

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

February 3, 2023

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 next audit is scheduled to be completed in 2024.

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 January 12, 2023, 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.