

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

December 11, 2017  
Beers Board Room — 4:00 p.m.

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**Agenda**

Call to Order

**\*Agenda Changes**

**\*Approval of Minutes**

November 13, 2017 Board of Trustees' Meeting

Exhibit A

**Celebrating Excellence**

Men's Soccer and Volleyball Teams

Scott Rogers

**Linkage with Community**

WSU

Martin Klotz

**Remark**

By Administration

President

By CEO, Foundation

By ASCBC

Exhibit B

By Faculty Senate Chair

By AHE

By Classified Staff

By Board Members

**Reports**

Budget Tracking and Fund Balance

Exhibit C

**Discussion**

**Consent**

Board of Trustees By-Laws

Exhibit D

President Emeritus – Dr. Richard Cummins

Exhibit E

**Public Comments**

**Executive Session**

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

**Adjournment**

**\*(Requires motion/approval)**

# Exhibit A

Columbia Basin College  
Board of Trustees' Meeting Minutes  
November 13, 2017  
Beers Board Room – 4:00 p.m.

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

Deb Severin, Recording Secretary

Others in Attendance: Lee Thornton, Tyrone Brooks, Cheryl Holden, Michael Lee, Camilla Glatt, Melissa McBurney, Jason Engle, Frank Murray, Brian Dexter, Eduardo Rodriguez, Mary Hoerner, Alissa Watkins, Deborah Meadows, Bill McKay, Lane Schumacher, Kelsey Meyers, Keeley Gant, Ginny Quinley, Ben Beus, Alex Thornton, Jose Mata, Alice Schlegel, Rik Smith, Curtis Crawford, Monica Hanson, Janese Thatcher, Vlada Mykhailova, Seth Johnson, Michelle Smith

The Agenda	The Discussion	Action
Call to Order	<ul style="list-style-type: none"> <li>Meeting called to order by Chair Jackson at 3:58 p.m.</li> </ul>	
Agenda Changes	<ul style="list-style-type: none"> <li>Hawk Trot discussion be moved to "Administration Remarks"</li> <li>Legislative Action for CBC December 1, 2017 Planning Meeting Luncheon be added to Discussion</li> <li>Board Self-Assessment be added to Discussion</li> <li>Motion topic of Board By-Laws be added to Consent Agenda</li> </ul>	<ul style="list-style-type: none"> <li>Trustee Mitchell moved to amend as identified by Chair Jackson. Trustee Gordon seconded the motion. Approved unanimously.</li> </ul>
Approval of Minutes	<ul style="list-style-type: none"> <li>October 19, 2017 Meeting Minutes</li> </ul>	<ul style="list-style-type: none"> <li>Trustee Mitchell moved and Trustee Page seconded the motion to approve all minutes as written. Approved unanimously.</li> </ul>
Celebrating Excellence	<u>Ginny Quinley – Players Performance</u> <ul style="list-style-type: none"> <li>Michael Lee introduced Ginny Quinley, Professor of Communication Studies, Theatre. Ginny began explaining the Blue Ladder Group started 35 years ago and the students go into grade schools to perform the play. It is designed to express acceptance, tolerance and embracing differences. The theatre students performed a couple plays for the Board. Trustee Armijo presented Ginny and the students with a Coin of Excellence.</li> </ul>	
Linkage to Community New Horizons	<u>Seth Johnson &amp; Michelle Smith</u> <ul style="list-style-type: none"> <li>Michael Lee introduced Michelle Smith (Instructor) and Seth Johnson (Principal) of New Horizons High School. Michelle and Seth thanked CBC and the partnership. New Horizons High School, formerly Pasco Alternative High School, opened in 1989. Most of their high school students are over 18 years old. The school is uniquely designed to support teen parents with on-site childcare, a baby bus, and a powerful and effective teen parent program serving both moms and dads and babies. In 2008 the school was accredited and students now receive a diploma with their school mascot and name embossed, a true identity achieved.</li> <li>Current enrollment is 277, 83% Hispanic, 16 enrolled in teen parenting program, 20 children enrolled in the "A" Building Program, 100% free and reduced lunch and 55 students graduated in 2017. There are 16 certificated staff, 12 and a half years of teaching experience, 56% with master's degrees, one administrator, dean of students,</li> </ul>	

	<p>two instructional coaches, four CTE instructors and eight support staff.</p> <ul style="list-style-type: none"> <li>• New Horizons and CBC are expanding their current CTE Dual Credit offerings. This has been critical in the partnerships growth. The CBC Dual Credit model allows students to earn CBC credit towards stackable college certificates while gaining industry recognized certification in the process. Plus they can move further through a certificate program faster, leading them to employment or additional education sooner. Certifications include logistics technician, production technician, forklift and OSHA-10. Michelle is working with CBC's English division so their Writing I and Writing II aligns up with CBC English 98 and 99. They are looking at CBC math pre-requisites and aligning with New Horizons third year math. Michelle said they have a full time nurse on campus, social worker and they try to find housing for homeless students.</li> <li>• New Horizons has a Second Harvest pantry on their campus and makes referrals for students. They are having an open house on November 20, 2017 from 5:00 -6:00 p.m.</li> <li>• Chair Jackson congratulated Michael Lee and Melissa McBurney and stated we are looking forward to a bright future, collaboration and expanding our relationship with New Horizons.</li> <li>• Trustee Mitchell reported he toured New Horizons and shared it is a fantastic facility.</li> <li>• Trustee Page asked if this was open to students outside the Pasco School District (Kennewick and Richland). Seth Johnson stated it was only for Pasco residents right now. They have the vision to expand up to 400 students and that could include Richland and Kennewick students; especially with 24 credits coming down the pike and adjusting their education.</li> <li>• Trustee Armijo asked what kind of job a certified product technician gave a student. Michelle Smith stated any manufacturing position (AREVA).</li> </ul>	
<p>Remarks</p> <p>Administration – Financial Aid</p> <p>Hawk Trot</p>	<p><u>Ben Beus</u></p> <ul style="list-style-type: none"> <li>• Cheryl Holden introduced Ben Beus, Director for Financial Aid. Ben has been in this position for over four years. The financial awards for the 2016-17 academic year totaled \$19.7M awarded to approx. 4,500 students. Dr. Thornton pointed out the tuition revenue is \$20.8M. In 2014, 77% of all complete financial aid applications were reviewed by the financial aid office for the start of fall quarter. In 2017, 98% of all complete financial aid applications were reviewed for the start of fall quarter. Ben Beus gave much credit to Hawk Central for Financial Aid's success because they shoulder the face-to-face customer service with students during the process and it takes a load off his staff so greater focus can be placed on processing and awarding financial aid. Also, Hawk Central specialists are providing more information up front regarding realities of borrowing student loans for those students who express interest. CBC's 3-year student loan cohort default rate was at 13.1% for 2012 and is currently down to 11.6% for 2014. Chair Jackson asked about managing operation metric benchmarks with other schools funding percentages. Ben stated they do not have access to this information. Dr. Thornton expressed the need for budget reserves because financial aid awards are given and then CBC seeks reimbursement from the State and the Federal government.</li> </ul>	

	<p><u>Alex Thornton</u></p> <ul style="list-style-type: none"> <li>Cheryl Holden introduced Alex Thornton, Assistant Director for Student Recreation and Wellness. Alex thanked the Board and other CBC organizations for donations to the Hawk Trot. The first annual Hawk Trot is on November 18, 2017 and begins at 9:30 a.m. The purpose of the Hawk Trot is to get people on campus involved and support the food drive for Second Harvest. Employees and alumni can choose either the 5K or 1-mile walk. After the event, there will be a jazz ensemble, light refreshments, and a raffle in the Gjerde Center. There are 115 registrations and they are expecting over 200. Chair Jackson presented Alex Thornton with a Coin of Excellence.</li> </ul> <p><u>Lee Thornton</u></p> <ul style="list-style-type: none"> <li>Dr. Thornton commended the work of his staff. When he arrived for the interim of searching for a new President for CBC, people started leaving but he stated he has a great team and very grateful to work with these people. He emphasized that we need to get things done and follow-up through and overcome obstacles to completing work. Chair Jackson stated that is an excellent point and ties back to operational excellence. The Board will assist in any way it can to remove obstacles and be challenged to get things done faster for the benefit of the students.</li> </ul>	
Foundation CEO	<p><u>Alissa Watkins</u></p> <ul style="list-style-type: none"> <li>Donations were made from the Foundation to Hawk Trot.</li> <li>The Culinary Program has been feasibly launched.</li> <li>November 28, 2017 is online giving Tuesday.</li> <li>December 1 is an envisioning workshop and extended an invitation to the Board of Trustees.</li> </ul>	
ASCBC	<p><u>Vlada Mykhailova</u></p> <ul style="list-style-type: none"> <li>Many thanks were extended to Dr. Thornton. ASCBC sponsored a carnival and 500 people participated. She stated they were inspired and had lots of games, free snacks, a magician, face painting, photo booth and costume competition. ASCBC is sponsoring a “Life After DACA and Immigration Overview 101” on November 15, 2017 in the SWL Building. Eamonn Roach of the Roach and Bishop Law Firm and two other attorneys will be speaking about resources to CBC’s DACA students. Chair Jackson asked Vlada who her audience was and suggested she target as many students as possible.</li> </ul>	
Faculty Senate Chair	<p><u>No Report.</u></p>	
AHE	<p><u>Rik Smith</u></p> <ul style="list-style-type: none"> <li>A one-year collective bargaining agreement has been reached with AHE and CBC. The bargaining teams go back to the table beginning on Monday, November 20, 2017.</li> </ul>	
Classified Staff	<p><u>No report.</u></p>	

Board Members	<p><u>Chair Jackson</u></p> <ul style="list-style-type: none"> <li>• Attended the ACT Leadership Conference in Seattle November 8-10, 2017. A very cohesive message was delivered and we will present it to the local legislators. Three other Board members attended as well.</li> <li>• The Board of Trustees and the Foundation are discussing the strength between the two and adding representation from one of the CBC Board members on the CBC Foundation Board.</li> <li>• A legislative luncheon will be held on December 1, 2017 at CBC. Frank Murray stated all nine legislators will be attending and a few of the Transforming Lives students. Chair Jackson said legislators listening to those students will be great.</li> <li>• Chair Jackson discussed the CTCLink project that was presented at the ACT Conference and asked Tyrone Brooks what was going on with the project. Tyrone Brooks stated assessment language has been changed and working on remediation. Trustee Mitchell stated it is a roll up to a centralized location to the legislature and is not designed at the lower level. Pilot remediation has to happen before the project is live. Chair Jackson suggested initiating a conversation with Wayne Martin, past Board Trustee.</li> <li>• Attended the volleyball game. Also, he watched some soccer but our men's soccer team is done for the season.</li> </ul>	
Board Members	<p><u>Trustee Mitchell</u></p> <ul style="list-style-type: none"> <li>• On October 10, 2017, attended the Richland School Board Meeting on behalf of CBC for the purpose of "building bridges" and improving relationships with local K-12 School Districts.</li> <li>• On October 11, 2017, attended the Kennewick School Board Meeting.</li> <li>• On October 24, 2017, attended the Pasco School Board Meeting.</li> <li>• On October 28, 2017, attended Higher Education and Job Training Expo at Three Rivers Convention Center in Kennewick; hosted by Congressman Dan Newhouse.</li> <li>• On November 9, 2017, attended Washington State Association of College Trustees (ACT) Annual Fall Conference in SeaTac, Washington along with CBC Trustees Sherry Armijo, Kedrich Jackson, and Allyson Page and CBC President Dr. Rebekah Woods.</li> </ul> <p><u>Trustee Gordon</u></p> <ul style="list-style-type: none"> <li>• Celebration of Excellence Plaque – he asked why we don't acknowledge excellence and the name engraving on the plaque anymore as they used to do it each month at the Board meeting. Deb Severin stated she would look into it and get it moving again.</li> <li>• Suggested a social hour with past Board of Trustees to meet our new President Dr. Rebekah Woods before the next Board meeting and all agreed it was a great idea.</li> </ul> <p><u>Sherry Armijo</u></p> <ul style="list-style-type: none"> <li>• Attended the Trustee workshop at the ACT/LAC Conference and said it was excellent. She will be working with legislators and nudging them as much as possible. Great</li> </ul>	

	<p>information on the CTCLink Project. The State Board of Community &amp; Technical Colleges goals are aligned with us.</p> <p><u>Allyson Page</u></p> <ul style="list-style-type: none"> <li>Attended the ACT/LAC Conference in Seattle on November 10, 2017 with Trustee Armijo.</li> </ul>	
<p>Reports</p> <p>Budget Tracking and Fund Balance</p> <p>Monitoring Reports and End State</p>	<p><u>Tyrone Brooks</u></p> <ul style="list-style-type: none"> <li>Tyrone went through the budget handouts and the expense rate is within what it was last year. The Debt Services was at 27% expense rate and 32% for the year. The P&amp;L position is in good shape. There is an influx in Running Start but 200 ahead of last year. Overall, trending down and late enrollment action. Transitional Studies is down. Chair Jackson asked what the unemployment rate is and Tyrone said low, 4.6%. The CBC Operating Reserves was reviewed at the August retreat and it is good.</li> </ul> <p><u>Jason Engle</u></p> <ul style="list-style-type: none"> <li>Reintroduced completion in CBC's three mission areas (Academic Transfer, Professional/Technical, and Transitional Studies). Chair Jackson stated this dovetails subsequent conversations and there has been a lot of effort here. While Chair Jackson attended the ACT conference, he stated mission fulfillment was discussed and all 34 community colleges are into state completions, equity and augmentation to policies. Chair Jackson continued to say that the next step is drilling down to the program level, and third is the student learning outcomes.</li> </ul>	
<p>Discussion</p> <p>Board Policies Board Self-Assessment</p> <p>By-Laws</p> <p>President Emeritus</p>	<p><u>Chair Jackson</u></p> <ul style="list-style-type: none"> <li>The draft Board policies have been delivered to the Board members, along with a Board self-assessment and the By-Laws. He asked the Board members to return their self-assessment before the next Board meeting, December 11, 2017. The draft policies are a work in progress. Draft E1 – E3 policy end states were passed out to deans, VP's and AVPI's for review and comment to come up with basic end states. The Board policies will essentially be approved after defining the Ends.</li> <li>The only change in the By-Laws (existing GP-8 in the Policies) was removing the time limit from five minutes to three minutes for comments from members in the Board meeting audience to express their concerns. Trustee Mitchell made a motion and Trustee Gordon seconded the motion to move the approval of the By-Laws to the Consent Agenda at the next Board meeting.</li> <li>The existing Board policies do not have a process for nominating past Presidents of CBC to emeritus status. Dr. Thornton asked Camilla Glatt about the nomination and no existing policy and she stated they are not faculty and not bound by a collective bargaining agreement. There was discussion about the Exhibit nominating and approving Dr. Richard Cummins President Emeritus status at the meeting and Trustee Armijo moved and Trustee Mitchell seconded that the approval would on the Consent Agenda at the next Board meeting.</li> </ul>	
Consent	<ul style="list-style-type: none"> <li>None</li> </ul>	

Public Comment	<ul style="list-style-type: none"> <li>• None</li> </ul>	
Executive Session	<ul style="list-style-type: none"> <li>• None</li> </ul>	
Adjournment: 6:33 p.m.	<p>Next Board of Trustees' Meeting Beers Board Room December 11, 2017</p>	

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Kedrich Jackson, Chair



# Exhibit B

# ASCBC

## Life After DACA 101

We hosted nearly 100 students and community members on Nov. 15. We provided resources and information about DACA, the Dream Act Proposal, the New Merit-Based Proposal, and other related topics.



A good portion of the event was dedicated to a question and answer period where DACA students and their families could ask direct questions to a panel of three attorneys.

ASCBC worked with Consejo Latino, the Northwest Immigrant Rights Project, League of Women Voters, Roach and Bishop Law Firm, Villarreal Law Firm, Pasco School District, and other community businesses and organizations to provide this event.



### Santa's Workshop

November 28

9-11 AM

HUB Congress Room

Gift Wrapping

Holiday Origami

Snowflake Making



### Holiday Events

#### Christmas at the Residence Hall

ASCBC joined SunHawk Hall residents to decorate cookies, make ornaments, and watch Christmas movies on November 30.

### Gingerbread House Competition

November 29

12-3 PM

HUB Sun Room

Prizes for the Winners!



# Exhibit C

# FY1718 Operating Funds Variance Report

% of Fiscal YR: 41.92%

12/1/2017

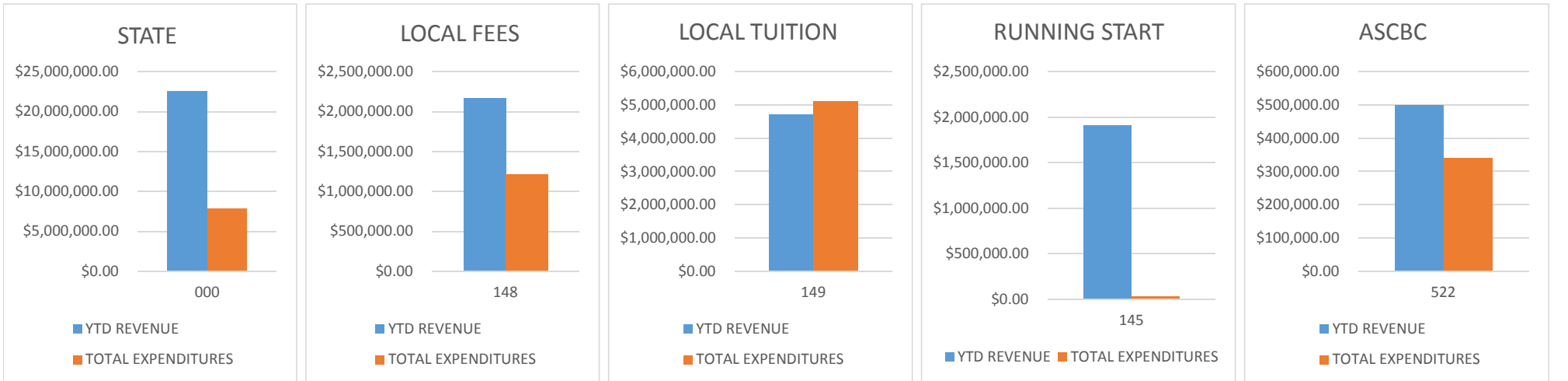
By FUND					EXP/BDGT	EXP/REV	REV/BDGT
*State Allocation 101,3E0,BD1,BG1,BK1,123	000	BDGT	\$23,676,879.00	<div><div></div></div>	33.04%	34.66%	95.34%
		EXP	\$7,823,310.51	<div><div></div></div>			
		REV (Alloc)	\$22,572,545.00	<div><div></div></div>			
Local Fees	148	BDGT	\$3,464,812.00	<div><div></div></div>	35.05%	55.90%	62.71%
		EXP	\$1,214,540.02	<div><div></div></div>			
		REV	\$2,172,769.06	<div><div></div></div>			
Local Tuition	149	BDGT	\$16,978,169.00	<div><div></div></div>	30.19%	108.88%	27.72%
		EXP	\$5,124,956.92	<div><div></div></div>			
		REV	\$4,706,924.60	<div><div></div></div>			
Running Start	145	BDGT	\$230,056.00	<div><div></div></div>	11.88%	1.43%	830.23%
		EXP	\$27,325.18	<div><div></div></div>			
		REV	\$1,910,003.45	<div><div></div></div>			
**ASCBC	522	BDGT	\$1,135,900.00	<div><div></div></div>	29.94%	68.20%	43.89%
		EXP	\$340,039.22	<div><div></div></div>			
		REV	\$498,590.08	<div><div></div></div>			
TOTALS		BDGT	\$45,485,816.00		31.94%	45.61%	70.05%
		EXP	\$14,530,171.85				
		REV	\$31,860,832.19				

BY OBJ, ALL FUNDS COMBINED			BDGTT	EXP	EXP/BDGTT	NOTES
<b>SALARIES</b>	<b>A</b>		\$26,107,102.00	\$8,008,486.64	30.68%	* Per Alloc # 3 increase of \$158,875 --Worker Retraining
<b>BENEFITS</b>	<b>B</b>		\$8,751,614.00	\$3,116,653.85	35.61%	** Includes ASCBC debt service budgets and revenue collected through quarterly fees
<b>PERSONAL SERVICES CONTRACTS</b>	<b>C</b>		\$154,986.00	\$75,527.59	48.73%	
<b>GOODS &amp; SERVICES</b>	<b>E</b>		\$6,384,446.00	\$2,455,937.67	38.47%	*** Principal and interest debt service expenditures occur in December and June
<b>COST OF GOODS SOLD</b>	<b>F</b>		\$0.00	\$0.00	0.00%	
<b>TRAVEL</b>	<b>G</b>		\$751,060.00	\$210,907.95	28.08%	**** variance of \$8.23 among all funds is due to conversion of Budget Pak decimal numbers to whole number
<b>CAPITAL OUTLAYS</b>	<b>J</b>		\$988,934.00	\$152,901.86	15.46%	
<b>SOFTWARE</b>	<b>K</b>		\$0.00	\$0.00	0.00%	
<b>GRANTS BENEFITS &amp; CLIENT SVCS</b>	<b>N</b>		\$1,035,653.00	\$324,843.94	31.37%	
<b>***DEBT SERVICE</b>	<b>P</b>		\$1,534,732.00	\$223,700.51	14.58%	
<b>INTERAGENCY REIMBURSEMENTS</b>	<b>S</b>	Revenue Bdggt	(\$217,386.00)	(\$23,811.77)	10.95%	
<b>INTRAAGENCY REIMBURSEMENTS</b>	<b>T</b>	Revenue Bdggt	(\$5,325.00)	(\$14,976.39)	281.25%	
<b>DEPRECIATION, AMORTIZATION, BAD DEBT</b>	<b>W</b>		\$0.00	\$0.00	0.00%	
			<b>\$45,485,816.00</b>	<b>\$14,530,171.85</b>	<b>31.94%</b>	

# FY 1718 Operating P&L Report

12/1/2017

			STATE	LOCAL FEES	LOCAL TUITION	RUNNING START	ASCBC	
			000	148	149	145	522	TOTAL
<b>YTD REVENUE</b>			\$22,572,545.00	\$2,172,769.06	\$4,706,924.60	\$1,910,003.45	\$498,590.08	<b>\$31,860,832.19</b>
<b>YTD EXPENDIT...</b>	<b>SALARIES &amp; WAGES</b>	<b>A</b>	\$4,836,656.65	\$413,927.86	\$2,673,951.30	\$18,663.32	\$65,287.51	<b>\$8,008,486.64</b>
	<b>BENEFITS</b>	<b>B</b>	\$1,930,894.24	\$143,844.41	\$1,021,370.15	\$8,126.15	\$12,418.90	<b>\$3,116,653.85</b>
	<b>PERSONAL SERVICES CONTRACTS</b>	<b>C</b>	\$34,200.99	\$25,353.84	\$17,042.76	\$0.00	<b>(\$1,070.00)</b>	<b>\$75,527.59</b>
	<b>GOODS &amp; SERVICES</b>	<b>E</b>	\$816,842.57	\$367,801.99	\$1,114,666.69	\$441.34	\$156,185.08	<b>\$2,455,937.67</b>
	<b>COST OF GOODS SOLD</b>	<b>F</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
	<b>TRAVEL</b>	<b>G</b>	\$58,711.60	\$49,923.51	\$33,720.69	\$94.37	\$68,457.78	<b>\$210,907.95</b>
	<b>CAPITAL OUTLAYS</b>	<b>J</b>	\$60,905.90	\$32,167.17	\$43,380.60	\$0.00	\$16,448.19	<b>\$152,901.86</b>
	<b>SOFTWARE</b>	<b>K</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
	<b>GRANTS BENEFITS &amp; CLIENT SVCS</b>	<b>N</b>	\$167,216.56	\$24,791.27	\$119,149.35	\$0.00	\$13,686.76	<b>\$324,843.94</b>
	<b>DEBT SERVICES</b>	<b>P</b>	\$0.00	\$172,550.51	\$42,525.00	\$0.00	\$8,625.00	<b>\$223,700.51</b>
	<b>INTERAGENCY REIMBURSEMENTS</b>	<b>S</b>	<b>(\$23,811.77)</b>	\$0.00	\$0.00	\$0.00	\$0.00	<b>(\$23,811.77)</b>
	<b>INTRAAGENCY REIMBURSEMENTS</b>	<b>T</b>	<b>(\$58,306.23)</b>	<b>(\$15,820.54)</b>	\$59,150.38	\$0.00	\$0.00	<b>(\$14,976.39)</b>
	<b>DEPRECIATION, AMORTIZATION, BAD DEBT</b>	<b>W</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
<b>TOTAL EXPENDITURES</b>			<b>\$7,823,310.51</b>	<b>\$1,214,540.02</b>	<b>\$5,124,956.92</b>	<b>\$27,325.18</b>	<b>\$340,039.22</b>	<b>\$14,530,171.85</b>
<b>NET RESOURCES</b>			<b>\$14,749,234.49</b>	<b>\$958,229.04</b>	<b>(\$418,032.32)</b>	<b>\$1,882,678.27</b>	<b>\$158,550.86</b>	<b>\$17,330,660.34</b>



**CBC Operating Reserves  
FY 2018**

<b>Board of Trustee's Reserve by Policy FY18</b>			
	<b>Purpose</b>	<b>Amount</b>	<b>Fund</b>
<b>Current Operations</b>	<i>Campus cash flow needs</i>		
	2 months operating expense	\$7,500,000	149
<b>Unplanned Capital Repair &amp; Replacement</b>	<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
		<b>\$1,750,000</b>	
<b>Real Estate Debt Fund</b>	<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
		<b>\$12,740,000</b>	
<b>Planned Future Operations</b>	<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
		<b>\$2,440,000</b>	
<b>Capital Facilities Projects</b>	<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
		<b>\$3,355,000</b>	
<b>BOT Designated Reserves</b>		<b>\$27,785,000</b>	

<b>Investments</b>	<b>Amount</b>	<b>Ave Maturity Yrs</b>	<b>Ave YTW</b>
TVI	\$4,480,000	1.46	1.04%
Buckley	\$4,997,159	0.75	0.93%

# Exhibit D



# By-Laws Governance

Columbia Basin College

**Board of Trustees**

District 19

## **Abstract**

The CBC Board of Trustees adheres to the Carver Policy Governance model

Revised - October 2017

Adopted – July 1, 1997





Community College District 19  
**Board of Trustees**

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## BY-LAWS

### POLICY TYPE: GOVERNANCE PROCESS

#### ***POLICY TITLE: BY-LAWS OF COMMUNITY COLLEGE DISTRICT 19***

The Board of Trustees of Community College District 19, under the authority vested in said Board by the Laws of the State of Washington, hereby adopt the following By-Laws.

### Article I

#### OFFICES

- Section 1.** ***Location.*** The Board of Trustees shall maintain an office at 2600 North Twentieth Avenue, Pasco, Washington, where all regular meetings shall be held unless otherwise announced and all records, minutes, and the official college seal shall be kept. This office shall be open during all normal business hours to any resident taxpayer of the State of Washington.
- Section 2.** ***Correspondence*** or other business for the Board shall be sent to the Secretary of the Board, who is located in this office.

### Article II

#### MEETINGS

- Section 1.** ***Place of Meeting.*** The Board of Trustees shall hold at least one regular meeting each month, unless dispensed with the Board of Trustees, and such special meetings or study sessions as may be requested by the Chair of the Board or by a majority of the members of the Board.
- Section 2.** ***Regular Meetings.*** All regular meetings, special meetings, and study sessions of the Board of Trustees shall be publicly announced at least 24 hours prior to the meeting. The announcement shall contain the time, date, and location of the meeting. The meeting shall be open to the general public.
- Section 3.** ***Official Business.*** No official business shall be acted upon by the Board of Trustees except during a regular or special meeting held at a pre-announced time and place.
- Section 4.** ***Materials for Board Meeting.*** Information and materials pertinent to the agenda of all regular meetings of the Board shall be sent to Trustees via first class mail prior to each meeting. Any matter of business or correspondence must be received by the Secretary of the Board by 12 noon six days before the meeting in order to be included on the agenda. The Chair or Secretary may, however, present a matter of urgent business received too late for inclusion on the agenda if, in his/her judgment, the matter is of an emergency nature.
- Section 5.** ***Distribution of Board Materials.*** All materials to be considered by the Board must be submitted in sufficient quantities to provide each member of the Board and the Secretary with appropriate copies.

- Section 6. *Special Meeting Agenda.*** The agenda of a special meeting will be determined at the time of the official call of such meeting. No other business shall be transacted or official action taken, other than the purpose, or purposes for which the special meeting was called.
- Section 7. *Consent Agenda.*** All items that are within the President's prerogative as set forth in Board Policy BSL-3:2, but require Board approval by RCW and/or WAC codes, shall be placed on a Consent Agenda. The Consent Agenda shall be voted upon without discussion. However, any member of the Board may request the removal of any item on the Consent Agenda for discussion at the next meeting of the Board.
- Section 8. *Agenda – Public Comments.*** The agenda of each meeting shall include an item titled Public Comments to permit members of the audience to express their concerns to the Board. The length of time allotted to each speaker under this item shall be limited to three (3) minutes unless extended by majority vote of the Board.
- Section 9. *Agenda – Work Session.*** The agenda of each meeting shall include an item titled Trustee Work Session to permit informal dialogue among the members of the Board.

### **Article III**

#### **EXECUTIVE SESSIONS**

- Section 1. *Convene.*** The Board of Trustees may convene in Executive Session whenever it is deemed necessary to discuss any matter authorized by state law.
- Section 2. *Official Business.*** No official business of the Board of Trustees shall be formally acted upon in Executive Session.

### **Article IV**

#### **RECORDS OF BOARD ACTION**

- Section 1. *Record of Board Meetings.*** All business transacted in official Board meetings shall be recorded in minutes and filed for reference.

### **Article V**

#### **PARLIAMENTARY PROCEDURES**

- Section 1. *Quorum.*** Three members of the Board of Trustees shall constitute a quorum, and no action shall be taken by less than a majority of the Board Members.
- Section 2. *Less than a Quorum.*** Lesser number may adjourn from time to time any regular or special meetings at which a quorum is not present. The Secretary of the Board shall, in person or in writing notify the absent members of the time, date and place set for the adjourned meeting.

**Section 3.** **Voting.** Normally, voting shall be viva voce. However, a roll call vote may be requested by any member of the Board for the purposes of the record.

**Section 4.** **Rules of Order.** In question of parliamentary procedure, the actions of the Board shall be conducted according to the newly revised (1970) Robert's Rules of Order unless specified otherwise by State Law or Regulation of the State Board or By-Laws of the Board of Trustees.

#### **Article VI**

#### **ADOPTION OR REVISION OF POLICIES**

**Section 1.** **Board Policies.** Policies of the Board are established for Executive Limitations, Board Governance Process, Board Staff Linkage and Ends Policy Statements. In order to achieve a consistent pattern of administration, such policies should be reflected in continuous decision making.

**Section 2.** **Timeline.** Proposed written policies, or revision of existing written policies, shall be presented to the Board one month prior to the intended date of formal action to provide ample time for consideration and possible revisions.

#### **Article VII**

#### **OFFICERS OF THE BOARD**

**Section 1.** **Election.** At the first regular meeting of the Board following July 1 of each year, the Board shall elect from its membership a Chair and Vice-Chair to serve for the ensuing year. In Addition, the President of Columbia Basin College shall serve as Secretary to the Board of Trustees as specified by State Law. The Secretary may, at his/her discretion, appoint the administrative assistant or other appropriate college staff member to act as recording secretary for all regular and special meetings of the Board.

**Section 2.** **Chair.** The Chair, in addition to any duties imposed by Rules and Regulations of the State Board, shall preside at each regular or special meeting of the Board, sign all legal and official documents recording action of the Board, and develop in concurrence with the Board Secretary, an agenda for each meeting of the Board. The Chair shall, while presiding at official meetings, have full rights of discussion and vote.

**Section 3.** **Vice-Chair.** The Vice-Chair, in addition to any duties imposed by Rules and Regulations of the State Board, shall act as Chair of the Board in the absence of the Chair.

**Section 4.** **Chair Pro Tempore.** In case of the absence of the Chair and Vice-Chair from any meeting of the Board of Trustees or in case of the inability of both of the two to act, the Board of Trustees shall elect for the meeting a chair Pro Tempore, and may authorize such Chair Pro Tempore to perform the duties and acts authorized or required by said Chair or Vice-Chair to be performed, as long as the inability of these said officers to act may continue.

- Section 5. Secretary.** The Secretary of the Board shall in addition to any duties imposed by Rules and Regulations of the State Board, keep the official seal of the Board, maintain all records of meetings and other official action of the Board.
- Section 6. Duties.** The Secretary shall also be responsible for Board correspondence, compiling the agenda of meetings, and distributing the minutes of the meetings and related reports.
- Section 7. Meetings.** The Secretary, or the designee must attend all regular and special meetings of the Board, and official minutes must be kept of all such meetings.

### **Article VIII**

#### **COMMITTEES**

- Section 1. Board as a Whole.** The Board of Trustees shall act as a Committee of the Whole for the conduct of its business.
- Section 2. Special Committees.** Special committees of Board members may be appointed by the Chair of the Board upon authority of the Board with such powers and duties and for such term as the Board may determine.
- Section 3. Board Minutes.** Minutes of the proceedings of each committee shall be kept and as soon as practical after a meeting a copy of said minutes shall be mailed or delivered to each member of said committee and remaining members of the Board of Trustees and the President of the college.

### **Article IX**

#### **FISCAL YEAR**

- Section 1. Fiscal Year.** The fiscal year of the Board shall conform to the fiscal year of the State of Washington and shall be from July 1 to June 30 inclusive.

### **Article X**

#### **OFFICIAL SEAL**

- Section 1. Official Seal.** The Board of Trustees shall maintain an official seal for use upon any or all official documents of the Board. The seal shall have inscribed upon it the name of the college which shall be:

COMMUNITY COLLEGE  
District 19  
State of Washington

# Exhibit E



**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 \_\_\_\_\_ day of \_\_\_\_\_, 2017.

BOARD OF TRUSTEES  
Columbia Basin College

By: \_\_\_\_\_  
Chair of the Board