

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

November 13, 2017
Beers Board Room — 4:00 p.m.

Agenda

Call to Order

***Agenda Changes**

***Approval of Minutes**

October 9, 2017 Board of Trustees' Meeting

Exhibit A

Celebrating Excellence

Performance – Players

 Ginny Quinley

Linkage with Community

New Horizons

 Seth Johnson & Michelle Smith

Remarks

By Administration

 President

By CEO, Foundation

By ASCBC

By Faculty Senate Chair

By AHE

By Classified Staff

By Board Members

Exhibit B

Exhibit C

Reports

Budget Tracking and Fund Balance

Hawk Trot

Monitoring Reports and End State

Exhibit D

Exhibit E

Discussion

Board Policies

President Emeritus

Exhibit F

Consent

Public Comments

Executive Session

Adjournment

***(Requires motion/approval)**

Exhibit A

Columbia Basin College
Board of Trustees' Meeting Minutes
October 9, 2017
Beers Board Room – 4:00 p.m.

Members in attendance: Kedrich Jackson, Sherry Armijo, Bill Gordon, Duke Mitchell
Interim President Thornton, Secretary to the Board; Deb Severin, Recording Secretary

Others in Attendance: Tyrone Brooks, Cheryl Holden, Michael Lee, Mary Hoerner, Daphne Larios, Deborah Meadows, Frank Murray, Brian Dexter, Alissa Watkins, Eduardo Rodriguez, Lane Schumacher, Chuck Schmidt, Dana Steichen, Bill Cooper, Sandya Kesoju, Bill McKay, Chris Herbert, Curtis Crawford, Tim Woodward, Dr. Gerry Berges, Heather Sorenson, Garrett Schweher, Tamra Neish, Abigal Ross, Ashley Austin, Vlada Mykhailova

The Agenda	The Discussion	Action
Call to Order	<ul style="list-style-type: none"> Meeting called to order by Chair Jackson at 3:59 p.m. 	
Approval of Minutes	<ul style="list-style-type: none"> September 1, 2017 September 11, 2017 September 18, 2017 	<ul style="list-style-type: none"> Trustee Armijo moved and Trustee Mitchell seconded the motion to approve all minutes as written. Approved unanimously.
Celebrating Excellence Facilities Maintenance	<p><u>Tyrone Brooks</u></p> <ul style="list-style-type: none"> Chuck Schmidt, Dana Steichen and Bill Cooper represented the Facilities/Grounds group. Dr. Thornton, Tyrone Brooks and Chair Jackson thanked them for the amazing grounds and the care they continue to provide to our campus. They had their challenges this past year with one of the worst winters and record heat with a broken irrigation system. Dr. Thornton gave a special thanks to the crew for how beautiful the Courtyard looks. Chair Jackson presented each employee with a Celebrating Excellence coin. 	
Linkage to Community Foundation	<p><u>Alissa Watkins, Executive Director</u></p> <ul style="list-style-type: none"> Alissa presented Dr. Gerry Berges, chairman of the Fields of Grace Board of Directors. Dr. Berges discussed the number of volunteers, along with the process of where the food goes, and stated it was a pleasure and honor to partner with CBC. The College donates peppers to Fields of Grace. Chair Jackson presented a Celebrating Excellence coin. Upcoming Events sponsored by the Foundation: <ul style="list-style-type: none"> Nov 1, WRPS Press Conference at 10:00 a.m. at the CCTE Building Nov 1, Lunch/Tour with President at Noon in the Board Room Nov 3, Scholarship Award Ceremony at 10:00 a.m. at the Pasco Red Lion Inn Nov 27-30, Bechtel National Planetarium 5th Year Movie Night at 5:00 pm Nov 28, Giving Tuesday Campaign, All Day, On-line Giving Dec 2, Speaker Corey Gray – LIGO, at 5:00 p.m. at the Planetarium Dec 4, MSA/Gates Foundation Press Conference at 11:30 a.m. 	

	<ul style="list-style-type: none"> Chair Jackson asked about the fund raising for the Culinary Arts new program. Alissa said there is discussion ongoing on behalf of the Board. 	
Opening comments	<u>Chair Jackson</u> <ul style="list-style-type: none"> Welcome 	
Remarks		
Administration – Enrollment	<u>Cheryl Holden</u> <ul style="list-style-type: none"> Running Start is holding strong. There is an increase in Worker Retraining and Workforce, academics stayed steady. Chair Jackson asked if our unemployment has changed and Tyrone responded that it is 4.2, very low. 	
New Horizons	<u>Michael Lee</u> <ul style="list-style-type: none"> Toured the facility last Monday and saw a remarkable change. Looking at ways to partner (e.g., Math & English students meet with their teachers after courses that prepare them for college ready courses). Pasco High School, as a whole, graduates at college level courses. The CTE Dual Credit (former Tech Prep) is looking at adding OSHA 10 & Forklift Certifications. Early Childhood Education has an infant daycare for teaching early childhood development. For students aging out at 21 years old from K-12 there is a process for them and they are provided an opportunity. The ESD 123 is an open door, one stop shop for a high school diploma or GED. We are using the Fitness Center with P.E. teachers and not as many are skipping P.E. now. The College has a small space in the green house and a food pantry for our students to get food. <p>Duke Mitchell asked if transportation was provided to Pasco High School from CBC. Michael Lee said the bus for New Horizons is only for infants/toddlers day care. Trustee Mitchell inquired about a tour and how it could be set-up. Michelle Smith is our liaison.</p> <p>Chair Jackson likes the stronger K-12 linkage and hopes to effectively outreach to these students into a college experience. Chair Jackson asked who maintains the building. Michael Lee stated the College maintains the outside, and they maintain the interior systems.</p>	
Transforming Lives Award Nomination	<u>Frank Murray</u> <ul style="list-style-type: none"> Frank Murray passed out nominations for Transforming Lives Award to the Board members. The Transforming Lives Awards will recognize current or former students whose lives have been transformed by attending a Washington state community or technical college. There are six nominations and Frank thanked those who submitted them. Deadline is November 3, 2017, Board will have them completed by October 20, 2017. 	
President	<u>President Thornton</u> <ul style="list-style-type: none"> The Institutional Research staff and Joe Montgomery are in Seattle and not able to attend the Board meeting tonight. They are at an assessment project summit along with Melissa McBurney and Monica Hansen. He heard it went well. 	

<p>ASCBC</p> <p>Faculty Senate Chair</p> <p>Classified Members</p> <p>Board Members</p>	<p>The Lt. Governor is stopping by tomorrow.</p> <p><u>Trustee Mitchell</u></p> <ul style="list-style-type: none"> • Asked about the quarter system versus the semester system. Lee stated in the late 90's this was a topic of discussion and most universities chose to stay on the quarter system. The quarter system provides more flexibility, more intense, condensed period of time, and course selections. Chair Jackson said when you are in the semester system you get a deep emersion of the subject. <p><u>Vlada Mykhailova</u></p> <ul style="list-style-type: none"> • She is honored to be selected again to represent the ASCBC. She introduced her passionate team of officers. <p><u>Chris Herbert</u></p> <ul style="list-style-type: none"> • Increasing purpose of subcommittees to attain goals, purpose driven. Faculty would appreciate compensation and recognition. Chair Jackson commented on President Thornton's draft "Completion in CBC's 3 Mission Areas" and suggested their purpose tie back to Lee's handout (especially the blue circles). • No Report <p><u>Trustee Gordon</u></p> <ul style="list-style-type: none"> • Participated in the CBC Foundation Golf Tournament and had a lot of fun. <p><u>Trustee Armijo</u></p> <ul style="list-style-type: none"> • It's been slow this past month. <p><u>Chair Jackson</u></p> <ul style="list-style-type: none"> • Attended the CBC soccer matches against North Idaho College. The weather and game were great. Also watched the volleyball match against Wenatchee Valley College. <p><u>Trustee Mitchell</u></p> <ul style="list-style-type: none"> • Participated in CBC Foundation Golf Tournament at Horn Rapids with Trustee Gordon. Thanked the Foundation for the hard work involved in sponsoring the golf tournament. • Attended the CBC Foundation Board Meeting. • Attended the ACT Conference in Las Vegas, NV. Spent a fair amount of time with our new President, Rebekah Woods. They attended several training sessions, leadership congress luncheons and a conference dinner with other Trustees and Presidents from Washington State. Washington State received a lot of attention at the conference and they were really loud, they knew we were there. 	
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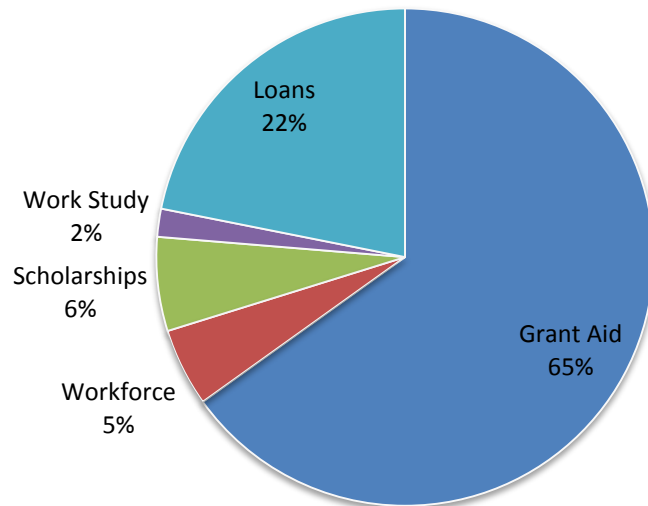
<p>Reports</p> <p>Budget Operating P&L, Variance Funds and Grant Status Report Summary</p> <p>Agriculture Research</p>	<p><u>Tyrone Brooks</u></p> <ul style="list-style-type: none"> The revenues show a bump in local fees; however, it is a timing issue. Running Start is in the red but the bills have not gone out to the High Schools. We are at 15.79% which is close to last year. The MESA grant is passing through the University of Washington and unsure where it is going at this point. Chair Jackson offered support to not let it slip through our fingers and offered help if needed. <p><u>Tim Woodward</u></p> <ul style="list-style-type: none"> Tyrone Brooks introduced Tim Woodward, Dean of Agriculture Education, Research and Education. Dr. Woodward introduced Dr. Sandya Kesoju, Director. Dr. Woodward's theme was "Why Research." He explained research motivates students to move beyond an AA degree, transfer to a four year college and complete their BA/BS degrees. It provides hands on learning, and a potential grant for curriculum development, education for local growers. Additionally, participation in undergraduate research has been found to be an effective method for developing students' problem-solving skills and work habits, and improving student retention. Lastly, Dr. Woodward has many interns that assist him and their successful completion. To support research, students must have math and science skills and this provides opportunities and agriculture ties this together. <p>Agriculture is the most important economy in Pasco and surrounding areas and there is a high agriculture employee demand. There is also an endowment from Charlie and Helen Cox. We have 70,000 acres of hay and haylage in Franklin County, 64,000 acres of vegetables and 30,000 acres of potatoes.</p> <p>Washington State's renewable fuel standard was designed to increase biofuel use. It began at 2%, ramps up to 5% for biodiesel and ramps up to 10% for ethanol and the crops produced are grown in Washington.</p> <p>Dr. Thornton stated that the College is now closely following the Agriculture program because it is such a great opportunity for students in the math and science area. Trustee Gordon said students involved in research develop learning and knowledge and those are key critical thinking skills to learn how to solve open-ended problems.</p>	
<p>Discussion</p> <p>Draft Amendment to Board Policy</p> <p>Board Evaluation</p> <p>Transforming Lives</p>	<p><u>Chair Jackson</u></p> <ul style="list-style-type: none"> Transforming Lives nominations, draft amendment to Board Policy and evaluation is due by Board members October 20, 2017. 	
<p>Consent</p>	<ul style="list-style-type: none"> None 	
<p>Public Comment</p>	<ul style="list-style-type: none"> None 	

Executive Session	<ul style="list-style-type: none"> • None 	
Adjournment: 5:50 p.m.	<p>Next Board of Trustees' Meeting Beers Board Room November 13, 2017</p>	

Kedrich Jackson, Chair

Exhibit B

2016-17 CBC Financial Aid Program Totals



Total 2016-17 Financial Awarded/Disbursed.....\$19.7 million (4,461 student)

1) Grant Programs.....\$12.8 million

- Federal Pell Grant.....\$8.1 million
- WA State Need Grant.....\$3.7 million

2) Student Loan Programs.....\$4.3 million

3) Scholarships.....\$1.2 million

- CBC Foundation.....\$568k
- Outside/Private Scholarships.....\$434k

4) Workforce Programs.....\$1.0 million

5) Work Study Programs.....\$358k

Exhibit C

ASCBC Newsletter

Get Social with Us!

In order to promote our social media platforms, ASB officers gave out free Oreos to people who followed us on Snapchat/Facebook/Twitter.



Legislative Branch

Both Leadership and Club Councils started the legislative session. Both Councils were briefly introduced to the Recreation and Wellness Center concept and will have a more robust presentation later in the month.

CarniFall

On October 26, 500 students and their families celebrated fall with our team. We offered something for everyone: games, magician, free snacks, face painting, a photo booth, costume competitions, an opportunity to meet Harvey the Hawk, henna and more!



Pumpkin Carving Contest

Students carved pumpkins on October 25. This activity inspired students to connect with their peers, express their individuality and get ready for Halloween! Pumpkins that were turned in for the contest were judged during CarniFall.

Life After DACA and Immigration Overview

Due to the federal timeline to end DACA, ASCBC is organizing a forum to assist our DACA community and allow those students and their families to ask questions of local immigration attorneys. We want our students to feel supported and safe as they continue to pursue their education in this unsure time. The event is happening November 15 at 6:00 pm in SWL 121.

**WE ARE
#HERETOSTAY**

Exhibit D

FY1718 Operating Funds Variance Report

% of Fiscal YR: 33.42%

10/31/2017

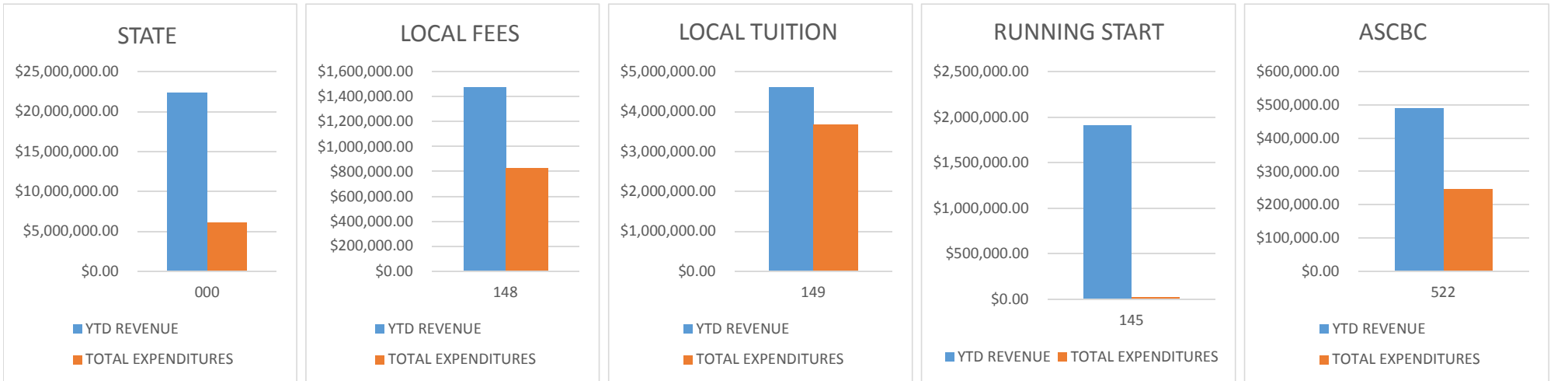
FY17-18 Operating Funds Variance Report						% of Bdgt Exp	% of Rev Exp	% of Bdgt Rev
By FUND						EXP/BDGT	EXP/REV	REV/BDGT
*State Allocation 101,3E0,BD1,BG1,BK1,123	000	BDGT	\$23,676,879.00	<div><div></div></div>		25.55%	26.99%	94.66%
		EXP	\$6,049,601.58	<div><div></div></div>				
		REV (Alloc)	\$22,413,670.00	<div><div></div></div>				
Local Fees	148	BDGT	\$3,464,812.00	<div><div></div></div>		23.82%	55.97%	42.57%
		EXP	\$825,423.10	<div><div></div></div>				
		REV	\$1,474,850.51	<div><div></div></div>				
Local Tuition	149	BDGT	\$16,978,169.00	<div><div></div></div>		21.69%	80.00%	27.11%
		EXP	\$3,682,831.52	<div><div></div></div>				
		REV	\$4,603,318.63	<div><div></div></div>				
Running Start	145	BDGT	\$230,056.00	<div><div></div></div>		9.23%	1.11%	830.23%
		EXP	\$21,226.38	<div><div></div></div>				
		REV	\$1,910,003.45	<div><div></div></div>				
**ASCBC	522	BDGT	\$1,135,900.00	<div><div></div></div>		21.81%	50.51%	43.17%
		EXP	\$247,684.76	<div><div></div></div>				
		REV	\$490,410.44	<div><div></div></div>				
TOTALS		BDGT	\$45,485,816.00			23.80%	35.05%	67.92%
		EXP	\$10,826,767.34					
		REV	\$30,892,253.03					

BY OBJ, ALL FUNDS COMBINED		BDGT	EXP	EXP/BDGT	NOTES
SALARIES	A	\$26,107,102.00	\$5,899,238.56	22.60%	<p>* Per Allocation 2 - \$6860 increase - SSB5100</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	\$8,751,614.00	\$2,402,422.92	27.45%	
PERSONAL SERVICES CONTRACTS	C	\$154,986.00	\$46,122.38	29.76%	
GOODS & SERVICES	E	\$6,375,446.00	\$2,081,474.05	32.65%	
COST OF GOODS SOLD	F	\$0.00	\$0.00	0.00%	
TRAVEL	G	\$761,060.00	\$138,250.22	18.17%	
CAPITAL OUTLAYS	J	\$987,934.00	\$103,993.29	10.53%	
SOFTWARE	K	\$0.00	\$0.00	0.00%	
GRANTS BENEFITS & CLIENT SVCS	N	\$1,035,653.00	\$175,306.82	16.93%	
***DEBT SERVICE	P	\$1,534,732.00	\$0.00	0.00%	
INTERAGENCY REIMBURSEMENTS	S	Revenue Bdgt (\$217,386.00)	(\$4,658.03)	2.14%	
INTRAAGENCY REIMBURSEMENTS	T	Revenue Bdgt (\$5,325.00)	(\$15,382.87)	288.88%	
DEPRECIATION, AMORTIZATION, BAD DEBT	W	\$0.00	\$0.00	0.00%	
		\$45,485,816.00	\$10,826,767.34	23.80%	

FY 1718 Operating P&L Report

10/31/2017

			STATE	LOCAL FEES	LOCAL TUITION	RUNNING START	ASCBC	
			000	148	149	145	522	TOTAL
YTD REVENUE			\$22,413,670.00	\$1,474,850.51	\$4,603,318.63	\$1,910,003.45	\$490,410.44	\$30,892,253.03
YTD EXPENDIT...	SALARIES & WAGES	A	\$3,630,366.39	\$337,496.95	\$1,872,330.29	\$14,184.16	\$44,860.77	\$5,899,238.56
	BENEFITS	B	\$1,497,665.44	\$117,755.62	\$770,883.24	\$6,506.51	\$9,612.11	\$2,402,422.92
	PERSONAL SERVICES CONTRACTS	C	\$20,647.38	\$25,325.00	\$0.00	\$0.00	\$150.00	\$46,122.38
	GOODS & SERVICES	E	\$718,346.41	\$301,669.04	\$932,832.07	\$441.34	\$128,185.19	\$2,081,474.05
	COST OF GOODS SOLD	F	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	TRAVEL	G	\$39,429.53	\$30,090.83	\$23,827.28	\$94.37	\$44,808.21	\$138,250.22
	CAPITAL OUTLAYS	J	\$34,195.79	\$14,882.68	\$40,713.22	\$0.00	\$14,201.60	\$103,993.29
	SOFTWARE	K	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	GRANTS BENEFITS & CLIENT SVCS	N	\$152,987.05	\$14,023.52	\$2,429.37	\$0.00	\$5,866.88	\$175,306.82
	DEBT SERVICES	P	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	INTERAGENCY REIMBURSEMENTS	S	(\$4,658.03)	\$0.00	\$0.00	\$0.00	\$0.00	(\$4,658.03)
	INTRAAGENCY REIMBURSEMENTS	T	(\$39,378.38)	(\$15,820.54)	\$39,816.05	\$0.00	\$0.00	(\$15,382.87)
	DEPRECIATION, AMORTIZATION, BAD DEBT	W	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES			\$6,049,601.58	\$825,423.10	\$3,682,831.52	\$21,226.38	\$247,684.76	\$10,826,767.34
NET RESOURCES			\$16,364,068.42	\$649,427.41	\$920,487.11	\$1,888,777.07	\$242,725.68	\$20,065,485.69



**CBC Operating Reserves
FY 2018**

Board of Trustee's Reserve by Policy FY18			
	Purpose	Amount	Fund
Current Operations	<i>Campus cash flow needs</i>		
	2 months operating expense	\$7,500,000	149
Unplanned Capital Repair & Replacement	<i>Covers largest potential system failure</i>		
	Core systems such as: plumbing, electrical, HVAC, etc.	\$750,000	149
	Failing roof systems	\$1,000,000	149
		\$1,750,000	
Real Estate Debt Fund	<i>Provides for real estate debt needs of CBC not easily funded from State sources</i>		
Debt Service Reserve		\$1,500,000	149
Real Estate Acquisitions		\$11,240,000	Various
		\$12,740,000	
Planned Future Operations	<i>Future new program offerings by project</i>		
ctcLink Implementation		\$475,000	149
Degree Map Program		\$465,000	149
Culinary Program		\$1,500,000	149
		\$2,440,000	
Capital Facilities Projects	<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	149
4th Floor Buildout	Future Buildout of Shell Space	\$2,000,000	149
		\$3,355,000	
BOT Designated Reserves		\$27,785,000	

Investments	Amount	Ave Maturity Yrs	Ave YTW
TVI	\$4,488,385	1.46	1.04%
Buckley	\$5,001,091	0.75	0.93%

Exhibit E



Completion in CBC's 3 Mission Areas

Moore, C., Offenstein, J., & Shulock, N. (2009). *Steps to success: Analyzing milestone achievement to improve community college student outcomes*. California State University, Sacramento, Institute for Higher Education Leadership & Policy.

Academic Transfer

Professional/Technical

Transitional Studies

The Intent of Completion

Transfer
to 4-Year

Labor
Market

Transition
to
College

Completion

Completion
(AA)

Completion
(Certificate
/AAS/BAS)

GED /
HS Equiv

Completion: Critical Basic Conditions

Retention

Retention
(By Term)

Level
Completion

Course
Completion

Course
Completion

Course
Completion

Grades
(>2.0)

Gateway
Course
Completion

Post-Test
Completion

Gateway
Course
Completion

Federally
Reportable
Minimum

Exhibit F



Columbia Basin College
Resolution No. 17-11-01

Approving President Emeritus

WHEREAS, in special recognition of distinguished service to Columbia Basin College, Dr. Richard W. Cummins faithfully served Columbia Basin College for nine years as the President, the College wishes to acknowledge Dr. Richard W. Cummins, by appointing him President Emeritus; and

WHEREAS, Dr. Richard W. Cummins joined Columbia Basin College in August 1990 becoming a dean, vice president for instruction, acting president and finally president. Though he arrived at CBC with Bachelor of Arts from the University of Cincinnati and a Master of Fine Arts from the University of Arizona, he completed his Ph.D. from Gonzaga University; and


WHEREAS, Dr. Richard W. Cummins exhibited excellence during his nine-year tenure as President and strengthened fostered opportunity for students, faculty and staff, ensuring pathways for their educational success, as well as their personal and professional growth. He built a community network that supports our mission and worked to develop numerous programs and bachelor degrees. Dr. Cummins recognized the value of data in evaluating student success and retention; and

NOW, THEREFORE, BE IT RESOLVED by The Board of Trustees of Columbia Basin College that it hereby approves appointment of Richard W. Cummins, as President Emeritus, and expresses its appreciation to Dr. Cummins for his distinguished service as President of Columbia Basin College, and hereby conveys to him its sincere gratitude for his many contributions made to Columbia Basin College during his service as a President, and that it takes note of the special recognition given to him by his colleagues, staff and students as a thoughtful, honorable, and dedicated individual through his appointment as President Emeritus at Columbia Basin College; and

BE IT FURTHER RESOLVED that this resolution be spread upon the permanent minutes of this Board, and that copies be presented to Richard W. Cummins and his family and to appropriate College officials.

Done in Open Meeting by the Board of Trustees of Columbia Basin College this 2 day of November, 2017.

BOARD OF TRUSTEES
Columbia Basin College

By: 
Chair of the Board