

**COLUMBIA BASIN COLLEGE
BOARD OF TRUSTEES MEETING**

January 9, 2023

Beers Board Room & Virtual

4:00 p.m.

Agenda

Call to Order

Pledge of Allegiance

***Agenda Changes**

***Approval of Minutes**

Exhibit A: December 12, 2022 Board of Trustees Meeting

Linkage with Community

League of United Latin American Citizens (LULAC)

Gabriel Portugal, President, Tri-Cities Washington LULAC

Celebrating Excellence

CBC League of United Latin American Citizens (LULAC) Club

Antonio Cruz, Professor of Spanish, CBC LULAC Club Advisor

Eudelio Martinez, Intercultural Studies Instructor, CBC LULAC Club Advisor

Vianney Jimenez, Student

Oscar Aparicio Castro, Student

Ismael Mendoza, Student

Jose Linares, Student

Karina Delgado, Student

Phoenix Janes, Student

Arturo Camarillo, Student

Remarks

By Administration

President, Exhibit B: CBC in the News

CEO, Foundation

By ASCBC, Exhibit C: ASCBC Newsletter

By Faculty Senate Chair

By AHE

By Board Members

Reports

Exhibit D: Cash Balance Report

Exhibit E: Variance Report

***Discussion**

Exhibit F: First Reading – Board Policies Executive Limitations EL-8 through EL-10

***Consent Agenda**

Exhibit G: Board Policies Executive Limitations EL-5 through EL-7

Public Comments

Executive Session

RCW 42.30.110(1)(b): To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

Adjournment

***(Requires motion/approval)**

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

Upcoming Dates:

January 2023

- Paint Exhibit: *Open Fields*, works by Emily Somoskey, January 3 through February 2, Esvelt Gallery, CBC Pasco Campus, [Gallery hours of operation](#)
- Artist Reception & Lecture by Emily Somoskey, January 11, 2:30 p.m., P201, CBC Pasco Campus
- Concert: Camerata Musica – Cheng2 Duo, January 14, 7:30 p.m., CBC Theatre, CBC Pasco Campus
- ACT Transforming Lives Awards Dinner, January 23, Olympia Hotel at Capitol Lake, Olympia WA
- ACT Winter Conference, January 24, Olympia Hotel at Capitol Lake, Olympia WA

February 2023

- ACCT National Legislative Summit, February 5 – 8, Marriott Marquis, Washington D.C.
- CBC Board of Trustees Meeting, Friday, February 10, 7:30 a.m.
- CBC Faculty Show, February 13 through March 16, Esvelt Gallery, CBC Pasco Campus, [Gallery hours of operation](#)
- CBC Winter Play, *The Drowning Girls*, February 16 - 18, 7:00 p.m., CBC Theatre, CBC Pasco Campus
- [Northwest Regional Equity Conference](#) (virtual only), February 22 – 24
- CBC Athletics Hall of Fame, February 24, 5:00 p.m., Gjerde Center, CBC Pasco Campus
- Concert: Camerata Musica – Fandango!, February 25, 7:30 p.m., CBC Theatre, CBC Pasco Campus

March 2023

- Concert: CBC Concert Band, March 7, 7:00 p.m., Southridge High School (unconfirmed location)
- Concert: CBC Choir & Orchestra, March 14, 7:00 p.m., CBC Theatre, CBC Pasco Campus
- Concert: CBC Jazz Night, March 16, 7:00 p.m., CBC Theatre, CBC Pasco Campus
- CBC Board of Trustees Meeting, Friday, March 17, 7:30 a.m.
- Concert: Camerata Musica – Vieness Piano Duo, March 25, 7:30 p.m., CBC Theatre, CBC Pasco Campus

Exhibit A

Columbia Basin College
Board of Trustees Meeting Minutes
December 12, 2022
Hybrid Meeting – Beers Boardroom & Zoom Webinar
4:00 p.m.

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

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

In-Person Attendees: Eduardo Rodriguez, Brian Dexter, Cheryl Holden, Elizabeth Burtner, Erin Fishburn, Steve Danver, Abby DeSteese, Bill McKay, Rod Taylor, Scott Rogers, Omar Anderson, Martin Ramirez, Sergio Licona, CBC Men’s Soccer Team – Johnny Ramirez, Kobe Avila, Raymundo Mendez, Diego Lopez, Zinedine Moreno, Jonas Olvera, Alexander Magana, Juan Corona, Kaidin Tasci, Hector Godinez, Julian Ramirez, Raymundo Curiel, Alan Barragan, Gabriel Delgado, Jonathan Alfaro, Alonzo Cruz, Juan Diego Mendoza and Corey Villegas, CBC Women’s Soccer Team – Kassadi Suitonu, Camryn Thoreson, Hali’a Kalehuawehe and Charly Scherbarth, CBC Volleyball – Grace Morby and Hokulani Sagapolu

Virtual Attendees: Jason Engle, John Boesenberg, Shaina Griffitts, Brad Powell, Elizabeth Stephens (PNNL), Macy Taylor, Alyssa Stanley, Caydence Taylor, Nycol Walters, Daphne Larios, Kelsey Myers, Lane Schumacher, Melissa McBurney, Kevin Hartze (AAG), Sarah McCalmant (AAG)

The Agenda	The Discussion	Action
Call to Order		Meeting called to order by Trustee Siler at 4:00 p.m.
Pledge of Allegiance	Trustee Siler led the Pledge of Allegiance.	
Agenda Changes	No changes to the December 12, 2022 agenda.	Trustee Rivas de Bredt moved and Trustee Jackson seconded the motion to approve the agenda as written. Approved unanimously.
Approval of Minutes	November 14, 2022 Meeting Minutes	Trustee Jackson moved and Trustee Rivas de Bredt seconded the motion to approve all minutes as written. Approved unanimously.
<u>Linkage with Community</u> Elizabeth Stephens, Teacher Scientist Partnership Program at PNNL	Elizabeth Stephens shared with the Board information regarding PNNL’s unique professional development opportunity, the Teacher Scientist Partnership (TSP), for middle and high school STEM teachers. TSP provides an opportunity for PNNL researchers, scientists and engineers to work with STEM educators tackling real world, scenario-based, scientific challenges that are aligned with PNNL’s research and connected to Washington State science and learning standards. During 2022, TSP served 31 local teachers from 19 school districts who in turn impacted 3,593 students. The TSP program will be partnering with CBC’s Cyber Security Program in the fall of 2023. Findings and results from TSP learning opportunities are shared with stakeholders, both internally and externally, and are available on PNNL’s website and used to develop the next generation work source.	
<u>Celebrating Excellence</u> Scott Rogers, CBC Athletic Director Caitlyn Rhodes, Asst Coach for Volleyball Monica Cortez, Asst Coach for Volleyball Carolyn Smith, Asst Coach for Volleyball Omar Anderson, Head Coach Women’s Soccer Kendra Selle, Asst Coach Women’s Soccer Martin Ramirez, Head Coach Men’s Soccer Sergio Licona, Asst Coach for Men’s Soccer	CBC Athletic Director Scott Rogers introduced each of the 2022 fall athletic coaches to the Board. All of these coaches were hired during COVID and were able to recruit and train players for successful teams with a combined record of 100 wins and 28 losses. Women’s Soccer – 2022 East Region champs, five players named as all-stars and participated in back-to-back final four with a record of 27 wins, 5 losses and 2 ties. Men’s Soccer – Three-time East Region champs, five players named as all-stars, NWAC champions for the first time since 1999, back-to-back final four appearances and three players recognized nationally. Coach Ramirez noted how hard-working and disciplined his team was this year on the field and in the classroom – 12 will graduate and 7 will transfer to 4-year schools.	

<p>By ASCBC</p>	<p>The gift is allowing CBC to celebrate the 10th anniversary of the planetarium with a new projector system set to be installed after the first of the year. We will have an event to celebrate in March.</p> <ul style="list-style-type: none"> • Gesa’s Real Heroes Fund awarded the CBC Education Program \$20,000 for stipends to students in the program who are unable to work due to student teaching requirements. • As the Foundation plans the calendar for next year, they wanted to give the Board dates for the following events — February 24 will be the Athletics Hall of Fame, June 3 will be CBC night with the Dust Devils and October 12 is Power of Connection. <p>Shaina Griffiths, CBC Service Corps Chair, gave the Board update on ASCBC activities.</p> <ul style="list-style-type: none"> • The ASCBC Leadership Council’s fall focus was “empathy.” Students completed online workshops, in-person meetings and team building exercises discussing the differences between sympathy and empathy. • ASCBC hosted a Holiday Marketplace on December 6 & 7 for students unable to participate in the Adopt-A-Family program. The marketplace made a variety of household and hygiene products, winter clothing and toys available to students free of charge. Over 150 students participated in this event. • January will feature welcome events for CBC Pasco students on January 4, Richland HSC students on January 10 and a special pick up event for Richland MSC students. 	
<p>By Faculty Senate Chair</p>	<p>Faculty Senate Chair, Brad Powell, provided an update of faculty matters to the Board.</p> <ul style="list-style-type: none"> • Faculty Senate last met in December 2 – items of discussion included student preparedness and how SSLC could work toward helping students become better prepared. Professor Sun and David Spiel presented training for faculty on “Turn-It-In” and Microsoft. • Faculty Senate invited VP Rodriguez and Ericka Garcia, Director for Budget & Purchasing Services, to talk with faculty at an upcoming meeting about ctcLink and the new purchasing/requisition processes. • CBC was selected by the State Board for a Climate Justice Grant. Two faculty members will co-lead this grant – Rik Smith (natural sciences) and Brad Powell (social sciences). 	
<p>By AHE</p>	<p>No AHE representative present.</p>	
<p>By Board Members</p>	<p><u>Trustee Page</u> Trustee Page attended the United Way Festival of Trees event and fundraiser on November 19.</p> <p><u>Trustee Jackson</u> Over the last six weeks, Trustee Jackson has been busy with AWB Tax and Fiscal Policy – structural change in business tax and the monitoring of capital gains litigation on behalf of businesses. Trustee Jackson recently attended both the CBC Men’s and Women’s</p>	

	<p>basketball games. In addition, he was a referee this past weekend for one of the basketball tournament games held at the new CBC SRC facility.</p> <p><u>Trustee Harper</u> Trustee Harper attended the ACT Fall Conference in November and especially liked the sessions on legislative priorities and leading through change. Trustee Harper will be attending the Legislative Luncheon at CBC on December 14 and an AACCES planning meeting for their annual Senior Night.</p> <p><u>Trustee Rivas de Bredt</u> Trustee Rivas de Bredt attended the ACT Fall Conference and enjoyed a brainstorming workshop with other CTCs in the state. They discussed possible collaboration efforts between CTCs by leveraging each college's assets. This could avoid students delaying moving forward with their education; for example, if a class wasn't offered in the quarter needed for the student's academic schedule. There are currently two small consortia groups within WACTC, of which CBC is a part, already pooling available teaching knowledge and program access. Trustee Rivas de Bredt also attended a Metrics Training session provided by Jason Engle last Friday (12/9).</p> <p><u>Trustee Siler</u> Trustee Siler attended the President's Affinity Group sponsored by ACT where the topic was public comments during board meetings.</p>	
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<p><u>Reports</u></p> <p>Cash Balance Report</p> <p>Variance Report</p> <p>Mission Fulfillment Report (Spring Update)</p>	<p>VP for Administrative Services, Eduardo Rodriguez, provided highlights from the Cash Balance and Variance Report.</p> <p>Dean for Organizational Learning, Jason Engle, provided the spring update of the Mission Fulfillment Report emphasizing degree completion. The majority of the data in the report can be found in Jedi II: Outcomes for disaggregation and inquiry. CBC's overall average rating this year, using the rating structure as outlined by Dr. Engle, is 3.11 and is on par with last year's results (3.14). In the summaries CBC highlights as a college (and are predictive of future completion and transfer):</p> <ul style="list-style-type: none"> • Our leading indicators continue to do well, or at least holding from last year. We can be more confident that last year was not just a "one-time" spike. Math, in particular, has extended double-digit gains in the third year of redesign. • Course Success, particularly among transfer students, has increased again. • Fall to fall retention has gone down significantly, extending losses from last year. • Transitional Studies has struggled, which is magnified by enrollment related measures. <p>Goal #1, Transfer or Completion by Year 3 is 32.2% overall, down from 34.3% last year, and not appreciably different than our last five years. Goal #2, 30 College Level Credit Attainment (Year 1) is 43.5% overall, up from 42.2% last year, and up appreciable over five years. Goal #3a, College Level English (Year 1) is 33.8% overall, slightly down from 34.4% last year, holding last year's increase. Goal #3b, College Level Math (Year 1) is 34.7% overall, up again from 31.3% last year.</p>	
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	<p>Predictive metrics show a 3-year completion for the 2021-22 cohort for 2023-24 at 39%, based on the percentage of students meeting each of the measured goal milestones.</p> <p>When comparing SBCTC and CBC goals for 2029, CBC is holding statewide trends for 3-year Completion and College Level English (Year 1), and outperforming statewide trends for 30 College Level Credits (Year 1) and College Level Math (Year 1).</p> <p>Retention levels in all categories (Fall to Winter, Fall to Spring, Fall to Fall), remain comparable to last year (2020-21) with the Fall to Fall retention at 46.1%.</p> <p>Transitional Studies is still vulnerable to negative enrollment pressure and online courses last year due to 12-hour threshold (federally reportable) and the 45-hour threshold. The 45-hour threshold puts downward pressure on I-Best enrollment capabilities, measurable skills gains, and 3-year hours in both ABE and ELA. An area that is holding or saw gain is among the higher levels of ABE (ABE 4 or higher) where enrollment pressures have been lower and high school graduation is a more accessible reality (1st to 2nd year retention and HS Completion).</p>	
<p><u>Discussion</u> First Reading - Board Policies Executive Limitations EL-5 through EL-7</p>	No discussion or proposed modifications at this time.	Trustee Page moved and Trustee Rivas de Bredt seconded a motion to move the Board of Trustees Policies Executive Limitations EL-5 through EL-7 to the January 2023 consent agenda. Approved unanimously.
<p><u>Consent Agenda</u> Board Policies Executive Limitations EL-1 through EL-4</p>	No discussion or proposed modifications at this time.	Trustee Jackson moved and Trustee Harper seconded a motion to approve the Board Policies Executive Limitations EL-1 through EL-4 as written. Approved unanimously.
<p><u>Public Comments</u></p>	None	
<p><u>Executive Session</u> Move to Executive Session at 6:00 p.m. Expected return to Public Session at 6:05 p.m.</p>	RCW 41.30.110(1)(g): To review the performance of a public employee.	
Return to Public Meeting	The CBC Board of Trustees returned to the public board meeting at 6:09 p.m.	
<p><u>Discussion/Action</u> Candidate for Granting of Tenure</p>	Trustee Siler announced that the Board will accept the findings provided in Executive Session regarding the candidate for granting of tenure.	Trustee Jackson moved and Trustee Harper seconded a motion to accept the findings provided in Executive Session regarding the candidate for granting of tenure. Approved unanimously. Congratulations were given to Sharon Yedidia, on the granting of tenure, on behalf of the CBC Board of Trustees.

Adjournment: 6:10 p.m.	Trustee Siler adjourned the meeting at 6:10 p.m.	
	Next Board of Trustees Meeting Hybrid Meeting - Beers Board Room & Zoom Webinar January 9, 2023 - 4:00 p.m.	

Holly Siler, Chair

Exhibit B

CBC in the News



December 2022

[KNDU-TV: NonStop Local Weather Alert: School closures and delays for Monday December 5](#)

[KNDU-TV: Snow routes, delays and cancellations for regional schools on December 9](#)

[Tri-City Herald: CBC to host men's and women's basketball tournaments Mid-Columbia wrestlers top rankings](#)

[Tri-City Herald Should WA ban TikTok from government devices? Here's what one Tri-City lawmaker says](#)

[Tri-City Herald: Kamiakin boys, girls teams sit atop MCC basketball standings](#)

[Tri-Cities Journal of Business: Family Learning Center becomes B5 as immigrant mission expands](#)

[Tri-Cities Area Journal of Business: Networking December 2022](#)

[Quad City Herald: STCU honor exceptional staff volunteerism with grants to non-profits](#)

[The Chronicle of Higher Education: Program Coordinator - Student Records](#)

[HigherEdJobs- Assistant Dean for Student Conduct & Student Life](#)

[HigherEdJobs: Budget Analyst 1](#)

[HigherEdJobs: Fiscal Specialist 1](#)

[HigherEdJobs: College Outreach & Recruitment Specialist](#)

[Higher Education Recruitment Consortium: Assistant Dean for Student Conduct & Student Life](#)

[College and Career Compass Washington: Dental Hygiene](#)

[Fieldlevel.com: Leia Duropan Announces Commitment to Play Softball at Columbia Basin College](#)

[AOL.com: Snow flurries ice Tri-Cities. Schools, city halls closing doors early](#)

[UPDATE: School closures and delays for Nov. 30 | Columbia Basin | ifiberone.com](#)

[Columbia Basin College Athletics: DiShondra Goree named AVCA National Co-Coach of the Year 2022](#)

[Columbia Basin College Athletics: Hawks finish preseason on high note with win over NWIC](#)



Exhibit C



Welcome to Winter Quarter Information Stations

We were excited to welcome both new and returning students to winter quarter. On the first day of winter quarter, we hosted welcome stations for students in the T Building and the SWL Building from 8:30-11:30a.

We gave away snacks, ASCBC branded giveaways, and campus maps. On January 10, we will be hosting a free bagel giveaway at the Richland Health Sciences Center from 8:00-11:00a. Students will be able to get a bagel with cream cheese and some ASCBC branded giveaways.

ASCBC Leadership Council

We are excited to explore Diversity, Equity, and Inclusion (DEI) with the seven students currently participating in Leadership Council this quarter. We will be using Masterclass again to explore this topic along with two films, *East Side Sushi* and *Love, Simon*. One of our newest student leaders, Camden, will be assisting our Director, Alice Schlegel, with the workshop this quarter. Just like last quarter, the workshop will be hybrid. Students will meet three times in-person, twice on Zoom, and then do the rest of their exploration asynchronously in Canvas. At their meetings, Alice and Camden will lead the students in several activities that will help them deepen their knowledge and understanding of a variety of DEI topics.

Service & Activities (S&A) Fees Budget Work

The S&A Budget work is now underway. S&A Proposals are due by Sunday, January 29. We are expecting 20-25 proposals this year. The S&A Budget Committee will then begin their work with an orientation on Monday, January 30. They will then meet weekly until spring break to complete their assessment and recommendation. Currently, we are looking for students to serve on the committee. An interest form was sent to students the first week of the quarter to see who is interested in serving this year. We are hoping for a diverse group of students from many different areas of the college.

ASCBC Weekly Updates: A COVID-19 Silver Lining

One of the silver linings to the stay-at-home order during COVID-19 were our ASCBC weekly updates sent out to all students via Canvas. These updates by our director, Alice, helped keep students informed even when we couldn't be together on-campus. We have continued to do these updates even now that we are back on campus. We are finding that this is the main way students are learning about our services & events. They are much more effective than emails or print advertising. Plus, since all students are now expected to know and understand Canvas, it is easy for students to check in with these updates on their phones.

Happy Winter Quarter & Thank You!

Exhibit D

Columbia Basin College

Cash Reserve Report - November 2022 Month End

Assets		FY2023 - Nov
Cash		
In Bank	1000070	\$ 9,641,154.21
Petty Cash	1000020	\$ 5,504.00
Total Cash		\$ 9,646,658.21
Investments		
Short Term	1000040	\$ 4,672,165.45
Long Term	1110010	\$ 20,331,585.67
Total Investments		\$ 25,003,751.12
Accounts Receivable		
Current	1010100	\$ 2,687,819.87
Unbilled	1010050	\$ -
AR - Other	1010060	\$ 546,608.69
Allowance for AR	1010110	\$ (35,503.67)
Total AR		\$ 3,198,924.89
Inter/Intra Gov Receivables		
Due from Fed	1010150	\$ 1,089,313.73
Due from Other Gov	1010160	\$ 1,088,115.72
Due from Other Agency	1010180	\$ 126,020.92
Total Inter/Intra Gov Receivables		\$ 2,303,450.37
Total Assets		\$ 40,152,784.59
Liabilities		
Current Liabilities		
Accounts Payable	2000010	\$ 1,901,887.67
Accrued Salaries Payable	2011010	\$ -
Due to Other Agency	2012050	\$ -
Sales/Use Tax	2010070	\$ 50,570.90
Accrued Liabilities	2001070	\$ -
COP Current Year P&I Due	2050010	\$ -
Total Current Liabilities		\$ 1,952,458.57
Total Liabilities		\$ 1,952,458.57

Cash Balance			
(ASSETS less LIABILITIES)		\$	38,200,326
Dedicated Balances		Legacy GL	Account
Student Supported Capital	1110	1000070	\$ 1,867,451
3.5% - Institutional Financial Aid	1355	1010190	\$ 478,511
Students S&A	1110	1000070	\$ 1,727,493
Bookstore Operating Reserves	1110	1000070	\$ 500,000
Technology Fee	1355	1010190	\$ 1,266,619
Parking Fees	1355	1010190	\$ 757,627
Basic Food Employment and Training	1110	1000070	\$ 176,007
Total			\$ 6,773,708
Reserves Policy - BOT Policies on Reserves			
Operating Reserve		\$	10,000,000.00
Emergencies		\$	3,000,000.00
Unplanned Capital Repair and Replacement		\$	2,000,000
Planned Future Operations		\$	2,604,960
Capital Facilities Projects		\$	14,501,924
Total			\$ 32,106,884
Operating Reserves Balance			
Existing Reserve balance less Dedicated Reserves and Emergency Reserves		\$	(680,266)

Exhibit E

Fiscal Year 2223 Operating Funds Variance

As of Fiscal Month End: November

				EXP/BDGT	EXP/REV	REV/BDGT	
State Alloc	001, 24J, 08A	EXP BDGT	\$ 35,087,574		35.03%	36.76%	95.31%
		EXP	\$ 12,292,797				
		REV (Alloc)	\$ 33,442,786				
Local Fees	148	EXP BDGT	\$ 3,129,978		38.24%	58.02%	65.92%
		EXP	\$ 1,197,033				
		REV	\$ 2,063,248				
Local Tuition	149	EXP BDGT	\$ 19,785,080		28.75%	61.90%	46.45%
		EXP	\$ 5,688,506				
		REV	\$ 9,189,885				
Contracts	146	EXP BDGT	\$ 2,014,265		33.13%	31.94%	103.72%
		EXP	\$ 667,328				
		REV	\$ 2,089,185				
YTD Total		EXP BDGT	\$ 60,016,897		33.07%	42.42%	77.95%
		EXP	\$ 19,845,665				
		REV	\$ 46,785,103				

Key:	Spend rate less than 5% below FY %	Spend rate with in + or - 5% of FY%	Spend rate more than 5% above FY%
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YTD Target Rate 41.67%

Notes:

Account	BDGT	EXP	EXP/BDGT	State Allocation Schedule #6
Salaries and Wages	5000003 \$ 36,672,877	\$ 12,228,328	33.34%	
Benefits	5010003 \$ 12,546,304	\$ 4,435,247	35.35%	
Contracted Services	5050003 \$ 2,114,665	\$ 763,726	36.12%	
Goods & Routine Services	5030003 \$ 4,506,535	\$ 497,361	11.04%	
Other Expenses	5081004 \$ 1,757,701	\$ 956,646	54.43%	
Utilities	5060003 \$ 680,000	\$ 389,947	57.35%	
Travel	5080004 \$ 645,539	\$ 171,765	26.61%	
Capital Expenses	5040003 \$ 446,625	\$ 378,171	84.67%	VDI upgrade
Grants, Scl. ships, Fellowships	5020003 \$ 646,650	\$ 24,474	3.78%	
Debt Expenditures	5110003 \$ -	\$ -	0.00%	
YTD Total	\$ 60,016,897	\$ 19,845,665		

Print Date: 1/4/2023

Exhibit F



POLICY TYPE: EXECUTIVE LIMITATIONS EL-8

POLICY TITLE: COMMUNICATION AND SUPPORT TO THE BOARD

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

Accordingly, the President shall not:

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



Community College District 19
Board of Trustees

POLICY TYPE: EXECUTIVE LIMITATIONS EL-9

POLICY TITLE: EMERGENCY EXECUTIVE SUCCESSION

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



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.

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.

Exhibit G



Community College District 19
Board of Trustees

POLICY TYPE: EXECUTIVE LIMITATIONS EL-5

POLICY TITLE: TREATMENT OF ASSET PROTECTION

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

Accordingly, the President shall not:

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



Community College District 19
Board of Trustees

POLICY TYPE: EXECUTIVE LIMITATIONS EL-6

POLICY TITLE: FINANCIAL PLANNING

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

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

POLICY TYPE: EXECUTIVE LIMITATIONS EL-7

POLICY TITLE: FIDUCIARY RESPONSIBILITY / FINANCIAL CONDITION AND ACTIVITY

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

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

The President shall 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.