

**COLUMBIA BASIN COLLEGE
BOARD OF TRUSTEES MEETING**

May 13, 2024
Beers Board Room & Virtual
4:30 p.m.

Agenda

Call to Order

Pledge of Allegiance

Agenda Changes*

Approval of Minutes*

Exhibit A: April 12, 2024 Board of Trustees Meeting

Celebrating Excellence

Winter Athletics - Men's and Women's Basketball

Scott Rogers, Athletic Director

Spencer Roland, Assistant Athletic Director

Nicol 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

Lexie Heath, Sophomore

Trinidie Nichols, Sophomore

Emma Atchley, Freshman

Jayauna Keister, Sophomore

Mickayla Robertson, Sophomore

Baylie Voile, Freshman

Erin Morgan, Sophomore

Emma Maxwell, CBC Sophomore

Kenzi Pedersen, Sophomore

Skyln Munson, Sophomore

Aniyah Heavens, Freshman

Aryana Ivanoff, Freshman

Men's Basketball

Anthony Owens, Head Men's Basketball Coach

Dennis Black, Assistant Men's Basketball Coach

John Cloud, Team Manager

Jayden Martinez, Sophomore

Anton Williams, Sophomore

Latrell Barker, Sophomore

Twazae Gladney Jr., Freshman

Javon Handcox, Sophomore

Ta'Veus Randle, Sophomore

Eric Woods, Freshman

Zane Goodwin, Sophomore

Brock Streufert, Freshman

Coletton Hansen, Freshman

Lauren O'Neill, Sophomore

Keano Harwell, Freshman

Dacio Barbosa, Freshman

Robbie Slater, Freshman

Bobby Siebers, Sophomore

Accreditation & NWCCU Peer Team Review Visit

Melissa McBurney, Dean for Accreditation & Assessment

Remarks

By Administration

President Rebekah Woods, Exhibit B: CBC in the News
Dean for Accreditation & Assessment Melissa McBurney
Foundation Executive Director/CEO Erin Fishburn

By ASCBC Student Representative Brandon Ponce-Ruelas, Exhibit C: ASCBC Awards & Events

By Faculty Senate Chair Brad Powell

By AHE Representative Chris Herbert

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: Quarterly Income Statement

Discussion

Exhibit F: First Consideration – Annual College Budget 2024-2025

Board Retreat – Friday, August 16, 2024, 9am to 3pm

Board Budget

Discussion/Action*

Exhibit G: Second Reading – ASCBC Services and Activities Budget

Exhibit H: Second Reading – Board Policies Board-Staff Linkage BSL-1 through BSL-5

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

Exhibit J: Resolution 24-03 Faculty Emeritus

Consent Agenda*

Exhibit K: Resolution 24-02 New Student Housing Project Approval & Request for Financing

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 Event Date

May 2024

13	Newly Tenured Faculty Reception, 3pm, Thornton Courtyard, CBC Pasco Campus
13	CBC Board of Trustees Meeting, 4:30pm, Beers Boardroom, CBC Pasco Campus
13	CBC Juried Student Art Show, May 13 – June 6, Esvelt Gallery, CBC Pasco Campus
13	Pasco City Council Workshop Meeting , 7pm, 525 N Third Ave, Pasco
14	Pasco School Board Meeting , 6:30pm, Board Room, 1215 W Lewis St, Pasco
14	Richland School Board Meeting , 6:30pm, 6972 Keene Road, West Richland
15	CBC Wellness Fair, 10am-2pm, SRC, CBC Pasco Campus
18	AACCES Senior Night, 6pm, Three Rivers Convention Center, Kennewick
20	ASCBC Student Leadership & Excellence Awards, 4pm, Gjerde Ctr, CBC Pasco Campus
20	Pasco City Council Regular Meeting , 7pm, 525 N Third Ave, Pasco
22	Kennewick School Board Meeting , 5:30pm, 1000 W 4 th Ave, Kennewick
27	Memorial Day Observed, CBC Campus Closed
28	Pasco School Board Meeting , 6:30pm, Board Room, 1215 W Lewis St, Pasco
28	Richland School Board Meeting , 6:30pm, 6972 Keene Road, West Richland

June 2024

2	Noche De Familia, 1 – 4pm, Gjerde Center, CBC Pasco Campus
3	Pasco City Council Regular Meeting , 7pm, 525 N Third Ave, Pasco
5	Kennewick School Board Meeting , 5:30pm, 1000 W 4 th Ave, Kennewick
7	Cosechando Exitos (CBC Multicultural Graduate Celebration), 4pm, Gjerde Center, CBC Pasco Campus
10	CBC Retirement Reception, 3pm, Thornton Courtyard, CBC Pasco Campus
10	CBC Board of Trustees Meeting, 4:30pm, Beers Boardroom, CBC Pasco Campus
10	Pasco City Council Workshop Meeting , 7pm, 525 N Third Ave, Pasco
11	Pasco School Board Meeting , 6:30pm, Board Room, 1215 W Lewis St, Pasco
11	Richland School Board Meeting , 6:30pm, 6972 Keene Road, West Richland
12	BSN Capstone Reception, 4pm, Location TBD
13	Dental Hygiene Pinning, 4pm, Richland High School
13	Registered Nurse Pinning, 5pm, Richland High School
13	ADN Pinning, 7pm, Richland High School
14	CBC Graduation, 4pm & 7pm, Toyota Center, Kennewick
17	Pasco City Council Regular Meeting , 7pm, 525 N Third Ave, Pasco
19	Juneteenth Observed, CBC Campus Closed
24	Pasco City Council Workshop Meeting , 7pm, 525 N Third Ave, Pasco
25	Pasco School Board Meeting , 6:30pm, Board Room, 1215 W Lewis St, Pasco
25	Richland School Board Meeting , 6:30pm, 6972 Keene Road, West Richland
26	Kennewick School Board Meeting , 5:30pm, 1000 W 4 th Ave, Kennewick
29	CBC Encanto Symphony Concert , 5:30pm, CBC Theatre, Pasco Campus

 CBC Board Meetings

 CBC Events

 Trustee Professional Development /
Conferences

 Community Events

 Community Board Meetings

 Holidays

Upcoming Event Dates

July 2024

1	Pasco City Council Regular Meeting , 7pm, 525 N Third Ave, Pasco
4-5	Fourth of July Observed, CBC Campus Closed
8	Pasco City Council Workshop Meeting , 7pm, 525 N Third Ave, Pasco
9	Pasco School Board Meeting , 6:30pm, Board Room, 1215 W Lewis St, Pasco
9	Richland School Board Meeting , 6:30pm, 6972 Keene Road, West Richland
15	Pasco City Council Regular Meeting , 7pm, 525 N Third Ave, Pasco
22	Pasco City Council Workshop Meeting , 7pm, 525 N Third Ave, Pasco
24	Kennewick School Board Meeting , 5:30pm, no public comment at this remote meeting

August 2024

3	Pasco City Council Regular Meeting , 7pm, 525 N Third Ave, Pasco
10	Pasco City Council Workshop Meeting , 7pm, 525 N Third Ave, Pasco
13	Pasco School Board Meeting , 6:30pm, Board Room, 1215 W Lewis St, Pasco
13	Richland School Board Meeting , 6:30pm, 6972 Keene Road, West Richland
14	Kennewick School Board Meeting , 5:30pm, 1000 W 4 th Ave, Kennewick
16	CBC Board of Trustees Retreat, 9am – 3pm, Beers Boardroom, CBC Pasco Campus
16 or 17	CBC RN-BSN Pinning, Date & Time TBD, Location TBD
17	Pasco City Council Regular Meeting , 7pm, 525 N Third Ave, Pasco
24	Pasco City Council Workshop Meeting , 7pm, 525 N Third Ave, Pasco
27	Pasco School Board Meeting , 6:30pm, Board Room, 1215 W Lewis St, Pasco
27	Richland School Board Meeting , 6:30pm, 6972 Keene Road, West Richland

 CBC Board Meetings

 Community Events

 CBC Events

 Community Board Meetings

 Trustee Professional Development /
Conferences

 Holidays

Exhibit A

Columbia Basin College
Board of Trustees Meeting Minutes
April 12, 2024
Hybrid Meeting 7:00 a.m.

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

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

In-Person Attendees: Eduardo Rodriguez, Cheryl Holden, Elizabeth Burtner, Jason Engle, Luz Garza, Rosario Rodriguez-Erechar, Camden Simmelink, Conner Simmelink, Brandon Ponce-Ruelas, Abby DeSteele, Erin Fishburn, Melissa McBurney, Brandi Zuger (PNNL), Melanie Casciato, Prisco Blanco, Berenice Gamez, Yolanda Maltos, Jason McCollum, Estreyita Rosales, Jennifer Silva-Gutierrez, Vanessa Wertz, Student Ambassadors – Cici Acevedo, Betzayra Aguilar, Jayden Allcock, Karla Chavez, Jasmine Chavez, Yessenia Farias Rodriguez, Walter Garcia, Lizbeth Garcia-Lopez, Colby Muchlinski, Miranda Roby, Samuel Lemiex, Poy Thiamloet, Maryam Younes

Virtual Attendees: Corey Osborn, Evangelina Shreeve (PNNL), Brad Powell, Kelsey Myers, Doug Hughes, Dan Quock, Brian Dexter

The Agenda	The Discussion	Action
<u>Call to Order</u>		Meeting called to order by Trustee Harper at 7:02 a.m.
<u>Pledge of Allegiance</u>	Trustee Harper led the Pledge of Allegiance.	
<u>Agenda Changes</u>	No changes to the agenda.	Trustee Jackson moved and Trustee Page seconded a motion to approve the April 12, 2024 agenda as written. Approved unanimously.
<u>Approval of Minutes</u>	Exhibit A: March 15, 2024 Meeting Minutes No changes to the meeting minutes.	Trustee Jackson moved and Trustee Page seconded a motion to approve the March 15, 2024 minutes as written. Approved unanimously.
<u>Linkage with Community</u> Brandi Zuger , Science Bowl Coordinator, Science and Engineering Education Consultant, PNNL Evangelina Shreeve , Chief Diversity Officer and Director of STEM Education, PNNL	Brandi Zuger thanked CBC for their longstanding partnership with the Science Bowl – providing an event location, faculty and student participants. This year the Science Bowl participants represented ten high schools and twenty teams from across Washington State. They participated in science disciplines including chemistry, biology, physics, energy, math and astronomy. Science Bowl is a Department of Energy sponsored competition with winners from the CBC regional competition moving on to compete in Washington D.C. at nationals. The regional competition takes over 100 volunteers and many months of preparation. Thank you to Dr. Woods, and this year Dr. Lee, for providing their support and welcoming teams to the competition.	
<u>Celebrating Excellence</u> Outreach & Recruitment Team Melanie Casciato, Dir for Student Recruitment Prisco Blanco, Fin Aid Outreach Erika Espinoza, College Outreach & Recruitment Berenice Gamez, Fin Aid Outreach Colleen Hall, Fin Aid Outreach	Director for Student Recruitment, Melanie Casciato, introduced the Outreach & Recruitment Team and the Student Ambassadors to the Board. This group has an opportunity to meet potential students and assist with many events both on and off campus. They work to expose students to career or academic choices at CBC by intentionally investing in our community through presentations, workshops, exhibit booths and information sessions.	

	<p>a pre-exit meeting. The peer review team will also provide compliments and concerns; anything that didn't rise to the commendation or recommendation level. The commission will meet with President Woods and Melissa McBurney in mid-June for a report review, with the final report available in August 2024.</p>	
By CEO, Foundation	<p>Erin Fishburn gave an update of Foundation activities.</p> <ul style="list-style-type: none"> • The latest scholarship cycle the Foundation was able to award \$668,000 to students. The Nursing cycle begins after students are accepted to the program. • Dr. Engle is working with the Foundation to provide data analysis. • The Foundation Board is currently reviewing audit proposals and policies. • Foundation staff are in the budget planning process for the next academic year. • Upcoming events sponsored by the Foundation include Night at the Dust Devils (5/4), a gathering at the CPCCo Planetarium honoring former and retiring Foundation Board members (5/14), and the Power of Connection event (10/10) focusing on large donors and sponsors. 	
By ASCBC	<p>ASCBC student representative, Brandon Ponce, gave an update of upcoming ASCBC activities. Please see Exhibit C for a complete list of upcoming ASCBC events.</p>	
By Faculty Senate Chair	<p>Faculty Senate Chair, Brad Powell, gave an update on faculty business. Faculty Senate's most recent meeting was April 5 where Dean McBurney explained the accreditation visit and to invite faculty to attend the faculty forum with the peer review team from NWCCU. At the April 5 meeting, Dan Quock, Assistant Dean for Student Conduct & Student Life, addressed processes with student honesty and integrity, and talked about non-academic student issues and how to address them. Faculty representatives recently met with President Woods and Cabinet to talk about campus safety, walk-throughs in each building and how to build a safety plan using the assistance and resources from Ernesto Mendez, Director for Campus Security & Emergency Management. A call for elections will take place the last week in April and officers for 2024-25 Faculty Senate will be chosen in June.</p>	
By AHE	<p>No AHE Representative was present at the meeting.</p>	
By Board Members	<p><u>Trustee Rivas de Bredt</u> Trustee Rivas de Bredt looks forward to attending the Tri-Cities Hispanic Chamber Mariachi Festival in June and recently attended a Trustees of Color meeting discussing the evolving situation nation-wide regarding DEI and policies that might impact that area.</p> <p><u>Trustee Jackson</u> Trustee Jackson had an opportunity to attend the Pasco Chamber of Commerce luncheon (4/8) and heard a presentation from President Woods.</p> <p><u>Trustee Harper</u> Trustee Harper has been busy with STEAM campus at the local Links chapter – the last one coming up Saturday (4/13). She is planning to attend the Tri Citian of the Year event (4/25) and the ACT Spring Conference in Yakima (5/2 & 5/3).</p> <p><u>Trustee Page</u> Nothing to report for this month.</p>	

<u>Public Comments</u>	No public comments.	
<u>Reports</u> Exhibit D: Cash Balance Report Exhibit E: Variance Report Exhibit F: CBC Institutional Progress Fall Update 2023-24	<p>Vice President for Administrative Services, Eduardo Rodriguez, provided highlights from the Cash Balance Report and the Variance Report.</p> <p>Dean for Organizational Learning, Dr. Pär Jason Engle, presented the 2023-24 Institutional Fall Update to the Board. In most areas of institutional focus, CBC has demonstrated long term growth. As noted on page 3 under Mission Fulfillment Fall Results – Strengths and Opportunities, “In indicators of long-term outcomes where we have not yet seen appreciable progress like this this before (Completion and Equity) and metrics where we did not fare as well this Fall (Credit Attainment and math especially) are coming off very strong gains in previous years. Current year results do not look particularly exemplary, yet a wider lens on most of these key indicators do point to more success over a longer period. Metrics where we are most vulnerable currently – Retention, English, and Equity – are also metrics for which our institutional emphasis has been most recent and for which we might expect progress in the next 3-5 years given our institutional investments.”</p> <p>Notable Strengths: The 2021-22 Cohort Completion is up heading into our final two terms and appears on track to be our strongest completion cohort in the last decade. Additional long-term changes are evident over the last three years in our Fall measures. HSI opportunity gaps are less stark this year than last. Areas of Opportunity: Retention from Fall to Fall has been up and down since COVID and has dipped again in Fall of 2023. Fall leading metrics this year are not as strong as they might have been in the past – 10 Credit Attainment, College English, and College math all giving some ground in early measures.</p>	
<u>Discussion</u> Exhibit G: First Consideration – ASCBC Services and Activities Budget	<p>Director for Student Activities, Rosario Rodriguez-Erechar, and ASCBC representative, Camden Simmelink, presented the proposed ASCBC Services and Activities Budget for 2024-2025 to the Board. January 29 through March 11, four ASCBC officers and four student volunteers reviewed submitted budget proposals to determine the best use of ASCBC funds and funding requests fit within allowable use.</p>	
<u>Discussion/Action</u> Exhibit H: Second Reading – Board Policies Governance Process GP-5 through GP-8	<p>Based on the Board’s alignment with the Carver Governance Model, it was decided to integrate the first sentence of GP-7 and a portion of GP-8 to GP-3 #8 and #9 respectively, as approved at the February 9, 2024 BOT meeting, and create an administrative policy/supplement for the remaining section of GP-7. Based on this change GP-7 and GP-8 will no longer be a part of the Board of Trustees Policies.</p> <p>GP-3 #8 will read “Discretion to name College facilities, including buildings, rooms, wings, parks, landscaped areas or other significant locations, for person or corporations.”</p> <p>GP-3 #9 will read “Discretion to designate a former President, administrator, or former faculty member to the status of Emeritus for the College.”</p>	<p>Trustee Jackson moved and Trustee Rivas de Bredt seconded a motion to integrate the first portion of GP-7 and a portion of GP-8 into GP-3 #8 and #9 respectively. Approved unanimously.</p> <p>Trustee Jackson moved and Trustee Rivas de Bredt seconded a motion to allow the creation of an administrative policy/supplement for the remaining section of GP-7 sections 1 through 4. Approved unanimously.</p>

Exhibit I: First Reading – Board Policies Board-Staff Linkage BSL-1 through BSL-5	After Board discussion, a motion was made to move BSL-1 through BSL-5 to the May 13, 2024 agenda to allow trustees further review of these policies.	Trustee Jackson moved and Trustee Rivas de Bredt seconded a motion to move BSL-1 through BSL-5 to the May 13, 2024 agenda for further review of these policies. Approved unanimously.
<u>Adjournment</u>	Trustee Harper adjourned the meeting at 9:21 a.m.	
	Next Board of Trustees Meeting Beers Board Room & Zoom Webinar May 13, 2024 - 4:30 p.m.	

Kimberly Harper, Chair

Exhibit B

CBC in the News



April 2024

[KNDU-TV: Columbia Basin College's Running Start Program Director talks benefits of the program](#)

[KNDU-TV: Federal student aid packages could be delayed until June](#)

[KNDU-TV: Chris Mortensen becomes Pasco Fire Department's new Deputy Fire Chief](#)

[KNDU-TV: Big Bro Joe Youth Center to host grand opening celebration in May](#)

[KEPR-TV: Newhouse, Hirsh discuss Lower Snake River dams under Biden's billion-dollar deal](#)

[SWX-LocalSports: Tri-City Badgers FC Ready for Season](#)

[KAPP-KVEW: Work continues on the Columbia Valley Center for Recovery](#)

[KAPP-KVEW: Hispanic Academic Achievers Program to award more than \\$250K in Scholarships to 40 students](#)

[KAPP-KVEW: CBC Celebrates Arbor Day!](#)

[Tri-City Herald: Hispanic Tri-Cities students receive \\$178K in scholarships. See the list of winners](#)

[Tri-City Herald: Former Richland High grad nominated as Eastern WA federal court judge](#)

[KFLD: Debate over the lower snake river dams this week in Pasco](#)

[ColumbiaBasinHerald: Debate attempts to address dam breaching questions](#)

[Tri-Cities Reporter: 9 coaches at institution in Franklin County earned \\$7,556 on average in 2022](#)

[The Cascadia Advocate: Many Washington State legislators are hosting 2024 post-session town halls and community chats — here's a running guide](#)

[FieldLevel: Rose McCartney Announces Commitment to Play Women's Golf at Columbia Basin College](#)

[NBC Camps: Columbia Basin College Volleyball Camp 2024](#)

[The Chronicle of Higher Education: Program Assistant- Assessment Center](#)

[The Chronicle of Higher Education: IT Application Development- Journey](#)



Exhibit C



ASCBC Leadership Awards• Events•

First Annual ASCBC Student Leadership & Excellence Awards

ASCBC is excited to announce our first Student Leadership & Excellence Awards where we highlight CBC's student leaders around campus. These nominations are open to any CBC student. Ceremony will be May 20th. Food will be served at 4p.m. and awards will begin at 4:45p.m. Bottom of the page, you will find the different categories as well as the nomination links. If you have any questions, please email clubs@columbiabasin.edu. This years theme is Hollywood so dress to impress! Faculty/Staff, please RSVP [Here](#).

05.15

Wellness Fair

CBC's Wellness Committee will be hosting the Wellness Fair between 10a.m.-12p.m. inside the SRC. Explore a wealth of wellbeing resources from campus departments as well as community organizations - all FREE!



05.16

Sunny Succulents

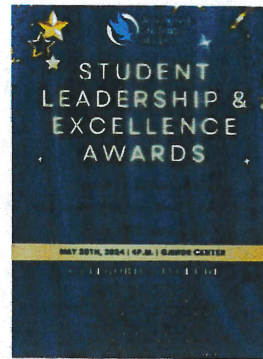
Back by popular demand! Join ASCBC and ASC in decorating your own plant pot and planting your own succulent! Stop by the picnic area between 11a.m.-1p.m.



05.20

**ASCBC Student
Leadership &
Excellence Award
Ceremony**

Join ASCBC in celebrating the amazing students at CBC that have excelled and gone above and beyond as well as celebrating faculty/staff and departments that have supported them along the way. Food served at 4p.m. and award ceremony to begin at 4:45p.m.



05.22

**Furry Friends & Free
tacos!**

ASCBC Helping Hands Club will be teaming up with the Tri-Cities Animal Shelter to showcase adoptable animals! Stop by the Northside entrance of the SRC between 12p.m.-3p.m. and see what furry friends are on campus and free tacos for students (while supplies last)!



06.01

**ASCBC SQUAD Club
PRIDE PROM**

Please join ASCBC's SQUAD Club for their annual PRIDE PROM....FantaSEA! Doors open at 7p.m. Costumes are welcome and encouraged, but not required! Pride

Prom is designed to promote awareness and acceptance of our local LBTQIA community, ages 16 and up.



06.06

ASCBC Field Day

Stop by the Northside of the SRC between 10a.m.-2p.m. for free food, dunk tank, inflatable fun, free caricature drawings and so much more! Help us in celebrating the end of the academic year!



ASCBC Student Leadership & Excellence Awards Nomination Links

Student Leader of the Year

<https://forms.office.com/r/YzNF2ZQrfi?origin=lpLink>

Community Service Award

<https://forms.office.com/r/aLpz1y1Rqj?origin=lpLink>

Outstanding Sustainability Efforts

<https://forms.office.com/r/06ivtnRaFp?origin=lpLink>

Student Club President of the Year

<https://forms.office.com/r/BcS01UTDUa?origin=lpLink>

Emerging Student Leader Award

<https://forms.office.com/r/B35KdUiNB9?origin=lpLink>

Collaboration of the Year

<https://forms.office.com/r/jCa0KgriKL?origin=lpLink>

Event of the Year-CBC Department

<https://forms.office.com/r/q91AvX8yQf?origin=lpLink>

Department Support Award

<https://forms.office.com/r/vkZmuAJ6GU?origin=lpLink>

Student Club/Organization of the Year

<https://forms.office.com/r/ay41wFv8fe?origin=lpLink>

Event of the Year-CBC Club/Organizations

<https://forms.office.com/r/1LBZJTXkn6?origin=lpLink>

Student Club/Organization Advisor/Supervisor of the Year

<https://forms.office.com/r/zDWJksFTZi?origin=lpLink>

Exhibit D

Columbia Basin College

Cash Reserve Report March 2024 Month End

Assets		FY2024 - Mar	
Cash			
In Bank	1000070	\$	26,693,391
Petty Cash	1000020	\$	5,504
Total Cash		\$	26,698,895
Investments			
Short Term (0-365 days)	1000040-1000050		
	1020000-1020030	\$	5,010,823
Long Term (>365 days)	1110003-1110060	\$	15,586,987
Total Investments		\$	20,597,810
Accounts Receivable			
Current	1010100	\$	489,314
Unbilled	1010050	\$	18,225
AR - Other	1010060	\$	106,081
Allowance for AR	1010110	\$	(35,504)
Total AR		\$	578,116
Inter/Intra Gov Receivables			
Due from Fed	1010150	\$	-
Due from Other Gov	1010160	\$	521,642
Due from Other Agency	1010180	\$	276,589
Total Inter/Intra Gov Receivables		\$	798,231
Total Assets		\$	48,673,052
Liabilities			
Current Liabilities			
Accounts Payable	2000010	\$	1,349,038
Accrued Salaries Payable	2011010	\$	-
Due to Other Agency	2012050	\$	176,303
Sales/Use Tax	2010070	\$	1,144
Accrued Liabilities	2001070	\$	-
COP Current Year P&I Due	2050010	\$	1,512,250
Total Current Liabilities		\$	3,038,735
Total Liabilities		\$	3,038,735

Cash Balance	
(ASSETS less LIABILITIES)	\$ 45,634,317
Dedicated Balances	Account
Student Supported Capital	1000070 \$ 2,907,223
3.5% - Institutional Financial Aid	1010190 \$ 738,006
Students S&A	1000070 \$ 2,357,674
Bookstore Operating Reserves	1000070 \$ 2,420,781
Technology Fee	1010190 \$ 567,463
Parking Fees	1010190 \$ 755,227
Basic Food Employment and Training	1000070 \$ 13,451
Total	\$ 9,759,824
Reserves Policy - BOT Policies on Reserves	
Unplanned Capital Repair and Replacement	\$ 2,000,000
Capital Facilities Projects	\$ 18,110,340
Operating Reserve	\$ 10,920,000
Planned Future Operations	\$ 822,399
Emergencies	\$ 3,000,000
Total	\$ 34,852,739
Operating Reserves Balance	
Existing Reserve balance less Dedicated Reserves and Emergency Reserves	\$ 1,021,754

Exhibit E

Columbia Basin Community College
Statement of Revenues, Expenses and Changes in Net Position
For March 31, 2024 (Unaudited)

	FY2024	FY2023	
	March 2024	March 2023	Difference
Operating Revenues			
Student Tuition and Fees	\$ 26,376,759	\$ 23,898,320	\$ 2,478,439
Auxiliary Enterprise Sales	\$ 2,789,431	\$ 2,072,143	\$ 717,287
State and Local Grants and Contracts	\$ 19,176,521	\$ 12,321,250	\$ 6,855,270
Federal Grants and Contracts	\$ 3,840,238	\$ 3,653,202	\$ 187,036
Other Operating Revenues	\$ 301,085	\$ 45,399	\$ 255,686
Total Operating Revenue	\$ 52,484,033	\$ 41,990,315	\$ 10,493,718
Operating Expenses			
Salaries and Wages	\$ 28,981,978	\$ 22,957,353	\$ 6,024,625
Benefits	\$ 9,805,763	\$ 8,070,468	\$ 1,735,295
Scholarships and Fellowships, Gross	\$ 21,941,939	\$ 10,668,938	\$ 11,273,001
Supplies and Materials	\$ 2,047,081	\$ 963,431	\$ 1,083,650
Depreciation and Amortization	\$ -	\$ -	\$ -
Purchased Services	\$ 4,187,833	\$ 3,936,081	\$ 251,752
Utilities	\$ 1,445,168	\$ 1,104,721	\$ 340,447
Operating Expenses	\$ 3,376,139	\$ 3,763,615	\$ (387,476)
Total Operating Expenses	\$ 71,785,900	\$ 51,464,607	\$ 20,321,293
Operating Income (loss)	\$ (19,301,867)	\$ (9,474,292)	\$ (9,827,575)
Non-Operating Revenues			
State Appropriations	\$ 23,530,660	\$ 17,607,247	\$ 5,923,413
Federal Non-Operating Revenues	\$ -	\$ -	\$ -
Federal Pell Grant Revenues	\$ -	\$ 5,013,124	\$ (5,013,124)
Investment Income, Gains and Losses	\$ 8,384	\$ 7,655	\$ 729
Total Non-Operating Revenue	\$ 23,539,044	\$ 22,628,027	\$ 911,017
Non-Operating Expenses			
Building Fee Remittance	\$ 711,726	\$ 619,332	\$ 92,395
Innovation Fund Remittance	\$ 130,681	\$ 153,286	\$ (22,605)
Interest on Indebtedness	\$ 502,625	\$ 515,000	\$ (12,375)
Total Non-Operating Expenses	\$ 1,345,032	\$ 1,287,618	\$ 57,415
Net Non-Operating Expenses	\$ 22,194,012	\$ 21,340,410	\$ 853,602
Income or (Loss) before other revenues, expenses, gains, or losses	\$ 2,892,144	\$ 12,320,276	\$ (9,428,132)
Capital Appropriations	\$ -	\$ -	\$ -
Increase (Decrease) in Net Position	\$ 2,892,144	\$ 12,320,276	\$ (9,428,132)

Exhibit F

COLUMBIA BASIN COLLEGE

2024-2025 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 are available today.

CBC's operating budget development is used as a process to engage various stakeholders in developing a sustainable budget relative to operating revenue projections. Our process is a team effort involving Budget Services, Budget Managers, Institutional Research and CBC's Cabinet. The budget priorities are all driven by strategies as outlined in *Inclusivo*, our strategic plan. The allocated budget represents the anticipated need for funding to carry out the departments' goals and objectives in support of CBC's Mission, Vision, and Values.

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.

- Tuition rate increased by 3.0%
- Running Start (RS) program non-vocational full rate changed from \$9,555 to \$9,597
- Running Start program is now eligible for summer quarter enrollment and billing
- Cost of Living Adjustments (COLA) of 5.834% for I-732 eligible employees
- Cost of Living Adjustments (COLA) of 3.00% for Exempt and Classified employees
- Annual health plan employer rate increased from \$13,740 to \$14,200 per eligible participating employee

- Multiple Legislative initiatives
- Nationwide challenges with financial aid applications

Assumptions

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

- Projected increase in tuition-paying enrollments by 1.8%
- Projected increase in Running Start enrollments by 11.7%
- COLA expected to be funded at 100% via state budget allocation
- 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 activities that align with our strategic plan *Inclusivo*. For FY25, the budget provides resources to help fund:

- Additional support related to the ctcLink operating system changes for Financial Aid and Payroll
- Increased resources to support cohort expansion in Dental Hygiene from 18 to 24
- Support for Guided Pathways including additional support for EAB Navigate and Completion Coaches
- Additional full-time faculty positions consistent with new Collective Bargaining Agreement
- Support for campus-wide planning and strategic initiatives
- Increased support for campus-wide risk management planning and preparedness

Budget Enhancements

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

- Institutionalization of one position to support Payroll department
- One new position added to support Financial Aid processing functions
- One new position added to leverage functionality of EAB Navigate campus wide
- Five new Faculty positions added due to CBA changes
- One new position added to enhance strategic planning and implementation
- Budget resource to support implementation of phase 2 of Director Classification Study

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

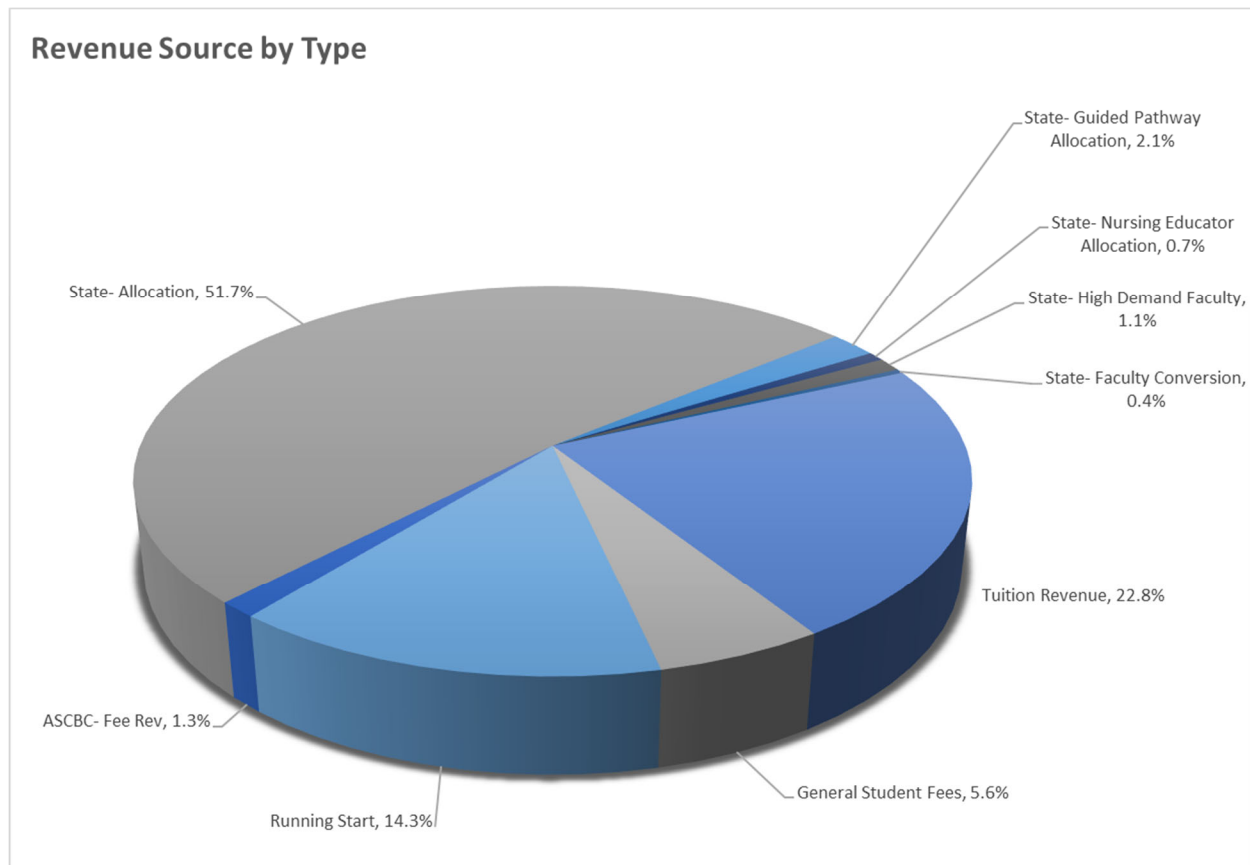
Fiscal Year Budget Comparison FY25 to FY24

Operating Revenue Forecast				
Account	Description	FY25 BOT Proposal	FY24 BOT Approved	Year over Year Change
522-1AUR	ASCBC- Fee Rev	\$ 900,000	\$ 900,000	\$0
000-STATE	State- Allocation	\$ 35,816,288	\$ 33,728,083	\$2,088,205
000-GP	State- Guided Pathway Allocation	\$ 1,483,623	\$ 1,483,623	\$0
091-Nursing	State- Nursing Educator Allocation	\$ 509,567	\$ 509,567	\$0
112-HD	State- High Demand Faculty	\$ 770,434	\$ 770,434	\$0
000-FC	State- Faculty Conversion	\$ 243,000	\$ 243,000	\$0
149-TUITION	Tuition Revenue	\$ 15,753,864	\$ 14,294,405	\$1,459,459
148-FEES	General Student Fees	\$ 3,844,093	\$ 3,661,041	\$183,052
xxx-Other	Other Local Rev -Reserves	\$ -	\$ 992,041	(\$992,041)
146-RS	Running Start	\$ 9,909,323	\$ 8,943,432	\$965,891
Total Operating Revenue		\$ 69,230,192	\$ 65,525,626	\$ 3,704,566
Operating Expense Forecast				
Account	Description	FY25 BOT Proposal	FY24 BOT Approved	Year over Year Change
A:	Salaries And Wages	\$ 41,962,971	\$ 39,422,881	\$2,540,090
B:	Employee Benefits	\$ 13,421,572	\$ 12,645,130	\$776,442
C:	Professional Service Contracts	\$ 3,156,002	\$ 2,353,943	\$802,059
E:	Goods And Other Services	\$ 7,437,181	\$ 8,217,298	(\$780,117)
G:	Travel	\$ 629,852	\$ 629,516	\$336
J:	Capital Outlays	\$ 280,656	\$ 506,098	(\$225,442)
N:	Grants,- Client Services	\$ 1,186,534	\$ 667,986	\$518,548
P:	Debt Service/Liability	\$ 1,696,525	\$ 1,696,525	\$0
S/T:	Interagency Reimbursements	\$ (632,686)	\$ (632,686)	\$0
Total Operating Expenses		\$ 69,138,607	\$ 65,506,691	\$ 3,631,916
Net Resources		\$ 91,585	\$ 18,935	

FY25 Revenue Forecast:

Account	Description	FY25 BOT Proposal	% of Total Revenue
522-1AUR	ASCBC- Fee Rev	\$ 900,000	1.3%
000-STATE	State- Allocation	\$ 35,816,288	51.7%
000-GP	State- Guided Pathway Allocation	\$ 1,483,623	2.1%
091-Nursing	State- Nursing Educator Allocation	\$ 509,567	0.7%
112-HD	State- High Demand Faculty	\$ 770,434	1.1%
000-FC	State- Faculty Conversion	\$ 243,000	0.4%
149-TUITION	Tuition Revenue	\$ 15,753,864	22.8%
148-FEES	General Student Fees	\$ 3,844,093	5.6%
146-RS	Running Start	\$ 9,909,323	14.3%

Revenue Forecast	\$ 69,230,192	100%
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FY25 Expense Budget Proposal:

Object	Object Description	FY25 BOT Proposal	% of Total Budget
A:	Salaries And Wages	\$ 41,962,971	60.7%
B:	Employee Benefits	\$ 13,421,572	19.4%
C:	Professional Service Contracts	\$ 3,156,002	4.6%
E:	Goods And Other Services	\$ 7,437,181	10.8%
G:	Travel	\$ 629,852	0.9%
J:	Capital Outlays	\$ 280,656	0.4%
N:	Grants & Client Services	\$ 1,186,534	1.7%
P:	Debt Service/Liab	\$ 1,696,525	2.5%
S/T:	Interagency Reimbursements	\$ (632,686)	-0.9%
Operating Expense		\$ 69,138,607	100%

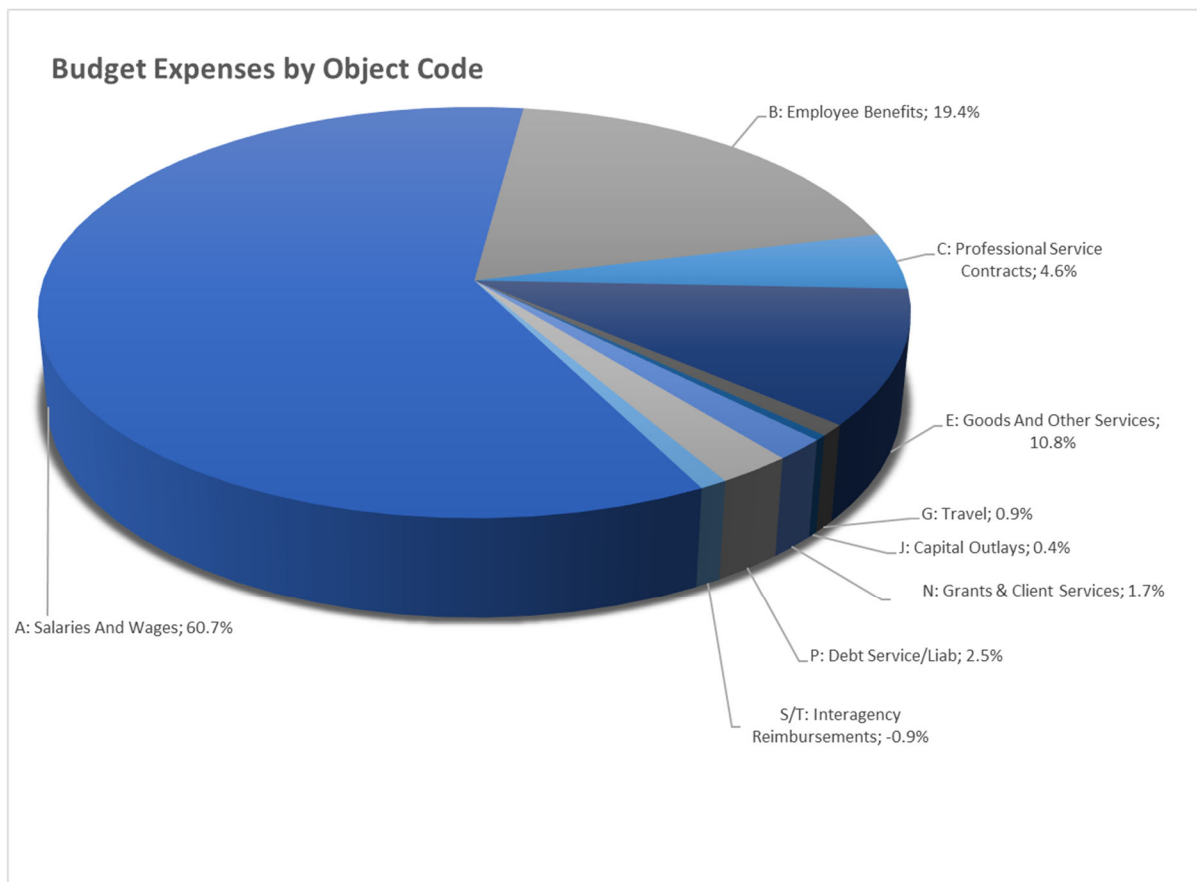


Exhibit G

S&A Budget Final Draft	2022-23	2023-24	2024-25	2024-25	NOTES
Projection & Continual Expenses					
Service & Activities Fee Projection	\$ 1,470,000.00	\$1,558,000.00	\$1,800,000.00	\$1,800,000.00	
ASCBC Salaries (continual)	\$ 217,000.00	\$ 230,000.00	\$ 237,336.00	\$ 237,336.00	
Graduation			\$ 40,000.00	\$ 40,000.00	
Supplemental ASCBC Support Account	\$ 87,618.00	\$ 83,344.00	\$ 67,555.00	\$ 67,555.00	
Sub-Total to Allocate	\$ 1,165,382.00	\$1,244,656.00	\$1,562,664.00	\$1,562,664.00	
Organizations			REQUESTED	APPROVED	
Orchestra	\$ 5,000.00	\$ 5,000.00	\$ 19,000.00	\$ 19,000.00	Orchestra
Band	\$ 35,000.00	\$ 40,367.00	\$ 45,778.00	\$ 45,778.00	ASCBC
Vocal Music	\$ 55,255.00	\$ 61,200.00	\$ 65,000.00	\$ 65,000.00	Band
Drama/Theater	\$ 60,600.00	\$ 52,600.00	\$ 52,600.00	\$ 52,600.00	Vocal Music
Baseball	\$ 39,000.00	\$ 40,000.00	\$ 44,800.00	\$ 44,800.00	Drama/Theater
Men's Basketball	\$ 29,000.00	\$ 30,000.00	\$ 30,450.00	\$ 30,450.00	Athletics
Men's Soccer	\$ 27,000.00	\$ 28,000.00	\$ 30,000.00	\$ 30,000.00	WEC
Men's Golf	\$ 13,000.00	\$ 13,500.00	\$ 14,325.00	\$ 14,325.00	
Women's Basketball	\$ 29,000.00	\$ 30,000.00	\$ 30,450.00	\$ 30,450.00	
Volleyball	\$ 29,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	
Women's Soccer	\$ 27,000.00	\$ 28,000.00	\$ 30,000.00	\$ 30,000.00	
Women's Golf	\$ 13,000.00	\$ 13,500.00	\$ 14,325.00	\$ 14,325.00	
Softball	\$ 29,000.00	\$ 30,000.00	\$ 33,000.00	\$ 33,000.00	
Esports			\$ 82,505.00	\$ 61,950.00	
Services					
Services Managed by ASCBC					
Service	\$ 9,500.00	\$ 11,500.00	\$ 11,500.00	\$ 11,500.00	
Travel/Training	\$ 14,200.00	\$ 14,200.00	\$ 14,200.00	\$ 14,200.00	
Office Expense	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00	\$ 6,750.00	
Progressive Club Funding	\$ 40,000.00	\$ 50,000.00	\$ 60,000.00	\$ 52,500.00	
Activities	\$ 45,000.00	\$ 50,000.00	\$ 60,000.00	\$ 52,500.00	
Music Copyrights	\$ 5,000.00	\$ -	\$ -	\$ -	
Game Room	\$ 34,175.00	\$ 34,175.00	\$34,175.00	\$ 34,175.00	
Services Managed outside of ASCBC					
Veterans Resource Center	\$ 10,000.00	\$ 12,010.00	\$ 11,518.00	\$ 11,518.00	
Athletic Promotions	\$ 1,500.00	\$ -	\$ -	\$ -	
Game Management	\$ 85,000.00	\$ 86,500.00	\$ 95,000.00	\$ 95,000.00	
Esvelt Gallery	\$ 23,430.00	\$ 26,550.00	\$ 27,000.00	\$ 27,000.00	
Academic Success Center	\$ 75,351.00	\$ 82,470.00	\$ 87,036.00	\$ 87,036.00	
Disability Testing	\$ 32,670.00	\$ 41,500.00	\$ 47,600.00	\$ 47,600.00	
Grants in Aid (Athletic scholarships)	\$ 131,040.00	\$ 148,560.00	\$ 170,808.00	\$ 170,808.00	
Talent Grants (Drama)	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	
Talent Grants (Vocal Music)	\$ 25,800.00	\$ 31,800.00	\$ 36,000.00	\$ 36,000.00	
Talent Grants (Band)	\$ 22,500.00	\$ 24,000.00	\$ 27,000.00	\$ 27,000.00	
Talent Grants (Orchestra)	\$ 3,000.00	\$ 3,000.00	\$ 6,000.00	\$ 6,000.00	
Childcare Reimbursement	\$ 52,500.00	\$ 52,500.00	\$ 52,500.00	\$ 52,500.00	
Travel Reimbursement for Low Income Students	\$ 37,800.00	\$ 37,800.00	\$ 37,800.00	\$ 37,800.00	
Planetarium	\$ 8,200.00	No Proposal	\$ 10,800.00	\$ 10,800.00	
Higashi Nippon International University Inter-University Exchange Project			\$ 9,548.00	\$ 2,800.00	
MESA	-	-	\$ 15,500.00	\$ 15,005.20	
Prefunded Clubs					
Hockey Club	\$ 15,588.00	\$ 15,588.00	\$ 13,726.00	\$ 13,726.00	
Splitting Image	\$ 14,000.00	\$ 6,000.00	No Proposal	No Proposal	
Tech Club	\$ 5,900.00	No Proposal	No Proposal	No Proposal	
Professional Agricultural Student Org (PAS)	\$ 11,000.00	\$ 18,800.00	\$ 31,311.00	\$ 27,731.00	
Psych Club	\$ 13,300.00	No Proposal	No Proposal	No Proposal	
Game Club	\$ 8,178.00	No Proposal	No Proposal	No Proposal	
Dental Hygiene	\$ 5,295.00	\$ 9,300.00	\$ 22,760.00	\$ 11,616.96	
Cyberhawks	\$ 5,000.00	\$ 15,600.00	\$ 22,750.00	\$ 10,000.00	
Phi Theta Kappa (PTK)	\$ 8,100.00	\$ 12,500.00	\$ 16,000.00	\$ 14,521.16	
Chemistry Club		\$ 4,450.00	No Proposal	No Proposal	
DECA	\$7,000	\$22,186	\$ 44,483.00	\$ 31,278.59	
LULAC			\$ 15,390.00	\$ 11,995.00	
Hawk Cycling			\$ 31,660.00	\$ 16,070.09	
2022-23 Total:		2023-24 Totals	2024-25 Totals	2024-25 Totals	
\$ 1,165,382.00	\$ 1,244,656.00	\$ 1,565,798.00	\$ 1,455,109.00		

Service & Activities Budget Recommendation 2024-25

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

This year's committee consisted of four ASCBC student leaders and four students that came from athletics and active club members, Director for Student Activities, Assistant Dean for Student Conduct and Student Life and two representatives from Budget Services. This committee used CANVAS to review 25 proposals that were submitted this year. The committee met on Monday's from 2p.m.-4p.m. for six weeks beginning January 29th, 2024 until March 11th, 2024. Members reviewed proposals beforehand to come ready to meetings to discuss the applications and proposals.

The committee received a later projection from the CBC Business Office for the 2024-2025 academic year than it had last year. The projection for the next academic year lifted to \$1,800,000,000.

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 extracurricular 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 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 with a new addition of Graduation, now bringing it to three.

- ASCBC/Student Activities Salaries – This allows S&A fees to pay staff and students who contribute to ASCBC/S&A, 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. 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.

Service & Activities Budget Recommendation 2024-25

Detailed Report

- Graduation Support Account- This account will be used to fund items that will be going towards CBC's annual graduation which includes cost of student's graduation regalia (caps, gowns, tassels, stoles) and any informational or graduation events that is put on for graduating CBC students.

Increases to the Technology Fee

No technology fee presentation was given to the 2024 Budget Committee. As part of 2023 Budget Committee, the students were asked to review an increase to the technology fee. This discussion falls outside 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 \$0.050 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 in 2023.

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: \$19,000

- Fully Funded.
- The group asked for more than the previous year because of the growth in size of the program and since building back up post COVID.

Band

Total Recommendation: \$45,778

- Fully Funded.
- The group asked for more than the previous year due to need for new and upgrades on equipment and proper supplies and accessories for students and the program.

Vocal Music

Total Recommendation: \$65,000

- Fully Funded.
- The group asked for more than the previous year to accommodate to for travel and cost of tours and festivals that program participates in.

ACF-Drama/Theatre

Total Recommendation: \$52,600

- Fully Funded.
- The group asked for the same amount as last year.

**Service & Activities Budget Recommendation 2024-25
Detailed Report**

- The proposal was well written and provided a plan for the funding needed.

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

Total Recommendations for Each Sport:

Baseball- \$44,800

Basketball (M)- \$30,450

Soccer (M)- \$30,000

Golf (M)- \$14,325

Basketball (W)- \$30,450

Volleyball- \$30,000

Soccer (W)- \$30,000

Golf (W)- \$14,325

Softball- \$33,000

Esports- \$61,950

- All sports were fully funded except for Esports.
- Funds include equipment, travel expenses, and uniforms.
- Esports cost includes \$15,000 for team operations which was fully funded but only \$46,950 of the \$67,505 that was requested for the Comprehensive Esports Program Enhancement Proposal was approved. The issues that were brought up by the committee members were determining if Esports proposal aligned with the use of S&A fees. Because the equipment purchased would be open for student use when not in use for competition, it was determined that it was. It was stated that broadcasting equipment would be needed for the potential new Broadcasting Club that plans to be active in the next academic year. Since that club would be a progressively funded club but the proposal was asking for funding for them, the Broadcasting Club would be getting funded from two different sources which is unfair. We cut the first itemization request of \$13,850 completely because the request is for the anticipated Broadcasting Club which does not align with the request of Esports as a potential Athletics Program.
- We funded the second itemization of \$18,100 in full for Esports Practice/Competition Set-Up because the committee felt the requested PC's, headsets and monitors are essential to meet competition criteria and quality.
- The third itemization request was for \$35,600. Of that, it was voted to cut \$2,150 from the \$5,150 requested for desks and chairs. The \$3,000 to cover gaming chairs. \$3,700 was cut for the stage lighting and viewing request since a stage was not approved in this budget and the lighting is already provided in the current Esports Arena. \$28,850 was approved out of the \$35,600.
- The totals for the second itemization and third itemization request are \$46,950, thus only approved \$46,950 of the \$67,505 requested for the Esports Comprehensive Program Enhancement.
- This is approved as a one-time proposal.

SERVICES

Service & Activities Budget Recommendation 2024-25

Detailed Report

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-reimbursement, veterans' resources, etc.).

Service to Students

Total Recommendation: \$11,500

- Fully Funded
- Same request as the last academic year.
- This represents one-time service projects for CBC students.

Travel and Training

Total Recommendation: \$14,200

- Fully Funded
- Same request as the last academic year. 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: \$6,750

- Partially Funded
- Voted to cut budget in half to accommodate student clubs' proposal requests to cut as little as possible to meet allocation allowable.
- 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.

Progressive Club Funding

Progressively Funded Clubs are chartered annually and receive funds in allotments as established by the Office of Student Activities and ASCBC. Clubs must maintain a minimum of nine currently enrolled students/club members.

Total Recommendation: \$52,500

- Partially Funded
- Voted to cut budget in half to accommodate student clubs' proposal requests to cut as little as possible to meet allocation allowable.
- This item will still allows clubs that are new or rechartered to received funds but able to use the reserves account if needed.

Activities

Total Recommendation: \$52,500

Service & Activities Budget Recommendation 2024-25

Detailed Report

- Partially Funded
- Voted to cut budget to accommodate student clubs' proposal requests to cut as little as possible from them. In case of emergency, clubs can utilize the Reserves account.
- Funds extracurricular activities for the student body.
- The music copyright fee that formerly came out of a separate account has not been combined with this account.

Game Room

Total Recommendation: \$34,175

- Fully Funded
- There has been an increase in students using the game room and requests for game room to be open later. This academic year, the game room was able to be staffed until 3p.m. The goal for the next academic year is to hire an additional student worker to staff an evening shift.

Veterans Resource Center

Total Recommendation: \$11,518

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

Game Management (Athletics)

Total Recommendation: \$95,000

- Fully funded.
- Funds NWAS fees, officials, and insurance.
- This includes the funding for athletic promotions, instead of it being a separate account.

Esvelt Gallery

Total Recommendation: \$27,000

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

Academic Success Center

Total Recommendation: \$87,036

- Fully funded.
- Funds student tutor wages.

Disability Testing

Total Recommendation: \$47,600

- Fully funded.

Service & Activities Budget Recommendation 2024-25 Detailed Report

- Funds will go towards disability and mental health evaluations for students.

Grants in Aid (Athletic Scholarships)

Total Recommendation: \$170,808

- Fully funded.
- Fund request increased from last year because of rise in tuition as well as adding on Esports to the Athletics program.
- By fully funding, we are keeping our scholarship amounts competitive with those of other community colleges across the region.

Talent Grants (Drama)

Total Recommendation: \$18,000

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

Talent Grants (Vocal Music)

Total Recommendation: \$36,000

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

Talent Grants (Band)

Total Recommendation: \$27,000

- Fully funded.
- 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: \$6,000

- 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 student additional support to complete their educational goals.

Service & Activities Budget Recommendation 2024-25 Detailed Report

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 student's ability to attend classes in-person, and we want to assist students with this challenge. We have seen students travel from areas that include but are not limited to Yakima, Sunnyside, Moses Lake and other surrounding cities.
- This is a retention tool and allows students additional support to complete their educational goals.

Planetarium

Total Recommendation: \$10,800

- Fully funded.
- Funds the 10-year licensing agreement for two educational films that are used for educational purposes for students and student courses.

Higashi Nippon International University Inter-University Exchange Project

Total Recommendation: \$2,800

- Partially funded.
- Majority of proposal requests submitted did not align with proper use of student S&A funds.
- Funds approved include fees to cover cost of educational museums for students, costs for transportation and per diem expenses.

MESA

Total Recommendation: \$15,005.20

- Partially Funded.
- Budget Proposal was well written but committee had to make budget cuts across clubs and other services in order to meet allocation.

PRE-FUNDED CLUBS

These clubs meet two of the four criteria in order to apply for the 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: \$13,726

- Fully Funded.
- They asked for a smaller amount this year but have full intentions of playing a full season of hockey in the 2024-2025 academic year.

Professional Agricultural Student Organization (PAS)

Total Recommendation: \$27,731

Service & Activities Budget Recommendation 2024-25

Detailed Report

- Partially funded.
- Funds were increased due to the increase in members and competition/travel costs.
- Amendment was made to fund for 10 students and 1 faculty for Nationals.
- If additional students qualify for competitions past ten 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.

Dental Hygiene

Total Recommendation: \$11,616.96

- This group was given an increase in funding, but they were not fully funded for their full ask.
- The high increase in funding requests did not align with the inflation chart that Budgeting Services created and was over asking.

Cyberhawks

Total Recommendation: \$10,000

- Partially Funded.
- A few items were disproportionate to actual costs; and therefore, scaled back by the committee to a reasonable amount.
- The high increase in funding requests did not align with the inflation chart that Budgeting Services created and was over asking.

Phi Theta Kappa Honor Society

Total Recommendation: \$14,521.16

- Partially Funded.
- Some funds that were removed include the Adopt-A-Family since that event would come out of the ASCBC Service Budget.
- This academic year has shown a success in the quarterly study days with many students signing in and studying during Study Day in the T-Building Atrium.

DECA

Total Recommendation: \$31,278.59

- Partially Funded
- DECA has proven to be a successful club with placing high in this year's (2023-2024) academic competitions as well as having a high student club member participation.
- The high increase in funding requests did not align with the inflation chart that Budgeting Services created and was over asking.
- Campus Service Project requests were cut for items such as an iPad that can be checked out through TS and other items removed that were not deemed necessary such as décor.

LULAC

Total Recommendation: \$11,995

Service & Activities Budget Recommendation 2024-25

Detailed Report

- Partially Funded.
- Partial cuts made due to lack of descriptions of cost for events and travel.
- Some items did not align with proper use of S&A funds and were for community members which is not allowable.

Hawks Cycling

Total Recommendation: \$16,070.09

- Partially Funded.
- Budget proposal was not well detailed in itemizations for travel costs. There was confusion in the low cost for local travel, high cost for regional travel compared to national travel. Committee deemed amount not justifiable.
- Budget proposal was not detailed in itemizations for club activities and committee did not find amount justifiable.

Exhibit H



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.

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.

Exhibit I



Community College District 19 Board of Trustees

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.

Adopted: 07/01/1997
Revised: 05/14/2018
Last Reviewed: 06/12/2023

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 J



Columbia Basin College Board of Trustees, District 19
Resolution No. 24-03

Award of Faculty Emeritus

WHEREAS, in special recognition of distinguished service to Columbia Basin College, Dr. Robert Chisholm faithfully served Columbia Basin College for 25 years as a Professor of Political Science and History, the College wishes to acknowledge, by appointing Dr. Robert Chisholm to Faculty Emeritus; and

WHEREAS, Dr. Robert Chisholm joined Columbia Basin College in 1999 and during his 25-year career, has been a model for excellence in teaching, scholarship, and service to the college and professional community; and

WHEREAS, Dr. Robert Chisholm exhibited excellence during his 25-year tenure as a Professor of Political Science and history through teaching a wide variety of political science and history classes. This includes the development and revision of at least 15 of the class offerings in political science and history. His classes were always informative and entertaining, yet he would always challenge students to learn. It is clear from the student evaluations that students valued his classes. On many occasions, he would bring in guest lecturers and outside activities to bring the class material alive to his students.

Dr. Chisholm provided invaluable service to the college in his 25-year tenure at Columbia Basin College. Beyond his extraordinary service to the division, he served on multiple hiring committees, tenure review committees, Faculty Senate, and 16 other college committees and he was a mentor to new faculty. Outside of the college, Dr. Chisholm represented the college in the community. He was involved in multiple off-campus outreach activities, including judging academic contests. He has a long list of community presentations in a variety of forums. He was active in community theater for many years. Finally, he was awarded the 2010 NISOD award for excellence in teaching.

NOW, THEREFORE, BE IT RESOLVED by The Board of Trustees of Columbia Basin College that it hereby approves appointment of Dr. Robert Chisholm as Faculty Emeritus and expresses its appreciation to Dr. Chisholm for his distinguished service as Professor of Political Science and History at Columbia Basin College. The Board hereby conveys to him its sincere gratitude for his many contributions made to Columbia Basin College during his service as a Professor and that it takes note of the special recognition given by his colleagues, staff and students as a thoughtful, honorable, and dedicated individual through his appointment as Faculty Emeritus at Columbia Basin College; and

BE IT FURTHER RESOLVED that this resolution be recorded in the permanent minutes of this Board, and that copies be presented to Faculty Emeritus and his family and to appropriate College officials.

Done in Open Meeting by the Board of Trustees of Columbia Basin College on the 13th day of May, 2024.

BOARD OF TRUSTEES
Columbia Basin College

By: _____
Kimberly Harper, Chair of the Board

Exhibit K



Columbia Basin College
Resolution No. 24-02

New Student Housing Project Approval and Request for Financing

WHEREAS, the Board of Trustees of Community College District No. 19, Columbia Basin College, recognizes the critical role Columbia Basin College plays in providing first-rate educational programs and training in Benton and Franklin counties, AND

WHEREAS, Columbia Basin College desires to provide safe and affordable on-campus housing options for our students, AND

WHEREAS, Columbia Basin College has been granted the authority by the Board of Trustees to expend up to \$6,000,000 for design and initial construction, AND

WHEREAS, Columbia Basin College will seek additional authority by the Board of Trustees to expend up to \$24,000,000 for design, construction, fixtures, furnishings, and equipment, AND

WHEREAS, Columbia Basin College will be using \$6,000,000 in local funds, AND

WHEREAS, Columbia Basin College will seek financing authority with the assistance of the State Board for Community and Technical Colleges (SBCTC) to obtain Legislative approval of a \$18,000,000 Certificate of Participation (COP), AND

WHEREAS, the Board of Trustees of Columbia Basin College and the College President desire to show their strong support for this project, AND

WHEREAS, Columbia Basin College has legal authority, and that Eduardo Rodriguez, Vice President for Administrative Services, is hereby authorized, for and on behalf of Columbia Basin College, to do and perform any and all acts which may be necessary to carry out the foregoing resolution including the preparing, making and filing of plans, applications, reports and other documents; the execution, acceptance, delivery and recordation of agreements, and other instruments pertaining to Columbia Basin College's New Student Housing project.

NOW, THEREFORE, BE IT RESOLVED by The Board of Trustees of Columbia Basin College hereby approves that the foregoing resolution is a true and correct copy of the resolution adopted by the vote of a majority of the members of the Columbia Basin College Board of Trustees present at a meeting of said Board on the 13th day of May, 2024, at which a quorum was present.

BOARD OF TRUSTEES
Columbia Basin College

By: _____
Kimberly Harper, Chair of the Board of Trustees