

**COLUMBIA BASIN COLLEGE**  
**BOARD OF TRUSTEES RETREAT MEETING**  
August 15, 2025  
Beers Board Room & Virtual  
9:00 a.m. – 3:00 p.m.

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**Agenda**

Call to Order

**Pledge of Allegiance**

**Approval of Minutes\***

Exhibit A: June 9, 2025 Board of Trustees Meeting

**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**

College Updates – A Year in Review and the Year Ahead

**Executive Session**

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

**Discussion/Action\***

Exhibit B: Board of Trustees Annual Calendar/Work Plan

Exhibit C: Board of Trustees 2025-2026 Calendar of Meetings

**Trustee Work Session**

AI Conversation

Board Evaluation

Board Development

Board Roles and Elections: Chair, Vice Chair, Legislative Action Committee Liaisons, Foundation Liaison

Review Trustee Candidate Nomination Process

**Adjournment**

**\*(Requires motion/approval)**

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

## Upcoming Event Date

### August 2025

15	CBC Board of Trustees Retreat, 9am – 3pm, Beers Boardroom, CBC Pasco Campus
18	Surgical Technology Pinning Ceremony, 11am, Gjerde, CBC Pasco Campus
18	<a href="#">Pasco City Council Regular Meeting</a> , 7pm, 525 N Third Ave, Pasco
25	<a href="#">Pasco City Council Workshop Meeting</a> , 7pm, 525 N Third Ave, Pasco
26	<a href="#">Pasco School Board Meeting</a> , 6:30pm, Board Room, 1215 W Lewis St, Pasco
26	<a href="#">Richland School Board Meeting</a> , 6:30pm, 6972 Keene Road, West Richland
27	<a href="#">Kennewick School Board Meeting</a> , 5:30pm, 1000 W 4 <sup>th</sup> Ave, Kennewick

### September 2025

1	Labor Day Observed, CBC Campus Closed
2	<a href="#">Pasco City Council Regular Meeting</a> , 7pm, 525 N Third Ave, Pasco
8 – 12	CBC Welcome Week, Full week of professional development training for employees
8	CBC Board of Trustees Meeting, 4:30pm, Beers Boardroom, CBC Pasco Campus
8	<a href="#">Pasco City Council Workshop Meeting</a> , 7pm, 525 N Third Ave, Pasco
9	<a href="#">Pasco School Board Meeting</a> , 6:30pm, Board Room, 1215 W Lewis St, Pasco
9	<a href="#">Richland School Board Meeting</a> , 6:30pm, 6972 Keene Road, West Richland
10	<a href="#">Kennewick School Board Meeting</a> , 5:30pm, 1000 W 4 <sup>th</sup> Ave, Kennewick
11	CBC Faculty Promotion Reception, 3:15pm, Library, CBC Pasco Campus
15	<a href="#">Pasco City Council Regular Meeting</a> , 7pm, 525 N Third Ave, Pasco
22	<a href="#">Pasco City Council Workshop Meeting</a> , 7pm, 525 N Third Ave, Pasco
23	<a href="#">Pasco School Board Meeting</a> , 6:30pm, Board Room, 1215 W Lewis St, Pasco
23	<a href="#">Richland School Board Meeting</a> , 6:30pm, 6972 Keene Road, West Richland
24	<a href="#">Kennewick School Board Meeting</a> , 5:30pm, 1000 W 4 <sup>th</sup> Ave, Kennewick

	CBC Board Meetings
	CBC Events
	Trustee Pro Development / Conferences
	Community Events
	Community Board Meetings
	Holidays

## Upcoming Event Date

### October 2025

6	<a href="#">Pasco City Council Regular Meeting</a> , 7pm, 525 N Third Ave, Pasco
8	<a href="#">Kennewick School Board Meeting</a> , 5:30pm, 1000 W 4 <sup>th</sup> Ave, Kennewick
13	CBC Board of Trustees Meeting, 4:30pm, Beers Boardroom, CBC Pasco Campus
14	<a href="#">Pasco School Board Meeting</a> , 6:30pm, Board Room, 1215 W Lewis St, Pasco
14	<a href="#">Richland School Board Meeting</a> , 6:30pm, 6972 Keene Road, West Richland
14	<a href="#">Pasco City Council Workshop Meeting</a> , 7pm, 525 N Third Ave, Pasco
16	Power of Connection, 6pm, Pasco Red Lion
18	Hawk Trot, 9:30am, CBC Pasco Campus
20	<a href="#">Pasco City Council Regular Meeting</a> , 7pm, 525 N Third Ave, Pasco
22	<a href="#">Kennewick School Board Meeting</a> , 5:30pm, 1000 W 4 <sup>th</sup> Ave, Kennewick
22 – 24	ACCT Leadership Congress, New Orleans
27	<a href="#">Pasco City Council Workshop Meeting</a> , 7pm, 525 N Third Ave, Pasco
28	<a href="#">Pasco School Board Meeting</a> , 6:30pm, Board Room, 1215 W Lewis St, Pasco
28	<a href="#">Richland School Board Meeting</a> , 6:30pm, 6972 Keene Road, West Richland
30	Boys & Girls Club “Dinner with Friends,” 6pm, Three Rivers Convention Center

	CBC Board Meetings
	CBC Events
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# Exhibit A

Columbia Basin College  
Board of Trustees Meeting Minutes  
June 9, 2025  
Hybrid Meeting 4:30 p.m.

Board Members in attendance: Ofelia Rivas de Bredt, Kedrich Jackson, Michelle Smith, Edison Valerio

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

In Person Attendees: Eduardo Rodriguez, Cheryl Holden, Elizabeth Burtner, Corey Osborn, Michael Lee, Erin Fishburn, Rosario Rodriguez-Erechar, Conner Simmelink, Brian Dexter, Scott Rogers, Joel Harvey, Terry Fleischman, Abby DeSteele, Lee Pearl Ethridge, Mandi Morrison, Atlanta Moss, Quinton Parnell, Callie Christoph, Rose McCartney, Delany McNeil, McKenzie Stanley, Daniel Lanier, Tyce Rogers, Jason Gomez

Virtual Attendees: Sarah McCalmant, Kiera Squires, Dan Quock, Lane Schumacher, Melissa McBurney, Kelsey Myers, Jesús Castañeda

The Agenda	The Discussion	Action
Call to Order	Board of Trustees Vice Chair Jackson called the meeting to order.	Meeting called to order by Trustee Jackson at 4:30 p.m.
Pledge of Allegiance	Trustee Jackson led the Pledge of Allegiance.	
Agenda Changes	Linkage with Community guest, Kady Titus, was unable to attend today's Board meeting. She will be rescheduled to another Board meeting in the fall.	Trustee Rivas de Bredt moved and Trustee Valerio seconded a motion to approve the updated June 9, 2025 agenda as discussed. Approved unanimously.
Approval of Minutes	May 12, 2025 Board of Trustees Meeting Minutes (Exhibit A) Discussion - None	Trustee Smith moved and Trustee Valerio seconded a motion to approve the May 12, 2025 minutes as written. Approved unanimously.
<u>Celebrating Excellence</u> <b>All-Washington Academic Team 2025</b> Terry Fleischman, PTK Advisor & Adjunct Professor Lee Pearl Ethridge Mandi Morrison Atlanta Moss  <b>Esports Rocket League Team</b> Joel Harvey, Completion Coach & Head Esports Coach Daniel Lanier Tyce Rogers Jason Gomez Thomas Kochenauer  <b>Women's Golf Team &amp; Men's Golf</b> <b>NWAC Player of the Year</b> Quinton Parnell, Head Golf Coach Ernest Del Rio, Assistant Coach David Garcia, Assistant Coach Callie Christoph, Freshman	<p>The All-Washington Academic Team program recognizes and honors community and technical college academic high achievers, the individuals who have demonstrated a commitment to success in the classroom and in the communities in which they live. Three CBC students were selected for the All-Washington Academic Team for 2025. Each will be working toward further degrees – at CWU, WWU and the CBC nursing program. Thank you to Terry Fleischman for her 25 years of dedicated service as the PTK advisor.</p> <p>The CBC Esports Team had outstanding success this past year. The Rocket League Team finished the year as the National Runner-Up. Overwatch 2 finished fourth nationally in the NJCAA National Championship. Esports Coach, Joel Harvey, and player, Tyce Rogers, both thanked the CBC Administration and Board for their support of this new sport at CBC.</p> <p>CBC Women's Golf Team claimed its eighth program title at the 2025 NWAC Women's Golf Championship in Yakima. They showed their team depth having all three scoring golfers finish in the top-10 individually. The women had three golfers named NWAC 1<sup>st</sup> Team (McCartney, Ruffing, Stanley) and CBC Men's Team player, Jesús Castañeda, was named NWAC Men's Player of the Year after finishing with the lowest average score in the four NWAC league matches. This is Coach Parnell's third season coaching CBC golf and was</p>	



	<p><u>Trustee Valerio</u> Trustee Valerio attended the ACT Spring Conference and New Trustee Orientation. This past year he also served on the Board of Mid-Columbia Reading Foundation – an organization raising money to provide books for the youth summer reading program.</p> <p><u>Trustee Rivas de Bredt</u> Trustee Rivas de Bredt attended the new WSU-TC President’s Reception on May 7 and attended the CBC Retirement Reception earlier this afternoon.</p> <p><u>Trustee Jackson</u> Trustee Jackson attended the ACT Spring Conference, the Community Advisory Committee with Pasco Police Department and a fundraiser for Columbia Ability Alliance where they raised \$174,000 for support of their programs.</p>	
<u>Public Comments</u>	No public comments.	
<u>Reports</u> <p>Exhibit C: Cash Reserve Report</p> <p>Exhibit D: Operating Funds Variance Report</p> <p>Exhibit E: Executive Limitations Monitoring Reports EL-9 and EL-10</p>	<p>VP for Administrative Services, Eduardo Rodriguez, provided highlights from the Cash Reserve Report and the Operating Funds Variance Report (Exhibits C &amp; D). Trustee Valerio requested a listing of the accounts payable – high level categories only. VP Rodriguez will work with his department to determine how soon this list can be available.</p> <p>No changes to either report as processes remain the same from 2024.</p>	
<u>Discussion</u> <p>Board Meetings Annual Schedule 2025-26</p> <p>August Board of Trustees Retreat – Draft Agenda</p> <p>ACT Legislative Action Committee Representative</p>	<p>Review and consider if any changes need to be made to the Board meetings annual schedule for 2025-26. The Annual BOT meeting schedule will be on the August Retreat Agenda for a decision.</p> <p>Proposed for August Retreat meeting work session: AI discussion to hear what other colleges are doing, hear from State Board to find if a task force has been established and have CBC VP for Instruction, Dr. Michael Lee, provide information about CBC’s AI work groups.</p> <p>Trustee Valerio and Trustee Smith both volunteered to act as CBC representatives to the ACT Legislative Action Committee. This will be decided at the August Retreat meeting.</p>	
<u>Discussion/Action</u> <p>Exhibit F: Proposed changes to Board of Trustees Policy: Governance Process GP-3, item #8</p> <p>Building Naming Committee Resolution 25-03</p>	<p>The Board would like to further review the proposed changes to the Governance Process GP-3 policy. This agenda item will be moved to the September 8, 2025 Board of Trustees meeting agenda.</p> <p>The CBC Building Naming Committee, appointed by the Board, unanimously approved recommending renaming the Social Science and World Languages Building (SWL) to honor Dr. Richard Cummins 27 years of dedicated service to the College. Resolution 25-03 was presented to the Board for approval.</p>	<p>Trustee Smith moved and Trustee Rivas de Bredt seconded a motion to approve Resolution 25-03 to rename the Social Science and World Languages Building (SWL) to Richard Cummins Social Science and World</p>

		Languages Building. Approved unanimously. Signed on behalf of the Board by Chair Rivas de Bredt.
<u>Break</u>	Break from public meeting from 6:05pm to 6:10pm.	
<u>Executive Session</u>	<p>RCW 42.30.110(1)(g): To review the performance of a public employee.</p> <p>The Board went into Executive Session at 6:10pm with anticipated return to the public session at 6:25pm.</p> <p>The Board extended the Executive Session an additional 15 minutes to 6:40pm.</p> <p>The Board extended the Executive Session an additional 5 minutes to 6:45pm.</p>	
<u>Discussion/Action</u> Consider faculty candidates for continued probationary status and tenure	<p>The Board returned to the public meeting at 6:45pm. Each trustee had the opportunity to read the tenure review reports and recommendations of the tenure review committees. The following faculty probationer was presented for the Board's approval.</p> <ul style="list-style-type: none"> <li>• 3<sup>rd</sup> year probationer – Aabha Humphrey (Computer Science)</li> </ul>	A motion was made to extend Aabha Humphrey's probation period for an additional three quarters. The Board vote was three ayes and one no. The motion passes to extend the probation period for three additional quarters.
Adjournment: 6:50 p.m.	Trustee Jackson adjourned the meeting at 6:50 p.m.	
	Next Board of Trustees Meeting Beers Board Room & Zoom Webinar Board Retreat August 15, 2025 - 9:00 a.m. to 3:00 p.m.	

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Kedrich Jackson, Board Chair Vice Chair



# Exhibit B



## Community College District 19 Board of Trustees

### ANNUAL CALENDAR/WORK PLAN FY25-26 August 15, 2025

Purpose of Board Calendar/Work Plan:

- To identify strategic topics for Board discussion which relate to Board Policy outcomes, ENDS, and effectiveness measures, and which strengthen the College's Strategic Agenda;
- To ensure compliance with Board Policies which require reports to, and/or action by, the Columbia Basin College (CBC) Board of Trustees; and
- To schedule discussion topics in a sequence leading to the College's Strategic Agenda, Budget adoption, and achievement of Board Policy ENDS.

To accomplish its job outputs with a governance style consistent with Board policies, the Board will follow an annual agenda which includes (a) a review of ENDS and Board Policies annually, and (b) continually review its performance through attention to Board education and to enriched input and deliberation. To that end:

1. The Board's planning and calendar cycle will conclude each year on the last day of June in order that administrative budgeting can be based on the accomplishments of one fiscal year. Education, input and deliberation will be considered when structuring the series of meetings and other Board activities during the new fiscal year; and
2. The sequence derived from this process for the Board planning year is as follows:

#### August

CBC Board Retreat, August 15, 9:00am – 3:00pm

CBC Board Self Evaluation

Board Meeting Agenda Items:

- College Updates – A Year in Review and Planning for the Year Ahead
- Board Roles and Elections including Foundation and Legislative liaisons
- Discussion: Annual Calendar/Work Plan
- Discussion: Board Meetings Annual Schedule
- Executive Session – RCW 42.30.110(1)(g): To review the performance of a public employee.

#### September

Trustee Tuesday, September TBD, 8:00 – 9:00am via Zoom

Board Meeting, September 8 (Monday), 4:30pm, Agenda Items:

- Unaudited Fiscal Year Income Statement – *Tentative*
- Cash Reserves Target Update FY25 Year-End
- First Reading - Board of Trustees Bylaws Articles I – V
- Discussion/Action: Cash Reserves Target Update FY26, Board of Trustees Reserves FY26
- Executive Session – RCW 42.30.110(1)(g): To review the performance of a public employee.



## Community College District 19 Board of Trustees

### October

Power of Connection Event, Pasco Red Lion, October 16, 6:00 – 9:00pm

ACCT Leadership Congress, New Orleans, October 22-24, 2025

Board Meeting, October 13 (Monday), 4:30pm, Agenda Items:

- Cash Reserve Report
- Operating Funds Variance Report
- Executive Limitations Monitoring Report EL-1, EL-2, EL-3
- First Reading - Board of Trustees Bylaws Articles VI – X
- Consent Agenda: Board of Trustees Bylaws Articles I-V

### November

ACT Fall Conference, Seattle, November TBD

Board Meeting, November 10 (Monday), 4:30pm, Agenda Items:

- Cash Reserve Report
- Quarterly Financial Statement
- First Reading – Board Policies Executive Limitations EL-1, EL-2, EL-3, EL-4
- Consent Agenda: Board of Trustees Bylaws Articles VI – X

### December

Trustee Tuesday, December TBD, 8:00 – 9:00am via Zoom

Board Meeting, December 8 (Monday), 4:30pm, Agenda Items:

- Cash Reserve Report
- Operating Funds Variance Report
- CBC Mission Fulfillment Report 2024-25 (Spring Update)
- First Reading – Board Policies Executive Limitations EL-5, EL-6, EL-7
- Consent Agenda: Board Policies Executive Limitations EL-1, EL-2, EL-3, EL-4

### January

Trustee Tuesday, January TBD, 8:00 – 9:00am via Zoom

Board Meeting, January 12 (Monday), 4:30pm, Agenda Items:

- Cash Reserve Report
- Operating Funds Variance Report
- First Reading – Board Policies Executive Limitations EL-8, EL-9, EL-10
- Consent Agenda: Board Policies Executive Limitations EL-5, EL-6, EL-7



## Community College District 19 Board of Trustees

### February

ACCT National Legislative Summit, Washington DC, Feb 8-11, 2026

CBC Financial Audit Exit Conference (or March)

Board Meeting, February 9 (Monday), 4:30pm, Agenda Items:

- Cash Reserve Report
- Quarterly Financial Statement
- Executive Limitations Monitoring Reports EL-4, EL-5, EL-6
- First Reading - Board Policies Governance Process GP-1, GP-2, GP-3
- Consent Agenda: Board Policies Executive Limitations EL-8, EL-9, EL-10

### March

Trustee Tuesday, March TBD, 8:00 – 9:00am via Zoom

Board Meeting, March 16 (Monday), 4:30pm, Agenda Items:

- Cash Reserve Report
- Operating Funds Variance Report
- Executive Limitations Monitoring Report EL-7, EL-8
- First Reading - Board Policies Governance Process GP-4, GP-5, GP-6
- Discussion/Action: Consider faculty candidates for continued probationary status and tenure
- Consent Agenda: Board Policies Governance Process GP-1, GP-2, GP-3
- Executive Session – RCW 42.30.110(1)(g): To review the performance of a public employee.

### April

Trustee Tuesday, April TBD, 8:00 – 9:00am via Zoom

Board Meeting, April 13 (Monday), 4:30pm, Agenda Items:

- Cash Reserve Report
- Operating Funds Variance Report
- CBC Institutional Progress Fall Update: 2025-26
- First Reading - Board Policies Board-Staff Linkage BSL-1, BSL-2, BSL-3, BSL-4, BSL-5
- First Consideration: ASCBC Services and Activities Budget 2026-2027
- Consent Agenda: Board Policies Governance Process GP-4, GP-5, GP-6

### May

ACT Spring Conference, Location TBD, May TBD

Newly Tenured Faculty Reception, May 11, 3:00pm, Thornton Courtyard, CBC Pasco Campus

Board Meeting, May 11 (Monday), 4:30pm, Agenda Items:

- Cash Reserve Report
- Quarterly Financial Statement
- First Reading – Board Policies Ends E-1, E-2, E-3
- First Consideration: Annual College Budget 2026-2027
- Consent Agenda: Board Policies Board-Staff Linkage BSL-1, BSL-2, BSL-3, BSL-4, BSL-5
- Consent Agenda: ASCBC Services and Activities Budget 2026-2027



## Community College District 19 Board of Trustees

### June

CBC Commencements, Thursday, June 18, 2026, 12:00pm, 3:30pm and 7:00pm

Retirement Reception, June 8, 3:00pm, Thornton Courtyard, CBC Pasco Campus

Board Meeting, June 8 (Monday), 4:30pm, Agenda Items:

- Cash Reserve Report
- Operating Funds Variance Report
- Executive Limitations Monitoring Report EL-9, EL-10
- Discussion: Board Meetings Annual Schedule
- Discussion: August Board of Trustees Retreat – Draft Agenda
- Discussion/Action: Consider faculty candidates for continued probationary status and tenure (*Tentative for off-cycle tenure track faculty candidates*)
- Consent Agenda: Annual College Budget 2026-2027
- Consent Agenda: Board Policies Ends E-1, E-2, E-3
- Executive Session: RCW 42.30.110(1)(g): To review the performance of a public employee.

### July

No regular meeting

Board training opportunity - TBD

# Exhibit C

# CBC Board of Trustees 2025-26 Calendar of Meetings

## September 2025

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## October 2025

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## November 2025

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## December 2025

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## January 2026

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## February 2026

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

## March 2026

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## April 2026

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## May 2026

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## June 2026

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## July 2026 – No Meeting

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## August 2026

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## CBC Observed Holidays

Sep 01: Labor Day

Nov 11: Veterans Day

Nov 27: Thanksgiving Day

Nov 28: Native Amer Heritage Day

Dec 25: Christmas Day

Jan 1: New Year's Day

Jan 19: M L King Jr Day

Feb 16: President's Day

May 25: Memorial Day

June 19: Juneteenth

July 3: Independence Day

## Trustee Conferences

Oct 22-25, 2025 | New Orleans

ACCT Leadership Congress

Nov 13-14: ACT Fall Conf, Seattle

Feb TBD: ACCT Natl Legis. Summit

May TBD: ACT Spring Conference

## BOT Meeting Times

Sep - June 4:30pm (Mon)

No meeting in July

Aug Retreat 9:00am – 3:00pm (Fri)

# 2025-2026