

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

September 14, 2020

Zoom — 4 pm.

Agenda

Call to Order

***Agenda Changes**

***Approval of Minutes**

August 21, 2020 Board of Trustees' Retreat

Exhibit A

Celebrating Excellence - postponed

Linkage with Community - postponed

Remarks

By Administration

President

CEO, Foundation

By Faculty Senate Chair

By AHE

By Board Members

***Discussion/Action**

Reserve Policy (EL-7 Fiduciary Responsibility/Financial Condition and Activity)

Recommended reserve amounts for FY2021

Exhibit B

Reports

Cash Balance Report

Exhibit C

Variance Report

Exhibit D

Grants Report

Exhibit E

Discussion

First Reading - Board of Trustees Bylaws Article I – V

Exhibit F

***Consent/Action**

Public Comments

Executive Session

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

Adjournment

***(Requires motion/approval)**

If you are a person with a disability and require an accommodation while attending the meeting, please contact the President's Office at 542-4801 as soon as possible to allow sufficient time to make arrangements.

Exhibit A

Columbia Basin College
Board of Trustees' Retreat Minutes
August 21, 2020
Zoom Webinar – 9:00 a.m.

Board Members in attendance: Duke Mitchell, Kedrich Jackson, Allyson Page, Holly Siler, Bill Gordon
Rebekah Woods, President, Darlene Scrivner, Secretary to the Board
Webinar Panelists: Cheryl Holden, Tyrone Brooks, Camie Glatt, Michael Lee, Brian Dexter, Erin Fishburn, Jason Engle, Abby DeSteeese, Brooke Young
Zoom Webinar Audience

The Agenda	The Discussion	Action
Call to Order		Meeting called to order by Chair Mitchell at 9:03 a.m.
Pledge of Allegiance	Chair Mitchell led in the Pledge of Allegiance.	
Agenda Changes		Trustee Siler moved and Trustee Page seconded the motion to approve the agenda as written. Approved unanimously.
Approval of Minutes	May 11, 2020 Minutes Discussion – Melissa McBurney will be added as a Webinar panelist.	Trustee Page moved and Trustee Siler seconded the motion to approve the minutes as modified. Approved unanimously.
<u>Reports</u> College Updates – A Year in Review and the Year Ahead	Dr. Woods, Michael Lee, Cheryl Holden, Brian Dexter, Jason Engle, and Erin Fishburn presented a PowerPoint presentation. Comments and conversation ensued.	
Unaudited Income Statement	Brian Dexter: Report is tracking as expected.	
Reserve Policy	Brian Dexter explained the purpose of the reserves by policy and reviewed the recommendations. The Reserve Policy will be added to the next agenda for the Board to take action on.	
Cash Reserves Update	Brian Dexter reported out on the cash reserves.	
Grant Program Review	Brian Dexter presented the Grant Program Review. The increase noted on the report is due to the Cares Act money. Taking the Cares Act money out of the equation, the program continues to be on par.	
Trustee Work Session Trustee Travel - Updates	Brooke Young presented a travel PPT presentation to the Board.	
Board of Trustees Annual Calendar/Work Plan	The Board policies will be reviewed through-out the year. One month the Trustees will read them. The next month move to approve. Trustee Mitchell asked if Commencement will be moved back to a Friday. Commencement is scheduled for Friday, June 18 and is	

Board Meetings Annual Schedule	reflected on the new work calendar.	
Board Evaluation	<p>No discussion.</p> <p>Chair Mitchell commented the board evaluations should be shared in the public meeting. This year the average was taken for inputs submitted and sent out to the 5 trustees.</p> <p>Conversation around online student engagement and the coin of excellence: Trustee Jackson asked if students were being successful and engaged online. Trustee Page asked if the coin of excellence should remain as the Celebrating Excellence token. Discussion ensued.</p>	<p>Trustee Jackson moved and Trustee Siler seconded the motion to approve the Board Meetings Annual Schedule as written. Approved unanimously.</p> <p>Dr. Woods will ask the Marketing department for Celebrating Excellence appreciation suggestions, and will bring them back to the Board to consider.</p>
Board Roles and Elections		
Chair	Trustee Jackson commented, historically the Vice Chair is moved to Chair. Discussion ensued.	Trustee Gordon moved and Trustee Page seconded the motion to nominate Trustee Jackson as Chair. Approved unanimously.
Vice Chair	Discussion ensued.	Trustee Jackson moved and Chair Mitchell seconded the motion to nominate Trustee Siler as Vice Chair. Approved unanimously.
Legislative Action Committee Liaisons:	Dr. Woods commented that an alternate Legislative Action Committee liaison is needed and the elected Legislative Action liaison will also be a part of the Colleges' Legislative Action Committee. Discussion ensued.	Trustee Jackson moved and Trustee Siler seconded the motion to nominate Trustee Gordon as the Legislative Action Committee liaison and Trustee Siler as alternate. Approved unanimously.
Foundation Liaison:	Trustee Page asked about the meeting schedule. Discussion ensued.	Trustee Jackson moved and Trustee Siler seconded the motion to nominate Trustee Page as the Foundation liaison. Approved unanimously.
Discussion Resolutions: Denouncing Violence against Blacks and Denouncing Discrimination and Harassment Anti-Asian and Pacific Islanders	Chair Mitchell inquired if a similar statement should be written as a collective board. Discussion ensued.	Trustee Jackson in his new role as Chair will review the resolution with Dr. Woods.
Executive Session RCW 42.30.110 (1)(l) To discuss with legal counsel representing the agency in litigation RCW 42.30.110(1)(g): To review the performance of a public employee		

Convene: 1:42 p.m. Reconvene: 2:25 p.m.		
Adjournment: 2:27 p.m.	Next Board of Trustees' Meeting September 14, 2020-4:00 p.m. Zoom Webinar	

Kedrich Jackson, Chair

Exhibit B

POLICY TYPE: EXECUTIVE LIMITATIONS EL-7

POLICY TITLE: FIDUCIARY RESPONSIBILITY / FINANCIAL CONDITION AND ACTIVITY

The Board of Trustees reserves the authority to set policies for and review the Financials and associated status for the College at a frequency determined by the Board. With respect to the Board's actual and continuous fiduciary responsibility, and the College's financial health, the President shall fail to promote fiscal integrity and shall avoid material deviation from Board-approved priorities.

Accordingly, the President shall not:

1. Expend more funds that have been approved by the Board (via policy decisions) in the fiscal year, unless there has been Board's approval to do otherwise.
2. Expend more funds than have been received in the fiscal year to date, plus the accumulated Reserve, unless the Board-approved debt guideline is met.
3. Incur debt in an amount greater than which can be repaid by certain and otherwise unencumbered revenues within the current year, nor can be repaid from account specifically established for such purpose.
4. Jeopardize fiscal integrity by expending College funds in a manner that will result in a zero nor negative fund balance at the close of the fiscal year.
5. Fail to settle payroll and debts in a timely manner.
6. Allow tax payments or other government-ordered payments or filings to be overdue and inaccurately filed.
7. Acquire, encumber nor dispose of real property without Board approval.
8. Fail to aggressively pursue receivables after a reasonable grace period.
9. Fail to provide to the Board, at their designated frequency, reports on the College's current financial condition that will continually enhance the Board's ability to meet its fiduciary responsibility.
10. Accept gifts or grants that are not in the best interest of the College, and not obligate the College to make future expenditures using funds other than those created by the gift or grant without Board approval.

11. Fail to maintain an Operating Reserve to a level approved by the Board, to provide for such items as, but not limited to:
- a. Current Operations
Reserve of 2 months operating expenditures consisting of the general operating budget funds
 - i. 001 State General (appropriation),
 - ii. Running Start portion of 145 Grants and Contracts,
 - iii. 148 Dedicated Local (fees),
 - iv. 149 Local General (tuition)
 - b. Emergencies
Reserve to provide for unforeseen natural or manmade disasters to support business continuity and recovery actions.
 - c. Unplanned Capital Repair & Replacement
Reserve to cover the largest system or component failure that might occur in or outside the biennial, legislatively funded, capital repair and minor improvement funding. Examples include roofs, HVAC, and electric, water, and sewer systems.
 - d. Real Estate Debt
Reserve to provide funding for real estate acquisition and debt service needs not provided for by State resources.
 - e. Planned Future Operations
Reserve for future new program offerings, which have been recognized by the campus as appropriate and within the educational mission of the College. The Reserve will recognize each specific project and provide an allocated amount for each.
 - f. Capital Facilities Projects
Reserve to provide for capital facility projects not covered by or to supplement State resources.

The President will not fail to annually recommend to the Board an amount to be set aside to maintain this fund, which is subject to approval by the Board.

Board of Trustee's Reserve		
by Policy FY21	Purpose	Amount
Current Operations	<i>Campus cash flow needs</i>	
	2 months operating expense	\$8,600,000
Emergencies	<i>Unforeseen natural or manmade</i>	
	<i>disasters and pandemics to support business continuity & recovery actions</i>	\$2,000,000
Unplanned Capital Repair & Replacement	<i>Covers largest potential system failure</i>	
	Core systems such as: plumbing, electrical, HVAC, etc.	\$1,000,000
	Building System	\$1,000,000
	Failing roof systems	\$2,000,000
Real Estate Debt Fund	<i>Provides for real estate acquisition and debt needs of CBC not easily funded from State sources</i>	
	Dept Fund Reduction	\$6,750,000
		\$6,750,000
Planned Future Operations	<i>Future new program offerings by project</i>	
	ctcLink Implementation	\$1,350,000
	Culinary Program	\$1,500,000
		\$2,850,000
Capital Facilities Projects	<i>projects</i>	
	Future Classroom Building	2023 Construction Project \$25M
	Argent Street Widening	Future Project Share
	Student Rec Center	Local Funding Portion
		\$7,950,000
BOT Designated Reserves		\$30,150,000

Exhibit C

FY 2020 - Estimated Cash Balances - COLUMBIA BASIN COLLEGE

ASSETS FY2020-2021			
CASH			
1110	In Bank	\$	11,921,471
1120	Undeposited	\$	-
1130	Petty	\$	5,504
Total		\$	11,926,975
INVESTMENTS			
1210	Investments(ST/LT)	\$	22,275,915
Total		\$	22,275,915
ACCTs RECEIVABLE			
1312	Current	\$	646,061
1318	Unbilled	\$	-
1319	Other	\$	29,075
	Allowance for Accts Rec	\$	(35,504)
Total		\$	639,632
INTER/INTRA GOV RECEIVABLES			
1351	Due From Fed	\$	87,331
1352	Due From Other Gov	\$	487,498
1354	Due From Other Agency	\$	297,974
Total		\$	872,803
TOTAL ASSETS		\$	35,715,325
LIABILITIES			
CURRENT			
5111	Accts Payable	\$	289,355
5124	Accrued Salaries Pay	\$	-
5150	Due To State Treasurer	\$	750,491
5154	Due To Other Agency	\$	38,044
5158	Sales/Use Tax	\$	2,171
5199	Accrued Liabilities	\$	-
5173	COP Current Year P&I Due	\$	416,257
Total		\$	1,496,318
TOTAL LIABILITIES		\$	1,496,318

Cash Balance			
(ASSETS less LIABILITIES)		\$	34,219,007
Dedicated Balances			
1110	Student Supported Capital	\$	2,479,020
1110	3.5% - Needy Student Aid	\$	349,877
1110	Students S&A	\$	46,474
1110	Bookstore Operating Reserves	\$	500,000
1110	Technology Fee	\$	1,221,539
1110	Parking Fees	\$	496,934
1110	Basic Food Employment and Training	\$	207,812
Total		\$	5,301,656
Reserves Policy - (BOT Policies on Reserves)			
		Values	
	Operating Reserve	\$	8,600,000
	Unplanned Capital Repair and Replacement	\$	2,000,000
	Real Estate Debt Fund	\$	6,750,000
	Planned Future Operations	\$	2,850,000
	Capital Facilities Projects	\$	7,950,000
	Emergencies	\$	2,000,000
Total		\$	30,150,000
Operating Reserves Balance			
Existing Reserve balance less Dedicated Reserves and Emergency Reserves		\$	(1,232,649)

Exhibit D

FY2021 Operating Funds Variance Report

As of August 2020

% of Fiscal YR: 18.90%

9/8/2020

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	\$28,716,803.00	<div><div></div></div>					
		EXP	\$3,410,407.01	<div><div></div></div>	11.88%	12.02%	98.79%		
		REV (Alloc)	\$28,370,395.00	<div><div></div></div>					
Local Fees	148	EXP BDGT	\$2,560,253.00	<div><div></div></div>					
		EXP	\$241,486.75	<div><div></div></div>	9.43%	24.44%	38.59%		
		REV	\$987,995.48	<div><div></div></div>					
Local Tuition	149	EXP BDGT	\$18,866,194.00	<div><div></div></div>					
		EXP	\$1,686,207.00	<div><div></div></div>	8.94%	48.82%	18.31%		
		REV	\$3,454,106.87	<div><div></div></div>					
Contracts	146	EXP BDGT	\$1,528,464.00	<div><div></div></div>					
		EXP	\$90,403.21	<div><div></div></div>	5.91%	0.00%	0.00%		
		REV	\$0.00	<div><div></div></div>					
TOTALS		EXP BDGT	\$51,671,714.00						
		EXP	\$5,428,503.97				10.51%	16.54%	63.50%
		REV BDGT	\$50,918,134.00						
		REV	\$32,812,497.35						

BY OBJ, ALL FUNDS COMBINED		BDGTT	EXP	EXP/BDGTT	NOTES:
SALARIES	A	\$30,725,946.00	\$3,556,853.85	11.58%	Revenue:
BENEFITS	B	\$10,318,753.00	\$1,417,148.64	13.73%	STATE: per State Allocation #2
PROFESSIONAL SERVICES CONTRACTS	C	\$421,484.00	\$8,023.75	1.90%	146: Running Start revenue will not be earned until October
GOODS & SERVICES	E	\$6,889,513.00	\$415,377.03	6.03%	
COST OF GOODS SOLD	F	\$0.00	\$0.00	0.00%	
TRAVEL	G	\$628,716.00	\$1,512.88	0.24%	
CAPITAL OUTLAYS	J	\$728,228.00	\$14,011.26	1.92%	
SOFTWARE	K	\$0.00	\$0.00	0.00%	Object Code Note:
GRANTS BENEFITS & CLIENT SVCS	N	\$882,041.00	\$14,957.15	1.70%	
DEBT SERVICE	P	\$1,534,732.00	\$0.00	0.00%	
INTERAGENCY REIMBURSEMENTS	S	Revenue Bdgt \$0.00	\$0.00	0.00%	
INTRAAGENCY REIMBURSEMENTS	T	Revenue Bdgt (\$457,699.00)	\$619.41	-0.14%	
DEPRECIATION, AMORTIZATION, BAD DEBT	W	\$0.00	\$0.00	0.00%	
		\$51,671,714.00	\$5,428,503.97	10.51%	

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 E

COLUMBIA BASIN COLLEGE
GRANT STATUS REPORTS SUMMARY (Updated through June 30, 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	\$1,163,839	8% of direct	\$138,376	\$73,695	Funds underspent	Underspent, funds carryover	Projected to meet all objectives
CARES Act - Student Aid	ED	Brian D.	4/20/2020	4/19/2021	1 of 1	\$1,920,205	\$ 1,532,364	N/A	-	-	N/A	On track	Stimulus, no objectives
CARES Act - Institutional	ED	Brian D.	5/6/2020	5/5/2021	1 of 1	\$1,920,205	\$630,629	N/A	-	-	N/A	On track	Stimulus, no objectives
CARES Act - HSI Aid	ED	Brian D.	6/1/2020	5/31/2021	1 of 1	\$245,485	\$0	N/A	-	-	N/A	On track to start Fall 2020	Stimulus, no objectives
Feeding the Future	USDA	Sandya K.	9/1/2019	8/31/2023	1 of 4	\$249,761	\$4,663	45.9% of S + FB	\$52,000	\$787	Funds underspent	Underspent, funds carryover	Project delayed due to COVID-19
HEP	ED	Daphne L.	7/1/2015	11/30/2020	5 of 5	\$2,271,390	\$2,195,864	8% of direct	\$163,990	\$158,463	8% grant remaining	On track	Met three of six objectives
Manufacturing the Future	NSF	Jesus M.	6/1/2019	5/31/2022	2 of 3	\$289,982	\$16,240	45.9% of S + FB	\$67,721	\$1,281	Funds underspent	Underspent, funds carryover	Project delayed due to COVID-19, new PI in place
Nuclear Scholarship	NRC	Jesus M.	7/16/2018	7/15/2020	2 of 2	\$150,000	\$148,849	N/A	-	-	N/A	On track	Met four of five objectives
SSS	ED	Amy S.	9/1/2015	8/31/2020	5 of 5	\$1,517,175	\$1,499,241	8% of direct	\$115,595	\$111,055	5% grant remaining	On track	Projected to meet all objectives
Title V - STAA	ED	Jose V.	10/1/2015	9/30/2021	5 of 6	\$2,624,938	\$2,288,118	N/A	-	-	N/A	Underspent, funds carryover	Met six of eight objectives
Upward Bound	ED	Susan V.	9/1/2017	8/31/2022	3 of 5	\$2,004,900	\$1,086,657	8% of direct	\$129,490	\$75,959	43% grant remaining	On track	Met all objectives
CONTRACTS/STATE ALLOCATIONS													
Career Launch - Ag	SBCTC	Rod T.	5/6/2020	6/30/2021	1 of 1	\$494,767	\$0	N/A	-	-	N/A	On track to start Fall 2020	Equipment, no objectives
MESA	SBCTC	Debbie P.	7/1/2019	6/30/2020	1 of 1	\$125,000	\$125,085	N/A	-	-	N/A	On track	Met three of four objectives
Opportunity Grant	SBCTC	Scott K.	7/1/2019	6/30/2020	1 of 1	\$279,412	\$269,326	N/A	-	-	N/A	On track	Met one of two objectives
Worker Retraining	SBCTC	Scott K.	7/1/2019	6/30/2020	1 of 1	\$ 1,784,237	\$ 1,772,652	N/A	-	-	N/A	On track	Met all objectives
Workforce Dev - Dental	SBCTC	Lynn S.	1/23/2020	6/30/2020	1 of 1	\$17,700	\$17,700	N/A	-	-	N/A	On track	Equipment only, no objectives
STATE GRANTS													
ABAWD	SBCTC	Scott K.	10/1/2019	9/30/2020	1 of 1	\$75,000	\$46,913	5% of salaries	\$2,525	\$1,590	Funds underspent	Underspent, funds to be returned	Met all objectives
BEdA - IEL Civics	SBCTC	Erin H.	7/1/2019	6/30/2020	1 of 1	\$45,266	\$30,455	5% of salaries	\$1,476	\$1,023	Funds underspent	Underspent, funds returned	Met zero of one objective
BEdA - Leadership Block	SBCTC	Erin H.	7/1/2019	6/30/2020	1 of 1	\$4,074	\$2,814	N/A	-	-	N/A	Underspent, funds returned	Travel, no objectives
BEdA - Master Grant	SBCTC	Erin H.	7/1/2019	6/30/2020	1 of 1	\$193,270	\$184,759	5% of salaries	\$6,538	\$6,515	N/A	On track	Met zero of three objectives
BFET	SBCTC	Debra W.	10/1/2019	9/30/2020	1 of 1	\$269,979	\$219,285	45.9% of S + FB	\$40,608	\$26,856	25% grant remaining	On track	Met all objectives
Computer Science	OSPI	Josh B.	8/1/2019	6/30/2020	1 of 1	\$10,000	\$10,000	10% of direct	\$909	\$909	N/A	On track	Unknown - report not submitted
Early Achievers	SBCTC	Scott K.	7/1/2019	6/30/2020	1 of 1	\$107,900	\$102,034	N/A	-	-	N/A	On track	Met one of two objectives
Passport Mini Grant	WASAC	Syliva W.	7/1/2018	12/31/2020	3 of 3	\$29,500	\$21,977	N/A	-	-	N/A	On track	Career software, no objectives
Perkins Leadership Block	SBCTC	Soo P.	7/1/2019	6/30/2020	1 of 1	\$20,400	\$19,774	N/A	-	-	N/A	On track	Equipment, no objectives
Perkins Non-Trad	SBCTC	Soo P.	7/1/2019	6/30/2020	1 of 1	\$5,000	\$932	N/A	-	-	N/A	Underspent, funds returned	Project canceled due to COVID-19
Perkins Plan	SBCTC	Soo P.	7/1/2019	6/30/2020	1 of 1	\$393,786	\$382,097	5% of salaries	\$7,712	\$7,559	3% of grant unspent	On track	Met five of six objectives
Perkins Special Project	SBCTC	Soo P.	9/6/2019	6/30/2020	1 of 1	\$18,427	\$6,480	N/A	-	-	N/A	Underspent, funds returned	SkillsUSA Director, no objectives, travel canceled due to COVID-19
WorkFirst	SBCTC	Debra W.	7/1/2019	6/30/2020	1 of 1	\$212,853	\$201,431	5% of salaries	\$5,241	\$4,978	Billing error	On track	No objectives, metrics below last year's performance due to COVID-19
PRIVATE GRANTS													
Computer Science	Battelle	Josh B.	8/1/2019	6/30/2020	1 of 1	\$10,000	\$10,000	N/A	-	-	N/A	On track	Unknown - report not submitted
Guided Pathways	Aspen	Kristen H.	1/1/2017	6/30/2021	4 of 5	\$805,000	\$519,202	10% of direct	\$67,580	\$47,200	20% grant remaining	Underspent, funds carryover	Met two of four objectives
Redesign Vocational Math	College Spark	Ryan O.	7/1/2019	6/30/2022	1 of 3	\$148,952	\$52,893	10% of direct	\$13,541	\$3,693	Funds underspent	Underspent, funds carryover	On track to meet all objectives
Tobacco Free College	Truth	Ann W.	8/15/2018	12/31/2020	2 of 2	\$19,980	\$16,598	8% of direct	\$1,480	\$1,238	20% grant remaining	On track	On track to meet all objectives
TOTAL						\$20,389,544	\$14,578,872	-	\$814,782	\$522,801			

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

COLUMBIA BASIN COLLEGE
GRANT STATUS REPORTS SUMMARY (Updated through June 30, 2020)

FUTURE GRANTS

Project Name	Funding Agency	Director	Start Date	End Date	Renew	Total Awarded	Total Expended	Indirect Costs			Project Summary
								Recovery Rate	Allowed	Requested	
FEDERAL GRANTS											
HEP	ED	Daphne L.	7/1/2020	6/30/2025	yes	\$2,375,000	\$0	8% of direct	\$174,624	\$174,624	5-year renewal for CBC's existing HEP program
SSS	ED	Amy S.	9/1/2020	8/31/2025	yes	\$ 1,738,015	\$0	8% of direct	\$133,804	\$133,804	5-year renewal for CBC's existing SSS program
CONTRACTS/STATE ALLOCATIONS											
MESA	SBCTC	Debbie P.	7/1/2020	6/30/2021	yes	\$125,000	\$0	N/A	-	-	1-year renewal for CBC's existing MESA program
Opportunity Grant	SBCTC	Scott K.	7/1/2020	6/30/2021	yes	\$279,412	\$0	N/A	-	-	1-year renewal for CBC's existing Opportunity Grant program
Worker Retraining	SBCTC	Scott K.	7/1/2020	6/30/2021	yes	\$1,643,323	\$0	N/A	-	-	1-year renewal for CBC's existing Worker Retraining program
Workforce Dev - CLNA	SBCTC	Soo P.	7/1/2020	6/30/2021	no	\$45,000	\$0	N/A	-	-	Funds data collection/analysis for the Perkins CLNA report
SUBAWARDS/PASS-THROUGHS											
GenCyber	NSA via UW	Josh B.	3/1/2021	2/28/2022	yes	\$9,628	\$0	45.9% of S + FB	\$2,896	\$2,896	Funds two cybersecurity camps for middle and high schoolers
Early EdU Inclusion	ED via UW	Lori G.	7/1/2020	6/30/2021	no	\$15,000	\$0	N/A	-	-	Funds redesigning Early Childhood Education curriculum with a focus on DEI
STATE GRANTS											
BEdA - IEL Civics	SBCTC	Erin H.	7/1/2020	6/30/2021	yes	\$42,542	\$0	5% of salaries	\$1,670	\$1,670	1-year renewal, supports I-BEST programs
BEdA - Leadership Block	SBCTC	Erin H.	7/1/2020	6/30/2021	yes	\$4,111	\$0	N/A	-	-	1-year renewal, supports BEdA faculty/staff professional development
BEdA - Master Grant	SBCTC	Erin H.	7/1/2020	6/30/2021	yes	\$174,999	\$0	5% of salaries	\$6,102	\$6,102	1-year renewal, supports BEdA programs
Early Achievers	SBCTC	Scott K.	7/1/2020	6/30/2021	yes	\$107,900	\$0	N/A	-	-	1-year renewal, supports ECE program
I-BEST Development	SBCTC	Daphne L.	9/1/2020	6/30/2023	no	\$168,750	\$0	N/A	-	-	Funds the conversion of 9 Ag courses into I-BEST courses
Perkins Leadership Block	SBCTC	Soo P.	7/1/2020	6/30/2021	yes	\$20,400	\$0	N/A	-	-	1-year renewal, supports CTE programs
Perkins Non-Trad	SBCTC	Soo P.	7/1/2020	6/30/2021	yes	\$5,000	\$0	N/A	-	-	Refunded for FY20 project, which was canceled due to COVID-19
Perkins Plan	SBCTC	Soo P.	7/1/2020	6/30/2021	yes	\$348,033	\$0	5% of salaries	\$9,153	\$9,153	1-year renewal, supports CTE programs
WorkFirst	SBCTC	Debra W.	7/1/2020	6/30/2021	yes	\$221,711	\$0	5% of salaries	\$6,022	\$5,563	1-year renewal for CBC's existing WorkFirst program
TOTAL						\$7,323,824	\$0	-	\$334,271	\$333,812	

\$2,125,000

GRANT PERIOD: 2017-2022

WHO WE SERVE

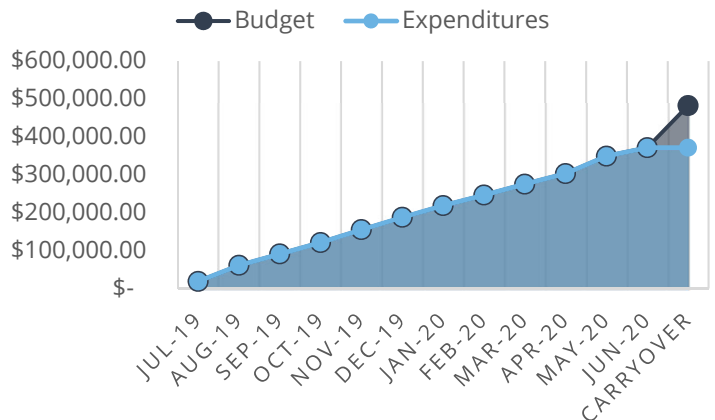
Approximately 40 students per year from migrant/seasonal farmworker (MSFW) backgrounds

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 LAST SUBMITTAL

- Program Assistant search will remain on hold until we return to campus.
- Plans for carryover funds from the previous academic year are in motion. We have already expended funds for laptops and hotspots, as well, as school supplies for students. Moreover, we intend to contract with outside entities to perform motivational and self-care content.

STUDENT STORY HIGHLIGHT

This student story highlight is of Stephanie Munoz. Stephanie is beginning her second year of studies at CBC and is from the community of Prosser, WA. As a CBC CAMP alumni now, since successfully completing her first year of studies, Stephanie plans to earn a degree in either neonatal or pediatric nursing. Although she encountered some hardships this past year as she had a dear family member struggle with health issues, Stephanie stayed focused and finished the year with a 3.4 GPA. Lastly, Stephanie was recently hired as the CBC CAMP programs Lead Mentor for the 2020-2021 school year. After an exhaustive interview process via Zoom, she truly was a standout! As a CAMP team, we are thrilled to have her in this role and look forward to seeing her follow through on the ideas she has for the year.

\$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

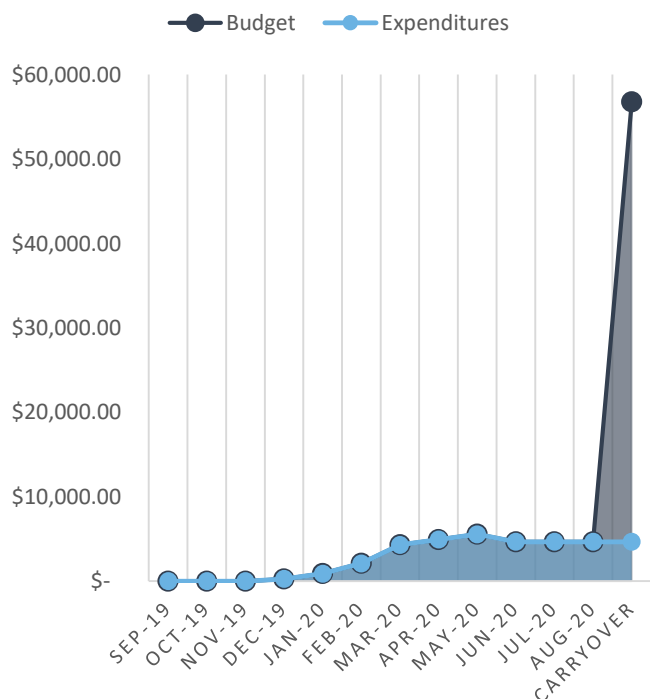
★ TBD

UPDATES SINCE LAST SUBMITTAL

- Because of COVID-19, we cancelled the grant activities from April 16 to August 31, 2020 and therefore didn't spend the budget as anticipated.
- As of June 30th, we have spent \$4,663.03 in FY19-20. Using cost averaging for the remaining months, we project approximately \$52,118.97 will be unspent by the close of the project on August 31, 2020.
- We will be applying for a no-cost extension to complete the summer internships and professional development workshops in both online and face-to-face. With the no-extension our estimated closeout will be September 2024.

FINANCIALS (Year 1 of 4)

CURRENT YEAR BUDGET: \$56,782



\$2,271,390

Grant Period: 2015-2020

WHO WE SERVE

Approximately 150 students per year from migrant/seasonal farmworker (MSFW) backgrounds.

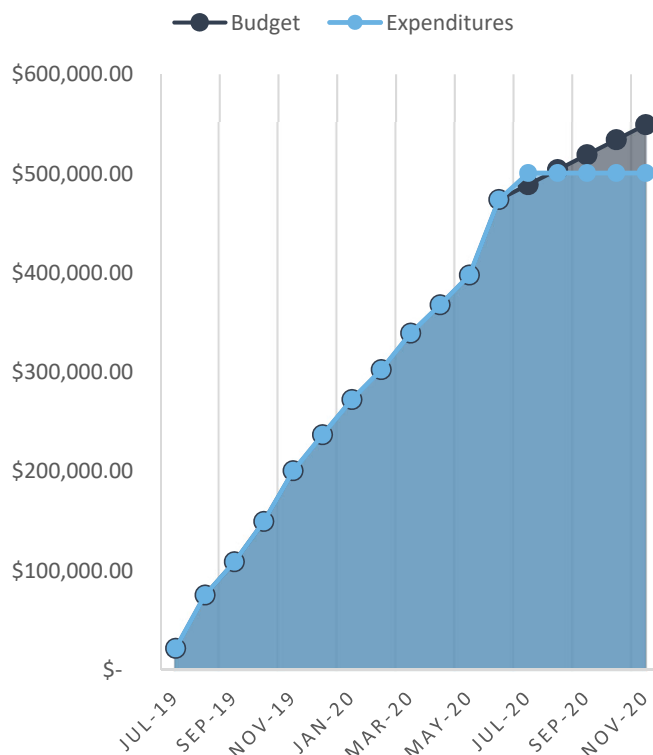
WHAT WE DO

Assist MSFWs and their children in earning a High School Equivalency Diploma (HSED) and gaining postsecondary education/training or employment.

60% of HEP graduates continue their postsecondary education at CBC

FINANCIALS (Year 5 of 5)

CURRENT YEAR BUDGET: \$549,166



Reporting Through: June 30, 2020

OBJECTIVES



Outreach to 250 MSFW students

★ Met



Conduct 150 intakes to determine initial eligibility

★ Not Met



Administer HEP Educational Assessments and Occupational Evaluations to 150 students

★ Met



75% of participants obtain an HSED

★ Not Met



100% of graduates receive placement referrals. Place 85% of HEP HSED graduates into postsecondary education/careers

★ Met



Provide 150 participants with academic and career advising

★ Not Met

UPDATES SINCE LAST SUBMITTAL

We were able to get a no cost extension from the Department of Education and Office of Migrant Education, which will allow us to finish the 2015-2020 grant and meet the objectives for the grant.

\$289,982

GRANT PERIOD: 2019-2022

WHO WE SERVE

Approximately 50 high school students and 30-60 high school teachers and advisors

WHAT WE DO

Develop and conduct a for-credit manufacturing technology academy for high school students as well as professional development workshops for secondary teachers to increase enrollment and diversity in CBC's Manufacturing Technology program

OBJECTIVES



By 2022, the MT program enrollment will increase by a minimum of nine students (56% increase)

★ TBD

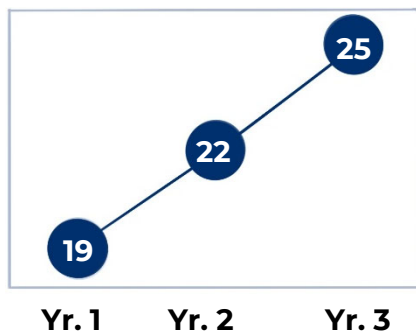


By 2022 the percent of minority and female students in the MT program will increase by 5%

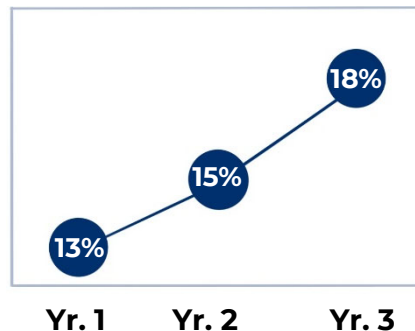
★ TBD

ENROLLMENT GOALS

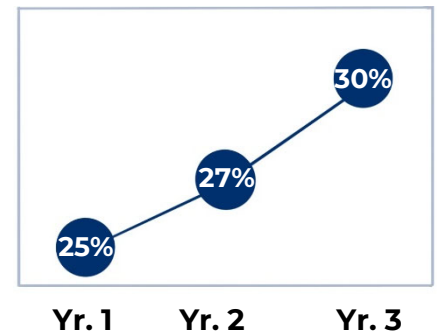
Total Enrollment



% Female

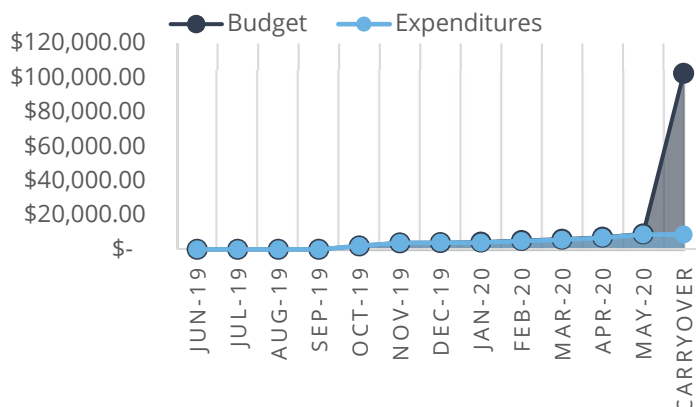


% Students of Color



FINANCIALS (Year 1 of 3)

CURRENT YEAR BUDGET: \$102,535



UPDATES SINCE LAST SUBMITTAL

- Collaborating with local school district administrators to develop a needs assessment of professional development for online CTE instruction. Once the needs assessment is completed, professional development will begin.
- Shifted PI responsibilities to the Dean for Career and Technical Education. Faculty member continues to serve as Co-PI.
- Continue the planning of the summer school academy for summer 2021.



This project is supported by the
National Science Foundation under
DUE# 1902491

\$150,000

GRANT PERIOD: 2019-2020

WHO WE SERVE

Approximately 30 students enrolled in CBC's Nuclear Technology Program

WHAT WE DO

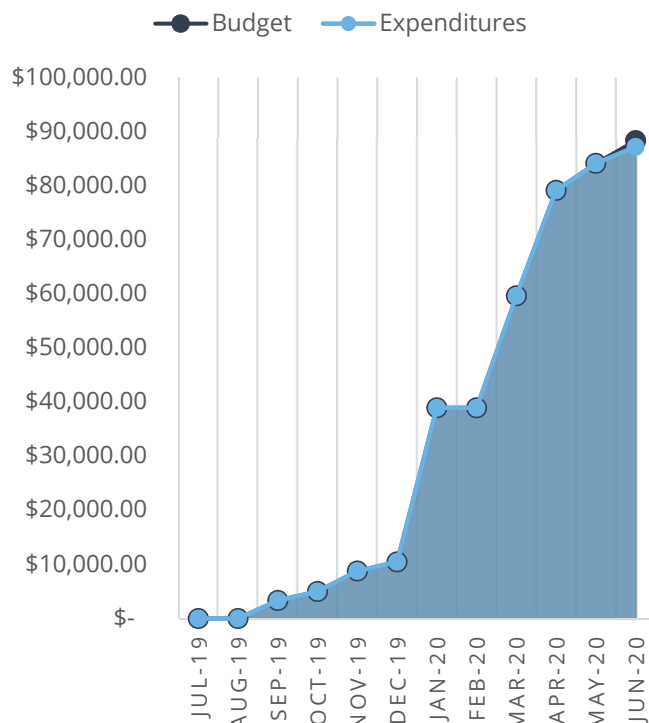
Increase the number of students pursuing careers in the nuclear industry through scholarships and support services that promote full-time enrollment and completion of an AAS in Nuclear Technology.

75%

of scholarship recipient graduates are employed in the nuclear field

FINANCIALS Year (2 of 2)

CURRENT YEAR BUDGET: \$88,332



Reporting Through: June 30, 2020

OBJECTIVES



Provide 29 \$5,000 scholarships to Nuclear Technology students

★ Met



Increase the number of academically talented underrepresented minority students pursuing careers in the nuclear industry

★ Met



100% of scholarship recipients maintain or exceed a 3.0 GPA and persist throughout their first academic year

★ Not Met



Provide job placement assistance to 100% of students

★ Met



Disseminate program activities, scholarship opportunities, and provide community outreach to inform the area of the NT program

★ Met

UPDATES SINCE LAST SUBMITTAL

- The grant ended July 15.
- Collaborating with Financial Aid and Accounting Services to close out the final expenditures of the grant.
- New NRC grant application submitted in the spring. The award notices are expected in the fall.

\$1,517,175

WHO WE SERVE

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

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)

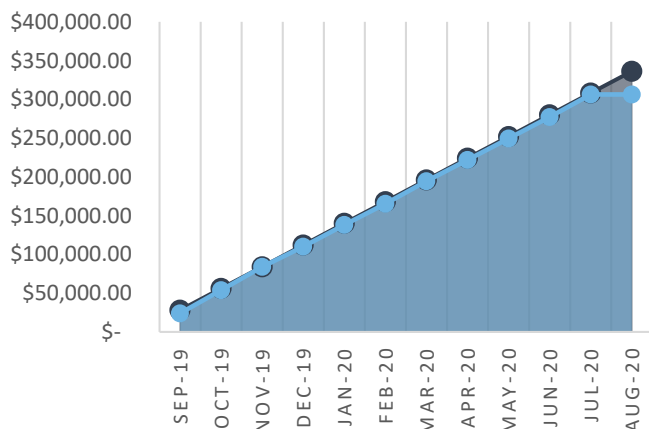
"[SSS staff] helped me see that anyone can do it, you just need a little encouragement and guidance."

~ SSS Alumni

FINANCIALS (Year 5 of 5)

CURRENT YEAR BUDGET: \$336,210

— Budget — Expenditures



GRANT PERIOD: 2015-2020

WHAT WE DO

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

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 LAST SUBMITTAL

- SSS is working on accepting students for the 2020/21 cohort.
- We are developing a virtual orientation for new students.
- The 2020-2025 grant was awarded for a total of \$1,738,050.

\$2,624,983

GRANT PERIOD: 2015-2020

WHO WE SERVE

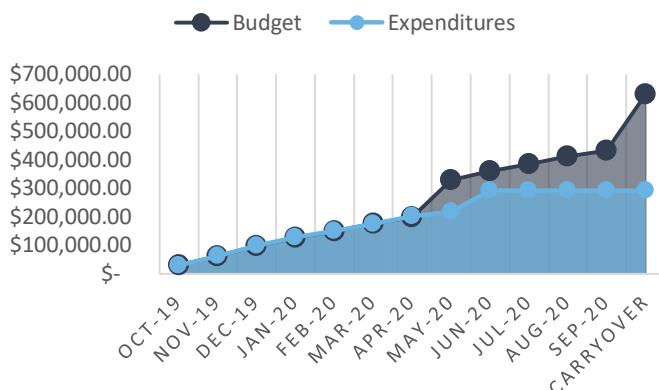
Campus-wide benefits, emphasis on low-income, first generation, and/or Hispanic students testing into developmental Math.

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.

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

★ Not Met



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

★ Not Met



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 LAST SUBMITTAL

As of June 30th, we have spent \$312,740 in FY20, which included the final payment for constructing the Academic Success Center and other expenses related to Center tutors, salaries, and curriculum redesign. Using cost averaging for the remaining months, we project approximately \$265,385 will be unspent by the close of the project on September, 30, 2020.

We were approved for a no-cost extension to complete the work and professional development in both online and face-to-face curriculum areas such as mathematics and science, the student placement rubric, and the Learning Community. With the extension our estimated closeout is September 2021.

\$2,004,900

GRANT PERIOD: 2017-2022

WHO WE SERVE

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

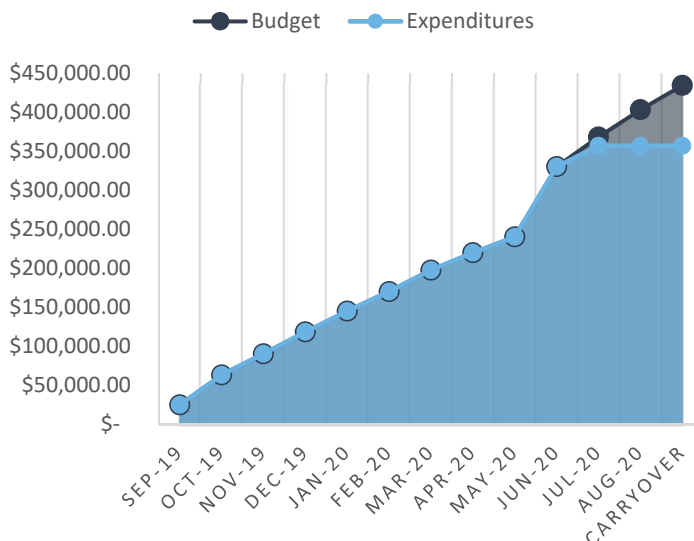
WHAT WE DO

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

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



OBJECTIVES



74% of participants have a GPA of ≥ 2.5

★ Met - 81%



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

★ Met - 100%



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

★ Met - 99%



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

★ Met - 57%



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

★ Met - 78%



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

★ Met - 43%

UPDATES SINCE LAST SUBMITTAL

- 26 Students attended our new Online Summer Academy through American High School with weekly ZOOM check-ins and Friday Alumni speakers, Book read (The Four Agreements) with guided discussion.
- Nine 2020 high school graduates enrolled in summer classes at CBC - "The Bridge" program. All received intense mentoring.
- Staffing (Tutors and Advisors) is complete for Fall Quarter and ZOOM training on Breakout Rooms and Whiteboards took place Sept. 1.
- Fall Orientation for all students is scheduled for September 10 at 3:30 via ZOOM.

Reporting Through: June 30, 2020

Funded by the U.S. Department of Education
Grant No. P047A170830

Upward Bound Program HIGHLIGHT

We are proud to highlight the summer online program offered as a quick pivot from our traditional on campus experience. Students received laptops and hot spots as needed and meal cards from Subway and McDonalds as they showed progress. Students took classes through a program called American High School and were able to earn high school credit. Fridays we had group ZOOM sessions where a different alumni was the keynote speaker weekly, preceded by our featured summer Book (the Four Agreements) discussion lead by Adan Tijerina.

We missed the personal interaction, but learning did occur and we are grateful for students' willingness to transition to this new format.

\$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%

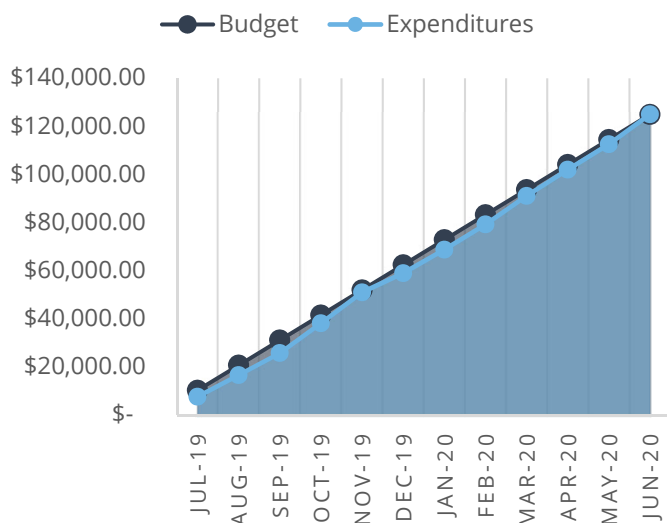
Completion rate
(26% above CBC average)

100%

Of MESA graduates transferred to a four-year college

FINANCIALS (Year 1 of 1)

CURRENT YEAR BUDGET: \$125,000



OBJECTIVES

By June 30, 2020:



Provide MESA center infrastructure

★ Met



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

★ Not Met



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

★ Met



Provide academic advising/transfer prep and leadership development

★ Met

UPDATES SINCE LAST SUBMITTAL

- AY20 Enrollment Stats:
 - 91 students total
 - 88% students of color
 - 54% low-income students
 - 44% first-generation student (based on those that completed the FAFSA)
- The Director has been working with four-year universities to provide virtual tours since campus visits are not currently an option
- Funds not used for travel have been repurposed to purchase textbooks for MESA students to loan

\$279,412

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

★ Not Met (36.2 FTE)



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)

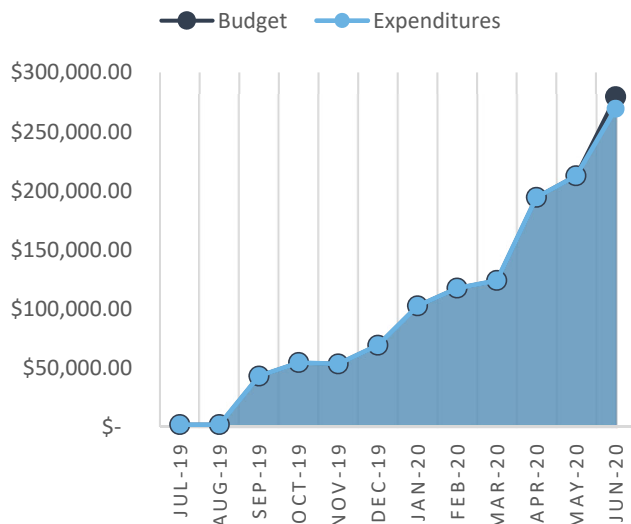
62% Completion rate
(34% above CBC average)

“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: \$279,412



Reporting Through: June 30, 2020

UPDATES SINCE LAST SUBMITTAL

- Ericka Garza Hoag hired as New Assistant Director
- 73 students enrolled
- FTE was not met due to difficulty enrolling students Spring Quarter and the transition to a new Grant Director

Contract with the Washington State Board of Community and Technical Colleges

\$1,784,237

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.

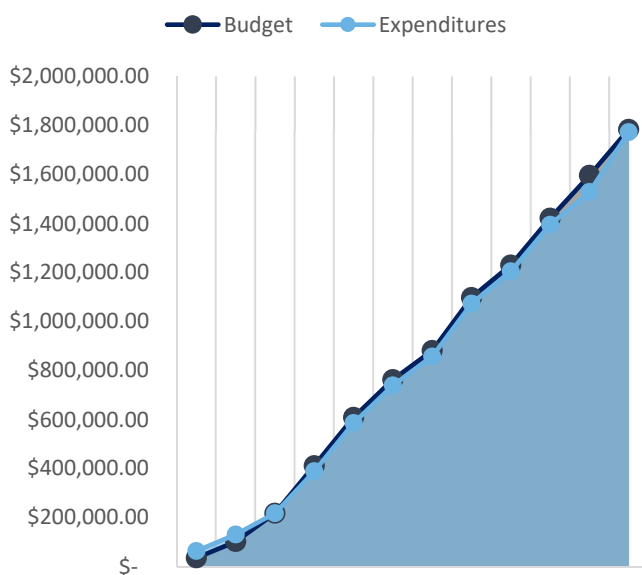
WHAT WE DO

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: \$1,784,237



Reporting Through: June 30, 2020

OBJECTIVES

By June 30, 2020:



Enroll a total of 341 FTE

★ Met (392.6 FTE)



60% of students complete their degree/certificate program

★ Met

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 LAST SUBMITTAL

- \$855,685 in tuition and book assistance paid out this year.
- 872 unique students served
- 70% of Unemployment claimants in 2020 have less than a 2-year degree. Potential future WRT enrollment is high.

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 designated by DSHS, who are in danger of losing Basic 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.

2500

Recipients of Basic Food Benefits are designated Able-Bodied Adults Without Dependents (ABAWDs) in Benton and Franklin counties.

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

★ 40 referred clients to date



Participate in state wide ABAWD navigator cohort

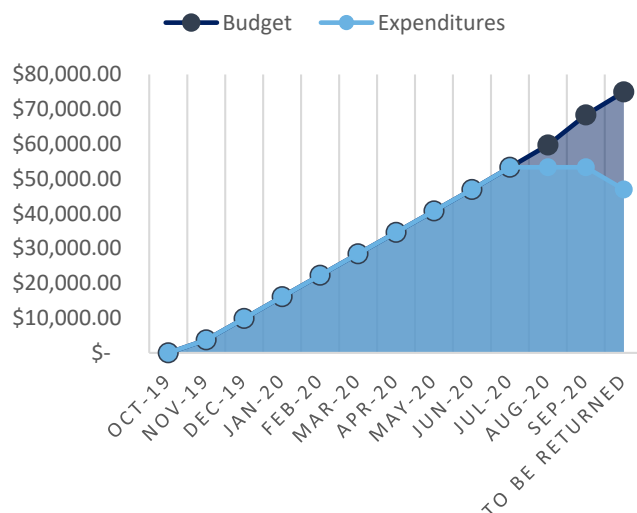
★ Met

UPDATES SINCE LAST SUBMITTAL

- 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.
- Due to the late hiring of our Navigator and the restrictions on other spending according to grant guidance, our expenditures will not meet the total grant award this fiscal year. Funds not expended will be returned to SBCTC.

FINANCIALS (Year 1 of 1)

CURRENT YEAR BUDGET: \$75,000



\$45,266

GRANT PERIOD: 2019-2020

WHO WE SERVE

Approximately 70 students per year with academic skills below high school completion or seeking to improve their English language skills

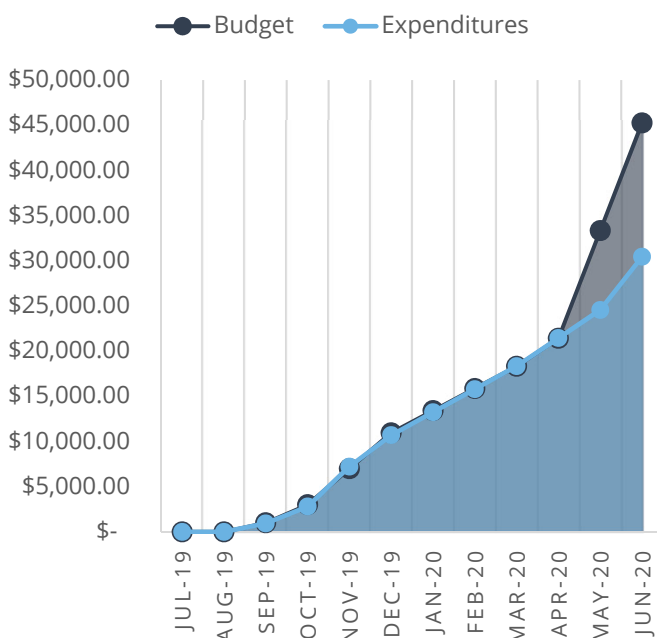
WHAT WE DO

Provide adult education concurrently and contextually with workforce training for specific occupations. The IEL/Civics Grant funding is provided as a supplement to the BEaA Master Grant.

100% of students entered post-secondary training

FINANCIALS (Year 1 of 1)

CURRENT YEAR BUDGET: \$45,266



Reporting Through: June 30, 2020

OBJECTIVE

By June 30, 2020:



Education functioning level increases (measurable skill gains) at 41.72%

★ Not Met

Retention Specialists in Transitional Studies play a vital role in helping students transition into college-level courses and short-term certificates.

UPDATES SINCE LAST SUBMITTAL

- We did not meet the objective due to the lack of enrollment and no remote testing.
- We had to cancel our NAC IBEST classes due to COVID-19 for spring. Students will be starting fall quarter.
- We were underspent in this grant for 19-20, due to not being able to offer our final I-BEST classes for the year.

Funded by the Washington State Board of Community and Technical Colleges

\$193,270

GRANT PERIOD: 2019-2020

WHO WE SERVE

Approximately 1,500 students per year with academic skills below high school completion or seeking to improve their English language skills.

WHAT WE DO

Provide adult students with integrated education and training necessary to earn a high school diploma/equivalency, transition to and compete postsecondary education programs, and advance in a career that leads to economic self-sufficiency

25%

of 2018-2019 BEaA students transitioned into CBC's developmental and college-level courses

OBJECTIVES

By June 30, 2020:



Education functioning level increases (measurable skill gains) at 41.72%

★ Not Met



64 students attained a high school diploma or equivalent.

★ Not Met

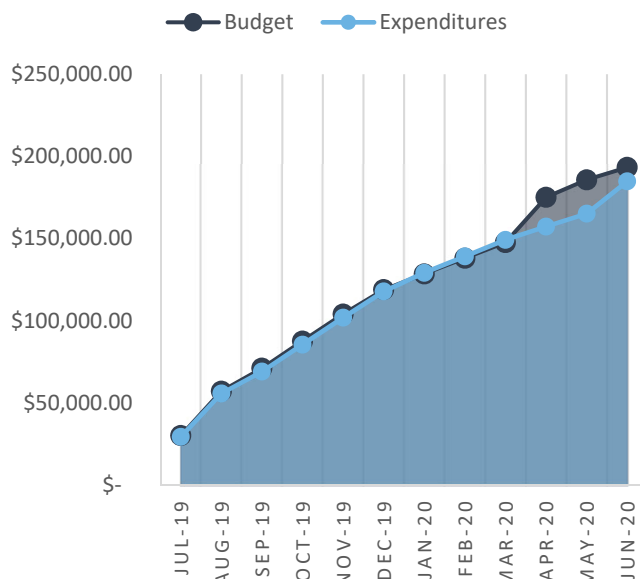


14.3% of students entered post-secondary training

★ Not Met

FINANCIALS (Year 1 of 1)

CURRENT YEAR BUDGET: \$193,270



UPDATES SINCE LAST SUBMITTAL

- The State Board for Community and Technical Colleges and OCTAE will be flexible with required completions for the 19-20 reporting year due to the impacts of COVID-19 on students.
- Funds for the FY21 grant will be spent on some online curriculum that can help students progress through the program such as MyEnglishLab and Science Labs that students can access from home to meet College and Career Readiness Standards.

\$298,479

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.

62%

Fall-to-fall retention rate
(15% above CBC average for low-income students)

31%

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

OBJECTIVES



By September 30, 2020, enroll 200 students

★ Met



60% of students will be employed three quarters post completion

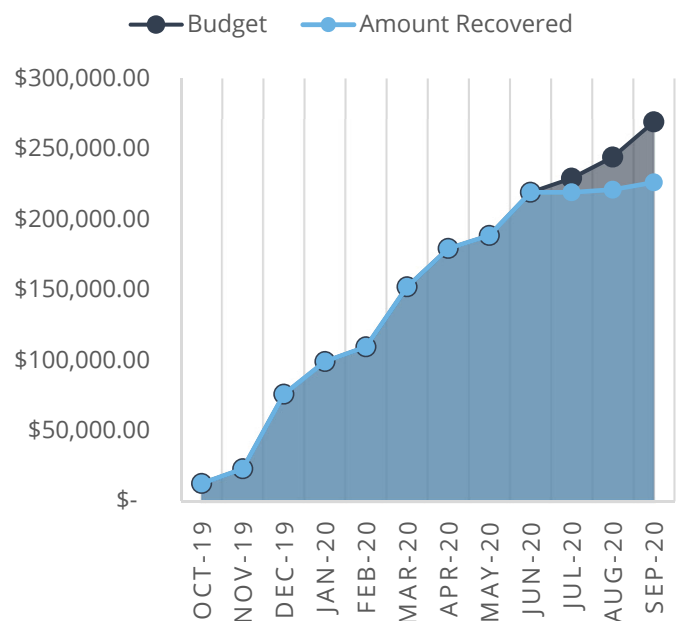
★ Met

UPDATES SINCE LAST SUBMITTAL

- FY 20-21 BFET Delivery agreement submitted to SBCTC in August.
- Requested budget increase and received additional \$55,000 for tuition support
- Earned in 2019-2020:
 - 27 Certificates
 - 29 AAS degrees
 - 6 High School diplomas/GED
 - 83% of previous year's completers were employed within 3 quarters post completion. 61% are earning at least \$15 an hour.

FINANCIALS

2019-2020 YEAR BUDGET Start: \$243,479



Note: the above chart indicates how much BFET has earned back year-to-date. BFET reclaims 50% of every state-sourced dollar paid on behalf of a BFET student. BFET is on track to earn back the full allocation.

\$107,900

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.

92%

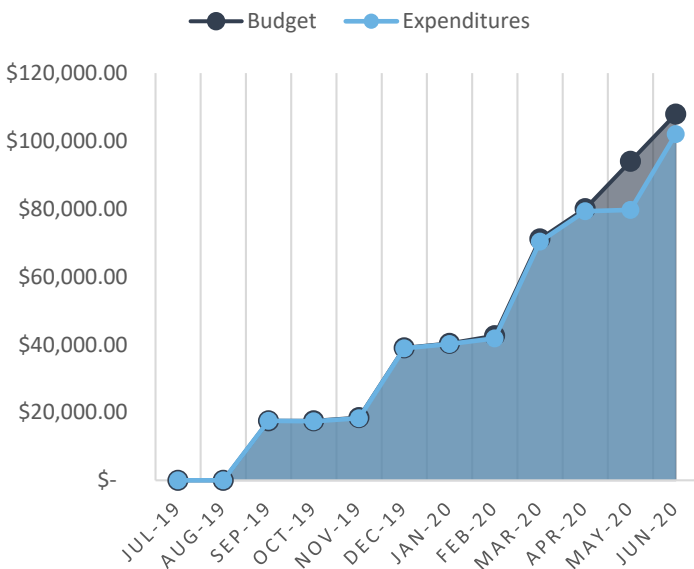
Fall-to-fall retention rate
(41% above CBC average)

82%

Completion rate
(54% above CBC average)

FINANCIALS (Year 1 of 1)

CURRENT YEAR BUDGET: \$107,900



OBJECTIVES

By June 30, 2020:



Enroll 13 FTE

★ 16.29 FTE



100% of students maintain 2.0 GPA and meet CBC's ECE satisfactory academic progress policies ★ 54/55 Compliant

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

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

UPDATES SINCE LAST SUBMITTAL

- EAG transitioned to fully remote service, able to assist students completely online or by phone
- Assistant Director Ericka Garza-Hoag was hired in January to administer the EAG.
- 108 total applicants to date
- 101 qualified applicants
- 46 applicants on waitlist
- 55 received book \$
- 40 received tuition \$

\$5,000

GRANT PERIOD: 2019-2020

WHO WE SERVE

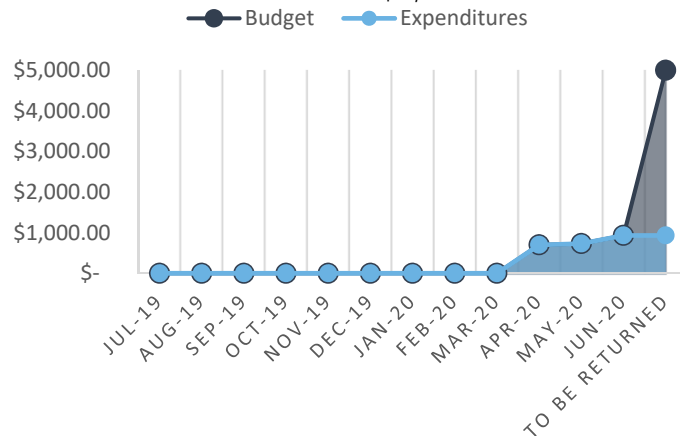
Approximately 250 eighth graders from a local middle school will attend the event

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 LAST SUBMITTAL

- As this event was to host over 200 8th grade students in group, hands-on career exploration activities, we had to cancel due to the COVID-19 outbreak and safety restrictions placed.
- All remaining unspent funds were returned and the same grant request was submitted for 2020-21 with intention to replicate and host this event in the Spring of 2021.

OBJECTIVES



16% of CTE students from underrepresented gender groups will enroll in non-traditional programs

★ Met



19% of CTE completers from underrepresented gender groups will earn certificates/degrees from non-traditional programs

★ Met

“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



1,085 CTE students attain a degree/certificate or complete at least 45 vocational credits with 2.0 or higher GPA

★ Met



57% of students will be employed during the 3rd quarter after they exit

★ Met



830 CTE students will attain a degree/certificate

★ Not Met



16% of CTE students from underrepresented gender groups will enroll in non-traditional programs

★ Met



58% of CTE students will be retained or transfer

★ Met

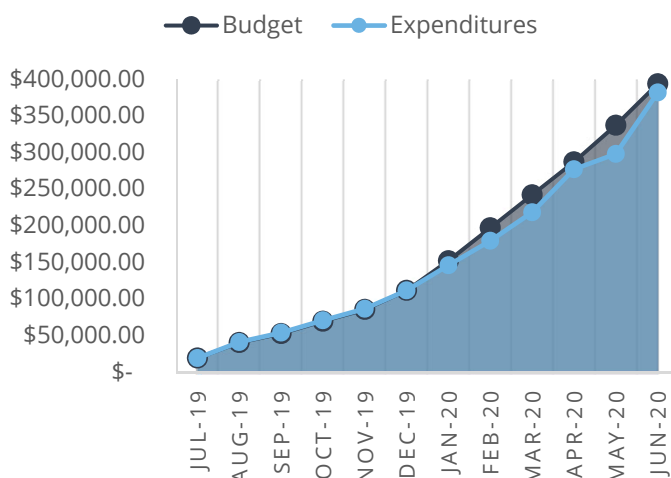


19% of CTE completers from underrepresented gender groups will earn certificates/degrees from non-traditional programs

★ Met

FINANCIALS (Year 1 of 1)

CURRENT YEAR BUDGET: \$393,786



Reporting Through: June 30, 2020

UPDATES SINCE LAST SUBMITTAL

- 2020-21 grant was renewed. FY21 award amount is \$348,033.
- More ABE/ESL students transitioned to ECE programs (increase by 196%, n=45).
- Almost 45% of BFET students transitioned from basic skills to college level within 3 quarters.
- In collaboration with the WEC, Perkins provided the ECE program with 16 laptops.
- Notable effort were spent on curriculum revision to stay current with industry standards and relevant to the local employment (e.g., Ag, ECE, Engineering Tech, Nuclear Tech, Nursing).

Funded by the Washington State Board of Community and Technical Colleges

\$212,853

GRANT PERIOD: 2019-2020

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

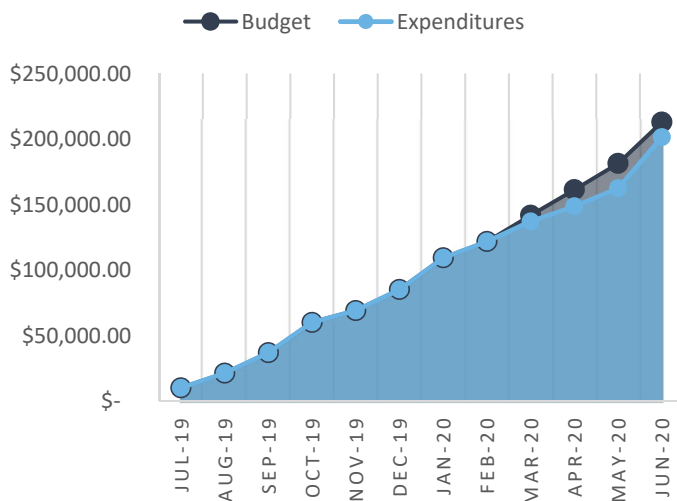
Provide financial, advising, enrollment, and ongoing support services for workforce education training programs in an environment of support, respect, and equality.

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

~ Melissa Patterson,
WorkFirst Student

FINANCIALS (Year 1 of 1)

CURRENT YEAR BUDGET: \$212,853



Reporting Through: June 30, 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: 56 students



Retention

2018-2019: 38%
2019-2020: 22%



Completion

2018-2019: 30%
2019-2020: 14 %



Transition from Basic Skills to College Level

2018-2019: 33%
2019-2020: 26%

UPDATES SINCE LAST SUBMITTAL

- WF enrollments continue to drop due to COVID-19. Remaining WF students are in their second year of classes toward a degree. We anticipate some additional students will enroll for HS/GED in the next few weeks for Fall term.
- WF now has 10 Laptop loaners available to support WF students continuing Fall quarter.
- Completions for 2019-2020 include 4 HS diplomas, 2 ECE certificates, and 2 AAS degrees. 4 additional GED students are ready and waiting to take final tests.

Funded by the Washington State Board of Community and Technical Colleges

\$805,000

GRANT PERIOD: Jan. 2017- Jun. 2021

WHO WE SERVE

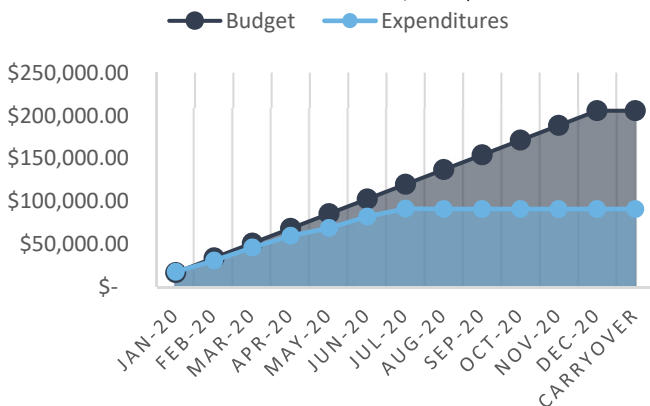
All current and prospective students!

WHAT WE DO

Transform the way our students interact and engage with the College through intentional updates, revisions, and incorporating tools, resources, and supports that are clear, structured and defined. Projects include developing program maps, career exploration, and intrusive advising.

FINANCIALS (Year 3 of 4)

CURRENT YEAR BUDGET: \$238,958



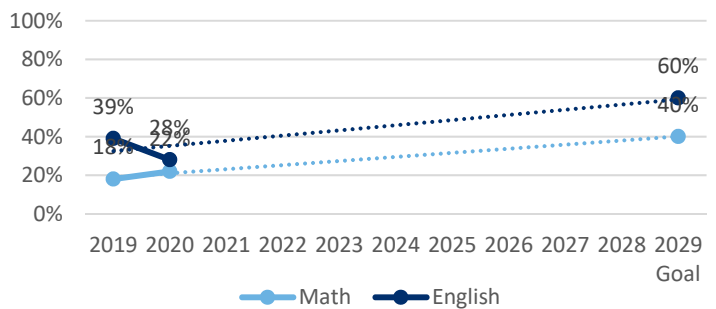
UPDATES SINCE LAST SUBMITTAL

- To wrap up the inaugural year of the School Core Teams, an assessment survey was conducted. Using this feedback, over the summer a work group will review and revise the Core Teams' Charter and goals for review by SSLC.
- Successes: (1) Overall understanding of functionality of Core Teams. (2) Improved and effective collaboration between faculty and completion coaches within Schools. (3) Development and launch of School canvas shells.
- Opportunities for Improvement: (1) Specific goal setting and guidance from SSLC, (2) Regular and consistent information sessions for all eight Schools, (3) Additional clarification on School Canvas Page ownership and updating.

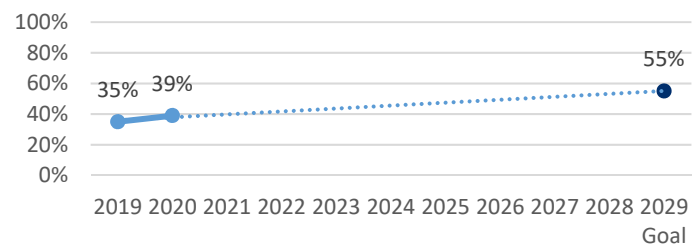
OBJECTIVES



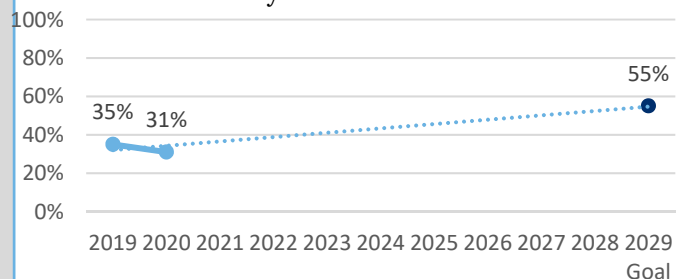
Increase number of students who complete college-level math and English in their first year at CBC



Increase number of students who complete 30 college-level credits during their first year



Increase number of students who complete a degree/certificate or transfer to a 4-year program within three years



- Financial note: The Gates Foundation and Aspen Institute have offered the opportunity for a no-cost extension through Dec. 2021 recognizing the delay in potential spending due to COVID. This will be considered as goals and projects are determined as we begin the upcoming AY.

\$148,925

GRANT PERIOD: 2019-2022

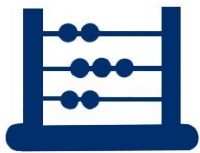
WHO WE SERVE

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

WHAT WE DO

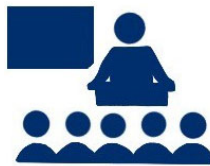
Increase the rate at which WAM students earn college-level math credits through the creation of a new Math for the Technical Applications IBEST course.

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



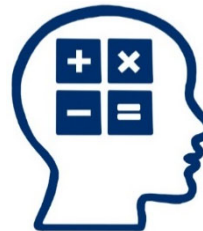
Average enrollment numbers increase from a baseline of 10 students per quarter in the MATH 100, 111, and 112 courses, to 20 students per quarter in the new course

★ 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

★ Met



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

★ Met

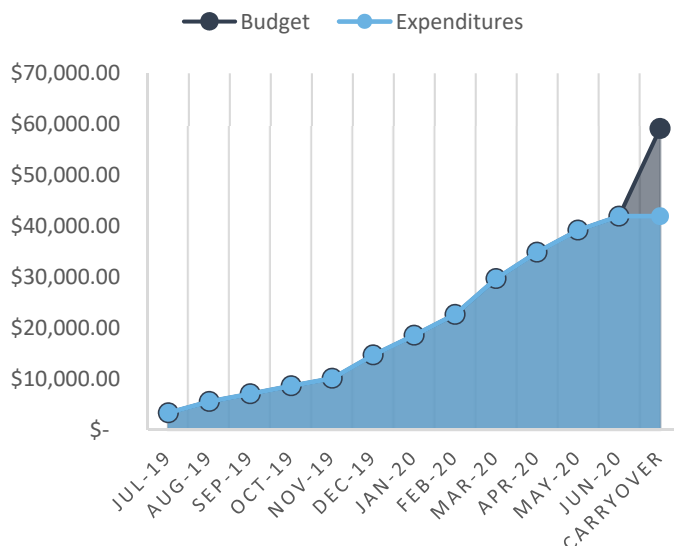


Fall-to-fall retention rate for WAM students placing into dev math increases from a baseline of 46% to 55% by the end of the grant period

★ TBD

FINANCIALS (Year 1 of 3)

CURRENT YEAR BUDGET: \$62,435



UPDATES SINCE LAST SUBMITTAL

Math 100 ran in Summer 2020 and expanded to include Dual-Language support and satisfy the math proficiency for Early Childhood Education students. In our one-year interim report to College Spark we were able to report results which have already exceeded the grant objectives. In Grant Year 1, we increased the percentage of WAM students enrolling in college math in their first year from 11% to 33%, and those that completed in their first year rose from 3% to 24%. Carryover of unspent funds into the 2020-2021 year was approved.

\$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

★ Met



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

★ December 2020



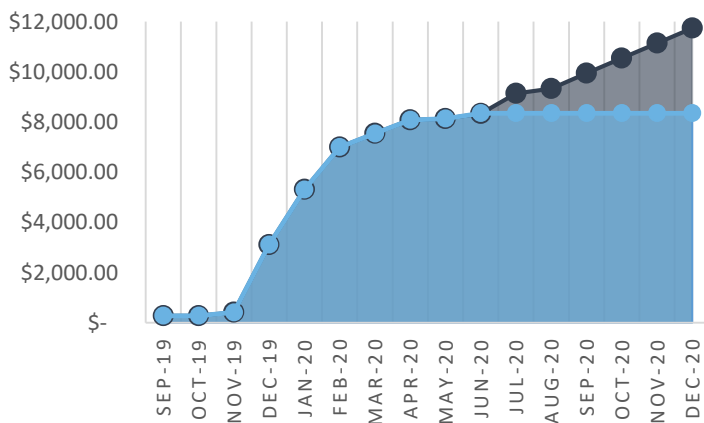
Create a comprehensive tobacco-free policy recommendation

★ Submitted

FINANCIALS (Year 2 of 2)

CURRENT YEAR BUDGET: \$11,731

● Budget ● Expenditures



UPDATES SINCE LAST SUBMITTAL

- Grant period extended through December 31, 2020 due to COVID-19.
- Our smoke and tobacco-free policy draft has been approved by Truth Initiative as well as American Nonsmokers' Rights Foundation. Policy is currently under Cabinet review, our goal is to implement by end of year.
- Continuing to plan virtual events for student engagement Fall quarter.
- Will host townhall meeting for faculty and staff to have opportunity to learn about project and ask questions about policy change.

Exhibit F

BY-LAWS

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BY-LAWS OF COMMUNITY COLLEGE DISTRICT 19

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

Article I

OFFICES

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

BY-LAWS

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BY-LAWS OF COMMUNITY COLLEGE DISTRICT 19

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

Article II MEETINGS

- Section 1. *Place of Meeting.*** The Board of Trustees shall hold at least one regular meeting each month, unless dispensed with the Board of Trustees, and such special meetings or study sessions as may be requested by the Chair of the Board or by a majority of the members of the Board.
- Section 2. *Regular Meetings.*** All regular meetings, special meetings, and study sessions of the Board of Trustees shall be publicly announced at least 24 hours prior to the meeting. The announcement shall contain the time, date, and location of the meeting. The meeting shall be open to the general public.
- Section 3. *Official Business.*** No official business shall be acted upon by the Board of Trustees except during a regular or special meeting held at a pre-announced time and place.
- Section 4. *Materials for Board Meeting.*** Information and materials pertinent to the agenda of all regular meetings of the Board shall be sent to Trustees via email on the Wednesday prior to each meeting. Any matter of business or correspondence must be received by the Secretary of the Board by 12 noon six days before the meeting in order to be included on the agenda. The Chair or Secretary may, however, present a matter of urgent business received too late for inclusion on the agenda if, in his/her judgment, the matter is of an emergency nature.
- Section 5. *Distribution of Board Materials.*** All materials to be considered by the Board must be submitted in sufficient quantities to provide each member of the Board and the Secretary with appropriate copies.
- Section 6. *Special Meeting Agenda.*** The agenda of a special meeting will be determined at the time of the official call of such meeting. No other business shall be transacted or official action taken, other than the purpose, or purposes for which the special meeting was called.
- Section 7. *Consent Agenda.*** All items that are within the President's prerogative as set forth in Board Policy BSL-3:2, but require Board approval by RCW and/or WAC codes, shall be placed on a Consent Agenda. The Consent Agenda shall be voted upon without discussion. However, any member of the Board may request the removal of any item on the Consent Agenda for discussion at the next meeting of the Board.

Board of Trustees

Section 8. Agenda – Public Comments. The agenda of each meeting shall include an item titled Public Comments to permit members of the audience to express their concerns to the Board. The length of time allotted to each speaker under this item shall be limited to three (3) minutes unless extended by majority vote of the Board.

Section 9. Agenda – Work Session. The agenda of each meeting may include an item titled Trustee Work Session to permit informal dialogue among the members of the Board.

BY-LAWS

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BY-LAWS OF COMMUNITY COLLEGE DISTRICT 19

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Article III

EXECUTIVE SESSIONS

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

BY-LAWS

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BY-LAWS OF COMMUNITY COLLEGE DISTRICT 19

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Article IV

RECORDS OF BOARD ACTION

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

BY-LAWS

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BY-LAWS OF COMMUNITY COLLEGE DISTRICT 19

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

Article V

PARLIAMENTARY PROCEDURES

- Section 1.** ***Quorum.*** Three members of the Board of Trustees shall constitute a quorum, and no action shall be taken by less than a majority of the Board Members.
- Section 2.** ***Less than a Quorum.*** Lesser number may adjourn from time to time any regular or special meetings at which a quorum is not present. The Secretary of the Board shall, in person or in writing notify the absent members of the time, date and place set for the adjourned meeting.
- Section 3.** ***Voting.*** Normally, voting shall be viva voce. However, a roll call vote may be requested by any member of the Board for the purposes of the record.
- Section 4.** ***Rules of Order.*** In question of parliamentary procedure, the actions of the Board shall be conducted according to the newly revised (1970) Robert's Rules of Order unless specified otherwise by State Law or Regulation of the State Board or By-Laws of the Board of Trustees.