

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

December 13, 2021

Beers Board Room & Virtual

4:00 p.m.

Agenda

Call to Order

Pledge of Allegiance

***Agenda Changes**

***Approval of Minutes**

November 8, 2021 Board of Trustees' Meeting

Exhibit A

Linkage with Community

Martin Valadez, Executive Director of Tri-Cities Hispanic Chamber of Commerce

Remarks

By Administration

President

CEO, Foundation

By ASCBC

By Faculty Senate Chair

By AHE

By Board Members

Exhibit B

Exhibit C

Reports

Cash Balance Report

Variance Report

Mission Fulfillment Report (Spring Update)

Exhibit D

Exhibit E

Exhibit F

Discussion

Second Reading - Board of Trustees' Policies Executive Limitations EL-1 – EL-4

First Reading - Board of Trustees' Policies Executive Limitations EL-5 – EL-7

Exhibit G

Exhibit H

Public Comments

Executive Session

RCW 42.30.110(1)(i): To discuss litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party.

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:

December 2021

Dec 15 – Early Bird registration deadline for National Legislative Summit, Washington D.C.

Dec 21 – Legislative Action Committee Retreat

January 2022

Jan 24 – New Trustee Orientation, Olympia

Jan 24 – ACT Transforming Lives Awards Dinner, Olympia

Jan 25 – Winter Legislative Contact Conference, Olympia

February 2022

National Legislative Summit, February 6-9, 2022, Washington D.C.

- Early Bird registration deadline December 15, 2021

Exhibit A

Columbia Basin College
Board of Trustees' Meeting Minutes
November 8, 2021
Hybrid Meeting 4:00 p.m.

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

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

In-Person Attendees: Bill Gordon, Jay Frank, Michael Lee, Brian Dexter, Santos Luna, Lisa McKinney, Jesus Mota, Phil Ponn, Trent Giever, Michelle Whitney, Kristina Wildenborg

Virtual Attendees: Cheryl Holden, Eduardo Rodriguez, Camie Glatt, Jason Engle, Bennie Moses, Erin Fishburn, Alice Schlegel, Paige Wyatt, Justin Shrack

The Agenda	The Discussion	Action
Call to Order		Meeting called to order by Trustee Jackson at 4:00 p.m.
Pledge of Allegiance	Trustee Jackson led the Pledge of Allegiance.	
Agenda Changes	President Woods requests the addition of Trustee Bill Gordon as a Celebrating Excellence guest.	Trustee Harper moved and Trustee Siler seconded the motion to add Bill Gordon as a Celebrating Excellence guest. Approved unanimously.
Approval of Minutes	Meeting minutes from October 11, 2021 and special meeting minutes from October 20, 2021. No discussion or changes.	Trustee Siler moved and Trustee Harper seconded the motion to approve minutes from October 11, 2021 and October 20, 2021 as written. Approved unanimously.
<u>Celebrating Excellence</u> Trustee Bill Gordon National Science Foundation (NSF) Manufacturing Academy: Santos Luna , Manufacturing Technology Instructor Lisa McKinney , Assistant Director, TriTech Skills Center Jesus Mota , Dean for Career & Technical Education Phil Ponn , Associate Professor of Welding Justin Shrack , Drones Manufacturing and Aviation Instructor, TriTech Skills Center Paige Wyatt , Professor of Engineering Technology	President Rebekah Woods thanked Bill for his leadership as a Trustee and his support of students during his tenure as a CBC Trustee from 2013 through September 2021. Jesus Mota, Dean for Career & Technical Education, introduced the NSF Manufacturing Academy team. He explained the objectives of the grant were to develop and conduct a manufacturing and technology academy for high schoolers by adapting introductory manufacturing technology curriculum to recruit and encourage student enrollment to manufacturing classes and spark interest in manufacturing trades. Fifteen high school students participated in the academy and had the opportunity to design and build a desk from raw material reading blue prints, designing components in Auto CAD, cutting and welding material, machining tap holes, laser cutting and 3D printing. The academy also had a peer mentor program where mentors helped oversee safety elements and provide leadership activities. CBC's partner, Tri-Tech Skills Center, led marketing efforts for the academy to seven school districts. When registration opened, the 15 slots filled very quickly. Tri-Tech also offered high school credit for attendees. Lisa McKinney, Assistant Director at Tri-Tech, thanked CBC for their collaboration. Tri-Tech will be incorporating tours of the CBC Career & Technical building for Tri-Cities 8 th graders to spark additional interest in manufacturing technology.	Trustee Jackson thanked Bill Gordon and presented him with a gift of appreciation from the Board.
<u>Linkage with Community</u> Michelle Whitney , Pasco School District	Michelle Whitney, Pasco School District (PSD) Superintendent and CBC Alumni of the Year,	President Woods and Trustee Jackson

	EL-3 and EL-4 no changes recommended.	Trustees would like documentation about no employee able to be a trustee of the college. Add EL-1 through EL-4 to discussion on the agenda for the December 13, 2021 meeting.
<u>Discussion/Action</u> Addendum to Presidential Contract	Trustee Jackson proposed an addendum providing a one-year extension to the end of the current Presidential contract. He, and all the Trustees, want to support Dr. Woods in her efforts as President for CBC.	Trustee Siler moved and Trustee Page seconded a motion to approve the proposed addendum providing a one-year extension to the end of the current Presidential contract. Approved unanimously.
<u>Consent Agenda</u> Board of Trustees' Bylaws Articles VI - X	No discussion.	Trustee Page moved and Trustee Harper seconded a motion to approve the Board of Trustees' Bylaws Articles VI – X as written. Approved unanimously.
<u>Public Comments</u>	None	
Adjournment	Trustee Jackson adjourned the meeting at 5:34 p.m.	
	Next Board of Trustees' Meeting Beers Board Room & Zoom Webinar December 13, 2021 – 4:00 p.m.	

Kedrich Jackson, Chair

Exhibit B

CBC in the News



November 2021

[Tri-City Herald: CBC students must declare COVID vaccine status before heading back to winter classes](#)

[Tri-City Herald: Opponents to mask mandates and teaching race theory lead in Kennewick school board race](#)

[Tri-City Herald: CBC volleyball clinches East Region title, to host first rounds of NWAC tourney](#)

[KVEW-TV: CBC hosts clinics ahead of January vaccine requirement on campus](#)

[KVEW-TV: United Way's Festival of Trees on display this week](#)

[KEPR-TV: CBC seeks nominations for 2022 MLK Spirit Award](#)

[KVEW-TV on Facebook: CBC celebrated its 500th vaccination today](#)

[KN DU-TV: Pippins Returning at Least Eight Players from 2021 Squad](#)

[Tri-Cities Area Journal of Business: Arts Center group starts fresh with new executive director](#)

[Newsradio 610 KONA: CBC's Jay Frank reports on the opening of the college's MLK Spirit Award nominations and the plans to honor Veterans Day](#)

[Newsradio 610 KONA: CBC's Jay Frank discusses the recent gift from Willamette Dental Group supporting CBC Dental Hygiene](#)

[Newsradio 610 KONA: Columbia Basin College Seeking Nominations for 2022 MLK Jr. Spirit Award](#)

KUNW-TV Univision: "Orgullo Comunitario" student highlight: Yoanna Espinoza

KUNW-TV Univision: "Orgullo Comunitario" student highlight: Karina Delgado

[CBC News: Columbia Basin College Eligible for 2023 Aspen Prize](#)

[CBC News: CBC Seeks Nominations for 2022 Martin Luther King Jr. Spirit Award](#)

[CBC News: CBC Officially Re-Opens Campuses for Full In-Person Services](#)



Exhibit C



New ASCBC Student Leaders

ASCBC is transitioning to its new Constitution and Bylaws that was approved at the start of the COVID-19 shutdown. The new Constitution allows for a shared governance model with branches overseen by student chairpersons. In addition, we also have campus connection officers who execute and maintain a diverse array of student activities. Within this structure, ASCBC has hired three student leaders for this year. We are pleased to introduce them.

Service Corps Chair, Shaina Griffitts



My name is Shaina Dawn Griffitts. Shaina in Yiddish means pretty, and dawn is morning, so my name is pretty morning. I find this amusing because I am by no means a morning person. I grew up in south Florida in the City of Sunrise. I am studying towards my mechanical engineering degree. My career plans are to help solve the world's environmental problems. I find that most engineers don't consider what happens to their inventions at the end of its lifespan. I plan to change that mindset. For instance, solar panels great for now; but in 25 years, it is estimated 70 million metric tons will be put in landfills. My motto is, think before you do.

Club Council Chair, Grace Ammerman



Grace Ammerman is an artist from Prosser and is serving CBC as this year's Club Council Chair while pursuing her AA. She has particular interest in communications and the arts. When not on campus, she

is usually painting, writing, or spending time with her Golden Retriever. She is excited and proud to be working as part of ASCBC.

Campus Connection Officer, Heather Thom



My name is Heather, and I am in my 2nd year at CBC. I'm currently pursuing an associate degree in business administration. After receiving my degree, I hope to pursue my bachelor's degree in business too. I'm still unsure about where I will be transferring to continue my degree. I love working as an ASCBC student leader and getting to know everyone!

Winter Break Events

ASCBC is excited to host a handful of online activities during winter break.

First, we are hosting the Hawks Winter Read with asynchronous book discussions in Canvas every week of the break. We partnered with the CBC Bookstore to provide a free novel to student participants. So far, 35 students have signed up. The novel we are reading is [The Family](#) by Naomi Krupitsky. It is a new novel that was just released in early November. It is a #ReadwithJenna book pick from the Today Show and has received fantastic reviews. Students who read and post each week will have the opportunity to receive prizes just for participating.

We are also hosting two movie challenges through Canvas and CBC Kanopy. Since the beginning of COVID-19, ASCBC has sponsored free films in CBC Kanopy for students to watch. Once or twice a quarter we will also post a movie challenge where students can answer questions about one of the free films. Students who participate have the possibility of winning a gift card. The movie challenges for winter break are *Grey Gardens* and *Megan Leavey*.

We appreciate the continued support of the Board of Trustees.

HAPPY HOLIDAYS! GO HAWKS!

Exhibit D

FY 2122 - Estimated Cash Balances - COLUMBIA BASIN COLLEGE
October Month End 2021

ASSETS FY2021-2022			
CASH			
1110	In Bank	\$	15,649,816
1120	Undeposited	\$	-
1130	Petty	\$	5,504
Total		\$	15,655,320
INVESTMENTS			
1210	Investments(ST/LT)	\$	20,374,847
Total		\$	20,374,847
ACCTs RECEIVABLE			
1312	Current	\$	43,574
1318	Unbilled	\$	-
1319	Other	\$	11,581
1342	Allowance for Accts Rec	\$	(35,504)
Total		\$	19,652
INTER/INTRA GOV RECEIVABLES			
1350	Due From Other Funds- VPA	\$	1,693,011
1351	Due From Fed	\$	2,961,108
1352	Due From Other Gov	\$	1,394,375
1354	Due From Other Agency	\$	4,852,373
Total		\$	10,900,866
TOTAL ASSETS		\$	46,950,685
LIABILITIES			
CURRENT			
5111	Accts Payable	\$	(291,571)
5124	Accrued Salaries Pay	\$	1,667,992
5150	Due To Other Funds- VPA	\$	345,895
5154	Due To Other Agency	\$	-
5158	Sales/Use Tax	\$	(315)
5199	Accrued Liabilities	\$	-
5173	COP Current Year P&I Due	\$	610,000
Total		\$	2,332,002
TOTAL LIABILITIES		\$	2,332,002

Cash Balance			
(ASSETS less LIABILITIES)		\$	44,618,683
Dedicated Balances			
1110	Student Supported Capital	\$	3,081,677
1110	3.5% - Needy Student Aid	\$	287,431
1110	Students S&A	\$	513,234
1110	Bookstore Operating Reserves	\$	500,000
1110	Technology Fee	\$	1,805,528
1110	Parking Fees	\$	688,861
1110	Basic Food Employment and Training	\$	227,666
Total		\$	7,104,397
Reserves Policy - (BOT Policies on Reserves)			
		Values	
	Operating Reserve	\$	8,600,000
	Unplanned Capital Repair and Replacement	\$	2,000,000
	Real Estate Debt Fund	\$	1,100,000
	Planned Future Operations	\$	3,300,000
	Capital Facilities Projects	\$	15,075,000
	Emergencies	\$	2,000,000
Total		\$	32,075,000
Operating Reserves Balance			
Existing Reserve balance less Dedicated Reserves and Emergency Reserves		\$	5,439,286

Exhibit E

FY2122 Operating Funds Variance Report

% of Fiscal YR: 33.42%

10/31/2021

As of October Month End 2021

By FUND					% of Bdgt Exp	% of Rev Exp	% of Bdgt Rev
					EXP/BDGT	EXP/REV	REV/BDGT
*State Allocation 101,123,3E0,BK1,BG1,BD1,PS0,CE1,031,071,091,DD1	000	EXP BDGT	\$31,109,374.00	<div><div></div></div>	26.79%	28.93%	92.60%
		EXP	\$8,334,341.80	<div><div></div></div>			
		REV (Alloc)	\$28,808,662.00	<div><div></div></div>			
Local Fees	148	EXP BDGT	\$3,067,061.00	<div><div></div></div>	20.79%	53.72%	38.69%
		EXP	\$637,513.72	<div><div></div></div>			
		REV	\$1,186,658.85	<div><div></div></div>			
Local Tuition	149	EXP BDGT	\$19,006,784.00	<div><div></div></div>	28.17%	100.04%	28.16%
		EXP	\$5,354,116.00	<div><div></div></div>			
		REV	\$5,351,722.98	<div><div></div></div>			
Contracts	146	EXP BDGT	\$1,574,221.00	<div><div></div></div>	20.85%	40.10%	51.99%
		EXP	\$328,214.06	<div><div></div></div>			
		REV	\$818,482.94	<div><div></div></div>			
TOTALS		EXP BDGT	\$54,757,440.00		26.76%	40.52%	66.05%
		EXP	\$14,654,185.58				
		REV BDGT	\$54,955,567.00				
		REV	\$36,165,526.77				

BY OBJ, ALL FUNDS COMBINED		BDGT	EXP	EXP/BDGT	NOTES:
SALARIES	A	\$33,053,367.00	\$8,676,035.46	26.25%	Revenue:
BENEFITS	B	\$11,009,203.00	\$2,976,859.61	27.04%	STATE:
PROFESSIONAL SERVICES CONTRACTS	C	\$405,483.00	\$62,744.30	15.47%	per State Allocation #3
GOODS & SERVICES	E	\$6,711,524.00	\$2,575,115.02	38.37%	
TRAVEL	G	\$589,985.00	\$43,464.97	7.37%	
CAPITAL OUTLAYS	J	\$879,264.00	\$108,114.55	12.30%	Object Code Note:
GRANTS BENEFITS & CLIENT SVCS	N	\$858,181.00	\$195,963.13	22.83%	
DEBT SERVICE	P	\$1,708,132.00	\$0.00	0.00%	
INTRAAGENCY REIMBURSEMENTS	T	Revenue Bdgt (\$457,699.00)	\$15,888.54	-3.47%	
		\$54,757,440.00	\$14,654,185.58	26.76%	Key: Spend rate less than 5% below FY % Spend rate with in + or - 5% of FY% Spend rate more than 5% above FY%

Exhibit F

Exhibit G

BOARD POLICIES

POLICY TYPE: EXECUTIVE LIMITATIONS EL-1

POLICY TITLE: GENERAL EXECUTIVE ACCOUNTABILITY

The Board of Trustees is responsible for following the adopted Carver Governance Model and Process. The President is held accountable for organizational compliance – ensuring and allowing any practice, activity, decision or situation that is lawful, prudent and not in violation of commonly accepted business and professional ethics, and fit within the provisions set forth in the State Board for Community & Technical College, Office of Financial Management and Columbia Basin College policies, and/or take into account any executive order of the Governor of the State of Washington.

POLICY TYPE: EXECUTIVE LIMITATIONS EL-2

POLICY TITLE: TREATMENT OF COMMUNITY MEMBERS AND STUDENTS

With respect to staff interaction with community members and students or those applying to be students, the President shall set and maintain organizational expectations and norms that ensure their safe treatment, respect, dignity, confidentiality and privacy.

Accordingly, the President shall not:

1. Use application forms or procedures that elicit unnecessary information or violates confidentiality and privacy.
2. Use methods of collecting, reviewing, transmitting or storing client information that fail to protect against improper access to the information elicited.
3. Fail to inform the community members and students about what may be expected and what may not be expected from the service offered.
4. Withhold a grievance process from students who believe that they have not been accorded a reasonable interpretation of rights established pursuant to this Policy.
5. Operate without written procedures which clarify the rules for students.
6. **Make false claims or withhold required information about any programs, services, or cost of attendance.**

POLICY TYPE: EXECUTIVE LIMITATIONS EL-3

POLICY TITLE: TREATMENT OF EMPLOYEES

With respect to the treatment of paid and volunteer staff, the President may not cause or allow conditions which are unlawful, unfair or undignified.

Accordingly, the President shall not:

1. Operate without written personnel procedures, which clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions – e.g., nepotism, grossly preferential treatment for personal reasons.
2. Discriminate against any staff member for expressing an ethical dissent.
3. Hinder or prevent, restrict the exercise of academic freedom.
4. Hinder or prevent employees from using established grievance procedures.

POLICY TYPE: EXECUTIVE LIMITATIONS EL-4

POLICY TITLE: COMPENSATION

With respect to employment, compensation to employees, consultants, contract workers and volunteers, the President shall not fail to promote adherence to nor fail to ensure fiscal integrity and good public image.

The Board of Trustees reserves the sole authority to change the compensation and benefits for the President.

The President shall not promise or imply permanent or guaranteed employment to anyone in the College.

Exhibit H

POLICY TYPE: EXECUTIVE LIMITATIONS EL-6

POLICY TITLE: FINANCIAL PLANNING

Fiscal planning shall not deviate materially with the Board's *Ends* policies nor risk fiscal jeopardy. Accordingly, the President not cause or allow financial planning which:

1. Plans the expenditure in any fiscal year or more funds than are conservatively projected to be received in that period, plus accumulated reserve.
2. Contains insufficient and unnecessary information that limits or restricts credible projection of revenues and expenses, separation of capital and operational items, cash flow and disclosure of planning assumptions.
3. Limits or restricts sufficient funds for Board prerogatives during the year as set forth in the Board's annual activity and travel plans.

POLICY TYPE: EXECUTIVE LIMITATIONS EL-5

POLICY TITLE: TREATMENT OF ASSET PROTECTION

Through operational compliance and leadership, the President shall not allow assets to be unprotected, inadequately maintained nor put at risk.

Accordingly, the President shall not:

1. Unnecessarily expose the organization, its Board or staff to claims of liability.
2. Fail to protect intellectual property, information and files from vulnerability, loss or significant damage.
3. Receive, process or disburse funds under controls that are insufficient to meet the Auditor's standards.
4. Jeopardize nor damage the organization's public image or credibility, particularly in ways that would hinder its accomplishment of mission.

POLICY TYPE: EXECUTIVE LIMITATIONS EL-7

POLICY TITLE: FIDUCIARY RESPONSIBILITY / FINANCIAL CONDITION AND ACTIVITY

The Board of Trustees reserves the authority to set policies for and review the Financials and associated status for the College at a frequency determined by the Board. With respect to the Board's actual and continuous fiduciary responsibility, and the College's financial health, the President shall fail to promote fiscal integrity and shall avoid material deviation from Board-approved priorities.

Accordingly, the President shall not:

1. Expend more funds that have been approved by the Board (via policy decisions) in the fiscal year, unless there has been Board's approval to do otherwise.
2. Expend more funds than have been received in the fiscal year to date, plus the accumulated Reserve, unless the Board-approved debt guideline is met.
3. Incur debt in an amount greater than which can be repaid by certain and otherwise unencumbered revenues within the current year, nor can be repaid from account specifically established for such purpose.
4. Jeopardize fiscal integrity by expending College funds in a manner that will result in a zero nor negative fund balance at the close of the fiscal year.
5. Fail to settle payroll and debts in a timely manner.
6. Allow tax payments or other government-ordered payments or filings to be overdue and inaccurately filed.
7. Acquire, encumber nor dispose of real property without Board approval.
8. Fail to aggressively pursue receivables after a reasonable grace period.
9. Fail to provide to the Board, at their designated frequency, reports on the College's current financial condition that will continually enhance the Board's ability to meet its fiduciary responsibility.
10. Accept gifts or grants that are not in the best interest of the College, and not obligate the College to make future expenditures using funds other than those created by the gift or grant without Board approval.

11. Fail to maintain an Operating Reserve to a level approved by the Board, to provide for such items as, but not limited to:
- a. Current Operations
Reserve of 2 months operating expenditures consisting of the general operating budget funds
 - i. 001 State General (appropriation),
 - ii. Running Start portion of 145 Grants and Contracts,
 - iii. 148 Dedicated Local (fees),
 - iv. 149 Local General (tuition)
 - b. Emergencies
Reserve to provide for unforeseen natural or manmade disasters to support business continuity and recovery actions.
 - c. Unplanned Capital Repair & Replacement
Reserve to cover the largest system or component failure that might occur in or outside the biennial, legislatively funded, capital repair and minor improvement funding. Examples include roofs, HVAC, and electric, water, and sewer systems.
 - d. Real Estate Debt
Reserve to provide funding for real estate acquisition and debt service needs not provided for by State resources.
 - e. Planned Future Operations
Reserve for future new program offerings, which have been recognized by the campus as appropriate and within the educational mission of the College. The Reserve will recognize each specific project and provide an allocated amount for each.
 - f. Capital Facilities Projects
Reserve to provide for capital facility projects not covered by or to supplement State resources.

The President will not fail to annually recommend to the Board an amount to be set aside to maintain this fund, which is subject to approval by the Board.