

**COLUMBIA BASIN COLLEGE
BOARD OF TRUSTEES MEETING**

November 13, 2023
Beers Board Room & Virtual
4:30 p.m.

Agenda

Call to Order

Pledge of Allegiance

Agenda Changes*

Approval of Minutes*

Exhibit A: October 9, 2023 Board of Trustees Meeting

Linkage with Community

Women Helping Women Fund Tri-Cities
SaLee Charlesworth, Board President

Celebrating Excellence

Science Saturday at CBC

Padmaja Gunda, Senior Associate Professor of Chemistry & Science Saturday Organizer
Jan Hylden, Associate Professor of Chemistry
Colin Bradley, Assistant Professor of Chemistry
Malgorzata Kowalska, Adjunct Instructor
Ted Lane, Assistant Professor of Physics/Engineering
Su-Hyun Kim, Professor of Physics
Amy Donovan, Associate Professor of Biology
Dawn Cryan, Adjunct Instructor
Erin Steinert, Director for the Planetarium & Observatory
Melanie Casciato, Director for Student Recruitment

Denice Gomez, College Outreach & Recruitment Specialist

CBC Student Volunteers:

Brandon Ponce – CBC student, Physics
Joe Acosta, CBC student, Chemistry
Justine Gutierrez– CBC student, Chemistry
Henna Well – CBC student, Mood Lead
Antonio Castellano – CBC student, Moon Lead
Hailey Virgen– CBC student, Stars Lead
Ainsley Thompson – CBC student, Stars Lead
Alexandra Naungayan, CBC student, Biology
Gabrielle Moore, CBC student, Biology
Karissa Nakamura, Physics
Dylan Stecklein, Physics
Stephanie Sanchez, Sun Lead
Santa Garcia, Sun Lead

STEM Transfer Team

Michael Lee, VP for Instruction
Padmaja Gunda, Senior Associate Professor of Chemistry
Amy Donovan, Associate Professor of Biology
Vicki Domina, Director for Advising, Retention & Completion
Elsa Silva-Lopez, Director for MESA

By Administration

President Rebekah Woods

Exhibit B: CBC in the News

Exhibit C: Supplemental Operating Budget Request (WACTC)

Exhibit D: Supplemental Capital Budget Request (WACTC)

Foundation Executive Director/CEO Erin Fishburn

By ASCBC Student Representative Brandon Ponce-Ruelas

Exhibit E: ASCBC Newsletter

By Faculty Senate Chair Brad Powell

By AHE Representative Chris Herbert

By Board Members

Public Comments

- Anyone who would like to share public comment, for the record, please give your name and whether you are a student, employee or a member of the community. If you are participating through zoom, please raise your hand and we will promote you to a panelist so you may speak.
- Please limit your comments to 3 minutes.
- During public comment, the Board will focus on listening and treat all comments with equal attention and respect. We ask the same of all attendees.

Reports

Exhibit F: Quarterly Financial Statement

Exhibit G: Cash Balance Report

Discussion/Action*

Exhibit H: First Reading – Board Policies Executive Limitations EL-1 through EL-4

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

November 2023

13	CBC Board of Trustees Meeting, 4:30pm, Beers Boardroom, CBC Pasco Campus
13	Pasco City Council Workshop Meeting , 7pm, 525 N Third Ave, Pasco
13	Pasco School Board Meeting , Board Room, 1215 W Lewis St, Pasco
14	Richland School Board Meeting , 6:30pm, 6972 Keene Road, West Richland
16-17	ACT Fall Conference / New Trustee Orientation, Hilton Seattle Airport & Conference Ctr
16-18	CBC Fall Play, <i>Dog Sees God</i> , 7pm, CBC Theatre, Pasco
16-17	WSU Board of Regents Meeting , Vancouver, WA
18	United Way Festival of Trees, 5:30pm, Three Rivers Convention Center
18	The Links Gala, <i>Full STEAM Ahead</i> , 6pm, Amri Event Center, 5209 Outlet Dr, Pasco
20	Pasco City Council Regular Meeting , 7pm, 525 N Third Ave, Pasco
23	Thanksgiving Observed, CBC Campus Closed
24	Native American Heritage Day Observed, CBC Campus Closed
27	Pasco City Council Workshop Meeting , 7pm, 525 N Third Ave, Pasco
28	Pasco School Board Meeting , Board Room, 1215 W Lewis St, Pasco
28	Richland School Board Meeting , 6:30pm, 6972 Keene Road, West Richland
29	<i>State of Higher Education</i> , Tri-City Regional Chamber Luncheon, 12pm, Pasco Red Lion

December 2023

4	Pasco City Council Regular Meeting , 7pm, 525 N Third Ave, Pasco
5	Trustee Tuesday, 8 – 9am, the ACT Education Committee is pleased to offer its members professional development opportunities. Topic TBD.
8	Legislative Luncheon at WWCC, 12-2pm, William A. Grant Water & Environmental Center Room 2023, Walla Walla Community College
11	CBC Board of Trustees Meeting, 4:30pm, Beers Boardroom, CBC Pasco Campus
12	Pasco School Board Meeting , Board Room, 1215 W Lewis St, Pasco
12	Richland School Board Meeting , 6:30pm, 6972 Keene Road, West Richland
13	Kennewick School Board Meeting , 5:30pm, 1000 W 4 th Ave, Kennewick
18	Pasco City Council Regular Meeting , 7pm, 525 N Third Ave, Pasco
25	Christmas Day Observed, CBC Campus Closed

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

Upcoming Event Dates

January 2024

2	Trustee Tuesday, 8 – 9am, the ACT Education Committee is pleased to offer its members professional development opportunities. Topic TBD.
8	CBC Board of Trustees Meeting, 4:30pm, Beers Boardroom, CBC Pasco Campus
9	Pasco School Board Meeting , Board Room, 1215 W Lewis St, Pasco
9	Richland School Board Meeting , 6:30pm, 6972 Keene Road, West Richland
10	Pasco City Council Workshop Meeting , 7pm, 525 N Third Ave, Pasco
10	Kennewick School Board Meeting , 5:30pm, 1000 W 4 th Ave, Kennewick
15	Martin Luther King Jr. Day, CBC Campus Closed
16	Pasco City Council Regular Meeting , 7pm, 525 N Third Ave, Pasco
23	Pasco City Council Workshop Meeting , 7pm, 525 N Third Ave, Pasco
23	Pasco School Board Meeting , Board Room, 1215 W Lewis St, Pasco
23	Richland School Board Meeting , 6:30pm, 6972 Keene Road, West Richland
24	Kennewick School Board Meeting , 5:30pm, 1000 W 4 th Ave, Kennewick
25	Legislator Meetings at the Capitol, Olympia

-  CBC Board Meetings
-  CBC Events
-  Trustee Professional Development / Conferences
-  Community Events
-  Community Board Meetings
-  Holidays

Exhibit A

Columbia Basin College
Board of Trustees Meeting Minutes
October 9, 2023
Hybrid Meeting 4:30 p.m.

Board Members in attendance: Kimberly Harper, Holly Siler (virtual), Allyson Page (virtual)

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

In-Person Attendees: Eduardo Rodriguez, Michael Lee, Luz Garza, Cheryl Holden, Elizabeth Burtner, Corey Osborn, Brian Dexter, Erin Fishburn, Brandon Ponce-Ruelas, Sarah North, Fatima Machado, Josh Westbrook, Brad Powell, Steve Danver, Shawn Nyman, Leslie Guzman, Jeff Harris, Kyle Winslow, Abby DeSteeese

Virtual Attendees: Ying Yu, Molly Mooney, Chris Herbert, Stephen Badalamente, Keri Lobdell, Lane Schumacher, Christine West Wierman, Melissa McBurney, Jesus Mota, Amy Donovan, Jason Engle, Kelsey Myers, Ericka Garcia

The Agenda	The Discussion	Action
Call to Order		Meeting called to order by Trustee Harper at 4:31 p.m.
Pledge of Allegiance	Trustee Harper led the Pledge of Allegiance.	
Agenda Changes	President Woods requested a portion of Exhibit I, Board of Trustee Bylaws, Article II, be moved from the consent agenda and placed under the Discussion/Action section of the agenda to review a minor revision. The rest of Exhibit I, Board of Trustee Bylaws, Articles I, III, IV and V will remain on the consent agenda.	Trustee Siler moved and Page seconded a motion to move Board of Trustee Bylaws - Article II from the Consent Agenda to the Discussion/Action section of the agenda and approved the remaining October 9, 2023 agenda as written. Approved unanimously.
Approval of Minutes	Exhibit A: September 11, 2023 Meeting Minutes Discussion - None	Trustee Siler moved and Trustee Page seconded a motion to approve the September 11, 2023 minutes as written. Approved unanimously.
<p><u>Celebrating Excellence</u></p> <p>2023 Soar Award Winners Jeff Harris, Faculty Winner Sarah North, Admin Winner Leslie Guzman, Exempt Winner Levi Yencopal, Classified Winner Malgorzata Kowalska, Adjunct Winner Olivia Benski, Temporary Hourly Winner Gilbert Lazaro, Student Winner</p> <p>CBC Library Department Keri Lobdell, Dean for Library & Instructional Services Sarah North, Director for Library Services Stephen Badalamente, Senior Assoc Professor of Library Services Mary-Alice Correa, Library & Archives Paraprofessional 3 Fatima Machado, Assoc Professor of Library Services</p>	<p>President Woods introduced the 2023 Soar Award Winners. These employees are recognized for their embodiment of CBC’s mission, vision and values and exemplify “Yes, And” qualities in their work. An award winner was selected from seven different employee classes and excel in at least three of the following categories – campus and community involvement; commitment and going the extra mile; creativity, flexibility and/or innovation; diversity, equity and inclusion; leadership and teamwork; and supporting student success. Congratulations to these worthy Soar Award winners!</p> <p>Sarah North, Director for Library Services, introduced the library team. This team is extremely agile, first during the pandemic in making library services available to students and again during the past year while the library renovation was taking place. The team was able to find innovative and novel approaches to make all library services readily available at pop-up locations throughout campus during the 2022-23 academic year. The newly renovated library re-opened in September with a new family study room, installations of new audio-visual areas for student use, and a complete reconfiguration of book stacks, student study areas and common areas. She thanked the library team for all their hard work.</p>	<p>Trustee Harper thanked the library team and expressed her appreciation for all they’ve done for students.</p>

By ASCBC	<p>ASCBC student representative, Brandon Ponce, gave an update of ASCBC activities and upcoming events.</p> <ul style="list-style-type: none"> • Wayfinding tables were set up in several buildings across campus on the first day of fall semester to assist students with finding classroom locations and to provide information about student activities. • Club Rush was held in the Gjerde Center last week with over 300 students attending the four-hour event. This generated signups of 30-40 students for each of the clubs represented. • Upcoming events include pumpkin carving, breakfast burritos for CTE students, Hawk-O-Treat, volleyball spirit night, movie night, PTK blood drive, a fall festival, pizza with the President, and a co-sponsored bowling night with Student Recreation & Wellness. 	
By Faculty Senate Chair	<p>Faculty Senate Chair, Brad Powell, presented an update on Faculty Senate.</p> <ul style="list-style-type: none"> • The first Faculty Senate meeting was last week (10/6) and all committees are full and active. Vicki Domina, Director for Counseling, Advising & Retention, presented on the new early alert system providing more information about students and the classes they're attending. This early alert system will go live next week. • An ASCBC student representative, Connor, will participate in Faculty Senate this year. • Faculty Senate is currently seeking committee members for a new AI workgroup to recommend procedures and policies around student AI use in the classroom. • Two faculty colleagues are being recommended for faculty emeritus tonight at the Board meeting and Faculty Senate whole heartedly supports these recommendations. 	
By AHE	<p>Chris Herbert, AHE Representative, stated that regular meetings between AHE and Administration will resume this week. At these meetings, the new CBA will be discussed as implementation of the new agreement begins – this will be an ongoing process.</p>	
By Board Members	<p><u>Trustee Page</u> Trustee Page is looking forward to attending the Power of Connection later this week.</p> <p><u>Trustee Siler</u> Trustee Siler attended Trustee Tuesday (9/12), Women in Business luncheon (9/27) and the Foundation donor student scholarship breakfast (9/29). The breakfast was an amazing event – great job by the Foundation team!</p> <p><u>Trustee Rivas de Bredt</u> Trustee Rivas de Bredt attended the Women in Business conference (9/27) where opening speaker Dr. Neelam Chahlia mentioned her collaboration with the CBC Cyber Security program and a speaker from Premera spoke very highly of the CBC Nursing program. Trustee Rivas de Bredt enjoyed a breakout session led by CBC Dean for Library & Instructional Services, Keri Lobdell, about knowing your Working Genius.</p>	

	<p><u>Trustee Harper</u> Trustee Harper attended the Grace Clinic (9/29) and AACCES (9/30) fund raising events celebrating excellence in our community. She is looking forward to attending the Power of Connection event (10/12), the Tri-Cities Hispanic Chamber event, <i>Una Noche de Exitos</i> (10/13), and The Links, Inc. Gala, <i>Full STEAM Ahead</i> (11/18).</p>	
<u>Public Comments</u>	None	
<p><u>Reports</u> Exhibit C: Operating Funds Variance Report Exhibit D: Cash Balance Report Exhibit E: Executive Limitations Monitoring Reports EL-1, EL-2, EL-3</p>	<p>VP for Administrative Services, Eduardo Rodriguez, provided highlights from the Operating Funds Variance Report and the Cash Balance Report.</p> <p>President Woods presented interpretations and evidence for each statement on the Executive Limitations Monitoring Reports EL-1 through EL-3. EL-1 continues to reflect the 2022 financial audits as current audits are still underway for 2023.</p>	
<p><u>Discussion/Action</u> Exhibit I: Board of Trustees Bylaws, Article II Exhibit F: First Reading – Board of Trustees Bylaws Articles VI – X Exhibit G: Resolution 23-04, Award of Faculty Emeritus, Limin Zhang Exhibit H: Resolution 23-05, Award of Faculty Emeritus, Jennifer von Reis</p>	<p>The Board read and reviewed a recommended change by Administration to Board of Trustees Bylaws, Article II, Section 4. The current version of Article II, Section 4 reads, <i>“Information and materials pertinent to the agenda of all regular meetings of the Board shall be sent to Trustees via email on the Wednesday prior to each meeting.”</i> With the current yearly Board meetings occurring on Mondays or Fridays, the proposed change would read, <i>“Information and materials pertinent to the agenda of all regular meetings of the Board shall be sent to Trustees via email five days prior to each meeting.”</i></p> <p>The Board read and reviewed Board of Trustees Bylaws Articles VI – X. No changes were recommended by the Board.</p> <p>VP for Instruction, Michael Lee, presented proposed Resolution 23-04 for Award of Faculty Emeritus to Dr. Limin Zhang.</p> <p>VP Lee, presented proposed Resolution 23-05 for Award of Faculty Emeritus to Dr. Jennifer von Reis.</p>	<p>Trustee Page moved and Trustee Siler seconded a motion to approve the suggested changes to Board of Trustees Bylaws, Article II, Section 4. Approved unanimously.</p> <p>Trustee Siler moved and Trustee Page seconded a motion to approve Exhibit F: Board of Trustees Bylaws Articles VI - X as written. Approved unanimously.</p> <p>Trustee Page moved and Trustee Siler seconded a motion to approve Exhibit G: Resolution 23-04, Award of Faculty Emeritus to Dr. Limin Zhang. Approved unanimously.</p> <p>Trustee Siler moved and Trustee Page seconded a motion to approve Exhibit H: Resolution 23-05, Award of Faculty Emeritus to Dr. Jennifer von Reis. Approved unanimously.</p>
<p><u>Consent Agenda</u> Exhibit I: Board of Trustees Bylaws Articles I, III, IV, V</p>	<p>The Board reviewed and approved Exhibit I: Board of Trustees Bylaws, Articles I, III, IV, and V as written.</p>	<p>Trustee Page moved and Trustee Siler seconded a motion to approve Exhibit I: Board of Trustees Bylaws, Articles I, III, IV, and V as written. Approved unanimously.</p>

Adjournment: 5:27 p.m.	Trustee Harper adjourned the meeting at 5:27 p.m.	
	Next Board of Trustees Meeting Beers Board Room & Zoom Webinar November 13, 2023 - 4:30 p.m.	

Kimberly Harper, Chair

Exhibit B

CBC in the News



October 2023

[KNDU-TV: Bestselling author V.E Schwab to visit Tri-Cities as first stop on book release tour](#)

[KNDU-TV: CBC nursing program receives state funding](#)

[KNDU-TV: CBC Health Science scholarships](#)

[KNDU-TV: Columbia Basin College among 10 colleges in Washington to receive community scholarships](#)

[KEPR-TV: Eclipse to show over the U.S on Saturday; viewing options are in the Tri-Cities](#)

[KNDU-TV: Motivational Speaker Dawn Shaw speaks stops by Columbia Basin College](#)

[KNDU-TV: CBC seeking nominations for Martin Luther King Jr. Spirit Award](#)

[KNDU-TV: Richland student awarded scholarship in construction](#)

[KNDU-TV: CBC hosting Dia de los Muertos Celebration](#)

[KNDU-TV: "State of Higher Education Luncheon" open for registration](#)

[Tri-City Herald: How Tri-Citians can see the Saturday solar eclipse, if the weather cooperates](#)

[Tri-City Herald: Tri-Cities economist and Columbia Basin College professor dies after a fall](#)

[Tri-City Herald: CBC men's soccer looking to repeat NWAC championship this season, sits in 1st place](#)

[TheSuburbanTimes: State Board awards high-demand program funds](#)

[AppleValleyNewsNow: Columbia Basin College to receive nearly \\$75,000 for high-demand programs](#)

[AppleValleyNewsNow: Columbia Basin College awarded \\$25,000 for behavioral healthcare students](#)

[South Sound Magazine: Coordinated Care Awards Scholarships to Support Behavioral Health](#)

[Tri-City Journal of Business: Higher Education: Colleges boast higher enrollments but no major capital projects](#)

[Port of Seattle: Partners Launch Citizenship Application Campaign-Citizenship Day Clinics](#)

[The Chronicle of Higher Education: Program Specialist 2- Student Records](#)

[The Chronicle of Higher Education: Human Resources Consultant 1- payroll](#)

[The Chronicle of Higher Education: Customer Service Specialist 3- Hawk Central](#)

[Higher Education Recruitment Consortium: Mail Processing- Driver](#)



Exhibit C



2024 SUPPLEMENTAL OPERATING BUDGET REQUEST

SEPTEMBER 19, 2023

Washington's 34 community and technical colleges train people across our state for well-paying careers while providing businesses with the talent they need to thrive. Our college system's 2024 supplemental budget request focuses on two critical workforce needs: preparing more local residents to fill jobs in the fast-growing computer science field and reducing textbook costs for students in professional-technical programs.

Strengthening the Computer Science Workforce (\$9 million)

The information and communications technology (ICT) sector is a vibrant pillar of Washington's economy. In 2022, the ICT industry directly employed 360,900 people, making it the fastest growing industry in the state.¹ Washington also has the highest concentration of tech workers in the nation relative to the state's overall employment base, with nearly one in 10 workers in the tech industry.² Yet local employers looking for tech talent continue to encounter a skills shortage. Currently, colleges and universities do not have the capacity to educate enough students to keep up with employer demand.

Our college system proposes to create at least 15 more Bachelor of Science in Computer Science programs as authorized by the Legislature in 2021 (SB 5401). With sufficient funding, these programs would help our state meet existing and emerging needs in the tech industry while expanding access to well-paying computer science careers for diverse community and technical college students.

Lowering Professional-Technical Textbook Costs (\$600,000)

The high cost of textbooks is a significant barrier for many students. Nationally, the average community or technical college student pays \$1,460 a year for textbooks and supplies.³ In Washington, that's about 32 percent of the annual tuition costs. High textbook costs can force students in professional-technical programs to delay buying books until financial aid is awarded, forgo the books altogether, or even leave college due to the added financial stress.

Our college system seeks a legislative investment to advance a project that provides students free, copyright-cleared resources as an alternative to high-priced textbooks. Current resources provide introductory content for students studying healthcare, machining, welding, early childhood education, criminal justice, and hospitality. Funding was provided by a U.S. Department of Education grant. An investment by the Legislature would expand those resources to include information technology; forensic science; computer-aided design; health, safety and nutrition; CNC machining; culinary math; and periodontics. This three-year, \$1.8 million project requires a legislative investment of \$600,000 in the supplemental budget for fiscal year 2025 and \$600,000 in each year of the next biennium.

Sources: 1) Washington Technology Industry Association (WTIA) and High Peak Strategy. (2023). Technology Sector Economic Outlook in Washington State and the Greater Seattle Region. Seattle: WTIA ; 2) CompTIA. (2022). State of the Tech Workforce. Downers Grove, IL: CompTIA; 3) Ma, Jennifer and Matea Pender. Trends in College Pricing and Student Aid 2022. New York: CollegeBoard.

Exhibit D



2024 SUPPLEMENTAL CAPITAL BUDGET REQUEST

SEPTEMBER 8, 2023

Investing in College Campuses and Climate Recovery

Our community and technical college system's \$103 million supplemental request targets reducing greenhouse gas emissions and funding two priority capital projects.

Energy-performance standards

According to the Washington State Department of Commerce, buildings are the most rapidly growing source of greenhouse gas emissions in Washington state. The building sector is the state's second largest carbon polluter behind transportation, and accounts for 27% of statewide emissions. Investing in building energy efficiency is the most cost-effective way to significantly reduce building sector emissions.¹

With full funding of this request, our colleges would:

- Install energy submeters in individual buildings to ensure compliance with energy performance standards established under the 2019 Clean Buildings Act (HB 1257) and then expanded in 2022 (SB 5722). Fast action is required to meet the first mandatory compliance date of June 1, 2026.
- Develop decarbonization plans for campuses with centralized heating and cooling plants. Decarbonization plans for campuses with centralized energy systems serving at least five buildings and more than 100,000 square feet of building space

are required under HB 1390, which sets a due date of June 30, 2024 for planning to begin, and June 30, 2025 for them to be submitted to the Department of Commerce for review and approval.

- Tune up and optimize inefficient building systems through a "retro-commissioning" grant program. The grant program would be created through this request and administered by the State Board for Community and Technical Colleges.

These investments would equip colleges to meet state energy performance standards for buildings, reduce greenhouse gas emissions, improve operational efficiencies, and avoid significant penalties, thereby preserving funding for instruction and student services.

Priority design and construction projects

Our college system's 2024 budget request also seeks funding for two major capital projects not funded in the biennial budget: the Center for Vocational and Transitional Studies at Lower Columbia College in Longview, and the Performing Arts Building replacement at Columbia Basin College in Pasco. Funding these two requests would serve students at the two colleges while reducing a backlog of capital projects needed across Washington's 34 community and technical colleges.

Source: 1. Department of Commerce website Sept. 2, 2023: <https://www.commerce.wa.gov/growing-the-economy/energy/buildings/clean-buildings-standards/>

2024 SBCTC Supplemental Capital Budget Request for New Appropriations and Financing Authorities

Priority	College	Number	Project	Phase	Request	Cumulative
1	Statewide	40000878	CBPS SBCTC Statewide Utility Submeters for Clean Buildings Act	Design & Construct	\$8,544,000	\$8,544,000
2	Statewide	40000914	HB 1390 - Decarbonization Planning	Planning	\$724,000	\$9,268,000
3	Statewide	40000880	CTC Energy Efficiency Program	Grant program	\$2,000,000	\$11,268,000
4	Lower Columbia	40000106	Center for Vocational and Transitional Studies	Construction	\$43,704,000	\$54,972,000
5	Columbia Basin	40000108	Performing Arts Building Replacement	Design & Construct	\$47,876,000	\$102,848,000

2024 SBCTC Supplemental Capital Budget Request for Alternative Financing Authority

College	Number	Project	Authority
Renton	40000881	Building J Renovation	\$2,000,000



CONTACT INFORMATION

Darrell Jennings
Capital Budget Director
360-704-4382
djennings@sbctc.edu

Exhibit E

ASCBC Activities & Events

October 18th, ASCBC had a Pumpkin Decorating event.

ASCBC provided free pumpkins and carving kits to students to decorate a pumpkin. We were able to give away one hundred pumpkins within the hour. Students loved taking a break from their studies and classes to carve, draw or paint their pumpkin!



October 18th we provided CTE students with tamales. CTE students are a lot of the time, not able to attend events on campus because of their work schedules. They are the first students on campus with classes starting as early as 6:30a.m. and some of the first students to leave campus to attend to other commitments. We do not want them to feel left out. We received a lot of thanks and appreciation from the CTE students. We will be doing the same for our Richland Campus, Winter 2024 Quarter.



ASCBC & Athletics hosted a Spirit Night during the Women's home Volleyball game. Outside and before the game, we held a Hawk-O-Treat that was open to the community! We had community members, CBC students, alumni, Faculty and staff bring their kids. It was a lot of Fun and we had a great turnout!



October 27th, we hosted an evening movie night and played *The Nightmare Before Christmas*. A lot of students brought their families out to enjoy the movie. ASCBC provided popcorn, chips, drinks and candy! Students got creative and brought blankets and movies to lay on the floor to watch the movie!



November 7th, ASCBC held a Fall Festival. In the Gjerde Atrium, was a Small-Owned Business Pop-Up Shop, full of local vendors and some being CBC Alumni who have started their own business or are now working in local non-profits! Inside the Gjerde Center, we had free caricature drawings by three professional caricature artists, a photobooth, a magician who did a hypnosis show, caramel apples, ax throwing (the safe kind of course), kick darts and tamales!



Exhibit F

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

	FY2024 September 2023	FY2023 September 2022	Difference
Operating Revenues			
Student Tuition and Fees	\$ 10,630,802	\$ 10,295,511	\$ 335,291
Auxiliary Enterprise Sales	\$ 1,364,271	\$ 767,720	\$ 596,551
State and Local Grants and Contracts	\$ 992,023	\$ 836,815	\$ 155,208
Federal Grants and Contracts	\$ 387,237	\$ 434,954	\$ (47,717)
Other Operating Revenues	\$ (132,904)	\$ 83,664	\$ (216,568)
Total Operating Revenue	\$ 13,241,428	\$ 12,418,663	\$ 822,765
Operating Expenses			
Salaries and Wages	\$ 7,821,079	\$ 7,538,912	\$ 282,167
Benefits	\$ 3,021,815	\$ 2,893,226	\$ 128,589
Scholarships and Fellowships, Gross	\$ 3,504,604	\$ 3,170,497	\$ 334,107
Supplies and Materials	\$ 783,947	\$ 154,146	\$ 629,801
Depreciation	\$ -	\$ 919,892	\$ (919,892)
Purchased Services	\$ 860,433	\$ 783,175	\$ 77,257
Utilities	\$ 187,727	\$ 184,903	\$ 2,824
Operating Expenses	\$ 1,366,145	\$ 1,179,654	\$ 186,491
Total Operating Expenses	\$ 17,545,751	\$ 16,824,406	\$ 721,344
Operating Income (loss)	\$ (4,304,323)	\$ (4,405,743)	\$ 101,420
Non-Operating Revenues			
State Appropriations	\$ 5,207,859	\$ 5,168,113	\$ 39,746
Federal Non-Operating Revenues	\$ -	\$ -	\$ -
Federal Pell Grant Revenues	\$ 317,683	\$ 545,000	\$ (227,317)
Investment Income, Gains and Losses	\$ (105,117)	\$ 15,325	\$ (120,442)
Total Non-Operating Revenue	\$ 5,420,425	\$ 5,728,438	\$ (308,013)
Non-Operating Expenses			
Building Fee Remittance	\$ -	\$ 283,229	\$ (283,229)
Innovation Fund Remittance	\$ -	\$ 75,380	\$ (75,380)
Interest on Indebtedness	\$ -	\$ 1,030,000	\$ (1,030,000)
Total Non-Operating Expenses	\$ -	\$ 1,388,609	\$ (1,388,609)
Net Non-Operating Expenses	\$ 5,420,425	\$ 4,339,829	\$ 1,080,596
Income or (Loss) before other revenues, expenses, gains, or losses	\$ 1,116,103	\$ (65,913)	\$ 1,182,016
Capital Appropriations	\$ -	\$ 59,566	\$ (59,566)
Increase (Decrease) in Net Position	\$ 1,116,103	\$ (6,347)	\$ 1,122,450

Exhibit G

Columbia Basin College

Cash Reserve Report September 2023 Month End

Assets	FY2024 - Sep	
Cash		
In Bank	1000070	\$ 19,634,592
Petty Cash	1000020	\$ 5,504
Total Cash		\$ 19,640,096
Investments		
Short Term	1000040	\$ 4,919,493
Long Term	1110010	\$ 15,523,078
Total Investments		\$ 20,442,571
Accounts Receivable		
Current	1010100	\$ 1,616,139
Unbilled	1010050	\$ 452,144
AR - Other	1010060	\$ 93,582
Allowance for AR	1010110	\$ (34,240)
Total AR		\$ 2,127,625
Inter/Intra Gov Receivables		
Due from Fed	1010150	\$ 3,911,327
Due from Other Gov	1010160	\$ 5,262,067
Due from Other Agency	1010180	\$ 321,086
Total Inter/Intra Gov Receivables		\$ 9,494,480
Total Assets		\$ 51,704,772
Liabilities		
Current Liabilities		
Accounts Payable	2000010	\$ 806,996
Accrued Salaries Payable	2011010	\$ -
Due to Other Agency	2012050	\$ -
Sales/Use Tax	2010070	\$ 34,085
Accrued Liabilities	2001070	\$ -
COP Current Year P&I Due	2050010	\$ 1,525,250
Total Current Liabilities		\$ 2,366,331
Total Liabilities		\$ 2,366,331

Cash Balance			
(ASSETS less LIABILITIES)		\$	49,338,442
Dedicated Balances		Legacy GL	Account
Student Supported Capital	1110	1000070	\$ 2,192,406
3.5% - Institutional Financial Aid	1355	1010190	\$ 633,398
Students S&A	1110	1000070	\$ 2,108,563
Bookstore Operating Reserves	1110	1000070	\$ 2,287,577
Technology Fee	1355	1010190	\$ 735,359
Parking Fees	1355	1010190	\$ 751,395
Basic Food Employment and Training	1110	1000070	\$ 41,947
Total			\$ 8,750,645
Reserves Policy - BOT Policies on Reserves			
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
Total			\$ 36,952,000
Operating Reserves Balance			
Existing Reserve balance less Dedicated Reserves and Emergency Reserves		\$	3,635,796

Exhibit H



BOARD POLICIES

POLICY TYPE: EXECUTIVE LIMITATIONS EL-1

POLICY TITLE: GENERAL EXECUTIVE ACCOUNTABILITY

The Board of Trustees is responsible for following the adopted Carver Governance Model and Process. The President is held accountable for organizational compliance – ensuring and allowing any practice, activity, decision or situation that is lawful, prudent and not in violation of commonly accepted business and professional ethics, and that fit within the provisions set forth in the State Board for Community & Technical College, Office of Financial Management and Columbia Basin College policies, and/or take into account any executive order of the Governor of the State of Washington.



POLICY TYPE: EXECUTIVE LIMITATIONS EL-2

POLICY TITLE: TREATMENT OF COMMUNITY MEMBERS AND STUDENTS

With respect to staff interaction with community members and students or those applying to be students, the President shall set and maintain organizational expectations and norms that ensure their safe treatment, respect, dignity, confidentiality and privacy.

Accordingly, the President shall not:

1. Use application forms or procedures that elicit unnecessary information or violates confidentiality and privacy.
2. Use methods of collecting, reviewing, transmitting or storing client information that fail to protect against improper access to the information elicited.
3. Fail to inform the community members and students about what may be expected and what may not be expected from the service offered.
4. Withhold a grievance process from students who believe that they have not been accorded a reasonable interpretation of rights established pursuant to this Policy.
5. Operate without written procedures which clarify the rules for students.
6. Make false claims or withhold required information about any programs, services, or cost of attendance.



POLICY TYPE: EXECUTIVE LIMITATIONS EL-3

POLICY TITLE: TREATMENT OF EMPLOYEES

With respect to the treatment of paid and volunteer staff, the President may not cause or allow conditions which are unlawful, unfair or undignified.

Accordingly, the President shall not:

1. Operate without written personnel procedures, which clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions – e.g., nepotism, grossly preferential treatment for personal reasons.
2. Discriminate against any staff member for expressing an ethical dissent.
3. Hinder, prevent or restrict the exercise of academic freedom.
4. Hinder or prevent employees from using established grievance procedures.



Community College District 19
Board of Trustees

POLICY TYPE: EXECUTIVE LIMITATIONS EL-4

POLICY TITLE: COMPENSATION

With respect to employment, compensation to employees, consultants, contract workers and volunteers, the President shall not fail to promote adherence to nor fail to ensure fiscal integrity and good public image.

The Board of Trustees reserves the sole authority to change the compensation and benefits for the President.

The President shall not promise or imply permanent or guaranteed employment to anyone in the College.