

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

March 8, 2021

Zoom Webinar -7:30 a.m.

Agenda

Call to Order

Pledge of Allegiance

***Agenda Changes**

***Approval of Minutes**

Exhibit A

Celebrating Excellence

NISOD Excellence Winners

Ying Yu, Senior Associate Professor Library

Kim Trinh, Assistant Professor English

Transitional Studies – Excellence in Student Service throughout the Pandemic

Kelsie Smith, Assistant Director for Transitional Studies

Senia Winston, Retention Specialist

Katie Bullock, Retention Specialist

Tracy Lonas, Program Assistant

Delia Valdez, Program Coordinator

Kathy Sinclair, Customer Service Specialist

Caitlin Schofield, Program Assistant

Linkage with Community

Remarks

By Administration

Exhibit B

President

Deans

Bill McKay, Dean for Arts & Humanities

Daphne Larios, Dean for Transitional Studies

Monica Hansen, Dean for Social Science & Education

Lane Schumacher, Associate Dean for Student Retention & Completion

CEO, Foundation

By ASCBC

Exhibit C

By Faculty Senate Chair

By AHE

By Board Members

Board Work Session

ACT Legislative Action Committee Report

ACT Diversity, Equity and Inclusion Committee Report

Reports

Cash Balance Report

Exhibit D

Variance Report

Exhibit E

Facilities Master Plan

Exhibit F

Discussion

First Reading - Board Policies Governance Process GP-5 – GP-8
Executive Limitations Monitoring Report Schedule

Exhibit G
Exhibit H

***Consent/Action**

Second Reading Board Policies Governance Process GP-1 – GP-4
Elimination of Distance Learning Course Fee and increase of
Instructional Support Fee

Exhibit I

***Discussion/Action**

Resolution 21-01, Property Acquisition
Future Board Meeting Modality

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) March 22, 2021 – Student Success Day
- 2) March 30, 2021 – April 1, 2021 - 2021 Governance Leadership Institute -
<https://www.acctgli.org/2021gli>
- 3) March 29 – April 2, 2021 – Spring Break
- 4) Through March 18, 2021 - Annual CBC Faculty Exhibition
<https://www.cbcartscenter.com/>

Exhibit A

Columbia Basin College
Board of Trustees' Meeting Minutes
February 8, 2021
Zoom Webinar – 7:30 a.m.

Board Members in attendance: Kedrich Jackson, Allyson Page, Bill Gordon, Kimberly Harper

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, Molly Mooney, Kim Tucker, Laura Burns, Leslie Irwin, Sarah Rapoza, Kristina Wildenborg, Kirk Harper & Kathy Christensen (Kadlec Regional Medical Center)

Zoom Webinar Audience

The Agenda	The Discussion	Action
Call to Order		Meeting called to order by Chair Jackson at 7:30 a.m.
Pledge of Allegiance	Chair Jackson led in the Pledge of Allegiance	
Agenda Changes	Discussion - None	Trustee Harper moved and Trustee Gordon seconded the motion to approve the agenda as written. Approved unanimously.
Approval of Minutes	January 11, 2021 Meeting Minutes Discussion - None	Trustee Allyson moved and Trustee Gordon seconded the motion to approve the minutes as written. Approved unanimously.
<u>Celebrating Excellence</u> Kim Tucker, Director for Nursing Programs Laura Burns, Senior Associate Professor of Nursing Leslie Irwin, Senior Associate Professor of Nursing Sarah Rapoza, Assistant Professor of Nursing Kristina Wildenborg, Assistant Professor of Nursing	Dr. Michael Lee introduced Kim Tucker, Director for Nursing and she shared how the nursing staff and students participated in the COVID-19 vaccine distribution in our area. Also, the Nursing program was honored as being ranked 14 th in the country.	
<u>Linkage with Community</u> Kirk Harper, Chief Operating Officer/Chief Nursing Officer Kathy Christensen, Director of Nursing	Dr. Woods introduced Mr. Harper and Ms. Christensen. Mr. Harper gave remarks on the partnership with CBC and Kadlec and how this is critical to the success of the nursing program.	
By, Administration President	Dr. Woods <u>Legislative sessions</u> for both State and Federal level are underway. SB5323 is losing steam. This is very positive news for our system.	

<p>Deans Soo Park, Assistant Dean for Instruction</p>	<p>The next revenue forecast is due March 15. Assuming that continues strong, we should be in a good position. Our main message is the continued request for local control. If a reduction to our system is warranted, every college should have the ability to decide what's best how to make that reduction.</p> <p>ACCT Legislative Summit this week. I am meeting tomorrow with Representative Newhouse. Top priorities at the federal level is the ongoing support needs for colleges during the pandemic including the requirements for a maintenance of effort requirement from the states.</p> <p><u>Strategic Plan:</u> Communications</p> <ol style="list-style-type: none"> 1. Web sites- internal and external (External: https://www.columbiabasin.edu/connect/about-cbc/our-leadership/strategic-plan.html) 2. Internal: https://intranet.columbiabasin.edu/resources/committee-resources/strategic-planning.html) 3. This will be populated now and throughout the life of the plan so check back often. During March we will have appreciative interviews, Listening sessions, and a campus climate survey. During April, the Committee will be looking through all the material and start a draft report during May and provide a draft to the Board in June. <p><u>CRSSA:</u> Still waiting on guidance from the Department of Education on how the second round of stimulus dollars can be spent. We understand it is more flexible and has to be spent by the end of 2021, but we should have the possibility of requesting a one year no-cost extension that could help backfill any continued revenue loss due to decreased enrollments or reductions from the state.</p> <p><u>Media report</u> – we continue to get an unprecedented amount of media coverage.</p> <p>Ms. Park shared the three goals which include a new program development including bachelor of applied science degrees, curriculum committee co-chair, and Perkins grant management. Corresponding to these primary roles.</p> <p>As of this academic year, we offer 8 BAS degrees. Among 28 Washington community and technical colleges that offer BAS degrees, we have third highest number of BAS programs (after Bellevue and Lake WA) (141 graduates in 2020, 838 graduates since 2011). We have the BAS steering committee consisted of deans, faculty, completion coaches, and admin staff related to BAS program operation. The consistent rigor will be the topic for the next few upcoming meeting.</p> <p>Perkins funds support career and technical education that prepare students both for further education and the careers of their choice. The funds help ensure career and technical programs are challenging / and current / to meet the needs of today's business and industry.</p>	
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<p>Keri Lobdell, Associate Dean for Library & Instruction</p>	<p>To better identify the areas of needs and to spend the funds according to the needs, we plan to collect new data set from our stakeholders. We are currently designing focus groups for our students, graduates, and local high school teachers, surveys for graduating students and advisory committees, and building linkage between our program data and government's labor market data.</p> <p>In 2019-20 academic year, we adopted new guidelines and forms to better streamline the process. It is our second year using the guidelines and it has been so far so good. As in any living document, however, there is always room for improvement.</p> <p><u>Strategic goals :</u> Take all the good and innovative ideas from this past year and use them to continue to be innovative and adaptable in intentional and strategic ways that focus on student success outcomes of retention, completion and goal attainment.</p> <p><u>Tactical goals:</u> Team development and cross collaborations, develop some common goals and strategies in addition to individual dept. Faculty development that is intentional, strategic and student success and equity focused Continue to onboard and develop the three 3 new Directors (DSS/TLCE/ASC) Look at technology we can use to support faculty and instructional services as we move into 2021-2022 keeping hybrid options in services in mind. Use data informed practices that are proactive and research based.</p>	
<p>Jesus Mota, Dean for Career & Technical Education</p>	<p>The School of Career and Technical Education departments are automotive, welding, manufacturing, nuclear technology, and apprenticeships.</p> <p>Nuclear technology has three options:</p> <ul style="list-style-type: none"> • Instrumentation and control • Non-licensed operator • Radiation protection technician <p>The radiation protection technician option leads into the BAS in health physics.</p> <p>We have received a funding recommendation for a Nuclear Regulatory Commission two-year grant that will provide \$150,000 for scholarships for nuclear technology students.</p> <p>We have a National Science Foundation grant which will provide a manufacturing summer camp in partnership with Tri-Tech.</p>	
<p>By, CEO, Foundation</p>	<p>Erin Fishburn Over 500 scholarship applications have been started with about half currently complete. We are meeting with specific departments where money is available attending some of the virtual open houses with outreach to continue to promote. We anticipate around</p>	

Limitations EL-8 -EL-10		
Public Comments	No Comment	Trustee Page moved and Trustee Harper seconded the motion to approve the Board Policies Executive Limitations EL-8 -EL-10 as written. Approved unanimously.
Executive Session Convene: 8:37 a.m. Reconvene: 9:11 a.m.	RCW 42.30.110(1)(b): To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.	
Adjournment: 9:11 a.m.	Next Board of Trustees' Meeting Zoom Webinar March 8, 2021 – 7:30 a.m.	

Kedrich Jackson, Chair

Exhibit B

CBC in the News



February 2021

[KNDU-TV: United Way of Benton Franklin Counties Offering Helpful Resources Amid Pandemic](#)

[KNDU-TV: Tri-Cities Community Virtual Healthcare Career Fair](#)

[KNDU-TV: Free Tuition? CBC Running Start Info Nights Explain How](#)

[KNDU-TV: Local Organizations Partner with CBC and WSU Tri-Cities to Connect Students with Internships](#)

[KNDU-TV: Gesa Announces New Co-Branded Debit Card to Raise Funds for the CBC Foundation](#)

[KVEW-TV: CBC's Dental Hygiene Clinic Provides Low Cost Services for the Community](#)

[KEPR-TV: New CBC Student Recreation Facility in the Works](#)

[KEPR-TV: CBC and YVC Offering Virtual Help for Students in Need](#)

[KEPR-TV: CBC Leaders Look Forward to Getting College Life Back to Normal](#)

[KEPR on Facebook: New CBC Recreation Facility Under Construction](#)

[Fox41: Gesa Announces New CBC Co-Branded Debit Card](#)

[Tri-City Herald Editorial: COVID has derailed college dreams. Lawmakers must protect our economic future](#)

[Tri-City Herald Sports Brief \(CBC Soccer Signing\)](#)

[Tri-City Herald: WA budget cuts threaten Tri-Cities college students most affected by COVID pandemic](#)

[The Lewiston Tribune \(Idaho\): Lawmakers Must Get Pandemic-Derailed Dreams Back on Track](#)

[Lake County Leader \(Montana\): Maiden' Jackson Headed to Columbia Basin College](#)

[610 KONA Newstalk Radio: CBC's Jay Frank Speaks with Sarah Rapoza, Nursing Instructor, About Her Recent Research](#)

[610 KONA Newstalk Radio: CBC's Jay Frank Updates on an Ag Donation, New Construction, and Running Start Info Nights](#)

[KUNW Univision: "Orgullo Comunitario" Student Spotlight on CBC's Emmanuel Valdes \(Broadcast 2/3\)](#)

[KUNW Univision: "Orgullo Comunitario" Student Spotlight on CBC's Vianney Jimenez \(Broadcast 2/17\)](#)



Exhibit C



ASCBC Board of Trustees Newsletter

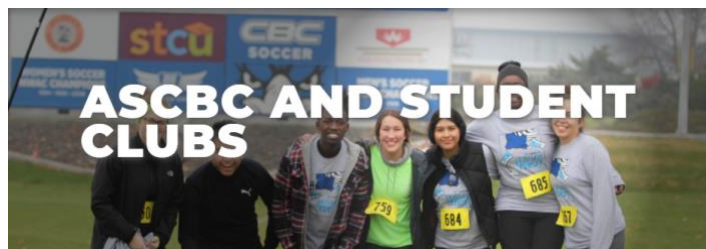
Our New Student Leader



ASCBC is pleased to announce our new ASCBC Secretary, Renee Williams. Renee is a first-year student here at CBC, who is majoring in Psychology. She hopes to continue her education at WSU Tri-Cities and finish with an occupational therapy degree. In her spare time, she loves to fish and be in the outdoors. ASCBC is ecstatic to have her join the team!

Renee will be the student representative on the campus sustainability committee. She will assist in increasing our ASCBC social media presence, and she will be taking notes at all of our student government meetings – which are still happening on Zoom.

Club Council Info



In our continuous efforts to build open communication with clubs, ASCBC has continued to hold monthly Club Council meetings and offer optional trainings to clubs through Club Council Canvas. The monthly meetings consist of ASCBC updates, club updates, and providing

information to clubs. The optional monthly club trainings focus on our Club Council learning outcomes. Every month the training will highlight one of them. They are:

1. Shared Group Action which includes coordinating successful events, motivating student members, and accomplishing this within ASCBC guidelines.
2. Formal Representation which includes publicly sharing club information with transparency, accuracy, and with the endeavor of expanding club leader participation across the college.
3. Advancement of the College's and ASCBC's missions which includes increasing student learning and engagement opportunities with the mission and values of both institutions.

Continuing Activities + What's Coming in Spring!



ASCBC has continued our regular activities of Spotify playlists, movie review challenges, mindfulness exercises, discussion boards, and photography challenges. These activities are offered to all CBC students via ASCBC Canvas. All these activities also offer incentives to students who participate, such as gift cards or prizes mailed to their residences from Amazon. Activities such as these will continue next quarter, and we will have a spring quarter give-away. Our giveaway will include 3D Puzzles, Paint by Number Kits, Buddha Boards, or a Zen Garden Kits. Students will be able to stop by the Pasco campus to pick up an item of their choice during the second week of spring quarter.

Exhibit D

FY 2020 - Estimated Cash Balances - COLUMBIA BASIN COLLEGE

ASSETS FY2020-2021			
CASH			
1110	In Bank	\$	13,856,103
1120	Undeposited	\$	-
1130	Petty	\$	5,504
Total		\$	13,861,607
INVESTMENTS			
1210	Investments(ST/LT)	\$	19,271,545
Total		\$	19,271,545
ACCTs RECEIVABLE			
1312	Current	\$	182,900
1318	Unbilled	\$	-
1319	Other	\$	15,555
1342	Allowance for Accts Rec	\$	(35,504)
Total		\$	162,951
INTER/INTRA GOV RECEIVABLES			
1351	Due From Fed	\$	844,835
1352	Due From Other Gov	\$	1,612,799
1354	Due From Other Agency	\$	252,124
Total		\$	2,709,758
TOTAL ASSETS		\$	36,005,862
LIABILITIES			
CURRENT			
5111	Accts Payable	\$	1,178,569
5124	Accrued Salaries Pay	\$	-
5150	Due To State Treasurer	\$	922,103
5154	Due To Other Agency	\$	39,235
5158	Sales/Use Tax	\$	11,272
5199	Accrued Liabilities	\$	-
5173	COP Current Year P&I Due	\$	1,163,868
Total		\$	3,315,047
TOTAL LIABILITIES		\$	3,315,047

Cash Balance			
(ASSETS less LIABILITIES)		\$	32,690,814
Dedicated Balances			
1110	Student Supported Capital	\$	3,183,451
1110	3.5% - Needy Student Aid	\$	386,003
1110	Students S&A	\$	1,001,683
1110	Bookstore Operating Reserves	\$	500,000
1110	Technology Fee	\$	1,331,195
1110	Parking Fees	\$	589,673
1110	Basic Food Employment and Training	\$	220,983
Total		\$	7,212,987
Reserves Policy - (BOT Policies on Reserves)			
		Values	
	Operating Reserve	\$	8,600,000
	Unplanned Capital Repair and Replacement	\$	2,000,000
	Real Estate Debt Fund	\$	218,361
	Planned Future Operations	\$	2,850,000
	Capital Facilities Projects	\$	9,250,000
	Emergencies	\$	2,000,000
Total		\$	24,918,361
Operating Reserves Balance			
Existing Reserve balance less Dedicated Reserves and Emergency Reserves		\$	559,466

Exhibit E

FY2021 Operating Funds Variance Report

% of Fiscal YR: 66.58%

3/1/2021

					% of Bdgt Exp	% of Rev Exp	% of Bdgt Rev
By FUND					EXP/BDGT	EXP/REV	REV/BDGT
*State Allocation 101,123,3E0,BK1,BG1,BD1,PS0,CE1,031,071,091,DD1	000	EXP BDGT	\$29,104,101.00	<div></div>	52.94%	51.58%	102.63%
		EXP	\$15,407,302.33	<div></div>			
		REV (Alloc)	\$29,869,450.00	<div></div>			
Local Fees	148	EXP BDGT	\$2,609,223.00	<div></div>	45.28%	42.46%	106.66%
		EXP	\$1,181,569.82	<div></div>			
		REV	\$2,783,091.54	<div></div>			
Local Tuition	149	EXP BDGT	\$18,862,573.00	<div></div>	53.92%	96.81%	55.69%
		EXP	\$10,170,114.01	<div></div>			
		REV	\$10,505,010.55	<div></div>			
Contracts	146	EXP BDGT	\$1,528,464.00	<div></div>	29.77%	8.16%	364.87%
		EXP	\$454,963.34	<div></div>			
		REV	\$5,576,912.12	<div></div>			
TOTALS		EXP BDGT	\$52,104,361.00		52.23%	55.84%	93.53%
		EXP	\$27,213,949.50				
		REV BDGT	\$50,918,134.00				
		REV	\$48,734,464.21				

By OBJ, ALL FUNDS COMBINED			BDGT	EXP	EXP/BDGT	NOTES:						
SALARIES	A		\$31,272,739.00	\$17,440,654.36	55.77%	Revenue:						
BENEFITS	B		\$10,320,874.00	\$6,237,750.57	60.44%	STATE:						
PROFESSIONAL SERVICES CONTRACTS	C		\$404,883.00	\$180,621.56	44.61%							
GOODS & SERVICES	E		\$6,659,407.00	\$2,841,051.91	42.66%							
COST OF GOODS SOLD	F		\$0.00	\$0.00	0.00%							
TRAVEL	G		\$579,827.00	\$16,153.65	2.79%							
CAPITAL OUTLAYS	J		\$931,417.00	\$206,135.04	22.13%							
SOFTWARE	K		\$0.00	\$0.00	0.00%							
GRANTS BENEFITS & CLIENT SVCS	N		\$858,181.00	\$487,466.97	56.80%							
DEBT SERVICE	P		\$1,534,732.00	\$155,668.92	10.14%							
INTERAGENCY REIMBURSEMENTS	S	Revenue Bdgt	\$0.00	(\$13,384.84)	0.00%							
INTRAAGENCY REIMBURSEMENTS	T	Revenue Bdgt	(\$457,699.00)	(\$338,168.64)	73.88%							
DEPRECIATION, AMORTIZATION, BAD DEBT	W		\$0.00	\$0.00	0.00%							
			\$52,104,361.00	\$27,213,949.50	52.23%							

Key: Spend rate less than 5% below FY % Spend rate with in + or - 5% of FY% Spend rate more than 5% above FY%

Exhibit F

CBC Master Plan 2017 Update



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ACKNOWLEDGEMENTS

BOARD OF TRUSTEES

- Sherry Armijo
- Bill Gordon
- Kedrich Jackson, Chair
- David L. Mitchell, Vice Chair
- Allyson M. Page

ADMINISTRATION

- Dr. Rebekah Woods, CBC President
- Tyrone Brooks, Vice President for Administrative Services
- Brian Dexter, Assistant Vice President for Administrative Operations
- Chuck Schmidt, Plant Operations Director
- Mike Goodwin, Assistant Director for Capital Projects and Space Planning
- Brady Brookes, Executive Assistant for VP of Administrative Services
- Erica Jesberger, Executive Assistant for Administrative Services

WASHINGTON STATE DEPARTMENT OF ENTERPRISES

- Dave Hickman, Project Manager

RGU ARCHITECTURE & PLANNING

- Robert Uhrich
- Rick Giberson
- Lauri Uhrich
- Macy Griffiths

Overview

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2017 -UPDATE OVERVIEW



Purpose

A master plan is a starting point from which meaningful exchanges of ideas can emerge. It is intended to provide the College with a foundation for making informed decisions on the growth and development of the campus environment. A master plan must be periodically revisited and questioned to remain effective.

In 2015, the College developed a new Strategic Plan that consists of the following five primary strategic goals:

1. CBC will be a national leader in student retention and completion, achieving outcomes comparable to state baccalaureate institutions
2. CBC will be a national leader in innovative student learning approaches and outcomes
3. CBC Professional/Technical Education students will be highly employable and highly effective once hired
4. CBC will be a national leader in transitioning students from pre-college to college-levels in Math and English
5. CBC will be a state leader in providing campus facilities and technologies that meet the needs of students and the community through state-of-the-art, energy-efficient, and green technologies that reduce our carbon footprint by 50 percent and set the path for energy independence within 15 years

These goals provide insight and guidance into the needs of the built environment. The importance of connectivity, partnership, and student learning outcomes has increased since the implementation of the 2012 facility master plan. Spheres of influence are becoming integral to long-term planning. Providing flexible, adaptable space for the integration and engagement of K-12, higher education, and industry is essential to providing the service district with educational opportunities that will increase student success and provide meaningful lifelong career opportunities.

Additionally, CBC is progressively expanding its baccalaureate programs. Currently, the College offers a Bachelor of Science in Nursing (BSN) and Bachelor of Applied Science (BAS) degrees in Applied Management Agriculture, Applied Management Healthcare Administration, Cyber Security, Dental Hygiene, Information Technology, and Project Management. Moreover, the College is actively developing a 4-year K-12 Teaching Certification.

Space must be able to provide studio and support space for more specialized and in-depth curriculum. For the last ten years, the College has moved towards offering more of a non-commuter campus environment. In 2017, a new residence hall was purchased within walking distance. Additionally, the College is actively planning for the development of a new Student Recreation Center.

Many components of the 2012 CBC Facility Master Plan remain valid. This update focuses on only the components and the items that are in need of updating due to changes in administration and the new strategic vision.

The 2012 CBC Facility Master Plan includes the following components:

- Component 1:** Overview
- Component 2:** Environmental Scan
- Component 3:** Space Utilization
- Component 4:** Current Conditions
- Component 5:** Design Standards
- Component 6:** Recommendations
- Component 7:** Immediate Needs

The 2017 CBC Facility Master Plan Update contains revisions to the following components and elements:

Component 1: Overview- Goals, Objectives, and Capital deliverables updated

Component 2: Environmental Scan- Focus group findings

Component 3: Space Utilization- Updated to reflect Winter 2018 space utilization

Component 4: Current Conditions- Infrastructure updated to reflect immediate needs

Component 5: Design Standards- Classroom and office design standards updated

Component 6: Recommendations- This section contains updates to the following:

- Project Priorities
- Capital Project Square Footage and Price Matrix
- Project Descriptions
- Capital Project Phases- Pasco
- Pedestrian Circulation- Pasco
- Vehicular Circulation- Pasco
- Gateways- Pasco
- Parking Plan- Pasco
- Richland Campus- Existing Campus Conditions
- Richland Campus- Proposed Campus Master Plan
- Spheres of Influence - A “Spheres of Influence” map has been added for both the Pasco and Richland campus to assist in visualizing and planning for the future sprawl and engagement/connectivity of the College with the surrounding community. Developing smart growth strategies is essential to accommodate future growth.
- Airport Overlay Zoning

Component 7: Immediate Needs- Updated project floor plans and renderings

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GOALS & OBJECTIVES



For over 50 years Columbia Basin College has been committed to providing meaningful educational and retraining opportunities to the citizens of Benton and Franklin Counties. The following Facility Master Plan goals are based on CBC’s Mission Statement and End States. Goals and objectives were developed through a series of master plan committee meetings, facility condition assessments, quantitative and qualitative surveys, and individual interviews.

The College’s Mission statement states:

“CBC upholds an environment of diversity, fairness, equity, and sustainability, providing opportunities for the people of Benton and Franklin counties to succeed in their pursuit of higher educational achievement, meaningful employment, and basic skills development, while promoting cultural enrichment and well-being for its community.”

CBC is a comprehensive Community College that provides quality education and effective job preparation. CBC has a powerful impact on every segment of the community through the end states listed below:

End States

Access - CBC exists to provide people of the service district with access to educational programs.

Academic - CBC exists to enable students to complete requirements that would allow them to obtain academic degrees, transfer to upper division colleges and universities, and pursue lifelong learning and enrichment.

Occupational Programs/Workforce Development - CBC exists to enable students to complete requirements that would allow them to earn degrees/certificates to assist them to gain employment and pursue life-long learning opportunities.

Basic Skills - CBC exists to enable students to prepare for success in college-level skills courses.

Cultural Enrichment - CBC will provide the College and the community with diverse and multi-culturally rich programs and events designed to improve our quality of life, offer life-long learning opportunities, and enhance educational programs.

Well-Being - CBC will contribute to the physical and emotional well-being of its students and the community.

GOAL #1

Provide a safe, secure, accessible, and easily understood campus

The campus should provide a safe and secure place for students, faculty, staff, and visitors to work, learn, and play, and maximize security for College facilities and College property.

Visitors, students, and employees should be able to navigate the campus easily. Campus facilities, information systems, and directions should be efficient and effective in leading and directing campus users.

Objectives:

- Central security alarm
- Reader boards in all buildings
- Retrofit all doors to have security thumb locks
- Provide more than one exit from each room – such as operable windows
- Improve interior and exterior lighting
- Provide emergency phones in each building and parking lot
- Identify and improve classroom escape routes
- Provide more surveillance cameras
- Alarm system upgrades
- Improve wayfinding
- Provide electronic stations that provide directions
- Provide perimeter signage

Major Capital Deliverables:

Many of these objectives will be met through minor works projects. All new facilities will take these objectives into consideration throughout design and development.

GOAL #2

Create student-centered, flexible, and adaptable environments that enhance instruction and learning

The campus should be a place recognized for its higher education and cultural contributions. Facilities should be designed to be as flexible as possible so they can easily adapt to uses currently unknown.

Interior and exterior environments should provide comfortable spaces for students, staff, faculty, and the surrounding community to formally and informally gather. Environments must be designed to remove barriers and improve accessibility to instructors, staff, faculty, fellow students, adjacent programs, services, technology, and other resources.

Objectives:

- Move toward 24/7 access
- Upgrade power supply and accessibility
- Provide more informal learning areas for small, large, and individual study
- Provide comfortable, informal learning areas with access to all resources (food, instructors, technology, peers)
- Increase flexibility of current and future space
- Improve technology and classroom layout
- Improve learning environment acoustics

Major Capital Deliverables:

- Center for Art and Innovation
- Student Recreation Center
- Agricultural STEM Center
- Library

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GOALS & OBJECTIVES



GOAL #3

Increase partnerships and funding

Connectivity to the surrounding community and business/industry district is crucial to forming long-term partnerships. The campus must provide progressive educational training, cultural arts, entrepreneurial experiences, and opportunities. The campus should grab the community's attention and draw them in. Facilities and grounds should be visually engaging and provide positive experiences for business, industry, and the public-at-large.

Objectives:

- Create space to increase community and business engagement on campus
- Provide space to accommodate industry/business training
- Collaborate with all levels of education. Move towards sharing of resources
- Look for private funding opportunities for future campus capital improvements
- Provide alumni space
- Provide program partnership space
- Design short-term industry-specific training opportunities

Major Capital Deliverables:

- Center for Art and Innovation
- Student Recreation Center
- Agricultural STEM Center
- Library



GOAL #4

Align with and support CBC's Strategic Plan

Meeting the spatial needs of the Strategic Plan will frame the College's future. Careful attention will be placed on the following:

1. Understanding the college's mission, vision, values, and goals
2. Analyzing the current environment and trends surrounding the College
3. Planning for and meeting the long-term facility needs of the campus
4. Acting as planned
5. Evaluating and implementing feedback into the next plan to provide continuous improvement

Objectives:

- Align all future capital projects with CBC's Strategic Plan

Major Capital Deliverables:

- Center for Art and Innovation
- Student Recreation Center
- Agricultural STEM Center
- Library

GOAL #5

Incorporate sustainability through an economic, environmental, and social approach

The College strives to provide a campus that meets the needs of the present without compromising the ability of future generations to meet their own needs.

Objectives:

- **Economic**
 1. Incorporate sustainability measures that balance capital cost and long-term environmental benefit
 2. Consider operations and maintenance when determining sustainability features
 3. Utilize life-cycle cost analysis tools for environmentally focused building upgrades
- **Environmental**
 1. Increase solar (PV and hot water generation) presence on campus
 2. Encourage public transportation and bicycle use
 3. Reduce>reuse>recycle
- **Social**
 1. Demonstration and promotion of environmental sustainability features
 2. Consider impacts on students, staff, and community
 3. Support the ability of future generations to maintain a healthy campus and community

Major Capital Deliverables:

- Center for Art and Innovation
- Student Recreation Center
- Agricultural STEM Center
- Library

Environmental Scan

columbia basin college

ENVIRONMENTAL SCAN - 2017 FOCUS GROUP FINDINGS

WHAT STUDENTS LIKE ABOUT CBC

1. The SWL Building - All the daylight and seating
2. The B Building - Quiet study space
3. The Planetarium - Students would like to see more events

STUDENT SUGGESTIONS FOR IMPROVING CAMPUS:

- The flower beds near the A Building - they would like to see more areas like this across campus
- The Outdoor Amphitheater - students would like to see more events
- The exterior learning areas - more benches and places to study outside in small groups of 4 to 6
- The quality of instructors - informative lectures
- The HUB - gives students a sense of belonging, a place to be social. Students state it gives them a reason to spend more time on campus
- The college experience - students like to be on campus with others. Students are not interested in full online learning opportunities
- Water feature in Thornton Center
- Free Wi-Fi on the bus

STUDENT SUGGESTIONS FOR IMPROVING CAMPUS (CONT.)

- More parking
- Shuttle service between parking lots
- HUB Parking Lot improvements - students feel that it is unsafe
- More exterior water features
- More trees for shading on campus
- More outdoor classes - such as art classes
- More couches and places for small groups to gather across campus
- More defined connectivity between buildings
- Library entrance should be improved
- More lighting at night around the P Building
- The elevator in the P Building should be improved
- Improve the P Building restroom
- More art projects should be on display. Students like to see creative thinking
- Improve A Building and entrance to L Building
- A Recreation Center

STUDENT SUGGESTIONS FOR IMPROVING CAMPUS (CONT.)

- A place for meditation and yoga
- Outdoor rental equipment - snowshoes, backpacks, tents, and fishing poles
- A rock wall
- Locker Room improvements with private showers
- A lap pool
- More outdoor clubs - more opportunities to get involved
- An outdoor volleyball court
- More spectator sports (similar to high school)
- A real cafeteria
- An indoor track
- More equipment in the Fitness Center
- Classes with more collaboration
- Open up the activity room in the HUB - more visibility. People don't realize it's there
- Richland campus needs a coffee bar and a tutoring center

STUDENT SUGGESTIONS FOR IMPROVING CAMPUS (CONT.)

- Create more gender neutral restrooms
- Easy access to knowledgeable advisors who know who they are and about their career aspirations
- More Career Fairs and opportunities to meet with future employers
- Real world experience - more internship opportunities. More class time with professionals
- More space for Clubs to gather
- More intramural sport opportunities
- An innovation lab - a place where it is okay to get messy
- An outdoor walking/jogging circuit
- HUB expansion and improvements
- Better transit - although bus passes are free, many students do not use. It takes 1.5 hours to ride from North Richland to CBC; distance is about 17 miles
- Classrooms should have doors on side or in the back (access interrupts learning)



columbia basin college

ENVIRONMENTAL SCAN - 2017 FOCUS GROUP FINDINGS



INSTRUCTOR & DEAN INPUT

- We need informal spaces for meeting and socialization
- Students need guided pathways - more assistance to where they need to go
- We need to connect education to work so that transfers to employment are successful
- Quit siloing programs and create integration between programs
- Students need pride
- The economic challenges students face are difficult to overcome
- We need students to see themselves in a different way
- We need to create an environment that is welcoming and makes students feel as if they belong
- Wayfinding needs improvement - the campus needs to be easy to navigate. Often visitors don't know where to go
- The concept of a Library is changing
- We need to train students to be successful
- We need to realize that how humans interact with space is critical



INSTRUCTOR & DEAN INPUT (CONT.)

- Google Maps indicates the A building - we need to get this changed to the H building
- Students need access to health and wellness. They need to be well rounded
- We need outdoor space - space for relaxation
- Students need small personal space to reflect
- We need pathways to retain students – stackable credentials, better transitions
- We need a Health Center that can be staffed with a nurse practitioner. Create a contractional clinic that can provide flu vaccines and general wellness
- Create coffee nooks - students don't want to walk clear across campus for food and drinks
- Campus needs to be walkable
- The centralized welcoming center needs to be staffed during busy times
- Need collaborative space for projects
- Use modular furniture - create open space
- Classrooms need to be larger and flexible
- There is no back-up generator on campus



INSTRUCTOR & DEAN INPUT (CONT.)

- Need access to maker space, coffee, 3-D printers, space, infrastructure, tools
- Create a dedicated student gallery
- The HUB is too broken up – three levels with downstairs having heavy traffic
- There is no place on campus to schedule large groups of 40 to 60
- Currently no room for intramural
- No space to support residential hall
- Need to create center that engages students and keeps them on campus
- Modern library provides information, academic assistance, e-learning testing center, tutoring centers, math lab, software assistance, technology assistance
- Businesses need access to skill training that is representative of what they need
- Parents need a safe, dependable place for their Running Start students



INSTRUCTOR & DEAN INPUT (CONT.)

- Outdoor Theater draws up to 250 people
- PNNL hosted an event on campus that was called "Pink Elephant Capture the Flag" – it was a cyber security competition
- We need space for team-taught learning communities to develop
- We need space for programs to collaborate that normally do not have much ostensibly to do with one another, such as Physics and Music Theory
- Increase dual-credit courses
- Align coursework to stackable credentials – identify opportunities
- There are innovations in marketing, design making, computer science, engineering technology.
- Pedestrian traffic is poor- Winter access is almost impossible
- We should master plan landscaping – exterior landscaping has an impact on operational costs and student comfort. Sculpture components should be included throughout campus
- We need a community garden
- We need picnic areas for students to sit

Space Utilization

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SPACE UTILIZATION - 2017 CLASSROOM UPDATE

BLDG	CLSRM	SF	ROOM TYPE	WEEKLY ROOM HRS	UTILIZATION 30HRS	HIGH COUNT	#STUDENTS PER WEEK	CAPACITY UTILIZATION	SPACE UTILIZATION	WEEKLY STUDENT COUNT HRS
A	A122	734	A1	33	110%	30	109	81%	89%	931
A	A126	1312	A1	29	97%	40	118	41%	40%	441
A	A329	902	A1	28	93%	35	179	87%	81%	716
A	A330	806	A1	26	87%	30	154	87%	75%	664
A	A331	905	A1	34	113%	30	206	86%	97%	878
A	A332	804	A1	27	91%	30	181	94%	86%	706
A	A333	908	A1	20	68%	35	137	94%	63%	556
A	A334	804	A1	22	73%	27	124	91%	67%	540
A	A123	538	A1	0	0%		0	0%	0%	0
A	A212	696	A2	25	125%	30	151	72%	90%	533
TOTALS		7713		220	81%	32.125	1208	73%	67%	5965
BLDG	CLSRM	SF	ROOM TYPE	WEEKLY ROOM HRS	UTILIZATION 30HRS	HIGH COUNT	#STUDENTS PER WEEK	CAPACITY UTILIZATION	SPACE UTILIZATION	WEEKLY STUDENT COUNT HRS
B	B111	993	A1	33	109%	40	204	74%	81%	826
B	B112	993	A1	20	67%	30	148	88%	59%	514
B	B113	993	A1	16	53%	30	118	97%	52%	472
B	B114	995	A1	18	60%	30	135	97%	58%	500
B	B116	993	A1	4	15%	30	33	94%	14%	143
TOTALS		4967		91	61%	32	638	90%	53%	2455
BLDG	CLSRM	SF	ROOM TYPE	WEEKLY ROOM HRS	UTILIZATION 30HRS	HIGH COUNT	#STUDENTS PER WEEK	CAPACITY UTILIZATION	SPACE UTILIZATION	WEEKLY STUDENT COUNT HRS
CTE	117E	978	A1	57	191%	25	123	79%	151%	694
CTE	119E	965	A1	48	158%	25	192	93%	148%	1658
CTE	120E	965	A1	32	107%	25	107	84%	89%	1180
CTE	122E	978	A1	24	80%	18	31	172%	138%	744
CTE	123E	978	A1	24	80%	18	39	217%	173%	936
CTE	201D	965	A1	46	154%	25	54	60%	93%	511
CTE	205D	978	A1	11	37%	25	43	96%	35%	228
CTE	207D	965	A1	42	141%	24	63	76%	107%	445
CTE	208D	965	A1	13	43%	24	39	99%	43%	247
CTE	210D	978	A1	20	67%	25	90	73%	48%	294
TOTALS		9715		317	106%	23.4	781	105%	103%	6936
BLDG	CLSRM	SF	ROOM TYPE	WEEKLY ROOM HRS	UTILIZATION 30HRS	HIGH COUNT	#STUDENTS PER WEEK	CAPACITY UTILIZATION	SPACE UTILIZATION	WEEKLY STUDENT COUNT HRS
D	D113	817	A1	4	13%	30	107	96%	13%	428
D	D114	817	A1	4	13%	40	38	95%	13%	152
TOTALS		1634		8	13%	35	145	95%	13%	580

BLDG	CLSRM	SF	ROOM TYPE	WEEKLY ROOM HRS	UTILIZATION 30HRS	HIGH COUNT	#STUDENTS PER WEEK	CAPACITY UTILIZATION	SPACE UTILIZATION	WEEKLY STUDENT COUNT HRS
G	G101	791	A1	1	3%	30	5	17%	1%	5
G	G103	622	A1	14	47%	30	119	86%	40%	282
G	G103G	692	A1	9	30%	30	38	46%	14%	111
TOTALS		2105		24	27%	30	162	49%	18%	398
BLDG	CLSRM	SF	ROOM TYPE	WEEKLY ROOM HRS	UTILIZATION 30HRS	HIGH COUNT	#STUDENTS PER WEEK	CAPACITY UTILIZATION	SPACE UTILIZATION	WEEKLY STUDENT COUNT HRS
HSC	141	962	A1	4	13%	35	31	89%	12%	124
HSC	242	966	A1	6	30%	25	21	84%	25%	126
HSC	249	1798	A1	6	28%	150	298	99%	27%	820
HSC	306	762	A1	9	45%	20	39	65%	29%	117
HSC	326	992	A1	15	77%	60	90	75%	58%	690
HSC	329	1014	A1	18	90%	60	96	80%	72%	864
HSC	248A	910	A1	3	10%	25	3	12%	1%	9
TOTALS		10118		61	29%	37.50	578	50%	22%	2750
BLDG	CLSRM	SF	ROOM TYPE	WEEKLY ROOM HRS	UTILIZATION 30HRS	HIGH COUNT	#STUDENTS PER WEEK	CAPACITY UTILIZATION	SPACE UTILIZATION	WEEKLY STUDENT COUNT HRS
I	I105	516	A1	13	43%	25	95	95%	41%	308
I	I107	1291	A1	16	53%	25	92	92%	49%	368
I	I106	472	A1	0	0%	0	0	0%	0%	0
TOTALS		2279		29	32%	17	187	62%	30%	676
BLDG	CLSRM	SF	ROOM TYPE	WEEKLY ROOM HRS	UTILIZATION 30HRS	HIGH COUNT	#STUDENTS PER WEEK	CAPACITY UTILIZATION	SPACE UTILIZATION	WEEKLY STUDENT COUNT HRS
L	L101	717	A1	20	67%	30	140	99%	66%	560
L	L107	717	A1	18	60%	40	104	57%	34%	380
L	L109	1148	A1	12	40%	40	50	42%	17%	228
TOTALS		2582		50	56%	37	294	66%	39%	1168
BLDG	CLSRM	SF	ROOM TYPE	WEEKLY ROOM HRS	UTILIZATION 30HRS	HIGH COUNT	#STUDENTS PER WEEK	CAPACITY UTILIZATION	SPACE UTILIZATION	WSCH
MSC	204	927	A1	15	49%	40	83	65%	32%	297
MSC	307	980	A1	31	103%	30	40	37%	38%	264
MSC	311	1260	A1	14	45%	50	114	65%	29%	240
TOTALS		3167		59	66%	40	237	56%	33%	801

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SPACE UTILIZATION - 2017 CLASSROOM UPDATE

BLDG	CLSRM	SF	FAE	WEEKLY ROOM HRS	UTILIZATION 30HRS	HIGH COUNT	#STUDENTS PER WEEK	CAPACITY UTILIZATION	SPACE UTILIZATION	WEEKLY STUDENT COUNT HRS
N	N103	770	A1	13	43%	18	62	86%	37%	194
N	N104	826	A1	16	53%	30	70	57%	30%	220
TOTALS		1596		29	48%	24	132	72%	34%	414

BLDG	CLSRM	SF	FAE	WEEKLY ROOM HRS	UTILIZATION 30HRS	HIGH COUNT	#STUDENTS PER WEEK	CAPACITY UTILIZATION	SPACE UTILIZATION	WEEKLY STUDENT COUNT HRS
RA	102	900	A1	17	56%	45	114	70%	39%	464
RA	106	900	A1	4	20%	27	21	78%	16%	84
TOTALS		9246		21	6%	36	135	12%	5%	548

BLDG	CLSRM	SF	FAE	WEEKLY ROOM HRS	UTILIZATION 30HRS	HIGH COUNT	#STUDENTS PER WEEK	CAPACITY UTILIZATION	SPACE UTILIZATION	WEEKLY STUDENT COUNT HRS
SWL	0002	915	A1	27	91%	30	171	81%	74%	665
SWL	0004	930	A1	33	109%	45	227	82%	90%	921
SWL	0006	913	A1	16	54%	45	119	87%	47%	481
SWL	0008	930	A1	14	70%	40	91	80%	56%	510
SWL	0010	929	A1	24	120%	40	24	59%	71%	564
SWL	0012	888	A1	12	40%	27	120	150%	60%	480
SWL	0104	931	A1	24	81%	45	236	99%	81%	957
SWL	0106	929	A1	28	94%	45	218	81%	76%	881
SWL	0112	929	A1	33	109%	30	364	104%	114%	904
SWL	0114	924	A1	22	74%	35	124	61%	46%	443
SWL	0116	721	A1	4	14%	25	12	48%	7%	52
SWL	0121	1588	A1	20	67%	45	222	99%	66%	888
SWL	0204	931	A1	16	53%	45	162	95%	51%	648
SWL	0206	929	A1	24	81%	45	199	86%	70%	803
SWL	0208	929	A1	19	63%	45	166	95%	60%	639
SWL	0210	929	A1	16	54%	35	97	95%	52%	395
SWL	0212	929	A1	16	53%	35	132	79%	42%	322
SWL	0214	924	A1	16	53%	45	144	101%	54%	576
SWL	0218	918	A1	24	80%	45	202	96%	76%	808
SWL	0220	918	A1	24	81%	45	230	91%	74%	929
SWL	0221	1588	A1	22	74%	45	209	82%	60%	792
TOTALS		20522		437	72%	40	3469	88%	63%	13657

BLDG	CLSRM	SF	FAE	WEEKLY ROOM HRS	UTILIZATION 30HRS	HIGH COUNT	#STUDENTS PER WEEK	CAPACITY UTILIZATION	SPACE UTILIZATION	WEEKLY STUDENT COUNT HRS
T	T143	584	A1	15	50%	24	63	70%	35%	239
T	T226	1121	A1	29	98%	24	196	99%	98%	743
T	T235	1090	A1	34	114%	30	241	89%	102%	905
T	T238	1031	A1	40	132%	36	299	84%	110%	1022
T	T239	1031	A1	27	89%	36	206	95%	85%	779
T	T247	881	A1	34	114%	30	174	73%	83%	754
T	T248	881	A1	33	109%	30	222	93%	101%	905
T	T249	881	A1	32	108%	30	182	76%	82%	735
T	T336	962	A1	20	68%	35	164	99%	67%	668
T	T337	1140	A1	28	94%	48	239	91%	86%	967
T	T338	988	A1	19	63%	30	151	79%	49%	464
T	T340	1140	A1	20	67%	48	174	94%	63%	696
T	T415	1062	A1	20	67%	30	242	95%	63%	484
T	T527	1033	A1	14	47%	24	140	62%	29%	196
T	T559	1067	A1	20	67%	30	111	78%	52%	444
TOTALS		14892		386	86%	32	2804	85%	74%	10001

BLDG	CLSRM	SF	FAE	WEEKLY ROOM HRS	UTILIZATION 30HRS	HIGH COUNT	#STUDENTS PER WEEK	CAPACITY UTILIZATION	SPACE UTILIZATION	WEEKLY STUDENT COUNT HRS
X	X102	420	A1	2	7%	25	13	52%	3%	26
X	X103	1081	A1	12	41%	25	192	128%	53%	386
X	X107	623	A1	17	57%	25	42	84%	48%	714
X	X109	958	A1	24	80%	30	81	75%	60%	501
TOTALS		3082		55	46%	26	328	85%	41%	1627

BLDG	CLSRM	SF	FAE	WEEKLY ROOM HRS	UTILIZATION 30HRS	HIGH COUNT	#STUDENTS PER WEEK	CAPACITY UTILIZATION	SPACE UTILIZATION	WEEKLY STUDENT COUNT HRS
V	V127	574	A1	0	0%	0	0	0%	0%	0
TOTALS		574		0	0%	0	0	0%	0%	0

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SPACE UTILIZATION - 2017 LAB UPDATE

BLDG	LAB	SF	FAE	WEEKLY ROOM HRS	UTILIZATION 20 HRS	HIGH COUNT	#STUDENTS PER WEEK	CAPACITY UTILIZATION	SPACE UTILIZATION	WEEKLY STUDENT COUNT HRS
SWL	0110	929	B1	30	101%	25	331	102%	103%	796
SWL	0118	979	B1	19	64%	45	156	85%	55%	609
SWL	0120	979	B1	15	50%	40	131	85%	64%	486
T	T134	1171	B1	13	64%	24	120	71%	46%	220
T	T136	1171	B1	11	55%	24	119	83%	45%	218
T	T138	1171	B1	8	42%	24	60	85%	36%	170
T	T141	1171	B1	12	62%	24	28	48%	30%	117
T	T145	1171	B1	32	106%	30	234	107%	113%	877
T	T151	1171	B1	26	87%	30	166	154%	134%	617
T	T153	1171	B1	15	75%	24	189	88%	66%	315
T	T154	1171	B1	20	100%	24	111	93%	93%	444
T	T156	1171	B1	21	105%	24	105	63%	66%	343
T	T229	611	B1	15	73%	24	21	76%	56%	264
T	T237	1085	B1	19	97%	24	124	66%	64%	272
T	T243	1161	B1	17	83%	24	208	87%	72%	344
T	T246	1170	B1	10	50%	24	71	99%	49%	237
B	B108	1292	B2	12	60%	45	51	40%	24%	204
CTE	126E	1380	B2	26	131%	30	29	63%	82%	347
CTE	204D	478	B2	38	128%	24	35	43%	56%	233
MSC	206	645	B2	2	10%	25	16	64%	6%	32
SWL	0108	930	B2	20	100%	35	141	84%	84%	564
T	T547	1194	B2	20	100%	25	133	110%	110%	532
T	T548	1170	B2	14	70%	25	94	92%	64%	246
T	T549	1170	B2	20	100%	25	83	82%	82%	346
T	T550	1194	B2	12	60%	25	99	79%	48%	246
T	T575	2232	B2	43	213%	48	318	93%	198%	1035
B	B103	978	B3	24	120%	45	170	74%	88%	612
B	B104	978	B3	28	142%	45	177	71%	100%	720
B	B105	978	B3	28	142%	45	223	87%	127%	903
B	B106	978	B3	24	122%	40	142	79%	96%	571
B	B110	1105	B3	14	69%	35	102	80%	55%	341
A	A125	972	B4	32	160%	40	216	58%	92%	787
T	T230	120	B5	2	10%	30	51	85%	9%	51
TOTALS		35943		669	90%	31	4405	81%	74%	14632

BLDG	RM	SF	FAE	WEEKLY ROOM HRS	UTILIZATION 20 HRS	HIGH COUNT	#STUDENTS PER WEEK	CAPACITY UTILIZATION	SPACE UTILIZATION	WEEKLY STUDENT COUNT HRS
P	P101	2157	C1	10	50%	18	30	83%	42%	150
P	P102	390	C1	6	30%	12	25	104%	31%	75
P	P201	1067	C1	23	117%	30	159	93%	108%	621
P	P202	857	C1	15	75%	18	53	98%	74%	265
P	P103	1031	C2	21	105%	40	80	42%	44%	310
P	P203	891	C2	21	105%	40	143.5	78%	82%	595
P	P204	855	C3	11	57%	25	73	79%	45%	211
TOTALS		7248		108	77%	26	564	82%	61%	2227

BLDG	RM	SF	FAE	WEEKLY ROOM HRS	UTILIZATION 20 HRS	HIGH COUNT	#STUDENTS PER WEEK	CAPACITY UTILIZATION	SPACE UTILIZATION	WEEKLY STUDENT COUNT HRS
CTE	0203	945	D1	8	27%	15	32	213%	57%	256
CTE	125E	971	D1	13	43%	16	43	139%	60%	278
CTE	306B	797	D1	20	100%	18	16	89%	89%	320
CTE	307B	3046	D1	24	120%	18	13	72%	87%	312
CTE	406C	5607	D1	60	302%	16	128	133%	403%	1437
CTE	408C	4127	D1	32	158%	20	36	65%	103%	389
HSC	109	1163	D1	12	60%	25	18	36%	22%	108
HSC	111	1173	D1	8	40%	60	48	47%	19%	384
HSC	135	1110	D1	14	68%	20	79	66%	45%	178
HSC	332	774	D1	8	38%	60	45	75%	28%	338
HSC	333	1003	D1	12	60%	20	39	67%	40%	156
MSC	309	1107	D1	40	200%	30	55	39%	79%	399
MSC	310	528	D1	18	90%	30	15	25%	23%	135
MSC	323	1344	D1	8	40%	25	32	128%	51%	256
N	N102	1227	D1	11	57%	18	30	83%	47%	170
T	T524	955	D1	12	60%	24	32	33%	20%	112
T	T529	1067	D1	6	30%	24	14	19%	6%	28
V	V134	3294	D1	5	15%	30	12	40%	6%	54
TOTALS		32093		526	84%	527	687	76%	66%	5309

COURSE		STARTING TIME					
START TIME	M	T	W	TH	F	S	
6:30AM	6	6	6	6	6	0	
6:50AM	9	8	9	8	0	0	
7:00AM	15	14	14	14	0	0	
7:30AM	1	32	0	0	1	0	
8:00AM	99	90	100	106	23	9	
8:10AM	4	4	4	4	0	0	
8:30AM	3	3	3	4	0	3	
9:00AM	1	3	5	3	2	0	
9:10AM	122	124	120	118	4	0	
9:30AM	1	0	1	0	1	0	
9:40AM	1	1	1	1	0	0	
10:00AM	2	1	1	2	3	0	
10:10AM	1	0	0	0	2	0	
10:20AM	114	116	115	105	0	0	
10:25AM	1	0	0	0	0	0	
10:30AM	3	0	3	0	0	0	
10:35AM	0	1	0	1	0	0	
11:00AM	0	1	0	0	1	0	
11:10AM	2	2	2	2	0	0	
11:25AM	2	0	2	0	0	0	
11:30AM	97	90	101	95	2	0	
11:40AM	1	1	1	1	1	0	
12:00PM	5	35	5	4	4	0	
12:30PM	0	0	0	0	1	0	
12:40PM	56	54	59	53	2	0	
12:45PM	2	1	1	1	0	0	
1:00PM	7	6	5	7	1	0	
1:20PM	1	1	1	1	0	0	
1:30PM	2	0	0	0	0	0	
1:40PM	1	1	1	1	0	0	
1:50PM	19	22	21	20	2	0	
2:00PM	6	7	8	8	5	0	
2:30PM	1	0	1	1	0	0	
2:45PM	1	1	1	1	0	0	
3:00PM	6	12	10	11	0	0	
3:45PM	0	1	0	0	0	0	
4:00PM	4	6	4	6	0	0	
4:30PM	0	22	0	0	0	0	
5:00PM	33	30	32	31	8	0	
5:15PM	0	1	0	0	1	0	
5:30PM	15	17	11	13	0	0	
6:00PM	16	36	35	36	0	0	
6:10PM	0	0	1	1	0	0	
6:30PM	8	7	37	7	0	0	
7:10PM	3	9	4	10	0	0	
7:20PM	2	2	2	3	0	0	
7:30PM	2	2	1	4	0	0	
TOTALS	675	770	728	689	70	12	

NUMBER OF STUDENTS ENROLLED						
START TIME	M	T	W	TH	F	S
6:30AM	61	61	61	61	61	0
6:50AM	187	197	187	197	0	0
7:00AM	168	152	168	152	0	0
7:30AM	32	433	0	0	17	0
8:00AM	2068	2080	2073	2074	442	82
8:10AM	16	16	16	16	0	0
8:30AM	40	38	40	42	0	36
9:00AM	23	31	79	23	16	0
9:10AM	2396	2417	2295	2220	52	0
9:30AM	11	0	11	0	9	0
9:40AM	16	16	16	16	0	0
10:00AM	24	22	10	22	39	0
10:10AM	18	18	18	18	36	0
10:20AM	2238	2268	2235	2129	0	0
10:25AM	24	0	0	0	0	0
10:30AM	27	0	27	0	0	0
10:35AM	0	28	0	28	0	0
11:00AM	0	4	0	0	29	0
11:10AM	32	32	32	32	0	0
11:25AM	24	0	24	0	0	0
11:30AM	1695	1551	1746	1653	10	0
11:40AM	22	22	22	22	22	0
12:00PM	43	490	43	50	11	0
12:30PM	0	0	0	0	3	0
12:40PM	955	959	1024	962	36	0
12:45PM	19	11	11	11	11	0
1:00PM	157	205	191	228	149	0
1:20PM	18	18	18	18	0	0
1:30PM	17	0	0	0	0	0
1:40PM	12	12	12	12	0	0
1:50PM	288	324	324	294	21	0
2:00PM	29	43	58	55	16	0
2:30PM	16	0	16	2	0	0
2:45PM	11	11	11	11	0	0
3:00PM	115	195	146	175	0	0
3:45PM	0	13	0	0	0	0
4:00PM	17	29	17	29	0	0
4:30PM	0	306	0	0	0	0
5:00PM	580	516	557	481	40	0
5:15PM	0	8	0	0	8	0
5:30PM	157	178	131	152	0	0
6:00PM	125	319	278	319	0	0
6:10PM	0	0	24	17	0	0
6:30PM	37	29	37	29	0	0
7:10PM	19	49	38	63	0	0
7:20PM	29	62	29	86	0	0
7:30PM	27	27	11	45	0	0
TOTALS	11793	13190	12036	11744	1028	118

Available Space - Unused Winter 2018				
BLDG	ROOM	SF	FAE	SEATS
K	101	672	A1	
RA	104	720	A1	
RA	108	708	A1	
RA	110	708	A1	
RA	112	900	A1	
RA	201	690	A1	
RA	F011	720	A1	
RA	F103	924	A1	
RA	F105	576	A1	
RA	F107	828	A1	
RA	R101	672	A1	
HSC	328	731	A1	
HSC	204	1073	A1	
HSC	247	910	A1	
A	A123	538	A1	
V	V127	574	A1	
A	A221	2352	A2	60
RA	RA015	528	A2	24
RA	RA109	576	A2	30
T	T418	1062	A2	40
T	T419	1190	A2	40
V	V131	709	A2	20
X	X012	702	A2	30
X	X101	1344	A2	40
T	T137	830	B1	20
T	T544	693	B2	15
HSC	308	943	B4	

RICHLAND CAMPUS CLASSROOM UTILIZATION						
BLDG	SF	WRH	UTIL. 30HRS	CAPACITY UTIL.	SPACE UTIL.	WSCH
HSC	10118	61	29%	50%	22%	2750
MSC	3167	59	66%	56%	33%	801
RA	9246	21	6%	12%	5%	548
TOTALS	22531	141	23%	33%	15%	4099

Available Space - Unused Winter 2018				
BLDG	ROOM	SF	FAE	SEATS
T	T233	580	B5	30
T	T434	1472	B5	30
T	T435	1025	B5	30
T	T437	1610	B5	30
P	P107	1130	C3	
A	A014	810	D1	20
A	A020	648	D1	15
A	A023	538	D1	15
A	A024	678	D1	40
HSC	112	988	D1	45
I	I203	1326	D1	20
I	I204	1887	D1	20
I	I205	1479	D1	20
I	I301	1097	D1	20
I	I302	3425	D1	20
I	I303	711	D1	20
K	K101D	646	D1	
N	N101	770	D1	40
T	T339	1085	D1	40
V	V128	744	D1	22
V	V130	1914	D1	
V	V130F	945	D1	
V	V132b	456	D1	
V	V134a	359	D1	
V	V134H	469	D1	
TOTALS		49,665		796

PASCO CAMPUS CLASSROOM UTILIZATION 30HRS						
BLDG	SF	WRH	UTIL. 30 HRS	CAPACITY UTIL.	SPACE UTIL.	WSCH
A	8567	270	98%	80%	78%	6498
B	4967	91	61%	90%	53%	2455
CTE	9715	317	106%	105%	103%	6936
D	1634	8	13%	95%	13%	580
G	2105	24	27%	49%	18%	398
I	2279	29	32%	62%	30%	676
L	2582	50	56%	66%	39%	1168
N	1596	29	48%	72%	34%	414
SWL	20522	437	72%	88%	63%	13657
T	14892	386	86%	85%	74%	10001
TOTALS	75301	1760	75%	88%	66%	46231

PASCO CAMPUS LAB UTILIZATION 20HOURS						
BLDG	SF	WRH	UTIL. 20 HRS	CAPACITY UTIL.	SPACE UTIL.	WSCH
A	972	32	160%	58%	92%	787
B	6309	131	109%	72%	82%	3351
CTE	38668	222	126%	102%	117%	3572
N	1227	11	57%	83%	47%	170
P	7248	108	77%	82%	77%	2455
SWL	3817	85	79%	89%	76%	13657
T	23668	348	78%	83%	69%	7035
TOTALS	69439	1057	87%	80%	70%	21581

RICHLAND CAMPUS LAB UTILIZATION 20HRS						
BLDG	SF	WRH	UTIL. 20HRS	CAPACITY UTIL.	SPACE UTIL.	WSCH
HSC	5223	53	29%	58%	31%	1163
MSC	2979	68	85%	64%	40%	822
RA	0	0	0	0%	0%	0
TOTALS	22531	141	67%	61%	35%	1985

Current Conditions

columbia basin college

CURRENT CONDITIONS - 2017 UPDATE INFRASTRUCTURE

EXISTING CONDITIONS

Overall, the College’s utility infrastructure system is in good condition and though portions are aging, it is capable of supporting new capital projects. Utilities enter the site from various locations along Argent Road, 20th Ave., and to the south along the I-182 right of way.

Unfortunately, the infrastructure has not been master-planned for the evolution of the College’s built environment. As new projects have been designed and constructed, utilities have been generally directed to the new buildings in the most economical fashion, with the result being numerous crossed paths and a general sense of disorganization.

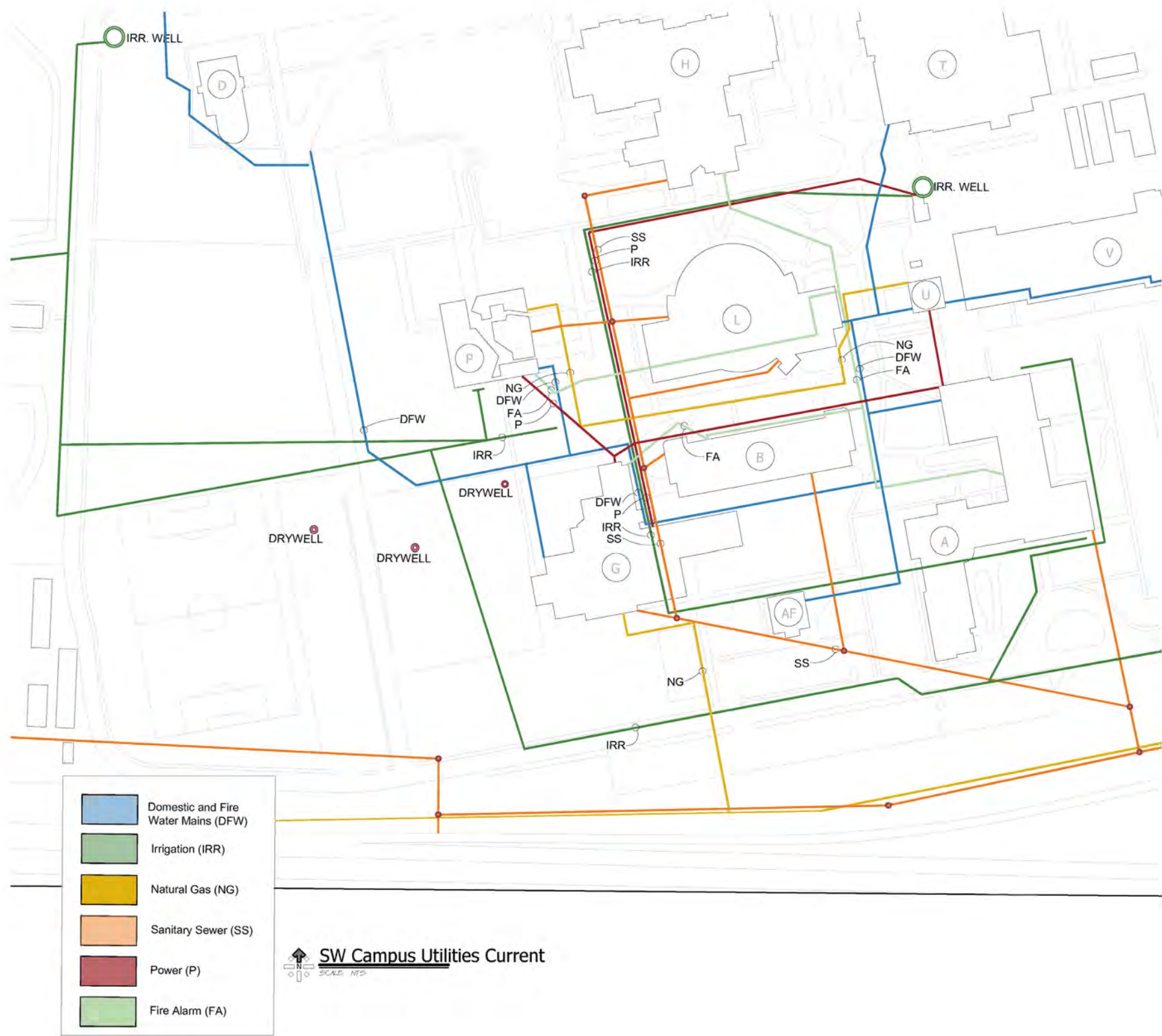
The “U”, or Utility Building, west of the Library, is the head-end for power, communications, natural gas, and water. It provides HVAC-chilled water distribution for four buildings. As such, the area around the U building is highly congested with crossed utilities. Chilled water is being phased out as new buildings come on-line with independent systems.

KNOWN ISSUES

Maintenance staff provide various ongoing preventative and emergency utility work throughout the year and have identified several areas where targeted repairs could prevent more costly fixes in the future:

- The water main connection to the Library from the south requires a permanent engineered repair to the backflow assembly and valve configurations. Isolation valves need to be added for repair scenarios. There are periodic reports of rust in the water in the Library. Sections of the water main are older pipe material and should be replaced with PVC 900, or similar pipe.
- A similar condition exists at the water main connection to the HUB. The 2 ½” main is operating with a temporary repair, and full reconfiguration of the valves and backflow assembly is required.
- The P Building domestic water main does not have a shut-off valve to interrupt water service for maintenance.
- The City of Pasco conducts backflow prevention testing on campus annually. In general, the backflows perform as expected, with the exception of the Science (north) area of the T Building, and the Library and HUB as noted above. The College maintains a list of all backflows, inspection records, and targeted time for maintenance and projected replacement.

The map on this page reflects main components of utilities near the two proposed major capital projects proposed within the next 10 years. Water and irrigation are fed from the east. Gas, sewer, power, and communications arrive from several directions to the northeast and southeast.



columbia basin college

CURRENT CONDITIONS - 2017 UPDATE INFRASTRUCTURE

FUTURE OUTLOOK

The area surrounding the most likely capital projects in the next 10 years is shown on the map to the right. The beginnings of a “utility corridor” exist in a north-south direction, between the Library/B Building and the proposed P Building/Recreation Center. Future utilities should align with this corridor, which should be eventually made into a true “utilidor” system. A utilidor is essentially an underground concrete corridor, with compartments and removable lids for future service. They can be located under sidewalks or in landscape areas.

Looking to the future, the College should begin to install “head-end” equipment for future photovoltaic installations. Equipment could include inverters, transfer switches, net metering, and possibly batteries as the technology improves. Many new buildings in the state’s college system are already being constructed to be “solar ready.”



Utilidor Example

In the planning for either the new P Building or the Student Recreation Center, a combined central chiller plant for the two buildings should be considered. Depending on funding, it should also be considered to size the plant for the B Building. This would assist in removing chilled-water reliance from the U Building.

The College will also be taking an active role in analyzing data provided from the utility metering of newer facilities. The newer facilities have multiple metering for various utilities to determine trends of usage, which can be used for future improvements and in planning for future facilities.

Many topographical and utility surveys have been performed on various sectors of the campus, most often undertaken for major capital projects. There was a comprehensive set of utility plans created in 2004; however, this requires updating. There is not a cohesive available source for current utilities information for the campus. The College will need to perform a campus-wide, comprehensive topographical and utility survey for use in the future.



Design Standards

USE (Functional Description)	Educational Support
ADJACENCY (Functional Relationship)	Adjacent Classrooms, Laboratories, and Informal Learning/Resource Centers
AREA (Dimensional Requirements)	Net Program Area: 150 sf each Dean’s office 120 sf each Faculty office 60 sf each PT (Adjunct) Faculty office
	Min. Dimensions: Varies by program or building
	Ceiling Height: 10’-0”

NARRATIVE:
Faculty offices provide space to administer the teaching and research activities of a given program. They are also envisioned to be places where faculty can provide support, counseling, and advising to their students relative to their progression through their coursework. These educational support spaces include Dean’s offices, faculty offices, and part-time (adjunct) faculty offices.

Faculty offices will be an integral part of the design of all new classroom and laboratory facilities and will continue to be included in the planned renovations of existing buildings. Faculty offices should be strategically located in close proximity to informal gathering spaces, resource centers, and other spaces where faculty-student encounters can occur. Some guiding design principles may include:

- Provide adjacency to other educational support spaces with a similar function (e.g., administration, conference, break room, workroom, recycling)
- Provide adjacency to spaces that promote faculty-student interactions
- Integrate technology with ease of access for future upgrades
- Provide infrastructure that supports portable technology
- Provide access to natural ventilation and daylight
- Provide acoustical and visual separation from adjoining spaces

FACULTY OFFICES

LEGEND

A

DESK

B

FILE CABINET

C

OFFICE CHAIR

D

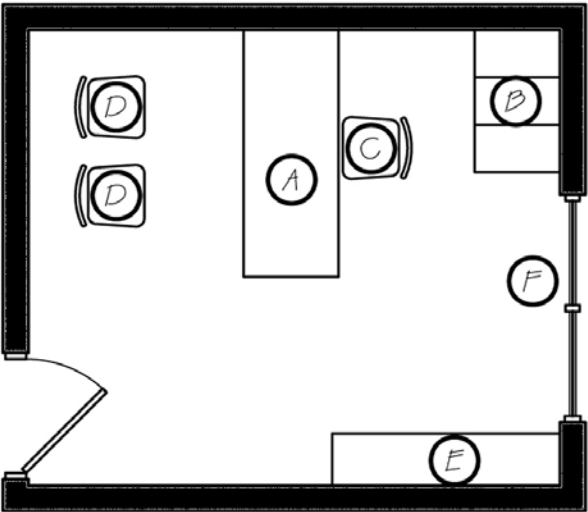
GUEST CHAIR

E

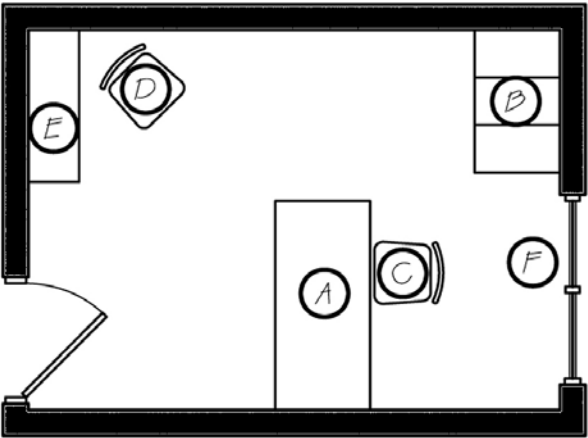
BOOKSHELF

F

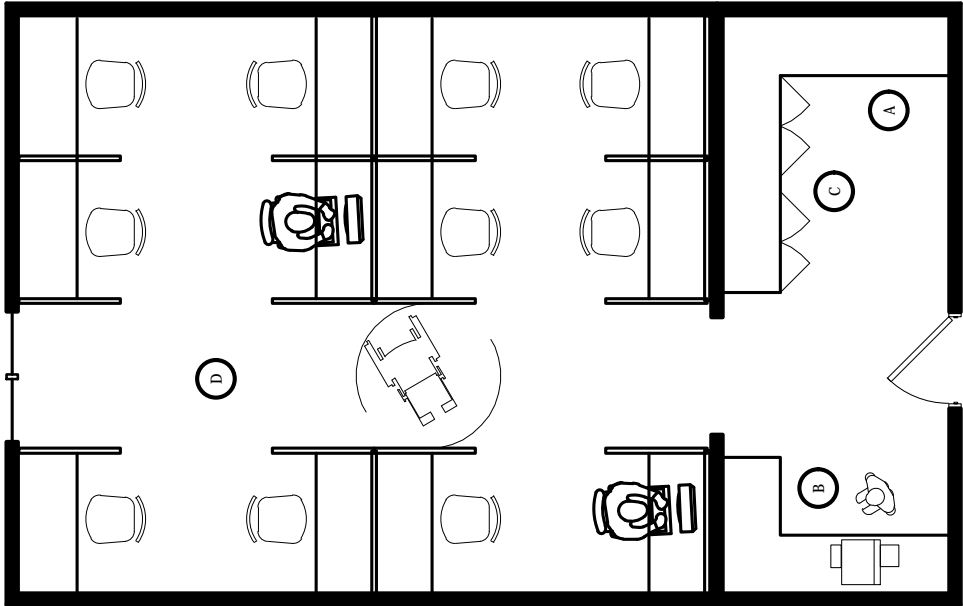
NATURAL DAYLIGHT



DEAN’S OFFICE
150 SQUARE FEET EACH



FACULTY OFFICE
120 SQUARE FEET EACH



PT (ADJUNCT) FACULTY OFFICE POD
55 to 60 SQUARE FEET EACH

LEGEND

A

GENERAL STORAGE

B

COPIER PRINTER

C

STORAGE

D

WORK SURFACES

USE (Functional Description)

ADJACENCY (Functional Relationship)

AREA (Dimensional Requirements)

Educational Support

Adjacent Classrooms and Laboratories,

Net Program Area: 750 sf - 24 Active, 32 Lecture

980 sf - 30 Active, 45 Lecture

Min. Dimensions: Varies by program or building

Ceiling Height: 10'-0"

NARRATIVE:

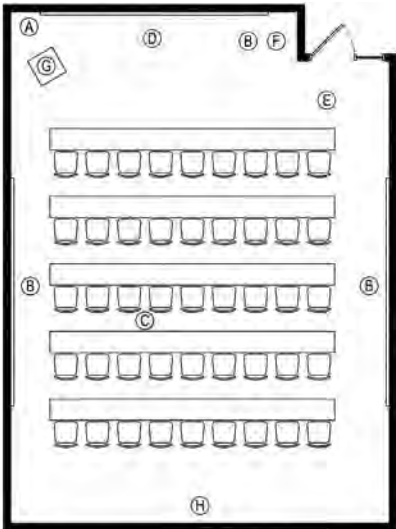
The classroom is the platform for effective instruction and active learning. A simple room with space for tables and chairs is no longer adequate in motivating a student towards academic success. The classroom must be adaptable to changing teaching methodologies and flexible to accommodate different group dynamics. This flexibility should allow for instructor-led learning and for student-to-student collaborations with the emphasis on student-centered learning.

During programming effort should be placed on “right-sizing” classrooms to the needs of the programs housed and the campus environment. Better matching classroom size to room size will allow for increased utilization and efficiency.

Technology will be integrated to allow for presentations with projection screens and white boards, as well as provide support for portable technology such as laptops and tablet computers.

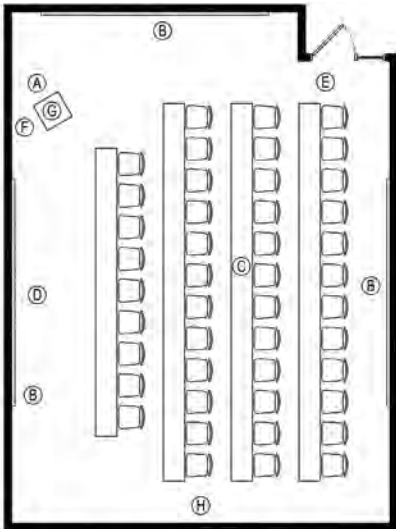
This design standard aims to provide guidance in the design and development of new classroom space as well as the renovation of existing classrooms to accommodate the above goals. Some guiding design principles include:

- Provide open floor space for multiple configurations of student workspace
- Provide flexible, movable furnishings
- Provide unobstructed views to the front of the space
- Provide adjustable lighting
- Integrate technology with ease of access for future upgrades
- Provide infrastructure that supports portable technology
- Provide access to natural ventilation and daylight
- Provide acoustical separation from adjoining spaces



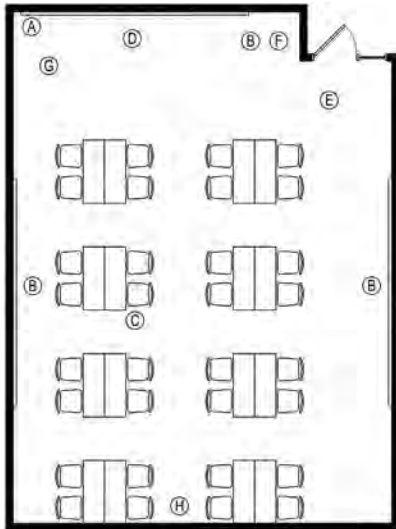
GENERAL CLASSROOM
980 SQ. FT.
LECTURE

CAPACITY: 45



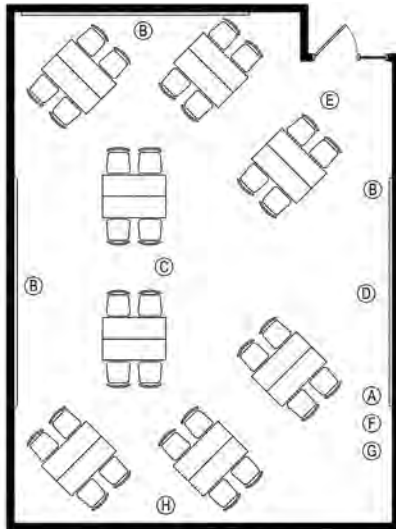
GENERAL CLASSROOM
980 SQ. FT.
LECTURE

CAPACITY: 45



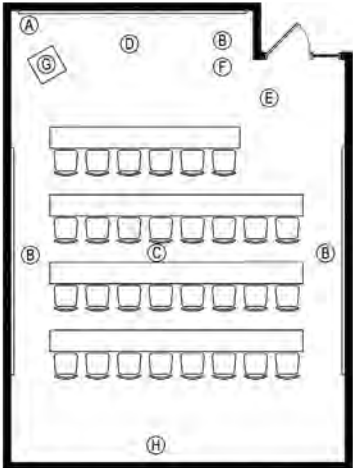
GENERAL CLASSROOM
980 SQ. FT.
COLLABORATION

CAPACITY: 32



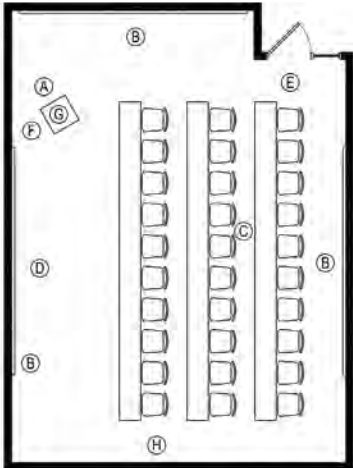
GENERAL CLASSROOM
980 SQ. FT.
COLLABORATION

CAPACITY: 32



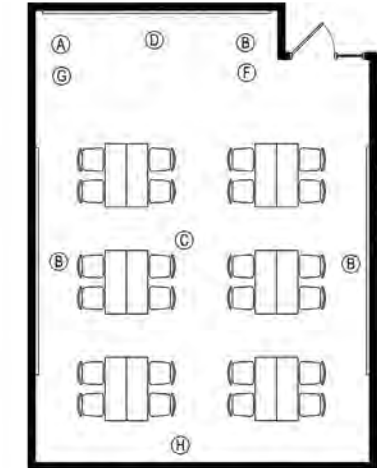
GENERAL CLASSROOM
750 SQ. FT.
LECTURE

CAPACITY: 30



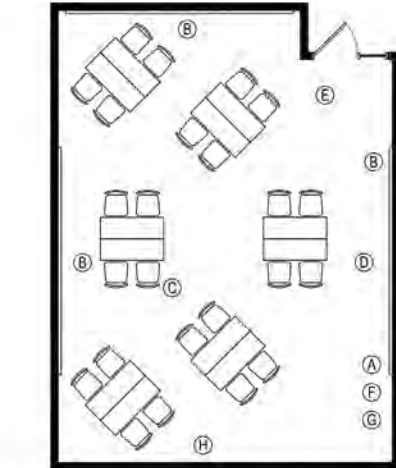
GENERAL CLASSROOM
750 SQ. FT.
LECTURE

CAPACITY: 30



GENERAL CLASSROOM
750 SQ. FT.
COLLABORATION

CAPACITY: 24



GENERAL CLASSROOM
750 SQ. FT.
COLLABORATION

CAPACITY: 24

LEGEND

- A AUDIO/VISUAL/DATA/ LIGHTING EQUIPMENT
- B WHITE BOARDS
- C CEILING MOUNTED PROJECTOR
- D CEILING MOUNTED PROJECTION SCREEN
- E FLEXIBLE, MOVABLE FURNISHINGS
- F PORTABLE TECHNOLOGY SUPPORT
- G INSTRUCTOR STATION

Recommendations

columbia basin college

RECOMMENDATIONS



Major Capital Project Priorities

The design team, campus planning committee, and 2015 facility condition study (FCS) has identified the following major capital needs, in order of priority (over \$5,000,000). Costs are given in 2017-18 dollars and should be escalated accordingly:

Priority	Major Capital Project >\$5,000,000	Demo Sf	Renovated Sf	New Sf	Total Sf	Total Cost Per Sf	2017 Estimated Cost
1.	Center for Arts and Innovation	37,100	0	58,668	58,668	\$515	\$30,240,456
2.	Student Recreation Center	36,219	5,000	60,000	65,000	\$385	\$25,000,000
3.	Agriculture STEM Center	24,408	0	26,000	50,408	\$595	\$29,992,760
4.	Richland Mixed-Use Facility	6,300	0	90,000	90,000	\$472	\$42,480,000
5.	Library Resource Center	79,278	0	80,000	80,000	\$595	\$47,600,000
	Total Planned Projects						\$175,313,216

Minor Capital Project Priorities

The design team, campus planning committee, and 2015 facility condition study (FCS) has identified the following minor capital needs (under \$5,000,000). Costs are estimated using 2017-18 construction costs and should be escalated accordingly:

Priority	Minor Capital Project <\$5,000,000	2017 Estimated Cost
1.	Richland Medical Science Center 4th Floor Infill - Dental Hygiene	\$2,500,000
2.	Pasco Campus Pedestrian ADA, Wayfinding, and Signage Improvements	\$750,000
3.	Richland Sidewalk Improvements	\$75,000
4.	T Building Renovation Old Dental Hygiene Space	\$1,000,000
5.	Pasco & Richland Roofing Projects (HSC, HUB, Library, T)	\$1,500,000
6.	Pasco Parking Improvements	\$750,000
7.	T Building Replace/Upgrade Chillers	\$1,500,000
8.	Library Renovation	\$2,200,000
9.	Fire Alarm Solution - Pasco Campus	\$250,000
12.	Campus Quad and Amphitheater	\$850,000
13.	Campus -Security Upgrades to Doors	\$750,000
14.	HUB install Chiller and Tower for HVAC	\$2,000,000
15.	B Building Install Chiller and Tower for HVAC	\$1,750,000
16.	Operations Shop 1 of 2 For Storage and Repair	\$2,000,000
17.	Operations Shop 2 of 2 for Personnel	\$3,500,000
	Total Planned Projects	\$21,375,000

columbia basin college

RECOMMENDATIONS



Project Priority #1

Center for Arts and Innovation (Replacement of the P Building)

- Project Drivers:
- Safety & Security
 - Functional Instruction Space
 - Community Connections
 - Deteriorating Facility

The existing Performing Arts Center is a safety and security concern. It houses several dark corners. The HVAC system does not allow for sufficient ventilation. Additionally, there are structural concerns regarding the exposed reinforcement in the skywalks.

The proposed solution is to build a new 58,686 square foot facility. The new facility will provide modern learning environments for Art, Music, Drama, Multimedia, and the Center for Innovation. The project will introduce technology to the Arts programs and foster innovation and entrepreneurship through creating an active learning center that encourages cross-disciplinary engagement. This will create a new focus for the campus, which has the potential to invigorate the entire College.

This new building will contain a multi-purpose theater and a recital hall. The theater will provide opportunities for “learning communities,” large assemblies for the College, and community needs. The 500-seat recital hall, designed specifically for musical performances, will provide a catalyst for increased enrollment and student success in Music. The recital hall will remove the need for the College to stage performances off campus. It will provide a tremendous resource for the community. Informal learning and breakout spaces will be provided within the support space category, promoting peer-to-peer learning opportunities, and providing study opportunities for the rest of the campus.

# of Rooms	Center for Arts and Innovation Type of Space	Sf	Total Sf
2	General Classrooms	980	1,960
1	Computer Lab	1,200	1,200
1	Theater	3,750	3,750
1	Stage and Staging Area	2,200	2,200
1	Staging Craft & Dressing Rooms	2,080	2,080
1	Art Display (Gallery)	1,700	1,700
1	Art Studio 2D	1,000	1,000
1	Art Studio 3D and Storage	1,600	1,600
1	Wood Shop	800	800
1	Metal Fabrication	800	800
1	Ceramics	1,800	1,800
1	Multimedia Lab (Photography/ Graphic)	1,200	1,200
1	3D Printing Lab	1,250	1,250
1	Marketing Lab	1,000	1,000
1	Innovation Lab	1,800	1,800
1	Lobby	1,520	1,520
1	Recital Auditorium	7,700	7,700
1	Stage& Staging Area	3,000	3,000
1	Keyboard Lab	700	700
1	Chorus Lab	1,000	1,000
1	Music/Band/Orchestra	1,400	1,400
5	Practice Rooms	60	300
1	Instrument Storage & Music Library	500	500
1	Administration	2,620	2,620
4	Restrooms	400	1,600
1	Mechanical/Electrical/Data	4,040	4,040
1	Circulation	10,148	10,148
Total			58,668

Project Priority #2

Student Recreation Center (Renovation & Addition to Gym and Fitness Center)

- Project Drivers:
- Deteriorating Facility
 - Functional Instruction Space
 - Community Connections

The Student Recreation Center will create space that encourages students to spend more time on campus engaging in social and wellness activities. The facility is proposed to house a varsity court, practice court, and two additional courts. The facility will also host an outdoor equipment rental, weight training and conditioning center, aerobics room, dance room and spin room, as well as three classrooms and an informal gathering area.

# of Rooms	Student Recreation Center Type of Space	Sf	Total Sf
1	Foyer/Concessions	4,000	4,000
1	Equipment Rental	3,000	3,000
1	Varsity Court	12,000	12,000
1	Practice Court	7,500	7,500
1	Training Room	1,600	1,600
1	Lobby/Lounge	2,200	2,200
1	Fitness	3,500	3,500
2	General Court	6,500	13,000
3	Classroom	833	2,500
3	Aerobics /Dance/Spin	833	2,500
1	Indoor Track (upper Circulation)	2,200	2,200
2	Locker Rooms	2,610	5,220
1	Administration	2,500	2,500
2	Equipment Storage	1,640	3,280
Total			65,000



Project Priority #3
Agriculture STEM Center
(Replacement I1-I4, C, M1, M2, K)

This facility will augment the College by growing and promoting its Agriculture Science Program. The Agriculture Science Center will expose students to the production, processing, and marketing of today’s agriculture system. Additionally, it will expose students to the importance of natural resources and environmental stewardship.

The economy of the Tri-Cities region relies heavily on agriculture and offers tremendous career and collaborative opportunities. Complex and rapidly changing relationships among food, fiber, natural resources, technology, and energy are creating high skill and wage career opportunities locally, nationally, and globally.

Creating a center to house space for business and industry to collaborate and contribute to the learning process will better prepare students for furthering their education or entering this dynamic career field. It will also allow instructors to develop curriculum aimed at meeting industry specific needs.

This facility is envisioned to house research, classroom, demonstration, lab, and informal learning environments in order to promote agriculture careers in sustainability, science, business, and technology.

Project Priority #4
Richland Mixed-Use Facility
(Replacement of Richland Original Campus)

This facility will replace the existing prefab structures CBC operates at 901 Northgate. The College envisions a mixed-use facility. This concept meets well with the City of Richland’s intentions for the medical use sub-district within the Central Business District. The city would ultimately prefer an urban setting with mixed uses of retail, residential, and commercial along with the healthcare and educational uses found in the significant newer facilities in the area.

The mixed-use concept is envisioned as a seven story, mid-rise building. The intended uses would be retail, educational/office, and mid-higher end residential. The ground floor would be retail oriented, at approximately 17,500 square feet. Some potential uses could include a health club, small grocery, drive-up coffee/beverage, and boutique specialty retail stores.

With a 17,500 square foot floor plate, there would be 150 to 160 parking spaces available, including a generous amount of appropriate landscaping for this type of building. Under current zoning, the building would require approximately 260 parking spaces. The city can be flexible on parking, and spaces could be shared with the MSC and potentially with the north end of GSA’s large parking lot on Mansfield to the east.

The building would be oriented to have connections to the south with the HSC, and to the MSC to the northeast. Pedestrian walkways and small plazas would be the beginning of creating the Richland “campus” concept.

Project Priority #5
Library Resource Center
(Replacement of L Building and V Building)

The College’s vision for this facility is evolving. The future of academic libraries is embracing connectivity to the digital world. The new Library will encourage hands-on interactive learning and knowledge creation. The facility will provide space that opens up opportunities for students to access local and global resources. It will allow students to easily share skills and knowledge with others digitally and physically. It will feature a 24/7 IT infrastructure capable of supporting learning and connectivity. Tools, knowledge, and resources to learn how to operate cutting-edge technology and software will be readily available.

The new Library will be prominently featured on campus and easily accessible to the community. It will contain flexible and special-use spaces to encourage interaction, exploration, and engagement. It will respond to technological advances and offer appropriate spaces for meetings, presentations and collaboration. The academic library will become a catalyst for discovery. It will connect students to knowledge, community, and research.

columbia basin college

CAPITAL PROJECT MATRIX

CAPITAL PROJECTS						
0 to 10 YEARS	10 to 20 YEARS	20 to 30 YEARS	30 to 40 YEARS	40 to 50 YEARS	50 to 60 YEARS	60 to 70 YEARS
Student Recreation Center (Demo off current gymnasium)	Richland Mixed Use (Demo of Richland Delta Complex)	Facilities and Maintenance Operation Center	H Building Demo and Replacement	A Building Demo and Replacement	New Mid-rise 30,000 to 40,000 sq ft building northwest of baseball fields.	Demo and Replace Thorton Center with two buildings, possibly joined by the water feature/courtyard currently within the Thornton Center. Replacement square footage, approximately 150,000 sq ft
Center for Arts and Innovation (Demo existing P Building after construction)	Agriculture STEM Center (Demo of I Buildings, C, K, and M1 and M2)	Library Resource Center (Demo of L Building and V Building)	W Building (former New Horizons) Renovation or Replacement	New Mid-Rise 30,000 to 40,000 sq ft building northwest of baseball fields.		
Organic Farm - Phase I (west of CTE Building)	Roundabout added from new access road, connecting with west South Campus Loop to new 600 space parking lot west of CTE Building.	New 100 space parking lot, east of V building	New Mid-Rise 30,000 to 40,000 sq ft building west of new Agriculture STEM Center			
Closure of east access road from Saraceno Way roundabout, remove direct connection east west to SWL Building to mitigate pedestrian conflicts	Removal of former New Horizons entrance to Argent Road, at northwest corner of campus.	New green "Quad," between B Building H Building	Organic Farm - Phase II			
Push out South Campus Loop towards I-82 to increase perimeter parking. Parking at south end increases from 110 to 525 spaces. This is in anticipation of the closure of parking north of the HUB in Phase 2, 10 to 20 years	Roundabout added to Saraceno Way from Argent Road, to provide east west access north of SWL.					
Improvements to South Campus Loop at the southeast corner and eastern end of campus, to connect with former New Horizons parking lot. Enhance perimeter vehicle circulation.	Parking added north of SWL Building, 250 spaces.					
Reconfigure 20th Avenue entrance for improved ingress/egress flow and stacking. Enhance right turn capabilities.	Create approximately 300 additional parking spaces west of Thornton Center, south of New Horizons					
Closure of parking lot west of A Building, to begin providing for more visually direct north-south pedestrian "spine"	Main parking lot north of H Building removed to create campus "Quad" green space, following increases in parking at campus perimeter.					
Realign south end of Farm Road at intersection to South Campus Loop. Relocation of two of the four Maintenance storage sheds.						
Reconfiguration of west portion of H parking lot, landscaping, and orientation to new P Building						

KEY

Replace

Replace, Renovate, and Growth

Replace and Growth

Minor Works <\$5,000,000

Growth

columbia basin college

RECOMMENDATIONS - 2017 UPDATE

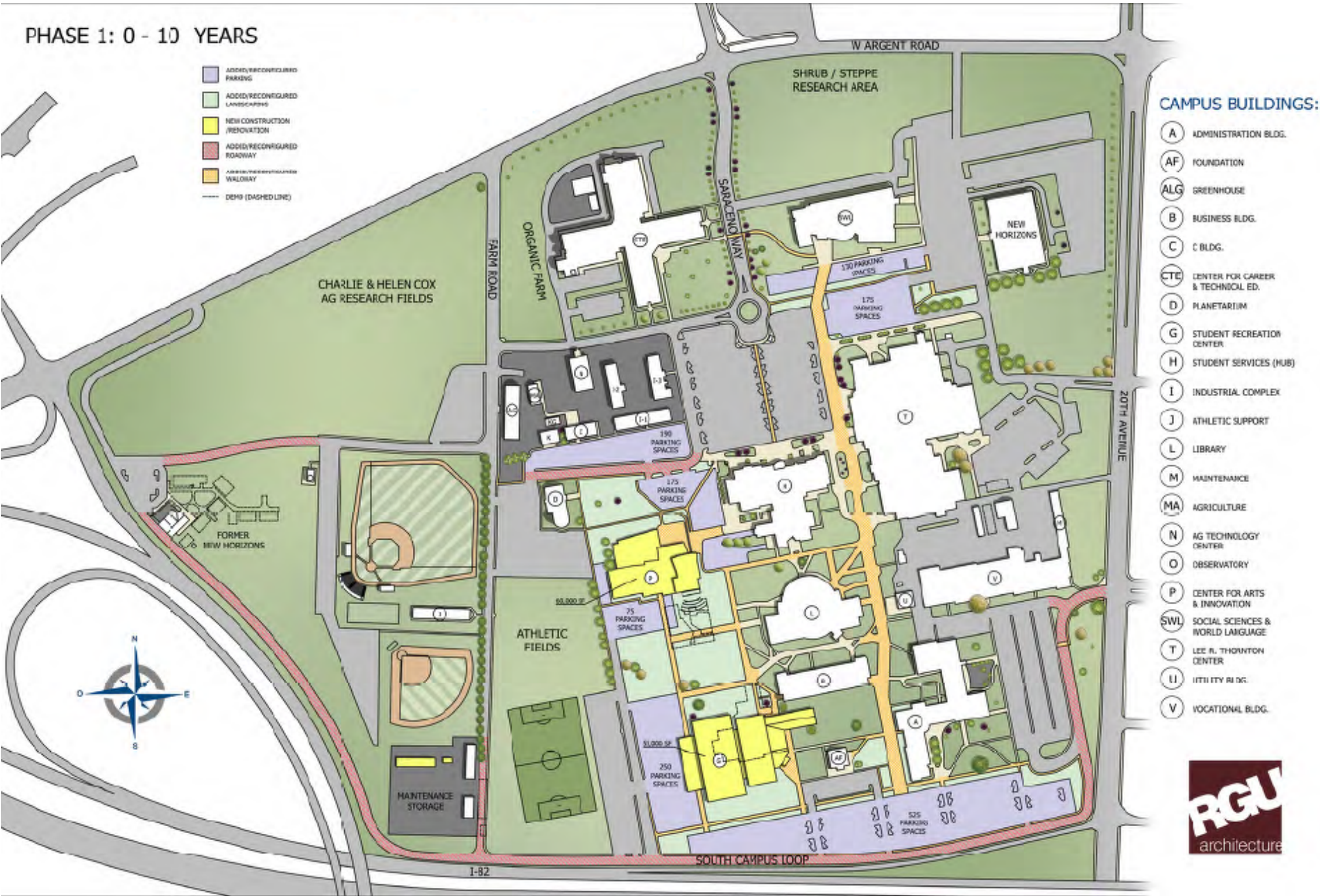


columbia basin college

RECOMMENDATIONS - 2017 UPDATE

CAPITAL PROJECTS:

- **New construction** – Student Recreation Center (Demo of current gymnasium)
- **New construction** – Center for Arts and Innovation (Demo existing P Building after new construction)
- Organic Farm - Phase I (west of CTE building)
- Closure of east access road from Saraceno Way roundabout, remove direct connection east west to SWL Building to mitigate pedestrian conflicts
- Push out South Campus Loop towards I-82 to increase perimeter parking. Parking at south end increases from 110 to 525 spaces. This is in anticipation of the closure of parking north of the HUB in Phase 2, 10 to 20 years.
- Improvements to South Campus Loop at the southeast corner and eastern end of campus, to connect with former New Horizons parking lot. Enhance perimeter vehicle circulation.
- Reconfigure 20th Avenue entrance for improved ingress/egress flow and stacking. Enhance right turn capabilities.
- Closure of parking lot west of A Building, to begin providing for more visually direct north-south pedestrian “spine”.
- Realign south end of Farm Road at intersection to South Campus Loop. Relocation of two of the four Maintenance storage sheds.
- Reconfiguration of west portion of H parking lot, landscaping, and orientation to new P Building



columbia basin college

RECOMMENDATIONS - 2017 UPDATE

CAPITAL PROJECTS:

- **New construction** – Agriculture STEM Center (Demo of I Buildings, C, K, and M1 and M2)
- New “primary”, unsignalized entrance from Argent Road, removal of Farm Road access to Argent Road.
- Roundabout added from new access road, connecting with west South Campus Loop to new 600 space parking lot west of CTE Building.
- Removal of former New Horizons entrance to Argent Road, at northwest corner of campus.
- Roundabout added to Saraceno Way from Argent Road, to provide east west access north of SWL Building.
- Parking added north of SWL Building, 250 spaces.
- Create approximately 300 additional parking spaces west of Thornton Center, south of New Horizons
- Main parking lot north of H Building removed to create campus “Quad” green space, following increases in parking at campus perimeter.

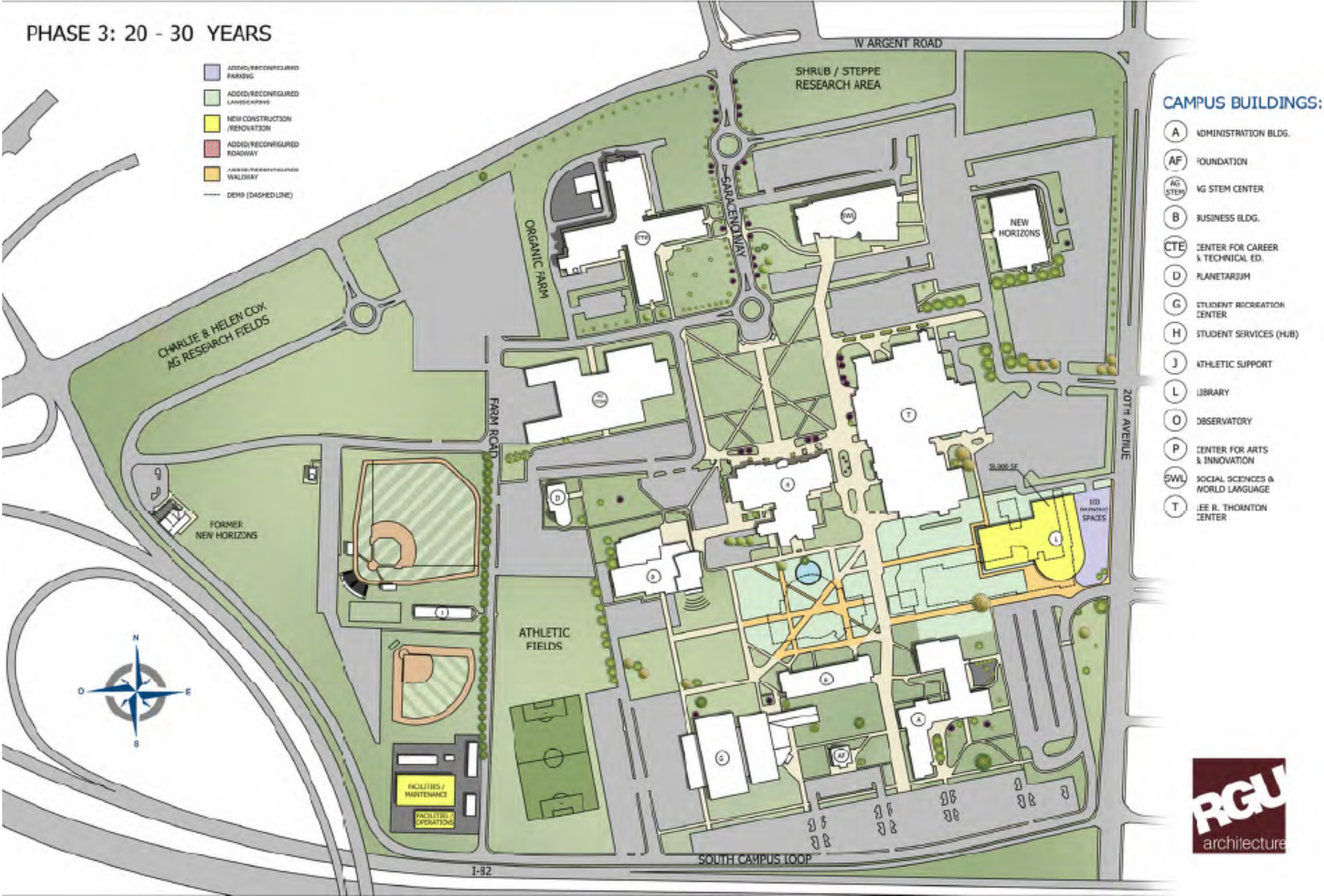


columbia basin college

RECOMMENDATIONS - 2017 UPDATE

CAPITAL PROJECTS:

- **New construction** – Facilities and Maintenance Operation Center (south of baseball/softball fields.)
- **New construction** – Library Resource Center (Demo of L Building and V Building)
- Relocation of Facilities (from V Building) to new building and existing storage buildings south of baseball/softball fields.
- New 100 space parking lot, east of V Building
- New green “Quad”, between B Building and H Building



columbia basin college

RECOMMENDATIONS - 2017 UPDATE

CAPITAL PROJECTS:

- **New construction** - H Building demo and replacement
- W Building (former New Horizons) renovation or replacement
- **New construction** – New Mid-rise 30,000 to 40,000 sq ft building west of new Agriculture STEM Center
- Organic Farm - Phase II (northwest corner of campus)

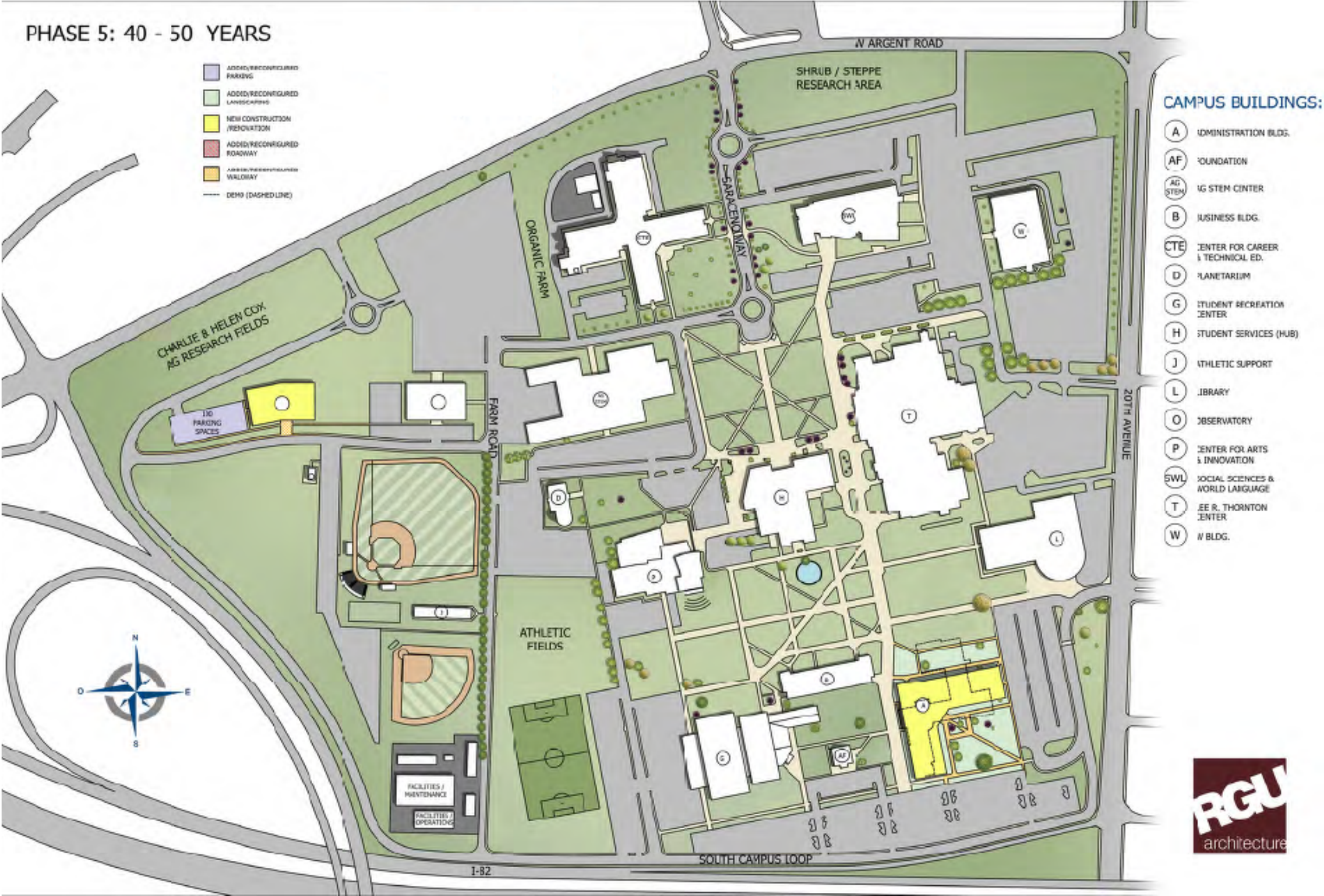


columbia basin college

RECOMMENDATIONS - 2017 UPDATE

CAPITAL PROJECTS:

- **New construction**- A Building demo and replacement
- **New construction** - New Mid-rise 30,000 to 40,000 sq ft building northwest of base-ball fields.



columbia basin college

RECOMMENDATIONS - 2017 UPDATE

CAPITAL PROJECTS:

- **New construction** - New Mid-rise 30,000 to 40,000 sq ft building northwest of baseball fields. Depending on needs and requirements, this building could be larger if necessary.

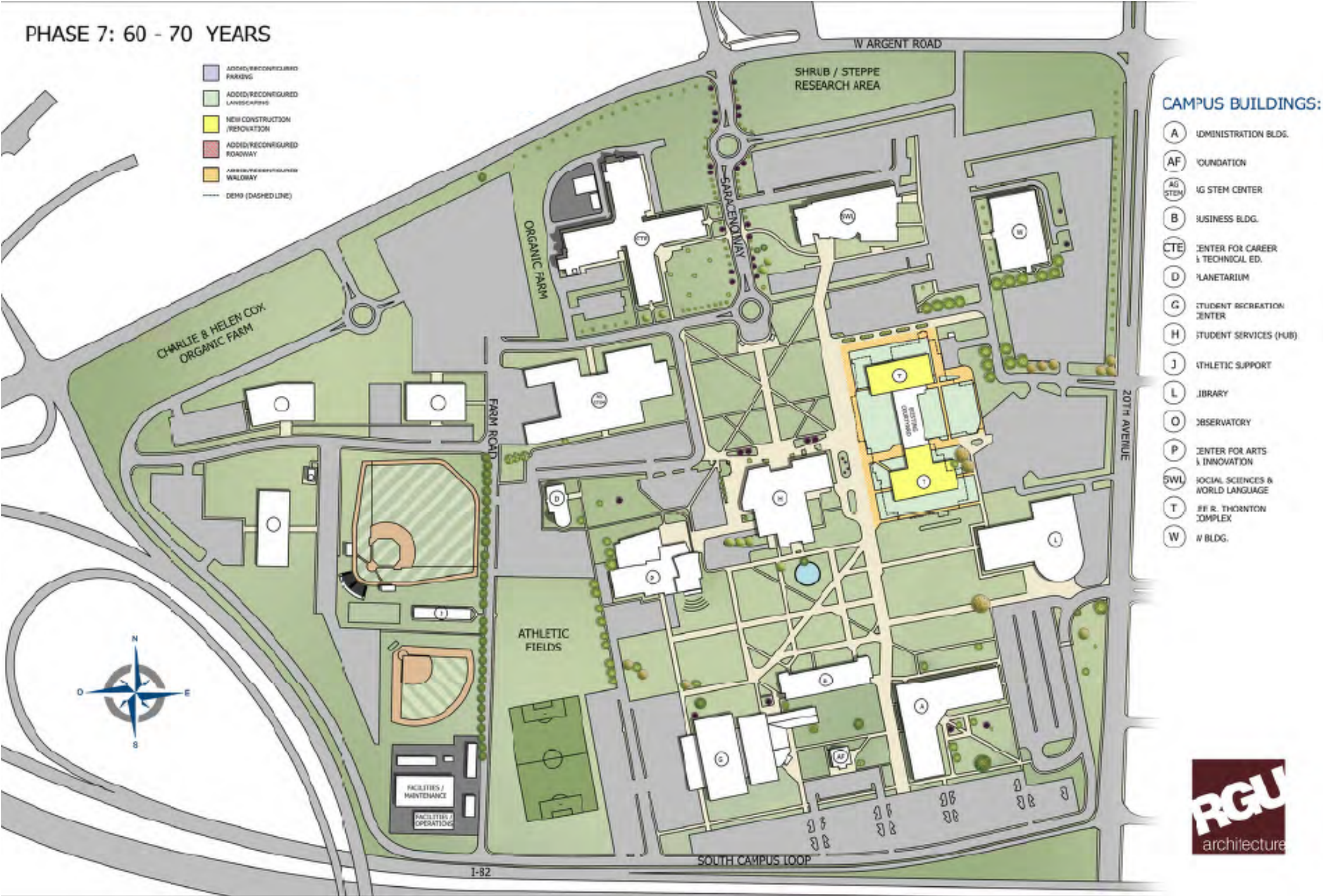


columbia basin college

RECOMMENDATIONS - 2017 UPDATE

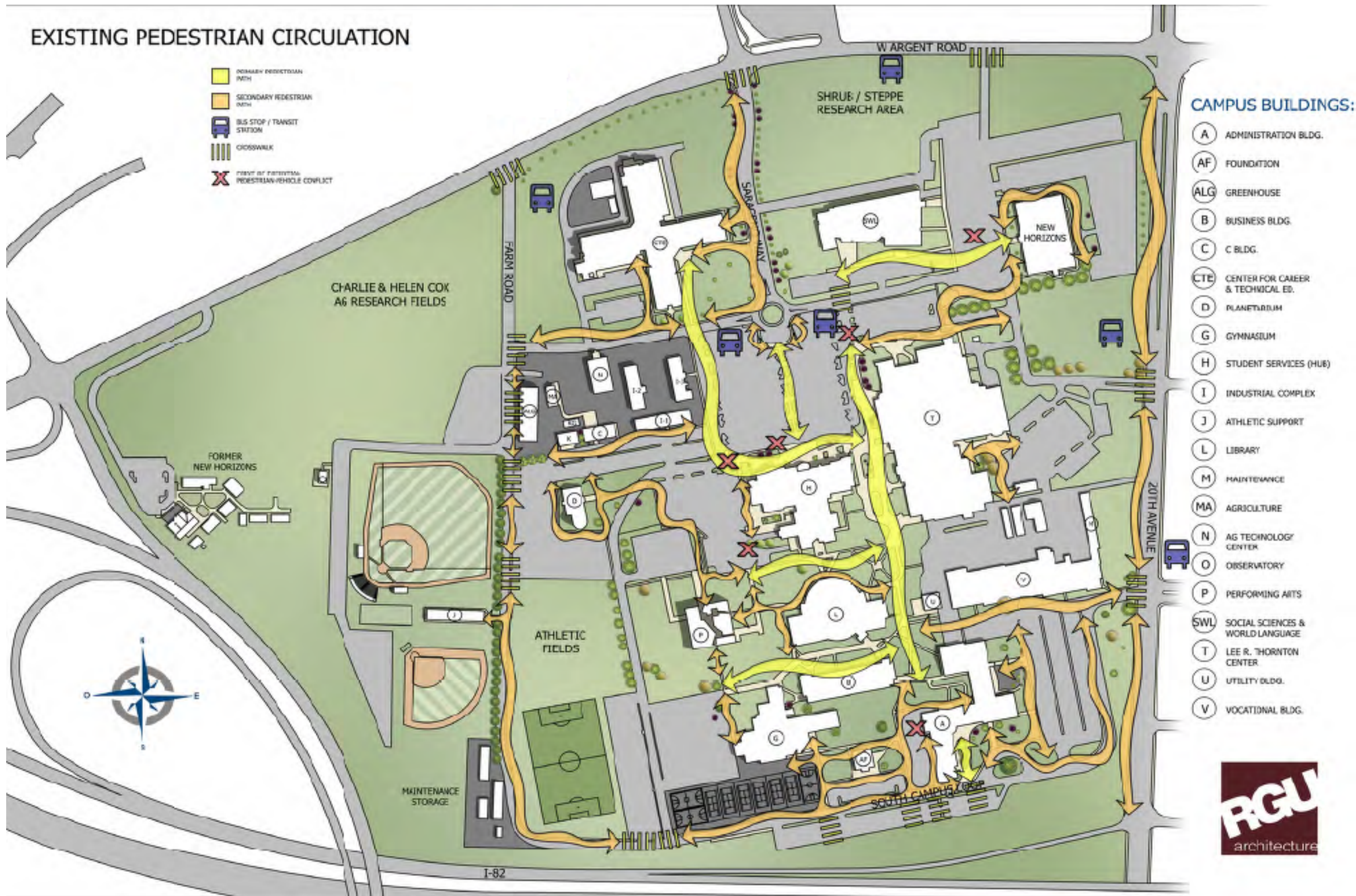
CAPITAL PROJECTS:

- New construction** - Demo and replace Thornton Center with two buildings, possibly joined by the water feature/courtyard currently within the current Thornton Center. Replacement square footage, approximately 150,000 sq ft.



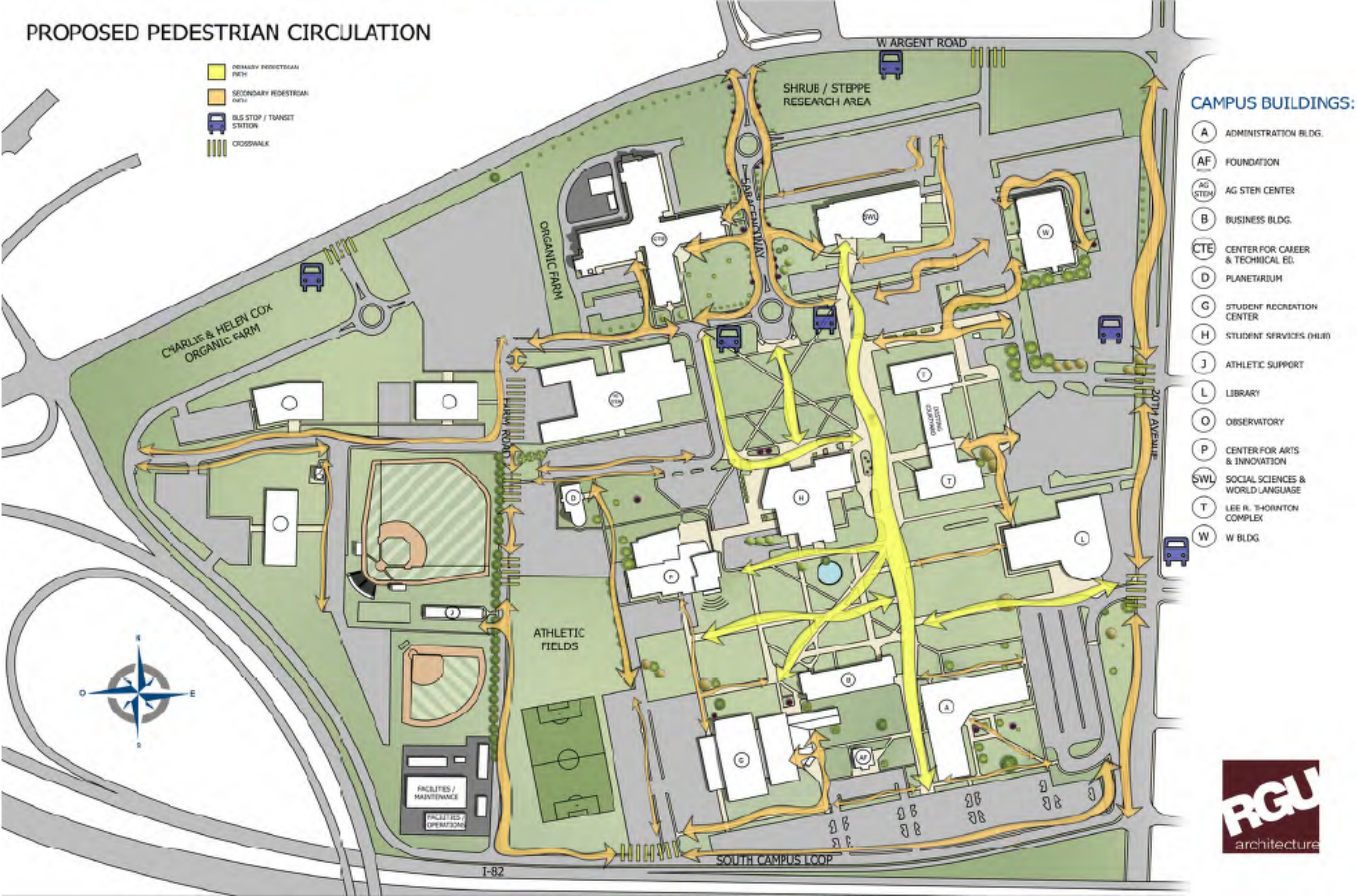
columbia basin college

RECOMMENDATIONS - 2017 UPDATE



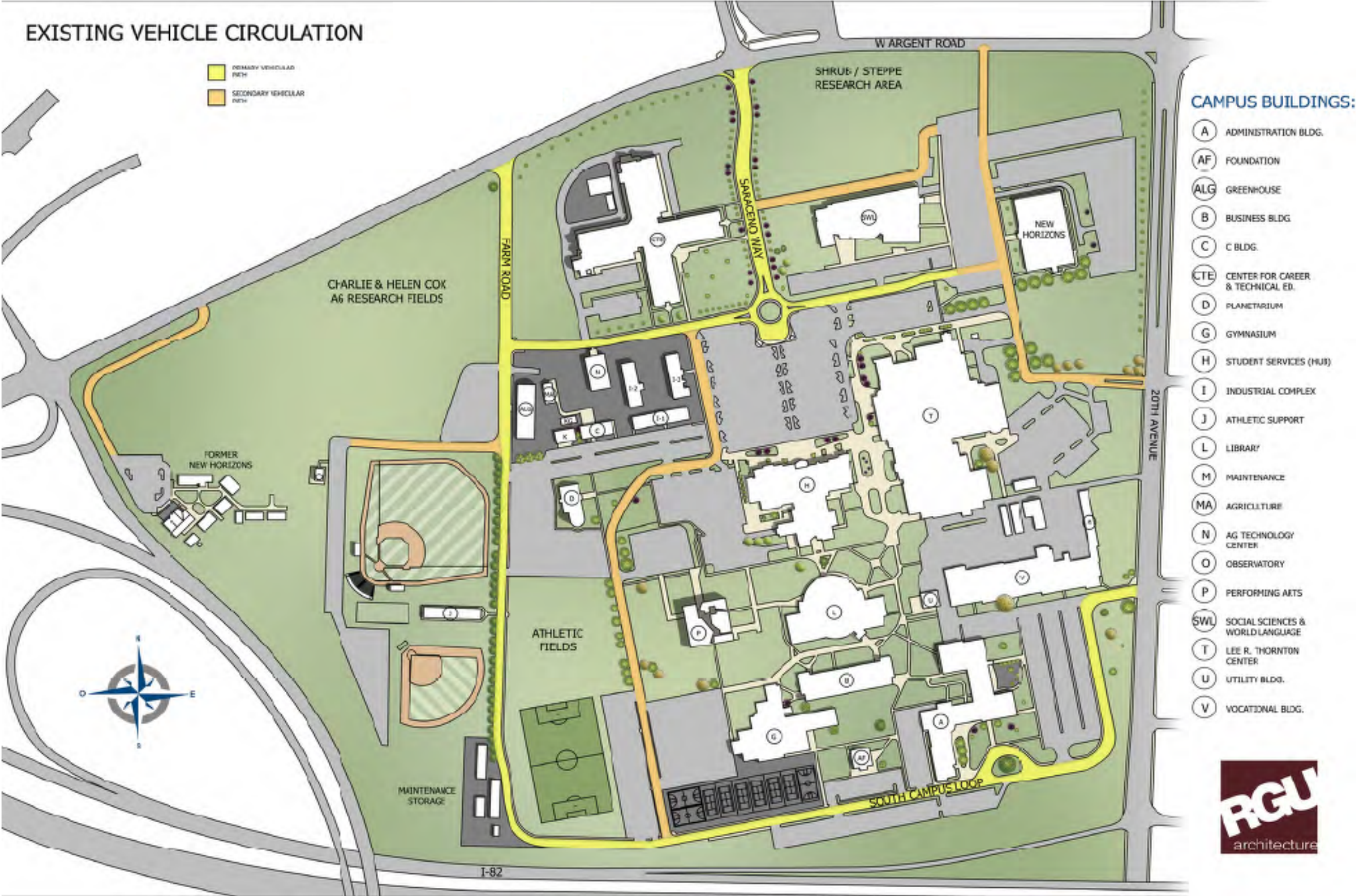
columbia basin college

RECOMMENDATIONS - 2017 UPDATE



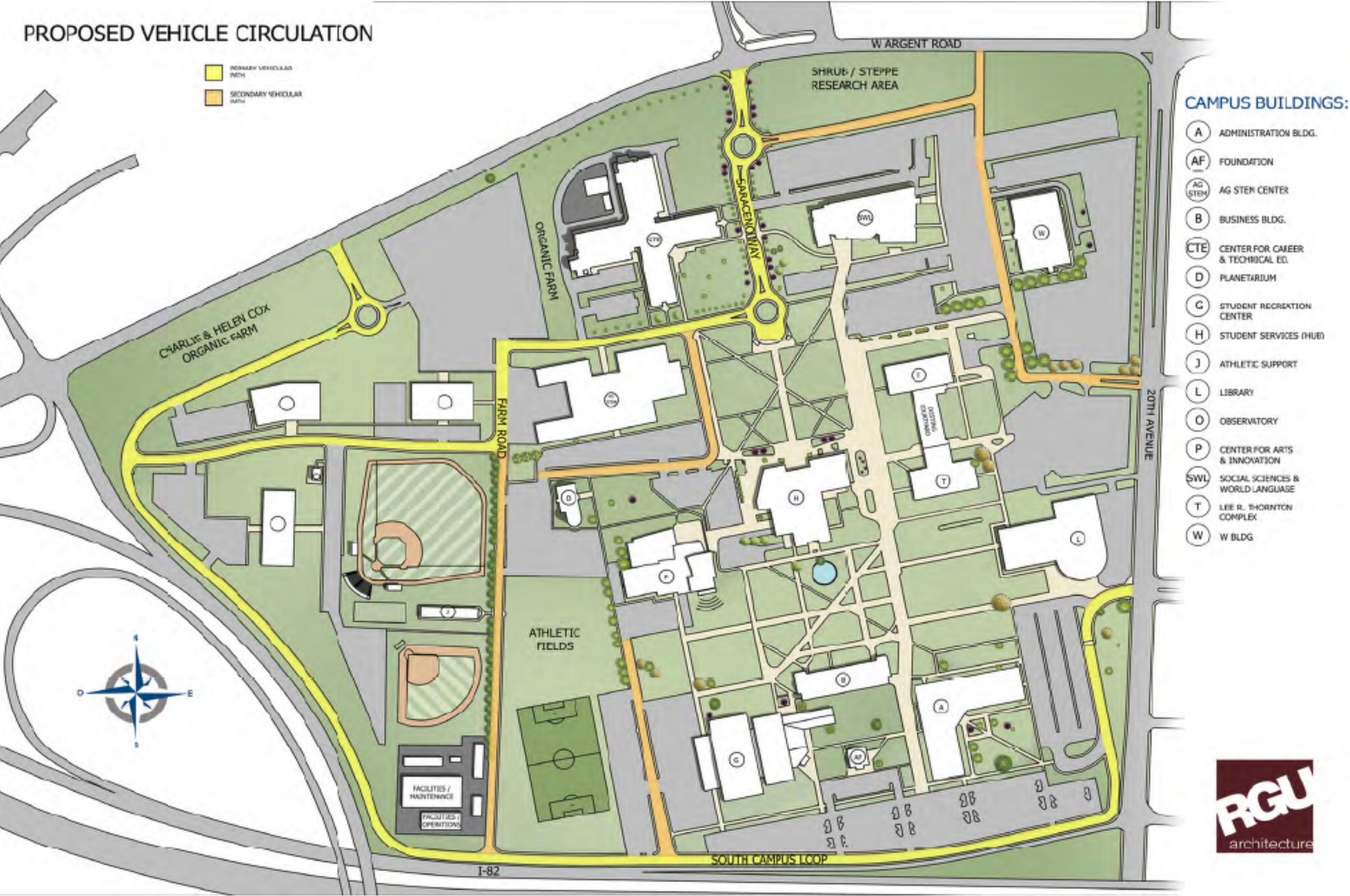
columbia basin college

RECOMMENDATIONS - 2017 UPDATE



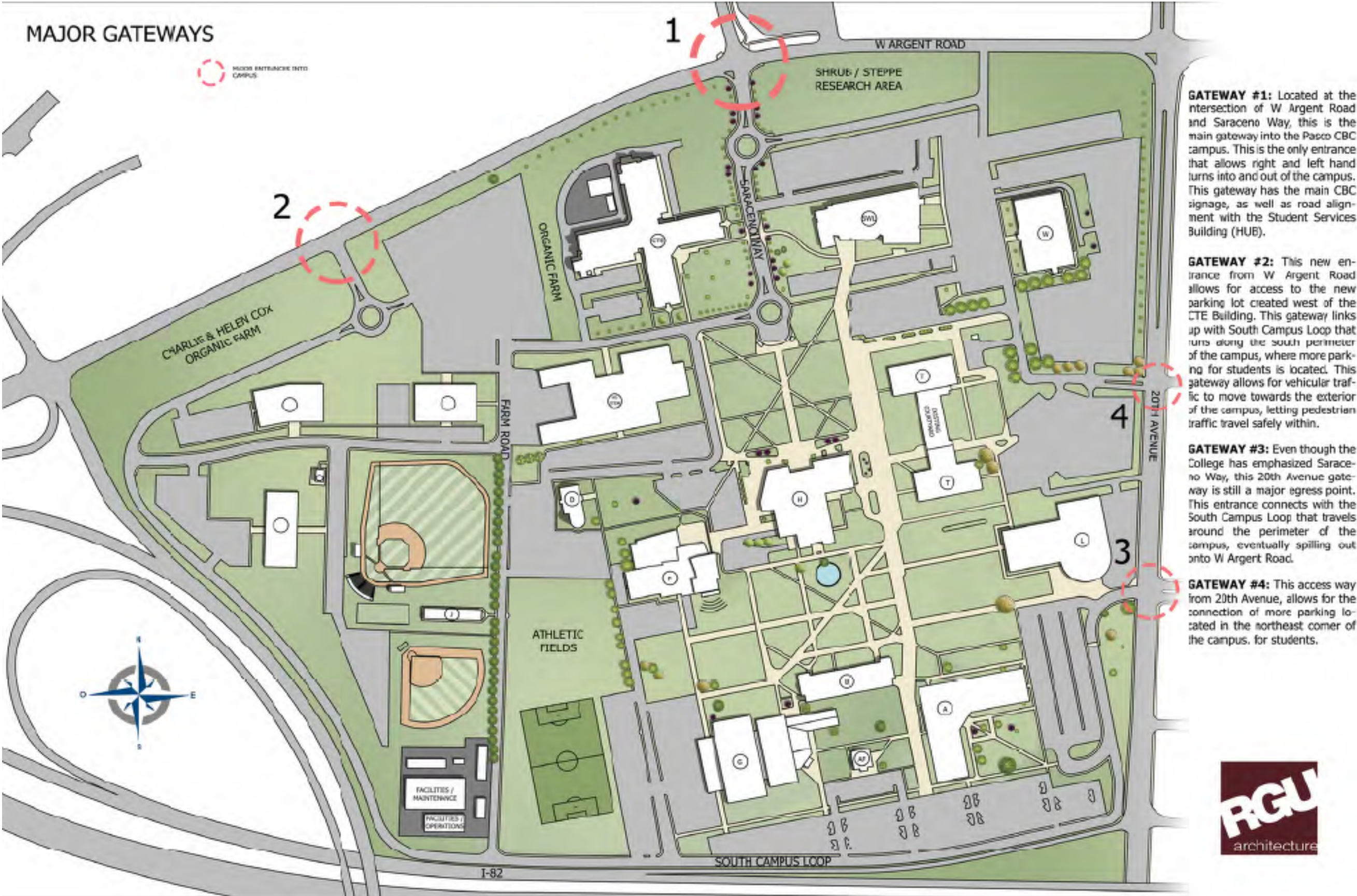
columbia basin college

RECOMMENDATIONS - 2017 UPDATE



columbia basin college

RECOMMENDATIONS - 2017 UPDATE



columbia basin college

PARKING MAP - UPDATE 2017

BACKGROUND

The College is located in a community where the automobile is still the preferred and convenient method for commuting to work, class, and most activities. The Tri-Cities has a network of roads and highways which were generally planned for well into the future to accommodate a regional population much larger than current numbers. This means that a majority of students are arriving in single occupant vehicles. The College is promoting alternatives to driver only automobiles, among which are providing free transit passes to enrolled students and staff.

The College is fortunate to have ample real estate available for parking, especially compared to more urban colleges in the State system. As such, it is the intention to continue to provide appropriate surface parking for at least the next 10 to 20 years.

PARKING COUNTS

As of 2016, the College had 5476 FTE’s on campus, and currently (2018), provides 2230 parking spaces. This is a ratio of just over 0.40 spaces per FTE. Although FTE counts are growing, no significant parking has been added in 10 years, so numbers are trending downward away from the College goal of at least 0.50 spaces per FTE. With approximately 1.2% growth per year, parking may be under capacity by about 2022.

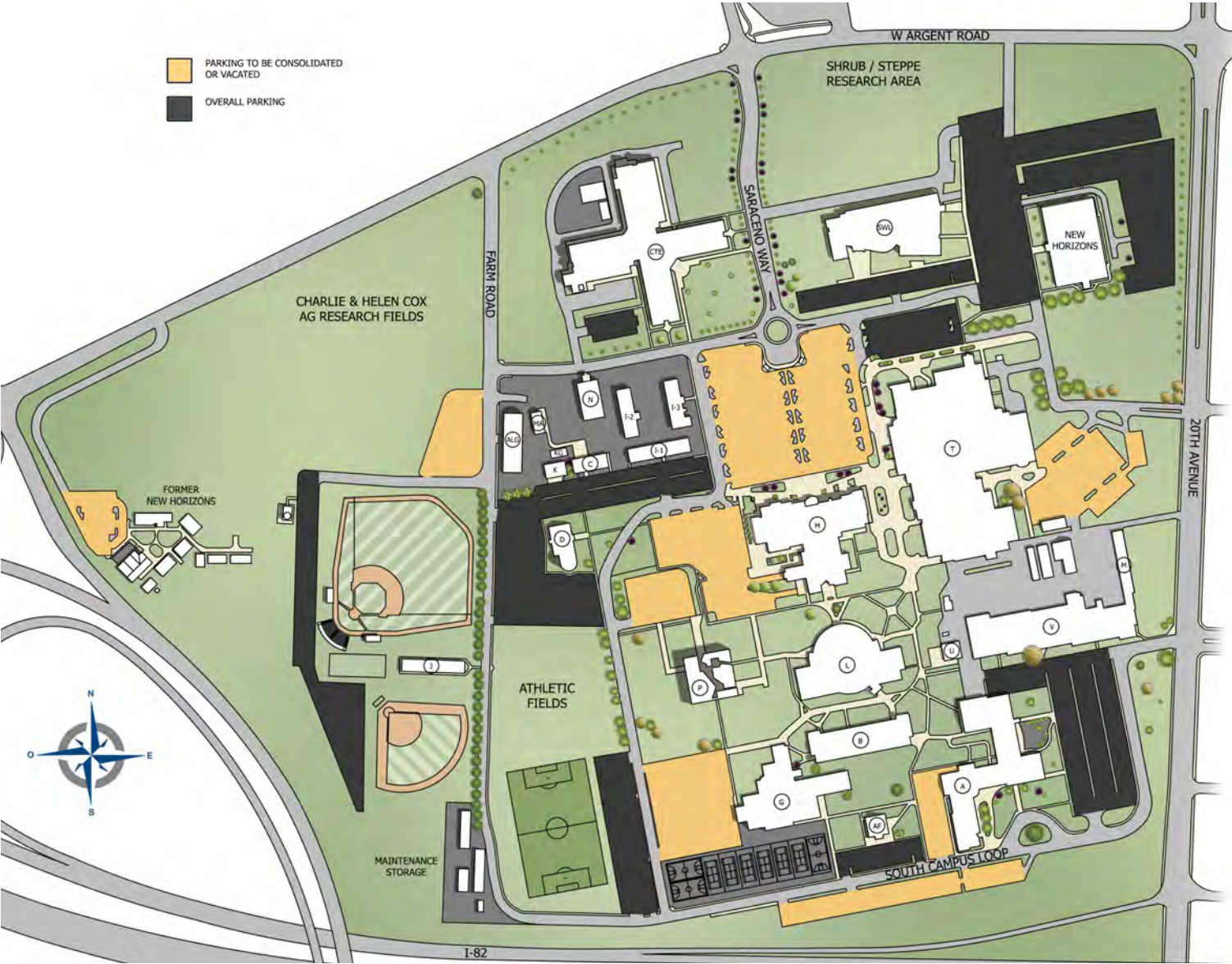
Review of the “by decade” master plan scenarios shows net increases in 0-10 years of 675 spaces, and in 10-20 years of 860 spaces respectively. The increase will allow for a ratio of 0.44/FTE in 2026, and approximately 0.51/FTE by 2036.

FUTURE TRENDS

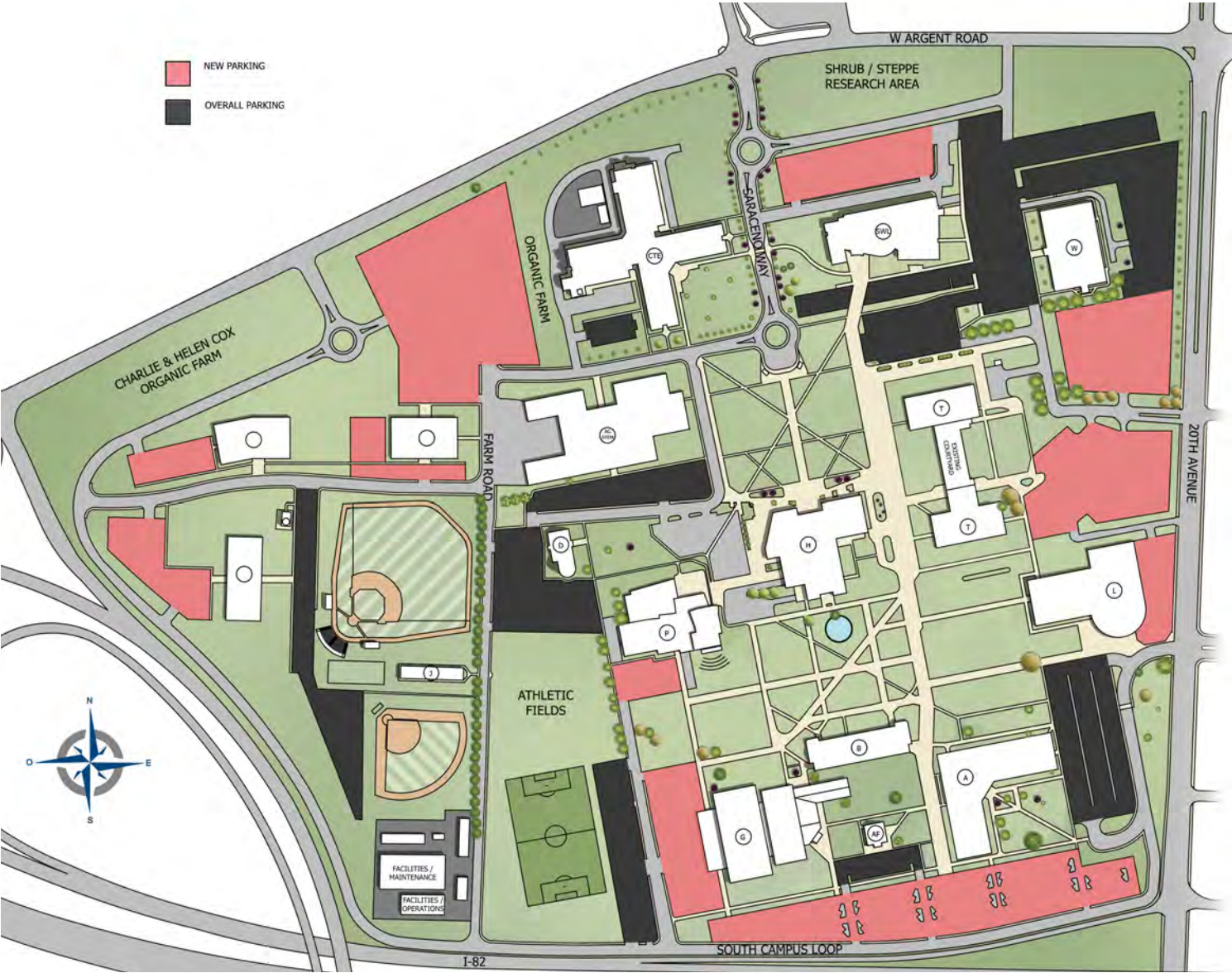
There will eventually be a reduction is single occupant vehicle usage, as nationwide, automobile ownership is trending downward, especially in the younger segments of US population. There is also a transportation technology revolution underway with the future trending to driverless vehicles. Due to that eventual single occupant vehicle reduction, parking increases from 2036 onward are significantly reduced.

The College desires to have a more “collegiate” campus environment, and future plans show more green “quad” areas at the center of campus. The College prefers parking at the periphery of campus, for pedestrian safety and to enable the addition of landscaped areas. These modifications are evident in the long range plan shown below, right side.

	FTE COUNT	PARKING SPACES REQ.	AVAIL. PARKING SPACES	PKG RATIO
2016	5476	2738	2230	0.41
2026	6554	3277	2905	0.44
2036	7374	3687	3765	0.51
2046	8296	4148	3865	0.47
2056	9333	4667	3980	0.43
2066	10500	5250	4080	0.39
2076	11813	5907	4280	0.36



Vacated and Consolidated Parking



Overall Parking

columbia basin college

RICHLAND CAMPUS

EXISTING RICHLAND CAMPUS



PHASE 1: 0 - 10 YEARS



columbia basin college

SPHERES OF INFLUENCE

CBC recognizes that the Pasco campus has limited boundaries to growth. It is also recognized that the Richland campus - which is healthcare oriented - is within a city “Medical” sub district of the Central Business District, much of it in need of revitalization. These two situations have caused the College to reflect on how it can influence the community and make long range plans for future growth.

As part of the Master Plan update, recommendations for properties of interest have been identified. A 60-year plan, in ten year increments, showing properties and areas of interest has been developed to show “Spheres of Influence”. Certain individual parcels, or groupings would be considered part of the influence area in several ways, such as:

- Target for Outright *Purchase*
- Development *Partnership*
- Opportunities for *Participation*

Within both overall areas denoted as the Sphere of Influence, there are precedents for expanding this concept.

Examples would be the Health Science and Medical Science buildings in Richland. Both were *purchased* through lengthy complicated transactions with government and private partnerships. Both of the facilities were realized with a portion of Public/Private *Partnership* activity. Lastly, one of these facilities has *participation* through compatible tenants related to the partnerships. Opportunities to continue development, and carry forward the Goals and Guiding Principles of the College exist within proximity of these facilities.



PASCO CAMPUS VICINITY



RICHLAND CAMPUS VICINITY

columbia basin college

SPHERES OF INFLUENCE

PASCO CAMPUS

The existing 150 acre campus in Pasco has ample room to expand, as shown in the decade by decade site plans presented in this document.

Over time, the College is interested in expanding their influence in the local community, as seen in the target areas to the right.

The Chase Center on 20th Ave, between Ruby and Agate Street, is currently comprised of three buildings constructed in the 1970's. The property and buildings are part of an estate, which is under an agreement to eventually be transferred to College control.

The buildings are used for basic skills, English Language Acquisition, and other classes. One of the buildings is leased to community oriented businesses. Eventually the College plans to construct new facilities on this property.

This building complex naturally provides a “corridor” north to the College where Spheres of Influence could be undertaken.

The properties to the north include an elementary school, single and multi-family residential, neighborhood commercial, and an assisted living complex.

Spheres of influence to the east of campus include a golf course complex, neighborhood commercial, and vacant land.



PASCO SPHERES OR INFLUENCE



SUN WILLOWS GOLF COURSE



CHASE CENTER

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SPHERES OF INFLUENCE

RICHLAND CAMPUS

In a meeting conducted with City of Richland Planning and Engineering staff in August of 2017, a conceptual development plan was presented, along with a draft of the Richland area “Spheres of Influence”. The intent of the meeting was to indicate CBC’s future plans for growth, and how those plans might coexist with the City’s concepts of how the “Medical District” sub zoning (within the Central Business District) might be re-developed over time.

The agenda included potential street vacations, CBC’s vision, and how some of the other existing organizations in the area could be impacted or become involved in planning for the future of the sub-district.

CBC’s three Richland properties (as of 2018) are separated by both Mansfield Street and Northgate Drive. The College has discussed a full or partial vacation of Mansfield Street with Richland over the years, with a partial vacation, or a reconfiguration. The plan could include raised traffic calming and crosswalk construction, which would slow traffic, and allow more free access between the Health Science Center (HSC or 891 Northgate) and a major project at 901 Northgate.

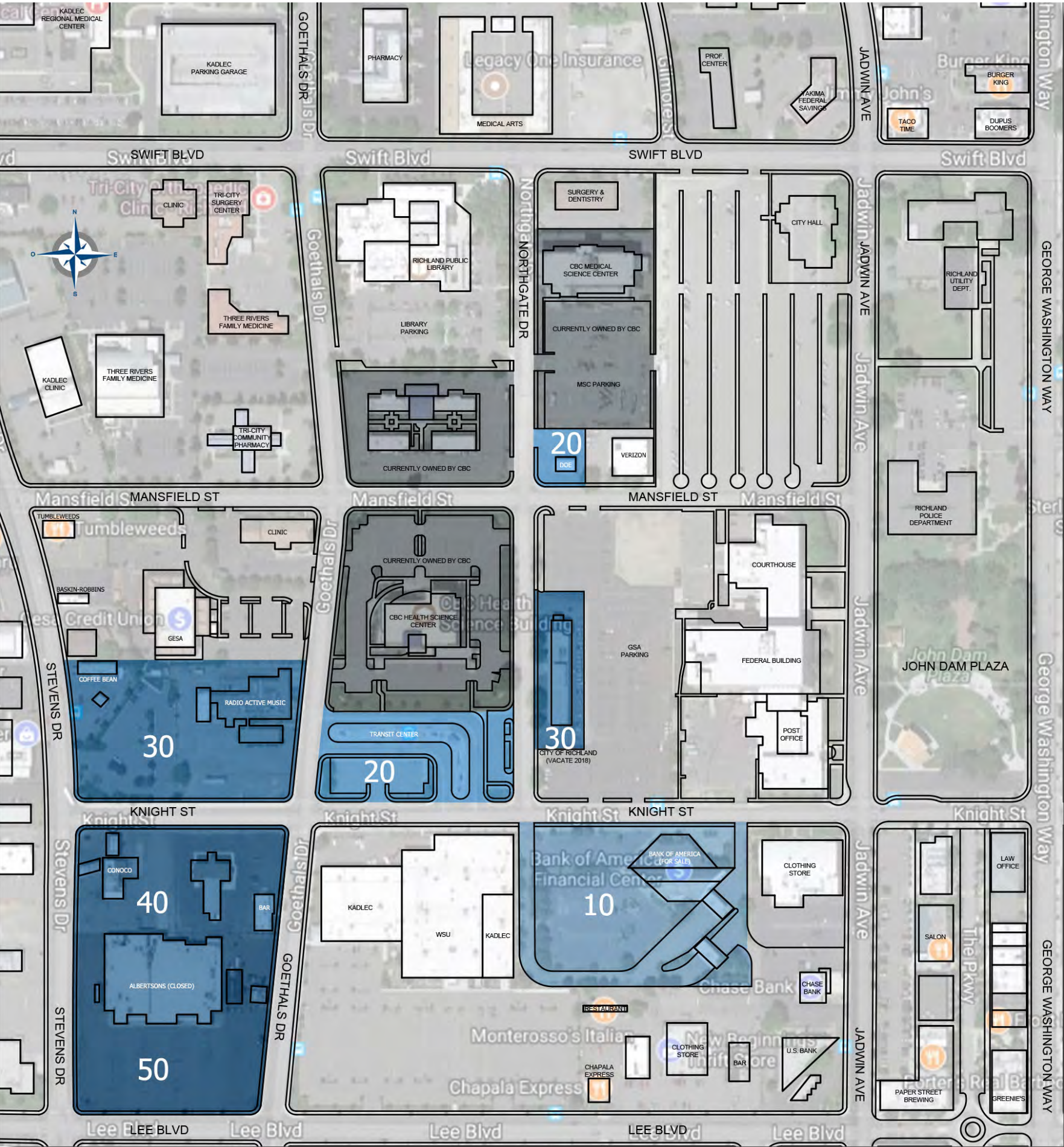
The vision for the street vacations and re-configurations is to create a “sense of place”, and a true Campus feel for the College’s Richland properties, utilizing strategic landscaping and wayfinding designs.

Along with the General Services Administration (GSA), an organization with interest and ties to this district is Kadlec Hospital. Kadlec has been rapidly building and expanding in this vicinity for over twenty years. Kadlec recently completed a major expansion to the core hospital facility, constructed a 3 story, 663 space parking garage at Swift and Goethals, and been involved financially with the construction of both the HSC and the MSC. The federal government is the other major organization within the Sphere of Influence in this area.

- CBC’s potential properties of interest in their Richland “Sphere of Influence” include:
- Former Bank of America building, 1007 Knight Street (for sale 2018)
 - GSA properties adjacent to the Federal Building
 - Ben-Franklin Transit Transfer Station, south of the HSC
 - DOE/Verizon properties south of the MSC
 - Distressed properties bounded by Stevens, Lee Boulevard, Goethals, and Knight Street
 - The block bounded by Stevens, Knight Street, Goethals, and Mansfield Street

The city stated that along with Kadlec’s parking garage, they would be interested in seeing another parking garage in the area. They have long term issues with the way the area consists of a large amount of open parking, and would like to see more concentrated urban growth in the Medical District.

The City is very interested in CBC’s vision of a multi-story mixed use building on the site at 901 Northgate. A facility with retail, education/office, and higher end residential meets all of their criteria for future growth in this area. The City is would like to continue this discussion, and bring in upper levels of the City’s management. Talks and planning should include a long term visioning plan and a statement for CBC’s intent for development and partnering in the Medical District.



RICHLAND SPHERES OF INFLUENCE

columbia basin college

AIRPORT ZONING

TRI-CITIES AIRPORT OVERLAY ZONING DISTRICT

The Columbia Basin College campus is located near the Tri-Cities Airport (PSC). The airport runway configurations are an “X”, running at diagonals to north. The campus is located south of the runways, and between Precision Instrument Zones, as categorized by the FAA. See Figure 1 for an overall view of the overlay zones.

The campus lies within Zone 6 and Zone 3, and is adjacent to Zone 2 of the overlays (see Figure 2).

The FAA places height and use restrictions within the overlay zones. The County’s numerical zones correspond to FAA nomenclature for navigable airspace surrounding airports, which are based on complex calculations of imaginary volumes (Figure 3).

Height and use restrictions are summarized as follows:

- Zone 2 “Transition”:** (adjacent to campus to the west): Slopes from runway surface to a height of 150’, at a ratio of 1 foot height per 7 feet of length. New college buildings are prohibited, along with residential, hospitals, and other uses.
- Zone 3 “Horizontal”:** 150’ height restriction. New college buildings are allowed, but no K-12 schools or hospitals.
- Zone 6 “Conical”:** Height restrictions begin at 150’, and slope upwards to a height of 350’ at the periphery of the cone, which is 2 miles from the campus. New college construction is allowed.

New construction projects on campus, and any construction on campus involving cranes should be conferred with the Port of Pasco during the planning process. Reference to these regulations can be found in the Franklin County Code of Ordinances, Chapter 17.76 “Airport Zoning”.

The Port may advise the team that the FAA needs to be notified, and FAA Form 7460-1, “Notice of Proposed Construction or Alteration” may need to be provided, depending on the circumstances.

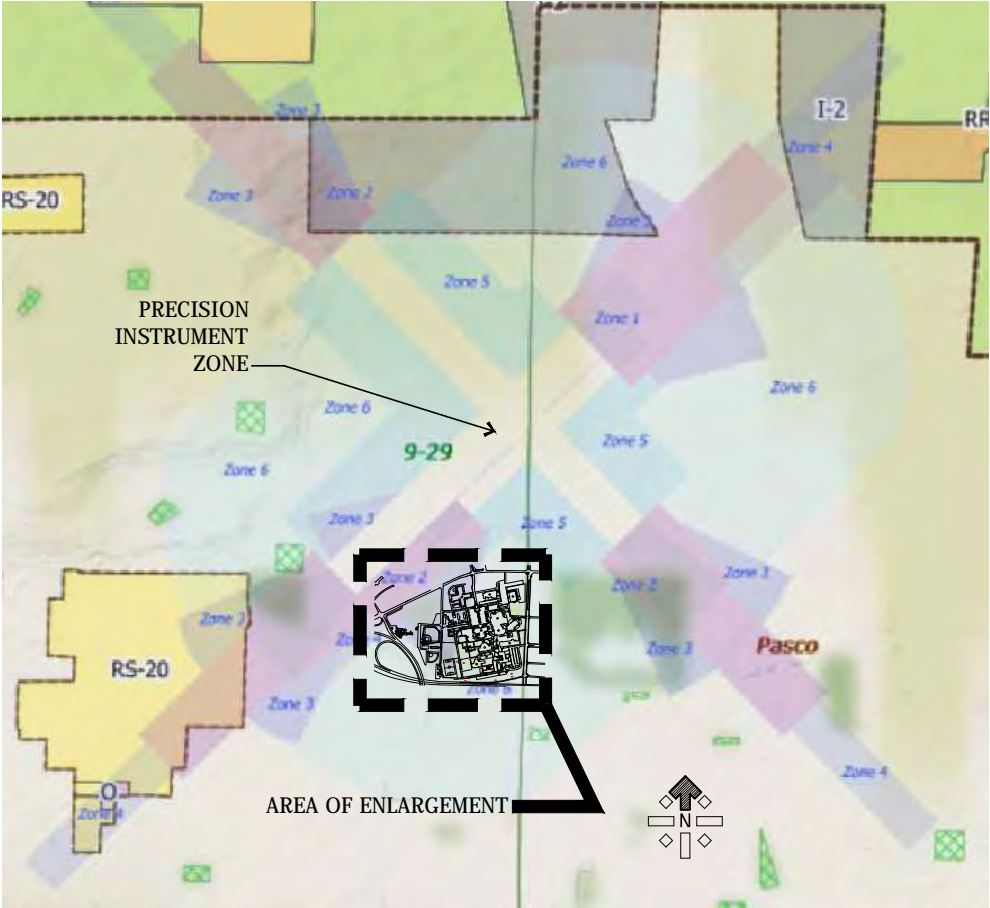


FIG 1: AIRPORT (PSC) OVERLAY CLASSIFICATION ZONE MAP

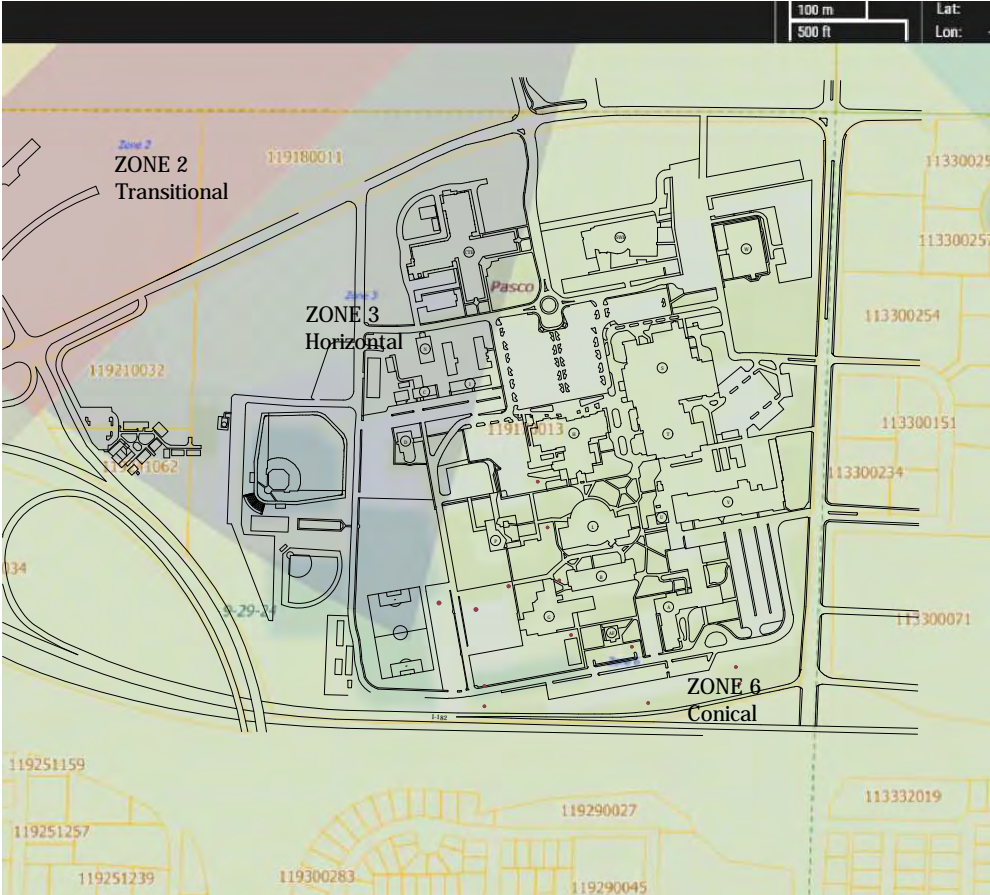


FIG 2: ENLARGED AIRPORT (PSC) OVERLAY CLASSIFICATION ZONE MAP

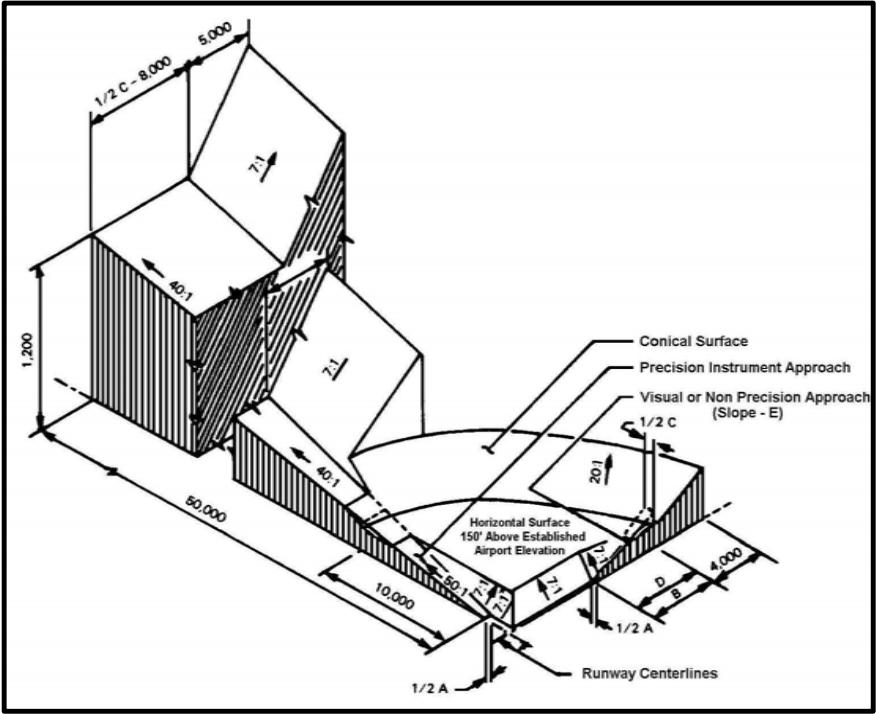


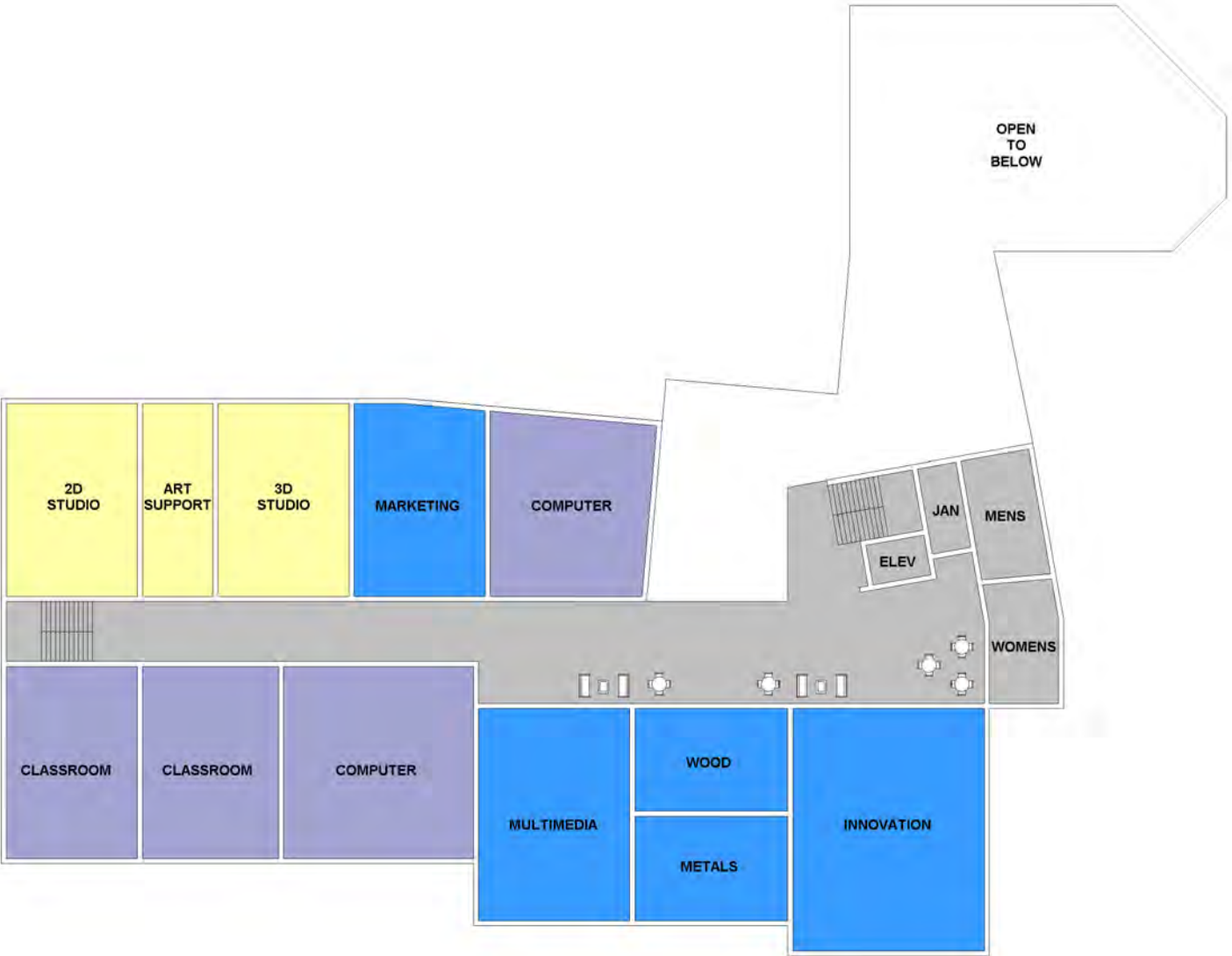
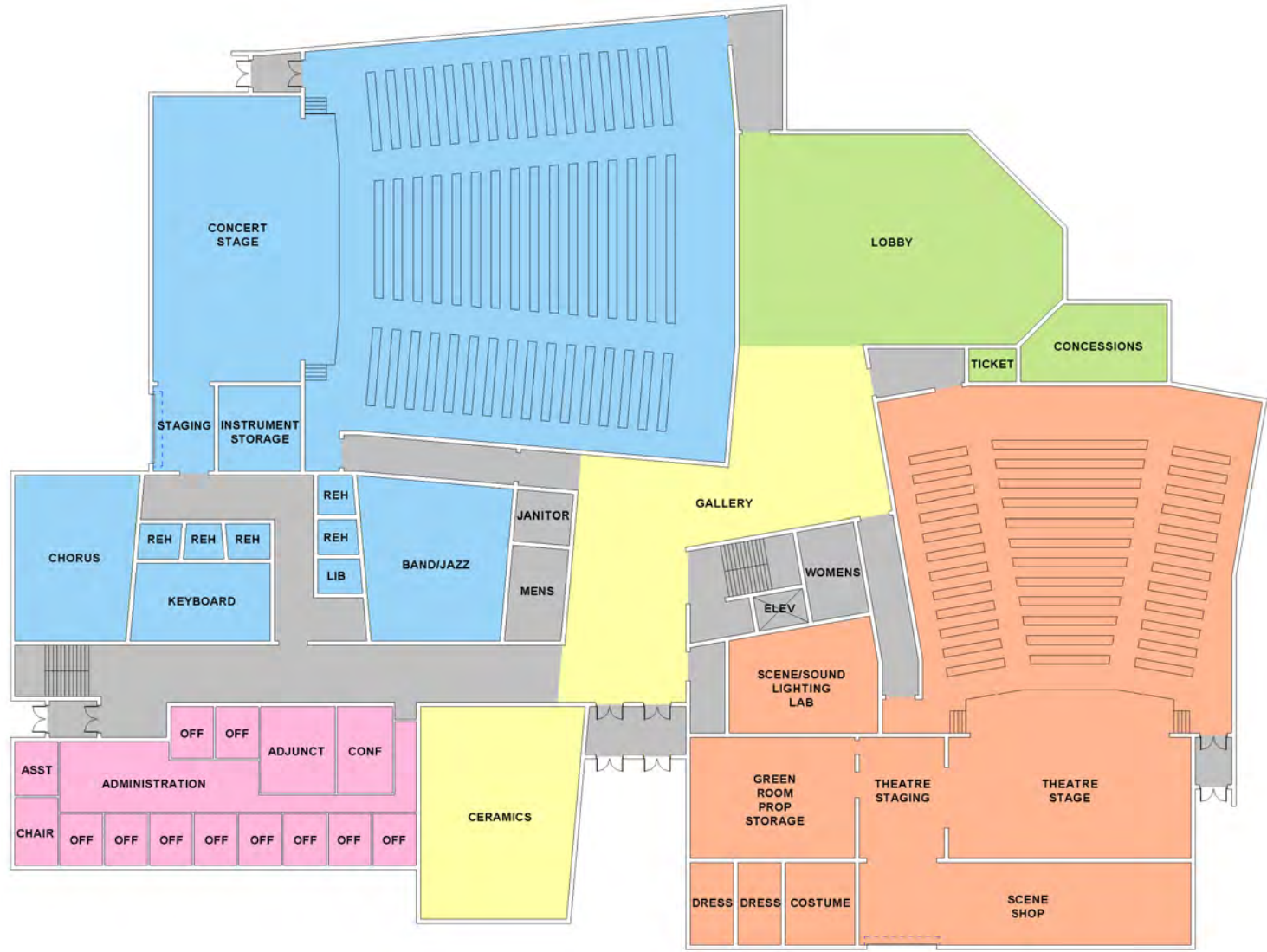
FIG 3: FAR 77 (FEDERAL AVIATION REGULATIONS) OBJECTS AFFECTING NAVIGABLE AIRSPACE

Immediate Needs

CENTER FOR ARTS AND INNOVATION
(PERFORMING ARTS CENTER - REPLACEMENT)

PROJECT DESCRIPTION

REPLACEMENT	58,686 SF
TOTAL SQUARE FOOTAGE	58,868 SF
ESTIMATED COST (IN 2012 DOLLARS)	\$34,120
COST PER SQUARE FOOT	\$480



STUDENT RECREATION CENTER

PROJECT DESCRIPTION

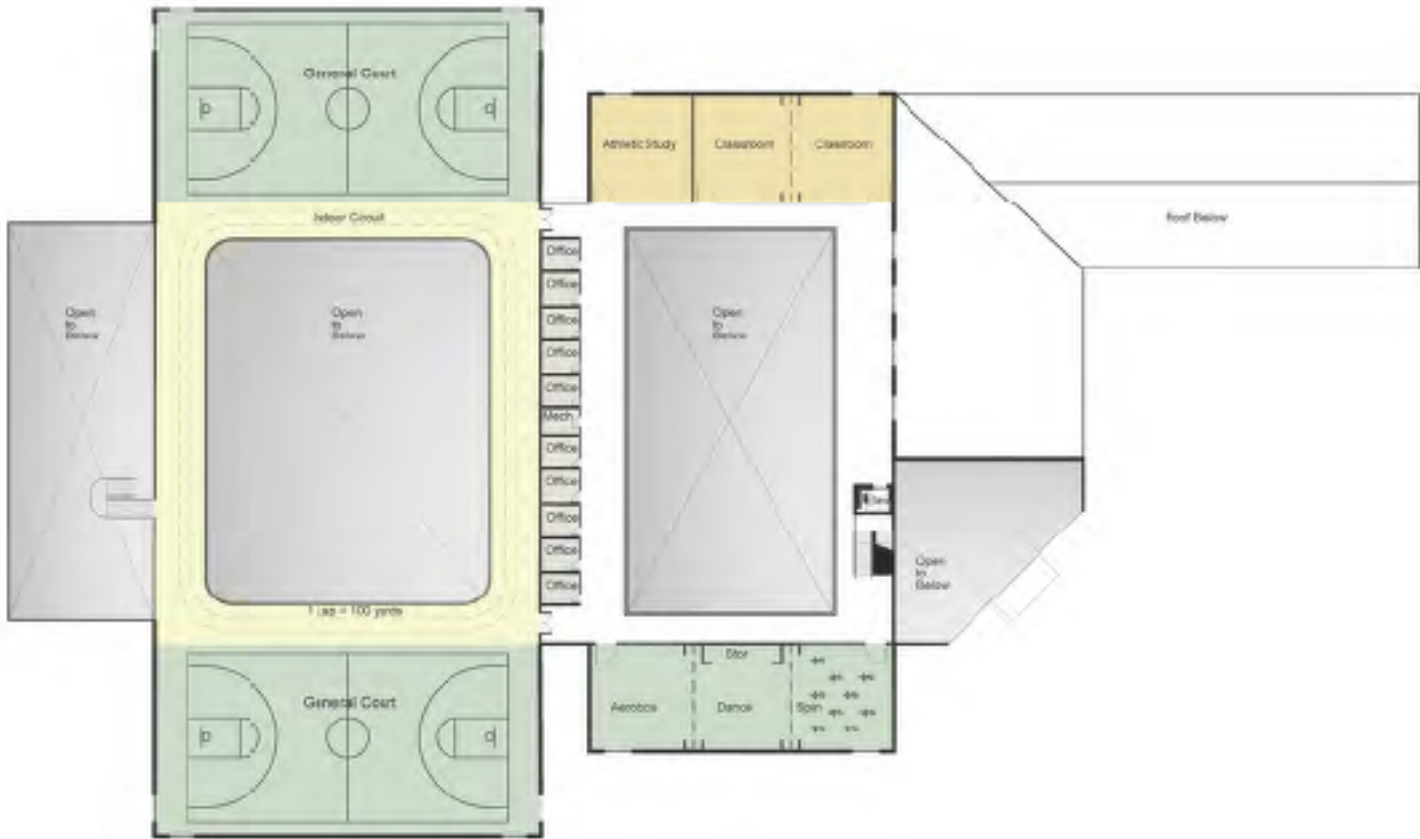
EXISTING	5,200 SF
REPLACEMENT	23,600 SF
ADDITION	36,200 SF
TOTAL SQUARE FOOTAGE	65,000 SF
ESTIMATED COST (IN 2012 DOLLARS)	\$25,000,000
COST PER SQUARE FOOT	\$384.62



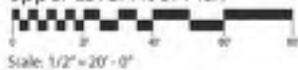
Main Level Floor Plan



Student Activity and Wellness Center
Columbia Basin College

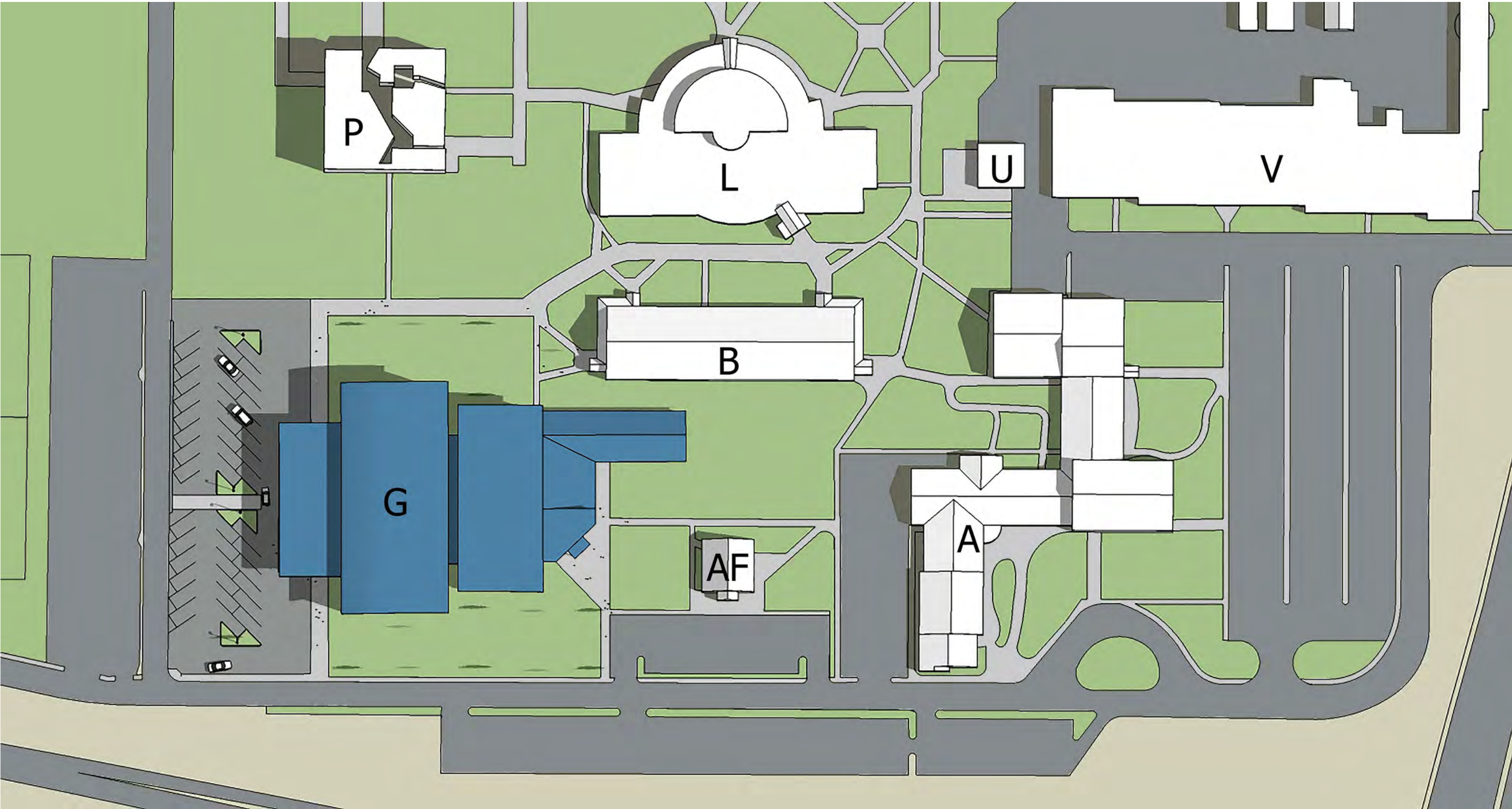


Upper Level Floor Plan

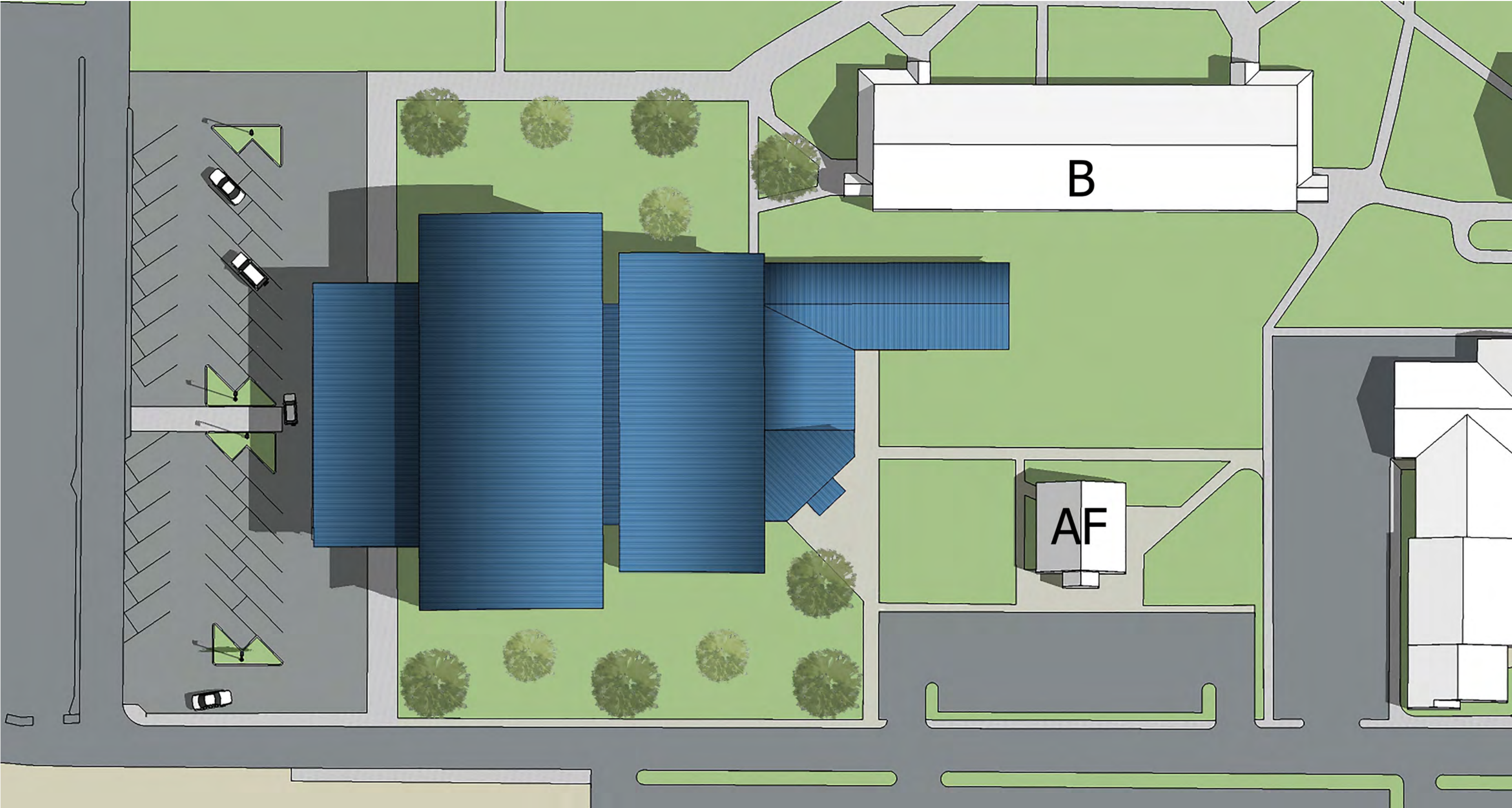


Student Activity and Wellness Center
Columbia Basin College

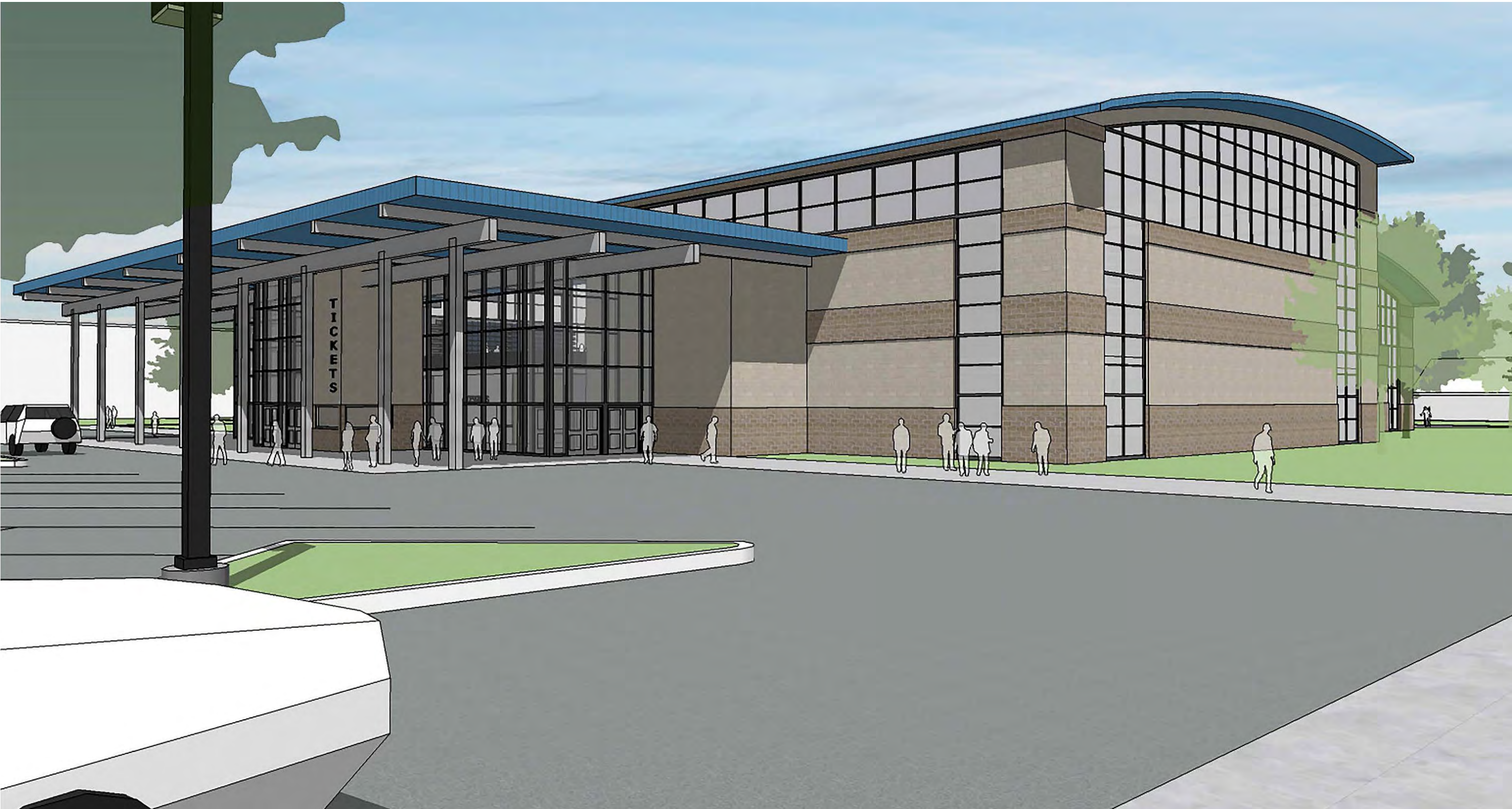
STUDENT RECREATION CENTER



STUDENT RECREATION CENTER



STUDENT RECREATION CENTER



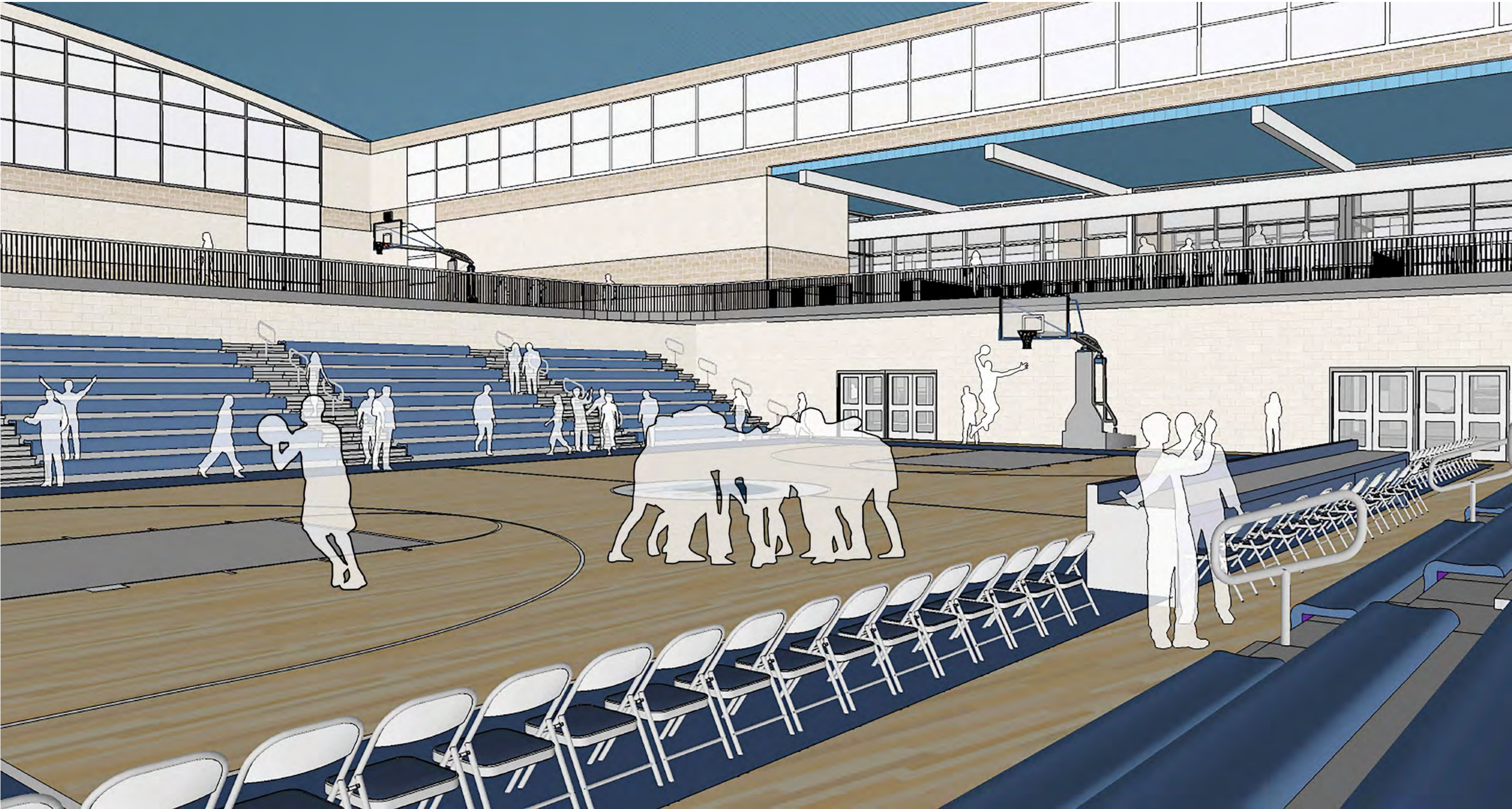
STUDENT RECREATION CENTER



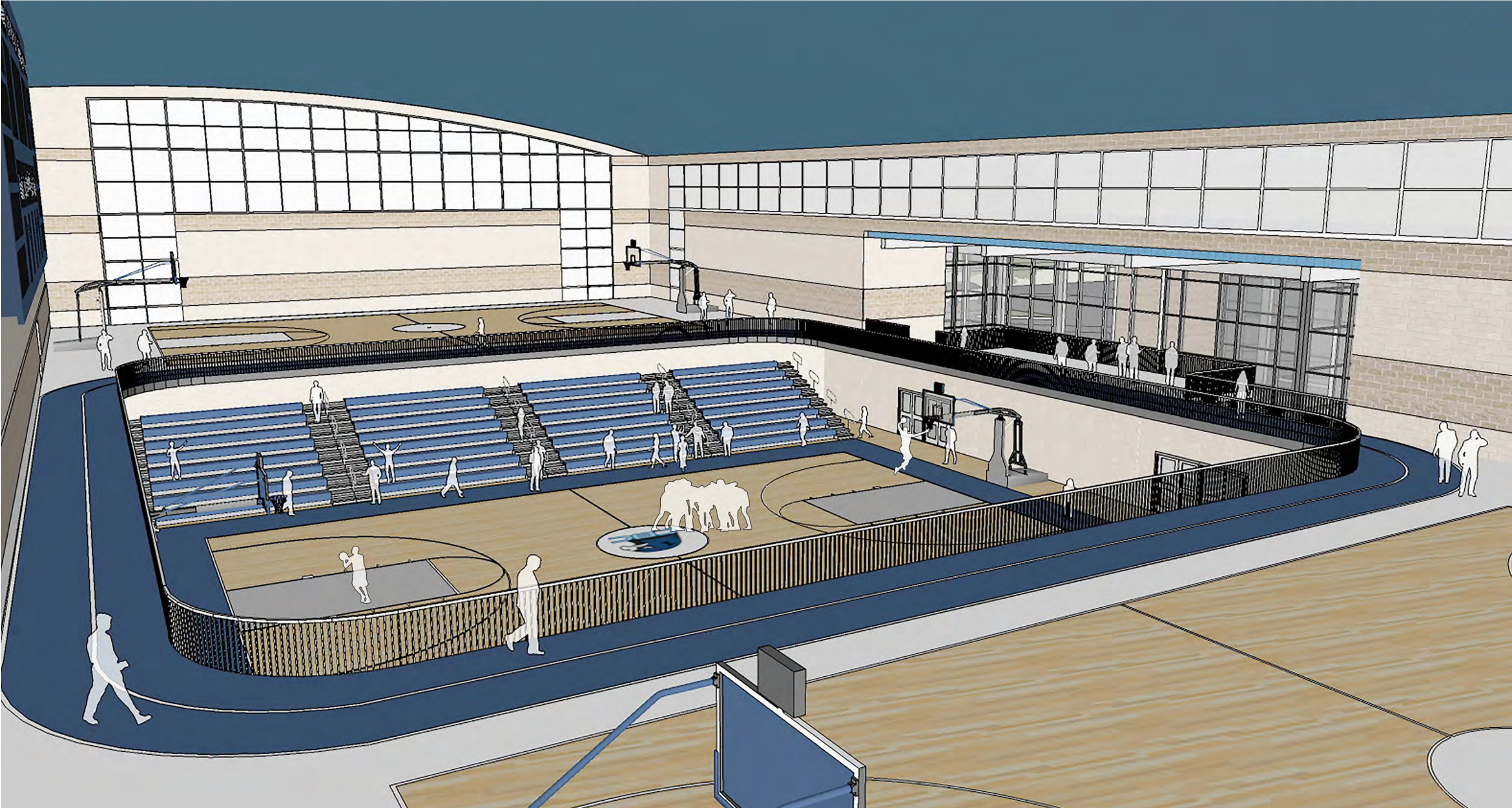
STUDENT RECREATION CENTER



STUDENT RECREATION CENTER



STUDENT RECREATION CENTER



CBC Master Plan 2017 Update



Exhibit G

POLICY TYPE: GOVERNANCE PROCESS GP-5

POLICY TITLE: BOARD MEMBERS CODE OF ETHICS

The Board commits itself and its members to ethical, businesslike, and lawful conduct. This includes proper use of authority and appropriate decorum when acting as Board Members.

1. Board Members must represent un-conflicted loyalty to the interests of the community. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards or staffs. It also supersedes the personal interest of any Board Member acting as a consumer of the organization's services.
2. Board Members must avoid conflict of interest with respect to their fiduciary responsibility.
 - a. There must be no self-dealing or any conduct of private business or personal services between any Board Member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.
 - b. When the Board is to decide upon an issue, about which a Board Member has an unavoidable conflict of interest, that Board Member shall absent herself or himself without comment from not only the vote, but also from the deliberation.
 - c. Board Members must not use their positions to obtain employment in the organization for themselves, family members or close associates. Should a Board Member desire employment, he or she must first resign.
 - d. Board Members will annually disclose their involvements with other organizations, with vendors, or any other associations which might produce a conflict.
3. Board Members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.
 - a. Board Members' interaction with the President or with staff must recognize the lack of authority vested in individuals except when explicitly Board-authorized.
 - b. Board Members' interaction with public, press or other entities must recognize the same limitation and the inability of any Board Member to speak for the Board.
 - c. Board Members will give no consequence or voice to individual judgments of President or staff performance.
4. Members will respect the confidentiality appropriate to issues of a sensitive nature.

POLICY TYPE: GOVERNANCE PROCESS GP-6

POLICY TITLE: COST OF GOVERNANCE

The Board of Trustees will invest in its governance capacity to promote and ensure effective, and continuous improvement of its governance of the College.

Accordingly:

1. The Board will decide on the funds it deems necessary for it to perform its duties.
2. The Board skills, methods and support resources will be sufficient to ensure governing with excellence.
 - a. Training and re-training will be utilized to orient new Trustees and candidates to be Trustees, as well as to maintain and increase existing Trustee skills and knowledge.
 - b. Outside monitoring assistance and resources will be arranged so that Board can exercise confident control over organizational performance, which includes, but is not limited to, Fiscal Audit.
 - c. Outreach mechanisms will be used as needed to ensure the Board's ability to listen to the citizens of Benton and Franklin counties' viewpoints and values.
3. Costs will be prudently incurred, though not at the expense of jeopardizing the development and maintenance of superior governance knowledge and capability.

POLICY TYPE: GOVERNANCE PROCESS GP-7

POLICY TITLE: NAMING OF FACILITIES

The Board of Trustees shall have the discretion of naming College facilities, including buildings, rooms, wings, parks, landscaped areas or other significant locations, for persons or corporations. In exercising its discretion, the Board will consider the request in conjunction with the following guidelines:

1. It is the intent of the Board of Trustees that such naming should not be done casually, but reserved for those who have made extraordinary contributions to CBC through personal service, financial support, or who have greatly enhanced the prestige of the institution through outstanding state or national achievement and recognition.
2. A facility should not be named for any living individual who has been employed by the college or has served on the Board of Trustees prior to three (3) years following their termination of service to the institution unless exceptional circumstances exist and there is unanimous Board approval.
3. When consideration is being given to naming a facility after a former employee or trustee of the institution, such consideration shall go beyond that person's excellence in the performance of his/her duties and responsibilities.
4. Advisory recommendations for awarding the honor pursuant to this policy shall be made by an ad-hoc advisory committee appointed by the Board of Trustees. Such committees shall consist of one member from each of the following categories: administration, faculty, classified staff, student body, the CBC Foundation, and the community.

POLICY TYPE: GOVERNANCE PROCESS GP-8

POLICY TITLE: EMERITUS DESIGNATION

The Board of Trustees shall have the discretion to designate a former President or Administrator to the status of Emeritus for the College. This designation does not have any financial obligation for the College, but does allow access to facilities to the awardee.

Exhibit H

COLUMBIA BASIN COLLEGE BOARD OF TRUSTEES
ANNUAL CALENDAR/WORK PLAN FY22
August-March 821, 20201

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
- ~~Cash Reserves Target Update~~
- Unaudited Fiscal Year Income Statement
- Annual Planning Calendar
- ~~Grant Program Update~~
- 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
- ~~Grants Report~~
- First Reading - Board of Trustees Bylaws Article I - V

October

ACCT Leadership Congress, ~~Chicago~~ San Diego, ~~September-October 13 - 1630 – October 3~~

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

ACT Fall Conference, Seattle, ~~November 13~~ 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

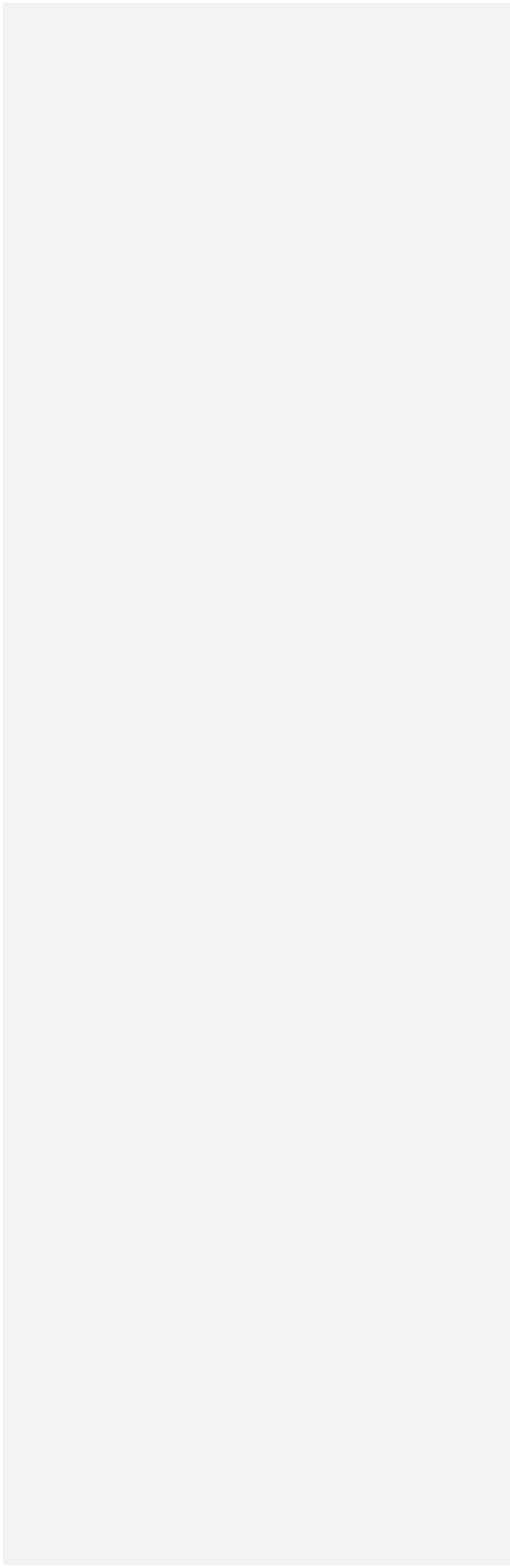
Board Meeting Agenda Items:

- Executive Limitations Monitoring Report – EL-4 – EL-6
- Cash Balance Report
- Variance Report
- ~~Grants Report~~
- First Reading: Board Policies Executive Limitations EL-5-EL-7
- Action: Second Reading – Board Policies Executive Limitations EL-1–EL-4

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January

ACT New Trustee Orientation, ~~January TBD25,~~ Olympia

ACT Transforming Lives Award Dinner, ~~January TBD,25,~~ Olympia

ACT Winter Legislative ~~Contact~~-Conference, January ~~26XX,~~ 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, ~~February TBD 7-10~~

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
- ~~Grants Report~~
- ~~Consider faculty candidates for continued probationary status and tenure~~
- 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

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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 1~~7~~⁸, 202~~2~~⁴

Board Meeting Agenda Items:

- Executive Limitations Monitoring Report – EL-9 – EL-10
- Cash Balance Report
- Variance Report
- ~~Grants 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

POLICY TYPE: GOVERNANCE PROCESS GP-1

POLICY TITLE: GOVERNANCE COMMITMENT

The purpose of governance is that the Board, on behalf of the citizens of Benton and Franklin counties, ensures the accountability of Columbia Basin College by assuring that it (a) achieves appropriate results for the appropriate recipients at an appropriate cost, and (b) avoids unacceptable activities, conditions and decisions.

POLICY TYPE: GOVERNANCE PROCESS GP-2

POLICY TITLE: GOVERNING STYLE

The Board will govern with an emphasis on outward vision rather than an internal preoccupation, encouragement of diversity in viewpoints, strategic leadership more than administrative detail, clear distinction of Board and President roles, collective rather than individual decisions, future rather than past or present, and proactivity rather than reactivity. The Board will:

1. Deliberate in many voices, but govern in one.
2. Be responsible for excellence in governing and an initiator of policy.
3. Direct, control and inspire the organization through the careful establishment of broad written policies reflecting the Board's values and perspectives. The Board's major policy focus will be on the intended long term impacts outside the operating organization, not on the administrative or programmatic means of attaining those effects.
4. Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policy making principles, respect of roles, and ensuring the continuity of governance capability.
5. Monitor and discuss the Board's process and performance periodically. Self-monitoring will include comparison of Board activity and discipline to policies in the Governance Process and Board-Staff Linkage categories.
6. Continual Board development will include, but not be limited to, orientation of new members in the Board's governance process and periodic Board discussion of process improvement.

POLICY TYPE: GOVERNANCE PROCESS GP-3

POLICY TITLE: BOARD JOB DESCRIPTIONS

The job of the Board is to represent the citizens of Benton and Franklin counties in determining and demanding appropriate organizational performance. To distinguish the Board's own unique job from the jobs of its staff, the Board will concentrate its efforts on the following job "products" or outputs:

1. The link between the organization and the citizens of Benton and Franklin counties.
2. Written governing policies which, at the broadest levels, address:
 - a. Ends: Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good, for which needs, at what cost).
 - b. Executive Limitations: Constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
 - c. Governance Process: Specification of how the Board conceives, carries out and monitors its own task.
 - d. Board-Staff Linkage: How power is delegated and its proper use monitored, the President role authority and accountability.
3. The assurance of President's performance (against policies in 2a and 2b).
4. A link between the Board and the College Foundation Board for maintaining communication and providing coordination between the two Boards.

POLICY TYPE: GOVERNANCE PROCESS GP-4

POLICY TITLE: CHAIRPERSON'S ROLE

The Chair assures the integrity of the Board's process and, secondarily, occasionally represents the Board to outside parties. The Chair is the only Board member authorized to speak for the Board (beyond simply reporting board decisions), other than in rare and specifically authorized instances.

1. The job result of the Chair is that the Board behaves consistent with its own rules and those legitimately imposed upon it from outside the organization.
 - a. Meeting content will focus on those issues which, according to Board policy, clearly belong to the Board to decide or examine, not the President.
 - b. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and kept to the point.
2. The authority of the Chair consists of making decisions that fall within the topics covered by Board policies on Governance Process and Board-Staff Linkage, except where the Board specifically delegates portions of this authority to others. The Chair is authorized to use any reasonable interpretation of the provisions in these policies.
 - a. The Chair is empowered to chair Board meetings with all the commonly accepted power of that position (e.g., ruling, recognizing, and agenda-setting).
 - b. The Chair has no authority to make decisions about policies created by the Board within Ends and Executive Limitations policy areas. Therefore, the Chair has no authority to supervise or direct the President.
 - c. The Chair may represent the Board to outside parties in announcing Board-stated positions and in stating Chair decisions and interpretations within the area delegated to him or her.
 - d. The Chair may delegate this authority, but remains accountable for its use.
3. In the absence of the Chair, the Vice Chair will assume the responsibilities of the Chair.

Exhibit J



Columbia Basin College
Resolution No. 21-01

Acquisition of 840 Northgate Drive, Richland WA 99352

WHEREAS, certain property owned by the City of Richland, located in the County of Benton, State of Washington, at 840 Northgate Drive, Richland, WA 99352, has been offered for purchase and more particularly described as follows:

Section 11 Township 9 Range 28. THAT PORTION OF LOT 2 BLOCK 629, PLAT OF RICHLAND, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUMES 6 & 7 OF PLATS, BENTON COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS: BEGINNING AT THE POINT OF INTERSECTION OF THE CENTERLINE OF SWIFT BOULEVARD AND JADWIN AVENUE, THENCE SOUTH 89 DEGREES 09 MINUTES 12 SECONDS WEST ALONG THE CENTERLINE OF SAID SWIFT BOULEVARD A DISTANCE OF 716.00 FEET TO THE CENTERLINE INTERSECTION OF SAID SWIFT BOULEVARD AND NORTHGATE DRIVE AS DESCRIBED IN AF. NO. 595703: THENCE SOUTH 00 DEGREES 50 MINUTES 36 SECONDS EAST ALONG THE SAID CENTERLINE OF SAID NORTHGATE DRIVE A DISTANCE OF 925.28 FEET: THENCE NORTH 89 DEGREES 09 MINUTES 24 SECONDS EAST, A DISTANCE OF 40.00 FEET TO A POINT ON THE EAST RIGHT OF WAY LINE OF SAID NORTHGATE DRIVE AND BEING THE TRUE POINT OF BEGINNING: THENCE NORTH 89 DEGREES 09 MINUTES 24 SECONDS EAST A DISTANCE OF 96.50 FEET: THENCE SOUTH 00 DEGREES 50 MINUTES 36 SECONDS EAST A DISTANCE OF 308.81 FEET: THENCE SOUTH 89 DEGREES 09 MINUTES 24 SECONDS WEST A DISTANCE OF 96.50 FEET TO THE SAID EAST RIGHT OF WAY LINE OF SAID NORTHGATE DRIVE: THENCE NORTH 00 DEGREES 50 MINUTES 36 SECONDS WEST ALONG SAID EAST RIGHT OF WAY A DISTANCE OF 308.81 FEET TO THE POINT OF BEGINNING. SUBJECT TO RESERVATIONS RESTRICTIONS, RIGHTS OF WAY AND EASEMENTS OF RECORD. (1/22/2001 AF#2001-001732.)

WHEREAS, Columbia Basin College can utilize said property to support the future construction of office and classroom space needed by the College or for lease to other organizations, AND

WHEREAS, the property is located within the Richland Campus sphere of influence as indicated in the 2017 Facility Master Plan update, AND

WHEREAS, the acquisition and future development of said property will help support the Health Science Center, Medical Science Center, and Richland Original Campus, AND

WHEREAS, Columbia Basin College will be using local funds not to exceed twenty thousand dollars (\$20,000.00) to support its offer to purchase said property, AND

WHEREAS, the Board of Trustees of Columbia Basin College and the College President desire to show their strong support for this project, AND



WHEREAS, Columbia Basin College has legal authority, and that Brian Dexter, Interim Vice President for Administrative Services, is hereby authorized, for and on behalf of Columbia Basin College, to do and perform any and all acts which may be necessary to carry out the foregoing resolution including the preparing, making and filing of plans, applications, reports and other documents; the execution, acceptance, delivery and recordation of agreements, and other instruments pertaining to Columbia Basin College's acquisition 840 Northgate Drive, Richland, Washington.

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees of Columbia Basin College hereby approves that the foregoing resolution is a true and correct copy of the resolution adopted by the vote of a majority of the members of the Columbia Basin College Board of Trustees present at a meeting of said Board on the 8th day of March, 2021, at which a quorum was present.

BOARD OF TRUSTEES
Columbia Basin College

By: _____
Kedrich Jackson, Chair of the Board of Trustees