

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

May 14, 2018

Beers Board Room — 4:30 p.m.

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**Agenda**

Call to Order

**\*Agenda Changes**

**\*Approval of Minutes**

April 9, 2018 Board of Trustees' Meeting

Exhibit A

**Celebrating Excellence**

All-State Academic Team Award Recipients

National Institute for Staff and Organizational Development's Excellence

Award Recipients

MARS Rover Team

Post-Secondary Agricultural Student Organization; State and National Competition

Award Recipients

**Linkage with Community**

Alex and Arthur (Art) Job – Job's Nursery

**Remarks**

By Administration

President

By Faculty Senate Chair

By ASCBC

By Executive Director, Foundation

By AHE

By Classified Staff

Exhibit B

**Trustee Work Session**

August Retreat Date & Topics

**Reports**

Budget Tracking and Fund Balance

Exhibit C

**Discussion**

FY19 Budget Proposal

FY 19 Athletics Budget Draft

Resolution 18-03 - Certificate of Participation for Student Recreation Center

Exhibit D

Exhibit E

Exhibit F

**Consent**

CBC Board Policies

Mission, Vision, Values Statement

Exhibit G

Exhibit H

**Public Comments**

**Executive Session**

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

RCW 42.30.110(1)(i) discuss potential 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 542-4801 as soon as possible to allow sufficient time to make arrangements.*

# EXHIBIT A

Columbia Basin College  
Board of Trustees' Meeting Minutes  
April 9, 2018  
Beers Board Room – 7:30 a.m.

Board Members in attendance: Kedrich Jackson, Sherry Armijo, Duke Mitchell, Bill Gordon, Allyson Page

Rebekah Woods, Secretary to the Board, Deb Severin, Recording Secretary

Others in Attendance: Tyrone Brooks, Camilla Glatt, Cheryl Holden, Michael Lee, Melissa McBurney, Kevin Hartze (AAG), Caitlin Flemming (AAG), Jason Engle, Alissa Watkins, Frank Murray, Brian Dexter, Mary Hoerner, Deborah Meadows, Bill McKay, Curtis Crawford, Monica Hansen, Josh Ellis, Daphne Larios, Alice Schlegel, Scott Rogers, Zachary Wilde, Lane Schumacher, Kelsey Myers, Jesus Mota, Alma Martinez, Kim Tucker, Susan Campbell, Tammy Sanderson, Drew Proctor, Eleanor Schroeder, Vlada Mykhailova

The Agenda	The Discussion	Action
Call to Order	<ul style="list-style-type: none"> <li>Meeting called to order by Vice Chair Mitchell at 7:30 a.m.</li> </ul>	
Agenda Changes	<ul style="list-style-type: none"> <li>None</li> </ul>	
Approval of Minutes	<ul style="list-style-type: none"> <li>March 12, 21, 26, 2018 Meeting Minutes</li> <li>Discussion - None</li> </ul>	<ul style="list-style-type: none"> <li>Trustee Armijo moved and Trustee Gordon seconded the motion to approve all minutes as written. Approved unanimously.</li> </ul>
Celebrating Excellence	<u>Bachelor for Science in Nursing – Accreditation &amp; 1<sup>st</sup> Commencement</u> <ul style="list-style-type: none"> <li>Melissa McBurney introduced Kim Tucker, Director for Nursing, Mary Hoerner, Dean for Health Sciences, and Nursing faculty, Alma Martinez, Susan Campbell. The BSN received a successful accreditation with no issues. They graduated seven students from the program. Chair Jackson presented a coin thanking them. Kim Tucker thanked the Board and the College for all their support.</li> </ul>	
	<u>Women's Basketball – Scott Rogers</u> <ul style="list-style-type: none"> <li>Cheryl Holden introduced Scott Rogers, Director Athletics. Scott Rogers introduced the women's basketball team and stated they placed 4<sup>th</sup> in the NWAAC conference and made it in the Elite 8. Plus, they had a 14 game winning streak. Zachary Wilde, Women's Head Basketball Coach thanked the Board and President Woods for their support. Chair Jackson and Trustee Mitchell presented all the women's basketball players with a coin of excellence and thanked them for a great job.</li> </ul>	
Linkage to Community Jon Lobdell, Richland School District/Health Sciences Academy	<u>Health Sciences Academy – Richland School District</u> <ul style="list-style-type: none"> <li>Melissa McBurney introduced Mr. Lobdell, Planning Principal for the Health Sciences Academy in the Richland School District. The Academy of Health Sciences is designed to provide students a pathway towards earning a certificate or a year's worth of college credit in order to go directly to work or college upon graduation from high school. Our intent is to create an educational program that will allow students to access flexible and adaptable pathways with stack-able credentials to enhance college and career readiness in the health care field. Students have enrolled in the courses associated with these pathways for the 2018-2019 school year and the district will continue to explore ways to further growth in pathway options along with career connected learning opportunities. In addition to aligning academic course work</li> </ul>	

	<p>between the high schools and CBC and universities, they are seeking ways in which to provide site based experiences in the health care industry for the students that may include job shadows, mentor-ships, internships and work-based learning in order to provide an opportunity to experience a medical career first hand with practicing professionals.</p> <ul style="list-style-type: none"> <li>Trustee Mitchell asked Mr. Lobdell if the Richland Library could contribute to the program since he is on the Board there. Mr. Lobdell stated it is a possible resource.</li> <li>Trustee Armijo thanked Mr. Lobdell for all the hard work that has gone into this program at this point and this is bigger than we thought. Chair Jackson presented a coin of excellence to Mr. Lobdell and thanked him for all his hard work.</li> </ul>	
Remarks		
Faculty Senate Chair	<p><u>Drew Proctor</u></p> <ul style="list-style-type: none"> <li>Nothing to report.</li> </ul>	
ASCBC	<p><u>Vlada Mykhailova &amp; Abby Rossi</u></p> <ul style="list-style-type: none"> <li>Leadership Council – promote political activism and pursue their passion.</li> <li>Presented the 2018-19 S&amp;A Budget Recommendations. They broke up the activities into Tiers (A, B, &amp; C). Chair Jackson asked Vlada Mykhailova to explain cutting the honor society. Trustee Mitchell is really impressed seeing how they put the budget together.</li> </ul>	
Administration – President	<p><u>Rebekah Woods</u></p> <ul style="list-style-type: none"> <li>Physical Education – moving to the Math &amp; Science Division for a cohesive program and creating tenure-track positions</li> <li>Agriculture program – bringing academic and research pieces together. Research will now be focused on student academic experience.</li> <li>Student Recreation Center – feasibility study last week. Waiting for input.</li> <li>Pathways – Frontier Set – twenty-eight other colleges. Listen to student strategies and exposed our team to these ideas.</li> </ul>	
Executive Director, Foundation	<p><u>Alissa Watkins</u></p> <p>Feasibility Study – Culinary</p> <ul style="list-style-type: none"> <li>Prospectus completed. External interviews will be conducted by the end of May and the report should be ready by the second or third week in June.</li> </ul> <p>2018-19 Scholarship Applications</p> <ul style="list-style-type: none"> <li>Applications deadline was February 21. Over 600 scholarships were received and were processed and readied for review by early June.</li> </ul> <p>Power of Connection – signature event, raising money for scholarships</p> <ul style="list-style-type: none"> <li>Saturday, April 28 – Gjerde Center, 31 of 35 tables have been reserved. \$100,000 for scholarships has been raised.</li> </ul> <p>Lunch with President Woods:</p> <ul style="list-style-type: none"> <li>All four chambers attended and this provides large networks.</li> </ul> <p>Women and Welding</p>	

<p>AHE</p> <p>Classified Staff</p> <p>Trustee Work Session</p>	<ul style="list-style-type: none"> <li>Chris Mitchell, Associate Professor, Welding Technology, and Ed Ponn, Associate Professor, sponsored a night for welding. Trying to build a bridge for women and welding. It was a fantastic evening and will promote scholarships in a non-technical field.</li> </ul> <p>Computers</p> <ul style="list-style-type: none"> <li>Still need computers for the CAD lab. We are discussing the need with Battelle and we are looking at other resources.</li> </ul> <ul style="list-style-type: none"> <li>No Report.</li> </ul> <ul style="list-style-type: none"> <li>No Report.</li> </ul> <p><u>Allyson Page</u></p> <ul style="list-style-type: none"> <li>Won't be at the next Board meeting since she will be having a baby. She will see us in June.</li> </ul> <p><u>Sherry Armijo</u></p> <ul style="list-style-type: none"> <li>She reiterated the trustees' role in the tenure review process and stated it was quite an honor. She thanked Alissa Watkins and Frank Murray for the welding opportunity. It was educational and hard to do well and properly.</li> </ul> <p><u>Bill Gordon</u></p> <ul style="list-style-type: none"> <li>Trustee Gordon reminded the Board's need for training on the public records and open public meetings act requirements. He was referring to the Franklin PUD process and their system in helping keep their Board up to date with training. He asked Camie about this and she stated there was training last spring and she, Deb Severin and Jackie Marrast-Simpson attended. The Board was invited from the AG's Office. She deferred to Kevin Hartze to speak to this subject.</li> </ul> <p><u>Duke Mitchell</u></p> <ul style="list-style-type: none"> <li>The following events were attended by Trustee Mitchell: <ol style="list-style-type: none"> <li>3/13/18 – Attended Richland School Board Meeting. Two items of note were (1) Mr. Steve Aagard, longtime Richland School District Public Relations Manager, is retiring. And (2) a major discussion topic was the new "standardized" elementary school building layout for future school buildings. They are going from "U" shaped buildings to "L" shaped building for safety reasons in light of recent gun violence at schools in the United States.</li> <li>3/14/18 – Visited the CBC Esvelt Art Gallery. Art by Ms. Karen Hackenberg, "Watershed Series", was featured and on display. A quote from Ms. Hackenberg's website: "The <i>Watershed</i> paintings are inspired by the incongruity of the man-made detritus (trash) found washed up on the otherwise pristine shores near my Discovery Bay (near Port Townsend) Washington studio; the mismatched running shoes, the foggy plastic water bottles, the throw-away lighters, the frayed lengths of nylon rope, the spent shotgun shells, to name but a few."</li> </ol> </li> </ul>	
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	<p>3. 3/15/18 – Attended the CBC Foundation Board of Directors monthly board meeting as the CBC Board of Trustees Liaison to the Foundation. I, Trustee Mitchell, identified Mr. Mark Schuster as the point-of-contact at Lamb-Weston, Inc. for potential economic and other support for/to CBC in the future. The CBC Foundation Executive Director has been in direct contact with Mr. Schuster recently.</p> <p>4. 3/16/18 – Attended the first ever CBC RN-BSN Graduation Ceremony at the Richland Public Library Doris Roberts Gallery Room. There were seven graduates in the first CBC RN-BSN class.</p> <p>5. 3/21/18 – Participated in a brief Special CBC Board of Trustees Open Board Meeting and Executive Session to address personnel related requirement.</p> <p>6. 3/26/18 – Participated in a brief Special CBC Board of Trustees Open Board Meeting and Executive Session to address a personnel related requirement</p> <p>7. 4/6/18 – On behalf of CBC, President Rebekah Woods, CBC Faculty, Staff, and Students, welcomed members of the Washington State Board of Community and Technical Colleges (SBCTC) Business Affairs Commission (BAC) during the second day of their spring conference.</p> <p><u>Kedrich Jackson</u></p> <ul style="list-style-type: none"> <li>• Questioned how the 600 scholarships from the Foundation compares to the past years. Alissa Watkins stated it is the same as last year. They continue to promote the program.</li> <li>• Questioned if the seven BSN students who graduated were placed in jobs. Yes, they were.</li> <li>• Solar Panels – the State is offering panels on homes, do we have a link to solar? Tyrone Brooks stated panels were from the Department of Correction grant for the E Building.</li> </ul>	
<p>Reports</p> <p>Budget Tracking and Fund Balance</p>	<p><u>Tyrone Brooks</u></p> <ul style="list-style-type: none"> <li>• Reviewed three budget reports: <ul style="list-style-type: none"> <li>○ Operating Funds Variance Report</li> <li>○ Operating P&amp;L Report</li> <li>○ Operating Reserves</li> <li>○ Everything is pacing quite well. The over expenditures in red happens this time of year.</li> <li>○ Quarterly Report – there is a page for each grant which meets and shows progress. The Report brings issues to the forefront so we can be proactive, discuss appropriate shifts and grant objectives. Submitted three grant proposals last week.</li> <li>○ ctcLink – Brian Dexter and Tyrone Brooks have discussed the project as it moves closer to deploy time. Chair Jackson stated we trust the process. If there any issues, let the Board know.</li> </ul> </li> </ul>	

Monitoring Reports & End State	<u>Jason Engle</u> <ul style="list-style-type: none"> <li>• Provided a draft monitoring report. The Board can see more of the mission fulfillment of the College. Chair Jackson discussed the relative comparisons and stated they are more absolute methods applying as an institution. The composition of the programs is not a fair representation. We can approach our goal in the next strategic plan. The next step is creating goals and standards.</li> </ul>	
Discussion	<u>Chair Jackson</u> – <ul style="list-style-type: none"> <li>• Board Policies</li> </ul> Trustee thanked everybody and stated everybody is looking at these and on the same page. <ul style="list-style-type: none"> <li>• Mission, Vision, Values – new statement incorporate into our Board policies. Dr. Woods added to the Mission that CBC inspires ALL students with equity.</li> <li>• Resolution No-18-02, Medical Science Center 4<sup>th</sup> Floor Project for Dental Hygiene Clinic</li> </ul> The cost estimate is conservative and will need to go the State Board for Community Technical Colleges for approval to spend these monies.	Trustee Page moved and Trustee Mitchell seconded the motion to approve Board Policies and the Mission, Vision, Values statement as written and to be moved to the Consent Agenda next month. Approved unanimously.  Trustee Armijo moved and Trustee Gordon seconded the motion to approve the resolution as written and to be moved to the Consent Agenda next month. Approved unanimously.
Consent	<ul style="list-style-type: none"> <li>• None</li> </ul>	
Public Comment	<ul style="list-style-type: none"> <li>• None</li> </ul>	
Executive Session	<ul style="list-style-type: none"> <li>• RCW 42.30110(1)(g): to review the performance of a public employee.</li> <li>• RCW 42.30.110(1)(i) discuss potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party.</li> </ul>	Board went into Executive session at 9:19 a.m. Board reconvened at 9:57 a.m.
Adjournment: 9:58 a.m.	Next Board of Trustees' Meeting Beers Board Room May 14, 2018 – 4:00 p.m.	

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Kedrich Jackson, Chair

# EXHIBIT B





## EARTH DAY

Students celebrated Earth Day with ASCBC in the downstairs HUB on April 19! There were local beekeepers, live reptiles, a great-horned owl and our Take Back the Tap and Teaching Garden letters of support! More than 400 students had a fantastic time learning about the wonders of Earth, while enjoying college life and interacting with their friends.



## Student Voice Academy

The current ASCBC Executive Council with newly elected President & Vice-President had an opportunity to travel to the Washington Community and Technical College Student Association (WACTCSA) Voice Academy in Bellingham! Our student government presented their platforms on Open Educational Resources (OERs) and Student Mental Health at the event.

# ASCBC Newsletter May 2018

## Faith Over Fear

ASCBC hosted an overview of the Islamophobia industry, entitled 'Faith over Fear', Tuesday, April 24, 6:30 p.m. in CBC's Gjerde Center. The overview of Islamophobia focused on the threat it poses to our national and civil liberties, and what we can do about it together.

# EXHIBIT C

# FY1718 Operating Funds Variance Report

% of Fiscal YR: 83.29%

5/1/2018

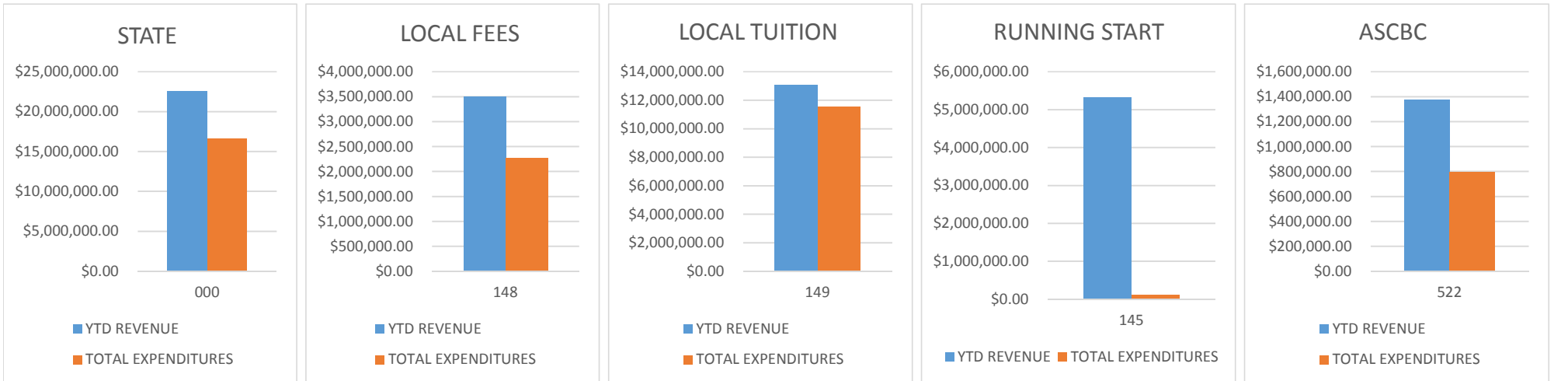
FY17-18 Operating Funds Variance Report					% of Bdgt Exp	% of Rev Exp	% of Bdgt Rev
By FUND					EXP/BDGT	EXP/REV	REV/BDGT
*State Allocation 101,3E0,BD1,BG1,BK1,123	000	BDGT	\$23,429,022.00	<div><div></div></div>	70.85%	73.41%	96.52%
		EXP	\$16,599,253.89	<div><div></div></div>			
		REV (Alloc)	\$22,612,865.00	<div><div></div></div>			
Local Fees	148	BDGT	\$3,457,812.00	<div><div></div></div>	65.74%	64.75%	101.53%
		EXP	\$2,273,272.41	<div><div></div></div>			
		REV	\$3,510,664.32	<div><div></div></div>			
Local Tuition	149	BDGT	\$16,895,148.00	<div><div></div></div>	68.33%	88.09%	77.57%
		EXP	\$11,544,727.90	<div><div></div></div>			
		REV	\$13,105,538.70	<div><div></div></div>			
Running Start	145	BDGT	\$230,056.00	<div><div></div></div>	48.93%	2.12%	2310.89%
		EXP	\$112,572.35	<div><div></div></div>			
		REV	\$5,316,337.13	<div><div></div></div>			
**ASCBC	522	BDGT	\$1,248,500.00	<div><div></div></div>	63.45%	57.59%	110.17%
		EXP	\$792,184.40	<div><div></div></div>			
		REV	\$1,375,466.24	<div><div></div></div>			
TOTALS		BDGT	\$45,260,538.00		69.20%	68.21%	101.46%
		EXP	\$31,322,010.95				
		REV	\$45,920,871.39				

By OBJ, ALL FUNDS COMBINED			BDGT	EXP	EXP/BDGT	NOTES
<b>SALARIES</b>	<b>A</b>		\$26,155,801.00	\$18,594,651.08	<b>71.09%</b>	per Allocation #6 increase of \$6698 in 101 AND BG1 * funding sources ** Includes ASCBC debt service budgets and revenue collected through quarterly fees *** Principal and interest debt service expenditures occur in December and June **** variance of \$8.23 among all funds is due to conversion of Budget Pak decimal numbers to whole number
<b>BENEFITS</b>	<b>B</b>		\$8,764,037.00	\$5,767,893.93	<b>65.81%</b>	
<b>PERSONAL SERVICES CONTRACTS</b>	<b>C</b>		\$206,717.00	\$265,366.75	<b>128.37%</b>	
<b>GOODS &amp; SERVICES</b>	<b>E</b>		\$6,322,037.00	\$4,764,721.77	<b>75.37%</b>	
<b>COST OF GOODS SOLD</b>	<b>F</b>		\$0.00	\$0.00	<b>0.00%</b>	
<b>TRAVEL</b>	<b>G</b>		\$758,257.00	\$590,666.23	<b>77.90%</b>	
<b>CAPITAL OUTLAYS</b>	<b>J</b>		\$992,415.00	\$448,056.41	<b>45.15%</b>	
<b>SOFTWARE</b>	<b>K</b>		\$0.00	\$1,774.27	<b>0.00%</b>	
<b>GRANTS BENEFITS &amp; CLIENT SVCS</b>	<b>N</b>		\$1,035,653.00	\$1,171,916.60	<b>113.16%</b>	
<b>***DEBT SERVICE</b>	<b>P</b>		\$1,647,332.00	\$223,700.51	<b>13.58%</b>	
<b>INTERAGENCY REIMBURSEMENTS</b>	<b>S</b>	Revenue Bdgt	(\$217,386.00)	(\$83,635.26)	<b>38.47%</b>	
<b>INTRAAGENCY REIMBURSEMENTS</b>	<b>T</b>	Revenue Bdgt	(\$404,325.00)	(\$423,101.34)	<b>104.64%</b>	
<b>DEPRECIATION, AMORTIZATION, BAD DEBT</b>	<b>W</b>		\$0.00	\$0.00	<b>0.00%</b>	
			<b>\$45,260,538.00</b>	<b>\$31,322,010.95</b>	<b>69.20%</b>	

# FY 1718 Operating P&L Report

5/1/2018

			STATE	LOCAL FEES	LOCAL TUITION	RUNNING START	ASCBC	
			000	148	149	145	522	TOTAL
<b>YTD REVENUE</b>			\$22,612,865.00	\$3,510,664.32	\$13,105,538.70	\$5,316,337.13	\$1,375,466.24	<b>\$45,920,871.39</b>
<b>YTD EXPENDIT...</b>	<b>SALARIES &amp; WAGES</b>	<b>A</b>	\$10,914,735.45	\$894,245.29	\$6,601,951.66	\$36,102.82	\$147,615.86	<b>\$18,594,651.08</b>
	<b>BENEFITS</b>	<b>B</b>	\$3,177,739.48	\$291,645.12	\$2,257,363.26	\$15,555.49	\$25,590.58	<b>\$5,767,893.93</b>
	<b>PERSONAL SERVICES CONTRACTS</b>	<b>C</b>	\$93,255.41	\$67,611.90	\$104,069.44	\$0.00	\$430.00	<b>\$265,366.75</b>
	<b>GOODS &amp; SERVICES</b>	<b>E</b>	\$2,066,902.06	\$681,550.27	\$1,662,193.44	\$60,819.67	\$293,256.33	<b>\$4,764,721.77</b>
	<b>COST OF GOODS SOLD</b>	<b>F</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
	<b>TRAVEL</b>	<b>G</b>	\$224,361.08	\$99,829.85	\$106,302.66	\$94.37	\$160,078.27	<b>\$590,666.23</b>
	<b>CAPITAL OUTLAYS</b>	<b>J</b>	\$135,810.56	\$52,248.31	\$235,581.63	\$0.00	\$24,415.91	<b>\$448,056.41</b>
	<b>SOFTWARE</b>	<b>K</b>	\$71.25	\$0.00	\$1,703.02	\$0.00	\$0.00	<b>\$1,774.27</b>
	<b>GRANTS BENEFITS &amp; CLIENT SVCS</b>	<b>N</b>	\$614,955.38	\$40,571.70	\$384,217.07	\$0.00	\$132,172.45	<b>\$1,171,916.60</b>
	<b>DEBT SERVICES</b>	<b>P</b>	\$0.00	\$172,550.51	\$42,525.00	\$0.00	\$8,625.00	<b>\$223,700.51</b>
	<b>INTERAGENCY REIMBURSEMENTS</b>	<b>S</b>	(\$78,554.52)	\$0.00	(\$5,080.74)	\$0.00	\$0.00	<b>(\$83,635.26)</b>
	<b>INTRAAGENCY REIMBURSEMENTS</b>	<b>T</b>	(\$550,022.26)	(\$26,980.54)	\$153,901.46	\$0.00	\$0.00	<b>(\$423,101.34)</b>
	<b>DEPRECIATION, AMORTIZATION, BAD DEBT</b>	<b>W</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
<b>TOTAL EXPENDITURES</b>			\$16,599,253.89	\$2,273,272.41	\$11,544,727.90	\$112,572.35	\$792,184.40	<b>\$31,322,010.95</b>
<b>NET RESOURCES</b>			\$6,013,611.11	\$1,237,391.91	\$1,560,810.80	\$5,203,764.78	\$583,281.84	<b>\$14,598,860.44</b>



**CBC Operating Reserves  
FY 2018**

<b>Board of Trustee's Reserve by Policy FY18</b>	<b>Purpose</b>	<b>Amount</b>	<b>Fund</b>
<b>Current Operations</b>	<i>Campus cash flow needs</i>		
	2 months operating expense	\$7,500,000	149
<b>Unplanned Capital Repair &amp; Replacement</b>	<i>Covers largest potential system failure</i>		
	Core systems such as: plumbing, electrical, HVAC, etc.	\$750,000	145
	Failing roof systems	\$1,000,000	145
		<b>\$1,750,000</b>	
<b>Real Estate Debt Fund</b>	<i>Provides for real estate debt needs of CBC not easily funded from State sources</i>		
Debt Service Reserve		\$1,500,000	145
		<b>\$1,500,000</b>	
<b>Planned Future Operations</b>	<i>Future new program offerings by project</i>		
ctcLink Implementation		\$425,000	145
Degree Map Program		\$411,000	145
Culinary Program		\$1,500,000	145
		<b>\$2,336,000</b>	
<b>Capital Facilities Projects</b>	<i>Covers current and planned capital projects</i>		
Argent Street Widening	Future Project Share	\$1,250,000	145
4th Floor Buildout	Future Buildout of Shell Space	\$2,000,000	148
		<b>\$3,250,000</b>	
<b>BOT Designated Reserves</b>		<b>\$16,336,000</b>	

<b>Investments</b>	<b>Amount</b>	<b>Ave Maturity Yrs</b>	<b>Ave YTW</b>
TVI	\$6,998,085	0.95	1.08%
Buckley	\$6,996,573	0.67	1.91%

# EXHIBIT D

# COLUMBIA BASIN COLLEGE 2018-2019 OPERATING BUDGET PROPOSAL

## OVERVIEW

*The Budget is a plan for the future of how we intend to use our resources based on the information and assumptions that are available today.*

This plan was created as a team effort involving Budget Services, Budget Managers, and CBC's Cabinet leadership team. Each budget represents the anticipated needs for funding to carry out the department's goals and objectives in support of the CBC Mission. This budget plan will provide us with the ability to track and manage our fiscal year resources across multiple funding sources.

## External Factors

*External factors are taken into consideration when developing a forecast of our future expected resources to support our daily operations.*

- Cola increases for all employees and state minimum wage increase
- Annual health benefit rate change
- Tuition rate changes
- Running Start Program rate changes
- Enrollment projections

## Budget Plans

*We currently group our resources in four categories. This aligns sources and uses to the appropriate fund grouping.*

- Operating Budget: Funding sources include: State Allocation, Tuition income (Fund 149), Fee Income (Fund 148) Running Start income (account 145-111-1U22).
- Grants & Contracts: Funding sources include federal, state or local grants or contract awards. These accounts have an educational mission rather than community service focus.
- Auxiliary: Accounts that are funded by self-sustaining activities that are related to community services.
- Associated Student's Budget: This funding is managed by our ASCBC team and is used to help fund approved student activities.

## Budget Enhancements

*Strategic investments in programs and services to support our mission and achieve our vision.*

- Safety and Security: Provides for two additional campus security officers and expands coverage to 24hrs a day, 7 days a week.
- Completion Coaches: Adds two completion coaches in support of our student completion and guided pathways initiatives.
- Support for expanded Physical Education and Exercise Science and Fitness Center.

## Budget Account Responsibility

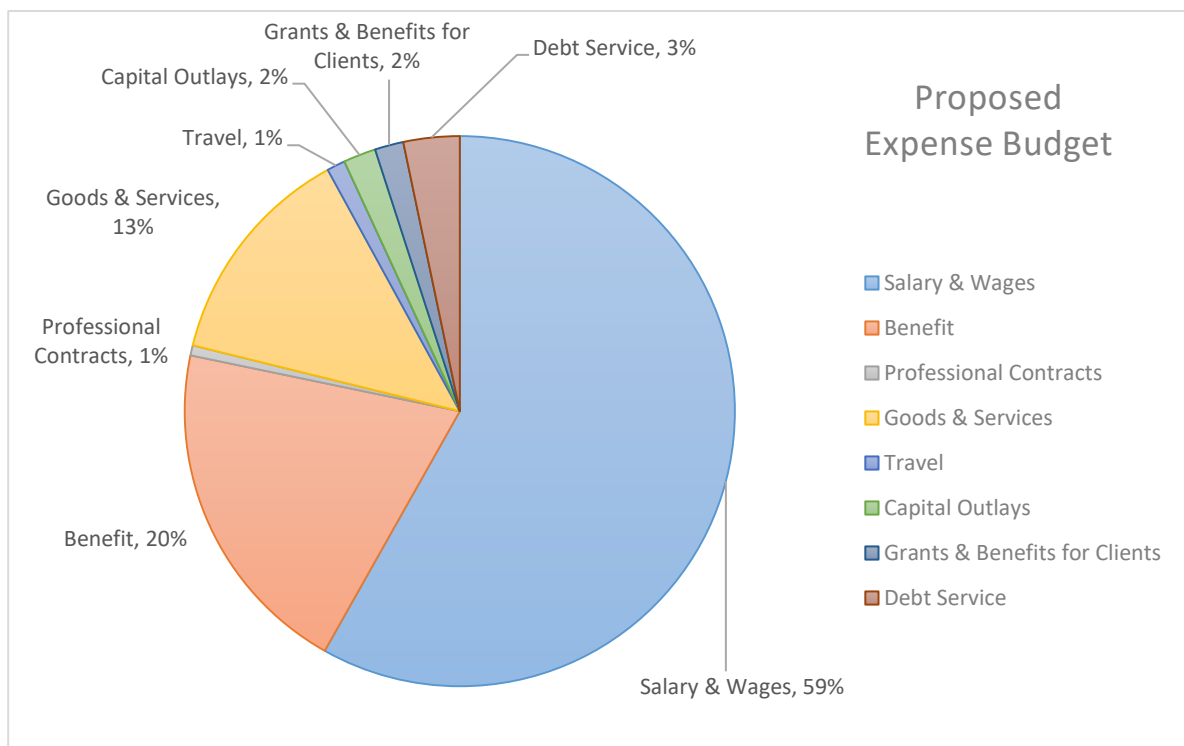
*Delegated Authority of budget account responsibility:*

Our accounts are organized by VP area. Each VP has the ability to delegate budget responsibility to Assistant VP's, Deans, or Directors in their area to assist in the management of the approved fiscal year budgets.



## FY1819 BUDGET PROPOSAL:

Object	FY1819 BDGT	% of Total BDGT
<b>A</b>		
Salary & Wages	<b>\$27,076,428.33</b>	59.01%
<b>B</b>		
Benefit	<b>\$9,348,827.72</b>	20.37%
<b>C</b>		
Professional Contracts	<b>\$275,285.00</b>	0.60%
<b>E</b>		
Goods & Services	<b>\$6,135,768.13</b>	13.37%
<b>G</b>		
Travel	<b>\$502,725.81</b>	1.10%
<b>J</b>		
Capital Outlays	<b>\$888,468.32</b>	1.94%
<b>N</b>		
Grants & Benefits for Clients	<b>\$784,162.00</b>	1.71%
<b>P</b>		
Debt Service	<b>\$1,534,732.00</b>	3.34%
<b>S</b>		
Inter-Agency Reimbursements	<b>-\$217,386.00</b>	-0.47%
<b>T</b>		
Internal Transfer	<b>-\$443,325.00</b>	-0.97%
<b>Grand Total</b>	<b>\$45,885,686.31</b>	<b>100.00%</b>

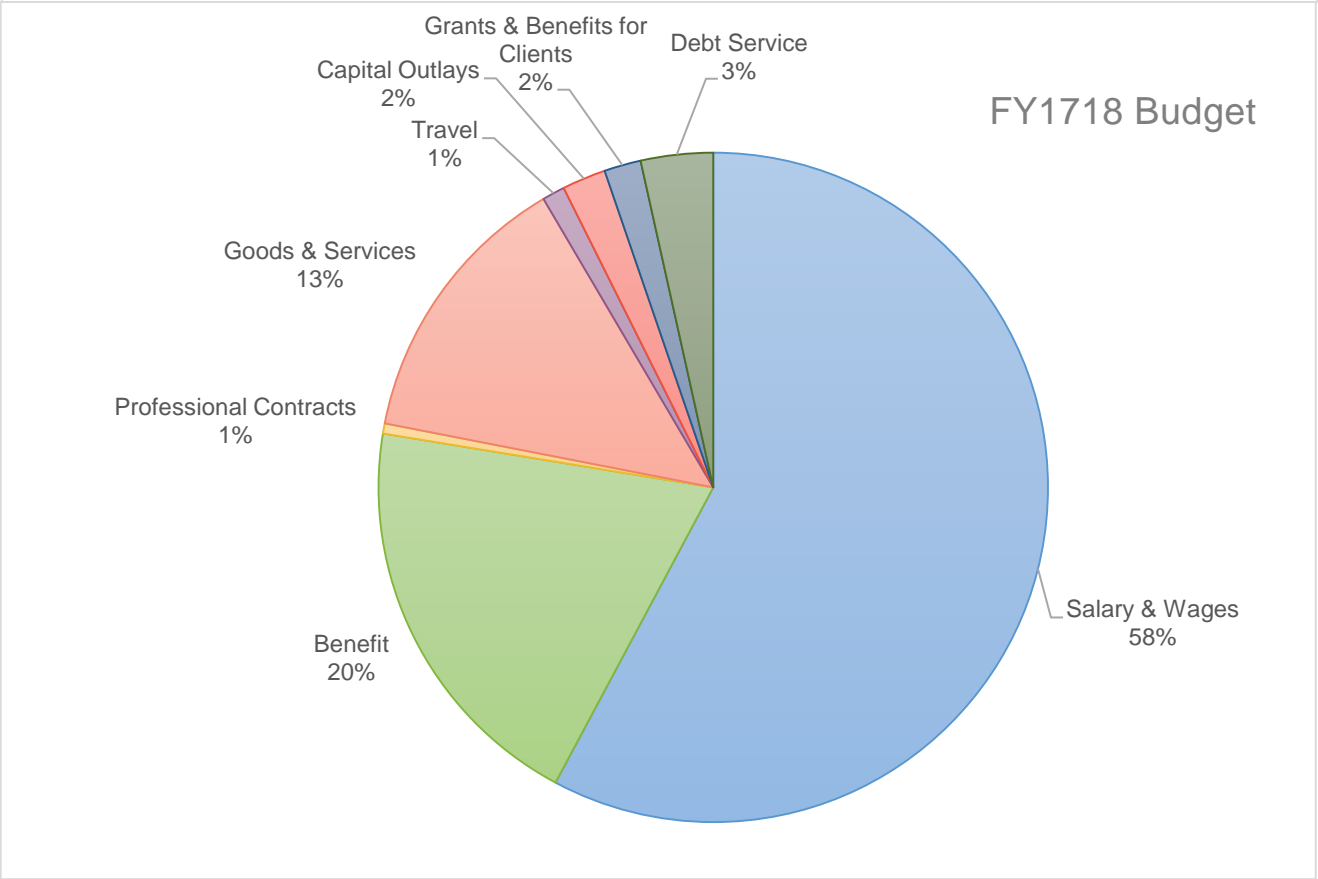
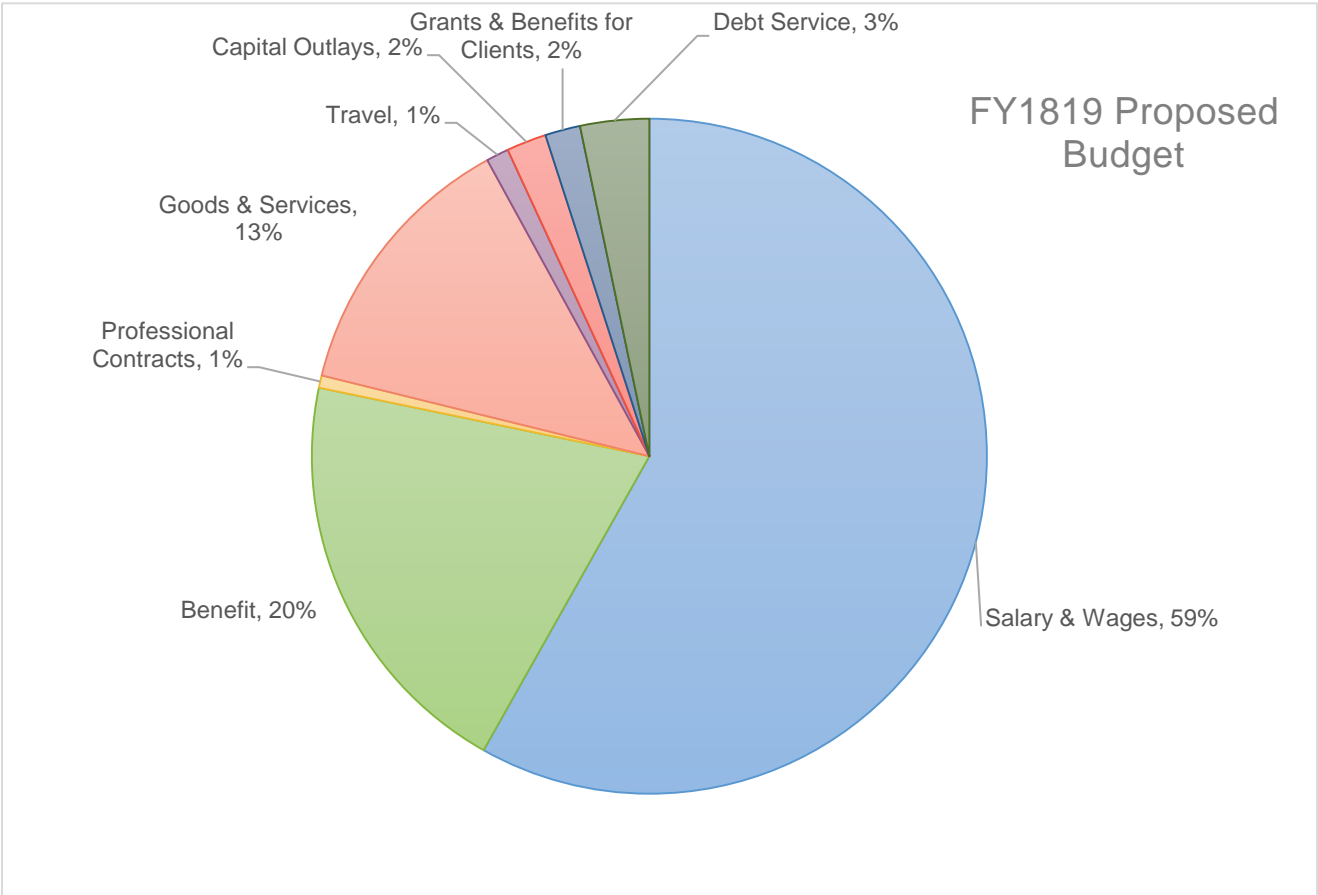


## Revenue Forecast Comparison FY1819 to FY1718

Revenue Forecast			
		FY1819	FY1718
000-STATE	State	\$23,588,383	\$22,406,810.00
145-RS	Running Start	\$5,450,000	\$4,384,900.00
148-FEES	Fees	\$3,400,000	\$3,400,000.00
149-TUITION	Tuition	\$13,500,000	\$13,685,926.00
Total Revenue Forecast		\$45,938,383	\$43,877,636.00

## Budget Comparison FY1819 to FY 1718

Object	FY1819 BDGT	% of Total BDGT	FY1718 BDGT	% of Total BDGT.
<b>A</b>				
Salary & Wages	\$27,076,428.33	59.01%	\$25,465,525.15	58.64%
<b>B</b>				
Benefit	\$9,348,827.72	20.37%	\$8,705,624.66	20.05%
<b>C</b>				
Professional Contracts	\$275,285.00	0.60%	\$215,511.00	0.50%
<b>E</b>				
Goods & Services	\$6,135,768.13	13.37%	\$5,933,171.36	13.66%
<b>G</b>				
Travel	\$502,725.81	1.10%	\$481,515.20	1.11%
<b>J</b>				
Capital Outlays	\$888,468.32	1.94%	\$930,268.00	2.14%
<b>N</b>				
Grants & Benefits for Clients	\$784,162.00	1.71%	\$782,429.00	1.80%
<b>P</b>				
Debt Service	\$1,534,732.00	3.34%	\$1,534,732.00	3.53%
<b>S</b>				
Inter-Agency Reimbursements	-\$217,386.00	-0.47%	-\$217,386.00	-0.50%
<b>T</b>				
Internal Transfer	-\$443,325.00	-0.97%	-\$404,325.00	-0.93%
<b>Grand Total</b>	<b>\$45,885,686.31</b>	<b>100.00%</b>	<b>\$43,427,065.37</b>	<b>100.00%</b>
<b>Forecast Revenue</b>	<b>\$45,938,383.00</b>		<b>\$43,877,636.00</b>	
<b>Net Resources</b>	<b>\$52,696.69</b>		<b>\$450,570.63</b>	



# EXHIBIT E

## FY1819 Proposed Athletic Program Budget

### External Support Sources: (Auxiliary and Foundation)

570 265-1R09	Athletic Entrepreneur	\$	11,000	
	(Concessions & Ticket Sales)			
	Game Management Funding			
	(Foundation Accounts)	\$	30,000	
				\$ 41,000

### Internal Support Sources: (per FY1819 budget proposal pending BOT approval)

522 264-1ADA	BASEBALL	\$	27,000	
522 264-1ADB	Men's Basketball	\$	21,000	
522 264-1ADC	Men's Soccer	\$	18,000	
522 264-1ADE	Men's Golf	\$	5,500	
522 264-1AEA	Women's Basketball	\$	21,000	
522 264-1AEB	Volleyball	\$	21,000	
522 264-1AED	Women's Soccer	\$	18,000	
522 264-1AEF	Women's Golf	\$	5,500	
522 264-1AEG	Softball	\$	21,000	
522 264-1AGL	Athletic Promotions	\$	1,500	
522 264-1ADG	Game Management	\$	81,366	
522 264-1AFE	Grants in Aid (Athletic scholarships)	\$	121,524	
145 162-ATHL	Athletics Prg	\$	551,614	
				\$ 914,004
			Budget Total:	\$955,004

### Tuition Waivers (based on current year actuals)

	Volleyball	\$	6,420	
	W. Soccer	\$	9,630	
	M. Basketball	\$	6,741	
	W. Basketball	\$	6,741	
	Softball	\$	8,346	
	Baseball	\$	10,272	
	M. Soccer	\$	9,951	
	M. Golf	\$	4,815	
	W. Golf	\$	4,815	
				\$ 67,731

### Indirect Services:

149 Various	Grounds, Maintenance, Custodial	\$	206,000	
				\$ 206,000
			Total in Kind:	\$ 273,731
			Over all Total:	\$ 1,228,735

\* Section 1 of SSB6493:

"The board of trustees or regents of each of the states colleges and universities under RCW 28B.15.005 must specifically approve in an open public meeting, the annual budget for its programs for intercollegiate athletic competition in advance of any expenditure for fiscal year."

# Exhibit F



Columbia Basin College  
Resolution No. 18-03

Student Recreation Center Project Approval and Request for Financing

WHEREAS, the Board of Trustees of Community College District No. 19, Columbia Basin College, recognizes the critical role Columbia Basin College plays in providing first-rate educational programs and training in Benton and Franklin counties, AND

WHEREAS, Columbia Basin College desires to provide student health, recreation and wellness programs, AND

WHEREAS, Columbia Basin College will request authority to expend up to \$30,000,000 for design, construction, fixtures, furnishings, and equipment utilizing progressive design build process, AND

WHEREAS, Columbia Basin College will seek financing authority with the assistance of the State Board for Community and Technical Colleges (SBCTC) to obtain Legislative approval of a \$27,000,000 Certificate of Participation (COP), AND

WHEREAS, Columbia Basin College will be using \$3,000,000 in local funds and ASCBC facilities funds, AND

WHEREAS, the Board of Trustees of Columbia Basin College and the College President desire to show their strong support for this project, AND

WHEREAS, Columbia Basin College has legal authority, and that Tyrone Brooks, Vice President for Administrative Services, is hereby authorized, for and on behalf of Columbia Basin College, to do and perform any and all acts which may be necessary to carry out the foregoing resolution including the preparing, making and filing of plans, applications, reports and other documents; the execution, acceptance, delivery and recordation of agreements, and other instruments pertaining to Columbia Basin College's Student Recreation Center.

NOW, THEREFORE, BE IT RESOLVED by The Board of Trustees of Columbia Basin College hereby approves that the foregoing resolution is a true and correct copy of the resolution adopted by the vote of a majority of the members of the Columbia Basin College Board of Trustees present at a meeting of said Board on the \_\_ day of \_\_\_\_\_, 2018, at which a quorum was present.

BOARD OF TRUSTEES  
Columbia Basin College

By: \_\_\_\_\_  
Kedrich Jackson, Chair of the Board of Trustees

# Exhibit G





# Policy Governance

Columbia Basin College

**Board of Trustees**

District 19

## **Abstract**

The CBC Board of Trustees adheres to the Carver Policy Governance model

Revised – May 2018

Adopted – July 1, 1997

## Table of Contents

BOARD POLICIES.....	3
<b>POLICY TYPE: EXECUTIVE LIMITATIONS EL-1 .....</b>	<b>3</b>
POLICY TITLE: GENERAL EXECUTIVE ACCOUNTABILITY.....	3
<b>POLICY TYPE: EXECUTIVE LIMITATIONS EL-2 .....</b>	<b>4</b>
POLICY TITLE: TREATMENT OF COMMUNITY MEMBERS AND STUDENTS.....	4
<b>POLICY TYPE: EXECUTIVE LIMITATIONS EL-3 .....</b>	<b>5</b>
POLICY TITLE: TREATMENT OF EMPLOYEES.....	5
<b>POLICY TYPE: EXECUTIVE LIMITATIONS EL-4 .....</b>	<b>6</b>
POLICY TITLE: COMPENSATION.....	6
<b>POLICY TYPE: EXECUTIVE LIMITATIONS EL-5 .....</b>	<b>7</b>
POLICY TITLE: TREATMENT OF ASSET PROTECTION .....	7
<b>POLICY TYPE: EXECUTIVE LIMITATIONS EL-6 .....</b>	<b>8</b>
POLICY TITLE: FINANCIAL PLANNING .....	8
<b>POLICY TYPE: EXECUTIVE LIMITATIONS EL-7 .....</b>	<b>9</b>
POLICY TITLE: FIDUCIARY RESPONSIBILITY / FINANCIAL CONDITION AND ACTIVITY .....	9
<b>POLICY TYPE: EXECUTIVE LIMITATIONS EL-8 .....</b>	<b>11</b>
POLICY TITLE: COMMUNICATION AND SUPPORT TO THE BOARD.....	11
<b>POLICY TYPE: EXECUTIVE LIMITATIONS EL-9 .....</b>	<b>12</b>
POLICY TITLE: EMERGENCY EXECUTIVE SUCCESSION .....	12
<b>POLICY TYPE: EXECUTIVE LIMITATIONS EL-10 .....</b>	<b>13</b>
POLICY TITLE: TENURE.....	13
<b>POLICY TYPE: GOVERNANCE PROCESS GP-1.....</b>	<b>14</b>
POLICY TITLE: GOVERNANCE COMMITMENT .....	14
<b>POLICY TYPE: GOVERNANCE PROCESS GP-2.....</b>	<b>15</b>
POLICY TITLE: GOVERNING STYLE .....	15
<b>POLICY TYPE: GOVERNANCE PROCESS GP-3.....</b>	<b>16</b>
POLICY TITLE: BOARD JOB DESCRIPTIONS.....	16
<b>POLICY TYPE: GOVERNANCE PROCESS GP-4.....</b>	<b>17</b>
POLICY TITLE: CHAIRPERSON'S ROLE .....	17
<b>POLICY TYPE: GOVERNANCE PROCESS GP-5.....</b>	<b>18</b>
POLICY TITLE: BOARD MEMBERS CODE OF ETHICS.....	18
POLICY TITLE: COST OF GOVERNANCE.....	19
<b>POLICY TYPE: GOVERNANCE PROCESS GP-7 .....</b>	<b>20</b>



## Community College District 19 Board of Trustees

POLICY TITLE: NAMING OF FACILITIES .....	20
<b>POLICY TYPE: GOVERNANCE PROCESS GP-8.....</b>	<b>21</b>
POLICY TITLE: EMERITUS DESIGNATION .....	21
<b>POLICY TYPE: BOARD-STAFF LINKAGE BSL-1 .....</b>	<b>22</b>
POLICY TITLE: EMPLOYMENT RESPONSIBILITIES.....	22
<b>POLICY TYPE: BOARD-STAFF LINKAGE BSL-2 .....</b>	<b>23</b>
POLICY TITLE: PRESIDENT’S ROLE.....	23
<b>POLICY TYPE: BOARD-STAFF LINKAGE BSL-3 .....</b>	<b>24</b>
POLICY TITLE: DELEGATION TO THE PRESIDENT .....	24
<b>POLICY TYPE: BOARD-STAFF LINKAGE BSL-4 .....</b>	<b>25</b>
POLICY TITLE: PRESIDENT JOB DESCRIPTION .....	25
<b>POLICY TYPE: BOARD-STAFF LINKAGE BSL-5 .....</b>	<b>26</b>
POLICY TITLE: MONITORING EXECUTIVE PERFORMANCE .....	26
<b>POLICY TYPE: ENDS E-1 .....</b>	<b>27</b>
POLICY TITLE: MISSION, VISION, VALUES STATEMENT .....	27
<b>POLICY TYPE: ENDS E-2 .....</b>	<b>28</b>
POLICY TITLE: MISSION FULFILLMENT .....	28
<b>POLICY TYPE: ENDS E-3 .....</b>	<b>29</b>
POLICY TITLE: CRITICAL BASIC CONDITIONS .....	29

**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 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:

1. Ensure application forms or procedures are treated with the necessary confidentiality and privacy.
2. Not use methods of collecting, reviewing, transmitting or storing client information that fail to protect against improper access to the information elicited.
3. Establish with the community members and students a clear understanding of what may be expected and what may not be expected from the service offered.
4. Not prevent students from using established grievance and complaint procedures.
5. Operate with written procedures which clarify the rules for students.

**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 unfair or undignified.

Accordingly, the President shall:

1. Operate with 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. Not discriminate against any staff member or expressing an ethical dissent.
3. Not restrict the exercise of academic freedom.
4. Not prevent employees from using established grievance procedures.
5. Not hinder employees from becoming acquainted with their rights under this Policy.

**POLICY TYPE: EXECUTIVE LIMITATIONS EL-4*****POLICY TITLE: COMPENSATION***

With respect to employment, compensation to employees, consultants, contract workers and volunteers, the President shall promote adherence to and ensure fiscal integrity and good public image.

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

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

**POLICY TYPE: EXECUTIVE LIMITATIONS EL-5*****POLICY TITLE: TREATMENT OF ASSET PROTECTION***

Through operational compliance and leadership, the President shall ensure assets to be protected, adequately maintained and not put at risk.

Accordingly, the President shall:

1. Not unnecessarily expose the organization, its Board or staff to claims of liability.
2. Ensure protection of intellectual property, information and files from vulnerability to loss or significant damage.
3. Only receive, process or disburse funds under controls that meet the Auditor's standards.
4. Uphold the organization's public image or credibility, to promote its accomplishment of mission.



**POLICY TYPE: EXECUTIVE LIMITATIONS EL-6*****POLICY TITLE: FINANCIAL PLANNING***

Fiscal planning shall align materially with the Board's *Ends* policies and not risk fiscal jeopardy.

Accordingly, the President shall promote and ensure financial planning which:

1. Contains sufficient and necessary information to enable credible projection of revenues and expenses, separation of capital and operational items, cash flow and disclosure of planning assumptions.
2. Provides sufficient funds for Board prerogatives during the year as set forth in the Board's annual activity and travel plans.

**POLICY TYPE: EXECUTIVE LIMITATIONS EL-7*****POLICY TITLE: FIDUCIARY RESPONSIBILITY / FINANCIAL CONDITION AND ACTIVITY***

The Board of Trustees reserves the authority to set policies for and review the Financials and associated status for the College at a frequency determined to by the Board. With respect to the Board's actual and continuous fiduciary responsibility, and the College's financial health, the President will promote fiscal integrity and avoid material deviation from Board-approved priorities.

Accordingly, the President shall:

1. Expend only those funds that have been approved by the Board (via policy decisions) in the fiscal year, unless the Board's approval to do otherwise has been obtained.
2. Not expend more funds than have been received in the fiscal year to date, plus the accumulated Reserve, unless the Board-approved debt guideline is met.
3. Not incur debt in an amount greater than which can be repaid by certain and otherwise unencumbered revenues within the current year, or can be repaid from account specifically established for such purpose.
4. Promote fiscal integrity by expending College funds in a manner that will result in a zero or positive fund balance at the close of the fiscal year.
5. Promote and drive payroll and debts to be settled in a timely manner.
6. Promote tax payments or other government-ordered payments or filings to be on-time and accurately filed.
7. Not acquire, encumber or dispose of property without Board approval.
8. Promote and pursue receivables after a reasonable grace period.
9. Provide to the Board, at their designated frequency, reports on the College's current financial condition that will continually enhance the Board's ability to meet its fiduciary responsibility.
10. Accept only gifts or grants that are in the best interest of the College, and not obligate the College to make future expenditures using funds other than those created by the gift or grant without Board approval.

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

The President will annually recommend to the Board an amount to be set aside to maintain this fund, which is subject to approval by the Board.

**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 proactively communicate, provide information and counsel to the Board in a timely manner.

Accordingly, the President shall:

1. 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. Keep the Board aware 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. Advise the Board if, in the President's opinion, the Board is not in compliance with its own policies, and particularly in the case of Board behavior which is detrimental to the work relationship between the Board and President.
4. Marshal for the Board as many staff and external points of view, issues and options as needed for fully-informed Board choices and decisions.
5. Present information in a clear, concise manner and format such that it clearly differentiates between monitoring, Board decision preparation and other.
6. Provide a mechanism for official Board communications.
7. Deal with the Board as a whole, except when fulfilling individual Board member requests for information.
8. Report in a timely manner an actual or anticipated non-compliance with any Board policy.
9. Supply topics and/or issues that may need to be processed in its "required approval agenda." Such topics and issues are those delegated to the President, yet required by law or contract to be Board-approved, along with monitoring assurance pertaining thereto.

**POLICY TYPE: EXECUTIVE LIMITATIONS EL-9*****POLICY TITLE: EMERGENCY EXECUTIVE SUCCESSION***

To protect the Board from sudden loss of Chief Executive services, the President may not have fewer than two (2) 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, deny tenure and to issue a final order for dismissal of tenured faculty at Columbia Basin College. Additionally the Board reserves the authority to renew or not renew contracts for probationary faculty, and to issue a final order to dismiss probationary faculty.

Accordingly, the President will:

1. Submit recommendations to the Board to grant or deny tenure to faculty.
2. Submit recommendations to the Board to issue the final order to dismiss tenured faculty.
3. Submit recommendations to the Board for the renewal or non-renewal of contracts for probationary faculty.
4. Submit recommendations to the Board to issue the final order to dismiss probationary faculty.

**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 assuring 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 an initiator of policy.
3. Direct, control and inspire the organization 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. Continual Board development will 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 the organization and the citizens of Benton and Franklin counties.
2. 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 task.
  - d. Board-Staff Linkage: How power is delegated and its proper use monitored, the President role authority and accountability.
3. The assurance of 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 to decide or examine, not the President.
  - 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.

**POLICY TYPE: GOVERNANCE PROCESS GP-5*****POLICY TITLE: BOARD MEMBERS CODE OF ETHICS***

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. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards or staffs. It also supersedes the personal interest of any Board Member acting as a consumer of the organization's services.
2. Board Members must avoid 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 except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.
  - b. When the Board is to decide upon an issue, about which a Board Member has an unavoidable conflict of interest, that Board Member shall absent herself or himself without comment from not only the vote, but also from the deliberation.
  - c. Board Members must not use their positions to obtain employment in the organization 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 except as explicitly set forth in Board policies.
  - a. Board Members' interaction with the President or with staff must recognize the lack of authority vested in individuals except when explicitly Board-authorized.
  - b. Board Members' interaction 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 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 Trustee 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.
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 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 through personal service, financial support, or who have greatly enhanced the prestige of the institution through outstanding state or national achievement and recognition.
2. A facility should not be named for any living individual who has been employed by the college or has served on the Board of Trustees prior to three (3) years following their termination of service to the institution 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, such consideration shall go beyond that person's excellence in the performance of his/her duties and responsibilities.
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 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 to the awardee.

**POLICY TYPE: BOARD-STAFF LINKAGE BSL-1*****POLICY TITLE: EMPLOYMENT RESPONSIBILITIES***

The Board of Trustees reserves the authority for the following Employment Responsibilities:

1. Employ, for a period to be fixed by the Board, a President for Columbia Basin College. The Board may also appoint a President for the district, and fix their duties and compensation, which may include elements in addition to salary.
2. Release a President from duties and responsibilities for the College based on justified cause or mutual agreement between the two (2) parties.

**POLICY TYPE: BOARD-STAFF LINKAGE BSL-2*****POLICY TITLE: PRESIDENT'S ROLE***

The President, is accountable to the Board acting as a body. The Board will instruct the President through written policies, delegating to her or him interpretation and implementation of those policies.



**POLICY TYPE: BOARD-STAFF LINKAGE BSL-3*****POLICY TITLE: DELEGATION TO THE PRESIDENT***

All Board authority delegated to the operating organization is delegated through the President, so that all authority and accountability of the operating organization--as far as the Board is concerned--is considered to be the authority and accountability of the President.

1. The Board will direct the President to achieve specified results, for specified recipients, at a specified worth through the establishment of *Ends* policies. The Board will limit the latitude the President may exercise in practices, methods, conduct and other “means” to the ends through establishment of *Executive Limitations* policies.
2. As long as the President uses *any reasonable interpretation* of the Board’s *Ends* and *Executive Limitations* policies, the President is authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities.
3. The Board may change its *Ends* and *Executive Limitations* policies, thereby shifting the boundary between Board and President domains. By so doing, the Board changes the latitude of choice given to the President. But so long as any particular delegation is in place, the Board and its members will respect and support the President’s choices.
4. Only decisions of the Board acting as a body are binding upon the President.
  - a. Decisions or instructions of individual Board members are not binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.
  - b. In the case of Board members requesting information or assistance without Board authorization, the President can refuse such requests that require--in the President’s judgment--a material amount of staff time or funds or is disruptive.

**POLICY TYPE: BOARD-STAFF LINKAGE BSL-4*****POLICY TITLE: PRESIDENT JOB DESCRIPTION***

As the Board's single official link to the operating organization, the President's performance will be considered to be synonymous with organizational performance as a total.

Consequently, the President's job contributions can be stated as performance in only two (2) areas:

1. Organizational accomplishment of the provisions of Board policies on *Ends*.
2. Organization operation within the boundaries of prudence and ethics established in Board policies on *Executive Limitations*.

**POLICY TYPE: BOARD-STAFF LINKAGE BSL-5*****POLICY TITLE: MONITORING EXECUTIVE PERFORMANCE***

Monitoring executive performance is synonymous with monitoring organizational performance against Board policies on *Ends* and *Executive Limitations*.

1. The purpose of monitoring is simply to determine the degree to which Board policies are being fulfilled. Information which does not do this will not be considered to be monitoring. Monitoring will be as automatic as possible, using a minimum of Board time so that meetings can be used to create the future rather than to review the past.
2. A given policy may be monitored in one or more of three ways:
  - a. Internal report: Disclosure of compliance information to the Board from the President.
  - b. External report: Discovery of compliance information by a disinterested, external auditor, inspector or judge who is selected by and reports directly to the Board. Such reports must assess executive performance only against policies of the Board, not those of the external party unless the Board has previously indicated that party's opinion to be the standard.
  - c. Direct Board inspection: Discovery of compliance information by a Board member or the Board as a whole. This is a Board inspection of documents, activities or circumstances directed by the Board which allows a "prudent person" test of policy compliance.
3. Upon the decision of the Board, any Governance policy can be monitored by any method, at any time. For regular monitoring, however, each relevant *Ends* and *Executive Limitations* policy will be classified by the Board according to frequency and method.
4. Each June, the Board will conduct a formal evaluation of the President. This Evaluation will focus on the monitoring data on *Ends* and *Executive Limitations* policies provided during the previous year.

This Evaluation can be modified to include additional criteria to this basis of focus so long as it is agreed upon with the President, and has been specified 1 year in advance of the Evaluation. An example of this additional criteria could be to include discretionary "360° degree feedback" from within the organization.

**POLICY TYPE: ENDS E-1*****POLICY TITLE: MISSION, VISION, VALUES STATEMENT*****Mission**

Columbia Basin College inspires, educates, and supports students in an environment of academic excellence leading to the completion of degrees, certifications, and educational transfers, while fostering meaningful employment, engaged citizenship, and a life-long joy of learning.

**Vision**

Columbia Basin College will be the educational home that transforms students' lives through economic and social mobility and strengthens the communities we serve through meeting the ever changing educational needs of our region and state.

**Values**Student Learning

Our first priority is to work collaboratively to ensure student learning, success, and completion in an environment of open inquiry, respect, critical thinking, and creativity. We strive to create community and belonging where students mature and develop intellectually, emotionally, ethically, and physically both inside and outside of the classroom.

Culture of Excellence

We provide excellent teaching and services through a theory-driven and data-informed culture of innovation, collaboration, continuous improvement of performance, and a commitment to professional growth and development for all employees.

Diversity, Equity and Inclusion

We celebrate diversity in all its forms and we believe that our many unique perspectives makes us stronger. Diversity among our team enriches our institution and our students' experience. We are dedicated to eliminating barriers to success through intentional and equitable efforts to provide quality learning opportunities.

Sustainability

We consciously practice and model broad-based sustainability for our students, and our communities, through the balancing of economic, societal, and environmental factors when considering campus development of facilities, processes, programs, and curricula.

Wellbeing

We create a healthy environment that encourages physical and emotional wellness and enjoyment of learning.

**POLICY TYPE: ENDS E-2*****POLICY TITLE: MISSION FULFILLMENT***

Mission fulfillment at CBC is characterized by the following metrics to which the Board, with the President and Leadership Team, will define measures for success, and monitor on a specified, periodic basis:

1. A.A. degree completion, which enable students to begin their chosen careers or transfer to 4-year schools to complete their Bachelor's or higher degree programs.
2. A.A.S. or B.A.S./B.S.N. 4-year degree completion, which enable students to begin their chosen careers.
3. Professional and Technical certificates as proof of enhanced training and skills to continue in or change their careers.
4. GED and HS-Equivalent credentials which allow students to transition to college or begin their chosen careers.

**POLICY TYPE: ENDS E-3*****POLICY TITLE: CRITICAL BASIC CONDITIONS***

There are several Critical Basic Conditions that are key factors to students achieving completion at CBC. The Board, with the President and Leadership Team, will define and monitor these on a specified basis as well. Some examples of these Conditions are:

1. Retention
2. Level Completion
3. Course Completion
4. Grades (> 2.0)
5. Gateway Course Completion
6. Completion (AA)
7. Transfer to 4-Year

# Exhibit H

## CBC Mission, Vision and Value Statements

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