

**COLUMBIA BASIN COLLEGE**

**BOARD OF TRUSTEES'**

June 10, 2019

Beers Board Room — 4 pm.

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**Agenda**

Call to Order

**\*Agenda Changes**

**\*Approval of Minutes**

Exhibit A

**Celebrating Excellence**

Ali Martineau/Basketball Camp

Women's Golf Team and Coach Dan Clifford

Meg Bartrand, Mathematics Professor

*WA Mathematical Assoc. of Two-Year Colleges Lifetime Achievement Award Recipient*

**Linkage with Community**

Deb Bowen, Stem Foundation Board

**Reports**

Guided Pathways update

Variance Report

Exhibit B

Cash Balance Report

Exhibit C

**Remarks**

By Administration

President

By CEO, Foundation

By ASCBC

By Faculty Senate Chair

By AHE

By Board Members

**\*Discussion/Action**

**Discussion**

September 2019-August 2020 Board Meeting Calendar

Exhibit D

Grants Reports

Board Retreat Tentative Agenda

**Consent**

**Public Comments**

**Executive Session**

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

**Adjournment**

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

# Exhibit A

Columbia Basin College  
Board of Trustees' Meeting Minutes  
May 13, 2019  
SSWL 117 – 4:00 p.m.

Board Members in attendance: Duke Mitchell, Kedrich Jackson, Bill Gordon, Allyson Page, Rebekah Woods, Secretary to the Board, Darlene Scrivner  
Others in Attendance: Melissa McBurney, Kevin Rusch, Cheryl Holden, Tyrone Brooks, Camie Glatt, Jason Engle, Kelsey Myers, Lane Schumacher, Laird Livingston, Bill McKay, Brian Dexter, Mary Hoerner, Daphne Larios, Hansen Stewart, Jesus Mota, Adam Dias, Keri Lobdell, Kay Lynn Stevens, Sarah Murphy, Erin Fishburn

The Agenda	The Discussion	Action
Call to Order		Meeting called to order by Chair Mitchell at 4 pm.
Agenda Changes		None. Agenda approved unanimously as presented.
Approval of Minutes	April Meeting Minutes Discussion - None	Bill Gordon moved and Kedrich Jackson seconded the motion to approve all minutes as written. Approved unanimously.
<u>Celebrating Excellence</u> Jazz Ensemble Collin Wilson, Assistant Professor of Music  2019 All Washington Academic Team Brett Jakubek Kaile Kauanui Terry Fleischman, Phi Theta Kappa, Advisor  Newly Tenured Faculty	Bill McKay played a short jazz ensemble You Tube clip and introduced Collin Wilson. Collin Wilson introduced the student jazz ensemble student representatives in attendance.  Dr. Woods introduced Terry Fleischman and presented Brett and Kaile shadow boxes filled with mementos from their 2019 All WA Academic experience. Terry introduced Brett and Kaile and gave some criteria for the sponsorship. Brett and Kaile informed the Trustees of their future academic goals.	The Trustees presented Collin and the students with a coin of excellence.  The Trustees presented the 2019 All Washington Academic Team with a coin of excellence.  The newly tenured faculty were recognized at a 3 pm. reception prior to the board meeting.
Remarks  Administration – President	Attended the American Association of Community Colleges Annual Convention (AACC) and Aspen Presidential Fellows Alumni Event in Florida.  Dr. Woods attended a meeting at WSU. The focus was on Pathways and discussion around how we can partner together to improve transfer opportunities for our students. Wayne Martin provided the welcome. Trustee Jackson asked about the transferability of credit. In general the direct transfer of credits depends on the major. The earlier students can identify where they are transferring to and the degree seeking the better. Dr. Woods	

<p>Vice President for Institutional Advancement - Foundation</p> <p>ASCBC</p> <p>Faculty Senate</p> <p>AHE</p>	<p>informed the trustees that a team from WSU and CBC applied for the Summer Institute at Governors State University and were accepted. Teams will participate in work sessions to develop a strategic plan using structured pathways and support systems. Later that afternoon Dr. Woods participated in a panel presentation along with Carl Adrian from TRIDEC, Rick Schulte from the Richland School District, and Lori Mattson from the Tri City Regional Chamber. The panel was part of WSU-TC's strategic planning process</p> <p>CBC hosted the WACTC meeting on April 25-26.</p> <p>There will be a Memorial Day service on Campus next Thursday. Sue Frost will present a financial gift for veteran students at CBC.</p> <p>Tri City Regional Chamber of Commerce: Mytri30 Official CBC representatives; Bill McKay (Life), Sandya Kesoju (Agriculture), Ryan Malm (Prosperity), Kate Holestine (Energy) , Jesus Mota (Diversity) and Rebekah Woods (Education)</p> <p>Attended the 30<sup>th</sup> Annual Hispanic Academic Achievement Program (HAAP) award ceremony: Maria Mayorquin was one of the Keynote speakers.</p> <p><u>Kevin Rusch</u> Introduced Foundation's new employees that were in attendance, Erin Fishburn, Senior Director for Development, formerly from Perry Institute and Sarah Murphy, Director for Strategic Initiatives.</p> <p>The Power of Connection event on April 27 brought in \$100,000.</p> <p>Database migration: Training will begin in September.</p> <p>On Wednesday, the Foundation put on a faculty appreciation event. It was an opportunity to introduce the faculty to the Foundation and to hear faculty needs and inform them of funding available.</p> <p>No Report</p> <p><u>Adam Diaz</u> reported there has been good camaraderie in faculty senate. The Senate has been looking at by-law changes in diversity and teaching and learning to name a few, in hopes for creating a legacy and then passing that information along.</p> <p><u>Kay Lynn Stevens</u> Faculty Elections for three committees: Dismissal Review Committee, TROC, and Promotion Advising Committee,</p>	
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<p>Board Members</p>	<p>Trustee Page: Attended the Power of Connection dinner with her husband. Trustee Jackson: Attended the AWB in Spokane; immediately following the Board meeting he will be leaving to attend the WA Policy Center Solutions Summit in Spokane. Trustee Mitchell: Attended the Richland school district board meeting at Marcus Whitman Elementary school on 4/14, attended as a private citizen and guest speaker for the April CBC Christian Club, topic: integrity; attended the 30<sup>th</sup> Annual Hispanic Academic Achievement Program (HAAP) award ceremony on 4/26; attended the CBC Foundation Power of Connection Scholarship dinner; attended the WSU Tri-Cities Town Hall meeting on 4/29; attended the 2019 WSU Tri-Cities Graduation Ceremony on 5/4; attended the CBC vs Wenatchee Valley baseball games; attended the first of two CBC vs Treasure Valley Baseball games on 5/11. Trustee Gordon: Attended the Pasco Chamber this afternoon. Trustee Gordon is planning to attend the Sue Frost presentation/Memorial Day Celebration at CBC.</p>	
<p>Reports Variance Report</p>	<p><u>Tyrone Brooks</u> Standard report and overall tracking where expected.</p>	
<p>Cash Balance Report</p>	<p>Tracking exactly where expected to be.</p>	
<p>Discussion Resolution 19-04, West Argent Road Right-of-Way and Public Utility Easement</p>	<p>Correction to the agenda: Resolution: 19-04 not 19-03 as typed. Improvements proposed by the City of Pasco several years ago. The easement project will benefit and beautify the campus and will provide the City temporary construction easement for the West Argent Road improvement project.</p>	<p>Trustee Jackson moved and Trustee Gordon seconded the motion to accept the Resolution as written. Approved unanimously.</p>
<p>Discussion</p>	<p>Draft Budget FY20 Presentation Recommended operating budget to approve. The budget considers COLA increases, health rate changes, tuition, running start projections, enrollment projections, and BAS in teacher Ed. All have been factored into the base. If the official state board allocation makes a material change to the budget, i.e., exceeds 10% or more, the budget will be brought back to the board of trustees.</p>	<p>Motion to approve the draft as presented. Trustee Jackson moved and Trustee Gordon seconded the motion to approve the FY20 budget draft as presented. Approved unanimously.</p>
	<p>Athletics FY20 Budget Supports are embedded in operating budget.</p>	<p>Motion: to approve the proposed Athletic FY 20 budget. Trustee Jackson moved and Trustee Gordon seconded the motion to approve the Athletic FY20 budget. Approved unanimously.</p>
	<p>Calendar for September 2019-August 2020 Board Meetings February-April start at 7:30 am, July no meeting, August 21,2020 Retreat Change to the calendar: November 2019 meeting will be on the 4<sup>th</sup>, so as not to conflict</p>	<p>Revisit calendar at June meeting.</p>

<p>Public Comments</p> <p>Executive Session Convened at 5:50 Reconvened at 6:18.</p> <p>Adjournment: 6:20 p.m.</p>	<p>with Veteran's Day on November 11.</p> <p>none</p> <p>RCW 42.30.110(1)(g): To review the performance of a public employee RCW 42.30.110 (1)(l) To discuss with legal counsel representing the agency in litigation</p>	
<p>Next Board of Trustees' Meeting Beers Board Room June 10, 2019 – 4 p.m.</p>		

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Duke Mitchell, Chair

# Exhibit B

# FY1819 Operating Funds Variance Report

% of Fiscal YR: 92.33%

6/3/2019

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	000	BDGT	\$25,449,056.00		83.13%	90.48%	91.87%
		EXP	\$21,155,132.71				
		REV (Alloc)	\$23,380,868.00				
Local Fees	148	BDGT	\$2,692,550.00		69.02%	46.99%	146.87%
		EXP	\$1,858,392.42				
		REV	\$3,954,598.32				
Local Tuition	149	BDGT	\$17,221,002.00		78.38%	94.55%	82.90%
		EXP	\$13,498,496.72				
		REV	\$14,276,053.66				
Running Start	145	BDGT	\$751,006.00		69.72%	7.03%	992.15%
		EXP	\$523,628.47				
		REV	\$7,451,079.06				
TOTALS		BDGT	\$46,113,614.00		80.32%	75.49%	106.40%
		EXP	\$37,037,077.11				
		REV	\$49,062,599.04				

BY OBJ, ALL FUNDS COMBINED		BDGT	EXP	EXP/BDGT	NOTES:
SALARIES	A	\$27,226,915.00	\$22,485,555.16	82.59%	* per Allocation #7 ** Principal and interest debt service expenditures occur in December and June
BENEFITS	B	\$9,220,017.00	\$7,924,007.55	85.94%	
PROFESSIONAL SERVICES CONTRACTS	C	\$500,698.00	\$399,510.88	79.79%	
GOODS & SERVICES	E	\$5,845,142.00	\$4,433,662.54	75.85%	
COST OF GOODS SOLD	F	\$0.00	\$0.00	0.00%	
TRAVEL	G	\$551,371.00	\$509,039.27	92.32%	
CAPITAL OUTLAYS	J	\$721,731.00	\$469,141.05	65.00%	
SOFTWARE	K	\$0.00	\$0.00	0.00%	
GRANTS BENEFITS & CLIENT SVCS	N	\$1,179,845.00	\$1,200,859.30	101.78%	
**DEBT SERVICE	P	\$1,534,732.00	\$195,883.53	12.76%	
INTERAGENCY REIMBURSEMENTS	S	Revenue Bdgt (\$220,996.00)	(\$188,543.25)	85.32%	
INTRAAGENCY REIMBURSEMENTS	T	Revenue Bdgt (\$445,841.00)	(\$392,038.92)	87.93%	
DEPRECIATION, AMORTIZATION, BAD DEBT	W	\$0.00	\$0.00	0.00%	
		\$46,113,614.00	\$37,037,077.11	80.32%	



# Exhibit C

FY 2019 - Estimated Cash Balances - COLUMBIA BASIN COLLEGE

<b>ASSETS As of May 31, 2019</b>			
<b>CASH</b>			
1110	In Bank	\$	13,959,476
1120	Undeposited	\$	-
1130	Petty	\$	5,504
<b>Total</b>		<b>\$</b>	<b>13,964,980</b>
<b>INVESTMENTS</b>			
1210	Investments(ST/LT)	\$	17,820,873
<b>Total</b>		<b>\$</b>	<b>17,820,873</b>
<b>ACCTS RECEIVABLE</b>			
1312	Current	\$	347,115
1318	Unbilled	\$	-
1319	Other	\$	21,379
	Allowance for Accts Rec	\$	(35,504)
<b>Total</b>		<b>\$</b>	<b>332,990</b>
<b>INTER/INTRA GOV RECEIVABLES</b>			
1351	Due From Fed	\$	41,410
1352	Due From Other Gov	\$	1,112,403
1354	Due From Other Agency	\$	133,409
<b>Total</b>		<b>\$</b>	<b>1,287,221</b>
<b>TOTAL ASSETS</b>		<b>\$</b>	<b>33,406,064</b>
<b>LIABILITIES</b>			
<b>CURRENT</b>			
5111	Accts Payable	\$	40,535
5124	Accrued Salaries Pay	\$	-
5150	Due To State Treasurer	\$	553,017
5154	Due To Other Agency	\$	66,081
5158	Sales/Use Tax	\$	1,623
5199	Accrued Liabilities	\$	-
5173	COP Current Year P&I Due	\$	1,263,535
<b>Total</b>		<b>\$</b>	<b>1,924,791</b>
<b>TOTAL LIABILITIES</b>		<b>\$</b>	<b>1,924,791</b>

<b>Cash Balance</b>			
		(ASSETS less LIABILITIES)	<b>\$ 31,481,274</b>
<b>Dedicated Balances</b>			
1110	<a href="#">Student Supported Capital</a>	\$	2,556,975
1110	<a href="#">3.5% - Needy Student Aid</a>	\$	507,483
1110	<a href="#">Students S&amp;A</a>	\$	1,056,996
1110	<a href="#">Bookstore Operating Reserves</a>	\$	500,000
1110	<a href="#">Student Rec Center</a>	\$	3,000,000
1110	<a href="#">Technology Fee</a>	\$	1,099,756
1110	<a href="#">Parking Fees</a>	\$	387,835
1110	<a href="#">Basic Food Employment and Training</a>	\$	153,573
<b>Total</b>		<b>\$</b>	<b>9,262,619</b>
<b>Reserves Policy - (BOT Policies on Reserves)</b>			
			Values
	<a href="#">Operating Reserve</a>	\$	7,600,000
	<a href="#">Unplanned Capital Repair and Replacement</a>	\$	2,000,000
	<a href="#">Real Estate Debt Fund</a>	\$	198,219
	<a href="#">Planned Future Operations</a>	\$	2,336,000
	<a href="#">Capital Facilities Projects</a>	\$	5,012,000
<b>Total</b>		<b>\$</b>	<b>17,146,219</b>
<b>Operating Reserves Balance</b>			
		Existing Reserve balance less Dedicated Reserves and Emergency Reserves	<b>\$ 5,072,436</b>

# Exhibit D

# 2019

January						
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February						
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March						
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31						

April						
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May						
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August						
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October						
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November						
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December						
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January	
01:	New Year's Day
21:	M L King Day
February	
14:	Valentine's Day
18:	Presidents' Day
April	
19:	Good Friday
21:	Easter Sunday
May	
12:	Mother's Day
27:	Memorial Day
June	
16:	Father's Day
July	
04:	Independence Day
September	
02:	Labor Day
October	
14:	Columbus Day
31:	Halloween
November	
11:	Veterans Day
28:	Thanksgiving Day
December	
25:	Christmas Day
Board Meetings at a glance	
Aug 23 Board Retreat 9am-3pm	
Sept 9	4:00 p.m.
Oct 14	4:00 p.m.
Nov 4	4:00 p.m.
Dec 9	4:00 p.m.

# 2020

January						
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February						
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April						
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7:30 a.m.

May						
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June						
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July						
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No Meeting

August						
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September						
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October						
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November						
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December						
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20	21	22	23	24	25	26
27	28	29	30	31		

Holidays/Days of Recognition	
Jan 01	New Year's Day
Jan 20	M L King Day
Feb 14	Valentine's Day
Feb 17	Presidents' Day
Apr 10	Good Friday
Apr 12	Easter Sunday
May 10	Mother's Day
May 25	Memorial Day
Jun 21	Father's Day
Jul 03	Independence Day
Jul 04	Independence Day
Sep 07	Labor Day
Oct 12	Columbus Day
Oct 31	Halloween
Nov 11	Veterans Day
Nov 26	Thanksgiving Day
Dec 25	Christmas
Board	Meeting at glance
Jan 13	4:00 p.m.
Feb 10	7:30 a.m.
Mar 9	7:30 a.m.
April 13	7:30 a.m.
May 11	4:00 p.m.
June 8	4:00 p.m.
July	No Meeting
Aug 21	Retreat (9 am-3 pm)