

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

March 9, 2020
Beers Board Room-7:30 a.m.

Agenda

Call to Order

Pledge of Allegiance

***Agenda Changes**

***Approval of Minutes**

Exhibit A

Reports

Cash Balance Report

Exhibit B

Variance Report

Exhibit C

Grants Report

Exhibit D

Celebrating Excellence

National Institute for Staff and Organizational Development (NISOD) Winners

Jan Hylden, Assistant Professor, Chemistry

Jim Wutzke, Senior Associate Professor, Communication Studies

Sylvia Withers, Senior Associate Professor, Counseling Center

Board Room Renovation

Troy Phillips

Copeland Belmont

Steve Williams

Matthew Hockaday

Joseph Tran

James Gaede

Abby DeSteese

Anna Tensmeyer

Bob Myers

Theresa Woehle

Ken Price

Linkage with Community

State Board and NWCCU Approval for Health Physics BAS.

Kevin Konzen, WA River Protection Solutions

Jerry Kurtz, WA River Protection Solutions

Sheila Godfrey, CH2M Hill Plateau Remediation Co. (CHPRC)

Soo Park Interim Dean for Business, Associate Dean for Instruction

Jesus Mota, Dean for Career and Technical Education

Remarks

By Administration

President

CEO, Foundation

By ASCBC

Exhibit E

By Faculty Senate Chair

By AHE

By Board Members

Discussion

First Reading - Board Policies Governance Process GP-5-GP-8

Exhibit F

***Consent/Action**

Board Policies Executive Limitations EL-8-EL-10

Exhibit G

Board Policies Governance Process GP-1-GP-4

Exhibit H

Public Comments

Executive Session

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

***Discussion/Action**

Candidates for continued probationary status and granting of tenure

Adjournment

***(Requires motion/approval)**

Exhibit A

Columbia Basin College
Board of Trustees' Meeting Minutes
February 3, 2020
Library, Room 102, 7:30 a.m.

Board Members in attendance: Duke Mitchell, Kedrich Jackson, Allyson Page, Holly Siler
Rebekah Woods, President, Darlene Scrivner, Secretary to the Board
Others in Attendance: Cheryl Holden, Tyrone Brooks, Melissa McBurney, Erin Fishburn, Rod Taylor, Kay Lynn Stevens, Lane Schumacher, Kelsey Myers, Monica Hansen, Jason Engle, Jeff Rivera, Abby DeSteeze, Heidi Wasem, Mary Hoerner, Christopher Bonilla

The Agenda	The Discussion	Action
Call to Order		Meeting called to order by Chair Mitchell at 4:04 p.m.
Welcome New Trustee Holly Siler	Chair Mitchell introduced Trustee Siler. She shared a little of her background. Dr. Woods presented Holly with a welcome bag of CBC items.	
Agenda Changes	Due to his teaching schedule Tyrone Brooks will be moved up on the agenda, presenting first on the financial reports and the SRC Update	Trustee Page moved and Trustee Jackson seconded the motion to move the financial reports and SRC Update on the agenda. Approved unanimously.
Approval of Minutes	January 13, 2020 Minutes Discussion - None	Trustee Jackson moved and Trustee Page seconded the motion to approve all minutes as written. Approved unanimously.
Reports Cash Balance Variance Report	Tyrone Brooks reported that the Cash Balance and Variance Report are tracking as expected.	
SRC Update	Tyrone Brooks presented a PowerPoint presentation on the Student Recreation Center's design and layout.	
<u>Celebrating Excellence</u> CTE Dual Credit Keeley Gant, Director of CTE Dual Credit and College in the High School	Keeley presented a PowerPoint on Dual Credit at CBC and the Dual Credit partnerships in the community.	The Trustees presented Keeley a coin of excellence.
<u>Linkage to Community</u> CTE Dual Credit Directors Deb Thurston, CTE Director, Pasco School District Paul Randall, Director, Tri Tech Skill Center	Keeley introduced Deb Thurston and Paul Randall. They both described the Dual Credit partnership between CBC, the Pasco School District and the Tri Tech Skill Center.	The Trustees presented Deb and Paul a coin of excellence.

<p>By, ASCBC</p> <p>By, Faculty Senate Chair</p> <p>By, AHE</p> <p>By, Board Members</p>	<p>Encanto is scheduled for May 30th. Foundation's focus is on the VIP reception, and work with marketing to help get the word out.</p> <p>Power of Connection is scheduled for April 30th. The focus right now is still sponsorships.</p> <p>There is a big push right now around the Faculty and Staff Giving campaign with activities the week of Valentines' Day.</p> <p><u>Christopher Bonilla</u> Christopher highlighted the student activities from the ASCBC Board of Trustees Newsletter.</p> <p><u>Kay Lynn Stevens</u> All faculty meeting on March 23. Faculty will review student learning outcomes.</p> <p>Molly Mooney was not in attendance. She was out on AHE business. Kay Lynn reported at the end of March, AHE will have a meeting to create goals for the upcoming year.</p> <p><u>Trustee Page</u>: Attended MLK Day at CBC. The Tri-City Herald carried a picture of the bell ringing. Trustee Page and her spouse attended the Hall of Fame Banquet.</p> <p><u>Trustee Jackson</u>: Attended two home games; attended an AWB board meeting in Olympia on January 28-29. Trustee Jackson is considering how he can contribute to the Chief of Police Advisory Committee.</p> <p><u>Trustee Mitchell</u>: 1/14/20 – Attended Richland School Board Meeting. The new Richland School Board President (Rick Jansons) and Vice President (Jill Oldson) were elected during the Board Meeting. There were three significant discussion items. 1) current student inappropriate behavior and strong concerns about student and teacher safety at Chief Joseph Middle School, 2) by 2024 in the RSD there will be 900-1100 more high school students. 3) elementary school #12 more than likely will not be built over the next 20 years due to state funding match concerns: 1/20/20 – Attended the CBC Dr. Martin Luther King Jr. ceremony: 1/22/20 - Attended TRIDEC 57th Annual Meeting at the Pasco Red Lion Hotel. The main event was the retirement, recognition and appreciation of Carl Adrian after his 16 years of service as the CEO for TRIDEC: 1/24/20 - Attended the 2020 CBC Follow your Dreams Dinner and CBC Hall of Fame Induction Ceremony in the Gjerde Center along with his wife, Janet: 1/28/20 - Attended Pasco School Board Meeting: 1/29/20 – Viewed the CBC Faculty Art Exhibit at the Esvelt Art Gallery: 1/29/20 - Attended the CBC Women's and Men's basketball games against Big Bend Community College: 1/31/20 - Attended the movie 1917 with Mrs. Mitchell, CBC Veteran's, and Melinda Carmona, Director for Veterans Education and Transition Services.</p> <p>Heidi presented a PowerPoint Presentation on the rollout for the new website. On April 23rd the website will launch. At the end of this month content will start to be loaded into the intranet. Anna Tensmeyer is working on a communications plan and will request feedback from the campus community.</p>	
--	---	--

<p>Discussion Web Training and Process Heidi Wasem, Director for Information Services</p> <p>First Reading: Board Policies Governance Process GP-1-GP-4</p> <p>Discussion/Action New Trustee Orientation</p> <p>Consent/Action Second Reading – Board Policies Executive Limitations EL-8-EL-10</p> <p>Public Comments</p>	<p>The Board Policies Governance Process GP-1-GP-4 will not require a second reading and will be moved to the March consent agenda.</p> <p>Chair Mitchell has submitted new trustee onboarding information to the marketing department. The information will be combined and printed into an informational and process packet. The Trustees will review the packet once complete.</p> <p>Board Policy EL-10 did not reflect the latest edits. The policy with the final edits will be moved to the March consent agenda.</p> <p>Dr. Woods publicly thanked Mary Hoerner for her outstanding service to CBC and students.</p>	<p>Trustee Jackson moved and Trustee Siler seconded the motion to move the Board Policies Governance Process GP-1-GP-4 to the March consent agenda. Approved unanimously.</p> <p>Trustee Jackson moved and Trustee Page seconded the motion to move the Board Policies Executive Limitations EL-8-EL-10 to the March consent agenda. Approved unanimously.</p>
Adjournment: 8:50 a.m.	<p>Next Board of Trustees' Meeting March 9, 2020-7:30 a.m. Beers Boardroom</p>	

Duke Mitchell, Chair

Exhibit B

FY 2019 - Estimated Cash Balances - COLUMBIA BASIN COLLEGE

ASSETS <i>As of February 28, 2020</i>			
CASH			
1110	In Bank	\$	11,288,210
1120	Undeposited	\$	-
1130	Petty	\$	5,504
Total		\$	11,293,714
INVESTMENTS			
1210	Investments(ST/LT)	\$	21,977,890
Total		\$	21,977,890
ACCTs RECEIVABLE			
1312	Current	\$	484,645
1318	Unbilled	\$	74,944
1319	Other	\$	24,869
	Allowance for Accts Rec	\$	(35,504)
Total		\$	548,955
INTER/INTRA GOV RECEIVABLES			
1351	Due From Fed	\$	14,723
1352	Due From Other Gov	\$	1,421,476
1354	Due From Other Agency	\$	138,993
Total		\$	1,575,191
TOTAL ASSETS		\$	35,395,750
LIABILITIES			
CURRENT			
5111	Accts Payable	\$	101,130
5124	Accrued Salaries Pay	\$	-
5150	Due To State Treasurer	\$	223,507
5154	Due To Other Agency	\$	21,562
5158	Sales/Use Tax	\$	26,329
5199	Accrued Liabilities	\$	-
5173	COP Current Year P&I Due	\$	1,133,154
Total		\$	1,505,682
TOTAL LIABILITIES		\$	1,505,682

Cash Balance			
(ASSETS less LIABILITIES)		\$	33,890,067
Dedicated Balances			
1110	Student Supported Capital	\$	2,275,491
1110	3.5% - Needy Student Aid	\$	578,336
1110	Students S&A	\$	873,544
1110	Bookstore Operating Reserves	\$	500,000
1110	Technology Fee	\$	1,236,742
1110	Parking Fees	\$	447,390
1110	Basic Food Employment and Training	\$	130,136
Total		\$	6,041,641
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	\$	8,750,263
	Emergenices	\$	1,000,000
Total		\$	24,075,263
Operating Reserves Balance			
Existing Reserve balance less Dedicated Reserves and Emergency Reserves		\$	3,773,164

Exhibit C

FY1920 Operating Funds Variance Report

% of Fiscal YR: 67.40%

3/3/2020

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	\$27,292,226.00	<div><div></div></div>	59.02%	62.31%	94.72%
		EXP	\$16,107,422.97	<div><div></div></div>			
		REV (Alloc)	\$25,852,024.00	<div><div></div></div>			
Local Fees	148	EXP BDGT	\$2,470,918.00	<div><div></div></div>	50.04%	44.13%	113.38%
		EXP	\$1,236,411.43	<div><div></div></div>			
		REV	\$2,801,629.39	<div><div></div></div>			
Local Tuition	149	EXP BDGT	\$18,404,105.00	<div><div></div></div>	52.56%	87.04%	60.38%
		EXP	\$9,673,181.64	<div><div></div></div>			
		REV	\$11,113,303.28	<div><div></div></div>			
Contracts	146	EXP BDGT	\$2,477,264.00	<div><div></div></div>	31.17%	13.89%	224.42%
		EXP	\$772,074.93	<div><div></div></div>			
		REV	\$5,559,539.26	<div><div></div></div>			
TOTALS		EXP BDGT	\$50,644,513.00		54.87%	61.31%	89.50%
		EXP	\$27,789,090.97				
		REV BDGT	\$50,497,954.00				
		REV	\$45,326,495.93				

BY OBJ, ALL FUNDS COMBINED			BDGT	EXP	EXP/BDGT	NOTES:
SALARIES	A		\$29,180,716.00	\$16,435,684.73	56.32%	Revenue:
BENEFITS	B		\$10,050,728.00	\$5,770,998.47	57.42%	STATE: per State Allocation #6
PROFESSIONAL SERVICES CONTRACTS	C		\$399,991.00	\$279,385.31	69.85%	146 : Revenue includes amount transferred to MSC project
GOODS & SERVICES	E		\$6,574,409.00	\$3,954,974.60	60.16%	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		\$623,581.00	\$356,337.79	57.14%	
CAPITAL OUTLAYS	J		\$2,095,135.00	\$636,249.18	30.37%	
SOFTWARE	K		\$0.00	\$0.00	0.00%	N: Grant Benefits & Client Services shows increased expense rate due to our Apprenticeship contract billing cycle processing.
GRANTS BENEFITS & CLIENT SVCS	N		\$873,308.00	\$666,960.63	76.37%	
DEBT SERVICE	P		\$1,534,732.00	\$173,695.16	11.32%	
INTERAGENCY REIMBURSEMENTS	S	Revenue Bdgt	(\$238,536.00)	(\$142,355.76)	59.68%	
INTRAAGENCY REIMBURSEMENTS	T	Revenue Bdgt	(\$449,551.00)	(\$342,839.14)	76.26%	
DEPRECIATION, AMORTIZATION, BAD DEBT	W		\$0.00	\$0.00	0.00%	
			\$50,644,513.00	\$27,789,090.97	54.87%	







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

Exhibit D

COLUMBIA BASIN COLLEGE
GRANT STATUS REPORTS SUMMARY (Updated through January 31, 2020)

CURRENT GRANTS

Project Name	Funding Agency	Director	Start Date	End Date	Term Year	Total Awarded	Total Expended	Indirect Costs				Performance Summary	
								Recovery Rate	Allowed	Recovered	Difference Due To	Financial	Objectives
FEDERAL GRANTS													
CAMP	ED	Miriam F.	7/1/2017	6/30/2022	3 of 5	\$2,125,000	\$1,010,871	8% of direct	\$141,540	\$65,200	48% grant remaining	Underspent	Projected to meet all objectives
Feeding the Future	USDA	Sandya K.	9/1/2019	8/31/2023	1 of 4	\$249,761	\$904	45.9% of S + FB	\$52,000	\$284	90% grant remaining	On track	Projected to meet all objectives
HEP	ED	Daphne L.	7/1/2015	6/30/2020	5 of 5	\$2,271,390	\$1,994,425	8% of direct	\$163,990	\$144,184	8% grant remaining	On track	Unknown - report not submitted
Manufacturing the Future	NSF	Tanya B.	6/1/2019	5/31/2022	1 of 3	\$289,982	\$4,998	45.9% of S + FB	\$67,721	\$694	Funds underspent	Underspent but funds carryover	Unknown - report not submitted
Nuclear Scholarship	NRC	Jesus M.	7/16/2018	7/15/2020	2 of 2	\$150,000	\$100,613	N/A	-	-	N/A	On track	Unknown - report not submitted
SSS	ED	Amy S.	9/1/2015	8/31/2020	5 of 5	\$1,517,175	\$1,360,258	8% of direct	\$115,595	\$100,760	12% grant remaining	On track	Projected to meet all objectives
Title V - STAA	ED	Jose V.	10/1/2015	9/30/2020	5 of 5	\$2,624,938	\$2,123,571	N/A	-	-	N/A	Underspent	Projected to meet all objectives
Upward Bound	ED	Susan V.	9/1/2017	8/31/2022	3 of 5	\$2,004,900	\$901,592	8% of direct	\$129,490	\$63,585	52% grant remaining	On track	Projected to meet all objectives
CONTRACTS/STATE ALLOCATIONS													
MESA	State	Debbie P.	7/1/2019	6/30/2020	1 of 1	\$125,000	\$68,835	N/A	-	-	N/A	On track	Projected to meet all objectives
Opportunity Grant	State	Scott K.	7/1/2019	6/30/2020	1 of 1	\$293,648	\$135,651	N/A	-	-	N/A	On track	Projected to meet all objectives
Worker Retraining	State	Scott K.	7/1/2019	6/30/2020	1 of 1	\$1,771,448	\$881,343	N/A	-	-	N/A	On track	Projected to meet all objectives
STATE GRANTS													
ABAWD	SBCTC	Scott K.	10/1/2019	6/30/2020	1 of 1	\$75,000	\$16,110	5% of salaries	\$2,525	\$557	56% grant remaining	On track	Projected to meet all objectives
BEdA - IEL Civics	SBCTC	Erin H.	7/1/2019	6/30/2020	1 of 1	\$45,266	\$13,250	5% of salaries	\$1,876	\$515	42% grant remaining	On track	Unknown - report not submitted
BEdA - Leadership Block	SBCTC	Erin H.	7/1/2019	6/30/2020	1 of 1	\$4,074	\$0	N/A	-	-	N/A	On track to start 2/1/20	Travel, no objectives
BEdA - Master Grant	SBCTC	Erin H.	7/1/2019	6/30/2020	1 of 1	\$193,270	\$129,106	5% of salaries	\$6,272	\$4,925	42% grant remaining	On track	Unknown - report not submitted
BFET	SBCTC	Debra W.	10/1/2019	9/30/2020	1 of 1	\$243,480	\$85,596	45.9% of S + FB	\$44,509	\$11,894	75% grant remaining	On track	Projected to meet all objectives
Computer Science	OSPI	Josh B.	8/1/2019	6/30/2020	1 of 1	\$10,000	\$0	10% of direct	\$909	\$0	No funds spent	On track to start 2/1/20	Projected to meet all objectives
Early Achievers	SBCTC	Scott K.	7/1/2019	6/30/2020	1 of 1	\$107,900	\$40,170	N/A	-	-	N/A	On track	Projected to meet all objectives
HOPE Survey	SBCTC	Jason E.	9/1/2019	4/30/2020	1 of 1	\$1,000	\$1,000	N/A	-	-	N/A	On track	Survey incentives only, no objectives
Perkins Leadership Block	SBCTC	Soo P.	7/1/2019	6/30/2020	1 of 1	\$20,400	\$0	N/A	-	-	N/A	On track to start 2/1/2020	Travel, no objectives
Perkins Non-Trad	SBCTC	Soo P.	7/1/2019	6/30/2020	1 of 1	\$5,000	\$0	N/A	-	-	N/A	On track to start 3/1/2020	Projected to meet all objectives
Perkins Plan	SBCTC	Soo P.	7/1/2019	6/30/2020	1 of 1	\$393,786	\$146,199	5% of salaries	\$9,037	\$4,382	42% grant remaining	On track	Projected to meet all objectives
Perkins Special Project	SBCTC	Soo P.	9/6/2019	6/30/2020	1 of 1	\$18,427	\$169	N/A	-	-	N/A	Underspent	Funds Skills USA Director, no objectives
WorkFirst	SBCTC	Debra W.	7/1/2019	6/30/2020	1 of 1	\$216,853	\$109,419	5% of salaries	\$4,826	\$2,410	42% grant remaining	On track	No objectives, metrics on track with last year's performance
PRIVATE GRANTS													
Computer Science	Battelle	Josh B.	8/1/2019	6/30/2020	1 of 1	\$10,000	\$2,919	N/A	-	-	N/A	On track	Projected to meet all objectives
Guided Pathways	Aspen	Kristen H.	1/1/2017	6/30/2021	4 of 5	\$805,000	\$436,805	10% of direct	\$67,580	\$39,710	31% grant remaining	On track	Unknown - report not submitted
New Dental Hygiene Clinic	Arcora	Tammy S.	5/1/2019	12/31/2019	1 of 1	\$100,000	\$100,000	N/A	-	-	N/A	On track	Projected to meet all objectives
Redesign Vocational Math	College Spark	Ryan O.	7/1/2019	6/30/2022	1 of 3	\$148,952	\$18,523	10% of direct	\$13,541	\$1,684	81% grant remaining	Underspent	Projected to meet all objectives
Tobacco Free College	Truth	Ann S.	8/15/2018	6/30/2020	2 of 2	\$19,980	\$13,554	8% of direct	\$1,480	\$1,004	N/A	Underspent	Projected to meet all objectives
TOTAL						\$15,841,630	\$9,695,880	-	\$822,891	\$441,788			

Spending Rate:  ±8%  ±16%  ±>16% % of Objectives Met:  90-100%  66-89%  <66%

FUTURE GRANTS

Project Name	Funding Agency	Director	Start Date	End Date	Renew	Total Awarded	Total Expended	Indirect Costs			Project Summary
								Recovery Rate	Allowed	Requested	
STATE GRANTS											
Workforce Development	SBCTC	Tammy S.	TBD	6/30/2020	no	\$17,700	\$0	N/A	-	-	Funds three new Dexter Radiology Manikins for CBC's Dental Hygiene department
SUBRECIPIENTS											
GenCyber	NSA via UW	Josh B.	3/4/2020	3/3/2021	yes	\$9,628	\$0	45.9% of S + FB	\$2,896	\$0	Funds two cybersecurity camps for middle and high schoolers
TOTAL						\$27,328	\$0	-	\$2,896	\$0	

\$2,125,000

GRANT PERIOD: 2017-2022

WHO WE SERVE

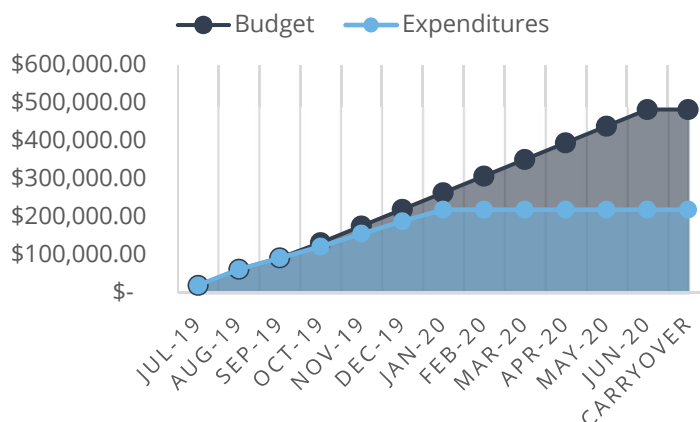
Approximately 40 students per year from migrant/seasonal farmworker (MSFW) backgrounds

WHAT WE DO

Provide academic, career, financial, and support services for first-year MSFW students

FINANCIALS (Year 3 of 5)

CURRENT YEAR BUDGET: \$482,724



86% Fall-to-fall retention rate
(29% above CBC average)

OBJECTIVES

By November 2020:



Outreach to 500 students,
enroll 40 MSFWs

★ TBD



100% of students receive
scholarship and financial aid
assistance

★ TBD



86% of students complete
their first academic year

★ TBD



100% of students receive
academic, career, and
counseling/advising services

★ TBD



85% of first year completers
continue in postsecondary
education

★ TBD



100% of first year completers
referred to other programs and
offered follow-up services

★ TBD

UPDATES SINCE: 10/31/2019

- In Phase 1 to hire Program Assistant
- Students and staff will attend the all CAMP Northwest Leadership Consortium at WVCC in early March

STUDENT STORY HIGHLIGHT

Alisia Anguiano-Torrez was a student in the 2011-2012 CAMP cohort. In Alisia's second year at CBC, she began serving as a CAMP Peer Mentor and a student employee in the CAMP Office. Not long after she completed her A.A. at CBC and transferred to Washington State University in Pullman, she decided she would study Human Development. Her long term hope was to return to CBC to serve the CAMP program in any way she could (this was something she openly shared with the CAMP Outreach Specialist of that time). Not long after her graduation from WSU, Alisia joined the ranks of CBC, as she was hired as the CAMP Program Assistant in the fall of 2017. After some staff attrition due to the pursuit of more education, the CAMP Outreach Specialist position became available and Alisia was inspired to take on a new challenge. After a thorough hiring search, she was hired in the fall of 2019 as the CAMP Outreach Specialist. Alisia is a testament to both the CAMP and CBC spirit! She is a wonderful example of the power behind positive student employment experiences, as well. Furthermore, now that she is on the front lines of outreach for CAMP, she is the greatest example we could hope to put front and center as we share the goodness that CAMP has to offer migrant and seasonal farmworkers.

\$249,761

GRANT PERIOD: 2019-2023

WHO WE SERVE

Approximately 450 high school, undergraduate, and graduate students located throughout southeastern Washington with an emphasis on Hispanic students and 40-60 STEM faculty

WHAT WE DO

Develop and conduct outreach activities and an agricultural summer internship program to increase the number and diversity of students pursuing post-secondary agricultural education. Lead interdisciplinary faculty professional development workshops to increase collaboration between STEM and FANH faculty.

OBJECTIVES



Positively impact high school students' and parents', and CBC students' and faculty's knowledge of agricultural industry.

★ TBD



80% of professional development workshop participants integrate the knowledge into their classrooms

★ TBD



Increase CBC's Agricultural Program enrollment by 75% (20 students) by Fall 2023

★ TBD

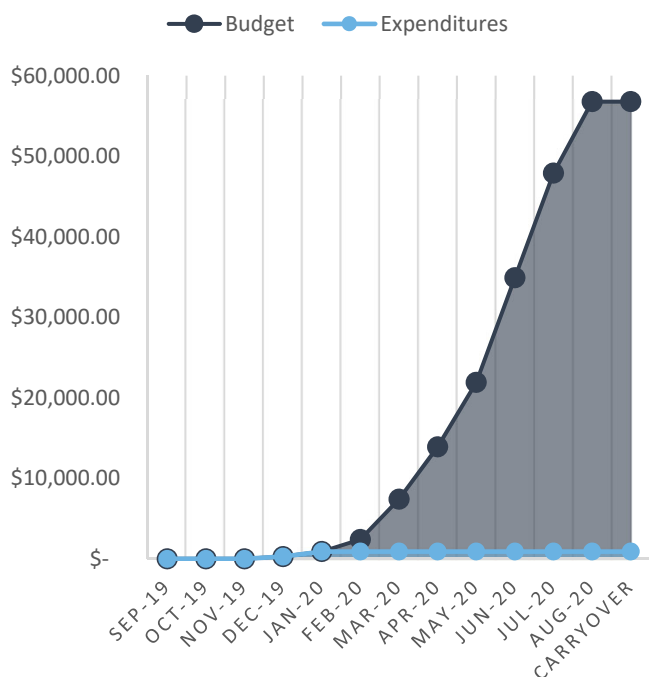


Increase the percent of Hispanic students enrolled in CBC's Agricultural Program by 5% (from 31% to 36%) by Fall 2023

★ TBD

FINANCIALS (Year 1 of 4)

CURRENT YEAR BUDGET: \$56,782



UPDATES SINCE 10/31/2019

- A parent-student field day was conducted on December 7, 2019. Ten attendees received hands-on experience potting and transplanting plants. During the event, CBC highlighted the Agriculture programs, opportunities for work-study/internships, and connections to employment in the community.
- A campus-tour was conducted on February 5, 2020. Three local schools with 36 students attended the event. During the event students were educated about CBC and WSU-IAREC FANH programs.

STUDENT STORY HIGHLIGHT

Polet Torres

Polet holds the spirit of a true Agriculture Scholar! Polet is a first generation college student who started working in the Agriculture department as a student worker in May 2019. Her original goal was to complete a degree in food and nutrition, but after she attended the Student and Parent Field day event, she changed her mind. Now she wants to get her degree in agriculture and become a plant breeder. Polet joined the Professional Agricultural Student Organization club, and she actively participates in Ag outreach activities, motivating and educating prospective students by sharing about her working experience. Recently, Polet shared her experience with CAMP students, informing them about CBC's agriculture programs, career options, internships, scholarships, and work-study opportunities.

Polet is an excellent student who demonstrates the ability to work well with others, takes responsibility for breeding projects, and leads other students in techniques in plant selection. She is a hard worker and really excited to learn more about agriculture. Polet is also a great role model for other students, especially female students, who are often underrepresented in the agricultural industry.

\$1,517,175

GRANT PERIOD: 2015-2020

WHO WE SERVE

Approximately 200 students per year who are low income, first generation, and/or students with disabilities.

WHAT WE DO

Provide academic advising, financial literacy, educational counseling, tutoring, and career/transfer planning services.

84% Fall-to-fall retention rate
(43% above CBC average for low-income students)

77% Completion rate
(47% above CBC average for low-income students)

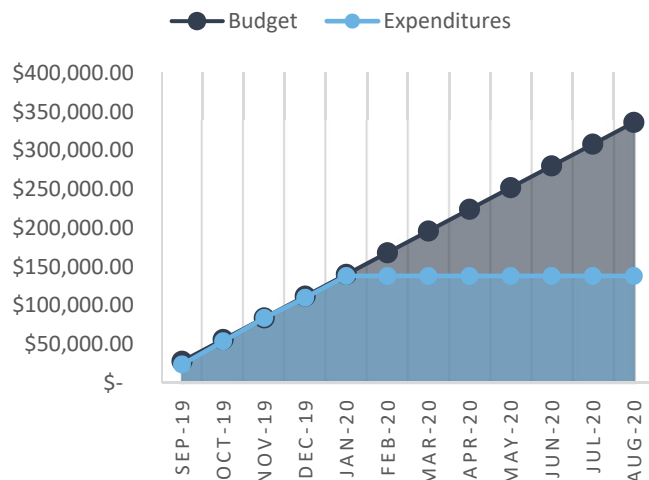
64% Transfer with an AA
(43% above CBC average for low-income students)

"[SSS staff] helped me see that anyone can do it, you just need a little encouragement and guidance."

~ SSS Alumni

FINANCIALS (Year 5 of 5)

CURRENT YEAR BUDGET: \$336,210



Reporting Through: January 31, 2020

OBJECTIVES

By November 2020:



72% of participants persist from one academic year to the next or graduate/transfer from a 2- to a 4-year institution

★ TBD



90% of participants remain in good academic standing

★ TBD



40% of new participants graduate with an AA degree or certificate within four years

★ TBD



33% of new participants transfer with an AA degree or certificate within four years

★ TBD

UPDATES SINCE 10/31/2019:

- Scholarship workshop on November 13th hosted by SSS.

\$2,624,983

WHO WE SERVE

Campus wide benefits, emphasis on low income, first generation, and/or Hispanic students testing into developmental Math.

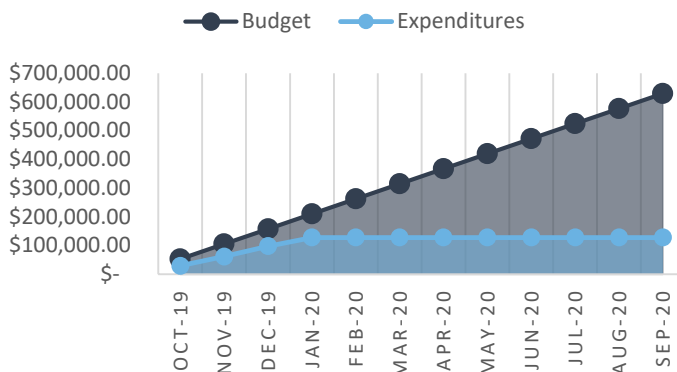
WHAT WE DO

Improve student success and retention by redesigning developmental and gateway courses, renovating the Math Center, implementing a Summer Bridge program, and creating a new Early Alert system.

GRANT PERIOD: 2015-2020

FINANCIALS (Year 5 of 5)

CURRENT YEAR BUDGET: \$629,127



OBJECTIVES



Train 10 gateway faculty in strategies for modular, mastery-based instruction

★ Met



At least 200 students enrolled in pilots of five revised gateway courses

★ Met



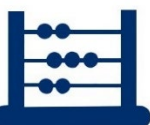
Early Alert customized to support business/humanities majors and at least 250 alerts sent.

★ Met



At least 260 students placed using rubrics.

★ Met



80% of students placing into dev math enroll in at least one modular, mastery-based option

★ TBD



50% of eligible dev math students participate in summer bridge or FYE with LC

★ TBD



95% of freshmen entering from target high schools are placed using the new rubrics.

★ Met



100% of learning communities/ HDEV and summer bridge options institutionalized.

★ Met

UPDATES SINCE: 10/31/2019

- Chemistry, Statistics, Biology and Accounting Department Professional Learning Team redesigning curriculum and assessment.
- Supplies for the study of Genetics purchased for Biology redesign.
- Chemistry students directed tutorials holding multiple sessions in new Student Success Lab.
- Student Success Lab developed in ACS with supplies and equipment provided by Title V.
- New Math and Science tutors hired. Now 14 math tutors and six science tutors.
- Support Math and Biology instructor attending curricular conferences.
- Two Title V team members attending Leader Launcher training.
- New staff and faculty trained on Early Alert
- APR completed ahead of schedule.

\$2,004,900

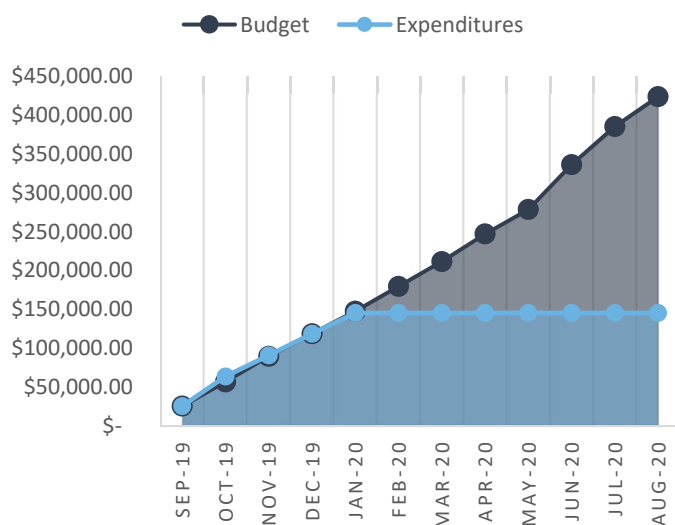
WHO WE SERVE

Approximately 83 high school students per year who are low-income, first generation and/or at risk of academic failure

65% of UB graduates who enter college the fall after high school enroll at CBC

FINANCIALS (Year 3 of 5)

CURRENT YEAR BUDGET: \$423,800



UPDATES SINCE: 10/31/2019

- Nov. 1, 2019 - College Visit to Whitman College
9 High School Freshmen attend
- Nov. 22, 2019 - Parent Night Dinner
110 Parents and Students attend
- Feb. 14, 2020 - Community Service Event
35 Students and Staff process 1,800 lbs. of food at 2nd Harvest
- Mar. 12, 2020 - Cultural Event
~30 students attend Robert Richardson Scholarship Concert at CBC

Reporting Through: January 31, 2020

GRANT PERIOD: 2017-2022

WHAT WE DO

Provide tutoring, academic advising, mentoring, college visits, and cultural events to prepare low-income high school students to become first generation college students.

OBJECTIVES



74% of participants have a GPA of ≥ 2.5

★ 81%



26% of UB senior are at the proficient level on state assessments in reading and math

★ 100%



73% of participants continue in school at the next grade level or graduate

★ 99%



38% of participants who graduate high school complete a rigorous secondary school program of study

★ 57%



60% of participants who graduate high school enroll in postsecondary education by the fall term immediately following high school or defer enrollment

★ 78%



38% of participants who enroll in postsecondary education attain an AA or BA degree within six years

★ 43%

STUDENT STORY HIGHLIGHT

This February, I received a phone call from a former student who graduated high school in 2003. She asked if I remembered “Amalia Del Amora”. As the conversation progressed, she informed me that she had graduated from CBC in 2009 with her AA and has worked at the Pasco School District in various positions since 2008. She also had two children while in college who are now 12 and 16 years old. In 2012, almost ten years after high school graduation, she received her teaching degree from Heritage University. She is now working on completing her Master’s degree in Educational Leadership through WGU and is the current Principal of Saint Patrick’s School in Pasco. I asked her what was the key to her persistence, and she responded that it was her love of this community and wanting to be a good role model for all children, particularly her own. She is committed to showing them what they can achieve.

\$125,000

GRANT PERIOD: 2019-2020

WHO WE SERVE

Approximately 100 students per year who are underrepresented in STEM fields (i.e., African American, Native American, Latino, women, etc.).

WHAT WE DO

Provide educational opportunities and help prepare underrepresented students for university-level studies in STEM fields.

54%

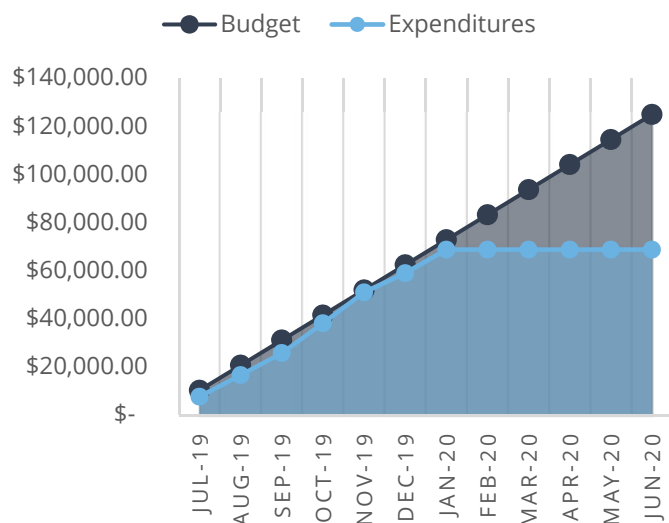
Completion rate
(26% above CBC average)

100%

Of MESA graduates transferred to a four-year college

FINANCIALS (Year 1 of 1)

CURRENT YEAR BUDGET: \$125,000



Reporting Through: January 31, 2020

OBJECTIVES

By June 30, 2020:



Provide MESA center infrastructure

★ Met



Enroll 100 students
(90% minority, 80% low-income, and 80% first gen)

★ TBD



Provide orientation classes, tutorial services, and STEM and LSAMP conferences

★ Met



Provide academic advising/transfer prep and leadership development

★ Met

UPDATES SINCE: 10/31/2019

- September 2019 – Kalid Hussein visited the NASA Johnson Space Center in Texas to participate in the Mars Rover competition.
- October 2019 – Zakiya Pruitt visited the NASA Ames Research Center in California to participate in the Mars Rover competition.
- November 2019 – 14 MESA students attended the STEM Showcase at PNNL.
- January 2020 – 18 MESA students attended the Women in Science and Engineering Conference
- February 2020 – Adrian Garcia visited the NASA Ames Research Center in California to participate in a Mars Rover competition.
- February 2020 – Alexis Blakes was accepted to the University of Washington Center for Neurotechnology Research Experience for Veterans.

Funded by the State Board for Community and Technical Colleges (SBCTC).

STUDENT STORY HIGHLIGHT

Kalid Hussein is a current CBC MESA student completing his requirements for the AA. His plan is to transfer to WSU Tri-Cities to earn his bachelor's degree in mechanical engineering. During his time in MESA, Kalid has taken advantage of many resources like university visits, STEM conferences, and professional development events. In October 2019, Kalid applied to the NASA Community College Aerospace program and participated in a 5-week NASA online course. Upon completion of the course, Kalid was selected to visit the Johnson Space Center in Houston, Texas to participate in a Mars Rover competition. Kalid's main role during the competition was to act as a chief system engineer. He shared that his favorite part of this event was challenging himself to come up with creative ideas and use his problem-solving skills. In his role, Kalid had to ensure that the software engineers created a program that fit the rover design and model created by the design engineers. Kalid says that he would not have known about this opportunity if it wasn't for the MESA program.

Kalid is an outstanding student who demonstrates great work ethic and perseverance. When Kalid was 17, he and his family moved from Somalia to the United States as refugees. Being the oldest out of 9 siblings, Kalid enrolled in high school, without knowing how to speak any English. Despite this, Kalid was determined to continue his education. He was unable to earn his high school diploma, but completed his GED with the help of the CBC High School Equivalency Program (HEP). In his first year at CBC, Kalid was part of the College Assistance Migrant Program (CAMP), which helped him successfully complete his first year. Now he is part of MESA and Student Support Services (SSS). Kalid is thankful for programs like HEP, MESA, CAMP, and SSS, which helped him navigate his college experience.

\$293,648

GRANT PERIOD: 2019-2020

WHO WE SERVE

Approximately 90 low-income students per year in CBC's Automotive Technology, Computer Science, Early Childhood Education, Health Science, and Integrated Basic Education Skills (I-BEST) programs.

OBJECTIVES



Enroll 41 FTE

★ 9.2 FTE served in Fall '19



Retain 70% of students from fall-to-fall

★ Met

WHAT WE DO

Provide financial, advising, enrollment, and ongoing support services directly related to workforce education training programs in an environment of support, respect, and equality.

96% Fall-to-fall retention rate
(18% above CBC average)

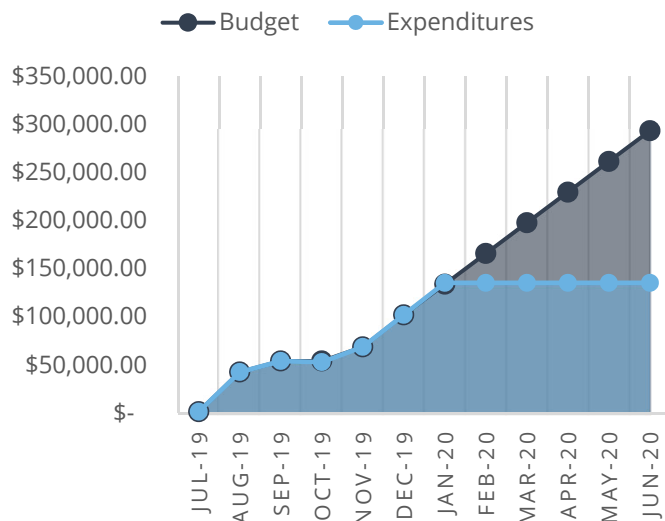
62% Completion rate
(34% above CBC average)

“Being a part of the...program at CBC changed my life.”

~ D. Kone, recently relocated from West Africa

FINANCIALS (Year 1 of 1)

CURRENT YEAR BUDGET: \$293,648



Reporting Through: January 31, 2020

UPDATES SINCE: 10/31/2019

- Ericka Garza Hoag hired as New Assistant Director
- 56 students enrolled YTD
- 8 completions:
 - 1 EMT Certificate
 - 7 State Initial ECE Certificates

Contract with the Washington State Board of Community and Technical Colleges

\$1,771,448

GRANT PERIOD: 2019-2020

WHO WE SERVE

Approximately 800 students per year who are laid off and collecting or have exhausted unemployment insurance, working in low wage survival jobs, displaced homeworkers, formerly self employed, recently separated veterans or soon to be released from the military, or at risk of losing a job unless occupational skills are updated.

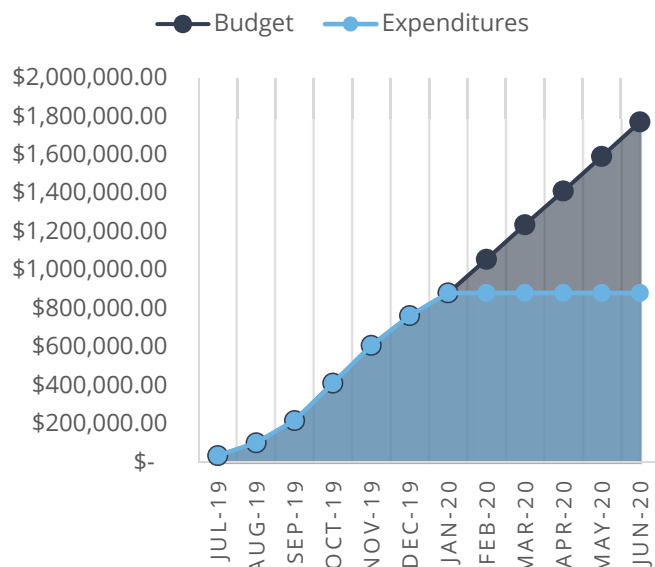
WHAT WE DO

Provide financial, advising, enrollment, and ongoing support services for workforce education training programs in an environment of support, respect, and equality

100% of working students who completed their degree or program are now earning higher wages than earned prior to job loss

FINANCIALS (Year 1 of 1)

CURRENT YEAR BUDGET: \$1,771,448



Reporting Through: January 31, 2020

OBJECTIVES

By June 30, 2020:



Enroll a total of 341 FTE

★ On track



60% of students complete their degree/certificate program

★ TBD

WORKFORCE IMPACT



75% of '17-'18 graduates were placed in a job within two quarters of completing their degree



73% of '16-'17 graduates were retained in a job four quarters after completion



99% of '16-'17 graduates earn at least middle/low wages



91% of '16-'17 graduates earn high wages

UPDATES SINCE: 10/31/2019

- Worker Retraining has paid out nearly \$600,000 in tuition assistance through Feb 29.

Funded by a Contract with the Washington State Board of Community and Technical Colleges

\$75,000

GRANT PERIOD: 2019-2020

WHO WE SERVE

Able bodied adults without dependents (ABAWDs) as indicated by DSHS, who are in danger of losing food assistance.

WHAT WE DO

Provide ABAWDs with guidance for maintaining food benefits in collaboration with community partners

100% of our Washington Community and Technical Colleges have ABAWD Navigators on staff.

97% of the ABAWD population currently receiving a waiver will lose their waiver (and possible food benefits) by April 1, 2020.

OBJECTIVES



Hire an ABAWD navigator

★ Met



Create ABAWD resource manual by 1/1/20

★ Met



Provide direct services to ABAWD's to advance career opportunities and maintain food assistance

★ No referred clients to date



Participate in state wide ABAWD navigator cohort

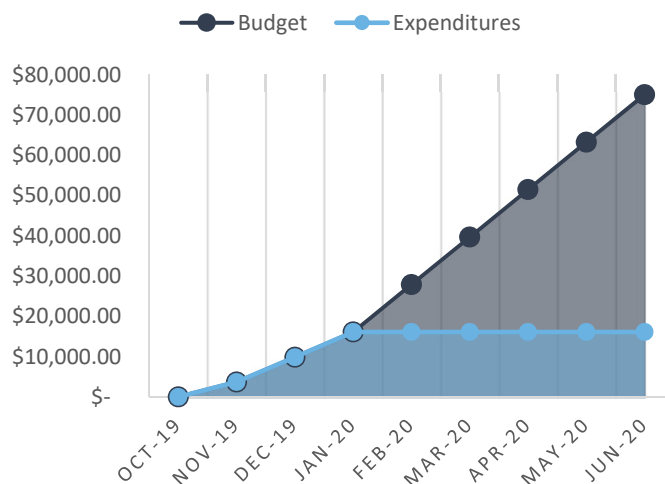
★ Met

UPDATES SINCE: 10/31/2019

- Leslie Sandoval was hired as our ABAWD Navigator at the end of 2019. She comes to us with extensive experience with BFET administration, career counseling experience, and familiarity with DSHS policies.
- Our ABAWD Navigator assists in helping students at our new student food pantry.

FINANCIALS (Year 1 of 1)

CURRENT YEAR BUDGET: \$75,000



\$243,480

GRANT PERIOD: 2019-2020

WHO WE SERVE

Approximately 200 low income students per year who receive food benefits and are enrolled in a prof/tech pathway.

WHAT WE DO

Provide financial, advising, enrollment, and ongoing support services directly related to workforce education training programs.

69% Fall-to-fall retention rate
(22% above CBC average for low-income students)

31% Completion rate
(8% above CBC average for low-income students)

OBJECTIVES



By September 30, 2019, enroll 165 students

★ Met



60% of students will be employed three quarters post completion

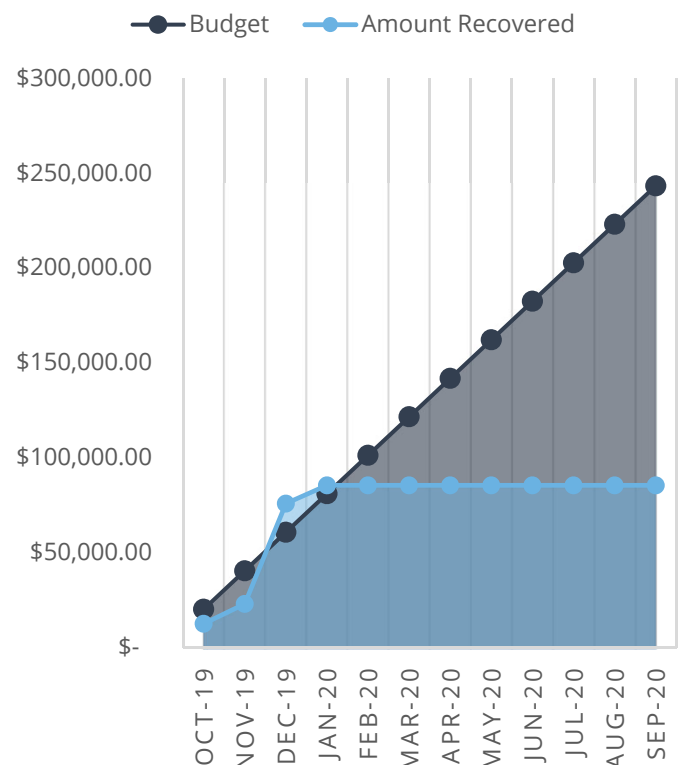
★ TBD

UPDATES SINCE: 10/31/2019

- FY 19-20 contract is official as of Feb. We are ready to invoice for Nov, Dec, Jan as soon as we are allowed
- Earned Fall quarter:
 - 4 State Initial ECE Certs
 - 1 EMT Cert
 - 3 AAS degrees
 - 1 AA (earned while meeting Nursing pre requisites)
- 86% of students enrolled fall quarter also enrolled and are attending winter

FINANCIALS

2018-2019 YEAR BUDGET: \$243,480



Since 2012, BFET has recovered **over \$1 million** back to CBC that was used to assist students in need.

\$20,000

WHO WE SERVE

Approximately 56 K 12 teachers and their secondary students

WHAT WE DO

Provide ongoing K 12 teaching and learning support via the Computer Science Teacher Association (CSTA) Chapter for the Tri Cities network

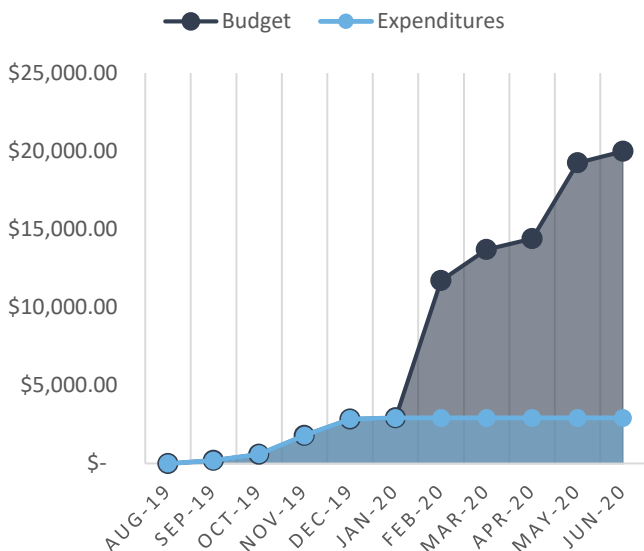
Thanks so much!

My students and I had so much fun with this!!! I used this lesson for my scheduled observation, got great feedback from my principal, and was able to get him to order some BreakoutEdu kits for myself and Carolyn Sturges. We will have a fun PD for our staff soon.

Randy Fairfield ,
Three Rivers HomeLink School

FINANCIALS (Year 1 of 1)

CURRENT YEAR BUDGET: \$20,000



GRANT PERIOD: 2019-2020

By June 30, 2020:



35 unduplicated K-12 or pre-service teachers participate in CSTA PD activities

★ Met



PD participants demonstrate increased CS learning and teaching ability

★ Met



At least 80% of PD participants incorporate knowledge/skills into their classrooms

★ Met



550 students receive CS instruction as a direct result of the project's PD activities

★ Met



Students demonstrate increased understanding of CS concepts and interest in pursuing CS careers

★ TBD

UPDATES SINCE: 10/31/2019

- Membership has grown by 50%
- Website has been professionally implemented and is in use
- Job Shadow Program has begun

\$107,900

GRANT PERIOD: 2019-2020

WHO WE SERVE

Washington State residents currently employed at a childcare facility, family home care, or Head Start/Early Childhood Education (ECE) and Assistance Program who are enrolled or seeking enrollment in CBC's ECE program.

WHAT WE DO

Provide students with integrated education and training necessary to lead early childhood classrooms and ensure the success of Washington's youngest minds.

OBJECTIVES

By June 30, 2020:



Enroll 13 FTE

★ On pace to 16 FTE



100% of students maintain 2.0 GPA and meet CBC's ECE satisfactory academic progress policies ★ 28/29 Compliant

92% Fall-to-fall retention rate
(41% above CBC average)

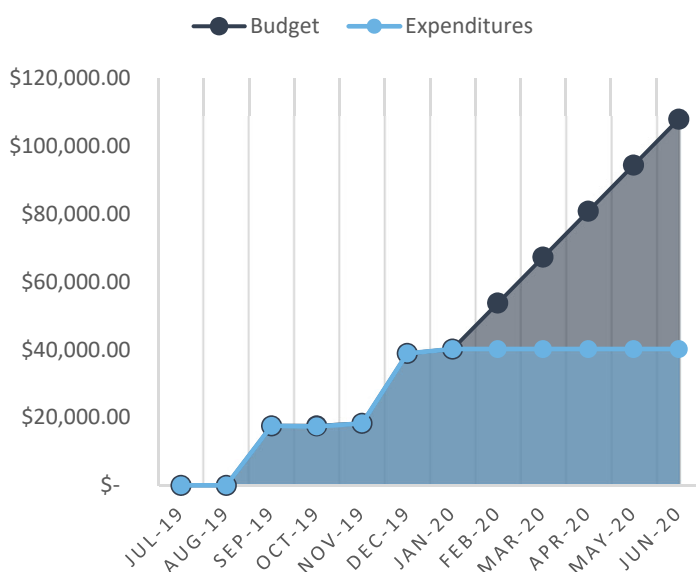
82% Completion rate
(54% above CBC average)

“playing is the most important part of learning...”

~ A. Hernandez on what she has learned in her program.

FINANCIALS (Year 1 of 1)

CURRENT YEAR BUDGET: \$107,900



Reporting Through: January 31, 2020

UPDATES SINCE: 10/31/2019

- Assistant Director Ericka Garza-Hoag was hired in January to administer the EAG.
- 102 total applicants
- 87 qualified applicants
- 49 applicants on waitlist
- 38 received book \$
- 23 received tuition \$

Funded by the Washington State Board of Community and Technical Colleges

\$5,000

GRANT PERIOD: 2019-2020

WHO WE SERVE

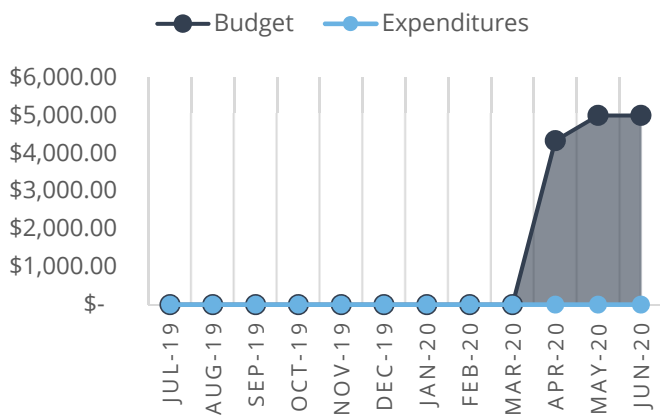
Approximately 250 eighth graders from a local middle school will attend the event

WHAT WE DO

Partner with Tri-Cities Economic Development Center to host a one-day non-traditional careers event: Guts and Gable. Males will attend sessions focused on careers in health sciences, and females will attend sessions focused on the construction/trade industries

FINANCIALS (Year 1 of 1)

CURRENT YEAR BUDGET: \$5,000



UPDATES SINCE: 10/31/2019

- CBC's Welding, Nuclear, and six Health Science programs have signed on for session instruction!
- Kick-off session was held to introduce the event to Chief Joseph Middle School and administration.
- Currently in search of three other session providers from industry and logo design.

OBJECTIVES



16.7% of CTE students from underrepresented gender groups will enroll in non-traditional programs

★ TBD



15.8% of CTE completers from underrepresented gender groups will earn certificates/degrees from non-traditional programs

★ TBD

"Students will learn to break down stereotype barriers...in time, continued offering of this event may be a leading pipeline and inspiration for students to look outside the box and seek education and advanced skills training in a nontraditional field."

~ Keeley Gant regarding the Purpose of the Guts and Gables Event

\$393,786

GRANT PERIOD: 2019-2020

WHO WE SERVE

All CBC CTE students with an emphasis on nontraditional students.

WHAT WE DO

Support career and technical education that prepares students both for further education and the careers of their choice.

OBJECTIVES



1,066 CTE students attain a degree/certificate or complete at least 45 vocational credits with 2.0 or higher GPA

★ TBD



830 CTE students will attain a degree/certificate

★ TBD



56.7% of CTE students will be retained or transfer

★ TBD



52.2% of students will be employed during the 3rd quarter after they exit

★ TBD



16.7% of CTE students from underrepresented gender groups will enroll in non-traditional programs

★ TBD



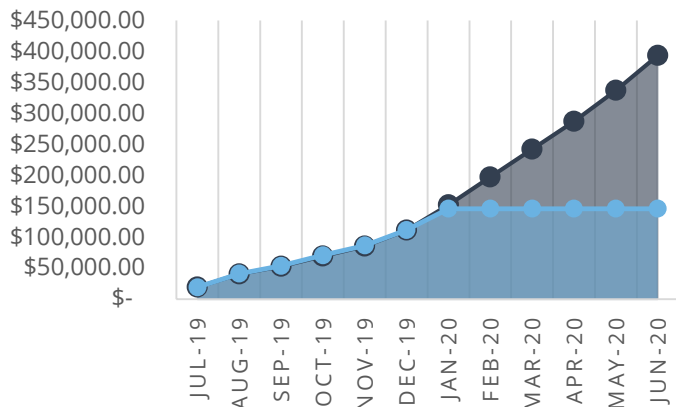
15.8% of CTE completers from underrepresented gender groups will earn certificates/degrees from non-traditional programs

★ TBD

FINANCIALS (Year 1 of 1)

CURRENT YEAR BUDGET: \$393,786

— Budget — Expenditures



UPDATES SINCE: 10/31/2019

- Resulted from adjustments to the Workforce Board FY 20 contract, \$45,442 was added to the original grant amount.
- Major expenses include (as of 2/29/2020):
 - Secured professional mental health diagnostics fees for suspected students;
 - Purchased seed germinator and ArcGIS software for Ag program;
 - Purchased six surveying stations for Engineering Technology program.
 - Supported professional development for faculty in Nursing, Ag, SMI program.

\$216,853

WHO WE SERVE

Approximately 75 100 low income student parents per year who are receiving a Temporary Assistance for Needy Families (TANF) grant and seeking to earn GEDs, specific job skills, certificates, or AAS degrees.

WHAT WE DO

Provide financial, advising, enrollment, and ongoing support services for workforce education training programs in an environment of support, respect, and equality.

“This program will change my kid’s life for the better because it has changed me...”

Melissa Patterson,
WorkFirst Student

GRANT PERIOD: 2019-2020

OBJECTIVES

There are no “target” objectives. An increase in performance from the previous year results in an increase in funding and vice versa.



Enrollment

2018-2019: 70 students

2019-2020: 44 students to date



Retention

2018-2019: 38%

2019-2020: TBD



Completion

2018-2019: 30%

2019-2020: TBD



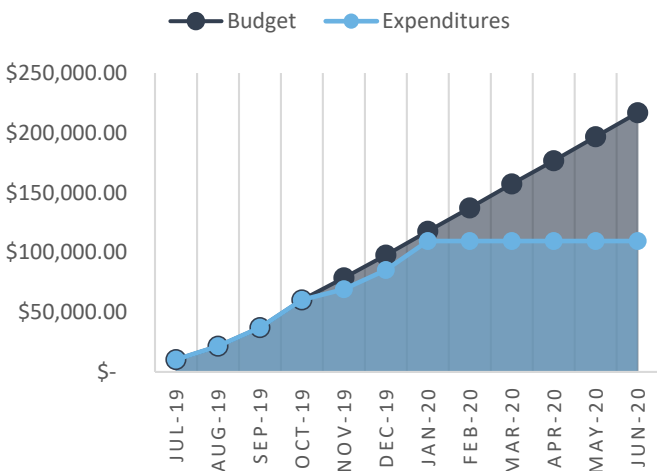
Transition from Basic Skills to College Level

2018-2019: 33%

2019-2020: TBD

FINANCIALS (Year 1 of 1)

CURRENT YEAR BUDGET: \$216,853



UPDATES SINCE 10/31/2019

- Two students completed High School 21
- One of the completers has continued on to college coursework
- Five are in process of completing GED testing
- Eight WorkFirst students have had Work Study positions this year

STUDENT STORY HIGHLIGHT

About a couple of years ago, I lost my job and financially I was unable to pay all my bills. It was one of the most terrible times of our lives. On top of it, I was struggling with chronic health issues, which prevented me from doing the heavy work jobs that I usually did, which was all the experience I had. We then applied for cash and food assistance. I was too embarrassed to even show my face outside because I am a man and I am supposed to be the strong man of the house.

Once we were approved and before starting the work and retraining program, my wife and I suffered a trauma with our youngest son Ezekiel. He had stopped breathing on us and he was fighting for his life. We spent 2 weeks in Spokane waiting for him to recuperate in the PICU unit. It was one of the scariest moments we had ever faced. After being discharged from the hospital, we were both feeling scared and a little lost, and not knowing how to begin living again. But I thank God for the people he put in place to help us through that period. We met a social worker named Abrisa who works at the DSHS office. I've mentioned to her that I wanted to go back to school, and she referred me to Kelle Anne Brewer at the Columbia Basin WorkFirst department. I want you to keep in mind at this moment and time, I had no diploma or GED. And I did not think I was capable or smart enough to obtain and complete a diploma. Nevertheless, I thought I would give it a shot. After starting class, it was hard for me to focus. I was dealing with PTSD due to what had happened to my son. It was by going through the WorkFirst program that I was able to receive motivation to be enrolled. A quarter later, my wife needed surgery. We decided to do the surgery on a Friday so that I would be able to go back to class Monday. That night after surgery, my wife was running a really high fever, so I rushed her back to the emergency. It turned out she had caught an infection due to unsanitary tools used in the procedure. My wife went into sepsis, which caused her to be hospitalized intensively about 5 more days. I felt very overwhelmed with having to care for my 3 children and not knowing what was going to happen to my wife. I told my DSHS social worker what was happening, and she said that she was going to pull me out of school for the moment until things got better. After the storm settled, I got to thinking about school again, but I didn't know if I could go back. So, I just left it alone, living with the fact it was something I didn't finish again. Then, one day, I received a phone call from Kelsie Smith who is in charge of the ABE program. She asked me if I was going to go back to school. I told her I was not sure if I could go back, but she told me to talk to my DSHS social worker. My social worker said I would be able to go back. After returning I talked to Kelle Anne Brewer, and I let her know what happened. I also let her know that my wife has been wanting to go back to College. One of the struggles for her to return to college was always the financial part of it. Once I talked to Kelle Anne Brewer, she said she could help her go back to College and made a meeting with my wife.

Although we have had struggles and challenges these couple of years, we have pushed through them with the help of the WorkFirst Program. I, Procopio, have finally received my High School Diploma and currently started my first Quarter in College to obtain my AAS degree. Also, my wife is on her first year of College and is passing her classes. She is working for a better life, not only for her, but also for our children so they can progress as they grow and be instilled with the importance of an education. Furthermore, we are also working through the Work Study Program that WorkFirst offers, and we are both involved in the Food Pantry program. We work for the CBC Food Pantry, which was built for students who do not have enough food to eat throughout the month due to their financial circumstances. This has been a life changing experience and a great blessing to our family. Our family is grateful and appreciates everyone in the WorkFirst/WorkForce Education Center Department for not giving up on us and pushing us to become better people.

\$100,000

WHO WE SERVE

CBC Dental Hygiene students and community members seeking oral health care. Almost all (95%) of the Dental Hygiene Clinic's patients are low income individuals who often do not have dental insurance.

GRANT PERIOD: 2019-2020

WHAT WE DO

Construct a new, fully equipped CBC Dental Hygiene Clinic to increase both program enrollment and patient visit capacity. Funding from this grant was used to purchase 17 ultrasonic dental units and 12 digital sensor systems for the new clinic.

OBJECTIVES

By January 2020:



Build out is complete, equipment is purchased/ installed, and clinic is open for student/patient use ★ Met



100% of dental equipment performs at optimum capacity ★ Met



Patient visit capacity increases by 50% ★ Met

By September 2020:



Student enrollment increases by 28% ★ TBD



Patient visit capacity increases by 75% ★ TBD



Patients served at KRMCC facilities increases by 25% ★ TBD



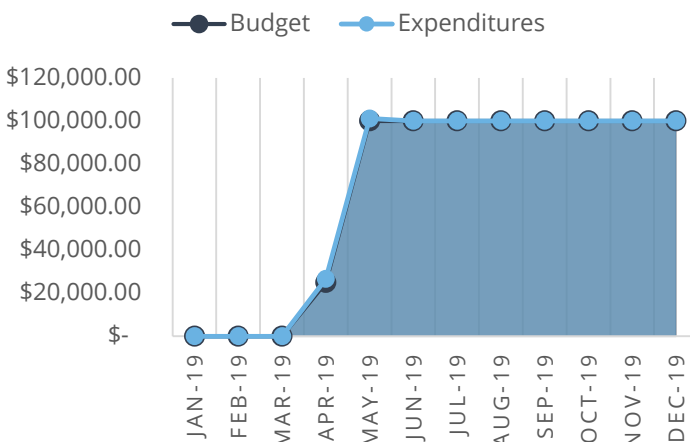
80% of students report interprofessional education improves capacity to provide competent patient care ★ TBD



Grace Clinic patients seen in the clinic on a community service basis increases by 20% ★ TBD

FINANCIALS (Year 1 of 1)

2018-19 BUDGET: \$100,000



UPDATES SINCE 10/31/2019

The Clinic is fully operational. The Department has completed all training for the new equipment, and 100% of the equipment performs at optimum capacity. One student reported, "I remember being in the old Clinic not knowing if my suction would work. I never worry about that in the new Clinic."

\$148,925

GRANT PERIOD: 2019-2022

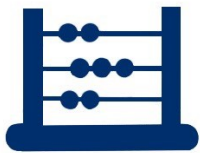
WHO WE SERVE

All CBC welding, automotive, and precision machining (WAM) students, with a focus on those placing below college-level math

WHAT WE DO

Increase the rate at which WAM students earn college-level math credits through the creation of a new Math for the Technical Applications IBEST course.

OBJECTIVES



Percent of WAM students required to enroll in a dev math course decreases from a baseline of 80% to 0% by Winter 2020

★ Met



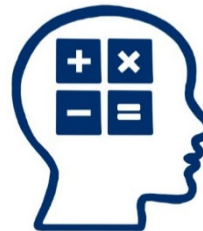
Average enrollment numbers increase from a baseline of 10 students per quarter in the MATH 100, 111, and 112 courses, to 20 students per quarter in the new course

★ Met



Percent of WAM students enrolling in required college-level Math course within one year increases from a baseline of 11% to 20% by the end of the grant period

★ TBD



Percent of WAM students who earn their first college credit in Math within one year of enrollment increases from a baseline of 3% to 12% by the end of the grant period

★ TBD

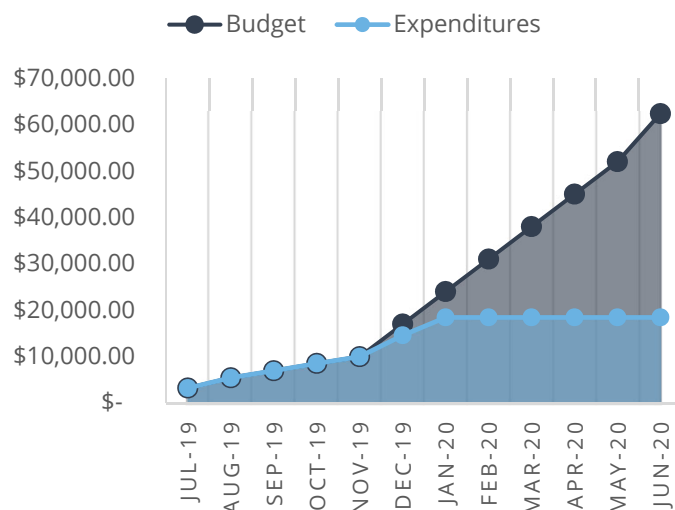


Fall-to-fall retention rate for WAM students placing into dev math increases from a baseline of 46% to 55% by the end of the grant period

★ TBD

FINANCIALS (Year 1 of 3)

CURRENT YEAR BUDGET: \$62,435



UPDATES SINCE 10/31/2019

Our first section of the redesigned Math 100 had full enrollment (30 students) this winter, with 5 students enrolled in the corequisite course, Math 048. Each course is also being offered in the spring. Student outcomes are TBD, as the first term is not complete. Integration with the ABE department has sparked new plans going forward to begin the process of creating articulation agreements between ABE and the Math department for other courses.

\$19,980

GRANT PERIOD: 2018-2020

WHO WE SERVE

All CBC students, staff, and faculty.

WHAT WE DO

Promote awareness, provide resources, and recruit support for the adoption and implementation of a 100% tobacco-free campus policy.

OBJECTIVES



Identify up to 10 students, faculty, and staff to join the Smoke & Tobacco Free CBC Taskforce

★ Met



Engage at least 1,000 people in student-led tobacco prevention, education, and advocacy activities

★ In process



Identify two student leaders who are approved by the Truth Initiative

★ Met



College leaders engage 500 students in each of Truth's national campaigns in January 2019, August 2019, and January 2020

★ In process



1,500 students, faculty, and staff participate in tobacco prevention, education, and advocacy activities

★ By June 2020

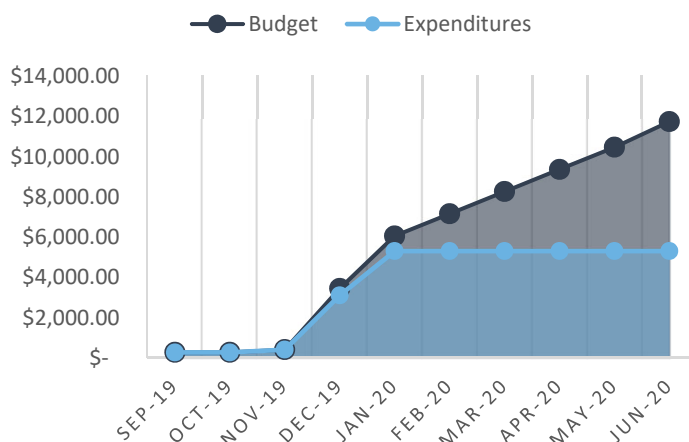


Create a comprehensive tobacco-free policy recommendation

★ In process

FINANCIALS (Year 2 of 2)

CURRENT YEAR BUDGET: \$11,731



Reporting Through: January 31, 2020

UPDATES SINCE: 10/31/2019

- The Great American Smokeout event was held in November. This was an opportunity for the campus community to partner together and inspire individuals to use the date to make a plan to quit tobacco. We were joined by community partners offering support and cessation resources as well as student clubs showcasing the effects of tobacco.
- We held a Let's Taco 'Bout Tobacco event at Sunhawk Hall in January. The student residents enjoyed a taco bar and participated in a Q&A session about tobacco policy change.

Funded by Truth Initiative

STUDENT STORY HIGHLIGHT

One of our college leaders for the Tobacco-Free College Program project, Alexis Phipps, was recently accepted to Truth Initiative's Ambassador program. This is the highest level of activism and a separate program from our college grant. Over the next year, Alexis will receive training on the public health impact of tobacco and e-cigarettes, the importance of community and youth engagement, as well as tobacco policy and advocacy. The program will guide Alexis as she works with her peers and mentors to develop leadership and community activism skills while providing financial support to create and promote her proposed project of a video contest for middle and high school students. We are very proud of Alexis!

College leaders McKenzie Kennedy (left), Alexis Phipps (right), and Miss Washington during the Great American Smokeout Event in November.

The t-shirts represent Truth Initiative's messaging that secondhand smoke affects pets as well as humans.



Exhibit E

ASCBC BOARD OF TRUSTEES NEWSLETTER

FOOD PANTRY UPDATE

The Food Pantry has recently been relocated to the back of the downstairs HUB, right next to the Sunroom. This change increases the accessibility of the Congress Room as a meeting space and allows extended daily operational hours. Usage was recorded at 96 visits in January, and 126 visits as of February 26.

ALL STUDENT FORUM

President Rebekah Woods gladly joined student government, clubs, and the student body for an All Student Forum. The meeting was held at two different times, with 15 students in attendance during the first session, and 19 students during the second. Topics of discussion included: campus safety and security, Guided Pathways, and the upcoming recreation center. Students were also able to raise concerns and ask questions of President Woods. Student questions/concerns included parking, needed improvements to Sun Hawk Hall, and a deeper understanding of Guided Pathways.

NEW ASCBC LEADERSHIP

The ASCBC office is excited to welcome Yoselin Mendez Rodriguez, the new ASCBC Vice President. She will be working alongside the President and Secretary to better engage students on campus especially through club activities and training.

CLUB COUNCIL

We are increasing our utilization of the Club Council Canvas classroom to include more student and group development trainings. This page will serve as a resource to active club members wanting to be trained on personal and professional development topics. Such topics have included: tips for writing a resume and interviewing, how to build and retain club membership, why the upcoming census is so important, and best public speaking practices. These training modules can help club leaders better facilitate club meetings and promote the growth of their leadership skills.

RICHLAND CAMPUS INVOLVEMENT

Our College is privileged to have multiple campus locations - our main campus in Pasco and our Medical and Health Science Centers in Richland. ASCBC student officers are doing their best to engage students on the Richland campuses. SAB Officer Daisy Herrera recently visited the HSC and organized a student giveaway. ASCBC swag was well received by our hard-working students, and Daisy was happy to have the opportunity to hear their stories and bring their concerns back to our ASCBC office. There is also an ASCBC pizza feed at the Health Sciences Center on Monday, March 2.

Exhibit F

POLICY TYPE: GOVERNANCE PROCESS GP-5***POLICY TITLE: BOARD MEMBERS CODE OF ETHICS***

The Board commits itself and its members to ethical, businesslike, and lawful conduct. This includes proper use of authority and appropriate decorum when acting as Board Members.

1. Board Members must represent un-conflicted loyalty to the interests of the community. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards or staffs. It also supersedes the personal interest of any Board Member acting as a consumer of the organization's services.
2. Board Members must avoid conflict of interest with respect to their fiduciary responsibility.
 - a. There must be no self-dealing or any conduct of private business or personal services between any Board Member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.
 - b. When the Board is to decide upon an issue, about which a Board Member has an unavoidable conflict of interest, that Board Member shall absent herself or himself without comment from not only the vote, but also from the deliberation.
 - c. Board Members must not use their positions to obtain employment in the organization for themselves, family members or close associates. Should a Board Member desire employment, he or she must first resign.
 - d. Board Members will annually disclose their involvements with other organizations, with vendors, or any other associations which might produce a conflict.
3. Board Members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.
 - a. Board Members' interaction with the President or with staff must recognize the lack of authority vested in individuals except when explicitly Board-authorized.
 - b. Board Members' interaction with public, press or other entities must recognize the same limitation and the inability of any Board Member to speak for the Board.
 - c. Board Members will give no consequence or voice to individual judgments of President or staff performance.
4. Members will respect the confidentiality appropriate to issues of a sensitive nature.

POLICY TYPE: GOVERNANCE PROCESS GP-6***POLICY TITLE: COST OF GOVERNANCE***

The Board of Trustees will invest in its governance capacity to promote and ensure effective, and continuous improvement of its governance of the College.

Accordingly:

1. The Board will decide on the funds it deems necessary for it to perform its duties.
2. The Board skills, methods and support resources will be sufficient to ensure governing with excellence.
 - a. Training and re-training will be utilized to orient new Trustees and candidates to be Trustees, as well as to maintain and increase existing Trustee skills and knowledge.
 - b. Outside monitoring assistance and resources will be arranged so that Board can exercise confident control over organizational performance, which includes, but is not limited to, Fiscal Audit.
 - c. Outreach mechanisms will be used as needed to ensure the Board's ability to listen to the citizens of Benton and Franklin counties' viewpoints and values.
3. Costs will be prudently incurred, though not at the expense of jeopardizing the development and maintenance of superior governance knowledge and capability.

POLICY TYPE: GOVERNANCE PROCESS GP-7***POLICY TITLE: NAMING OF FACILITIES***

The Board of Trustees shall have the discretion of naming College facilities, including buildings, rooms, wings, parks, landscaped areas or other significant locations, for persons or corporations. In exercising its discretion, the Board will consider the request in conjunction with the following guidelines:

1. It is the intent of the Board of Trustees that such naming should not be done casually, but reserved for those who have made extraordinary contributions to CBC through personal service, financial support, or who have greatly enhanced the prestige of the institution through outstanding state or national achievement and recognition.
2. A facility should not be named for any living individual who has been employed by the college or has served on the Board of Trustees prior to three (3) years following their termination of service to the institution unless exceptional circumstances exist and there is unanimous Board approval.
3. When consideration is being given to naming a facility after a former employee or trustee of the institution, such consideration shall go beyond that person's excellence in the performance of his/her duties and responsibilities.
4. Advisory recommendations for awarding the honor pursuant to this policy shall be made by an ad-hoc advisory committee appointed by the Board of Trustees. Such committees shall consist of one member from each of the following categories: administration, faculty, classified staff, student body, the CBC Foundation, and the community.

POLICY TYPE: GOVERNANCE PROCESS GP-8***POLICY TITLE: EMERITUS DESIGNATION***

The Board of Trustees shall have the discretion to designate a former President or Administrator to the status of Emeritus for the College. This designation does not have any financial obligation for the College, but does allow access to facilities to the awardee.

DRAFT

Exhibit G

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.

DRAFT

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

The Board of Trustees reserves the authority to grant or deny tenure, ~~deny-extend the~~ tenure review process for probationary faculty, 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 grant or deny tenure to faculty.
- ~~2. Fail to submit notice of sufficient cause for tenured faculty member dismissal through dismissal review proceedings for recommendations to the Board consideration and decision. to issue the final order to dismiss tenured faculty.~~
- 2.
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.

Exhibit H

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.

DRAFT

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.