 Budget Preparation



Next Steps

- Initiate a taskforce to take a comprehensive look at the Spokane Colleges organizational structure.
- Identify opportunities for collaboration and develop a long-range plan to position the colleges and the district for strength and sustainability.
- Develop framework to evaluate recommended organizational changes and closely review all positions.
- Utilize planning guidelines in decision making processes.





WASHINGTON STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES

The SBCTC Allocation Model

Allocation Model Policy Approved August 2025 | Resolution 25-08-36
Implementation Approved October 2025 | Resolution 25-10-49

WHY AN ALLOCATION MODEL AND WHAT IS IT?

RCW 28B.50.090 COLLEGE BOARD – POWERS AND DUTIES

- General supervision and control over the state system
- Preparation of a single budget for the support of the system
- **Establish guidelines for the disbursement of funds;** and receive and disburse such funds for operations and capital support of college districts

ALLOCATION MODEL - GUIDELINES FOR THE DISTRIBUTION OF FUNDS

Funding formula and metrics used to calculate how much **legislatively provided state funding** goes to each college district.

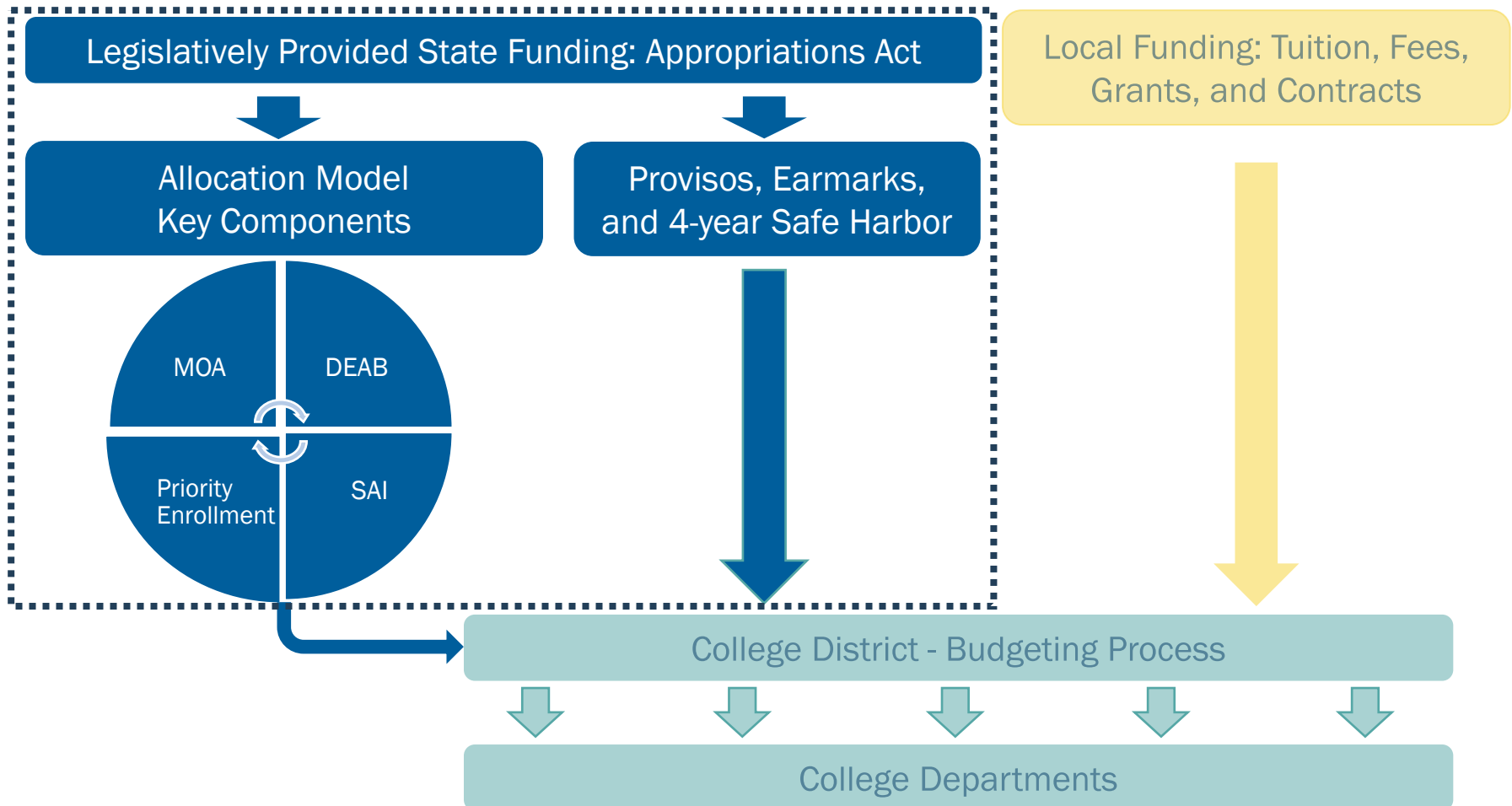
Key components of the allocation model:

- Minimum Operating Allocation (MOA)
- District Enrollment Allocation Base (DEAB)
- Performance Funding – Student Achievement Initiative (SAI)
- Priority Enrollments

Funding held outside of the allocation model calculations:

- Legislative Provisos
- State Board Earmarks
- Four-Year Safe Harbor for Compensation Adjustment Funding, M&O, and Leases

COLLEGE FUNDING: HOW THE DOLLARS FLOW





STATE BOARD APPROVED

Allocation Model Changes and Implementation

Allocation Model Approved August 2025 | Resolution 25-08-36
Implementation Approved October 2025 | Resolution 25-10-49

OBJECTIVE AND GUIDING PRINCIPLES

The Allocation Model Review Committee was charged with investigating, analyzing, and making recommendations on proposed changes to the current allocation model. Recommendations should align with the overall charge of the committee and in alignment with established guiding principles.

- **Prioritize State Board vision of *leading with racial equity*.**
- **Be stable and predictable**, *minimize harm to students whose colleges may be disproportionately impacted.*
- **Be understandable**; use “plain talk” so that all constituencies can access the model.
- Treat all colleges **consistently and equitably**, *to minimize harm to students.*
- Recognize the **interdependence of the colleges** while allowing for **individual college needs**, so that *students who attend any specific college or type of college are not disproportionately impacted.*
- **Allow for flexibility** in the use of designated funds, so that *colleges can adapt to best serve their students and communities.*
- Achieve an appropriate **balance between access/enrollment and performance/student outcomes**, so that *students are not disadvantaged by a cost model that only addresses access, retention, or completion.*
- Continue to **right-size enrollment averages**, so that *funding more closely meets the current-day needs of communities.*

CONTEXT SETTING

- The new model will **redistribute existing funds** rather than introduce new funding.
- While evaluating the model, it is essential to **view it through a system-wide lens**, considering the **collective impact across all colleges**, not just individual institutions.
- **Outside the committee's scope** were State Board budget/staffing, centralized IT services, system reserves, and Legislative provisos.
- Final recommendations **remain principle-driven**.
- Final recommendations **approved by WACTC were presented to the State Board**.
 - Voting was conducted at the July WACTC retreat and was open to all 34 college presidents and three chancellors. Two colleges did not have representation in the vote. **35 of the 37 participated**.
- The **State Board (the nine members)** holds statutory authority, as provided in RCW 28B.50.090, to **establish guidelines for the disbursement of state appropriations** to the college districts.

STATE BOARD APPROVED

Allocation Model Core Components

94% APPROVAL
33 out of 35 voted YES
1 NO, 1 ABSTAIN



MINIMUM OPERATING ALLOCATION (MOA)

Current Model

- \$2.85M annually per college
- 34 total colleges
- System total of \$96.9M
 - \$85.5M from operating funds
 - \$11.4M from capital funds

New Model

- \$3.7M annually per college
- 34 total colleges
- System total of \$125.8M
 - \$114.4M from operating funds
 - \$11.4M from capital funds



DISTRICT ENROLLMENT ALLOCATION BASE (DEAB)

Current Model

- Uses outdated enrollment targets
- District targets are a share of the system's base target (130,981) originally established by legislature
- Includes limited number of international enrollments

New Model

- Eliminate targets
- Use a 4-year rolling average
- Allocate based on 50% FTE and 50% headcount
- Do not include international, corporate, or continuing education enrollments

PERFORMANCE FUNDING STUDENT ACHIEVEMENT INITIATIVE (SAI)

Current Model

- Fixed 5% of total state operating appropriations
- Achievement measures include:
 - Building toward college-level skills
 - Retention
 - Completing college-level math and English/writing
 - Completions (degrees, high-value certificates, apprenticeship training)

New Model

- Preserve the fixed 5% of total state operating appropriations
- Maintain current academic momentum point metrics



PRIORITY ENROLLMENTS

Current Model

- Four enrollment categories earn additional weight of 0.3/FTE:
 - Basic Education for Adults (BEdA)
 - STEM
 - Upper-level BAS
 - Skills Gap
- Funding fluctuates based on the number of weighted enrollments

New Model

- Fixed 5% of total state operating appropriations for two enrollment categories:
 - Basic Education for Adults (BEdA)
 - Skills Gap
- Allocate 50% to BEdA and 50% to Skills Gap
- Update Skills Gap list

SKILLS GAP LIST

Current Model

- Uses CIP (Classification of Instructional Programs) code list based on a 2013 Skilled and Educated Workforce report–last updated in 2017
- Focuses on two-year degree graduates

New Model

- Update the Skills Gap list to combine local with current and future demands using:
 - [supply/demand data](#) to identify current high-need occupations
 - [long-term projection data](#) to capture forecasted growth in job openings
- Local component separated by Workforce Development Area

STATE BOARD APPROVED

Earmarks and 4-year Safe Harbor

STATE BOARD EARMARKS - MAINTAIN

Maintain specific-purpose funding for high-priority programs that support students throughout the system, including:

- Aerospace Enrollments
- Centers of Excellence
- Disability Accommodations
- Goldstar Family Book Stipends
- Labor Education Resource Center
- Opportunity Grant
- Outreach Specialists
- Student Emergency Assistance Grants
- Students of Color
- Worker Retraining
- Workforce Development Grants

94% APPROVAL
33 out of 35 voted YES
1 NO, 1 ABSTAIN

STATE BOARD EARMARKS – ELIMINATE

Integrate earmarked funds that are **underutilized or for institution-specific programs** into the allocation model, including:

- Aerospace Apprenticeship
 - (phased in to address current contractual obligations)
- Employment Resources
- Hospital Employee Education and Training
- Maritime Industries
- University Contracts

89% APPROVAL
31 out of 35 voted YES
3 NO, 1 ABSTAIN

STATE BOARD EARMARKS - ELIMINATE

Move King County Regional Pay from earmarks into 4-year safe harbor.

- Consistent with current practices for compensation adjustment funding that is not appropriated through proviso
- Aligns with recommendation to continue 4-year safe harbor processes

83% APPROVAL

29 out of 35 voted YES

4 NO, 2 ABSTAIN

Reclassify ABE Enrollments, Federal Basic Education State Match, and DOC Compensation Correction as State Board allocation but maintain the specific purpose designation.

100% APPROVAL

35 out of 35 voted YES

4-YEAR SAFE HARBOR

Current Model

- Includes new appropriations for
 - compensation increases, benefit changes
 - maintenance and operation funding for new buildings that will be occupied within the fiscal year
 - costs associated with new leases
- Amounts are held in safe harbor for 4 years before rolling into the allocation model

New Model Recommendation

- Maintain current 4-year safe harbor processes

100% APPROVAL
35 out of 35 voted YES



EXPLORATORY REVIEW

Demographics and Institutional Equity

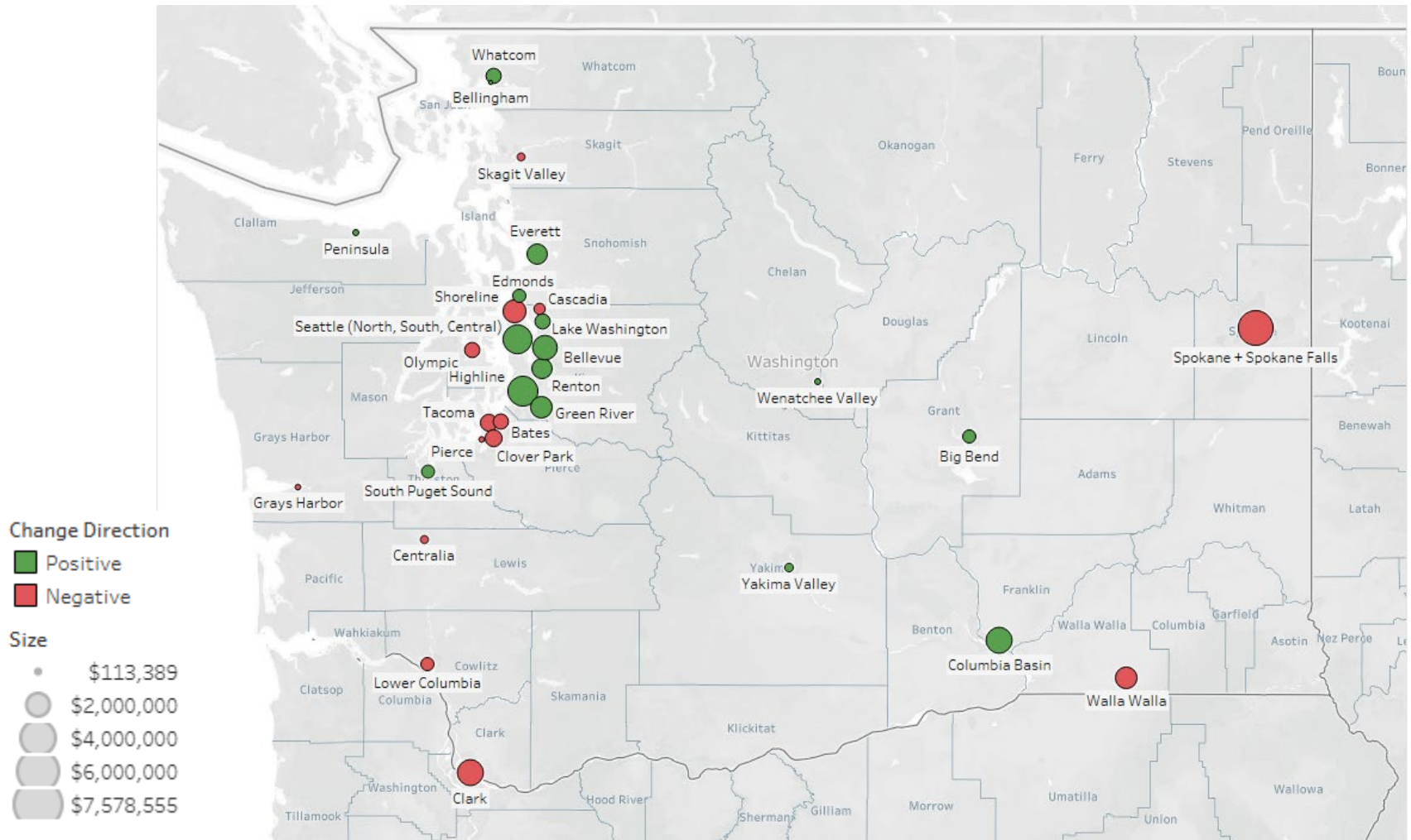
EXPLORATORY REVIEW OF RECOMMENDED MODEL

A select group of community and technical college research experts were invited to evaluate the recommended model focused on demographic and institutional equity:

- Race/Ethnicity: No statistical evidence of disproportionate funding by race/ethnicity.
- Small Colleges: Receive more per FTE, reflecting economies of scale and intentional support for rural institutions.
- Technical Colleges: Funding distribution is relatively balanced.
- Geographic Distribution: No systemic bias detected. However, the Skills Gap list currently favors King County due to higher CIP eligibility—future adjustments may rebalance this.

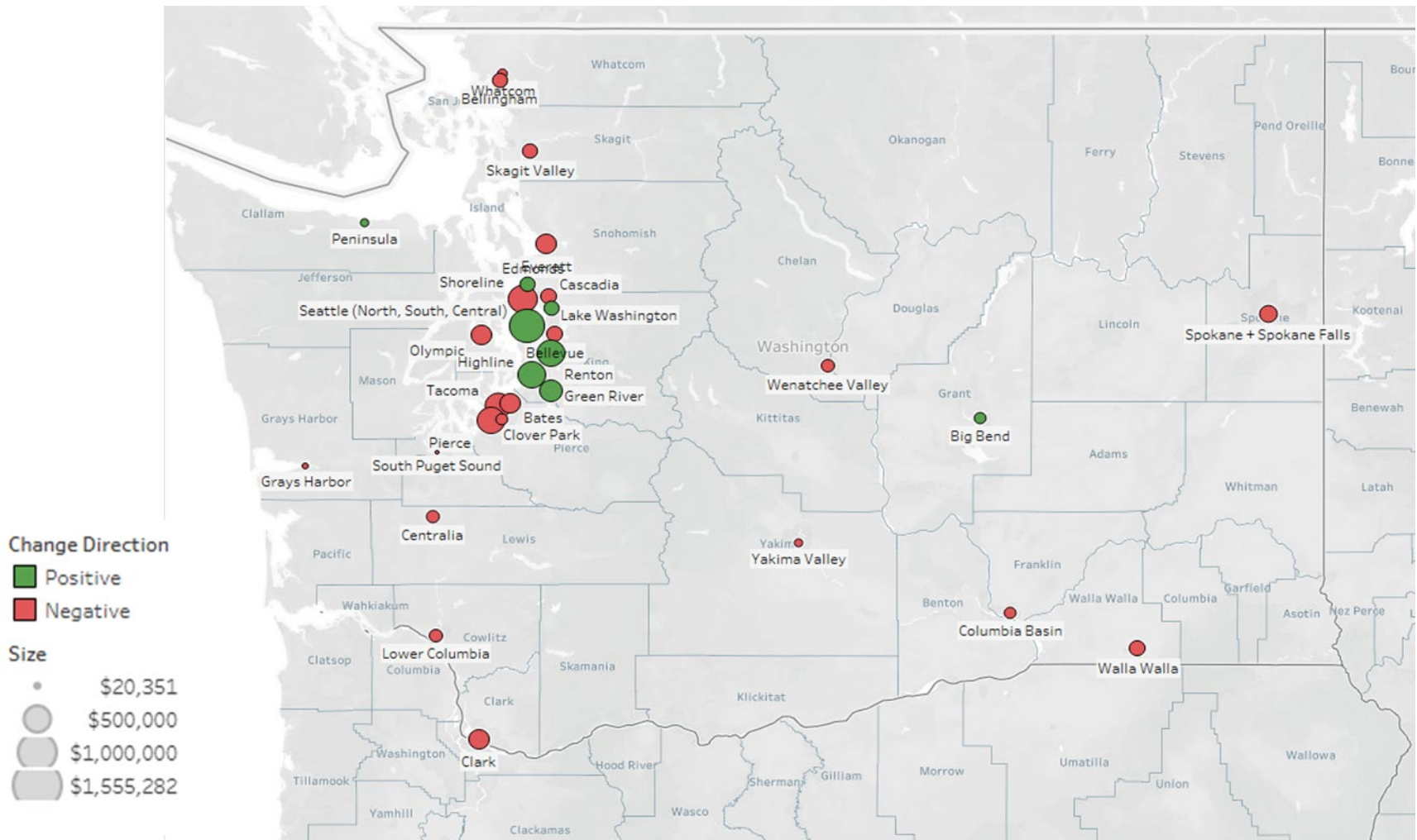
GEOGRAPHICAL CONSIDERATIONS

Estimated total allocation change. Does NOT represent actual implementation impacts.



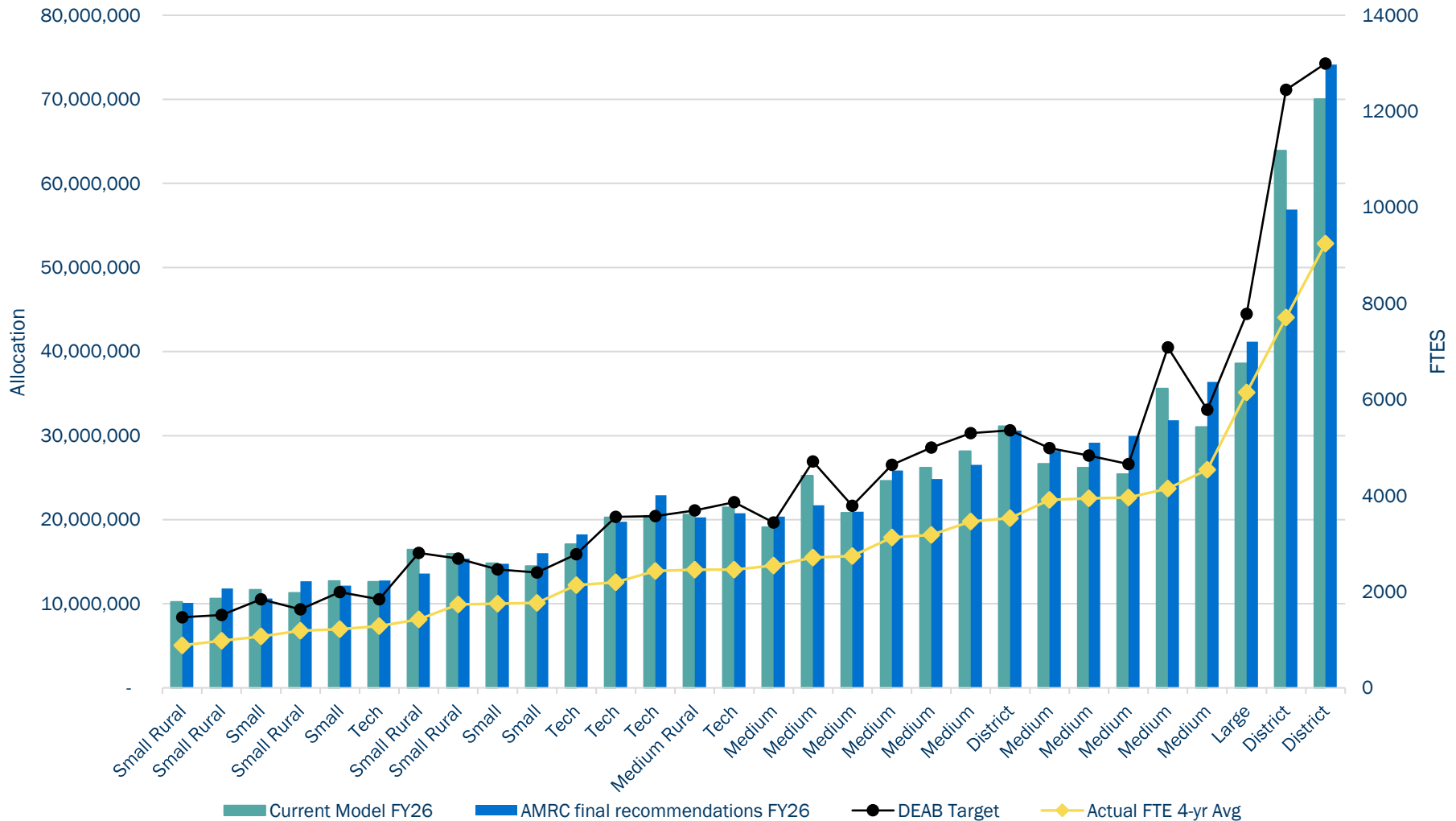
GEOGRAPHICAL CONSIDERATIONS

Estimated priority enrollment change. Does NOT represent actual implementation impacts.



Compare Current Allocation Model To Proposed Allocation Model Distributions

(Estimate purposes only - does not represent actual implementation impacts)

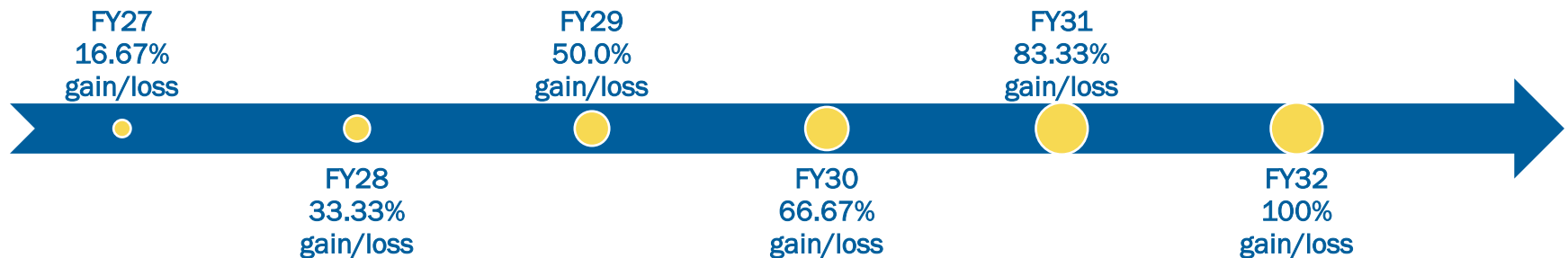


STATE BOARD APPROVED

Implementation and Smooth- In Timeline

IMPLEMENTATION AND SMOOTH-IN PERIOD

- Implement the new model July 1, 2026 (FY27), with a six-year smooth-in period.
- Realize 16.67% of each institution's initial gain/loss each year.



- Predictable, phased-in adjustments of gains and losses
- Reduces financial disruption; protects programs and people
- Provides time for colleges to adapt budgets and implement change
- Ensures the enrollment declines resulting from the COVID-19 pandemic are outside of the 4-year rolling average
- Extends beyond near-term state revenue deficit and federal uncertainty

APPROVED NEW MODEL

State Board Strategic Goals Alignment

ALIGNMENT WITH STATE BOARD STRATEGIC GOALS

Increase Access and Retention Among Marginalized Populations

- **Equity-Driven Design** Grounded in racial equity; guided by WACTC Equity Committee principles.
- **MOA Increase** \$3.7M minimum allocation to stabilize smaller/rural colleges.
- **SAI Performance Funding** Rewards momentum for historically marginalized student groups.
- **Priority Enrollment Investment** More funds for Basic Education for Adults (BEEdA).

Improve Completion and Transfer Rates for All Students

- **Performance-Based Funding** Incentivizes completion across degrees, certificates, apprenticeships, and bachelor's programs.
- **Equity in Outcomes** Rewards progress for underrepresented student populations.
- **Enrollment Base Reform** 4-year rolling average reflects part-time and non-traditional attendance patterns.

ALIGNMENT WITH STATE BOARD STRATEGIC GOALS

Provide Flexible Career-Training Aligned with Workforce Needs

- **Skills Gap Funding Targets** programs matching workforce demand.
- **Updated CIP Methodology** Regular updates using labor market data for high-demand fields.

Support Financial Sustainability and Resiliency of Colleges

- **Base Funding Stabilization** Predictable baseline funding for all colleges.
- **Smooth Implementation Phase-in** to reduce disruption.
- **4-Year Safe Harbor Continuation** Maintains buffer for fiscal changes.
- **Reallocation of Earmarks** Maximizes flexibility in use of funds.
- **Built-in Review Cycles** Ensures adaptability to changing needs.

QUESTIONS?

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Spokane Colleges

SUPPLEMENT TO 2025 - 2026 OPERATING BUDGET

INCLUDING HISTORICAL INFORMATION

2022-23 THROUGH 2024-25

Spokane Community College

Spokane Falls Community College

Central Administrative Services

November 2025

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Spokane Colleges

Budget Book Supplement Executive Summary

The Budget Book Supplemental Information for Fiscal Year 2026 provides a comprehensive financial and operational overview of Spokane Colleges, including Spokane Community College (SCC), Spokane Falls Community College (SFCC), and Central Administrative Services. This document supplements the primary budget book published September 2025, by offering detailed insights into capital projects, revenue sources, grant funding, staffing allocations, strategic reserves, and deferred maintenance planning. It serves as a critical resource for stakeholders seeking transparency and clarity on how institutional funds are allocated and utilized across the district's educational and administrative units.

Capital Planning & Development

The ensuing pages include capital project summaries through FY 2025. As illustrated in the budget summaries, funding supports major, minor, and small-scale projects. Major projects include the SFCC Fine and Applied Arts Building (\$42.2M), SCC Main Building East Wing Renovation (\$25M), and SFCC Lodge Renovation (\$12.1M). Minor projects focus on campus security upgrades, HVAC repairs, and infrastructure improvements. Projects under \$500K include roof repairs, HVAC control upgrades, and ADA improvements.

In addition to the historical project summaries provided, new state capital appropriations allocated as of July 1 provide increased capital funding to both SCC and SFCC. Compared to the previous biennium, SCC's (2-year) biennial allocation increased from \$6.2 million to \$11 million, representing a 77% increase, while SFCC's allocation rose slightly from \$5.5 million to nearly \$6 million. The new funding is a significant boost for SCC, particularly in addressing deferred maintenance needs. SCC has committed \$2 million of its minor works programmatic funding to remodel classrooms and shop space in the Automotive Building (18). SFCC will direct \$1.4 million toward a long-overdue restroom remodel in the Student Union Building (17), located at the heart of campus. Spokane Colleges is also scheduled to receive increases in infrastructure replacements, including sewer and electrical systems, which may result in significant operational impacts as projects move forward. When combined with capital funds available as of June 30, 2025, new capital appropriations for minor works projects at SCC and SFCC bring total available capital funds to approximately \$62 million.

Capital Projects

Budget Overview

Summary of Projects by Type

Description	Total Project Amount	Prior Expenses	2022-23 Actual	2023-24 Actual	2024-25 Actual	Remaining Project Expenditures
Capital Project						
Major	\$ 89,627,298	\$ 15,544,865	\$ 16,600,891	\$ 11,711,343	\$ 3,933,675	\$ 41,836,524
Minor	27,262,582	1,694,397	5,001,919	2,229,956	15,533,201	2,803,109
Minor less than \$500,000	5,626,000	-	17,597	1,120,522	4,183,720	304,160
Total Capital Projects	<u>\$ 122,515,880</u>	<u>\$ 17,239,262</u>	<u>\$ 21,620,407</u>	<u>\$ 15,061,821</u>	<u>\$ 23,650,596</u>	<u>\$ 44,943,793</u>

Capital Projects

Budget Overview

Summary by Project

Capital Project Name	Campus	Funding	Total Project Amount	Prior Expenses	2022-23 Actual	2023-24 Actual	2024-25 Actual	Remaining Project Expenditures
Major Capital Projects								
SFCC Fine and Applied Arts Building	SFCC	State	\$ 42,169,000	\$ 11,884,342	\$ 13,540,525	\$ 11,132,809	\$ 1,848,899	\$ 3,762,425
SCC Main Building - East Wing Renovation	SCC	Local	25,000,000	-	-	-	108,988	24,891,012
SFCC Lodge Renovation	SFCC	Local	12,135,000	-	-	143,009	1,462,011	10,529,979
SCC Building 8 Remodel, SCC Facilities Enviro Science	SCC	State/Local	7,297,961	3,510,850	2,884,312	400,798	502,000	-
SCC Apprenticeship Center (1)	SCC	State	3,025,337	149,673	176,054	34,726	11,776	2,653,107
Total Major Capital Projects			\$ 89,627,298	\$ 15,544,865	\$ 16,600,891	\$ 11,711,343	\$ 3,933,675	\$ 41,836,523
Minor Works Projects								
SFCC Campus Security Upgrades	SFCC	State/Local	\$ 5,863,545	\$ -	\$ -	\$ 169,651	\$ 3,651,300	\$ 2,042,594
CCS ESCO HVAC Repairs/Replacements	SCC/SFCC	State/Local	3,393,723	-	-	453,373	2,925,666	14,684
SCC Campus Security Upgrades, Access Controls	SCC	State/Local	2,706,114	-	-	84,421	1,957,259	664,434
CCS-ESCO Switchgear Replacement	SCC/SFCC	State	2,473,390	-	-	-	2,473,390	-
Colville Mechanical Replacements	SCC	State/Local	2,293,235	424,392	1,866,899	-	1,944	-
CCS Transformer Replacement Submetering 21-23	SCC/SFCC	State/Local	2,257,540	823,310	1,321,113	104,630	8,487	-
CCS-ESCO Elec. Xfmr Rep, Phase 2	SCC/SFCC	State/Local	2,253,774	-	195,426	224,614	1,833,734	-
SFCC Building 19 Chiller Replacement	SFCC	State	1,308,004	385,841	919,356	-	2,807	-
SCC Fire Tower Replacement	SCC	Local	1,147,538	-	-	301,271	846,267	-
SCC Campus Security Upgrades, Interior Cameras	SCC	Local	952,128	-	-	-	898,811	53,317
SCC Campus Security Upgrades, Exterior Cameras	SCC	State	928,506	-	-	868,543	59,963	-
SCC Campus Sewer Replacement	SCC	State	615,000	-	-	5,483	581,437	28,080
SFCC Stadium Roof Maintenance	SFCC	State	551,539	-	259,403	-	292,136	-
SFCC Building 15 Auditorium, ADA Upgrade	SFCC	State/Local	518,544	60,854	439,721	17,970	-	-
Total Minor Capital Projects			\$ 27,262,582	\$ 1,694,397	\$ 5,001,919	\$ 2,229,956	\$ 15,533,201	\$ 2,803,109

Capital Projects

Budget Overview

Summary by Project

Capital Project Name	Campus	Funding	Total Project Amount	Prior Expenses	2022-23 Actual	2023-24 Actual	2024-25 Actual	Remaining Project Expenditures
Minor Works Projects (less than \$500,000)								
SCC Building 1 Roof Repairs	SCC	State	\$ 474,807	\$ -	\$ -	\$ -	\$ 474,807	\$ -
CCS-ESCO Tier 2 Building Submetering	SCC/SFCC	State	428,000	-	-	-	428,000	-
SCC Building 15 Roof Repairs	SCC	State/Local	385,106	-	-	-	385,106	-
CCS Cathodic Protection Repairs	SCC/SFCC	Local	356,922	-	-	-	356,922	-
SCC Bldg 18 Roof Repairs	SCC	Local	337,536	-	-	-	337,536	-
SCC Greenhouse Classroom Remodel	SCC	State	331,349	-	-	329,249	2,100	-
SCC Building 9 Controls Upgrade	SCC	State	319,638	-	-	207,941	111,697	-
SCC Culinary Walk-In Replacement	SCC	Local	315,500	-	-	-	11,340	304,160
CCS Campus Fiber Optics Infrastructure Upgrades	SCC/SFCC	State	300,718	-	-	128,525	172,193	-
SFCC Library Elevator Car 3 Repairs	SFCC	State	255,737	-	-	9,495	246,242	-
SCC Bldg 6 Roof Repairs	SCC	Local	224,418	-	-	-	224,418	-
SCC Building 20 Roof Repairs	SCC	State/Local	194,481	-	-	-	194,481	-
SFCC Building 2 Controls Upgrade	SFCC	State	190,263	-	-	-	190,263	-
SCC Bldg 16 Radon Mitigation	SCC	State	185,642	-	-	-	185,642	-
SCC Bldg 8 Roof Repairs	SCC	Local	179,684	-	-	-	179,684	-
SFCC Bldg 5 Radon Mitigation	SFCC	State	170,048	-	-	-	170,048	-
SCC Building 5, Johnson, HVAC Controls	SCC	State	151,150	-	-	138,406	12,744	-
Colville Center Fire Suppression System Repairs	SCC	State	125,971	-	-	-	125,971	-
SCC Bldg 29 Hazardous Materials Storage Upgrades	SCC	Local	116,540	-	-	-	116,540	-
SCC Security Upgrades PHASE 0-Scoping Study	SCC	Local	94,687	-	-	94,687	-	-
SFCC Science Building Lab Exhaust VFD controls	SFCC	State	70,549	-	-	70,549	-	-
CCS Safety and Security Study	SCC/SFCC	Local	69,208	-	-	-	69,208	-
SFCC Building 27 Magnuson Boiler Replacement (BIR)	SFCC	State	58,815	-	-	31,598	27,217	-
CCS Radon Mitigation Systems Study (SFCC Bldg 5, Bldg 15 and SCC Bldg 16)	SCC/SFCC	State	51,623	-	-	-	51,623	-
SFCC Building 2 Control Replacement	SFCC	State	49,121	-	17,597	31,524	-	-
SCC ADA Improvements Scope Budget Study	SCC	Local	36,430	-	-	-	36,430	-
SFCC Bldg 17, Skylight Repairs	SFCC	State	32,340	-	-	-	32,340	-
SCC Career Prep & Launch Equipment #26620 Plumbers/Pipefitters Apprenticeship	SCC	State	20,661	-	-	20,661	-	-
SFCC Track Facility Improvements Study	SFCC	Local	20,598	-	-	-	20,598	-
SFCC Building 28 LEF-3 Motor Replacement	SFCC	State	20,570	-	-	20,570	-	-
SFCC Building 28, LEF Controls	SFCC	State	18,530	-	-	18,530	-	-
SCC Career Launch Equipment #26428 Ironworks Apprenticeship	SCC	State	16,738	-	-	16,738	-	-
SCC Apprenticeship Center, Emergency Water Leak	SCC	State	15,146	-	-	-	15,146	-
SCC Bldg 9 Roof Repairs Drains	SCC	Local	5,425	-	-	-	5,425	-
SFCC Bldg 13 Repairs, Phase 2	SFCC	State	2,050	-	-	2,050	-	-
Minor Works Projects (less than \$500,000)			\$ 5,626,000	\$ -	\$ 17,597	\$ 1,120,522	\$ 4,183,720	\$ 304,160
Total Capital Projects			\$ 122,515,879	\$ 17,239,262	\$ 21,620,407	\$ 15,061,821	\$ 23,650,596	\$ 44,943,793

(1) Construction funding for the Apprenticeship building was not included in the 25-27 capital budget. Project amount only reflects allocated pre-construction funding.

Student Fees & Auxiliary Sales

Student fees and auxiliary sales provide support for activities and initiatives not funded by state resources. These revenue sources include bookstore sales, childcare services, lab and course fees, parking, and self-support courses. Revenue fluctuations are driven primarily by enrollment trends and rate adjustments made to address inflationary cost increases. Approved fee waivers reduce the total revenue collected. In 2024-25, total student fee and auxiliary sales revenue was \$13,040,064, offset by \$401,950 in tuition waivers, resulting in net revenue of \$12,639,014. Revenue is projected to remain relatively stable in FY 2025-26.

Spokane Colleges (SCC and SFCC) are authorized to collect fees for a variety of products and services. These fees and charges are incorporated into the official tuition and fee schedule and are approved annually by the Board of Trustees. Revenue generated from student fees is intended to benefit the students who pay them. In general, this means that funds should be spent on the program or service for which they were collected, and ideally within the same academic year. Carryforward balances in fee revenue budgets, if any, should be reasonably aligned with the original purpose of the fee. The rules and regulations governing the collection and expenditure of student fees and charges are outlined in Administrative Procedure 5.50.01-F.

Student Fees & Auxiliary Sales

Spokane Colleges

Summary of Revenue

Description	2022-23 Actual	2023-24 Actual	2024-25 Actual	Increase/ (Decrease) from FY24
Student Fee Charges				
Bookstore Charges	\$ 385,247	\$ 470,949	\$ 563,871	\$ 92,922
Childcare Charges (Student Paid)	27,724	110,809	149,643	38,834
Childcare Charges (Grant / Third Party Paid)	2,140,534	3,737,864	3,594,705	(143,159)
Lab and Course Fees	2,093,087	2,382,003	2,589,796	207,793
Mandatory Fees	3,220,641	2,993,655	3,245,913	252,258
Parking Fees	544,844	574,238	582,782	8,544
Self-Support Course Fees	406,720	591,825	629,967	38,142
SFCC Gym COP	960,978	977,082	1,079,102	102,020
Other Student Fees	88,295	169,622	98,156	(71,466)
Total Student Fee Charges	\$ 9,868,070	\$ 12,008,047	\$ 12,533,935	\$ 525,888
Less: Student Fee Waivers	\$ 295,492	\$ 397,361	\$ 401,950	\$ 4,589
Auxiliary Enterprise Sales	\$ 432,880	\$ 470,558	\$ 507,029	\$ 36,471
Total Student Fee Revenue	\$ 10,005,458	\$ 12,081,244	\$ 12,639,014	\$ 557,770
Year to year change		\$ 2,075,786	\$ 557,770	
Year to year percent change		20.7%	4.6%	

Footnotes:

Mandatory Fees: Registration, Technology, Comprehensive, Bus Pass, and Health Clinic

Other Student Fees: Administrative fees and other miscellaneous fees

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

Student Fees & Auxiliary Sales

Spokane Community College

Summary of Revenue

Description	2022-23 Actual	2023-24 Actual	2024-25 Actual	Increase/ (Decrease) from FY24
Student Fee Charges				
Bookstore Charges	\$ 291,081	\$ 361,090	\$ 389,332	\$ 28,242
Childcare Charges (Student Paid)	3,879	19,892	35,590	15,698
Childcare Charges (Grant / Third Party Paid)	431,911	535,515	580,668	45,153
Lab and Course Fees	1,670,132	1,956,258	2,117,664	161,406
Mandatory Fees	1,880,241	1,761,789	1,952,889	191,100
Parking Fees	-	-	-	-
Self-Support Course Fees	264,905	412,570	431,382	18,812
SFCC Gym COP	-	-	-	-
Other Student Fees	40,493	78,154	53,384	(24,770)
Total Student Fee Charges	\$ 4,582,643	\$ 5,125,268	\$ 5,560,909	\$ 435,641
Student Fee Waivers	\$ 178,419	\$ 219,026	\$ 259,656	\$ 40,630
Auxiliary Enterprise Sales	\$ 432,880	\$ 470,558	\$ 507,029	\$ 36,471
Total Student Fee Revenue	\$ 4,837,104	\$ 5,376,800	\$ 5,808,282	\$ 431,482
Year to year change		\$ 539,696	\$ 431,482	
Year to year percent change		11.2%	8.0%	

Footnotes:

Mandatory Fees: Registration, Technology, Comprehensive, Bus Pass, and Health Clinic

Other Student Fees: Administrative fees and other miscellaneous fees

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

Student Fees & Auxiliary Sales

Spokane Falls Community College

Summary of Revenue

Description	2022-23 Actual	2023-24 Actual	2024-25 Actual	Increase/ (Decrease) from FY24
Student Fee Charges				
Bookstore Charges	\$ 94,165	\$ 109,859	\$ 174,539	\$ 64,680
Childcare Charges (Student Paid)	23,846	90,918	114,053	23,135
Childcare Charges (Grant / Third Party Paid)	1,708,622	3,202,349	3,014,037	(188,312)
Lab and Course Fees	422,955	425,745	472,131	46,386
Mandatory Fees	1,340,400	1,231,867	1,293,024	61,157
Parking Fees	-	-	-	-
Self-Support Course Fees	141,815	179,255	198,585	19,330
SFCC Gym COP	960,978	977,082	1,079,102	102,020
Other Student Fees	47,802	91,469	44,772	(46,697)
Total Student Fee Charges	\$ 4,740,583	\$ 6,308,544	\$ 6,390,243	\$ 81,699
Student Fee Waivers	\$ 117,072	\$ 178,335	\$ 142,294	\$ (36,041)
Auxiliary Enterprise Sales	\$ -	\$ -	\$ -	\$ -
Total Student Fee Revenue	\$ 4,623,511	\$ 6,130,209	\$ 6,247,949	\$ 117,740
Year to year change		\$ 1,506,698	\$ 117,740	
Year to year percent change		32.6%	1.9%	

Footnotes:

Mandatory Fees: Registration, Technology, Comprehensive, Bus Pass, and Health Clinic

Other Student Fees: Administrative fees and other miscellaneous fees

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

Grant Revenue

Grant and contract revenue represents funding received from external sources to support specific projects, programs, or services aligned with the mission of Spokane Colleges. These sources typically include federal, state, and local government agencies, and other private organizations. Funding may be awarded through competitive grants, cooperative agreements, or contractual arrangements. Grants and contracts are generally restricted funds, meaning they must be used in accordance with the terms and conditions set by the funding agency. This includes compliance with allowable costs, reporting requirements, and performance benchmarks. Revenue is recognized when it is earned, typically based on expenditures incurred or milestones achieved. The administration of grants and contracts requires coordination across departments and the business office to ensure fiscal stewardship, regulatory compliance, and alignment with institutional goals.

Total grant and contract revenue for FY 2024–2025 is projected at \$97.4 million. The largest share comes from federal grants, with student PELL grant funding increasing by \$5.6 million and the Head Start award reaching \$14.3 million. State and local grants contribute an estimated \$17.4 million, while private grants and contracts account for approximately \$35.8 million.

Grant Revenue

Spokane Colleges

Summary of Revenue

Description	2022-23 Actual	2023-24 Actual	2024-25 Actual	Increase/ (Decrease) from FY24
Federal Grants				
PELL	\$ 16,439,305	\$ 18,555,859	\$ 24,148,034	\$ 5,592,175
Head Start	13,499,319	13,914,424	14,306,529	392,105
Perkins	1,178,589	2,812,385	1,611,724	(1,200,661)
Basic Food Employment & Training	452,720	1,074,306	1,377,666	303,360
Basic Education for Adults	899,478	1,784,567	1,154,660	(629,907)
Supplemental Educational Opportunity Grant	1,156,533	419,220	542,428	123,208
Federal Workstudy	116,884	185,499	391,433	205,935
Other Federal Grants	1,077,131	588,172	705,419	117,247
Total Other Federal Grants	\$ 34,819,958	\$ 39,334,432	\$ 44,237,893	\$ 4,903,461
State/Local Grants				
ECEAP *	8,365,517	8,873,779	10,497,365	1,623,586
Corrections Education	1,801,863	3,583,604	2,376,726	(1,206,877)
WorkFirst	1,061,378	1,427,418	1,062,636	(364,781)
ESSER *	455,235	105,011	-	(105,011)
State Work Study	165,643	342,594	279,612	(62,982)
Other State/Local Grants	2,750,056	3,161,833	3,172,765	10,932
Total State/Local Grants	\$ 14,599,693	\$ 17,494,238	\$ 17,389,105	\$ (105,133)
Private Grants/Contracts				
SEIU *	1,242,691	1,118,691	992,559	(126,132)
Other Private Grants	108,000	6,000	35,000	29,000
Total Other Grants	\$ 1,350,691	\$ 1,124,691	\$ 1,027,559	\$ (97,132)
Total Grants	\$ 50,770,341	\$ 57,953,360	\$ 62,654,556	\$ 4,701,196
Year to year change		\$ 7,183,019	\$ 4,701,196	
% change		14.15%	8.11%	

* ECEAP - Early Childhood Education & Assistance Program (ECEAP)

* ESSER - Elementary Secondary Emergency Relief (Covid funds)

* SEIU - Service Employees International Union

Full-Time Equivalent (FTE) Positions

The term “full time equivalent” (FTE) is the budgetary equivalent of one position, continuously filled full-time for the entire fiscal year. For non-faculty positions, the equivalent is based on 2,088 hours (the number of average available work hours in a year) for a 12-month term. Faculty generate 1.0 FTE over the nine-months of the academic year (175 day contract). The total number of state-funded full-time equivalent (FTE) positions across Spokane Colleges is 1,641.3. Central Administrative Services account for 248.6 FTEs, Spokane Community College has 841.8 FTEs, and Spokane Falls Community College has 550.9 FTEs. These roles span executive leadership, faculty, classified staff, and professional/technical positions.

Full-time Equivalent Positions

Spokane Community Colleges

Summary of State Funded Positions

2025-2026		2025-2026	
Position Description	Budget	Position Description	Budget
Executive		Faculty	
COLLEGE PRESIDENT	1.0	ADJUNCT FACULTY	242.9
VICE PRES STUDENT SERVICES	1.0	FULL-TIME FACULTY	215.9
VICE PRES WORKFORCE DEVELOPMEN	1.0	MOONLIGHT	156.4
VICE PRESIDENT OF INSTRUCTION	1.0	SUMMER EFFORT	76.3
	4.0		691.5
Administrative		Classified	
ASSOCIATE DEAN	4.0	ADMINISTRATIVE ASSISTANT	9.8
ASSISTANT DEAN	2.0	CREDENTIALS EVALUATOR	3.5
DEAN	6.0	CURRICULUM ADVISOR	3.0
DIRECTOR ADMISS/REGISTRATION	1.0	CUSTOMER SERVICE SPECIALIST	3.0
DIRECTOR DISABILITY ACCESS SERVICE	1.0	EVENTS COORDINATOR	2.0
DIRECTOR FINANCIAL AID	1.0	FISCAL ANALYST	1.0
SNR DIR INST EFFECT/PLANNING	1.0	INSTR&CLASSROOM SUPT TECH	7.5
	16.0	LIBRARY&ARCHIVES PARA	3.0
Exempt		OFFICE ASSISTANT	11.1
AEC BUILDING MANAGER	0.5	OFFICE MANAGER	6.0
ASSOC DIR FIN AID/WK FIRST	1.0	OFFICE SUPP SUPERVISOR	2.0
ASSOCIATE REGISTRAR	0.5	PROGRAM ASSISTANT	5.9
BUDGET AND ACCOUNTING SENIOR	1.0	PROGRAM COORDINATOR	7.5
BUSINESS SYSTEMS ANALYST	1.0	PROGRAM MANAGER	1.5
CENTRALIZED SCHEDULING MANAGER	1.0	PROGRAM SPECIALIST	27.9
CLINICAL PLACEMENT MANAGER	1.0	PROGRAM SUPPORT SUPV	5.3
COMMUNITY RECRUITMENT MANAGER	1.0	OFFICE ASSISTANT	1.0
CRM MANAGER	1.0		100.9
DIRECTOR OF EXTENDED LEARNING	1.0		
DIRECTOR STUDENT SUCCESS, DIV / EQUITY	1.0	Full-time Equivalent Total	841.8
DUAL ENROLLMENT MANAGER	1.0		
EXECUTIVE ASSISTANT	4.0		
FITNESS CENTER MANAGER	0.5		
GREENHOUSE/NURSERY MANAGER	1.0		
INST RESEARCH ANALYST	2.0		
INSTRUCTIONAL SERVICES MANAGER	1.0		
MANAGER OF ADMISSIONS	1.0		
MANAGER OF APPRENTICESHIP	1.0		
MANAGER OF REGISTRATION	0.9		
MGR STDNT RIGHTS/RESPONSIBILI	1.0		
RURAL CENTER MANAGER	2.0		
STUDENT RECRUITMENT MGR	1.0		
STUDENT RESOURCES NAVIGATOR	1.0		
TESTING CENTER MANAGER	1.0		
WORKFORCE RECRUITMENT MANAGER	1.0		
	29.4		

Full-time Equivalent Positions

Spokane Falls Community Colleges

Summary of State Funded Positions

Position Description		2025-2026 Budget	2025-2026 Budget
Executive			Faculty
COLLEGE PRESIDENT	1.0	ADJUNCT FACULTY	155.6
VICE PRES OF STUDENT AFFAIRS	1.0	FULL-TIME FACULTY	141.0
VICE PRESIDENT OF LEARNING	1.0	MOONLIGHT	100.5
	3.0	SUMMER EFFORT	31.9
Administrative			429.0
ASSISTANT DEAN	2.0	Classified	
ASSOCIATE DEAN	1.0	ADMINISTRATIVE ASSISTANT	4.2
DEAN	6.8	CREDENTIALS EVALUATOR	3.0
DIRECTOR ADMISS/REGISTRATION	1.0	CURRICULUM ADVISOR	3.0
DIRECTOR DISABILITY ACCESS SERVICE	1.0	ELECTRONIC MEDIA SPECLST	1.0
DIRECTOR FINANCIAL AID	1.0	EVENTS COORDINATOR	1.0
DIRECTOR PLAN INST EFFECT & RES	1.0	INSTR & CLASSROOM SUPP TECH	9.7
DISTRICT DIRECTOR ELEARNING	1.0	LIBRARY&ARCHIVES PARA	3.0
	14.8	OFFICE ASSISTANT	2.0
Exempt		OFFICE MANAGER	6.5
ASSOC DIR FIN AID/WK FIRST	1.0	OFFICE SUPP SUPERVISOR	1.0
ASSOCIATE REGISTRAR	1.0	PROGRAM ASSISTANT	1.0
BASIC NEEDS NAVIGATOR	0.8	PROGRAM COORDINATOR	5.2
BUDGET AND ACCOUNTING SENIOR	1.0	PROGRAM MANAGER	1.6
DIRECTOR COMM OUTREACH/DUAL ENROLL	0.7	PROGRAM SPECIALIST	31.5
DIRECTOR LEARNING SUPPORT	0.3	PROGRAM SUPPORT SUPV	3.9
DIRECTOR OF MESA	1.0	RECREATION & ATHLETICS SPEC	0.9
DIRECTOR STUDENT FUNDED PRGMS	1.0	SECRETARY SENIOR	1.0
EARLY CHILDHD ED POC/EA GRANT	0.9		79.5
EXECUTIVE ASSISTANT	3.0		
FITNESS CENTER MANAGER	1.0	Full-time Equivalent Total	550.9
FUNCTIONAL ANALYST	1.0		
GLOBAL EDUCATION MGR	1.0		
INDIGENOUS STU OTRCH/SUPPT MGR	1.0		
INST RESEARCH/DATA SCIENTIST	1.0		
LEARNING MGMT SYSTEM ADMIN	1.0		
MANAGER OF ADMISSIONS	1.0		
MANAGER CAREER ED/PARTNERSHIPS	0.3		
MANAGER COLLABORATIVE LEARNING	0.7		
ONLINE ED INSTR DESIGNER	3.0		
PARENT CO-OP MANAGER	1.0		
PULLMAN CENTER MANAGER	1.0		
PROJECT MANAGER ADA COMPLIANCE	1.0		
	24.6		

Reserves

Spokane Colleges' ability to fulfill its mission for current and future students depends on sound fiscal management and maintaining adequate financial reserves. Reserves are essential to the financial health of the colleges and the district, providing stability and flexibility for future needs. Board Policy 5.20.04 establishes the framework for reserves, including size, allowable uses, oversight, and reporting requirements. Reserves represent liquid assets that can be used for planned enhancements or strategic initiatives, new opportunities aligned with institutional priorities, or unforeseen circumstances such as budget shortfalls. Reserves are primarily funded through budgeted allocations and surplus operating funds. Funds designated for reserves must be used for their intended purpose.

As of June 30, 2025, reserve balances totaled \$83.6 million, reported in the following categories: Operating Reserves – held by SCC, SFCC, and Central Administrative Units, and Board Designated Reserves, including the Stabilization Fund. The reserve balances report is enclosed.

Reserve Balances

Spokane Colleges

Board Designated Reserve Balances

Description	2024-25 Balance (7/1/2024)	2024-25 Activity	2025-26 Balance (7/1/2025)	Required Reserve	Over/(Under) Required Reserve
Operating Reserves					
Spokane Community College	\$ 2,265,355	\$ -	\$ 2,265,355	\$ 2,051,598	\$ 213,757
Spokane Falls Community College	1,072,878	-	1,072,878	1,065,818	7,060
Central Administrative Units	909,453	-	909,453	947,189	(37,736)
Operating Reserves Total	\$ 4,247,686	\$ -	\$ 4,247,686	\$ 4,064,605	\$ 183,081
Board Designated Reserves					
Board Reserves	3,728,980	173,437	3,902,417		
Stabilization Fund	67,928,917	3,637,209	71,566,126		
Rent Reserve	508,603	1,260	509,863	-	-
Utility Reserve	1,766,431	2,610	1,769,041	-	-
Parking Reserve - Restricted	1,453,945	169,568	1,623,513	-	-
Board Designated Reserves Total	\$ 75,386,876	\$ 3,984,083	\$ 79,370,959	\$ -	\$ -
Total Reserves	\$ 79,634,562	\$ 3,984,083	\$ 83,618,645	\$ -	\$ -

Notes

The Operating Reserves are set at 5% of the beginning base operating carryforward budget per Board Policy 5.20.04-C.

The Board Designated Reserve is set at a level which covers possible expenditures as outlined in Board Policy 5.20.04-B, including for capital projects, debt service, asset and infrastructure maintenance, contingencies or other catastrophic events, strategic planning, and other organization initiatives.

Asset and Infrastructure Maintenance Overview

The State Capital Budget is the primary source of funding for campus buildings and infrastructure maintenance. This funding supports major construction projects and repairs identified through the facility condition survey, which assesses campus needs and prioritizes deficiencies. Repairs are typically funded through capital appropriations for Minor Works and Facilities and Minor Works Roof allocations. To supplement state funding, Spokane Colleges maintains a reserve for infrastructure, equipment, and library resources. This reserve is set at 10% of the net depreciable assets, calculated as book value less accumulated depreciation for these asset categories. These funds provide flexibility for addressing urgent needs or planned enhancements beyond state allocations. As of June 30, 2024, Spokane Colleges reported Net depreciable assets of \$178.6 million and Biennial facility deficiency needs of \$11.9 million.

As reported in the Capital Planning & Development section of this document, new state capital appropriations as of July 1, 2025, represent increased capital funding for both SCC and SFCC, including biennial allocations of \$11 million and \$6 million, respectively. The new funding is a significant boost in addressing deferred maintenance needs. When combined with capital funds available as of June 30, 2025, the new capital appropriations for minor works projects at SCC and SFCC bring total available capital funds to approximately \$62 million.

Asset and Infrastructure Maintenance Reserve

Spokane Colleges

Depreciable assets and facility deficiencies

As of June 30, 2024

Description	Book Value	Accumulated Depreciation	Net Book Value
Depreciable Assets less Accumulated Depreciation			
Buildings	\$ 312,087,016	\$ 144,698,535	\$ 167,388,481
Other improvements and infrastructure	8,658,105	3,284,362	5,373,743
Equipment	25,290,685	19,528,359	5,762,326
Library resources	2,507,542	2,471,663	35,879
	<u><u>\$ 348,543,348</u></u>	<u><u>\$ 169,982,919</u></u>	<u><u>\$ 178,560,429</u></u>

	Amount
Reserve for Other infrastructure, equipment, and library resources	<u><u>\$ 1,117,195</u></u>
FY 2023 Biennial Facility Deficiency Need	
Spokane Community College	6,470,000
Spokane Falls Community College	5,417,000
Facility Deficiency Need Total	<u><u>\$ 11,887,000</u></u>

Notes

Spokane Colleges receives state funding for the maintenance and operation of buildings.

The FY 2023 facility condition survey reports deficiency needs for campus infrastructure and identifies the source of funding as either the State Minor Works Facility appropriation or the State Minor Works Roof appropriation.

The reserve for other infrastructure, equipment, and library resources is set at 10% of the net depreciable assets less accumulated depreciation for these categories of assets per the Board policy on reserves. This amount is included in the Board Designated Reserve.

Excluded leased buildings

REPORT: STRATEGIC PLAN UPDATE

Presented by: Dr. Lori Hunt
Chief of Staff & Strategy
November 18, 2025

REPORT: OFFICE OF TRIBAL RELATIONS UPDATE

Presented by: Dr. Naomi Bender
Director of Tribal Relations
November 18, 2025

1. Current numbers of AIAN, NA, PI
2. District Indigenous dashboard work which will provide tribal advisory board, my office, and us with current information and data pertaining to recruitment and event strategies, who we are serving, trends in areas of disciplines or attrition rates, etc.
3. Current issues with CTC admissions link does not accurately collect AIAN data (state level is working on this issue) Thus, we are likely serving more Indigenous students than we are currently accounting for
4. Spokane Colleges will be leading a Tribal Natural Resource Curriculum focused Workshop the week of April 13th-17th, 2026 with four institutions of higher education and their tribal liaisons/relations directors; U of Idaho, EWU, WSU, NIC (and potentially GU and Whitworth. Tribes whose DNR leads are working with us to develop this daylong workshop, are the Spokane, Colville, Kalispel, and CDA
5. Indigenous Simulation center work with Colville was presented by President Martin and myself, and the Confederated Tribes of the Colville Reservation, agreed to the partnership and appointed Tribal Councilman Joe Finley, to work with us on this project
6. Inchelium Campus is bustling! Potential expansion in Inchelium with tribe! Tribal Council is currently working with their architects who are building their new wellness center, and requesting a classroom in the building be added for rent as a possibility
7. Taught students in Inchelium on Thursday, November 13th about developing hydrosols, medicinal tincture, oil to salve development, and teas, with berries and rosehips they harvested while learning in their natural resources course on the reservation
8. Manito Park opportunity to collaborate with Spokane Colleges through University District Spokane Environmental Learning Community Center (SELCC) board, Dr. Bender co-chairs
9. Conversation around developing Indigenous curriculum
10. Avista grant submission, Indigenous Healing Environments Across Lifeways (IHEAL) Centers on the SFCC and Inchelium campuses. \$10k request, to develop herbal, plant, food, system learning spaces from an Indigenous lens.
11. Genentech Grant submission for \$100k to work alongside Spokane Tribe of Indians, an epidemiologist, SFCC and/or SCC tribal students, and members of the tribe in a community effort to learn more about health and environmental risk factors.



12. Wrapping up year 2 of WSAC grant, and will be co-applying to Tier II funding to WSAC in late January alongside WSU, Providence, and five Plateau Tribal Nations toward pathways development and implementation.
13. Looking into more grant opportunities to help SFCC further develop upon their goals of Indigenous land restoration with a traditional garden, tee pee, and other culturally centered learning opportunities in an outdoor space
14. Native American Heritage Month, both clubs are putting on multiple events on both campuses and serving tribal community events as well. Inchelium campus is having their first-ever frybread event Nov. 13th
15. Current ATNI education committee and all directors of tribal relations are developing two subgroups in smudge institutional policy guidelines and training requirements for institutions of higher education that are similar in nature to the new EO Governor Ferguson has required of all cabinet agencies. These are likely to turn into resolutions at ATNI that are then brought before Senators or Representatives toward legislative bill development.
16. A final note and information piece, that tribes we serve and their enrolled members who are students at Spokane Colleges, do not fall under any DEI umbrella, or that of the current DOJ mandates. Federally recognized tribes and their members hold a political status that sit outside racial categories in the U.S. This has been well documented within federal policy and also by the current administration who has sent letters to the National Indian Education Association and to tribes in these matters. We have also worked with the AG's Office of Tribal Policy on this matter.

REPORT: REVIEW OF BOARD POLICY 1.20.03

Presented by: Dr. Kevin Brockbank
Chancellor, Spokane Colleges
November 18, 2025

Board Policy 1.20.03

Legal authority is vested in the Board of Trustees and may be exercised only by formal action of the Board, taken in regular or special meetings. No individual of the Board may act on behalf of the Board unless specifically instructed by action of the Board.

[Adopted 04/19/05; effective 01/01/06; formerly 1.30.02]

Board Policy 1.20.03 was adopted April 19, 2005 and has not been amended since the date of adoption. The Board of Trustees is being asked to review the policy for any potential updates. It is proposed that the Board of Trustees reviews the policy and answers the following questions in regard to the policy:

1. Does the current policy clearly express the intent of maintaining unified Board authority and avoiding individual overreach?
2. Does the current wording adequately define what constitutes “formal action” by the Board?
3. Should the policy specify what actions cannot be taken by individual Trustees without Board authorization (e.g., directing staff, making commitments, representing Board positions)?
4. Does this policy align with state laws governing open meetings, ethics, and conflicts of interest?
5. How can this policy support both strong governance and a culture of respectful collaboration between Trustees and district leadership?
6. What are the key values or outcomes the Board wants this policy revision to reinforce — e.g., unity, transparency, accountability, or efficiency?

*****The process for revisions to the Board Policies should be consistent with Board Policy 1.10.01 and Admin Procedure 1.10.01.A.***

1.10.01 Board of Trustees Policy

Members of the Board of Trustees of Washington Community College District 17 (Spokane Colleges) are appointed by the Governor under RCW 28B.50.100. The Board of Trustees may from time to time adopt board policies regarding matters affecting the operations of Spokane Colleges. Such policies constitute the district's governance position on the matter until amended, repealed or superseded by the board. Policies are subject to federal and/or Washington State law and rules. Policies in conflict with these laws and rules shall not be effective or enforced.

The Board, at its sole discretion, reserves the right to adopt, amend or repeal board policies. Board policies may be adopted, amended or repealed by majority vote, provided such changes are proposed at least one meeting prior to the meeting at which the vote is taken. Exception to this provision may be made by a majority vote of the board.

The Chancellor will adopt and implement administrative procedures to carry out board policies. Board policies shall be compiled and published in a Board Policy Manual to be maintained in the board office. Board policies shall also be made accessible to the public and college community by electronic means.

Board of Trustees administrative rules are contained in Chapter 132Q of the Washington Administrative Code.

The term "Spokane Colleges" shall mean "Washington Community College District 17."

CCS Administrative Procedure

1.10.01-A Board of Trustees Policies

Implementing Board Policy [1.10.01](#)
Contact: Chancellor's Office, 434-5006

1.0 Purpose

The Board of Trustees has adopted policies regarding matters affecting the operations of Community Colleges of Spokane. This procedure provides the process to propose a new board policy or submit an amendment to an existing board policy for the board's consideration.

2.0 Limitations and Requirements

- 2.1 The board, at its sole discretion, reserves the right to adopt, amend, or repeal board policies.
- 2.2 Proposals to add or amend board policies must be submitted by the chancellor and trustee chair as an agenda item at a regularly scheduled meeting. See Administrative Procedure 1.30.05-A – Board of Trustees Agenda.
- 2.3 Such proposals may be submitted for consideration only by the following CCS officials:
 - 2.3.1 President or vice president
 - 2.3.2 Chief officer, provost or public information officer
 - 2.3.3 Senior assistant attorney general
- 2.4 Board policies may be adopted, amended or repealed by majority vote, provided such changes are proposed at least one (1) meeting prior to the meeting at which the vote is taken. Exception to this provision may be made by a majority vote of the board.
- 2.5 The secretary to the board manages all board policies and is responsible to assign policy numbers, track policies through the review and approval process, publish approved policies to the CCS Board of Trustees web page, and maintain the record copy of the all policies in a centralized directory for their full retention period in accordance with Washington State law.

3.0 New or Amended Board Policies

- 3.1 Proposals to add or amend board policies must be submitted in writing to the chancellor. The chancellor may take one of the following actions:
 - 3.1.1 Route the proposal back to the responsible party noting that the proposal is not to be considered further.
 - 3.1.2 Route the proposal back to the responsible party for further analysis, for consideration of other options, or redrafting.
 - 3.1.3 When appropriate, route the proposal to the Attorney General's Office to review for consistency with state and federal laws, rules and regulations.
 - 3.1.4 Review the proposal with the trustee chair and trustee vice chair for inclusion on a future board meeting agenda.
- 3.2 If the proposal is approved to move forward for board consideration, the official is notified and must submit a board brief to the executive assistant to the board.

- 3.3 If the new or amended policy is approved by the board, the secretary to the board:
 - 3.3.1 Prepares the final version for the Board of Trustees Policy Manual and posting on the CCS Board of Trustees web page.
 - 3.3.2 Maintains the record copy of the policy for its full retention period.

4.0 Related Items

- 4.1 Chapter [132Q-01 WAC](#) – Board of Trustees
- 4.2 CCS Board of Trustees [Web Page](#)
- 4.3 CCS Board of Trustees [Policy Manual](#)
- 4.4 State Government General Records Retention Schedule, [GS 10002 – Policies & Procedures](#)

Originated: July 2009

Revisions: December 2013

Cabinet approval: July 20, 2009

ACTION: ANNUAL BOARD REVIEWS & EVALUATIONS

Presented by: Todd Woodard
Board of Trustees, Chair
November 18, 2025

SPOKANE COLLEGES BOARD OF TRUSTEES
2025-2026 PRIMARY FOCUS AREA TAKEAWAYS AND STRATEGIC GOALS

PRIMARY FOCUS AREAS

Strategic Plan

The District's 2025–2030 Strategic Plan is structured around five primary pillars:

1. Student Basic Needs – The Strong Foundation
2. Support Anchors – The Cornerstones
3. Academic Design – The Framework
4. Community Connections – Opening Doors to the Future
5. Strong Internal Structures – The Infrastructure and People

These pillars serve as the guiding framework to align institutional resources, workforce engagement, and community partnerships with mission-centered goals.

Long-Term Fiscal Sustainability

Washington higher education institutions are operating under constrained state revenues due to reductions in appropriations approved in the 2025 Legislative Session, and anticipated reductions in the upcoming 2026 session.

In addition to the appropriations reductions, Spokane Colleges will also face a significant allocation adjustment as part of the SBCTC Allocation Model revision. Over the next six years, Spokane Colleges' allocation adjustment is scheduled to be \$1.16 million each year, for a total reduction of \$7 million. This will require measured adjustments in spending and ongoing fiscal discipline, along with a focus on increasing revenue.

The Board acknowledges that sustaining operations will require transparent discussions, challenging decisions, and meaningful structural changes to ensure longevity and financial stability.

Policy Review and Development

Recognizing the policy level responsibility and authority of the Board role a focus on policy review and development is warranted. Numerous administrative policies require revision to reflect current institutional direction, technology updates, and functional needs.

Accessibility and visibility of these policies must be improved for staff and stakeholders.

Policy review will occur at each Trustee meeting during the 2025-2026 year.

Community Connections and Advocacy

A Chancellor's Leadership Advisory Council will be established, composed of local business and industry leaders representing diverse economic sectors. This council will serve as a strategic partner to advise the Chancellor and Board of Trustees on:

- Community workforce and employer needs
- Curriculum and program alignment with regional demand
- Partnership opportunities for training and internships

This advisory group is distinct from the Spokane Colleges Program Advisory Councils and will meet quarterly.

Additional note: Trustees discussed the importance of an annual high-profile fundraising event—such as a gala—to strengthen community engagement and scholarship funding.

Rural Education Support and Development

Given the unique role of rural campuses in regional workforce development, the District will expand community partnerships to bolster training programs, improve enrollment stability, and enhance resource development opportunities across the 12,000+ square mile service area.

CHANCELLOR GOALS

FISCAL YEAR: 2025-2026

1. Completion of the District Strategic Plan

Context:

- Administrative oversight is being led by Dr. Lori Hunt.
- The Board has endorsed the District Mission, Vision, and Values integrated with the five strategic pillars listed above.

Process:

- Progress updates will be provided monthly.

Timeline:

- Full completion targeted for Spring 2026.

Responsible:

- Chancellor's Office (specific delegation TBD)

2. Launch of the Chancellor's Leadership Advisory Council

Context:

- Intended to establish a structured engagement model with business, industry, and civic leaders.
- Input will support program relevancy, partnerships, and potential funding sources.

Process:

- The development phase (charge, membership nominations, structure) will begin immediately.
- Meetings will occur quarterly.

Responsible:

- Chancellor's Office (specific delegation TBD)

3. Community Engagement and Support

Context:

- Significant revenue and allocation reductions will present historical challenges for Spokane Colleges over the next six years.

Process:

- Collaboration with the Foundation Board to plan signature, or other smaller events.

Timeline:

- To be determined.

Responsible:

- Chancellor's Office (specific delegation TBD)

4. Long-Term Fiscal Sustainability Plan

Context:

- Strengthening student support resources amid foreseeable state and federal fiscal challenges.

Core focus areas include:

- Administrative and operational sustainability
- Legislative and regulatory alignment
- Change management and workforce adaptation
- Enhancement of rural education access

Process:

- Collaboration with the Foundation Board to plan signature, or other smaller events.

Timeline:

- Final plan completion by April 2026, to align with the FY2026–27 budget cycle. Covering all fiscal years through FY2031-32.

Responsible:

- Chancellor's Office (specific delegation TBD)

REPORT: CHANCELLOR'S REPORT

Presented by: Dr. Kevin Brockbank
Chancellor, Spokane Colleges
November 18, 2025

District Business & Finance Office

CFO – Our division....

Budget Office – The Budget Office has been spending the month meeting with leadership across the district to review the finalized 2025-26 operating budget and begin discussions on 2026-27 budget planning. The team prepared a schedule of key dates for the year's budget planning and shared this calendar with executive leadership so that there is a clear plan and expectations are set for the year.

Uncertainty around federal funding and upcoming changes to the SBCTC Allocation Model led to many discussions this month on expectations for current year spending and what other sources of funding could cover possible losses. The budget team was able to support these discussions with timely information as well as provide monthly management reports to college budget managers so that expenditures are carefully monitored across the district.

Treasury and Financial Services - The Treasury department has been diligently preparing annual state reporting for unclaimed property, processing scholarship payments, and supporting auxiliary services as they begin operations in the new academic year. Additionally, members of the Financial Services team are participating in the recruitment and selection process for the Fixed Asset and Facilities Accounting Senior position. This role, which will continue to support capital and facilities operations, is expected to begin December 1, 2025, following interviews in mid-November.

Student Finance - The Student Finance department collaborated closely with the Financial Aid offices on both campuses to disburse over \$15 million in financial aid to students enrolled for fall quarter. On October 22, after months of planning and preparation, the Student Services department successfully launched the Student Financial Responsibility Agreement (SFRA). The SFRA is a mandatory agreement required by all community and technical colleges, designed to ensure students understand and accept their financial obligations related to tuition, fees, and other educational costs.

Payments Team - The Payments team began recruitment for an Expense Accounting Supervisor, with candidate interviews scheduled for the third week of November, and a start date of mid-December. This position will oversee Accounts Payable, P-Card, and Travel operations, playing a key role in maintaining compliance and supporting audit processes. Since the beginning of the fall term, the team has processed over 800 vendor invoices and 1,000 P-Card transactions.

Fiscal Year 2025 Preparation - Finally, the Financial Services department has begun preliminary work on the Fiscal Year 2025 financial statements and preparation for the upcoming audit, ensuring continued accuracy, transparency, and compliance in all reporting activities.

Public Records – In October, the Public Records Desk received 28 new public records requests (PRRs). Throughout the month, we actively worked on 45 requests and closed 28. While the overall volume of requests remains elevated, we are maintaining strong closing rates:

- 56% of all PRRs are closed within one week.
- 90% are closed in under a month.
- Requests taken longer than a month are individually tracked and monitored in weekly meetings. These tend to be exceptionally large and complex requests involving potential litigation.



We would like to extend our appreciation to the IT department for their continued support, as the number of email requests is also increasing. Their efforts in collaborating with and addressing extensive searches has improved our ability to manage and maintain the service levels expected by the Public Records Act.

October marked the closure of one of our more intricate and extensive requests, which involved potential litigation. This request spanned 10 months and required the review of over 16,000 emails.

College Stores – Maria Midkiff has been leading the vendor selection process and transition to a new college store vendor. After an extensive evaluation process, BibliU Campus was selected as the new bookstore vendor for SCC and SFCC effective December 1, 2025. With over 50 years in the campus store business, BibliU is a leader in delivering physical course materials, supplies and digital content to students on the first day of class along with a simple course adoption tool for faculty. Spokane Colleges is making this change to enhance affordability and accessibility for students and to improve the campus store experience for our campus communities.

Contracts Office –

1. Received eight notices of possible fraudulent P Card charges from JP Morgan Chase. One notice involved actual fraudulent charges.
2. Assisted with the completion of SCC and SFCC student academic management software purchase agreements with ConexED.
3. Assisted SCC with the Completion of a clinical affiliation agreement with Hawaii Pacific Health.
4. Assisted Workforce Training and Continuing Education with the completion of a flagger training agreement with Pre-Employment Preparation Program.
5. Provided records in response to three public records requests.
6. Assister SFCC with an National Educational Institution Affiliation Agreement with Life Care Centers of America.

Travel - We're pleased to inform you of an important change to our travel booking services. The Washington State Department of Enterprise Services (DES) has partnered with **Corporate Travel Management North America, Inc. (CTM)** to provide enhanced service, improved booking tools, and 24/7 support. Travelers are busy setting up profiles to make the booking process easier.

Purchasing:

2 RFP
99 PRs
96 Pos
\$165,455.95 rebate from JP Morgan

Business & Administrative Services –

- Coordinating new bookstore transition (ongoing)
- Processed 318 student bus pass requests (ongoing)
- Organized and reviewed (continuing) Civil Rights submissions

Payroll & Benefits –

- The annual PEBB Benefits Fair occurred Tuesday, November 4th at SFCC. In addition to the Healthcare Authority and Dept of Retirement Services, the fair also included representatives from Kaiser, Regence, VEBA, Metlife, all dental providers and even WEB MD. The Benefit Fair included five presentations, scheduled throughout the day, focused on benefit options available for those looking towards, or already a part of, retirement.
- The payroll department, working in conjunction with HRO, continue to streamline the new process for Non-Resident Alien staff. SBCTC has also been rolling out enhancements on the ctcLink process, as necessary.
- The ctcLink HCM User Group Committee, a membership of all Community & Technical colleges in Washington State, held their Fall conference in Seattle on October 9th & 10th at the Seattle College South Campus Bldg C.

This quarterly conference, attended in person by payroll, benefits, and human resources staff, includes a Webex option. Representatives of SBCTC were also in attendance. Speakers from various State agencies were on the agenda as well as discussions of issues, or success, by the colleges regarding their process' within ctcLink.

We also experience first-hand the first responders of the Seattle Fire Department. A fire broke out in the field behind Building C, which was evacuated, and put the conference on hold for a bit.

Office of Institutional Advancement

DIVISION-WIDE ACTIVITIES

Rebrand

- **Mascot** – worked with Spokane Indians expert to fine-tune our design and identify a vendor for a new rebranded mascot costume. Estimated delivery is Spring 2026.
- **Branded apparel** – ran successful online store in October resulting in 151 items ordered by 85 employees at SCC, SFCC and the District.
- **External signage** – Continued work to update/replace signage across Spokane Colleges. This includes new parking lot banners, building signage and various random signage with the old brand. Also identifying signage updates inside buildings
- **Athletics** – working to implement new branding in upcoming winter sports.

Marketing Campaigns

- **Current:** Workforce Campaign -- Healthcare focus (Aug – Nov)
 - Print ads in *Journal of Business* Healthcare issue, *Spokane Valley Current* and *Liberty Lake Splash* to align with billboard campaign in the Valley
 - Digital paid advertising campaign continues through mid-November; thus far generating more than 3,500 visitors to the campaign website
 - Integrated campaign also includes videos, TV ads, social media, news coverage and strategic storytelling efforts.
- **Up Next:** Transfer Campaign (Dec - Feb) and Running Start (mid-Jan – mid-Mar)
 - Developing content for three transfer campaign ads highlighting the most significant takeaways from their experience at Spokane Colleges
 - Recorded the first of three student videos to support the Running Start campaign. The campaign will feature the three parts of the student journey – beginning, during and destination.

Partnerships

- Activated our new sponsorship agreement with the **Spokane Chiefs** by unveiling digital ads on the Arena ribbon board and Spokane Colleges featured on the cover of all game programs. Pursuing a discount ticket portal for students to attend select games. This partnership promotes and elevates our new brand and colleges.
- Expanding our partnership with **The Great PNW** to include a launch party in February for Spokane Colleges alumni.
- Supported **‘Together Spokane’** initiative through communications and public relations

Other

- Planned, promoted and participated in the Chancellor’s first **Town Hall Meeting** of the year at SCC on November 5.
- Supported the **BibliU bookstore transition** with clear and timely communication to students and faculty

- Provided communications support and messaging to SCC for the closure of the **Student Health Clinic**. News release is planned in November with CHAS.
- Participated in the new **Strategic Plan** kick off; five members of our team are engaged on 4/5 pillar committees
- Continued to provide **learning opportunities** for the Institutional Advancement team. Visited Orlando's for lunch and toured the SFCC art programs in October.
- Reviewed and provided feedback on the first draft of the new district-wide **Emergency Operations Plan**.

SPOKANE COLLEGES FOUNDATION

While the Foundation hit its annual fundraising goal just 47 days into our fiscal year, we are not ending or slowing down our work. So far this year we have:

- Run the annual Leadership Campaign, which resulted in 100% giving by the Foundation Board and the Colleges' District Cabinet
- Run the Numerica Head Start Challenge, which resulted in over \$20,000 for Head Start support
- Run the Employee Campaign, which saw open rates of 45-51% each day and resulted in 72 colleague celebrations
- Launched a special Student Support appeal on November 3 to raise money for food and emergency aid, in response to the federal government shutdown
- Hosted 2 events (retirees and lead donors)
- Completed our annual financial audit
- Launched the sponsorship campaign for Sasquatch Soiree
- Awarded 65 scholarships through our fall awarding cycle
- Mailed 3 targeted newsletters and 3 targeted e-newsletters
- Launched a new process to provide quarterly balances to all program support project managers
- Launched the FY2026 alumni award nomination process
- Confirmed scholarship processes for all scholarships awarded outside of the Foundation

MARKETING

- Received 17 medallion awards from the National Council of Marketing and Public Relations (NCMPR) regional competition – 6 gold, 8 silver and 3 bronze. The gold awards are automatically entered into the national Paragon Awards competition.
- Digital ads in the *Journal of Business* Weekly Education and Workforce Email
- Tabling at HOSA (Health Occupations Students of America) regional Fall Leadership event in Spokane for 200 high school students on Nov. 1.
- Halftime Sponsorship with SWX – running ads during high school football games produced and aired on SWX.
- Newly branded NextGrad display ads in area high schools promoting SCC and SFCC programs in October.

- Facilitated sponsorships of two Greater Spokane Valley Chamber events: Manufacturing Matters and the Chamber's Annual Meeting

College and Department Specific Marketing Support:

- Respiratory Therapy promotional pieces and marketing support
- Workforce Training and Continuing Education flyers, marketing and public relations support
- Creation of flyers, ads and postcards promoting SFCC Art Gallery, Drama and Music departments.
- Continuous form development to make the student journey easier to track in the CRM.

CRM (Customer Relationship Management)

- Training/Users: Over 10 new users have completed their initial training and started using the CRM in the last 2 months! We now have over 160 folks across the district utilizing the CRM for recruitment.
- Having completed implementation of the recruitment suite last year, the CRM team is focusing on system enhancements and new tool builds in 2 primary areas:
 - Data integrations: The CRM team has now entered the testing and validation phase of a ctcLink integration for financial aid outreach (i.e. application status, *not award information*). Many more integrations are in the queue to build.
 - Selective/Competitive Program Online Applications: Both SCC and SFCC continue to build more online applications for selective/competitive entry programs into the CRM, mostly for recruitment of Fall 2026 cohorts. At SCC, **Diagnostic Medical Sonography** is being drafted and **Registered Nursing (RN)** and **Dental Assisting** are in the user acceptance testing phase. At SFCC, **Running Start** is being drafted, **Graphic Design** is in the user acceptance testing phase, and the full suite of review and decision letter tools is being built out for the **Hearing Instrument Specialist** program that launched their online application last year.
- Building the recruitment pipeline: Across SCC and SFCC combined for 2025 so far, we have received an average of 562 inquiries per month from prospective students. During 2024, we averaged 411 inquiries per month. A 36% increase!

COMMUNICATIONS & PUBLIC RELATIONS

We continue to respond to an influx of inquiries on the public relations front regarding the ongoing impacts on colleges nationwide from the federal shutdown. In most cases, we don't comment in real-time and wait for leadership assessments when appropriate.

The most prominent example of that principle in action in October was working hand in hand with a KHQ-TV report on the BFET funding freeze and its impact on our students. Chancellor Brockbank granted an interview, and the reporter came to the SCC Food Pantry to interview the Student Resources Navigator and a student.

Earlier in the month, we achieved a milestone in garnering media coverage, thanks to a great partnership with SCC leadership: all three Spokane TV stations covered SCC's Trades Exploration Day. Staff, faculty, and

leadership members showed up at 4 a.m. to host both KXLY and KHQ on live remotes, which took roughly 3-4 hours for each. Each filmed two live shots per hour in the trades building, with instructors and our staff helping the stations cover the angles they wanted to pursue. KREM dropped in later in the morning to do a piece. Each piece highlighted unique aspects by each TV station.

Campaigns, Outreach Support, Photo and Video

We continue to partner with both campuses and their Outreach/CRM teams on maximizing enrollment opportunities.

We are continuing to support the workforce healthcare campaign and are working on content to support the upcoming Transfer and Running Start campaigns.

We continued holding District Outreach meetings monthly in a joint format with both campuses. The goal of all these efforts is to identify the greatest needs, then develop and execute strategies to address those situations.

We are leading efforts in partnership with community organizations and businesses such as The Spokane Chiefs & Spokane Indians, the Great PNW, and Indaba Coffee Roasters. Our coffee partnership will be featured nationally in the *Counsel* magazine published by NCMPR.

Public Relations (PR), Media Pitching and Inbound, Strategic Storytelling

Our team continues to coordinate with leadership on a growing number of media inquiries, much of the interest generated by new offerings, which we then "pitch" to media outlets. We have been featuring much of our new content on our own websites and then sharing it out via social media and media pitches.

October Stories – Shared on Website and Social Media

- [SCC's Food and Resource Center is Central to Student Success](#)
- [At the SCC Library, There's More Than Books and Quiet](#)
- [Spokane Community College Launches Manufacturing Certificate Programs](#)
- [Spokane Community College Hosts Trade Discovery Day](#)
- [Exploring the Next Step at Trades Discovery Day](#)
- [How Gravel and Dirt Hang With Luxury and Engineering for This SCC Grad](#)

September Stories – Shared on Website and Social Media

- ['It's Never Too Late': Tana Tenold's Path to Occupational Therapy](#)
- [Nursing Veteran Cheri Osler's Advice for Future Nurses: 'Go for it—The Sky Truly Is the Limit'](#)

We continue to see our District leaders sought out more as subject-matter experts on best practices for innovative programs, workforce initiatives, enrollment growth, and responses to funding issues. We are now receiving more nationwide and niche-focused inquiries, in addition to local media inquiries.

Media Coverage (select examples)**Trades Discovery Day (hourly live remotes)**

- [Spokane Community College on KHQ \(NBC\) - Spokane, WA](#)
- [Spokane Community College on KXLY \(ABC\) - Spokane, WA](#)
- [Spokane Community College on KXLY \(ABC\) - Spokane, WA](#)
- [Spokane Community College on KHQ \(NBC\) - Spokane, WA](#)
- [Spokane Community College on KHQ \(NBC\) - Spokane, WA](#)
- [Spokane Community College on KXLY \(ABC\) - Spokane, WA](#)
- [Spokane Community College on KXLY \(ABC\) - Spokane, WA](#)
- [KREM](#) (mid-day, evening piece)

Other Coverage Highlights

- [Spokane Community College food pantry steps up as government programs face uncertainty](#), October 28, 2025, Reach: 522,415
- [WA community colleges to get \\$9 million to train workers on front lines of climate change](#), October 23, 2025, Reach: 218,440
- [Together Spokane: Northeast Spokane would see the greatest parks investment under \\$440 million ballot measure](#), October 16, 2025, Reach: 218,440

Websites – New Website Project (ongoing) and Current Websites

Meanwhile, the web team and our IT partners continue refining the scope and specifications of a generational project that will result in **all-new platforms for Spokane Colleges, SCC, SFCC, and the Spokane Colleges Foundation**. Launch target date is Fall 2026. The content review process continues.

IT and MarCom are managing this project. Melanie Rose is the executive sponsor. We are collaborating across the organization. **We reached a major milestone in the multi-site web projects, moving from design to the start of the implementation phase with our website vendor, Modern Campus.**

There is much going on behind the scenes, including extensive efforts to make the new website design efficient, engaging, and accessible for all visitors using our new website platform. **Progress continued with our agency partner, iFactory, on a one-of-kind “Discovery Tool” that will live on all three websites to help prospective students identify their interests and find a Pathway. We are moving from a functional concept to designing the look and feel for prospective students.**

We have seen growing engagement on all of our websites:

Key Website Metrics**SCC**

- 3,800+ Conversions (Apply Button clicks, Phone Calls, Email clicks)
- 1,087 Apply clicks

SFCC

- 820 Conversions (Apply Button clicks, Phone Calls, Email clicks)

- 340 Apply clicks

District

- 17,300+ New Users visiting the website

Marketing

- 20,000+ more users than this time last year

Social Media Overview

Our social media manager has been working not only on auditing existing accounts and covering & posting about campus events (multiple times weekly), but also to create tools and frameworks to establish a standard of practice across the colleges. Here is a short list of all that has been done in this area:

- Comprehensive **Social Media Guidelines** are nearly ready for Cabinet review.
- A **Content Strategy Framework** for social media is in progress. This approach integrates with our storytelling and multimedia leads and our marketing plans.
- Meetings with **ASG, ambassadors, and student clubs/organizations** to unify efforts and strengthen storytelling through their voices.

Here are some key metrics and milestones reached on social media.

A TikTok video filmed of a bakery program student became our highest-performing video, with more than 7,000+ views, 786 likes, 116 shares, and 64 saves. The 37-second video had a total watch time of 27 hours and gained 121 new followers.

- **Overall, TikTok gained 342 followers in one month.**
- We reached a milestone of 2,000 followers for the SCC and Spokane Colleges Instagram accounts.

Prepared by: Melanie Rose
Chief Institutional Advancement & External Affairs Officer
November 18, 2025

General Services Division

CGSO Employee Highlight

This month, we are proud to spotlight **Emric Scriven** as the CGSO Employee Highlight. Emric serves as District Safety Officer at the Environmental Health and Safety Office. He joined Spokane Colleges in March 2023. He has a bachelor's degree in risk insurance and safety management from Central Washington University. Since joining the team, Emric has played a key role in enhancing environmental health and safety. His contributions to the implementation of the HSI safety platform, including accident reporting, safety checklists, online training modules, and chemical management, have been instrumental. In addition to these efforts, Emric's daily responsibilities include accident/injury follow-up and investigation, building inspections, hazardous waste oversight, ergonomic assessments, and more. Emric's dedication, proactive approach, and positive attitude have made a meaningful impact on the health and safety culture at Spokane Colleges. His hard work is deeply appreciated by the entire team. Fun fact: Emric is a passionate fan of the Oregon Ducks football team!



General Services Division – Workforce and Fiscal Update:

Metric	Capital		M&O		OCS		EH&S		CS		CGSO	
	100%		91%		100%		100%		83%		100%	
	7	7	88	80	21	21	2	2	6	5	2	2
Workforce Availability	Division								126	117	93%	
Vacancies	0		4		0		0		1		0	
L&I	0		2		0		0		0		0	
FMLA	0		2		0		0		0		0	
Fiscal Management - 25%	19.32%		20.37%		23.00%		19.83%		22.42%		24.66%	
Expended	\$ 132,617		\$ 1,814,254		\$ 342,192		\$ 51,027		\$ 102,075		\$ 81,364	
Budgeted	\$ 686,291		\$ 8,907,958		\$ 1,487,917		\$ 257,383		\$ 455,227		\$ 329,931	
Division	20.90%				\$ 2,390,912				\$ 11,438,416			

The General Services Division currently has five vacancies: four in Facilities and one in Central Services. Facilities vacancies include two HVAC Technician positions that have been unfilled for over two years, an SCC Administrative Assistant, which is critical for processing key requests and supporting the SCC Director of Maintenance & Operations, and a Custodian Supervisor position at SCC. In Central Services, a mini reorganization is underway. With vacancies in both the Mail Room Manager and Specialist roles, the Logistics Manager is consolidating mailroom functions under warehouse operator positions to streamline operations. To maintain service levels, the Division is supported by 11 non-permanent staff, including six in the Office of Campus Security to cover an extended leave and provide additional security coverage across both campuses.

Financially, the Division continues to monitor monthly expenditures closely and remains below spending benchmarks. First-quarter spending stands at approximately 21% of the annual budget, indicating effective cost management.

Capital Planning & Development**The Lodge Renovation Monthly Update**

Renovation of the Lodge continues to make progress. Baker Construction has not yet received a building permit, though construction drawings were issued on October 27, 2025. Completed work to date includes tree removal, ongoing interior demolition, utility locates, and implementation of erosion control measures. Over the coming weeks, work will focus on demolition, excavation, electrical systems, interior framing, and floor systems.

Below are some photos of project progression.



In relation to the building permit, ALSC submitted a permit application, and the City of Spokane conducted a plan review. The City is currently withholding the Lodge permit pending dedication of an easement for a future bike/pedestrian path along Whistalks in front of the Lodge. A letter was sent on November 3, 2025, expressing our disagreement with tying the easement to permit issuance. Completing this requirement within the current construction timeline is not feasible. We have requested the City remove this condition to allow construction to proceed while continuing good-faith discussions on the long-term multimodal infrastructure vision.

Colville Center

The Colville Center has presented several facility challenges. The VRF system installed under Capital Project 22-167 required replacement due to a damaged coil unit. After the issue escalated in June and with the original subcontractor filing for bankruptcy, a replacement system was installed and successfully started up by mid-October. Holding the General Contractor accountable under the original agreement saved the college tens of thousands of dollars, and we are now working to warranty the remaining LG systems.

Additionally, reports of sinkholes at the Colville Center suggest the presence of an underground spring, potentially causing ground degradation. Geotechnical engineers have been contracted to investigate.

A separate infrastructure issue involved a failed sewer pipe. We submitted an Emergency Public Works Contract Request and received formal approval, allowing expedited repairs. Investigation revealed that a local fiber optic contractor, Ziply Fiber, inadvertently bored through a sanitary sewer line, causing repeated backups. The blockage was located via camera inspection, and the sewer pipe was excavated and repaired. We have reached out to Ziply Fiber to discuss reimbursement for repair costs, as the damage originated from their work.

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

Utilities

During the first quarter, the college spent \$804,268 on utility billing. Of this total, \$2,620 represents Climate Commitment Act (CCA) charges accrued between July and September of the current fiscal year. These costs are expected to increase significantly during the winter months, reflecting higher seasonal energy consumption and the continued impact of CCA-related surcharges.

	July	August	September
Water/Sewer	\$ 53,411	\$ 53,244	\$ 26,287
Refuse	\$ 7,344	\$ 14,431	\$ 11,313
Electricity	\$ 208,910	\$ 210,741	\$ 200,320
Gas	\$ 4,080	\$ 6,384	\$ 7,804
CCA	\$ 473	\$ 948	\$ 1,199
TOTAL	\$ 273,744	\$ 284,800	\$ 245,724

FISCAL YEAR TOTAL	\$ 804,268
TOTAL CCA	\$ 2,620

Avista Utilities' multi-year rate plans have

led to significant increases in energy costs for Spokane Colleges, including the main campus served under Rate Schedule 021 (Electric) and Rate Schedule 146 (Natural Gas). For electricity, the basic monthly charge rose from \$600 in 2024 to \$750 in 2025, and the demand charge for usage over 50 kW increased from \$7.50/kW to \$9.00/kW, with minor adjustments to power-factor and voltage discounts. As a result, the campus consumed 892,744 kWh in July 2024 at a cost of \$97,615, compared with 896,780 kWh in July 2025 costing \$108,343—an 11% increase despite minimal growth in usage. For natural gas, the basic charge rose from \$700 to \$850, the energy charge increased from \$0.11984 to \$0.13926 per therm, and the Climate Commitment Act surcharge grew from \$0.22518 to \$0.28469 per therm, leading to a total cost increase from \$2,008 for 7,204 therms in September 2024 to \$3,054 for 7,557 therms in September 2025, a 52% increase for only a 4.9% rise in usage. These increases reflect higher base and volumetric rates, regulatory surcharges, and demand charges, materially affecting operational budgets. The trends underscore the importance of updating utility budgets and pursuing energy-efficiency and load-management strategies to mitigate future cost impacts.

To further highlight these changes, see below chart of some concrete side by side comparisons of how this is impacting our college.



Campus	Energy Type	Rate Schedule	Period	Usage	Basic Charge	Unit Rate / Surcharges	Total Cost	Change
SCC	Electricity	021	July 2024	892,744 kWh	\$600	Demand: \$7.50/kW	\$97,615	11%
	Electricity	021	July 2025	896,780 kWh	\$750	Demand: \$9.00/kW	\$108,343	
SFCC	Natural Gas	146	September 2024	7,204 therms	\$700	Energy: \$0.11984	\$2,008	52%
						CCA: \$0.22518		
	Natural Gas	146	September 2025	7,557 therms	\$850	Energy: \$0.13926	\$3,054	
						CCA: \$0.28469		

District Facilities

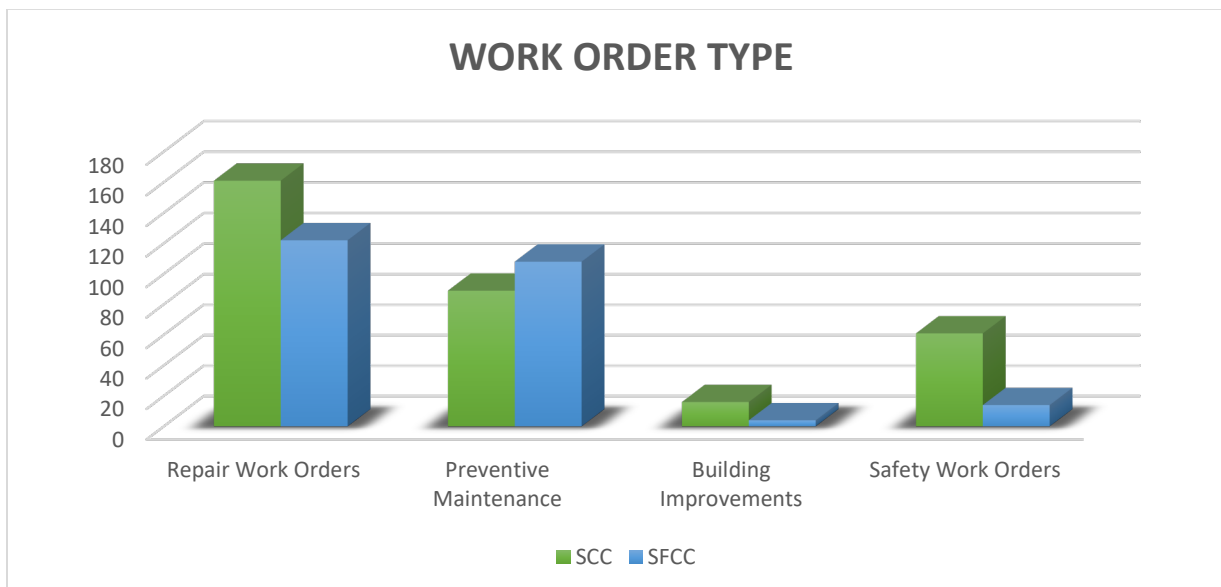
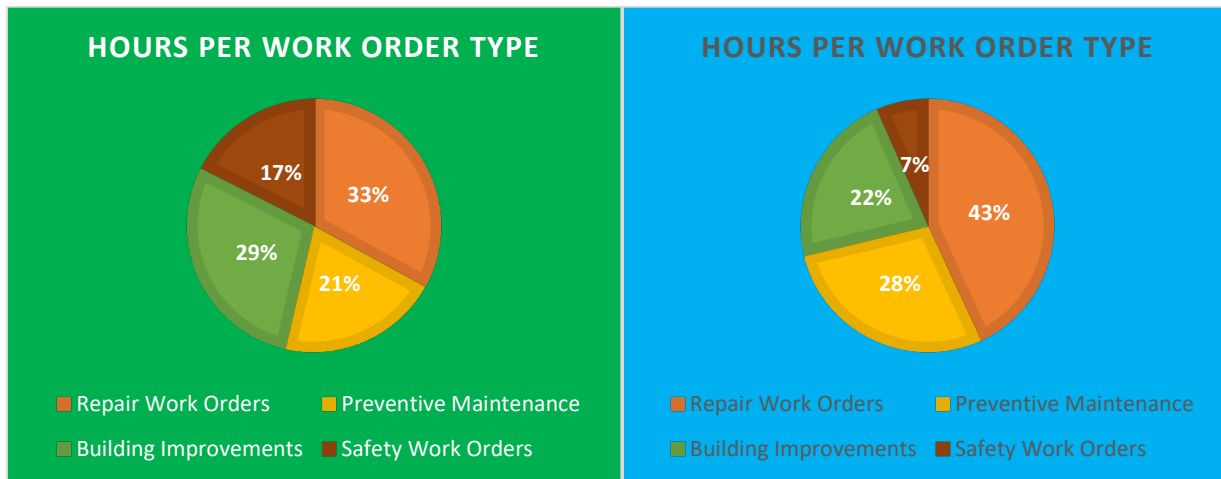
The following data, drawn from our Computerized Maintenance Management System (CMMS), DirectLine, highlights the productivity and accomplishments of the Maintenance and Operations teams across both campuses during October 2025.

Key Highlights:

- SCC experienced a 24% increase in repair work orders and a 91% increase in safety-related work orders, reflecting focused attention on campus safety and infrastructure needs.
- SFCC reported a 37% increase in preventive maintenance work orders, supporting long-term asset reliability and system performance.
- Overall, the total number of work orders completed increased by approximately 14% compared to September.
- 422 new customer-initiated work orders were opened in the month of October, a 25% increase from the previous month, along with 426 self-initiated work orders and 72 key requests.

These metrics demonstrate the continued responsiveness and productivity of our maintenance and operations staff in supporting safe, efficient, and well-maintained campus environments.

Spokane Community College			Spokane Falls Community College		
WORK ORDER TYPE	QTY	HRS	WORK ORDER TYPE	QTY	HRS
Repair Work Orders	161	326.75	Repair Work Orders	122	205
Preventive Maintenance	89	203.8	Preventive Maintenance	108	133.45
Building Improvements	16	286.05	Building Improvements	4	105.5
Safety Work Orders	61	172.95	Safety Work Orders	14	31
TOTALS:	327	989.55	TOTALS:	248	474.95



Office of Campus Security

Throughout October, a total of 33 incident reports were filed. One of those reported incidents occurred at one of our offsite locations. Below provides summaries of some of the significant and notable security incidents:

Significant/Notable Security Events:

- **Assault/Physical Harm (3 incidents at SFCC):**
 1. A domestic violence incident occurred on campus between two students; both were interim suspended pending further review.

2. A road rage altercation that began off campus escalated into a physical fight in front of the SFCC Early Learning Center. One individual sustained injuries and received on-site medical assistance. Alcohol was a contributing factor.
 3. Security officers observed two male students engaged in a fistfight during routine patrols. Both students sustained visible injuries and were referred for disciplinary review.
- **Burglary (1 incident at SFCC):**
Items were stolen from a secured construction area (Parking Lot P15, near the Lodge). Surveillance footage showed two unidentified males with a dog entering the fenced area, disabling floodlights, and removing items from a portable restroom.
 - **Collision (1 incident at SFCC):**
Security discovered a vehicle collision along the trail between the Lodge and Magnuson, resulting in damage to a light pole. Alcohol was a contributing factor.
 - **Drugs (1 incident at SFCC):**
Security responded to a report of a student slumped over in a parked vehicle with suspected drug paraphernalia. Upon contact, the student became verbally aggressive and subsequently left campus.
 - **Public Disturbance (1 incident at SFCC):**
A verbal confrontation between two students stemmed from a road rage incident on campus. Video footage and witness statements confirmed aggressive driving, honking, and yelling, which caused alarm among bystanders.
 - **Spokane Transit Authority (STA)-Related Incidents (2 incidents at SCC):**
 1. Assault/Physical Harm: Two juveniles on an STA bus slapped and harassed another passenger before fleeing the scene.
 2. Public Disturbance: Security assisted in addressing reports of a disorderly male exhibiting erratic behavior and yelling at community members near an STA stop.

Overall, Security staff maintained strong response times and effective coordination with local law enforcement and campus partners. The incidents underscore the continued importance of proactive patrols, community engagement, and behavioral intervention to support a safe campus environment.

In October, both campuses conducted key safety exercises to strengthen emergency readiness and communication. SCC held Safety and Security Representative (SSR)-led evacuation drills on October 8–9, 2025, including off-site locations to ensure all facilities were tested. SFCC conducted a test of the RAVE Alert mass notification system on October 27, 2025, confirming system functionality and response efficiency.

New this year, the colleges have expanded lockdown terminology to improve clarity and enhance community response during emergencies. The updated definitions distinguish between a hard lockdown and a soft lockdown and provide guidance for how these procedures differ during drills versus active events.

 HARD LOCKDOWN (aka 'Lockdown')

Use when there is an imminent threat (e.g., intruder or active assailant):

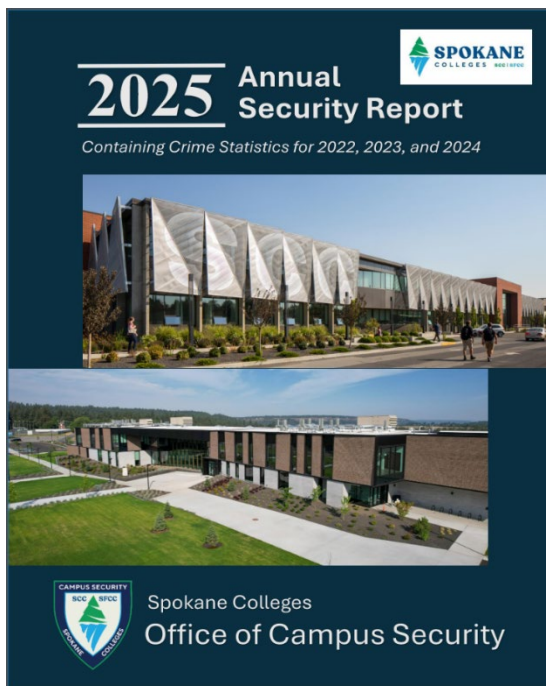
- Stop all outside activities
- Lock all interior doors; exterior doors may also be locked
- Turn off lights, silence phones, cover windows
- Barricade doors and prepare to defend, if necessary
- Stay in place until cleared by law enforcement or Campus Security

 SOFT LOCKDOWN (think 'Secure & Teach')

Used when there's a potential threat nearby or medical emergency in the building:

- Lock all doors and cover windows
- Remain inside classrooms/offices
- Limit hallway/public space activity
- Outside activities paused

These exercises support our continued commitment to campus safety, preparedness, and a culture of proactive response.



The Spokane Colleges Annual Security Report (ASR) was published and distributed on September 30, 2025, in full compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). Federal law requires all colleges and universities participating in federal financial aid programs to publish and distribute their ASR by October 1 of each year. The report provides students, employees, and the public with comprehensive information on campus safety policies, procedures for reporting crimes, emergency response and evacuation plans, and crime statistics from the previous three calendar years. The ASR is available on the college's Student Right to Know webpage and is distributed electronically to ensure campus-wide accessibility and transparency regarding safety and security efforts.

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

Environmental Health & Safety

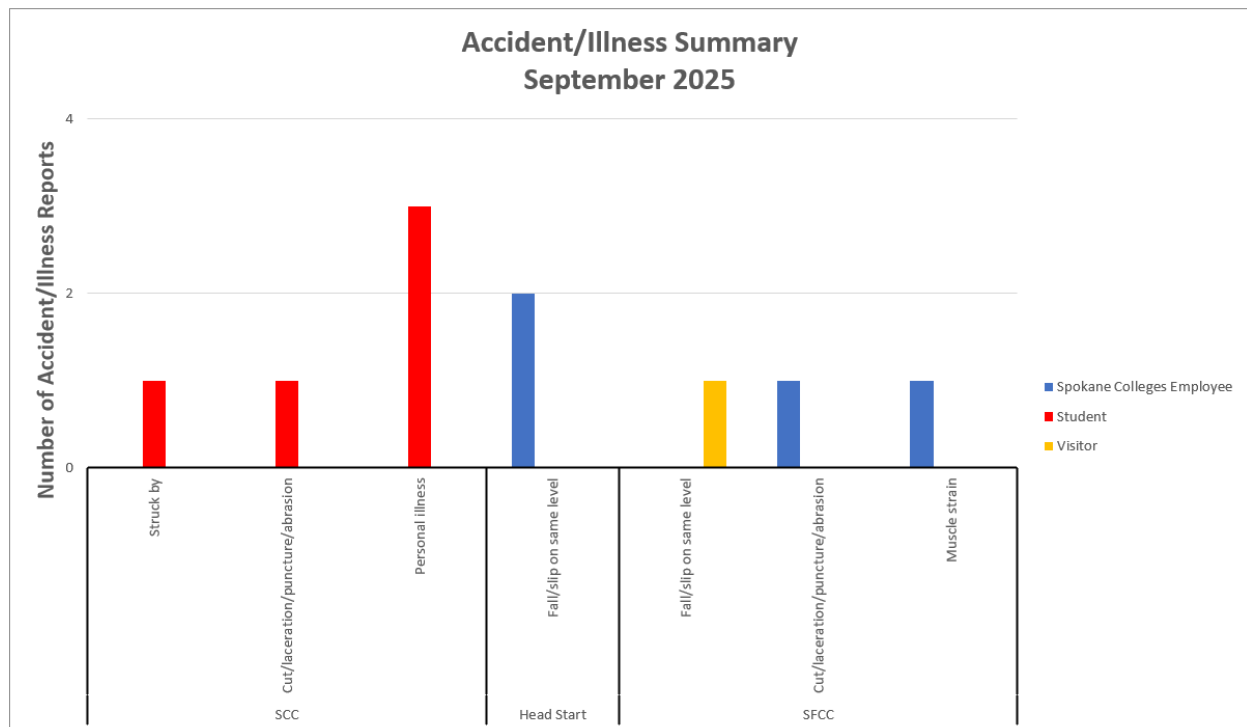
Injury & Illness Reports

The October 2025 accident and illness summary report for Spokane Colleges is pending publication. However, data from September 2025 reflects only minor accidents reported across Spokane Colleges.

The EH&S office recorded 10 total incidents in September. Of these:

- 2 incidents occurred at Head Start facilities
- 2 incidents at SCC occurred during instruction
- 5 total incidents involved students

This report highlights areas requiring attention and continued vigilance to maintain a safe environment for all staff and students.



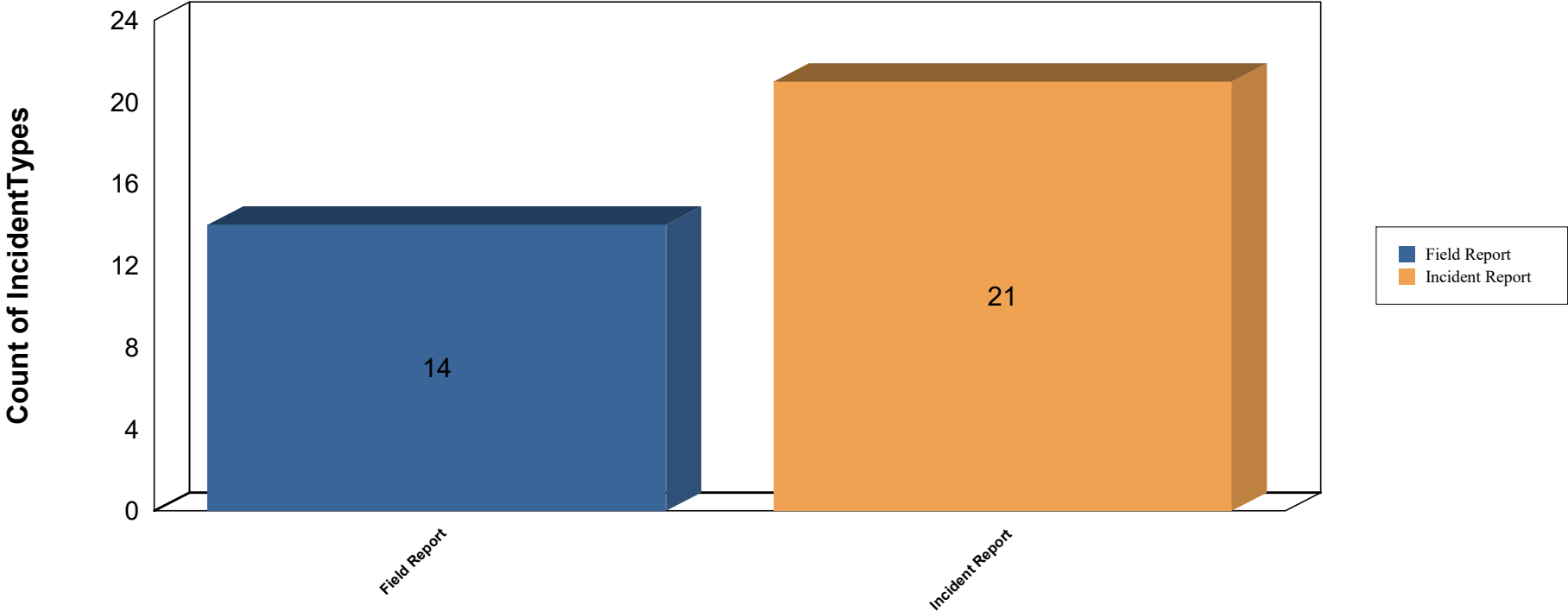
Hazardous Waste Update

The Environmental Health & Safety (EH&S) office will begin conducting quarterly inspections of all Hazardous Waste Satellite Accumulation Areas on both the SCC and SFCC campuses to ensure ongoing compliance with EPA and Washington State Department of Ecology regulations. SCC is classified as a Medium Quantity Generator (MQG), producing between 220 and 2,200 pounds of hazardous waste per month, which requires inspection at least every three years. The most recent Department of Ecology inspection occurred in March 2023, with the next expected around March or April 2026. To proactively address any compliance issues,

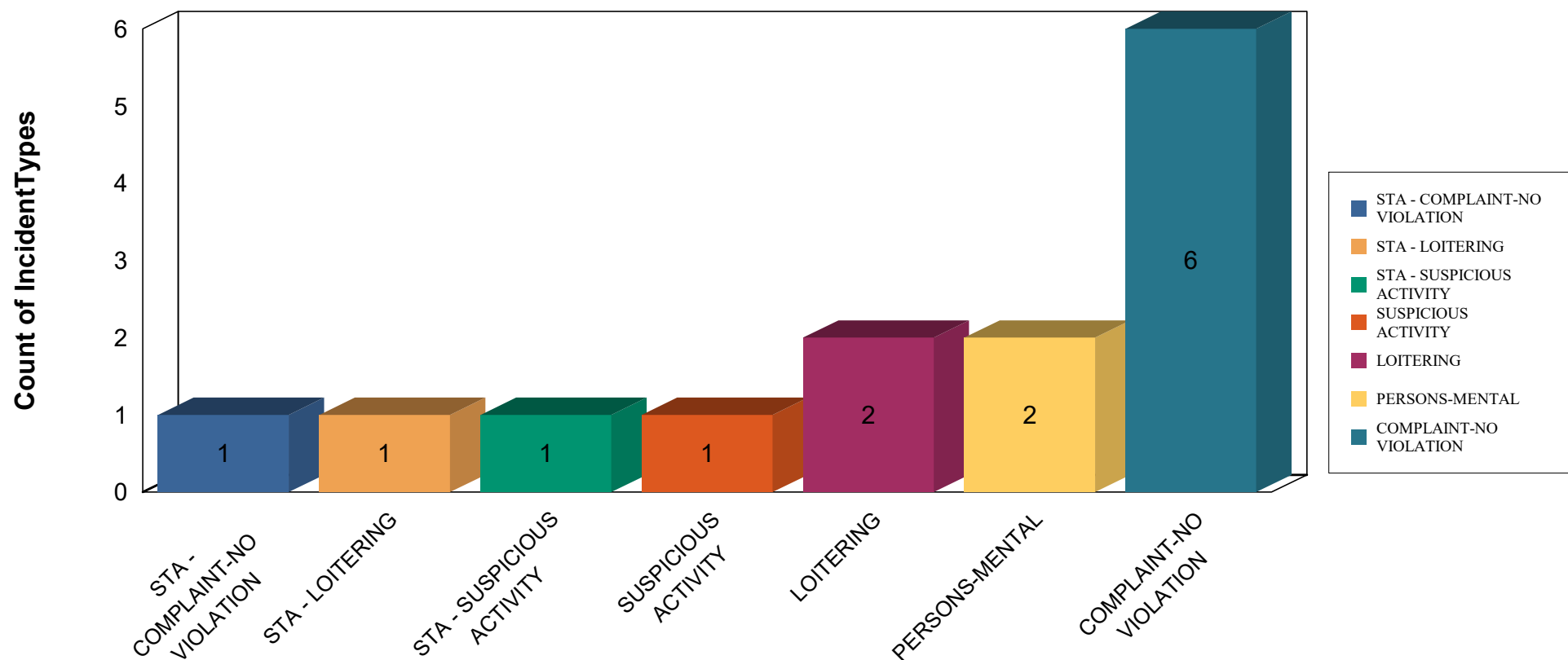


EH&S is implementing quarterly internal inspections, typically held on Fridays to minimize disruption. SFCC, classified as a Small Quantity Generator (SQG), will follow the same quarterly schedule, even though it is not routinely subject to state inspections. Inspection reports will be shared with responsible personnel, deans, and building administrators, and EH&S will provide support for any necessary corrective actions. This proactive approach ensures regulatory compliance and promotes safe waste management practices across both campuses.

Count of Reports Completed



Count of Incident Types



7.14% # of Reports: 1 Field Report STA - COMPLAINT-NO VIOLATION

7.14% # of Reports: 1 Field Report STA - LOITERING

7.14% # of Reports: 1 Field Report STA - SUSPICIOUS ACTIVITY

7.14% # of Reports: 1 Field Report SUSPICIOUS ACTIVITY

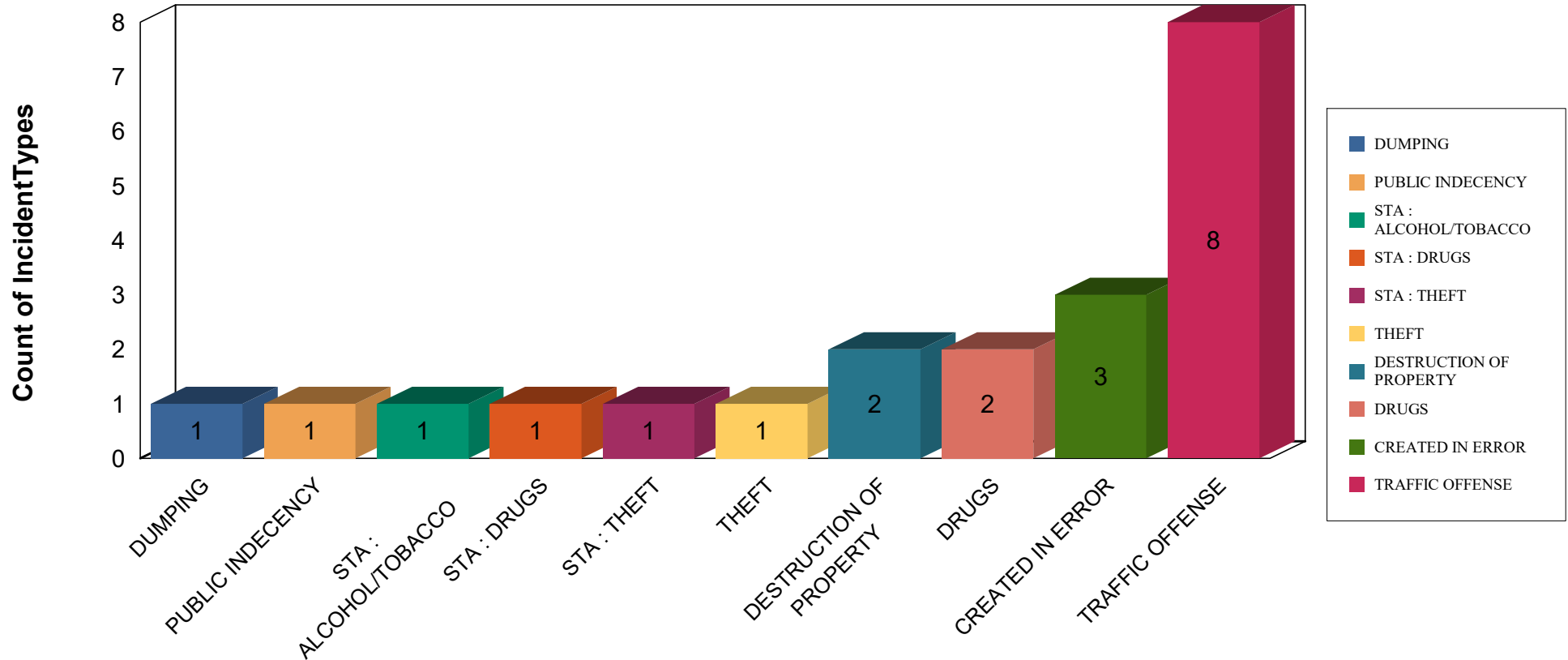
14.29% # of Reports: 2 Field Report LOITERING

14.29% # of Reports: 2 Field Report PERSONS-MENTAL

42.86% # of Reports: 6 Field Report COMPLAINT-NO VIOLATION

Grand Total: 100.00% Total # of Incident Types Reported: 14 Total # of Reports: 14

Count of Incident Types



4.76% # of Reports: 1 Incident Report DUMPING

4.76% # of Reports: 1 Incident Report PUBLIC INDECENCY

4.76% # of Reports: 1 Incident Report STA : ALCOHOL/TOBACCO

4.76% # of Reports: 1 Incident Report STA : DRUGS

4.76% # of Reports: 1 Incident Report STA : THEFT

4.76% # of Reports: 1 Incident Report THEFT

9.52% # of Reports: 2 Incident Report DESTRUCTION OF PROPERTY

9.52% # of Reports: 2 Incident Report DRUGS

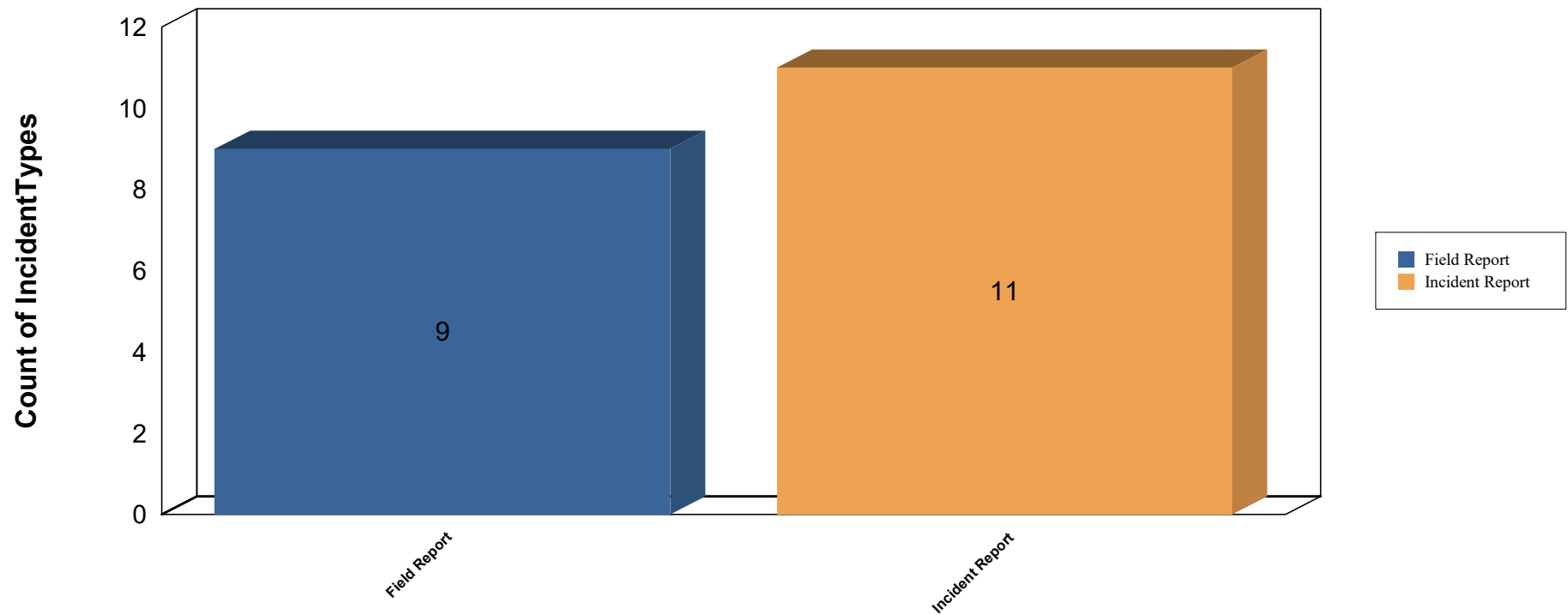
14.29% # of Reports: 3 Incident Report CREATED IN ERROR

38.10% # of Reports: 8 Incident Report TRAFFIC OFFENSE

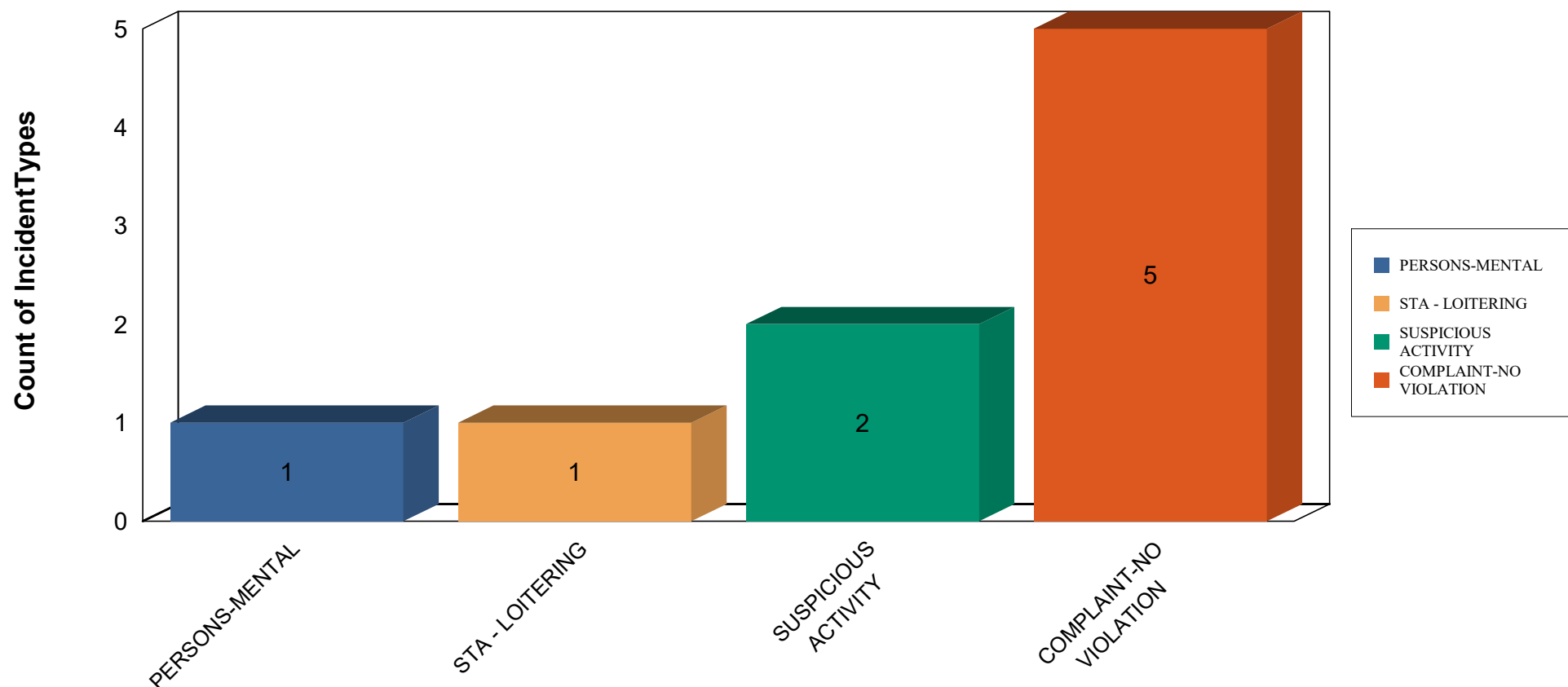
Grand Total: 100.00% Total # of Incident Types Reported: 21 Total # of Reports: 21

Grand Total: 100.00% Total # of Incident Types Reported: 35

Count of Reports Completed



Count of Incident Types



11.11% # of Reports: 1 Field Report PERSONS-MENTAL

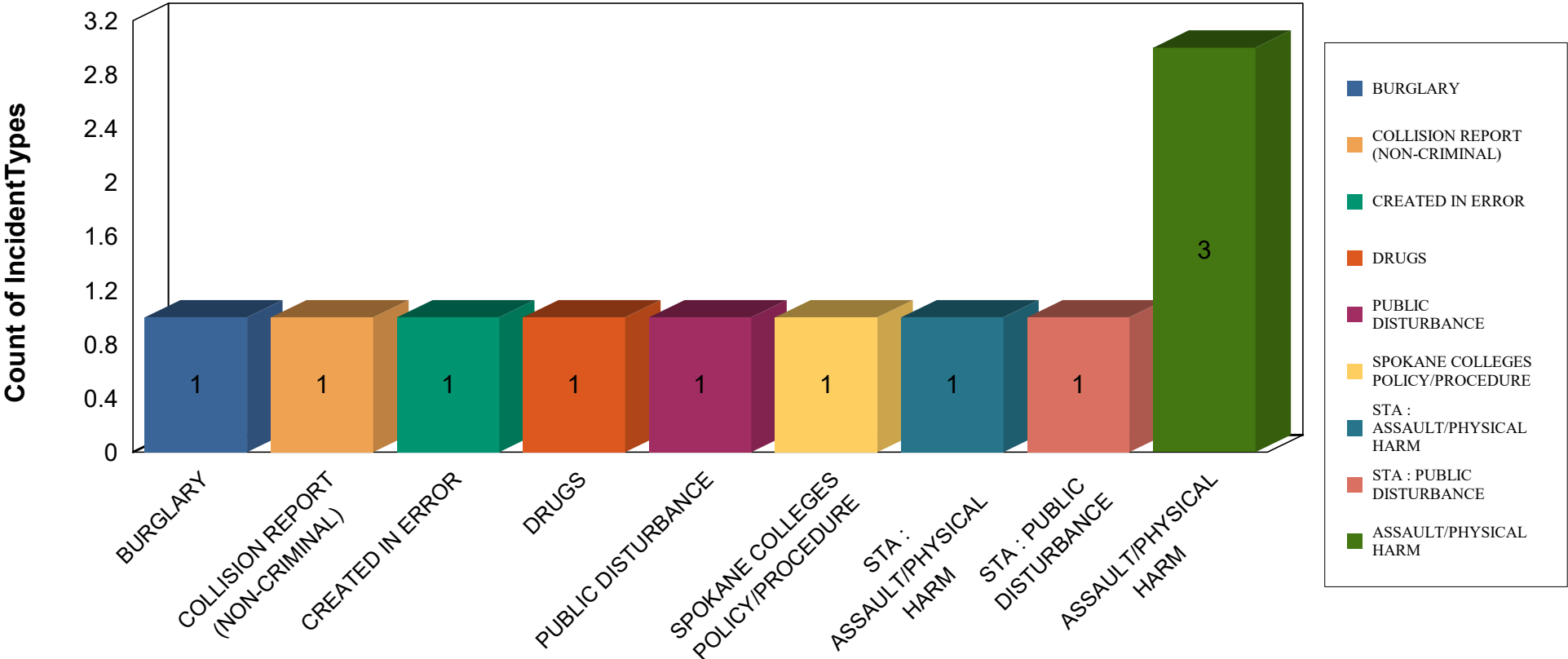
11.11% # of Reports: 1 Field Report STA - LOITERING

22.22% # of Reports: 2 Field Report SUSPICIOUS ACTIVITY

55.56% # of Reports: 5 Field Report COMPLAINT-NO VIOLATION

Grand Total: 100.00% Total # of Incident Types Reported: 9 Total # of Reports: 9

Count of Incident Types



9.09% # of Reports: 1 Incident Report BURGLARY

9.09% # of Reports: 1 Incident Report COLLISION REPORT (NON-CRIMINAL)

9.09% # of Reports: 1 Incident Report CREATED IN ERROR

9.09% # of Reports: 1 Incident Report DRUGS

9.09% # of Reports: 1 Incident Report PUBLIC DISTURBANCE

9.09% # of Reports: 1 Incident Report SPOKANE COLLEGES POLICY/PROCEDURE

9.09% # of Reports: 1 Incident Report STA : ASSAULT/PHYSICAL HARM

9.09% # of Reports: 1 Incident Report STA : PUBLIC DISTURBANCE

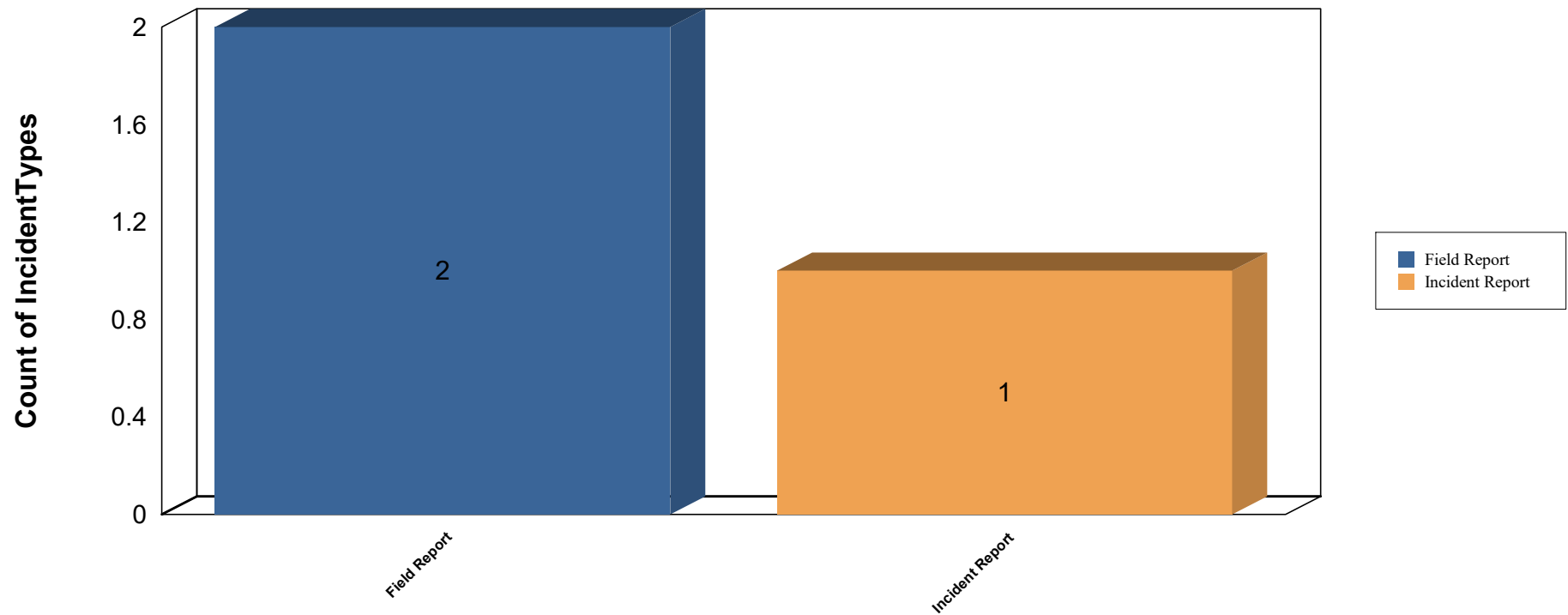
27.27% # of Reports: 3 Incident Report ASSAULT/PHYSICAL HARM

Grand Total: 100.00% Total # of Incident Types Reported: 11 Total # of Reports: 11

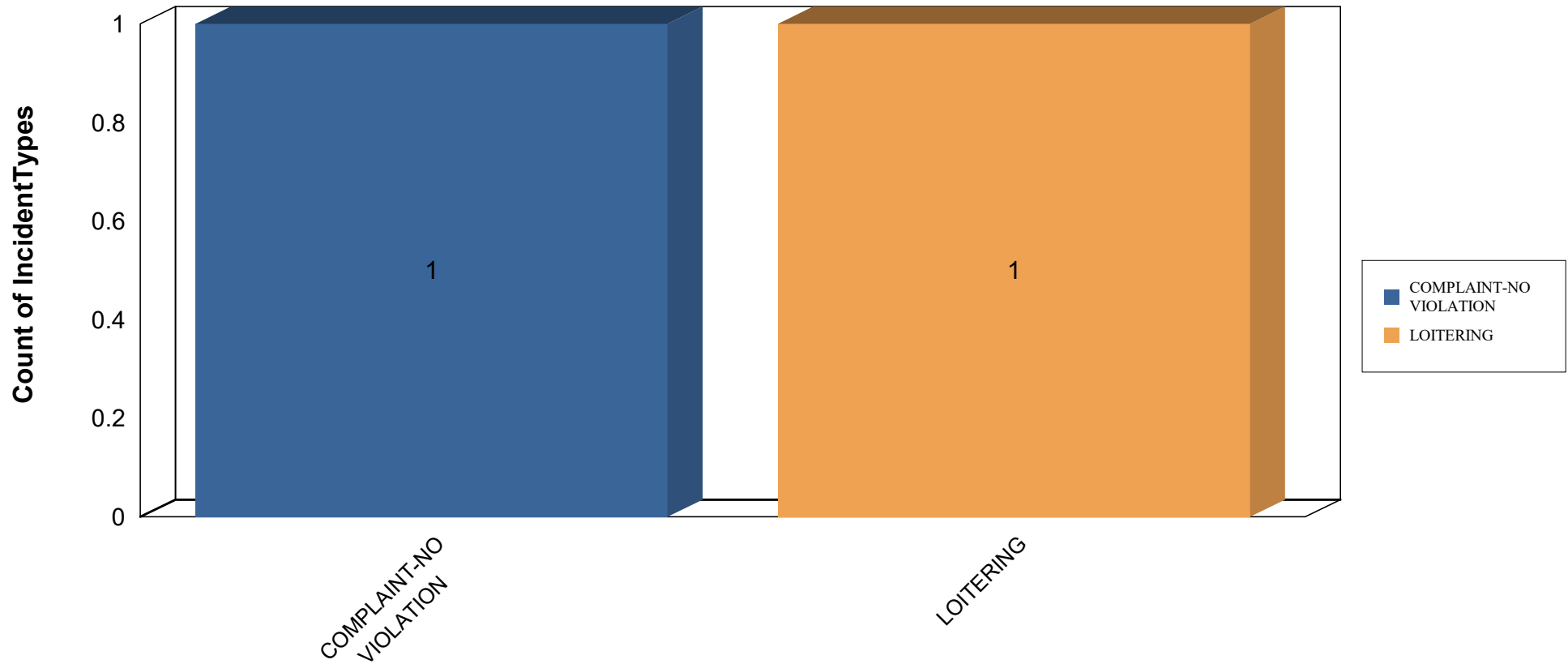
Grand Total: 100.00% Total # of Incident Types Reported: 20

SC OFFSITE MONTHLY SECURITY INCIDENT FOR CONSENT Statistics from: 10/1/2025 12:00:00AM to 10/31/2025 11:59:59PM

Count of Reports Completed



Count of Incident Types



50.00% # of Reports: 1 Field Report COMPLAINT-NO VIOLATION

50.00% # of Reports: 1 Field Report LOITERING

Grand Total: 100.00% Total # of Incident Types Reported: 2 Total # of Reports: 2

Count of Incident Types



100.00% # of Reports: 1 Incident Report DESTRUCTION OF PROPERTY

Grand Total: 100.00% Total # of Incident Types Reported: 1 Total # of Reports: 1

Grand Total: 100.00% Total # of Incident Types Reported: 3

PRESIDENT'S REPORT
SPOKANE COMMUNITY COLLEGE

Presented by: Dr. Jenni Martin
President, SCC
November 18, 2025

Instructional Updates

Adult Basic Education

The Adult Basic Education (ABE) Division has developed a strong relationship with Spokane Public Schools and their multilanguage learner (MLL) programming. This academic year, ABE plans to bring MLL students from Spokane Public Schools to the SCC campus to learn more about our programs including advanced English language instruction, the new Transitions ESL course, and College Prep courses. In the spring, ABE will host another event to start making direct connections for the students and SCC's programs. Making community connections such as this will help open opportunities to children in the immigrant and refugee community to well-paid, family sustaining employment.

Arts and Sciences

Library Open House

The SCC Library hosted its first ever Open House on October 21st. This event was a wonderful opportunity to connect with the SCC community and showcase how the library empowers students, faculty, and staff, through equitable access to resources, collaborative learning spaces, and inclusive services. Guests explored hands-on activities like 3D printing demos, zine-making stations, naming the reference desk, and the LEGO table, while discovering new study spaces designed to support collaboration and focused learning. The SCC Library is an inclusive and welcoming place for all students, faculty, staff, and community patrons. The Open House saw over 500 participants.

Tutoring

SCC Tutoring Services has earned International Tutor Training Program Certification (ITTPC) renewal for an additional four years through the College Reading and Learning Association (CRLA), marking the program's second successful renewal since 2021. This internationally recognized certification demonstrates SCC's commitment to excellence in tutor training and ensures compliance with internationally accepted best practices in academic support services. Since 2021, SCC Tutoring Services has certified more than 50 tutors under this program.

Random Acts of Poetry

The library hosted a table at the October Student Resource Fair for Random Acts of Poetry. This collaboration between the Library, English department, and Center for Inclusion and Diversity offered table visitors an opportunity to write poetry and generate creativity across all programs at the college.

Mathematics Department

Throughout October, 44 students attended Pizza and Problems events in preparation for upcoming Student Math League competitions.

Hagan Speaker Series

On October 16, SCC welcomed renowned speaker and author, Dr. Anthony Abraham Jack, to campus. During his time on campus, Dr. Jack was involved with students and the campus community in a variety of events. He spoke with students in a Humanities 107 and a Sociology 201 course, many of whom stayed to hear his 11:30 am Hagan Center keynote address, "Class Dismissed: When Colleges Ignore Inequality and Students Pay the Price". Dr. Jack visited with over 40 faculty, staff, and students at a lunch

following his talk, and he ended the day in an informal workshop with faculty in SCC's Teaching and Learning Center.

English Department

Instructor Jeannie Isern gave two presentations to the SCC community developed from the learning and experiences she gained during her recent sabbatical. These presentations, hosted at the Teaching and Learning Center, were "AI Best Practices on the National Landscape" and "Ecology of Support in the College Classroom".

SCC Peace Institute

The SCC Peace Institute now provides food for students as an extension of the campus food pantry. Food is available every day and distributed in front of the Peace Institute, making it convenient and accessible to the students. The Peace Institute is committed to supporting student well-being and fostering a caring and peaceful campus community.

Business, Hospitality & Information Technologies

Health Information Management

On September 30 – October 1, the Health Information Management (HIM) program underwent an external accreditation survey by the Commission on Accreditation of Informatics and Information Management (CAHIIM). Barbara Flock and Jillian Condon are the primary instructors for the program and have been working to prepare for re-accreditation for approximately two years. They joined a national demonstration project to adopt new standards and develop new assessments that are geared toward experiential learning for our students. While we are still awaiting the 'official report,' the program received no deficiencies, and the surveyors noted all 25 standards and 118 performance indicators were met. The surveyors met with college administration, the program director, faculty, current and former students, student resources such as the library representative, counseling, and our advisory board members during the survey.

The surveyors noted the high level of support the HIM program receives from the college, and gave particularly high accolades for the Outcomes Dashboard developed collaboratively with RJ Parrish in Institutional Research, and Tom Gibbons and Nick Taylor in eLearning.

Hospitality

On Saturday, October 18th, two classes from the culinary program volunteered to help with the Evening of Hope fund raiser dinner for Christ's Kitchen at the Shriner's Events Center. Chef Faculty Sherane Prish's students prepared the pastry dessert course and Chef Laurent Zirotti's first quarter students did all the vegetable cutting for the salad course. All said and done, culinary students cooked for 260 people.

Three advanced culinary classes and faculty participated in a mid-term "Co-Lab" experience on October 22. They visited the Montvale Hotel & Event Center and participated in a tour of all the facilities, then walked to the Steam Plant Grill for a tour of the catwalks, game room, and event space. The day concluded with a feast provided by Mirak Kazanjian, owner of Skewers middle eastern restaurant. As Mirak and his team brought out course after course of delicious food, he shared stories of his life in Armenia and how food was such a part of his culture.

Culinary Arts students and faculty prepared and served hors d'oeuvres for 60 attendees at the Spokane Colleges Foundation President's Reception, held in Orlando's on October 23. The event recognizes donors contributing to Foundation scholarships and initiatives.

Students in the Introduction to Culinary Arts class toured the Buck Knives operation in Post Falls, Idaho, October 23 during mid-term week. Class curriculum covers knife maintenance, sharpening, types, condition, and usage. Students were able to tour the factory area, see the cycle of knife fabrication, and learn how different handles are required for each knife type.

The Bakery hosted guest chef John Feather from The Grain Shed, on October 29 to work with students and faculty on sourdough bread baking techniques. We look forward to using his expertise to improve bread-baking techniques in baking curriculum.

Paralegal

Paralegal faculty and program director David Shotwell recently attended a conference for the American Association for Paralegal Education in Grand Rapids, Michigan. The information learned from this professional development will impact the paralegal AAS program in a substantive way as early as Winter quarter.

Extended Learning & Workforce Initiatives

Kenna May attended the Manufacturing Mixer hosted by The Machinists Institute. While there she toured the newly remodeled training space and networked with leaders in the manufacturing industry.

ACT 2 held their fall programmatic meeting on Oct. 3, with discussions including the upcoming move of the ACT 2 program to Workforce Training and Continuing Education, effective July 2026. The program is seeking to boost program visibility and engagement on Facebook. ACT 2 has a series of new or updated processes benefiting the student's online experience. Other Continuing Education site updates include adding keywords for all courses to improve internet search results. The autogenerated student enrollment confirmation email was updated to reflect recent changes, increase clarity, and meet accessibility standards. The ACT 2 office voicemail message was updated for brevity with positive results. Students more often accurately navigate to Non-Credit Registration or ACT 2 staff with related inquiries, resulting in optimized workflow due to fewer phone call transfers.

Graduation ceremonies for the SCC Airway Heights Corrections Center (AHCC) education students occurred Oct. 29. Many certificates and diplomas were awarded including 57 I/Is Graduated, three GED Certificates, 36 HS+ Diplomas, one Business Occupations Certificate, 14 Carpentry Certificates, and three CNC Machining Certificates. The SCC AHCC Education event hosted approximately 50 guests including students' family and friends as well as distinguished visitors from Spokane Colleges, Department of Corrections, and DOC staff.



On behalf of SCC Rural Education, Dean Jeff Williams and SCC Republic Center Manager Margaret Kidwell met with Ferry County Hospital representatives and prospective students last week in Republic, WA, to promote the upcoming Licensed Practical Nurse (LPN) program in the northern counties, beginning July of 2026. There is also strong interest in potential program partnerships with Ferry County Health.

Health & Environmental Sciences

The Echocardiography program graduated 16 students, with the majority being employed by their clinical site. The additional students also received employment in their chosen field. The class of 2026 had successful summer clinical rotations. Two students went to a hospital in Boise and the hospital asked to have them back and prioritized SCC students over other Echocardiography programs for future clinical rotations. The site indicated that SCC students are much better prepared for clinical rotations due to significant scanning time in the lab at SCC. All 16 students who began are persisting just as was the case for the previous class. Once again, the program (under the lead of Director Tyler Roberts) is offering a Mock Clinic and it is going extremely well, with about 50 people scanned each week. One person scanned at the Mock Clinic discovered an aortic aneurysm and that individual was seen by their provider to formulate a plan.

The Surgical Technology program graduated nine students. Most took local positions, and one moved back home to Ellensburg. The National Exam was offered the Friday prior to graduation. All students passed the first time taking the test for a 100% pass rate. Students participated in the Spring State Seminar and Scrub Bowl. Of the three participants, SCC students took 1st, 2nd, and 6th places out of a group of four teams and 12 participants. This is the third year in a row that SCC has taken the top spot, which is testament to the leadership of faculty Becky Scheid and Tina Jones. Two new clinical sites have been added to the program. The first is the Valley Providence Center and the second is in Clarkston. Distant sites (such as Clarkston and Newport) are by request only. The program doesn't require students to leave the city or travel far from Spokane.

The Health Services Research Roundtable of Eastern Washington (HSRR) is having another event in the evening on October 28. The session is being held at the Wolff Auditorium at Gonzaga University and is entitled *Trust in Public Health and Medicine: Challenges and Solutions*. Speakers are from the Washington State Department of Health, Center for Vaccine Innovation and Access at PATH, Berg and Associates, Equity and Multicultural Communications, and UW School of Medicine. The HSRR is a collaboration between higher education and community partners to promote public health in Eastern Washington. Representatives from Health and Environmental Sciences have been involved with the organization for many years, initially at the request of the Chancellor.

Surgical Technology Instructor Tina Jones was awarded an Exceptional Faculty Award in September. Understanding her students will be working directly with surgeons, she prepares them by creating simulations that are very close to what they will experience in the operating room. Often, she plays the part of the surgeon, helping students to navigate efficiently and professionally. In addition to her classroom work, she has chaired multiple tenure committees and has been on the curriculum committee for many years, most recently becoming the chair. Along the way, she's done a wonderful job of helping faculty prepare materials for the meetings. Members of the division are proud of her and this much deserved accomplishment.

Technical Education

Treasurer Mike Pellicciotti toured the Technical Education Building on September 30, and the visit went well. Faculty were outstanding in showcasing their programs and highlighted the innovative work happening in each area. Mr. Pellicciotti was highly engaged throughout the tour, asking thoughtful questions about program development, equipment needs, and workforce partnerships. It was an excellent opportunity to demonstrate the impact of our technical education programs and the dedication of our faculty in preparing students for high-demand careers.

Trade Program Discovery Day on October 8 was a success, drawing strong participation from students, industry partners, and community members. Huge thanks and recognition are due to Associate Deans Brandon Livingston and Guillermo Espinosa for their outstanding leadership in organizing and executing this event. Their coordination and vision ensured that every program was showcased with excellence. A heartfelt thank you to all faculty, staff, and volunteers who contributed their time, energy, and enthusiasm to make the day engaging and memorable for all who attended.

Assessment Team

The Student Learning and Assessment Committee (SLAC) is currently gearing up for our college-wide assessment of the Information Literacy Key Literacy. We have been collaborating with eLearning in order to develop an assessment that will be completed through Canvas. We have identified the courses that will be included in the assessment and their instructors. We are preparing communication with those faculty as well as planning for the December faculty forum where key assessment work will take place.

Teaching & Learning Center

The Teaching and Learning Center collaborated with the Center for Engaged Teaching and Learning and eLearning to offer Campus Development Day (CDD) programming on October 20th. Just over 100 faculty and staff registered for one of six, two-hour sessions, focused on one of three key topics: accessibility, GenAI, and student engagement. For the second time, CDD events were restructured to provide longer, more focused events designed to blend learning and implementation. This new format will continue for the upcoming February CDD.

Student Services Updates**Admissions and Registration**

In support of the onboarding and retention of students for Winter 2026, on October 8, Admissions and Registration staff assisted students at two simultaneous events. The first supported 257 students at Trades Discovery Day, and the second assisted 100 students during Student Success and Inclusion Day where staff focused on ensuring current students are aware of support resources available. These events are in addition to the support given to students at ongoing events including Sasquatch Experience, ABE Orientation, Future Sasquatch Days, and batch registration events for all divisions.

Career Services**Fall 2025 Career Expo Summary**

The Fall 2025 Career Expo was held on October 14 and brought together 47 employers and approximately 400 attendees from SCC, SFCC, and members of the Spokane community. This event

provided job seekers with direct access to local and regional employers, representing a wide range of industries including healthcare, education, public safety, finance, manufacturing, and technology.

About 250 students completed post-event surveys. Feedback was overwhelmingly positive and aligns with Career Services' mission to promote exploration and support students in developing career confidence, awareness, and readiness. Students reported learning about companies and career paths they had not previously considered. Several students were interviewed on-site or scheduled for interviews following the event. A significant number of students indicated they applied for positions after meeting employers. Students especially appreciated the welcoming atmosphere, helpful staff, and employer accessibility.

While only nine participating employers have completed post-event surveys so far, the results have been strongly favorable with an average satisfaction rating of 4.8 out of 5. Of those employers who responded, 100% indicated they will come back for future expos. Employers made additional suggestions for improvement which will be considered in planning the next Career Expo event.

The Fall 2025 Career Expo demonstrated strong collaboration between students, faculty, and employers, underscoring our commitment to a student-centered, community-connected approach. The positive outcomes, valuable feedback, and actionable next steps will guide continuous improvement and support ongoing student success and workforce readiness.

Ongoing Career Services Initiatives

Career Services continues to support student success through targeted initiatives. We engage local employers through the Inland Education Alliance and regional partnerships, creating pathways to meaningful employment. Our team delivers career readiness workshops and in-class presentations to prepare students for the workforce. We are expanding work-based learning opportunities, including internships and job shadowing, to provide practical experience in students' chosen fields. In addition, one-on-one career coaching and resume support are available daily on campus, offering personalized guidance to help every student achieve their career goals. To ensure our rural students are supported, Career Services has added virtual drop-in sessions on Wednesdays to assist our rural students without forcing them to travel to campus.

Counseling, Mental Health & EdSights Progress Report

Mental Health Counseling

Mental Health Counseling, led by Faculty Mental Health Counselor Ronda Hain, is partnering with Becca Alvarez, SCC Re-Entry Program Navigator, to support the State of Washington Collegiate Recovery Support Initiative (SWCRSI). The SWCRSI aims to develop and sustain collegiate recovery support services across Washington State by providing grant opportunities to colleges and universities that demonstrate innovation, readiness, and commitment to student well-being.

The goal of collegiate recovery support is to help students in recovery, or those seeking recovery from substance use, thrive in higher education. These programs foster academic success, prevent relapses, and create supportive environments that allow students to fully experience the personal and professional opportunities that college life offers, both during their studies and beyond graduation.

Counseling

The Counseling Department is partnering with the Teaching and Learning Center this fall quarter to launch another *Community of Practice*. This group will bring together early adopters to collaboratively develop a rubric for assessing our First Year Experience course, Guidance 102.

As part of this initiative, participants will pilot an Assessment Cycle aimed at evaluating course outcomes and identifying opportunities for improvement. The insights gathered will help inform future planning and strengthen our efforts to support student success through a meaningful and effective First Year Experience program.

EdSights Progress Report – Fall Quarter

EdSights implementation at SCC continues to demonstrate strong engagement and impact. Since the start of the fall quarter, students have received automated check-in messages from Skitch, the EdSights chatbot, every 7–11 days. The initiative currently maintains a 96% opt-in rate, with 53% of students actively engaging in two-way text communication.

A cross-departmental EdSights Response Team convenes weekly to review student responses and provide timely outreach to those identified by the bot as needing additional support. To date, the team has engaged students through the following targeted efforts:

- Contacting students who indicated uncertainty about continuing their enrollment at SCC.
- Reaching out to students who reported feeling nervous or overwhelmed at the start of the quarter to offer reassurance and a personal welcome.
- Providing outreach and resources to students who expressed a lack of belonging or connection to SCC.

The EdSights team is preparing to launch a custom winter registration campaign aimed at encouraging persistence and early enrollment. The chatbot will identify students who may be hesitant to register, allowing staff to provide proactive support and guidance.

The EdSights Response Team represents a broad collaboration across Student Services and related departments:

- Tessa Greene – Running Start
- Sabine Wolfe – Admissions and Registration
- Brolin Graham – Financial Aid/Workforce
- Joe Witmer – Workforce
- Elyseé Kazadi – Multicultural Services
- Suzanne Phillips – Student Resource Navigator, Workforce
- Carlos Garcia – Counseling
- Aryn Wright – Counseling
- Guillermo Espinosa – Associate Dean, Access, Outreach and Dual Enrollment
- Piper McCarthy – Associate Dean of Student Success

EdSights continues to strengthen SCC's student engagement and early intervention efforts. The system's consistent communication cadence and high engagement rates are fostering stronger student connections and enabling timely, targeted support that contributes to overall student success and retention.

Customer Relationship Management (CRM)

Between Fall 2024 and Fall 2025, SCC’s CRM campaign load grew over 675%, reflecting explosive campus-wide adoption. This expansion has enabled many programs and departments to significantly enhance prospect and student communication, directly supporting enrollment growth.

With just two CRM team members managing this nonstop growth, we have begun developing/using a quarterly production schedule that tracks:

- Enrollment communications and ongoing automated broadcasts
- Competitive program application configurations and applicant communications (each averaging 18 automated messages, from prospect marketing to cohort onboarding)
- CRM event registration and reminder communications
- Procedures and resources for CRM users

This schedule allows all staff, regardless of CRM access or experience, to review message content, edit materials for conversion into CRM templates, confirm target audiences, and view multi-message drip campaigns.

While the Winter 2026 recruitment cycle represents our first attempt at full message tracking and transparency, the process is well underway. Faculty and staff across campus are actively collaborating to refresh quarterly content and dates for upcoming communications/campaigns, ensuring minimal overlap and maximum impact.

SCC’s CRM team received the National Council for Marketing & Public Relations (NCMPR) Silver Medallion Award for work supporting BAS-RC’s new online application. This included email marketing, automated messaging to applicants and professional recommenders, and the delivery of decision letters, cohort confirmations, and orientation preparation details.

To learn more about work being done in SCC’s CRM, [view our SharePoint page](#).

Disability Access Services

Disability Access Services (DAS) continues to navigate unprecedented growth in the number of students accessing academic accommodations. This increase underscores a critical need for sustained institutional support and campuswide engagement around disability inclusion, awareness, anti-ableism, and reduction of stigma around students accessing accommodations.

Measure	Fall 2023	Fall 2024	Fall 2025
Total accommodation letters sent	717	1,223	1,565
Number of classes with at least one student with accommodations	513	717	820
Number of instructors with at least one student with accommodations	194	229	259
Number of students with active accommodations	204	338	425

With multiple weeks remaining in the quarter, these numbers already surpass prior years by a wide margin, reflecting both increased student awareness of available supports and a rising number of students with diagnosed disabilities. This trend is consistent with national data showing expanded recognition of neurodiversity, mental health challenges, and chronic health conditions in postsecondary education.

However, this growth also presents complex, campus-wide implications. Each accommodation letter represents not just a procedural task, but an individualized challenge to carve out space for equitable access in SCC's teaching and learning environments. Faculty are managing an ever-larger number of accommodation plans often while adapting course materials for accessibility and facing the upcoming April 2026 Web Content Accessibility Guidelines (WCAG) compliance deadline. This dual demand requires coordinated support, ongoing training, and a shared understanding that accessibility is a cornerstone of academic excellence, not an ancillary service.

In response to these expanding needs, DAS has been approved to hire a new Disability Access Services Specialist, who will provide targeted support to both students and faculty with an emphasis on supporting development of accessible course materials. This role will be instrumental in ensuring that access and inclusion remain sustainable as our population of students with disabilities continues to grow.

In recognition of October as Disability Awareness Month, DAS hosted a screening of *Normal Isn't Real: Succeeding with Learning Disabilities and ADHD*, followed by a student-led discussion panel. Four students shared their lived experiences navigating college with disabilities. Two key themes emerged:

1. Psychological safety is foundational. Students emphasized the need for learning environments where they feel comfortable disclosing their disabilities and accommodation needs without fear of stigma, judgment, or diminished expectations.
2. Community and empathy are transformative. Both students and employees expressed that meaningful inclusion happens when differences are not just accommodated but valued as essential contributions to the learning environment.

One staff member reflected:

The students were so brave, and they inspired me in ways I was NOT expecting. I was moved to tears more than once—it was an extremely soul-enhancing experience and a powerful reminder of why we do what we do.

Disability awareness and anti-ableism are not merely compliance issues, they are core to student success, faculty well-being, and institutional integrity. As our student body diversifies, the ability to teach, advise, and design courses inclusively is essential to retention, inclusion, and belonging. Every act of access, whether a captioned video, an extended exam time, or a faculty member fostering open dialogue, builds a culture that benefits all learners.

DAS looks forward to deepening partnerships across departments to sustain this growth with empathy, effectiveness, and shared accountability.

Financial Aid

Financial Aid statistics for the 2025-26 Academic Year:

- Total Count of Institutional Student Information Records (ISIRs) received: 16,681
- Total Unduplicated FAFSA Applicants: 11,995
- Total Unduplicated Pell Applicants: 8,468

Financial Aid statistics for the 2026-27 Academic Year:

- Total Count of ISIRs received: 1,480
- Total Unduplicated FAFSA Applicants: 1,415
- Total Unduplicated Pell Applicants: 992

Global Education**International Education Week is November 17–21**

The Global Education Office is excited to celebrate International Education Week at Spokane Colleges with several special events, student presentations, and visiting guests from the University of Poitiers in France. Our colleagues will share insights about their university and highlight our growing partnership and Memorandum of Understanding between our institutions.

We also look forward to our first faculty-led study abroad program since COVID, taking place in Paris, France, in July 2026, led by Eddy Cuisinier and Khalil Islam. More details and event invitations will be shared soon.

Multicultural Student Services**Student Academic Success Program (SASP)**

Student persistence and retention remain critical priorities to ensure students achieve their educational goals and successfully complete their programs. The SASP continues to provide proactive, individualized support through multiple modalities, including one-on-one in-person guidance meetings, coordinated follow-up through the Faculty Alerts and EdSights tools, and targeted workshops such as the recent Financial Aid Completion Workshop held in partnership with the Financial Aid Office. These layered supports help students navigate academic and personal barriers while fostering accountability and connection. A consistent trend we have observed is that many students express feelings of shame or avoidance when seeking help, often delaying outreach until challenges become significant. In response, we are developing a campus-wide partnership aimed at normalizing help-seeking behaviors and reducing the stigma associated with asking for support.

Passport to Careers (P2C)

The Passport to Careers program continues to provide essential support for foster and unaccompanied homeless youth, focusing on removing barriers to basic needs and educational persistence. Early in the quarter, the P2C Specialist discovered that several P2C students had not received State Work Study awards. Through intentional advocacy and collaboration with the Financial Aid Office, five students were successfully awarded work study funding. This achievement proved transformative, particularly for students currently housed at the Young Adult Shelter (YAS) as employment is a requirement of the Rapid Rehousing program. Securing these positions allowed the students to advance in their housing program in line with P2C's goal of assisting students in meeting basic needs, like stable housing, to allow them to persist academically. Another critical aspect of student success within P2C is relationship-building and

trust. To strengthen this, the P2C Specialist, in partnership with Outreach, has been tabling twice a month at Crosswalk, the Volunteers of America Youth Shelter in Spokane. This consistent presence helps build rapport, increase awareness of SCC resources, and reassure young people experiencing homelessness that they belong in higher education. This new partnership holds tremendous potential for future growth and deepened community impact.

Student Belonging Through Leadership

This fall, the second annual cohort of the Inspiring Minds to Promote Action, Change, and Transformation (IMPACT) Mentorship Program officially launched, continuing its mission to build confidence and success in navigating college through meaningful connections among students. The new cohort includes 10 Professional Technical and 9 Transfer students, ranging from 18 to 49 years old, exemplifying the diversity and breadth of SCC's student body. During Student Success and Inclusion Day, in partnership with SpeakOut!, the Multicultural Programs Supervisor presented opportunities for student involvement across the department's growing portfolio of leadership initiatives, including IMPACT, the National Society of Leadership and Success (NSLS), and the upcoming Representing Inclusive Student Engagement (RISE) program, each designed to empower students to build leadership skills, engage in service and academic excellence, and contribute positively to campus life.

Across all three programs, Student Academic Success, Passport to Careers, and Student Belonging Through Leadership, our focus remains on advancing student persistence and belonging. Through proactive outreach, individualized support, and intentional relationship-building, we are creating pathways for students to thrive academically, personally, and professionally. Whether through one-on-one guidance, advocacy for basic needs, or leadership development opportunities, these initiatives collectively reflect SCC's commitment to student success and the power of inclusive engagement.

Northern Counties

Newport Center

SCC Newport has enrolled 175 students for the fall quarter, an 11% increase from last year. This growth marks an exciting milestone for the center and reflects the continued trust and interest in SCC Newport's educational programs. Our dedicated faculty and staff are proud to welcome a diverse group of students pursuing a wide range of academic and career pathways. The increase in enrollment highlights the quality of education and strong support services that define SCC Newport.

Katherine Cornelis, Workforce Program Specialist 2, is supporting 73 students from northern counties during the fall quarter, assisting them with programs such as Basic Food Employment and Training (BFET), WorkFirst, Worker Retraining, and Opportunity Grant. Through these efforts, she has facilitated \$30,407 in aid to cover tuition, books, tools, and laptops, helping students overcome financial barriers to their education. Additionally, she recently allocated \$9,000 from the Student Emergency Assistance Grant (SEAG) and Supporting Students Experiencing Homelessness (SSEH) funds to assist 23 more students, expanding access to critical resources and furthering their academic and career success.

The Newport Center kicked off the fall season with a delicious BBQ on October 15, followed by a week of tasty Italian sodas during midterms (October 27–31). These events gave students a chance to relax, recharge, and connect with one another.

On November 7, Registration Pathway Specialist Kerrin Langford and Newport Center Manager Rhonda Quandt will participate in Newport's Future Sasquatch Day Registration Event. This event provides students with the opportunity to connect with faculty, explore academic programs, tour the campus, learn about funding options, apply for admission, and register for program classes.

Access, Outreach, and Dual Enrollment

Outreach

Community Recruitment Manager Brandon Velazquez delivered a presentation on the importance of starting early for college to more than 160 students at the National Association for College Admission Counseling (NACAC) National Fair in Spokane.

Student Recruitment Manager Ramona Barhorst spent several days visiting high schools in the northern counties with great success. She supported an Electronics Technology event, *Solder Night*, at the Colville Center, which drew over 40 participants, including the electronics teacher from Colville High School and Vice President of Workforce Development, Julie Parks. Newport High School saw its largest presentation turnout in years, and Inchelium School also brought out an impressive number of students eager to learn about our programs.

The Outreach Team is excited to welcome Brian Brandli as our new Workforce Recruitment Manager. Brian brings with him five years of experience from WorkSource, where he remains co-located, making his transition seamless as he learns more about the Spokane Colleges. We're thrilled to have him join our team.

Sasquatch One Stop (SOS)

Since October 1, SOS has answered 1,528 calls through our switchboard and responded to approximately 2,234 student inquiries via phone, email, in-person visits, and Chatbot interactions.

Our theme for the month was patience, which proved especially relevant as several students faced delays with their BankMobile refunds, which are funds many rely on to make it through the quarter. Despite understandable frustration around this sensitive issue, our team provided calm, compassionate support, helping students set up refund preferences or connecting them with the district office for check processing.

We also assisted numerous students in completing their FAFSAs, including those whose parents are abroad or non-English speakers, taking the time to guide them step-by-step to remove barriers to their success.

A special thank-you goes to Betty Craipo and Jennifer Adams for their ongoing dedication to student success and for consistently ensuring every student has access to the support and resources they need.

Running Start

We currently have 394 Running Start students registered for the Winter 2026 quarter. To support these students in planning their next steps after completing their degrees at SCC, we hosted two transfer-focused events. Representatives from Eastern Washington University (EWU) and the University of Idaho were invited to share insights about the transfer process specifically for Running Start students.

CTE (Career and Technical Education)

We visited our first high school this quarter and successfully registered 93 students to receive CTE Dual Credit in the Culinary pathway. Among them, five students were especially excited to learn that these credits will give them a head start toward their Culinary AAS degree at SCC after graduation.

Additionally, we've been working closely with the Culinary department to ensure that all students who earned CTE Dual Credit through our high school and Skills Center partners have their credits properly applied to their records. So far, six students have been awarded credits, bringing them one class closer to completing their degree.

Student Life and Student Engagement

The Sasquatch Newsletter went out to 7,835 recipients on Oct 6 and to 7,810 students on October 21. This newsletter is sent to students every other week to promote events happening on the SCC campus. In addition to providing information about events through the Sasquatch Newsletter, in partnership with Spokane Colleges Marketing Department, the Student Activities Calendar is produced every quarter to provide students with information about events happening during the quarter.

Twenty-three student clubs, organizations, and SCC departments participated in the Student Life Clubs and Resource Fair held on October 1.

SCC Sasquatch Events celebrated Family Fun Night with record participation. The event was free for students and members of the Spokane community with games, activities, face painting, Kona Ice, karaoke and so much more.

Student Life also recognized Domestic Violence Awareness Week from October 13 to October 17 with a table in the Lair. Students and Staff helped support awareness for this important issue by wearing purple on October 16.

The Game Room in the Lair opened on September 22. There are consistently 30+ students each day who interact and use the pool tables, video games, ping pong, and more. It is great to see students taking advantage of the games, companionship, recreation, and relaxation our Game Room offers.

Workforce Development Updates

November was an active and productive month for workforce development efforts across Spokane colleges. Our team and faculty strengthened partnerships with regional industries, community organizations, and statewide agencies, while advancing major initiatives in healthcare, manufacturing, and technology. Collaborative projects with employers and community partners are creating new opportunities for students and helping align our programs with regional economic priorities.

New Programming

In partnership with the SCC Health Information Technology faculty members Jillian Condon and Barbara Flock, a new American Health Management Association (AHIMA) certificate and test preparation program has been developed. This initiative aims to expand healthcare career pathways and strengthen regional capacity in health information management.

Community and Industry Engagement

On October 2, Vice President of Workforce Development Julie Parks was invited to participate in the Spokane Valley Chamber of Commerce (SVCC) manufacturers' meeting and participated in the SVCC Manufacturing Matters event. These engagements provided opportunities to strengthen industry relationships and highlight our colleges' growing role in workforce development for the manufacturing sector.

Together with Washington Alliance for Better Schools' (WAB) John Bonner and Vice President of Instruction Jaclyn Jacot, we planned strategies to convene Spokane-area healthcare organizations to support the WAB healthcare project in the Spokane region, ensuring broad regional alignment and employer input. We anticipate this event occurring in January 2026.

Discussions were also held to explore collaboration between the Spokane Workforce Council (SWC) and our colleges on the workforce board's Opportunity Partnership Grant. Our joint focus will be on coordinated outreach activities to ensure eligible students in our region can fully benefit from available funding.

Regional and Federal Workforce Initiatives

We coordinated and submitted a draft workforce development component for the U.S. Department of Commerce Tech Hub proposal that is being led by the Lakeside Corporation. This effort involved collaboration with multiple partners, including WSU, University of Idaho, North Idaho College, Gonzaga University, University of Washington, and EWU. Though this project required significant coordination and time, it was completed successfully and demonstrates strong regional cooperation. The first round of proposals are due November 7. We should learn in December if we are moving ahead to a round 2 funding proposal, which will be due in January.

Youth and Community Partnerships

VP Parks met with representatives of the Colville Youth Organization on October 14 to tour their new youth center building to discuss a partnership to meet the skill development needs of Colville and Republic manufacturers. The group has agreed to partner with us to engage youth aged 16-26 years old in our short-term manufacturing classes beginning in March. We will be working with Rural Resources to fund the students' tuition. This partnership will provide new pathways for young people to enter high-demand technical fields.

Additionally, we co-hosted a Solder Night event in Colville led by Electronics faculty Susan Williams and Melody Frye, attracting over 30 participants and fostering community interest in technical education.

Advisory Committees and Employer Engagement

Workforce Development participated in the welding department employer Developing a Curriculum (DACUM) where employers provided valuable feedback and recommended new skills for inclusion in the curriculum.

VP Parks attended meetings for the Automotive, Aviation Maintenance Technology, and Occupational Therapy Advisory Committees. These discussions emphasized employer involvement in outreach activities and equipment support. Regional employers expressed strong enthusiasm for collaboration on trade-focused high school initiatives.

Leadership and Staffing

Erik Puthoff began his role as the Acting Director for the Strengthening Community College Manufacturing Grant on October 16. His leadership will be critical to advancing the project's objectives and expanding manufacturing education capacity.

Employer and Agency Collaboration

Representatives from the Boise-based Micron company met with our electronics students and faculty to discuss career opportunities in the semiconductor industry, providing valuable exposure for our students to a leading regional employer.

VP Parks met with Fawn Schott, Executive Director of Volunteers of America, at the Crosswalk Shelter to explore a construction-focused bootcamp partnership with the statewide Home Builders Association. A follow-up meeting with Spokane County Commissioner Mary Kunley identified potential training sites and funding support through community block grants. Our goal is to move individuals from this shelter to the training program to work, or to continue educational programs at one of our colleges.

Statewide Workforce Engagement

VP Parks attended the Washington Workforce Association Annual Meeting in Tacoma from November 4–6. We encourage our Trustees and Chancellor Brockbank to engage with the Governor's Office in support of including non-credit short-term training in the Workforce Pell Program. States are anticipated to have flexibility in determining program eligibility, and proactive advocacy could create meaningful opportunities for our college and the communities we serve.

PRESIDENT'S REPORT
SPOKANE FALLS COMMUNITY COLLEGE

Presented by: Patrick McEachern
Interim President, SFCC
November 18, 2025

President's Report

This fall has been marked by progress that aligns closely with our three institutional priorities: achieving enrollment targets, enhancing budget strategy and transparency, and continuing momentum with guided pathways, governance, and college culture.

Enrollment and Student Success

Our enrollment strategies are producing results. International enrollment has already exceeded last year's total and met our annual goal before the end of fall quarter, a remarkable achievement given national trends. Current FTE data reflects both progress and opportunity:

- **State Support FTE:** 1,111.1 (39% of 2,871 target)
- **Running Start FTE:** 312.5 (39% of 808 target)
- **International FTE:** 22.6 (167% of 13.5 target)

Student Affairs is also leveraging technology to strengthen retention. The launch of EdSights, an AI-powered chatbot, has engaged nearly 5,000 student interactions with a 97% opt-in rate, providing real-time insights into academic, wellness, and engagement challenges. Complementing this work are targeted communication campaigns designed to keep students moving forward, including reminders for winter registration and outreach to students with incomplete financial aid applications.

Culture and Community

Our college theme, *Community: How Do We Define It?* continues to shape programming and professional development. Campus Development Day brought Student Affairs staff together for StrengthsFinder-based team building and sessions on artificial intelligence in higher education, reinforcing collaboration and adaptability. Academic Affairs introduced the Connected Learning Division, integrating CETL, Library, Academic Coaching, and First-Year Experience to create a cohesive network supporting teaching and learning. These efforts strengthen our culture of belonging and shared purpose.

Innovation and Engagement

Faculty development remains a priority. The Learning Academy, formerly the eLearning Academy, now serves all instructional formats and supports onboarding for new

faculty, reflecting our commitment to inclusive and collaborative teaching practices. Beyond the classroom, SFCC continues to serve as a cultural hub. Recent Fine Arts exhibitions have showcased regional and international artists, including works addressing global issues such as the war in Ukraine. Archaeology Day engaged students in hands-on activities that connect learning to cultural heritage.

Looking Ahead

As we prepare for the state's new funding allocation model, we remain focused on transparency and strategic planning. At the same time, we will continue to build on the strong foundation of progress already underway: advancing guided pathways, refining governance, and sustaining a culture where students and employees thrive.

Student Affairs

Submitted by: Dr. Jim Mohr

Campus Development Day

On October 20, Student Affairs hosted its fall Campus Development Day, which is a professional development retreat held in the SUB lounges. The day provided a valuable opportunity for staff to connect, recharge, and grow together.

Prior to the retreat, staff completed the CliftonStrengths (StrengthsFinder) assessment. Acting Vice President for Student Affairs Jim Mohr led a session exploring the StrengthsFinder framework, helping participants understand their individual strengths and how they complement those of their colleagues. Staff then charted their top strengths, creating a visual representation of the division's collective talent profile.

Participants also engaged in two creative team-building activities, including painting rocks with encouraging messages to scatter around campus for students to discover. It was a small gesture to spread community spirit.

In the afternoon, staff joined sessions hosted by Human Resources focused on Artificial Intelligence (AI) in higher education. These sessions provided timely insights into how AI is transforming our field and offered practical strategies to increase efficiency in our daily work.

Communication

Student Affairs has begun a coordinated effort to better understand and strengthen our communication with students. We are exploring our communication strategies throughout the student life cycle from initial inquiry through graduation. This approach will assist us in gaining a clearer picture of what messages are being sent, how often, and where gaps may exist. This intentional approach will help us coordinate outreach more effectively and ensure students receive consistent, supportive information at each stage of their journey.

In addition, several new email campaigns have been launched to improve student engagement and retention. One campaign is focused on students enrolled for the fall quarter who have not yet registered for winter, providing weekly reminders beginning November 1. Another focuses on students who have applied for financial aid but have not yet completed their admissions application, encouraging them to take the next step toward enrollment. These efforts aim to create more intentional communication that supports students moving to the next step in their educational journey.

EdSights

This fall, SFCC launched a new AI texting chatbot service that focuses on retention by polling students about four main areas (academic, financial, wellness, and engagement) that might be or become barriers to finishing their education. The response so far has been great.

97% opt in rate	36% actively engaging with chatbot	4,954 texts received from students
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Since September 29 there have been seven texts sent to students:

- Introduction email.
- Temperature check (asked students how they feel about the quarter and any key concerns they may have).
- Belonging check in (only sent to first time students – asked how connected they feel to SFCC).
- Winter Registration reminder

- Intro to new students (students who had been added after beginning of quarter).
- Academic Engagement – Assess how engaged students are with classes.
- Wellness check in.

Summary of student risk levels (at risk of dropping out):

- 83.8% are at Low Risk
- 9.8% are at Medium Risk
- 6.5% are at High Risk.

The risk drivers are:

- 35.8% Wellness
- 30.3% Academic
- 27.2% Engagement
- 6.7% Financial

When someone responds to a text with language that seems to indicate an immediate problem, they are flagged as Alerts and a message is sent to a live person for intervention. There have been seven alerts, and all have been responded to by a real person.

Academic Affairs

In last month's update, I introduced you to this year's Campus Theme: Community. This month, I'd like to spotlight our new Connected Learning Division, a team that sets the example for connection and collaboration across campus in support of teaching, learning, and student success.

Last year, Spokane Falls undertook some strategic re-organization and re-alignment with our academic divisions. Out of that came our newest division, the Connected Learning division. Connected Learning brings together several key areas that strengthen both teaching and student achievement: the Center for Engaged Teaching and Learning (CETL), Library and Circulation, Academic Coaching, First Year Experience (FYE), Outcomes Assessment, and Program Review.

Connected Learning fosters collaboration and innovation across campus—supporting faculty in their teaching, helping students develop confidence and skills, and ensuring SFCC's programs continue to grow and improve. Together, these teams create a

dynamic network that connects people, ideas, and opportunities to enhance learning at every level.

Let me tell you a little about a couple of the departments within this division's umbrella this month (with more to come later!).

Library

Libraries are a lot different than they used to be, but our SFCC library is still a hub of learning, connections, and support. While the traditional "stacks" may not be around any longer, our library has and gives access to a wide range of digital resources – eBooks, databases, streaming media, and research. Our Librarians are key partners in student success, reaching nearly 80% of them in one capacity or the other. They offer personalized research assistance, information literacy instruction, and workshops that help students build critical thinking and academic skills.

Center for Engaged Teaching and Learning

Led by a faculty director, the Center for Engaged Teaching and Learning (CETL) is dedicated to empowering SFCC instructors through professional development, collaboration, and innovation in teaching. CETL provides resources and opportunities that help faculty create dynamic, inclusive, and student-centered learning environments. From workshops and learning communities to one-on-one consultations, CETL supports instructors in exploring effective teaching practices, integrating technology, and enhancing student engagement across all disciplines.

CETL also houses our New Faculty Academy. All our new full-time faculty receive 1/3 release from class to participate in this year-long learning community.

Academic Coaching

Formerly known as Peer Tutoring, this is a free service available to all SFCC students. Designed to foster both confidence and competence, Academic Coaching provides a supportive environment where students can strengthen their academic skills, dig deep in their understanding of course material, and learn strategies for navigating college life successfully. Getting help is easy and can be online or in person and around the student's schedule.

Fine Art

Our curator for the Photo Gallery, Melissa Rackham, has brought in a special artist this month, Dean Davis. Dean was born in Würzburg, Germany, and is a U.S. Army veteran. Dean has worked with corporations, hospitals, museums, and universities across the region, producing striking images for marketing, advertising, and fine art. His work has even graced museum walls – most notably in “The Artist’s Palette – Through the Lens of Dean Davis,” a seven-month exhibition at the Northwest Museum of Arts & Culture.

We’re fortunate enough to also have Dean serving on our Photography Program Advisory Committee. In this work, he’s guiding the next generation of visual artists. His passion for both the craft and the community continues to shape Spokane’s artistic landscape.

The exhibition Opens November 3rd with an Artist Lecture, followed by a Gallery Reception and will run through December 5th. We hope you can drop by the campus and look at images through Dean’s lens.

Right next door at the Fine Art Gallery, Cozette Phillips has been busy preparing for the art of Sasha Barrett. Sasha was born and raised in Sumy, Ukraine. He has been a resident artist at various clay studios across the country, as well as completing his MFA from the University of Montana in 2025 – Go Grizzlies! Of this show, Sasha says, “This exhibition is a portrayal of the last three-plus years of war on the soil of my homeland... I hope this presentation of artwork leaves you with compassion and a deeper understanding of what Ukraine is fighting for.”

Sasha’s exhibit opens November 3rd and runs through December 4th – we hope you can join us for what is sure to be a poignant exhibit.

eLearning

For more than a decade, eLearning has proudly hosted the eLearning Academy, an annual event uniting instructors from across Spokane Colleges to collaborate, share ideas, and set an inspiring tone for the academic year ahead. I don’t update you often on our stellar eLearning division, but I’d like to change that right now and give you a look at just one facet of their work – the eLearning Academy.

Held every Fall, this year the event took on a new name – the “eLearning Academy,” became the “Learning Academy” – reflecting its evolution and broader purpose. The updated title emphasizes inclusivity, welcoming all instructors regardless of whether they teach online, in-person, or in hybrid formats. It also highlights integration, as the Academy now serves as a key component of SFCC’s expanded outreach and onboarding initiative for faculty joining in the 2025–26 academic year. Finally, the change underscores collaboration, celebrating strengthened partnerships with SCC’s Teaching & Learning Center (TLC) and SFCC’s Center for Excellence in Teaching & Learning (CETL), led by Angela Rasmussen and Jessica Hoppe, respectively.

Anthropology and Archaeology

SFCC celebrated Archaeology Day last month, hosted by our Anthropology Club, with faculty member Tiffany Fulkerson as their adviser. The event highlighted cultural heritage, human innovation and ingenuity. Students, faculty, and staff had the opportunity to explore hands-on activities that demonstrated early technologies and artistic practices, including atlatl throwing, flintknapping, natural pigment painting, sling throwing, and cattail weaving. The event provided an engaging way for participants to connect with the past and foster an appreciation for archaeology and its role in understanding our shared history.

AHE/FACULTY REPORTS

Presented by: Jason Eggerman, AHE
Christina MitmaMomono, SCC
Katie Satake, SCC
Michelle Pearson, SFCC
November 18, 2025

Christine MitmaMomono
November 2025 BOT Report
SCC, Non-credit/ Extension Sites

Camille Kovarik provided mid-term conferences with her math students, and necessary steps to complete the quarter successfully. She stated that one of her Algebra Foundations students is an employee at STCU and is working on credits to finish her HS diploma. During their conversation it was obvious that she loved her job and that STCU and her supervisors are very supportive of her educational goals - both for the HS diploma and a college degree. During our conversation, Camille told her about the Chancellor's town hall meeting & how STCU's donation supports SCC students. I expressed how much I appreciated it as both an SCC employee and a member of the credit union. I enjoyed my Camille was reminded of the power we have when we work together with students to attain higher education that improves their employment opportunities.

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

November 18, 2025

1. Amy Anderson, SCC Communications faculty, reported: The “Speak Out” club co-hosted Student Success and Inclusion Day with the Center for Inclusion and Diversity. Over 300 students attended. Additionally, “Speak Out” is currently hosting a food drive this quarter to support students, staff, and faculty who are experiencing food insecurity.
2. Jon Spatz, SCC Physical Education faculty, reported: The PE 150 Beginning Archery classes had their 6th annual Great Pumpkin Shoot in class last on October 30. It was a fun day of eating doughnuts, decorating pumpkins and shooting bows. SCC typically offers two sections of this class each quarter and they generally fill up quickly.

American Sign Language Interpreter Education (ASLIE) at SFCC

WA SSB 5025 became effective as of July 27, 2025; it mandates that the Professional Educators Standards Board (PESB) must consult with an accredited college or university that provides interpreter training in Washington when:

- adopting standards for educational interpreters
- identifying educational interpreter assessments
- establishing full and limited performance standards for educational interpreter assessments
- establishing criteria for educational interpreter certifications
- drafting rules to implement educational interpreter requirements

SFCC has the only such program (ASLIE) in Washington state. The bill, SSB 5025, has set new precedence and is an historic marker for interpreters in Washington. We are excited to partner with PESB, as they work out the details of the law establishing professional performance standards for ASL Interpreters throughout the K-12 educational setting that will directly affect our current students and graduates of our interpreter training program, as well as support Deaf/Hard of Hearing/Cochlear Implanted students in the K-12 educational setting. This was shared on behalf of the ASLIE program by Judith Troop.

Hearing Instrument Specialist (HIS) program

Applicants for a hearing aid specialist license in Idaho who are graduates of the SFCC Hearing Instrument Specialist (HIS) program are no longer required to take a practical exam. Last February, one of our graduates informed faculty at SFCC that she was being required to take a practical exam in Boise in order to obtain her Idaho license. Allied Health Sciences faculty, Chantel Hammers, wrote a letter to the Idaho Speech, Hearing, and Communication Services Licensure Board requesting a waiver for the practical exam for our graduates. She explained the rigorous practical exams that students take during the SFCC HIS program. At their September meeting, the Board granted her request for a waiver. This removes a big barrier for our graduates to receive licensure in Idaho.

SFCC Faculty Member Nominated as an Outstanding Leader

Astronomy faculty Michele Moore has been nominated as a 2026 YWCA Woman of Achievement. <https://ywcaspokane.org/2026-women-of-achievement-nominees/>.

Engineering Club

The Engineering/CS club hosted representatives from University of Idaho's (UI) Engineering program on 5 November. They presented transfer options and different programs at UI. The club also made candy launchers for the Family Fun Night, that was held 24 October. This was shared by Physical Sciences faculty and Engineering Club advisor, Ryan Kelley.

STEM Drop-In Advising & Registration session

With the help of Kira Burt (Physics), Ashlee McQueen (Math), Michele Moore (Astronomy), Vicki Moore (STEM Guided Pathway Specialist), Joel Sweeney (STEM Counselor), and Asa Bradley hosted a STEM Drop-In Advising & Registration session on 29 October. In 1 hour and 45 min, the team helped 26 students to register.

Workshop that Helps Students Develop Research Skills

The Library and Academic Coaching partnered to offer a five-part Research Roadmap workshop series designed to help students strengthen research and study skills through practical strategies such as choosing topics, evaluating sources, and managing time. This was the first coordinated effort between the Library, Academic Coaching, and an English faculty member, giving students a well-rounded approach to academic success.

A total of 103 students participated already this Fall quarter, with 11 earning a Library Research Roadmap Badge for attending three or more sessions, the highest number to date. Strong attendance and engagement reflect students' growing interest in building research and study skills and the positive impact of collaborative learning support services on campus. This was shared by Sharde Mills, SFCC Librarian.

Student Musician Selected for National Jazz Performance

One of SFCC's music majors, Cole Rosaia, was chosen to perform in an all-star community college jazz ensemble at the 2026 Jazz Education Network conference that is being held in New Orleans. This organization is an international jazz education group that promotes jazz education and presenting at this conference is a very high honor. Cole is an active member of the SFCC Music Department and will graduate this year. In this national competition, he won out over numerous students from around the country. This was shared by David Larson, who mentored Cole extensively.

WFSE/CLASSIFIED STAFF REPORTS

Presented by: Ward Kaplan, WFSE
Gaby Arroyo, SFCC
November 18, 2025

Gaby Arroyo

November 18, 2025

- First, the classified excellence program (CEP) met last month with Ben Stevens to talk about possibly offering classified staff trainings on Microsoft 365 applications, retirement sessions, wellness, and possibly having WFSE come speak, etc... and to also find ways to offer trainings with existing resources instead of looking for a budget or funds to support these events.
- The second item is that the three SFCC classified tri-chairs (Jenny, Alison, and Carolin) met with Patrick and Francisco at the beginning of the fall quarter to discuss a possible implementation of a classified staff meeting/agenda. The intent was to create a space where classified staff are invited to join, share their concerns, build relationship with others, maybe receive feedback, and it could be useful to find out what classified staff needs/wants (professional development etc.). We hoped to have these meetings once a month, on Friday, for a quarter or so to gain traction and be able to build a connection between the three classified tri-chairs and our classified community. Patrick was in support of this, and Francisco would be of assistance to us if needed. This will be a great space to hear people and listen to their concerns. Especially right now where we have staff struggling with the current political climate and cuts within the SNAP program.

BOARD REPORT