

COLUMBIA BASIN COLLEGE
BOARD OF TRUSTEES'
January 14, 2019
Beers Board Room — 4:00 p.m.

Agenda

Call to Order

***Agenda Changes**

***Approval of Minutes**

Exhibit A

Celebrating Excellence

Cyber Force Team

Faculty Coaches

Tym Obrien, Melissa DeHaan, Matt Boehnke, Tony Sako, Josh Bee, Don Humphrey, Elizabeth Hernandez, Debbie Wolf

Diversity Marketing Campaign

Anna Tensmeyer, Marketing & Communications Director and Julie Saraceno, Graphics Designer Supervisor, Lauran Wang, Mustang Signs

Linkage with Community

Patrick Jones, Executive Director, Institute for Public Policy & Economic Analysis

Benton-Franklin Trends Website

Remarks

By Administration

President

CEO, Foundation

By ASCBC

By Faculty Senate Chair

Exhibit B

By AHE

By Classified Staff

By Board Members

Reports

2nd Quarter Financial Statement

Exhibit C

Cash Balance Report

Exhibit D

Discussion

Resolution 19-01, 2815 St. Andrews Loop Acquisition

Exhibit E

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): discuss litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party

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 542-4802 as soon as possible to allow sufficient time to make arrangements.

EXHIBIT A

Columbia Basin College
Board of Trustees' Meeting Minutes
December 10, 2018
Beers Board Room – 4 pm.

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

Others in Attendance: Camilla Glatt, Melissa McBurney, Michael Lee, Kevin Rusch, Bryan Ovens, Jason Engle, Daphne Larios, Kelsey Myers, Lane Schumacher, Monica Hansen, Scott Towsley, Janese Thatcher, Adam Diaz, Michelle Kwon, Kerry Lobdell, Deb Severin, Jacqueline Marrast-Simpson, Josh Ellis, Scott Rogers, Deborah Meadows, Jesus Mota, Mary Hoerner, Susan Campbell, Maria Mayorquin and daughter Leslie, Mr. and Mrs. Dallas Barnes

The Agenda	The Discussion	Action
Call to Order		Meeting called to order by Chair Mitchell at 4:00 p.m.
Agenda Changes	None	Trustee Armijo moved and Trustee Page seconded the motion to approve the agenda as written. Approved Unanimously.
Approval of Minutes	November 5, 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.
Celebrating Excellence Maria Mayorquin, Transforming Lives Nominee Men's Soccer Team	Susan Campbell, Special Faculty for the Bachelor of Science in Nursing introduced Maria Mayorquin. Maria is the Trustee's Transforming Lives Nominee and will be attending the ACT Transforming Lives Dinner in Olympia on January 21. Scott Rogers, CBC Athletic Director, introduced Coach Martinez Ramirez. The team members introduced themselves and identified their program of study. Jessie Medina, Oscar Cortez, and Uriel Mendoza received special mention for making the all-star team.	Maria shared her story, the obstacles she has overcome and the impact that CBC and staff have made on her life. The Trustees presented Maria with a coin of excellence. The Trustees presented Coach Ramirez each team member with a coin of excellence.
Linkage to Community Sandra Haynes, WSU TC Chancellor Joe Jacobs, Director for the Eastern Washington Small Business Development Center	Chancellor Haynes described the SBDC's history and the current collaboration between CBC and WSUTC and their commitment to support and help to provide funding for Joe and the center. Chancellor Haynes introduced Joe. Joe shared some highlights and services that the center provides to small businesses, which includes free business advice.	The Trustees presented Chancellor Haynes and Joe Jacobs a coin of excellence.
Remarks Administration – President	<u>Rebekah Woods</u> <ul style="list-style-type: none"> • Hawk Trot: <ul style="list-style-type: none"> ➢ 200 students, staff and alumni participated ➢ Food and cash donations collected will provide 3,900 meals through Second Harvest • Cyber Hawk Team: 	

<p>Vice President for Institutional Advancement - Foundation</p>	<ul style="list-style-type: none"> • 78 teams nation-wide competed. The Cyber Hawk Team finished 22nd out of 78 teams. Thank you to Cyber Hawks coach and mentor, Matt Boehnke and the Cyber Hawk team. • Legislative Breakfast: <ul style="list-style-type: none"> ➤ We will have a good turnout. Senators Brown and Walsh have sent their regrets and will not be available to attend. ➤ Legislative Action Committee: Faculty members have not yet been identified. Some of the committee members will be attending the Legislative breakfast, others will be joining after the breakfast for training by Arlen Harris. • Concert choirs are doing an amazing job and are experiencing great attendance. • The President’s office sponsored a table at the upcoming Hispanic Chamber of Commerce dinner. <p><u>Kevin Rusch</u></p> <ul style="list-style-type: none"> • Foundation is at the half way mark at 1.2 million • The VPIA has been making appointments with CBC academic leadership. • The Marketing team is involved with the summer enrollment campaign and diversity campaign. 	
<p>ASCBC</p>	<p><u>No Report</u></p>	
<p>Faculty Senate</p>	<p><u>Adam Diaz</u> The fall quarter is over and the faculty are excited for future quarters. Adam asked if the Board had anything they would like him to take back to the Senate. Chair Mitchell asked Adam to share with faculty the Trustees’ appreciation for all their hard work.</p>	
<p>AHE</p>	<p><u>Tim Harris, VP AHE</u> Thank you to Human Resources for getting the promotional packets out to faculty</p>	
<p>Classified Staff</p>	<p>No Report</p>	
<p>Board Members Trustee Work Session</p>	<p>Trustee Page: Attended the state-wide ACT trustee conference. Trustee Gordon: Attended one day at the ACT conference Trustee Jackson: Trustee Jackson Is on the Legislative Action Committee and Arlen Harris will offer training, attended a crossover tournament refereeing a basketball Tournament between CBC and Mt. Hood. Trustee Armijo: Trustee Armijo thanked staff and faculty present for a great quarter, attended the ACT Conference, attending and looking forward to the Legislative Breakfast Chair Mitchell: Attended the Kennewick School Board Meeting on 11/7; participated in the</p>	

<p>Reports</p> <p>Trustee Work Session</p> <p>Public Comments</p> <p>Executive Session Convened: 5:12 p.m. Reconvened: 5:36 p.m.</p>	<p>CBC Hawk-Trot; attended the Local United Way “Festival of Trees” annual fundraising dinner; attended the Karen Grant memorial service; visited with WSUTC Chancellor Sandra Haynes.</p> <p><u>Unaudited Financial Report</u> The report looks as is expected</p> <p><u>Cash Balance Report</u> The report is where expected. Chairman Mitchell asked about the MESA program on pg. 12 of the report and the performance indicator being “gold.” Brian Dexter and VP for Instruction, Michael Lee further clarified that the MESA K-12 and the Community College is in a rebuild cycle.</p> <p>No Session</p> <p>Community member, Dallas Barnes gave remarks concerning faculty member Aissata Sidibe. The Trustees assured Mr. Barnes he is heard and the College’s process is being followed.</p> <p>RCW 42.30.110(1)(g): To review the performance of a public employee RCW 42.30.110(1)(b): To consider the acquisition of real estate by lease or purchase</p>	<p>Brian Dexter gave remarks related to the financial and cash balance reports</p> <p>Trustee Armijo moved and Trustee Jackson seconded the motion to move into the executive session. Approved unanimously.</p>
<p>Adjournment: 5:12 p.m.</p>	<p>Next Board of Trustees’ Meeting Beers Board Room January 14, 2018 – 4:00 p.m.</p>	

Duke Mitchell, Chair

EXHIBIT B

The Feed

Monthly Newsletter | Issue 1 | January 2019 | Columbia Basin College



Events

Visit the CBC web calendar for more events!

CBC Goes Late Night

January 3, 9pm - 1am, HUB

Slumber party in the HUB! Bring your PJs, sleeping bags, and competitive spirit for a night of games, snacks, and friendship. No entry after 10pm.

Coffee with a CBC Security Officer

January 9, 9:30am - 12pm, HUB Sunroom

Get to know CBC's finest with hot beverages and donuts.

Club Rush

January 17, 9:30am - 12:30pm, HUB Atrium

Meet clubs on campus astronaut and get involved!

Supersized Candyland

January 30, 9am - 12pm, January 31, 10am - 1pm, HUB Gjerde Center

Walk into Candyland and race your friends to the sweet end— collecting goodies and prizes along the way!

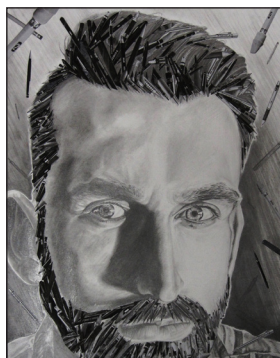
Hawk Art

Artist: Markus Orman

Title: What Makes You

Class: 2D Design

Instructor: Cozette Phillips



Hawk Topic

Food for Thought

Did you know that in a national survey, Hope Center found as many as half of undergraduate college students experience food insecurity? College is expensive, but there are resources on campus to help out when times are tight. Obtain a referral for the Phoenix Pantry at the Resource Center, Transitional Studies, ASCBC Office, Residence Life, Recreation & Wellness, or Workforce Education Center. We also have Free Little Food Pantries in the upstairs HUB, T-building, and the Richland MSC. Simply take a meal when needed, and give back when possible.

Club Spotlight

Professional Agricultural Student Club (PAS)

We are celebrating PAS, for their successful succulent and hot pepper spice fundraiser! The hot pepper spices were grown and made by club members. The potted succulents were so successful they ran out in the first day and had to pot more.

Interested in learning more about PAS?
Email kbleazard@columbiabasin.edu!

Did you find the Hidden Word in this issue? Email ascbhelp@columbiabasin.edu for the chance of winning a gift card!

Get Social with Us!



ASCBC



@ascbcofficial



@ascbchawks

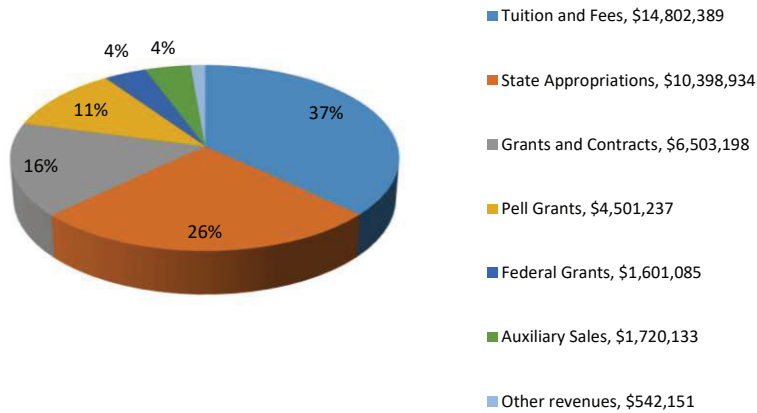
Contact Us: ascbhelp@columbiabasin.edu or 509.544.4934

EXHIBIT C

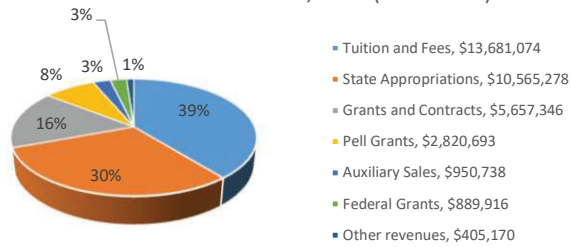
Columbia Basin College
Statement of Revenues, Expenses and Changes in Net Position
For December 31, 2018 (Unaudited)

	FY 2019 DEC 2018	FY 2018 DEC 2017
Operating Revenues		
Student tuition and fees, Gross	14,802,389	13,681,075
Auxiliary enterprise sales	1,720,133	950,738
State and local grants and contracts	6,503,198	5,657,346
Federal grants and contracts	1,601,085	889,917
Other operating revenues	542,151	405,170
Total operating revenue	<u>25,168,956</u>	<u>21,584,246</u>
 Operating Expenses		
Salaries and wages	12,077,866	12,211,701
Benefits	4,500,312	4,405,494
Scholarships and fellowships, Gross	11,634,727	10,595,392
Operating Expenses	2,697,611	2,200,680
Purchased services	1,505,639	1,819,159
Depreciation	1,962,711	1,930,890
Supplies and materials	1,155,752	1,190,546
Utilities	463,265	427,413
Total operating expenses	<u>35,997,883</u>	<u>34,781,275</u>
Operating income (loss)	<u>(10,828,927)</u>	<u>(13,197,030)</u>
 Non-Operating Revenues (Expenses)		
State appropriations	10,398,934	10,565,278
Federal Pell grant revenue	4,501,237	2,820,693
Investment income, gains and losses	109,406	68,288
Building fee remittance	(1,111,316)	(1,032,917)
Innovation fund remittance	(285,597)	(278,371)
Interest on indebtedness	(184,357)	(259,758)
Net non-operating revenues (expenses)	<u>13,428,307</u>	<u>11,883,213</u>
Income or (loss) before other revenues, expenses, gains, or losses	<u>2,599,380</u>	<u>(1,313,817)</u>
Capital appropriations	768,042	12,846
Increase (Decrease) in net position	<u>3,367,422</u>	<u>(1,300,971)</u>

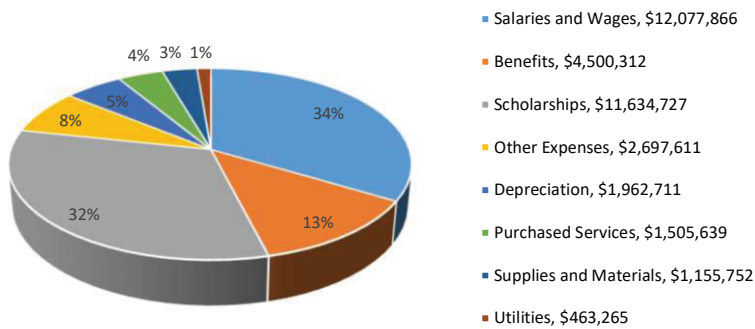
FY2018 Revenues by Source Type As of December 30, 2018 (Unaudited)



FY2017 Revenues by Source Type As of December 30, 2017 (Unaudited)



FY2018 Expenses by Functional Type As of December 30, 2018 (Unaudited)



FY2017 Expenses by Functional Type As of December 30, 2017 (Unaudited)

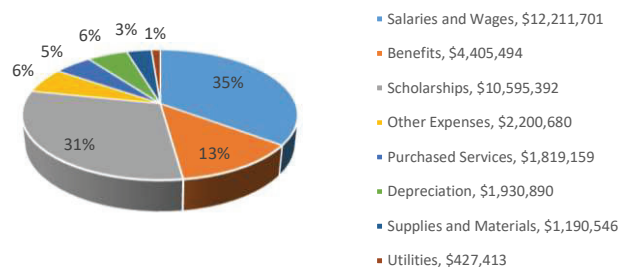


EXHIBIT D

FY 2019 - Estimated Cash Balances - COLUMBIA BASIN COLLEGE

ASSETS <i>As of January 4, 2019</i>		
CASH		
1110	In Bank	\$ 11,074,623
1120	Undeposited	\$ -
1130	Petty	\$ 5,504
Total		\$ 11,080,127
INVESTMENTS		
1210	Investments(ST/LT)	\$ 17,893,007
Total		\$ 17,893,007
ACCTs RECEIVABLE		
1312	Current	\$ 349,055
1318	Unbilled	\$ -
1319	Other	\$ 27,920
	Allowance for Accts Rec	\$ (35,504)
Total		\$ 341,471
INTER/INTRA GOV RECEIVABLES		
1351	Due From Fed	\$ 324,880
1352	Due From Other Gov	\$ 2,008,495
1354	Due From Other Agency	\$ 30,654
Total		\$ 2,364,029
TOTAL ASSETS		\$ 31,678,634
LIABILITIES		
CURRENT		
5111	Accts Payable	\$ 823,606
5124	Accrued Salaries Pay	\$ -
5150	Due To State Treasurer	\$ 523,164
5154	Due To Other Agency	\$ 65,658
5158	Sales/Use Tax	\$ -
5199	Accrued Liabilities	\$ -
5173	COP Current Year P&I Due	\$ 1,488,326
Total		\$ 2,900,754
TOTAL LIABILITIES		\$ 2,900,754

Cash Balance		
(ASSETS less LIABILITIES)		\$ 28,777,881
Dedicated Balances		
1110	Student Supported Capital	\$ 2,176,432
1110	3.5% - Needy Student Aid	\$ 1,003,955
1110	Students S&A	\$ 724,899
1110	Bookstore Operating Reserves	\$ 500,000
1110	Student Rec Center	\$ 3,000,000
1110	Technology Fee	\$ 948,755
1110	Parking Fees	\$ 403,795
1110	Basic Food Employment and Training	\$ 184,079
Total		\$ 8,941,915
Reserves Policy - (BOT Policies on Reserves)		
		Values
	Operating Reserve	\$ 7,600,000.00
	Unplanned Capital Repair and Replacement	\$ 2,000,000
	Real Estate Debt Fund	\$ 2,000,000
	Planned Future Operations	\$ 2,336,000
	Capital Facilities Projects	\$ 4,470,000
Total		\$ 18,406,000
Operating Reserves Balance		
<i>Existing Reserve balance less Dedicated Reserves , Emergency Reserves and Op'l Float</i>		\$ 1,429,966

EXHIBIT E

Columbia Basin College
Resolution No. 19-1
2815 St. Andrews Loop acquisition

WHEREAS, certain real property owned by Tippet Land and Mortgage CO, located in the County of **Franklin**, State of **Washington**, has been offered for purchase, more particularly described as follows:

±0.6 acre parcel containing one office building constructed in 2002 totaling 10,561 square feet, at 2815 St. Andrews Loop, Pasco, Washington.

WHEREAS, Columbia Basin College needs and can utilize said property for office space needed by the College or for lease to other organizations, AND

WHEREAS, the property is located within the Pasco Campus sphere of influence as indicated in the 2017 Facility Master Plan update, AND

WHEREAS, this acquisition will help support the Sun Hawk Residence Hall, as well as future initiative in that area, AND

WHEREAS, Columbia Basin College will be using local funds not to exceed \$2,000,000 to support its offer to purchase said property, 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 acquisition of 2815 St. Andrews Loop, Pasco, Washington.

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 _____, 2019, at which a quorum was present.

BOARD OF TRUSTEES
Columbia Basin College

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