

**COLUMBIA BASIN COLLEGE**  
**BOARD OF TRUSTEES RETREAT MEETING**

August 18, 2023

Beers Board Room & Virtual

9:00 a.m. – 3:00 p.m.

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**Agenda**

Call to Order

**Pledge of Allegiance**

**Approval of Minutes\***

Exhibit A: June 12, 2023 Board of Trustees Meeting

**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

Exhibit B: Unaudited Fiscal Year Income Statement (Quarterly Financial Statement)

Exhibit C: Cash Reserves Target Update FY23 Year-End

**Executive Session**

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

RCW 42.30.110(1)(i): To discuss litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party.

**Discussion/Action\***

Consider Presidential Contract extension

Exhibit D: Board of Trustees Reserves FY24 & Cash Reserves Target Update FY24

Exhibit E: Board of Trustees Annual Calendar/Work Plan

Exhibit F: Board Meetings Annual Schedule

**Trustee Work Session**

Board Evaluation

Board Roles and Elections

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

**Executive Session**

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

RCW 42.30.110(1)(i): To discuss litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party.

## 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 Dates:

### August 2023

18	Surg Tech Pinning Ceremony, 5pm, Gjerde Center
19	Medical Assistant Pinning Ceremony, 1pm, Gjerde Center

### September 2023

4	Labor Day, Campus Closed
7	CBC Library Ribbon Cutting, 4pm, Front Door of Library
11	CBC Board of Trustees Meeting, 4pm, Beers Boardroom, CBC Pasco Campus
11 - 15	Welcome Week, CBC Pasco Campus
12	Trustee Tuesday, 8 – 9am, “Leading Through Change: A Tour Through Our System’s Updated Strategic Plan,” <a href="#">Click to Register here</a>
14	Reception for Newly Hired Faculty & Faculty Promotions, 12:30 – 1:20pm, Location TBD, CBC Pasco Campus
14	Reservation Deadline for hotel @ ACCT Leadership Congress
22	Foundation Student Scholarship Celebration, 9 – 11am, Foundation Parking Lot
23	Columbia Industries <i>Evening of Miracles</i> , 5 – 9pm, Bookwalter Winery
27 - 30	Carver Model Boot Camp, Grand Rapids, MI
29	Grace Clinic Gala & Auction, 5:30 – 8:30pm, Three Rivers Convention Center
30	AACCES Platinum Gala, 6 – 9pm, Pasco Red Lion

### October 2023

9	CBC Board of Trustees Meeting, 4pm, Beers Boardroom, CBC Pasco Campus
9 – 12	ACCT Leadership Congress, Las Vegas, NV, Aria Resort & Casino
12	Women Helping Women Luncheon, 12 – 1:30pm, HAPO Center, Pasco
12	Power of Connection Scholarship Dinner & Auction, 5:30 – 9pm, Red Lion Pasco

### November 2023

10	Veterans Day Observed, CBC Campus Closed
10	Boys & Girls Club <i>Dinner with Friends</i> , 6 – 9pm, Three Rivers Convention Center
13	CBC Board of Trustees Meeting, 4pm, Beers Boardroom, CBC Pasco Campus
16-17	ACT Fall Conference / New Trustee Orientation, Hilton Seattle Airport & Conference Ctr
23	Thanksgiving Observed, CBC Campus Closed
24	Native American Heritage Day Observed, CBC Campus Closed

# Exhibit A

Columbia Basin College  
Board of Trustees Meeting Minutes  
June 12, 2023  
Hybrid Meeting 4:00 p.m.

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

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

In-Person Attendees: Eduardo Rodriguez, Michael Lee, Brian Dexter, Luz Garza, Cheryl Holden, Elizabeth Burtner, Corey Osborn, Keri Lobdell, Erin Fishburn, Ericka Garcia, Abby DeSteese, Sarah McCalmant, Jesus Mota, Bill McKay, Ame Robinson, Bruce Walker Jr., Bill Getty, Maria Allan, Mike Scott, Collin Wilson, Terry Fleischman, Mario Castaneda, Stephanie Hampton, Narcili Berry, Meg Bartrand, Rod Taylor, David Bartrand, Jonah Bartrand, Beck Bartrand, Anson Bartrand, Hoewoon Kim, Kim Brown

Virtual Attendees: Jason Engle, Melissa McBurney, Brad Powell, Daphne Larios, Lane Schumacher, Kelsey Myers, Shaina Griffiths, Doug Hughes

The Agenda	The Discussion	Action
Call to Order		Meeting called to order by Trustee Siler at 4:00 p.m.
Pledge of Allegiance	Trustee Siler led the Pledge of Allegiance.	
Agenda Changes	No changes made to the agenda.	Trustee Jackson moved and Trustee Rivas de Bredt seconded a motion to approve the June 12, 2023 agenda as written. Approved unanimously.
Approval of Minutes	May 8, 2023 Meeting Minutes Discussion - None	Trustee Page moved and Trustee Jackson seconded a motion to approve the May 8, 2023 minutes as written. Approved unanimously.
<p><u>Celebrating Excellence</u></p> <p>2023 All-WA Academic Team – Phi Theta Kappa Society (PTK) Terry Fleischman, Adjunct Instructor &amp; PTK Advisor Mario Castaneda, Automotive Technology Student Stephanie Hampton, Criminal Justice Student Narcili Berry, Nursing Student</p> <p>Family Math Night Volunteers Meg Bartrand, Senior Professor of Math Michael Lee, VP for Instruction Rod Taylor, Dean for Math, Science &amp; Engineering David Bartrand, Volunteer Jonah Bartrand, Volunteer Beck Bartrand, Volunteer Anson Bartrand, Volunteer Hoewoon Kim, Asst Professor of Math Debbie Bruce, Bookstore Operations Dir.</p>	<p>The All-Washington Academic Team program recognizes and honors high achieving students from Washington’s community and technical colleges who also demonstrate a commitment to community service. Terry Fleischman, CBC Adjunct Instructor and Phi Theta Kappa Advisor, introduced the four students selected to represent CBC for 2023. Students were able to share with the Board their inspiring stories of hard-work, tenacity and their ability to use personal obstacles as motivation to gain an education to honor family members or reach new personal academic and career goals.</p> <p>Family Math Night began as Math Awareness Week and morphed into the Spring Math Night. Currently, Family Math Night is held quarterly in the HUB atrium with mostly student presenters. CBC students are excited to share what they’ve learned with others – everything from elementary math to calculus. Why do we do this? Family Math Night Coordinator, Meg Bartrand, attended a workshop where they said employers want to hire employees who can communicate well with others and not just have head knowledge. Family Math Night was a way to encourage CBC math students to share with children and families how to “make the complex easy the easy complex.” This program is supposed to be fun and show the lighter side of mathematics. Professor Bartrand thanked the many volunteers who have helped over the years as presenters, judges, and with set up or clean up.</p>	Trustee Siler congratulated the All-WA Academic Team on their amazing accomplishments.

<p>Martijn Oostrom, Asst Professor of Math Rodrigo Castillo, Utility Worker 3 Rebekah Woods, President CBC Recruitment CBC Ambassadors</p> <p>Jazz Unlimited Bill McKay, Dean for Arts, Humanities &amp; Communication Maria Allan, Program Support Supervisor Ame Robinson, Secretary Senior Mike Scott, Asst Professor of Music/Choral-Vocal Collin Wilson, Assoc Professor of Music Bruce Walker, Jr., Assoc Professor of Music</p>	<p>Jazz Unlimited has 50 years of history on CBC’s campus, hosted by the Music Department and supported by the office administrators. Dean Bill McKay gave a history of the event beginning in 1971 when this jazz event was coordinated by local high school directors. In the second year, through a sponsorship from the Water Follies, the name “Unlimited” was added as a nod to the local hydroplane races. At its height, Jazz Unlimited hosted 45 bands and choirs. After COVID, in 2022, they returned with a smaller version, “Jazz Limited,” and in 2023 were able to host 32 jazz bands and 29 concert choirs. This year also featured a professional jazz performer who worked with students participating in Jazz Unlimited and provided a private concert for students in a packed theatre. Funding for Jazz Unlimited comes directly from student/group participation fees. For more information about the event go to <a href="http://CBCartscenter.com">CBCartscenter.com</a>.</p>	
<p><u>Remarks</u> By Administration, President</p> <p>By CEO, Foundation</p>	<p>CBC is in the midst of <b>year-end celebrations</b> – from pinning ceremonies to department graduations, to our June 16 commencement event at the Toyota Center. Please see the upcoming event dates at the end of the Board agenda for specific dates for each event.</p> <p>Monday, June 19, we will celebrate <b>Juneteenth</b> with two events. The first is a Celebration of Freedom Hike on Candy Mountain at 9:00am. On Monday, June 26, there will be a Freedom Day observation online.</p> <p>CBC concluded the inaugural year of our new <b>Leadership Development Program (LDP)</b> with 12 individuals completing the program. The LDP cohort will be invited to the September 2023 Board of Trustees meeting as a Celebrating Excellence guest.</p> <p>CBC will be hosting the <b>State Board for Washington Community and Technical Colleges</b> on June 28 and 29. CBC trustees are invited to attend anytime during the two days of meetings.</p> <p>We are halfway through the three-year <b>Strategic Plan</b> with 57 different initiatives. While we don’t have the resources to accomplish all 57, Cabinet will be prioritizing which initiatives to work on first and this information will be shared at the Board Retreat in August.</p> <p><b>Carver Model Training</b> is set for Friday, July 21 for all CBC trustees and cabinet. We will be meeting in the Board Room beginning at 9:00am.</p> <p>Erin Fishburn gave an update of Foundation activities. This past month the Foundation had two fun events: a scholarship reviewer event in the planetarium where over 50 volunteers were thanked for their work and CBC night at the Dust Devils. The Dust Devils game is the annual thank you to CBC employees for their support as well as a good community awareness event.</p>	

<p>By ASCBC</p> <p>By Faculty Senate Chair</p> <p>By AHE</p> <p>By Board Members</p>	<p>The Foundation is busy collecting scholarship thank you letters from the spring cycle and will be forwarding those to donors along with endowment reports over the summer. The nursing cycle is now open, and preparations are being made for the fall cycle. Power of Connection sponsors and live auction items are being secured for the fall event. The Foundation Board had their annual meeting in May where all policies and budgets are approved for the upcoming year. Over the summer they are in the process of interviewing new board members who will join the Board beginning in the fall. A retreat for the Board is planned for August.</p> <p>The Foundation have two new staff on board, so they are spending a lot of time getting these new individuals up to speed.</p> <p>Shaina Griffiths, CBC Service Corps Chair, gave the Board update on ASCBC activities. She reviewed the activities mentioned on Exhibit C: ASCBC Newsletter and thanked the Facilities and Security departments for their participation in the Field Day. Currently, ASCBC is interviewing new students for ASCBC jobs to begin in Fall 2023.</p> <p>Brad Powell, Faculty Senate Chair, gave an update on Faculty Senate. At the June 2 meeting of Faculty Senate, they completed election of officers, selected chairs and co-chairs for committees and recognized the work of three outgoing senators. Dr. Kay Lynn Stevens was selected by Faculty Senate as their graduation speaker and will also be leading the faculty mentorship program for 2023-24. The Climate Justice &amp; Solutions cohort is sponsoring a summer read of <i>All We Can Save</i>. If anyone is interested in joining this book read, please contact Brad Powell to obtain a copy of the book. This cohort also sponsored a vegan meal to introduce more people to a plant-based diet.</p> <p>No AHE representative present.</p> <p><u>Trustee Page</u> Trustee Page was busy moving over the last month. She shared how inspiring it was to hear student stories and gave kudos to CBC staff and administration who prioritize student success.</p> <p><u>Trustee Jackson</u> Trustee Jackson attended the spring meeting of AWB and enjoyed hearing from industry experts like the Chief Futurist Officer for Ford Motor Company. Trustee Jackson also attended the ACT Spring Conference in Walla Walla and the Columbia Industries event at Bookwalter Winery to learn about business leaders in the private sector as well as business and industry. Trustee Jackson recently participated as a teaching instructor with the topic of “setting up and strategizing for your business.”</p> <p><u>Trustee Rivas de Bredt</u> Trustee Rivas de Bredt and the Tri-Cities Hispanic Chamber are in the planning stages for the 16<sup>th</sup> Annual Mariachi &amp; More Festival scheduled for June 25. She attended the WACTC Trustees of Color meeting where they discussed Board retreats.</p>	<p>The Board thanked Shaina for her involvement in ASCBC activities over the past two years and for providing ASCBC updates each month at Board meetings.</p>
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	<p><u>Trustee Siler</u> Trustee Siler attended the ACT Spring Conference in Walla Walla and was able to visit WWCC's water ecology plant and learn more about implementing DEI in the hiring process. Trustee Siler also attended the CBC Dust Devils game and the CBC Retirement Reception.</p>	
<u>Public Comments</u>	None	
<p><u>Reports</u> Operating Funds Variance Report  Quarterly Financial Statement  Facility Master Plan – <a href="#">2023 Update</a></p>	<p>VP for Administrative Services, Eduardo Rodriguez, introduced new Director for Accounting Services and Controller, Kim Brown. VP Rodriguez also provided highlights from the Operating Funds Variance Report and the Quarterly Financial Statement. CBC is currently in a unique situation where our investments are coming in at a higher rate, approximately 5%, than the debt percentage.</p> <p>VP Rodriguez reviewed the CBC Facility Master Plan with the Board. This plan is available on the CBC website for review. On page 6-1 of the Facility Master Plan, the project priorities for CBC are shown. Project priority #1 is a replacement building for the Performing Arts Center, estimated cost at \$58 million, and project priority #2 is a Center for Applied Science and Agriculture, estimated cost at \$70 million. These capital projects are not currently slated for funds from the state budget but are on their list of future capital projects.</p>	
<u>Break from Public Meeting</u>	Break from public meeting at 5:27 p.m. with expected return at 5:40 p.m. Returned to public meeting at 5:40 p.m.	
<p><u>Reports</u> Executive Limitations Monitoring Report EL-9 and EL-10</p>	President Woods provided the Board with current Executive Limitations Monitoring Reports EL-9 and EL-10.	
<p><u>Discussion</u> Board Calendar of Meetings – Draft  August Board of Trustees Retreat – Draft Agenda</p>	<p>The 2023-2024 Board Calendar of Meetings draft mirrors the dates and times from the 2022-2023 calendar.</p> <p>The Board will move the Executive Session, planned for the end of the meeting on the August 18, 2023 draft agenda, to a “working lunch” session.</p>	<p>Move the 2023-2024 Board Calendar of Meetings to the consent agenda for August 18, 2023.</p> <p>Move the Executive Session after the Reports section and before the Discussion/Action items on the August 18, 2023 agenda.</p>
<p><u>Discussion/Action</u> Resolution 23-03, Equity Center Renovation Project</p>	The Board of Trustees were presented with Resolution 23-03, Equity Center Renovation Project. Through this resolution, Administration is asking trustees to approve spending an additional \$650,000 for the Equity Center. Design added additional expenses to the budget – the requirement of installing a professional kitchen, additional windows, replacement of ceiling tiles and lighting. These funds would come out of the Board Policy Reserve.	Trustee Jackson moved and Trustee Rivas de Bredt seconded a motion to approve Resolution 23-03 for the Equity Center Renovation Project as written. Approved unanimously.
<p><u>Consent Agenda</u> Board Policies Ends E-1 through E-3  Final Consideration for 2023-2024 Annual College Budget</p>	<p>No discussion or proposed modifications for Board Policies Ends E-1 through E-3.</p> <p>No discussion or proposed modifications for the 2023-2024 Annual College Budget.</p>	Trustee Jackson moved and Trustee Rivas de Bredt seconded a motion to approve the consent agenda as written and in its entirety. Approved unanimously.

<p><u>Executive Session</u></p>	<p>RCW 42.30.110(1)(g): To review the performance of a public employee.  RCW 42.30.140(4): Planning and/or reviewing collective bargaining proposals.</p> <ul style="list-style-type: none"> <li>• Expected return from Executive Session to the public meeting at 6:20 p.m.</li> <li>• At 6:20 p.m., the Board returned to the public meeting to extend the Executive Session an additional 30 minutes. This extension was noted verbally (no attendees were present in adjacent hallway) and written in the Zoom Webinar chat. Expected return to public meeting at 6:50 p.m.</li> <li>• Returned from Executive Session to the public meeting at 6:50 p.m.</li> </ul>	
<p><u>Discussion/Action</u></p> <p>Consider faculty candidate for tenure.</p> <p>Consider Collective Bargaining Agreement with the Association for Higher Education of CBC.</p>	<p>The Columbia Basin College Board approved Eric Robinson for tenure.</p> <p>The Columbia Basin College Board approved the terms and conditions of the new Collective Bargaining Agreement with the Association for Higher Education effective July 1, 2023 through June 30, 2026.</p>	<p>Trustee Rivas de Bredt moved and Trustee Jackson seconded a motion to approve Eric Robinson for tenure. Approved unanimously.</p> <p>Trustee Jackson moved and Trustee Rivas de Bredt seconded a motion to approve the terms and conditions of the new Collective Bargaining Agreement with the Association of Higher Education effective July 1, 2023 through June 30, 2026. Approved unanimously.</p>
<p>Adjournment: 6:53 p.m.</p>	<p>Trustee Siler adjourned the meeting at 6:53 p.m.</p>	
	<p>Next Board of Trustees Meeting  Beers Board Room &amp; Zoom Webinar  August 18, 2023 - 9:00 a.m.</p>	

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Holly Siler, Chair



# Exhibit B

**Columbia Basin Community College**  
**Statement of Revenues, Expenses and Changes in Net Position**  
**For June 30, 2023 (Unaudited)**

	FY2023 June 2023	FY2022 June 2022	Difference
<b>Operating Revenues</b>			
Student Tuition and Fees	\$ 30,050,229	\$ 21,669,754	\$ 8,380,475
Auxiliary Enterprise Sales	\$ 2,691,103	\$ 2,070,539	\$ 620,564
State and Local Grants and Contracts	\$ 17,980,712	\$ 18,376,836	\$ (396,124)
Federal Grants and Contracts	\$ 6,793,819	\$ 2,133,836	\$ 4,659,983
Other Operating Revenues	\$ 75,924	\$ 974,524	\$ (898,600)
<b>Total Operating Revenue</b>	<b>\$ 57,591,787</b>	<b>\$ 45,225,488</b>	<b>\$ 12,366,299</b>
<b>Operating Expenses</b>			
Salaries and Wages	\$ 36,394,159	\$ 34,563,251	\$ 1,830,908
Benefits	\$ 12,484,929	\$ 10,922,008	\$ 1,562,922
Scholarships and Fellowships, Gross	\$ 21,959,835	\$ 27,758,969	\$ (5,799,133)
Supplies and Materials	\$ 1,740,173	\$ 2,676,102	\$ (935,929)
Depreciation	\$ 3,669,422	\$ 3,260,168	\$ 409,253
Purchased Services	\$ 7,495,857	\$ 3,780,285	\$ 3,715,572
Utilities	\$ 1,445,168	\$ 1,275,171	\$ 169,997
Operating Expenses	\$ 5,367,310	\$ 9,509,764	\$ (4,142,454)
<b>Total Operating Expenses</b>	<b>\$ 90,556,852</b>	<b>\$ 93,745,717</b>	<b>\$ (3,188,865)</b>
<b>Operating Income (loss)</b>	<b>\$ (32,965,065)</b>	<b>\$ (48,520,229)</b>	<b>\$ 15,555,163</b>
<b>Non-Operating Revenues</b>			
State Appropriations	\$ 29,207,433	\$ 31,125,601	\$ (1,918,168)
Federal Non-Operating Revenues	\$ -	\$ 13,195,276	\$ (13,195,276)
Federal Pell Grant Revenues	\$ 7,613,124	\$ 7,189,968	\$ 423,157
Investment Income, Gains and Losses	\$ 7,655	\$ (81,246)	\$ 88,901
<b>Total Non-Operating Revenue</b>	<b>\$ 36,828,212</b>	<b>\$ 51,429,598</b>	<b>\$ (14,601,386)</b>
<b>Non-Operating Expenses</b>			
Building Fee Remittance	\$ 1,322,358	\$ 1,376,348	\$ (53,990)
Innovation Fund Remittance	\$ 335,167	\$ 179,305	\$ 155,861
Interest on Indebtedness	\$ 520,000	\$ 1,356,499	\$ (836,499)
<b>Total Non-Operating Expenses</b>	<b>\$ 2,177,525</b>	<b>\$ 2,912,152</b>	<b>\$ (734,628)</b>
<b>Net Non-Operating Expenses</b>	<b>\$ 34,650,687</b>	<b>\$ 48,517,446</b>	<b>\$ (13,866,758)</b>
<b>Income or (Loss) before other revenues, expenses, gains, or losses</b>	<b>\$ 1,685,622</b>	<b>\$ (2,783)</b>	<b>\$ 1,688,405</b>
Capital Appropriations	\$ 5,093,531	\$ 1,350,013	\$ 3,743,519
<b>Increase (Decrease) in Net Position</b>	<b>\$ 6,779,153</b>	<b>\$ 1,347,230</b>	<b>\$ 5,431,924</b>

# Exhibit C

# Columbia Basin College

## Cash Reserve Report - June 30, 2023 Year-End

<b>Assets</b>		<b>FY2023 - JUNE</b>	
<b>Cash</b>			
In Bank	1000070	\$	15,170,270
Petty Cash	1000020	\$	5,504
<b>Total Cash</b>		<b>\$</b>	<b>15,175,774</b>
<b>Investments</b>			
Short Term	1000040	\$	670,606
Long Term	1110010	\$	19,735,378
<b>Total Investments</b>		<b>\$</b>	<b>20,405,984</b>
<b>Accounts Receivable</b>			
Current	1010100	\$	3,301,405
Unbilled	1010050	\$	3,872,874
AR - Other	1010060	\$	316,286
Allowance for AR	1010110	\$	(35,504)
<b>Total AR</b>		<b>\$</b>	<b>7,455,061</b>
<b>Inter/Intra Gov Receivables</b>			
Due from Fed	1010150	\$	1,069,284
Due from Other Gov	1010160	\$	1,087,982
Due from Other Agency	1010180	\$	126,021
<b>Total Inter/Intra Gov Receivables</b>		<b>\$</b>	<b>2,283,288</b>
<b>Total Assets</b>		<b>\$</b>	<b>45,320,106</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable	2000010	\$	1,435,418
Accrued Salaries Payable	2011010	\$	19,417
Due to Other Agency	2012050	\$	134,241
Sales/Use Tax	2010070	\$	29,888
Accrued Liabilities	2001070	\$	1,696,076
COP Current Year P&I Due	2050010	\$	520,000
<b>Total Current Liabilities</b>		<b>\$</b>	<b>3,835,039</b>
<b>Total Liabilities</b>		<b>\$</b>	<b>3,835,039</b>

<b>Cash Balance</b>			
(ASSETS less LIABILITIES)			\$ 41,485,067
<b>Dedicated Balances</b>		<b>Legacy GL</b>	<b>Account</b>
Student Supported Capital	1110	1000070	\$ 2,090,365
3.5% - Institutional Financial Aid	1355	1010190	\$ 588,696
Students S&A	1110	1000070	\$ 1,977,764
Bookstore Operating Reserves	1110	1000070	\$ 500,000
Technology Fee	1355	1010190	\$ 1,152,476
Parking Fees	1355	1010190	\$ 923,692
Basic Food Employment and Training	1110	1000070	\$ 31,118
<b>Total</b>			<b>\$ 7,264,111</b>
<b>Reserves Policy - BOT Policies on Reserves</b>			
Operating Reserve			\$ 10,000,000
Emergencies			\$ 3,000,000
Unplanned Capital Repair and Replacement			\$ 2,000,000
Planned Future Operations			\$ 1,996,657
Capital Facilities Projects			\$ 14,169,067
<b>Total</b>			<b>\$ 31,165,724</b>
<b>Operating Reserves Balance</b>			
Existing Reserve balance less Dedicated Reserves and Emergency Reserves			<b>\$ 3,055,232</b>

# Exhibit D

## Board of Trustee's Reserve by Policy FY24

Reserve	Purpose	Proposed
<b>Current Operations</b>	<i>Campus cash flow needs</i>	
	2 months operating expense	<b>\$10,920,000</b>
<b>Emergencies</b>	<i>Unforeseen natural or manmade disasters and pandemics to support business continuity &amp; recovery actions</i>	
		<b>\$3,000,000</b>
<b>Unplanned Capital Repair &amp; Replacement</b>	<i>Covers largest potential system failure</i>	
Building System	HVAC, etc.	\$1,000,000
	Failing roof systems	\$1,000,000
		<b>\$2,000,000</b>
<b>Future Operations</b>	<i>Future new program offerings</i>	
ctcLink Implementation		\$92,000
Other		\$990,000
		<b>\$1,082,000</b>
<b>Capital Facilities Projects</b>	<i>Covers current and planned capital projects</i>	
Future Classroom Building	Construction Project - Local Funding	\$5,000,000
Argent St Widening & 20th Crosswalk	Remaining Project Share	\$550,000
840 Building Demolition	Local Funding	\$750,000
Purchase Resident Hall Land	Local Funding	\$950,000
New Future Sun Hawk Hall	Construction Project - Local Funding	\$5,000,000
Equity Center	Local Funding	\$1,500,000
Clean Building Projects	Local Funding	\$500,000
Science Wing Renovation	Local Funding	\$1,500,000
Wayfinding and Signage Improvements	Local Funding	\$1,250,000
Parking and Pedestrian Improvements	Local Funding	\$1,950,000
Minor Capital Projects	Local Funding	\$1,000,000
		<b>\$19,950,000</b>
<b>BOT Designated Reserves</b>		<b>\$36,952,000</b>

**Columbia Basin College**  
Cash Reserve Report - July 1, 2023

<b>Assets</b>		<b>FY2023 - JUNE</b>	
<b>Cash</b>			
In Bank	1000070	\$	15,170,270
Petty Cash	1000020	\$	5,504
<b>Total Cash</b>		<b>\$</b>	<b>15,175,774</b>
<b>Investments</b>			
Short Term	1000040	\$	670,606
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<b>Accounts Receivable</b>			
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Due from Other Gov	1010160	\$	1,087,982
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<b>Total Inter/Intra Gov Receivables</b>		<b>\$</b>	<b>2,283,288</b>
<b>Total Assets</b>		<b>\$</b>	<b>45,320,106</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable	2000010	\$	1,435,418
Accrued Salaries Payable	2011010	\$	19,417
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<b>Total Current Liabilities</b>		<b>\$</b>	<b>3,835,039</b>
<b>Total Liabilities</b>		<b>\$</b>	<b>3,835,039</b>

<b>Cash Balance</b>			
(ASSETS less LIABILITIES)			\$ 41,485,067
<b>Dedicated Balances</b>			
	Legacy GL	Account	
Student Supported Capital	1110	1000070	\$ 2,090,365
3.5% - Institutional Financial Aid	1355	1010190	\$ 588,696
Students S&A	1110	1000070	\$ 1,977,764
Bookstore Operating Reserves	1110	1000070	\$ 500,000
Technology Fee	1355	1010190	\$ 1,152,476
Parking Fees	1355	1010190	\$ 923,692
Basic Food Employment and Training	1110	1000070	\$ 31,118
<b>Total</b>			<b>\$ 7,264,111</b>
<b>Reserves Policy - BOT Policies on Reserves</b>			
Operating Reserve			\$ 10,920,000
Emergencies			\$ 3,000,000
Unplanned Capital Repair and Replacement			\$ 2,000,000
Planned Future Operations			\$ 1,082,000
Capital Facilities Projects			\$ 19,950,000
<b>Total</b>			<b>\$ 36,952,000</b>
<b>Operating Reserves Balance</b>			
Existing Reserve balance less Dedicated Reserves and Emergency Reserves			<b>\$ (2,731,044)</b>

# Exhibit E



**COLUMBIA BASIN COLLEGE BOARD OF TRUSTEES**  
**ANNUAL CALENDAR/WORK PLAN FY23**  
**August 18, 2023**

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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 College 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 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 reviews 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 Financial Audit Exit Conference*

CBC Board Retreat

CBC Board Self Evaluation

Board Meeting Agenda Items:

- College Updates – A Year in Review and Planning for the Year Ahead
- Unaudited Fiscal Year Income Statement
- Cash Reserves Target Update FY23 Year-End
- Board Roles and Elections including Foundation and Legislative liaisons
- Discussion/Action: Cash Reserves Target Update FY24, Board of Trustees Reserves FY24, Annual Calendar/Work Plan, Board Meetings Annual Schedule
- Executive Session – RCW 42.30.110(1)(g): To review the performance of a public employee.

## September

Trustee Tuesday, September 12, 8:00 – 9:00am via Zoom

Deadline for hotel reservations – ACCT Leadership Congress, September 14, 2023

Board Meeting Agenda Items:

- Cash Balance Report
- Variance Report
- First Reading - Board of Trustees Bylaws Articles I – V

## October

Power of Connection Event, Pasco Red Lion, October 12, 5:30 – 9pm

ACCT Leadership Congress, Las Vegas, NV, October 9-12, 2023

Board Meeting Agenda Items:

- Cash Balance Report
- 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 16-17, 2023

Board Meeting Agenda Items:

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

## December

Trustee Tuesday, December 5, 8:00 – 9:00am via Zoom

Board Meeting Agenda Items:

- Mission Fulfillment Report (Spring Update)
- Cash Balance Report
- Variance Report
- First Reading – Board Policies Executive Limitations EL-5 – EL-7
- Consent Agenda: Board Policies Executive Limitations EL-1 – EL-4

## January

Trustee Tuesday, January 2, 8:00 – 9:00am via Zoom

Board Meeting Agenda Items:

- Cash Balance Report
- Variance Report
- First Reading – Board Policies Executive Limitations EL-8 – EL-10
- Consent Agenda: Board Policies Executive Limitations EL-5 – EL-7

## February

ACCT National Legislative Summit, Washington DC, February 4-7, 2024

*CBC Financial Audit Exit Conference (or March)*

Board Meeting Agenda Items:

- Executive Limitations Monitoring Report EL-4, EL-5, EL-6
- Cash Balance Report
- Quarterly Financial Statement
- First Reading - Board Policies Governance Process GP-1 – GP-4
- Consent Agenda: Board Policies Executive Limitations EL-8 – EL-10

## March

Trustee Tuesday, March 5, 8:00 – 9:00am via Zoom

Board Meeting Agenda Items:

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

## April

Trustee Tuesday, April 2, 8:00 – 9:00am via Zoom

Board Meeting Agenda Items:

- Quarterly Mission Fulfillment Monitoring Report
- Cash Balance Report
- Variance Report
- First Reading - Board Policies Board-Staff Linkage BSL-1 – BSL-5
- First Consideration: ASCBC Services and Activities Budget
- Consent Agenda: Board Policies Governance Process GP-5 – GP-8

## May

ACT Spring Conference, Yakima Valley Community College, May 2-3, 2024

Board Meeting Agenda Items:

- First Consideration: Annual College Budget 2024-2025
- Cash Balance Report
- Variance Report
- First Reading – Board Policies Ends E-1 – E-3
- Consent Agenda: Board Policies Board-Staff Linkage BSL-1 – BSL-5
- Consent Agenda: ASCBC Services and Activities Budget

## June

CBC Commencement, Friday, June 14, 2024

Board Meeting Agenda Items:

- Executive Limitations Monitoring Report EL-9, EL-10
- Cash Balance Report
- Quarterly Financial Statement
- Discussion: Board Meetings Annual Schedule
- Discussion: August Board of Trustees Retreat – Draft Agenda
- Consent Agenda: Annual College Budget 2024-2025
- Consent Agenda: Board Policies Ends E-1 – E-3

## July

No regular meeting

# Exhibit F

# CBC Board of Trustees 2023-24 Calendar of Meetings

September 2023						
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 2023						
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 2023						
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 04: Labor Day
Nov 10: Veterans Day
Nov 23: Thanksgiving Day
Nov 24: Native Amer Heritage Day
Dec 25: Christmas Day

December 2023						
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 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			

February 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		

Jan 1: New Year's Day
Jan 15: M L King Jr Day
Feb 19: President's Day
May 27: Memorial Day
June 19: Juneteenth
July 4: Independence Day

March 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						

April 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				

May 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	

Trustee Conferences
Oct 9-12: ACCT Leadership Congress
Nov 16-17: ACT Fall Conference
Feb 4-7: ACCT Natl Legis. Summit
May 2-3, 2024: ACT Spring Conf.
Oct 23-26, 2024: ACCT Leadership Congress, Seattle

June 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						

July 2024 – 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 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

BOT Meeting Times: Sep-Jan 4pm
Feb-Apr 7:30am / May-Jun 4pm

2023-2024