

**COLUMBIA BASIN COLLEGE  
BOARD OF TRUSTEES MEETING**

June 10, 2024

Beers Board Room & Virtual

4:30 p.m.

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**Agenda**

Call to Order

**Pledge of Allegiance**

**Agenda Changes\***

**Approval of Minutes\***

Exhibit A: May 13, 2024 Board of Trustees Meeting

**Celebrating Excellence**

[All-Washington Academic Team 2024](#)

Terry Fleischman, PTK Advisor, Adjunct Professor

Amanda Salsbury, Nursing

Daniel Contreras, Computer & Informational Services

Gilberto Lazaro, Mechanics & Repair Technology

**DECA Team**

Cara Anderson, DECA Advisor, Senior Associate Professor of Business

Rena Stout, DECA Advisor, Associate Professor of Accounting

Kyle Winslow, DECA Advisor, Dean for Business & Computer Science

Connar Kosmos, Student

Alicia Lemieux, Student

Catherine Fulton, Student

Stephanie Bustos, Student

Shyrete Reka, Student

Alondra Brisedo, Student

Citlali Acevedo, Student

Adriana Gonzalez, Student

Jerry Chavez Cruz, Student

Esmeralda Magaña, Student

Cassie Johnson, Student

**Remarks**

By Administration

President Rebekah Woods, Exhibit B: CBC in the News

Foundation Executive Director/CEO Erin Fishburn

By ASCBC Student Representative Brandon Ponce-Ruelas

By Faculty Senate Chair Brad Powell

By AHE Representative Rik Smith

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**

Sabbatical Report, Senior Associate Professor of Mathematics Rebecca Luttrell

Exhibit C: Cash Balance Report

Exhibit D: Variance Report

Exhibit E: Executive Limitations Reports EL-9 and EL-10

**Discussion**

Board Meetings Annual Schedule

August Board of Trustees Retreat – Draft Agenda

ACT Legislative Action Committee Representative

**Discussion/Action\***

Exhibit F: Resolution 24-04 Faculty Emeritus, Mark Taff

**Consent Agenda\***

Exhibit G: Annual College Budget 2024-2025

**Executive Session**

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

**Discussion/Action\***

Consider faculty candidates for continued probationary status and tenure

**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 Dates

### June 2024

10	CBC Retirement Reception, 3pm, Thornton Courtyard, CBC Pasco Campus
10	CBC Board of Trustees Meeting, 4:30pm, Beers Boardroom, CBC Pasco Campus
10	<a href="#">Pasco City Council Workshop Meeting</a> , 7pm, 525 N Third Ave, Pasco
11	ACT Trustee Tuesday, Topic: Current Allocation Model Review, 8am, <a href="#">Virtual Registration Link</a>
11	<a href="#">Pasco School Board Meeting</a> , 6:30pm, Board Room, 1215 W Lewis St, Pasco
11	<a href="#">Richland School Board Meeting</a> , 6:30pm, 6972 Keene Road, West Richland
12	RN-BSN Capstone Reception, 4pm, Richland Public Library, 955 Northgate Dr, Richland
13	Dental Hygiene Pinning, 4pm, Richland High School
13	ADN Pinning, 7pm, Richland High School
14	CBC Graduation, 4pm & 7pm, Toyota Center, Kennewick
15	Radiological Technology Pinning, 10am, Gjerde Center, CBC Pasco Campus
16	<a href="#">Mariachi &amp; More Festival</a> , 12 – 7pm, Columbia Park, Pasco
17	<a href="#">Pasco City Council Regular Meeting</a> , 7pm, 525 N Third Ave, Pasco
19	Juneteenth Observed, CBC Campus Closed
22	EFDA Pinning, 12pm, Gjerde Center, CBC Pasco Campus
24	<a href="#">Pasco City Council Workshop Meeting</a> , 7pm, 525 N Third Ave, Pasco
25	<a href="#">Pasco School Board Meeting</a> , 6:30pm, Board Room, 1215 W Lewis St, Pasco
25	<a href="#">Richland School Board Meeting</a> , 6:30pm, 6972 Keene Road, West Richland
26	<a href="#">Kennewick School Board Meeting</a> , 5:30pm, 1000 W 4 <sup>th</sup> Ave, Kennewick
29	<a href="#">CBC Encanto Symphony Concert</a> , 5:30pm, CBC Theatre, Pasco Campus

### July 2024

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


 CBC Board Meetings

 CBC Events

 Trustee Pro Development / Conferences

 Community Events

 Community Board Meetings

 Holidays

## Upcoming Event Dates

### August 2024

3	<a href="#">Pasco City Council Regular Meeting</a> , 7pm, 525 N Third Ave, Pasco
10	<a href="#">Pasco City Council Workshop Meeting</a> , 7pm, 525 N Third Ave, Pasco
13	<a href="#">Pasco School Board Meeting</a> , 6:30pm, Board Room, 1215 W Lewis St, Pasco
13	<a href="#">Richland School Board Meeting</a> , 6:30pm, 6972 Keene Road, West Richland
14	<a href="#">Kennewick School Board Meeting</a> , 5:30pm, 1000 W 4 <sup>th</sup> Ave, Kennewick
16	CBC Board of Trustees Retreat, 9am – 3pm, Beers Boardroom, CBC Pasco Campus
16	CBC LPN-BSN Pinning, Time TBD, Gjerde Center, CBC Pasco Campus
17	CBC Medical Assistant Pinning, 11am, Gjerde Center, CBC Pasco Campus
17	CBC Surgical Technology Pinning, 5pm, Gjerde Center, CBC Pasco Campus
17	<a href="#">Pasco City Council Regular Meeting</a> , 7pm, 525 N Third Ave, Pasco
24	<a href="#">Pasco City Council Workshop Meeting</a> , 7pm, 525 N Third Ave, Pasco
27	<a href="#">Pasco School Board Meeting</a> , 6:30pm, Board Room, 1215 W Lewis St, Pasco
27	<a href="#">Richland School Board Meeting</a> , 6:30pm, 6972 Keene Road, West Richland


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# Exhibit A

Columbia Basin College  
Board of Trustees Meeting Minutes  
May 13, 2024  
Hybrid Meeting 4:30 p.m.

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

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

In-Person Attendees: Eduardo Rodriguez, Michael Lee, Melissa McBurney, Erin Fishburn, Ericka Garcia, Jamie Duncan, Brian Dexter, Abby DeSteeze, Brandon Ponce, Amy Sokaitis, Anthony Owens, Lexie Heath, Trinidie Nichols, Mickayla Robertson, Baylie Voile, Erin Morgan, Kenzi Pedersen, Skyln Munson, Aryana Ivanoff, Latrell Barker, Eric Woods, Brock Streufert, Coleton Hansen, Dacio Barbosa, Bobby Siebers

Virtual Attendees: Elizabeth Burtner, Sarah McCalmant, Brad Powell, Rik Smith, Jason Engle, Kelsey Myers, Daphne Larios, Lane Schumacher, Martijn Oostrom, Rod Taylor, Dan Quock, Kyle Winslow, John Cloud (CBC Men’s Basketball Team Mgr)

The Agenda	The Discussion	Action
<u>Call to Order</u>		Meeting called to order by Trustee Harper at 4:30 p.m.
<u>Pledge of Allegiance</u>	Trustee Harper led the Pledge of Allegiance.	
<u>Agenda Changes</u>	No changes to the agenda.	Trustee Rivas de Bredt moved and Trustee Jackson seconded a motion to approve the May 13, 2024 agenda as written. Approved unanimously.
<u>Approval of Minutes</u>	Exhibit A: April 12, 2024 Meeting Minutes No changes to the meeting minutes.	Trustee Jackson moved and Trustee Rivas de Bredt seconded a motion to approve the April 12, 2024 minutes as written. Approved unanimously.
<u>Celebrating Excellence</u> CBC Men’s & Women’s Basketball Teams <b><u>Women’s Basketball</u></b> 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	CBC Men’s Basketball Coach, Anthony Owens, thanked the Board for their support of student athletes and asked the students to introduce themselves. The Men’s Team was 20-9 overall and has two team members moving on to play at 4-year schools.  CBC Women’s Basketball Coach, Amy Sokaitis, also thanked the Board and President for their support of student athletes and the athletic program at Columbia Basin College (CBC). The Women’s Team was 25-3 overall, had six players given All-Regional honors and two players received All-NWAC honors. There are two women’s team members moving on to play at 4-year schools.	

<p>Aniyah Heavens, Freshman Aryana Ivanoff, Freshman</p> <p><b><u>Men's Basketball</u></b> 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 Coleton Hansen, Freshman Lauren O'Neill, Sophomore Keano Harwell, Freshman Dacio Barbosa, Freshman Robbie Slater, Freshman Bobby Siebers, Sophomore</p> <p>Accreditation &amp; NWCCU Peer Team Review Melissa McBurney, Dean for Accreditation &amp; Assessment</p>	<p>Dean for Accreditation &amp; Assessment, Melissa McBurney, was honored for her dedication and leadership on the year seven Northwest Commission for Colleges and Universities (NWCCU) Peer Team Review visit to CBC at the end of April. This visit included coordinated participation from over 110 individuals across campus – faculty, staff, students, and Board members. Pre-planning meetings helped inform participants and encourage campus participation. Dean McBurney thanked Trustees Rivas de Bredt and Jackson for their attendance and participation in a Board Trustee session with the evaluators. The final NWCCU peer evaluation report is anticipated in early June and the College will appear before the Northwest Commission on June 20 to present a plan for addressing noted recommendations from the report and answer any of their questions. In August, CBC will receive the official notification about our accreditation status.</p>	
<p><b><u>Remarks</u></b> By Administration, President</p>	<p>CBC's <b>Bachelor of Science in Computer Science</b> was approved by the State Board and will begin in Fall 2025. The Journal of Business will run an article about CBC's new BS in CS program in an upcoming issue.</p> <p>Last weekend CBC had a float in the <b>City of Pasco Cinco de Mayo Parade</b>, a <b>Hawk Trot</b> on the Pasco Campus and employees enjoyed dinner and a <b>Dust Devil's baseball game</b>.</p> <p>Former US Secretary of Defense, <b>General James Mattis</b>, will be a special guest of the Badger Club at an event on CBC's Pasco Campus on June 18.</p> <p><b>CBC's Accreditation visit</b> received fantastic feedback – six commendations and four recommendations. The peer review team shared multiple times that CBC is a "high functioning institution."</p>	

By Dean for Accreditation & Assessment	Dean Melissa McBurney provided an update on the NWCCU visit to the CBC campus April 22 – 24, 2024. CBC received the initial report today with compliments and recommendations. When we receive the final report in early June, we will share the report with campus with the full compliments and recommendations listed. Next steps will include a one-hour formal meeting with the full NWCCU commission and three representatives from CBC Administration on June 20 in Seattle. We are already formulating plans to address the recommendations provided in the preliminary report from the NWCCU Peer Review Team.	
By CEO, Foundation	<p>Erin Fishburn gave an update of Foundation activities.</p> <ul style="list-style-type: none"> <li>• The latest scholarship awarding cycle is complete and initial acceptance response letters have been sent.</li> <li>• The Nursing scholarship award cycle begins in June with awards in early July.</li> <li>• The Foundation is holding a scholarship reviewer event on June 4 at Bookwalter Winery as a thank you to reviewers.</li> <li>• Tuesday, May 14, the Foundation will host a former and retiree Board member event at the CPCCo Planetarium on the Pasco campus.</li> <li>• Today, CBC received a generous grant check from Battelle for an Anatomage Table for our science programs.</li> <li>• As of April month end, the Foundation has raised approximately \$100,000 more than last year thanks to ten endowments from generous donors.</li> </ul>	
By ASCBC	ASCBC student representative, Brandon Ponce, gave an update of upcoming ASCBC activities. Please see Exhibit C for a complete list of upcoming ASCBC events.	
By Faculty Senate Chair	Faculty Senate Chair, Brad Powell, gave an update on faculty business. On behalf of Faculty Senate, Chair Powell thanked Trustee Harper and President Woods for hosting and attending the Newly Tenured Faculty Reception earlier today where five faculty members were honored. At the May 3 <sup>rd</sup> meeting of Faculty Senate, Senate elections were completed and it looks to be a very diverse group for next year. Faculty Senate is in the process of selecting two Faculty Speakers for the CBC graduation ceremonies. The next Faculty Senate meeting will be May 17 and the final meeting for 2023-24 will be June 7. At the last meeting a new Chair and Secretary will be elected.	
By AHE	The new AHE Representative, Rik Smith, introduced himself to the Board. He is a Professor of Environmental Science and has been teaching at CBC for 14 years. He was elected AHE Representative as of May 1, 2024.	
By Board Members	<p><u>Trustee Siler</u> Trustee Siler joined Trustee Tuesday (4/16), attended the CBC Plant Sale (4/17), the ACT Spring Conference in Yakima (5/2-5/3), and is looking forward to attending the CBC Wellness Fair (5/15).</p> <p><u>Trustee Rivas de Bredt</u> Trustee Rivas de Bredt looks forward to attending the Tri-Cities Hispanic Chamber Mariachi &amp; More Festival (6/16) and recently attended a Trustees of Color meeting discussing ctLink and how to read the data. The TC Hispanic Chamber is offering</p>	



	<p>scholarships to qualifying students – please inquire on their website. Trustee Rivas de Bredt also attended the ACT Spring Conference in Yakima (5/2-5/3).</p> <p><u>Trustee Jackson</u> Trustee Jackson attended the ACT Spring Conference in Yakima (5/2-5/3) and the AWB Conference in Vancouver, WA. He was able to attend a presentation at AWB by an economist who previously served on the Federal Reserve.</p> <p><u>Trustee Harper</u> Trustee Harper attended the Tri-Citizen of the Year event (4/25), the ACT Spring Conference in Yakima (5/2-5/3) and the CBC Newly Tenured Faculty Reception (5/13). This Saturday (5/18), she will be attending the AACCES Senior Night Celebration and Scholarship event and is presenting the ACE Award to recognize students who keep their grades up and exhibit civic excellence.</p>	
<u>Public Comments</u>	No public comments.	
<u>Reports</u> Exhibit D: Cash Balance Report  Exhibit E: Quarterly Income Statement	Vice President for Administrative Services, Eduardo Rodriguez, provided highlights from the Cash Balance Report and the Quarterly Income Statement.	
<u>Discussion</u> Exhibit F: First Consideration – Annual College Budget 2024-2025  Board Retreat – Friday, August 16, 2024, 9am to 3pm  Board Budget	<p>VP Rodriguez presented the 2024-2025 Operating Budget Proposal to the Board.</p> <p>The Board discussed the trustee nomination process. A new trustee will be transitioned onto the Board beginning October 1, 2024 to replace Trustee Page who will be transitioning off the Board on September 30, 2024. Trustee Page served the College for nine years on the Board of Trustees. The Board will add the trustee nomination process review to the August 16, 2024 agenda under Trustee Work Session.</p> <p>The Board reviewed BOT expenses for FY 2021 through FY 2024. A handout of Department 10400, Board of Trustees, expenses was provided for this review.</p>	Trustee Jackson moved and Trustee Rivas de Bredt seconded a motion to move the Annual College Budget for 2024-2025 to the June 10, 2024 consent agenda. Approved unanimously.
<u>Discussion/Action</u> Exhibit G: Second Reading – ASCBC Services and Activities Budget  Exhibit H: Second Reading – Board Policies Board-Staff Linkage BSL-1 through BSL-5	<p>A motion was made to accept the ASCBC Services and Activities Budget as written in Exhibit G.</p> <p>The Board discussed and approved changes to BSL-2 and BSL-5. It was decided BSL-2 Policy Title would be changed from “President’s Role” to “Accountability of the President.” It was also decided to remove the last two sentences on BSL-5, section 4. This section will now read, “Each June, the Board will conduct a formal evaluation of the</p>	<p>Trustee Jackson moved and Trustee Rivas de Bredt seconded a motion to approve ASCBC Services and Activities Budget for 2024-2025 as written. Approved unanimously.</p> <p>Trustee Jackson moved and Trustee Rivas de Bredt seconded a motion to make the discussed changes to BSL-2 and BSL-5. Approved unanimously.</p>

<p>Exhibit I: First Reading – Board Policies Ends E-1 through E-3</p> <p>Exhibit J: Resolution 24-03 Faculty Emeritus</p>	<p>President. This Evaluation will focus on the monitoring data on <i>Ends and Executive Limitations</i> policies provided during the previous year.”</p> <p>The Board discussed Board Policies Ends E-1 through E-3. It was decided to move this agenda item to the August 16, 2024 meeting of the Board for further discussion. The Board will take into consideration that any changes made to the Ends Policies will need to be made by fall to continue providing a mission fulfillment report at the November 2024 Board meeting. The Ends Policies need to have meaningful measurements. Trustees are encouraged to bring suggestions to the August 16 meeting of the Board.</p> <p>VP for Instruction, Michael Lee, introduced Resolution 24-03, Award of Faculty Emeritus for Dr. Robert Chisholm. The Board unanimously accepted the resolution and Chair Harper signed the resolution on behalf of the Board of Trustees awarding Dr. Robert Chisholm Faculty Emeritus.</p>	<p>This item will be added to the August 16, 2024 BOT Retreat Agenda for further discussion.</p> <p>Trustee Rivas de Bredt moved and Trustee Jackson seconded a motion to accept Resolution 24-03. Approved unanimously. Signed on behalf of the Board by Chair Harper.</p>
<p><u>Consent Agenda</u></p> <p>Exhibit K: Resolution 24-02 New Student Housing Project Approval &amp; Request for Financing</p>	<p>Resolution 24-02 New Student Housing Project Approval and Request for Financing was brought before the Board for consideration. Traditionally, the College presents a resolution to the Board for approval prior to obtaining Legislative approval for a Certificate of Participation (COP). This COP will provide funds for a second student housing unit on CBC’s Pasco Campus.</p>	<p>Trustee Jackson moved and Trustee Rivas de Bredt seconded a motion to accept Resolution 24-02. Approved unanimously. Signed on behalf of the Board by Chair Harper.</p>
<p><u>Adjournment</u></p>	<p>Trustee Harper adjourned the meeting at 6:44 p.m.</p>	
	<p>Next Board of Trustees Meeting Beers Board Room &amp; Zoom Webinar June 10, 2024 - 4:30 p.m.</p>	

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Kimberly Harper, Chair

# Exhibit B

# CBC in the News



## May 2024

[KNDU-TV: Her son's strength battling a rare heart condition inspired local mother to pursue nursing, volunteerism](#)

[KNDU-TV: CBC hosting tryouts for E-Sports Team](#)

[KNDU-TV: National Nurses Week: Local hospital celebrates and supports its nurses](#)

[KNDU-TV: Laynie plays rec volleyball at CBC!](#)

[Tri-CitiesJournalofBusiness: Certificate options support workforce needs](#)

[TriCitiesJournalofBusiness: State board to consider request for new degree at CBC](#)

[YahooMovies/Tri-City Herald: Chiawana's athlete wins 2 events at Pasco Invite + Kamiakin girls take team title](#)

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

[Tri-City Herald: Computer science worker shortage pushes Tri-Cities college to develop new degree](#)

[Tri-City Herald: 2024 Tri-Cities high school graduation times, dates. Toyota Center has new rules](#)

[Tri-City Herald: From floppy disks to AI: Meet the man who brought Richland schools into the 21st century](#)

[Tri-City Herald: 'Like sisters.' Kennewick schools losing a cherished rarity in public education](#)

[SunnysideSun: Soroptimist awards \\$8,000 in scholarships to local students](#)

[TheBellinghamHerald: Tri-Cities native's intricate artisan weathervanes get national TV attention on CBS](#)

[Coeur d'Alene/ Post Falls Press: Signing photos May 22, 2024](#)

[IdahoCountryFreePress: Where are they now? Sara Dalgliesh goes on mission trips, helps](#)

[Lincoln Parish Journal: GSU announces Associate Head Soccer Coach](#)

[VisitTriCities: Columbia Basin College Annual Juried Student Art Show](#)

[YakimaHerald-Republic: New coach shares high expectations for Yakima United](#)

[FieldLevel: Jaxson Baxter Announces Commitment to Play Baseball at Columbia Basin College](#)

[Whitman County Gazette: Stanley finishes fourth will head to Columbia Basin College for golf](#)

[The Chronicle of Higher Education: Director for Upward Bound](#)

[HigherEdJobs: Custodian 3 - Swing Shift](#)

[HigherEdJobs: Director for Strategic Planning & Priorities](#)

[HigherEdJobs: Instructor of Worker Retraining Special Faculty](#)



# Exhibit C

**Columbia Basin College**  
Cash Reserve Report Month End April 2024

<b>Assets</b>		<b>FY2024 - Apr</b>	
<b>Cash</b>			
In Bank	1000070	\$	21,576,829
Petty Cash	1000020	\$	5,504
<b>Total Cash</b>		<b>\$</b>	<b>21,582,333</b>
<b>Investments</b>			
Short Term (0-365 days)	1000040-1000050		
	1020000-1020030	\$	4,970,212
Long Term (>365 days)	1110003-1110060	\$	15,631,244
<b>Total Investments</b>		<b>\$</b>	<b>20,601,456</b>
<b>Accounts Receivable</b>			
Current	1010100 + 1010030	\$	1,644,157
Unbilled	1010050	\$	287,721
AR - Other	1010240 + 1010060	\$	82,932
Allowance for AR	1010110 + 1010130	\$	(35,504)
<b>Total AR</b>		<b>\$</b>	<b>1,979,306</b>
<b>Inter/Intra Gov Receivables</b>			
Due from Fed	1010150	\$	476,160
Due from Other Gov	1010160	\$	625,146
Due from Other Agency	1010180	\$	22,473
<b>Total Inter/Intra Gov Receivables</b>		<b>\$</b>	<b>1,123,779</b>
<b>Total Assets</b>		<b>\$</b>	<b>45,286,874</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable	2000010	\$	1,930,520
Accrued Salaries Payable	2011010	\$	-
Due to Other Agency	2012050	\$	176,303
Sales/Use Tax	2010070	\$	267
Accrued Liabilities	2001070	\$	-
COP Current Year P&I Due	2050010	\$	1,022,625
<b>Total Current Liabilities</b>		<b>\$</b>	<b>3,129,715</b>
<b>Total Liabilities</b>		<b>\$</b>	<b>3,129,715</b>

<b>Cash Balance</b>	
(ASSETS less LIABILITIES)	\$ 42,157,159
<b>Dedicated Balances</b>	
Account	
Student Supported Capital	1000070 \$ 1,857,510
3.5% - Institutional Financial Aid	1010190 \$ 743,100
Students S&A	1000070 \$ 2,364,348
Bookstore Operating Reserves	1000070 \$ 2,620,818
Technology Fee	1010190 \$ 563,061
Parking Fees	1010190 \$ 760,427
Basic Food Employment and Training	1000070 \$ 99,815
<b>Total</b>	<b>\$ 9,009,081</b>
<b>Reserves Policy - BOT Policies on Reserves</b>	
Unplanned Capital Repair and Replacement	\$ 2,000,000
Capital Facilities Projects	\$ 18,022,924
Operating Reserve	\$ 10,920,000
Planned Future Operations	\$ 821,491
Emergencies	\$ 3,000,000
<b>Total</b>	<b>\$ 34,764,416</b>
<b>Operating Reserves Balance</b>	
Existing Reserve balance less Dedicated Reserves and Emergency Reserves	<b>\$ (1,616,337)</b>

# Exhibit D

**Fiscal Year 2324 Operating Funds Variance**

**As of Fiscal Month End: April 2024**

					EXP/BDGT	EXP/REV	REV/BDGT
State Alloc	001, 24J, 08A	EXP BDGT	\$ 39,692,629		74.14%	77.59%	95.55%
		EXP	\$ 29,429,147				
		REV (Alloc)	\$ 37,927,864				
Local Fees	148	EXP BDGT	\$ 3,356,909		55.29%	60.79%	90.94%
		EXP	\$ 1,855,964				
		REV	\$ 3,052,892				
Local Tuition	149	EXP BDGT	\$ 22,784,902		66.51%	96.51%	68.92%
		EXP	\$ 15,155,031				
		REV	\$ 15,703,428				
Contracts	146	EXP BDGT	\$ 2,554,710		53.52%	16.69%	320.71%
		EXP	\$ 1,367,191				
		REV	\$ 8,193,152				
YTD Total		EXP BDGT	\$ 68,389,149		69.90%	73.69%	94.86%
		EXP	\$ 47,807,333				
		REV	\$ 64,877,336				

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

**YTD Target Rate 83.33%**

Notes:

Account	BDGT	EXP	EXP/BDGT	State Allocation Schedule #10
Salaries and Wages	5000003 \$ 39,191,741	\$ 29,935,736	76.38%	
Benefits	5010003 \$ 13,874,361	\$ 10,128,490	73.00%	
Contracted Services	5050003 \$ 2,914,389	\$ 1,794,946	61.59%	
Goods & Routine Services	5030003 \$ 3,485,325	\$ 1,518,380	43.56%	
Other Expenses	5081004 \$ 2,634,477	\$ 1,785,820	67.79%	
Utilities	5060003 \$ 1,680,000	\$ 1,097,553	65.33%	
Travel	5080004 \$ 679,130	\$ 262,271	38.62%	
Capital Expenses	5040003 \$ 760,888	\$ 268,529	35.29%	
Grants, Sch. ships, Fellowships	5020003 \$ 1,472,315	\$ 1,015,610	68.98%	
Debt Expenditures	5110003 \$ 1,696,525	\$ -	0.00%	
YTD Total	\$ 68,389,149	\$ 47,807,333		

Print Date: 6/4/2024



# Exhibit E

**MONITORING REPORT FOR EL-9 Emergency Executive Succession**

**Board Policy is indicated in bold typeface throughout.**

I present this monitoring report to the Columbia Basin College Board of Trustees that addresses the Board's Executive Limitations Policy: "EL-9 Emergency Executive Succession." I certify that the information contained herein is true and represents compliance, within a reasonable interpretation of the established policy, unless specifically stated otherwise below.



Rebekah S. Woods, J.D., Ph.D.  
President, Columbia Basin College

June 5, 2024

Date

**POLICY STATEMENT: To protect the Board from sudden loss of Chief Executive services, the President shall not have fewer than two other executives familiar with Board and Chief Executive issues and processes.**

INTERPRETATION: I interpret this to mean that the President shall have at least two other executives familiar with Board and Chief Executive issues and processes.

Compliance will be demonstrated when the President has at least two other executives familiar with Board and Chief Executive issues and processes.

EVIDENCE: The College's Leadership Team consists of seven executives that are all familiar with Board and Chief Executive issues and processes. Collectively, the Leadership Team covers all areas of operation of the College. They all attend weekly Cabinet meetings in which current operations, Board and Chief Executive issues and processes are regularly discussed. They all attend monthly Board meetings, executive sessions when appropriate, and the Board's annual summer retreat. The Vice Presidents routinely stand in as Acting President when the President is off campus. They all understand how the College is evaluated under Policy Governance and are involved in the development and review of Board Monitoring Reports.

**MONITORING REPORT FOR EL-10 Tenure**

**Board Policy is indicated in bold typeface throughout.**

I present this monitoring report to the Columbia Basin College Board of Trustees that addresses the Board's Executive Limitations Policy: "EL-10 Tenure." I certify that the information contained herein is true and represents compliance, within a reasonable interpretation of the established policy, unless specifically stated otherwise below.



Rebekah S. Woods, J.D., Ph.D.  
President, Columbia Basin College

June 5, 2024

Date

**POLICY STATEMENT: The Board of Trustees reserves the authority to grant tenure, extend the tenure and review process for probationary faculty, and dismiss tenured faculty at Columbia Basin College. Additionally, the Board reserves the authority to renew or not renew contracts for probationary faculty, and to dismiss probationary faculty. Accordingly, the President will not:**

**1. Fail to submit recommendations to the Board to grant or deny tenure to faculty.**

INTERPRETATION: I interpret this to mean that after a review of the files, input from the appropriate vice president, and determination whether the faculty candidate has successfully met the tenure standards – including, but not limited to, success in teaching, learning, and assessment activities, professional development, and a demonstration of participation in shared governance and service to College community – the President will present recommendations to the Board to grant or deny tenure to faculty in accordance with RCW 28B.50.850 through 28B.50.869, as currently enacted or hereafter amended.

Compliance will be demonstrated when after a review of the files, input from the appropriate vice president, and determination whether the faculty candidate has successfully met the tenure standards – including, but not limited to, success in teaching, learning, and assessment activities, professional development, and a demonstration of participation in shared governance and service to College community – the President presents recommendations to the Board to grant or deny tenure to faculty in accordance with RCW 28B.50.850 through 28B.50.869, as currently enacted or hereafter amended.

EVIDENCE: During the prior academic year, the Minutes of the March 17, 2023, and June 12, 2023, Board of Trustees' meetings reflect that the Board received recommendations from the President to grant or deny tenure to faculty completing the tenure track process and requisite probationary period.

**2. Fail to submit notice of sufficient cause for tenured faculty member dismissal through dismissal review proceedings for Board consideration and decision.**

INTERPRETATION: I interpret this to mean that the President will submit notice of sufficient cause for tenured faculty member dismissal through dismissal review proceedings in accordance with RCW 28B.50.861 - .862, as currently enacted or hereafter amended for Board consideration and final decision.

Compliance will be demonstrated when the President has submitted notice of sufficient cause for tenured faculty member dismissal through dismissal review proceedings in accordance with RCW 28B.50.861 - .862, as currently enacted or hereafter amended for Board consideration and final decision.

EVIDENCE: The applicable faculty personnel files found within Human Resources will reflect the inclusion of notice of sufficient cause for tenured faculty member dismissal as well as a complete record of dismissal review proceedings when the faculty member has elected that process.

**3. Fail to submit recommendations to the Board for the renewal or non-renewal of contracts for probationary faculty.**

INTERPRETATION: I interpret this to mean that after a review of the files, input from the appropriate vice president, and determination whether the faculty candidate is successfully progressing towards meeting the tenure standards including, but not limited to, success in teaching, learning, and assessment activities, professional development, and a demonstration of participation in shared governance and service to College community, the President will submit recommendations to the Board for the renewal or non-renewal of contracts for probationary faculty in accordance with RCW 28B.50.850 through 28B.50.869, as currently enacted or hereafter amended.

Compliance will be demonstrated when after a review of the files, input from the appropriate vice president, and determination whether the faculty candidate is successfully progressing towards meeting the tenure standards including, but not limited to, success in teaching, learning, and assessment activities, professional development, and a demonstration of participation in shared governance and service to College community, the President submits recommendations to the Board for the renewal or non-renewal of contracts for probationary faculty in accordance with RCW 28B.50.850 through 28B.50.869, as currently enacted or hereafter amended.

EVIDENCE: During the last twelve-month monitoring period, the Minutes of the March 17, 2023, and June 12, 2023, Board of Trustees' meetings reflect that the Board received recommendations from the President for the renewal or non-renewal of probationary faculty not yet completing the tenure track process and requisite probationary period.

**4. Fail to submit recommendations to the Board to issue the final order to dismiss probationary faculty.**

INTERPRETATION: I interpret this to mean that the President will submit recommendations to the Board to issue the final order to dismiss probationary faculty in accordance with RCW 28B.50.857.

Compliance will be demonstrated that when appropriate, the President submits recommendations to the Board to dismiss probationary faculty in accordance RCW 28B.50.857.

EVIDENCE: The Minutes of the Board of Trustees' meetings for the prior academic year monitoring period reflect there were no recommendations to dismiss probationary faculty submitted to the Board for consideration.

# Exhibit F



Columbia Basin College Board of Trustees, District 19  
Resolution No. 24-04

Award of Faculty Emeritus

WHEREAS, in special recognition of distinguished service to Columbia Basin College, Dr. Mark Taff faithfully served Columbia Basin College for 25 years as a Professor of Anthropology and Psychology, the College wishes to acknowledge, by appointing Dr. Mark Taff to Faculty Emeritus; and

WHEREAS, Dr. Mark Taff joined Columbia Basin College in 2000 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. Mark Taff exhibited excellence during his 25-year tenure as a Professor of Anthropology and Psychology. He developed an Anthropology program, taught the full range of courses in Anthropology, and taught courses in Psychology. Dr. Taff was beloved by his students who appreciated his sense of humor and commitment to their development as scholars and human beings. 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. Dr. Taff advised hundreds of students over the years who have gone on to earn graduate degrees in both Anthropology and other disciplines. He was innovative and a leader in developing high impact practices. He created Open Educational Resources, developed the first hybrid version of Psychology 100, and offered a learning community in which he taught Religion and Culture in tandem with English 201 taught by Bob Pedersen.

Dr. Taff provided extraordinary service to the division in which he served multiple terms as lead, served on multiple tenure committees, and has been a valued mentor and colleague to all. Outside of the division, Dr. Taff served as Faculty Senate Chair, AHE President, and served on two contract bargaining teams. His excellence was recognized by his promotion to full Professor in 2019, and his selection as the recipient of the NISOD Excellence in Teaching Award. He is passionate about sharing his love for Anthropology and learning. He also presented at numerous academic and teaching conferences.

NOW, THEREFORE, BE IT RESOLVED by The Board of Trustees of Columbia Basin College that it hereby approves appointment of Dr. Mark Taff as Faculty Emeritus and expresses its appreciation to Dr. Taff for his distinguished service as Professor of Anthropology and Psychology 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 10<sup>th</sup> day of June, 2024.

BOARD OF TRUSTEES  
Columbia Basin College

By: \_\_\_\_\_  
Kimberly Harper, Chair of the Board

# Exhibit G



# 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

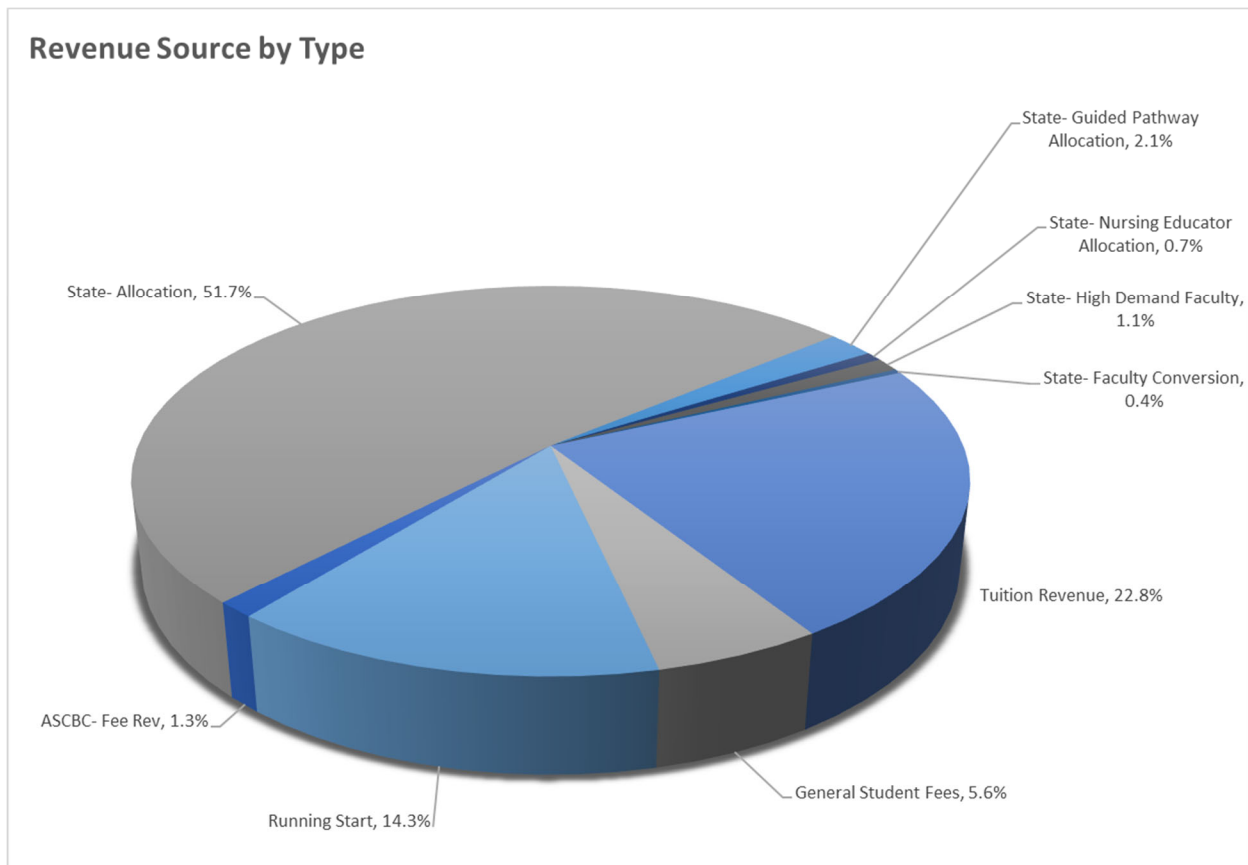
## Fiscal Year Budget Comparison FY25 to FY24

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
<b>Total Operating Revenue</b>		<b>\$ 69,230,192</b>	<b>\$ 65,525,626</b>	<b>\$ 3,704,566</b>
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
<b>Total Operating Expenses</b>		<b>\$ 69,138,607</b>	<b>\$ 65,506,691</b>	<b>\$ 3,631,916</b>
<b>Net Resources</b>		<b>\$ 91,585</b>	<b>\$ 18,935</b>	

## 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%

<b>Revenue Forecast \$</b>	<b>69,230,192</b>	<b>100%</b>
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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%
<b>Operating Expense</b>		<b>\$ 69,138,607</b>	<b>100%</b>

