

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

September 12, 2022
Beers Board Room & Virtual
4:00 p.m.

Agenda

Call to Order

Pledge of Allegiance

***Agenda Changes**

***Approval of Minutes**

Exhibit A: August 19, 2022 Board of Trustees' Retreat Meeting

Celebrating Excellence

Reaccreditation for the Project Management Program

Jeff Harris, Assistant Professor of Project Management

Mel Slater, Assistant Professor of Project Management

Melissa McBurney, Dean for Accreditation & Assessment

Kyle Winslow, Dean for Business & Computer Science

Viceroy Cyser Grant for Cyber Security

Matt Boehnke, Assistant Professor of Computer Science

Kyle Winslow, Dean for Business & Computer Science

Tina Ellis, CBC Student

James Fullmer, CBC Student

Marnie Logan, CBC Student

Ricardo Martinez, CBC Student

Remarks

By Administration

President, Exhibit B: CBC in the News

CEO, Foundation

By Faculty Senate Chair

By AHE

By Board Members

Student Voice at Board Meetings

Board Involvement

Reports

Exhibit C: Cash Balance Report

Exhibit D: Variance Report

Discussion

Exhibit E: First Reading – Board of Trustees Bylaws Articles I - V

***Consent Agenda**

Exhibit F: Board Policies Ends E-1 through E-3

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 542-4802 as soon as possible to allow sufficient time to provide accommodations.

Upcoming Dates:

September 2022

- Reception: Faculty Promotions and New Faculty Meet & Greet, September 12 at 3:00 p.m., Thornton Courtyard, CBC Pasco Campus
- Welcome Week for All CBC Employees, September 12 – 16
- Foundation Event: Annual Golf Event, September 16 at 1:00 p.m., Zintel Creek Golf Course
- First day of Fall Quarter, September 19
- SRC Ribbon Cutting Ceremony, September 22, 4:00 – 6:00 p.m., CBC Pasco Campus
- Foundation Event: Donor Scholarship Breakfast, September 23 at 9:00 – 10:30 a.m., CBC Pasco Campus
- Foundation Event: Scholarship Celebration, September 30 @ 9:30 – 11:30 a.m., CBC Pasco Campus

October 2022

- Foundation Event: Power of Connection Fall Luncheon, October 21, Three Rivers Convention Center, Kennewick
- ACCT Leadership Congress, October 26 – 29, Marriott Marquis, New York City
- Foundation Event: Power of Connection, October 27 at 6:00 p.m., HAPO Center, Pasco

November 2022

- ACT Fall Conference & Legislative Action Committee Retreat, November 16 – 18, Hilton Seattle Airport & Conference Center, Seatac
- United Way Festival of Trees, November 19, The Lodge, Richland

December 2022

- CBC Finals, December 6 – 8
- Legislative Luncheon, December 14, 12:00 – 2:00 p.m., CBC Pasco Campus, Gjerde Center

Exhibit A

Columbia Basin College
Board of Trustees' Meeting Minutes
August 19, 2022
Hybrid Meeting 9:00 a.m. – 3:00 p.m.

Board Members in attendance: Kedrich Jackson, Holly Siler, Ofelia Rivas de Bredt, Allyson Page, Kimberly Harper

Board Secretaries: Rebekah Woods - President & Secretary to the Board, Ronda Rodgers - Recording Secretary

In-Person Attendees: Eduardo Rodriguez, Michael Lee, Jason Engle

Virtual Attendees: Cheryl Holden, Bennie Moses, Kelsey Myers, Lane Schumacher

The Agenda	The Discussion	Action
Call to Order		Meeting called to order by Trustee Jackson at 9:00 a.m.
Pledge of Allegiance	Trustee Jackson led the Pledge of Allegiance.	
Agenda Changes	None	Trustee Page moved and Trustee Harper seconded the motion to approve the agenda as written. Approved unanimously.
Approval of Minutes	June 13, 2022 Meeting Minutes Discussion - None	Trustee Siler moved and Trustee Rivas de Bredt seconded the motion to approve all minutes as written. Approved unanimously.
<u>Reports</u> Student Success Diversity, Equity and Inclusion	VP for Administrative Services, Eduardo Rodriguez, VP for Student Services, Cheryl Holden, VP for Instruction, Dr. Michael Lee, Dean for Organization Learning, Dr. Jason Engle, Dean for Diversity, Equity and Inclusion, Bennie Moses and President Woods provided highlights from the 2021-2022 academic year and shared forecasts and projections for the 2022-2023 academic year. Topics covered included Student Success, Diversity, Equity and Inclusion, Guided Pathways, Placement Data, Transfer Opportunities, Building Belonging at CBC, Career Services, Support for Faculty Success, Enrollment Forecasts and Marketing. A Power Point slide deck was provided for the Trustees.	.
Break	Break at 10:32 a.m. with expected return at 10:42 p.m. Resumed the meeting at 10:42 a.m.	
<u>Reports</u>	Administrative leadership resumed sharing highlights and projections.	
Lunch Break	Lunch break at 12:01 p.m. and resumed the meeting at 12:17 p.m.	
<u>Reports</u> Financial Projections Exhibit B: Quarterly Financial Statement	VP for Administrative Services, Eduardo Rodriguez provided insights and highlights from the Quarterly Financial Statement (Exhibit B).	
<u>Discussion/Action</u> Exhibit C: Cash Reserves Target Update FY 2022 Year-End	VP Rodriguez shared the information from the Cash Reserves Target Update FY2022 Year-End (Exhibit C).	No motion/approval was needed by the Board for the Cash Reserves Target Update FY2022 Year-End (Exhibit C).

Exhibit D: Board of Trustees' Reserves FY 2023 and Cash Reserves Target Update FY2023	VP Rodriguez shared highlights and projections from the Board of Trustees' Reserves FY2023 and the Cash Reserves Target Update FY2023 (Exhibit D). He also presented a Pro Forma for 2022 – 2026 to the Board. It was noted that CBC has not currently had to dip into Board reserves to cover expenses because of conservative budget projections and spending.	Trustee Siler moved and Trustee Page seconded a motion to approve the Board of Trustees Reserves FY2023 and the Cash Reserves Target Update FY2023. Approved unanimously.
Break	Break at 1:06 p.m. with expected return at 1:15 p.m. Resumed meeting at 1:16 p.m.	
<u>Discussion/Action</u> Exhibit E: Board Meetings Annual Schedule	There was Board discussion about the February, March and April 2023 meeting days and times. The Board came to a decision to move these three months' meetings to Friday's at 7:30 a.m. to accommodate Trustee work schedules. They selected February 10, March 17, and April 14, 2023. All other dates were approved as shown on Exhibit E.	Trustee Harper moved and Trustee Rivas de Bredt seconded a motion to approve the Board Meetings Annual Schedule for FY2023 (Exhibit E) as written with the amended dates of February 10, March 17 and April 14. Approved unanimously.
<u>Trustee Work Session</u> Exhibit F: Board of Trustees Annual Calendar/Work Plan Board Evaluation Board Roles and Elections	<p>The Board approved the proposed annual calendar/work plan and will allow for situational changes as needed throughout the year.</p> <p>The trustees reviewed a summary of all Board Self-Evaluations. One area of discussion was Trustee access to the student perspective or student voice. They discussed ways to incorporate students in the Board meetings. Trustee Rivas de Bredt will work on providing the Board a frame work for possible student representation.</p> <p>Trustee Jackson was approved by the Governor's Office to serve as a CBC Trustee for an additional three years.</p> <p>Trustee Jackson nominated Trustee Siler for the Board Chair position. Trustee Siler accepted the nomination. Trustee Siler nominated Trustee Rivas de Bredt for the Board Vice Chair position. Trustee Rivas de Bredt accepted the nomination. Trustee Page and Harper volunteered to serve as the Board's Legislative Action Committee Liaisons. Trustee Jackson volunteered to serve as the Board's Foundation Liaison. There was discussion regarding appointment of two trustees to serve as Recruitment Team Co-Chairs, but the Board decided to pause this team for one year unless Trustee Page decides not to accept re-appointment to the Board next year.</p>	The Board unanimously approved Trustee Siler as Board Chair and Trustee Rivas de Bredt as Vice Chair for the 2022 – 2023 year.
<u>Public Comments</u>	None	
Break	Break at 2:24 p.m. with Executive Session to begin at 2:30 p.m. Expected return from Executive Session is 3:15 p.m.	
<u>Executive Session</u>	RCW 42.30.110(1)(g): To review the performance of a public employee. RCW 42.30.110(1)(b): To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.	

Return to Public Meeting	Returned to public meeting at 3:19 p.m. with no additional decisions or discussions to report.	
Adjournment: 3:21 p.m.	Trustee Jackson adjourned the meeting at 3:21 p.m.	
	Next Board of Trustees' Meeting Beers Board Room & Zoom Webinar September 12, 2022 - 4:00 p.m.	

Kedrich Jackson, Chair

Exhibit B

CBC in the News



September 2022

[KIMA-TV: Gesa Credit Union donates over \\$300,000 to local schools](#)

[KNDU-TV: Junior College football to return to Tri-Cities](#)

[KNDU-TV: WA and OR in top ten for best community colleges](#)

[KNDU-TV: Dialed In: From the courtroom to community college](#)

[KAPP-KVEW: Want to meet an astronaut? Kayla Barron returns to Richland for public discussion](#)

[KAPP-KVEW: Rodeo Royalty: Queen Piper Schirm performs her duties at the Benton-Franklin Fair and Rodeo](#)

[KAPP-KVEW: Inflation reaches 9.1 percent; CBC dean breaks down what comes next](#)

[Tri-City Herald: Get a look inside CBC's 35 million recreation center in Pasco. Students paid for it](#)

[Tri-City Herald: 1 candidate hold commanding lead in 8th District Senate race in Tri-Cities](#)

[Tri-City Herald: 1st major solar farm planned near Tri-Cities. Learn more, speak up at local hearing](#)

[Tri-City Herald: 17 square miles of Benton County agricultural land may be home to this new kind of farm](#)

[Tri-City Herald: CBC players, Hanford High grad finish strong for West Coast League baseball](#)

[Tri-City Herald: 2 World Juniors competitors to play hockey in Tri-Cities + CBC soccer opens NWAC season](#)

[Yakima Herald: Benton County officials, some residents object to solar project near Yakima County line](#)

[Yakima Herald: State panel to host information meeting, hearing on Wautoma Solar Project on SR 24](#)

[Bellingham Herald: 17 square mile of Benton County agricultural land may be home to this new kind of farm](#)

[Methow Valley News: Pipestone Music's summer camp Scores with Students, teachers](#)

[Coeur d'Alene/Post Falls Press: Northwest Notes Aug. 9, 2022](#)

[KFLD News Talk: Wake up the Ghosts- Junior College Football Returns to Tri-Cities](#)

[Tri-City Area Journal Of Business: Columbia Basin College- Student Recreation and Wellness Center](#)

[Columbia Basin College LinkedIn: Vice President for Human Resources and Legal Affairs](#)

[NewsScholarsHub.com: Colleges that offer Radiology Technician Programs in California](#)

[Spot On Washington.com: Columbia Basin College Student Recreation](#)

[Nest Tech Hub: Columbia Basin Faculty](#)

[AIA: CBC Student Recreation Center](#)

[CTE Dual Credit Articulations 2020-2021 Kennewick High School](#)



Exhibit C

FY 2223 - Estimated Cash Balances - COLUMBIA BASIN COLLEGE
July Month End 2022

Assets		FY2023 - July
Cash		
In Bank	1000070	\$ 19,215,570.24
Petty Cash	1000020	\$ 5,504.00
Total Cash		\$ 19,221,074.24
Investments		
Short Term	1000040	\$ 6,672,165.45
Long Term	1110010	\$ 15,181,585.67
Total Investments		\$ 21,853,751.12
Accounts Receivable		
Current	1010100	\$ 763,914.20
Unbilled	1010050	\$ -
AR - Other	1010060	\$ 229,560.21
Allowance for AR	1010110	\$ (35,503.67)
Total AR		\$ 957,970.74
Inter/Intra Gov Receivables		
Due from Fed	1010150	\$ 706,023.41
Due from Other Gov	1010160	\$ 343,182.02
Due from Other Agency	1010180	\$ 222,950.67
Total Inter/Intra Gov Receivables		\$ 1,272,156.10
Total Assets		\$ 43,304,952.20
Liabilities		
Current Liabilities		
Accounts Payable	2000010	\$ 1,065,073.03
Accrued Salaries Payable	2011010	\$ -
Due to Other Agency	2012050	\$ -
Sales/Use Tax	2010070	\$ 23,119.75
Accrued Liabilities	2001070	\$ -
COP Current Year P&I Due	2050010	\$ 495,000.00
Total Current Liabilities		\$ 1,583,192.78
Total Liabilities		\$ 1,583,192.78

Cash Balance			
(ASSETS less LIABILITIES)		\$	41,721,759
Dedicated Balances	Legacy GL	Account	
Student Supported Capital	1110	1000070	\$ 2,267,413
3.5% - Institutional Financial Aid	1355	1010190	\$ 406,201
Students S&A	1110	1000070	\$ 1,550,252
Bookstore Operating Reserves	1110	1000070	\$ 500,000
Technology Fee	1355	1010190	\$ 1,688,347
Parking Fees	1355	1010190	\$ 760,221
Basic Food Employment and Training	1110	1000070	\$ 184,204
Total			\$ 7,356,638
Reserves Policy - BOT Policies on Reserves			
Operating Reserve			\$ 10,000,000.00
Emergencies			\$ 3,000,000.00
Unplanned Capital Repair and Replacement			\$ 2,000,000
Planned Future Operations			\$ 3,084,601
Capital Facilities Projects			\$ 17,504,651
Total			\$ 35,589,252
Operating Reserves Balance			
Existing Reserve balance less Dedicated Reserves and Emergency Reserves		\$	(1,224,131)

Exhibit D

Fiscal Year 2223 Operating Funds Variance

As of Fiscal Month End: July

						EXP/BDGT	EXP/REV	REV/BDGT	
State Alloc	001, 24J, 08A	BDGT	\$ 33,860,898	<div><div></div></div>		6.56%	6.69%	98.13%	
		EXP	\$ 2,222,168	<div><div></div></div>					
		REV (Alloc)	\$ 33,227,824	<div><div></div></div>					
Local Fees	148	BDGT	\$ 2,744,378	<div><div></div></div>		6.49%	18.28%	35.52%	
		EXP	\$ 178,211	<div><div></div></div>					
		REV	\$ 974,721	<div><div></div></div>					
Local Tuition	149	BDGT	\$ 21,280,417	<div><div></div></div>		2.03%	9.86%	20.62%	
		EXP	\$ 432,636	<div><div></div></div>					
		REV	\$ 4,387,508	<div><div></div></div>					
Contracts	146	BDGT	\$ 1,933,559	<div><div></div></div>		5.12%	0.00%	0.00%	
		EXP	\$ 99,034	<div><div></div></div>					
		REV	\$ -	<div><div></div></div>					
YTD Total		BDGT	\$ 59,819,252			4.90%	7.60%	64.51%	
		EXP	\$ 2,932,049						
		REV	\$ 38,590,053						
						Key:	Spend rate less than 5% below FY %	Spend rate with in + or - 5% of FY%	Spend rate more than 5% above FY%

YTD Target Rate 8.33%

Notes:

Account	BDGT	EXP	EXP/BDGT	State Allocation Schedule # 3
Salaries and Wages	5000003 \$ 37,230,189	\$ 1,870,656	5.02%	
Benefits	5010003 \$ 12,782,991	\$ 902,313	7.06%	
Contracted Services	5050003 \$ 1,964,044	\$ 13,162	0.67%	
Goods & Routine Services	5030003 \$ 5,379,379	\$ 18,335	0.34%	
Other Expenses	5081004 \$ 949,780	\$ 108,939	11.47%	
Utilities	5060003 \$ 680,000	\$ 13,847	2.04%	
Travel	5080004 \$ 556,243	\$ 11,439	2.06%	
Capital Expenses	5040003 \$ 76,625	\$ -	0.00%	
Grants, Scl. ships,Fellowships	5020003 \$ 200,001	\$ (6,642)	3.32%	
Debt Expenditures	5110003 \$ -	\$ -	0.00%	
YTD Total	\$ 59,819,252	\$ 2,932,049		Print Date: 8/18/2022

Exhibit E

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 20th 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 by 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

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 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

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 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.

Exhibit F



Community College District 19 Board of Trustees

POLICY TYPE: ENDS E-1

POLICY TITLE: MISSION, VISION, VALUES STATEMENT

Mission

Columbia Basin College inspires, educates, and supports all students in an environment of academic excellence leading to the completion of degrees, certifications, and educational transfers, while fostering meaningful employment, engaged citizenship, and a life-long joy of learning.

Vision

Columbia Basin College will be the educational home that transforms students' lives through economic and social mobility and strengthens the communities we serve through meeting the ever changing educational needs of our region and state.

Values

Student Learning

Our first priority is to work collaboratively to ensure student learning, success, and completion in an environment of open inquiry, respect, critical thinking, and creativity. We strive to create community and belonging where students mature and develop intellectually, emotionally, ethically, and physically both inside and outside of the classroom.

Culture of Excellence

We provide excellent teaching and services through a theory-driven and data-informed culture of innovation, collaboration, continuous improvement of performance, and a commitment to professional growth and development for all employees.

Diversity, Equity and Inclusion

We celebrate diversity in all its forms and we believe that our many unique perspectives makes us stronger. Diversity among our team enriches our institution and our students' experience. We are dedicated to eliminating barriers to success through intentional and equitable efforts to provide quality learning opportunities.

Sustainability

We consciously practice and model broad-based sustainability for our students, and our communities, through the balancing of economic, societal, and environmental factors when considering campus development of facilities, processes, programs, and curricula.

Wellbeing

We create a healthy environment that encourages physical and emotional wellness and enjoyment of learning.

POLICY TYPE: ENDS E-2

POLICY TITLE: MISSION FULFILLMENT

Mission fulfillment at CBC is characterized by the following metrics to which the Board, with the President and Leadership Team, will define measures for success, and monitor on a specified, periodic basis:

1. A.A. or A.S.-T. degree completion, which enable students to begin their chosen careers or transfer to 4-year schools to complete their Bachelor's or higher degree programs.
2. A.A.S. or B.A.S./B.S.N. 4-year degree completion, which enable students to begin their chosen careers.
3. Professional and Technical certificates as proof of enhanced training and skills to continue in or change their careers.
4. GED and HS-Equivalent credentials which allow students to transition to college or begin their chosen careers.



Community College District 19
Board of Trustees

POLICY TYPE: ENDS E-3

POLICY TITLE: CRITICAL BASIC CONDITIONS

There are several Critical Basic Conditions that are key factors to students achieving completion at CBC. The Board, with the President and Leadership Team, will define and monitor these on a specified basis as well. Some examples of these Conditions are:

1. Retention
2. Level Completion
3. Course Completion
4. Grades (> 2.0)
5. Gateway Course Completion
6. Degree and Certificate Completion
7. Transfer to 4-Year