

COLUMBIA BASIN COLLEGE

BOARD OF TRUSTEES'

December 9, 2019

Beers Board Room — 4 p.m.

Agenda

Call to Order

Pledge of Allegiance

***Agenda Changes**

***Approval of Minutes**

Exhibit A

Celebrating Excellence

Jedi Training

Jason Engle, Dean for Organizational Learning

Josh Ellis, Director for Institutional Research

Linkage with Community

Math is Cool

Linda Stephenson, CBC adjunct instructor/math team coach for KSD schools

Chris Johnson, PNNL Senior Development Engineer, MIC volunteer and MIC mentor

Remarks

By Administration

President

CEO, Foundation

By ASCBC

By Faculty Senate Chair

By AHE

By Board Members

Exhibit B

Reports

Variance Report

Cash Balance Report

Grants Report

Exhibit C

Exhibit D

Exhibit E

Discussion

First Reading—Board Policies Executive Limitations EL-5-EL-7

Exhibit F

***Discussion/Action**

Action: Second Reading—Board Policies Executive Limitations EL-1-EL-4

Exhibit G

Consent

Public Comments

Executive Session

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

Adjournment

***(Requires motion/approval)**

Exhibit A

Columbia Basin College
Board of Trustees' Meeting Minutes
November 4, 2019
Beers Board Room – 4 pm.

Board Members in attendance: Duke Mitchell, Kedrich Jackson, Allyson Page, Sherry Armijo, Bill Gordon

Rebekah Woods, President, Darlene Scrivner, Secretary to the Board

Others in Attendance: Michael Lee, Cheryl Holden, Camilla Glatt, Tyrone Brooks, Jackie Marrast-Simpson, Erin Fishburn, Anneke Rachinski, Sarah Murphy, Daphne Larios, Kelsey Myers, Lane Schumacher, Kay Lynn Stevens, Molly Mooney, Amanda Bragg, Brian Dexter, Kevin Hartze, Rod Taylor, Melissa McBurney

The Agenda	The Discussion	Action
Call to Order		Meeting called to order by Chair Mitchell at 3:59 pm.
Agenda Changes	Discussion-None	Trustee Page moved and Trustee Armijo seconded the motion to approve the agenda as presented. Approved unanimously.
Approval of Minutes	October 14, 2019 Meeting Minutes Discussion - None	Trustee Jackson moved and Trustee Armijo seconded the motion to approve all minutes as written. Approved unanimously.
Celebrating Excellence CBC Foundation	Dr. Woods introduced Erin Fishburn, Interim Executive Director for Development, Anneke Rachinski, Director for Resource Development and Planned Giving, and Sarah Murphy, Director for Strategic Initiatives and thanked them for the good job they are doing with recent events. There were 600 scholarships given out to CBC students during the scholarship event. The Foundation supplied all the candy and blue buckets during Hawk-O-Ween. Other events that Foundation supported; Welcome Week, the Student Emergency fund and the Food Pantry.	The Trustees presented Erin, Anneke and Sarah each a coin of excellence.
Linkage to Community Spokane Teachers Credit Union (STCU) Elizabeth Burtner, Community Engagement Officer	Dr. Woods introduced Elizabeth Burtner and thanked her and STCU for their involvement in the community and in particular their support of CBC. STCU provided the seed money for the Student Emergency fund. Elizabeth is a CBC Alumna.	The Trustees presented Elizabeth a coin of excellence.
By, Administration President	<u>Rebekah Woods</u> <ul style="list-style-type: none"> ACCT Leadership Congress: Dr. Woods attended the conference in San Francisco along with Chairman Mitchell. Amelia Philips from Highline College won the Pacific Region Faculty Member award and the National award. David Beyer, former president at Everett Community College, won the Pacific Region CEO award. Visit to Georgia State University: GSU is one of the leaders in the country in increasing student success rates. They receive so many requests for site visits that the Lumina Foundation fully funds a position that manage and coordinate 	

By, Faculty Senate Chair	<u>Molly Mooney</u> : The faculty are very busy with classes. They are looking forward to T&L Day and the coming holiday breaks.	
By, AHE	<u>Kay Lynn Stevens</u> : Preparing for bargaining training. The Promotion committee is getting ready to convene in order to elect their chair. For the faculty that plan to apply for sabbatical, there are new forms and are due soon after winter break.	
By, Board Members	<u>Trustee Gordon</u> : no report <u>Trustee Page</u> : Allyson will be attending the ACT state wide trustee conference this week. <u>Trustee Armijo</u> : Happy two year anniversary to Dr. Woods. Trustee Armijo thanked everyone at CBC and added, that it has been an honor and pleasure serving on the Board. <u>Trustee Jackson</u> : Trustee Jackson has been invited to participate in strategic planning for the Pasco school district. <u>Chair Mitchell</u> : 10/15-10/19/2019, attended the ACCT conference in San Francisco along with Dr. Woods and Ms. Scrivner; 10/22/2019, attended the Veteran's luncheon sponsored by Mission Support Alliance along with Dr. Woods, members of the CBC Cabinet, and other CBC employees, General Mattis was the keynote speaker; 10/26/2019, attended the CBC Scholarship Awards program at the HAPO Center in Pasco; 10/29/2019, participated in Richland High School's fall mock job interviews to continue building goodwill with the school district; 11/2/2019, attended the Tri-Cities Links Incorporated Annual Fund Raising Dinner along with Trustee and Mrs. Kedrich Jackson.	
Reports	<u>Tyrone Brooks</u> <u>Cash Balance Report</u> Looking towards the year's end; December's tuition will start coming in, and move in cycle with running start revenues. <u>Variance Report</u> The report is tracking as expected Discussion First Reading – Board Policies Executive Limitations EL-1 – EL-4 *Discussion/Action Action: Second Reading - Board of Trustees Bylaws Article I – X 2019-2020 LAC Trustee Liaison Trustee Page is the primary liaison. Chair Mitchell will be the second liaison.	Trustee Jackson moved and Trustee Armijo seconded the motion to accept the bylaws as modified and presented. Approved Unanimously, Trustee Jackson moved and Trustee Armijo seconded the motion to elect Trustee Page as primary and Chair Mitchell as second 2019-2020 LAC Trustee Liaison. Approved Unanimously.

<p>Convened: 5:05 p.m. Reconvened: 5:53 pm.</p>	<p>Transforming Lives Nominee Brett Jakubek is this year's CBC Transforming Lives Nominee.</p> <p>Consent Approve Resolution 1905 Approving Faculty Emeritus</p> <p>RCW 42.30.110(1)(g): To review the performance of a public employee RCW 42.30.110 (1)(l) To discuss with legal counsel representing the agency in litigation</p>	<p>Trustee Armijo moved and Trustee Page seconded the motion to elect Brett Jakubek as the 2019-20 CBC Transforming Lives nominee. Approved Unanimously.</p> <p>Trustee Armijo moved and Trustee Jackson seconded the motion to approve faculty emeritus status for Professor Thonney. Approved Unanimously.</p>
<p>Adjournment: 5:54 pm.</p>	<p>Next Board of Trustees' Meeting Beers Board Room December 9, 2019-4 p.m.</p>	

Duke Mitchell, Chair

Exhibit B



BOARD OF TRUSTEES NEWSLETTER

SPOOK-TIVITIES

The ASCBC Student Activities Board Officers held a series of events during our Halloween celebration known as “Spook-tivities”, which took place from October 28-30. Students participated in pumpkin painting, Halloween-themed bingo, and cookie decorating as well as other fun activities.

FOOD PANTRY GRAND OPENING

CBC’s Food Pantry had its grand opening on November 18. President Woods and ASCBC President Chris Bonilla both spoke about what an amazing accomplishment the food pantry is for CBC’s mission to help its students succeed in higher education. The Food Pantry will be open every Monday from 2:00 p.m. to 6:00 p.m. and Thursday from 10:30 a.m. to 2:00 p.m. It’s free for all current CBC students and staff.

CBC JAZZ NIGHT

On November 22, CBC’s music department held its very own Jazz Night! There was a full house at the performance of a lifetime. The 15+ students in each ensemble, FreeForm and CBC Jazz Band, performed a variety of pieces to hundreds of guests.

CIVIC ACTION DAY

On November 25th, ASCBC hosted a Civic Action table in the HUB Atrium where students could learn about the upcoming census, how to participate, and were given the chance to register to vote. ASCBC was joined by the League of Women Voters and local census representatives. Twenty-one students registered to vote during the event and over 50 people stopped by to learn more about the 2020 census.

HONORABLE MENTIONS

- The SAB team invited student to a night of roller skating at the Rollarena in Richland. They also helped execute this year's Hawk Trot, which boasted an amazing attendance!
- The Great American Smoke-out was a national event that was put on by the tobacco and vape free campus campaign at CBC, sponsored by the In It to End It Club. Awareness was brought to students on the dangers of these products, and resources to aid in smoking cessation were provided.
- The ASCBC President & Secretary are preparing for a trip to Olympia, where they will meet with six legislators and discuss pressing matters pertaining to community college campuses state-wide. These include mental health resources availability, the ability to use EBT cards on campus, and the high costs of international student tuition.

Questions are always welcome. Email Chris Bonilla at ascbcpres@columbiabasin.edu

Exhibit C

FY1920 Operating Funds Variance Report

% of Fiscal YR: 42.47%

12/3/2019

By FUND					% of Bdgt Exp	% of Rev Exp	% of Bdgt Rev
					EXP/BDGT	EXP/REV	REV/BDGT
*State Allocation 101,123,3E0,BK1,BG1,BD1,PS0,CE1,031,071,091,DD1	000	EXP BDGT	\$27,306,726.00	<div></div>	35.72%	37.77%	94.59%
		EXP	\$9,755,205.66	<div></div>			
		REV (Alloc)	\$25,828,397.00	<div></div>			
Local Fees	148	EXP BDGT	\$2,459,467.00	<div></div>	35.69%	42.57%	83.84%
		EXP	\$877,823.72	<div></div>			
		REV	\$2,061,968.49	<div></div>			
Local Tuition	149	EXP BDGT	\$18,214,605.00	<div></div>	27.85%	59.24%	47.01%
		EXP	\$5,072,000.78	<div></div>			
		REV	\$8,562,052.07	<div></div>			
Contracts	146	EXP BDGT	\$2,465,264.00	<div></div>	14.19%	16.38%	86.66%
		EXP	\$349,928.36	<div></div>			
		REV	\$2,136,373.00	<div></div>			
TOTALS		EXP BDGT	\$50,446,062.00		31.83%	41.61%	76.50%
		EXP	\$16,054,958.52				
		REV BDGT	\$50,497,954.00				
		REV	\$38,588,790.56				

By OBJ, ALL FUNDS COMBINED			BDGT	EXP	EXP/BDGT	NOTES:			
SALARIES	A		\$29,154,425.00	\$9,202,204.16	31.56%	* per State Allocation #4			
BENEFITS	B		\$10,046,134.00	\$3,416,904.12	34.01%				
PROFESSIONAL SERVICES CONTRACTS	C		\$388,127.00	\$195,384.79	50.34%				
GOODS & SERVICES	E		\$6,735,105.00	\$2,044,216.58	30.35%				
COST OF GOODS SOLD	F		\$0.00	\$0.00	0.00%				
TRAVEL	G		\$580,235.00	\$239,778.41	41.32%	Object Code Note: C: Professional Service Contracts: we are reviewing which budgets can use other sources to pay for unexpected yet necessary contractual services.			
CAPITAL OUTLAYS	J		\$1,822,083.00	\$308,330.09	16.92%				
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	\$582,185.07	66.66%				
DEBT SERVICE	P		\$1,534,732.00	\$173,695.16	11.32%				
INTERAGENCY REIMBURSEMENTS	S	Revenue Bdgt	(\$238,536.00)	(\$88,167.73)	36.96%				
INTRAAGENCY REIMBURSEMENTS	T	Revenue Bdgt	(\$449,551.00)	(\$19,572.13)	4.35%				
DEPRECIATION, AMORTIZATION, BAD DEBT	W		\$0.00	\$0.00	0.00%				
			\$50,446,062.00	\$16,054,958.52	31.83%				
						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

FY 2019 - Estimated Cash Balances - COLUMBIA BASIN COLLEGE

ASSETS <i>As of November 27, 2019</i>			
CASH			
1110	In Bank	\$	9,683,779
1120	Undeposited	\$	-
1130	Petty	\$	5,504
Total		\$	9,689,283
INVESTMENTS			
1210	Investments(ST/LT)	\$	19,908,707
Total		\$	19,908,707
ACCTs RECEIVABLE			
1312	Current	\$	438,163
1318	Unbilled	\$	69,725
1319	Other	\$	22,238
	Allowance for Accts Rec	\$	(35,504)
Total		\$	494,622
INTER/INTRA GOV RECEIVABLES			
1351	Due From Fed	\$	32,567
1352	Due From Other Gov	\$	1,496,776
1354	Due From Other Agency	\$	57,073
Total		\$	1,586,416
TOTAL ASSETS		\$	31,679,028
LIABILITIES			
CURRENT			
5111	Accts Payable	\$	411,840
5124	Accrued Salaries Pay	\$	-
5150	Due To State Treasurer	\$	379,484
5154	Due To Other Agency	\$	22,718
5158	Sales/Use Tax	\$	2,787
5199	Accrued Liabilities	\$	-
5173	COP Current Year P&I Due	\$	1,133,154
Total		\$	1,949,982
TOTAL LIABILITIES		\$	1,949,982

Cash Balance		
(ASSETS less LIABILITIES)	\$	29,729,046
Dedicated Balances		
1110	Student Supported Capital	\$ 1,825,157
1110	3.5% - Needy Student Aid	\$ 507,541
1110	Students S&A	\$ 433,578
1110	Bookstore Operating Reserves	\$ 500,000
1110	Technology Fee	\$ 1,097,319
1110	Parking Fees	\$ 404,506
1110	Basic Food Employment and Training	\$ 206,249
Total		\$ 4,974,350
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	\$	8,615,490
Emergenices	\$	1,000,000
Total	\$	23,940,490
Operating Reserves Balance		
Existing Reserve balance less Dedicated Reserves and Emergency Reserves	\$	814,206

Exhibit E

COLUMBIA BASIN COLLEGE
GRANT STATUS REPORTS SUMMARY (Updated through October 31, 2019)

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	\$913,639	8% of direct	\$141,540	\$59,467	55% grant remaining	On track	Met all objectives
Feeding the Future	USDA	Sandya K.	9/1/2019	8/31/2023	1 of 4	\$249,761	\$0	45.9% of S + FB	\$52,000	\$0	No funds spent	On track to start 12/1/19	Projected to meet all objectives
HEP	ED	Dalina H.	7/1/2015	6/30/2020	5 of 5	\$2,271,390	\$1,871,458	8% of direct	\$163,990	\$135,308	13% grant remaining	On track	Projected to meet 5 of 6 objectives
Manufacturing the Future	NSF	Tanya B.	6/1/2019	5/31/2022	1 of 3	\$289,982	\$3,085	45.9% of S + FB	\$67,721	\$182	90% grant remaining	Underspent	Projected to meet all objectives
Nuclear Scholarship	NRC	Jesus M.	7/16/2018	7/15/2020	2 of 2	\$150,000	\$66,669	N/A	-	-	N/A	On track	Projected to meet 4 of 5 objectives
SSS	ED	Amy S.	9/1/2015	8/31/2020	5 of 5	\$1,517,175	\$1,275,814	8% of direct	\$115,595	\$94,505	18% grant remaining	On track	Projected to meet all objectives
Title V - STAA	ED	Jose V.	10/1/2015	9/30/2020	5 of 5	\$2,624,983	\$2,025,032	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	\$423,800	8% of direct	\$129,490	\$30,745	58% grant remaining	Overspent	Projected to meet all objectives
CONTRACTS/STATE ALLOCATIONS													
MESA	State	Debbie P.	7/1/2019	6/30/2020	1 of 1	\$125,000	\$38,282	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	\$54,483	N/A	-	-	N/A	Underspent	Projected to meet all objectives
Worker Retraining	State	Scott K.	7/1/2019	6/30/2020	1 of 1	\$1,355,193	\$411,598	N/A	-	-	N/A	Underspent	Projected to meet all objectives
SUBRECIPIENTS													
LSAMP	NSF via UW	Debbie P.	9/1/2014	8/31/2019	4 of 4	\$40,000	\$39,466	N/A	-	-	N/A	On track	Travel/stipends, no objectives
Title V Cooperative	ED via BBCC	Kim T.	10/1/2014	9/30/2019	5 of 5	\$1,197,254	\$770,709	N/A	-	-	N/A	Underspent, funds will be returned to BBCC	Unknown - report not submitted
STATE GRANTS													
ABAWD (Jul-Sep)	SBCTC	Scott K.	7/1/2019	9/30/2019	1 of 1	\$13,000	\$0	N/A	-	-	N/A	Underspent, funds returned	Met no objectives
ABAWD (Oct-June)	SBCTC	Scott K.	10/1/2019	6/30/2020	1 of 1	\$75,000	\$0	5% of salaries	\$413	\$0	No funds spent	On track to start 11/1/19	Projected to meet all objectives
BEdA - IEL Civics	SBCTC	Erin H.	7/1/2019	6/30/2020	Yes	\$45,266	\$2,809	5% of salaries	\$1,876	\$124	\$35,000 in salaries not spent	On track	Projected to meet all objectives
BEdA - Leadership Block	SBCTC	Erin H.	7/1/2019	6/30/2020	Yes	\$4,074	\$0	N/A	-	-	N/A	On track to start 1/1/2020	Travel, no objectives
BEdA - Master Grant	SBCTC	Erin H.	7/1/2019	6/30/2020	Yes	\$193,270	\$85,358	5% of salaries	\$6,272	\$3,256	\$60,000 in salaries not spent	On track	Projected to meet all objectives
BFET (FY19)	SBCTC	Debra W.	10/1/2018	9/30/2019	1 of 1	\$308,919	\$311,260	45.9% of S + FB	\$36,352	\$33,860	\$4,500 in salaries and FB not spent	On track	Met all objectives
BFET (FY20)	SBCTC	Debra W.	10/1/2019	9/30/2020	1 of 1	\$243,480	\$0	45.9% of S + FB	\$44,509	\$0	No funds spent	Funds on hold per SBCTC	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 11/1/19	Unknown - report not submitted
Early Achievers	SBCTC	Scott K.	7/1/2019	6/30/2020	1 of 1	\$107,900	\$17,368	N/A	-	-	N/A	Underspent	Projected to meet all objectives
HOPE Survey	SBCTC	Jason E.	9/1/2019	4/30/2020	1 of 1	\$1,000	\$0	N/A	-	-	N/A	On track to start 11/1/19	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 2/1/2020	Projected to meet all objectives
Perkins Plan (FY19)	SBCTC	Soo P.	7/1/2018	12/31/2019	1 of 1	\$366,186	\$347,627	5% of salaries	\$8,240	-	Not budgeted	On track	Met 5 of 6 objectives
Perkins Plan (FY20)	SBCTC	Soo P.	7/1/2019	6/30/2020	1 of 1	\$348,344	\$69,792	5% of salaries	\$9,037	\$2,296	\$135,000 in salaries not spent	On track	Projected to meet all objectives
Perkins Special Project	SBCTC	Soo P.	9/6/2019	6/30/2020	1 of 1	\$18,427	\$0	N/A	-	-	N/A	On track to start 12/1/2019	Funds Skills USA Director, no objectives
WorkFirst	SBCTC	Debra W.	7/1/2019	6/30/2020	1 of 1	\$209,753	\$60,214	5% of salaries	\$4,826	\$1,157	\$23,000 in salaries not spent	On track	No objectives, metrics on track with last year's performance

COLUMBIA BASIN COLLEGE
GRANT STATUS REPORTS SUMMARY (Updated through October 31, 2019)

CURRENT GRANTS

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								Recovery Rate	Allowed	Recovered	Difference Due To	Financial	Objectives
PRIVATE GRANTS													
Computer Science	Battelle	Josh B.	8/1/2019	6/30/2020	None	\$10,000	\$590	N/A	-	-	N/A	On track	Unknown - report not submitted
Guided Pathways	Aspen	Kristen H.	1/1/2017	6/30/2021	3 of 5	\$805,000	\$391,467	10% of direct	\$67,580	\$35,588	60% grant remaining	Underspent	Projected to meet objectives
New Dental Hygiene Clinic	Arcora	Tammy S.	5/1/2019	12/31/2019	None	\$100,000	\$100,000	N/A	-	-	N/A	On track	Projected to meet objectives
Redesigning Vocational Math	College Spark	Ryan O.	7/1/2019	6/30/2022	1 of 3	\$148,952	\$8,596	10% of direct	\$13,541	\$781	90% grant remaining	On track	Projected to meet all objectives
Tobacco Free College	Truth Initiative	Ann S. and Alex T.	8/15/2018	6/30/2020	2 of 2	\$19,980	\$8,526	8%	\$740	\$632	N/A	Underspent	Projected to meet all objectives
TOTAL						\$17,298,237	\$9,297,642	-	\$864,631	\$397,901			

Spending Rate:

±8%

±16%

±>16%

% of Objectives Met:

90-100%

66-89%

<66%

\$2,125,000

WHO WE SERVE

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

WHAT WE DO

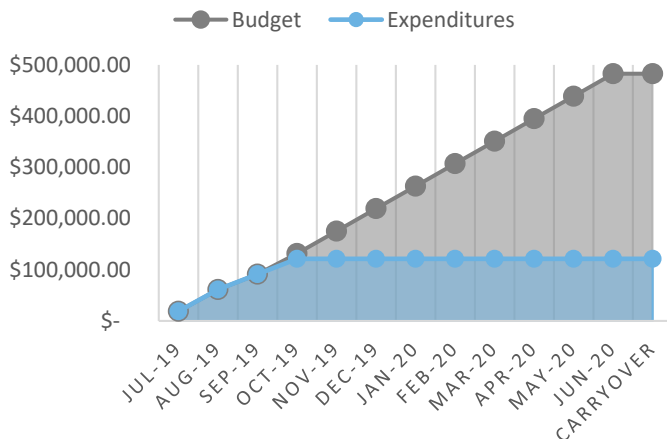
Provide academic, career, financial, and support services for first-year MSFW students

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

GRANT PERIOD: 2017-2022

FINANCIALS (Year 3 of 5)

CURRENT YEAR BUDGET: \$482,724



OBJECTIVES

By November 2019:



Outreach to 500 students,
enroll 40 MSFWs

★ Met



100% of students receive
scholarship and financial aid
assistance

★ Met



86% of students complete
their first academic year

★ Met



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

★ Met



85% of first year completers
continue in postsecondary
education

★ Met



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

★ Met

UPDATES SINCE: 06/30/2019

- We have now hired a new Outreach & Retention Specialist, Alisia Anguiano-Torrez. We will begin the process of hiring for a new Program Assistant.
- ALL CAMP staff attended the National HEP/CAMP Conference on November 11th, 2019.

STUDENT STORY HIGHLIGHT

Maydi Barrera

Maydi holds the spirit of a true CAMP Scholar! As a member of the 2019-2020 CAMP Scholars cohort, she has slowly begun to come out of her shell, showing that she is a natural leader. Since the beginning, she shared her concerns of commuting from Boardman, OR, while not having the support of her family. Maydi is a first generation college student and waited a year to attend college. When she first came to the CAMP Office, she shared her struggle with anxiety, which is part of the reason she hesitated to start college. Being able to see her grow from not wanting to come into the office regularly to now being front row in the CBC choir is just one example of how far she has come. We, as a CAMP staff, are grateful to Maydi for her strength and resiliency. We are very excited to see what more she will accomplish for the rest of 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

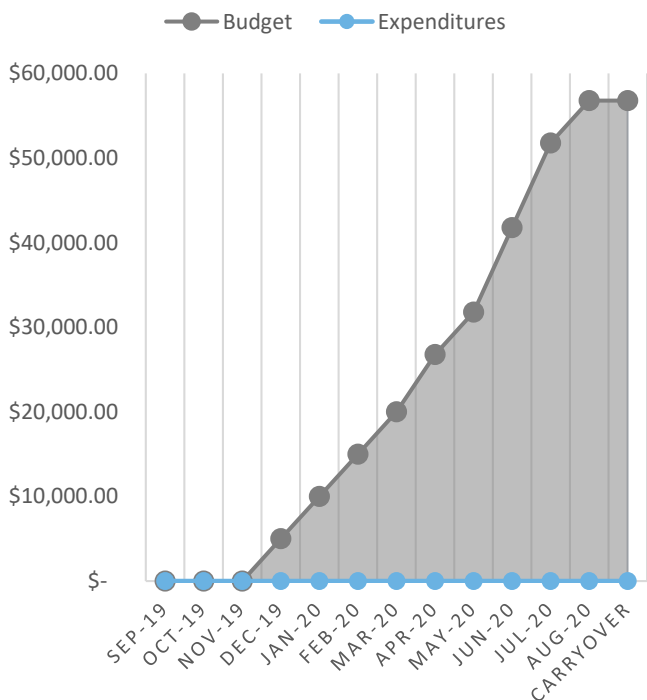


Increase the percent of Hispanic students enrolled in CBC's Agricultural Program by 5% (from 31% to 36%) by Fall 2023

★ TBD

FINANCIALS (Year 1 of 4)

CURRENT YEAR BUDGET: \$56,782



UPDATES

Since the grant started this year:

- A parent-student field day will take place on December 7, 2019 from 1 pm to 3 pm CBC.
- During the event we will educate underrepresented parents and students that agriculture is no longer "Cows and Plows," but a scientific field.
- We will also discuss Agriculture degrees and scholarship opportunities available at CBC, as well as career opportunities available in the basin.

\$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.

OBJECTIVES



Outreach to 250 MSFW students

★ TBD



Conduct 150 intakes to determine initial eligibility

★ TBD



Administer HEP Educational Assessments and Occupational Evaluations to 150 students

★ TBD



75% of participants obtain an HSED

★ TBD



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

★ TBD



Provide 150 participants with academic and career advising

★ TBD

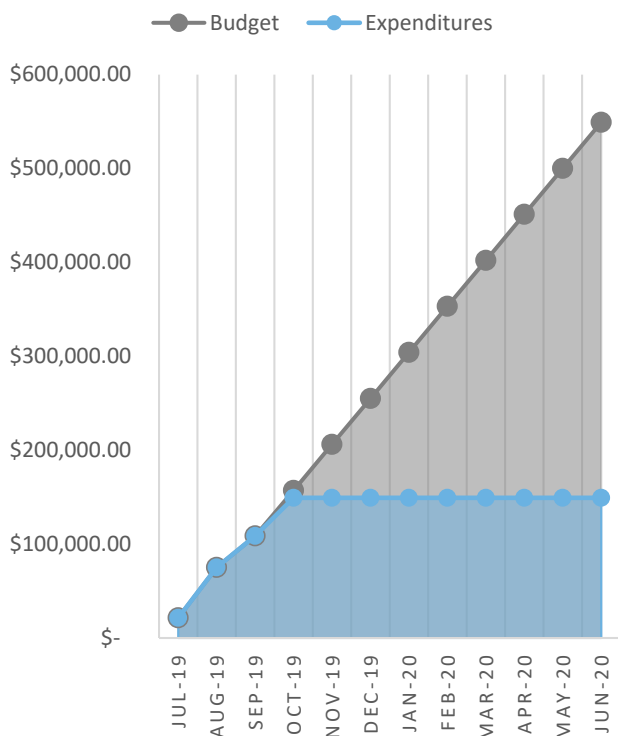
UPDATES SINCE: 06/30/2019

- Alfredo Melendrez a HEP graduate, was the recipient of the HEP and CAMP Scholarship.
- Kalid Hussien a HEP graduate and current CBC student, attended NASA internship in Texas.
- Mario Ortuno, a HEP graduate, recently graduated from barber school.
- As of this fall, seven HEP students have already graduated and started college at CBC.

60% of HEP graduates continue their postsecondary education at CBC

FINANCIALS (Year 5 of 5)

CURRENT YEAR BUDGET: \$549,166



\$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

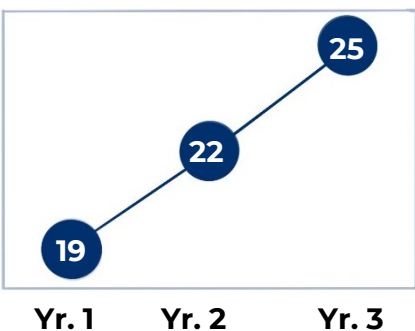


By 2022 the percent of minority and female students in the MT program will increase by 5%

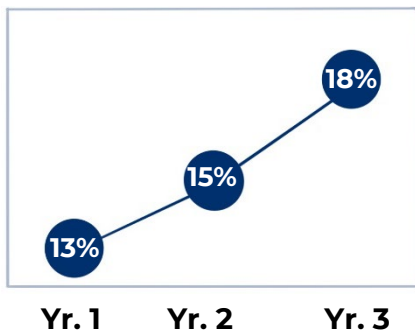
★ TBD

ENROLLMENT GOALS

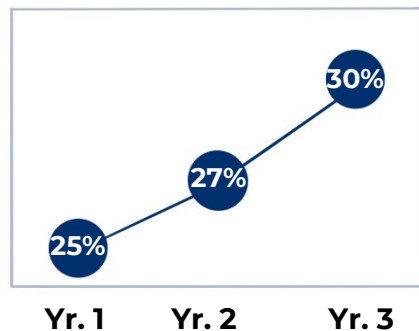
Total Enrollment



% Female



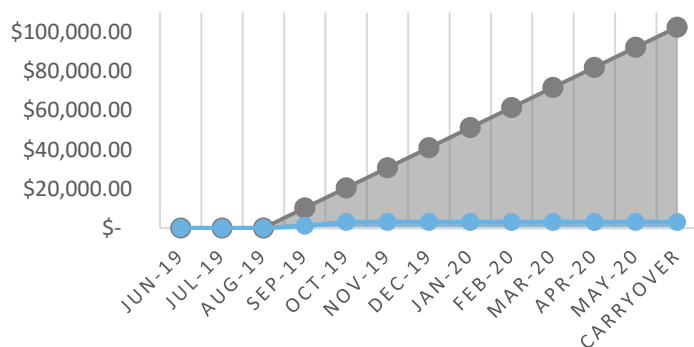
% Students of Color



FINANCIALS (Year 1 of 3)

CURRENT YEAR BUDGET: \$102,535

— Budget — Expenditures



UPDATES

Since the grant started this year:

- The annual NSF ATE grant conference was attended by Tanya Big Mountain in Washington D.C. where she presented the project at a new-to-ATE poster session.
- A new Co-PI from Tri-Tech Skills Center has been selected, and the contract for him and the outside evaluation team are in the works.



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

\$150,000

WHO WE SERVE

Approximately 30 students enrolled in CBC's Nuclear Technology Program

WHAT WE DO

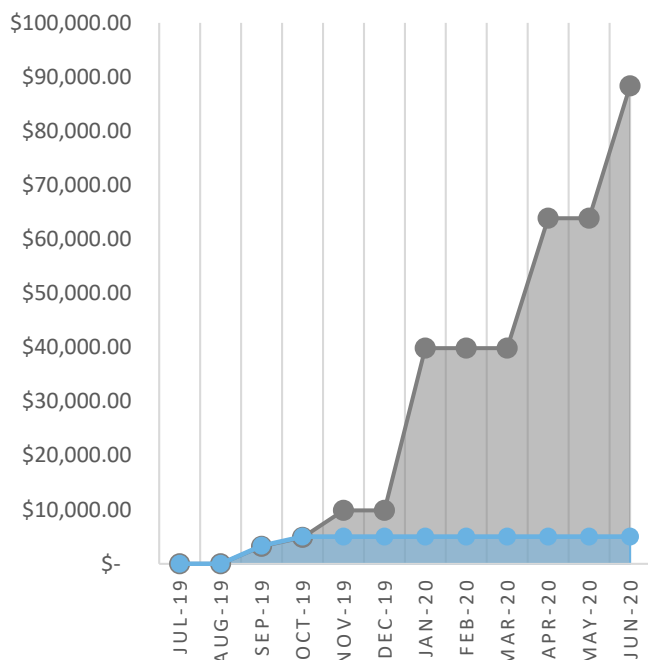
Increase the number of students pursuing careers in the nuclear industry through scholarships and support services that promote full-time enrollment and completion of an AAS in Nuclear Technology.

75% of scholarship recipient graduates are employed in the nuclear field

FINANCIALS Year (2 of 2)

CURRENT YEAR BUDGET: \$88,332

—●— Budget —●— Expenditures



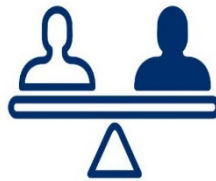
GRANT PERIOD: 2019-2020

OBJECTIVES



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

★ TBD



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

★ TBD



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: 06/30/2019

- NRC Grant Performance Progress Report was successfully submitted 10/31/2019
- 8 information sessions were held to assist new students with admissions, enrollment, financial aid and familiarity with the program.
- 33 new students enrolled in fall 2019 – the largest starting cohort in several years.

\$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)

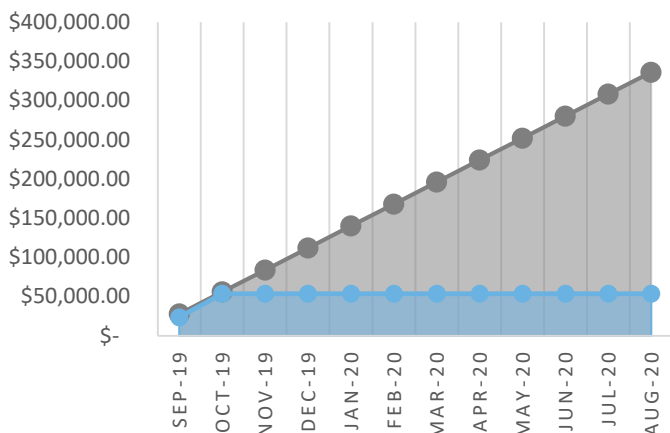
"[SSS staff] helped me see that anyone can do it, you just need a little encouragement and guidance."

~ 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: 06/30/2019

- On November 13th SSS hosted a financial aid & scholarship workshop for SSS students.

STUDENT STORY HIGHLIGHT

Carla Cribb describes herself as a hard-working, sensitive, nurturing person and is proud to have overcome many challenges in her own life. While attending CBC, Carla was a participant in the SSS/TRIO program as a non-traditional, first generation college student.

Throughout her education, Carla worked to be a very strong role model to her seven children. Three of which were also successful participants in the SSS/TRIO program. After leaving CBC, Carla went on to earn her BAS at Washington State University Tri-Cities and today she works as a Charge Nurse for Naphcare Inc. at Benton County Correctional working with at-risk populations within our community.

“My success comes from never giving up and I have had the most beautiful people support me through my journey. Thank you TRIO. I couldn’t have succeeded without your support.”

\$2,624,983

GRANT PERIOD: 2015-2020

WHO WE SERVE

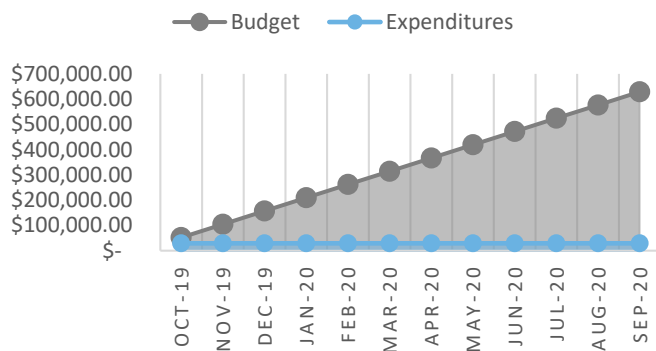
Campus-wide benefits, emphasis on low-income, first generation, and/or Hispanic students testing into developmental Math.

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



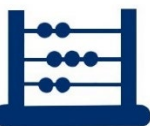
Early Alert customized to support business/humanities majors and at least 250 alerts sent.

★ TBD



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.

★ TBD



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

★ TBD

UPDATES SINCE: 06/30/2019

- Chemistry, Biology, Accounting, and Economics course redesigns are underway.
- More than 260 students have been placed in math courses using the new rubric.
- We are waiting for the first quarter statistics to come in on the number of early alerts sent.
- Discussions have begun with stakeholders in Guided Pathways and Student Services regarding the institutionalization of Summer Bridge and LC/HDEV.
- Carry-over funding was approved by Dept. of Ed for continuation of math redesign and evaluation of new course redesigns. A statistics course Professional Learning Community is working on improvements.

\$1,182,354

WHO WE SERVE

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

GRANT PERIOD: 2017-2022

WHAT WE DO

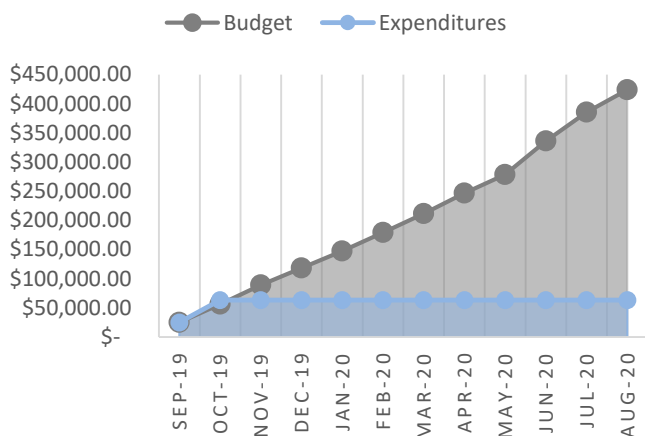
Provide tutoring, academic advising, mentoring, college visits, and cultural events to prepare low-income high school students to become first generation college students.

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: 06/30/2019

On November 22, 2019, Upward Bound celebrated Thanksgiving honoring parents, students and staff. 110 attended this celebratory dinner featuring presentations from CBC's Running Start and Recruitment offices. During dessert, Pasco High Ballet Folklorico entertained the attendees. The highlight of the evening was the honoring of our outstanding alumnus, Marco Gonzales, who graduated from Pasco High in 2003. He now has a Masters in Teaching from Heritage University and teaches a bilingual 4th grade class at Virgie Robinson Elementary.

OBJECTIVES



74% of participants have a GPA of ≥ 2.5

★ 81%



26% of UB seniors 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%

\$125,000

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%

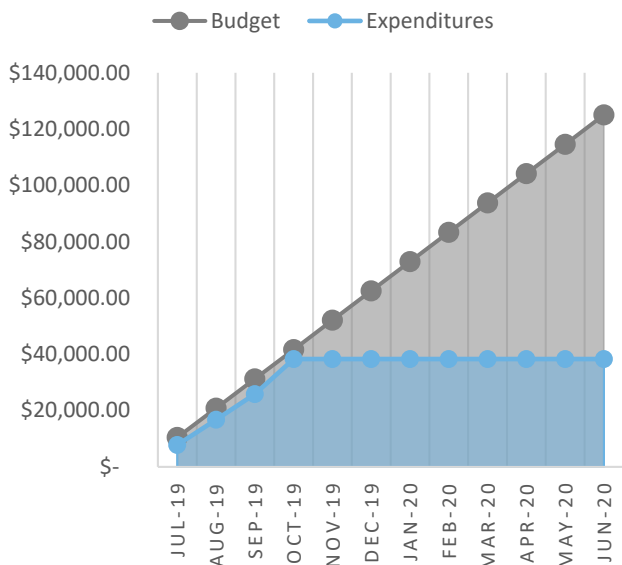
Completion rate
(26% above CBC average)

100%

Of MESA graduates transferred to a four-year college

FINANCIALS (Year 1 of 1)

CURRENT YEAR BUDGET: \$125,000



Reporting Through: October 31, 2019

GRANT PERIOD: 2019-2020

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: 06/30/2019

- July 2019 – 3 MESA students attended the Women in Engineering Leadership Summit at PNNL
- August 2019 – 9 MESA students presented undergraduate research done at WSU Tri-Cities Bioproducts, Sciences, & Engineering Laboratory.
- 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.

\$279,412

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.

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)

GRANT PERIOD: 2019-2020

OBJECTIVES



Enroll 41 FTE

★ 9.2 FTE served in
Fall '19



Retain 70% of students from
fall-to-fall

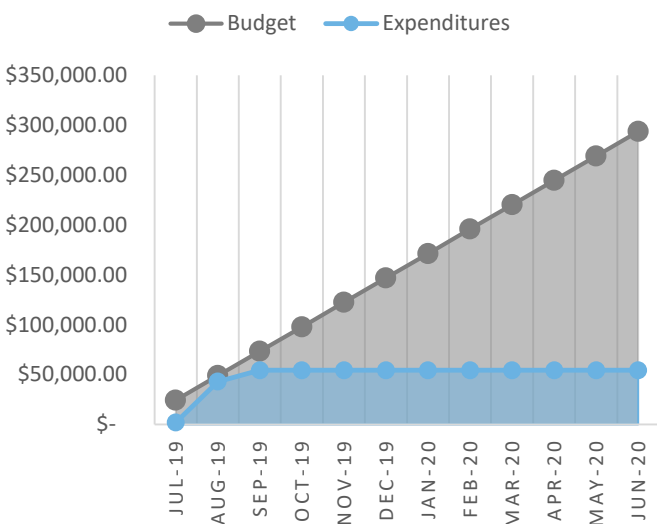
★ Met

"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



UPDATES SINCE: 06/30/2019

- Op Grant funds support programs like Health Sciences, Automotive, and Early Childhood Education.
- ECE has seen explosive growth this Fall.
- We are currently in the final stages of hiring a replacement for this position.
- Money spent ytd has been on tuition and book supports; salary and other expenses are underspent.

\$1,771,448

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

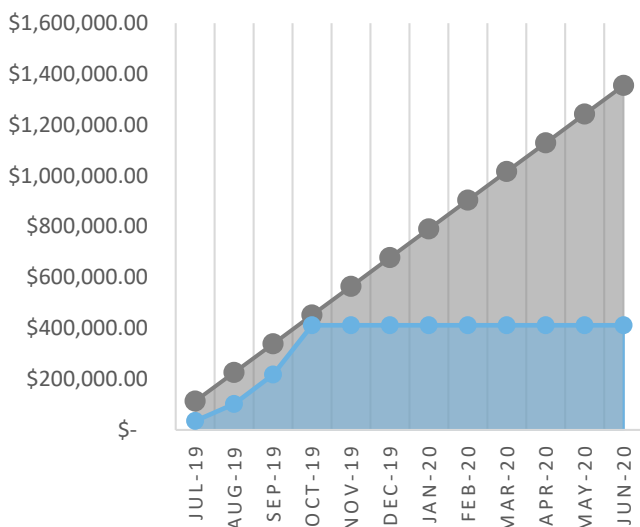
Provide financial, advising, enrollment, and ongoing support services for workforce education training programs in an environment of support, respect, and equality

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

— Budget — Expenditures



GRANT PERIOD: 2019-2020

OBJECTIVES

By June 30, 2020:



Enroll a total of 341 FTE

★ TBD



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: 06/30/2019

- The original allocation of FTEs and \$ for '19-'20 was increased by 31 FTE and \$120K.
- Worker Retraining is on pace to serve nearly 900 unique students this year, up 11% from last year.

\$75,000

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 January 1, 2020.

UPDATES

Since the grant began this year:

- This new program is a collaborative effort between the SBCTC and the Department of Social and Health Services (DSHS). It is an attempt to better serve a specific population of poor in our community
- There are an estimated 2,500 ABAWD clients in Benton and Franklin counties.
- CBC will see ABAWD clients referred to us from DSHS. These clients may become students, but even if not, will be served by our ABAWD Navigator.
- Our newly hired navigator, Leslie Sandoval, has extensive experience with Basic Food, Education and Training benefits guidance gained through the BFET program at WorkSource.

GRANT PERIOD: 2019-2020

OBJECTIVES



Hire an ABAWD navigator

★ Met



Create ABAWD resource manual by 1/1/20

★ Draft in progress



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

★ No referred clients to date

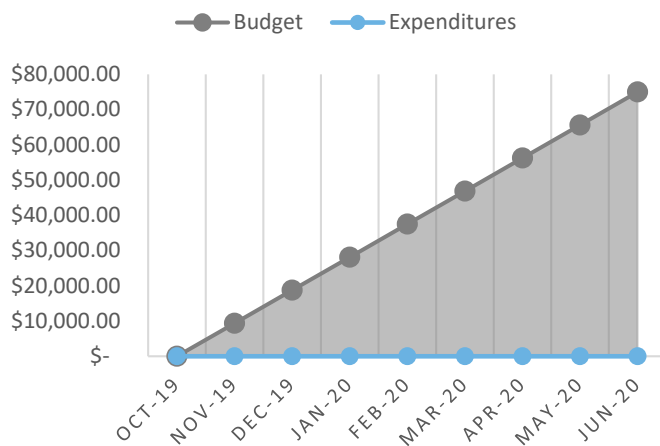


Participate in state wide ABAWD navigator cohort

★ Met

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

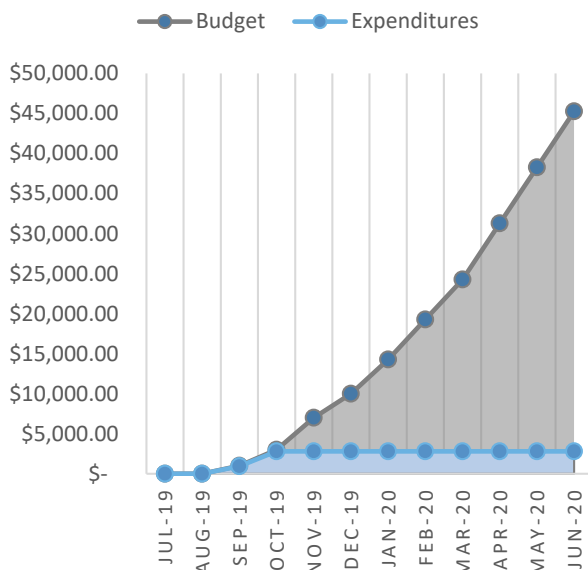
WHAT WE DO

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



OBJECTIVE

By June 30, 2020:



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

★ TBD

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

UPDATES SINCE: 06/30/2019

- On 10/16/2019 the SBCTC conducted a Program Review & Technical Assistance visit to monitor CBC's Basic Education for Adults program for compliance. The visit went very well and we had lots of commendations. A few recommendations and no corrective action was required for this visit.

\$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%

★ TBD



64 students attained a high school diploma or equivalent.

★ TBD

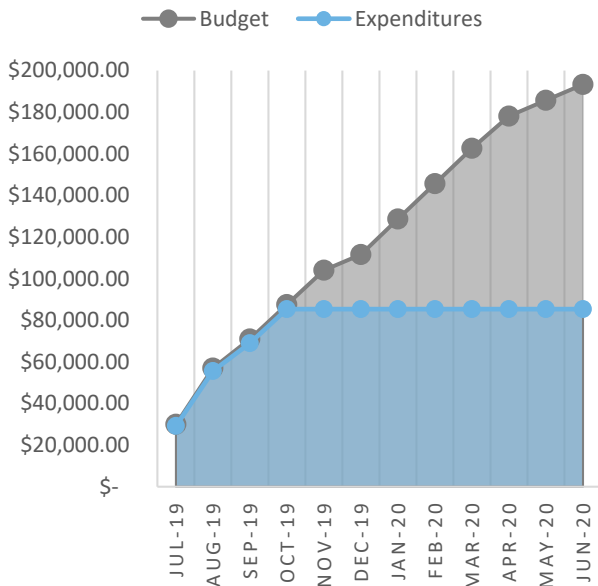


14.3% of students entered post-secondary training

★ TBD

FINANCIALS (Year 1 of 1)

CURRENT YEAR BUDGET: \$193,270



UPDATES SINCE: 06/30/2019

- On 10/16/2019 the SBCTC conducted a Program Review & Technical Assistance visit to monitor CBC's Basic Education for Adults program for compliance. The visit went very well and we had lots of commendations. A few recommendations and no corrective action was required for this visit.

\$311,260

GRANT PERIOD: 2018-2019

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

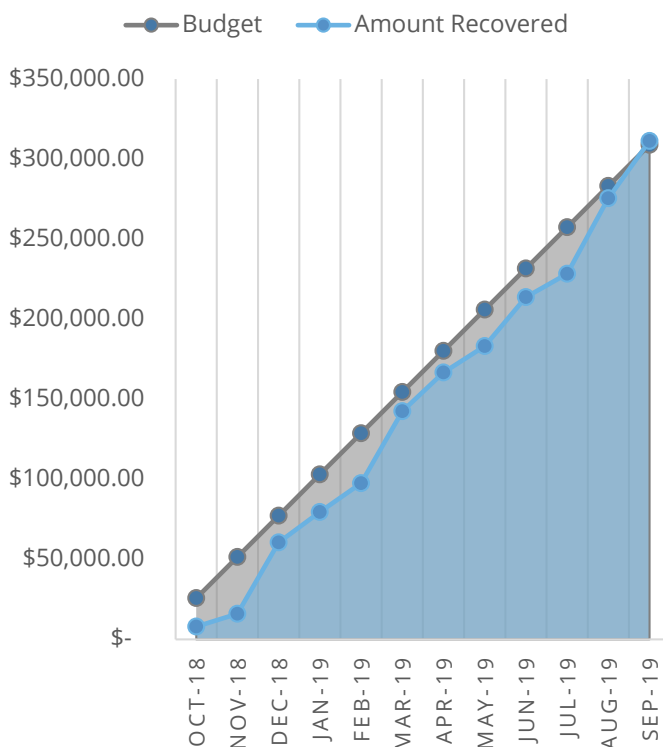
★ TBD

UPDATES SINCE: 06/30/2019

- FY 20 grant awarded for \$243,480. Grant started 10-1-19
- CBC BFET is working with SBCTC to request more funds as the year progresses. Starting budget is significantly lower this year. This is not due to lack of enrollment.

FINANCIALS

2018-2019 YEAR BUDGET: \$308,919



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

\$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

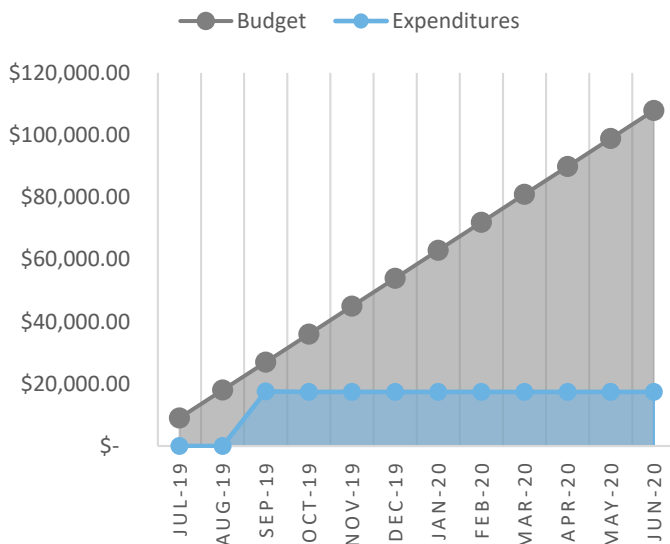
Provide students with integrated education and training necessary to lead early childhood classrooms and ensure the success of Washington's youngest minds.

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



GRANT PERIOD: 2019-2020

OBJECTIVES

By June 30, 2020:



Enroll 13 FTE

★ On pace to 13 FTE



100% of students maintain 2.0 GPA and meet CBC's ECE satisfactory academic progress policies ★ TBD

"playing is the most important part of learning..."

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

UPDATES SINCE: 09/09/2019

- The EAG program is in the final stages of hiring a full-time EAG point-of-contact; the new Assistant Director should begin Jan 6, 2020.
- 3.04 of 3.25 FTEs were enrolled Fall '19.
- The WAC requirements in effect August 1, 2019 require workers in licensed daycare and preschools to earn ECE credentials to continue work/licensure.
- ECE program enrollment in WEC programs (EAG< Opportunity Grant and Worker Retraining) is up considerably.

\$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

OBJECTIVES



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

★ TBD

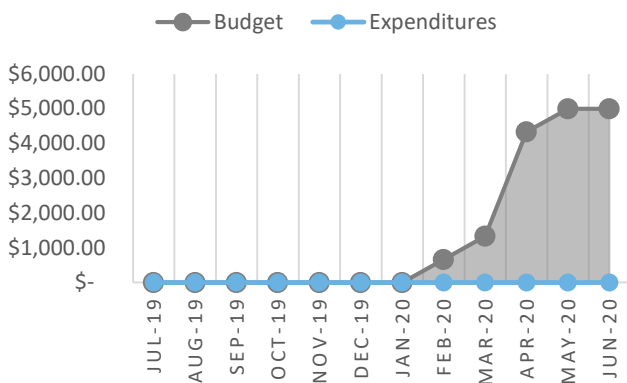


15.8% of CTE completers from underrepresented gender groups will earn certificates/degrees from non-traditional programs

★ TBD

FINANCIALS (Year 1 of 1)

CURRENT YEAR BUDGET: \$5,000



UPDATES SINCE: 06/30/2019

- Chief Joseph Middle School will be sending their 8th grade class of 250 students
- CBC health science faculty have committed to instruction in Nursing, Paramedic, Dental Hygiene, Surgical Technology, Radiological Technology and Medical Assistant
- Sponsorship packages will be offered through TRIDEC and identification of the construction/trades sessions

“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

\$348,344

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



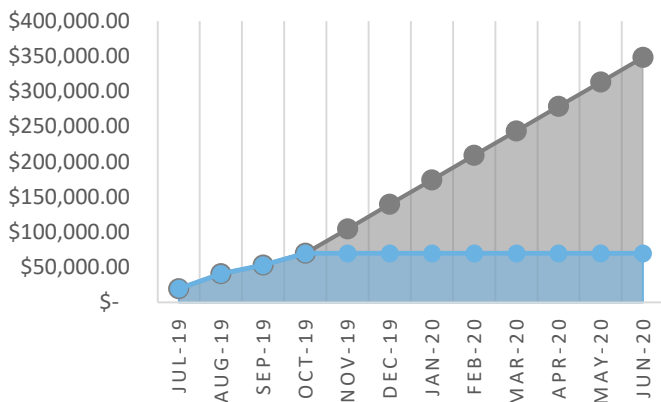
15.8% of CTE completers from underrepresented gender groups will earn certificates/degrees from non-traditional programs

★ TBD

FINANCIALS (Year 1 of 1)

CURRENT YEAR BUDGET: \$348,344

— Budget — Expenditures



UPDATES SINCE: 06/30/2019

- FY19 grant extended to end on 12/31/19, award amount adjusted to \$366,186.
- CTE Completion Coach and I-Best Retention Specialist positions filled.
- Major expenses include (as of 11/25/2019):
 - Replaced outdated surveying stations for Engineering Technology program;
 - Purchased an additional simulation monitor for Paramedic program;
 - Producing info video for Industrial Hygiene & Safety Technician program.

\$209,753

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

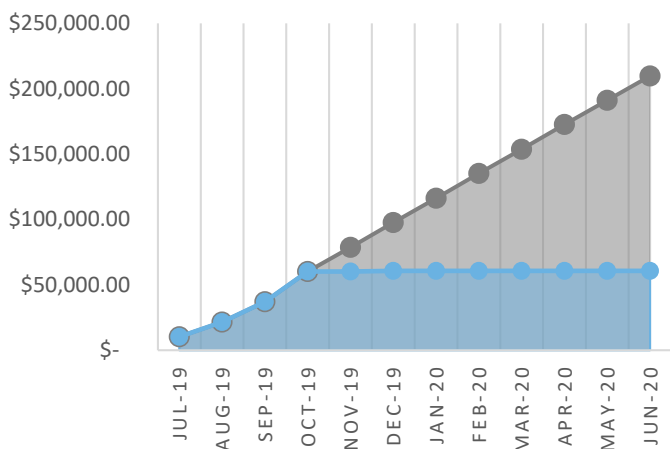
2018-2019: 33%

2019-2020: TBD

FINANCIALS (Year 1 of 1)

CURRENT YEAR BUDGET: \$209,753.00

— Budget — Expenditures



UPDATES SINCE: 06/30/2019

- CBC WorkFirst has three additional WF Work-Study students on campus using WorkFirst Work-Study funds. Requested an additional \$15,000 to cover wages for the full academic year.
- WF continues to assist WF GED students with cost of pre-tests, which students have indicated helps them with their confidence moving forward to the official tests.
- Kellee Anne Brewer continues in her role as “Co Lead” of the Local Planning Area “LPA”

STUDENT STORY HIGHLIGHT

I moved back to the US after living in Central America for 17 years in 2015. I came back unexpectedly due to a life-threatening domestic relationship I was in and to take care of my elderly father. I packed what I could over a 24-hour period and fled to the states with my then 4-year-old daughter. I was in hiding for about 6 months before I gradually started coming out from underneath the rock it felt like I was living under. After so many years out of the country I was a virtual foreigner to the US, and it seemed like I had nowhere to turn. A visit to DSHS got me connected with WorkFirst and my life slowly began to become my own again.

I enrolled in WorkFirst as a traumatized single mother who had lost all sense of who she was. I initially was going to become a Spanish Medical Interpreter, but I didn't feel my language skills were good enough. Kellee Anne helped me choose the Medical Assistant Program because she knew I had cared for an elderly person while in El Salvador. I was convinced the career was way beyond my reach and that I would fail miserably in every class I attended. I spent my first year getting my prerequisites out of the way and slowly getting a glimmer of hope that I may be able to attain my degree. I never finished high school and have always been convinced I am not "book smart". Before the first year was over, I was on the Dean's List and I remained there for 2 of the quarters of my final year.

As I gained my old self confidence back and became comfortable with my life filled with homework, lacking personal time and a notable loss of sleep, I began the Medical Assistant Program. I now felt like I could handle anything, but I was almost wrong. To say the learning environment was toxic is being complementary but with there being only one instructor, I vowed to her and myself that I would not drop the course and I wouldn't let her cause me to quit. I maintained my dignity in class as well as a minimum of 3.45 GPA for the length of the program and successfully completed my externship with high praise from the provider I worked for. Our final exam is a precursor to the state exam that we are required to pass in order to receive our license to work as a Medical Assistant. All year long we were told how difficult this exam would be and how important our "practice" test was in determining whether we would pass the state test. I passed the HESI (the practice exam) with a score of 99.99%, helping make my class the highest scoring class in CBC history. I promptly took and passed my state exam as well and I am currently awaiting my credentials to be finalized.

WorkFirst, especially Kellee Anne, gave me such a wonderful, multifaceted gift. I gained my footing in the US, overcame lifelong struggles and doubts, and came away with a brand-new sense of being along with an awesome career. Best of all, my 8-year-old daughter tells me that she knows she can do anything she sets her mind to because she sees me do it every day. I am able to be a role model for the most important person in my life and inspire her to stay in school and go to college, all because WorkFirst took a chance on me being able to fulfill the simplest of terms: stay in school and pass your classes. I don't know where I would be or what I would be doing today if it weren't for the program and the wonderful staff that run it. I am forever grateful for the opportunity afforded me by WorkFirst and I congratulate anyone fortunate enough to be given the support I received.

Thank you!!

Submitted by Lisa Birdwell, Sept 5, 2019

\$805,000

WHO WE SERVE

All current and prospective students!

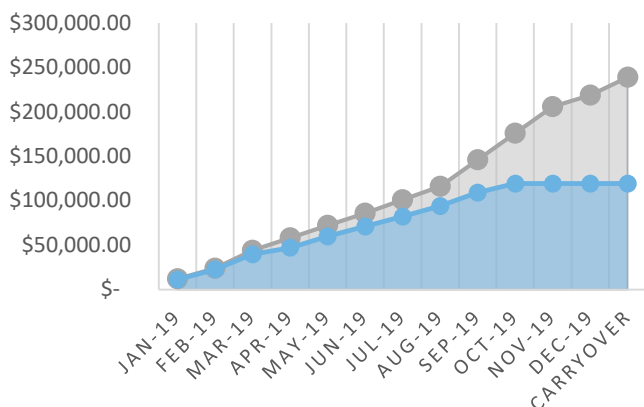
WHAT WE DO

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

— Budget — Expenditures



UPDATES SINCE: 06/30/2019

- Grant award increased to \$805,000 and project period extended to June 2021
- Eight School specific Core Teams launched in Fall 2019. Comprised of faculty, administrators, and completion coaches from each School, the Core Teams will work together to develop and provide timely, accurate, holistic, and consistent student-centered supports and increase communication across instruction and student services.

GRANT PERIOD: 2017-2021

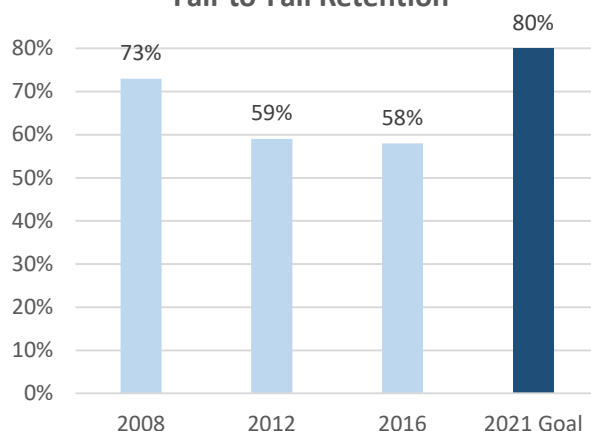
OBJECTIVES



Increase CBC's fall-to-fall retention rate to 80%

★ TBD

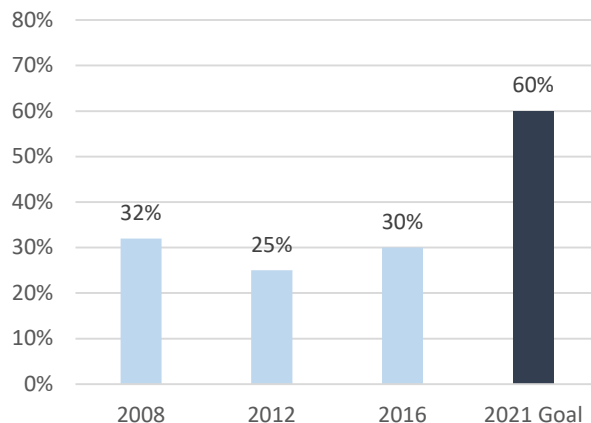
Fall-to-Fall Retention



Increase CBC's annual graduation rate to 60%

★ TBD

Completion



\$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 ★ TBD



100% of dental equipment performs at optimum capacity ★ TBD



Patient visit capacity increases by 50% ★ TBD

By September 2020:



Student enrollment increases by 28% ★ TBD



Patient visit capacity increases by 75% ★ TBD



Patients served at KRMC facilities increases by 25% ★ TBD



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

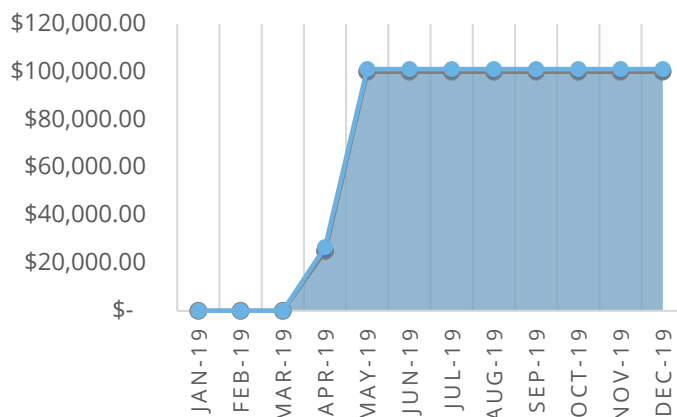


Grace Clinic patients seen in the clinic on a community service basis increases by 20% ★ TBD

FINANCIALS (Year 1 of 1)

2018-19 BUDGET: \$100,000

— Budget — Expenditures



UPDATES SINCE 6/30/19

- Due to delays in construction, the date for meeting the first set of objectives changed from September 2019 to January 2020.
- Construction and equipment install is complete. On 12-2-19, we received full approval for occupancy. The department is in the process of packing and relocating to the new facility. The new facility will be officially open for business on 1-6-20.

\$148,925

GRANT PERIOD: 2019-2022

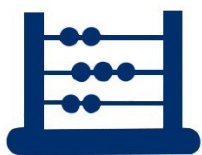
WHO WE SERVE

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

★ TBD



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



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

★ TBD



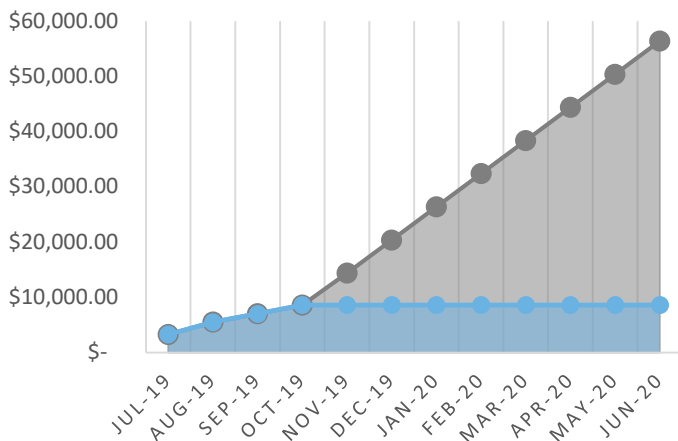
Fall-to-fall retention rate for WAM students placing into dev math increases from a baseline of 46% to 55% by the end of the grant period

★ TBD

FINANCIALS (Year 1 of 3)

CURRENT YEAR BUDGET: \$62,435

—●— Budget —●— Expenditures



UPDATES

Since the grant kicked off this year:

- The new courses have been approved through curriculum committee.
- Math, ABE, and CTE faculty have come together to determine appropriate curriculum.
- The courses are in development, but coming together for their Winter 2019 rollout!

\$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

★ TBD



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

★ TBD



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

★ TBD

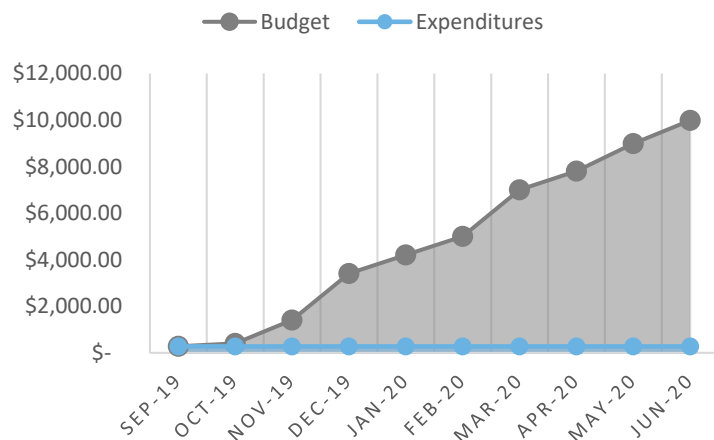


Create a comprehensive tobacco-free policy recommendation

★ TBD

FINANCIALS (Year 2 of 2)

CURRENT YEAR BUDGET: \$9,990



UPDATES SINCE: 06/30/2019

- Welcome event held first week of Fall quarter. College leaders served pizza to students and engaged them in tobacco awareness activities.
- Truth hosted a National Day of Action on October 9. This was a day for young people to come together with a strong message – **No one knows the long term effects of Juuling. So...Don't test on humans and ...Ditch JUUL.** Students gathered to share messages and photos were shared on social media.
- ASCBC president spoke with a rep from WWCC to gather information regarding their tobacco-free policy implementation process.

STUDENT STORY HIGHLIGHT

We are in the second year of our grant project and college leaders Alexis and McKenzie are as passionate as ever about the Tobacco-Free College Program project! They continue to educate students about the harmful effects of tobacco use as well as the dangers of vaping.

The college leaders continue to receive training and information from Truth Initiative and are eager to share updates with students. Alexis and McKenzie also do a fantastic job sharing the many free cessation resources that are available for those interested in quitting tobacco or vape products. They believe implementing a tobacco-free policy at CBC will make our campus a healthier place for students, employees, and visitors to enjoy.

Also, CONGRATULATIONS to college leader McKenzie Kennedy, she was crowned Miss Tri-Cities this summer!



Exhibit F

POLICY TYPE: EXECUTIVE LIMITATIONS EL-5***POLICY TITLE: TREATMENT OF ASSET PROTECTION***

Through operational compliance and leadership, the President shall ensure assets to be protected, adequately maintained and not put at risk.

Accordingly, the President shall:

1. Not unnecessarily expose the organization, its Board or staff to claims of liability.
2. Ensure protection of intellectual property, information and files from vulnerability to loss or significant damage.
3. Only receive, process or disburse funds under controls that meet the Auditor's standards.
4. Uphold the organization's public image or credibility, to promote its accomplishment of mission.

POLICY TYPE: EXECUTIVE LIMITATIONS EL-6***POLICY TITLE: FINANCIAL PLANNING***

Fiscal planning shall align materially with the Board's *Ends* policies and not risk fiscal jeopardy.

Accordingly, the President shall promote and ensure financial planning which:

1. Contains sufficient and necessary information to enable credible projection of revenues and expenses, separation of capital and operational items, cash flow and disclosure of planning assumptions.
2. Provides sufficient funds for Board prerogatives during the year as set forth in the Board's annual activity and travel plans.

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 to by the Board. With respect to the Board's actual and continuous fiduciary responsibility, and the College's financial health, the President will promote fiscal integrity and avoid material deviation from Board-approved priorities.

Accordingly, the President shall:

1. Expend only those funds that have been approved by the Board (via policy decisions) in the fiscal year, unless the Board's approval to do otherwise has been obtained.
2. Not 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. Not incur debt in an amount greater than which can be repaid by certain and otherwise unencumbered revenues within the current year, or can be repaid from account specifically established for such purpose.
4. Promote fiscal integrity by expending College funds in a manner that will result in a zero or positive fund balance at the close of the fiscal year.
5. Promote and drive payroll and debts to be settled in a timely manner.
6. Promote tax payments or other government-ordered payments or filings to be on-time and accurately filed.
7. Not acquire, encumber or dispose of property without Board approval.
8. Promote and pursue receivables after a reasonable grace period.
9. 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 only gifts or grants that are 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.

Exhibit G

BOARD POLICIES

POLICY TYPE: EXECUTIVE LIMITATIONS EL-1

POLICY TITLE: GENERAL EXECUTIVE ACCOUNTABILITY

The Board of Trustees is responsible for following the adopted Carver Governance Model and Process. The President is held accountable for organizational compliance – ensuring and allowing any practice, activity, decision or situation is lawful, prudent and not in violation of commonly accepted business and professional ethics, and fit within the provisions set forth in the State Board for Community & Technical College, Office of Financial Management and Columbia Basin College policies, and/or take into account any executive order of the Governor of the State of Washington.

POLICY TYPE: EXECUTIVE LIMITATIONS EL-2***POLICY TITLE: TREATMENT OF COMMUNITY MEMBERS AND STUDENTS***

With respect to staff interaction with community members and students or those applying to be students, the President shall set and maintain organizational expectations and norms that ensure their safe treatment, respect, dignity, confidentiality and privacy.

Accordingly, the President shall:

1. Ensure application forms or procedures are treated with the necessary confidentiality and privacy.
2. Not use methods of collecting, reviewing, transmitting or storing client information that fail to protect against improper access to the information elicited.
3. Establish with the community members and students a clear understanding of what may be expected and what may not be expected from the service offered.
4. Not prevent students from using established grievance and complaint procedures.
5. Operate with written procedures which clarify the rules for students.

POLICY TYPE: EXECUTIVE LIMITATIONS EL-3***POLICY TITLE: TREATMENT OF EMPLOYEES***

With respect to the treatment of paid and volunteer staff, the President may not cause or allow conditions which are unfair or undignified.

Accordingly, the President shall:

1. Operate with written personnel procedures, which clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions – e.g., nepotism, grossly preferential treatment for personal reasons.
2. Not discriminate against any staff member for expressing an ethical dissent.
3. Not restrict the exercise of academic freedom.
4. Not prevent employees from using established grievance procedures.
5. Not hinder employees from becoming acquainted with their rights under this Policy.

POLICY TYPE: EXECUTIVE LIMITATIONS EL-4***POLICY TITLE: COMPENSATION***

With respect to employment, compensation to employees, consultants, contract workers and volunteers, the President shall promote adherence to and ensure fiscal integrity and good public image.

The Board of Trustees reserves the authority to change the compensation and benefits for the President.

The President shall not promise or imply permanent or guaranteed employment to anyone in the College.