

COLUMBIA BASIN COLLEGE
BOARD OF TRUSTEES' MEETING
February 3, 2020
Building L (Library) Room 102-7:30 am

Agenda

Call to Order

Pledge of Allegiance

Welcome New Trustee – Ms. Holly Siler

***Agenda Changes**

***Approval of Minutes**

Exhibit A

Celebrating Excellence

CTE Dual Credit

Keeley Gant, Director of CTE Dual Credit and College in the High School

Linkage with Community

CTE Dual Credit Directors

Deb Thurston, CTE Director, Pasco School District

Ryan Beard, CTE Director, Richland School District

Tricia Anderson, CTE Director, Kennewick School District

Remarks

By Administration

President

CEO, Foundation

By ASCBC

By Faculty Senate Chair

By AHE

By Board Members

Reports

Cash Balance Report

Exhibit B

Variance Report

Exhibit C

Discussion

Web Training and Process

Heidi Wasem, Director for Information Services

SRC Update

Tyrone Brooks, Vice President for Administrative Services

First Reading: Board Policies Governance Process GP-1-GP-4

Exhibit D

***Discussion/Action**

New Trustee Orientation

***Consent/Action**

Second Reading - Board Policies Executive Limitations EL-8-EL-10

Exhibit E

Public Comments

Executive Session

Adjournment

***(Requires motion/approval)**

Exhibit A

Columbia Basin College
Board of Trustees' Meeting Minutes
January 13, 2020
SWL 121– 4 pm.

Board Members in attendance: Duke Mitchell, Kedrich Jackson, Allyson Page,
Rebekah Woods, President, Darlene Scrivner, Secretary to the Board

Others in Attendance: Michael Lee, Cheryl Holden, Camie Glatt, Tyrone Brooks, Melissa McBurney, Brian Dexter, Alice Schlegel, Erin Fishburn, Rod Taylor, Kay Lynn Stevens, Lane Schumacher, Kelsey Myers, Monica Hansen, Jesus Mota, Molly Mooney

The Agenda	The Discussion	Action
Call to Order		Meeting called to order by Chair Mitchell at 4:04 p.m.
Agenda Changes		Trustee Page moved and Trustee Jackson seconded the motion to approve the agenda as written. Approved unanimously.
Approval of Minutes	December 9, 2019 Meeting Minutes Discussion - None	Trustee Jackson moved and Trustee Page seconded the motion to approve all minutes as written. Approved unanimously.
<u>Celebrating Excellence</u> Transforming Lives Nominees Brett Jakubek Celina Fox Women's Soccer Team , qualified for NWAC East Regional Playoffs Head Coach: Omar Anderson Assistant Coach: Kendra Selle Men's Soccer Team , winners of the NWAC East Regional Championship Title Head Coach: Martin Ramirez Assistant Coach: Lucas Cash	Dr. Woods introduced Brett, chosen CBC nominee and Celine, CBC nominee. Brett will be attending the Transforming Lives Dinner in Olympia and attending legislative meetings with Dr. Woods in February. Scott Rogers introduced Omar Anderson and Martin Ramirez. The student athletes introduced themselves and shared their current field of study and educational plans for the future.	The Trustees presented Brett and Celine a coin of excellence. The Trustees presented the coaches and student athletes a coin of excellence.
Linkage to Community	There was no Linkage to the Community	.
By, Administration President	<u>Rebekah Woods</u> <ul style="list-style-type: none"> Mary Hoerner is retiring: Mary began her career with CBC in January 1987 as an instructor of Nursing in Health Occupations. She received tenure in 1990. She completed her Masters in Nursing from WSU in 1999 while teaching FT. She worked as an ARNP at a local urgent care clinic for five years. She left her faculty position in 2014 when she was selected as the Dean for Health Sciences. During her tenure as the Dean she served on the Washington State Nursing 	

<p>By, CEO, Foundation</p>	<p>Commission. She has served on just about every committee at CBC at one time or another. She has been a large part of three major construction projects in the health sciences – including the Dental Hygiene Clinic. She helped develop the vision and bring to life the bachelor's degrees in the health sciences. (2017 BSN, 2019 Dental Hygiene). Health science programs have expanded under her watch....adding Spanish Medical Interpreting, Phlebotomy, Health Care Central Services Technician, MRHI to name a few). Most importantly, she has personally taught close to 1400 nursing students during her tenure and touched the lives of nearly 2000 students in the health science programs who are now serving our community.</p> <ul style="list-style-type: none"> • <u>First Week of Classes:</u> We just finished the first week of classes for the winter quarter, our full-time equivalent headcount was up 215 from the same time last year (3.7%). Running Start accounts for 130 of that increase. Our official enrollment will not be set until the 10th day of the quarter. Headcount is up 140 (2%). • <u>P-TECH:</u> We received word that the Commission on Hispanic Affairs was funded by Career Connect Washington as the intermediary for the P-TECH program. We have been discussing this program for more than a year now. It will provide planning funds to help us get started. We will be partnering with Pasco School District as well as WSU-TC to launch a P-TECH (Pathways in Technology Early College HS) school here in the Tri-Cities. There are also two pilot programs that would launch on the West side at Everett and Lake Washington. • <u>Faculty Art Show:</u> Dr. Woods attended the Faculty Art Show in the Esvelt Gallery which launched on Monday. The show will remain up through February 6. They are showcasing the works of current and emeritus faculty. It is dedicated to the memory of Professor Emeritus Morse Clary, who recently passed away. His wife has provided some of his artwork to be included in the exhibit. • <u>Dental Hygiene Clinic Ribbon Cutting:</u> Friday morning we had our ribbon cutting ceremony for the new Dental Hygiene Clinic. There was a packed lobby and overflow into the hallways with those in attendance. We had great media coverage and a presentation by Sandra Kent, the Mayor Pro Tem, for the City of Richland. Thanks to Chairman Mitchell for joining us. • <u>MLK Ceremony:</u> The MLK Ceremony will be on Monday, January 20, at 11am. The College will otherwise be closed for the day. • <u>Legislative Session:</u> Dr. Woods will be in Olympia for WACTC next week and has meetings set up with our elected officials to share our priorities – which are capital and Running Start changes. Bill McKay will be representing us as part of the delegation from the Tri-Cities in Olympia on January 30 for Tri-Cities Day. <p><u>Erin Fishburn</u></p> <ul style="list-style-type: none"> • The next leadership breakfast is scheduled for February 6th. The focus is health care and will be held at the Richland Health Science Center. The purpose is to introduce new people to CBC and the work that we do. • The annual audit was just completed, with the report being presented to the Foundation Board this week. 	
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	<ul style="list-style-type: none"> • In addition to the audit, the staff are continuing to work through administrative tasks—bylaw review, investment policy review, etc. • A mailing was sent out to past Power of Connection attendees last week to let them know about the new direction of the event and we are focused on confirming sponsorships over the next month. • A year in review publication is currently being created that will go out to donors in the next few weeks. • Over 500 individuals have started scholarships on the online system. We will continue to work on marketing that to students with the deadline being Feb. 21. • A Development officer is being hired in the Foundation whose primary focus will be on managing the scholarship program and promoting it to students. This addition will allow the Foundation to be more responsive to student needs and the needs of CBC. • A plan for an employee giving campaign is being worked out, and should happen in February—more information to follow. • In November, the Chase Center was put on the market. An offer on the building was just received. If the sale goes through, proceeds will be placed in the trust, for the life of the beneficiary. 	
By, ASCBC	<p><u>Christopher Bonilla</u></p> <ul style="list-style-type: none"> • Food Pantry: the food pantry has now been operational for two months. In December there were 32 visits. • Club Rush: At the start of the quarter, we will welcome returning and new clubs. The regular recurring Club Rush will take place on January 16th from 9am-1pm. Over 25 clubs will be on display, including the new YMEA club and Young Music Educators Association. • Budget Committee: This quarter’s Leadership Council will serve in the role of Budget Committee. We will begin the LC’s workshop on Wednesday with an approximate 13 students. Together we will work towards objectively evaluating proposals, and appropriately allocating 1.5 million dollars of S&A fees towards campus services, organizations, and clubs. • Constitution and Bylaws: The revisions to the Student Body Constitution and Bylaws are near completion. The document revisions will be presented to different sectors of the student body, from there they will go out to an all student vote. The revisions will go to the Board of Trustees, pending student approval. 	
By, Faculty Senate Chair	<p><u>Molly Mooney</u> The Faculty Senate has not yet met this quarter.</p>	
By, AHE	<p><u>Kay Lynn Stevens</u> Today is the first day of the legislative sessions. Next Monday is WEA Lobby Day. This Friday is promotion portfolio training at 11 a.m.</p>	
By, Board Members	<p><u>Trustee Page</u>: No comments</p>	

<p style="text-align: center;"><u>Reports</u> Cash Balance Quarterly Financial Statement</p> <p style="text-align: center;">Discussion First Reading–Board Policies Executive Limitations EL-8-EL-10</p> <p style="text-align: center;">Consent Board Policies Executive Limitations EL-5-EL-7</p> <p style="text-align: center;">Public Comments</p>	<p><u>Trustee Jackson</u> Attended the Blue Mountain basketball game; December 17, attended the Pasco School District Strategic Plan Review meeting.</p> <p><u>Trustee Mitchell:</u> 12/10: attended a Pasco School Board meeting; 12/11: attended a Kennewick School Board meeting; 12/13: attended Tri-City Hispanic Chamber of Commerce Annual Awards Program and Dinner at Pasco Red Lion; 12/14: attended Washington State House of Representative’s Veterans Service Fair at Richland Red Lion; 12/18: attended Tri-City Chamber of Commerce Annual Meeting. General Jim Mattis was the Keynote Speaker; 12/19: attended a retirement social for Kennewick School District Superintendent, Dave Bond.</p> <p><u>Tyrone</u> The report is tracking as expected. Some January expenses are not reflected. The expenditures are where we need to be. The total net is very strong.</p> <p>EL-9 modification: “shall” to replace “may” EL-10 #1 modification: “extend” to replace “grant” The policies will be moved to February’s consent agenda.</p> <p>The policies were accepted as modified.</p> <p>None</p>	<p>Trustee Jackson moved and Trustee Page seconded the motion to move the first reading of the Board Policies Executive Limitations EL-8-EL-10 to the February consent agenda. Approved unanimously.</p> <p>Trustee Jackson moved and Trustee Page seconded the motion to accept the policies as modified and presented. Approved unanimously.</p>
<p>Adjournment: 5:15 p.m.</p>	<p style="text-align: center;">Next Board of Trustees’ Meeting February 3, 2020-7:30 a.m. L Building 102</p>	

Duke Mitchell, Chair

Exhibit B

FY 2019 - Estimated Cash Balances - COLUMBIA BASIN COLLEGE

ASSETS <i>As of January 22, 2020</i>			
CASH			
1110	In Bank	\$	11,001,373
1120	Undeposited	\$	-
1130	Petty	\$	5,504
Total		\$	11,006,877
INVESTMENTS			
1210	Investments(ST/LT)	\$	19,968,903
Total		\$	19,968,903
ACCTs RECEIVABLE			
1312	Current	\$	397,338
1318	Unbilled	\$	49,761
1319	Other	\$	26,239
	Allowance for Accts Rec	\$	(35,504)
Total		\$	437,834
INTER/INTRA GOV RECEIVABLES			
1351	Due From Fed	\$	44,349
1352	Due From Other Gov	\$	1,054,940
1354	Due From Other Agency	\$	168,612
Total		\$	1,267,901
TOTAL ASSETS		\$	32,681,515
LIABILITIES			
CURRENT			
5111	Accts Payable	\$	1,338,177
5124	Accrued Salaries Pay	\$	-
5150	Due To State Treasurer	\$	203,648
5154	Due To Other Agency	\$	21,562
5158	Sales/Use Tax	\$	25,592
5199	Accrued Liabilities	\$	-
5173	COP Current Year P&I Due	\$	1,133,154
Total		\$	2,722,134
TOTAL LIABILITIES		\$	2,722,134

Cash Balance		
(ASSETS less LIABILITIES)		\$ 29,959,381
Dedicated Balances		
1110	Student Supported Capital	\$ 2,209,226
1110	3.5% - Needy Student Aid	\$ 554,265
1110	Students S&A	\$ 822,698
1110	Bookstore Operating Reserves	\$ 500,000
1110	Technology Fee	\$ 1,204,345
1110	Parking Fees	\$ 438,142
1110	Basic Food Employment and Training	\$ 147,878
Total		\$ 5,876,554
Reserves Policy - (BOT Policies on Reserves)		
		Values
	Operating Reserve	\$ 8,400,000
	Unplanned Capital Repair and Replacement	\$ 2,000,000
	Real Estate Debt Fund	\$ 2,000,000
	Planned Future Operations	\$ 1,925,000
	Capital Facilities Projects	\$ 8,368,479
	Emergenices	\$ 1,000,000
Total		\$ 23,693,479
Operating Reserves Balance		
Existing Reserve balance less Dedicated Reserves and Emergency Reserves		\$ 389,348

Exhibit C

FY1920 Operating Funds Variance Report

% of Fiscal YR: 57.81%

1/28/2020

By FUND					% of Bdgt Exp	% of Rev Exp	% of Bdgt Rev
					EXP/BDGT	EXP/REV	REV/BDGT
*State Allocation 101,123,3E0,BK1,BG1,BD1,PS0,CE1,031,071,091,DD1	000	EXP BDGT	\$27,306,726.00	<div><div></div></div>	51.45%	54.39%	94.59%
		EXP	\$14,048,005.10	<div><div></div></div>			
		REV (Alloc)	\$25,828,397.00	<div><div></div></div>			
Local Fees	148	EXP BDGT	\$2,460,719.00	<div><div></div></div>	44.97%	42.68%	105.37%
		EXP	\$1,106,633.78	<div><div></div></div>			
		REV	\$2,592,931.13	<div><div></div></div>			
Local Tuition	149	EXP BDGT	\$18,389,605.00	<div><div></div></div>	43.30%	77.02%	56.22%
		EXP	\$7,962,179.20	<div><div></div></div>			
		REV	\$10,338,096.31	<div><div></div></div>			
Contracts	146	EXP BDGT	\$2,465,264.00	<div><div></div></div>	28.70%	20.93%	137.10%
		EXP	\$707,522.34	<div><div></div></div>			
		REV	\$3,379,846.44	<div><div></div></div>			
TOTALS		EXP BDGT	\$50,622,314.00		47.06%	56.54%	83.24%
		EXP	\$23,824,340.42				
		REV BDGT	\$50,497,954.00				
		REV	\$42,139,270.88				

By OBJ, ALL FUNDS COMBINED			BDGTT	EXP	EXP/BDGTT	NOTES:
SALARIES	A		\$29,154,425.00	\$13,892,180.67	47.65%	Revenue:
BENEFITS	B		\$10,046,134.00	\$4,969,841.98	49.47%	STATE: per State Allocation #4
PROFESSIONAL SERVICES CONTRACTS	C		\$381,027.00	\$239,992.71	62.99%	146 : Revenue totals does not include January RS invoices
GOODS & SERVICES	E		\$6,712,007.00	\$3,403,364.99	50.71%	Object Code Note:
COST OF GOODS SOLD	F		\$0.00	\$0.00	0.00%	C: Professional Service Contracts: we are reviewing which budgets can use other sources to pay for unexpected yet necessary contractual services.
TRAVEL	G		\$618,045.00	\$298,319.25	48.27%	N: Grant Benefits & Client Services shows increased expense rate due to our Apprenticeship contract billing cycle processing.
CAPITAL OUTLAYS	J		\$1,990,723.00	\$447,794.56	22.49%	
SOFTWARE	K		\$0.00	\$0.00	0.00%	
GRANTS BENEFITS & CLIENT SVCS	N		\$873,308.00	\$555,492.48	63.61%	
DEBT SERVICE	P		\$1,534,732.00	\$173,695.16	11.32%	
INTERAGENCY REIMBURSEMENTS	S	Revenue Bdggt	(\$238,536.00)	(\$128,442.24)	53.85%	
INTRAAGENCY REIMBURSEMENTS	T	Revenue Bdggt	(\$449,551.00)	(\$27,899.14)	6.21%	
DEPRECIATION, AMORTIZATION, BAD DEBT	W		\$0.00	\$0.00	0.00%	
			\$50,622,314.00	\$23,824,340.42	47.06%	

Key:	Spend rate less than 5% below FY %	Spend rate with in + or - 5% of FY%	Spend rate more than 5% above FY%
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Exhibit D

POLICY TYPE: GOVERNANCE PROCESS GP-1***POLICY TITLE: GOVERNANCE COMMITMENT***

The purpose of governance is that the Board, on behalf of the citizens of Benton and Franklin counties, ensures the accountability of Columbia Basin College by assuring that it (a) achieves appropriate results for the appropriate recipients at an appropriate cost, and (b) avoids unacceptable activities, conditions and decisions.

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POLICY TYPE: GOVERNANCE PROCESS GP-2***POLICY TITLE: GOVERNING STYLE***

The Board will govern with an emphasis on outward vision rather than an internal preoccupation, encouragement of diversity in viewpoints, strategic leadership more than administrative detail, clear distinction of Board and President roles, collective rather than individual decisions, future rather than past or present, and proactivity rather than reactivity. The Board will:

1. Deliberate in many voices, but govern in one.
2. Be responsible for excellence in governing and an initiator of policy.
3. Direct, control and inspire the organization through the careful establishment of broad written policies reflecting the Board's values and perspectives. The Board's major policy focus will be on the intended long term impacts outside the operating organization, not on the administrative or programmatic means of attaining those effects.
4. Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policy making principles, respect of roles, and ensuring the continuity of governance capability.
5. Monitor and discuss the Board's process and performance periodically. Self-monitoring will include comparison of Board activity and discipline to policies in the Governance Process and Board-Staff Linkage categories.
6. Continual Board development will include, but not be limited to, orientation of new members in the Board's governance process and periodic Board discussion of process improvement.

POLICY TYPE: GOVERNANCE PROCESS GP-3***POLICY TITLE: BOARD JOB DESCRIPTIONS***

The job of the Board is to represent the citizens of Benton and Franklin counties in determining and demanding appropriate organizational performance. To distinguish the Board's own unique job from the jobs of its staff, the Board will concentrate its efforts on the following job "products" or outputs:

1. The link between the organization and the citizens of Benton and Franklin counties.
2. Written governing policies which, at the broadest levels, address:
 - a. Ends: Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good, for which needs, at what cost).
 - b. Executive Limitations: Constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
 - c. Governance Process: Specification of how the Board conceives, carries out and monitors its own task.
 - d. Board-Staff Linkage: How power is delegated and its proper use monitored, the President role authority and accountability.
3. The assurance of President's performance (against policies in 2a and 2b).
4. A link between the Board and the College Foundation Board for maintaining communication and providing coordination between the two Boards.

POLICY TYPE: GOVERNANCE PROCESS GP-4***POLICY TITLE: CHAIRPERSON'S ROLE***

The Chair assures the integrity of the Board's process and, secondarily, occasionally represents the Board to outside parties. The Chair is the only Board member authorized to speak for the Board (beyond simply reporting board decisions), other than in rare and specifically authorized instances.

1. The job result of the Chair is that the Board behaves consistent with its own rules and those legitimately imposed upon it from outside the organization.
 - a. Meeting content will focus on those issues which, according to Board policy, clearly belong to the Board to decide or examine, not the President.
 - b. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and kept to the point.
2. The authority of the Chair consists of making decisions that fall within the topics covered by Board policies on Governance Process and Board-Staff Linkage, except where the Board specifically delegates portions of this authority to others. The Chair is authorized to use any reasonable interpretation of the provisions in these policies.
 - a. The Chair is empowered to chair Board meetings with all the commonly accepted power of that position (e.g., ruling, recognizing, and agenda-setting).
 - b. The Chair has no authority to make decisions about policies created by the Board within Ends and Executive Limitations policy areas. Therefore, the Chair has no authority to supervise or direct the President.
 - c. The Chair may represent the Board to outside parties in announcing Board-stated positions and in stating Chair decisions and interpretations within the area delegated to him or her.
 - d. The Chair may delegate this authority, but remains accountable for its use.
3. In the absence of the Chair, the Vice Chair will assume the responsibilities of the Chair.

Exhibit E

POLICY TYPE: EXECUTIVE LIMITATIONS EL-8***POLICY TITLE: COMMUNICATION AND SUPPORT TO THE BOARD***

The President, with sufficient and relevant support and assistance from the College Leadership team (Vice- Presidents and Deans), shall not fail to proactively communicate, provide information and counsel to the Board in a timely manner.

Accordingly, the President shall not:

1. Fail to submit Monitoring and Performance data reports required by the Board in a timely, accurate and understandable format that directly addresses provisions of the Board policies being monitored.
2. Let the Board be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes, and particularly changes in assumptions upon which any Board policy has previously been established.
3. Fail to advise the Board if, in the President's opinion, the Board is not in compliance with its own policies, and particularly in the case of Board behavior which is detrimental to the work relationship between the Board and President.
4. Deprive the Board of as many staff and external points of view, issues and options as needed for fully-informed Board choices and decisions.
5. Present information in an unnecessarily complex or lengthy format such that it fails to clearly differentiate between monitoring, Board decision preparation and other designated subject matter.
6. Withhold from the Board the support needed for its official functioning and communications.
7. Favor any Board Member or Members above the Board as a whole, except when fulfilling individual Board member requests for information.
8. Fail to report in a timely manner an actual or anticipated non-compliance with any Board policy.
9. Neglect to supply topics and/or issues that may need to be processed in its "required approval agenda." Such topics and issues are those delegated to the President, yet required by law or contract to be Board-approved, along with monitoring assurance pertaining thereto.

POLICY TYPE: EXECUTIVE LIMITATIONS EL-9***POLICY TITLE: EMERGENCY EXECUTIVE SUCCESSION***

To protect the Board from sudden loss of Chief Executive services, the President shall ~~may~~ not have fewer than two

(2) other executives familiar with Board and Chief Executive issues and processes.

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POLICY TYPE: EXECUTIVE LIMITATIONS EL-10***POLICY TITLE: TENURE***

The Board of Trustees reserves the authority to grant tenure, deny tenure and to issue a final order for dismissal of tenured faculty at Columbia Basin College. Additionally the Board reserves the authority to renew or not renew contracts for probationary faculty, and to issue a final order to dismiss probationary faculty.

Accordingly, the President will not:

1. Fail to submit recommendations to the Board to extend ~~grant~~ or deny tenure to faculty.
2. Fail to submit recommendations to the Board to issue the final order to dismiss tenured faculty.
3. Fail to submit recommendations to the Board for the renewal or non-renewal of contracts for probationary faculty.
4. Fail to submit recommendations to the Board to issue the final order to dismiss probationary faculty.

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