COLUMBIA BASIN COLLEGE
BOARD OF TRUSTEES MEETING

September 14, 2026
Beers Board Room & Virtual
4:30 p.m.

Agenda
Call to Order

Pledge of Allegiance

Approval of Minutes*
Exhibit A: August 21, 2026 Board of Trustees Retreat Meeting

Celebrating Excellence
Camino al Éxito Planning Committee
- Lynsey Stewart, Executive Assistant to the VP for Student Services
- Luz Garza, Dean for Diversity, Equity and Inclusion
- Cheryl Holden, VP for Student Services
- Kelsey Myers, Assistant VP for Enrollment Services & Registrar
- Elizabeth Ramirez, Assistant Director for Enrollment Services
- Keri Lodbdell, Dean for Library & Instructional Services
- Jocelyn Reyes Chávez, Director for Career Services
- Selene Zapata, Communications Consultant 4 - Translator
- Amanda Ursino, Director for Enrollment Services
- Stephanie Fuentes, Undocumented Student Advocacy Specialist
- Elizabeth Burtner, VP for Marketing & External Engagement

Project Management Accreditation Team
- Jeff Harris, Senior Associate Professor of Project Management
- T. Lee Williams, Associate Professor of Project Management
- Rosie Parker, Program Support Supervisor 1
- Matt Green, Dean for Business & Computer Science

Remarks
By Administration
- President Rebekah Woods, Exhibit B: CBC in the News
- Foundation Executive Director & CEO Erin Fishburn

By ASCBC Student Representative Declan Porter
By Faculty Senate Chair Martijn Oostrom
By AHE Representative Steven Stauffer
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.

Executive Session

RCW 42.30.110(1)(b): To consider the selection of a site or the acquisition of real estate.

Reports

Exhibit C: FY26 Cash Reserve Report Year-End
Exhibit D: Cash Reserve Report as of July 1, 2026

Discussion/Action*

Exhibit E: FY27 Board Policy Reserves Proposal
Exhibit F: First Reading – Board of Trustees Bylaws Articles I - V

Executive Session

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

Discussion/Action*

Consider Presidential Contract

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 Friday, August 21, 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 9:00 a.m.

ROLL CALL

A quorum of the Board was present.

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

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

Administration & Staff Present: Eduardo Rodriguez, Corey Osborn, Michael Lee, Cheryl Holden, Elizabeth Burtner, Luz Garza, Tracy Money

Guests Present: Sarah McCalmant (AG's Office), Danielle Dallas (AG's Office)

Virtual Attendees: Adam Groves, Lane Schumacher, Kelsey Myers, Jason Engle, Martijn Oostrom, Keri Lobdell, Jesus Mota, Josh Ellis, Susan Shangoskie, Lynsey Stewart, Shannon LaCount

PLEDGE OF ALLEGIANCE

Trustee Rivas de Bredt led the Pledge of Allegiance.

APPROVAL OF AGENDA

Trustee Rivas de Bredt requested an amendment be made to the agenda by adding Exhibit D - CBC Board of Trustees Governance Process GP-5. This exhibit was added to the discussion/action section of the agenda.

MOTION: *Trustee Smith moved and Trustee Harper seconded a motion to add Exhibit D and approve the amended agenda for the August 21, 2026 Board Retreat meeting. Approved unanimously.*

APPROVAL OF MINUTES

MOTION: *Trustee Smith moved and Trustee Harper seconded a motion to approve the June 8, 2026 Board meeting minutes as written. Approved unanimously.*

PUBLIC COMMENTS

No public comments.

REPORTS

CBC Strategic Plan consultant, Shannon LaCount, joined the meeting virtually. She provided an overview of the current plan draft for trustees and the President's Cabinet to review. This strategic plan will cover 2026-2030 and should be completed early this fall. The committee provided input for the plan through focus groups held with student, employee, and community partners. A draft plan was reviewed by CBC Administrative Council and given the opportunity for feedback. A draft plan will also be available for review and feedback by Faculty Senate in September. A finalized version of the 2026-2030 CBC Strategic Plan will be available later this fall.

BREAK

The Board took a break from 9:57 - 10:01 a.m.

REPORTS CONTINUED

VP for Administrative Services, Eduardo Rodriguez, VP for Instruction, Dr. Michael Lee, VP for HR & Legal Affairs, Corey Osborn, Dean for Organization Learning, Dr. Jason Engle, Dean for Diversity, Equity and Inclusion, Dr. Luz Garza, VP for Student Services, Cheryl Holden, VP for Communications & External Relations, Elizabeth Burtner and President Woods provided highlights from the 2025-2026 academic year and shared forecasts and projections for the 2026-2027 academic year. Topics covered included Student Success, Accreditation, Diversity, Equity and Inclusion, Foundation, Instruction, Student Services, Marketing and Communications, Human Resources, Enrollment and Administrative Services. A Power Point slide deck was provided for the trustees.

BREAK

The Board took a break from 12:01 – 12:10 p.m. and then went directly to Executive Session.

EXECUTIVE SESSION

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

The Board convened Executive Session at 12:10 p.m. with expected return to the public meeting at 1:00 p.m.

The Board returned to the public meeting at 1:00 p.m.

BREAK

The Board took a break from 1:00 – 1:05 p.m. with return to the public meeting at 1:05 p.m.

DISCUSSION/ACTION

Board of Trustees Annual Calendar/Work Plan 2026-2027 (Exhibit B)

MOTION: *Trustee Smith moved and Trustee Harper seconded a motion to approve the 2026-2027 Board of Trustees Annual Calendar/Work Plan in its entirety. Approved unanimously.*

Board of Trustees Calendar of Meetings 2026-2027 (Exhibit C)

MOTION: *Trustee Smith moved and Trustee Valerio seconded a motion to approve the 2026-2027 Board of Trustees Calendar of Meetings in its entirety. Approved unanimously.*

First Read – CBC Board of Trustees Governance Process GP-5 (Exhibit D)

MOTION: *Trustee Smith made a motion requesting Dr. Woods' staff research a legalities framework, with triggers, for the members of the CBC Board of Trustees.*

The Board had further discussion about GP-5 and the motion made by Trustee Smith.

AMENDED MOTION: *Trustee Smith made an amended motion requesting the Attorney General's Office create a framework for the CBC Board of Trustee members to follow if there are questions about the behaviors of a member outside of their Board duties. Also, determine what triggers actions, if any, with appropriate ethics offices and their appropriate placement in the Board's policies. Motion seconded by Trustee Jackson. Approved by majority vote.*

TRUSTEE WORK SESSION

Board Self-Assessment Evaluation

MOTION: *Trustee Smith moved and Trustee Jackson seconded a motion to add Section E, Community Relations, from the Board Self-Assessment to the 2026-2027 Board Calendar Work Plan. Approved unanimously.*

Board Development

1. The Board would like further training on the Board of Trustees Bylaws, Article V, Parliamentary Procedures. They would like to develop a one-pager with most often used actions for Board meetings; when you can and cannot use a motion, amended motion, discussion, and voting.
2. Add Public Disclosure and Financial reporting instructions to the Board of Trustees orientation.
3. Training or an instructional page explaining the Governor's Office application procedures for a second term on the Board.
4. The Board would like baseline training for artificial intelligence (AI).

Board Roles and Elections for 2026-2027

The Board nominated Trustee Harper as the Board Chair and Trustee Smith as the Board Vice Chair, selected Trustee Rivas de Bredt to serve on the Legislative Action Committee on behalf of CBC and Trustee Valerio to serve as the CBC Foundation Liaison for the 2026-2027 academic year.

MOTION: *Trustee Smith moved and Trustee Valerio seconded a motion to approve the nominations as submitted. Approved unanimously.*

Trustee Jackson will reach out to other school boards and draft a job description for a K12 Liaison.

ADJOURNMENT

The CBC Board of Trustees business meeting adjourned at 2:33 p.m. by Chair Rivas de Bredt.

CHAIR:

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

ATTEST:

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

Exhibit B

Columbia Basin College: In The News

August2026

Tri-Cities Area Journal of Business

CBC Hall of Fame player and renowned WA coach dies

GOP PAC sends thousands of error-ridden mailers in Central WA race

11 candidates seek to replace Newhouse. Here's why they're running

The Spokesman-Review

Trump looms large as 11 candidates vie to replace Dan Newhouse in central WA's 4th Congressional District

Exhibit C

Columbia Basin College

Cash Reserve Report

FY2026 - June 30, 2026

Assets			
Cash			
In Bank	1000070	$	27,272,902
Petty Cash	1000020	$	5,504
Total Cash		**$**	**27,278,406**
Investments			
Short Term (0-365 days)	1000040-1000050		
	1020000-1020030	$	5,139,212
Long Term (>365 days)	1110003-1110060	$	17,737,119
Total Investments		**$**	**22,876,331**
Accounts Receivable			
Current	1010100 + 1010030	$	1,678,185
Unbilled	1010050	$	410,116
AR - Other	1010240 + 1010060	$	172,089
Allowance for AR	1010110 + 1010130	$	(18,497)
Total AR		**$**	**2,241,894**
Inter/Intra Gov Receivables			
Due from Fed	1010150	$	3,877,562
Due from Other Gov	1010160	$	3,872,835
Due from Other Agency	1010180	$	136,350
Total Inter/Intra Gov Receivables		**$**	**7,886,747**
Total Assets		**$**	**60,283,377**
Liabilities			
Current Liabilities			
Accounts Payable	2000010	$	2,952,048
Due to Other Agency	2012050	$	89,915
Accrued Salaries Payable	2011010	$	-
Sales/Use Tax	2010070	$	43,352
Accrued Liabilities	2001070	$	-
COP Current Year P&I Due	2050010	$	-
Total Current Liabilities		**$**	**3,085,315**
Total Liabilities		**$**	**3,085,315**

Cash Balance			
(ASSETS less LIABILITIES)		$	57,198,062
Dedicated Balances	Account		
Student Supported Capital	1000070	$	1,372,592
3.5% - Institutional Financial Aid	1010190	$	290,545
Students S&A	1000070	$	3,695,704
Bookstore Operating Reserves	1000070	$	2,796,672
Technology Fee	1010190	$	1,842,450
Parking Fees	1010190	$	1,182,223
Basic Food Employment and Training	1000070	$	144,637
Total		**$**	**11,324,823**
Reserves Policy - BOT Policies on Reserves			
Unplanned Capital Repair and Replacement		$	2,000,000
Capital Facilities Projects		$	16,396,973
Operating Reserve		$	12,065,500
Emergencies		$	2,000,000
Total		**$**	**32,462,473**

Operating Reserves Balance		
Existing Reserve balance less Dedicated Reserves and Emergency Reserves	**$**	**13,410,766**

*__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 D

Columbia Basin College

Cash Reserve Report

FY2027 - July 1, 2026

Assets			
Cash			
In Bank	1000070	$	27,272,902
Petty Cash	1000020	$	5,504
Total Cash		**$**	**27,278,406**
Investments			
Short Term (0-365 days)	1000040-1000050		
	1020000-1020030	$	5,139,212
Long Term (>365 days)	1110003-1110060	$	17,737,119
Total Investments		**$**	**22,876,331**
Accounts Receivable			
Current	1010100 + 1010030	$	1,678,185
Unbilled	1010050	$	410,116
AR - Other	1010240 + 1010060	$	172,089
Allowance for AR	1010110 + 1010130	$	(18,497)
Total AR		**$**	**2,241,894**
Inter/Intra Gov Receivables			
Due from Fed	1010150	$	3,877,562
Due from Other Gov	1010160	$	3,872,835
Due from Other Agency	1010180	$	136,350
Total Inter/Intra Gov Receivables		**$**	**7,886,747**
Total Assets		**$**	**60,283,377**
Liabilities			
Current Liabilities			
Accounts Payable	2000010	$	2,952,048
Due to Other Agency	2012050	$	89,915
Accrued Salaries Payable	2011010	$	-
Sales/Use Tax	2010070	$	43,352
Accrued Liabilities	2001070	$	-
COP Current Year P&I Due	2050010	$	2,492,875
Total Current Liabilities		**$**	**5,578,190**
Total Liabilities		**$**	**5,578,190**

Cash Balance			
(ASSETS less LIABILITIES)		$	54,705,187
Dedicated Balances	Account		
Student Supported Capital	1000070	$	1,372,592
3.5% - Institutional Financial Aid	1010190	$	290,545
Students S&A	1000070	$	3,695,704
Bookstore Operating Reserves	1000070	$	2,796,672
Technology Fee	1010190	$	1,842,450
Parking Fees	1010190	$	1,182,223
Basic Food Employment and Training	1000070	$	144,637
Total		**$**	**11,324,823**
Reserves Policy - BOT Policies on Reserves			
Unplanned Capital Repair and Replacement		$	2,000,000
Capital Facilities Projects		$	27,600,000
Operating Reserve		$	13,544,608
Emergencies		$	5,000,000
Real Estate Debt Fund		$	2,000,000
Total		**$**	**50,144,608**

Operating Reserves Balance		
Existing Reserve balance less Dedicated Reserves and Emergency Reserves	**$**	**(6,764,244)**

*__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 E

FY27 Board Policy Reserves Proposal

Reserve	Purpose	Proposed	FY26
Current Operations	*Campus cash flow needs*		
Base Expense	2 months operating expense	**$ 13,544,608**	**$ 12,065,500**
Emergencies and Unforeseen Circumstances	*Unforeseen natural or manmade incidents that may disrupt operations and necessitate business continuity and recovery actions.*	**$ 5,000,000**	**$ 2,000,000**
Unplanned Capital Repair & Replacement	*Covers largest potential system failure*		
Building System	Core systems such as: plumbing, electrical, HVAC, etc.	$ 1,000,000	$ 1,000,000
	Failing roof systems	$ 1,000,000	$ 1,000,000
		$ 2,000,000	**$ 2,000,000**
Real Estate Debt Fund			
Building Acquisition	*Provides for real estate acquisition and debt needs of CBC not easily funded with State sources*	**$ 2,000,000**	**$ -**
Capital Facilities Projects	*Covers current and planned capital projects*		
Future Classroom Building	Construction Project - Local Funding	$ 13,000,000	$ 10,000,000
New Student Housing	Construction Project - Local Funding	$ 1,300,000	$ 10,000,000
Performing Arts Building	Construction Project - Local Funding	$ 8,000,000	$ -
Clean Building Projects	Local Funding	$ 50,000	$ 325,000
Wayfinding and Signage Improvements	Local Funding	$ 150,000	$ 700,000
Saraceno Way Renovation	Local Funding	$ 3,250,000	$ 3,000,000
Parking and Pedestrian Improvements	Local Funding	$ 150,000	$ 150,000
Minor Capital Projects	Local Funding	$ 1,700,000	$ 3,250,000
		$ 27,600,000	**$ 27,425,000**
Designated Reserves		**$ 50,144,608**	**$ 43,490,500**

Related Board of Trustees Minutes:

Approved By: ______________________

Kimberly Harper
Board Chair

Exhibit F

BY-LAWS

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BY-LAWS OF COMMUNITY COLLEGE DISTRICT 19

The Board of Trustees of Community College District 19, under the authority vested in said Board by the Laws of the State of Washington, hereby adopt the following By-Laws.

Article I
OFFICES

Section 1. ***Location***. The Board of Trustees shall maintain an office at 2600 North 20th Avenue, Pasco, Washington, where all regular meetings shall be held unless otherwise announced and all records, minutes, and the official college seal shall be kept. This office shall be open during all normal business hours to any resident taxpayer of the State of Washington.

Section 2. ***Correspondence*** or other business for the Board shall be sent to the Secretary of the Board, who is located in this office.

Adopted: 07/01/1997
Revised: 10/11/2021
Last Reviewed: 10/13/2025

BY-LAWS

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BY-LAWS OF COMMUNITY COLLEGE DISTRICT 19

The Board of Trustees of Community College District 19, under the authority vested in said Board by the Laws of the State of Washington, hereby adopt the following By-Laws.

Article II
MEETINGS

Section 1. ***Place of Meeting***. The Board of Trustees shall hold at least one regular meeting each month, unless dispensed with by the Board of Trustees, and such special meetings or study sessions as may be requested by the Chair of the Board or by a majority of the members of the Board.

Section 2. ***Regular Meetings.*** All regular meetings, special meetings, and study sessions of the Board of Trustees shall be publicly announced at least 24 hours prior to the meeting. The announcement shall contain the time, date, and location of the meeting. The meeting shall be open to the general public.

Section 3. ***Official Business***. No official business shall be acted upon by the Board of Trustees except during a regular or special meeting held at a pre-announced time and place.

Section 4. ***Materials for Board Meeting***. Information and materials pertinent to the agenda of all regular meetings of the Board shall be sent to Trustees via email five days prior to each meeting. Any matter of business or correspondence must be received by the Secretary of the Board by 12 noon six days before the meeting in order to be included on the agenda. The Chair or Secretary may, however, present a matter of urgent business received too late for inclusion on the agenda if, in his/her judgment, the matter is of an emergency nature.

Section 5. ***Distribution of Board Materials***. All materials to be considered by the Board must be submitted in sufficient quantities to provide each member of the Board and the Secretary with appropriate copies.

Section 6. ***Special Meeting Agenda.*** The agenda of a special meeting will be determined at the time of the official call of such meeting. No other business shall be transacted or official action taken, other than the purpose, or purposes for which the special meeting was called.

Section 7. ***Consent Agenda***. All items that are within the President's prerogative as set forth in Board Policy BSL-3:2, but require Board approval by RCW and/or WAC codes, shall be placed on a Consent Agenda. The Consent Agenda shall be voted upon without discussion. However, any member of the Board may request the removal of any item on the Consent Agenda for discussion at the next meeting of the Board.

Section 8. ***Agenda – Public Comments***. The agenda of each meeting shall include an item titled Public Comments to permit members of the audience to express their concerns to the Board. The length of time allotted to each speaker under this item shall be limited to three (3) minutes unless extended by majority vote of the Board.

Section 9. ***Agenda – Work Session***. The agenda of each meeting may include an item titled Trustee Work Session to permit informal dialogue among the members of the Board.

Adopted: 07/01/1997
Revised: 10/11/2021 & 10/09/23
Last Reviewed: 10/13/2025

BY-LAWS

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BY-LAWS OF COMMUNITY COLLEGE DISTRICT 19

The Board of Trustees of Community College District 19, under the authority vested in said Board by the Laws of the State of Washington, hereby adopt the following By-Laws.

Article III

EXECUTIVE SESSIONS

Section 1. ***Convene***. The Board of Trustees may convene in Executive Session whenever it is deemed necessary to discuss any matter authorized by state law.

Section 2. ***Official Business***. No official business of the Board of Trustees shall be formally acted upon in Executive Session.

Adopted: 07/01/1997
Revised: [mm/dd/yyyy]
Last Reviewed: 10/13/2025

BY-LAWS

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BY-LAWS OF COMMUNITY COLLEGE DISTRICT 19

The Board of Trustees of Community College District 19, under the authority vested in said Board by the Laws of the State of Washington, hereby adopt the following By-Laws.

Article IV
RECORDS OF BOARD ACTION

Section 1. ***Record of Board Meetings.*** All business transacted in official Board meetings shall be recorded in minutes and filed for reference.

Adopted: 07/01/1997
Revised: [mm/dd/yyyy]
Last Reviewed: 10/13/2025

BY-LAWS

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BY-LAWS OF COMMUNITY COLLEGE DISTRICT 19

The Board of Trustees of Community College District 19, under the authority vested in said Board by the Laws of the State of Washington, hereby adopt the following By-Laws.

Article V

PARLIAMENTARY PROCEDURES

Section 1. ***Quorum***. Three members of the Board of Trustees shall constitute a quorum, and no action shall be taken by less than a majority of the Board Members.

Section 2. ***Less than a Quorum***. Lesser number may adjourn from time to time any regular or special meetings at which a quorum is not present. The Secretary of the Board shall, in person or in writing notify the absent members of the time, date and place set for the adjourned meeting.

Section 3. ***Voting***. Normally, voting shall be viva voce. However, a roll call vote may be requested by any member of the Board for the purposes of the record.

Section 4. ***Rules of Order***. In question of parliamentary procedure, the actions of the Board shall be conducted according to the newly revised (1970) Robert's Rules of Order unless specified otherwise by State Law or Regulation of the State Board or By-Laws of the Board of Trustees.