

**COLUMBIA BASIN COLLEGE  
BOARD OF TRUSTEES MEETING**

February 2, 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: January 12, 2026, Board of Trustees Meeting

**Linkage with Community**

Kadlec & Providence

Michelle Loera, Providence

Gregory Dunn, Kadlec

Anna Wroble, Kadlec

**Celebrating Excellence**

CBC Surgical Tech Team

Doug Hughes, Dean for Health Sciences

Sarah Rogers, Associate Professor & Director of Surgical Technology

Marissa Grigg, Adjunct Professor for Surgical Technology

**Remarks**

By Administration

President Rebekah Woods, Exhibit B: CBC in the News – Jan 2026

Foundation Executive Director & CEO Erin Fishburn

By ASCBC Student Representative Esfeidi Gutierrez

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

Exhibit E: Executive Limitations Monitoring Reports EL-4, EL-5, EL-6

**Discussion/Action\***

Exhibit F: First Reading – Board Policies Governance Process GP-4, GP-5, GP-6

**Consent Agenda\***

Exhibit G: 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

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**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, January 12, 2026. Kimberly Harper, vice 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**

Vice Chair Harper called the business meeting to order at 4:30 p.m.

## **ROLL CALL**

A quorum of the Board was present.

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

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

Administration & Staff Present: Eduardo Rodriguez, Cheryl Holden, Elizabeth Burtner, Erin Fishburn, Luz Garza, Pär Jason Engle, Michael Lee, Brian Dexter, Royce Cone, Rosario Rodriguez-Erechar

Guests Present: Haley Tapia (ASCBC), Jennifer Castro-Velazquez, Michael Jaramillo, Donny Anderson, Mohammed Askar, Vicki Domina, Ekaterina Stoops

Virtual Attendees: Sarah McCalmant, Kiera Squires, Dan Quock, Rod Taylor, Melissa McBurney, Kelsey Myers

## **PLEDGE OF ALLEGIANCE**

Trustee Harper led the Pledge of Allegiance.

## **APPROVAL OF AGENDA**

**MOTION:** Trustee Smith moved and Trustee Valerio seconded a motion to approve the January 12, 2026 agenda as written. Approved unanimously.

## **APPROVAL OF MINUTES**

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

## **CELEBRATING EXCELLENCE**

The Board celebrated the work of the CBC Title V Team. Title V Part A was a \$3 million grant with funds designated for developing Hispanic-Serving Institution programs over a five-year period (2022 – 2027). Four full-time staff were hired to cover four grant activities designed to close equity gaps between Hispanic and non-Hispanic students. Looking at students holistically, four activities of the Title V Grant

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

covered faculty professional development and course and curriculum redesign, predictive analytics and effectiveness, improving student retention through Completion Coaching and implementation of an Equity Center. In 2026, CBC is proud to institutionalize the Title V work two years early after the Department of Education rescinded our grant and all funding for the Hispanic Serving Institutions program.

## **REMARKS**

By Administration, President

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

### *Enrollment*

We just completed the first week of winter quarter and enrollment is up again. We are serving 8,000+ students on campus this quarter, a 7% increase over last year.

### *Governor's Budget Proposal*

Overall, the Governor's budget included a 5% cut to all cabinet level agencies, 3% cut to WSU and UW, and 1.5% cut to CTCs and regional universities. There were no new investments to K12, but also no reductions.

The operating budget included a 1.5% across-the-board reduction to our base appropriation for the system starting in FY27 and an additional \$900K reduction in goods, services, and travels. Depending on other factors, this would likely equate to approximately a \$700-800K reduction for us next year. His budget did not fully fund COLAs as requested but maintained the 79/21% split.

Outside of our system there was a proposed adjustment to Running Start to lower the enrollment cap from 1.4 to 1.2 FTE which would likely impact summer enrollment and reduce the number of total credits a student could take by ten.

The capital budget was very minimal for our system. We had requested \$149.2M and received only \$4M in the proposal for some climate work to buildings.

### *Legislative Visits*

Visits are planned with our state legislators for January 28 at the Washington State Capitol. Trustee Valerio, Elizabeth Burtner, President Woods, and one of our students who is also an employee, Carolene Hall, will meet with legislators from District 8, 14, 15, and 16. In February, the CBC trustees and President Woods will be in Washington, D.C. to meet with legislators representing Washington State.

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

**By CEO, Foundation**

Erin Fishburn, Foundation Executive Director & CEO, provided the Foundation report. Scholarships are currently open and will close on February 28. The winter donor reception will be the first week in February. Endowment allocations will be completed after receiving final 2025 numbers. The CBC employee giving campaign is scheduled for March.

**By ASCBC**

Haley Tapia, ASCBC representative, provided updates of current ASCBC sponsored events. January activities included a vision board craft hour, winter resource fair, Club Rush event, and a guest speaker, Wes Woodson, speaking to students about mental health, stress, and healthy coping strategies for college life.

**By Faculty Senate Chair**

Kiera Squires, Faculty Senate Chair, gave an update on Faculty Senate. The next meeting will be Friday, January 16, 2026 and they will review the charter for the AI Advisory Committee. January 23 is teaching and learning day on campus and faculty will spend the afternoon working on assessment projects and making course materials accessible.

**By AHE Representative**

No AHE representative was present.

**By Board Members**

*Trustee Edison Valerio* attended a Legislative Advocacy Committee meeting on December 11 where they discussed the 1732 COLA correction and revenue forecast reductions. There will be a pre-trip meeting on February 3 at 8am for those traveling to Washington, D.C. February 8 - 11. ACT Award Nominations are due on March 6.

*Trustee Michelle Smith* started the application for the ACT CEO Award and is requesting trustees submit three or four sentences by February 1 supporting Dr. Woods nomination for this award.

*Trustee Kedrich Jackson* is opposing most of the proposed state laws around artificial intelligence and technology and would prefer one set of statutes federally.

*Chair Ofelia Rivas de Bredt* is the treasurer for the Tri-Cities Hispanic Chamber. They are planning and budgeting for reduced funds this year.

*Trustee Kimbelry Harper* is busy with student STEM/STEAM groups through the local Links Chapter. February 26 the Society of Women Engineers will host a STEM night at the Richland library to expose young girls to engineering and science. Trustee Harper has officially been reappointed to the CBC Trustee Position 5 through September 29, 2030.

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

## **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.

The Economic Impact Report was reviewed with trustees by Dr. Pär Jason Engle. The first presentation of this information was provided at the February 2023 BOT meeting. The data in the report will be of interest to policy advocates, legislators, prospective students, potential donors and used in grant applications.

## **DISCUSSION/ACTION**

First Reading - Board Policies Governance Process GP-1, GP-2, GP-3

**MOTION:** *Trustee Jackson moved and Trustee Smith seconded a motion to move Board Policies Governance Process GP-1, GP-2, and GP-3 to the February 2 consent agenda. Approved unanimously.*

## **ADJOURNMENT**

The CBC Board of Trustees business meeting adjourned at 5:55 p.m. by Vice Chair Harper.

CHAIR:

ATTEST:

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Kimberly Harper  
Vice Chair, Board of Trustees  
Community College District 19

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

# Exhibit B

## **Columbia Basin College: In the News – January 2026**

January 28,2026

### **KNDU-TV:**

[Esvelt Gallery Co-Coordinator talks CBC's Visual Arts program, upcoming events](#)

[CBC's MLK ceremony stays dedicated to King's messaging with fraught political backdrop](#)

### **Apple Valley News:**

[Columbia Basin Veterans Center launches free education program to build veteran confidence](#)

[Event at Columbia Basin College organized by local groups to raise awareness on human trafficking](#)

### **Tri-City Herald:**

[66-year-old Coyote Ridge inmate walks away from prison work crew in Pasco](#)

[CBC bell ringing ceremony to honor MLK Jr.'s legacy](#)

[From homelessness to advocate, Tri-Cities MLK Spirit winner is 'shining example'](#)

[Man arrested after reckless driving in Tri-Cities, evading police](#)

[Sights and sounds from CBC's inspirational MLK Spirit Award ceremony](#)

### **NewsRadio 560KPQ 101.7 FM**

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

### **Seattle Red**

[Army veteran, state senator eyes Dan Newhouse's open House seat](#)

# Exhibit C

# Columbia Basin College

## Cash Reserve Report

FY2026 - December

Assets			
Cash			
In Bank	1000070	\$	24,717,929
Petty Cash	1000020	\$	5,504
<b>Total Cash</b>		<b>\$</b>	<b>24,723,433</b>
Investments			
Short Term (0-365 days)	1000040-1000050		
	1020000-1020030	\$	5,186,044
Long Term (>365 days)	1110003-1110060	\$	17,502,282
<b>Total Investments</b>		<b>\$</b>	<b>22,688,326</b>
Accounts Receivable			
Current	1010100 + 1010030	\$	968,784
Unbilled	1010050	\$	338,971
AR - Other	1010240 + 1010060	\$	225,158
Allowance for AR	1010110 + 1010130	\$	(18,497)
<b>Total AR</b>		<b>\$</b>	<b>1,514,416</b>
Inter/Intra Gov Receivables			
Due from Fed	1010150	\$	7,295,326
Due from Other Gov	1010160	\$	6,380,806
Due from Other Agency	1010180	\$	382,848
<b>Total Inter/Intra Gov Receivables</b>		<b>\$</b>	<b>14,058,979</b>
<b>Total Assets</b>		<b>\$</b>	<b>62,985,155</b>
Liabilities			
Current Liabilities			
Accounts Payable	2000010	\$	55,557
Due to Other Agency	2012050	\$	102,110
Accrued Salaries Payable	2011010	\$	-
Sales/Use Tax	2010070	\$	30,598
Accrued Liabilities	2001070	\$	-
COP Current Year P&I Due	2050010	\$	1,050,875
<b>Total Current Liabilities</b>		<b>\$</b>	<b>1,239,139</b>
<b>Total Liabilities</b>		<b>\$</b>	<b>1,239,139</b>

Cash Balance			
(ASSETS less LIABILITIES)		\$	61,746,016
Dedicated Balances Account			
Student Supported Capital	1000070	\$	1,314,123
3.5% - Institutional Financial Aid	1010190	\$	1,596,344
Students S&A	1000070	\$	4,104,345
Bookstore Operating Reserves	1000070	\$	2,797,009
Technology Fee	1010190	\$	2,524,893
Parking Fees	1010190	\$	1,185,943
Basic Food Employment and Training	1000070	\$	380,107
<b>Total</b>		<b>\$</b>	<b>13,902,763</b>
Reserves Policy - BOT Policies on Reserves			
Unplanned Capital Repair and Replacement		\$	2,000,000
Capital Facilities Projects		\$	15,490,370
Operating Reserve		\$	12,065,500
Emergencies		\$	2,000,000
<b>Total</b>		<b>\$</b>	<b>31,555,870</b>
Operating Reserves Balance			
Existing Reserve balance less Dedicated Reserves and Emergency Reserves		<b>\$</b>	<b>16,287,383</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: December

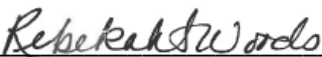
						EXP/BDGT	EXP/REV	REV/BDGT	
State Alloc	001, 24J, 08A	EXP BDGT	\$	43,572,317	<div><div></div></div>	39.20%	42.66%	91.88%	
		EXP	\$	17,079,381	<div><div></div></div>				
		REV (Alloc)	\$	40,033,705	<div><div></div></div>				
Local Fees	148	EXP BDGT	\$	4,113,594	<div><div></div></div>	46.29%	61.46%	75.30%	
		EXP	\$	1,903,985	<div><div></div></div>				
		REV	\$	3,097,680	<div><div></div></div>				
Local Tuition	149	EXP BDGT	\$	25,183,626	<div><div></div></div>	33.09%	62.56%	52.90%	
		EXP	\$	8,334,251	<div><div></div></div>				
		REV	\$	13,322,900	<div><div></div></div>				
Contracts	146	EXP BDGT	\$	2,633,532	<div><div></div></div>	34.00%	20.16%	168.63%	
		EXP	\$	895,407	<div><div></div></div>				
		REV	\$	4,440,991	<div><div></div></div>				
YTD Total	*Includes Interfund Transfers	EXP BDGT	\$	74,283,287		37.98%	46.33%	81.98%	
		EXP	\$	28,213,024					
		REV	\$	60,895,276					
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			50.00%
						Notes:			
		Account	BDGT	EXP	EXP/BDGT	State Allocation Schedule #6			
Salaries and Wages		5000003	\$ 45,005,134	\$ 16,713,949	37.14%				
Benefits		5010003	\$ 15,886,847	\$ 5,896,557	37.12%				
Contracted Services		5050003	\$ 3,212,089	\$ 1,347,466	41.95%				
Goods & Routine Services		5030003	\$ 3,071,761	\$ 1,211,597	39.44%				
Other Expenses		5081004	\$ 2,714,503	\$ 1,498,382	55.20%				
Utilities		5060003	\$ 1,851,100	\$ 689,983	37.27%				
Travel		5080004	\$ 802,304	\$ 249,609	31.11%				
Capital Expenses		5040003	\$ 210,174	\$ 33,746	16.06%				
Grants, Scl. ships,Fellowships		5020003	\$ 1,052,631	\$ 571,736	54.31%				
Debt Expenditures		5110003	\$ 1,696,525	\$ -	0.00%				
Interfund Transfers/ Salary Savings Adj			\$ (1,219,781)	\$ -	0.00%				
YTD Total			\$ 74,283,287	\$ 28,213,024		Print Date: 1/22/2026			

# Exhibit E

**MONITORING REPORT FOR EL-4 Compensation**

**Board Policy is indicated in bold typeface throughout.**

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

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

January 28, 2026  
\_\_\_\_\_  
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 (COLA) 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 May 2024, the Office of the Washington State Auditor's Office completed a four-year accountability audit. The report indicated that "...College operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources."

The following areas were examined during the audit period:

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

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

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

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

EVIDENCE: On January 27, 2026, the Vice President for Human Resources and Legal Affairs confirmed 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: The 2025 annual evaluation reflects expectations were met for “mission fulfillment” and “classified/admin/faculty relations.” Copies of the President’s performance evaluation are on file in Human Resources.

**MONITORING REPORT FOR EL-5 Treatment of Asset Protection**

**Board Policy is indicated in bold typeface throughout.**

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

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

January 28, 2026  
Date

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

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

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

Compliance will be demonstrated when the College:

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

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

**EVIDENCE:**

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

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

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

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

**EVIDENCE:**

- a) In October 2023, the College filed a trademark application for “CBC” and “Columbia Basin College.” Additional applications we also filed for the four items listed below. This is a lengthy process and is still ongoing. We have, however, already received a decision that we are unable to trademark “CBC” by itself because Central Baptist College in Arkansas has already done so at the federal level and is unwilling to execute a coexistence agreement with us. We have since filed a Washington state trademark registration application, and are considering expanding to neighboring states as well, for “CBC.” We are awaiting updates on all applications that have been filed.
  - 1) Primary logo and Secondary logo (CBC, descending hawk, COLUMBIA BASIN COLLEGE) (stacked version)
  - 2) Tagline (WE ALL SOAR TOGETHER) (word mark)
  - 3) Athletic logo (hawk head in profile on CBC)
  - 4) Secondary athletic logo (hawk head facing forward on CBC)
- b) Our information assets and files are protected through our firewall, network segmentation and Active Directory Federated Services. Access to protected campus systems and data is secured behind our firewall and accessible off-campus only through a VPN connection. Campus computers are additionally protected with virus protection and active anti-malware software. All official college records – financial, student, employee, etc. – are stored in the Washington State Board for Technical and Community Colleges (state board) system of record, ctclink. To help all data

users understand their data access and responsibilities, local data is stored according to our Data Governance Policy and supporting Data Security Acceptable Use Matrix. Additionally, all full-time employees have a data security presentation during orientation and mandatory periodic, interactive security training. File servers and critical infrastructure are backed up on a daily incremental and complete weekly basis. SQL Servers are fully backed up each day and change logs are backed up hourly. Full weekly backups are written to tape and air-gapped in vault storage. For disaster recovery purposes, once a month a full backup is taken to a vault on our secondary campus.

- c) The College purchases commercial property insurance through the master property program administered by the Department of Enterprise Services for buildings that were acquired with COP proceeds. The College also participates in a State of Washington risk management self-insurance program, which covers its exposure to tort, general damage and vehicle claims.

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

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

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

EVIDENCE: The College follows the Generally Accepted Accounting Principles (GAAP), the Governmental Accounting Standards Board (GASB), and Office of Financial Management State Accounting and Administrative Manual's (SAAM) accounting and internal control practices and policies. The Washington State Auditor's Office previously conducted a yearly financial audit of the College's financial reports with "...consideration of the College's internal control over financial reporting and on [their] tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters." A review of the most recent audit published on August 15, 2022 indicates that the "...financial statements referred to above present fairly, in all material respects, the financial position of the Columbia Basin College, as of June 30, 2021, and the changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America." The financial statements for FY22 and FY23 are currently under development with the assistance of Clifton Larson Allen, LLP, a CPA firm, and auditing firm, Davis Farr. The FY22 statement and audit is anticipated to be completed during our current fiscal year. The others will follow shortly thereafter. Because the WA State Auditor's Office no longer has the capacity to complete our audits, we have contracted with Davis Farr, LLP, a CPA firm in Tacoma, who has started preliminary work and will audit the financial statements once they are complete.

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

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

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

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

EVIDENCE: The 2025 annual evaluation of the president reflect expectations were met for "Mission Fulfillment", "Community Relations," "College Relations," "Fiscal Management," and "Leadership Skills." Annual evaluations of the President's performance are on file in Human Resources.

**MONITORING REPORT FOR EL-6 Financial Planning**

**Board Policy is indicated in bold typeface throughout.**

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

*Rebekah Woods*

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

January 28, 2026  
Date

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

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

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

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

EVIDENCE: The 2025-2026 Operating Budget proposal submitted to the Board for approval during the May 12, 2025, meeting included \$72,440,166 of projected expenditures and \$72,440,789 of projected revenues, including \$1,696,525 of projected ASCBC fee revenue to be used for the Student Recreation Center certificate of participation debt payments.

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

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

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

EVIDENCE: The 2025-2026 Operating Budget Proposal included a list of internal and external planning assumptions that supported the realistic projections of revenues and expenses for the year.

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

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

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

EVIDENCE: The 2025-2026 Operating Budget includes a budget of \$56,625, including an increase of \$13,721 from the FY25 budget.

# Exhibit F

**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: 03/21/2025

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**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.

# Exhibit G



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.

Adopted: 7/01/1997  
Revised: 02/14/22 and 02/9/2024  
Last Reviewed: 03/21/2025



## 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.