

**COLUMBIA BASIN COLLEGE
BOARD OF TRUSTEES MEETING**

March 21, 2025

Beers Board Room & Virtual

7:30 a.m.

Agenda

Call to Order

Pledge of Allegiance

Agenda Changes*

Approval of Minutes*

Exhibit A: February 14, 2025 Board of Trustees Meeting

Remarks

By Administration

President Rebekah Woods, Exhibit B: CBC In the News

Legislative Update and Visits

Foundation Executive Director & CEO Erin Fishburn

By ASCBC Student Representative Tyler McDonald

By Faculty Senate Chair Kiera Squires

By AHE Representative Rik Smith

By Board Members

Public Comments

- Anyone who would like to share public comment, for the record, please give your name and whether you are a student, employee or a member of the community. If you are participating through zoom, please raise your hand and we will promote you to a panelist so you may speak.
- Please limit your comments to 3 minutes.
- During public comment, the Board will focus on listening and treat all comments with equal attention and respect. We ask the same of all attendees.

Reports

Exhibit C: Cash Reserve Report

Exhibit D: Operating Funds Variance Report

Discussion/Action*

Exhibit E: First Reading - Board Policies Board-Staff Linkage BSL-1, BSL-2, BSL-3, BSL-4, BSL-5

Consent Agenda*

Exhibit F: Board Policies Executive Limitations GP-1, GP-2, GP-3, GP-4, GP-5, GP-6

Executive Session

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

Discussion/Action*

Consider faculty candidates for continued probationary status and tenure.

Adjournment***(Requires motion/approval)**

If you are a person with a disability and require an accommodation while attending the meeting, please contact the President's Office at 542-4802 as soon as possible to allow sufficient time to provide accommodations.

Upcoming Event Date

March 2025

21	CBC Board of Trustees Meeting, 7:30am, Beers Boardroom, CBC Pasco Campus
24 - 28	CBC Spring Break
24	Pasco City Council Workshop Meeting , 7pm, 525 N Third Ave, Pasco
25	Pasco School Board Meeting , 6:30pm, Board Room, 1215 W Lewis St, Pasco
25	Richland School Board Meeting , 6:30pm, 6972 Keene Road, West Richland
26	CBC Hosts Astronaut Jose Hernandez, 12pm, Gjerde Center, CBC Pasco Campus
26	TC Regional Chamber Annual Mtg & Awards Luncheon, 12 – 1:30pm, Three Rivers Conv.
26	Kennewick School Board Meeting , 5:30pm, 1000 W 4 th Ave, Kennewick

April 2025

7	Pasco City Council Regular Meeting , 7pm, 525 N Third Ave, Pasco
8	Pasco School Board Meeting , 6:30pm, Board Room, 1215 W Lewis St, Pasco
8	Richland School Board Meeting , 6:30pm, 6972 Keene Road, West Richland
8	Trustee Tuesday, Topic: TBD, 8-9am, Virtual Meeting
9	Kennewick School Board Meeting , 5:30pm, 1000 W 4 th Ave, Kennewick
10	CBC Foundation – Economic Outlook Event, 5:30pm, Anthony’s Restaurant, Richland
11	CBC Board of Trustees Meeting, 7:30am, Beers Boardroom, CBC Pasco Campus
14	Pasco City Council Workshop Meeting , 7pm, 525 N Third Ave, Pasco
17	Tri-Citian of the Year, 5pm, Three Rivers Convention Center
21	Pasco City Council Regular Meeting , 7pm, 525 N Third Ave, Pasco
22	Pasco School Board Meeting , 6:30pm, Board Room, 1215 W Lewis St, Pasco
22	Richland School Board Meeting , 6:30pm, 6972 Keene Road, West Richland
23	Kennewick School Board Meeting , 5:30pm, 1000 W 4 th Ave, Kennewick
28	Pasco City Council Workshop Meeting , 7pm, 525 N Third Ave, Pasco


 CBC Board Meetings

 Community Events

 CBC Events

 Community Board Meetings

 Trustee Pro Development / Conferences

 Holidays

Upcoming Event Date

May 2025

5	Pasco City Council Regular Meeting , 7pm, 525 N Third Ave, Pasco
8	CBC School of Education Donor Recognition/Open House, X Bldg, 1620 N 20 th Ave, Pasco
12	Newly Tenured Faculty Reception, 3:00pm, Thornton Courtyard, CBC Pasco Campus
12	CBC Board of Trustees Meeting, 4:30pm, Beers Boardroom, CBC Pasco Campus
12	Pasco City Council Workshop Meeting , 7pm, 525 N Third Ave, Pasco
13	Pasco School Board Meeting , 6:30pm, Board Room, 1215 W Lewis St, Pasco
13	Richland School Board Meeting , 6:30pm, 6972 Keene Road, West Richland
14	Kennewick School Board Meeting , 5:30pm, 1000 W 4 th Ave, Kennewick
19	Pasco City Council Regular Meeting , 7pm, 525 N Third Ave, Pasco
21	ACT New Trustee Orientation, 11:30am, Davenport Grand Autograph Hotel, Spokane
22 - 23	ACT Spring Conference, Davenport Grand Autograph Hotel, Spokane
26	Memorial Day Observed, CBC Campus Closed
27	CBC Teaching & Learning Professional Development Day, CBC Pasco Campus
27	Pasco School Board Meeting , 6:30pm, Board Room, 1215 W Lewis St, Pasco
27	Richland School Board Meeting , 6:30pm, 6972 Keene Road, West Richland
28	Kennewick School Board Meeting , 5:30pm, 1000 W 4 th Ave, Kennewick

June 2025

2	Pasco City Council Regular Meeting , 7pm, 525 N Third Ave, Pasco
4	Kennewick School Board Meeting , 5:30pm, 1000 W 4 th Ave, Kennewick
9	CBC Retirement Reception, 3:00pm, Thornton Courtyard, CBC Pasco Campus
9	CBC Board of Trustees Meeting, 4:30pm, Beers Boardroom, CBC Pasco Campus
9	Pasco City Council Workshop Meeting , 7pm, 525 N Third Ave, Pasco
10	Pasco School Board Meeting , 6:30pm, Board Room, 1215 W Lewis St, Pasco
10	Richland School Board Meeting , 6:30pm, 6972 Keene Road, West Richland
13	CBC Graduation Ceremonies, 4pm & 7pm, Toyota Center, Kennewick
16	Pasco City Council Regular Meeting , 7pm, 525 N Third Ave, Pasco
18	Kennewick School Board Meeting , 5:30pm, 1000 W 4 th Ave, Kennewick
19	Juneteenth Observed, CBC Campus Closed
23	Pasco City Council Workshop Meeting , 7pm, 525 N Third Ave, Pasco
24	Pasco School Board Meeting , 6:30pm, Board Room, 1215 W Lewis St, Pasco
24	Richland School Board Meeting , 6:30pm, 6972 Keene Road, West Richland

 CBC Board Meetings

 Community Events

 CBC Events

 Community Board Meetings

 Trustee Pro Development / Conferences


 Holidays

Exhibit A

Columbia Basin College
Board of Trustees Meeting Minutes
February 14, 2025
Online Only Meeting 7:30 a.m.

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

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

Virtual Attendees: Eduardo Rodriguez, Cheryl Holden, Michael Lee, Elizabeth Burtner, Luz Garza, Erin Fishburn, Tyler McDonald, Michelle Stewart, Jason Engle, Sarah McCalmant, Dr. LoAnn Ayers, Kiera Squires, Jamie Duncan, Melissa McBurney, Carrie DeLeon, Rod Taylor, Brian Dexter, Stephanie Fuentes, Erin Daugherty, Josh Ellis, Dan Quock, Susan Shelangoskie, Kyle Winslow, Ty Beaver

The Agenda	The Discussion	Action
Call to Order	Due to inclement weather, the CBC Board of Trustees meeting was held online only.	Meeting called to order by Trustee Rivas de Bredt at 7:30 a.m.
Pledge of Allegiance	Trustee Rivas de Bredt led the Pledge of Allegiance.	
Agenda Changes	No changes made to the agenda.	Trustee Jackson moved and Trustee Harper seconded a motion to approve the February 14, 2025 agenda as written. Approved unanimously.
Approval of Minutes	January 13, 2025 Board of Trustees Meeting Minutes (Exhibit A) Discussion - None	Trustee Page moved and Trustee Harper seconded a motion to approve the January 13, 2025 minutes as written. Approved unanimously.
<u>Linkage with Community</u> United Way of Benton & Franklin Counties Dr. LoAnn Ayers, President & CEO	Dr. LoAnn Ayers was invited to share about the United Way of Benton & Franklin Counties (UWBFC). UWBFC collaborates with non-profits in our community with an emphasis on supporting the well-being, safety, and academic success of children, from birth to middle school. They use a variety of programs to impact our local community: <ul style="list-style-type: none"> • Community Grants – UWBFC funds local non-profit programs who share their mission. They are currently funding the 2023-25 grant cycle with the distribution of over \$350,000 for 15 grants. • Attendance Matters® Mentoring Program – In 2021-22 UWBFC launched a program mentoring chronically absent middle school students. This program decreases chronic absenteeism and increases engagement at school. The program currently mentors 250+ local students inside 9 local middle schools. • Dolly Parton’s Imagination Library – UWBFC partners with the Imagination Library to mail an age-appropriate book to children, ages birth – 5, at no cost to parents or children. UWBFC mails a book per month to 6,000 children in our community. 	
<u>Celebrating Excellence</u> CBC United Way Festival of Trees Team Katie Cerrillos, HR Consultant 2 Heidi Cook, HR Consultant 2 Denise Cook, HR Consultant 2 Amanda Kohn, HR Consultant 2 Michelle Stewart, Safety Officer 3	Each year a team of employees from CBC selects a theme and decorates a tree for the United Way fundraiser held each year in November. The CBC team selected the theme “Sustainable Elegance” that featured ornaments and decorations with an eco-friendly focus, natural and recyclable materials, and handmade and multi-purpose decorations. In addition to their tree, the team collected sustainable items donated by local vendors in our community. Donations were provided by Job’s Nursery, Pasco Lowes, Richland	

	<p>Players, Chateau Ste. Michelle Winery, Dandelion Wishes Candle Co., Two Sisters Candy, Sweet Bee Honey, Casa Pottery, Nothing Bundt Cakes and recyclable gift-wrapping supplies from Michelle Stewart. Thank you to this team and their contribution to the United Way fundraiser.</p>	
<p><u>Remarks</u></p> <p>By Administration, President</p>	<p>The Governor's Office has appointed Dr. Michelle Smith as CBC's newest trustee. She works in our community as an Assistant Principal at Pasco HS and will be working at Chiawana HS next academic year.</p> <p>SB 5663, establishing a virtual campus for all Washingtonians through course offerings at community and technical colleges, has passed in the Senate and is currently making its way through the House.</p> <p>CBC added a Keep WA Working webpage with helpful resources for students including C.A.R.E. counseling and basic needs resources.</p> <p>CBC is monitoring federal changes and their possible impact on the College.</p> <p>CBC was given permission to move forward with hiring a director for the Clean Energy Learning Center.</p> <p>Teaching & Learning Professional Development Day is next Friday (2/21) for all CBC employees. We will be highlighting faculty strategies and innovations instead of featuring a keynote speaker.</p> <p>Spring enrollment is up 14% over last year. Online classes account for 35% of the available classes this quarter.</p>	
<p>By CEO, Foundation</p>	<p>Erin Fishburn, Foundation Executive Director & CEO, provided the Foundation report.</p> <ul style="list-style-type: none"> • The employee giving campaign has been ongoing for the past week (February 10 – 14) with a goal of \$40,000 in employee giving. • For an employee thank you event, the Foundation is providing tickets to the Tri-City Americans hockey game on March 7. They invite the trustees to join this event. • Endowment allocations have been given out in the amount of \$702,000 this year. • The Foundation Board will participate in development training through the Murdoch Foundation for two days in February (online) and two days in March in Vancouver, WA. • On February 28 scholarships close. The Foundation received 600 completed applications and are expecting 1,000 by the time scholarships close. 	
<p>By ASCBC</p> <p>Exhibit B: ASCBC Events Calendar</p>	<p>ASCBC student representative, Tyler McDonald, gave updates on the recent fall activities for students and provided information on upcoming events.</p> <ul style="list-style-type: none"> • Club Rush (1/13) with 35 clubs chartering and 4 new clubs added. • Craft hours will continue as an opportunity for students to relax and destress. • Country Cupid (2/6) was a country line dancing event with 120 students attending. 	

By Faculty Senate Chair By AHE Representative By Board Members	<ul style="list-style-type: none">• Spirit Night (2/12) encouraged students to attend the Men’s and Women’s basketball games on the CBC Pasco campus. This was in collaboration with Athletics.• February is Black History Month. ASCBC invited three speakers to talk with students throughout the month. <p>ASCBC representatives Tyler McDonald and Declan Porter were invited to join President Woods, Trustee Rivas de Bredt and Elizabeth Burtner on a visit with legislators at the WA State Capitol January 29 – 31. Representative April Connors took both students to the House floor and showed them the “secret stairs.” The CBC group was able to meet with eight legislators in the Capitol offices and participated in a reception for legislators hosted by the east side community colleges.</p> <p>Kiera Squires, Faculty Senate Chair, gave an update on Faculty Senate. Assessment Teaching & Learning is hosting panel sessions based on the results of a survey on ILOs. The Faculty Affairs Committee is reviewing submissions for the NISOD award and winners will be announced soon. Curriculum Committee announced three new degrees – one in Computer Science adding a science component to the existing software development degree to better prepare students for grad school, one in Respiratory Therapy and one in Dental Hygiene. Faculty are concerned about how the federal political climate affects students.</p> <p>No AHE representative was present at the meeting.</p> <p><u>Trustee Jackson</u> Trustee Jackson was selected to serve on the Executive Committee for Government Affairs for the Association of Washington Business. He attended a town hall meeting for small business owners where Senator Claudia Kauffman discussed bills up for vote this legislative session that would impact small business owners, for instance, push for a \$25/hr minimum wage and rent control.</p> <p><u>Trustee Page</u> Trustee Page welcomed Trustee Smith as a new CBC Board trustee.</p> <p><u>Trustee Smith</u> Working in secondary education, Trustee Smith is experiencing many of the same concerns we have about our CBC students – attendance has decreased recently and students have additional responsibilities at home due to family circumstances. She is also concerned about LGBTQA+ students and their safe environment. She hopes we can apply lessons learned from the pandemic and apply it now for students needing varied modalities for classes.</p> <p><u>Trustee Rivas de Bredt</u> Trustee Rivas de Bredt visited legislators in Olympia with Dr. Woods, Elizabeth Burtner and two CBC students at the end of January. She reminded everyone the Hispanic Chamber has scholarships available for seniors in high school interested in business.</p>	
<u>Public Comments</u>	No public comments.	

<p><u>Reports</u></p> <p>Exhibit C: CBC Mission Fulfillment Report 2023-24 (Spring Update)</p> <p>Exhibit D: Executive Limitations Monitoring Reports EL-4, EL-5, EL-6</p> <p>Exhibit E: Cash Reserve Report</p> <p>Exhibit F: Operating Funds Variance Report</p>	<p>Dean for Organizational Learning, Jason Engle, provided the spring update of the Mission Fulfillment Report. The End State reporting metric changes were approved by the Board of Trustees at their September 9, 2024 meeting and now include:</p> <ol style="list-style-type: none"> 1. <u>Equity</u> - Students enrolled, and students who successfully complete represent the demographics of Benton and Franklin Counties. 2. <u>Transitional Studies</u> - Students complete GED and HS-Equivalent credentials which allow students to transition to college or begin their chosen careers. 3. <u>Professional / Technical</u> - Students complete professional and technical programs which enable them to begin their chosen careers. 4. <u>Academic Transfer</u> - Students complete transfer programs which enable them to begin their chosen careers or transfer to 4-year schools to complete their bachelor's or higher degree programs. 5. <u>Return on Investment</u> - Graduates obtain in-demand jobs with family-sustaining wages within Benton and Franklin Counties, thereby benefitting the community with a well-trained and educated workforce and positive financial return, as well as economic mobility that strengthens graduates and their families. <p>Notable Strengths (+):</p> <ul style="list-style-type: none"> • Completion and Transfer by Year 3 • Equity Areas of Strength • Return on Investment <p>Notable Opportunities (-):</p> <ul style="list-style-type: none"> • English College Credit Attainment • Retention • Equity – Particularly for part-time and off schedule students (began in Winter or Spring Qtr) <p>Dr. Woods presented the Executive Limitation Monitoring Reports EL-4, EL-5 and EL-6 (Exhibit D). On the EL-5 report, Treatment of Asset Protection, section 2, CBC received a decision that we are unable to trademark “CBC” by itself because another college in Arkansas has already done so at the federal level and is unwilling to execute a coexistence agreement with us. We will instead file a Washington state trademark registration application, and possibly neighboring states as well, for “CBC.”</p> <p>VP for Administrative Services, Eduardo Rodriguez, provided highlights from the Cash Reserve Report and the Operating Funds Variance Report (Exhibits E & F).</p>	
<p><u>Discussion/Action</u></p> <p>Exhibit G: First Reading – Board Policies Executive Limitations GP-1, GP-2, GP-3, GP-4, GP-5, GP-6</p>	<p>Trustees had no comments or changes for the Board Policies Executive Limitations GP-1, GP-2, GP-3, GP-4, GP-5, GP-6 (Exhibit G).</p>	<p>Trustee Smith moved and Trustee Page seconded a motion to move Board Policies Executive Limitations GP-1, GP-2, GP-3, GP-4, GP-5, GP-6 to the March 21, 2025 BOT meeting consent agenda. Approved unanimously.</p>

Adjournment: 9:20 a.m.	Trustee Rivas de Bredt adjourned the meeting at 9:20 a.m.	
	Next Board of Trustees Meeting Beers Board Room & Zoom Webinar March 21, 2025 - 7:30 a.m.	

Ofelia Rivas de Bredt, Board Chair

Exhibit B

Columbia Basin College: In the News - February 2025

2/27/2025

KNDU-TV:

[Columbia Basin College starts 4-day human trafficking awareness campaign](#)

[Human trafficking awareness campaign shines light in Tri-Cities](#)

[Kennewick's Lydig Construction honored for excellence in big projects](#)

KEPR:

[KEPR: Human chain to represent victims of human trafficking](#)

Tri-City Herald:

[Tri-Cities high school athletes committing for college play. Kennewick football up to 6](#)

[CBC men's, women's basketball teams in thick of postseason playoff races](#)

[Snow causes wrecks across Tri-Cities. Schools, businesses impacted. When will it clear up?](#)

[Update: Snow cancels Tri-Cities after-school activities. Hanford, other workers sent home](#)

[CBC men's, women's basketball teams in thick of postseason playoff races](#)

FOX41:

[FOX41: First significant snowfall of season prompts school closures in Columbia Basin, NE Oregon](#)

Apple Valley News:

[Upward Bound program partners up with 2nd harvest to benefit local communities](#)

[CBC students volunteer to combat food insecurity in Benton and Franklin Counties](#)

Union-Bulletin:

[Wednesday recap: WWCC's women's basketball team beats Columbia Basin](#)

[WWCC men hosting Columbia Basin in basketball showdown](#)

[WWCC's women's basketball team defending Dietrich Dome](#)

AOL:

[Pasco 'Hall of Fame' administrator, who oversaw construction of several schools, dies](#)

Columbia Basin College: In the News - February 2025
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560KPQ:

[From Mattawa Orchard to Opera Stages Worldwide: Jose Iñiguez](#)

Tri-Cities Journal of Business:

[Study: Multimillion-dollar center would be a modern hub for ag innovation](#)

[Lydig Construction Inc. among Build Northwest winners](#)

[WSU Tri-Cities sees dwindling interest in hospitality degree](#)

[Here are the Tri-Cities' top titles to add to your reading list](#)

Columbia Basin Herald:

[CWU honor rolls include 101 Basin students](#)

[Basin students make WSU President's List](#)

[Basin sports schedule Jan. 29-Feb. 4](#)

The Daily News:

[Shirley Anne Ward](#)

Idaho Statesman:

[Signing Day: More than 150 Boise-area athletes commit to colleges. See where they are going](#)

National Park Service:

[Latinx Experiences at Hanford: Frank Armijo](#)

Yakima Herald Republic:

[Eisenhower's Branson Rozier to pitch for Yakima Valley Pippins this summer](#)

Coeur d'Alene/Post Falls Press:

[Signing photos Feb. 4, 2025](#)

Columbia Basin College: In the News - February 2025
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The Spokesman-Review:

[Christie ANDERSON Obituary](#)

My Clallam County:

[LOCAL SPORTS: Pirates Battle for Playoff Spot on Sophomore Night; Women Aim to Extend Streak](#)

Whole Hog Sports:

[Arkansas vs. Washington State baseball Game 4: How to watch and listen, pitching matchup, forecast, what to know](#)

Exhibit C

Columbia Basin College

Cash Reserve Report

FY2025 - JANUARY 2025

Assets			
Cash			
In Bank	1000070	\$	30,035,873
Petty Cash	1000020	\$	5,504
Total Cash		\$	30,041,377
Investments			
Short Term (0-365 days)	1000040-1000050		
	1020000-1020030	\$	5,082,697
Long Term (>365 days)	1110003-1110060	\$	16,407,070
Total Investments		\$	21,489,767
Accounts Receivable			
Current	1010100 + 1010030	\$	2,564,688
Unbilled	1010050	\$	698,977
AR - Other	1010240 + 1010060	\$	598,962
Allowance for AR	1010110 + 1010130	\$	(18,497)
Total AR		\$	3,844,129
Inter/Intra Gov Receivables			
Due from Fed	1010150	\$	441,213
Due from Other Gov	1010160	\$	520,966
Due from Other Agency	1010180	\$	12,890
Total Inter/Intra Gov Receivables		\$	975,070
Total Assets		\$	56,350,344
Liabilities			
Current Liabilities			
Accounts Payable	2000010	\$	546,844
Accrued Salaries Payable	2011010	\$	-
Due to Other Agency	2012050	\$	161,793
Sales/Use Tax	2010070	\$	30,261
Accrued Liabilities	2001070	\$	-
COP Current Year P&I Due	2050010	\$	1,039,625
Total Current Liabilities		\$	1,778,523
Total Liabilities		\$	1,778,523

Cash Balance	
(ASSETS less LIABILITIES)	\$ 54,571,821
Dedicated Balances	
Account	
Student Supported Capital	1000070 \$ 4,013,416
3.5% - Institutional Financial Aid	1010190 \$ 1,869,131
Students S&A	1000070 \$ 5,447,845
Bookstore Operating Reserves	1000070 \$ 2,844,526
Technology Fee	1010190 \$ 1,410,766
Parking Fees	1010190 \$ 1,063,528
Basic Food Employment and Training	1000070 \$ 333,404
Total	\$ 16,982,617
Reserves Policy - BOT Policies on Reserves	
Unplanned Capital Repair and Replacement	\$ 2,000,000
Capital Facilities Projects	\$ 19,921,463
Operating Reserve	\$ 10,920,000
Emergencies	\$ 2,000,000
Total	\$ 34,841,463
Operating Reserves Balance	
Existing Reserve balance less Dedicated Reserves and Emergency Reserves	\$ 2,747,741

*Note: Due to ongoing reconciliation efforts dating back to the 2022 ctLink conversion, some amounts may differ from actuals. As account reconciliations progress, these discrepancies will resolve.

Exhibit D

Fiscal Year 2425 Operating Funds Variance

As of Fiscal Month End: January 2025

				EXP/BDGT	EXP/REV	REV/BDGT
State Alloc	001, 24J, 08A	EXP BDGT	\$ 42,223,253	51.43%	53.30%	96.50%
		EXP	\$ 21,715,379			
		REV (Alloc)	\$ 40,745,585			
Local Fees	148	EXP BDGT	\$ 3,260,439	44.90%	51.36%	87.43%
		EXP	\$ 1,464,052			
		REV	\$ 2,850,687			
Local Tuition	149	EXP BDGT	\$ 23,200,174	49.15%	90.66%	54.22%
		EXP	\$ 11,403,980			
		REV	\$ 12,579,230			
Contracts	146	EXP BDGT	\$ 2,175,942	49.28%	18.77%	262.49%
		EXP	\$ 1,072,220			
		REV	\$ 5,711,652			
YTD Total	*Includes Interfund Transfers	EXP BDGT	\$ 70,227,122	50.77%	57.61%	88.12%
		EXP	\$ 35,655,631			
		REV	\$ 61,887,154			
Approved Budget Total		BDGT	\$ 69,138,607	Key: Spend rate less than 5% below FY % Spend rate with in + or - 5% of FY% Spend rate more than 5% above FY%		

YTD Target Rate 58.33%

Notes:

Account	BDGT	EXP	EXP/BDGT	State Allocation Schedule #6
Salaries and Wages	5000003 \$ 42,027,734	\$ 22,555,570	53.67%	
Benefits	5010003 \$ 13,829,152	\$ 7,624,709	55.14%	
Contracted Services	5050003 \$ 3,345,050	\$ 1,348,487	40.31%	
Goods & Routine Services	5030003 \$ 2,933,825	\$ 821,878	28.01%	
Other Expenses	5081004 \$ 2,878,018	\$ 1,605,806	55.80%	
Utilities	5060003 \$ 1,737,000	\$ 828,236	47.68%	
Travel	5080004 \$ 817,184	\$ 307,485	37.63%	
Capital Expenses	5040003 \$ 392,966	\$ 43,361	11.03%	
Grants, Scl. ships, Fellowships	5020003 \$ 1,202,355	\$ 520,099	43.26%	
Debt Expenditures	5110003 \$ 1,696,525	\$ -	0.00%	
Interfund Transfers	\$ (632,686)	\$ -	0.00%	
YTD Total	\$ 70,227,122	\$ 35,655,631		

Print Date: 3/13/2025

Exhibit E



Community College District 19
Board of Trustees

POLICY TYPE: BOARD-STAFF LINKAGE BSL-1

POLICY TITLE: EMPLOYMENT RESPONSIBILITIES

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

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



Community College District 19
Board of Trustees

POLICY TYPE: BOARD-STAFF LINKAGE BSL-2

POLICY TITLE: ACCOUNTABILITY OF THE PRESIDENT

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

POLICY TYPE: BOARD-STAFF LINKAGE BSL-3

POLICY TITLE: DELEGATION TO THE PRESIDENT

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

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



Community College District 19
Board of Trustees

POLICY TYPE: BOARD-STAFF LINKAGE BSL-4

POLICY TITLE: PRESIDENT JOB DESCRIPTION

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

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

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

POLICY TYPE: BOARD-STAFF LINKAGE BSL-5

POLICY TITLE: MONITORING EXECUTIVE PERFORMANCE

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

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

Exhibit F



Community College District 19
Board of Trustees

POLICY TYPE: GOVERNANCE PROCESS GP-1

POLICY TITLE: GOVERNANCE COMMITMENT

The purpose of governance is that the Board, on behalf of the citizens of Benton and Franklin counties, ensures the accountability of Columbia Basin College by ensuring that it (a) achieves appropriate results for the appropriate recipients at an appropriate cost, and (b) avoids unacceptable activities, conditions and decisions.



Community College District 19
Board of Trustees

POLICY TYPE: GOVERNANCE PROCESS GP-2

POLICY TITLE: GOVERNING STYLE

The Board will govern with an emphasis on outward vision rather than an internal preoccupation, encouragement of diversity in viewpoints, strategic leadership more than administrative detail, clear distinction of Board and President roles, collective rather than individual decisions, future rather than past or present, and proactivity rather than reactivity. The Board will:

1. Deliberate in many voices, but govern in one.
2. Be responsible for excellence in governing and initiating policy.
3. Direct, control and inspire Columbia Basin College through the careful establishment of broad written policies reflecting the Board's values and perspectives. The Board's major policy focus will be on the intended long term impacts outside the operating organization, not on the administrative or programmatic means of attaining those effects.
4. Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policy making principles, respect of roles, and ensuring the continuity of governance capability.
5. Monitor and discuss the Board's process and performance periodically. Self-monitoring will include comparison of Board activity and discipline to policies in the Governance Process and Board-Staff Linkage categories.
6. Provide continuous Board development to include, but not be limited to, orientation of new members in the Board's governance process and periodic Board discussion of process improvement.



Community College District 19 Board of Trustees

POLICY TYPE: GOVERNANCE PROCESS GP-3

POLICY TITLE: BOARD JOB DESCRIPTION

The job of the Board is to represent the citizens of Benton and Franklin counties in determining and demanding appropriate organizational performance. To distinguish the Board's own unique job from the jobs of its staff, the Board will concentrate its efforts on the following job "products" or outputs:

1. The link between Columbia Basin College and the citizens of Benton and Franklin counties.
2. Provide written governing policies which, at the broadest levels, address:
 - a. Ends: Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good, for which needs, at what cost).
 - b. Executive Limitations: Constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
 - c. Governance Process: Specification of how the Board conceives, carries out and monitors its own tasks.
 - d. Board-Staff Linkage: How power is delegated and its proper use monitored, through the authority and accountability of the President's role.
3. Ensuring the President's performance (against policies in 2a and 2b).
4. A link between the Board and the College Foundation Board for maintaining communication and providing coordination between the two Boards.
5. Authority to grant tenure, extend the tenure and review process for probationary faculty, and dismiss tenured faculty at Columbia Basin College. Additionally, the Board reserves the authority to renew or not renew contracts for probationary faculty, and to dismiss probationary faculty.

Adopted: 7/01/1997
Revised: 02/14/22 and 02/9/2024
Last Reviewed: 02/14/2025



Community College District 19 Board of Trustees

6. Set policies for and review the Financials and associated status for the College at a frequency determined by the Board.
7. Sole authority to change the compensation and benefits for the President.
8. Discretion to name College facilities, including buildings, rooms, wings, parks, landscaped areas or other significant locations, for person or corporations.
9. Discretion to designate a former President, administrator, or former faculty member to the status of Emeritus for the College.
10. Authority for the following Employment Responsibilities:
 - a. Employ, for a period to be fixed by the Board, a President for Columbia Basin College. The Board may also appoint a President for the district, and fix their duties and compensation, which may include elements in addition to salary.
 - b. Release a President from duties and responsibilities for the College based on justified cause or mutual agreement between the parties.

POLICY TYPE: GOVERNANCE PROCESS GP-4

POLICY TITLE: CHAIRPERSON'S ROLE

The Chair assures the integrity of the Board's process and, secondarily, occasionally represents the Board to outside parties. The Chair is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), other than in rare and specifically authorized instances.

1. The job result of the Chair is that the Board behaves consistent with its own rules and those legitimately imposed upon it from outside the organization.
 - a. Meeting content will focus on those issues which, according to Board policy, clearly belong to the Board, and not to the President, to decide or examine.
 - b. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and kept to the point.
2. The authority of the Chair consists of making decisions that fall within the topics covered by Board policies on Governance Process and Board-Staff Linkage, except where the Board specifically delegates portions of this authority to others. The Chair is authorized to use any reasonable interpretation of the provisions in these policies.
 - a. The Chair is empowered to chair Board meetings with all the commonly accepted power of that position (e.g., ruling, recognizing, and agenda-setting).
 - b. The Chair has no authority to make decisions about policies created by the Board within Ends and Executive Limitations policy areas. Therefore, the Chair has no authority to supervise or direct the President.
 - c. The Chair may represent the Board to outside parties in announcing Board-stated positions and in stating Chair decisions and interpretations within the area delegated to him or her.
 - d. The Chair may delegate this authority, but remains accountable for its use.
3. In the absence of the Chair, the Vice Chair will assume the responsibilities of the Chair.

POLICY TYPE: GOVERNANCE PROCESS GP-5

POLICY TITLE: CODE OF ETHICS FOR BOARD MEMBERS

The Board commits itself and its members to ethical, businesslike, and lawful conduct. This includes proper use of authority and appropriate decorum when acting as Board Members.

1. Board Members must represent un-conflicted loyalty to the interests of the citizens of Benton and Franklin counties. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. It also supersedes the personal interest of any Board Member acting as a consumer of the College's services.
2. Board Members must avoid any conflict of interest with respect to their fiduciary responsibility.
 - a. There must be no self-dealing or any conduct of private business or personal services between any Board Member and the College except as procedurally controlled to ensure openness, competitive opportunity and equal access to "inside" information.
 - b. When the Board is to decide upon an issue about which a Board Member has an unavoidable conflict of interest, that Board Member shall absent herself or himself without comment from not only the vote, but also from the deliberation.
 - c. Board Members must not use their positions to obtain employment in the College for themselves, family members or close associates. Should a Board Member desire employment, he or she must first resign.
 - d. Board Members will annually disclose their involvements with other organizations, with vendors, or any other associations which might produce a conflict.
3. Board Members may not attempt to exercise individual authority over the College except as explicitly set forth in Board policies.
 - a. Board Members' interactions with the President or with staff must recognize the lack of authority vested in individuals except when explicitly Board-authorized.
 - b. Other than the Chairperson's role as articulated in GP-4, Board Members' interactions with public, press or other entities must recognize the same limitation and the inability of any Board Member to speak for the Board.
 - c. Board Members will give no consequence or voice to individual judgments of President or staff performance.
4. Members will respect the confidentiality appropriate to issues of a sensitive nature.

Adopted: 07/01/1997

Revised: 03/21/2022

Last Reviewed: 02/14/2025



Community College District 19
Board of Trustees

POLICY TYPE: GOVERNANCE PROCESS GP-6

POLICY TITLE: COST OF GOVERNANCE

The Board will invest in its governance capacity to promote and ensure effective, and continuous improvement of its governance of the College.

Accordingly:

1. The Board will decide on the funds it deems necessary for it to perform its duties.
2. The Board's skills, methods and support resources will be sufficient to ensure governing with excellence.
 - a. Training and re-training will be utilized to orient new Trustees and candidates to be Trustees, as well as to maintain and increase existing Trustees' skills and knowledge.
 - b. Outside monitoring assistance and resources will be arranged so that Board can exercise confident control over organizational performance, which includes, but is not limited to, Fiscal Audit.
 - c. Outreach mechanisms will be used as needed to ensure the Board's ability to listen to the citizens of Benton and Franklin counties in order to understand their viewpoints and values related to the College.
3. Costs will be prudently incurred, though not at the expense of jeopardizing the development and maintenance of superior governance knowledge and capability.