

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

March 12, 2018  
Beers Board Room — 7:30 a.m.

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**Agenda**

Call to Order

**Executive Session**

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

**\*Agenda Changes**

**\*Approval of Minutes**

February 5, 2018 Board of Trustees' Meeting

Exhibit A

**Celebrating Excellence**

Accounting Services – Assistant Directors – Amanda Bragg, Michelle Kwon,  
Nadiya Coles

**Linkage with Community**

Don Smith, Lab Director for RJ Lee Group

**Remarks**

By Faculty Senate Chair

By ASCBC

Exhibit B

By Administration

President

By Executive Director, Foundation

Exhibit C

By AHE

By Classified Staff

**Trustee Work Session**

**Reports**

Budget Tracking and Fund Balance

Exhibit D

Monitoring Reports and End State – Annual Schedule of Reports

Exhibit E

**Discussion**

Board Survey Summary

Board Policies

Mission, Vision, Values

Exhibit F

**Consent**

**Public Comments**

**Adjournment**

**\*(Requires motion/approval)**

*If you are a person with a disability and require an accommodation while attending the meeting, please contact the President's Office at 542-4801 as soon as possible to allow sufficient time to make arrangements.*

# Exhibit A

Columbia Basin College  
Board of Trustees' Meeting Minutes  
February 5, 2018  
Beers Board Room – 4:00 p.m.

Board Members in attendance: Kedrich Jackson, Sherry Armijo, Duke Mitchell, Allyson Page

Rebekah Woods, Secretary to the Board, Deb Severin, Recording Secretary

Others in Attendance: Tyrone Brooks, Cheryl Holden, Michael Lee, Melissa McBurney, Camilla Glatt, Kevin Hartze (AAG), Caitlin Flemming (AAG), Jason Engle, Alissa Watkins, Frank Murray, Brian Dexter, Mary Hoerner, Deborah Meadows, Bill McKay, Curtis Crawford, Monica Hansen, Lane Schumacher, Kelsey Myers, Josh Ellis, Jesus Mota, Christopher Herbert, Eleanor Schroeder, Tracy Walker, Cozette Phillips, Rachel Smith, Vlada Mykhailova

The Agenda	The Discussion	Action
Call to Order	<ul style="list-style-type: none"> <li>Meeting called to order by Chair Jackson at 7:30 a.m.</li> </ul>	
Agenda Changes	<ul style="list-style-type: none"> <li>None</li> </ul>	
Approval of Minutes	<ul style="list-style-type: none"> <li>January 8, 2018 Meeting Minutes</li> <li>Discussion - None</li> </ul>	<ul style="list-style-type: none"> <li>Trustee Mitchell moved and Trustee Armijo seconded the motion to approve all minutes as written. Approved unanimously.</li> </ul>
Celebrating Excellence	<u>Michael Lee – Art Faculty</u> <ul style="list-style-type: none"> <li>Michael Lee introduced Tracy Walker, Cozette Phillips, and Rachel Smith, Art faculty. Each faculty member spoke about their individual art work and the tools they use in class. They invited the Board members to attend the Faculty Art Show in spring to observe the students work. It will be held in the Esvelt Gallery.</li> <li>Chair Jackson handed out Celebrating Excellence Coins to all Art faculty and thanked them for their hard work.</li> </ul>	
Linkage to Community Tri-Tech Skills Center	<u>Paul Randall</u> <ul style="list-style-type: none"> <li>Melissa McBurney introduced Paul Randall, Director for the Skills Center at Tri-Tech. Mr. Randall shared focus is on juniors and seniors in high school and there are seven cooperative districts. Tri-Tech is governed by the Superintendent Council and their focus is on professional/technical careers. They are exploring adding two new programs, 1) Pre-physical therapy, and 2) Drone Manufacturing Aviation to make it more attractive to students. As of October 22, they have 922 students and they are capped. The 10.8 million capital project to expand has been approved, which will provide more space for the new programs.</li> <li>Chair Jackson asked Mr. Randall if he saw a key linkage in the future. Ms. McBurney stated the Culinary will be part of the Tri-Tech program.</li> </ul>	
Remarks Faculty Senate Chair	<u>Christopher Herbert</u> <ul style="list-style-type: none"> <li>We had two NISOD winners, Carrie DeLeon and Elizabeth Hernandez-Osorio.</li> <li>Mission Value – Reviewing and have discussions going on in Divisions, working in sub-committees, and communicating with faculty. There is an all faculty meeting on March 2, 2018.</li> </ul>	

<p>ASCBC</p>	<ul style="list-style-type: none"> <li>• Questioned whether the SunHawk Hall purchase was discussed at the Board meeting. Chair Jackson stated, yes it was. Trustee Mitchell followed up it was discussed in the August workshop and the January Board meeting.</li> </ul> <p><u>Vlada Mykhailova</u></p> <ul style="list-style-type: none"> <li>• Legislative Action Day – January 25, 2018. Three students are going to Olympia.</li> <li>• Mental Health Platform – in May.</li> <li>• All Student Forum – February 1, 2018. Vlada thanked Trustee Mitchell for all the positive feedback.</li> <li>• Candy Land Super Sized – February 8, 2018.</li> <li>• Skiing Trip – February 23, 2018.</li> <li>• Trustee Mitchell thanked Vlada for being so engaged.</li> </ul>	
<p>Administration – President</p>	<p><u>Rebekah Woods</u></p> <ul style="list-style-type: none"> <li>• Dr. Woods attended:</li> <li>• Martin Luther King celebration. Felix Vargas was the speaker.</li> <li>• Along with Trustees Mitchell, Page, and Armijo the Hall of Fame celebration and said it was an excellent turnout.</li> <li>• ACT Transforming Lives Dinner in Olympia with Trustees Jackson, Mitchell and Armijo and co-sponsored with Walla Walla Community College a legislative pizza party</li> <li>• Dr. Woods shared her and Trustee Mitchell will be traveling to Washington D.C. for ACCT Legislative Summit.</li> <li>• Continuing to have lunch with faculty and sent out more dates and times to accommodate faculty with different schedules.</li> <li>• Trustee Jackson asked about Ethics Training and if refresher courses would be offered.</li> <li>• Camilla Glatt and HR Staff, Michael Lee, and Monica Hansen attended a job fair in Los Angeles. One thousand registered to go through the job fair. All disciplines were represented except Dental Hygiene.</li> <li>• Dr. Woods asked the Board members if they would like to continue receiving the hard copies of the Board packets at their homes or electronically. All stated they liked receiving the hard copies and would also like the packets electronically.</li> <li>• Next month we will have an update on Guided Pathways to present to the Board.</li> <li>• The Board members need to review the tenure-track files before the March 12, 2018 Board meeting. They will be available in Rebekah's office.</li> <li>• The new WSU Tri-Cities Chancellor will be invited to our next Board meeting</li> </ul>	
<p>Executive Director, Foundation</p>	<p><u>Alissa Watkins</u></p> <p>Funding Feasibility Study - (Nilsson Advisory Group/The Ballidis Group)</p> <ul style="list-style-type: none"> <li>• Begun internal interviews</li> <li>• Meet tomorrow to further refine case for support and begin to further refine our list of interviewees for the study.</li> </ul> <p>Athletic Banquet</p> <ul style="list-style-type: none"> <li>• Feb. 2</li> <li>• Best attendance</li> </ul>	

<p>AHE</p> <p>Classified Staff</p> <p>Trustee Work Session</p>	<ul style="list-style-type: none"> <li>Generated \$55,000 in donations</li> </ul> <p>2018-19 Scholarship Applications</p> <ul style="list-style-type: none"> <li>Applications are due February 21</li> </ul> <p>Power of Connection – signature event, raising money for scholarships</p> <ul style="list-style-type: none"> <li>Saturday, April 28 – Gjerde Center</li> <li>To date, sponsorship commitments have generated nearly \$60,000</li> </ul> <p>Tangible Needs update:</p> <ul style="list-style-type: none"> <li>21 new computers for Engineering Technology</li> <li>NASA Rover Challenge</li> </ul> <p>Chair Jackson stated it is good to have a computer policy to keep current hardware supplied to faculty and staff. Mr. Brooks stated they have information for employees but do not have information for open computer labs. There is a tech fee charged to students for dedicated computer labs. Ms. McBurney has asked the deans for equipment needs.</p> <ul style="list-style-type: none"> <li>No Report.</li> <li>No Report.</li> </ul> <p>Chair Jackson noted that AHE and Classified Staff have not been to six or more meetings and maybe we should reach out to them.</p> <p><u>Allyson Page</u></p> <ul style="list-style-type: none"> <li>Attended the Hall of Fame banquet and said it was great. She was really impressed with the turnout of all that attended.</li> <li>Attended the Martin Luther King, Jr. celebration.</li> </ul> <p><u>Sherry Armijo</u></p> <ul style="list-style-type: none"> <li>She echoed Ms. Page’s comments on the Hall of Fame banquet.</li> <li>Attended the ACT Legislative Winter Conference with Dr. Woods and said it was great event, the Transforming Lives Dinner and the Legislative Pizza Party, co-sponsored with Walla Walla Community College.</li> <li>Met with Lee Thornton. Ms. Page and farm leaders to enhance the Agriculture program.</li> </ul> <p><u>Duke Mitchell</u></p> <ul style="list-style-type: none"> <li>The following events were attended by Trustee Mitchell: <ol style="list-style-type: none"> <li>January 9, 2018 - Richland School Board meeting.</li> <li>January 15, 2018 – CBC Dr. Martin Luther King, Jr. Annual Bell Ring Ceremony and Indoor Program</li> <li>January 17, 2018 – CBC Military Resources Fair in the Gjerde Center</li> <li>January 22, 2018 – Washington State Association of College Trustees (ACT) Annual Transforming Lives Dinner and Recognition Program in Olympia, WA</li> <li>January 12, 2018 – ACT Winter Legislative Conference in Olympia, WA</li> </ol> </li> </ul>	
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	<p>6) January 26, 2018 – CBC Athletic Department Annual “Follow Your Dreams” Dinner and Hall of Fame Induction Ceremony. Trustee Mitchell echoed the comments regarding the MLK and Hall of Fame events. He ran into Frank Vargas and Mr. Vargas is interested in becoming a trustee and asked how to become one. Trustee Mitchell informed him he would get back to him.</p> <p>7) February 1, 2018 – First-ever ASCBC All Students Forum, sponsored by ASCBC Officers.</p> <p><u>Kedrich Jackson</u></p> <ul style="list-style-type: none"> <li>The following events were attended by Chair Jackson;             <ol style="list-style-type: none"> <li>January 15, 2018 – Treasure Valley vs. CBC Basketball game</li> <li>January 22-23, 2018 – ACT Annual Transforming Lives Dinner and Recognition program and the Legislative Pizza Party in Olympia, WA. He stated there was a strong turnout and support. He spoke with Khrist Johnson about small manufacturing businesses not in our region, jobs are unfilled, and circle back to Mr. Johnson. Create a stronger linkage for future stuff for businesses and asked if it was an option for CBC.</li> <li>Chair Jackson talked about a legislative action committee on behalf of the College. Trustee Armijo will connect with Arlan Harris and report back.</li> <li>Board Survey – the Board members will review the results.</li> </ol> </li> </ul>	
<p>Reports</p> <p>Budget Tracking and Fund Balance</p> <p>Monitoring Reports &amp; End State</p>	<p><u>Tyrone Brooks</u></p> <ul style="list-style-type: none"> <li>Reviewed three budget reports:             <ul style="list-style-type: none"> <li>Operating Funds Variance Report</li> <li>Operating P&amp;L Report</li> <li>Operating Reserves</li> <li>Everything is tracking as they expect.</li> </ul> </li> </ul> <p>Chair Jackson asked Mr. Brooks about the Running Start funds and is concerned that it is masking an underlying problem – under enrollment year over year? Can we shore that up? Trustee Mitchell brought up the misunderstanding that exists with some regarding our reserves and their intended purpose. Chair Jackson stated the purpose of the reserves and the need to articulate that – not daily operating or funding salaries.</p> <p><u>Jason Engle</u></p> <ul style="list-style-type: none"> <li>Beginning to use the mission statement template. No official report this month.</li> </ul>	
Discussion	<ul style="list-style-type: none"> <li>None</li> </ul>	
Consent	<ul style="list-style-type: none"> <li>None</li> </ul>	
Public Comment	<ul style="list-style-type: none"> <li>None</li> </ul>	
Executive Session	<ul style="list-style-type: none"> <li>None</li> </ul>	

Adjournment: 8:51 a.m.	Next Board of Trustees' Meeting Beers Board Room March 12, 2018 – 7:30 a.m.	
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Kedrich Jackson, Chair

# Exhibit B



# ASCBC Newsletter

## MARCH 2018



### VALENTINE'S DAY

Lovebirds like to give the object of their affection a little gift on Valentine's Day, and it will mean so much more if they've made it themselves. This is why ASCBC hosted a craft session on February 14, where our students could make Valentine cards, decorate heart-shaped cookies, and socialize. A heart shaped piñata was a highlight of this event.



### BURRITO FEED & ROLLER SKATING TICKETS

ASCBC treated the health sciences students to a burrito lunch on February 13. At the lunch, the students were given first dibs at tickets to our roller skating event happening March 1. Of our 80 tickets, over 1/2 were given to HSC students.

### DACA: What's Next

In order to update our students on DACA, ASCBC organized an immigration forum to assist our DACA community and allow those students and their families to ask questions to immigration attorneys. We want our students to feel supported and safe as they continue to pursue their education during this unsure time.



# Exhibit C



## **Board of Trustee Meeting Report**

**Monday, March 12, 2018; 7:30 am**

### **Funding Feasibility Study - (Nilsson Advisory Group/The Ballidis Group)**

- Case for Support is in development and external interviews will be scheduled shortly. List of persons to interview has been established.

### **2018-19 Scholarship Applications**

- Applications deadline was **February 21**. Completed applications are being processed and readied for review.

### **Power of Connection – signature event, raising money for scholarships**

- **Saturday, April 28** – Gjerde Center
- To date, sponsorship commitments have generated **nearly \$80,000**

### **Lunch with President Woods:**

- Outreach effort scheduled for **Wednesday, April 11 at 11:30 am** in the board room. Attendees will be prospective donors. Lunch will be followed by a student-led tour.

# Exhibit D

# FY1718 Operating Funds Variance Report

% of Fiscal YR: 67.67%

3/5/2018

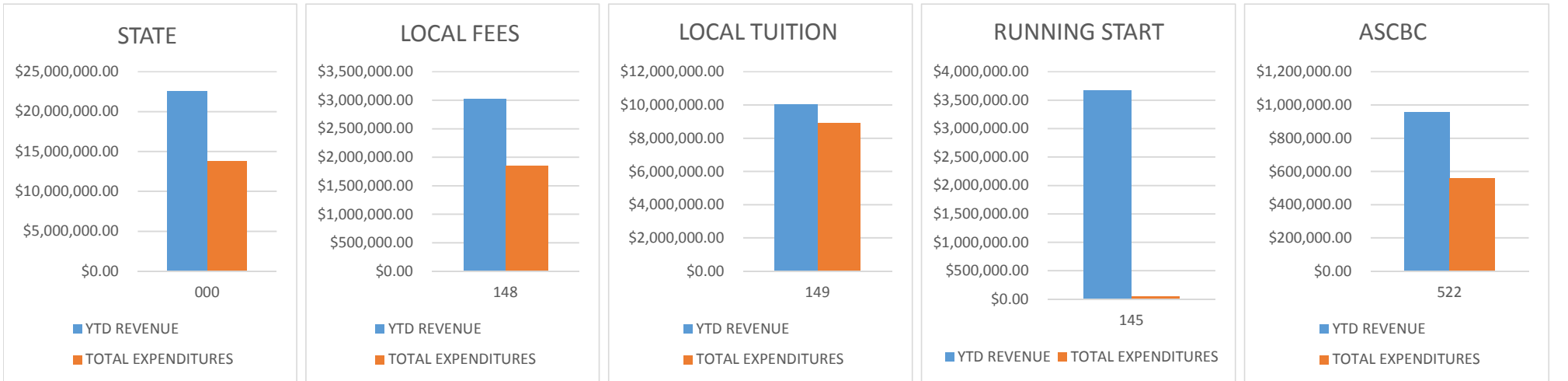
By FUND				% of Bdgt Exp	% of Rev Exp	% of Bdgt Rev	
				EXP/BDGT	EXP/REV	REV/BDGT	
*State Allocation 101,3E0,BD1,BG1,BK1,123	000	BDGT	\$23,338,001.00	<div><div></div></div>	58.91%	60.91%	96.72%
		EXP	\$13,748,134.92	<div><div></div></div>			
		REV (Alloc)	\$22,572,545.00	<div><div></div></div>			
Local Fees	148	BDGT	\$3,465,812.00	<div><div></div></div>	53.45%	61.34%	87.14%
		EXP	\$1,852,379.65	<div><div></div></div>			
		REV	\$3,020,071.05	<div><div></div></div>			
Local Tuition	149	BDGT	\$16,978,169.00	<div><div></div></div>	52.56%	88.79%	59.19%
		EXP	\$8,923,568.72	<div><div></div></div>			
		REV	\$10,050,187.30	<div><div></div></div>			
Running Start	145	BDGT	\$230,056.00	<div><div></div></div>	21.01%	1.32%	1592.82%
		EXP	\$48,328.95	<div><div></div></div>			
		REV	\$3,664,376.92	<div><div></div></div>			
**ASCBC	522	BDGT	\$1,248,500.00	<div><div></div></div>	44.73%	58.29%	76.73%
		EXP	\$558,445.38	<div><div></div></div>			
		REV	\$957,982.94	<div><div></div></div>			
TOTALS		BDGT	\$45,260,538.00		55.52%	62.41%	88.96%
		EXP	\$25,130,857.62				
		REV	\$40,265,163.21				

BY OBJ, ALL FUNDS COMBINED		BDGT	EXP	EXP/BDGT	NOTES
SALARIES	A	\$26,155,801.00	\$14,238,959.19	54.44%	<p>* Per Alloc # 4: no changes for CBC</p> <p>** Includes ASCBC debt service budgets and revenue collected through quarterly fees</p> <p>*** Principal and interest debt service expenditures occur in December and June</p> <p>**** variance of \$8.23 among all funds is due to conversion of Budget Pak decimal numbers to whole number</p>
BENEFITS	B	\$8,764,037.00	\$5,257,364.38	59.99%	
PERSONAL SERVICES CONTRACTS	C	\$171,217.00	\$167,737.68	97.97%	
GOODS & SERVICES	E	\$6,362,646.00	\$3,779,029.88	59.39%	
COST OF GOODS SOLD	F	\$0.00	\$0.00	0.00%	
TRAVEL	G	\$747,877.00	\$385,113.41	51.49%	
CAPITAL OUTLAYS	J	\$997,686.00	\$324,055.46	32.48%	
SOFTWARE	K	\$0.00	\$71.25	0.00%	
GRANTS BENEFITS & CLIENT SVCS	N	\$1,035,653.00	\$826,679.58	79.82%	
***DEBT SERVICE	P	\$1,647,332.00	\$223,700.51	13.58%	
INTERAGENCY REIMBURSEMENTS	S	Revenue Bdgt (\$217,386.00)	(\$57,965.01)	26.66%	
INTRAAGENCY REIMBURSEMENTS	T	Revenue Bdgt (\$404,325.00)	(\$13,888.71)	3.44%	
DEPRECIATION, AMORTIZATION, BAD DEBT	W	\$0.00	\$0.00	0.00%	
		<b>\$45,260,538.00</b>	<b>\$25,130,857.62</b>	<b>55.52%</b>	

# FY 1718 Operating P&L Report

3/5/2018

			STATE	LOCAL FEES	LOCAL TUITION	RUNNING START	ASCBC	
			000	148	149	145	522	TOTAL
<b>YTD REVENUE</b>			\$22,572,545.00	\$3,020,071.05	\$10,050,187.30	\$3,664,376.92	\$957,982.94	<b>\$40,265,163.21</b>
<b>YTD EXPENDIT...</b>	<b>SALARIES &amp; WAGES</b>	<b>A</b>	\$8,431,164.43	\$679,598.31	\$4,983,183.49	\$29,550.82	\$115,462.14	<b>\$14,238,959.19</b>
	<b>BENEFITS</b>	<b>B</b>	\$3,232,971.13	\$228,513.92	\$1,763,150.14	\$12,329.74	\$20,399.45	<b>\$5,257,364.38</b>
	<b>PERSONAL SERVICES CONTRACTS</b>	<b>C</b>	\$61,213.77	\$57,453.08	\$50,140.83	\$0.00	(\$1,070.00)	<b>\$167,737.68</b>
	<b>GOODS &amp; SERVICES</b>	<b>E</b>	\$1,515,200.14	\$573,549.70	\$1,471,608.44	\$6,354.02	\$212,317.58	<b>\$3,779,029.88</b>
	<b>COST OF GOODS SOLD</b>	<b>F</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
	<b>TRAVEL</b>	<b>G</b>	\$111,300.13	\$81,402.36	\$80,359.20	\$94.37	\$111,957.35	<b>\$385,113.41</b>
	<b>CAPITAL OUTLAYS</b>	<b>J</b>	\$112,537.13	\$39,289.29	\$154,791.26	\$0.00	\$17,437.78	<b>\$324,055.46</b>
	<b>SOFTWARE</b>	<b>K</b>	\$71.25	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$71.25</b>
	<b>GRANTS BENEFITS &amp; CLIENT SVCS</b>	<b>N</b>	\$450,525.47	\$35,843.02	\$266,995.01	\$0.00	\$73,316.08	<b>\$826,679.58</b>
	<b>DEBT SERVICES</b>	<b>P</b>	\$0.00	\$172,550.51	\$42,525.00	\$0.00	\$8,625.00	<b>\$223,700.51</b>
	<b>INTERAGENCY REIMBURSEMENTS</b>	<b>S</b>	(\$52,884.27)	\$0.00	(\$5,080.74)	\$0.00	\$0.00	<b>(\$57,965.01)</b>
	<b>INTRAAGENCY REIMBURSEMENTS</b>	<b>T</b>	(\$113,964.26)	(\$15,820.54)	\$115,896.09	\$0.00	\$0.00	<b>(\$13,888.71)</b>
	<b>DEPRECIATION, AMORTIZATION, BAD DEBT</b>	<b>W</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
<b>TOTAL EXPENDITURES</b>			\$13,748,134.92	\$1,852,379.65	\$8,923,568.72	\$48,328.95	\$558,445.38	<b>\$25,130,857.62</b>
<b>NET RESOURCES</b>			\$8,824,410.08	\$1,167,691.40	\$1,126,618.58	\$3,616,047.97	\$399,537.56	<b>\$15,134,305.59</b>



**CBC Operating Reserves  
FY 2018**

<b>Board of Trustee's Reserve by Policy FY18</b>			
	<b>Purpose</b>	<b>Amount</b>	<b>Fund</b>
<b>Current Operations</b>	<i>Campus cash flow needs</i>		
	2 months operating expense	\$7,500,000	149
<b>Unplanned Capital Repair &amp; Replacement</b>	<i>Covers largest potential system failure</i>		
	Core systems such as: plumbing, electrical, HVAC, etc.	\$750,000	145
	Failing roof systems	\$1,000,000	145
		<b>\$1,750,000</b>	
<b>Real Estate Debt Fund</b>	<i>Provides for real estate debt needs of CBC not easily funded from State sources</i>		
Debt Service Reserve		\$1,500,000	145
		<b>\$1,500,000</b>	
<b>Planned Future Operations</b>	<i>Future new program offerings by project</i>		
ctcLink Implementation		\$425,000	145
Degree Map Program		\$465,000	145
Culinary Program		\$1,500,000	145
		<b>\$2,390,000</b>	
<b>Capital Facilities Projects</b>	<i>Covers current and planned capital projects</i>		
Argent Street Widening	Future Project Share	\$1,250,000	145
Various Capital Projects	Minor Works \$	\$105,000	148
4th Floor Buildout	Future Buildout of Shell Space	\$2,000,000	148
		<b>\$3,355,000</b>	
<b>BOT Designated Reserves</b>		<b>\$16,495,000</b>	

<b>Investments</b>	<b>Amount</b>	<b>Ave Maturity Yrs</b>	<b>Ave YTW</b>
TVI	\$4,488,385	1.11	1.08%
Buckley	\$5,011,828	0.63	1.58%

# Exhibit E



**Columbia Basin College**

**Board of Trustees**

**March 12, 2018**

**Schedule of Board Monitoring Reports**

March – Quarterly Report (fall data)

June – Quarterly Report (winter data)

August –Program Surveys Summary

September – Quarterly Report – (Spring data)

October – Student Learning Outcomes Summary Report

December – Quarterly Report (summer tentative)

# Exhibit F

## CBC Mission, Vision and Value Statements

### **Mission**

Columbia Basin College inspires, educates, and supports 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 Columbia 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.