
WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17**December 16, 2025****NOTICE OF REGULAR MEETING****(Notice Date: Thursday, December 11, 2025)**

The Spokane Colleges Board of Trustees will hold a regular meeting on Tuesday, December 16, 2025, beginning at 8:30 A.M. Should an executive session be held, adjournment is scheduled for 12:00 P.M.

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

To connect to the December 16 meeting virtually go to:

[Join Zoom Meeting](#)

Meeting ID: 960 3815 6768

Passcode: 881498

All Board of Trustees meetings include opportunity for public comment. The December 16, 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 December 16, 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 December 16 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

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

[Join Zoom Meeting](#)

Meeting ID: 960 3815 6768
Passcode: 881498

Regular Board Meeting: In-Person & Zoom
Tuesday, December 16, 2025

AGENDA

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

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

12/16/2025	Regular Meeting Agenda			TAB #
8:30-9:00a	1.	SCC Celebrating Student Success: SCC EdSights ↳ Piper McCarthy, SCC ↳ Elizabeth Keeney, SCC 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 ↳ 11/18/2025 – Regular Meeting b. Capital Projects – Nichole Hanna c. Budget and Expenditures – Dr. Linda McDermott d. Head Start – Bobbi Woodral	Action	Tab 2
9:20-9:25a	4.	Amended Chancellor Goals ↳ Dr. Kevin Brockbank	Action	Tab 3

9:25-9:45a	5.	Budget Planning and Analysis Update ↳ Dr. Kevin Brockbank, Spokane Colleges ↳ Dr. Linda McDermott, Spokane Colleges	Report	Tab 4
9:45-9:50a	6.	Strategic Plan Update ↳ Dr. Lori Hunt, Spokane Colleges	Report	Tab 5
9:50-10:00	7.	Review of Board Policy 1.20.03 – Restrictions of Individual Authority of Trustees ↳ Dr. Kevin Brockbank, Spokane Colleges	Report	Tab 6
10:00-10:15a		BREAK		
10:15-10:20a	8.	Chancellor’s Report ↳ Dr. Kevin Brockbank, Spokane Colleges	Report	
10:20-10:30a	9.	President’s Report ↳ Dr. Jenni Martin, SCC ↳ Patrick McEachern, SFCC	Report	
10:30-10:40a	10.	AHE/Faculty Report ↳ Jason Eggerman, AHE ↳ Christina MitmaMomono, SCC ↳ Katie Satake, SCC ↳ Michelle Pearson, SFCC	Report	
10:40-10:50a	11.	WFSE/Classified Staff Report ↳ Ward Kaplan, WFSE ↳ Tessa Greene, SCC ↳ Gabby Arroyo, SFCC	Report	
10:50-11:00a	12.	Student Government Report ↳ Navaeh Person, SCC ↳ Jayla Knights, SFCC	Report	
11:00-11:05a	13.	Board Report	Report	
11:05-11:50a	14.	Executive Session a. Reserved for potential action generated from executive session	Discussion	
11:50-12:00p	15.	Potential Action Generated from Executive Session	Action	
12:00p		Adjournment		

**Next Meeting will be held on Tuesday, January 20, 2026, at 8:30 a.m.
Spokane Falls Community College, 3410 West Whistalks Way, Spokane, WA 99224 with a zoom option**

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

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

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Celebrating Student Success: EdSights

BACKGROUND

EdSights is an AI-powered SMS chatbot that amplifies student voices and helps them navigate college life. By capturing real-time feedback, it identifies underlying challenges students face. Used by over 250 higher education partners, including Eastern Washington University and Whitworth University, EdSights was created to fill the gap between institutional data and direct student input.

At SCC, the chatbot called *Skitch* texts students every 7–10 days to gauge their feelings and sense of connection. Responses can trigger outreach from SCC's support team. Engagement has been strong, and Skitch connects students to resources while flagging concerns. Beyond immediate support, SCC leverages EdSights to improve persistence, track demographic trends, and strengthen the student journey.

Prepared by:

- Piper McCarthy, Associate Dean of Student Success, Spokane Community College
- Elizabeth Keeney, Partner Success Manager, EdSights

Presented by:

- Piper McCarthy, Associate Dean of Student Success, Spokane Community College
- Elizabeth Keeney, Partner Success Manager, EdSights

EDSIGHTS

Spokane Community Colleges Board Update

How Spokane Community College leverages AI-powered texting to capture the student voice and support student success

Dec 16, 2025

Presented By:

Piper McCarthy - *Associate Dean of Student Success, Spokane CC*
Elizabeth Keeney - *Partner Success Manager, EdSights*



Agenda

- About EdSights
- Skitch's Impact at SCC
- Student Testimonial
- Next Steps

About EdSights

- AI-powered SMS texting to capture the student voice and identify the underlying issues students face
- **1 in 20** students in the US is using EdSights
- **250+** Higher Education partners
- **96%** Partner Retention Rate

EDSIGHTS

Retention SMS
Chatbot

CORE PRODUCT

Unlimited Custom
Campaigns

OPTIONAL UPGRADE

Website
Chatbot

OPTIONAL UPGRADE

Admissions
Framework

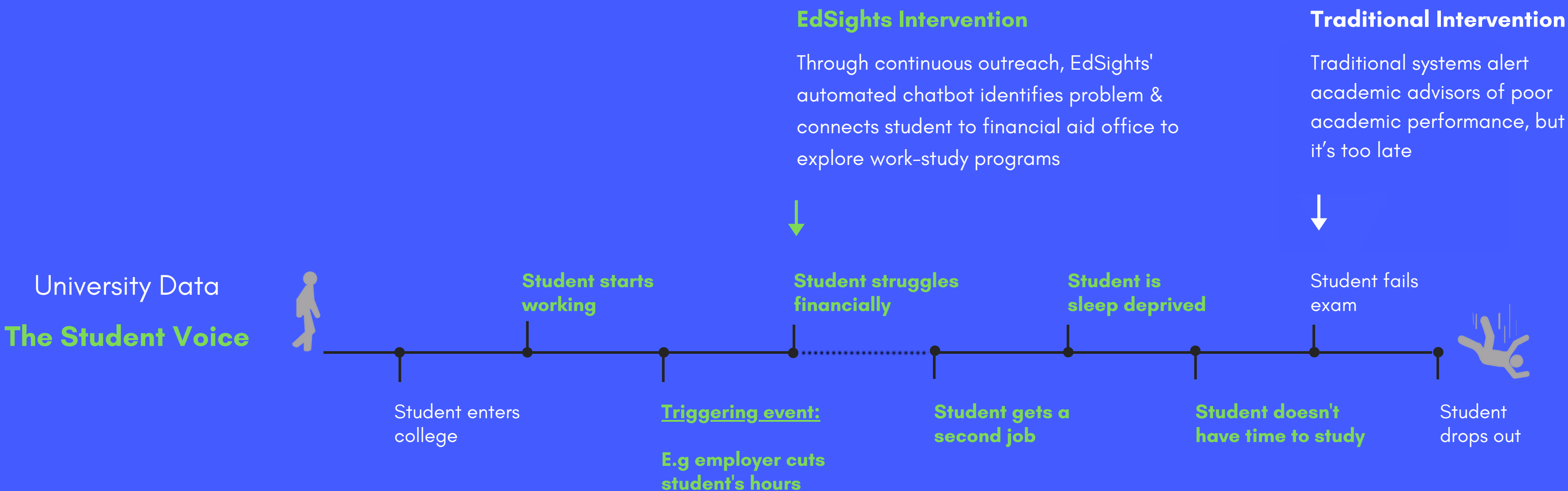
OPTIONAL UPGRADE



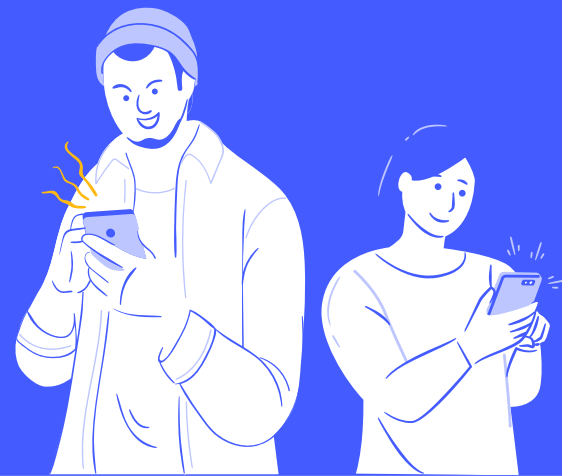
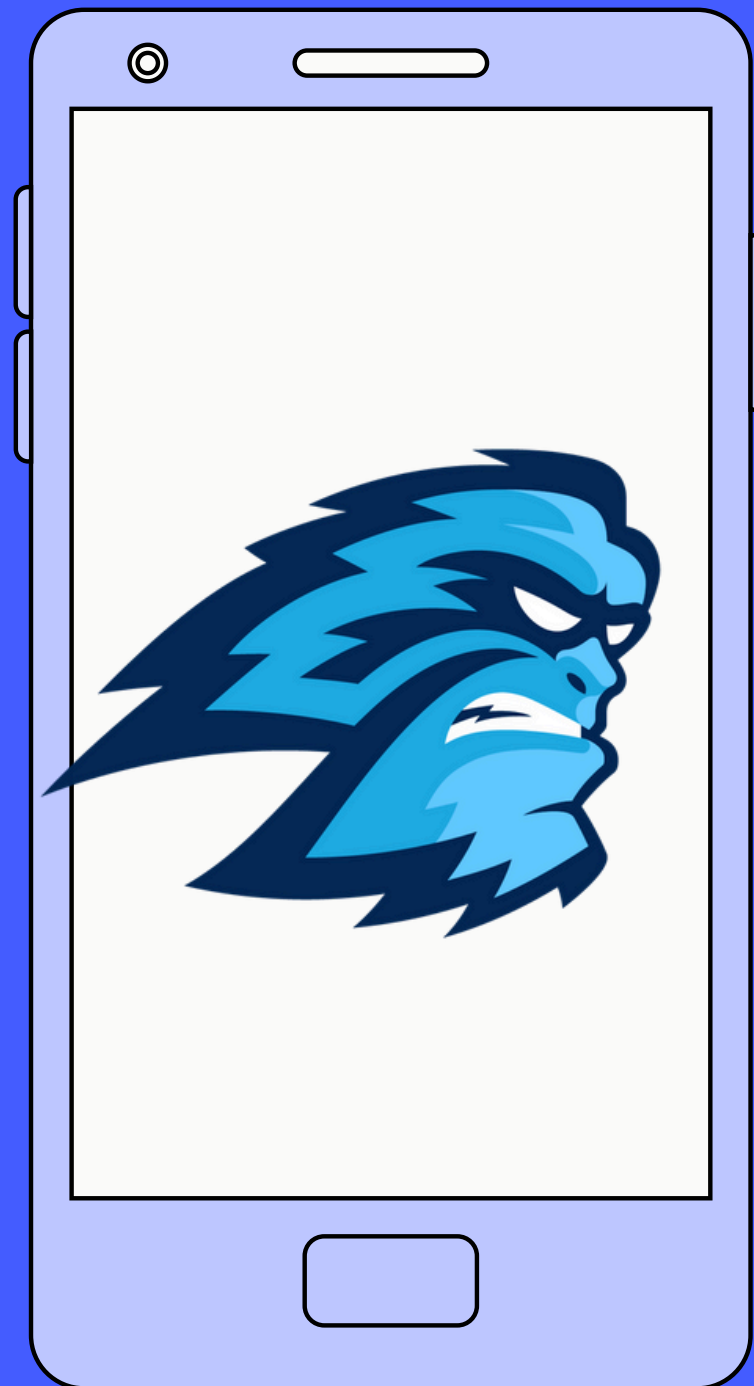


We have plenty of data **about** students but almost none **from** students directly

The Power Of The Student Voice



Meet Skitch



Skitch texts students every 7-10 days using the EdSights framework to gauge how students are feeling and connect those in need to targeted resources



Student responses are fed onto the EdSights dashboard and students who would benefit from additional outreach are flagged

**SCC collaborative team
conducts outreach**

Strong Student Engagement @ SCC

95%

STUDENT OPT-IN

95% of current students on the platform remain opted into receiving texts from Skitch

54%

STUDENT ENGAGEMENT

54% of current students on the platform are actively engaged and texting Skitch

33k+

TEXTS RECEIVED

Students have sent over 33,800 texts to Skitch in the last year

Proactively Supporting Students

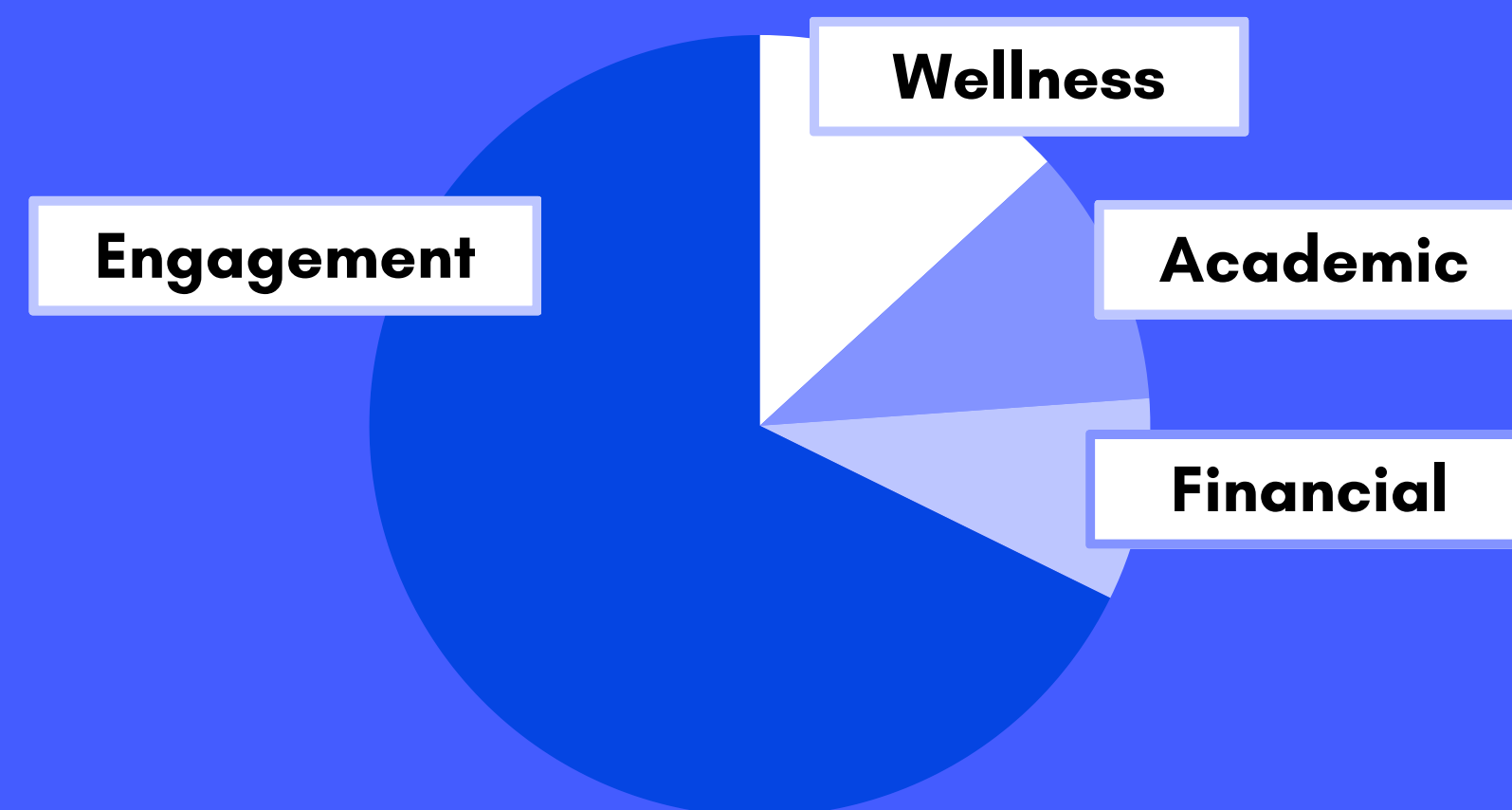
77 PROACTIVE RETENTION CAMPAIGNS
SENT BY EDSIGHTS

4.7k AUTOMATIC CONNECTIONS
TO SCC RESOURCES

1,153 STUDENTS FLAGGED
FOR FOLLOW UP

Skitch identified 1,153 unique students who could benefit from additional staff support based on what they shared

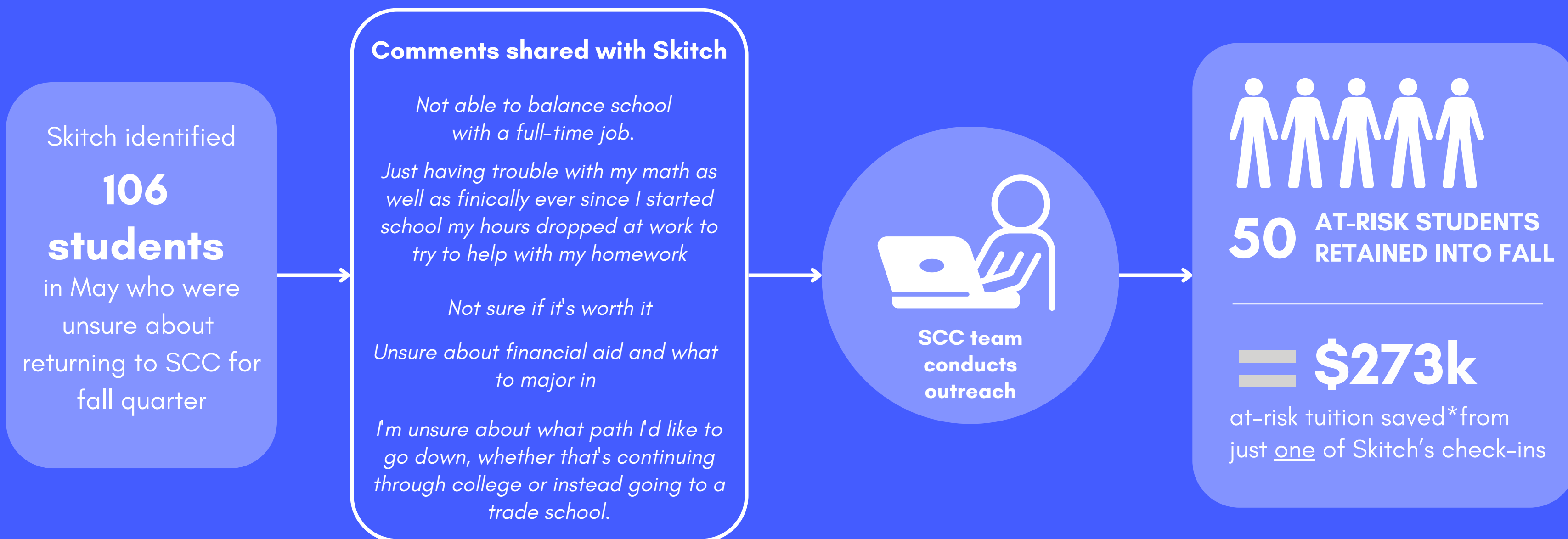
Overview of Student Risk



Data reflective of 11/14/24-11/24/25

Supporting Student Persistence

Every quarter, Skitch asks students if they plan to return to SCC the following term to help your team strategically support student persistence.



*Based on ~\$5,461 annual tuition & fees for '24-'25 on College Navigator

Identifying Early Insights

Sketch also identifies institutional trends on which demographics are facing specific challenges



Current Athlete students are overall more at risk for overall perception of **Finances**



Early Alert Fall 2025 students are overall more at risk for **Academic** challenges related to "**Course Engagement**" as well as their overall perception of **Wellness**



First Gen students are overall more at risk for Engagement concerns related to "**Morale**"



Data updated of Nov 1, 2025

Supporting the Full Student Journey

Skitch supports students succeed at SCC from **admission** all the way to **graduation**

UTILIZATION

97%

ADMITTED STUDENT OPT-IN

Giving SCC broad visibility into admitted student challenges and opportunities

MELT PREVENTION

80%

MELT RECOVERY

We saved 34 of the 42 registered students Skitch identified in early Sept as uncertain about attending SCC in the fall

REAL-TIME ADMISSIONS INSIGHTS

Skitch collects timely qualitative data offering direct insight into what drives yield at SCC.

WHY STUDENTS CHOOSE SCC:

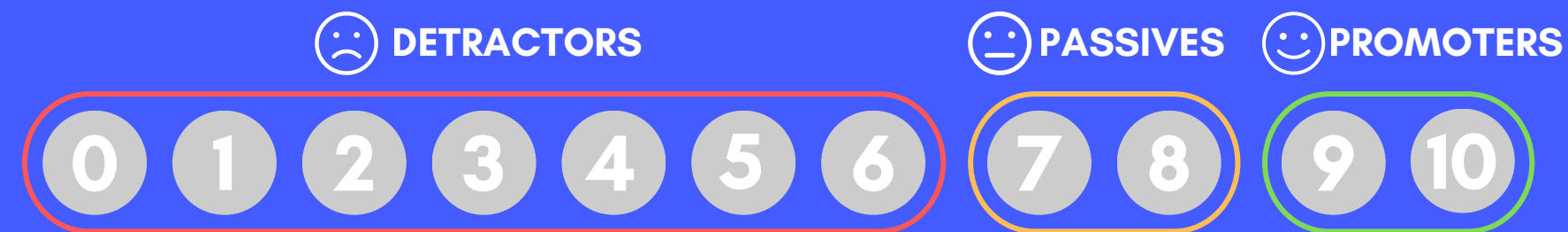
- *To get a better career moving forward*
- *The culinary program for sure and the opportunities*
- *Great reviews*
- *I decided to come back to school to finish what I started years ago.*
- *You guys are one of my top options just trying to figure out housing and roommates*

The Student Voice Score®

The Student Voice Score® (SVS) is the first quantifiable industry benchmark that measures student satisfaction

Each year, Skitch asks students to rate their likelihood of recommending SCC to a friend on a scale of 0-10. This generates a quantitative score (SVS) calculated from student ratings and an AI summary of all qualitative comments.

STUDENT VOICE SCORE = % PROMOTERS - % DETRACTORS



Hi Matt 🙌 Your feedback matters to us.

On a scale of 0 to 10, how likely are you to recommend SCC to a friend?

(0 = Not At All, 10 = Extremely Likely)

8

What is the main reason for your score?

Overall good experience, only critique is inconsistencies in professor grading techniques

The Student Voice Score®



Your 2025 SVS

55  Above Sector and Industry Averages

955 students responded

Promoters	Passives	Detractors
68%	19%	13%

Benchmarks

Benchmarks from other higher ed institutions

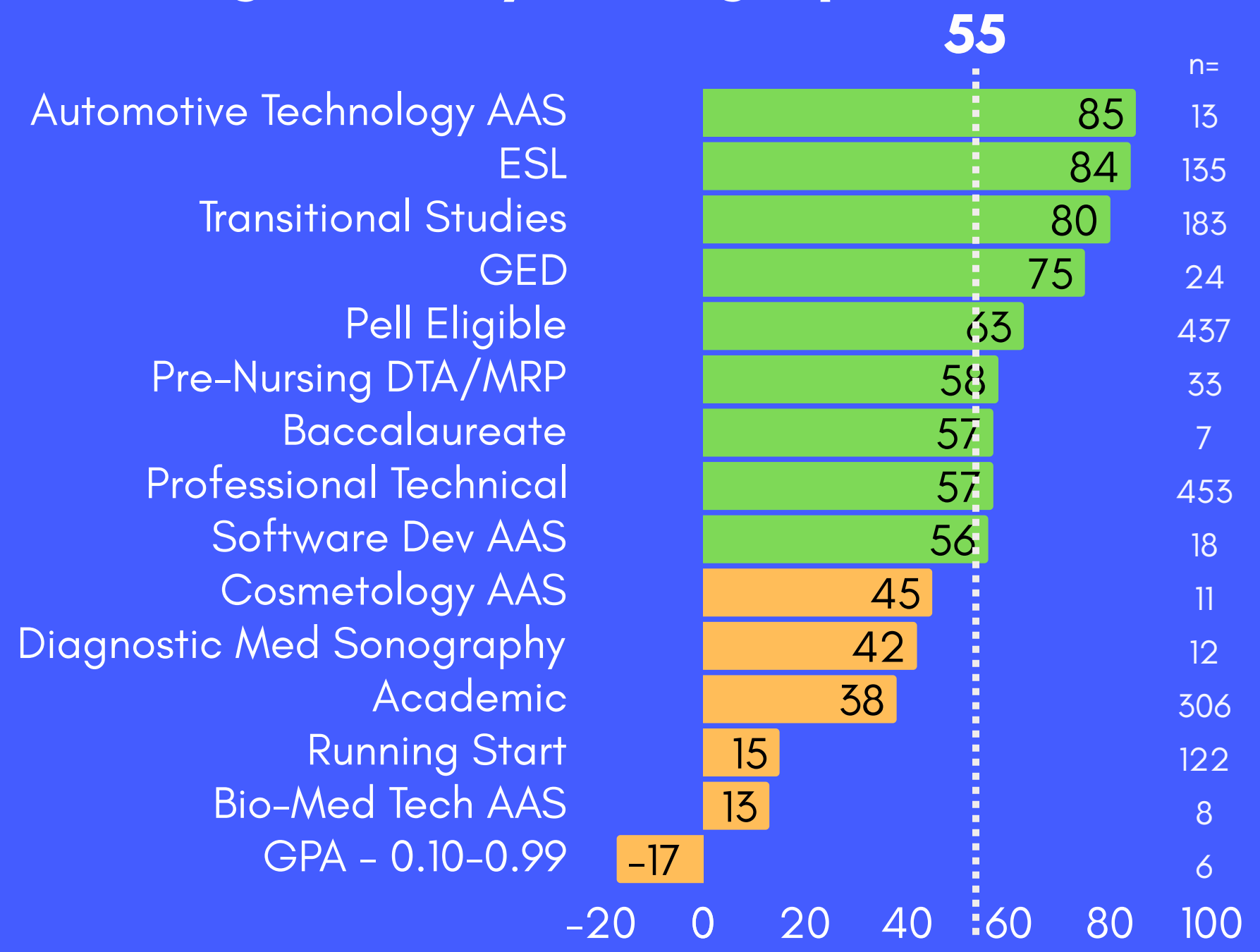
49 **Public, 2-Year Average**
Average SVS across 40 public, 2-year institutions

20 **Public, 4-Year Average**
Average SVS across 63 public, 4-year institutions

22 **Industry Average**
Average SVS across all 150+ institutions partnering with EdSights

The Student Voice Score®

Average SVS by Demographic



Student Feedback Themes

Promoters

- Accessibility and Resources
- Positive Learning Environment
- Great Teachers and Supportive Staff

Passives

- Positive Feedback on Faculty and Community
- Concerns about Counseling and Support Services
- Concerns about Course Structure and Availability

Detractors

- Lack of Support
- Teaching Quality
- Program Structure

Student Testimonials

Sketch also helps SCC hear about the the best of the institution, fostering continued connection

Hi Sarah, Thanksgiving is coming!

I'd love to know - what's something you're grateful for at SCC?

Share your thoughts 🙌



"I am grateful that I have the opportunity to attend SCC and that I have financial help allowing me to get an education"

"Great clinical instructors"

"Food pantry"

"I'm grateful for my professors and the opportunity to do running start"

"Thank you SCC for supporting me in learning English"

"I'm so grateful for how the professors have so much grace and love their jobs and it shows!"

"Everything love it there"

"My wonderful teacher Jaye Hopkins"

"Mental Health Counselors! <3"

"The opportunity to learn even after had left school for so many years. Grateful for a second chance."

"The amount of resources"

"The support and care from my professors!"

"I'm greatful for the tutoring center! Both science and math tutors do an amazing job"

Looking Forward



Further Target Student Supports

Goal: Personalize student support

Action: Developing more customized messaging plans for key student populations and journeys.



Expanding Workflow Integration

Goal: Streamline systems

Action: Currently integrating EdSights into CRM tools to support cross-departmental workflows for student outreach, and Institutional Research

**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
December 16, 2025

Washington State Community College District 17

Community Colleges of Spokane Board of Trustees Meeting December 16, 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 - November 18, 2025
- b. Capital Projects - Clint Brown
- c. Budget and Expenditures - Linda McDermott
- d. Head Start - Bobbi Woodral

RECOMMENDATION

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

Prepared by: Breanne Riley
Executive Assistant to the Chancellor

Presented by: Trustee Todd Woodard
Board of Trustees
December 16, 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 November 18, 2025 meeting, as presented.

Prepared by: Breanne Riley
Executive Assistant to the Chancellor
December 16, 2025

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

Present: Trustee Todd Woodard, Trustee Anna Franklin, Trustee Glenn Johnson, Trustee Steve Yoshihara. Also present: Chancellor Kevin Brockbank, SCC President Jenni Martin, SFCC Interim President Patrick McEachern, Chief Human Resource Officer Fred Davis, Chief General Services Officer Nichole Hanna, Chief Financial Officer Linda McDermott, Chief Institutional Advancement & External Affairs Officer Melanie Rose, SFCC Vice President of Learning Bonnie Glantz, SCC Vice President of Instruction Jaclyn Jacot, SFCC Interim Vice President of Student Affairs Jim Mohr, SCC Vice President of Student Services Patrick Tanner, Director of Tribal Relations Naomi Bender, Director of Head Start Bobbi Woodral, AHE Representative Jason Eggerman, WFSE Representative Ward Kaplan, SFCC Faculty Michelle Pearson, SCC Faculty Katie Satake, SFCC Classified Staff Gaby Arroyo, SCC Classified Staff Tessa Greene, SFCC ASG President Jayla Knights, SCC ASG President Naveah Person, Director of Financial Aid Alexandra Bailey, Veterans/Military Service Specialist Tamra Zielinski, Attorney General Carrie Culver, Executive Assistant to the Chancellor and Board of Trustees Breanne Riley (Recording Secretary).

Guest: Maya E-Strom

Excused: Chief of Staff & Strategy Lori Hunt, Interim Chief Information Technology Officer Dan Duffy

SCC Celebrating Student Success

Alexandra Bailey was introduced as the SFCC Director of Financial Aid. Alexandra Bailey escorted the Board of Trustees and meeting attendees to the Veterans Resource Center.

Upon return Todd Woodard shared that he appreciated the work that is being done with Veterans at SFCC and was thankful for the tour. Anna Franklin noted that there are opportunities to increase the outreach so that individuals know the benefits that are available to them upon graduation. Anna Franklin then proposed finding tools to educate local employers so that they know how to better support graduating veterans in the workforce.

Call to Order

The Board of Trustees of Washington State Community College District 17 held a regular meeting on Tuesday, November 18, 2025. Todd Woodard called the meeting to order at 9:09 am. This was followed by the Pledge of Allegiance and roll call. It was announced that the meeting was open to the public. Individuals interested in addressing the Board were encouraged to speak up during the public comment section. The Native Land Acknowledgement was given by Todd Woodard.

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 October 13, 2025, Special Session
Minutes of the October 14, 2025, Regular Meeting
- b. Capital Projects Status & Approvals – Clint Brown
- c. Budget and Expenditures – Linda McDermott
- d. Head Start Updates – Bobbi Woodral
- e. Admin Procedures – Dan Duffy
- f. Sale of Airport Property – Kevin Brockbank

Glenn Johnson noted that the minutes of the October BOT meeting reflected Todd Woodard as both present and excused – the minutes will be amended to accurately reflect that Todd Woodard was absent from the meeting. Glenn Johnson asked for an update on the status of the SFCC Fine Arts Building and the Lodge Building permit. The motion to approve the consent agenda was so moved by Glenn Johnson, seconded by Anna Franklin, and approved unanimously by the Board.

Head Start Training Eligibility

Bobbi Woodral conducted a training on Head Start eligibility and the process used yearly. Bobbi Woodral reviewed the Head Start Performance Standard 1302.12 (m) Training on Eligibility. Kevin Brockbank reminded the Board of Trustees that this is a formal training course being conducted. Bobbi Woodral then reviewed the Head Start Performance Standard 1302.13 Recruitment of Children. Anna Franklin asked if Head Start worked with Excelsior and Tree House. Todd Woodard asked if there was a way to create awareness with Head Start amongst veteran outreach. Head Start Performing Standard 1302.12 determining, verifying, and documenting eligibility was explained to the Board along with the eligibility process. Todd Woodard asked for data

of families in the Head Start program to be provided so that the Board may be better informed and advocate for the program at the upcoming Legislative Summit in February 2026. The 2025-26 income guidelines and other eligibility considerations were reviewed. Head Start Performance Standard 1302.14 Selection Process, selection criteria, and enrollment were discussed and reviewed for the Board. The final topic reviewed for the Board was the Head Start Performance Standard 1302.16 Attendance. Steve Yoshihara complimented Bobbi Woodral on her budget report and then asked if the childcare fees were paid by the parents.

Student Government Reports

Naveah Person, SCC ASG President reported that the Thanksgiving event and giveaway will take place at SCC the following week and it is anticipated that 100 students will be in attendance. SCC ASG will be hosting a student appreciation night December 5th which will be a basketball game that will be played with the SFCC ASG officers. Some projects that are rolling over into the next quarter are the furniture project, game room renovation, and conducting a student feedback survey for new and upcoming projects.

Jayla Knights, SFCC ASG President shared that there has been a lot of work done to connect students with ASG in order to communicate what ASG does and how they can support students. ASG is planning to transform the food pantry to add more options to better support students from the current month into the next school year. Anna Franklin asked if students were connected with the proper resources for any help that they may need. Anna Franklin then asked if there was anything that the Board of Trustees could do in the future to proactively address student concerns.

BREAK

Todd Woodard reconvened the meeting at 10:20a

Budget Update

Kevin Brockbank gave a brief background of the current state of the budget. Linda McDermott shared that Spokane Colleges is beginning the process for FY 2026-27 budget development. Linda McDermott then reviewed the context for planning, SBCTC allocation model change, and geographical considerations. The SBCTC Allocation Implementation Timeline was reviewed for the Board of Trustees. The planning priorities and guidelines and budget planning calendar were discussed. Discussion ensued. Next steps were reviewed to the Board of Trustees. Anna Franklin asked if the option of a one-college system will be included in the taskforce planning and if the taskforce will have a student recruitment group.

Strategic Plan Update

Kevin Brockbank shared that the strategic plan has moved onto the next phase – which is to have the pillar teams work together on the plan. There has been a lot of collaboration and work with the teams and the plan is going well.

Office of Tribal Relations Update

Naomi Bender reported that she is currently at the NCAI conference with federally recognized tribes and it has been a great turnout. Maya E-Storm was introduced to the Board of Trustees as a guest that has worked extensively with Naomi Bender and Spokane Colleges. The Office of Tribal Relations has been working with students on many different topics, and it has been very successful. On Thursday, November 13th students in Inchelium were taught 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. Naomi Bender then shared the recent work that she has been doing with grants for the Avista Grant submission and the Genentech Grant submission. Naomi Bender is also looking into more grant opportunities to help SFCC further develop upon their goals of Indigenous land restoration with a traditional garden, teepee, and other culturally centered learning opportunities in an outdoor space.

Review of Board Policy 1.20.03

Todd Woodard shared that the Board will revisit this topic at the December Board of Trustees meeting.

Annual Board Reviews & Evaluations

Todd Woodard shared the Board of Trustee goals and the Chancellor goals for the 2025-26 academic year. The primary areas of focus for the Board are the strategic plan, long-term fiscal sustainability, and policy review and development. Todd Woodard stated that he has enjoyed working with the Spokane Colleges Board of Trustees and that each Trustee has contributed to the Board in their respected areas of expertise. The Chancellor goals were recognized as completion of the district strategic plan, launch of the Chancellor's Leadership Advisory Council, community engagement and support, and long-term fiscal sustainability. Kevin Brockbank shared that the Board and the Chancellor wanted to bring the goals to a public forum as this has not been done before. The motion to approve the Board of Trustees and the Chancellor's goals was so moved by Anna Franklin, seconded by Steve Yoshihara, and approved unanimously by the Board.

Chancellor's Report

Kevin Brockbank shared that Spokane Colleges had a large presence at the NAACP

Gala that was held on November 15th. It was announced at the gala that SCC student Gean Lucas Hernandez Torres received the Columbia Bank Scholarship. SCC employee Priya Mhlophe received the President's award for her work with NAACP Youth Council and Spokane Colleges Trustee Anna Franklin received the 2025 Community Champion Award.

President's Report

Jenni Martin shared that The Adult Basic Education (ABE) Division has developed a strong relationship with Spokane Public Schools and their multilanguage learner programming. ABE plans to bring MLL students from Spokane Public Schools to the SCC campus to learn more about campus 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.

Patrick McEachern shared the focus and importance of enrollment at SFCC and the work that has been done with enrollment. Patrick McEachern shared the focus on culture and community and innovation and engagement. EdSights has launched and the new AI texting chatbot is focused on retention by polling students in four main areas.

AHE Report

Jason Eggerman, AHE President, reported that Faculty are looking forward to the Thanksgiving break as it has been a stressful start to the year. Faculty have felt the stress of the unpredictable federal funding, and they see the attacks nationwide on academic freedom and higher education. At the same time, student conduct issues and student behavioral problems post-COVID seem to increase every year. The transition to the new BibliU bookstore has been rough and has added hours of work and frustration for many faculty. Additionally, there is a looming accessibility deadline in April, and the requirement to update all their course materials is a heavy lift for faculty whose time is already stretched thin. Coming into this year, faculty already felt they have been asked for years to do more with less. Resources are tight, and everyone knows they are facing additional budget reductions.

Katie Satake, SCC

Amy Anderson reported that 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. Jon Spatz reported that 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.

Michelle Pearson, 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 for specific criteria. Michelle Pearson then shared that SFCC has the only such program (ASLIE) in Washington state. 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 required to take a practical exam in Boise in order to obtain her Idaho license. Astronomy faculty Michele Moore has been nominated as a 2026 YWCA Woman of Achievement. Kira Burt, Ashlee McQueen, Michele Moore, Vicki Moore, Joel Sweeney, 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. 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.

WFSE/Classified Staff Report

Gaby Arroyo, SFCC reported that CER met with Ben Stevens to discuss the possibility of offering classified staff training on Microsoft 365 applications, retirement sections, wellness and also possibly inviting the Union to work with resources that are offered. Three different classified staff tri-chairs had a meeting with President McEachern and Dean Salinas at the beginning of the Fall quarter to discuss possible implementations of specific meeting agenda items to create a space for classified staff to discuss a variety of topics.

Board Report

There is no Board report at this time.

Executive Session

The Board will convene in executive session under RCW 42.30.110(1) and the executive session will be held to evaluate the qualifications of a public employee and to discuss with legal counsel representing the agency matters relating to agency enforcement actions or, litigation or potential litigation.

Executive session will last for approximately 15 minutes and is anticipated to end at 12:35pm.

Executive session was extended for 20 minutes and is anticipated to end at 12:55pm.

Adjournment

Being no further business, the meeting adjourned at 12:55pm.

CONSENT AGENDA ITEMS: CAPITAL PROJECTS

Submitted by: Clinton Brown
Director of Capital Construction
December 16, 2025

PROJECT					FUNDING				DESIGN STATUS (Up To)										DESIGN COMPLETION/ BID DATE	CONSTRUCTION STATUS (Up To)							LEGAL COMP DATE			
STATE PROJECT NUMBER	PROJECT NAME	SOC	SFCC	DIST. OFFICE	STATE	LOCAL	DES PM	Total Project AMOUNT	SCOPE TYPE	STAFF DESIGN	A/E SELECTION	A/E AGREEMENT	PREDESIGN	SCHEMATICS	DESIGN DEV.	30%	60%	90%	100%	BID PERIOD	DATE1	CONTRACT	25%	50%	75%	95%	100%2	ACCEPTANCE	CANCELED	DATE2
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				◆								08/01/29									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
25-PO9442	SCC Bldg 18, Roof A Maintenance Coating	x				x	x	\$ 91,000	Project												NA							◆		09/30/25
26-054	SCC Bldg 18, Classroom Remodel	x			x		C	\$ 2,024,000	Project						◇	◆					05/31/26									3/31/27±
26-063	SFCC Bldg 17 Restroom Remodel		x		x		C	\$ 1,396,000	Project						◇	◆					05/31/26									3/31/27±
26-273	Colville Geotechnical Survey - Sink Hole Investigation	x				x	C	\$ 25,000	Project			◆									03/31/26									NA
26-297	Retro Commissioning - SCC Bldg 28, SFCC Bldg 27 (ESCO)	x			x		J	\$ 134,792	Project										◇		10/31/25	◆								2/28/26±
26-580	SCC Fuel Tank Demolition/Site Restoration (JOC)	x			x	x	C	\$ 300,000	Project						◆						03/31/26									8/31/26±
26-PO9735	HVAC Controls Upgrades/Retrofit - SCC Bldg 28	x			x		-	\$ 54,000	Project												NA				◇					12/31/25
26-PO9736	HVAC Controls Upgrades/Retrofit - SCC Bldg 602	x			x		-	\$ 15,000	Project												NA		◆							02/28/26
26-PO9751	HVAC Controls Upgrades/Retrofit - SFCC Bldg 18		x		x		-	\$ 58,000	Project												NA	◆								05/30/26
26-PO9752	HVAC Controls Upgrades/Retrofit - SFCC Bldg 30		x		x		-	\$ 67,000	Project												NA	◆								06/30/26
26-PO9753	HVAC Controls Upgrades/Retrofit - SFCC Bldg 29		x		x		-	\$ 35,000	Project												NA	◆								07/31/26
26-568	Infrastructure - Gas Detection Leak Repairs (JOC)	x	x			x	C	\$ 200,000	Project												09/02/25	◆								6/30/27±
26-537	Infrastructure - Campus Sewer Replacements	x	x		x		C	\$ 800,000	Project						◆						03/31/26									TBD
26-562	HVAC Repairs - Multiple (ESCO)	x	x		x		J	\$ 4,000,000	Project						◆						03/31/26									TBD
26-564	HVAC Repairs - SFCC Bldg 17A (ESCO)		x		x		J	\$ 3,000,000	Project					◆							03/31/26									TBD
26-POxxxx	Roof Repairs/Coating System - SFCC Bldg 15		x		x		-	\$ 175,000	Projects			◆									04/30/26									TBD
26-POxxxx	Roof Repairs/Coating System - SFCC Bldg 19		x		x	x	x	\$ 500,000	Project			◆									04/30/26									TBD
26-POxxxx	Roof Repairs/Coating System - SCC Bldg 5	x			x		-	\$ 250,000	Project			◆									04/30/26									TBD

PROJECT					FUNDING				DESIGN 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 TYPE	STAFF DESIGN	A/E SELECTION	A/E AGREEMENT	PREDESIGN	SCHEMATICS	DESIGN DEV.	30%	60%	90%	100%	BID PERIOD	DATE1	CONTRACT	25%	50%	75%	95%	100%2	ACCEPTANCE	CANCELED	DATE2
26-573	Loading Dock Repairs - SCC Bldg 6 (JOC)	x			x	C	\$ 153,000	Project				◆									03/31/26									TBD
26-XXX	Electric Vehicle Charging Stations, Workplace - SCC (JOC)	x			x	C	\$ 125,000	Project			◆										03/31/26									TBD
26-XXX	HVAC repairs - Colville ITC (ESCO)	x			x	J	\$ 300,000	Project			◆										03/31/26									TBD
26-XXX	Electrical Repairs - Colville Center (ESCO)	x			x	J	\$ 250,000	Project			◆										03/31/26									TBD
Subtotal								\$ 62,041,292																						

NORTH SPOKANE CORRIDOR RELATED PROJECTS																																
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	DATE1	CONTRACT	25%	50%	75%	95%	100%2	ACCEPTANCE	CANCELED	DATE2		
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	\$ 87,041,292																							

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 (JOC)	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.
25-PO9442	SCC Bldg 18, Roof A Maintenance Coating	Minor works project to repair coating system on roof areas A and establish a new 20 year warranty.
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.
26-273	Colville Geotechnical Survey - Sink Hole Investigation	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.
26-297	Retro Commissioning - SCC Bldg 28, SFCC Bldg 27 (ESCO)	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.
26-580	SCC Fuel Tank Demolition/Site Restoration (JOC)	Removal of obsolete above ground fueling tank, north of Main, Bldg 1, and restoring the site for additional faculty/staff parking.
26-PO9735	HVAC Controls Upgrades/Retrofit - SCC Bldg 28	Minor works project to replace aged and obsolete HVAC controls systems. Project will increase energy efficiency and capability of the buildings and also increase network security.
26-PO9736	HVAC Controls Upgrades/Retrofit - SCC Bldg 602	Minor works project to replace aged and obsolete HVAC controls systems. Project will increase energy efficiency and capability of the buildings and also increase network security.
26-PO9751	HVAC Controls Upgrades/Retrofit - SFCC Bldg 18	Minor works project to replace aged and obsolete HVAC controls systems. Project will increase energy efficiency and capability of the buildings and also increase network security.
26-PO9752	HVAC Controls Upgrades/Retrofit - SFCC Bldg 30	Minor works project to replace aged and obsolete HVAC controls systems. Project will increase energy efficiency and capability of the buildings and also increase network security.
26-PO9753	HVAC Controls Upgrades/Retrofit - SFCC Bldg 29	Minor works project to replace aged and obsolete HVAC controls systems. Project will increase energy efficiency and capability of the buildings and also increase network security.
26-568	Infrastructure - Gas Detection Leak Repairs (JOC)	Project to repair leaks in the natural gas distribution systems on each campus. Annual leak surveys conducted by Facilities uncovered specific areas for repair.
26-537	Infrastructure - Campus Sewer Replacements	Infrastructure project to replacement aged sewer piping on both the SCC and SFCC campus.
26-562	HVAC Repairs - Multiple (ESCO)	Minor works repair projects to include: SCC Bldg 19 fan coil replacement & HEQ engine shop vehicle exhaust system revitalization; SCC Bldg 18 Chiller Replacement; SCC Bldg 20 kitchen make-up air heating and cooling system; SCC Bldg 1 univent replacement; SCC Bldg 9 Retro-Commissioning; SFCC Bldg 19 AHU System & Prosthetics lab make-up air and exhaust systems.
26-564	HVAC Repairs - SFCC Bldg 17A (ESCO)	Minor works repair project to replace aged multi-zone units with new energy efficient technology; replacement aged switchgear and step-down transformer servicing the 17A wing.
26-POxxxx	Roof Repairs/Coating System - SFCC Bldg 15	Minor works project to repair coating system on roof areas D, E, G, & H and establish a new 20 year warranty.
26-POxxxx	Roof Repairs/Coating System - SFCC Bldg 19	Minor works project to repair coating system on roof areas A, B, & C and establish a new 20 year warranty.
26-POxxxx	Roof Repairs/Coating System - SCC Bldg 5	Minor works project to repair coating system on roof areas A & D and establish a new 20 year warranty.

NUMBER	PROJECT NAME	PROJECT DESCRIPTION
26-573	Loading Dock Repairs - SCC Bldg 6 (JOC)	Minor work proeject to repair the lair loading dock, aged as well damaged by delievery truck.
26-XXX	Electric Vehicle Charging Stations, Workplace - SCC (JOC)	Department of Ecology Grant funded project to install 6 new EV chargers specific to Spokane Community College, staff & faculty workplace use.
26-XXX	HVAC repairs - Colville ITC (ESCO)	Minor works repair project to revitalize the welding and shop exhaust system in the ITC.
26-XXX	Electrical Repairs - Colville Center (ESCO)	Minor work repair project to replace aged electrical distribution panels with the Colville Center

NORTH SPOKANE CORRIDOR RELATED PROJECTS

NUMBER	PROJECT NAME	PROJECT DESCRIPTION
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 October 31, 2025.

Summary: Enclosed for the Board's review and approval is the Operating Budget Status Report and the Summary of All-Funds Revenue and Expenditures as of October 31, 2025. The reports reflect 2025-2026 fiscal year activity, including the State Allocation #4 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
Allocation #4	46,023	-41,023		5,000
Safe Harbor				
Guided Pathways	5,000			5,000
Worker Retraining	41,023	-41,023		
Total State Allocation	48,481,498	24,147,311	19,044,036	91,672,845
Other Operating Funds	10,897,047	14,726,815	17,986,330	43,610,192
Total Operating Budget	\$59,378,545	\$38,874,126	\$37,030,366	\$135,283,037

Tuition revenue collections: Fiscal year tuition revenue of \$11,087,089 includes collection of tuition operating fees for summer and fall quarters. Collections are trending slightly above target (\$877,811) for this time of the year (3.2%). Preliminary collections for November reflect a slight reduction in this trend but remain positive year-to-date.

Enrollment report: Annual full-time equivalent (FTE) enrollment targets and actual enrollment as of December 2, 2025, are presented below. Actual enrollment reported includes initial winter quarter registrations of 2,306 FTE. Actual enrollment and winter registration represent 65.57% of target at SCC and 63.85% at SFCC (slightly below budget target). Winter enrollment will increase as additional students register for the new term; however, fall quarter enrollment recording is mostly complete. Both colleges have surpassed their enrollment targets for Running Start.

Full-Time Equivalent Enrollment Report

College	State Funded Target	State Funded 12/2/25	Running Start Target	Running Start 12/2/25
SCC	6,492	4,257	766	542
SFCC	2,871	1,833	808	569
	9,363	6,090	1,574	1,111
Percent of Target		65.04%		70.58%

Operating budget expenditures: Actual expenditures through October are \$38,109,604 or 28% of budget. Expenditures are within budget and trending consistent with historical spending patterns.

All-Funds Summary Report of Revenues and Expenditures: Total revenue from all sources was \$106,492,741 offset by total expenditures of \$91,985,106. Net Activity (total revenue minus total expenditures from all sources) as of October 31, 2025, was \$14,507,634. Revenue and expenditures reflect the first quarters 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 2025-10 – 2025-12-02
2. Revenue & Expenditures 2025-07-01 through 2025-10-31 – 2025-12-02
3. Allocation #4 Operating Budget 10.09.2025
4. Enrollment Reports State Funded and Running Start 12.02.2025

Prepared by: Dr. Linda McDermott, CPA
Chief Financial Officer
December 16, 2025



State Allocation and Tuition Operating Budget Report

for Fiscal Year 2025 - 2026

Tuition revenue and GL expenditures through October 31, 2025

State Allocation #4

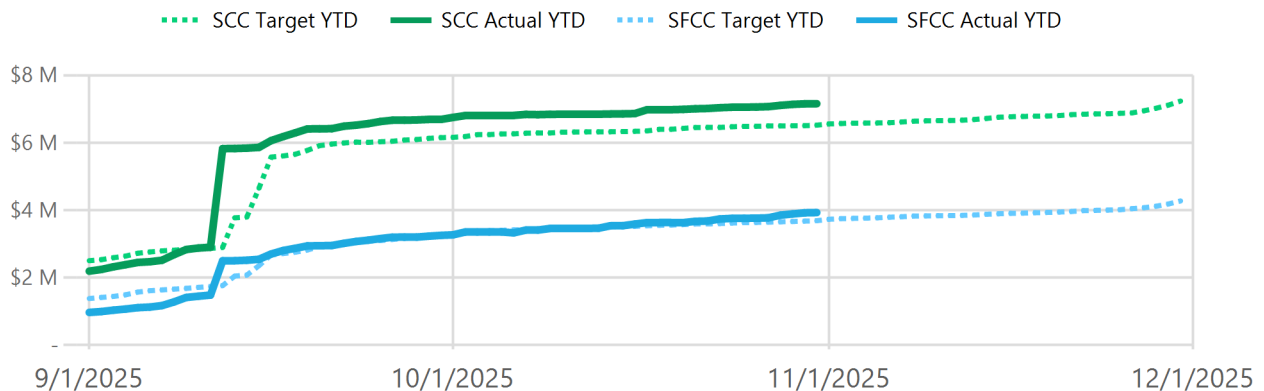
	SCC	SFCC	Central Admin	ISC	District Total
Total State Allocation	\$48,481,498	\$24,147,311	\$18,988,082	\$55,954	\$91,672,845
Tuition Revenue Estimate	\$9,339,990	\$4,515,865	\$4,174,796	\$9,000,476	\$27,031,127
Operating Support, One-time Distribution of FY24 Tuition Revenue over Budget, and Unspent DMC	\$1,557,057	\$10,210,951	\$3,386,197	\$1,424,860	\$16,579,065
Total State Allocation & Tuition Operating Budget	\$59,378,545	\$38,874,127	\$26,549,075	\$10,481,290	\$135,283,037

Allocation and Tuition Expenditures

	Budget	Year-to-Date Expenditures	Percent Expended to Budget	Percent of Total Expenditures
SCC	\$59,378,545	\$17,246,057	29%	45%
SFCC	\$38,874,127	\$9,350,232	24%	25%
Central Administration	\$26,549,075	\$8,508,162	32%	22%
Administration (CEO, CHRO, CIAEAO, CFO, CSSO)		\$2,875,526		7.5%
CIO, CGSO		\$5,632,636		15%
District Managed Costs	\$10,481,290	\$3,005,154	29%	7.9%
Total	\$135,283,037	\$38,109,604	28%	

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	\$7,158,454	\$6,521,831	\$636,623	3.8%
SFCC	\$10,240,719	\$3,928,635	\$3,687,447	\$241,188	2.4%
District Total	\$27,031,127	\$11,087,089	\$10,209,278	\$877,811	3.2%





Revenue & Expenditures

7/1/2025 through 10/31/2025

Revenue	July	August	September	October	Total
Tuition and Student Fees					
Tuition	\$9,326,464	\$2,251,920	\$379,572	\$4,969,631	\$16,927,587
Tuition AR	(\$6,846,547)	(\$1,645,600)	\$6,478,838	(\$3,827,125)	(\$5,840,433)
S&A Fee	\$213,963	\$362,887	\$84,947	\$758,453	\$1,420,250
Student Fees	\$2,265,192	\$810,269	\$222,788	\$1,354,437	\$4,652,686
Grants & Contracts					
Head Start & ECEAP	\$4,228,061	\$297,447	\$1,567,891	\$2,700,902	\$8,794,301
Running Start	\$3,744,209	\$769,748	\$296,405	(\$4,116)	\$4,806,246
Perkins	\$8,347	\$19,282	\$50,990	\$102,128	\$180,747
WorkFirst	\$95,063	\$18,216	\$139,158	\$92,448	\$344,885
BFET	-			\$315,894	\$315,894
Corrections	\$154,426	\$155,375	\$184,506	\$213,873	\$708,180
Grant Indirect		\$9,947	\$358,444	\$69,492	\$437,883
Other Grants & Contracts	\$545,651	\$859,910	\$1,212,961	\$1,908,631	\$4,527,154
Financial Aid					
PELL		\$1,699,494	\$8,942,753	\$742,792	\$11,385,039
Work Study	\$81,153	\$373,593	\$40,000	\$196,843	\$691,589
Other Federal Financial Aid	\$1,005	\$30,925	\$394,773	(\$51,478)	\$375,225
Other State Financial Aid	\$281,361	\$1,375,005	\$311,333	\$4,524,721	\$6,492,420
Direct Loan		\$684,182	\$4,682,805	\$1,171,550	\$6,538,537
Other Revenue					
State Allocation	\$785,307	\$10,345,210	\$5,855,945	\$5,517,450	\$22,503,912
Capital Projects	\$5,096,722		\$1,249,583	(\$441)	\$6,345,865
Auxiliary	\$514,015	\$462,411	\$438,608	\$672,847	\$2,087,881
Other Revenue	\$3,419,049	\$95,530	\$72,211	\$67,625	\$3,654,415
Accounts Receivable	\$6,924,491	\$1,530,145	\$4,655,559	(\$3,967,718)	\$9,142,477
Total Collected Revenue	\$30,837,934	\$20,505,896	\$37,620,072	\$17,528,839	\$106,492,741



Revenue & Expenditures

7/1/2025 through 10/31/2025

Expenditures to Date	July	August	September	October	Total
Tuition and Student Fees					
S&A Fee	\$10,405	\$61,565	\$159,379	\$164,194	\$395,543
Student Fees	\$177,684	\$474,483	\$585,313	\$614,747	\$1,852,227
Building & Innovation Fee	-		\$102,122	\$2,415,848	\$2,517,970
Grants & Contracts					
Head Start & ECEAP	\$1,691,433	\$774,086	\$3,250,660	\$4,290,832	\$10,007,011
Running Start	\$4,513,957			\$287,905	\$4,801,862
Perkins	\$48,186	\$57,877	\$69,716	\$28,518	\$204,298
WorkFirst	\$94,610	\$53,533	\$112,196	\$86,816	\$347,154
BFET	\$127,556	\$75,340	\$298,973	\$113,284	\$615,153
Corrections	\$154,426	\$176,774	\$208,418	\$179,815	\$719,433
Other Grants & Contracts	\$22,035	\$441,917	\$286,676	\$190,231	\$940,860
Financial Aid					
PELL	\$2,327,506	(\$5,888)	\$7,399,135	\$717,330	\$10,438,082
Work Study	\$69,687	\$54,206	\$57,282	\$117,167	\$298,341
Other Federal Financial Aid	\$187,782	\$1,572	\$212,494	(\$101,456)	\$300,391
Other State Financial Aid	\$1,862,695	\$26,840	\$7,031,558	\$702,019	\$9,623,112
Direct Loan	\$1,390,269	\$41,151	\$3,709,536	\$1,430,034	\$6,570,990
Other Expenditures					
Salary & Benefits	\$6,421,903	\$9,126,451	\$10,150,214	\$10,458,124	\$36,156,691
Capital Projects	\$431,864	\$134,615	\$225,901	\$267,380	\$1,059,760
Rent & Utilities	\$167,645	\$438,481	\$425,394	\$416,535	\$1,448,056
Travel	\$7,803	\$13,137	\$10,585	\$27,199	\$58,725
Goods, Equipment, and Supplies	\$21,063	\$124,790	\$78,151	\$124,339	\$348,343
Auxiliary	\$6,569	\$43,564	\$77,444	\$154,496	\$282,074
Other Expenses / Services	\$311,221	\$1,055,330	\$940,499	\$691,979	\$2,999,029
Total Expenditures	\$20,046,299	\$13,169,824	\$35,391,646	\$23,377,338	\$91,985,106
Net Activity	\$10,791,635	\$7,336,073	\$2,228,425	(\$5,848,499)	\$14,507,634

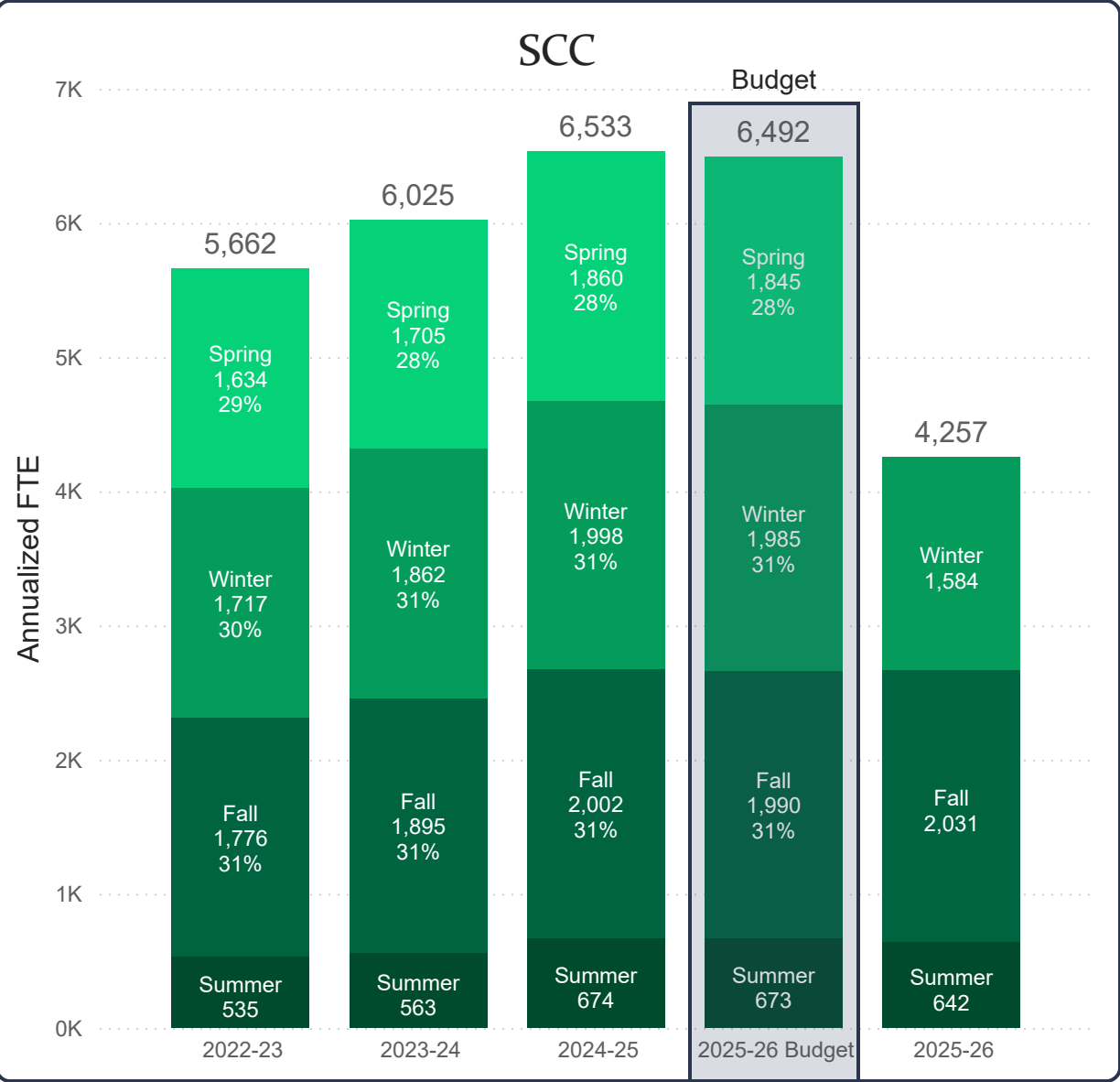
**2026 State Appropriation, Tuition, Operating Support
Budget Distribution
Allocation #4**

10/9/2025

	Allocation	SCC	SFCC	Central Admin (a)	Institutional Shared Costs	Total
1 District Enrollment Allocation Base (DEAB)	63,897,000					
2a DEAB (GFS)	\$ 39,485,993	\$ 18,048,892	\$ 10,860,199	\$ 10,576,902	\$ -	\$ 39,485,993
2b DEAB (ELTA)	4,483,696	2,049,480	1,095,319	1,338,898	-	4,483,696
2c DEAB (WEIA)	4,834,619	2,209,885	1,181,045	1,443,688	-	4,834,619
3 Weighted Enrollments	5,880,509	5,339,578	540,931	-	-	5,880,509
4a Performance Based Funding (earmark)	4,461,183	2,580,468	1,880,715	-	-	4,461,183
4b Performance Based Funding (proviso)	175,000	101,225	73,775	-	-	175,000
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)	3,393,870	2,386,553	1,007,317	-	-	3,393,870
17 Worker Retraining	1,810,954	1,585,003	225,951	-	-	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 2SHB 2112 (c)	-	-	-	-	-	-
49 Students Experiencing Homelessness HB1166 Expansion	-	-	-	-	-	-
50 Climate Curriculum Development	-	-	-	-	-	-
51 Sub Total Safe Harbor	27,775,845	15,820,316	7,376,981	4,522,594	55,954	27,775,845
52 Total State Operating Allocation	91,672,845	48,481,498	24,147,311	18,988,082	55,954	91,672,845
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	122,409,345	60,009,029	29,478,892	23,864,994	9,056,430	122,409,345
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	135,283,037	\$ 59,378,545	\$ 38,874,126	\$ 26,549,076	\$ 10,481,290	\$ 135,283,037

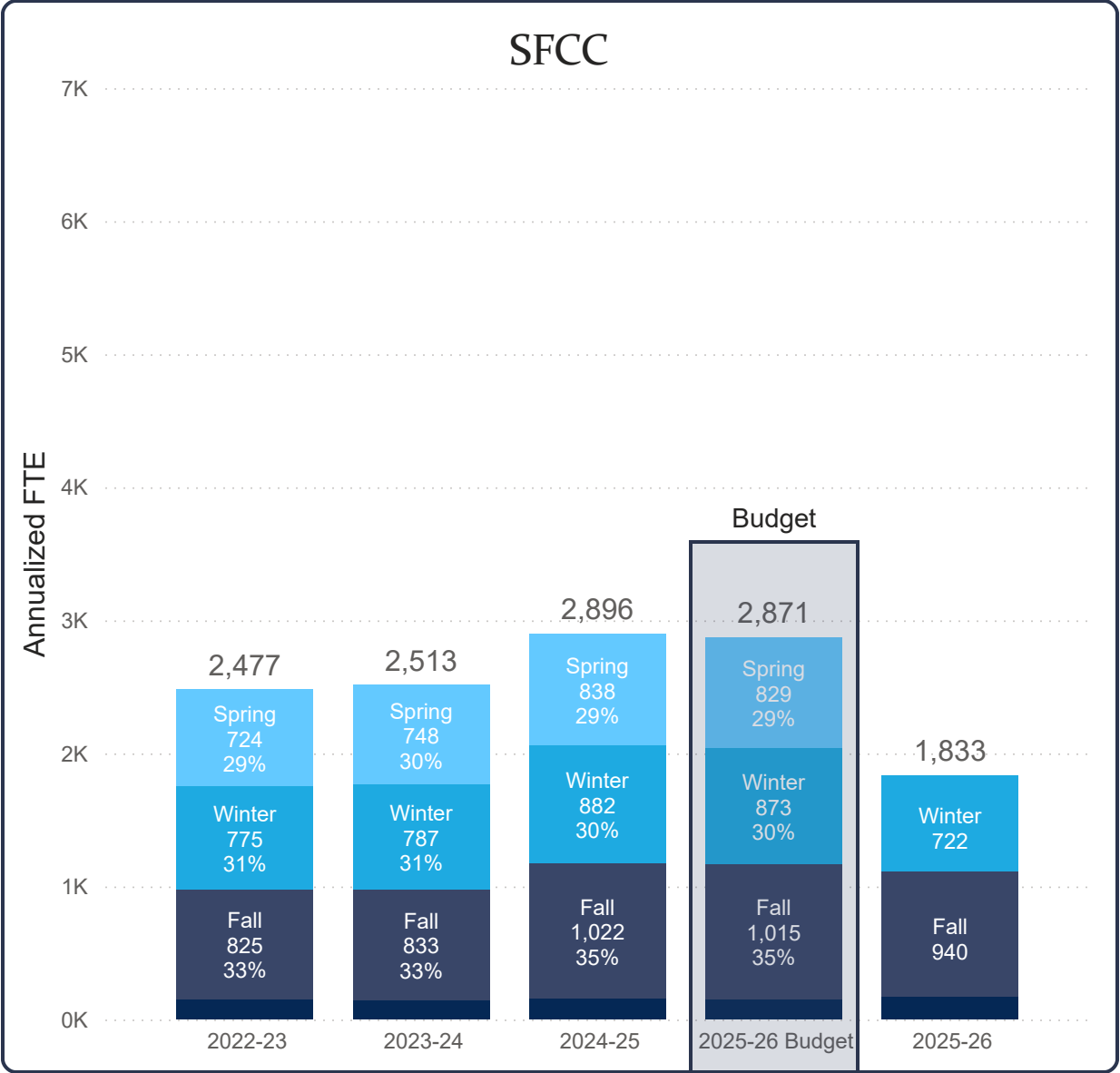
- (a) Central Administration: Chancellor, Business Office, Human Resources, Public Information/Marketing Offices, Facilities, Compliance, IT
 (b) Operating support revenue such as Running Start fees, indirect cost recoveries, etc.
 (c) Provisos moved to DEAB in FY26- College Affordability Program, Foundational 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



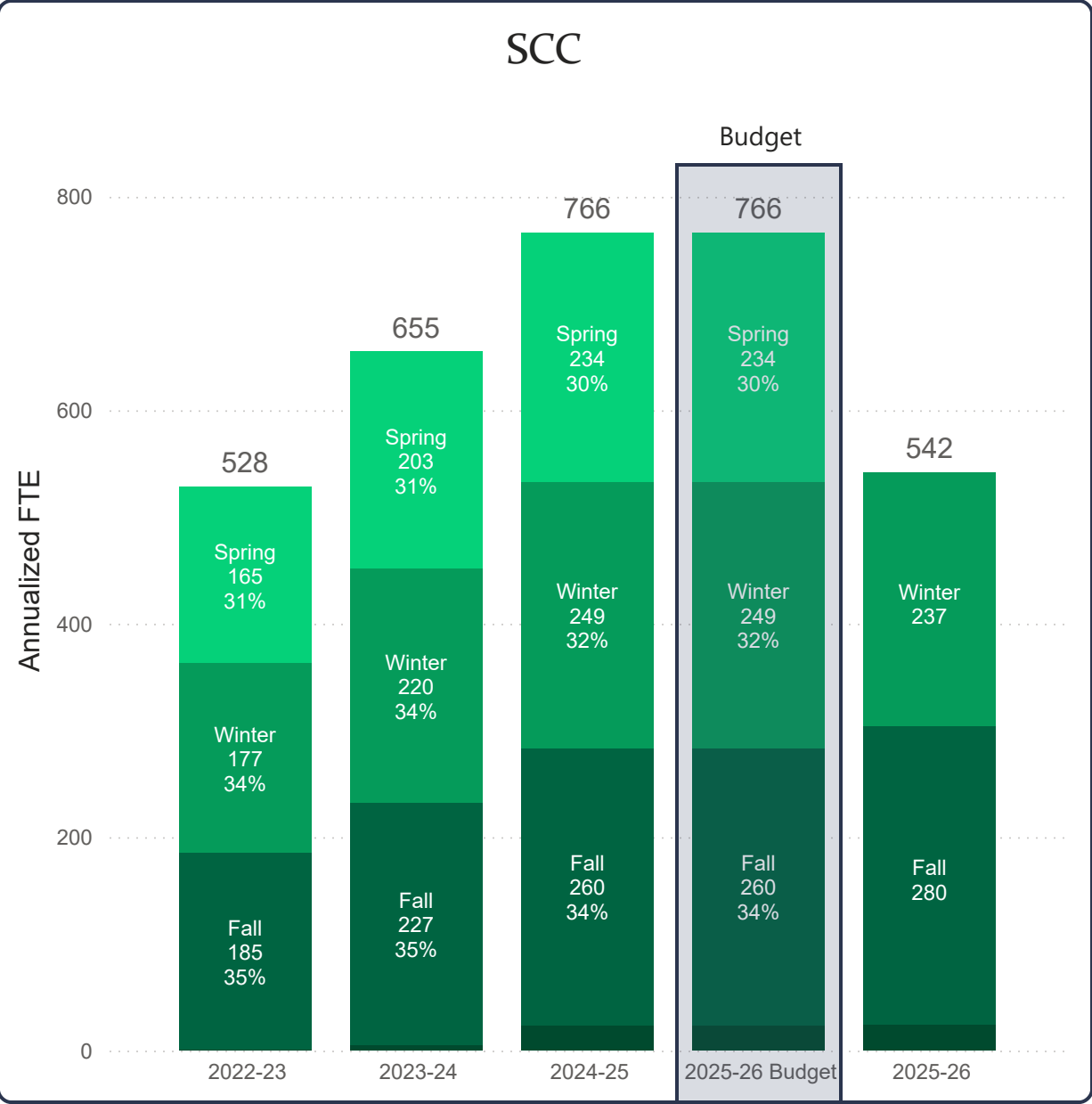
FY26 Budget Resident FTE: 6,470
FY26 Budget International FTE: 22.5

Combined State Funded Enrollment Budget: 9,363 annualized FTE

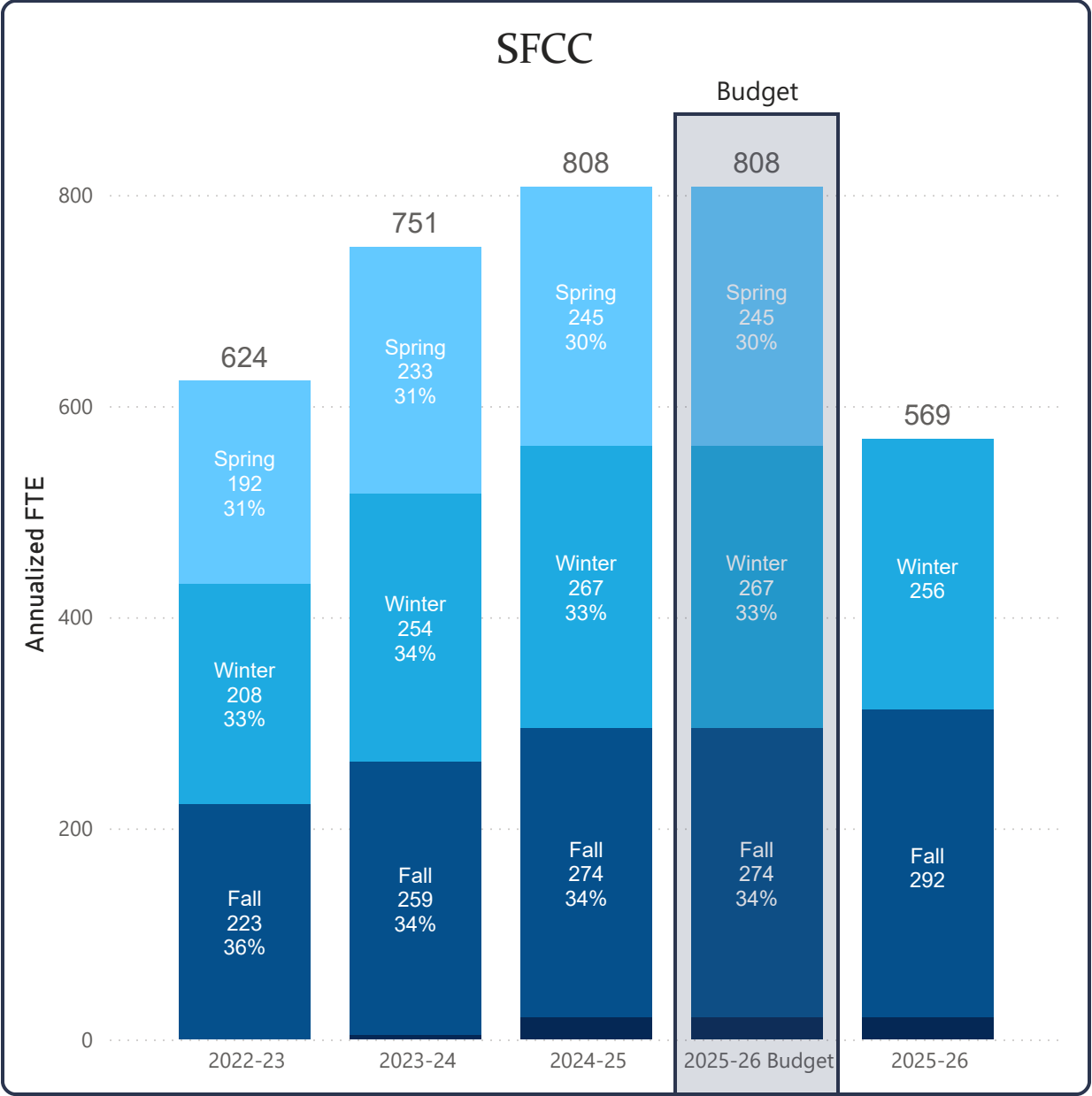


FY26 Budget Resident FTE: 2,857
FY26 Budget International FTE: 13.5

Running Start Annualized FTE



Combined Forecast Running Start Enrollment: 1,574 annualized FTE



**CONSENT AGENDA: Supplemental Approval to Fiscal Year 2025-26 (FY 26)
Lab & Course Fees, SCC & SFCC**

BACKGROUND

The Board adopted the schedule of Fiscal Year 2025-26 (FY26) Lab & Course fees at their meeting on April 15, 2025. This consent agenda supplemental request is to update the fee schedule due to clerical adjustments and the closure of the Student Health Clinic at SCC.

SCC:

Suspend collection of the \$12.00 per quarter fee for the Student Health Clinic Fee effective winter quarter 2026. The suspension was requested by the Associated Student Government due to the closure of the Student Health Clinic.

Remove fees from the original approved fee schedule retroactive to fall quarter 2025. The fees should not have been included in the schedule previously submitted to the Board. College administration is working with the department to review their fee proposals for next academic year.

Department	Course ID	Fee per Course
English/Foreign	Spanish 121, 122, 123	\$16.00
Language	French 121, 122, 123	\$16.00

SFCC: The regular course fees for Orthotics/Prosthetics (OR-PR) were inadvertently removed from the list of Board approved lab and course fees. This request is to reinstate the fees winter quarter 2026 at the amount historically assessed for these courses. The fees support the purchase of course material supplies and materials.

Department	Course ID	Fee per Course
Allied Health (OR-PR)	Lecture Foundations,101	\$63.00
	Lab 102, 104, 116, 117	\$315.00
	Lab 146, 147	\$472.50
	Practicum 188, 189	\$8.00, \$31.50

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

Attachment:

1. SCC Student Health Clinic Suspension Request

Prepared by: Dr. Linda McDermott, CPA
Chief Financial Officer
December 16, 2025

From: [Person, Nevaeh](#)
To: [McDermott, Linda](#)
Subject: Student Health Clinic Fee - Recommendation for calendar year 2026 and beyond
Date: Friday, October 31, 2025 9:44:10 AM
Attachments: [image001.png](#)

Hi Linda,

This is an email regarding the suspension of the \$12 fee for the Health Clinic.

Proposed: Suspension of the \$12 quarterly Student Health Clinic Fee for all currently enrolled students, effective winter quarter, 2026

Pursuant to RCW 28B.15.610 – The fee is assessed each quarter on currently enrolled students in college level credit courses. Revenue from the fee is to be used solely for the purpose of providing a health clinic for students. Due to the closure of the health clinic on December 31, 2025, the ASG of SCC met on October 30, 2025, and voted unanimously to suspend the \$12 per quarter Student Health Clinic Fee for all students, beginning in the winter quarter of 2026.

--

Thanks,

Nevaeh

**Associated Student Government
President
Spokane Community College**

Office: Building 6, Room 102

Office Number: (509)533-8900

Address: 1810 N Green St, Spokane, WA 99217

Proverbs 31:8 - "Speak for those who have no voice, for the justice of all who are dispossessed"



CONSENT AGENDA ITEMS: HEAD START UPDATES

Submitted by: Bobbi Woodral
District Director Head Start/EHS/ECEAP
December 16, 2025

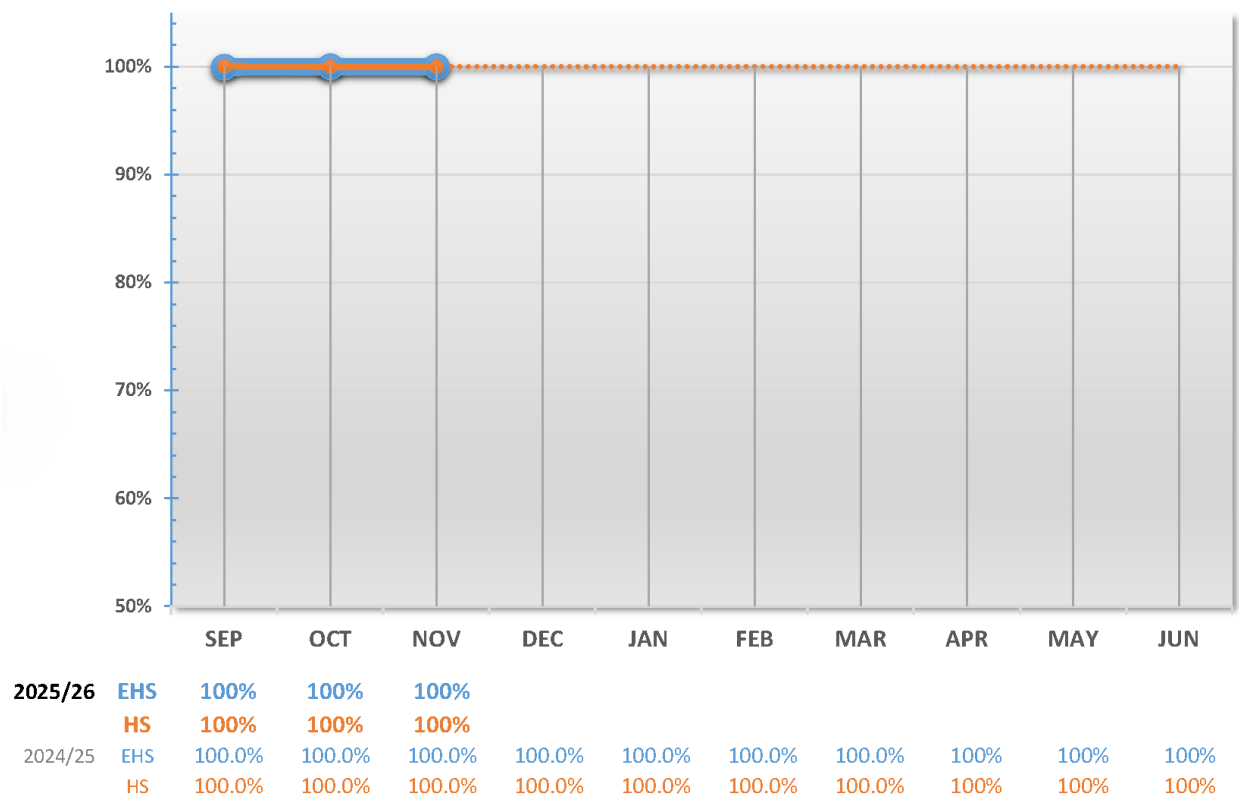
STATUS REPORT SPOKANE COLLEGES HEAD START & ECEAP

DECEMBER 2025

Enrollment Overview

Enrollment in both Head Start and Early Head Start remains steady at 100%. Maintaining full enrollment is essential to ensuring that every available slot is filled with a child who benefits from high-quality early learning, health, nutrition, and family support services. It also affirms that our program is meeting federal expectations for service delivery and maximizing the impact of our grant funding.

Spokane Colleges Head Start
Enrollment - 2025-26



Head Start Staffing

We are pleased to report that, for the first time since the program’s closure during the COVID-19 pandemic, Head Start and Early Head Start are fully staffed across all positions, with no current vacancies. This represents a significant operational milestone. At the height of our workforce challenges, the program carried more than 50 vacant positions, the majority of which were teaching roles.

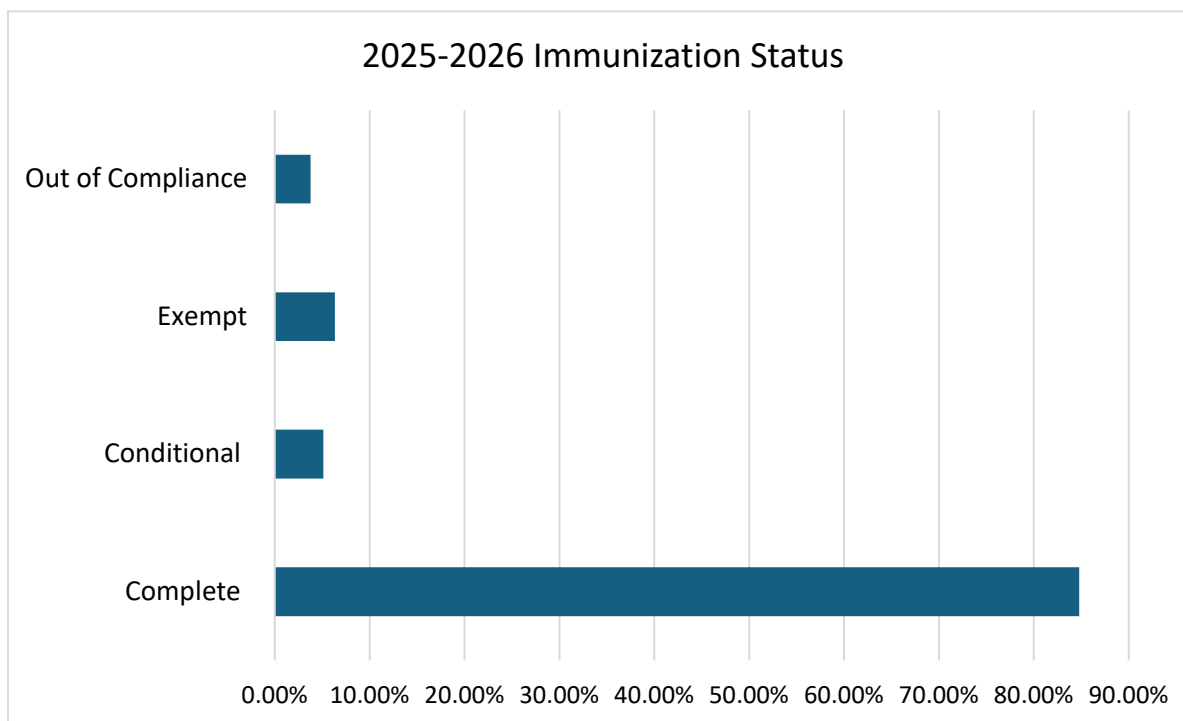
Reaching full staffing after several years of instability reflects the effectiveness of our recruitment strategies, the sustained commitment of program leadership and staff, and the critical support provided by the college’s Human Resources Office throughout our hiring efforts. This level of

workforce stability strengthens our capacity to maintain high-quality, uninterrupted services for children and families across all sites.

2025-2026 Washington State Department of Health Immunization Report for Spokane Colleges Head Start/Early Head Start

The Washington State Department of Health (WA-DOH) mandates annual reporting of immunization compliance. Over the past five years, reporting requirements have been subject to changes, including adjustments to submission deadlines. Nationwide, vaccination rates have declined since the COVID-19 pandemic. Similarly, our program experienced a decline in vaccination rates, accompanied by an increase in the number of children identified as out of compliance from 2021-2024. This year demonstrates the first year since the COVID-19 pandemic that our program's out of compliance rates have decreased and our immunization compliance rate has remained consistent.

To ensure accuracy, a comprehensive program-wide review of the immunization status of all enrolled children was conducted before submitting data to WA-DOH. Immunization data for the entire program was collected on November 4th and prepared for reporting on November 5th. The data presented below reflects total program enrollment, providing the most accurate representation of immunization compliance for the Spokane Colleges Head Start program.



Total Children Enrolled 11/4/2025: **663**

Total Children Enrolled 11/14/2024: **653**

% of Children with a **Complete** for Age Immunization Status: **84.77%**

- This is approximately equivalent to the 84.38% reported for the 2024–2025 program year.
- Families are supported to continue immunizations based on the schedule provided by the Washington State Department of Health to maintain complete status.

% of Children considered **Out of Compliance** for Age Immunization Status: **3.77%**

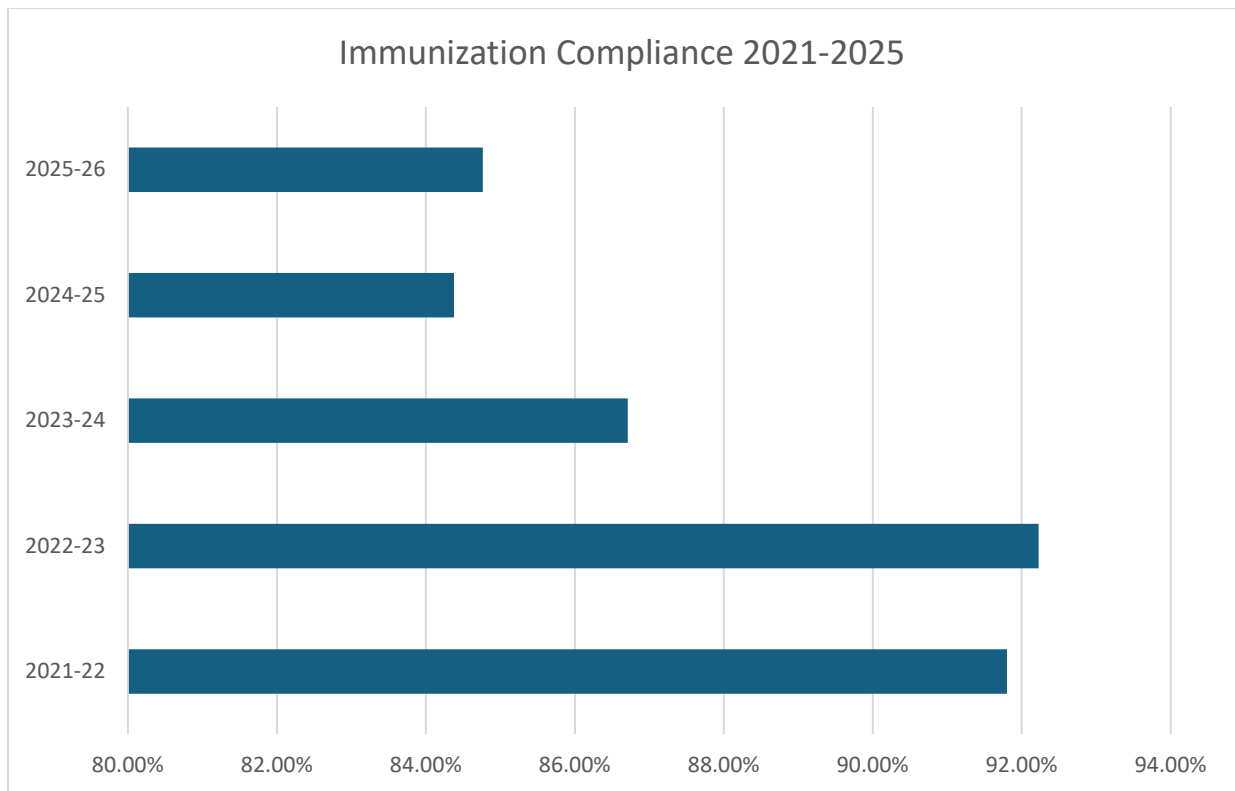
- This is a decrease from the 5.21% reported during the 2024-2025 program year.
- The children reported with out of compliance immunization status are currently attending due to exceptions allowed by the Washington Administrative Code (WAC).
- Children who are out of compliance with immunization requirements receive individualized support to obtain the necessary vaccines, moving them towards being fully immunized. In accordance with the Childcare WAC, children who are out of compliance with vaccine requirements are not permitted to attend preschool/childcare. Exceptions are allowed for children experiencing homelessness, those in foster care, or those who are refugees. These children may not be fully immunized, however can continue to attend preschool/childcare.
- Children with this status (aside from those considered homeless or refugees) are excluded from attending until immunizations have been brought current and documentation has been presented.

% of Children with **Conditional** Immunization Status: **5.13%**

- This is an increase compared to the 3.98% reported during the 2024-2025 program year.
- A child in a conditional status may be on an alternative immunizations schedule or catch-up schedule as determined by their primary care doctor and parent.
- Children with a conditional status can continue to attend childcare/preschool if they are receiving the next dose in the vaccination series as scheduled and provide documentation within 30 days of that scheduled dose.
- Due to WAC changes, conditional status now has specific parameters that support a child becoming immunized as required to avoid exclusion from childcare/preschool.

% of Children with an **Exempt** Immunization Status: **6.33%**

- This is approximately the same as the 6.43% reported during the 2024-2025 program year.
- There were no medical exemptions this year.
- Most exemptions were for religious reasons, many were for personal/philosophical reasons, and only two were religious membership exemptions.
- Children with an exempt status may continue to attend childcare/preschool. In the event of a vaccine preventable disease outbreak, children exempt from the specific vaccine may be excluded. SRHD provides support when these situations arise.
- The MMR immunization is currently the only vaccine for which exemptions are not allowed based on personal or philosophical reasons.



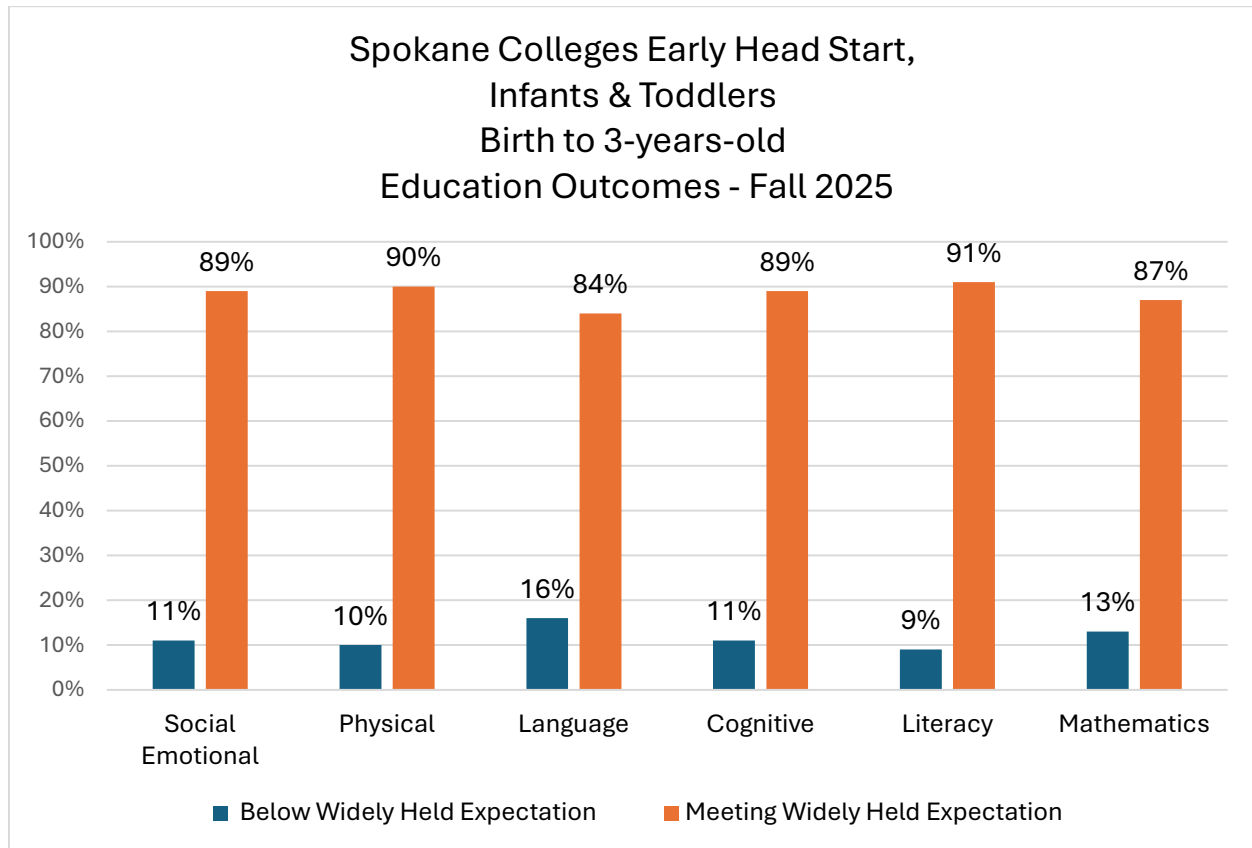
The 2025 data for the Spokane Colleges Head Start program reflects encouraging stability and improvement in immunization compliance. These results highlight our program’s continued commitment to supporting families in maintaining up-to-date immunizations, ensuring compliance with Washington State Department of Health and WAC guidelines, and promoting the health and safety of all enrolled children.

Head Start/Early Head Start Child Education Outcomes Fall 2025

Our program uses Teaching Strategies GOLD to assess developmental progress for all Early Head Start (birth–3) and Head Start Preschool (ages 3–5) children. Because the Fall checkpoint captures children’s skills at the very beginning of the program year, results are compared to *widely held expectations*—the research-based developmental benchmarks for each age band.

Widely Held Expectations – Widely held expectations are research-based developmental benchmarks created from large, nationally representative samples of children across cultural, linguistic, and socioeconomic backgrounds. They outline the typical range of skills children generally demonstrate within each age band and across all developmental domains.

Early Head Start Outcomes (Infants and Toddlers, Birth–3)



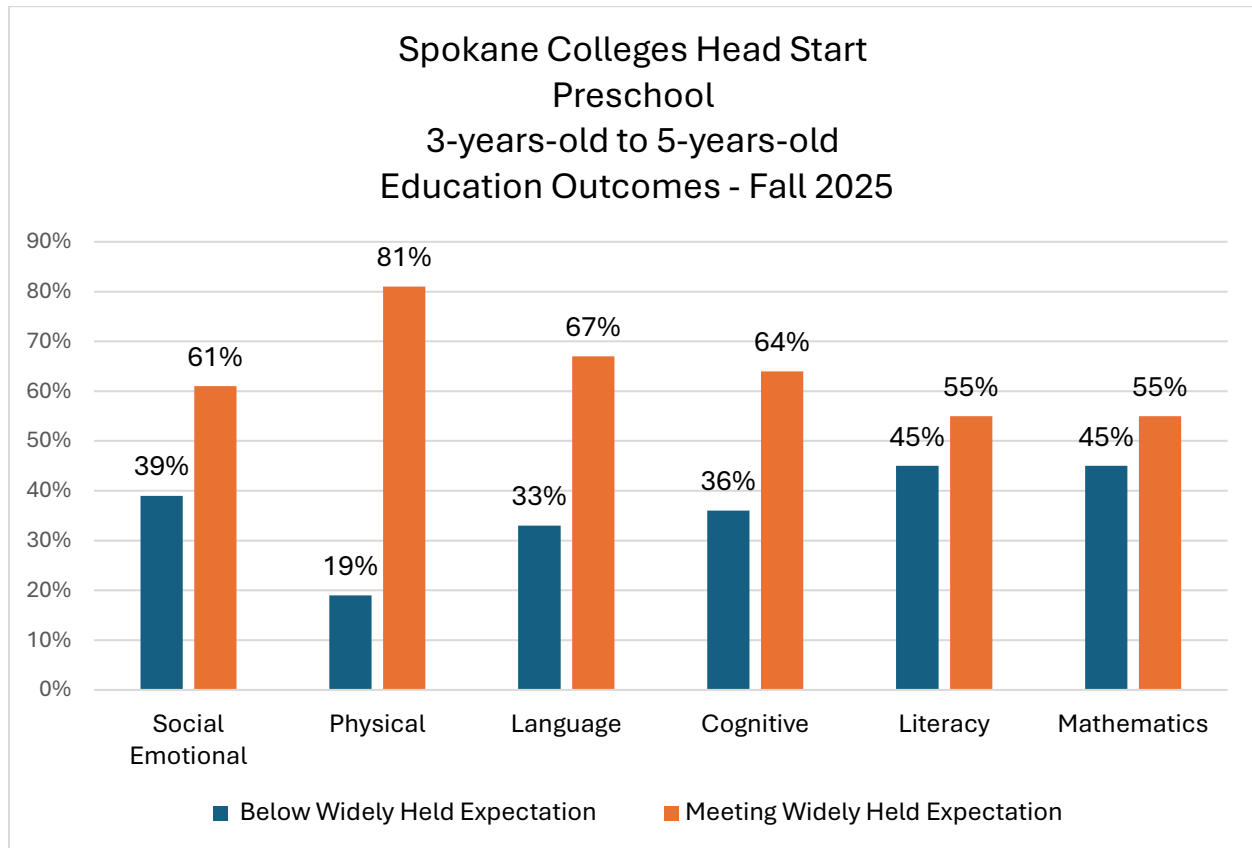
Early Head Start children showed strong performance across domains at the Fall checkpoint, with many infants and toddlers already meeting or approaching widely held expectations for their age. This pattern is developmentally typical and reflects both the nature of early development and the strengths of our program.

Infants and toddlers often show **higher percentages of meeting widely held expectations** at the beginning of the year for several reasons:

- Developmental expectations in early age bands are broad, allowing for wide variability in typical growth.
- Rapid early development in areas such as social-emotional skills, attachment, and motor development often aligns naturally with everyday routines.
- Our staff use relationship-based, responsive caregiving practices that closely match Early Head Start developmental progressions.

Particularly strong early outcomes are evident in the Social–Emotional and Physical domains, reflecting the importance of nurturing interactions, safe exploration, and consistent routines in supporting early development.

Head Start Preschool Outcomes (Ages 3–5)



Preschool children are also showing early strengths across all six Teaching Strategies GOLD domains. As expected in the Fall checkpoint, a smaller percentage of preschoolers meet widely held expectations compared to infants and toddlers. This is normal and reflects:

- More specific and academically oriented developmental expectations for older children.
- The adjustment period many children experience as they enter structured classroom environments.
- Variation in children's prior early learning experiences.

Even with the more advanced expectations for this age group, preschoolers are demonstrating early growth in Social–Emotional skills and foundational progress in Cognition, Language, Literacy, and Mathematics. These baselines help teachers individualize learning and set developmentally appropriate goals for the Winter and Spring checkpoints.

Program-Wide Instructional Focus

Curriculum Fidelity and High-Quality Instruction – Our teams continue to implement Creative Curriculum with strong fidelity across Early Head Start and Head Start Preschool classrooms. Teachers are intentionally planning learning opportunities that support children's development across all domains while ensuring activities remain responsive to children's interests, backgrounds, and developmental levels. Maintaining curriculum fidelity ensures consistency, alignment with research-based practices, and high-quality learning environments that promote school readiness.

Conscious Discipline – Our continued implementation of Conscious Discipline strengthens children’s self-regulation, emotional literacy, and problem-solving skills. Teachers are using these strategies daily to build safe, connected classroom communities—skills essential for school readiness and reflected in early gains in the Social–Emotional domain.

Partnerships With Families – Family engagement remains central to our work. Teaching teams and specialists collaborate with families to set individualized child goals, support learning at home, and align classroom strategies with family strengths and priorities. This shared approach ensures consistency for children and positively influences early developmental outcomes.

Summary

The Fall 2025 outcomes provide a strong baseline as we begin the program year.

- Infants and toddlers demonstrate high alignment with widely held expectations due to broader early developmental ranges and the program’s relationship-based caregiving approach.
- Preschool children are building a solid foundation in core domains, with early strengths that will continue to deepen as targeted instruction and family partnerships support their growth.
- Conscious Discipline practices, curriculum fidelity, and strong home–school collaboration are key drivers of progress across both programs.

As we move into Winter and Spring checkpoints, our focus remains on ensuring every child receives the individualized support needed to make meaningful growth toward school readiness goals.

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

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

October 31, 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	874,941	3,621,067	19%	17%		4,818,444	0	780,765	4,037,679	16%	17%
Fringe Benefits	1,856,535	0	362,089	1,494,446	20%	17%		1,976,994	0	249,384	1,727,610	13%	17%
Travel	0	0	0	0	0%	17%		0	0	0	0	0%	17%
Equipment	0	0	0	0	0%	17%		0	0	0	0	0%	17%
Supplies	207,767	0	14,488	193,279	7%	17%		135,503	0	15,820	119,683	12%	17%
Contractual	0	0	0	0	0%	17%		0	0	0	0	0%	17%
Facilities/Construction	0	0	0	0	0%	17%		0	0	0	0	0%	17%
Other	637,304	0	101,090	536,214	16%	17%		471,639	0	107,230	364,409	23%	17%
Indirect	625,619	0	54,203	571,416	9%	17%		643,703	0	18,578	625,125	3%	17%
Unobligated/To Be Reassigned	0	0	0		0%	17%		0	0	0	0	0%	17%
FEDERAL FUNDING TOTAL	\$7,823,233	\$0	\$1,406,812	6,416,421	18%	17%		\$8,046,283	\$0	\$1,171,776	6,874,507	15%	17%
OTHER FUNDING													
SCC/SFCC Student Gov't Funds	61,839	0	20,624	41,215	33%	17%		79,161	0	26,134	53,027	33%	17%
Child Care Fees	1,667,246	0	80,223	1,587,023	5%	17%		2,662,201	0	156,274	2,505,927	6%	17%
OTHER FUNDING TOTAL	\$1,729,085	\$0	\$100,847	\$1,628,238	6%	17%		\$2,741,362	\$0	\$182,408	\$2,558,954	7%	17%
TOTAL FUNDING	\$9,552,318	\$0	\$1,507,658	8,044,660	16%	17%		\$10,787,645	\$0	\$1,354,184	9,433,461	13%	17%
Training & Tech Assistance Funds	\$76,563		\$13,827	62,736	18%	17%		\$145,055		\$6,687	138,368	5%	17%
Non-Federal Share HS/EHS	\$4,017,033		\$749,970	3,267,063	19%	17%	**Head Start and Early Head Start Non-Federal Share is Combined**						

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

October 31, 2025

Initials

Policy Council Treasurer _____

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

CCS HS/EHS Board Liason _____

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

	September	October	November	December	January	February	March	April	May	June	July	August	Closeout period	YTD Total
FEDERAL FUNDING														
Personnel	\$ 448,020.43	\$ 426,920.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 874,941.02
Fringe Benefits	\$ 186,689.30	\$ 175,399.77	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 362,089.07
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Supplies	\$ 5,822.99	\$ 8,665.27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 14,488.26
Contractual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Facilities/Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Other	\$ 66,739.32	\$ 34,351.13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 101,090.45
Indirect	\$ 54,202.78	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 54,202.78
Unobligated/To Be Reassigned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
FEDERAL FUNDING TOTAL	\$ 761,474.82	\$ 645,336.76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,406,811.58
OTHER FUNDING														
SCC/SFCC Student Gov't Funds	\$ -	\$ 20,624.01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 20,624.01
Child Care Fees	\$ (28,728.53)	\$ 108,951.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 80,222.80
OTHER FUNDING TOTAL	\$ (28,728.53)	\$ 129,575.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 100,846.81
TOTAL FUNDING	\$ 732,746.29	\$ 774,912.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,507,658.39
Training/Tech Assistance Funds														
Training/Tech Assistance Funds	\$ 6,386.39	\$ 7,441.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 13,827.45
Non-Federal Share HS/EHS	\$ 270,487.85	\$ 479,482.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 749,970.31

*September Data - Due to an over statement 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.

**Due to timing conflicts, Indirect for October will be reflected on the November report

**EARLY HEAD START FY 25-26
MONTHLY EXPENDITURES REPORT OCT 2025**

	September	October	November	December	January	February	March	April	May	June	July	August	Closeout Period	YTD Total
FEDERAL FUNDING														
Personnel	\$ 106,577.03	\$ 674,187.69	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 780,764.72
Fringe Benefits	\$ 29,268.79	\$ 220,114.82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 249,383.61
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Supplies	\$ 5,607.84	\$ 10,211.81	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 15,819.65
Contractual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Facilities/Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Other	\$ 72,212.93	\$ 35,017.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 107,230.48
Indirect	\$ 18,577.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 18,577.52
Unobligated/To Be Reassigned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
FEDERAL FUNDING TOTAL	\$ 232,244.11	\$ 939,531.87	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,171,775.98
OTHER FUNDING														
SCC/SFCC Student Gov't Funds	\$ -	\$ 26,134.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 26,134.00
Child Care Fees	\$ 19,106.04	\$ 137,167.82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 156,273.86
OTHER FUNDING TOTAL	\$ 19,106.04	\$ 163,301.82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 182,407.86
TOTAL FUNDING	\$ 251,350.15	\$ 1,102,833.69	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,354,183.84
Training/Tech Assistance Funds	\$ 4,988.87	\$ 9,131.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 14,120.33

Non-Federal Share HS/EHS **Head Start and Early Head Start Non-Federal Share is Combined and displayed on the Head Start Monthly Expenditures Report**

**Due to timing conflicts, Indirect for October will be reflected on the November report

Certification

In compliance with Section 642 (d)(2)(A) of the Head Start Act, we certify that the Board of Trustees and Policy Council have reviewed and approved the monthly financial statement, including the detailed report of credit card expenditures for the month of October 2025.

Name:	<u>Todd Woodard</u>	Name:	<u>Cassie Reed</u>
Title:	<u>Board of Trustees Chair</u>	Title:	<u>Policy Council President</u>
Signature:	<u></u>	Signature:	<u></u>
Date:	<u>12/16/2025</u>	Date:	<u>12/9/2025</u>

USDA CACFP Meal Service Report - October 2025

Number of Reimbursable Meals		Actual HS/EHS Reimbursement		
9,463	Breakfast	\$23,278.98	Total Attendance	11,810
0	AM Snacks	\$0.00	Average Number of school days	23.00
11,509	Lunch	\$52,941.40	Average daily attendance	513.47
9,758	PM Snacks	\$12,295.08		
0	Supper	\$0.00		
0	Evening Snacks	\$0.00		
30,730	Total	\$88,515.460	Cash-In-Lieu	Total
			\$3,510.27	\$92,025.73
	Monthly Food Operating costs		\$592,147.42	
	October Farm to School Grant reimbursement		\$1,086.92	

ACTION: AMENDED CHANCELLOR GOALS

Presented by: Dr. Kevin Brockbank
Chancellor, Spokane Colleges
December 16, 2025

DRAFT
Version 2
Date: 120525

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:

- Work with district leadership and designated committees.

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: BUDGET PLANNING AND ANALYSIS UPDATE

Spokane Colleges has begun a comprehensive Allocation Model Adjustment (AMA) process in response to the State Board of Community and Technical Colleges' new allocation model, which is projected to reduce the district's operating budget by \$7 million (11%) over six years beginning July 2026. This effort focuses on analyzing opportunities to grow enrollment, reduce expenses, and streamline operations, including reviewing organizational structure, vacant positions, leases, space utilization, and major projects. Key groups—including District Cabinet, BPAC, college budget teams, labor/management meetings, and new task forces—will lead this work, with the Governance Structure Task Force launching in January 2026. While the district evaluates long-term solutions, it will pause new major contracts, software purchases, leases, and positions unless they clearly increase revenue or efficiency. A communications framework, including regular Chancellor updates and a new AMA SharePoint site, will provide ongoing transparency. Leadership emphasizes that this is a long-term, collaborative effort aimed at maintaining sustainability and student-centered service despite significant fiscal challenges.

Presented by: Dr. Kevin Brockbank
Chancellor, Spokane Colleges

Dr. Linda McDermott
Chief Financial Officer, Spokane Colleges
December 16, 2025



Budget Planning Update

December 16, 2025

Restating the Challenge


Three primary challenges for FY27:

- **Allocation Model Adjustment (AMA)** - reduction of the Spokane Colleges base budget by \$7M over six years (\$1.16M each year).
- **2026 Legislative Session** - the most recent revenue forecast suggests a very high likelihood of further state budget cuts.
- **Unanticipated Challenges** - Federal Legislation, Executive Orders, Enrollment Trends, etc.



Overarching Strategies

What is the primary (simple) message and strategy to our stakeholders.

- **Grow Revenue/Enrollments** with a focus on State-Supported enrollments we need to identify opportunities and pursue innovation to increase to identify opportunities and optimize performance.
 - **Build Efficiencies into our Operations** to quickly adapt to student needs, serve students at a higher level and stay ahead of competitors.
 - **Reduce Expenses** by identifying and eliminating costs that are no longer necessary or produce a limited return.
 - **Others** - Budget Guiding Principles
- 

Efforts Currently Underway

This will require a close and objective analysis of our organizational structure to identify areas where we can improve coordination and ensure our resources are aligned to effectively support students and operations. This includes examining areas where duplication, unclear responsibilities or structural complexity have made our work harder.

Governance Structure Task Force - Beginning in January 2026

- Identify and evaluate opportunities to strengthen Spokane Colleges' district-wide structure.
- Focus on duplication, efficiencies, overall structure, and student service.
- The 12-member Task Force will equally represent classified staff, faculty and administrative/exempt employees. The Task Force charter is completed and is being distributed to solicit for volunteers.
- Timeline for completion



Efforts Currently Underway

- **Budget Planning Advisory Committee**
 - Maintains our standard budgeting process and timelines.
 - Responsible for recommendations to District Cabinet.
 - Currently looking at a staffing review and developing recommendations.
- **District Cabinet**
- **College Budget Committees/Planning**
- **Labor/Management Meetings**
- **Dedicated Task Forces**



Efforts Currently Underway

- **Vacant Positions** - Reviewing all vacant positions for opportunities.
- **Space Utilization and Existing Lease** - review all existing rental agreements (including facilities owned by the Foundation), as well as a review of space utilization.
- **Major Project** - analyzing major projects already underway for long-term benefit and potential cost savings.

What We Are Not Doing

For the remainder of FY26:

- No new major contract commitments (those requiring an RFP/RFI)
- No new major software purchases
- No new leases
- No new positions



Communications

Developing a Comprehensive Strategy for Communicating this Work:

- Chancellor E-mails
- *On the Inside*
- Chancellor Town Halls
- AMA SharePoint Site
- Other Possibilities
- Presidents' Friday E-mails



Outcomes

What are factors to consider for success:

- **Annual Balanced Budget** - ensuring that we enter each year having addressed changes in revenue and operational success.
- **6-Year Plan** - our guiding document in partnership with our Board of Trustees that outlines our philosophies, themes and strategies, and goals over the next six years.
- What is the level of difficulty in successfully addressing the challenges ahead?
- Do we have enough time to sufficiently address all the variables?
- What is our likelihood of success over the next 6-10 years?



Questions?



REPORT: STRATEGIC PLAN UPDATE

Presented by: Dr. Lori Hunt
Chief of Staff & Strategy
December 16, 2025

Tab 6

**REPORT: REVIEW OF BOARD POLICY 1.20.03 - Restrictions of Individual
Authority of Trustees**

Presented by: Dr. Kevin Brockbank
Chancellor, Spokane Colleges
December 16, 2025

Board Policy 1.20.03 - Restrictions of Individual Authority of Trustees

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

REPORT: CHANCELLOR'S REPORT

Presented by: Dr. Kevin Brockbank
Chancellor, Spokane Colleges
December 16, 2025

District Business & Finance Office

The District Business Office team is hard at work preparing for the end of the fall quarter, shifting focus toward the start of Winter quarter while continuing to provide support to students and staff.

Budget Office –The budget planning cycle for FY 2027 is well underway. This month, we convened the first meetings of both the Budget and Planning Advisory Council and the Institutional Shared Costs Committee. These groups bring together a cross-district ensemble of experts and leaders, enabling the budget office to connect with and involve a wide range of voices in the budget planning process.

The budget team also launched the lab and course fee planning process with the opening of the Lab and Course Fee web app for the FY 2027 budget cycle. Now in its fifth year, this tool continues to help us streamline fee requests and reviews, and we are grateful to our IT colleagues for their support and enhancements.

Lab and course fees represent just one of many revenue generating functions supported by the budget staff. Our work spans tuition revenue forecasting, management of the state allocation, support for grants & contracts, and tracking a variety of auxiliary revenue sources, from the bakery to the planetarium. In addition to helping campus and district staff align spending with the operating budget, we provide insight into the diverse revenue streams that keep Spokane Colleges thriving.

We are also seeing revenue growth in the Workforce Development department, led by Julie Parks. Our grant accountants have been working closely with her team to budget and track several new grants, including the Department of Labor Strengthening Community Colleges Training Grant, which awarded Spokane Colleges \$2.8 million over four years, along with an additional \$2 million in subawards. This work includes close collaboration with Student Finance and Financial Aid to ensure accurate awarding and accounting for direct aid to students.

November marked the deadline for our final draw and reporting for the 2024-25 Head Start grant year. Our grant staff work closely with the Spokane Colleges Head Start office to maintain compliance with grant standards, helping us continue to deliver affordable childcare to families across our region.

As we move into Winter, we look forward to continued collaboration across the district as we support our campuses and dive into the FY 2027 budget planning process.

Treasury and Financial Services - The Financial Reporting and Treasury departments continue to prepare for the Fiscal Year 2025 financial statement audit, with testing scheduled to begin in early January and anticipated completion in late February or early March. We are very pleased to highlight the addition of Magdalena (Magda) Dobrowolski as the new Capital and Facilities Accounting Senior in the Fiscal Services and Financial Reporting team. She comes to Spokane Colleges with many years of experience as a Capital and Fixed Asset Financial Analyst and Manager, responsible for finance, accounting functions, and fixed asset management. Most recently, Magda worked for Ardent Mills, and prior to that she served as the Capital and Fixed Assets Accounting Manager at the University of Washington Medical Center. She has a Bachelor of Science degree in accounting and an MBA in management.

Student Finance - In the Student Finance department, the 1098-T process is underway, with finalization expected in early January. Approximately 8,000 forms must be reviewed and confirmed before they are filed electronically with the IRS and delivered to students—either by mail or electronically—by the end of January. As the team prepares for these IRS deadlines, they are also diligently managing newly implemented processes for revenue and tuition collection, including collections, SFRA, and payment plans.

Payments Team - The Accounts Payable department has also had a busy month, processing nearly 500 invoices and 800 P-Card transactions. We are pleased to announce the hiring of Stephanie Krauel as the new Expense Accounting Supervisor overseeing Accounts Payable, the P-Card program, and Travel. Stephanie most recently served as the Travel Coordinator for Spokane Colleges and has extensive experience in accounts payable, payment processing, and hospitality. Her background—both at Spokane Colleges and in previous roles—aligns well with the responsibilities of this position. Stephanie was a Running Start student who earned her associate's degree from SCC and later earned her bachelor's degree in hospitality management from Washington State University. *Go Cougs!* She will officially begin her new role on December 16.

Fiscal Year 2025 Preparation - Finally, the Financial Services department has started 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 – Year-to-date, the Public Records Desk has processed 190 public records requests. Thirty were addressed in November with seventeen of them successfully closed.

We utilize the **NextRequest** application to collect, review, and release records to the public. Although the system is in use, we have not formally implemented the public-facing portal. In November, we discovered that internet search engines had indexed links to the portal, and artificial intelligence tools were providing detailed instructions on how to write and submit public records requests directly through our system. While unexpected, we had prepared the system for public access earlier this year. Further, we've opted to embrace this development and are identifying opportunities to better educate the public on making effective public records requests.

Business & Administrative Services –

- Inventory with Barnes & Noble and BibliU to ensure both parties had what they needed for the change of vendor. Make sure vendor has key access and computer needed for their print shop orders.
- Work with Payroll and HR to decide with the bookstore employees, and obtain final payout numbers to send to Barnes & Noble
- Bus Passes: 318 completed in the October message that went out to students
- Trademark work: obtained clarification on which images to file for
- Ethics: Responded to 6 inquiries
- Participated in Expense Accounting Supervisor job search
- Drafted revision of form 2728
- Met with Student Health Center to document the SCC vending machine, wrote up meeting, received review.

Contracts Office –

- Received three notices of possible fraudulent P Card charges from JP Morgan Chase. None involved actual fraudulent charges.
- Assisted the SCC Echocardiography program with the completion of a clinical affiliation agreement with Sentara Health of Virginia Beach, Virginia.
- Reviewed an agreement with the Washington Dept. of Ecology for a project that will provide free EV charging for state employees, faculty, and staff conducting official state business on Spokane Colleges campuses.
- Worked with SFCC to complete the Artist contract for the upcoming Artist-in-Residence at Spokane Falls Community College program.
- Worked with the Department of Enterprise Services and Spokane Colleges Facilities Department to complete the renewal of the Boiler and Machinery insurance policy for 2026.

Purchasing:

69 Purchase Requisitions

53 Purchase Orders

1 RFP

\$3,500 received in from Pepsi contracts for meeting incentives

Payroll & Benefits – The PEBB Benefits open enrollment period has officially closed. Any benefit changes submitted by employees will take effect on January 1, 2026.

The Payroll Department operates within both a fiscal and calendar year setting. Our final payroll cycle for the calendar year 2025 will be for the pay period ending December 15th. Afterward, we will begin preparing fourth-quarter and annual payroll reports for 2025, including a detailed review of all employee W-2 forms prior to finalization. There will be approximately 2,645 W-2's processed for 2025.

We have also begun receiving updated tax rate information from various agencies effective 2026. For example, the Washington State PFML program rate will increase by 23.5% beginning with the first payroll of 2026.

The IRS has issued a draft revision of the W-4 Form for 2026. The updated form will include changes to Steps 3 and 4 to comply with the One Big Beautiful Bill Act (OBBBA) enacted on July 4, 2025. Once finalized, the Payroll Department will distribute the new 2026 W-4 Form to all employees.

Prepared by: Dr. Linda McDermott
Chief Financial Officer
December 16, 2025

Institutional Advancement Update**DIVISION-WIDE ACTIVITIES****Allocation Model Adjustment (AMA)**

- Supported Chancellor's internal communications regarding state allocation model budget impact and response from Spokane Colleges
- Drafted AMA Communications Plan with the goal of providing clear, transparent and timely communication to internal stakeholders throughout the planning process
- Created an AMA online landing page (SharePoint intranet site) to serve as a central information hub for all information and activities, easily accessed by internal stakeholders

Rebrand

- **Signage** – continued work to identify/update/replace external and internal signage with the new brand. Working with both colleges to install newly branded parking lot banners. Conducted a 'walk about' in SFCC's SUB to identify areas to update and envision new ways to activate the brand.
- **Mascot** – we are down to the final design touches on the new mascot costume, working closely with the Spokane Indians. Order should be placed in the next few weeks.
- **Athletics** – continued work to implement new branding in uniforms and signage
- **Electronic** – working with IT on a plan and timeline to drop the "CCS" from District emails

Marketing Campaigns

- **Just Finished:** Workforce Campaign – Healthcare focus (Aug-Nov)
 - Digital ad campaign ran through mid-November
 - Healthcare :30 TV spots ran on KREM and KXLY through November
 - Campaign website [Healthcare](#) had more than 3,600 visitors
 - In addition to digital ads and TV spots, the integrated campaign also included targeted print ads, billboards and postcard mailers in Spokane Valley along with social media, news coverage and strategic storytelling efforts.
- **Up Next:** Transfer Campaign (Dec – Feb) and Running Start (mid-Jan- mid-March)
 - Completed three transfer campaign ads (:15 spots) highlighting the most significant takeaways from the Spokane Colleges' experience of three former students: Lensea, Nicholas and Sarah.
 - Integrated transfer campaign will include digital advertising, social media and strategic storytelling efforts, messaging on the Arena ribbon board and through underwriting on Spokane Public Radio, as well as targeted outreach to high school counselors.
 - Recorded the second of three student videos to support the Running Start campaign, which will feature the three parts of the student journey – beginning, during and destination.
 - Initiated marketing support of Running Start information nights, which got underway in November. Most occur between Jan – March.

Partnerships

- **Spokane Chiefs** – this new sponsorship promotes and elevates our brand and colleges through digital ads on the Arena ribbon board and Spokane Colleges featured on the cover of all game programs. We tabled at the Nov. 22 hockey game to give away promotional items (hockey pucks ice scrapers, Sasquatch magnets) and share program information.
- **Spokane Indians** – beginning to roll out this sponsorship. Held a planning meeting to coordinate cross promotion and marketing, including Indians-produced promo videos.

- **Launch NW** – Spokane Colleges will participate in the Engage IRL “Winterfest” event on January 30, a collaboration with Spokane Public Schools. Also engaging in discussions about the College Promise Scholarship.

Other

- Held a planning meeting with the **Workforce Training & Continuing Education team** to better understand their activities and needs.
- Continued to support the **BibliU bookstore transition** with clear and timely communication to students and faculty. Successfully coordinated the transition of our inventory of The Great PNW merchandise to the new bookstore sales floor.
- Participation in the new **Strategic Planning process** continues; five members of our team are engaged on 4/5 pillar committees.
- Planning for upcoming **all-division half-day staff retreat** on Dec. 17. We’ll be working through the Strengths Finder assessment with Dr. Brian Davenport of EWU.

SPOKANE COLLEGES FOUNDATION

- The Foundation ran a Student Support appeal in November to raise awareness of and money for student basic needs in the face of the government shutdown. The appeal was not part of the Foundation’s plans, but was quickly ramped up as a purely digital appeal and raised almost \$6,000 from 55 donors. Almost all local media shared the story.
- The main scholarship application window will open on January 18. Last year we had a total of 1,233 students apply for a scholarship during one of the application windows. As of early November, we have already had 1,761 students apply for a scholarship – an increase of 42.82% over last year before the main application even opens. We are anticipating another large surge in applications this winter and are re-building our processes to handle the dramatically increased load.
- As student need has increased, we’ve had a surge in Spokane Colleges employees interest in fundraising. There is an existing process to make sure that the appropriate approvals are in place before reaching out. Once an idea is ready to move forward, we have a packet to help the employees build any fundraising ask or event in a way that is meaningful and complies with all existing federal and state regulations. The Foundation team has been spending a lot of time reminding everyone that Trustee policy dictates that all asks for external support receive approval and if the money will be going through the Foundation (as almost all gifts do when coming to Spokane Colleges, other than grants that don’t always need a 501c3 to accept them) then the Foundation’s approval is required. Our hope is that the “How to Fundraise” packet will help everyone walk through the fundraising process in a way that upholds the reputation and relationships that Spokane Colleges has while also bringing in the maximum resources.

MARKETING

- Digital ads in the Journal of Business Weekly Education and Workforce Email
- Activated our sponsorship of the Valley Chamber of Commerce’s Annual Meeting on Nov. 6 with logo placement, swag on tables and a table of 8.
- Activated our sponsorship of the *Journal of Business Workforce Summit* on Dec. 4 with logo placement, print ad, news article (nursing) GoBo light, table attendees and swag.

- 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 November.

College and Department Specific Marketing Support:

- ACT2 digital ads are running in the Spokesman Review.
- Workforce Training and Continuing Education flyers and marketing support
- Creation of flyers, ads and postcards promoting SFCC Art Gallery, Drama and Music departments.

CRM (Customer Relationship Management)

- High School Counselor Communications: Contact information for **high school counselors** (and other secondary school contacts) has been migrated away from spreadsheets and is **now available in the CRM**. This provides a centralized location for up-to-date contact details and enables teams at both SCC and SFCC to send and track communications directly to counselors.
- Data integrations: The CRM team has completed the testing and validation phase of a ctcLink integration for **financial aid outreach** (i.e. application status, *no award or parent information*) and this data is live in the CRM for SCC, updating daily. More work is planned related to financial aid outreach, and many more integrations remain in the queue to build.
- User Group: We kicked off our first **CRM User Group meeting** of the academic year on November 4, with great participation and valuable updates from both colleges.
- Training: Led by Karly Ramsey (Enrollment Technology and Communications Specialist), **workshops for report building** will be held again at both SCC (December 8) and SFCC (December 10). The team will share a presentation of “need-to-know” report basics and examples of great reports from both colleges and then provide hands-on support to users.

COMMUNICATIONS & PUBLIC RELATIONS

This team continues to elevate Spokane Colleges through strategic public relations, innovative social media content, photo and video, coordinating with outreach teams on both campuses, and creating compelling storytelling content on our websites. This team is also deeply invested in the heavy lifting that is well-underway to migrate five websites to a new platform (Modern Campus) in October 2026, in close partnership with IT.

Earned Media Coverage (Oct. 25 – Nov. 25, 2025)

(Unduplicated media mentions in legacy digital outlets; excludes Journal of Business, Spokane Public Radio, Inlander, niche trade publications.)

- **Impact Analysis**
 - Total unique visitors per month (UVM): 9,587,593 (9.6 M)
 - Total advertising value equivalency (AVE): \$88,685.22
 - By story:
 - Poinsettias (KHQ, KREM, KAYU)
 - UVM: 605,742
 - AVE: \$2,615.67

- Ukrainian Artist (Spokesman-Review)
 - UVM: 783,355
 - AVE: \$7,246.03
 - WA CC Funding (Seattle Times)
 - UVM: 5,228,980
 - AVE: \$48,368.05
 - Spokane Schools Bond (KHQ, KAYU)
 - UVM: 1,106,360
 - AVE: \$10,233.84
 - Food Pantry, Foundation (KREM, KXLY, KHQ)
 - UVM: 1,600,615
 - AVE: \$14,805.69
-
- **Student Support & Basic Needs:** Food pantry demand and financial assistance surge
 - **Community Engagement:** Poinsettia sales and fundraising for greenhouse programs
 - **Policy & Funding:** WA state community college funding changes
 - **Arts & Culture:** Ukraine-born artist exhibit at Spokane Colleges
 - **Education & Infrastructure:** Spokane Public Schools bond approval

Sentiment Analysis

- **Positive Coverage:** over 90% of stories
- **Neutral Coverage:** Limited to funding discussions (10%)
- **Negative Coverage:** None detected

Outlook Value Analysis

- **Seattle Times:** \$35,779
- **The Spokesman-Review:** \$14,492
- **KHQ-TV:** \$14,521
- **KREM-TV:** \$9, 515

Message Analysis

- **High Engagement Topics:** Student needs and funding changes resonate strongly
- **Regional Amplification:** Spokane outlets highlight community-driven initiatives
- **Opportunity:** Pitch follow-up stories on student success and partnerships (The Great PNW, Spokane Chiefs/Indians, Indaba Coffee)

Prepared by: Melanie Rose
Chief Institutional Advancement & External Affairs Officer
December 16, 2025

General Services Division

CGSO Employee Highlight:



This month, we are pleased to recognize **Neil Snyder** as the CGSO Employee Highlight. Neil serves as a Custodian I, supporting West Boone, Building 17A, and the campus bookstore. Since joining the SFCC Facilities team in 2018, Neil has been a consistently positive and reliable presence.

Neil's strong work ethic, positive attitude, and meticulous attention to detail are deeply valued by the entire Facilities team. He is committed to providing students, faculty, staff, and visitors with a clean, safe, and welcoming environment that supports teaching and learning. Neil is also known for his willingness to go above and beyond, being the first to volunteer when additional help is needed.

We extend our sincere appreciation to Neil for his outstanding contributions and ongoing dedication.

General Services Division – Workforce and Fiscal Update:

Metric	Capital		M&O		OCS		EH&S		CS		CGSO	
	100%		92%		100%		100%		86%		100%	
	7	7	87	80	21	21	2	2	7	6	2	2
Workforce Availability	<i>Division</i>								126	118	94%	
<i>Vacancies</i>	0		3		0		0		1		0	
<i>L&I</i>	0		2		0		0		0		0	
<i>FMLA</i>	0		2		0		0		0		0	
Fiscal Management - 33.33%	19.32%		27.81%		34.26%		26.76%		29.58%		33.37%	
<i>Expended</i>	\$	132,617	\$	2,477,747	\$	509,829	\$	68,884	\$	134,673	\$	110,103
<i>Budgeted</i>	\$	686,291	\$	8,907,958	\$	1,487,917	\$	257,383	\$	455,227	\$	329,931
<i>Division</i>	28.86%				\$ 3,301,236				\$ 11,438,416			

Capital Planning & Development

The Lodge Renovation Monthly Update:

The Lodge Renovation project continues to progress on schedule, with construction activities advancing in parallel with ongoing cost-alignment efforts to ensure the project remains within the established budget. The project team, including the GC/CM and design partners, is working collaboratively to maintain momentum while refining scope and identifying savings opportunities.

Current construction activities include demolition of existing MEP systems, removal of exterior concrete, interior floor framing, and framing for the new interior stair opening. Over the next two weeks, the team will continue targeted demolition, begin excavation work as well as advance storm system installation pending final building-permit approval, and proceed with electrical work—including cleanup of the existing electrical room—as well as ongoing interior framing and floor system construction.

A key benefit of the GC/CM delivery method is the ability to collaborate closely with the General Contractor and design team to identify cost-saving strategies that keep the project aligned with budget goals. The team is actively evaluating scope adjustments and value-engineering opportunities in the following areas:

- **Landscaping:** Reduce scope to achieve approximately **\$37,000** in savings.
- **Restroom:** Redesign to realize an estimated **\$50,000** cost reduction.
- **Generator:** Explore value-engineering options or potential removal of the generator to save approximately **\$104,250**.

The project team will continue to refine these options and will provide updated recommendations as part of ongoing budget-alignment efforts.

Below are some photos of project progression.



Utilities

Total utility expenditures for the period of July through October amounted to **\$1,047,056, against an annual budget of \$3,115,994**. Current spending represents approximately **34%** of the total budget, which is consistent with expected spending patterns for this point in the fiscal year.

	July	August	September	October
Water/Sewer	\$ 53,411	\$ 53,021	\$ 26,172	\$ 14,318
Refuse	\$ 7,344	\$ 14,654	\$ 11,429	\$ 14,030
Electricity	\$ 208,910	\$ 210,741	\$ 200,529	\$ 168,156
Gas	\$ 4,080	\$ 6,384	\$ 7,804	\$ 40,565
CCA	\$ 473	\$ 948	\$ 1,199	\$ 9,474
TOTAL	\$ 273,744	\$ 284,800	\$ 245,934	\$ 237,069

Included in the year-to-date total is \$12,390 in Climate Commitment Act (CCA) charges, accrued between July and

FISCAL YEAR TOTAL	\$ 1,047,056
TOTAL CCA	\$ 12,390

October. These charges reflect the state-mandated carbon fee associated with utility consumption and will continue to be monitored as part of our broader energy-cost management efforts.

New this year is the introduction of proposed Schedule 164, a revised rate schedule that formalizes and itemizes all Climate Commitment Act (CCA)–related charges on customer utility bills. **Schedule 164 took effect on November 15, 2025.**

Under Schedule 164, the Climate Commitment Charge will increase to \$0.39984 per therm, up from the previous rate of \$0.28469 per therm. The schedule also introduces a new benefit (credit) structure using a cumulative blocking methodology tied to monthly usage. This approach is designed to distribute CCA-related credits based on consumption levels and will influence how individual accounts experience the net effect of the revised charge.

Staff will continue to monitor the implementation of Schedule 164, evaluate its effects on ongoing utility expenditures, and incorporate any projected impacts into future financial planning and budget development.

District Facilities

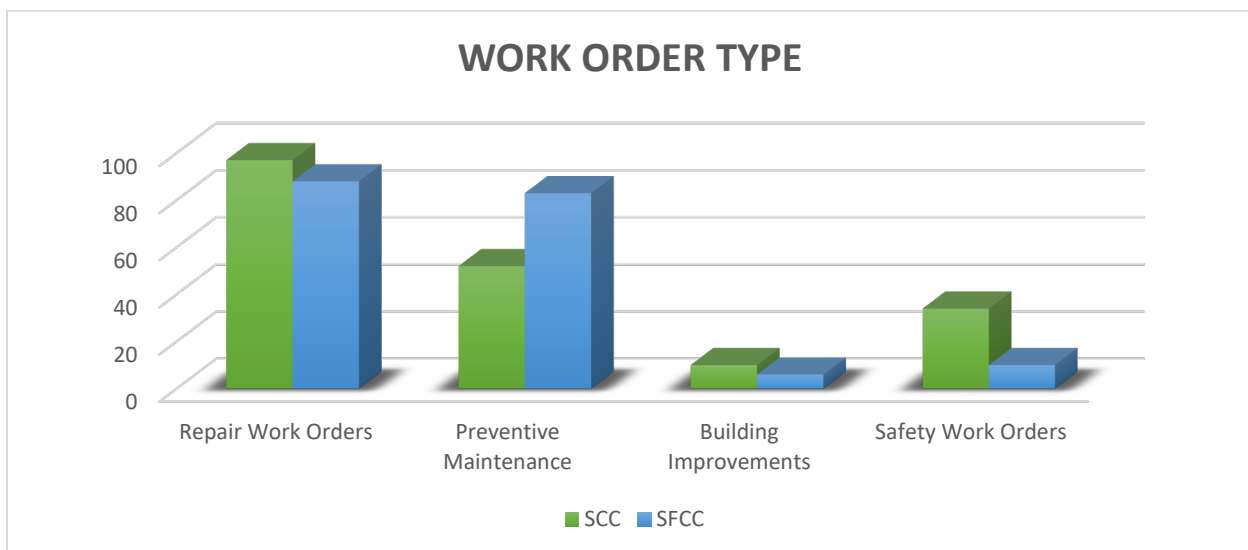
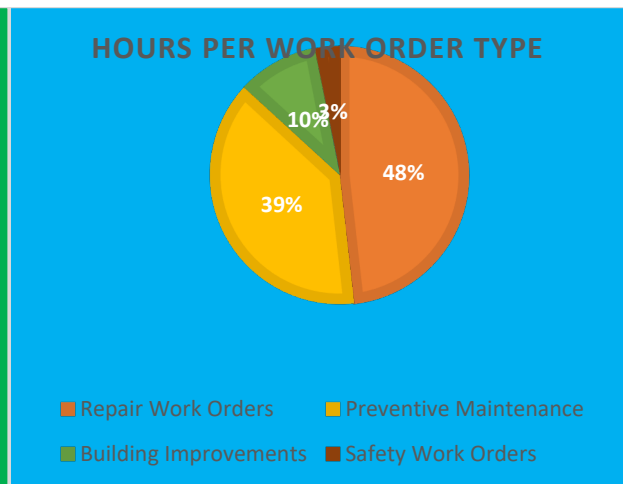
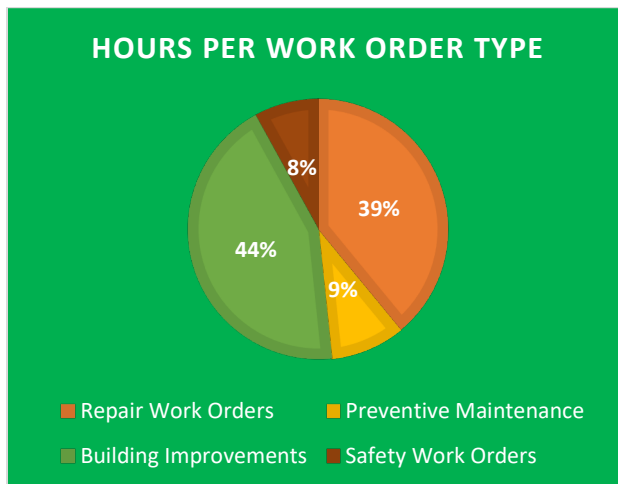
The following data, drawn from our Computerized Maintenance Management System (CMMS), DirectLine, highlights the productivity and accomplishments of the Maintenance and Operations teams across both campuses during November 2025.

Key Highlights:

- **Repair Work Orders:**
 SCC experienced a **40% decrease** in repair work orders, while SFCC reported a **28% decrease**, indicating fewer reactive maintenance needs across both campuses.
- **Preventive Maintenance:**
 Preventive maintenance activity declined at both campuses, with SCC showing a **42% decrease** and SFCC a **23% decrease**. Although reduced, these activities continue to support long-term asset reliability.
- **Safety-Related Work Orders:**
 Safety work orders decreased significantly at SCC (**44%**) and moderately at SFCC (**29%**), reflecting fewer safety-related requests during the period.
- **Total Work Orders Completed:**
 Overall productivity declined, with SCC completing **41% fewer** work orders and SFCC completing **25% fewer** than the previous period.

These metrics provide insight into shifting workload patterns and evolving campus needs. Despite lower volumes in several categories, the Maintenance and Operations teams continue to deliver responsive service while adapting to fluctuations in demand across both campuses.

Spokane Community College			Spokane Falls Community College		
WORK ORDER TYPE	QTY	HRS	WORK ORDER TYPE	QTY	HRS
Repair Work Orders	97	400.5	Repair Work Orders	88	229.75
Preventive Maintenance	52	95.25	Preventive Maintenance	83	184.25
Building Improvements	10	448	Building Improvements	6	48
Safety Work Orders	34	81.5	Safety Work Orders	10	14.5
TOTALS:	193	1025.25	TOTALS:	187	476.5



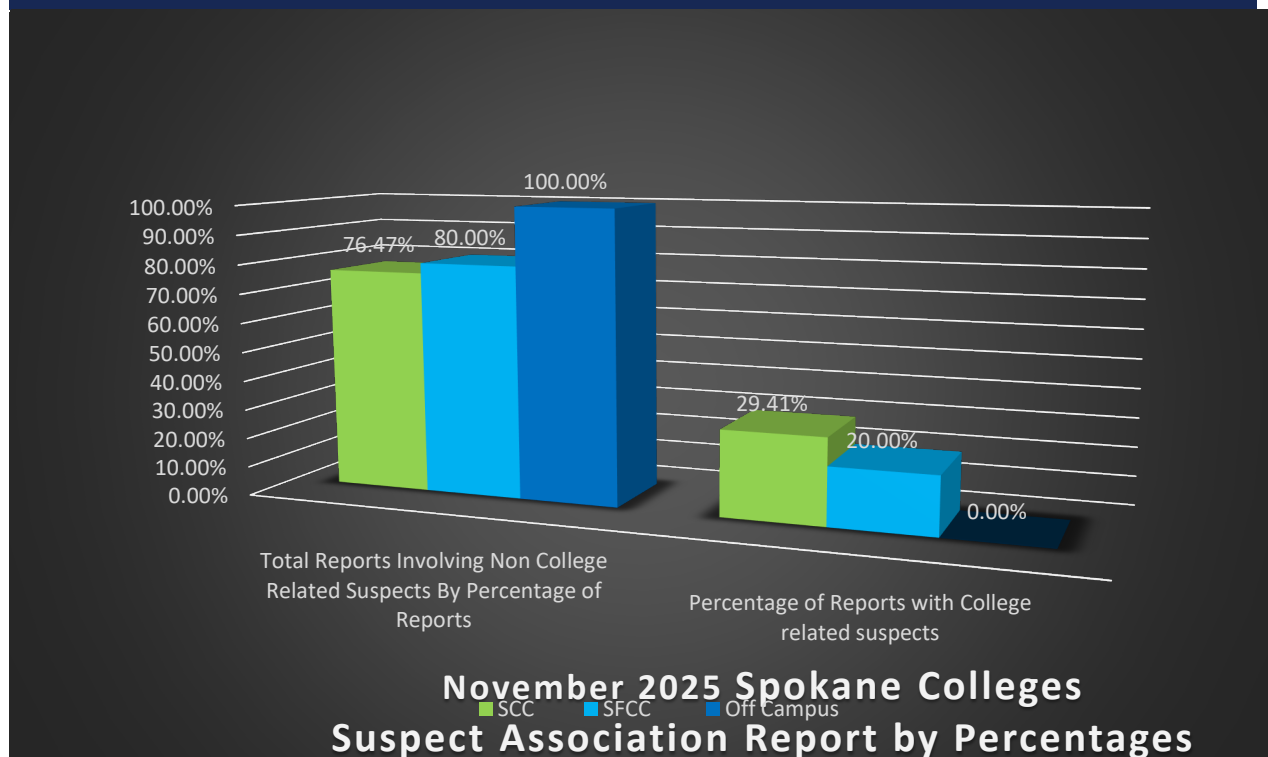
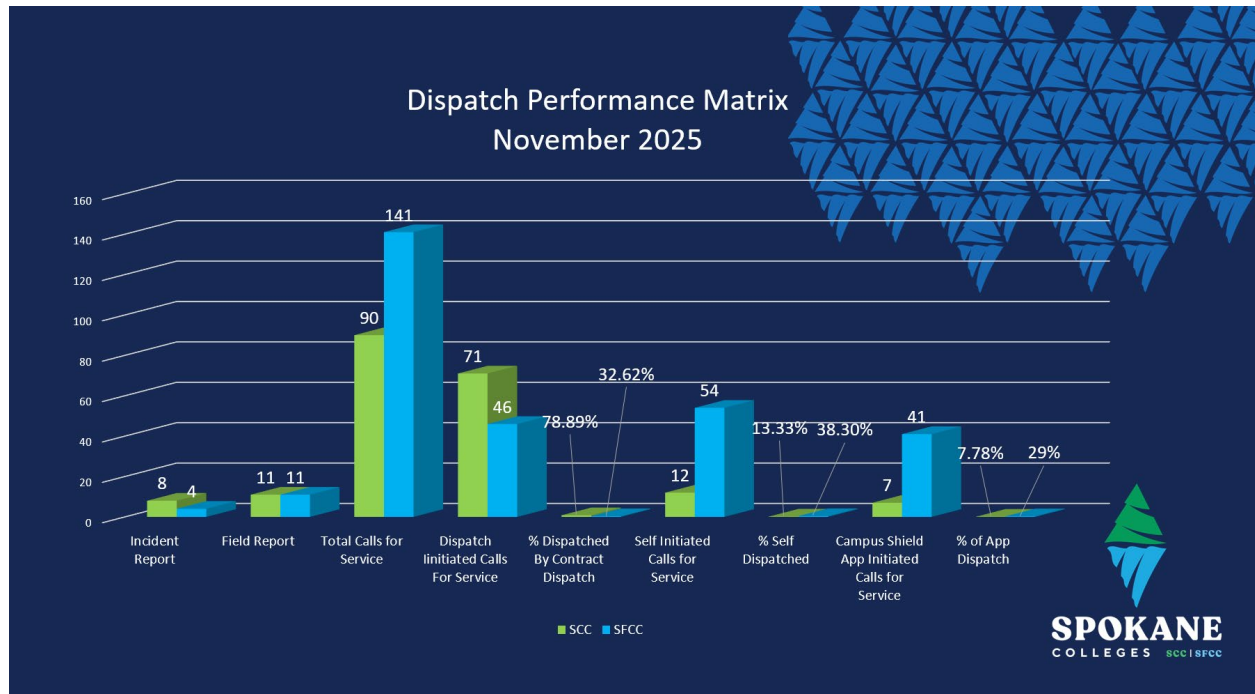
Office of Campus Security

Throughout November, a total of **13 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:

- **Destruction of Property (1 incident at SCC):**
A student at SCC threw a cup of coffee against a wall during an outburst, causing minor property damage.
- **Drugs (1 incident at SFCC):**
SFCC Security observed a student slumped over in a vehicle in Lot 9 with suspected drug paraphernalia present. The student was awakened and left campus after stating they would not repeat the behavior. The individual was referred to Student Conduct.
- **Harassment (1 incident at SFCC):**
An employee reported that a vehicle followed them from an off-site location and attempted to maneuver in a way that blocked or trapped the employee's vehicle.
- **Offense Related to Sexual Misconduct (1 incident at SFCC):**
A female student reported that an unknown male groped her chest and punctured her multiple times with a needle. The incident is under investigation, and appropriate authorities were notified.
- **Suspicious Activity: Drug-Related (1 incident at SCC):**
Security observed what appeared to be a drug transaction between two non-students at the STA.

See below for data regarding dispatch performance and suspect association for college incidents.



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

Environmental Health & Safety

Safety Inspections

The EH&S office completed safety inspections of one facility in October, identifying several risk factors requiring follow-up and monitoring:

- Building 9 – Health Science (SCC):
The inspection identified **25 safety risks**, including 1 high-risk and 24 moderate-risk issues. Based on the severity and likelihood of these hazards, the building is scheduled for a follow-up inspection in October 2027.

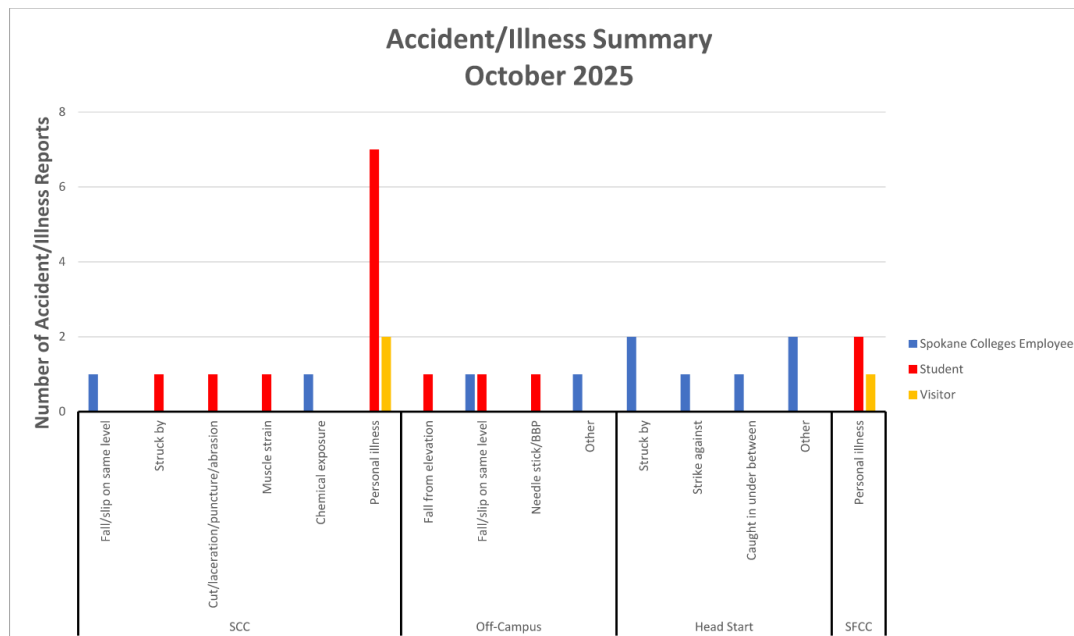
Injury & Illness Reports

The Accident and Illness Summary Report for November 2025 is currently pending publication. October 2025 data indicates only minor accidents/illnesses across Spokane Colleges.

In September 2025, the EH&S Office recorded **28 total incidents**, representing a **180% increase** compared with the previous month. Key incident categories include:

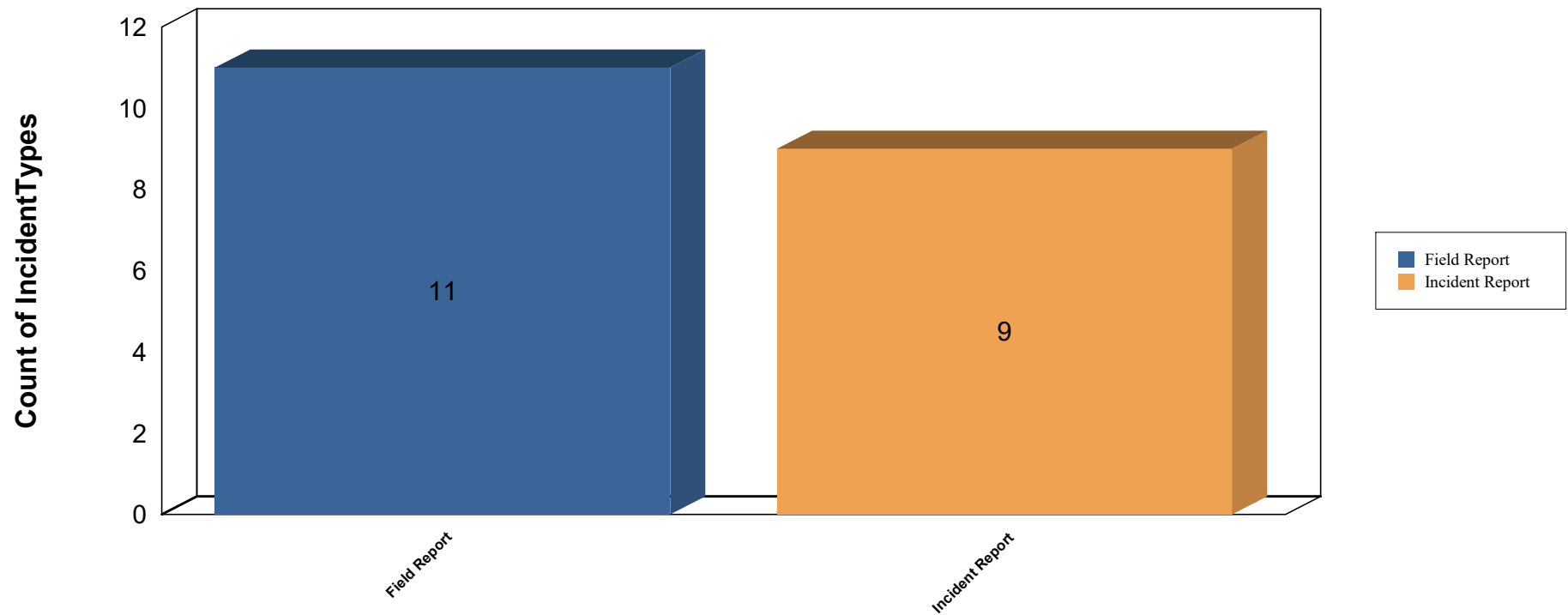
- **6 incidents** at Head Start facilities
- **5 incidents** occurring off-campus
- **12 incidents** related to personal medical conditions (e.g., seizures, fainting, collapse, chest pain)

These findings underscore the need for continued attention to health and safety practices to ensure a safe environment for all students and staff.

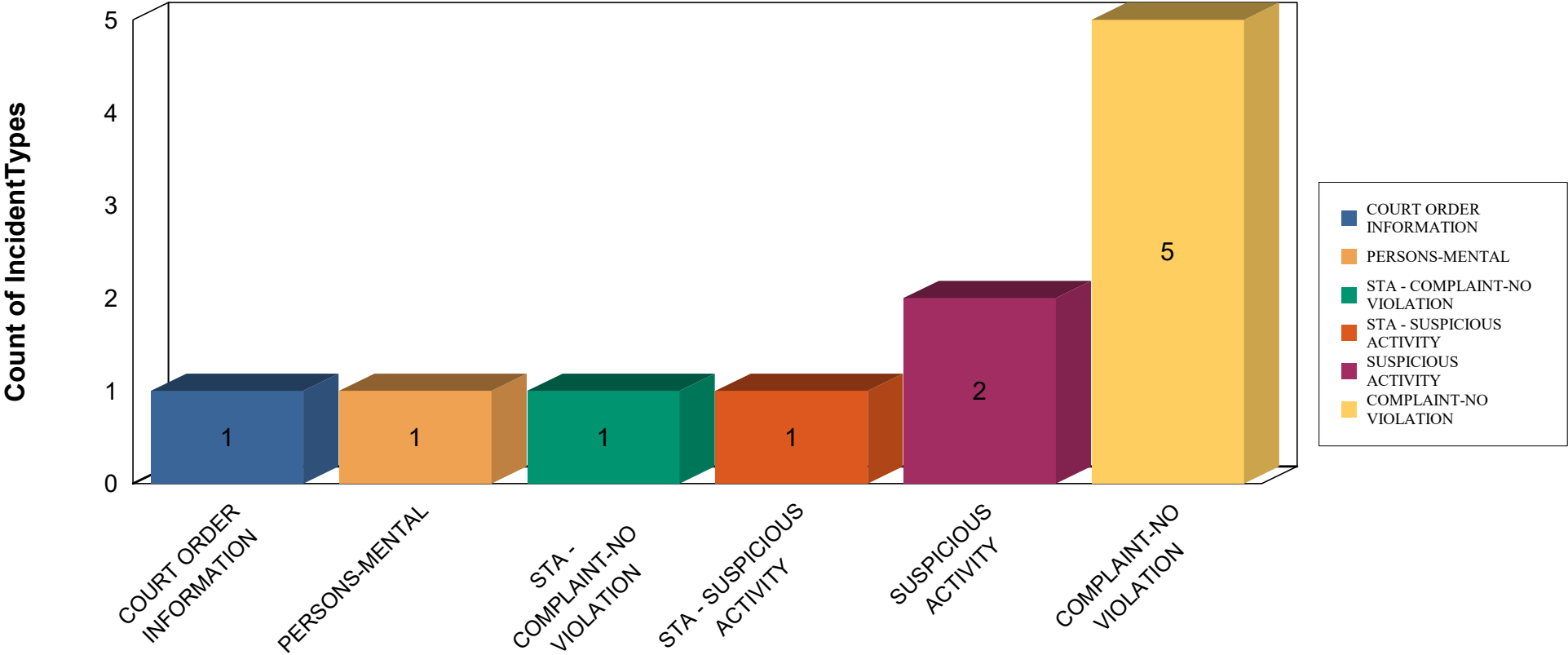


Prepared by: Nichole Hanna
 Chief General Services Officer
 December 16, 2025

Count of Reports Completed



Count of Incident Types



9.09% # of Reports: 1 Field Report COURT ORDER INFORMATION

9.09% # of Reports: 1 Field Report PERSONS-MENTAL

9.09% # of Reports: 1 Field Report STA - COMPLAINT-NO VIOLATION

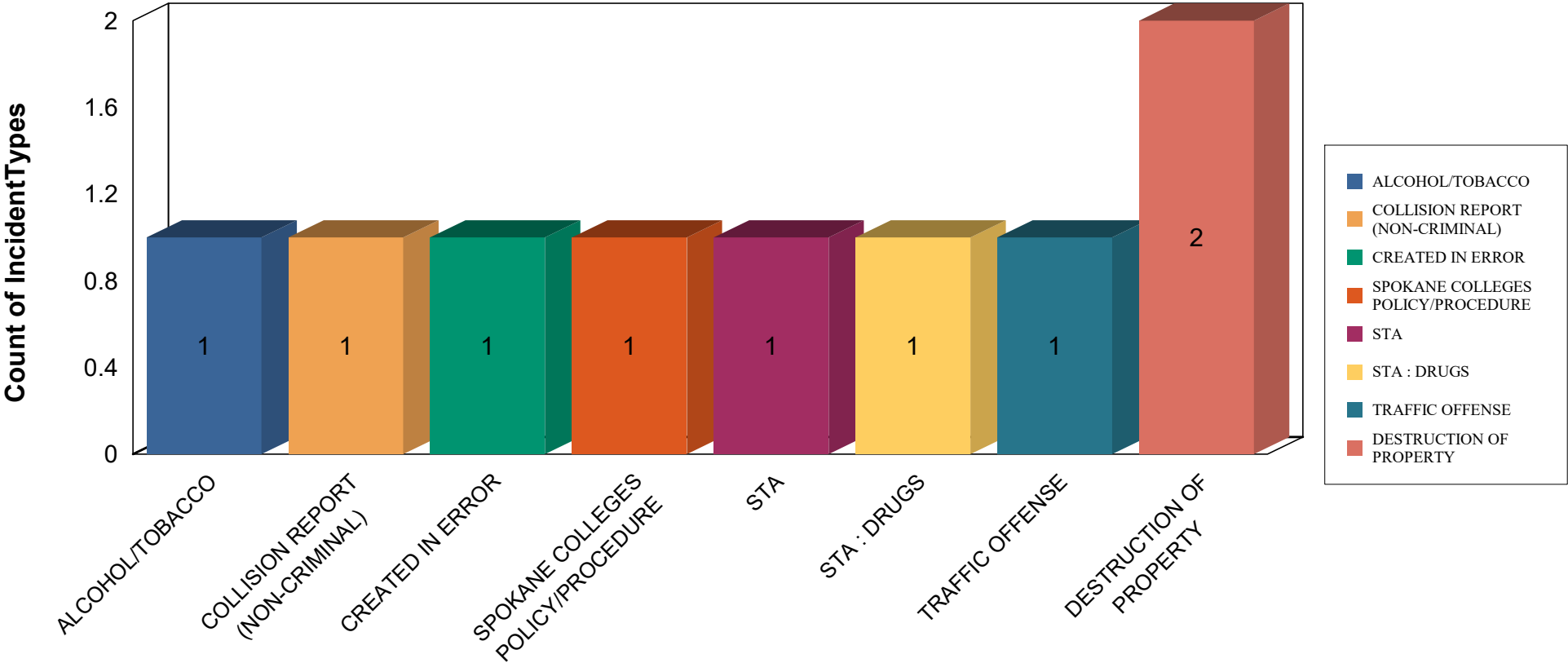
9.09% # of Reports: 1 Field Report STA - SUSPICIOUS ACTIVITY

18.18% # of Reports: 2 Field Report SUSPICIOUS ACTIVITY

45.45% # of Reports: 5 Field Report COMPLAINT-NO VIOLATION

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

Count of Incident Types



11.11% # of Reports: 1 Incident Report ALCOHOL/TOBACCO

11.11% # of Reports: 1 Incident Report COLLISION REPORT (NON-CRIMINAL)

11.11% # of Reports: 1 Incident Report CREATED IN ERROR

11.11% # of Reports: 1 Incident Report SPOKANE COLLEGES POLICY/PROCEDURE

11.11% # of Reports: 1 Incident Report STA

11.11% # of Reports: 1 Incident Report STA : DRUGS

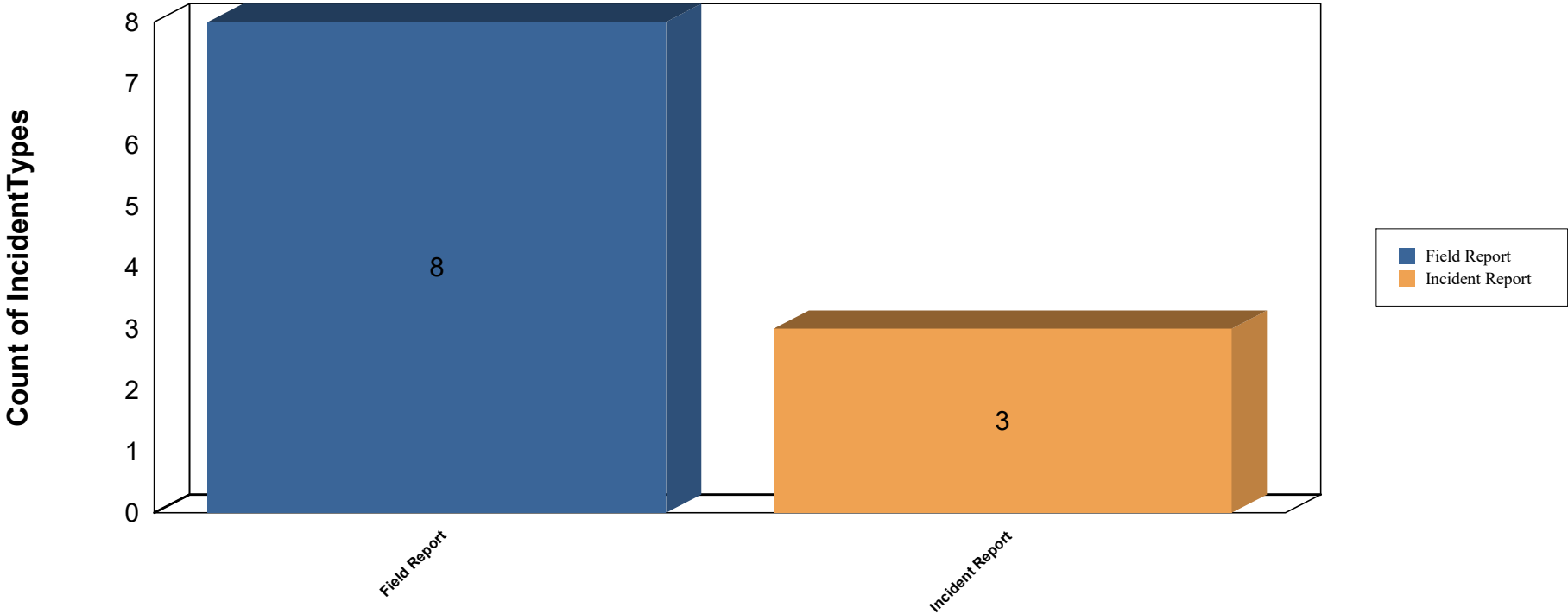
11.11% # of Reports: 1 Incident Report TRAFFIC OFFENSE

22.22% # of Reports: 2 Incident Report DESTRUCTION OF PROPERTY

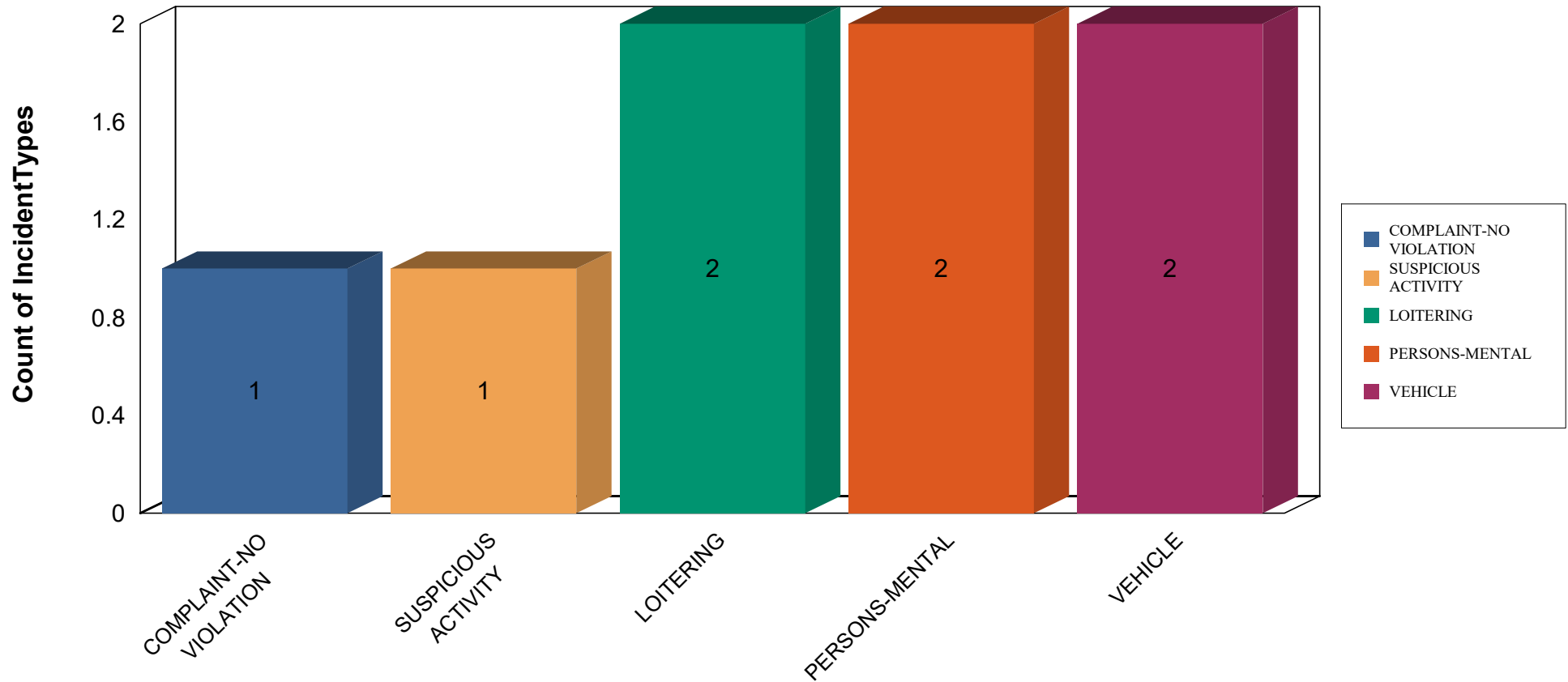
Grand Total: 100.00% Total # of Incident Types Reported: 9 Total # of Reports: 9

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

Count of Reports Completed



Count of Incident Types



12.50% # of Reports: 1 Field Report COMPLAINT-NO VIOLATION

12.50% # of Reports: 1 Field Report SUSPICIOUS ACTIVITY

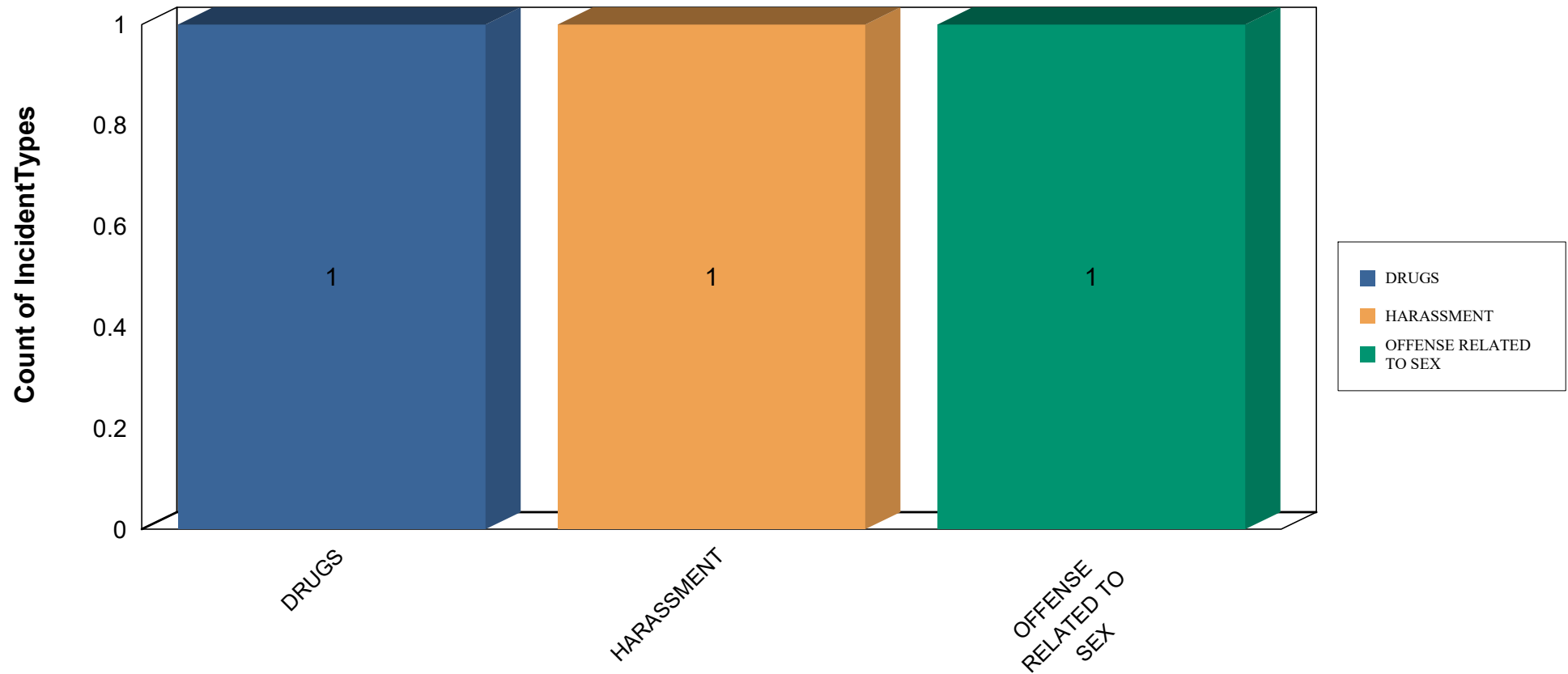
25.00% # of Reports: 2 Field Report LOITERING

25.00% # of Reports: 2 Field Report PERSONS-MENTAL

25.00% # of Reports: 2 Field Report VEHICLE

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

Count of Incident Types



33.33% # of Reports: 1 Incident Report DRUGS

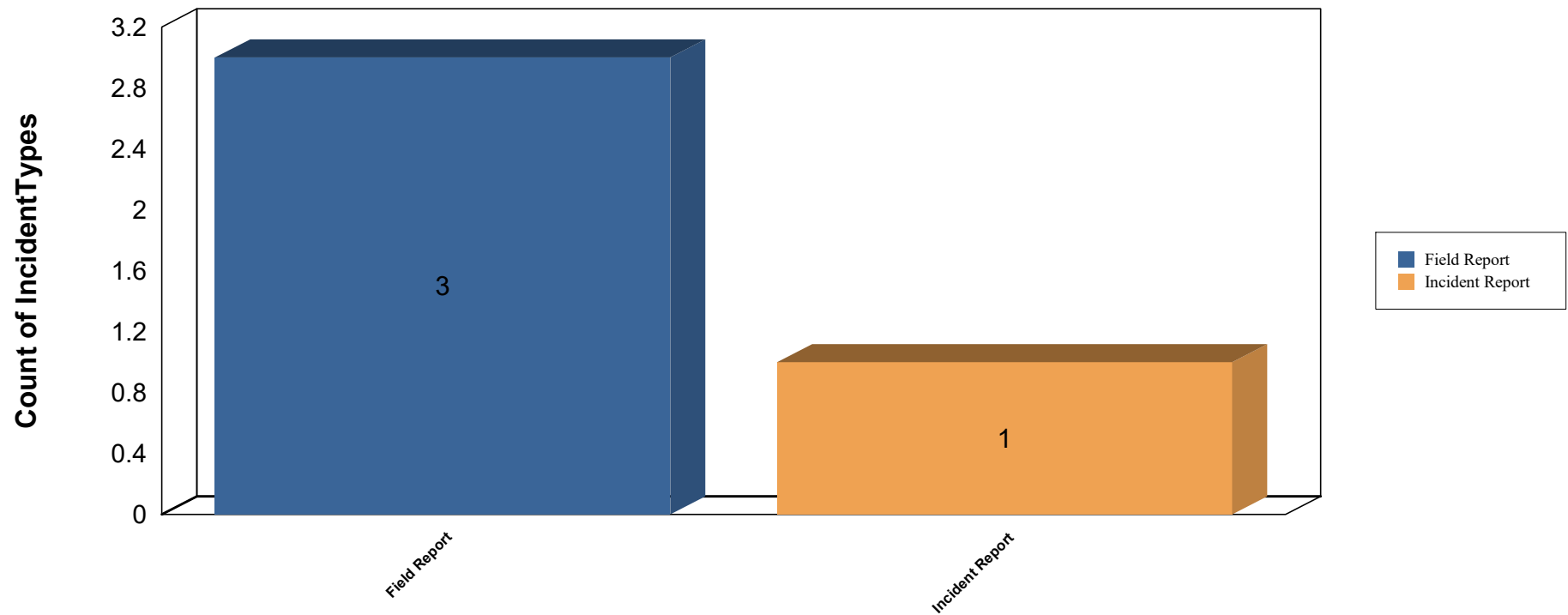
33.33% # of Reports: 1 Incident Report HARASSMENT

33.33% # of Reports: 1 Incident Report OFFENSE RELATED TO SEX

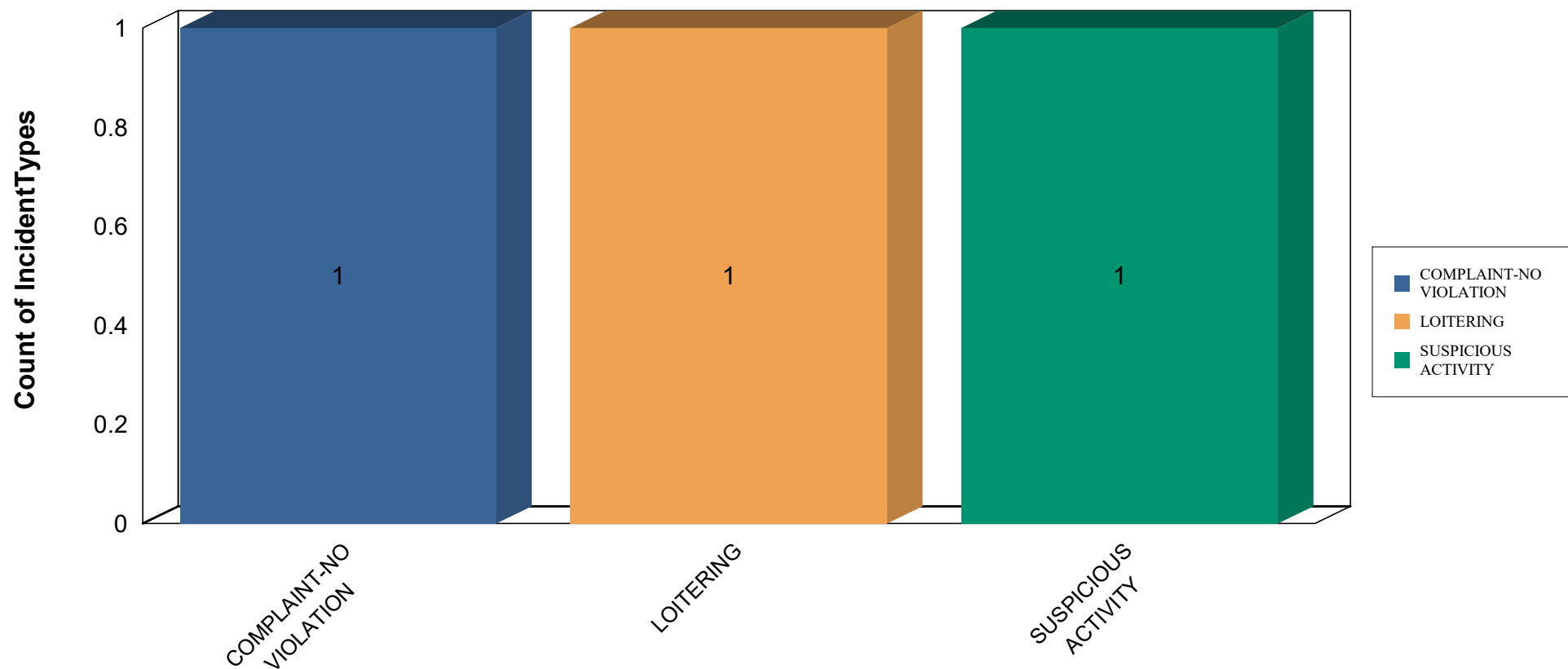
Grand Total: 100.00% Total # of Incident Types Reported: 3 Total # of Reports: 3

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

Count of Reports Completed



Count of Incident Types



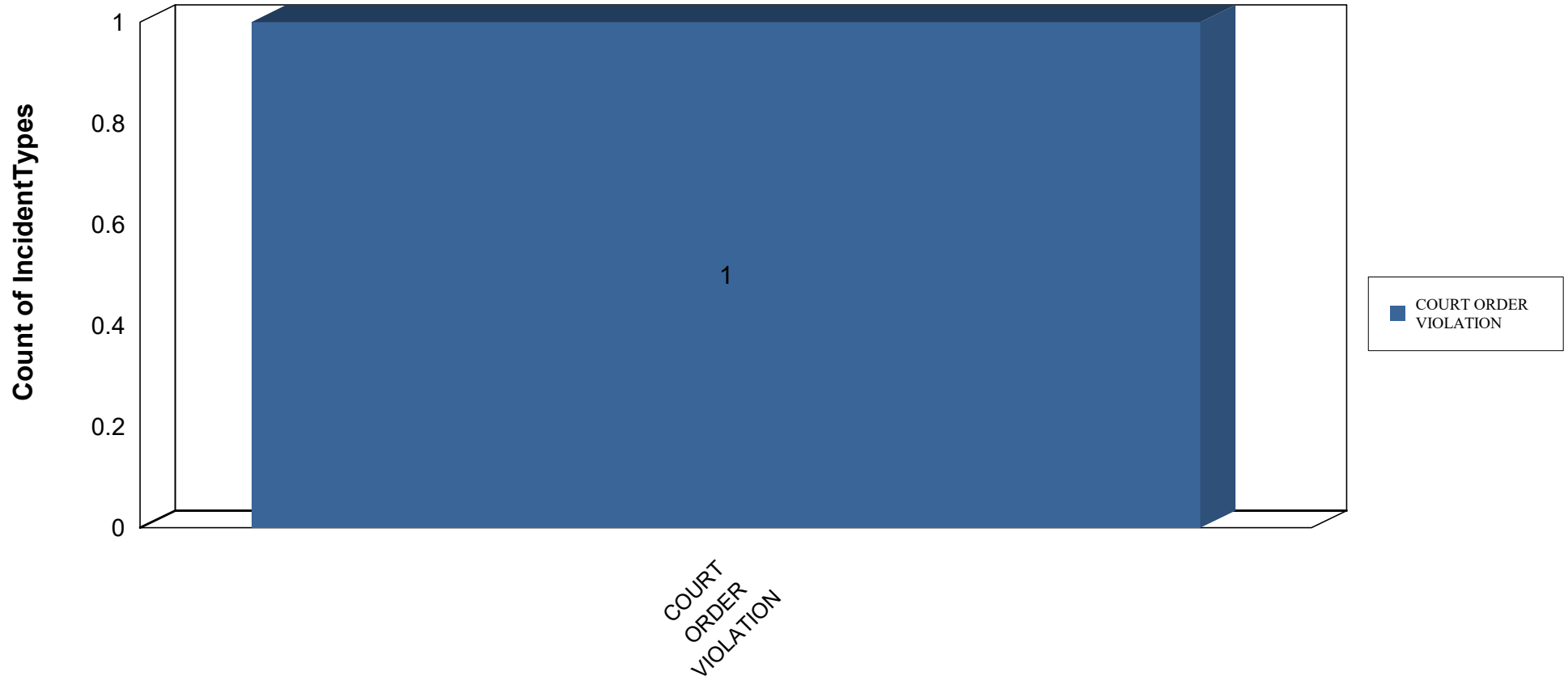
33.33% # of Reports: 1 Field Report COMPLAINT-NO VIOLATION

33.33% # of Reports: 1 Field Report LOITERING

33.33% # of Reports: 1 Field Report SUSPICIOUS ACTIVITY

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

Count of Incident Types



100.00% # of Reports: 1 Incident Report COURT ORDER VIOLATION

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

Grand Total: 100.00% Total # of Incident Types Reported: 4

PRESIDENT'S REPORT
SPOKANE COMMUNITY COLLEGE

Presented by: Dr. Jenni Martin
President, SCC
December 16, 2025

Instructional Updates

Adult Basic Education

Assistant Dean Sarah Stiffler and ABE faculty member Anna Gamble presented on HS+ College at the NWCCU Conference Dec 3-4. Their presentation, titled *Blurring the Lines: Integrating College and Adult High School Completion to Improve Postsecondary Transitions*, explored the development, design, and outcomes of the HS+ College program, including how the team leveraged institutional partnerships, secured financial support for students, and implemented a high touch advising model.

Arts and Sciences

The Math Department wrapped up its fall quarter “Pizza and Problems” series, where students tackled countless challenging Pre-Calculus problems in preparation for the Student Math League competition. Nine students sat for the exam, and the top five combined to achieve the department’s second-highest team score in history. A special thank-you goes to Scott Satake, Nicole Duvernay, Kelly Jahns, Angie Jahns, Josh Krone, and Ben King for organizing the events and leading practice sessions.

This fall, SCC hosted its own National Novel Writing Month (NaNoWriMo) program for students and employees. The annual challenge encourages participants to write a 50,000-word novel during November. Members of SCC’s Library, Tutoring, and English departments collaborated to provide space, resources, and guidance for writers of all experience levels. Numerous students joined in the NaNoWriMo events. Special thanks to Greg Bem (Library), Tim Greenup (English), Melinda Martin (Library), Kelsey McCartney (Library), Ellie Reiboldt (Tutoring), and Amie Schaumberg (English) for making this program possible. The team plans to reconnect in December or January to celebrate participants’ progress.

In October, the Library offered two “Preptober” workshops titled *Shaping Your Story: Novel Writing 101*, where participants explored novel-writing strategies and received project outline books and guides. In November, the Tutoring Center in Building 16 opened its doors every Tuesday and Thursday from 4 – 7 pm, offering a quiet writing space, coffee, snacks, fidget tools, high-end earplugs donated by Disability Access Services, and books and games to spark creativity.

Business, Hospitality & Information Technologies

Paralegal Program

The Paralegal AAS program has received final written approval from the American Bar Association (ABA) for its Interim Report, which is a critical milestone that ensures the strength and portability of our degrees. The next reporting cycle is scheduled for 2027.

Hospitality

November was a busy and exciting month for SCC’s Hospitality programs. It began with a special visit from ProStart students, an industry-backed high school program for culinary arts and restaurant management. On November 13, students from Lewis and Clark and North Central High Schools attended a banquet lunch at Orlando’s and toured SCC’s Culinary and Baking programs. Banquet week is an opportunity for students to see what SCC has to offer and consider future careers in hospitality.

On November 18, Hospitality faculty member Duane Sunwold represented SCC at the Spokane Tribe Career Exploration Day, held at the Spokane Tribe Casino. The event brought together over 100 students from four rural high schools, giving them a chance to explore educational opportunities and learn about programs like SCC's Hospitality, Tourism, and Event Management (HTEM).

The month continued with Culinary Arts Banquet Week, featuring two evening events at Orlando's. On November 19, the program hosted a Wine Dinner open to the public, followed by the International Wine and Food Society Dinner on November 20. Across both nights, more than 90 guests enjoyed exquisite multi-course meals, each dish paired perfectly with complementary wines – a true showcase of our students' skills and creativity.

Finally, as Thanksgiving approached, SCC's Professional Baking and Culinary Arts students and instructors worked tirelessly to make holiday meal preparation easier for the community. On November 25, they accomplished an extraordinary feat: producing thousands of baked goods and specialty items in a single day. Their efforts included 5,400 dinner rolls, 600 assorted pies, 90 cheesecakes and tortes, 8 roasted turkey cakes (spice cake with orange cream cheese filling), 150 containers of specialty whipped butter, and 100 containers of vanilla bean whipped cream. This impressive production not only demonstrated their talent and dedication but also brought joy and delicious treats to countless holiday tables.

Business Economics Salons

This quarter, the Avista Center for Entrepreneurship hosted two ECON Salons, focusing on Tourism and Networking, with strong participation both in person and via Zoom.

The Tourism salon was co-hosted by Mike Allen, alongside BHIT faculty and partners, including Duane Sunwold and Tim Trottier, who contributed practical, student-focused insights. The Networking salon marked a step toward inter-institutional collaboration, co-hosted with Regina Frierdich from Whitworth University. SCC's own Samantha Archuletta from Career Services and Wendy Jones, Workforce Manager, also joined the discussion to showcase SCC's resources for students and job seekers.



One of the most inspiring moments came when Entrepreneurship alumna Shanna Cejka returned to the very classroom where, 12 years ago, she launched what is now a \$3 million-revenue property management company. Shanna shared her entrepreneurial journey with current students, creating a full-circle moment for her former instructors, retired BHIT faculty Lisa Wolfe and economics faculty member Diana Osborne, who were in attendance.

Photo to the left is of Lisa Wolfe, Shanna Cejka, and Diana Osborne.

The impact of these events was immediate and tangible. Within just two days of the Networking Salon, one business student, who had been searching for work for four years while navigating housing

challenges, reported landing a job as a direct result of attending the event. This success story underscores the real-world value of these salons and the connections they foster.

Extended Learning & Workforce Initiatives



Two SCC Correction Education staff, Ian Kragness (Program Coordinator) and Alex Matthes (Corrections Education Specialist), completed their CORE orientation, a four-week new entry training required for new employees who work at correctional facilities and offices. Charolette Kane, Interim Associate Dean of Corrections Education, and Kellee Mote, SCC Corrections Education Department Chair, attended the graduation ceremonies.

Photo of Corrections Education staff celebrating two employees completing their CORE orientation. From right, Charolette Kane, Alex Matthes, Ian Kragness, and Kellee Mote.

The Meatcutters Apprenticeship program submitted minor course updates which will provide better alignment with industry needs. These updates were reviewed and approved by the SCC Curriculum Committee.

The SCC ACT 2 department's initial registrations for winter quarter generated 281 enrollments for 42 classes with a fill rate of 46%. The department has also been working with their integrated third party partner, CampusCE, to improve the registration experience. The website category tiles have been updated, enlarged, and modified to meet accessibility standards. The fitness form has been integrated to create a seamless online registration process which resulted in an increased rate of compliance and a reduction in workload for ACT 2 faculty and staff.

Health & Environmental Sciences

The Greenhouse had their annual Poinsettia Open House on November 20 and 21. Second year greenhouse students sold 27 different varieties of poinsettias. The annual Open House also provided an opportunity for people to vote for their favorites.

The Division will have a new Associate Dean of Nursing joining us in January 2026. Although not a secret, additional details are waiting to be shared widely until closer to their arrival on campus. This was a difficult search because multiple colleges in Washington State (and elsewhere) were/are also searching for the same or similar position. Faculty on the committee had helpful ideas for advertising nationwide and human resources and VP Jaclyn Jacot were great about taking those suggestions and offering additional ones as well as using their networks that gave the committee a healthy number of applicants. Since these positions are so difficult to fill and also have very high turnover in Washington State, the Nursing Department as well as office staff are happy to have this position filled.

Technical Education

Technical Education continues to see strong momentum in both enrollment and retention. We are maintaining high enrollment by strategically leveraging our interest lists and the many prospective

students who attended Trade Program Discovery Day. Our Pathway Specialists, Isaac Dickman and Kim Rose, have been instrumental in personally guiding students through the enrollment process and ensuring they are registered in classes. Under TJ Robedeau's leadership, we are implementing a new add/drop form so students can easily register from their phones.

To support full starting cohorts, we are also implementing a waiting list so that students who are dropped for non-payment or through instructor initiated drops for non-attendance are not penalized. This system will allow us to immediately fill open seats and maintain program stability. Retention remains high through the collective work of our strategic enrollment management (SEM) team, which brings faculty and student services concerns into one collaborative space. This group resolves issues quickly, and the results speak for themselves. We are also partnering with Institutional Research (IR) by using the current students not enrolled report to identify students who still need help navigating our bureaucratic processes. Faculty insights help us distribute this information across the institution to ensure that no student falls through the cracks and every learner receives timely support.

Assessment Team

The Student Learning and Assessment Committee (SLAC) has been working to prepare for college-wide information literacy assessment. We have worked with e-Learning to develop a module that will be used to assess information literacy in all of the courses at SCC that are mapped to this key literacy. We have also been communicating with faculty who teach these courses to help them understand their responsibilities and role within the assessment. We have a formal training and norming meeting scheduled, which will allow all of the faculty to complete the assessment to be prepared and able to participate in the assessment. We have also partnered with IR and asked for support with creating a dashboard to present and utilize the assessment data. We are on track for AY 2025/2026 Information Literacy assessment.

Teaching & Learning Center (TLC)

The TLC welcomed five Faculty Fellows to the center this year, all working on projects that support SCC faculty development. The Fellows are ESL faculty Sam Beall, librarian Greg Bem, Allied Health faculty Rachel Kendoll, librarian Melinda Martin, and English faculty Samantha McCann. Their projects address a variety of key topics, including GenAI in the classroom, faculty-library collaboration, New Faculty resources, CTE professional development, and ESL faculty support. Fellows spent Fall Quarter learning together and conducting individual research, and their projects will share information with faculty during Winter and Spring Quarters.

Student Services Updates

Admissions and Registration

With the new Student Financial Responsibility Agreement (SFRA), the Admissions and Registration Office worked with the CRM team to set up a new campaign reminding all students to complete their SFRA so they may register for classes. We started this campaign by reaching out to our Adult Basic Education (ABE) students and, after realizing the positive impact utilizing the CRM had on reaching ABE students, we decided to utilize the CRM for our academic and professional/technical students who are term

activated for winter 2026 and have the SFRA requirement. Reminder messaging will continue to go out every two weeks for the winter quarter and then continue for upcoming terms.

Customer Relationship Management (CRM)

Data Integrations

The team has finished testing and validating the ctcLink financial aid data integration—covering application status, missing award information, and missing parent information. This data now updates daily in the CRM. Additional financial aid-related communications development planning is underway.

High School Counselor Communications

Contact information for high school counselors and other secondary partners has been moved from spreadsheets into the CRM. Having everything centralized means we now have current contact details in one place and can send and track high school counselor communications directly.

Selective/Competitive Program Online Applications

Work continues to expand competitive-entry applications in the CRM. The Diagnostic Medical Sonography application is currently in development and will serve as the model for upcoming Echocardiography and Vascular Technology applications. The Registered Nursing (RN) application is moving into production with a planned rollout in March 2026. Dental Assisting is in user acceptance testing. Recent updates were completed for Respiratory Care, and the Radiology Technology application process is being enhanced with interview-scheduling that lets applicants self-schedule and automatically receive confirmations and reminders. Respiratory Care, Radiology Technology, and Practical Nursing will all open their recruiting cycles in January 2026.

User Training

Karly Ramsey (Spokane Colleges Enrollment Technology and Communications Specialist) will lead report-building workshops at SCC on December 8. The session will include an overview of report basics and cloning, followed by hands-on user support.

User Group

We launched the first CRM User Group meeting of the academic year on Monday, November 4, with strong participation and helpful updates from both colleges.

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

Disability Access Services

During November, DAS:

- Hired two Disability Access Services Specialists. One as a backfill for a vacant position and one as a newly approved position. They will start on 12/1 and 12/16 respectively.
- Hosted a "Coping with Test Anxiety" workshop in partnership with the library and partnered with SFCC Interpreter Training Program students for ASL interpretation of the workshop.
- Reinvigorated and hosted a cross-campus DAS/eLearning meeting to explore shared challenges and possible synergies for collaborative action.
- Established accommodation plans for an additional 32 new students.

Financial Aid

- Total FAFSA applications received for the 2025/2026 Academic Year: **10,972**
- Number of Students awarded aid:
 - Summer: **1,853**
 - Fall: **4,795**
 - Winter: **3,989**
 - Spring: **3,786**
- New student files completed for winter and spring quarter: **839**
- Total number of students who are registered and have financial aid awarded for Winter 2026 quarter: **2,689**
- Total students who are registered for winter quarter and have applied for financial aid, but their files are incomplete: **248**
- Total awarded aid for winter quarter alone: **\$1,9341,628**
- Total awarded aid for Academic Year 2025/2026:
 - Offered: **\$61,051,276**
 - Accepted: **\$49,771,541**
 - Disbursed: **\$18,863,646**

Global Education



The Global Education Office hosted a vibrant and engaging International Education Week this November, featuring more than 15 cultural and educational events across all three campuses, including SFCC-Pullman. We were also honored to welcome two representatives from the University of Poitiers in France, who toured our campuses and met with college leadership. Their visit reaffirmed a strong mutual interest in establishing a Memorandum of Understanding with Spokane

Colleges to support cultural exchange, student mobility, and faculty collaboration. Pictured above are visitors from the University of Poitiers along with college staff, Amber McKenzie and Majda Ritchie.

This Thanksgiving, six faculty and staff families opened their homes to host 12 international students for a traditional holiday meal. Both students and hosts shared overwhelmingly positive feedback about the experience, and we look forward to expanding this meaningful program in future years.



Multicultural Student Services

Multicultural Student Services (MSS), in partnership with Counseling Services, continued the quarterly registration campaign with the goal of increased persistence through proactive outreach to help students stay on track with their academic goals. For winter quarter, the registration rate reached 80%, closely aligning with last year's winter registration rate of 81%.

As part of the campaign, MSS staff conducted targeted follow-up calls to students who had not yet registered. The most cited reasons for not re-enrolling for winter quarter included:

- No longer being interested in continuing
- Choosing to enroll at another institution
- Experiencing financial challenges that impacted their ability to persist

With this knowledge, MSS will provide bi-weekly check-ins throughout the quarter to continue with proactive engagement and student support.

This month, MSS hosted two student-centered events aimed at strengthening sense of belonging—a critical factor influencing student persistence, retention, and overall student success. One event focused on restorative conflict resolution, while the other centered on proactive community-building and engagement.

First, MSS held a Courageous Conversations kickoff event on October 30, bringing together students from the Pride Club, Turning Point USA Club, and others across campus to explore the question: *What does community mean to you—and specifically, what does it mean at SCC?* Designed as part of MSS's restorative practices work, this dialogue used the restorative Circle Process as a tool for conflict resolution following recent tensions between student organizations. Within an hour, students who entered the space distant and skeptical were laughing together, identifying shared values, and forming genuine connections. This event set a meaningful tone for the year, demonstrating the power of restorative, community-centered spaces to foster empathy, connection, and belonging despite differences.

Additionally, MSS co-hosted Passport to Careers (P2C) Night, a collaborative bowling event for SCC and SFCC fostered and unaccompanied homeless students. Fourteen participants gathered for cross-campus social connection. The event created space for students to build relationships outside the classroom—an important factor in persistence and engagement. MSS and SFCC partners are preparing a follow-up survey to assess the event's impact and help inform future programming. Additionally, the EWU Passport Support Specialist has expressed interest in joining upcoming SCC/SFCC events, further strengthening our regional partnerships that support Passport students.

Continued outreach to unaccompanied youth also remains a priority to increase enrollment and support to Passport-eligible students. In collaboration with Outreach, bi-weekly tabling has occurred to expand SCC presence at the Young Adult Shelter (YAS). While youth engagement has been cautious, our efforts are already yielding meaningful results. Recently, a Passport-eligible prospective student was supported in signing up for an SCC tour coordinated with faculty so he could explore the electronics programs in depth. As a direct result of this outreach, he has now submitted both his SCC application and FAFSA, which are important milestones in becoming an enrolled student. Once he enrolls, he will be

already connected with P2C staff, positioning him for a strong and supported start to his educational journey.

Research consistently affirms that belonging is one of the strongest leading indicators of persistence, retention, and completion. Together, the efforts above reflect MSS's commitment to proactive civil discourse and community building that strengthen student engagement, belonging, and retention.

Northern Counties

Newport

As we transition into winter quarter, the Newport Center is full of energy and optimism. Students are settling into their classes, building connections, and taking meaningful steps toward their personal and professional goals. This positive momentum sets a strong foundation for continued student success in the months ahead. The Newport Center currently has 150 students enrolled, representing a 14% increase compared to last year's winter quarter.

Newport staff are currently assembling welcome packets for distribution to winter quarter students. These packets include helpful campus information, resources, and materials designed to support students as they begin their academic journey.

On November 7, Registration Pathway Specialist Kerrin Langford and Newport Center Manager Rhonda Quandt participated in Newport's Future Sasquatch Day Registration Event. This event allowed students to connect with faculty, browse programs, tour the campus, ask questions about funding, apply for admissions, and register for classes.

Colville

On October 31, the Colville Campus hosted a Trunk or Treat event for the community in the Colville campus parking lot. Brian Moyer, Jennifer Miller, and Sasquatch Events Coordinator Jamee McIntosh handed out candy and SCC Swag. Partners that helped make the event a success include Vaagen Lumber, Boise Cascade, EWU Early Head Start, Western States Cat, and a hot dog food truck. More than 500 children attended the event.

On November 17, STCU generously presented Brian Moyer with a check for \$5,000 in support of the SCC Colville Food Pantry. This contribution will go a long way in helping meet the needs of our students. Since the end of June, the Colville Center has given out over 2,500 pounds of food.

On November 17, we were pleased to welcome 7th Legislative District Representative Andrew Engell to the Colville Campus for a round table discussion with students. Topics discussed centered around the needs and concerns of students in rural areas, especially Stevens County. Over 30 students attended, and the event was a great success. Representative Engell has asked to return in the spring.

Inchelium

This year was the third year that the Inchelium Campus participated in the Inchelium Community Trunk or Treat. Program Assistant Tami Desautel and Student Employee Raen Ranalla dressed up as Thing One and Thing Two from Cat in the Hat and passed out coloring books and candy to over 200 local kids. This year was so successful they ran out of candy before the event concluded.

On November 13, the Inchelium Campus hosted its first Fry Bread and Indian Taco event. Spokane Colleges' Director of Tribal Relations, Dr. Naomi Bender, led a class on creating natural Native medicines. Students learned how to make an antibiotic salve, cough syrup, and a hydrosol, while gaining insight into the significance of the native plants used in these remedies.

Marilyn Nielson from the Natural Resource Department participated, along with three students from the main campus, several Inchelium students, two members of the Colville Confederated Tribes Council, and community members. In total, 20 people attended—a remarkable turnout for any event. The success sparked interest among students for more classes with Dr. Bender and regular monthly lunches.

Workforce Transitions

Due to the federal government shutdown, SNAP (EBT) benefits were suspended for a time, leaving nearly 930,000 Washingtonians without access to essential food assistance. While limited emergency funds were released, only now have benefits been restored. This crisis disproportionately affected college students—many of whom rely on EBT to afford groceries while balancing academics, work, and housing. Governor Ferguson allocated \$2.2 million per week to support Washington food banks, including those in Spokane County.

Despite these challenges, the SCC Food Pantry has made a significant impact this quarter:

- 649 students served through pantry services
- 360 evening students supported during extended hours
- 539 students served through SCC Farmers Market Days
- 19,000+ pounds of food donated by Second Harvest
- Additional donations were also received from the SCC Communications Club and Allied Health Clubs

We extend heartfelt thanks to:

- SCC Sasquatch Staff & Students – for your compassion and volunteerism
- Second Harvest – for your generous donations and unwavering partnership
- SCC Clubs & Volunteers – for stepping up in times of need

Together, we are building a resilient, caring campus community.

November 6 Mobile Market Impact:

- 165 families received nutritious groceries
- 4 people donated their time to help distribute food to the SCC community
- 14 hours generously donated by volunteers
- 2,373 meals provided

Reentry News and Updates

We are excited to share that SCC has been invited to be a part of the State of Washington Collegiate Recovery Support Initiative (SWCRSI). This is a statewide effort dedicated to supporting students in recovery and reducing the stigma surrounding substance use.

A passionate group of SCC students have already stepped up to help shape this program from the ground up. Over the next few months, they will:

- Visit nearby colleges to see what their student recovery groups are doing and determine how the students want to implement those ideas here at SCC.
- Engage in events around campus, focusing on reducing the stigma of recovery and building support services here on campus.
- Students and staff will have the opportunity to become Recovery Coach Certified through CCAR training.

By fostering a campus culture that is open, understanding, and stigma-free, we can make a meaningful difference for students who may be struggling. Together, we can help create a campus community where recovery is celebrated, support is visible, and every student feels they belong. We would love to hear from anyone who is interested in learning more about this grant and supporting the SWCRSI.

Workforce Development Updates

This past month was filled with grant applications and searching for funding for the many programs and projects we are engaged in with our local employers and community partners. While the report may seem shorter than usual the amount of time in putting together complex grant applications is necessary for us, as we have many projects we need to make happen.

Regional and Federal Workforce Initiatives

On December 3, in collaboration with our outstanding Spokane Colleges Grants Office, the Vice Presidents of Instruction/Learning, and the Deans of STEM and Workforce from both colleges, our division submitted two proposals to the U.S. Department of Education for funding consideration under the Fund for the Improvement of Postsecondary Education (FIPSE) program.

The first proposal focuses on the Artificial Intelligence priority area identified by the U.S. Department of Education. We requested \$2 million to develop AI-integrated curriculum across every program at both SFCC and SCC over a four-year period. If funded, this initiative will provide faculty with AI certification and foster collaboration with employers and subject matter experts. Together, they will ensure that essential AI skills are embedded into certificates, degrees, and transfer pathways, preparing students for the evolving demands of the workforce.

The second proposal addresses the Short-Term Programs priority area. For this, we requested \$3.4 million to reconfigure existing programs or create new ones that align with the Workforce Pell Grant requirements. Our primary focus is on manufacturing and business, two fields with significant potential for stackable certificates that lead to associate degrees and beyond. This proposal also includes funding for critical equipment to support these programs, such as robotic welding systems, semiconductor technology, and broadband certification tools. These resources will enable us to deliver cutting-edge training that meets industry needs and expands opportunities for students.

To broaden funding opportunities and advance Spokane's workforce initiatives, we partnered on two additional FIPSE applications as potential subrecipients. One, led by the Washington State Board for Community and Technical Colleges, focuses on Artificial Intelligence and would certify three to four faculty from each college as AI curriculum leads, with about \$50,000 in annual funding for four years. The other, led by Education Design Lab, targets short-term manufacturing training programs, where we

would collaborate to incorporate employer input and create or revise three programs to meet industry needs.

We also were interviewed by the Rutgers Center for Workforce Education to determine if we might be a “fit” for their new student voices project. This project could provide resources for us to gain more students feedback at SCC.

We were invited to participate in the National Governor’s Association meeting on short term credentials and data needs for non-credit programs. It was an honor to be included in this meeting that was held at LinkedIn’s headquarters in San Francisco. It gave us additional opportunities to talk with representatives from Governor Ferguson’s office. We have quite a bit of work to do to create systems for gathering data and allowing more flexibility in our systems for offering classes at “non-standard” hours. ctcLink rules will need revision.

New Program Exploration

We are exploring the MedCerts curriculum and online system, at the request of Providence, to see if it could help with filling some of the open positions they have on a short-term basis. It is being used by their partner organizations in Texas.

A professional development series for entry level supervisors will be offered beginning in February. This series focuses on first time supervisors in manufacturing and healthcare, with two different cohorts.

Employer and Agency Collaboration

The work with the Volunteers of America continues. We toured possible locations for construction training programs, in partnership with the Home Builders Association Foundation. We’d like to be able to start a program this spring.

The City of Spokane’s Community and Family Engagement Team hosted a meeting of local nonprofit organizations and the City’s economic development department on November 18. The goal of the meeting is to work together to start a short-term training program for individuals who have recently found or been moved to housing. The goal is to get them skills and a job so they can become economically independent. This work will continue throughout the winter with the goal of starting a program with employer partners by June of 2026.

Concerns

Our trucks used in the Commercial Driver Licensing program are having considerable issues. The repair costs are making us question if we will still be able to offer a CDL program in the future. Any ideas on new trucks or a connection that would like to donate maintenance services would be very welcome.

PRESIDENT'S REPORT
SPOKANE FALLS COMMUNITY COLLEGE

Presented by: Patrick McEachern
Interim President, SFCC
December 16, 2025

President's Report

As we conclude fall quarter and prepare for winter, Spokane Falls Community College continues to advance our presidential priorities: achieving enrollment targets, enhancing budget strategy and transparency, and continuing progress in guided pathways and college culture.

Enrollment remains one of our top priorities and a key presidential goal. Winter registration began ten days earlier this year, which changes how we compare progress to previous years. While this adjustment makes direct comparisons tricky, it also gave us more time to engage students and strengthen outreach. We are seeing excellent results in Running Start and international enrollment with both areas are exceeding expectations. The State-supported enrollment target will be challenging to meet, and it will take continued effort. We are doing everything possible to reach that goal. Our teams are leveraging the CRM for targeted campaigns and sending personalized outreach to students who have not yet registered. These efforts include reminders, direct calls, and one-on-one support to remove barriers and encourage enrollment before winter break.

We expect to finish the winter enrollment cycle close to last year's numbers, with Running Start continuing to make up a larger share of overall enrollment. We remain optimistic that we can outperform last winter and meet our state-supported targets, though it will require significant effort. With strong performance in key areas and aggressive outreach underway, we are positioned to finish the cycle as successfully as possible.

Budget strategy remains a central presidential priority, and we are taking a proactive approach to prepare for the new state allocation model that begins July 2026. Administrators, the Budget Governance Committee, and the Governance Council have already received a full overview of the model to ensure leadership is aligned and informed. In my recent all-college messages, I've outlined the strategy guiding this work: regular communication, transparency, and broad engagement. Each all college e-mail has included an overview of a component of the allocation model. Early in winter quarter, we will hold an all-college budget meeting to provide a comprehensive overview of the new allocation model and SFCC's financial picture. There will be a recorded version for those unable to attend. Our goal is simple but critical; educate the entire college community so we can navigate this transition together. By building understanding now, we position SFCC to respond thoughtfully and strategically, ensuring stability and continued progress toward our goals.

Board of Trustees Meeting—December 2025

Strategic planning efforts are progressing through pillar teams that are shaping goals for the 2025–2030 plan. Opportunities for input remain available through SharePoint and interactive whiteboards, reinforcing our commitment to transparency and collaboration.

Our campus culture continues to thrive. Recent events such as the Holiday Social, the One Page Play Festival, Spartan Theatre productions, and holiday concerts have brought our community together. Faculty-led discussions and student showcases have enriched the academic experience and strengthened our theme of community.

The detailed reports from Student Affairs and Academic Affairs provide a comprehensive look at the work happening across campus. Key highlights include expanded partnerships to support financial literacy and multilingual resources, improvements to orientation through technology, and cultural programming that enriches student life. Academic Affairs continues to advance faculty development and creative initiatives, including the upcoming Artist-in-Residence and Spartan Theatre’s spring production.

Student Affairs

Over the past quarter, Student Affairs has expanded key partnerships and strengthened our student support infrastructure to further advance access, belonging, and student success at Spokane Falls Community College.

We partnered with Numerica Credit Union to provide a financial literacy course for incoming students in the Gateway to College program. This collaboration ensures that our most at-risk learners enter college with foundational knowledge in budgeting, savings, and navigating financial systems which are skills that support persistence and long-term stability.

In addition, we are collaborating with Launch NW to broaden access to financial aid information for students and their families. Through this partnership, materials are now available in multiple languages including Arabic, Dari/Farsi, Japanese, Marshallese, Russian, Spanish, Swahili, Ukrainian, and Vietnamese. These translations help reduce language barriers and support our commitment to equitable access for our multilingual community.

To enhance the student experience at orientation and streamline the registration process, we are implementing 30 newly purchased iPads funded through Tech Fees. These devices will allow us to run Sasquatch Registration directly within our pathway rooms rather than relying on computer lab availability. As a result, we can now host orientation activities in a single building,

Board of Trustees Meeting—December 2025

creating a more cohesive, celebratory, and community-building experience for new students and their families.

Our Running Start program also hosted a successful transfer fair this fall. Designed with Running Start students in mind but open to all, the event brought together multiple college offices and university partners to support students exploring their next academic steps. The fair provided guidance on transferring into SFCC as well as transferring to four-year institutions, helping students make informed decisions about their educational pathways.

Across these initiatives, Student Affairs continues to prioritize access, inclusion, and seamless student transitions, ensuring that learners are supported from their first point of inquiry through their successful progression at Spokane Colleges.

Department Spotlight

Counseling by Tyler Ham

Counselors carry a caseload of around 200 assigned advisees with regular contact around everything through the advising lifecycle, from initial inquiry and Sasquatch Enrollment to final transfer advising. This includes education planning, academic and career goals, ongoing advising and registration, degree changes, education planning, financial aid degree plans, personal counseling, registration, retention, referrals, etc. through drop ins, in person appointments, emails, phone calls and zoom.

In the counseling Department this Fall, from 9/17/2025-11/13/2025, there were 2840 student interactions from the department as a whole. That is an average of around 355 interactions per week. A more narrow snapshot shows:

1. 728 were coded as Drop-In
2. 302 were coded as Running Start
3. 192 were coded as BAS

The remaining 1618 were a collection of emails, phone calls, online advising forms and appointments.

The counseling Department currently has two counselors active in the New Faculty Academy. Two counselors recently completed the Tenure Track process. We represent the Department in various committees across campus like the Curriculum and Graduation Requirements Committee, The Transfer Degree Review Advisory Committee, BIT/Cares Team, Guided Pathway Operations, DEGA, International club, New Visions of Addiction Club, Environmental Club and Red Nations. We're collaborating with Gonzaga University on a transfer model to

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support students that can move back and forth between the two colleges for various reasons. And one of our esteemed colleagues recently received the Deccio Award for Excellence in Equity.

The numbers convey the scope, but maybe not the impact; so here is an anecdote of what counselors “do”. Last year a student I’d been working with was discouraged and was going to no longer attend school. He is sight impaired, and a recent visit to the doctor confirmed that over time he will lose his sight completely. I called him, he was angry and dejected and conveyed he “wouldn’t be able to even do anything with the degree.” I certainly couldn’t argue that and couldn’t be sure one way or another. What I did tell him is the one thing I did know for sure. If he finished his degree at Spokane Falls Community College, he would be educated, and no one could take that away from him. I encouraged his commitment and validated his strength and determination. He remained in school and completed his degree.

At graduation he asked me to help guide him across the stage to receive his diploma. Boy was I nervous! And we did it. Together.

I suppose that act is something of a metaphor for what we do. Not entirely, because that would minimize this student’s experience, trivialize it in fact. But partially; sure. Students come to us unable to fully be able to navigate Higher Education on their own. They’re lost, confused and scared. We’re there to help guide them across that finish line, and in the end; be educated.

Academic Affairs

A college is more than an assortment of students, faculty, and staff – we are a community with a shared commitment to learning together. As we embrace this year’s theme of *community*, we continue to build a sense of belonging through opportunities that invite us to learn from one another and experience diverse perspectives firsthand.

In that spirit, we are excited to announce Claire Rae Edmo as our Round 2 sáxetk[™] Artist-In-Residence. This program brings a working artist to campus to collaborate with students, enrich classroom learning, and strengthen the creative fabric of our community. Claire will be with us during our Winter quarter, January 5th through March 26th. During that time, there will be opportunities to see her work and listen as she walks us through her creative process. Thank you to our faculty, staff, and students who served as jurors: Athaylia Begay, Dr. Naomi M. Bender, Patty Dike Haag, and Megan Martens-Haworth.

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A few words from Claire:

"I grew up on and off the Fort Hall Indian Reservation in southeastern Idaho. Being Shoshone Bannock and Chippewa Cree, I aim to represent my Indigenous culture to connect and share with others. As an emerging artist and recent University of Idaho BFA graduate, a residency at Spokane Falls Community College would enable me to explore various ways to express myself and my culture, while also connecting with other artists and audiences. Relationship building in the art community is important to me because I believe every artist can learn from one another, while also noticing what inspires us or what we want to achieve in our work."



Through the fields by Claire Rae Edmo

Social Sciences

The SFCC History Department hosted its inaugural "History Connects" event last month, with Zoom and in person options. Open to all students, faculty, and staff. The History Connects series offers an opportunity to see how historical scholarship is being shaped today and to engage directly with SFCC's history faculty. The first session featured Dr. Jacki Hedlund Tyler, History Professor at Eastern Washington University, discussing her current research on western women's involvement in local school boards – work that builds on her broader focus on nineteenth-century legal and social history and her 2021 book, "Leveraging an Empire: Settler Colonialism and the Legalities of Citizenship in the Pacific Northwest". Her talk at SFCC, "School Boards, Property Taxes, and the Political Participation of Western Women," highlights the ways women influenced civic life in the American West.



Board of Trustees Meeting—December 2025

SFCC PHILOSOPHY PRESENTS! Fall Quarter 2025



Meanwhile, in the Philosophy Department, this quarter's series of talks led our community to explore how power, identity, and personal experience shape the world around us. "Respect Across Difference" examines what it means to build meaningful relationships and understanding across social, cultural, and ideological divides. "Sex, Prisons, Madness, and Genealogy: Michel Foucault" offers a thought-provoking look at Foucault's influential examinations of institutions, discipline, and knowledge, highlighting how his ideas continue to inform contemporary debates about justice and social control. Rounding out the series, "Embracing My Status as Consumer", brought to us by guest speaker, Dr. Miguel Martinez-Saenz, of Sacred Heart University, encourages participants to reflect on their everyday choices, questioning how consumption shapes our identity and intersects with broader economic and cultural systems. Together, these talks create a space for conversation and insight.

Drama

Last month, we had an opportunity to celebrate Dahveed Bullis, he's both alumni and a current staff member at SFCC. Dahveed is this year's recipient of the Spartan Theatre Distinguished Alumni Award, exemplifying the transformative power of the arts in community life. Dahveed has built a career as an actor, director, and educator committed to accessibility, empathy, and inclusion. His leadership in creating spaces where every story matters has made him a cornerstone of Spokane's cultural scene. As founder of Spokane Playwrights Laboratory and Managing Artistic Director of Stage Left Theatre, Dahveed continues to mentor emerging artists and champion innovative productions. His work reminds us that theatre's greatest strength lies in its ability to connect people and inspire change.



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This Spring, Spartan Theatre invites audiences to experience a lively, family-friendly comedy inspired by the classic commedia dell'arte tradition. Bursting with sorceresses, jesters, and magical adventures, the production promises fast-paced humor and imaginative storytelling that will delight all ages. Join us for public performances March 6-8 and enjoy an evening of fun that celebrates creativity and community. Did I mention, this one is good for the kiddos!

AHE/FACULTY REPORTS

Presented by: Jason Eggerman, AHE
Christina MitmaMomono, SCC
Katie Satake, SCC
Michelle Pearson, SFCC
December 16, 2025

Board of Trustees Report

December 2025

Non Credit/Extensive Sites

Christina Mitma Momono and Jillian Andre (ABE ESL Adjunct & Mukogawa Teacher) collaborated on English conversation Exchange with ABE ESL Class Level 4 and the Mukogawa class. It was a fun and exciting day of November 14, 2025. This brings greater knowledge and exchange of communication skills, literacy, and intercultural awareness.



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

December 16, 2025

1. Lisa Holmes, SCC Social Studies and Humanities instructor, reported: The Spokane Police Foundation and the Spokane Police Department's Community Outreach Unit teamed up with SCC and SFCC students and faculty. Students involved were treated to pizza and beverages supplied by the Humanities and Social Sciences Department at SCC. Education (SCC and SFCC) and Psychology (SCC) students were involved as part of the Police Foundation's *Adopt-a-Family Christmas Program*. Students and faculty volunteered to assist with creating book packs for approximately 40 kids. Reading is a window to other worlds and allows for an escape from our stressful and sometimes crazy world.
2. Keith Pereira, SCC Sociology instructor, reported: In November Keith brought a group of 20 students, mostly from my SOC 261 Crime & Justice course (with a mix of students from my other Sociology courses) to Airway Heights Correctional Center (AHCC) for a tour. Based on their post-visit reflection papers, this was an eye-opening and for some, a career altering experience. They were shocked and in awe of the fantastic vocational and rehabilitative programs offered to the inmates as well as the level of regular, pleasant interactions between inmates and officers; very different from what they have seen or read in contemporary media. Because of this experience some of my students are now considering careers in Corrections!
3. Joe Huseby, SCC Political Science instructor, reported: One of Joe's US Government students ran for office in his hometown of Newport, WA. He narrowly lost the election of City Council, but it was great to have a student in class who was campaigning for office, and for him to share his experience with the class. It was his first attempt at an elected office, but Joe doubts it will be his last.
4. Tim Roe, SCC English instructor and Department Chair, reported: One of Tim's faculty members wrote a book that was published a couple of months ago called *Murder By The Book*. It is a murder mystery style novel in the fiction genre. It creatively utilizes the expertise of some college faculty to figure out the crimes. Here is an excerpt from the book:

In the shadow of a rural college campus, a woman is found strangled in an abandoned barn. She's been posed to look like a painting of *Hamlet's* Ophelia, the scene taunting the police with messages that they don't

understand. Detective Ian Carter is known as a strait-laced cop, but seeing the girl's body leaves him shaken and uncertain of where to turn—until a chance meeting with a literature professor ends with her accidentally seeing, and solving, a clue left by the killer.

Emma Reilly believes that the books she studies might hold the key to unraveling the killer's crimes and is eager to offer her insights. But when a second victim is found, this time posed as the Lady of Shallot, she realizes that the safety of her insular life might be nothing more than an illusion. She must find the strength to confront a killer who is turning the stories she loves into lurid scenes of death.

5. Jaye Hopkins, SCC Science instructor, reported: Thank you to everyone who helped make the annual Science, Mathematics, and Physical Education Turkey Drive a success! Scott Satake was able to turn the generous donations into seven turkeys and several pies, which he happily delivered to our neighbors at the Union Gospel Mission prior to Thanksgiving.
6. Christina MitmaMomono, SCC ESL instructor, and Latin American Student Organization (LASO) and Native American Student Organization (NASO) advisor, reported: [Attached here](#) is a document from Christina with all of the accomplishments from fall quarter containing the LASO and NASO Student Organization activities. The document includes many pictures of the activities.

Supporting Students to Navigate the Use of AI at SFCC

The SFCC Library is expanding its work in artificial intelligence (AI) literacy this winter with a second year of student workshops focused on AI and education, especially its role in research. The series opens with an honest conversation about AI in college classes and continues with a workshop on academic dishonesty and ethical use, helping students meet instructor expectations while using AI responsibly. Throughout the sessions, the library emphasizes that AI is not a shortcut but a tool that can strengthen critical thinking and informed educational practices. To support this work, the librarians maintains an AI Library Guide (https://bit.ly/SFCClibrary_AI) that includes a video and worksheet on academic integrity and AI, both of which have already been used in classes, and the guide itself has been viewed 659 times since publication last year. The SFCC Library is committed to supporting students, faculty, and staff in building their understanding of AI through ongoing workshops and instructional materials. Shardé Mills shared this story.

Students in SFCC's Audio Program Help to Record and Mix an Album

Steve Gamberoni shared the following link to an Inland article discussing an album coming out that was recorded and mixed (with major contributions) by students here in the SFCC Audio program. https://www.inlander.com/music/the-221-press-compilation-album-beneath-the-falls-showcases-spokane-s-diy-indie-rock-scene/article_fc00179d-3dd1-4b41-96aa-9dc7e2b80840.html

Welcome Reception for Claire Edmo Round 2, s̓x̓etkʷ Artist-in-Resident

Spokane Falls Community College January 5-March 26, 2026

»I.grew.up.on.and.off.the.Fort.Hall.Indian.Reservation.in.southeastern.Idaho.I.Being.
Shoshone.Bannock.and.Chippewa.Cree.I.aim.to.represent.my.Indigenous.culture.to.
connect.and.share.with.others. _Claire.Edmo

Welcome Reception: 11:30-12:00 on Tuesday January 13th, 2026

Location: Lobby, s̓x̓etkʷ Fine and Applied Arts Building 32

Artworks by Claire Edmo will be on view in the HERE.™.NOW?Fine.Art.Department.

Exhibition at the SFCC Fine Art Gallery January 13th - February 10th, 2026

The annual s̓x̓etkʷ Artist-in-Residence Program supports cultural preservation, empowerment, community building, and professional growth for artists.

SFCC Faculty Member Appointed to the Board for Artist Trust

Cozette Phillips is beginning a 3-year appointment on the Board for Artist Trust. Artist Trust is a 501c3 nonprofit organization that supports working artists of all disciplines in Washington State. Providing funding and other programs for artists through fundraising, partnership, and community engagement. Recognized as a national model for direct funding and professional development for working artists, Artist Trust has invested over \$15 million in individual artists since their founding in 1986.

Cozette's sculpture work was included in Central Washington University's November exhibition "INTERSTATE: Where I-90 meets I-82" on view at the Sarah Spurgeon Gallery. Juror Alexis L. Silva, Curatorial Assistant at the Frye Art Museum in Seattle, selected the work of 46 artists from across the country. <https://www.cwu.edu/about/media-resources/news/2025/10/interstate-art-exhibit-opens-november-6-at-sarah-spurgeon-gallery.php>

SFCC Philosophy

The History and Philosophy Department would like to report on our November 19th session of Philosophy Presents titled "Respect Across Difference: Politics and the Demands of Community" and presented by Dr. Steven Schoonover. The session was well attended (about 35 students and faculty in-person and online) and contributed to rich discussions on our SFCC College Theme: Community—How Do We Define It?

Cybersecurity Education Conference Invites SFCC Faculty as Panelist

Spokane Falls Community College was represented at the 29th Colloquium for Information Systems Security Education (CISSE), the nation's premier cybersecurity education conference, held November 12–14, 2025, at Seattle University in Seattle, Washington, with the theme "Cybersecurity Education in the Age of AI and Automation & Ambiguity."

Dr. David Vosen, Professor and Co-Chair of IS/CS/Cybersecurity and faculty in SFCC's NSA-designated CAE-CD program, served as an invited panelist on two sessions: "AI Influence in Community Colleges" and "Infusing AI into the Curriculum," highlighting SFCC's leadership in integrating AI/ML concepts, hands-on cyber defense experiences such as PISCES (Public Infrastructure Security Cyber Education System), and human-centered approaches to cybersecurity education and workforce development.

Paleontology at SFCC

SFCC is home to a world-class collection of paleontological specimens. Upon joining the Life Sciences department as an adjunct instructor, Dr. Brenen Wynd, discovered the incredible array of vertebrate fossils, a collection built by the late Ralph Granner, who undertook the herculean effort of building a collection of fossils from the ground up, through permitted work around his childhood home of Glendive, Montana. Ralph's fascination with paleontology resulted in Triceratops horns, hadrosaur limbs, the jaw bones of numerous large herbivorous dinosaurs, two nearly complete crocodylian skulls, many small incomplete fossils, and amazingly, the humerus (upper arm bone) of a Tyrannosaurus rex. There are only two T_i.rex humerus bones housed in the state of Washington, and there are only about two-dozen known specimens that exist globally. Though our collection is small, it is marked by specimens that are scientifically significant and of research grade.

Brenen updates our display case regularly and wants to participate in outreach. He engages SFCC students (primarily from the paleontology classes) as he works to restore fossils, to construct protective housing for specimens, and to make casts that serve as copies of original fossils for later use in public outreach. In the last year, he has updated the housing for the majority of our specimens to ensure that future generations of Sasquatch students can enjoy and learn from the incredible history that stems from the Inland Northwest. Brenen's ultimate goal is to protect and expand this unique collection, which could eventually help SFCC draw the public to campus, in a fashion similar to SFCC's Planetarium. He dreams of establishing a natural history museum at SFCC, but he has yet to start seeking the grants and collaborations to make it a reality. Brenen engages in student-focused research and is actively collaborating with paleontological research groups at the University of Washington, New York Institute of Technology, Rowan University, Case Western University, and Stoneybrook University.

WFSE/CLASSIFIED STAFF REPORTS

Presented by: Ward Kaplan, WFSE
Tessa Greene, SCC
Gaby Arroyo, SFCC
December 16, 2025

November 2025

I would like to give a shoutout to all staff members who are pursuing a degree currently or recently finished. I asked the staff to share if they are furthering their education and I received responses from 8 staff members who said they are about to start or are already pursuing a degree.

Randi Rogers would like to highlight the Registration Team, especially the Pathway Specialists and Curriculum Advisors. They take a holistic approach to supporting students, making sure to connect them to Financial Aid, Basic Needs, Workforce Transitions, Counseling, or other resources. Randi loves seeing the many staff members who care about students and do amazing work each day.

Tami Desautel would like to share a little about the Inchelium Campus Fry Bread event hosting students, Tribal Council Members and staff. They fed around 19 people, and it was the biggest event that Tami has helped with since she started with SCC 8 years ago. They are planning on hosting some sort of lunch for students on a monthly basis due to the success of this event.

Jennifer Miller currently serves on the Stevens County Rural Library District Board and was also recently elected to the School Board for her local district in Onion Creek, WA. She won that election 58 to 33 after a successful campaign. She would also like to give a shoutout to Margaret Kidwell who also works at the Colville Campus. Margaret recently won Second Place in the *Her Universe Fashion Show* at San Diego Comic Con with an outfit that she made herself. She was featured in both the Inlander and the Spokesman for this achievement.

Tessa Greene

Classified Staff – Board of Trustees Reports – Dec. 2025

Report: SFCC Building 24 Posting and Signage Improvement Initiative

By Cynthia Cobbs (Business & Workforce Development, Office Manager)

I would like to provide an update on a developing facilities improvement initiative currently underway in Building 24. Our Business and Workforce Development division/team housed in Building 24 has begun addressing visual clutter throughout the building, specifically the accumulation of flyers and postings on walls. The existing wallpaper in Building 24 has a corkboard-like appearance and feel, which has contributed to widespread posting of materials.

To ensure a more organized, consistent, and policy-aligned approach, I am developing a proposal to establish designated signage and posting areas within Building 24, with the longer-term goal of submitting a Campus Improvement Request to expand this model campus-wide. In addition to improving aesthetics and reducing unauthorized postings that may appear as college-endorsed, this approach would also reduce printing demands by guiding departments and student groups to use fewer, strategically placed materials rather than posting multiple copies throughout the building.

As part of this planning process, I am exploring the installation of large corkboards (approximately 6' x 4'). Ideally, each floor of Building 24 would have two boards - one on the north end, one on the south end or even centrally located. I am currently working with our Facilities team seeking information on potential vendors, estimated costs, and any associated expenses related to mounting new boards and removing existing smaller boards. I will report back (I'm sure much later in year) on our progress.

Report: SFCC Career and Workforce Development Center (CWDC) Updates

By Jenny Hubbard (Business & Workforce Development Center, Instructional Technician)

Overview

Spokane Falls Community College has adopted an innovative, SBCTC-aligned approach to organizing its workforce efforts. Our Workforce Development unit now mirrors the state structure by operating two interconnected centers: the Career and Workforce Development Center (CWDC) and the HOPE Center (Helping Our People Excel).

The CWDC provides career education, employer engagement, digital job-skills development, and student employment coordination. Its purpose is to ensure students have clear, supported pathways to workforce readiness and advancement. The HOPE

Center delivers basic needs support, financial stability resources, and holistic services that help students persist and complete their programs.

Together, these two centers offer a coordinated framework that strengthens student success, supports regional workforce needs, and positions SFCC as a leader in integrated workforce development.

Job Skills Workshops – Digital Literacy & Software Proficiency

This quarter, CWDC launched a series of non-credit Job Skills Workshops focused on essential computer and software competencies. Led by Instructional Technician **Jenny Hubbard**, these workshops address a critical skills gap consistently identified by faculty and local employers.

- Topics include Office 365, Canvas, ctcLink navigation, and foundational Word/PowerPoint/Excel skills.
- Sessions are open to all students and community members and are designed to serve learners who are not currently reached by credit-bearing coursework.

FAFSA Completion Partnership – Launch NW & College Navigator Javier Marias

In response to timely FAFSA completion challenges, the CWDC partnered with Launch NW's College Navigator, Javier Marías, to provide free FAFSA completion workshops on campus.

- Workshops were open to students, prospective students, and families at no cost.
- Participation exceeded expectations, and many attendees shared that they would not have completed the FAFSA without guided assistance.

This partnership strengthens SFCC's role as a community access point for financial aid navigation and helps stabilize future enrollment pipelines.

Looking Ahead

The CWDC will continue expanding workforce-aligned services. Upcoming efforts include:

- Scaling the digital skills workshop series to offer additional sessions and virtual engagement options.
- Strengthening employer and student connections through the April 21 Job Fair and supporting the faculty-led renewal of service-learning opportunities.

- Redesigning Student Employment Program intake procedures to improve alignment between students' career goals and their on-campus employment placements.

Report: Spokane Transit Authority (STA) is Proposing to Reduce the Frequency of Route 20 from Every 15 Minutes to Every 30 Minutes

By Robin Burgis (Life Science Instructional and Classroom Support Technician
Employee Transportation Coordinator)

I recently became aware that STA is planning to change our bus routes to SFCC. STA is collecting feedback until December 15. I attended the ASG meeting to involve the students and enlist their help. Many of the students ride the bus and understand the ramifications. They had some great ideas for getting the information out.

SFCC only has 3 bus routes that serve us. Routes 20, 33 and 36. It is likely that most of our riders get to SFCC by transferring to Route 20 at The Plaza. There are some great options for express routes from Mead, North Spokane, Spokane Valley and the upper south hill to The Plaza.

Currently, Route 20 runs every 15 minutes. STA is proposing to decrease the frequency to every 30 minutes. Traveling by bus already has longer commute times than driving, and this could further increase commute time. Most people have many other life and work commitments that adding an even longer commute could be difficult to balance. I believe that losing the flexibility of being able to catch a bus every 15 minutes could really impact our students and employees in a variety of ways such as being late to class or work, less time with family, not being able to ask a question after class, etc...

It is important that we keep all Educational Institutions accessible in a timely manner. EWU has buses every 15 minutes. SCC, Gonzaga and the U-District have buses every 7-10 minutes.

Here is the survey if you would like to take it or pass it on to people. There is a comment section at the end. [2026 Service Revisions - Spokane Transit Authority](#)
In addition to this survey, people can also submit comments directly to STA by emailing Routefeedback@spokanetransit.com until December 15, 2025.

By: Gaby Arroyo

STUDENT GOVERNMENT REPORT

Presented by: Navaeh Person, SCC
Jayla Knights, SFCC
December 16, 2025

BOARD REPORT