

**COLUMBIA BASIN COLLEGE
BOARD OF TRUSTEES MEETING**

May 8, 2023

Beers Board Room & Virtual

4:00 p.m.

Agenda

Call to Order

Pledge of Allegiance

***Agenda Changes**

***Approval of Minutes**

Exhibit A: April 14, 2023 Board of Trustees Meeting

Celebrating Excellence

DECA

Kyle Winslow, Dean for Business and
Computer Science

Rena Stout, Associate Professor of
Accounting and DECA Advisor

Cici Acevedo, CBC Student

Alondra Briseno, CBC Student

Jerry Chavez Cruz, CBC Student

Raymond Chen, CBC Student

Alondra Garcia, CBC Student

Adriana Gonzalez, CBC Student

Esmeralda Magan, CBC Student

Jennah Salinas, CBC Student

Shyrete Reka, CBC Student

Harli Simon, CBC Student

Jody Younger, CBC Student

Winter Athletics - Men's and Women's Basketball

Scott Rogers, Athletic Director

Spencer Roland, Assistant Athletic Director

Nycol Walters, Athletic Trainer

Melanie Wood, Program Coordinator for
Athletics

Women's Basketball

Amy Sokaitis, Head Women's Basketball
Coach

Jamie Duncan, Assistant Women's
Basketball Coach

Jessica Kramer, Assistant Women's
Basketball Coach

Simon Wells, Assistant Women's Basketball
Coach

Phil Gonzales, Team Manager

Ali May, CBC Sophomore

Lexie Heath, CBC Freshman

Trinidad Nichols, CBC Freshman

Jayauna Keister, CBC Freshman

Mickayla Robertson, CBC Freshman

MaKenna Brandner, CBC Sophomore

Erin Morgan, CBC Freshman

Emma Maxwell, CBC Sophomore

Kenzi Pedersen, CBC Freshman

Ella Osborne, CBC Freshman

Men's Basketball

Anthony Owens, Head Men's Basketball
Coach

Dennis Black, Assistant Men's Basketball
Coach

John Cloud, Team Manager

Malakai Munoz, CBC Sophomore

Bobby Siebers, CBC Freshman

Amar Rivers, CBC Sophomore

Javon Handcox, CBC Freshman

Ta'Veus Randle, CBC Freshman

Lawson Vella, CBC Freshman

Teagen Hoard, CBC Sophomore

Jayden Martinez, CBC Freshman

Latrell Barker, CBC Freshman

Christian Cross, CBC Sophomore

Zane Goodwin, CBC Freshman

Savien Linnear, CBC Freshman

Sammy Garcia, CBC Freshman

Remarks

By Administration

President, Exhibit B: CBC in the News

CEO, Foundation

By ASCBC, Exhibit C: ASCBC Newsletter

By Faculty Senate Chair

By AHE

By Board Members

Public Comments

- Anyone who would like to share public comment, for the record, please give your name and whether you are a student, employee or a member of the community. If you are participating through zoom, please raise your hand and we will promote you to a panelist so you may speak.
- Please limit your comments to 3 minutes.
- During public comment, the Board will focus on listening and treat all comments with equal attention and respect. We ask the same of all attendees.

Reports

Exhibit D: Cash Balance Report

Exhibit E: Variance Report

Discussion

Exhibit F: First Reading – Board Policies Ends E-1 through E-3

Exhibit G: First Consideration – Annual College Budget

***Discussion/Action**

Exhibit H: Resolution 23-02, Indemnification

***Consent Agenda**

Exhibit I: Board Policies Board-Staff Linkage BSL-1 through BSL-5

Exhibit J: ASCBC Services and Activities Budget

Adjournment***(Requires motion/approval)**

If you 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:

May 2023

- Annual Juried Student Art Show, May 8 – June 8, Esvelt Gallery, CBC Pasco Campus
- Artist Lecture and Reception for Student Art Show, May 11, 6:30 p.m., Esvelt Gallery, CBC Pasco Campus
- ACT Spring Conference, May 15 – 16, Marcus Whitman Hotel, Walla Walla
- Hawk Trot, May 20, 9:00 a.m., Soccer Fields, CBC Pasco Campus
- AACCES Senior Awards Night, May 20, Holiday Inn on the River, 802 George Washington Way, Richland
- CBC V.E.T.S. Center Memorial Day Hike, May 25, 6:30 p.m., Candy Mountain Preserve Trailhead, Richland
- CBC Spring Play – TBA, May 25 – 27, 7:00 p.m., CBC Theatre, CBC Pasco Campus
- CBC Campus Closed – Memorial Day, May 29
- CBC Concert Band, May 30, 7:00 p.m., Southridge High School Auditorium, Kennewick

June 2023

- NWAC Hall of Fame, June 1, 5:30 p.m., Pasco Red Lion, Honoring CBC Athletic Director Scott Rogers and the 2001 CBC Baseball Team
- CBC Night at the Dust Devils, June 3, 6:00 p.m., GESA Stadium, Pasco
- Learning Conversations & Reception – Securing the Supply Chain, June 6, 6:00 p.m., Thornton Courtyard Atrium, CBC Pasco Campus
- CBC Orchestra & Choir Concert, June 6, 7:00 p.m., CBC Theatre, CBC Pasco Campus
- CBC Jazz Night, June 8, 7:00 p.m., CBC Theatre, CBC Pasco Campus
- Retirement Reception, June 12, 2:30 p.m., Thornton Courtyard, CBC Pasco Campus
- CBC Board of Trustees Meeting, June 12, 4:00 p.m.
- Dental Hygiene Pinning Ceremony, June 15, 5:00 p.m., Gjerde Center, CBC Pasco Campus
- CBC Commencement, June 16, 6:00 p.m., Toyota Center, Kennewick
- Nursing Pinning Ceremony, June 17, 10:00 a.m., Richland High School Auditorium, Richland
- CBC Campus Closed – Juneteenth, June 19
- State Board Meeting, June 28 – 29, CBC Pasco Campus

July 2023

- CBC Campus Closed – July 4
- FEMA/Franklin County Emergency Management Dress Rehearsal, July 15, CBC Pasco Campus
- Carver Model Training, July 21, 9:00 a.m. – 4:00 p.m., Board Room, CBC Pasco Campus

Exhibit A

Columbia Basin College
Board of Trustees Meeting Minutes
April 14, 2023
Hybrid Meeting 7:30 a.m.

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

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

In-Person Attendees: Cheryl Holden, Corey Osborn, Michael Lee, Elizabeth Burtner, Brian Dexter, Erin Fishburn, Abby DeSteeze, Rod Taylor, Steve Danver, Alice Schlegel, Zoey Hudlow, Grey Pacheco, Shaina Griffiths, Jeff Hylden, Kerrin Bleazard, Jason Stout, Mark Triplett, Noriko Ryder, Ceci Acevedo-Baraja, Rosalio Garza, Paul Hudak, Charlie Little, Max Wahl

Virtual Attendees: Jason Engle, Chris Herbert, Daphne Larios, Melissa McBurney, Josh Ellis

The Agenda	The Discussion	Action
Call to Order		Meeting called to order by Trustee Siler at 7:32 a.m.
Pledge of Allegiance	Trustee Siler led in the Pledge of Allegiance.	
Agenda Changes	No changes to the agenda.	Trustee Page moved and Trustee Harper seconded the motion to approve the April 14, 2023 agenda as written. Approved unanimously.
Approval of Minutes	March 17, 2023 Meeting Minutes Discussion - None	Trustee Rivas de Bredt moved and Trustee Page seconded the motion to approve the March 17, 2023 meeting minutes as written. Approved unanimously.
<u>Linkage with Community</u> Higashi Nippon International University (HNIU) Student Exchange Mark Triplett , PNNL (retired) and HNIU Student Exchange Coordinator Noriko Ryder , CBC Adjunct Professor, Japanese Culture Club Advisor, HNIU Student Exchange	Dr. Michael Lee, Vice President of Instruction, introduced Mark Triplett and Noriko Ryder to the Board. Guest, Mark Triplett, gave a brief background of the HNIU exchange program. Mr. Triplett began working in Japan, and with Japanese colleagues, through the State Department in 2013. In 2019, he began collaborating with a Japanese colleague looking for multiple approaches to revitalize the Fukushima community. They organized an exchange of U.S. scientists and college educators to visit Fukushima in February of 2020. In March of 2023, a contingent of HNIU students visited the Tri-Cities. These students stayed with host families in order to experience life in an American household and were able to visit and tour the WSU-TC Wine Science Center, Lamb Weston, Hanford Reach Museum and participated in classes and cultural activities on CBC's campus. Professor Noriko Ryder planned and coordinated the student visit to CBC where exchange students participated in a tour of the CTE programs, attended classes with host CBC students, presented information about Fukushima and the differences between Japanese and American lunches to CBC students and staff. The CBC host students were great ambassadors. Professor Ryder will begin planning soon for a visit to Fukushima by CBC students, hopefully in 2024.	Trustee Siler thanked Mr. Triplett and Professor Ryder for making connections, collaborating and building future layers of collaboration. Trustee Rivas de Bredt thanked Mr. Triplett for bridging CBC and PNNL with this experience. President Woods thanked both parties for providing a great experience for all of the students.
<u>Celebrating Excellence</u> Professional Agriculture Student Club (PAS) Kerrin Bleazard , Professor of Agriculture, PAS Club Advisor	Dr. Michael Lee, Vice President of Instruction, introduced the advisors and students from the PAS Club. Kerrin Bleazard provided some background about PAS – beginning in 1980, PAS develops college-level professional agriculture students for the workplace through participation in employment experience programs, skill-set development, network	

<p>Jason Stout, Agriculture Instructor, PAS Club Advisor Ceci Acevedo-Baraja, CBC Student Rosalio Garza, CBC Student Paul Hudak, CBC Student Charlie Little, CBC Student Max Wahl, CBC Student</p>	<p>opportunities and organizational activities. PAS provides a competition-style learning model giving students the practical and hands-on development opportunities essential for career success. Students compete at the local, state, and national levels to develop the technical, professional and soft skills required for career success within the agriculture industry. CBC students participated in competitions at the National PAS Conference (Des Moines, Iowa) in Horticulture Specialist, Landscape, Soil Science, Interview, Career Planning and Career Progress. Future plans of club members include three students participating in ag internships and two students going on to study at WSU Pullman in green house management and organic farming.</p>	
<p><u>Women of Distinction Award</u> Rebekah Woods, Legacy Award</p>	<p>Trustee Siler congratulated Dr. Woods on receiving the WSU-TC Women of Distinction Legacy Award. Award criteria includes: exhibit leadership in her discipline or area of expertise, serve as a role model and/or mentor to other women, advocate for positive social change that helps close the leadership gap and create a more equitable society, demonstrate a commitment to social justice and inclusion, have earned respect within their communities and give back to the community through their time, talent and/or resources. Congratulations Dr. Woods on this much deserved award!</p>	
<p><u>Report</u> CBC Institutional Progress Fall Update 2022-23</p>	<p>Dean for Organizational Learning, Dr. Pär Jason Engle, provided the Board with an update on the CBC Institutional Progress Fall update for 2022-23. The big takeaways were (Exhibit B):</p> <ul style="list-style-type: none"> • Entry cohorts’ long-term trends: Students are more likely to be starting (first time ever in college) in fall and less likely to “transfer in.” • Fall strengths: <ul style="list-style-type: none"> ○ 45 credit attainment (year 2) is up substantially two years running, and ○ Levels of first term course success is encouraging (+2.0%), and ○ Fall to Fall retention, which was concerning in the last two years, appears to have rebounded to more historical norms. • Fall opportunities: <ul style="list-style-type: none"> ○ Large disparities persist in a few leading measures: 45 credit attainment by year two, 13 credit attainment in Fall and course success. ○ Three-year completion rates went up this year. This year’s completion compares favorably (+1.2%), but perhaps not as much as we’d hoped. ○ College English Completion in first term did not have the immediate success they had last year. This may be due to higher Running Start (RS) enrollment numbers and RS students selecting ENG101 in their first quarter, therefore leaving less ENG101 seats available for traditional first quarter students. 	
<p><u>Remarks</u> By Administration, President</p>	<p>We are currently spending time working on the 2023-2024 budget. The proposed budget will be brought to the CBC Board of Trustees in May.</p> <p>Enrollment is rebounding nicely, up 6.24% from last year at this time and up 93 students from FY21 enrollment. We have not yet completed the 10-day drop for Spring quarter.</p>	

<p>By CEO, Foundation</p>	<p>The legislative session ends April 23, 2023. Negotiations are continuing between the House and the Senate to reach a final agreed upon budget and it looks positive that COLAs will be funded 100%.</p> <p>Heritage University is expanding their presence in the Tri-Cities. They have now located a space in Kennewick allowing them to expand, but will continue to offer classes on CBC's Pasco campus.</p> <p>We have secured dates from Northwest Commission on Colleges and Universities accreditation for next spring – April 22 – 24, 2024. Trustees will be needed during a portion of the accreditation process, please put this on your calendars for next spring.</p> <p>The ACT Spring Conference will take place in Walla Walla on May 15 – 16, 2023. Please let Ronda know if you're interested in attending.</p> <p>Erin Fishburn gave an update of Foundation activities:</p> <ul style="list-style-type: none"> • PAS Plant Sale next week, beginning Wednesday, April 19 and running through Friday or until plants are gone. • The Foundation is currently awarding scholarships. The award process typically takes six weeks. The Nursing scholarship cycle will begin in June. The Foundation will welcome a new Program Officer beginning Monday, April 17. This person will lead the scholarship process moving forward. • The March economic outlook event had about 35 people to hear from investment advisors on their expectations for the market this year as well as opportunities for making planned gifts. • The CPCCo Planetarium ribbon cutting will take place on Tuesday, April 18 from 1 – 3pm. A huge thank you to CPCCo, HAPO, Mustang Signs, CBC Facilities and CBC Marketing for all their help in the renovation. • The Foundation will be hosting a thank you event for scholarship reviewers, Thursday, June 1, at 5pm in the Planetarium. • CBC Night at the Dust Devils is coming up on Saturday, June 3 at 6pm. • The Foundation is working with a company called <i>Free Will</i> on a platform that allows people to create simple wills for free and if they choose, contribute to CBC in their estate. The goal for this event is to encourage individuals without a will to make one and to get them thinking about bequests early. 	
<p>By ASCBC</p>	<p>CBC Service Corps Chair, Shaina Griffitts, gave the ASCBC update:</p> <ul style="list-style-type: none"> • Arbor Day Planting event Wednesday, April 12 had excellent student turn out. • Tote Bag Craft Painting event – 60 students participated. • Wellness Fair, Wednesday, April 19 from 10 – 2pm. ASCBC will have a table at the event where you can pot your own plant. • E-Sports had an open play event filling all sixteen of the gaming stations. ASCBC will continue to plan these open play events every month with giveaways. 	
<p>By Faculty Senate Chair</p>	<p>No Faculty Senate representative present.</p>	

<p>By AHE</p> <p>By Board Members</p>	<p>Chris Herbert, AHE representative, told the Board that interest-based bargaining is ongoing, but should be done by the end of spring quarter. The bargaining team’s next check in is Friday, April 21.</p> <p><u>Trustee Jackson</u></p> <p>Trustee Jackson attended some of the men’s and women’s NWAC basketball tournament games this past month. The tournament was a great showcase for CBC and the SRC.</p> <p><u>Trustee Harper</u></p> <ul style="list-style-type: none"> • Trustee Harper was a guest panelist for the March 23 WSU-TC Women in STEM. • The Inclusion Council welcomed Luz Garza, CBC Dean for DEI, as guest speaker. • The Leadership Team at the Chamber is building roadmaps for the MYTRI2030 leadership forums and preparing for the restart of all councils. • May 19, Trustee Harper is scheduled to travel to Everett for the annual spring event at the Imagine Children’s Museum. This event is designed to help community members appreciate combining STEM and imagination. • Trustee Harper is currently working on her PMP certification. <p><u>Trustee Siler</u></p> <ul style="list-style-type: none"> • Attended a training on data sovereignty and governance. • Attended the February 22 Equity Conference – critical language awareness was an important topic presented. Keynote speaker, Darrel Brooks, discussed “operationalizing love.” • Attended author Chris Bailey’s presentation on mental health at WSU-TC. • Anticipating upcoming CBC events – Planetarium re-opening, Artist’s lecture and the plant sale! 	
<p><u>Public Comments</u></p>	<p>No public comments.</p>	
<p><u>Reports</u></p> <p>Cash Balance Report Variance Report</p>	<p>Assistant VP for Campus Operations, Brian Dexter, provided highlights from the Cash Balance and Variance Reports. Administrative Services recently contracted with a professional consultant familiar with ctLink. This consultant will be working with financials and student financials. They will be evaluating how reports to the Board are set up to best reflect ctLink data.</p>	
<p><u>Discussion</u></p> <p>ASCBC Services and Activities Budget</p> <p>Board Policies Board-Staff Linkage BSL-1 through BSL-5</p>	<p>ASCBC representatives, Zoey Hudlow and Grey Pacheco, presented the ASCBC Services and Activities (S&A) Budget to the Board. They provided an S&A budget spreadsheet (Exhibit F) showing budgets from 2021-22, 2022-23, and proposed 2023-24. Also included was a detailed report to further explain information presented on the spreadsheet. All S&A budget information was very thorough, so there were no questions from the Trustees. The ASCBC S&A budget will move to the May 8, 2023 consent agenda for approval by the Board.</p> <p>No proposed revisions at this time. Board Policies Board-Staff Linkage BSL-1 through BSL-5 will move to the consent agenda at the May 8, 2023 Board of Trustees meeting.</p>	<p>Trustee Harper moved and Trustee Jackson seconded a motion to move Board of Trustees Board Policies Board-Staff Linkage BSL-1</p>

		through BSL-5 to the May 8, 2023 consent agenda. Approved unanimously.
<u>Consent Agenda</u> Board Policies Governance Process GP-5 through GP-8	No proposed revisions at this time.	Trustee Harper moved and Trustee Jackson seconded a motion to approve the Board of Trustees Board Policies Governance Process GP-5 through GP-8 as written. Approved unanimously.
Adjournment: 9:08 a.m.	Trustee Siler adjourned the public meeting at 9:08 a.m.	
	Next Board of Trustees Meeting Beers Board Room & Zoom Webinar Monday, May 8, 2023 - 4:00 p.m.	

Holly Siler, Chair

Exhibit B

CBC in the News



April 2023

[KNDU-TV: CBC Planetarium sees multiple upgrades](#)

[KNDU-TV: Free backpacking course in May](#)

[KNDU-TV: WSU Tri-Cities honors the 2023 Women of Distinction](#)

[SWX: All-Star Game Saturday at CBC](#)

[SWX: Team Tri-Cities, Yakima trade wins at 2023 SWX All-Star Classic](#)

[KAPP-KVEW: "Jaws are absolutely going to drop", CBC Planetarium renovations near completion](#)

[KAPP-KVEW: Heritage University coming to Downtown Kennewick](#)

[KMVT-11: Canyon Ridge's De La Torre signs with Columbia Basin](#)

[Tri-City Herald: Longtime SWX All-Star Classic to feature many Tri-Cities players this week at CBC](#)

[Tri-City Herald: Tri-Cities planetarium reopens with a new name and brighter image across its dome](#)

[Tri-Cities Herald: Free 2-day hiking and backpacking class with essential tips for beginners and beyond](#)

[Tri-City Herald: Tri-City student earns \\$80k scholarship. Read the full list of Hispanic Achievers winners](#)

[Yakima Herald: Yakima boys beat Tr-Cities in SWX All-Star Classic](#)

[Tri-Cities Area Journal of Business: Columbia Basin College program puts students on path to Hanford jobs](#)

[Defense Visual Information Distribution Service: Collegiate Cyber Defense Competition bring together Guard members, students and IT professionals](#)

[Newswise: PNNL Scientist Inspires Next Generation at the National Science Bowl](#)

[Fieldlevel: Hunter McQuitty Announces Commitment to Play Baseball at Columbia Basin College](#)

[KMVT-11: Twin Falls Collins signs to play volleyball for Columbia Basin](#)

[BVMSports: Columbia Basin College Transfer Jumps On Board the Knight Train](#)

[The Chronicle of Higher Education: Assistant Director for Student Recruitment](#)

[The Chronicle of Higher Education: Program Assistant- Switchboard Operator, Student Records](#)

[HigherEdJobs: Program Specialist 2- Financial Aid](#)

[HigherEdJobs: Temporary Hourly- Student Recreation Center](#)



Exhibit C



Craft Hour

ASCBC hosted a tote bag painting craft hour on April 13. It was well attended. We ran out of tote quickly. Over 60 students attended the event. Crafting hours have been very popular this year, and we recommend that student leaders continue doing them in the future.

Wellness Fair

On April 19, ASCBC hosted a table at the Wellness Fair where student could paint-a-pot then pot-a-plant. The plants were grown in the greenhouse on-campus by the Environmental Club. We had 50 pots available all of which were painted and potted before the event ended.

ASCBC also helped with supplying additional staffing and paying for the students' meals at the event.

E-Sport Open Play

ASCBC cohosted the first E-Sports Open Play event on April 24 from 5-8:30 pm. There were 23 students in attendance and most of them stayed for the entire 3 1/2-hour event. Student who attended got an ASCBC lanyard and a multi-purpose key chain, phone stand, and screen cleaner. Those who attended also were entered into a drawing for a free E-Sport hoodie or tee shirt. It was a fun event in collaboration with our new E-Sports coach, Joel Harvey.

ASCBC Student Leaders

We are now looking for our new student leaders for next year! The student leader positions are posted on the college's website and the deadline for first consideration is Sunday, May 7. We will be reviewing applications start the week of May 8, and then will interview qualified candidates shortly after. We are excited for this process and look forward to seeing who will come behind us to continue this awesome work.

Exhibit D

Columbia Basin College

Cash Reserve Report - March 2023 Month End

Assets		FY2023 - MARCH
Cash		
In Bank	1000070	\$ 14,894,536.00
Petty Cash	1000020	\$ 5,504.00
Total Cash		\$ 14,900,040.00
Investments		
Short Term	1000040	\$ 995,646.45
Long Term	1110010	\$ 19,490,525.10
Total Investments		\$ 20,486,171.55
Accounts Receivable		
Current	1010100	\$ 3,037,412.09
Unbilled	1010050	\$ -
AR - Other	1010060	\$ 212,962.42
Allowance for AR	1010110	\$ (35,503.67)
Total AR		\$ 3,214,870.84
Inter/Intra Gov Receivables		
Due from Fed	1010150	\$ 1,069,284.40
Due from Other Gov	1010160	\$ 1,087,982.22
Due from Other Agency	1010180	\$ 126,020.92
Total Inter/Intra Gov Receivables		\$ 2,283,287.54
Total Assets		\$ 40,884,369.93
Liabilities		
Current Liabilities		
Accounts Payable	2000010	\$ 320,881.91
Accrued Salaries Payable	2011010	\$ -
Due to Other Agency	2012050	\$ -
Sales/Use Tax	2010070	\$ 15,628.70
Accrued Liabilities	2001070	\$ -
COP Current Year P&I Due	2050010	\$ -
Total Current Liabilities		\$ 336,510.61
Total Liabilities		\$ 336,510.61

Cash Balance			
(ASSETS less LIABILITIES)			\$ 40,547,859
Dedicated Balances		Legacy GL	Account
Student Supported Capital	1110	1000070	\$ 1,999,529
3.5% - Institutional Financial Aid	1355	1010190	\$ 547,781
Students S&A	1110	1000070	\$ 1,885,885
Bookstore Operating Reserves	1110	1000070	\$ 500,000
Technology Fee	1355	1010190	\$ 1,216,130
Parking Fees	1355	1010190	\$ 756,034
Basic Food Employment and Training	1110	1000070	\$ 98,360
Total			\$ 7,003,719
Reserves Policy - BOT Policies on Reserves			
Operating Reserve			\$ 10,000,000.00
Emergencies			\$ 3,000,000.00
Unplanned Capital Repair and Replacement			\$ 2,000,000
Planned Future Operations			\$ 2,207,850
Capital Facilities Projects			\$ 14,169,067
Total			\$ 31,376,917
Operating Reserves Balance			
Existing Reserve balance less Dedicated Reserves and Emergency Reserves			\$ 2,167,224

Exhibit E

Fiscal Year 2223 Operating Funds Variance

As of Fiscal Month End:

March

					EXP/BDGT	EXP/REV	REV/BDGT
State Alloc	001, 24J, 08A	EXP BDGT	\$ 35,987,186				
		EXP	\$ 20,411,356		56.72%	60.52%	93.72%
		REV (Alloc)	\$ 33,725,531				
Local Fees	148	EXP BDGT	\$ 3,191,678				
		EXP	\$ 1,826,791		57.24%	59.80%	95.72%
		REV	\$ 3,055,007				
Local Tuition	149	EXP BDGT	\$ 19,814,893				
		EXP	\$ 10,151,136		51.23%	71.18%	71.97%
		REV	\$ 14,260,540				
Contracts	146	EXP BDGT	\$ 2,061,253				
		EXP	\$ 878,995		42.64%	17.07%	249.80%
		REV	\$ 5,149,038				
YTD Total		EXP BDGT	\$ 61,055,009				
		EXP	\$ 33,268,279		54.49%	59.21%	92.03%
		REV	\$ 56,190,116				

Key: Spend rate less than 5% below FY % (Green) | Spend rate with in + or - 5% of FY% (Yellow) | Spend rate more than 5% above FY% (Red)

YTD Target Rate

75.00%

Notes:

Account	BDGT	EXP	EXP/BDGT		
Salaries and Wages	5000003 \$ 36,586,478	\$ 20,489,931	56.00%	State Allocation Schedule #10	
Benefits	5010003 \$ 13,028,233	\$ 7,216,734	55.39%		
Contracted Services	5050003 \$ 2,707,024	\$ 1,261,888	46.62%		
Goods & Routine Services	5030003 \$ 3,846,926	\$ 1,136,444	29.54%		
Other Expenses	5081004 \$ 1,951,015	\$ 1,418,592	72.71%		
Utilities	5060003 \$ 1,080,000	\$ 1,043,776	96.65%		
Travel	5080004 \$ 691,973	\$ 255,877	36.98%		
Capital Expenses	5040003 \$ 504,351	\$ 420,562	83.39%		VDI upgrade
Grants, Sc. ships, Fellowships	5020003 \$ 659,010	\$ 24,474	3.71%		
Debt Expenditures	5110003 \$ -	\$ -	0.00%		
YTD Total	\$ 61,055,009	\$ 33,268,279			

Print Date: 4/26/2023

Exhibit F



POLICY TYPE: ENDS E-1

POLICY TITLE: MISSION, VISION, VALUES STATEMENT

Mission

Columbia Basin College inspires, educates, and supports all students in an environment of academic excellence leading to the completion of degrees, certifications, and educational transfers, while fostering meaningful employment, engaged citizenship, and a life-long joy of learning.

Vision

Columbia Basin College will be the educational home that transforms students' lives through economic and social mobility and strengthens the communities we serve through meeting the ever changing educational needs of our region and state.

Values

Student Learning

Our first priority is to work collaboratively to ensure student learning, success, and completion in an environment of open inquiry, respect, critical thinking, and creativity. We strive to create community and belonging where students mature and develop intellectually, emotionally, ethically, and physically both inside and outside of the classroom.

Culture of Excellence

We provide excellent teaching and services through a theory-driven and data-informed culture of innovation, collaboration, continuous improvement of performance, and a commitment to professional growth and development for all employees.

Diversity, Equity and Inclusion

We celebrate diversity in all its forms and we believe that our many unique perspectives makes us stronger. Diversity among our team enriches our institution and our students' experience. We are dedicated to eliminating barriers to success through intentional and equitable efforts to provide quality learning opportunities.

Sustainability

We consciously practice and model broad-based sustainability for our students, and our communities, through the balancing of economic, societal, and environmental factors when considering campus development of facilities, processes, programs, and curricula.

Wellbeing

We create a healthy environment that encourages physical and emotional wellness and enjoyment of learning.



Community College District 19
Board of Trustees

POLICY TYPE: ENDS E-2

POLICY TITLE: MISSION FULFILLMENT

Mission fulfillment at CBC is characterized by the following metrics to which the Board, with the President and Leadership Team, will define measures for success, and monitor on a specified, periodic basis:

1. A.A. or A.S.-T. degree completion, which enable students to begin their chosen careers or transfer to 4-year schools to complete their Bachelor's or higher degree programs.
2. A.A.S. or B.A.S./B.S.N. 4-year degree completion, which enable students to begin their chosen careers.
3. Professional and Technical certificates as proof of enhanced training and skills to continue in or change their careers.
4. GED and HS-Equivalent credentials which allow students to transition to college or begin their chosen careers.



POLICY TYPE: ENDS E-3

POLICY TITLE: CRITICAL BASIC CONDITIONS

There are several Critical Basic Conditions that are key factors to students achieving completion at CBC. The Board, with the President and Leadership Team, will define and monitor these on a specified basis as well. Some examples of these Conditions are:

1. Retention
2. Level Completion
3. Course Completion
4. Grades (> 2.0)
5. Gateway Course Completion
6. Degree and Certificate Completion
7. Transfer to 4-Year

Exhibit G

COLUMBIA BASIN COLLEGE 2023-2024 OPERATING BUDGET PROPOSAL

Overview

The Budget is a plan for the future of how we intend to use our resources based on the information and assumptions that is available today.

This plan was created as a team effort involving Budget Services, Budget Managers, and CBC's Cabinet leadership team. Within this process each budget unit is mapped to a department and assigned a budget owner. The allocated budget represents the anticipated need for funds to carry out the department's goals and objectives in support of CBC's Mission. This budget plan provides us with the ability to track and manage our fiscal year operating resources across multiple funding sources.

As an institution, our conservative approach to budgeting has allowed us to continue serving our community while monitoring enrollment changes over the fiscal year. Our revenue projections and enrollment assumptions continue to be conservative, allowing us to build an operating budget that provides opportunities for growth if our actual revenue and enrollments exceed our projections. The ability to report on budget and spending information will allow us to review and adjust our plan as we progress through the fiscal year.

External Factors

External factors are taken into consideration when developing a forecast of our future expected resources to support our daily operations.

- Annual health plan employer rate increased from \$13,560, to \$13,740 per participating employee
- Running Start (RS) program non-vocational full rate changed from \$9,342 to \$9,555
- Cost of Living Adjustments (COLA) of 8.9% for I-732 eligible employees
- Cost of Living Adjustments (COLA) of 4.00% for Exempt and Classified employees
- One-time retention payment of \$1,000 for WPEA represented staff
- One-time vaccination booster payment \$1,000 for WPEA represented staff
- Multiple Legislative initiatives

Assumptions

The expectations of events that will occur in the fiscal year. These expectations have an impact on our forecasted revenue and expenses.

- Tuition rate increased by 2.5%
- Projected increase in tuition-paying enrollments by 1.45%
- Projected increase in Running Start enrollments by 7.78%
- COLA expected to be funded at 100%
- SBCTC will continue to provide dedicated funding for Guided Pathways, High Demand Faculty, and Nursing Educators, as well as DEI initiatives

Initiative Priority

Institutional priority initiatives that help drive the allocation of financial resources to move the mission of our college forward.

Columbia Basin College continues to prioritize funding in support of programs and initiatives that help achieve our mission and goals. For FY24, our budget provides resources to help fund:

- Increased processing support related to the ctcLink operating system for Financial Aid, Student Finance, and Payroll
- Increased operational support for the Student Recreation Center
- Support for diversity, equity, and inclusion efforts and trainings
- Support for strategic plan initiatives including additional support for Running Start students and undocumented students

Budget Enhancements

Strategic investments in programs and services to support our mission and move the strategic priorities forward.

- Additional 25% institutionalization of two Perkins grant-funded Completion Coach positions
- One new position added to support the growth of our Running Start program
- One new position added to support undocumented student outreach and retention
- Two new positions added to support the ctcLink system functions for Payroll
- One new position added to support Financial Aid processing functions
- One new position added to support additional Custodial needs for SRC

Classification of Resources

We currently classify our resources in four major categories. This helps to manage the resources and align the source to the use appropriately.

- Operating Budget: Funding sources include State Allocation, Tuition income (Fund 149), Fee Income (Fund 148), and Running Start contract income (Fund 146)
- State Allocation: State-provided authorization to spend the fiscal year allocation. This includes a combination of restricted and general operational support funding. Any unspent allocation amount cannot be carried over to the next year
- Grants (Fund 145): Funding sources include federal, state or local grants. Revenue generated from Grants are restricted to fulfill the objectives specified by the granting agency. This revenue is not used as part of our operating budget process. Some grant awards require institutional support contributions from the operating budget
- Contracts (Fund 146): In addition to contractual obligations, net revenue is used to supplement the operating budget
- Associated Students (Fund 522): This funding is managed by ASCBC and used to fund approved student activities. A budget committee allocates funding to student organizations, clubs, and groups

Budget Manager Responsibility

Delegated Authority of budget account responsibility:

Our accounts are organized by Vice President (VP) area. Each VP has the ability to delegate budget responsibility to Assistant VPs, Deans, or Directors in their area to assist in the management of the approved fiscal year budgets.

Delegation of budget authority includes but is not limited to:

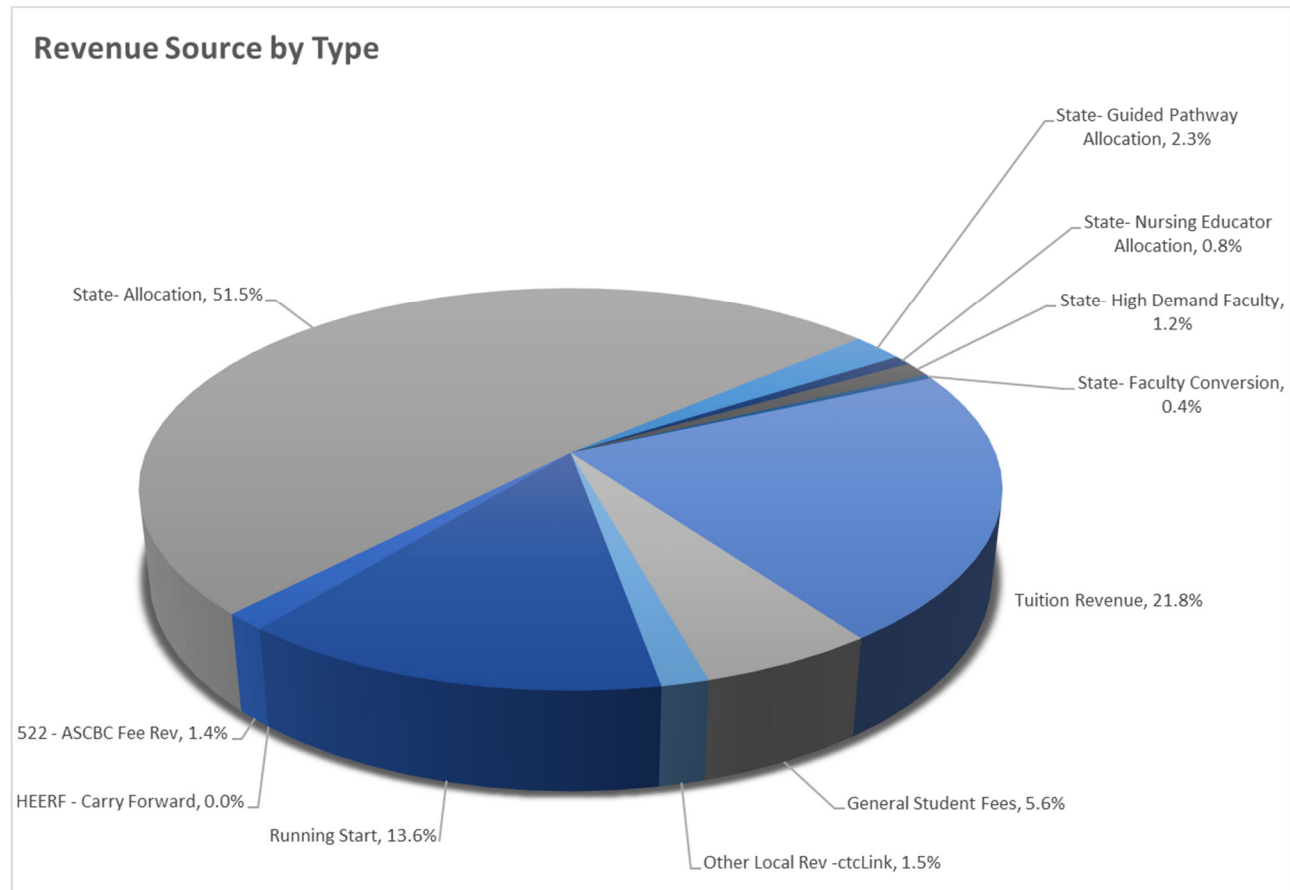
- Management of expenses
- Review and approval of all purchases under delegated budget accounts
- Understanding budget chartstrings, combination codes, and account types
- Reconciling delegated budgets
- Regularly attending scheduled training sessions
- Actively participating in CBC's annual budget development process

Fiscal Year Budget Comparison FY24 to FY23

Operating Revenue Forecast				
Account	Description	FY24 BOT Proposal	FY23 BOT Approved	Year over Year Change
522-1AUR	522 - ASCBC Fee Rev	\$ 900,000	\$ 900,000	\$ -
000-STATE	State- Allocation	\$ 33,728,083	\$ 28,854,142	\$ 4,873,941
000-GP	State- Guided Pathway Allocation	\$ 1,483,623	\$ 1,483,623	\$ -
091-Nursing	State- Nursing Educator Allocation	\$ 509,567	\$ 509,567	\$ -
112-HD	State- High Demand Faculty	\$ 770,434	\$ 770,434	\$ -
000-FC	State- Faculty Conversion	\$ 243,000	\$ 243,000	\$ -
149-TUITION	Tuition Revenue	\$ 14,294,405	\$ 12,183,427	\$ 2,110,978
148-FEES	General Student Fees	\$ 3,661,041	\$ 3,095,455	\$ 565,586
xxx-Other	Other Local Rev -Reserves	\$ 992,041	\$ 1,618,857	\$ (626,816)
146-RS	Running Start	\$ 8,943,432	\$ 7,466,925	\$ 1,476,507
149-CARES	HEERF - Carry Forward	\$ -	\$ 2,702,380	\$ (2,702,380)
Total Operating Revenue		\$ 65,525,626	\$ 59,827,810	\$ 5,697,816
Operating Expense Forecast				
Account	Description	FY24 BOT Proposal	FY23 BOT Proposal	Year over Year Change
A:	Salaries And Wages	\$ 39,422,881	\$ 36,815,272	\$ 2,607,609
B:	Employee Benefits	\$ 12,645,130	\$ 12,356,331	\$ 288,799
C:	Professional Service Contracts	\$ 2,353,943	\$ 527,933	\$ 1,826,010
E:	Goods And Other Services	\$ 8,217,298	\$ 6,772,463	\$ 1,444,835
G:	Travel	\$ 629,516	\$ 583,797	\$ 45,719
J:	Capital Outlays	\$ 506,098	\$ 893,229	\$ (387,131)
N:	Grants,- Client Services	\$ 667,986	\$ 858,181	\$ (190,195)
P:	Debt Service/Liability	\$ 1,696,525	\$ 1,636,525	\$ 60,000
S/T:	Interagency Reimbursements	\$ (632,686)	\$ (616,515)	\$ (16,171)
Total Operating Expenses		\$ 65,506,691	\$ 59,827,216	\$ 5,679,475
Net Resources		\$ 18,935	\$ 594	

FY24 Revenue Forecast:

Account	Description	FY24 BOT Proposal	% of Total Revenue
522-1AUR	522 - ASCBC Fee Rev	\$ 900,000	1.4%
000-STATE	State- Allocation	\$ 33,728,083	51.5%
000-GP	State- Guided Pathway Allocation	\$ 1,483,623	2.3%
091-Nursing	State- Nursing Educator Allocation	\$ 509,567	0.8%
112-HD	State- High Demand Faculty	\$ 770,434	1.2%
000-FC	State- Faculty Conversion	\$ 243,000	0.4%
149-TUITION	Tuition Revenue	\$ 14,294,405	21.8%
148-FEES	General Student Fees	\$ 3,661,041	5.6%
xxx-Other	Other Local Rev -ctcLink	\$ 992,041	1.5%
146-RS	Running Start	\$ 8,943,432	13.6%
149-CARES	HEERF - Carry Forward	\$ -	0.0%
Revenue Forecast		\$ 65,525,626	100%



FY24 Expense Budget Proposal:

Object	Object Description	FY24 BOT Proposal	% of Total Budget
A:	Salaries And Wages	\$ 39,422,881	60.2%
B:	Employee Benefits	\$ 12,645,130	19.3%
C:	Professional Service Contracts	\$ 2,353,943	3.6%
E:	Goods And Other Services	\$ 8,217,298	12.5%
G:	Travel	\$ 629,516	1.0%
J:	Capital Outlays	\$ 506,098	0.8%
N:	Grants & Client Services	\$ 667,986	1.0%
P:	Debt Service/Liab	\$ 1,696,525	2.6%
S/T:	Interagency Reimbursements	\$ (632,686)	-1.0%
Operating Expense		\$ 65,506,691	100%

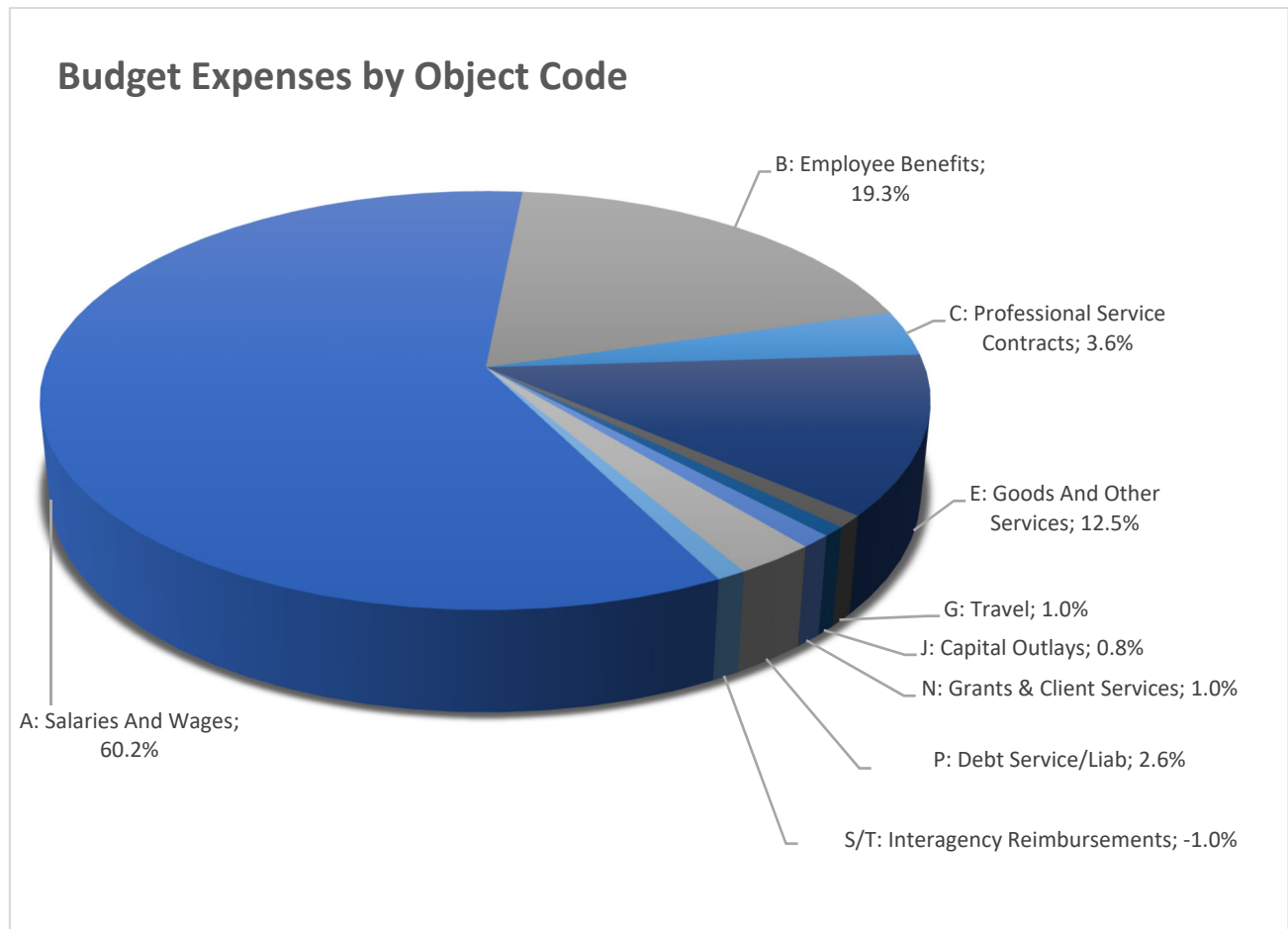


Exhibit H



Columbia Basin College
Resolution No. 23-02

WHEREAS, a legal action, as designated below, has been commenced involving this institution of higher education; and

WHEREAS, the officers and employees of the institution designated below have requested the Board of Trustees to authorize their defense under RCW 28B.10.842; and

WHEREAS, the Board has made a determination that such designated individuals were acting in the performance of their duties and in good faith;

NOW, THEREFORE, BE IT RESOLVED by The Board of Trustees of Columbia Basin College hereby specifically finds that the individuals designated below acted within the scope of their authority and in good faith with regard to the conduct alleged by the plaintiff to be wrongful, and the Board specifically authorizes their defense and approves their indemnification by the State pursuant to RCW 28B.10.842. Done in open meeting by the Board of Trustees of Columbia Basin College and adopted by the vote of a majority of the members of the Board present at a meeting of said Board on the 8th day of May, 2023, at which a quorum was present.

BOARD OF TRUSTEES
Columbia Basin College

By: _____
Holly Siler, Board of Trustees Chair

Title of Action: BROUNS v. CBC, et. al.
Case No: 23-2-50045-11

Individuals Indemnified:

Cheryl Holden, Lane Schumacher, and Joe Streetman

I, the below-named assistant attorney general assigned to Columbia Basin College, have reviewed the facts and circumstances involving the request for indemnification and I concur in the determination by the Board of Trustees.

Dated this _____ day of _____, 2023.

Assistant Attorney General

Exhibit I



Community College District 19
Board of Trustees

POLICY TYPE: BOARD-STAFF LINKAGE BSL-1

POLICY TITLE: EMPLOYMENT RESPONSIBILITIES

The Board of Trustees reserves the authority for the following Employment Responsibilities:

1. Employ, for a period to be fixed by the Board, a President for Columbia Basin College. The Board may also appoint a President for the district, and fix their duties and compensation, which may include elements in addition to salary.
2. Release a President from duties and responsibilities for the College based on justified cause or mutual agreement between the parties.



Community College District 19
Board of Trustees

POLICY TYPE: BOARD-STAFF LINKAGE BSL-2

POLICY TITLE: PRESIDENT'S ROLE

The President is accountable to the Board acting as a body. The Board will instruct the President through written policies, delegating to her or him interpretation and implementation of those policies.

POLICY TYPE: BOARD-STAFF LINKAGE BSL-3

POLICY TITLE: DELEGATION TO THE PRESIDENT

All Board authority delegated to the College is delegated through the President, so that all authority and accountability of the College, as far as the Board is concerned, is considered to be the authority and accountability of the President.

1. The Board will direct the President to achieve specified results, for specified recipients, at a specified worth through the establishment of *Ends* policies. The Board will limit the latitude the President may exercise in practices, methods, conduct and other “means” to the ends through establishment of *Executive Limitations* policies.
2. As long as the President uses *any reasonable interpretation* of the Board’s *Ends* and *Executive Limitations* policies, the President is authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities.
3. The Board may change its *Ends* and *Executive Limitations* policies, thereby shifting the boundary between Board and President domains. By so doing, the Board changes the latitude of choice given to the President. But so long as any particular delegation is in place, the Board and its members will respect and support the President’s choices.
4. Only decisions of the Board acting as a body are binding upon the President.
 - a. Decisions or instructions of individual Board members are not binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.
 - b. In the case of Board members requesting information or assistance without Board authorization, the President can refuse such requests that require, in the President’s judgment, a material amount of staff time or funds or is disruptive.



Community College District 19
Board of Trustees

POLICY TYPE: BOARD-STAFF LINKAGE BSL-4

POLICY TITLE: PRESIDENT JOB DESCRIPTION

As the Board's single official link to the College, the President's performance will be considered to be synonymous with College performance as a total.

Consequently, the President's job contributions can be stated as performance in only two areas:

1. College accomplishment of the provisions of Board policies on *Ends*.
2. College operation within the boundaries of prudence and ethics established in Board policies on *Executive Limitations*.

POLICY TYPE: BOARD-STAFF LINKAGE BSL-5

POLICY TITLE: MONITORING EXECUTIVE PERFORMANCE

Monitoring executive performance is synonymous with monitoring organizational performance against Board policies on *Ends* and *Executive Limitations*.

1. The purpose of monitoring is simply to determine the degree to which Board policies are being fulfilled. Information which does not do this will not be considered to be monitoring. Monitoring will be as automatic as possible, using a minimum of Board time so that meetings can be used to create the future rather than to review the past.
2. A given policy may be monitored in one or more of three ways:
 - a. Internal report: Disclosure of compliance information to the Board from the President.
 - b. External report: Discovery of compliance information by a disinterested, external auditor, inspector or judge who is selected by and reports directly to the Board. Such reports must assess executive performance only against policies of the Board, not those of the external party unless the Board has previously indicated that party's opinion to be the standard.
 - c. Direct Board inspection: Discovery of compliance information by a Board member or the Board as a whole. This is a Board inspection of documents, activities or circumstances directed by the Board which allows a "prudent person" test of policy compliance.
3. Upon the decision of the Board, any Governance policy can be monitored by any method, at any time. For regular monitoring, however, each relevant *Ends* and *Executive Limitations* policy will be classified by the Board according to frequency and method.
4. Each June, the Board will conduct a formal evaluation of the President. This Evaluation will focus on the monitoring data on *Ends* and *Executive Limitations* policies provided during the previous year. This Evaluation can be modified to include additional criteria to this basis of focus so long as it is agreed upon with the President, and has been specified one (1) year in advance of the Evaluation. An example of this additional criteria could be to include discretionary "360 degree feedback" from within the organization.

Adopted: 07/01/1997

Revised: 10/11/2021

Last Reviewed: 05/08/2023

Exhibit J

S&A Budget Final Draft	2021-22	2022-23	2023-24
Projection & Continual Expenses			
Service & Activities Fee Projection	\$ 1,500,000.00	\$ 1,470,000.00	\$1,558,000.00
ASCBC Salaries (continual)	\$ 217,000.00	\$ 217,000.00	\$ 230,000.00
Supplemental ASCBC Support Account	\$ 89,618.00	\$ 87,618.00	\$ 83,344.00
<i>Sub-Total to Allocate</i>	\$ 1,193,382.00	\$ 1,165,382.00	\$1,244,656.00
Organizations			
Orchestra	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Band	\$ 35,000.00	\$ 35,000.00	\$ 40,367.00
Vocal Music	\$ 55,255.00	\$ 55,255.00	\$ 61,200.00
Drama/Theater	\$ 60,600.00	\$ 60,600.00	\$ 52,600.00
Baseball	\$ 39,000.00	\$ 39,000.00	\$ 40,000.00
Men's Basketball	\$ 29,000.00	\$ 29,000.00	\$ 30,000.00
Men's Soccer	\$ 27,000.00	\$ 27,000.00	\$ 28,000.00
Men's Golf	\$ 13,000.00	\$ 13,000.00	\$ 13,500.00
Women's Basketball	\$ 29,000.00	\$ 29,000.00	\$ 30,000.00
Volleyball	\$ 29,000.00	\$ 29,000.00	\$ 30,000.00
Women's Soccer	\$ 27,000.00	\$ 27,000.00	\$ 28,000.00
Women's Golf	\$ 13,000.00	\$ 13,000.00	\$ 13,500.00
Softball	\$ 29,000.00	\$ 29,000.00	\$ 30,000.00
Services			
Services Managed by ASCBC			
Service	\$ 9,500.00	\$ 9,500.00	\$ 11,500.00
Travel/Training	\$ 14,200.00	\$ 14,200.00	\$ 14,200.00
Office Expense	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00
Progressive Club Funding	\$ 40,000.00	\$ 40,000.00	\$ 50,000.00
Activities	\$ 45,000.00	\$ 45,000.00	\$ 50,000.00
Music Copyrights	\$ 5,000.00	\$ 5,000.00	\$ -
Game Room	\$ 34,175.00	\$ 34,175.00	\$ 34,175.00
Services Managed outside of ASCBC			
Veterans Resource Center	\$ 10,000.00	\$ 10,000.00	\$ 12,010.00
Athletic Promotions	\$ 1,500.00	\$ 1,500.00	\$ -
Game Management	\$ 85,000.00	\$ 85,000.00	\$ 86,500.00
Esvelt Gallery	\$ 23,430.00	\$ 23,430.00	\$ 26,550.00
Academic Success Center	\$ 75,351.00	\$ 75,351.00	\$ 82,470.00
Disability Testing	\$ 32,670.00	\$ 32,670.00	\$ 41,500.00
Grants in Aid (Athletic scholarships)	\$ 131,040.00	\$ 131,040.00	\$ 148,560.00
Talent Grants (Drama)	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00
Talent Grants (Vocal Music)	\$ 25,800.00	\$ 25,800.00	\$ 31,800.00
Talent Grants (Band)	\$ 22,500.00	\$ 22,500.00	\$ 24,000.00
Talent Grants (Orchestra)	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Childcare Reimbursement	\$ 52,500.00	\$ 52,500.00	\$ 52,500.00
Travel Reimbursement for Low Income Students	\$ 37,800.00	\$ 37,800.00	\$ 37,800.00
Planetarium	\$ 8,200.00	\$ 8,200.00	No Proposal
Prefunded Clubs			
Hockey Club	\$ 15,588.00	\$ 15,588.00	\$ 15,588.00
Splitting Image	\$ 14,000.00	\$ 14,000.00	\$ 6,000.00
Tech Club	\$ 5,900.00	\$ 5,900.00	No Proposal
Professional Agricultural Student Org (PAS)	\$ 11,000.00	\$ 11,000.00	\$ 18,800.00
Psych Club	\$ 13,300.00	\$ 13,300.00	No Proposal
Game Club	\$ 8,178.00	\$ 8,178.00	No Proposal
Dental Hygiene	\$ 5,295.00	\$ 5,295.00	\$ 9,300.00
Cyberhawks	\$ 3,000.00	\$ 5,000.00	\$ 15,600.00
Phi Theta Kappa (PTK)	\$ 8,100.00	\$ 8,100.00	\$ 12,500.00
Chemistry Club			\$ 4,450.00
DECA		\$ 7,000.00	\$ 22,186.00
	2021-22 Total:	2022-23 Total:	2023-24 Totals
	\$ 1,163,382.00	\$ 1,165,382.00	\$ 1,244,656.00

Orchestra
ASCBC
Band
Vocal Music
Drama/Theater
Athletics
WEC
Manages One Budget

Service & Activities Budget Recommendation 2023-24

Detailed Report

This document can be used to better understand the three-year budget recommendation spreadsheet. This is a recommendation by the Service & Activities (S&A) Budget Committee.

Committee Process and Increasing the S&A Fee

The nine-person committee used Canvas to review 19 proposals this year. They also had weekly in-person discussions. From these discussions, the committee awarded an amount based on each proposal's request. The committee spent 7 weeks (12 hours of meeting time and 10+ hours of proposal review time) working through this process.

The committee received a larger projection from the CBC Business Office for the 2023-24 academic year than it had last year. The projection had been relatively flat due to the decrease in enrollment during the pandemic. Now that we are seeing enrollment gently rebound, the projection lifted to \$1,558,000.

The Use of S&A Fees

While reviewing the proposals, the committee had robust discussions on how and what constitutes S&A fees. By definition, S&A fees “refers to any college co-curricular or extracurricular activity participated in by students in the furtherance of their education (Guidelines on the Use of S&A Fees, 2018, p. 2).” Merriam-Webster Online Dictionary describes co-curricular as “being outside of but usually complementing the regular curriculum,” and it describes extra-curricular as “not falling within the scope of regular curriculum.”

The Guidelines on the Use of S&A Fees (GUSAF) and RCW 28B.15.041 also disclose that S&A fees should be used to benefit the student body, as it is part of the tuition they pay to the institution. Therefore, any expenses or activities where community members, faculty members, or community organizations were disproportionately served in comparison to students were also questioned.

With an updated version of the GUSAF being released in October 2018, ASCBC continues to review all S&A supported groups and their activities to see how: 1) they adhere to the definition of S&A fees, extra-curricular activities, and/or co-curricular activities, 2) they directly support the student population and not disproportionately support community activities or instruction, and 3) the programs funded meet measurable standards that can be documented and reported upon annually to show how they are serving currently registered students.

Projection & Continual Expenses

As part of the S&A fee process, the committee continues to support two continual expenses and one pilot (not included in the three-year spreadsheet).

- ASCBC/Student Activities Salaries – This allows S&A fees to pay staff and students who contribute to ASCBC/S&A as a whole, per the ASCBC Constitution & Bylaws and the GUSAF.
- Supplemental ASCBC Support Account – This account allows the ASCBC Office to support one-time, unexpected expenses for its ASCBC supported groups. It also allows each progressively-funded club to receive a minimum of \$3,000 for the academic year even after the club funding account exceeds 16 clubs. This ensures that even those clubs who start in winter quarter are given adequate prorated financial support.
- E-sports Pilot – This was approved in December 2021 as a two-year pilot for \$50,000. The pilot will conclude in 2023-24, and Esports will then be eligible to ask for an annual budget from the S&A Budget Committee if

desired. The pilot is not reflected on the S&A Budget Worksheet, because it is not yet eligible to receive additional funding.

Increases to the Technology Fee

As part of this quarter's discussion, the students were asked to review an increase to the technology fee. This discussion falls outside of the annual S&A budget, but an increase to the technology fee does require student government approval. Brian Dexter presented a gentle increase to the tech fee based on inflation and tuition rates. Even though there is not a stated maximum tech fee in the Revised Code of Washington (RCW), it was thought that aligning the tech fee increases with tuition and the S&A fee made sense for our college. All three will now be on the same incremental increase schedule within two academic years. For the next two years, the tech fee will increase by \$0.50 per credit per year (FY24 & FY25) and then will align with the tuition and S&A fee rate increase at approximately 2.5% annually thereafter. This was unanimously approved by the student budget committee.

ORGANIZATIONS

Organizations make a substantial contribution to the mission of the College by representing the College in NWAC sports or through the co-curricular activities of vocal, instrumental, or dramatic arts.

Orchestra

Total Recommendation: \$5,000

- Fully funded.
- The group asked for the same amount as they received previously.

Band

Total Recommendation: \$40,367

- Fully funded.
- Because of the pandemic, the S&A budget remained the same for most groups for the previous two years. With inflation and the increase to travel expenses, we wanted to support this group for their full ask.

Vocal Music

Total Recommendation: \$61,200

- Fully funded.
- Group was looking to update outdated equipment as well as travel.
- Because of the pandemic, the S&A budget remained the same for most groups for the previous two years. With inflation and the increase to travel expenses, we wanted to support this group for their full ask.

ACF – Drama/Theatre

Total Recommendation: \$52,600

- Fully funded.
- This group asked for less money than the previous year.
- The proposal was well-written and provided a plan for the funding needed.

Baseball, Basketball (M), Soccer (M), Golf (M), Basketball (W), Volleyball, Soccer (W), Golf (W), Softball

Total Recommendations for Each Sport:

Baseball - \$40,000
Basketball (M) - \$30,000
Soccer (M) - \$28,000
Golf (M) - \$13,500
Basketball (W) - \$30,000
Volleyball - \$30,000
Soccer (W) - \$28,000
Golf (W) - \$13,500
Softball - \$30,000

- Fully funding all sports.
- Funds equipment, travel expenses, and uniforms.

SERVICES

Services enhance the student experience either through on-going student involvement (game room, activities, clubs, gallery, etc.), through self-governance (ASCBC operating budgets) or through ways other than activities (tutoring, disability testing, childcare re-imbursement, veterans' resources, etc.).

The following budgets (Service to Students through Game Room) are guaranteed annual funding as part of the ASCBC Constitution & Bylaws and/or were part of a capital project with maintenance funding included.

Service to Students

Total Recommendation: \$11,500

- Fully funded.
- This represents a gentle increase in order to do more one-time service projects.

Travel and Training

Total Recommendation: \$14,200

- Fully funded.
- Funds the equipment, supplies and/or travel expenses to training the following groups:
 - Student Government
 - Leadership Council
 - Clubs and Club Council
 - Club Advisors
 - Student Budget Committee

Office Expenses

Total Recommendation: \$13,500

- Fully funded.
- Funds ASCBC office supplies including supplies for the office art room and copy machine.
- This includes upgrading computers, printers, or other office equipment as needed.

Club Funding (Progressively Funded Clubs)

Total Recommendation: \$50,000

- Fully funded.
- Funds 16 clubs \$3,000 per club. If we have more than 16 progressively funded clubs, those additional clubs will receive funding from the ASCBC supplemental support account.

Activities

Total Recommendation: \$50,000

- Fully funded.
- Funds extracurricular activities for the student body.
- The music copyright fee that formerly came out of a separate account has now been combined with this account.

Music Copyrights

Total Recommendation: \$0

- Fee was combined with Activities and will now be paid out of that budget. Hence, the \$5,000 increase to that account.

Game Room

Total Recommendation: \$34,175

- Fully funded
- The game room is just now starting to fully function since coming back from the pandemic.
- For next year, the ASCBC office is hoping to expand the hours to 10:00a – 3:00p which will require additional student workers.
- They are also looking to make modest improvements to the space including a new sound system for the room.

Veterans Resource Center

Total Recommendation: \$12,010

- Fully funded.
- The center will continue to fund programming for veterans and their families as well as collaborative events with ASCBC for all students.
- This fund will also continue a VetsCorps position for the center.

Athletic Promotions

Total Recommendation: \$0

- Per the recommendation of the Athletics Director, this account is now combining with the Game Management account.

Game Management (Athletics)

Total Recommendation: \$86,500

- Fully funded.
- Funds NWAC fees, officials, and insurance.
- Now includes funding for athletic promotions, instead of that being a separate account.

Esvelt Gallery

Total Recommendation: \$26,550

- Fully funded.
- Funds exhibits that are open to all students.
- Funds gallery expenses like student workers, paint, framing, etc.

Academic Success Center

Total Recommendation: \$82,470

- Fully funded.
- Funds student tutor wages.

Disability Testing

Total Recommendation: \$41,500

- Fully funded.
- We are increasing funding so more students can use this service without being put on a waiting list.

Grants in Aid (Athletic Scholarships)

Total Recommendation: \$148,560

- Fully funded.
- By fully funding, we are keeping our scholarship amounts competitive with those of other community colleges across the region.
- This helps with recruiting talent, but it also provides the student athletes both stability and motivation in continuing their education.

Talent Grants (Drama)

Total Recommendation: \$18,000

- Fully funded.
- This provides our student performers tuition scholarships.
- Scholarships help with retention of students and rewards their hard work and talent.

Talent Grants (Vocal Music)

Total Recommendation: \$31,800

- Fully funded.
- This provides our student performers tuition scholarships.
- Scholarships help with retention of students and rewards their hard work and talent.

Talent Grants (Band)

Total Recommendation: \$24,000

- Fully funded.
- This provides our student performers tuition scholarships.
- Scholarships help with retention of students and rewards their hard work and talent.

Talent Grants (Orchestra)

Total Recommendation: \$3,000

- Fully funded.
- This provides our student performers tuition scholarships.
- Scholarships help with retention of students and rewards their hard work and talent.

Childcare Reimbursement

Total Recommendation: \$52,500

- Fully funded.
- Funds childcare for low-income students.
- This is a retention tool and allows adult-returning students additional support to complete their educational goals.

Travel Reimbursement

Total Recommendation: \$37,800

- Fully funded.
- Funds travel expenses for low-income students to take in-person classes.
- ASCBC recognizes that the increase in gas costs is impacting students' ability to attend classes in-person, and we want to assist students with this challenge.
- This is a retention tool and allows students additional support to complete their educational goals.

Planetarium

Total Recommendation: \$0

- No proposal was submitted.

PRE-FUNDED CLUBS

These clubs meet two of four criteria in order to apply for pre-funding with the S&A Budget Committee each year: 1) They compete for the college; 2) They are tied to an instructional department or area; 3) They are part of a national organization; 4) They are a recognized honor society.

Hockey Club

Total Recommendation: \$15,588

- Fully funded.
- This club was slow to come back from the pandemic, but they are now making a recovery.
- They asked for the same amount as last year and have the intention of playing a full season of hockey in 2023-24.

Splitting Image

Total Recommendation: \$6,000

- Fully funded.
- This club asked for less funding for the upcoming year.
- They plan to travel and support co-curricular activities for the radiology students.

Tech Club

Total Recommendation: \$0

- This club did not submit a proposal.

- By not submitting a proposal, the club will automatically become a progressively-funded club if they choose to charter next year.

Post-Secondary Agricultural Student Organization (PAS)

Total Recommendation: \$18,800

- This is an increase of funding from the previous year, but the proposal was not fully funded for its full ask.
- This amount allows one advisor go with the students to each competition.
- It also funds six students to go to each competition.
- If additional students qualify for competitions past six students, they can ask for those additional students to be funded out of the supplemental ASCBC support account as long as those students meet the ASCBC travel requirements.

Psych Club

Total Recommendation: \$0

- This club did not submit a proposal.
- By not submitting a proposal, the club will automatically become a progressively-funded club if they choose to charter next year.

Game Club

Total Recommendation: \$0

- This club did not submit a proposal.
- By not submitting a proposal, the club will automatically become a progressively-funded club if they choose to charter next year.

Dental Hygiene

Total Recommendation: \$9,300

- This group was given an increase in funding, but they were not fully funded for their full ask.
- Some of the items requested were identified as instructional instead of extracurricular.

Cyber Hawks

Total Recommendation: \$15,600

- This club's funding was significantly increased as compared to this year, but they were not fully funded for their full ask.
- The committee wanted to fund the club for its competitions and campus outreach to students.
- Some of the items requested were for distribution to non-students (community members), which does not align with how S&A fees can be spent.
- A few items were disproportionate to actual costs; and therefore, scaled back by the committee to a reasonable amount.

Phi Theta Kappa Honor Society

Total Recommendation: \$12,500

- This club was given an increase so they could attend a PTK conference, but they were not given their full ask.
- The committee recommended decreasing the study day food budget since we are seeing a decrease in students studying on-campus on student success day. A large number of hot food items are being distributed to staff and

faculty to prevent waste. We suggest scaling back on these costs until we see an increase of student traffic on student success day, and/or possibly coming up with a different plan to support students' academic success.

- There was a request for a collaborative event with the DECA club. However, this request was not mirrored in DECA's proposal. Even though this is a good idea, the committee suggests strategizing with the collaborating club prior to including a \$5,000 expense in future proposals.

Chemistry Club

Total Recommendation: \$4,450

- Fully Funded.
- This club is new to being pre-funded but has been successful as a progressively funded club.
- We hope this additional funding will allow the club to go on some expanded field trips and accomplish some of the goals stated in their proposal.

DECA

Total Recommended: \$22,186

- This club's funding was significantly increased as compared to this year, but they were not fully funded for their full ask.
- DECA is a relatively new club on the CBC campus, but they have proven to be successful as a progressively funded. This is current year is their first year to be pre-funded.
- The funding provided allows them to meet many of their goals and attend their competitions under the supervision of one club advisor.
- Because this club appears to be expensive to operate, the committee wondered if having the students pay into the trips or possibly pay club dues would be warranted. It was also suggested that they fundraise. This would ensure dedicated and active participation outside of the classroom. Club participation cannot be a required part of a class or academic department, so having students contribute financially or through service would possibly provide continual and consistent participation as well as increase loyalty to the club's mission and structure.