

**COLUMBIA BASIN COLLEGE  
BOARD OF TRUSTEES' MEETING**

August 19, 2022

Beers Board Room & Virtual

9:00 a.m. – 3:00 p.m.

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**Agenda**

Call to Order

**Pledge of Allegiance**

**Agenda Changes\***

**Approval of Minutes\***

Exhibit A: June 13, 2022 Board of Trustees' Meeting

**Reports**

Student Success

Diversity, Equity, and Inclusion

Financial Projections

Exhibit B: Quarterly Financial Statement

**Discussion/Action\***

Exhibit C: Cash Reserves Target Update FY2022 Year-end

Exhibit D: Board of Trustees' Reserves FY2023 and Cash Reserves Target Update FY2023

Exhibit E: Board Meetings Annual Schedule

**Trustee Work Session**

Exhibit F: Board of Trustees Annual Calendar/Work Plan

Board Evaluation

Board Roles and Elections

Chair, Vice Chair, Legislative Action Committee Liaisons, Foundation Liaison

**Discussion**

**Public Comments**

**Executive Session**

RCW 42.30.110(1)(g): To review the performance of a public employee.

RCW 42.30.110(1)(b): To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

**Adjournment**

**\*(Requires motion/approval)**

*If you are a person with a disability and require an accommodation while attending the meeting, please contact the President's Office at 542-4802 as soon as possible to allow sufficient time to provide accommodations.*

## **Upcoming Dates:**

### **August 2022**

- Surgical Technology Pinning Ceremony, August 20 at 10:30 a.m., Gjerde Center, CBC Pasco Campus

### **September 2022**

- Foundation Event: CBC Employee Donor Reception, September 10 at 6:30 p.m.
- Foundation Event: CBC at Dust Devil Game, September 10 at 7:00 p.m., GESA Stadium
- Welcome Week for All CBC Employees, September 12 – 16
- Foundation Event: Annual Golf Event, September 16 at 1:00 p.m., Zintel Creek Golf Course
- First day of Fall Quarter, September 19
- SRC Ribbon Cutting Ceremony, September 22, 4:00 – 6:00 p.m., CBC Pasco Campus
- Foundation Event: Donor Scholarship Breakfast, September 23 at 9:00 – 10:30 a.m., CBC Pasco Campus
- Foundation Event: Scholarship Celebration, September 30 @ 9:30 – 11:30 a.m., CBC Pasco Campus

### **October 2022**

- Foundation Event: Power of Connection Fall Luncheon, October 21, Three Rivers Convention Center, Kennewick
- ACCT Leadership Congress, October 26 – 29, Marriott Marquis, New York City
- Foundation Event: Power of Connection, October 27 at 6:00 p.m., HAPO Center, Pasco

### **November 2022**

- ACT Fall Conference & Legislative Action Committee Retreat, November 16 – 18, Hilton Seattle Airport & Conference Center, Seatac
- United Way Festival of Trees, November 19, The Lodge, Richland

### **December 2022**

- CBC Finals, December 6 - 8

# Exhibit A

Columbia Basin College  
Board of Trustees' Meeting Minutes  
June 13, 2022  
Hybrid Meeting 4:00 p.m.

Board Members in attendance: Kedrich Jackson, Holly Siler, Ofelia Rivas de Bredt, Allyson Page, Kimberly Harper (virtual)

Board Secretaries: Rebekah Woods - President & Secretary to the Board, Ronda Rodgers - Recording Secretary

In-Person Attendees: Eduardo Rodriguez, Michael Lee, Cheryl Holden, Brian Dexter, Elizabeth Burtner, Rod Taylor, Keri Lobdell, Ericka Garcia, Erin Fishburn, Janet Garza, Abby DeSteeze, Trent Giever, Alice Schlegel, Shaina Griffiths, Kristina Wildenborg, Brad Powell, Heidi Wasem, Leslie Campbell Hime, Ms. Jackson

Virtual Attendees: Jason Engle, Camie Glatt, Jay Frank, Kylee Lacy, Timothy Still, Mason Bailie, Kristi Duggan, Erica Jesberger, Lane Schumacher, Amanda Ursino, Jessica James, Kelsey Myers, Dima Serhiychuk, Amanda Aunspaugh, Erin Holloway, Jesus Mota, Kyle Winslow, Bryan Ovens, Chris Herbert, Aariah Yager, Thalia Birrueta, Toni Troh

The Agenda	The Discussion	Action
Call to Order		Meeting called to order by Trustee Siler at 4:07 p.m.
Pledge of Allegiance	Trustee Siler led the Pledge of Allegiance.	
Agenda Changes	None	Trustee Page moved and Trustee Jackson seconded the motion to approve the June 13, 2022 agenda as written. Approved unanimously.
Approval of Minutes	May 9, 2022 Meeting Minutes Discussion - None	Trustee Jackson moved and Trustee Rivas de Bredt seconded the motion to approve all minutes from the May 9, 2022 meeting as written. Approved unanimously.
<u>Celebrating Excellence</u> ctLink Team <b>Jeff Angus</b> , Project Manager <b>David Arnold</b> , Faculty Champion <b>Amanda Aunspaugh</b> , Dir for Curriculum & Schedule Management <b>Mason Bailie</b> , IT App Development <b>Ben Beus</b> , Dir for Financial Aid <b>Amanda Bragg</b> , Dir for Acct Services <b>Emily Cates</b> , Faculty Champion <b>Brian Dexter</b> , AVP for Campus Operation <b>Juanita Diaz</b> , Dir for Compensation <b>Kristi Duggan</b> , Onboarding & Talent Dev Manager / Business Analyst <b>Jessica Fairchild</b> , Business Analyst (Finance Pillar) <b>Ericka Garcia</b> , Interim Dir for Budget & Purchasing Services <b>Janet Garza</b> , Associate Registrar <b>Erin Holloway</b> , Dir for Transitional Studies Operations <b>Jessica James</b> , Assistant Registrar	<p>President Woods introduced the ctLink Team members in attendance and those participating virtually. CBC was the second to last sub-group in the state of Washington to go live on April 25, 2022. President Woods thanked the team for their months of hard work preparing and praised them for making CBC's launch a success.</p> <p>CBC's pillar Business Analysts are: Erica Jesberger, Business Analyst for Campus Solutions (Instruction and Student Services), Jessica Fairchild, Business Analyst for Finance and Kristi Duggan, Business Analyst for Human Capital Management (HR). Others on the ctLink Team serve as Subject Matter Experts, Faculty Champions and Information Services support. All of these individuals have worked long hours completing UA testing, student and employee communications, developing training materials for other CBC colleagues and many meetings with the State Board.</p>	<p>Trustee Jackson thanked the ctLink Team for their hard work and many months of dedication to making CBC's "Go Live" transition smooth. He considers this decade long process a major milestone for the College.</p>

<p><b>Erica Jesberger</b>, Business Analyst (Campus Solutions Pillar)  <b>Kylee Lacy</b>, Dir for Talent Acquisition &amp; Employee Development  <b>Jessica Miller</b>, Dir for Labor Relations  <b>Kelsey Myers</b>, Asst VP for Enrollment  <b>Phillip Ponn</b>, Faculty Champion  <b>Lane Schumacher</b>, Dean for Student Retention &amp; Completion  <b>Dima Serhiychuk</b>, Asst Dir for System Administration &amp; Development  <b>Tim Still</b>, IT Customer Support - Journey  <b>Jerry Thompson</b>, IT System Admin  <b>Amanda Ursino</b>, Dir for Enrollment Serv  <b>Heidi Wasem</b>, Dir for IS  <b>Ann Wright</b>, Dir for Benefits &amp; Wellness</p>		
<p><u>2022 All-Washington Academic Team</u>  Phi Theta Kappa Society  <b>Terry Fleischman</b>, Phi Theta Kappa Advisor  <b>Thalia Birrueta</b>, CBC Student  <b>Nicole DuBois-Killooy</b>, CBC Student  <b>Kinley Troh</b>, CBC Student  <b>Ariah Yager</b>, CBC Student</p>	<p>President Woods introduced the 2022 All-Washington Academic Team members attending virtually, Thalia Birrueta and Ariah Yager. The All-Washington Academic Team recognizes students from the community and technical colleges in Washington State. The program honors individuals who have demonstrated a commitment to success and achievement in academics and community and college service. The CBC All-WA Academic Team was recognized for their achievement with a framed shadow box containing their award medallion and a cash scholarship award.</p>	
<p><u>Linkage with Community</u>  Tri-Cities WA Chapter of the Links, Inc.  <b>Leslie Campbell Hime</b>, President</p>	<p>President Woods introduced Tri-Cities Washington Chapter of The Links, Inc. President Leslie Campbell Hime and thanked her for meeting with the Board and CBC Administration. Dr. Campbell Hime gave a brief history of The Links organization – an international not-for-profit corporation, established in 1946, with membership consisting of professional women of color wanting to serve their communities. The Tri-Cities WA Chapter of the Links was founded in 1981. They incorporate five areas of programming which include National Trends and Services, the Arts, Services to Youth, International Trends &amp; Services and Health and Human Services. The programs are implemented through strategies such as public information and education, economic development, and public policy campaigns.</p> <p>The Tri-Cities Chapter of The Links, Inc. is active locally and internationally. They have donated to Heifer International, provided Maama Kits and donated funds through KEVA. Locally, they have donated hams at Christmas, partnered with other food scarcity agencies to provide much needed food for those in our community and donated computers to a local organization. Projects focused in the area of the Arts include an online art program during COVID, children’s activities and giveaways on Juneteenth and the donation of (26) new books to Head Start focusing on characters or individuals of color. Tri-Cities Links hold events, such as their annual Gala, to raise scholarship funds for local high school seniors. They have awarded \$180K since 1981 to students attending WSU or those pursuing STEM education. Links has recently been awarded an equity grant.</p>	<p>The Trustees thanked President Campbell Hime for attending and appreciated the work The Links, Inc. does for our community.</p>

	<p>President Campbell Hime thanked the Board for inviting her and their interest in the Tri-Cities Chapter of The Links, Inc. She looks forward to the opportunity to partner with CBC in the future.</p>	
<p><u>Remarks</u> By Administration, President</p> <p>By Director for Student Activities</p> <p>By CEO, Foundation</p>	<p>President Woods updated the Board on CBC’s May 12 <b>Public Employee Recognition Day</b>. CBC employees enjoyed a lunch provided by a local taco truck, participated in a CBC trivia contest and listened to music provided by the Chiawana High School Mariachi Band.</p> <p>The <b>Student Recreation Center (SRC)</b> officially opened on May 31<sup>st</sup>. Demolition of the old building will continue through June and July. Official occupancy, anticipated later this summer, will allow use of the north doors to the SRC. We look forward to a ribbon cutting ceremony sometime near the beginning of Fall Quarter 2022.</p> <p>Students registered for summer classes using <b>ctcLink</b> for the first time. We are currently one week into Fall registration.</p> <p><b>HB 1835</b> was passed during the 2022 WA State Legislative Session. This Bill funds a pilot program for the two lowest educational service districts in the State of Washington for student completion of the FAFSA or WAFSA (ESD 114 &amp; ESD 123). Under this Bill, CBC will receive \$700K to hire one FTE for every 600 high school seniors in Benton, Franklin and Adams Counties. One half time FTE will be contracted through Big Bend Community College to serve Adams County students. Each of these employees will be housed in the local high schools.</p> <p>President Woods thanked Assistant Vice President for Communication and External Affairs, Jay Frank, for all the work he has done with CBC. He will be resigning his position at CBC and moving on to a new work assignment in Central Oregon. Elizabeth Burtner, Interim Assistant Vice President for Communications and External Affairs was introduced. She joins CBC from STCU where she participated with CBC in past events.</p> <p>Trustees are invited to join end of year pinning ceremonies, as their schedules permit.</p> <p>Alice Schlegel provided an update regarding commencement/graduation at Edgar Brown Stadium. Trustees are encouraged to arrive between 6:00 and 6:15pm and can park in the Boys &amp; Girls Club parking lot. Five hundred eighty students picked up regalia to date and graduation seating will accommodate 650 students.</p> <p>Erin Fishburn gave an update of Foundation activities. The Foundation is wrapping up the employee giving campaign for the year. Last week, they both appreciated and encouraged current givers. In addition to daily emails and drawings, they gave out donuts on Wednesday and sold valentines. As a group, CBC raises about \$40,000 from faculty and staff throughout the year.</p> <p>The past month the Foundation has been busy with events giving some great opportunities to welcome people back to campus. The Foundation Board/Employee Reunion event was on May 12<sup>th</sup> with an “Open Office” for those attending and Brian Dexter giving tours of the SRC. About 35 people attended and a few who said they hadn’t</p>	

been on campus in years, so it was exciting to welcome them back and learn a bit about them.

June 2<sup>nd</sup> was the Foundation Arts Reception. Attendees were able to view the student art show and vote for their favorite. Some of the student art pieces were curated into a calendar for attendees.

On June 8<sup>th</sup> was the first Scholarship Reviewer thank you reception and hosted around 50 people. This was the first opportunity to meet many of these individuals in person.

The next Foundation event will be on July 15<sup>th</sup> with a reception for endowment and planned gift donors before the M5 event on the outdoor stage. Tickets went on sale for M5 on June 1 and are still available.

In planning ahead, the Foundation has a couple dates for fall events: September 10 they will be hosting CBC night at Dust Devils, a Living Donor Scholarship Reception on September 23, a student scholarship event September 30 and the Foundation's Power of Connection (POC) event on October 27. The Foundation is currently focused on sponsorships for POC and starting to collect auction items. Sponsorship packets are available for individuals or businesses interested in purchasing a table for the POC event.

In addition to graduation, this week the Foundation is excited to be unveiling a new golf cart on Thursday (6/16/22). This was purchased thanks to STCU and will be used for recruitment, student services and special tours. On Thursday (6/16/22), STCU will be hosting "random acts of kindness" where they will have a trivia contest and give away prizes to CBC students.

The Foundation is finishing award of scholarships, have an alumni appeal going out this month and are meeting with their Board on committee goals ahead of the August retreat.

By ASCBC

Shaina Griffitts, CBC Service Corps Chair, gave the Board update on ASCBC activities. ASCBC co-hosted a Memorial Hike on Candy Mountain with the VETS Office and the Rec/Wellness Office on May 26 – forty people participated. June 3, ASCBC held its first 80s themed outdoor movie night. Due to inclement weather, the 50 attendees were moved inside. Students who came in their best 80s fashion were part of a drawing to receive an 80s themed gift basket. June 7 was the ASCBC Club celebration and giveaway. All active club members received a goodie bag containing a cooler, frisbee, thumb drive and more. The Japanese Culture Club was awarded \$2,500 from GESA Credit Union for putting together a video for Asian and Pacific Islander's Month. The club plans to use the money for future travel next year. Shaina thanked the Board for the opportunity to represent ASCBC this year at Board meetings.

By Faculty Senate Chair

Kristina Wildenborg gave the Board an update of Faculty Senate activities during the last month. May 20 was a hybrid Faculty Senate meeting. During the June 3 Faculty Senate meeting, new leadership was elected for the 2022-23 school year. Kristina introduced the new Faculty Senate Chair for next year, Brad Powell.

<p>By AHE</p> <p>By Board Members</p>	<p>No AHE representative present.</p> <p><u>Trustee Siler</u>  Attended the ACT Spring Conference in Olympia, May 19 &amp; 20  Toured Spokane Community College, May 25, with her niece</p> <p><u>Trustee Jackson</u>  Attended the ACT Spring Conference in Olympia, May 19 &amp; 20</p>	
<p><u>Reports</u></p> <p>Executive Limitations Monitoring Reports: EL-9 and EL-10</p>	<p>President Woods presented interpretations and evidence for each statement on the Executive Limitations Monitoring Report 9 and 10.</p>	
<p><u>Discussion/Action</u></p> <p>Resolution 22-03, W. Argent Road Right-of-Way Phase 3</p> <p>Faculty Senate Bylaws Revision</p>	<p>Resolution 22-03 was presented to the Board for consideration. Phase 3 will take place between the freeway exit and Saraceno Way. If approved by the Board, this resolution would grant the City of Pasco a permanent right-of-way across and under a portion of CBC property running parallel to Argent Road. In addition, it would grant temporary construction easement during the West Argent Road improvement project. The construction will begin in early 2023 and be completed by end of 2023.</p> <p>Faculty Senate Chair, Kristina Wildenborg, presented a Faculty Senate Bylaws Revision to the Board. This revision was approved by the Faculty on June 3 with at least 51% approval. In the revised version, language, terminology and wording were changed to reflect a more accurate account of the actions and responsibilities of Faculty Senate. Three main areas for the Board’s consideration were:</p> <ul style="list-style-type: none"> <li>• <u>Article III – Delegation of Powers to the Senate</u>  The statement in this section previously read, “All powers of the Faculty to review and recommend policy statements relevant to faculty and instruction prior to approval, <b>prior to Board action are vested in the Senate</b>, with the exception of any policy that would usurp the authority of the collective bargaining unit, are vested in the Senate.” The bolded/highlighted section was removed on the revision.</li> <li>• <u>Article IV – Representation of Faculty</u>  Language was added to include the full responsibility of AHE as referenced in RCW 28B.52.</li> <li>• <u>Article VI – Amendment and By-Law Changes</u>  Previously, this section of the Faculty By-laws read, “These by-laws may be amended by a two-thirds vote by secret ballot in which at least fifty percent of eligible voting members have participated and concurrence of the President and Board of Trustees after Faculty passage. An amendment is to be presented to the Faculty for discussion at a general Faculty meeting at least one week prior to balloting.” The proposed change to this section would read, “These by-laws may be amended or changed. An amendment or change is to be presented to the Faculty for discussion at a general Faculty meeting at least one week prior to balloting. An amendment or by-law change passes when a majority of those who vote are in favor and concurrence of the President is received.”</li> </ul>	<p>Trustee Jackson moved and Trustee Page seconded a motion to approve Resolution 22-03. Approved by the Board unanimously.</p>



	Faculty Senate Chair Wildenborg stated the removal of the Board’s concurrence in Article VI was because the Board delegates much of their authority to the President. After some discussion by the Board, it was decided to allow non-substantive changes to the Faculty Senate Bylaws, as approved by a Faculty vote, but all substantive changes to the bylaws would continue to come to the Board for concurrence. The Board gave approval of the proposed Faculty Senate Bylaws Revisions, with the amendment of changing Article VI to read, “These by-laws may be amended or changed. An amendment or change is to be presented to the Faculty for discussion at a general Faculty meeting at least one week prior to balloting. An amendment or by-law change passes when a majority of those who vote are in favor and concurrence of the President <b>and Board of Trustees</b> is received.”	Trustee Rivas de Bredt moved and Trustee Page seconded a motion to approve the Faculty Senate Bylaws Revision as written with the amendment to Article VI to include concurrence of the President and Board of Trustees for future changes or amendments to the Faculty Senate Bylaws. Approved unanimously.
<u>Discussion</u> First Reading – Board Policies Ends E-1 through E-3  August Board of Trustees Retreat Draft Agenda  Board Meetings Annual Schedule Draft	College staff suggested some changes of wording, grammatical changes and corrected typographical errors to E-1 through E-3. The trustees agreed with the suggested changes for these policies.  The Board requested a high-level review of the past year at the August Retreat. Cabinet will provide a deep dive into specific areas of student success, diversity, equity and inclusion, and financial review for the past year and financial projections for the upcoming year.  A review and discussion of the Board meeting annual calendar will be evaluated at the August Board Retreat regarding the start time for the February, March and April meetings.	Trustee Jackson moved and Trustee Rivas de Bredt seconded a motion to move the Board of Trustees’ Policies Ends E-1 through E-3 to the September 2022 consent agenda. Approved unanimously.
<u>Consent Agenda</u> Board Policies Executive Limitations EL-1 through EL-3  Final Consideration for 2022-2023 College Budget  Final Consideration of ASCBC Services and Activities Budget	No discussion or proposed modifications to any items on the consent agenda.	Trustee Jackson moved and Trustee Page seconded a motion to approve the consent agenda in its entirety, Exhibits K through M, as written. Approved unanimously.
<u>Public Comments</u>	None	
Break: 5:40 p.m.	Trustee Siler called for a break from the public meeting at 5:40 p.m. with Executive Session to begin at 5:45 p.m. and expected return to the public meeting at 6:05 p.m.	
<u>Executive Session</u>	RCW 42.30.110(1)(g): To review the performance of a public employee.	
Return to public meeting: 6:12 p.m.	Board of Trustees returned to the public meeting.	
<u>Discussion/Action</u> Faculty Candidates for Granting of Tenure	Trustee Siler announced that the Board would grant tenure for third-year probationer, Libby TenPas-Hunter, who has completed the full third year probationary period.	Trustee Page moved and Trustee Rivas de Bredt seconded a motion to grant tenure for Libby TenPas-Hunter, who has completed the

		full third year probationary period. Approved unanimously.
Adjournment: 6:13 p.m.	Trustee Siler adjourned the meeting at 6:13 p.m.	
	<p style="text-align: center;">Next Board of Trustees' Meeting  Beers Board Room &amp; Zoom Webinar  August 19, 2022 - 9:00 a.m. to 3:00 p.m.</p>	

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Kedrich Jackson, Chair

# Exhibit B

**Columbia Basin Community College**  
**Statement of Revenues, Expenses and Changes in Net Position**  
**For June 30, 2022 (Unaudited)**

	FY2022 June 2022	FY2021 June 2021	Difference
<b>Operating Revenues</b>			
Student Tuition and Fees	\$ 21,669,754.01	25,544,796	\$ (3,875,042.06)
Auxiliary Enterprise Sales	\$ 2,070,539.17	\$ 1,136,373.85	\$ 934,165.32
State and Local Grants and Contracts	\$ 18,376,835.65	\$ 19,086,140.23	\$ (709,304.58)
Federal Grants and Contracts	\$ 2,133,835.71	\$ 2,845,877.24	\$ (712,041.53)
Other Operating Revenues	\$ 974,523.76	\$ 130,088.49	\$ 844,435.27
<b>Total Operating Revenue</b>	<b>\$ 45,225,488.30</b>	<b>\$ 48,743,275.88</b>	<b>\$ (3,517,787.58)</b>
<b>Operating Expenses</b>			
Salaries and Wages	\$ 34,563,251.05	\$ 33,588,839.05	\$ 974,412.00
Benefits	\$ 10,922,007.51	\$ 11,279,425.49	\$ (357,417.98)
Scholarships and Fellowships, Gross	\$ 27,758,968.78	\$ 21,754,185.11	\$ 6,004,783.67
Supplies and Materials	\$ 2,676,102.20	\$ 2,332,682.35	\$ 343,419.85
Depreciation	\$ 3,260,168.23	\$ 3,796,040.99	\$ (535,872.76)
Purchased Services	\$ 3,780,284.61	\$ 1,963,588.82	\$ 1,816,695.79
Utilities	\$ 1,275,170.55	\$ 1,219,255.26	\$ 55,915.29
Operating Expenses	\$ 9,509,763.96	\$ 9,365,616.14	\$ 144,147.82
<b>Total Operating Expenses</b>	<b>\$ 93,745,716.89</b>	<b>\$ 85,299,633.21</b>	<b>\$ 8,446,083.68</b>
<b>Operating Income (loss)</b>	<b>\$ (48,520,228.59)</b>	<b>\$ (36,556,357.33)</b>	<b>\$ (11,963,871.26)</b>
<b>Non-Operating Revenues</b>			
State Appropriations	\$ 31,125,600.58	\$ 30,220,729.25	\$ 904,871.33
Federal Non-Operating Revenues	\$ 13,195,275.87	\$ 9,696,885.40	\$ 3,498,390.47
Federal Pell Grant Revenues	\$ 7,189,967.61	\$ 8,361,990.83	\$ (1,172,023.22)
Investment Income, Gains and Losses	\$ (81,245.91)	\$ 344,695.90	\$ (425,941.81)
<b>Total Non-Operating Revenue</b>	<b>\$ 51,429,598.15</b>	<b>\$ 48,624,301.38</b>	<b>\$ 2,805,296.77</b>
<b>Non-Operating Expenses</b>			
Building Fee Remittance	\$ 1,376,348.05	\$ 1,764,047.37	\$ (387,699.32)
Innovation Fund Remittance	\$ 179,305.36	\$ 455,712.98	\$ (276,407.62)
Interest on Indebtedness	\$ 1,356,499.02	\$ 1,774,467.89	\$ (417,968.87)
<b>Total Non-Operating Expenses</b>	<b>\$ 2,912,152.43</b>	<b>\$ 3,994,228.24</b>	<b>\$ (1,082,075.81)</b>
<b>Net Non-Operating Expenses</b>	<b>\$ 48,517,445.72</b>	<b>\$ 44,630,073.14</b>	<b>\$ 3,887,372.58</b>
<b>Income or (Loss) before other revenues, expenses, gains, or losses</b>	<b>\$ (2,782.87)</b>	<b>\$ 8,073,715.81</b>	<b>\$ (8,076,498.68)</b>
Capital Appropriations	\$ 1,350,012.64	\$ 3,171,928.66	\$ (1,821,916.02)
<b>Increase (Decrease) in Net Position</b>	<b>\$ 1,347,229.77</b>	<b>\$ 11,245,644.47</b>	<b>\$ (9,898,414.70)</b>

# Exhibit C

# CASH RESERVES FY22 YEAR-END

Assets	FY2022	
<b>Cash</b>		
In Bank	1000070	\$ 19,650,290.50
Petty Cash	1000020	\$ 5,504.00
<b>Total Cash</b>		<b>\$ 19,655,794.50</b>
<b>Investments</b>		
Short Term	1000040	\$ 6,672,165.45
Long Term	1110010	\$ 15,181,585.67
<b>Total Investments</b>		<b>\$ 21,853,751.12</b>
<b>Accounts Receivable</b>		
Current	1010100	\$ 1,627,165.73
Unbilled	1010050	\$ 77,037.78
AR - Other	1010060	\$ 217,539.20
Allowance for AR	1010110	\$ (35,503.67)
<b>Total AR</b>		<b>\$ 1,886,239.04</b>
<b>Inter/Intra Gov Receivables</b>		
Due from Fed	1010150	\$ 1,193,316.12
Due from Other Gov	1010160	\$ 1,246,376.74
Due from Other Agency	1010180	\$ 1,231,608.24
<b>Total Inter/Intra Gov Receivables</b>		<b>\$ 3,671,301.10</b>
<b>Total Assets</b>		<b>\$ 47,067,085.76</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	2000010	\$ 2,904,759.19
Accrued Salaries Payable	2011010	\$ -
Due to Other Agency	2012050	\$ 125,590.64
Sales/Use Tax	2010070	\$ 22,591.99
Accrued Liabilities	2001070	\$ -
COP Current Year P&I Due	2050010	\$ 495,000.00
<b>Total Current Liabilities</b>		<b>\$ 3,547,941.82</b>
<b>Total Liabilities</b>		<b>\$ 3,547,941.82</b>

Cash Balance			
(ASSETS less LIABILITIES)		\$	43,519,144
<b>Dedicated Balances</b>			
	Legacy GL	Account	
Student Supported Capital	1110	1000070	\$ 3,221,603
3.5% - Institutional Financial Aid	1355	1010190	\$ 358,399
Students S&A	1110	1000070	\$ 1,445,900
Bookstore Operating Reserves	1110	1000070	\$ 500,000
Technology Fee	1355	1010190	\$ 1,715,648
Parking Fees	1355	1010190	\$ 764,129
Basic Food Employment and Training	1110	1000070	\$ 209,696
<b>Total</b>			<b>\$ 8,215,376</b>
<b>Reserves Policy - BOT Policies on Reserves</b>			
Operating Reserve		\$	8,600,000
Emergencies		\$	2,000,000
Unplanned Capital Repair and Replacement		\$	2,000,000
Real Estate Debt Fund		\$	176,520
Planned Future Operations		\$	1,791,801
Capital Facilities Projects		\$	9,764,202
<b>Total</b>			<b>\$ 24,332,523</b>
<b>Operating Reserves Balance</b>			
Existing Reserve balance less Dedicated Reserves and Emergency Reserves		\$	<b>10,971,246</b>

# Exhibit D

<b>Board of Trustee's Reserve by Policy FY23</b>	<b>Purpose</b>	<b>Proposed</b>
<b>Current Operations</b>	<i>Campus cash flow needs</i>	
	2 months operating expense	<b>\$10,000,000</b>
<b>Emergencies</b>	<i>Unforeseen natural or manmade disasters and pandemics to support business continuity &amp; recovery actions</i>	
		<b>\$3,000,000</b>
<b>Unplanned Capital Repair &amp; Replacement</b>	<i>Covers largest potential system failure</i>	
	Core systems such as: plumbing, electrical, HVAC, etc.	\$1,000,000
Building System	Failing roof systems	\$1,000,000
		<b>\$2,000,000</b>
<b>Planned Future Operations</b>	<i>Future new program offerings by project</i>	
ctcLink Implementation		\$1,650,000
Culinary Program		\$1,500,000
		<b>\$3,150,000</b>
<b>Capital Facilities Projects</b>	<i>Covers current and planned capital projects</i>	
Future Classroom Building	Total Construction Project \$25M	\$5,000,000
Argent Street Widening and 20th Crosswalk	Future Project Share	\$550,000
Student Rec Center	Local Funding Portion	\$4,463,000
Library Retrofit	Local Funding Portion	\$1,990,000
840 Building Deomolition	Local Funding Portion	\$750,000
Purchase Resident Hall Land	Local Funding Portion	\$770,000
Building New Sun Hawk Hall	Local Funding Portion	\$5,000,000
Planetarium Refit	Local Funding Portion	\$550,000
		<b>\$19,073,000</b>
<b>BOT Designated Reserves</b>		<b>\$37,223,000</b>



## CASH RESERVES BEGINNING OF FY 23

Assets	FY2022	
<b>Cash</b>		
In Bank	1000070	\$ 19,650,290.50
Petty Cash	1000020	\$ 5,504.00
<b>Total Cash</b>		<b>\$ 19,655,794.50</b>
<b>Investments</b>		
Short Term	1000040	\$ 6,672,165.45
Long Term	1110010	\$ 15,181,585.67
<b>Total Investments</b>		<b>\$ 21,853,751.12</b>
<b>Accounts Receivable</b>		
Current	1010100	\$ 1,627,165.73
Unbilled	1010050	\$ 77,037.78
AR - Other	1010060	\$ 217,539.20
Allowance for AR	1010110	\$ (35,503.67)
<b>Total AR</b>		<b>\$ 1,886,239.04</b>
<b>Inter/Intra Gov Receivables</b>		
Due from Fed	1010150	\$ 1,193,316.12
Due from Other Gov	1010160	\$ 1,246,376.74
Due from Other Agency	1010180	\$ 1,231,608.24
<b>Total Inter/Intra Gov Receivables</b>		<b>\$ 3,671,301.10</b>
<b>Total Assets</b>		<b>\$ 47,067,085.76</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	2000010	\$ 2,904,759.19
Accrued Salaries Payable	2011010	\$ -
Due to Other Agency	2012050	\$ 125,590.64
Sales/Use Tax	2010070	\$ 22,591.99
Accrued Liabilities	2001070	\$ -
COP Current Year P&I Due	2050010	\$ 495,000.00
<b>Total Current Liabilities</b>		<b>\$ 3,547,941.82</b>
<b>Total Liabilities</b>		<b>\$ 3,547,941.82</b>

Cash Balance			
(ASSETS less LIABILITIES)		\$	43,519,144
<b>Dedicated Balances</b>			
	Legacy GL	Account	
Student Supported Capital	1110	1000070	\$ 3,221,603
3.5% - Institutional Financial Aid	1355	1010190	\$ 358,399
Students S&A	1110	1000070	\$ 1,445,900
Bookstore Operating Reserves	1110	1000070	\$ 500,000
Technology Fee	1355	1010190	\$ 1,715,648
Parking Fees	1355	1010190	\$ 764,129
Basic Food Employment and Training	1110	1000070	\$ 209,696
<b>Total</b>			<b>\$ 8,215,376</b>
<b>Reserves Policy - BOT Policies on Reserves</b>			
Operating Reserve			\$ 10,000,000
Emergencies			\$ 3,000,000
Unplanned Capital Repair and Replacement			\$ 2,000,000
Planned Future Operations			\$ 3,150,000
Capital Facilities Projects			\$ 19,073,000
<b>Total</b>			<b>\$ 37,223,000</b>
<b>Operating Reserves Balance</b>			
Existing Reserve balance less Dedicated Reserves and Emergency Reserves		\$	<b>(1,919,232)</b>

# Exhibit E

# CBC Board of Trustees 2022-23 Calendar of Meetings

September 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## CBC Observed Holidays

- Sep 5: Labor Day

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- Nov 11: Veterans Day

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- Nov 24: Thanksgiving Day

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- Nov 25: Native Amer Heritage Day

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- Dec 26: Christmas

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- Jan 2: New Year's Day

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- Jan 16: M L King Day

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- Feb 20: Presidents' Day

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- May 29: Memorial Day

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- June 19: Juneteenth

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- July 4: Independence Day

December 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

## Trustee Conferences

- Oct 26-29: ACCT Leadership Congress

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- Nov 17: ACT LAC Retreat

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- Nov 18: ACT Fall Conference

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- Jan 23: Transforming Lives Dinner

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- Jan 23: New Trustee Orientation

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- Jan 24: Winter Legis. Contact Conf.

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- Feb 5-8: ACCT Natl Legis. Summit

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- May TBD: 2023 ACT Spring Conference

March 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023 – No Meeting						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**BOT Meeting Times: Sep-Jan 4pm**  
**Feb-Apr 7:30am | May-Jun 4pm**

# 2022-2023

# Exhibit F

**COLUMBIA BASIN COLLEGE BOARD OF TRUSTEES**  
**ANNUAL CALENDAR/WORK PLAN FY23**  
**August 19, 2022**

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Purpose of Board Calendar/Work Plan:

- To identify strategic topics for Board discussion which relate to Board Policy outcomes, ENDS, and effectiveness measures, and which strengthen the College's Strategic Agenda;
- To ensure compliance with College Board Policies which require reports to, and/or action by, the Columbia Basin College (CBC) Board of Trustees; and
- To schedule discussion topics in a sequence leading to the College's Strategic Agenda, Budget adoption, and achievement of Board ENDS.

To accomplish its job outputs with a governance style consistent with Board policies, the Board will follow an annual agenda which includes (a) a review of ENDS, and Board Policies annually; and (b) continually reviews its performance through attention to Board education and to enriched input and deliberation. To that end:

1. The Board's planning and calendar cycle will conclude each year on the last day of June in order that administrative budgeting can be based on the accomplishments of one fiscal year. Education, input and deliberation will be considered when structuring the series of meetings and other Board activities during the new fiscal year; and
2. The sequence derived from this process for the Board planning year is as follows:

August

*CBC Financial Audit Exit Conference*

CBC Board Retreat

CBC Board Self Evaluation

Board Meeting Agenda Items:

- College Updates – A Year in Review and Planning for the Year Ahead
- Unaudited Fiscal Year Income Statement
- Annual Planning Calendar
- Board Roles and Elections including Foundation and Legislative liaisons
- Discussion/Action: Cash Reserves Target Update
- Action: Board Meetings Annual Schedule
- Executive Session – RCW 42.30.110(1)(g): To review the performance of a public employee and RCW 42.20.110(1)(b): To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

## September

### Board Meeting Agenda Items:

- Cash Balance Report
- Variance Report
- First Reading - Board of Trustees Bylaws Article I – V
- Action: Second Reading – Board Policies Ends E-1-E-3
- Executive Session – RCW 42.30.110(1)(g): To review the performance of a public employee

## October

Power of Connection Event, HAPO Center, Pasco, October 27, 6 – 9pm

ACCT Leadership Congress, New York, NY, October 26-29, 2022

### Board Meeting Agenda Items:

- Executive Limitations Monitoring Report EL-1 – EL-3
- Cash Balance Report
- Variance Report
- First Reading - Board of Trustees Bylaws Article VI – X
- Discussion/Action: Transforming Lives Award written submissions
- Action: Second Reading – Board of Trustees Bylaws Article I-V

## November

*Transforming Lives Nominations due to ACT*

ACT Legislative Action Committee Retreat, Seattle, November 17, 2022

ACT Fall Conference, Seattle, November 18, 2022

### Board Meeting Agenda Items:

- Executive Limitations Monitoring Report EL-4 – EL-6
- Cash Balance Report
- Quarterly Financial Statement
- First Reading – Board Policies Executive Limitations EL-1 – EL-4
- Action: Second Reading - Board of Trustees Bylaws Article VI – X

## December

### Board Meeting Agenda Items:

- Mission Fulfillment Report (Spring Update)
- Cash Balance Report
- Variance Report
- First Reading: Board Policies Executive Limitations EL-5-EL-7
- Action: Second Reading – Board Policies Executive Limitations EL-1–EL-4

## January

ACT New Trustee Orientation, Olympia, January 23, 2023

ACT Transforming Lives Award Dinner, Olympia January 23, 2023

ACT Winter Legislative Conference, Olympia, January 24, 2023

Board Meeting Agenda Items:

- Cash Balance Report
- Variance Report
- First Reading: Board Policies Executive Limitations EL-8-EL-10
- Action: Second Reading - Board Policies Executive Limitations EL-5-EL-7

## February

ACCT National Legislative Summit, Washington DC, February 5-8, 2023

*CBC Financial Audit Exit Conference (or March)*

Board Meeting Agenda Items:

- Executive Limitations Monitoring Report EL-7 – EL-8
- Cash Balance Report
- Quarterly Financial Statement
- First Reading: Board Policies Governance Process GP-1-GP-4
- Action: Second Reading - Board Policies Executive Limitations EL-8-EL-10

## March

Board Meeting Agenda Items:

- Cash Balance Report
- First Reading - Board Policies Governance Process GP-5-GP-8
- Discussion/Action: Consider faculty candidates for continued probationary status and tenure
- Action: Second Reading - Board Policies Governance Process GP-1-GP-4
- Executive Session – RCW 42.30.110(1)(g): To review the performance of a public employee

## April

Board Meeting Agenda Items:

- Quarterly Mission Fulfillment Monitoring Report
- Cash Balance Report
- Variance Report
- First Reading - Board Policies Board-Staff Linkage BSL-1-BSL-5
- Action: Second Reading - Board Policies Governance Process GP-5-GP-8

## May

ACT Spring Conference, TBD

Board Meeting Agenda Items:

- First Consideration: Annual College Budget
- First Consideration: ASCBC Services and Activities Budget
- Cash Balance Report
- Variance Report
- First Reading – Board Policies Ends E-1-E-3
- Action: Second Reading - Board Policies Board-Staff Linkage BSL-1-BSL-5

## June

CBC Commencement, Friday, June 16, 2023

Board Meeting Agenda Items:

- Executive Limitations Monitoring Report EL-9 – EL-10
- Cash Balance Report
- Quarterly Financial Statement
- ACT Legislative Action Committee Report
- ACT Diversity, Equity and Inclusion Committee Report
- Discussion: Board Meetings Annual Schedule
- Action: Final consideration of Annual College Budget
- Action: Final consideration of ASCBC Services and Activities Budget
- Action: Second Reading – Board Policies Ends E-1-E-3

## July

No regular meeting