COLUMBIA BASIN COLLEGE BOARD OF TRUSTEES' Retreat

August 20, 2021 Webinar/Zoom 9 a.m. -3 p.m.

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Call to Order

*Agenda Changes

*Approval of Minutes

June 14, 2021 Board of Trustees' Meeting

Exhibit A

Reports

College Updates – A Year in Review and the Year Ahead

Unaudited Income Statement

Exhibit B

Trustee Work Session

Community Linkage Review Trustee Recruitment Sub-Committee **Board Trainings**

Exhibit C Exhibit D

Board Evaluation

Board Roles and Elections

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

*Discussion/Action:

Cash Reserves Target Update & Board of Trustees' Reserves FY 2021 Board Meetings Annual Schedule

Exhibit E Exhibit F

Executive Session

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

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 542-4801 as soon as possible to allow sufficient time to make arrangements.

Exhibit A

Columbia Basin College Board of Trustees' Meeting Minutes June 14, 2021 Zoom Webinar Beers Board Room 4:00 p.m.

Board Members in attendance: Kedrich Jackson, Allyson Page, Bill Gordon, Holly Siler, Kimberly Harper Rebekah Woods, President & Secretary to the Board, Deb Severin

In Person: Cheryl Holden, Michael Lee, Eduardo Rodriguez, Brian Dexter Ronda Rodgers, Alex Thornton Abby DeSteese, Brian Moreno, Jeff Hylden, Yoselin Mendez Webinar Panelists: Camie Glatt, Jay Frank, Jason Engle, Erin Fishburn, Bruce Walker, Collin Wilson, Bailey Maya, Ronn Campbell, Shea King, Jessica Miller, Ann Wright, Michelle Stewart, Theresa Woehle, Prashant Magar, Missy Ihnen, Brian Moreno, Melissa McBurney, Anne Lundquist, Anthology, Melia LaCour Board Room Audience

The Agenda	The Discussion	Action
Call to Order		Meeting called to order by Chair Jackson at 4:01 p.m.
Pledge of Allegiance	President Woods led the Pledge of Allegiance	
Agenda Changes	Discussion - None	Trustee Siler moved and Trustee Harper seconded the motion to approve the agenda as written. Approved unanimously.
Approval of Minutes	May 10, 2021 Meeting Minutes Discussion – Request to remove Trustee Harper comment, as she was not present at the May meeting.	Trustee Siler requested removing Trustee Harper comments. Trustee Siler moved and Trustee Gordon seconded the motion to approve the minutes as amended. Approved unanimously.
Celebrating Excellence Educator of the Year Bruce Walker, Associate Professor of Music Downbeat Award-Winning Production Collin Wilson, Associate Professor of Music Bailey Maya, Student Kennedy Center Festival Ronn Campbell, Senior Associate Professor of Theatre Shea King, Adjunct Instructor CBC Wellness Committee – Z08 Award Jessica Miller, Director for Employee Benefits & Wellness	Dr. Michael Lee, Vice President for Instruction, introduced the Arts & Humanities celebrating excellence participants: Bruce Walker for receiving the Educator of Year Award in Music, Collin Wilson and Baily Maya, student, for receiving the Downbeat Award Winning Production, and Ronn Campbell and Shea King for receiving the Kennedy Center Festival Award. Bruce thanked the College, Collin shared that the for the first time a student wrote the ensemble composition, and Ronn recognized students, Kailee Sisounthone & Kaitlyn Dove, thanking them for their work. Chair Jackson shared he is amazed at the talent CBC produces for Art, Music and Theatre. Camilla Glatt, Vice President for HR & Legal Affairs introduced Jessica Miller, Director for Employee Benefits & Wellness and Ann Wright, HR Consultant, coordinators for the Z08 Award and the work they have accomplished regarding wellness. CBC has won this distinguished award for the second year. Because of remote operations, they were virtually challenged; however, they were able to provide wellness activities for the CBC community. Ann thanked the CBC Wellness Committee. There was discussion about Argent Road expansion and would that include expanding bike lanes to campus.	

Consultant 2 Michelle Stewart - Human Resource Consultant 2 Theresa Woehle, Secretary Senior Alex Thornton, Director for Student Recreation & Wellness Jamie Duncan, Assistant Director for Student Recreation & Wellness Prashant Magar, Assistant Professor of Computer Science Missy Ihnen, Human Resource Consultant 1		
Linkage with Community Brian Moreno, Vice Chair, Washington State Commission on Hispanic Affairs	President Woods introduced Brian Moreno from WA Commission on Hispanic Affairs and thanked him for all the work he has accomplished so they can launch this fall. His vision and tenacity is why we are at this point. Brian shared Career Connect Tech was a collaborative effort to bring IBM's P-TECH model to Washington state. In short summary, P-TECH is an international program to develop a diverse workforce from populations historically underrepresented in particular industries such as tech. The program connects higher education, K-12 instruction, and industry partners, to graduate students in 4 to 6 years with an industry-recognized credential, paid work experience, and an interview for available jobs. Additionally, Brian stated in Washington, we spent the last four years working with stakeholders to implement the program in three communities. That work was funded in 2020 via an intermediary grant from Career Connect Washington. The three pilot communities are Pasco, Kirkland, and Everett. Locally, Career Connect Tech has received its Career Launch endorsement from Career Connect Washington. The partners in Tri-Cities are Columbia Basin College, the Pasco School District, LIGO Hanford, the Pacific Northwest National Laboratory, and HMIS. The program will be launching this fall by bringing students to the New Horizons High School located on CBC's campus. This will allow students to seamlessly transition from their high school content and curriculum to CBC's. Lastly, Career Connect Tech Pasco will be joining IBM's global P-TECH network, which will be announced this fall. The global network includes programs in over 260 schools across 26 countries with more than 600 industry partners. For more information on the program, its model, and Career Connect Washington, I've included links below. P-TECH Model - https://careerconnectwa.org/ Career Connect Tech (Pasco) - https://careerconnectwa.org/	
<u>Discussion</u> <u>CBC Strategic Plan Update</u> Melissa McBurney	Melissa summarized the Strategic Plan and process they followed with a DEI lens and shared they don't have a name for the plan as of yet, but they are asking the community. The Plan provides clarity of our mission and vision and why students come to our campus.	

Anne Lundquist Melia LaCour	The final Plan document will be shared at the Board August Retreat, August 20, 2021. Anne and Melia shared details about the survey and the ongoing data analysis that was conducted with students and staff.	
<u>Break</u> 5:12 5:20 Return	Chair Jackson asked for a break.	
Remarks By, Administration President	Pr. Woods Return to Campus – CBC will be resuming all in-person services on campus on September 7, 2021. CBC will not be mandating vaccinations but will be offering vaccination clinics on campus on June 24, 2021. There could be more guidance from the Governor this week regarding social distancing requirements. Athletics – CBC had a very positive successful season. She shared some of the athlete's comments and was thankful to our Athletics Department.	
	Pinnings & Commencement – Pinnings for the Health Sciences Department and graduation will be held June 17, 18 and 19, 2021. Chair Jackson requested a schedule of the events.	
By, CEO, Foundation	Erin Fishburn. CEO Foundation Scholarship letters have been going out this week to our first group of students. We are still waiting on Nursing enrollments to verify those student awards, but right now it looks like we will be awarding over \$825,000 in scholarships to 500 students for the 21-22 school year. The smaller, Fall cycle will open in mid-August and close in October. During that cycle we will award the Power of Connection scholarships, scholarships that went unclaimed and some of our general awards.	
	This past year about 2/3 scholarships were awarded from our endowment pool and 1/3 from annual scholarships. With that in mind we are focused on increasing the number of new annual scholarships by at least 5 during the next year.	
	Working on a thank you event for scholarship reviewers for September 1st. We continue to seek support from outside organizations and were pleased to hear that for the first time we received funding from the Wildhorse Foundation for simulation equipment for health sciences and that WHWF is once again providing us support-this time to provide stipends to individuals in our Bachelors of Education program. Both grants are about \$10K.	
	Wrapping up the year and providing support for different graduation events, but mostly focused on prep for fall activities the biggest of which is POC. Right now we are securing sponsors for the event as well as silent and live auction items.	
By, ASCBC	Yoselin Mendez Rodriguez Yoselin shared a Power Point which included all the events which ASCBC had accomplished	

in the academic year which included but not limited to, activity kits dispersed to students, student activities, weekly lessons on leadership, mindfulness, Earth awareness activities, etc. Yoselin thanked several departments and CBC's continued support of ASCBC and student government.

By, Faculty Senate Chair

Molly Mooney

No report. Molly had to leave early and was planning on introducing Jeff Hylden, Adjunct Chemistry instructor, as the new Faculty Senate Chair. Jeff introduced himself to the Board, Cabinet and audience.

By, AHE

Tim Harris

By, Board Members

No report.

Holly Siler

5/18: WS ACT Spring Conference

5/18: Mid-Columbia Chapter of Public Relations Society of America: COVID's Impact on Higher Ed, Speakers: Maegan Murray (WSU-TC) / Lance Kissler (EWU) / Jodi Walker (U of I)

5/20: Meeting w/ Dr. Woods 5/21: WS ACT DEI Committee

5/22: CBC Annual Juried Student Art Exhibit

5/25: WS ACT DEI Committee Trustee Recruitment Sub Committee

6/2: Topping Off Ceremony

6/4: Dean Meetings w/ Lobdell, Taylor, Engle

6/9: WS ACT Board Meeting

6/11: Coffee & Conversation w/ Dr. Kira Mauseth

6/14: Campus Tour

Bill Gordon

Spent an hour with a 1:1 with President Woods, she's doing a great job as President.

Kimberly Harper

- Met with Trustee Siler and several deans to discuss their division work and how they align with the mission, vision and values.
- Participated in a Pasco campus tour.

Allyson Page

Thanked the staff and can attest to the work CBC is accomplishing. CBC is ahead of the curve regarding DEI work.

Kedrich Jackson

- Attended the Pasco Police Department monthly Community Advisors meeting.
- Attended the Benton Franklin Transit ("BFT") meeting with the commissioners because of the linkage to CBCs role in the community and students using the BFT. BFT continues to have public hearings regarding ridership and empty buses and budgets. President Woods stated students rely heavily on the bus system and it

Reports Financial Statement	would be huge hit to students. • Attended the legislative breakfast at Sterling's. A recap of what the last legislative session was like with highlights on the non-collegial behavior at the national level has permeated to Washington state was discussed. Eduardo Rodriguez provided highlights from the Cash Balance and Fund Variance Report.	
<u>Discussion</u> August Board of Trustees Retreat	Discussion – Trustee Siler suggested adding the following to the agenda: Exhibit G – Agenda Additions Community Linkage Review	
	 Community Linkage Review Can we have a copy of the "GP-3 Board Job Descriptions" added to the packet for this conversation? Can we have a copy of page 51 (it has pg.4 at the bottombut is page 51 of the combine pdf) of the attached Carver Model training binder added to the packet for this conversation? Trustee Recruitment Sub-Committee Can we have a copy of "Bylaws Article VIIICommittees" added to the packet for this conversation? CBC Board Trainings 2021-2022 	
*Consent/Action Second Reading: Board Policies Executive	o Jedi o DEI o Carver Model Exhibit H – Annual Calendar Add F1 Reminder in January Dr. Woods or staff delivering strategic plan progress reports. President Woods will provide progress reports under the "President's Report" portion of the monthly board meeting. Discussion - None	Trustee Gordon moved and Trustee Page seconded the motion to move accept EL 1-3 as is. Approved unanimously.
Limitations EL 1-3 Final Consideration – Annual College Budget	Approved	The Board moved and seconded the motion to approve the Annual College Budget.
Public Comments	Discussion - None	
Executive Session Adjourned – 6:30 p.m., expected to return 10 minutes Returned - 6:40 p.m.	RCW 42.30.110(1) (g): To review the performance of a public employee.	
Discussion/Action	Candidate for continued probationary status and granting of tenure – Cathy Pattee.	Trustee Siler moved and Trustee Harper seconded the motion to grant tenure to Cathy Pattee. Approved unanimously.

Adjournment: 6:41 p.m.	Next Board of Trustees' Meeting	
	Zoom Webinar	
	Beers Board Room	
	Board Retreat - August 20, 2021 – 9:00 a.m. – 3:00 p.m.	
	(No July meeting)	

Kedrich Jackson, Chair

Exhibit B

Columbia Basin Community College Statement of Revenues, Expenses and Changes in Net Position For June 30, 2021 (Unaudited)

	FY2021	FY2020
	JUNE 2021	JUNE 2020
Operating Revenues		
Student tuition and fees, Gross	25,544,796	23,954,565
Auxiliary enterprise sales	1,136,374	2,924,134
State and local grants and contracts	19,086,140	17,888,254
Federal grants and contracts	2,845,877.24	2,387,995
Other operating revenues	130,088	1,050,289
Total operating revenue	48,743,276	48,205,236
Operating Expenses		
Salaries and wages	33,588,839	30,469,130
Benefits	11,279,425	10,529,684
Scholarships and fellowships, Gross	21,754,185	20,573,099
Operating Expenses	9,365,616	5,586,667
Purchased services	1,963,589	2,910,986
Depreciation	3,796,041	4,048,515
Supplies and materials	2,332,682	2,302,824
Utilities	1,219,255	1,120,172
Total operating expenses	85,299,633	77,541,076
Operating income (loss)	(36,556,357)	(29,335,841)
Non-Operating Revenues	20 220 720	26 514 260
State appropriations	30,220,729	26,514,369
Federal non-operating revenue	9,696,885	2,162,993
Federal Pell grant revenue	8,361,991	9,317,484
Investment income, gains and losses	344,696	549,321
Total non-operating revenue	48,624,301	38,544,166
Non-Operating Expenses		
Building fee remittance	1,764,047	1,769,570
Innovation fund remittance	455,713	460,326
Interest on indebtedness	1,774,468	424,777
Total non-operating expenses	3,994,228	2,654,673
Net non-operating revenues (expenses)	44,630,073	35,889,493
Income or (loss) before other revenues, expenses, gains, or losses	8,866,008	6,553,653
Capital appropriations	3,171,929	656,843
Increase (Decrease) in net position	11,245,644	7,210,496
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Exhibit C

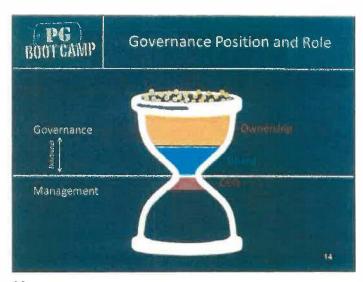


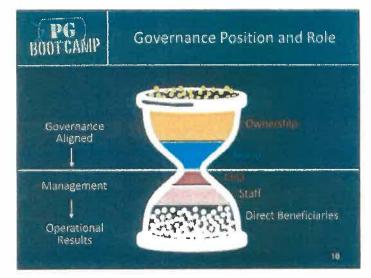
Community College District 19 Board of Trustees

POLICY TYPE: GOVERNANCE PROCESS GP-3 POLICY TITLE: BOARD JOB DESCRIPTIONS

The job of the Board is to represent the citizens of Benton and Franklin counties in determining and demanding appropriate organizational performance. To distinguish the Board's own unique job from the jobs of its staff, the Board will concentrate its efforts on the following job "products" or outputs:

- 1. The link between the organization and the citizens of Benton and Franklin counties.
- 2. Written governing policies which, at the broadest levels, address:
 - a. <u>Ends</u>: Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good, for which needs, at what cost).
 - b. *Executive Limitations:* Constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
 - c. <u>Governance Process</u>: Specification of how the Board conceives, carries out and monitors its own task.
 - d. <u>Board-Staff Linkage</u>: How power is delegated and its proper use monitored, the President role authority and accountability.
- 3. The assurance of President's performance (against policies in 2a and 2b).
- 4. A link between the Board and the College Foundation Board for maintaining communication and providing coordination between the two Boards.





The Job Products of the Board

1. Ownership Linkage
2. Policy Development
3. Assurance of Performance

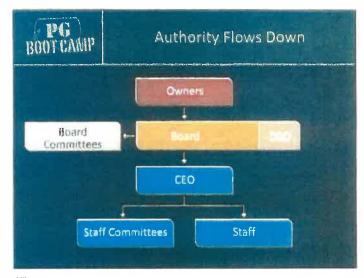


Exhibit D



Community College District 19

Board of Trustees

BY-LAWS

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BY-LAWS OF COMMUNITY COLLEGE DISTRICT 19

The Board of Trustees of Community College District 19, under the authority vested in said Board by the Laws of the State of Washington, hereby adopt the following By-Laws.

Article VIII COMMITTEES

- **Section 1. Board as a Whole**. The Board of Trustees shall act as a Committee of the Whole for the conduct of its business.
- **Section 2. Special Committees.** Special committees of Board members may be appointed by the Chair of the Board upon authority of the Board with such powers and duties and for such term as the Board may determine.
- **Section 3. Board Minutes.** Minutes of the proceedings of each committee shall be kept and as soon as practical after a meeting a copy of said minutes shall be mailed or delivered to each member of said committee and remaining members of the Board of Trustees and the President of the college.

Exhibit E

FY 2021 - Estimated Cash Balances - COLUMBIA BASIN COLLEGE

1

ASSETS	FY2020-2021		
CASH			
1110	In Bank	\$	11,247,998
1120	Undeposited	\$	-
1130	Petty	\$ \$	5,504
Total		\$	11,253,502
INVESTME	ENTS		
1210	Investments(ST/LT)	\$	22,416,270
Total		\$	22,416,270
ACCTs REC	CEIVABLE		
1312	Current	\$	731,128
1318	Unbilled	\$	-
1319	Other	\$	13,718
1342	Allowance for Accts Rec	\$ \$ \$	(35,504)
Total		\$	709,342
INTER/INT	TRA GOV RECEIVABLES		
1350	Due From State Treasurer	\$	3,207,806
1351	Due From Fed	\$	5,504,500
1352		\$ \$ \$	1,275,514
1354	Due From Other Agency	\$	1,163,816
Total		Ş	11,151,636
TOTAL A	ASSETS	\$	45,530,750
LIABILIT	TES		
CURRENT			
5111	Accts Payable	\$	2,757,961
5124	Accrued Salaries Pay	\$	2,676,074
5150	Due To State Treasurer	\$	2,599,867
5154	Due To Other Agency	\$	149,520
5158	Sales/Use Tax	\$	6,630
5199	Accrued Liabilities	\$	
5173	COP Current Year P&I Due	\$	610,000
Total		\$	8,800,051
TOTAL I	IABILITIES	\$	8,800,051

	Cash Balance		
	(ASSETS less LIABILITIES)	\$	36,730,699
Dedicated E	Balances		
1110	Student Supported Capital	\$	2,566,180
1110	3.5% - Needy Student Aid	\$	363,951
1110	Students S&A	\$	1,529,378
1110	Bookstore Operating Reserves	\$	500,000
1110	<u>Technology Fee</u>	\$	1,749,361
1110	Parking Fees	\$	641,473
1110	Basic Food Employment and Training	\$	202,138
Total		\$	7,552,481
Receives Dr	olicy - (BOT Policies on Reserves)		
Neserves i	oney - (BOTT oneies on Reserves)		Values
Operating R		\$	8,600,000
	Capital Repair and Replacement	\$	2,000,000
Real Estate		\$	1,100,000
	cure Operations	\$	3,300,000
	lities Projects	\$ \$	15,075,000
Emergencie	<u>5</u>	Ş	2,000,000
Total		\$	32,075,000
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	Operating Reserves Balar	nce	
Existing Re	eserve balance less Dedicated Reserves and		
2 2 8 110	Emergency Reserves	\$	(2,896,782)

8/3/2021

Board of Trustees' Reserve		
by Policy FY21	Purpose	Amount
Current Operations	Campus cash flow needs 2 months operating expense	\$8,600,000
Emergencies	Unforseen natural or manmade disasters and pandemics to support business continuity & recovery actions	\$2,000,000
Unplanned Capital Repair &		
Replacement	Covers largest potential system failure Core systems such as: plumbing, electrical,	
Building System	HVAC, etc. Failing roof systems	\$1,000,000 \$1,000,000 \$2,000,000
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Real Estate Debt Fund	Provides for real estate acquisition and debt needs of CBC not easily funded from State sources	
Dept Fund Reduction		\$1,100,000 \$1,100,000
Planned Future Operations		
ctcLink Implementation Culinary Program	Future new program offerings by project	\$1,800,000 \$1,500,000 \$3,300,000
Capital Facilities Projects	Covers current and planned capital projects	
Future Classroom Building Argent Street Widening and 20th	2023 Construction Project \$25M	\$5,000,000
Crosswalk	Future Project Share	\$1,325,000
Student Rec Center 840 Building Deomolition	Local Funding Portion	\$8,000,000 \$750,000
		\$15,075,000
BOT Designated Reserves		\$32,075,000

Exhibit F

CBC Board of Trustees 2021-22 Calendar of Meetings

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CBC Observed Holidays
Sep 06: Labor Day
Nov 11: Veterans Day
Nov 25: Thanksgiving Day
Nov 26: Native Amer Heritage Day
Dec 24: Christmas Day
Dec 31: New Year's Day
Jan 17: M L King Jr Day
Feb 21: President's Day

July 4: Independence Day
Trustee Conferences

May 30: Memorial Day
June 20: Juneteenth

Oct 13-16: ACCT Leader Congress
Nov 18: ACT LAC Retreat

INOV	19:	ACT	raii	Cont	erenc	e
Jan	24:	Tran	sforn	ning	Lives	Dinner

Jan 25: Winter Legis. Contact Conf

Jan 24: New Trustee Orientation

Feb 6-9: ACCT Natl Legis. Summit	-
TBD: 2022 ACT Spring Conference	5

BOT Meeting Times: Sep-Jan 4pm

Feb-Apr 7:30am / May-Jun 4pm