

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

January 13, 2020

SWL 121- 4pm.

Agenda

Call to Order

Pledge of Allegiance

***Agenda Changes**

***Approval of Minutes**

Exhibit A

Celebrating Excellence

Transforming Lives Nominees

Brett Jakubek

Celina Fox

Women's Soccer Team, qualified for NWAC East Regional Playoffs

Head Coach: Omar Anderson

Assistant Coach: Kendra Selle

Men's Soccer Team, winners of the NWAC East Regional Championship Title

Head Coach: Martin Ramirez

Assistant Coach: Lucas Cash

Linkage with Community

Remarks

By Administration

President

CEO, Foundation

By ASCBC

By Faculty Senate Chair

By AHE

By Board Members

Reports

Cash Balance Report

Exhibit B

Quarterly Financial Statement

Exhibit C

Discussion

First Reading: Board Policies Executive Limitations EL-8-EL-10

Exhibit D

***Discussion/Action**

Consent

Board Policies Executive Limitations EL-5-EL-7

Exhibit E

Public Comments

Executive Session

Adjournment

***(Requires motion/approval)**

Exhibit A

Columbia Basin College
Board of Trustees' Meeting Minutes
December 9, 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, Camie Glatt, Jason Engle, Amanda Bragg, Melissa McBurney, Brian Dexter, Alice Schlegel, Erin Fishburn, Rod Taylor, Kay Lynn Stevens, Mary Hoerner, Kevin Hartze, Keri Lobdell, Lane Schumacher

The Agenda	The Discussion	Action
Call to Order		Meeting called to order by Chair Mitchell at 3:58 p.m.
Agenda Changes		Trustee Armijo moved and Trustee Page seconded the motion to approve the agenda as written. Approved unanimously.
Approval of Minutes	November 4, 2019 Meeting Minutes Discussion - None	Trustee Jackson moved and Trustee Gordon seconded the motion to approve all minutes as written. Approved unanimously.
Celebrating Excellence <u>Jedi Training</u> Jason Engle, Dean for Organizational Learning Josh Ellis, Director for Institutional Research	Jason Engle and Josh Ellis presented a PowerPoint that highlighted data on CBC demographics and gave an overview and brief demonstration on Tableau.	The Trustees presented Josh and Jason a coin of excellence.
Linkage to Community <u>Math is Cool</u> Linda Stephenson, CBC Adjunct Instructor/Math Team Coach for KSD schools Chris Johnson, PNNL Senior Development Engineer, MIC Volunteer and MIC Mentor	VP for Instruction, Michael Lee introduced Linda Stephenson and Chris Johnson. Columbia Basin College was the host site for the Math is Cool Regional High School Championships on Saturday, October 19th. One hundred students participated in a variety of math test topics. Linda thanked the Student Ambassadors for being volunteer proctors. Students from Kennewick and Richland school districts participated. There was no student participation from the Pasco school district.	The Trustees presented Linda and Chris a coin of excellence.
By, Administration President	<u>Rebekah Woods</u> <ul style="list-style-type: none"> • Legislative Luncheon: On Thursday, December 5, 2019 CBC and Walla Walla Community College co-hosted lunch. Six of our nine legislators attended, while President Woods and Derek Brandes shared their priorities for the upcoming year and concerns with the proposed Running Start report. • Native American Heritage Month: CBC partnered with WSU-TC to host several events throughout the month of November to celebrate native heritage month. Some of the events were held at CBC and others at WSU-TC. 	

<p style="text-align: center;"><u>Reports</u> Variance Cash Balance Grants</p> <p style="text-align: center;">Discussion First Reading–Board Policies Executive Limitations EL-5-EL-7</p> <p style="text-align: center;">Discussion/Action Action: Second Reading–Board Policies Executive Limitations EL-1-EL-4</p> <p style="text-align: center;">Public Comments</p> <p style="text-align: center;">Executive Session Convene: 5:15 p.m. Reconvene: 5:28 p.m.</p>	<p><u>Trustee Jackson</u>: attended the Trustee meeting during the Fall Conference/ Legislative Action meeting; attended the Legislative Luncheon at CBC; attended the CBC men’s basketball game and a men’s club team scrimmage.</p> <p><u>Trustee Page</u>: attended the Legislative Luncheon at CBC. Trustee Page requested adjustments be considered for the requirements necessary for Early Childhood Development and Education courses. Her concern is that we may lose a lot of good childcare people because of the current requirements.</p> <p><u>Trustee Mitchell</u>: 11/7-8 attended the WA State ACT Legislative Action Committee Retreat and Conference; 11/12 completed Cybersecurity training, attended the Visit Tri-Cities Annual meeting, attended the Richland School District School Board meeting; 11/21 attended the CBC Foundation Board meeting; 11/23 participated in the 3rd annual CBC Hawk Trot; 11/23 attended the 2nd Annual United Way Festival of Trees Gala and Auction at the Three Rivers Convention Center; 11/29 completed an Excel table report summarizing notes take at the ACCT 50th Year Anniversary Leadership Conference in San Francisco; 12/5 attended CBC and Walla Walla Community College Co-Sponsored Legislative Lunch.</p> <p>Tyrone Brooks was not in attendance. Interim Director of Accounting Services/Controller Amanda Bragg gave the report highlights. All reports are tracking as expected.</p> <p style="text-align: center;">The policies will be moved to January’s consent agenda.</p> <p style="text-align: center;">The policies were accepted as modified.</p> <p style="text-align: center;">None</p> <p>RCW 42.30.110(1)(g): To review the performance of a public employee</p>	<p>Trustee Jackson suggested video-taping space on campus to show our legislators areas of concern for next year’s event</p> <p>Trustee Jackson moved and Trustee Page seconded the motion to move the first reading of the Board Policies Executive Limitations EL-5-EL-7 to the January consent agenda. Approved unanimously.</p> <p>Trustee Jackson moved and Trustee Gordon seconded the motion to accept the policies as modified and presented. Approved unanimously.</p> <p>Trustee Jackson moved and Trustee Armijo seconded the motion to award Matt Boehnke tenure. Approved unanimously.</p>
<p>Adjournment: 5:30 pm.</p>	<p style="text-align: center;">Next Board of Trustees’ Meeting SWL 121 January 13, 2020-4 p.m.</p>	

Duke Mitchell, Chair

Exhibit B

FY 2019 - Estimated Cash Balances - COLUMBIA BASIN COLLEGE

ASSETS As of December 31, 2019		
CASH		
1110	In Bank	\$ 10,462,033
1120	Undeposited	\$ -
1130	Petty	\$ 5,504
Total		\$ 10,467,537
INVESTMENTS		
1210	Investments(ST/LT)	\$ 19,911,786
Total		\$ 19,911,786
ACCTs RECEIVABLE		
1312	Current	\$ 751,378
1318	Unbilled	\$ 97,555
1319	Other	\$ 23,102
	Allowance for Accts Rec	\$ (35,504)
Total		\$ 836,531
INTER/INTRA GOV RECEIVABLES		
1351	Due From Fed	\$ 31,165
1352	Due From Other Gov	\$ 1,667,676
1354	Due From Other Agency	\$ 106,489
Total		\$ 1,805,330
TOTAL ASSETS		\$ 33,021,184
LIABILITIES		
CURRENT		
5111	Accts Payable	\$ 119,369
5124	Accrued Salaries Pay	\$ -
5150	Due To State Treasurer	\$ 194,598
5154	Due To Other Agency	\$ 22,718
5158	Sales/Use Tax	\$ 1,305
5199	Accrued Liabilities	\$ -
5173	COP Current Year P&I Due	\$ 1,133,154
Total		\$ 1,471,145
TOTAL LIABILITIES		\$ 1,471,145

Cash Balance		
(ASSETS less LIABILITIES)		\$ 31,550,040
Dedicated Balances		
1110	Student Supported Capital	\$ 2,089,331
1110	3.5% - Needy Student Aid	\$ 508,556
1110	Students S&A	\$ 710,065
1110	Bookstore Operating Reserves	\$ 500,000
1110	Technology Fee	\$ 1,181,677
1110	Parking Fees	\$ 436,395
1110	Basic Food Employment and Training	\$ 167,936
Total		\$ 5,593,961
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	\$ 8,368,479
	Emergenices	\$ 1,000,000
Total		\$ 23,693,479
Operating Reserves Balance		
Existing Reserve balance less Dedicated Reserves and Emergency Reserves		\$ 2,262,600

Exhibit C

Columbia Basin Community College
Statement of Revenues, Expenses and Changes in Net Position
For December 31, 2019 (Unaudited)

	FY2020 DEC 2019	FY2019 DEC 2018	Difference
Operating Revenues			
Student tuition and fees, Gross	15,512,022	14,802,389	709,633
Auxiliary enterprise sales	1,505,423	1,720,133	(214,710)
State and local grants and contracts	6,662,095	6,503,198	158,897
Federal grants and contracts	924,402	1,101,085	(176,683)
Other operating revenues	840,567	542,151	298,416
Total operating revenue	25,444,510	24,668,956	775,554
Operating Expenses			
Salaries and wages	12,927,885	12,077,866	850,019
Benefits	4,623,802	4,500,312	123,490
Scholarships and fellowships, Gross	9,774,683	11,634,727	(1,860,044)
Operating Expenses	2,743,174	2,697,611	45,563
Purchased services	1,001,064	1,505,639	(504,575)
Depreciation	1,993,685	1,962,711	30,974
Supplies and materials	1,022,505	1,155,752	(133,247)
Utilities	445,372	463,265	(17,893)
Total operating expenses	34,532,170	35,997,883	(1,465,713)
Operating income (loss)	(9,087,660)	(11,328,927)	2,241,267
Non-Operating Revenues			
State appropriations	11,896,321	10,398,934	1,497,387
Federal Pell grant revenue	2,749,653	4,501,237	(1,751,584)
Investment income, gains and losses	145,948	109,406	36,542
Total non-operating revenue	14,791,922	15,009,577	(217,655)
Non-Operating Expenses			
Building fee remittance	(1,011,391)	(1,111,316)	99,926
Innovation fund remittance	(262,023)	(285,597)	23,574
Interest on indebtedness	(232,885)	(184,357)	(48,528)
Total non-operating expenses	(1,506,299)	(1,581,270)	74,971
Net non-operating revenues (expenses)	13,285,623	13,428,307	(142,684)
Income or (loss) before other revenues, expenses, gains, or losses	4,197,963	2,099,380	2,098,583
Capital appropriations	4,552	768,042	(763,490)
Increase (Decrease) in net position	4,202,515	2,867,422	1,335,093

Exhibit D

POLICY TYPE: EXECUTIVE LIMITATIONS EL-8***POLICY TITLE: COMMUNICATION AND SUPPORT TO THE BOARD***

The President, with sufficient and relevant support and assistance from the College Leadership team (Vice-Presidents and Deans), shall proactively communicate, provide information and counsel to the Board in a timely manner.

Accordingly, the President shall:

1. Submit Monitoring and Performance data reports required by the Board in a timely, accurate and understandable format that directly addresses provisions of the Board policies being monitored.
2. Keep the Board aware of relevant trends, anticipated adverse media coverage, material external and internal changes, and particularly changes in assumptions upon which any Board policy has previously been established.
3. Advise the Board if, in the President's opinion, the Board is not in compliance with its own policies, and particularly in the case of Board behavior which is detrimental to the work relationship between the Board and President.
4. Marshal for the Board as many staff and external points of view, issues and options as needed for fully-informed Board choices and decisions.
5. Present information in a clear, concise manner and format such that it clearly differentiates between monitoring, Board decision preparation and other.
6. Provide a mechanism for official Board communications.
7. Deal with the Board as a whole, except when fulfilling individual Board member requests for information.
8. Report in a timely manner an actual or anticipated non-compliance with any Board policy.
9. Supply topics and/or issues that may need to be processed in its "required approval agenda." Such topics and issues are those delegated to the President, yet required by law or contract to be Board-approved, along with monitoring assurance pertaining thereto.



POLICY TYPE: EXECUTIVE LIMITATIONS EL-9

POLICY TITLE: EMERGENCY EXECUTIVE SUCCESSION

To protect the Board from sudden loss of Chief Executive services, the President may not have fewer than two other executives familiar with Board and Chief Executive issues and processes.

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

The Board of Trustees reserves the authority to grant tenure, deny tenure and to issue a final order for dismissal of tenured faculty at Columbia Basin College. Additionally the Board reserves the authority to renew or not renew contracts for probationary faculty, and to issue a final order to dismiss probationary faculty.

Accordingly, the President will:

1. Submit recommendations to the Board to grant or deny tenure to faculty.
2. Submit recommendations to the Board to issue the final order to dismiss tenured faculty.
3. Submit recommendations to the Board for the renewal or non-renewal of contracts for probationary faculty.
4. Submit recommendations to the Board to issue the final order to dismiss probationary faculty.

Exhibit E

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.