

COLUMBIA BASIN COLLEGE
BOARD OF TRUSTEES RETREAT MEETING
August 2, 2024
Beers Board Room & Virtual
9:00 a.m. – 3:00 p.m.

Agenda

Call to Order

Pledge of Allegiance

Approval of Minutes*

Exhibit A: June 10, 2024 Board of Trustees Meeting

Celebrating Excellence

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

College Updates – A Year in Review and the Year Ahead

Executive Session

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

Discussion

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

Exhibit C: Board of Trustees Annual Calendar/Work Plan

Exhibit D: Board of Trustees 2024-25 Calendar of Meetings

Trustee Work Session

Board Evaluation

Board Development

Board Roles and Elections: Chair, Vice Chair, Legislative Action Committee Liaisons, Foundation Liaison

Review Trustee Candidate Nomination Process

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

August 2024

2	CBC Board of Trustees Retreat, 9am – 3pm, Beers Boardroom, CBC Pasco Campus
5	Pasco City Council Regular Meeting , 7pm, 525 N Third Ave, Pasco
12	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 LPN-BSN Pinning, 5pm, 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
19	Pasco City Council Regular Meeting , 7pm, 525 N Third Ave, Pasco
26	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

September 2024

2	Labor Day Observed, CBC Campus Closed
3	Pasco City Council Regular Meeting , 7pm, 525 N Third Ave, Pasco
9	CBC Faculty Promotion Reception, 3pm, TBD, CBC Pasco Campus
9	CBC Board of Trustees Meeting, 4:30pm, Beers Boardroom, CBC Pasco Campus
9 – 13	CBC Welcome Week, Full week of professional development training for employees
9	Pasco City Council Workshop Meeting , 7pm, 525 N Third Ave, Pasco
10	Pasco School Board Meeting , 6:30pm, Board Room, 1215 W Lewis St, Pasco
10	Richland School Board Meeting , 6:30pm, 6972 Keene Road, West Richland
11	Kennewick School Board Meeting , 5:30pm, 1000 W 4 th Ave, Kennewick
16	Pasco City Council Regular Meeting , 7pm, 525 N Third Ave, Pasco
19	Hanford Nuclear Legacy Panel: Fukushima-Hanford Connection, 2pm, WSUTC Auditorium, 2710 Crimson Way, Richland
19	LaCASA Grand Opening Event, 4pm, T Building, CBC Pasco Campus
21	Grace Clinic Benefit Concert, 5pm, Three Rivers Convention Center
23	Pasco City Council Workshop Meeting , 7pm, 525 N Third Ave, Pasco
24	Pasco School Board Meeting , 6:30pm, Board Room, 1215 W Lewis St, Pasco
24	Richland School Board Meeting , 6:30pm, 6972 Keene Road, West Richland
25	Kennewick School Board Meeting , 5:30pm, 1000 W 4 th Ave, Kennewick

	CBC Board Meetings
	CBC Events
	Trustee Pro Development / Conferences
	Community Events
	Community Board Meetings
	Holidays

Upcoming Event Date

October 2024

7	Pasco City Council Regular Meeting , 7pm, 525 N Third Ave, Pasco
8	Pasco School Board Meeting , 6:30pm, Board Room, 1215 W Lewis St, Pasco
8	Richland School Board Meeting , 6:30pm, 6972 Keene Road, West Richland
9	Kennewick School Board Meeting , 5:30pm, 1000 W 4 th Ave, Kennewick
10	Power of Connection, 6pm, Pasco Red Lion
14	CBC Board of Trustees Meeting, 4:30pm, Beers Boardroom, CBC Pasco Campus
15	Pasco City Council Workshop Meeting , 7pm, 525 N Third Ave, Pasco
17	Boys & Girls Club "Dinner with Friends," 6pm, Three Rivers Convention Center
21	Pasco City Council Regular Meeting , 7pm, 525 N Third Ave, Pasco
22	Pasco School Board Meeting , 6:30pm, Board Room, 1215 W Lewis St, Pasco
22	Richland School Board Meeting , 6:30pm, 6972 Keene Road, West Richland
23	Kennewick School Board Meeting , 5:30pm, 1000 W 4 th Ave, Kennewick
23 – 26	ACCT Leadership Congress, Seattle Convention Center
24	Kennewick School Board Meeting , 5:30pm, no public comment at this remote meeting
28	Pasco City Council Workshop Meeting , 7pm, 525 N Third Ave, Pasco

	CBC Board Meetings
	CBC Events
	Trustee Pro Development / Conferences
	Community Events
	Community Board Meetings
	Holidays

Exhibit A

Columbia Basin College
Board of Trustees Meeting Minutes
June 10, 2024
Hybrid Meeting 4:30 p.m.

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

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

In-Person Attendees: Eduardo Rodriguez, Michael Lee, Elizabeth Burtner, Erin Fishburn, Abby DeSteese, Brandon Ponce, Kyle Winslow, Renae Stout, Cara Anderson, Catherine Fulton, Stephanie Bustos, Alondra Brisedo, Adriana Gonzalez, Esmeralda Magana, Cassie Johnson, Terry Fleischman, Amanda Salsbury, Gilberto Lazaro, Rebecca Luttrell

Virtual Attendees: Sarah McCalmant, Brad Powell, Kiera Squires, Rik Smith, Jason Engle, Kelsey Myers, Daphne Larios, Lane Schumacher, Martijn Oostrom, Matthew Luttrell, Melissa McBurney, Dan Quock, Brian Dexter

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>	Administration requests changing the order of our Celebrating Excellence guests allowing the DECA Team first introductions and the All-Washington Academic Team second introductions during the Celebrating Excellence portion of the agenda.	Trustee Siler moved and Trustee Rivas de Bredt seconded a motion to approve the suggested change to the agenda and approved the remaining June 10, 2024 agenda as written. Approved unanimously.
<u>Approval of Minutes</u>	Exhibit A: May 13, 2024 Meeting Minutes No changes to the meeting minutes.	Trustee Page moved and Trustee Rivas de Bredt seconded a motion to approve the May 13, 2024 minutes as written. Approved unanimously.
<u>Celebrating Excellence</u> DECA Team Cara Anderson, DECA Advisor, Senior Associate Professor of Business Renae Stout, DECA Advisor, Associate Professor of Accounting Kyle Winslow, DECA Advisor, Dean for Business & Computer Science Catherine Fulton, Student Stephanie Bustos, Student Alondra Brisedo, Student Adriana Gonzalez, Student Esmeralda Magaña, Student Cassie Johnson, Student All-Washington Academic Team 2024 Terry Fleischman, PTK Advisor, Adjunct Professor Amanda Salsbury, Nursing Gilberto Lazaro, Mechanics & Repair Technology	<p>The CBC DECA Team participated at nationals in Austin, Texas and those who qualified participated in an international competition later in the year. Eleven students attended and two CBC students were ranked top twelve in their respective competition. DECA students shared with the Board that by participating in DECA, they were aspiring to higher degrees than when they initially enrolled at CBC. DECA provides an opportunity to enhance skills, such as public speaking and critical thinking, and network with other business students and industry professionals. Things to look for in DECA’s future: professional clothing closet for students, mock competition on CBC’s campus, community service projects, and further education for business students involving Robert’s Rules of Order.</p> <p>The All-Washington Academic Team program recognizes and honors higher education students who are part of the Phi Theta Kappa International Society. These students reflect the diversity of the state, maintain high standards of excellence, and contribute positively to the community. This year, three CBC students were selected as part of the All-Washington Academic Team and each selected a community-based project on which to work throughout the year.</p>	

Daniel Contreras, Computer & Informational Services		
<p><u>Remarks</u></p> <p>By Administration, President</p> <p>By Assistant Vice President for Marketing & Outreach</p> <p>By CEO, Foundation</p> <p>By ASCBC</p>	<p>After many focus groups and surveys, CBC has selected <i>La Casa</i>, as the name for the new Equity Center. It stands for Cultural Appreciation and Student Advocacy. There will be a ribbon cutting ceremony in the fall.</p> <p>WACTC approved the recommendation for our legislative operating budget priorities for next year. They are: 1) Competitive and fully funded compensation for employees, and 2) General Operating Funds (up to each college to determine how best to meet their institutional needs). These recommendations will now go to the state board for their review.</p> <p>Thank you to Trustees Jackson and Rivas de Bredt for joining President Woods at the Franklin County Commissioners meeting. The commission has a great appreciation for our trustees and their input in community matters.</p> <p>President Woods, VP Lee and Dean McBurney will meet with the Northwest Commission on Colleges and Universities (NWCCU) in Seattle on June 20. This will be an opportunity to provide CBC’s response and next steps to the four recommendations made in the Year 7 Peer Evaluation Report. The final report from NWCCU is expected in August.</p> <p>AVP for Marketing & Outreach, Elizabeth Burtner, provided the Board with additional graduation logistics for June 14. There will be a mike check for speakers at 2:30pm and everyone else needs to enter from the west entrance by 3:30pm.</p> <p>Erin Fishburn gave an update of Foundation activities.</p> <ul style="list-style-type: none"> • The Foundation Board has three new members and two members rotating off the Board. The Foundation Board retreat is August 15. • The Nursing scholarship award cycle is open with awards in early July. • \$1.4 million will be awarded by the end of the current fiscal year. • The Foundation currently has 300 scholarship reviewers and recently added 30 new reviewers. • Encanto will be in the CBC Theatre on June 29. Proceeds from this event provide scholarships to first time college students in the Arts. • The Foundation is working on an Alumni plan to provide mentorships, connecting CBC graduates with current students. They are currently selling alumni t-shirts to raise funds for alumni scholarships. • The Foundation is currently securing live action items and sponsors for the Power of Connection event on October 10, 2024. <p>ASCBC student representative, Brandon Ponce, gave an update of upcoming ASCBC activities. On June 6, students enjoyed a Field Day with free food, dunk tank, inflatables and free caricature drawings. Five new ASCBC officers will be selected for the 2024-25 academic year.</p>	

<p>By Faculty Senate Chair</p>	<p>Faculty Senate Chair, Brad Powell, gave an update on faculty business.</p> <ul style="list-style-type: none"> • Faculty Senate appreciated ASCBC representative Connor Simmelink reporting at their meeting throughout the year. • There was an all-faculty meeting on Friday, June 7 – assessment and expectations for faculty in assessment was the topic. Melissa McBurney and Professor Kim Trinh will lead faculty in this area. • Faculty Senate held elections for the upcoming academic year and elected Kiera Squires as the new president, Emily Cates as secretary and Kim Trinh for assessment. Professors Dave Arnold and Mark Taff were selected as faculty graduation speakers. 	
<p>By AHE</p>	<p>The AHE Representative, Rik Smith, said AHE has been meeting regularly with Administration to talk about items, both broad and specific. Faculty negotiated a COLA agreement and are meeting with their membership Tuesday, June 11 to vote on the agreement.</p>	
<p>By Board Members</p>	<p><u>Trustee Rivas de Bredt</u> Trustee Rivas de Bredt thanked Dr. Woods for sharing the numbers for CBC ridership on the Ben Franklin Transit and invited everyone to the June 16 Mariachi & More Festival in Pasco.</p> <p><u>Trustee Jackson</u> Trustee Jackson attended the Foundation event at the Planetarium (5/14) and the Franklin County Commissioners meeting with Dr. Woods.</p> <p><u>Trustee Page</u> Trustee Page is looking forward to CBC’s commencement ceremony on Friday (6/14).</p> <p><u>Trustee Siler</u> Trustee Siler attended CBC’s 2nd Annual Wellness Fair in the SRC. The energy was great and there was a well-rounded group of resources available to attendees. Trustee Siler also attended the CBC Foundation Board meeting, a traditional Chinese tea ceremony in the CBC library with seven to eight CBC students in recognition of Asian American, Native Hawaiian and Pacific Islander (AANHPI) month (5/23) and was in attendance at her niece’s high school graduation. Trustee Siler recently attended a webinar entitled <i>Neurocycle</i> led by Dr. Caroline Lee on recent research about how habits are formed.</p> <p><u>Trustee Harper</u> Trustee Harper attended various graduation ceremonies over the last couple of weeks for girls in the mentorship program and today was able to participate in the CBC Retirement Reception honoring seven retirees with a collective 200 years of service to CBC. Trustee Harper plans to be part of the CBC graduation (6/14), the Dental Hygiene Pinning Ceremony (6/13) and provide introductions on behalf of CBC at the Badger Club event in the Gjerde Center featuring Retired General Mattis (6/18).</p>	

<p><u>Public Comments</u></p>	<p>Erik VonReese, parent of a CBC student, shared public comments concerning a student disciplinary issue and the College’s Student Conduct process.</p> <p>John VonReese, CBC student, shared public comments on the CBC Student Conduct process.</p>	
<p><u>Reports</u></p> <p>Sabbatical Report, Senior Associate Professor of Mathematics Rebecca Luttrell</p> <p>Exhibit C: Cash Balance Report</p> <p>Exhibit D: Variance Report</p> <p>Exhibit E: Executive Limitations Reports EL-9 and EL-10</p>	<p>Senior Associate Professor of Mathematics, Rebecca Luttrell, was on Sabbatical during Winter and Spring quarters 2023 with the goal of incorporating creativity and choice into mathematics classes through real-world application and innovative classroom structure; specifically restructuring Math 50 and Math 146. Next steps for Professor Luttrell include a Math 50 Work Group to lead Title V Grant work to create a high-quality, sharable Canvas shell, finalize a presentation for an upcoming Teaching & Learning Day and a WAMATYC Conference presentation.</p> <p>Vice President for Administrative Services, Eduardo Rodriguez, provided highlights from the Cash Balance and Variance Reports.</p> <p>President Woods presented interpretations and evidence for each statement on the Executive Limitations Monitoring Reports EL-9 and EL-10. No significant changes to these reports from last year.</p>	
<p><u>Discussion</u></p> <p>Board Meetings Annual Schedule</p> <p>August Board of Trustees Retreat – Draft Agenda</p> <p>ACT Legislative Action Committee Representative</p>	<p>The Board reviewed the Board meetings annual schedule. They will discuss this again at the August meeting of the Board and decide on any changes to the schedule.</p> <p>To accommodate all trustees’ availability to attend the August Retreat meeting, a motion was made to change the date of the Board’s August Retreat meeting from August 16 to August 2, 2024.</p> <p>The Legislative Action Committee (LAC) representatives serve as their college board of trustees first point-of-contact for all Washington State Association of College Trustees (ACT) legislative advocacy and communications. The members of this committee help inform ACT’s Board of Directors, as well as their own individual board of trustees, regarding statewide policy, budget and advocacy issues. No representative(s) from the CBC Board of Trustees was selected at today’s meeting. This agenda item will be discussed again at the August 2, 2024 meeting of the Board.</p>	<p>Trustee Jackson moved and Trustee Rivas de Bredt seconded a motion to change the August Board Retreat to August 2, 2024 from 9 a.m. to 3 p.m. Approved unanimously.</p>
<p><u>Discussion/Action</u></p> <p>Exhibit F: Resolution 24-04 Faculty Emeritus, Mark Taff</p>	<p>VP for Instruction, Michael Lee, introduced Resolution 24-04, Award of Faculty Emeritus for Dr. Mark Taff. The Board unanimously accepted the resolution and Chair Harper signed the resolution on behalf of the Board of Trustees awarding Dr. Mark Taff Faculty Emeritus.</p>	<p>Trustee Siler moved and Trustee Rivas de Bredt seconded a motion to accept Resolution 24-04. Approved unanimously. Signed on behalf of the Board by Chair Harper.</p>
<p><u>Consent Agenda</u></p> <p>Exhibit G: Annual College Budget 2024-2025</p>	<p>A motion was made to accept the consent agenda as written.</p>	<p>Trustee Jackson moved and Trustee Siler seconded a motion to approve the CBC Annual College Budget for 2024-2025 as written. Approved unanimously.</p>

<u>Executive Session</u>	<p>RCW 42.30.110(1)(g): To review the performance of a public employee</p> <p>Began Executive Session at 6:34 p.m. with expected return time to public Board meeting at 6:45 p.m.</p> <p>Returned from Executive Session and resumed the public Board meeting at 6:51 p.m. due to technical difficulties with public webinar.</p>	
<u>Discussion/Action</u> Consider faculty candidates for continued probationary status and tenure	<p>The Board returned to the public meeting at 6:51pm. Each trustee had the opportunity to read the tenure review reports and recommendations of the tenure review committees. The following faculty probationers, having been recommended for renewal or tenure by their respective Tenure Review Committees, are presented for the Board’s approval.</p> <ul style="list-style-type: none"> • 1st year probationer – Mike Chavez (Adult Basic Education) • 3rd year probationer – Kaitlyn Hawk (Dental Hygiene) 	<p>Trustee Siler moved and Trustee Jackson seconded a motion to approve continuing probation for 1st year probationer, Mike Chavez, and granted tenure for 3rd year probationer, Kaitlyn Hawk, for the 2024-2025 academic year. Approved unanimously.</p>
<u>Adjournment</u>	Trustee Harper adjourned the meeting at 6:53 p.m.	
	<p>Next Board of Trustees Meeting Beers Board Room & Zoom Webinar August 2, 2024 - 9:00 a.m. to 3:00 p.m.</p>	

Kimberly Harper, Chair

Exhibit B



POLICY TYPE: ENDS E-1

POLICY TITLE: MISSION, VISION, VALUES STATEMENT

Mission

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

Vision

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

Values

Student Learning

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

Culture of Excellence

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

Diversity, Equity and Inclusion

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

Sustainability

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

Wellbeing

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



Community College District 19
Board of Trustees

POLICY TYPE: ENDS E-2

POLICY TITLE: MISSION FULFILLMENT

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

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



Community College District 19 Board of Trustees

POLICY TYPE: ENDS E-2

POLICY TITLE: MISSION FULFILLMENT

Mission fulfillment at Columbia Basin College is met when the residents of Benton and Franklin Counties have equitable access to affordable higher education that allows them to prepare for their chosen careers, earn family-sustaining wages, and contribute to the growth and vitality of the local economy.

1. Students enrolled, and students who successfully complete represent the demographics of Benton and Franklin Counties.
2. Students complete GED and HS-Equivalent credentials which allow students to transition to college or begin their chosen careers.
3. Students complete professional and technical programs which enable them to begin their chosen careers.
4. Students complete transfer programs which enable them to begin their chosen careers or transfer to 4-year schools to complete their Bachelor's or higher degree programs.
5. Graduates obtain in-demand jobs with family-sustaining wages within Benton and Franklin Counties, thereby benefitting the community with a well-trained and educated workforce and positive financial return, as well as economic mobility that strengthens graduates and their families.

Adopted: 7/01/1997
Revised: 06/13/2022
Last Reviewed: 06/12/2023



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 C



Community College District 19 Board of Trustees

ANNUAL CALENDAR/WORK PLAN FY24-25 August 2, 2024

Purpose of Board Calendar/Work Plan:

- To identify strategic topics for Board discussion which relate to Board Policy outcomes, ENDS, and effectiveness measures, and which strengthen the College's Strategic Agenda;
- To ensure compliance with Board Policies which require reports to, and/or action by, the Columbia Basin College (CBC) Board of Trustees; and
- To schedule discussion topics in a sequence leading to the College's Strategic Agenda, Budget adoption, and achievement of Board Policy ENDS.

To accomplish its job outputs with a governance style consistent with Board policies, the Board will follow an annual agenda which includes (a) a review of ENDS and Board Policies annually, and (b) continually review its performance through attention to Board education and to enriched input and deliberation. To that end:

1. The Board's planning and calendar cycle will conclude each year on the last day of June in order that administrative budgeting can be based on the accomplishments of one fiscal year. Education, input and deliberation will be considered when structuring the series of meetings and other Board activities during the new fiscal year; and
2. The sequence derived from this process for the Board planning year is as follows:

August

CBC Board Retreat

CBC Board Self Evaluation

Board Meeting Agenda Items:

- College Updates – A Year in Review and Planning for the Year Ahead
- Board Roles and Elections including Foundation and Legislative liaisons
- Discussion: Annual Calendar/Work Plan
- Discussion: Board Meetings Annual Schedule
- Executive Session – RCW 42.30.110(1)(g): To review the performance of a public employee.

September

Trustee Tuesday, September TBD, 8:00 – 9:00am via Zoom

La CASA Grand Opening Event, September 19, 4:00 – 6:00pm, T bldg., CBC Pasco

Board Meeting Agenda Items:

- Unaudited Fiscal Year Income Statement – *Tentative*
- Cash Reserves Target Update FY24 Year-End
- First Reading - Board of Trustees Bylaws Articles I – V
- Discussion/Action: Cash Reserves Target Update FY25, Board of Trustees Reserves FY25
- Executive Session – RCW 42.30.110(1)(g): To review the performance of a public employee.



Community College District 19 Board of Trustees

October

Power of Connection Event, Pasco Red Lion, October 10, 6:00 – 9:00pm

ACCT Leadership Congress, Seattle, WA, October 23-26, 2024

Board Meeting Agenda Items:

- Cash Reserve Report
- Operating Funds Variance Report
- Executive Limitations Monitoring Report EL-1, EL-2, EL-3
- First Reading - Board of Trustees Bylaws Articles VI – X
- Consent Agenda: Board of Trustees Bylaws Articles I-V

November

ACT Fall Conference, Seattle, November TBD

Board Meeting Agenda Items:

- Cash Reserve Report
- Quarterly Financial Statement
- First Reading – Board Policies Executive Limitations EL-1, EL-2, EL-3, EL-4
- Consent Agenda: Board of Trustees Bylaws Articles VI – X

December

Trustee Tuesday, December TBD, 8:00 – 9:00am via Zoom

Board Meeting Agenda Items:

- Cash Reserve Report
- Operating Funds Variance Report
- CBC Mission Fulfillment Report 2023-24 (Spring Update)
- First Reading – Board Policies Executive Limitations EL-5, EL-6, EL-7
- Consent Agenda: Board Policies Executive Limitations EL-1, EL-2, EL-3, EL-4

January

Trustee Tuesday, January TBD, 8:00 – 9:00am via Zoom

Board Meeting Agenda Items:

- Cash Reserve Report
- Operating Funds Variance Report
- First Reading – Board Policies Executive Limitations EL-8, EL-9, EL-10
- Consent Agenda: Board Policies Executive Limitations EL-5, EL-6, EL-7



Community College District 19 Board of Trustees

February

ACCT National Legislative Summit, Washington DC, Feb TBD, 2025

CBC Financial Audit Exit Conference (or March)

Board Meeting Agenda Items:

- Cash Reserve Report
- Quarterly Financial Statement
- Executive Limitations Monitoring Reports EL-4, EL-5, EL-6
- First Reading - Board Policies Governance Process GP-1, GP-2, GP-3
- Consent Agenda: Board Policies Executive Limitations EL-8, EL-9, EL-10

March

Trustee Tuesday, March TBD, 8:00 – 9:00am via Zoom

Board Meeting Agenda Items:

- Cash Reserve Report
- Operating Funds Variance Report
- Executive Limitations Monitoring Report EL-7, EL-8
- First Reading - Board Policies Governance Process GP-4, GP-5, GP-6
- Discussion/Action: Consider faculty candidates for continued probationary status and tenure
- Consent Agenda: Board Policies Governance Process GP-1, GP-2, GP-3
- Executive Session – RCW 42.30.110(1)(g): To review the performance of a public employee.

April

Trustee Tuesday, April TBD, 8:00 – 9:00am via Zoom

Board Meeting Agenda Items:

- Cash Reserve Report
- Operating Funds Variance Report
- CBC Institutional Progress Fall Update: 2024-25
- First Reading - Board Policies Board-Staff Linkage BSL-1, BSL-2, BSL-3, BSL-4, BSL-5
- First Consideration: ASCBC Services and Activities Budget 2025-2026
- Consent Agenda: Board Policies Governance Process GP-4, GP-5, GP-6

May

ACT Spring Conference, Location TBD, May TBD

Board Meeting Agenda Items:

- Cash Reserve Report
- Quarterly Financial Statement
- First Reading – Board Policies Ends E-1, E-2, E-3
- First Consideration: Annual College Budget 2025-2026
- Consent Agenda: Board Policies Board-Staff Linkage BSL-1, BSL-2, BSL-3, BSL-4, BSL-5
- Consent Agenda: ASCBC Services and Activities Budget 2025-2026



Community College District 19 Board of Trustees

June

CBC Commencement, Friday, June 13, 2025, 4:00pm and 7:00pm

Board Meeting Agenda Items:

- Cash Reserve Report
- Operating Funds Variance Report
- Executive Limitations Monitoring Report EL-9, EL-10
- Discussion: Board Meetings Annual Schedule
- Discussion: August Board of Trustees Retreat – Draft Agenda
- Discussion/Action: Consider faculty candidates for continued probationary status and tenure (*Tentative for off-cycle tenure track faculty candidates*)
- Consent Agenda: Annual College Budget 2024-2025
- Consent Agenda: Board Policies Ends E-1, E-2, E-3
- Executive Session: RCW 42.30.110(1)(g): To review the performance of a public employee.

July

No regular meeting

Board training opportunity - TBD

Exhibit D

CBC Board of Trustees 2024-25 Calendar of Meetings

September 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

CBC Observed Holidays
Sep 02: Labor Day
Nov 11: Veterans Day
Nov 27: Thanksgiving Day
Nov 28: Native Amer Heritage Day
Dec 25: Christmas Day

December 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Jan 1: New Year's Day
Jan 20: M L King Jr Day
Feb 17: President's Day
May 26: Memorial Day
June 19: Juneteenth
July 4: Independence Day

March 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Trustee Conferences
Oct 23-26, 2024
ACCT Leadership Congress, Seattle
Nov TBD: ACT Fall Conference
Feb TBD: ACCT Natl Legis. Summit
May TBD: ACT Spring Conference

June 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025 – No Meeting						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

BOT Meeting Times
Sep – Jan 4:30pm
Feb – Apr 7:00am
May – June 4:30pm

2024-2025