### COLUMBIA BASIN COLLEGE BOARD OF TRUSTEES' MEETING

December 13, 2021 Beers Board Room & Virtual 4:00 p.m.

### Agenda

Call to Order

### Pledge of Allegiance

### \*Agenda Changes

### \*Approval of Minutes

November 8, 2021 Board of Trustees' Meeting

Exhibit A

### **Linkage with Community**

Martin Valadez, Executive Director of Tri-Cities Hispanic Chamber of Commerce

#### Remarks

By Administration

President Exhibit B

CEO, Foundation

By ASCBC Exhibit C

By Faculty Senate Chair

By AHE

By Board Members

#### **Reports**

Cash Balance Report	Exhibit D
Variance Report	Exhibit E
Mission Fulfillment Report (Spring Update)	Exhibit F

#### **Discussion**

Second Reading - Board of Trustees' Policies Executive Limitations EL-1 – EL-4	Exhibit G
First Reading - Board of Trustees' Policies Executive Limitations EL-5 – EL-7	Exhibit H

#### **Public Comments**

### **Executive Session**

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.

#### 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:**

### December 2021

Dec 15 – Early Bird registration deadline for National Legislative Summit, Washington D.C.

Dec 21 – Legislative Action Committee Retreat

### January 2022

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 November 8, 2021 Hybrid Meeting 4:00 p.m.

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

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

In-Person Attendees: Bill Gordon, Jay Frank, Michael Lee, Brian Dexter, Santos Luna, Lisa McKinney, Jesus Mota, Phil Ponn, Trent Giever, Michael Whitney, Kristina Wildenborg

Virtual Attendees: Cheryl Holden, Eduardo Rodriguez, Camie Glatt, Jason Engle, Bennie Moses, Erin Fishburn, Alice Schlegel, Paige Wyatt, Justin Shrack

The Agenda	The Discussion	Action		
Call to Order		Meeting called to order by Trustee Jackson at 4:00 p.m.		
Pledge of Allegiance	Trustee Jackson led the Pledge of Allegiance.			
Agenda Changes	President Woods requests the addition of Trustee Bill Gordon as a Celebrating Excellence guest.	Trustee Harper moved and Trustee Siler seconded the motion to add Bill Gordon as a Celebrating Excellence guest. Approved unanimously.		
Approval of Minutes	Meeting minutes from October 11, 2021 and special meeting minutes from October 20, 2021. No discussion or changes.	Trustee Siler moved and Trustee Harper seconded the motion to approve minutes from October 11, 2021 and October 20, 2021 as written. Approved unanimously.		
Celebrating Excellence				
Trustee Bill Gordon	President Rebekah Woods thanked Bill for his leadership as a Trustee and his support of students during his tenure as a CBC Trustee from 2013 through September 2021.	Trustee Jackson thanked Bill Gordon and presented him with a gift of appreciation from the Board.		
National Science Foundation (NSF) Manufacturing Academy: Santos Luna, Manufacturing Technology Instructor Lisa McKinney, Assistant Director, TriTech Skills Center Jesus Mota, Dean for Career & Technical Education Phil Ponn, Associate Professor of Welding Justin Shrack, Drones Manufacturing and Aviation Instructor, TriTech Skills Center Paige Wyatt, Professor of Engineering Technology	Jesus Mota, Dean for Career & Technical Education, introduced the NSF Manufacturing Academy team. He explained the objectives of the grant were to develop and conduct a manufacturing and technology academy for high schoolers by adapting introductory manufacturing technology curriculum to recruit and encourage student enrollment to manufacturing classes and spark interest in manufacturing trades. Fifteen high school students participated in the academy and had the opportunity to design and build a desk from raw material reading blue prints, designing components in Auto CAD, cutting and welding material, machining tap holes, laser cutting and 3D printing. The academy also had a peer mentor program where mentors helped oversee safety elements and provide leadership activities.  CBC's partner, Tri-Tech Skills Center, led marketing efforts for the academy to seven school districts. When registration opened, the 15 slots filled very quickly. Tri-Tech also offered high school credit for attendees. Lisa McKinney, Assistant Director at Tri-Tech, thanked CBC for their collaboration. Tri-Tech will be incorporating tours of the CBC Career & Technical building for Tri-Cities 8 <sup>th</sup> graders to spark additional interest in manufacturing technology.			
<u>Linkage with Community</u> <b>Michelle Whitney</b> , Pasco School District	Michelle Whitney, Pasco School District (PSD) Superintendent and CBC Alumni of the Year,	President Woods and Trustee Jackson		

Superintendent	thanked the Board for the invitation to attend and stated what an honor it was to be selected CBC Alumni of the Year. She also thanked everyone at CBC for being a good	thanked Michelle Whitney for her impact on and contribution to our community.
	neighbor and gave examples; CBC served as the staging area for the memorial bus	and contribution to our community.
	caravan, tables and chairs loaned and even delivered for various PSD events, serving as	
	host for the New Horizons High School enabling students to envision themselves on a	
	college campus, and the toddler and teen parenting program held on the CBC campus.  PSD shares a partnership with CBC in their mutual commitment to educate all students.	
temarks		
By Administration, President	President Woods provided highlights from the 2022 WACTC Supplemental Operating	
	Budget Request and Supplemental Capital Budget Request. A copy of both was provided to all Trustees.	
	President Woods also announced CBC was one of ten Washington community colleges	
	chosen as Aspen Institute's Top 150 Colleges. This is a huge testament to the work	
	employees have done with student success outcomes. Dr. Jason Engle will lead the application team in CBC's submission for the 2023 Aspen Award.	
	A call for nominations has been made for this year's Spirit Award. All nominations are due	
	by December 12, 2021. The award winner will be one of the presenters at CBC's Martin Luther King Day event on Monday, January 17, 2022.	
	President Woods congratulated the CBC Marketing & Communication team for winning	
	seven National Council for Marketing & Public Relations District 7 Medallion Awards for	
	excellence. Great job to Tyler West, Julie Saraceno, Prunelle Aman-Frazier, Anna Tensmeyer and Imelda Farias for your hard work.	
By CEO, Foundation	Erin Fishburn gave an update on the Power of Connection virtual event raising \$150,000,	Trustee Jackson asked Erin about the
	nearly \$10,000 more than last year. Erin noted a couple of events honoring scholarship students – a drive through event in front of the Foundation building during September	Foundation's contact with new businesses coming into the Tri-Cities – like Dairygold or
	hosted over 200 scholarship students and multiple mini scholarship lunches hosting five	Amazon.
	donors and their student scholarship recipients at each lunch. The Foundation audit has	
	been completed and Foundation staff is moving into the year end appeal and building of donor relations.	
By ASCBC	Alice Schlegel, Director for Student Activities, gave highlights from the fall and winter	
	quarter student activities (provided as Exhibit C). Four student leaders have been hired for	
	the 2021-22 school year, she hopes to have each leader onboarded and available to introduce at the next Board meeting in December.	
By Faculty Senate Chair	Newly elected Faculty Senate Chair Kristina Wildenborg, Assistant Professor of Nursing, shared the concerns faculty have regarding the student attestation process. She noted	
	that 84% of the faculty voted in favor of asking for students to provide proof of	
	vaccination. She is encouraged that there has been continued conversation on this topic	
	and hopes it will continue. Faculty Senate will continue to reach out to faculty to	
	encourage attendance and participation at senate meetings – 50 faculty attended the last meeting.	
Ву АНЕ	No representative present for AHE.	

By Board Members	Trustee Jackson	
by Board Members	• 10/13-15 Attended the ACCT Leadership Congress in San Diego.	
	• 11/3 Attended a CBC volleyball game for the first time and was impressed with the	
	hard work of the coaches and players.	
	Attended a fundraising event for the newly accredited Pacific Northwest Christian	
	College (formerly Gather 4 Him Christian College).	
	Mentorship between Trustee Siler and new Trustee Rivas de Bredt has been	
	established. Thank you, Holly and Ofelia!	
	Trustee Ciles	
	Trustee Siler	
	• 10/13-15 Attended the ACCT Leadership Congress in San Diego.	
	10/28 Attended the ACT Education Committee meeting to begin planning for the     violate and forward.	
	winter conference.	
	• 10/29 Attended the ACT virtually.	
	• 11/1 Attended the ACT DEI committee ad-hoc. This committee will become a formal	
	committee as of this summer and has officially elected new co-chairs.	
	Trustee Harper	
	Working with the Chair of the Inclusion Council for MyTri2030. The Council meets on	
	the third Tuesday of every month. This month Bennie Moses, Dean for DEI at CBC was	
	the guest speaker.	
	Participating in the Speaker's Bureau around the Tri-Cities.	
	Plans on attending the upcoming Diversity Summit hosted by the Chamber.	
	Attended an affinity group with Trustee Rivas de Bredt promoting DEI for trustees	
	across the state.	
	Trustee Page	
	Thanked Brian Dexter for her first tour of the Student Recreation Center. Highlights of the new huilding were constant locker rooms for the Women's backethall and	
	the new building were separate locker rooms for the Women's basketball and volleyball and a room just for referees of sporting events.	
	,	
	<u>Trustee Rivas de Bredt</u>	
	Attended the Tri-City Hispanic Chamber Gala at the end of October at the Pasco Red	
	Lion. The Gala celebrated Latino leaders in our community.	
<u>Reports</u>	VP for Administrative Services, Eduardo Rodriguez, provided highlights from the Cash	
Cash Balance Report	Balance and Variance Report. VP Rodriguez noted the change in how financial information	
Variance Report	is reported to the Board with both reports providing data as of September 2021 month	
	end. Eduardo noted that Trustees would see some changes with payments over the next	
	two to three months for new projects: Argent Road expansion and 20th Avenue cross walk	
	to Sun Hawk Hall. We are beginning to look at additional student housing – how will it	
	look and when would we begin are questions currently being discussed.	
Executive Limitations Monitoring Reports:	President Woods presented interpretations and evidence for each statement on the	
EL-4, EL-5 and EL-6	Executive Limitations Monitoring Report 4,5 and 6.	
Discussion		
Board of Trustees' Policies Executive	EL-1 Discussion about the use and meaning of the word "adopted" in the first sentence.	
Limitations EL-1 through EL-4	EL-2 Add a #6 to read – Accordingly, the President shall not: "Make false claims or	
	withhold required information about any programs, services, or cost of attendance."	

	EL-3 and EL-4 no changes recommended.	Trustees would like documentation about no employee able to be a trustee of the college. Add EL-1 through EL-4 to discussion on the agenda for the December 13, 2021 meeting.
<u>Discussion/Action</u> Addendum to Presidential Contract	Trustee Jackson proposed an addendum providing a one-year extension to the end of the current Presidential contract. He, and all the Trustees, want to support Dr. Woods in her efforts as President for CBC.	Trustee Siler moved and Trustee Page seconded a motion to approve the proposed addendum providing a one-year extension to the end of the current Presidential contract. Approved unanimously.
Consent Agenda Board of Trustees' Bylaws Articles VI - X	No discussion.	Trustee Page moved and Trustee Harper seconded a motion to approve the Board of Trustees' Bylaws Articles VI – X as written. Approved unanimously.
Public Comments	None	
Adjournment	Trustee Jackson adjourned the meeting at 5:34 p.m.	
	Next Board of Trustees' Meeting Beers Board Room & Zoom Webinar December 13, 2021 – 4:00 p.m.	

Kedrich Jackson, Chair		

# Exhibit B

### **CBC** in the News



### November 2021

Tri-City Herald: CBC students must declare COVID vaccine status before heading back to winter classes

Tri-City Herald: Opponents to mask mandates and teaching race theory lead in Kennewick school board race

Tri-City Herald: CBC volleyball clinches East Region title, to host first rounds of NWAC tourney

KVEW-TV: CBC hosts clinics ahead of January vaccine requirement on campus

KVEW-TV: United Way's Festival of Trees on display this week

KEPR-TV: CBC seeks nominations for 2022 MLK Spirit Award

KVEW-TV on Facebook: CBC celebrated its 500th vaccination today

KNDU-TV: Pippins Returning at Least Eight Players from 2021 Squad

Tri-Cities Area Journal of Business: Arts Center group starts fresh with new executive director

Newsradio 610 KONA: CBC's Jay Frank reports on the opening of the college's MLK Spirit Award nominations and the plans to honor Veterans Day

Newsradio 610 KONA: CBC's lay Frank discusses the recent gift from Willamette Dental Group supporting CBC Dental Hygiene

Newsradio 610 KONA: Columbia Basin College Seeking Nominations for 2022 MLK Ir. Spirit Award

KUNW-TV Univision: "Orgullo Comunitario" student highlight: Yoanna Espinoza

KUNW-TV Univision: "Orgullo Comunitario" student highlight: Karina Delgado

CBC News: Columbia Basin College Eligible for 2023 Aspen Prize

CBC News: CBC Seeks Nominations for 2022 Martin Luther King Jr. Spirit Award

CBC News: CBC Officially Re-Opens Campuses for Full In-Person Services















# Exhibit C



### New ASCBC Student Leaders

ASCBC is transitioning to its new Constitution and Bylaws that was approved at the start of the COVID-19 shutdown. The new Constitution allows for a shared governance model with branches overseen by student chairpersons. In addition, we also have campus connection officers who execute and maintain a diverse array of student activities. Within this structure, ASCBC has hired three student leaders for this year. We are pleased to introduce them.





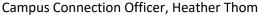
My name is Shaina Dawn Griffitts. Shaina in Yiddish means pretty, and dawn is morning, so my name is pretty morning. I find this amusing because I am by no means a morning person. I grew up in south Florida in the City of Sunrise. I am studying towards my mechanical engineering degree. My career plans are to help solve the world's environmental problems. I find that most engineers don't consider what happens to their inventions at the end of its lifespan. I plan to change that mindset. For instance, solar panels great for now; but in 25 years, it is estimated 70 million metric tons will be put in landfills. My motto is, think before you do.

Club Council Chair, Grace Ammerman



Grace Ammerman is an artist from Prosser and is serving CBC as this year's Club Council Chair while pursuing her AA. She has particular interest in communications and the arts. When not on campus, she

is usually painting, writing, or spending time with her Golden Retriever. She is excited and proud to be working as part of ASCBC.





My name is Heather, and I am in my 2<sup>nd</sup> year at CBC. I'm currently pursuing an associate degree in business administration. After receiving my degree, I hope to pursue my bachelor's degree in business too. I'm still unsure about where I will be transferring to continue my degree. I love working as an ASCBC student leader and getting to know everyone!

### Winter Break Events

ASCBC is excited to host a handful of online activities during winter break.

First, we are hosting the Hawks Winter Read with asynchronous book discussions in Canvas every week of the break. We partnered with the CBC Bookstore to provide a free novel to student participants. So far, 35 students have signed up. The novel we are reading is <a href="https://docs.ncbi.nlm.novel">The Family</a> by Naomi Krupitsky. It is a new novel that was just released in early November. It is a #ReadwithJenna book pick from the Today Show and has received fantastic reviews. Students who read and post each week will have the opportunity to receive prizes just for participating.

We are also hosting two movie challenges through Canvas and CBC Kanopy. Since the beginning of COVID-19, ASCBC has sponsored free films in CBC Kanopy for students to watch. Once or twice a quarter we will also post a movie challenge where students can answer questions about one of the free films. Students who participate have the possibility of winning a gift card. The movie challenges for winter break are *Grey Gardens* and *Megan Leavey*.

We appreciate the continued support of the Board of Trustees. HAPPY HOLIDAYS! GO HAWKS!

# Exhibit D

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

ASSETS	FY2021-2022		
CASH			
1110	In Bank	\$	15,649,816
1120	Undeposited	\$	-
1130	Petty	\$	5,504
Total		\$	15,655,320
INVESTME	NTS		
1210	Investments(ST/LT)	\$	20,374,847
Total		\$	20,374,847
ACCTs REC	CEIVABLE		
1312	Current	\$	43,574
1318	Unbilled	\$	-
1319	Other	\$ \$ <b>\$</b>	11,581
1342	Allowance for Accts Rec	\$	(35,504)
Total		\$	19,652
	RA GOV RECEIVABLES		
1350	Due From Other Funds- VPA	\$	1,693,011
1351	Due From Fed	\$	2,961,108
1352	Due From Other Gov	\$	1,394,375
1354	Due From Other Agency	\$ <b>\$</b>	4,852,373
Total		Ş	10,900,866
TOTAL A	ASSETS	\$	46,950,685
LIABILIT	IES		
CURRENT			
5111	Accts Payable	\$	(291,571)
5124	Accrued Salaries Pay	\$	1,667,992
5150	Due To Other Funds- VPA	\$	345,895
5154	Due To Other Agency	\$	-
5158	Sales/Use Tax	\$	(315)
5199	Accrued Liabilities	\$	-
5173	COP Current Year P&I Due	\$	610,000
Total		\$	2,332,002
TOTALI	.IABILITIES	\$	2,332,002
IOIALL	יישטונווונט	Ą	2,332,002

	Cash Balance						
	(ASSETS less LIABILITIES)	\$	44,618,683				
Dedicated B	alances						
1110	Student Supported Capital	\$	3,081,677				
1110	3.5% - Needy Student Aid	\$	287,431				
1110	Students S&A	\$	513,234				
1110	<b>Bookstore Operating Reserves</b>	\$	500,000				
1110	Technology Fee	\$	1,805,528				
1110	Parking Fees	\$	688,861				
1110	Basic Food Employment and Training	\$	227,666				
Total		\$	7,104,397				
Reserves Po	olicy - (BOT Policies on Reserves)		Values				
Operating R	eserve	\$	8,600,000				
	Capital Repair and Replacement	\$	2,000,000				
Real Estate	Debt Fund	\$	1,100,000				
Planned Fut	ure Operations	\$	3,300,000				
Capital Facil	ities Projects	\$	15,075,000				
Emergencie	<u>S</u>	\$	2,000,000				
Total		\$	32,075,000				
	Operating Reserves Balar	nce					
Existing Re	serve balance less Dedicated Reserves and Emergency Reserves	\$	5,439,286				

# Exhibit E

### FY2122 Operating Funds Variance Report

### As of October Month End 2021

A3 01 October Worth Life 2021							% of Bdgt Exp	% of Rev Exp	% of Bdgt Rev
By FUND							EXP/BDGT	EXP/REV	REV/BDGT
*State Allocation		EXP BDGT	\$31,109,374.00						
101,123,3E0,BK1,BG1,BD1,PS0,CE1,031,071,091,DD1	000	EXP	\$8,334,341.80				26.79%	28.93%	92.60%
	)	REV (Alloc)	\$28,808,662.00						
Local Fees	~	EXP BDGT	\$3,067,061.00						
	148	EXP	\$637,513.72				20.79%	53.72%	38.69%
	``	REV	\$1,186,658.85						
Local Tuition	6	EXP BDGT	\$19,006,784.00						
	149	EXP	\$5,354,116.00				28.17%	100.04%	28.16%
		REV	\$5,351,722.98						
Contracts	ب	EXP BDGT	\$1,574,221.00				22.274		<b>-</b> 4 000/
	146	EXP	\$328,214.06				20.85%	40.10%	51.99%
	1	REV	\$818,482.94						
		EXP BDGT	\$54,757,440.00						
		EXP REV BDGT	\$14,654,185.58				26.76%	40.52%	66.05%
		REV BDG1	\$54,955,567.00 \$36,165,526.77						
		NL V							
BY OBJ, ALL FUNDS COMBINED			BDGT	EXP	EXP/BDGT	NOTES	:		
SALARIES	Α		\$33,053,367.00	\$8,676,035.46	26.25%	Revenu	e:		
BENEFITS	В		\$11,009,203.00	\$2,976,859.61	27.04%	STATE			
PROFESSIONAL SERVICES CONTRACTS	С		\$405,483.00	\$62,744.30	15.47%	Ī L	per State Allocation #	<del>1</del> 3	
GOODS & SERVICES	Ε		\$6,711,524.00	\$2,575,115.02	38.37%				
TRAVEL	G		\$589,985.00	\$43,464.97	7.37%				
CAPITAL OUTLAYS	J		\$879,264.00	\$108,114.55	12.30%	Object (	Object Code Note:		
<b>GRANTS BENEFITS &amp; CLIENT SVCS</b>	N		\$858,181.00	\$195,963.13	22.83%				
DEBT SERVICE	Р		\$1,708,132.00	\$0.00	0.00%				
INTRAAGENCY REIMBURSEMENTS	T	Revenue Bdgt	(\$457,699.00)	\$15,888.54	-3.47%				
			\$54,757,440.00	\$14,654,185.58	26.76%	Кеу:	Spend rate less than 5% below FY %	Spend rate with in + or - 5% of FY%	Spend rate more than 5% above FY%

10/31/2021

% of Fiscal YR: 33.42%

# Exhibit F

# 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.



## **Board of Trustees**

### 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-6
POLICY TITLE: FINANCIAL PLANNING

Fiscal planning shall not deviate materially with the Board's *Ends* policies nor risk fiscal jeopardy. Accordingly, the President 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-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-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. Failtomaintain 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.