

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

October 11, 2021

Virtual Webinar

4 p.m.

Agenda

Call to Order

Pledge of Allegiance

***Agenda Changes**

***Approval of Minutes**

September 13, 2021 Board of Trustees' Meeting

Exhibit A

Celebrating Excellence

Newly Tenured Faculty - Cathy Pattee, Associate Professor of Intercultural Studies

Sabbatical Report – Meg Bartrand, Senior Professor of Mathematics

Exhibit B

Linkage with Community

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

Remarks

By Administration

President

CEO, Foundation

By Faculty Senate Chair

By AHE

By Board Members

Exhibit C

Reports

Cash Balance Report

Quarterly Financial Statement

Executive Limitations Monitoring Report EL-7

Executive Limitations Monitoring Report EL-8

Exhibit D

Exhibit E

Exhibit F

Exhibit G

Trustee Work Session

First Reading – Board of Trustees' Bylaws Article VI – X

Exhibit H

***Discussion/Action**

Board of Trustees' Board Policy BSL-5

Exhibit I

***Consent Agenda**

Second Reading - Board of Trustees' Bylaws Article I - V

Exhibit J

Executive Session

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

Public Comments

Adjournment

***(Requires motion/approval)**

Upcoming Dates:

ACCT 2021 Leadership Congress, October 13 – 16, San Diego, CA

Power of Connection, October 21, 6 to 8 pm, Virtual Event, columbiabas.in.edu/powerofconnection

Exhibit A

Columbia Basin College
Board of Trustees' Meeting Minutes
September 13, 2021
Zoom Webinar 4:00 p.m.

Board Members in attendance: Kedrich Jackson, Holly Siler, Allyson Page, Bill Gordon, Kimberly Harper

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

Webinar Panelists: Camie Glatt, Jay Frank, Eduardo Rodriguez, Michael Lee, Cheryl Holden, Jason Engle, Erin Fishburn, Melissa McBurney, Rod Taylor, Bill McKay, Monica Hansen, Kyle Winslow, Douglas Hughes, Curtis Crawford, Zana Carver, Jan Hylden, Nicholas Robertson, Leon Erickson, Matthew Montoya, Kiera Squires, Kim Trinh, Bradley Powell, Terry Rueckert, Yongsheng Sun, Wilikinia Vasquez, Renae Stout, Jeff Hylden

Others in Virtual Attendance: Brian Dexter, Ericka Garcia, Abby DeSteeese

The Agenda	The Discussion	Action
Call to Order		Meeting called to order by Chair Jackson at 4:00 p.m.
Pledge of Allegiance	Trustee Jackson led the Pledge of Allegiance.	
Agenda Changes	Motion to add Public Comments before the Executive Session on the Agenda	Trustee Page moved and Trustee Gordon seconded the motion to add Public Comments to the agenda. Approved unanimously.
Approval of Minutes	August 20, 2021 Meeting Minutes Discussion - None	Trustee Gordon moved and Trustee Page seconded the motion to approve all minutes as written. Approved unanimously.
<u>Celebrating Excellence</u> Newly Tenured Faculty: Zana Carver , Associate Professor of Biology Jan Hylden , Associate Professor of Chemistry Nicholas Robertson , Associate Professor of Physical Education/Exercise Science Leon Erickson , Associate Professor of English Matthew Montoya , Associate Professor of English Kiera Squires , Associate Professor of English Kim Trinh , Associate Professor of English	Dean for Math, Science, Engineering, Rod Taylor , introduced newly tenured faculty from his division: Zana Carver teaches Anatomy & Physiology and has previously taught Environmental Science. Jan Hylden has been a department lead, helped develop the new Bio-Chem class for our pre-pharmacy students and has been teaching Chemistry labs on campus since May 2020. Nicholas Robertson helped develop our Exercise Science Program and is the lead for that area. Dean for Arts, Humanities & Communication, Bill McKay , introduced newly tenured faculty from his division: Leon Erickson served two years as club advisor for Warrior Scholars club, a student veteran group and recently presented at a professional development day with colleagues on academic rigor and student equity. Matthew Montoya received two Virtual Campus grants and an Inclusive Pedagogy grant to facilitate a more inclusive class experience. Kiera Squires demonstrates her commitment to professional development and DEI by attending conferences and book clubs to modify her course readings and assignments. She assisted first year students at FYI sessions and open houses answering questions for "first year" students. Kim Trinh was a NISOD winner for 2021. In addition, her personalized student outreach has resulted in excellent retention and student progress.	Trustee Jackson thanked all newly tenured faculty and gave them heartfelt congratulations. He notes that each newly tenured faculty member has met the high standard CBC requires and is grateful they choose to teach at CBC. President Woods thanked all newly tenured faculty.

<u>Public Comments</u>	None	
Break 5:08 p.m. Executive Session will convene at 5:15 p.m. Expected to return at 5:45 p.m.	Trustee Jackson asked for a break before convening the Executive Session.	
<u>Executive Session</u>	RCW 42.30.110(1)(g): To review the performance of a public employee. RCW 42.20.110(1)(i): To discuss litigation to which the agency, the governing body, or a member act in an official capacity is, or is likely to become, a party.	
Returned to Board Meeting: 6:16 p.m. Adjournment: 6:18 p.m.	Next Board of Trustees' Meeting Zoom Webinar October 11, 2021 – 4:00 p.m.	

Kedrich Jackson, Chair

Exhibit B

July 16, 2021

To the Board of Trustees, Columbia Basin College

Sabbatical Report for Meg Bartrand, Fall 2019/Winter 2020

I want to thank you for allowing me to take two quarters of sabbatical, in fall 2019 and winter 2020, to prepare some supplemental materials for our developmental algebra students. Mathematics can be challenging for many students, especially if they have been away from the subject for a long time or if they were not adequately prepared in mathematics before entering college. My goal was to make supplemental instructional materials that could be used by our faculty for their classes or by individual students for additional study so that more of our students might be successful in their mathematics courses. To that end, I have completed materials for all topics in Math 60/62 and Math 70/72 courses, chapters 1 through 10. I made these available to our math faculty online through Canvas.

I have decided to provide these materials in a platform available to any of our CBC students needing an extra boost in algebra. With the help of Jose Vidot in Title V, Ekaterina Stoops, David Spiel, Ashley Benson, and others, there is now a Canvas Course specifically designed for Algebra Review for Math 171. You can view this course at URL: <https://cbc.instructure.com/courses/2135951>. Education students can use it to boost their placement scores. Math 60/62/70/72 students can use it to supplement their instruction. Any student who has been away from math for a while can use it to review algebra. It is a self-study, non-credit, non-graded Canvas course. The materials are organized into modules, so that students can study as much (or as little) as they need. Each topic or microtopic has an instructional video, worksheet, and worksheet key (with detailed solution steps). I have also prepared print booklets, one for all the worksheets and one for all the worksheet keys.

I have received positive responses from several people in our testing and tutoring centers. Ashley Benson wants to use these materials as the curriculum for a non-credit tutor-led group to help struggling students. I hope this course serves its intended purpose in helping our students succeed in their mathematics courses and placement.

Sincerely and with Gratitude,

Dr. Meg Bartrand, Senior Professor of Math

Exhibit C

CBC in the News



September 2021

[KNDU-TV: Coordinated Care Donates \\$25,000 to Columbia Basin College Healthcare Students](#)

[KNDU-TV: 2021 All-West Coast League Teams Announced](#)

[KNDU-TV: CBC Offers Gift Cards at Vaccination Event Monday](#)

[KEPR-TV: CBC Says Housing is Full for First Time](#)

[KEPR-TV: CBC Offering Another Vaccine Clinic](#)

[Fox41: You Can Get a \\$50 Visa Gift Card with your COVID-19 Vaccine at CBC this Monday](#)

[KVEW-TV: Want a \\$50 Gift Card? Get Vaccinated at Columbia Basin College](#)

[KUNW-TV Univision: Gift Cards Return to CBC Vaccine Clinic Monday \(unavailable online, broadcast on 9/10\)](#)

[Newstalk 870: Gift Cards Back at CBC Vaccine Clinic Monday Sept. 13](#)

[Tri-City Herald: 2020 Census shows Tri-Cities Latino population is growing, but by how much?](#)

[Tri-City Herald: New Tri-Cities retail, business complex finally under way near the airport](#)

[Tri-City Herald: Longtime Tri-Cities restaurant owners lose son to COVID, then daughter a few days later](#)

[Bonners Ferry Herald: Trevor Pew Comes Home](#)

[Union Bulletin: Tiebreaking Goal in 67th Minute Lifts Columbia Basin College Women's Soccer Team](#)

[India Education Diary: PNNL Interns' Research Runs the Scientific Gamut](#)

[Newstalk 610 KONA: CBC's Jay Frank reports on a \\$25,000 donation from Coordinated Care supporting CBC students](#)



Exhibit D

FY 2122 - Estimated Cash Balances - COLUMBIA BASIN COLLEGE

ASSETS FY2021-2022			
CASH			
1110	In Bank	\$	14,789,016
1120	Undeposited	\$	-
1130	Petty	\$	5,504
Total		\$	14,794,520
INVESTMENTS			
1210	Investments(ST/LT)	\$	20,374,847
Total		\$	20,374,847
ACCTs RECEIVABLE			
1312	Current	\$	51,006
1318	Unbilled	\$	-
1319	Other	\$	14,734
1342	Allowance for Accts Rec	\$	(35,504)
Total		\$	30,236
INTER/INTRA GOV RECEIVABLES			
1350	Due From Other Funds- VPA	\$	1,276,794
1351	Due From Fed	\$	5,140,453
1352	Due From Other Gov	\$	587,441
1354	Due From Other Agency	\$	4,734,701
Total		\$	11,739,388
TOTAL ASSETS		\$	46,938,990
LIABILITIES			
CURRENT			
5111	Accts Payable	\$	58,338
5124	Accrued Salaries Pay	\$	(2,692)
5150	Due To Other Funds- VPA	\$	324,144
5154	Due To Other Agency	\$	(7,129)
5158	Sales/Use Tax	\$	27,530
5199	Accrued Liabilities	\$	-
5173	COP Current Year P&I Due	\$	610,000
Total		\$	1,010,192
TOTAL LIABILITIES		\$	1,010,192

Cash Balance			
(ASSETS less LIABILITIES)		\$	45,928,799
Dedicated Balances			
1110	Student Supported Capital	\$	3,030,272
1110	3.5% - Needy Student Aid	\$	476,437
1110	Students S&A	\$	456,120
1110	Bookstore Operating Reserves	\$	500,000
1110	Technology Fee	\$	1,724,816
1110	Parking Fees	\$	681,346
1110	Basic Food Employment and Training	\$	192,285
Total		\$	7,061,276
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		\$	6,792,523

Exhibit E

Columbia Basin Community College
Statement of Revenues, Expenses and Changes in Net Position
For September 30, 2021 (Unaudited)

	FY2022 SEPT 2021	FY2021 SEPT 2020
Operating Revenues		
Student tuition and fees, Gross	10,669,695	7,849,643
Auxiliary enterprise sales	467,122	997,535
State and local grants and contracts	1,396,101	3,021,404
Federal grants and contracts	271,802	304,093
Other operating revenues	153,295	288,232
Total operating revenue	12,958,015	12,460,907
Operating Expenses		
Salaries and wages	5,239,259	5,202,151
Benefits	2,163,052	2,209,129
Scholarships and fellowships, Gross	8,679,642	6,197,173
Operating Expenses	2,265,961	1,820,560
Purchased services	387,744	264,471
Depreciation	974,779	974,779
Supplies and materials	590,309	313,659
Utilities	209,905	167,093
Total operating expenses	20,510,649	17,149,014
Operating income (loss)	(7,552,634)	(4,688,107)
Non-Operating Revenues		
State appropriations	5,213,119	4,715,634
Federal Pell grant revenue	1,628,077	1,348,824
Investment income, gains and losses	13,956	28,598
Total non-operating revenue	6,855,152	6,093,056
Non-Operating Expenses		
Building fee remittance	(524,558)	(368,138)
Innovation fund remittance	(137,542)	(95,356)
Interest on indebtedness	(1,092,150)	(73,584)
Total non-operating expenses	(1,754,250)	(537,077)
Net non-operating revenues (expenses)	5,100,903	5,555,978
Income or (loss) before other revenues, expenses, gains, or losses	(2,451,732)	867,872
Capital appropriations	15,743	201,277
Increase (Decrease) in net position	(2,435,988)	1,069,149

Exhibit F

MONITORING REPORT FOR EL-07 Fiduciary Responsibility | Financial Condition and Activity

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-7 Fiduciary Responsibility | Financial Condition and Activity." I certify that the information contained herein is true and represents compliance, within a reasonable interpretation of the established policy, unless specifically stated otherwise below.

Rebekah Woods

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

October 5, 2021

Date

POLICY STATEMENT: With respect to the Board's actual and continuous fiduciary responsibility, and the College's financial health, the President shall not fail to promote fiscal integrity and shall avoid material deviation from Board approved priorities. Accordingly, the President shall not:

- 1. Expend more funds than have been approved by the Board (via policy decisions) in the fiscal year, unless there has been Board's approval to do otherwise.**

INTERPRETATION: I interpret "shall not expend more funds than have been approved" to mean that expenses for the institution will remain within the revenues in the approved budget. During the annual budget presentation of projected revenues and expenses, we indicate we will return to the board for presentation and approval of an adjusted budget should the projections of revenues or expenses deviate by 10% or more. The Board has approved this process.

Compliance will be demonstrated when expenses and revenues are within 10% of the approved budget.

EVIDENCE: Regular presentation of Operating Funds Variance Reports to the Board demonstrate variances of expenses and revenues to the approved budget. A review of the Operating Funds Variance Reports to the Board over the prior year demonstrate that the College has not expended more funds than have been approved.

Once the college goes live with its new enterprise system, ctclink, in April 2022, we will be creating new reports based on the new system's capabilities. Based on other colleges' experiences from earlier ctclink deployment groups, it is possible we will be without reporting capabilities for a time.

2. 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.

INTERPRETATION: I interpret “shall not expend more funds than have been received” to mean that at no point in the year do expenses exceed revenues. I interpret “Board-approved debt guideline” to be articulated in #3 below: “Incur debt in an amount greater than that which can be repaid by certain and otherwise unencumbered revenues within the current year, nor can be repaid from account specifically established for such purpose.”

Compliance will be demonstrated when revenues are equal or greater than expenses.
Compliance will be demonstrated when expenditures on debt do not exceed the Board approved budget.

EVIDENCE: Regular presentation of Operating Funds Variance Reports to the Board demonstrate variances of expenses and revenues to the approved budget. A review of the Operating Funds Variance Reports to the Board over the prior year demonstrate that the College’s revenues have been equal to or greater than expenses.

Once the college goes live with its new enterprise system, ctclink, in April 2022, we will be creating new reports based on the new system’s capabilities. Based on other colleges’ experiences from earlier ctclink deployment groups, it is possible we will be without reporting capabilities for a time.

3. Incur debt in an amount greater than that which can be repaid by certain and otherwise unencumbered revenues within the current year, nor can be repaid from account specifically established for such purpose.

INTERPRETATION: I interpret “certain and otherwise unencumbered revenues” to be revenue that is not required or committed for payment of other expenses.

Compliance will be demonstrated when expenditures on debt do not exceed the Board approved budget.

EVIDENCE: Finance Statements for this monitoring period (October 2020 to September 2021) confirm that debt expenses are within budget.

Debt Service Budget and Scheduled Payments

FY22 Accounts	Principal-PD	Interest-PE	Total
Budget	\$ 1,708,132		
639-0016 ESPC	\$ 135,000	\$ 38,400	\$ 173,400
639-21-1 SRC	\$ 475,000	\$ 1,053,750	\$ 1,528,750
	\$ 610,000	\$ 1,092,150	\$ 1,702,150

FY21 Accounts	Principal-PD	Interest-PE	Total
Budget	\$ 1,534,732		
639-0016 ESPC	\$ 125,000	\$ 44,275	\$ 169,275
639-21-1 SRC	\$ 310,000	\$ 718,774	\$ 1,028,774
639-0018 ESPC #2	\$ 291,257	\$ 14,563	\$ 305,820
	\$ 726,257	\$ 777,611	\$ 1,503,868

4. Jeopardize fiscal integrity by expending College funds in a manner that will result in a zero nor negative fund balance at the close of the fiscal year.

INTERPRETATION: I interpret “expending College Funds in a manner that will result in a zero nor negative fund balance” to mean the College will not expend more dollars than approved in accordance with the Board’s Reserve Policy to ensure the College ends the fiscal year with a positive fund balance.

Compliance will be demonstrated when the College ends the fiscal year with a positive fund balance.

EVIDENCE: A Cash Balance Report presented to the Board each month documenting the College’s fund balance. A review of the cash balance reports for the prior year demonstrate that the College ended the year with a positive cash balance (\$3,600,028) beyond its dedicated reserves according to the Board’s Reserve Policy for FY21.

Once the college goes live with its new enterprise system, ctclink, in April 2022, we will be creating new reports based on the new system’s capabilities. Based on other colleges’ experiences from earlier ctclink deployment groups, it is possible we will be without reporting capabilities for a time.

5. Fail to settle payroll and debts in a timely manner.

INTERPRETATION: I interpret “timely” to mean paying employees on the 10th and 25th of each month consistent with the official state pay dates. I interpret “debts” to mean a loan to the institution which must be re-paid, rather than regular ongoing operational expenses.

Compliance will be demonstrated when:

- Payroll records verify timely payment of employees, and
- Report of loan payments have been made according to schedule.

EVIDENCE:

- a) Payroll records will verify that payroll has been processed consistent with the official state pay dates. See chart below.
- b) Debt service report will reflect payments made according to schedule – June and December as required by the State.

FY21 & FY22 Payroll Actuals

Month	Payroll YTD	FY21	FY22
July	07A	\$ 1,778,378	\$ 1,782,121
July	07B	\$ 1,372,568	\$ 1,343,913
August	08A	\$ 1,818,431	\$ 1,781,953
August	08B	\$ 1,374,663	\$ 1,354,823
September	09A	\$ 1,912,601	\$ 1,888,029
September	09B	\$ 1,693,020	\$ -
October	10A	\$ 2,108,622	\$ -
October	10B	\$ 1,632,315	\$ -
November	11A	\$ 2,121,230	\$ -
November	11B	\$ 1,640,973	\$ -
December	12A	\$ 2,098,142	\$ -
December	12B	\$ 1,373,519	\$ -
January	01A	\$ 2,111,499	\$ -
January	01B	\$ 1,698,421	\$ -
February	02A	\$ 2,111,311	\$ -
February	02B	\$ 1,656,032	\$ -
March	03A	\$ 2,114,864	\$ -
March	03B	\$ 1,687,141	\$ -
April	04A	\$ 2,770,381	\$ -
April	04B	\$ 1,713,005	\$ -
May	05A	\$ 2,199,909	\$ -
May	05B	\$ 1,740,882	\$ -
June	06A	\$ 2,225,930	\$ -
June	06B	\$ 1,896,071	\$ -
		\$ 44,849,909	\$ 8,150,839

FY21 COP Debt Expense Actuals	Principal-PD	Interest-PE	Total
PD	\$ 708,720		
PE		\$ 777,611	
	\$ 708,720	\$ 777,611	\$ 1,486,332

6. Allow tax payments or other government-ordered payments or filings to be overdue and inaccurately filed.

INTERPRETATION: I interpret “tax payments” to include source deductions for employee income taxes and state and city required excise taxes. “Other government-ordered payments or filings” include employee source deductions for pensions, workers’ compensation, employment insurance, and associated monthly and annual reports related to these payments. “Overdue” is interpreted to mean paid or filed after the due date. “Inaccurately filed” is interpreted to mean deliberately falsified or containing errors other than minor calculation errors.

Compliance will be demonstrated when:

- a) Statements of accounts from the government agency verify on-time receipts of payments and reports, and
- b) The WA State Auditor’s Office annual audit reports no falsified information uncovered during the audit.

EVIDENCE:

- a) Statements of account from the government agency indicate source deductions have been received on or before due dates (See report included). We have not received any notice of inaccuracies in our filings.



Business Licensing
and Tax.pdf

- b) The [Washington State Auditor's Office annual audit](#) reports no falsified information. See excerpt below from p. 8.

=====AUDITORS’ OPINION ON LATEST REPORT – Pg. 8=====

In our opinion, based on our audit and the report of the other auditors, 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.

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7. Acquire, encumber nor dispose of real property without Board approval.

INTERPRETATION: I interpret “Acquire, encumber nor dispose of real property without Board approval” to mean that Board approval is required for the afore-mentioned real property transactions.

Compliance will be demonstrated when the Vice President for Administrative Services confirms that there have been no acquisitions, encumbrances, or disposals of land or other real property during the prior twelve months without approval by the Board.

EVIDENCE:

- a) A review of Board agendas for the prior twelve months (October 2020 to September 2021) shows that the following item was brought to the Board on March 8, 2021, for their consideration and was approved. Acquisition of 840 Northgate Drive, Richland, WA for an amount not to exceed \$20,000. This purchase was finalized with the City of Richland on October 4, 2021.
- b) The Vice President for Administrative Services confirms that there have been no other acquisitions, encumbrances, or disposals of land or other real property during the prior twelve months.

8. Fail to aggressively pursue receivables after a reasonable grace period.

INTERPRETATION: I interpret “aggressively pursue” to mean invoices are mailed to those with amounts still owed beyond the final payment deadline for each quarter at 30, 60 and 90 days past the deadline. I interpret a “reasonable grace period” to be 120 days. Balances over \$100 for goods or services provided by the College are forwarded to a collection agency for additional collection efforts after 120 days past due.

Compliance will be demonstrated when there is documentation that the above process has been followed for any receivable outstanding over 120 days and collection procedures outlined in Chapter 85.54.50-55 of OFM’s State Administrative Accounting Manual are followed.

EVIDENCE: Accounts receivable outstanding during the prior year include \$299,480.14 for 1,291 students. The above-referenced process with invoices and reminder letters have been sent to these accounts. Electronic copies are available. Accounts receivable outstanding beyond 120 days can be verified on the Customer GL Aging Report.

This year the college was able to use federal stimulus dollars in the amount of \$254,698 to write off remaining balances for students incurred from fall 2020 through spring 2021.



SAAM
85.54.50-55.pdf

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Student Debt: Debt from Fall 2020 through Summer 2021

- a. Total debt for all 4 quarters is/was \$299,480.14 over 1,291 students.
- b. Table represents 3 quarters from Fall 20 - Spring 21. Summer 21 will be written off 10/16/21 in the amount of \$44,782.00.

Row Labels	Distinct Count of SID	Sum of Bal Due
C012	331	\$ 105,373.96
C013	189	\$ 57,300.21
C014	521	\$ 92,023.97
Grand Total	995	\$ 254,698.14

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9. Fail to 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.

INTERPRETATION: I interpret "at their designated frequency, reports on the College's current financial condition" to mean the presentation of Financial Statements on a quarterly basis, Cash Balance report on a monthly basis, Operating Funds Variance Report on a monthly basis except for the months when Financial Statements are presented, and an Unaudited Fiscal Year Income Statement presented annually.

Compliance will be demonstrated when the monthly Board Meeting agendas and packets reflect the schedule and exhibits supporting the above-referenced financial reports.

EVIDENCE: The Board Meeting agendas and packets for the prior twelve months reflect the schedule and exhibits supporting the following financial reports – Quarterly Financial Statements, Monthly Cash Balance Reports, Operating Funds Variance Report in February, March, May, June, August, September, November, and December.

Once the college goes live with its new enterprise system, ctcLink, in April 2022, we will be creating new reports based on the new system's capabilities. Based on other colleges' experiences from earlier ctcLink deployment groups, it is possible we will be without reporting capabilities for a time.

10. Accept gifts or grants that are not 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.

INTERPRETATION: I interpret "best interest of the College" to mean the provision of resources (financial or otherwise) that are:

- a) In alignment with the College's Strategic Plan and priorities;
- b) Have a positive cost-to-benefit ratio of the project during the life of the grant, including the internal resources required to support the project, any matching fund requirements, and the percent of the total grant award that is allocated for indirect costs; and
- c) Have positive long-term impacts of the grant award (e.g., impacts on student success, enrollment/revenue increases and ongoing institutionalization costs such as the retaining of grant personnel).

INTERPRETATION: I interpret "obligate the College to make future expenditures using funds other than those created by the gift or grant without Board approval" to mean any grant-funded positions that are required by the grant to be institutionalized after the conclusion of the grant be built into the College's recommended budget proposal and presented for consideration during the regular budget approval process to the Board.

Compliance will be demonstrated when the College has accepted only gifts and grants that:

- a) Are in alignment with the College's Strategic Plan and priorities;
- b) Have a positive cost-to-benefit ratio of the project during the life of the grant, including the internal resources required to support the project, any matching fund requirements, and the percent of the total grant award that is allocated for indirect costs; and

- c) Have positive long-term impacts of the grant award (e.g., impacts on student success, enrollment/revenue increases and ongoing institutionalization costs such as the retaining of grant personnel).

In addition, all grant-funded positions required to be institutionalized after the conclusion of the grant are built into the College's recommended budget proposal and presented for consideration during the regular budget approval process to the Board.

EVIDENCE: Below is included a report of new grants awarded to the College during the prior 12 months (October 2020 to September 2021) and any institutionalization requirements were noted.



Grant Application
Request Form.docx



Grant Summary
Report for EL Monito

11. Fail to 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 not fail to annually recommend to the Board an amount to be set aside to maintain this fund, which is subject to approval by the Board.

INTERPRETATION: I interpret the afore-mentioned policy to mean that the College will set aside financial reserves for each category indicated in the amount approved by the Board during their annual retreat.

Compliance will be demonstrated when:

- a) A review of monthly Cash Balance Reports confirm the amount prescribed in the Board's annual approval amount, and
- b) A review of the August Board Retreat agenda reflects a recommendation by the Administration of the amount to be set aside to maintain the afore-mentioned categories of Operating Reserves.

EVIDENCE: A review of the monthly Board agendas for the monitoring report period (October 2020 – September 2021) reflect the presentation of a Cash Balance Report that confirms the amount prescribed by the Board during their annual retreat. Furthermore, a review of the August 2021 Board Retreat agenda reflects a recommendation by the Administration of the amount to be set aside to maintain the afore-mentioned categories of Operating Reserves.

Exhibit G

MONITORING REPORT FOR EL-08 Communication and Support to the Board

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-8 Communication and Support to the Board." I certify that the information contained herein is true and represents compliance, within a reasonable interpretation of the established policy, unless specifically stated otherwise below.

Rebekah Woods

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

October 5, 2021

Date

POLICY STATEMENT: The President, with sufficient and relevant support and assistance from the College Leadership team (Vice-Presidents and Deans), shall not fail to proactively communicate, provide information and counsel to the Board in a timely manner. Accordingly, the President shall not:

- 1. Fail to submit Monitoring and Performance data reports required by the Board in a timely, accurate and understandable format that directly addresses provisions of the Board policies being monitored.**

INTERPRETATION: I interpret "timely, accurate and understandable format that directly addresses provisions of the Board policies being monitored" to mean that Board Monitoring Reports for ENDS and Executive Limitations are submitted in an easy to understand format according to the schedule indicated in the Board's Annual Calendar/Work Plan.

Compliance will be demonstrated when monitoring reports are submitted as scheduled and the Board indicates the report shows clear and sufficient evidence of compliance with fulfilling the ENDS or adhering to the Executive Limitation.

EVIDENCE: A review of the monthly Board agendas for the monitoring report period (October 2020 – September 2021) reflected reports were submitted according to schedule, i.e., the Mission Fulfillment Report was submitted at the October 12, 2020 board meeting.

2. **Let the Board be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes, and particularly changes in assumptions upon which any Board policy has previously been established.**

INTERPRETATION: I interpret the above-referenced policy to mean “relevant trends, anticipated adverse media coverage, material external and internal changes” are shared with the Board during Weekly Updates or sooner if they are time sensitive.

Compliance will be demonstrated when the President provides Weekly Updates to the Board that include above-mentioned items, as needed. Additional email communications, and/or phone calls are utilized when necessary to inform the Board of any urgent and/or timely matters.

EVIDENCE: Weekly reports were shared with the Board during the monitoring period and additional email communications were utilized in between for more time sensitive issues. The Board Chair was also informed of additional items during monthly phone calls or more often when needed.

3. **Fail to 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.**

INTERPRETATION: I interpret the above-referenced policy to mean that the President will notify the Board when it believes any Board policies or bylaws are not being followed or other Board behavior that the President believes is detrimental to the work relationship between the Board and the President.

Compliance will be demonstrated when:

- a) The Board is advised via email, verbally reminded at a meeting, or in conversation with the Board Chair, that they are out of compliance, and/or
- b) During the President’s annual evaluation which includes the Board - President relationship.

EVIDENCE: There were no incidents of non-compliance over this monitoring period that the President needed to mention.

4. **Deprive the Board of as many staff and external points of view, issues and options as needed for fully-informed Board choices and decisions.**

INTERPRETATION: I interpret “as many staff and external points of view, issues and options as needed” to mean the President will present multiple perspectives including information in support of as well as in opposition to Board decisions being made at public Board meetings.

Compliance will be demonstrated when:

- a) The Board provides feedback that they have received sufficient information on which to make Board decisions during monthly meetings, and
- b) The Board includes their feedback during the President’s annual evaluation, specifically the “Board-President Relationship.”

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

5. Present information in an unnecessarily complex or lengthy format such that it fails to clearly differentiate between monitoring, Board decision preparation and other designated subject matter.

INTERPRETATION: I interpret the above-referenced policy to mean that Board agenda items will be clearly marked as reports, i.e., information items, Monitoring Reports, Discussion/Action, or Consent agenda items to differentiate the intent of each.

Compliance will be demonstrated when:

- a) Meeting agendas are labeled clearly so the Board knows what items are informational only and what information and items are for decision making and action.
- b) The President inquires about the quality of information presented at meetings.
- c) The President is evaluated annually which includes this element of the Board-President relationship.

EVIDENCE: a) Board meeting agendas reflect clearly labeled sections indicating when there is a requested action. b) Annual evaluations of the President's performance are on file in Human Resources.

6. Withhold from the Board the support needed for its official functioning and communications.

INTERPRETATION: I interpret "support needed for its official functioning and communications" to mean administrative support is identified and provided to support the Board in its official function.

Compliance will be demonstrated when an individual is identified to provide administrative support to the board for all requested items including, but not limited to, board meeting preparation, taking of meeting minutes, policy maintenance and storage, and professional development arrangements.

EVIDENCE: The President has assigned the Executive Assistant to the President and Board of Trustees to provide all requested and assigned support for all Board members.

7. Favor any Board Member or Members above the Board as a whole, except when fulfilling individual Board member requests for information.

INTERPRETATION: I interpret "Favor any Board Member or Members above the Board as a whole" to mean all Trustees will receive the same information and the same level of support.

Compliance will be demonstrated when the President confirms that she has provided the same information and same level of support to each Trustee and received no indications of concern of any Trustees being favored over another.

EVIDENCE: The President confirms that she has provided the same information and same level of support to each Trustee and has not received any concerns regarding favoritism.

8. Fail to report in a timely manner an actual or anticipated non-compliance with any Board policy.

INTERPRETATION: I interpret the above-referenced policy to mean that the President will notify the Board when it believes or anticipates any Board policy or bylaw is not being followed.

Compliance will be demonstrated when:

- a) The Board is advised via email, verbally reminded at a meeting, or in conversation with the Board Chair, that they are or anticipated to be out of compliance, and/or
- b) During the President's annual evaluation which includes the Board - President relationship.

EVIDENCE: There were no actual or anticipated incidents of non-compliance over this monitoring period that the President needed to mention.

9. Neglect to 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.

INTERPRETATION: I interpret the above-referenced policy to mean that in accordance with Article II, Section 7 of the Board's By-laws, the President will utilize the Consent Agenda for items that are within the President's prerogative according to the Carver Model of Governance but require Board approval by RCW and/or WAC codes.

Compliance will be demonstrated when items that require approval from the Board per RCW and/or WAC codes appear as a Consent Agenda item on the monthly Board meeting agendas.

EVIDENCE: On the March 8, 2021 Board Meeting agenda, a Consent/Action item was included – Elimination of Distance Learning Course Fee and increase of Instructional Support Fee, because it required Board Approval according to RCW 28B.15.031 but under the Carver Model fell within the President's prerogative.

Exhibit H

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 10/14/2019

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

Exhibit I



Community College District 19 Board of Trustees

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. **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**. 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.

Exhibit J

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 I

OFFICES

- Section 1.** **Location.** The Board of Trustees shall maintain an office at 2600 North ~~Twentieth~~ **20th** Avenue, Pasco, Washington, where all regular meetings shall be held unless otherwise announced and all records, minutes, and the official college seal shall be kept. This office shall be open during all normal business hours to any resident taxpayer of the State of Washington.
- Section 2.** **Correspondence** or other business for the Board shall be sent to the Secretary of the Board, who is located in this office.

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 II MEETINGS

Section 1. Place of Meeting. The Board of Trustees shall hold at least one regular meeting each month, unless dispensed with **by** the Board of Trustees, and such special meetings or study sessions as may be requested by the Chair of the Board or by a majority of the members of the Board.

Section 2. Regular Meetings. All regular meetings, special meetings, and study sessions of the Board of Trustees shall be publicly announced at least 24 hours prior to the meeting. The announcement shall contain the time, date, and location of the meeting. The meeting shall be open to the general public.

Section 3. Official Business. No official business shall be acted upon by the Board of Trustees except during a regular or special meeting held at a pre-announced time and place.

Section 4. Materials for Board Meeting. Information and materials pertinent to the agenda of all regular meetings of the Board shall be sent to Trustees via email on the Wednesday prior to each meeting. Any matter of business or correspondence must be received by the Secretary of the Board by 12 noon six days before the meeting in order to be included on the agenda. The Chair or Secretary may, however, present a matter of urgent business received too late for inclusion on the agenda if, in his/her judgment, the matter is of an emergency nature.

Section 5. Distribution of Board Materials. All materials to be considered by the Board must be submitted in sufficient quantities to provide each member of the Board and the Secretary with appropriate copies.

Section 6. Special Meeting Agenda. The agenda of a special meeting will be determined at the time of the official call of such meeting. No other business shall be transacted or official action taken, other than the purpose, or purposes for which the special meeting was called.

Section 7. Consent Agenda. All items that are within the President's prerogative as set forth in Board Policy BSL-3:2, but require Board approval by RCW and/or WAC codes, shall be placed on a Consent Agenda. The Consent Agenda shall be voted upon without discussion. However, any member of the Board may request the removal of any item on the Consent Agenda for discussion at the next meeting of the Board.

Board of Trustees

Section 8. Agenda – Public Comments. The agenda of each meeting shall include an item titled Public Comments to permit members of the audience to express their concerns to the Board. The length of time allotted to each speaker under this item shall be limited to three (3) minutes unless extended by majority vote of the Board.

Section 9. Agenda – Work Session. The agenda of each meeting may include an item titled Trustee Work Session to permit informal dialogue among the members of the Board.

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 III

EXECUTIVE SESSIONS

- Section 1.** **Convene.** The Board of Trustees may convene in Executive Session whenever it is deemed necessary to discuss any matter authorized by state law.
- Section 2.** **Official Business.** No official business of the Board of Trustees shall be formally acted upon in Executive Session.

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 IV

RECORDS OF BOARD ACTION

Section 1. Record of Board Meetings. All business transacted in official Board meetings shall be recorded in minutes and filed for reference.

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 V

PARLIAMENTARY PROCEDURES

- Section 1.** ***Quorum.*** Three members of the Board of Trustees shall constitute a quorum, and no action shall be taken by less than a majority of the Board Members.
- Section 2.** ***Less than a Quorum.*** Lesser number may adjourn from time to time any regular or special meetings at which a quorum is not present. The Secretary of the Board shall, in person or in writing notify the absent members of the time, date and place set for the adjourned meeting.
- Section 3.** ***Voting.*** Normally, voting shall be viva voce. However, a roll call vote may be requested by any member of the Board for the purposes of the record.
- Section 4.** ***Rules of Order.*** In question of parliamentary procedure, the actions of the Board shall be conducted according to the newly revised (1970) Robert's Rules of Order unless specified otherwise by State Law or Regulation of the State Board or By-Laws of the Board of Trustees.