

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

January 10, 2022
Beers Board Room & Virtual
4:00 p.m.

Agenda

Call to Order

Pledge of Allegiance

***Agenda Changes**

***Approval of Minutes**

December 13, 2021 Board of Trustees' Meeting

Exhibit A

Celebrating Excellence

Transforming Lives Award Nominee

Richard Kemp

Fall Athletics

DiShondra Goree, Head Women's Volleyball Coach

Caitlyn Rhodes, Assistant Coach for Women's Volleyball

Omar Anderson, Head Women's Soccer Coach

Kendra Selle, Assistant Coach for Women's Soccer

Martin Ramirez, Head Men's Soccer Coach

Sergio Licona, Assistant Coach for Men's Soccer

Remarks

By Administration

President

CEO, Foundation

By ASCBC

By Faculty Senate Chair

By AHE

By Board Members

Exhibit B

Exhibit C

Reports

Cash Balance Report

Variance Report

Enrollment Report

Exhibit D

Exhibit E

Discussion

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

Exhibit F

***Consent Agenda**

Board of Trustees' Policies Executive Limitations EL-1 – EL-4

Second Reading - Board of Trustees' Policies Executive Limitations EL-5 – EL-7

Exhibit G

Exhibit H

Public Comments

Adjournment

***(Requires motion/approval)**

If you are a person with a disability and require an accommodation while attending the meeting, please contact the President's Office at 542-4802 as soon as possible to allow sufficient time to provide accommodations.

Upcoming Dates:

January 2022

Jan 13 – Deadline for ACT Winter Conference Registration

Jan 24 – New Trustee Orientation, Olympia

Jan 24 – ACT Transforming Lives Awards Dinner, Olympia

Jan 25 – Winter Legislative Contact Conference, Olympia

February 2022

National Legislative Summit, February 6-9, 2022, Washington D.C.

- Early Bird registration deadline December 15, 2021

Exhibit A

Columbia Basin College
Board of Trustees' Meeting Minutes
December 13, 2021
Hybrid Meeting 4:00 p.m.

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

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

In-Person Attendees: Eduardo Rodriguez, Jay Frank, Michael Lee, Brian Dexter, Martin Valadez, Jason Engle, Alice Schlegel, Shaina Griffiths, Abby DeSteeze

Virtual Attendees: Cheryl Holden, Camie Glatt, Bennie Moses, Erin Fishburn, Kristina Wildenborg, Monica Hansen, Heidi Wasem, Kyle Winslow, Jackie Marrast-Simpson, Melissa McBurney, Rod Taylor, Keri Lobdell, Kelsey Myers, Jesus Mota

The Agenda	The Discussion	Action
Call to Order		Meeting called to order by Trustee Jackson at 4:02 p.m.
Pledge of Allegiance	Trustee Jackson led the Pledge of Allegiance.	
Agenda Changes	President Woods requested the addition of RCW 42.30.010(f) to the Executive Session.	Trustee Siler moved and Trustee Page seconded the motion to add RCW 42.30.010(f) to the Executive Session. Approved unanimously.
Approval of Minutes	Trustee Siler asked for a correction to the meeting minutes for November 8, 2021. In the <i>Remarks by Board Members</i> section from Trustee Siler, the 11/1 notation incorrectly states the "ACT DEI Committee is currently ad-hoc and will become a formal committee in the summer." The correction should read, "11/1 Attended the ACT DEI Committee. This committee became a formal committee last summer and has officially elected new co-chairs." All other meeting minutes for November 8, 2021 were approved as written.	Trustee Harper moved and Trustee Page seconded the motion to approve minutes from November 8, 2021 with the corrections recommended from Trustee Siler. Approved unanimously.
<u>Linkage with Community</u> Martin Valadez , Executive Director of Tri-Cities Hispanic Chamber of Commerce	<p>President Woods introduced Martin Valadez stating in addition to his role of Executive Director for the Tri-Cities Hispanic Chamber, he is also the Director for the Tri-Cities Heritage University Campus (located on the CBC Pasco campus), serves on the State Board, is a vaccine clinic partner with CBC and was instrumental in getting Trustee Rivas de Bredt involved with the CBC Strategic Planning process.</p> <p>Martin Valadez explained the Tri-Cities Hispanic Chamber works primarily with small Latino owned businesses especially those where English is their second language. The Hispanic Chamber strives to minimize disparities for and within the Latino population. Some of the Hispanic Chamber's events include hosting business luncheons, panels on higher education, a yearly gala event to recognize Latino leaders in our community and a Mariachi Festival during the summer.</p> <p>Over the past year, many of their activities have moved online which have created new challenges. The Hispanic Chamber worked with the Department of Commerce to assist small business owners with application for grants, provided technical assistance to small business owners and gave COVID information to the Latino community. The Hispanic Chamber partnered with CBC to host four vaccine clinics and provided \$50 gift cards to early attendees – 346 individuals were provided vaccinations during these clinics. In addition, the Hispanic Chamber partnered with SuperMex Supermarket, New Hope</p>	Trustee Jackson thanked Martin Valadez and the Tri-Cities Hispanic Chamber of Commerce for their impact on, and contribution to, our community.

	Church and the Islamic Center to provide Saturday and Sunday vaccine clinics – 3,381 individuals were vaccinated at these weekend clinics.	
<u>Remarks</u> By Administration, President	<p>President Woods provided highlights about the new Student Recreation Center (SRC). The construction team is currently waiting on tinted glass for the corners of the building, but all windows should be here and installed by February 2022. The team hopes to gain occupancy by early April so the Athletics Department can host the Hall of Fame dinner in the new facility April 15, 2022. Demolition of the old recreation building will start after occupancy of the new SRC.</p> <p>CBC's submission to the Aspen Institute will be completed December 13, 2021. President Woods gave a huge thank you to Dr. Jason Engle, Dr. Josh Ellis, Eleanor Schroeder and Dr. Michael Lee for their work during the application process.</p> <p>The budget process is beginning and data from a number of sources will be evaluated. The Student Enrollment Management (SEM) group reports the most current enrollment numbers show an 11% decline, which shows signs of improvement from previous reports. SEM will share more data and information at the January 2022 Board meeting. Dr. Engle shared that over 200 CBC employees participated in a listening session sharing ideas for the Spring schedule and ways to improve student enrollment.</p> <p>The capital project submission was due this week to the state board. CBC is requesting a new Ag/STEM building with the working title of CASA; Center for Applied Science and Agriculture. This will be a long-term project of six to ten years.</p> <p>President Woods, Trustee Jackson and Trustee Rivas de Bredt attended the Legislative Luncheon hosted at Walla Walla Community College. There were four legislators in attendance giving CBC and WWCC the opportunity to share their priorities for the upcoming legislative session.</p> <p>Monday, January 17, 2022, will be the Dr. Martin Luther King, Jr. celebration event on the CBC Pasco campus. It will be hybrid with limited in person attendance and a virtual viewing feature. President Woods asked the trustees to make suggestions for any invitees.</p> <p>The newest ctcLink milestone was the Sprint 1 start during the week of December 6, 2021. Things went well and valuable lessons were learned for possible improvements in processes.</p> <p>CBC student Richard Kemp was selected as a finalist for the Transforming Lives Awards coming up on Monday, January 24, 2022 in Olympia. Richard was asked to be a keynote speaker at the dinner by the ACT Committee and will be invited to the January Board meeting to share his story and successes.</p>	
By CEO, Foundation	<p>Erin Fishburn gave an update of Foundation activities: November donor lunches with student recipients received positive feedback, year-end holiday cards and cookie platters went out last week and the Foundation Board celebrated with a small holiday event to rebuild relationships in person. Upcoming events include the opening of the new scholarship cycle on January 1 and closing on February 28. Scholarships will be reviewed in March and awarded in June 2022.</p>	Trustee Jackson and Trustee Siler are willing to be scholarship reviewers for the new cycle.

By ASCBC	Alice Schlegel, Director for Student Activities, announced the new ASCBC student leaders and gave information about winter break student events (provided as Exhibit C). Alice introduced the new CBC Service Corps Chair, Shaina Griffiths. Shaina shared her previous work experience and her decision to go back to school. She is working on her Mechanical Engineering degree at CBC and is interested in solving environmental problems related to end of lifespan for many of our current technology devices and equipment.	
By Faculty Senate Chair	Faculty Senate Chair Kristina Wildenborg shared there was positive feedback by faculty from the Listening Session held on December 9, 2021. Faculty would like more opportunities for these types of listening sessions.	
By AHE	No representative present for AHE.	
By Board Members	<p><u>Trustee Harper</u></p> <ul style="list-style-type: none"> • Attended the ACT Fall Conference. Enjoyed informative discussions and the awards given out. • Continuing work with the Inclusion Council for MyTri2030. • Attended the United Way Festival of Lights to raise money for local charities. This was Trustee Harper's first time at this event. • Participated in pop-up vaccination clinics hosted at New Hope Baptist Church. <p><u>Trustee Rivas de Bredt</u></p> <ul style="list-style-type: none"> • 11/13 Met with trustee mentor - Trustee Siler. • 11/19 Attended ACT Conference. • 12/6 Attended onboarding meetings with CBC Cabinet members. • 12/9 Attended CBC Listening Session with discussions about student enrollment. • 12/9 Attended the Legislative Luncheon hosted by WWCC as a virtual participant. <p><u>Trustee Page</u></p> <ul style="list-style-type: none"> • Attended the CBC Foundation holiday get together at the Aviation Museum in Pasco. This provided an opportunity to meet many from the Foundation Board. Trustee Page's husband agreed to be a scholarship reviewer for the new scholarship cycle. <p><u>Trustee Siler</u></p> <ul style="list-style-type: none"> • 12/2 Presented at the PACTC virtual conference on trustee recruitment. • 12/2 Attended the CBC production <i>Emme and the Taking of the Woods</i>. There was a cast of eight students – it was excellent. <p><u>Trustee Jackson</u></p> <ul style="list-style-type: none"> • 12/1 Arlen Harris asked Trustee Jackson to join the State Board meeting on a Legislative Action Committee panel. • 12/2 Attended a luncheon. Trustee Jackson considers the face to face aspect of meetings to be very important. It provides a great opportunity to network. • 12/3-4 Attended and refereed at a holiday basketball tournament that included CBC and Mt. Hood Community College (in Walla Walla). Trustee Jackson was able to watch the CBC Men's Basketball Coach, Anthony Owens, in action – he is a great coach. Trustee Jackson noted how impressed he is with the talented coaches at CBC. 	

	<p>Observation #6b: Are our gains in 2020-21 due to COVID – probably not based on comparisons between CBC and SBCTC percentages of students meeting target for college level English and Math in year one.</p> <p>Directed Student Placement (DSP) for 2020-21 was a silver lining to the pandemic. We have seen improvements in both Math and English due to DSP. Compared to last year: 52.7% more students are taking college level Math as their first Math class and 45.7% more students are taking college level English as their first English class. Based on these numbers, we should continue to move in the direction of DSP.</p>	
<p><u>Discussion</u></p> <p>Second Reading - Board of Trustees' Policies Executive Limitations EL-1 through EL-4</p> <p>First Reading – Board of Trustees' Policies Executive Limitations EL-5 through EL-7</p>	<p>Trustee Jackson read aloud EL-2 item #6 printed in red (Exhibit G) and called for a motion to move EL-1 through EL-4 to the January 2022 consent agenda.</p> <p>Trustee Page recommended adding the word “shall” to the second sentence on EL-6 with the sentence to read, “Accordingly, the President <i>shall</i> not cause or allow financial planning which:” This appears to be a clerical error.</p>	<p>Trustee Page moved and Trustee Harper seconded a motion to move the Board of Trustees' Policies Executive Limitations EL-1 through EL-4 to the January 2022 consent agenda. Approved unanimously.</p> <p>Trustee Harper moved and Trustee Page seconded a motion to move the Board of Trustees' Policies Executive Limitations EL-5 through EL-7 to the January 2022 consent agenda. Approved unanimously.</p>
<u>Public Comments</u>	None	
Break at 5:38 p.m.		
Convene to Executive Session at 5:45 p.m.	Trustees returned from break at 5:45 p.m. for the Executive Session.	
<p><u>Executive Session</u></p> <p>Expected return to public meeting at 6:15 p.m. Adjourned Executive Session at 6:20 p.m.</p>	<p>RCW 42.30.110(1)(i): To discuss litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become a party; and</p> <p>RCW 42.30.010(f): To discuss complaints against a public officer or employee.</p>	
Adjournment: 6:22 p.m.	Trustee Jackson adjourned the meeting at 6:22 p.m.	
	<p>Next Board of Trustees' Meeting Beers Board Room & Zoom Webinar January 10, 2021 – 4:00 p.m.</p>	

Kedrich Jackson, Chair

Exhibit B

CBC in the News



December 2021

[KEPR-TV: Big donation helping CBC students intern at Hanford](#)

[KVEW-TV: There are families in need: Donations needed for 'Building A Dream' event](#)

[Tri-City Herald: Tri-Citian announces run for Republican senator's legislative seat](#)

[Tri-City Herald Editorial: Planning to go to CBC or another WA college? Might as well get your COVID shot now](#)

[Tri-City Herald: No surprises - Here's who dominated this year's All-Conference Football Team \(sports brief\)](#)

[Tri-City Herald: Paralyzed at 15, this WSU Tri-Cities student is fighting back](#)

[Tri-City Herald: Richland grad Weissenfels named MVP of college sprint football league \(sports brief\)](#)

[Tri-City Herald: CBC basketball teams head into Christmas break with strong starts to season](#)

[Fox 41: CBC-West Testing Site collecting Toys For Tots donations](#)

[Newstalk 870: Vax Mandate to Be Extended to CBC, Other Junior Colleges in 2022](#)

[Thurston Talk: South Puget Sound Community College Women's Basketball To Host Three-Day NWAC Crossovers](#)

[Tri-City Herald: Chiawana grad von Oelhoffen off to rousing start leading Oregon State's basketball](#)

[Fior Reports: The Pasco Chamber will continue to advocate the business world as growth takes hold](#)

[Coeur d'Alene Post Falls Press: Signing photos Dec. 24, 2021](#)

[KUNW-TV on Facebook: Orgullo Comunitario - Melody Arche](#)

[Newsradio 610 KONA: CBC's Jay Frank discusses upcoming college events highlighting history, culture and the arts](#)

[The Spokesman-Review: Difference Makers: Gloria Ochoa-Bruck never passes up mentorship opportunity](#)



Exhibit C



Welcome to Winter Quarter Tables

ASCBC was excited to host two welcome tables on the first day of winter quarter. Those were located next to the health check stations in the T and H Buildings. We were able to assist students with finding their classes. Students were also able to grab a free fidget toy or notebook. It's exciting to see more students on campus this quarter!

In-Person Club Rush

We are planning an in-person Club Rush this quarter on January 13 from 10:00a – 1:00p in the T Building Courtyard. We don't expect it to be quite as lively as the club rushes prior to COVID-19, but we do hope that it will inspire students to stay on-campus to safely connect with each other in-person. There will be free ASCBC swag and pre-packaged snacks for participants!

Spirit Night for Men's and Women's Basketball

In collaboration with Athletics and Rec & Wellness, we will be hosting a Hawks Spirit Night for both Men's and Women's Basketball on January 26. There will be swag bags and free concessions for students who come to the games. We are also planning a short interactive halftime show at each game where a few lucky students can win some additional prizes! We hope it is an exciting night and encourages our students to support our wonderful athletes!

ASCBC Canvas Events

We continue to have online events for our students! We have carried over our weekly This or That activity into winter quarter. Students watch two YouTube videos which have the same theme and then they can discuss through an online chat which one they prefer. It's a fun and easy asynchronous activity. We usually get 40-50 participants each week.

Our trivia challenges from last year have also returned this quarter. The trivia challenge for January is the Chronicles of Narnia. For February, it will be the popular TV show, Grey's Anatomy. Students can participate anytime throughout the month and one lucky student each month will win a prize!

Finally, we released a TV Discussion Board in Canvas called Binge-worthy. Students can chat back and forth about TV shows they watched over winter break. We've already seen a lot of show recommendations. It's a fun and easy way to stay connected with our students. This will continue until the end of the month.

Happy Winter Quarter!

Exhibit D

FY 2122 - Estimated Cash Balances - COLUMBIA BASIN COLLEGE
November Month End 2021

ASSETS FY2021-2022			
CASH			
1110	In Bank	\$	13,861,072
1120	Undeposited	\$	-
1130	Petty	\$	5,504
Total		\$	13,866,576
INVESTMENTS			
1210	Investments(ST/LT)	\$	22,389,144
Total		\$	22,389,144
ACCTs RECEIVABLE			
1312	Current	\$	567,369
1318	Unbilled	\$	-
1319	Other	\$	16,504
1342	Allowance for Accts Rec	\$	(35,504)
Total		\$	548,369
INTER/INTRA GOV RECEIVABLES			
1350	Due From Other Funds- VPA	\$	831,643
1351	Due From Fed	\$	1,072,571
1352	Due From Other Gov	\$	1,378,816
1354	Due From Other Agency	\$	4,819,655
Total		\$	8,102,685
TOTAL ASSETS		\$	44,906,774
LIABILITIES			
CURRENT			
5111	Accts Payable	\$	(266,387)
5124	Accrued Salaries Pay	\$	1,668,840
5150	Due To Other Funds- VPA	\$	205,169
5154	Due To Other Agency	\$	-
5158	Sales/Use Tax	\$	(2,490)
5199	Accrued Liabilities	\$	-
5173	COP Current Year P&I Due	\$	475,000
Total		\$	2,080,133
TOTAL LIABILITIES		\$	2,080,133

Cash Balance			
(ASSETS less LIABILITIES)		\$	42,826,641
Dedicated Balances			
1110	Student Supported Capital	\$	3,274,630
1110	3.5% - Needy Student Aid	\$	286,682
1110	Students S&A	\$	801,027
1110	Bookstore Operating Reserves	\$	500,000
1110	Technology Fee	\$	1,716,101
1110	Parking Fees	\$	718,827
1110	Basic Food Employment and Training	\$	187,791
Total		\$	7,485,058
Reserves Policy - (BOT Policies on Reserves)			
		Values	
Operating Reserve		\$	8,600,000
Unplanned Capital Repair and Replacement		\$	2,000,000
Real Estate Debt Fund		\$	1,100,000
Planned Future Operations		\$	3,300,000
Capital Facilities Projects		\$	15,075,000
Emergencies		\$	2,000,000
Total		\$	32,075,000
Operating Reserves Balance			
Existing Reserve balance less Dedicated Reserves and Emergency Reserves		\$	3,266,583

Exhibit E

FY2122 Operating Funds Variance Report

% of Fiscal YR: 41.92%

12/1/2021

As of November Month End 2021

By FUND					% of Bdgt Exp	% of Rev Exp	% of Bdgt Rev
					EXP/BDGT	EXP/REV	REV/BDGT
*State Allocation 101,123,3E0,BK1,BG1,BD1,PS0,CE1,031,071,091,DD1	000	EXP BDGT	\$31,109,374.00	<div><div></div></div>	33.63%	36.31%	92.60%
		EXP	\$10,461,305.29	<div><div></div></div>			
		REV (Alloc)	\$28,808,662.00	<div><div></div></div>			
Local Fees	148	EXP BDGT	\$3,067,061.00	<div><div></div></div>	55.28%	95.97%	57.60%
		EXP	\$1,695,463.40	<div><div></div></div>			
		REV	\$1,766,641.86	<div><div></div></div>			
Local Tuition	149	EXP BDGT	\$19,006,784.00	<div><div></div></div>	37.45%	86.69%	43.19%
		EXP	\$7,117,173.23	<div><div></div></div>			
		REV	\$8,209,934.83	<div><div></div></div>			
Contracts	146	EXP BDGT	\$1,574,221.00	<div><div></div></div>	30.32%	27.92%	108.58%
		EXP	\$477,265.50	<div><div></div></div>			
		REV	\$1,709,303.69	<div><div></div></div>			
TOTALS		EXP BDGT	\$54,757,440.00		36.07%	48.77%	73.95%
		EXP	\$19,751,207.42				
		REV BDGT	\$54,955,567.00				
		REV	\$40,494,542.38				

BY OBJ, ALL FUNDS COMBINED		BDGT	EXP	EXP/BDGT	NOTES:
SALARIES	A	\$33,049,367.00	\$11,302,329.88	34.20%	Revenue: STATE: per State Allocation #4
BENEFITS	B	\$11,009,203.00	\$3,816,670.95	34.67%	
PROFESSIONAL SERVICES CONTRACTS	C	\$405,483.00	\$76,442.48	18.85%	
GOODS & SERVICES	E	\$6,709,524.00	\$3,193,995.59	47.60%	
TRAVEL	G	\$587,985.00	\$75,587.62	12.86%	Object Code Note: P annual principal payment made in Nov 2021
CAPITAL OUTLAYS	J	\$887,264.00	\$145,504.63	16.40%	
GRANTS BENEFITS & CLIENT SVCS	N	\$858,181.00	\$212,762.79	24.79%	
DEBT SERVICE	P	\$1,708,132.00	\$920,887.50	53.91%	
INTRAAGENCY REIMBURSEMENTS	T	Revenue Bdgt	(\$457,699.00)	\$7,025.98	<div>Key:</div> <div> <div>Spend rate less than 5% below FY %</div> <div>Spend rate with in + or - 5% of FY%</div> <div>Spend rate more than 5% above FY%</div> </div>
		\$54,757,440.00	\$19,751,207.42	36.07%	

\$0.00

\$0.00

Exhibit F

POLICY TYPE: EXECUTIVE LIMITATIONS EL-8

POLICY TITLE: COMMUNICATION AND SUPPORT TO THE BOARD

The President, with sufficient and relevant support and assistance from the College Leadership team (Vice-Presidents and Deans), shall not fail to proactively communicate, provide information and counsel to the Board in a timely manner.

Accordingly, the President shall not:

1. Fail to submit Monitoring and Performance data reports required by the Board in a timely, accurate and understandable format that directly addresses provisions of the Board policies being monitored.
2. Let the Board be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes, and particularly changes in assumptions upon which any Board policy has previously been established.
3. Fail to advise the Board if, in the President's opinion, the Board is not in compliance with its own policies, and particularly in the case of Board behavior which is detrimental to the work relationship between the Board and President.
4. Deprive the Board of as many staff and external points of view, issues and options as needed for fully-informed Board choices and decisions.
5. Present information in unnecessarily complex or lengthy format such that it fails to clearly differentiate between monitoring, Board decision preparation and other designated subject matter.
6. Withhold from the Board the support needed for its official functioning and communications.
7. Favor any Board Member or Members above the Board as a whole, except when fulfilling individual Board member requests for information.
8. Fail to report in a timely manner an actual or anticipated non-compliance with any Board policy.
9. Neglect to supply topics and/or issues that may need to be processed in its "required approval agenda." Such topics and issues are those delegated to the President, yet required by law or contract to be Board-approved, along with monitoring assurance pertaining thereto.

Date Adopted 7/1/97
Date Last Reviewed 5/11/20

POLICY TYPE: EXECUTIVE LIMITATIONS EL-9

POLICY TITLE: EMERGENCY EXECUTIVE SUCCESSION

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

POLICY TYPE: EXECUTIVE LIMITATIONS EL-10

POLICY TITLE: TENURE

The Board of Trustees reserves the authority to grant tenure, extend the tenure and review process for probationary faculty, and dismiss tenured faculty at Columbia Basin College. Additionally the Board reserves the authority to renew or not renew contracts for probationary faculty, and to dismiss probationary faculty.

Accordingly, the President will not:

1. Fail to submit recommendations to the Board to grant or deny tenure to faculty.
2. Fail to submit notice of sufficient cause for tenured faculty member dismissal through dismissal review proceedings for Board consideration and decision.
3. Fail to submit recommendations to the Board for the renewal or non-renewal of contracts for probationary faculty.
4. Fail to submit recommendations to the Board to issue the final order to dismiss probationary faculty.

Exhibit G

BOARD POLICIES

POLICY TYPE: EXECUTIVE LIMITATIONS EL-1

POLICY TITLE: GENERAL EXECUTIVE ACCOUNTABILITY

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

POLICY TYPE: EXECUTIVE LIMITATIONS EL-2

POLICY TITLE: TREATMENT OF COMMUNITY MEMBERS AND STUDENTS

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

Accordingly, the President shall not:

1. Use application forms or procedures that elicit unnecessary information or violates confidentiality and privacy.
2. Use methods of collecting, reviewing, transmitting or storing client information that fail to protect against improper access to the information elicited.
3. Fail to inform the community members and students about what may be expected and what may not be expected from the service offered.
4. Withhold a grievance process from students who believe that they have not been accorded a reasonable interpretation of rights established pursuant to this Policy.
5. Operate without written procedures which clarify the rules for students.
6. **Make false claims or withhold required information about any programs, services, or cost of attendance.**

POLICY TYPE: EXECUTIVE LIMITATIONS EL-3

POLICY TITLE: TREATMENT OF EMPLOYEES

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

Accordingly, the President shall not:

1. Operate without written personnel procedures, which clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions – e.g., nepotism, grossly preferential treatment for personal reasons.
2. Discriminate against any staff member for expressing an ethical dissent.
3. Hinder or prevent, restrict the exercise of academic freedom.
4. Hinder or prevent employees from using established grievance procedures.

POLICY TYPE: EXECUTIVE LIMITATIONS EL-4

POLICY TITLE: COMPENSATION

With respect to employment, compensation to employees, consultants, contract workers and volunteers, the President shall not fail to promote adherence to nor fail to ensure fiscal integrity and good public image.

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

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

Exhibit H

POLICY TYPE: EXECUTIVE LIMITATIONS EL-5

POLICY TITLE: TREATMENT OF ASSET PROTECTION

Through operational compliance and leadership, the President shall not allow assets to be unprotected, inadequately maintained nor put at risk.

Accordingly, the President shall not:

1. Unnecessarily expose the organization, its Board or staff to claims of liability.
2. Fail to protect intellectual property, information and files from vulnerability, loss or significant damage.
3. Receive, process or disburse funds under controls that are insufficient to meet the Auditor's standards.
4. Jeopardize nor damage the organization's public image or credibility, particularly in ways that would hinder its accomplishment of mission.

POLICY TYPE: EXECUTIVE LIMITATIONS EL-6

POLICY TITLE: FINANCIAL PLANNING

Fiscal planning shall not deviate materially with the Board's *Ends* policies nor risk fiscal jeopardy. Accordingly, the President **shall** not cause or allow financial planning which:

1. Plans the expenditure in any fiscal year or more funds than are conservatively projected to be received in that period, plus accumulated reserve.
2. Contains insufficient and unnecessary information that limits or restricts credible projection of revenues and expenses, separation of capital and operational items, cash flow and disclosure of planning assumptions.
3. Limits or restricts sufficient funds for Board prerogatives during the year as set forth in the Board's annual activity and travel plans.

POLICY TYPE: EXECUTIVE LIMITATIONS EL-7

POLICY TITLE: FIDUCIARY RESPONSIBILITY / FINANCIAL CONDITION AND ACTIVITY

The Board of Trustees reserves the authority to set policies for and review the Financials and associated status for the College at a frequency determined by the Board. With respect to the Board's actual and continuous fiduciary responsibility, and the College's financial health, the President shall fail to promote fiscal integrity and shall avoid material deviation from Board-approved priorities.

Accordingly, the President shall not:

1. Expend more funds that have been approved by the Board (via policy decisions) in the fiscal year, unless there has been Board's approval to do otherwise.
2. Expend more funds than have been received in the fiscal year to date, plus the accumulated Reserve, unless the Board-approved debt guideline is met.
3. Incur debt in an amount greater than which can be repaid by certain and otherwise unencumbered revenues within the current year, nor can be repaid from account specifically established for such purpose.
4. Jeopardize fiscal integrity by expending College funds in a manner that will result in a zero nor negative fund balance at the close of the fiscal year.
5. Fail to settle payroll and debts in a timely manner.
6. Allow tax payments or other government-ordered payments or filings to be overdue and inaccurately filed.
7. Acquire, encumber nor dispose of real property without Board approval.
8. Fail to aggressively pursue receivables after a reasonable grace period.
9. Fail to provide to the Board, at their designated frequency, reports on the College's current financial condition that will continually enhance the Board's ability to meet its fiduciary responsibility.
10. Accept gifts or grants that are not in the best interest of the College, and not obligate the College to make future expenditures using funds other than those created by the gift or grant without Board approval.

11. Fail to maintain an Operating Reserve to a level approved by the Board, to provide for such items as, but not limited to:
- a. Current Operations
Reserve of 2 months operating expenditures consisting of the general operating budget funds
 - i. 001 State General (appropriation),
 - ii. Running Start portion of 145 Grants and Contracts,
 - iii. 148 Dedicated Local (fees),
 - iv. 149 Local General (tuition)
 - b. Emergencies
Reserve to provide for unforeseen natural or manmade disasters to support business continuity and recovery actions.
 - c. Unplanned Capital Repair & Replacement
Reserve to cover the largest system or component failure that might occur in or outside the biennial, legislatively funded, capital repair and minor improvement funding. Examples include roofs, HVAC, and electric, water, and sewer systems.
 - d. Real Estate Debt
Reserve to provide funding for real estate acquisition and debt service needs not provided for by State resources.
 - e. Planned Future Operations
Reserve for future new program offerings, which have been recognized by the campus as appropriate and within the educational mission of the College. The Reserve will recognize each specific project and provide an allocated amount for each.
 - f. Capital Facilities Projects
Reserve to provide for capital facility projects not covered by or to supplement State resources.

The President will not fail to annually recommend to the Board an amount to be set aside to maintain this fund, which is subject to approval by the Board.