

**COLUMBIA BASIN COLLEGE
BOARD OF TRUSTEES MEETING**

February 10, 2023
Beers Board Room & Virtual
7:30 a.m.

Agenda

Call to Order

Pledge of Allegiance

Agenda Changes*

Approval of Minutes*

Exhibit A: January 9, 2023 Board of Trustees Meeting

Linkage with Community

Communities in Schools

Lupe Mares, Executive Director

Celebrating Excellence

Dental Hygiene

Doug Hughes, Dean for Health Sciences

Kristen Lauerman, Director for Dental Hygiene

Chelsey Vandewall, Associate Professor of Dental Hygiene

Andrea Jones, Associate Professor of Dental Hygiene

Kaitlyn Hawk, Assistant Professor of Dental Hygiene

Natalie Devoir, Adjunct Instructor for Dental Hygiene

Bobbi Thompson, Adjunct Instructor for Dental Hygiene

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: Quarterly Financial Statement

Exhibit F: Economic Impact Report

Exhibit G: Executive Limitations Monitoring Report EL-4, EL-5, EL-6

Discussion

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

Consent Agenda*

Exhibit I: Board Policies Executive Limitations EL-8 through EL-10

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.

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.

RCW 42.30.110(1)(i): To discuss litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party.

Adjournment***(Requires motion/approval)**

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

Upcoming Dates:

February 2023

- CBC Faculty Art Exhibit, February 13 through March 16, Esvelt Gallery, CBC Pasco Campus, [Gallery hours of operation](#)
- Trustee Tuesday, *Open Public Meetings: Virtual, Hybrid, but still Transparent*, February 14, 8:00 a.m. – 9:00 a.m., [Trustee Tuesday Registration Link](#)
- CBC Winter Play, *The Drowning Girls*, February 16 - 18, 7:00 p.m., CBC Theatre, CBC Pasco Campus
- CBC Open House, February 16, 6:00 p.m., SWL Building, CBC Pasco Campus
- [Northwest Regional Equity Conference](#) (virtual only), February 22 – 24
- CBC Teaching & Learning Professional Development Day, February 24, CBC Pasco Campus
- 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., Art Fuller Auditorium, 500 S Dayton Street, Kennewick
- Concert: CBC Choir & Orchestra, March 14, 7:00 p.m., CBC Theatre, CBC Pasco Campus
- Planetarium 10th Anniversary Celebration, March 15, 8:00 a.m. – 11:30 a.m., CBC Pasco Campus
- Gallery Talk and Q&A with CBC Faculty Artists, March 16, 3:10 p.m., P201, 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

April 2023

- Tri-Cities LULAC, Cesar Chavez & Dolores Huerta Student Art Poster Contest, April 8, 6:00 p.m. – 8:00 p.m., Gjerde Center, CBC Pasco Campus
- CBC Board of Trustees Meeting, Friday, April 14, 7:30 a.m.
- Artist Reception & Gallery Talk by Crow's Shadow, April 18, 2:30 p.m., P201, CBC Pasco Campus
- CBC Teaching & Learning Professional Development Day, April 27, CBC Pasco Campus

Exhibit A

Columbia Basin College
Board of Trustees Meeting Minutes
January 9, 2023
Hybrid Meeting 4:00 p.m.

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

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

In-Person Attendees: Eduardo Rodriguez, Michael Lee, Cheryl Holden, Elizabeth Burtner, Brad Powell, Erin Fishburn, Steve Danver, Shaina Griffiths, Abby DeStee, Gabriel Portugal, Antonio Cruz, Eudelio Martinez, LULAC students - Ismael Mendoza, Karina Delgado, Vianney Jimenez, Maira Arteaga Toscano, Jose Linares, Phoenix Janes

Virtual Attendees: Jason Engle, John Boesenberg, Kelsey Myers, Keri Lobdell, Rod Taylor, Doug Hughes, Melissa McBurney, Lane Schumacher, Daphne Larios

The Agenda	The Discussion	Action
Call to Order		Meeting called to order by Trustee Siler at 4:01 p.m.
Pledge of Allegiance	Trustee Siler led in the Pledge of Allegiance.	
Agenda Changes	None	Trustee Harper moved and Trustee Rivas de Bredt seconded the motion to approve the agenda as written. Approved unanimously.
Approval of Minutes	December 12, 2022 Meeting Minutes Discussion - None	Trustee Rivas de Bredt moved and Trustee Harper seconded the motion to approve the December 12, 2022 minutes as written. Approved unanimously.
<u>Linkage with Community</u> League of United Latin American Citizens (LULAC) Gabriel Portugal , President, Tri-Cities WA LULAC	Gabriel Portugal founded Tri-Cities council of LULAC in 2015. LULAC is a community service organization driven by volunteers. LULAC began in Texas in 1929 with male membership only, but has now expanded to include everyone. Tri-Cities LULAC is thankful to CBC for their willingness to collaborate on events over the years, to include: <ul style="list-style-type: none"> • 2016 candidate forum where sixteen local candidates shared platforms • DACA workshops for students • Professor Cruz formed the CBC student club of LULAC • Cesar Chavez poster contest for students 3rd grade – college (past three years) • 2021 Noche de Leones to recognize powerful Latina women • 2022 LULAC held an all-day conference on CBC's campus for 250 students CBC and LULAC are important partners improving lives in our community and continuing to make a positive difference. April 8, 2023 in the Gjerde Center, we will be celebrating the artists participating in the Cesar Chavez Student Art Contest. All are invited to attend the event beginning at 6:30pm.	Trustee Siler thanked LULAC and Gabriel Portugal for creating a positive and inclusive group.
<u>Celebrating Excellence</u> CBC LULAC Club Antonio Cruz , Professor of Spanish, CBC LULAC Club Advisor Eudelio Martinez , Intercultural Studies Instructor, CBC LULAC Club Advisor	CBC LULAC Club Advisor, Antonio Cruz, introduced each of the student LULAC members in attendance. Each member is involved in activities on campus and in our community. Events the CBC LULAC Club has organized, provided time and volunteers for or participated include: <ul style="list-style-type: none"> • Cesar Chavez Student Art Contest 	Trustee Rivas de Bredt thanked the LULAC Club and appreciated their hard work. Trustee Siler thanked the LULAC Club for their continued involvement in our community.

<p>By Faculty Senate Chair</p> <p>By AHE</p> <p>By Board Members</p>	<p>all student focused messaging was provided via Canvas, so students are checking in to learn more about student focused services and events through Canvas messaging.</p> <p>Faculty Senate Chair, Brad Powell, updated the Board on the latest Faculty Senate discussions. CBC is currently soliciting NISOD Excellence Award nominations recognizing faculty doing extraordinary work at CBC. Chris Wagar is the committee chair. Nominations are due by January 23, 2023. Two conversations currently a topic of discussion at Faculty Senate: the textbook requisition system - working to alert those on campus who need to know about textbook requests and the new AI chatbot, ChatGPT. An overview and demonstration of ChatGPT was provided to faculty. This technology will be a paradigm shift for education. Follow up questions to be answered about ChatGPT are: what are the uses and how can students use it for their benefit.</p> <p>No AHE representative present.</p> <p><u>Trustee Jackson</u> Trustee Jackson participated in work on the AWB Committee and the Tax & Fiscal Policy Committee where they discussed emerging bills and a bill on reducing homelessness in Washington State. The homelessness bill framework will need to consider how this will be paid – by requesting taxpayers to acquire a loan package or raising the debt ceiling for the state.</p> <p><u>Trustee Harper</u> Trustee Harper attended the CBC/WWCC Legislative Luncheon on December 14 where they heard from two CBC and two WWCC students. She will be attending the ACT Winter Conference in late January and the MLK Ceremony on CBC's campus on January 16.</p> <p><u>Trustee Rivas de Bredt</u> Trustee Rivas de Bredt attended the Trustees of Color Affinity Group and will attend the Trustee Tuesday session discussing standardizing definitions across the CTCs.</p> <p><u>Trustee Siler</u> Trustee Siler has been enjoying the holidays.</p> <p><u>Trustee Page</u> Trustee Page has been enjoying the holidays and will try to attend the student scholarship breakfast on January 27 and the HOF Athletics Dinner and Auction on February 24.</p>	
<p><u>Reports</u></p> <p>Cash Balance Report</p> <p>Variance Report</p>	<p>VP for Administrative Services, Eduardo Rodriguez, provided highlights from the Cash Balance and Variance Report. The difference in operating cash reserves from October 2022 to November 2022 is due to a delay in the recording of receivables. Once new employees are up to speed with job assignments and become familiar with ctcLink we anticipate the up-to-date recording of receivables to show a more accurate picture of the operating reserves balance. CBC recently hired a new Director for Accounting Services & Controller, Alan Smith.</p> <p>The Variance Report shows expenditures of Local Fees and Tuition outpacing the revenues due to CBC moving the student tuition due dates for 2022-2023. Capital Expenses are higher due to a virtual desktop expense incurred (VDI upgrade).</p>	

<u>Discussion</u> Board Policies Executive Limitations EL-8 through EL-10	No changes recommended at this time.	Trustee Rivas de Bredt moved and Trustee Harper seconded a motion to move Board Policies Executive Limitations EL-8 through EL-10 to the consent agenda for February 10, 2023. Approved unanimously.
<u>Consent Agenda</u> Board Policies Executive Limitations EL-5 through EL-7	No proposed modifications at this time.	Trustee Page moved and Trustee Jackson seconded a motion to approve the Board of Trustees' Executive Limitations EL-5 through EL-7 as written. Approved unanimously.
<u>Public Comments</u>	None	
<u>Executive Session</u> Moved to Executive Session at 5:00 p.m. Expected return to Public Meeting at 5:10 p.m.	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.	
Return to Public Meeting	The CBC Board of Trustees returned to the public board meeting at 5:14 p.m.	
Adjournment: 5:15 p.m.	Trustee Siler adjourned the meeting at 5:15 p.m.	
	Next Board of Trustees Meeting Beers Board Room & Zoom Webinar Friday, February 10, 2023 - 7:30 a.m.	

Holly Siler, Chair

Exhibit B

CBC in the News



January 2023

[KNDU_TV: Staffing shortage and illness fills up Kadlec's capacity](#)

[KNDU_TV: Columbia Basin College announces 2023 Hall of Fame inductees](#)

[KNDU-TV: Kadlec trying to combat the healthcare worker crisis](#)

[KNDU-TV: Building Blocks of the Future: Human Trafficking Awareness](#)

[KNDU-TV: Education and healthcare advocate to receive Martin Luther King Jr. Spirit Award at CBC](#)

[KNDU-TV: Morning Rush Jan. 16: MLK events all across the Tri-Cities and Yakima Areas](#)

[KNDU-TV: Events and celebrations for Martin Luther King Jr. Day in Central WA](#)

[Fox41yakima: Building Blocks of the Future: Human Trafficking Awareness](#)

[Tri-City Herald: Richland's Streufert earns 400th career victory as Bombers coach](#)

[Tri-City Herald: Serving the underserved. Tireless Tri-Cities community advocate honored with MLK Spirit Award](#)

[Tri-Cities Area Journal of Business: Networking January 2023](#)

[AOL.com: Serving the underserved. Tireless Tri-Cities community advocate honored with MLK Spirit Award](#)

[SBCTC: Community and technical college students to be recognized by trustees](#)

[Columbia Basin Herald: Lady Vikings Fall at CBC](#)

[Fieldlevel.com: Meredith Moszeter Announces Commitment to Play Women's Volleyball at Columbia Basin College](#)

[The Chronicle of Higher Education: Mail Processing- Driver](#)

[The Chronicle of Higher Education: Assistant Professor of Engineering Technology Full Time Tenure Track](#)

[Higher Education Recruitment Consortium: Adjunct Instructor- Visual Arts](#)

[Higher Education Recruitment Consortium: Director for Development- Individual Giving](#)

[Higher Ed Jobs: Custodian 2- Day and Swing Shifts](#)

[ACPA-College Student Educators International: Program Assistant- Student Support Services](#)

[Columbia Basin College YouTube: Meet the 2023 Martin Luther King Jr. Spirit Award Winner](#)



Exhibit C



Winter Club Rush

On January 11, ASCBC hosted Winter Club Rush. In total, we had 18 clubs participate. The event was Mardi Gras themed, and clubs decorated their tables in an effort to draw in new members and get their vote. Students who attended voted for their favorite decorated table. The winner for the favorite decorated table was the *Mariachi and More* club. They received \$300 into their club fundraised account. In total, we estimated 300 students in attendance. We also handed out churros to all of the attendees.

Craft Hour

On January 19, ASCBC hosted a bracelet-making hour in the HUB Sunroom. Students in attendance created their bracelets with a wide range of colors; and of course, there were snacks! 47 students attended. ASCBC has been doing different craft hours once a month and plans to continue doing these events through the end of the academic year.



Trampoline Park Night

On January 26, ASCBC along with Rec & Wellness hosted a Trampoline Park Night event at Max Air in Kennewick from 7:00-9:00 p.m. 131 students attended. It was so much fun. Students jumped and played. The best part was when Max Air turned on the blacklights.

January Photography Contest

We are continuing a monthly online activity since many of our students are still distance learners or hybrid learners. This month, we chose to do a photography contest where students could submit a photo with the theme of shadows. We got several entries and ended up with a tie for the winner. The first winner is entitled, *My Shadow Follows Me*, by Rachel Pringle. The second is entitled, *Cat Bestie*, by Andrew Byram. Congrats to them!



Exhibit D

Columbia Basin College

Cash Reserve Report - December 2022 Month End

Assets		FY2023 - Dec	
Cash			
In Bank	1000070	\$	11,081,917.98
Petty Cash	1000020	\$	5,504.00
Total Cash		\$ 11,087,421.98	
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	\$	5,829,494.83
Unbilled	1010050	\$	-
AR - Other	1010060	\$	199,849.76
Allowance for AR	1010110	\$	(35,503.67)
Total AR		\$ 5,993,840.92	
Inter/Intra Gov Receivables			
Due from Fed	1010150	\$	1,089,313.73
Due from Other Gov	1010160	\$	1,088,098.32
Due from Other Agency	1010180	\$	126,020.92
Total Inter/Intra Gov Receivables		\$ 2,303,432.97	
Total Assets		\$ 44,388,446.99	
Liabilities			
Current Liabilities			
Accounts Payable	2000010	\$	1,327,266.30
Accrued Salaries Payable	2011010	\$	-
Due to Other Agency	2012050	\$	-
Sales/Use Tax	2010070	\$	51,315.68
Accrued Liabilities	2001070	\$	-
COP Current Year P&I Due	2050010	\$	-
Total Current Liabilities		\$ 1,378,581.98	
Total Liabilities		\$ 1,378,581.98	

Cash Balance			
(ASSETS less LIABILITIES)		\$	43,009,865
Dedicated Balances	Legacy GL	Account	
Student Supported Capital	1110	1000070	\$ 1,916,513
3.5% - Institutional Financial Aid	1355	1010190	\$ 501,756
Students S&A	1110	1000070	\$ 1,777,191
Bookstore Operating Reserves	1110	1000070	\$ 500,000
Technology Fee	1355	1010190	\$ 1,259,200
Parking Fees	1355	1010190	\$ 757,627
Basic Food Employment and Training	1110	1000070	\$ 158,978
Total		\$	6,871,265
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		\$	2,504,144
Capital Facilities Projects		\$	14,111,603
Total		\$	31,615,747
Operating Reserves Balance			
Existing Reserve balance less Dedicated Reserves and Emergency Reserves		\$	4,522,853

Exhibit E

Columbia Basin Community College
Statement of Revenues, Expenses and Changes in Net Position
For December 31, 2022 (Unaudited)

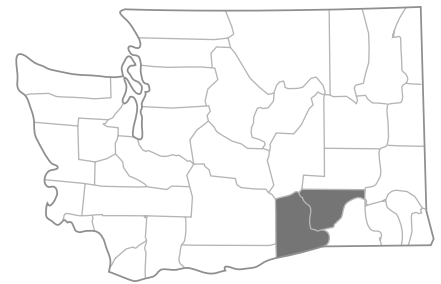
	FY2023	FY2022
	December 2022	December 2021
Operating Revenues		
Student Tuition and Fees	\$ 17,368,291.08	\$ 14,986,908.29
Auxiliary Enterprise Sales	\$ 1,317,726.21	\$ 1,388,193.78
State and Local Grants and Contracts	\$ 6,409,194.65	\$ 7,020,598.39
Federal Grants and Contracts	\$ 1,581,655.76	\$ 9,207,035.89
Other Operating Revenues	\$ 32,838.21	\$ 346,081.66
Total Operating Revenue	\$ 26,709,705.91	\$ 32,948,818.01
Operating Expenses		
Salaries and Wages	\$ 16,607,493.88	\$ 15,386,941.02
Benefits	\$ 5,958,398.03	\$ 5,137,448.64
Scholarships and Fellowships, Gross	\$ 3,077,314.79	\$ 16,693,022.99
Supplies and Materials	\$ 488,201.30	\$ 1,078,487.38
Depreciation	\$ 1,824,529.29	\$ 1,867,496.88
Purchased Services	\$ 2,489,184.25	\$ 732,184.90
Utilities	\$ 510,721.87	\$ 534,600.88
Operating Expenses	\$ 2,685,110.25	\$ 4,295,400.47
Total Operating Expenses	\$ 33,640,953.66	\$ 45,725,583.16
Operating Income (loss)	\$ (6,931,247.75)	\$ (12,776,765.15)
Non-Operating Revenues		
State Appropriations	\$ 13,386,125.28	\$ 13,139,926.00
Federal Non-Operating Revenues	\$ 138,630.78	
Federal Pell Grant Revenues	\$ 3,013,124.38	\$ 5,666,308.75
Investment Income, Gains and Losses	\$ 7,655.34	\$ 24,411.17
Total Non-Operating Revenue	\$ 16,545,535.78	\$ 18,830,645.92
Non-Operating Expenses		
Building Fee Remittance	\$ (572,024.42)	\$ (1,077,351.07)
Innovation Fund Remittance	\$ (138,413.68)	\$ (283,865.97)
Interest on Indebtedness	\$ (514,999.03)	\$ (1,092,150.00)
Total Non-Operating Expenses	\$ (1,225,437.13)	\$ (2,453,367.04)
Net Non-Operating Expenses	\$ 17,770,972.91	\$ 21,284,012.96
Income or (Loss) before other revenues, expenses, gains, or losses	\$ 10,839,725.16	\$ 8,507,247.81
Capital Appropriations	\$ 558,954.24	\$ 47,256.03
Increase (Decrease) in Net Position	\$ 11,398,679.40	\$ 8,554,503.84

Exhibit F

The Economic Value of Columbia Basin College



Columbia Basin College (CBC) creates a significant positive impact on the business community and generates a return on investment to its major stakeholder groups—students, taxpayers, and society. Using a two-pronged approach that involves an economic impact analysis and an investment analysis, this study calculates the benefits received by each of these groups. Results of the analysis reflect fiscal year (FY) 2020-21.



BENTON AND FRANKLIN COUNTY

Economic impact analysis

In FY 2020-21, CBC added **\$399.7 million** in income to the Benton and Franklin County economy, a value approximately equal to **2.4%** of the region's total gross regional product (GRP). Expressed in terms of jobs, CBC's impact supported **5,088 jobs**. For perspective, the activities of CBC and its students support **one out of every 31 jobs** in Benton and Franklin County.

Operations spending impact

- CBC employed 551 full-time and part-time faculty and staff. Payroll amounted to \$40.7 million, much of which was spent in the region for groceries, mortgage and rent payments, dining out, and other household expenses. The college spent another \$30.4 million on day-to-day expenses related to facilities, supplies, and professional services.

- The net impact of the college's operations spending added **\$55.8 million** in income to the regional economy in FY 2020-21.

Construction spending impact

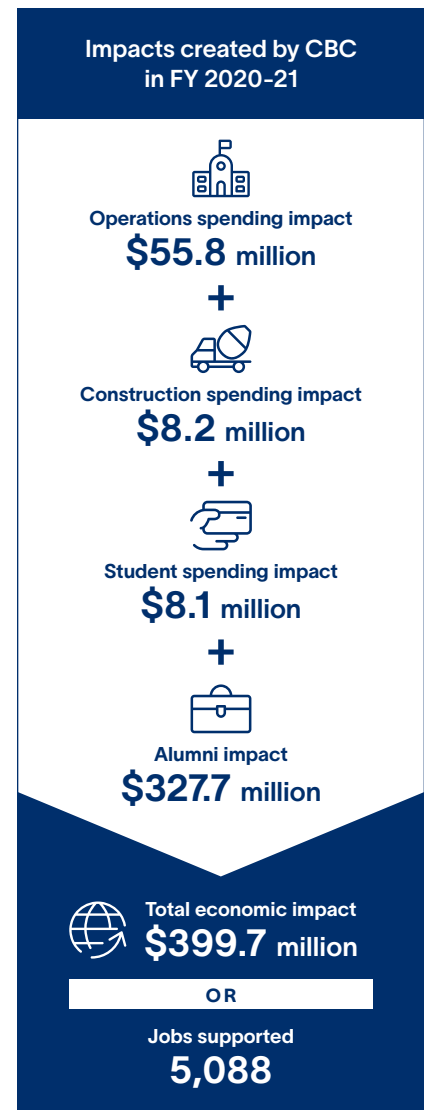
- CBC invests in construction each year to maintain its facilities, create additional capacities, and meet its growing educational demands, generating a short-term infusion of spending and jobs in the regional economy.
- The net impact of CBC's construction spending in FY 2020-21 was **\$8.2 million** in added income for Benton and Franklin County.

Student spending impact

- Around 9% of students attending CBC originated from outside the region. Some of these students relocated to Benton and Franklin County. In addition, some in-region students, referred to as retained students, would have left Benton and Franklin County for other educational opportunities if not for CBC. These relocated and retained students spent money on groceries, mortgage and rent payments, and other living expenses at regional businesses.
- The expenditures of relocated and retained students in FY 2020-21 added **\$8.1 million** in income to the Benton and Franklin County economy.

Alumni impact

- Over the years, students have studied at CBC and entered or re-entered the workforce with newly-acquired knowledge and skills. Today, thousands of these former students are employed in Benton and Franklin County.
- The net impact of CBC's former students currently employed in the regional workforce amounted to **\$327.7 million** in added income in FY 2020-21.



Investment analysis

Student perspective

- CBC's FY 2020-21 students paid a present value of **\$177 million** to cover the cost of tuition, fees, supplies, and interest on student loans. They also forwent **\$20.2 million** in money that they would have earned had they been working instead of attending college.
- In return for their investment, students will receive a cumulative present value **\$253.3 million** in increased earnings over their working lives. This translates to a return of **\$6.70** in higher future earnings for every dollar students invest in their education. Students' average annual rate of return is **19.8%**.

Taxpayer perspective

- Taxpayers provided CBC with **\$52.1 million** of funding in FY 2020-21. In return, they will benefit from added tax revenue, stemming from students' higher lifetime earnings and increased business output, amounting to **\$58.3 million**. A reduced demand for government-funded services in Washington will add another **\$12.9 million** in benefits to taxpayers.
- For every dollar of public money invested in CBC, taxpayers will receive **\$1.40** in return, over the course of students' working lives. The average annual rate of return for taxpayers is **1.3%**.

Social perspective

- In FY 2020-21, Washington invested **\$112.6 million** to support CBC. In turn, the Washington economy will grow by **\$911.2 million**, over the course of students' working lives. Society will also benefit from **\$20.8 million** of public and private sector savings.
- For every dollar invested in CBC in FY 2020-21, people in Washington will receive **\$8.30** in return, for as long as CBC's FY 2020-21 students remain active in the state workforce.

Students see a high rate of return for their investment in CBC



Average annual return for CBC students

19.8%



Stock market 30-year average annual return

10.5%



Interest earned on savings account (National Rate Cap)

0.8%

Source: Forbes' S&P 500, 1992-2021. FDIC.gov, 2-2022.

For every \$1...



Students gain in lifetime earnings

\$6.70



Taxpayers gain in added tax revenue and public sector savings

\$1.40



Society gains in added income and social savings

\$8.30



The Economic Value of Columbia Basin College

About CBC



9,849

Credit students



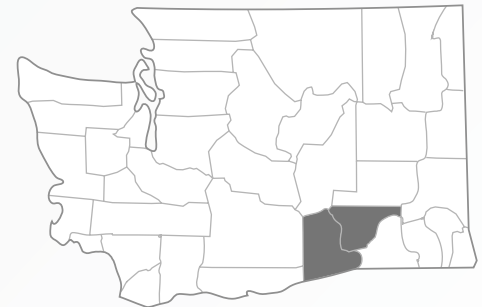
308

Non-credit students



551

Employees



Benton and Franklin County

Economic impact analysis



Alumni impact

Impact of the increased earnings of CBC alumni and the businesses they work for

\$327.7 million

Added income

4,170 Jobs supported



An economic boost similar to hosting the World Series

OR

55x



Operations spending impact

Impact of annual payroll and other spending

\$55.8 million

Added income

694

Jobs supported



Enough to buy **1,662** new cars

OR



Student spending impact

Impact of the daily spending of CBC students attracted to or retained in the region

\$8.1 million

Added income

132

Jobs supported

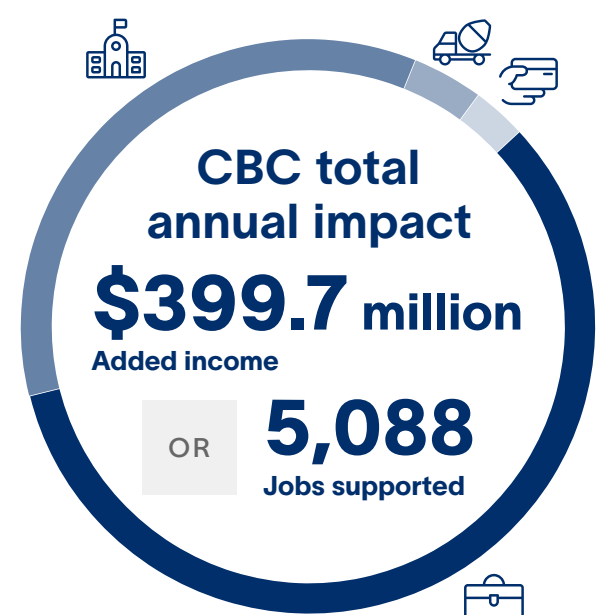
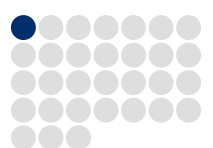


Enough to buy **652** families* a year's worth of groceries

● = 100 jobs * = family of four

1 out of every **31**

jobs in Benton and Franklin is supported by the activities of CBC and its students.



Construction spending impact

Impact of expenditures for ongoing construction projects

\$8.2 million

Added income

91

Jobs supported



Investment analysis



For every \$1...



Students gain **\$6.70** in lifetime earnings



Taxpayers gain **\$1.40** in added tax revenue and public sector savings



Society gains **\$8.30** in added income and social savings



The average associate degree graduate from CBC will see an increase in earnings of **\$5,800** each year compared to someone with a high school diploma working in Washington.

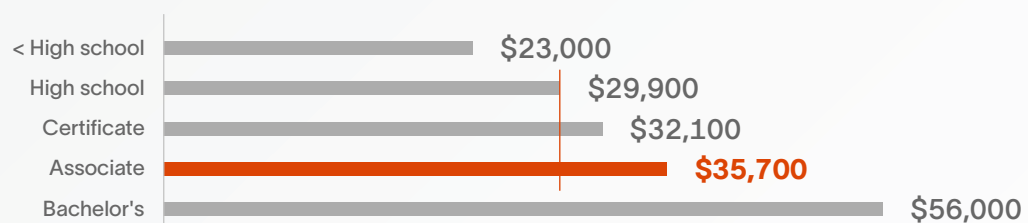


Exhibit G

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 Woods

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

February 3, 2023

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 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 scheduled to be completed in 2024.

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 12, 2023, 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 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 3, 2023
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:

- a) 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.
- b) 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.
- c) 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.
- d) 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) Currently the college is developing a plan to pursue a trademark for *Thunder* and copyright protection for the logos that depict *Thunder*. No other intellectual property of the College warrants a copyright.
- 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, ctclink. 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 conducts 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."

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

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

February 3, 2023

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 2022-2023 Operating Budget Proposal submitted to the Board for approval during the June 13, 2022, meeting included \$59,827,216 of projected expenditures and \$59,827,810 of projected revenue including \$1,618,857 of accumulated reserves dedicated to one-time expenses necessary to support the ctclink implementation.

- 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 2022-2023 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 2022-2023 Operating Budget Proposal included a budget of \$34,236, which included an increase of \$1,277 from the budget for FY22.

Exhibit H



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.

POLICY TYPE: GOVERNANCE PROCESS GP-2

POLICY TITLE: GOVERNING STYLE

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:

1. Deliberate in many voices, but govern in one.
2. Be responsible for excellence in governing and initiating 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.

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 roles.
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.

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.

Exhibit I

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.

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.