

COLUMBIA BASIN COLLEGE

BOARD OF TRUSTEES'

February 4, 2019

Beers Board Room — 7:30 a.m.

Agenda

Call to Order

***Agenda Changes**

***Approval of Minutes**

Exhibit A

Celebrating Excellence

Math Department

Virginia Hughes

Linkage with Community

Kazuhiro Sonoda, Heritage Provost

Remarks

By Administration

President

CEO, Foundation

By ASCBC

By Faculty Senate Chair

By AHE

By Classified Staff

By Board Members

Exhibit B

Reports

Variance Report

Cash Balance Report

Guided Pathways Update

Exhibit C

Exhibit D

Exhibit E

Discussion

Consent

Public Comments

Executive Session

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

Adjournment

***(Requires motion/approval)**

EXHIBIT A

Columbia Basin College
Board of Trustees' Meeting Minutes
January 14, 2019
Beers Board Room – 4 pm.

Board Members in attendance: Kedrich Jackson, Sherry Armijo, Duke Mitchell, Bill Gordon

Rebekah Woods, Secretary to the Board, Darlene Scrivner, Recording Secretary

Others in Attendance: Tyrone Brooks, Camilla Glatt, Cheryl Holden, Melissa McBurney, Michael Lee, Bryan Ovens, Jason Engle, Kelsey Myers, Lane Schumacher, Scott Towsley, Rod Taylor, Bill McKay, Kay Lynn Stevens, Adam Diaz, Mary Hoerner, Chuck Schmidt, Kevin Hartze, Elizabeth Hernandez, Keri Lobdell

The Agenda	The Discussion	Action
Call to Order		Meeting called to order by Chair Mitchell at 4:00 p.m.
Agenda Changes	None	Trustee Armijo moved and Trustee Page seconded the motion to approve the agenda as written. Approved Unanimously.
Approval of Minutes	December 10, 2019 Meeting Minutes Discussion - None	<ul style="list-style-type: none"> Trustee Armijo moved and Trustee Jackson seconded the motion to approve all minutes as written. Approved unanimously.
<u>Celebrating Excellence</u> Cyber Force Team and Faculty Coaches Tym Obrien, Melissa DeHaan, Matt Boehnke, Tony Sake, Josh Bee, Don Humphrey, Elizabeth Hernandez Diversity Marketing Campaign Anna Tensmeyer, Marketing & Communications Director and Julie Saraceno, Graphics Designer Supervisor, Lauran Wang, Mustang Signs	Melissa McBurney, Vice President for Instruction introduced the faculty coaches in attendance. Debbie Wolf introduced the Cyber Hawks' president to share some remarks. On December 1, 2018 the cyber hawk team placed 19 out of 70 teams. The team has aspirations to compete in Texas this spring. Kevin Rusch, Vice President for Institutional Advancement introduced the marketing team. Anna, Julie and Lauran Wang gave a Power Point presentation. Lauran printed the diversity posters and the application procedure for campus and the student housing signs.	The Trustees presented the Cyber Force Team and Faculty Coaches a coin of excellence. The Trustees presented the Marketing team and Lauran with a coin of excellence
<u>Linkage to Community</u> Patrick Jones, Executive Director, Institute for Public Policy & Economic Analysis	President Woods introduced Patrick Jones. Patrick shared the Benton Franklin Trends website, navigating and explaining the data that can be accessed on the site.	The Trustees presented Patrick with a coin of excellence.
Remarks By Administration – President	<u>Rebekah Woods</u> <ul style="list-style-type: none"> The Legislative Action Committee has met twice with Arlen Harris. One more faculty member is needed for the committee. The committee has two meetings on the calendar and each member will have a designated Legislator or Senator assigned to them. The ACT meeting and the WACTC will be held in conjunction next week. Dr. 	

Reports	<p><u>Tyrone Books</u></p> <p>2nd Quarter Financial Statement</p> <p>The report is tracking where expected. Expenditures will continue to adjust as the year progresses.</p> <p>Cash Balance Report</p> <p>The report is as expected.</p>	
Discussion	<p>Resolution19-01, 2815 St. Andrews Loop Acquisition</p> <p>A motion was made and discussion followed to take action now and vote on the resolution and not wait to take it to consent. Tyrone Brooks has the authority to finalize the purchase of the property that is located next to Sun hawk Hall.</p>	
Public Comments	none	
Executive Session	<p>RCW 42.30.110(1)(g): To review the performance of a public employee</p> <p>RCW 42.30.110(1)(i): discuss litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party</p>	
Adjournment: 5:49 p.m.	<p>Next Board of Trustees' Meeting</p> <p>Beers Board Room</p> <p>February 4, 2019 – 7:30 a.m.</p>	

Duke Mitchell, Chair

EXHIBIT B

ASCBC

ASCBC | Newsletter | Board of Trustees

Roll-a-rena Night

January 24th was a free skate for students. ASCBC rented the facility just for CBC students to enjoy. With nearly 200 students and guests on the floor, it was proudly packed.

Richland Pizza Feed

CBC is a big campus; and as the Student Government, we happily host events for students to enjoy. However, many of these events are on Pasco campus during the day. ASCBC recognizes that events at our extension site in Richland is also important. On February 4th, the HSC campus was treated to a pizza lunch. The student leaders enjoyed socializing with students on that campus while they ate.

Club Rush

The second and final club rush of the school year was hosted Jan. 17th. We had 22 clubs in attendance. Tables were staffed by current club members in order to sign up new club members. ASCBC provided popcorn and soda to add to the festivities.



Life-Size Candy Land

It's a sweet return to Candy Land. Back by popular demand from last year. Overnight peppermint forests sprouted and licorice castles sprang up for students to race their friends to Candy Mountain on January 30 & 31 in the Gjerde Center. The life-size game allowed students to be the game pieces. Students played in teams of 8 and completed rounds in 15-30 minutes, allowing students to play in-between their classes. The ASCBC Service & Activities Board did a great job making all of the props and the game board.

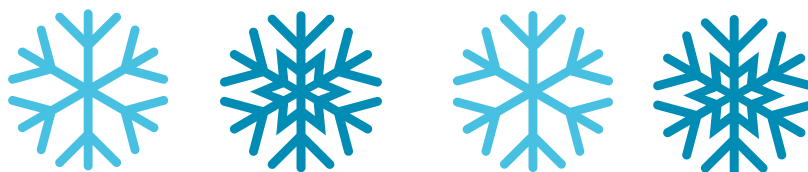


EXHIBIT C

FY 2019 - Estimated Cash Balances - COLUMBIA BASIN COLLEGE

ASSETS <i>As of January 29, 2019</i>			
CASH			
1110	In Bank	\$	12,948,367
1120	Undeposited	\$	-
1130	Petty	\$	5,504
Total		\$	12,953,871
INVESTMENTS			
1210	Investments(ST/LT)	\$	17,893,007
Total		\$	17,893,007
ACCTs RECEIVABLE			
1312	Current	\$	297,046
1318	Unbilled	\$	-
1319	Other	\$	21,559
	Allowance for Accts Rec	\$	(35,504)
Total		\$	283,101
INTER/INTRA GOV RECEIVABLES			
1351	Due From Fed	\$	46,281
1352	Due From Other Gov	\$	1,956,422
1354	Due From Other Agency	\$	34,577
Total		\$	2,037,279
TOTAL ASSETS		\$	33,167,259
LIABILITIES			
CURRENT			
5111	Accts Payable	\$	526,764
5124	Accrued Salaries Pay	\$	-
5150	Due To State Treasurer	\$	600,475
5154	Due To Other Agency	\$	66,081
5158	Sales/Use Tax	\$	31,128
5199	Accrued Liabilities	\$	-
5173	COP Current Year P&I Due	\$	1,488,326
Total		\$	2,712,774
TOTAL LIABILITIES		\$	2,712,774

Cash Balance			
(ASSETS less LIABILITIES)		\$	30,454,485
Dedicated Balances			
1110	Student Supported Capital	\$	2,188,015
1110	3.5% - Needy Student Aid	\$	1,002,849
1110	Students S&A	\$	728,369
1110	Bookstore Operating Reserves	\$	500,000
1110	Student Rec Center	\$	3,000,000
1110	Technology Fee	\$	913,128
1110	Parking Fees	\$	390,934
1110	Basic Food Employment and Training	\$	184,079
Total		\$	8,907,374
Reserves Policy - (BOT Policies on Reserves)			
		Values	
	Operating Reserve	\$	7,600,000
	Unplanned Capital Repair and Replacement	\$	2,000,000
	Real Estate Debt Fund	\$	2,000,000
	Planned Future Operations	\$	2,336,000
	Capital Facilities Projects	\$	4,470,000
Total		\$	18,406,000
Operating Reserves Balance			
Existing Reserve balance less Dedicated Reserves and Emergency Reserves		\$	3,141,111

EXHIBIT D

FY1819 Operating Funds Variance Report

% of Fiscal YR: 58.08%

1/29/2019

By FUND					EXP/BDGT	EXP/REV	REV/BDGT
*State Allocation 101,123,3E0,BK1,BG1,BD1,PS0,CE1	000	BDGT	\$25,740,765.00	<div><div></div></div>	46.32%	50.89%	91.01%
		EXP	\$11,922,954.10	<div><div></div></div>			
		REV (Alloc)	\$23,427,651.00	<div><div></div></div>			
Local Fees	148	BDGT	\$2,723,588.00	<div><div></div></div>	47.00%	50.08%	93.84%
		EXP	\$1,279,975.51	<div><div></div></div>			
		REV	\$2,555,943.28	<div><div></div></div>			
Local Tuition	149	BDGT	\$17,020,359.00	<div><div></div></div>	46.28%	75.81%	61.04%
		EXP	\$7,876,187.34	<div><div></div></div>			
		REV	\$10,389,136.59	<div><div></div></div>			
Running Start	145	BDGT	\$751,006.00	<div><div></div></div>	47.78%	9.09%	525.59%
		EXP	\$358,832.77	<div><div></div></div>			
		REV	\$3,947,248.83	<div><div></div></div>			
TOTALS		BDGT	\$46,235,718.00		46.37%	53.17%	87.21%
		EXP	\$21,437,949.72				
		REV	\$40,319,979.70				

BY OBJ, ALL FUNDS COMBINED			BDGT	EXP	EXP/BDGT	NOTES:
SALARIES	A		\$27,340,923.00	\$13,014,513.89	47.60%	* per Allocation #4 ** Principal and interest debt service expenditures occur in December and June
BENEFITS	B		\$9,224,120.00	\$4,822,385.00	52.28%	
PROFESSIONAL SERVICES CONTRACTS	C		\$454,341.00	\$275,261.99	60.58%	
GOODS & SERVICES	E		\$6,105,547.00	\$2,944,751.22	48.23%	
COST OF GOODS SOLD	F		\$0.00	\$0.00	0.00%	
TRAVEL	G		\$546,078.00	\$268,299.37	49.13%	
CAPITAL OUTLAYS	J		\$826,782.00	\$171,829.35	20.78%	
SOFTWARE	K		\$0.00	\$0.00	0.00%	
GRANTS BENEFITS & CLIENT SVCS	N		\$870,032.00	\$223,560.01	25.70%	
**DEBT SERVICE	P		\$1,534,732.00	\$195,883.53	12.76%	
INTERAGENCY REIMBURSEMENTS	S	Revenue Bdgt	(\$220,996.00)	(\$104,546.70)	47.31%	
INTRAAGENCY REIMBURSEMENTS	T	Revenue Bdgt	(\$445,841.00)	(\$373,987.94)	83.88%	
DEPRECIATION, AMORTIZATION, BAD DEBT	W		\$0.00	\$0.00	0.00%	
			\$46,235,718.00	\$21,437,949.72	46.37%	