

**COLUMBIA BASIN COLLEGE
BOARD OF TRUSTEES'**

May 13, 2019
SWL 121 — 4pm.

Agenda

Call to Order

***Agenda Changes**

***Approval of Minutes**

Exhibit A

Celebrating Excellence

Jazz Ensemble

Collin Wilson, Assistant Professor of Music

2019 All Washington Academic Team

Brett Jakubek

Kaile Kauanui

Terry Fleischman, Phi Theta Kappa, Advisor

Newly Tenured Faculty (will be recognized at the 3pm reception)

Remarks

By Administration

President

CEO, Foundation

By ASCBC

Exhibit B

By Faculty Senate Chair

By AHE

By Board Members

Reports

Variance Report

Exhibit C

Cash Balance Report

Exhibit D

***Discussion/Action**

Resolution 19-03 West Argent Road Right-of-Way and Public Utility Easement

Exhibit E

Discussion

Draft Budget FY20 Presentation

Exhibit F

Athletics FY20 Budget

Exhibit G

Calendar for September 2019-August 2020 Board Meetings

Consent

Public Comments

Executive Session

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

RCW 42.30.110 (1)(I) To discuss with legal counsel representing the agency in litigation

Adjournment

***(Requires motion/approval)**

Exhibit A

Columbia Basin College
Board of Trustees' Meeting Minutes
April 8, 2019
Beers Board Room – 7:30 a.m.

Board Members in attendance: Duke Mitchell, Kedrich Jackson, Bill Gordon, Sherry Armijo, Rebekah Woods, Secretary to the Board, Darlene Scrivner
Others in Attendance: Melissa McBurney, Michael Lee, Kevin Rusch, Cheryl Holden, Tyrone Brooks, Jason Engle, Kelsey Myers, Monica Hansen, Keri Lobdell, Kay Lynn Stevens, Kevin Hartzel, Bryan Ovens, Alice Schlegel, Dylan Mockler, Robert Schaeffer, Lane Schumacher, Anna Tensmeyer, Julie Saraceno, Roman Lara, Mary Hoerner, Laird Livingston, Sandya Kesoju

The Agenda	The Discussion	Action
Call to Order		Meeting called to order by Chair Mitchell at 7:33 a.m.
Agenda Changes	Jason Engle will give his presentation before the remarks portion on the agenda.	Sherry Armijo moved and Kedrich Jackson seconded the motion to make the change to the agenda as written. Approved unanimously.
Approval of Minutes	March Meeting Minutes Discussion - None	Sherry Armijo moved and Bill Gordon seconded the motion to approve all minutes as written. Approved unanimously.
<u>Celebrating Excellence</u> Vanessa Meras, Chosen participant in the NASA Community College Aerospace Scholars on site experience Debbie Padilla, Director for MESA Agriculture Student Award Recipients: National Professional Agriculture Student (PAS) Organization Competitions: Cavan Walker, Psyche Bloodgood, Obadiah Sheriff, Chris May, Katherine Carpenter, Kala Null, Syndey Hoeft Kerrin Bleazard, Senior Associate Professor	Debbie Padilla introduced Vanessa and explained that Vanessa was the first student to apply and was chosen to participate in a five week NASA program. She will attend NASA on site and will be leaving this week. Laird Livingston, Associate Dean for Agriculture and Culinary Arts introduced the agriculture student award recipients and added that Sandya Kesoju, Director for Agriculture Education, Research & Development was nominated by the Western Society of Crop Science for the Emerging Women Scientist of the Year.	The Trustees presented Vanessa with a coin of excellence. The Trustees presented the Agriculture Students and Sandya with a coin of excellence
Jason Engle Mission Fulfillment	Trustee Jackson questioned if most CBC students are taking full time loads.	Jason presented a PowerPoint presentation. Jason will look at the data and report back to Trustee Jackson regarding CBC students going full time.
Linkage to Community JoDee Garretson, Executive Director for the Support, Advocacy & Resource Center (SARC) Camie Glatt, Vice President for Human	Camie introduced JoDee and informed there will be a SARC representative on campus soon to meet with people and advocate in order to break down barriers. SARC is non-profit and extends services to all victims of crime, although the majority are sexual assault victims. SARC also connects clients to counseling services. The services are free and confidential.	The Trustees presented JoDee with a coin of excellence.

Resources & Legal Affairs		
Remarks		
Administration – President	<p>After the March meeting at OCCI Dr. Woods felt confident that the culinary institute would be both an inspiration to the Tri-Cities and the execution of the institute will be a success. Melissa McBurney and Laird Livingston made a recent visit to the Salt Lake Community College Culinary Institute.</p> <p>Dr. Woods was invited by Heritage University to be the keynote speaker at their convocation service on Thursday. Several people from cabinet attended with her. Dr. Woods spoke on the transformational power of education and the butterfly effect. She was presented with a beautiful Pendleton blanket as a thank you.</p> <p>Olympia visit: SBCTC is asking colleges to make one final trip to Olympia in April. Dr. Woods will be attending AACC in Orlando and will be unavailable to attend. Kevin Rusch will make the trip.</p> <p>National Science Foundation: CBC received word on Friday the college was awarded the colleges' first National Science Foundation grant in the amount of 289,000 for research to increase the student population in the manufacturing fields.</p> <p>Tenured Faculty: on May 13th at 3 pm. there will be a celebratory reception for the newly tenured faculty in the Thornton courtyard.</p> <p>CBC Logo: Marketing has been updating the logo and are in attendance for the big reveal.</p>	<p>Dr. Woods opened the blanket to show the butterfly artwork to the trustees.</p>
Vice President for Institutional Advancement - Foundation	<p><u>Kevin Rusch</u> Sarah Murphy, Director for Strategic Initiatives and Erin Fishburn, Senior Director for Development are new hires and will both be on campus by the next board meeting.</p> <p>April 27 is the Power of Connection Scholarship gala event.</p> <p>Migration has begun for the new data base and will be a 3-4 month process.</p>	<p>Anna Tensmeyer, Marketing and Communications Director and Julie Saraceno, Graphic Designer Supervisor gave a PowerPoint presentation to reveal the new CBC Logo</p>
ASCBC	None	
Faculty Senate	None	
AHE	<u>Kay Lynn Stevens</u>	

Board Members	<p>The quarterly representative council meeting is April 11. Next week is the quarterly Labor Management Communications meeting on Thursday, April 18.</p> <p>Trustee Gordon: no report Trustee Jackson would like to hold some future board meetings at different locations on campus. Trustee Armijo will be attending and also extended an invitation to attend the Hispanic Academic Achievers program on April 26. Chair Mitchell attended the meet and greet for the Delegation from Colima Mexico held at CBC; attended the CBC Winter Jazz Night concert; Met with the Aspen Institute review team for lunch and discussion about the CBC campus, academic programs and overall campus environment; attended TC Regional Awards Luncheon at Three Rivers Convention Center.</p>	
Reports Quarterly Financial Statement	Overall moving along, there is a bump in tuition and fees as spring 2019 revenues were collected.	
Cash Balance Report	Operating reserves and cash collection are related.	
Discussion Resolution 19-03, Waiver of the 24 Credit Graduation Requirement for HS Freshmen	The application goes to the board and from there to OSPI.	Trustee Armijo moved and Trustee Jackson seconded the motion to approve the waiver of the 24 credit graduation requirement for HS freshmen
ASCBC 2019-20 Budget	Discussion was had on the lower support given this year to the planetarium and how the planetarium uses funds. Dylan commented that the funds benefit curriculum, not students. The trustees complimented the authors of the report for providing a highly impressive detailed document.	Dylan Wright Mockler presented a PowerPoint for the 2019-20 ASCBC budget. Trustee Armijo moved and Trustee Jackson seconded the motion to approve the ASCBC 2019-20 budget as written.
Public Comments	None	
Executive Session Convened: 8:58 a.m. Reconvened: 9:19 a.m.	RCW 42.30.110(1)(g): To review the performance of a public employee	
Adjournment: 9:19 a.m.	<p>Next Board of Trustees' Meeting Beers Board Room May 13, 2019 – 4 p.m.</p>	

Duke Mitchell, Chair

Exhibit B

ASCBC

Board of Trustees | Newsletter | Student Government



ASCBC Goes Green

Throughout the month ASCBC supported sustainability efforts across multiple events,

The students at ASCBC believe that we have a responsibility to care for the environment. To help do our part in the month of April, we have provided students fun learning opportunities on sustainable lifestyles and our impact on the world. Below are the events:

1

ARBOR DAY

On April 10th, the annual tree-planting event was co-hosted with CBC Sustainability.

2

EARTH DAY

On April 18th, students gathered in the HUB to learn about animals and their habitats.

3

GROW GREEN

Students used sustainable methods for food and herb planting on May 2nd.

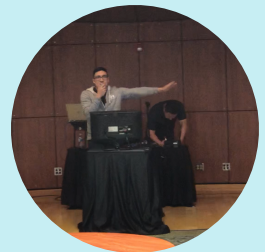
Welcome Spring

ASCBC welcomed students back for a lively spring quarter April 1st.



Club Rush, The Third

Clubs gathered to promote club activities, and increase membership on April 11th.



Hub Goes Pub

On April 22nd, students sang, ate popcorn, and drank soda for this fantastic event.

Exhibit C

FY1819 Operating Funds Variance Report

% of Fiscal YR: 83.84%

5/3/2019

By FUND					EXP/BDGT	EXP/REV	REV/BDGT
*State Allocation 101,123,3E0,BK1,BG1,BD1,PS0,CE1	000	BDGT	\$25,544,488.00	<div><div></div></div>	74.05%	80.68%	91.78%
		EXP	\$18,914,944.66	<div><div></div></div>			
		REV (Alloc)	\$23,445,596.00	<div><div></div></div>			
Local Fees	148	BDGT	\$2,692,550.00	<div><div></div></div>	62.13%	44.90%	138.36%
		EXP	\$1,672,802.12	<div><div></div></div>			
		REV	\$3,725,327.71	<div><div></div></div>			
Local Tuition	149	BDGT	\$17,221,002.00	<div><div></div></div>	68.98%	88.14%	78.26%
		EXP	\$11,878,329.46	<div><div></div></div>			
		REV	\$13,477,350.80	<div><div></div></div>			
Running Start	145	BDGT	\$751,006.00	<div><div></div></div>	61.04%	6.95%	877.75%
		EXP	\$458,448.46	<div><div></div></div>			
		REV	\$6,591,968.66	<div><div></div></div>			
TOTALS		BDGT	\$46,209,046.00		71.25%	69.70%	102.23%
		EXP	\$32,924,524.70				
		REV	\$47,240,243.17				

By OBJ, ALL FUNDS COMBINED		BDGT	EXP	EXP/BDGT	NOTES:
SALARIES	A	\$27,351,888.00	\$20,040,346.43	73.27%	<p>* per Allocation #6</p> <p>** Principal and interest debt service expenditures occur in December and June</p>
BENEFITS	B	\$9,222,384.00	\$7,138,664.40	77.41%	
PROFESSIONAL SERVICES CONTRACTS	C	\$507,133.00	\$378,248.72	74.59%	
GOODS & SERVICES	E	\$5,797,333.00	\$3,810,948.82	65.74%	
COST OF GOODS SOLD	F	\$0.00	\$0.00	0.00%	
TRAVEL	G	\$546,131.00	\$402,082.49	73.62%	
CAPITAL OUTLAYS	J	\$789,250.00	\$365,900.31	46.36%	
SOFTWARE	K	\$0.00	\$0.00	0.00%	
GRANTS BENEFITS & CLIENT SVCS	N	\$1,127,032.00	\$1,160,410.67	102.96%	
**DEBT SERVICE	P	\$1,534,732.00	\$195,883.53	12.76%	
INTERAGENCY REIMBURSEMENTS	S	Revenue Bdggt (\$220,996.00)	(\$175,533.16)	79.43%	
INTRAAGENCY REIMBURSEMENTS	T	Revenue Bdggt (\$445,841.00)	(\$392,427.51)	88.02%	
DEPRECIATION, AMORTIZATION, BAD DEBT	W	\$0.00	\$0.00	0.00%	
		\$46,209,046.00	\$32,924,524.70	71.25%	

Exhibit D

FY 2019 - Estimated Cash Balances - COLUMBIA BASIN COLLEGE

ASSETS <i>As of April 30, 2019</i>			
CASH			
1110	In Bank	\$	14,663,527
1120	Undeposited	\$	-
1130	Petty	\$	5,504
Total		\$	14,669,031
INVESTMENTS			
1210	Investments(ST/LT)	\$	17,863,995
Total		\$	17,863,995
ACCTs RECEIVABLE			
1312	Current	\$	500,973
1318	Unbilled	\$	-
1319	Other	\$	21,325
	Allowance for Accts Rec	\$	(35,504)
Total		\$	486,794
INTER/INTRA GOV RECEIVABLES			
1351	Due From Fed	\$	45,987
1352	Due From Other Gov	\$	1,085,733
1354	Due From Other Agency	\$	83,246
Total		\$	1,214,965
TOTAL ASSETS		\$	34,234,785
LIABILITIES			
CURRENT			
5111	Accts Payable	\$	14,927
5124	Accrued Salaries Pay	\$	-
5150	Due To State Treasurer	\$	663,752
5154	Due To Other Agency	\$	66,081
5158	Sales/Use Tax	\$	30,127
5199	Accrued Liabilities	\$	-
5173	COP Current Year P&I Due	\$	1,263,535
Total		\$	2,038,422
TOTAL LIABILITIES		\$	2,038,422

Cash Balance		
(ASSETS less LIABILITIES)	\$	32,196,363
Dedicated Balances		
1110	Student Supported Capital	\$ 2,538,701
1110	3.5% - Needy Student Aid	\$ 878,192
1110	Students S&A	\$ 1,053,527
1110	Bookstore Operating Reserves	\$ 500,000
1110	Student Rec Center	\$ 3,000,000
1110	Technology Fee	\$ 1,085,310
1110	Parking Fees	\$ 432,715
1110	Basic Food Employment and Training	\$ 181,420
Total		\$ 9,669,864
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	\$ 5,012,000
Total		\$ 18,948,000
Operating Reserves Balance		
Existing Reserve balance less Dedicated Reserves and Emergency Reserves	\$	3,578,499

Exhibit E



Columbia Basin College
Resolution No. 19-04
West Argent Road Right-of-Way and Public Utility Easement

WHEREAS, the Board of Trustees of Community College District No. 19, Columbia Basin College, recognizes the ongoing cooperation between Columbia Basin College and the City of Pasco, AND

WHEREAS, the City of Pasco desires to undertake the West Argent Road improvement project which includes the construction, improvement, maintenance, and repair of West Argent Road, AND

WHEREAS, Columbia Basin College desires to grant the City of Pasco a right-of-way and utility easement over, across, and under the real property situated in the City of Pasco, Franklin County, for the West Argent Road improvement project, AND

WHEREAS, Columbia Basin College desires to provide the City of Pasco a temporary construction easement for the West Argent Road improvement project, AND

WHEREAS, exhibit documents* have been provided to the Board of Trustees showing said easements and right-of-way, AND

WHEREAS, the Board of Trustees of Columbia Basin College and the College President desire to show their strong support for this project which will benefit and beautify the campus, AND

WHEREAS, Columbia Basin College has been granted legal authority by the State Board of Community and Technical Colleges, and that Tyrone Brooks, Vice President for Administrative Services, is hereby authorized, for and on behalf of Columbia Basin College, to do and perform any and all acts which may be necessary to carry out the foregoing resolution including the preparation, delivery and recordation of agreements, and other instruments pertaining to the City of Pasco West Argent Road improvement

NOW, THEREFORE, BE IT RESOLVED by The Board of Trustees of Columbia Basin College hereby approves that the foregoing resolution is a true and correct copy of the resolution adopted by the vote of a majority of the members of the Columbia Basin College Board of Trustees present at a meeting of said Board on the ___ day of May, 2019, at which a quorum was present.

BOARD OF TRUSTEES
Columbia Basin College

By: _____
David L. Mitchell, Chair of the Board of Trustees

*MacKay&Sposito Public Utility Easement
MacKay&Sposito Right of Way Dedication
MacKay&Sposito Temporary Construction Easement
MacKay&Sposito West Argent Road diagram

Exhibit F

COLUMBIA BASIN COLLEGE 2019-2020 OPERATING BUDGET PROPOSAL

Overview

The Budget is a plan for the future of how we intend to use our resources based on the information

This plan was created as a team effort involving Budget Services, Budget Managers, and CBC's Cabinet leadership team. Each budget represents the anticipated needs for funding to carry out the department's goals and objectives in support of the CBC Mission. This budget plan will provide us with the ability to track and manage our fiscal year resources across multiple funding sources.

External Factors

External factors are taken into consideration when developing a forecast of our future

- COLA increases for full-time employees (subject to negotiated agreements and/or compensatory systems) and state minimum wage increase
- Annual health benefit rate change
- Tuition rate changes
- Running Start Program rate changes
- Enrollment projections
- Debt Service capital projection
- New Program: BAS –Teacher Education

Classification of Resources

We currently classify our resources in four major categories. This helps to manage the

- Operating Budget: Funding sources include: State Allocation, Tuition income (Fund 149), Fee Income (Fund 148) Running Start contract income (Fund 146 –in FY1920).
- Grants fund 145: Funding sources include federal, state or local grants or contract awards. These accounts have an educational mission rather than community service focus. Revenue generated from Grants are restricted to fulfill the objectives specified by the granting agency. Therefore, this revenue is not used as part of our operating budget process.
- Auxiliary fund 570: Accounts that are funded by self-sustaining activities that are related to community services. Revenue generated through these activities are used to support the expenses incurred specifically by the activities. These expenses are not supported by our operating budget. Any excess revenue is used to support college wide strategic initiatives and other entrepreneur projects.
- Associated Student's fund 522: This funding is managed by our ASCBC team and is used to help fund approved student activities. A budget committee will allocate funding to student organization, clubs, and groups.

Budget Enhancements

Strategic investments in programs and services to support our mission and achieve

- Assessment Center: Position to support the need for multiple measures in evaluating student placement. (Math, English, Reading).
- Pathways: Services to have early career conversations regarding career options, pathways and resources to support the transition to a case management model of advising.

Budget Account Responsibility

Delegated Authority of budget account responsibility:

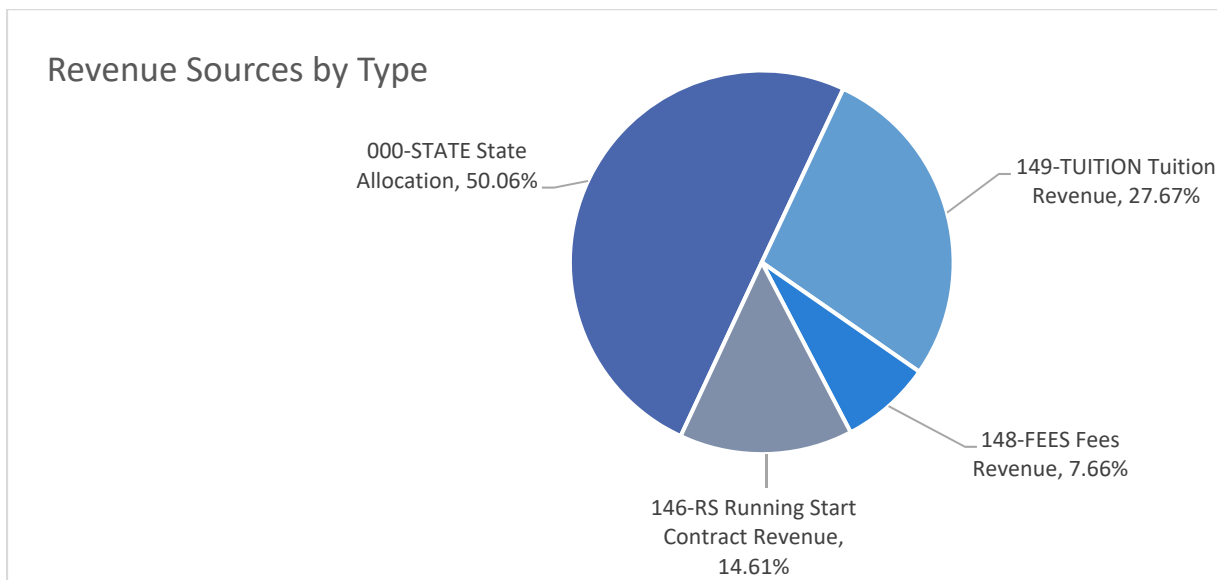
Our accounts are organized by Vice President (VP) area. Each VP has the ability to delegate budget responsibility to Assistant VP's, Deans, or Directors in their area to assist in the management of the approved fiscal year budgets.

Delegation of budget authority includes but may not be limited to:

- Management of expenses to not exceed approved budgets
- Review and approval of all purchases under delegated budget accounts
- Understanding of proper budget code and object code combination
- Reconciliation of delegated budget account codes
- Attend regularly scheduled training sessions
- Active participation in CBC annual budget development process

FY1920 Revenue Forecast:

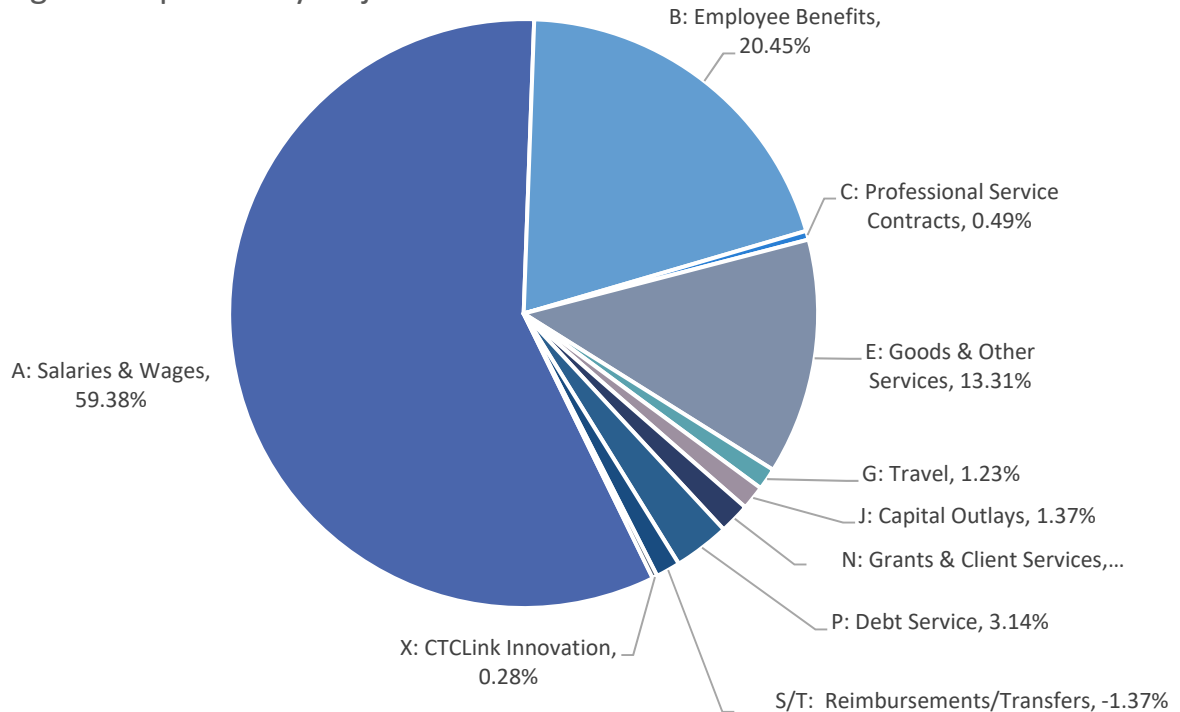
Fund	Fund Description	FY1920 Forecast	% of Total Budget
000-STATE	State Allocation	\$24,488,822	50.06%
149-TUITION	Tuition Revenue	\$13,535,000	27.67%
148-FEES	Fees Revenue	\$3,750,000	7.66%
146-RS	Running Start Contract Revenue	\$7,150,000	14.61%
TOTAL REVENUE FORECAST:		\$48,923,822	



FY1920 Budget Proposal:

Object	Object Description	Budget Expense Amount	% of Total Budget
A:	Salaries & Wages	\$28,985,943	59.38%
B:	Employee Benefits	\$9,982,694	20.45%
C:	Prof. Service Contracts	\$241,320	0.49%
E:	Goods & Other Services	\$6,496,814	13.31%
G:	Travel	\$601,250	1.23%
J:	Capital Outlays	\$666,829	1.37%
N:	Grants & Client Services	\$838,832	1.72%
P:	Debt Service	\$1,534,732	3.14%
S/T:	Reimbursements/Transfers	-\$670,536	-1.37%
X:	CTCLink Innovation	\$137,000	0.28%
TOTAL OPERATING EXPENSE:		\$48,814,878	100.00%

Budgeted Expenses by Object code



Fiscal Year Budget Comparison FY1920 to FY1819

		FY1920 Forecast	FY1920 % of Bdgt	FY1819 Budget	FY1819 % of Bdgt
Revenue Forecast					
000- STATE	State	\$24,488,822	50.06%	\$23,701,276	51.98%
149- TUITION	Tuition	\$13,535,000	27.67%	\$13,500,000	29.60%
148- FEES	Fees	\$3,750,000	7.66%	\$3,400,000	7.46%
145-RS	Running Start	\$7,150,000	14.61%	\$5,000,000	10.96%
TOTAL INCOME		\$48,923,822		\$45,601,276	
Operating Expenses (all funds)					
A:	Salaries & Wages	\$28,985,943	59.38%	\$26,679,765	58.95%
B:	Employee Benefits	\$9,982,694	20.45%	\$9,135,506	20.19%
C:	Prof. Service Contracts	\$241,320	0.49%	\$337,690	0.75%
E:	Goods & Other Services	\$6,496,814	13.31%	\$6,028,482	13.32%
G:	Travel	\$601,250	1.23%	\$540,002	1.193%
J:	Capital Outlays	\$666,829	1.37%	\$830,559	1.84%
N:	Grants & Client Services	\$838,832	1.72%	\$838,832	1.85%
P:	Debt Service	\$1,534,732	3.14%	\$1,534,732	3.39%
S/T:	Reimbursements/Transfers	(\$670,536)	-1.37%	(\$666,837)	-1.47%
X:	CTCLink Innovation	\$137,000	0.28%	\$0	0.00%
Total Operating Expenses:		\$48,814,878		\$45,258,731	
NET RESOURCES:					
		\$108,944		\$342,545	

Exhibit G

FY1920 Proposed Athletic Program Budget

External Revenue Generation (estimated)

570 265-1R09	Athletic Entrepreneur (Concessions & Ticket Sales)	\$	8,000
FDN Various	Game Management Funding (Foundation Accounts)	\$	52,000
			\$ 60,000

Internal Support Sources: (per FY1819 budget proposal pending BOT approval)

522 264-1ADA	BASEBALL	\$	39,000
522 264-1ADB	Men's Basketball	\$	29,000
522 264-1ADC	Men's Soccer	\$	27,000
522 264-1ADE	Men's Golf	\$	13,000
522 264-1AEA	Women's Basketball	\$	29,000
522 264-1AEB	Volleyball	\$	29,000
522 264-1AED	Women's Soccer	\$	27,000
522 264-1AEF	Women's Golf	\$	13,000
522 264-1AEG	Softball	\$	29,000
522 264-1AGL	Athletic Promotions	\$	1,500
522 264-1ADG	Game Management	\$	82,577
522 264-1AFE	Grants in Aid (Athletic scholarships)	\$	127,680
145 162-ATHL	Athletics Prg	\$	555,542
			\$ 1,002,299
Budget Total:			\$1,062,299

Tuition Waivers (based on current year actuals)

	Volleyball	\$	4,578
	W. Soccer	\$	11,118
	M. Basketball	\$	6,540
	W. Basketball	\$	6,867
	Softball	\$	9,810
	Baseball	\$	10,464
	M. Soccer	\$	8,502
	M. Golf	\$	4,578
	W. Golf	\$	6,213
			\$ 68,670

Indirect Services:

149 Various	Grounds, Maintenance, Custodial	\$	267,533
			\$ 267,533
Total in Kind:			\$ 336,203
Over all Total:			\$ 1,398,502

* Section 1 of SSB6493:

"The board of trustees or regents of each of the states colleges and universities under RCW 28B.15.005 must specifically approve in an open public meeting, the annual budget for its programs for intercollegiate athletic competition in advance of any expenditure for fiscal year."