

**COLUMBIA BASIN COLLEGE
BOARD OF TRUSTEES MEETING**

April 13, 2026

Beers Board Room & Virtual

4:30 p.m.

Agenda

Call to Order

Pledge of Allegiance

Agenda Changes*

Approval of Minutes*

Exhibit A: March 16, 2026, Board of Trustees Meeting

Celebrating Excellence

American Association of Women in Community Colleges (AAWCC)

Rebecca Goodro, AAWCC President, Program Support Supervisor 1

Maria Luisa Rodriguez, AAWCC Vice President, Instructor of Worker Retraining

Lois Harmon, AAWCC Secretary, Assistant Professor of Human Development

Senia Winston, AAWCC Treasurer, Workforce Education Training Specialist

Tri-Cities Earth Day Guide & Festival 2026

Selene Zapata, Communications Consultant 4 - Translator

Remarks

By Administration

President Rebekah Woods

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 B: Cash Reserve Report

Exhibit C: Operating Funds Variance Report

Exhibit D: Executive Limitations Monitoring Report EL-7, EL-8

Discussion/Action*

Exhibit E: First Reading – ASCBC Services and Activities Budget for 2026-2027

Exhibit F: First Reading – Board Policies Ends E-1, E-2, E-3

Consent Agenda*

Exhibit G: Board Policies Board-Staff Linkage BSL-1, BSL-2, BSL-3, BSL-4, BSL-5

Executive Session

RCW 42.30.110(1)(i): To discuss litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party.

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, March 16, 2026. Board Chair Ofelia Rivas de Bredt presided. This meeting was held in the Beers Board Room, Building A, CBC Pasco Campus at 2600 N. 20th 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, Trustee Kedrich Jackson, Trustee Edison Valerio, Trustee Michelle Smith, and Vice Chair Kimberly Harper (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, Michael Lee, Brian Dexter, Rosario Rodriguez-Erechar, Abby DeSteeze

Guests Present: Tyler McDonald (ASCBC)

Virtual Attendees: Sarah McCalmant, Kiera Squires, Kelsey Myers, Elizabeth Hernandez-Osorio, Matthew Green, Lane Schumacher, Levi Shelestovskiy, Rod Taylor, Doug Hughes, Dan Quock, Melissa McBurney

PLEDGE OF ALLEGIANCE

Trustee Rivas de Bredt led the Pledge of Allegiance.

APPROVAL OF AGENDA

Administration requested to add Resolution 26-01 to the March 16, 2026 agenda.

MOTION: *Trustee Valerio moved and Trustee Jackson seconded a motion to modify the March 16, 2026 agenda to include Resolution 26-01. Approved modified agenda unanimously.*

APPROVAL OF MINUTES

MOTION: *Trustee Smith moved and Trustee Valerio seconded a motion to approve the February 2, 2026 Board meeting minutes as written. Approved unanimously.*

REMARKS

By Administration, President

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

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

WACTC Legislative Meeting

The legislative session ended last Thursday, March 12. Running Start funding was reduced, but to 1.3 rather than 1.2 as originally proposed. This will allow students to still take 5 credits during the summer. There is also language included that says if the millionaire's tax is implemented in 2029, the 1.4 FTE will be restored that year. There are expected court challenges to the new tax to begin next week.

There are additional reductions to the system's allocation. More details to come once we have final numbers from the state board.

All COLAs

All COLAs were approved and funded at 79%. The new WPEA contract was approved retroactively. We will have to find 21% for all COLAs, including two years' worth for WPEA.

Spring Enrollment

CBC is experiencing a 16% increase in FTE for spring compared to last year at this time. We still have almost three weeks before spring quarter starts on April 6, so enrollment could continue to grow, level off, or even drop off.

Hagashi Nippon International University Visit

Our Japanese exchange students are now in the second week of their visit and spending their time on CBC's campus. Cabinet was able to have lunch with the students and their chaperone on Wednesday afternoon. They are excited about the opportunities they've had thus far. CBC had our third annual multicultural festival on Thursday evening where the students shared about their communities and cultures. There were traditional dances they demonstrate and have others join. They also had food served from multiple cultures at the Festival. We continue to have a full house for this event in the Gjerde Center.

By CEO, Foundation

Erin Fishburn, Foundation Executive Director & CEO, provided the Foundation report. Scholarship reviews are wrapping up. During the employee giving campaign, 109 employees chose to participate with 15 one-time donors and \$45K pledged annually funding 28 scholarships. The Economic Outlook event hosted by the Foundation will take place on April 16 at Anthony's.

By ASCBC

Tyler McDonald, ASCBC representative, provided updates of current ASCBC sponsored events. February activities included karaoke, an animal shelter service project, a make your own "slime," a dance with photo booth, the third family night event featuring a magician (60 attendees) and the fifth multicultural festival with HNIU students (386 attendees). Upcoming events include family Bingo Night and finals energy drink giveaway.

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

By Faculty Senate Chair

Kiera Squires, Faculty Senate Chair, gave an update on Faculty Senate. Faculty attended two Teaching and Learning Days this past quarter and used Friday afternoon to work on assessment projects or accreditation work. The next all faculty meeting will be Friday, March 20, 2026 after the regularly scheduled Faculty Senate meeting. Senate will discuss a drafted resolution for undocumented students.

By AHE Representative

No AHE representative was present.

By Board Members

Trustee Kimbelry Harper attended the ACCT Legislative Summit in February, the ribbon cutting ceremony for the nuclear simulator and participated in “Introduce a Girl to Engineering” event at the Richland Library featuring STEM activities. Trustee Harper plans on attending the ACT Spring Conference in May.

Trustee Michelle Smith attended the nuclear simulator ribbon cutting and looks forward to taking a Chiawana science class to the simulator on March 31. Trustee Smith completed and submitted the ACT CEO of the Year nomination. Thank you to the ASCBC students for writing a letter and Trustee Jackson for providing closing comments on the application.

Trustee Edison Valerio attended the ACCT Legislative Summit in February, the most recent Tri-City Regional Chamber meeting discussing projected growth in our area, ACT Tuesdays and Tri-Cities People of Influence event with President Woods as one of the community members being honored.

Trustee Kedrich Jackson thanked Trustee Smith for her work on the ACT CEO submission and Cheryl Holden and the CBC Athletic Department for their work hosting the NWAC Basketball Championships. Trustee Jackson Attended a Pasco Chamber of Commerce meeting discussing projected growth in Washington State with the growth dependent on our energy availability and affordable housing.

Trustee Ofelia Rivas de Bredt reminded trustees to complete the F1 form at their earliest convenience.

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.

Dean Jason Engle provided the Board with the 2024-2025 CBC Mission Fulfillment Report. We are in year two of three using our revised End States to reflect areas of college emphasis: equity and

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

representation, educational transitions, professional/technical tracks, transfer tracks, and value for the student and community.

Notable Strengths (+):

- **Transfer Outcomes in our Goal Areas.** On balance, our performance in our primary goal areas has been very good. Put together, we have seen long term gains in math, credit attainment, and see a new baseline for degree completion.
- **Return on Investment.** On a similar note, student annual Return on Investment (ROI) –in real dollars - has increased for the average, typical, and the lower bound of students that we believe can benefit most from a Guided Pathways orientation. A lot of this is directly attributable to performance in strong early predictors of success – credit completion and re-enrollment, English and math completion, and course success rates. We should acknowledge these particular predictors as mapping directly onto our “institutional goals”.
- **Equity in Enrollment.** Enrollment parity has been strong – and while this is somewhat indicative of larger demographic trends in the Tri-Cities that may pull this upward, success in this area is still above expectation. The strength here is encouraging – over 10% above baseline for incoming cohorts (non-RS) and over 3% for Running Start – with room to grow there. The implication of this is that a larger portion of our future enrollment health post-COVID is attributable to this gap narrowing.

Notable Opportunities (-):

- **English College Credit Attainment.** English credit continues to be a performance area where we have seen systemic weakness in our measures over time. It continues to be an area of focus, and the 2024-25 academic year was our second scaling of I-BEST for students in our first college-level English course. The elimination of developmental coursework, the continued development of I-BEST English (both with high evidence base), and new hiring this year to increase capacity have set expectations higher in this category in 2024-25. We are reminded that these changes take 3-5 years to mature, but it has not yet shown in college-wide metrics. However, our evaluation of the I-BEST program itself shows clear evidence of success – both in the success rates of students and the equity distribution of that success. Ten more FTE than baseline in I-BEST is substantial if viewed through the lens of headcount (five times as many students than a typical class). The new I-BEST English 101 support course is a larger impact item for both English goals and for Transitional Studies. And while I-BEST is not confined to English – there are opportunities for expansion elsewhere – I-BEST English evidence has proven the quality of this support.
- **Equity – Special Populations.** Full-Time vs Part-Time and Off-cycle vs On-cycle entrants are discussed in the final appendix, and remain a new area of focus, learning, and discovery for us. Part-time students and off-cycle entrants are structurally more difficult to serve equitably – and these students will more likely be disadvantaged in other ways (many would prefer to be full

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

time or start in the Summer or Fall but have barriers we cannot capture in our data). Our history has shown that we have outperformed other institutions with part-time students on regional and national benchmarks, yet this is still a population we could serve better. Striving to improve early retention and credit attainment for these groups is crucial since they are not a small population - over 1/3 of our annual new student cohort is “off-cycle” – 796, and under 1/3 of our Summer and Fall cohorts are part time - 396.

DISCUSSION/ACTION

First Reading - Board Policies Board-Staff Linkage BSL-1, BLS-2, BSL-3, BSL-4, BSL-5

MOTION: *Trustee Smith moved and Trustee Harper seconded a motion to move Board Policies Board-Staff Linkage BSL-1, BLS-2, BSL-3, BSL-4, BSL-5 to the April 13 consent agenda. Approved unanimously.*

Added to Agenda: Resolution 26-01, Replacement Performing Arts Building Request for Additional Funding. Columbia Basin College was appropriated \$54,548,000 by the state Legislature through the 2025-2027 Capital Budget and the architect anticipates the cost will be \$62,548,000 utilizing the Progressive Design Build process.

MOTION: *Trustee Smith moved and Trustee Harper seconded a motion to accept resolution 26-01 as written. Approved unanimously. Resolution was signed by Chair Rivas de Bredt on behalf of the CBC Board of Trustees.*

CONSENT AGENDA

Board Policies Governance Process GP-4, GP-5, GP-6

MOTION: *Trustee Smith moved and Trustee Jackson seconded a motion to approve the consent agenda in its entirety. Approved unanimously.*

BREAK FROM PUBLIC MEETING

Break from 6:23 p.m. to 6:26 p.m. The Board will convene an Executive Session at 6:26 p.m.

EXECUTIVE SESSION

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

Executive Session started at 6:26 p.m. and the Board will return to the public meeting at 6:36 p.m.

At 6:36 p.m. the Board extended the Executive Session to include an additional nine minutes.

The Board returned to the public meeting at 6:45 p.m.

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

DISCUSSION/ACTION

Consider faculty candidate for continued probationary status and tenure.

MOTION: *Trustee Smith moved and Trustee Valerio seconded a motion to approve continuing probation for all first- and second-year probationers, as well as Eudelio Martinez, a third-year probationer, as recommended, and to grant tenure for all other third-year probationers as recommended for the 2026-2027 academic year. Approved unanimously.*

ADJOURNMENT

The CBC Board of Trustees business meeting adjourned at 6:48 p.m. by Chair Rivas de Bredt.

CHAIR:

ATTEST:

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

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

Exhibit B

Columbia Basin College

Cash Reserve Report

FY2026 - February

| Assets | | | |
|--|-------------------|-----------|-------------------|
| Cash | | | |
| In Bank | 1000070 | \$ | 24,468,627 |
| Petty Cash | 1000020 | \$ | 5,504 |
| Total Cash | | \$ | 24,474,131 |
| Investments | | | |
| Short Term (0-365 days) | 1000040-1000050 | | |
| | 1020000-1020030 | \$ | 5,177,469 |
| Long Term (>365 days) | 1110003-1110060 | \$ | 17,504,463 |
| Total Investments | | \$ | 22,681,932 |
| Accounts Receivable | | | |
| Current | 1010100 + 1010030 | \$ | 1,116,680 |
| Unbilled | 1010050 | \$ | 350,780 |
| AR - Other | 1010240 + 1010060 | \$ | 257,845 |
| Allowance for AR | 1010110 + 1010130 | \$ | (18,497) |
| Total AR | | \$ | 1,706,808 |
| Inter/Intra Gov Receivables | | | |
| Due from Fed | 1010150 | \$ | 318,950 |
| Due from Other Gov | 1010160 | \$ | 901,083 |
| Due from Other Agency | 1010180 | \$ | 20,188 |
| Total Inter/Intra Gov Receivables | | \$ | 1,240,220 |
| Total Assets | | \$ | 50,103,092 |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | 2000010 | \$ | 448,573 |
| Due to Other Agency | 2012050 | \$ | 102,110 |
| Accrued Salaries Payable | 2011010 | \$ | - |
| Sales/Use Tax | 2010070 | \$ | 38,482 |
| Accrued Liabilities | 2001070 | \$ | - |
| COP Current Year P&I Due | 2050010 | \$ | 1,050,875 |
| Total Current Liabilities | | \$ | 1,640,040 |
| Total Liabilities | | \$ | 1,640,040 |

| Cash Balance | | | |
|--|---------|-----------|-------------------|
| (ASSETS less LIABILITIES) | | \$ | 48,463,051 |
| Dedicated Balances | | | |
| | Account | | |
| Student Supported Capital | 1000070 | \$ | 1,576,500 |
| 3.5% - Institutional Financial Aid | 1010190 | \$ | 1,788,677 |
| Students S&A | 1000070 | \$ | 4,598,994 |
| Bookstore Operating Reserves | 1000070 | \$ | 2,727,294 |
| Technology Fee | 1010190 | \$ | 2,828,179 |
| Parking Fees | 1010190 | \$ | 1,213,980 |
| Basic Food Employment and Training | 1000070 | \$ | 315,292 |
| Total | | \$ | 15,048,915 |
| Reserves Policy - BOT Policies on Reserves | | | |
| Unplanned Capital Repair and Replacement | | \$ | 2,000,000 |
| Capital Facilities Projects | | \$ | 13,295,417 |
| Operating Reserve | | \$ | 12,065,500 |
| Emergencies | | \$ | 2,000,000 |
| Total | | \$ | 29,360,917 |
| Operating Reserves Balance | | | |
| Existing Reserve balance less Dedicated Reserves and Emergency Reserves | | \$ | 4,053,219 |

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

Exhibit C

Fiscal Year 2526 Operating Funds Variance

As of Fiscal Month End: February

| | | | | EXP/BDGT | EXP/REV | REV/BDGT | |
|-----------------------|-------------------------------|-------------|---------------|----------|---------|---|---------|
| State Alloc | 001, 24J, 08A | EXP BDGT | \$ 43,629,738 | | 62.51% | 68.09% | 91.81% |
| | | EXP | \$ 27,274,007 | | | | |
| | | REV (Alloc) | \$ 40,054,912 | | | | |
| Local Fees | 148 | EXP BDGT | \$ 4,162,164 | | 61.74% | 61.40% | 100.55% |
| | | EXP | \$ 2,569,687 | | | | |
| | | REV | \$ 4,185,228 | | | | |
| Local Tuition | 149 | EXP BDGT | \$ 25,429,200 | | 55.69% | 81.07% | 68.70% |
| | | EXP | \$ 14,162,155 | | | | |
| | | REV | \$ 17,468,604 | | | | |
| Contracts | 146 | EXP BDGT | \$ 2,634,032 | | 69.17% | 22.88% | 302.29% |
| | | EXP | \$ 1,822,077 | | | | |
| | | REV | \$ 7,962,316 | | | | |
| YTD Total | *Includes Interfund Transfers | EXP BDGT | \$ 74,635,353 | | 61.40% | 65.78% | 93.35% |
| | | EXP | \$ 45,827,926 | | | | |
| | | REV | \$ 69,671,060 | | | | |
| Approved Budget Total | | BDGT | \$ 72,440,166 | Key: | | Spend rate less than 5% below FY % (Green) Spend rate with in + or - 5% of FY% (Yellow) Spend rate more than 5% above FY% (Red) | |

YTD Target Rate 66.67%

Notes:

| Account | BDGT | EXP | EXP/BDGT | State Allocation Schedule #8 |
|---|-----------------------|---------------|----------|------------------------------|
| Salaries and Wages | 5000003 \$ 45,142,894 | \$ 28,417,812 | 62.95% | State Allocation Schedule #8 |
| Benefits | 5010003 \$ 15,989,653 | \$ 9,760,650 | 61.04% | |
| Contracted Services | 5050003 \$ 3,210,421 | \$ 1,639,794 | 51.08% | |
| Goods & Routine Services | 5030003 \$ 3,127,065 | \$ 1,479,408 | 47.31% | |
| Other Expenses | 5081004 \$ 2,744,999 | \$ 1,764,724 | 64.29% | |
| Utilities | 5060003 \$ 1,851,100 | \$ 1,058,113 | 57.16% | |
| Travel | 5080004 \$ 840,771 | \$ 314,592 | 37.42% | |
| Capital Expenses | 5040003 \$ 199,074 | \$ 34,019 | 17.09% | |
| Grants, Scl. ships, Fellowships | 5020003 \$ 1,052,631 | \$ 882,938 | 83.88% | |
| Debt Expenditures | 5110003 \$ 1,696,525 | \$ 475,875 | 28.05% | |
| Interfund Transfers/ Salary Savings Adj | \$ (1,219,781) | \$ - | 0.00% | |
| YTD Total | \$ 74,635,353 | \$ 45,827,926 | | |

Print Date: 4/2/2026

Exhibit D

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

Board Policy is indicated in bold typeface throughout.

I present this monitoring report to the Columbia Basin College Board of Trustees that addresses the Board's Executive Limitations Policy: "EL-7 Fiduciary Responsibility | Financial Condition and Activity." I certify that the information contained herein is true and represents compliance, within a reasonable interpretation of the established policy, unless specifically stated otherwise below.

Rebekah Woods

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

April 6, 2026
Date

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

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

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

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

EVIDENCE: Regular presentation of Operating Funds Variance Reports to the Board demonstrate variances of expenses and revenues to the approved budget. A review of the Operating Funds Variance Reports to the Board over the prior year (FY25) demonstrate that the College has not expended more funds than have been approved.

- 2. Expend more funds than have been received in the fiscal year to date, plus the accumulated Reserve, unless the Board-approved debt guideline is met.**

INTERPRETATION: I interpret "shall not expend more funds than have been received" to mean that at no point in the year do expenses exceed revenues. I interpret "Board-approved debt guideline" to be articulated in #3 below: "Incur debt in an amount greater than that which can

be repaid by certain and otherwise unencumbered revenues within the current year, nor can be repaid from account specifically established for such purpose.”

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

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

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

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

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

EVIDENCE: Finance Statements for this monitoring period (July 2024 – June 2025) confirm that debt expenses are within budget.

Debt Service Budget and Scheduled Payments

| FY24 Accounts | | Principal-PD | Interest-PE | Total |
|------------------------------|--------------|--------------|-------------|----------------|
| Budget | \$1,529,250 | | | |
| 639-21-1 SRC | | \$550,000 | \$979,250 | \$1,529,250 |
| | | \$550,000 | \$979,250 | \$1,529,250 |
| FY24 Debt Svc Actuals | 639-21-1 SRC | \$550,000 | \$979,250 | \$1,529,250 |
| | | \$ | \$ | \$ |
| | | | | Balance |
| Totals | | \$550,000 | \$979,250 | \$0 |

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

INTERPRETATION: I interpret “expending College Funds in a manner that will result in a zero nor negative fund balance” to mean the College will not expend more dollars than approved in

accordance with the Board’s Reserve Policy to ensure the College ends the fiscal year with a positive fund balance.

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

EVIDENCE: A Cash Balance Report presented to the Board each month documenting the College’s fund balance. A review of the cash balance reports for the prior year demonstrate that the College ended the year with a positive cash balance \$ 8,809,489 beyond its dedicated reserves according to the Board’s Reserve Policy for FY25.

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

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

Compliance will be demonstrated when:

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

EVIDENCE:

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

| FY25 Payroll Actuals | |
|-----------------------------|--------------|
| Month | FY25 |
| July | \$ 3,279,259 |
| August | \$ 3,266,646 |
| September | \$ 4,158,583 |
| October | \$ 4,455,985 |
| November | \$ 4,470,321 |
| December | \$ 4,047,930 |
| January | \$ 4,775,686 |
| February | \$ 4,699,269 |
| March | \$ 4,775,369 |
| April | \$ 4,899,786 |
| May | \$ 4,907,972 |
| June | \$ 5,118,140 |

| | | | |
|-------------------------------|-----------|-----------|-------------|
| FY24 Debt Svc Payments | Principal | Interest | Total |
| 639-21-1 SRC | \$550,000 | \$979,250 | \$1,529,250 |

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

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

Compliance will be demonstrated when:

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

EVIDENCE:

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



2025 Dept of
Revenue Payments.p

- b) The [Washington State Auditor's Office annual audit](#) reports no falsified information. See excerpt below from p. 7.

=====AUDITORS’ OPINION ON LATEST REPORT – Pg. 7=====

In our opinion, the accompanying 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.

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

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

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

EVIDENCE: A review of Board agendas for the fiscal year (July 2024 to June 2025) shows that there have been no acquisitions, encumbrances, or disposals of land or other real property during the prior fiscal year.

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

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

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

EVIDENCE: Accounts receivable outstanding during the fiscal year include \$972,188.16 for 1,997 students. The above-referenced process with invoices and reminder letters has been sent to these accounts. Electronic copies are available. Accounts receivable outstanding beyond 120 days can be verified on the STAR Past Due Detail report.



SAAM
85.54.50-55.pdf

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Student Debt: Debt from Fall 2024 through Summer 2025

- a. Total debt for all 4 quarters is/was \$972,188.16 over 1,997 students.
Table represents 4 quarters from Fall 24 - Summer 25.

| Sum of Amount Past Due | Term | | | | |
|------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Node | Fall 2024 | Winter 2025 | Spring 2025 | Summer 2025 | Grand Total |
| FEE | 52,139.09 | 48,398.37 | 52,470.90 | 24,828.16 | 177,836.52 |
| MIS | 99,480.80 | 77,714.93 | 100,323.81 | 28,885.31 | 306,404.85 |
| TUT | 128,267.64 | 135,392.54 | 154,981.20 | 69,305.41 | 487,946.79 |
| Grand Total | 279,887.53 | 261,505.84 | 307,775.91 | 123,018.88 | 972,188.16 |

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9. Fail to provide to the Board, at their designated frequency, reports on the College’s current financial condition that will continually enhance the Board’s ability to meet its fiduciary responsibility.

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

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

EVIDENCE: The Board Meeting agendas and packets for the fiscal year reflect the schedule and exhibits supporting the following financial reports – Quarterly Financial Statements, Monthly

Cash Balance Reports, Operating Funds Variance Report in January, March, April, May, August, September, October, and December.

10. Accept gifts or grants that are not in the best interest of the College, and not obligate the College to make future expenditures using funds other than those created by the gift or grant without Board approval.

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

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

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

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

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

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

EVIDENCE: Below is a report of current grants awarded to the College and any institutionalization requirements are noted.



Grant Summary Report for EL Monit



Grant Application Request Form - Tem

- 11. Fail to maintain an Operating Reserve to a level approved by the Board, to provide for such items as, but not limited to:**
- a) Current Operations Reserve of 2 months operating expenditures consisting of the general operating budget funds**
 - i. 001 State General (appropriation),**
 - ii. Running Start portion of 145 Grants and Contracts,**
 - iii. 148 Dedicated Local (fees),**
 - iv. 149 Local General (tuition)**
 - b) Emergencies Reserve to provide for unforeseen natural or manmade disasters to support business continuity and recovery actions.**
 - c) Unplanned Capital Repair & Replacement Reserve to cover the largest system or component failure that might occur in or outside the biennial, legislatively funded, capital repair and minor improvement funding. Examples include roofs, HVAC, and electric, water, and sewer systems.**
 - d) Real Estate Debt Reserve to provide funding for real estate acquisition and debt service needs not provided for by State resources.**
 - e) Planned Future Operations Reserve for future new program offerings, which have been recognized by the campus as appropriate and within the educational mission of the College. The Reserve will recognize each specific project and provide an allocated amount for each.**
 - f) Capital Facilities Projects Reserve to provide for capital facility projects not covered by or to supplement State resources.**

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

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

Compliance will be demonstrated when:

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

EVIDENCE: A review of the monthly Board agendas for the monitoring report period (July 2024–June 2025) reflect the presentation of a Cash Balance Report that confirms the amount prescribed by the Board during their annual retreat. Furthermore, a review of the September 2025 Board agenda reflects a recommendation by the Administration of the amount to be set aside to maintain the afore-mentioned categories of Operating Reserves.

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

Board Policy is indicated in bold typeface throughout.

I present this monitoring report to the Columbia Basin College Board of Trustees that addresses the Board's Executive Limitations Policy: "EL-8 Communication and Support to the Board." I certify that the information contained herein is true and represents compliance, within a reasonable interpretation of the established policy, unless specifically stated otherwise below.

Rebekah Woods

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

April 8, 2026
Date

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

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

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

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

EVIDENCE: A review of the monthly Board agendas for the monitoring report period (July 2024-June 2025) reflected the Mission Fulfillment Report was submitted at the March 16, 2026 board meeting. Executive Limitation monitoring reports were submitted according to the Work Plan or adjusted with Board agreement.

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

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

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

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

- 3. Fail to advise the Board if, in the President’s opinion, the Board is not in compliance with its own policies, and particularly in the case of Board behavior which is detrimental to the work relationship between the Board and President.**

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

Compliance will be demonstrated when:

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

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

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

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

Compliance will be demonstrated when:

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

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

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

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

Compliance will be demonstrated when:

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

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

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

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

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

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

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

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

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

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

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

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

Compliance will be demonstrated when:

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

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

9. Neglect to supply topics and/or issues that may need to be processed in its "required approval agenda." Such topics and issues are those delegated to the President, yet required by law or contract to be Board-approved, along with monitoring assurance pertaining thereto.

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

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

EVIDENCE: No items that required approval from the Board per RCW and/or WAC codes but under the Carver Model fell within the President's prerogative was needed during the monitoring period (July 2024 – June 2025).

Exhibit E

| S&A Budget Final Draft | 2023-24 | 2024-25 | 2025-26 | 2026-27 | |
|---|-----------------------|-----------------------|-------------------------|----------------------------|---------------------------|
| Projection & Continual Expenses | | | | | |
| Service & Activities Fee Projection | \$1,558,000.00 | \$1,800,000.00 | \$2,100,000.00 | \$ | 2,200,000.00 |
| ASCBC Salaries (continual) | \$ 230,000.00 | \$ 237,336.00 | \$ 239,000.00 | \$ | 246,000.00 |
| Graduation | \$ 60,000.00 | \$ 60,000.00 | \$ 60,000.00 | \$ | 60,000.00 |
| Supplemental ASCBC Support Account | \$ 40,000.00 | \$ 40,000.00 | \$ 40,000.00 | \$ | 40,000.00 |
| <i>Sub-Total to Allocate</i> | \$1,288,000.00 | \$1,462,664.00 | \$1,761,000.00 | \$ | 1,854,000.00 |
| Organizations | | | | | |
| | | | | Requested | Approved |
| Orchestra | \$ 5,000.00 | \$ 19,000.00 | \$ 19,000.00 | \$ 19,000.00 | \$ 19,000.00 |
| Band | \$ 40,367.00 | \$ 45,778.00 | \$ 51,000.00 | \$ 57,500.00 | \$ 57,500.00 |
| Vocal Music | \$ 61,200.00 | \$ 65,000.00 | \$ 79,000.00 | \$ 80,000.00 | \$ 80,000.00 |
| Drama/Theater | \$ 52,600.00 | \$ 52,600.00 | \$ 56,900.00 | \$ 57,600.00 | \$ 57,600.00 |
| Baseball | \$ 40,000.00 | \$ 44,800.00 | \$ 44,800.00 | \$ 46,800.00 | \$ 46,800.00 |
| Men's Basketball | \$ 30,000.00 | \$ 30,450.00 | \$ 30,450.00 | \$ 32,000.00 | \$ 32,000.00 |
| Men's Soccer | \$ 28,000.00 | \$ 30,000.00 | \$ 30,000.00 | \$ 32,000.00 | \$ 32,000.00 |
| Men's Golf | \$ 13,500.00 | \$ 14,325.00 | \$ 14,325.00 | \$ 15,100.00 | \$ 15,100.00 |
| Women's Basketball | \$ 30,000.00 | \$ 30,450.00 | \$ 30,450.00 | \$ 32,000.00 | \$ 32,000.00 |
| Volleyball | \$ 30,000.00 | \$ 30,000.00 | \$ 30,000.00 | \$ 32,000.00 | \$ 32,000.00 |
| Women's Soccer | \$ 28,000.00 | \$ 30,000.00 | \$ 30,000.00 | \$ 32,000.00 | \$ 32,000.00 |
| Women's Golf | \$ 13,500.00 | \$ 14,325.00 | \$ 14,325.00 | \$ 15,100.00 | \$ 15,100.00 |
| Softball | \$ 30,000.00 | \$ 33,000.00 | \$ 33,000.00 | \$ 34,000.00 | \$ 34,000.00 |
| Esports | | \$ 69,505.00 | \$ 15,000.00 | \$ 15,500.00 | \$ 15,500.00 |
| Services | | | | | |
| Services Managed by ASCBC | | | | | |
| Service | \$ 11,500.00 | \$ 11,500.00 | \$ 11,500.00 | \$ 15,000.00 | \$ 15,000.00 |
| Travel/Training | \$ 14,200.00 | \$ 14,200.00 | \$ 20,000.00 | \$ 20,000.00 | \$ 20,000.00 |
| Office Expense | \$ 13,500.00 | \$ 6,750.00 | \$ 6,750.00 | \$ 7,000.00 | \$ 7,000.00 |
| Progressive Club Funding | \$ 50,000.00 | \$ 52,500.00 | \$ 60,000.00 | \$ 60,000.00 | \$ 60,000.00 |
| Activities | \$ 50,000.00 | \$ 52,500.00 | \$ 70,000.00 | \$ 70,000.00 | \$ 70,000.00 |
| Music Copyrights/Contracts | \$ - | \$ - | \$ - | \$ 11,600.00 | \$ 11,600.00 |
| Game Room | \$ 34,175.00 | \$ 34,175.00 | \$ 50,000.00 | \$ 50,000.00 | \$ 50,000.00 |
| Services Managed outside of ASCBC | | | | | |
| Veterans Resource Center | \$ 12,010.00 | \$ 11,518.00 | \$ 11,518.00 | \$ 13,118.00 | \$ 13,118.00 |
| Game Management | \$ 86,500.00 | \$ 95,000.00 | \$ 95,000.00 | \$ 97,000.00 | \$ 97,000.00 |
| Esvelt Gallery | \$ 26,550.00 | \$ 27,000.00 | \$ 29,350.00 | \$ 30,350.00 | \$ 30,350.00 |
| Academic Success Center | \$ 82,470.00 | \$ 87,036.00 | \$ 88,011.00 | \$ 100,243.00 | \$ 100,243.00 |
| Disability Testing | \$ 41,500.00 | \$ 47,600.00 | \$ 47,600.00 | \$ 45,200.00 | \$ 45,200.00 |
| Grants in Aid (Athletic scholarships) | \$ 148,560.00 | \$ 170,808.00 | \$ 209,048.00 | \$ 215,950.00 | \$ 215,950.00 |
| Talent Grants (Drama) | \$ 18,000.00 | \$ 18,000.00 | \$ 18,000.00 | \$ 18,000.00 | \$ 18,000.00 |
| Talent Grants (Vocal Music) | \$ 31,800.00 | \$ 36,000.00 | \$ 42,000.00 | \$ 55,200.00 | \$ 55,200.00 |
| Talent Grants (Band) | \$ 24,000.00 | \$ 27,000.00 | \$ 40,000.00 | \$ 44,000.00 | \$ 44,000.00 |
| Talent Grants (Orchestra) | \$ 3,000.00 | \$ 6,000.00 | \$ 6,000.00 | \$ 6,000.00 | \$ 6,000.00 |
| Childcare Reimbursement | \$ 52,500.00 | \$ 52,500.00 | \$ 52,500.00 | \$ 52,500.00 | \$ 52,500.00 |
| Travel Reimbursement for Low Income Students | \$ 37,800.00 | \$ 37,800.00 | \$ 80,000.00 | \$ 80,000.00 | \$ 80,000.00 |
| Planetarium | No Proposal | \$ 10,800.00 | \$ 12,524.00 | \$ 14,959.00 | \$ 14,959.00 |
| Higashi Nippon International University Inter-University Exchange Project | | \$ 2,800.00 | \$ 2,760.00 | \$ 2,452.00 | \$ 2,452.00 |
| MESA | - | \$ 15,005.20 | \$ 16,000.00 | \$ 23,450.00 | \$ 23,450.00 |
| Career Services | - | - | \$ 18,180.00 | \$ 29,369.10 | \$ 29,370.00 |
| TRIO | - | - | - | \$ 23,673.00 | \$ 23,673.00 |
| La Casa | - | - | - | \$ 60,285.00 | \$ 10,795.00 |
| Food Pantry | - | - | - | \$ 75,000.00 | \$ 75,000.00 |
| Supplemental Food Assistance Program | - | - | - | \$ 43,500.00 | \$ 3,500.00 |
| Prefunded Clubs | | | | | |
| Hockey Club | \$ 15,588.00 | \$ 13,726.00 | No Proposal | \$ 10,820.00 | \$ 10,820.00 |
| Tech Club | No Proposal | No Proposal | \$ 13,055.00 | - | - |
| Professional Agricultural Student Org (PAS) | \$ 18,800.00 | \$ 27,731.00 | \$ 34,672.00 | \$ 33,186.00 | \$ 33,186.00 |
| Dental Hygiene | \$ 9,300.00 | \$ 11,616.96 | \$ 18,938.00 | \$ 29,050.00 | \$ 22,930.00 |
| Cyberhawks | \$ 15,600.00 | \$ 10,000.00 | \$ 11,600.00 | \$ 10,346.00 | \$ 10,346.00 |
| Phi Theta Kappa (PTK) | \$ 12,500.00 | \$ 14,521.16 | \$ 13,490.00 | \$ 33,100.00 | \$ 18,150.00 |
| DECA | \$22,186 | \$31,279 | \$ 34,807.00 | \$ 87,832.00 | \$ 44,832.00 |
| LULAC | | \$11,995 | \$ 10,390.00 | \$ 20,800.00 | \$ 15,300.00 |
| Project Management | - | - | \$ 11,410.00 | \$ 17,800.00 | \$ 15,800.00 |
| | 2023-24 Totals | 2024-25 Totals | 2025-2026 Totals | 2026-2027 Requested | 2026-2027 Approved |
| Total Allocated | \$ 1,244,656.00 | \$ 1,458,588.91 | \$ 1,613,353.00 | \$ 2,007,383.10 | \$ 1,846,324.00 |
| Training Funds Added to Supplemental ASCBC Support Account | \$ 43,344.00 | \$ - | \$ 147,647.00 | - | \$ 7,676.00 |

| 2026-2027 S&A Budget Final Draft | |
|--|------------------------|
| Projection & Continual Expenses | |
| Service & Activities Fee Projection | \$ 2,200,000.00 |
| ASCBC Salaries (continual) | \$ 246,000.00 |
| Graduation | \$ 60,000.00 |
| Supplemental ASCBC Support Account | \$ 47,676.00 |
| <i>Sub-Total to Allocate</i> | \$ 1,846,324.00 |

| S&A Budget Final Draft | 2023-24 | 2024-25 | 2025-26 |
|---|------------------------|------------------------|-------------------------|
| Projection & Continual Expenses | | | |
| Service & Activities Fee Projection | \$ 1,558,000.00 | \$ 1,800,000.00 | \$ 2,100,000.00 |
| ASCBC Salaries (continual) | \$ 230,000.00 | \$ 237,336.00 | \$ 239,000.00 |
| Graduation | | \$ 60,000.00 | \$ 60,000.00 |
| Supplemental ASCBC Support Account | \$ 83,344.00 | \$ 40,000.00 | \$ 187,647.00 |
| <i>Sub-Total to Allocate</i> | \$1,244,656.00 | \$1,462,664.00 | \$ 1,761,000.00 |
| Organizations | | | |
| Orchestra | \$ 5,000.00 | \$ 19,000.00 | \$ 19,000.00 |
| Band | \$ 40,367.00 | \$ 45,778.00 | \$ 51,000.00 |
| Vocal Music | \$ 61,200.00 | \$ 65,000.00 | \$ 79,000.00 |
| Drama/Theater | \$ 52,600.00 | \$ 52,600.00 | \$ 56,900.00 |
| Baseball | \$ 40,000.00 | \$ 44,800.00 | \$ 44,800.00 |
| Men's Basketball | \$ 30,000.00 | \$ 30,450.00 | \$ 30,450.00 |
| Men's Soccer | \$ 28,000.00 | \$ 30,000.00 | \$ 30,000.00 |
| Men's Golf | \$ 13,500.00 | \$ 14,325.00 | \$ 14,325.00 |
| Women's Basketball | \$ 30,000.00 | \$ 30,450.00 | \$ 30,450.00 |
| Volleyball | \$ 30,000.00 | \$ 30,000.00 | \$ 30,000.00 |
| Women's Soccer | \$ 28,000.00 | \$ 30,000.00 | \$ 30,000.00 |
| Women's Golf | \$ 13,500.00 | \$ 14,325.00 | \$ 14,325.00 |
| Softball | \$ 30,000.00 | \$ 33,000.00 | \$ 33,000.00 |
| Esports | | \$ 69,505.00 | \$ 15,000.00 |
| Services | | | |
| Services Managed by ASCBC | | | |
| Service | \$ 11,500.00 | \$ 11,500.00 | \$ 11,500.00 |
| Travel/Training | \$ 14,200.00 | \$ 14,200.00 | \$ 20,000.00 |
| Office Expense | \$ 13,500.00 | \$ 6,750.00 | \$ 6,750.00 |
| Progressive Club Funding | \$ 50,000.00 | \$ 52,500.00 | \$ 60,000.00 |
| Activities | \$ 50,000.00 | \$ 52,500.00 | \$ 70,000.00 |
| Music Copyrights/Contracts | \$ - | \$ - | \$ - |
| Game Room | \$ 34,175.00 | \$ 34,175.00 | \$ 50,000.00 |
| Services Managed outside of ASCBC | | | |
| Veterans Resource Center | \$ 12,010.00 | \$ 11,518.00 | \$ 11,518.00 |
| Game Management | \$ 86,500.00 | \$ 95,000.00 | \$ 95,000.00 |
| Esvelt Gallery | \$ 26,550.00 | \$ 27,000.00 | \$ 29,350.00 |
| Academic Success Center | \$ 82,470.00 | \$ 87,036.00 | \$ 88,011.00 |
| Disability Testing | \$ 41,500.00 | \$ 47,600.00 | \$ 47,600.00 |
| Grants in Aid (Athletic scholarships) | \$ 148,560.00 | \$ 170,808.00 | \$ 209,048.00 |
| Talent Grants (Drama) | \$ 18,000.00 | \$ 18,000.00 | \$ 18,000.00 |
| Talent Grants (Vocal Music) | \$ 31,800.00 | \$ 36,000.00 | \$ 42,000.00 |
| Talent Grants (Band) | \$ 24,000.00 | \$ 27,000.00 | \$ 40,000.00 |
| Talent Grants (Orchestra) | \$ 3,000.00 | \$ 6,000.00 | \$ 6,000.00 |
| Childcare Reimbursement | \$ 52,500.00 | \$ 52,500.00 | \$ 52,500.00 |
| Travel Reimbursement for Low Income Students | \$ 37,800.00 | \$ 37,800.00 | \$ 80,000.00 |
| Planetarium | No Proposal | \$ 10,800.00 | \$ 12,524.00 |
| Higashi Nippon International University Inter-University Exchange Project | | \$ 2,800.00 | \$ 2,760.00 |
| MESA | - | \$ 15,005.20 | \$ 16,000.00 |
| Career Services | - | - | \$ 18,180.00 |
| TRIO | - | - | - |
| La Casa | - | - | - |
| Food Pantry | - | - | - |
| Supplemental Food Assistance Program | - | - | - |
| Prefunded Clubs | | | |
| Hockey Club | \$ 15,588.00 | \$ 13,726.00 | No Proposal |
| Tech Club | No Proposal | No Proposal | \$ 13,055.00 |
| Professional Agricultural Student Org (PAS) | \$ 18,800.00 | \$ 27,731.00 | \$ 34,672.00 |
| Dental Hygiene | \$ 9,300.00 | \$ 11,616.96 | \$ 18,938.00 |
| Cyberhawks | \$ 15,600.00 | \$ 10,000.00 | \$ 11,600.00 |
| Phi Theta Kappa (PTK) | \$ 12,500.00 | \$ 14,521.16 | \$ 13,490.00 |
| DECA | \$22,186 | \$31,279 | \$ 34,807.00 |
| LULAC | | \$11,995 | \$ 10,390.00 |
| Project Management | - | - | \$ 11,410.00 |
| | 2023-24 Totals | 2024-25 Totals | 2025-2026 Totals |
| | \$ 1,244,656.00 | \$ 1,458,588.91 | \$ 1,613,353.00 |

Exhibit F



POLICY TYPE: ENDS E-1

POLICY TITLE: MISSION, VISION, VALUES STATEMENT

Mission

Columbia Basin College inspires, educates, and supports all students in an environment of academic excellence leading to the completion of degrees, certifications, and educational transfers, while fostering meaningful employment, engaged citizenship, and a life-long joy of learning.

Vision

Columbia Basin College will be the educational home that transforms students' lives through economic and social mobility and strengthens the communities we serve through meeting the ever changing educational needs of our region and state.

Values

Student Learning

Our first priority is to work collaboratively to ensure student learning, success, and completion in an environment of open inquiry, respect, critical thinking, and creativity. We strive to create community and belonging where students mature and develop intellectually, emotionally, ethically, and physically both inside and outside of the classroom.

Culture of Excellence

We provide excellent teaching and services through a theory-driven and data-informed culture of innovation, collaboration, continuous improvement of performance, and a commitment to professional growth and development for all employees.

Diversity, Equity and Inclusion

We celebrate diversity in all its forms and we believe that our many unique perspectives makes us stronger. Diversity among our team enriches our institution and our students' experience. We are dedicated to eliminating barriers to success through intentional and equitable efforts to provide quality learning opportunities.

Sustainability

We consciously practice and model broad-based sustainability for our students, and our communities, through the balancing of economic, societal, and environmental factors when considering campus development of facilities, processes, programs, and curricula.

Wellbeing

We create a healthy environment that encourages physical and emotional wellness and enjoyment of learning.



Community College District 19 Board of Trustees

POLICY TYPE: ENDS E-2

POLICY TITLE: MISSION FULFILLMENT

Mission fulfillment at Columbia Basin College is met when the residents of Benton and Franklin Counties have equitable access to affordable higher education that allows them to prepare for their chosen careers, earn family-sustaining wages, and contribute to the growth and vitality of the local economy.

1. Students enrolled, and students who successfully complete represent the demographics of Benton and Franklin Counties.
2. Students complete GED and HS-Equivalent credentials which allow students to transition to college or begin, continue or change their chosen careers.
3. Students complete professional and technical programs which enable them to begin, continue or change their chosen careers.
4. 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. 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.

Adopted: 7/01/1997

Revised: 06/13/2022 & 08/02/2024

Last Reviewed: 05/12/2025



POLICY TYPE: ENDS E-3

POLICY TITLE: CRITICAL BASIC CONDITIONS

There are several Critical Basic Conditions that are key factors to students achieving completion at CBC. The Board, with the President and Leadership Team, will define and monitor these on a specified basis as well. Some examples of these Conditions are:

1. Retention
2. Level Completion
3. Course Completion
4. Grades (> 2.0)
5. Gateway Course Completion
6. Degree and Certificate Completion
7. Transfer to 4-Year

Exhibit G



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.