

**COLUMBIA BASIN COLLEGE
BOARD OF TRUSTEES' MEETING**

March 21, 2022
Beers Board Room & Virtual
7:30 a.m.

Agenda

Call to Order

Pledge of Allegiance

***Agenda Changes**

***Approval of Minutes**

February 14, 2022 Board of Trustees' Meeting

Exhibit A

Celebrating Excellence

Cyber Hawks

Matt Boehnke, Assistant Professor of Computer Science

Ricardo Martinez, Student

James Fullmer, Student

Andrew Godinez, Student

David Rodney, Student

Tina Ellis, Student

Remarks

By Administration

President

CEO, Foundation

Exhibit B

By ASCBC

Exhibit C

By Faculty Senate Chair

By AHE

By Board Members

Reports

Cash Balance Report

Exhibit D

Variance Report

Exhibit E

Discussion

First Reading – Board Policies Governance Process GP-5 – GP-8

Exhibit F

***Consent Agenda**

Board Policies Governance Process GP-1 – GP-4

Exhibit G

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.

RCW 42.30.110(1)(f): To evaluate complaints brought against a public employee.

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

***Discussion/Action**

Faculty candidates for continued probationary status and granting of 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 Dates:**March 2022**

- CBC Spring Break, March 28 – April 1

April 2022

- Spring classes begin, April 4
- Board of Trustees' Meeting, April 11, 7:30 a.m.
- ctcLink "Go-Live" Date, April 25

May 2022

- Tenured Faculty Reception, May 9, 3:00 – 4:00 p.m., Thornton Courtyard
- Board of Trustees' Meeting, May 9, 4:00 p.m.
- ACT Transforming Lives Award Recognition, May 19, 10:30 a.m., Tacoma
- ACT Spring Conference, May 20, Silver Cloud Hotel @ Point Ruston Waterfront, Tacoma

June 2022

- Retiree Reception, June 13, 3:00 – 4:00 p.m., Thornton Courtyard
- Board of Trustees' Meeting, June 13, 4:00 p.m.
- Commencement, June 17, 7:00 p.m., Edgar Brown Stadium, Pasco

Exhibit A

Columbia Basin College
Board of Trustees' Meeting Minutes
February 14, 2022
Hybrid Meeting 7:30 a.m.

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

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

In-Person Attendees: Eduardo Rodriguez, Michael Lee, Brian Dexter, Abby DeSteele

Virtual Attendees: Jason Engle, Cheryl Holden, Camie Glatt, Bennie Moses, Jay Frank, Erin Fishburn, Monica Hansen, Kyle Winslow, Melissa McBurney, Rod Taylor, Keri Lobdell, Kelsey Myers, Jesus Mota, Douglas Hughes, Lane Schumacher, Josh Ellis, Amanda Hamill, Mason Bailie, Shaina Griffiths, Angelica Galeana, Cynthia Trevino, Amanda Bragg, Angelica Patricio-Avalos, Erika Carr, Amanda Ursino, Ben Beus, Lizz Moon-Patrick, Mayra Hernandez, Angelina Rodriguez, Brooke Young, Shannon Covey, Jessica James, Alice Schlegel, Naima Chambers-Smith

The Agenda	The Discussion	Action
Call to Order		Meeting called to order by Trustee Jackson at 7:30 a.m.
Pledge of Allegiance	Trustee Jackson led the Pledge of Allegiance.	
Agenda Changes	None	
Approval of Minutes	January 10, 2022 Meeting Minutes Discussion - None	Trustee Siler moved and Trustee Rivas de Bredt seconded the motion to approve all minutes as written. Approved unanimously.
<u>Linkage with Community</u> 2022 Martin Luther King Jr. Spirit Award Winner Naima Chambers-Smith , Founder & CEO, Tri-Cities Diversity & Inclusion Council	<p>President Woods introduced the 2022 Martin Luther King Jr. Spirit Award Winner, Naima Chambers-Smith. Naima is the Founder & CEO of the Tri-Cities Diversity & Inclusion Council. After four short years of becoming a part of the Tri-Cities community, her vision for an inclusive and just society has made a positive impact. Some examples include:</p> <ul style="list-style-type: none"> • Mental health and financial literacy programs for Black youth and adults • Inclusive scholarship opportunities for high school and college students • Diversity, Equity, and Inclusion (DEI) training and consulting • Host for year-long inclusive events such as this summer's Celebration of Community, Diversity and Culture • In collaboration with VOCA, provided emergency shelter and resources to victims of domestic violence <p>In addition to engaging with the community through her own organization, Naima also serves as the Vice Chair on the City of Pasco Inclusivity Diversity and Equity Commission (IDEC). She is a member of the MyTri 2030 Inclusion Council, Tri Cities WA Chapter of the Links Incorporated, African American Community Cultural & Educational Society (AACCES) and Tri-Cities Racial Equity & Social Justice (RESJ) Coalition while also volunteering for the Washington Immigrant Solidarity Network (WAISN) and Tri-Cities Mutual Aid Fund.</p> <p>Naima's passion is to build and engage with groups that emphasize building and supporting the community. She noted many within our community need resources and safe spaces. She strives to advocate for those in need with compassion and humility.</p> <p>President Woods asked about ways the College can partner with Naima and Tri-Cities</p>	

	Diversity & Inclusion Council. Naima welcomes support from the community helping Afgan refugees. She also offered to provide volunteers for events taking place through CBC. She encouraged all to develop their cultural competency, an ever-evolving practice.	
<p><u>Celebrating Excellence</u></p> <p>CARES Funding Team</p> <p>Kelsey Myers, Asst VP for Enrollment</p> <p>Jessica James, Asst Registrar</p> <p>Mason Bailie, IT App Development</p> <p>Amanda Ursino, Dir for Enrollment Serv</p> <p>Angelica Galeana, CSS3</p> <p>Amanda Bragg, Dir for Acct Services</p> <p>Ben Beus, Dir for Financial Aid (FA)</p> <p>Brooke Young, Fiscal Analyst</p> <p>Angelina Rodriguez, Asst Dir for FA</p> <p>Erika Carr, Program Coordinator FA</p> <p>Amanda Hamill, Program Coordinator FA</p> <p>Shannon Covey, Fiscal Analyst</p> <p>Mayra Hernandez, Prog Coordinator FA</p> <p>Lizz Moon-Patrick, Prog Coordinator FA</p> <p>Cynthia Trevino, Prog Coordinator FA</p> <p>Angelica Patricio-Avalos, Fiscal Specialist</p> <p>Anna Tensmeyer, Former Marketing and Communications Director</p>	<p>VP for Student Services, Cheryl Holden, introduced Kelsey Myers, team lead for the CARES Funding Team. Kelsey started at CBC in 2004 as an intern and has tirelessly worked in various capacities for the College. She was promoted to her current position as the Assistant VP for Enrollment Services/Registrar in 2017. VP Holden thanked Kelsey and the Team for all their hard work with the CARES initiatives.</p> <p>Asst VP Myers conveyed what an honor and privilege it's been for this group to help serve on the CARES Team. In addition, she wanted to thank Erin Fishburn and the Foundation for their partnership in assisting some of the students CARES was unable to help or students needing additional funding.</p> <p>Asst VP Myers introduced the other CARES Team members and their staff, who worked behind the scenes to ensure CBC students received the CARES funds:</p> <ul style="list-style-type: none"> • Jessica James, Assistant Registrar, helped co-lead the team and was instrumental in putting everything in place from the application, checking enrollment, responding to students, keeping the team informed about changes or updating CBC's website. She took care of every small detail along the way and would forward the team amazing "thank you's" from CBC students. • Mason Bailie, Information Technology Application Development, was able to quickly get the team moving by providing his database skills. He took the team's ideas from paper and made them a reality while saving hours of time it would have taken the team to process all the requests. Mason always said yes and made it happen for the team. • Anna Tensmeyer, former Marketing and Communications Director, helped create messaging and effective communication. • Amanda Ursino, Director for Enrollment Services, helped ensure frontline staff was "in the know" and helped keep the team informed about questions students were asking, so we could better serve CBC students. • Angelica Galeana, Customer Service Specialist 3 for Hawk Central, helped with enrollment and financial aid (FA) checks to facilitate FA and Accounting Services (AS) teams with award funding. • Ben Beus, Director for Financial Aid, and his FA team helped to award CBC students their CARES Funds. Ben thanked his FA team serving on the CARES Team: Angelina Rodriguez, Erika Carr, Amanda Hamill, Mayra Hernandez, Lizz Moon-Patrick and Cynthia Trevino. • Amanda Bragg, Director for AS and Controller, and her team helped award the Transitional Study and Running Start students with funds. Amanda thanked her AS team serving on the CARES Team: Brooke Young, Shannon Covey and 	<p>President Woods thanked the CARES Team and appreciated their hard work. The Team, through their work, changed thousands of students' lives.</p>

	<p>Angelica Patricio-Avalos.</p> <p>The CARES Funding Team presented a Power Point presentation showing total funding awarded from Spring Quarter 2020 through Winter Quarter 2022 to be \$12,558,205 with over 7,825 individual awards to students experiencing exceptional need due to COVID 19. Trustee Jackson asked if the 7,825 awards went to unique individuals. The Team clarified this total was for individual awards only. Students were able to request funds one time per quarter, but were able to apply for multiple quarters, as needed.</p>	
<p><u>Remarks</u> By Administration, President</p>	<p>President Woods provided an update on <u>CBC's Strategic Plan – Inclusivo</u>. The Strategic Plan Committee officially launched the implementation of the plan on Friday (1/21) at Coffee Conversation. They are now presenting to several groups, committees and departments on campus about what the process looks like for developing strategies to be included. One strategy that is already underway is the development of a Land Acknowledgement in partnership with the Pasco School District.</p> <p>As we're getting closer to our <u>ctcLink</u> "go live" date of April 25, more details are becoming clear on some impacts to the College as a whole. First, the College will implement a Purchasing Pause – April 6 through July 5. Accounting Services is working on a survey to employees that would collect information about what concerns they have and what challenges this pause would present. We will also freeze any onboarding of new employees between April 16 and May 15.</p> <p>The <u>Legislative Session</u> is going well. Not all of our requests have made it into a bill, but many have and we've also averted some concerns. The next revenue forecast for the state will be released on Wednesday, February 16. We are also expecting to see a budget from the Senate this Friday, February 18 or Monday, February 21. The session ends on March 10, so we will be able to share outcomes at our March meeting.</p> <p><u>Student Recreation Center (SRC) update</u> - We are still on track to receive a temporary certificate of occupancy (TCO) on April 1, assuming the Fire Marshall's walk through on that day is successful. Obtaining a TCO would mean we could take occupancy of the building on Monday, April 4. The SRC should be substantially complete by then with a few outstanding items due to a delay in delivery; some bleacher seating, lockers in the varsity locker room, lighting for the e-gaming room and some furniture. We may want to consider delaying taking occupancy until construction is completely done, because of the vaccination requirement that would impact Lydig and their workers (construction company). This decision will be made closer to April.</p> <p>April 4 is the first day of our spring quarter. Because of the tentative nature of the occupancy date, we will begin spring quarter classes in the old gymnasium. Once we receive the TCO, we will then schedule a move in date for a few weeks later. Once we have moved in the SRC, we will have some capacity limitations until the old gymnasium is demolished. The new SRC and G-building are so close together, we are unable to utilize the north egress doors of the SRC until the old gymnasium is gone.</p> <p>The complete removal of the gymnasium and new landscaping in its place is not scheduled to be done until the end of August/beginning of September. We are tentatively planning a ribbon cutting ceremony the week prior to the start of the fall quarter.</p>	

	<p>officers for the next year.</p> <p>In planning ahead, the Foundation has a couple of dates for fall events: September 10th they will be hosting CBC night at Dust Devils and October 27th the Foundation's Power of Connection event. They have the HAPO Center reserved and are very hopeful for an in-person event!</p>	
By ASCBC	<p>Shaina Griffiths, CBC Service Corps Chair, gave the Board update on ASCBC activities. The LEGO fun hour is again being offered for students wanting to break away from studies and connect with others. Another revisit from last quarter is the meditation crafting hour. ASCBC held a virtual Club Rush from January 23 – February 6 as a supplemental online event to compliment the in-person Club Rush held earlier in January. Due to this online activity, two clubs received enough new membership to re-charter for this school year: Support for Queers United with Allies Making a Difference (SQUAD) and the American Sign Language (ASL) club.</p>	Trustee Siler congratulated ASCBC on re-chartering two clubs and commended them for being creative in our current environment.
By Faculty Senate Chair	No Faculty Senate representative present.	
By AHE	No AHE representative present.	
By Board Members	<p><u>Trustee Rivas de Bredt</u></p> <ul style="list-style-type: none"> 1/24/22: ACT New Trustee Orientation Virtual - mock board meeting format 1/24/22: Trustees of Color Affinity Group 1/25/22: ACT Winter Conference Guided Pathways Presentation (including panel w/ Dr. Woods) CBC Virtual Art Exhibit <p><u>Trustee Siler</u></p> <ul style="list-style-type: none"> 1/18/21: ACT New Trustee Orientation Practice 1/24/22: ACT New Trustee Orientation Virtual - mock board meeting format 1/25/22: ACT Winter Conference Guided Pathways Presentation (including panel w/ Dr. Woods) 1/25/22: CBC Legislative Visit with Senator Schoesler 1/28/22: ACT DEI Committee 1/31/22: CBC Legislative Visit with Matt Boehnke 2/1/22: SBCTC & Gov. Inslee Study Session 2/3/22: Quarterly Financial Review with Dr. Woods 2/9/22: One-on-One Meeting with Dr. Woods <p><u>Trustee Jackson</u></p> <p>Trustee Jackson participated in the Tax and Fiscal Committee and meets weekly with AWB during the Legislative Session to discuss bills on the docket. He attended the CBC Men's Basketball game in Pendleton on January 1; the team was missing the head coach and 2-3 players. He was able to attend the January 26 game against Spokane with all players back and only missing Coach Owens. Trustee Jackson also attended ACT Winter Conference on January 25.</p>	Trustee Siler thanked the CBC staff for including the trustees in the Wellness Box distribution. She appreciated what great items were included in the box.

<u>Reports</u> Cash Balance Report Quarterly Financial Report	VP for Administrative Services, Eduardo Rodriguez, provided highlights from the Cash Balance and Quarterly Financial Report. VP Rodriguez noted line 1351 and 1354 on the Cash Balance Report include Federal Pell Grant revenue and the reserve account allows the College to have enough funds to cover two months of expenses. The College pays most expenses initially and then requests reimbursement from the state.	Trustee Jackson asked if CBC was required to use CARES funding within a certain amount of time. VP Rodriguez said our ability to use these funds will probably be extended until next year – it is a reimbursement of spending.
<u>Discussion</u> Executive Limitations Monitoring Report EL-1 through EL-3 First Reading - Board of Trustees' Policies Governance Process GP-1 through GP-4	<p>President Woods presented interpretations and evidence for each statement on the Executive Limitations Monitoring Report EL-1 through EL-3. This was the first time presenting these reports to the Board. There was discussion among trustees about trustee responsibilities versus Presidential responsibilities in matters involving community members and students. If a trustee receives an email from the public, it should be forwarded to the President. Differing opinions or conflicts between faculty members would warrant an inter-departmental conversation between the Dean and possibly VP Lee.</p> <p>Trustee Siler asked if employees receive bias training. President Woods responded that employees participate in required training for unconscious bias if serving on a hiring committee, the Foundation provides bias training for scholarship reviewers and employees have opportunities during Teaching & Learning days to attend workshops on bias training.</p> <p>College staff suggested some changes of wording, grammatical changes and corrected typographical errors to GP-1 through GP-4. The trustees agreed with the suggested changes for these policies.</p>	Trustee Siler moved and Trustee Rivas de Bredt seconded a motion to move the Board of Trustees' Policies Governance Process GP-1 through GP-4 to the March 2022 consent agenda. Approved unanimously.
<u>Consent Agenda</u> Second Reading – Board of Trustees' Policies Executive Limitations EL-8 through EL-10	No discussion or proposed modifications at this time.	Trustee Siler moved and Trustee Rivas de Bredt seconded a motion to approve the Board of Trustees' Executive Limitations EL-8 through EL-10 as written. Approved unanimously.
<u>Public Comments</u>	None	
Adjournment: 8:53 a.m.	Trustee Jackson adjourned the meeting at 8:53 a.m.	
	<p style="text-align: center;">Next Board of Trustees' Meeting Beers Board Room & Zoom Webinar March 21, 2022 - 7:30 a.m.</p>	

Exhibit B

CBC in the News



February 2022

[KEPR-TV: Applications Up, Masks Coming Off at CBC](#)

[KVEW-TV: Columbia Basin College to lift indoor mask mandate following Gov. Inslee's announcement](#)

[KVEW-TV: City of Pasco to Host Free KN-90 Mask Giveaway on Saturday](#)

[KVEW-TV: Free Hanford Virtual Career Fair Looks to Fill Around 1,700 Jobs](#)

[KNDU-TV: It's National Vet Girls Day and We're Celebrating One Inspirational Woman in the Tri-Cities](#)

[Tri-Cities Area Journal of Business: Kennewick Bat Maker Swings for the Rafters](#)

[98.3 the Key FM: Need a Job? Check Out the Hanford Virtual Career Fair, 1,700 Jobs Available](#)

[Good Fruit Grower on YouTube: Edgar Camacho, a young grower from Yakima, Washington](#)

[The Daily News \(Longview, WA\): NWAC Softball, LCCS Opening Weekend Cut Short by Rain](#)

[KUNW-TV Univision: "Orgullo Comunitario" - CBC Student Andy Michaca](#)

[KUNW-TV on Facebook: "Orgullo Comunitario" Features CBC Student Andy Michaca](#)

[KUNW-TV Univision on Facebook: "Orgullo Comunitario" Features CBC's Glendy Ibarra](#)

[KUNW-TV Univision: "Orgullo Comunitario" - CBC's Glendy Ibarra](#)

[Argus Observer: Chukars Prepare for 2022 Chukar Spirit Night vs. Columbia Basin College](#)

[Thurston Talk: South Puget Sound Community College Women's Basketball Hits the Road to Open February](#)

[Go Skagit: Saturday's SVC Roundup Men's Basketball Team Uses Defense to Get Past Whatcom](#)

[Discover Weyburn: New Bench Boss for Beavers Announced](#)

[CBC News: Battelle Awards \\$57,000 Grant for Smart Microscopes at CBC](#)

[CBC YouTube: CBC Presents "COVID-19: What's Next?"](#)



Exhibit C



Upcoming Spring In-Person Events

ASCBC is planning more in-person events on-campus and in the community for spring quarter.

These events include:

- a collaborative tree planting for Arbor Day with the CBC Sustainability Committee,
- a new event called Speed Friending where students can meet each other and build friendships,
- two outdoor Glow Hikes at Badger and Candy Mountains
- and a Retro Outdoor Movie Night.

Please check the CBC web calendar in the coming weeks for more details.

ASCBC Partnering with Bike Bonanza



On Saturday February 26, the ASCBC student leaders volunteered for the first phase of CBC's collaborative event with the Wheelhouse Community Bike Shop called Bike Bonanza. The first phase was collecting bike donations from the community. The second phase will be refurbishing the donated bikes April 7-9, and the final phase is matching the bikes with students in need and distributing the bikes to them on April 23. In phase one, the student leaders learned how to triage the bikes that were donated. There were 60 bikes donated. We look forward to helping with the other phases.

Leadership Council

I am pleased to announce that all the students who volunteered for winter quarter leadership council have successfully completed their experience. Leadership Council is a great way for students to connect with other students and hone their leadership skills. Sign-ups are now open for Spring Leadership Council. Students can register for the workshop just like any CBC class; it's part of the College's course catalog. The workshop is not for credit. It is a volunteer experience, and it is free to all students.

Happy Almost Spring!

Exhibit D

FY 2122 - Estimated Cash Balances - COLUMBIA BASIN COLLEGE
January Month End 2022

ASSETS FY2021-2022			
CASH			
1110	In Bank	\$	10,604,846
1120	Undeposited	\$	-
1130	Petty	\$	5,504
Total		\$	10,610,350
INVESTMENTS			
1210	Investments(ST/LT)	\$	20,367,536
Total		\$	20,367,536
ACCTs RECEIVABLE			
1312	Current	\$	637,270
1318	Unbilled	\$	30,482
1319	Other	\$	11,760
1342	Allowance for Accts Rec	\$	(35,504)
Total		\$	644,009
INTER/INTRA GOV RECEIVABLES			
1350	Due From Other Funds- VPA	\$	1,142,327
1351	Due From Fed	\$	4,241,819
1352	Due From Other Gov	\$	1,166,743
1354	Due From Other Agency	\$	9,628,202
Total		\$	16,179,092
TOTAL ASSETS		\$	47,800,986
LIABILITIES			
CURRENT			
5111	Accts Payable	\$	(295,364)
5124	Accrued Salaries Pay	\$	1,772,299
5150	Due To Other Funds- VPA	\$	515,853
5154	Due To Other Agency	\$	(7,129)
5158	Sales/Use Tax	\$	565
5199	Accrued Liabilities	\$	-
5173	COP Current Year P&I Due	\$	475,000
Total		\$	2,461,225
TOTAL LIABILITIES		\$	2,461,225

Cash Balance			
(ASSETS less LIABILITIES)		\$	45,339,762
Dedicated Balances			
1110	Student Supported Capital	\$	2,887,611
1110	3.5% - Institutional Financial Aid	\$	292,662
1110	Students S&A	\$	967,069
1110	Bookstore Operating Reserves	\$	500,000
1110	Technology Fee	\$	1,719,174
1110	Parking Fees	\$	723,345
1110	Basic Food Employment and Training	\$	196,754
Total		\$	7,286,615
Reserves Policy - (BOT Policies on Reserves)			
		Values	
	Operating Reserve	\$	8,600,000
	Unplanned Capital Repair and Replacement	\$	2,000,000
	Real Estate Debt Fund	\$	176,520
	Planned Future Operations	\$	2,492,082
	Capital Facilities Projects	\$	14,136,577
	Emergencies	\$	2,000,000
Total		\$	29,405,178
Operating Reserves Balance			
Existing Reserve balance less Dedicated Reserves and Emergency Reserves		\$	8,647,969

Exhibit E

FY2122 Operating Funds Variance Report

% of Fiscal YR: 68.49%

3/8/2022

As of January Month End 2022

By FUND					% of Bdgt Exp	% of Rev Exp	% of Bdgt Rev
					EXP/BDGT	EXP/REV	REV/BDGT
*State Allocation 101,123,3E0,BK1,BG1,BD1,PS0,CE1,031,071,091,DD1,112	000	EXP BDGT	\$30,625,713.0	<div><div></div></div>	48.73%	51.81%	94.07%
		EXP	\$14,924,812.4	<div><div></div></div>			
		REV (Alloc)	\$28,808,662.0	<div><div></div></div>			
Local Fees	148	EXP BDGT	\$3,067,061.0	<div><div></div></div>	35.83%	49.60%	72.23%
		EXP	\$1,098,922.5	<div><div></div></div>			
		REV	\$2,215,351.6	<div><div></div></div>			
Local Tuition	149	EXP BDGT	\$20,835,764.0	<div><div></div></div>	49.55%	103.15%	48.04%
		EXP	\$10,324,396.9	<div><div></div></div>			
		REV	\$10,008,756.4	<div><div></div></div>			
Contracts	146	EXP BDGT	\$1,574,221.0	<div><div></div></div>	53.42%	23.99%	222.68%
		EXP	\$840,938.0	<div><div></div></div>			
		REV	\$3,505,487.9	<div><div></div></div>			
TOTALS		EXP BDGT	\$56,102,759.00		48.46%	61.05%	79.39%
		EXP	\$27,189,069.91				
		REV BDGT	\$54,955,567.00				
		REV	\$44,538,258.00				

BY OBJ, ALL FUNDS COMBINED		BDGT	EXP	EXP/BDGT	NOTES:
SALARIES	A	\$33,908,982.00	\$16,472,572.67	48.58%	Revenue:
BENEFITS	B	\$11,362,549.00	\$5,474,548.60	48.18%	STATE:
PROFESSIONAL SERVICES CONTRACTS	C	\$406,409.00	\$96,647.84	23.78%	per State Allocation #4
GOODS & SERVICES	E	\$6,788,808.00	\$4,262,009.32	62.78%	
TRAVEL	G	\$607,354.00	\$107,351.12	17.68%	
CAPITAL OUTLAYS	J	\$916,264.00	\$352,806.16	38.50%	Object Code Note:
GRANTS BENEFITS & CLIENT SVCS	N	\$861,960.00	\$430,734.05	49.97%	P COP payoff made in Nov 2021
DEBT SERVICE	P	\$1,708,132.00	\$0.00	0.00%	
INTRAAGENCY REIMBURSEMENTS	T	Revenue Bdgt (\$457,699.00)	(\$7,599.85)	1.66%	
		\$56,102,759.00	\$27,189,069.91	48.46%	
		\$0.00	\$0.00		

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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Exhibit F

POLICY TYPE: GOVERNANCE PROCESS GP-5

POLICY TITLE: ~~BOARD MEMBERS CODE OF ETHICS~~ 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 community~~ 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~~ boards or staffs. It also supersedes the personal interest of any Board Member acting as a consumer of the ~~organization's~~ 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 ~~organization~~ College except as procedurally controlled to ~~assure~~ ensure openness, competitive opportunity and equal access to "inside" information.
 - b. When the Board is to decide upon an issue; (remove comma) 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 ~~organization~~ 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 ~~organization~~ 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.

POLICY TYPE: GOVERNANCE PROCESS GP-6

POLICY TITLE: COST OF GOVERNANCE

The Board ~~of Trustees~~ 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' viewpoints and values.~~ 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.

POLICY TYPE: GOVERNANCE PROCESS GP-7

POLICY TITLE: NAMING OF FACILITIES

The Board of Trustees shall have the discretion ~~of naming~~ **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 ~~of Trustees~~ that such naming should not be done casually, but reserved for those who have made extraordinary contributions to ~~CBC~~ **the College** through personal service, financial support, or who have greatly enhanced the prestige of the ~~institution~~ **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~~ **College** or has served on the Board ~~of Trustees~~ prior to three (3) years following their termination of service to the ~~institution~~ **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 ~~institution~~ **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 ~~of Trustees~~. 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.

POLICY TYPE: GOVERNANCE PROCESS GP-8

POLICY TITLE: EMERITUS DESIGNATION

The Board of ~~Trustees~~ shall have the discretion to designate a former President or ~~Administrator~~ 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.

Exhibit G



Community College District 19
Board of Trustees

POLICY TYPE: GOVERNANCE PROCESS GP-1

POLICY TITLE: GOVERNANCE COMMITMENT

The purpose of governance is that the Board, on behalf of the citizens of Benton and Franklin counties, ensures the accountability of Columbia Basin College by ensuring that it (a) achieves appropriate results for the appropriate recipients at an appropriate cost, and (b) avoids unacceptable activities, conditions and decisions.

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.