

**COLUMBIA BASIN COLLEGE  
BOARD OF TRUSTEES MEETING**

March 15, 2024

Beers Board Room & Virtual

7:00 a.m.

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**Agenda**

Call to Order

**Pledge of Allegiance**

**Agenda Changes\***

**Approval of Minutes\***

Exhibit A: February 9, 2024 Board of Trustees Meeting

**Celebrating Excellence**

Marketing & Communications/Graphics & Printing Team

Elizabeth Burtner, AVP for Marketing & Outreach

Stephanie Hartwig, Director for Marketing & Outreach

Prunelle Aman-Frazier, Graphic Designer Senior

Imelda Farias, Graphic Designer

Glendy Ibarra, Communications Consultant 2

Rachel Ivanoff, Digital Printing Specialist

Tyler West, Videographer – Graphic Designer Senior

Selene Zapata, Communications Consultant 4 – Translator

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: Cash Balance Report

Exhibit D: Variance Report

Exhibit E: Executive Monitoring Report EL-7 and EL-8

**Discussion/Action\***

Exhibit F: First Reading – Board Policies Governance Process GP-5 through GP-8

**Consent Agenda\***

Bachelor of Science in Computer Science

**Executive Session**

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

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.

**Discussion/Action\***

Consider faculty candidates for continued probationary status and tenure

**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

### March 2024

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	<a href="#">Pasco City Council Regular Meeting</a> , 7pm, 525 N Third Ave, Pasco
25 – 29	CBC Spring Break
25	<a href="#">Pasco City Council Workshop Meeting</a> , 7pm, 525 N Third Ave, Pasco
26	<a href="#">Pasco School Board Meeting</a> , 6:30pm, Board Room, 1215 W Lewis St, Pasco
26	<a href="#">Richland School Board Meeting</a> , 6:30pm, 6972 Keene Road, West Richland
27	<a href="#">Kennewick School Board Meeting</a> , 5:30pm, 1000 W 4 <sup>th</sup> Ave, Kennewick
28	Foundation – CBC Economic Outlook Event, 5:30pm, Anthony’s Harvest Room, Richland

### April 2024

1	<a href="#">Pasco City Council Regular Meeting</a> , 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	<a href="#">Pasco City Council Workshop Meeting</a> , 7pm, 525 N Third Ave, Pasco
9	<a href="#">Pasco School Board Meeting</a> , 6:30pm, Board Room, 1215 W Lewis St, Pasco
9	<a href="#">Richland School Board Meeting</a> , 6:30pm, 6972 Keene Road, West Richland
10	<a href="#">Kennewick School Board Meeting</a> , 5:30pm, 1000 W 4 <sup>th</sup> Ave, Kennewick
12	CBC Board of Trustees Meeting, 7am, Beers Boardroom, CBC Pasco Campus
15	<a href="#">Pasco City Council Regular Meeting</a> , 7pm, 525 N Third Ave, Pasco
22 – 24	NW Commission on Colleges & Universities Evaluators @ CBC
22	<a href="#">Pasco City Council Workshop Meeting</a> , 7pm, 525 N Third Ave, Pasco
23	<a href="#">Pasco School Board Meeting</a> , 6:30pm, Board Room, 1215 W Lewis St, Pasco
23	<a href="#">Richland School Board Meeting</a> , 6:30pm, 6972 Keene Road, West Richland
24	<a href="#">Kennewick School Board Meeting</a> , 5:30pm, 1000 W 4 <sup>th</sup> 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






## Upcoming Event Dates

### May 2024

1	CBC Equity Center Grand Opening, Time TBD, T Bldg, CBC Pasco Campus
2 – 3	ACT Spring Conference, Yakima Valley Community College
4	CBC Night Out with the Dust Devils, 5:30pm, GESA Stadium, 6200 Burden Blvd, Pasco
6	<a href="#">Pasco City Council Regular Meeting</a> , 7pm, 525 N Third Ave, Pasco
8	<a href="#">Kennewick School Board Meeting</a> , 5:30pm, 1000 W 4 <sup>th</sup> Ave, Kennewick
13	Newly Tenured Faculty Reception, 3pm, Thornton Courtyard, CBC Pasco Campus
13	CBC Board of Trustees Meeting, 4:30pm, Beers Boardroom, CBC Pasco Campus
13	<a href="#">Pasco City Council Workshop Meeting</a> , 7pm, 525 N Third Ave, Pasco
14	<a href="#">Pasco School Board Meeting</a> , 6:30pm, Board Room, 1215 W Lewis St, Pasco
14	<a href="#">Richland School Board Meeting</a> , 6:30pm, 6972 Keene Road, West Richland
15	CBC Wellness Fair, 10am-2pm, SRC, CBC Pasco Campus
18	AACCES Senior Night, 6pm, Three Rivers Convention Center, Kennewick
20	<a href="#">Pasco City Council Regular Meeting</a> , 7pm, 525 N Third Ave, Pasco
22	<a href="#">Kennewick School Board Meeting</a> , 5:30pm, 1000 W 4 <sup>th</sup> Ave, Kennewick
27	Memorial Day Observed, CBC Campus Closed
28	<a href="#">Pasco School Board Meeting</a> , 6:30pm, Board Room, 1215 W Lewis St, Pasco
28	<a href="#">Richland School Board Meeting</a> , 6:30pm, 6972 Keene Road, West Richland

### June 2024

2	Noche De Familia, 1 – 4pm, Gjerde Center, CBC Pasco Campus
3	<a href="#">Pasco City Council Regular Meeting</a> , 7pm, 525 N Third Ave, Pasco
5	<a href="#">Kennewick School Board Meeting</a> , 5:30pm, 1000 W 4 <sup>th</sup> Ave, Kennewick
7	Multicultural Graduation Celebration, 4pm, Gjerde Center, CBC Pasco Campus
10	CBC Retirement Reception, 3pm, Thornton Courtyard, CBC Pasco Campus
10	CBC Board of Trustees Meeting, 4:30pm, Beers Boardroom, CBC Pasco Campus
10	<a href="#">Pasco City Council Workshop Meeting</a> , 7pm, 525 N Third Ave, Pasco
11	<a href="#">Pasco School Board Meeting</a> , 6:30pm, Board Room, 1215 W Lewis St, Pasco
11	<a href="#">Richland School Board Meeting</a> , 6:30pm, 6972 Keene Road, West Richland
12	BSN Capstone Reception, 4pm, Location TBD
13	Dental Hygiene Pinning, 4pm, Richland High School
13	Registered Nurse Pinning, 5pm, Richland High School
13	ADN Pinning, 7pm, Richland High School
14	CBC Graduation, 4pm & 7pm, Toyota Center, Kennewick
17	<a href="#">Pasco City Council Regular Meeting</a> , 7pm, 525 N Third Ave, Pasco
19	Juneteenth Observed, CBC Campus Closed
24	<a href="#">Pasco City Council Workshop Meeting</a> , 7pm, 525 N Third Ave, Pasco
25	<a href="#">Pasco School Board Meeting</a> , 6:30pm, Board Room, 1215 W Lewis St, Pasco
25	<a href="#">Richland School Board Meeting</a> , 6:30pm, 6972 Keene Road, West Richland
26	<a href="#">Kennewick School Board Meeting</a> , 5:30pm, 1000 W 4 <sup>th</sup> Ave, Kennewick

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

# Exhibit A

Columbia Basin College  
Board of Trustees Meeting Minutes  
February 9, 2024  
Hybrid Meeting 7:00 a.m.

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

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

In-Person Attendees: Michael Lee, Luz Garza, Cheryl Holden, Elizabeth Burtner, Corey Osborn, Brian Dexter, Brandon Ponce-Ruelas, Abby DeSteeze, Ricardo Flores, Rodrigo Castillo, Juan Garibay, Tracy Walker, Nely Aquina-Batista, Kauser Gwaduri, Ozzy Edeza

Virtual Attendees: Sarah McCalmant, Brad Powell, Denise Algood, Elouise Sparks, Kwis Logan, Chris Herbert, Jason Engle, Melissa McBurney, Keri Lobdell, Kelsey Myers, Doug Hughes, Daphne Larios

The Agenda	The Discussion	Action
Call to Order		Meeting called to order by Trustee Harper at 7:00 a.m.
Pledge of Allegiance	Trustee Harper led the Pledge of Allegiance.	
Agenda Changes	No changes made to the agenda.	Trustee Siler moved and Trustee Jackson seconded a motion to approve the February 9, 2024 agenda as written. Approved unanimously.
Approval of Minutes	Exhibit A: January 8, 2024 Meeting Minutes Discussion - None	Trustee Jackson moved and Trustee Siler seconded a motion to approve the January 8, 2024 minutes as written. Approved unanimously.
<u>Linkage with Community and Celebrating Excellence</u> Martin Luther King, Jr. Day Planning Team & Volunteers  <u>CBC Staff &amp; Students</u> Elizabeth Burtner Rodrigo Castillo Jennifer Castro-Velazquez Steve Danver Ozzy Edeza Ricardo Flores Juan Garibay Luz Garza Stephanie Hartwig Teresa Iztas Michael Jaramillo Kwis Logan Cheyenne Roberto, Student Worker Rosario Rodriguez-Erechar Tracy Walker	<p>The 33<sup>rd</sup> annual Martin Luther King Bell Ringing Ceremony took place on the CBC Pasco campus Monday, January 15, 2024 with 200+ attendees. The event time was changed this year to 5:30pm to allow for more community members to participate. This year featured community collaborations incorporating a history wall, art exhibit, community choir and an “I Have a Dream” wall encouraging participants to write their dreams for our community on an art installation. Thanks to community member Leonard Moore and CBC students Ashley Chamba and Jazmyne Perry for contributing art pieces for the event.</p> <p>Joe Thornton was awarded the 2024 Martin Luther King Spirit Award for his work in our community with the Big Bro Joe Foundation. Martin Valadez, VP for Strategic Initiatives at Heritage University and 2023 Martin Luther King Spirit Awardee, was the keynote speaker for the event this year.</p> <p>Dr. Luz Garza thanked those who participated on the planning committee, volunteers who helped the day of the event and CBC Marketing, Facilities and Technology Services for their assistance in making the evening run smoothly. The planning committee included representatives from CBC, WSUTC, Heritage University and the Tri-Cities African American community.</p>	



<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. MLK and Black History Month celebrations began with a movie night (2/1) and guest speaker Dr. Okera Nsombi (2/6). Other February events include 'Sucker for Succulents' (2/13), movie night (2/16) and resource fair (2/27).</p> <p>Faculty Senate Chair, Brad Powell, gave an update on faculty business. Faculty Senate met last Friday (2/2). The Faculty Affairs Committee is currently looking for a Welcome Week speaker and for potential Senators for the upcoming election. The CBC Open House is next Thursday (2/15) giving students an opportunity to meet with faculty and support services personnel. Access to the AI detection tool has been restored – thank you to the AI group who worked through this process. The next Faculty Senate meeting is scheduled for Friday, February 16.</p> <p>Chris Herbert, AHE Representative, reported there was a quarterly labor meeting last week and faculty are preparing for elections that will take place soon.</p> <p><u>Trustee Jackson</u> Trustee Jackson had an opportunity to attend basketball games against Treasure Valley and Walla Walla. On January 24, he attended the AWB Board meeting with a strong coalition of business owners discussing rising taxes for businesses – one tax is the ability to opt out of long-term care insurance.</p> <p><u>Trustee Siler</u> Trustee Siler was inspired by the new athletic recruitment video produced by CBC Marketing – it was excellent! She will be attending the NW Regional Equity Conference February 21 – 23 and is looking forward to breakout sessions led by Kwis Logan and Dr. Luz Garza.</p> <p><u>Trustee Page</u> Trustee Page recently met with Dr. Woods for a 1:1 meeting and is looking forward to the CBC Athletic Hall of Fame event (2/23).</p> <p><u>Trustee Rivas de Bredt</u> Trustee Rivas de Bredt attended the Trustee Tuesday legislative update and the Trustees of Color meeting where they discussed proposed legislation to use vacant state buildings in communities over 150,000 for homeless. This legislation did not make it through to be approved.</p> <p><u>Trustee Harper</u> Trustee Harper participated on a panel for the CBC Leadership Development Program (1/12), attended the Martin Luther King event on campus (1/15) and attended a session about building relationships with Tribal communities (2/6).</p>	
<p><u>Public Comments</u></p>	<p>None</p>	
<p><u>Reports</u> Exhibit C: Executive Limitations Monitoring Reports EL-4, EL-5, EL-6</p>	<p>President Woods presented interpretations and evidence for each statement on the Executive Limitations Monitoring Reports EL-4, EL-5 and EL-6. EL-5, section 2, Elizabeth Burtner is working with a trademark attorney pursuing protection of logos and trademarks.</p>	





# Exhibit B

# CBC in the News



## February 2024

[KNDU-TV: 2024 MLK Spirit Award recipient speaks about mentoring the next generation of leaders](#)

[KUNW-TV: Orgullo Comunitario- Brandon Ponce](#)

[KNDU-TV: Southridge Biology teacher awarded STEM research grant](#)

[Tri-City Herald: Tri-City artist promises 'soulful rhymes and music' at Black History Month showcase](#)

[Tri-City Herald: Mid-Columbia Mastersingers to put on out-of-this-world performances at CBC planetarium](#)

[ApplyValleyNewsNow: CBC Gears Up for Inaugural Alumni Night Celebrating Past and Present students](#)

[TheGoldendaleSentinel: FBLA members compete in Leadership Conference](#)

[Tri-Cities Journal of Business: Q&A with Reza Kaleel](#)

[Tri-Cities Journal of Business: Building Permits- February 2024](#)

[Northwest Public Broadcasting: Institutions to help students navigate new FAFSA application](#)

[International Water Power & Construction: UTEP and PNNL collaborate to train cybersecurity experts in hydropower](#)

[BNN: Tri-Cities Soroptimist Clubs Empower High School Girls with 'Dream It. Be It.' Event](#)

[Visit Tri-Cities: Helios- at CPCCo Planetarium at Columbia Basin College](#)

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

[HigherEdJobs: Program Coordinator- Upward Bound](#)

[The Chronicle of Higher Education: Assistant Professor of Cyber Security Full-Time Tenure Track](#)

[The Chronicle of Higher Education: Campus Security Officer- Swing Shift](#)

[The Chronicle of Higher Education: Director of Transitional Studies Operations](#)

[The Chronicle of Higher Education: Director for Capital Projects and Space Planning](#)

[The Chronicle of Higher Education: Utility Worker 2- Grounds & Landscape](#)



# Exhibit C

**Columbia Basin College**  
Cash Reserve Report January 2024 Month End

<b>Assets</b>		<b>FY2024 - Jan</b>	
<b>Cash</b>			
In Bank	1000070	\$	19,111,474
Petty Cash	1000020	\$	5,504
<b>Total Cash</b>		<b>\$</b>	<b>19,116,978</b>
<b>Investments</b>			
Short Term (0-90 days)	1000040-1000050	\$	-
Short Term (90-365 days)	1020000-1020030	\$	5,034,098
Long Term (>365 days)	1110003-1110060	\$	15,568,830
<b>Total Investments</b>		<b>\$</b>	<b>20,602,928</b>
<b>Accounts Receivable</b>			
Current	1010100	\$	578,556
Unbilled	1010050	\$	221,343
AR - Other	1010060	\$	227,352
Allowance for AR	1010110	\$	34,240
<b>Total AR</b>		<b>\$</b>	<b>1,061,491</b>
<b>Inter/Intra Gov Receivables</b>			
Due from Fed	1010150	\$	9,375,590
Due from Other Gov	1010160	\$	2,064,779
Due from Other Agency	1010180	\$	913,832
<b>Total Inter/Intra Gov Receivables</b>		<b>\$</b>	<b>12,354,201</b>
<b>Total Assets</b>		<b>\$</b>	<b>53,135,598</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable	2000010	\$	1,593,058
Accrued Salaries Payable	2011010	\$	-
Due to Other Agency	2012050	\$	176,303
Sales/Use Tax	2010070	\$	3,141
Accrued Liabilities	2001070	\$	-
COP Current Year P&I Due	2050010	\$	1,022,625
<b>Total Current Liabilities</b>		<b>\$</b>	<b>2,795,127</b>
<b>Total Liabilities</b>		<b>\$</b>	<b>2,795,127</b>

<b>Cash Balance</b>	
(ASSETS less LIABILITIES)	\$ 50,340,471
Dedicated Balances	Account
Student Supported Capital	1000070 \$ 2,821,194
3.5% - Institutional Financial Aid	1010190 \$ 689,911
Students S&A	1000070 \$ 2,241,770
Bookstore Operating Reserves	1000070 \$ 2,420,781
Technology Fee	1010190 \$ 639,875
Parking Fees	1010190 \$ 752,985
Basic Food Employment and Training	1000070 \$ -
<b>Total</b>	<b>\$ 9,566,514</b>
<b>Reserves Policy - BOT Policies on Reserves</b>	
Unplanned Capital Repair and Replacement	\$ 2,000,000
Capital Facilities Projects	\$ 18,155,238
Operating Reserve	\$ 10,920,000
Planned Future Operations	\$ 830,145
Emergencies	\$ 3,000,000
<b>Total</b>	<b>\$ 34,905,383</b>
<b>Operating Reserves Balance</b>	
Existing Reserve balance less Dedicated Reserves and Emergency Reserves	<b>\$ 5,868,573</b>

# Exhibit D

**Fiscal Year 2324 Operating Funds Variance**

**As of Fiscal Month End: January 2024**

					EXP/BDGT	EXP/REV	REV/BDGT
State Alloc	001, 24J, 08A	EXP BDGT	\$ 39,442,105		51.83%	53.97%	96.03%
		EXP	\$ 20,444,114				
		REV (Alloc)	\$ 37,877,657				
Local Fees	148	EXP BDGT	\$ 3,322,395		41.32%	64.81%	63.76%
		EXP	\$ 1,372,878				
		REV	\$ 2,118,194				
Local Tuition	149	EXP BDGT	\$ 22,085,262		43.98%	86.83%	50.66%
		EXP	\$ 9,713,924				
		REV	\$ 11,187,748				
Contracts	146	EXP BDGT	\$ 2,526,018		35.57%	19.71%	180.49%
		EXP	\$ 898,467				
		REV	\$ 4,559,239				
YTD Total		EXP BDGT	\$ 67,375,779		48.13%	58.18%	82.73%
		EXP	\$ 32,429,383				
		REV	\$ 55,742,837				

Key: Spend rate less than 5% below FY % (Green) | Spend rate with in + or - 5% of FY% (Yellow) | Spend rate more than 5% above FY% (Red)

YTD Target Rate

58.33%

Notes:

Account	BDGT	EXP	EXP/BDGT	State Allocation Schedule #7
Salaries and Wages	5000003 \$ 39,301,661	\$ 19,910,080	50.66%	
Benefits	5010003 \$ 13,445,677	\$ 6,854,916	50.98%	
Contracted Services	5050003 \$ 2,849,435	\$ 1,467,351	51.50%	
Goods & Routine Services	5030003 \$ 3,145,630	\$ 824,524	26.21%	
Other Expenses	5081004 \$ 2,531,138	\$ 1,447,780	57.20%	
Utilities	5060003 \$ 1,680,000	\$ 720,931	42.91%	
Travel	5080004 \$ 648,242	\$ 173,910	26.83%	
Capital Expenses	5040003 \$ 725,156	\$ 180,475	24.89%	
Grants, Sc. ships, Fellowships	5020003 \$ 1,352,315	\$ 849,415	62.81%	
Debt Expenditures	5110003 \$ 1,696,525	\$ -	0.00%	
YTD Total	\$ 67,375,779	\$ 32,429,383		

Print Date: 3/7/2024

# Exhibit E



**MONITORING REPORT FOR EL-07 Fiduciary Responsibility | Financial Condition and Activity**

**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-7 Fiduciary Responsibility | Financial Condition and Activity." 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

March 8, 2024

Date

**POLICY STATEMENT: With respect to the Board's actual and continuous fiduciary responsibility, and the College's financial health, the President shall not fail to promote fiscal integrity and shall avoid material deviation from Board approved priorities. Accordingly, the President shall not:**

- 1. Expend more funds than have been approved by the Board (via policy decisions) in the fiscal year, unless there has been Board's approval to do otherwise.**

INTERPRETATION: I interpret "shall not expend more funds than have been approved" to mean that expenses for the institution will remain within the revenues in the approved budget. During the annual budget presentation of projected revenues and expenses, we indicate we will return to the board for presentation and approval of an adjusted budget should the projections of revenues or expenses deviate by 10% or more. The Board has approved this process.

Compliance will be demonstrated when expenses and revenues are within 10% of the approved budget.

EVIDENCE: Regular presentation of Operating Funds Variance Reports to the Board demonstrate variances of expenses and revenues to the approved budget. A review of the Operating Funds Variance Reports to the Board over the prior year demonstrate that the College has not expended more funds than have been approved.

- 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.**

INTERPRETATION: I interpret "shall not expend more funds than have been received" to mean that at no point in the year do expenses exceed revenues. I interpret "Board-approved debt guideline" to be articulated in #3 below: "Incur debt in an amount greater than that 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.”

Compliance will be demonstrated when revenues are equal or greater than expenses. Compliance will be demonstrated when expenditures on debt do not exceed the Board approved budget.

EVIDENCE: Regular presentation of Operating Funds Variance Reports to the Board demonstrate variances of expenses and revenues to the approved budget. A review of the Operating Funds Variance Reports to the Board over the prior year demonstrate that the College’s revenues have been equal to or greater than expenses.

**3. Incur debt in an amount greater than that 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.**

INTERPRETATION: I interpret “certain and otherwise unencumbered revenues” to be revenue that is not required or committed for payment of other expenses.

Compliance will be demonstrated when expenditures on debt do not exceed the Board approved budget.

EVIDENCE: Finance Statements for this monitoring period (July 2022 – June 2023) confirm that debt expenses are within budget.

**Debt Service Budget and Scheduled Payments**

FY23 Accounts		Principal-PD	Interest-PE	Total
Budget	\$ 1,636,525			
639-21-1 SRC		\$ 495,000	\$ 1,141,525	\$ 1,636,525
		<b>\$ 495,000</b>	<b>\$ 1,141,525</b>	<b>\$ 1,636,525</b>

<b>FY23 Debt Svc Actuals</b>	639-21-1 SRC	\$ 495,000	\$ 1,030,000	\$ 1,525,000
		\$	\$	\$
				<b>Balance</b>
<b>Totals</b>		\$ 495,000	\$ 1,030,000	\$ 111,525

**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.**

INTERPRETATION: I interpret “expending College Funds in a manner that will result in a zero nor negative fund balance” to mean the College will not expend more dollars than approved in

accordance with the Board’s Reserve Policy to ensure the College ends the fiscal year with a positive fund balance.

Compliance will be demonstrated when the College ends the fiscal year with a positive fund balance.

EVIDENCE: A Cash Balance Report presented to the Board each month documenting the College’s fund balance. A review of the cash balance reports for the prior year demonstrate that the College ended the year with a positive cash balance (\$ 3,055,232) beyond its dedicated reserves according to the Board’s Reserve Policy for FY23.

**5. Fail to settle payroll and debts in a timely manner.**

INTERPRETATION: I interpret “timely” to mean paying employees on the 10<sup>th</sup> and 25<sup>th</sup> of each month consistent with the official state pay dates. I interpret “debts” to mean a loan to the institution which must be re-paid, rather than regular ongoing operational expenses.

Compliance will be demonstrated when:

- a) Payroll records verify timely payment of employees, and
- b) Report of loan payments have been made according to schedule.

EVIDENCE:

- a) Payroll records will verify that payroll has been processed consistent with the official state pay dates. See chart below.
- b) Debt service report will reflect payments made according to schedule – June and December as required by the State.

<b>FY23 Payroll Actuals</b>	
<b>Month</b>	<b>FY23</b>
July	\$3,761,369
August	\$3,385,570
September	\$3,977,241
October	\$4,126,582
November	\$4,139,143
December	\$3,852,568
January	\$4,244,590
February	\$4,226,769
March	\$4,260,723
April	\$4,368,127
May	\$4,431,642
June	\$4,800,199

<b>FY23 Debt Svc Payments</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
639-21-1 SRC	\$ 495,000	\$ 1,030,000	\$ 1,525,000

**6. Allow tax payments or other government-ordered payments or filings to be overdue and inaccurately filed.**

INTERPRETATION: I interpret “tax payments” to include source deductions for employee income taxes and state and city required excise taxes. “Other government-ordered payments or filings” include employee source deductions for pensions, workers’ compensation, employment insurance, and associated monthly and annual reports related to these payments. “Overdue” is interpreted to mean paid or filed after the due date. “Inaccurately filed” is interpreted to mean deliberately falsified or containing errors other than minor calculation errors.

Compliance will be demonstrated when:

- a) Statements of accounts from the government agency verify on-time receipts of payments and reports, and
- b) The WA State Auditor’s Office annual audit reports no falsified information uncovered during the audit.

EVIDENCE:

- a) Statements of account from the government agency indicate source deductions have been received on or before due dates (See report included). We have not received any notice of inaccuracies in our filings.



2023 Dept. Of  
Revenue Payments.p

- b) The [Washington State Auditor's Office annual audit](#) reports no falsified information. See excerpt below from p. 7.

=====AUDITORS’ OPINION ON LATEST REPORT – Pg. 7=====

In our opinion, the accompanying 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.

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**7. Acquire, encumber nor dispose of real property without Board approval.**

INTERPRETATION: I interpret “Acquire, encumber nor dispose of real property without Board approval” to mean that Board approval is required for the afore-mentioned real property transactions.

Compliance will be demonstrated when the Vice President for Administrative Services confirms that there have been no acquisitions, encumbrances, or disposals of land or other real property during the prior fiscal year without approval by the Board.

EVIDENCE: A review of Board agendas for the fiscal year (July 2022 to June 2023) shows that there have been no acquisitions, encumbrances, or disposals of land or other real property during the prior fiscal year.

**8. Fail to aggressively pursue receivables after a reasonable grace period.**

INTERPRETATION: I interpret “aggressively pursue” to mean invoices are mailed to those with amounts still owed beyond the final payment deadline for each quarter at 30, 60 and 90 days past the deadline. I interpret a “reasonable grace period” to be 120 days. Balances over \$100 for goods or services provided by the College are forwarded to a collection agency for additional collection efforts after 120 days past due.

Compliance will be demonstrated when there is documentation that the above process has been followed for any receivable outstanding over 120 days and collection procedures outlined in Chapter 85.54.50-55 of OFM’s State Administrative Accounting Manual are followed.

EVIDENCE: Accounts receivable outstanding during the fiscal year include \$1,256,423.77 for 1,978 students. The above-referenced process with invoices and reminder letters has been sent to these accounts. Electronic copies are available. Accounts receivable outstanding beyond 120 days can be verified on the Customer GL Aging Report.



SAAM  
85.54.50-55.pdf

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Student Debt: Debt from Fall 2022 through Summer 2023

- a. Total debt for all 4 quarters is/was \$1,256,423.77 over 1,978 students.
- b. Table represents 4 quarters from Fall 22 - Summer 23.

Term	Fall '22	Winter '23	Spring '23	Summer '23
Tuition	397,980.35	346,610.36	298,193.88	120,086.63
Misc	35,371.73	17,350.01	34,897.32	5,933.49
Total	\$ 433,352.08	\$ 363,960.37	\$ 333,091.20	\$ 126,020.12

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**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.**

INTERPRETATION: I interpret “at their designated frequency, reports on the College’s current financial condition” to mean the presentation of Financial Statements on a quarterly basis, Cash Balance report on a monthly basis, Operating Funds Variance Report on a monthly basis except for the months when Financial Statements are presented, and an Unaudited Fiscal Year Income Statement presented annually.

Compliance will be demonstrated when the monthly Board Meeting agendas and packets reflect the schedule and exhibits supporting the above-referenced financial reports.

EVIDENCE: The Board Meeting agendas and packets for the fiscal year reflect the schedule and exhibits supporting the following financial reports – Quarterly Financial Statements, Monthly Cash Balance Reports, Operating Funds Variance Report in January, March, April, May, August, September, October, and December.

**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.**

INTERPRETATION: I interpret “best interest of the College” to mean the provision of resources (financial or otherwise) that are:

- a) In alignment with the College’s Strategic Plan and priorities;
- b) Have a positive cost-to-benefit ratio of the project during the life of the grant, including the internal resources required to support the project, any matching fund requirements, and the percent of the total grant award that is allocated for indirect costs; and
- c) Have positive long-term impacts of the grant award (e.g., impacts on student success, enrollment/revenue increases and ongoing institutionalization costs such as the retaining of grant personnel).

INTERPRETATION: I interpret “obligate the College to make future expenditures using funds other than those created by the gift or grant without Board approval” to mean any grant-funded positions that are required by the grant to be institutionalized after the conclusion of the grant be built into the College’s recommended budget proposal and presented for consideration during the regular budget approval process to the Board.

Compliance will be demonstrated when the College has accepted only gifts and grants that:

- a) Are in alignment with the College’s Strategic Plan and priorities;
- b) Have a positive cost-to-benefit ratio of the project during the life of the grant, including the internal resources required to support the project, any matching fund requirements, and the percent of the total grant award that is allocated for indirect costs; and
- c) Have positive long-term impacts of the grant award (e.g., impacts on student success, enrollment/revenue increases and ongoing institutionalization costs such as the retaining of grant personnel).

In addition, all grant-funded positions required to be institutionalized after the conclusion of the grant are built into the College’s recommended budget proposal and presented for consideration during the regular budget approval process to the Board.

EVIDENCE: Below is included a report of new grants awarded to the College during the monitoring period (July 2022 to June 2023) and any institutionalization requirements were noted.



Grant Application  
Request Form.docx



FY 23 Grants  
Listing.docx

- 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.**

INTERPRETATION: I interpret the afore-mentioned policy to mean that the College will set aside financial reserves for each category indicated in the amount approved by the Board during their annual retreat.

Compliance will be demonstrated when:

- a) A review of monthly Cash Balance Reports confirms the amount prescribed in the Board's annual approval amount, and
- b) A review of the August Board Retreat agenda reflects a recommendation by the Administration of the amount to be set aside to maintain the afore-mentioned categories of Operating Reserves.

EVIDENCE: A review of the monthly Board agendas for the monitoring report period (July 2022–June 2023) reflect the presentation of a Cash Balance Report that confirms the amount prescribed by the Board during their annual retreat. Furthermore, a review of the August 2023 Board Retreat agenda reflects a recommendation by the Administration of the amount to be set aside to maintain the afore-mentioned categories of Operating Reserves.

**MONITORING REPORT FOR EL-08 Communication and Support to the Board**

**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-8 Communication and Support to the Board." 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 Woods*

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

March 8, 2024

Date

**POLICY STATEMENT: 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.**

INTERPRETATION: I interpret "timely, accurate and understandable format that directly addresses provisions of the Board policies being monitored" to mean that Board Monitoring Reports for ENDS and Executive Limitations are submitted in an easy to understand format according to the schedule indicated in the Board's Annual Calendar/Work Plan.

Compliance will be demonstrated when monitoring reports are submitted as scheduled and the Board indicates the report shows clear and sufficient evidence of compliance with fulfilling the ENDS or adhering to the Executive Limitation.

EVIDENCE: A review of the monthly Board agendas for the monitoring report period (July 2022-June 2023) reflected the Mission Fulfillment Report was submitted at the December 12, 2022 board meeting. Executive Limitation monitoring reports were submitted according to the Work Plan or adjusted with Board agreement.



- 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.**

INTERPRETATION: I interpret the above-referenced policy to mean “relevant trends, anticipated adverse media coverage, material external and internal changes” are shared with the Board during Weekly Updates or sooner if they are time sensitive.

Compliance will be demonstrated when the President provides Weekly Updates to the Board that include above-mentioned items, as needed. Additional email communications, and/or phone calls are utilized when necessary to inform the Board of any urgent and/or timely matters.

EVIDENCE: Weekly reports were shared with the Board during the monitoring period and additional email communications were utilized in between for more time sensitive issues. The Board Chair and Vice Chair were also informed of additional items during monthly meetings or more often when needed.

- 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.**

INTERPRETATION: I interpret the above-referenced policy to mean that the President will notify the Board when it believes any Board policies or bylaws are not being followed or other Board behavior that the President believes is detrimental to the work relationship between the Board and the President.

Compliance will be demonstrated when:

- a) The Board is advised via email, verbally reminded at a meeting, or in conversation with the Board Chair, that they are out of compliance, and/or
- b) During the President’s annual evaluation which includes the Board - President relationship.

EVIDENCE: There were no incidents of non-compliance over this monitoring period that the President needed to mention.

- 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.**

INTERPRETATION: I interpret “as many staff and external points of view, issues and options as needed” to mean the President will present multiple perspectives including information in support of as well as in opposition to Board decisions being made at public Board meetings.

Compliance will be demonstrated when:

- a) The Board provides feedback that they have received sufficient information on which to make Board decisions during monthly meetings, and
- b) The Board includes their feedback during the President's annual evaluation, specifically the "Board-President Relationship."

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

**5. Present information in an unnecessarily complex or lengthy format such that it fails to clearly differentiate between monitoring, Board decision preparation and other designated subject matter.**

INTERPRETATION: I interpret the above-referenced policy to mean that Board agenda items will be clearly marked as reports, i.e., information items, Monitoring Reports, Discussion/Action, or Consent agenda items to differentiate the intent of each.

Compliance will be demonstrated when:

- a) Meeting agendas are labeled clearly so the Board knows what items are informational only, what items are for discussion, and what items are for decision making and action.
- b) The President inquires about the quality of information presented at meetings.
- c) The President is evaluated annually which includes this element of the Board-President relationship.

EVIDENCE: a) Board meeting agendas reflect clearly labeled sections indicating when there is a requested action. b) Annual evaluations of the President's performance are on file in Human Resources.

**6. Withhold from the Board the support needed for its official functioning and communications.**

INTERPRETATION: I interpret "support needed for its official functioning and communications" to mean administrative support is identified and provided to support the Board in its official function.

Compliance will be demonstrated when an individual is identified to provide administrative support to the board for all requested items including, but not limited to, board meeting preparation, taking of meeting minutes, policy maintenance and storage, and professional development arrangements.

EVIDENCE: The President has assigned the Executive Assistant to the President and Board of Trustees to provide all requested and assigned support for all Board members.

**7. Favor any Board Member or Members above the Board as a whole, except when fulfilling individual Board member requests for information.**

INTERPRETATION: I interpret "Favor any Board Member or Members above the Board as a whole" to mean all Trustees will receive the same information and the same level of support.

Compliance will be demonstrated when the President confirms that she has provided the same information and same level of support to each Trustee and received no indications of concern of any Trustees being favored over another.

EVIDENCE: The President confirms that she has provided the same information and same level of support to each Trustee and has not received any concerns regarding favoritism.

**8. Fail to report in a timely manner an actual or anticipated non-compliance with any Board policy.**

INTERPRETATION: I interpret the above-referenced policy to mean that the President will notify the Board when it believes or anticipates any Board policy or bylaw is not being followed.

Compliance will be demonstrated when:

- a) The Board is advised via email, verbally reminded at a meeting, or in conversation with the Board Chair, that they are or anticipated to be out of compliance, and/or
- b) During the President's annual evaluation which includes the Board - President relationship.

EVIDENCE: There were no actual or anticipated incidents of non-compliance over this monitoring period that the President needed to mention.

**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.**

INTERPRETATION: I interpret the above-referenced policy to mean that in accordance with Article II, Section 7 of the Board's By-laws, the President will utilize the Consent Agenda for items that are within the President's prerogative according to the Carver Model of Governance but require Board approval by RCW and/or WAC codes.

Compliance will be demonstrated when items that require approval from the Board per RCW and/or WAC codes appear as a Consent Agenda item on the monthly Board meeting agendas.

EVIDENCE: No items that required approval from the Board per RCW and/or WAC codes but under the Carver Model fell within the President's prerogative was needed during the monitoring period (July 2022 – June 2023).

# Exhibit F

**POLICY TYPE: GOVERNANCE PROCESS GP-5**

***POLICY TITLE: CODE OF ETHICS FOR BOARD MEMBERS***

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

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



Community College District 19  
**Board of Trustees**

**POLICY TYPE: GOVERNANCE PROCESS GP-6**

***POLICY TITLE: COST OF GOVERNANCE***

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

Accordingly:

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



**Community College District 19**  
**Board of Trustees**

**POLICY TYPE: GOVERNANCE PROCESS GP-7**

***POLICY TITLE: NAMING OF FACILITIES***

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

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



Community College District 19  
**Board of Trustees**

**POLICY TYPE: GOVERNANCE PROCESS GP-8**

***POLICY TITLE: EMERITUS DESIGNATION***

The Board shall have the discretion to designate a former President or administrator to the status of Emeritus for the College. In accordance with the AHE Collective Bargaining Agreement, the Board shall also have the discretion to designate a former faculty member to the status of Emeritus for the College. This designation does not have any financial obligation for the College, but does allow access to facilities and other privileges articulated with the notice of designation to the awardee.