

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

June 11, 2018

SWL Building Conference Room 121 — 4:00 p.m.

Agenda

Call to Order

***Agenda Changes**

***Approval of Minutes**

May 14, 2018 Board of Trustees' Meeting

Exhibit A

Celebrating Excellence

Women's Golf team

Men's Baseball team

Department of Music

Linkage with Community

Melinda Carmona, Director for Veteran's Education and Transition Services

Veteran's Opportunity Center

Remarks

By Administration

President

By Faculty Senate Chair

By ASCBC

By Executive Director, Foundation

By AHE

By Classified Staff

Trustee Work Session

Reports

Budget Tracking and Fund Balance

Exhibit B

Discussion

Guided Pathways

Retreat Agenda

Mission Fulfillment Model

Exhibit C

***Consent**

FY19 Budget

Exhibit D

FY 19 Athletics Budget

Exhibit E

Resolution 18-03, Certificate of Participation for Student Recreation Center

Exhibit F

Resolution 18-04, Naming of Engineering Technology Lab

Exhibit G

2018-19 S&A Budget

Exhibit H

Public Comments

Executive Session

RCW 42.30.110(1)(i) discuss potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party

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

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
May 14, 2018
Beers Board Room – 4:00 p.m.

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

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

Others in Attendance: Tyrone Brooks, Camilla Glatt, Cheryl Holden, Michael Lee, Melissa McBurney, Kevin Hartze (AAG), Caitlin Flemming (AAG), Jason Engle, Alissa Watkins, Frank Murray, Anna Tensmeyer, Sandya Kesoju, Brian Dexter, Deborah Meadows, Bill McKay, Curtis Crawford, Monica Hansen, Josh Ellis, Daphne Larios, Alice Schlegel, Scott Rogers, Lane Schumacher, Kelsey Myers, Carrie DeLeon, Kim Tucker, Tammy Sanderson, Jesus Mota, Alma Martinez, Kim Tucker, Susan Campbell, Tammy Sanderson, Brady Brooks, Chris Herbert, Terry Fleishman, Eleanor Schroeder, Chris Herbert, Rik Smith, Vlada Mykhailova

The Agenda	The Discussion	Action
Call to Order	<ul style="list-style-type: none"> Meeting called to order by Chair Jackson at 4:03 p.m. 	
Agenda Changes	<ul style="list-style-type: none"> Introduction of new tenured faculty Safety Presentation 	<ul style="list-style-type: none"> Trustee Mitchell moved and Trustee Armijo seconded the motion to modify the agenda. Approved unanimously.
Approval of Minutes	<ul style="list-style-type: none"> April 9, 2018 Meeting Minutes Discussion - None 	<ul style="list-style-type: none"> Trustee Armijo moved and Trustee Mitchell seconded the motion to approve all minutes as written. Approved unanimously.
Introduction of New Tenured Faculty	Rebekah Woods introduced our new tenured faculty - Tim Harris, Joshua Bee, Alma Martinez, Jennifer Sainz and Rick Johnson. Chair Jackson presented each faculty member with a coin of excellence.	
Celebrating Excellence	<p><u>All-State Academic Team Award</u> Dr. Woods introduced Leslie Esquivel and Gracelyn Ward, recipients for the 2018 All-Washington Academic Team. Leslie and Gracelyn are members of Phi Theta Kappa Honor Society were recognized by the All-Washington Academic Team program for their scholastic achievement and community and college service.</p> <p><u>NISOD Excellence Award</u> Cheryl Holden introduced NISOD recipients, Carrie DeLeon, Associate Professor and Coordinator for Counseling and Elizabeth Hernandez-Osorio, Cyber Security Program Outreach and Retention Specialist. The National Institute for Staff and Organizational Development is a membership organization committed to promoting and celebrating excellence in teaching, learning and leadership at community and technical colleges. The NISOD Excellence Awards were established in 1991 to recognize individuals doing extraordinary work on their campuses.</p> <p><u>Mars Rover</u> Gerald Humbel introduced students involved in the MARS Rover project - Allison Mazurek, Kiezer McKinney, Kassandra Ouderkirk, Haylee Ashby, Dulcenea Abella, Andrew Perkins</p>	

	<p>and Natscha Rhoades. The students were competing for NASA's human exploration rover challenge and placed 15th nationwide. Also attending was Amy Buehler from the High School Academy and Phil Pond from the Welding Department. Mr. Humbel thanked the Board and the College for all the support. Chair Jackson pointed out the competition included four-year universities. 150 teams from all over the country design, create, engineer and build a Mars rover. Trustee Armijo and Mitchell presented them with a coin of excellence.</p> <p><u>Post-Secondary Agricultural Organization Competition</u> Kerrin Bleazard introduced the National PAS Competition's CBC student participants:</p> <p>Tierney Core- 1st Place Employment Interview in Forestry and Natural Resources, 1st Place Turf Grass Management Specialist ID and 4th Place Team Kala Null-3rd Place in Career Planning Non-Ruminant and in Employment Interview Equine Ashley Brinkley- 4th Place Career Planning Ruminant Levi Noethe- 3rd Place Career Planning Crop Production Drew Carlson Rothe- 1st Place Turf Grass management Specialist Exam-4th place Team Obadiah Sheriff- 1st Place State Prepared Speaking and Extemp. Speaking</p> <p>There were over 650 students from all over the nation competing in the National PAS Competitions, including both 2 year and 4 year colleges. Each student was presented with a coin of excellence from the Board.</p>	
Linkage to Community	<p><u>Jobs Nursery</u> Tyrone introduced Alex and Arthur (Art) from Job's Nursery. They are a full line nursery that has been operating under the Job family for 75 years. Job's has been involved in the Arbor Day Campaign at the College, choosing trees to plant on campus and showing the students how to plant trees correctly.</p>	
<p>Remarks</p> <p>Administration – President</p> <p>Faculty Senate Chair</p> <p>ASCBC</p>	<p><u>Rebekah Woods</u></p> <ul style="list-style-type: none"> • Frontier Set – Frontier Set had their annual visit at the College. Dr. Woods met with the team, regarding the progress of our work and our next steps. • Student Recreation Center – There is a lot of excitement and talks continue regarding proposal and possibilities for the new Center. We are receiving lots of feedback from our stakeholders and how they see what could be in this building. <p><u>Chris Herbert</u></p> <ul style="list-style-type: none"> • Elections were held for the next academic year. <p><u>Vlada Mykhailova</u></p> <ul style="list-style-type: none"> • <u>Earth Day</u> – Students celebrated Earth Day with ASCBC on April 19. More than 400 students participated. • <u>Faith over Fear</u> – On April 24, ASCBC hosted an overview of the Islamophobia, entitled "Faith over Fear" which focused on the threat it poses to our national and civil liberties. • <u>Student Voice</u> – ASCBC traveled to the Washington Community and Technical 	

Executive Director, Foundation	<p>Student Association Voice Academy in Bellingham, WA and presented their platform on Open Educational Resources and Student Mental Health.</p> <p><u>Alissa Watkins</u> Funding Feasibility Study - (Nilsson Advisory Group/The Ballidis Group)</p> <ul style="list-style-type: none"> • External interviews being conducted. Wave 3 interviews are being scheduled • Results expected in June <p>Power of Connection – signature event, raising money for scholarships</p> <ul style="list-style-type: none"> • Saturday, April 28 – Gjerde Center • Raised over \$175,000 for scholarships. • Moving the event back on campus was well received. • Several programs featured during the social hour. <p>Scholarship Award</p> <ul style="list-style-type: none"> • Over 600 scholarship applications • Plan to award around \$900,000 in scholarships in 18-19 academic year. <p>Assistant Director of Scholarships</p> <ul style="list-style-type: none"> • Completed 1st round interviews; scheduling 2nd round. <p>Emergency Fund for Vets Program</p> <ul style="list-style-type: none"> • Anneke is working with the Vet program to set up an Emergency Fund for Vets. Goal is to raise \$10,000 for the upcoming academic year. 	
AHE	<p><u>Rik Smith</u> Pleased with the progress of bargaining. AHE held elections for their officers.</p>	
Classified Staff	<ul style="list-style-type: none"> • None to report. 	
Trustee Work Session	<p><u>Kedrich Jackson</u></p> <ul style="list-style-type: none"> • <u>Safety Presentation –Campus Safety and Security</u> <p>Chair Jackson talked about a safety presentation he watched regarding “Active Shooter.” Participants will discuss the safety and security process and plans for the College at the Board Retreat in August.</p> <ul style="list-style-type: none"> • Attended the ACT Conference in Vancouver, WA and it was excellent. <p><u>Sherry Armijo</u></p> <ul style="list-style-type: none"> • Attended the ACT Conference and it was excellent. She thanked Frank Murray and Dr. Woods for supporting the Hispanic Academic Achievers Program. <p><u>Duke Mitchell</u> The following events were attended by Trustee Mitchell:</p> <ul style="list-style-type: none"> • 4/10/18 – Attended Richland School Board Meeting. Dr. Nicole MacTavish, the Richland School District “Superintendent-In-Waiting”, was in the Superintendent’s chair vice Superintendent Dr. Rick Schulte. Two UNFINISHED BUSINESS items of 	

	<p>special interest were (1) the Technology-Vision Trip Updates where Richland School District technology staff had traveled to Denver, Colorado and Nampa, Idaho public school districts to see innovative programs in place and running well that have attracted national attention. And (2) Secondary Extra Curricular Programs/Student Enhancement. These are programs such as engagement with first responders such as firefighters and EMTs, 2nd Harvest, Life Skills programs, and “Character Strong”.</p> <ul style="list-style-type: none"> • 4/19/18 – Attended the CBC Foundation Board of Directors monthly Board Meeting held at the CBC Richland Campus Wortman Medical Science Center. After a brief Board Meeting the entire group toured the new building. Of special interest was the 4th floor of the building, the future home of the CBC Dental Program. • 4/24/18 – Attended Pasco School Board Meeting. Two reports of interest (1) the Nutrition Services Meal Price Recommendation and clarification about student eligibility, pricing, and paid lunch equity. And (2) the school district 1-to-1 Laptop Take Home Initiative. Some of the concerns here were equity issues, time and efficiency issues, consistent access to the Internet and many more. • 4/28/18 – Attended the CBC Foundation “Power of Connections” Fund Raising Event and Dinner along with Trustee Armijo, Trustee Jackson, President Woods, Executive Assistant Scrivner and their spouses; as well as many other financial supports of CBC. • 5/5/18 – Attended a “Meet and Greet” social with U.S. Secretary of Defense, James Mattis along with several dignitaries from CBC and the local community. We then attended a Veterans Public Forum open to approximately 500 local area military veterans and their family members. • 5/10-11/18 – Attended the Washington State Association of College Trustees (ACT) annual Spring Conference, held at Clark College in Vancouver, WA. Both days consisted of Trustee leadership training and guest speakers addressing key topics of interest to community college Presidents and Trustees. Two presentations were particularly outstanding and informative. One, the Keynote presentation by Joseph Piscatella, Founder & CEO Institute for Fitness and Health, and two, Campus Safety and Security: Current Trends and Promising Practices. During the conference, new 2018-2019 ACT officers were elected. CBC Trustee Jackson was elected ACT Treasure for the second consecutive year. ACT Annual Achievement Awards winners were announced and recognized during the dinner banquet. Also in attendance from CBC both days were Trustee Armijo and President Woods. 	
<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 <p>Everything is pacing quite well and expect no outliers or surprises.</p>	
<p>Discussion</p>	<p><u>FY 19 Budget Proposal</u></p> <p>Tyrone Brooks presented the College FY19 Budget to the Board. Trustee Mitchell asked Cheryl Holden about the residential housing. Cheryl said twenty have renewed out of 42. They will have 85 if all the students follow through.</p>	<p>Trustee Mitchell moved and Trustee Armijo seconded the motion to approve the budgets and resolutions as written and be moved to the Consent Agenda for the June Board meeting. Approved unanimously.</p>

	<p><u>FY 19 Athletics Draft Budget</u> Tyrone Brooks presented the FY19 Athletics Budget. With the new law in Washington state specific athletic budgets must be approved by the Board.</p> <p>Dr. Woods thanked Tyrone and his staff for the timeliness in getting the budgets ready for the Board Meeting. Tyrone Brooks extended his thanks specifically to Ericka Garcia for assisting him and Brian Dexter.</p> <p><u>Resolution 18-03, Student Recreation Center</u> Tyrone Brooks presented Resolution 18-03 for the \$30M project and requested approval from the Board. The Washington State Board will also have to approve to move forward with construction. Once approved by the State Board, it will move to the Legislature for the financing. Expect ground breaking in Winter, and possibly completed in Fall 2020.</p> <p><u>Resolution 18-04, Naming of Engineering Technology Lab</u> The College would like to recognize Battelle for the contribution of \$75,000 for computers and equipment associated with the Engineering Technology Lab by naming in their honor.</p>	
Consent	<ul style="list-style-type: none"> • Board Policies • Mission, Vision, Values Statement • Resolution 18-02, Medical Sciences Center – Dental Hygiene 	Trustee Armijo moved and Trustee Mitchell seconded the motion to approve the Consent items. Approved unanimously.
Public Comment	<ul style="list-style-type: none"> • None 	
Executive Session	<ul style="list-style-type: none"> • RCW 42.30110(1)(g): to review the performance of a public employee. • RCW 42.30.110(1)(i) discuss potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party. 	Board went into Executive session at 5:47 p.m. Board reconvened at 6:03 pm
Adjournment: 6:03 p.m.	<p>Next Board of Trustees' Meeting Beers Board Room June 11, 2018 – 4:00 p.m.</p>	

Kedrich Jackson, Chair

EXHIBIT B

FY1718 Operating Funds Variance Report

% of Fiscal YR: 92.60%

6/4/2018

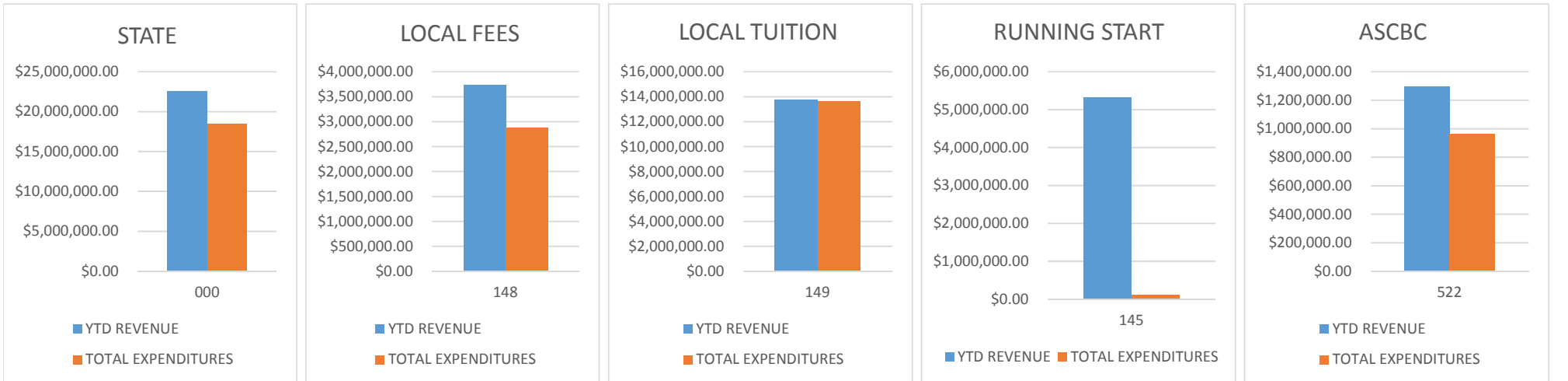
By FUND					EXP/BDGT	EXP/REV	REV/BDGT
*State Allocation 101,3E0,BD1,BG1,BK1,123	000	BDGT	\$23,429,022.00	<div><div></div></div>	83.44%	86.45%	96.52%
		EXP	\$19,549,463.21	<div><div></div></div>			
		REV (Alloc)	\$22,612,865.00	<div><div></div></div>			
Local Fees	148	BDGT	\$3,457,812.00	<div><div></div></div>	83.17%	77.05%	107.95%
		EXP	\$2,875,988.80	<div><div></div></div>			
		REV	\$3,732,684.63	<div><div></div></div>			
Local Tuition	149	BDGT	\$16,895,148.00	<div><div></div></div>	80.64%	99.04%	81.43%
		EXP	\$13,624,984.81	<div><div></div></div>			
		REV	\$13,757,632.61	<div><div></div></div>			
Running Start	145	BDGT	\$230,056.00	<div><div></div></div>	51.11%	2.21%	2310.18%
		EXP	\$117,591.22	<div><div></div></div>			
		REV	\$5,314,707.77	<div><div></div></div>			
**ASCBC	522	BDGT	\$1,248,500.00	<div><div></div></div>	77.43%	74.63%	103.75%
		EXP	\$966,773.93	<div><div></div></div>			
		REV	\$1,295,371.33	<div><div></div></div>			
TOTALS		BDGT	\$45,260,538.00		82.05%	79.50%	103.21%
		EXP	\$37,134,801.97				
		REV	\$46,713,261.34				

BY OBJ, ALL FUNDS COMBINED			BDGT	EXP	EXP/BDGT	NOTES
SALARIES	A		\$26,161,514.00	\$20,830,498.77	79.62%	* per Allocation #6
BENEFITS	B		\$8,738,355.00	\$6,403,862.53	73.28%	
PROFESSIONAL SERVICES CONTRACTS	C		\$209,717.00	\$345,342.71	164.67%	
GOODS & SERVICES	E		\$6,324,836.00	\$5,345,855.40	84.52%	
COST OF GOODS SOLD	F		\$0.00	\$0.00	0.00%	*** Principal and interest debt service expenditures occur in December and June
TRAVEL	G		\$765,457.00	\$677,550.12	88.52%	
CAPITAL OUTLAYS	J		\$993,385.00	\$547,970.92	55.16%	
SOFTWARE	K		\$0.00	\$3,266.43	0.00%	
GRANTS BENEFITS & CLIENT SVCS	N		\$1,041,653.00	\$1,277,407.82	122.63%	**** variance of \$8.23 among all funds is due to conversion of Budget Pak decimal numbers to whole number
***DEBT SERVICE	P		\$1,647,332.00	\$1,205,780.38	73.20%	
INTERAGENCY REIMBURSEMENTS	S	Revenue Bdgt	(\$217,386.00)	(\$142,926.70)	65.75%	
INTRAAGENCY REIMBURSEMENTS	T	Revenue Bdgt	(\$404,325.00)	(\$421,058.80)	104.14%	
DEPRECIATION, AMORTIZATION, BAD DEBT	W		\$0.00	\$0.00	0.00%	
			\$45,260,538.00	\$36,073,549.58	79.70%	

FY 1718 Operating P&L Report

6/4/2018

			STATE	LOCAL FEES	LOCAL TUITION	RUNNING START	ASCBC	
			000	148	149	145	522	TOTAL
YTD REVENUE			\$22,612,865.00	\$3,732,684.63	\$13,757,632.61	\$5,314,707.77	\$1,295,371.33	\$46,713,261.34
YTD EXPENDIT...	SALARIES & WAGES	A	\$12,148,977.22	\$981,639.73	\$7,492,634.79	\$39,378.82	\$167,868.21	\$20,830,498.77
	BENEFITS	B	\$3,516,966.29	\$321,596.78	\$2,519,784.85	\$17,168.36	\$28,346.25	\$6,403,862.53
	PROFESSIONAL SERVICES CONTRACTS	C	\$99,515.67	\$99,041.51	\$146,355.53	\$0.00	\$430.00	\$345,342.71
	GOODS & SERVICES	E	\$2,374,798.72	\$803,632.86	\$1,759,316.44	\$60,949.67	\$347,157.71	\$5,345,855.40
	COST OF GOODS SOLD	F	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	TRAVEL	G	\$218,014.27	\$115,878.79	\$131,628.79	\$94.37	\$211,933.90	\$677,550.12
	CAPITAL OUTLAYS	J	\$166,264.48	\$56,266.62	\$300,882.44	\$0.00	\$24,557.38	\$547,970.92
	SOFTWARE	K	\$71.25	\$0.00	\$3,195.18	\$0.00	\$0.00	\$3,266.43
	GRANTS BENEFITS & CLIENT SVCS	N	\$670,979.10	\$46,432.67	\$390,765.57	\$0.00	\$169,230.48	\$1,277,407.82
	DEBT SERVICES	P	\$0.00	\$478,480.38	\$710,050.00	\$0.00	\$17,250.00	\$1,205,780.38
	INTERAGENCY REIMBURSEMENTS	S	(\$137,845.96)	\$0.00	(\$5,080.74)	\$0.00	\$0.00	(\$142,926.70)
	INTRAAGENCY REIMBURSEMENTS	T	(\$569,530.22)	(\$26,980.54)	\$175,451.96	\$0.00	\$0.00	(\$421,058.80)
	DEPRECIATION, AMORTIZATION, BAD DEBT	W	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES			\$18,488,210.82	\$2,875,988.80	\$13,624,984.81	\$117,591.22	\$966,773.93	\$36,073,549.58
NET RESOURCES			\$4,124,654.18	\$856,695.83	\$132,647.80	\$5,197,116.55	\$328,597.40	\$10,639,711.76



**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		\$425,000	145
Degree Map Program		\$411,000	145
Culinary Program		\$1,500,000	145
		\$2,336,000	
Capital Facilities Projects	<i>Covers current and planned capital projects</i>		
Argent Street Widening	Future Project Share	\$1,250,000	145
4th Floor Buildout	Future Buildout of Shell Space	\$2,000,000	148
		\$3,250,000	
BOT Designated Reserves		\$16,336,000	

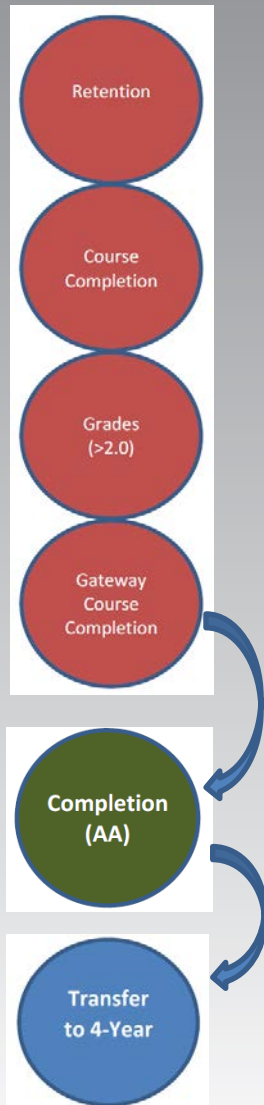
Investments	Amount	Ave Maturity Yrs	Ave YTW
TVI	\$7,997,227	1.25	1.68%
Buckley	\$7,930,734	0.67	1.91%

EXHIBIT C

Objectives and Indicator Summary: Toward Evaluating Mission Fulfillment



Mission Fulfillment



☑ **April:** *Review metrics in the Draft Quarterly Report*

☑ **May:** *Adopt Mission/Vision/Values*

Current Tasks (For Year 1 Report to NWCCU in September 2018):

Outlining NWCCU “Objectives” for Year 1

Initial Discussion of Targets/Goals

Outline method to combine Objectives and Targets/Goals to assess CBC’s progress in Mission Fulfillment

Next Steps:

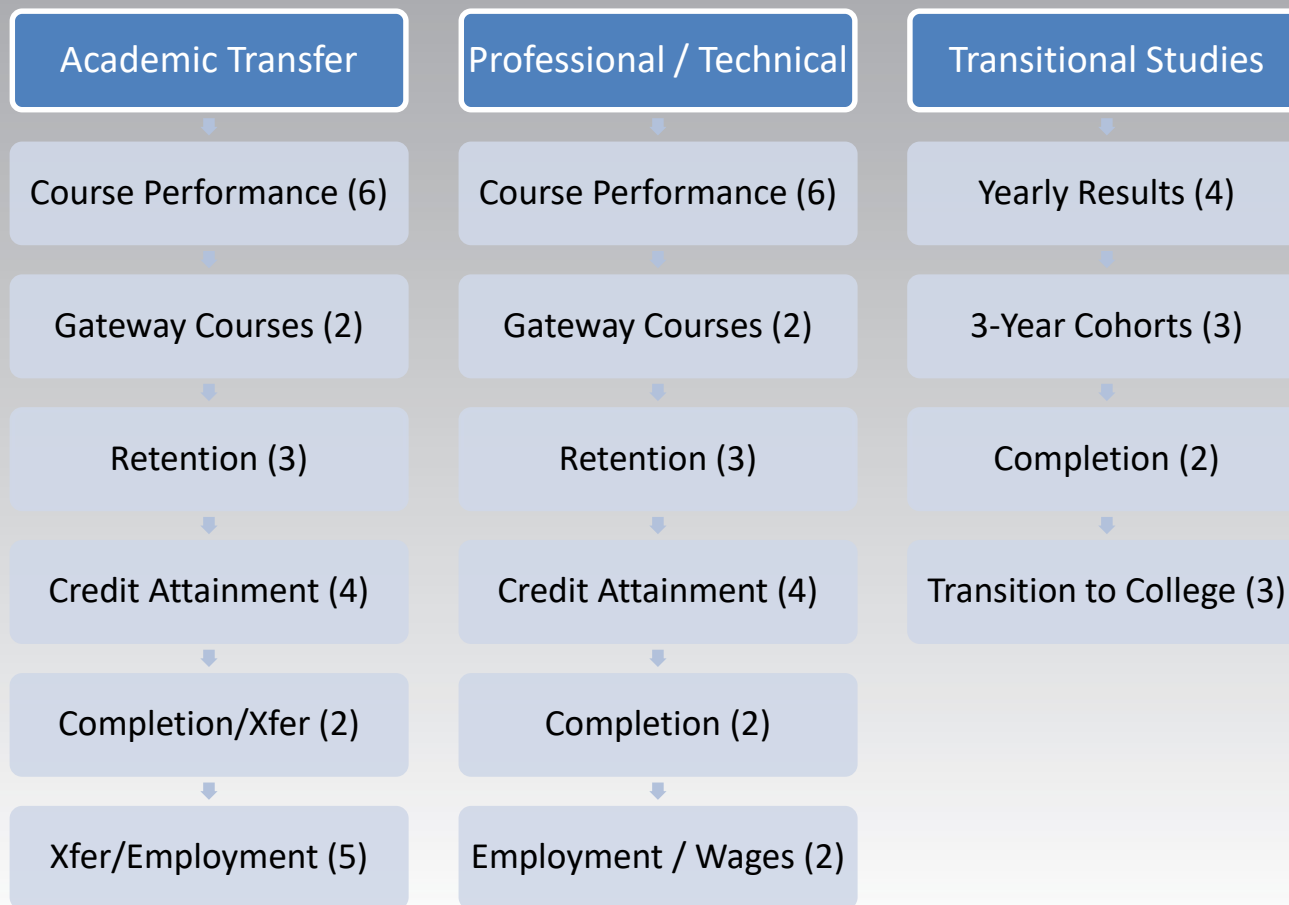
- Wider discussion and finalizing of indicator Targets/Goals
- Mission Fulfillment Report in September
(covering data through the 2017-18 Academic Year)

Objectives: Overall Organization of Mission Fulfillment

Outlining NWCCU “Objectives” for Year 1 toward Mission Fulfillment (NWCCU)

☑ Adopt Quarterly Report Objectives for Mission Fulfillment

- Based on Mission Fulfillment (E.2) and Critical Basic Conditions (E.3)
- Under 3 Core Themes > 16 Objectives > 53 Indicators



Targets / Goals: Indicator Ratings

Rating Targets / Goals

☑ **An Indicator Rating Approach** **Refine Targets for each Indicator (Ongoing)**

From Frontier Set discussion, expanding Mission Fulfillment metrics that include both:

- Aspirational goals
- Ambitious, yet achievable goals

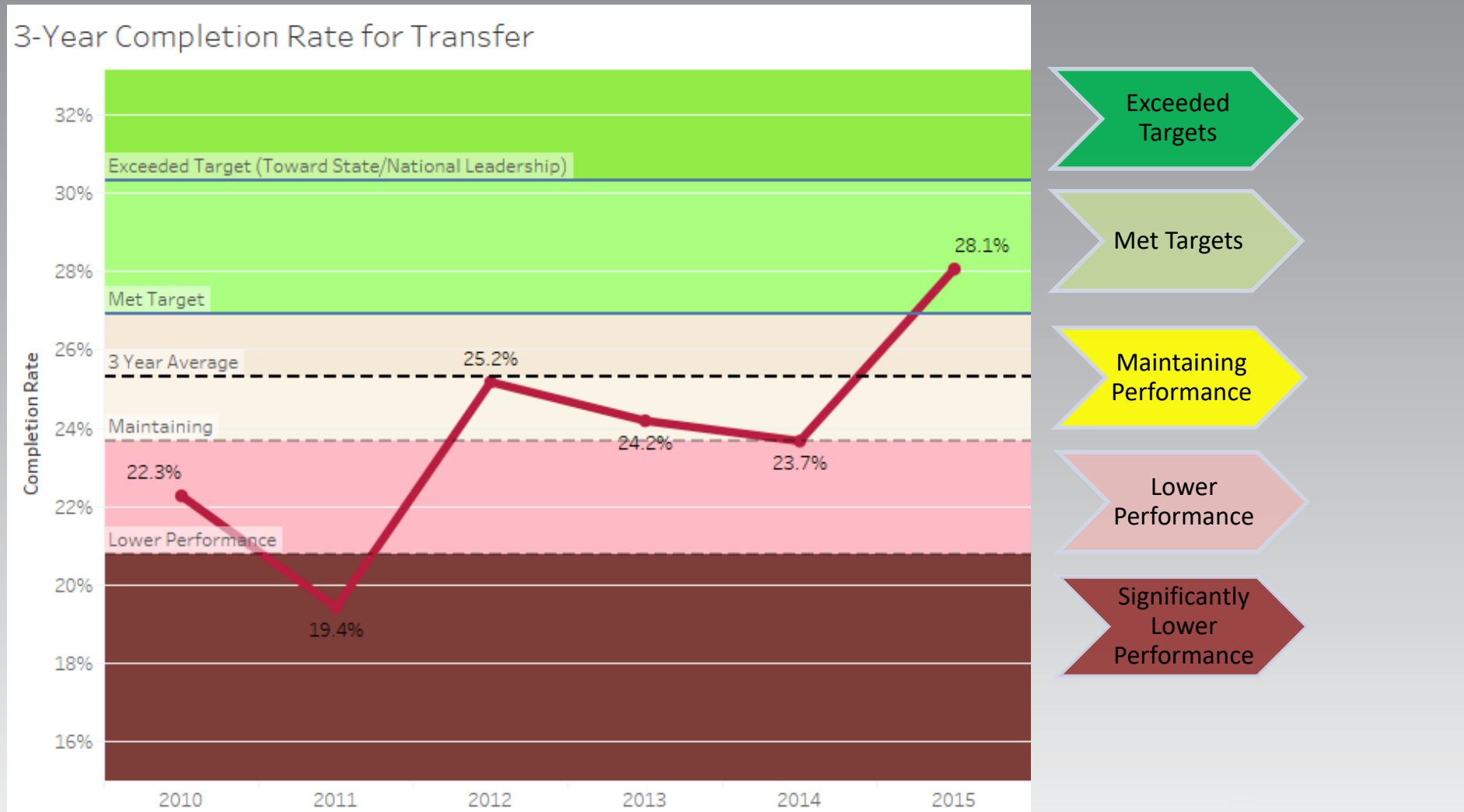
Each Indicator receives a rating based on targets for improvement:

- Exceeded Targets (Based on Aspirational Goals - Toward National Leadership)
- Met Improvement Targets (Based on Ambitious, but Attainable Goals)
- Maintaining Current Performance
- Lower Performance
- Significantly Lower Performance



Example of Developing Targets/Goals: Creating Indicator Ratings

Example of Developing Targets/Goals: Finding a Baseline, Setting Targets



- Considerations:
- Higher Targets for those where we do not fare as well statewide
 - Trend Interpretations / Context / Progress on GP

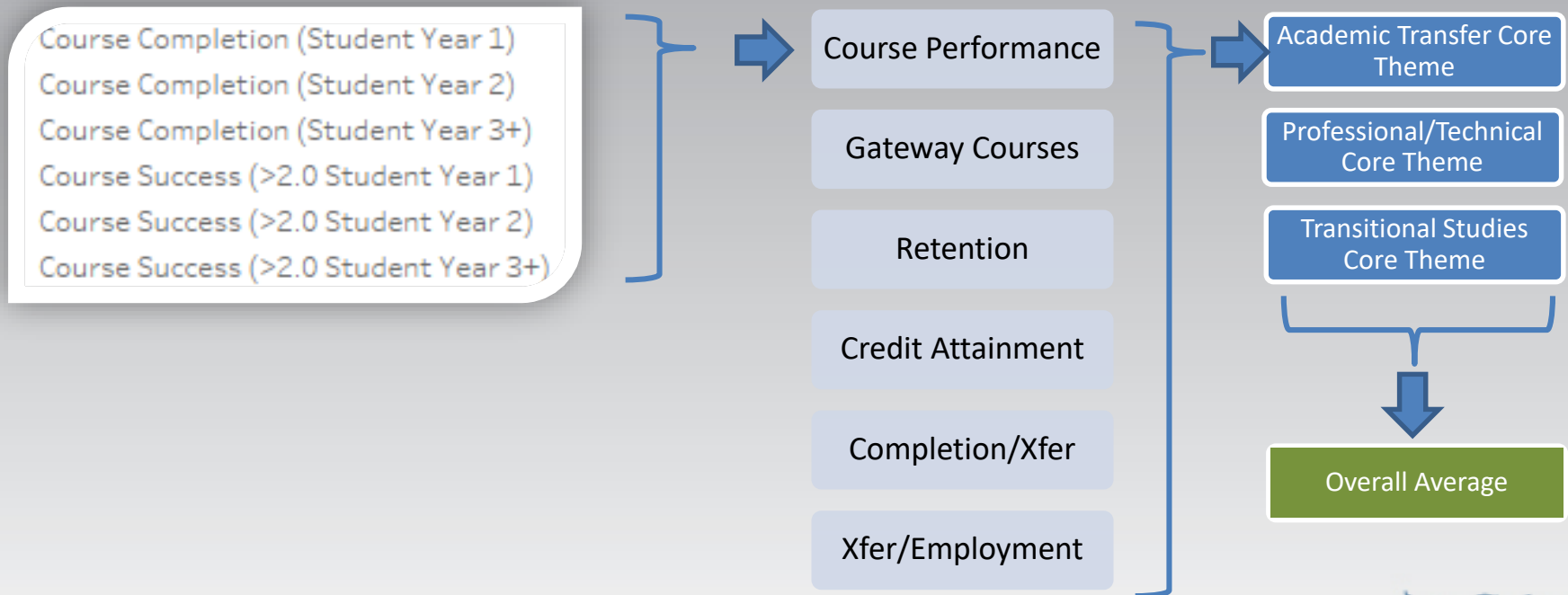


Combining Indicator Ratings into Averages

Combining Objective Ratings to assess CBC's progress in Mission Fulfillment

☑ **Summarize Objective Performance into Overall Score (Objective Averages)**

- Indicator Ratings combine by Objective (achieving objective goals),
- Objective Ratings combine by Core Theme Ratings (achieving core theme goals) and Overall Goals (overall Mission Fulfillment)



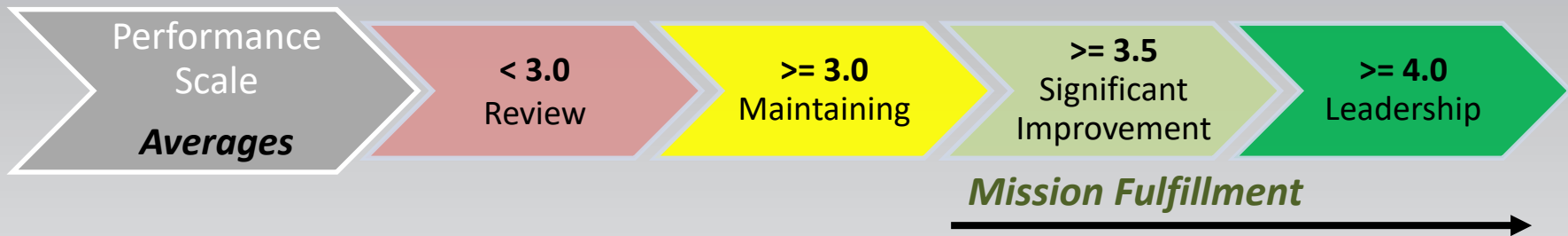
Assessing Mission Fulfillment: Objectives/Core Themes/Overall

Combining Objective Ratings to assess CBC's progress in Mission Fulfillment

- ☑ **Summarize Objective Performance into Overall Score (Objective Averages)**

Summary Scale:

CC Leadership	≥ 4.0 (Targets exceeded)
Mission Fulfillment	≥ 3.5 (Significant improvement)
Maintaining / On Track (Years 1 & 2)	≥ 3.0 (Maintaining performance)
Review	< 3.0 (Lower performance)



- **Mission Fulfillment is achieved when objective improvement rating reaches 3.5 over a three year period.**
- **A 4.0 average would be an overwhelming success (meeting or exceeding all targets)**

Overall Rating

Combining Objective Ratings to assess CBC's progress in Mission Fulfillment

☑ **Summarize Objective Performance into Overall Score**

We also recommend a discussion of results in report to address:

- Trends/Baseline data,
- Relevant external benchmarks and key Guided Pathways projects, and
- Targets and Objective/Indicator modifications as needed.

Questions / Discussion

EXHIBIT D

COLUMBIA BASIN COLLEGE 2018-2019 OPERATING BUDGET PROPOSAL

OVERVIEW

The Budget is a plan for the future of how we intend to use our resources based on the information and assumptions that are available today.

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 expected resources to support our daily operations.

- Cola increases for all employees and state minimum wage increase
- Annual health benefit rate change
- Tuition rate changes
- Running Start Program rate changes
- Enrollment projections

Budget Plans

We currently group our resources in four categories. This aligns sources and uses to the appropriate fund grouping.

- Operating Budget: Funding sources include: State Allocation, Tuition income (Fund 149), Fee Income (Fund 148) Running Start income (account 145-111-1U22).
- Grants & Contracts: Funding sources include federal, state or local grants or contract awards. These accounts have an educational mission rather than community service focus.
- Auxiliary: Accounts that are funded by self-sustaining activities that are related to community services.
- Associated Student's Budget: This funding is managed by our ASCBC team and is used to help fund approved student activities.

Budget Enhancements

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

- Safety and Security: Provides for two additional campus security officers and expands coverage to 24hrs a day, 7 days a week.
- Completion Coaches: Adds two completion coaches in support of our student completion and guided pathways initiatives.
- Support for expanded Physical Education and Exercise Science and Fitness Center.

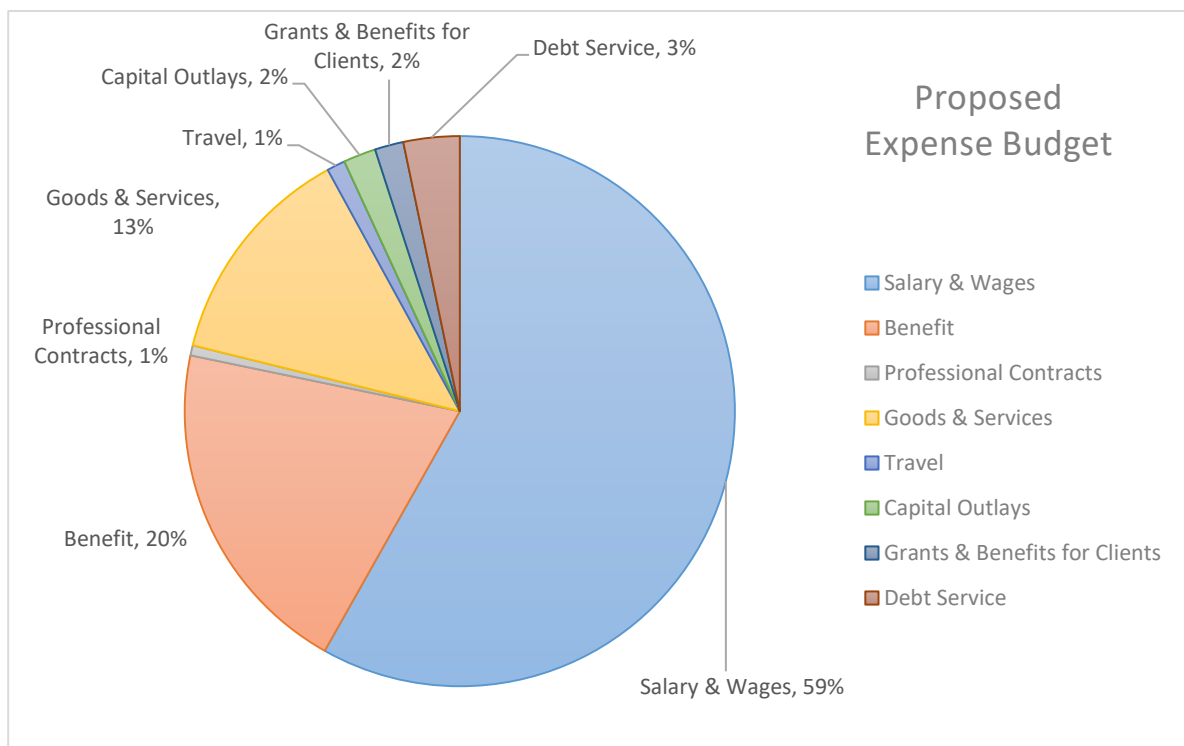
Budget Account Responsibility

Delegated Authority of budget account responsibility:

Our accounts are organized by 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.

FY1819 BUDGET PROPOSAL:

Object	FY1819 BDGT	% of Total BDGT
A		
Salary & Wages	\$27,076,428.33	59.01%
B		
Benefit	\$9,348,827.72	20.37%
C		
Professional Contracts	\$275,285.00	0.60%
E		
Goods & Services	\$6,135,768.13	13.37%
G		
Travel	\$502,725.81	1.10%
J		
Capital Outlays	\$888,468.32	1.94%
N		
Grants & Benefits for Clients	\$784,162.00	1.71%
P		
Debt Service	\$1,534,732.00	3.34%
S		
Inter-Agency Reimbursements	-\$217,386.00	-0.47%
T		
Internal Transfer	-\$443,325.00	-0.97%
Grand Total	\$45,885,686.31	100.00%



Revenue Forecast Comparison FY1819 to FY1718

Revenue Forecast			
		FY1819	FY1718
000-STATE	State	\$23,588,383	\$22,406,810.00
145-RS	Running Start	\$5,450,000	\$4,384,900.00
148-FEES	Fees	\$3,400,000	\$3,400,000.00
149-TUITION	Tuition	\$13,500,000	\$13,685,926.00
Total Revenue Forecast		\$45,938,383	\$43,877,636.00

Budget Comparison FY1819 to FY 1718

Object	FY1819 BDGT	% of Total BDGT	FY1718 BDGT	% of Total BDGT.
A				
Salary & Wages	\$27,076,428.33	59.01%	\$25,465,525.15	58.64%
B				
Benefit	\$9,348,827.72	20.37%	\$8,705,624.66	20.05%
C				
Professional Contracts	\$275,285.00	0.60%	\$215,511.00	0.50%
E				
Goods & Services	\$6,135,768.13	13.37%	\$5,933,171.36	13.66%
G				
Travel	\$502,725.81	1.10%	\$481,515.20	1.11%
J				
Capital Outlays	\$888,468.32	1.94%	\$930,268.00	2.14%
N				
Grants & Benefits for Clients	\$784,162.00	1.71%	\$782,429.00	1.80%
P				
Debt Service	\$1,534,732.00	3.34%	\$1,534,732.00	3.53%
S				
Inter-Agency Reimbursements	-\$217,386.00	-0.47%	-\$217,386.00	-0.50%
T				
Internal Transfer	-\$443,325.00	-0.97%	-\$404,325.00	-0.93%
Grand Total	\$45,885,686.31	100.00%	\$43,427,065.37	100.00%
Forecast Revenue	\$45,938,383.00		\$43,877,636.00	
Net Resources	\$52,696.69		\$450,570.63	

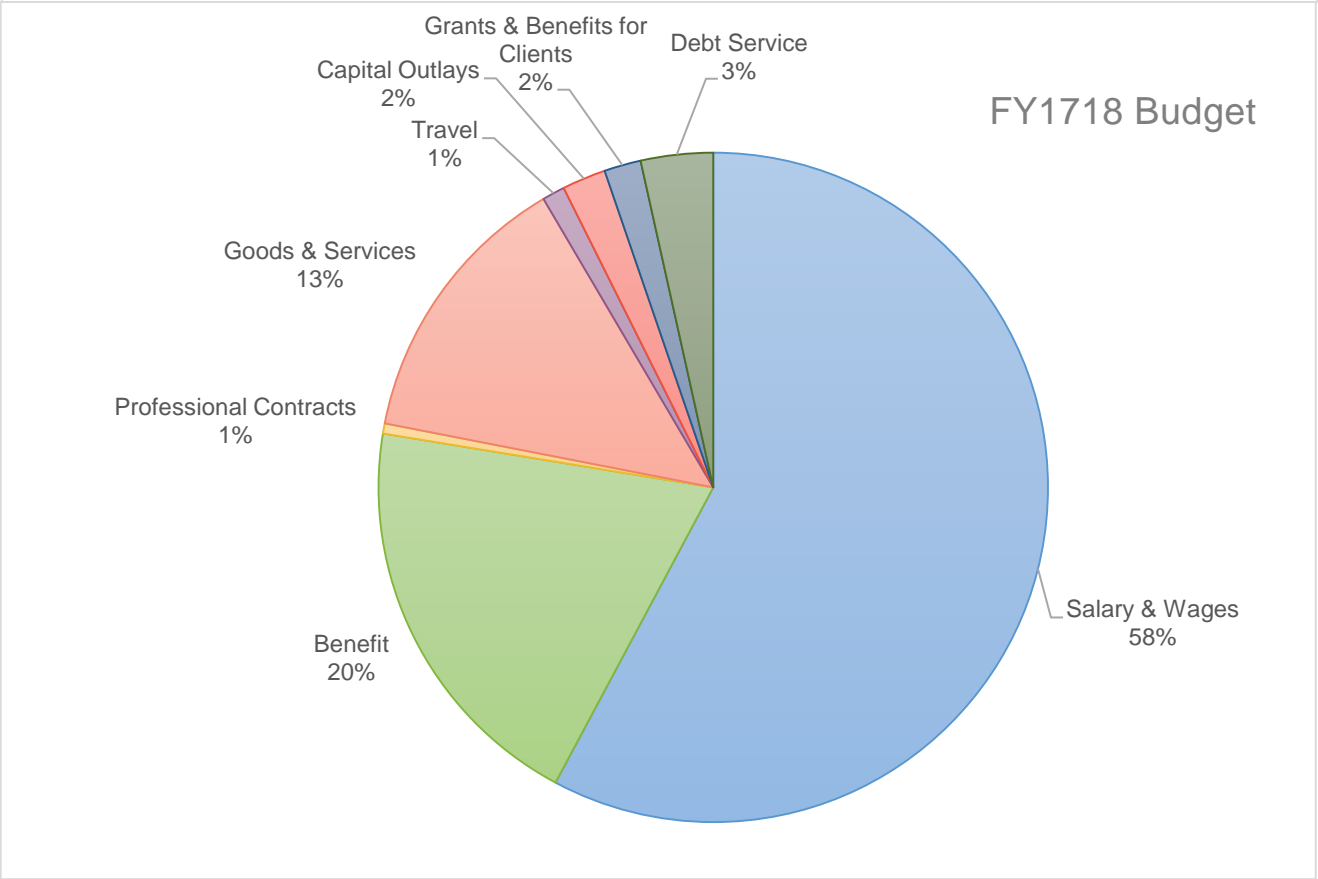
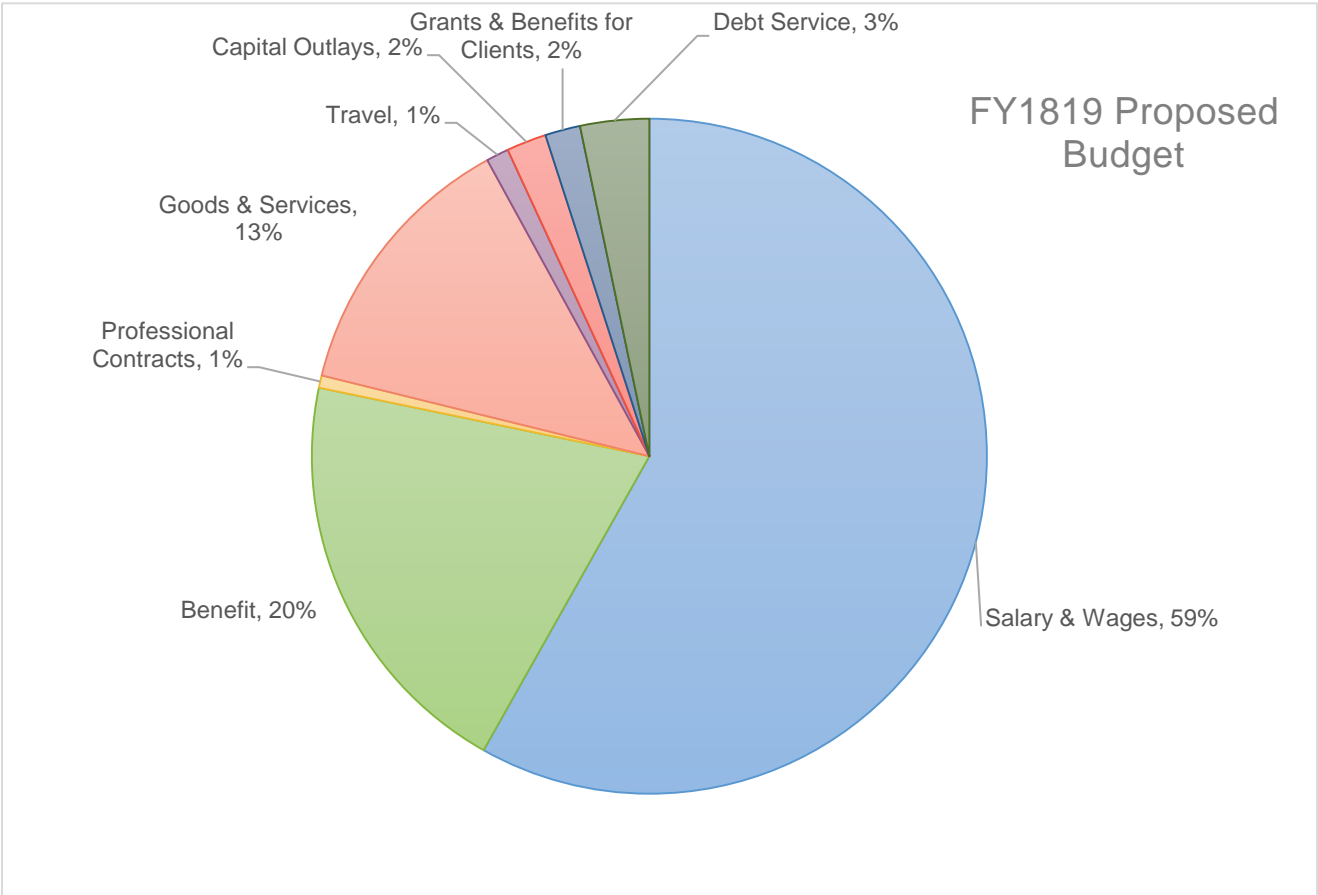


EXHIBIT E

FY1819 Proposed Athletic Program Budget

External Support Sources: (Auxiliary and Foundation)

570 265-1R09	Athletic Entrepreneur	\$	11,000	
	(Concessions & Ticket Sales)			
	Game Management Funding			
	(Foundation Accounts)	\$	30,000	
				\$ 41,000

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

522 264-1ADA	BASEBALL	\$	27,000	
522 264-1ADB	Men's Basketball	\$	21,000	
522 264-1ADC	Men's Soccer	\$	18,000	
522 264-1ADE	Men's Golf	\$	5,500	
522 264-1AEA	Women's Basketball	\$	21,000	
522 264-1AEB	Volleyball	\$	21,000	
522 264-1AED	Women's Soccer	\$	18,000	
522 264-1AEF	Women's Golf	\$	5,500	
522 264-1AEG	Softball	\$	21,000	
522 264-1AGL	Athletic Promotions	\$	1,500	
522 264-1ADG	Game Management	\$	81,366	
522 264-1AFE	Grants in Aid (Athletic scholarships)	\$	121,524	
145 162-ATHL	Athletics Prg	\$	551,614	
				\$ 914,004
			Budget Total:	\$955,004

Tuition Waivers (based on current year actuals)

	Volleyball	\$	6,420	
	W. Soccer	\$	9,630	
	M. Basketball	\$	6,741	
	W. Basketball	\$	6,741	
	Softball	\$	8,346	
	Baseball	\$	10,272	
	M. Soccer	\$	9,951	
	M. Golf	\$	4,815	
	W. Golf	\$	4,815	
				\$ 67,731

Indirect Services:

149 Various	Grounds, Maintenance, Custodial	\$	206,000	
				\$ 206,000
			Total in Kind:	\$ 273,731
			Over all Total:	\$ 1,228,735

* 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."

Exhibit F



Columbia Basin College
Resolution No. 18-03

Student Recreation Center Project Approval and Request for Financing

WHEREAS, the Board of Trustees of Community College District No. 19, Columbia Basin College, recognizes the critical role Columbia Basin College plays in providing first-rate educational programs and training in Benton and Franklin counties, AND

WHEREAS, Columbia Basin College desires to provide student health, recreation and wellness programs, AND

WHEREAS, Columbia Basin College will request authority to expend up to \$30,000,000 for design, construction, fixtures, furnishings, and equipment utilizing progressive design build process, AND

WHEREAS, Columbia Basin College will seek financing authority with the assistance of the State Board for Community and Technical Colleges (SBCTC) to obtain Legislative approval of a \$27,000,000 Certificate of Participation (COP), AND

WHEREAS, Columbia Basin College will be using \$3,000,000 in local funds and ASCBC facilities funds, AND

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

WHEREAS, Columbia Basin College has legal authority, 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 preparing, making and filing of plans, applications, reports and other documents; the execution, acceptance, delivery and recordation of agreements, and other instruments pertaining to Columbia Basin College's Student Recreation Center.

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 ____, 2018, at which a quorum was present.

BOARD OF TRUSTEES
Columbia Basin College

By: _____
Kedrich Jackson, Chair of the Board of Trustees

Exhibit G



Columbia Basin College
Resolution No. 18-04

Naming of the Engineering Technology Lab

WHEREAS, the Board of Trustees of Community College District No. 19, Columbia Basin College, recognizes the critical role Columbia Basin College plays in providing first-rate educational programs and training in Benton and Franklin counties, AND

WHEREAS, Columbia Basin College desires to recognize Battelle for the contribution of \$75,000 for computers and equipment associated with the Engineering Technology program, AND

WHEREAS, Columbia Basin College Board of Trustees has discretion regarding the naming of college facilities associated with financial contributions, AND

WHEREAS, the Board of Trustees of Columbia Basin College and the College President desire to show their strong support for this contribution, AND

WHEREAS, Columbia Basin College has legal authority, 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 to develop and install signage naming Battelle in the hallway leading to the Engineering Technology lab for a period of five (5) years.

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 _____, 2018, at which a quorum was present.

BOARD OF TRUSTEES
Columbia Basin College

By: _____
Kedrich Jackson, Chair of the Board of Trustees

Exhibit H

ASCBC Service & Activities Fee		2016-17	2017-18	2018-19	<div>Orchestra</div> <div>ASCBC</div> <div>Band</div> <div>Vocal Music</div> <div>Drama/Theater</div> <div>Athletics</div> <div>Resource Center</div> <div>Manages One Budget</div>
Recommended Budget 2018-19		Budget	Budget	Budget	
CODE	INCOME AMOUNTS:				
	Service & Activities Fee	\$ 1,123,400.00	\$ 1,123,400.00	\$ 1,123,400.00	
AAB	Miscellaneous Income				
	Athletics	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	
	Drama	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	
	Activities/Lecture	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	
	Interest/Room Rental	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	
	Total	\$ 1,135,900.00	\$ 1,135,900.00	\$ 1,135,900.00	
	Organizations				
ACL	Orchestra	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
ACD	Band	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	
ACE	Vocal Music	\$ 49,000.00	\$ 49,000.00	\$ 49,000.00	
ACF	Drama/Theater	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	
ADA	Baseball	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	
ADB	Men's Basketball	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00	
ADC	Men's Soccer	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	
ADE	Men's Golf	\$ 5,000.00	\$ 5,000.00	\$ 5,500.00	
AEA	Women's Basketball	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00	
AEB	Volleyball	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00	
AED	Women's Soccer	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	
AEF	Women's Golf	\$ 5,000.00	\$ 5,000.00	\$ 5,500.00	
AEG	Softball	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00	
	Services				
	Services Managed by ASCBC				
ACB	Service	\$ 9,750.00	\$ 7,400.00	\$ 7,400.00	
ACC	Towne Hall Lecture	\$ 2,000.00	\$ -	NO PROPOSAL	
AFB	Travel/Training	\$ 14,300.00	\$ 14,300.00	\$ 13,434.00	
AFC	Office Expense	\$ 13,000.00	\$ 13,500.00	\$ 13,500.00	
AFG	Club Funding	\$ 24,900.00	\$ 24,000.00	\$ 26,000.00	
AFH	Activities	\$ 45,000.00	\$ 40,000.00	\$ 40,000.00	
AGD	Music Copyrights	\$ 4,500.00	\$ 4,500.00	\$ 4,700.00	
AKC	Stipends	\$ 40,842.00	\$ 53,500.00	\$ 57,000.00	
AFI	Game Room/Intramurals	\$ 18,570.00	\$ 22,500.00	\$ 22,500.00	
SAL	Student Activities Staff Salaries	\$ 130,000.00	\$ 115,600.00	\$ 119,466.00	
	Services Managed outside of ASCBC				
AVT	Veterans Resource Center	\$ 6,900.00	NO PROPOSAL	\$ 7,000.00	
AGL	Athletic Promotions	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	
ADG	Game Management	\$ 81,366.00	\$ 81,366.00	\$ 81,366.00	
ACG	Esvelt Gallery	\$ 19,000.00	\$ 19,000.00	\$ 19,500.00	
ACJ	Tutoring Center	\$ 31,966.00	\$ 38,000.00	\$ 39,500.00	
ACK	Disability Testing	\$ 29,700.00	\$ 29,700.00	\$ 30,150.00	
AFE	Grants in Aid (Athletic scholarships)	\$ 121,524.00	\$ 121,524.00	\$ 121,524.00	
AFT	Talent Grants (Drama)	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	
AFF	Talent Grants (Vocal Music)	\$ 17,000.00	\$ 20,000.00	\$ 20,400.00	
AFZ	Talent Grants (Band)	\$ 19,000.00	\$ 20,000.00	\$ 20,000.00	
AFR	Talent Grants (Orchestra)	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	
AFL	Childcare Reimbursement	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00	
TRA	Travel Reimbursement for Low Income Students	\$ 20,700.00	\$ 21,700.00	\$ 21,850.00	
APL	Planetarium	\$ 12,500.00	\$ 11,600.00	\$ 10,000.00	
	Student Conduct Board		\$ 1,000.00	NO PROPOSAL	
AKA	Diversity Programming	NO PROPOSAL	\$ 2,000.00	\$ -	
	Prefunded Clubs				
AGF	Speech Debate Club	\$ 6,860.00	\$ 6,860.00	\$ 6,860.00	
AHK	Hockey Club	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	
AGE	Automotive Performance Club	\$ 9,000.00	\$ 9,000.00	\$ 10,000.00	
ASK	SkillsUSA	\$ 40,000.00	\$ 40,600.00	\$ 25,000.00	
ANS	Splitting Image	\$ 8,550.00	\$ 8,750.00	\$ 7,000.00	
ATC	Tech Club	\$ 10,000.00	\$ 10,000.00	\$ 11,000.00	
AGG	Post-Secondary Agricultural Student Org (PAS)	\$ 12,472.00	\$ 12,750.00	\$ 12,750.00	
APY	Psych Club	\$ 5,000.00	\$ 5,250.00	\$ 5,500.00	
AN5	Phi Theta Kappa	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	
		16-17 Total:	17-18 Total:	18-19 Total:	
		\$ 1,135,900.00	\$ 1,135,900.00	\$ 1,135,900.00	