

**COLUMBIA BASIN COLLEGE
BOARD OF TRUSTEES' MEETING**
November 14, 2022
Beers Board Room & Virtual
5:00 p.m.

Agenda

Call to Order

Pledge of Allegiance

***Agenda Changes**

***Approval of Minutes**

Exhibit A: October 10, 2022 Board of Trustees' Retreat Meeting

Remarks

By Administration

 President, Exhibit B: CBC in the News

 CEO, Foundation

By ASCBC

By Faculty Senate Chair

By AHE

By Board Members

Reports

Exhibit C: Cash Balance Report

Exhibit D: Quarterly Financial Statement

Discussion

Exhibit E: First Reading – Board Policies Executive Limitations EL-1 through EL-4

***Consent Agenda**

Exhibit F: Board of Trustees Bylaws Article VI – X

Public Comments

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:

November 2022

- ACT Fall Conference & Legislative Action Committee Retreat, November 17 – 18, Hilton Seattle Airport & Conference Center, Seatac
- Artist Reception & Gallery Talk by Zach Mazur, November 17, 3:00 p.m., Esvelt Gallery, CBC Pasco Campus
- Play: *Toil and Trouble*, a black comedy by Laura Gunderson, November 17 – 19, 7:30 p.m., CBC Theatre, CBC Pasco Campus
- Holden Court Dedication, November 19, Student Recreation Ctr, CBC Pasco Campus
 - 11:00 a.m. – Women’s Alumni Basketball Game
 - 1:00 p.m. – Court Dedication and Pictures
 - 1:30 p.m. – Lunch for Alumni and Invited Guests
 - 2:00 p.m. – CBC Women’s Basketball Game
- United Way Festival of Trees, November 19, 5:30 p.m., Three Rivers Convention Center
- Concert: CBC Concert Band, November 22, 7:00 p.m., Southridge HS Auditorium, Kennewick
- Concert: CBC Orchestra and Choir, November 29, 7:00 p.m., CBC Theatre, CBC Pasco Campus

December 2022

- Concert: CBC Jazz Night, December 1, 7:00 p.m., CBC Theatre, CBC Pasco Campus
- CBC Finals, December 6 – 8
- Legislative Luncheon, December 14, 12:00 – 2:00 p.m., Gjerde Center, CBC Pasco Campus

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., Esvelt Gallery, CBC Pasco Campus
- Concert: Camerata Musica – Cheng2 Duo, January 14, 7:30 p.m., CBC Theatre, CBC Pasco Campus

Exhibit A

Columbia Basin College
Board of Trustees' Meeting Minutes
October 10, 2022
Hybrid Meeting 4:00 p.m.

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

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

In-Person Attendees: Eduardo Rodriguez, Michael Lee, Brian Dexter, Cheryl Holden, Bennie Moses, Elizabeth Burtner, Erin Fishburn, Sandya Kesoju, Rod Taylor, Jesus Mota, Steven Danver, Brad Powell, Shaina Griffiths, Jo Brooks, Kerrin Bleazard, CJ Jones (RGU), Robert Uhrich (RGU), Lauri Uhrich (RGU), Antoinette Fite (AACCES), Leonard Moore (AACCES), Vanessa Moore (AACCES), Felissa Taylor-Woods (AACCES)

Virtual Attendees: Dave Hickman, Jason Engle, Chris Herbert, Melissa McBurney, John Boesenberg, Kyle Winslow, Kelsey Myers, Doug Hughes, Vicki Domina, Lane Schumacher, Timmy Song, Bill McKay

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 the Pledge of Allegiance.	
Agenda Changes	President Woods requested an additional discussion/action item be added to the agenda: "Hybrid option for Board of Trustees' meetings."	Trustee Harper moved and Trustee Rivas de Bredt seconded the motion to add "Hybrid option for Board of Trustees' meetings" to the discussion/action section of the agenda. Approved unanimously.
Approval of Minutes	September 12, 2022 Meeting Minutes Discussion - None	Trustee Jackson moved and Trustee Harper seconded the motion to approve all minutes as written. Approved unanimously.
<u>Celebrating Excellence</u> CASA PRR Team Kerrin Bleazard , Professor of Agriculture Josephine (Jo) Brooks , Assoc Professor of Engineering Technology Brian Dexter , AVP for Campus Operation Dave Hickman , DES CJ Jones , RGU Consultant Sandya Kesoju , Director for Agriculture Education, Research & Development Su-Hyun Kim , Senior Assoc Professor of Physics Michael Lee , VP for Instruction Jesus Mota , Dean for Career & Technical Education Eduardo Rodriguez , VP for Admin Services Rod Taylor , Dean for Math, Science & Engineering Lauri Uhrich , RGU Consultant Robert Uhrich , RGU Consultant	VP for Administrative Services, Eduardo Rodriguez, introduced the CASA Project Request Report (PRR) Team. The College has an opportunity, every two years, to submit a new building proposal to replace older buildings on campus. CBC hired RGU Architecture to assist with the PRR and coordination of all the necessary information. The team also worked with stakeholders within the community. The team started the PRR process September 2021 and submitted their work in February 2022. The CASA PRR Team received notification March 4, 2022 their \$49.8 million building submission ranked fourth in the state for upcoming project proposals. Technologies and programs provided in the new building will focus on agriculture, environmental science, nuclear technology, clean energy and agriculture with food science.	President Woods thanked the CASA PRR Team and appreciated their hard work. Trustee Siler commended the team for requesting community input and collaborating with stake holders and community members.

<p><u>Linkage with Community</u></p> <p>African American Community & Educational Society (AACCES)</p> <p>Antoinette Fite, AACCES Secretary</p> <p>Leonard Moore, AACCES Executive Board Member</p> <p>Vanessa Moore, AACCES Treasurer</p> <p>Felissa Taylor-Woods, AACCES Member</p>	<p>Vanessa Moore introduced each of the AACCES attendees to the Board. AACCES is a local non-profit formally organizing in 2003. AACCES mission is to engage the Mid-Columbia community in improving African American quality of life and increasing awareness about African American participation and contributions through cultural and educational activities and outreach programs. AACCES has partnered with CBC in the past by contributing to the Student Relief Fund, sponsoring events and an art display on campus. AACCES sponsors a Senior Awards Night every year for groups and organizations in our community, this past year offering \$18,000 in scholarship awards to African American students. Next year's Senior Awards Night is set for May 20, 2023. Currently, AACCES is collaborating with the CBC Foundation to provide a stand-alone scholarship. Felissa Taylor-Woods urged CBC to offer courses with topics relating to African American studies and continue with their efforts to hire a diverse faculty and staff. October 20 will be the next AACCES Meet & Greet at Bella Vida Restaurant in Richland – all are invited to attend. For more information or to make inquiries of AACCES, email them at info@AACCES.com.</p>	<p>Trustee Harper thanked the AACCES guests for attending and congratulated them on a well-run Senior Awards Night.</p>
<p><u>Remarks</u></p> <p>By Administration, President</p>	<p>President Woods provided updates to the Board:</p> <p>CBC held our first in-person Welcome Week, since 2019, the week of September 12 - 16. The All-College session on Wednesday morning (9/14) was presented to a full house in the Gjerde Center. There were many excellent professional development opportunities and breakout sessions.</p> <p>We have now concluded the ten day drops when faculty remove students from their rosters that have not shown up for class. Our final ten-day fall quarter enrollment numbers are up 7% compared to last fall at this time.</p> <p>CBC had two well-attended SRC ribbon cuttings. The first ribbon cutting was for students and the second for the community. CBC had representatives from the Hispanic Chamber of Commerce, Tri-Cities Regional Chamber, Pasco Chamber and the City of Pasco participate in the ceremony. Thanks to Elizabeth Burtner, the Foundation, Scott Rogers and all of the athletic teams for their work putting together the event and providing tours for the public.</p> <p>We recently received the two latest 1-page handouts from WACTC for the 2023-25 Operating Budget Request and the Capital Budget Request. Both handouts were made available to the trustees in their document packet.</p> <p>Josh Ellis, Director for Institutional Research, built a dashboard in Tableau to show the progress for goals and initiatives on our Strategic Plan. The dashboard is viewable by Administration and members of the Inclusivo Committee. Great work is being done around campus with over 80% of the goals having at least one strategy connected to them. All strategies are built with equity at their center.</p> <p>We learned on September 29 that CBC's application for another Title V grant has been approved. This will provide the College with \$3M over five years to fund numerous initiatives such as the construction and staffing of an Equity Center on campus, the purchase of software to support our Completion Coach case management model, the purchase and implementation of a chatbot for the website, faculty development, course</p>	<p>Trustee Siler inquired about who has access to the dashboard.</p>

<p>By CEO, Foundation</p>	<p>and curriculum redesign and more. The focus and intended outcome of the grant is to support reducing gaps between First-Time-Entering College Hispanic and non-Hispanic students in retention and completion or transfer.</p> <p>Bennie Moses, Dean for DEI, and Melissa McBurney, Dean for Accreditation & Assessment, are working across campus on employee professional development. Melia LaCour, from Becoming Justice, and two consultants from Anthology recently presented a deep dive on Liberatory design to campus (10/5).</p> <p>CBC is still in the stabilization period in our transition to ctcLink. Employees continue to become acclimated to new processes within ctcLink. The Technology Committee at SBCTC is currently working on narrowing/eliminating steps in the payroll system and working toward batch processing for financial aid.</p> <p>Erin Fishburn gave an update of Foundation activities. The Foundation currently has their full attention on the Power of Connection (POC) event coming up on October 27 at the HAPO Center from 6 – 9pm. Forty-seven tables have been sold and they are expecting 450 people in attendance. The evening will have ten live auction items and about forty silent auction items. At POC, the focus is on students – two will be emceeing the event, the jazz band will perform, there will be student testimonials on banners around the room and student ambassadors working the event.</p> <p>The Foundation just closed the second scholarship cycle for the year. Reviews will continue through October 16 with awards announced in late October. They have 648 applications and will award between \$300,000 to \$350,000 depending on fund raising efforts at the POC.</p> <p>The Foundation audit is nearly complete and will be presented at their November meeting.</p>	<p>Trustee Rivas de Bredt asked about CBC's continuing acclimation to ctcLink.</p>
<p>By ASCBC</p>	<p>Shaina Griffiths, CBC Service Corps Chair, gave the Board update on ASCBC activities. On September 19 and 20, ASCBC provided welcome tables at the Pasco and Richland campuses handing out giveaways and providing information to students. In collaboration with Rec & Wellness, ASCBC stuffed 226 cinch sacks for student giveaways at the SRC student ribbon cutting on September 21. They hosted an outdoor movie night on September 23 with over 180 people attending. The pirate themed Club Rush at the beginning of fall quarter was a huge success and ASCBC was able to find ways to get students actively engaged in activities across campus. Upcoming events include a weekly crocheting hour and pumpkin carving/decorating in the HUB on October 27.</p>	
<p>By Faculty Senate Chair</p>	<p>Brad Powell, Faculty Senate Chair, addressed the Board with faculty updates. Faculty Senate meets each month on the first and third Friday. The first meeting was last Friday, October 7. At the meeting, some faculty mentioned experiencing delays in receiving ctcLink expense reimbursements. Some also mentioned technology difficulties in the classroom. Faculty Senate asked those experiencing technology problems to report them to Brad and a consolidated list with room locations would be made available to IS for resolution.</p>	

<p>By AHE</p> <p>By Board Members</p>	<p>In the Faculty Senate bylaws, it provides faculty the opportunity to participate in the screening of administrative and non-tenured staff during the hiring process. If staff are appointed to a position or receive a change of rank, faculty are unable to participate in the hiring process.</p> <p>AHE President, Chris Herbert, shared AHE was about to enter into “interest based” bargaining with the College. Negotiations have been very positive and are a lot of work.</p> <p><u>Trustee Jackson</u> Trustee Jackson attended the SRC Ribbon Cutting on September 22, 2022. It was a spectacular event!</p> <p><u>Trustee Page</u> Trustee Page was interested in attending the United Way Festival of Trees in November as a CBC representative.</p> <p><u>Trustee Rivas de Bredt</u> Trustee Rivas de Bredt participated in the Trustees of Color Forum. The topic of CBC’s Hispanic Servicing Institution (HSI) status came up during the forum and other CTCs were interested to know if our disaggregated data on Hispanic students was available for dissemination or viewing by other CTCs. Jason Engle, CBC Dean for Organizational Learning, shares Tableau worksheets with other CTCs and for those who have a College access PC, you are able to login to the State Board website to view additional data on specific student populations.</p> <p><u>Trustee Harper</u> Trustee Harper mentioned MyTri and their two programs of focus for 2022-23 match well with the focus of many of the AACCES initiatives. Trustee Harper will attend the ACT Fall Conference and the Boys & Girls Club “Dinner with Friends” event later in November.</p> <p><u>Trustee Siler</u> Trustee Siler attended the September Trustee Tuesday which included an introduction to the new SBCTC Executive Director, Paul Francis, who gave the State Board’s areas of emphasis for the upcoming year.</p>	
<p><u>Reports</u></p> <p>Cash Balance Report</p> <p>Variance Report</p> <p>Executive Limitations Monitoring Rpt EL-1</p> <p>Executive Limitations Monitoring Rpt EL-2</p> <p>Executive Limitations Monitoring Rpt EL-3</p>	<p>VP for Administrative Services, Eduardo Rodriguez, provided highlights from the Cash Balance and Variance Report. VP Rodriguez noted on the Variance Report “Other Expenses” was high for August 2022 due to insurance payments paid up front for the year.</p> <p>While acclimating to new ctclink processes, the College has adapted some internal practices for student balances while waiting for financial aid to become available. Additional contract workers have been assisting the Financial Aid Department with their heavy workload processing financial aid packages through ctclink.</p> <p>President Woods presented interpretations and evidence for each statement on the Executive Limitations Monitoring Report EL-1 through EL-3. This was the second year presenting these reports to the Board.</p>	<p>Trustee Jackson and Trustee Rivas de Bredt asked questions about the implementation process of ctclink and how it was impacting students and the budget.</p>

<p><u>Discussion</u> First Reading - Board of Trustees' Bylaws Articles VI – X</p>	<p>No changes were recommended by the Board.</p>	<p>Trustee Jackson moved and Trustee Harper seconded the motion to add Articles VI – X to the consent agenda at the November 14, 2022 meeting. Approved unanimously.</p>
<p><u>Discussion/Action</u> Transforming Lives Award Written Submissions</p> <p>Hybrid Option for Board of Trustees' Mtgs</p> <p>November 14 Board Meeting Agenda – proposed change in start time</p> <p>Resolution 22-04, Title V Equity Center</p>	<p>The Board received six written submissions from students for the Transforming Lives Award. After some discussion, Ryla Christianson was selected as the CBC Board of Trustees' Nominee to the ACT Committee.</p> <p>The Board is supportive of continuing with the hybrid meeting model, providing both in person and virtual options, for Board of Trustees' meetings going forward.</p> <p>Lynn Palmenteer-Holder will present at a summit for Presidents and administrators from community colleges in Eastern Washington along with Tribal Leaders and Nations at Big Bend Community College on November 14, 2022. President Woods and Trustee Siler will attend and anticipate returning after 4:00pm. The Board discussed and agreed to change the start time for the November 14, 2022 Board meeting to 5:00pm. This will allow attendees of the summit to participate in its entirety and be present for the entire CBC Board Meeting.</p> <p>VP Rodriguez presented Resolution 22-04 for an Equity Center renovation project. A Title V grant, recently awarded to CBC, provides partial funding for an Equity Center renovation project and the resolution requests additional local funds for completion of the project. The Board was in support of the resolution.</p>	<p>Trustee Page moved and Trustee Jackson seconded the motion to recommend student Ryla Christianson to the ACT Committee as the CBC Board of Trustees' nominee. Approved unanimously.</p> <p>Trustee Jackson moved and Rivas de Bredt seconded the motion to continue to offer a hybrid Board meeting model. Approved unanimously.</p> <p>Trustee Rivas de Bredt moved and Trustee Jackson seconded the motion to delay the November 14, 2022 Board of Trustees' meeting start time to 5:00pm. Approved unanimously.</p> <p>Trustee Jackson moved and Trustee Rivas de Bredt seconded the motion to approve the resolution and budget adjustment proposed in Resolution 22-04. Approved unanimously.</p>
<p><u>Consent Agenda</u> Board of Trustees' Bylaws Articles I - V</p>	<p>No discussion or proposed modifications.</p>	<p>Trustee Page moved and Trustee Jackson seconded a motion to approve the Board of Trustees' Bylaws Articles I - V as written. Approved unanimously.</p>
<p><u>Public Comments</u></p>	<p>None</p>	
<p>Adjournment: 5:49 p.m.</p>	<p>Trustee Siler adjourned the meeting at 5:49 p.m.</p>	
	<p>Next Board of Trustees' Meeting Beers Board Room & Zoom Webinar November 14, 2022 - 5:00 p.m.</p>	

Exhibit B

CBC in the News



October 2022

[KNDU-TV: CBC gets \\$3 million Hispanic serving institution grant](#)

[KNDU-TV: New York Times best-selling author visits Tri-Cities](#)

[KNDU-TV: Power of Connection fundraiser to fund CBC scholarships](#)

[KNDU-TV: Columbia Basin College mourns the loss of one of their coaches](#)

[KNDU-TV: STEM like me summit](#)

[KEPR-TV: Candlelight vigil to honor domestic violence victims](#)

[KAPP-KVEW: New York Times best selling author visits Tri-Cities](#)

[SWX: CBC Wins First Match After Coach's Passing](#)

[NewsTalkKFLD: Explore the universe in Pasco on the most advanced projection system in the PNW](#)

[La Voz Periodico: CBC Recibe una Subvención de Institución de Servicio Hispano de \\$3 Millones](#)

[Tri-City Herald: Candlelight vigil will remember slain Kennewick mom and other domestic violence victims](#)

[Tri-City Herald: Keep fighting. CBC volleyball team pushes forward after sudden death of beloved coach](#)

[Tri-City Herald: Author Silvia Moreno-Garcia so speak at CBC in Pasco, WA](#)

[Tri-City Herald: Student demand for flexibility fuels increase in online classes. CBC Enrollment climbs](#)

[Tri-City Herald: CBC fall sports teams among best in Northwest and top prep football games this week](#)

[Yakima Herald: Two Pursuits in Harmony. As her musical fame grows, soccer remains important to Davis' Martinez](#)

[Deep Park Gazette: Students Of The Month- October 2022](#)

[The Spokesman- Review: Legendary Eastern Washington coach Dick Zornes to be inducted into the Inland Northwest Sports Hall of Fame](#)

[Tri-Cities Area Journal of Business: Higher Education: CBC. ESI Tri-Cities celebrate new buildings, plan for the future](#)

[The Columbian: Moses Lake to gain hundreds of jobs tied to EV batteries](#)

[The Spokesman-Review: Hundreds of jobs are coming to Moses Lake after two companies nab 200 million to develop materials for electric vehicle batteries](#)

[Columbia Basin Herald: DOH brings COVID vaccines to college campuses](#)

[WSU Insider: Cross-university internships at Prosser Research and Extension Center help students, mentors grow](#)

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

[AllEvents.in: Columbia Basin College Financial Aid Filling Event](#)

[StayHappening.com: Financial Aid Filing Event](#)

[Newsbreak.com: Columbia Basin College mourns the loss of one of their coaches](#)



Exhibit C

Columbia Basin College

Cash Reserve Report - September 2022 Month End

Assets		FY2023 - Sept
Cash		
In Bank	1000070	\$ 17,900,691.92
Petty Cash	1000020	\$ 5,504.00
Total Cash		\$ 17,906,195.92
Investments		
Short Term	1000040	\$ 5,672,165.45
Long Term	1110010	\$ 16,179,585.67
Total Investments		\$ 21,851,751.12
Accounts Receivable		
Current	1010100	\$ 1,065,347.90
Unbilled	1010050	\$ -
AR - Other	1010060	\$ 549,985.49
Allowance for AR	1010110	\$ (35,503.67)
Total AR		\$ 1,579,829.72
Inter/Intra Gov Receivables		
Due from Fed	1010150	\$ 1,197,940.61
Due from Other Gov	1010160	\$ 1,097,562.23
Due from Other Agency	1010180	\$ 126,020.92
Total Inter/Intra Gov Receivables		\$ 2,421,523.76
Total Assets		\$ 43,759,300.52
Liabilities		
Current Liabilities		
Accounts Payable	2000010	\$ 619,109.78
Accrued Salaries Payable	2011010	\$ -
Due to Other Agency	2012050	\$ -
Sales/Use Tax	2010070	\$ 15,825.92
Accrued Liabilities	2001070	\$ -
COP Current Year P&I Due	2050010	\$ 495,000.00
Total Current Liabilities		\$ 1,129,935.70
Total Liabilities		\$ 1,129,935.70

Cash Balance			
(ASSETS less LIABILITIES)			\$ 42,629,365
Dedicated Balances		Legacy GL	Account
Student Supported Capital	1110	1000070	\$ 2,361,643
3.5% - Institutional Financial Aid	1355	1010190	\$ 455,813
Students S&A	1110	1000070	\$ 1,673,466
Bookstore Operating Reserves	1110	1000070	\$ 500,000
Technology Fee	1355	1010190	\$ 1,546,937
Parking Fees	1355	1010190	\$ 757,627
Basic Food Employment and Training	1110	1000070	\$ 206,079
Total			\$ 7,501,564
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			\$ 2,793,328
Capital Facilities Projects			\$ 14,891,763
Total			\$ 32,685,091
Operating Reserves Balance			
Existing Reserve balance less Dedicated Reserves and Emergency Reserves			\$ 2,442,709

Exhibit D

Statement of Revenues, Expenses and Changes in Net Position
For September 30, 2022 (Unaudited)

	FY2023 September 2023	FY2022 September 2022
Operating Revenues		
Student Tuition and Fees	\$ 10,295,511	\$ 10,669,695
Auxiliary Enterprise Sales	\$ 767,720	\$ 467,122
State and Local Grants and Contracts	\$ 836,815	\$ 1,396,101
Federal Grants and Contracts	\$ 434,954	\$ 271,802
Other Operating Revenues	\$ 83,664	\$ 153,295
Total Operating Revenue	\$ 12,418,663	\$ 12,958,015
Operating Expenses		
Salaries and Wages	\$ 7,538,912	\$ 5,239,259
Benefits	\$ 2,893,226	\$ 2,163,052
Scholarships and Fellowships, Gross	\$ 3,170,497	\$ 8,679,642
Supplies and Materials	\$ 154,146	\$ 590,309
Depreciation	\$ 919,892	\$ 974,779
Purchased Services	\$ 783,175	\$ 387,744
Utilities	\$ 184,903	\$ 209,905
Operating Expenses	\$ 1,179,654	\$ 2,265,961
Total Operating Expenses	\$ 16,824,406	\$ 20,510,651
Operating Income (loss)	\$ (4,405,742)	\$ (7,552,636)
Non-Operating Revenues		
State Appropriations	\$ 5,168,113	\$ 5,213,119
Federal Pell Grant Revenues	\$ 545,000	\$ 1,628,077
Investment Income, Gains and Losses	\$ 15,325	\$ 13,956
Total Non-Operating Revenue	\$ 5,728,438	\$ 6,855,152
Non-Operating Expenses		
Building Fee Remittance	\$ 283,229	\$ 524,558
Innovation Fund Remittance	\$ 75,380	\$ 137,542
Interest on Indebtedness	\$ 1,030,000	\$ 1,092,150
Total Non-Operating Expenses	\$ 1,388,609	\$ 1,754,250
Net Non-Operating Expenses	\$ 4,339,829	\$ 5,100,902
Income or (Loss) before other revenues, expenses, gains, or losses	\$ (65,913)	\$ (2,451,734)
Capital Appropriations	\$ 59,566	\$ 15,743
Increase (Decrease) in Net Position	\$ (6,347)	\$ (2,435,991)

Exhibit E



Community College District 19
Board of Trustees

BOARD POLICIES

POLICY TYPE: EXECUTIVE LIMITATIONS EL-1

POLICY TITLE: GENERAL EXECUTIVE ACCOUNTABILITY

The Board of Trustees is responsible for following the adopted Carver Governance Model and Process. The President is held accountable for organizational compliance – ensuring and allowing any practice, activity, decision or situation is lawful, prudent and not in violation of commonly accepted business and professional ethics, and that fit within the provisions set forth in the State Board for Community & Technical College, Office of Financial Management and Columbia Basin College policies, and/or take into account any executive order of the Governor of the State of Washington.



POLICY TYPE: EXECUTIVE LIMITATIONS EL-2

POLICY TITLE: TREATMENT OF COMMUNITY MEMBERS AND STUDENTS

With respect to staff interaction with community members and students or those applying to be students, the President shall set and maintain organizational expectations and norms that ensure their safe treatment, respect, dignity, confidentiality and privacy.

Accordingly, the President shall not:

1. Use application forms or procedures that elicit unnecessary information or violates confidentiality and privacy.
2. Use methods of collecting, reviewing, transmitting or storing client information that fail to protect against improper access to the information elicited.
3. Fail to inform the community members and students about what may be expected and what may not be expected from the service offered.
4. Withhold a grievance process from students who believe that they have not been accorded a reasonable interpretation of rights established pursuant to this Policy.
5. Operate without written procedures which clarify the rules for students.
6. Make false claims or withhold required information about any programs, services, or cost of attendance.



POLICY TYPE: EXECUTIVE LIMITATIONS EL-3

POLICY TITLE: TREATMENT OF EMPLOYEES

With respect to the treatment of paid and volunteer staff, the President may not cause or allow conditions which are unlawful, unfair or undignified.

Accordingly, the President shall not:

1. Operate without written personnel procedures, which clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions – e.g., nepotism, grossly preferential treatment for personal reasons.
2. Discriminate against any staff member for expressing an ethical dissent.
3. Hinder, prevent or restrict the exercise of academic freedom.
4. Hinder or prevent employees from using established grievance procedures.



Community College District 19
Board of Trustees

POLICY TYPE: EXECUTIVE LIMITATIONS EL-4

POLICY TITLE: COMPENSATION

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.

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

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

Exhibit F

BY-LAWS

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BY-LAWS OF COMMUNITY COLLEGE DISTRICT 19

The Board of Trustees of Community College District 19, under the authority vested in said Board by the Laws of the State of Washington, hereby adopt the following By-Laws.

Article VI

ADOPTION OR REVISION OF POLICIES

- Section 1.** ***Board Policies.*** Policies of the Board are established for Executive Limitations, Board Governance Process, Board Staff Linkage and Ends Policy Statements. In order to achieve a consistent pattern of administration, such policies should be reflected in continuous decision making.
- Section 2.** ***Timeline.*** Proposed written policies, or revision of existing written policies, shall be presented to the Board one month prior to the intended date of formal action to provide ample time for consideration and possible revisions.

BY-LAWS

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BY-LAWS OF COMMUNITY COLLEGE DISTRICT 19

The Board of Trustees of Community College District 19, under the authority vested in said Board by the Laws of the State of Washington, hereby adopt the following By-Laws.

Article VII

OFFICERS OF THE BOARD

- Section 1.** ***Election.*** At the first regular meeting of the Board following July 1 of each year, the Board shall elect from its membership a Chair and Vice-Chair to serve for the ensuing year. In Addition, the President of Columbia Basin College shall serve as Secretary to the Board of Trustees as specified by State Law. The Secretary may, at his/her discretion, appoint the administrative assistant or other appropriate college staff member to act as recording secretary for all regular and special meetings of the Board.
- Section 2.** ***Chair.*** The Chair, in addition to any duties imposed by Rules and Regulations of the State Board, shall preside at each regular or special meeting of the Board, sign all legal and official documents recording action of the Board, and develop in concurrence with the Board Secretary, an agenda for each meeting of the Board. The Chair shall, while presiding at official meetings, have full rights of discussion and vote.
- Section 3.** ***Vice-Chair.*** The Vice-Chair, in addition to any duties imposed by Rules and Regulations of the State Board, shall act as Chair of the Board in the absence of the Chair.
- Section 4.** ***Chair Pro Tempore.*** In case of the absence of the Chair and Vice-Chair from any meeting of the Board of Trustees or in case of the inability of both of the two to act, the Board of Trustees shall elect for the meeting a chair Pro Tempore, and may authorize such Chair Pro Tempore to perform the duties and acts authorized or required by said Chair or Vice-Chair to be performed, as long as the inability of these said officers to act may continue.
- Section 5.** ***Secretary.*** The Secretary of the Board shall in addition to any duties imposed by Rules and Regulations of the State Board, keep the official seal of the Board, maintain all records of meetings and other official action of the Board.
- Section 6.** ***Duties.*** The Secretary shall also be responsible for Board correspondence, compiling the agenda of meetings, and distributing the minutes of the meetings and related reports.
- Section 7.** ***Meetings.*** The Secretary, or the designee must attend all regular and special meetings of the Board, and official minutes must be kept of all such meetings.

BY-LAWS

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BY-LAWS OF COMMUNITY COLLEGE DISTRICT 19

The Board of Trustees of Community College District 19, under the authority vested in said Board by the Laws of the State of Washington, hereby adopt the following By-Laws.

Article VIII COMMITTEES

- Section 1.** ***Board as a Whole.*** The Board of Trustees shall act as a Committee of the Whole for the conduct of its business.
- Section 2.** ***Special Committees.*** Special committees of Board members may be appointed by the Chair of the Board upon authority of the Board with such powers and duties and for such term as the Board may determine.
- Section 3.** ***Board Minutes.*** Minutes of the proceedings of each committee shall be kept and as soon as practical after a meeting a copy of said minutes shall be mailed or delivered to each member of said committee and remaining members of the Board of Trustees and the President of the college.

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Article IX

FISCAL YEAR

Section 1. Fiscal Year. The fiscal year of the Board shall conform to the fiscal year of the State of Washington and shall be from July 1 to June 30 inclusive.

BY-LAWS

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BY-LAWS OF COMMUNITY COLLEGE DISTRICT 19

The Board of Trustees of Community College District 19, under the authority vested in said Board by the Laws of the State of Washington, hereby adopt the following By-Laws.

Article X

OFFICIAL SEAL

Section 1. ***Official Seal.*** The Board of Trustees shall maintain an official seal for use upon any or all official documents of the Board. The seal shall have inscribed upon it the name of the college which shall be:

COMMUNITY COLLEGE
District 19
State of Washington