April 10, 2019

Dear Board of Trustees and Campus Community:

It's been a full month. The leadership reorganization at Cascadia this month involved assigning new responsibilities and assuring that current projects get completed. I want to compliment all of the staff who have been attending to these issues as we transition.

One of these projects, budget writing, has received the most attention. We are confident that we will have our projection models completed in April and, as soon as the legislature is finished, a final budget proposal for you. Please note, the legislature is projected to go into overtime, so we expect a final budget on about June 2. We will have a projection for you in May, but the actual final budget will not be ready until June.

WACTC, legislative visits to Olympia, lobbying on behalf of the college, and school district fundraising events have taken up much of the month as well.

I look forward to seeing you next week!

Meet and Greets

Since we met in March, here is a list of my campus and community activities as well as an update on ctcLink:

Campus

- Special E-Team Meetings (x3)
- CSG President Monthly Meeting (x2)
- Classified Co-Facilitator Monthly Meeting
- President's Winter Quarter Pub (over 50 employees in attendance)
- Tenure Portfolio Review
- New Employee Orientation: Governance & Committees
- Business, Academic, & Research Continuity (BARC) Training
- Audit Exit Conference (with assistance of Trustee Mike Kelly)
- Navigators Council Meeting
- Risk Assessment for Accountability Audit Meeting with Auditor and College President
- All Employee Open Forum Re: Questions on Temporary Restructure
- Budget Proposal Council Meeting
- ctcLink Steering Committee Meeting
- Parking Rate Forum

Olympia/State

- WACTC Legislative Update Conference Call (x2)
- WACTC Monthly Meeting March 21st/22nd at South Puget Sound Community College along with All-WA Academic Team Luncheon
- Legislative Meetings – March 26th

Community

- Breakfast Meeting with President Goings from LWIT
- Kirkland City Council – State of the College Update
- Bothell Chamber Board Meeting (x2)
- Meeting with Leo Novsky of Defy Ventures
- Lake WA School Foundation bridge the Gap Benefit Luncheon
- All in for Kids – Breakfast 2019 – Northshore Schools Foundation
- Bothell Chamber Executive Committee Meeting

UWB

- UWB Regents Finance & Asset Management Committee Meeting
- UW Board of Regents Public Meeting held at UWB
- UW Board of Regents Tour of Future STEM Building
- Lunch Meeting with UWB Dr. Ruth Johnston and Kelly Snyder
- Conference Call – Land Title Discussion with UWB and SBCTC
- Signed Agreement to Relocate Bus Layovers entered into between UWB, Cascadia, King County Metro and Community Transit
- MOU Signed Between UWB and Cascadia for Operations of the Activities & Recreation Center (ARC)
- MOU Signed Between UWB and Cascadia for STEM 4 Building
- MOU Signed Between UWB and Cascadia Additional Campus Parking Facilities

ctcLink:
For the interim, President Murray will become the "executive sponsor" of the ctcLink project and Scott McKean will continue to be the Project Manager. This report was provided by Scott: Cascadia's ctcLink project is on schedule and our project team members are exceptionally busy identifying requirements for and determining our local PeopleSoft business process configurations. During March, 22 project team members spent a total of 35 business days attending 21 workshops and completing 51 homework assignments, all this while also performing their normal duties.

In April, the pace and number of workshops, attendees and homework does not slow down. In fact, over a three week period in April the project team will begin the first of five cycles of data validation. This first cycle ensures Cascadia's Legacy employee and student biographical data accurately converts over to the new PeopleSoft environment. This work marks a significant project milestone and extends project work out to new test subject matter experts.

Senior Staff Reports
To be informative, yet mindful of your time, I have asked the senior staff to only share their top relevant items for your reading pleasure.

From the Executive Director of Equity & Inclusion, John Eklof:

Listening Tour:

Conducted 84 one on one meetings with staff, faculty, and students on campus in regards to the equity and inclusion at Cascadia.

DIA:

Finalizing the logistics for April 18th DIA that's centers around equity and inclusion.

Equity and Inclusion Council:

The E&I Council will analyze the data from the DIA and make recommendations for the E&I Action plan.

E&I Action Plan

The President and the Executive Director of Equity and Inclusion will write a draft of the E&I Action plan.

From the Interim Vice President of Administrative Services/HR, Martin Logan:

Human Resources & Payroll

During the month of March, Human Resources completed Full Time Faculty searches, resulting in the successful hire of a Full Time Tenure-Track Faculty for BIT. Additional searches were also conducted for Exempt, Classified, and Student/Hourly positions.

In addition to recruiting, HR spent a significant amount of time on ctcLink activities, including in-person workshops at the State Board for Community & Technical Colleges (SBCTC), WebEx (online) presentations, meetings, and homework assignments in preparation for configuration workshops in April.

Payroll attended three two day ctcLink Business Fit/Gap workshops in March: Faculty Workload, Absence Management and Payroll. Homework assignments have been completed and information has been gathered in preparation for the upcoming configuration workshops scheduled in April. Even with these increased duties the regular payroll processes have continued without interruption.

From the Vice President of Student Learning and Success, Dr. Kerry Levett:

Faculty

Cascadia had its first entry to the KPMG Student Accounting Competition that was held at Seattle University April 5th and 6th. The team consisted of students Bokyung Kim, Feihong Lai, Taylor Hirata and Sovechea Sophanna and were led by faculty member Lelia Olson (Accounting/Business). The competition is open to four person teams across the region, sophomore level and above who have completed the financial accounting sequence. Case studies and judges are provided by KPMG LLP.

Garth Neufeld is the recipient of the 2019 Wayne Weiten Teaching Excellence Award given by the Society for the Teaching of Psychology (Division 2 of the American Psychological Association). Garth will be presented with a plaque at the STP's 18th Annual Conference on Teaching (ACT) in October. The winners of the teaching awards will also be announced in the October issue of *Teaching of Psychology*.

Basic Education

In the 2018-19 academic year, 10 Transitions scholarships have been awarded to Basic Education for Adults students to assist them financially with their transition to college-level classes. All of the students who were awarded scholarships for summer, fall, and winter quarters have successfully completed at least one college-level class. Three additional students have scholarships for spring and are enrolled and ready to succeed.

BASSP Program

Cascadia's request to join the NSF funded consortium AppConnectNW has been approved. AppConnectNW is a consortium of 7 Puget Sound colleges (Green River, Lake WA, Renton, Bellevue, Edmonds and N. Seattle) with Application Development IT bachelors programs. The goal of the consortium is to work collaboratively with other colleges and industry partners to ensure will be prepared for successful entry to the job market upon graduation.

Disability Services

DSS participated in a number of outreach events this month which included: Informational Session with students from Bellevue High School, Inglemoor High School's College & Career Night, King County Transition Fair: Individuals with Disabilities and Woodinville High School's College & Career Night.

With Winter 2019 coming to a close, we wanted to examine how students registered with the DSS performed. Students registered with DSS (134 students) had an average **GPA of 3.0 with a retention rate of 87%!** We are very proud of the students who did an outstanding job during an extremely difficult quarter!

From the Vice President of College Relations and Advancement, Meagan Walker:

OUTREACH/MARKETING/EXTERNAL RELATIONS

Prospective Student Outreach

March was a busy month for the outreach team who offered, hosted or attended 21 events yielding an impressive 450 points of contact with prospective students, families, and counselors. In addition to Fast Track and College Goal Cascadia sessions, and campus tours, activities included college/career fairs and high school visits with K12 partners, presentations at UWB events, and participation in community fairs held by King County and City of Woodinville. Cascadia advising staff joined for the team for two impromptu events held in response to the unexpected closure of the Art Institute of Seattle.

Marketing/Design

Several projects including poster, flyer, digital signage, webpage design items and social media campaigns were completed in support of various department event promotions.

Community

In collaboration with UWB, drop-in information sessions regarding capital projects were offered in both the ARC and the Library. Information was shared and opinions gathered regarding Corporation Yard, West Garage, and STEM 4 building projects. These drop-in sessions will be repeated in Spring Quarter.

INTERNATIONAL PROGRAMS

International Student Programs welcomed 9 new regular students and 7 new English Language Program students for Spring Quarter 2019. A new cohort of 33 Trajal Hospitality College students arrived safely and successfully enrolled for their 9-month program. Recruitment activities occurred in Taiwan, Japan, Colombia and Costa Rica and staff are completing follow-up assignments. English Group Conversation has resumed for Spring Quarter. This program helps connect students and provides an opportunity to practice skills in speaking and understanding English.

FOUNDATION

Work on 2019-20 scholarship applications is ongoing with coordination of selection committees and scheduling of applicant interviews. Proposals are in development including the funding of a two-day community arts event celebrating the work of Henri Matisse. Proposals were completed and submitted to Puget Sound Energy in support of emergency preparedness efforts on campus, and to King County Water Management for a joint UWB/Cascadia project to repair two underperforming bioswales on campus. The repair proposal includes a plan allowing students to conduct water quality testing before and after installation to evaluate the effectiveness of the system. Preparation work is underway for ctcLink Grants and Contract Costing Fit Gap sessions.

We look forward to seeing you at the Board meeting on April 17th.

Respectively submitted,

Eric

Board of Trustees

Meeting Agenda

Regular Meeting
Wednesday, April 17, 2019
4:15 p.m.

Cascadia College
18345 Campus Way N.E.
Bothell, WA 98011

Cascadia College Board of Trustees
Cascadia College
18345 Campus Way N.E.
Bothell, WA 98011

Meeting Agenda and Attachments

Wednesday, April 17, 2019
4:00 p.m. - Room CC2-260

A G E N D A

1. EXECUTIVE SESSION

The Board will meet in a 15 minute Executive Session to discuss number **2** below and/or any of the issues listed below:

(1) to receive and evaluate complaints against a public officer or employee;
(2) **to evaluation the qualifications of an applicant for public employment or to review the performance of a public employee:**
(3) to discuss with legal counsel litigation or potential litigation to which the college is, or is like to become, a party, when public knowledge of the discussion would likely result in adverse consequences to the college;
(4) to consider, as a quasi-judicial body, a quasi-judicial matter, between named parties;
(5) to consider matters governed by the administrative procedures act, chapter 34.05 RCW; and/or
(6) to plan or adopt the strategy or position to be taken during collective bargaining, professional negotiations, or grievance or mediation proceedings, or to review proposal made in on-going negotiations or proceedings.

2. CALL REGULAR MEETING TO ORDER – 4:15 p.m.

3. CONSENT AGENDA

- Meeting Agenda
- Minutes from our last meeting – March 20, 2019

4. PUBLIC COMMENTS

Anyone wishing to speak to the items on this meeting agenda will be recognized when the item is being discussed. If you wish to speak to the Board, please sign your name on the sign-up sheet. Three minutes per person is allocated for this purpose.

5. EMPLOYEES

- Introduction of New Employees/Promotions:

Student Learning & Success
Kayleen Gill, Office Assistant 3, Student Financial Services

Administrative Services
Ben Setzer, Fiscal Analyst 1, Finance Department

- Promotions – E-Team members will share staff promotions with the board:
  - No staff promotions this month to share with the board.

6. INFORMATION ITEMS

- Kodiak Cave – Cascadia's Food Resource Center – (BR)
- United Way of King County Low Income Tax Clinic – (LO)
- Accreditation Update – (KL)
- 2018 Audited Financial Statement – (ML)

7. DISCUSSION/PRESENTATION ITEMS

- Revenue Report - (EM)
- Budget Briefing II - (EM/ML)

8. RECOMMENDED ACTION ITEMS

- WAC Revision – Chapter 132Z-116 Parking & Traffic Rules (1st Read) (AAG/VN)
- Summer 2019 Science Lab Maintenance Plan (1st Read/Action) – (KL)

9. OTHER REPORTS

- Cascadia Student Government (CSG)
- Cascadia Community College Federation of Teachers (CCCFT)
- Cascadia Classified Union Washington Public Employees Association (WPEA)
- Board Chair and Individual Board Members
- President

10. OTHER BUSINESS OR ANNOUNCEMENTS

11. NEXT MEETING

- Next regularly scheduled Board meeting is ***Wednesday, May 22, 2019***
    - *Meeting will be on the 4th Wednesday of the month because May 15th (3rd Wednesday) is a Non-Instructional Day and campus will be closed.*

The facilities for this meeting are free of mobility barriers. Interpreters for hearing-impaired individuals and taped information for visually impaired individuals will be provided upon request when adequate notice is given.

Minutes
Regular Meeting
Cascadia College Board of Trustees
March 20, 2019

Cascadia College
18345 Campus Way N.E.
Bothell, WA 98011

BOARD OF TRUSTEES
Vice Chair Roy Captain, Nancee Hofmeister, Janet McDaniel and Mike Kelly present.
Chair Dr. Julie Miller absent.

EXECUTIVE STAFF
John Eklof, Terence Hsiao, Dr. Kerry Levett, Marty Logan and Dr. Eric Murray present.
Meagan Walker absent.

Alan Smith (AAG) present.

Vicki Newton (recorder) present.

AREA REPRESENTATIVES
CCCFT Representative – Sharon Saxton, Senior 2 Tenured Founding Faculty present.
Student Representative – Seth Smith, CSG President present.
WPEA Representative – Marah Selves present.

AUDIENCE
Glenn Colby, Lyn Eisenhour, Noah Overby, Becky Riopel, Bethany Tegt, and Dr. Erik Tingelstad present.

EXECUTIVE SESSION
The Board met for a two hour Executive Session to discuss number **2** below and/or any of the issues listed below:

(1) to receive and evaluate complaints against a public officer or employee;
(2) **to evaluation the qualifications of an applicant for public employment or to review the performance of a public employee:**
(3) to discuss with legal counsel litigation or potential litigation to which the college is, or is like to become, a party, when public knowledge of the discussion would likely result in adverse consequences to the college;
(4) to consider, as a quasi-judicial body, a quasi-judicial matter, between named parties;
(5) to consider matters governed by the administrative procedures act, chapter 34.05 RCW; and/or
(6) to plan or adopt the strategy or position to be taken during collective bargaining, professional negotiations, or grievance or mediation proceedings, or to review proposal made in on-going negotiations or proceedings.

CONVENED TO PUBLIC SESSION AT 5:30 P.M.

1. CALL TO ORDER
Vice Chair Roy Captain called the meeting to order at 5:31 p.m.

2. **CONSENT AGENDA**

   Vice Chair Roy Captain asked for approval of the consent agenda. Trustee Mike Kelly made a motion to approve the consent agenda and Trustee Janet McDaniel seconded the motion. Hearing no objections the consent agenda was approved.

3. **PUBLIC COMMENTS**
   There were no public comments.

4. **INTRODUCTIONS OF NEW EMPLOYEES**
   The following new employee was introduced to the Board:

   <u>Student Learning & Success</u>
   Bethany Tegt, Instructional Classroom & Support Technician II

   The Board welcomed the new employee and wished them well in their position at the College.

   There were no staff promotions announced by E-Team members.

5. **INFORMATION ITEMS**
   <u>STEM 4 MOU</u>
   Since the summer of 2018 when UW Bothell informed Cascadia of its interest in developing a joint STEM facility we have been working towards developing a shared understanding of how the building would be designed and operated. President Murray reviewed with the Board the MOU which was approved by both UW Bothell and Cascadia College. We believe that the MOU lays the foundation for a successful collaboration on our joint STEM building.

   <u>Emergency Team Overview</u>
   The BOT requested an overview of the procedure that is followed in the event of an emergency or anticipated impact on campus. President Murray reviewed the procedure that the Executive Team follows in the event of an emergency. President Murray also shared the UW Bothell/Cascadia College Issue/Climate Communication Protocol flow chart that was developed in May of 2018.

6. **DISCUSSION/PRESENTATION ITEMS**
   <u>Revisit Yearly Topics and Finance Committee Suggestion</u>
   A summary of the April, May and June Board meetings topics was shared with the Board to remind them of all the items we need to cover for the remainder of the academic year.

   President Murray also discussed his suggestion to convene a Board Finance Committee to insure the Board received the detail and analysis needed regarding the budget information and decision making. The Finance Committee would be made up of two trustees and would meet in April and May to go through the details of the college's budget challenges and recommendations.
   The Board agreed to convene a Board Finance Committee with Trustee Mike Kelly and Trustee Nancee Hofmeister sitting on the committee.

Budget Briefing I
Terence Hsiao, VP of Administrative Services gave the first briefing to the Board on the 2019-2020 budget. The intent of the presentation was to provide the Board with financial context prior to its consideration of the proposed 2019-2020 budget. The following topics were covered:

- Washington State finances and higher education funding implications
- SBCTC's allocation model for the distribution of state funding to community colleges
- Enrollment projects and revenue implications
- Known non-discretionary expense increases
- Cascadia's replacement plans and opportunities for reducing their cost

Next steps:

- Make changes to the budget
- Balance next year's budget shortfall of 1.4-1.8 million
- Next month, bring back to the Board what the reserves will be designated for and/or how the shortfall will be covered

A copy of Mr. Hsiao's PowerPoint presentation can be made available upon request.

7. RECOMMENDED ACTION ITEMS

Summer Technology Replacement Budget Approval (1st Read/Action)
The Board of Trustees were asked to take action on 5 ePodiums due for replacement. The ePodiums in question are not ADA compliant and we plan to replace them with ADA compliant furniture. The total cost of replacing the ePodiums is $385,000.

Vice Chair Roy Captain asked for a motion to approve the Summer Technology Replacement Budget for $385,000. No motion was received by the Board and this item was not approved at this time. The Board asked for additional budget information before approving this item.

8. REPORTS

Cascadia Student Government Report: CSG President Seth Smith shared with the Board that the clubs are doing great things and the RSA Committee is having their hearing next month.

Cascadia Community College Federation of Teachers (CCCFT): Sharon Saxton, Senior 2 Tenured Founding Faculty commented that the Engineering Bridge Projects completed by the students were great presentations. Faculty are excited about the 4 tenure track faculty on their way to tenure and we have two big professional development days coming.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Marah Selves had nothing further to report to the Board.

Chair and Individual Board Members Reports:
Nothing to report.

It was at this time (6:30 p.m.) that Vice Chair Roy Captain had to leave the meeting and he handed the gavel over to Trustee Janet McDaniel to finish the meeting.

President's Report:
President Murray will be in Olympia reviewing budgets.

9. OTHER BUSINESS/ANNOUNCEMENTS
Tenure Track Faculty Portfolios will be available for the trustees review on Monday, April 1st. Tenure Track Faculty Actions for Tenure will take place at the May 22nd Board meeting.

10. MEETING ADJOURNMENT

Trustee Janet McDaniel adjourned the regular meeting at 6:40 p.m.

11. Minutes Approved and Adopted on April 17, 2019.

____
Dr. Julie Miller, Board Chair

Attest:

____
Dr. Eric Murray, President

Bdminutes032019

Cascadia College Board of Trustees

Introduction of New Employees/Promotions

Subject: Introduction of New Employees/Promotions

Background

It gives us great pleasure to introduce the following new employees and to update the Board on staff promotions:

New Employees

Student Learning & Success
Kayleen Gill, Office Assistant 3, Student Financial Services

Administrative Services
Ben Setzer, Fiscal Analyst 1, Finance Department

A brief biography on the new employees are attached.

Promotions – There are no staff promotions to share with the Board.

Discussion

President Murray will acknowledge the respective supervisor who will introduce the new employees.

Kayleen Gill, Office Assistant 3, Student Financial Services

We are delighted to announce that Kayleen Gill joined Cascadia College as an Office Assistant 3 in Student Financial Services on March 1st. Kayleen completed an Associate in Integrated Studies here at Cascadia and earned her Bachelor's Degree in European Cultural Studies at the Evergreen State College in Olympia, WA. Presently, Kayleen is working towards her Human Resources Management Certificate at Lake Washington Institute of Technology. During her time as a student she served as her class Valedictorian; earned President's Honor for 7 quarters and was a member of Phi Theta Kappa Honor Society. We are excited to have Kayleen join our team and know that her commitment to Cascadia's mission and values and her dedication to enriching student's experience will be beneficial to us as we continue to serve our students in need of financial aid. Please join us in welcoming Kayleen to our Cascadia family.

Ben Setzer, Fiscal Analyst 1, Finance Department

We are delighted to announce that Ben Setzer accepted the Fiscal Analyst 1 position in Finance. Ben has made an exceptional contribution in filling in for Elana Hansen at the Accounts Receivable desk and then extending his stay through February. Training is always too short and Ben's training was no exception. He brought a maturity of analytical skills and ability to interpret our systems quirks and shortcomings that allowed us to continue serving our students' needs seamlessly. Ben will be learning the accounting work for Fiscal Analyst 1 while keeping the Accounts Receivable desk going until we can hire a "new Ben". We will also be looking forward to his expertise in the Student Financials scope of CTCLink. Please join us in welcoming Ben as our new Fiscal Analyst 1 in Finance.

Cascadia College Board of Trustees

Information Items

Subject: Kodiak Cave – Cascadia's Food Resource Center

Background: Kodiak Cave Snapshot:

Staff: 1 part-time Graduate Intern – Danielle Gohr
3 part-time Cascadia students
Direct oversight by Becky Riopel, Director of Student Life

Hours: Tuesday: 1:00 p.m. to 7:00 p.m. (closed 4:00 p.m.–5:00 p.m. for weekly inventory)
Wednesday: 10:00 a.m. to 4:00 p.m.
Thursday: 10:00 a.m. to 4:00 p.m.

Hours are based off student enrollment. We aim to be open during the times when the most students are on campus.

Kodiak Cave is located in LB2-006, next to the Campus Safety Office as noted here on our college's web site.

By the Numbers (as of the end of February 2019):

Days Open: 27
Total Number of Full Shopping Trips*: 38
Total Number of Supplemental Handouts *: 15
Total Number of Student Interactions* where no food was given: 27
Total Number of Interactions with Students: 53

*A **Full Shopping Trip** is defined as a student who enters the space and receives food from each food category that we offer (up to a week's work of food)
* **Unlimited Handouts** are defined as a student who enters the space and only receives supplemental items (1 package of Ramen and 1 snack item)
***Student Interactions** are defined as a student who enters the space and is seeking information only – no food is given.

What food do we offer?

Pasta and Pasta Sauces, Breakfast Items, Canned Meat and Proteins, Soups and Chili's, Fruits and Vegetables, Beans, Rice, Instant Potatoes, Snack Items, Vegan Items, Bread and Dairy, Fresh Meat (Beef & Chicken), Vegetarian Items and Gluten Free items.

Demographics (provided optionally):

First Generation College Student: Yes: 5 - No: 13

Student Status: Full-Time: 18 - Part-Time: 3

Gender Identification: Male: 9, Female: 8, TransMale: 0, TransFemale: 0, GenderQueer: 1, Other: 0, Decline to Answer: 1

Programming Initiatives

Winter Quarter Open House:
On January 8, 2019, we held an open house for faculty and staff of Cascadia College. During the event 21 individuals attended. The open house allowed for faculty and staff to become familiar with the space, ask questions, and to receive information on how to help support our students and the space. Additionally, it was the first day we began implementing our Blue Bag program; 4 bags were handed out.

Blue Bag Program
In order to promote sustainability on campus, the Kodiak Cave has ordered reusable tote bags for students to use when visiting the space. A small portion of those bags have been given to staff members who wish to donate on a regular basis. The bags are equipped with laminated tags highlighting our most needed items. Faculty and staff who take the bags are asked to fill them over a month or two during their regular grocery trips and then bring the donations to the Kodiak Cave once their bags are full. Their bags will be immediately emptied and returned to them.

Campus Partnerships
Sustainability Club/Campus Garden: They will be donating fresh produce to use come spring and summer.

Classified Staff: Donated premade holiday meal bags for students in need over winter break.

Library Services: held a food drive leading up to winter break.

HaWRC (Health and Wellness Resource Center): Partnership in connecting students to community and campus resources.

UWB: Working on a combined task force to learn how to best utilize food resources and donations available to both institutions.

Community Outreach

Throughout the first few months of fall quarter, Danielle began working on forming partnerships within our local community. There are many different organizations interested in partnering with us such as Hopelink, Woodinville Storehouse, and the new Safeway on Bothell-Everett Highway. We are currently looking for more storage space in order to be able to maximize these partnerships.

Education Initiatives

In winter quarter, we began diving into the second main focus of the Kodiak Cave, education. We believe in educating our students on how to create healthy and low-cost recipes, how to maintain a pantry of diverse staples, and how to cook basic food staples such as rice and chicken. We believe it is of equal importance to supply students with food and educational resources.

Future Plans

We are currently collecting stock in order to provide hygiene products (toiletries, feminine hygiene, etc.).

In addition we have several outreach/engagement programs currently planned for spring quarter and beyond:

- Grow Your Own Vegetables (planned for Earth Week in April)
- Recipe Cards (how to make meals with the food available in the Kodiak Cave)
- Cooking Demonstrations
- Campus Food Forest Education
- Web Series/Videos/Visuals centered on budget-friendly meals.

Discussion

Becky Riopel, Director of Student Life and Danielle Gohr, Graduate Intern will be available to answer any questions the Board may have on this item.

Cascadia College Board of Trustees

Information Items

Subject: United Way of King Country Low Income Tax Clinic

Background

Each year, United Way volunteers help thousands of low-income people prepare their taxes. From January through April, United Way volunteers offer free, walk-in tax preparation at various site across King County.

A new site was opened this year on the UWB/Cascadia campuses.

On two Saturdays in January, twenty-four UWB and Cascadia students were trained by United Way at Cascadia. These students volunteered for a weekly 4 hour shift at various sites in King County.

Two Cascadia students, Patrick Wall and Michelle Tan, will be attending the board meeting to share their experiences with the Board.

Tenure Track Faculty Lelia Olson will be available to answer any questions the Board may have on this item.

Cascadia College Board of Trustees

Information Items

Subject: Accreditation Update: April 2019

Background: **Visitation Dates: April 22-24, 2020**

Accreditation Steering Team (AST):

- Initiated work January 2019, meets bi-weekly.
- Consists of faculty and staff charged with developing and implementing a strategy to complete year seven self-evaluation report and peer-review process. The self-evaluation includes all eligibility requirements and standards.
- **ACTION:** Voted to recommend to E-Team (approved) that we write our Year 7 report to the newly drafted standards (attached). The rationale was grounded in the new proposed standards being 1/3 in number, and provide clearer language. Additionally, the core theme language has been eliminated, although there is still an expectation that institutions will still have high level goals driving local work to demonstrate mission fulfillment.
- The AST has two subcommittees:
    - Technical Team: Plan for and resolve technical issues with crafting and sharing the Year 7 self-assessment report. Meets bi-weekly.
    - Student Achievement Task Force: Develop a student achievement framework for a series of 3 new standards focused specifically on student achievement. The goal is to complete the work by the end of spring quarter.

Other Actions:

- Dr. Levett attended two workshops sponsored by NWCCU (March): Accreditation Liaison Officer (ALO) training, and Year 7 workshop.
- We received notice that our campus review will be **April 22-24, 2020**. We will be notified of our review team chair approximately 8 weeks prior to the campus visit. The visit schedule will be developed with the chair once selected.

Year 7 Self-Evaluation Timeline (on task)

Spring 2019

- Draft 1 ready for review at May DIA
- Draft 1 shared with Navigators for feedback

Summer 2019

- NWCCU officially adopts new standards with implementation starting January 2020

Fall 2019

- Draft 2 ready for review

- External review, visit interview preparation (mock review)
- NWCCU provides training on new standards

Winter 2020

- Final editing and sending report to NWCCU
- Site visit chair selected by NWCCU

Spring 2020

- **April 22-24 site visitation***
- Chair sends us site visit report with commendations and recommendations

June 2020

- NWCCU summer meeting – adopt or amend the report resulting in Commission Action Letter to Cascadia asserting reaccreditation

***The peer review team will meet with the Board of Trustees during the site visit.**

Dr. Kerry Levett, VP of Student Learning & Success will be available to answer any questions the Board may have on this item.

2020 Standards for Accreditation

The Northwest Commission on College and University (NWCCU) Standards for Accreditation support the agency's mission to accredit institutions of higher education by applying evidence-informed standards and processes to support continuous improvements that promote student achievement and success. The seven-year accreditation cycle supports a process of continuous improvement within member institutions.

Design and Function

The Standards for Accreditation are statements that articulate the quality, effectiveness, and continuous improvements expected of accredited institutions. The Standards serve as indicators by which institutions are evaluated by peers through a process of self- reflection and evaluation that blends analysis and synthesis into a holistic examination of the institution's ability to fulfill its mission, deliver quality education, and promote student achievement.

Structure

Each of the Standards for Accreditation is designated by a number and title (e.g., Standard One – Institutional Mission and Effectiveness), and is further defined by elements of the Standard, which are designated by the number of the Standard followed by the letter of the element (e.g., 1.A Institutional Mission and Effectiveness). The criteria for evaluation more specifically define the elements and are identified by the number of the Standard, followed by the letter of the Standard element, followed by the number of the criterion (e.g., 1.A.1). Each Standard is introduced by a narrative summary intended only to provide direction and not to be addressed as a criterion.

STANDARD ONE – INSTITUTIONAL MISSION AND EFFECTIVENESS

The institution articulates its purpose in a mission statement and defines the parameters for mission fulfillment. Guided by that definition, it identifies an acceptable threshold or extent of mission fulfillment through the use of meaningful indicators. The institution's offerings culminate in identified student outcomes leading to degrees, certificates, credentials, employment, or transfer to other higher educational institutions or programs consistent with its mission. Instructional programs are systematically assessed in order to assure currency, improve teaching and learning strategies, and achieve stated student learning outcomes.

Institutional Mission

1.A.1 The institution has a statement of mission that defines the institution's broad educational purposes and its commitment to student learning and achievement.

Improving Institutional Effectiveness

1.B.1 The institution demonstrates a continuous process of assessing institutional effectiveness, including the assessment of student learning and other support services to facilitate student learning and achievement. The institution uses that ongoing and systematic evaluation and planning to inform and refine its key processes, assign resources, and improve student learning.

1.B.2 The institution sets and articulates meaningful and measurable goals, objectives, and indicators to improve its effectiveness consistent with its mission.

1.B.3 The institution provides evidence that its planning processes are broad-based, offer opportunities for input by appropriate constituencies, allocate necessary resources, and lead to improvement of institutional effectiveness.

1.B.4 The institution monitors its internal and external environments to identify current and emerging patterns, trends, and expectations. Through its governance system it uses those findings to assess its strategic position, define its future direction, and review and revise, as necessary, its mission, planning, the intended outcomes of its programs and services, and indicators of achievement.

Academic Quality

1.C.1 The institution offers programs with appropriate content and rigor that are consistent with its mission, culminate in achievement of clearly identified student learning outcomes, and lead to collegiate-level degrees, certificates, or credentials with designators consistent with program content in recognized fields of study.

1.C.2 Awarding of credit, certificates, programs, and degrees is based on student learning and learning outcomes that possess an appropriate breadth, depth, sequencing, and synthesis of learning.

1.C.3 The institution identifies and publishes expected course, program, and degree learning outcomes for all degrees, certificates, and credentials. Expected student learning outcomes for all courses are provided to enrolled students.

1.C.4 Admission and completion or graduation requirements are clearly defined and widely published.

1.C.5 The institution engages in an effective system of assessment to evaluate the quality of learning in its programs. The institution recognizes the central role of faculty in establishing quality and improving instructional programs.

1.C.6 Consistent with its mission, the institution establishes and assesses student learning outcomes (or core competencies) such as effective communication, scientific and quantitative reasoning, critical analysis and logical thinking, problem solving, and information literacy for all programs.

1.C.7 The institution uses the results of its assessment efforts to inform academic and learning-support planning and practices that lead to enhancement of student learning.

1.C.8 Transfer credit and credit for prior learning is accepted according to procedures that provide adequate safeguards to ensure high academic quality. In accepting transfer credit, the receiving institution ensures that the credit accepted is appropriate for its programs and comparable in nature, content, academic rigor and quality, and comparable to credit it offers.

1.C.9 Graduate programs are consistent with the institution's mission; are in keeping with the expectations of their respective disciplines and professions; and are described through nomenclature that is appropriate to the levels of graduate and professional degrees offered. They differ from undergraduate programs by requiring greater depth of study and increased demands on student intellectual or creative capacities; knowledge of the literature of the field; and ongoing student engagement in research, scholarship, creative expression, and/or appropriate high-level professional practice.

Student Achievement

1.D.1 Appropriate to its mission, the institution recruits and admits students with the potential to benefit from its educational offerings. It orients students to ensure they understand the requirements related to their programs of study and receive timely, useful, and accurate information and advising about relevant academic requirements, including graduation and transfer policies.

1.D.2 Appropriate to its mission, the institution establishes and shares widely a set of indicators for student achievement (such as: course completion, experiential learning, program completion, degree completion, retention, job placement).

1.D.3 Results for student achievement are based on meaningful, institutionally identified indicators aligned with indicators for peer institutions at the regional and national levels; are used for improvement by informing planning, decision making, and allocation of resources and capacity; and are made widely available on its website.
1.D.4 The institution's processes and methodologies for collecting and analyzing information on student achievement are transparent and are used to inform and implement strategies and allocate resources to mitigate achievement gaps and promote equity.

STANDARD TWO – GOVERNANCE, RESOURCES, & CAPACITY

Governance

2.A.1 The institution demonstrates an effective and widely understood governance structure with boards or other governing bodies comprised predominantly of members with no connection to the institution and with clearly defined authority, roles, and responsibilities. Institutions that are part of a complex system with multiple boards, a centralized board, or related entities have clearly defined authority, roles, and responsibilities.
2.A.2 The institution has an effective system of leadership, staffed by qualified administrators, with appropriate levels of responsibility and accountability, who are charged with planning, organizing, and managing the institution and assessing its achievements and effectiveness.
2.A.3 The institution employs an appropriately qualified chief executive officer with full-time responsibility to the institution. The chief executive may serve as an ex officio member of the governing board, but may not serve as its chair.
2.A.4 The institution employs a sufficient number of qualified administrators who provide effective leadership and management for the institution's major support and operational functions and work collaboratively across institutional functions and units to foster fulfillment of the institution's mission.
2.A.5 Decision-making structures and processes, which are documented and publicized, make provision for the consideration of the views of faculty, staff, administrators, and students on matters in which they have a direct and reasonable interest.

Policies and Procedures

2.B.1 The institution develops, publishes on its website and in other materials, and follows an effective and clearly stated and understandable transfer-of-credit policy that maintains the integrity of its programs while facilitating efficient mobility of students between institutions in completing their educational programs.
2.B.2 The institution publishes policies and procedures on its website and other materials available to students regarding their rights and responsibilities—including academic honesty, appeals, grievances, and accommodations for persons with disabilities— which are clearly stated, easily understandable, readily available, and administered in a fair and consistent manner.
2.B.3 The institution publishes polices on its website and other materials and adheres to admission and placement policies that guides the enrollment of students in courses and programs through an evaluation of prerequisite knowledge, skills, and abilities to assure a reasonable probability of student success at a level commensurate with the institution's expectations. Its policy regarding continuation in and termination from its educational programs—including its appeals process and re-admission policy—are clearly defined, widely published, and administered in a fair and timely manner.
2.B.4 The institution adopts and adheres to policies and procedures regarding the secure retention of student records, including provision for reliable and retrievable backup of those records,

regardless of their form. The institution publishes and follows established policies for confidentiality and release of student records.

Institutional Integrity

2.C.1 The institution represents itself clearly, accurately, and consistently through its announcements, statements, and publications. It communicates its academic intentions, programs, and services to students and to the public and demonstrates that its academic programs can be completed in a timely fashion. It regularly reviews its publications to assure integrity in all representations about its mission, programs, and services.

2.C.2 The institution advocates, subscribes to, and exemplifies high ethical standards in its management and operations including its dealings with the public, the Commission, and external organizations, and in the fair and equitable treatment of students, faculty, administrators, staff, and other constituencies. It ensures complaints and grievances are addressed in a fair and timely manner.

2.C.3 The institution adheres to a clearly defined policy that prohibits conflict of interest on the part of members of the governing board, administration, faculty, and staff.

Financial Resources

2.D.1 The institution has clearly defined policies on oversight and management of financial resources, approved by its governing board in adherence with its governance structure.

2.D.2 The institution demonstrates financial stability through audit processes and has sufficient cash flow and reserves to support its programs and services. Financial planning reflects available funds, realistic projections of financial resources, appropriate risk management to ensure short-term solvency and anticipates long-term obligations, including payment of future liabilities, and provides appropriate opportunities for participation by its constituencies. Fundraising activities are clearly defined and comply with government laws and regulations.

Human Resources

2.E.1 Employees are apprised of their conditions of employment, work assignments, rights and responsibilities, and criteria and procedures for evaluation, retention, promotion, and termination.

2.E.2 Consistent with its mission, programs, services, and characteristics, the institution employs sufficient appropriately qualified faculty, staff, and administrators to achieve its educational objectives, establish and oversee academic policies, and assure the integrity and continuity of its academic programs.

Student Support Resources

2.F.1 Consistent with the nature of its educational programs and methods of delivery, the institution creates effective learning environments with appropriate programs and services to support student learning needs.

2.F.2 The institution publishes in a catalog, or provides in a manner available to students and other stakeholders, current and accurate information that includes: institutional mission; entrance requirements and procedures; grading policy; information on academic programs and courses, including degree and program completion requirements, expected learning outcomes, required course sequences, and projected timelines to completion based on normal student progress and the frequency of course offerings; names, titles, degrees held, and conferring institutions for administrators and full-time faculty; rules, regulations for conduct, rights, and responsibilities tuition, fees, and other program costs; refund policies and procedures for students who withdraw from enrollment; opportunities and requirements for financial aid; and academic calendar.

2.F.3 Publications and information describing educational programs include accurate information on: national and/or state legal eligibility requirements for licensure or entry into an occupation or profession for which education and training are offered; descriptions of unique requirements for employment and advancement in the occupation or profession.

2.F.4 The institution provides an effective and accountable program of financial aid consistent with its mission, student needs, and institutional resources. Information regarding the categories of financial assistance (such as scholarships, grants, and loans) is published and made available to prospective and enrolled students.

2.F.5 Students receiving financial assistance are informed of any repayment obligations. The institution regularly monitors its student loan programs and the institution's loan default rate, and publicizes these on its website.

2.F.6 The institution designs, maintains, and evaluates a systematic and effective program of academic advisement to support student development and success. Personnel responsible for advising students are knowledgeable of the curriculum, program requirements, and graduation requirements and are adequately prepared to successfully fulfill their responsibilities. Advising requirements and responsibilities are defined, published, and made available to students.

2.F.7 The institution maintains an effective identity verification process for students enrolled in distance education courses and programs to establish that the student enrolled in the distance education course or program is the same person whose achievements are evaluated and credentialed. The institution ensures the identity verification process for distance education students protects student privacy and that students are informed, in writing at the time of enrollment, of current and projected charges associated with the identity verification process.

Library and Information Resources

2.G.1 Consistent with its mission, the institution holds or provides access to library and information resources with an appropriate level of currency, depth, and breadth to support the institution's mission, programs, and services.

Physical and Technology Infrastructure

2.H.1 Consistent with its mission, the institution creates and maintains physical facilities that are accessible, safe, secure, and sufficient in quantity and quality to ensure healthful learning and working environments that support the institution's mission, programs, and services.

Cascadia College Board of Trustees

Information Items

Subject: 2018 Audited Financial Statement

Background

Prior to 2013 the community colleges in the State of Washington did not issue individual financial statements, financial results were rolled up and audited at the State level.

In 2012 the Northwest Accreditation Commission established a new standard for financial reporting that made the annual issuance of audited financial statements for each college an accreditation requirement. The College continues to comply with this accreditation requirement.

Cascadia's financial statement for fiscal year 2018 was audited by the State Auditor's Office and found to be in conformance with Government Auditing Standards.

In the auditor's opinion the financial statements fairly reflect the financial position of the College as of the end of each fiscal year. The complete auditor's report is attached to this information item.

President Murray and/or Martin Logon will be available to answer any questions the Board may have regarding the financial statement and the audit.

Office of the Washington State Auditor

Pat McCarthy

Financial Statements Audit Report

Cascadia College

For the period July 1, 2017 through June 30, 2018

Published March 29, 2019

Report No. 1023520

Office of the Washington State Auditor
Pat McCarthy

March 29, 2019

Board of Trustees
Cascadia College
Bothell, Washington

Report on Financial Statements

Please find attached our report on the Cascadia College's financial statements.

We are issuing this report in order to provide information on the College's financial condition.

Sincerely,

Pat McCarthy

State Auditor

Olympia, WA

TABLE OF CONTENTS

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Cascadia College
July 1, 2017 through June 30, 2018

Board of Trustees
Cascadia College
Bothell, Washington

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the Cascadia College, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the College's basic financial statements, and have issued our report thereon dated March 29, 2019. As discussed in Note 2 to the financial statements, during the year ended June 30, 2018, the College implemented Governmental Accounting Standards Board Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*.

The financial statements of the Cascadia College, an agency of the state of Washington, are intended to present the financial position, and the changes in financial position, and where applicable, cash flows of only the respective portion of the activities of the state of Washington that is attributable to the transactions of the College. They do not purport to, and do not, present fairly the financial position of the state of Washington as of June 30, 2018, the changes in its financial position, or where applicable, its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the College's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, we do not express an opinion on the effectiveness of the College's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the College's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the College's financial statements are free from material misstatement, we performed tests of the College's compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the College's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.

Pat McCarthy

Pat McCarthy

State Auditor

Olympia, WA

March 29, 2019

INDEPENDENT AUDITOR'S REPORT ON FINANCIAL STATEMENTS

Cascadia College
July 1, 2017 through June 30, 2018

Board of Trustees
Cascadia College
Bothell, Washington

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the Cascadia College, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the College's basic financial statements as listed on page 10.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the College's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Cascadia College, as of June 30, 2018, and the changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Matters of Emphasis

As discussed in Note 2 to the financial statements, in 2018, the College adopted new accounting guidance, Governmental Accounting Standards Board Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. Our opinion is not modified with respect to this matter.

As discussed in Note 1, the financial statements of the Cascadia College, an agency of the state of Washington, are intended to present the financial position, and the changes in financial position, and where applicable, cash flows of only the respective portion of the activities of the state of Washington that is attributable to the transactions of the College. They do not purport to, and do not, present fairly the financial position of the state of Washington as of June 30, 2018, the changes in its financial position, or where applicable, its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information listed on page 10 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we have also issued our report dated March 29, 2019 on our consideration of the College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control over financial reporting and compliance.

Pat McCarthy

Pat McCarthy

State Auditor

Olympia, WA

March 29, 2019

FINANCIAL SECTION

Cascadia College
July 1, 2017 through June 30, 2018

REQUIRED SUPPLEMENTARY INFORMATION

BASIC FINANCIAL STATEMENTS

REQUIRED SUPPLEMENTARY INFORMATION

Management's Discussion and Analysis

Cascadia College

The following discussion and analysis provides an overview of the financial position and activities of Cascadia College (the College) for the fiscal year ended June 30, 2018 (FY 2018).

This overview provides readers with an objective and easily readable analysis of the College's financial performance for the year, based on currently known facts and conditions. This discussion has been prepared by management and should be read in conjunction with the College's financial statements and accompanying note disclosures.

Reporting Entity

Cascadia College is one of thirty public community and technical college districts in the state of Washington overseen by the State Board for Community and Technical Colleges (SBCTC). The College provides comprehensive, open-door academic programs, workforce education, basic skills and community service educational programs to approximately 3,300 students. The College confers associates degrees, certificates and high school diplomas and began offering a Bachelor's degree in Applied Science in 2016. The College began operations in 2000; its mission is to transform student lives through integrated education in a learning-centered environment.

The College's main campus is located in Bothell, Washington, a community of about 34,000 residents. The College is governed by a five member Board of Trustees appointed by the governor of the state with the consent of the state senate. By statute, the Board of Trustees has full control of the College, except as otherwise provided by law.

Using the Financial Statements

The College's financial statements include the Balance Sheet, the Statement of Revenues, Expenses and Changes in Net Position, and the Statement of Cash Flows. The Balance Sheet provides information about the College at a moment in time, at year-end. The Statement of Revenue, Expenses and Changes in Net Position and the Statement of Cash flows provide information about operations and activities over the entire year. Together, these statements, along with the accompanying notes, provide a comprehensive way to assess the college's financial health as a whole.

The Balance Sheet and Statement of Revenues, Expenses and Changes in Net position are reported under the accrual basis of accounting where all of the current year's revenues and expenses are taken into account regardless of when cash is received or payments are made. Full accrual statements are intended to provide a view of the College's financial position similar to that presented by most private-sector companies. These financial statements are prepared in accordance with generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board (GASB), which establishes standards for external financial reporting for public colleges and universities. The full scope of the College's activities is considered to be a single business-type activity and accordingly, is reported within a single column in the basic financial statements.

During 2018, the College adopted GASB Statement No. 75, *Accounting and Financial Reporting for postemployment Benefits other than Pensions (OPEB)* This Statement requires the College to recognize its proportionate share of the state's actuarially determined OPEB liability with a one year lag measurement date similar to GASB Statement No. 68 (GASB 68). The change in accounting principle resulted in an adjustment to beginning net position in the amount of $10,154,548.

Balance Sheet

The Balance Sheet provides information about the College's financial position, and presents the College's assets, deferred outflows, liabilities, deferred inflows and net position at year-end and includes all assets and liabilities of the College. A condensed comparison of the Balance Sheet is as follows:

Condensed Balance Sheet As of June 30th	**2018**		**2017**	
Assets				
Current assets		11,168,458		12,648,720
Long-term investments		6,169,578		6,226,150
Capital assets, net		95,401,809		97,743,075
Total assets	**$**	**112,739,845**	**$**	**116,617,945**
Deferred outflows:				
Deferred outflows related to net pension liability	**$**	**359,718**	**$**	**379,883**
Deferred outflows related to OPEB	**$**	**477,792**		
Total assets and deferred outflows	**$**	**113,577,355**	**$**	**116,997,828**
Liabilities				
Current liabilities		5,809,593		7,048,209
Other liabilities, non-current		13,146,042		14,728,175
Total liabilities	**$**	**18,955,635**	**$**	**21,776,384**
Deferred inflows:				
Deferred inflows related to net pension liabiliity	**$**	**875,166**	**$**	**522,364**
Deferred inflows related to OPEB		**1,371,837**		
Total liabilities and deferred inflows		**21,202,638**	**$**	**22,298,748**
Net position	**$**	**92,374,717**	**$**	**94,699,080**
Total liabilities, deferred outflows and net position	**$**	**113,577,355**	**$**	**116,997,828**

Current assets consist primarily of cash, investments, and various accounts receivables. Cash decreased by approximately $1.5MM which is due to cash flow payments on prior years higher accounts payable.

Net capital assets decreased approximately 2.4MM, which results from impact of current depreciation expense of $2,566,161 less $224,896 in purchased assets.

Deferred outflows of resources and deferred inflows of resources represent pension-related deferrals associated with the change in deferred inflows and outflows from GASB Statement No. 68 and GASB Statement No. 73 plus the impacts of implementation of GASB Statement No. 75 in FY 2018.

The increase/decrease in deferred outflows reflect the College's proportionate share of an increase/decrease in the state-wide amounts reported by the DRS due to differences between expected and actual experience related to the actuarial assumptions. The College recorded $20,165 in FY 2018 and $137,883 in FY2017 of pension-related deferred outflows. The change reflects the change in difference between expected and actual earnings of the pension plan investments. Also recorded in FY2018 is a deferred outflow related to Postemployment Benefits Other Than Pensions, (OPEB) of $477,792.

Similarly, the increase in deferred inflows in 2018 reflects the changes in actual and projected investment earnings on the state's pension plans and also the implementation of GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions* (OPEB). The College recorded $352,802 in FY 2018 and $522,364 in FY2017 of pension-related deferred inflows. Additionally an initial deferred inflow of $1,371,837 was recorded due to the implementation of GASB Statement No. 75. The increase in FY 2018 is primarily the net effect of the increase of $461,177 due to GASB 73 offset by the reduction due to the difference between expected and actual earnings of the pension plan investments.

Current liabilities include amounts payable to suppliers for goods and services, accrued payroll and related liabilities, deposits held for others and unearned revenue. Current liabilities can fluctuate from year to year depending on the timeliness of vendor invoices and resulting vendor payments, especially in the area of capital assets and improvements.

The decrease in current liabilities from FY 2017 to FY 2018 of $1.2MM is due primarily to a decrease of vendor billings payable that were paid in FY2018.

Non-current liabilities primarily consist of the value of vacation and sick leave earned but not yet used by employees and the liability for the College's proportionate share of the net pension liability and OPEB liability. This amount is significantly higher due to the GASB 75 (OPEB) implementation reflecting the College's proportionate share of postemployment benefit liability for the State of Washington OPEB plan of $8.98MM.

Net position represents the value of the College's assets after liabilities are deducted. The College is required by accounting standards to report its net position in three categories:

> ***Net Investment in Capital Assets*** – The College's total investment in property, plant, equipment, and infrastructure net of accumulated depreciation and outstanding debt obligations related to those capital assets. Changes in these balances are discussed above.
>
> ***Restricted:***

Expendable – resources the College is legally or contractually obligated to spend in accordance with restrictions placed by donor, financial aid restrictions and/or external parties who have placed time or purpose restrictions on the use of the asset.

Unrestricted– Includes all other assets not subject to externally imposed restrictions, but which may be designated or obligated for specific purposes by the Board of Trustees or management. Prudent balances are maintained for use as working capital, for replacement of equipment, renewal of facilities, new program development, as a reserve against emergencies and for other purposes, in accordance with policies established by the Board of Trustees.

As stated earlier the net position on June 2017 was reduced by amount of $10,154,548 due to the implementation of GASB 75.

The net position for June 30, 2018 and 2017 is detailed below:

Condensed Net Position As of June 30th	**2018**	**2017**
Investment in capital assets	$ 95,401,810	$ 97,743,075
Restricted		
Expendable	127,325	190,605
Non-restricted - before GASB 75 adjustment	(3,154,418)	6,919,948
GASB 75 implementation adjustment		(10,154,548)
Corrected unrestricted		(3,234,600)
Total net position	92,374,717	$ 94,699,080

Statement of Revenues, Expenses and Changes in Net Position

The Statement of Revenues, Expenses and Changes in Net Position accounts for the College's changes in total net position during FY 2018. The objective of the statement is to present the revenues received, both operating and non-operating, and the expenses paid by the College, along with any other revenue, expenses, gains and losses of the College.

Generally, operating revenues are earned by the College in exchange for providing goods and services. Tuition and grants and contracts are included in this category. In contrast, non-operating revenues include monies the college receives from another government entity without directly giving equal value to that government entity in return. Accounting standards require that the College categorize state operating appropriations and Pell Grants as non-operating revenues.

Operating expenses are expenses incurred in the normal operation of the College, including depreciation on property and equipment assets. When operating revenues, excluding state appropriations and Pell Grants, are measured against operating expenses, the College shows an operating loss. The operating loss is reflective of fact that the College's operations are subsidized by the State of Washington in order to make higher education accessible to its citizens.

A condensed statement of revenues, expense and changes in net position for the years ending June 30, 2017 and 2018 is presented on the next page.

Condensed Statement of Revenue, Expenses and Changes in Net Position for the fiscal years ended June 30th		2018		2017
Operating revenues	$	15,218,700	$	16,257,123
Operating expenses		(29,616,837)		(31,118,209)
Net operating loss		(14,398,137)		(14,861,086)
Non-operating revenues		11,409,375		11,076,769
Gain (Loss) before revenue from capital appropriations		(2,988,762)		(3,784,317)
Capital appropriations		664,399		393,697
Decrease in net position		(2,324,363)		(3,390,620)
Net position, beginning of the year	$	94,699,080	$	108,244,248
Change in net position due to GASB 75			$	(10,154,548)
Net position, end of the year	$	92,374,717	$	94,699,080

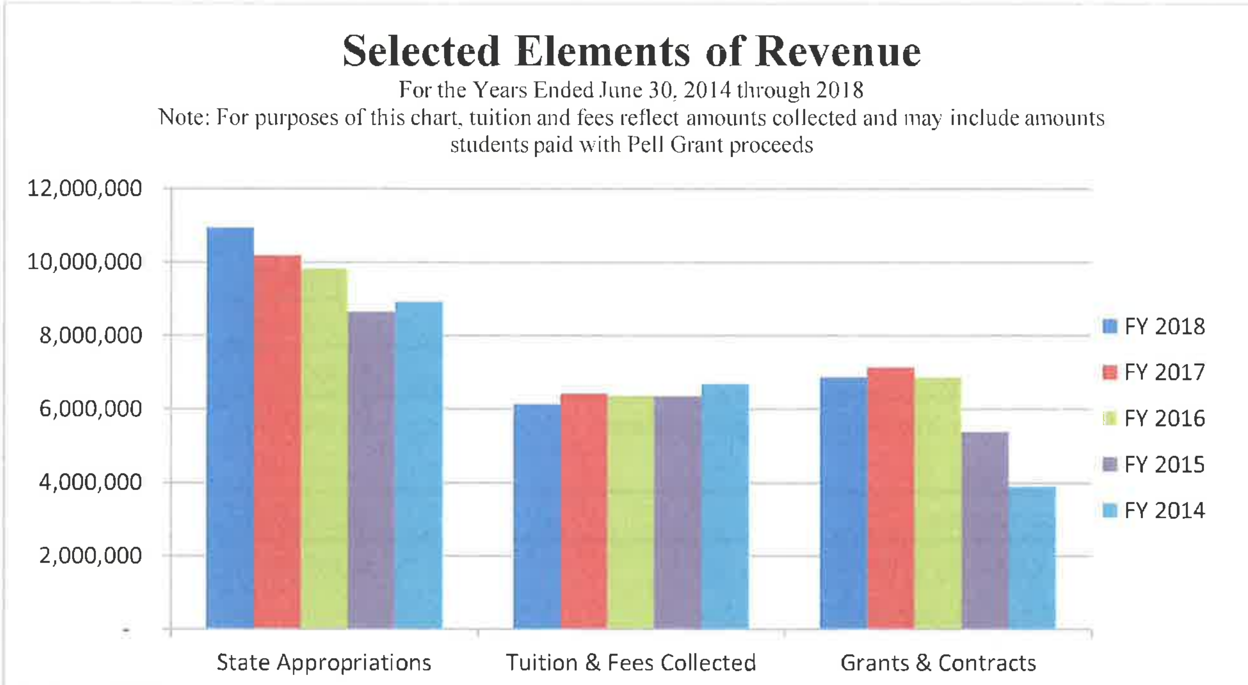
Revenues

The State of Washington appropriates funds to the community college system as a whole. The State Board for Community and Technical Colleges (SBCTC) then allocates monies to each college. Since Washington State's recovery from the "Great Recession" the State is once again providing COLA funding, this was the primary driver of increases in the State's allocation.

The decline the College's tuition and fee revenue in FY 2018 is primarily attributable to enrollment declines among tuition-paying and International students.

In FY 2018, state and local grant and contract revenues decreased by $129,172 when compared with FY 2017 due to overall enrollment declines in the College's contract enrollment programs. The College contracts with local high schools to enroll Running Start students who earn both high school and college credit for these courses; Running Start enrollments increased by 3% in FY 2017. The College also serves contracted international students who are not supported by state funding; International Student enrollments decreased by 11% in FY 2017.

The College receives capital spending authority on a biennial basis and may carry unexpended amounts forward into one or two future biennia, depending on the original purpose of the funding. In accordance with accounting standards, the amount shown as capital appropriation revenue on the financial statement is the amount expended in the current year. Expenditures from capital project funds that do not meet accounting standards for capitalization are reported as operating expenses. Those expenditures that meet the capitalization standard are not shown as expense in the current period and are instead recognized as depreciation expense over the expected useful lifetime of the asset.



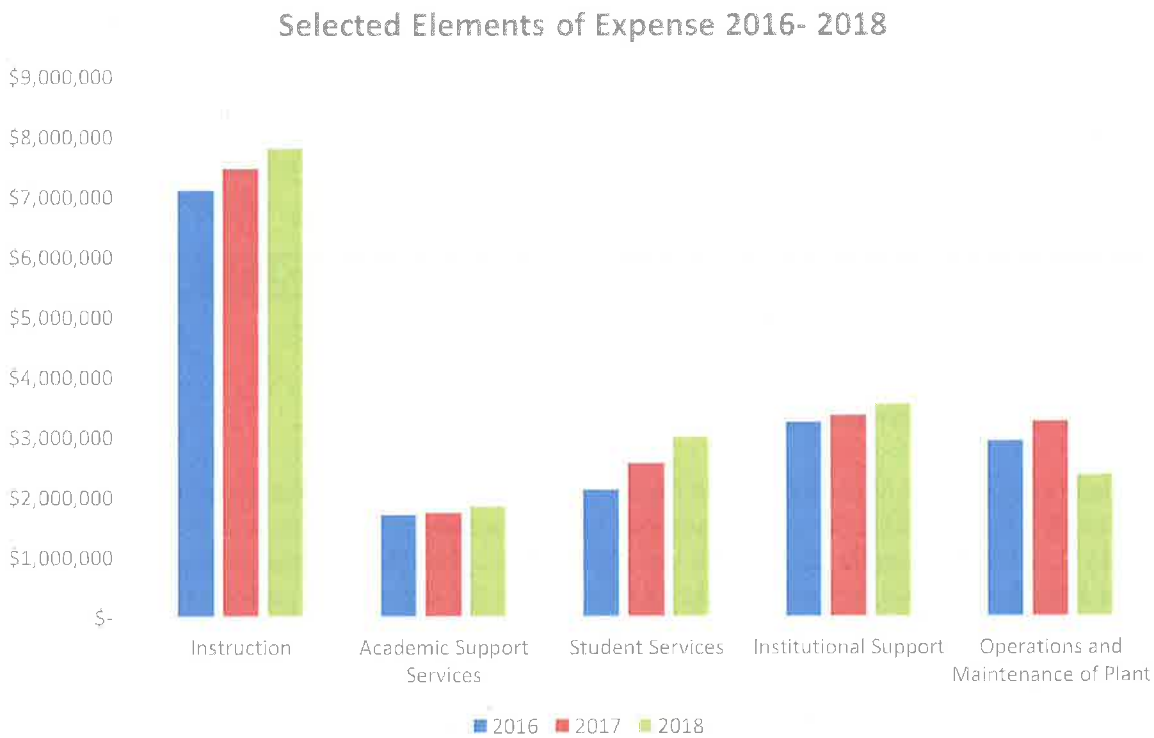
Expenses

Wages and benefits are the largest single expense component at the College, their level is driven by enrollment levels, which directly affect the number of faculty hired by the College; the implementation of collective bargaining agreements and State mandated cost of living adjustments also affect compensation expenses. All of these factors led to a $852,064 increase in wages and benefits in FY 2018. Pension and OPEB expenses increased by $514,500.

Purchased Services primarily consist of library, facilities and public safety services purchased by the College from the University of Washington. The increase in purchased services reflects the increased cost of those services. Depreciation expense is primarily driven by building depreciation since very few of the College's equipment purchases are capitalized.

Comparison of Selected Operating Expenses by Category

The chart on the next page shows the amount, in dollars, for selected categories of operating expenses for FY 2018, FY 2017 and FY 2016.



Capital Assets and Long-Term Debt Activities

The community and technical college system submits a single prioritized request to the Office of Financial Management and the Legislature for appropriated capital funds, which includes major projects, minor projects, repairs, emergency funds, alternative financing and major leases. The primary funding source for college capital projects is state general obligation bonds. In recent years, declining state revenues significantly reduced the state's debt capacity and are expected to continue to impact the number of new projects that can be financed. However, the College is in line to receive State funding for another academic building, CC4. At this time it appears that the building will be funded for design to begin in the 19-21 biennium.

At June 30, 2018 the College had invested $95,401,810 in capital assets, net of accumulated depreciation. This represents a decrease from last year due principally to depreciation expense of $2,566,161 offset by net purchases of equipment of $224,896. The activity by asset type is shown in the table below and is referenced in Note 4 of the Notes to Financial Statements.

Asset Type	June 30, 2018	June 30, 2017	Change
Land	$ 10,538,436	$ 10,538,436	$ -
Buildings, Net	83,122,201	85,500,894	(2,378,693)
Other improvements and infrastructure, net	1,240,040	1,310,862	(70,822)
Equipment, net	428,211	392,883	35,328
In progress CC4 non depreciable now	72,922		72,922
Total capital assets, net	**$ 95,401,810**	**$ 97,743,075**	**$ (2,341,265)**

Economic Factors That Will Affect the Future

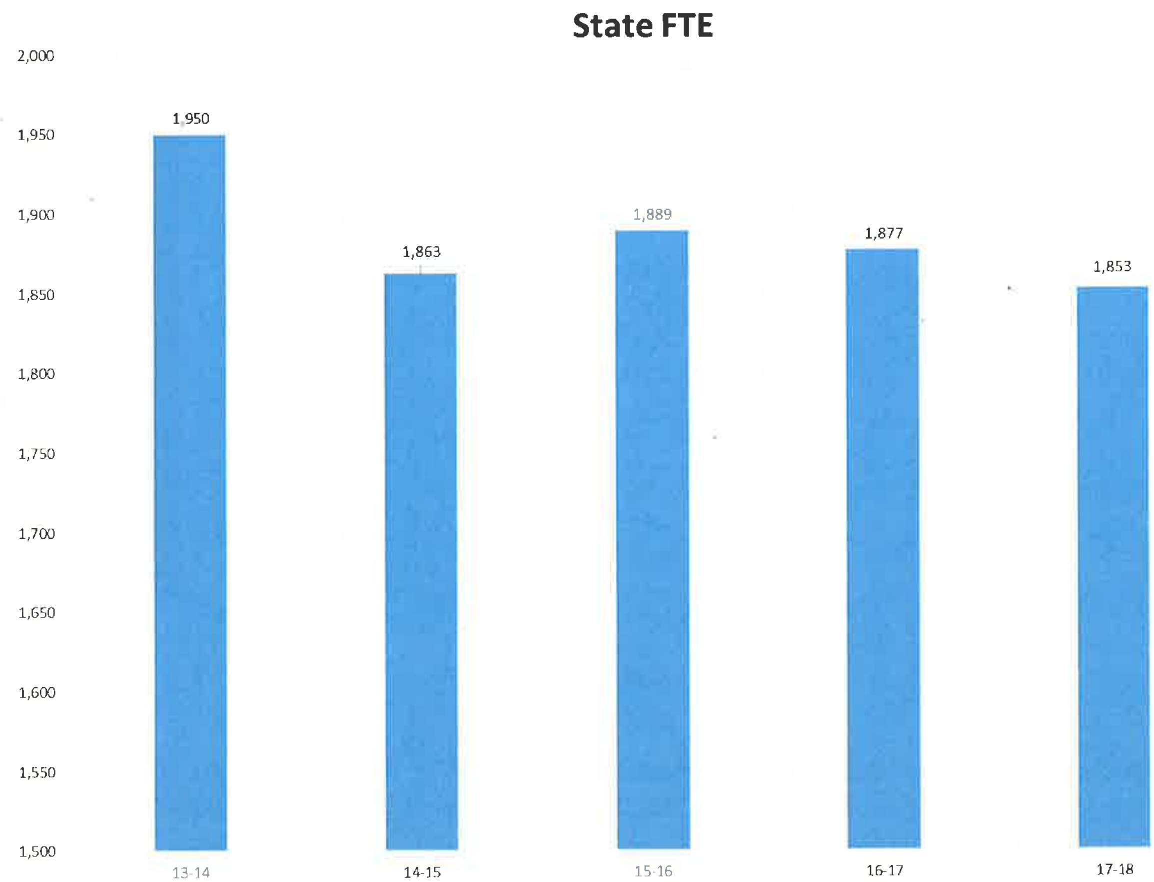
The State's capacity to fund increases in higher education is severely constrained by the Legislature's need to fulfill its court-mandated basic education obligations and the political inability to increase revenue. During the last few budget cycles the Legislature has authorized, but not fully funded COLA's, effectively disinvesting in the community college system. Additional investments in community and technical colleges by the State over the next few years are unlikely.

SBCTC is responsible for allocating the funds appropriated by the state Legislature to individual college districts. This allocation is determined by a formula which was recently modified; in the future funding will be allocated based on the average number of "State" students enrolled at a college during the preceding 3 years. The College therefore expects its State allocation to decline beginning as soon as 2019 due to the downward trend in the College's "State student". Under-enrollment at other Colleges may delay this reckoning.

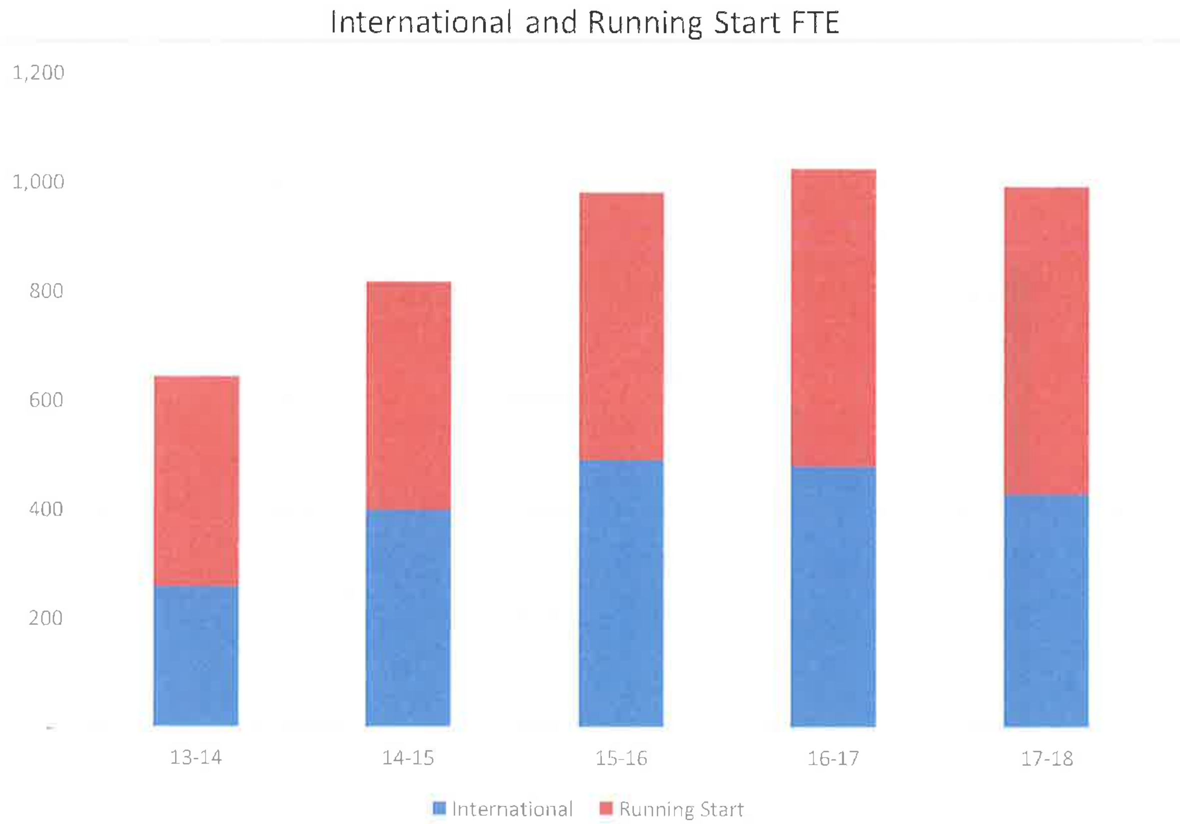
Washington's Economic and Revenue Forecast Council prepares independent forecasts quarterly throughout the year. In its most recent forecast (November 2018), the council projected steady growth continuing at a 2.6% annual rate through 2019, before declining to 1.8% and leveling off at that level for the foreseeable future.

The College has significant number of international students, they represent a disproportionate share of College's tuition revenue relative to enrollment. In 2016 Chinese nationals accounted for approximately 50% of the College's international enrollment. Geopolitical tensions have resulted in significant decline in Chinese interest in studying in the United States. We expect to see international enrollments continue to decline until these tensions ease.

A hallmark of community colleges is the flexibility to quickly respond to the needs of the community, resulting in a pattern of high enrollment during economic downturns, punctuated by lower enrollment when the job market is strong. Unemployment is at historic lows, we do not believe that enrollment declines will continue to be driven by economic circumstances. The number of students graduating from the College's feeder high schools has bottomed out and the college anticipates domestic student enrollment to gradually increase in the future, providing that the College's building capacity increases. However, while overall domestic enrollment may rebound, it appears that Running Start enrollment may be supplanting traditional student enrollment. While this accelerates student time to degree and is a tremendous value proposition for students taking Running Start, the financial impact on the College is negative since revenue per Running Start student is less than the revenue associated with a traditional "State" student.



The College's Running Start and International Programs have driven the College's recent enrollment and revenue growth. While small enrollment increases in the Running Start program may continue for a few more years, it is likely that the College's International Programs enrollment will continue to decline for the foreseeable future due to the current geopolitical situation and competition with 4year institutions targeting international students through educational partnerships. While total contract enrollment has been relatively stable, the change in the mix of enrollments between Running Start and International students has changed in a way that is adverse to the College's finances negative revenue per Running Start student is significantly less than the revenue associated with International students.



A significant part of the College's expense structure is driven by the University of Washington, Bothell, which provides the College with library, facilities and public safety staff and services. The College has virtually no control over these costs, which will increase by 3% each year over the next biennium.

The combination of enrollment weakness, increasing cost pressures and State funding limitations will require the College to adjust its expense structure to maintain financial stability.

Cascadia College
Balance Sheet
June 30, 2018

Assets	
Current assets	
Cash and cash equivalents	7,995,407
Accounts receivable	3,098,947
Interest receivable	73,802
Prepaid expenses	302
Total current assets	11,168,458
Non-Current Assets	
Long-term investments (See note 3)	6,169,578
Non-depreciable capital assets	10,611,357
Capital assets, net of depreciation	84,790,452
Total non-current assets	101,571,388
Total assets	**112,739,845**
Deferred Outflows of Resources	
Deferred outflows related to pensions	359,718
Deferred outflows related to OPEB	477,792
Total deferred outflows of resources	837,510
Total assets and deferred outflow of resources	**113,577,355**
Liabilities	
Current Liabilities	
Accounts payable	1,334,478
Accrued liabilities	1,969,550
Compensated absences; short term	53,630
Deposits payable	691
Unearned revenue	1,445,390
Pension liabilities, short term	27,835
OPEB liability, short term	978,020
Total current liabilities	5,809,593
Non-Current Liabilities	
Compensated absences	1,541,281
Pension liability	2,619,590
OPEB liability	8,985,171
Total non-current liabilities	13,146,042
Total liabilities	**18,955,635**
Deferred Inflows of Resources	
Deferred inflows related to pensions	875,166
Deferred inflows related to OPEB	1,371,837

Total deferred inflows of resources	2,247,003
Net Position	
Investment in Capital Assets	95,401,810
Restricted for:	
Expendable	127,325
Unrestricted (deficit)	(3,154,418)
Total Net Position	**92,374,717**
Total Liabilities, deferred inflow and Net Position	**113,577,355**

The footnote disclosures are an integral part of the financial statements.

Cascadia College
Statement of Revenues, Expenses and Changes in Net Position
For the Year Ended June 30, 2018

Operating Revenues		
Student tuition and fees, net	$	6,494,999
Auxiliary enterprise sales		261,429
State and local grants and contracts		8,349,001
Federal grants and contracts		1,597
Other operating revenues		111,674
Total operating revenue		15,218,700
Operating Expenses		
Salaries and wages		12,984,078
Benefits		4,978,399
Scholarships and fellowships		1,654,159
Purchased services		3,800,709
Other operating expenses		2,284,845
Depreciation		2,566,161
Equipment replacement		1,035,738
Supplies and materials		212,799
Utilities		99,950
Total operating expenses		29,616,837
Operating income (loss)		(14,398,137)
Non-Operating Revenues (Expenses)		
State appropriations		10,916,860
Federal Pell grant revenue		1,330,764
Interest income		122,893
Change in the fair value of investmens		(91,341)
Building fee remittance		(700,446)
Innovation fund remittance		(169,355)
Net non-operating revenue (expenses)		**11,409,375**
Income or (loss) before capital contributions, special and extraordinary items		(2,988,762)
Capital Contributions		
21 Capital appropriations		664,399
Increase (Decrease) in net position		(2,324,362)
Net Position		
Net position, beginning of year		104,853,628
Adjustment for GASB 75 initial reserve impact		
Cummulative effect of change in accounting principle		(10,154,548)
Net position, beginning of year, as restated		94,699,080
Net position, end of year	$	92,374,717

The footnote disclosures are an integral part of the financial statements.

Cascadia College
Statement of Cash Flows
For the Year Ended June 30, 2018

Cash flows from operating activities		
Student tuition and fees	$	6,454,267
Grants and contracts		8,498,217
Payments to vendors		(6,354,537)
Payments for utilities		(92,725)
Payments to employees		(12,822,919)
Payments for benefits		(4,404,020)
Auxiliary enterprise sales		245,358
Payments for scholarships and fellowships		(1,654,159)
Payments for equipment replacement		(1,035,738)
Other payments		(2,379,160)
Net cash used by operating activities		(13,545,417)
Cash flows from noncapital financing activities		
State appropriations		10,854,589
Pell grants		1,330,764
Building fee remittance		(611,769)
Innovation fund remittance		(169,355)
Net cash provided by noncapital financing activities		11,404,229
Cash flows from capital and related financing activities		
Proceeds of capital debt		-
Capital appropriations		744,632
Purchases of capital assets		(224,896)
Cash used by capital and related financing activities		519,736
Cash flows from investing activities		
Proceeds from sales and maturities of investments		1,265,000
Interest on investments		112,410
Purchase of investments		(1,299,769)
Cash provided by investing activities		77,641
Increase in cash and cash equivalents		(1,543,811)
Cash and cash equivalents at the beginning of the year		9,539,218
Cash and cash equivalents at the end of the year	$	7,995,407

Reconciliation of Operating Loss to Net Cash used by Operating Activities

Operating Loss	$	(14,398,137)
Adjustments to reconcile net loss to net cash used by operating activities		
Depreciation expense		2,566,161
Changes in assets and liabilities		
Receivables, net		(141,495)
Other assets		(247)
Accounts payable		(2,569,130)
Accrued liabilities		270,266
Unearned Revenue		25,630

Compensated absences		135,139
Pension liability adjustment		565,705
Deposits payable		691
Cash used by operating activities	$	(13,545,417)

Significant Noncash Transactions

Unrealized losses on investments	(91,340.69)
Pension liability expense accrued	136,982.32
OPEB liability expense accrued	(702,687.09)

The footnote disclosures are an integral part of the financial statements.

Notes to the Financial Statements

June 30, 2018

These notes form an integral part of the financial statements.

1. Summary of Significant Accounting Policies

Financial Reporting Entity

Cascadia College (the College) is a comprehensive community college offering open-door academic programs, workforce education, basic skills, and continuing education. The College confers associates degrees, applied baccalaureate degrees, certificates and high school diplomas. It is governed by a five-member Board of Trustees appointed by the Governor and confirmed by the state Senate.

The College is an agency of the State of Washington. The financial activity of the college is included in the State's Comprehensive Annual Financial Report.

The Cascadia College Foundation (the Foundation) a separate but affiliated non-profit entity, incorporated under Washington law in 1999 and recognized as a tax exempt 501(c)(3) charity. The Foundation's charitable purpose is to support the College's efforts to enhance student success and strengthen their communities. The Foundation does not contribute significant resources to the College. Therefore their financial statements are not combined with those of the College.

Basis of Presentation

The financial statements have been prepared in accordance with GASB Statement No. 34, *Basic Financial Statements and Management Discussion and Analysis for State and Local Governments* as amended by GASB Statement No. 35, *Basic Financial Statements and Management Discussion and Analysis for Public Colleges and Universities.* For financial reporting purposes, the College is considered a special-purpose government engaged only in Business Type Activities (BTA). In accordance with BTA reporting, the College presents a Management's Discussion and Analysis; Balance Sheet, Statement of Revenues, Expenses and Changes in Net Position; a Statement of Cash Flows; and Notes to the Financial Statements. The format provides a comprehensive, entity-wide perspective of the college's assets, deferred outflows, deferred inflows, liabilities, net position, revenues, expenses, changes in net position and cash flows.

Basis of Accounting

The financial statements of the College have been prepared using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned and expenses are recorded when an obligation has been incurred, regardless of the timing of the cash flows. For the financial statements, intra-agency receivables and payables have generally been eliminated. However, revenues and expenses from the College's auxiliary enterprises are treated as though the College were dealing with private vendors. For all other funds, transactions that are reimbursements of expenses are recorded as reductions of expense.

Non-exchange transactions, in which the College receives (or gives) value without directly giving (or receiving) equal value in exchange includes state and federal appropriations, and certain grants and donations. Revenues are recognized, net of estimated uncollectible amounts, as soon as all eligibility requirements imposed by the provider have been met.

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents
Cash and cash equivalents include cash on hand and in transit, bank demand deposits and deposits with the Washington State Local Government Investment Pool (LGIP). Cash and cash equivalents that are held with the intent to fund College operations are classified as current assets. The College records all cash, cash equivalents at amortized cost, which approximates fair value. Unrestricted cash operating funds from all departments are combined into an internal investment pool, the income from which is allocated across funds on a proportional basis.

Accounts Receivable
Accounts receivable consists of tuition and fee charges to students and auxiliary enterprise services provided to students, faculty and staff. This also includes amounts due from federal, state and local governments or private sources as allowed under the terms of grants and contracts. Accounts receivable are shown net of estimated uncollectible amounts.

Capital Assets
In accordance with state law, capital assets constructed with state funds are owned by the State of Washington. Property titles are shown accordingly. However, responsibility for managing the assets rests with the College. As a result, the assets are included in the financial statements because excluding them would have been misleading.

Land, buildings and equipment are recorded at cost, at acquisition value (price to be paid for an asset with equivalent service potential in an orderly market transaction at the acquisition date) for donated capital assets or if acquired by gift, at acquisition value. Capital additions, replacements and major renovations are capitalized. The value of assets constructed includes all material direct and indirect construction costs. Any interest costs incurred are capitalized during the period of construction. Routine repairs and maintenance are charged to operating expense in the year in which the expense was incurred. In accordance with the state capitalization policy, all land, intangible assets and software with a unit cost of $1,000,000 or more, buildings and improvements with a unit cost of $100,000 or more, library collections with a total cost of $5,000 or more and all other assets with a unit cost of $5,000 or more are capitalized.

Depreciation is computed using the straight line method over the estimated useful lives of the assets as defined by the State of Washington's Office of Financial Management. Useful lives range from 15 to 50 years for buildings and improvements, 3 to 50 years for improvements other than buildings, and 3 to 7 years for most equipment.

In accordance with GASB Statement No. 42, the college reviews assets for impairment whenever events or changes in circumstances have indicated that the carrying amount of its assets might not be recoverable. Impaired assets are reported at the lower of cost or fair value. At June 30, 2018, no assets had been written down.

Unearned Revenues
Unearned revenues occur when funds have been collected prior to the end of the fiscal year but related to the subsequent fiscal year. Unearned revenues may include tuition and fees paid with financial aid funds. The College has recorded summer 2018 quarter tuition and fees as unearned revenues.

Tax Exemption
The College is a tax-exempt organization under the provisions of Section 115 (1) of the Internal Revenue Code and is exempt from federal income taxes on related income.

Net Pension Liability
For purposes of measuring the net pension liability in accordance with GASB Statement No. 68 (GASB 68), deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the State of Washington Public Employees' Retirement System (PERS) and the Teachers' Retirement System (TRS) and additions to/deductions from PERS's and TRS's fiduciary net position have been determined on the same basis as they are reported by PERS and TRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

The College also reports its share of the pension liability for the State Board Retirement Plan in accordance with GASB Statement No. 73 (GASB 73) *Accounting and Financial Reporting for Pensions and Related Assets that are not within the Scope of GASB 68 (Accounting and Financial Reporting for Pensions).* The reporting requirements are similar to GASB 68 but use current fiscal yearend as the measurement date for reporting the pension liabilities.

OPEB Liability
In fiscal year 2018, the College implemented GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions* (OPEB). This Statement requires the College to recognize its proportionate share of the state's actuarially determined OPEB liability with a one year lag measurement date similar to GASB Statement No. 68

Deferred Outflows of Resources and Deferred Inflows of Resources
Deferred outflows of resources represent consumption of net position that is applicable to a future period. Deferred inflows of resources represent acquisition of net position that is applicable to a future period.

Deferred outflows on pensions are recorded when projected earnings on pension plan investments exceed actual earnings and are amortized to pension expense using a systematic and rational method over a closed five-year period. Deferred outflows on pensions also include the difference between expected and actual experience with regard to economic or demographic factors; changes of assumptions about future economic, demographic, or other input factors; or changes in the state's proportionate share of net pension liability. These are amortized over the average expected remaining service lives of all employees that are provided with pensions through each pension plan. State contributions to pension plans made subsequent to the measurement date are also deferred and reduce net pension liability in the subsequent year.

Deferred inflows on pensions are recorded when actual earnings on pension plan investments exceed projected earnings and are amortized to pension expense using a systematic and rational method over a closed five-year period. Deferred inflows on pensions also include the difference between expected and actual experience with regard to economic or demographic factors; changes of assumptions about future economic, demographic, or other input factors; or changes in the state's proportionate share of net pension liability. These are amortized over the average expected remaining service lives of all employees that are provided with pensions through each pension plan.

Changes in net pension liability not included in pension expense are reported as deferred outflows of resources or deferred inflows of resources. Employer contributions subsequent to the measurement date of the net pension liability are reported as deferred outflows of resources.

Net Position

The College's net position is classified as follows.

- *Net Investment in Capital Assets.* This represents the College's total investment in capital assets, net of outstanding debt obligations related to those capital assets.
- *Restricted, Expendable.* These represent resources the College is legally or contractually obligated to spend in accordance with restrictions placed by donor, financial aid restrictions and/or external parties who have placed time or purpose restrictions on the use of the asset.
- *Unrestricted.* These represent resources derived from student tuition and fees, and sales and services of educational departments and auxiliary enterprises.

Classification of Revenues and Expenses

The College has classified its revenues as either operating or non-operating revenues according to the following criteria:

Operating Revenues and Expenses:

Operating revenues include activities that have the characteristics of exchange transactions such as (1) student tuition and fees, net of waivers and scholarship discounts and allowances, (2) sales and services of auxiliary enterprises and (3) most federal, state and local grants and contracts that primarily support the operational or educational activities of the college. Examples include a contract with OSPI to offer Running Start and/or Technical High School. The college also receives Adult Basic Education grants that support the primary educational mission of the college.

Operating expenses include salaries, wages, fringe benefits, utilities, material and supplies, repairs and maintenance, travel, and depreciation.

Non-operating Revenues and Expenses:
Non-operating revenues includes activities that have the characteristics of non-exchange transactions, such as gifts and contributions, state appropriations, Federal Pell grant revenues, and investment income.

Non-operating expenses include state remittance related to the building fee and the innovation fee.

Scholarship Discounts and Allowances
Student tuition and fee revenues, and certain other revenues from students, are reported net of scholarship discounts and allowances in the Statements of Revenues, Expenses and Changes in Net Position. Scholarship discounts and allowances are the difference between the stated charge for goods and services provided by the College, and the amount that is paid by students and/or third parties making payments on the students' behalf. Certain governmental grants, such as Pell grants, and other Federal, State or non-governmental programs are recorded as either operating or non-operating revenues in the College's financial statements. To the extent that revenues from such programs are used to satisfy tuition and fees and other student charges, the College has recorded a scholarship discount and allowance. Discounts and allowances for the year ending June 30, 2018 are $1,547,402.

State Appropriations
The state of Washington appropriates funds to the College on both an annual and biennial basis. These revenues are reported as non-operating revenues on the Statements of Revenues, Expenses, and Changes in Net Position, and recognized as such when the related expenses are incurred.

Building and Innovation Fee Remittance
Tuition collected includes amounts remitted to the Washington State Treasurer's office to be held and appropriated in future years. The Building Fee portion of tuition charged to students is an amount established by the Legislature is subject to change annually. The fee provides funding for capital construction and projects on a system wide basis using a competitive biennial allocation process. The Building Fee is remitted on the 35th day of each quarter. The Innovation Fee was established in order to fund the State Board of Community and Technical College's Strategic Technology Plan. The current use of the fund is to implement new ERP software across the entire system. On a monthly basis, the College's remits the portion of tuition collected for the Innovation Fee to the State Treasurer for allocation to SBCTC. These remittances are non-exchange transactions reported as an expense in the non-operating revenues and expenses section of the statement of revenues, expenses and changes in net position.

2. Accounting and Reporting Changes
In June 2015, the GASB issued Statement No. 75 (GASB 75), *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions (OPEB).* The scope of this Statement addresses accounting and financial reporting for defined benefit OPEB and defined contribution OPEB that are provided to employees of state and local governmental employers. The Statement establishes standards for recognizing and measuring liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures. For defined benefit

OPEB, this Statement identifies the methods and assumptions that are required to be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. In addition, this Statement details the recognition and disclosure requirements for employers with payables to defined benefit OPEB plans that are administered through trusts that meet the specified criteria and for employers whose employees are provided with defined contribution OPEB. The College has implemented this pronouncement during the 2018 fiscal year.

Prior Period Adjustment
Beginning net position was restated by $10,154,548 in fiscal year 2018 as a result of implementing GASB 75 *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions (OPEB).*

Accounting Standard Impacting the Future
In November 2016, the GASB issued Statement No. 83, *Certain Asset Retirement Obligations,* to addresses accounting and financial reporting for certain asset retirement obligations (AROs). An ARO is a legally enforceable liability associated with the retirement of a tangible capital asset. A government that has legal obligations to perform future asset retirement activities related to its tangible capital assets should recognize a liability based on the guidance in this Statement. The effective of this Statement is fiscal year 2019. The College is in the process of reviewing its assets to ensure compliance with this reporting requirement.

In June 2017, the GASB issued Statement No. 87, *Leases*, which will be in effect beginning fiscal year 2021. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources. The College is following the State's Office of Financial Management directives to prepare for the implementation of this Statement.

3. Cash and Investments
Cash and cash equivalents include bank demand deposits, petty cash and cash in transit held at the College and unit shares in the Local Government Investment Pool (LGIP). The LGIP is comparable to a Rule 2a-7 money market fund recognized by the Securities and Exchange Commission (17 CFR 270.2a-7) Rule 2a-7 funds are limited to high quality obligations with limited maximum and average maturities, the effect of which is to minimize both the market and credit risk. The LGIP is an unrated investment pool.

The LGIP portfolio is invested in a manner that meets the requirements set forth by tlle Governmental Accounting Standards Board for the maturity, quality, diversification and liquidity for external investment pools that wish to measure all of its investments at amortized costs. The LGIP transacts with its participants at a stable net asset value per share of one dollar, which results in the amortized cost reported equaling the number of shares in the LGIP.

The Office of the State Treasurer prepares a stand-alone LGIP financial report. A copy of the report is available from the OST, PO Box 40200, Olympia, Washington 98504-0200, or online at: http://www.tre.wa.gov/lgip/cafr/LgipCafr.shtml. In addition, more information is available regarding the LGIP in the Washington State Consolidated Annual Financial report, which can be found online at http://www/ofm/wa/gov/cafr/.

The College can contribute or withdraw funds in any amount from the LGIP on a daily basis. The LGIP does not impose liquidity fees or redemption gates on participant withdrawals. The College adjusts its LGIP investment amounts monthly to reflect interest earnings as reported from the Office of the State Treasurer.

As of June 30, 2018, the carrying amount of the College's cash and equivalents was $7,995,407 as represented in the table below.

Table 1: Cash and Cash Equivalents	June 30, 2018
Petty cash	$ 1,900
Bank demand and time deposits	5,911,272
Local Government Investment Pool	2,082,235
Total Cash and Cash Equivalents	**$ 7,995,407**

Investments consist of U.S. Government Agency Obligations. U.S. Government Agency Obligations are valued at fair value.

Investment Maturities	Amortized Value	Fair Value	One Year or Less	1 - 5 Years	6 - 10 Years
U.S. agency obligations	$ 6,260,919	$ 6,169,578		$ 6,169,578	
Total Investments	**$ 6,260,919**	**$ 6,169,578**	**$ -**	**$ 6,169,578**	**$ -**

Fair Value Measurements – Fair value is defined as the price received to sell an asset or paid to transfer a liability in an orderly transaction between market participants. Accounting standards establish a hierarchy for measuring fair value that gives the highest priority to unadjusted quoted prices in active markets (Level 1), next highest to quoted prices for similar assets or liabilities in active markets, or identical assets in inactive markets or other inputs that can be corroborated by observable market data (Level 2) and the lowest priority to unobservable inputs (Level 3). The School has considered Level 1, fair value attributable to quoted prices in active markets as the fair market value measurement for these investment assets.

Custodial Credit Risks—Deposits

Custodial credit risk for bank demand deposits is the risk that in the event of a bank failure, the College's deposits may not be returned to it. The majority of the College's demand deposits are with the U.S. Bank. All cash and equivalents, except for change funds and petty cash held by the College, are insured by the Federal Deposit Insurance Corporation (FDIC) or by collateral held by the Washington Public Deposit Protection Commission (PDPC).

Interest Rate Risk—Investments
The College manages its exposure to fair value losses resulting from changes in interest rates by structuring the entire portfolio time horizon. Unless matched to a specific cash flow, the college generally will not directly invest in securities maturing more than five years form the date of purchase.

Concentration of Credit Risk—Investments
State law limits College operating investments to the highest quality sectors of the domestic fixed income market and specifically excludes corporate stocks, corporate and foreign bonds, futures contracts, commodities, real estate, limited partnerships and negotiable certificates of deposit. College policy does not limit the amount the College may invest in any one issuer.

Custodial Credit Risk—Investments
Custodial credit risk for investments is the risk that in the event of the failure the College's deposits may not be returned to it. At June 30, 2018, $6,169,578 of the College's operating fund investments are held by US Bank. All cash and equivalents, except for change funds and petty cash held by the College, are insured by the Federal Deposit Insurance Corporation (FDIC) or by collateral held by the Washington Public Deposit Protection Commission (PDPC).

Investment Expenses
Under implementation of GASB 35, investment income for the College is shown net of investment expenses. The investment expenses incurred for the fiscal year ended June 30, 2018 were $0.

4. Accounts Receivable
Accounts receivable consists of tuition and fee charges to students and auxiliary enterprise services provided to students, faculty and staff. It also includes amounts due from federal, state and local governments or private sources in connection with reimbursements of allowable expenditures made according to sponsored agreements. At June 30, 2018, accounts receivable were as follows.

Table 2: Accounts receivable		June 30, 2018
Student tuition and fees	$	437,266
Due from other state agencies		1,611,284
Due from federal government		3,887
Other receivables		1,331,155
Subtotal		3,383,591
Less allowance for uncollectible accounts		(284,644)
Accounts receivable, net	$	3,098,947

5. Capital Assets
A summary of the changes in capital assets for the year ended June 30, 2018 is presented as follows. The current year depreciation expense was $2,566,161.

Table 3: Capital Assets	Beginning Balance	Additions/ Transfers	Retirements	Ending Balance
Nondepreciable capital assets				
Land	$ 10,538,436			$ 10,538,436
Construction in progress		72,922		72,922
Total nondepreciable capital assets	10,538,436	72,922	-	10,611,358
Depreciable capital assets				
Buildings	118,934,679			118,934,679
Other improvements and infrastructure	1,484,518			1,484,518
Equipment	1,905,398	151,975		2,057,373
Subtotal depreciable capital assets	122,324,595	151,975	-	122,476,570
Less accumulated depreciation				
Buildings	33,433,784	2,378,693		35,812,477
Other improvements and infrastructure	173,656			173,656
Equipment	1,512,516	187,468		1,699,984
Total accumulated depreciation	35,119,956	2,566,161	-	37,686,117
Total depreciable capital assets	87,204,639	(2,414,186)	-	84,790,453
Capital assets, net of accumulated depreciation	$ 97,743,075	$ (2,341,264)	$ -	$ 95,401,810

6. Deferred Outflows and Deferred Inflows of Resources

In addition to assets, the Statement of Net Position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of equity that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/ expenditure) until then. The category of deferred outflow of resources reported in statement of net position relates to pensions.

In addition to liabilities, the Statement of Net Position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of equity that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. Deferred inflows of resources reported by the College relate to pensions.

7. Accounts Payable and Accrued Liabilities

At June 30, 2018, accounts payable and accrued liabilities are the following:

Table 4: Accounts payable and accrued liabilities		June 30, 2018
Accounts payable	$	1,334,478
Amounts owed to employees		339,728
Due to other state agencies		1,591,361
Current portion of compensated absenses		53,630
OPEB liabilities - short-term		978,020
Pension liabilities - short-term		27,835
Other liabilities		39,152
Total Accounts Payable and Accrued Liabilities	**$**	**4,364,203**

8. Unearned Revenue

Unearned revenue is comprised of receipts which have not yet met revenue recognition criteria, as follows:

Table 5: Unearned Revenue		June 30, 2018
Summer quarter tuition and fees	$	1,445,390
Total Unearned Revenue	**$**	**1,445,390**

9. Risk Management

The College is exposed to various risk of loss related to tort liability, injuries to employees, errors and omissions, theft of, damage to, and destruction of assets, and natural disasters. The College purchases insurance to mitigate these risks. Management believes such coverage is sufficient to preclude any significant uninsured losses for the covered risks.

The College, in accordance with state policy, pays unemployment claims on a pay-as-you-go basis. The college finances these costs by assessing all funds a monthly payroll expense for unemployment compensation for all employees. Payments made for claims from July 1, 2017 through June 30, 2018 were $51,866.

The College participates in a State of Washington risk management self-insurance program, which covers its exposure to tort, general damage and vehicle claims. Premiums paid to the State are based on actuarially determined projections and include allowances for payments of both outstanding and current liabilities. Coverage is provided up to $10,000,000 for each claim with no deductible. The college has had no claims in excess of the coverage amount within the past three years.

10. Compensated Absences

At termination of employment, employees may receive cash payments for all accumulated vacation and compensatory time. Employees who retire get 25% of the value of their accumulated sick leave credited to a Voluntary Employees' Beneficiary Association (VEBA) account, which can be used for future medical expenses and insurance purposes. The amounts of unpaid vacation and compensatory time accumulated by College employees are accrued when incurred. The sick leave liability is recorded as an actuarial estimate of one-fourth of the total balance on the payroll records. The accrued vacation leave totaled $507,129, accrued compensated time totaled $1,141 and accrued sick leave totaled $1,086,641 at June 30, 2018.

Accrued annual vacation leave less an estimated current portion of $52,823 and sick leave are categorized as non-current liabilities. Compensatory time is categorized as a current liability since it must be used before other leave.

11. Pension Liability

Pension liabilities including the short-term portion reported as of June 30, 2018 consists of the following:

Pension Liability by Plan		
PERS 1	$	(537,285)
PERS 2/3		(506,168)
TRS 1		(64,215)
TRS 2/3		(20,083)
SBRP		(1,519,673)
Total	**$**	**(2,647,424)**

12. Non-current Liabilities

Non-current liabilities include Compensated Absences for sick, vacation and compensated leave as described in Note 10 and the accrued Pension Liability which reflects pension plan obligations at June 30, 2018 which will be funded in future years as shown in Note 11. Below is the table showing the increases and decreases of these accrued balances for the current fiscal year.

Table 6: Noncurrent Liabilities	Beginning Balance	Additions	Reductions	Less Current Portion	Ending Liability
Compensated Balances	$ 1,458,342	$ 661,395	$ 525,967	$ (52,489)	$ 1,541,281
Pension Liabilities	3,157,375	749,922	1,259,872	(27,835)	2,619,590
OPEB liability	10,154,548	360,134	1,371,837	(157,674)	8,985,171
Total	$ 4,615,717	$ 1,411,317	$ 1,785,839	$ (80,324)	$ 4,160,871

13. Leases Expense

The College also has a lease for office equipment with various vendors. These leases are classified as operating leases. As of June 30, 2018, the minimum lease payments under operating leases consist of the following.

Table 7: Leases Payable	
Fiscal Year	Operating lease
2019	$ 49,582

14. Retirement Plans

A. General

The College offers three contributory pension plans. The Washington State Public Employees Retirement System (PERS) and Teachers Retirement System (TRS) plans are cost sharing multiple employer defined benefit pension plans administered by the State of Washington Department of Retirement Services. The State Board Retirement Plan (SBRP) is a defined contribution single employer pension plan with a supplemental payment, when required. SBRP is administered by the State Board for Community and Technical Colleges (SBCTC) and available to faculty, exempt administrative and professional staff of the state's public community and technical colleges. The College reports its proportionate share of the total pension liability as it is a part of the college system.

For FY 2017-2018, the payroll for the College's employees was $1,563,230 for PERS, $120,754 for TRS and $10,183,170 for SBRP. Total covered payroll was $11,867,154.

Basis of Accounting
Pension plans administered by the state are accounted for using the accrual basis of accounting. Under the accrual basis of accounting, employee and employer contributions are recognized in the period in which employee services are performed; investment gains and losses are recognized as incurred; and benefits and refunds are recognized when due and payable in accordance with the terms of the applicable plan. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of all plans and additions to/deductions from all plan fiduciary net position have been determined in all material respects on the same basis as they are reported by the plans.

The following table represents the aggregate pension amounts for all plans subject to the requirements of GASB 68 and GASB 73 for Cascadia College, for fiscal year 2018:

Aggregate Pension Amounts - All Plans

Pension liabilities	$ (2,647,425)
Deferred outflows of resources related to pensions	$ 359,717
Deferred inflows of resources related to pensions	$ (875,166)
Pension expense/expenditures	$ (136,983)

B. College Participation in Plans Administered by the Department of Retirement Systems

PERS and TRS

Plan Descriptions. PERS Plan 1 provides retirement and disability benefits and minimum benefit increases to eligible nonacademic plan members hired prior to October 1, 1977. PERS Plans 2 and 3 provide retirement and disability benefits and a cost-of-living adjustment to eligible nonacademic plan members hired on or after October 1, 1977. Retirement benefits are vested after five years of eligible service. PERS Plan 3 has a defined contribution component that members may elect to self-direct as established by the Employee Retirement Benefits Board. PERS 3 defined benefit plan benefits are vested after an employee completes five years of eligible service.

TRS Plan 3 provides retirement benefits to certain eligible faculty hired on or after October 1, 1977. The plan includes both a defined benefit portion and a defined contribution portion. The defined benefit portion is funded by employer contributions only. Benefits are vested after an employee completes five or ten years of eligible service, depending on the employee's age and service credit, and include an annual cost-of living adjustment. The defined contribution component is fully funded by employee contributions and investment performance.

The authority to establish and amend benefit provisions resides with the legislature. PERS and TRS issue publicly available financial reports that include financial statements and required supplementary information. The report may be obtained by writing to the Department of Retirement Systems, PO Box 48380, Olympia, Washington 98504-8380 or online at http://www.drs.wa.gov/administration.

Funding Policy. Each biennium, the state Pension Funding Council adopts PERS and TRS Plan 1 employer contribution rates, Plan 2 employer and employee contribution rates, and Plan 3 employer contribution rates. Employee contribution rates for PERS and TRS Plans 1 are established by statute. By statute, PERS 3 employees may select among six contribution rate options, ranging from 5 to 15 percent.

The required contribution rates expressed as a percentage of current year covered payroll are shown in the table below. The College and the employees made 100% of required contributions.

Contribution Rates and Required Contributions. The College's contribution rates and required contributions for the above retirement plans for the years ending June 30, 2017, 2016, and 2015 are as follows.

Contribution Rates at June 30

	FY 2016		FY 2017		FY 2018	
	Employee	College	Employee	College	Employee	College
PERS						
Plan 1	6.00%	11.18%	6.00%	11.18%	6.00%	12.70%
Plan 2	6.12%	11.18%	6.12%	11.18%	7.38%	12.70%
Plan 3	5 - 15%	11.18%	5 - 15%	11.18%	5-15%	12.70%
TRS						
Plan 1	6.00%	13.13%	6.00%	13.13%	6.00%	15.20%

Plan 2	5.95%	13.13%	5.95%	13.13%	7.06%	15.20%
Plan 3	5-15%	13.13%	5-15%	13.13%	5-15%	15.20%

Required Contributions

	FY2016		FY2017		FY2018	
	Employee	College	Employee	College	Employee	College
PERS						
Plan 1	0	0	0	0	0	0
Plan 2	58,295	106,495	61,834	112,958	82,346	141,710
Plan 3	47,753	62,740	30,698	47,680	30,370	56,662
TRS						
Plan 1	0	0	0	0	0	0
Plan 3	4,987	5,786	14,767	15,583	13,836	18,186

Investments

The Washington State Investment Board (WSIB) has been authorized by statute as having investment management responsibility for the pension funds. The WSIB manages retirement fund assets to maximize return at a prudent level of risk.

Retirement funds are invested in the Commingled Trust Fund (CTF). Established on July 1, 1992, the CTF is a diversified pool of investments that invests in fixed income, public equity, private equity, real estate, and tangible assets. Investment decisions are made within the framework of a Strategic Asset Allocation Policy and a series of written WSIB adopted investment policies for the various asset classes in which the WSIB invests.

For the year ended June 30, 2017, the annual money-weighted rate of return on the pension investments, net of pension plan expenses are as follows:

Pension Plan	Rate of Return
PERS Plan 1	13.84%
PERS Plan 2/3	14.11%
TRS Plan 1	14.45%
TRS Plan 2/3	14.10%

These money-weighted rates of return express investment performance, net of pension plan investment expense, and reflects both the size and timing of cash flows.

The PERS and TRS target asset allocation and long-term expected real rate of return as of June 30, 2017, are summarized in the following table:

Asset Class	Target Allocation	Long-term Expected Real Rate of Return
Fixed Income	20%	1.70%
Tangible Assets	5%	4.90%
Real Estate	15%	5.80%
Global Equity	37%	6.30%
Private Equity	23%	9.30%
Total	**100%**	

The inflation component used to create the above table is 2.20 percent and represents WSIB's most recent long-term estimate of broad economic inflation.

Pension Expense

Pension expense is included as part of "Employee Benefits" expense in the statement of revenues, expenses and changes in net position. The table below shows the components of each pension plans expense as it affected employee benefits:

	Plan					
	PERS 1	PERS 2/3	TRS 1	TRS 2/3	SBRP	TOTAL
Actuarially determined pension expense	$ 33,537	$ 70,382	$ 4,128	$ 7,221	$ 25,853	$ 141,121
Current year benefit payments					$ (22,663)	$ (22,663)
Current year change in proportion to pension expense previously Deferred Outflow	(71,880)	-	39,440	-	-	$ (32,440)
Amortization of Prior year change in proportion previously Deferred Inflow		(27,511)		(613)	7,263	$ (20,861)
Amortization of prior change in proportion	-	7,721	-	3,198		$ 10,919
Total Pension Expense	$ (38,343)	$ 50,592	$ 43,568	$ 9,806	$ 10,453	$ 76,076

Changes in Proportionate Shares of Pension Liabilities

The changes to the College's proportionate share of pension liabilities from 2015 to 2016 for each retirement plan are listed below:

	2016	2017
PERS 1	.012596%	.011323%
PER 2/3	.016267%	.014568%
TRS 1	.000931%	.002124%
TRS 2/3	.000940%	.002176%

The College's proportion of the net pension liability was based on a projection of the College's long-term share of contributions to the pension plan to the projected contributions of all participating state agencies, actuarially determined

Actuarial Assumptions

Actuarial Assumptions. The total pension liability for each of the plans was determined using the most recent actuarial valuation completed in 2016 with a valuation date of June 30, 2017. Besides the discount rate, the actuarial assumptions used in the valuation are summarized in the Actuarial Section of DRS' Comprehensive Annual Financial Report (CAFR). The DRS CAFR may be downloaded from the DRS website at www.drs.wa.gov. These assumptions reflect the results of OSA's 2007-2012 Experience Study and the 2015 Economic Experience Study. Additional assumptions for subsequent events and law changes are current as of the 2016 actuarial valuation report. The TPL was calculated as of the valuation date and rolled forward to the measurement date of June 30, 2017. Plan liabilities were rolled forward from June 30, 2016, to June 30, 2017, reflecting each plan's normal cost (using the entry age cost method), assumed interest and actual benefit payments.

- Economic Inflation 3.00%
- Salary Inflation 3.75%
- Salary Increases 3.75%
- Investment rate of return 7.50%

Mortality rates were based on the RP-2000 Combined Healthy Table and Combined Disabled Table published by the Society of Actuaries. The Office of the State Actuary applied offsets to the base table and recognized future improvements in mortality by projecting the mortality rates using 100 percent Scale BB. Mortality rates are applied on a generational basis, meaning members are assumed to receive additional mortality improvements in each future year, throughout their lifetime.

Changes in methods and assumptions since the last valuation include:

- For all plans except LEOFF Plan 1, how terminated and vested member benefits are valued was corrected.
- How the basic minimum COLA in PERS Plan 1 and TRS Plan 1 is valued for legal order payees was improved.
- The average expected remaining service lives calculation was revised. It is used to recognize the changes in pension expense to no longer discount future years of service back to the present day.

Discount Rate

The discount rate used to measure the total pension liability was 7.5 percent, the same as the prior measurement date. To determine the discount rate an asset sufficiency test was completed to test whether the pension plan's fiduciary net position was sufficient to make all projected future benefit payments of current plan members. Consistent with current law, the completed asset sufficiency test included an assumed 7.7 percent long-term discount rate to determine funding liabilities for calculating future contributions rate requirements. Consistent with the long-term expected rate of return, a 7.5 percent future investment rate of return on invested assets was assumed for the test.

Contributions from plan members and employers are assumed to continue to be made at contractually required rates (including TRS Plan 2/3, whose rates include a component for the TRS Plan 1 liability). Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return of 7.5 percent on pension plan investments was applied to determine the total pension liability.

Sensitivity of the net pension liability to changes in the discount rate
The following presents the net pension liability of the College calculated using the discount rate of 7.50 percent, as well as what the College's net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.50 percent) or 1-percentage-point higher (8.50 percent) than the current rate.

Pension Plan	1% Decrease (6.50%)	Current Discount Rate (7.50%)	1% Increase (8.50%
PERS Plan 1	$ 654,516	$ 537,285	$ 435,738
PERS Plan 2/3	$ 1,363,671	$ 506,168	$ (196,427)
TRS Plan 1	$ 79,849	$ 64,214	$ 50,681
TRS Plan 2/3	$ 68,210	$ 20,083	$ (19,005)

Pension Expense and Deferred Outflows and Inflows of Resources Related to Pensions
The following represent the components of the College's deferred outflows and inflows of resources as reflected on the Statement of Net Position, for the year ended June 30, 2018:

	PERS 1		PERS 2/3	
	Deferred Outflows	Deferred Inflows	Deferred Outflows	Deferred Inflows
Difference between expected and actual experience			$ 51,287	$ (16,647)
Difference between expected and actual earnings of pension plan investments	$ -	$ (20,050)	-	$ (134,932)
Changes in actuarial assumptions			5,376	
Changes in College's proportionate share of pension liabilities			16,986	(76,931)
Contributions subsequent to the measurement date	78,585		116,374	
Total deferred outflows and inflows per plan	$ 78,585	$ (20,050)	$ 190,023	$ (228,510)

	TRS 1		**TRS 2/3**	
	Deferred Outflows	**Deferred Inflows**	**Deferred Outflows**	**Deferred Inflows**
Difference between expected and actual experience			$ 5,008	$ (1,025)
Difference between expected and actual earnings of pension plan investments	$ -	$ (2,720)	-	(7,268)
Changes in actuarial assumptions			237	
Changes in College's proportionate share of pension liabilities			16,920	(981)
Contributions subsequent to the measurement date	8,701		9,399	
Total deferred outflows and inflows per plan	$ 8,701	$ (2,720)	$ 31,564	$ (9,274)

The $213,059 reported as deferred outflows of resources represent contributions the College made subsequent to the measurement date and will be recognized as a reduction of the net pension liability for the year ended June 30, 2018.

Other amounts reported as deferred outflows and inflows of resources will be recognized in pension expense as follows:

Year ended June 30	Pension Plan				
	PERS 1**	PERS 2/3	TRS 1**	TRS 2/3	Total
2019	(13,552)	(67,875)	(1,998)	(262)	(83,687)
2020	4,279	9,664	748	4,015	18,706
2021	(993)	(20,112)	(67)	2,029	(19,143)
2022	(9,784)	(64,196)	(1,403)	(1,374)	(76,757)
2023	-	(5,366)	-	1,767	(3,599)
Thereafter		(6,976)		6,716	(260)
Total	$ (20,050)	$ (154,861)	$ (2,720)	$ 12,891	$ (164,740)

C. College Participation in Plan Administered by the State Board for Community and Technical Colleges State Board Retirement Plan (SBRP) – Supplemental Defined Benefits Plans

Plan Description.

The State Board Retirement Plan is a privately administered single-employer defined contribution plans with a supplemental defined benefit plan component which guarantees a minimum retirement benefit based upon a one-time calculation at each employee's retirement date. The supplemental component is financed on a pay-as-you-go basis. Cascadia College participates in this plan as authorized by chapter 28B.10 RCW, the plans cover faculty and other positions as designated by each participating employer. State Board makes direct payments to qualifying retirees when the retirement benefits provided by the fund sponsors do not meet the benefit goals, no assets are accumulated in trusts or equivalent arrangements.

Contributions. Contribution rates for the SBRP (TIAA-CREF), which are based upon age, are 5%, 7.5% or 10% of salary and are matched by the College. Employee and employer contributions for the year ended June 30, 2018 were $849,773 and $849,773 respectively.

Benefits Provided. The State Board Supplemental Retirement Plans provide retirement, disability, and death benefits to eligible members.

As of July 1, 2011, all the Supplemental Retirement Plans were closed to new entrants.

Members are eligible to receive benefits under this plan at age 62 with 10 years of credited service. The supplemental benefit is a lifetime benefit equal to the amount a member's goal income exceeds their assumed income. The monthly goal income is the one-twelfth of 2 percent of the member's average annual salary multiplied by the number of years of service (such product not to exceed one-twelfth of fifty percent of the member's average annual salary). The member's assumed income is an annuity benefit the retired member would receive from their defined contribution Retirement Plan benefit in the first month of retirement had they invested all employer and member contributions equally between a fixed income and variable income annuity investment.

Plan members have the option to retire early with reduced benefits.

The SBRP supplemental pension benefits are unfunded. For the year ended June 30, 2018, supplemental benefits were paid by the SBCTC on behalf of the College in the amount of $1,300,000. The College's share of this amount was $22,663. In 2012, legislation (RCW 28B.10.423) was passed requiring colleges to pay into a Supplemental Benefit Fund managed by the State Investment Board, for the purpose of funding future benefit obligations. During FY 2018, the College paid into this fund at a rate of 0.5% of covered salaries, totaling $50,928. This amount was not used as a part of GASB73 calculations its status as an asset has not been determined by the Legislature. As of June 30, 2018, the Community and Technical College system accounted for $16,351,270 of the fund balance.

Actuarial Assumptions

The total pension liability was determined by an actuarial valuation as of June 30, 2016, with the results rolled forward to the June 30, 2018, measurement date using the following actuarial assumptions, applied to all periods included in the measurement:

Salary increases	3.50% - 4.25%
Fixed Income and Variable Income Investment Returns	4.25%-6.25%

Mortality rates were based on the RP-2000 Combined Healthy Table and Combined Disabled Table published by the Society of Actuaries. The Office of the State Actuary applied offsets to the base table and recognized future improvements in mortality by projecting the mortality rates using 100 percent Scale BB. Mortality rates are applied on a generational basis, meaning members are assumed to receive additional mortality improvements in each future year, throughout their lifetime.

Most actuarial assumptions used in the June 30, 2016, valuation were based on the results of the April 2016 Supplemental Plan Experience Study. Additional assumptions related to the fixed income and variable income investments were based on feedback from financial administrators of the Higher Education Supplemental Retirement Plans.

Material assumption changes during the measurement period include the discount rate increase from 3.58 percent to 3.87 percent and the variable income investment return assumption dropping from 6.75 percent to 6.25 percent.

Discount Rate

The discount rate used to measure the total pension liability was set equal to the Bond Buyer General Obligation 20-Bond Municipal Bond Index, or 3.87 percent for the June 30, 2018, measurement date.

Pension Expense

For the year ended June 30, 2018, the components that make up pension expense for the College are as follows:

Proportionate Share (%)	1.743284%
Service Cost	$ 66,715
Interest Cost	61,311
Amortization of Differences Between Expected and Actual Experience	(80,784)
Amortization of Changes of Assumptions	(21,390)
Changes of Benefit Terms	-
Administrative Expenses	-
Other Changes in Fiduciary Net Position	-
Proportionate Share of Collective Pension Expense	**25,853**
Amortization of the Change in Proportionate Share of TPL	7,263
Total Pension Expense	**$ 33,116**

Proportionate Shares of Pension Liabilities
The College's proportionate share of pension liabilities for fiscal year ending June 30, 2018 was 1.74328%. The College's proportion of the net pension liability was based on a projection of the College's long-term share of contributions to the pension plan to the projected contributions of all participating College's, The College's change in proportionate share of the total pension liability and deferred inflows and deferred outflows of resources are represented in the following table:

Plan Membership
Membership of the State Board Supplemental Retirement Plans consisted of the following at June 30, 2016, the date of the latest actuarial valuation:

Plan	Inactive Members (or Beneficiaries) Currently Receiving Benefits	Inactive Members Entitled To But Not Yet Receiving Benefits	Active Members	Total Members
Cascadia College	2	0	94	96

Change in Total Pension Liability (TPL)/ (Asset)
The following table presents the change in total pension liability/(asset) of Higher Education Supplemental Retirement Plans at June 30, 2018, the latest measurement date for all plans.

Change in total Pension Liability/(Asset)	
Total Pension Liability	Amount
Service cost	$ 66,715
Interest	61,311
Changes of benefit terms	0
Differences between expected and actual experience	(181,336)
Changes of assumptions	(61,346)
Benefit payments	(22,663)
Change in proportionate share of TPL	45,178
Other	-
Net Change in total liability	(92,141)
Total Pension Liability - Beginning	1,611,814
total Pension Liability - Ending (a)	$ 1,519,673

Sensitivity of the Total Pension Liability/ (Asset) to Changes in the Discount Rate
The following table presents the total pension liability/(asset), calculated using the discount rate of 3.87 percent, as well as what the employers' total pension liability/(asset) would be if it were calculated using a discount rate that is 1 percentage point lower (2.87 percent) or 1 percentage point higher (4.87 percent) than the current.

Pension Liability/(Asset)	1% Decrease	Current Discount Rate	1% Increase
Cascadia College	$ 1,733,314	$ 1,519,673	$ 1,341,975

Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions
At June 30, 2018, the Higher Education Supplemental Retirement Plans reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources.

Cascadia College	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	$ -	$ 484,127
Change in assumptions		130,485
Changes in College's proportionate share of pension liability	50,841	
Transactions subsequent to the measurement date		-
Total	$ 50,841	$ 614,612

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense in the fiscal years ended June 30.

	Cascadia College
2019	(94,911)
2020	(94,911)
2021	(94,911)
2022	(94,911)
2023	(94,911)
Thereafter	(89,216)
	(563,771)

D. Defined Contribution Plans

Public Employees' Retirement System Plan 3

The Public Employees' Retirement System (PERS) Plan 3 is a combination defined benefit/defined contribution plan administered by the state through the Department of Retirement Systems (DRS).

PERS Plan 3 has a dual benefit structure. Employer contributions finance a defined benefit component, and member contributions finance a defined contribution component. As established by chapter 41.34 RCW, employee contribution rates to the defined contribution component range from 5 percent to 15 percent of salaries, based on member choice. Members who do not choose a contribution rate default to a 5 percent rate. There are currently no requirements for employer contributions to the defined contribution component of PERS Plan 3.

PERS Plan 3 defined contribution retirement benefits are dependent on employee contributions and investment earnings on those contributions. Members may elect to self-direct the investment of their contributions. Any expenses incurred in conjunction with self-directed investments are paid by members. Absent a member's self-direction, PERS Plan 3 contributions are invested in the retirement strategy fund that assumes the member will retire at age 65.

Members in PERS Plan 3 are immediately vested in the defined contribution portion of their plan, and can elect to withdraw total employee contributions, adjusted by earnings and losses from investments of those contributions, upon separation from PERS-covered employment.

Teachers' Retirement System Plan 3

The Teachers' Retirement System (TRS) Plan 3 is a combination defined benefit/defined contribution plan administered by the state through the Department of Retirement Systems (DRS). Refer Note 11.B for TRS Plan descriptions.

TRS Plan 3 has a dual benefit structure. Employer contributions finance a defined benefit component, and member contributions finance a defined contribution component. As established by chapter 41.34 RCW, employee contribution rates to the defined contribution component range from 5 percent to 15 percent of salaries, based on member choice. Members who do not choose a contribution rate default to a 5 percent rate. There are currently no requirements for employer contributions to the defined contribution component of TRS Plan 3.

TRS Plan 3 defined contribution retirement benefits are dependent on employee contributions and investment earnings on those contributions. Members may elect to self-direct the investment of their contributions. Any expenses incurred in conjunction with self-directed investments are paid by members. Absent a member's self-direction, TRS Plan 3 contributions are invested in the retirement strategy fund that assumes the member will retire at age 65.

Members in TRS Plan 3 are immediately vested in the defined contribution portion of their plan, and can elect to withdraw total employee contributions, adjusted by earnings and losses from investments of those contributions, upon separation from TRS-covered employment.

Washington State Deferred Compensation Program

The College, through the state of Washington, offers its employees a deferred compensation plan created under Internal Revenue Code Section 457. The plan, available to all State employees, permits individuals to defer a portion of their salary until future years. The state of Washington administers the plan on behalf of the College's employees. The deferred compensation is not available to employees until termination, retirement or unforeseeable financial emergency. The College does not have access to the funds.

15. Other Post-Employment Benefits

The College implemented Statement No. 75 of the Governmental Accounting Standards Board (GASB) *Accounting and Financial Reporting for Postemployment Benefits Other Than Pension* for fiscal year 2018 financial reporting. In addition to pension benefits as described in Note 14, the College, through the Health Care Authority (HCA), administers a single employer defined benefit other postemployment benefit (OPEB) plan.

Plan Description. Per RCW 41.05.065, the Public Employees' Benefits Board (PEBB), created within the HCA, is authorized to design benefits and determine the terms and conditions of employee and retired employee participation and coverage. PEBB establishes eligibility criteria for both active employees and retirees. Benefits purchased by PEBB include medical, dental, life, and long-term disability.

The relationship between the PEBB OPEB plan and its member employers, their employees, and retirees is not formalized in a contract or plan document. Rather, the benefits are provided in accordance with a substantive plan in effect at the time of each valuation. A substantive plan is one in which the plan terms are understood by the employers and plan members. This understanding is based on communications between the HCA, employers and plan members, and the historical pattern of practice with regard to the sharing of benefit costs.

The PEBB OPEB plan is administered by the state and is funded on a pay-as-you-go basis. In the state CAFR the plan is reported in governmental funds using the modified accrual basis and the current financial resources measurement focus. For all proprietary and fiduciary funds, the OPEB plan is reported using the economic resources measurement focus and the accrual basis of accounting. It has no assets. The PEBB OPEB plan does not issue a publicly available financial report.

Employees Covered by Benefit Terms. Employers participating in the PEBB plan for the state include general government agencies, higher education institutions, and component units. Additionally, there are 76 of the state's K-12 schools and educational service districts (ESDs), and 249 political subdivisions and tribal governments not included in the state's financial reporting who participate in the PEBB plan. The plan is also available to the retirees of the remaining 227 K-12 schools, charter schools, and ESDs, Membership in the PEBB plan for the state consisted of the following:

Summary of Plan Participants
As of June 30, 2017

Active Employees	123,379
Retirees Receiving Benefits*	46,180
Retirees Not Receiving Benefits**	6,000
Total Active Employees and Retirees	175,559

*Enrollment data for June, 2017 from Report 1: PEBB Total Member Enrollment for June 2017 Coverage report. PEBB Retirees only.

**This is an estimate of the number of retirees that may be eligible to join a post-retirement PEBB program in the future.

The PEBB retiree OPEB plan is available to employees who elect to continue coverage and pay the administratively established premiums at the time they retire under the provisions of the retirement system to which they belong. Retirees' access to the PEBB plan depends on the retirement eligibility of their respective retirement system. PEBB members are covered in the following retirement systems: PERS, PSERS, TRS, SERS, WSPRS, Higher Education, Judicial, and LEOFF 2. However, not all employers who participate in these plans offer PEBB to retirees.

Benefits Provided. Per RCW 41.05.022, retirees who are not yet eligible for Medicare benefits may continue participation in the state's non-Medicare community-rated health insurance risk pool on a self-pay basis. Retirees in the non-Medicare risk pool receive an implicit subsidy. The implicit subsidy exists because retired members pay a premium based on a claims experience for

active employees and other non-Medicare retirees. The subsidy is valued using the difference between the age-based claims costs and the premium. In calendar year 2016, the average weighted implicit subsidy was valued at $304 per member per month, and in calendar year 2017, the average weighted implicit subsidy is projected to be $328 per adult unit per month.
Retirees who are enrolled in both Parts A and B of Medicare may participate in the state's Medicare community-rated health insurance risk pool. Medicare retirees receive an explicit subsidy in the form of reduced premiums. Annually, the HCA administrator recommends an amount for the next calendar year's explicit subsidy for inclusion in the Governor's budget. The final amount is approved by the state Legislature. In calendar year 2016, the explicit subsidy was up to $150 per member per month, and it remained up to $150 per member per month in calendar years 2017 and 2018. This will increase in calendar year 2019 to up to $168 per member per month.

Contribution Information. Administrative costs as well as implicit and explicit subsidies are funded by required contributions (RCW 41.05.050) from participating employers. The subsidies provide monetary assistance for medical benefits.

Contributions are set each biennium as part of the budget process. The benefits are funded on a pay-as-you-go basis.

For calendar year 2017, the estimated monthly cost for PEBB benefits for each active employees (average across all plans and tiers) is as follows (expressed in dollars):

Required Premium*

Medical	$	1,024
Dental		79
Life		4
Long-term Disability		2
Total		1,109
Employer contribution		959
Employee contribution		151
Total	$	1,110

*Per 2017 PEBB Financial Projection Model 8.0. Per capita cost based on subscribers; includes non-Medicare risk pool only. Figures based on CY2017 which includes projected claims cost at the time of this reporting.

For information on the results of an actuarial valuation of the employer provided subsidies associated with the PEBB plan, refer to:
http://leg.wa.gov/osa/additionalservices/Pages/OPEB.aspx

Total OPEB Liability

As of June 30, 2018, the state reported a total OPEB liability of $5.83 billion. The College's proportionate share of the total OPEB liability is $9,963,191 This liability was determined based on a measurement date of June 30, 2017.

Actuarial Assumptions. Projections of benefits for financial reporting purposes are based on the terms of the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members (active employees and retirees) to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities, consistent with the long-term perspective of the calculations. The total OPEB liability was determined by an actuarial valuation as of January 1, 2017, using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation Rate	3%
Projected Salary Changes	3.75% Plus Service-Based Salary Increases
Health Care Trend Rates*	Trend rate assumptions vary slightly by medical plan. Initial rate is approximately 7%, reaching an ultimate rate of approximately 5% in 2080
Post-Retirement Participation Percentag	65%
Percentage with Spouse Coverage	45%

*For additional detail on the health care trend rates, please see Office of the State Actuary's 2017 OPEB Actuarial Valuation Report.

In projecting the growth of the explicit subsidy, the cap is assumed to remain constant until 2019, at which time the explicit subsidy cap is assumed to grow at the health care trend rates. The Legislature determines the value of cap and no future increases are guaranteed, however based on historical growth patterns, future increases to the cap are assumed.

Mortality rates were based on the RP-2000 Combined Healthy Table and Combined Disabled Table published by the Society of Actuaries. The Office of the State Actuary applied offsets to the base table and recognized future improvements in mortality by projecting the mortality rates using 100 percent Scale BB. Mortality rates are applied on a generational basis, meaning members are assumed to receive additional mortality improvements in each future year, throughout their lifetime.

Most demographic actuarial assumptions, including mortality and when members are expected to terminate and retire, were based on the results of the 2007-2012 Experience Study Report. The post-retirement participation percentage and percentage with spouse coverage, were reviewed in 2017. Economic assumptions, including inflation and salary increases, were based on the results of the 2015 Economic Experience Study.

Actuarial Methodology. The total OPEB liability was determined using the following methodologies:

Actuarial Valuation Date	1/1/2017
Actuarial Measurement Date	6/30/2017
Actuarial Cost Method	Entry Age
Amortization Method	The recognition period for the experience and assumption changes is 9 years. This is equal to the average expected remaining service lives of all active and inactive members.
Asset Valuation Method	N/A - No Assets

In order to calculate the beginning total OPEB liability balance under GASB 75, the January 1, 2017 actuarial valuation was projected backwards to the measurement date of June 30, 2016, while the ending balance was determined by projecting the January 1, 2017 valuation forward to June 30, 2017. Both the forward and backward projections reflect the plan's assumed service cost, assumed interest, and expected benefit payments.

Discount Rate. Since OPEB benefits are funded on a pay-as-you-go basis, the discount rate used to measure the total OPEB liability was set equal to the Bond Buyer General Obligation 20-Bond Municipal Bond Index, or 2.85 percent for the June 30, 2016 measurement date and 3.58 percent for the June 30, 2017 measurement date.
Additional detail on assumptions and methods can be found on OSA's website:
http://leg.wa.gov/osa/additionalservices/Pages/OPEB.aspx

Changes in Total OPEB Liability

As of June 30, 2018, components of the calculation of total OPEB lability determined in accordance with GASB Statement No. 75 for the College are represented in the following table:

Cascadia College		
Proportionate Share (%)		**0.1710177583%**
Service Cost	$	675,444
Interest Cost		316,382
Differences Between Expected and Actual Experienc		-
Changes in Assumptions*		(1,543,317)
Changes of Benefit Terms		-
Benefit Payments		(161,233)
Changes in Proportionate Share		365,656
Other		-
Net Change in Total OPEB Liability		(347,068)
Total OPEB Liability - Beginning		10,310,259
Total OPEB Liability - Ending	**$**	**9,963,191**

*The recognition period for these changes is nine years. This is equal to the average expected remaining service lives of all active and inactive members.

Changes in assumptions resulted from an increase in the Bond Buyer General Obligation 20-Bond Municipal Bond Index discount rate resulting in an overall decrease in total OPEB liability for the measurement date of June 30, 2017.

Sensitivity of the Total Liability to Changes in the Discount Rate. The following represents the total OPEB liability of the College, calculated using the discount rate of 3.58 percent as well as what the total OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower (2.58 percent) or 1 percentage point higher (4.58 percent) than the current rate:

Discount Rate Sensitivity		
1% Decrease	**Current Discount Rate**	**1% Increase**
$ 12,156,323	$ 9,963,191	$ 8,266,059

Sensitivity of Total OPEB Liability to Changes in the Health Care Cost Trend Rates. The following represents the total OPEB liability of the College, calculated using the health care trend rates of 7.00 percent decreasing to 5.00 percent, as well as what the total OPEB liability would be if it were calculated using health care trend rates that are 1 percentage point lower

(6.00 percent decreasing to 4.00 percent) or 1 percentage point higher (8.0 percent decreasing to 6.00 percent that the current rate:

Health Care Cost Trend Rate Sensitivity		
	Current	
1% Decrease	Discount Rate	1% Increase
$ 8,048,887	$ 9,963,191	$ 12,532,357

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ending June 30, 2018, the College will recognize OPEB expense of $860,361 OPEB expense consists of the following elements:

College Name		
Proportionate Share (%)		**17.10177583%**
Service Cost	$	675,444
Interest Cost		316,382
Amortization of Differences Between Expected and Actual Experience		-
Amortization of Changes in Assumptions		(171,480)
Changes of Benefit Terms		-
Amortization of Changes in Proportion		40,015
Administrative Expenses		-
Total OPEB Expense	**$**	**860,361**

As of June 30, 2018, the deferred inflows and deferred outflows of resources for the College are as follows:

Cascadia College				
Proportionate Share (%)		**17.1017758300%**		
Deferred Inflows/Outflows of Resources		**Deferred Inflows**		**Deferred Outflows**
Difference between expected and actual experience	$	-	$	-
Changes in assumptions		1,371,837		-
Transactions subsequent to the measurement date		-		157,674
Changes in proportion		-		320,119
Total Deferred Inflows/Outflows	**$**	**1,371,837**	**$**	**477,793**

Amounts reported as deferred outflow of resources related to OPEB resulting from transactions subsequent to the measurement date will be recognized as a reduction of total OPEB liability in the year ended June 30, 2019. Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized as OPEB expense in subsequent years for the College as follows:

Proportionate Share (%)	17.1017758300%
2019	$ (131,465)
2020	$ (131,465)
2021	$ (131,465)
2022	$ (131,465)
2023	$ (131,465)
Thereafter	$ (394,393)

The change in the College's proportionate share of OPEB liability and deferred inflows and deferred outflows of resources based on measurement date are representing in the following table:

Proportionate Share (%) 2016	**0.1651603051%**
Proportionate Share (%) 2017	**0.1710177583%**
Total OPEB Liability - Ending 2016	$ 10,310,259
Total OPEB Liability - Beginning 2017	10,675,915
Total OPEB Liability Change in Proportion	365,656
Total Deferred Inflows/Outflows - 2016	155,711
Total Deferred Inflows/Outflows - 2017	161,233
Total Deferred Inflows/Outflows Change in Proportion	5,522
Total Change in Proportion	**$ 360,134**

Note 19 - Operating Expenses by Program

In the Statement of Revenues, Expenses and Changes in Net Position, operating expenses are displayed by natural classifications, such as salaries, benefits, and supplies. The table below summarizes operating expenses by program or function such as instruction, research, and academic support. The following table lists operating expenses by program for the year ending June 30, 2018.

Expenses by Functional Classification		
Instruction	$	11,549,879
Academic Support Services		2,656,730
Student Services		4,014,702
Institutional Support		4,368,645
Operations and Maintenance of Plant		2,525,228
Scholarships and Other Student Financial Aid		97,538
Auxiliary enterprises		585,467
Student Financial Aid		1,317,823
Depreciation		2,500,824
Total operating expenses	**$**	**29,616,836**

Note 20 - Commitments and Contingencies

The College is engaged in various legal actions in the ordinary course of business. Management does not believe the ultimate outcome of these actions will have a material adverse effect on the financial statement.

Required Supplementary Information
Other Postemployment Benefits Information

Schedule of Changes in Total OPEB Liability and Related Ratios Cascadia College Fiscal Year Ended June 30		
Total OPEB Liability		**2018**
Service cost	$	675,444
Interest cost		316,382
Difference between expected and actual experience		-
Changes in assumptions		(1,543,317)
Changes in benefit terms		-
Benefit payments		(161,233)
Changes in proportionate share		365,656
Other		-
Net Changes in Total OPEB Liability	$	(347,068)
Total OPEB Liability - Beginning	$	10,310,259
Total OPEB Liability - Ending	$	9,963,191
College's proportion of the Total OPEB Liability (%)		0.17101776%
Covered-employee payroll	**$**	**11,122,062**
Total OPEB Liability as a percentage of covered-employee payroll		89.580430%

This schedule is to be built prospectively until it contains ten years of data.

Notes to Required Supplementary Information

The Public Employee's Benefits Board (PEBB) OPEB plan does not have assets in trusts or equivalent arrangements and is funded on a pay-as-you-go basis. Potential factors that may significantly affect trends in amounts reported include changes to the discount rate, health care trend rates, salary projections, and participation percentages.

Required Supplementary Information

Pension Plan Information

Cost Sharing Employer Plans

Schedules of Cascadia College's Proportionate Share of the Net Pension Liability

Schedule of Cascadia College's Share of the Net Pension Liability

Public Employees' Retirement System (PERS) Plan 1

Measurement Date of June 30

Fiscal Year	College's proportion of the net pension liability	College proportionate share of the net pension liability	College covered payroll	College's proportionate share of the net pension liability as a percentage of its covered payroll	Plan's fiduciary net position as a percentage of the total pension liability
2014	0.013301%	$ 670,044	$ 1,413,250	47.41%	61.19%
2015	0.012596%	$ 658,888	$ 1,414,377	46.59%	59.10%
2016	0.012696%	$ 681,835	$ 1,515,129	45.00%	57.03%
2017	0.011323%	$ 537,275	$ 1,434,545	37.45%	61.24%
2018	0.011646%	$ 520,114	$ 1,556,417	33.42%	63.22%
2019					
2020					
2021					
2022					
2023					

*These schedules are to be built prospectively until they contain 10 years of data.

Cost Sharing Employer Plans

Schedules of Cascadia College's Proportionate Share of the Net Pension Liability

Schedule of Cascadia College's Share of the Net Pension Liability Public Employees' Retirement System (PERS) Plan 2/3 Measurement Date of June 30					
Fiscal Year	College's proportion of the net pension liability	College proportionate share of the net pension liability	College covered payroll	College's proportionate share of the net pension liability as a percentage of its covered payroll	Plan's fiduciary net position as a percentage of the total pension liability
2014	0.016142%	$ 326,288	$ 1,376,496	23.70%	93.29%
2015	0.015484%	$ 553,252	$ 1,384,905	39.95%	89.20%
2016	0.016267%	$ 819,031	$ 1,515,129	54.06%	85.82%
2017	0.014568%	$ 506,183	$ 1,434,545	35.29%	90.97%
2018	0.014948%	$ 255,224	$ 1,556,417	16.40%	95.77%
2019					
2020					
2021					
2022					
2023					

*These schedules are to be built prospectively until they contain 10 years of data.

Cost Sharing Employer Plans

Schedules of Cascadia College's Proportionate Share of the Net Pension Liability

Schedule of Cascadia College's Share of the Net Pension Liability

Teachers' Retirement System (TRS) Plan 1

Measurement Date of June 30

Fiscal Year	College's proportion of the net pension liability	College proportionate share of the net pension liability	College covered payroll	College's proportionate share of the net pension liability as a percentage of its covered payroll	Plan's fiduciary net position as a percentage of the total pension liability
2014	0.000000%	$ -	$ -	0.00%	68.77%
2015	0.000760%	$ 24,078	$ 39,680	60.68%	65.70%
2016	0.000931%	$ 31,787	$ 44,065	72.14%	62.07%
2017	0.002124%	$ 64,227	$ 119,328	53.82%	65.58%
2018	0.002069%	$ 60,427	$ 120,754	50.04%	66.52%
2019					
2020					
2021					
2022					
2023					

*These schedules are to be built prospectively until they contain 10 years of data.

Cost Sharing Employer Plans

Schedules of Cascadia College's Proportionate Share of the Net Pension Liability

Schedule of Cascadia College's Share of the Net Pension Liability Teachers' Retirement System (TRS) Plan 2/3 Measurement Date of June 30					
Fiscal Year	College's proportion of the net pension liability	College proportionate share of the net pension liability	College covered payroll	College's proportionate share of the net pension liability as a percentage of its covered payroll	Plan's fiduciary net position as a percentage of the total pension liability
2014	0.000000%	$ -	$ -	0.00%	96.81%
2015	0.000812%	$ 6,852	$ 39,679	17.27%	92.48%
2016	0.000940%	$ 12,909	$ 44,065	29.30%	88.72%
2017	0.002176%	$ 20,086	$ 119,328	16.83%	93.14%
2018	0.002106%	$ 9,479	$ 120,754	7.85%	96.88%
2019					
2020					
2021					
2022					
2023					

*These schedules are to be built prospectively until they contain 10 years of data.

Pension Plan Information

Cost Sharing Employer Plans
Schedules of Contributions

Schedule of Contributions Public Employees' Retirement System (PERS) Plan 1 Fiscal Year Ended June 30					
Fiscal Year	Contractually Required Contributions	Contributions in relation to the Contractually Required Contributions	Contribution deficiency (excess)	Covered payroll	Contributions as a percentage of covered payroll
2014	$ 58,878	$ 58,878	$ -	$ 1,413,250	4.17%
2015	$ 57,894	$ 57,894	$ -	$ 1,414,377	4.09%
2016	$ 71,999	$ 71,999	$ -	$ 1,515,129	4.75%
2017	$ 68,109	$ 68,109	$ -	$ 1,434,545	4.75%
2018	$ 77,847	$ 77,847	$ -	$ 1,556,417	5.00%
2019					
2020					
2021					
2022					
2023					

Notes: These schedules will be built prospectively until they contain 10 years of data.

Cost Sharing Employer Plans
Schedules of Contributions

Schedule of Contributions Public Emplyees' Retirement System (PERS) Plan 2/3 Fiscal Year Ended June 30					
Fiscal Year	Contractually Required Contributions	Contributions in relation to the Contractually Required Contributions	Contribution deficiency (excess)	Covered payroll	Contributions as a percentage of covered payroll
2014	$ 68,189	$ 68,189	$ -	$ 1,376,496	4.95%
2015	$ 68,972	$ 68,972	$ -	$ 1,384,905	4.98%
2016	$ 93,909	$ 93,909	$ -	$ 1,515,129	6.20%
2017	$ 88,982	$ 88,982	$ -	$ 1,434,545	6.20%
2018	$ 115,343	$ 115,343	$ -	$ 1,556,417	7.41%
2019					
2020					
2021					
2022					
2023					

Notes: These schedules will be built prospectively until they contain 10 years of data.

Cost Sharing Employer Plans
Schedules of Contributions

Schedule of Contributions Teachers' Retirement System (TRS) Plan 1 Fiscal Year Ended June 30					
Fiscal Year	Contractually Required Contributions	Contributions in relation to the Contractually Required Contributions	Contribution deficiency (excess)	Covered payroll	Contributions as a percentage of covered payroll
2014	$ -	$ -	$ -	$ -	0.00%
2015	$ 1,701	$ 1,701	$ -	$ 39,680	4.29%
2016	$ 2,830	$ 2,830	$ -	$ 44,065	6.42%
2017	$ 7,434	$ 7,434	$ -	$ 119,328	6.23%
2018	$ 8,604	$ 8,604	$ -	$ 120,754	7.13%
2019					
2020					
2021					
2022					
2023					

Notes: These schedules will be built prospectively until they contain 10 years of data.

Cost Sharing Employer Plans
Schedules of Contributions

Schedule of Contributions Teachers' Retirement System (TRS) Plan 2/3 Fiscal Year Ended June 30					
Fiscal Year	Contractually Required Contributions	Contributions in relation to the Contractually Required Contributions	Contribution deficiency (excess)	Covered payroll	Contributions as a percentage of covered payroll
2014	$ -	$ -	$ -	$ -	0.00%
2015	$ 2,158	$ 2,158	$ -	$ 39,680	5.44%
2016	$ 3,069	$ 3,069	$ -	$ 44,065	6.97%
2017	$ 8,019	$ 8,019	$ -	$ 119,328	6.72%
2018	$ 9,364	$ 9,364	$ -	$ 120,754	7.75%
2019					
2020					
2021					
2022					
2023					

Notes: These schedules will be built prospectively until they contain 10 years of data.

State Board Supplemental Defined Benefit Plans

Schedule of Changes in the Total Pension Liability and Related Ratios
State board Supplemental Retirement Plan
Cascadia College
Fiscal Year Ended June 30
(expressed in thousands)

	2017	2018
Total Pension Liability		
Service Cost	$ 91,859	$ 66,715
Interest	59,589	61,311
Changes of benefit terms	-	-
Differences between expected and actual experience	(429,636)	(181,336)
Changes of assumptions	(101,406)	(61,346)
Benefit Payments	(15,296)	(22,663)
Change in proportionate share of TPL		45,178
Other	-	-
Net Change in Total Pension Liability	**(394,890)**	**(92,141)**
Total Pension Liability - Beginning	**2,006,704**	**1,611,814**
Total Pension Liability - Ending	**$ 1,611,814**	**$ 1,519,673**
College's Proportion of the Pension Liability	1.69575%	1.743284%
Covered-employee payroll	$ 9,799,143	$ 10,183,170
Total Pension Liability as a percentage of covered-employee p	0.164485159	0.14923375

Notes: These schedules will be built prospectively until they contain 10 years of data.

State Board Supplemental Defined Benefit Plans
Notes to Required Supplementary Information

The State Board Supplemental Retirement Plans are financed on a pay-as-you-go basis. State institutions of higher education make direct payments to qualifying retirees when the retirement benefits provided by the fund sponsors do not meet the benefit goals, no assets are accumulated in trusts or equivalent arrangements. Potential factors that may significantly affect trends in amounts reported include changes to the discount rate, salary growth, and the variable income investment return.

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments as well as fraud, state whistleblower and citizen hotline investigations.

The results of our work are widely distributed through a variety of reports, which are available on our website and through our free, electronic subscription service.

We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

Contact information for the State Auditor's Office	
Public Records requests	PublicRecords@sao.wa.gov
Main telephone	(360) 902-0370
Toll-free Citizen Hotline	(866) 902-3900
Website	www.sao.wa.gov

Cascadia College Board of Trustees

Discussion/Presentation Items

Subject: Revenue Report

Background

This presentation will be update the Board on research conducted by the college president over the past 18 months. Interviews were conducted with college stakeholders, including City Managers, the business community, and the campus community. Ideas were generated and reviewed. The presentation will report on the findings and future suggested directions.

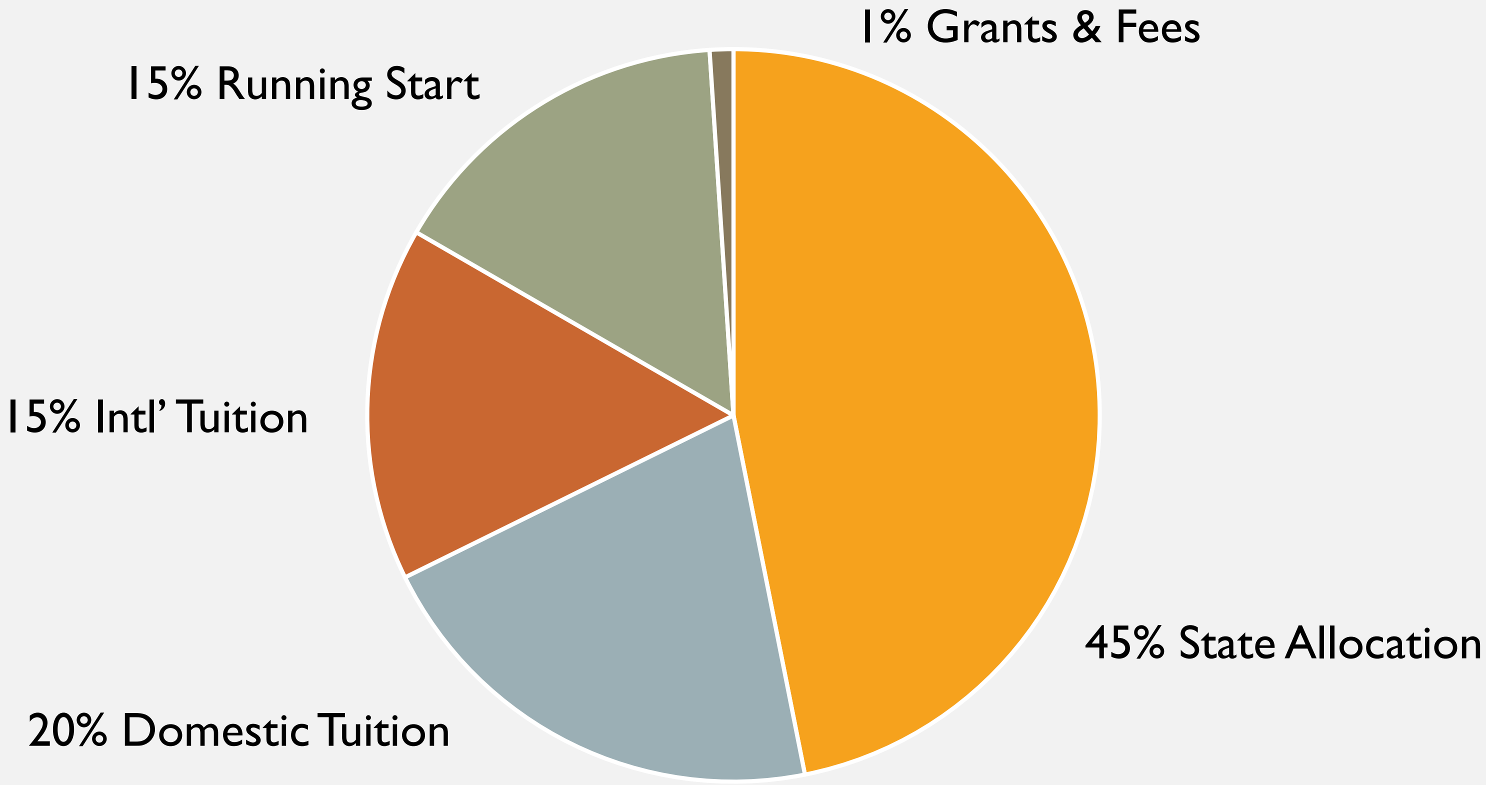
Discussion

President Murray will be available to answer any questions the Board may have on this item.

REVENUE OPPORTUNITIES AND CHALLENGES

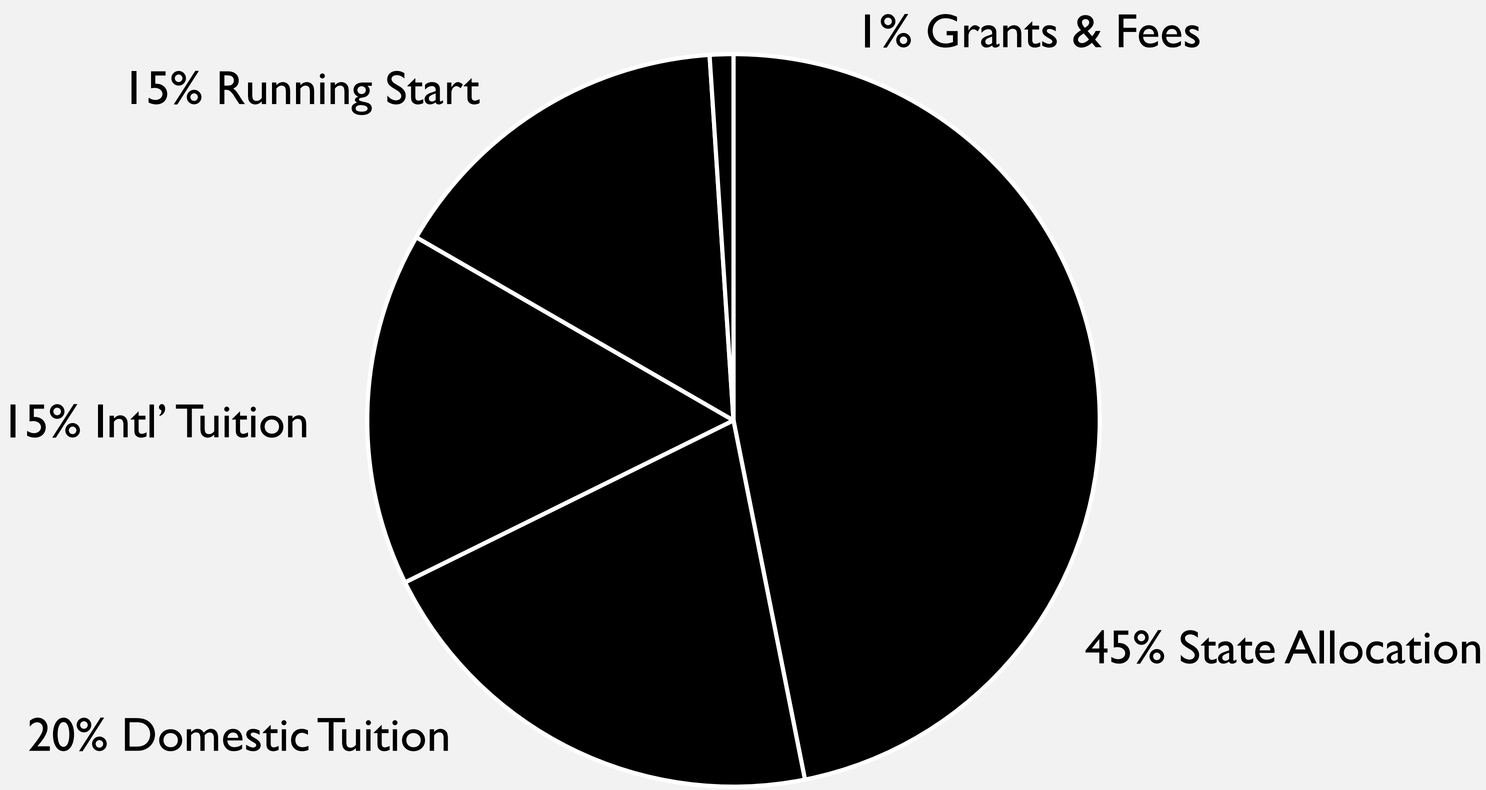
Cascadia College, April 2019

REVENUE SOURCES



REVENUE WE CONTROL

Enrollment



Tuition & State Allocation

HOW DID WE EXPLORE THE OPTIONS?

- City Meetings
- Business Leader Lunches
- Campus Forums
- Experts

HOW DID WE EXPLORE THE OPTIONS?

- List our commodities and resources
- 50+ ideas (Handout)
- No limitations during this phase

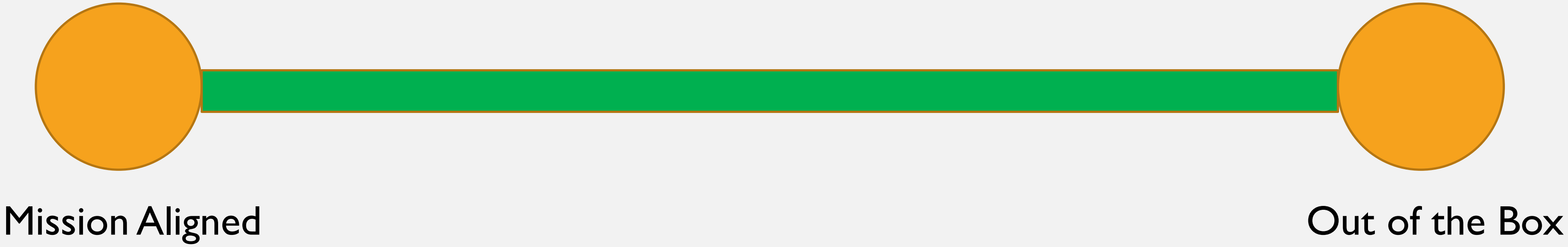
HOW DID WE EXPLORE THE OPTIONS?

- Framework

  - Capital Investment — Limited Reserves
  - Human Investment — No one with time
  - Physical Capacity — Space, Overhead
  - Timing — ST vs. LT
  - ROI — 6-figure return
  - Mission Alignment

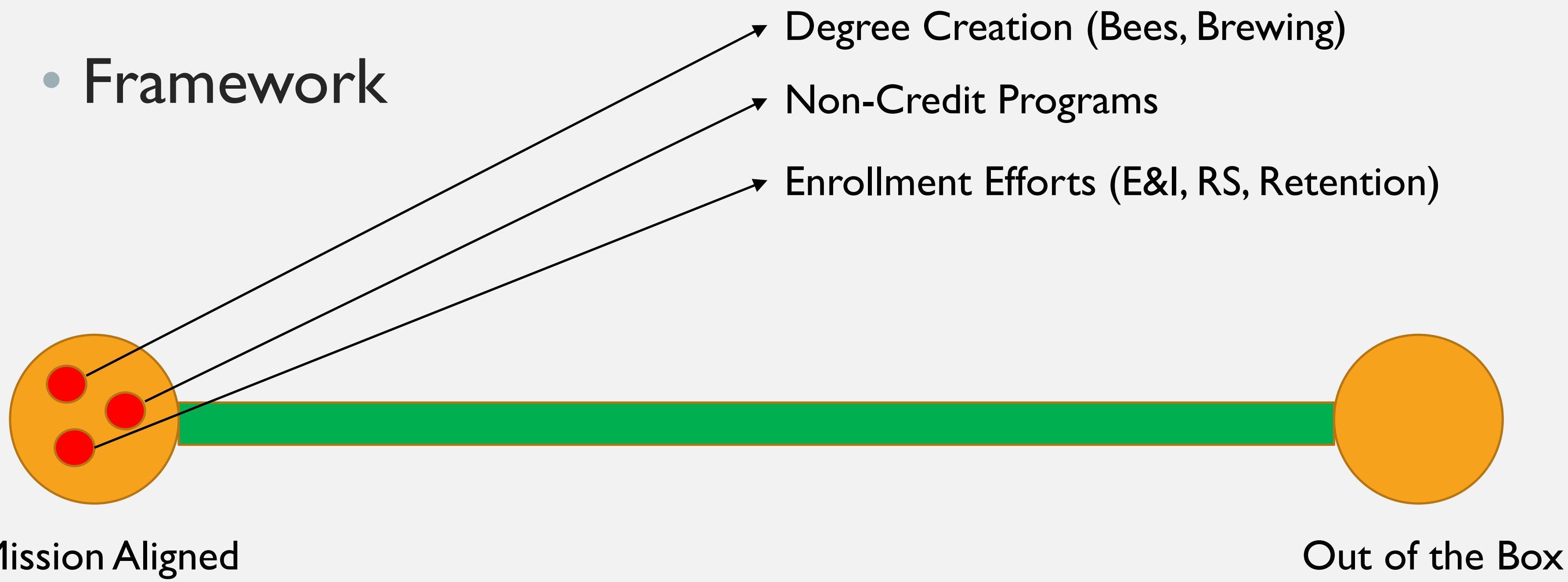
HOW DID WE EXPLORE THE OPTIONS?

- Framework



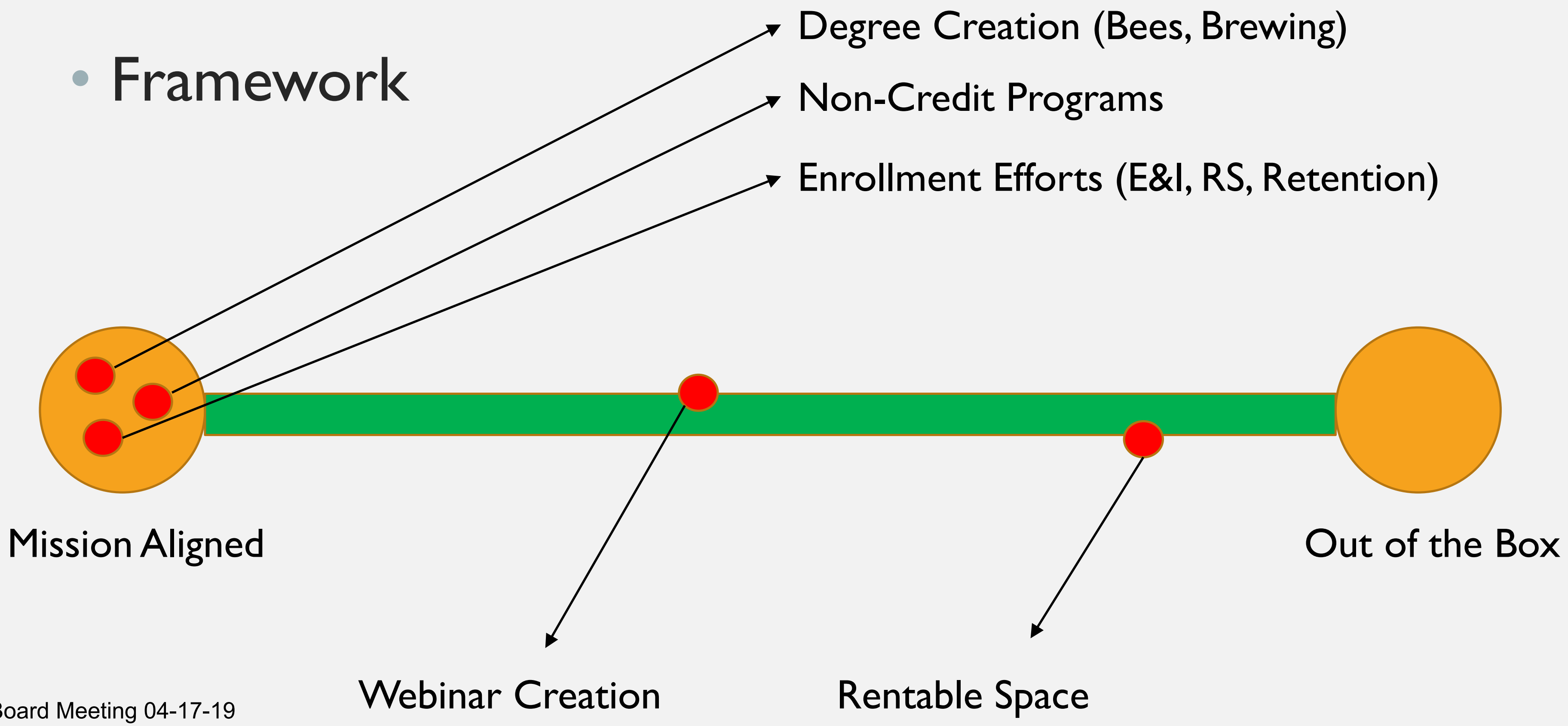
HOW DID WE EXPLORE THE OPTIONS?

- Framework



HOW DID WE EXPLORE THE OPTIONS?

- Framework



ROI ON STUDENT RETENTION

One state-supported student is $3172 in tuition.

(plus opportunities to improve Student Achievement Points and allocation model)

One Running Start student (FTE) is $7758 in tuition.

One International student is $6145 tuition.

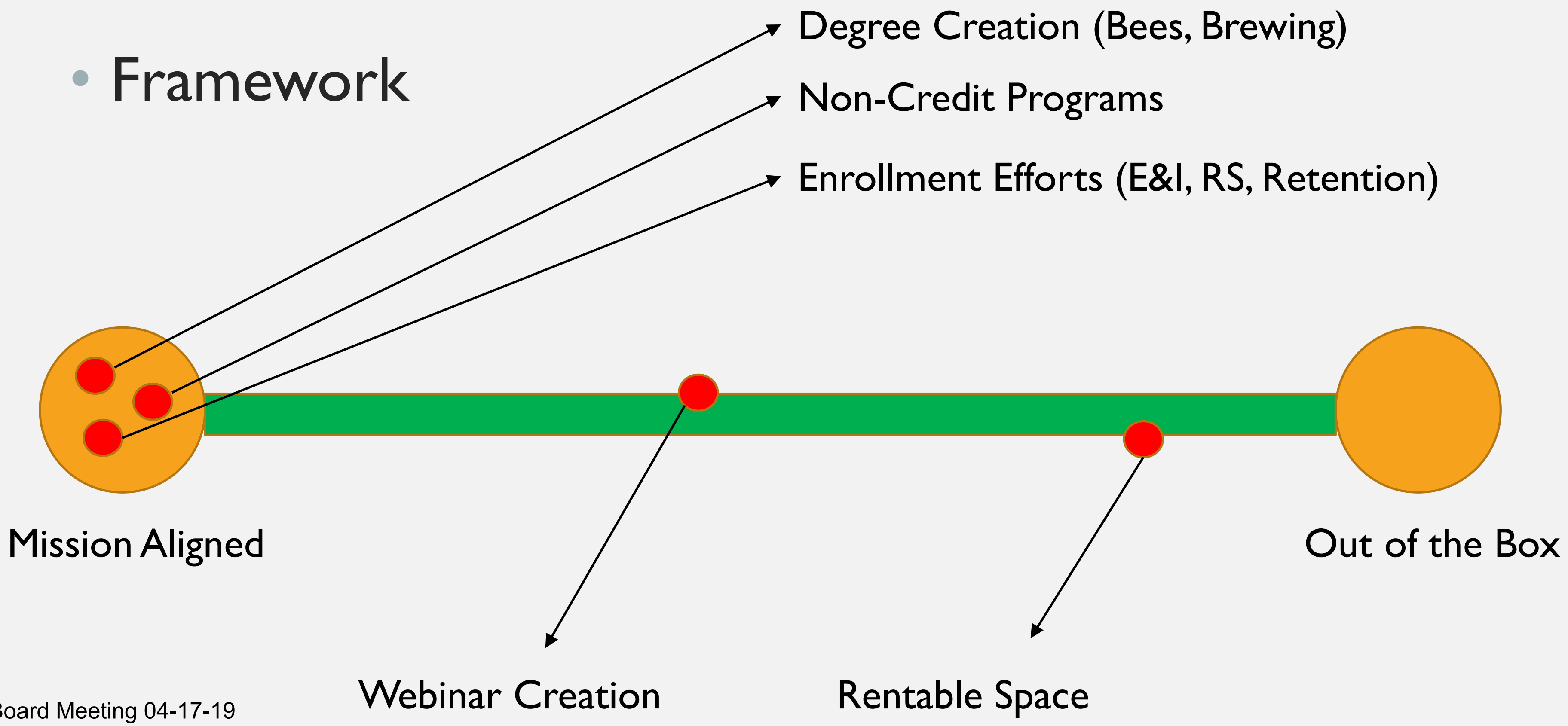
ROI ON STUDENT RETENTION

100 Running Start Students = $775,800

200 State Students = $634,400

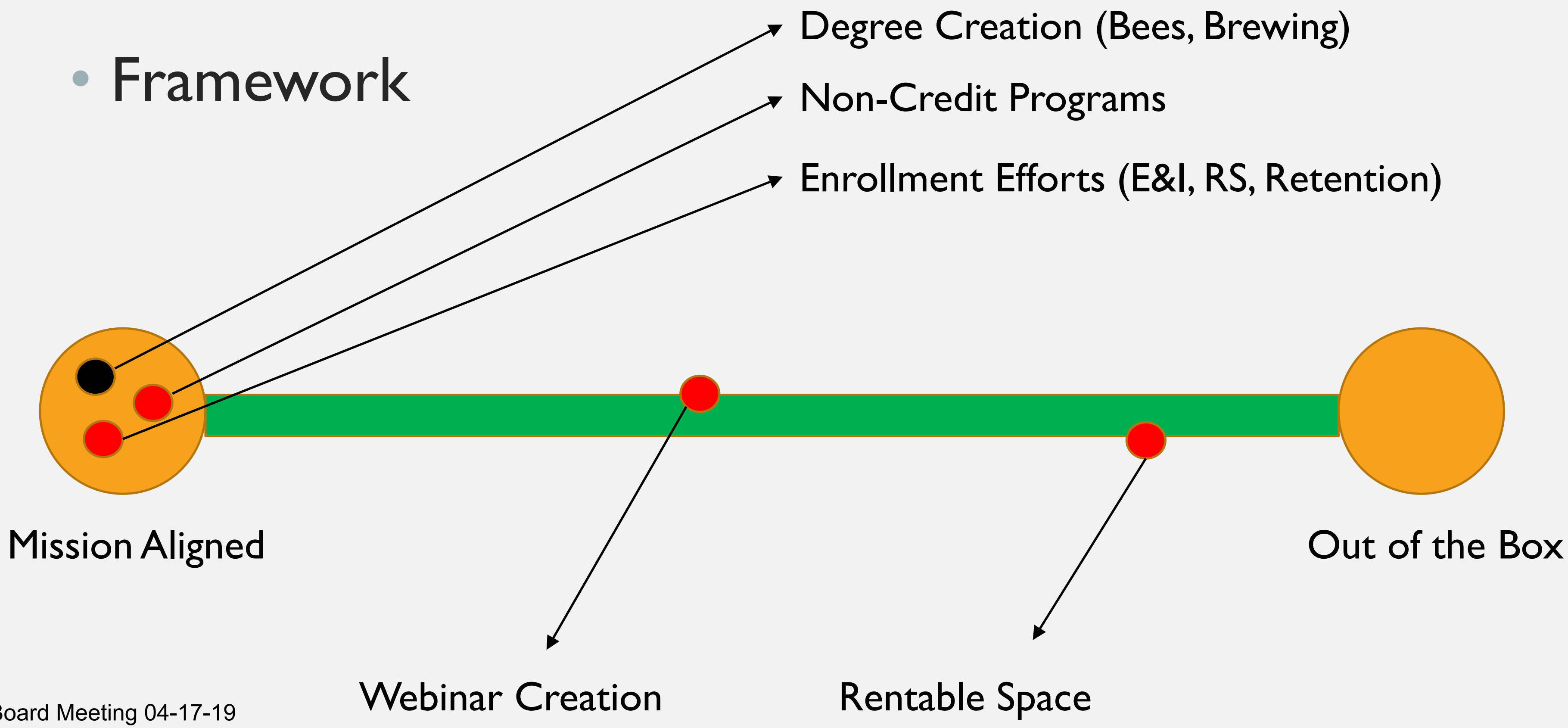
HOW DID WE EXPLORE THE OPTIONS?

- Framework



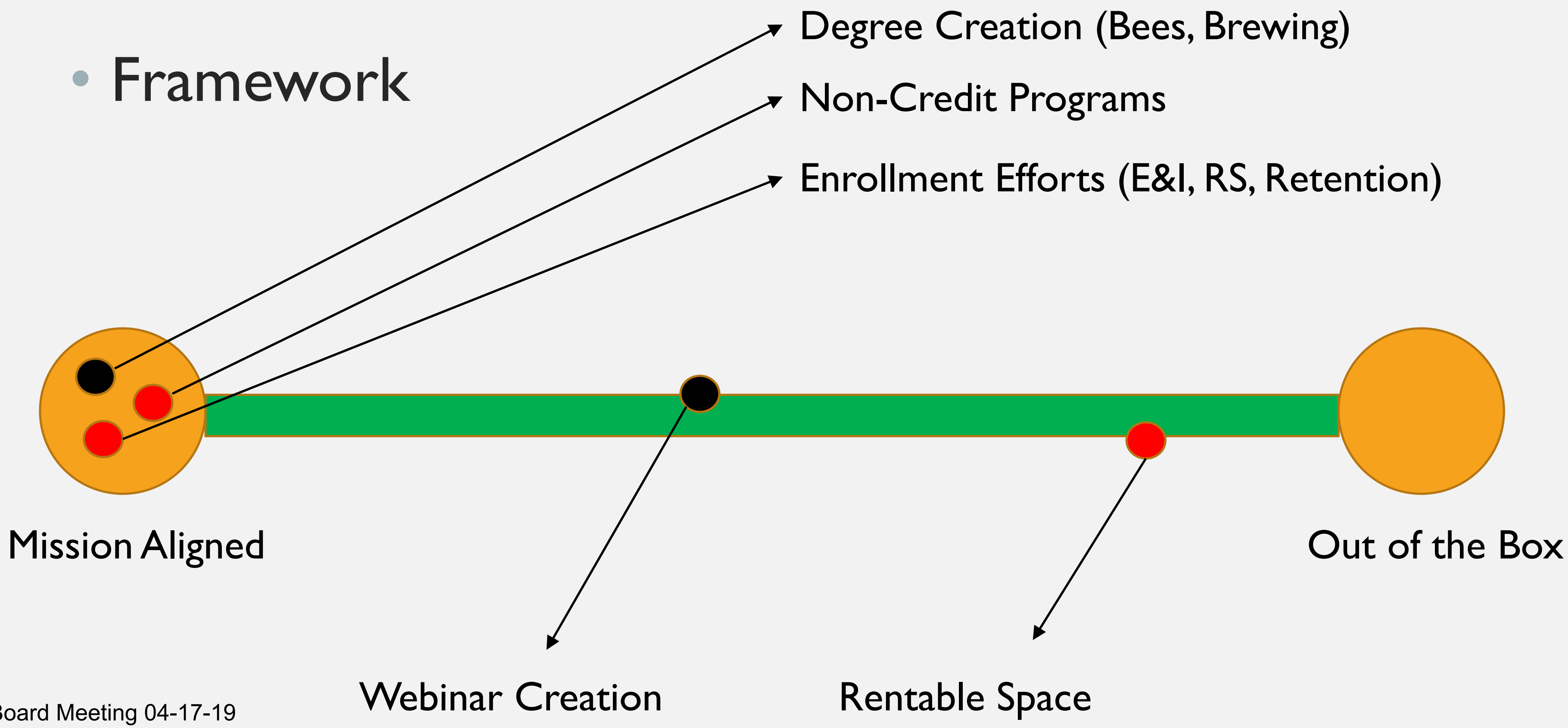
HOW DID WE EXPLORE THE OPTIONS?

- Framework



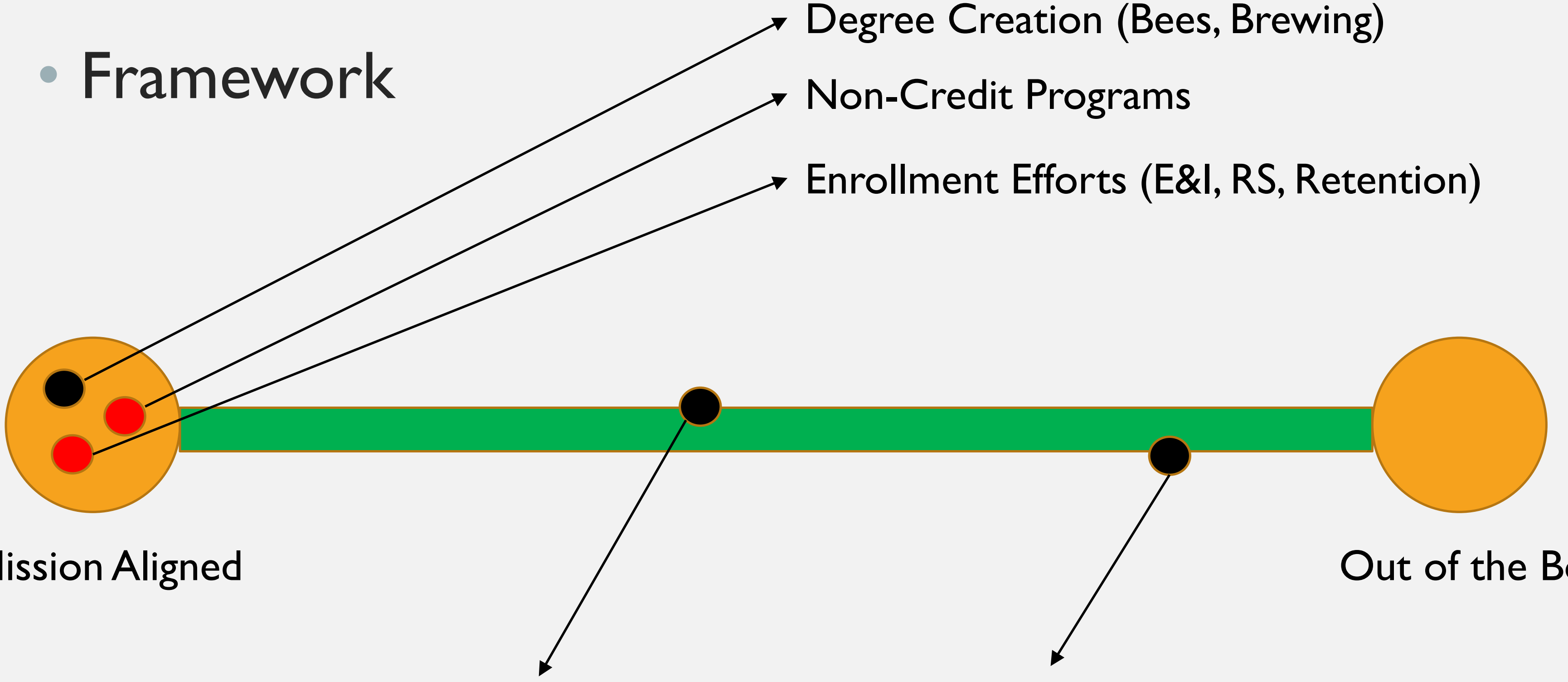
HOW DID WE EXPLORE THE OPTIONS?

- Framework



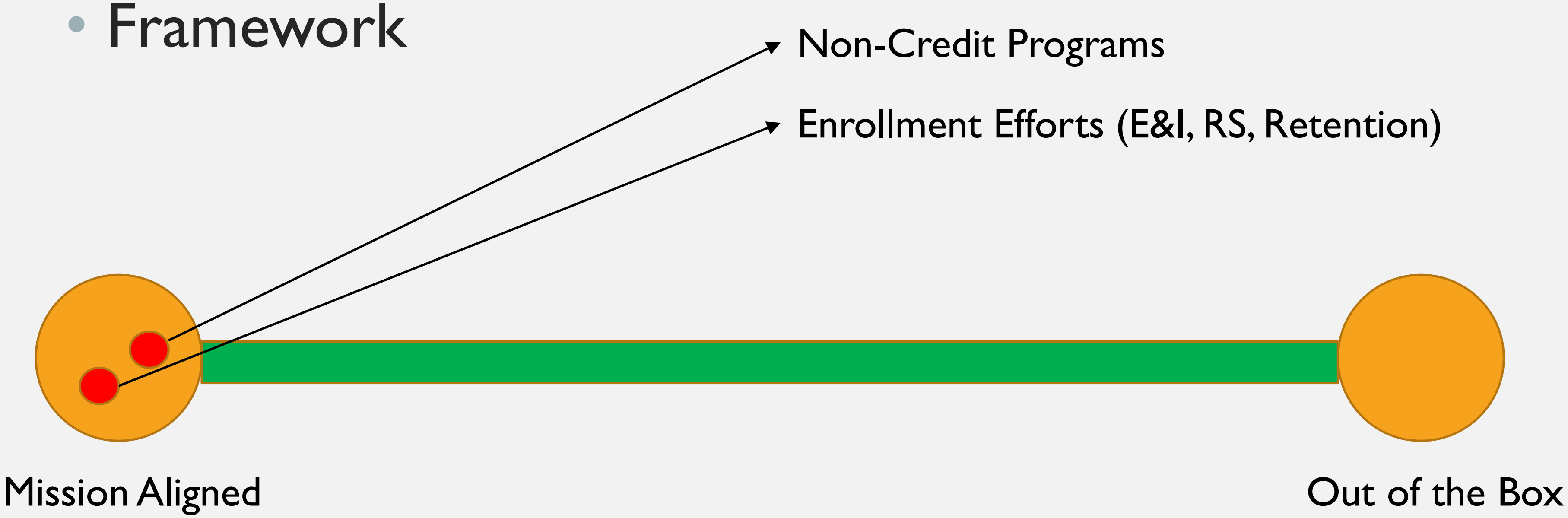
HOW DID WE EXPLORE THE OPTIONS?

- Framework

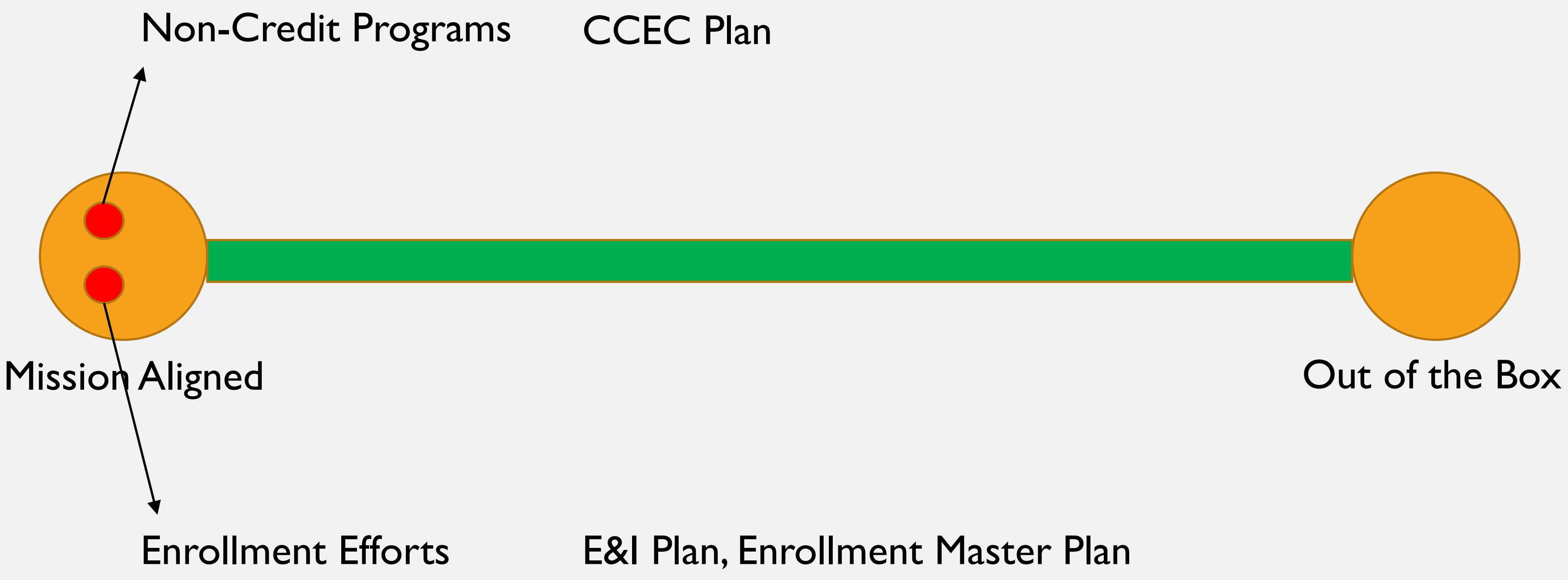


HOW DID WE EXPLORE THE OPTIONS?

- Framework



THE REMAINING OPTIONS



ENROLLMENT EFFORTS
3 PLAN APPROACH

June	E&I Plan
Sept Retreat	Enrollment Master Plan
October	CCEC Plan

Enrollment Master Plan:

- Scheduling & Pathways
- Recruitment
  - branding registration
  - hosting high school SOC conferences
- Retention
  - foundation support
  - retention adviser
  - mentorship

Cascadia College Board of Trustees

Discussion/Presentation Items

Subject: Budget Briefing 2

Background

This presentation will be the second briefing to the Board on the 2019-2020 budget. The intent of the presentation is to provide the Board with financial context prior to its consideration of the proposed 2019-2020 budget. The following topics will be covered:

- Washington State finances and higher education funding implications
- SBCTC's allocation model for the distribution of State funding to community colleges
- Enrollment projections and revenue implications
- Known non-discretionary expense increases
- Cascadia's replacement plans and opportunities for reducing their cost

Discussion

President Murray and Martin Logan, Interim VP of Administrative Services/HR will be available to answer any questions the Board may have on this item.

Cascadia College Board of Trustees

Action Items

Subject: WAC Revisions – Chapter 132Z-116 – Parking & Traffic Rules (1st Read)

Background

- UWB Commuter Services updated their WAC Chapter WAC 478-116 Parking & Traffic Rules as follows:
  - Clarifying that license plate numbers will be required upon request, a section was added to clarify responsible parties, and a section was added for abandoned vehicles and impound release procedures, missing license plates, and responsibility of citations. Other housekeeping edits were also made.
- UWB and Cascadia mirror each other WAC's on certain subjects and this is one of them so UWB requested that we revise our WAC 132Z-116 Parking & Traffic Rules to mirror their WAC 478-116 Parking & Traffic Rules.
- On December 5, 2017 Cascadia College filed the CR-101 for Cascadia Parking & Traffic Rules with the Code Reviser's Office.
  - Filed in Washington State Register 17-24-093
- On March 1, 2019 Cascadia College filed the CR-102 for Cascadia Parking & Traffic Rules with the Code Reviser's Office.
  - Filed in Washington State Register 19-06-034

Attached is Cascadia's WAC Chapter 132Z-116 with track changes that was sent to the Code Revisers' Office. These changes mirror UWB's WAC 478-116.

A joint public hearing with UWB and Cascadia College's Rules Coordinators, with copies of the proposed rules, will be held at 10:00 a.m., Wednesday, April 24th, at the North Creek Events Center.

- On April 8th the announcement of the public hearing was listed in *The Daily* and on April 15th in *UW Today* and also sent via email version of *UW Today* on April 16th.
- On April 11th the announcement of the public hearing was sent to all Cascadia Employees, all Cascadia Students, and was posted on Canvas.

Recommendation

This item will be brought back to the Board for a 2nd Read/Action at the May 22nd meeting after the April 24th Public Hearing noting any comments received from the public hearing.

Alan Smith, AAG and Vicki Newton, Rules Coordinator will be available to answer any questions the Board may have on this item.

PART I
AUTHORITY, GENERAL INFORMATION, AND DEFINITIONS

AMENDATORY SECTION (Amending WSR 15-07-109, filed 3/18/15, effective 4/18/15)

WAC 132Z-116-010 Objectives of parking and traffic rules. The objectives of these rules are:

(1) To protect and control pedestrian and vehicular traffic on the campus of University of Washington, Bothell and Cascadia College.

(2) To ((~~assure~~)) ensure access at all times for emergency equipment.

(3) To minimize traffic disturbances.

(4) To facilitate the operation of the institutions by ((~~assuring~~)) ensuring access to vehicles.

(5) To allocate limited parking space for the most efficient use.

(6) To protect state property.

(7) To encourage and support travel to the campus by means other than single occupancy vehicle.

NEW SECTION

WAC 132Z-116-012 Knowledge of parking and traffic rules. It is the responsibility of all individuals parking or operating a vehicle on the campus to comply with these rules. Lack of knowledge of these rules shall not be grounds for the dismissal of any citation for a violation of the parking or traffic rules.

AMENDATORY SECTION (Amending WSR 15-07-109, filed 3/18/15, effective 4/18/15)

WAC 132Z-116-020 Definitions. The following definitions apply to this chapter:

((~~(1) Campus: The colocated campus of University of Washington, Bothell and Cascadia College.~~

~~(2) College: Cascadia College, and collectively those responsible for its control and operations.~~

~~(3) Employee: An employee of the college or the university.~~

~~(4) Institutions: The college and the university.~~

~~(5) Public safety officers: Employees of the college or the university who are responsible for campus security, safety, and parking and traffic control.~~

~~(6) Student: A person enrolled in the college or the university.~~

~~(7) University: The University of Washington, Bothell, and collectively those responsible for its control and operations.~~

~~(8) Vehicle: An automobile, truck, motorcycle, motorized scooter, or bicycle.~~

~~(9) Visitor: A person who is neither an employee nor a student of the college or the university.~~)) (1) **Authorized valid payment**: Any payment accepted by commuter services, including the online, mobile application, and pay stations.

(2) **Bicycle**: Any device defined as a bicycle in RCW 46.04.071.

(3) **Campus**: The colocated campus of University of Washington, Bothell and Cascadia College to include those lands and leased facilities where parking is managed or controlled by commuter services.

(4) **Campus safety officers**: Employees of the college or the university who are responsible for campus security, safety, parking, and traffic control.

(5) **Carpool**: A group of two or more employees or students who commute to campus in the same vehicle and complete the campus commuter services carpool registration process.

(6) **Citation**: Formal written notice of a parking violation.

(7) **College**: Cascadia College, and collectively those responsible for its control and operations.

(8) **Commuter services**: The campus department that manages and maintains parking facilities, issues parking products, issues citations, processes citation appeals, and collects fees and fines.

(9) **Day**: Unless otherwise specified, the term "day" refers to a calendar day.

(10) **Disability parking**: See persons with a disability.

(11) **Disability zone/area**: A parking zone designated for exclusive use by persons with a disability and identified with a sign bearing the associated international symbol.

(12) **Electric assisted bicycle**: As defined under RCW 46.04.169.

(13) **Employee**: Any individual hired as or appointed to the faculty, staff, or administration of the college or university.

(14) **Fee**: A charge for the use of services provided and facilities managed by commuter services.

(15) **Fine**: Monetary penalty for a parking violation.

(16) **Immobilization**: The attachment of a device to a parked motor vehicle so that the vehicle cannot be moved.

(17) **Impoundment**: The removal of the vehicle to a storage facility by an authorized agent of campus safety, commuter services, or an authorized agent of commuter services.

(18) **Institutions**: The college and the university.

(19) **License plate recognition (LPR)**: Technology that uses optical character recognition to automatically read license plate characters.

(20) **Meter**: A single fixed device that registers and collects payment for the length of time a vehicle occupies a single parking space. A meter does not produce a receipt, physical permit, or virtual permit. A meter is not a permit issuance machine.

(21) **Moped**: As defined under RCW 46.04.304.

(22) **Motorcycle**: As defined under RCW 46.04.330.

(23) **Motor vehicle**: As defined under RCW 46.04.320.

(24) **Nonmotorized vehicle**: A device other than a motor vehicle used to transport persons including, but not limited to, bicycles, skateboards, in-line skates, hover boards, personal conveyance devices, and roller skates.

(25) **Operator or driver**: Every person who drives or is in actual physical control of a motor vehicle or nonmotorized vehicle.

(26) **Overtime parking**: The occupation by a vehicle of a time-limited space beyond the posted time limit or time provided on a permit, meter, or permit-issuance machine.

(27) **Parking product**: A product issued by commuter services to manage motorized and nonmotorized access to the campus. Parking products include, but are not limited to, visual permits, virtual permits, access to bicycle lockers and other bicycle parking facilities, and parking access cards.

(28) **Parking space**: A space for parking one motor vehicle normally designated by lines painted on either side of the space, a wheel stop positioned in the front of the space, a sign or signs, or other markings.

(29) **Pay station**: A commuter services deployed and managed machine that issues virtual permits.

(30) **Permit**: A visual permit or virtual permit.

(31) **Persons with disability**: For the purpose of this chapter, persons with disability shall refer to a person or persons with a disability or disabilities who qualify for a state-issued individual with disabilities parking identification and permit.

(32) **Registered owner**: The person who has the lawful right of possession of a vehicle most recently recorded with any state department of licensing.

(33) **Roller skate/in-line skate**: A device used to attach wheels to the foot or feet of a person.

(34) **Skateboard**: Any oblong board of whatever composition, with a pair of wheels at each end, which may be ridden by a person.

(35) **Student**: A person enrolled in the college or the university.

(36) **Traffic**: The movement of motorized vehicles, nonmotorized vehicles and pedestrians in an area or along a street as is defined in RCW 46.04.590.

(37) **University**: The University of Washington, Bothell, and collectively those responsible for its control and operations.

(38) **Vehicle**: As defined under RCW 46.04.670.

(39) **Virtual permit**: An authorization to park, issued by commuter services, or an authorized agent, that is associated with a vehicle's license plate.

(40) **Visitor**: A person who is neither an employee nor a student of the university or college and who only visits campus on an occasional basis.

(41) **Visual permit**: A physical permit issued by campus commuter services that when properly filled out and displayed according to instructions, authorizes a vehicle to park on campus.

AMENDATORY SECTION (Amending WSR 02-11-048, filed 5/9/02, effective 6/9/02)

WAC 132Z-116-030 Applicable parking and traffic rules. The applicable parking and traffic rules upon the campus are:

(1) The motor vehicle and other traffic laws of the state of Washington, Title 46 RCW.

(2) The ((~~traffic code of the city of Bothell.~~

~~(3) The parking and traffic rules in this chapter. If the Washington laws or the Bothell traffic code conflicts with these rules, the Washington laws or the Bothell traffic code shall govern~~)) parking and traffic rules in this chapter and chapter 478-117 WAC.

NEW SECTION

WAC 132Z-116-035 Severability—Savings clause. If any provision of this chapter, or its application to any person or circumstance is held invalid, the remainder of the chapter, or the application of the provision to other persons or circumstances is not affected.

AMENDATORY SECTION (Amending WSR 02-11-048, filed 5/9/02, effective 6/9/02)

WAC 132Z-116-040 Enforcement of parking and traffic rules. The institutions share responsibility for parking and traffic management on campus. Duly appointed ((~~public~~)) campus safety officers, designated commuter services employees, or independent contractors hired by the institutions are authorized to enforce these parking and traffic rules and may conduct traffic control on campus.

NEW SECTION

WAC 132Z-116-042 Liability of institutions. Except for vehicles that the institutions own or operate, the institutions assume no liability under any circumstances for vehicles on the campus. No bailment, but only a license, is created by the purchase and/or issuance of a permit.

PART II
PARKING RULES

NEW SECTION

WAC 132Z-116-043 General parking regulations. (1) No person may utilize any vehicle parked on campus as a living unit without specific approval from the campus safety director. Violators may be cited and/or towed.

(2) Vehicles are to be maintained in operating condition at all times while on campus, except those in a garage, research facility, or automotive shop designated for parking such vehicles by the commuter services manager or designee.

(3) A vehicle which appears to be abandoned, with or without a current parking product or license plate(s), may be impounded after an attempt is made to locate and notify the owner of the impending action.

(4) Stopped or parked vehicles must do so in line with the flow of traffic where they are located.

AMENDATORY SECTION (Amending WSR 02-11-048, filed 5/9/02, effective 6/9/02)

WAC 132Z-116-050 Permits required for all motorized vehicles parked on campus. No person shall park((~~,~~)) or leave any motor vehicle ((~~(other than bicycles)~~)), whether attended or unattended, upon the campus without a permit issued by the institutions. Permission to park on campus will be shown by the display of a valid visual permit((~~.~~

~~(1) A valid permit is:~~

~~(a) A current vehicle permit displayed in accordance with WAC 132Z-116-110. Vehicle permits are valid until revoked.~~

~~(b) A temporary permit authorized by the institutions and displayed in accordance with instructions. Temporary permits are valid through the date or time on the permit.~~

~~(c) A parking permit issued by a gate attendant and displayed on the vehicle in accordance with instructions.~~

~~(d) A parking permit dispensed by machine at the campus and displayed in accordance with instructions.~~

~~(2) Parking permits are not transferable, except as provided in WAC 132Z-116-060 and 132Z-116-090.~~

~~(3) The college and university reserve the right to refuse to issue parking permits.~~

~~(4) This section does not apply to vehicles that the institutions own or operate.~~

~~(5) The institutions may allow persons without permits to drive through the campus without parking.~~

~~(6) A public safety officer may require visitors to wait at the entrances to the campus when pedestrian or vehicular traffic congestion is above normal.~~)) or registration of a valid virtual permit. Persons wishing to obtain virtual permits are required to complete a registration process established by commuter services and pay the corresponding fee. A vehicle associated with a virtual permit must have a visible license plate.

(1) A valid permit is:

(a) A current unexpired, visual permit issued by commuter services, or an authorized agent designated by commuter services, and displayed in accordance with the instructions given at the time of issuance.

(b) A current unexpired virtual permit issued by commuter services, or an authorized agent, that is associated with a vehicle's license plate.

(i) Vehicles with virtual permits associated with a vehicle's license plate must have the license plate exposed to the lane of travel and be clearly visible, unobstructed, and able to be read by the LPR equipment.

(ii) Parking permits are not transferable, except as provided in WAC 132Z-116-060 and 132Z-116-090.

(2) Commuter services reserves the right to refuse to issue parking products.

(3) The institutions may allow persons without permits to drive through the campus without parking.

(a) This section does not apply to vehicles that the institutions own or operate.

(b) Any vehicle, attended or unattended, must have a valid parking permit when parked on the campus, unless the vehicle is:

(i) Parked in a metered parking space with meter payment;

(ii) Parked in a loading zone in compliance with posted limits;

(iii) Parked in a lot that does not require a permit during specified times as posted;

(iv) Parked in a posted short-term parking space in compliance with posted time limits; or

(v) Public safety or emergency vehicle parked while performing emergency services.

NEW SECTION

WAC 132Z-116-055 Overtime parking violations. After a motor vehicle has been cited for parking beyond the time posted, the vehicle may be cited at a frequency of one additional citation for each period of time equal to the maximum time limit posted for the space.

AMENDATORY SECTION (Amending WSR 02-11-048, filed 5/9/02, effective 6/9/02)

WAC 132Z-116-060 Carpool and disability parking permits. (1) Carpool permits may be issued to employees and students. One transferable permit will be issued by the institutions for each carpool. This permit is transferable only among the registered members of the carpool. This permit must be displayed in accordance with the instructions provided with the permit. A carpool ((~~is a group of two or more employees or students who commute to the campus in the same vehicle~~)) permit may be used with only one vehicle per day. Members of the campus carpool program must register their carpool with commuter services.

(2) The institutions provide parking for the disabled in accordance with the requirements of federal and state law, including parking spots reserved for persons who display a state of Washington disabled driver permit.

(3) Use of disability accommodation parking on campus requires payment for parking in the form of a campus parking permit issued by commuter services, payment at a pay station, or payment at a parking meter for the designated space to which the vehicle is parked.

AMENDATORY SECTION (Amending WSR 02-11-048, filed 5/9/02, effective 6/9/02)

WAC 132Z-116-090 Transfer of ((~~permits~~)) parking products limited. (1) As provided herein, a permit holder((~~s~~)) may transfer ((~~one~~)) a permit between motor vehicles when used by ((~~the~~)) that permit holder. Improper transfer of a permit shall include, but is not limited to, the wrongful sale, the resale, lending, or transfer of a parking product or parking permit other than as provided herein. Multiple motor vehicles may be associated with a virtual permit but only one vehicle associated with a specific virtual permit may be parked on campus per calendar day. If more than one vehicle associated with a virtual permit is parked on campus during the course of a day, all additional vehicles are subject to a parking citation unless each additionally parked vehicle has a separate valid permit.

(2) Permits displaying license plate numbers shall be used only in the vehicles whose license number is written on the permit.

AMENDATORY SECTION (Amending WSR 02-11-048, filed 5/9/02, effective 6/9/02)

WAC 132Z-116-100 Responsibility of person to whom ((~~permit~~)) parking product issued. (1) The ((~~person~~)) person(s) to whom a ((~~permit~~)) parking product is issued is responsible for ((~~the vehicle upon which the permit is affixed. He or she shall be held responsible for all violations of this chapter charged to that vehicle. However, the operator of a vehicle will not be relieved of responsibility for violating any rule of this chapter simply because he or she is not also the holder of the permit~~)) paying for the product until it expires or is returned to commuter services, unless stated otherwise in these rules. All associated outstanding commuter services related fees and fines must be satisfactorily settled before a parking product may be issued, reissued, or renewed.

(2) When requested, a parking permit holder shall provide commuter services with the current valid license plate number of any vehicle(s) with which they intend to use a parking permit.

(3) Subject to WAC 132Z-116-340, the person(s) to whom a parking product is issued is responsible for any violations of this chapter associated with a vehicle with which the product is used during the time the product is valid and up to the date and time the product expires or is reported lost or stolen.

(4) Commuter services may also require proof of a vehicle registration for certain designated parking products.

AMENDATORY SECTION (Amending WSR 15-07-109, filed 3/18/15, effective 4/18/15)

WAC 132Z-116-110 Display of permits. (1) ((~~Parking permits shall be displayed by hanging from the rear view mirror, affixed to the front window, or displayed face up on the dashboard of the motor vehicle and shall be fully visible from the exterior of the motor vehicle.~~

~~(2) When applicable, the area designator (numeral, letter or combination) shall be affixed to the vehicle permit and shall be fully visible from the exterior of the motor vehicle.~~)) Visual permits shall be prominently displayed in accordance with the instructions printed in the permit and shall be fully visible from the exterior of the vehicle. Virtual permits are associated with a vehicle's license plate, and accordingly, a vehicle associated with a virtual permit must have its license plate exposed to the lane of travel and be clearly visible, unobstructed, and able to be read by the LPR equipment.

(2) Instructions relating to the display and assignment of a permit to a vehicle(s) will be provided by commuter services at the time of issuance and are located on the commuter services web site.

(3) Motorcycle and scooter permits shall be registered with ((~~the affiliated institution.~~

~~(4) Permits not fully visible from the exterior of a motor vehicle are not valid and are subject to citation for no valid permit displayed~~)) commuter services.

(4) Commuter services may authorize certain designated virtual permit holders to use a vehicle's license plate as a permit. Certain designated virtual permits may require the completion of a permit registration process. Virtual permit instructions will be provided at the time of permit issuance.

AMENDATORY SECTION (Amending WSR 02-11-048, filed 5/9/02, effective 6/9/02)

WAC 132Z-116-200 Parking fees. The institutions' governing boards shall adopt parking fees, specifying the charge per day, quarter, and year. Each institution may set its own rates for quarterly and yearly permits, but the rates for daily parking permits must be uniform for both institutions. ((~~Each institution~~)) Commuter services, or its designee, shall sell quarterly and yearly permits to the institutions' employees and students ((~~only of its own institution. Each institution~~)). Commuter services, or its designee, may also sell quarterly and yearly permits ((~~in~~)) at its discretion to regular visitors to ((~~that~~)) each institution. A person who parks a vehicle in a metered parking space must pay for time used during posted times of operation.

AMENDATORY SECTION (Amending WSR 02-11-048, filed 5/9/02, effective 6/9/02)

WAC 132Z-116-220 Parking within designated spaces. (1) No motor vehicle shall be parked on the campus except in areas designated as parking areas, unless expressly authorized by commuter services or campus safety.

(2) No vehicle shall be parked so as to occupy any portion of more than one parking space as designated within the parking area. The fact that other vehicles may have been so parked as to require the vehicle parked to occupy a portion of more than one space or stall shall not excuse a violation of this section.

(3) No person shall stop, stand, or park any motor vehicle so as to create a safety hazard, obstruct traffic along or upon any street, parking lot drive aisle, or roadway, or obstruct pedestrian movement along any plaza, path, or sidewalk unless expressly authorized by commuter services or campus safety.

NEW SECTION

WAC 132Z-116-235 Denial or revocation of parking privileges. Commuter services reserves the right to deny or revoke parking privileges to anyone who has:

(1) Had a permit revoked.

(2) Falsified a parking application or registration.

(3) Counterfeited or altered a permit.

(4) Failed to pay outstanding citations.

(5) Been found to be in possession of or using a lost, refunded, or stolen permit.

(6) Removed an immobilization device without authorization.

(7) Been banned from campus.

(8) Failed to comply with commuter services directions.

(9) Damaged campus property while driving or parking on campus.

(10) Verbally abused or assaulted staff, including commuter services staff.

AMENDATORY SECTION (Amending WSR 02-11-048, filed 5/9/02, effective 6/9/02)

WAC 132Z-116-240 Regulatory signs, markings, barricades, etc. (1) The institutions may erect permanent or temporary signs, barricades, and other structures, and paint marks and other directions upon the streets and parking areas within the campus. Drivers of vehicles shall obey the signs, barricades, structures, markings, and directions. Drivers of vehicles shall comply with directions given to them by ((~~public safety officers in the~~)) commuter services employees, campus facilities employees, campus safety officers, or authorized commuter services contractors in the control and regulation of traffic. Drivers shall also comply with directions given to them by ((~~the traffic guides or parking checkers~~)) commuter services employees, campus safety officers, or authorized commuter services contractors in the assignment of parking space and in the collection of parking fees.

(2) No person without authorization from the institutions shall move, deface, or in any way change a sign, barricade, structure, marking, or direction that regulates traffic or parking.

PART III
USE OF MOTORIZED AND NONMOTORIZED VEHICLES

AMENDATORY SECTION (Amending WSR 02-11-048, filed 5/9/02, effective 6/9/02)

WAC 132Z-116-270 Motorcycles, bicycles, scooters. (1) Motorcycles, bicycles, and scooters are subject to all traffic rules controlling other motor vehicles.

(2) Motorcycles and motorized scooters ((~~may~~)) must be parked in designated motorcycle parking areas ((~~in addition to the regular parking lots~~)).

(3) Motorcycles and motorized scooters are not permitted on paths, sidewalks, or authorized bicycle or pedestrian areas, or in buildings at any time.

(4) Bicycles shall be parked in designated areas only. Improperly parked bicycles may be impounded and a citation and fine imposed upon the owner.

(5) No bicycles or foot-propelled devices shall be operated on campus corridors, hallways, or buildings unless their use is required as part of the educational process in an authorized program, or authorized by campus personnel. A "foot-propelled device" is a wheeled device designed or used for recreation or transportation, including but not limited to skateboards, roller skates, and roller blades.

PART IV
FINES, CITATIONS, IMMOBILIZATION, AND IMPOUNDMENT

AMENDATORY SECTION (Amending WSR 02-11-048, filed 5/9/02, effective 6/9/02)

WAC 132Z-116-300 Issuance of ((~~traffic~~)) parking citations. Upon probable cause ((~~to believe~~)) that a violation of these rules has occurred, a ((~~public safety officer or designated contractor~~)) campus safety officer, commuter services employee, or contractor designated by commuter services may issue a citation setting forth the date, the approximate time, the locality, the nature of the violation, the ((~~permit~~)) license plate number, ((~~license number,~~)) infraction, officer, and the amount of fine(s). The citation shall be served on the person responsible for the violation by: Attaching a copy of the citation to, or placing it prominently within, the vehicle allegedly involved in the violation; mailing a copy of the citation to the person responsible; or serving a copy of the citation personally on the person responsible.

AMENDATORY SECTION (Amending WSR 02-11-048, filed 5/9/02, effective 6/9/02)

WAC 132Z-116-310 Fines, immobilization, and impounding. (1) The current schedule of fines shall be published by the institutions and made available for review ((~~in the Central Plant Building~~)) online and in the commuter services office.

(2) All fines are due upon receipt of the citation and must be paid as designated on the citation within twenty calendar days from the date of the citation. Fines must be delivered in person to the ((~~citation hearing office~~)) UW Bothell cashier's office, paid online, or postmarked on or before the due date specified in these rules to avoid additional penalties. If any citation has neither been paid nor appealed after twenty calendar days from the date of the citation, the institution shall impose an additional fine of ten dollars per offense and may:

(a) Withhold the violator's degrees, transcripts, grades, refunds, or credits until all fines are paid.

(b) Delay registration for the following quarter.

(c) Impound or immobilize the violator's vehicle.

(d) Deny future parking privileges to the violator.

(e) Refuse to issue keys to a violator who is an employee or student.

(f) Refer outstanding balances associated with unpaid fines for collection in accordance with applicable statutes and institutional procedure.

(3) In addition to imposing fines, ((~~public~~)) campus safety officers ((~~may impound or immobilize any vehicle parked on campus in violation of these rules. The expenses of impounding, immobilization, and storage shall be charged to the owner or operator, or both, of the vehicle and must be paid before the vehicle's release~~)), commuter services employees, or authorized commuter services contractors or agents may immobilize and/or impound any vehicle parked on campus in violation of these rules. Grounds for impounding or immobilizing vehicles shall include, but not be limited to the following:

(a) Blocking a roadway so as to impede the flow of traffic.

(b) Blocking a walkway so as to impede the flow of pedestrian traffic.

(c) Blocking a fire hydrant or fire lane.

(d) Creating a safety hazard.

(e) Blocking another legally parked vehicle.

(f) Parking in a marked "tow-away" zone.

(g) Leaving a vehicle unattended on campus for longer than two days, unless the vehicle has a valid student housing resident permit.

(h) Failing to pay a fine(s) imposed under this chapter.

(i) Parking a vehicle on campus that has no license plate(s) and no observable vehicle identification number.

(4) Not more than ((~~twenty-four hours~~)) one business day after impoundment or immobilization of any motor vehicle, ((~~the institution~~)) commuter services shall mail a notice to the registered owner of the vehicle and to any other person who claims the right to possession of the vehicle, if those persons can be identified. ((~~The institutions shall not be liable for loss or damage of any kind resulting from impounding, immobilization, or storage. Impounding a vehicle does not remove the obligation for any fines associated with the violation.~~

~~(4)~~)) Similar notice shall be given to each person who seeks to redeem an immobilized or impounded motor vehicle. If a motor vehicle is redeemed prior to the mailing of the notice, the notice may not be mailed. The notice shall contain the date of immobilization or impoundment, reason for the action, the location of the motor vehicle if impounded, redemption procedures, and an opportunity to contest the immobilization or impoundment as provided in WAC 132Z-116-320. The institutions shall not be liable for loss or damage of any kind resulting from impounding, immobilization, or storage. All parking fines, fees, the cost of immobilization and/or impoundment (e.g., booting, towing, and storage fees) must be paid prior to the removal of an immobilization device or the release of an impounded motor vehicle. Impounded motor vehicles shall be redeemed only by the registered owner who has a valid driver's license or a person authorized by the registered owner who has a valid driver's license and who produces proof of authorization and signs a receipt for motor vehicle. Proof of ownership may be required before a vehicle is released from immobilization or impound.

(5) An accumulation of traffic violations by a student may be cause for discipline under the student conduct code of the student's institution.

AMENDATORY SECTION (Amending WSR 02-11-048, filed 5/9/02, effective 6/9/02)

WAC 132Z-116-320 Appeals of fines, immobilizations, and impoundments. (1) Any immobilization, impoundment, or fine under this chapter may be appealed in writing, or when available, appealed through the online parking portal, within twenty calendar days from the date of the citation ((~~or~~)), the notice of immobilization, or the notice of impoundment. The notice of appeal must be addressed to the location indicated on the citation, notice of immobilization, or notice of impoundment. ((~~The institutions~~)) Commuter services will make appeal forms available at the ((~~university's cashiers office in Room UW1 176 and at the college's cashiers office in Room CC1 103~~)) commuter services office. The notice of appeal must explain the reasons for contesting the citation, immobilization or impoundment. If the person who files a notice of appeal desires an opportunity to make an oral statement in the appeal, the request to make an oral statement must be included in the notice of appeal. Online appeal instructions can be accessed through the commuter services web site.

(2) The hearing on the appeal shall be a brief adjudicative hearing as provided by RCW 34.05.482 et seq. If a request for an oral statement was made, the presiding officer or officers shall provide reasonable notice of the time and place for receiving the oral statement. The presiding officer(s) shall review the notice of appeal and provide a written decision to the person submitting the appeal within ten <u>calendar</u> days of taking action. If the appeal is denied, the decision shall include a brief statement of its reasons and information about the opportunity for further review. Any fine owed on a written decision that is not further appealed as provided in subsection (3) of this section shall be paid within twenty-one <u>calendar</u> days after service of the decision.

(3) A person wishing to contest the written decision may request a review by contacting the institution in writing within twenty-one <u>calendar</u> days after service of the decision. The request for review shall explain why the decision was incorrect. The reviewing officer shall, within twenty <u>calendar</u> days of the date of the request, review the matter and render a final written decision, which shall include a brief statement of its reasons and information about the opportunity to appeal the decision to the district court. Any final decision of the reviewing officer not appealed as provided in subsection (4) of this section shall be paid within ten <u>calendar</u> days after service of the decision.

(4) A person wishing to appeal a final decision of the citation hearing office to the district court may, within ten <u>calendar</u> days of service of the final decision, file a written notice with the institution. Documents relating to the appeal shall immediately be forwarded to the district court, which shall have jurisdiction to hear the appeal de novo. No appeal to the district court may be taken unless the citation has been contested as provided in subsections (2) and (3) of this section.

<u>NEW SECTION</u>

WAC 132Z-116-325 Permit and parking product revocations. Parking products are the property of the institutions, and may be recalled by the issuer for any of the following reasons:

(1) When the purpose for which the parking product was issued changes or no longer exists;

(2) When a parking product is used on an unauthorized vehicle, by an unauthorized individual, or in an unauthorized manner;

(3) Falsification on a parking product application;

(4) Multiple or continued violations of parking rules;

(5) Counterfeiting, altering, or using a lost/stolen parking product;

(6) Failure to comply with a final decision of the citation review committee, or institutional hearing officer;

(7) Nonpayment of parking product fees or parking fines.

NEW SECTION

WAC 132Z-116-330 Right to appeal revocation. Parking product revocations under this chapter may be appealed pursuant to the procedures in WAC 132Z-116-320.

NEW SECTION

WAC 132Z-116-340 Motorized vehicles—Responsible parties for illegal parking. (1) For any motor vehicle citation involving a violation of this chapter where the motor vehicle is registered to a permit holder, there shall be a prima facie presumption that the permit holder was the person who operated the motor vehicle in violation of these rules. Such responsibility does not afford a defense to another person who violated these rules.

(2) For any motor vehicle citation involving a violation of this chapter where the motor vehicle is not registered to a permit holder, there shall be a prima facie presumption that the registered owner of the motor vehicle was the person who operated the motor vehicle in violation of these rules. Such responsibility does not afford a defense to another person who violated these rules.

(3) This section shall not apply to university or college operated motor vehicles. The operator of a university owned or a college owned motor vehicle is personally liable for any citation issued to the motor vehicle.

(4) A third party other than the permit holder or registered owner can assume responsibility for a citation by either paying the citation within twenty calendars days of the date of the citation or submitting a petition where the third party agrees to take responsibility.

(5) When mitigating circumstances exist, authorized commuter services personnel may reduce or dismiss fines.

REPEALER

The following sections of the Washington Administrative Code are repealed:

WAC 132Z-116-070	Permit revocations.
WAC 132Z-116-080	Right to appeal revocation.
WAC 132Z-116-280	Distribution of literature.
WAC 132Z-116-400	Report of accident.
WAC 132Z-116-410	Liability of institutions.

Cascadia College Board of Trustees

Action Items

Subject: Summer 2019 Science Lab Maintenance Plan (1st Read/Action)

Background

The College's Science Lab Maintenance Plan aims at sustaining the level of support the College provides for students in STEM programs. The plan is based on an inventory of equipment across the labs and an assessment of the condition of the equipment. This plan provides for scheduled replacement of the models, simulations, and demonstrations that are part of day-to-day instruction as well as the lab equipment used by students. The schedule also provides for the maintenance and eventual replacement of major equipment such as autoclaves and freezers.

The table below summarizes the projected costs (a detailed inventory is also available) for Summer 2019.

Category	
Maintenance/Service	$ 7,700
Subtotal	$ 7,700
Tax	$ 700
Total	$ 8,400

Dr. Kerry Levett, VP of Student Learning & Success will be available to answer any questions the Board may have on this item.

Recommendation

If the Board feels a 2nd read is not needed for this item, it is recommended that the Board approve the summer 2019 science lab maintenance plan.

Vote/Adoption

Chair asks for motion: ______________________
Trustee makes the motion: __________________
Trustee seconds the motion: ________________

All in favor:

	Yes	No	Abstain
Miller			
Captain			
McDaniel			
Kelly			
Hofmeister			

Cascadia Student Government (CSG)

Report to the Board of Trustees

Cascadia College

Meeting Date: April 2019

CSG has started spring quarter fast and furious and we had a successful Tap Program to kick us off.

Later this month we are promoting our quarterly involvement fair to promote our clubs and increase awareness of them on campus. We will be hosting a “pizza and politics” session with Professor Erin Richards.

We will be promoting and attending a variety of events during earth week, and our quarterly Kodiak connections.

Our budget committee have conducted their hearings and are setting the budget for student fees.

Two of our student government members are joining Professor Erin Richards in San Diego for the Western Political Science Association conference. This conference was recommended by Professor Richards to students in her state and local politics class and to those students interested in pursuing Political Science majors.

Thank you,

Seth Smith, CSG President

Cascadia Community College Federation of Teachers

Local 6191, AFT

Report to the Board of Trustees

Cascadia College

Meeting Date: April 2019

- The Faculty are beginning to map out summer activities, professional development, and committee responsibilities for 2019-2020 in preparation for our annual workload meetings with the Deans for Student Learning. Emphasis is on student learning and program pathways while improving learning and teaching.

- The Steering Committee is planning a social gathering during the Day of Inquiry (DIA) in May. We have invited WPEA to join us!

Respectfully submitted,

Sharon Saxton - Senior 2 Tenured Founding Faculty

Washington Public Employees Association

UFCW Local 365

Report to the Board of Trustees

Cascadia College

Meeting Date: April 2019

Jay Inslee's budget was released and funding requests have been approved for the WPEA 19-21 contract.

- For most employees, provide a general wage increase phased in over the biennium (3 percent effective July 1, 2019, and 3 percent effective July 1, 2020).
- Mitigate the high costs associated with living in and around Seattle by providing a 5 percent premium pay for employees working in King County.

Thank you,

Marah Selves, Administrative Services Manager