

**COLUMBIA BASIN COLLEGE
BOARD OF TRUSTEES MEETING**

February 9, 2024

Beers Board Room & Virtual

7:00 a.m.

Agenda

Call to Order

Pledge of Allegiance

Agenda Changes*

Approval of Minutes*

Exhibit A: January 8, 2024 Board of Trustees Meeting

Linkage with Community & Celebrating Excellence

Martin Luther King, Jr. Day Planning Team & Volunteers

CBC Staff & Students

Elizabeth Burtner, Assistant VP for Marketing & Outreach

Rodrigo Castillo, Utility Worker 3

Jennifer Castro-Velazquez, Director for Equity Center & Title V

Steve Danver, Assistant Dean for Instruction

Ozzy Edeza, Program Assistant for Academic Success Center

Ricardo Flores, Utility Worker 2

Juan Garibay, Custodian 2

Luz Garza, Dean for DEI

Stephanie Hartwig, Dir. for Marketing & Communications

Teresa Iztas, Executive Assistant for VP of Student Services

Michael Jaramillo, Program Assistant for Equity Center & Title V

Kwis Logan, Executive Assistant for VP of Instruction

Cheyenne Roberto, Student Worker

Rosario Rodriguez-Erechar, Director for Student Activities

Tracy Walker, Professor of Art & Esvelt Gallery Co-Director

Community Members

Denise Algood, AACCES Member

Yesenia "Nely" Aquina-Batista, Heritage University, Regional Asst Director for TC Campus

Kauser Gwaduri, WSUTC Coordinator for the Mosaic Center for Student Inclusion

Laurie Lamb, Flowers for event

Leonard Moore, AACCES History & Recognition

Vanessa Moore, AACCES Treasurer

Elouise Sparks, Director, Miss Juneteenth Scholarship Program

By Administration

President Rebekah Woods, Exhibit B: CBC in the News
Foundation Executive Director/CEO Erin Fishburn

By ASCBC Student Representative Brandon Ponce-Ruelas

By Faculty Senate Chair Brad Powell

By AHE Representative Chris Herbert

By Board Members

Public Comments

- Anyone who would like to share public comment, for the record, please give your name and whether you are a student, employee or a member of the community. If you are participating through zoom, please raise your hand and we will promote you to a panelist so you may speak.
- Please limit your comments to 3 minutes.
- During public comment, the Board will focus on listening and treat all comments with equal attention and respect. We ask the same of all attendees.

Reports

Exhibit C: Executive Limitations Monitoring Reports EL-4, EL-5, EL-6

Exhibit D: Quarterly Financial Statement

Exhibit E: Cash Balance Report

Discussion/Action*

Exhibit F: Second Reading – Board Policies Executive Limitations EL-10

Exhibit G: First Reading – Board Policies Governance Process GP-1 through GP-4

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 Event Dates

February 2024

9	CBC Board of Trustees Meeting, 7am, Beers Boardroom, CBC Pasco Campus
12	Pasco City Council Workshop Meeting , 7pm, 525 N Third Ave, Pasco
13	TR!DEC <i>Economic Outlook Summit</i> , 8am-3pm, Three Rivers Convention Center
13	Pasco School Board Meeting , 6:30pm, Board Room, 1215 W Lewis St, Pasco
13	Richland School Board Meeting , 6:30pm, 6972 Keene Road, West Richland
14	Kennewick School Board Meeting , 5:30pm, 1000 W 4 th Ave, Kennewick
15	CBC Open House for High School Seniors, 5pm, Location TBD, CBC Pasco Campus
19	President's Day, CBC Campus Closed
20	TC Hispanic Chamber <i>State of the School Districts</i> , 11:30am, Pasco Red Lion
21	Alumni Night Basketball Game, 5pm, Holden Court, CBC Pasco Campus
22	CBC Winter Teaching & Learning Day, 7am – 4:30pm, CBC Pasco Campus, Theme TBD
23	CBC Hall of Fame, 6pm, Gjerde Center, CBC Pasco Campus
26	Pasco City Council Workshop Meeting , 7pm, 525 N Third Ave, Pasco
27	Pasco School Board Meeting , 6:30pm, Board Room, 1215 W Lewis St, Pasco
27	Richland School Board Meeting , 6:30pm, 6972 Keene Road, West Richland
28	Kennewick School Board Meeting , 5:30pm, 1000 W 4 th Ave, Kennewick

March 2024

4	Pasco City Council Regular Meeting , 7pm, 525 N Third Ave, Pasco
5	ACT Trustee Tuesday, 8 – 9am, the ACT Education Committee is pleased to offer its members professional development opportunities. Topic: TBD
6 – 10	NWAC Basketball Championships, Holden Court, CBC Pasco Campus
11	Pasco City Council Workshop Meeting , 7pm, 525 N Third Ave, Pasco
12	Pasco School Board Meeting , 6:30pm, Board Room, 1215 W Lewis St, Pasco
12	Richland School Board Meeting , 6:30pm, 6972 Keene Road, West Richland
13	Kennewick School Board Meeting , 5:30pm, 1000 W 4 th Ave, Kennewick
15	CBC Board of Trustees Meeting, 7am, Beers Boardroom, CBC Pasco Campus
16 – 17	NWAC Basketball Championship Finals, Holden Court, CBC Pasco Campus
16	Noche de Leonas, Co-hosted by CBC LULAC Student Club, 6pm, Location TBD
18	Pasco City Council Regular Meeting , 7pm, 525 N Third Ave, Pasco
25 – 29	CBC Spring Break
25	Pasco City Council Workshop Meeting , 7pm, 525 N Third Ave, Pasco
26	Pasco School Board Meeting , 6:30pm, Board Room, 1215 W Lewis St, Pasco
26	Richland School Board Meeting , 6:30pm, 6972 Keene Road, West Richland
27	Kennewick School Board Meeting , 5:30pm, 1000 W 4 th Ave, Kennewick
28	Foundation – CBC Economic Outlook Event, 5:30pm, Anthony's Harvest Room, Richland

 CBC Board Meetings

 CBC Events

 Trustee Professional Development /
Conferences

 Community Events

 Community Board Meetings

 Holidays

Upcoming Event Dates

April 2024

1	Pasco City Council Regular Meeting , 7pm, 525 N Third Ave, Pasco
2	ACT Trustee Tuesday, 8 – 9am, the ACT Education Committee is pleased to offer its members professional development opportunities. Topic: TBD
8	Pasco City Council Workshop Meeting , 7pm, 525 N Third Ave, Pasco
9	Pasco School Board Meeting , 6:30pm, Board Room, 1215 W Lewis St, Pasco
9	Richland School Board Meeting , 6:30pm, 6972 Keene Road, West Richland
10	Kennewick School Board Meeting , 5:30pm, 1000 W 4 th Ave, Kennewick
12	CBC Board of Trustees Meeting, 7am, Beers Boardroom, CBC Pasco Campus
15	Pasco City Council Regular Meeting , 7pm, 525 N Third Ave, Pasco
22 – 24	NW Commission on Colleges & Universities Evaluators @ CBC
22	Pasco City Council Workshop Meeting , 7pm, 525 N Third Ave, Pasco
23	Pasco School Board Meeting , 6:30pm, Board Room, 1215 W Lewis St, Pasco
23	Richland School Board Meeting , 6:30pm, 6972 Keene Road, West Richland
24	Kennewick School Board Meeting , 5:30pm, 1000 W 4 th Ave, Kennewick
26	CBC Spring Teaching & Learning Day, 7am, CBC Pasco Campus
27	Hawk Trot, 8am, CBC Pasco Campus

-  CBC Board Meetings
-  CBC Events
-  Trustee Professional Development / Conferences
-  Community Events
-  Community Board Meetings
-  Holidays

Exhibit A

Columbia Basin College
Board of Trustees Meeting Minutes
January 8, 2024
Hybrid Meeting 4:30 p.m.

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

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

In-Person Attendees: Eduardo Rodriguez, Michael Lee, Luz Garza, Cheryl Holden, Elizabeth Burtner, Corey Osborn, Brian Dexter, Erin Fishburn, Brandon Ponce-Ruelas, Abby DeSteese, Rod Taylor, Elizabeth Hernandez-Osorio, Cinthia Alvarez, Ericka Garcia, Leslie Guzman, Devon Holtz, Elsa Silva-Lopez, Timmy Song, Senia Winston

Virtual Attendees: Doug Hughes, Lane Schumacher, Sarah McCalmant, Kelsey Myers, Melissa McBurney, Brad Powell, Dr. Patrick Jones

The Agenda	The Discussion	Action
Call to Order		Meeting called to order by Trustee Harper at 4:31 p.m.
Pledge of Allegiance	Trustee Harper led the Pledge of Allegiance.	
Agenda Changes	President Woods requested the addition of an Executive Session and Exhibit G: Resolution 24-01 for consideration.	Trustee Rivas de Bredt moved and Trustee Jackson seconded a motion to approve the addition of an Executive Session and Exhibit G: Resolution 24-01 to the January 8, 2024 agenda. Approved unanimously. Trustee Jackson moved and Trustee Rivas de Bredt seconded a motion to approve the January 8, 2024 agenda with the approved changes. Approved unanimously.
Approval of Minutes	Exhibit A: December 11, 2023 Meeting Minutes Discussion - None	Trustee Jackson moved and Trustee Rivas de Bredt seconded a motion to approve the December 11, 2023 minutes as written. Approved unanimously.
<u>Linkage with Community</u> Institute for Public Policy & Economic Analysis, Eastern Washington University D. Patrick Jones, Ph. D., Executive Dir.	Dr. Patrick Jones provided the Board with an overview of the Benton Franklin County Trends webpage with information from various indicators offering residents and visitors alike a comprehensive view of our community. The webpage is a data portal for two counties, Benton and Franklin, giving readers an opportunity to dive down into each county and/or individual cities. Dr. Jones directed attention to specific areas on the webpage; population and population growth rates, age distribution of communities, determinants of education, economic vitality, income, high school graduation rates, and education.	
<u>Celebrating Excellence</u> Undocumented Student Taskforce Elizabeth Hernandez-Osorio, Chair Cinthia Alvarez Stephanie Fuentes Ericka Garcia Leslie Guzman	This work began with a breakout session during Welcome Week 2022 hosted by Cinthia Alvarez and presented by representatives from Clark and Lower Columbia Colleges. After attending the breakout session President Woods brought together a group of champions for undocumented students – to look through the student lens and give recommendations on how CBC could improve. In January 2023, the Undocumented Student Taskforce was	

<p>By ASCBC</p> <p>By Faculty Senate Chair</p> <p>By AHE</p> <p>By Board Members</p>	<p>ASCBC student representative, Brandon Ponce, gave an update of ASCBC activities.</p> <ul style="list-style-type: none"> • First day of winter quarter had welcome back tables and therapy dogs (1/2). • ASCBC Open House with coffee and tea served (1/8). • Club Rush with the theme of <i>Circus</i> (1/18). • MLK and Black History Month celebrations – movie night (2/1) and guest speaker Dr. Okera Nsombi (2/6). • <i>Shine the Light on Human Trafficking</i> event (1/24) sponsored by Phi Theta Kappa National Honor Society and SARC with guest speaker Rebecca Bender. • Other February events – Sucker for Succulents (2/13), movie night (2/16) and resource fair (2/27). <p>Faculty Senate Chair, Brad Powell, gave an update on faculty business. The first Faculty Senate meeting for Winter Quarter was last Friday (1/5) where they heard about changes to the 2024 graduation. Senate will solicit two faculty members to provide the faculty address at each of the two graduation ceremonies this year. Senate continues to discuss AI and its use. The “Turn It In” tool for AI was a beta test only and has been discontinued. Dr. Lee, VP for Instruction, is working on what can be used in lieu of this tool. The next Faculty Senate meeting is planned for Friday, January 19.</p> <p>No AHE representative present at the meeting.</p> <p><u>Trustee Jackson</u> Trustee Jackson had his first opportunity to referee a college women’s basketball game at Wenatchee Valley (1/6). He is a tentative attendee for the legislative meetings planned in Olympia for January 25.</p> <p><u>Trustee Page</u> Trustee Page is excited for school to be back in session and looking forward to attending the CBC Athletic Hall of Fame Event in February.</p> <p><u>Trustee Siler</u> Trustee Siler is nearing the end of her master’s program.</p> <p><u>Trustee Rivas de Bredt</u> December was filled with a lot of fun and family for Trustee Rivas de Bredt. She is looking forward to attending the HSI/ESCALA presentation.</p> <p><u>Trustee Harper</u> Trustee Harper was able to spend time with her family during December. This next Friday (1/12) she will participate in a panel for the CBC Leadership Development Program and attend the MLK event on Monday (1/15). Trustee Harper is hoping to attend the legislative meetings in Olympia on January 25.</p>	
<p><u>Public Comments</u></p>	<p>None</p>	

<p><u>Reports</u></p> <p>Exhibit D: Variance Report</p> <p>Exhibit E: Cash Balance Report</p> <p>Fall 2023 Student Survey</p>	<p>VP for Administrative Services, Eduardo Rodriguez, provided highlights from the Variance Report and the Cash Balance Report.</p> <p>Dean for Organizational Learning, Jason Engle, provided insights from the Fall 2023 Student Survey. The objectives of the survey were (1) to determine “importance” along with “satisfaction” of students regarding several areas or concepts at CBC, (2) measuring student feedback on class modalities and times, and (3) determining what questions should be asked in student focus groups to provide additional clarity. Planning for the survey began in September 2023, the survey was provided to students in November 2023, analysis of the survey in December 2023 and student focus groups will take place in March 2024. We received 729 raw responses with 43% of those coming from new students. The sixteen-question survey was available in both English and Spanish. Overall, student demand is drifting more toward in-person preference. Hybrid options appear much more popular with existing students than enrollment would indicate, but no difference with new students. While most students desire morning and afternoon courses, student demand is more open to afternoon, evening, and weekend times than in our 2019 scheduling focus groups.</p>	
<p><u>Discussion/Action</u></p> <p>Exhibit F: First Reading - Board Policies Executive Limitations EL-8 through EL-10</p>	<p>Based on the Board’s alignment with the Carver Governance Model, a change was suggested for EL-10. It was recommended the first paragraph be rewritten to remove “...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.” The recommended first sentence would read, “The Board of Trustees reserves the authority for tenure as referenced in GP-3, Board Job Description.” After Board discussion, it was decided to review and compare EL-10 with GP-3 at the February 9, 2024 Board meeting.</p>	<p>Trustee Jackson moved and Trustee Rivas de Bredt seconded a motion to move Board Policies Executive Limitations EL-10 to the February 9, 2024 agenda. Approved unanimously.</p> <p>Trustee Siler moved and Trustee Jackson seconded a motion to approve Board Policies Executive Limitations EL-8 and EL-9 as written. Approved unanimously.</p>
<p>Break from Public Meeting</p>	<p>The Board took a break from the public meeting between 6:17 p.m. and 6:20 p.m. and went directly into Executive Session at 6:20 p.m.</p>	
<p><u>Executive Session</u></p>	<p>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.</p> <p>Expected return to public meeting 6:35 p.m.</p>	
<p>Returned to Public Meeting</p>	<p>At 6:35 p.m., the Board returned to the public meeting.</p>	
<p><u>Discussion/Action</u></p> <p>Exhibit G: Resolution 24-01</p>	<p>The Board reviewed and considered Resolution 24-01, Acquisition of Property with Parcel #113300251 in Pasco, Washington.</p>	<p>Trustee Jackson moved and Trustee Siler seconded a motion to approve Resolution 24-01 as written. Approved unanimously. Trustee Harper, as Board Chair, signed Resolution 24-01 on behalf of the collective CBC Board or Trustees.</p>

<u>Adjournment</u>	Trustee Harper adjourned the meeting at 6:43 p.m.	
	Next Board of Trustees Meeting Beers Board Room & Zoom Webinar February 9, 2024 - 7:00 a.m.	

Kimberly Harper, Chair

Exhibit B

CBC in the News



January 2024

[KNDU-TV: Weather closures for Jan. 17](#)

[KNDU-TV: CBC offering financial aid workshops around the Tri-Cities](#)

[KNDU-TV: Columbia Basin Women Among NWAC's Best](#)

[KNDU-TV: Financial Aid Night set for KSD](#)

[KEPR-TV: Columbia Basin College shines light on human trafficking in Tri-Cities event](#)

[KFLD: CBC Basketball to Open Conference Play on Saturday](#)

[KFLD: Tri-Cities and Eastern Washington School work closures 1/19/24](#)

[Tri-City Herald: New FAFSA student aid form giving you headaches? CBC, WSU Tri-Cities can help](#)

[Tri-City Herald: Event to honor Martin Luther King Jr. Day in Tri-Cities. Here's what else is happening](#)

[Tri-City Herald: 'Fighter for the underdog' is one of Tri-Cities youngest ever to earn MLK Spirit Award](#)

[Tri-City Herald: 3 Tri-Cities grads honored for outstanding Northwest Conference football season](#)

[Tri-City Herald: Snow pounds Tri-Cities, with freezing rain, sleet forecast next. Schools are closing](#)

[Tri-City Herald: CBC men's, women's basketball teams just keep pounding their East Region foes](#)

[ApplyValleyNewsNow.com: Join CBC for the Second Annual Play4Kay Game Day](#)

[ApplyValleyNewsNow.com: Joe Thornton Receives 2024 Martin Luther King Jr. Spirit Award](#)

[ApplyValleyNewsNow.com: Warm their 'soles' with socks; a Day of Service donation drive](#)

[PeninsulaDailyNews.com: Prep Softball: Port Angele' Natalie Robinson taking her big bat and arm to Columbia Basin College](#)

[Fieldlevel: Jaycee Jacobson Announces Commitment to Play Softball at Columbia Basin College](#)

[The Chronicle of Higher Education: Completion Coach](#)

[The Chronicle of Higher Education: Grant Writer](#)



Exhibit C

MONITORING REPORT FOR EL-4 Compensation

Board Policy is indicated in bold typeface throughout.

I present this monitoring report to the Columbia Basin College Board of Trustees that addresses the Board's Executive Limitations Policy: "EL-4 Compensation." I certify that the information contained herein is true and represents compliance, within a reasonable interpretation of the established policy, unless specifically stated otherwise below.



Rebekah S. Woods, J.D., Ph.D.
President, Columbia Basin College

February 2, 2024

Date

POLICY STATEMENT: 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.

INTERPRETATION: I interpret this to mean that the College offers compensation and benefits that are contained within state regulations for public employees in general and specifically for faculty and classified staff under various compensation structures, including the state civil service system and negotiated collective bargaining agreements. General salary wage increases and Cost of Living Adjustments (COLA) funded by the Appropriations Act for public employees, and I-732 monies for faculty, when provided, are negotiated for distribution in existing or successive collective bargaining agreements. Non-represented classified staff and administrative/exempt staff also receive general salary wage increases and COLAs as outlined in the Appropriations Act.

Compliance will be demonstrated when the WA State Auditor General's Office regular audits reports no inappropriateness of pay against applicable systems, laws, collective bargaining agreements nor any misappropriation, fraud or other loss.

EVIDENCE: On June 2020, the Office of the Washington State Auditor's Office completed a four-year accountability audit. The report indicated that "...College operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources." The next audit is currently underway and will be completed this year.

The following areas were examined during the audit period:

- Financial condition and fiscal sustainability
- Accounts payable – general disbursements, credit cards and electronic funds transfers
- Payroll – gross wages and leave cash outs
- Contract – cash receipting and deposit timeliness with the Columbia Basin College Foundation agreement terms

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

INTERPRETATION: I interpret this to mean that only the Board of Trustees has the authority to make changes to the compensation and benefits for the President.

Compliance will be demonstrated when the Vice President for Human Resources and Legal Affairs confirms that the president's compensation amount matches the approved amount established by the Board, and also appears in the contract.

EVIDENCE: On January 29, 2024 the Vice President for Human Resources and Legal Affairs confirmed that the president's compensation amount matches the approved amount established by the Board, and also appears in the employment contract.

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

INTERPRETATION: I interpret this to mean that while the College budget has permanent positions for faculty and staff positions for the purposes of maintaining the overall and department budgets, no employee is guaranteed permanent employment. All employees are accountable for performance and behavioral expectations articulated in job descriptions, performance evaluations, personnel contracts, appointment notices, applicable collective bargaining agreements, operations policies and procedures, and under state regulations, including the civil service system and tenure review system. Appropriate performance of work for all employees is expected to further a culture focused on mission, vision and values, and adherence to CBC policies and procedures around standards of conduct, ethics, and other workplace behavior expectations. Employee types range from at-will, to those with civil service status for classified staff, and faculty who earn an award of tenure at the completion of probation which allows for just cause discipline and dismissal.

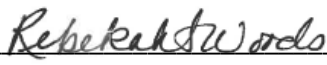
Compliance will be demonstrated when the Board's expectations are met related to establishing and maintaining a work environment in which faculty and staff are working in support of student success and completion, and the Board includes their feedback during the President's annual evaluation, specifically "Mission Fulfillment" and "Classified/Admin/Faculty Relationships."

EVIDENCE: Annual evaluations of the President's performance are on file in Human Resources.

MONITORING REPORT FOR EL-5 Treatment of Asset Protection

Board Policy is indicated in bold typeface throughout.

I present this monitoring report to the Columbia Basin College Board of Trustees that addresses the Board's Executive Limitations Policy: "EL-5 Treatment of Asset Protection." I certify that the information contained herein is true and represents compliance, within a reasonable interpretation of the established policy, unless specifically stated otherwise below.



Rebekah S. Woods, J.D., Ph.D.
President, Columbia Basin College

February 2, 2024

Date

POLICY STATEMENT: 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.**

INTERPRETATION: I interpret this to mean that the College will adhere to state and federal laws and other compliance requirements related to higher education (including disability, privacy protection, Title IX), employment (including non-discrimination and harassment based on protected class status, leave laws, wage and safety laws), finance, accounting and allocation of resources, ensuring common methods of risk are evaluated to avoid negative impact of liability.

Compliance will be demonstrated when the College:

- Employees receive training under the Ethics in Public Service Act and the College's Code of Ethics Policy (Approved by the Executive Ethics Board) and are aware of their individual responsibility related to their use of the College's resources.
- Employees receive information related to the Washington State Whistleblower Act and the College's Whistleblower Policy in which employees have protections to file claims of gross mismanagement, gross waste of funds, and other improper governmental action under RCW 42.40.020.
- The College regularly evaluates decisions made in every facet of the College and routinely consults with the attorney general's office to avoid unnecessary liability.
- The College maintains an Environmental, Safety and Health Program in compliance with State Labor & Industries Division of Occupational Safety & Health (DOSH), Department of Ecology and other state and federal oversight related to a safe and healthy work environment.

- e) The College follows a framework for contracting with third party contracts including contract negotiation, contract review, execution of contracts and compliance including proper indemnification to avoid loss to the state and college.

EVIDENCE:

- a) Employee training schedules, information related to the Washington State Whistleblower Act, and the Environmental, Safety and Health Program are all available within Human Resources and Legal Affairs.
- b) Third party contracts are available for review within the office of the Vice President of Administrative Services.

2. Fail to protect intellectual property, information and files from vulnerability, loss or significant damage.

INTERPRETATION: I interpret this to mean that intellectual property of the college is copyrighted when appropriate and protected against infringement. Information assets and files are appropriately protected from damage or loss. Fixed assets are adequately secured and insured.

Compliance will be demonstrated when intellectual property of the college is copyrighted, when appropriate, and thereby protected against infringement. Information assets and files are protected through appropriate cybersecurity measures and employee training. Fixed assets are adequately secured and insured.

EVIDENCE:

- a) In October 2023, the College filed a trademark application for “CBC” and “Columbia Basin College.” There are five additional applications we are pursuing listed below. This is a lengthy process and we do not anticipate our first communication for six to eight months from the time the applications were filed.
 - 1) Primary logo and Secondary logo (CBC, descending hawk, COLUMBIA BASIN COLLEGE) (stacked version)
 - 2) Tagline (WE ALL SOAR TOGETHER) (word mark)
 - 3) Inclusivo feather design
 - 4) Athletic logo (hawk head in profile on CBC)
 - 5) Secondary athletic logo (hawk head facing forward on CBC)
- b) Our information assets and files are protected through our firewall, network segmentation and Active Directory Federated Services. Access to protected campus systems and data is secured behind our firewall and accessible off-campus only through a VPN connection. Campus computers are additionally protected with virus protection and active anti-malware software. All official college records – financial, student, employee, etc. – are stored in the Washington State Board for Technical and Community Colleges (state board) system of record, ctLink. To help all data users understand their data access and responsibilities, local data is stored according to our Data Governance Policy and supporting Data Security Acceptable Use Matrix. Additionally, all full-time employees have a data security presentation during orientation and mandatory periodic, interactive security training. File servers and critical infrastructure are backed up on a daily incremental and complete weekly basis. SQL Servers are fully backed up each day and change logs are backed up hourly. Full weekly backups are written to tape and air-gapped in vault storage.

For disaster recovery purposes, once a month a full backup is taken to a vault on our secondary campus.

- c) The College purchases commercial property insurance through the master property program administered by the Department of Enterprise Services for buildings that were acquired with COP proceeds. The College also participates in a State of Washington risk management self-insurance program, which covers its exposure to tort, general damage and vehicle claims.

3. Receive, process or disburse funds under controls that are insufficient to meet the Auditor's standards.

INTERPRETATION: I interpret this to mean that the College's operations are consistent with Washington State audit standards for accountability of public resources, legal and financial management requirements.

Compliance will be demonstrated when the Washington State Auditor's Office annual audit includes no findings.

EVIDENCE: The College follows the Generally Accepted Accounting Principles (GAAP), the Governmental Accounting Standards Board (GASB), and Office of Financial Management State Accounting and Administrative Manual's (SAAM) accounting and internal control practices and policies. The Washington State Auditor's Office previously conducted a yearly financial audit of the College's financial reports with "...consideration of the College's internal control over financial reporting and on [their] tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters." A review of the most recent audit published on August 15, 2022 indicates that the "...financial statements referred to above present fairly, in all material respects, the financial position of the Columbia Basin College, as of June 30, 2021, and the changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America." The financial statements for FY22 and FY23 are currently under development with the assistance of Clifton Larson Allen, LLP, a CPA firm in Kennewick, Washington. Because the WA State Auditor's Office no longer has the capacity to complete our audits, we have contracted with Davis Farr, LLP, a CPA firm in Tacoma, who has started preliminary work and will audit the financial statements once they are complete.

4. Jeopardize nor damage the organization's public image or credibility, particularly in ways that would hinder its accomplishment of mission.

INTERPRETATION: I interpret this to mean that the College demonstrates to the public:

- a) high quality educational programs;
- b) commitment to meeting the educational needs of the Tri-Cities;
- c) effective working relationships with other educational entities, local, state and federal leaders;
- d) sound resource management; and
- e) overall commitment to and fulfillment of the College's mission, vision and values.

Compliance will be demonstrated when the Board's expectations are met related to establishing an overall positive and credible public image of the institution so as to not hinder the fulfillment

of our mission of supporting student success and completion, and the Board includes their feedback during the President's annual evaluation, specifically "Mission Fulfillment", "Community Relations," "College Relations," "Fiscal Management," and "Leadership Skills."

EVIDENCE: Annual evaluations of the President's performance are on file in Human Resources.

MONITORING REPORT FOR EL-6 Financial Planning

Board Policy is indicated in bold typeface throughout.

I present this monitoring report to the Columbia Basin College Board of Trustees that addresses the Board's Executive Limitations Policy: "EL-6 Financial Planning." I certify that the information contained herein is true and represents compliance, within a reasonable interpretation of the established policy, unless specifically stated otherwise below.



Rebekah S. Woods, J.D., Ph.D.
President, Columbia Basin College

February 2, 2024

Date

POLICY STATEMENT: Fiscal planning shall not deviate materially from 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 for more funds than are conservatively projected to be received in that period, plus accumulated reserve.**

INTERPRETATION: I interpret this to mean that the budget submitted to the Board for approval must balance projected expenditures with projected revenues plus any accumulated reserves recommended for inclusion in the proposed budget.

Compliance will be demonstrated when the budget submitted to the Board for approval balances projected expenditures with projected revenues plus any accumulated reserves recommended for inclusion within the proposed budget.

EVIDENCE: The 2023-2024 Operating Budget Proposal submitted to the Board for approval during the June 12, 2023, meeting included \$65,506,691 of projected expenditures and \$65,525,626 of projected revenue including \$992,041 of accumulated reserves dedicated to fill an anticipated short-term gap.

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.

INTERPRETATION: I interpret this to mean that each recommended annual budget will include realistic estimates of future revenues and expenses, for operational and capital items, based on reliable planning assumptions that are made transparent to the Board and general public.

Compliance will be demonstrated when the recommended annual budget includes realistic estimates of future revenues and expenses, for operational and capital items, based on reliable planning assumptions that are made transparent to the Board and general public.

EVIDENCE: The 2023-2024 Operating Budget Proposal included a list of internal and external planning assumptions that supported the realistic projections of revenues and expenses for the year.

3. Limits or restricts sufficient funds for Board prerogatives during the year as set forth in the Board's annual activity and travel plans.

INTERPRETATION: I interpret this to mean that the annual operating budget will include funds for the Board to do its work and the amount of the funding is determined based on prior and projected expenses such as education, training, travel, and consultants.

Compliance will be demonstrated when the annual operating budget includes funds for the Board to do its work and the amount of the funding is determined based on prior and projected expenses such as education, training, travel, and consultants.

EVIDENCE: The 2023-2024 Operating Budget Proposal included a budget of \$34,695, which included an increase of \$4,959 from the FY23 budget.

Exhibit D

Columbia Basin Community College
Statement of Revenues, Expenses and Changes in Net Position
For December 31, 2023 (Unaudited)

	FY2024 December 2023	FY2023 December 2022	Difference
Operating Revenues			
Student Tuition and Fees	\$ 18,681,458	\$ 17,368,291	\$ 1,313,167
Auxiliary Enterprise Sales	\$ 2,077,905	\$ 1,317,726	\$ 760,179
State and Local Grants and Contracts	\$ 11,033,177	\$ 6,409,195	\$ 4,623,983
Federal Grants and Contracts	\$ 1,979,105	\$ 1,581,656	\$ 397,450
Other Operating Revenues	\$ 75,304	\$ 32,838	\$ 42,466
Total Operating Revenue	\$ 33,846,950	\$ 26,709,706	\$ 7,137,245
Operating Expenses			
Salaries and Wages	\$ 18,154,542	\$ 16,607,493	\$ 1,547,049
Benefits	\$ 6,318,047	\$ 5,958,398	\$ 359,649
Scholarships and Fellowships, Gross	\$ 15,058,398	\$ 3,077,315	\$ 11,981,083
Supplies and Materials	\$ 1,357,426	\$ 488,201	\$ 869,224
Depreciation and Amortization	\$ -	\$ 1,824,529	\$ (1,824,529)
Purchased Services	\$ 2,379,945	\$ 2,489,184	\$ (109,239)
Utilities	\$ 520,133	\$ 510,722	\$ 9,411
Operating Expenses	\$ 2,380,467	\$ 2,685,110	\$ (304,643)
Total Operating Expenses	\$ 46,168,957	\$ 33,640,953	\$ 12,528,004
Operating Income (loss)	\$ (12,322,007)	\$ (6,931,247)	\$ (5,390,760)
Non-Operating Revenues			
State Appropriations	\$ 13,467,388	\$ 13,386,125	\$ 81,262
Federal Non-Operating Revenues	\$ 388,358	\$ 138,631	\$ 249,727
Federal Pell Grant Revenues	\$ 1,894,928	\$ 3,013,124	\$ (1,118,196)
Investment Income, Gains and Losses	\$ 6,250	\$ 7,655	\$ (1,405)
Total Non-Operating Revenue	\$ 15,756,924	\$ 16,545,536	\$ (788,612)
Non-Operating Expenses			
Building Fee Remittance	\$ (711,726)	\$ (572,024)	\$ (139,702)
Innovation Fund Remittance	\$ (130,681)	\$ (138,414)	\$ 7,733
Interest on Indebtedness	\$ (502,625)	\$ (514,999)	\$ 12,374
Total Non-Operating Expenses	\$ (1,345,032)	\$ (1,225,437)	\$ (119,595)
Net Non-Operating Expenses	\$ 17,101,956	\$ 17,770,973	\$ (669,017)
Income or (Loss) before other revenues, expenses, gains, or losses	\$ 4,779,949	\$ 10,839,726	\$ (6,059,777)
Capital Appropriations	\$ 5,000	\$ 558,954	\$ (553,954)
Increase (Decrease) in Net Position	\$ 4,784,949	\$ 11,398,680	\$ (6,613,731)

Exhibit E

Columbia Basin College

Cash Reserve Report December 2023 Month End

Assets		FY2024 - Dec	
Cash			
In Bank	1000070	\$	22,915,525
Petty Cash	1000020	\$	5,504
Total Cash		\$	22,921,029
Investments			
Short Term	1000040	\$	5,042,844
Long Term	1110010	\$	15,816,071
Total Investments		\$	20,858,915
Accounts Receivable			
Current	1010100	\$	154,694
Unbilled	1010050	\$	393,383
AR - Other	1010060	\$	192,516
Allowance for AR	1010110	\$	(34,240)
Total AR		\$	706,353
Inter/Intra Gov Receivables			
Due from Fed	1010150	\$	3,851,604
Due from Other Gov	1010160	\$	3,792,173
Due from Other Agency	1010180	\$	317,698
Total Inter/Intra Gov Receivables		\$	7,961,475
Total Assets		\$	52,447,772
Liabilities			
Current Liabilities			
Accounts Payable	2000010	\$	1,889,103
Accrued Salaries Payable	2011010	\$	-
Due to Other Agency	2012050	\$	177,058
Sales/Use Tax	2010070	\$	41,977
Accrued Liabilities	2001070	\$	-
COP Current Year P&I Due	2050010	\$	1,022,625
Total Current Liabilities		\$	3,130,763
Total Liabilities		\$	3,130,763

Cash Balance	
(ASSETS less LIABILITIES)	\$ 49,317,009
Dedicated Balances	
Account	
Student Supported Capital	1000070 \$ 2,800,272
3.5% - Institutional Financial Aid	1010190 \$ 682,531
Students S&A	1000070 \$ 2,231,543
Bookstore Operating Reserves	1000070 \$ 2,420,781
Technology Fee	1010190 \$ 659,303
Parking Fees	1010190 \$ 749,344
Basic Food Employment and Training	1000070 \$ -
Total	\$ 9,543,774
Reserves Policy - BOT Policies on Reserves	
Unplanned Capital Repair and Replacement	\$ 2,000,000
Capital Facilities Projects	\$ 19,244,622
Operating Reserve	\$ 10,920,000
Planned Future Operations	\$ (146,328)
Emergencies	\$ 3,000,000
Total	\$ 35,018,294
Operating Reserves Balance	
Existing Reserve balance less Dedicated Reserves and Emergency Reserves	\$ 4,754,941

Exhibit F



Community College District 19 Board of Trustees

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~~ for tenure as referenced in GP-3, Board Job Description.

Accordingly, the President shall 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.

Date Adopted 7/01/1997

Date Last Revised 02/14/2022

Date Last Reviewed 02/10/2023

Exhibit G



Community College District 19
Board of Trustees

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 ensuring that it (a) achieves appropriate results for the appropriate recipients at an appropriate cost, and (b) avoids unacceptable activities, conditions and decisions.



Community College District 19 Board of Trustees

POLICY TYPE: GOVERNANCE PROCESS GP-2

POLICY TITLE: GOVERNING STYLE

The Board of Trustees is responsible for following the adopted Carver Governance Model and Process. 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:

Commented [RR1]: From EL-1 updated and approved on 12.11.23

1. Deliberate in many voices, but govern in one.
2. Be responsible for excellence in governing and initiating of policy.
3. Direct, control and inspire Columbia Basin College 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. Provide continuous Board development to include, but not be limited to, orientation of new members in the Board's governance process and periodic Board discussion of process improvement.

Date Adopted 7/01/1997
Date Last Revised 3/21/2022
Date Last Reviewed 3/21/2022



Community College District 19 Board of Trustees

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 Columbia Basin College and the citizens of Benton and Franklin counties.
2. Provide 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 tasks.
 - d. Board-Staff Linkage: How power is delegated and its proper use monitored, through the authority and accountability of the President's role.
3. Ensuring the 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.
5. 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.
6. Set policies for and review the Financials and associated status for the College at a frequency determined by the Board.
7. Sole authority to change the compensation and benefits for the President.
8. Discretion to name College facilities, including buildings, rooms, wings, parks, landscaped areas or other significant locations, for person or corporations.

Commented [RR1]: #5 is from EL-10

Commented [RR2]: #6 is from EL-7

Commented [RR3]: #7 is from EL-4

Commented [RR4]: #8 is from GP-7: Naming of Facilities

Date Adopted 7/01/1997
Date Last Revised 3/21/2022
Date Last Reviewed 3/21/2022



Community College District 19
Board of Trustees

9. Discretion to designate a former President, administrator, or former faculty member to the status of Emeritus for the College.

Commented [RR5]: #9 is from GP-8: Emeritus Designation

10. Authority for the following Employment Responsibilities:

- a. Employ, for a period to be fixed by the Board, a President for Columbia Basin College. The Board may also appoint a President for the district, and fix their duties and compensation, which may include elements in addition to salary.
- b. Release a President from duties and responsibilities for the College based on justified cause or mutual agreement between the parties.

Commented [RR6]: #10 is from BSL-1: Employment Responsibilities

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, and not to the President, to decide or examine.
 - 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.