

**COLUMBIA BASIN COLLEGE**  
**BOARD OF TRUSTEES MEETING**  
January 12, 2026  
Beers Board Room & Virtual  
4:30 p.m.

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**Agenda**

Call to Order

**Pledge of Allegiance**

**Agenda Changes\***

**Approval of Minutes\***

Exhibit A: December 8, 2025, Board of Trustees Meeting

**Celebrating Excellence**

Title V Team

Jennifer Castro-Velazquez, Director for La CASA & Title V

Michael Jaramillo, Program Assistant for La CASA & Title V

Donny Anderson, Instructional Designer, Teaching & Learning Center for Excellence

Mohammed Askar, Data Consultant 2, Institutional Research

Vicki Domina, Director for Advising, Retention & Completion

Jason Engle, Dean for Organizational Learning

Ekaterina Stoops, Director for Teaching & Learning Center for Excellence

**Remarks**

By Administration

President Rebekah Woods, Exhibit B: CBC in the News – Dec 2025

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

Economic Impact Report

**Discussion/Action\***

Exhibit E: First Reading – Board Policies Governance Process GP-1, GP-2, GP-3

**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.*

# Exhibit A

**Board of Trustees  
Community College District 19  
Campuses in Pasco & Richland, Washington**

A regular meeting of the Board of Trustees of Community College District 19 was held on Monday, December 8, 2025. Ofelia Rivas de Bredt, chair, presided. This meeting was held in the Beers Board Room, Building A, CBC Pasco Campus at 2600 N. 20<sup>th</sup> Avenue, Pasco, WA 99301 and remotely via Zoom.

## **MINUTES**

Chair Rivas de Bredt called the business meeting to order at 4:30 p.m.

## **ROLL CALL**

A quorum of the Board was present.

Board Present: Chair Ofelia Rivas de Bredt, Vice Chair Kimberly Harper (virtual), Trustee Kedrich Jackson (virtual), Trustee Edison Valerio and Trustee Michelle Smith

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

Administration & Staff Present: Eduardo Rodriguez, Cheryl Holden, Erin Fishburn, Luz Garza, Jesus Mota, Clarissa Pruneda, Brian Dexter, Rosario Rodriguez-Erechar

Guests Present: Evangelina Galvan Shreeve, Karen Kniep Blanton, Stephanie Fuentes, Tyler McDonald

Virtual Attendees: Sarah McCalmant, Michael Lee, Corey Osborn, Kiera Squires, Dan Quock, Rod Taylor, Melissa McBurney, Kelsey Myers, Rebekah Barton

## **PLEDGE OF ALLEGIANCE**

Trustee Rivas de Bredt led the Pledge of Allegiance.

## **APPROVAL OF AGENDA**

**MOTION:** Trustee Valerio moved and Trustee Smith seconded a motion to approve the December 8, 2025 agenda as written. Approved unanimously.

## **APPROVAL OF MINUTES**

**MOTION:** Trustee Smith moved and Trustee Valerio seconded a motion to approve the November 10, 2025 Board meeting minutes as written. Approved unanimously.

## **LINKAGE WITH COMMUNITY**

The Board welcomed two guests from Battelle: Evangelina Galvan Shreeve, Acting Deputy Director for Human Resources, and Karen Kniep Blanton, Acting Director for STEM Education and Workforce Development. The Battelle team is dedicated to providing access and equity to students. Battelle has been a partner with CBC for many years. They prepare and build a workforce through mentorships, internships, STEM Ambassadors and STEM competitions. Most recently, Battelle Institute generously provided \$3.25 million for a future STEM Center on CBC's Pasco campus.

## CELEBRATING EXCELLENCE

The Board celebrated the work of Stephanie Fuentes, CBC Undocumented Student Advocacy Specialist. She has served in this role for the past two years assisting undocumented and mixed documentation students to enroll and successfully attain their education goals. Stephanie has established an *Undocu Ally* training tailoring the information to those assisting and supporting students. Thank you, Stephanie, for your dedication in assisting students to achieve success and thrive at CBC.

## REMARKS

By Administration, President

Rebekah Woods, CBC President, provided the following updates to the Board.

### *Enrollment*

Fall quarter is complete, grades were due today and enrollment continues to increase for winter quarter.

### *Legislative News*

Washington State Community and Technical College (WACTC) personnel are preparing for the legislative session beginning January 12, 2026 and running through March 12, 2026. No additional funding asks will be requested this session, but WACTC will be requesting fully funded COLAs and ask the legislature to keep our system whole by providing funding consistent with previous biennium.

The Legislative Luncheon in Walla Walla is cancelled for Thursday, December 11, 2025.

### *Battelle Community STEM Learning Center*

We recently had a kick-off meeting for the advisory group planning for the new STEM Learning Center on CBC Pasco's campus. This group will hold listening sessions with various constituents looking for innovative ideas to incorporate into the center. Recently, Elizabeth Burtner and Mickael Charles visited STEM learning facilities in Columbus, Ohio where Battelle is headquartered.

By CEO, Foundation

Erin Fishburn, Foundation Executive Director & CEO, provided the Foundation report. A scholarship celebration was held last week for recipients and donors. Planning is in the works for a winter donor scholarship celebration, sponsored by STCU, during the first week in February. Recent donations from generous partners include \$20,000 for a diaper bank from Women Helping Women Tri-Cities and \$10,000 from the Confederated Tribes of Umatilla. Upcoming events include the Athletics Hall of Fame dinner on February 20 and the Power of Connection Foundation scholarship fundraiser scheduled for October 15, 2026.

By ASCBC

Tyler McDonald, ASCBC representative and Club Council Chair, provided updates of current ASCBC sponsored events. November and December activities included a Polar Express movie night, craft hour during finals, and an energy drink “fueling for finals” distribution. The ASCBC winter service project wrapped up last week providing winter essentials to 522 students this year! There were many moving stories from students and their gratitude for this event. Café con Arte hosts a “college” night on Wednesday’s providing \$5 drinks to students from CBC and WSUTC.

By Faculty Senate Chair

Kiera Squires, Faculty Senate Chair, gave an update on Faculty Senate. The last Faculty Senate meeting for 2025 was on November 21. The next meeting will be Friday, January 16, 2026. The Curriculum Committee and the Assessment Teaching and Learning Committee are working to align course outcomes with learning outcomes. Sociology faculty member Brad Powell recently received a grant to host a Spanish (PRADA) film festival.

By AHE Representative

No AHE representative was present.

By Board Members

*Trustee Kimberly Harper* is working to establish a STEAM Program with the local Links Chapter.

*Trustee Kedrich Jackson* attended a November 25 business owner meeting in the Tri-Cities to meet with the new President of the Washington Round Table.

*Trustee Michelle Smith* attended the Fall ACT Conference featuring an IGNITE presentation. Affinity groups talked about coalescing with one voice for all people of color who are finding their way in leadership positions.

*Trustee Edison Valerio* attended the Washington Round Table meeting on November 25. Trustee Valerio was selected to serve on the ACT Awards Committee and the ACCT Governance & Bylaws Committee. *Chair Ofelia Rivas de Bredt* attended the Big Band concert held in the CBC auditorium and a September CBC women’s basketball game. She was also able to wrap gifts for the Shop with a Cop event and attended the Fall ACT Conference discussing targeted Universalism and the allocation model changes.

## PUBLIC COMMENTS

No public comments.

## REPORTS

The Cash Reserve Report and Operating Funds Variance Report were provided by Eduardo Rodriguez, Vice President for Administrative Services.

## DISCUSSION/ACTION

Resolution 25-06: In-State Tuition and Fee Policy for Apprenticeship Programs was presented to the Board. The resolution codifies current practices for apprenticeship programs.

**MOTION:** Trustee Valerio moved and Trustee Harper seconded a motion to approve Resolution 25-06: *In-State Tuition and Fee Policy for Apprenticeship Programs as written. Approved unanimously. Resolution was signed by Chair Rivas de Bredt on behalf of the CBC Board of Trustees.*

Board Policies Executive Limitations EL-6, EL-7, EL-8, EL-9, EL-10

**MOTION:** Trustee Smith moved and Trustee Valerio seconded a motion to accept Board Policies Executive Limitations EL-6, EL-7, EL-8, EL-9, and EL-10 as written. Approved unanimously.

## ADJOURNMENT

**MOTION:** Trustee Smith proposed a motion to forward the nomination of Dr. Woods to the Association of College Trustees (ACT) for CEO of the Year. Trustee Jackson moved and Trustee Valerio seconded the motion to submit a nomination. Approved unanimously.

The CBC Board of Trustees business meeting adjourned at 6:03 p.m. by Chair Rivas de Bredt.

CHAIR:

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Ofelia Rivas de Bredt  
Chair, Board of Trustees  
Community College District 19

ATTEST:

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Ronda Rodgers  
Recording Secretary, Board of Trustees  
Community College District 19

# Exhibit B

**Columbia Basin College: In the News – December 2025**

12/23/2025

**Tri-City Herald:**

[Holiday events in Tri-Cities for kids and families, plus free activities in December](#)

[WA's teacher of the year from Tri-Cities says: 'I don't let kids give up'](#)

**Journal of Business:**

[Collaboration fuels INEF's push toward next era of energy](#)

**Union Bulletin:**

[Dec. 5 recap: Walla Walla Community College women score basketball win](#)

[Prescott senior named STEM Foundation's Rising Star from Mid-Columbia Region](#)

# Exhibit C

# Columbia Basin College

## Cash Reserve Report

FY2026 - November

<b>Assets</b>			<b>Cash Balance</b>		
<b>Cash</b>			(ASSETS less LIABILITIES)		
In Bank			1000070	\$	26,678,572
Petty Cash			1000020	\$	5,504
<b>Total Cash</b>			<b>\$ 26,684,076</b>		
<b>Investments</b>			<b>Dedicated Balances</b>		
Short Term (0-365 days)			1000040-1000050		
1020000-1020030			\$ 5,187,421		
Long Term (>365 days)			1110003-1110060	\$	17,370,694
<b>Total Investments</b>			<b>\$ 22,558,115</b>		
<b>Accounts Receivable</b>			<b>Reserves Policy - BOT Policies on Reserves</b>		
Current			1010100 + 1010030	\$	1,324,754
Unbilled			1010050	\$	439,642
AR - Other			1010240 + 1010060	\$	260,475
Allowance for AR			1010110 + 1010130	\$	(18,497)
<b>Total AR</b>			<b>\$ 2,006,374</b>		
<b>Inter/Intra Gov Receivables</b>			<b>Total</b>		
Due from Fed			1010150	\$	882,444
Due from Other Gov			1010160	\$	795,368
Due from Other Agency			1010180	\$	86,840
<b>Total Inter/Intra Gov Receivables</b>			<b>\$ 1,764,653</b>		
<b>Total Assets</b>			<b>\$ 53,013,217</b>		
<b>Liabilities</b>					
<b>Current Liabilities</b>					
Accounts Payable			2000010	\$	278,655
Due to Other Agency			2012050	\$	102,110
Accrued Salaries Payable			2011010	\$	-
Sales/Use Tax			2010070	\$	37,257
Accrued Liabilities			2001070	\$	-
COP Current Year P&I Due			2050010	\$	1,528,000
<b>Total Current Liabilities</b>			<b>\$ 1,946,021</b>		
<b>Total Liabilities</b>			<b>\$ 1,946,021</b>		
<b>Operating Reserves Balance</b>					
Existing Reserve balance less Dedicated Reserves and Emergency Reserves					<b>\$ 3,076,116</b>

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

# Exhibit D

## Fiscal Year 2526 Operating Funds Variance

As of Fiscal Month End: November

					EXP/BDGT	EXP/REV	REV/BDGT	
State Alloc	001, 24J, 08A	EXP BDGT	\$ 43,560,079					
		EXP	\$ 16,429,425					
		REV (Alloc)	\$ 39,906,362					
					37.72%	41.17%	91.61%	
Local Fees	148	EXP BDGT	\$ 4,113,380					
		EXP	\$ 1,787,165					
		REV	\$ 2,846,822					
					43.45%	62.78%	69.21%	
Local Tuition	149	EXP BDGT	\$ 25,133,691					
		EXP	\$ 8,173,970					
		REV	\$ 12,420,659					
					32.52%	65.81%	49.42%	
Contracts	146	EXP BDGT	\$ 2,633,532					
		EXP	\$ 707,911					
		REV	\$ 3,058,116					
					26.88%	23.15%	116.12%	
YTD Total	*Includes Interfund Transfers	EXP BDGT	\$ 74,220,901					
		EXP	\$ 27,098,471					
		REV	\$ 58,231,959					
Approved Budget Total		BDGT	\$ 72,440,166					
					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

41.67%

### Notes:

Account	BDGT	EXP	EXP/BDGT	State Allocation Schedule #4
Salaries and Wages	5000003	\$ 44,946,758	\$ 16,734,156	37.23%
Benefits	5010003	\$ 15,879,837	\$ 5,900,568	37.16%
Contracted Services	5050003	\$ 3,198,611	\$ 912,427	28.53%
Goods & Routine Services	5030003	\$ 3,120,017	\$ 980,383	31.42%
Other Expenses	5081004	\$ 2,689,205	\$ 1,424,204	52.96%
Utilities	5060003	\$ 1,851,100	\$ 472,323	25.52%
Travel	5080004	\$ 795,824	\$ 196,687	24.71%
Capital Expenses	5040003	\$ 210,174	\$ 19,116	9.10%
Grants, Scl. ships, Fellowships	5020003	\$ 1,052,631	\$ 458,608	43.57%
Debt Expenditures	5110003	\$ 1,696,525	\$ -	0.00%
Interfund Transfers/ Salary Savings Adj		\$ (1,219,781)	\$ -	0.00%
YTD Total		\$ 74,220,901	\$ 27,098,471	

Print Date:

12/24/2025

# Exhibit E



**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.

**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.



## 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.