
WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17**October 14, 2025****NOTICE OF REGULAR MEETING***(Notice Date: Wednesday, October 8, 2025)*

The Spokane Colleges Board of Trustees will hold a regular meeting on Tuesday, October 14, 2025, beginning at 8:30 A.M. Should an executive session be held, adjournment is scheduled for 12:30 P.M.

The regular meeting will take place in person at Spokane Community College Colville Center, 985 South Elm Street, Colville, WA as well as a virtual space.

To connect to the October 14 meeting virtually go to:

[Join Zoom Meeting](#)

Meeting ID: 850 4169 5898

Passcode: 076339

All Board of Trustees meetings include opportunity for public comment. October 14, 2025, meeting will be held both in person and virtually. Please email public comments to the Board Executive Assistant at Breanne.Riley@ccs.spokane.edu by 8:30 AM on October 14, 2025. Please place "Public Comment" in the subject of your email. Public comments received will be provided to the Trustees, entered into the record, and attached to the minutes of the October 14 regular meeting.

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

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

SPOKANE COLLEGES MISSION

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

SPOKANE COLLEGES VISION

Providing the best community college experience in the Northwest.

SPOKANE COLLEGES VALUES

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

Washington State Community College District 17

Spokane Community College Colville Center
985 South Elm Street
Colville, WA 99114

[Join Zoom Meeting](#)

Meeting ID: 850 4169 5898
Passcode: 076339

Regular Board Meeting: In-Person & Zoom
Tuesday, October 14, 2025

AGENDA

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

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

10/14/2025	Regular Meeting Agenda			TAB #
8:30-9:00a	1.	SCC Celebrating Student Success: SCC Practical Nursing ↳ Brittany Heidenreich, SCC	Report	Tab 1
		Celebrating Success Q&A	Discussion	
9:00-9:05a	2.	Call to Order, Pledge of Allegiance, Roll Call and Native Land Acknowledgement Statement ↳ Trustee Todd Woodard, Chair	Action	
		Public Comment	Discussion	
9:05-9:20a	3.	Consent Agenda a. Board Minutes ↳ 09/09/2025 – Regular Session ↳ 09/22/2025 – Special Session b. Capital Projects – Clint Brown c. Budget and Expenditures – Dr. Linda McDermott d. Head Start – Bobbi Woodral e. Admin Procedures – Nichole Hanna, Dr. Lori Hunt, Dr. Linda McDermott f. FY24 Annual Financial Statement – Dr. Linda McDermott	Action	Tab 2

9:30-9:45a	4.	Quitclaim Deed, WSDOT ↳ Clint Brown, Spokane Colleges	Action	Tab 3
9:45-10:00a	5.	Temporary Construction Easement, WSDOT ↳ Clint Brown, Spokane Colleges	Action	Tab 4
10:00-10:15a	6.	Student Government Report ↳ Navaeh Person, SCC ↳ Jayla Knights, SFCC	Report	
10:15-10:30a		Break		
10:30-10:35a	7.	Sale of Airport Property ↳ Dr. Kevin Brockbank, Spokane Colleges	Action	Tab 5
10:35-10:45a	8.	Review of Board Policy 6.10.05 ↳ Dr. Kevin Brockbank, Spokane Colleges	Report	Tab 6
10:45-10:55a	9.	Strategic Plan Update ↳ Dr. Lori Hunt, Spokane Colleges	Report	Tab 7
10:55-11:05a	10.	Proposed WAC Amendment ↳ Dr. Linda McDermott, Spokane Colleges	Report	Tab 8
11:05-11:10a	11.	Chancellor's Report ↳ Dr. Kevin Brockbank, Spokane Colleges	Report	
11:10-11:20a	12.	President's Report ↳ Dr. Jenni Martin, SCC ↳ Patrick McEachern, SFCC	Report	
11:20-11:30a	13.	AHE/Faculty Report ↳ Jason Eggerman, AHE ↳ Christina MitmaMomono, SCC ↳ Katie Satake, SCC ↳ Michelle Pearson, SFCC	Report	
11:30-11:40a	14.	WFSE/Classified Staff Report ↳ Ward Kaplan, WFSE ↳ Tessa Greene, SCC ↳ Gaby Arroyo, SFCC	Report	
11:40-11:45a	15.	Board Report	Report	
11:45-12:25p	16.	Executive Session a. Reserved for potential action generated from executive session	Discussion	

- | | | |
|--------------|---|--------|
| 12:25-12:30p | 17. Potential Action Generated from Executive Session | Action |
| 12:30p | 18. Adjournment | |

**Next Meeting will be held on Tuesday, November 18, 2025, at 8:30 a.m.
Spokane Falls Community College, 3410 W. Whistalks Way, Spokane, WA 99224 with a zoom option**

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

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

SPOKANE COLLEGES MISSION

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

SPOKANE COLLEGES VISION

Providing the best community college experience in the Northwest.

SPOKANE COLLEGES VALUES

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

CELEBRATING STUDENT SUCCESS: Practical Nursing

BACKGROUND

In Winter Quarter 2025, SCC will launch its new Practical Nursing Program, admitting its first cohort of students. In Winter Quarter 2026, SCC plans to increase enrollment to accommodate growing regional demand for licensed practical nurses. Then, in Summer Quarter 2026, the program will expand to the Colville Center, extending access to students in Stevens County and surrounding areas.

Key Objectives for the Practical Nursing Program:

1. Meet the increasing demand for licensed practical nurses (LPNs) in Spokane, Colville, and surrounding counties.
2. A projected 8.9% increase in LPN employment over four years across nine counties (Ferry, Lincoln, Pend Oreille, Spokane, Stevens, Whitman, and others).
3. The Colville expansion provides a local pathway to earn a Practical Nursing Certificate and LPN license, reducing the need for travel to Spokane.
4. This program supports the growth of our Colville Center and increases face-to-face presence.

Prepared by:

- Brittany Heidenreich, practical nursing lead instructor

Presented by:

- Brittany Heidenreich, practical nursing lead instructor

Practical Nursing

SPOKANE COMMUNITY COLLEGE

BRITTANY HEIDENREICH, PROGRAM LEAD
INSTRUCTOR

Current Approvals and Accreditation

Initial approval from the Washington State Board of Nursing (WABON)

Full approval after submission of Self-Evaluation Report

Seeking national accreditation through the Accreditation Commission for Education in Nursing (ACEN)

A decorative horizontal line composed of small, light-colored dots, slightly wavy in appearance, spanning the width of the page at the bottom.

Program Map



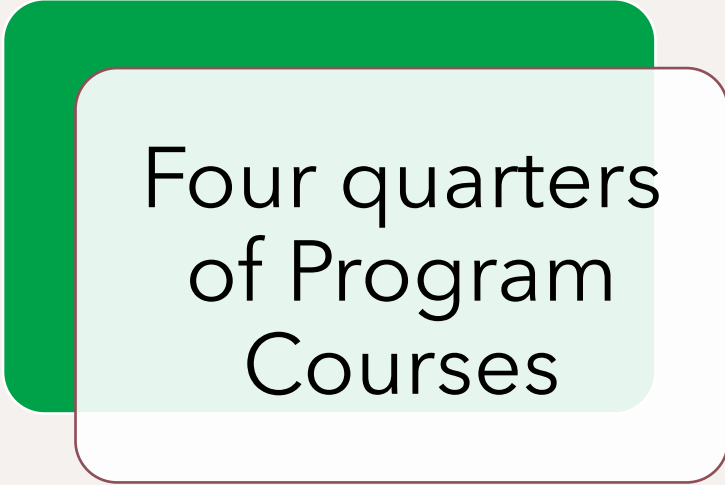
Three quarters
of Support
Courses

The first box features a green header bar and a light green background for the text, all contained within a white rounded rectangle with a thin red border.



Competitive
application
process

The second box features a green header bar and a light green background for the text, all contained within a white rounded rectangle with a thin red border.



Four quarters
of Program
Courses

The third box features a green header bar and a light green background for the text, all contained within a white rounded rectangle with a thin red border.

Program Sequence

Fundamentals of Nursing

Pediatrics

Maternal Newborn

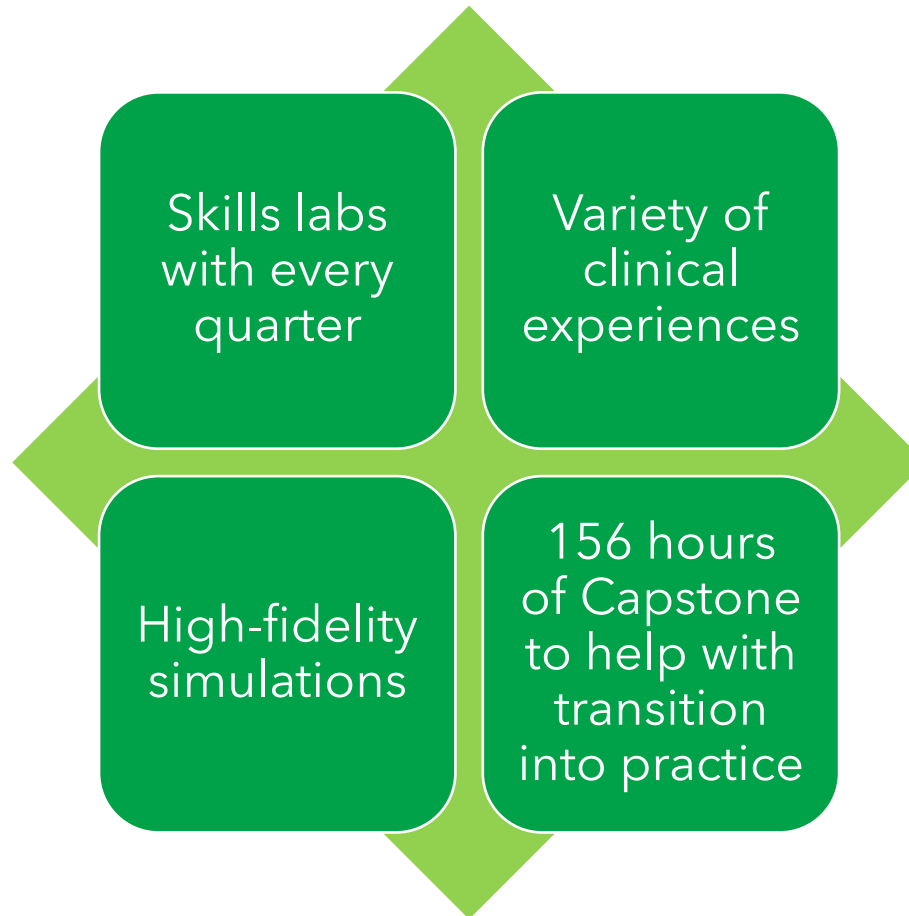
Mental Health

Acute Care

Capstone/Precepting



Hands-On Experience



Current Enrollment

First cohort- in final quarter, will graduate in December

Second cohort- currently enrolled in second quarter of the program

Future Enrollment

- Winter 2026- Spokane location expanding from admitting 8 students to 16 students!

Rural Expansion

Colville/Steven's County

```
graph TD; A[Colville/Steven's County] --> B[New skills lab in-progress]; B --> C[Clinical affiliations]; C --> D[Collaboration with area high schools]; D --> E[Additional WABON approvals];
```

New skills lab in-progress

Clinical affiliations

Collaboration with area high schools

Additional WABON approvals

Letters of Support



Northeast Washington Alliance- Behavioral Health



Buena Vista Care Center



Providence – Mt. Carmel and St. Joseph's

Skills Lab- Where we are



Where we are going...



Additional Workforce Training in Colville

SEIU (Service Employees International Union) Nursing Assistant Training Classes in Colville:

- 2024- 7 classes; 2025- 8 classes so far, 3 more scheduled
- 2024 – 133 trained, 2025 – 159 so far

Phlebotomy Skills Program – Starting in January 2026

Hobby **Welding**/Art Welding

Searching for a space to do CDL, Spring 2026.

Sessions with employers to explore other regional needs.



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

Prepared by: Breanne Riley
Executive Assistant to the Chancellor

Presented by: Todd Woodard
Chair, Board of Trustees
October 14, 2025

Washington State Community College District 17

Community Colleges of Spokane Board of Trustees Meeting October 14, 2025

Native Land Acknowledgment

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

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

ACTION: APPROVAL OF CONSENT AGENDA

BACKGROUND

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

AGENDA ITEMS

- a. Board Minutes Approval
 - 09/09/2025 - Regular Session
 - 09/22/2025 - Special Session
- b. Capital Projects - Clint Brown
- c. Budget and Expenditures - Linda McDermott
- d. Head Start - Bobbi Woodral
- e. Admin Procedures - Nichole Hanna, Lori Hunt, Linda McDermott
- f. FY24 Annual Financial Statement - Linda McDermott

RECOMMENDATION

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

Prepared by: Breanne Riley
Executive Assistant to the Chancellor

Presented by: Trustee Todd Woodard
Board of Trustees
October 14, 2025

ACTION: APPROVAL OF MEETING MINUTES

RECOMMENDATION

It is recommended that the Board of Trustees of Washington State Community College District 17 approve the minutes from the September 9, 2025 and September 22, 2025 meetings, as presented.

Prepared by: Breanne Riley
Executive Assistant to the Chancellor
October 14, 2025

Minutes of the Board of Trustees Meeting
Washington State Community College District 17
Regular Meeting
September 9, 2025
8:30am
Spokane Falls Community College
In Person and Zoom Option

Present: Trustee Todd Woodard, Trustee Anna Franklin, Trustee Glenn Johnson, Trustee Steve Yoshihara. Also present: Chancellor Kevin Brockbank, President Jenni Martin, Interim President Patrick McEachern, Chief of Staff and Strategy Lori Hunt, Chief Human Resources Officer Fred Davis, Chief General Services Officer Nichole Hanna, Chief Financial Officer Linda McDermott, Chief Institutional Advancement and External Affairs Officer Melanie Rose, Vice President of Learning Bonnie Glantz, Vice President of Instruction Jaclyn Jacot, Interim Vice President of Student Affairs Jim Mohr, Vice President of Student Services Patrick Tanner, Vice President of Workforce Development Julie Parks, Director of Tribal Relations Naomi Bender, District Director of Head Start/ECEAP Bobbi Woodral, SFCC DAS Director Kathy Shearer, AHE President Jason Eggerman, WFSE Representative Ward Kaplan, SCC Faulty Katie Satake, SFCC Classified representative Alison Cooley, SCC ASG Navaeh Person, SFCC ASG President Jayla Knights, Attorney General Carrie Culver, Executive Assistant to the Chancellor Breanne Riley (recording secretary).

Guests: Brooke Baker, Troy Bishop, Michael Walker

Excused: Christina MitmaMomono, Jason Nix

SFCC Celebrating Student Success

Kathy Shearer reviewed the most recent updates for the DAS program at SFCC. Student population increase with DAS has doubled at SFCC. There has been campuswide investment and engagement as well as a noticeable impact from Guided Pathways on campus. There has been engagement about mental health, invisible disabilities and neurodivergence among SFCC student population. It was reported that SFCC has made a significant investment in providing office spaces and work areas that reflect the concept of “You Belong Here”. Anna Franklin asked about the guidelines for the development areas in the DAS offices. Todd Woodard asked if DAS specific technology was deployed within the office. The Board of Trustees then toured the SFCC DAS office.

The Board of Trustees returned from the tour of the SFCC DAS office at 9:01am.

Call to Order

The Board of Trustees of Washington State Community College District 17 held a regular meeting on Tuesday, September 9, 2025. Todd Woodard called the meeting to order at 9:03 am. This was followed by the Pledge of Allegiance and roll call. It was announced that the meeting was open to the public. Individuals interested in addressing the Board were encouraged to speak up during the public comment section. The Native Land Acknowledgement was given by Anna Franklin.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

Being no objections, the consent agenda was entered into the record. Topics included the following:

- a. Board Minutes - Minutes of the July 22, 2025, Work Session
- b. Capital Projects Status & Approvals – Nichole Hanna
- c. Budget and Expenditures – Linda McDermott
- d. Head Start Updates – Bobbi Woodral
- e. UTAP Agreement – Linda McDermott
- f. SFCC Fee Approval – Patrick McEachern

Glenn Johnson asked about the lab fees that are assessed for Math 90 and Math 140 courses. Anna Franklin brought forth the motion to approve the consent agenda, which was seconded by Glenn Johnson, and approved unanimously by the Board.

Lodge Renovation Update

Brooke Baker, Troy Bishop, and Michael Walker introduced themselves to the Board of Trustees. The history of the Lodge architecture was shared with the Board by Troy Bishop. The current site plan has worked on the goal of bringing the campus and the river scenery together at the Lodge. The upper floor plan, lower floor plan, and shared areas illustrations were presented. Glenn Johnson asked if there were any asbestos issues due to the age of the Lodge. Brooke Baker reviewed the construction pricing and budgeting of the Lodge renovation. Linda McDermott explained the total project budget and soft costs for the renovation. Nichole Hanna elaborated on the total budget and soft costs that contributed to the final budget. The updated timeline for the construction to begin was reviewed for the Board. Anna Franklin asked when the lease at the downtown location for Spokane Colleges is set to expire. Todd Woodard asked if a guaranteed maximum price has been established and emphasized the importance of

the price of the project. Brooke Baker shared how they will ensure that the schedule and budget will follow the set standards. Anna Franklin asked how the Board would get updates on the renovation project and if there was a way to incorporate Spokane Colleges students into the project. Next steps for the project were reviewed by the team. Steve Yoshihara shared his excitement of working with Baker Construction on the project and that he is confident that the project will go well. Steve Yoshihara asked what the current rent rate was for the Riverpoint One building. Glenn Johnson asked about parking at the Lodge once the building is open. Todd Woodard asked about outside seating being available for future events at the Lodge.

FY 24-25 Budget Update

Linda McDermott presented an update on the FY 2026 budget. Linda McDermott reviewed the budget priorities and guidelines as well as the sources and uses. State funded annualized FTE and Running Start enrollments at each campus were then reviewed for the Board. FY 2026 operating budget allocation and distribution, summary of expenditures by type, and the summary of expenditures by division were shared. Linda McDermott then reviewed the budget overview for the district offices at Spokane Colleges. The historical comparison and summary and next steps were presented to the Board of Trustees.

Student Government Reports

Jayla Knights, SFCC ASG President, reviewed the SFCC ASG team has been training and preparing for the upcoming semester. There are three vacant positions within the ASG team and they plan to hire staff for the vacancies in the fall. The team attended a virtual conference where they learned a lot of valuable information. Anna Franklin asked Jayla Knights what the Board could do to support the ASG team at SFCC.

Navaeh Persons, SCC ASG President, reported that the ASG team will be meeting tomorrow to discuss various ASG roles and the best way to set the team up for success. It is anticipated that the ASG Vice President role will be filled at the beginning of the fall quarter. The main goal for ASG in the fall is to identify different departments that can benefit from budgets that can be shared.

BREAK

Anna Franklin reconvened the meeting at 10:37am.

Review of Board Policies

Kevin Brockbank asked the Board how they would like to proceed with reviewing Board policies at future Board of Trustees meetings. Discussion ensued. It was agreed that the Board policies will be in one centralized location. Once the policies are in one centralized location they will be reviewed in chronological order from the oldest updated policy to the newest updated policy.

Strategic Plan Update

Lori Hunt reported that input sessions were hosted in August from groups around the SCC and SFCC campuses as well as the district. Lori Hunt then reviewed the information that was discussed at the sessions. Steering and planning groups for the five pillars will convene in October and it is anticipated that the plan will be provided to the Board in March 2026.

Chancellor's Report

Kevin Brockbank shared that Spokane Colleges is on the eve of convocation, and he will share updates from convocation at a later time. He then thanked Providence for the multicultural simulation lab that they hosted recently. The vacant Trustee position is anticipated to be decided by the next Board of Trustees meeting. Anna Franklin asked if the onboarding process has been updated for new Trustees.

President's Report

Jenni Martin, President of SCC shared that the SCC convocation theme for 2025 is Community. Jenni Martin then reviewed the four areas of priority and focus under the theme of Community for SCC in the new academic year.

Patrick McEachern, Interim President of SFCC shared the theme for SFCC convocation for 2025 is Community: How Do We Define It. This is an important year for SFCC and Patrick McEachern thanked the leadership team for all of their hard work to prepare for the upcoming academic year. Patrick McEachern then shared the goals for SFCC in the new academic year.

AHE Report

Jason Eggerman, AHE President, reported that Michelle Pearson will be the new SFCC faculty representative for the Board meetings. Faculty is excited for the start of the academic year and the majority of new faculty are present at campus participating in the new pilot program.

Katie Satake, SCC, reported that Dave Edwards has two adult children that have attended classes at SFCC, and he and his children presented their artwork at the most recent Art Walk in Spokane.

WFSE/Classified Staff Report

Ward Kaplan, WFSE, reported they are trying to inform employees of the new contract changes and they are very appreciative of the raise that classified staff received.

Alison Cooley, SFCC, reported that classified staff recently had a governance retreat and there has been a lot of conversation about ways to participate in governance.

Board Report

There was no Board report.

Executive Session

There was no executive session.

Adjournment

Being no further business, the meeting adjourned at 11:02am.

MINUTES

WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 17 BOARD OF TRUSTEES SPECIAL MEETING

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

CALL TO ORDER AND ROLL CALL

The Board of Trustees of Washington State Community College District 17 held a special meeting at 501 W Riverpoint Blvd, Suite 110, Spokane, Washington, on Monday, September 22, 2025. Chair Todd Woodard called the meeting to order at 3:07 p.m. At 3:07 p.m. Chair Todd Woodard called for an executive session under RCW 42.30.110(1) for the following purposes: to consider the minimum price at which real estate will be offered for sale or lease; to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. Executive session was expected to last until 3:45 p.m.

ACTION

No action was taken.

ADJOURNMENT

The meeting adjourned at 4:02 p.m.

CONSENT AGENDA ITEMS: CAPITAL PROJECTS

Submitted by: Clinton Brown
Director of Capital Construction
October 14, 2025

PROJECT							FUNDING				DESIGN STATUS (Up To)				DOCUMENT STATUS (Up To)				DESIGN COMPLETION / BID DATE	CONSTRUCTION STATUS (Up To)						LEGAL COMP DATE				
STATE PROJECT NUMBER	PROJECT NAME	SCC	SFCC	DIST. OFFICE	STATE	LOCAL	DES PM	Total Project AMOUNT	SCOPE	STAFF DESIGN	A/E SELECTION	A/E AGREEMENT	PREDESIGN	SCHEMATICS	DESIGN DEV.	30%	60%	90%	100%	BID PERIOD		CONTRACT	25%	50%	75%	95%	100%	ACCEPTANCE	CANCELED	
18-063	SFCC Fine and Applied Arts Building, Phase 4		x		x		G	\$ 1,500,000	Project											◆	TBD									8/31/26±
22-229	SCC Apprenticeship Center	x			x		G	\$ 34,000,000	Project			◆									08/1/29±									05/30/31±
23-514	Lodge Renovation		x			x	G	\$ 12,135,000	Project												08/04/25	◇	◆							10/30/26±
24-948	CCS CBA Compliance Consulting	x	x			x	B	\$ 138,000	Design									◆			09/30/25									NA
25-547	SCC Building 1, Culinary Walk-In Replacement (JOC)	x				x	C	\$ 315,500	Project												06/15/25		◇			◆				10/31/25
26-054	SCC Bldg 18, Classroom Remodel	x			x		C	\$ 2,024,000	Project			◇		◆							5/31/26±									3/31/27±
26-063	SFCC Bldg 17 Restroom Remodel		x		x		C	\$ 1,396,000	Project			◇		◆							5/31/26±									3/31/27±
25-PO9442	SCC Bldg 18, Roof A Maintenance Coating	x				x	x	\$ 91,000	Project												NA		◇				◆			09/30/25
26-XXX	Retro Commissioning - SCC Bldg 28, SFCC Bldg 27 (ESCO)	x			x		J	\$ 134,792	Project							◆					10/31/25									2/28/26±
26-XXX	SCC Fuel Tank Demolition/Site Restoration	x			x	x	C	\$ 300,000	Project			◇				◆					3/31/26±									8/31/26±
26-XXX	HVAC Controls Upgrades/Retrofit	x	x		x	x	x	\$ 500,000	Project			◇									10/01/25		◆							6/30/27±
26-XXX	Infrastructure - Gas Detection Leak Repairs (JOC)	x	x		x	x	C	\$ 350,000	Project			◇									09/02/25		◆							6/30/27±
26-XXX	Infrastructure - Sewer Replacement	x	x		x		C	\$ 3,913,000	Project			◇				◆					TBD									TBD
26-XXX	Infrastructure - Switchgear Replacement (ESCO)	x	x		x		J	\$ 443,000	Projects			◇				◆					TBD									TBD
26-XXX	Infrastructure - Transformer Replacement (ESCO)	x	x		x		J	\$ 433,000	Project			◇		◆							TBD									TBD
26-XXX	Roof Repairs/Costing Systems - Multiple Bldgs	x	x		x		x	\$ 1,551,000	Projects			◇									NA		◆							9/30/26±

NUMBER	PROJECT NAME	PROJECT DESCRIPTION
18-063	SFCC Fine and Applied Arts Building, Phase 4	FAA, Phase 4 will scope the demolition of existing Building 6, Fine Arts, and restore the site.
22-229	SCC Apprenticeship Center	Design and Construction of replacement Apprenticeship Center to be erected on the SCC Campus. (Dates tentative, related to const. funding appropriation)
23-514	Lodge Renovation	GCCM Construction Project to renovate the Lodge, SFCC Bldg 9, to accommodate moving executive administration from RP1. Offices will include the Chancellor's Office, Human Resources Division, Spokane Colleges Foundation, the Offices of the Chief of Staff and Strategy, and the Offices of the Chief Inst Adv / Extrl Aff Officer.
24-948	CCS CBA Compliance Consulting	Consultant support with Clean Buildings Performance Standards reporting for compliance with Clean Buildings legislation.
25-547	SCC Building 1, Culinary Walk-In Replacement	Design, source, and install a new walk-in refrigerator and freezer unit to replace the existing one for the culinary program at Spokane Community College, Building 1, ensuring enhanced efficiency and reliability.
26-054	SCC Bldg 18, Classroom Remodel	The project will modernize two classrooms in the SCC Automotive building to meet industry standards, enhance instruction, and add an on-site ASE testing lab, eliminating off-site exams.
26-063	SFCC Bldg 17 Restroom Remodel	This project will remodel and update restroom facilities with greater flexibility, privacy, and accessibility for all users.
25-PO9442	SCC Bldg 18, Roof A Maintenance Coating	Roof coating project to cover old logo on the roof of Automotive, Bldg 18, and add life to the roofing system.
26-XXX	Retro Commissioning - SCC Bldg 28, SFCC Bldg 27	This project involves retro-commissioning the building to improve energy efficiency by evaluating existing equipment performance against the original design sequences of operation and heating/cooling load requirements.
26-XXX	SCC Fuel Tank Demolition/Site Restoration	Removal of obsolete above ground fueling tank, north of Main, Bldg 1, and restoring the site for additional faculty/staff parking.
26-XXX	HVAC Controls Upgrades/Retrofit	Minor works projects to replace aged and obsolete HVAC controls systems. Scopes of work are currently being studied and individual project are being developed. This line item will be revised as projects are released throughout the biennium. Projects will increase energy efficiency and capability of buildings but also increase network security.
26-XXX	Infrastructure - Gas Detection Leak Repairs	Project to repair leaks in the natural gas distribution systems on each campus. Annual leak surveys conducted by Facilities uncovered specific areas for repair.
26-XXX	Infrastructure - Sewer Replacement	Minor works projects to repair campus infrastructure. Scopes of work are currently being studied and individual project are being developed. This line item will be revised as projects are released throughout the biennium.
26-XXX	Infrastructure - Switchgear Replacement	Minor works projects to replace main power distribution systems on each campus. Scopes of work are currently being studied and individual project are being developed. This line item will be revised as projects are released throughout the biennium.
26-XXX	Infrastructure - Transformer Replacement	Minor works projects to replace main power distribution systems on each campus. Scopes of work are currently being studied and individual project are being developed. This line item will be revised as projects are released throughout the biennium.
26-XXX	Roof Repairs - Multiple Bldgs	Minor works projects to repair campus roof systems. Scopes of work are currently being studied and individual project are being developed. This line item will be revised as projects are released throughout the biennium.

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

CONSENT AGENDA REPORT

Fiscal Year 2025-26 Financial Reports:

State Allocation and Tuition Operating Budget Status Report and All-Funds Revenue and Expenditures as of August 31, 2025.

Summary: Enclosed for the Board's review and approval is the Operating Budget Status Report and the Summary of All-Funds Revenue and Expenditures as of August 31, 2025. The reports reflect 2025-2026 fiscal year activity, including the State Allocation #3 received from the State Board for Community and Technical Colleges.

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

Tuition revenue collections: Fiscal year tuition revenue of \$3,086,210 includes the initial collection of tuition operating fees from summer and fall quarters. We are trending slightly below target for this time of the year (2.3%); however, preliminary collections in September reflect a positive variance to target collections.

Enrollment report: Annual full-time equivalent (FTE) enrollment targets and actual enrollment as of October 2, 2025, are presented below.

College	State Funded Target	State Funded 10/2/25	Running Start Target	Running Start 10/2/25
SCC	6,492	2,397	766	307
SFCC	2,871	1,112	808	312
	9,363	3,509	1,574	619
Percent of Target		37.48%		39.33%

Operating budget expenditures: Actual expenditures for the first months of the year are \$15,440,273. Expenditures during the initial months of the school year tend to be lower than other months of the year.

All-Funds Summary Report of Revenues and Expenditures: Total revenue from all sources was \$51,343,831 offset by total expenditures of \$33,216,123. Net Activity (total revenue minus total expenditures from all sources) as of August 31, 2025, was \$18,127,708. Initial revenue is driven primarily by the beginning of the academic year, including tuition and financial aid awards, capital projects, and Running Start billings.

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

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

Attachments:

1. State Allocation and Tuition Operating Budget Report 2025-08 – 2025-10-02
2. Revenue & Expenditures 2025-07-01 through 2025-08-31 – 2025-10-02
3. Allocation #3 Operating Budget 09.09.2025
4. Enrollment Reports State Funded and Running Start 10.02.2025

Prepared by: Dr. Linda McDermott, CPA
Chief Financial Officer
October 14, 2025



State Allocation and Tuition Operating Budget Report

for Fiscal Year 2025 - 2026

Tuition revenue and GL expenditures through August 31, 2025

State Allocation #3

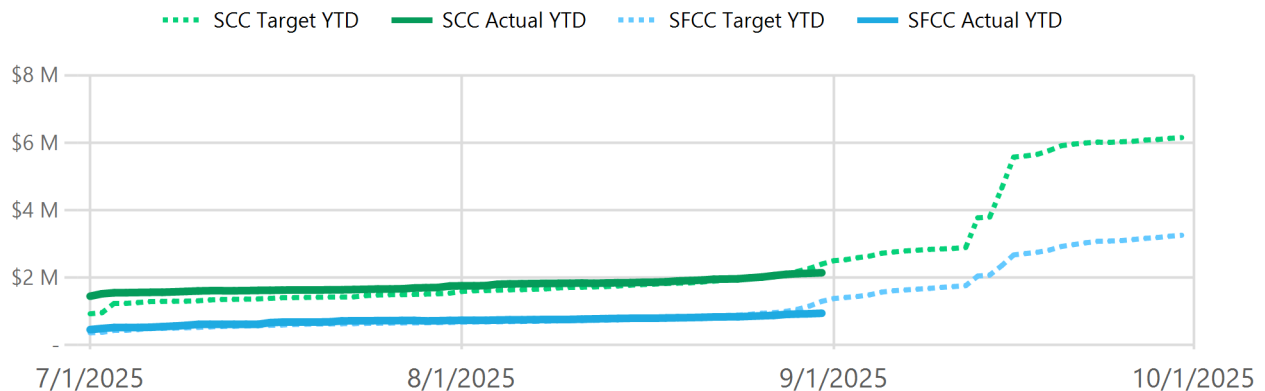
	SCC	SFCC	Central Admin	ISC	District Total
Total State Allocation	\$48,435,475	\$24,188,334	\$18,988,082	\$55,954	\$91,667,845
Tuition Revenue Estimate	\$9,339,990	\$4,515,865	\$4,174,796	\$9,000,476	\$27,031,127
Operating Support, One-time Distribution of FY24 Tuition Revenue over Budget, and Unspent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

Allocation and Tuition Expenditures

	Budget	Year-to-Date Expenditures	Percent Expended to Budget	Percent of Total Expenditures
SCC	\$59,332,522	\$6,578,396	11%	43%
SFCC	\$38,915,150	\$2,966,776	8%	19%
Central Administration	\$26,549,075	\$4,187,606	16%	27%
<i>Administration (CEO, CHRO, CIAEAO, CFO, CSSO)</i>		\$1,483,173		9.6%
<i>CIO, CGSO</i>		\$2,704,434		18%
District Managed Costs	\$10,481,290	\$1,707,495	16%	11.1%
Total	\$135,278,037	\$15,440,273	11%	

Tuition Operating Fee Revenue

	Fiscal Year Budget	Actual Year-to-Date	Target Year-to-Date	Over/(Short) Target YTD	Percent Over/(Short)
SCC	\$16,790,408	\$2,143,722	\$2,400,860	(\$257,138)	-1.5%
SFCC	\$10,240,719	\$942,487	\$1,295,881	(\$353,394)	-3.5%
District Total	\$27,031,127	\$3,086,210	\$3,696,742	(\$610,532)	-2.3%





Revenue & Expenditures

7/1/2025 through 8/31/2025

Revenue	July	August	Total
Tuition and Student Fees			
Tuition	\$9,326,464	\$2,251,920	\$11,578,384
Tuition AR	(\$6,846,547)	(\$1,645,600)	(\$8,492,146)
S&A Fee	\$213,963	\$362,887	\$576,850
Student Fees	\$2,265,192	\$810,269	\$3,075,460
Grants & Contracts			
Head Start & ECEAP	\$4,228,061	\$297,447	\$4,525,508
Running Start	\$3,744,209	\$769,748	\$4,513,957
Perkins	\$8,347	\$19,282	\$27,629
WorkFirst	\$95,063	\$18,216	\$113,279
BFET	-		-
Corrections	\$154,426	\$155,375	\$309,801
Grant Indirect		\$9,947	\$9,947
Other Grants & Contracts	\$545,651	\$859,910	\$1,405,562
Financial Aid			
PELL		\$1,699,494	\$1,699,494
Work Study	\$81,153	\$373,593	\$454,746
Other Federal Financial Aid	\$1,005	\$30,925	\$31,930
Other State Financial Aid	\$281,361	\$1,375,005	\$1,656,366
Direct Loan		\$684,182	\$684,182
Other Revenue			
State Allocation	\$785,307	\$10,345,210	\$11,130,517
Capital Projects	\$5,096,722		\$5,096,722
Auxiliary	\$514,015	\$462,411	\$976,426
Other Revenue	\$3,419,049	\$95,530	\$3,514,579
Accounts Receivable	\$6,924,491	\$1,530,145	\$8,454,637
Total Collected Revenue	\$30,837,934	\$20,505,896	\$51,343,831



Revenue & Expenditures

7/1/2025 through 8/31/2025

Expenditures to Date	July	August	Total
Tuition and Student Fees			
S&A Fee	\$10,405	\$61,565	\$71,970
Student Fees	\$177,684	\$474,483	\$652,167
Building & Innovation Fee	-		-
Grants & Contracts			
Head Start & ECEAP	\$1,691,433	\$774,086	\$2,465,519
Running Start	\$4,513,957		\$4,513,957
Perkins	\$48,186	\$57,877	\$106,063
WorkFirst	\$94,610	\$53,533	\$148,142
BFET	\$127,556	\$75,340	\$202,896
Corrections	\$154,426	\$176,774	\$331,200
Other Grants & Contracts	\$22,035	\$441,917	\$463,953
Financial Aid			
PELL	\$2,327,506	(\$5,888)	\$2,321,617
Work Study	\$69,687	\$54,206	\$123,893
Other Federal Financial Aid	\$187,782	\$1,572	\$189,353
Other State Financial Aid	\$1,862,695	\$26,840	\$1,889,535
Direct Loan	\$1,390,269	\$41,151	\$1,431,420
Other Expenditures			
Salary & Benefits	\$6,421,903	\$9,126,451	\$15,548,354
Capital Projects	\$431,864	\$134,615	\$566,479
Rent & Utilities	\$167,645	\$438,481	\$606,127
Travel	\$7,803	\$13,137	\$20,940
Goods, Equipment, and Supplies	\$21,063	\$124,790	\$145,853
Auxiliary	\$6,569	\$43,564	\$50,134
Other Expenses / Services	\$311,221	\$1,055,330	\$1,366,551
Total Expenditures	\$20,046,299	\$13,169,824	\$33,216,123
Net Activity	\$10,791,635	\$7,336,073	\$18,127,708

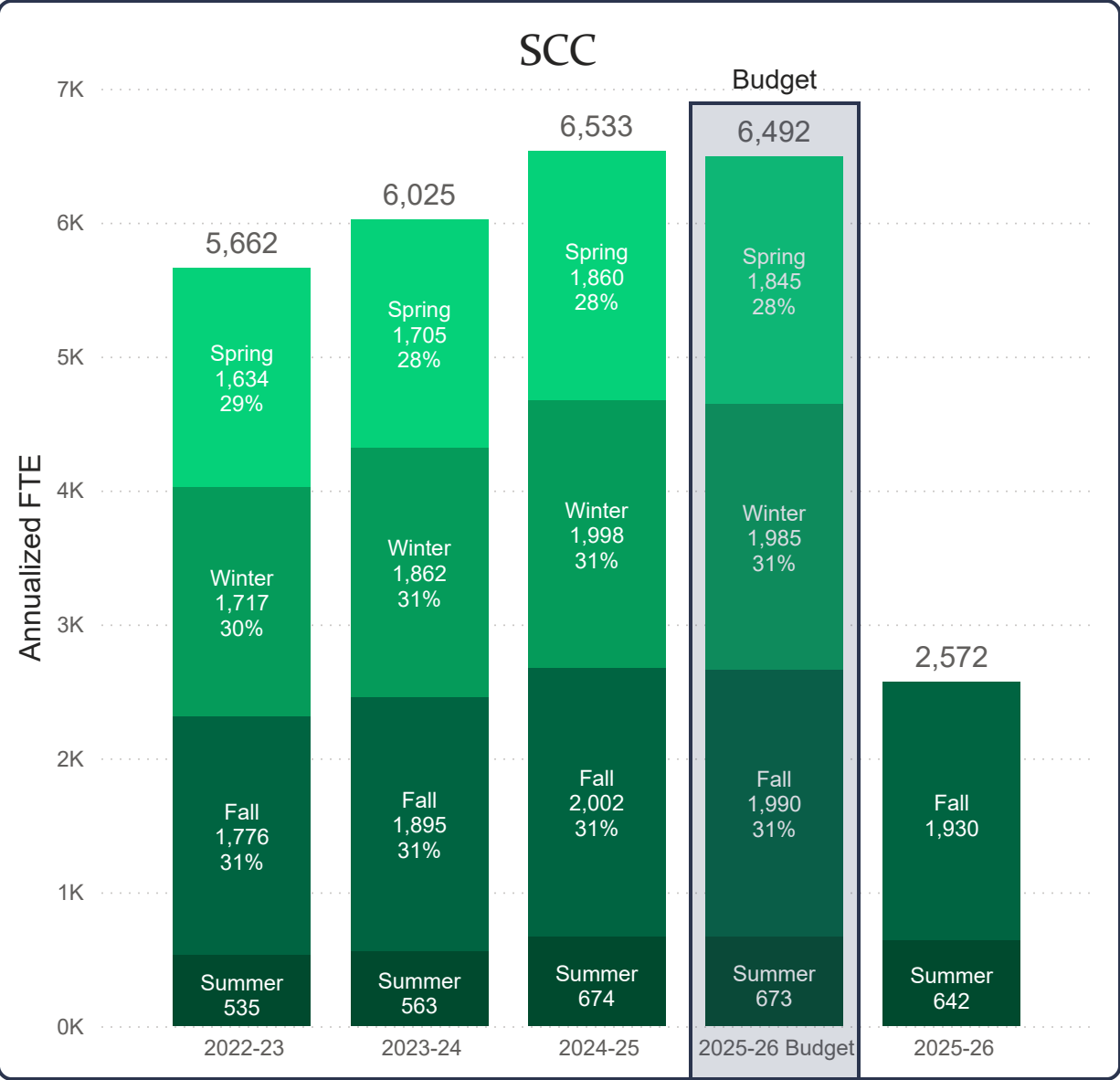
**2026 State Appropriation, Tuition, Operating Support
Budget Distribution
Allocation #3**

9/10/2025

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

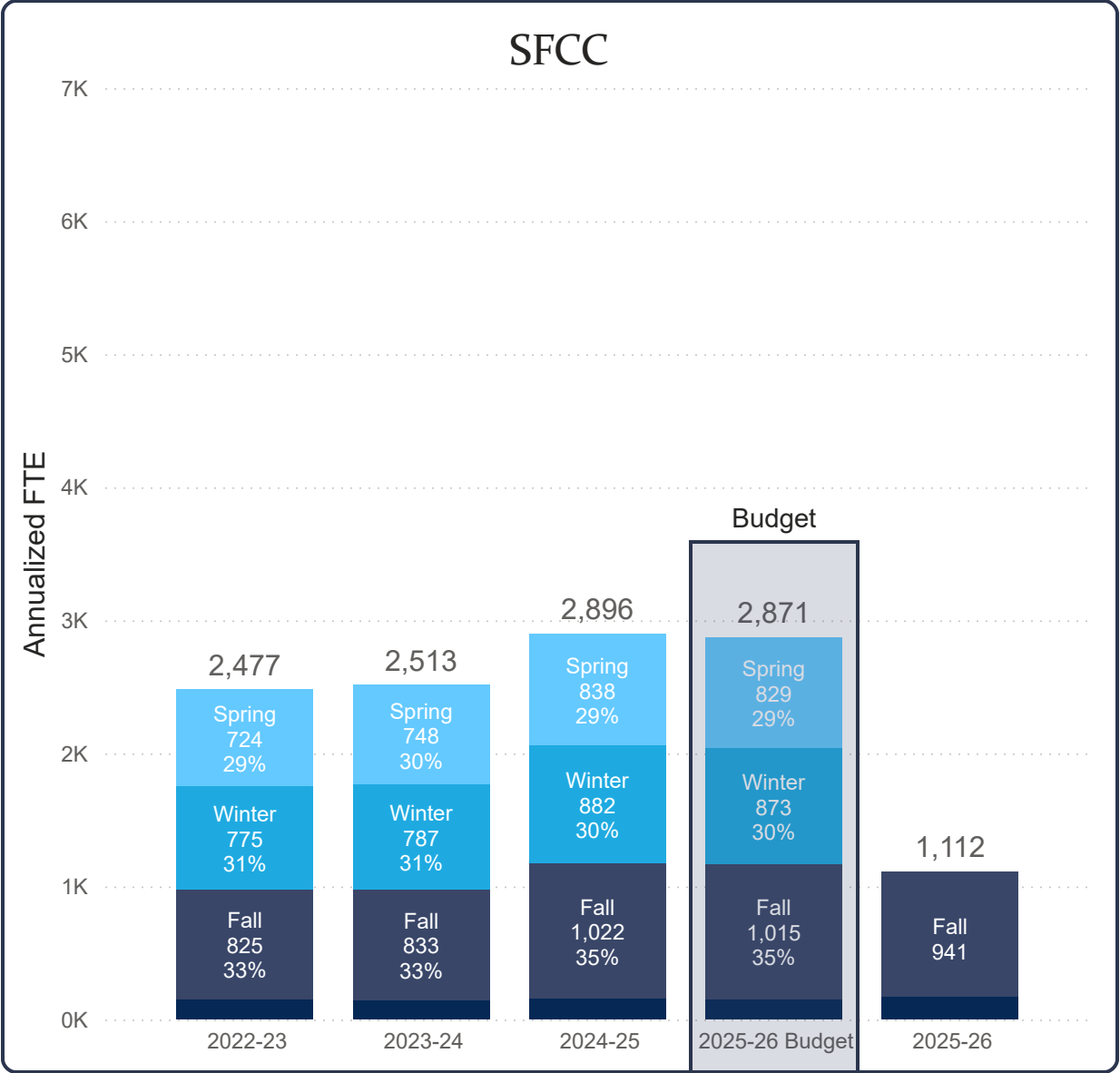
- (a) Central Administration: Chancellor, Business Office, Human Resources, Public Information/Marketing Offices, Facilities, Compliance, IT
(b) Operating support revenue such as Running Start fees, indirect cost recoveries, etc.
(c) Provisos moved to DEAB in FY26- College Affordability Program, Foundational and College Operating Costs Support, Institutional Priorities, & Opioid Prevention.
(d) CAU Strategic Investments includes unallocated amount of \$396,947
(e) Provisos moved to Wage Increase earmark in FY26: High Demand Faculty Salary, Nurse Educator Salaries
Allocations undistributed by SBCTC

State Funded Annualized FTE



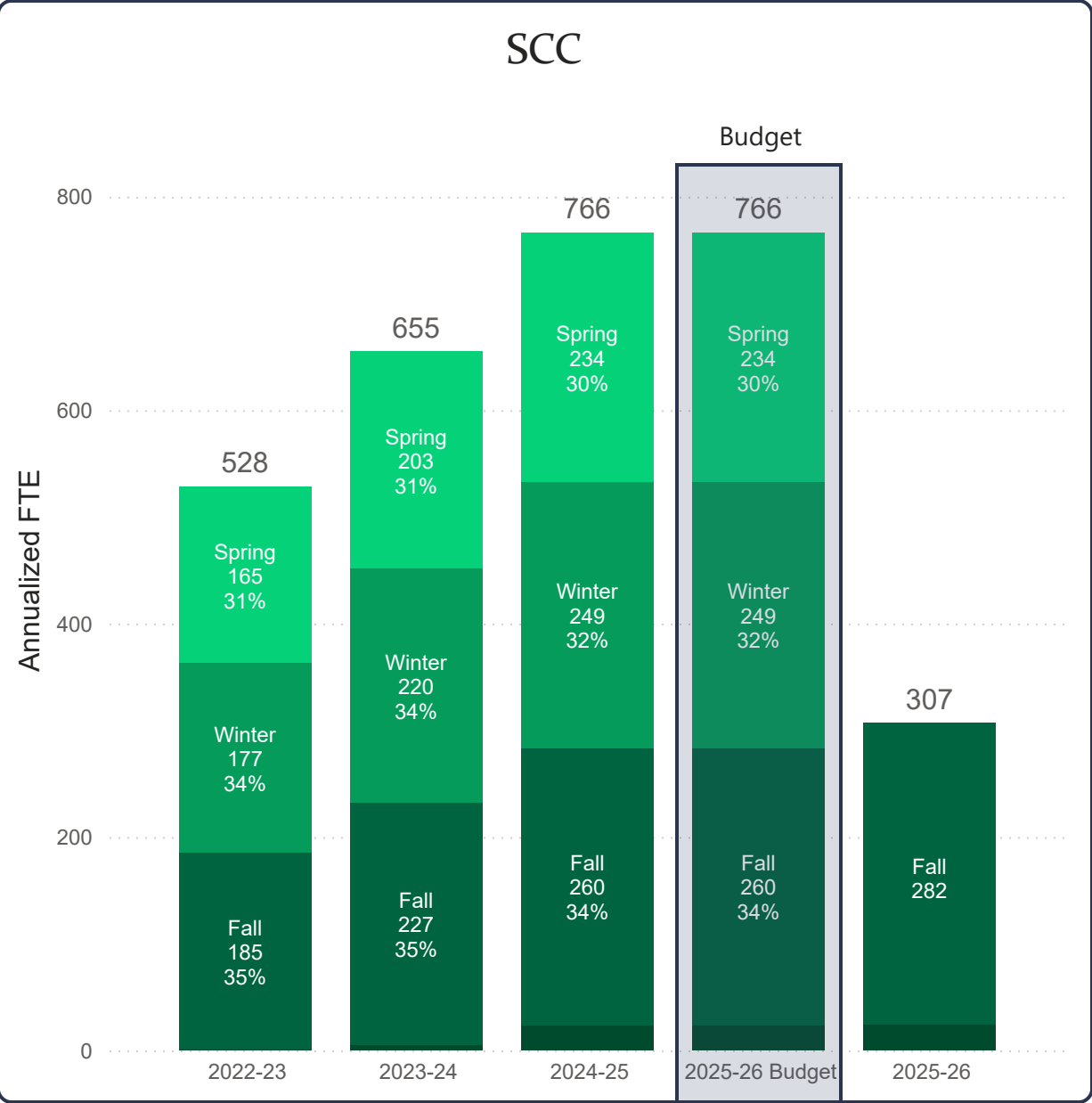
FY26 Budget Resident FTE: 6,470
FY26 Budget International FTE: 22.5

Combined State Funded Enrollment Budget: 9,363 annualized FTE

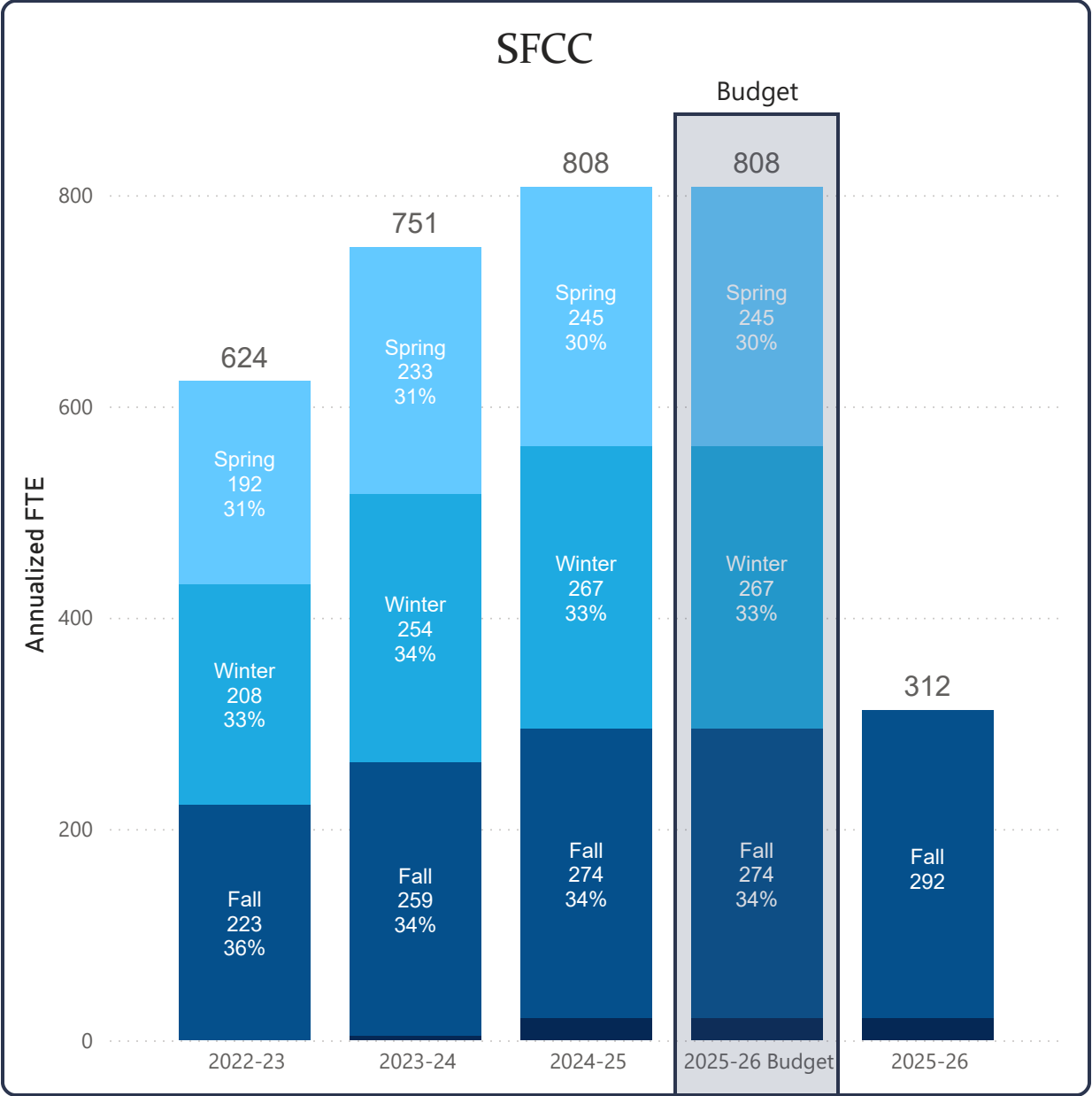


FY26 Budget Resident FTE: 2,857
FY26 Budget International FTE: 13.5

Running Start Annualized FTE



Combined Forecast Running Start Enrollment: 1,574 annualized FTE



CONSENT AGENDA ITEMS: HEAD START UPDATES

Submitted by: Bobbi Woodral
District Director Head Start/EHS/ECEAP
October 14, 2025

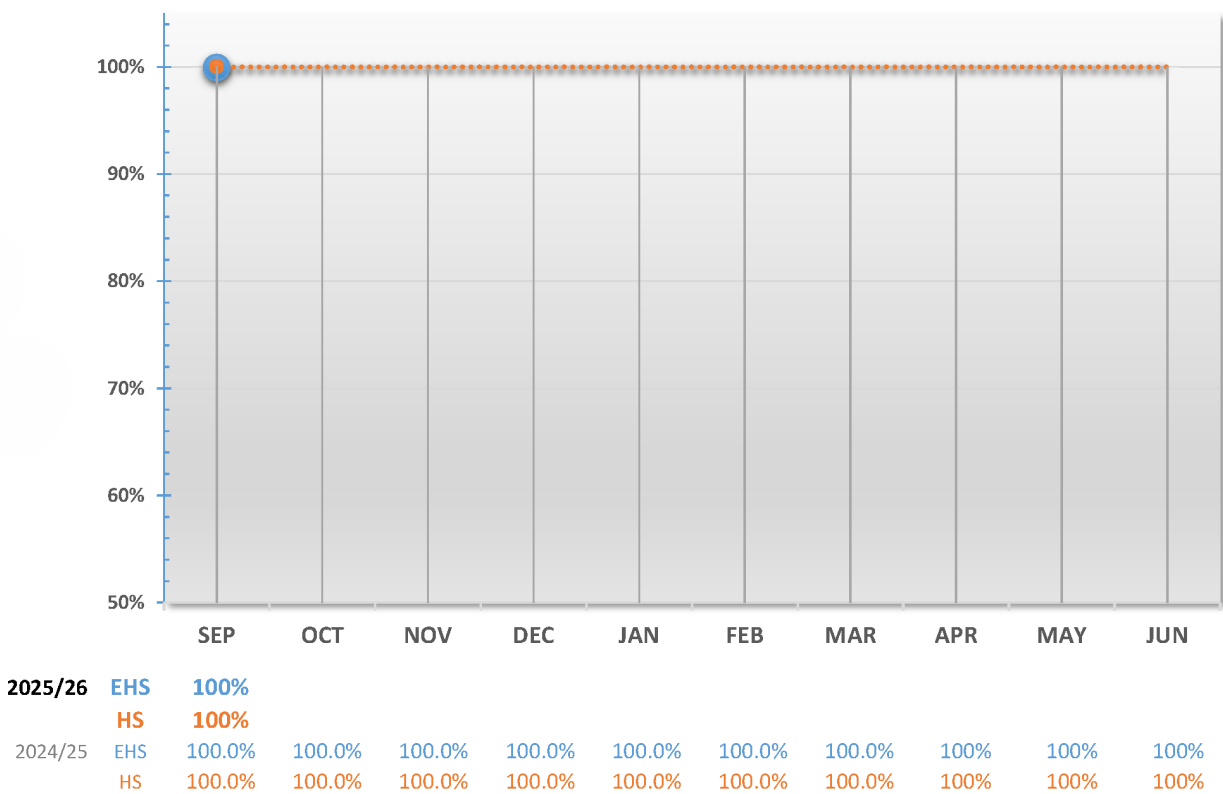
STATUS REPORT SPOKANE COLLEGES HEAD START & ECEAP

OCTOBER 2025

Enrollment Overview

During the month of September, the Head Start program was required to complete full enrollment within 30 calendar days, with a minimum program-wide threshold of 97%. As of September 30, Head Start enrollment was 345 of 345 slots (100%), and Early Head Start achieved full enrollment with 346 of 346 slots (100%). Recruitment efforts remain ongoing as we continue working toward robust waitlist and sustaining 100% full enrollment across all programs.

Spokane Colleges Head Start
Enrollment - 2025-26



Alignment with the ACFs Strategic Vision & Priorities

The Administration for Children and Families (ACF) has announced a new strategic alignment initiative to ensure that federal programs deliver measurable outcomes for vulnerable children and families across the nation. This framework centers on fiscal accountability, results-based investments, and strengthening the role of families and communities as the foundation of long-term well-being.

Key elements of the ACF’s updated vision and priorities include:

- **Promoting quality early learning environments** to improve child outcomes and readiness for school.
- **Work and self-sufficiency** as the primary pathway to independence and dignity.

- **Strengthening family formation**, including recognizing the role of parents in children's lives.
- **Results and evidence-based practice**, with investments guided by data and measurable outcomes.
- **Fiscal stewardship**, ensuring that taxpayer resources are used efficiently and transparently.
- **Program integrity and accountability**, ensuring oversight and compliance with law.

As a grantee, our program will continue to align our strategies, goals, and outcomes to reflect these values and priorities. This includes strengthening our internal evaluation processes, investing in evidence-based practices, and ensuring fiscal responsibility.

Moving forward, we will emphasize that our work, whether in classrooms, home visits, or family engagement, supports children's health and well-being, promotes family stability, and contributes to long-term community resilience. By maintaining close alignment with ACF's vision, we ensure both compliance and strategic positioning for continued federal investment in our program.

Information Memorandums (IMs) – September 2025 Updates

In late September, the Administration for Children and Families (ACF) issued two Information Memorandums (IMs) for Head Start recipients. An IM provides official federal guidance from the Office of Head Start (OHS) to clarify program requirements, expectations, and priorities. These do not change laws or performance standards but serve to interpret and emphasize areas of focus for programs

IM 1: Addressing Vacant Slots Due to Chronic Absenteeism

Key Points:

- Programs are expected to maintain full enrollment and actively address chronic absenteeism, which is linked to reduced learning outcomes.
- Strong systems for tracking attendance, re-engaging families, and addressing barriers are emphasized.

Strategic Significance:

- Enrollment and attendance levels are closely tied to program compliance, fiscal accountability, and child outcomes.
- Chronic absenteeism trends highlight the importance of community supports and partnerships that enable children's consistent participation.

IM 2: Fiscal Year 2026 Monitoring Process for Head Start Recipients

Key Points:

- OHS is refining the monitoring process to be more focused and efficient.
- Review questions reduced by 55% (449 → 203), and on-site visits shortened from 5 days to 3–3.5 days.
- Greater emphasis is placed on governance, fiscal integrity, ERSEA, and safety earlier in the grant cycle.

Strategic Significance:

- Streamlined monitoring emphasizes critical systems earlier, strengthening accountability and readiness across the grant cycle.
- Shorter, more focused reviews aim to reduce burden while maintaining rigor and safeguarding child safety and program integrity.
- The continued emphasis on CLASS® assessment and incident-based reviews reflects a sustained federal focus on teaching quality and child well-being.

Government Shutdown Update

As of October 6, 2025, the federal government is shut down due to Congress not passing a continuing resolution or appropriations bill. Head Start programs, including Spokane Head Start/Early Head Start, continue to operate and grant funds remain accessible through the federal Payment Management System. As a September 1 grantee, Spokane Colleges Head Start has already received funding for the current program year, ensuring continuity of operations.

This report has been prepared in advance of the October 14 Board of Trustees meeting. Congressional action could occur in the interim, and the circumstances described here may change before that time.

Farm to School Purchasing Grant

We are pleased to announce that our program was awarded a Farm to School Purchasing Grant for the 2026–2027 grant period totaling **\$50,800** (\$22,400 for FY 26 and \$28,400 for FY 27). These grants are designed to help child nutrition programs increase the purchase, use, and promotion of foods grown, raised, caught, or foraged in Washington, with a focus on supporting small and direct marketing farms, including beginning, women, veteran, and limited resource farmers and ranchers. Grant funds will support our program in sourcing and preparing high-quality, nutritious, locally grown foods for our meal programs.

Prepared by: Bobbi Woodral, District Director

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

August 31, 2025

HEAD START HS25 - Grant Period 9/01/2024 Thru 8/31/2025							EARLY HEAD START EHS25 - Grant Period 9/01/2024 Thru 8/31/2025						
	Current Budget (Includes YTD Revisions)	YTD Revisions	Spent or Spending	Unspent Balance	Percent Spent	Time Elapsed		Current Budget (Includes YTD Revisions)	YTD Revisions	Spent or Spending	Unspent Balance	Percent Spent	Time Elapsed
FEDERAL FUNDING													
Personnel	4,309,119	0	3,885,082	424,037	90%	83%		4,529,279	0	4,133,746	395,533	91%	83%
Fringe Benefits	2,088,343	0	1,660,616	427,727	80%	83%		2,043,029	0	1,626,574	416,455	80%	83%
Travel	0	0	0	0	0%	83%		0	0	0	0	0%	83%
Equipment	0	0	0	0	0%	83%		0	0	0	0	0%	83%
Supplies	179,845	0	139,832	40,013	78%	83%		207,028	58,660	207,028	0	100%	83%
Contractual	0	0	0	0	0%	83%		0	0	0	0	0%	83%
Facilities/Construction	0	0	0	0	0%	83%		0	0	0	0	0%	83%
Other	662,601	0	578,870	83,731	87%	83%		530,734	22,376	530,733	1	100%	83%
Indirect	612,305	0	512,455	99,850	84%	83%		643,703	0	535,332	108,371	83%	83%
Unobligated/To Be Reassigned	0	0	0		0%	83%		0	0	0	0	0%	83%
FEDERAL FUNDING TOTAL	\$7,852,213	\$0	\$6,776,856	1,075,357	86%	83%		\$7,953,773	\$81,036	\$7,033,412	920,361	88%	83%
OTHER FUNDING													
SCC/SFCC Student Gov't Funds	61,839	0	61,839	0	100%	83%		79,161	0	79,161	0	100%	83%
Child Care Fees	1,290,126	126,201	1,416,327	0	100%	83%		2,400,263	390,577	2,790,840	(0)	100%	83%
OTHER FUNDING TOTAL	\$1,351,965	\$126,201	\$1,478,166	\$0	100%	83%		\$2,479,424	\$390,577	\$2,870,001	(\$0)	100%	83%
TOTAL FUNDING													
	\$9,204,178	\$126,201	\$8,255,022	1,075,357	90%	83%		\$10,433,197	\$471,613	\$9,903,414	920,360	95%	83%
Training & Tech Assistance Funds													
	\$76,563		\$78,707	(2,144)	103%	83%		\$145,055		\$98,380	46,675	68%	83%
Non-Federal Share HS/EHS													
	\$4,017,033		\$ 3,043,173	973,860	76%	83%	**Head Start and Early Head Start Non-Federal Share is Combined**						

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

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

August 31, 2025

Policy Council Treasurer _____

CCS HS/EHS Board Liason _____

Initials

**HEAD START FY 24-25
MONTHLY EXPENDITURES REPORT AUGUST 2025**

	September	October	November	December	January	February	March	April	May	June	July	August	YTD Total
FEDERAL FUNDING													
Personnel	\$ 419,280.85	\$ 441,872.66	\$ 346,296.59	\$ 319,516.92	\$ 395,330.01	\$ 441,633.21	\$ 253,402.78	\$ 354,503.13	\$ 371,261.79	\$ 143,024.25	\$ 340,818.70	\$ 58,141.46	\$ 3,885,082.35
Fringe Benefits	\$ 182,922.00	\$ 189,802.97	\$ 146,301.07	\$ 132,760.99	\$ 168,951.85	\$ 199,180.81	\$ 86,135.80	\$ 156,810.37	\$ 161,193.37	\$ (12,033.05)	\$ 177,452.40	\$ 16,067.18	\$ 1,605,545.76
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ 4,889.71	\$ 21,268.70	\$ 18,599.95	\$ 14,002.66	\$ 7,032.67	\$ 6,939.15	\$ 13,582.54	\$ 14,189.72	\$ 9,973.35	\$ (26,816.41)	\$ 26,742.75	\$ 29,427.65	\$ 139,832.44
Contractual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Facilities/Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 67,581.41	\$ 36,737.18	\$ 37,079.82	\$ 43,226.24	\$ 42,546.16	\$ 40,856.71	\$ 62,803.98	\$ 41,697.31	\$ 41,268.99	\$ 89,007.54	\$ 36,244.88	\$ 39,641.56	\$ 578,691.78
Indirect	\$ 50,368.54	\$ 53,901.23	\$ 52,134.89	\$ 49,590.95	\$ 54,678.82	\$ -	\$ 52,134.89	\$ 60,514.17	\$ 79,904.60	\$ 59,226.98	\$ -	\$ -	\$ 512,455.07
Unobligated/To Be Reassigned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FEDERAL FUNDING TOTAL	\$ 725,042.51	\$ 743,582.74	\$ 600,412.32	\$ 559,097.76	\$ 668,539.51	\$ 688,609.88	\$ 468,059.99	\$ 627,714.70	\$ 663,602.10	\$ 252,409.31	\$ 581,258.73	\$ 143,277.85	\$ 6,721,607.40
OTHER FUNDING													
SCC/SFCC Student Gov't Funds	\$ -	\$ -	\$ 20,624.00	\$ -	\$ 17,600.00	\$ -	\$ -	\$ -	\$ 7,556.80	\$ -	\$ -	\$ -	\$ 45,780.80
Child Care Fees	\$ 6,735.58	\$ 3,193.40	\$ 111,053.85	\$ 139,558.93	\$ 42,680.17	\$ -	\$ 336,961.31	\$ 120,144.10	\$ 85,498.02	\$ 570,501.32	\$ -	\$ -	\$ 1,416,326.68
OTHER FUNDING TOTAL	\$ 6,735.58	\$ 3,193.40	\$ 131,677.85	\$ 139,558.93	\$ 60,280.17	\$ -	\$ 336,961.31	\$ 120,144.10	\$ 93,054.82	\$ 570,501.32	\$ -	\$ -	\$ 1,462,107.48
TOTAL FUNDING	\$ 731,778.09	\$ 746,776.14	\$ 732,090.17	\$ 698,656.69	\$ 728,819.68	\$ 688,609.88	\$ 805,021.30	\$ 747,858.80	\$ 756,656.92	\$ 822,910.63	\$ 581,258.73	\$ 143,277.85	\$ 8,183,714.88
Training/Tech Assistance Funds													
	\$ 6,319.28	\$ 3,043.98	\$ 10,077.58	\$ 6,595.83	\$ 12,908.13	\$ 2,499.67	\$ 4,553.36	\$ 6,318.13	\$ 4,271.56	\$ 11,944.51	\$ 2,799.31	\$ 9,654.32	\$ 80,985.66
Non-Federal Share HS/EHS													
	\$ 219,060.28	\$ 281,665.85	\$ 357,298.09	\$ 285,028.43	\$ 324,727.51	\$ 354,216.57	\$ 311,521.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,133,518.32

*Due to a timing issue, the month of February was closed before Child Care Fees and Indirect could be applied; the month of March includes February's indirect and Child Care Fees for both months.

*Due to a timing issue, both Spring and Summer Quarter's Student Government Fees were transferred in May.

*Due to a system issue, March's indirect will be reflected in April.

*Due to a duplicate posting of Child Care proceeds, Child Care Revenue is overstated in June and will be corrected in a subsequent month prior to the end of the fiscal year.

*Due to limited access to drawdown funds, the final report will have adjustments for July and August.

*Due to system error, indirect for July and August and the Child Care Revenue adjustments did not post before the month was closed and will be reflected in our final report to the Office of Head Start

**EARLY HEAD START FY 24-25
MONTHLY EXPENDITURES REPORT AUGUST 2025**

	September	October	November	December	January	February	March	April	May	June	July	August	YTD Total
FEDERAL FUNDING													
Personnel	\$ 472,855.17	\$ 496,627.95	\$ 326,836.97	\$ 319,556.01	\$ 452,310.80	\$ 521,707.27	\$ 159,025.12	\$ 368,646.13	\$ 308,784.85	\$ (76,674.99)	\$ 488,250.40	\$ 216,443.69	\$ 4,054,369.37
Fringe Benefits	\$ 214,426.82	\$ 221,569.87	\$ 135,098.22	\$ 139,507.52	\$ 201,560.61	\$ 229,970.96	\$ 34,089.24	\$ 139,628.96	\$ 114,436.11	\$ (123,578.50)	\$ 234,113.62	\$ 85,750.46	\$ 1,626,573.89
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ 5,868.92	\$ 14,872.81	\$ 17,232.31	\$ 12,278.85	\$ 13,742.92	\$ 11,969.84	\$ 19,606.24	\$ 14,931.86	\$ 16,105.46	\$ (8,298.56)	\$ 45,341.84	\$ 43,375.21	\$ 207,027.70
Contractual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Facilities/Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 67,837.32	\$ 32,700.54	\$ 32,760.93	\$ 35,931.75	\$ 38,001.65	\$ 37,910.56	\$ 50,276.30	\$ 39,485.96	\$ 37,941.15	\$ 86,210.37	\$ 31,659.37	\$ 40,016.98	\$ 530,732.88
Indirect	\$ 53,641.89	\$ 53,641.88	\$ 53,641.89	\$ 53,641.89	\$ 53,641.88	\$ -	\$ 53,641.89	\$ 62,263.37	\$ 75,102.00	\$ 76,114.86	\$ -	\$ -	\$ 535,331.55
Unobligated/To Be Reassigned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FEDERAL FUNDING TOTAL	\$ 814,630.12	\$ 819,413.05	\$ 565,570.32	\$ 560,916.02	\$ 759,257.86	\$ 801,558.63	\$ 316,638.79	\$ 624,956.28	\$ 552,369.57	\$ (46,226.82)	\$ 799,365.23	\$ 385,586.34	\$ 6,954,035.39
OTHER FUNDING													
SCC/SFCC Student Gov't Funds	\$ -	\$ -	\$ 26,134.00	\$ -	\$ 21,760.01	\$ -	\$ -	\$ -	\$ 31,268.00	\$ -	\$ -	\$ -	\$ 79,162.01
Child Care Fees	\$ 22,645.39	\$ 5,339.01	\$ 222,802.85	\$ 227,380.60	\$ 79,431.18	\$ -	\$ 569,046.62	\$ 214,922.73	\$ 304,038.15	\$ 1,145,233.87	\$ -	\$ -	\$ 2,790,840.40
OTHER FUNDING TOTAL	\$ 22,645.39	\$ 5,339.01	\$ 248,936.85	\$ 227,380.60	\$ 101,191.19	\$ -	\$ 569,046.62	\$ 214,922.73	\$ 335,306.15	\$ 1,145,233.87	\$ -	\$ -	\$ 2,870,002.41
TOTAL FUNDING	\$ 837,275.51	\$ 824,752.06	\$ 814,507.17	\$ 788,296.62	\$ 860,449.05	\$ 801,558.63	\$ 885,685.41	\$ 839,879.01	\$ 887,675.72	\$ 1,099,007.05	\$ 799,365.23	\$ 385,586.34	\$ 9,824,037.80
Training/Tech Assistance Funds	\$ 7,872.52	\$ 3,537.12	\$ 6,632.34	\$ 6,068.96	\$ 18,764.75	\$ 2,557.10	\$ 5,422.93	\$ 8,940.94	\$ 5,245.63	\$ 16,491.73	\$ 2,237.73	\$ 14,608.24	\$ 98,379.99

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

*Due to a timing issue, the month of February was closed before Child Care Fees and Indirect could be applied; the month of March includes February's indirect and Child Care Fees for both months.

*Due to a timing issue, both Spring and Summer Quarter's Student Government Fees were transferred in May.

*Due to a system issue, March's indirect will be reflected in April.

*Due to a duplicate posting of Child Care proceeds, Child Care Revenue is overstated in June and will be corrected in a subsequent month prior to the end of the fiscal year.

*Due to limited access to drawdown funds, the final report will have adjustments for July and August.

*Due to system error, indirect for July and August and the Child Care Revenue adjustments did not post before the month was closed and will be reflected in our final report to the Office of Head Start

USDA CACFP Meal Service Report - August 2025

Number of Reimbursable Meals		Actual HS/EHS Reimbursement		
3,247	Breakfast	\$7,987.62	Total Attendance	4,726
0	AM Snacks	\$0.00	Average Number of school days	16.00
4,419	Lunch	\$20,327.40	Average daily attendance	295.36
3,861	PM Snacks	\$4,864.86		
0	Supper	\$0.00		
0	Evening Snacks	\$0.00		
11,527	Total	\$33,179.880	Cash-In-Lieu	Total
			\$1,347.81	\$34,527.69
	Monthly Food Operating costs		\$34,792.96	
	February Farm to School Grant reimbursement		\$0.00	

CONSENT AGENDA ITEMS: ADMIN PROCEDURE

Submitted by: Nichole Hanna, Chief General Services Officer
Lori Hunt, Chief of Staff and Strategy
Linda McDermott, Chief Financial Officer
October 14, 2025

CCS Administrative Procedure

5.05.05-H Parking Permit Enforcement Waiver

Implementing Board Policy [5.05.05](#)

Contact: Director of District Security, 533-3555

1.0 Purpose

Spokane Colleges has determined that security and maintenance of parking lots and other pedestrian travel ways must be self-supported by parking fees and not draw resources from the Spokane Colleges operational budget. However, on rare occurrences, Spokane Colleges has determined waiving the Spokane Colleges parking permit requirement to support events specifically related to our college operations is appropriate.

2.0 Limitations and Requirements

The following summary outlines the limitations and requirements of this Spokane Colleges procedure:

- 2.1 Parking enforcement at Spokane Colleges facilities is regulated by [WAC 132Q-20](#).
- 2.2 This procedure applies to all Spokane Colleges property where parking permits are required.
- 2.3 Absent a campus wide pre-approved Parking Permit Enforcement Waiver, all students, employees, and visitors who park on the main college campuses during designated Spokane Colleges business hours, 6:30 a.m. and 5:00 p.m. Monday through Friday, are required to purchase a virtual permit or make payment at a parking meter.
- 2.4 Sponsoring departments pay for invited guest parking.
- 2.5 A Parking Permit Enforcement Waiver should be an infrequent event.
- 2.6 A Parking Permit Enforcement Waiver is requested through the college president and must meet certain criteria and be approved by the Director of District Security prior to the event.
- 2.7 The Director of District Security is responsible for ensuring Parking Permit Enforcement Waiver requirements are administered in good faith and consistent with the conditions set by this procedure.

3.0 Definitions

The following definitions are specific to this procedure.

- 3.1 Parking Permit Enforcement Waiver: A temporary pre-approved exemption from enforcement of Spokane Colleges parking permit requirements at a college campus or other Spokane Colleges property.
- 3.2 Complimentary Parking: Parking where a pre-approved parking permit enforcement waiver has been implemented and Spokane Colleges absorbs the cost of parking during the waiver period.
- 3.3 [WAC 132Q-20](#): Washington Administrative Code that regulates parking and the parking permit requirement at Spokane Colleges.
- 3.4 Invited guest permits: Virtual parking permits which are valid for an individual invited to campus by a department for a specific period designated on the permit. A guest is someone specifically invited by a department to provide a service benefitting the

institutions (i.e., guest lecturer, presenter, service provider). Everyone else is a “visitor” by definition.

- 3.5 Spokane Colleges Property: All Spokane Colleges property owned or controlled by Spokane Colleges.
- 3.6 Visitors: Any person, excluding students, employees, vendors and invited guests who lawfully visit the campus for purposes, which are in keeping with the colleges’ role as institutions of higher learning in the state of Washington.

4.0 Parking Authority

[WAC 132Q.20](#) was implemented under the authority of and approval of the Spokane Colleges Board of Trustees consistent with [RCW 28B.50](#).

- 4.1 [WAC 132Q-20-040](#): Vehicles shall not park at Spokane Colleges facilities without a valid parking permit issued pursuant to [WAC 132Q-20-050](#), unless parked in a metered space. Failure to obtain a permit may be grounds for disciplinary action. The fees for the parking permits shall be established by the board of trustees of Spokane Colleges and shall be published. Students parking at Spokane Colleges facilities off the main campuses of SCC and SFCC are not required to have a parking permit.
- 4.2 [WAC 132Q-20-060](#): A valid Spokane Colleges parking permit is: (1) An unexpired student or employee parking permit registered and properly displayed; or (2) A visitor or special parking permit authorized by the chief administration officer or designee, and properly displayed; or (3) An invited guest or vendor parking permit issued by the sponsoring department and authorized by the chief administration officer or designee, and properly displayed
- 4.3 [WAC 132Q-20-150](#): Parking hours. Parking permits are required to park at Spokane Colleges facilities between the hours of 6:30 a.m. and 5:00 p.m. Monday through Friday. The rules and regulations pertaining to the use of certain parking permits in specific areas are contained in [WAC 132Q-20-130](#). Students and employees may park in any of the spaces or stalls designated in [WAC 132Q-20-140](#) on a first-come, first-served basis after 3:30 p.m. Custodial and authorized employees may park on campus from 10:00 p.m. to 6:30 a.m. and are required to follow regular parking regulations and obtain parking permits.

5.0 Parking Permit Enforcement Waiver Criteria

Spokane Colleges parking enforcement rules regarding parking permits may be waived in extremely limited and specific situations when a request is initiated through the College President’s office and pre-approved approved by the Director of District Security.

The request should be made at least five business days before the event occurs to ensure the necessary information is reviewed to determine whether support for exemption of rules is appropriate and a parking permit enforcement waiver is justified. Waiver of parking rules is done rarely and generally a majority of the following considerations must be present:

Considerations for Parking Permit Enforcement Waiver: The more “yes” responses, the more supportive of event parking fee waiver. Is/does the event:

- ☐ College sanctioned and open to the public?
Is the event a college-sponsored or college-supported event that is open to the general public?

If not, college sanctioned but rather a rent/lease agreement with a non-college agency, then parking fees should be included in the rent/lease or otherwise charged to participants.

- ☐ Non-revenue generating?
If the event is generating revenue or the sponsor is charging a fee for the purpose of offsetting expenses, then it is expected parking fees will be among those expenses offset by that fee/revenue. Incorporate parking costs into the event fee and contact the Security Office to discuss pre-purchased permits.
- ☐ Scheduled after business hours?
Is the event/majority of event scheduled to occur after 4 p.m.? Security does not enforce parking permits after regular business hours (5:00 p.m.) If most of the event is occurring after 5 p.m. parking permits may be waived.
- ☐ An enrollment generating event?
Will the event directly and positively impact enrollment? Security, along with all other Spokane Colleges departments, will support events that directly generate enrollment. Contact security to discuss.
- ☐ Occurring on a non-instructional day?
Will the event create parking competition for students/staff who have purchased a permit?

Event parking that creates parking competition for our students/staff will likely not be waived. We consider parking already "rented" to our students/staff as a result of their purchased permit. They have first right to available parking and event parkers will need to purchase either a day permit or use metered parking.

- ☐ Involve isolated parking locations?
Can the parking be isolated to one parking lot to reduce enforcement workload? If approved, then the host department will be responsible for communicating the location to event attendees. Those parking in other lots without a permit will be subject to a fine.
- ☐ A high-profile event that benefits the college's public image?
A high-profile event is extraordinary and out of the norm i.e., an elected official, high profile presenter, etc. For shorter term events of this nature parking permits may be temporarily waived. Contact Security to discuss.
- ☐ Creates no other enforcement complications?
Is the event high risk, involve high target vehicles, attended by high need participants, etc.? Parking fees support security operations and complicated events often create additional security costs. Permits are less likely to be waived given the additional workload involved.
- ☐ President authorized?
Any request received directly to the Office of Campus Security will be forwarded to the president and only those events that have college president endorsement will be considered for waiver.

6.0 Process for Requesting a Parking Permit Enforcement Waiver

- 6.1 Request a Parking Permit Enforcement Waiver through the President's Office at least five business days before the event using the considerations for Parking Permit Enforcement Waiver listed above. The Presidents authorization is required to seek a Parking Permit Enforcement Waiver.

- 6.2 Once the President's office approves, the President's Office will contact the Office of Campus Security and provide the above information for consideration of a Parking Permit Enforcement Waiver.
- 6.3 A final decision will be issued by the Director of Security. If denied, a rationale will also be provided.
- 6.4 The decision by the Director of Security will be final and not subject to review or appeal.

Originated: July 2025

Cabinet approval: August 4, 2025

CCS Administrative Procedure

8.00.01-A Accessible Technology

Implementing Board Policy [8.00.01](#)

Contact: Information Technology Accessibility Coordinator, 509-533-4357

1.0 Purpose

Spokane Colleges is committed to providing accessible technology for individuals with disabilities. Spokane Colleges shall adhere to all federal and state regulations and rules regarding information technology accessibility. This procedure establishes minimum accessibility guidelines to ensure individuals with disabilities have access to the same information technologies, services and content that is available to everyone.

2.0 Definitions

- 2.1 Accessible- all users have the opportunity to acquire the same information, engage in the same interactions, and use the same services in an equally effective and integrated manner.
- 2.2 Accessibility Plan- a plan that identifies how Spokane Colleges will ensure new covered technologies are accessible and describes the future plan for making existing covered technologies accessible. The plan contains a list of prioritized non-accessible covered technology, recommended alternative access methods and actions being taken to correct the issue; contact information for the information technology accessibility coordinator; and a summary of the accessibility policy.
- 2.3 Disability- an individual who has a physical or mental impairment that substantially limits one or more major life activities, or a person who has a history or record of such an impairment.
- 2.4 Information Technology- business and administrative websites, web applications, software systems, electronic documents, E-learning, multimedia and programmable user interfaces. This includes interacting with the technology, access and content. It does not include content that a user may encounter after leaving the covered technology (example: links to other web content).
- 2.5 Information Technology Accessibility Coordinator- the individual designated by the Chancellor to coordinate the accessibility of information technology at Spokane Colleges.
- 2.6 Voluntary Product Accessibility Template (VPAT) - a vendor-generated statement that provides relevant information on how a vendor's product or service claims to conform to the Section 508 Standards.

3.0 Limitations and Requirements

- 3.1 This procedure supports [WaTech Digital Accessibility Policy USER-01-Washington Tech Policy 188 from the Washington State Office of the Chief Information Officer and associated Minimum Accessibility Standard 188.10](#), which requires all state agencies to identify an information technology accessibility coordinator, adopt accessibility policies and procedures, and develop and maintain accessibility plans for ensuring the accessibility of new and existing information technologies.
- 3.2 [WaTechshington Tech](#) policies, including [USER-01488](#), apply only to business and administrative applications within institutions of higher education. Academic, research, medical, clinical and health care applications within higher education are exempted (RCW 43.105.205, formerly RCW 43.41A.010).

4.0 Provision of Accessible Information Technology

Spokane Colleges will provide direct access to accessible technologies, except in cases where accessibility is not possible due to technical or legal limitations.

5.0 Accessibility Standards and Guidelines

- 5.1 For new and existing websites, and web-based business and administrative applications Spokane Colleges will follow Web Content Accessibility Guidelines (WCAG) 2.0. WCAG 2.0 covers a wide range of recommendations for making Web content more accessible.
- 5.2 For procurement of new information technologies and systems, a Voluntary Product Accessibility Template (VPAT) will be preferred to a generic statement of Section 508 Compliance from the vendor.
- 5.3 This procedure and related Board of Trustees policy do not supersede Spokane Colleges' responsibility to comply with state and federal laws, including Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, ADA Amendments Act of 2008 and Washington Tech Policy #188.
- 5.4 Accessibility guidelines will focus on four (4) fundamental principles of accessibility for accessible technology.
 - 5.4.1 Perceivable- Information and user interface components must be presentable to users in ways they can perceive.
 - 5.4.2 Operable- User interface components and navigation must be operable.
 - 5.4.3 Understandable- Information and the operation of user interface must be understandable.
 - 5.4.4 Robust- Content must be robust enough that it can be interpreted reliably by a wide variety of user agents, including assistive technologies.
- 5.5 [WCAG 2.1](#) also provides principles and useful metrics for information technology that is not specifically ~~web-based~~ web based.

6.0 Procurement

- 6.1 Prior to purchasing information technology, employees must consult with the Information Technology Division.
- 6.2 Research will be conducted jointly by information technology and purchasing staff to determine whether a proposed technology purchase must meet accessibility standards and whether the technology does meet those standards.
- 6.3 Employees will follow all Spokane Colleges purchasing procedures.

7.0 Implementation

- 7.1 As per Spokane Colleges Accessibility Plan, the Information Technology accessibility coordinator will conduct an audit and evaluation of existing technology assets to determine if they meet accessibility standards. The results of the evaluation will be sent to the department that is responsible for the technology. The department is responsible for ensuring that the technology meets the accessibility standards.
- 7.2 All new content will follow the guidelines outlined in section 5.0

8.0 Reporting/Complaint Process

- 8.1 Individuals may report accessible technology concerns by submitting an online [Information Technology Accessibility Problem Report Form](#) or contacting the Information Technology Accessibility Coordinator at 509-533-4357.
 - 8.1.1 Reports are evaluated by the Information Technology Accessibility Coordinator and routed to the department that is responsible for the reported technology for correction, accommodation or alternative equivalent access.
 - 8.1.2 A response and accessibility resolution will be provided within three business days.

9.0 Resources and Training

- 9.1 Employees needing to correct accessibility concerns are encouraged to utilize the resources available on the [Spokane Colleges Accessibility-Policy 188 web page](#).
- 9.2 Information technology employees will receive information technology accessibility training as determined by their supervisor.
- 9.3 Web Content Managers will receive training on how to produce accessible web content.

10.0 Related Information

- 10.1 [Section 508 for Electronic and Information Technology](#)
- 10.2 [Washington Tech Policy 188](#)
- 10.3 [Washington Tech Minimum Accessibility Standards](#)
- 10.4 [Web Content Accessibility Guidelines](#)
- 10.5 [Voluntary Product Accessibility Template \(VPAT\)](#)
- 10.6 [RCW 43.105.205 \(formerly RCW 43.41A.010\)](#)

CCS Administrative Procedure

8.00.01-A Accessible Technology

Implementing Board Policy [8.00.01](#)

Contact: Information Technology Accessibility Coordinator, 509-533-4357

1.0 Purpose

Spokane Colleges is committed to providing accessible technology for individuals with disabilities. Spokane Colleges shall adhere to all federal and state regulations and rules regarding information technology accessibility. This procedure establishes minimum accessibility guidelines to ensure individuals with disabilities have access to the same information technologies, services and content that is available to everyone.

2.0 Definitions

- 2.1 Accessible- all users have the opportunity to acquire the same information, engage in the same interactions, and use the same services in an equally effective and integrated manner.
- 2.2 Accessibility Plan- a plan that identifies how Spokane Colleges will ensure new covered technologies are accessible and describes the future plan for making existing covered technologies accessible. The plan contains a list of prioritized non-accessible covered technology, recommended alternative access methods and actions being taken to correct the issue; contact information for the information technology accessibility coordinator; and a summary of the accessibility policy.
- 2.3 Disability- an individual who has a physical or mental impairment that substantially limits one or more major life activities, or a person who has a history or record of such an impairment.
- 2.4 Information Technology- business and administrative websites, web applications, software systems, electronic documents, E-learning, multimedia and programmable user interfaces. This includes interacting with the technology, access and content. It does not include content that a user may encounter after leaving the covered technology (example: links to other web content).
- 2.5 Information Technology Accessibility Coordinator- the individual designated by the Chancellor to coordinate the accessibility of information technology at Spokane Colleges.
- 2.6 Voluntary Product Accessibility Template (VPAT) - a vendor-generated statement that provides relevant information on how a vendor's product or service claims to conform to the Section 508 Standards.

3.0 Limitations and Requirements

- 3.1 This procedure supports [WaTech Digital Accessibility Policy](#) USER-01 ,which requires all state agencies to identify an information technology accessibility coordinator, adopt accessibility policies and procedures, and develop and maintain accessibility plans for ensuring the accessibility of new and existing information technologies.
- 3.2 WaTech policies, including USER-01, apply only to business and administrative applications within institutions of higher education. Academic, research, medical, clinical and health care applications within higher education are exempted (RCW 43.105.205, formerly RCW 43.41A.010).

4.0 Provision of Accessible Information Technology

Spokane Colleges will provide direct access to accessible technologies, except in cases where accessibility is not possible due to technical or legal limitations.

5.0 Accessibility Standards and Guidelines

- 5.1 For new and existing websites, and web-based business and administrative applications Spokane Colleges will follow Web Content Accessibility Guidelines (WCAG) 2.0. WCAG 2.0 covers a wide range of recommendations for making Web content more accessible.
- 5.2 For procurement of new information technologies and systems, a Voluntary Product Accessibility Template (VPAT) will be preferred to a generic statement of Section 508 Compliance from the vendor.
- 5.3 This procedure and related Board of Trustees policy do not supersede Spokane Colleges' responsibility to comply with state and federal laws, including Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, ADA Amendments Act of 2008 and Washington Tech Policy #188.
- 5.4 Accessibility guidelines will focus on four (4) fundamental principles of accessibility for accessible technology.
 - 5.4.1 Perceivable- Information and user interface components must be presentable to users in ways they can perceive.
 - 5.4.2 Operable- User interface components and navigation must be operable.
 - 5.4.3 Understandable- Information and the operation of user interface must be understandable.
 - 5.4.4 Robust- Content must be robust enough that it can be interpreted reliably by a wide variety of user agents, including assistive technologies.
- 5.5 [WCAG 2.1](#) also provides principles and useful metrics for information technology that is not specifically web based.

6.0 Procurement

- 6.1 Prior to purchasing information technology, employees must consult with the Information Technology Division.
- 6.2 Research will be conducted jointly by information technology and purchasing staff to determine whether a proposed technology purchase must meet accessibility standards and whether the technology does meet those standards.
- 6.3 Employees will follow all Spokane Colleges purchasing procedures.

7.0 Implementation

- 7.1 As per Spokane Colleges Accessibility Plan, the Information Technology accessibility coordinator will conduct an audit and evaluation of existing technology assets to determine if they meet accessibility standards. The results of the evaluation will be sent to the department that is responsible for the technology. The department is responsible for ensuring that the technology meets the accessibility standards.
- 7.2 All new content will follow the guidelines outlined in section 5.0

8.0 Reporting/Complaint Process

- 8.1 Individuals may report accessible technology concerns by submitting an online

[Information Technology Accessibility Problem Report Form](#) or contacting the Information Technology Accessibility Coordinator at 509-533-4357.

8.1.1 Reports are evaluated by the Information Technology Accessibility Coordinator and routed to the department that is responsible for the reported technology for correction, accommodation or alternative equivalent access.

8.1.2 A response and accessibility resolution will be provided within three business days.

9.0 Resources and Training

9.1 Employees needing to correct accessibility concerns are encouraged to utilize the resources available on the [Spokane Colleges Accessibility-Policy 188 web page](#).

9.2 Information technology employees will receive information technology accessibility training as determined by their supervisor.

9.3 Web Content Managers will receive training on how to produce accessible web content.

10.0 Related Information

10.1 [Section 508 for Electronic and Information Technology](#)

10.2 [Washington Tech Policy 188](#)

10.3 [Washington Tech Minimum Accessibility Standards](#)

10.4 [Web Content Accessibility Guidelines](#)

10.5 [Voluntary Product Accessibility Template \(VPAT\)](#)

10.6 [RCW 43.105.205 \(formerly RCW 43.41A.010\)](#)

CCS Administrative Procedure

8.10.01–D Shared Accounts

Implementing Board Policy [8.10.01](#)

Contact: Chief Information Officer, 533-8833

1.0 Purpose

The purpose of this procedure is to help ensure the security of Spokane Colleges information technology systems by establishing guidelines and expectations for the use of shared accounts and logon IDs while ensuring compliance with the standards, policies, and guidelines of Washington Technology Solutions (WATech).

2.0 Limitations and Requirements

Spokane Colleges recognizes the importance of information security, that accounts shared or used by more than one (1) user of a given information technology asset or resource obscure identity and therefore accountability, and that the WATech standards, policies, and guidelines prohibit the use of group, shared or generic logon IDs and passwords.

- 2.1 This procedure applies to accounts used by employees, students and third-party entities at Spokane Colleges. This procedure applies to all equipment that is owned or leased by Spokane Colleges and to all internet-based (cloud) services authorized and subscribed to by Spokane Colleges.
- 2.2 This procedure assumes ALL employees and ALL students have a ctcLink ID number and a unique CCS network login account to be used to comply with this procedure.
- 2.3 This procedure establishes an expectation and guideline to reduce or eliminate the use of shared logon IDs to control IT network, data and resource access, and to facilitate better audit trails and incident responses for network breaches or other violations of acceptable use.

3.0 Standards and Guidelines

- 3.1 When user login accounts are available, those accounts will be used to login to Spokane Colleges computers/devices and information technology services.
- 3.2 When a student or employee does not have a user login account, one will be created for them as a standard Information Technology security business practice.
- 3.3 The use of shared logon IDs is prohibited, except when authorized and approved by the Director of Technology Services or the Information Security Officer. Any requests for an exception shall be furnished in writing no fewer than 10 business days prior to the date the exception must take effect. Some example cases are described below:
 - 3.3.1 When a class or event is being conducted by the colleges or district office where the use of a computer is required, and there are no student or employee accounts available for the participants to use, it may be permissible to use a shared account. Note that any such account will likely be limited to allow logins only on specific computers/devices.
 - 3.3.2 When approved software is being used that cannot work with individual accounts due to licensing or technical constraints, it may be permissible to use a shared account. Note that any such account will likely be limited to allow logins only on specific computers/devices.
 - 3.3.3 When there is a demonstrated requirement for functionality, it may be permissible to use a shared account. Note that any such account will likely be limited, tracked, and audited to allow logins only on specific computers/devices.

4.0 Related Information

- 4.1 [CCS Administrative Procedure 8.10.01-A](#) – Acceptable Use of Information Technology
- 4.2 [CCS Administrative Procedure 8.10.02-A](#) – IT Security
- 4.3 [WATech Standard SEC-0](#) – Securing Information Technology Assets

Originated: April 2025
Cabinet approval: May 2025

CCS Administrative Procedure

2.20.01 – D Early Notification of Intent to Separate from Employment

Implementing Board Policy [2.20.01](#)

Contact: Human Resources

1.0 Early Notification of Intent to Separate From Employment Objective (summary of Board of Trustees Policy 2.20.01)

~~Community Colleges of~~ Spokane Colleges is committed to recruiting and retaining globally competent and highly qualified faculty and staff at all levels of the organization, employing merit based and participatory processes to achieve this goal. ~~CCS-Spokane Colleges~~ believes this process is made more efficient by advance notice of vacancies. Advance notice will provide ~~CCS Spokane Colleges~~ sufficient time to consider, recruit, screen and select new employees. Compensation practices designed to assist in this regard have been established for exempt and faculty positions, as outlined in this procedure.

2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

2.1 Exempt staff: any full-time, annually contracted executive, administrator, confidential exempt and/or professional exempt employee.

2.2 Academic Employee: any ~~CCS-Spokane Colleges~~ tenured teacher, counselor or librarian.

3.0 Early Notification Process

3.1 **Exempt Staff**: After a minimum of three years of full-time employment, any exempt employee who intends to permanently separate from ~~Community Colleges of~~ Spokane Colleges employment may receive an incentive remuneration, the amount of which will be set by the chancellor/chief executive officer.

3.1.1 The employee must apply to and receive approval from the appropriate Appointing Authority by providing written notice of separation and executing an early notification agreement at least six (6) calendar months prior to the effective separation date.

3.1.1.1 The Appointing Authority may deny the early notification request by refusing to sign the agreement. The employee will be notified of this decision, which is final and binding and not subject to review or appeal.

3.1.2 To qualify for remuneration, the employee must remain in paid status for the entire period from the date of the executed agreement through the separation date, unless specifically waived by the Appointing Authority.

3.1.3 Such incentive remuneration shall be included in the employee's final salary payment. Any remuneration received pursuant to this policy shall be expressly excluded from retirement plan calculations.

3.2 **Academic Employee**: ~~An academic employee's e~~Early notification to retire or otherwise terminate ~~his/her~~their employment with ~~CCS-Spokane Colleges~~ may result in a one-time incentive ~~remuneration of \$6,000~~payment equal to 8% of the AE's current salary or a minimum of \$6,500, whichever is higher, providing the following elements are met:

3.2.1 ~~All~~Must be a long-time tenured (i.e. 5 or more years) contracted academic employees ~~s are eligible~~.

- 3.2.2 A written notice of the employee's intent to retire must be submitted to the Human Resources Office prior to November 1 of the current academic year. The Human Resources Office will issue an early notification agreement that must be signed by the appropriate unit administrator/executive and returned to the Human Resources Office within 21 calendar days.
- 3.2.3 The current academic year will be the final 175-day contracted year of ~~full-time~~ employment.
- 3.2.4 Such incentive remuneration shall be included in the employee's final salary payment. Any remuneration received pursuant to this policy shall be expressly excluded from any retirement plan calculations.
- 3.2.5 The agreement is irrevocable except in cases of unexpected financial emergency.
- 3.2.6 These provisions are superseded by any changes to the related provisions of the applicable collective bargaining agreement.

Originated: June 2005, Revised September 2009; September 2025
Cabinet approval: June 2005

CCS Administrative Procedure

2.20.01 – D Early Notification of Intent to Separate from Employment

Implementing Board Policy [2.20.01](#)

Contact: Human Resources

1.0 Early Notification of Intent to Separate from Employment Objective (summary of Board of Trustees Policy 2.20.01)

Spokane Colleges is committed to recruiting and retaining globally competent and highly qualified faculty and staff at all levels of the organization, employing merit based and participatory processes to achieve this goal. Spokane Colleges believes this process is made more efficient by advance notice of vacancies. Advance notice will provide Spokane Colleges sufficient time to consider, recruit, screen and select new employees. Compensation practices designed to assist in this regard have been established for exempt and faculty positions, as outlined in this procedure.

2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

2.1 Exempt staff: any full-time, annually contracted executive, administrator, confidential exempt and/or professional exempt employee.

2.2 Academic Employee: any Spokane Colleges tenured teacher, counselor or librarian.

3.0 Early Notification Process

3.1 **Exempt Staff**: After a minimum of three years of full-time employment, any exempt employee who intends to permanently separate from Spokane Colleges employment may receive an incentive remuneration, the amount of which will be set by the chancellor/chief executive officer.

3.1.1 The employee must apply to and receive approval from the appropriate Appointing Authority by providing written notice of separation and executing an early notification agreement at least six (6) calendar months prior to the effective separation date.

3.1.1.1 The Appointing Authority may deny the early notification request by refusing to sign the agreement. The employee will be notified of this decision, which is final and binding and not subject to review or appeal.

3.1.2 To qualify for remuneration, the employee must remain in paid status for the entire period from the date of the executed agreement through the separation date, unless specifically waived by the Appointing Authority.

3.1.3 Such incentive remuneration shall be included in the employee's final salary payment. Any remuneration received pursuant to this policy shall be expressly excluded from retirement plan calculations.

3.2 **Academic Employee**: Early notification to retire or otherwise terminate their employment with Spokane Colleges may result in a one-time incentive payment equal to 8% of the AE's current salary or a minimum of \$6,500, whichever is higher, providing the following elements are met:

3.2.1 Must be a long-time tenured (i.e. 5 or more years) contracted academic employee.

- 3.2.2 A written notice of the employee's intent to retire must be submitted to the Human Resources Office prior to November 1 of the current academic year. The Human Resources Office will issue an early notification agreement that must be signed by the appropriate unit administrator/executive and returned to the Human Resources Office within 21 calendar days.
- 3.2.3 The current academic year will be the final 175-day contracted year of employment.
- 3.2.4 Such incentive remuneration shall be included in the employee's final salary payment. Any remuneration received pursuant to this policy shall be expressly excluded from any retirement plan calculations.
- 3.2.5 The agreement is irrevocable except in cases of unexpected financial emergency.
- 3.2.6 These provisions are superseded by any changes to the related provisions of the applicable collective bargaining agreement.

Originated: June 2005, Revised September 2009; September 2025
Cabinet approval: June 2005; September 22, 2025

CONSENT AGENDA REPORT: Community Colleges of Spokane Financial Statement Audit Report and State Auditor's Report for the period July 1, 2023 through June 30, 2024

BACKGROUND:

Davis Farr, LLP Certified Public Accountants, has completed the financial statement audit for the fiscal year ended June 30, 2024. The Report on the Audit of the Financial Statements is enclosed as Attachment 1. The auditors issued an unmodified ("clean") opinion, stating that the financial statements present fairly, in all material respects, the financial position of the organization. The financial statements include prior period adjustments to certain opening balances as described in Note 19 (page 50). These adjustments did not result in a modification of the audit opinion. Management is responsible for the preparation and fair presentation of the financial statements, as well as for the design, implementation, and maintenance of internal controls.

In addition to the audit opinion, Attachment 3 includes the auditors' required communication to governance. Throughout the engagement, staff collaborated closely with Davis Farr to support the fair presentation of the financial statements. As noted by the auditors, several adjustments were necessary during the final preparation of the statements. Staff provided detailed explanations for the basis of these misstatements and worked with Davis Farr to determine appropriate adjustments. As a result of these adjustments, the auditors identified internal control deficiencies and recommended a review of year-end closing procedures to ensure all account balances are accurately stated. Management acknowledges its responsibility to identify, review, and record all necessary adjustments to support the fair presentation of the financial statements. In response, staff have revised procedures to improve the early identification and preparation of accounting adjustments. Additional measures have been implemented to ensure timely and accurate reconciliation of balance sheet accounts. Finally, strategies to retain and develop accounting staff are critical to the consistent and successful implementation of these improvements.

As presented in the Management's Discussion and Analysis (Attachment 1, page 7), Net Position increased as of June 30, 2024, comprised of increases in assets and decreases in liabilities. The increases in assets are primarily attributable to capital assets and cash balances. The Condensed Statement of Revenue, Expenses, and Changes in Net Position (Attachment 1, page 8) provides summary revenue and expenses compared to 2023. Notably, operating revenues decreased \$15.5 million in 2024, primarily due to a decrease of \$20 million in federal grants and contract revenue. Nonoperating revenue increased \$12.9 million, primarily due to state appropriation increases of \$7 million. Attachment 1, pages 9-10, includes a review of revenue and expenses for 2023 and 2024.

In addition to the financial statement audit performed by Davis Farr, LLP, CCS is audited by the Washington State Auditor's office (SAO) for inclusion in the State of Washington Annual Comprehensive Financial Report (ACFR). SAO audited the following CCS balances as part of the state-wide audit: cash and cash equivalents, depreciable assets, charges for services,

education expenditures and operating grants. State audit reports are published on the State Auditor's website at www.sao.wa.gov.

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

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

Attachments:

1. 10.6.25 Final CCS Financial Statements
2. CCS Audit Opinion Letter
3. CCS Governance Letter
4. CCS Government Auditing Standards (GAS) Opinion
5. ACFR FY24_Community Colleges of Spokane_Audit Results

Prepared by: Dr. Linda McDermott, CPA
Chief Financial Officer
October 14, 2025

Presented by: Dr. Linda McDermott, CPA
Chief Financial Officer
October 14, 2025



Community Colleges of Spokane

**Washington State Community College District #17
(a component unit of the State of Washington)
Financial Statements**

For the fiscal year ended June 30, 2024

Community Colleges of Spokane
501 N. Riverpoint Blvd.
Spokane, Washington 99202

Table of Contents

	PAGE
Trustees and Administrative Officers	1
Report of Independent Auditors	2-5
Management's Discussion and Analysis	6-11
Financial Statements	
Statement of net position	12-13
Statement of revenues, expenses, and changes in net position	14
Statements of cash flows	15-16
Notes to financial statements	17-50
Required Supplementary Information	
Schedule of proportionate share of net pension liability	51-55
Schedule of employer contributions	56-59
Schedule of changes in total pension liability and related ratios	60-62
Schedule of employer contributions	
state board supplemental defined benefit plans	63
Schedule of changes in total OPEB liability and related ratios	64-65
Supplementary Information	
Segmented statement of net position	67
Segmented statement of revenues, expenses, and changes in net position	68

Community Colleges of Spokane

Trustees and Administrative Officers

Trustees and Officer list effective as of June 30, 2024:

BOARD OF TRUSTEES

Mike Wilson, Chair
Todd Woodard, Vice Chair
Anna Franklin
Glenn Johnson
Steven Yoshihara

EXECUTIVE OFFICERS

Kevin Brockbank, Chancellor
Jenni Martin, Acting President, Spokane Community College
Kimberlee Messina, President, Spokane Falls Community College
Linda McDermott, Acting Chief Financial Officer
Greg Stevens, Chief Strategy Officer
Grace Leaf, Chief Information Officer
Carolyn Casey, Chief Institutional Advancement and External Affairs Officer
Lori Hunt, Provost/Chief Learning Officer
Amy McCoy, Chief Compliance Officer
Patrick McEachern, Vice President of Student Services, Spokane Falls Community College
James Brady, Vice President of Learning, Spokane Falls Community College
Jaclyn Jacot, Interim Vice President of Instruction, Spokane Community College
James Fitzgerald, Athletics Director
Heather Beebe-Stevens, District Development Officer

Independent Auditor's Report

Board of Trustees
Community Colleges of Spokane
Spokane, Washington

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the business-type activities, and the aggregate discretely presented component unit of the Community Colleges of Spokane (CCS), Spokane, Washington, a component unit of the State of Washington, as of and for the year June 30, 2024, and the related notes to the financial statements, which collectively comprise CCS' basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities, and the aggregate discretely presented component unit of CCS, as of June 30, 2024, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

We did not audit the financial statements of the District 17 Community Colleges Foundation (the Foundation) which represent 100 percent of the assets, net position and revenues of the aggregate discretely presented component units. The Foundation's financial statements, which were prepared in accordance with accounting standards as issued by the Financial Accounting Standards Board, were audited by other auditors whose report thereon has been furnished to us, and our opinion, insofar as it relates to the amounts included for the Foundation, is based solely on the report of the other auditors.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of CCS and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of Matter

As discussed in Note 1, the financial statements of CCS, a component unit of the State of Washington, are intended to present the financial position, and the changes in the 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 CCS and its aggregate

discretely presented component units. They do not purport to, and do not, present fairly the financial position of the State of Washington as of June 30, 2024, the changes in its financial position, and 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.

The financial statements for the year ended June 30, 2024, reflect certain prior period adjustments as described further in Note 19 to the financial statements. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about CCS' ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 CCS' internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about CCS' ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the *management's discussion and analysis, pension and other post-employment benefit schedules* be presented to supplement the basic financial statements. Such information is the responsibility of management and, 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.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the CCS' basic financial statements. The *Segmented Statement of Net Position* and the *Segmented Statement of Revenues, Expenses, and Changes in Net Position* are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the *Segmented Statement of Revenues, Expenses, and Changes in Net Position* are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the financial statements. The other information comprises the *Board of Trustees* and *Administrative Officers* but does not include the financial statements and our auditor's report thereon. Our opinions on the financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency

Board of Trustees
Community College of Spokane
Spokane, Washington

exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated September 30, 2025 on our consideration of CCS' 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 solely 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 the effectiveness of 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 CCS' internal control over financial reporting and compliance.

Davis Fara LLP

Irvine, California
September 30, 2025

Community Colleges of Spokane Management's Discussion and Analysis

Community Colleges of Spokane

The following discussion and analysis provide an overview of the financial position and activities of Community Colleges of Spokane (CCS or the District) for the fiscal year (FY) ended June 30, 2024 (FY 2024).

This overview provides readers with an objective and easily readable analysis of the CCS'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 CCS's financial statements and accompanying note disclosures.

Reporting Entity

Community Colleges of Spokane is one of thirty public community and technical college Districts in the state of Washington. CCS serves six counties and approximately 30,000 students in Eastern Washington at two main campuses, as well as at six centers located throughout the District. CCS confers associates degrees, bachelor of applied science degrees, certificates, and high school diplomas through its two accredited colleges – Spokane Community College (SCC) and Spokane Falls Community College (SFCC). Founded in 1963, the mission of CCS is “To provide all students an excellent education that transforms their lives and expands their opportunities.”

The main campuses of SCC and SFCC and the CCS District offices are located in Spokane, Washington, a community of about 230,000 residents and part of a metropolitan area of over 550,000. SCC and their centers in Colville, Newport, Republic and Inchelium, focuses on career-technical programs, adult basic education and work force training, as well as college transfer opportunities. SFCC and its one center in Pullman offers an extensive array of college transfer associate degrees, professional technical degrees and programs, and several Bachelor of Applied Science degrees. CCS 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 District, except as otherwise provided by law.

Using the Financial Statements

The financial statements presented in this report encompass CCS and its component unit, the Community Colleges of Spokane Foundation. CCS's financial statements include the statement of net position, the statement of revenues, expenses, and changes in net position, and the statement of cash flows. The statement of net position provides information about CCS 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 a period of time. Together, these statements, along with the accompanying notes, provide a comprehensive way to assess CCS' financial health as a whole.

The statement of net position and statement of revenues, expenses, and changes in net position are reported under the accrual basis of accounting where all the current year's revenues and expenses are considered regardless of when cash is received, or payments are made. Full accrual statements are intended to provide a view of the CCS'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 CCS' activities is considered to be a single business-type activity and accordingly, is reported within a single column in the basic financial statements.

Community Colleges of Spokane Management's Discussion and Analysis

Current liabilities include amounts payable to others for goods, services and leases, accrued payroll and related liabilities, the current portion of the Certificate of Participation (COP) debt, deposits held for others, unearned revenue, and liabilities for pension and other post-employment benefits. 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 is a result of changes to liabilities related to other post-employment benefits and unearned revenue for 2024.

Noncurrent liabilities primarily consist of the value of sick leave earned but not yet used by employees and the long-term portion of COP debt and leases. This category also includes the required long-term OPEB liability, and pension liability. The increase in noncurrent liabilities was primarily due to the OPEB liability, net of current portion, which increased \$2,510,855 over the prior year. See additional details related to required disclosures within Notes 13 and 14.

Net position represents the value of CCS's assets and deferred outflows after liabilities and deferred inflows are deducted. CCS is required by accounting standards to report its net position in four categories:

Capital Assets, net – CCS'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 Nonexpendable – The corpus of nonexpendable restricted resources is available only for investment purposes. These assets are held in perpetuity. CCS did not have any of these funds in FY 2024 or 2023

Restricted Expendable – Subject to external donor or grantor stipulations regarding their use. CCS may expend these assets for purposes as determined by donors and/or external entities. CCS holds restricted balances related to pension plan assets for 2024.

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.

Statement of Revenues, Expenses and Changes in Net Position

The statement of revenues, expenses, and changes in net position accounts for CCS's changes in total net position during 2024. The objective of the statement is to present the revenues received, both operating and non-operating, and the expenses paid by CCS, along with any other revenue, expenses, gains, and losses of CCS.

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

Operating expenses are expenses incurred in the normal operation of CCS, including depreciation on property and equipment. When operating revenues, excluding state appropriations and Pell Grants, are measured against operating expenses, CCS shows an operating loss. The operating loss is reflective of the external funding necessary to keep tuition lower than the cost of the services provided.

Community Colleges of Spokane

Management's Discussion and Analysis

Statement of Net Position

The statement of net position provides information about the CCS's financial position, and presents the District's assets, liabilities, and net assets at year-end and includes all assets and liabilities of CCS. A condensed comparison of the statement of net position is as follows:

Condensed Statement of Net Position As of June 30th	2024	2023	Change
Assets			
Current assets	\$ 176,127,211	\$ 168,389,193	\$ 7,738,018
Capital assets, net	227,525,569	221,276,663	6,248,906
Other assets, noncurrent	24,628,015	18,927,818	5,700,197
Total Assets	428,280,795	408,593,674	19,687,121
Deferred Outflows	17,722,847	19,535,152	(1,812,305)
Liabilities			
Current liabilities	25,785,759	30,750,247	(4,964,488)
Other liabilities, noncurrent	69,054,311	67,750,933	1,303,378
Total Liabilities	94,840,070	98,501,180	(3,661,110)
Deferred Inflows	46,187,506	54,332,168	(8,144,662)
<i>Net Position Restatement (Note 19)</i>		11,916,200	
Net Position	\$ 304,976,066	\$ 287,211,678	\$ 17,764,389

Current assets consist primarily of cash, short term investments, various accounts receivable, and inventories. The increase in current assets of \$7,738,018 in 2024 is attributable to Capital Assets, and cash increases compared to 2023.

Net capital assets increased by \$6,248,906 from fiscal year 2023 to 2024 due to capitalization of expenses related to various construction projects. The Fine and Applied Arts Building at SFCC and the Apprenticeship Center design at SCC account for much of the increase.

Other noncurrent assets consist of the long-term portion of certain investments, payments received for Leased Property, and Pension Plan Assets. CCS invests in Certificates of Deposits (CDs) and government securities to secure the highest rate of return. The investments fluctuate between current and non-current assets depending on their term and maturity dates. CCS is also a lessor in noncancelable leases for land used for two communication towers. The lessees are required to make fixed monthly payments over the lease term. A net pension asset was reported for fiscal year 2024.

Deferred outflows (and the related deferred inflow) as of June 30, 2024, represent changes in deferred contributions and changes of assumptions related to the District's pension, OPEB, State Board retirement plan, and leasing activities. See notes 1, 4, 13, and 14 for discussion of these items.

Community Colleges of Spokane Management's Discussion and Analysis

A condensed comparison of the CCS's revenues, expenses, and changes in net position for the years ended June 30, 2024 and 2023, is presented below.

Condensed Statement of Revenue, Expenses, and Changes in Net Position

For the year ended June 30th

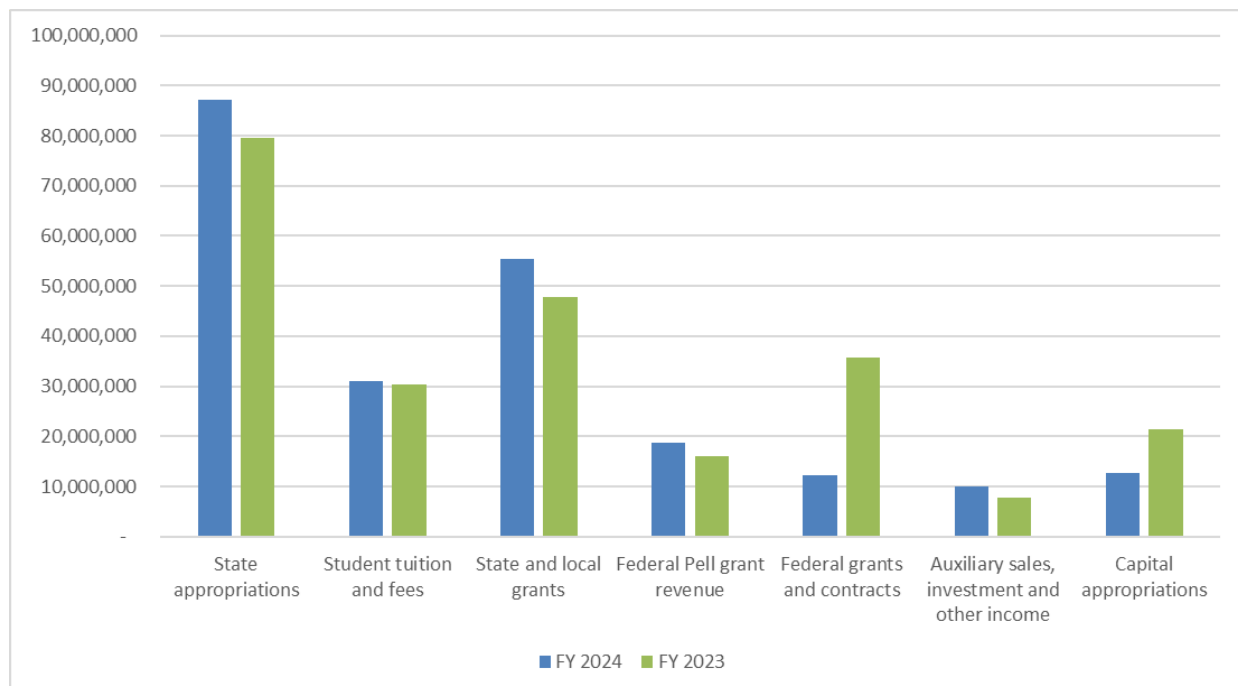
	2024	2023	Change
Operating revenues	\$ 103,502,356	\$ 118,958,957	\$ (15,456,601)
Operating expenses	204,849,525	215,839,756	(10,990,231)
Net Operating Income/Loss	(101,347,169)	(96,880,799)	(4,466,370)
Nonoperating revenues	111,216,223	98,335,847	12,880,376
Nonoperating expenses	4,817,575	4,002,729	814,846
Income/loss before other revenues and expenses	5,051,479	(2,547,681)	7,599,160
Capital appropriations	12,712,910	21,509,837	(8,796,927)
Change from revenues and expenses	17,764,389	18,962,156	(1,197,767)
Cumulative effect of a change in accounting principal	-	-	-
Restatements	-	-	-
Increase (Decrease) in Net Position	\$ 17,764,389	\$ 18,962,156	\$ (1,197,767)

*See Note 19

Revenues

Operating revenues decreased \$15,456,601 in 2024, primarily due to a decrease of \$20 million in federal grants and contracts. Student tuition and fees and state and local grants increased slightly in 2024.

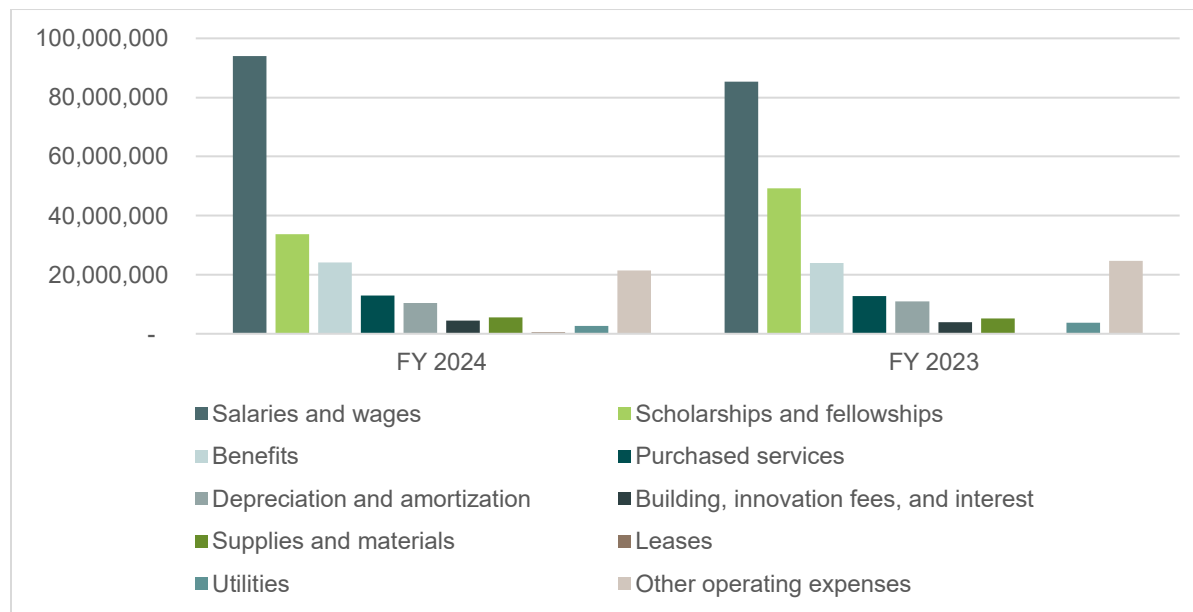
Nonoperating revenues increased by \$4,466,370 in 2024, which was primarily due to state appropriation increases of \$7 million.



Community Colleges of Spokane Management's Discussion and Analysis

Expenses

Operating expenses decreased \$10 million 2024, led by a \$15 million decrease in Scholarships and fellowships.



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 addition, a component of student tuition revenue called the building fee, is remitted back to the State for use in project funding. In recent years, declining student tuition revenue, including the building fee component, has significantly reduced the dollars available from this funding source.

At June 30, 2024, CCS had \$227,522,540 in capital assets, net of accumulated depreciation. This represents an increase of \$6 million from fiscal year (FY) 2023, as shown in the table below. The increase in capital assets is primarily the result of an increase in construction in progress associated with the Fine and Applied Arts Building on the Spokane Falls Community College campus. See Note 5 for further discussion.

At June 30, 2024, CCS had \$12,896,572 in outstanding debt, which includes a balance \$1,461,572 in unamortized premium. CCS entered into a COP for the renovation of the Spokane Falls Gymnasium during 2017 and had an outstanding COP for the Spokane Community College Student Services Building remodel the balance of which was paid off in FY23. Also see Notes 11 and 12.

Community Colleges of Spokane Management's Discussion and Analysis

	2024	2023	Change
Asset Type as of June 30th			
Land	\$ 3,664,474	\$ 3,664,474	\$ -
Construction in progress	37,040,344	29,530,711	7,509,633
Buildings, net	167,388,481	173,083,375	(5,694,894)
Leased Assets, Buildings, net	8,139,279	4,957,032	3,303,289
SBITA Assets, net	118,013	274,454	(156,441)
Other improvements and infrastructure, net	5,373,743	4,826,636	547,108
Equipment, net	5,762,326	4,901,377	860,949
Library resources, net	35,879	38,604	(2,725)
Total Capital Assets, Net	\$ 227,522,540	\$ 221,276,664	\$ 6,245,876

	2024	2023	Change
Debt as of June 30th			
Certificates of Participation (COP)	\$ 11,435,000	\$ 12,050,000	\$ (615,000)
Unamortized premium	1,461,572	1,633,922	(172,350)
Total Long Term Debt	\$ 12,896,572	\$ 13,683,922	\$ (787,350)

Economic Factors That Will Affect the Future

The Coronavirus pandemic that emerged in March of 2020 initially caused a decline in enrollment at the Community Colleges of Spokane. However, since then, there has been a steady increase in enrollment, with the trend continuing to improve each year. The enrollment numbers have steadily risen since the downturn in fiscal years 2022 and 2023, and this growth is expected to continue into future fiscal years, showing a strong recovery from the pandemic's impact.

Community Colleges of Spokane

Statement of Net Position

ASSETS AND DEFERRED OUTFLOWS OF RESOURCES

	June 30, 2024	Discrete Component Unit District 17 Foundation
CURRENT ASSETS		
Cash and cash equivalents	\$ 137,210,696	\$ 617,287
Short term investments	14,191,094	-
Accounts receivable, net of allowance for doubtful accounts	24,394,131	214,297
Interest receivable	191,146	-
Lease receivable, current portion	140,144	834,914
Other assets	-	27,265
Total current assets	176,127,211	1,693,763
NONCURRENT ASSETS		
Long-term investments	12,107,012	30,222,100
Lease receivable, net of current portion	3,337,928	-
Pension asset	9,183,075	-
Non-depreciable capital assets	40,704,818	-
Depreciable capital assets, net of depreciation	178,560,429	7,383,416
Leased asset, Buildings, net of amortization	8,260,322	-
Total noncurrent assets	252,153,584	37,605,516
Total assets	428,280,795	39,299,279
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflows of resources related to OPEB	4,159,216	-
Deferred outflows of resources related to pensions	13,563,631	-
Total deferred outflows of resources	17,722,847	-
Total assets and deferred outflows	\$ 446,003,642	\$ 39,299,279

Community Colleges of Spokane

Statement of Net Position (continued)

LIABILITIES, DEFERRED INFLOWS AND NET POSITION		Discrete Component Unit District 17 Foundation
	June 30, 2024	
CURRENT LIABILITIES		
Accounts payable	\$ 2,812,383	\$ 604,847
Accrued liabilities	9,842,510	-
Compensated absences, current portion	4,029,960	-
Unearned revenue	5,387,434	-
Pension liability, current portion	236,987	-
OPEB liability, current portion	955,438	-
Right-to-use lease liability, current portion	1,757,177	-
SBITA Liability, current portion	118,870	-
Notes payable, current portion	645,000	3,650,922
Total current liabilities	25,785,759	4,255,769
NONCURRENT LIABILITIES		
Deposits payable	-	1,772,448
Compensated absences, net of current portion	4,987,349	60,507
Pension liability, net of current portion	7,890,485	-
OPEB liability, net of current portion	36,960,431	-
Right-to-use lease liability, net of current portion	6,964,474	-
Notes payable, net of current portion	12,251,572	-
Total noncurrent liabilities	69,054,311	1,832,955
Total liabilities	94,840,070	6,088,724
DEFERRED INFLOWS OF RESOURCES		
Deferred inflows of resources related to OPEB	32,011,134	-
Deferred inflows of resources related to pensions	10,835,111	-
Deferred inflows of resources related to leases	3,341,261	-
Total deferred inflows of resources	46,187,506	-
NET POSITION		
Net investment in capital assets	205,788,476	5,235,855
Restricted for District 17 Foundation	-	27,974,700
Restricted for pension plan assets	13,519,940	-
Unrestricted	85,667,650	-
Total net position	304,976,066	33,210,555
Total liabilities, deferred inflows, and net position	\$ 446,003,642	\$ 39,299,279

Community Colleges of Spokane

Statement of Revenues, Expenses, and Changes in Net Position

	Year Ended June 30, 2024	Discrete Component Unit District 17 Foundation
OPERATING REVENUES		
Student tuition and fees, net of scholarship allowances and discounts	\$ 31,066,013	\$ 222,797
Auxiliary enterprise sales	3,362,177	-
State and local grants and contracts	55,481,769	125,200
Federal grants and contracts	12,301,300	-
Rental income	-	2,418,937
Other operating revenues	236,506	793,699
Leased property interest	153,035	-
Interest on loans to students	901,556	-
Total operating revenues	103,502,356	3,560,633
OPERATING EXPENSES		
Operating expenses	21,501,240	2,493,785
Salaries and wages	93,923,425	682,907
Benefits	24,148,456	-
Scholarships and fellowships	33,732,729	-
Supplies and materials	5,550,626	-
Depreciation and amortization	10,364,703	-
Purchased services	13,020,578	-
Utilities	2,607,768	-
Total operating expenses	204,849,525	3,176,692
INCOME (LOSS) FROM OPERATIONS	(101,347,169)	383,941
NONOPERATING REVENUES		
State appropriations	87,142,311	-
Federal Pell grant revenue	18,667,971	-
Gain (Loss), sale of capital assets	(7,982)	-
Investment income, gain (loss)	5,413,923	3,194,481
Total nonoperating revenues	111,216,223	3,194,481
NONOPERATING EXPENSES		
Building and innovation fees	3,769,514	-
Lease interest	420,369	-
Interest on indebtedness	627,692	-
Total nonoperating expenses	4,817,575	-
INCOME (LOSS) BEFORE CAPITAL APPROPRIATIONS	5,051,479	3,578,422
Capital appropriations	12,712,910	-
Increase (decrease) in net position	17,764,389	\$ 3,578,422
NET POSITION		
Net position, beginning of year	275,295,478	\$ 29,632,133
Restatements (Note 19)	11,916,200	-
Net position, beginning of year, as restated	287,211,678	29,632,133
Net position, end of year	\$ 304,976,066	\$ 33,210,555

See accompanying notes.

Community Colleges of Spokane

Statements of Cash Flows

	Year Ended June 30, 2024
CASH FLOWS FROM OPERATING ACTIVITIES	
Student tuition and fees	\$ 32,819,400
Grants and contracts	66,544,068
Payments to vendors	(39,733,720)
Payments for utilities	(2,607,768)
Payments to employees	(92,697,569)
Payments for benefits	(32,802,762)
Auxiliary enterprise sales	3,362,177
Leased property principal	140,143
Leased property interest	153,035
Payments for scholarships and fellowships	(33,732,729)
Interest on loans to students and employees	901,556
Other receipts	236,506
Net cash from operating activities	(97,417,663)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
State appropriations	87,142,311
Pell grants	18,667,971
Building and innovation fees	(3,769,514)
Net cash from noncapital financing activities	102,040,768
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Capital appropriations	12,712,910
Purchases of capital assets	(13,441,839)
Proceeds from sale of capital assets	1,559,151
Principal paid on long-term debt	(2,105,783)
Interest paid	(1,045,600)
Net cash from capital and related financing activities	(2,321,161)
CASH FLOWS FROM INVESTING ACTIVITIES	
Purchase of investments	(9,955,270)
Proceeds from sales and maturities of investments	13,387,000
Income from investments	4,788,768
Net cash from investing activities	8,220,498
NET CHANGE IN CASH AND CASH EQUIVALENTS	10,522,442
CASH AND CASH EQUIVALENTS, beginning of year	126,688,254
CASH AND CASH EQUIVALENTS, end of year	\$ 137,210,696

Community Colleges of Spokane

Statements of Cash Flows (continued)

	Year Ended June 30, 2024
OPERATING LOSS	\$ (101,347,169)
Adjustments to reconcile net loss to net cash used by operating activities	
Depreciation expense	8,649,146
Amortization expense	1,715,557
Changes in assets and liabilities	
Receivables, net	(1,116,212)
Lease receivable	140,143
Accounts payable	(759,446)
Accrued liabilities	1,408,600
Unearned revenue	1,630,598
Compensated absences	915,427
Deferred inflows	(8,144,662)
Deferred outflows	1,812,305
OPEB liability	(414,668)
Net pension asset	(1,907,282)
Net cash used by operating activities	<u>\$ (97,417,663)</u>
NONCASH INVESTING, CAPITAL AND FINANCING ACTIVITIES	
Net unrealized gains	5,413,923

Community Colleges of Spokane

Notes to Financial Statements

Note 1 – Summary of Significant Accounting Policies

Financial reporting entity – Washington State Community College District #17, also known as the Community Colleges of Spokane (CCS or District), is a comprehensive, two campus community college District offering open-door academic programs, workforce education, basic skills, and community services. CCS confers associate degrees, limited bachelor's 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.

CCS is an agency of the State of Washington, as part of the community and technical college system, which is directed by the State Board for Community and Technical Colleges. The financial activity of CCS is included in the State's Annual Comprehensive Financial Report.

The Community Colleges of Spokane Foundation (the Foundation) is a separate but affiliated non-profit entity, incorporated under Washington law in 1972 and recognized as a tax exempt 501(c)(3) charity. The Foundation's primary charitable purpose is to solicit and receive contributions to provide enhancements at the Community Colleges of Spokane and scholarship assistance to its students. Because the majority of the Foundation's income and resources are restricted by donors and may only be used for the benefit of CCS or its students, the Foundation is considered a component unit based on the criteria contained in Governmental Accounting Standards Board (GASB) Statement Nos. 61, 39, and 14. A component unit is an entity, which is legally separate from CCS, but has the potential to provide significant financial benefits to CCS or whose relationship with CCS is such that excluding it would cause CCS's financial statements to be misleading or incomplete.

The Foundation's financial statements are discretely presented in this report. The Foundation's statements have been prepared in accordance with accounting principles generally accepted in the United States of America. Intra-entity transactions and balances between CCS and the Foundation are not eliminated for financial statement presentation. During the fiscal year ended June 30, 2024, the Foundation distributed \$988,736 to CCS for restricted and unrestricted purposes, such as program support and student scholarships.

Basis of presentation – For financial reporting purposes, CCS is considered a special-purpose government engaged only in Business Type Activities (BTA). In accordance with BTA reporting, CCS presents a Management's Discussion and Analysis; a Statement of Net Position; a 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 CCS's assets, deferred outflows, liabilities, deferred inflows, net position, revenues, expenses, changes in net position, and cash flows.

Basis of accounting – The financial statements of CCS 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.

Community Colleges of Spokane

Notes to Financial Statements

Note 1 – Summary of Significant Accounting Policies (continued)

Revenue recognition – Nonexchange transactions, in which CCS 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, if probable of collection.

Estimates – The preparation of financial statements in accordance 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.

Intercompany transactions – During the course of operations, numerous transactions occur between funds for goods provided and services rendered. For the financial statements, interfund receivables and payables have generally been eliminated. However, revenues and expenses from CCS's auxiliary enterprises are treated as though CCS were dealing with private vendors. For all other funds, transactions that are reimbursements of expenses are recorded as reductions of expense.

Cash, cash equivalents, and investments – Cash and cash equivalents include cash on hand, bank demand deposits, and deposits with the Washington State Local Government Investment Pool (LGIP). Cash in the investment portfolio is not included in cash and cash equivalents as it is held for investing purposes. Cash and cash equivalents that are held with the intent to fund college operations are classified as current assets along with operating funds invested in the LGIP. CCS records all cash, cash equivalents, and investments at amortized cost, which approximates fair value or at fair value.

CCS combines unrestricted cash operating funds from all departments into an internal investment pool, the income from which is allocated on a proportional basis. The internal investment pool is comprised of cash, cash equivalents, certificates of deposit, and U.S. Treasuries and U.S. Agency securities.

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.

Investments – Investments are recorded at fair value. Unrealized gains or losses on the carrying value of investments are reported as a component of net investment income in the statement of revenues, expenses, and changes in net position.

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 CCS. As a result, the assets are included in the financial statements because excluding them would have been misleading.

Community Colleges of Spokane

Notes to Financial Statements

Note 1 – Summary of Significant Accounting Policies (continued)

Land, buildings, and equipment are recorded at cost, or if acquired by gift, at estimated acquisition value at the date of the gift. 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, 7 years for library resources, 2 to 10 years for most equipment, and 11 to 40 years for heavy duty equipment. Useful lives of leased assets follow the ranges above depending on asset type (building, equipment, etc.).

CCS reviews assets for impairment whenever events or changes in circumstances indicate that the carrying amount of its assets might not be recoverable. Impaired assets are reported at the lower of cost or fair value. For the year ended June 30, 2024, no assets had been written down.

Leases - At the inception of a lease contract, the College assess whether the agreement qualifies as a lease. Lessee Agreements in which the College lease assets owned by a third party, the related lease assets are included in Capital Assets on the Statement of Net Position, along with the current and long-term portions of the corresponding lease liability.

Lease assets represent the College's right to use an underlying asset during the lease term, as specified in the contract, in an exchange or exchange-like transaction. These assets are recognized at the commencement date based on the initial measurement of the lease liability, plus any payments made to the lessor at or before the start of the lease term, and certain direct costs. Lease assets are amortized on a straight-line basis over the lease term.

Lease liabilities represent the College's obligation to make lease payments as specified in the contract. These liabilities are recognized at the commencement date based on the present value of expected lease payments over the lease term, less any lease incentives. Interest expense is recognized on a straight-line basis over the lease term. The lease term may include options to extend or terminate the lease if it is reasonably certain that the College will exercise such options.

Payments for short-term leases (those with a term of 12 months or less) are recognized as expense in the period incurred.

For agreements in which the College lease assets to a third party, the related amounts are included in Accounts Receivable and Deferred Inflows of Resources on the Statement of Net Position.

Lease receivables represent the College's right to receive lease payments over the lease term, in an exchange or exchange-like transaction. These receivables are recognized at the commencement date based on the present value of expected lease payments, adjusted for any estimated uncollectible amounts. Interest revenue is recognized evenly over the lease term using the straight-line method.

Community Colleges of Spokane

Notes to Financial Statements

Note 1 – Summary of Significant Accounting Policies (continued)

Deferred inflows of resources related to leases are also recognized at the commencement date. These are measured based on the initial value of the lease receivable, plus any payments received from the lessee at or before the start of the lease term that pertain to future periods, and reduced by any lease incentives paid to, or on behalf of, the lessee before or at the start of the lease term.

Subscription-Based Information Technology Arrangements (SBITA) – SBITAs are a contract that grants the College control of the right to use another party's information technology (IT) software—either alone or in combination with tangible capital assets—as specified in the contract, in an exchange or exchange-like transaction, for a term greater than 12 months. At the commencement of the subscription term—when the subscription asset is placed into service—a right-to-use subscription asset and a corresponding subscription liability are recognized.

SBITA assets are amortized on a straight-line basis over the term of the contract. SBITA liabilities represent the obligation to make payments under the terms of the agreement, and interest expense is recognized evenly over the contract term. The contract term may include options to extend or terminate the arrangement, provided it is reasonably certain that the College will exercise those options.

Payments for short-term SBITAs, defined as those with a term of 12 months or less, are recognized as expense in the period incurred.

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, including tuition and fees paid with financial aid funds. CCS has recorded 2024 summer and fall quarter tuition and fees and advanced grant proceeds as unearned revenues.

Tax exemption – CCS 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 (asset) – For purposes of measuring the net pension liability (asset), deferred outflows of resources and deferred inflows of resources related to pensions and pension expense, information about the fiduciary net position, 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.

CCS also reports its share of the pension liability for the State Board Retirement Plan in accordance with GASB No. 68, *Accounting and Financial Reporting for Pensions and Related Assets*. This is a change in assumptions from prior years.

Deferred inflows of resources (Leases) – Deferred inflows related to future lease revenue is recorded at present value at the point of inception and is recognized over the life of each lease term.

Community Colleges of Spokane

Notes to Financial Statements

Note 1 – Summary of Significant Accounting Policies (continued)

Deferred outflows of resources and deferred inflows of resources (Pensions) – 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. 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.

Post-Employment Benefits Other Than Pensions (OPEB) – For purposes of measuring the net OPEB liability and deferred outflows/inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of CCS' OPEB Plan and additions to/deductions from the OPEB Plans' fiduciary net position have been determined on the same basis as they are reported by the Plan. For this purpose, CCS' OPEB Plan recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value, except for money market investments that have a maturity at the time of purchase of one year or less, which are reported at cost.

Deferred outflows of resources and deferred inflows of resources (OPEB) – 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. Changes in net OPEB liability not included in OPEB expense are reported as deferred outflows of resources or deferred inflows of resources. Additionally, changes in Employer contributions after the measurement date of the net OPEB liability are reported as deferred outflows of resources.

Net position – CCS's net position is classified as follows:

Capital Assets, net – This represents CCS's total investment in capital assets, net of outstanding debt obligations related to those capital assets.

Restricted – This represents balances held for net pension assets

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

Operating revenues – This includes 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/educational activities of CCS.

Operating expenses – Operating expenses include salaries, wages, fringe benefits, utilities, supplies and materials, purchased services, and depreciation.

Nonoperating revenues – This includes activities that have the characteristics of nonexchange transactions, such as gifts and contributions, state appropriations, investment income, and grants received from the federal government.

Community Colleges of Spokane

Notes to Financial Statements

Note 1 – Summary of Significant Accounting Policies (continued)

Nonoperating expenses – Non-operating expenses include state remittance related to the building fee and the innovation fee, along with interest incurred on the COP debt.

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 CCS, 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 CCS's financial statements. To the extent that revenues from such programs are used to satisfy tuition and fees and other student charges, CCS has recorded a scholarship discount and allowance.

State appropriations – The state of Washington appropriates funds to CCS 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.

Capital appropriations – The state of Washington appropriates funds to CCS for capital projects on an annual and biennial basis which is accounted for in the same manner as state appropriations.

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 and 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 (SBCTC) Strategic Technology Plan. The use of the fund is to implement new Enterprise Resource Planning (ERP) software across the entire system. On a monthly basis, CCS's remits the portion of tuition collected for the Innovation Fee to the State Board. 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.

Recent adoptions of accounting standards and changes in accounting principle –

In June 2022, the GASB issued Statement No. 100, *Accounting for Changes and Error Corrections*, which prescribes the accounting and reporting for each type of accounting change and error correction to provide more understandable, reliable, relevant, consistent, and comparable information for decision making and assessing accountability.

In 2024, the colleges changed the way the State Board Retirement Plan is reported in the financial statements. Previously the measurement date and reporting date were the same but there is now a one-year lag between the measurement date and reporting date which causes an increase in deferred outflows for 2024 contributions made after the measurement date of June 30, 2023. This change is necessary to allow the actuaries sufficient time to gather information for the net pension liability

Community Colleges of Spokane

Notes to Financial Statements

Note 1 – Summary of Significant Accounting Policies (continued)

calculations. This change does not alter the methodology for the calculations, it only alters the reporting timeline. The previous reporting timeline required that periodically estimates had to be made for returns on investments and this new timeline will allow final investment activity to be utilized. Net Pension Liabilities, Deferred Inflows, and pension expense will be reported for FY24 as the same values reported in FY23. Deferred outflows will now include contributions and payments made subsequent to the measurement date.

Accounting Standards Impacting the Future –

In June 2022, the GASB issued Statement No. 101, *Compensated Absences*, effective FY25. It provides guidance for measuring liability for leave that has not been used, generally using an employee's pay rate as of the date of the financial statements. A liability for leave that has been used but not yet paid or settled should be measured at the amount of the cash payment or noncash settlement to be made. Certain salary-related payments that are directly and incrementally associated with payments for leave also should be included in the measurement of the liabilities. CCS is following the State Office of Financial Management directives to prepare for the implementation of this Statement.

In December 2023, the GASB issued Statement No. 102, *Certain Risk Disclosures*, effective FY25. This statement requires disclosure of risks that could negatively affect the level of service they provide or their ability to meet obligations as they come due. The statement defines concentration and constraints and whether an event that could cause the substantial impact has begun or is more likely than not to begin within 12 months of financial statement issuance. The college will be implementing this statement as required.

In April 2024, the GASB issued Statement No. 103, *Financial Reporting Model Improvements*, effective FY26. It changes and clarifies requirements of information presented in the MD&A, clarifies operating vs. non-operating revenues and expenses, presentation of major component unit information, and budgetary comparison presentation as RSI. The college has not determined the full impact of this statement.

Note 2 – Cash and Investments

Cash and cash equivalents include bank demand deposits, petty cash held at CCS, 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.

Community Colleges of Spokane

Notes to Financial Statements

Note 2 – Cash and Investments (continued)

As of June 30, 2024, the carrying amount of CCS's cash and equivalents was as follows:

Cash and cash equivalents	
Petty cash and change funds	\$ 12,600
Bank demand and time deposits	33,639,169
Local government investment pool	<u>103,558,927</u>
 Total cash and cash equivalents	 <u>\$ 137,210,696</u>

Investments consist of time certificates of deposit, U.S. Treasury and Agency securities, and bond funds. Time certificates of deposit have re-purchase agreements with the respective financial institutions balances at June 30, 2024 were:

	June 30, 2024		
	Fair Value	One Year or Less	One to Five Years
Investment maturities			
Time certificates of deposit	\$ 9,219,113	\$ 9,219,113	-
U.S. agency obligations	14,310,253	2,991,532	11,318,721
U.S. treasury notes	<u>2,968,557</u>	<u>1,980,449</u>	<u>988,108</u>
 Subtotal	 26,497,923	 14,191,094	 12,306,829
Premium (Discount)	<u>(199,817)</u>	<u>-</u>	<u>(199,817)</u>
Total investments	<u>\$ 26,298,106</u>	<u>\$ 14,191,094</u>	<u>\$ 12,107,012</u>

Fair value measurement – CCS categorizes its fair value measurements within the fair value hierarchy established by GASB Statement 72. CCS does not hold any securities that would be classified as Level 1, quoted in active markets, for fair value. CCS's time certificates of deposit, U.S. government treasuries, and U.S. agency obligations are classified in Level 2 of the fair value hierarchy. These securities, as shown above, are valued using a variety of pricing techniques, including but not limited to fundamental analytical data related to the securities, values of baskets of securities, market interest rates, matrix calculated prices, and purchase price. CCS does not hold any securities that would be classified as Level 3, significant unobservable inputs, for fair value measurement.

Custodial credit risks, deposits – Custodial credit risk for bank demand deposits is the risk that in the event of a bank failure, CCS's deposits may not be returned to it. The majority of CCS's demand deposits are with the Bank of America. All cash and equivalents, except for change funds and petty cash held by CCS, 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 – CCS 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, CCS generally will not directly invest in securities maturing more than five years from the date of purchase.

Community Colleges of Spokane

Notes to Financial Statements

Note 2 – Cash and Investments (continued)

Concentration of credit risk, investments – State law limits CCS's 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. CCS's policy does not limit the amount CCS may invest in any one issuer. At June 30, 2024 CCS held the following reportable investments in the amounts listed.

Investment Type	Issuer	Reported Amount
US agency securities	Federal farm credit bank	\$ 4,916,750
US agency securities	Federal home loan bank	5,393,161

Custodial credit risk, investments – Custodial credit risk for investments is the risk that in the event of the failure of the counterparty to a transaction, CCS will not be able to recover the value of investment or collateral securities that are in the possession of an outside party. At June 30, 2024, none of CCS's operating fund investments, held by US Bank, were held in the bank's name as agent for CCS, therefore none of the investments are exposed to custodial credit risk.

	Rating			
	Amount	Not Rated	Aaa	AA+
Investments				
Time certificates of deposit	\$ 9,219,113	\$ 9,219,113	\$ -	\$ -
US agency obligations	14,310,253	1,996,615	-	12,313,638
US treasury notes	2,968,557	-	2,968,557	-
Total investments	<u>\$ 26,497,923</u>	<u>\$ 11,215,728</u>	<u>\$ 2,968,557</u>	<u>\$ 12,313,638</u>

Community Colleges of Spokane

Notes to Financial Statements

Note 3 – 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, 2024, accounts receivable were as follows:

Accounts receivable	
Student tuition, and fees	\$ 8,369,127
Due from the federal government	4,447,529
Due from other governments	6,300,424
Due from other state agencies	<u>5,877,007</u>
Subtotal	24,994,087
Less allowance for uncollectible accounts	<u>(599,956)</u>
Accounts receivable, net	<u>\$ 24,394,131</u>

Note 4 – Lease Receivable

CCS is a lessor in noncancelable leases for land used for two communication towers. The lessees are required to make fixed monthly payments of \$14,316 over the lease term. CCS recognized \$153,035 in lease revenue and \$31,645 in interest revenue during the current fiscal year related to these agreements. As of June 30, 2024 the lease receivable is \$3,478,071 and deferred inflow of resources is \$3,341,261.

Community Colleges of Spokane

Notes to Financial Statements

Note 5 – Capital Assets

A summary of the changes in capital assets for the year ended June 30, 2024, is presented as follows:

Capital assets	Beginning Balance	Additions	Transfers	Retirements	Ending Balance
Non-depreciable capital assets					
Land	\$ 3,664,474	\$ -	\$ -	\$ -	\$ 3,664,474
Construction in progress	29,530,711	9,212,709	-	(1,703,075)	37,040,344
Total non-depreciable capital assets	33,195,185	9,212,709	-	(1,703,075)	40,704,818
Depreciable capital assets					
Buildings	310,777,135	1,309,881	-	-	312,087,016
Leased Asset, Buildings	10,275,033	4,741,363	-	(2,551,318)	12,465,078
SBITA Assets	663,861	-	-	-	663,861
Other improvements and infrastructure	7,722,254	935,851	-	-	8,658,105
Equipment	23,525,189	1,977,908	-	(212,413)	25,290,685
Library resources	2,507,542	-	-	-	2,507,542
Subtotal depreciable capital assets	355,471,014	8,965,003	-	(2,763,731)	361,672,286
Less accumulated depreciation					
Buildings	137,693,760	7,004,774	-	-	144,698,535
Allow for Amort - Leased Bldg	5,318,000	1,559,116	-	(2,551,318)	4,325,799
Allow for Amort - SBITA	389,407	156,441	-	-	545,848
Other improvements and infrastructure	2,895,618	388,744	-	-	3,284,362
Equipment	18,623,811	1,252,903	-	(348,355)	19,528,359
Library resources	2,468,938	2,725	-	-	2,471,663
Total accumulated depreciation	167,389,534	10,364,703	-	(2,899,673)	174,854,565
Total depreciable capital assets	188,081,480	(1,399,700)	-	135,943	186,817,722
Capital assets, net of accumulated depreciation	\$ 221,276,664	\$ 7,813,009	\$ -	\$ (1,567,132)	\$ 227,522,540

Note 6 – Accrued Liabilities

At June 30, 2024, accrued liabilities are the following:

Amounts owed to employees	\$ 5,851,034
Amounts held for others and retainage	3,991,476
Total accrued liabilities	<u>\$ 9,842,510</u>

Community Colleges of Spokane

Notes to Financial Statements

Note 7 – Unearned Revenue

At June 30, 2024, unearned revenue consists of receipts that have not yet met revenue recognition criteria, as follows:

	2024
Summer & Fall quarter tuition and fees	\$ 1,112,279
Grants and contracts	4,275,143
Other/Auxiliary sales	12
Total unearned revenue	\$ 5,387,434

Note 8 – Risk Management

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

CCS, in accordance with state policy, pays unemployment claims on a pay-as-you-go basis. CCS finances these costs by assessing a monthly payroll expense to all funds for unemployment compensation coverage for all employees.

CCS purchases commercial property insurance through the master property program administered by the Department of Enterprise Services for buildings that were acquired with COP proceeds. The policy has a deductible of \$250,000 per occurrence and the policy limit is \$100,000,000 per occurrence. CCS has had no claims in excess of the coverage amount within the past three years. CCS assumes its potential property losses for most other buildings and contents.

CCS 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. CCS has had no claims in excess of the coverage amount within the past three years.

Note 9 – Compensated Absences

Community Colleges of Spokane

Notes to Financial Statements

Note 9 – Compensated Absences (continued)

Accrued sick leave is categorized as a noncurrent liability. Annual Vacation leave is categorized as a current liability.

Note 10 – Leases and SBITA Payable

CCS has leases for facilities and office equipment with various vendors. The lease liability at June 30, 2024, was \$8,721,651. Interest rates range from 0.89% - 2.13%. The future principal and interest payments related to these agreements are as follows:

Year Ending June 30,	Principal	Interest	Total
2025	\$ 1,757,177	\$ 184,290	\$ 1,941,467
2026	1,468,407	155,366	1,623,773
2027	1,111,387	127,279	1,238,666
2028	1,067,299	98,805	1,166,104
2029	654,481	73,962	728,443
2030-2034	1,578,261	210,003	1,788,264
2035-2039	622,400	86,797	709,197
2040-2044	365,601	25,959	391,560
2045-2047	96,637	3,288	99,925
Total	<u>\$ 8,721,651</u>	<u>\$ 965,748</u>	<u>\$ 9,687,399</u>

As of June 30, 2024, CCS had various subscription-based IT arrangements conveying the right to use technology resources based on contractual terms and conditions. The SBITA liabilities are reported at net present value using the State of Washington's incremental borrowing rate unless otherwise noted in the contract terms. Payments for FY25 were \$119,928 and the minimum payments under these subscription-based agreements are as follows:

Year Ending June 30, 2024	Principal	Interest	Total
2025	<u>118,870</u>	<u>1,058</u>	<u>119,928</u>
Total	<u>\$ 118,870</u>	<u>\$ 1,058</u>	<u>\$ 119,928</u>

Community Colleges of Spokane

Notes to Financial Statements

Note 11 – Notes Payable

In February 2017, CCS obtained financing to renovate the Gymnasium on the Spokane Falls Community College campus through a COP, issued by the OST in the amount of \$14,930,000. The interest rate charged is 3.41%. The principal and interest obligations related to this payable are being paid out of Community Colleges of Spokane local funds over a term of 20 years.

CCS's debt service requirements for notes payable for the next five years and thereafter are as follows:

Year Ending June 30,	Principal	Interest	Total
2025	\$ 645,000	\$ 571,750	\$ 1,216,750
2026	680,000	539,500	1,219,500
2027	710,000	505,500	1,215,500
2028	745,000	470,000	1,215,000
2029	785,000	432,750	1,217,750
2030-2034	4,555,000	1,534,000	6,089,000
2035-2037	3,315,000	337,000	3,652,000
Subtotal	11,435,000	4,390,500	15,825,500
Add unamortized premium	1,461,572	-	1,461,572
Totals	<u>\$ 12,896,572</u>	<u>\$ 4,390,500</u>	<u>\$ 17,287,072</u>

Note 12 – Schedule of Long-Term Liabilities

Long term liabilities are as follows for the year ending June 30, 2024:

Description	Beginning Balance*	Additions	Reductions	Ending Balance	Current Portion
Compensated absences	\$ 8,101,882	\$ 9,017,308	\$ (8,101,881)	\$ 9,017,309	\$ 4,029,960
Certificates of participation	12,050,000	-	(615,000)	11,435,000	645,000
Unamortized premium	1,633,921	-	(172,349)	1,461,572	108,928
Leases	5,142,471	4,526,770	(947,590)	8,721,651	1,757,177
SBITA	275,119	-	(156,249)	118,870	118,870
Total pension obligation (asset)	(1,663,957)	26,193,319	(23,473,758)	1,055,604	345,546
OPEB Liability	38,330,538	-	(414,669)	37,915,869	955,438
Total	<u>\$ 63,869,974</u>	<u>\$ 39,737,397</u>	<u>\$ (33,881,496)</u>	<u>\$ 69,725,875</u>	<u>\$ 7,960,919</u>

Community Colleges of Spokane

Notes to Financial Statements

Note 13 – Pension and Benefit Plans

The following table represents the aggregate pension amounts for all plans for the fiscal year ended June 30, 2024:

	PERS 1	PERS 2/3	TRS 1	TRS 2/3	Supplemental Plan	Total
Pension assets (liabilities)	\$ (3,944,240)	\$ 9,137,357	\$ (470,423)	\$ 45,719	\$ (3,712,809)	\$ 1,055,604
Deferred outflows of resources	1,042,893	\$ 8,221,251	\$ 89,537	\$ 1,143,331	\$ 3,066,619	13,563,631
Deferred inflows of resources	(444,927)	\$ (4,725,897)	\$ (68,101)	\$ (301,821)	\$ (5,294,364)	(10,835,110)
Pension expense (revenues)	(957,873)	\$ (3,245,872)	\$ (153,615)	\$ (225,385)	\$ (301,808)	(4,884,553)

Substantially all of CCS' full-time and qualifying part-time faculty participate in either the PERS or the TRS. These cost-sharing, multiple-employer defined benefit pension plans are statewide retirement systems administered by the Washington State Department of Retirement Systems (DRS). The State Legislature establishes and amends laws pertaining to the creation and administration of all public retirement systems.

The DRS, a department within the primary government of the State of Washington, issues a publicly available annual comprehensive financial report (ACFR) that includes financial statements and required supplementary information for each plan. The DRS ACFR may be obtained by writing to: Department of Retirement Systems, Communications Unit, P.O. Box 48380, Olympia, WA 98504-8380; or it may be downloaded from the DRS website at www.drs.wa.gov.

TRS Plan 1 provides retirement, disability, and death benefits. Retirement benefits are calculated using two percent of the member's AFC times the member's years of service – up to a maximum of 60 percent. The AFC is the average of the member's 24 highest consecutive service months. Members are eligible for retirement from active status at any age with at least 30 years of service, at age 55 with at least 25 years of service, or at age 60 with at least five years of service. Other benefits include temporary and permanent disability payments, an optional COLA, and a one-time duty-related death benefit, if found eligible by the Washington State L&I. TRS 1 members are vested after completion of five years of eligible service.

TRS Plan 2/3 provides retirement, disability, and death benefits. Retirement benefits are determined as two percent of the member's AFC times the member's years of service for TRS Plan 2, and one percent of AFC times the member's years of service for TRS Plan 3. The AFC is the average of the member's 60 highest-paid consecutive months. There is no cap on years of service credit. Retirement before age 65 is considered an early retirement. TRS Plan 2/3 members who have at least 20 years of service credit and are 55 years of age or older, are eligible for early retirement with a benefit that is reduced by a factor that varies according to age for each year before age 65.

TRS Plan 2/3 retirement benefits are actuarially reduced to reflect the choice of a survivor benefit. Other benefits include duty and non-duty disability payments, a COLA based on the CPI, capped at three percent annually, and a one-time duty related death benefit, if found eligible by the Washington State L&I. TRS Plan 2 members are vested after completing five years of eligible service. TRS Plan 3 members are vested in the defined benefit portion of their plan after ten years of service, or after five years of service if 12 months of that service are earned after age 44.

Community Colleges of Spokane

Notes to Financial Statements

Note 13 – Pension and Benefit Plans (continued)

TRS Plan 3 defined contribution benefits are totally dependent on employee contributions and investment earnings on those contributions. Members choose their contribution rate upon joining membership and have a chance to change rates upon changing employers. As established by statute, required defined contribution rates are set at a minimum of 5 percent and escalate to 15 percent with a choice of six options. Employers do not contribute to the defined contribution benefits. TRS Plan 3 members are immediately vested in the defined contribution portion of their plan.

Contributions

CCS's required contribution rates (expressed as a percentage of covered payroll) for the fiscal year ended June 30, 2024, are as follows:

	CCS	Employee
PERS		
Plan 1	10.39%	6.00%
Plan 2/3	10.39%	6.36%
TRS		
Plan 1	14.69%	6.00%
Plan 2/3	14.69%	8.05%

PERS and TRS

Plan Descriptions

PERS members include elected officials, state employees, employees of the Supreme, Appeals, and Superior Courts, employees of the legislature, employees of District and municipal courts, employees of local governments, and higher education employees not participating in higher education retirement programs. TRS members include those employed at a certified public school in an instructional, administrative, or supervisory capacity. PERS and TRS is comprised of three separate pension plans for membership purposes. PERS and TRS Plans 1 and 2 are defined benefit plans, and PERS and TRS Plan 3 is a defined benefit plan with a defined contribution component.

Pension Benefits

PERS Plan 1 provides retirement, disability, and death benefits. Retirement benefits are determined as two percent of the member's average financial compensation (AFC) times the member's years of service. The AFC is the average of the member's 24 highest consecutive service months. Members are eligible for retirement from active status at any age with at least 30 years of service, at age 55 with at least 25 years of service, or at age 60 with at least five years of service. Members retiring from active status prior to the age of 65 may receive actuarially reduced benefits. Retirement benefits are actuarially reduced to reflect the choice of a survivor benefit. Other benefits include duty and non-duty disability payments, an optional cost-of-living adjustment (COLA), and a one-time duty-related death benefit, if found eligible by the Washington State Department of Labor and Industries (L&I). PERS 1 members were vested after the completion of five years of eligible service. The Plan was closed to new entrants on September 30, 1977.

Community Colleges of Spokane

Notes to Financial Statements

Note 13 – Pension and Benefit Plans (continued)

PERS Plan 2/3 provides retirement, disability, and death benefits. Retirement benefits are determined as two percent of the member's AFC times the member's years of service for PERS Plan 2, and 1 percent of AFC times the member's years of service for PERS Plan 3. The AFC is the average of the member's 60 highest-paid consecutive months. There is no cap on years of service credit. Retirement before age 65 is considered an early retirement. PERS Plan 2/3 members who have at least 20 years of service credit and are 55 years of age or older are eligible for early retirement with a benefit that is reduced by a factor that varies according to age for each year before age 65.

PERS Plan 2/3 retirement benefits are actuarially reduced to reflect the choice of a survivor benefit. Other benefits include duty and non-duty disability payments, a COLA based on the Consumer Price Index (CPI), capped at three percent annually, and a one-time duty-related death benefit, if found eligible by the Washington State L&I. PERS 2 members are vested after completing five years of eligible service. Plan 3 members are vested in the defined benefit portion of their plan after ten years of service, or after five years of service if 12 months of that service are earned after age 44.

PERS Plan 3 defined contribution benefits are totally dependent on employee contributions and investment earnings on those contributions. Members choose their contribution rate upon joining membership and have a chance to change rates upon changing employers. As established by statute, the required defined contribution rates are set at a minimum of 5 percent and escalate to 15 percent with a choice of six options. Employers do not contribute to the defined contribution benefits. PERS Plan 3 members are immediately vested in the defined contribution portion of their plan.

PERS Plan 1 and TRS Plan 1-member contribution rates are developed by the Office of the State Actuary (OSA) and includes an administrative expense component that is currently set at 0.18 percent. Each biennium, the state Pension Funding Council adopts the PERS Plan 1 and TRS Plan 1 contribution rates.

PERS Plan 2/3 and TRS Plan 2/3-member and employer contribution rates are developed by the OSA to fully fund Plan 2 and the defined benefit portion of Plan 3. The PERS Plan 2/3 and TRS Plan 2/3 employer rates include components to address the PERS Plan 1 and TRS Plan 1 unfunded actuarial accrued liability, respectively, and an administrative expense that is currently set at 0.18 percent. Each biennium, the state Pension Funding Council adopts Plan 2 and Plan 3 employer and employee contribution rates.

Actual contributions to the plans for the FY ended June 30, 2024, are as follows:

	<u>Contributions</u>
PERS	
Plan 1	\$ 1,042,893
Plan 2	1,634,110
Plan 3	613,007
TRS	
Plan 1	\$ 89,538
Plan 2	47,771
Plan 3	295,882

Community Colleges of Spokane

Notes to Financial Statements

Note 13 – Pension and Benefit Plans (continued)

Deferred Outflows and Deferred Inflows of Resources

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.

TRS Plan 1 provides retirement, disability, and death benefits. Retirement benefits are calculated using two percent of the member's AFC times the member's years of service – up to a maximum of 60 percent. The AFC is the average of the member's 24 highest consecutive service months. Members are eligible for retirement from active status at any age with at least 30 years of service, at age 55 with at least 25 years of service, or at age 60 with at least five years of service. Other benefits include temporary and permanent disability payments, an optional COLA, and a one-time duty-related death benefit, if found eligible by the Washington State L&I. TRS 1 members are vested after completion of five years of eligible service.

TRS Plan 2/3 provides retirement, disability, and death benefits. Retirement benefits are determined as two percent of the member's AFC times the member's years of service for TRS Plan 2, and one percent of AFC times the member's years of service for TRS Plan 3. The AFC is the average of the member's 60 highest-paid consecutive months. There is no cap on years of service credit. Retirement before age 65 is considered an early retirement. TRS Plan 2/3 members who have at least 20 years of service credit and are 55 years of age or older, are eligible for early retirement with a benefit that is reduced by a factor that varies according to age for each year before age 65.

TRS Plan 2/3 retirement benefits are actuarially reduced to reflect the choice of a survivor benefit. Other benefits include duty and non-duty disability payments, a COLA based on the CPI, capped at three percent annually, and a one-time duty related death benefit, if found eligible by the Washington State L&I. TRS Plan 2 members are vested after completing five years of eligible service. TRS Plan 3 members are vested in the defined benefit portion of their plan after ten years of service, or after five years of service if 12 months of that service are earned after age 44.

Community Colleges of Spokane

Notes to Financial Statements

Note 13 – Pension and Benefit Plans (continued)

TRS Plan 3 defined contribution benefits are totally dependent on employee contributions and investment earnings on those contributions. Members choose their contribution rate upon joining membership and have a chance to change rates upon changing employers. As established by statute, required defined contribution rates are set at a minimum of 5 percent and escalate to 15 percent with a choice of six options. Employers do not contribute to the defined contribution benefits. TRS Plan 3 members are immediately vested in the defined contribution portion of their plan.

Contributions

CCS's required contribution rates (expressed as a percentage of covered payroll) for the fiscal year ended June 30, 2024, are as follows:

	CCS	Employee
PERS		
Plan 1	10.39%	6.00%
Plan 2/3	10.39%	6.36%
TRS		
Plan 1	14.69%	6.00%
Plan 2/3	14.69%	8.05%

At June 30, 2024, CCS reported deferred outflows of resources and deferred inflows of resources related to pensions for its PERS plans from the following sources:

	PERS 1		PERS 2/3	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ -	\$ -	\$ 1,861,269	\$ 102,092
Net difference between projected and actual investment earnings on pension plan investments	-	444,928	-	3,443,508
Changes of assumptions	-	-	3,836,179	836,136
Changes in proportion and difference between contributions and proportionate share of contributions	-	-	276,686	344,160
Contributions subsequent to the measurement date	1,042,893	-	2,247,117	-
Total	<u>\$ 1,042,893</u>	<u>\$ 444,928</u>	<u>\$ 8,221,251</u>	<u>\$ 4,725,896</u>

Community Colleges of Spokane

Notes to Financial Statements

Note 13 – Pension and Benefit Plans (continued)

The average of the expected remaining service lives of all faculty in PERS 1 and PERS 2/3 that are provided with pensions through CCS (active and inactive) is 1.00 year and 7.00 years, respectively.

At June 30, 2024, CCS reported deferred outflows of resources and deferred inflows of resources related to pensions for its TRS plans from the following sources:

	TRS 1		TRS 2/3	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ -	\$ -	\$ 398,126	\$ 6,441
Net difference between projected and actual investment earnings on pension plan investments	-	68,101	-	219,286
Changes of assumptions	-	-	363,193	35,995
Changes in proportion and difference between contributions and proportionate share of contributions	-	-	38,359	40,099
Contributions subsequent to the measurement date	89,537	-	343,653	-
Total	<u>\$ 89,537</u>	<u>\$ 68,101</u>	<u>\$ 1,143,331</u>	<u>\$ 301,821</u>

The average of the expected remaining service lives of all faculty in TRS 1 and TRS 2/3 that are provided with pensions through the System (active and inactive) is 1 year and 10 years, respectively.

Deferred outflows of resources related to pensions resulting from CCS' contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the measurement period ended June 30, 2024. Other amounts reported as deferred outflows and deferred inflows of resources related to pensions will be recognized in pension expense (revenue) as follows:

FY	PERS Plan 1	PERS Plan 2/3	TRS Plan 1	TRS Plan 2/3
2025	\$ (302,710)	\$ (1,658,243)	\$ (47,590)	\$ (46,177)
2026	(380,694)	(2,036,799)	(60,164)	(80,460)
2027	234,730	2,848,288	38,450	227,249
2028	3,746	1,028,408	1,203	93,442
2029	-	1,036,530	-	91,239
Thereafter	-	30,052	-	212,565
Totals	<u>\$ (444,928)</u>	<u>\$ 1,248,236</u>	<u>\$ (68,101)</u>	<u>\$ 497,858</u>

Community Colleges of Spokane

Notes to Financial Statements

Note 13 – Pension and Benefit Plans (continued)

Actuarial Assumptions

The total pension liability (TPL) for each of the DRS plans was determined by an actuarial valuation as of June 30, 2022. The actuarial assumptions used in the valuation were based on the results of the OSAs 2013 - 2018 Experience Study Report and the 2022 Economic Experience Study. Additional assumptions for subsequent events and law changes are current as of the 2022 actuarial valuation report. The TPL was calculated as of the valuation date and rolled forward to the measurement date of June 30, 2023. Plan liabilities were rolled forward from June 30, 2022, to June 30, 2023, reflecting each plan's normal cost (using the entry-age cost method), assumed interest, and actual benefit payments.

- Inflation: 2.75% total economic inflation; 3.25% salary inflation
- Salary Increases: In addition to the base 3.25% salary inflation assumption, salaries are also expected to grow by promotions and longevity
- Investment Rate of Return: 7.00%

Mortality rates were developed using the Society of Actuaries' Pub.H-2010 mortality rates, which vary by member status (e.g., active, retiree, or survivor), as our base table. OSA applied age offsets for each system, as appropriate, to better tailor the mortality rates to the demographics of each plan. OSA applied the long-term MP-2017 generational improvement scale, as developed by the Society of Actuaries, to project mortality rates for every year after the 2010 base table. Under "generational" mortality, a member is assumed to receive additional mortality improvements in each future year, throughout their lifetime.

Discount Rate

The discount rate used to measure the TPL for all DRS plans provided by CCS was 7.00 percent. To determine that 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 the long-term expected rate of return, a 7.00 percent future investment rate of return on invested assets was assumed for the test. Contributions from plan members and employers are assumed to continue being made at contractually required rates (including PERS 2/3, whose rates include a component for the PERS 1 plan liabilities). Based on these assumptions, the pension plans' 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 7.00 percent was used to determine the total liability.

Community Colleges of Spokane

Notes to Financial Statements

Note 13 – Pension and Benefit Plans (continued)

Long-Term Expected Rate of Return

The long-term expected rate of return on the DRS pension plan investments of 7.00 percent was determined using a building-block method. The Washington State Investment Board (WSIB) used a best estimate of expected future rates of return (expected returns, net of pension plan investment expenses, including inflation) to develop each major asset class. Those expected returns make up one component of WSIBs capital market assumptions. The WSIB uses the capital market assumptions and their target asset allocation to stimulate future investment returns at various future times. The long-term expected rate of return of 7.00 percent approximately equals the median of the stimulated investment returns over a 50-year time horizon, adjusted to remove or dampen any short-term changes to WSIBs capital market assumptions (CMAs) that aren't expected over the entire 50-year measurement period.

Estimated Rates of Return by Asset Class

Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2024, are summarized in the table below. The inflation component used to create the table is 2.20 percent and represents the WSIBs most recent long-term estimate of board economic inflation.

Asset Class	Target Allocation	Percent Long-Term Expected Real Rate of Return
Fixed income	20.00%	1.50%
Tangible assets	7.00%	4.70%
Real estate	18.00%	5.40%
Global equity	32.00%	5.90%
Private equity	23.00%	8.90%
Inflation component		2.20%
Investment rate of return		7.00%

Sensitivity of the Net Pension Liability (Asset)

The table below presents CCS's proportionate share of the net pension liability (NPL) calculated using the discount rate of 7.00 percent, as well as what CCS's proportionate share of the NPL would be if it were calculated using a discount rate that is 1-percentage point lower (6.00 percent) or 1-percentage point higher (8.00 percent) than the current rate.

Community Colleges of Spokane

Notes to Financial Statements

Note 13 – Pension and Benefit Plans (continued)

	Employer's Proportionate Share of the Net Pension Liability / (Assets)		
	1.00% Decrease (6.00%)	Current Discount Rate (7.00%)	1.00% Increase (8.00%)
PERS Plan 1	\$ 5,510,403	\$ 3,944,241	\$ 2,577,350
PERS Plan 2/3	9,937,972	(9,137,358)	(24,808,947)
TRS Plan 1	716,062	470,422	255,702
TRS Plan 2/3	1,476,200	(45,719)	(1,283,017)
Totals	<u>\$ 17,640,637</u>	<u>\$ (4,768,414)</u>	<u>\$ (23,258,912)</u>

Pension Plan Fiduciary Net Position

Detailed information about the State's pension plans' fiduciary net position is available in the separately issued DRS financial report.

Pension Liabilities/(Assets), Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2024, CCS reported a total pension liability (asset) for its proportionate share of the net pension liabilities/(assets) as follows:

	Net Pension Liability (Asset)
PERS Plan 1	\$ 3,944,240
PERS Plan 2/3	(9,137,357)
TRS Plan 1	470,423
TRS Plan 2/3	(45,719)
Total	<u>\$ (4,768,413)</u>

There were no College or faculty contribution payables to the DRS at June 30, 2024.

Community Colleges of Spokane

Notes to Financial Statements

Note 13 – Pension and Benefit Plans (continued)

At June 30, 2024, CCS's proportionate share of the collective net pension liabilities (assets) were as follows:

	<u>2024</u>
PERS Plan 1	0.172786%
PERS Plan 2/3	0.222934%
TRS Plan 1	0.037143%
TRS Plan 2/3	0.037226%

Employer contribution transmittals received and processed by the DRS for the fiscal year ended June 30, 2023, are used as the basis for determining each employer's proportionate share of the collective pension amounts reported by the DRS in the *Schedules of Employer and Non-employer Allocations* for all plans.

Pension Expense (Revenue)

The table below shows the components of each plan's pension expense (revenue) as it is affected by faculty benefits:

<u>2024</u>	<u>PERS Plan 1</u>	<u>PERS Plan 2/3</u>	<u>TRS Plan 1</u>	<u>TRS Plan 2/3</u>	<u>Total Plans</u>
Actuarially determined pension expense	\$ 36,697	\$ 1,068,820	\$ 96,887	\$ (113,677)	\$ 1,088,727
Contributions subsequent to measurement date	1,042,893	2,247,117	89,538	343,653	3,723,201
Amortization of prior year change in proportion previously recorded as deferred outflows	-	(195,272)	-	(11,102)	(206,374)
Amortization of prior year change in proportion previously recorded as deferred inflows	-	125,207	-	6,511	131,718
Amortization of change in proportionate pension expense	<u>(121,718)</u>	<u>-</u>	<u>(32,810)</u>	<u>-</u>	<u>(154,528)</u>
Pension expense (revenue)	<u>\$ 957,872</u>	<u>\$ 3,245,872</u>	<u>\$ 153,615</u>	<u>\$ 225,385</u>	<u>\$ 4,582,744</u>

Community Colleges of Spokane

Notes to Financial Statements

Note 13 – Pension and Benefit Plans (continued)

State Board Retirement Plan (SBRP) – Supplemental Defined Benefits Plans

Plan Description

The State Board Retirement Plan is a privately administered single employer defined contribution plan 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. CCS participates in this plan as authorized by Chapter 28B.10 RCW and reports its proportionate share of the net pension liability. House Bill 1661, effective fiscal year 2021, created separate Supplemental Retirement Plan (SRP) funds by institution that met the definition of a trust or equivalent arrangement. As a result, these plans will be reported under GASB Statement No. 67/68. Prior to this, the SRP was reported under GASB Statement No. 73.

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.

Actuarial Assumptions

The total pension liability was determined by an actuarial valuation as of January 1, 2023. Update procedures were used to roll forward the total pension liability to the June 30, 2023, measurement date using the following actuarial assumptions, applied to all periods included in the measurement:

- | | |
|---|-------------|
| • Salary Increases | 3.50%–4.00% |
| • Fixed Income and Variable Income Investment Returns | N/A* |

*Measurement reflects actual investment returns

Community Colleges of Spokane

Notes to Financial Statements

Note 13 – Pension and Benefit Plans (continued)

Mortality rates were developed using the Society of Actuaries' Pub. H-2010 mortality rates which vary by member status (e.g., active, retiree, or survivor), as the base table. The Office of the State Actuary applied age offsets as appropriate to better tailor the mortality rates to the demographics of each plan. ISA applied the long-term MP-2017 generational improvement scale, also developed by the Society of Actuaries, to project mortality rates for every year after the 2010 base table. Under "generational" mortality, a member is assumed to receive additional mortality improvements in each future year throughout their lifetime.

Most actuarial assumptions used in the January 1, 2023, valuation were based on the results of the August 2021 Higher Education SRP Experience Study. Additional assumptions related to the salary growth were based on feedback from financial administrators of the Higher Education Supplemental Retirement Plans.

Material Assumption Changes

Changes in methods and assumptions that occurred between the measurement of the June 30, 2022 NPL and the June 30, 2023 NPL are as follows:

- The valuation date was changed from June 30 to January 1. This corresponds with the new data file being provided with participant information as of January 1, 2023.
- OSA updated the annuity conversion assumptions for the TIAA investments based on input from TIAA and professional judgement. TIAA contributions and investment earnings annuity conversion changed from contribution made pre-2022/post-2021 converted at 6.00 percent/3.25 percent to contributions pre-2006/post-2005 converted at 7.00/4.00 percent

Discount Rate

The discount rate used to measure the total pension liability was based on the 2021 Economic experience study for the Washington State retirement plans and based on the results of the GASB 67/68 required crossover test, or 7.00 percent for the June 30, 2023, measurement date.

Contributions

Contribution rates for the SBRP Teachers Insurance and Annuity Association - College Retirement Equities Fund (TIAA-CREF), which are based upon age, are 5%, 7.5%, or 10% of salary and are matched by the District. Employee and employer contributions for the year ended June 30, 2023, were each \$3,868,028.

Community Colleges of Spokane

Notes to Financial Statements

Note 13 – Pension and Benefit Plans (continued)

Pension Expense (revenue)

For the year ended June 30, 2024, CCS reported \$(565,541) for pension expense (revenue) in the State Board Supplemental Retirement Plans.

Proportion Share %		6.81%
Service Cost	\$	135,259
Interest Cost		488,351
Amortization of Differences Between Expected and Actual Experience		(299,761)
Amortization of Changes of Assumptions		(321,106)
Expected Earnings on Plan Investments		(160,108)
Amortization of Difference Between Projected and Actual Earnings on Plan Investments		(55,895)
Other Changes in Fiduciary Net Position		11
Proportionate Share of Collective Pension Expense		(213,249)
Amortization of the Changes in Proportionate Share of Total Pension Liability		(88,559)
Total Pension Expense		<u>(301,808)</u>

Plan Membership

Membership of the State Board Supplemental Retirement Plans consisted of the following at June 30, 2024:

Number of Participating Members within the State Board for Community and Technical Colleges	
Inactive Members (Or Beneficiaries) Currently Receiving Benefits	12
Inactive Member Entitled To But Not Yet Receiving benefits	7
Active Members	<u>345</u>
Total Members	<u>364</u>

Community Colleges of Spokane

Notes to Financial Statements

Note 13 – Pension and Benefit Plans (continued)

Net Pension Liability/(Asset)

The following table presents the change in net pension liability/(asset) of the State Board Supplemental Retirement Plans at June 30, 2024, the latest measurement date for the plan:

Service cost	\$	135,259
Interest		488,351
Difference between expected and actual experience		(392,497)
Changes of assumptions		(777,247)
Benefit payments		(204,980)
Changes in proportional share of total pension liability		<u>44,491</u>
Net change in total pension liability		(706,623)
Total pension liability - beginning		<u>6,897,453</u>
Total pension liability - ending (a)	\$	<u><u>6,190,830</u></u>
Contributions - Employer	\$	58,753
Contributions - Member		-
Net Investment Income		160,862
Benefit Payments		-
Administrative Expense		-
Changes in proportional share of total pension liability		14,474
Other		<u>(11)</u>
Net change in plan fiduciary net position		234,078
Plan Fiduciary Net Position-Beginning		<u>2,243,916</u>
Plan Fiduciary Net Position-Ending (b)	\$	<u><u>2,477,994</u></u>
Net Pension Liability (a) - (b)	\$	<u><u>3,712,836</u></u>

Sensitivity of the Net Pension Liability/(Asset) to Changes in the Discount Rate

The following table presents the total pension liability/(asset), calculated using the discount rate of 7.00 percent, as well as what the employers' total pension liability/(asset) would be if it were calculated using a discount rate that is one percentage point lower (6.00%) or one percentage point higher (8.00%) than the current rate:

Discount Rate Sensitivity		
1% Decrease (6.00)%	Current Discount Rate (7.00)%	1% Increase (8.00)%
\$ 4,399,738	\$ 3,712,836	\$ 3,123,542

Community Colleges of Spokane

Notes to Financial Statements

Note 13 – Pension and Benefit Plans (continued)

Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2024, the State Board Supplemental Retirement Plans reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 1,456,629	\$ 1,812,904
Changes of assumptions	1,245,515	2,856,576
Changes in College's proportionate share of pension liability	171,946	448,336
Net difference between projected and actual investment earnings on pension plan investments	96,686	176,549
	<u>\$ 2,970,776</u>	<u>\$ 5,294,365</u>

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:

Fiscal Year Ending June 30,	Amount
2025	\$ (653,006)
2026	(484,571)
2027	(422,394)
2028	(762,705)
2029	86,044
Thereafter	<u>(86,934)</u>
Total	<u>\$ (2,323,566)</u>

Note 14 – Other Post-Employment Benefits

CCS' employees are eligible to participate in the employer defined benefit, OPEB plan administered by the State Health Care Authority (HCA). The plan, as authorized through RCW 41.05.065, is designed by the Public Employee Benefits Board (PEBB), created within HCA, and determined by terms and conditions of employee and retired employee participation and coverage, including eligibility criteria. The PEBB OPEB plan benefits are provided in accordance with a substantive plan, rather than a formalized contract or plan document and, as such, rely on communication of the plan terms by HCA with employers and plan members as well as the historical practice of plan cost sharing employers. The understanding by the employer and plan members is that there is no contractual obligation to continue the substantive plan as an employee benefit on an ongoing basis. Nevertheless, the actuarial assumptions used in valuations presented in this footnote assume that this substantive plan will be carried forward into the future.

Community Colleges of Spokane

Notes to Financial Statements

Note 14 – Other Post-Employment Benefits (continued)

The PEBB OPEB plan is funded on a pay-as-you-go basis with contributions set by the Legislature each biennium as a part of the budget process. The PEBB OPEB plan has no assets and does not issue a publicly available financial report.

The PEBB retiree OPEB plan is available to employees eligible for retirement electing to continue coverage and pay the administratively established health insurance premiums at the time they retire under the provisions of the retirement plan to which they belong.

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 this risk pool receive an implicit subsidy because the retired members pay a premium based on the claims experience for active employees and other non-Medicare retirees. The subsidy is valued using the difference between the age-based claims cost and the premium.

Retirees who are reenrolled 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 from the reduced premiums. The explicit subsidy is established through an annual recommendation by the HCA administrator, which is included in the Governor's budget with the final amount approved by the state Legislature. In calendar year 2023, the explicit subsidy was up to \$183 per enrollee member per month.

OPEB implicit and explicit subsidies as well as administrative costs are funded by the required contributions participating employers make. The Commission is required to make monthly contributions on behalf of all active, health care eligible employees (headcount), regardless of enrollment status. The allocation method used by the state to determine the proportionate share of the OPEB related liabilities, deferred inflows, deferred outflows, and expense is the percentage of headcount as a percentage of the state's total headcount.

This same method is used to determine the transactions subsequent to the measurement date, specifically the retiree portion of premium payments made by agencies on behalf of active, health care eligible employees between the measurement date of June 30, 2023, and the reporting date of June 30, 2024. The portion of health care premiums attributed to retirees for both explicit and implicit subsidies is determined by using the Fiscal Year 2024 4th Quarter Update in the PEBB Financial Projection Model (PFPM) from the State Health Care Authority.

Additional information will be included in the Washington State 2024 Annual Comprehensive Financial Report on the OFMs website (www.ofm.wa.gov/accounting/financial-audit-reports/comprehensive-annual-financial-report). Additional information on health care trends rates and other actuarial data is available on the Office of the State Actuary's website (leg.wa.gov/osa).

For the year ending June 30, 2024, HCA reports total OPEB liability of \$4.248 billion. At June 30, 2024, CCS recognized its proportionate share of the OPEB liability of \$38,330,538. The OPEB liability was measured as of June 30, 2022.

Community Colleges of Spokane

Notes to Financial Statements

Note 14 – Other Post-Employment Benefits (continued)

For the year ended June 30, 2024, CCS recognized deferred outflows and inflows of resources related to the net OPEB liability from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes in assumptions	\$ 2,463,784	\$ 22,717,014
Changes in agency proportion	164,255	8,168,163
Difference between expected and actual experience	575,739	1,125,957
Transactions subsequent to measurement date	955,438	-
Totals	<u>\$ 4,159,216</u>	<u>\$ 32,011,134</u>

The \$955,438 reported as deferred outflows resulting from transactions subsequent to the measurement date will be recognized as a reduction in the OPEB liability in the measurement period ended June 30, 2024.

Other amounts reported as deferred inflows of resources will be recognized as OPEB expense in subsequent years as follows:

<u>Fiscal Year Ending June 30,</u>	<u>Amount</u>
2025	\$ (5,529,870)
2026	(5,529,867)
2027	(4,390,533)
2028	(3,134,618)
2029	(3,541,306)
Thereafter	<u>(6,681,162)</u>
Total	<u>\$ (28,807,356)</u>

The total OPEB liability in the June 30, 2022, actuarial valuation, which was rolled forward to June 30, 2024, was determined using the following actuarial assumptions:

Inflation	
Economic	2.35%
Salary	3.25%
(Salaries are also expected to grow by promotions and longevity)	
Health care trend rates	
Initial rate	2-11%
Expected by 2080	3.80%

Community Colleges of Spokane

Notes to Financial Statements

Note 14 – Other Post-Employment Benefits (continued)

Mortality rates were developed using the Society of Actuaries' Pub. H-2010 mortality rates which vary by member status (e.g., active, retiree, or survivor) as the base table. The OSA applied age offsets for each system, as appropriate, to better tailor the mortality rates to the demographics of each plan. OSA applied the long-term MP-2017 generational improvement scale, also developed by the Society of Actuaries to project mortality rates for every year after the 2010 base table. Under "generational" mortality, a member is 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 2013-2018 Demographic Experience Study Report. The post-retirement participation percentages and percentage with spouse coverage were reviewed in 2017. Economic assumptions, including inflation and salary increases, were based on the results of the 2019 Report on Financial Condition and Economic Experience Study.

The following represents CCS's proportionate share of the OPEB liability calculated using the discount rate of 3.65% as well as what the proportionate share of the OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (2.65%) and one percentage point higher (4.65%) than the current rate:

Discount Rate Sensitivity		
1% Decrease (2.65)%	Current Discount Rate (3.65)%	1% Increase (4.65)%
\$ 44,364,130	\$ 37,915,869	\$ 32,728,946

The following represents the total OPEB liability of CCS, calculated using the health care trend rates of 2-11% percent reaching an ultimate range of 3.8%, 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 (1-10%) or 1 percentage point higher (3-12%) than the current rate:

Health Care Cost Trend Rate Sensitivity		
1% Decrease	Current Discount Rate	1% Increase
\$ 31,860,858	\$ 37,915,869	\$ 45,709,239

Community Colleges of Spokane

Notes to Financial Statements

Note 15 – Washington State Deferred Compensation Program

CCS, 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 CCS employees. The deferred compensation is not available to employees until termination, retirement, or unforeseeable financial emergency. CCS does not have access to the funds.

Note 16 – Functional Operating and Nonoperating Expenses by Program

In the Statement of Revenues, Expenses, and Changes in Net Position, operating and nonoperating expenses are displayed by natural classifications, such as salaries, benefits, and supplies. The table below summarizes operating and nonoperating expenses by program or function such as instruction, research, and academic support. The following table lists operating and nonoperating expenses by program for the year ending June 30, 2024.

Academic support services	\$	11,462,031
Auxiliary enterprises		1,729,997
Institutional support		20,014,514
Instruction		55,185,973
Operations and maintenance of plant		21,877,815
Student Financial Aid		46,196,774
Student services		38,017,718
Total	\$	<u>194,484,822</u>

Note 17 – Commitments and Contingencies

CCS 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 statements.

Note 18 – Discretely Presented Component Unit

District 17 Community Colleges Foundation (the Foundation) is a Washington nonprofit corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. The Foundation is organized to provide benefits to Washington State Community College District 17 (Community Colleges of Spokane) and to the students of Spokane Community College and Spokane Falls Community College. The Foundation is operated to receive, hold, invest, and properly administer the assets and to make expenditures to or for the benefit of the institutions.

Community Colleges of Spokane

Notes to Financial Statements

Note 18 – Discretely Presented Component Unit (continued)

As discussed in Note 1, the Foundation has been included in the reporting entity as a component unit. Although the Foundation is not deemed to be a governmental entity and uses a different reporting model, its balances and transactions have been converted to follow governmental accounting for reporting in the Statement of Net Position and Statement of Revenues, Expenses, and Changes in Net Position.

During the year ended June 30, 2024, CCS received \$988,736 from the Foundation.

The Foundation leases building space to tenants under non-cancelable operating leases with terms of one to ten years. The Foundation leases all properties to CCS, with the exception of Riverpoint One, a portion of which is leased to other tenants. The Foundation has entered into an option agreement with CCS, which grants CCS an option to purchase the Riverpoint One property. The following is a schedule by years of future minimum rentals receivable under the leases at June 30, 2024.

<u>Years Ending June 30,</u>	<u>Amount</u>
2025	914,550
2026	864,972
2027	864,972
2028	864,972
2029	374,152
Thereafter	-

The Foundation's audited financial statements may be obtained by sending a written request to District 17 Community Colleges Foundation, 501 N Riverpoint Blvd, Suite 203, PO Box 6000, MS 1005, Spokane, WA 99217.

Note 19 – Restatements

Prior period adjustments (PPA) were recorded to correct the opening balances of assets and liabilities, and the resulting impact on Net Position (NP). These adjustments reflect the correction of errors identified in previously reported amounts and have been applied to the beginning Net Position in accordance with applicable accounting standards.

CCS made the following restatements to correct the beginning Net Position as of June 30, 2023:

Net position, beginning of year	\$ 275,295,478
Opening Balance Correction Assets (AR)	3,809,490
Opening Balance Correction Liabilities (AP)	8,106,710
Net position, beginning of year, as restated	<u>\$ 287,211,678</u>

Required Supplementary Information

Community Colleges of Spokane
Schedule of Proportionate Share of Net Pension Liability
Year Ended June 30, 2024

Schedule of Proportionate Share of the Total Pension				
As of June 30, 2024				
	PERS Plan 1	PERS Plan 2/3	TRS Plan 1	TRS Plan 2/3
Employer's proportion of the Total pension liability	0.172786%	0.222934%	0.037143%	0.037226%
Employer's proportionate share of the Total pension liability(asset)	\$ 3,944,240	\$ (9,137,357)	\$ 470,423	\$ (45,719)
Employer's covered employee payroll	\$ -	\$ 35,331,469	\$ -	\$ 4,264,354
Employer's proportionate share of the Total pension liability as a percentage of the covered employee payroll	0.00%	-25.86%	0.00%	-1.07%
Plan fiduciary Total position as a percentage of the total pension liability	80.16%	107.02%	85.09%	100.49%

Schedule of Proportionate Share of the Total Pension Liability(Asset)*				
As of June 30, 2023				
	PERS Plan 1	PERS Plan 2/3	TRS Plan 1	TRS Plan 2/3
Employer's proportion of the Total pension liability	0.169036%	0.220430%	0.035680%	0.036090%
Employer's proportionate share of the Total pension liability(asset)	\$ 4,706,580	\$ (8,175,266)	\$ 678,573	\$ (71,020)
Employer's covered employee payroll	\$ -	\$ 30,905,755	\$ -	\$ 3,077,521
Employer's proportionate share of the Total pension liability as a percentage of the covered employee payroll	0.00%	-26.45%	0.00%	-2.31%
Plan fiduciary Total position as a percentage of the total pension liability	76.56%	106.73%	103.17%	105.96%

As of June 30, 2022				
	PERS Plan 1	PERS Plan 2/3	TRS Plan 1	TRS Plan 2/3
Employer's proportion of the Total pension liability	0.187027%	0.239454%	0.032577%	0.032655%
Employer's proportionate share of the Total pension liability(asset)	\$ 2,284,036	\$ (23,853,471)	\$ 219,341	\$ (897,623)
Employer's covered employee payroll	\$ -	\$ 27,574,445	\$ -	\$ 2,992,138
Employer's proportionate share of the Total pension liability as a percentage of the covered employee payroll	0.00%	-86.51%	0.00%	-30.00%
Plan fiduciary Total position as a percentage of the total pension liability	88.74%	120.29%	91.42%	113.72%

Community Colleges of Spokane

Schedule of Proportionate Share of Net Pension Liability

Year Ended June 30, 2024

	As of June 30, 2021			
	PERS Plan 1	PERS Plan 2/3	TRS Plan 1	TRS Plan 2/3
Employer's proportion of the Total pension liability	0.194680%	0.252503%	0.031203%	0.030269%
Employer's proportionate share of the Total pension liability	\$ 6,873,255	\$ 3,229,369	\$ 751,613	\$ 464,926
Employer's covered employee payroll	\$ 31,433	\$ 28,633,304	\$ 2,446,336	\$ 2,446,336
Employer's proportionate share of the Total pension liability as a percentage of the covered employee payroll	21866.10%	11.28%	30.72%	19.00%
Plan fiduciary Total position as a percentage of the total pension liability	68.64%	97.22%	70.55%	91.72%
	As of June 30, 2020			
	PERS Plan 1	PERS Plan 2/3	TRS Plan 1	TRS Plan 2/3
Employer's proportion of the Total pension liability	0.194680%	0.252503%	0.031203%	0.030269%
Employer's proportionate share of the Total pension liability	\$ 7,446,876	\$ 2,406,690	\$ 837,843	\$ 179,065
Employer's covered employee payroll	\$ 49,743	\$ 29,531,982	\$ 50,743	\$ 2,225,242
Employer's proportionate share of the Total pension liability as a percentage of the covered employee payroll	14970.70%	8.15%	1651.15%	8.05%
Plan fiduciary Total position as a percentage of the total pension liability	67.12%	97.77%	70.37%	96.36%
	As of June 30, 2019			
	PERS Plan 1	PERS Plan 2/3	TRS Plan 1	TRS Plan 2/3
Employer's proportion of the Total pension liability	0.194680%	0.252503%	0.031203%	0.030269%
Employer's proportionate share of the Total pension liability	\$ 8,723,906	\$ 4,211,595	\$ 1,144,494	\$ 153,976
Employer's covered employee payroll	\$ 91,440	\$ 27,162,064	\$ 142,493	\$ 1,962,300
Employer's proportionate share of the Total pension liability as a percentage of the covered employee payroll	9540.58%	15.51%	803.19%	7.85%
Plan fiduciary Total position as a percentage of the total pension liability	63.22%	95.77%	66.52%	96.88%

(continued)

Community Colleges of Spokane
Schedule of Proportionate Share of Net Pension Liability
Year Ended June 30, 2024

	As of June 30, 2018			
	PERS Plan 1	PERS Plan 2/3	TRS Plan 1	TRS Plan 2/3
Employer's proportion of the Total pension liability	0.212966%	0.263021%	0.039707%	0.033748%
Employer's proportionate share of the Total pension liability	\$ 8,723,906	\$ 4,211,595	\$ 1,144,494	\$ 153,976
Employer's covered employee payroll	\$ 168,915	\$ 25,750,072	\$ 154,396	\$ 1,900,639
Employer's proportionate share of the Total pension liability as a percentage of the covered employee payroll	5164.67%	16.36%	741.27%	8.10%
Plan fiduciary Total position as a percentage of the total pension liability	61.24%	90.97%	65.60%	93.10%
	As of June 30, 2017			
	PERS Plan 1	PERS Plan 2/3	TRS Plan 1	TRS Plan 2/3
Employer's proportion of the Total pension liability	19.533900%	0.238702%	0.032119%	0.025763%
Employer's proportionate share of the Total pension liability	\$ 10,583,641	\$ 12,018,457	\$ 1,096,616	\$ 353,803
Employer's covered employee payroll	\$ 504,739	\$ 26,793,741	\$ 177,892	\$ 1,801,727
Employer's proportionate share of the Total pension liability as a percentage of the covered employee payroll	2096.85%	44.86%	616.45%	19.64%
Plan fiduciary Total position as a percentage of the total pension liability	57.03%	85.82%	62.07%	88.72%
	As of June 30, 2016			
	PERS Plan 1	PERS Plan 2/3	TRS Plan 1	TRS Plan 2/3
Employer's proportion of the Total pension liability	0.209895%	0.252172%	0.034158%	0.027609%
Employer's proportionate share of the Total pension liability	\$ 10,979,462	\$ 9,010,249	\$ 1,082,174	\$ 232,965
Employer's covered employee payroll	\$ 660,423	\$ 26,185,869	\$ 185,627	\$ 1,673,142
Employer's proportionate share of the Total pension liability as a percentage of the covered employee payroll	1662.49%	34.41%	582.98%	13.92%
Plan fiduciary Total position as a percentage of the total pension liability	59.10%	89.20%	65.70%	92.48%

(continued)

Community Colleges of Spokane
Schedule of Proportionate Share of Net Pension Liability
Year Ended June 30, 2024

	As of June 30, 2015			
	PERS Plan 1	PERS Plan 2/3	TRS Plan 1	TRS Plan 2/3
Employer's proportion of the Total pension liability	0.208513%	0.250814%	0.014472%	0.023189%
Employer's proportionate share of the Total pension liability	\$ 10,503,940	\$ 5,069,856	\$ 426,845	\$ 74,898
Employer's covered employee payroll	\$ 748,091	\$ 22,388,873	\$ 177,265	\$ 1,300,524
Employer's proportionate share of the Total pension liability as a percentage of the covered employee payroll	1404.10%	22.64%	240.79%	5.76%
Plan fiduciary Total position as a percentage of the total pension liability	61.19%	93.29%	68.77%	96.81%
	As of June 30, 2014			
	PERS Plan 1	PERS Plan 2/3	TRS Plan 1	TRS Plan 2/3
Employer's proportion of the Total pension liability	0.214253%	0.253390%	0.030685%	0.023530%
Employer's proportionate share of the Total pension liability	\$ 10,793,095	\$ 5,121,928	\$ 905,040	\$ 75,999
Employer's covered employee payroll	\$ 861,308	\$ 21,937,205	\$ 174,366	\$ 809,132
Employer's proportionate share of the Total pension liability as a percentage of the covered employee payroll	1253.11%	23.35%	519.05%	9.39%
Plan fiduciary Total position as a percentage of the total pension liability	61.19%	93.29%	68.77%	69.81%

Notes to Schedule:

Benefit Changes:

There were no changes in benefits.

Changes in Assumptions:

There were no changes in assumptions.

Community Colleges of Spokane

Schedule of Employer Contributions

Year Ended June 30, 2024

Schedule of Employer Contributions*				
As of June 30, 2024				
	PERS Plan 1	PERS Plan 2/3	TRS Plan 1	TRS Plan 2/3
Statutorily or contractually required contributions	\$ -	\$ 2,247,117	\$ -	\$ 343,653
Contributions in relation to the statutorily or contractually required contributions	-	2,247,117	-	343,653
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -
Covered employer payroll	\$ -	\$ 35,331,469	\$ -	\$ 4,264,354
Contributions as a percentage of covered employee payroll	0.00%	6.36%	0.00%	8.06%

Schedule of Employer Contributions*				
As of June 30, 2023				
	PERS Plan 1	PERS Plan 2/3	TRS Plan 1	TRS Plan 2/3
Statutorily or contractually required contributions	\$ -	\$ 1,965,613	\$ -	\$ 247,740
Contributions in relation to the statutorily or contractually required contributions	-	1,965,613	-	247,740
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -
Covered employer payroll	\$ -	\$ 30,905,755	\$ -	\$ 3,077,521
Contributions as a percentage of covered employee payroll	0.00%	6.36%	0.00%	8.05%

As of June 30, 2022				
	PERS Plan 1	PERS Plan 2/3	TRS Plan 1	TRS Plan 2/3
Statutorily or contractually required contributions	\$ -	\$ 1,755,221	\$ -	\$ 228,774
Contributions in relation to the statutorily or contractually required contributions	-	1,755,221	-	228,774
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -
Covered employer payroll	\$ -	\$ 27,574,445	\$ -	\$ 2,992,138
Contributions as a percentage of covered employee payroll	0.00%	6.37%	0.00%	7.65%

(continued)

Community Colleges of Spokane
Schedule of Employer Contributions
Year Ended June 30, 2024

	As of June 30, 2021			
	PERS Plan 1	PERS Plan 2/3	TRS Plan 1	TRS Plan 2/3
Statutorily or contractually required contributions	\$ 1,886	\$ 2,135,500	\$ 29,952	\$ 155,899
Contributions in relation to the statutorily or contractually required contributions	1,886	2,135,500	29,952	155,899
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -
Covered employer payroll	\$ 31,433	\$ 28,633,304	\$ 2,446,336	\$ 2,446,336
Contributions as a percentage of covered employee payroll	6.00%	7.46%	1.22%	6.37%
	As of June 30, 2020			
	PERS Plan 1	PERS Plan 2/3	TRS Plan 1	TRS Plan 2/3
Statutorily or contractually required contributions	\$ 11,523	\$ 2,027,196	\$ 21,691	\$ 153,788
Contributions in relation to the statutorily or contractually required contributions	11,523	2,027,196	21,691	153,788
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -
Covered employer payroll	\$ 49,743	\$ 29,531,982	\$ 50,743	\$ 2,225,242
Contributions as a percentage of covered employee payroll	23.17%	6.86%	42.75%	6.91%
	As of June 30, 2019			
	PERS Plan 1	PERS Plan 2/3	TRS Plan 1	TRS Plan 2/3
Statutorily or contractually required contributions	\$ 8,572	\$ 2,686,571	\$ 15,249	\$ 223,929
Contributions in relation to the statutorily or contractually required contributions	8,572	2,686,571	15,249	223,929
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -
Covered employer payroll	\$ 91,111	\$ 26,973,266	\$ 142,493	\$ 1,964,095
Contributions as a percentage of covered employee payroll	9.41%	9.96%	10.70%	11.40%

(continued)

Community Colleges of Spokane
Schedule of Employer Contributions
Year Ended June 30, 2024

	As of June 30, 2018			
	PERS Plan 1	PERS Plan 2/3	TRS Plan 1	TRS Plan 2/3
Statutorily or contractually required contributions	\$ 14,908	\$ 2,534,128	\$ 16,314	\$ 213,013
Contributions in relation to the statutorily or contractually required contributions	14,908	2,534,128	16,314	213,013
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -
Covered employer payroll	\$ 168,915	\$ 25,750,072	\$ 154,396	\$ 1,900,639
Contributions as a percentage of covered employee payroll	8.83%	9.84%	10.57%	11.21%
	As of June 30, 2017			
	PERS Plan 1	PERS Plan 2/3	TRS Plan 1	TRS Plan 2/3
Statutorily or contractually required contributions	\$ 36,704	\$ 2,157,744	\$ 16,291	\$ 168,004
Contributions in relation to the statutorily or contractually required contributions	36,704	2,157,744	16,291	168,004
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -
Covered employer payroll	\$ 504,739	\$ 26,185,869	\$ 177,892	\$ 1,801,727
Contributions as a percentage of covered employee payroll	7.27%	8.24%	9.16%	9.32%
	As of June 30, 2016			
	PERS Plan 1	PERS Plan 2/3	TRS Plan 1	TRS Plan 2/3
Statutorily or contractually required contributions	\$ 50,719	\$ 2,043,731	\$ 17,072	\$ 152,996
Contributions in relation to the statutorily or contractually required contributions	50,719	2,043,731	17,072	152,996
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -
Covered employer payroll	\$ 660,423	\$ 26,185,869	\$ 185,627	\$ 1,673,142
Contributions as a percentage of covered employee payroll	7.68%	7.80%	9.20%	9.14%

(continued)

Community Colleges of Spokane
Schedule of Employer Contributions
Year Ended June 30, 2024

	As of June 30, 2015			
	PERS Plan 1	PERS Plan 2/3	TRS Plan 1	TRS Plan 2/3
Statutorily or contractually required contributions	\$ 79,295	\$ 2,019,361	\$ 18,012	\$ 81,816
Contributions in relation to the statutorily or contractually required contributions	79,295	2,019,361	18,012	81,816
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -
Covered employer payroll	\$ 861,308	\$ 21,937,205	\$ 174,366	\$ 809,132
Contributions as a percentage of covered employee payroll	9.21%	9.21%	10.33%	10.11%
	As of June 30, 2014			
	PERS Plan 1	PERS Plan 2/3	TRS Plan 1	TRS Plan 2/3
Statutorily or contractually required contributions	\$ 68,899	\$ 2,062,015	\$ 18,418	\$ 135,125
Contributions in relation to the statutorily or contractually required contributions	68,899	2,062,015	18,418	135,125
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -
Covered employer payroll	\$ 748,091	\$ 22,388,873	\$ 177,265	\$ 1,300,524
Contributions as a percentage of covered employee payroll	9.21%	9.21%	10.39%	10.39%

Methods and Assumptions used to Determine Contribution Rates:

	PERS Plan 1	PERS Plan 2/3	TRS Plan 1	TRS Plan 2/3
Actuarial cost method	Entry Age Normal	Aggregate	Entry Age Normal	Aggregate
Amortization method	Level %	N/A	Level %	N/A
Remaining amortization period	10-year rolling			
Asset valuation method	8-year graded smoothed fair value			
Inflation	2.75%	2.75%	2.75%	2.75%
Salary increases	3.25%	3.25%	3.25%	3.25%
Investment rate of return	7.00%	7.00%	7.00%	7.00%
Mortality	Society of Actuaries' Pub. H-2010 mortality rates			

Community Colleges of Spokane
Schedule of Changes in Total Pension Liability and Related Ratios
State Board Supplemental Defined Benefit Plans
Year Ended June 30, 2024

	2024	2023	2022
Total Pension Liability			
Service cost	\$ 135,259	\$ 135,259	\$ 102,024
Interest	488,351	488,351	343,714
Difference between expected and actual experience	(299,761)	(392,497)	1,518,924
Changes of assumptions	(321,106)	(777,247)	493,400
Benefit payments	-	(204,980)	(204,116)
Changes in proportional share of TPL	(88,559)	44,491	67,615
Net change in total pension liability	(85,815)	(706,623)	2,321,561
Total pension liability - beginning	6,130,711	6,837,334	4,515,775
Total pension liability - ending (a)	<u>\$ 6,044,896</u>	<u>\$ 6,130,711</u>	<u>\$ 6,837,336</u>
Total Pension Liability**			
Contributions - Employer	55,895	58,753	56,394
Contributions - Member	-	-	-
Net Investment Income	160,108	160,862	3,520
Benefit Payments	-	-	-
Administrative Expense	-	-	-
Change in Proportionate Share of Plan Assets	(2,744)	14,474	-
Other	(11)	(11)	-
Net Change in Plan Fiduciary Net Position	213,249	234,078	59,914
Plan Fiduciary Net Position - Beginning	2,417,896	2,183,818	2,123,904
Plan Fiduciary Net Position - Ending (b)	<u>2,631,145</u>	<u>2,417,896</u>	<u>2,183,818</u>
Plan's Net Pension Liability (Asset) -- Ending (a)-(b)	<u>\$ 3,413,751</u>	<u>\$ 3,712,815</u>	<u>\$ 4,653,518</u>
Covered-employee payroll	44,496,778	41,988,626	42,797,226
Total pension liability/(asset) as a percentage of covered payroll	13.59%	14.60%	15.98%

(continued)

Community Colleges of Spokane
Schedule of Changes in Total Pension Liability and Related Ratios
State Board Supplemental Defined Benefit Plans
Year Ended June 30, 2024

	2021	2020	2019
Total Pension Liability			
Service cost	\$ 307,600	\$ 248,484	\$ 203,680
Interest	218,783	279,516	246,372
Difference between expected and actual experience	(1,973,923)	588,945	464,500
Changes of assumptions	(3,562,555)	1,573,649	873,390
Benefit payments	(131,152)	(126,159)	(129,887)
Changes in proportional share of TPL	(707,633)	(84,675)	19,145
Net change in total pension liability	(5,848,880)	2,479,760	1,677,200
Total pension liability - beginning	10,364,651	7,884,891	6,207,691
Total pension liability - ending (a)	<u>\$ 4,515,771</u>	<u>\$ 10,364,651</u>	<u>\$ 7,884,891</u>
Total Pension Liability**			
Contributions - Employer	43,190	n/a	n/a
Contributions - Member	-	n/a	n/a
Net Investment Income	540,605	n/a	n/a
Benefit Payments	-	n/a	n/a
Administrative Expense	-	n/a	n/a
Change in Proportionate Share of Plan Assets	-	n/a	n/a
Other	-	n/a	n/a
Net Change in Plan Fiduciary Net Position	583,795	n/a	n/a
Plan Fiduciary Net Position - Beginning	1,540,174	n/a	n/a
Plan Fiduciary Net Position - Ending (b)	<u>2,123,969</u>	n/a	n/a
Plan's Net Pension Liability (Asset) -- Ending (a)-(b)	<u>\$ 2,391,802</u>	n/a	n/a
Covered-employee payroll	40,850,468	42,845,419	40,857,984
Total pension liability/(asset) as a percentage of covered payroll	11.05%	24.19%	19.30%

(continued)

Community Colleges of Spokane
Schedule of Changes in Total Pension Liability and Related Ratios
State Board Supplemental Defined Benefit Plans
Year Ended June 30, 2024

	2018	2017
Total Pension Liability		
Service cost	\$ 272,525	\$ 393,759
Interest	250,450	255,430
Difference between expected and actual experience	(740,739)	(1,841,655)
Changes of assumptions	(250,592)	(434,682)
Benefit payments	(92,575)	(65,566)
Changes in proportional share of TPL	(140,491)	-
Net change in total pension liability	(701,422)	(1,692,714)
Total pension liability - beginning	6,909,113	8,601,827
Total pension liability - ending (a)	\$ 6,207,691	\$ 6,909,113
Total Pension Liability**		
Contributions - Employer	n/a	n/a
Contributions - Member	n/a	n/a
Net Investment Income	n/a	n/a
Benefit Payments	n/a	n/a
Administrative Expense	n/a	n/a
Change in Proportionate Share of Plan Assets	n/a	n/a
Other	n/a	n/a
Net Change in Plan Fiduciary Net Position	n/a	n/a
Plan Fiduciary Net Position - Beginning	n/a	n/a
Plan Fiduciary Net Position - Ending (b)	n/a	n/a
Plan's Net Pension Liability (Asset) -- Ending (a)-(b)	n/a	n/a
Covered-employee payroll	40,051,499	39,786,674
Total pension liability/(asset) as a percentage of covered payroll	15.50%	17.37%

Note to Schedule:

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

n/a indicates data not available

**Due to changes in legislation, assets from this higher education institution plan that were previously not administered through a trust, were placed into a trust or similar arrangement. As a result, this plan previously reported under GASB Statement No. 73, is now reported under GASB Statement No. 68. This change was effective for fiscal year 2021.

Changes to benefit terms: There were no changes to benefit terms.

Changes in assumptions: The discount rate increased from 2.21% to 7.0%. Given the creation of dedicated funds to pay SRP benefits under HB1661, the discount rate is based on the long term expected rate of return on the pension plan investments rather than the bond index rate.

Community Colleges of Spokane
Schedule of Employer Contributions
State Board Supplemental Defined Benefit Plans
Year Ended June 30, 2024

Schedule of Contributions State Board Supplemental Defined Benefit Plans 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
2017	3,479,824	3,479,824	-	39,786,674	8.75%
2018	3,471,225	3,471,225	-	40,051,499	8.67%
2019	3,581,767	3,581,767	-	40,857,984	8.77%
2020	3,780,233	3,780,233	-	42,845,419	8.82%
2021	3,602,968	3,602,968	-	40,850,468	8.82%
2022	3,728,668	3,728,668	-	42,797,226	8.71%
2023	3,868,647	3,868,647	-	41,988,626	9.21%

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

Note to Schedule:

Changes of benefit terms: There were no changes in benefit terms since only the current year is disclosed.

Changes in assumptions: Changes of assumptions and other inputs reflect the effects of changes in the discount rate each period. The following are the discount rates used in each period:

- June 30, 2022, 7.00% (Municipal Bond Rate)

The total pension liability is compared against the plan's fiduciary net position to determine the net pension liability (NPL).

Community Colleges of Spokane

Schedule of Changes in Total OPEB Liability and Related Ratios

Year Ended June 30, 2024

	2024	2023	2022
District's portion of OPEB liability	0.8668079243%	0.9022638478%	0.9130525005%
District's proportionate share of the OPEB liability	\$ 37,915,869	\$ 38,330,538	\$ 59,089,788
District's covered-employee payroll	44,496,778	41,988,626	42,797,226
District's proportionate share of the net pension liability as a percentage of its covered-employee payroll	85.21%	91.29%	138.07%

	2024	2023	2022
Statutorily-required contributions	\$ 61,451	\$ 54,585	\$ 54,951
Contributions related to the statutorily-required contributions	(61,451)	(54,585)	(54,951)
Contribution (deficiency) excess	\$ -	\$ -	\$ -
District's covered-employee payroll	44,496,778	\$ 41,988,626	\$ 42,797,226
Contribution as a percentage of covered-employee payroll	0.138102134%	0.130000014%	0.128398507%

	2021	2020	2019
District's portion of OPEB liability	0.9886322641%	1.0165731749%	1.0110946268%
District's proportionate share of the OPEB liability	\$ 59,863,596	\$ 51,628,025	\$ 58,904,578
District's covered-employee payroll	40,850,468	42,845,419	40,857,984
District's proportionate share of the net pension liability as a percentage of its covered-employee payroll	146.54%	120.50%	144.17%

	2021	2020	2019
Statutorily-required contributions	\$ 53,107	\$ 214,154	\$ 203,223
Contributions related to the statutorily-required contributions	(53,107)	(214,154)	(203,223)
Contribution (deficiency) excess	\$ -	\$ -	\$ -
District's covered-employee payroll	\$ 40,850,468	\$ 42,845,519	\$ 40,857,984
Contribution as a percentage of covered-employee payroll	0.130003407%	0.499828232%	0.497388711%

Community Colleges of Spokane

Schedule of Changes in Total OPEB Liability and Related Ratios

Year Ended June 30, 2024

	2018
District's portion of OPEB liability	1.0261065497%
District's proportionate share of the OPEB liability	\$ 59,779,146
District's covered-employee payroll	40,051,499
District's proportionate share of the net pension liability as a percentage of its covered-employee payroll	149.26%

	2018
Statutorily-required contributions	\$ 197,773
Contributions related to the statutorily-required contributions	(197,773)
Contribution (deficiency) excess	\$ -
District's covered-employee payroll	\$ 40,051,499
Contribution as a percentage of covered-employee payroll	0.493796749%

Notes to Schedule:

Changes of benefit terms: There were no changes in benefit terms since only the current year is disclosed.

Changes of assumptions: Changes of assumptions and other inputs reflect the effects of changes in the discount rate each period. The following are the discount rates used in each period:

- June 30, 2021, 2.21% (Municipal Bond Rate)
- June 30, 2023, 3.54% (Municipal Bond Rate)
- June 30, 2024, 3.65% (municipal Bond Rate)

GASB Statement No. 75 requires 10 years of information to be presented in this table. However, until a full 10-year trend is compiled, CCS will present information for those years for which information is available.

Supplementary Information

Community Colleges of Spokane

Segmented Statement of Net Position

June 30, 2024

	Spokane Community College	Spokane Falls Community College	Total
CURRENT ASSETS			
Cash and cash equivalents	\$ 73,317,568	\$ 63,893,128	\$ 137,210,696
Short term investments	8,469,737	5,721,357	14,191,094
Accounts receivable, net of allowance for doubtful accounts	16,100,127	8,294,004	24,394,131
Interest receivable	126,166	64,980	191,146
Lease Receivable ST	92,502	47,642	140,144
Total current assets	98,106,100	78,021,111	176,127,211
NONCURRENT ASSETS			
Long-term investments	7,560,003	4,547,009	12,107,012
Lease receivable LT	2,203,202	1,134,726	3,337,928
Pension Asset	6,336,352	2,846,723	9,183,075
Non-depreciable capital assets	-	40,704,818	40,704,818
Capital assets, net of depreciation	101,543,721	77,016,708	178,560,429
Leased asset, Buildings, net of amortization	4,697,479	3,562,843	8,260,322
Total noncurrent assets	122,340,757	129,812,827	252,153,584
Total assets	220,446,856	207,833,939	428,280,795
Deferred outflow s of resources related to OPEB	2,745,083	1,414,133	4,159,216
Deferred outflow s of resources related to pensions	9,358,950	4,204,681	13,563,631
Total deferred outflow s of resources	12,104,033	5,618,814	17,722,847
Total assets and deferred outflow s	\$ 232,550,889	\$ 213,452,753	\$ 446,003,642
CURRENT LIABILITIES			
Accounts payable	\$ 2,220,618	\$ 591,765	\$ 2,812,383
Accrued liabilities	6,985,608	2,856,902	9,842,510
Compensated absences, current portion	2,538,875	1,491,085	4,029,960
Unearned revenue	2,388,404	2,999,030	5,387,434
Net pension liability	163,522	73,465	236,987
OPEB liability, current portion	630,589	324,849	955,438
SBITA Liability, current portion	78,454	40,416	118,870
Right-to-use Lease Liability ST	999,271	757,906	1,757,177
Notes payable, current portion	-	645,000	645,000
Total current liabilities	16,005,342	9,780,418	25,785,759
NONCURRENT LIABILITIES			
Compensated absences, net of current portion	3,368,023	1,619,326	4,987,349
Net pension liability, net of current portion	5,607,956	2,519,516	8,127,472
OPEB liability, net of current portion	24,393,884	12,566,547	36,960,431
SBITA Liability, net of current portion	-	-	-
Right-to-use Lease Liability LT	3,960,556	3,003,918	6,964,474
Notes payable, net of current portion	-	12,251,572	12,251,572
Total noncurrent liabilities	37,330,419	31,960,879	69,291,298
Total liabilities	53,335,761	41,741,297	95,077,057
Deferred inflow s of resources related to OPEB	21,127,349	10,883,785	32,011,134
Deferred inflow s of resources related to pensions	7,476,262	3,358,849	10,835,111
Deferred inflow s of resources related to Leases	1,900,108	1,441,153	3,341,261
Total deferred inflow s of resources	30,503,719	15,683,787	46,187,506
NET POSITION			
Net investment in capital assets	126,868,504	78,919,972	205,788,476
Restricted for Pension Plan Assets	9,328,759	4,191,181	13,519,940
Unrestricted	12,514,147	72,916,516	85,430,663
Total net position	148,711,410	156,027,669	304,739,079
Total liabilities, deferred inflow s, and net position	\$ 232,550,889	\$ 213,452,753	\$ 446,003,642

Community Colleges of Spokane

Segmented Statement of Revenues, Expenses, and Changes in Net Position

Year Ended June 30, 2024

	Spokane Community College	Spokane Falls Community College	Total
OPERATING REVENUES			
Student tuition and fees, net	\$ 20,503,569	\$ 10,562,444	\$ 31,066,013
Auxiliary enterprise sales	2,202,268	1,159,909	3,362,177
State and local grants and contracts	36,617,967	18,863,802	55,481,769
Federal grants and contracts	8,612,774	3,688,526	12,301,300
Other operating revenues	156,642	79,864	236,506
Leased Property Interest	87,028	66,007	153,035
Interest on loans to students	595,025	306,531	901,556
Total operating revenues	68,775,274	34,727,082	103,502,356
OPERATING EXPENSES			
Operating expenses	13,879,269	7,621,971	21,501,240
Salaries and wages	61,989,461	31,933,964	93,923,425
Benefits	17,064,081	7,084,375	24,148,456
Scholarships and fellow ships	22,263,600	11,469,129	33,732,729
Supplies and materials	3,830,685	1,719,941	5,550,626
Depreciation	6,416,403	3,948,300	10,364,703
Amortization, Leases	-	-	-
Purchased services	8,593,581	4,426,997	13,020,578
Leases	-	-	-
Utilities	1,721,127	886,641	2,607,768
Total operating expenses	135,758,208	69,091,317	204,849,525
INCOME(LOSS) FROM OPERATIONS	(66,982,934)	(34,364,235)	(101,347,169)
NONOPERATING REVENUES			
State appropriations	57,513,925	29,628,386	87,142,311
Federal Pell grant revenue	9,938,943	8,729,028	18,667,971
Gain (Loss), sale of capital assets	(7,982)	-	(7,982)
Investment income, gains and losses	3,106,672	2,307,251	5,413,923
Total nonoperating revenues	70,551,558	40,664,665	111,216,223
NONOPERATING EXPENSES			
Building and innovation fees	2,487,880	1,281,634	3,769,514
Lease Interest	238,770	181,599	420,369
Interest on indebtedness	87,877	539,815	627,692
Gain on sale of capital asset	-	-	-
Total nonoperating expenses	2,814,526	2,003,049	4,817,575
Capital appropriations	4,449,519	8,263,392	12,712,910
Increase in net position	5,203,616	12,560,773	17,764,390
NET POSITION			
Net position, beginning of year, as restated	137,143,352	148,044,089	275,295,478
Prior Year Restements	6,364,442	5,551,758	11,916,200
	143,507,794	153,595,847	287,211,678
Net position, end of year	\$ 148,711,410	\$ 156,027,669	\$ 304,739,079

Independent Auditor's Report

Board of Trustees
Community Colleges of Spokane
Spokane, Washington

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the business-type activities, and the aggregate discretely presented component unit of the Community Colleges of Spokane (CCS), Spokane, Washington, a component unit of the State of Washington, as of and for the year June 30, 2024, and the related notes to the financial statements, which collectively comprise CCS' basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities, and the aggregate discretely presented component unit of CCS, as of June 30, 2024, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

We did not audit the financial statements of the District 17 Community Colleges Foundation (the Foundation) which represent 100 percent of the assets, net position and revenues of the aggregate discretely presented component units. The Foundation's financial statements, which were prepared in accordance with accounting standards as issued by the Financial Accounting Standards Board, were audited by other auditors whose report thereon has been furnished to us, and our opinion, insofar as it relates to the amounts included for the Foundation, is based solely on the report of the other auditors.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of CCS and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of Matter

As discussed in Note 1, the financial statements of CCS, a component unit of the State of Washington, are intended to present the financial position, and the changes in the 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 CCS and its aggregate

discretely presented component units. They do not purport to, and do not, present fairly the financial position of the State of Washington as of June 30, 2024, the changes in its financial position, and 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.

The financial statements for the year ended June 30, 2024, reflect certain prior period adjustments as described further in Note 19 to the financial statements. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about CCS' ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 CCS' internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about CCS' ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the *management's discussion and analysis, pension and other post-employment benefit schedules* be presented to supplement the basic financial statements. Such information is the responsibility of management and, 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.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the CCS' basic financial statements. The *Segmented Statement of Net Position* and the *Segmented Statement of Revenues, Expenses, and Changes in Net Position* are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the *Segmented Statement of Revenues, Expenses, and Changes in Net Position* are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the financial statements. The other information comprises the *Board of Trustees* and *Administrative Officers* but does not include the financial statements and our auditor's report thereon. Our opinions on the financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency

Board of Trustees
Community College of Spokane
Spokane, Washington

exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated September 30, 2025 on our consideration of CCS' 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 solely 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 the effectiveness of 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 CCS' internal control over financial reporting and compliance.

Davis Fara LLP

Irvine, California
September 30, 2025

Board of Trustees
Community Colleges of Spokane
Spokane, Washington

We have audited the financial statements of the business-type activities, and the aggregate discretely presented component unit, of the Community Colleges of Spokane (CCS) as of and for the year ended June 30, 2024, and have issued our report thereon dated September 30, 2025. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated November 22, 2024, our responsibility, as described by professional standards, is to form and express an opinion(s) about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the CCS' internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of CCS solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.

We identified self-review threats to independence as a result of non-attest services provided. Those non-attest services included proposing journal entries detected during the audit process. To mitigate the risk, management has reviewed proposed journal entries to supporting documentation and posted the journal entries to the accounting records.

Significant Risks Identified

We have identified the following significant risks:

- **Payroll Accruals:** We reviewed the journal entries for recording payroll and related liabilities and verified that significant amounts were supported by payment documentation to ensure that year-end accrued liabilities are accurately reflected.
- **Unearned Revenue:** We reviewed the journal entries to record unearned revenue and a sample of student accounts along with related enrollment and payment history to ensure unearned revenue was appropriately recorded.
- **Accounts Payable:** We reviewed a larger sample size using a lower threshold to ensure liabilities were recorded properly, and the footnotes contained complete and accurate disclosures.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the College is included in Note 1 to the financial statements. As described in Note 1 to the financial statements during the year, CCS changed accounting policies related to how to handle changes in accounting principles and correct errors in financial statements by adopting Governmental Accounting Standards (GASB) Statement No. 100, *Accounting Changes and Error Corrections*. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are management's estimate of transactions related to the net pension and other postemployment benefits (OPEB) liabilities, which are based on actuarial information.

We evaluated the key factors and assumptions used to develop the allowance for doubtful accounts, net pension and OPEB liabilities and determined that is reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting CCS' financial statements was the disclosure of pension and benefit plans in Note 13 and OPEB in Note 14 to the financial statements. The financial statement disclosures are neutral, consistent, and clear.

Significant Unusual Transactions

For purposes of this communication, professional standards require us to communicate to you significant unusual transactions identified during our audit. There were no significant unusual transactions identified as a result of our audit procedures.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards also require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit.

There were three uncorrected misstatements in the financial statements: (1) an unreconciled variance of approximately \$585k between the general ledger and the accounts payable sub-ledger; (2) an unreconciled variance of approximately \$344k between the lease amortization schedules and the general ledger for lease payable/right-to-use assets; and (3) an entry of approximately \$355k to capitalize costs that was reported as repairs and maintenance. The effect of these misstatements in the current and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Uncorrected misstatements or matters underlying those uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even though the uncorrected misstatements are immaterial to the financial statements currently under audit.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. There were three material corrected misstatements in the financial statements: (1) an adjustment to correct the net pension liability and related accounts, (2) an entry to correct student tuition receivables, and (3) an entry to correct accounts payable.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to CCS' financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated September 30, 2025.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with CCS, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the CCS, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as CCS' auditors.

Other Information Included in the Financial Statements

Pursuant to professional standards, our responsibility as auditors for other information, whether financial or nonfinancial, included in CCS' financial statements, does not extend beyond the information identified in the audit report, and we are not required to perform any procedures to corroborate such other information. However, in accordance with such standards, we have read the information and considered whether such information, or the manner of its presentation, was materially inconsistent with its presentation in the financial statements.

Our responsibility also includes communicating to you any information which we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the financial statements.

This report is intended solely for the information and use of the Board of Trustees, and management of the Community College of Spokane and is not intended to be and should not be used by anyone other than these specified parties.



Irvine, California
September 30, 2025

**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***

Independent Auditor's Report

Board of Trustees
Community Colleges of Spokane
Spokane, Washington

We have audited, in accordance with the 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 (Government Auditing Standards), the financial statements of the business-type activities, and the aggregate discretely presented component unit of the Community Colleges of Spokane (CCS), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise CCS' basic financial statements, and have issued our report thereon dated September 30, 2025.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered CCS' internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of CCS' internal control. Accordingly, we do not express an opinion on the effectiveness of CCS' internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. However, as described in the accompanying Schedule of Findings and Responses, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

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 entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described in the accompanying Schedule of Findings and Responses as items 2024-001 to be a material weakness.

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. We consider the deficiency described in the accompanying *Schedule of Findings and Responses* as item 2024-002 to be a significant deficiency.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether CCSs' financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. 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*.

CCS' Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the management's response to the findings identified in our engagement and described in the accompanying Schedule of Findings and Responses. CCS' response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

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 entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in blue ink that reads "Davis Fava LLP". The signature is written in a cursive, flowing style.

Irvine, California
September 30, 2025

SPOKANE COMMUNITY COLLEGE
Schedule of Findings and Responses
For the Year Ending June 30, 2024

2024-001: Adjustments to Prior Period Balances

An important element of control over financial reporting is for management to identify adjustments necessary for financial statements to be fairly stated. Whenever possible, adjustments should be reflected in the accounting records prior to the start of the audit. When this is not possible, management should identify and communicate to the auditors the potential areas of adjustment that may need to be addressed during the audit process. Auditing standards require the reporting of material adjustments identified through the audit process as weaknesses in an entity's internal control structure. During the Audit we identified the following adjustments as of June, 30, 2024:

- An entry to correct the net pension liability and related accounts
- An entry to correct accounts payable and net position
- An entry to correct tuition accounts receivable and net position

Recommendation

We recommend that the College review its year-end closing procedures to ensure that all account balances are accurately stated as of year-end.

Management's Response Regarding Corrective Action Taken or Planned

We acknowledge that a key component of internal control over financial reporting is management's responsibility to identify, review, and record all necessary adjustments to ensure fair presentation of our financial statements. Spokane Colleges is revising its year-end closing procedures to improve the early identification and preparation of accounting adjustments. In addition, we have implemented measures to ensure the timely and accurate reconciliation of balance sheet accounts each month. We are committed to ensuring timely review and preparation of audit schedules and to ensuring accounting adjustments are recorded in the accounting system prior to the start of the audit. If assistance is needed during the audit, we will proactively communicate our questions to the audit team to support a smooth, transparent, and efficient audit process.

2024-002: Accounts Payable Reconciliation Issues

Due to limitations surrounding the CTCLink system, the College's General Ledger and Accounts Payable (AP) sub-ledger were not fully reconciled. This resulted in unreconciled account balance of \$585K respectively.

Recommendation

We recommend that the College continue its efforts to reconcile the General Ledger with the subledger for AP to ensure accuracy and completeness of financial records.

SPOKANE COMMUNITY COLLEGE
Schedule of Findings and Responses
For the Year Ending June 30, 2024

Management's Response Regarding Corrective Action Taken or Planned

We recognize the importance of addressing this discrepancy and maintaining the integrity of our financial records. Spokane Colleges has implemented measures to ensure the timely and accurate reconciliation of all balance sheet accounts. As a result of these improvements, we do not anticipate unreconciled balances to be an issue during future audit periods.



Office of the Washington State Auditor

Pat McCarthy

Audit Results: Community Colleges of Spokane

December 23, 2024

The Office of the Washington State Auditor's vision is increased trust in government. Our mission is to provide citizens with independent and transparent examinations of how state and local governments use public funds, and develop strategies that make government more efficient and effective.

The purpose of this document is to share the results of the State of Washington Annual Comprehensive Financial Report (ACFR) audit as it relates to your agency.

Audit Scope

We performed a financial statement audit for the State of Washington for the fiscal year ended June 30, 2024. We audited the following balances related to Community Colleges of Spokane activity:

- *Cash and Cash Equivalents*
- *Depreciable Assets (net of accumulated depreciation)*
- *Charges for Services*
- *Education Expenditures*
- *Operating Grants*

Audit Highlights

We would like to thank Tiffany Henderson, District Director of Financial Services, for timely communications and coordination and her positive attitude throughout the audit. We would also like to thank Community Colleges of Spokane staff for providing their knowledge and expertise and responding timely to our audit requests.

Audit Results

The Office of Financial Management (OFM) is charged with the responsibility of preparing the State ACFR. We would like to bring to your attention the following as it relates to our audit of the State ACFR:

- We will issue an unmodified opinion on the ACFR, except for the Aggregate Discretely Presented Component Units, Higher Education Special Revenue and Higher Education Student Services opinion units which will receive qualified opinions.
- As required by *Government Auditing Standards*, we also issue a report on any significant deficiencies and material weaknesses in internal control over financial reporting.
- The report date is planned for December 23, 2024.
- Our opinion will also be included in the State's Single Audit Report. This report is expected to be issued by OFM in 2025.

Report Publication

Audit reports are published on our website and distributed via email in a .pdf file. We also offer a subscription service that notifies you by email when audit reports are released or posted to our website. You can sign up for this convenient service at <https://portal.sao.wa.gov/SAOPortal>.

Questions?

Please contact us with any questions about information in this document or related audit report.

Sadie Armijo, CFE, Director of State Audit and Special Investigations, (564) 999-0808, Sadie.Armijo@sao.wa.gov

Jim Brownell, Assistant Director of State Audit and Special Investigations, (564) 999-0872, Jim.Brownell@sao.wa.gov

Carol Gross, MBA, CFE, Audit Manager, (564) 999-0897, Carol.Gross@sao.wa.gov

Steve Wendling, CPA, Assistant Audit Manager, (564) 999-0885, Steven.Wendling@sao.wa.gov

Raj Maynock, MBA, Audit Lead, (564) 201-2988, Raj.Maynock@sao.wa.gov

ACTION AGENDA ITEM: QUITCLAIM DEED, WSDOT

Submitted by: Nichole Hanna
District Director Head Start/EHS/ECEAP
October 14, 2025

QUIT CLAIM DEED

State of Washington
Department of Transportation
Real Estate Services Office
P O Box 47338
Olympia WA 98504-7338

Document Title: Quitclaim Deed

Reference Number of Related Document: 6989624

Grantor(s): The State of Washington, State Board for Community and Technical Colleges (Washington State Community College District #17)

Grantee(s): State of Washington, Department of Transportation

Legal Description: Blks 46 & 53 Peter Sapro, Blks 4, 11, 18 & 21 East End Add. PTN SW1/4, Sec. 10, T25N, R43E, WM & Vacated Streets

Additional Legal Description is on Pages 4 and 5 of Document.

Assessor's Tax Parcel Number: 35103.3701

QUITCLAIM DEED

State Route 395. SR 90 To Spokane River

The Grantor(s), **The State of Washington, State Board for Community and Technical Colleges (Washington State Community College District #17)**, for and in consideration of clearing title, convey(s) and quitclaim(s) to the **State of Washington, acting by and through its Department of Transportation**, Grantee, all rights in and to that portion of an easement reserved in Auditor's File No. 6989624 that lies within the following described real property, and any after acquired interest therein, situated in Spokane County, in the State of Washington, under the imminent threat of the Grantee's exercise of its rights of Eminent Domain:

For legal description and additional conditions,
see Exhibit A attached hereto and made a part hereof.

It is understood and agreed that delivery of this deed is hereby tendered and that the terms and obligations hereof shall not become binding upon the State of Washington unless and until accepted and approved hereon in writing for the State of Washington, by and through its Department of Transportation, by its authorized agent.

Dated: _____, _____

By: _____
Chris Bailey, Interim Executive Director

STATE OF WASHINGTON
Department of Transportation

Date: _____

On this _____ day of _____, 2025 before me personally appeared Chris Bailey to me known to be the Interim Executive Director, for the State of Washington, State Board for Community and Technical Colleges for and on behalf of Spokane Community College (Washington State Community District#17), and that he/she executed the within and foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said State of Washington, for the uses and purposes therein mentioned, and on oath states that he/she is authorized to execute said instrument.

My commission expires _____

QUIT CLAIM DEED

EXHIBIT A

All that portion of the hereinafter described Tract "X" lying within a tract of land, described as follows:

Beginning at a point opposite Highway Engineer's Station (hereinafter referred to as HES) 80+70.49 on the SR 395 Line Survey of SR 395, Jct. SR 90 To Spokane River and 75.58 feet westerly therefrom; thence northerly to a point opposite HES 81+28.92 on said line survey and 76.06 feet westerly therefrom; thence easterly to a point opposite HES 81+30.01 on said line survey and 58.42 feet easterly therefrom; thence southerly to a point opposite HES 80+70.35 on said line survey and 58.90 feet easterly therefrom; thence westerly to the point of beginning

Tract "X":

The west 209 feet of the northeast quarter of the southwest quarter of Section 10, Township 25 North, Range 43 East of the Willamette Meridian, lying south of the Spokane River;

And all of Blocks 46 and 53 and the vacated alley lying therein, Peter Sapro's Riverside Addition, as per plat recorded in Volume "A" of Plats, page 206, records of Spokane County;

Except that portion of said Block 46 conveyed to the City of Spokane for South Riverton Avenue, by Quit Claim Deed recorded under Spokane County Auditor's File No. 7807070332;

Also, except that portion of Lot 3, Block 53 conveyed to the City of Spokane by Quit Claim Deed recorded under Spokane County Auditor's File No. 5302657;

And all of Blocks 4, 11, 18 and 21, and the vacated alleys lying therein, East End Addition, as per plat recorded in Volume "A" of Plats, page 151, records of Spokane County;

Except that portion of said Block 21 lying adjacent to Greene Street and Mission Avenue, which was conveyed to the City of Spokane by Quit claim Deed recorded April 15, 1999, under Spokane County Auditor's File No. 4355838;

And those portions of vacated Baldwin Avenue, Indiana Avenue, Nora Avenue and Augusta Avenue lying between the easterly line of Greene Street and the east line of vacated Ralph Street;

Except that portion of said premises conveyed to the City of Spokane for Greene Street by Quit Claim Deed recorded under Spokane County Auditor's File No. 7605200257 and as authorized by Resolution adopted May 17, 1976, and recorded under Spokane County Auditor's File No. 7605200256;

QUIT CLAIM DEED

And vacated Ralph Street from the North line of Mission Avenue to the South line of vacated Baldwin Avenue;

AND that portion of the Southeast Quarter of Section 10, Township 25 North, Range 43 East of the Willamette Meridian, described as follows:

Beginning at the Southwest Corner of the Southeast Quarter of said Section 10;
Thence East along the South line of said Southeast Quarter, 670 feet to the West Line of Rebecca Street; thence North along said West line, 652 feet; thence East along the projected center line of Nora Avenue, 660 feet to the projected center line of Julia Street; thence North along said center line and center line extended, 829.50 feet to the center line of the Spokane River; thence Westerly along said center line 1,359.32 feet, more or less to the West line of said Southeast Quarter; thence South along said West Line to the point of beginning;

AND that portion of the Northeast Quarter of the Southwest Quarter of said Section 10 lying Southerly of the center line of the Spokane River;
Except the West 209 feet thereof lying South of the Spokane River;

AND all of Blocks 1, 2, 3, 12, 13, 14, 15, 16, 17, 22, 23 and 24 and the Vacated Alleys lying therein, East End Addition, as per plat recorded in Volume "A" of Plats, Page 151, records of Spokane County; including the Vacated Streets lying adjacent thereto;
Except vacated Ralph Street;

AND the Northeast Quarter of the Southeast Quarter of Section 10, Township 25 North, Range 43 East of the Willamette Meridian, lying South of the high water line on the South side of the Spokane River;

AND the North half of the North half of the Southeast Quarter of the Southeast Quarter of Section 10, Township 25 North, Range 43 East of the Willamette Meridian,

Situate in the City of Spokane, County of Spokane, State of Washington.

The extinguished and released lands herein described contain an area of 7,951 square feet, more or less, the specific details concerning all of which are to be found on sheets 7 and 8 of that certain plan entitled SR 395, Jct. SR 90 To Spokane River, now of record and on file in the office of the Secretary of Transportation at Olympia, and bearing date of approval August 23, 2005, revised August 15, 2024.

Grantor's Initials



April 16, 2025

Chris Bailey
SBCTC Interim Executive Director
3939 N. Freya Street
Spokane, WA 99217

Offer Letter

SR 395 / North Spokane Corridor
RW 5408, c.s. 321101
Federal Aid No.: ncpdp-0395(069)
WSDOT Parcel Number: 6-05483 B

To whom it may concern:

The State of Washington, acting by and through its Department of Transportation (WSDOT), plans to proceed with the above-titled public project.

The Permanent Easement property rights are to be utilized for the development of a storm water treatment area for the development of North Spokane Corridor Project.

The purpose of this letter is to notify you of a) WSDOT's interest in acquiring your property and/or property rights noted below for this project, b) WSDOT's determination of just compensation for your property, and c) the basic protections afforded to you by law.

WSDOT has established an amount it believes is just compensation based on the market value estimated for your property. WSDOT's offer is as follows:

Permanent Easement: QCD Releasing 7,951sf of current parking easement.	7,951	SF	\$37,570.00
Total Amount			\$ 37,570.00

Your property has been examined by qualified appraisers and appraisal reviewers who have carefully considered all the elements, which contribute to the market value of your property. You or your designated representative were entitled to accompany the appraiser and appraisal reviewers on all their inspections of your property, either personally or

through a designated representative. By law, the appraisers and appraisal reviewers must disregard any general increase or decrease in value caused by the project.

The Internal Revenue Service (IRS) requires that WSDOT obtain your correct taxpayer identification number (TIN) or social security number (SSN) to report income paid to you as a result of this real estate transaction. In addition to the IRS requirement, the Washington State Office of Financial Management (OFM) requires that all state agencies use a statewide vendor number (SWV) for all payments. Enclosed is a Statewide Payee Registration form that must be completed for each payee, prior to receiving payment from WSDOT. Please refer to the Statewide Payee Registration form for instructions on how to complete and return the form to OFM. You may complete these forms online at: <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services>.

Payment for your property and/or property rights will be made available to you within 45 days after you accept WSDOT's offer and sign applicable documents, provided that there are no delays in receipt of the statewide vendor number referenced above. The date on which payment is made available to you is called the "payment date". On that date, WSDOT becomes the owner of the property and/or property rights purchased and responsible for its control and management.

If you employ professional services to evaluate this offer, WSDOT will reimburse you up to \$750 of your evaluation costs. Claims for reimbursement will be paid at the time of final settlement upon submission of an invoice or paid receipt.

If we are unable to achieve a mutually agreeable settlement, WSDOT, acting in the public interest, will use its right of eminent domain to acquire your property for public use. In conformity with the Washington State Constitution and laws, the Attorney General's Office will file a condemnation action to obtain a "Court Order of Public Use and Necessity", and a trial will be arranged to determine the just compensation to be paid for your property. This action is taken to ensure your rights as an individual property owner are protected. If a condemnation action is filed, you should consider consulting with an attorney to ensure that you receive appropriate representation.

Enclosed please find the following:

- A. The necessary legal documents for the transferring of the property or property rights;
- B. A copy of the valuation of your property;
- C. A plan sheet showing the property rights;

We have attempted by this letter to provide a concise statement of our offer and summary of your rights. We hope the information will assist you in reaching a decision. Please feel free to contact me directly at (509)-324-6293, or at brenda.england@wsdot.wa.gov, to discuss the offer further or address additional questions you may have. Additional information about this road project can be found on our website at: <https://wsdot.wa.gov/construction-planning/major-projects/north-spokane-corridor>.

Thank you for your time and consideration.

Sincerely,

Brenda L England

By: Brenda L. England
Property & Acquisition Supervisor
(509) 324-6293

Receipt of this letter is hereby acknowledged:

Owner

Date

(Signature above does not mean acceptance or rejection of offer.)

T.25N. R.43E. W.M.

SW 1/4 SW 1/4
SEC. 10

NW 1/4 SW 1/4
SEC. 10

A

NW 1/4 NW 1/4
SEC. 15

NE 1/4 NW 1/4
SEC. 15

FUTURE PARK
AND RIDE

BUILDING
NO. 1

SE 1/4 SW 1/4
SEC. 15



BUILDING
NO. 16

BUILDING
NO. 15

BUILDING
NO. 8

CLOCK
TOWER
BUILDING
NO. 111

STORMWATER
TREATMENT AREA

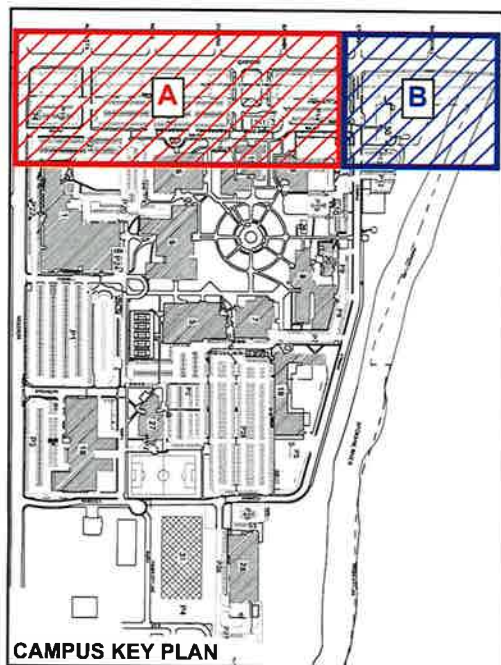
NE 1/4 SW 1/4
SEC. 15

B

END OF PLAN
STA. 98+00 P.O.T.
MP 158.90

STORMWATER
TREATMENT
AREA

NE 1/4 SW 1/4
SEC. 15



CAMPUS KEY PLAN

WSDOT NORTH SPOKANE CORRIDOR PROPERTY AREA - SPOKANE COMMUNITY COLLEGE

SURVEY POINTS (WARRANTY DEED)

- ⊕ EXHIBIT A
- ⊕ EXHIBIT B
- ⊕ EXHIBIT C
- ⊕ EXHIBIT *

TRACT "X"

- FEE ACQUISITION AREA
- TEMPORARY EASEMENT AREA
- PROPOSED PERMANENT EASEMENT - STORMWATER FACILITY AREA
- PARKING EASEMENT AREA PERIMETER, EXHIBIT C
- ACCESS EASEMENT PERIMETER, EXHIBIT B
- HIGHWAY RIGHT-OF-WAY, LINES 1 & 2, EXHIBIT A

TAB 4

ACTION AGENDA ITEM: TEMPORARY CONSTRUCTION EASEMENT, WSDOT

Submitted by: Nichole Hanna
District Director Head Start/EHS/ECEAP
October 14, 2025

After recording return document to:

State of Washington
Department of Transportation
Real Estate Services Office
P O Box 47338
Olympia WA 98504-7338

Document Title: Temporary Easement

Reference Number of Related Document: None

Grantor(s): The State of Washington, State Board for Community and Technical Colleges (Washington State Community College District #17)

Grantee(s): State of Washington, Department of Transportation

Legal Description: Blk 21 East End Add. PTN SW1/4, Sec. 10, T25N, R43E, WM & Vacated Streets

Additional Legal Description is on Pages 4 and 5 of Document.

Assessor's Tax Parcel Number: 35103.3701

TEMPORARY EASEMENT

State Route 395, SR 90 To Spokane River

The Grantor, **THE STATE OF WASHINGTON, STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES (WASHINGTON STATE COMMUNITY COLLEGE DISTRICT #17)**, for and in consideration of the sum of TEN AND NO/100 (\$10.00) Dollars, and other valuable consideration, conveys and grants unto the **State of Washington, acting by and through its Department of Transportation, and its assigns**, Grantee, under the imminent threat of the Grantee's exercise of its right of Eminent Domain, the right, privilege, and easement over, upon, and across the hereinafter described lands for the purpose of placing machinery, personnel, construction materials, storage, and access.

Said lands being situated in Spokane County, State of Washington, as described in Exhibit A, attached hereto and made a part of.

TEMPORARY EASEMENT

The term of this Temporary Easement shall commence on the date of acceptance of this Temporary Easement by Grantee and shall terminate on **December 31, 2028**, hereinafter the "Term".

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

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

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

TEMPORARY EASEMENT

Dated: _____, _____

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

By: _____
Chris Bailey, Interim Executive Director

Accepted and Approved

STATE OF WASHINGTON
Department of Transportation

By: _____
Melinda Ziemann, Eastern Region
Interim Real Estate Services Manager
Authorized Signatory

Date: _____

STATE OF WASHINGTON)
: ss
County of _____)

On this _____ day of _____, 2025 before me personally appeared Chris Bailey to me known to be the Interim Executive Director for the State of Washington, State Board for Community and Technical Colleges for and on behalf of Spokane Community College (Washington State Community District#17), and that he/she executed the within and foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said State of Washington, for the uses and purposes therein mentioned, and on oath states that he/she is authorized to execute said instrument.

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

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

My commission expires _____

TEMPORARY EASEMENT

EXHIBIT A

Temporary Easement Area:

Lots 1, 2, 3, 10, 11 and 12 Block 21, and the vacated alleys lying therein, East End Addition, as per plat recorded in Volume "A" of Plats, page 151, records of Spokane County, lying within the herein described TRACT "X".

TRACT "X"

All that portion of the hereinafter described Parcel "A" described as beginning at a point opposite Highway Engineer's Station (hereinafter referred to as HES) 75+69.25 on the SR 395 Line Survey of SR 395, Jct. SR 90 To Spokane River and 204 feet easterly therefrom; thence westerly to a point opposite HES 75+67.96 on said line survey and 63 feet easterly therefrom; thence northerly to a point opposite HES 76+40.85 on said line survey and 62.38 feet easterly therefrom; thence northerly to a point opposite HES 78+22.95 on said line survey and 60.9 feet easterly therefrom; thence easterly to a point opposite HES 78+24.08 on said line survey and 202.23 feet easterly therefrom; thence southerly to the point of beginning.

Parcel "A":

The west 209 feet of the northeast quarter of the southwest quarter of Section 10, Township 25 North, Range 43 East of the Willamette Meridian, lying south of the Spokane River;

And all of Blocks 46 and 53 and the vacated alley lying therein, Peter Sapro's Riverside Addition, as per plat recorded in Volume "A" of Plats, page 206, records of Spokane County;

Except that portion of said Block 46 conveyed to the City of Spokane for South Riverton Avenue, by Quit Claim Deed recorded under Spokane County Auditor's File No. 7807070332;

Also except that portion of Lot 3, Block 53 conveyed to the City of Spokane by Quit Claim Deed recorded under Spokane County Auditor's File No. 5302657;

And all of Blocks 4, 11, 18 and 21, and the vacated alleys lying therein, East End Addition, as per plat recorded in Volume "A" of Plats, page 151, records of Spokane County;

Except that portion of said Block 21 lying adjacent to Greene Street and Mission Avenue, which was conveyed to the City of Spokane by Quit claim Deed recorded April 15, 1999, under Spokane County Auditor's File No. 4355838;

And those portions of vacated Baldwin Avenue, Indiana Avenue, Nora Avenue and Augusta Avenue lying between the easterly line of Greene Street and the east line of vacated Ralph

TEMPORARY EASEMENT

Street;

Except that portion of said premises conveyed to the City of Spokane for Greene Street by Quit Claim Deed recorded under Spokane County Auditor's File No. 7605200257 and as authorized by Resolution adopted May 17, 1976, and recorded under Spokane County Auditor's File No. 7605200256;

And vacated Ralph Street from the North line of Mission Avenue to the South line of vacated Baldwin Avenue;

Situate in the City of Spokane, County of Spokane, State of Washington.

The lands herein described contain an area of 35,999 square feet, more or less, the specific details concerning all of which are to be found on sheet 7 of that certain plan entitled SR 395, Jct. SR 90 To Spokane River, now of record and on file in the office of the Secretary of Transportation at Olympia, and bearing date of approval August 23, 2005, revised April 10, 2020.

Grantor's Initials

April 16, 2025

Chris Bailey
SBCTC Interim Executive Director
3939 N. Freya Street
Spokane, WA 99217

Offer Letter

SR 395 / North Spokane Corridor
RW 5408, c.s. 321101
Federal Aid No.: ncpdp-0395(069)
WSDOT Parcel Number: **6-05483 A**

To whom it may concern:

The State of Washington, acting by and through its Department of Transportation (WSDOT), plans to proceed with the above-titled public project.

The Temporary Construction Easement (TCE) is needed for a 52-month period from September 1, 2024, to December 31, 2028. The TCE will be used to remove the existing Fire Tower and develop the North Spokane Corridor Project.

The purpose of this letter is to notify you of a) WSDOT's interest in acquiring your property and/or property rights noted below for this project, b) WSDOT's determination of just compensation for your property, and c) the basic protections afforded to you by law.

WSDOT has established an amount it believes is just compensation based on the market value estimated for your property. WSDOT's offer is as follows:

Temporary Construction Easement:	39,999 SF	\$81,300.00 Rounded
Total Amount		\$ 81,300.00

Your property has been examined by qualified appraisers and appraisal reviewers who have carefully considered all the elements, which contribute to the market value of your property. You or your designated representative were entitled to accompany the appraiser and appraisal reviewers on all their inspections of your property, either personally or through a designated representative. By law, the appraisers and appraisal reviewers must disregard any general increase or decrease in value caused by the project.

The Internal Revenue Service (IRS) requires that WSDOT obtain your correct taxpayer identification number (TIN) or social security number (SSN) to report income paid to you as a result of this real estate transaction. In addition to the IRS requirement, the Washington State Office of Financial Management (OFM) requires that all state agencies use a statewide vendor number (SWV) for all payments. Enclosed is a Statewide Payee Registration form that must be completed for each payee, prior to receiving payment from WSDOT. Please refer to the Statewide Payee Registration form for instructions on how to complete and return the form to OFM. You may complete these forms online at: <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services>.

Payment for your property and/or property rights will be made available to you within 45 days after you accept WSDOT's offer and sign applicable documents, provided that there are no delays in receipt of the statewide vendor number referenced above. The date on which payment is made available to you is called the "payment date". On that date, WSDOT becomes the owner of the property and/or property rights purchased and responsible for its control and management.

If you employ professional services to evaluate this offer, WSDOT will reimburse you up to \$750 of your evaluation costs. Claims for reimbursement will be paid at the time of final settlement upon submission of an invoice or paid receipt.

If we are unable to achieve a mutually agreeable settlement, WSDOT, acting in the public interest, will use its right of eminent domain to acquire your property for public use. In conformity with the Washington State Constitution and laws, the Attorney General's Office will file a condemnation action to obtain a "Court Order of Public Use and Necessity", and a trial will be arranged to determine the just compensation to be paid for your property. This action is taken to ensure your rights as an individual property owner are protected. If a condemnation action is filed, you should consider consulting with an attorney to ensure that you receive appropriate representation.

Enclosed please find the following:

- A. The necessary legal documents for the transferring of the property or property rights;
- B. A copy of the valuation of your property;
- C. A plan sheet showing the property rights;

We have attempted by this letter to provide a concise statement of our offer and summary of your rights. We hope the information will assist you in reaching a decision. Please feel free to contact me directly at (509)-324-6293, or at brenda.england@wsdot.wa.gov, to discuss the offer further or address additional questions you may have. Additional information about this road project can be found on our website at: <https://wsdot.wa.gov/construction-planning/major-projects/north-spokane-corridor>.

Thank you for your time and consideration.

Sincerely,

Brenda L. England

By: Brenda L. England
Property & Acquisition Supervisor
(509) 324-6293

Receipt of this letter is hereby acknowledged:

Owner

Date

(Signature above does not mean acceptance or rejection of offer.)

T.25N. R.43E. W.M.

SW 1/4 SW 1/4
SEC. 10

NW 1/4 SW 1/4
SEC. 10

NW 1/4 NW 1/4
SEC. 15

NE 1/4 NW 1/4
SEC. 15

FUTURE PARK
AND RIDE

BUILDING
NO. 1

SE 1/4 SW 1/4
SEC. 15

LEGISLATION
PLAT 5

BUILDING
NO. 16

BUILDING
NO. 15

BUILDING
NO. 8

CLOCK
TOWER
BUILDING
NO. 111

NE 1/4 SW 1/4
SEC. 15

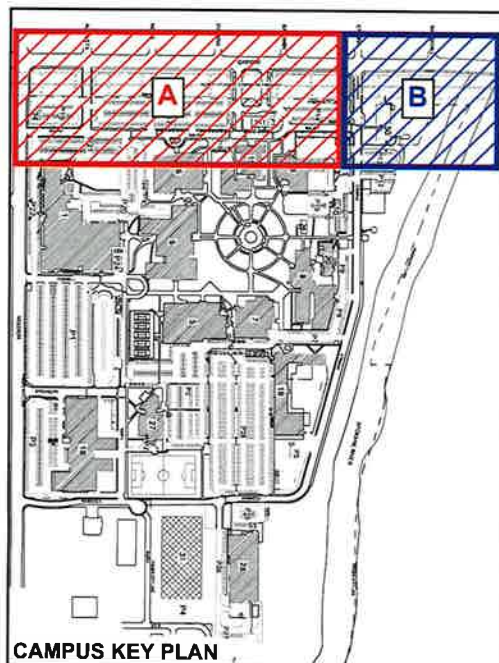
STORMWATER
TREATMENT AREA

B

END OF PLAN
STA. 98+00 P.O.T.
MP 158.90

STORMWATER
TREATMENT
AREA

NE 1/4 SW 1/4
SEC. 15



WSDOT NORTH SPOKANE CORRIDOR PROPERTY AREA - SPOKANE COMMUNITY COLLEGE

SURVEY POINTS (WARRANTY DEED)

- ⊕ EXHIBIT A
- ⊕ EXHIBIT B
- ⊕ EXHIBIT C
- ⊕ EXHIBIT *

TRACT "X"

- FEE ACQUISITION AREA
- TEMPORARY EASEMENT AREA
- PROPOSED PERMANENT EASEMENT - STORMWATER FACILITY AREA
- PARKING EASEMENT AREA PERIMETER, EXHIBIT C
- ACCESS EASEMENT PERIMETER, EXHIBIT B
- HIGHWAY RIGHT-OF-WAY, LINES 1 & 2, EXHIBIT A

STUDENT GOVERNMENT REPORT

Presented by: Navaeh Person, SCC
Jayla Knights, SFCC
October 14, 2025

BOT Meeting Agenda – October 14th

Nevaeh Person SCC

- Positions solidified for ASG
 - Projects that we will be working on for the quarter and going into next quarter

SFCC ASG Report
Jayla Knights

Since the start of the school year it has been a little hectic trying to organize and actually do our events but we eventually got it all worked out and went into our events , we had welcome week which started with our drive in movie the Friday before to kick it off which was super successful, we then went into actual welcome week where each day we had different events ,free things for the students (which included free school supplies, coffee and donuts, and airbrushed tote bags), and live bands playing as well .We also had our first ever farmers market of the year and was almost completely whipped out in about an hour, which was super cool to be a part of and actually run it. I will say that now that we are into the swing of things and learned some things along the way we are super excited to continue the school year and continue to give back to the community around us and work to create more opportunities for those around us.

Aside from the office as I'm typing this I am preparing to leave for DC , where I will represent the school by myself and a national student government conference hosted by asga, I am super excited about the opportunity and what I can bring back to share with my team.

ACTION AGENDA ITEM: SALE OF AIRPORT PROPERTY

Presented by: Dr. Kevin Brockbank
Chancellor
October 14, 2025

REPORT: REVIEW OF BOARD POLICY 6.10.05

Presented by: Dr. Kevin Brockbank
Chancellor, Spokane Colleges
October 14, 2025

Board Policy 6.10.05

The removal of District equipment from District facilities for use by employees for District related work shall be approved in advance by an appropriate administrator.

[Adopted 04/19/73; Amended 09/20/78; Amended 08/17/84]

Board Policy 6.10.05 was adopted April 19, 1973 and has not been amended since August 17, 1984. The Board of Trustees is being asked to review the policy for any potential updates. It is proposed that the Board of Trustees reviews the policy and answers the following questions in regard to the policy:

1. What is the primary purpose of this policy — accountability, liability, proper use of resources, or something else?
2. Does the current language clearly reflect that purpose, or is clarification needed?
3. Does the policy need to define what “District equipment” includes (e.g., laptops, projectors, tools, vehicles)?
4. Is the requirement of “advance approval” by an administrator sufficient, or should the process be more standardized (e.g., written request, electronic tracking)?
5. Should there be different levels of approval for different types of equipment and based on monetary value (e.g., IT vs. heavy equipment vs. office supplies)?
6. Does the policy adequately address liability if equipment is damaged, lost, or stolen while offsite?

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

1.10.01 Board of Trustees Policy

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

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

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

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

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

CCS Administrative Procedure

1.10.01-A Board of Trustees Policies

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

1.0 Purpose

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

2.0 Limitations and Requirements

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

3.0 New or Amended Board Policies

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

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

4.0 Related Items

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

Originated: July 2009

Revisions: December 2013

Cabinet approval: July 20, 2009

ACTION AGENDA ITEM: STRATEGIC PLAN UPDATE

Presented by: Dr. Lori Hunt
Chief of Staff & Strategy
October 14, 2025

**REPORT: PROPOSED AMENDMENT TO WASHINGTON ADMINISTRATIVE CODE
(WAC) 132Q-276-130, RECORDS INDEX**

BACKGROUND:

The Washington State Public Records Act (PRA), codified in Chapter 42.56 Revised Code of Washington (RCW) outlines the requirements for state agencies regarding the management of public records.

RCW 42.56.070 requires each agency to make available for public inspection and copying all public records, unless the record is specifically exempt from disclosure. Additionally, RCW 42.56.070(5) requires each agency, by rule, to establish and implement a system of indexing for the identification and location of records.

Washington Administrative Code (WAC) 132Q-276-130, Records Index. The proposed amendments to WAC 132Q-276-130 clarify the system of indexing for the identification and location of Spokane Colleges' records. Additionally, the proposed amendments clarify the process for adopting and maintaining indexes, establishing the State Government General Records Retention Schedule and Community and Technical Colleges Records Retention Schedule for records indexing.

OFFICIAL NOTICES & PUBLIC HEARINGS

The formal text of the proposed amendments will be published in the Washington State Register (WSR) on November 5, 2025, for public review and comment. A public hearing to consider the permanent adoption of the rule change is scheduled at the Board of Trustees meeting on February 17, 2026.

Information regarding the proposed amendments will be distributed internally to all employees, and links to the WSR filing will be posted on Spokane Colleges webpage under Rule Making.

ATTACHMENTS:

1. WAC 132Q-276-130-DRAFT 1
2. WAC 132Q-276-130-REDLINE 1

Prepared by: Dr. Linda McDermott, CPA
Chief Financial Officer
October 14, 2025

WAC 132Q-276-130 Records index. (1) In accordance with RCW 42.56.070(5), Spokane Colleges shall establishes and implements a system of indexing for the identification and location of agency records and policy statements. ~~The district has available to all persons a current index which provides identifying information as to the following records issued, adopted, or promulgated since June 30, 1972: (a) Final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases; (b) those statements of policy and interpretations of policy, statutes and the constitution which have been adopted by the agency; (c) administrative staff manuals and instructions to staff that affect a member of the public; (d) planning policies and goals, and interim and final planning decisions; (e) factual staff reports and studies, factual consultants reports and studies, scientific reports and studies, and any other factual information derived from tests, studies, reports or surveys, whether conducted by public employees or others; and (f) correspondence and materials referred therein by and with the agency relating to any regulatory, supervisory, or enforcement~~

~~responsibilities of the agency, whereby the agency determines or opines upon, or is asked to determine or opine upon, the rights of state, the public, a subdivision of state government or any private agency. to agency records. As permitted by RCW 42.56.070(5), Spokane Colleges has adopted record indexes, as written and maintained Spokane Colleges satisfies this requirement by adopting and maintaining indexes as provided electronically by the Washington Secretary of State, Department of State Archives, the "State Government General Records Retention Schedule" and the "Community and Technical Colleges Records Retention Schedule." These indexes are used in the regular course of agency operations and are structured to allow users to locate records by disposition authority number or subject matter and are presented in an accessible format with search and navigation tools.~~

~~Policy statements of Spokane Colleges shall be~~ compiled and published in a

~~Board Policy Manual, which includes policy statements as defined in RCW 34.05.010, to be maintained in the board office and accessible electronically. The content of Board policies~~

Formatted: Indent: First line: 0.5"

includes those that concern matters affecting the operations of Spokane Colleges. Policy statements are structured in policy numerical order on a searchable site.

(2) The index is kept current and updated in accordance with the retention schedules adopted from the Washington Secretary of State. Updates to Board policies and records indexes are made as needed to reflect changes in operations, regulations, or governance.

~~(23)~~ The current index described in WAC 132Q-276-130(1) shall be available to all persons under the same rules and on the same conditions as they are applied to public records available for inspection.

[Statutory Authority: RCW 42.17.250. WSR 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-130, filed 4/22/83.]

WAC 132Q-276-130 Records index. (1) In accordance with RCW 42.56.070(5), Spokane Colleges establishes and implements a system of indexing for the identification and location of agency records. Spokane Colleges satisfies this requirement by adopting and maintaining indexes as provided electronically by the Washington Secretary of State, Department of State Archives, the "State Government General Records Retention Schedule" and the "Community and Technical Colleges Records Retention Schedule." These indexes are used in the regular course of agency operations and are structured to allow users to locate records by disposition authority number or subject matter and are presented in an accessible format with search and navigation tools. Policy statements of Spokane Colleges are compiled and published in a Board Policy Manual, which includes policy statements as defined in RCW 34.05.010, to be maintained in the board office and accessible electronically. The content of Board policies includes those that concern matters affecting the operations of Spokane Colleges. Policy statements are structured in policy numerical order on a searchable site.

(2) The index is kept current and updated in accordance with the retention schedules adopted from the Washington Secretary of State. Updates to Board policies and records indexes are made as needed to reflect changes in operations, regulations, or governance.

(3) The current index described in WAC 132Q-276-130(1) shall be available to all persons under the same rules and on the same conditions as they are applied to public records available for inspection.

[Statutory Authority: RCW 42.17.250. WSR 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-130, filed 4/22/83.]

REPORT: CHANCELLOR'S REPORT

Presented by: Dr. Kevin Brockbank
Chancellor, Spokane Colleges
October 14, 2025



Office of the Chancellor

Board of Trustees Updates

The Chancellor's office has been working on updating the onboarding process for the Board of Trustees. The goal for the update is to ensure a smooth transition for new Trustees at Spokane Colleges and to educate and train the new Trustee before their first Board meeting.

The first draft of the new onboarding process is below.

Prepared by: Dr. Kevin Brockbank
Chancellor
October 14, 2025

NEW TRUSTEE ORIENTATION SCHEDULE OF SESSIONS

SESSION ONE (2 Hours)

Attendees: Chancellor, Chancellor's Executive Assistant, Board of Trustee Chair

The purpose of the first meeting is to complete all of the onboarding documents through Human Resources and be given a general overview of the role of the Board of Trustee in preparation for their 1st Board of Trustees meeting.

Part 1 – 45 minutes – The Trustee will meet with the Chancellor's Executive Assistant for the following purposes:

- Human Resources onboarding paperwork (with HR Director)
- Chancellor's office onboarding paperwork (list attached)
- Review process and timeline for all Board of Trustees meetings
- Assignment of District office keys
- Tour of the District office and introduction of District employees
- Schedule session 2 and session 3
- Schedule an introduction at upcoming District Cabinet meeting

Break – 15 minutes

Part 2 – 60 minutes – The Trustee will meet with the Chancellor and Board Chair for the following purposes:

- Discussion of role of the Board Member
- District Overview
- SBCTC/ACCT/ACT memberships and meeting
- Spokane Colleges Foundation

SESSION TWO (2 Hours)

Attendees: Chancellor (optional), SCC President, SFCC President

The purpose of the second meeting is to meet each President and tour each campus.

Part 1 – 45 minutes –The Trustee will meet with the SCC President for a campus tour for the following purposes:

- Tour of SCC – tour at the discretion of the SCC President

Travel Time – 20 minutes

Part 2 – 45 minutes –The Trustee will meet with the SFCC President for a campus tour for the following purposes:

- Tour of SFCC – tour at the discretion of the SFCC President

SESSION THREE (2 Hours)

Attendees: Chancellor, Chief Financial Officer, Chief Human Resources Officer, Board of Trustees

The purpose of the third meeting is to meet the CFO, CHRO, and Board of Trustees.

Part 1 – 30 minutes - The Trustee will meet with the Chancellor and the CFO for the following purposes:

- Budget discussion and overview
- Review of travel guidelines for Spokane Colleges
- Pcard and per diem guidelines

Part 2 – 30 minutes - The Trustee will meet with the Chancellor and the CHRO for the following purposes:

- Flow Chart
- Tenure Handbook
- Goals and evaluations process

Part 3 – 1 hour - The Trustee will meet with the Chancellor and the Board of Trustees for the following purposes:

- Meet and Greet with the Board of Trustees
- Discussion and questions regarding roles and responsibilities
- BOT meeting review



Session 1 – Meeting with Chancellor’s Executive Assistant

- _____ Obtain Personal Info (Address / Phone / Cell phone / Spouse Name)
- _____ Obtain Vehicle License Plate Number(s) and Order CCS Parking Permit through CFO Office
- _____ Obtain Bio and Photo
- _____ Order Key & Electronic Access Card for RP1 through Chief Admin Officer Executive Asst.
 - Distribute during orientation
- _____ Order CCS Business Cards (CCS Marketing and Graphics)
- _____ Order Name Badge
- _____ Order Name Plate for meetings
- _____ Request New Computer User Account through CCS IT website
- _____ Distribute Authorization for Temporary Check Out of Equipment Form
 - Issue CCS Laptop during Orientation once check out form signed
 - Copy Authorization Form – Original goes to Central Services. Copy goes in personnel file.
- _____ Obtain Trustee’s Signature and Scan
- _____ Obtain Trustee’s Travel Preferences, Frequent Flyer Number(s), Diet Restrictions (form)
- _____ Distribute Trustee Manual give and brief overview of contents of manual

District Business & Finance Office

CFO – Our division successfully transitioned into the new academic year, ensuring a smooth start for both students and staff. The team was very busy over the summer and for the start of fall quarter, and now our focus is on supporting districtwide priorities and planning for fiscal year 2026-27.

Budget Office – The Budget Office successfully completed the fiscal year-end close in collaboration with the Treasury and Finance Team. Immediately following, staff finalized the 2025–26 Operating Budget, which was presented to the Board in September. A supplemental presentation covering other institutional funds—including capital, student fees, grants and contracts, and auxiliary revenues—is scheduled for the November Board meeting.

In addition to managing current fiscal year reporting, planning for the 2026–27 budget is already underway. The upcoming year is expected to present continued challenges. Ongoing uncertainty in state and federal funding, along with anticipated revisions to the SBCTC Allocation Model, may result in reduced resources for Spokane Colleges. These changes will require a careful review of priorities and expenditure levels. The Budget Office will work closely with executive leadership and the Board to develop planning guidelines that support strategic decision-making for the year ahead.

Treasury and Financial Operations - Over the summer, the Financial Operations team was hard at work wrapping up the fiscal year-end, submitting subsequent reporting, and completing the Fiscal Year 2024 annual audit in collaboration with the CPA firm, Davis Farr. This work included finalizing the audited financial statements. The end of Fiscal Year 2025 also marked the close of the biennium, which brought a significant increase in workload to ensure all year-end processes were completed accurately and on time.

The team conducted a comprehensive review of all capital projects—both major and minor—to ensure all fixed assets were accurately recorded. They also performed an in-depth analysis of all lease agreements to confirm that outstanding liabilities were properly reported. Alongside the extensive reconciliation work performed by the team, they reviewed and certified all state and federal funding to ensure compliance and accuracy.

In addition to completing all year-end work, the Financial Services team has begun focusing on monthly reconciliations and has implemented a structured plan and process to review balance sheet account activity monthly. This ongoing effort supports the One Washington initiative, which requires state agencies to certify all balances with the Office of Financial Management as the state transitions to the Workday ERP system. While staff retirements and turnover did have a significant impact on the workload, the team is working hard to meet deadlines and fulfill demands both within and outside of the business office. Looking ahead, preparations are already underway for Fiscal Year 2025 financial statements and the upcoming audit with Davis Farr.

Student Finance - The Student Finance team partnered with the campus financial aid offices to disburse over \$12 million in financial aid funds for fall quarter. The department also continued to support the registration and admissions offices through the individual payment plan program, now entering its

second academic year. This initiative has significantly reduced the number of students dropped for nonpayment. Throughout the summer, the team reviewed and tested tuition and fee rates, as well as applicable waivers. Looking ahead, the department is collaborating with campus partners to launch the Student Financial Responsibility Agreement (SFRA) process, scheduled to go live at the end of October. The implementation of the SFRA is intended to increase awareness of student fiscal responsibility, financial literacy and reduction of student past due account balances.

Payments Team - The Payments team worked diligently to process and record all fiscal year 2025 vendor payments before year-end cutoffs. Thanks to their efforts, all Purchase Card (PCard) transactions were reconciled and posted, with no outstanding charges carried into the new fiscal year. The work involved reviewing and approving over 2,000 P-Card transactions from June through late July, totaling payments of nearly one million dollars. The reconciliation and timely payments contribute to accurate fiscal year-end reporting. Additionally, more than 600 fiscal year 2025 invoices were processed and paid by Louann Paupst in Accounts Payable. Looking ahead to October, the department is recruiting to hire a supervisor to help manage the workload and support ongoing efforts to reduce the volume of outstanding payments and charges. This role will also provide additional resources to assist with reconciliation processes to support improved controls over financial reporting.

Public Records – September 2025 marked the busiest month on record, with the Public Records Desk receiving 27 new requests. The manager closed 17 requests during the month, while 21 remain open. To date, Spokane Colleges has received more public records requests than all of last year. All open requests are on schedule, and as the workload increases, so does planning, organizing and collaboration with other departments to ensure timely response to records requests. The common theme of requests involves litigation or potential litigation and commercial inquiries for purchase orders, requests for purchases (RFP) and contract records.

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

Contracts Office – Our contracts specialist supervised the completion of a Department of Enterprise Services audit of Spokane Colleges' out of state workers. This is needed to determine Spokane Colleges out of state Workers Comp insurance premiums. They also completed the Department of Enterprise Services audit of student medical programs interns. This is needed to determine student intern liability insurance premiums. Additionally, assistance was provided with the completion of a purchase agreement with AiRGUS-SECURITY SOLUTIONS NORTHWEST LLC. The product will cover all district security cameras and will monitor the cameras' effectiveness, providing notifications for updates, storage, focus, and movements.

Business & Administrative Services – In addition to oversight of key projects, Director Maria Midkiff, provided the Ethics in Public Service presentation to new faculty; registered 49 students in the pilot project for the STA mobile bus pass application; and fielded several ethics questions regarding employee discounts, gift cards, and volunteering on state time. Director Midkiff is also assisting in the review of Spokane Colleges Civil Rights forms and processes.

The purchasing department is reviewing and establishing internal procedures and college communication regarding the Department of Enterprise Services revision to direct buy limits. New procedures are needed to ensure appropriate controls are in place prior to increasing the direct buy limit. The team also processed 119 purchase requests and 121 purchase orders for various districtwide purchases.

Payroll & Benefits – The summer and early fall months are among the busiest times for the Payroll and Benefits Office. Below is a summary of key accomplishments from recent months.

- **Parking Permit Deductions:** Entered 264 parking permit payroll deductions for the 2025–2026 academic year—an increase of over 95 permits compared to the previous year. This figure does not include permits fully purchased online.
- **Employee Separations:** Processed the separations of 102 benefit-eligible staff, including 16 retirements.
- **New Hires:** Onboarded and processed 76 new full-time faculty, classified, and exempt staff through Payroll and Benefits.
- **ctcLink HCM Enhancements:** In June, the State Board for Community and Technical Colleges (SBCTC) implemented enhancements to the ctcLink Human Capital Management (HCM) module. These updates allow for the separation of employee and payroll data for Non-Resident Alien staff, including student employees. Key improvements include: Individual coding for pay group, earning type, paid leave taken and accrued; Integration of IRS Form 8233 for federal tax treaty exemptions; Annual filing support for IRS Form 1042-S; and expansion of payroll earning codes from 92 to 184.
- **Benefit Fair** - The Benefits Department has confirmed with the Washington Health Care Authority and SFCC for hosting the employee and retiree Benefit Fair on November 4, 2025. The Benefit Fair coincides with the Annual Open Enrollment period (October 28 – November 25) when employees can make changes to their health benefit plans. The Benefit Fair is geared toward all State Public Employee Benefit Board (PEBB) members and includes information booths from the Department of Retirement System (DRS), Health Care Authority (HCA), VEBA Trust, and primary benefit providers like Kaiser, Regence Blue Cross/Shield, etc.
- **Shout-out** – Congratulations to Josh Houchins, Spokane Colleges Benefits Specialist for completing his BAS in Applied Management at SFCC spring quarter. Josh was able to utilize the Spokane Colleges employee tuition waiver to complete his degree while working in the Business office.

Prepared by: Dr. Linda McDermott
Chief Financial Officer
October 14, 2025

Office of Institutional Advancement**Rebrand**

- **Building Signage** – completed design and inventory for new building signage on all campuses (replacing existing blue metal signs)
- **Parking Lot Banners** – designs approved, ordering underway for Spokane campuses
- **Name Badges** – updated design, new vendor, 1,000+ name badge orders received so far
- **Branded Apparel** – online store for SCC, SFCC and District employees to run Oct. 8 – 22
- **New employees** – provided newly-branded swag bags to HR for new employee onboarding
- **Athletics** – provided strong multimedia support for Fall sports and new uniform reveals

Workforce Campaign: Healthcare (Aug – Oct 2025)

This integrated marketing campaign focused on healthcare continued in September:

- **Billboards** promoting healthcare careers ran through the end of September. Reinforced the message with a direct-mail **postcard** campaign to target zip codes.
- **Digital ad** campaign began mid-September and runs up to mid-November. Also includes **TV spots** on local networks.
- **Geofenced** the Spokane Interstate Fair Sept 5-14, 2025, promoting healthcare programs at Spokane Colleges. Also geofenced healthcare facilities to encourage upskilling.
- Produced multiple **videos**, a [Healthcare](#) landing page, **strategic storytelling** efforts, **media pitches** with strong support through our **social media** channels.

Partnerships

- Entered into exciting new sponsorship agreements with the **Spokane Chiefs** and **Spokane Indians** offering numerous partnership and activations to promote the new brand and program offerings at Spokane Colleges
- Expanded **The Great PNW** partnership with more co-branded apparel in campus bookstores
- Supported **‘Together Spokane’** initiative through communications and public relations

Other

- Supported and engaged in **Department of Justice (DOJ) review** process on multiple levels
- Collaborated on clear and accurate communication about new **BibliU bookstore vendor**
- Team completed four-hour “Beyond Compliance: Inclusive Digital Communications in Practice” webinar training focused on **accessibility**

Marketing

- Honored as National Council of Marketing and Public Relations (NCMPR) **medallion award finalist** in 15 categories.
- **Digital ads** in the *Journal of Business* Weekly Education and Workforce e-newsletters

- Halftime Sponsorship with **SWX** – running ads during high school football games produced and aired on SWX.
- Newly branded **Amazon Career Choice** ads ran through Oct. 5, geofencing the Amazon warehouse locations in the area resulting in 35 inquiries, two eligible to enroll and **eight new students enrolled!**
- Newly branded **NextGrad display ads** ran in area high schools promoting Campus Tours, Robotics, Natural Resources and Cybersecurity in September.
- Leveraged data to conduct digital campaign targeting prospective students included in the recently released Office of Superintendent of Public Instruction list of 14,609 high school students in our six-county region.
- Facilitated **sponsorship** of the Greater Spokane Valley Chamber and Post Falls Chamber “Battle of the Border” event

College and Department Specific Marketing Support:

- Launched marketing campaign to promote SCC Trades Day event on October 8
- Leveraged CRM campaign with digital ads for SCC targeting “Applicants Never Enrolled” and “Stop Outs” (didn’t finish) resulting in 624 students enrolling for Fall 2025 (537 FTE)
- Digital ads promoting the SCC Electronics Technology program continued in September.
- Completed Fall quarter support materials including Student Activities Calendars for both SCC and SFCC, Course catalogue mailing for Corporate and Continuing Education, quarterly training calendar for Human Resources
- Designed and created Respiratory Therapy promotional pieces and marketing
- Designed and created Workforce Training and Continuing Education flyers, brochures and marketing support
- Designed and created flyers, ads and postcards promoting SFCC Art Gallery, Drama and Music departments.
- Continuous online form development making the student journey easier and trackable in the CRM.

Communications & Public Relations

Our busy summer has quickly transitioned into the start of the school year. **Our team was a core component of the Spokane Colleges convocations, supporting with storytelling, photos, video, social media and supporting the livestreaming of the main events.** We also continued to partner with Athletics [on its beautiful new website](#).

Campaigns, Outreach Support, Photo and Video

- We continue to partner with both campuses and their Outreach/CRM teams on maximizing enrollment opportunities. **The SCC annual Trades Day on Oct. 8 is a big focus for our content and PR team as we prepare to host KXLY for a live remote facilitated by the Outreach team.**
- We continued holding District Outreach meetings monthly in a joint format with both campuses. Additionally, our Mar/Comm team presented to the Leadership teams at both SCC and SFCC. The goal of all these efforts is to find the greatest needs, then identify and execute strategies to fit those situations.

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

- Our team continues to coordinate with leadership on a growing number of media inquiries, much of the interest generated by new offerings which we then “pitch” to media outlets.
- **We have also seen our District leaders being sought out more as subject matter experts on best practices for innovative programs, workforce initiatives, enrollment growth, and responses to funding issues.** We are now getting more nationwide and niche-focused inquiries in addition to local media.

Websites – New Website Project (ongoing) and Current Websites

- Meanwhile, work continues for the web team and our IT partners to continue refining the scope and specifications of a generational project that will result in **all-new web platforms for Spokane Colleges, SCC, SFCC, and the Spokane Colleges Foundation.** Launch target date is Fall 2026.
- This project is being managed by IT and MarCom. Melanie Rose is executive sponsor. We are collaborating across the organization. **We just completed the first phase of content migration, where every page from our three main sites was exported for review and shared with assigned stakeholders to review for accuracy and updates. The last effort of this scope was 7 years ago.**
- There is much going on behind the scenes, including extensive efforts to make the design of the new websites efficient, engaging, and accessible for all visitors with our new website platform. **Our agency partner is researching and developing a one-of-kind “Discovery Tool” that will live on all three major sites to help prospective students identify their interests and find a Pathway.**
- We also continue to support, maintain, and optimize our current website pages on major requests from stakeholders across the district, as well as updating key campaign landing pages on www.spokane.edu. **We have seen growing engagement on all of our websites:**

Key Website Metrics**SCC**

- 4,600 more Organic (web) searches over past 3 months vs. prior 3 months
- 19,500 clicks on the Apply Now button over past 6 months, up 3.4% vs. prior

SFCC

- 400+ more Organic (web) searches over past 3 months vs. prior 3 months
- 9,000 clicks on the Apply Now button over past 6 months, up 42.4% vs. prior

District

- 45,000+ total users over past three months, up 18.6% vs. prior 3 months

- 2,000+ clicks from our site to <https://careers.ccs.spokane.edu/jobs/search> over the last 6 months

Marketing

- Since the launch of the new brand, 36,500+ users have visited our marketing site
- Our impressions increased by almost 30,000 compared to prior timeframe

Social Media Metrics snapshot (*aggregate of all key platforms and pages*)

- **Comparing Jan. – Sept. 2025 vs. Jan. – Sept. 2024**
 - 8.6% increase in Followers, 50.7% Net Audience Growth (with fewer posts)
 - 13.9% increase in engagement
 - 182.5% increase in video views
- **Key data points for Aug-Sept. 2025**
 - **Most viewed posts ever:** Students on first day of Fall Quarter
 - [SCC](#): 9,826 views, 152 interactions
 - [SFCC](#): 9,867, 125 interactions
 - **Most viewed posts:** Athletes Comment on the New Brand
 - [Tik Tok posted](#): 1.9K views, 217 Likes
 - [Instagram Post](#) 6.2k views, 213 interactions
- Supported department initiatives through event promotion
 - Trades Fair, Career Expo
- Increased student-generated content and campus features (reposts of clubs, events, stories, etc.)
- Phase 1 of Social Media Audit Completed (gathered list of all affiliated accounts)
- Wrapping up Phase 2 of Social Media Audit: Creating Style Guide for Social Media

CRM (Customer Relationship Management)

The CRM team's hard work during the summer has set us up well for action this fall!

- **Training/Users:** the start of fall quarter has brought many new users to the table for CRM training. Users complete only the necessary online and walkthrough trainings for their intended role in the CRM. We are excited to bring all users together for our first CRM User Group meeting of the academic year in early November.
- **Data integration work:** The CRM team continues to plan, test, and build data integrations between ctcLink and the CRM. We have finished triaging the course enrollments data integration launched in August and are now working on an integration for financial aid outreach (i.e. application status, *not award information*). Many more data integrations are in the queue.
- **Selective/Competitive Program Online Applications:** both SCC and SFCC continue to build more online applications for selective/competitive entry programs into the CRM, mostly for recruitment of Fall 2026 cohorts.
- **Communications Wins:** SCC reinvented a 35-day communication plan for prospective students and achieved a 52% open rate! Additional communications were also launched to prevent "summer melt". At SFCC, onboarding email campaigns for Running Start students continue to reduce manual work for employees. Both SCC and SFCC collaborated on a communication campaign for enrolled students to pilot the new STA mobile app rollout. An additional summer campaign was also launched for Spokane Colleges Foundation scholarships with a record high of over 800 applications received.

Spokane Colleges Foundation

- **Annual Fundraising Goal Surpassed**

The Spokane Colleges Foundation has already exceeded its fundraising goal for the current fiscal year!

- **Numerica Match Challenge Launched**

Numerica Credit Union has partnered with the Foundation to launch a \$10,000 Match Challenge in support of local childcare programs. This effort aligns with Numerica's "CARES for Kids" initiative to eliminate youth poverty.

- Runs from September 15 through October 15
- All donations to the Spokane Colleges' Head Start program during this time will be matched dollar for dollar, up to \$10,000.
- Funds will support classroom supplies and stability services for families served by Head Start.
- Head Start serves approximately 800 children annually across 11 centers and 60 classrooms, with additional in-home services for 75 children.

- **Leadership Campaign Conclusion**

The Spokane Colleges Leadership Campaign has concluded. None of the Leadership Groups (Board of Trustees, Foundation Board, Cabinet, etc.) reached 100% participation in giving.

Upcoming Employee Giving Campaign

The Employee Giving Campaign is scheduled to launch in mid-October.

General Services Division

CGSO Employee Highlight



This month, we're excited to feature **Kim Abrahamson** in our Employee Highlight for the Facilities Division.

Since joining Facilities in 2017, Kim has been a vital part of the Capital Projects team. She manages project files, archival records, and state asset databases, while also coordinating key distribution and serving as the professional face of the department. Kim plays a key role in supporting department staff with more than \$85 million in capital project budgets and was instrumental in procuring over \$2.5 million in furniture, fixtures, and equipment for the new Fine and Applied Arts facility, *skahet*, at SFCC. Known for her kindness, respect, and willingness to help, Kim is admired by colleagues across the division. Her dedication to the college and its mission is unwavering, making her an invaluable member of our community. She is truly appreciated.

General Services Division – Workforce and Fiscal Update:

Metric		Capital		M&O		OCS		EH&S		CS		CGSO	
		100%		90%		100%		100%		71%		100%	
		7	7	88	79	21	21	2	2	7	5	2	2
Workforce Availability		Division								127	116	91%	
	Vacancies	0		4		0		0		2		0	
	L&I	0		3		0		0		0		0	
	FMLA	0		2		0		0		0		0	
Fiscal Management - 16.67%		12.72%		13.17%		12.57%		13.49%		15.93%		16.24%	
	Expended	\$ 87,319		\$ 1,173,154		\$ 187,012		\$ 34,722		\$ 72,507		\$ 53,571	
	Budgeted	\$ 686,291		\$ 8,907,958		\$ 1,487,917		\$ 257,383		\$ 455,227		\$ 329,931	
	Division	13.30%				\$ 1,520,966				\$ 11,438,416			

The General Services Division began the fiscal year in a strong position, with only six vacancies and current staffing levels at 91%. Notably, we successfully concluded recruitment for the critical role of SCC Director of Maintenance & Operations. The position has been offered to Daren Doneen, who will assume the role on November 3.

Daren brings over 25 years of experience in project and facilities management, with expertise spanning commercial, financial, and institutional sectors. Most recently, he managed facility operations for 74 U.S. Bank locations across the Pacific Northwest, with a focus on operational efficiency, regulatory compliance, and real estate oversight.

Of the remaining vacancies, two HVAC technician roles continue to be unfilled. These positions have been vacant for several years, likely due to non-competitive market pay and a limited pool of qualified candidates.

The division was allocated an FY25 operating budget of \$11.44 million. Through August, 13.3% of the budget has been expended, well below the expected benchmark of 16.67%, indicating sound financial management. The capital budget is managed separately and funded through designated capital appropriations.

Lease Management Update

The organization currently allocates \$1,674,971.95 annually toward active lease agreements. In addition, we generate \$56,999.28 in annual revenue through two sublease arrangements:

- Esmeralda Center – Leased to DES Energy Services for office space.
- Colville Center – Leased by EWU Early Head Start to support early childhood development in the rural area.

All lease agreements are current, with the majority set for renewal in 2028 and 2029.

We are actively working on a lease extension for the Max Snyder Building, which currently houses the Office of Campus Security. This office will eventually be relocated to Building 1 as part of the Main Building East Wing Renovation Project, positioning Campus Security in a more strategic location to better support the campus.

Campus	Lease #	MGMT / Location	PSFPY	Annual	Expires	Status
District	SRL 22-0089	Kiemle & Hagood Co - Riverpoint 1	\$20.50	\$500,814.96	12/31/2028	Executed
District	SRL 24-0072	CCS Foundation - Esmeralda Center	\$8.00	\$310,240.00	6/30/2029	Executed
District	SSL 24-0072	DES FPS Energy - Sublease	\$10.25	\$6,119.28	6/30/2029	Executed
				\$804,935.68		
SCC	SRL 24-0012	CCS Foundation - Adult Ed. Center	\$16.00	\$447,792.00	9/30/2028	Executed
SCC	SRL 14-0067	Spokane Intl Airport - Felts Field	\$7.91	\$70,461.41	6/30/2029	Executed
SCC	SRL 24-0011	CCS Foundation - Newport Center	\$16.00	\$165,120.00	10/31/2028	Executed
SCC	SRL 19-0003	Roland and Mary Ciais - Republic	\$20.00	\$36,000.00	12/31/2026	Executed
SCC	SRL 20-0014	Rough-Douglass Ptnrshp - Bowditch Villy Ctr	\$8.40	\$55,440.00	7/31/2025	Non-Renewal
SCC DEL 23-0001	NA-06-14499	WSDOT - Max Snyder	\$0.00	\$0.00	4/30/2026	Extension
SCC	FY26-01	EWU Colville Center Lease Agreement	\$16.89	\$50,880.00	6/30/2029	Executed
				\$723,933.41		
SFCC DEL 23-0102	CCN001852	WSU Pullman - Math Annex Premises	\$14.42	\$72,460.50	6/30/2028	Executed
SFCC DEL 23-0102	CCN001852	WSU Pullman - Cleveland Hall	\$14.42	\$10,298.28	6/30/2028	Executed
SFCC DEL 23-0102	CCN001852	WSU Pullman - Cleveland Hall Premises	\$7.21	\$6,344.80	6/30/2028	Executed
<i>*September - June = \$7,702.69 / July - August = \$6,038.38</i>				\$89,103.58		
				\$1,617,972.67		

**Capital Planning & Development**

The new biennium for capital appropriations began on July 1, bringing increased funding for both campuses. Compared to the previous biennium, SCC's allocation increased from \$6.2 million to \$11 million, representing a 77% increase, while SFCC's allocation rose slightly from \$5.5 million to nearly \$6 million.

This increase in funding is a significant boost for SCC, particularly in addressing deferred maintenance needs. SCC has committed \$2 million of its minor works programmatic funding to remodel classrooms and shop space in Building 18 (Automotive).

SFCC will direct \$1.4 million toward a long-overdue restroom remodel in Building 17, the Student Union Building, located at the heart of campus.

This biennium will also see a notable increase in infrastructure replacements, including sewer and electrical systems, which may result in significant operational impacts as projects move forward

SPOKANE COMMUNITY COLLEGE APPROPRIATIONS**23-25 Biennium**

Project/Description-	Total Funding
<i>Minor Works-Preservation - Facility</i>	\$ 1,403,000.00
<i>Minor Works-Preservation - Roof</i>	\$ 116,000.00
<i>Minor Works-Preservation - Site</i>	\$ 68,000.00
<i>Minor Works-Preservation -Infrastructure (new to 21-23)</i>	\$ 1,413,000.00
<i>Minor Works-URF</i>	\$ 1,388,000.00
<i>Minor Works-Program Funds (Security Upgrades)</i>	\$ 1,784,000.00
TOTAL MW FUNDING:	\$ 6,172,000.00

25-27 Biennium

Project/Description-	Total Funding
<i>Minor Works-Preservation - Facility</i>	\$ 2,643,000.00
<i>Minor Works-Preservation - Roof</i>	\$ 916,000.00
<i>Minor Works-Preservation - Site</i>	\$ 184,000.00
<i>Minor Works-Preservation -Infrastructure (new to 21-23)</i>	\$ 3,735,000.00
<i>Minor Works-URF</i>	\$ 1,577,000.00
<i>Minor Works-Program Funds (Automotive Classroom/Shop Remodel)</i>	\$ 2,024,000.00
TOTAL MW FUNDING:	\$ 11,079,000.00



SPOKANE FALLS COMMUNITY COLLEGE APPROPRIATIONS

23-25 Biennium

Project/Description-	Total Funding
Minor Works-Preservation - Facility	\$ 2,117,000.00
Minor Works-Preservation - Roof	\$ 226,000.00
Minor Works-Preservation - Site	\$ -
Minor Works-Preservation -Infrastructure (new to 21-23)	\$ 1,156,000.00
Minor Works-URF	\$ 816,000.00
Minor Works-Program Funds (Security Upgrades)	\$ 1,185,000.00
TOTAL MW FUNDING:	\$ 5,500,000.00

25-27 Biennium

Project/Description-	Total Funding
Minor Works-Preservation - Facility	\$ 1,930,000.00
Minor Works-Preservation - Roof	\$ 635,000.00
Minor Works-Preservation - Site	\$ -
Minor Works-Preservation -Infrastructure (new to 21-23)	\$ 1,054,000.00
Minor Works-URF	\$ 905,000.00
Minor Works-Program Funds (Restroom Remodel-All Gender)	\$ 1,396,000.00
TOTAL MW FUNDING:	\$ 5,920,000.00

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

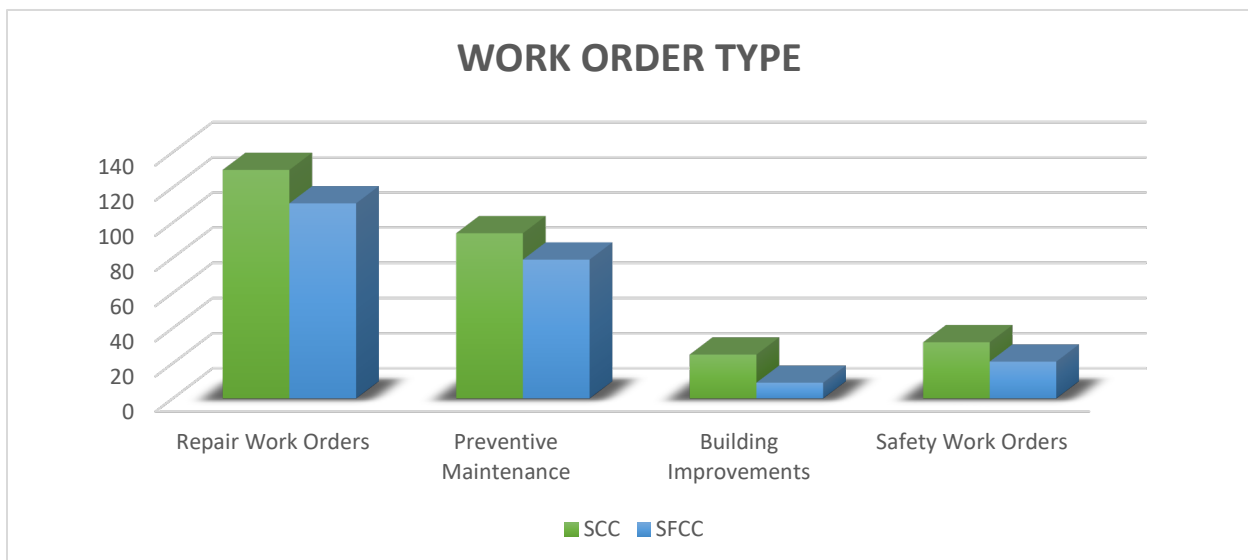
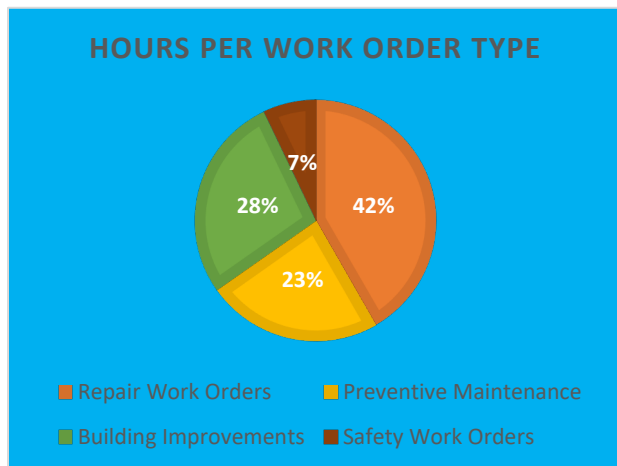
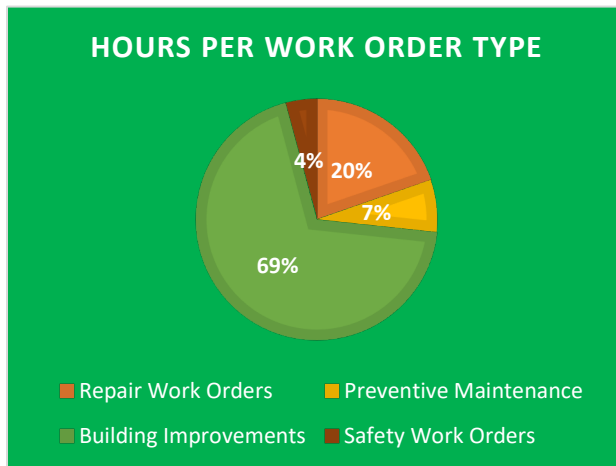
District Facilities

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

Significant highlights are below.

- Both campuses experienced about a 30% increase in repair work orders with the start of fall quarter, an anticipated uptick with the increased volume of occupants throughout campus.
- There were 338 customer-initiated work orders, 403 self-initiated work orders, and 137 key requests supported by our staff in the month of September.

Spokane Community College			Spokane Falls Community College		
WORK ORDER TYPE	QTY	HRS	WORK ORDER TYPE	QTY	HRS
Repair Work Orders	130	422.75	Repair Work Orders	111	204.75
Preventive Maintenance	94	149.75	Preventive Maintenance	79	115.5
Building Improvements	25	1483.5	Building Improvements	9	136
Safety Work Orders	32	88.9	Safety Work Orders	21	34.75
TOTALS:	281	2144.9	TOTALS:	220	491



Office of Campus Security

Throughout September, a total of 37 incident reports were filed. One of those reported incidents occurred at one of our offsite locations. Below provides summaries of some of the significant and notable security incidents:

Significant/Notable Security Events:

- Assault/Physical Harm:** A domestic violence incident occurred in Parking Lot 3 at SFCC involving two students in an intimate relationship. Security observed a verbal altercation escalate when the male subject aggressively drove off, striking the female with an open car door. Spokane Police Department (SPD) responded and took over the investigation.

- **Burglary:** There was a total of four burglary incidents with three occurring on campus at SFCC and the other at West Central Head Start.
 - **SFCC** – Drug paraphernalia and empty alcohol containers were discovered near a storage container. Officers found a broken lock, and security footage later confirmed unauthorized access by an unknown male.
 - **SFCC** – A contractor's Conex storage box was broken into and items were stolen.
 - **SFCC** – Four unidentified juveniles accessed the Magnuson Building via the roof and an unlocked third-floor window, stealing an item of limited value.
 - **Off-Campus (West Central Head Start)** – A laptop was reported stolen from a classroom. Video footage showed an unknown male leaving with a bag likely containing the computer.
- **Destruction of Property:** Two unidentified individuals ignited fireworks near the northwest corner of Stadion Way at SFCC, starting a fire. Security responded quickly and contained the fire with an extinguisher. Spokane Fire Department (SFD) responded and completed fire suppression.
- **Public Disturbance:** At SCC, a male student endangered a female student and her child by refusing to exit her personal vehicle, causing safety concerns and requiring intervention.
- **Substance Abuse:** Security responded to an incident involving a suspected intoxicated 14-year-old who exited a bus and began physically intimidating patrons at the bus stop located at SCC.

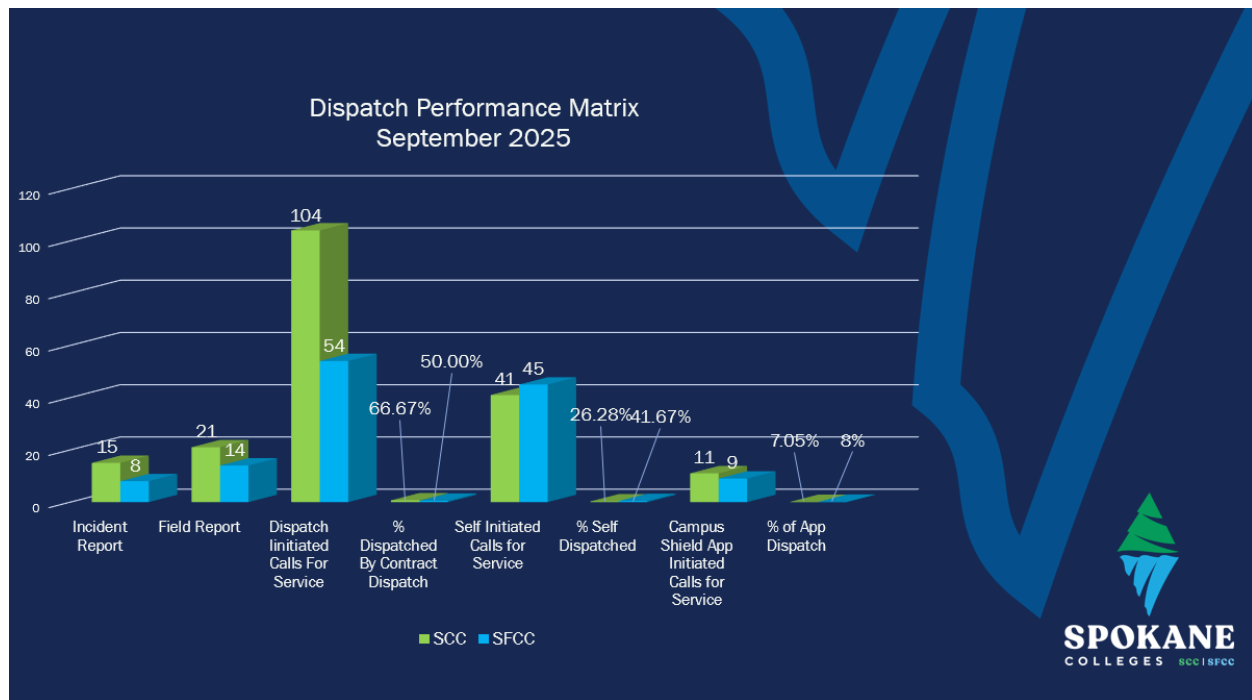
The table on the following page provides a summary of dispatch calls received in September, along with a year-to-date analysis of calls for service by time of day across all district campuses. This data is instrumental in helping us understand activity patterns and align security staffing and patrol coverage with peak service demand.

Year-to-date trends show that the majority of calls for service occur during morning to late afternoon, with calls for service peaking between the hours of 4:00 pm to 6:00 pm. Evening and weekend call volumes remain comparatively low but are monitored closely, especially during special events or extended facility use.

A breakdown of call types reveals that most service requests continue to involve:

- Door access assistance (lock/unlock requests),
- Investigative follow-up, and
- General calls for service

Detailed charts and data tables are provided below for further review.



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

Environmental Health & Safety

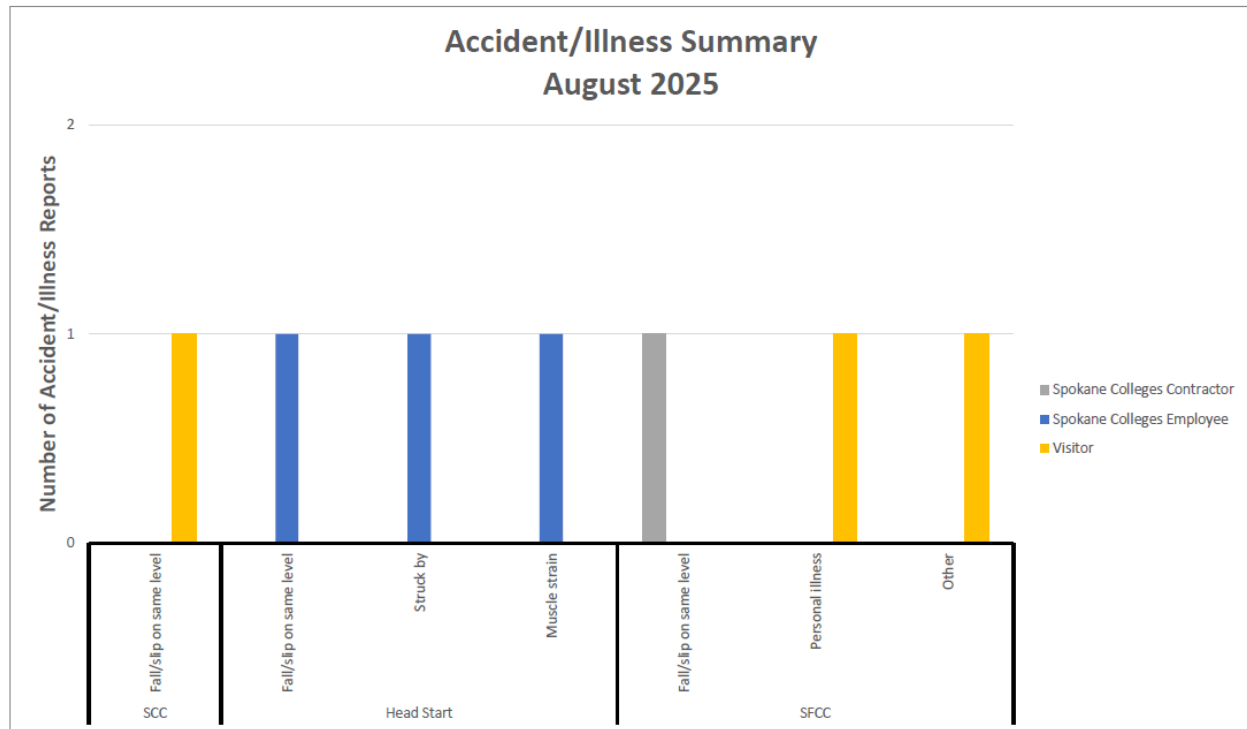
Injury & Illness Reports

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

The EH&S office recorded 7 total incidents in August. Of these:

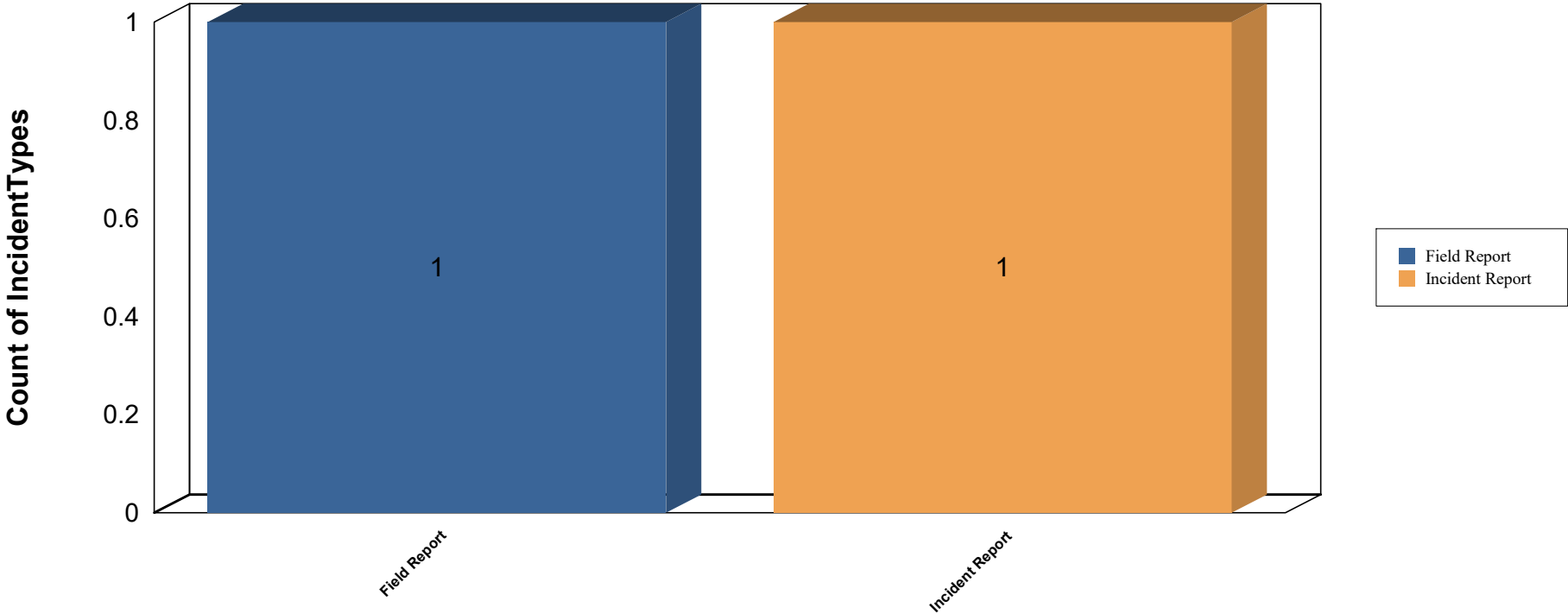
- 3 incidents occurred at Head Start facilities
- 1 incident involved a contractor slipping and falling on wet grass at SFCC
- 2 involved visitors at the STA Bus Station at SFCC
- 2 reported near-misses involving employees, both at SCC

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

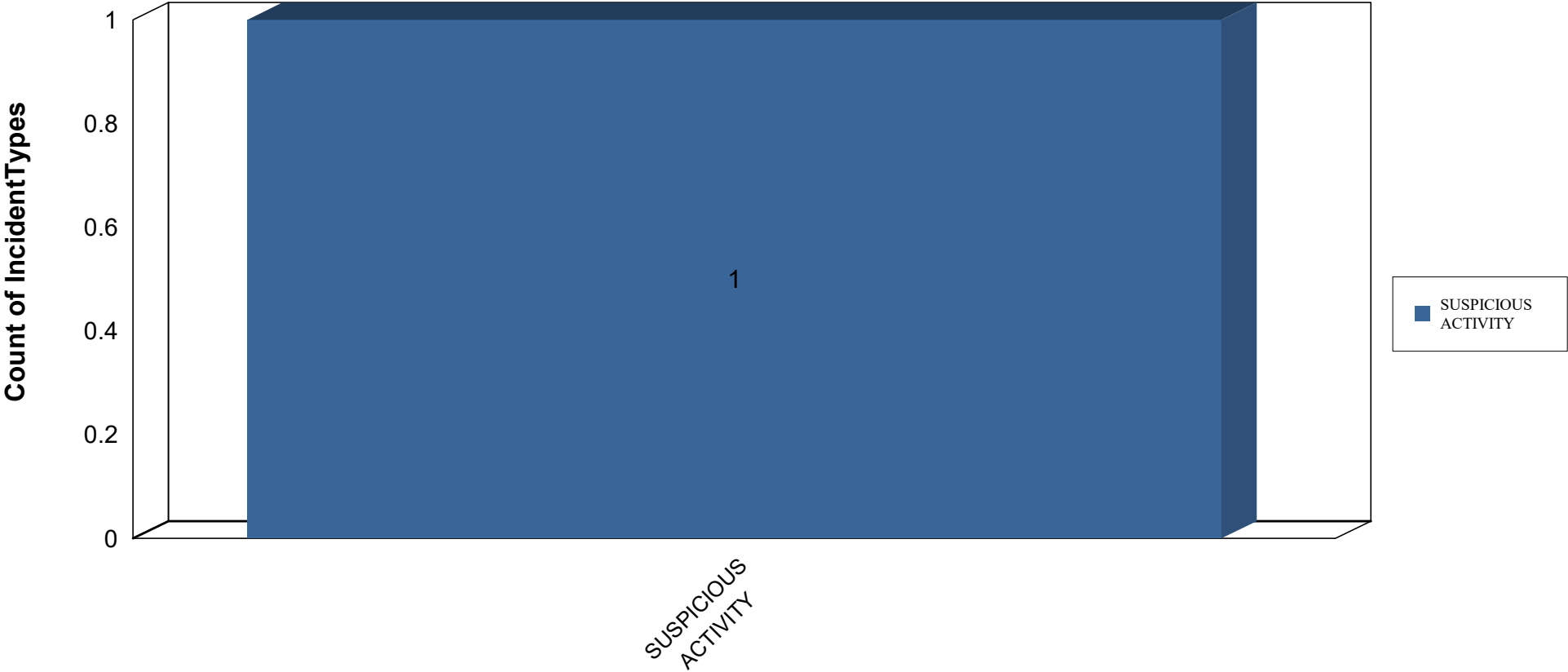


Prepared by: Nichole Hanna
Chief General Services Officer
October 14, 2025

Count of Reports Completed



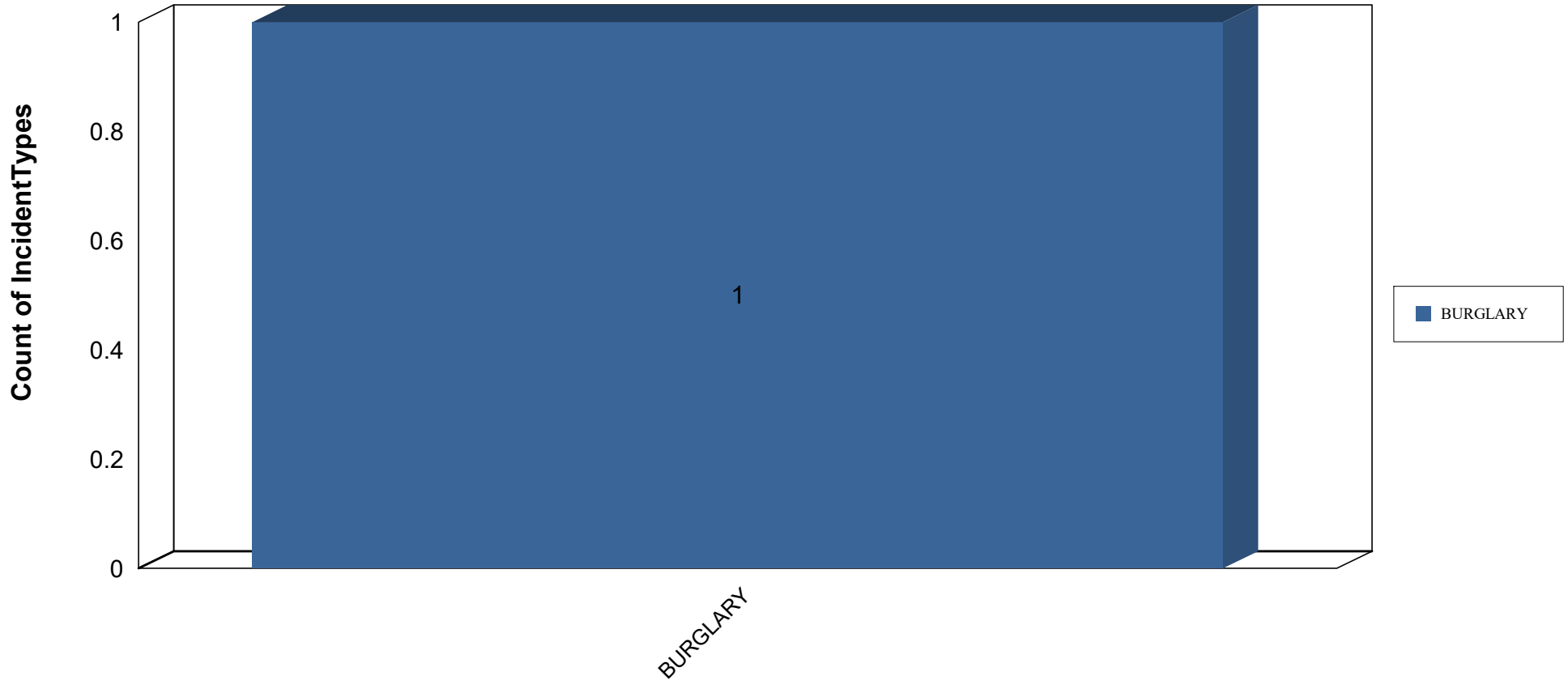
Count of Incident Types



100.00% # of Reports: 1 Field Report SUSPICIOUS ACTIVITY

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

Count of Incident Types

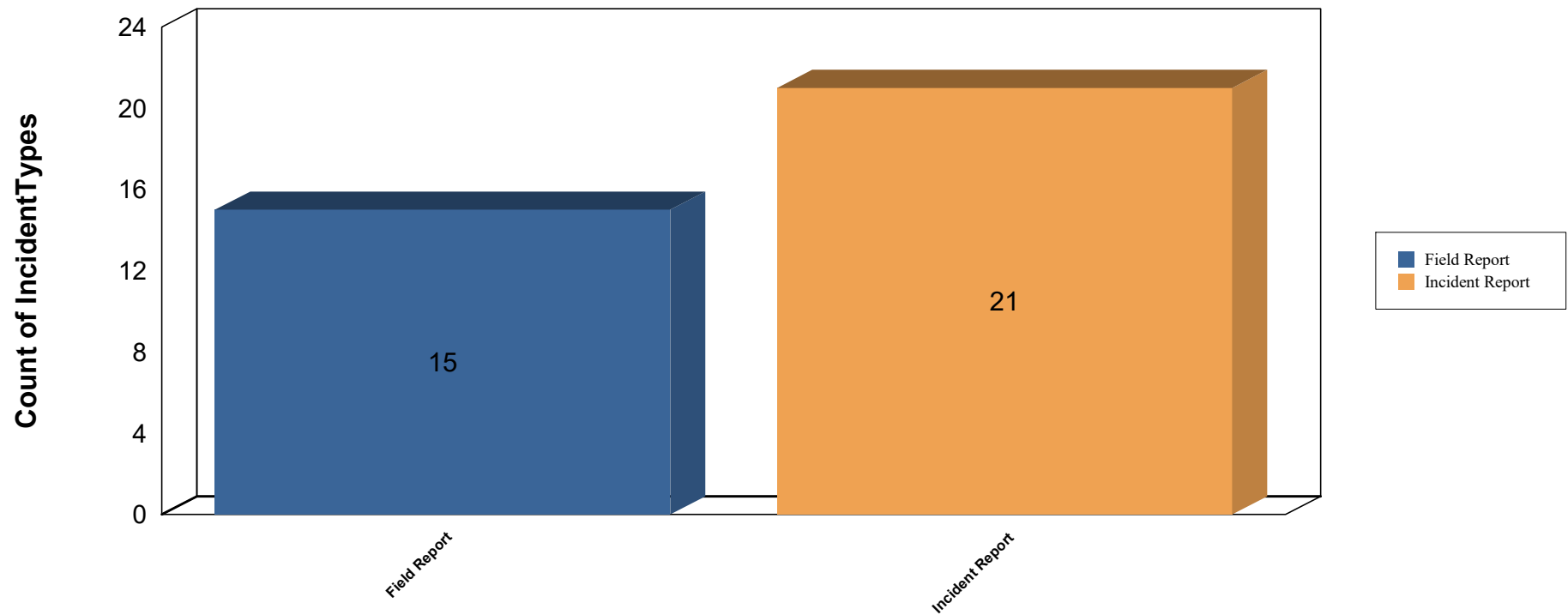


100.00% # of Reports: 1 Incident Report BURGLARY

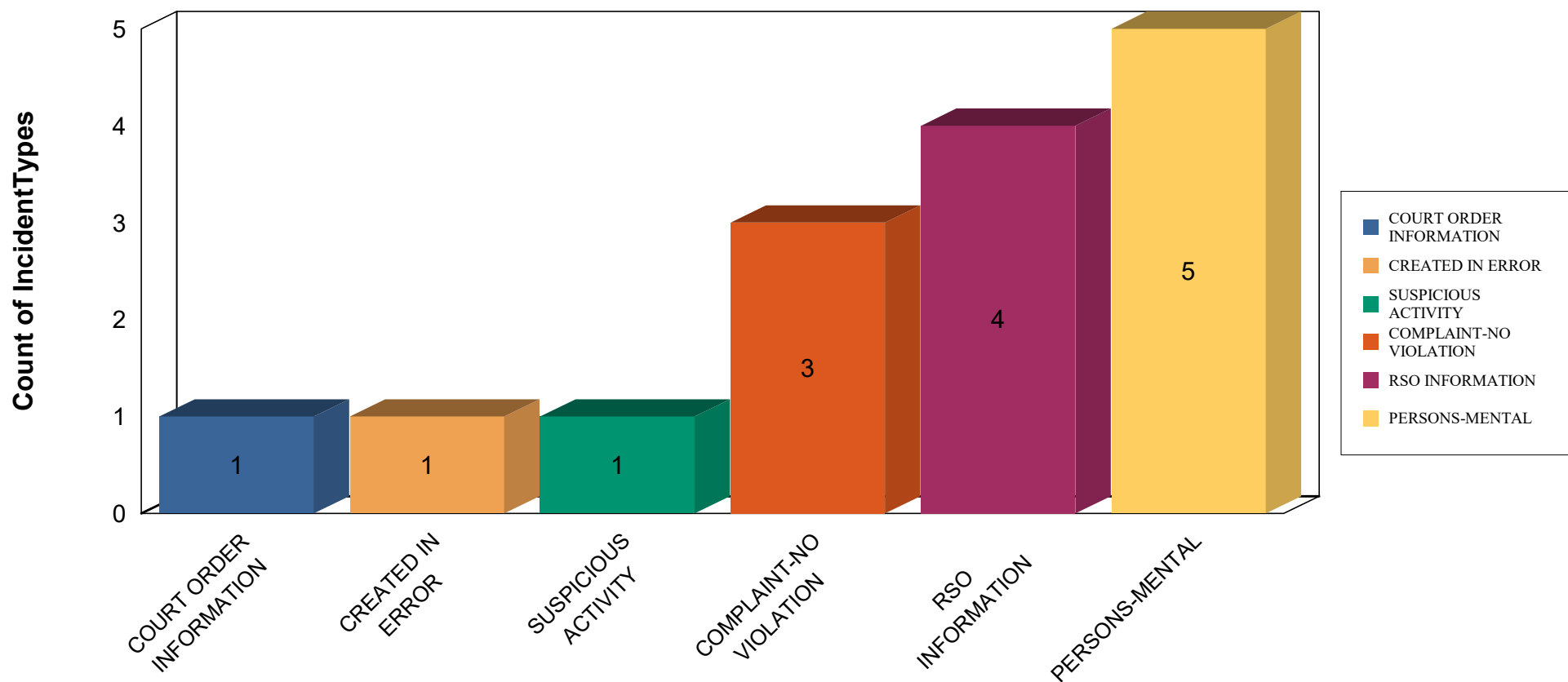
Grand Total: 100.00% Total # of Incident Types Reported: 1 Total # of Reports: 1

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

Count of Reports Completed



Count of Incident Types



6.67% # of Reports: 1 Field Report COURT ORDER INFORMATION

6.67% # of Reports: 1 Field Report CREATED IN ERROR

6.67% # of Reports: 1 Field Report SUSPICIOUS ACTIVITY

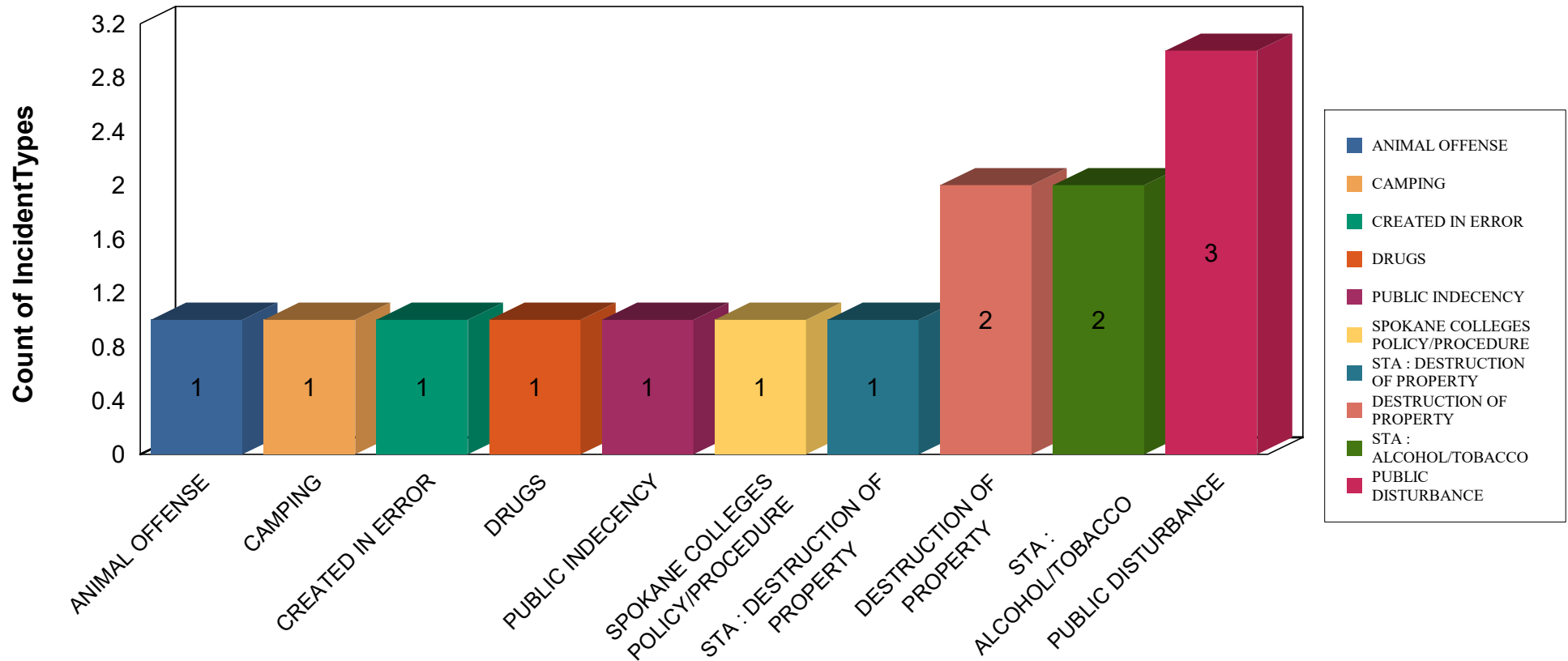
20.00% # of Reports: 3 Field Report COMPLAINT-NO VIOLATION

26.67% # of Reports: 4 Field Report RSO INFORMATION

33.33% # of Reports: 5 Field Report PERSONS-MENTAL

Grand Total: 100.00% Total # of Incident Types Reported: 15 Total # of Reports: 15

Count of Incident Types



4.76% # of Reports: 1 Incident Report ANIMAL OFFENSE

4.76% # of Reports: 1 Incident Report CAMPING

4.76% # of Reports: 1 Incident Report CREATED IN ERROR

4.76% # of Reports: 1 Incident Report DRUGS

4.76% # of Reports: 1 Incident Report PUBLIC INDECENCY

4.76% # of Reports: 1 Incident Report SPOKANE COLLEGES POLICY/PROCEDURE

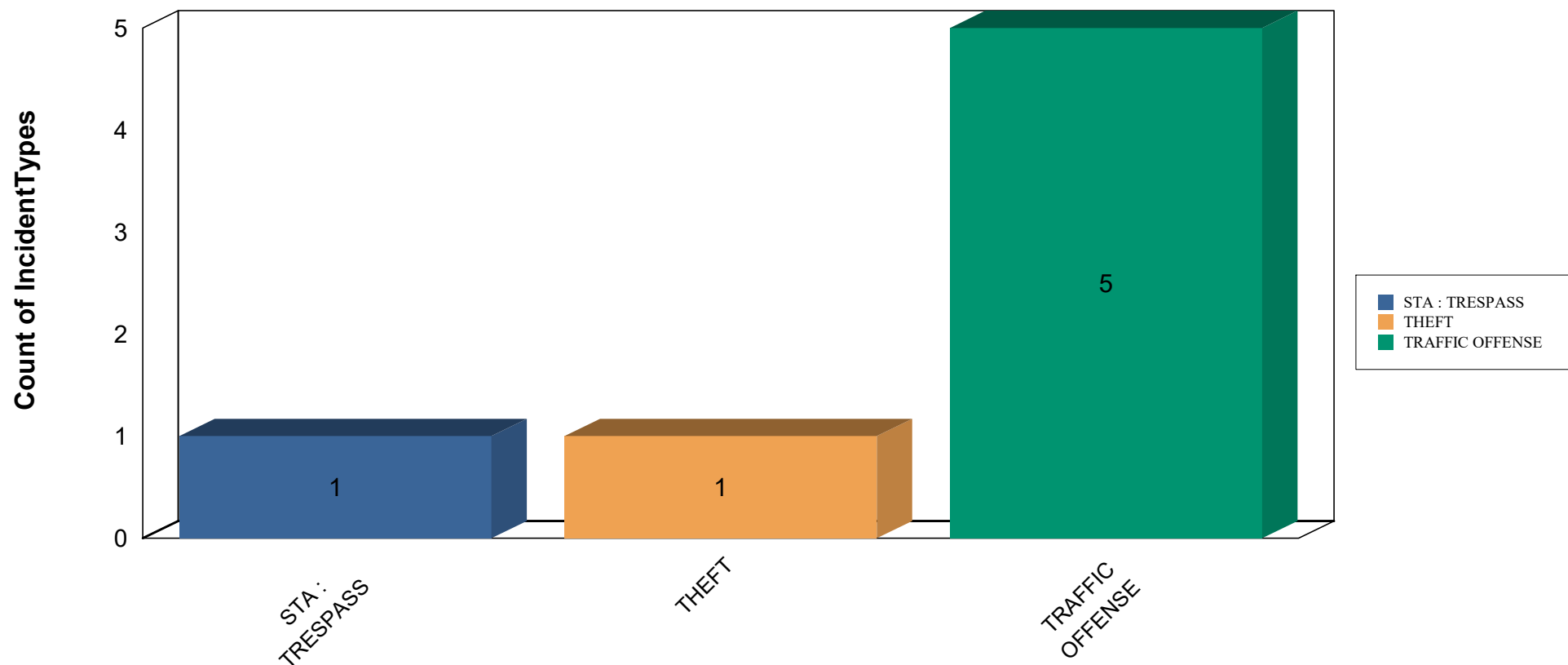
4.76% # of Reports: 1 Incident Report STA : DESTRUCTION OF PROPERTY

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

9.52% # of Reports: 2 Incident Report STA : ALCOHOL/TOBACCO

14.29% # of Reports: 3 Incident Report PUBLIC DISTURBANCE

Count of Incident Types



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

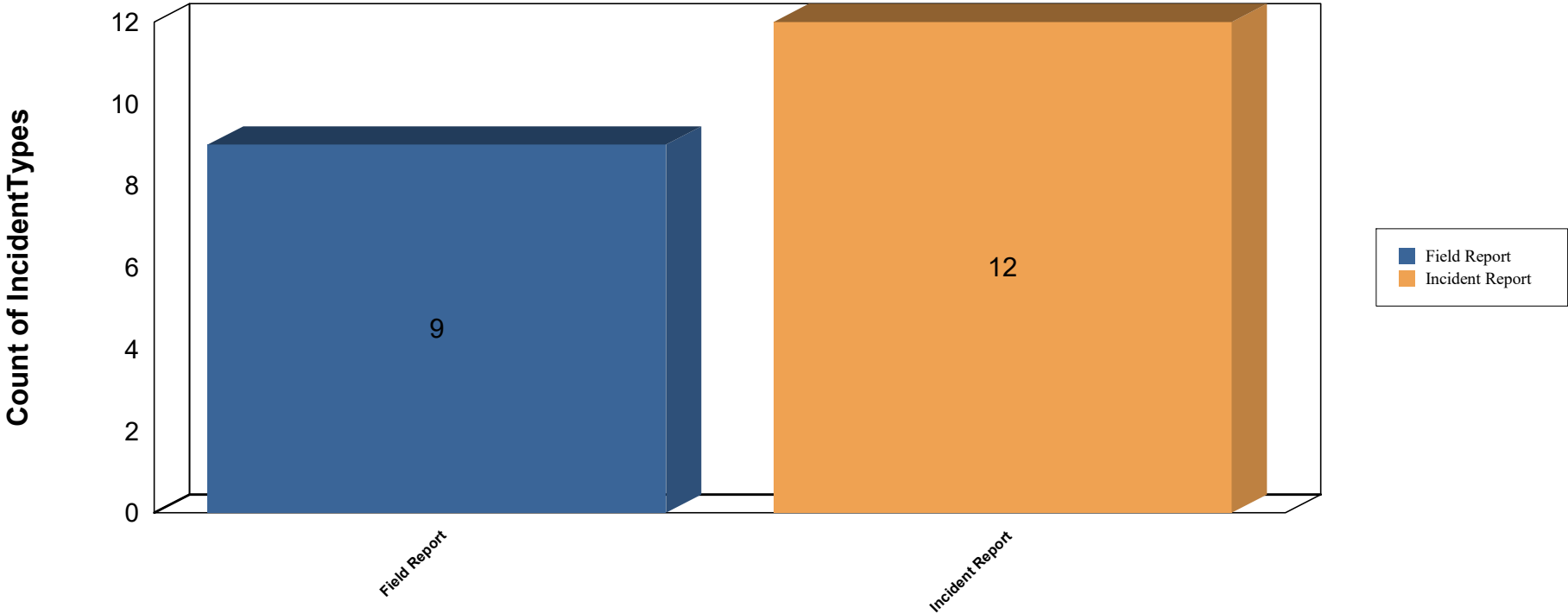
4.76% # of Reports: 1 Incident Report THEFT

23.81% # of Reports: 5 Incident Report TRAFFIC OFFENSE

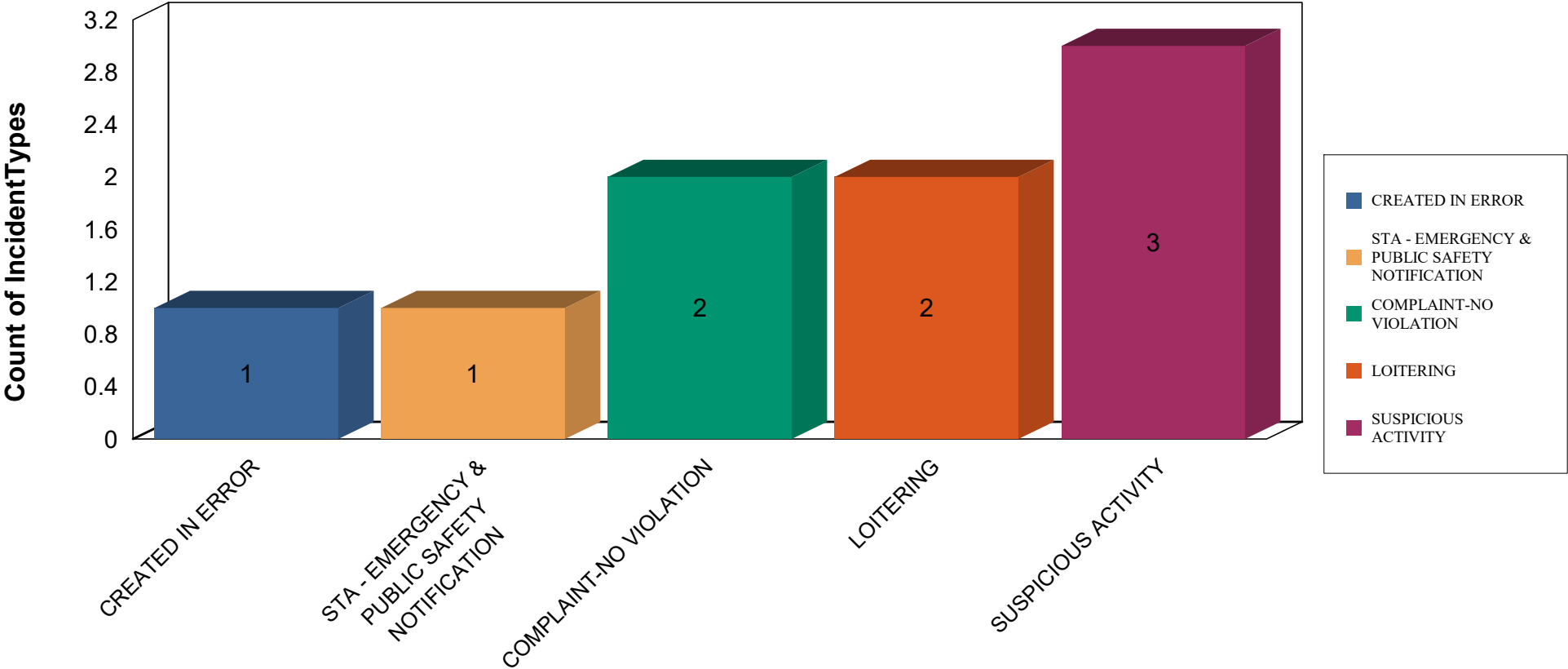
Grand Total: 100.00% Total # of Incident Types Reported: 21 Total # of Reports: 21

Grand Total: 100.00% Total # of Incident Types Reported: 36

Count of Reports Completed



Count of Incident Types



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

11.11% # of Reports: 1 Field Report STA - EMERGENCY & PUBLIC SAFETY NOTIFICATION

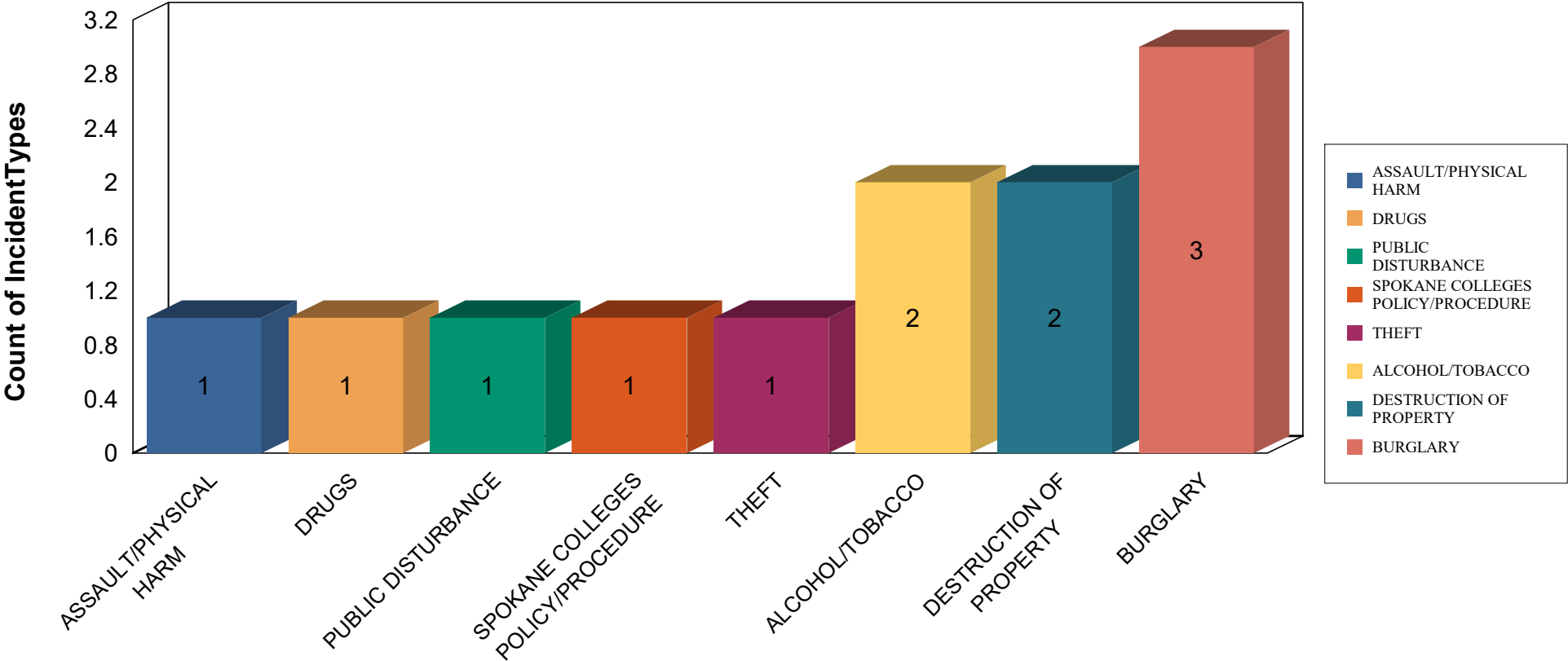
22.22% # of Reports: 2 Field Report COMPLAINT-NO VIOLATION

22.22% # of Reports: 2 Field Report LOITERING

33.33% # of Reports: 3 Field Report SUSPICIOUS ACTIVITY

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

Count of Incident Types



8.33% # of Reports: 1 Incident Report ASSAULT/PHYSICAL HARM

8.33% # of Reports: 1 Incident Report DRUGS

8.33% # of Reports: 1 Incident Report PUBLIC DISTURBANCE

8.33% # of Reports: 1 Incident Report SPOKANE COLLEGES POLICY/PROCEDURE

8.33% # of Reports: 1 Incident Report THEFT

16.67% # of Reports: 2 Incident Report ALCOHOL/TOBACCO

16.67% # of Reports: 2 Incident Report DESTRUCTION OF PROPERTY

25.00% # of Reports: 3 Incident Report BURGLARY

Grand Total: 100.00% Total # of Incident Types Reported: 12 Total # of Reports: 12

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

PRESIDENT'S REPORT
SPOKANE COMMUNITY COLLEGE

Presented by: Dr. Jenni Martin
 President, SCC
 October 14, 2025

Instructional Updates

Arts and Sciences

The Arts and Sciences (A&S) division saw the positive results of the Guided Pathways Task Force 2024-2025 focus on transfer students. Fall quarter enrollment for A&S was up 18% over last year, thanks to the new enrollment and onboarding opportunities for transfer students provided by Sasquatch Start and Sasquatch Experience. The herculean efforts of Associate Dean of Student Success Piper McCarthy, the Guided Pathways Task Force, SCC Counselors, Student Services staff and administrators, and A&S Faculty in rolling out the in-person Sasquatch Experience last spring and throughout the summer provided new transfer students a welcoming connection to our campus while getting them enrolled in Fall quarter classes.

The Arts and Sciences division held its final fall division meeting on September 16. Beginning January 2, 2026, the division will become three separate divisions: a “Humanities” division comprised of English and Modern Languages, Communication Studies, and Social Sciences and Humanities; a “STEM” division comprised of Mathematics, Science, and Physical Education; and an Instructional Support Services (ISS) division comprised of Library, Tutoring, Hagan Center, and the SCC Work Center.

Science department chair Holly Campbell was selected as one of two SCC employees to participate in the inaugural cohort of Middle Leadership Academy (MLA) Fellows. This new statewide initiative invests in developing mid-level leaders to strengthen Guided Pathways and advance student success across our system. Over the next year, Fellows will participate in applied leadership training, collaborating in teams with experienced coaches to address real-world challenges on their campuses.

English faculty Amie Schaumberg’s debut novel, *Murder by the Book*, was released August 2025.

Linda also attended Strategic Foresight training as part of The Futures School. Linda is now a member of a statewide Foresight-WA group of trained foresight practitioners coordinated through the UW Center for Advances in Libraries, Museums, and Archives (CALMA) at the UW iSchool. She is also working toward becoming a Certified Foresight Practitioner.

At the SCC Work Center, Angie Rooth and Erin Smith have been working throughout the summer to refresh the SCC Work Center/Copy Center request process and update the outdated paper logging system in Building 1, Room 1-B238 Copy/Work Center. In collaboration with District Marketing, they have developed a new Work Center request form and relaunched printing/copying requests effective fall quarter.

Business, Hospitality & Information Technologies

The entrepreneurship program received an anonymous gift from a donor through the Spokane Colleges Foundation. The total gift was \$240,500 and most of the gift is being placed in an endowment that will support expenses for the entrepreneurial program and for its continuance or expansion.

Extended Learning & Workforce Initiatives

Interim Dean Jeff Williams traveled to Missouri to participate in the Education Design Lab Rural Academy convening. This 18-month project involves SCC partnering with WSU – Ferry County Extension to address needs in northern Ferry County, near Republic, WA. While there, he also attended the Rural Community College Alliance annual conference. He joined with other community colleges from across the nation to discuss current challenges facing rural community colleges.

SCC Corrections Education Programs at Airway Heights Corrections Center (AHCC) were approved by the DOE for both the AA-DTA and Business AA-DTA MRP programs. This final approval will allow us to begin the implementation of these transfer programs and the awarding of Pell grants for eligible incarcerated students. Fall quarter enrollments at the AHCC are at 213 unique students.

The Student Voice Council at AHCC serves as the student government at the institution. One of their big projects has been to produce a newsletter to share with others at AHCC. This newsletter, *The Link*, is written by current and former students under the guidance of our Education Navigator, Wendy Farnen.

Health & Environmental Sciences

The Practical Nursing program is set to graduate their first cohort of students in Spokane while construction takes place in Colville for a new rural nursing lab. We have tremendous support for our first Colville PN cohort with both New Health and Ferry County Health preparing their current Nursing Assistants and Medical Assistants to apply for the Colville program's inaugural cohort that will begin in July 2026.

Vascular Technology continues to produce successful graduates every year. While fewer opportunities exist in the field in Spokane, there are many jobs available in other parts of Washington, Oregon, Idaho, and Utah, in addition to other states. Many affiliated clinical sites have job openings and are asking for students to be able to fill their positions.

The Vascular, Diagnostic Medical Sonography, and Echocardiography programs continue to replace outdated equipment. They have been able to obtain multiple new ultrasound machines within the past few years but continue to look to replace additional ones to keep up with technology. All ultrasound machines are shared between the three programs so they are always looking for new equipment and lab space to be able to have for students so they can practice. Each of the programs has opportunities for the public to come in and do screenings each year. For example, the Echo program is hosting a free cardiology/echo mock clinic Mondays (8:30 AM – 12:30 PM) and Wednesdays (12:30 PM – 5:00 PM) during Fall Quarter.

Students can now earn a degree in Fish and Wildlife Management at the Inchelium Center through a partnership between the Department of Environmental Sciences and rural education. In the autumn, students will be able to take lecture and lab courses in Basic Computers (NATRS 120), NR Math App (NATRS 112), Dendro (NATRS 202), and Occ Prep (NATRS 225).

The Dean's Office is currently looking for an Associate Dean of Nursing to join the multiple staff who have long tenure in their positions and are happily contributing in a variety of significant ways to/for the

division. After a decade in the role, Dr. Cheri Osler has returned to her tenured faculty position and is very much missed in the office. The new Associate Dean of Nursing will join Office Manager Tiffany Davidson-Rinehart (at SCC since 2014), Office Assistant for Allied Health Marty Randall (at SCC since 1996), Office Assistant for Nursing Larysa House (at SCC since 2019), Clinical Placement Manager for Nursing Nancy Rinaldi (at SCC since 2023), Program Assistant for Allied Health TJ Aulakh (just finished first year at SCC), and Office Assistant for Environmental Sciences Nicole Dallas (joined SCC in 2025).

Technical Education

Trade Program Discovery Day will be held on Wednesday, October 8, and will showcase technical programs for prospective students. The event is designed to spark interest in these high demand fields through hands on demonstrations, guided shop tours, and conversations with faculty, advisors, and current students. Our goals are to increase awareness of SCC offerings and convert interest into applications for winter and spring starts.

Assessment Team

The SLAC committee is currently gearing up for our college-wide assessment of the Information Literacy Key Literacy this fall. The co-coordinators worked with E-learning and Institutional Research over the summer to develop a plan for collecting and then reviewing assessment data. Information about the assessment will be shared with faculty beginning at the October Faculty Forum.

Teaching & Learning Center

The TLC helped welcome new faculty in Spokane College's first-ever Welcome Week event, Sept. 8-11. Working closely with Spokane Fall's Center for Engaged Teaching and Learning Center Director, Jessica Hoppe, and eLearning Director, Ben Whitmore, as well as HR and AHE leaders, the team put together four full days of programming designed to set up new faculty across the district for success. The event hosted 32 faculty attendees - mostly in person - and intentionally overlapped with eLearning's annual Learning Academy conference. Sessions included a panel with faculty leaders, an overview of campus-specific holistic student support, accessibility resources, multiple required HR trainings, networking with other new faculty, lunches with deans and chairs, and a campus scavenger hunt. Feedback from participants has been overwhelmingly positive, with one attendee sharing that they felt "more comfortable and connected as a result of this program." 93% of responders ranked the event as "very helpful" in preparing them for their new roles at the colleges. Plans are underway to use this year's pilot feedback to improve next year's Welcome Week.

Student Services Updates

Admissions and Registration

In preparing students for the start of Fall 2025, Admissions and Non-Credit Registration staff processed over 5,500 applications for all divisions and areas of study. This is an application increase of 131% from Fall 2024. Registration Pathway Specialists participated in 80 enrollment-related events, an increase of 81% from Fall 2024. Enrollment-related events include information sessions, future Sasquatch days, Sasquatch Experience New Student Orientation, and batch registration days. Registration Pathway Specialists, along with Outreach staff, also responded to over 1,152 new prospect inquiries for Fall 2025, an increase of 92% from last fall. Our Testing and Assessment staff completed almost 1,500 math

placements which is up 36% from Fall 2024. Transcripts and Records received almost 700 transcripts from students transferring to SCC from another institution, an increase of 133% from Fall 2024.

On August 7, we launched a second round of our campaign to almost 15,000 applicants that never enrolled or students that were enrolled for at least one term and stopped attending without graduating from the last two years to assist them in enrolling for the Fall 2025 term. The campaign includes emails through the Customer Relationship Management (CRM) software along with coordination with Spokane Colleges Marketing to reach out to this same population via social media platforms to encourage them to re-engage with SCC. In this second campaign, 348 additional students enrolled in Fall 2025 for 297 FTE. That is in addition to the 276 students that enrolled for Fall 2025 during our initial Summer/Fall campaign in May. That's a total of 624 students for 537 FTE from our summer campaigns encouraging students to return to SCC.

Career Services and Counseling

The Washington Council for High School-College Relations (WCHSCR) annual Transfer Fair was held on September 24, featuring 15 four-year institutions. This event provided SCC students with direct access to information on transfer admissions, advising, scholarship opportunities, and academic programs. The event supports student transfer pathways and aligns with institutional goals of increasing transfer rates.

Sasquatch Experience – New Student Orientation

In collaboration with campus departments and regional partners from our Northern Counties, the team facilitated over 30 Sasquatch Experiences which is SCC's mandatory, in-person orientation for incoming transfer students. Over 1,000 students attended these sessions and employees provided services which included academic advising, pathway confirmation, resource connection, and community-building. Beyond the orientation, there will be ongoing engagement supported by the EdSights retention chatbot, Skitch, which will conduct proactive check-ins throughout the student's first year. These efforts aim to support early engagement, retention, and academic momentum.

New Retention and Intervention Structures – Fall 2025 Launch

Two significant teams were launched this term to support student success through early intervention and holistic care. The first, called the Faculty Alert Team, responds to alerts submitted by faculty regarding academic performance, attendance concerns, and personal barriers. The second team is called the EdSights Response Team and this group monitors and addresses alerts generated from student responses to the Skitch chatbot related to academic well-being, mental health, and basic needs. These teams collaborate to analyze and assess student risk levels, develop case management plans for high-risk students, and coordinate support across academic and student services. This structure reflects a proactive, data-informed approach to student retention.

Mental Health Support: New Decision-Making Framework

As part of Faculty Development Day, Ronda Hain, Faculty Counselor – Mental Health, presented a newly developed Mental Health Decision Tree. The tool is designed to assist faculty and staff in navigating appropriate responses when encountering students in distress. It enhances campus readiness to respond to mental health challenges in a supportive and structured manner.

Fall Career Expo

The Career Expo will be held on Tuesday, October 14, from 10:00 a.m. to 1:00 p.m. in the Lair. Over 40 employers have confirmed attendance to date with represented sectors including healthcare, advanced manufacturing, education, transportation, government (including the Attorney General's Office), retail, Boeing, recreation, and more. The Expo is a key opportunity for students to engage with industry partners, explore career pathways, and secure internships or employment opportunities.

New Community Partnership – Refugee & Immigrant Connections Spokane (RICS)

Career Services has established a new partnership with Refugee & Immigrant Connections Spokane. SCC provides monthly drop-in services for RICS clients, focusing on resume development and job search support. This initiative aligns with institutional goals and expands access to career readiness services for immigrant and refugee populations in the region.

Customer Relationship Management (CRM)**New Inquiry Campaigns**

Building on last year's award-winning 35-day plan for undecided inquiries, the CRM team launched a new 35-day sequence in July for all inquiries who indicated a pathway or program of interest. The goal is to move inquiries to applicants. Time-released nudges, which automatically shut off once an application is received, were layered in after the pathway introductory messages. From July 8 through the start of fall term, this campaign delivered nearly 1,700 inspirational emails with an average 52% open rate.

New Applicant Campaigns

To ease Pathway Specialist workload, CRM launched multi-layered automated campaigns in June, using ctcLink Service Indicators to segment audiences. These campaigns introduced applicants to their assigned Pathway Specialist and guided them through key steps such as activating their student account, meeting with an advisor, and reviewing their program map. At the same time, CRM supported new student orientation by managing registration forms and communications for Sasquatch Experience. Together, these efforts helped drive fall enrollment gains.

Beating Summer Melt

In addition to the new inquiry and applicant campaigns, the CRM team partnered with Admissions, Registration, and Outreach to rollout several high-impact campaigns designed to reduce summer melt:

- Bookstore Hours/Find Course Materials – 72.5% open rate, 7.4% click rate
- Waitlist Closing: How to Check for Openings – 84.6% open rate, 7.1% click rate
- Waitlist: Enrolled in Multiple Sections – 86.4% open rate, 20.5% click rate
- Public Transit/New Bus App – 76.4% open rate
- Tuition Reminders – 5,948 emails + SMS follow-ups delivered in August and September, 73% open rate, 8.2% click rate
- President Martin's Fall Welcome Letter – Reached 7,000+ students, 73.4% open rate, 1.7% click rate

These targeted efforts helped keep students engaged and on track.

Note: SCC campaign results far exceeded national higher ed averages of 35.6% open, 3.0% click.

Data Integration

Financial Aid messaging is moving into the CRM. With district CRM team support, data integration is underway. Staff are preparing to validate data in the sandbox and message templates are being built.

Recognition

The CRM team has once again been nominated for a National Council of Marketing and Public Relations (NCMPR) Medallion Award. This year's nomination highlights our work on email/SMS marketing, decision letters, orientation, registration, and event communications for SCC's BAS in Respiratory Care program, which saw a 236% increase in competitive applications for Fall 2025.

Disability Access Services

Fall quarter is off to a great start with a total of 67 new applications for Disability Access Services (DAS) coming in from the first day of the quarter. During that same time, 1,637 accommodation letters have been sent on behalf of 371 students to 247 instructors across 744 classes at SCC. By comparison, at the end of Fall Quarter 2024, 1,223 letters had been sent on behalf of 338 students to 229 instructors across 717 classes.

Being only a few days into the Fall Quarter and exceeding last year's numbers for the entire quarter illustrates continued growth in the volume and scope of DAS services. To bolster services and continue to uphold excellence and responsiveness, DAS has been approved to hire another Program Specialist 2 to assist with student Access Planning Meetings, production of accessible format course materials, and provision of assistive technology.

Financial Aid

For the start of Fall quarter, the Financial Aid Department has the following statistics:

- Total of students awarded aid: 4,756
- Total funds disbursed to date: \$13,240,239.89
- Total Number of phone calls from September 3rd to September 25th:
 - Financial Aid Queue Line: 1,939
 - Bigfoot Central Switchboard: 2,927

Global Education**Record International Student Enrollment Since Covid**

This fall, Spokane Colleges welcomed 78 new international students, bringing total enrollment to 159 (97 at SCC and 61 at SFCC). That's a 59% increase over Fall 2024, a standout achievement as statewide international numbers decline. Students hail from countries including Kenya, Vietnam, Tanzania, Zimbabwe, Malawi, and India, enriching our campuses with global perspectives.

Study Abroad Update

This fall, three Spokane Colleges students are studying in Miyazaki, Japan, including our first SFCC Gilman Scholar, who received a \$4,000 award for his trip. Next week, two more students will depart for Barcelona, Spain.



Group photo of the students, faculty, and staff who attended the Fall 2025 New International Student Orientation.



Photo of a group of Spokane Colleges students in Miyazaki, Japan for their first week of classes.

Multicultural Student Services

This academic year, Multicultural Student Services (MSS) is centering our work around four strategic priorities designed to advance inclusion, belonging, and student success across Spokane Community College:

- Advocacy & Support – Ensuring students and employees feel seen, heard, and valued through our campus's critical third space resource: The Center for Inclusion and Diversity.
- Data-Driven & Proactive Support – Partnering with EdSights, CRM, and Institutional Research to leverage insights that allow us to identify student needs earlier and provide just in time connection to resources for success.
- Digital Student Engagement – Expanding outreach and programming through digital platforms to complement in-person engagement and increase accessibility for online students and students at rural centers.
- Passport to Careers Recruitment & Retention – Strengthening community partnerships to connect more foster and unaccompanied homeless youth to resources while supporting persistence and completion.

Each of these priorities is intentionally focused on advancing student success and will be measured by quarter-to-quarter persistence, year-over-year retention, completion rate, and an increased sense of belonging.

Passport to Careers

The Passport to Careers (P2C) program began the quarter strong supporting students through increasing access to resources and services. During the first week of the quarter, Cassandra McLain, Passport to Careers Specialist, facilitated 25 in-person student meetings, issued 23 book vouchers with an additional five pending, and identified four students for work study awards—three of whom have already been hired. Students also received targeted guidance, including two referrals to Workforce Transitions and two walk-throughs of the Satisfactory Academic Progress Appeal process. One P2C student has been selected to speak at the upcoming Regional Passport to Careers meeting, demonstrating leadership and advocacy skills fostered through SCC's Passport to Careers program. In addition, \$670.75 in incentive funds were invested in student needs such as backpacks, school supplies, and fees, ensuring that students have the tools necessary to begin the quarter successfully. This highlight shows how MSS remains dedicated to fostering a culture of community where students not only have access to resources but also experience the advocacy, support, and belonging that lead to our students achieving their goals.

Northern Counties**Newport Center**

SCC Newport Center wrapped up the summer quarter on a strong and positive note, proudly supporting 38 students in their journey toward higher education through community college. Our dedicated staff and faculty worked hard throughout the summer to foster a welcoming and supportive environment. Several new student orientations were hosted, giving students an introduction to campus resources, academic pathways, and the wide range of support services designed to help them succeed.

In addition, our team provided one-on-one assistance to many incoming students, guiding them step by step through the registration process and helping them select the right classes for their academic and career goals. These efforts have paid off. The Newport Center is starting fall quarter with 166 students enrolled, representing a 7% increase over last fall.

As we transition into fall quarter, the Newport Center is full of energy and optimism. Students are now settling into their classes, building connections, and taking meaningful steps toward their personal and professional goals. This momentum sets a strong foundation for student success in the months ahead.

We are also proud to share that Newport Center has launched a Food Pantry, available to all students and staff experiencing food insecurity. This new resource reflects our commitment to supporting the whole student, removing barriers to learning, and ensuring everyone in our campus community has access to the essentials they need to thrive.

Outreach and Dual Enrollment**Outreach**

The Outreach Team had a full and productive September, supporting New Student Orientations, leading campus tours for incoming students, working shifts at Bigfoot Central, and assisting with enrollment for the final programs needing a boost. September also kicked off our high school recruitment season. We've already attended college fairs in Idaho, visited high schools in Spokane, and participated in several back-to-school events at local middle and elementary schools.

Our biggest highlight of the month was celebrating our very own Campus Visit Supervisor, Nicci Gooch, who was honored with the Classified Staff of the Year award.

Running Start

We currently have 970 Running Start students enrolled in classes for Fall quarter. Over the summer, 433 students participated in a Sasquatch Experience event, where they received support with registration and learned about available campus resources. This engagement played a significant role in increasing new student enrollment. Of the total, 379 students are returning from Spring quarter. 836 students are pursuing an Academic transfer pathway, while 114 students are enrolled in Professional/Technical programs. On average, Running Start students are taking 14 credits this quarter.

Career & Technical Education (CTE)

We've established partnerships with 34 school districts and 53 high schools and developed approximately 35 new articulation agreements to strengthen pathways between high school and college-level coursework.

Student Health Clinic

The Student Health Clinic experienced some delays at the start of the summer quarter due to a hold-up with finalizing the Nurse Practitioner contract with Washington State University. As a result, the clinic was unable to operate at full capacity and referred 29 students to outside facilities until the contract was completed. The Health Clinic resumed full services on July 10.

Despite the late start and operating only two days per week, the clinic recorded 169 encounters, comparable to pre-COVID summer quarter numbers. While most summer visits were related to Allied Health and Nursing program requirements, nurse practitioners also conducted 10 sports physicals, 7 Head Start pre-employment exams, a DOT physical, and provided care to 9 students for illnesses and injuries.

As the fall quarter begins, Medical Assistant Denise Lowery-Hunt is working closely with Allied Health instructors, many of whom now require their students to schedule clinic appointments to fulfill program requirements. When requested, the clinic also visits classrooms to provide guidance and support.

In October 2024, SCC Student Services received a grant from the Washington Student Achievement Council (WSAC) to purchase and install a vending machine that provides students access to emergency contraception and opioid overdose prevention supplies. With support from Facilities and the IT department, we're pleased to announce that the wall-mounted, state-of-the-art touchscreen vending machine is now fully operational in the Jenkins Wellness Center (Building 7), located just outside the health clinic entrance.

The machine is currently stocked with Plan B, Naloxone, and Fentanyl test strips, offering students discreet and convenient access to these important health resources. Because there is still stigma around requesting such items in person, this vending machine removes that barrier by providing a confidential, no-cost option. In addition, the machine's screensaver feature can display up to 10 images or videos, allowing us to share educational content and promote upcoming events and/or services.

Workforce Transitions**SCC Food Pantry Activity**

102 students accessed the pantry in early September and of those, 10 students self-identified as currently homeless. One faculty member collected food for a student living in a car with her mother.

Workforce Transitions Student Engagement

As of September 2025, 562 students have accepted Workforce grants with 75 students receiving multiple grants. The office conducted 482 individual appointments since August to assess student support needs. Workforce Transitions has processed over \$900,000 in tuition, books, and wraparound services awarded to students.

Department of Social and Health Services (DSHS) Events – Fall 2025 Summary**WorkFirst Events:**

September 8 – Colville Rural Center: 3 students assisted

September 10 – SFCC: 13 students assisted

September 10 – Newport Rural Center: 6 students assisted

September 11 – SCC: 24 students assisted

Total Students Assisted: 46

Time Saved: 230 hours for DSHS, Spokane Colleges, and students

Anticipated increase in participation for January 2026 event due to fall quarter enrollment.

DSHS Mobile Office Truck Events:

September 16 – Magnuson SFCC: 29 students assisted

September 17 – SCC: 22 students assisted

September 18 – SFCC: 32 students assisted

September 22 – SCC: 24 students assisted

Total Students Assisted: 107

Time Saved: 481.5 hours for DSHS, Spokane Colleges, and students

Reduced average wait time from 4.5+ hours to under 30 minutes

Total Student Assistance by Campus:

SCC: 70 students

SFCC: 74 students

Rural Campuses: 9 students

Workforce Development Updates

Since last month's report, Spokane Colleges advanced its workforce development agenda through high-profile national engagement, stronger regional partnerships, progress on key grant initiatives, continuing new program development, and staff hiring/reclassification work.

Highlights, Impact and Wins:

- Co-hosted Colville manufacturing meeting on September 23rd at Hewes Marine with Impact Washington. 38 people attended, which included employers in manufacturing, healthcare and construction. Next meeting is scheduled for early November.
- New program development was completed on second set of artificial intelligence courses AI Machine Learning and AI and Big Data. The cost for both classes can be covered by Workforce Board dollars.
- Workforce Development has a new partnership to offer SCRUM certification, which is a credential that verifies an individual's understanding and skills in the Scrum framework, which is part of Agile project management. Students will be able to earn the national Certified Scrum Master certificate as a part of the program. This certificate is especially valuable to those in the IT field.
- At the International Economic Development Council Conference (IEDC) in mid-September, Workforce Development presented *Pipeline with a Purpose: Building the Connection between Higher Education and Economic Development*. The presentation highlighted Spokane Colleges'

role in aligning higher education with regional workforce needs and helped strengthen relationships with national economic development leaders.

- Led by Stephen Pugh with coordinators Isaac Smith and Piedad Sanchez, the Service Employees International Union (SEIU) trained 2,221 nurse aides who earned state certification and/or completed continuing education to maintain licensure. All training was provided free of charge. The team also collaborated with HR to hire seven new instructors and four program moderators.
- Workforce Development co-organized and hosted Spokane Public Schools' Trades High School employer-event planning session on September 10th. Dr. Brockbank and Dr. Swinyard presented to 41 employer partners from Healthcare, Construction and Manufacturing.
- Devoted significant time to compiling purchasing bid documentation for the Strengthening Community Colleges grant evaluation which positions Workforce Development for compliant, timely procurement and smoother third-party evaluation startup. The division has also hired an Acting Director for the grant. Erik Puthoff (formerly of STCU) will start on October 16.
- On September 19th, the second cohort of the short term Med-Bio program (in partnership with Jubilant HollisterStearns) graduated. Eight students have interviewed for positions at the company. The third cohort will start in mid-November.

Strategic Partnerships & Coordination/Meetings:

- Met with Erin Vincent of Greater Spokane Incorporated (GSI) to align Spokane Colleges' career and workforce strategy with regional efforts. Monthly meetings will now include GSI's Talent Team, ESD 101, and the Spokane Workforce Council to accelerate decision-making and shape workforce pipelines collaboratively.
- Met with Ryan Oelrich of Priority Spokane to discuss Spokane Colleges rejoining as a member. The conversation focused on childcare as a critical workforce enabler. Next steps include scoping partnership options with cabinet leaders and determining re-engagement with clear objectives and metrics.
- At the request of the Employment and Training Administration (ETA), Vice President Parks met with Karen Hayes from East Central College (MO) to share Spokane Colleges' approach to SCC grant management, reinforcing our credibility and expanding our national network.
- Attended the Association of Washington Business (AWB) Policy Conference to stay informed on statewide workforce, education, and employer priorities. As a result, Vice President Parks will participate in the Associated Builders and Contractors statewide apprenticeship discussion (led by Carter Carlson) and connected with Camille Reynaud from the WA State Opportunity Scholarship to explore increasing paid internship opportunities for our students.
- Facilitated a site visit with Parker Aerospace for SCC faculty Sam Tevis (Machining), Cameron Kjeldgaard (Welding), and Duane Hille (Aviation). Faculty engaged with Parker Aerospace team leads and SCC alumni now employed there. The company committed to sharing technical drawings for use in print reading classes and to participating in SCC's welding curriculum review and redesign.
- President Martin and Vice President Parks met with HR leadership at Avista on September 22nd to learn more about their workforce needs.
- Vice President Parks met with Sara Clements-Sampson, the Community and Family Engagement Manager from the City of Spokane, to discuss a pilot training program focused on public works careers for individuals transitioning from homelessness to government housing. This group plans to convene community-based organizations to launch the pilot in early 2026.

- In early October, Vice President Parks, Corporate and Continuing Education Specialist Sarah Chalich, and Alexa Eddy from Jubilant HollisterStier will be presenting at the National Council on Workforce Education on the Med-Bio program in Norfolk, Virginia.
- To promote the Occupational Therapy Assistant Program at SFCC, Workforce Development is working with Dean Elodie Goodman and Department Chair Jessica Cusack to build stronger connections with skill centers, high schools, and employer partners. Upcoming events will promote the program and attract prospective students.

Funding Opportunities:

- National Science Foundation ATE grant – led by faculty member Angela Rasmussen and grants office Sandra Reed. Gathered employer letters of support and provided edits to the proposal.
- National Science Foundation ATE grant – led by faculty member Marilyn Nielson. Provided grant feedback and ties to workforce development.
- S-STEM grant discussion with program officer to see if a manufacturing-electronics program might be considered for that funding stream.

PRESIDENT'S REPORT
SPOKANE FALLS COMMUNITY COLLEGE

Presented by: Patrick McEachern
Interim President, SFCC
October 14, 2025

President's Report

Convocation Recap

Convocation provided us with an opportunity to reconnect, reflect on progress, and set the tone for the year ahead. I highlighted the significant progress SFCC has made over the past decade; stabilizing our leadership team, strengthening culture, implementing guided pathways, establishing shared governance, and reversing enrollment declines to enrollment growth. These collective efforts have positioned SFCC to move from managing change to thriving through it. I emphasized that these achievements came through collaboration and trust in each other.

My message centered on three priorities for the year ahead:

1. **Achieving Enrollment Targets:** Maintaining growth through focused outreach, recruitment, and retention strategies that ensure student success from entry to completion.
2. **Enhanced Budget Transparency and Strategy:** Deepening institutional understanding of the budget and preparing for adjustments associated with the state's new funding allocation model.
3. **Sustaining Progress:** Building on the strong foundation of success already in progress at SFCC. Continuing to strengthen our culture of belonging, refine governance structures, and advance guided pathways work; particularly in transfer, career transitions, and student interventions.

While acknowledging the realities of leadership transition and broader higher education challenges, I expressed confidence in the strength and dedication of the SFCC community. The college enters the year with momentum, shared purpose, and a continued commitment to advancing student success and institutional excellence.

College Theme: Community- how do we define it?

Highlighted at convocation was the return of our college theme. Selected by faculty and staff in the spring, our college theme, Community- How do we define it?, invites us to explore how we can strengthen connection and belonging with our students and

with each other. The theme creates opportunities for faculty and staff to weave it into their programming and curriculum, providing a connected and cohesive student experience. The Center for Engaged Teaching and Learning (CETL) is offering related professional development, and the Library has developed a resource guide to help faculty and staff with integrating the theme into their work with students. More details are provided in the Academic Affairs section of this report.

International Enrollment Success

International enrollment has been a remarkable early success this year. We have already surpassed last year's total and met our annual target before the end of fall quarter. This is even more impressive given the challenges facing international recruitment nationally. Credit goes to our Global Education team for pivoting our recruitment strategy, creating a welcoming environment, and supporting our current students. Global Education is included in the Student Affairs Department Spotlight section below.

Supporting Students with Technology

SFCC continues to innovate in student support through technology. Building on the successful pilot at SCC, we launched EdSights, an AI-powered chatbot, to provide students with 24/7 support for common questions and proactive reminders. The tool helps students connect quickly to resources and services, while also giving staff insight into emerging needs and trends. Early feedback has been encouraging, and the team is refining the system to maximize its impact on student engagement and retention.

In parallel, SFCC is moving forward as an early adopter with the state system's new student support tool, ConexED. Eventually enabling two-way communication with ctcLink, ConexED is a centralized platform for virtual advising, tutoring, and student support interactions. It allows students to easily schedule appointments, attend sessions online, and communicate with staff in real time, creating a more seamless and accessible support experience. Together, these platforms are a coordinated effort to meet students where they are, enhance responsiveness, and provide actionable insights for staff to support student success.

Student Affairs

Spokane Campus Lockdown Drill

On Tuesday, October 27, our campuses will take part in a scheduled lockdown drill lasting approximately 10–15 minutes. The purpose of this exercise is to evaluate our notification systems and practice our established procedures so we are prepared should a real lockdown ever be necessary.

We know from recent events that emergencies can happen unexpectedly. By conducting this drill, we give students, faculty, and staff the opportunity to practice in a safe environment, identify any areas of confusion, and provide feedback that strengthens our overall readiness.

During the drill:

- A RAVE alert will be sent to all students and employees.
- College computers that are actively logged in will display a lockdown alert across the screen.

Participants will be instructed to:

- Share the alert with anyone nearby who may not have seen or heard it.
- Quickly guide others to the nearest secure location.
- Lock doors, close blinds, silence phones, and remain quiet.
- Stay in place until an “end of drill” notification is issued.

In the days leading up to October 27, students will receive reminders about the drill to ensure broad awareness and participation. Our goal is to keep the exercise straightforward, gather observations from the community, and use the results to refine our processes.

Campus Development Day

On October 20, Student Affairs offices will be closed so staff can fully participate in Campus Development Day. This event is dedicated to professional growth and collaboration, with the goal of strengthening our collective ability to serve students and advance our guided pathways work.

The morning will feature an SFCC Student Affairs–specific program, designed by a cross-functional planning team to provide focused learning opportunities for our division. In the afternoon, Student Affairs staff will join the broader district sessions that bring staff together from across the colleges for shared development.

This intentional day of learning underscores our commitment to continuous improvement, staff development, and collaboration in service of student success.

Department Spotlight: Global Education

By Amber McKenzie, Assistant Dean of Global Education



Fall 2025 New International Student Orientation

Record International Student Enrollment Since Covid

This fall, Spokane Colleges welcomed 78 new international students, bringing total enrollment to 159 (97 at SCC and 61 at SFCC). That's a 59% increase over fall 2024, a standout achievement as statewide international numbers declined. Students hail from countries including Kenya, Vietnam, Tanzania, Zimbabwe, Malawi, and India, enriching our campuses with global perspectives.



Spokane Colleges students in Miyazaki, Japan for their first week of classes!

Study Abroad Update

This fall, three Spokane Colleges students are studying in Miyazaki, Japan, including our first SFCC Gilman Scholar, who received a \$4,000 award for his trip. Next week, two more students will depart for Barcelona, Spain—continuing to make study abroad a life-changing reality for our students.

Academic Affairs

This year, we are re-introducing the tradition of having a “College Theme,” which can be woven through our activities, events, and course assignments. This year’s theme is **Community**, and it is an invitation for all of us—students, faculty, and staff—to reflect on what it means to belong, to collaborate, and to contribute to something larger than ourselves. From classroom discussions to co-curricular projects, our work will highlight the many ways community is built and sustained. To deepen these connections, we are launching a campus-wide book club using the book *How We Show Up: Reclaiming Family, Friendship, and Community*, by Mia Birdsong. We will also be planning additional activities designed to bring people together in conversation, creativity, and shared purpose. These efforts reflect our belief that community is not just an abstract idea,

but something we actively create when we engage, listen, and support one another.

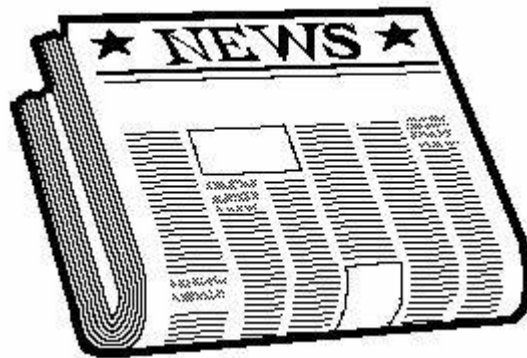


Journalism

Fantastic news for our journalism students! The Associated Collegiate Press has named The Communicator, SFCC's student publication, a finalist for the 2025 ACP Pacemaker Award, often called the Pulitzer Prize of collegiate journalism.

SFCC is the only college in Washington state represented on this year's list of 49 finalists nationwide, and one of just nine two-year colleges to earn this honor. While The Communicator's website received the Pacemaker in 2009 and 2010, this is the first time in the publication's 53-year history that the print edition has been recognized as a finalist. Winners will be announced in Washington, D.C., on October 18, with only four two-year colleges set to take home the award.

Please join us in congratulating student editors Alycia Love, Joanna Andrade-Lenz, and the entire student staff for their tireless dedication, long hours, and commitment to both SFCC and the field of journalism.



Fine Art

Cozette Phillips in the Gallery has done it again! We are proud to present "Curb Finds, Shop Bots, and Other OSB Works" by Jim Zimpel, Associate Dean of the College of Arts & Architecture and Associate Professor of Sculpture + Extended Media at

Montana State University in Bozeman. The exhibition will be on view September 22 – October 22 in the Gallery, located in the sáxetk^w Fine and Applied Arts Building 32. The Gallery is free and open to the public Monday – Friday, 8:30am – 3:30pm. In addition to the exhibit, we have Jim joining us for an Artist Lecture and Artist Reception on October 22nd. We're fortunate for the generous support of our student government and the Sahlin Fund at Spokane Colleges Foundation that help us to keep this sort of vibrant programming alive.



Drama

We are excited to announce the 2025–2026 Spartan Theatre season! Each year, our productions are crafted not only to entertain, but also to spark meaningful dialogue, connect with campus-wide themes, and give our students hands-on learning experiences. Though Spartan Theatre is based at SFCC, we are proud that our cast and crews frequently include SCC students as well, making this truly a shared stage for the entire Community Colleges of Spokane district. This season was carefully curated, by the selection committee consisting of Ian LaBarge, Rebecca Craven, Craig Rickett, Kelli Strain, Charles Blankenship, and Ruby Darlene Petrie, whose thoughtful reading and discussion of finalist scripts, drawn from recommendations by faculty, staff, students, and community members, ensured that our lineup reflects both artistic excellence and the diverse voices of our community.



SFCC SPARTAN THEATRE 2025-2026 SEASON

Witch
By Jen Silverman
November 14 – 16 & 21 – 23
Friday & Saturdays 7:30pm
Sundays 2:30pm
A charming devil arrives in a quiet village to trade wishes for souls but meets resistance from a defiant outcast. This bold retelling of a classic tale explores desire, power, and the cost of hope.

The Love for Three Oranges
By Doreen B. Heard
Freely adapted from the scenario by Count Carlo Gozzi
March 6 – 8
Friday & Saturday 7:00pm • Sunday 2:00pm
A cursed prince and his jester embark on a chaotic quest for three magic oranges in this fast, funny tale inspired by commedia dell'arte.

The Journey
PUBLIC PREMIERE
June 5 & 6
All Showings at 7:30pm
This spring, SFCC students and clubs will team up to create *The Journey*, an original film exploring education as a path, not just a destination. The community is invited to contribute stories and ideas! The film will be entirely written, performed, and edited by students.

AHE/FACULTY REPORTS

Presented by: Jason Eggerman, AHE
Christina MitmaMomono, SCC
Katie Satake, SCC
Michelle Pearson, SFCC
October 14, 2025

Board of Trustees Report

SCC Non-Credit and Extension sites

Christina Mitma Momono

Diane Sherman, an ABE ESL Faculty, provided a few Facing Immigration workshops for the RICS staff and it was a huge success, one on World Refugee Day. These workshops are all about deepening the conversation (through art) about what it means to be a refugee and immigrant, and/or an ally of immigrants in these times. Here's the link to my website showing those two events. She would be open to offering this to our SCC Community if there were interest and support. <https://www.dianesherman.net/facing-immigration>

CNC Machining Instructor, Dan Burdick, at the Airway Heights Correction Center, received from one of his students who has released from incarceration with us. The letter was heartfelt and highlighted work with Becca Alvarez and Sam Tevis. The student was one of the first one enrolled from AHCC to SCC. He proudly shared he was able to receive a tool box. The student wanted to highlight the joy of being a part of SCC's community and for the extra inspiration and encouragement. Kelly Mote shared this great story as a beautiful example of everyone coming together for the benefit of one. This makes her proud to be an employee of Spokane Community College at Airway Heights Corrections Center.

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

October 14, 2025

1. Holly Campbell, SCC Biology instructor, reported: Two Geology students completed an undergraduate research project with former SCC Geology Faculty and current ACT II instructor, Andy Buddington. The students collected rock samples and tested their geochemical composition. Based on their results, the rocks correlate with a major geological event dated 780 million years. Andy Buddington is now working with the Idaho Geologic survey to date the rocks and confirm their history. Andy hopes to present this new, publishable data, in a seminar-style talk to SCC later in the year.

Dean Reid and Holly Campbell are working with the district office to better market the Science Department's Digital cadavers. Over the last few years, SCC Science has acquired about \$200,000 of state-of-the-art technology that uses digital, life-size cadavers to teach human and comparative Anatomy. This new technology, along with its marketing, will hopefully attract students interested in Medicine, Forensic Science, Kinesiology, and many other transfer fields in addition to supporting our pre-nursing and pre-allied health students.

Methea Sapp, Anatomy and Physiology instructor, plans to use a new class attribute (CURE) in our biology transfer series to better incorporate undergraduate research into existing courses. She is part of a WA state consortium of faculty and administrators who will be working on a statewide project to investigate, inventory, and strategize how to expand access to UGR (undergraduate research experiences) to students and faculty of all 34 of Washington State's CTCs.

2. Joe Huseby, SCC Political Science Instructor, reported: Joe co-authored, along with three others, a textbook "Introduction to Political Psychology". This is the 5th Edition of the book. Joe's chapters and areas of contribution were -Political Extremism, genocide, social movements, and Peace and Reconciliation.
3. Amy Anderson, SCC Communications instructor, reported: Amy has two new publications to report:
 - Resolving conflict in interpersonal relationships using passive, aggressive, and assertive listening statements in the Negotiations and Conflict Research Journal
 - Empowering connections: Benefits of mentoring relationships and community participation among women in academia in Mentoring and Tutoring: Partnership in Learning journal

Running Start Enrollment

Jordan Apfelbaum of Counseling reported that Running Start at SFCC hit another record for enrollment! Our team was advised, onboarded, and/or processed over 1000 students for Fall 2025. Big shout out to Elizabeth Thomas, Eric Fejeren and Junnie Loh-Taylor for all their hard work to make it happen. McKenzie Hand and Jordan Apfelbaum worked all summer to onboard new running start students, while also assisting with Sasquatch Registration events for non-running start students (it was busy). Students are also doing very well, average GPA for summer quarter for running start students was 3.21!

Occupational Therapy Assistant Program

The occupational therapy assistant (OTA) program rigorously prepares their students for their future careers and for the exams they must take to qualify for those careers. OTA's 2025 graduates had a 100% pass rate on their national board exam. This exciting news was shared by Jessica Cusack.

Guided Pathways

Michele Moore shared that our FYE105 (First Year Experience course formerly GUID105) is thriving. We continue to grow each year and have 25 sections this fall with faculty from all divisions teaching the shared curriculum developed within the ongoing Community of Practice. With more than 40 faculty trained and able to teach this online course, our AA-DTA students have the opportunity to explore academic strengths, career options, Canvas and college readiness, campus/college resources, along with a strong set of advising assignments designed to connect students with their Guided Pathways Advising Teams.

Exhibition at EWU

Eastern Washington University's Art Gallery in Cheney has a solo exhibition by Tybre Newcomer (Faculty, SFCC Fine Art) open through 13 November. Tybre's sculptures were featured and discussed in the in [Inlander on 2 October](#).

Advising at the Intersection of Engineering and Oceanography

Asa Bradley would like to brag about her advisee and physics student Jason Cherry. He's an Engineering AS-T2 student here at SFCC who wants to combine his love of engineering and the ocean into a career. And so, he researched all kinds of jobs and found that a Marine Engineering Technician would be his ideal career. He then searched for internships and applied for a very coveted spot with UW's School of Oceanography. And he got it!

He spent the summer learning about oceanographic science and data collection. The team he worked with built their own sensors and used them to collect data, which they then analyzed. The team also spent time on [the R/V Rachel Carson research vessel](#). He'll graduate this spring with his AS-T2 degree. Below are pictures that Jason sent Asa of him and the research team. Jason is the one with a ponytail, wearing a NASA shirt.



WFSE/CLASSIFIED STAFF REPORTS

Presented by: Ward Kaplan, WFSE
Tessa Greene, SCC
Gaby Arroyo, SFCC
October 14, 2025

September 2025

Introduction

My name is Tessa Greene. I am the Dual Enrollment Programs Supervisor at SCC. I have been at SCC for over 3 years.

Grateful

My fellow Classified Staff are incredibly grateful to have a representative on this board, and I am excited to be the communication bridge between you and them.

Sasquatch Experience

Pathway Specialists, Curriculum Advisors, Testing Coordinators, and Dual Enrollment staff all helped as much as possible, even helping on evenings, with the New Student Orientations. These classified staff members checked students in, helped with math placement, made sure holds were removed, and helped students register in their chosen classes. This helped fill classes and helped students feel like they had support while starting at the college.

BOARD REPORT