

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

November 8, 2021
Beers Board Room & Virtual
4:00 p.m.

Agenda

Call to Order

Pledge of Allegiance

***Agenda Changes**

***Approval of Minutes**

October 11, 2021 Board of Trustees' Meeting

Exhibit A

October 20, 2021 Board of Trustees' Meeting

Celebrating Excellence

National Science Foundation Manufacturing Academy

Santos Luna, Manufacturing Technology Instructor

Lisa McKinney, Assistant Director, TriTech Skills Center

Jesus Mota, Dean for Career & Technical Education

Phil Ponn, Associate Professor of Welding

Jack Salinas, CBC Student

Justin Shrack, Drones Manufacturing and Aviation Instructor, TriTech Skills Center

Paige Wyatt, Professor of Engineering Technology

Linkage with Community

Michelle Whitney, Pasco School District Superintendent

Remarks

By Administration

President

Exhibit B

CEO, Foundation

By ASCBC

Exhibit C

By Faculty Senate Chair

By AHE

By Board Members

Reports

Cash Balance Report

Exhibit D

Variance Report

Executive Limitations Monitoring Report EL-4

Exhibit E

Executive Limitations Monitoring Report EL-5

Executive Limitations Monitoring Report EL-6

Discussion

Board of Trustees' Policies Executive Limitations EL-1 – EL-4

Exhibit F

***Discussion/Action**

Addendum to Presidential Contract

***Consent Agenda**

Board of Trustees' Bylaws Article VI – X

Exhibit G

Public Comments

Adjournment

***(Requires motion/approval)**

Upcoming Dates:

November 2021

ACT Legislative Action Committee Retreat, November 18, Virtual

ACT Fall Conference, November 19, Virtual

December 2021

CBC & WWCC Legislative Luncheon, December 9, Noon – 2pm, Gjerde Center room H184

Early Bird registration deadline for National Legislative Summit, Washington D.C.

January 2022

New Trustee Orientation, January 24, 2022, Olympia

ACT Transforming Lives Awards Dinner, January 24, 2022, Olympia

Winter Legislative Contact Conference, January 25, Olympia

February 2022

National Legislative Summit, February 6-9, 2022, Washington D.C.

- Early Bird registration deadline December 15, 2021

Exhibit A

Columbia Basin College
Board of Trustees' Meeting Minutes
October 11, 2021
Zoom Webinar 4:00 p.m.

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

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

Webinar Panelists: Bill Gordon, Camie Glatt, Jay Frank, Eduardo Rodriguez, Michael Lee, Cheryl Holden, Jason Engle, Bennie Moses, Erin Fishburn, Jeff Hylden, Kayci Loftus, Rebecca Williamson, Crystal Bright, Keri Lobdell, Meg Bartrand, Cathy Pattee

Others in Virtual Attendance: Brian Dexter, Ericka Garcia, Trent Giever, Douglas Hughes, Kelsey Myers, Brian Ovens, Kyle Winslow, Melissa McBurney, Monica Hansen, Rod Taylor, Amanda Bragg, Josh Ellis, Lane Schumacher

The Agenda	The Discussion	Action
Call to Order		Meeting called to order by Trustee Jackson at 4:01 p.m.
Pledge of Allegiance	Trustee Jackson led the Pledge of Allegiance.	
Agenda Changes	None	No changes were made to the Agenda.
Approval of Minutes	September 13, 2021 Meeting Minutes Discussion - None	Trustee Siler moved and Trustee Page seconded the motion to approve all minutes as written. Approved unanimously.
<u>Celebrating Excellence</u> Newly Tenured Faculty: Cathy Pattee , Associate Professor of Intercultural Studies Sabbatical Report: Meg Bartrand , Senior Professor of Mathematics	Vice President for Instruction, Michael Lee, introduced newly tenured faculty member Cathy Pattee, Associate Professor of Intercultural Studies. Professor Pattee has been an adjunct faculty member at CBC since 2005. She is new to teaching Spanish online and learned a lot about language learning in the online classroom. She feels language students learn faster face-to-face. VP Lee introduced Meg Bartrand, Senior Professor of Mathematics, who started working at CBC in 1992 as a Mathematics Instructor. Her sabbatical was over two quarters, Fall 2019 and Winter 2020. Her goal was to create supplemental instructional materials for faculty to use in the classroom or by individual students for additional study. She completed materials for Math 60/62 and Math 70/72 courses. Materials are available to math faculty online through Canvas and through the Academic Success Center in print or digital format.	Trustee Jackson congratulated Cathy Pattee on her newly tenured status.
<u>Linkage with Community</u> Benton Franklin Workforce Consortium & WorkSource Columbia Basin Crystal Bright , WorkSource System Coordinator, WorkSource Columbia Basin Rebecca Williamson , Administrator, ESD Kayci Loftus , Director of Workforce Development, ESD Keri Lobdell , Associate Dean for Library & Instructional Services, CBC	VP Lee introduced the Consortium stating they have been partners with CBC for over 21 years providing unemployed and under-employed workers access to education and training opportunities. The Consortium represents Titles I, II, III, and IV, as identified in the Workforce Innovation Opportunity Act. Keri Lobdell identified the Consortium, and our three guests, as a vital source of information and vision casting for community employment and educational needs. The Consortium has worked directly with the CBC Deans of CTE and Transitional Studies, in addition to working with Directors in the Career Center and Recruitment. Crystal Bright stated 80% of those receiving unemployment benefits have less than a two-year degree – less education means more impact during times of economic downturn. Rebecca Williamson noted the need for GED, ESL and skill building training particularly for those in the sectors of restaurant/hospitality,	Trustee Jackson thanked the team for their work and collaboration with CBC. He noted that the members of the Consortium have helped many people in our community, including sole proprietors and small business owners. Trustee Page inquired about the needs in childcare sectors siting changing laws and additional credential requirements.

	management, sales and office occupations. Kayci Loftus stated unpacking employer needs and COVID implications are critically important right now in terms of providing opportunity for short term training. The Consortium is working closely with CBC through the Early Achievers Grant. It was noted that the State of Washington has increased training requirements for childcare workers without an increase to wages. Many parents are finding it hard to find affordable childcare after COVID; sometimes childcare costing more than a monthly mortgage.	President Woods thanked the Consortium members for sharing their work and insights.
<u>Remarks</u> By Administration, President By CEO, Foundation By ASCBC By Faculty Senate Chair By AHE By Board Members	President Woods updated the Board on Welcome Week, student enrollment, processes implemented based on the Governor's vaccine mandate, vaccine clinic opportunities on campus and the new hire of a Dean for DEI, Bennie Moses, beginning 10/11/21. The media coverage is included in the packet as Exhibit B – thank you to Jay Frank for the good work his team does. Thank you to Camie and her HR team for all the work they've done around the Governor's vaccine mandate. Erin Fishburn gave an update on the fall scholarship cycle closing Nov 1. The Foundation received 385 complete applications and will be awarding around \$270,000. The Power of Connection event scheduled for 10/21 will have the auction link go live on 10/18. Thank you to Holly Siler for providing support for the video event and to the marketing department. A huge thanks to the vaccine clinic donor who gave \$10,000 that allowed the Foundation to provide 100 \$50 gift cards for each of the clinics. No representative present for ASCBC. Jeff Hylden stated he was impressed with CBC employees and their focus on our student success mission, but he would like the Trustees to consider the college is not a business and some classes need to be continued even if not cost effective. Also, he would like Trustees to be cognizant that overhead expenses are not just financial, but also take time from the faculty. No representative present for AHE. <u>Trustee Jackson</u> <ul style="list-style-type: none"> • Welcomed new Trustee Ofelia Rivas de Bredt to the CBC Board of Trustees. • Thanked Trustee Bill Gordon for his eight years of service on the Board and his great guidance and sound advice. • 9/14-16 Attended AWB's Policy Summit for Association of WA Businesses. Had the opportunity to talk with keynote speaker, Magic Johnson. • 9/28-29 Participated on an interview panel with Pasco Police Department. An unprecedented ten candidates interviewed for two positions. <u>Trustee Siler</u> <ul style="list-style-type: none"> • Thanked Trustee Gordon for his service to CBC. • 9/14 Attended ACT Trustee Tuesday with Jan Yoshiwara speaking on SBCTC's Strategic Plan. • 9/16 Attended the Education Strategy Group focusing on accelerating recovery through credentials. • 10/10 Attended the CBC Art Exhibit "In It's Place" by Curtis Bartone. 	Trustee Jackson thanked Erin for the work of the Foundation.

	<p><u>Trustee Harper</u></p> <ul style="list-style-type: none"> • Thanked Trustee Gordon and stated he will be missed. • 10/13 Attended Speakers Bureau as part of Inclusion Council. • 11/15 Will be speaking at the Richland Rotary. <p><u>Trustee Page</u></p> <ul style="list-style-type: none"> • Thanked Trustee Gordon for the six years she has spent with him on the Board. • Her children are looking forward to attending “our college.” This is the phrase they like to use whenever referring to CBC. <p><u>Trustee Rivas de Bredt</u></p> <ul style="list-style-type: none"> • Trustee Rivas de Bredt thanked the Board for their welcome and is honored to be part of the CBC Board of Trustees. • Will be attending the Tri-City Hispanic Chamber Gala at the end of October at the Pasco Red Lion. The Gala will be celebrating Latino leaders in our community. <p><u>Trustee Gordon</u></p> <ul style="list-style-type: none"> • Thanked the other Trustees and stated the goals for CBC are set in the right way by helping students attain their academic and personal goals. 	
<p>Break taken at 4:58 p.m. Expected return at 5:10 p.m. Returned to Board Meeting at 5:10 p.m.</p>	Trustee Jackson called for a break with expected return to meeting at 5:10 p.m.	
<p><u>Reports</u> Cash Balance Report Quarterly Financial Statement</p>	<p>VP for Administrative Services, Eduardo Rodriguez, provided highlights from the Cash Balance and Quarterly Financial Report. VP Rodriguez recommended a change in how financial information is reported to the Board; move away from year-to-date reports and move to a most recent closed month reporting system. The closed month reporting would mean a one month lag, but would make year to year comparisons more accurate. VP Rodriguez would like to start using the closed month reporting at November’s Board meeting. Trustee Siler asked about a variance on the quarterly financial statement; this is due to financial aid payments made to students and reimbursements for those payments are made to CBC after the disbursements are already made.</p>	
<p>Executive Limitations Monitoring Reports: EL-7 and EL-8</p>	President Woods presented interpretations and evidence for each statement on the Executive Limitations Monitoring Report 7 & 8. This is the first time presenting these reports to the Board.	Trustee Siler commented the Executive Limitations Monitoring Reports were very thorough.
<p><u>Trustee Work Session</u> First Reading – Board of Trustees’ Bylaws Articles VI - X</p>	Discussion - No changes recommended.	Trustee Harper moved and Trustee Page seconded the motion to move Articles VI - X of the Board of Trustees’ Bylaws to the consent agenda at the next Board meeting. Approved unanimously.
<p><u>Discussion</u> Board of Trustees’ Board Policy BSL-5</p>	Discussion – Suggested changes to Policy BSL-5 reflect the reality of the process of monitoring executive performance. Section 4 of Policy BSL-5 will now read “No later than each June, the Board will begin conducting a formal evaluation of the President that is to be completed as soon as possible.”	Trustee Page moved and Trustee Siler seconded the motion to approve changes to Board Policy BSL-5. Approved unanimously.
<p>Second Reading – Board of Trustees’ Bylaws</p>	No additional changes recommended.	Trustee Siler moved and Trustee Harper

Articles I - V		seconded the motion to approve changes to the Board of Trustees' Bylaws Articles I – V. Approved unanimously.
Convene to Executive Session at 5:54 p.m. Expected to return at 6:25 p.m.	Trustee Jackson called for the Board to convene to Executive Session and reconvene the public meeting of the Board of Trustees' at approximately 6:25 p.m.	
<u>Executive Session</u>	RCW 42.30.110(1)(g): To review the performance of a public employee.	
Returned to Board Meeting at 6:21 p.m.	Trustee Jackson moved to schedule a Special Meeting of the Board later in October to complete the performance review of a public employee.	
<u>Public Comments</u>	None	
Adjournment: 6:22 p.m.	Trustee Jackson adjourned the meeting.	
	Next Board of Trustees' Meeting Beers Board Room & Zoom Webinar November 8, 2021 – 4:00 p.m.	

Kedrich Jackson, Chair

Columbia Basin College
Board of Trustees' Meeting Minutes
Special Meeting - October 20, 2021
Zoom Webinar 4:00 p.m.

Board Members in attendance: Kedrich Jackson, Allyson Page, Kimberly Harper

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

Webinar Panelists: Kevin Hartze, Washington State Attorney General's Office

Others in Virtual Attendance: Jay Frank, Abby DeSteeese

The Agenda	The Discussion	Action
Call to Order		Meeting called to order by Chair Jackson at 4:08 p.m.
<u>Executive Session</u> Expected to return at 5:10 p.m.	Trustee Jackson asked all Trustees to convene to the Executive Session for the purpose of reviewing the performance of a public employee. RCW 42.30.110(1)(g): To review the performance of a public employee.	
Returned to Board Meeting: 5:04 p.m.	Outcomes from the performance of a public employee will be added to the consent portion of the next regularly scheduled Board meeting on Monday, November 8, 2021 at 4:00 p.m.	Chair Jackson requested outcomes from this meeting be added to the consent agenda for the next regularly scheduled Board meeting.
Adjournment: 5:05 p.m.	Next Board of Trustees' Meeting Beers Board Room & Zoom Webinar November 8, 2021 – 4:00 p.m.	

Kedrich Jackson, Chair

Exhibit B

CBC in the News



October 2021

[Tri-City Herald: Fewer Tri-Cities COVID hospital patients, but fears remain numbers could rebound](#)

[Tri-City Herald: Some kind words kept this Tri-Cities leader in college. Now she's honored as 'an inspiration.'](#)

[Tri-Cities Herald: Marianne Boring or Theresa Richardson for Richland City Council? The Herald weighs in](#)

[Tri-City Herald: This former Tri-Cities Dust Devil is pitching for the Astros in the World Series](#)

[Good Fruit Grower: Justin Lyon, a young grower from Prosser, Washington](#)

[KEPR-TV: STCU donation surprises 10 first-year CBC students](#)

[Newstalk 870 AM: Christmas Came Early for Lucky Tri-Cities CBC Students in \\$1,000 Cash](#)

[Tri-Cities Area Journal of Business: New restaurant to take flight in Richland](#)

[KUNW-TV Univision: Mentora en columbia basin college tiene meta de maestra en ciencia de ejercicio](#)

NOTE: On 10/4/21, Facebook experienced a disruption of service. That day, none of the on-air reporting on CBC's vaccination clinic was published online, despite on-site coverage from KEPR, KNDU, KVEW, and Newsradio 610.

[Union-Bulletin: Tiebreaking goal in 76th minute lifts Columbia Basin College women's soccer team over Walla Walla, 2-1](#)

[Union-Bulletin: Zana Carver has keen knowledge of education's best practices](#)

[Coeur d'Alene Press: NIC ROUNDUP: Rayborn powers Cardinals in return to court](#)

[yahoo! finance: U.S. Baseball Academy Announces New Winter Camp Sessions for Youth Players Nationwide](#)

[Newsradio 610 KONA: CBC's Jay Frank reports on the remarkable start to Fall competition for CBC Athletics](#)

[Newsradio 610 KONA: CBC's Jay Frank reports on the college's plans for a free public career fair](#)

[WSU News: Oct. 20: WSU Tri-Cities, Columbia Basin College hosting virtual career fair](#)

[CBC News: Student Scholarships Community Fundraiser Scheduled](#)

[CBC News: PNNL's Ofelia Rivas de Bredt Begins Term as Newest CBC Trustee](#)



Exhibit C



ASCBC Student Leader Positions

We are excited to announce that we are in the process of filling four student leader positions for this year as we continue our transition to our updated Constitution and Bylaws. The positions we are filling are Club Council Chairperson, Service Corps Chairperson, and two Campus Connection Officers. One of our Campus Connection Officers started today, November 8, and we hope the other three candidates can complete their new hire processes and start later this month.

In-Person Events

We have been thrilled to collaborate with different CBC offices to start hosting in-person events.

1. **Welcome Stations:** We hosted two welcome stations on September 20 for those students returning to campus for in-person classes. We also hosted a welcome station at the Health Sciences Center in Richland on September 21. Students could stop by for directions, a pre-packaged snack, and fun ASCBC giveaways. We were thankful to have staff members from Residence Life and Rec & Wellness to assist with this along with the CBC student ambassadors.
2. **ASCBC Spirit Night at Hawks Volleyball:** This event was held Friday, October 22 in collaboration with CBC Athletics and the Rec & Wellness Office. Students who attended got a free ASCBC mug, t-shirt, and popcorn & soda from the concession stand. We had 35 students attend, and many brought family and friends. Plus, our volleyball team won! Go Hawks!
3. **Halloween Hike or Treat:** This event was held Thursday, October 28 from 7:00-9:30p at Badger Mountain Trailhead. Students stopped by the ASCBC event station to deck out with free wearable glow sticks before starting their hike. They then climbed the mountain and stopped back by the event station before leaving for a CBC drawstring bag which included a Gatorade, full size candy bar, and CBC reusable water bottle. We had 50 students attend this event and all of them brought at least one family member or friend.
4. **Paint-by-Sticker Activity:** On November 4 from 12:00-12:45p, we will be hosting our first craft activity on-campus since March 2020. Students can pick-up a free Paint-by-Sticker book at the CBC Food Pantry, and then pop over to the HUB Congress Room to get to know each other, relax, and create their art. There will be soothing music, a quick meditation to inspire creativity & focus, and a chance at a mystery prize. What is Paint-by-Sticker, you may ask? Watch this [quick one-minute video](#) to find out.

5. **LEGO Lunch Hour:** In an effort to entice students to come back to campus, we are also hosting a LEGO Lunch Hour on Tuesday, November 9 from 12:00-12:45p. Students can pick-up a free LEGO set at the CBC Food Pantry and then pop over to the HUB Congress Room for some LEGO activities and ASMR (auto sensory meridian response). Never heard of LEGO ASMR? To experience it on your own, watch this [LEGO cooking video](#). And remember, don't eat LEGO.

Online Asynchronous Events

We continue to host most of our events online in ASCBC Canvas for those who aren't able to come to campus. Here are some examples of what we are doing online.

1. **Weekly Installments of THIS or THAT, a game of comparisons:** Every week students are given two YouTube videos with the same theme and then the students vote for their preference. Past themes have been best love song, best college sports play, or best Saturday Night Live skit. We have 40 to 100 students a week who participate in this activity.
2. **Halloween Movie Trivia:** Every day of Halloween week we hosted movie trivia challenges on Halloween-themed TV shows and movies. Students could choose to participate at their convenience over the week.
3. **Día de los Muertos & Hispanic Heritage Month Activities:** Students were given the option to participate in online discussions in connection to these holidays. The discussions included posting photos, movie trivia on the Disney film *Coco*, and opportunities for students to post how they celebrate with their families.
4. **Honoring Veterans Day:** By November 8, students have been asked to provide 3 words or short phrases that represent our student veterans and their sacrifices to protect our great nation. We will then turn these words into a word collage which will be posted in ASCBC Canvas on Veterans Day. We will also have a printed version framed for the CBC VETS Office to display in winter quarter.
5. **Virtual Club Rush:** We had a virtual club rush activity that lasted for two weeks in October to inspire students to join a student club. Six clubs were highlighted in this activity, but we are excited to report that we now have 13 student clubs chartered for this year.
6. **Free Movies to Stream in CBC Kanopy:** With the assistance of the CBC Library, we have continued adding two free theatrical films or documentaries to the CBC Kanopy streaming service every month this quarter. These films are free for CBC students and staff to stream. We know that student finances can fluctuate from month to month, so this gives students a free entertainment option even if they can't afford cable TV or a streaming service like Hulu or Netflix.

THANK YOU! GO HAWKS!

Exhibit D

FY2122 Operating Funds Variance Report

% of Fiscal YR: 25.21%

10/1/2021

As of September Month End 2021

As of September Month End 2021

By FUND					% of Bdgt Exp	% of Rev Exp	% of Bdgt Rev
					EXP/BDGT	EXP/REV	REV/BDGT
*State Allocation 101,123,3E0,BK1,BG1,BD1,PS0,CE1,031,071,091,DD1	000	EXP BDGT	\$31,109,374.00	<div><div></div></div>	19.13%	20.66%	92.60%
		EXP	\$5,952,576.96	<div><div></div></div>			
		REV (Alloc)	\$28,808,662.00	<div><div></div></div>			
Local Fees	148	EXP BDGT	\$3,067,061.00	<div><div></div></div>	16.80%	44.15%	38.06%
		EXP	\$515,376.74	<div><div></div></div>			
		REV	\$1,167,385.12	<div><div></div></div>			
Local Tuition	149	EXP BDGT	\$19,006,784.00	<div><div></div></div>	17.71%	69.96%	25.31%
		EXP	\$3,366,138.61	<div><div></div></div>			
		REV	\$4,811,201.44	<div><div></div></div>			
Contracts	146	EXP BDGT	\$1,574,221.00	<div><div></div></div>	15.36%	0.00%	0.00%
		EXP	\$241,731.46	<div><div></div></div>			
		REV	\$0.00	<div><div></div></div>			
TOTALS		EXP BDGT	\$54,757,440.00		18.40%	28.96%	63.53%
		EXP	\$10,075,823.77				
		REV BDGT	\$54,955,567.00				
		REV	\$34,787,248.56				

BY OBJ, ALL FUNDS COMBINED		BDGT	EXP	EXP/BDGT	NOTES:
SALARIES	A	\$33,053,367.00	\$5,991,998.46	18.13%	Revenue:
BENEFITS	B	\$11,009,203.00	\$2,147,002.59	19.50%	STATE:
PROFESSIONAL SERVICES CONTRACTS	C	\$405,483.00	\$50,827.49	12.54%	per State Allocation #3
GOODS & SERVICES	E	\$6,711,524.00	\$1,770,375.21	26.38%	
TRAVEL	G	\$589,985.00	\$27,775.87	4.71%	
CAPITAL OUTLAYS	J	\$879,264.00	\$59,995.61	6.82%	Object Code Note:
GRANTS BENEFITS & CLIENT SVCS	N	\$858,181.00	\$11,960.00	1.39%	
DEBT SERVICE	P	\$1,708,132.00	\$0.00	0.00%	
INTRAAGENCY REIMBURSEMENTS	T	Revenue Bdgt (\$457,699.00)	\$15,888.54	-3.47%	
		\$54,757,440.00	\$10,075,823.77	18.40%	Key: Spend rate less than 5% below FY% Spend rate with in + or - 5% of FY% Spend rate more than 5% above FY%

FY 2122 - Estimated Cash Balances - COLUMBIA BASIN COLLEGE
September Month End 2021

ASSETS FY2021-2022			
CASH			
1110	In Bank	\$	20,487,244
1120	Undeposited	\$	-
1130	Petty	\$	5,504
Total		\$	20,492,748
INVESTMENTS			
1210	Investments(ST/LT)	\$	20,374,847
Total		\$	20,374,847
ACCTs RECEIVABLE			
1312	Current	\$	169,129
1318	Unbilled	\$	-
1319	Other	\$	15,750
1342	Allowance for Accts Rec	\$	(35,504)
Total		\$	149,375
INTER/INTRA GOV RECEIVABLES			
1350	Due From Other Funds- VPA	\$	1,420,864
1351	Due From Fed	\$	657,276
1352	Due From Other Gov	\$	934,958
1354	Due From Other Agency	\$	4,675,271
Total		\$	7,688,369
TOTAL ASSETS		\$	48,705,339
LIABILITIES			
CURRENT			
5111	Accts Payable	\$	(272,145)
5124	Accrued Salaries Pay	\$	1,355,054
5150	Due To Other Funds- VPA	\$	468,214
5154	Due To Other Agency	\$	-
5158	Sales/Use Tax	\$	930
5199	Accrued Liabilities	\$	-
5173	COP Current Year P&I Due	\$	610,000
Total		\$	2,162,053
TOTAL LIABILITIES		\$	2,162,053

Cash Balance			
(ASSETS less LIABILITIES)		\$	46,543,286
Dedicated Balances			
1110	Student Supported Capital	\$	3,074,091
1110	3.5% - Needy Student Aid	\$	498,532
1110	Students S&A	\$	511,642
1110	Bookstore Operating Reserves	\$	500,000
1110	Technology Fee	\$	1,694,232
1110	Parking Fees	\$	687,608
1110	Basic Food Employment and Training	\$	177,051
Total		\$	7,143,156
Reserves Policy - (BOT Policies on Reserves)			
		Values	
	Operating Reserve	\$	8,600,000
	Unplanned Capital Repair and Replacement	\$	2,000,000
	Real Estate Debt Fund	\$	1,100,000
	Planned Future Operations	\$	3,300,000
	Capital Facilities Projects	\$	15,075,000
	Emergencies	\$	2,000,000
Total		\$	32,075,000
Operating Reserves Balance			
Existing Reserve balance less Dedicated Reserves and Emergency Reserves		\$	7,325,129

Exhibit E

MONITORING REPORT FOR EL-4 Compensation

Board Policy is indicated in bold typeface throughout.

I present this monitoring report to the Columbia Basin College Board of Trustees that addresses the Board's Executive Limitations Policy: "EL-4 Compensation." I certify that the information contained herein is true and represents compliance, within a reasonable interpretation of the established policy, unless specifically stated otherwise below.



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

November 3, 2021

Date

POLICY STATEMENT: With respect to employment, compensation to employees, consultants, contract workers and volunteers, the President shall not fail to promote adherence to nor fail to ensure fiscal integrity and good public image.

INTERPRETATION: I interpret this to mean that the College offers compensation and benefits that are contained within state regulations for public employees in general and specifically for faculty and classified staff under various compensation structures, including the state civil service system and negotiated collective bargaining agreements. General salary wage increases and Cost of Living Adjustments funded by the Appropriations Act for public employees, and I-732 monies for faculty, when provided, are negotiated for distribution in existing or successive collective bargaining agreements. Non-represented classified staff and administrative/exempt staff also receive general salary wage increases and COLAs as outlined in the Appropriations Act.

Compliance will be demonstrated when the WA State Auditor General's Office regular audits reports no inappropriateness of pay against applicable systems, laws, collective bargaining agreements nor any misappropriation, fraud or other loss.

EVIDENCE: On June 2020, the Office of the Washington State Auditor's Office completed a four-year accountability audit. The report indicated that "...College operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources."

The following areas were examined during the audit period:

- Financial condition and fiscal sustainability
- Accounts payable – general disbursements, credit cards and electronic funds transfers
- Payroll – gross wages and leave cash outs
- Contract – cash receipting and deposit timeliness with the Columbia Basin College Foundation agreement terms

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

INTERPRETATION: I interpret this to mean that only the Board of Trustees has the authority to make changes to the compensation and benefits for the President.

Compliance will be demonstrated when the Vice President for Human Resources and Legal Affairs confirms that the president's compensation amount matches the approved amount established by the Board, and also appears in the contract.

EVIDENCE: On November 1, the Vice President for Human Resources and Legal Affairs confirms that the president's compensation amount matches the approved amount established by the Board, and also appears in the employment contract.

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

INTERPRETATION: I interpret this to mean that while the College budget has permanent positions for faculty and staff positions for the purposes of maintaining the overall and department budgets, no employee is guaranteed permanent employment. All employees are accountable for performance and behavioral expectations articulated in job descriptions, performance evaluations, personnel contracts, appointment notices, applicable collective bargaining agreements, operations policies and procedures, and under state regulations, including the civil service system and tenure review system. Appropriate performance of work for all employees is expected to further a culture focused on mission, vision and values, and adherence to CBC policies and procedures around standards of conduct, ethics, and other workplace behavior expectations. Employee types range from at-will, to those with civil service status for classified staff, and faculty who earn an award of tenure at the completion of probation which allows for just cause discipline and dismissal.


Compliance will be demonstrated when the Board's expectations are met related to establishing and maintaining a work environment in which faculty and staff are working in support of student success and completion, and the Board includes their feedback during the President's annual evaluation, specifically "Mission Fulfillment" and "Classified/Admin/Faculty Relationships."

EVIDENCE: Annual evaluations of the President's performance are on file in Human Resources.

MONITORING REPORT FOR EL-5 Treatment of Asset Protection

Board Policy is indicated in bold typeface throughout.

I present this monitoring report to the Columbia Basin College Board of Trustees that addresses the Board's Executive Limitations Policy: "EL-5 Treatment of Asset Protection." I certify that the information contained herein is true and represents compliance, within a reasonable interpretation of the established policy, unless specifically stated otherwise below.


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

November 3, 2021
Date

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

- 1. Unnecessarily expose the organization, its Board or staff to claims of liability.**

INTERPRETATION: I interpret this to mean that the College will adhere to state and federal laws and other compliance requirements related to higher education (including disability, privacy protection, Title IX), employment (including non-discrimination and harassment based on protected class status, leave laws, wage and safety laws), finance, accounting and allocation of resources, ensuring common methods of risk are evaluated to avoid negative impact of liability.

Compliance will be demonstrated when the College:

- a) Employees receive training under the Ethics in Public Service Act and the College's Code of Ethics Policy (Approved by the Executive Ethics Board) and are aware of their individual responsibility related to their use of the College's resources.
- b) Employees receive information related to the Washington State Whistleblower Act and the College's Whistleblower Policy in which employees have protections to file claims of gross mismanagement, gross waste of funds, and other improper governmental action under RCW 42.40.020.
- c) The College regularly evaluates decisions made in every facet of the College and routinely consults with the attorney general's office to avoid unnecessary liability.
- d) The College maintains an Environmental, Safety and Health Program in compliance with State Labor & Industries Division of Occupational Safety & Health (DOSH), Department of Ecology and other state and federal oversight related to a safe and healthy work environment.

- e) The College follows a framework for contracting with third party contracts including contract negotiation, contract review, execution of contracts and compliance including proper indemnification to avoid loss to the state and college.

EVIDENCE:

- a) Employee training schedules, information related to the Washington State Whistleblower Act, and the Environmental, Safety and Health Program are all available within Human Resources and Legal Affairs.
- b) Third party contracts are available for review within the office of the Vice President of Administrative Services.

2. Fail to protect intellectual property, information and files from vulnerability, loss or significant damage.

INTERPRETATION: I interpret this to mean that intellectual property of the college is copyrighted when appropriate and protected against infringement. Information assets and files are appropriately protected from damage or loss. Fixed assets are adequately secured and insured.

Compliance will be demonstrated when intellectual property of the college is copyrighted, when appropriate, and thereby protected against infringement. Information assets and files are protected through appropriate cybersecurity measures and employee training. Fixed assets are adequately secured and insured.

EVIDENCE:

- a) Currently the college does not have any intellectual property that warrants a copyright.
- b) Our information assets and files are protected through our firewall, network segmentation and Active Directory Federated Services. Access to protected campus systems and data is secured behind our firewall and accessible off-campus only through a VPN connection. Campus computers are additionally protected with virus protection and active anti-malware software. All official college records – financial, student, employee, etc. – are stored in the Washington State Board for Technical and Community Colleges (state board) system of record, HP. CBC access is only available through a VPN tunnel to the HP system. To help all data users understand their data access and responsibilities, local data is stored according to our Data Governance Policy and supporting Data Security Acceptable Use Matrix. Additionally, all full-time employees have a data security presentation during orientation and mandatory periodic, interactive security training. File servers and critical infrastructure are backed up on a daily incremental and complete weekly basis. SQL Servers are fully backed up each day and change logs are backed up hourly. Full weekly backups are written to tape and air-gapped in vault storage. For disaster recovery purposes, once a month a full backup is taken to a vault on our secondary campus.
- c) The College purchases commercial property insurance through the master property program administered by the Department of Enterprise Services for buildings that were acquired with COP proceeds. The College also participates in a State of Washington risk management self-insurance program, which covers its exposure to tort, general damage and vehicle claims.

3. Receive, process or disburse funds under controls that are insufficient to meet the Auditor's standards.

INTERPRETATION: I interpret this to mean that the College's operations are consistent with Washington State audit standards for accountability of public resources, legal and financial management requirements.

Compliance will be demonstrated when the Washington State Auditor's Office annual audit includes no findings.

EVIDENCE: The College follows the Generally Accepted Accounting Principles (GAAP), the Governmental Accounting Standards Board (GASB), and Office of Financial Management State Accounting and Administrative Manual's (SAAM) accounting and internal control practices and policies. The Washington State Auditor's Office conducts a yearly financial audit of the College's financial reports with "...consideration of the College's internal control over financial reporting and on [their] tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters." A review of the most recent audit published on March 29, 2021 indicates that "...the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the aggregate discretely presented component units of the Columbia Basin College, as of June 30, 2020, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America."

4. Jeopardize nor damage the organization's public image or credibility, particularly in ways that would hinder its accomplishment of mission.

INTERPRETATION: I interpret this to mean that the College demonstrates to the public:

- a) high quality educational programs;
- b) commitment to meeting the educational needs of the Tri-Cities;
- c) effective working relationships with other educational entities, local, state and federal leaders;
- d) sound resource management; and
- e) overall commitment to and fulfillment of the College's mission, vision and values.

Compliance will be demonstrated when the Board's expectations are met related to establishing an overall positive and credible public image of the institution so as to not hinder the fulfillment of our mission of supporting student success and completion, and the Board includes their feedback during the President's annual evaluation, specifically "Mission Fulfillment", "Community Relations," "College Relations," Fiscal Management," and "Leadership Skills."

EVIDENCE: Annual evaluations of the President's performance are on file in Human Resources.

MONITORING REPORT FOR EL-6 Financial Planning

Board Policy is indicated in bold typeface throughout.

I present this monitoring report to the Columbia Basin College Board of Trustees that addresses the Board's Executive Limitations Policy: "EL-6 Financial Planning." I certify that the information contained herein is true and represents compliance, within a reasonable interpretation of the established policy, unless specifically stated otherwise below.

Rebekah S. Woods

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

November 2, 2021

Date

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

- 1. Plans the expenditure in any fiscal year for more funds than are conservatively projected to be received in that period, plus accumulated reserve.**

INTERPRETATION: I interpret this to mean that the budget submitted to the Board for approval must balance projected expenditures with projected revenues plus any accumulated reserves recommended for inclusion in the proposed budget.

Compliance will be demonstrated when the budget submitted to the Board for approval balances projected expenditures with projected revenues plus any accumulated reserves recommended for inclusion within the proposed budget.

EVIDENCE: The 2021-2022 Operating Budget Proposal submitted to the Board for approval during the June 14, 2021, meeting included \$54,955,305 of projected expenditures and \$54,955,567 of projected revenue including \$1.3 million of accumulated reserves dedicated to one-time expenses necessary to support the ctclink implementation.

- 2. Contains insufficient and unnecessary information that limits or restricts credible projection of revenues and expenses, separation of capital and operational items, cash flow and disclosure of planning assumptions.**

INTERPRETATION: I interpret this to mean that each recommended annual budget will include realistic estimates of future revenues and expenses, for operational and capital items, based on reliable planning assumptions that are made transparent to the Board and general public.

Compliance will be demonstrated when the recommended annual budget includes realistic estimates of future revenues and expenses, for operational and capital items, based on reliable planning assumptions that are made transparent to the Board and general public.

EVIDENCE: The 2021-2022 Operating Budget Proposal included a list of internal and external planning assumptions that supported the realistic projections of revenues and expenses for the year.

- 3. Limits or restricts sufficient funds for Board prerogatives during the year as set forth in the Board's annual activity and travel plans.**

INTERPRETATION: I interpret this to mean that the annual operating budget will include funds for the Board to do its work and the amount of the funding is determined based on prior and projected expenses such as education, training, travel, and consultants.

Compliance will be demonstrated when the annual operating budget includes funds for the Board to do its work and the amount of the funding is determined based on prior and projected expenses such as education, training, travel, and consultants.

EVIDENCE: The 2021-2022 Operating Budget Proposal included a budget of \$23,804, which was the same as the budget for FY21.

Exhibit F

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 that 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 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.

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 or prevent, restrict the exercise of academic freedom.
4. Hinder or prevent employees from using established grievance procedures.

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 G

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.

Date Adopted 7/1/1997

Date Last Reviewed 10/11/2021

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.

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 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