

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

February 5, 2018
Beers Board Room — 7:30 a.m.

Agenda

Call to Order

***Agenda Changes**

***Approval of Minutes**

January 8, 2018 Board of Trustees' Meeting

Exhibit A

Celebrating Excellence

Art Faculty – Rachel Smith, Cozette Phillips, and Tracy Walker

Linkage with Community

Tri-Tech Skills Center, Director Paul Randall

Remarks

By Faculty Senate Chair

By Administration

President

By Executive Director, Foundation

By ASCBC

By AHE

By Classified Staff

Exhibit B

Trustee Work Session

Legislative Action Committee

Board Surveys

Reports

Budget Tracking and Fund Balance

Monitoring Reports and End State

Exhibit C

Discussion

Consent

Public Comments

Executive Session

Adjournment

***(Requires motion/approval)**

Exhibit A

Columbia Basin College
Board of Trustees' Meeting Minutes
January 8, 2018
Beers Board Room – 4:00 p.m.

Members in attendance: Kedrich Jackson, Sherry Armijo, Bill Gordon, Duke Mitchell, Allyson Page
Rebekah Woods, Secretary to the Board, Deb Severin, Recording Secretary

Others in Attendance: Lee Thornton – President Emeritus, Tyrone Brooks, Cheryl Holden, Michael Lee, Melissa McBurney, Kevin Hartzel (AAG), Jason Engle, Alissa Watkins, Frank Murray, Brian Dexter, Eduardo Rodriguez, Mary Hoerner, Deborah Meadows, Bill McKay, Daphne Larios, Curtis Crawford, Monica Hansen, Janese Thatcher, Lane Schumacher, Kelsey Myers, Josh Ellis, Tammy Sanderson, Scott Rogers, Alice Schlegel, Jesus Mota, Christopher Herbert, Eleanor Schroeder, Keeley Gant, Vlada Mykhailova

The Agenda	The Discussion	Action
Call to Order	<ul style="list-style-type: none"> Meeting called to order by Chair Jackson at 3:58 p.m. 	
Agenda Changes	<ul style="list-style-type: none"> None 	
Approval of Minutes	<ul style="list-style-type: none"> December 11, 2017 Meeting Minutes 	<ul style="list-style-type: none"> Trustee Page moved and Trustee Mitchell seconded the motion to approve all minutes as written. Approved unanimously.
Celebrating Excellence	<p><u>Scott Rogers – Men’s Soccer & Women’s Volleyball Players</u></p> <ul style="list-style-type: none"> Cheryl Holden introduced Scott Rogers, Athletic Director, to introduce the student athletes for the women’s volleyball team and the men’s soccer team. Mr. Rogers deferred to the Coaches of each sport to introduce their players. Tim Davison, Women’s Volleyball Coach, with 44 years of coaching stated the girls gave everything they had and worked very hard. They were rewarded with a great season, all conference, region, academic, great team. He thanked the Board of Trustees for their continued support for athletics. Brian Gochoel, Men’s Soccer Coach, and Abel Bautista III, Assistant Men’s Soccer Coach, thanked the Board for their support. They were extremely proud of the players as they worked so hard in pre-season with the heat and some of them working in orchards and coming out to practice. Coach Bautista shared he played for CBC and it was an honor to come back and make an impact with the players. Israel Gonzales, Forward, was named NWAC Men’s Soccer Player of the Year. Chair Jackson and Trustee Mitchell handed out Celebrating Excellence Coins to all the athletes thanking them for a great season and hard work. 	
Linkage to Community Grace Clinic – Avonte Jackson Mark Brault	<p><u>Mark Brault & Avonte Jackson</u></p> <ul style="list-style-type: none"> Melissa McBurney introduced Tammy Sanderson, Director for Dental Hygiene. Ms. Sanderson talked about how the CBC Dental Hygiene Department and Grace Clinic 	

	<p>partnered in 2007 and the dental hygiene students provide oral care to the patients at Grace Clinic. Ms. Sanderson introduced Mark Brault, CFO and Avonte Jackson, Clinical Director of Grace Clinic. Mr. Brault explained Grace Clinic provides services to low-income uninsured residents of Benton and Franklin counties and is operated primarily by volunteers. Grace Clinic helps fill gaps in the healthcare system for undeserved people in our community in an urgent manner, rather than a preventative manner. Without Grace Clinic, some patients would be faced with going to the emergency room as their only option. Grace Clinic is growing enormously with the Nursing Program and the Interpreter Program.</p>	
<p>Remarks Administration – President</p>	<p><u>Rebekah Woods</u></p> <ul style="list-style-type: none"> • Dr. Woods shared her Cabinet is working on the Mission Statement and Ends. Once they have a draft, it will be vetted across campus with the employees for input. They will be working on the Vision and Values this week. • The NWCCN first year report was due in October; however, they have given the College more time because of the changes at CBC. • Discussed the Legislative Cyber Security tour with Senator Brown and Senator Zieger on December 13, 2017. Trustee Mitchell, AVPI Melissa McBurney, Dean Deborah Meadows, and Assistant Professor Matt Boehnke participated as well. • Will be meeting with Sandra Haynes, new WSU Chancellor, in a few weeks. • The College closed on the purchase of SunHawk Hall. We have 45 students in the building and plans for filling the beds continue. The College continues with a marketing plan including online social media, radio, and outreach at Senior Night on 2/6. • Met with Lane Savich, Regional Chief Executive for Kadlec, regarding the Health Sciences Academy. • Culinary Program – working with the Port of Kennewick. Phase 1 Ribbon Cutting – Wine Village at 2:30 p.m. on February 9, 2018. • Student Recreation Center – Dr. Thornton discussed the effort to move forward if the Board passes Resolution 18-01 tonight. There will be primarily student activities and intramural programs to support a new vision with the students participating. This Center will provide a lot of opportunity for supplementing the academic program, physical education, health wellness, and developing that curriculum. Dr. Thornton thanked Tyrone and Cheryl, student government, President Woods and all that were on board to make this a success. He stated the next step is to have conceptual ideas and a feasibility study done and then hire an architect which could be a 5-6 month process, if approved by the Board and the SBCTC. • Reminders – 1) January 15th the College is closed to celebrate Martin Luther King, Jr. and there will be an annual event at noon, 2) the ACT conference and Transforming Lives Dinner is January 22-23. The College and Walla Walla Community College will also sponsor a legislative pizza party on January 23, and 3) The Hall of Fame banquet is January 26, 5:00 p.m. – social hour and 6:00 p.m. dinner. • Dr. Woods will provide several dates to visit the legislators in February & March. 	

Executive Director, Foundation	<p><u>Alissa Watkins</u></p> <ul style="list-style-type: none"> • Power of Connection is scheduled for April 29, 2018. • Deadline for Scholarships is February 21, 2018. • On December 1, 2017 we had a strategic planning workshop and it was a great session. • Chair Jackson shared that the draft CBC Foundation Goals and Objectives Goal #2 was a great goal. Goal #2 states “Enhance Foundation Performance in Support of College Priorities.”
ASCBC	<p><u>Vlada Mykhailova</u></p> <ul style="list-style-type: none"> • ASCBC gave out gifts to students which included tickets to the Americans game. • Budget Committee will meet in February. • Trip to talk with Legislators – January 25, 2018. • Trustee Mitchell shared he was excited about their passion and energy.
Faculty Senate Chair	<p><u>Christopher Herbert</u></p> <ul style="list-style-type: none"> • The call for NISOD nominations went out to all faculty. • Faculty Senate meeting – they have a short agenda and hoping Camilla Glatt can attend and discuss immigration and sexual harassment. • Gearing up for the new year.
AHE	<ul style="list-style-type: none"> • No Report.
Classified Staff	<ul style="list-style-type: none"> • No Report.
Board Members	<p><u>Duke Mitchell</u></p> <ul style="list-style-type: none"> • The following events were attended by Trustee Mitchell: <ol style="list-style-type: none"> 1) December 12, 2017 - Richland School Board meeting. 2) December 13, 2017 – Toured CBC Cyber Security Program facilities with Senator Sharon Brown, Senator Hans Ziegler, Trustee Armijo, President Woods, AVPI Melissa McBurney, and Assistant Professor Matt Boehnke. 3) December 13, 2017 – Attended Kennewick School Board Meeting. 4) December 20, 21, 26-28, 2017 – Reviewed current CBC Tenure-track files. 5) January 3, 2018 – Attended CBC Women’s and Men’s basketball games. Sat with several members of the CBC leadership team during the games. <p><u>Sherry Armijo</u></p> <ul style="list-style-type: none"> • Attended the CBC Cyber Security Program facilities tour with Senator Sharon Brown, Senator Hans Ziegler, Trustee Mitchell, President Woods, AVPI Melissa McBurney, and Assistant Professor Matt Boehnke. Met students and learned of the internship and career opportunities. There is great work ongoing. • Reviewed the tenure-track files. We have great faculty working at CBC. <p><u>Bill Gordon</u></p> <ul style="list-style-type: none"> • Nothing to report.

	<p><u>Allyson Page</u></p> <ul style="list-style-type: none"> • Nothing to report. <p><u>Kedrich Jackson</u></p> <ul style="list-style-type: none"> • Chair Jackson said he would be refereeing the basketball game on February 15. 	
<p>Reports</p> <p>Budget Tracking and Fund Balance</p>	<p><u>Tyrone Brooks</u></p> <ul style="list-style-type: none"> • Reviewed three budget reports: <ul style="list-style-type: none"> ○ Operating Funds Variance Report ○ Operating P&L Report ○ Operating Reserves ○ The operating variance is only a timing issue, waiting for the December books to close. 	
<p>Discussion</p>	<ul style="list-style-type: none"> • Trustee Mitchell thanked Frank Murray for the calendars he provides the Board at every meeting. 	
<p>Consent</p> <p>Discussion</p> <p>Resolution 18-01</p>	<p><u>Resolution 18-01 Funding Approval for Recreation Center</u></p> <ul style="list-style-type: none"> • No discussion. • Trustee Armijo accepted Resolution 18-01 on the Consent Agenda and Trustee Mitchell moved to approve. Approved unanimously. 	
<p>Public Comment</p>	<ul style="list-style-type: none"> • None 	
<p>Executive Session</p>	<ul style="list-style-type: none"> • RCW 42.30.110(1)(g): to review the performance of a public employee. 	<p>Board went into Executive session at 5:35 p.m. Board reconvened at 6:25 p.m. Chair Jackson called the public session to order at 6:28 p.m.</p>
<p>Adjournment: 6:29 p.m.</p>	<p>Next Board of Trustees' Meeting</p> <p>Beers Board Room</p> <p>February 5, 2018 – 7:30 a.m.</p>	

Kedrich Jackson, Chair

Exhibit B

ASCBC

February



SUCCESSFUL
STUDENT LIFE
BEGINS WITH ASCBC

ALL Student
Forum
Feb. 1

Executive Council reached out to CBC students to provide update on our activities and receive feedback from our students!

CBC Executive council visited 20 legislative offices in Olympia! We represented CBC as well as 300'000 other students from community colleges in Washington.

Legislative Action
Day
Jan. 25

Candy Land
Super Sized
Feb. 8

Life sized version of the well-known kid's game, Candy Land! All students were invited to participate and have fun!
















ASCBC is hosting a ski trip at White Pass! Students will purchase tickets in the ASCBC office. A ticket guarantees a seat on the bus, a lift ticket, and a snack.

Skiing Trip
Feb. 23

Exhibit C

FY1718 Operating Funds Variance Report

% of Fiscal YR: 58.90% 2/1/2018

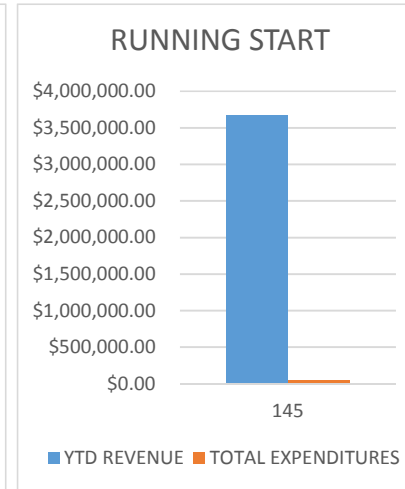
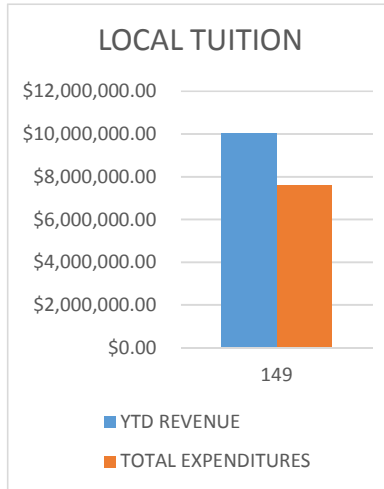
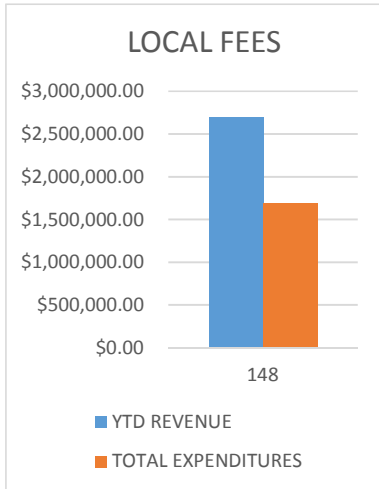
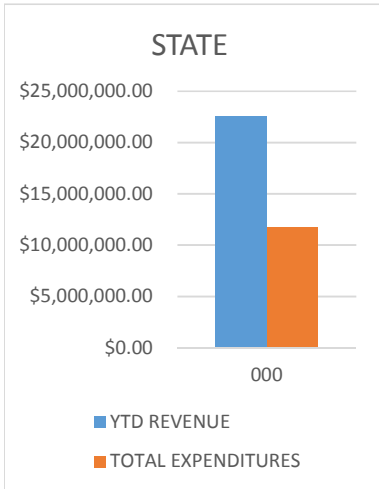
By FUND				% of Bdgt Exp	% of Rev Exp	% of Bdgt Rev	
				EXP/BDGT	EXP/REV	REV/BDGT	
*State Allocation 101,3E0,BD1,BG1,BK1,123	000	BDGT	\$23,701,912.00		49.53%	52.01%	95.24%
		EXP	\$11,738,873.62				
		REV (Alloc)	\$22,572,545.00				
Local Fees	148	BDGT	\$3,465,812.00		48.72%	62.64%	77.78%
		EXP	\$1,688,447.94				
		REV	\$2,695,672.29				
Local Tuition	149	BDGT	\$16,978,169.00		44.78%	75.75%	59.11%
		EXP	\$7,602,359.16				
		REV	\$10,035,904.56				
Running Start	145	BDGT	\$230,056.00		18.71%	1.17%	1592.82%
		EXP	\$43,050.51				
		REV	\$3,664,376.92				
**ASCBC	522	BDGT	\$1,248,500.00		37.72%	50.56%	74.60%
		EXP	\$470,876.59				
		REV	\$931,412.51				
TOTALS		BDGT	\$45,624,449.00		47.22%	53.99%	87.45%
		EXP	\$21,543,607.82				
		REV	\$39,899,911.28				

BY OBJ, ALL FUNDS COMBINED		BDGT	EXP	EXP/BDGT	NOTES
SALARIES	A	\$26,125,226.00	\$12,034,657.95	46.07%	* Per Alloc # 4: no changes for CBC ** Includes ASCBC debt service budgets and revenue collected through quarterly fees *** Principal and interest debt service expenditures occur in December and June **** variance of \$8.23 among all funds is due to conversion of Budget Pak decimal numbers to whole number
BENEFITS	B	\$8,759,523.00	\$4,516,510.77	51.56%	
PERSONAL SERVICES CONTRACTS	C	\$160,795.00	\$146,454.44	91.08%	
GOODS & SERVICES	E	\$6,382,137.00	\$3,395,943.65	53.21%	
COST OF GOODS SOLD	F	\$0.00	\$0.00	0.00%	
TRAVEL	G	\$751,560.00	\$335,577.49	44.65%	
CAPITAL OUTLAYS	J	\$984,934.00	\$297,820.81	30.24%	
SOFTWARE	K	\$0.00	\$71.25	0.00%	
GRANTS BENEFITS & CLIENT SVCS	N	\$1,035,653.00	\$653,670.51	63.12%	
***DEBT SERVICE	P	\$1,647,332.00	\$223,700.51	13.58%	
INTERAGENCY REIMBURSEMENTS	S	Revenue Bdgt (\$217,386.00)	(\$46,452.44)	21.37%	
INTRAGENCY REIMBURSEMENTS	T	Revenue Bdgt (\$5,325.00)	(\$14,347.12)	269.43%	
DEPRECIATION, AMORTIZATION, BAD DEBT	W	\$0.00	\$0.00	0.00%	
		\$45,624,449.00	\$21,543,607.82	47.22%	

FY 1718 Operating P&L Report

2/1/2018

		STATE	LOCAL FEES	LOCAL TUITION	RUNNING START	ASCBC	TOTAL	
		000	148	149	145	522		
YTD REVENUE		\$22,572,545.00	\$2,695,672.29	\$10,035,904.56	\$3,664,376.92	\$931,412.51	\$39,899,911.28	
YTD EXPENDIT...	SALARIES & WAGES	A	\$7,198,956.75	\$594,877.58	\$4,122,743.13	\$25,785.64	\$92,294.85	\$12,034,657.95
	BENEFITS	B	\$2,788,902.58	\$201,979.61	\$1,496,972.26	\$11,120.56	\$17,535.76	\$4,516,510.77
	PERSONAL SERVICES CONTRACTS	C	\$51,980.33	\$56,953.08	\$38,591.03	\$0.00	(\$1,070.00)	\$146,454.44
	GOODS & SERVICES	E	\$1,301,007.38	\$535,385.67	\$1,344,713.32	\$6,049.94	\$208,787.34	\$3,395,943.65
	COST OF GOODS SOLD	F	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	TRAVEL	G	\$100,958.59	\$71,730.23	\$58,876.70	\$94.37	\$103,917.60	\$335,577.49
	CAPITAL OUTLAYS	J	\$79,429.13	\$41,476.70	\$159,477.20	\$0.00	\$17,437.78	\$297,820.81
	SOFTWARE	K	\$71.25	\$0.00	\$0.00	\$0.00	\$0.00	\$71.25
	GRANTS BENEFITS & CLIENT SVCS	N	\$354,748.59	\$29,315.10	\$246,258.56	\$0.00	\$23,348.26	\$653,670.51
	DEBT SERVICES	P	\$0.00	\$172,550.51	\$42,525.00	\$0.00	\$8,625.00	\$223,700.51
	INTERAGENCY REIMBURSEMENTS	S	(\$41,371.70)	\$0.00	(\$5,080.74)	\$0.00	\$0.00	(\$46,452.44)
	INTRAAGENCY REIMBURSEMENTS	T	(\$95,809.28)	(\$15,820.54)	\$97,282.70	\$0.00	\$0.00	(\$14,347.12)
	DEPRECIATION, AMORTIZATION, BAD DEBT	W	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES			\$11,738,873.62	\$1,688,447.94	\$7,602,359.16	\$43,050.51	\$470,876.59	\$21,543,607.82
NET RESOURCES			\$10,833,671.38	\$1,007,224.35	\$2,433,545.40	\$3,621,326.41	\$460,535.92	\$18,356,303.46



**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	145
	Failing roof systems	\$1,000,000	145
		\$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	145
		\$1,500,000	
Planned Future Operations	<i>Future new program offerings by project</i>		
ctcLink Implementation		\$475,000	145
Degree Map Program		\$465,000	145
Culinary Program		\$1,500,000	145
		\$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	148
4th Floor Buildout	Future Buildout of Shell Space	\$2,000,000	148
		\$3,355,000	
BOT Designated Reserves		\$16,545,000	

Investments	Amount	Ave Maturity Yrs	Ave YTW
TVI	\$4,480,000	1.11	1.08%
Buckley	\$5,000,794	0.63	1.58%