

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

June 14, 2021

Zoom /Beers Board Room

4:00 p.m.

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**Agenda**

Call to Order

**Pledge of Allegiance**

**\*Agenda Changes**

**\*Approval of Minutes**

**Exhibit A**

**Celebrating Excellence**

**Educator of the Year**

Bruce Walker, Associate Professor of Music

**Downbeat Award-Winning Production**

Collin Wilson, Associate Professor of Music

Bailey Maya, Student

**Kennedy Center Festival**

Ronn Campbell, Senior Associate Professor of Theatre

Shea King, Adjunct Instructor

**CBC Wellness Committee – Z08 Award**

Ann Wright, Human Resource Consultant 2

Michelle Stewart - Human Resource Consultant 2

Theresa Woehle, Secretary Senior

Alex Thornton, Director for Student Recreation & Wellness

Jamie Duncan, Assistant Director for Student Recreation & Wellness

Prashant Magar, Assistant Professor of Computer Science

Missy Ihnen, Human Resource Consultant 1

**Linkage with Community**

Brian Moreno, Vice Chair, Washington State Commission on Hispanic Affairs

**Discussion**

CBC Strategic Plan Update

**Exhibit B**

Anne Lundquist, Assistant Vice President, Campus Strategy, Anthology

Melia LeCour, Special Advisor for Diversity, Equity and Inclusion

**Remarks**

By Administration

President

**Exhibit C**

CEO, Foundation

By ASCBC

**Exhibit D**

By Faculty Senate Chair

By AHE

By Board Members

**Reports**

Cash Balance Report

**Exhibit E**

Variance Report

**Exhibit F**

**Discussion**

August Board of Trustees Retreat – Draft Agenda  
Board Meetings Annual Schedule

Exhibit G  
Exhibit H

**\*Consent/Action**

Final Consideration for 2021-2022 College Budget  
Second Reading with Changes - Board Policies Governance Process EL1-3

Exhibit I  
Exhibit J

**Public Comments****Executive Session**

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

**\*Discussion/Action**

Candidates for continued probationary status and granting of tenure

**Adjournment****\*(Requires motion/approval)****Upcoming Dates:**

- 1) WACTC Meeting** - July 21-23, 2021: The Davenport Grand Hotel, Spokane
- 2) Annual Juried Student Art Exhibition**, May17 – June 15, view the exhibition video here: [Annual Juried Student Art Exhibition](#).

# Exhibit A

Columbia Basin College  
Board of Trustees' Meeting Minutes  
May 10, 2021  
Zoom Webinar  
Beers Board Room 4:00 p.m.

Board Members in attendance: Kedrich Jackson, Allyson Page, Bill Gordon, Holly Siler

Rebekah Woods, President, Secretary to the Board, Deb Severin

Webinar Panelists: Cheryl Holden, Michael Lee, Brian Dexter, Erin Fishburn, Jason Engle, Camie Glatt, Jay Frank, Tyrone Brooks, Abby Desteese, Kyle Winslow, Azhar Zaheer, Ryan Malm, Amanda Wysocki, Richard Kemp, Nadine Kemp, Juny Soukhavong, Lorenze Rios, Luz Estefani Quintero, Joshua Verduzco, Terry Fleischman, Julie Marie, Hannah Wolfe, Richard Waddle, GESA Community Credit Union

Zoom Webinar Audience

The Agenda	The Discussion	Action
Call to Order		Meeting called to order by Chair Jackson at 4:02 p.m.
Pledge of Allegiance		
Agenda Changes	Discussion - None	Trustee Page moved and Trustee Siler seconded the motion to approve the agenda as written. Approved unanimously.
Approval of Minutes	April 12, 2021 Meeting Minutes Discussion – Correction of Northwest Farm Credit Services	Trustee Gordon requested change to Josh Siler's company name – Northwest Farm Credit Services. Trustee Page moved and Trustee Siler seconded the motion to approve the minutes as amended. Approved unanimously.
<u>Celebrating Excellence</u> <u>DECA</u> Kyle Winslow, Azhar Zaheer, Ryan Malm, Amanda Wysocki, Richard Kemp, Nadine Kemp, Juny Soukhavong, Lorenze Rios, Luz Estefani, Joshua Verduzco  <u>2021 All Washington Academic Team</u> Terry Fleischman, Julie Marie, Hannah Wolfe	Dr. Michael Lee introduced CBC's local DECA chapter and discussed the success they have accomplished in their first year. Richard Kemp attended in-person and shared his experience after being hurt on the job, he attended CBC and appreciates Dean Winslow and DECA.  Dr. Woods introduced Terry Fleishman, Phi Theta Kappa and the recipients of the All Washington Academic Team, Julie Marie and Hannah Wolfe who were selected as nominees for this distinguished nomination.	
<u>Linkage with Community</u> Richard Waddle, Gesa Community Credit	Dr. Woods introduced Richard Waddle, EVP of Finance, Collections, Facilities, Strategy, & Lending recognizing the work CBC and GESA are doing together. GESA has a new CBC	







<p style="text-align: center;"><u>Break</u> 4:55 5:05 returned</p> <p style="text-align: center;"><u>Reports</u> Financial Statement Cash Balance First Consideration – Annual College Budget</p> <p style="text-align: center;">Discussion/Action First Reading: Board Policies Governance Process EL-1-3</p> <p style="text-align: center;">*Consent/Action Second Reading: Board Policies Executive Limitations BSL1-5</p> <p style="text-align: center;">*Discussion/Action Resolution 21-02, Holden Court</p> <p style="text-align: center;">Public Comments</p>	<p><u>Kedrich Jackson</u> Scheduled for a tour for April 22, 2021 of the Student Recreation Center. Attended the basketball game between Big Bend and CBC.</p> <p>Chair Jackson called for a 10-minute break.</p> <p>Brian Dexter gave highlights from the Cash Balance and Fund Variance Report. Additionally, Brian presented the First Consideration for the annual College budget and the CARES numbers. Will move to the June consent agenda.</p> <p>Discussion – Adding “unlawful” to apply to 1-4. Additionally, add “hinder or prevent” to #3 and #4. Move to June consent agenda.</p> <p>Discussion: None</p> <p>Scott Rogers, Ad Hoc Chair, informed the Board of who was on the Ad Hoc Committee and approval of the recommendation to name the Competition Court, Holden Court in the new Student Recreation Center.</p> <p>Cheryl Holden thanked everyone involved in naming of the Holden Court and was appreciative of this support.</p> <p>None.</p>	<p>Trustee Gordon moved and Trustee Siler seconded the motion to move the Annual College Budget to the consent agenda in June for approval. Approved unanimously.</p> <p>Trustee Siler moved and Trustee Page seconded the motion to move the changes discussed to the consent agenda in June. Approved unanimously.</p> <p>Trustee Siler moved and Trustee Page seconded the motion to move accept BSL1-5 as is. Approved unanimously.</p> <p>Trustee Gordon moved and Trustee Page seconded the motion to name the Competition Court in the Student Recreation center – Holden Court. Approved unanimously.</p>
<p>Adjournment: 5:50 p.m.</p>	<p style="text-align: center;">Next Board of Trustees’ Meeting Zoom Webinar Beers Board Room June 14, 2021 – 4:00 p.m.</p>	

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Kedrich Jackson, Chair

# Exhibit B

## **Columbia Basin College Strategic Plan 2022-25**

### **Goals and Initiatives (Draft June 2021)**

#### **Strategic Priority One: Student Success**

We cultivate an exceptional student experience that ensures all students are welcomed into the CBC family and supported on their pathway to success. We take personal and institutional responsibility for the success of all our students. We commit to eliminating patterns of inequity in student experiences and outcomes. Students will be appreciated and valued in the CBC community.

##### **Goal 1: Help students choose and enter a pathway to careers and future education**

**Initiative 1:** Implement a comprehensive enrollment management plan that eliminates the practices that support systemic institutional barriers for recruitment of students from marginalized groups.

**Initiative 2:** Create a welcoming, culturally responsive and inclusive student orientation that embraces the diverse world we live in and supports students' sense of belonging.

**Initiative 3:** Build a flexible and data-informed schedule that meets all student needs.

**Initiative 4:** Guide students to identify their educational and career goals while providing clearly defined pathways to completion, transfer and career placement.

##### **Goal 2: Provide holistic and flexible support services that help students stay on their path**

**Initiative 1:** Develop culturally responsive and inclusive advising practices appropriate to the needs of our diverse population.

**Initiative 2:** Connect students to the resources they need to stay enrolled and complete their education.

**Initiative 3:** Evaluate and improve mental health support, education and awareness for students.

**Initiative 4:** Identify and remove systemic barriers to improve student course success, retention and completion, with a focus on historically marginalized students.

##### **Goal 3: Enhance student involvement and engagement in co-curricular programs and services**

**Initiative 1:** Provide co-curricular offerings that meet the needs of our diverse student population.

**Initiative 2:** Develop and provide events and experiences that foster each student's engagement with their program of study through professional and personal development.

#### **Goal 4: Improve student transfer and employment outcomes**

**Initiative 1:** Provide students the resources and connections to help them obtain employment.

**Initiative 2:** Determine the support students need to successfully transfer to a four-year institution.

### **Strategic Priority Two: Teaching and Learning**

We provide high quality academic programming that creates lifelong learners who lead successful lives, enjoy productive careers, and make positive contributions to their community and the world. We provide career-connected learning to prepare our students for the future. We commit to innovative teaching and learning practices to create an inclusive, equitable, flexible, and vibrant learning community where everyone is supported to achieve success.

#### **Goal 1: Foster learning through culturally responsive, student-centered teaching and learning practices**

**Initiative 1:** Integrate culturally relevant course materials in the curriculum in order to represent all students.

**Initiative 2:** Support faculty in innovative, inclusive and anti-bias teaching practices.

#### **Goal 2: Provide equitable and inclusive learning environments that help students succeed**

**Initiative 1:** Create a transparent learning environment in which instructor's expectations are clear and academic support resources are available and communicated to students.

**Initiative 2:** Provide students experiential and service-learning opportunities that enhance their field of study and are relevant to our diverse community.

**Initiative 3:** Provide equitable access to course materials.

**Initiative 4:** Improve the online learning experience for all modalities for both students and faculty.

### **Goal 3: Create and align thoughtfully designed and scheduled pathways, programs and courses**

**Initiative 1:** Help students choose a pathway by identifying exploratory courses and experiences within each of CBC's eight Schools.

**Initiative 2:** Create clear pathways between Transitional Studies and college-level courses.

**Initiative 3:** Systemize a process for regular review of curriculum by the faculty.

**Initiative 4:** For each program of study, identify the key courses -- in addition to math and English -- that are predictive of student completion, and support student success in those courses.

### **Goal 4: Ensure students are learning**

**Initiative 1:** Create structures for the assessment of student learning outcomes and use results to improve effectiveness of instruction.

**Initiative 2:** Develop an inclusive process to evaluate current institutional learning outcomes.

**Initiative 3:** Improve completion rates for college-level math and English in the first year as well as other foundational courses.

## **Strategic Priority Three: Culture and Systems**

We intentionally create a culture that ensures employee voices are heard, differing perspectives are valued and all interactions are rooted in respect and kindness. We commit to eliminating structural barriers to equity by creating and investing in equity-focused policies, practices, and behaviors that work to support all students and employees. We continuously reassess and adjust our own behavior, processes, and practices to be more equitable and inclusive.

### **Goal 1: Live and practice our identity as a Hispanic Serving Institution**

**Initiative 1:** Become a bilingual college in order to eliminate the barriers experienced by those whose primary language is Spanish.

**Initiative 2:** Establish relationships with Hispanic Serving Institutions across the country to learn and implement strategic practices that support Hispanic student success.

**Initiative 3:** Authentically embed Hispanic culture throughout the College.

**Initiative 4:** Develop multiple ways to support undocumented students.

### **Goal 2: Create a more diverse, equitable and inclusive college.**

**Initiative 1:** Allocate dedicated personnel and resources to support equity goals and provide accountability.

**Initiative 2:** Develop a diversity, equity and inclusion framework and plan to guide and coordinate all DEI strategies and priorities across the college.

**Initiative 3:** Use equity data to make data-informed decisions and to close equity gaps.

**Initiative 4:** Review and revise existing policies and procedures to ensure equitable outcomes.

**Initiative 5:** Create a multicultural center that promotes equity and celebrates diversity and inclusion.

**Initiative 6:** Ensure disability services and physical and technological access meet the needs of all students, faculty, and staff.

### **Goal 3: Create and support a racially and ethnically diverse workforce that reflects CBC's community.**

**Initiative 1:** Review and revise policies and practices to ensure the recruitment, retention, and support of a talented and diverse faculty and staff.

**Initiative 2:** Develop affinity groups to support retention and development of employees from marginalized groups.

**Initiative 3:** Develop and implement mandatory DEI professional development experiences for faculty and staff.

### **Goal 4: Implement equitable systems and processes that meet student and employee needs.**

**Initiative 1:** Develop annual class schedules that are predictable, flexible and convenient for students.

**Initiative 2:** Upgrade college systems to improve compatibility with systems at other community and technical colleges in our state.

**Initiative 3:** Evaluate current technology and cyber security needs and create an information technology plan to align technology with strategic priorities.

**Initiative 4:** Evaluate online services to ensure the availability and effectiveness of remote student support.

**Initiative 5:** Create a climate action plan to advance the college's sustainability efforts.

## **Strategic Priority Four: Community Relationships**



We create positive and mutually beneficial relationships in our region with community, business, and governmental organizations. We align our priorities with local, regional and state needs. We make a positive and intentional difference in our community by sharing and acting on our knowledge to contribute to the greater social good.

**Goal 1: Build and sustain relationships with community-based organizations.**

**Initiative 1:** Increase outreach and develop relationships with Hispanic communities and community organizations.

**Initiative 2:** Form and sustain meaningful relations with local tribal nations whose people are citizens and descendants of land-based sovereign nations.

**Initiative 3:** Increase outreach and develop relationships with Black-led community organizations.

**Initiative 4:** Increase outreach and develop relationships with Asian/Asian Pacific Islander community organizations.

**Initiative 5:** Explore and understand all local communities with which to build relationships.

**Goal 2: Strengthen relationships with K-12 and four-year institutions.**

**Initiative 1:** Support high school graduates in successfully transitioning to the college and college-level courses.

**Initiative 2:** Grow the pipeline of students through recruitment and partnerships with local school districts.

**Initiative 3:** Develop curricular alignment with high schools and four-year institutions to support students entering and continuing on their pathways.

**Goal 3: Align enrollment and academic programs with emergent workforce needs.**

**Initiative 1:** Continue to develop creative programs that provide students career connected learning experiences.

**Initiative 2:** Expand the role of advisory committees.

**Initiative 3:** Meet the educational needs of the region's employers.

**Goal 4: Increase and improve communications and relationships with community partners.**

**Initiative 1:** Develop an organized, formalized approach to community relationships.

**Initiative 2:** Create a culturally responsive targeted marketing plan.

**Initiative 3:** Increase Spanish-language marketing and external communications.

## Definitions

**Educational Equity:** Every student receives what they need to develop their full academic and social potential. Ensuring equally high outcomes for all participants in our educational system by removing the predictability of success or failures that currently correlates with any social or cultural factor (such as race, gender identity, age, socioeconomic status, sexual orientation, home language, nationality, religion or other dimensions of identity). This requires us to interrupt inequitable practices, examine biases, and create inclusive multicultural living, working and learning environments.

**Diversity:** All the ways in which people differ, encompassing the characteristics that make one individual or group different from another.

**Equity:** Identifying and eliminating systemic barriers (policies, practices, etc.) to increase opportunities and access to those who have been historically and are currently marginalized.

**Inclusion:** Authentically bringing traditionally excluded individuals and/or groups into processes, activities, and decision/policy making in a way that shares power.

**Mission:** A concise statement of why the organization exists and what it hopes to achieve.

**Vision:** A clear description of what the institution intends to become and its strategic position in the future.

**Core Values:** What the institution stands for and the way in which it intends to conduct its activities.

**Strategic Priority:** Woven into the culture of CBC, they create focus for mission fulfillment and achievement of goals.

**Goal:** Broad statements of what CBC hopes to achieve for each strategic priority.

**Initiative:** The way that goals are translated into practice. Things that CBC will do to meet the goals and move the strategic priority forward.

**Strategy:** The methods and approach to achieve the initiative and meet the intended outcomes. Strategies include timeline, responsibility, and specific tactics.

# Exhibit C

# CBC in the News



## May 2021

[Tri-City Herald: 50+ Year Legacy of CBC Arts Teacher Lives On After His Death](#)

[Tri-City Herald: East Coast Coach to Lead CBC Women's Basketball in Fall 2021](#)

[Tri-City Herald Progress Edition: The Arts Center at CBC: Accepted the Challenge \(published 4/30\)](#)

[Tri-City Herald: Southern-style "Cathead Biscuits" Star of New Kennewick Food Truck](#)

[Tri-City Herald: Tri-Cities Golfer Got "In a Zone" for Alternate Spot at U.S. Senior Open Qualifier](#)

[Tri-City Herald: This Tri-Cities CBC Coach Helped 12 Players into the Majors](#)

[Tri-City Herald: Richland Bombers Top List of Mid-Columbia Conference Soccer Honors \(sports brief\)](#)

[KEPR-TV: CBC Planning Unique Two-Day Graduation](#)

[KEPR-TV: CBC Releases Special Memorial Day Tribute Video \(broadcast 5/31, unavailable online\)](#)

[KNDU-TV: CBC Names New Competition Court "Holden Court" in Honor of Local Coaching Legend](#)

[KNDU-TV: Undocumented Community College Students Can Now Get COVID-19 Related Financial Help](#)

[KFFX Telemundo: Help Available for Undocumented Students from CARES Act](#)

[610 KONA Newstalk Radio: CBC's Jay Frank Shares Details of CBC's Unique Two-Day Graduation](#)

[610 KONA Newstalk Radio: HomeTown Stories with Dr. Rebekah Woods \(aired 5/28\)](#)

[KUNW Univision: "Orgullo Comunitario Student Spotlight on CBC's Arianna Valedéz](#)

[KUNW Univision: "Orgullo Comunitario Student Spotlight on CBC's Rose Vazquez \(Broadcast 5/26, unavailable online\)](#)

[KUNW Univision: Undocumented Students Can Now Get Federal COVID Relief \(broadcast 5/24, unavailable online\)](#)

[Hermiston Herald: Special Library District Has Full Slate of Candidates](#)

[East Oregonian: Special Library District Has Full Slate of Candidates](#)

[Newsminer.com: West Valley's Ali May Signs to Play Basketball at CBC](#)

[Yakima Herald Republic: Columbia Basin College to Name Court After Cheryl Holden](#)

[KVEW-TV: CBC Names Competition Court After HOF Coach Cheryl Holden](#)

[KMVT-TV: Canyon Ridge Baseball Players Sign Their NLI's with Columbia Basin College](#)



# Exhibit D





# ASCBC: A Year End Look





Fall Quarter



# Activity Kit


Included:

- ◇ Colored Pencils
- ◇ CBC Coloring Sheets
- ◇ Stickers
- ◇ A Wreck This Journal
- ◇ Playdoh
- ◇ Magnetic Poetry
- ◇ Mad Libs
- ◇ Origami Paper





# Student Activities




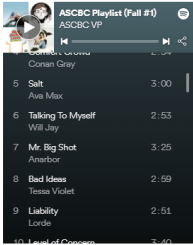
**ASCBC is pleased to premiere ASCBC Tunes!**

These are Spotify playlists created by the ASCBC Hawk Squad every two weeks! This is a chance for students to connect through music!

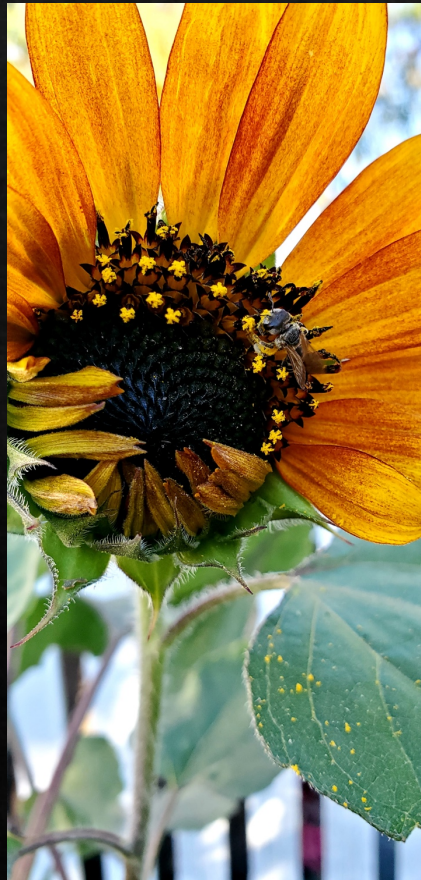
We would love to hear from you! In the discussion below, tell us:  
your favorite song on the current playlist AND make a song suggestion for the next playlist

Students who cover these two things in their comment may win a gift card. Gift cards will be given randomly, so listen and post soon!

 **PLAYLIST #1**  
(October 6 - 20)



5	Salt	3:00
	Ava Max	
6	Talking To Myself	2:53
	Will Jay	
7	Mr. Big Shot	3:26
	Anerbor	
8	Bad Ideas	2:59
	Tessa Violet	
9	Liability	2:51
	Lorde	
10	Level of Consciousness	3:40



- ◆ Best of YouTube (Weekly) - 12 Discussions
- ◆ Trivia Tuesdays – 4 Quizzes
- ◆ Monthly Movie Reviews
- ◆ Spotify Playlist (Monthly) – 3 Playlists
- ◆ Photography Contests (Monthly) – 2 Contests

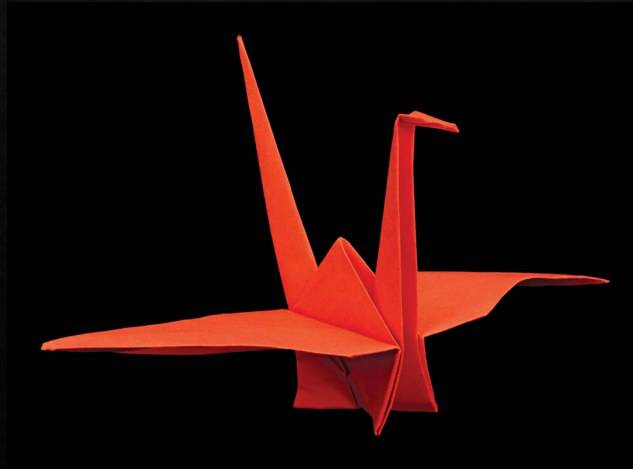
# Fall Leadership Council

- ◆ Internationally Known Presidential and Political Historian: Doris Kearns Goodwin
- ◆ Each student received her Masterclass, where they watched weekly lessons on leadership
- ◆ Activities:
  - ◆ Zoom Calls with Student Activities Director
  - ◆ Viewed and discussed the Steven Spielberg film, Lincoln
  - ◆ Leadership Lessons from Past Presidents





# Additional Highlights



- ◆ Club Rush
- ◆ Winter Wear Drive
- ◆ Donated Student Created Origami to the TriCities Retirement Home
- ◆ Election Awareness and Voter Registration Push



Winter Quarter



# Hawk Winter Read



- ◇ Free Books delivered to 90 students!
  - ◇ Daisy Jones & the Six by Taylor Jenkins Reid
  - ◇ Such a Fun Age by Kiley Reid
  - ◇ The Dutch House by Ann Patchett
  - ◇ The Family Upstairs by Lisa Jewel
- ◇ Activity:
  - ◇ Book Discussions



# Mindfulness Kit

- ◆ Included:
  - ◆ Mini Hoberman Sphere
  - ◆ Two Squishies
  - ◆ Two Tea Bags
  - ◆ A Meditation Book
  - ◆ A LEGO set
  - ◆ Reusable Bag





# Student Activities



- ◆ Best of YouTube (Weekly) - 11 Discussions
- ◆ Trivia Tuesdays – 3 Quizzes
- ◆ Movie Challenge – 4 Discussions
- ◆ Spotify Playlist (Monthly) – 3 Playlists
- ◆ Photography Contests (Monthly) - 2
- ◆ Binge-Worthy: a TV & Movie (NEW) - 2





# Winter Leadership Council



- ◇ Editor-in-Chief of Vogue and Creative Director for Conde Naste Publications: Anna Wintour
- ◇ Student Activities:
  - ◇ Badge Collecting (NEW)
  - ◇ Zoom Calls
  - ◇ Vision Board
  - ◇ Documentary: The September Issue
  - ◇ Career Readiness Workshop w/Elisa Hernandez



# Additional Highlights



- ◆ Free Minecraft accounts
- ◆ Expanded ASCBC Social Media Presence
- ◆ Club Learning Modules
- ◆ Expanded ASCBC & Library Kanopy Movie Selections (Free Service for Students)





Spring Quarter



# HUB Facelift Project in Full Swing!

- ◆ Additional Electrical Outlets being added for increased accessibility for device charging
- ◆ New Carpet and Paint
- ◆ New Furniture including several charging bars
- ◆ Additional space for the CBC food pantry
- ◆ Updated AV & Sound Equipment for events
- ◆ Installation of a Video Wall for advertising and entertainment
- ◆ Anticipated Completion = Fall Quarter

# Do-It-Yourself (DIY) Kits

Students were able to choose one of these four:

- ◇ Zen Garden
- ◇ Buddha Board
- ◇ Paint by Number Kit
- ◇ 3D Puzzle





# Arbor & Earth Day Activities

- ◆ ASCBC, the CBC Sustainability Committee, and the CBC Foundation partnered to provide a month of earth awareness activities for students. There were six online activities to choose from. Students who completed four of the six were in a drawing for a \$500 scholarship provided by the CBC Foundation. Additional prizes were provided by ASCBC.





# Earth Awareness Activities



## ◆ Activities

- ◆ #1 Take a Hike!
- ◆ #2 Children's Book Discussion on Shel Silverstein's The Giving Tree
- ◆ #3 Flash Writing & Poetry Competition
- ◆ #4 April Photography & Art Competition: Your Favorite Tree
- ◆ #5 Movie Challenge: Leave No Trace
- ◆ #6 Tree Hugger Meditation & Discussion





# Student Activities

- ◇ Best of YouTube (Weekly) - 9 Discussions
- ◇ 73 Questions (NEW) - 9 Discussions
- ◇ Trivia Tuesdays – 2 Quizzes
- ◇ Movie Challenge – 4 Discussions
- ◇ Spotify Playlist (Monthly) – 2 Playlists
- ◇ Photography Contests (Monthly) – 1 Contest
- ◇ Binge-Worthy: a TV & Movie – 1 Discussion





# Spring Leadership Council

- ◇ Mindfulness Teacher and Author: Jon Kabat-Zinn
- ◇ Each Student Received Jon Kabat-Zinn's Masterclass
- ◇ Student Activities:
  - ◇ Badge Collecting
  - ◇ Zoom calls
  - ◇ Buddah Board & Zen Garden activities
  - ◇ Documentary: The Dhamma Brothers





# Additional Highlights



- ❖ National Smile Day – Smile Day Activities
- ❖ Promotion of Self-Care Month in May
- ❖ Graduation Promotions & Reminders
- ❖ Club Surveys & Club Goodie Bag Giveaway



# Closing Remarks

## Special Thanks to...

CBC Foundation

CBC Library

Food Pantry Staff

Rec & Wellness Staff

Career Readiness Office

Marketing & Graphics

Security & Facilities

And **THANK YOU** for your  
continued support of ASCBC  
and student government!





# Closing Remarks

A Personal Note:

It has been an honor to serve as  
your student body president.  
Thank you for the support and  
encouragement.



# Exhibit E

# FY 2021 - Estimated Cash Balances - COLUMBIA BASIN COLLEGE

<b>ASSETS</b> <span style="color: red;">FY2020-2021</span>		
<b>CASH</b>		
1110	In Bank	\$ 14,564,511
1120	Undeposited	\$ -
1130	Petty	\$ 5,504
<b>Total</b>		<b>\$ 14,570,015</b>
<b>INVESTMENTS</b>		
1210	Investments(ST/LT)	\$ 22,038,295
<b>Total</b>		<b>\$ 22,038,295</b>
<b>ACCTs RECEIVABLE</b>		
1312	Current	\$ 366,237
1318	Unbilled	\$ -
1319	Other	\$ 14,961
1342	Allowance for Accts Rec	\$ (35,504)
<b>Total</b>		<b>\$ 345,694</b>
<b>INTER/INTRA GOV RECEIVABLES</b>		
1351	Due From Fed	\$ 314,849
1352	Due From Other Gov	\$ 687,434
1354	Due From Other Agency	\$ 357,731
<b>Total</b>		<b>\$ 1,360,013</b>
<b>TOTAL ASSETS</b>		<b>\$ 38,314,017</b>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
5111	Accts Payable	\$ 462,476
5124	Accrued Salaries Pay	\$ -
5150	Due To State Treasurer	\$ 1,808,465
5154	Due To Other Agency	\$ (33,196)
5158	Sales/Use Tax	\$ 17,194
5199	Accrued Liabilities	\$ -
5173	COP Current Year P&I Due	\$ (0)
<b>Total</b>		<b>\$ 2,254,939</b>
<b>TOTAL LIABILITIES</b>		<b>\$ 2,254,939</b>

Cash Balance		
(ASSETS less LIABILITIES)		<b>\$ 36,059,078</b>
<b>Dedicated Balances</b>		
1110	<a href="#">Student Supported Capital</a>	\$ 2,673,851
1110	<a href="#">3.5% - Needy Student Aid</a>	\$ 349,842
1110	<a href="#">Students S&amp;A</a>	\$ 1,463,428
1110	<a href="#">Bookstore Operating Reserves</a>	\$ 500,000
1110	<a href="#">Technology Fee</a>	\$ 1,693,110
1110	<a href="#">Parking Fees</a>	\$ 632,372
1110	<a href="#">Basic Food Employment and Training</a>	\$ 228,086
<b>Total</b>		<b>\$ 7,540,689</b>
<b>Reserves Policy - (BOT Policies on Reserves)</b>		
		Values
	<a href="#">Operating Reserve</a>	\$ 8,600,000
	<a href="#">Unplanned Capital Repair and Replacement</a>	\$ 2,000,000
	<a href="#">Real Estate Debt Fund</a>	\$ 218,361
	<a href="#">Planned Future Operations</a>	\$ 2,850,000
	<a href="#">Capital Facilities Projects</a>	\$ 9,250,000
	<a href="#">Emergencies</a>	\$ 2,000,000
<b>Total</b>		<b>\$ 24,918,361</b>
<b>Operating Reserves Balance</b>		
Existing Reserve balance less Dedicated Reserves and Emergency Reserves		<b>\$ 3,600,028</b>

# Exhibit F



# FY2021 Operating Funds Variance Report

% of Fiscal YR: 93.70%

6/8/2021

					% of Bdgt Exp	% of Rev Exp	% of Bdgt Rev
By FUND					EXP/BDGT	EXP/REV	REV/BDGT
101,123,3E0,BK1,BG1,BD1,PS0,CE1,031,071,091,DD1	000	EXP BDGT	\$29,205,989.00	<div></div>	77.20%	75.48%	102.27%
		EXP	\$22,546,203.37	<div></div>			
		REV (Alloc)	\$29,869,450.00	<div></div>			
Local Fees	148	EXP BDGT	\$2,721,541.00	<div></div>	75.49%	55.10%	137.01%
		EXP	\$2,054,562.98	<div></div>			
		REV	\$3,728,713.52	<div></div>			
Local Tuition	149	EXP BDGT	\$18,862,573.00	<div></div>	69.61%	93.00%	74.85%
		EXP	\$13,130,874.36	<div></div>			
		REV	\$14,119,200.92	<div></div>			
Contracts	146	EXP BDGT	\$1,528,464.00	<div></div>	42.45%	7.92%	535.99%
		EXP	\$648,901.34	<div></div>			
		REV	\$8,192,402.96	<div></div>			
TOTALS		EXP BDGT	\$52,318,567.00		73.36%	68.65%	106.86%
		EXP	\$38,380,542.05				
		REV BDGT	\$50,918,134.00				
		REV	\$55,909,767.40				

By OBJ, ALL FUNDS COMBINED			BDGT	EXP	EXP/BDGT	NOTES:
<b>SALARIES</b>	<b>A</b>		\$31,416,350.00	\$23,953,456.06	<b>76.25%</b>	Revenue:
<b>BENEFITS</b>	<b>B</b>		\$10,367,680.00	\$8,417,545.43	<b>81.19%</b>	<b>STATE:</b> per State Allocation #9 includes GEER Federal -Allocation amount
<b>PROFESSIONAL SERVICES CONTRACTS</b>	<b>C</b>		\$409,939.00	\$318,439.45	<b>77.68%</b>	
<b>GOODS &amp; SERVICES</b>	<b>E</b>		\$6,157,256.00	\$4,323,570.62	<b>70.22%</b>	
<b>COST OF GOODS SOLD</b>	<b>F</b>		\$0.00	\$0.00	<b>0.00%</b>	
<b>TRAVEL</b>	<b>G</b>		\$530,475.00	\$49,203.59	<b>9.28%</b>	
<b>CAPITAL OUTLAYS</b>	<b>J</b>		\$1,099,306.00	\$724,465.14	<b>65.90%</b>	
<b>SOFTWARE</b>	<b>K</b>		\$0.00	\$0.00	<b>0.00%</b>	Object Code Note:
<b>GRANTS BENEFITS &amp; CLIENT SVCS</b>	<b>N</b>		\$1,260,528.00	\$917,354.83	<b>72.78%</b>	
<b>DEBT SERVICE</b>	<b>P</b>		\$1,534,732.00	\$155,668.92	<b>10.14%</b>	<b>P</b> Debt Service payments post in June for principal and interest.
<b>INTERAGENCY REIMBURSEMENTS</b>	<b>S</b>	Revenue Bdgt	\$0.00	(\$13,384.84)	<b>0.00%</b>	
<b>INTRAAGENCY REIMBURSEMENTS</b>	<b>T</b>	Revenue Bdgt	(\$457,699.00)	(\$465,777.15)	<b>101.76%</b>	
<b>DEPRECIATION, AMORTIZATION, BAD DEBT</b>	<b>W</b>		\$0.00	\$0.00	<b>0.00%</b>	
			<b>\$52,318,567.00</b>	<b>\$38,380,542.05</b>	<b>73.36%</b>	
						Key: Spend rate less than 5% below FY %    Spend rate with in + or - 5% of FY%    Spend rate more than 5% above FY%

# Exhibit G

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

August 20, 2021  
Beers Boardroom/Zoom  
9 am. – 3 pm.

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**Agenda**

Call to Order

**\*Agenda Changes**

**\*Approval of Minutes**

June 14, 2021 Board of Trustees' Meeting

Exhibit A

**Reports**

Strategic Plan presentation

Exhibit B

College Updates – A Year in Review and the Year Ahead

Quarterly Financial Statement

Exhibit D

Unaudited Income Statement

Exhibit E

**Trustee Work Session**

Board of Trustees Annual Calendar/Work Plan

Exhibit F

Board Evaluation

Board Roles and Elections

Chair, Vice Chair, Legislative Action Committee Liaisons, Foundation Liaison

**Discussion/Action:**

Cash Reserves Target Update

Board Meetings Annual Schedule

**Executive Session**

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

**Adjournment**

**\*(Requires motion/approval)**

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



# Exhibit H

**COLUMBIA BASIN COLLEGE BOARD OF TRUSTEES**  
**ANNUAL CALENDAR/WORK PLAN FY22**  
**March 8, 2021**

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Purpose of Board Calendar/Work Plan:

- To identify strategic topics for Board discussion which relate to Board Policy outcomes, END's, and effectiveness measures, and which strengthen the College's Strategic Agenda;
- To ensure compliance with College Board Policies which require reports to, and/or action by, the Columbia Basin College (CBC) Board of Trustees; and
- To schedule discussion topics in a sequence leading to the College's Strategic Agenda, Budget adoption, and achievement of Board ENDS

To accomplish its job outputs with a governance style consistent with Board policies, the Board will follow an annual agenda which includes (a) a review of ENDS, and Board Policies annually; and (b) continually reviews its performance through attention to Board education and to enriched input and deliberation. To that end:

1. The Board's planning and calendar cycle will conclude each year on the last day of June in order that administrative budgeting can be based on the accomplishments of one fiscal year. Education, input and deliberation will be considered when structuring the series of meetings and other Board activities during the new fiscal year; and
2. The sequence derived from this process for the Board planning year is as follows:

August

CBC Board Retreat

CBC Board Self Evaluation

Board Meeting Agenda Items:

- College Updates – A Year in Review and Planning for the Year Ahead
- Unaudited Fiscal Year Income Statement
- Annual Planning Calendar
- Board Roles and Elections including Foundation and Legislative liaisons
- Discussion/Action: Cash Reserves Target Update
- Action: Board Meetings Annual Schedule

## September

### Board Meeting Agenda Items:

- Executive Limitations Monitoring Report – EL-1 – EL-3
- Cash Balance Report
- Variance Report
- ACT Legislative Action Committee Report
- ACT Diversity, Equity and Inclusion Committee Report
- First Reading - Board of Trustees Bylaws Article I - V

## October

ACCT Leadership Congress, San Diego, October 13 - 16

### Board Meeting Agenda Items:

- Mission Fulfillment Report (Spring Update)
- Cash Balance Report
- Quarterly Financial Statement
- First Reading - Board of Trustees Bylaws Article VI – X
- Action: Second Reading – Board of Trustees Bylaws Article I-V
- Discussion/Action: Select Transforming Lives nominee

## November

*Transforming Lives Nominations due to ACT – November 4, 2021*

ACT Fall Conference, Seattle, *November TBD*

### Board Meeting Agenda Items:

- Cash Balance Report
- Variance Report
- First Reading – Board Policies Executive Limitations EL-1 – EL-4
- Action: Second Reading - Board of Trustees Bylaws Article VI – X

## December

### Board Meeting Agenda Items:

- Executive Limitations Monitoring Report – EL-4 – EL-6
- Cash Balance Report
- Variance Report
- ACT Legislative Action Committee Report
- ACT Diversity, Equity and Inclusion Committee Report
- First Reading: Board Policies Executive Limitations EL-5-EL-7
- Action: Second Reading – Board Policies Executive Limitations EL-1–EL-4



## January

ACT New Trustee Orientation, TBD, Olympia

ACT Transforming Lives Award Dinner, *January 24, 2022*, Olympia

ACT Winter Legislative Conference, January TBD, Olympia

Board Meeting Agenda Items:

- Cash Balance Report
- Quarterly Financial Statement
- First Reading: Board Policies Executive Limitations EL-8-EL-10
- Action: Second Reading - Board Policies Executive Limitations EL-5-EL-7

## February

ACCT National Legislative Summit, Washington DC, TBD

*CBC Financial Audit Exit Conference (or March)*

Board Meeting Agenda Items:

- Executive Limitations Monitoring Report – EL-7 – EL-8
- Cash Balance Report
- Variance Report
- First Reading: Board Policies Governance Process GP-1-GP-4
- Action: Second Reading - Board Policies Executive Limitations EL-8-EL-10

## March

Board Meeting Agenda Items:

- Cash Balance Report
- Variance Report
- ACT Legislative Action Committee Report
- ACT Diversity, Equity and Inclusion Committee Report
- First Reading - Board Policies Governance Process GP-5-GP-8
- Discussion/Action: Consider faculty candidates for continued probationary status and tenure
- Action: Second Reading - Board Policies Governance Process GP-1-GP-4

## April

Board Meeting Agenda Items;

- Quarterly Monitoring Report (Fall update)
- Cash Balance Report
- Quarterly Financial Statement
- First Reading - Board Policies Board-Staff Linkage BLS-1-5
- Action: Second Reading - Board Policies Governance Process GP-5-GP-8

## May

ACT Spring Conference, TBD

Board Meeting Agenda Items:

- Newly Tenured Faculty Recognition
- First Consideration: Annual College Budget
- First Consideration: ASCBC Services and Activities Budget
- Cash Balance Report
- Variance Report
- First Reading – Board Policies Ends E-1-E-3
- Action: Second Reading - Board Policies Board-Staff Linkage BLS-1-5

## June

CBC Commencement, Friday, June 17, 2022

Board Meeting Agenda Items:

- Executive Limitations Monitoring Report – EL-9 – EL-10
- Cash Balance Report
- Variance Report
- ACT Legislative Action Committee Report
- ACT Diversity, Equity and Inclusion Committee Report
- Discussion: Board Meetings Annual Schedule
- Action: Final consideration of Annual College Budget
- Action: Final consideration of ASCBC Services and Activities Budget
- Action: Second Reading – Board Policies Ends E-1-E-3

## July

No regular meeting

Other items to consider adding:

President's Evaluation

# Exhibit I

# **COLUMBIA BASIN COLLEGE**

## **2021-2022 OPERATING BUDGET PROPOSAL**

### **Overview**

*The Budget is a plan for the future of how we intend to use our resources based on the information and assumptions available today.*

This plan was created as a team effort involving Budget Services, Budget Managers, and CBC's Cabinet leadership team. Each budget unit is mapped to a department and is assigned a budget owner. The allocated budget represents the anticipated needs for funding to carry out the department's goals and objectives in support of the CBC Mission. This budget plan will provide us with the ability to track and manage our fiscal year resources across multiple funding sources.

As an institution, we were able to utilize our financial resources to provide the support our students, faculty and staff needed to address the pandemic impacts. In FY22 we will be focused on transitioning back to more in-person learning and onsite support of students, faculty, and staff. Our revenue projections and enrollment assumptions are conservative, allowing us to build a budget that would be sustained and provide flexibility to do more if our actual revenue and enrollments exceed our initial projections.

### **External Factors**

*External factors are taken into consideration when developing a forecast of our future expected resources to support our daily operations.*

- State minimum wage increase affected department budget lines.
- Annual health plan employer rate expected to increase to \$11,856 per participating employee
- Tuition rate increase of 2.8% over FY21
- Running Start program rate changes
- Cost of Living Adjustments (COLA) 1.7% for 1732 eligible employees
- Reduction in state general funding allocation of the New Building Maintenance and Operations (SWL) \$372,000 (Allocation for State funded buildings rolls off after 4 years)



## Assumptions

*The expectations of events that will occur in the fiscal year. These expectations have an impact on our forecasted revenue and expenses.*

- Projected decrease of enrollments by 1.3% over FY21 based on this year's decline being largely around new students
- Projected Running Start program enrollments decreasing 3% over FY21
- Debt Service increase due to Student Recreation Center
- SBCTC will continue to provide dedicated funding for Guided Pathways, High Demand Faculty, and Nursing Faculty
- No approved COLAs for Classified and Exempt Staff

## Strategic Priority

*Institutional priority initiatives that help drive the allocation of financial resources to move the mission of our college forward.*

Columbia Basin College continues to prioritize funding to support our Case Management model of advising, completion, and retention and Guided Pathways framework implementation. In addition, we continue financial commitment in burgeoning programs that support Diversity, Equity and Inclusion efforts.

## Budget Enhancements

*Strategic investments in programs and services to support our mission and achieve our vision.*

- Institutionalization of Perkins Grant funded positions for Disability Support Services - Funds approved to cover Accessibility Specialist position, which provides comprehensive support for both CBC students and faculty.

- Partial - 25% institutionalization of two Perkins Grant funded Completion Coach Positions - Completion Coach's contribute to the Case Management Advising model initiative.
- Director of Student Retention & Completion – to provide new level of support and leadership for our completion coaches to advance our Guided Pathways efforts.
- Dental Hygiene – hire additional faculty and increase doctor hours to support an increase in student cohort from 18 to 24 students.
- Executive Diversity Equity Inclusion Leader - Full-time position that has the knowledge and expertise to help support and advance the DEI work of the institution.

## Classification of Resources

*We currently classify our resources in four major categories. This helps to manage the resources and align the source to the use appropriately.*

- Operating Budget: Funding sources include State Allocation, Tuition income (Fund 149), Fee Income (Fund 148), and Running Start contract income (Fund 146).
- State Allocation: State provided authorization to spend up to the amount allocated for our institution. This includes a combination of restricted and general operational support funding. The allocation provides permission to use the resources for the current fiscal year. Any unspent allocation line cannot be accumulated to the next year.
- Grants fund 145: Funding sources include federal, state or local grants or contract awards. These accounts have an educational mission rather than community service focus. Revenue generated from Grants are restricted to fulfill the objectives specified by the granting agency. Therefore, this revenue is not used as part of our operating budget process. However, some grant awards require institutional support contributions.
- Auxiliary fund 570: Accounts that are funded by self-sustaining activities that are related to community services. Revenue generated through these activities are used to support the expenses incurred specifically by the activities that generate the income. These expenses are not supported by our operating budget. Any excess revenue is used to support college wide strategic initiatives and other entrepreneurial projects.

- Associated Student's fund 522: This funding is managed by our ASCBC team and is used to help fund approved student activities. A budget committee will allocate funding to student organization, clubs, and groups.

## Budget Account Responsibility

*Delegated Authority of budget account responsibility:*

Our accounts are organized by the President and Vice President (VP) areas. Each VP has the ability to delegate budget responsibility to Assistant VP's, Deans, or Directors in their area to assist in the management of the approved fiscal year budgets.

Delegation of budget authority includes but not limited to:

- Management of expenses not to exceed approved budgets unless exception granted
- Review and approval of all purchases under delegated budget accounts
- Understanding of proper budget code and object code combination
- Reconciliation of delegated budget account codes
- Attend regularly scheduled training sessions
- Active participation in CBC annual budget development process

## Fiscal Year Budget Comparison FY21 to FY22

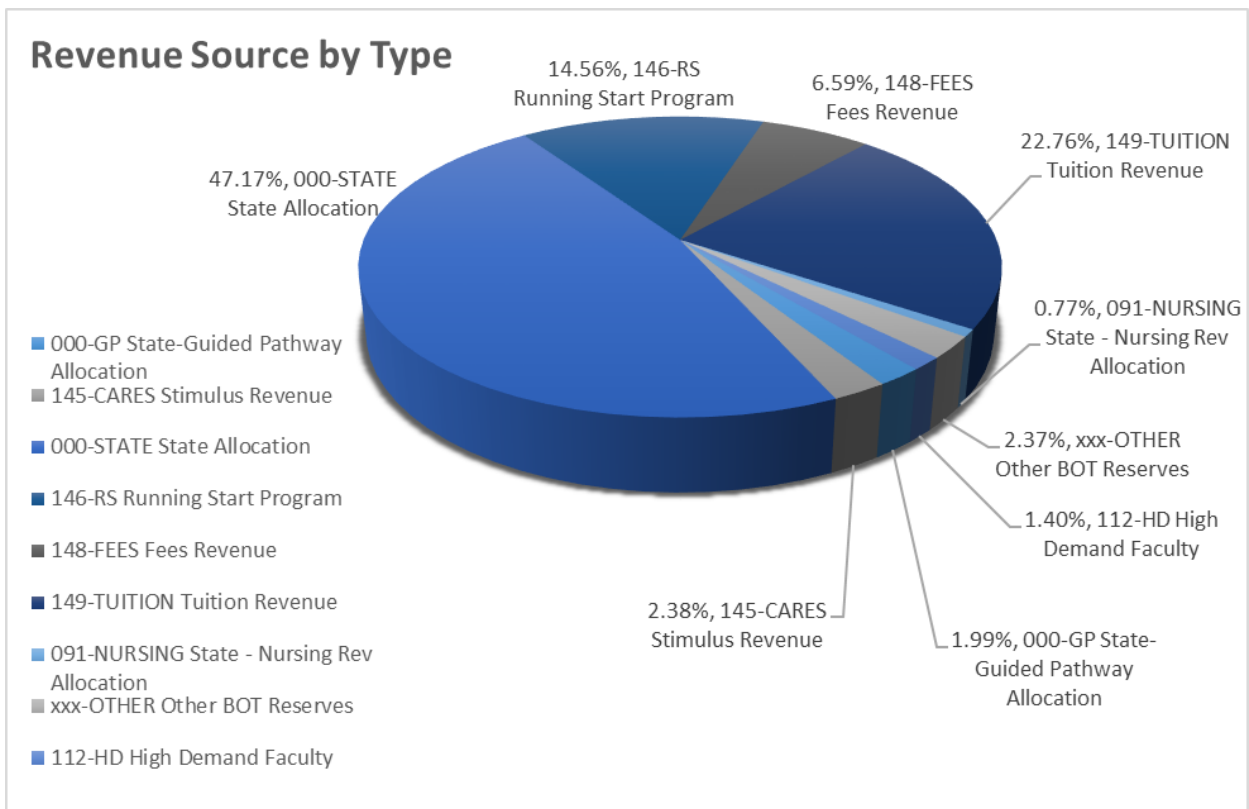
Operating Revenue Forecast				
Account	Description	FY22 Proposal	FY21 Current	Year over Year Change
000-GP	State-Guided Pathway Allocation	\$ 1,093,405	\$ 1,093,405	\$ -
145-CARES	Stimulus Revenue	\$ 1,310,000	\$ 1,920,000	\$ (610,000)
000-STATE	State Allocation	\$ 25,923,851	\$ 25,767,777	\$ 156,074
146-RS	Running Start Program	\$ 8,000,000	\$ 8,150,000	\$ (150,000)
148-FEES	Fees Revenue	\$ 3,623,065	\$ 3,700,000	\$ (76,935)
149-TUITION	Tuition Revenue	\$ 12,509,100	\$ 13,115,000	\$ (605,900)
091-NURSING	State - Nursing Rev Allocation	\$ 425,712	\$ 425,712	\$ -
xxx-OTHER	Other BOT Reserves	\$ 1,300,000	\$ 125,000	\$ 1,175,000
112-HD	High Demand Faculty	\$ 770,434	\$ 770,434	\$ -
<b>Total Operating Revenue</b>		<b>\$ 54,955,567</b>	<b>\$ 55,067,328</b>	<b>\$ (111,761)</b>

Operating Expense Forecast				
Account	Description	FY22 Proposal	FY21 Current	Year over Year Change
A:	Salaries And Wages	\$ 33,317,336	\$ 31,652,283	\$ 1,665,053
B:	Employee Benefits	\$ 11,110,809	\$ 10,513,652	\$ 597,157
C:	Professional Service Contracts	\$ 405,483	\$ 418,015	\$ (12,532)
E:	Goods And Other Services	\$ 6,535,668	\$ 6,765,249	\$ (229,581)
G:	Travel	\$ 598,181	\$ 602,307	\$ (4,126)
J:	Capital Outlays	\$ 879,214	\$ 728,224	\$ 150,990
N:	Grants, Benefits, And Client Services	\$ 858,181	\$ 858,181	\$ -
P:	Debt Service/Liability	\$ 1,708,132	\$ 1,534,732	\$ 173,400
S/T:	Interagency Reimbursements	\$ (457,699)	\$ (667,468)	\$ 209,769
<b>Total Operating Expenses</b>		<b>\$ 54,955,305</b>	<b>\$ 52,405,175</b>	<b>\$ 2,550,130</b>
<b>Net Resources</b>		<b>\$ 262</b>	<b>\$ 2,662,153</b>	



## FY22 Revenue Forecast:

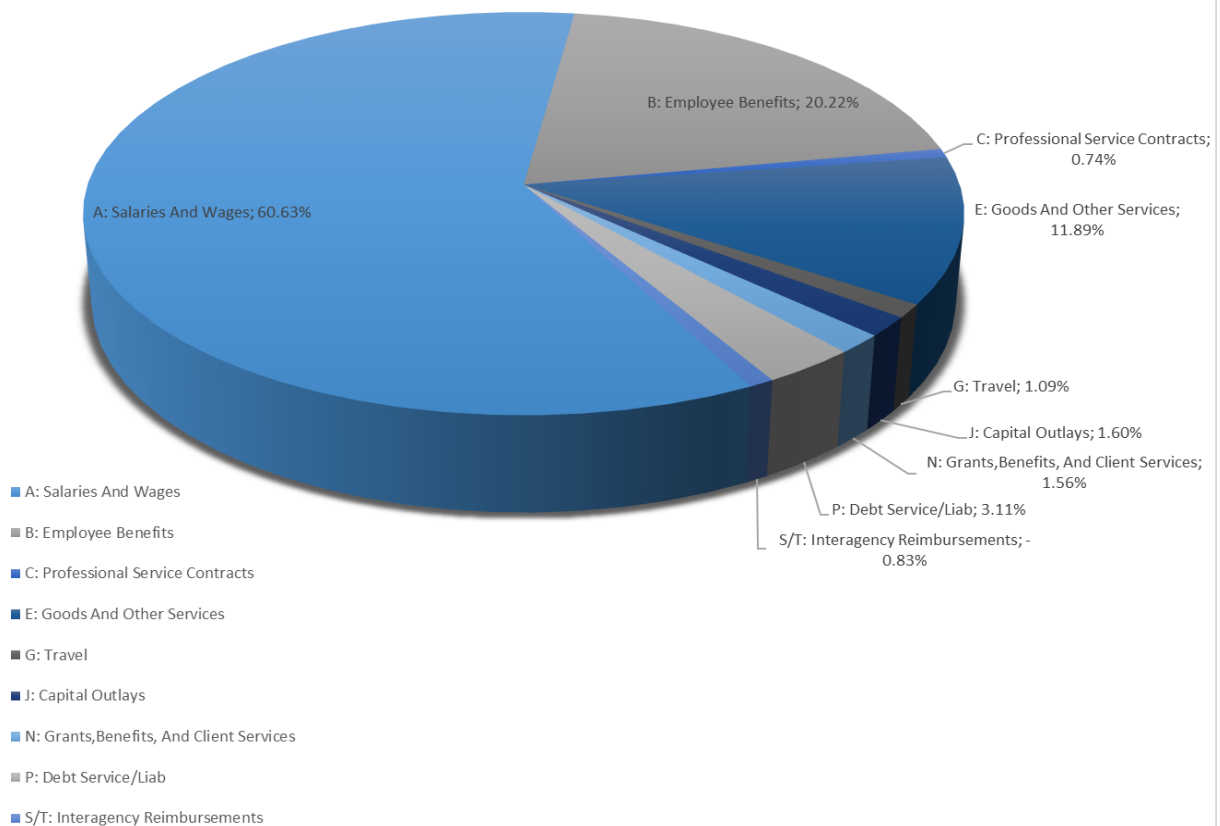
Account	Description	FY22_BOT PROPOSAL	% of Total Revenue
000-GP	State-Guided Pathway Allocation	\$1,093,405	1.99%
145-CARES	Stimulus Revenue	\$1,310,000	2.38%
000-STATE	State Allocation	\$25,923,851	47.17%
146-RS	Running Start Program	\$8,000,000	14.56%
148-FEES	Fees Revenue	\$3,623,065	6.59%
149-TUITION	Tuition Revenue	\$12,509,100	22.76%
091-NURSING	State - Nursing Rev Allocation	\$425,712	0.77%
xxx-OTHER	Other BOT Reserves	\$1,300,000	2.37%
112-HD	High Demand Faculty	\$770,434	1.40%
<b>Revenue Forecast</b>		<b>\$54,955,567</b>	<b>100%</b>



## FY22 Budget Proposal:

Object	Object Description	FY22_BUDGET BOT PROPOSAL	% of Total Budget
A:	Salaries And Wages	\$ 33,317,336.00	60.63%
B:	Employee Benefits	\$ 11,110,809.00	20.22%
C:	Professional Service Contracts	\$ 405,483.00	0.74%
E:	Goods And Other Services	\$ 6,535,668.00	11.89%
G:	Travel	\$ 598,181.00	1.09%
J:	Capital Outlays	\$ 879,214.00	1.60%
N:	Grants,Benefits, And Client Services	\$ 858,181.00	1.56%
P:	Debt Service/Liab	\$ 1,708,132.00	3.11%
S/T:	Interagency Reimbursements	\$ (457,699.00)	-0.83%
<b>TOTAL EXPENSE BUDGET</b>		<b>\$ 54,955,305.00</b>	<b>100%</b>

**Budget Expenses by Object Code**



# Exhibit J

**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 **unlawful**, unfair or undignified.

Accordingly, the President shall not:

1. Operate without 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. Discriminate against any staff member for expressing an ethical dissent.
3. **Hinder or prevent**, restrict the exercise of academic freedom.
4. Hinder **or** prevent employees from using established grievance procedures.