WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17

February 18, 2025

NOTICE OF REGULAR MEETING
(Notice Date: Wednesday, February 12, 2025)

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

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

To connect to the February 18 meeting virtually go to:

Join Zoom Meeting
Meeting ID: 826 5067 8573
Passcode: 521608

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

A copy of the meeting material can be found online at:
https://ccs.spokane.edu/About-Us/Leadership/Board-of-Trustees

CCS MISSION

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

CCS VISION

Providing the best community college experience in the Northwest.

CCS VALUES

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

Washington State Community College District 17

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

[Join Zoom Meeting](#)
Meeting ID: 826 5067 8573
Passcode: 521608

Regular Board Meeting: In-Person & Zoom
Tuesday, February 18, 2024

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

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

02/18/2025		Regular Meeting Agenda		TAB #
8:30-8:35a	1.	**Tenure Faculty Introductions**	**Report**	
8:35-9:00a	2.	**SFCC Celebrating Student Success: Workforce and Basic Needs Center** ↳ Chris Pelchat, SFCC ↳ Kathy Albin, SFCC ↳ Zack Reiber, SFCC	**Report**	**Tab 1**
		Celebrating Success Q&A	**Discussion**	
9:00-9:05a	3.	**Call to Order, Pledge of Allegiance, Roll Call and Native Land Acknowledgement Statement** ↳ Trustee Todd Woodard, Chair	**Action**	
		Public Comment	**Discussion**	
9:05-9:15a	4.	**Consent Agenda** a. Board Minutes ↳ 01/21/2025 – Work Session b. Capital Projects – Nichole Hanna c. Budget and Expenditures – Linda McDermott d. Head Start – Bobbi Woodral	**Action**	**Tab 2**

Time		Item		Type	Tab
9:15-9:25a	**5.**	**Keep Washington Working Policy Update**		**Report**	**Tab 3**
		↳ Dr. Lori Hunt, Spokane Colleges			
		↳ Fred Davis, Spokane Colleges			
9:25-9:35a	**6.**	**Immigration Rights and Non-Discrimination Policy**		**Action**	**Tab 4**
		↳ Dr. Lori Hunt, Spokane Colleges			
9:35-9:50a	**7.**	**Economic Impact Survey**		**Report**	**Tab 5**
		↳ Dr. Kevin Brockbank, Spokane Colleges			
9:50-10:00a		**BREAK**			
10:00-10:20a	**8.**	**CRM Project Update**		**Report**	**Tab 6**
		↳ Erin Mitchell, Spokane Colleges			
10:20-10:25a	**9.**	**Chancellor's Report**		**Report**	
		↳ Dr. Kevin Brockbank, Spokane Colleges			
10:25-10:35a	**10.**	**President's Report**		**Report**	
		↳ Dr. Jenni Martin, SCC			
		↳ Dr. Kimberlee Messina, SFCC			
10:35-10:50a	**11.**	**AHE/Faculty Report**		**Report**	
		↳ Beverly Daily, AHE			
		↳ Christina MitmaMomono, SCC			
		↳ Katie Satake, SCC			
		↳ Jason Nix, SFCC			
10:50-10:55a	**12.**	**WFSE/Classified Staff Report**		**Report**	
		↳ Abigail Affholter, SCC			
		↳ Alison Cooley, SFCC			
10:55-11:05a	**13.**	**Student Government Report**		**Report**	
		↳ Taneisha Takyuka, SCC			
		↳ Lexii Locke, SFCC			
11:05-11:20a	**14.**	**Board Report**		**Report**	
11:20-12:15p	**15.**	**Executive Session**		**Discussion**	
		a. Reserved for potential action generated from executive session			
12:15-12:20p	**16.**	**Potential Action Generated from Executive Session**		**Action**	

12:20p   **17.**   **Adjournment**

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Next Meeting will be held on Tuesday, March 18, 2025, at 8:30 a.m.
Spokane Community College, 1810 N Green St, Spokane, WA 99217 with a zoom option

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TAB 1

DISCUSSION/ACTION/REPORT: Basic Needs

BACKGROUND:

This section provides an overview of Spokane Falls Business and Workforce Development Division, with a focus on the Workforce and Basic Needs Center. The center plays a vital role in supporting students by addressing critical needs such as food, housing, and financial assistance. Our Basic Needs Navigator is integral to coordinating local and state initiatives, working within a cohort to ensure students have access to the resources necessary for success. This collaboration strengthens our commitment to removing barriers and fostering student achievement.

Prepared by:	Kathy Albin, Director of Learning Support
Presented by:	Chris Pelchat, Dean of PSLWE
	Kathy Albin, Director of Learning Support
	Zack Reiber, Basic Needs Navigator
	Tuesday, February 18, 2025

The Origin Story

From Student Affairs to Instruction: A Strategic Shift
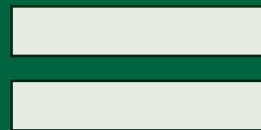
Workforce Transitions

Facilitates 7 grant-funded programs that are available to eligible students in addition to or in absence of regular Financial Aid awards!

BFET

WorkFirst

OG

WRT

Passport

SSEH

SEAG

= $1.5M

Winter Quarter 2022 180 students served
Winter Quarter 2025 492 students served

SPOKANE
COLLEGES SCC|SFCC

Basic Needs

The Basic Needs Program, born out of House Bill 1559

- New Exempt Position for SFCC, Basic Needs Navigator
- First Basic Needs Strategic Plan submitted in the State
- Development of Community & Campus Resource Guide
- Direct Student Case Management
- Maslow Before Bloom, Bigfoot After Hours
- Benefits Pilot with WSAC
- Development of Food Cupboards
- Strengthened partnership with Second Harvest
- Increased access to safe and secure housing
- Partnerships with VOA, Catholic Charities, SNAP, Spokane Housing

SPOKANE
COLLEGES SCC | SFCC

Basic Needs
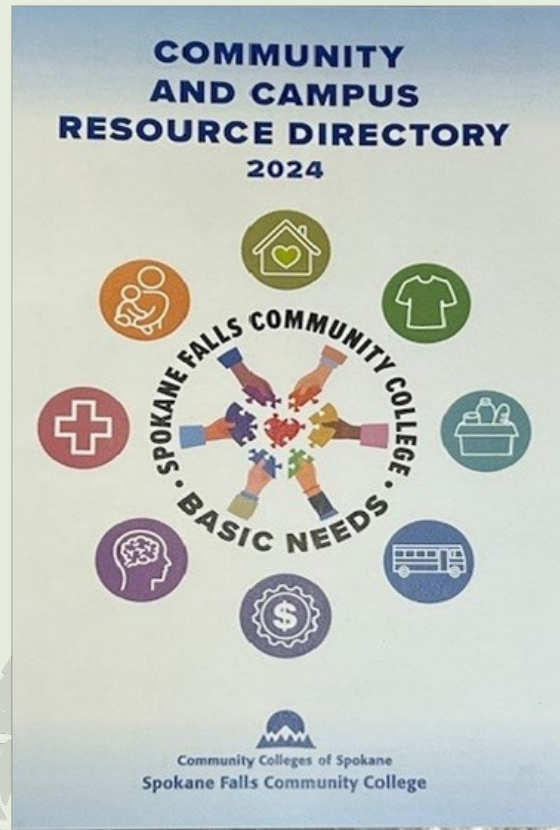
Referrals Come in Many Forms

Supporting Students Experiencing Homelessness (SSEH)	WorkForce Referrals	QR Code	General (Basic Needs) Inbox	CARES Report	Faculty and Staff Warm Hand-offs

Caseloads average about 30 individuals a Quarter

SPOKANE FALLS COMMUNITY COLLEGE · BASIC NEEDS

SPOKANE COLLEGES SCC|SFCC

Community/State Engagement

COMMUNITY AND CAMPUS RESOURCE DIRECTORY 2024

SPOKANE FALLS COMMUNITY COLLEGE · BASIC NEEDS ·

Community Colleges of Spokane
Spokane Falls Community College

State Involvement

- Basic Needs Statewide cohort
- Passport Leadership Committee
- Central/Eastern Washington Basic Needs Cohort

Community Connections

- Spokane Homeless Coalition
- Greater Spokane Valley Network

Partnerships

- Second Harvest
- Lutheran Community Services NW
- DCYF
- YWCA
- Volunteers of America
- Catholic Charities
- Spokane Neighborhood Action Partners (SNAP)
- Mission Community Outreach Center
- And much more...

SPOKANE COLLEGES SCC | SFCC

Campus Resources

What's on campus?

❖ **Resource Cupboards**
  - Located in 8 buildings so far, including Magnuson and Pullman
  - Has food donations, school supplies, and diapers

❖ **Hailey's Closet**
  - 3 clothing racks (so far)

❖ **First Annual Community and Campus Connect**
  - Bringing Community Providers and Campus supports together
  - November 2024
    - 74 students were served and received resources
  - Included CHAS Mobile Clinic, DSHS, Gov't phone program, advocates, HeadStart, clothing closet, etc.

All these services are completely free to students

SPOKANE COLLEGES SCC | SFCC

Thank you

SFCC's Workforce & Basic Needs

SPOKANE
COLLEGES   SCC | SFCC

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

Prepared by: Breanne Riley
                       Executive Assistant to the Chancellor

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

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Washington State Community College District 17

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

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Native Land Acknowledgment

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

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

TAB 2

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 - 01/21/2025
  b. Capital Projects - Nichole Hanna
  c. Budget and Expenditures - Linda McDermott
  d. Head Start - Bobbi Woodral

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

Prepared by: Breanne Riley
                           Executive Assistant to the Chancellor

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

TAB 2-A

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 January 21, 2025 meeting, as presented.

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

MINUTES

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

Present: Trustee Todd Woodard, Chair, Trustee Anna Franklin, Trustee Glenn Johnson, Trustee Steve Yoshihara. Also present: Chancellor Kevin Brockbank, President Jenni Martin, President Kimberlee Messina, Chief of Staff and Strategy Lori Hunt, Chief Human Resources Officer Fred Davis, Chief General Services Officer Nichole Hana, Chief of Culture, Talent Development & Information Technology Grace Leaf, Chief Financial Officer Linda McDermott, Chief Institutional Advancement & External Affairs Officer Melanie Rose, Vice President of Instruction Jaclyn Jacot, Vice President of Workforce Development Julie Parks, Director of Tribal Relations Naomi Bender, District Director of Head Start/ECEAP Bobbi Woodral, AHE President Beverly Daily, Attorney General Carrie Culver, Executive Assistant to the Chancellor and Board of Trustees Breanne Riley (recording secretary).

Excused: Vice President of Student Affairs Patrick McEachern, Vice President of Student Services Patrick Tanner

CALL TO ORDER AND ROLL CALL
The Board of Trustees of Washington State Community College District 17 held a special meeting at Spokane Community College, on Tuesday, January 21, 2025. Todd Woodard called the meeting to order at 8:38m. Todd Woodard asked if there were any members of the public present at the work session meeting, to which there were none. The Native Land Acknowledgement was given by Todd Woodard.

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

a. Board Minutes – December 17, 2024, Regular Meeting
b. Capital Projects – Nichole Hanna
c. Budget & Expenditures – Linda McDermott
d. Head Start Updates – Bobbi Woodral

Kevin Brockbank discussed the current budget status in Washington state. The Community College system will have no additional reductions per Governor Ferguson moving forward, but there will still be a reduction due to the OFM error. The motion to

approve the consent agenda was so moved by Glenn Johnson, seconded by Anna Franklin, and approved unanimously by the Board.

Lori Hunt introduced Naomi Bender, who has assumed the new role of Director of Tribal Relations with Spokane Colleges. Naomi Bender gave a brief background of her personal and professional history and then reviewed her current and future projects with Spokane Colleges. The Board of Trustees welcomed Naomi Bender and stated that they looked forward to working with her at Spokane Colleges.

Strengthening Community College Grant
Jenni Martin, Jaclyn Jacot, and Julie Parks presented a report on the Strengthening Community College Grant. Jenni Martin reviewed some of the grants that Spokane Colleges has received. Jaclyn Jacot reviewed the Strengthening Community Colleges grant that Julie Parks won for the college. The grant is revolved around advanced manufacturing sectors, specifically robotics and automation. Jaclyn Jacot reviewed how advanced manufacturing effects different areas of daily life, such as aerospace and space, agriculture and food processing, and clean technology among others. Julie Parks celebrated the $5.7 million grant that was awarded to Spokane Colleges. She then reviewed the employer partners with Spokane Colleges and how the students will be impacted by the grant. The grant goals were then reviewed as well as the student population focus. Julie Parks then reviewed the collaboration to achieve the goals of Spokane Colleges. Anna Franklin asked if the grant writing skills that Julie Parks has can be shared with other departments in order to obtain more grants for the colleges. Anna Franklin then asked if there was a communication plan where the Trustees can then go and leverage within their communities. Glenn Johnson asked if more than one union was approached for collaboration with Spokane Colleges. Todd Woodard asked if Spokane Colleges is working with STA and the neighborhood centers in order to remove barriers.

Strategic Plan Update
Lori Hunt reviewed that the reasons for the strategic plan being in place at Spokane Colleges. The mission of Spokane Colleges and the 2021-2025 strategic plan was reviewed for the Board. The areas of strength were reviewed which included the implemented strategies, employee communications, operational reviews, and the rebranding project. Challenges and opportunities were then reviewed as well as the overlapping priorities with the next strategic plan. The next steps and recommendations and the new strategic plan update were presented. Anna Franklin asked what the timeframe was for the upcoming committee plan. Todd Woodard asked what the duration of the prior strategic plan was.

Rebranding Update
Melanie Rose shared that the official launch of the Spokane Colleges new brand will be at the GSI State of Education meeting on January 22nd. An overview of the project, as well as the big pieces of the project, were present to the Board. The phases and

timeline of each phase were reviewed as well as the "Get There" campaign. The objective, strategy, and timeline of the Brand Ambassador Training was explained.

Alert of Tenure Consideration
Fred Davis shared that there are 27 faculty members that will be considered for tenure. The Board members will receive packages from the Human Resources office by February 3rd so that they may make their decisions. Fred Davis noted that there will be one name taken off the list as they are no longer employed with the college, bringing the faculty tenure group to 26.

Executive Session
The Board will convene in executive session under RCW 42.30.110(1) for the purpose to discuss with legal counsel representing the agency matters relating to agency enforcement actors or, litigation or potential litigation.

The executive session will begin at 10:30am last for approximately 45 minutes.

Adjournment
Being no further business, the meeting adjourned at 11:15am.

TAB 2-B

CONSENT AGENDA ITEMS: CAPITAL PROJECTS

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

SPOKANE COLLEGES SCC | SFCC

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	DESIGN COMPLETION / BID DATE	CONTRACT	25%	50%	75%	95%	100%	ACCEPTANCE	CANCELED	LEGAL COMP DATE
18-063	SFCC Fine and Applied Arts Building, Phase 3		x		x		G	$ 40,100,000	Project												07/08/21							◆		08/05/23
18-063	SFCC Fine and Applied Arts Building, Phase 4		x		x		G	$ 1,000,000	Project							◇		◆			05/16/25									10/3/25±
22-229	SCC Apprenticeship Center	x			x		G	$ 34,000,000	Project						◆						08/1/27±									05/30/29±
23-093	ESCO-CCS Elec. Xfmr Repl (Trane)-Phase 2	x			x	x	C	$ 1,900,000	Project												11/15/22			◇		◆				05/31/25
23-514	Lodge Renovation		x			x	G	$ 12,135,000	Project					◇	◆						08/1/25±									09/30/26±
23-568	SCC Campus Security Upgrades, Exterior Cameras	x			x		G	$ 950,000	Project												09/21/23							◆		09/30/24
24-595	SCC Campus Security Upgrades, Access Controls	x			x	x	G	$ 2,400,000	Project												05/29/24				◇	◆				04/11/25
24-920	SCC Campus Security Upgrades, Interior Cameras	x				x	G	$ 1,400,000	Project												09/24/24				◇	◆				02/09/25
23-580	SFCC Campus Security Upgrades	x			x	x	G	$ 4,750,000	Project												07/16/24				◇	◆				04/05/25
24-543	ESCO-CCS HVAC Repairs/Replacements (Millig)	x	x		x	x	C	$ 3,555,000	Project												06/07/24				◇	◆				03/29/25
PO6846	SFCC Stadium Roof Maintenance		x		x			$ 350,000	Project												NA							◆		10/15/24
PO7868	SCC Bldg 2 Elevator Repairs		x		x			$ 326,000	Project												NA							◆		08/06/24
PO7998	CCS Campus Fiber Optics Infrastructure Upgrades			x	x			$ 338,000	Project												NA							◆		08/05/24
PO7800	SFCC Science Bldg Lab Exhaust VFD controls		x		x			$ 76,000	Project												NA							◆		03/04/24
PO7879	SCC Bldg 5, Johnson, HVAC Controls	x			x			$ 144,000	Project												NA							◆		11/30/24
PO7998	SCC Bldg 9, Health Science, HVAC Controls	x			x			$ 299,000	Project												NA							◆		11/30/24

SPOKANE COLLEGES SCC | SFCC

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	DESIGN COMPLETION / BID DATE	CONTRACT	25%	50%	75%	95%	100%	ACCEPTANCE	CANCELED	LEGAL COMP DATE
24-916	Colville Center Fire Suppression System Repairs	x			x		G	$ 125,000	Project									◇			3/15/25±	◈								TBD
24-917	CCS Cathodic Protection Repairs	x	x			x	G	$ 235,000	Project									◇			3/15/25±	◈								TBD
24-918	CCS Vehicle Charging Infrastucture	x	x		x	x	G	$ 444,000	Project										◇		3/15/25±	◈								05/31/25±
24-919	SCC Campus Sewer Replacement	x			x		E	$ 504,000	Project								◇				3/15/25±	◈								06/30/25±
24-948	CCS CBA Compliance Consulting	x	x			x	B	$ 138,000	Design								◇	◈			05/31/25±									NA
24-949	CCS Radon Migitation Systems	x	x		x	x	B	$ 54,000	Study								◇		◈		3/15/25±									06/30/25±
24-992	CCS Utility Metering, Tier 2	x	x		x	x	B	$ 500,000	Project												08/14/24							◈		02/10/25
PO8406	SCC Bldg 15 Roof Repairs	x			x	x		$ 411,000	Project												NA							◈		10/30/24±
PO8407	SCC Bldg 1 Roof Repairs	x			x	x		$ 511,000	Project												NA							◈		10/15/24
PO8408	SCC Bldg 20 Roof Repairs	x			x	x		$ 200,000	Project												NA							◈		10/07/24
PO8461	SCC Bldg 6 Roof Repairs	x			x	x		$ 250,000	Project												NA							◈		10/15/24
PO8462	SCC Bldg 8 Roof Repairs	x			x	x		$ 120,000	Project												NA							◈		10/15/24
PO8463	SCC Bldg 9 Roof Repairs	x			x	x		$ 6,500	Project												NA							◈		10/15/24
PO8464	SCC Bldg 18 Roof Repairs	x			x	x		$ 375,000	Project												NA							◈		10/15/24
PO8578	SFCC Bldg 17 Skylight Repairs		x		x	x		$ 75,000	Project												NA		◈							5/31/25±
25-099	SFCC Track Facilities Improvements - Study		x			x	D	$ 27,000	Study										◈		12/20/24									NA

SPOKANE COLLEGES SCC | SFCC

Capital Projects Status Sheet
January 2025

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	DESIGN COMPLETION / BID DATE	CONTRACT	25%	50%	75%	95%	100%	ACCEPTANCE	CANCELED	LEGAL COMP DATE
25-112	ESCO-CCS Switchgear Replacement (Trane)	x	x		x	x	J	$ 1,366,000	Project								◇				3/15/25±	◈								12/31/26±
25-143	SCC Campus ADA Improvements - Study	x			x			$ 40,000	Study								◇	◈			3/15/25±									NA
25-209	CCS Campus Safety Study	x			x		C	$ 200,000	Study						◇		◈				3/15/25±									NA
25-142	SCC Apprenticeship, Water Leak Repair	x			x			$ 60,000	Project												NA							◈		10/31/24
25-267	SCC Bldg 16 Radon Mitigation System				x		M	$ 331,000	Project			◈									4/15/25±									06/30/25
25-271	SFCC Bldg 5 Radon Mitigation System		x		x		M	$ 490,000	Project			◈									4/15/25±									06/30/25
25-XXX	ESCO-CCS Building Retro Commissioning (Ameresco)	x	x		x		F	$ 135,000	Study			◈									06/30/25									NA
25-XXX	SCC Building 1, Culinary Walk-In Replacement	x			x		M	$ 250,000	Project			◈									6/15/25±									9/15/25±

Subtotal $ 110,570,500

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	DESIGN COMPLETION / BID DATE	CONTRACT	25%	50%	75%	95%	100%	ACCEPTANCE	CANCELED	LEGAL COMP DATE
23-051	SCC Campus Wayfinding, Monument Sign	x			x			$ 1,000,000	Project			◈									TBD									TBD
24-172	SCC Fire Tower Replacement	x			x			$ 880,000	Project												10/07/24				◈					3/30/25±
25-141	SCC Bldg 29 Haz Mat Storage Renovation	x			x	x		$ 250,000	Project												10/15/24	◇	◈							05/31/25±
25-087	SCC East Wing Renovation - Study	x			x		P	$ 200,000	Study						◇	◈					05/31/25±									NA

Subtotal, NSC $ 2,330,000

◈ Current Status
◇ Previous Status

Total $ 112,900,500

SPOKANE COLLEGES SCC | SFCC

NUMBER	PROJECT NAME	PROJECT DESCRIPTION
18-063	SFCC Fine and Applied Arts Building, Phase 3	FAA, Phase 3 will be the construction of the new facility and site.
18-063	SFCC Fine and Applied Arts Building, Phase 4	FAA, Phase 4 will scope the demolition of existing Building 6, Fine Arts, and restore the site.
22-229	SCC Apprenticeship Center	Design and Construction of replacement Apprenticeship Center to be erected on the SCC Campus. (Dates tentative, related to const. funding appropriation)
23-093	ESCO-CCS Elec. Xfmr Repl (Trane)-Phase 2	Replacement of aged electrical transformers across the district - continuation of Phase 1 utilizing supplemental legislative funding for outdated infrastructure replacement.
23-514	Lodge Renovation	Initial study to determine costs and feasibility of renovating the SFCC Lodge to support district functions currently housed in the Riverpoint One facility. Architectural team will develop scope to align with potential budget.
23-568	SCC Campus Security Upgrades, Exterior Cameras	Project to design and implement strategic placement of exterior video surveillance camera systems on the SCC campus.
24-595	SCC Campus Security Upgrades, Access Controls	Project to design and implement integrated exterior and interior access control systems for all SCC campus facilities.
24-920	SCC Campus Security Upgrades, Interior Cameras	Project to design and implement strategic placement of interior video surveillance camera systems on the SCC Campus.
23-580	SFCC Campus Security Upgrades	Project to develop and implement campus-wide security measures to include interior and exterior access control and video surveillance systems, utilizing the strategies developed during the SCC Campus Security Upgrades study.
24-543	ESCO-CCS HVAC Repairs/Replacements (Millig)	Project to develop and implement district-wide repairs/energy savings upgrades to HVAC equipment.
PO6846	SFCC Stadium Roof Maintenance	Project to implement cosmetic and structural concrete repairs to the stadium, install expansion joints, and to repair lower roof sections.
PO7868	SCC Bldg 2 Elevator Repairs	Full replacement of Car 3 elevator in the SFCC library (central elevator) including cabin refresh.
PO7998	CCS Campus Fiber Optics Infrastructure Upgrades	Upgrade to existing fiber optic infrastructure assets on both SFCC and SCC campuses. This effort supports the District IT strategic plan while also providing more bandwidth for the security camera projects.
PO7800	SFCC Science Bldg Lab Exhaust VFD controls	Installation of variable frequency drives for greater control of exhaust fans serving the chemical fume hoods in science labs.
PO7879	SCC Bldg 5, Johnson, HVAC Controls	HVAC building management system controls upgrade.
PO7998	SCC Bldg 9, Health Science, HVAC Controls	HVAC building management system controls upgrade.

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

SPOKANE
COLLEGES   SCC | SFCC

NUMBER	PROJECT NAME	PROJECT DESCRIPTION
25-112	ESCO-CCS Switchgear Replacement (Trane)	Project to replace aged main electrical switchgear infrastructure to several campus buildings across the district.
25-143	SCC Campus ADA Improvements - Study	Scope and budget study to assess feasiblity of undertaking ADA improvements based on a recent survey performed by SBCTC. Findings and estiamte will be used to request minor works funding for th 25-27 biennium.
25-209	CCS Campus Safety Study	Scope and budget study to assess campus lighting and access protection for both campuses. This study is in response to the Safe Work/Learning Environment Project Report by the security committee and will support a congressional funding request.
25-142	SCC Apprenticeship, Water Leak Repair	Emergency project to cap and repair broken water line underneath the Apprenticeship center. Suspected leak identified by analysis of utility billings over the last 6 months.
25-267	SCC Bldg 16 Radon Mitigation System	Project to implement radon mitigation system in the LRC.
25-271	SFCC Bldg 5 Radon Mitigation System	Project to implement a radon mitigation system in Humanities.
25-XXX	ESCO-CCS Building Retro Commissioning (Ameresco)	The project, utilizing supplemental funding from the SBCTC associated with the CCA, involves retro-commissioning SCC Building 28 and SFCC Building 27 to identify and achieve energy savings during building operation
25-XXX	SCC Building 1, Culinary Walk-In Replacement	Project to replace the aged walk-in cooler/freezer in the main culinary kitchen of SCC Building 1.
NORTH SPOKANE CORRIDOR RELATED PROJECTS		
23-051	SCC Campus Wayfinding, Monument Sign	Project to design and construct two new campus entrance monuments; at Mission/Sycamore and at Greene/Ermina.
24-172	SCC Fire Tower Replacement	Project to develop the site and procure / install replacement fire tower at SCC. Currently tower owned by WSDOT in association with the NSC agreement and will be demolished.
25-141	SCC Bldg 29 Haz Mat Storage Renovation	Project to renovation room in Bldg 29 to accommodate requirements for housing campus hazardous materials. Location move from Bldg 28 associated with Fire Tower replacement in parking lot P5. Bldg 28 will become new storage building for the fire science program.
25-087	SCC East Wing Renovation - Study	Scope and budget alignment study for reloacting student services from Bldg 15 to the east wing of Main building.

TAB 2-C

CONSENT AGENDA REPORT

Fiscal Year 2024-25 Financial Reports:
State Allocation and Tuition Operating Budget Status Report and All-Funds Revenue and Expenditures as of December 31, 2024

Summary: Enclosed for the Board's review and approval is the Operating Budget Status Report and the Summary of All-Funds Revenue and Expenditures as of December 31, 2024. The reports reflect 2024-2025 fiscal year activity, including the 6th State Allocation received from the State Board for Community and Technical Colleges. Spokane Colleges received an additional $54,010 in earmarks and provisos including $36,505 at SCC for climate curriculum development and Health education workforce opportunity grants; SFCC also received $17,505 for workforce opportunity grants. The total operating budget as of December 31 is $132,016,249.

Tuition revenue collections: Fiscal year tuition revenue of $16,862,552 reflects a positive budget-to-actual variance of $1,377,229. Tuition revenue collections reflect enrollment levels above budget targets for summer, fall and winter quarters.

Operating budget expenditures: Actual expenditures through the first six months (50%) of the year are $57,147,468. Spending across all CCS operating units is reasonable and slightly below budget at this point in the fiscal year.

All-Funds Summary Report of Revenues and Expenditures: Total revenue from all sources was $140,762,837 offset by total expenditures of $136,958,837. Net Activity (total revenue minus total expenditures from all sources) as of December 31, 2024, was $3,803,516. The decrease in net activity of $7.9 million for the month is primarily due to the timing of financial aid activity for winter quarter.

Board Policy Reference: 1.50.02 (4) Central Administration. The chief financial officer (CFO) shall make regular financial reports to the Board of Trustees. The CFO shall include in the reports key indicators of the financial status of the district and its operating units, such indicators to be recommended by the CFO, and followed over time. The CFO shall bring to the attention of the board all financial matters that in the professional judgment of the CFO may significantly impact the financial stability of the district or its operating units.

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

Attachments:
1. State Allocation and Tuition Operating Budget Report 2024.12 – 2025-02-07
2. Revenue & Expenditures 2024-07-01 through 2024-12-31 – 2025-02-07
3. Allocation #6 Allocation Summary FY25

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

State Allocation and Tuition Operating Budget Report

for Fiscal Year 2024 - 2025

Tuition revenue and GL expenditures through December 31, 2024

State Allocation #6

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

Allocation and Tuition Expenditures

	Budget	Year-to-Date Expenditures	Percent Expended to Budget	Percent of Total Expenditures
SCC	$57,468,420	$25,236,308	44%	44%
SFCC	$35,655,755	$14,385,117	40%	25%
Central Administration	$28,424,231	$13,313,619	47%	23%
Administration (HR, CEO, CCO, CFO, CIAEAO)		*$3,553,068*		*6.2%*
IT, Facilities, Security, Provost		*$9,760,551*		*17%*
District Managed Costs	$10,467,843	$4,212,423	40%	7.4%
Total	**$132,016,249**	**$57,147,468**	**43%**	

Tuition Operating Fee Revenue

	Fiscal Year Budget	Actual Year-to-Date	Target Year-to-Date	Over/(Short) Target YTD	Percent Over/(Short)
SCC	$14,822,244	$10,732,892	$9,779,524	$953,368	6.4%
SFCC	$9,356,699	$6,129,661	$5,705,799	$423,861	4.5%
District Total	**$24,178,943**	**$16,862,552**	**$15,485,323**	**$1,377,229**	**5.7%**
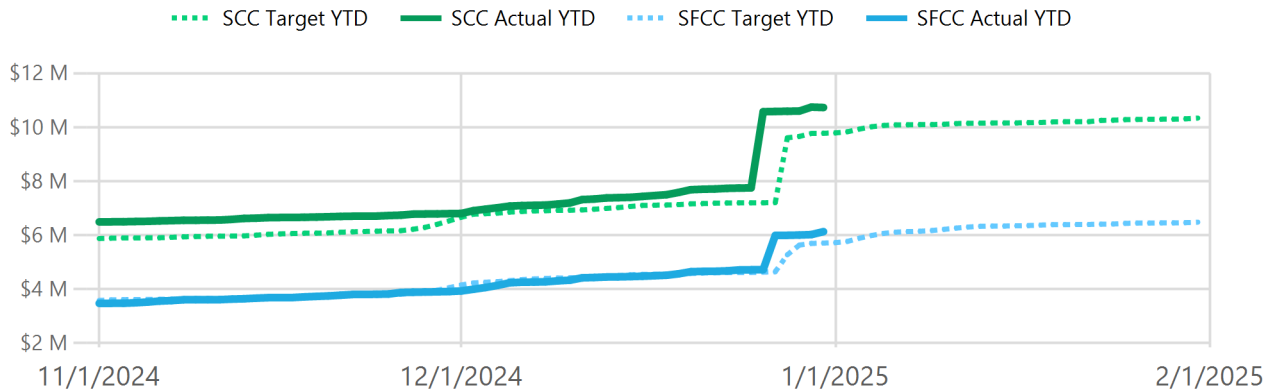
Revenue & Expenditures

7/1/2024 through 12/31/2024

Revenue

Revenue	July	August	September	October	November	December	Total
Tuition and Student Fees							
Tuition	$8,098,132	$2,193,829	$209,446	($4,098)	$7,030,692	$1,539,428	$19,067,428
Tuition AR	($5,914,076)	($1,148,753)	$5,650,589	$770,728	($6,182,140)	$4,618,973	($2,204,680)
S&A Fee	$364,393	$367,868	$59,579	($25,454)	$1,148,255	$279,178	$2,193,819
Student Fees	$4,871,364	$995,829	($23,401)	$105,580	$57,055	$609,842	$6,616,269
Grants & Contracts							
Head Start & ECEAP	$4,213,974	$1,892,703	$1,586,966	$2,711,977	$1,017,381	$3,839,474	$15,262,475
Running Start	$3,331,993	$573,047		$308,531			$4,213,570
Perkins	$35,706	$33,414	$60,764	$72,792	$49,959	$74,995	$327,630
WorkFirst	$104,526	$31,679	$180,977	$82,210	$72,592	$143,325	$615,308
BFET	-		$125,387	$45,304			$170,691
Corrections	$178,577	($57,282)	$380,478	$239,820	$134,297	$269,355	$1,145,246
Grant Indirect	$242,475	$296,960	$200,853	$224,077	$259,778	$218,056	$1,442,199
Other Grants & Contracts	$157,340	$1,532,092	$840,058	$2,363,764	$1,136,853	$237,665	$6,267,773
Financial Aid							
PELL	$1,750,239		($1,171)	$5,156,582		$2,005,651	$8,911,301
Work Study	$9,318	$20,482			$30,000	$108,849	$168,649
Other Federal Financial Aid	$90,000		($2,515)	$6,900		$292,657	$387,042
Other State Financial Aid	$415,283	$142,125	$509,334	$6,251,821	$25,566	$1,041,277	$8,385,406
Direct Loan	$950,000	$150,000	($2,131)	$3,305,525		($2,554,525)	$1,848,870
Other Revenue							
State Allocation	$4,560,556	$6,493,241	$5,336,898	$5,151,379	$10,599,703	$8,606,800	$40,748,577
Capital Projects	($4,580,479)		$1,986,871	$643,524	$3,012,639	$2,865,438	$3,927,993
Auxiliary	$438,577	$733,494	$302,481	$142,189	$616,713	$475,461	$2,708,916
Other Revenue	$2,883,072	($415,669)	$35,194	$206,302	$382,010	($367,359)	$2,723,551
Accounts Receivable	$10,088,846	$674,754	$12,947,129	($10,602,465)	($823,737)	$3,549,793	$15,834,320
Total Collected Revenue	**$32,289,815**	**$14,509,813**	**$30,383,787**	**$17,156,990**	**$18,567,615**	**$27,854,333**	**$140,762,353**

Revenue & Expenditures

7/1/2024 through 12/31/2024

Expenditures to Date	July	August	September	October	November	December	Total
Tuition and Student Fees							
S&A Fee	$7,039	$62,271	$121,196	$211,133	$156,229	$152,058	$709,926
Student Fees	$431,024	$336,865	$384,368	$590,311	$445,043	$190,744	$2,378,355
Building & Innovation Fee	-	$236,712	$132,088	$1,038,123	$91,803	$114,467	$1,613,191
Grants & Contracts							
Head Start & ECEAP	$1,306,315	$1,576,765	$2,147,311	$2,783,748	$2,207,412	$2,287,272	$12,308,823
Running Start	$3,905,039	$4	$4,338		$305,258		$4,214,639
Perkins	$39,583	$43,540	$59,096	$62,501	$71,193	$47,922	$323,836
WorkFirst	$104,774	$72,600	$388,527	$81,105	$100,324	$115,494	$862,824
BFET	$124,484	$53,445	$248,830	$199,125	$45,005	$197,149	$868,039
Corrections	($45,190)	$196,037	$203,309	$192,958	$202,987	$174,647	$924,748
Other Grants & Contracts	$32,407	$163,647	$161,139	$374,750	$229,942	$618,515	$1,580,400
Financial Aid							
PELL	$1,907,113	($26)	$6,425,875	$602,721	($1,415,457)	$8,899,245	$16,419,470
Work Study	$42,944	$33,159	$40,557	$108,466	$92,518	$89,076	$406,720
Other Federal Financial Aid	$178,850	$14,235	$187,481	($573)	($243,704)	$383,340	$519,629
Other State Financial Aid	$1,688,201	$25,193	$6,174,321	$816,623	($655,061)	$7,039,676	$15,088,953
Direct Loan	$1,324,386	$32,712	$3,528,633	$1,147,769	($1,323,463)	$1,719,053	$6,429,091
Other Expenditures							
Salary & Benefits	$8,596,283	$8,728,398	$6,218,222	$10,300,943	$10,450,385	$10,011,271	$54,305,503
Capital Projects	($85,844)	$154,462	$422,674	$2,739,640	$2,344,171	$1,919,843	$7,494,945
Rent & Utilities	$298,019	$404,781	$404,398	$590,585	$537,909	$591,017	$2,826,707
Travel	$33,182	$14,053	$16,529	$28,923	$46,709	$23,880	$163,276
Goods, Equipment, and Supplies	$82,582	$175,060	$110,946	$220,225	$303,874	$88,026	$980,713
Auxiliary	$59,130	$235,743	$147,377	$214,195	$260,232	$302,234	$1,218,911
Other Expenses / Services	$778,283	$837,537	$1,001,042	$800,884	$1,051,634	$850,761	$5,320,140
Total Expenditures	**$20,808,604**	**$13,397,192**	**$28,528,255**	**$23,104,151**	**$15,304,943**	**$35,815,691**	**$136,958,837**
Net Activity	**$11,481,211**	**$1,112,620**	**$1,855,533**	**($5,947,161)**	**$3,262,672**	**($7,961,359)**	**$3,803,516**

			Base Operating Budget	Allocation #1	Allocation #2	Allocation #3	Allocation #4	Allocation #5	2025- Allocation #6					
									SCC	SFCC	Central Admin	District Managed Costs	Total Changes	Allocation #6
	1	**District Enrollment Allocation Base (DEAB)**	60,128,873											
001-101/08A-3E0	2	DEAB	$ 45,275,480	$ 45,278,697	$ 45,278,697	$ 45,278,697	$ 45,278,697	$ 45,278,697	$ -	$ -	$ -	$ -	$ -	$ 45,278,697
001-101	3	Weighted Enrollments	5,400,762	5,401,146	5,401,146	5,401,146	5,401,146	5,401,146	-	-	-	-	-	5,401,146
001-101/001-BD1	4	Performance Based Funding (SAI)	4,876,631	4,876,790	4,876,790	4,876,790	4,876,790	4,876,790	-	-	-	-	-	4,876,790
001-101	5	Minimum Operating Allocation (MOA)	4,576,000	4,576,000	4,576,000	4,576,000	4,576,000	4,576,000	-	-	-	-	-	4,576,000
	6	**ADJUSTED ALLOCATION - SUBTOTAL**	60,128,873	60,132,633	60,132,633	60,132,633	60,132,633	60,132,633	-	-	-	-	-	60,132,633
	7	**SAFE HARBOR (EARMARKS AND PROVISOS)**												
001-5AP	8	Compensation/Fund Split Support	2,360,335	2,360,335	2,360,335	2,360,335	2,360,335	2,360,335	-	-	-	-	-	2,360,335
001-101	9	Safe Harbor Wage Increases	10,599,358	10,599,359	10,599,359	10,599,359	10,599,359	10,599,359	-	-	-	-	-	10,599,359
24J-011/24J-051	10	Foundational Support	796,508	796,509	796,509	796,509	796,509	796,509	-	-	-	-	-	796,509
001-101	11	Health Insurance	1,787,561	1,787,561	1,787,561	1,787,561	1,787,561	1,787,561	-	-	-	-	-	1,787,561
001-101	12	Pension	(617,347)	(617,347)	(617,347)	(617,347)	(617,347)	(617,347)	-	-	-	-	-	(617,347)
001-101	13	M&O, Leases, and Assessment	178,000	-	-	-	-	-						-
08A-2AE	14	Aerospace Enrollments - High Demand	438,085	438,085	438,085	438,085	438,085	438,085	-	-	-	-	-	438,085
001-BG1	15	College Affordability Program	1,985,931	1,985,931	1,985,931	1,985,931	1,985,931	1,985,931	-	-	-	-	-	1,985,931
001-CA1/24J-071	16	Guided Pathways	3,586,270	3,586,270	3,586,270	3,586,270	3,586,270	3,586,270	-	-	-	-	-	3,586,270
001-123	17	Worker Retraining	1,718,396	1,767,938	1,767,938	1,767,938	1,767,938	1,767,938	-	-	-	-	-	1,767,938
24J-1A1	18	Equity and Access - SB5194	625,771	625,771	625,771	625,771	625,771	625,771	-	-	-	-	-	625,771
001-EG1/24J-5AP	19	Diversity Bill - SB5227	192,941	192,941	192,941	192,941	192,941	192,941	-	-	-	-	-	192,941
24J-151	20	Career Launch Enrollments	240,000	240,000	240,000	240,000	240,000	240,000	-	-	-	-	-	240,000
08A-1AE	21	Aerospace Apprenticeships	80,000	80,000	80,000	80,000	80,000	80,000	-	-	-	-	-	80,000
08A-5AE	22	Disability Accommodations	118,850	118,850	118,850	118,850	118,850	118,850	-	-	-	-	-	118,850
08A-3BE	23	Opportunity Grants (ELTA)	540,000	540,000	540,000	540,000	540,000	540,000	16,232	16,232	-	-	32,464	572,464
08A-3BE	24	Opportunity Grants (GFS)	58,822	58,822	58,822	58,822	58,822	58,822	-	-	-	-	-	58,822
001-8AE	25	Gold Star Families	-	-	-	35,526	35,526	35,526	-	-	-	-	-	35,526
08A-5BE	26	Students of Color	42,757	42,757	42,757	42,757	42,757	42,757	-	-	-	-	-	42,757
24J-091	27	Nurse Educators	960,189	960,189	960,189	960,189	960,189	960,189	-	-	-	-	-	960,189
001-EQ1	28	Nursing Enrollment Increase	-	138,528	138,528	138,528	138,528	138,528	-	-	-	-	-	138,528
24J-111	29	High Demand	1,450,502	1,450,502	1,450,502	1,450,502	1,450,502	1,450,502	-	-	-	-	-	1,450,502
24J-1T0	30	Homeless Student Expansion	-	230,000	230,000	230,000	230,000	230,000	-	-	-	-	-	230,000
001-EM1	31	Financial Aid Outreach	160,000	160,000	160,000	160,000	160,000	160,000	-	-	-	-	-	160,000
24J-231	32	Cybersecurity Enrollments	360,000	360,000	360,000	360,000	360,000	360,000	-	-	-	-	-	360,000
24J-271	33	Refugee Education	635,000	700,000	700,000	700,000	700,000	700,000	-	-	-	-	-	700,000
001-BK1	34	MESA Community College Programs	157,000	157,000	157,000	157,000	157,000	157,000	-	-	-	-	-	157,000
24J-1BP	35	Student Needs SHB1559	130,058	130,058	130,058	130,058	130,058	130,058	-	-	-	-	-	130,058
24J-211	36	SIM Lab Equipment	77,000	77,000	77,000	77,000	77,000	77,000	-	-	-	-	-	77,000
001-EH1	37	Truck/School Bus Driver Training	209,790	209,790	221,051	221,051	221,051	221,051	-	-	-	-	-	221,051
24J-191	38	Student Assistance Grants (WEIA)	178,234	-	179,500	179,500	179,500	179,500	-	-	-	-	-	179,500
24J-9AP	39	DEI Support- One Time Funding	356,676	356,676	356,676	356,676	356,676	356,676	-	-	-	-	-	356,676
001-8BE	40	Workforce Development Projects	-	-	-	-	-	-	-	-	-	-	-	-
24J-111	41	High Demand Enrollments	-	-	-	-	-	-	-	-	-	-	-	-
001-EK1	42	Health Workforce Opp Grants	-	262,080	262,080	262,080	262,080	262,080	1,273	1,273	-	-	2,546	264,626
24J-7BP	43	Nursing Supply SB 5582	-	250,000	250,000	250,000	250,000	250,000	-	-	-	-	-	250,000
24J-6BP	44	Nurse Education Enrollment Increases (WEIA)	228,528	90,000	90,000	90,000	162,000	162,000	-	-	-	-	-	162,000
001-EW1	45	Apprenticeship & Higher Educ ESSB 5764 (GF-State)	-	55,925	55,925	55,925	55,925	55,925	-	-	-	-	-	55,925
24J-0AP	46	Apprenticeship & Higher Educ ESSB 5764 (WEIA)	-	90,200	90,200	90,200	90,200	90,200	-	-	-	-	-	90,200
24J-3B0	47	Early Achievers Grant Supports	-	26,050	26,050	26,050	26,050	26,050	-	-	-	-	-	26,050
001-FH1	48	Incarcerated Students Grants SSB5953	-	136,500	136,500	136,500	136,500	136,500	-	-	-	-	-	136,500
001-FF2	49	Higher Ed Opioid Prevention 2112	-	-	24,234	24,234	24,234	24,234	-	-	-	-	-	24,234
24J-3F0	50	Manufacturing Apprenticeship RSI	-	48,000	48,000	48,000	48,000	48,000	-	-	-	-	-	48,000
24J-071	51	Guided Pathways (WEIA)	-	-	-	1,000	1,000	1,000	-	-	-	-	-	1,000
001-EN1	52	Students Experiencing Homelessness HB1166 Expansion	-	-	-	-	-	25,000	-	-	-	-	-	25,000
26O-3A0	53	Climate Curriculum Development	-	-	-	-	-	-	19,000					
	53	**Sub Total Safe Harbor**	29,635,215	30,492,280	30,707,275	30,743,801	30,815,801	30,840,801	36,505	17,505	-	-	54,010	30,894,811
														-
	54	**Total State Operating Allocation**	89,764,088	90,624,913	90,839,908	90,876,434	90,948,434	90,973,434	36,505	17,505	-	-	54,010	91,027,444
Stable	55	Tuition Revenue Forecast	24,178,943	24,178,943	24,178,943	24,178,943	24,178,943	24,178,943	-	-	-	-	-	24,178,943
149	56	Central Administration Tuition	-	-	-	-	-	-	-	-	-	-	-	-
149	57	District Managed Costs	-	-	-	-	-	-	-	-	-	-	-	-
	58	**Total Tuition Forecast Budget Allocation**	24,178,943	24,178,943	24,178,943	24,178,943	24,178,943	24,178,943	-	-	-	-	-	24,178,943
														-
	59	Total State Allocation & Tuition	113,943,031	115,664,681	115,879,676	115,916,202	115,988,202	116,013,202	36,505	17,505	-	-	54,010	116,067,212
	60	One-time Distribution of FY24 Tuition Revenue over Budget & Unspent DMC	-	-	-	3,187,082	3,187,082	3,187,082	-	-	-	-	-	3,187,082
146/148	60a	Operating Support FY25 (b)	12,417,883	12,417,883	10,769,387	10,293,072	10,622,779	10,622,779						10,622,779
146	60b	Strategic Investments	-	-	3,000,000	3,000,000	3,000,000	3,000,000	-	-	-	-	-	3,000,000
148	60c	Operating Revenue Transfer from Other Sources	-	-	-	-	-	-	-	-	-	-	-	-
	60d	**Total One-Time and Operating Support**	12,417,883	12,417,883	13,769,387	16,480,154	16,809,861	16,809,861	-	-	-	-	-	16,809,861
	61	Total State Allocation, Tuition, and Operating Support **Budget Authority**	$ 126,360,916	$ 127,221,741	$ 128,788,240	$ 131,535,533	$ 131,937,240	$ 131,962,240	$ 36,505	$ 17,505	$ -	$ -	$ 54,010	$ 132,016,250
		Adjusted Budget, Allocation #6							$ 57,468,419	$ 35,655,757	$ 28,424,232	$ 10,467,843		

TAB 2-D

CONSENT AGENDA ITEMS: HEAD START UPDATES

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

STATUS REPORT SPOKANE COLLEGES HEAD START & ECEAP
FEBRUARY 2025

ENROLLMENT

As part of our ongoing efforts to provide transparency and insight into the performance of our program, we are sharing three key enrollment graphs that are typically presented to the Head Start Policy Council on a monthly basis. These graphs offer a snapshot of important program metrics, including:

- **Enrollment**: An overview of student participation and how we are meeting our enrollment targets.
- **Over-Income Enrollment**: Insights into the number of families participating in the program above the income eligibility threshold.
- **Disability Enrollment**: Information on how many children with disabilities are being served through the program.

These data points help us monitor and assess the effectiveness of our services, identify areas for improvement, and ensure we're meeting the diverse needs of the children and families we serve.

Please see the following graphs for a detailed look at these key metrics.

		SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2024/25	EHS	100.0%	100.0%	100.0%	100.0%	100.0%					
	HS	100.0%	100.0%	100.0%	100.0%	100.0%					
2023/24	EHS	76.3%	78.7%	82.2%	82.2%	88.5%	94.4%	99.7%	100.0%	100.0%	100.0%
	HS	56.2%	62.4%	63.4%	64.4%	61.7%	61.0%	60.0%	100.0%	100.0%	100.0%
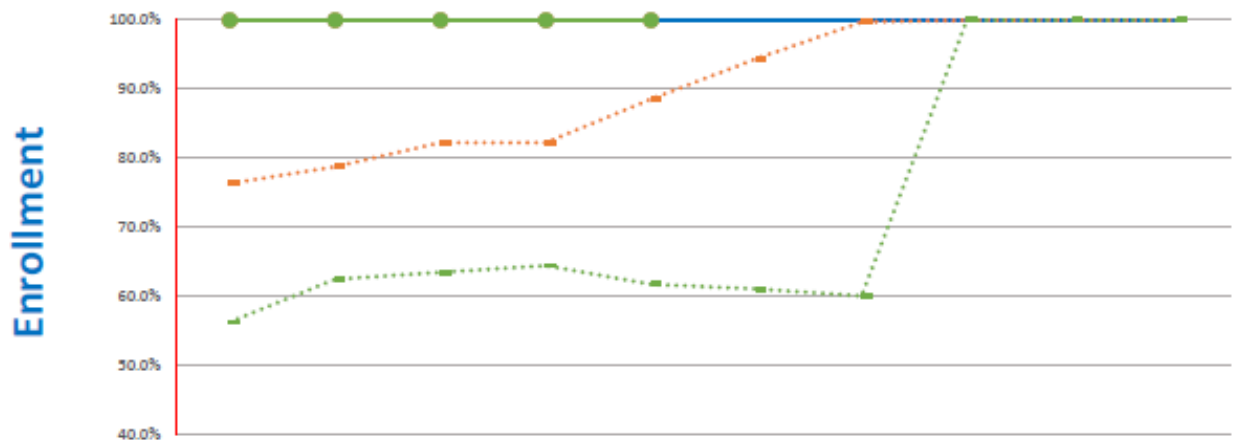
In January, our enrollment for both Head Start and Early Head Start remained at 100%, demonstrating our continued success in meeting our enrollment goals and ensuring full participation in the program.

		SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2024/25	EHS	2.3%	2.3%	2.3%	2.6%	2.0%					
	HS	2.8%	2.9%	2.9%	2.9%	2.6%					
2023/24	EHS	0.6%	0.9%	0.9%	1.2%	1.2%	1.2%	2.4%	2.9%	2.3%	2.3%
	HS	3.3%	3.8%	4.7%	5.0%	5.0%	5.0%	4.5%	8.1%	8.1%	8.1%
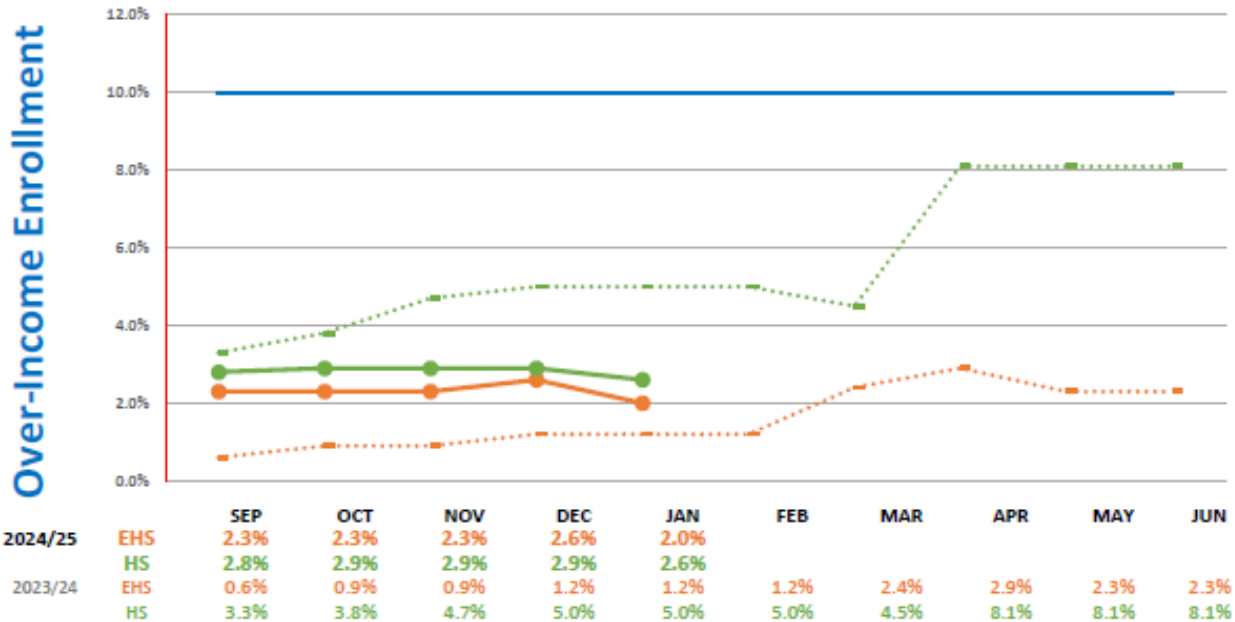
OHS performance standards allow no more than 10% of enrollment to include over-income families, ensuring priority is given to those most in need. Our program currently enrolls 2.0% over-income in Early Head Start and 2.6% in Head Start, well below this limit. Over-income families are only enrolled when significant risk factors, such as a child's diagnosed disability, justify their inclusion.

		SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2024/25	EHS	17.6%	18.2%	19.4%	21.1%	22.8%					
	HS	5.5%	6.1%	7.0%	8.4%	9.8%					
2023/24	EHS	13.6%	15.1%	16.0%	18.3%	18.3%	19.5%	19.8%	20.8%	21.7%	21.4%
	HS	5.5%	5.5%	5.2%	5.7%	5.5%	6.0%	6.2%	12.2%	13.6%	13.3%
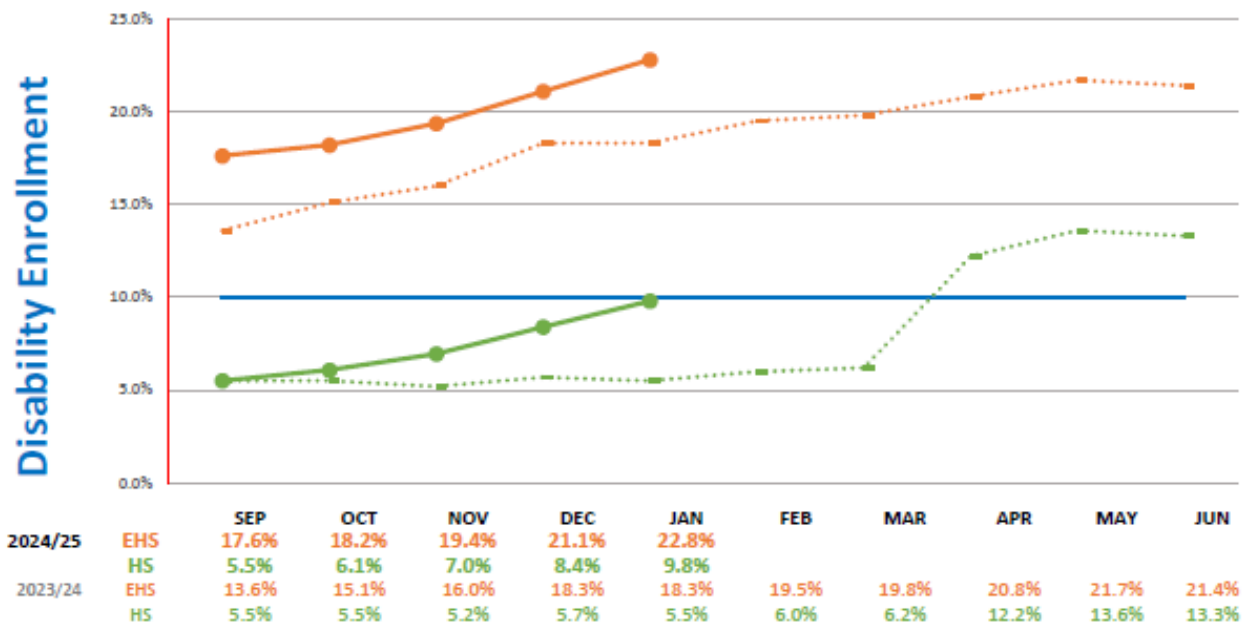
OHS performance standards require that at least 10% of enrolled children have diagnosed disabilities. Thanks to well-trained staff, early screenings, and prompt referral processes, our program currently serves 22.8% of children in Early Head Start and 9.8% in Head Start. We are ahead of last year's pace and will continue to prioritize identifying and supporting children with disabilities.

ELIGIBILITY TRAINING

As part of the Office of Head Start (OHS) Performance Standards, all governing body members are required to receive training on the program's eligibility processes. This ensures a clear understanding of federal regulations, enrollment priorities, and compliance requirements to support equitable access for families in need.

You will find materials outlining our eligibility policies and procedures for your review here: **Board of Trustees Eligibility Presentation**.

IMMIGRATION AND HEAD START FAMILIES

Recent executive orders on immigration and citizenship have heightened concerns among many of the Head Start families we serve, particularly those with mixed immigration status. In response, our program remains committed to ensuring all families feel safe, supported, and informed.

We have aligned our processes with those established by Spokane Colleges and will follow their policies, which outline key protections and responsibilities to support and uphold the rights of immigrant families. Our Head Start program fully integrates these principles into our approach, ensuring that every family has access to the resources and advocacy they need.

We continue to provide assistance, referrals, and resources to help families navigate these uncertainties. Our staff are prepared to connect families with trusted organizations, including:

- **Northwest Immigrant Rights Project (NWIRP):** Legal services for low-income immigrants statewide.
- **Washington State DSHS – Office of Refugee and Immigrant Assistance:** Immigration support, naturalization services, and family resources.
- **Lutheran Community Services Northwest:** Affordable legal services and advocacy for immigrants and refugees.

Confidentiality remains a cornerstone of our work. Federal and state laws, including the Washington Administrative Code, strictly govern the disclosure of client information, such as immigration status or citizenship. Our team adheres to these protections to maintain trust and ensure families feel secure accessing our services.

As we continue to monitor developments, we are resolute in our commitment to the well-being of the children and families we serve. We will uphold all roles and responsibilities outlined in Spokane Colleges' Immigrant Rights Policy, ensuring our program remains a safe and supportive environment for all.

FEDERAL GRANT FREEZE AND HEAD START FUNDING

In late January 2025, the Office of Management and Budget (OMB) issued a memorandum pausing the disbursement of federal grants and loans to implement recent executive orders. Although programs like Head Start were intended to be exempt, many administrators found themselves unable to access necessary funds due to technical issues and miscommunication. This led to temporary closures and staff layoffs in some Head Start centers. Subsequent clarifications from the OMB confirmed that Head Start should not have been affected, and efforts were made to restore access to funds. However, the initial confusion caused significant disruptions for programs serving vulnerable populations.

Spokane Colleges Head Start, however, experienced only a brief, half-day shutdown of the Payment Management System (PMS), which did not cause significant impacts on our operations. Our program's

funding for the 2024-2025 fiscal year has been fully awarded, ensuring no immediate risk to our financial stability.

We will continue to monitor this evolving situation and stay abreast of any further developments that may affect our program.

FA2 AND THE ROLE OF GOVERNING BODIES

As we continue to ensure our Head Start program meets the highest standards, it is important to understand the various monitoring processes that help us maintain quality and compliance. One of these processes is the **Focus Area 2 (FA2) Monitoring Review**.

FA2 is a comprehensive evaluation that examines the effectiveness of our program's operations and services. It focuses on key areas such as program management, governance, and service delivery. The goal is to assess how well we are meeting the needs of the children and families we serve, and to ensure we are in compliance with Head Start Program Performance Standards and regulations.

An essential component of this process is the role of **governing bodies**, including our Board of Trustees and Policy Council. These governing bodies play a crucial role in overseeing the program's operations and ensuring that we stay accountable to the community we serve. Their responsibilities include reviewing and approving program policies, monitoring financial management, and ensuring the program is meeting the needs of families in alignment with Head Start requirements.

We anticipate receiving our FA2 45-day notice in the coming weeks. As we move forward with FA2 preparations, we appreciate your continued support and involvement in this process.

Attached are the Governance At a Glance and Governance Overview Sheet.

Prepared by: Bobbi Woodral, District Director

At a Glance: Governing Body and Policy Council Discussions

The governing body and policy council serve important roles in monitoring and oversight. These groups guide grant recipients to make decisions that advance program goals to meet the needs of the community.

During the Focus Area Two (FA2) monitoring review event, Reviewers will meet with members of the governing body and policy council for separate discussions. These two discussions will allow Reviewers to gain an understanding of how the grant recipient:

✓ Develops a governing body and policy council with the expertise to guide the program
✓ Supports the governing body and policy council to provide effective oversight to ensure the program provides quality services

Nuts & Bolts: How do the discussions work?

Who joins in the discussions?

The Governing Body Discussion will include available members of the governing body along with the Review Team to discuss how the governing body provides the grant recipient with guidance and oversight.

In a separate Policy Council Discussion, the Review Team will meet with available members of the policy council to understand their role in providing the grant recipient with guidance and oversight. It is possible that some parents or family members will meet with Reviewers during the Policy Council Discussion as well as the Parent Discussion.

Are Directors or Program Managers included in the Governing Body or the Policy Council Discussions?

Directors and Program Managers will have separate opportunities to share their perspective during the monitoring review and are not required for these discussions.

How will the discussions fit into members' schedules?

The Review Team will coordinate with the Director to find the best time for governing body and policy council members to meet and will make every effort to schedule the discussions at times that are convenient. Virtual meeting options are available to support any participants who cannot join in-person.

At a Glance: Governing Body and Policy Council Discussions

What should members bring to the discussion?

To support the governing body and the policy council's ability to describe and demonstrate their ongoing work to the Review Team, members are encouraged to bring any reference material that will help members feel comfortable describing their work. This may include any previous packets or handouts the program provided to members in preparation for governing body or policy council meetings.

How should members prepare for the discussions?

The discussions are an opportunity for governing body and policy council members to share candidly about how they carry out their role—how they have supported program decisions, provided effective oversight and monitoring, and provided expertise to the program. The governing body and policy council members should review this resource, gather any suggested materials, and ask the Director any questions.

Members who want more details around the FY25 FA2 Monitoring Review and topics covered can review the FY25 FA2 Monitoring Protocol.

Key Topics Discussed with the Governing Body and the Policy Council

1. **How the grant recipient develops a governing body and the policy council with the expertise to guide the program. Members and Reviewers will discuss how the grant recipient:**

   ✓ Maintains a governing body and policy council composition that is aligned with Head Start Program Performance Standards
   ✓ Leverages governing body and policy council members' community relationships that align with community needs

2. **How the grant recipient supports the governing body and policy council to provide effective oversight to ensure the program provides quality services. Members and Reviewers will discuss how the grant recipient:**

   ✓ Provides the governing body and the policy council with data that are necessary to effectively conduct their responsibilities
   ✓ Offers ongoing training to members of the governing body and policy council to support knowledge and understanding necessary to carry out required duties
   ✓ Supports parents to participate in the policy council

Governance FA2 Overview

The FA2 review assesses the effectiveness of governance structures in overseeing Spokane Colleges' Head Start/Early Head Start program. The Board of Trustees and the Policy Council play critical roles in ensuring compliance, strategic oversight, and program quality.

Key Responsibilities

1. Governance and Decision-Making

- Ensure that all major program decisions align with the Head Start Program Performance Standards and strategic goals.
- Engage in collaborative decision-making between the Board, Policy Council, and program leadership.
- Review and approve policies, annual budgets, and funding applications.

2. Fiscal Oversight and Compliance

- Monitor financial reports, including budget-to-actual comparisons and grant expenditures.
- Ensure responsible allocation of funds for program improvements and compliance with fiscal regulations.
- Participate in fiscal training to understand Head Start financial management requirements.

3. Strategic Planning and Quality Improvement

- Use data from the Program Information Report (PIR), self-assessment, and community needs assessment to guide decisions.
- Oversee continuous quality improvement initiatives that enhance service delivery and program outcomes.
- Support workforce development efforts, including staff training and retention strategies.

4. Program Monitoring and Accountability

- Ensure adherence to Head Start Program Performance Standards, the Head Start Act, and state regulations.
- Participate in program monitoring activities, audits, and compliance reviews.
- Support the development and implementation of corrective action plans when necessary.

5. Policy Council Engagement and Parent Leadership

- Ensure that the Policy Council, composed of parents and community representatives, actively contributes to program decision-making.
- Provide training and resources to Policy Council members to enhance their governance role.
- Encourage parent involvement in leadership opportunities within the program.

Performance Measures

Performance Measure 2.1: Effective Governance Collaboration

- Regular and transparent communication between governance bodies and program leadership.
- Monthly reports and data-driven discussions to support informed decision-making.
- Active participation in strategic planning and policy development.

Performance Measure 2.2: Legal and Fiscal Oversight

- Regular financial reviews and compliance monitoring.
- Governance bodies ensure fiscal accountability and alignment with federal and state requirements.
- Oversight mechanisms in place to prevent financial mismanagement.

Performance Measure 2.3: Policy Council Effectiveness

- The Policy Council includes enrolled parents and community members who contribute to governance decisions.
- Members receive training and support to fulfill their roles effectively.
- Policy Council collaborates with program leadership to enhance family engagement and community partnerships.

Preparing for the FA2 Review

- **Review Governance Responsibilities:** Familiarize yourself with Head Start governance requirements and expectations for the FA2 review.

- **Engage in Training:** Participate in ongoing training sessions on fiscal oversight, policy development, and governance best practices.

- **Stay Informed:** Regularly review reports and updates from the Head Start Director to ensure informed decision-making.

- **Demonstrate Effective Oversight:** Be prepared to discuss governance involvement in program monitoring, strategic planning, and compliance efforts.

- **Foster Collaboration:** Work closely with program leadership, the Policy Council, and community stakeholders to strengthen program governance.

By actively fulfilling these responsibilities, the Board of Trustees and Policy Council will contribute to a successful FA2 review and continued program excellence.

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

December 31, 2024

	HEAD START HS25 - Grant Period 9/01/2024 Thru 8/31/2025						EARLY HEAD START EHS25 - Grant Period 9/01/2024 Thru 8/31/2025					
	Current Budget (Includes YTD Revisions)	YTD Revisions	Spent or Spending	Unspent Balance	Percent Spent	Time Elapsed	Current Budget (Includes YTD Revisions)	YTD Revisions	Spent or Spending	Unspent Balance	Percent Spent	Time Elapsed
FEDERAL FUNDING												
Personnel	4,309,122	0	1,526,766	2,782,356	35%	33%	4,680,898	0	1,615,876	3,065,022	35%	33%
Fringe Benefits	2,056,360	0	651,988	1,404,372	32%	33%	2,061,956	0	710,602	1,351,354	34%	33%
Travel	0	0	0	0	0%	33%	0	0	0	0	0%	33%
Equipment	0	0	0	0	0%	33%	0	0	0	0	0%	33%
Supplies	179,845	0	58,748	121,097	33%	33%	148,368	0	50,253	98,115	34%	33%
Contractual	0	0	0	0	0%	33%	0	0	0	0	0%	33%
Facilitilies/Construction	0	0	0	0	0%	33%	0	0	0	0	0%	33%
Other	662,270	0	184,625	477,645	28%	33%	508,358	0	169,231	339,127	33%	33%
Indirect	612,305	0	156,405	455,900	26%	33%	643,703	0	214,568	429,135	33%	33%
Unobligated/To Be Reassigned	0	0	0		0%	33%	0	0	0	0	0%	33%
FEDERAL FUNDING TOTAL	**$7,819,902**	**$0**	**$2,578,531**	**5,241,371**	**33%**	**33%**	**$8,043,283**	**$0**	**$2,760,530**	**5,282,753**	**34%**	**33%**
OTHER FUNDING												
SCC/SFCC Student Gov't Funds	61,839	0	20,574	41,265	33%	33%	79,161	0	26,184	52,977	33%	33%
Child Care Fees	1,350,953	0	570,921	780,032	42%	33%	1,866,526	0	813,325	1,053,201	44%	33%
OTHER FUNDING TOTAL	**$1,412,792**	**$0**	**$591,494**	**$821,298**	**42%**	**33%**	**$1,945,687**	**$0**	**$839,509**	**1,106,178**	**43%**	**33%**
TOTAL FUNDING	**$9,232,694**	**$0**	**$3,170,025**	**6,062,669**	**34%**	**33%**	**$9,988,970**	**$0**	**$3,600,039**	**6,388,931**	**36%**	**33%**
Training & Tech Assistance Funds	**$76,563**		**$26,107**	**50,456**	**34%**	**33%**	**$145,055**		**$24,041**	**121,014**	**17%**	**33%**
Non-Federal Share HS/EHS	**$4,017,033**		**$1,143,053**	**2,873,980**	**28%**	**33%**	****Head Start and Early Head Start Non-Federal Share is Combined****					

Initials

This document has been prepared on the basis of information available to the program's Fiscal Office through: **December 31, 2024**

Policy Council Treasurer _____

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

CCS HS/EHS Board Liason _____

USDA CACFP Meal Service Report - November 2024

Number of Reimbursable Meals		Actual HS/EHS Reimbursement
6,410	Breakfast	$15,191.70
0	AM Snacks	$0.00
7,800	Lunch	$34,554.00
6,476	PM Snacks	$7,835.96
0	Supper	$0.00
0	Evening Snacks	$0.00
20,686	**Total**	**$57,581.660**

Total Attendance	8,141
Average Number of school days	17.00
Average daily attendance	478.87

Cash-In-Lieu	Total
$2,340.00	$59,921.66

Monthly Food Operating costs

November Farm to School Grant reimbursement   **$1,346.63**

Tab 3

REPORT: KEEP WASHINGTON WORKING POLICY UPDATE

Presented by: Dr. Lori Hunt
Chief of Staff & Strategy, Spokane Colleges

Fred Davis
Chief Human Resources Officer, Spokane Colleges
February 18, 2025

Overview

- Policy applies to Spokane Colleges and all school facilities.

- Applies to enforcement activity against students, and their families, staff and volunteers.

- Office of Campus Safety (OCS)-Directors of Security are the first line of contact if anyone attempts to engage in immigration enforcement.

- OCS will review documentation provided by enforcement for validity and connect with appropriate level director for the officer's agency to confirm permission.

- Employees will immediately report receipt of any information request relating to immigration enforcement to OCS.

- Spokane Colleges resources shall not be used to engage in, aid, or in any way assist with immigration enforcement.

SPOKANE
C O L L E G E S SCC | SFCC

Protocols

In-person requests
- Front-line Employees
- Supervisors

Virtual/Telephone requests
- Front-line Employees
- Supervisors

SPOKANE
COLLEGES SCC | SFCC

Support & Follow-up

Tab 4

ACTION: IMMIGRATION RIGHTS AND NON-DISCRIMINATION POLICY

Presented by: Dr. Lori Hunt
                       Chief of Staff & Strategy, Spokane Colleges
                       February 18, 2025

Chapter 3 – Student Services

3.20.02 – Immigrant Rights and Non-Discrimination

This policy is adopted pursuant to the requirements of the Keep Washington Working Act, and limits "immigration enforcement to the fullest extent possible consistent with federal and state law . . . to ensure [Colleges and Universities] remain accessible to all Washington residents, regardless of immigration or citizenship status." The policy provides clarity about the Spokane Colleges (Washington State Community College District 17, including Spokane Community College and Spokane Falls Community College, hereinafter "Spokane Colleges") role in ensuring educational opportunities for all individuals, while leaving immigration enforcement efforts to the federal government.

A. Applicability of Policies Related to Immigration Enforcement

1. Spokane Colleges adheres to all requirements of federal and state law.

2. The provisions of this policy shall apply to Spokane Colleges and all school facilities, which include (but are not limited to) adjacent sidewalks, parking areas, sports facilities, and entrances and exits from said building spaces.

3. Spokane Colleges' policies prohibiting participation or aid in immigration enforcement shall apply for enforcement activity against students and their families, staff, and volunteers.

4. Spokane Colleges personnel shall presume that activities by federal immigration authorities, including surveillance, constitute immigration enforcement.

B. Access to Spokane Colleges

1. Spokane Colleges does not exclude students from receiving an education or unlawfully discriminate against anyone because of their race, color, national origin, age, disability, gender identity, immigration or citizenship status, sex, creed, use of a trained dog guide or service animal by a person with a disability, sexual orientation, or on any other basis prohibited by federal, state, or local law.

2. Spokane Colleges shall ensure that all school staff and volunteers are aware of the rights of immigrant students to an education.

3. Spokane Colleges shall ensure that information reviewed to determine eligibility for in-state tuition or other benefits and any reporting requirements is limited only to the information necessary for residency determinations and in compliance with KWW and any other applicable state or federal laws.

4. Spokane Colleges shall separate all information on individuals with foreign student visa status (F, J, and M visas) retained for the purpose of reporting to the Student Exchange and Visitor Information System (SEVIS) as part of the Student

and Exchange Visitor Program (SEVP) from general enrollment platforms or other directory information.

C. Immigration Enforcement on Spokane Colleges Grounds

Spokane Colleges does not grant permission for any person engaged, or intending to engage, in immigration enforcement, including surveillance, access to college campuses and off-site locations or their immediate vicinity. Spokane Colleges staff shall direct anyone engaging, or intending to engage, in immigration enforcement, including federal immigration authorities with official business that must be conducted on school grounds, to the Office of Campus Safety, Director of Security, prior to permitting entrance. Spokane Colleges staff shall presume that activities by federal immigration authorities, including surveillance, constitute immigration enforcement.

1. If anyone attempts to engage in immigration enforcement on or near Spokane Colleges grounds, including requesting access to a student, employee, or school grounds:

    a. Staff shall immediately alert and direct the person to the Office of Campus Safety Director of Security or designee, who shall verify and record the person's credentials (at least, badge number and name), record the names of all persons they intend to contact, collect the nature of their business at the school, request a copy of the court order or judicial warrant, and log the date and time and forward the request to the Office of Campus Safety Director of Security for review.

    b. Staff shall request that any person desiring to communicate with a student, enter school grounds, or conduct an arrest first produce a valid court order or judicial warrant.

    c. The Office of Campus Safety Director of Security shall review written court order or judicial warrants for signature by a judge and validity. For Spokane Colleges to consider it valid, any court order or judicial warrant must state the purpose of the enforcement activity, identify the specific search location, name the specific person to whom access must be granted, include a current date, and be signed by a judge.

    d. The Office of Campus Safety Director of Security shall review written authority signed by an appropriate level director of an officer's agency that permits them to enter Spokane Colleges property, for a specific purpose. If no written authority exists, the Office of Campus Safety Director of Security shall contact the appropriate level director for the officer's agency to confirm permission has been granted to enter Spokane Colleges property for the specific purpose identified.

e. Upon receipt and examination of the required information, the Office of Campus Safety, Director of Security, will determine whether access shall be allowed to contact or question the identified individual and shall communicate that decision to the Chancellor or President.

f. If the requestor is seeking access or information regarding a student under 18 years old, the Office of Campus Safety, Director of Security, shall make a reasonable effort, to the extent allowed by FERPA, to notify the parent/guardian of any immigration enforcement concerning their student, including contact or interview.

g. The Office of Campus Safety Director of Security shall request the presence of a Spokane Colleges representative to be present during any interview. Access to information, records, or areas beyond that specified in the court order or judicial warrant shall be denied.

D. Gathering Immigration Related Information

1. Spokane Colleges staff shall not inquire about, request, or collect any information about the immigration or citizenship status or place of birth of any person accessing services provided by, or in connection with the school. Spokane Colleges staff shall not seek or require information regarding or probative of any person's citizenship or immigration status where other information may be sufficient for the Spokane Colleges purposes. This does not prohibit residency officers or related staff from reviewing information from students or others on a voluntary basis in order to determine that a student is qualified for in-state tuition.

2. Spokane Colleges policies and procedures for gathering and handling student information during enrollment or other relevant periods shall be made available in writing to students and their guardian(s) at least once per school year in a manner that Limited English Proficient (LEP) individuals will understand.

3. If Spokane Colleges is required to collect and provide information related to a student's national origin (e.g., information regarding a student's birthplace, or date of first enrollment in a U.S. school) to satisfy certain federal reporting requirements for special programs, prior to collecting any such information or reporting it, Spokane Colleges shall (except with respect to reporting requirements necessary for compliance with the Student and Exchange Visitor Program):

   a. If feasible, consult with legal counsel regarding its options, including alternatives to the specific program or documents accepted as adequate proof for the program;

   b. Explain reporting requirements to the student and student's parent(s) and/or guardian(s), in their requested language, including possible immigration enforcement impact;

    c. If moving forward with collection of information, receive and collect written consent from the student, if over the age of 18, or the student's parent(s) and/or guardian(s); and school

    d. Collect and maintain this information separately from the college/class enrollment process and student's records in order to avoid deterring enrollment of immigrants or their children.

4. When Spokane Colleges reviews information related to immigration status in order to make residency determinations, the residency officer's written confirmation that a student meets any applicable immigration status requirement shall be considered sufficient written evidence that a student meets the requirements of RCW 28B.15.012. All other documents used to prove student or other individual immigration status, aside from those independently required by law to be kept, shall be designated as transitory and disposed of in accordance with the Spokane Colleges records retention policy. Any Spokane Colleges staff maintaining said information in any other way shall report their retention procedure and basis to the Chancellor or President.

E. Responding to Requests for Information

1. Spokane Colleges staff shall not share, provide, or disclose personal information about any person for immigration enforcement purposes without a court order or judicial warrant requiring the information disclosure or approval by Office of Campus Safety, Director of Security, except as required by law. Requests by federal immigration authorities shall be presumed to be for immigration enforcement purposes.

2. Spokane Colleges staff shall immediately report receipt of any information request relating to immigration enforcement to Office of Campus Safety, Director of Security, who shall document the request.

3. Spokane Colleges shall, to the extent allowed by FERPA or as otherwise advised by legal counsel, notify the student's parent(s) and/or guardian(s) of the request for information at the earliest extent possible.

F. Use of College Resources

1. Spokane Colleges resources shall not be used to engage in, aid, or in any way assist with immigration enforcement.

2. Spokane Colleges resources and policies regarding immigration enforcement shall be published and distributed to students and their parent(s) or guardian(s) on an annual basis. These resources shall include, at minimum;

    a. Information about accommodations for limited English proficiency, disability accommodations, special education programs (if applicable), and

tuition assistance grant or loan programs that may be available regardless of immigration or citizenship status;

b. General information policies including the types of records maintained by the Spokane Colleges, a list of the circumstances or conditions under which the Spokane Colleges might release student information to outside people or entities, including limitations under FERPA and other relevant law;

c. Policies regarding the retention and destruction of personal information;

d. The process of establishing consent from students and their parent(s) or guardian(s), as permitted under federal and state law, prior to releasing a student's personal information for immigration enforcement purposes;

e. Name and contact information for Spokane Colleges designated point of contact on immigration related matters; and

f. "Know Your Rights" resources and emergency preparedness forms to have completed in the event of a family separation.

DEFINITIONS

1. **Civil immigration warrant** means any warrant for a violation of federal civil immigration law issued by a federal immigration authority. A "civil immigration warrant" includes, but is not limited to, administrative warrants entered in the national crime information center database, warrants issued on ICE Form I-200 (Warrant for Arrest of Alien), Form I-205 (ICE Administrative Warrant), or prior or subsequent versions of those forms, which are not court orders.

2. **Court order** and **judicial warrant** mean a directive issued by a judge or magistrate under the authority of Article III of the United States Constitution or Article IV of the Washington Constitution or otherwise authorized under the Revised Code of Washington. A "court order" includes, but is not limited to, judicially authorized warrants and judicially enforced subpoenas. Such orders, warrants, and subpoenas do not include civil immigration warrants, or other administrative orders, warrants or subpoenas that are not signed or enforced by a judge or magistrate as defined in this section.

3. **De-identified** means information that does not identify an individual and with respect to which there is no reasonable basis to believe that the information can be used to identify an individual.

4. **F-1 Visa** is a United States (U.S.) visa for foreign national students who wish to attend educational institutions in the U.S., of these levels:

- Private elementary school (non-U.S. citizens are not allowed to attend U.S. public elementary schools on an F-1 visa);
- High school;
- Seminary;
- Conservatory;
- University and college; and
- Other institutions, such as a language training program.

5. **Federal immigration authority** means any on-duty officer, employee, or person otherwise paid by or acting as an agent of the United States Department of Homeland Security (DHS) including, but not limited to, its sub-agencies, Immigration and Customs Enforcement (ICE), Customs and Border Protection (CBP), United States Citizenship and Immigration Services (USCIS), and any present or future divisions thereof charged with immigration enforcement. "Federal immigration authority" includes, but is not limited to, the Enforcement & Removal Operations (ERO) and Homeland Security Investigations (HSI) of ICE, or any person or class of persons authorized to perform the functions of an immigration officer as defined in the Immigration and Nationality Act.

6. **Immigration or citizenship status** means as such status as has been established to such individual under the Immigration and Nationality Act.

7. **J-1 Visa** is the visa designated for students and exchange program participants who belong to: Au Pairs, Camp Counselor, Government Visitors, Interns, International Visitors, Interns, International Visitors, Physicians, Professors and Research Scholars, Short-term scholars, specialists in different areas, university students, secondary school students, teachers, trainees, work and travel participants. Those who come to the U.S. under this visa program cannot bring dependents to the U.S.

8. **Language services** includes but is not limited to translation, interpretation, training, or classes. "Translation" means written communication from one language to another while preserving the intent and essential meaning of the original text. "Interpretation" means transfer of an oral communication from one language to another.

9. **Law enforcement agency** or **LEA** means any agency of the state of Washington (state) or any agency of a city, county, special district, or other political subdivision of the state (local) that is a "general authority Washington law enforcement agency," as defined by RCW 10.93.020, or that is authorized to operate jails or maintain custody of individuals in jails; or to operate juvenile detention facilities or to maintain custody of individuals in juvenile detention facilities; or to monitor compliance with probation or parole conditions.

10. **Local government** means any governmental entity other than the state, federal agencies, or an operating system established under chapter 43.52 RCW. It

includes, but is not limited to, cities, counties, school districts, and special purpose districts. It does not include sovereign tribal governments.

11. **Notification request** means a federal immigration authority's request for affirmative notification from a state or local law enforcement agency of an individual's release from the LEA's custody. "Notification request" includes, but is not limited to, oral or written requests, including DHS Form I-247A, Form I-247N, or prior or subsequent versions of those forms.

12. **M-1 Visa** is designed for students enrolled in vocational and non-academic education, excluding language courses. This includes, but is not limited to, technical courses, cooking classes, flight school, cosmetology, etc.

13. **Personal information** means names, date of birth, addresses, GPS [global positioning system] coordinates or location, telephone numbers, email addresses, social media handles or screen names, social security numbers, driver's license numbers, parents' or affiliates' names, biometric data, or other personally identifiable information. "Personal information" does not include immigration or citizenship status.

14. **Public schools** or **Local education agency** means any and all public elementary and secondary schools under the jurisdiction of local governing boards or a charter school board and all institutions of higher education as defined in RCW 28B.10.016.

15. **Sensitive location** refers to the 2011 U.S. Immigration and Customs Enforcement (ICE) and 2013 Customs and Border Enforcement (CBP) policies which categorize certain locations as sensitive locations that should generally be avoided for immigration enforcement purposes. Accordingly, "sensitive location" includes health facilities, places of worship, and schools.

16. **School resource officer** means a commissioned law enforcement officer in the state of Washington with sworn authority to uphold the law and assigned by the employing police department or sheriff's office to work in schools to ensure school safety. By building relationships with students, school resource officers work alongside public-school administrators and staff to help students make good choices. School resource officers are encouraged to focus on keeping students out of the criminal justice system when possible and not impose criminal sanctions in matters that are more appropriately handled within the educational system.

17. **State agency** has the same meaning as provided in RCW 42.56.010.

Tab 4

REPORT: ECONOMIC IMPACT SURVEY

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

The Economic Value of Spokane Colleges

ANALYSIS OF THE ECONOMIC IMPACT
AND RETURN ON INVESTMENT OF EDUCATION

Lightcast & Community Colleges

20+ years working with higher education institutions

3,000+ economic impact studies completed

2.7M students used Lightcast's Career Coach tool in 2023

8 of 10 2023 Aspen Prize finalists are Lightcast customers

What is an
ECONOMIC IMPACT ANALYSIS?
Measures how an event or institution affects the local economy

What is an
INVESTMENT ANALYSIS?
A comparison of the costs and benefits to determine the return on investment

About the District 17

AVERAGE EARNINGS BY EDUCATION LEVEL

Education Level	Earnings
< HS	$24,100
HS	$31,600
Certificate	$34,100
Associate	$37,500
Bachelor's	$58,000
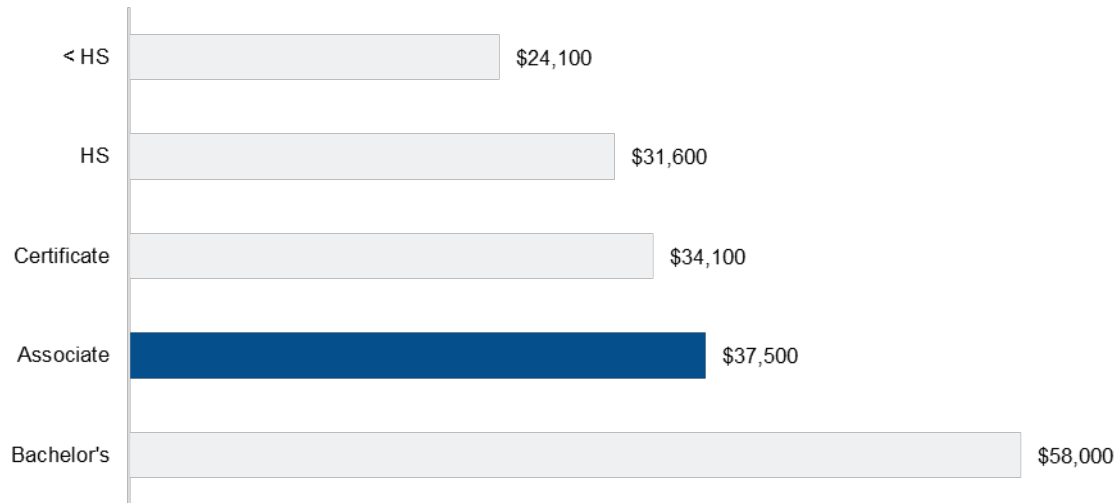
$40.0 billion
Total Gross Regional Product (GRP)
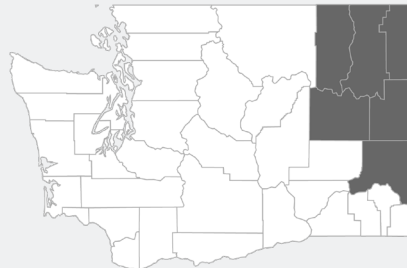
400,863
Total Jobs

FY 2022-23

12,032
Credit students served

7,758
Non-credit students served

$109.3 million
Total payroll/benefits

1,284
Employees

$30.4 million
Total tuition revenue

28%
Students from outside the region
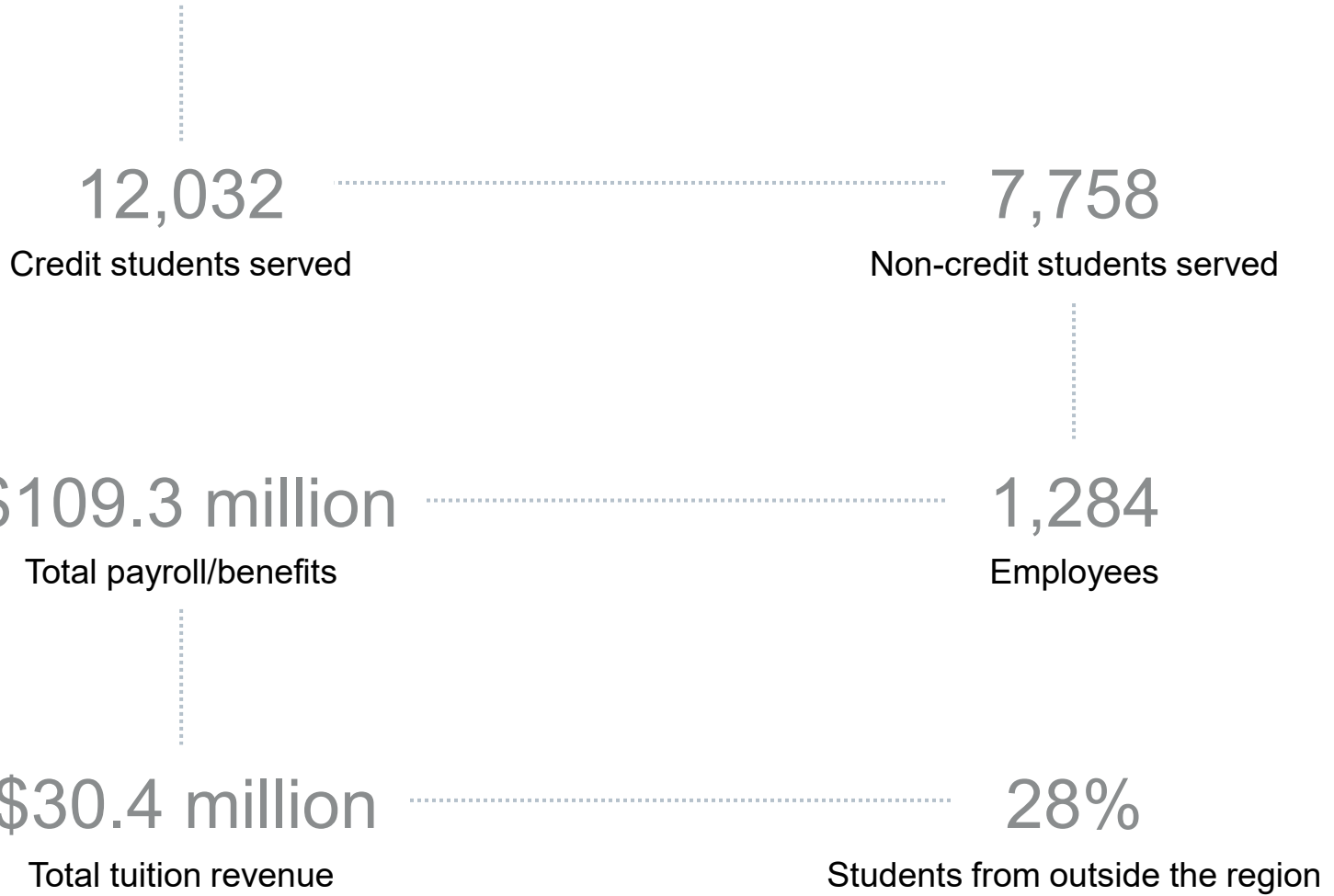
ECONOMIC IMPACT ANALYSIS

Operations Spending Impact

College payroll and other spending + ripple effects

$182.4 million

Added regional income

O R

1,914

Jobs supported in the region

Student Spending Impact

Relocated/retained student spending + ripple effects

$50.8 million

Added regional income

O R

726

Jobs supported in the region

Alumni Impact

Higher alumni earnings and increased business profit + ripple effects

$1.0 billion

Added regional income

O R

12,515

Jobs supported in the region

All results measured in income, not sales. Results are net of counterfactual scenarios.

Total Impact

$1.3 billion
Total income added
in the region

O R

3.2%

Of region's GRP

15,155
Total jobs supported
in the region

O R

1 out of **26** jobs in the region

Impacts by industry (jobs supported)

All Other Industries, 7,707

Retail Trade, 2,222

Professional & Technical Services, 926

Real Estate & Rental & Leasing, 1,033

Other Services (except Public Administration), 1,483

Health Care & Social Assistance, 1,783
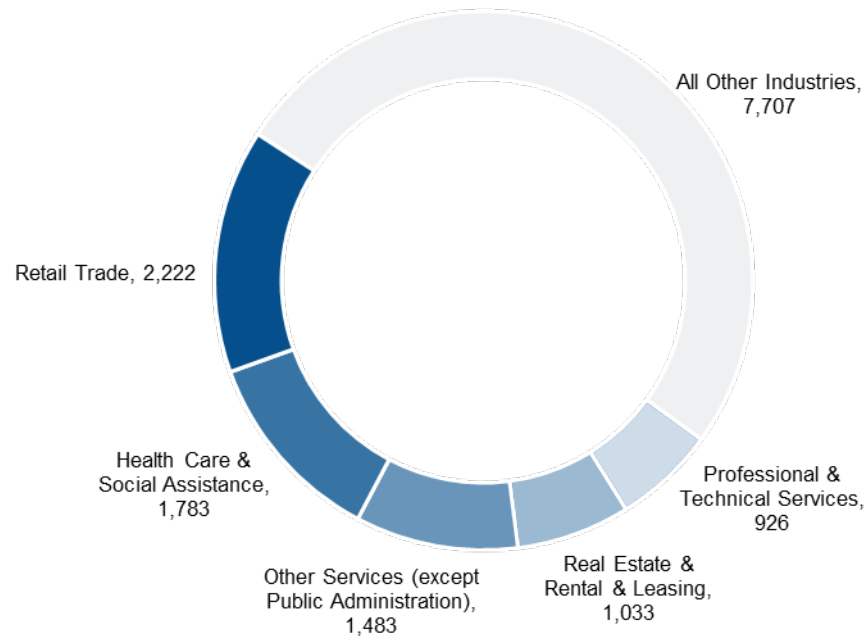
INVESTMENT ANALYSIS

Student Perspective

$413.6 million
Benefit: Higher future earnings

$111.0 million
Cost: Tuition, supplies, opportunity cost

3.7
Benefit/cost ratio

16.2%
Rate of return

Taxpayer Perspective

$133.1 million
Benefit: Future tax revenue, government savings

$148.9 million
Cost: State and local funding

0.9
Benefit/cost ratio

0.1%
Rate of return

Social Perspective

$1.9 billion
Benefit: Growth in state economic base, future earnings, tax revenue, and private and social savings

$297.2 million
Cost: All college and student costs

6.3
Benefit/cost ratio

n/a*
Rate of return

Future benefits are discounted to the present.
* The rate of return is not reported for the social perspective because the beneficiaries are not necessarily the same as the original investors.

Overview of results

$1.3 billion

Total income added to the region

3.2%

Of region's GRP

15,155

Total jobs supported in the region

3.7

Benefit-cost ratio for students

0.9

Benefit-cost ratio for taxpayers

6.3

Benefit-cost ratio for society

Questions?

Tab 6

REPORT: CRM UPDATE

Presented by: Erin Mitchell
CRM Systems Administrator, Spokane Colleges
February 18, 2025

Customer Relationship Management (CRM) System

Board of Trustees Update

Supplemental Documentation

February 18th, 2025

Erin Mitchell

CRM System Administrator

erin.mitchell@ccs.spokane.edu

Table of Contents

Strategic Plan and Project Timeline

Strategic Plan

The Customer Relationship Management (CRM) system is part of the Student Success pillar of [Spokane Colleges'/CCS' 2021-2025 Strategic Plan](#).

- The scope of the CRM for the Strategic Plan was the Recruitment suite.
- Implementation of the Recruitment suite tools was completed in April/May 2024. All tools are being utilized in at least one way.

Key Groups/Stakeholders

Key Groups/Stakeholders

Work Group

- Meets 1 hour/bi-monthly
- The Work Group follows a Charter, and there are 2 main purposes
  - Contribute thoughts, ideas, and processes for implementation
  - Share back progress updates to representative areas
- Membership is approved by Vice Presidents and Presidents, and equivalents at District

Members (as of February 4th, 2025)

District
- Erin Mitchell, CRM System Administrator
- Karly Ramsey, Enrollment Technology & Communications Specialist
- Melanie Rose, Chief Institutional Advancement & External Affairs Officer (Project Co-Executive Sponsor)
- Grace Leaf, Chief of Culture, Talent Development & Information Technology (Project Co-Executive Sponsor)
- VACANT, Executive Assistant to the Chief Institutional Advancement Officer
- Bob Nelson, Director of Information Systems & Development Services
- Leslie Dawson, IT Project Manager
- Bryan Waldo, IR Business Intelligence Analyst
- Karen Sandall, eLearning Program Specialist 2

Spokane Community College
- Lori Greenwood, CRM Manager (SCC Implementation Lead)
- Chantel Black, Director of Admissions & Registration (SCC Implementation Lead)
- Nicci Gooch, Campus Visit Supervisor (SCC Implementation Lead)
- Piper McCarthy, Associate Dean of Student Success and Workforce Transitions (SCC Implementation Lead)
- Tammy Zibell, Director of Financial Aid
- Erika Naccarato, Manager of Registration
- Krystal Taylor, Admission/Registration Specialist
- VACANT, Admissions/Registration Specialist
- Jennifer Achziger, Program Specialist II
- Norma Cantu, Program Assistant
- Wendy Jones, Manager of Workforce Transitions
- VACANT, Retention Specialist
- Brian Moyer, Colville Center Manager
- Rhonda Quandt, Newport Center Manager
- Veronica Lawrenson, Office Assistant III
- Austin Davis, Lead Data Analyst
- Guillermo Espinosa, Associate Dean of K-12 Partnerships & Outreach
- Ramona Barhorst, Student Recruitment Manager
- Priya Osborne, Director of Student Success, Equity & Diversity
- Tessa Greene, Dual Enrollment Supervisor
- Holly Watson, Instructional Services Manager
- Sherri Fujita, Dean of Instruction Adult Basic Education (ABE)

- o Erin Smith, Assistant Dean Arts & Sciences
- o Lisa Jensen, Program Assistant
- o Bill Rambo, Counselor
- o Roy Caligan, Senior Director (Ex-Officio)

Spokane Falls Community College
- o Karen Kelly, CRM Manager (SFCC Implementation Lead)
- o Rhondie Voorhees, Dean of Student Support Services (SFCC Implementation Lead)
- o Sally Jackson, Director of Planning, Institutional Effectiveness & Research
- o Kim Herney, Executive Assistant to the VP of Student Affairs
- o Carson Poertner, Admissions Manager
- o Ryan Schlott, Orientation Specialist (Admissions & Registration)
- o Elizabeth Thomas, Program Specialist II (Community Outreach and Dual Enrollment)
- o Marcella Godina, Campus Tour Supervisor
- o Vicki Moore, Guided Pathways Specialist
- o Shelli Cockle, Office Manager (Student Support Services)
- o Tina Armagost, Counseling Office Support Supervisor
- o Alison Cooley, Program Specialist III (Financial Aid)

Implementation Team
- Meets 1 hour/week
- Email and Teams follow-ups daily
- Meetings include leadership decisions on integrations, new tool implementation, and expanding usage

Members (as of February 4th, 2025)
District Marketing/Public Relations
- o Erin Mitchell, CRM System Administrator
- o Karly Ramsey, Enrollment Technology & Communications Specialist
- o Melanie Rose, Chief Institutional Advancement & External Affairs Officer (ad hoc; Project Co-Executive Sponsor)

District Information Technology (IT)
- o Bob Nelson, Director of Information Systems & Development Services
- o Leslie Dawson, IT Project Manager
- o Jake Clough, Database Administrator (ad hoc)
- o Grace Leaf, Chief Information Officer (ad hoc; Project Co-Executive Sponsor)

District Institutional Research (IR)
- o Bryan Waldo, IR Business Intelligence Analyst (ad hoc)

Spokane Community College
- o Lori Greenwood, CRM Manager
- o Chantel Black, Director of Admissions & Registration
- o Nicci Gooch, Campus Visit Supervisor
- o Piper McCarthy, Associate Dean of Student Success and Workforce Transitions (Retention)

Spokane Falls Community College
- o Karen Kelly, CRM Manager
- o Rhondie Voorhees, Dean of Student Support Services (Retention)

Governance and Project Management

Governance

- We have established many governance documents for the CRM. This series of governance documentation follows the ctcLink model of governance.
  - The Distribution of Roles and Responsibilities are reviewed, modified, and re-approved annually as new tools are implemented.
  - All other documents are reviewed and modified as needed.
- Our governance documentation lives in our CRM Intranet.
  - CRM Guiding Principles (adopted May 2022)
  - Distribution of Roles and Responsibilities for the Recruitment Suite (re-approved by Cabinet March 25th, 2024, presently undergoing 2025 review/updates)
  - Change Management: Procedures, Prioritization and Communication (approved by Cabinet September 25th, 2023).

Project Management

- Monthly dashboards were first created at the request of the colleges in mid-2023 and are designed to give a 30,000 ft view of the CRM project, including resources required.

Users, Deliverables, and Impacts

Metrics as of February 4th, 2025

Deliverables

Deliverable/Milestone	When	Who
First successful data integration with ctcLink (Contacts)	February 28th, 2022	Data integration team—IT, IR, Marketing, and college leads
First group of CRM users (outside Implementation Team) trained and in production environment—SCC Pathway Specialists	March 28th, 2022	Marketing, IT, SCC college leads
Inquiry form go live	March 31st, 2022	Full implementation team
Tx Email inquiry campaigns deployed (both SCC and SFCC)	March 31st, 2022	Marketing, IT, and college leads (including work from prior college leads)
Reports functionality deployed	March 31st, 2022	Marketing, IT
Tx Events deployed	May 19th, 2022	Marketing, IT, Nicci Gooch
CRM Work Group approves Guiding Principles	May 23rd, 2022	Marketing, IT
Tasks functionality deployed	August 24th, 2022	Marketing, IT, college leads
CRM communication plan delivered	September 12th, 2022	Marketing
Cabinet approved CRM Roles and Responsibilities governance	March 6th, 2023	Marketing, IT, college leads, Work Group
Tx SMS (1:1 texting) deployed	April 6th, 2023	Marketing, IT, college leads
First online application (Global Education) deployed	June 8th, 2023	Marketing, IT, college leads, Global Education
First supplemental form (Student Assistance) deployed	June 8th, 2023	Marketing, IT, college leads
Cabinet approved CRM Change Management governance	September 25th, 2023	Marketing, college leads
Tx SMS bulk texting deployed	October 13th, 2023	Marketing, college leads
First selective/competitive online application (OTA/PTA – SFCC) deployed	November 27th, 2023	Marketing, IT, SFCC college lead, SFCC program representatives
First deployment of application automations tools – ARM, ART, and Decision Letters (for Global Education)	March 11th, 2024	Marketing, Global Education, college leads
First selective/competitive program applications reviewed with externally available review tools	April 15th, 2024	Marketing, SFCC college lead, SFCC program representatives
CRM Project for CCS' Strategic Plan completed	April/May 2024	Everyone!

Student Stage bar completed	June 24th, 2024	Marketing, IT, college leads
First selective/competitive program application deployed for SCC via online form (PN)	November 1st, 2024	Marketing, SCC college leads, SCC program representatives
First selective/competitive program applications reviewed with in-CRM review tools (OTA/PTA – SFCC)	January 15th, 2025	Marketing, SFCC college lead, SFCC program representatives

Looking Forward

Looking Forward

1. **Selective/Competitive Entry Program Applications**
   a. All applications for selective/competitive entry programs are to be moved into the CRM. The CRM team and program stakeholders will utilize the developed comprehensive checklist (available in our CRM Intranet) to build and launch each online selective/competitive entry program application.
2. **Communication Planning and Execution**
   a. When we signed for the Recruitment suite with TargetX, they gave us the Retention suite as well for no additional cost. As a result, we did not originally scope Retention, and the communications require close scoping and collaboration as we dive into them.
   b. This will also be considered in full awareness of the state's student success software tool that is anticipated to be selected in March 2025 and implemented on a TBD timeline following selection. We are implementing Retention tools in the CRM step-by-step with the most important tools that SCC and SFCC want to use first, until the state solution comes online.
   c. We are looking forward to a new ctcLink integration into the CRM for communication codes, which is presently being built and tested. This will allow the CRM to "know" when communications have occurred out of ctcLink, and allow further communications to follow them in the CRM.

CRM Project Update

Board of Trustees Meeting – February 18th, 2025

SPOKANE
COLLEGES   SCC | SFCC

Outline

- Introductions
- CRM Purpose
- Strategic Plan and Project Timeline
- Key Groups/Stakeholders
- Governance and Project Management
- Usage, Deliverables, and Impacts
- Looking Forward

SPOKANE
COLLEGES SCC | SFCC

Introductions – CRM Implementation Team

Karly Ramsey – Spokane Colleges – Enrollment Technology and Communications Specialist
Leslie Dawson – Spokane Colleges – Project Manager (IT)
Bob Nelson – Spokane Colleges – Director of Information Systems and Development Services (IT)

Lori Greenwood – SCC – CRM Manager
Chantel Black – SCC - Director of Admissions/Registration
Nicci Gooch – SCC – Campus Visit Supervisor
Piper McCarthy – SCC – Associate Dean of Student Success and Workforce Transitions

Karen Kelly – SFCC – CRM Manager
Rhondie Voorhees – SFCC – Dean of Student Support Services

Project Co-Executive Sponsors: Melanie Rose and Grace Leaf

SPOKANE
C O L L E G E S   SCC | SFCC

CRM Purpose

CRM Purpose

- CRM = Customer Relationship Management

- Centralized tool for housing, managing, executing, and tracking all activities associated with Spokane Colleges relationships with prospective and current students
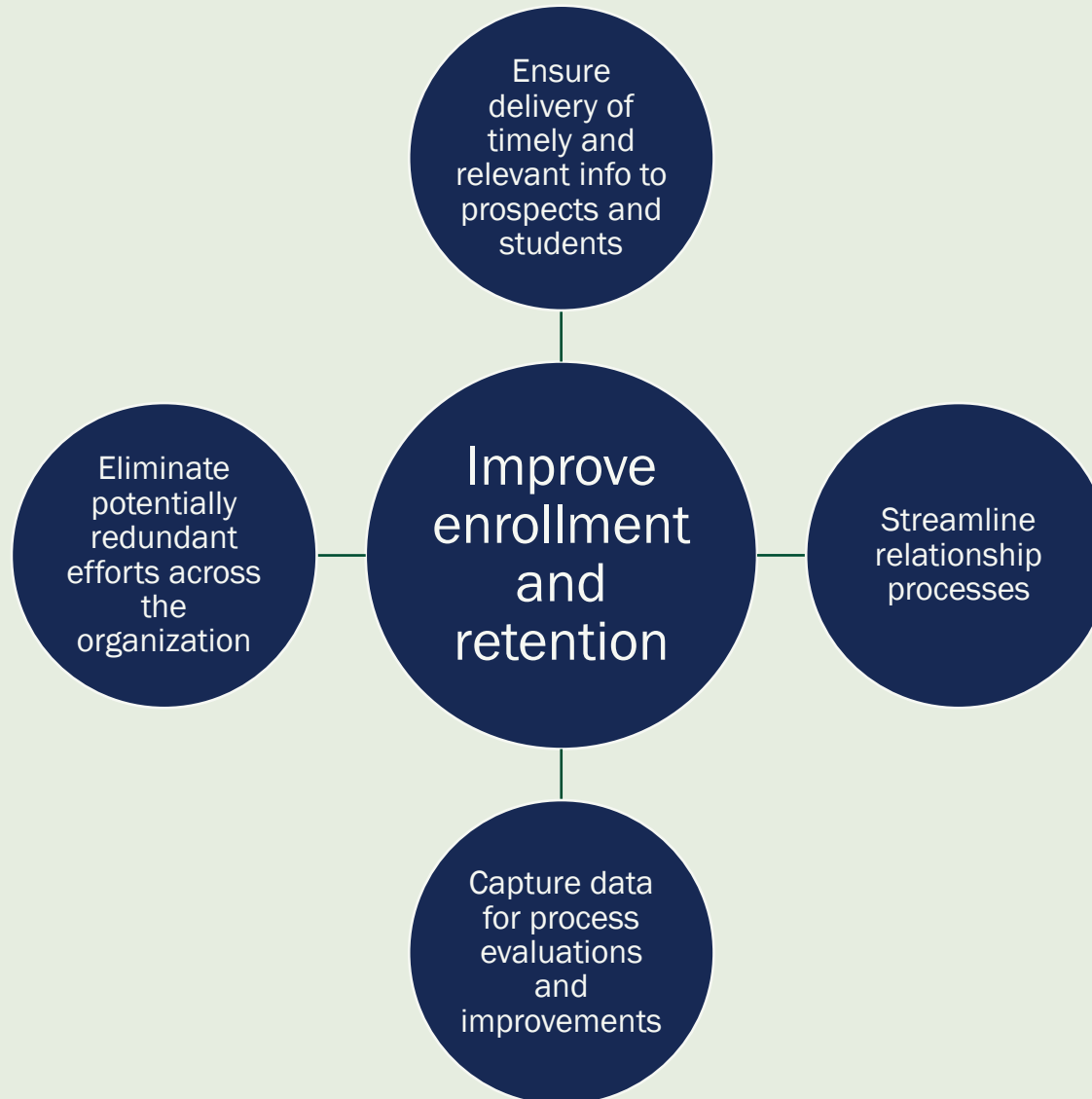
Ensure delivery of timely and relevant info to prospects and students

Eliminate potentially redundant efforts across the organization

Improve enrollment and retention

Streamline relationship processes

Capture data for process evaluations and improvements

SPOKANE
COLLEGES SCC | SFCC

Strategic Plan and Project Timeline

Scope of the CRM for the Strategic Plan

Recruitment

Insights (Custom Data Reporting)

Retention

SPOKANE COLLEGES SCC | SFCC

Key Groups/Stakeholders

Work Group & Implementation Team

Work Group

- Membership approved by VPs and Presidents
- Meets bi-monthly
- Hear and share back progress updates
- Contribute thoughts, ideas, and processes for implementation

Implementation Team

- Weekly meetings, with additional daily communication
- Leadership decisions on integrations, new tool implementation, and expanding use
- Liaisons for each college

SPOKANE
C O L L E G E S SCC | SFCC

Governance and Project Management

Governance and Project Management

Active Dates for Time Estimates		2/1/2025 - 2/28/2025

Retention Matrix Development		Change from Previous Month
10%		10% (Kick-off and Foundation Consult)

Overall Project Status	Suite	Project & Tasks	Currently	Business Unit	Hour Estimate	Risks	Notes
On Target	Retention	User Licensing, Onboarding, Orientation	Active	District	6		
On Target	Retention	User Licensing, Onboarding, Orientation	Active	SCC	3		
On Target	Retention	User Licensing, Onboarding, Orientation	Active	SFCC	3		
On Target	Retention	Foundations	Active	District	40		
On Target	Retention	Foundations	Active	SFCC	15		
On Target	Retention	Foundations	Active	SCC	20		
On Target	Retention	Tx Forms	Active	District	5		kick-off 2/26
Queued	Retention	Faculty Early Alerts	Future	District			
Queued	Retention	Tx Events	Future	District			
Queued	Retention	Appointment Scheduler	Future	District			
Queued	Retention	Engage	Future	District			

Overall Project Status	Suite	Project & Tasks	Currently	Business Unit	Hour Estimate	Risks	Notes	Column1
On Target	Recruitment	Online Applications for Selective/Competitive Programs	Active	District	60			
On Target	Recruitment	Online Applications for Selective/Competitive Programs	Active	SCC	40		PN application launch Summer 2025, Respiratory Care	
On Target	Recruitment	Online Applications for Selective/Competitive Programs	Active	SFCC	60		4 BAS Programs, Running Start, Trizge and decision letters OPT, HIS	
On Target	Recruitment	User Licensing, Onboarding, Orientation	Active	District	18			
On Target	Recruitment	User Licensing, Onboarding, Orientation	Active	SCC	9		3 Newbies	
On Target	Recruitment	User Licensing, Onboarding, Orientation	Active	SFCC	9		Newbies? 1 to 3 new	
On Target	Recruitment	Implementation Team Meetings, Prep, Attendance, Follow Up	Active	District	50			
On Target	Recruitment	Implementation Team Meetings, Attendance, Follow Up	Active	SCC	25			
On Target	Recruitment	Implementation Team Meetings, Attendance, Follow Up	Active	SFCC	25			
On Target	Recruitment	Communication Codes ctcLink integration	Active	District	30		Built in sandbox, testing	
On Target	Recruitment	Communication Codes ctcLink integration	Active	SCC	10		Built in sandbox, testing	
On Target	Recruitment	Communication Codes ctcLink integration	Active	SFCC	10		Built in sandbox, testing	
Queued	Recruitment	Graduation tracking ctcLink integration	Future Project	District				
Queued	Recruitment	Course Enrollments Integration ctcLink integration	Future Project	District				

SPOKANE
COLLEGES SCC | SFCC

Usage, Deliverables, and Impacts
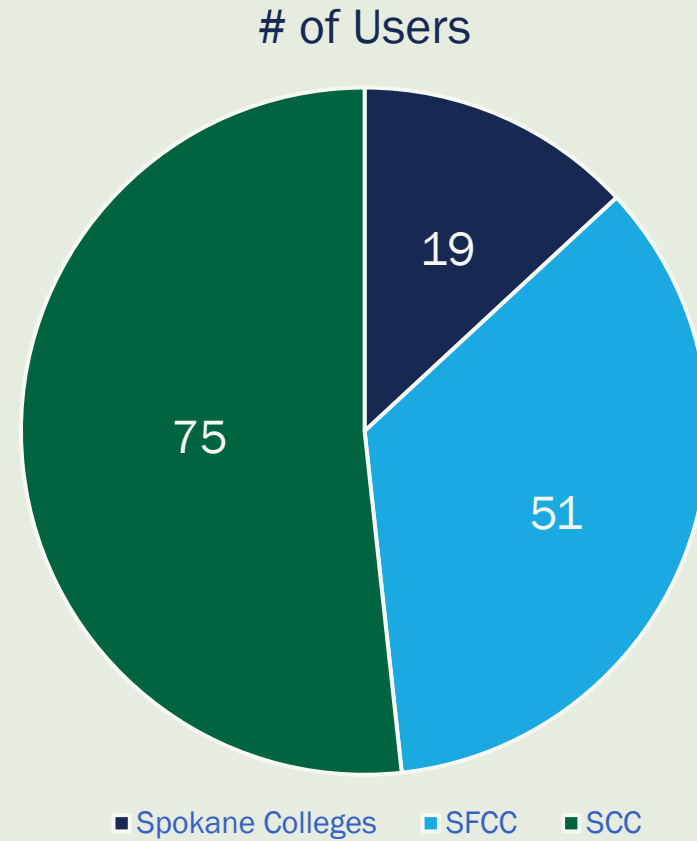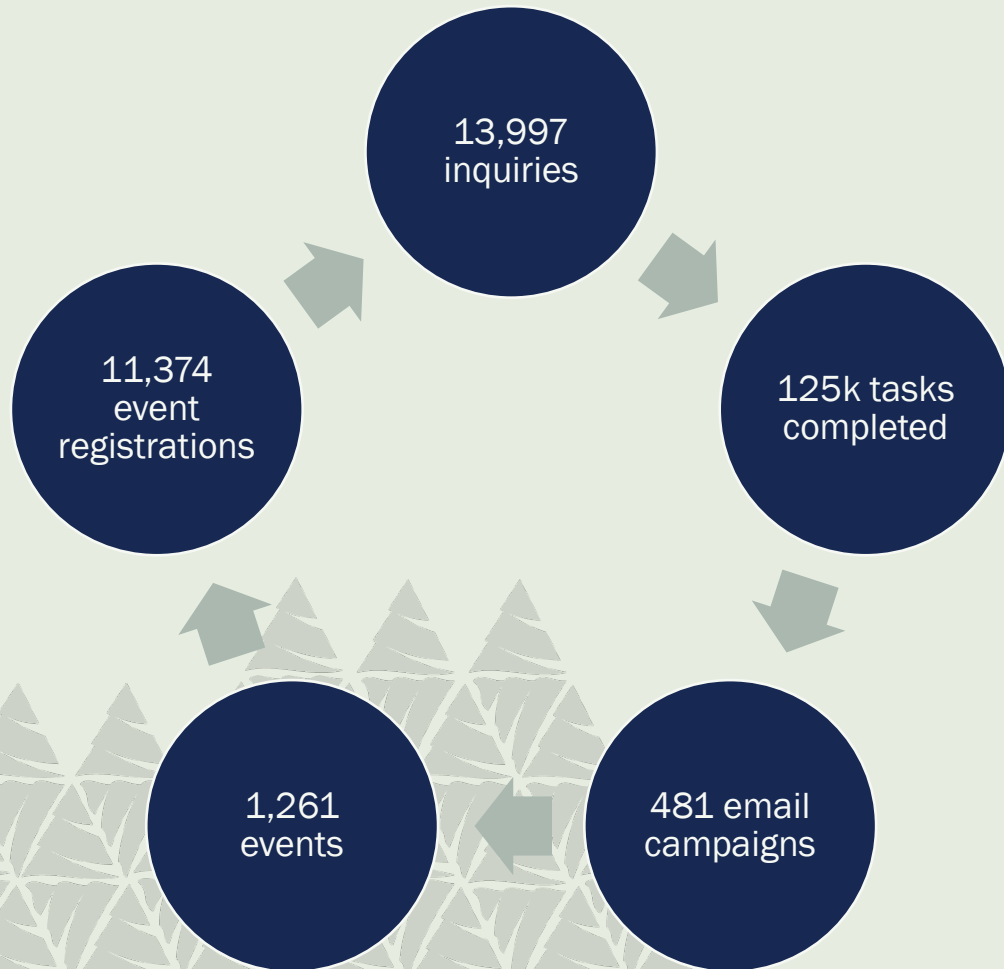
Impact Across the Enrollment Funnel

Inquiry

- SCC – email and text campaigns + individual follow-up tasks
- SFCC – email campaigns + individual follow-up tasks
- Running Start email campaigns
- Recruitment events
- Cultivating interest in selective/competitive programs
- Collaborations – WorkSource, Foundation scholarships, Amazon Career Choice

Applicant

- SFCC – Occupational Therapy Assist. (OTA) and Physical Therapist Assist. (PTA) applications
- SFCC – 2 new selective program applications launching January 15th
- SCC – Practical Nursing (PN) application
- Global Education application
- ctcLink application integration
- Running Start email campaigns - steps after acceptance

Eligible to Enroll

- SCC - eligible but not enrolled email and text campaigns
- SCC – Math and English placement follow-ups
- SFCC – Bigfoot Registration event sessions + email and text reminders
- SCC – events for students eligible to enroll
- SFCC – Running Start onboarding requirements with email and text campaigns

Enrolled

- SCC – campus tours for newly enrolled
- SFCC – welcome text by pathway for first-time students
- Cultivating interest - selective/competitive programs

SPOKANE
COLLEGES SCC | SFCC

Impact Case Study – SCC - Communications

Campus Tours

- Target: Inquirers and first-time students

- 3,188 msg. sent | 65% open rate } 11% click-through | 617 signed up | Hit 50-person capacity on 4 tours

- Follow-up survey collects attendee feedback

Front-End Funnel Cultivation/Competitive Entry Program

- 244 msg. sent | 79% open rate | 10.6% of target audience applied | SMS follow-up

- Decision letters delivered | Orientation/communications in CRM events

Winter Enrollment Nudge

- Target: Inquirers and applicants (last 2 years) who never enrolled, two-part campaign with geofencing added

- 9,022 msg. sent | 52.5% open rate } 3.8% CTR | 160k + ad impressions with 0.18% CTR

- Applicant-to-Enrolled: 261 Winter and 23 Spring students totaling 268 FTE

"The plan and implementation of the CRM communications for the Practical Nursing Program were essential in spreading information to qualified students regarding application into the PN program. CRM communications undoubtably contributed to the creation of a strong application pool for our first PN cohort. The communications also helped to streamline communications to students after the selection process, saving time and ensuring consistent messaging go to all students."
--Brittany Heidenreich, Nursing Instructor

"Piloting the online application and communications in the CRM for the [Licensed Practical Nursing] LPN program as a Pathway Specialist was amazing. It made many aspects of the data collection and applicant communication so much easier! I am excited for all competitive entry programs to move their applications into the CRM as well."
--Scott Anderson, Pathway Specialist

SPOKANE
COLLEGES SCC | SFCC

Impact Case Study – SFCC – Revolutionizing Online Applications

Occupational Therapy Assistant and Physical Therapist Assistant Year 2 Advances

Portal Power

- Students manage recommendations entirely through the online portal, including sending reminders or swapping recommenders.

In-CRM Review

- Faculty and Program Directors now conduct all application reviews and scoring directly in the CRM – boosting efficiency and accuracy.

Digital Grade Collection

- Mid-quarter grades are now collected electronically, syncing seamlessly to the CRM for streamlined record-keeping.

Smart Tracking Communications

- Automated systems monitor active applications and notify students of incomplete items.

- Self-withdrawal prompts ensure students with inactive applications over 50 days stay informed.

- Applications idle for 60+ days are automatically withdrawn (with option for student to un-withdraw), keeping the funnel efficient and focused for reviewers.

"The CRM has made it easier to connect with prospective [...] program but [...] also allows [...] better un[...] applicants. [...] support and [...]

--Jessi[...]

"Moving away from paper applications to the CRM platform for online PTA applications has been a game changer for the SFCC PTA program. The program previously lacked the ability to fully process applications as they were submitted, communicate with applicants in an ongoing manner, and gather data. All these elements are now possible with the CRM platform"
--Renée Compton, PTA Program Director

SPOKANE COLLEGES SCC | SFCC

Looking Forward

Selective/Competitive Entry Program Applications

SCC

1. Practical Nursing (PN) – **v1 launched, v2 in user acceptance testing**
2. Respiratory Care – **in user acceptance testing**
3. Dental Assisting
4. Diagnostic Medical Sonography
5. Echocardiography
6. Radiology Technology
7. Nursing (RN)
8. Invasive Cardiovascular Technology

SFCC

1. Occupational Therapy Assistant – **launched**
2. Physical Therapist Assistant – **launched**
3. Hearing Instrument Specialist – **launched**
4. Orthotics/Prosthetics – **launched**
5. Interpreter Training
6. Audio Engineering
7. Graphic Design
8. [Bachelors programs]
9. [Running Start]

SPOKANE
COLLEGES   SCC | SFCC

Communication Planning and Execution – Recruitment and Retention

- Communication auditing

- Sending communications – ctcLink/3Cs, CRM (data integrations)

- Collaborations across Spokane Colleges

SPOKANE
C O L L E G E S   SCC | SFCC

Questions?

Erin Mitchell, CRM System Administrator, erin.mitchell@ccs.spokane.edu
Lori Greenwood, CRM Manager - SCC, lori.greenwood@scc.spokane.edu
Karen Kelly, CRM Manager - SFCC, karen.kelly@sfcc.spokane.edu

Melanie Rose, CIAEAO, melanie.rose@ccs.spokane.edu
Grace Leaf, Chief of Culture, Talent Development & IT, grace.leaf@ccs.spokane.edu

SPOKANE
C O L L E G E S SCC | SFCC

REPORT: CHANCELLOR'S REPORT

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

District Business & Finance Office

CFO

The team is closely monitoring the state legislative process and fiscal information coming from the Office of Financial Management and the State Board for Community and Technical Colleges. Budget planning is also well underway across the district. A district-wide budget survey was launched in late January with the goal of soliciting feedback on spending priorities, areas to improve efficiency of operations, and revenue growth. Over 300 employees district-wide participated in the survey. Cabinet will review the ideas and evaluate opportunities to incorporate into final budget recommendations. Common themes included suggestions for a thorough review of our organizational structures, potential areas for consolidation, and elimination of the duplication of services.

We anticipate seeing legislative budget proposals from the State House and Senate in late March, early April. Until that time, we are reviewing our revenue estimates and carryforward spending plans for FY 25-26. Advocating for the protection of state funding is critical. While we are optimistic about Governor Ferguson's priority to protect community and technical colleges from budget reductions, we are planning around the possibility of reduced funding related to the OFM funding error. The estimated impact to Spokane Colleges is a permanent budget reduction of $2.5-$2.8 million.

We are also monitoring federal actions and executive orders and their potential impact on district operations. Our most significant federal funds support Title IV financial aid and the Head Start program. Currently, our awards remain intact.

Budget office

In addition to monthly fiscal monitoring, and preparation of budget planning documents for next year, the budget team processed and approved 194 employee action notices, 41 position requests, 47 purchase requisitions and they completed 75 accounting journals.

The grants team opened four new grants in ctcLink, prepared three budget modifications in the Online Budget Information System (OBIS), reviewed a new campus grant proposal, prepared billings for 21 contracts and provided 45 grant management reports to grant managers.

The team is continuing to support the statewide single audit process of the Head Start program cluster. The budget office grants team and the Head Start management team have been actively involved in this process that is expected to wrap up this month.

Internal Control and Compliance

Maria Midkiff, director of internal audit, provided support to improve BFET student voucher processes, assisted in the Head Start audit, and completed Ethics training for new executives. Maria has also been working closely with Barnes & Noble to procure new logo merchandise in the college stores. "Legacy" merchandise has been marked down for quick sale. She is also leading the evaluation process for bookstore operations.

Contracts Office

Staff assisted with the following contracts and agreements.

➢ Clinical Affiliation agreements for SCC and SFCC students in clinical practicums:
   o SFCC Occupational and Physical Therapy Assistance Programs with Community Medical Clinic of Billings-Missoula.
   o SCC Invasive Cardiovascular Program with Banner University Medical Center in Phoenix.

➢ Contracts / Agreements finalized.
  o Assisted Corporate and Continuing Education (CCE) with renewal of the SEIU Healthcare Northwest Partnership training services agreement.
  o Assisted Spokane Colleges with the development of an MOU with World Relief outlining the cooperative effort to develop the Newcomer Career Navigation Program (NCN).
➢ Washington Administrative Code (WAC) Revisions – Working on revisions to District WACs (132Q) to replace Community Colleges of Spokane with Spokane Colleges.

Payroll and Benefits
Calendar year 2024 is closed for the payroll and benefits team. The department completed their review of annual tax deposits, federal tax filings and W-2 processing to meet IRS reporting deadlines. Josh Houchins, benefits specialist, has been working with the Department of Retirement Systems (DRS) cleaning up old reporting errors occurring as far back as 2016 (ctcLink conversion). This has been a significant project for Josh, resulting in the first complete reconciliation between DRS and ctcLink.
The payroll team completed the annual sick leave incentive buy-out process using a newly enhanced automated function within ctcLink. The automated system worked well and improved the efficiency of the overall process. This year, 314 staff qualified for the sick leave buy-out based on their sick leave balances. Seventy-three employees opted to convert 4,967 of sick leave hours to payment of 1,241 sick leave hours (4:1 ratio), for a total of $82,844.

Financial Accounting and Reporting
Tiffany Henderson, District Director of Financial Reporting, continues to collaborate with the independent CPA firm, Davis Farr on the financial statement audit for fiscal year 2024, with fieldwork expected to conclude by late-February and final notes and completed statements anticipated by mid-March.

Accounts Payable
In January, there were 480 vendor invoices processed, a testament to the dedication of Louann Pabst, our Accounts Payable Analyst. Subsequently, we disbursed over $9 million in vendor payments and successfully completed the annual IRS 1099 reporting requirement for 137 vendors by the January 31 deadline.

Student Finance
With a successful start to the winter quarter, the department disbursed over 15 million in Financial Aid awards. In addition to supporting campuses for the start of the quarter, our Student Finance department simultaneously worked diligently to prepare over 16,600 1098-T forms for students for the 2024 calendar year. This process requires a thorough review to ensure accuracy and valid information for each student, with each record carefully verified by our Student Finance team to be completed by the IRS deadline of January 31. We're happy to announce in January we were able to add to the success of the team with two new team members who bring the experience needed to allow for greater student support.

Treasury Department
We initiated a review of our accounts receivable process to identify opportunities for improved efficiency in payment posting and reconciliation. Work also began on reconciling and posting payments for rebates

from the newly installed EV chargers, while continuing support for payment system upgrades in the Culinary Arts department. The Treasury Manager position remains open, with recruitment nearing the decision-making stage for this critical leadership role overseeing our general ledger data posting.

Public Records

Spokane Colleges successfully processed 153 public records requests in calendar year 2024, reflecting a 60% increase over 2023.

1. Completion rates: 70% of requests were fulfilled within two weeks of receipt. 86% of requests were closed within 30 days; 22 large or complex requests required over 30 days to complete.

2. Request categories: 40% for employee related records (e.g., emails, texts, business records on personal devices, HR investigations, subpoenas, etc.). 30% for purchasing records of bids, contracts and vendor information. 30% for security reports including video files, student records, former employee files, and miscellaneous business records.

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

Community Colleges of Spokane

Institutional Advancement Office

Official Rebrand Public Launch: January 22, 2025

As Presenting Sponsor of the GSI *State of Education* event on January 22, Chancellor Brockbank had five minutes at the podium to share Spokane Colleges' new brand with the 300+ (sold out) audience. This included a new external brand video and branded notebooks with Spokane Colleges pens and stickers on every table. This event served as our official rebrand public launch, which coincided with a news release sent to all regional news outlets, generating several stories.

In the marketing department, our graphic designers were very busy in December and January creating templates and designs for the very large lift of implementing the new brand elements on every piece of logo'd collateral including business cards, letterhead, envelopes, brochures, forms, email signatures, Zoom backgrounds, name tags, Canvas software, CRM templates, social media icons and images, to name a few.

Billboards – January
Marketing reserved billboards around Spokane County revealing the new Spokane Colleges logo as well as the new Athletic mascot. Lamar Outdoor provided an additional 10 locations to help promote the brand launch. Marketing designed oversized billboards for the mascot reveal and poster sized billboards for the Spokane Colleges logo reveal. Some of these billboards are being updated for February promoting the individual college logos.

Schools – Outreach at both colleges
- Marketing designed and ordered new pennants for both colleges to be distributed to high schools and community organizations.
- Marketing designed and ordered new table skirts for both colleges and districts to be used at recruiting events.
- Marketing designed and ordered stickers, magnets and pins of the new logos and mascot for recruiting events
- Marketing updated Outreach brochures and Viewbooks with the new branding.

Winter Quarter – for students
Student swag - Marketing ordered college specific logo'd items for winter quarter students. These included pens, flashlights and ice scrapers.

- Marketing designed winter quarter materials using the new logos and colors specific to the college, including the Winter Quarter student activity calendars for each campus.

Community Leaders & Events
- Created enamel lapel pins of the new Spokane Colleges logo.
- Distributed lapel pins to 380 community leaders in a unique, custom-made Mailer Box that included a message from the Chancellor about the new brand to land on January 21
- Leadership Spokane held on January 9 for 65 attendees at SCC. Provided branded swag to participants, along with a sneak peak of the rebrand by President Martin.
- Placed a full-page display ad in the Journal of Business 2025 Book of Lists.

- Advertised in the Journal of Business "Education" and "Workforce" weekly e-newsletters
- Placed display ads in other community newspapers including the Inlander and the Fig Tree.

Television ad package on FOX

Marketing and Communications worked together to create and run new TV commercials about the brand to be shown on FOX TV throughout February and March, including on Super Bowl Sunday.

Running Start Recruitment

Running start recruitment season starts in January. Running start digital ads were updated using the new brand elements. Digital ads were scheduled and launched, geofencing area high schools prior to each scheduled Running Start Information Night. These reminded students and their families to attend and learn more about Running Start. The geofence ads also directed students and their families to our Running Start landing page for more information about the program. Digital flyers were created and posted on Peach Jar, the digital flyer distribution system used by Spokane Public Schools, Mead School District and Deer Park.

Communications Update

As with the Marketing team, the Communications team spent a majority of time in December and January was spent on the planning and execution of the rebranding strategy – creating content across all platforms.

The Communications team includes web, social media, photo/video, storytelling, and public relations. This team also participates in regular Outreach team meetings with our campus partners at both colleges and is responsible for internal and external communications, working with leadership on every aspect of it.

We have weekly project and team meetings with the graphic designers/marketing and work collaboratively on a day-to-day basis on social media posts for rebranding initiatives. We also develop and post content and key messaging for the brand, tailoring it by platform. In addition, we plan out, schedule and execute on messaging on all topics to all audiences.

Here are some highlights by category:

Web

Our team engaged in content and creation for everything from the copy for the spokanecolleges.edu (splash page) to working with partners in the areas of public relations and video – helping to tailor strategy and providing finished assets to the marketing team for use in advertising.

Our website team members achieved a major milestone – along with IT services – by "reskinning" five websites in the new colors, fonts, and theme of Spokane Colleges. The process required weeks of preparation, hours of execution time, and review work is continuing.

All the above work was done while keeping up with the flow of high-priority IT tickets. Comms and IT also successfully completed the contract requirements for all software and vendors related to the new (in 2025/26) websites, as well vetting tools needed for the new websites.

Working closely with IT, this team successfully planned the kickoff meeting for the upcoming websites project and held a stakeholder meeting for the project steering committee. We are working with IT to jointly develop the project timeline and key deliverables, along with our website vendor.

We continued to work with an outside vendor on an audit of our current websites to develop data-based recommendations for the structure of the planned new websites, which likely won't launch until sometime before the end of the 2025-26 academic year.

Social Media
Our team made a heavy lift to implement and fine-tune the launching of new enterprise software (Sprout Social) that allows our team to better coordinate our social media activities: listening, strategically pushing out key content to multiple platforms, responding to inquiries, promoting programs and supporting paid advertising efforts along with marketing.
The social media team also developed a posting calendar (in addition to regular posting) to support the rebranding efforts and engaged in continuous improvement – in addition to posting about regular events on campus and mentions in the media. The team also began to standardize social media analytical reporting to show the impact of the efforts.
The social media team also coordinated the updating and rebranding of numerous social media profiles for each college and the district across a multitude of platforms: from Facebook to Instagram to LinkedIn and video platforms such as YouTube and Vimeo.
Finally, the social media manager and team director were leaders on a variety of several potential partnerships, including: The Great PNW, Spokane Indians, Spokane Chiefs, USL Spokane soccer, the Hoodie Project and Communities in Schools. The team also worked with both college outreach teams to coordinate their recruiting efforts.

PR/Storytelling
In addition to rebranding communications, a great deal of positive news was shared with the media (including major grants); we facilitated media requests in gathering stories, shadowed and prepped leadership, staff and faculty, and oversaw storytelling logistics.
Most of the work focused on the rebranding effort. We shared the news out to the media, then worked with publications such as the Journal of Business, resulting in exclusive stories and earned media.
In addition, the PR/storytelling team brought onboard a new software platform (MuckRack) that allows the team to be more strategic, improves key workflows, provides research tools, and allows the team to create data-based in analyzing the impact for Spokane Colleges.
The communications lead also served as the project manager, script writer, producer and voiceover talent for a brand video and worked with the videographer/photographer on producing commercial spots to support the rebranding launch. One of those ads highlighted a transfer student and was shown as the paid spot during the Super Bowl. The team's work was also shared with a vendor to create additional advertising spots.
There was also a great deal of mostly positive news shared about the colleges during this time: from stories about multimillion-dollar grants being awarded, to the launch of the new Practical Nursing program, to attracting media attention for the rebranding effort. There were also several challenging high-profile communications situations, from plans to discontinue the PACE program to impacts on key parts of the organization due to federal funding cuts.

CRM Update
Prepared by Erin Mitchell, CRM System Administrator
The CRM team is grateful to the Board of Trustees for the opportunity to present at the February meeting, sharing the work that's occurred in the past year and looking forward to the next!

In January 2025, the CRM team kicked off implementation of Retention suite tools. This work is happening with full awareness of and synchronically with the state's student success software tool that is being procured and will be implemented. The first capabilities we are preparing to bring online are more data integrations between the CRM and ctcLink to allow for further email and text campaigns, and an early alerts tool. Two (2) new members have been added to the CRM Implementation team to facilitate this retention building work; Piper McCarthy, Associate Dean of Student Success and Workforce Transitions at SCC, and Rhondie Voorhees, Dean of Student Support Services at SFCC. Many thanks are in order to all those involved across SCC, SFCC, and the district in prioritizing this work to get it scheduled and underway.

The work continues for transitioning paper applications for selective and competitive entry programs at both colleges into digital ones in the CRM. At SCC, the Practical Nursing (PN) online application form re-launched for their Summer 2025 cohort after filling their Winter 2025 group. At SFCC, the online applications for the Hearing Instrument Specialist (HIS) and Orthotic and Prosthetic Technology (OPT) programs have been launched for the first time for their Fall 2025 cohorts. Additionally, the Occupational Therapy Assistant (OTA) and Physical Therapist Assistant (PTA) programs have received enhancements on both the student and staff/faculty sides and re-launched for their Fall 2025 cohorts. Planning and drafting for online applications with many more selective/competitive entry programs at both SCC and SFCC is taking place in earnest.

Spokane Colleges Foundation Update

Tickets for the fourth annual Sasquatch Soiree on April 18 are now available! We do anticipate that we will sell out, so if you'd like to attend, we recommend buying sooner rather than later. You can find the ticket link at the Foundation's website, under "Attend an Event". The event will be held at the new Fine Arts building on the SFCC campus.

With the new brand out in the world, the Foundation is partnering with Spokane Colleges Athletics to launch a renewed (and renamed) Sasquatch Booster Club (SBC). For the first year, donors will be eligible to be listed as lifetime members of the Booster Club and will receive limited edition swag. This first year of SBC will culminate in a refreshed Hall of Fame event. Information will go out soon.

The sale of RiverPoint 1 was finalized on January 22, 2025. The Foundation Board and Spokane Colleges will co-sign a Quasi Endowment agreement that will govern how the funds will be spent each year, though the intent by both parties is for the annual draw from investments to primarily ensure that the Foundation operations are strong enough to support ongoing and sustainable fundraising on behalf of Spokane Colleges.

It is scholarship application season and so far the results are quite strong. In just three weeks, we've received twice the number of applications that were received all of last spring. We will happily take any volunteers who want to review scholarships. If you let Heather know how much time you can give in April, we will assign you the corresponding number of applications to review.

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

General Services Division

CGSO Employee Highlight

This month, we're excited to feature Ryan Dawson in our Employee Highlight for the General Services Division. Ryan currently serves as a Warehouse Operator 2, overseeing the shipping and receiving department. Initially hired as a Warehouse Operator 1, Ryan has been with Central Services since June 2023. Ryan's efficiency, hard work, and incredible customer service led him to a well-deserved promotion to a Warehouse Operator 2 in September 2023. During the transition from the old facility to the newly constructed Fine & Applied Arts facility, Ryan's role was pivotal in working with both Capital Construction and the SFCC Facilities' teams on delivering new equipment, all while still maintaining our shipping and receiving daily operations. His friendly demeanor and eagerness to provide high level customer service has made him imperative to the success of Central Services.

Capital Planning & Development

This status report below outlines the current progress of the ongoing Campus Security Upgrade projects at both campuses. Notably, Project 2024-595 and Project 2023-580 have encountered a significant change order due to latent conditions. Specifically, the changes are being implemented to address the issue of the door position switches being daisy chained together which was unknown during the design phase of these projects.

For the **SCC campus**, the required contract change is expected to **add 98 days to the project timeline**, extending substantial completion to April 18, 2025, and approximately **$265,000 in costs**. For **SFCC**, the contract change will not affect the project timeline but will incur an additional **$26,000 in costs**. The full scope of the impact is still being assessed.

Campus Security Upgrade Projects-Status Report					Total Budget					Contract Changes	
Project #	Scope	NTP	Sub. Comp.	Comp. Status	Budget		Expended		Remaining		COs	DE/DO % of MACC
Spokane Community College												
2023-568	Exterior Cameras	10/24/2023	7/23/2024	100%	23/25 MW Program	$ 935,066	$ 922,304	$ 12,762			$ 61,619	9.64%
2024-595	Access Controls	7/19/2024	4/18/2025	75%	Total	$ 2,134,689	$ 934,555	$ 1,200,134			$ 381,289	5.77%
					23/25 MW Program	$ 454,639						
					Local Funding	$ 1,680,050						
2024-920	Interior Cameras	10/24/2024	2/9/2025	100%	Local Funding	$ 1,585,558	$ 140,637	$ 1,444,921			$ 2,000	0.00%
Spokane Falls Community College												
2023-580	Exterior/Interior Cameras, Access Controls	8/14/2024	5/18/2025	65%	Total	$ 4,003,806	$ 3,338,897	$ 664,909			$ 187,083	6.02%
					23/25 MW Program	$ 1,564,705						
					Local Funding	$ 3,185,295						

With only five months remaining in the 2023-2025 biennium, there is a pressing need to expend all capital appropriations. The following charts provide an overview of current expenditures. **Most of the minor works' site and infrastructure funding has been delayed due to a legislative decision to reappropriate capital funds for switchgear replacements across three buildings.** Reappropriation of these funds was requested due to the long lead times associated with switchgear. However, we have recently been informed that these funds will not be reappropriated. As a contingency, we have decided to purchase most of the switchgear to ensure all appropriations are expended before the biennium deadline.

SCC Capital Funding and News Updates

2023-25 SCC MW Appropriation Expenditure Status

MW Repairs 98% | MW Roof 100% | MW Program 99%
MW Site 29% | MW Infrastructure 21% | MW URF 64%

Capital News

Grant Funding:
- Capital is applying for another grant for funding from Department of Commerce to perform ASHRAE Level 3 audits of three buildings on the SCC campus: Bldg 1, 18, and 19 will be considered.

- An ASHRAE Level 3 audit is a comprehensive energy audit that includes detailed data collection, energy modeling, and system analysis to identify energy-saving opportunities and optimize building efficiency.

- This will aid us moving forward in MW funding requests and compliance with future clean buildings legislation.

SFCC Capital Funding and News Updates

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

Sustainability/Energy Conservation

Avista, our natural gas provider for the main campuses and select offsite locations, is implementing a **new cost adjustment, Schedule 163, to cover the financial impact of the Washington State Climate Commitment Act (CCA).** This new tariff allows utility providers to recover the costs of purchasing emission allowances through the state's cap-and-invest program, and we are already seeing these adjustments reflected in our monthly natural gas bills.

Schedule 163 is in addition to Schedule 162, which remains in effect until March 2025. **The new tariff took effect on November 15, 2024.** As Schedule 146 customers, the average increase in our monthly bill is estimated to be $6,881.87 per campus site, representing nearly an 80% increase in additional charges, although the impact appears to be much greater than that in our higher usage months.

To monitor this impact, our Sustainability Project Manager is tracking the financial effects on Spokane Colleges. Notably, **CCA charges accounted for 32% of our total natural gas bill in December**, further underscoring the significant impact of this new tariff.

Service	Location	Vendor	November 2024		December 2024	
			Units	**Cost**	**Units**	**Cost**
Spokane Colleges						
Gas	Esmeralda - 722660	Avista (Therms)	1,183	$1,455.79	1,997	$1,983.07
Spokane Community College						
Gas	SCC Main - 676403	Avista (Therms)	53,421	$13,479.07	71,061	$27,696.47
Gas	Apprenticeship - 481595	Avista (Therms)	4,547	$4,996.73	5,170	$5,634.77
Gas	Felts Field - 602330	Avista (Therms)	2,039	$2,611.48	2,879	$3,113.10
Gas	Bowdish, A - 722660	Avista (Therms)	134	$209.63	297	$454.41
Gas	Bowdish, B - 722660	Avista (Therms)	445	$738.75	660	$1,059.85
Gas	Colville - 145502	Avista (Therms)	3,623	$3,809.11	3,628	$3,741.08
Gas	AEC - 722660	Avista (Therms)	1,688	$1,790.14	1,682	$1,738.73
Gas	Newport - 51787982	Ferrellgas (Propane-GAL)			427	$904.02
		TOTAL GAS USAGE AND COSTS:	65,897	$ 27,634.91	85,804	$ 44,342.43
Spokane Falls Community College						
Gas	SFCC Magnuson - 848585	Avista (Therms)	3,842	$4,495.07	3,869	$4,281.49
Gas	SFCC Main - 835914	Avista (Therms)	41,063	$10,631.14	50,043	$16,033.47
Gas	West Boone - 722660	Avista (Therms)	355	$594.94	370	$633.08
		TOTAL GAS USAGE AND COSTS:	45,260	$ 15,721.15	54,282	$20,948.04
CCA Charges						
Gas	Esmeralda - 722660	Avista (Therms)		$79.37		$345.79
Gas	SCC Main - 676403	Avista (Therms)		$6,055.89		$17,574.83
Gas	Apprenticeship - 481595	Avista (Therms)		$1,232.43		$1,847.68
Gas	Felts Field - 602330	Avista (Therms)		$119.14		$500.57
Gas	Colville - 145502	Avista (Therms)		$518.53		$659.69
Gas	AEC - 722660	Avista (Therms)		$239.87		$291.24
Gas	SFCC Magnuson - 848585	Avista (Therms)		$850.51		$1,184.09
Gas	SFCC Main - 835914	Avista (Therms)		$4,654.97		$8,664.77
		TOTAL CLIMATE COMMITMENT ACT CHARGES:		$13,750.71		$31,068.66

Through a Department of Energy grant administered by the Washington State Department of Commerce, Strategic Energy Innovations (SEI) launched a fellowship program to pair 60 recent graduates with host sites to support compliance with the Clean Buildings Performance Standards (CBPS). Our Sustainability Project Manager applied for this opportunity, and on January 31st, **we were notified that we have been selected as a host site for a fellow.** The fellow will be placed with us by September at the latest, with a potential start date as early as June. This is a 10-month, fully funded contract, supported entirely by the grant.

District Facilities

District Facilities will soon publish a Refrigerant Management Plan procedure to align with new guidance and regulatory requirements set by the Department of Ecology (DoE). In 2021, the Washington State Legislature passed **House Bill 1050**, focused on Hydrofluorocarbons (HFC) emissions reduction. This law mandates the DoE to establish maximum Global Warming Potential (GWP) thresholds for new stationary refrigeration and air conditioning equipment sold in Washington and to implement a refrigerant management program to minimize HFC leakage.

This procedure will adhere to the new **EPA Emissions Reduction and Reclamation Program**, which was established in 2024 to mitigate the impact of refrigerants on global warming, particularly those used in HVAC systems.

Below is the maintenance data for January 2025. This data paints a picture of the accomplishments of our maintenance and operations staff assigned to each campus and is pulled from our Computerized Maintenance Management System (CMMS) platform, MegaMation.

Significant highlights between November and January data are below.

- SCC saw a 33% increase in overall work orders completed.
- SFCC saw a 15% increase in overall work orders completed.
- SCC saw an 81% increase in preventive maintenance work orders completed.
- Both facilities campus teams focused on prioritizing repair work orders with repair work orders making up nearly 50% of each team's workload.
- HVAC repairs made up 22% of total manhours of repair work orders for the month of January, totaling 133 hours of labor spent either making setpoint adjustments, repairing failed or nonfunctional systems, and replacing several failed boilers on the SFCC campus.
- 109 new work orders were initiated in the month of January with 71 of them being customer initiated.

Spokane Community College			
WORK ORDER TYPE	QTY	HRS	LABOR $
Repair Work Orders	163	330.26	$ 18,672.68
Preventive Maintenance	121	119.2	$ 6,186.25
Building Improvements	13	187	$ 9,984.16
Safety Work Orders	54	108.1	$ 6,150.92
TOTALS:	351	744.56	$ 40,994.01

Spokane Falls Community College			
WORK ORDER TYPE	QTY	HRS	LABOR $
Repair Work Orders	105	276.25	$ 15,396.34
Preventive Maintenance	74	116	$ 6,017.22
Building Improvements	7	147.5	$ 8,191.27
Safety Work Orders	14	23	$ 1,268.28
TOTALS:	200	562.75	$ 30,873.11

HOURS PER WORK ORDER TYPE
- Repair Work Orders 44%
- Preventive Maintenance 16%
- Building Improvements 25%
- Safety Work Orders 15%

HOURS PER WORK ORDER TYPE
- Repair Work Orders 49%
- Preventive Maintenance 21%
- Building Improvements 26%
- Safety Work Orders 4%

Community Colleges of Spokane

HOURS PER WORK ORDER TYPE
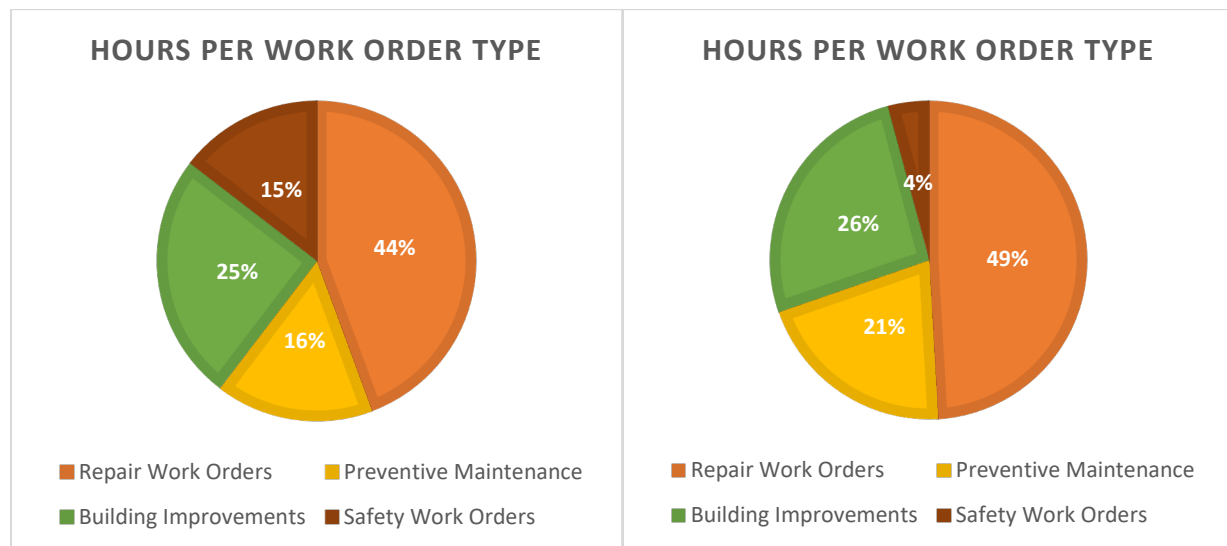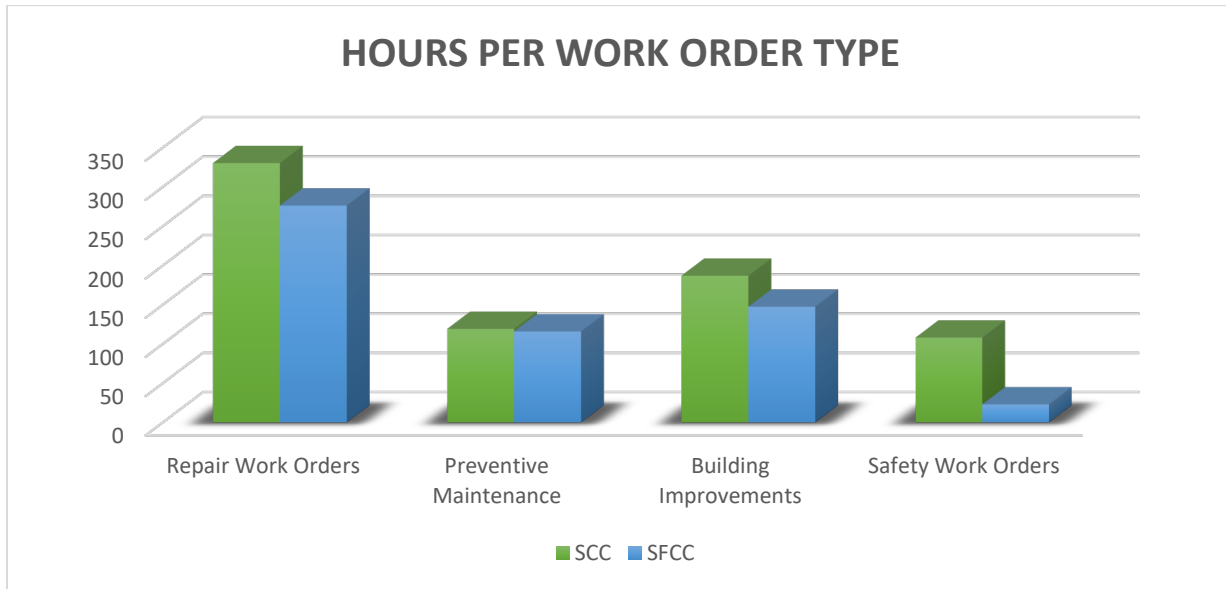
Office of Campus Security
The Office of Campus Security has been actively addressing concerns related to immigration enforcement. **On February 4th, a confirmed incident occurred where a U.S. Immigration and Customs Enforcement (ICE) agent was present on the SCC campus.** The agent detained a former international student without incident for violating their visa. The Office of Campus Security was notified in advance of the arrest, and while the ICE agent acted professionally, no assistance was requested or provided by our team. Additionally, there was a false report of ICE presence at the STA. It is important to note that these arrests are not uncommon. Due to the heightened awareness and sensitivity, we are focused on communicating facts pertaining to any incident reported regarding immigration enforcement.

A report from our Computer Aided Dispatch (CAD) system has revealed that a **significant portion of our officers' time is spent responding to door lock/unlock requests, accounting for 38% of all service calls.** This insight will guide us in investigating the underlying causes and exploring potential improvements to the key issuance process, which may help alleviate this workload on our officers.

January 2025 CAD Report Calls for Service Totals
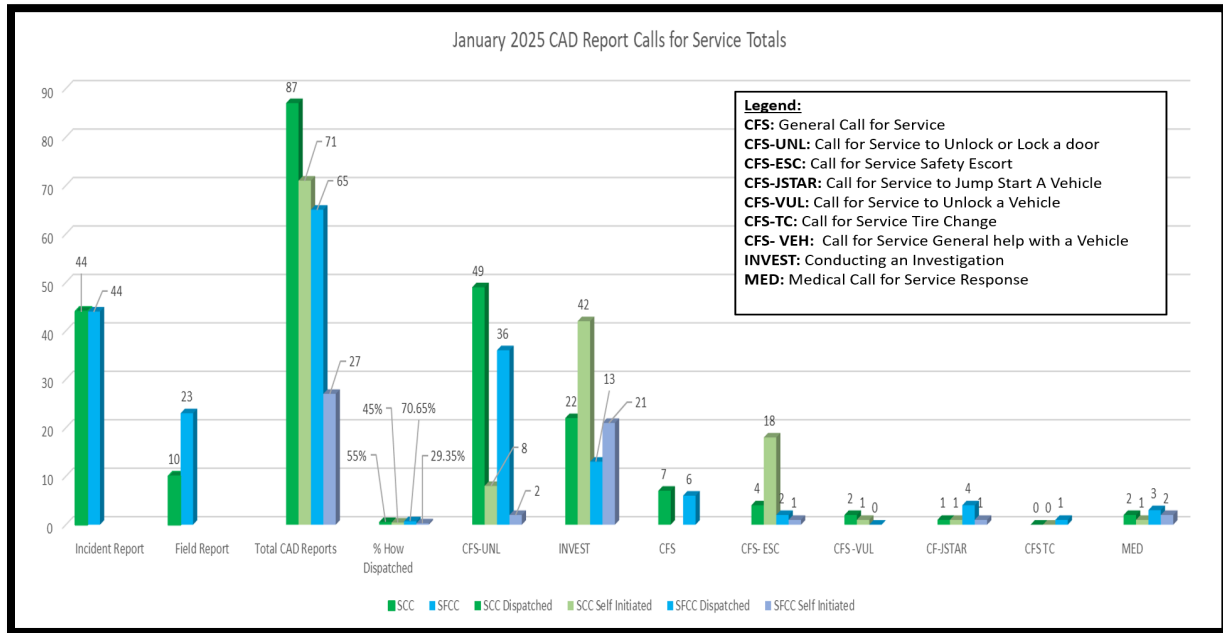
Throughout January, a total of **88 incident reports were filed**, 7 of those reported incidents occurred at our offsite locations. Although there were no significant incident reports, there were several notable security events reported:

Notable Security Events
- **Stalking:** A faculty member at SFCC reported ongoing stalking by a former student, who has previously received no-trespass orders. A new no-trespass order has been issued.
- **Loitering:** Two separate incidents at SCC involved male, non-students hiding in restrooms in Building 1 with no official college business. Additionally, a male non-student was found charging his phone outside Building 5.
- **Vehicle Vandalism:** A student at SCC reported vandalism to their personal vehicle parked in Lot P1, suspecting fellow students as the perpetrators.
- **Student Disputes:** SFCC reported two student-to-student verbal altercations that did not escalate further.
- **STA Incident:** A patron was observed in possession of a gun while briefly on campus between bus transitions.
- **Graffiti/Infrastructure Damage:** Five reports of graffiti and five incidents of malicious mischief, resulting in property damage, were logged across the campuses.
- **Mental Health:** An incident occurred offsite at the Adult Education Center (AEC) involving a non-student with alleged mental health issues who refused to leave the building.
- **Campus Alerts:** On January 24th, SFCC issued a timely warning alert regarding a theft from a vehicle. The suspect was observed roaming the campus for an extended period, searching for additional targets.

Analysis of the incident reports reveal that approximately **76% of incident reports at SCC are classified as non-college related**, with 26% of the incidents related to the STA. At **SFCC, 87% of incident reports are classified as non-college related**, with 17% of the incidents related to the STA.
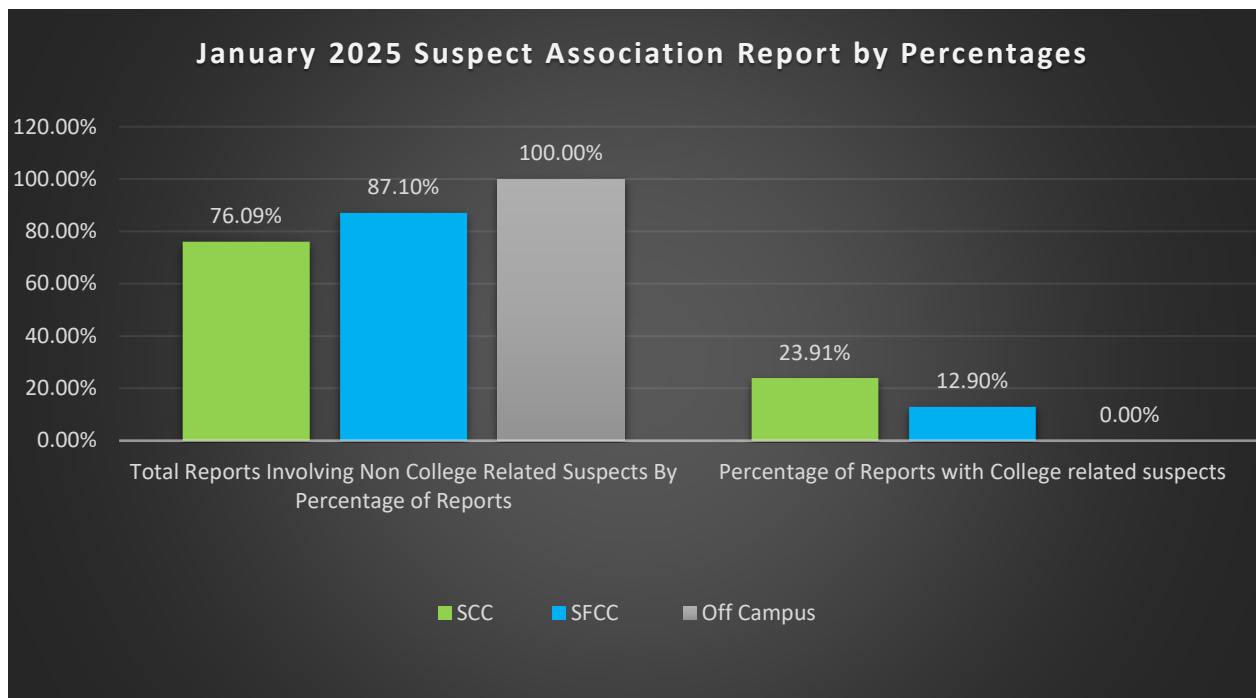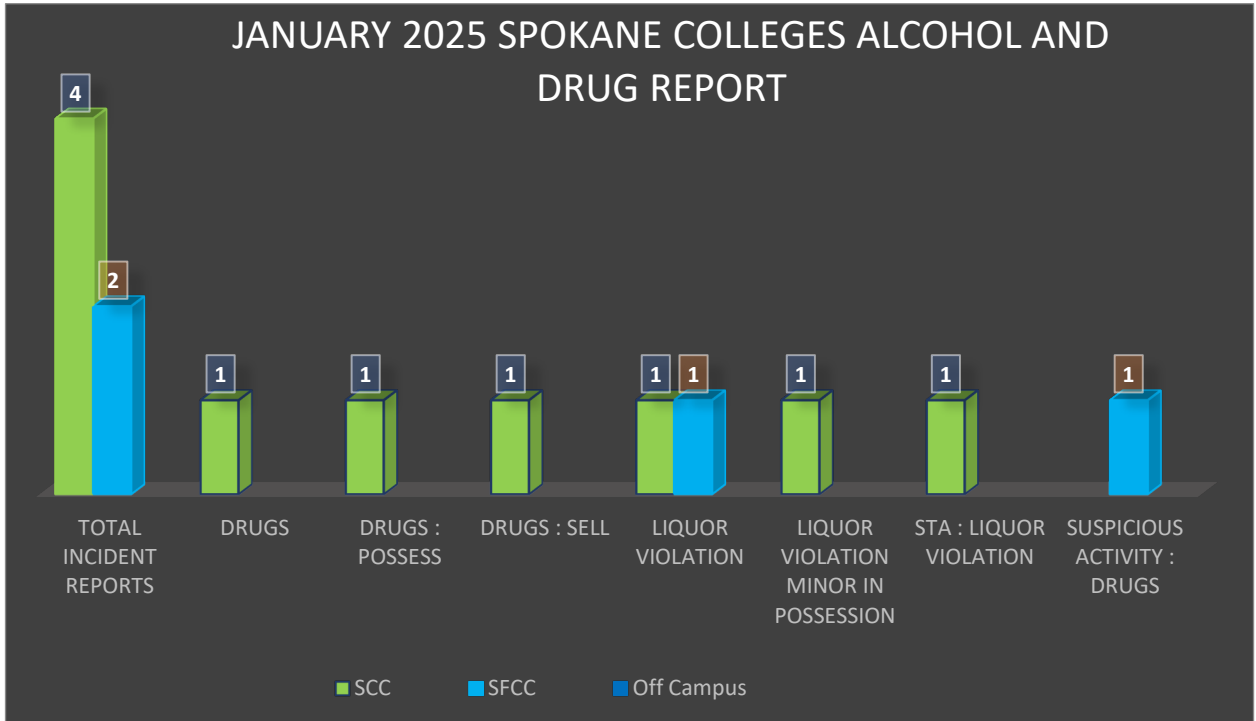
Environmental Health & Safety

The summary report for January 2025 regarding Spokane Colleges' accidents and illnesses has not yet been published. In December 2024, the Environmental Health and Safety (EH&S) office documented a total of **23 accidents and illnesses, only one accident and illness more compared to the month prior.** Seven of the accidents and illnesses reported were student related. 26% of the accidents and illnesses were related to falls or slips.
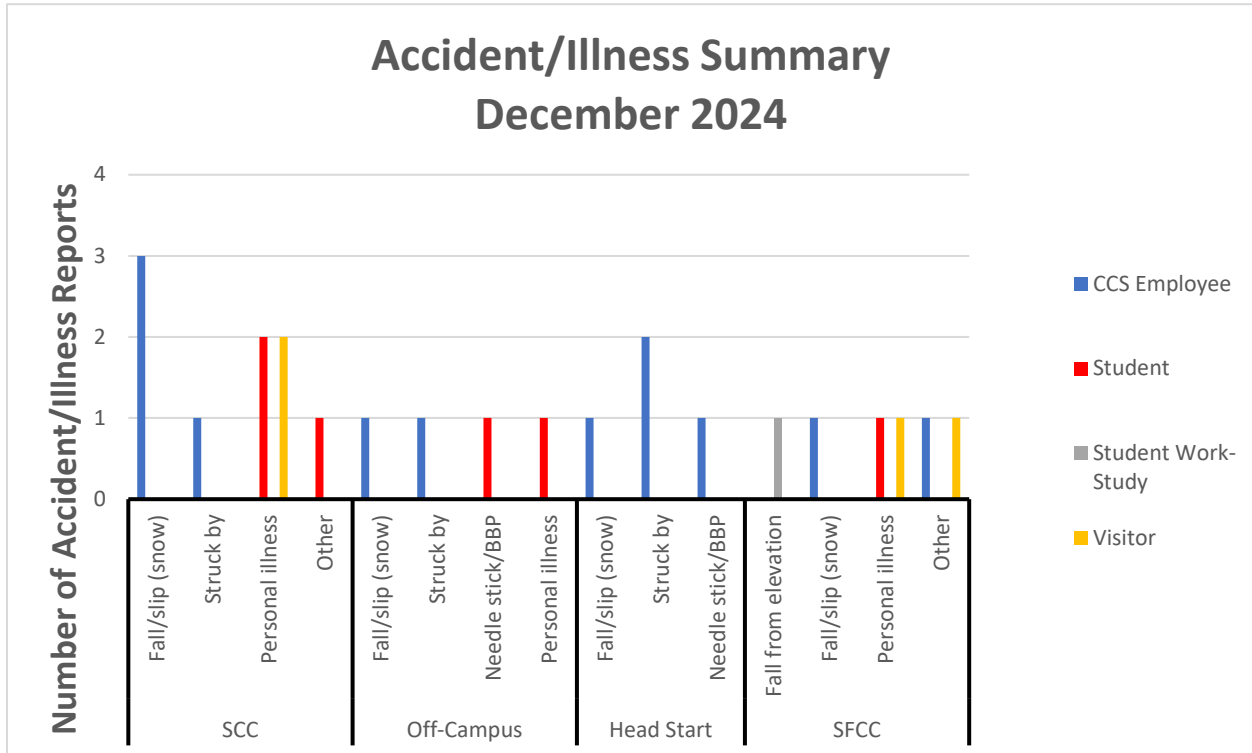
The EH&S office is working on publishing a new CCS Administrative Procedure regarding **communicable disease reporting and management plan** in accordance with the Washington State Department of Health guidance.

Mailings January 2025	
SCC	670
SFCC	140
District	2685
Headstart	7
Corp&Cont Ed	0

Total Postage	3502

Central Services

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

For the month of January, Central Services processed over 3,000 mailings, delivered over 800 packages, and picked up over 100 items of surplus from the campuses. They also generated $243 in revenue from 6,500 pounds in scrap metal recycling and over $11,000 in surplus revenue through an auction on GovDeals.

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

Count of Reports Completed

Count of Incident Types

Chart showing Count of IncidentTypes for each incident type:
- COMMUNITY CARETAKING: 1
- DOMESTIC DISPUTE-FAMILY: 1
- PERSONS : MENTAL: 1
- PERSONS : SUSP: 1
- SUSPICIOUS ACTIVITY : VEHICLE : SUSPICIOUS: 1
- GRAFFITI: 2

Legend:
- COMMUNITY CARETAKING
- DOMESTIC DISPUTE-FAMILY
- PERSONS : MENTAL
- PERSONS : SUSP
- SUSPICIOUS ACTIVITY : VEHICLE : SUSPICIOUS
- GRAFFITI

14.29% # of Reports: 1 Incident Report COMMUNITY CARETAKING

14.29% # of Reports: 1 Incident Report DOMESTIC DISPUTE-FAMILY

14.29% # of Reports: 1 Incident Report PERSONS : MENTAL

14.29% # of Reports: 1 Incident Report PERSONS : SUSP

14.29% # of Reports: 1 Incident Report SUSPICIOUS ACTIVITY : VEHICLE : SUSPICIOUS

28.57% # of Reports: 2 Incident Report GRAFFITI

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

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

SCC MONTHLY SECURITY INCIDENTS FOR CONSENT AGENDA   Statistics from: 1/1/2025 12:00:00AM to 1/31/2025 11:59:59PM

Count of Reports Completed

Count of Incident Types

Count of IncidentTypes

1

0.8

0.6

1

0.4

0.2

0
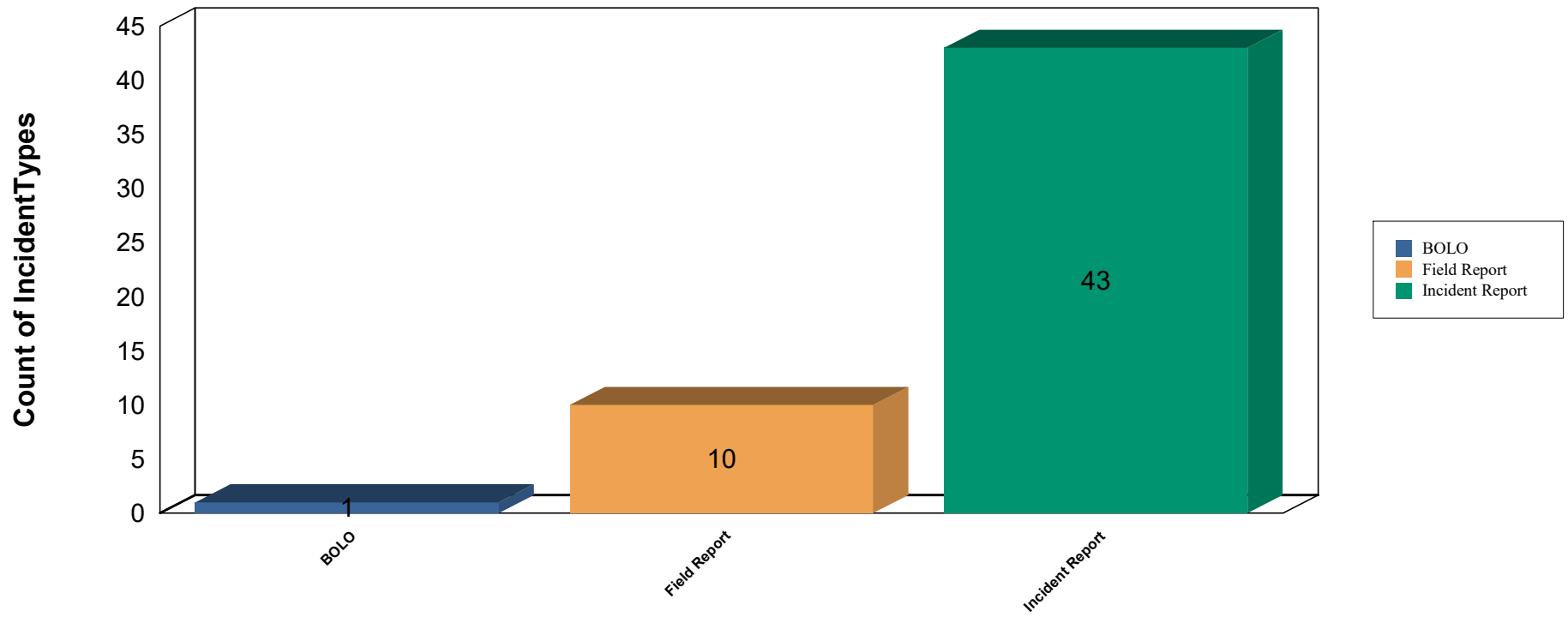
CREATED IN ERROR
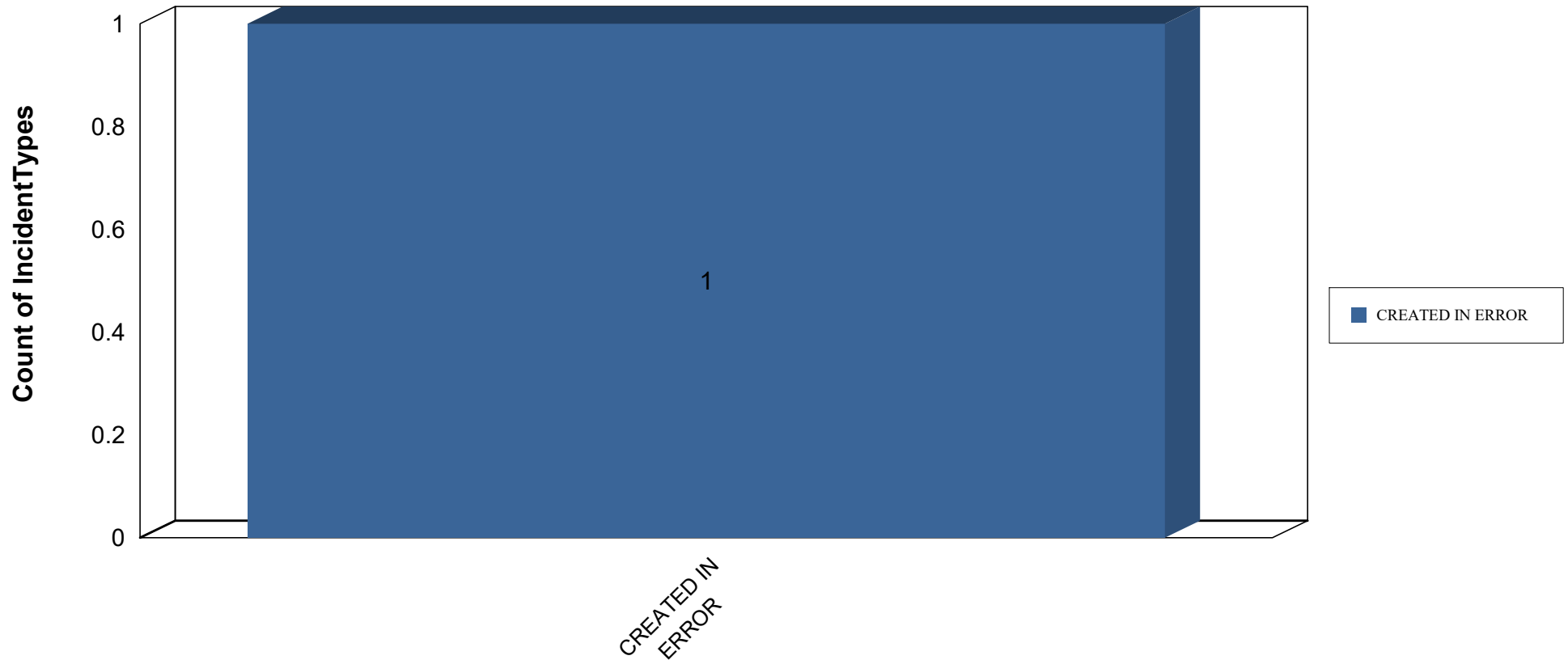
■ CREATED IN ERROR

100.00% # of Reports: 1 BOLO   CREATED IN ERROR

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

Count of Incident Types

Legend:
- **ALARM - ERROR (DEVICE)
- **ALARM - ERROR (HUMAN)
- **ANIMAL
- **LITTERING
- **SUSPICIOUS - ACTIVITY
- **TRAFFIC
- *STA - UNAUTHORIZED CAMPUS ACCESS
- **TOBACCO
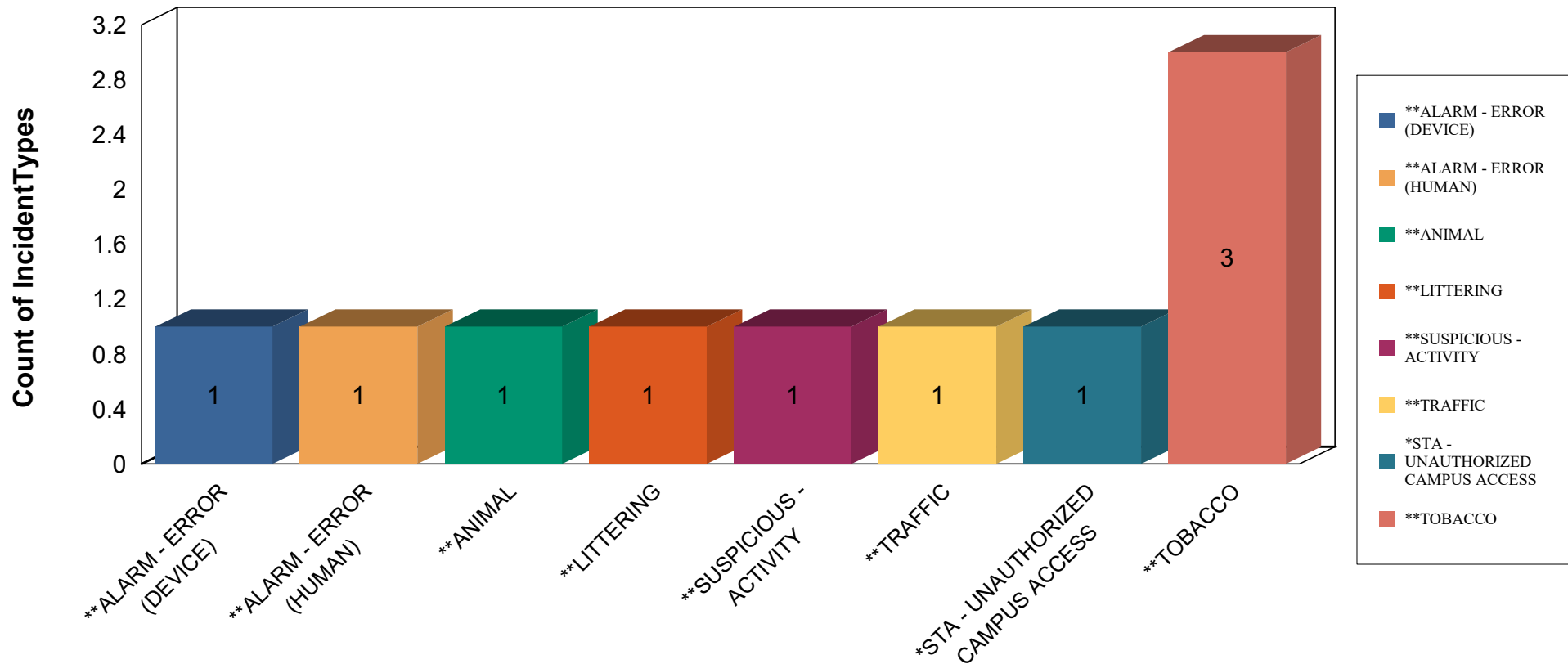
10.00% # of Reports: 1 Field Report **ALARM - ERROR (DEVICE)

10.00% # of Reports: 1 Field Report **ALARM - ERROR (HUMAN)

10.00% # of Reports: 1 Field Report **ANIMAL

10.00% # of Reports: 1 Field Report **LITTERING

10.00% # of Reports: 1 Field Report **SUSPICIOUS - ACTIVITY

10.00% # of Reports: 1 Field Report **TRAFFIC

10.00% # of Reports: 1 Field Report *STA - UNAUTHORIZED CAMPUS ACCESS

30.00% # of Reports: 3 Field Report **TOBACCO

Grand Total: 100.00%   Total # of Incident Types Reported: 10   Total # of Reports: 10

Omnigo Software c(2025)

Count of Incident Types

Count of IncidentTypes

Legend:
- DOMESTIC DISPUTE-FAMILY
- DRUGS
- DRUGS : POSSESS
- DRUGS : SELL
- HARASSMENT
- LEWD CONDUCT
- LIQUOR VIOLATION
- GRAFFITI
- ALARM RESPONSE
- LOITERING
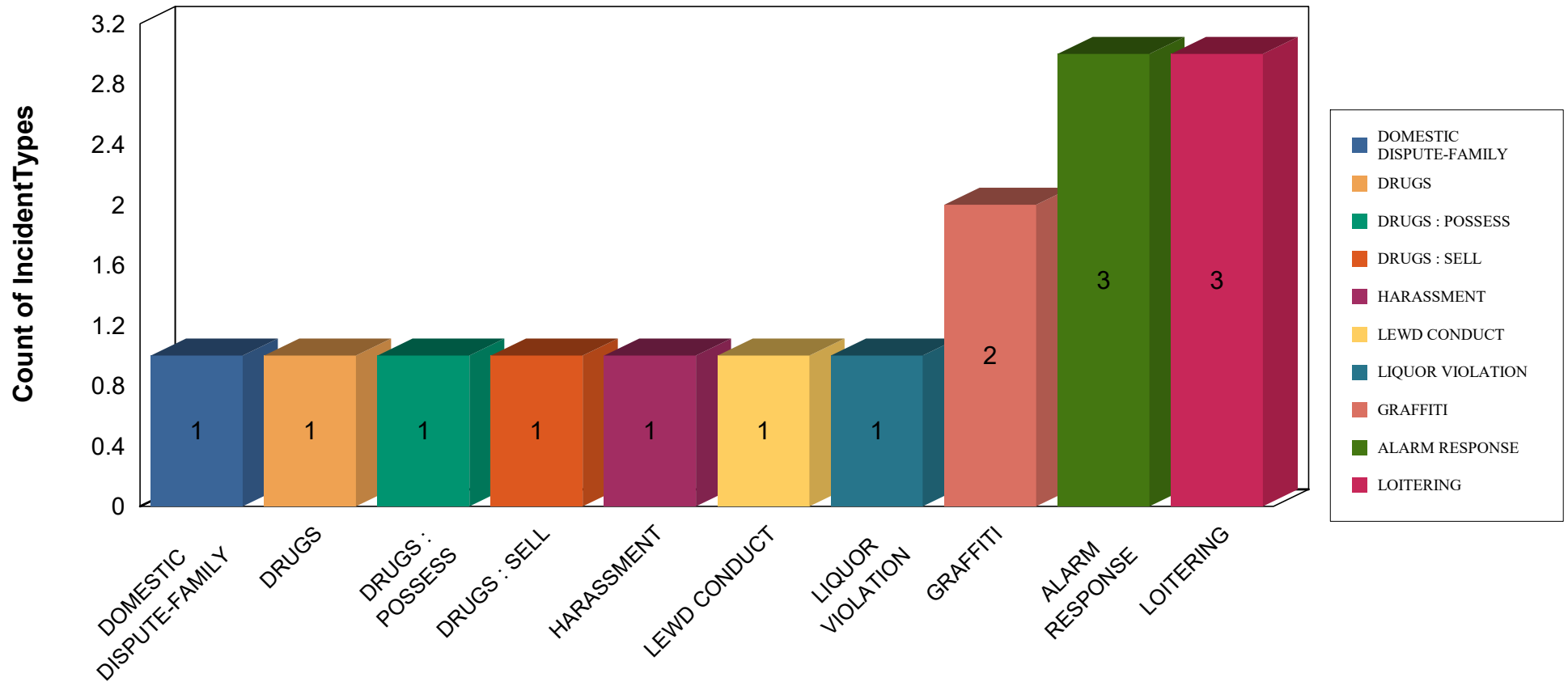
2.04% # of Reports: 1 Incident Report DOMESTIC DISPUTE-FAMILY

2.04% # of Reports: 1 Incident Report DRUGS

2.04% # of Reports: 1 Incident Report DRUGS : POSSESS

2.04% # of Reports: 1 Incident Report DRUGS : SELL

2.04% # of Reports: 1 Incident Report HARASSMENT

2.04% # of Reports: 1 Incident Report LEWD CONDUCT

2.04% # of Reports: 1 Incident Report LIQUOR VIOLATION

4.08% # of Reports: 2 Incident Report GRAFFITI

6.12% # of Reports: 3 Incident Report ALARM RESPONSE

6.12% # of Reports: 3 Incident Report LOITERING

Count of Incident Types

Count of IncidentTypes (y-axis)

Legend:
- MINOR IN POSSESSION
- PUBLIC INDECENCY
- STA : LIQUOR VIOLATION
- STA : LOITERING
- STA : MEDICAL
- STA : PERSONS : MENTAL
- MEDICAL
- RSO MEETING
- MALICIOUS MISCHIEF
- RECKLESS DRIVING

Categories (x-axis): MINOR IN POSSESSION (1), PUBLIC INDECENCY (1), STA : LIQUOR VIOLATION (1), STA : LOITERING (1), STA : MEDICAL (1), STA : PERSONS : MENTAL (1), MEDICAL (2), RSO MEETING (2), MALICIOUS MISCHIEF (4), RECKLESS DRIVING (4)

2.04% # of Reports: 1 Incident Report   MINOR IN POSSESSION

2.04% # of Reports: 1 Incident Report   PUBLIC INDECENCY

2.04% # of Reports: 1 Incident Report   STA : LIQUOR VIOLATION

2.04% # of Reports: **1** **Incident Report** STA : LOITERING

2.04% # of Reports: **1** **Incident Report** STA : MEDICAL

2.04% # of Reports: **1** **Incident Report** STA : PERSONS   : MENTAL

4.08% # of Reports: **2** **Incident Report** MEDICAL

4.08% # of Reports: **2** **Incident Report** RSO MEETING

8.16% # of Reports: **4** **Incident Report** MALICIOUS MISCHIEF

8.16% # of Reports: **4** **Incident Report** RECKLESS DRIVING

Count of Incident Types

■	STA : PUBLIC DISTURBANCE
■	STA : TOBACCO VIOLATION
■	STA : WEAPON : ZONING VIOLATION
■	SUSPICIOUS ACTIVITY : ASSIST OTHER AGENCY
■	SUSPICIOUS ACTIVITY : FALSE REPORTING
■	THEFT : OPEN AREA
■	TRAFFIC : HIT AND RUN
■	STA : TRESPASS
■	SUSPICIOUS ACTIVITY : MALICIOUS MISCHIEF
■	STA : PUBLIC INDECENCY
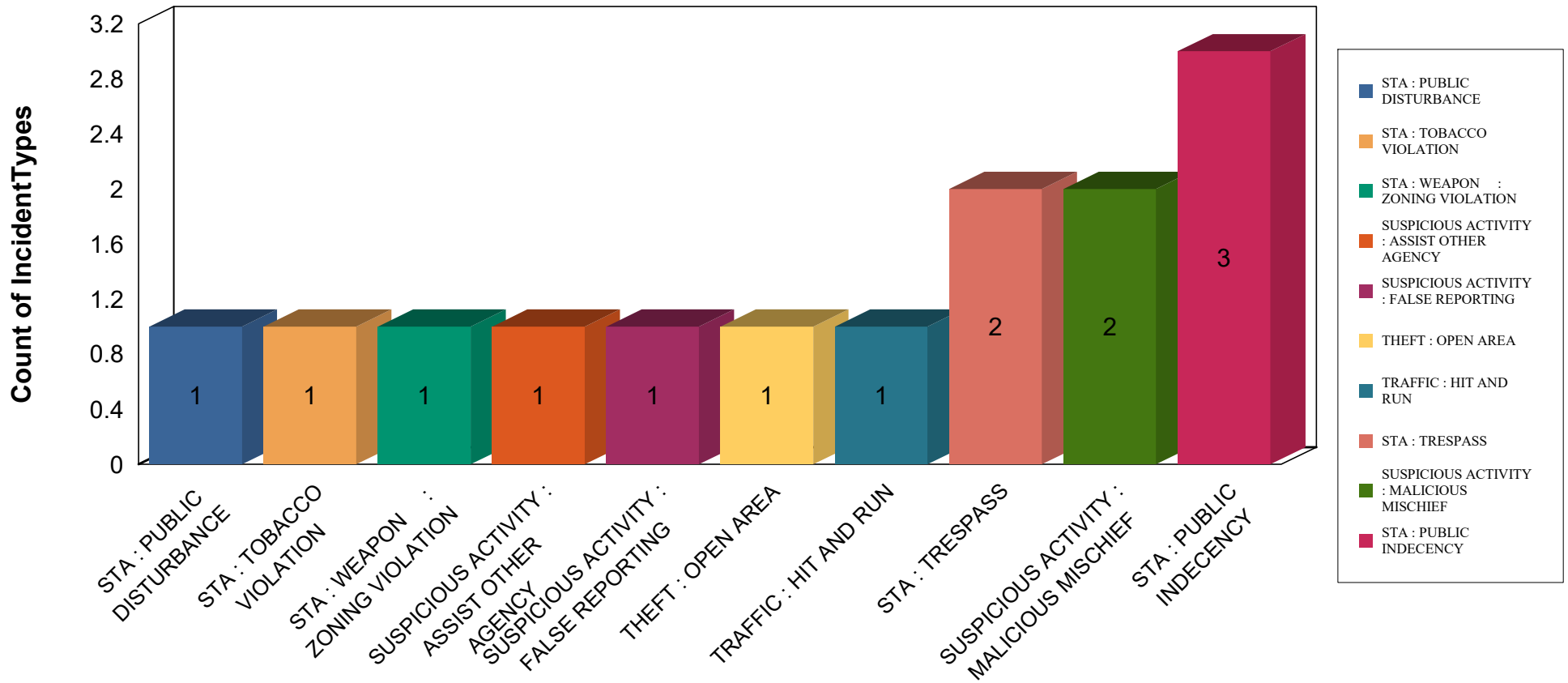
2.04% # of Reports: 1 Incident Report STA : PUBLIC DISTURBANCE

2.04% # of Reports: 1 Incident Report STA : TOBACCO VIOLATION

2.04% # of Reports: 1 Incident Report STA : WEAPON   : ZONING VIOLATION

2.04% # of Reports: 1 Incident Report SUSPICIOUS ACTIVITY : ASSIST OTHER AGENCY

2.04% # of Reports: 1 Incident Report SUSPICIOUS ACTIVITY : FALSE REPORTING

2.04% # of Reports: 1 Incident Report THEFT : OPEN AREA

2.04% # of Reports: 1 Incident Report TRAFFIC : HIT AND RUN

4.08% # of Reports: 2 Incident Report STA : TRESPASS

4.08% # of Reports: 2 Incident Report SUSPICIOUS ACTIVITY : MALICIOUS MISCHIEF

6.12% # of Reports: 3 Incident Report STA : PUBLIC INDECENCY

Count of Incident Types

Chart showing Count of IncidentTypes:
- TRAFFIC : INFRACTION = 1 (blue)
- TRESPASS = 1 (orange)

Legend:
- TRAFFIC : INFRACTION
- TRESPASS
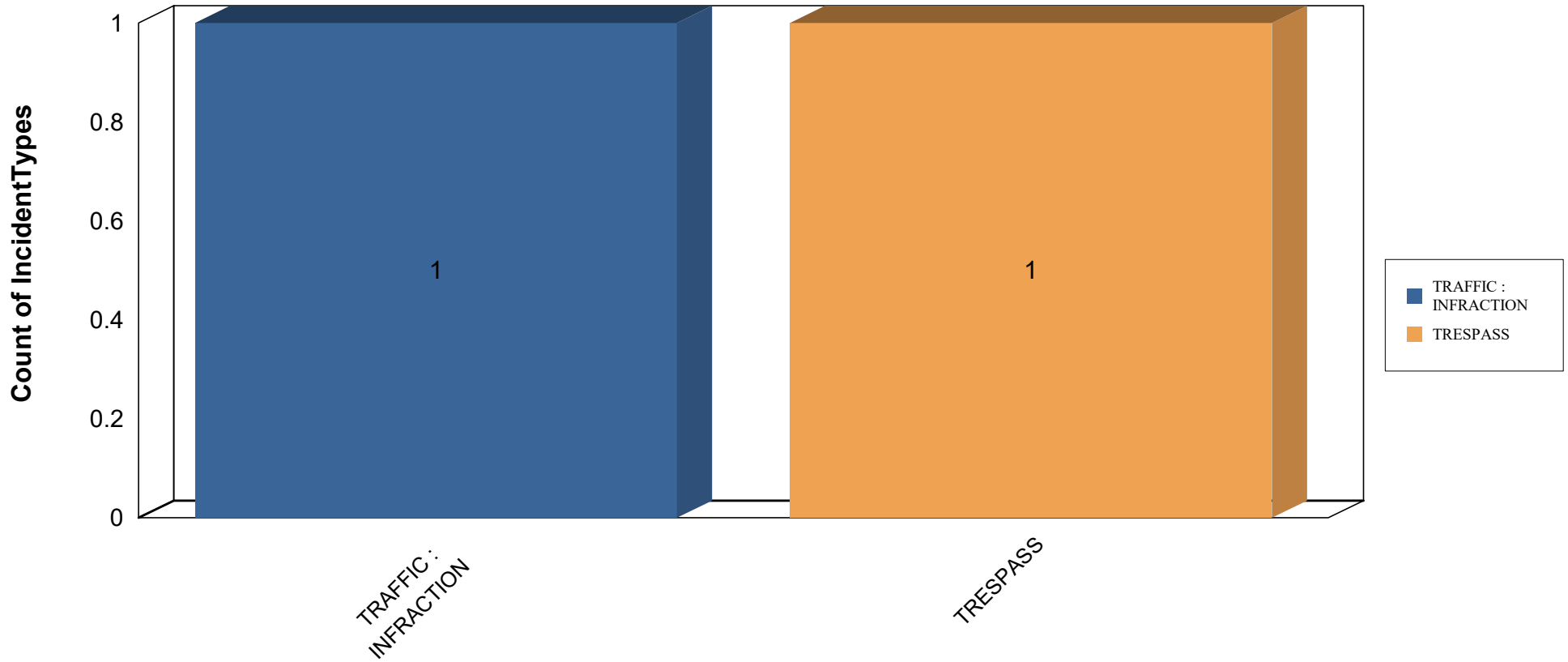
2.04% # of Reports: 1 Incident Report TRAFFIC : INFRACTION

2.04% # of Reports: 1 Incident Report TRESPASS

Grand Total: 100.00%   Total # of Incident Types Reported: 49   Total # of Reports: 43

Grand Total: 100.00%   Total # of Incident Types Reported: 60

SFCC MONTHLY SECURITY INCIDENTS FOR CONSENT AGEND   Statistics from: 1/1/2025 12:00:00AM to 1/31/2025 11:59:59PM

Count of Reports Completed
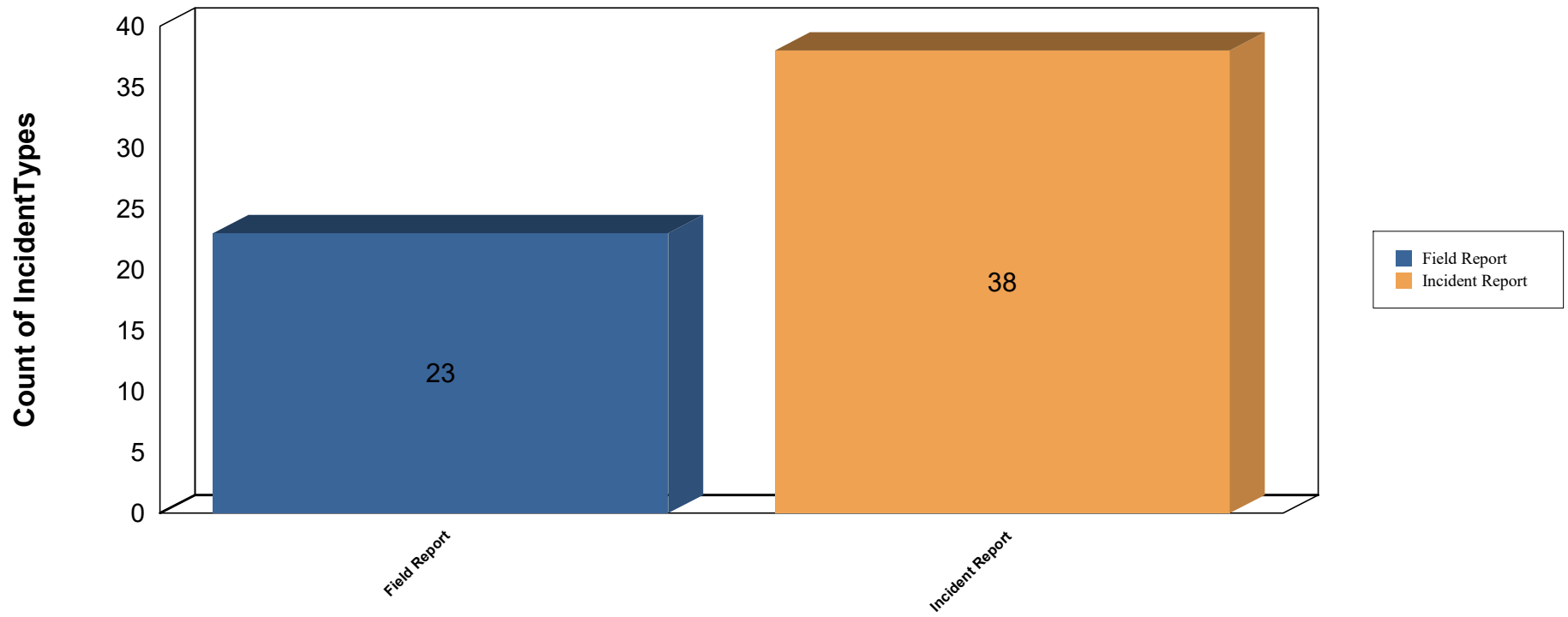
Count of Incident Types
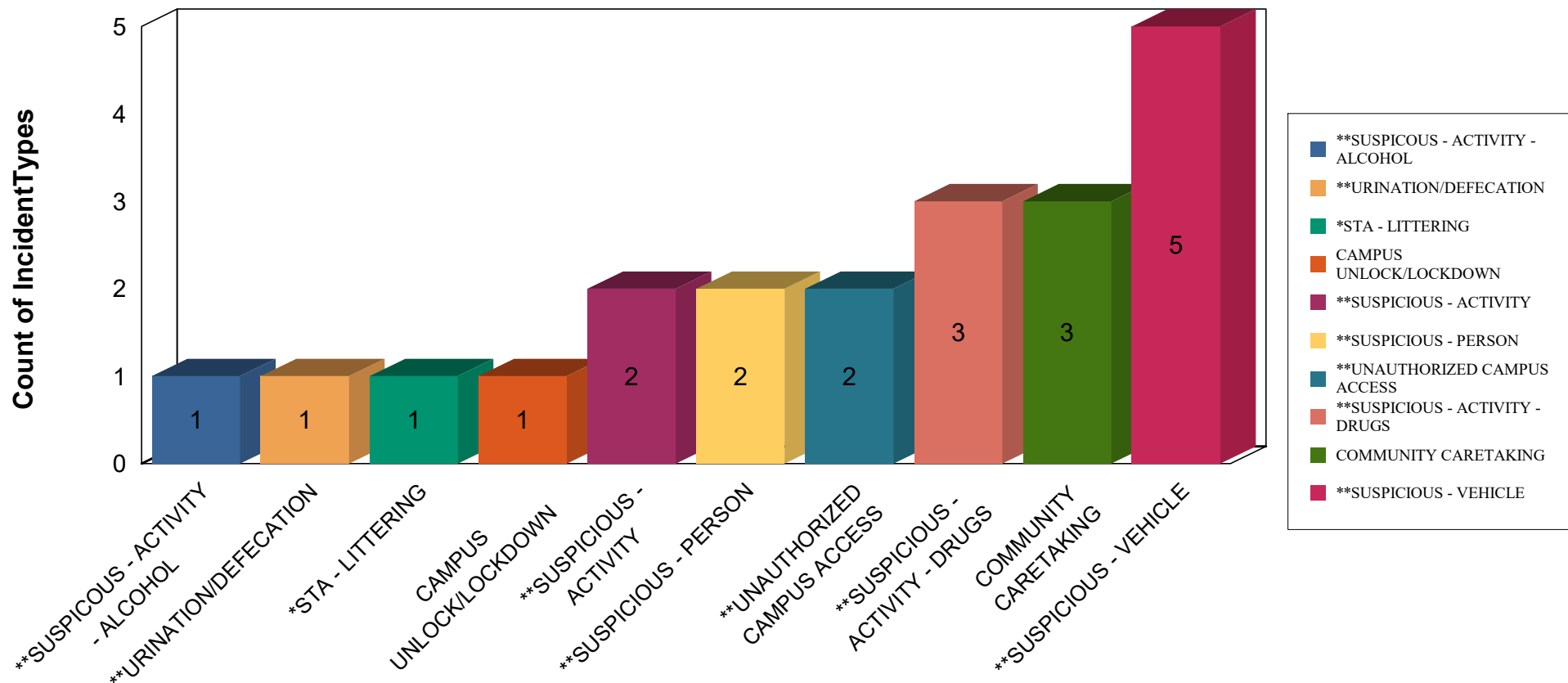
4.35% # of Reports: 1 Field Report **SUSPICOUS - ACTIVITY - ALCOHOL

4.35% # of Reports: 1 Field Report **URINATION/DEFECATION

4.35% # of Reports: 1 Field Report *STA - LITTERING

4.35% # of Reports: 1 Field Report CAMPUS UNLOCK/LOCKDOWN

8.70% # of Reports: 2 Field Report **SUSPICIOUS - ACTIVITY

8.70% # of Reports: 2 Field Report **SUSPICIOUS - PERSON

8.70% # of Reports: 2 Field Report **UNAUTHORIZED CAMPUS ACCESS

13.04% # of Reports: 3 Field Report **SUSPICIOUS - ACTIVITY - DRUGS

13.04% # of Reports: 3 Field Report COMMUNITY CARETAKING

21.74% # of Reports: 5 Field Report **SUSPICIOUS - VEHICLE

Count of Incident Types

Count of IncidentTypes (y-axis: 0, 0.2, 0.4, 0.6, 0.8, 1)

INTERIOR LOCK/UNLOCK: 1
INVESTIGATION: 1

Legend:
- INTERIOR LOCK/UNLOCK
- INVESTIGATION
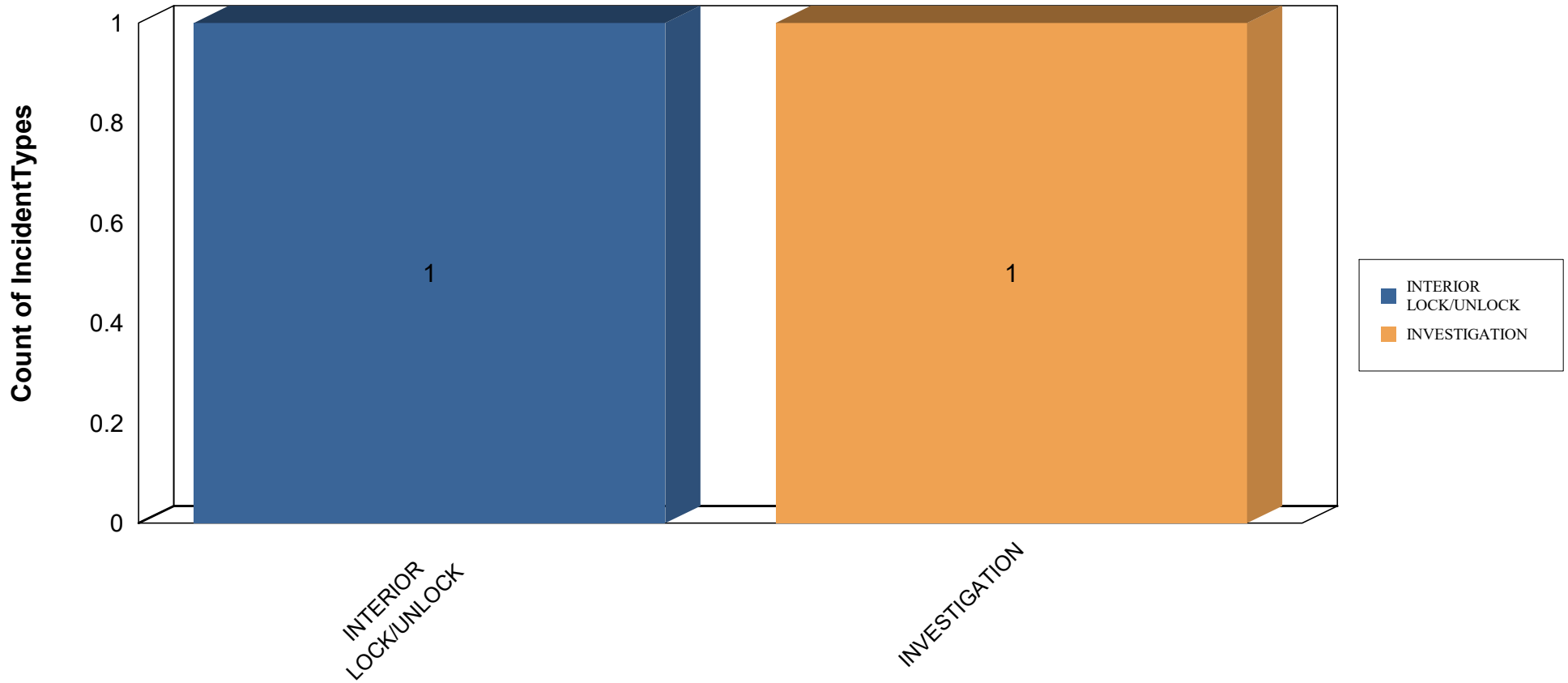
4.35% # of Reports: 1 Field Report INTERIOR LOCK/UNLOCK

4.35% # of Reports: 1 Field Report INVESTIGATION

Grand Total: 100.00%   Total # of Incident Types Reported: 23   Total # of Reports: 23

Count of Incident Types

Count of IncidentTypes (y-axis), values 0 to 10

Legend:
- ARGUMENT
- DISORDERLY CONDUCT
- FALSE FIRE ALARM
- FIREWORKS VIOLATION
- GRAFFITI
- HARASSMENT
- INFRASTRUCTURE : DAMAGE
- COLLISION REPORT
- ASSIST OTHER AGENCY
- COMMUNITY CARETAKING

Bar values:
- ARGUMENT: 1
- DISORDERLY CONDUCT: 1
- FALSE FIRE ALARM: 1
- FIREWORKS VIOLATION: 1
- GRAFFITI: 1
- HARASSMENT: 1
- INFRASTRUCTURE : DAMAGE: 1
- COLLISION REPORT: 2
- ASSIST OTHER AGENCY: 4
- COMMUNITY CARETAKING: 10

2.00% # of Reports: 1 Incident Report   ARGUMENT

2.00% # of Reports: 1 Incident Report   DISORDERLY CONDUCT

2.00% # of Reports: 1 Incident Report   FALSE FIRE ALARM

2.00% # of Reports: 1 Incident Report   FIREWORKS VIOLATION

2.00% # of Reports: 1 Incident Report   GRAFFITI

2.00% # of Reports: 1 Incident Report   HARASSMENT

2.00% # of Reports: 1 Incident Report   INFRASTRUCTURE : DAMAGE

4.00% # of Reports: 2 Incident Report   COLLISION REPORT

8.00% # of Reports: 4 Incident Report   ASSIST OTHER AGENCY

20.00% # of Reports: 10 Incident Report   COMMUNITY CARETAKING

Count of Incident Types

Count of IncidentTypes

Legend:
- LIQUOR VIOLATION
- LITTERING
- MALICIOUS MISCHIEF
- PERSONS : SUSP
- PUBLIC INDECENCY
- RECKLESS DRIVING
- STA : PERSONS : SUSP
- PERSONS : MENTAL
- SUSPICIOUS ACTIVITY
- MEDICAL

Incident Type	Count
LIQUOR VIOLATION	1
LITTERING	1
MALICIOUS MISCHIEF	1
PERSONS : SUSP	1
PUBLIC INDECENCY	1
RECKLESS DRIVING	1
STA : PERSONS : SUSP	1
PERSONS : MENTAL	2
SUSPICIOUS ACTIVITY	2
MEDICAL	4
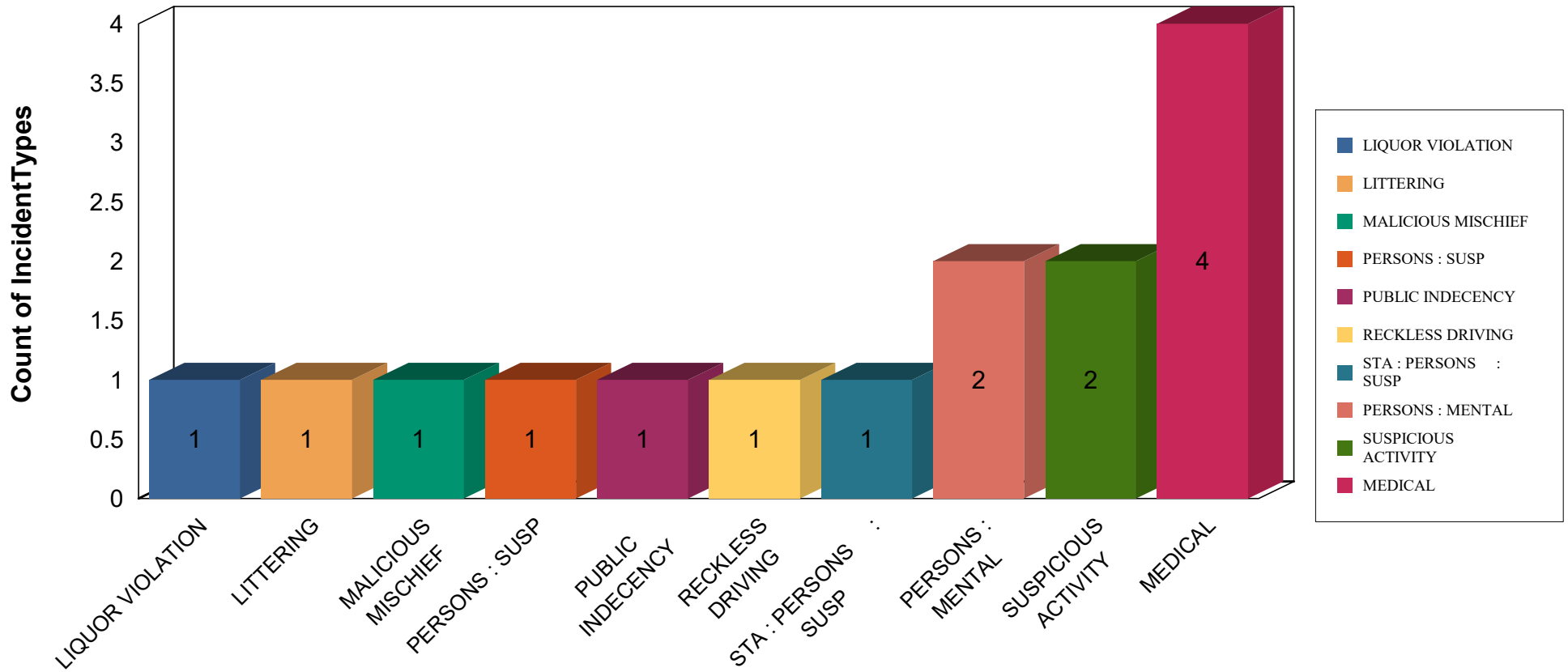
2.00% # of Reports: 1 Incident Report   LIQUOR VIOLATION

2.00% # of Reports: 1 Incident Report   LITTERING

2.00% # of Reports: 1 Incident Report   MALICIOUS MISCHIEF

2.00% # of Reports: 1 Incident Report   PERSONS : SUSP

2.00% # of Reports: 1 Incident Report   PUBLIC INDECENCY

2.00% # of Reports: 1 Incident Report   RECKLESS DRIVING

2.00% # of Reports: 1 Incident Report   STA : PERSONS   : SUSP

4.00% # of Reports: 2 Incident Report   PERSONS : MENTAL

4.00% # of Reports: 2 Incident Report   SUSPICIOUS ACTIVITY

8.00% # of Reports: 4 Incident Report   MEDICAL

Count of Incident Types
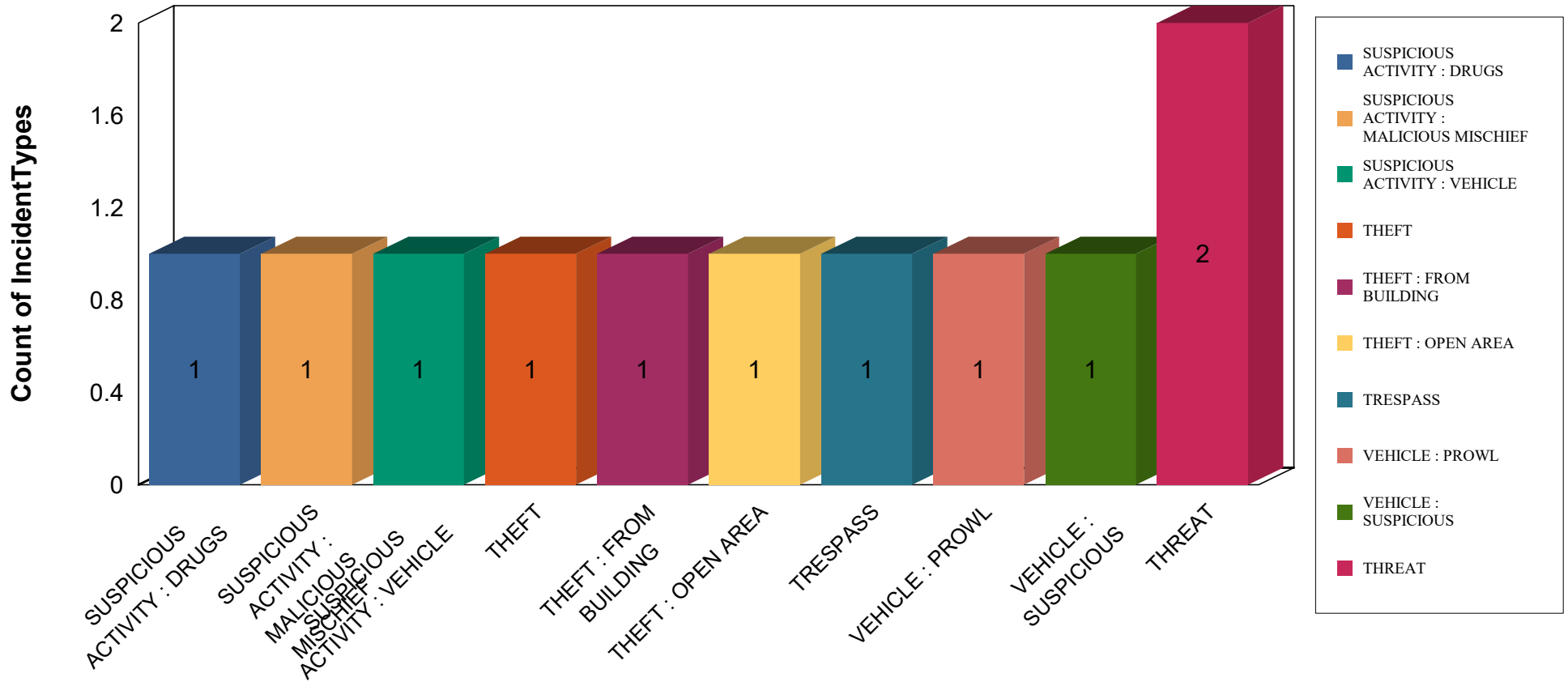
2.00% # of Reports: 1 Incident Report SUSPICIOUS ACTIVITY : DRUGS

2.00% # of Reports: 1 Incident Report SUSPICIOUS ACTIVITY : MALICIOUS MISCHIEF

2.00% # of Reports: 1 Incident Report SUSPICIOUS ACTIVITY : VEHICLE

2.00% # of Reports: 1 Incident Report THEFT

2.00% # of Reports: 1 Incident Report THEFT : FROM BUILDING

2.00% # of Reports: 1 Incident Report THEFT : OPEN AREA

2.00% # of Reports: 1 Incident Report TRESPASS

2.00% # of Reports: 1 Incident Report VEHICLE : PROWL

2.00% # of Reports: 1 Incident Report VEHICLE : SUSPICIOUS

4.00% # of Reports: 2 Incident Report THREAT

Count of Incident Types

Count of IncidentTypes

1

■ VEHICLE TOW
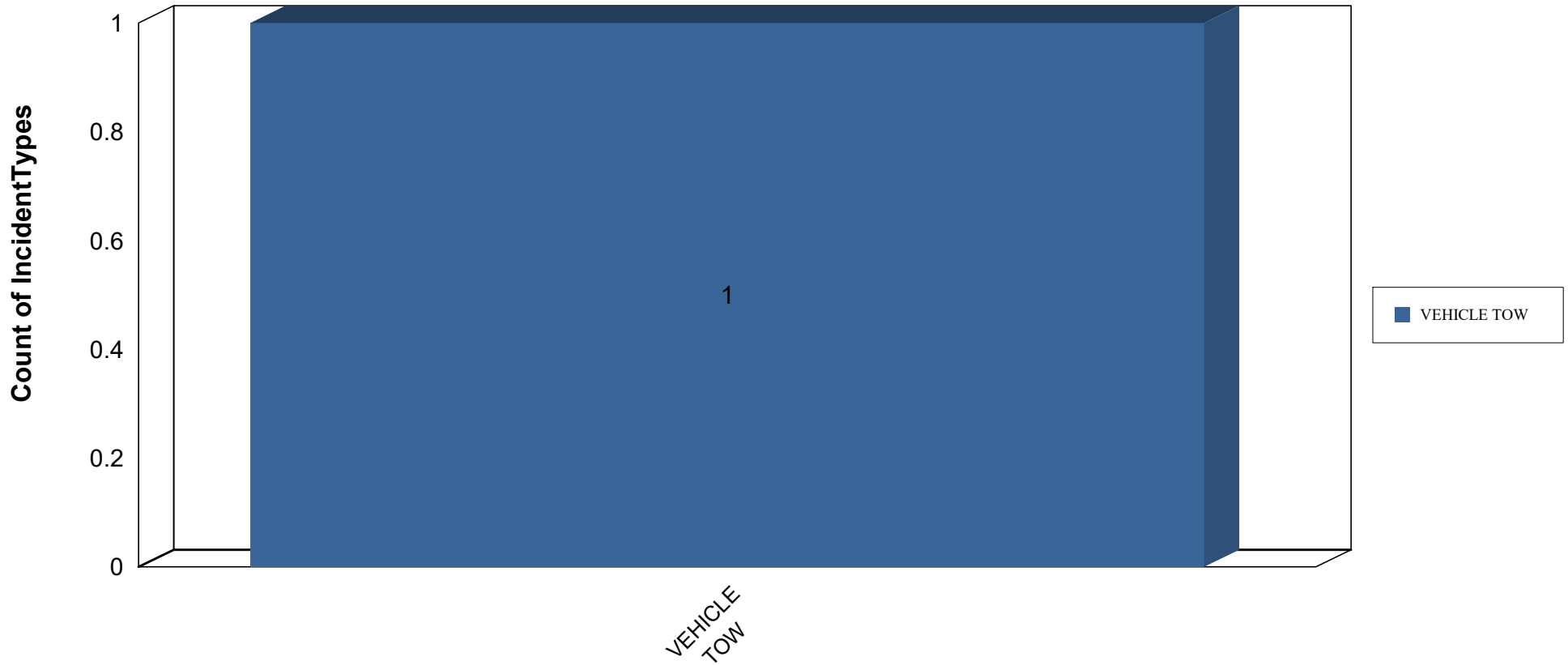
VEHICLE TOW

2.00% # of Reports: 1 Incident Report VEHICLE TOW

Grand Total: 100.00%   Total # of Incident Types Reported: 50   Total # of Reports: 38

Grand Total: 100.00%   Total # of Incident Types Reported: **73**

Prepared by: Nichole Hanna
                       Chief General Services Officer
                       February 18, 2025

PRESIDENT'S REPORT

SPOKANE COMMUNITY COLLEGE

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

Instructional Updates

Adult Basic Education

The ABE Division continues to experience significant growth. We currently have 483 FTEs (1,800 unduplicated students) this winter quarter with well over 1,000 of these students studying in our English as a Second Language (ESL) program for immigrants and former refugees. This is an 11% increase from winter quarter 2024 and an 80% increase since 2020. The students in the ABE division tend to be the people in our community who need the most support. Programs like ESL and HS+ College give our community members the opportunity to re-engage with higher education to gain the skills and education to earn a living wage.

In partnership with Spokane Workforce Council and SCC's Career Services, we are moving forward with intentional employer connections through the [Inland Education Alliance](). This is a group of local organizations who pledge to be "education-friendly" employers. ABE Dean Sherri Fujita and Assistant Dean Sarah Stiffler were asked to present this concept for Talent Solutions Talent Talk Webinar on January 28 and will also present for Inland Northwest Society for Human Resource Management on February 11. The goal of this partnership between employers and education is to provide students a clear pathway in three strands:

- the education pathway
- the funding pathway
- a list of education-friendly employers

Students can connect with employers who will support them through their education journey and provide them with vital employment skills while they study. As much as possible, we try to align the employer with the student's chosen academic program. Through this partnership, we hope to make it easier for students to navigate complex decisions as they embark on their higher education journey.

Arts and Sciences

Since receiving a Washington State Library mini grant for Tabletop Roleplaying Games (TTRPGs) a year ago, the SCC Library has seen countless students attend gaming programs hosted in the library each quarter. In Fall 2024, the Tabletop Roleplaying Games Guild (a student club) formed and now meet every Tuesday afternoon in the library to play Dungeons and Dragons. Additionally, the Library partnered with Disability Access Services (DAS) during Deaf and Hard of Hearing Week to run an event around the game Sign, where students played and learned how sign languages are formed. This quarter the library has hosted additional gaming events for new players around the "dark fantasy" game MÖRK BORG, as well as the ever-popular Magic: The Gathering card game, supported by Student Life and the Associated Student Government (ASG). An innovation fund proposal was approved for this year and the library will soon be creating a Tabletop Roleplaying Game collection with the support of ASG. The Library will also be providing some innovative opportunities for faculty development around gaming pedagogy and gamification over the coming months and into next year, with support from the Office of Instruction.

We are pleased to share our heartfelt and enthusiastic congratulations to Communication Studies Tenure-Track faculty Dr. Amy Anderson who has been selected as the 2024-2025 Washington Education Association's CTC Educator of the Year. Dr. Anderson was chosen from among several strong nominations for this unique, statewide award. Solid union values, commitment to student success, member advocacy, achievement as an educator, and the tireless commitment to serving, supporting and

empowering some of the most vulnerable groups in our community made Dr. Anderson a standout nominee.

Arts & Sciences enrollments have steadily increased from post-COVID numbers. Our state FTE's are now only 31 FTE lower than they were in 2020-2021. Winter quarter enrollments show an increase in all modalities.

Business, Hospitality & Information Technologies

Culinary – Governor's Inaugural Ball
On January 22, a team from the SCC Culinary Arts department, comprised of faculty chefs Josh Martin and Duane Sunwold and graduates Patty Gibson, Tony Reed, and Inna Zagumennaya successfully catered the Inaugural Governor's Ball in Olympia. The team expertly prepared over 4,500 individual bites of food, including exquisite dishes like Beef Wellington with Bearnaise sauce, Confit Pork Belly with Spiceology's Maple Bourbon blend, and Hazelnut Banoffee Tart, for over 3,000 guests. The culinary creations were met with enthusiastic praise from attendees, with many expressing that SCC offered the favorite dishes of the evening.

Culinary – Advanced Lab Techniques Class
Culinary Arts students in the Advanced Lab Techniques class with Chef Laurent Zirotti work at the SCC Food Pantry on a weekly rotation. Students assist by organizing food orders, maintaining and stocking food, and putting together food for distribution. This is a partnership during winter quarter with Suzanne Phillips and her staff in the Student Life office. Students in the Advanced Lab Techniques class also rotate weekly at Feast World Kitchen in Spokane. These students help prepare food served at the restaurant as part of culinary arts lab class instruction.

Paralegal Program
The paralegal program is exploring the possibility of proposing a BAS in Paralegal Studies at SCC. The data and jobs outlook are very promising and the paralegal program director, David Shotwell, is in the process of engaging with employers and other educators to support this additional pathway to legal education.

Extended Learning & Workforce Initiatives
The ACT 2 program had 19.7 FTE for Fall Quarter 2024 and a total of 678 students registering for classes. ACT 2 also welcomed new instructor Carely Villanueva Cordova to the roster.

SCC Interim Vice President of Instruction Jaclyn Jacot, Vice President of Workforce Development Julie Parks, Interim Dean of Extended Learning Jeff Williams, and Manager of Apprenticeship Kenna May met with the Business Manager and Training Director from the PNW Ironworkers Local 14 and toured the expansion of their training facility. The tour was robust and beneficial and demonstrated how SCC apprentices are leaning valuable skills which are cutting edge and relevant to industry needs.

SCC has partnered with WeTrain WA to offer a Meatcutters Apprenticeship Program at SCC's Apprenticeship Center. Classes began Winter quarter with nine apprentices, and classes are held one evening per week. The program is six quarters long and students learn how to break down beef, pork, and lamb from primal to retail cuts while also learning meat department management, machine and food

safety, and craftsmanship of the trade. The program teaches apprentices how to maximize productivity, profitability, craftsmanship, and customer service. The students are all currently working in the meat cutting industry, and the apprenticeship program provides the on-the-job training component to enable the apprentice to achieve journey-level status.

Health & Environmental Sciences

The Greenhouse/Nursery Management student's poinsettia crop was discussed in the Spokesman-Review this year by Pat Munts. As part of the holiday season, the Greenhouse once again had a successful event selling plants to anyone interested in filling their homes and businesses with festive colors. Many of the plants are still seen in offices on campus. The author of the article notes that:

> *Each year as part of their course work, the second-year greenhouse students grow poinsettias to learn how to plant, grow and market a greenhouse crop they are likely to find when they graduate and join the greenhouse industry. This year, they are raising 30 varieties of poinsettias that range from chartreuse green to traditional red.*

The article also addresses the tradition of poinsettias.

Radiology Tech continues to provide successful graduates for local hospitals. For the last graduating class, all had jobs prior to graduation and many of them months earlier than that. Most are employed in the area through Providence, MultiCare and Inland Imaging. They have one graduate in Florida and one in California. Two graduates went directly into MRI and four students went directly into CT. One student went to Radiation Therapy school at the University of Nebraska Medical Center. The program has a five-year average of 100% employment and demand remains high. Program Director Kimmie Eikum and Professors Helen Murphy and Jamie Tevis continue to remain active in the field through conference activity and their work for Inland Imaging. This allows them to be updated on and able to share the newest technology. Student clinicals start the fourth week of the program at Holy Family Hospital, Sacred Heart Medical Center, Valley Hospital, Deaconess Hospital, various Inland Imaging clinics, Providence Urgent Care, Kaiser Permanente, Rockwood MultiCare outpatient, and Shriners Hospitals. Students are in clinicals for 21 months of the program and all students go through all sites throughout the program. For the last cohort, there was a 100% completion rate.

Progress has been made with an articulation agreement with Central Valley High School for Health Education classes. Collaboration has been between a University High School Biomed teacher and Professor Clarissa Shearer. This work has led to greater alignment of course expectations and graded policies. Health Education classes (taught by Professors Becky Scheid, Tina Jones, and Sandi Tschritter) support various programs within the division and were filled to capacity this autumn, indicating strong growth and interest in health science programs. Additionally, the Health Education 103 student success class continues to grow, with 24 students enrolled this autumn - the highest number ever for this course.

A recently published paper in the *Journal of the American Medical Association* found that 1 in 4 US nurses intend to leave the profession due to being overworked and understaffed. Associate Dean Dr. Cheri Osler along with the faculty in the Department of Nursing have been working to fill that gap and adjust expectations for graduates of the program so they're truly prepared for the field once they begin their careers. In addition to the previously reported flawless accreditation visit this autumn, graduates of the program continue to have one of the highest pass rates on the NCLEX licensure exam of any program

in the state of Washington, consistently being in the high 90th percentile. This is testament to the work of the associate dean and faculty. While the rest of the state has continued to see high turnover in health science education administrators, Dr. Osler has served in her current capacity for the last decade. While juggling work associated with accreditation, she also led the effort to create a Practical Nursing program. This included the hiring of Brittany Heidenreich as program lead who just successfully launched the first cohort of students who began classes this winter quarter.

Technical Education
On Friday, January 24 faculty members Brad Hein and Cameron Kjeldgaard hosted a SkillsUSA event in our Welding program, providing high school students with a platform to showcase their skills, compete, and gain valuable experience in the field of welding. Watching these talented students in action was nothing short of inspiring—they represent the future of skilled trades, and it's looking bright.

Our Robotics faculty John Norman and George Hollwedel are excited to implement new grant funding to establish four to five dedicated robotic lab stations which will provide students with hands-on exposure to industrial-grade robotics technology. This immersive learning environment will allow them to operate and experiment with a variety of essential automation components, including conveyors, end-effectors, tool changers, sensors, and controls—mirroring real-world industry setups. Through these interactive lab experiences, students will gain both technical proficiency and the confidence needed to excel in modern manufacturing and automation roles.

Assessment Team
The Student Learning and Assessment Committee (SLAC) has used what we learned from our retreat with the Washington Center to begin developing an annual assessment cycle for the college key literacies. We have re-focused on assessing the key literacies and are now working on helping all faculty at SCC better understand what the key literacies are and how they appear in their classes. We look forward to creating the processes and documents needed to engage in a college-wide assessment of one of the key literacies in AY 2025/2026.

Stacy Kowtko, Connan Campbell, Priya Osborne, Wendy Jones, and Erin Smith, with full and indispensable support of SCC's institutional research experts, form the SCC cocurricular assessment exploratory team. Our goal is to collaboratively formulate cocurricular assessment of student services, events, clubs, and activities in their contributions to the development of SCC's Key Literacies in our students. We formed this exploratory team in Fall of '24, commenced work Winter '25 and will continue through at least Spring '25. So far, the group has been discussing the Key Literacies' role and assessment as it functions on the instructional side in the development in our students. This focus grows from conversation during our mid-cycle accreditation visit focused on campus-wide assessment of student learning outside the classroom, as well as in. SLAC is currently developing one page 'cheat sheets' for each Key Literacy to be able to easily explain this work to our student services stakeholders. We are grounding our cocurricular assessment conversations in the CAS (Council for the Advancement of Standards) list of already-developed standards, and we started highlighting which would be most applicable to us. Our next steps will focus on building pilot Key Literacy assessment efforts in the areas represented by our exploratory team, rather than starting with the whole campus. This would provide us with tangible examples of what this will look like in a variety of areas, so when scaling out, we have

physical artifacts to share, along with the Key Literacy guides. We will be using the CAS standards as a starting point to customize our focus on assessing Key Literacies. This way, we could have demonstrable examples by the end of Spring quarter to use as a basis for expanding cocurricular Key Literacy assessment.

Teaching & Learning Center

During fall quarter, SCC's Teaching and Learning Center (TLC) offered 93 events to faculty, staff, and administrators, with a total attendance of 827. That number included 311 unique visitors, a 50% increase from fall 2024 and 65% higher than fall 2023. Highlights included Campus Development Day's total attendance of 280 across the 12 events offered by SCC and SFCC, the Tenure Committee Training with almost 70 attendees, and the Supporting Immigrant and Refugee Student discussion with 72 faculty and staff. Communities of Practice (CoP) - groups meeting for the full quarter or longer to learn together about topics of shared interest - made up half the TLC programming. Fall CoP groups discussed the community read, the pedagogy of kindness, Generative AI, and more. Strong collaborations with SFCC's Center for Engaged Teaching and Learning and eLearning expanded both the variety of events and the diversity of attendee voices in those discussions. This more intentional invitation to everyone across the district resulted in 45 SFCC faculty and staff and 16 Spokane Colleges employees attending TLC events.

Student Services Updates

Admissions and Registration

For Winter 2025, Admissions and Non-Credit Registration staff processed over 2,000 applications for all divisions and areas of study. Additionally, Registration Pathway Specialists participated in 46 enrollment-related events including information sessions, future Sasquatch days, and batch registration days. Registration Pathway Specialists, in collaboration with Outreach staff, responded to 358 new Winter 2025 prospect inquiries. Our Testing and Assessment staff completed over 450 math placements. Transcripts and Records received and reviewed 272 transcripts for students transferring to SCC from another institution.

For Winter 2025 we launched a campaign focused on applicants from the past two years who never enrolled for a first term at SCC. This campaign leveraged the Customer Relationship Management (CRM) software to email these prospective students. We collaborated with Spokane Colleges Marketing in geofencing social media platforms to encourage individuals to re-engage with SCC. This effort resulted in 261 students enrolling for Winter 2025 and 23 enrolling for Spring 2025 simultaneously for 268 FTE.

During the month of January all Admissions and Registration employees completed training to develop culturally sensitive de-escalation techniques. Training included watching A Trauma-Informed Approach to De-escalation and Crisis Response that was primarily focused on serving refugee populations and reading the How can you de-escalate situations involving vulnerable or marginalized people article. After completing the training, many met in small groups to debrief and discuss the strategies we learned to better serve our students.

Sabine Wolfe, ESL Transitions Pathway Specialist, has expanded on her work with ESL students ready to transition to college-level programs by visiting the new ESL Transitions class first offered in Fall 2024. The class was designed by faculty to help ESL students who finish their ESL program transition to college credit or certificate programs. Sabine visits the class throughout the quarter to connect and build

relationships to support the student's transition to college. Sabine strives to become the student's trusted point of contact, providing support for their next steps. This includes making sure all students have an appointment with an ABE counselor to create their transition plan, sharing her personal experiences, assisting in FAFSA workshops, and holding an info session so students can better prepare for enrollment. Sabine also visits the class when registration opens to assist with the student's registration.

In January, Chantel Black, Director of Admissions and Registration, was invited to be a panelist at Riverside High School's Discovery Day for high school seniors. Along with Chantel, panelists from the Air National Guard and the Spokane Sheet Metal Workers apprenticeship program shared options for soon-to-be high school graduates. Chantel was also able to answer student questions one-on-one after the panel concluded.

Counseling & Career Services
EdSights
Our new AI chatbot, EdSights, wrapped up its first quarter connecting with students. The post-launch data report is available [here](#). As a reminder, EdSights is an enhanced AI chatbot aimed at connecting with students, increasing persistence, and improving retention. We launched this bot in November 2024 to a pilot group of newly enrolled transfer students.

Counseling Center
On January 14, the Counseling Center hosted a successful Application Day in the Lair, welcoming our key transfer partners to assist students in the application process. Representatives from Eastern Washington University, Washington State University Pullman, Washington State University Global, Gonzaga University, Whitworth University, Central Washington University, University of Idaho, Lewis and Clark State College, Western Washington University, and Grand Canyon University were on-site to engage with students and provide personalized application support.

This event provided a unique opportunity for students to connect directly with admissions representatives to gain valuable insights and guidance on their transfer journey. The atmosphere was lively and celebratory, enhanced by the contributions of Student Leadership, who provided popcorn, Italian sodas, and music.

This collaborative effort not only supported the students' academic aspirations but also fostered a sense of community and excitement around the transfer process. We are grateful to all who participated and will make this an annual tradition to help more students achieve their educational goals.

Career Services
Career Services has been focused on building an internship database which will connect students with valuable hands-on experiential learning opportunities, build their resumes, and advance their career prospects. To date, Career Services has established three impactful internship affiliations with well-regarded organizations: the Spokane County Medical Examiner, EcoWater (offering a marketing internship), and the Washington State Department of Children, Youth, and Families.

In addition to these internships, Career Services is compiling a list of local employers willing to offer job shadowing and volunteer opportunities. These experiences will allow students to gain industry exposure,

develop professional skills, and clarify career goals—ultimately enhancing their readiness for the workforce.

These Career Services initiatives help students gain the practical experience they need to succeed in their chosen fields, allow SCC to foster stronger connections with local employers, and ensure our students are well-prepared for their future careers.

In addition to expanding our students' experiential learning opportunities, Career Services is working hard to support our immigrant students. Prior to their immigration, many had careers as doctors, lawyers, scientists, teachers or nurses. For them, transitioning into the U.S. workforce can be challenging due to reasons including recognition of their foreign credentials, lack of U.S. certification requirements, and cultural differences between foreign and U.S. workplaces.

To address these challenges, Career Services not only works with students one-on-one to prepare them for job searches and U.S. workplace norms, but also works with them to identify and secure grants to help with financial barriers. The funds can often be used to support professional development, certification courses, licensing exams, and other items needed for our students to continue in their professional careers here in the U.S. The skills and contributions our immigrant populations bring to the U.S. workforce are vital to the growth and success of our local economy, and Career Services is dedicated to supporting them on their path.

Customer Relationship Management (CRM)

The demand for CRM support across SCC is growing at an accelerated pace. Some of the key requests and projects are summarized below:

Mass Email and Texting Campaigns: Expansion of departments, programs, and events communications to deliver important enrollment messages.

Data Analytics for Guided Pathways: Deep dives into prospective student data, including inquiry reports, data visualization, and interactive dashboards, to support the work of various Guided Pathways committees.

Automation of Applicant Messaging: Next steps and event registrations for new applicants is underway for Academic Transfer, Environmental Sciences, and Technical Education pathways. These automated CRM messages are personalized based on an applicant's interest and appear to come directly from Pathway Specialists.

Practical Nursing Summer Recruitment: After our first successful winter recruiting and application cycle, the Practical Nursing (PN) online application opened again on February 1 for the summer recruiting cycle. A four-phase CRM marketing plan using email and texting campaigns will target over 225 prospective students who meet program requirements, as well as those waitlisted PN applicants from winter quarter. As applications are submitted, the CRM will keep applicants informed of their status, deliver decision letters, collect final confirmations, and direct new students to register for their May 1 orientation.

Communication Module/System Upgrade: In 2025, our CRM vendor will be rolling out a new communication module, requiring the migration and rebuild of hundreds of enrollment-related email and SMS campaigns. This will be a phased process requiring substantial time and attention.

Retention Suite Implementation: Kicking off in January 2025, this system expansion will require significant development effort, process mapping, and integration with ctcLink data—a time-intensive, high-priority initiative—including staff from SCC, SFCC and the Spokane College District.

Competitive Applications Transition: The transition of seven competitive applications to the CRM is underway, starting with an online application for the BAS in Respiratory Care program. This transition involves intricate configurations and interconnected data elements, aimed at moving all paper/PDF applications online. As part of the transition, clear communications will be provided through notices on the website and monitors across campus, keeping students informed about the move to online applications for competitive programs.

Disability Access Services

During January 2025, Disability Access Services:
- Provided training to tutors on best practices for working with students with disabilities.
- Presented a primer on accommodations in higher education for faculty which highlighted legal frameworks, processes for accommodation determination, and best practices. This presentation was accompanied by distribution of a faculty guidebook and a new accommodations syllabus statement template.
- Hosted a workshop on notetaking strategies for students in partnership with the Center for Inclusion and Diversity.
- Conducted 89 student appointments to develop accommodation plans, provide technology, coaching, and/or other resources.

Financial Aid

The Financial Aid Department has disbursed over $31 million to 5,265 students for the 2024-2025 Academic Year which includes Summer, Fall and Winter Quarters.

Free Applications for Federal Student Aid (FAFSA's) are being received by the Financial Aid Department for the 2025-2026 Academic Year. So far, 3,587 Institutional Student Information Records (ISIRS) have been received from 3,355 unduplicated applicants. This includes applications from 2,416 unduplicated Pell Grant eligible applicants. To date, 35 applications have been selected for verification. The Financial Aid Department hopes to begin processing of these applications beginning in March.

Global Education

This winter quarter, we are thrilled to welcome over 30 new international students to the Spokane Colleges campuses. Students arrived from a variety of countries including Estonia, Lesotho, Colombia, Bangladesh, India, Myanmar, South Africa, the Philippines, China, Kenya, Malawi, Iran, the United Kingdom, and Zimbabwe. With 49 students enrolled at SFCC and 72 at SCC (including 6 co-enrolled at both campuses), our diverse international community continues to grow. The image below shows some

of our international students getting to know one another at our Winter Quarter international student orientation.

Additionally, interest in study abroad programs is soaring. Our Study Abroad Manager has been busy fielding interest and processing applications for upcoming Washington Community College Consortium for Study Abroad (WCCCSA) opportunities in Rome, Italy (Spring 2025), South Korea (Summer 2025), and Barcelona, Spain (Fall 2025). We are also excited to work with SFCC's French Professor, Eddy Cuisinier, on a new Faculty Led Global Program to Paris, France, for Summer 2026.

Multicultural Student Services

Multicultural Student Services is excited to welcome two outstanding additions to our team: Cassandra McLain, Passport to Careers Specialist, and Yolanda Everette, Office Assistant. Cassandra leads the Passport to Careers (P2C) program, which supports fostered and unaccompanied homeless youth that have enrolled in college by their 22nd birthday. Yolanda is playing a pivotal role in welcoming students, staff, and community members, while also codifying the operations of the Center for Inclusion and Diversity (CID), allowing us to better serve students and the campus community.

The P2C program was busy in January 2025:

- 46 P2C students enrolled for Winter 2025.
- Cassandra has met/corresponded with 5 prospective Spring 2025 P2C students.
- All P2C students have been contacted via email, Canvas, calls, or all 3.
- Cassandra has had 35 one-on-one student meetings.
- The program spent $7,858.19 providing $5,800 in emergency aid through the Workforce Transitions office, awarded $1,983 in incentive funds and spent $75.19 on behalf of students.

Cassandra has identified that many of our P2C students are experiencing visceral unmet needs. Building relationships with our P2C students is paramount to identifying the support needed to remove barriers and empower P2C students for academic success. Providing that support ensures small unmet needs do not become big needs. Additionally, collaboration with campus partners is vital to build a bigger "safety net" for our P2C students. Having a dedicated P2C leader like Cassandra has already resulted in success. Cassandra, with collaboration from Career Services and Workforce Transitions departments, assisted a student who was living in his car to secure a job and a place to live.

In meeting with another P2C student, Cassandra was able to collaborate with Career Services so the student could find a new job because his current job with late work hours was not conducive to academic success. Cassandra connected the student with scholarship funds available from Workforce Transitions to ensure the student could weather any short-term pay cut resulting from the job switch, and introduced the student to our food pantry, dispelling the student's belief he would not qualify for food pantry assistance.

Cassandra has utilized empathic listening to help students feeling they cannot handle their schoolwork and are doomed to fail. Cassandra also provided support for students having interpersonal issues with instructors, counselors or classmates. The support Cassandra has provided allows students to engage and persist academically.

Multicultural Student Services is grateful to have both Yolanda and Cassandra on the team. Their presence allows MSS to increase our capacity for the amazing heart-work of removing barriers and creating pathways for student success.

Northern Counties

Rhonda Quandt, Newport Center Manager, actively collaborates with the Greater Newport Area Chamber of Commerce to promote and support upcoming events and classes offered at the Newport Center. This collaboration ensures that the Newport Center remains a vital resource for lifelong learning and professional development in the Greater Newport area.

Veronica Lawrenson, the Newport Center Office Assistant 3, is actively enhancing outreach efforts by distributing Newport Educational Opportunity flyers, program packets, and business cards to local businesses. Her efforts include engaging with grocery stores and over 35 businesses in the Newport and Priest River areas. This initiative aims to raise awareness about the educational opportunities available at the Newport Center and strengthen connections within the community.

Outreach and Dual Enrollment

January has been a dynamic and productive month for the Outreach team. In addition to ongoing recruitment efforts, the team has been actively involved in multiple initiatives, including serving as Search Advocates, supporting Guided Pathways projects, launching new project management initiatives, attending professional development trainings, and organizing information sessions for prospective students.

Campus Tours

The Outreach team hosted the first of several elementary school visits this month. Fourth and fifth graders from Spokane Public Montessori had the opportunity to explore the SCC campus. A highlight of their visit was the Radiology X-Ray Lab, which captured their excitement and curiosity.

Professional Development

Campus Visit Supervisor Nicci Gooch attended the Collegiate Information & Visitor Services Association's Student Development Institute, accompanied by three Student Ambassadors. This

national conference provided valuable educational sessions, networking opportunities, and local campus visits. Student Ambassador Grace (Shin Hye Yu) shared her experience:

> *The workshops helped me learn more about visitors' perspectives, improving my tour experiences, and feeling pride in my job. I was inspired and came up with new ideas I could use at SCC.*

Workforce Recruitment Efforts

The Workforce Recruitment Manager has been actively meeting with potential students through WorkSource and connecting them with SCC resources. This includes facilitating advising sessions for individuals with prior credits and linking them to Career Services, Corporate and Continuing Education, and Adult Basic Education (ABE). This month saw a notable surge in interest in the CDL (Commercial Driver's License) program.

Community Engagement

The Community Recruitment Manager has been strengthening ties with local organizations and schools. This month, visits to community centers culminated in a new partnership with Northeast Youth & Family Services. Additionally, Application Days were hosted at The Community School and Rogers High School to work on applications for Fall Quarter 2025.

Running Start Program

The Running Start program continues to demonstrate outstanding academic performance. During the Fall quarter, 288 students earned GPAs between 3.5 and 3.99, while 154 students achieved perfect 4.0 GPAs, with a Running Start overall average GPA of 3.099. Central Valley School District had the largest number of participants in running start (194), followed by Spokane (122) and Mead (113). These achievements reflect the strong partnerships between SCC and local school districts.

CTE Dual Credit Program

Meetings with Spokane Public Schools, Liberty High School, Freeman High School, and Central Valley School Districts have strengthened collaborations and created more seamless pathways for students transitioning into technical education and Allied Health programs. The meetings resulted in expansion of opportunities in the Career and Technical Education (CTE) Dual Credit Program. This expansion could not have happened without collaboration from faculty and administrators, including Assistant Dean Brandon Livingston, Dean Ashley Purdin, and Allied Health Co-Chair Clarissa Shearer.

Student Life and Student Organizations

Student Life

The Sasquatch Events Team, our student programming group, kicked off the quarter with Welcome Week, hosting events in several buildings, interacting with students, and handing out much-needed school supplies. It was a great opportunity to connect with new and returning students to ensure everyone felt supported as they started their classes.

National Rubber Ducky Day on January 13 was a huge success! Nearly 200 rubber ducks could be found all over campus. Students loved the fun activities and the adorable rubber duckies. It was wonderful to see so many smiling faces and hear the positive feedback from everyone who participated. Other popular events in January included a pool tournament in the Game Room and a Friday evening event at local trampoline park. February events will include Valentine's themed movies in the Coffee Bar, Waffles, and skating downtown.

The Food Pantry and Resource Center continues to host Farmers Markets with Second Harvest and late-night events supporting students attending evening classes on campus as well as those unable to visit the Food Pantry during daytime hours.

A new "Sasquatch Sighting" program has been initiated as well. Our Sasquatch mascot has recently been seen at a regional event for foster youth, a track event in downtown Spokane, and the faculty/staff night at the basketball games. In February, you might see them at a local school and an event for the Boy Scouts. Community members can [request Skitch, our mascot, attend a campus or community event](#).

Student Organizations
The Agriculture Club hosted a state competition in the Lair. Seven students from SCC will now travel to the national competition, to be held in Sheridan, Wyoming, in March. Our Architecture and Engineering Clubs are now preparing for their annual competitions.

Two new clubs—a manufacturing club and a Christian organization—joined the list of more than 35 student clubs at SCC.

Student Government
Taneisha Takyuka transitioned from Associated Student Government (ASG) Vice President to President in January 2025 following the departure of Austin Dehlin. Austin left SCC for a full-time position off campus. We wish Austin the best and are excited to support Taneisha in her new role.

Associated Student Government, along with other units of our Sasquatch Student Leadership Squad, will soon begin the recruitment for 2025-2026 officers.

Student Health Clinic
The Student Health Clinic is off to a busy start this Winter Quarter, with 10 Head Start/ECEAP pre-employment exams and 7 DOT physicals. Patient encounters are up 17% over this time last year. Many Allied Health students are using our services to complete their program's vaccination requirements including titers and TB testing. We are also seeing an increase in students presenting with cold/flu symptoms as flu activity in Washington State is running high.

Workforce Transitions
The Workforce office supported 686 credit students, 55 ABE students, and 70 northern counties students with support services from Basic Food Employment and Training (BFET), WorkFirst, Opportunity Grant, and/or Worker Retraining. Our support services are important in helping students pay tuition, purchase books, purchase classroom supplies, support childcare requests, and/or connect with campus and community resources to help students address barriers they may be facing. For the 2024-25 academic year, we have provided monetary support through fall quarter in the amount of $1,376,731.

These services are vital to help our students reskill and/or retrain to enter the workforce with the tools and skills needed to be successful. In January 2026, all clients in Washington State receiving food benefits will be able to have their [tuition paid](#). This is HUGE for our office as we will be able to support more students and help them keep basic food benefits while they attend college.

Wendy Jones and Kathy Albin have been selected to co-chair our tri-county Local Planning Area (LPA) beginning July 1, 2025. The LPA is comprised of local agencies including the Spokane Colleges, Career Path Services, Department of Social and Health Services, Young Women's Christian Association, Washington Department of Child Support, Transitions Spokane, Employment Security Department/WorkSource, Spokane Regional Health, World Relief, Commerce, and Health Care Authority to deliver services and activities that help Temporary Assistance for Needy Families (TANF) clients meet their goals and provide well-being for their families. You can find out more [here](#).

PRESIDENT'S REPORT

SPOKANE FALLS COMMUNITY COLLEGE

Presented by: Dr. Kimberlee Messina
                   President, SFCC
                   February 18, 2025

President's Report

Our future is in good hands:

From left to right: Giselle, Em and Lexi from SFCC, and SCC student along with Senator Riccelli and student intern from the University of Washington.

Who says legislative advocacy is all work and no play? I am so proud of our students for studying the issues and meeting with legislators to use their stories to advocate for students and community colleges. They certainly impressed the Senator! With all the stress and strain we are facing as a nation; rainy Olympia was a bright spot of sunshine due to our amazing student leaders. With them in charge, our future looks bright!

SFCC's leadership team

When I read over the Student Affairs and Academic Affairs reports, I am overwhelmed with gratitude for their hard work and dedication. We are certainty blessed by talented student-centered faculty and staff, and the leadership team provides strong support and advocacy for their efforts, and as a byproduct, they always make me look good!

Kudos to Dr. Ping Ping

Congratulations to Ping for being selected as a 2025 Woman of Achievement Award winner, winning the Carl Maxey Racial and Social Justice award for the City of Spokane. This is a well-deserved honor and SFCC is fortunate to have Ping here as an amazing faculty, colleague, and advocate for social and racial justice!

Student Affairs

Enrollment

SFCC has continued its enrollment growth streak in winter quarter. This makes for five consecutive quarters of year-over-year enrollment growth. Census day figures show 1,169 FTE and 4,584 headcount, reflecting a 10.6% increase in FTE and a 16.6% increase in headcount compared to last winter. Continuing the trend from fall quarter, growth was observed in both state and contract enrollments. State FTE increased by 11.7% and contract FTE (Running Start and Gateway to College) increased by 6.7%. Running Start accounts for nearly 25% of FTE at SFCC.

Enrollment across modalities remains balanced with about one-third of students enrolled entirely in person, another third entirely online, and the remaining third participating in a mix of both.

We are processing 600 applications for spring and getting students registered for orientation and registration sessions.

February 10: Priority Registration for Veterans
February 14: Priority Registration for CCS Online and Disability Access Services Students
February 18: Students with 45+ credits
February 20: Students with fewer than 45 credits
February 21: Students with prior college
February 24: New Students

Full-time Equivalent (FTE) is a single value providing a meaningful combination of full-time and part-time students. We earn one annualized FTE for every 45 credits taken by our students. Our state funding is primarily based on our FTE count. Unduplicated headcount is the number of individuals in a period of time, regardless of credit hours taken.

Drop for Non-Payment Pilot Results

To better align with Guided Pathways principles and support student retention, SFCC and SCC implemented a pilot for managing drop for non-payment in winter quarter. This pilot replaced the previous system of weekly drops with a single drop date just before census, allowing students more time to secure financial arrangements and remain enrolled in their planned courses.

Key changes included:

- A single drop date on January 14, replacing the rolling drop schedule.
- Expanded Nelnet payment plan options to lower installment costs.
- A targeted communication strategy to proactively engage students at risk of being dropped.
- Clear criteria for students to remain enrolled, including financial aid deferments, payment plans, or maintaining a balance below $300.

This initiative was developed in collaboration with the District Business Office and SCC, with the overarching goal of improving the student experience.

The winter quarter drop for non-payment pilot was a resounding success, achieving its goal of keeping students enrolled in their program maps while reducing administrative burdens and improving the student experience. By replacing weekly drops with a single drop date just before census, students had more time to secure funding, make payment arrangements, and remain in their planned courses without the disruption of being repeatedly dropped and re-added.

Only 11 students were ultimately dropped for non-payment. Students clearly understood the requirements to remain enrolled, and the streamlined process eliminated unnecessary enrollment disruptions. The number of students at risk of being dropped steadily declined as the deadline approached—from 679 students on November 26 to just 113 the day before the drop and 45 the morning of January 14. This demonstrates that students were actively responding to the targeted outreach and taking steps to secure their enrollment.

While daily outreach through emails and text messages required significant effort, the consistency of communication ensured students were well-informed and able to take action. Staff also benefited from the reduced burden of processing weekly drops.

Most importantly, this pilot created a far better student experience, aligning with Guided Pathways principles by allowing students to stay on track toward their educational goals. Given its success, the process will be reviewed and refined for spring quarter to build on these positive outcomes.

Department Spotlight: BIT/CARES and Student Conduct
By Rhondie Voorhees, Dean of Student Support Services

One of our primary goals as a campus community is to enhance our capacities to respond effectively to students of concern. Under the leadership of the new Dean of Student Support Services, Dr. Rhondie Voorhees, SFCC's current goal and focus in this area is the re-establishment of the SFCC BIT/CARES Team. While SFCC has had a BIT/CARES team in the past that has functioned in various ways, the most recent practice has been for the group to review reports as they come in as a collection of individuals and to generally interact over email or in select individual conversations. We are currently embarking on a plan to reform and significantly reenergize our team under the principles and guidance of NABITA, the National Association for Behavioral Intervention and Threat Assessment. The NABITA model calls for the formation of an empowered, high-level, and cross-functional team comprised of a select group of campus leaders who are trained in threat assessment and meet regularly to review referrals and discuss strategies about the best and most effective responses for each individual case. Our SFCC team will combine the BIT (Behavioral Intervention Team), which is focused on identifying and responding to students who present a threat of harm to self or others, with a newer CARES team model, which focuses on responding to students who may be struggling and are in need of additional assistance, including emotional and well-being supports, mental health care, and/or basic needs services.

Our BIT/CARES team will include the Dean of Student Support Services, the Department Chair of the Counseling Department who is also a licensed mental health provider, the Director of Security and

the Security Operations Supervisor for SFCC, the Director of Disability Access Services, the Director of Learning Support Services who also serves as the director of Basic Needs, the Pullman Center Manager as a representative of the Pullman Campus, and a faculty member. This group will meet regularly for one hour every other week. Initial focus will include training and development for members of the team, starting with a review of a NABITA whitepaper entitled *NABITA Industry Standards for Behavioral Intervention Teams*. Additional initial work of the group will include reviewing, evaluating, and revising SFCC's current reporting form for BIT/CARES, student conduct, and Title IX cases and referrals, and developing and disseminating a marketing and communications plan for informing the campus community about the resource of the BIT/CARES Team and educating more generally about resources, supports, and services for students of concern.

To assist our work in this area, we are also currently in the process of working towards implementation of Maxient at SFCC, which is the industry standard and leader in higher education for software for reporting and record keeping related to student conduct, students of concern, and Title IX. While SCC has already been using Maxient, SFCC is currently using a home-grown database for reporting and record keeping. The implementation of Maxient will help us to significantly improve and modernize our ability to take in, categorize, and track reports, and to communicate effectively with one other as colleagues while also maintaining appropriate privacy of student records depending on the circumstances of the case. We plan to use Maxient for all BIT/CARES records, student conduct records, Title IX records, and in a somewhat novel application and collaboration that is exciting for us, Basic Needs records and case management. The use of Maxient will also enhance and improve our ability to accurately track and report cases in compliance with the Clery Act.

In the realm of student conduct, SFCC engaged in a significant project this past summer related to academic dishonesty. We observed that our faculty had many questions about academic dishonesty and campus processes for handling those cases, as well as questions and increasing concerns about students' unauthorized use of AI in the classroom. Under the leadership of the Vice President of Learning, we brought together a working group that included the Dean of Student Support Services who also serves as the campus Student Conduct Officer, two instructional deans, and two professionals from our eLearning team. The result was the development of a *Faculty Guide for Identifying and Responding to Cases of Academic Dishonesty*. The guide describes for faculty our policies, rules, and procedures for academic dishonesty under the WACs and faculty options for handling suspected cases of academic dishonesty in accordance with the WACs. It also describes tips and suggestions for meetings with students about suspected violations, weighing and considering evidence in cases, making and conveying decisions in cases, and support resources on campus. Additionally, the guide provides information and resources from eLearning about AI, students' use of AI in the classroom, and the emerging and evolving area of AI and academic dishonesty. Importantly, the guide also includes a recommended syllabus statement for faculty about academic dishonesty that is in accordance with the WACs. To date we have engaged in several conversations with faculty about this topic and the new guide, including most recently a presentation at the All-Faculty meeting this January.

Events

Academic Affairs

I'd like to take this opportunity to introduce you to our new Associate Dean of Connected Learning, Dr. Tori Stanek. Dr. Stanek has experience working in leadership roles for institutions including the Law Library of Congress, Howard University Law Library, Central Wyoming College, and most recently Columbia Gorge Community College, The Dalles, OR. Her division, Connected Learning, is a key piece of SFCC's re-org implementation, and contains all the parts of the college that are firmly instructional, but are connected to all the academic divisions. This includes the Library (reference librarians and circulation staff), Academic Coaching, our hub for professional development, which we call the CETL (Center for Engaged Teaching and Learning), Learning Outcome Assessment Coordinators (LOACs), FYE (First Year Experience) 105 and Guided Pathways Coordinator.

What all these efforts have in common is that they are all aimed at supporting our students to persist in college and reach their academic goals, with the completion of a credential. That's what "Guided Pathways" is all about. Since we've become a Guided Pathways school, our retention and completion rates have continued to rise. For example, of the degree-seeking students who started a decade ago (in the 2015-16 school year), only 21.9% had completed four years later. Fast forward to students who started in 2020-21, and that rate has risen to 36.1%. That's a substantial improvement, but we're not content with that, and we continue to work hard to help students find their path, get on the path, and stay on the path to the end.

With Dr. Stanek leading our new division of Connected Learning, we're really excited to see how all of these college-wide efforts can have even greater results with stronger administrative support.

Fine Arts

We are pleased to announce the recipient of the first sx̌etkʷ Artist-In-Residency - kʷaʔowišč tyee Inanna McCarty. A big thank you to Cozette Phillips and a jury of highly accomplished artists!

In her own words:

"My name is Inanna McCarty and my Indian name is kʷaʔowišč tyee. As an Indigenous person to the United States and Canada, I am from the waʔač and Tsawout First Nations village and a descendant of both Nuu-chah-nulth and Coast Salish families. I was raised on the homelands of the Makah Tribe inWestern Washington. My paternal lineage includes a long line of whalers and members of the Hamatsaand Wolf Society, while my maternal side practiced the Big House ceremony. Five generations ago, myancestors signed the Makah Treaty. Today, my very existence is a testament to their resilience andtenacity.

For this residency, I am eager to hone my skills in metal and jewelry, particularly through creating a copper repousse sculpture of the Whale Saddle. The opportunity to engage with Indigenous and

non-Indigenous artists, participate in professional development, and receive formal instruction in metalsmithing will be a transformational experience for me. Being part of a group exhibition would be anincredible step in my journey, and I aspire to one day hold a solo exhibition when I feel more fully realized as an artist."

We look forward to Inanna joining us in the Spring for this quarter-long residency.
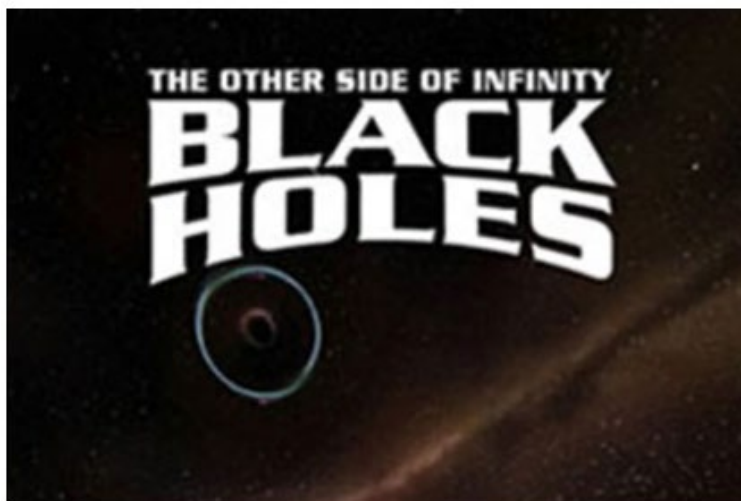
Sea Wolf Transformation by kʷaʔowišč tyee Inanna McCarty

Drama

Coming to the Spartan Theatre this quarter is the production of "Little Red Riding Hood (and the Power Mutants)." This one is a family-friendly comedy, so bring the littles. In this iteration, Little Red Riding Hood 'Little Red' is a caterer, she runs into Oswald the Big Bad Wolf and the misanthrops from his School for Wolves. Only The Power Mutants, a group of superheroes with silly powers can help Little Red. Join us in late February and early March, for what is sure to be a delightful show.

Little Red Riding Hood (and The Power Mutants)
A Family Comedy By Ed Monk
February 28 & March 1–2
Friday & Saturday, 7:00pm • Sunday, 2:00pm
SFCC SPARTAN THEATRE, Bldg 5

Planetarium

This year at our beautiful Planetarium, we have booked over 80 K-12 school trips. We're so excited when we see young learners on our campus, taking it all in and enjoying a show in the Planetarium. Our faculty do an amazing job presenting material that is both age appropriate and intellectually stimulating.

If you'd like to experience a little of the magic yourself, this quarter, we are presenting "The Other Side of Infinity: Black Holes". Join us on a Saturday night for an educational and fun evening.

Budget-friendly tickets can be found on our website – just type "Planetarium" in the search bar.

Professional/Technical Programs at SFCC

We often hear about our strong transfer program here at SFCC, but we also have some great professional/technical programs, including the three programs below that I would like to highlight for you this month.

Orthotics and Prosthetic Technology (O&P)

Our O&P program is just one of four technician programs in the U.S. and the only one in the West. We have two primary faculty members in the area, Ken Mandler and Ambrose Cavegn. Both bring a breadth of experience to our program and college, and together they have recently revamped our curriculum. Now, we offer nearly every O&P credential available below the Master of Science, which positions us very well to meet the industry's pressing workforce development needs. Because of these updates, it looks like our O&P curriculum is going to be adopted as the new national training standard for O&P technicians across the US. Ambrose, who serves as Chair for our Allied Health department, was recently elected to serve on the Board of Directors for the National Commission on Orthotic and Prosthetic Education (NCOPE). For his leadership and knowledge Ambrose has been invited to attend the American Orthotic and Prosthetic Association's Leadership Conference to represent SFCC and shape the future of O&P technician education nationwide.

Integrated Behavioral Health

We are excited to report that SFCC will graduate our first cohort of students from our new Bachelor of Applied Science in Integrated Behavioral Health this year. This cohort's tuition was fully paid by our community partner, Better Health Together (BHT). They are also providing an additional $150,000 in funding to be used for student scholarships and program support and a potential for more funds later this year. A big thank you to BHT! As the reputation of the program continues to grow, so too do the number of articulation agreements, our most recent signing was with Olympic College, providing their graduates a seamless pathway to SFCC. This program is becoming widely recognized, in large part to the dedicated leadership of faculty program lead, Ursula Heflick.

Digital Filmmaking

The curriculum for our digital filmmaking program has been developed in close collaboration with filmmaking professionals from the region, including Rich Cowan at Studio A and Juan Mas, a local producer, director, and writer, and a founding member of the Spokane Film Project and the 50-Hour Slam Film Festival. Our faculty lead the way with their own professional practice: longtime faculty Ira Gardner recently screened his first feature-length documentary film *God's Away on Business* at the Magic Lantern. Our new filmmaking faculty Ian LeBarge recently worked with our drama students to teach them how to do a professional "reel" which can be used for acting auditions. Our faculty also work hard setting up internships for our students. All of this is paying off, as one of our filmmaking students completed the WA Filmworks Media Mentorship Program last spring and was subsequently hired to work on a film that is being locally produced called *Tell No One*, where SFCC adjunct faculty Rebecca Cook has also been cast! We're proud of the accomplishments of our students and faculty!

AHE/FACULTY REPORTS

Presented by: Beverly Daily, AHE
                            Christina MitmaMomono, SCC
                            Katie Satake, SCC
                            Jason Nix, SFCC
                            February 18, 2025

Beverly Daily
AHE President

Now that negotiations are completed; faculty will vote on the ratification of the contract. We are looking forward to this process being completed. Many faculty are on edge over the recent changes at the federal level. The uncertainty is disconcerting to many as funding and rules seem to be precarious now. Four of us went to Olympia for our Advocacy Day in coordination with College Promise. It was good to share with our legislators the importance of higher education and the role we play in the future of our state. Higher Education is the answer to the coming needs of our state. We advocated for the continued support of the Washington College Grant in addition to allowing the OFM mistake to remain part of our budget. Supporting our colleges and universities is the way to support the skilled workforce needed, we are the way to supply employers with a workforce that meets their needs.

To end on a happy note, I would like to congratulate Amy Anderson from SCC's Communication Studies department, our 2023-2024 Washington Education Association's CTC Educator of the Year. She has been recognized for her hard work, commitment to students and her advocacy of fellow faculty. AHE also looks forward to celebrating with our new class of tenured faculty. We look forward to the tenure celebration in May.

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

February 18, 2025

1. Amy Anderson, SCC Communications Studies faculty, reported: The "Speak Out!" Communications Club once again hosted the Poetry Slam community service project with the 3rd graders from Stevens Elementary School.

   Additionally, Amy has a new publication in *Faculty Focus* entitled, The Power of Students' Stories.

2. Austin White, SCC Pharmacy Technician faculty, reported: Austin was elected to a board seat on a local non-profit organization in the area, Spokane Pharmacy Association (SPA). His position focuses on increasing outreach specifically to pharmacy technicians. In 2024 and again in 2025, SPA is offering the first year of membership for free to all pharmacy technician students. This applies to students who are in the SCC program, as well as the programs at Carrington College, Spokane New Tech and anyone in an in-house on the job training program such as through Walgreens or Rite Aid. This has seen membership in SPA rise by roughly 60 new technicians.

   The benefits of membership include access to continuing education seminars (which are required to maintain license credentials through the state of Washington) and social events in the community (such as trivia nights, bowling, etc.). These events allow pharmacy technicians and pharmacists to interact with each other outside of the professional setting which can lead to both personal and professional growth, as well as networking opportunities.

   Aside from my working with SPA, Austin has been utilizing every opportunity for outreach that the department has taken part in. The next event will be in May, when the program will have up to 180 high school students come through the building to get an idea of all the programs offered and exactly what is done in the profession. These events are invaluable for reaching young, interested students before graduating high school, so that they can work with SCC counsellors/pathway specialists to create a plan to a potential new career.

3. Jeannie Isern, SCC English faculty, reported: Liz Roewe, English faculty, has started a writing center at SCC. It is a unique model where adjunct English instructors serve English 101 and 102 (composition) students along with W-Courses (writing enriched) students across the division. Students can attend and receive hour-long instruction from adjunct instructors.

4. Paula Anselmo, SCC Cosmetology faculty, reported: SCC Cosmetology students recently attended a Homeless Connect event, where they had the opportunity to offer free haircut services to individuals in need. This event was more than just an outreach project, it was an invaluable experience in developing leadership and service skills. Through their hands-on involvement, students not only honed their technical expertise but also learned the importance of giving back. They demonstrated empathy, professionalism, and a commitment to making a positive difference, reinforcing the values of service and leadership that are core to both our program and the greater mission of our institution. This event was a powerful reminder of how we can serve others and make a meaningful impact, no matter what the setting. For our students, this event was an opportunity to truly understand what service feels like and how a simple act of kindness can have a lasting impact. There were 197 haircuts given in total.

   Please see the following testimonials from students and clients:

   Student Testimonial: "At first, I felt intimidated and humbled, but hearing people's laughter made me feel more at ease."

   Student Testimonial: "This was a great opportunity to experience firsthand what this kind of service feels like."

   Client Testimonial: "I had an appointment with a case worker to get my kids back, and it really helped boost my confidence throughout the process."

   Client Testimonial: "I'm so very grateful for the haircut."

   Client Testimonial: "It feels so comforting to be touched by a caring human."

Christina MitmaMomono
Board of Trustees Report
SCC Non-credit courses & Extension Sites
February 2025

Kristyn Gintz, an Adjunct Counselor, that works with rural students (Colville) and they have hosted several ABE (Adult Basic Education) Orientations for new ABE students in the rural areas. The latest orientation last week had 14 students on it from the 4 Northern County centers (Colville, Newport, Inchelium, and Republic). Kerrin Langford, the Pathway Specialist, organizes paperwork and invites students.

She delivers the orientation content on a Zoom orientation which usually takes place in the evening. The orientation helps students select an ABE path (GED, HS+College, or Ability to Benefit), learn about rural resources, and schedule an appt with an ABE Counselor to finalize plans and select courses. She states she has really been enjoying serving the rural students who may not have access to an in-person orientation in Spokane.

Assoc Dean McCarthy helped think outside the box and find ways to support rural students more by giving Ms. Gintz the opportunity to create this orientation and run with it. "Students First" is a great motto!

WFSE/CLASSIFIED STAFF REPORTS

Presented by: Abigail Affholter, SCC
                  Alison Cooley, SFCC
                  February 18, 2025

STUDENT GOVERMENT REPORT

Presented by: Taneisha Takyuka, SCC
                  Lexii Locke, SFCC
                   February 18, 2025

February 2025 Board of Trustees Report | SFCC Report
Lexii Locke, Associated Student President
Em Walker, Vice President of Academics
Aracely Hurtado-Benegas, Vice President of Activities

General Updates since December Meeting:

As winter quarter is a slower time period for ASG we have at least started doing our best at becoming more involved with face to face interactions regarding the student body. We have had small events regarding mental health awareness, welcome week, senator socials, etc. This will hopefully help boost the awareness of ASG and drives up the interest in applying for the 25-26 team.

Office Objectives for Winter 2025:

Just like in my last report the fellow exceutives and I are still pushing for one of our two main objectives we would like to do during the winter quarter.

- We are working on getting staff to complete their dates on their positon modules so they can go into a binder for us to make the transition from the 24-25 team to the 25-26 team easier.
- We are also going to be making effort to start scouting for the 25-26 early, before applications open, so we aren't left at the end of the year looking for students to apply for our positions.

Closing Remarks:

Currently I do not believe there is any assistance from the board needed at this time. Yet, after the December meeting I sent Breanne a list of ASG events happening the quarter so if you see something pop up on your calendar that might be why.

Current 24 -25 Staff:

Clerical –

Secretary: Brianna Karasha	Food Pantry Director: Xavier Graziano
Club Liaison: Breezy Stewart	Legislative/Finance: Giselle Bonilla
Director of Marketing: Cody Vierra	

Academic –

Senator 1: Hsar Moo	Senator 2: Noah Hinton
Senator 3: Maliyah Gordon	Senator 4: Stella Volpone

Programming –

Outdoor: Tayden Murlin	Outreach/Educational: Josiah Morrow
Concert & Comedy – Hayse Noble	Special Events: Israel Claybrooks

BOARD REPORT