

**COLUMBIA BASIN COLLEGE
BOARD OF TRUSTEES MEETING**

October 12, 2026
Beers Board Room & Virtual
4:30 p.m.

Call to Order

Pledge of Allegiance

Agenda*

Agenda Review & Approval

Approval of Minutes*

Exhibit A: September 14, 2026 Board of Trustees Meeting

Linkage with Community

Righteous & Chosen Boxing Club

Roy Castillo, Co-founder of Righteous & Chosen Boxing Club

Celebrating Excellence

Hawks Landing Hall – Predesign through final construction

Brooks Payne, Fowler General Construction

Brent Payne, Fowler General Construction

Robert Uhrich, RGU Architecture

Lauri Uhrich, RGU Architecture

Cody Blundon, Buildings and Grounds Supervisor

Brian Dexter, Assistant Vice President for Campus Operations

Brian Dierks, IT Network & Telecommunications

Kirk Engle, Director for Facilities Services

Cheryl Holden, Vice President for Student Services

Josh Krieg, Campus Security Lieutenant

Ernesto Mendez, Assistant Director for Emergency Management & Security

Will Morago, Maintenance Specialist

Dan Quock, Assistant Dean for Student Conduct & Student Life

Mike Roberts, Director for Technology Services

Eduardo Rodriguez, Vice President for Administrative Services

Mitch Rogers, Director for Residential Life

Sharon Schnebly, Director for Campus Security, Risk & Emergency Management

Steven Schneider, Capital Projects & Space Planning Coordinator

Rich Starr, Assistant Director for IT Infrastructure & Security

Remarks

By Administration

President Rebekah Woods, Exhibit B: CBC in the News

Foundation Executive Director & CEO Erin Fishburn

By ASCBC Student Representative Nea Kuempel

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.

Reports

Exhibit C: Cash Reserve Report

Exhibit D: Operating Funds Variance Report

Exhibit E: Executive Limitations Monitoring Report EL-1, EL-2, EL-3

Discussion

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

Discussion/Action*

Exhibit G: First Reading – Board of Trustees Bylaws Articles VI - X

Consent Agenda*

Exhibit H: Board of Trustees Bylaws Articles I – V

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, September 14, 2026. Board Chair Kimberly Harper 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 Harper called the business meeting to order at 4:30 p.m.

ROLL CALL

A quorum of the Board was present.

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

Guests Present: Jeff Harris, T. Lee Williams, Courtney Bauer, Lynsey Stewart, Kelsey Myers, Elizabeth Ramirez, Selene Zapata, Amanda Ursino, Declan Porter (student), Martijn Oostrom, Brian Dexter, Erin Fishburn, Rosario Rodriguez-Erechar, Abby DeSteease

Virtual Attendees: Steve Stauffer, Sarah McCalmant, Doug Hughes

PLEDGE OF ALLEGIANCE

Trustee Harper led the Pledge of Allegiance.

APPROVAL OF AGENDA

MOTION: *Trustee Smith moved and Trustee Jackson seconded a motion to approve the September 14, 2026 agenda as written. Approved unanimously.*

APPROVAL OF MINUTES

MOTION: *Trustee Valerio moved and Trustee Smith seconded a motion to approve the August 21, 2026 Board Retreat meeting minutes as written. Approved unanimously.*

CELEBRATING EXCELLENCE

The Board welcomed the Camino al Éxito Planning Committee as their guest. Camino al Éxito is CBC's welcome event for first generation students and their families. This orientation is offered in English and Spanish and designed to build student confidence as they begin their journey at CBC. Students are given an opportunity to understand the expectations of a college student and how families can provide

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

support, learn about the many resources and services available at CBC, and explore the academic programs available to students. Families learn that they serve as a powerful support system and motivation for many students, the event acknowledges families for their sacrifice and commitment and promotes a sense of shared achievement and empowerment. We had 49 students, and their families, attend this third year of CBC's Camino al Éxito.

The Board also welcomed the CBC Project Management Accreditation Team and congratulated them on having all three project management degrees pass all accreditation standards from the Global Accreditation Center (GAC) with no deficiencies and no areas for improvement. Accreditors honored the PM team with the statement they were "the gold standard for project management education." CBC's PM programs received accreditation for six years – through May 31, 2033.

REPORTS

By Administration, President

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

Welcome Week – All College Day

Today we began our annual Welcome Week for faculty, staff and administrators. Monday is our all-college day and included an employer panel discussing the future of work force, a faculty panel providing updates on the CURES program integrated into the classrooms in 2025-26, Dr. Omar Escalera, Executive Director for the Broetje Foundation, was our alumni guest, and service awards were distributed to employees working 5 – 40 years consecutive at CBC.

Enrollment

Enrollment is up 6% for fall 2026 adding an extra 395 full-time students. The majority of new students this fall are non-Running Start.

Hawks Landing Hall Ribbon Cutting

Trustees, community members, and building vendors are invited to a ribbon cutting ceremony on Thursday, September 24 at 4pm for our new student housing building – Hawks Landing Hall.

Trustee Jackson – Thank you for 14 years of service on the CBC Board of Trustees!

Thank you to Trustee Jackson for 14 years of dedicated service on the Board of Trustees. Your leadership, commitment to the College, and guidance as a mentor have made a lasting impact. We are grateful for your service and appreciate your leadership.

By CEO, Foundation

Erin Fishburn, Foundation Executive Director & CEO, provided the Foundation report. The Fall scholarship cycle is accepting applications through the end of September and we are providing scholarship workshops for students interested in applying. The following events are planned through

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

October: Scholarship Donor breakfast (10/2), first Emeritus Foundation Board luncheon (9/16), Power of Connection (10/15), Foundation Board Retreat (9/13), and the first regular meeting for the 2026-27 Foundation Board (9/17). The Foundation is currently in the process of hiring a new Foundation Program Officer and should have the position filled by January 2027.

By ASCBC

Declan Porter, ASCBC representative, provided updates of current ASCBC sponsored events. ASCBC is in process of hiring new student leaders and planning the fall retreat for newly elected leaders. ASCBC is busy with student events for the fall: tabling events at eight of the volleyball games, BBQ at the men's soccer game (10/28), first week of fall quarter providing wayfinding tables in the SWL, H, and T buildings, Pasco campus resource fair (9/24), Club Rush (9/30), and the winter student service project (11/30 - 12/4) providing students with warm winter essentials and hygiene items.

By Faculty Senate Chair

Martijn Oostrom, new Faculty Senate Chair, gave an update on Faculty Senate. Faculty Affairs is welcoming Katherine Conrad, Associate Editor for *The AI Ethics Journal*, as their guest speaker for Welcome Week. The Curriculum Committee and Assessment, Teaching & Learning Committee are working closely with staff to get all courses through Clean Catalog. Faculty Senate is working with the Teaching & Learning Center for Excellence to establish an online management system in Canvas.

By AHE Representative

Steven Stauffer, president for AHE, was not present when this agenda item was called.

By Board Members

Trustee Kedrich Jackson will attend the Association of Washington Businesses meeting in Spokane later this week.

Trustee Edison Valerio attended a fundraiser for the Mid-Columbia Book Foundation. Trustee Valerio is the president for the Pasco Chamber of Commerce this year and attended their monthly meeting earlier today.

Trustee Ofelia Rivas de Bredt attended the Trustees of Color meeting on September 11 and will attend the first legislative meeting with the Association of College Trustees (ACT) on September 22.

Trustee Michelle Smith began her fifth year as an administrator for the Pasco School District. PSD is experiencing shrinking numbers of students from past years; 2,000 students attend Chiawana this year.

Trustee Kimberly Harper spent time with Representative Barnard at TRIDEC last week. Trustee Harper attended the Washington African American Chamber of Commerce where they shared information

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

about access to grant money for local business owners. She also met with The Links Chapter as they get ready for STEAM events later in October.

PUBLIC COMMENTS

No public comments.

BREAK

The Board took a break from 5:44 p.m. until 5:50 p.m.

EXECUTIVE SESSION

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

The Board convened Executive Session at 5:50 p.m. with expected return to the public meeting at 5:55 p.m.

The Board returned to the public meeting at 5:55 p.m.

REPORTS

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

DISCUSSION/ACTION

Exhibit E: FY27 Board Policy Reserves Proposal

MOTION: *Trustee Smith moved and Trustee Rivas de Bredt seconded a motion to approve the FY27 Board Policy Reserves Proposal as submitted. Approved unanimously.*

Exhibit F: First Reading – Board of Trustees Bylaws Articles I - V

MOTION: *Trustee Jackson moved and Trustee Smith seconded a motion to move Board of Trustees Bylaws Articles I – V to the October 12, 2026 consent agenda. Approved unanimously.*

EXECUTIVE SESSION

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

The Board convened Executive Session at 6:15 p.m. with expected return to the public meeting at 6:30 p.m.

The Board returned to the public meeting at 6:30 p.m.

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

DISCUSSION/ACTION

The Board reviewed Addendum J to the Presidential Contract. Addendum J will extend the Presidential Contract for one additional year with an expiration date of June 30, 2029.

MOTION: *Trustee Jackson moved and Trustee Smith seconded a motion to approve Addendum J to the Presidential Contract, with one amendment: line item #2 was revised from a one percent increase to a two percent increase. Approved unanimously.*

The Board reviewed and accepted the Presidential Performance Evaluation for 2025-26.

MOTION: *Trustee Jackson moved and Trustee Smith seconded a motion to accept the Presidential Performance Evaluation for 2025-26. Approved unanimously.*

ADJOURNMENT

The CBC Board of Trustees business meeting adjourned at 6:34 p.m. by Chair Rivas de Bredt.

CHAIR:

ATTEST:

Kimberly Harper
Chair, Board of Trustees
Community College District 19

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

Exhibit B

Columbia Basin College: In The News

September 2026

Tri-Cities Herald

[New \\$28M student hall is 'building more community.' Take a look inside](#)

[CBC opens new Pasco dorm as housing demand grows](#)

Apple Valley News

[Gesa Credit Union awards \\$372,000 to local school districts](#)

NonStop Local

[How to stargaze like a pro](#)

Exhibit C

Columbia Basin College

Cash Reserve Report

FY2027 - August 30, 2026

Assets			
Cash			
In Bank	1000070	\$	35,367,566
Petty Cash	1000020	\$	5,504
Total Cash		\$	35,373,070
Investments			
Short Term (0-365 days)	1000040-1000050		
	1020000-1020030	\$	5,129,387
Long Term (>365 days)	1110003-1110060	\$	17,840,590
Total Investments		\$	22,969,977
Accounts Receivable			
Current	1010100 + 1010030	\$	1,154,359
Unbilled	1010050	\$	436,117
AR - Other	1010240 + 1010060	\$	138,736
Allowance for AR	1010110 + 1010130	\$	16,875
Total AR		\$	1,746,087
Inter/Intra Gov Receivables			
Due from Fed	1010150	\$	735,813
Due from Other Gov	1010160	\$	607,910
Due from Other Agency	1010180	\$	20,014
Total Inter/Intra Gov Receivables		\$	1,363,737
Total Assets		\$	61,452,870
Liabilities			
Current Liabilities			
Accounts Payable	2000010	\$	691,344
Due to Other Agency	2012050	\$	270,714
Accrued Salaries Payable	2011010	\$	-
Sales/Use Tax	2010070	\$	1,031
Accrued Liabilities	2001070	\$	-
COP Current Year P&I Due	2050010	\$	2,492,875
Total Current Liabilities		\$	3,455,964
Total Liabilities		\$	3,455,964

Cash Balance			
(ASSETS less LIABILITIES)		\$	57,996,906
Dedicated Balances Account			
Student Supported Capital	1000070	\$	1,909,244
3.5% - Institutional Financial Aid	1010190	\$	473,411
Students S&A	1000070	\$	4,528,642
Bookstore Operating Reserves	1000070	\$	2,703,707
Technology Fee	1010190	\$	2,071,964
Parking Fees	1010190	\$	1,250,729
Basic Food Employment and Training	1000070	\$	230,687
Total		\$	13,168,384
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		\$	(5,316,086)

*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

Fiscal Year 2627 Operating Funds Variance

As of Fiscal Month End: August

						EXP/BDGT	EXP/REV	REV/BDGT
State Alloc	001, 24J, 08A	EXP BDGT	\$	45,317,366		14.44%	15.76%	91.61%
		EXP	\$	6,544,596				
		REV (Alloc)	\$	41,515,598				
Local Fees	148	EXP BDGT	\$	5,305,076		14.24%	34.26%	41.57%
		EXP	\$	755,455				
		REV	\$	2,205,197				
Local Tuition	149	EXP BDGT	\$	27,919,030		8.85%	30.81%	28.72%
		EXP	\$	2,470,466				
		REV	\$	8,018,598				
Contracts	146	EXP BDGT	\$	2,447,135		12.45%	73.39%	16.97%
		EXP	\$	304,723				
		REV	\$	415,206				
YTD Total	*Includes Interfund Transfers	EXP BDGT	\$	80,589,607		12.50%	19.32%	64.72%
		EXP	\$	10,075,241				
		REV	\$	52,154,599				
Approved Budget Total		BDGT	\$	80,372,059	Key:	Spend rate less than 5% below FY %	Spend rate with in + or - 5% of FY%	Spend rate more than 5% above FY%
						YTD Target Rate		16.67%
						Notes:		
						State Allocation Schedule #2		
Salaries and Wages	5000003	\$	47,927,318	\$	5,909,944	12.33%	Note: One time Payments for Insurance renewal (\$537k) & Software renewals (\$155k) run rate will adj over time.	
Benefits	5010003	\$	17,965,142	\$	2,270,917	12.64%		
Contracted Services	5050003	\$	3,094,503	\$	362,171	11.70%		
Goods & Routine Services	5030003	\$	3,304,645	\$	231,765	7.01%		
Other Expenses	5081004	\$	3,194,450	\$	1,111,405	34.79%		
Utilities	5060003	\$	1,851,100	\$	107,126	5.79%		
Travel	5080004	\$	777,202	\$	52,384	6.74%		
Capital Expenses	5040003	\$	150,114	\$	(1,417)	0.94%		
Grants, Scl. ships, Fellowships	5020003	\$	1,027,608	\$	30,944	3.01%		
Debt Expenditures	5110003	\$	1,696,525	\$	-	0.00%		
Interfund Transfers/ Salary Savings Adj		\$	(399,000)	\$	-	0.00%		
YTD Total		\$	80,589,607	\$	10,075,241		Print Date: 10/5/2026	

Exhibit E

MONITORING REPORT FOR EL-1 General Executive Accountability

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-1 General Executive Accountability." I certify that the information contained herein is true and represents compliance, within a reasonable interpretation of the established policy, unless specifically stated otherwise below.


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

October 7, 2026

Date

POLICY STATEMENT: The Board of Trustees is responsible for following the adopted Carver Governance Model and Process. The President is held accountable for organizational compliance – ensuring and allowing any practice, activity, decision or situation that is lawful, prudent and not in violation of commonly accepted business and professional ethics, and fit within the provisions set forth in the State Board for Community & Technical College, Office of Financial Management and Columbia Basin College policies, and/or take into account any executive order of the Governor of the State of Washington.

INTERPRETATION: I interpret this to mean that the College will ensure its actions adhere to state and federal laws, compliance requirements, and ethical responsibilities, and fit within the provisions set forth in the State Board for Community & Technical College, Office of Financial Management, its own policies, executive orders of the Governor of the State of Washington applicable to higher education, and the Ethics in Public Service Act.

Compliance will be demonstrated when:

- a) The WA State Auditor General's regular audits include no substantive findings that are not remedied through immediate correction or voluntary compliance plans;
- b) There is a whistleblower policy in place that permits employees to report suspected improper actions, and protects them from retaliation when making such reports; and
- c) Employees receive training under the Ethics in Public Service Act and the College's Code of Ethics Policy (approved by the Executive Ethics Board) and are aware of their individual responsibility related to their use of the College's resources, guidelines for reporting violations, or raising concerns about possible violations.

EVIDENCE:

- a) In May 2024, the Washington State Auditor's Office completed a four-year accountability audit. The report states, "...College operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources."
- b) In August 2024, the Washington State Auditor's Office completed a performance audit regarding the transferability of credits from the high schools to the college through the Running Start and College in the High School programs. The report states that "...the main reason credits failed to transfer was because the high school students did not submit their college transcripts to the institutions in which they enrolled."
- c) Additionally, the College follows the Generally Accepted Accounting Principles (GAAP), applicable Governmental Accounting Standards Board (GASB) standards, and the accounting and internal control policies and procedures established in the Office of Financial Management's State Accounting and Administrative Manual (SAAM). As part of its accreditation requirements, the Northwest Commission on Colleges and Universities (NWCCU) requires the College to undergo annual independent financial statement audits. These audits include consideration of the College's internal controls over financial reporting and compliance with applicable laws, regulations, contracts, grant agreements, and other matters. The most recent audit of the College's financial statements for the fiscal year ending June 30, 2022, was completed in June 2026 by CPA firm Davis Farr. The audit concluded that the College's financial statements presented fairly, in all material respects, the financial position of Columbia Basin College and the changes in its financial position and cash flows in accordance with accounting principles generally accepted in the United States of America. Subsequent financial statements for the year ending June 30, 2023, are expected to be completed and audited by December 31, 2026.
- d) The College provides employees with information related to the Washington State Whistleblower Act and the College's Whistleblower Policy, which notifies employees of their right to report suspected violations of federal or state laws or rules, or other improper governmental action under RCW 42.40, and their right to be free from retaliation for making such a report. The Office of Human Resources & Legal Affairs sends the annual reminder of the Whistleblower Policy to employees each fall. The most recent reminder was sent on September 28, 2026.
- e) Employee training schedules, information related to the Washington State Whistleblower Act, and the College's Code of Ethics Policy are all available from the Office of Human Resources & Legal Affairs.

MONITORING REPORT FOR EL-2 Treatment of Community Members and Students

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-2 Treatment of Community Members and Students." I certify that the information contained herein is true and represents compliance, within a reasonable interpretation of the established policy, unless specifically stated otherwise below.



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

October 7, 2026

Date

POLICY STATEMENT: With respect to staff interaction with community members and students or those applying to be students, the President shall set and maintain organizational expectations and norms that ensure their safe treatment, respect, dignity, confidentiality and privacy. Accordingly, the President shall not:

- 1. Use application forms or procedures that elicit unnecessary information or violates confidentiality and privacy.**

INTERPRETATION: I interpret this to mean that the College will use the SBCTC system-approved admissions application. All CBC-specific applications and forms will only ask for information that is needed. Access to the information will be limited to those employees that need access to complete their job responsibilities.

Compliance will be demonstrated when the College uses SBCTC system-approved admission application and all other CBC-specific applications and forms only ask for information needed. Access to the information is then limited to only those employees who need to know to complete their job responsibilities.

EVIDENCE: Access to the SBCTC admissions application and all CBC-specific applications and forms are available within Student Services. Employees are granted access within the SBCTC ctcLink system after approval is received from the Registrar's Office, based on their job description and the access needed to perform their job responsibilities.

2. Use methods of collecting, reviewing, transmitting or storing client information that fail to protect against improper access to the information elicited.

INTERPRETATION: I interpret this to mean that the College will have policies and procedures in place that protect the confidentiality of records and data.

Compliance will be demonstrated by the College having policies, procedures, and training in place that protect the confidentiality of records and data, these policies are reviewed on a regular basis, and appropriate action is taken in response to any substantiated violations.

EVIDENCE: The College has several policies and procedures in place to protect the confidentiality of records and data including -

- a) Identity Theft Prevention Policy,
- b) Records Management – Records Retention and Disposition Policy, and
- c) Data Governance Policy.

The College also has FERPA (Family Educational Rights and Privacy Act) information and training that is required of all employees prior to receiving electronic access to student records within the Student Management System. All policies are reviewed on a regular cycle and no violations of these policies have been substantiated.

3. Fail to inform the community members and students about what may be expected and what may not be expected from the service offered.

INTERPRETATION: I interpret this to mean that information is clearly communicated to students and community members through multiple methods regarding the services available and the applicable details regarding those services.

Compliance will be demonstrated when the College communicates to students and community members through multiple methods regarding the services available and the applicable details regarding those services.

EVIDENCE: The College website, student catalog, student viewbook, and various other publications articulate the various services available. Many include a Frequently Asked Questions section as well as contact information for those who need additional information regarding each service. Prospective and current students also receive information directly from various employees at formal events such as on-campus recruitment visits, First Year Information (FYI) for new students, individual meetings with Hawk Central Specialists, Completion Coaches and Counselors, and more.

4. Withhold a grievance process from students who believe that they have not been accorded a reasonable interpretation of rights established pursuant to this Policy.

INTERPRETATION: I interpret this to mean that the College will have documented complaint and appeal procedures available and communicated to students.

Compliance will be demonstrated when the College has documented complaint and appeal procedures available and communicated to students through a variety of methods.

EVIDENCE: The College has a documented Student Complaint process available for students to express dissatisfaction with the performance or action of an employee plus several other processes available including appeals from student conduct decisions, grade appeals, discrimination or harassment complaints based on protected class status, appeals for parking citations, and debt review appeals. These are communicated to students through a variety of methods including the website, college catalog, and through in-person communication directly from various employees at formal events such as on-campus recruitment visits, First Year Information (FYI) for new students, individual meetings with Hawk Central Specialists, Completion Coaches and Counselors, and more.

5. Operate without written procedures which clarify the rules for students.

INTERPRETATION: I interpret this to mean that information is clearly communicated to students through multiple methods regarding College rules including applicable written procedures and forms.

Compliance will be demonstrated when the College communicates to students through multiple methods regarding College rules and any applicable procedures and forms.

EVIDENCE: The College website, student catalog, course syllabi, student rights and responsibilities, WACs, and various other publications articulate the various College rules and applicable procedures and forms.

6. Make false claims or withhold required information about any programs, services, or cost of attendance.

INTERPRETATION: I interpret this to mean that information about programs, services, and cost of attendance is accurately communicated to community members, students, and other stakeholders through multiple methods.

Compliance will be demonstrated when the College communicates accurate information about programs, services, and cost of attendance through multiple methods to community members, students and other stakeholders.

EVIDENCE: The College website, student catalog, program brochures and various other publications, as well as in-person communication directly from various employees at formal events such as on-campus recruitment visits, First Year Information (FYI) for new students, individual meetings with Hawk Central Specialists, Completion Coaches and Counselors, and more, communicates accurate information about programs, services, and cost of attendance to community members, students and other stakeholders.

MONITORING REPORT FOR EL-3 Treatment of Employees

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-3 Treatment of Employees." I certify that the information contained herein is true and represents compliance, within a reasonable interpretation of the established policy, unless specifically stated otherwise below.



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

October 7, 2026

Date

POLICY STATEMENT: With respect to the treatment of paid and volunteer staff, the President may not cause or allow conditions which are unlawful, unfair or undignified. Accordingly, the President shall not:

- 1. Operate without written personnel procedures, which clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions – e.g., nepotism, grossly preferential treatment for personal reasons.**

INTERPRETATION: I interpret this to mean that the College will have documented policies available for all employees and volunteer staff, including those related to personnel procedures, grievance resolution under applicable collective bargaining agreements, complaint resolution under College policy and state or federal law, and mechanisms for review to protect against wrongful conditions such as nepotism.

Compliance will be demonstrated when the College has documented policies and language in applicable collective bargaining agreements available for all employees, including those related to personnel procedures, complaint and grievance resolution, and those that protect against wrongful conditions such as nepotism.

EVIDENCE: The College maintains a list of policies, guides, and procedures on both the external website and the employee intranet. They are organized in ten categories, including "Human Resources", which documents personnel procedures and includes Policy 3-170, Nepotism. The "General" category includes Policy 1020, Non-Discrimination & Harassment Policy and

Procedure, and Policy 1030, Title IX Grievance Policy. Collective Bargaining Agreements for WPEA and AHE also include documented grievance procedures for classified staff and faculty alleging contract violations.

2. Discriminate against any staff member for expressing an ethical dissent.

INTERPRETATION: I interpret this to mean that the College will not discriminate or retaliate against any employee or volunteer staff who expresses an ethical dissent regarding decisions and actions by the College.

Compliance will be demonstrated when the College intentionally seeks feedback, comments, and concerns from employees and responds appropriately to all claims of discrimination or retaliation against those expressing an ethical dissent.

EVIDENCE: The College intentionally seeks feedback, comments, and concerns through a variety of methods, including but not limited to monthly all-campus Coffee and Conversation, Administrative Council meetings, Faculty Senate meetings, WPEA Labor Management Communication Committee meetings, AHE Labor Management meetings, employee surveys, campus climate surveys, etc. The College has not received any substantiated claims of discrimination or retaliation against anyone expressing an ethical dissent. Information related to claims of discrimination and retaliation is available from the Office of Human Resources & Legal Affairs.

3. Hinder, prevent, or restrict the exercise of academic freedom.

INTERPRETATION: I interpret this to mean that the College builds a culture of support for the exercise of academic freedom as articulated by the American Association of University Professors (AAUP) for faculty in teaching, students in learning, and the institution as a whole.

Compliance will be demonstrated when the College provides processes for employees and students to express complaints about a lack of or violation of academic freedom and the College takes appropriate action for any substantiated findings.

EVIDENCE: The College has not received any substantiated complaints claiming a violation of academic freedom. Information related to employee complaints and grievances is available from the Office of Human Resources & Legal Affairs. Information related to student complaints is available from the Office of Instruction.

4. Hinder or prevent employees from using established grievance procedures.

INTERPRETATION: I interpret this to mean established grievance procedures for employees will be documented and communicated, and that employees will be encouraged to use them when applicable.

Compliance will be demonstrated when the College has documented grievance procedures available for all employees and they are encouraged to use them when applicable.

EVIDENCE: The College has documented grievance policies and procedures available on our website, including Policy 1020, Non-Discrimination & Harassment Policy and Procedure, and Policy 1030, Title IX Grievance Policy. Collective Bargaining Agreements for WPEA and AHE also include documented grievance procedures for classified staff and faculty alleging contract violations. All new employees are trained on College policies during onboarding and on an ongoing basis throughout their employment. All new supervisors are trained on collective bargaining agreements, including grievance procedures, and are routinely provided updates regarding substantive changes. Training schedules are available in the Office of Human Resources & Legal Affairs.

Exhibit F

POLICY TYPE: GOVERNANCE PROCESS GP-5

POLICY TITLE: CODE OF ETHICS FOR BOARD MEMBERS

The Board commits itself and its members to ethical, businesslike, and lawful conduct. This includes proper use of authority and appropriate decorum when acting as Board Members.

1. Board Members must represent un-conflicted loyalty to the interests of the citizens of Benton and Franklin counties. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. It also supersedes the personal interest of any Board Member acting as a consumer of the College's services.
2. Board Members must avoid any conflict of interest with respect to their fiduciary responsibility.
 - a. There must be no self-dealing or any conduct of private business or personal services between any Board Member and the College except as procedurally controlled to ensure openness, competitive opportunity and equal access to "inside" information.
 - b. When the Board is to decide upon an issue about which a Board Member has an unavoidable conflict of interest, that Board Member shall absent herself or himself without comment from not only the vote, but also from the deliberation.
 - c. Board Members must not use their positions to obtain employment in the College for themselves, family members or close associates. Should a Board Member desire employment, he or she must first resign.
 - d. Board Members will annually disclose their involvements with other organizations, with vendors, or any other associations which might produce a conflict.
3. Board Members may not attempt to exercise individual authority over the College except as explicitly set forth in Board policies.
 - a. Board Members' interactions with the President or with staff must recognize the lack of authority vested in individuals except when explicitly Board-authorized.
 - b. Other than the Chairperson's role as articulated in GP-4, Board Members' interactions with public, press or other entities must recognize the same limitation and the inability of any Board Member to speak for the Board.
 - c. Board Members will give no consequence or voice to individual judgments of President or staff performance.
4. Members will respect the confidentiality appropriate to issues of a sensitive nature.

Exhibit G

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 VI

ADOPTION OR REVISION OF POLICIES

- Section 1.** **Board Policies.** Policies of the Board are established for Executive Limitations, Board Governance Process, Board Staff Linkage and Ends Policy Statements. In order to achieve a consistent pattern of administration, such policies should be reflected in continuous decision making.
- Section 2.** **Timeline.** Proposed written policies, or revision of existing written policies, shall be presented to the Board one month prior to the intended date of formal action to provide ample time for consideration and possible revisions.

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 VII

OFFICERS OF THE BOARD

- Section 1. Election.** At the first regular meeting of the Board following July 1 of each year, the Board shall elect from its membership a Chair and Vice-Chair to serve for the ensuing year. In Addition, the President of Columbia Basin College shall serve as Secretary to the Board of Trustees as specified by State Law. The Secretary may, at his/her discretion, appoint the administrative assistant or other appropriate college staff member to act as recording secretary for all regular and special meetings of the Board.
- Section 2. Chair.** The Chair, in addition to any duties imposed by Rules and Regulations of the State Board, shall preside at each regular or special meeting of the Board, sign all legal and official documents recording action of the Board, and develop in concurrence with the Board Secretary, an agenda for each meeting of the Board. The Chair shall, while presiding at official meetings, have full rights of discussion and vote.
- Section 3. Vice-Chair.** The Vice-Chair, in addition to any duties imposed by Rules and Regulations of the State Board, shall act as Chair of the Board in the absence of the Chair.
- Section 4. Chair Pro Tempore.** In case of the absence of the Chair and Vice-Chair from any meeting of the Board of Trustees or in case of the inability of both of the two to act, the Board of Trustees shall elect for the meeting a chair Pro Tempore, and may authorize such Chair Pro Tempore to perform the duties and acts authorized or required by said Chair or Vice-Chair to be performed, as long as the inability of these said officers to act may continue.
- Section 5. Secretary.** The Secretary of the Board shall in addition to any duties imposed by Rules and Regulations of the State Board, keep the official seal of the Board, maintain all records of meetings and other official action of the Board.
- Section 6. Duties.** The Secretary shall also be responsible for Board correspondence, compiling the agenda of meetings, and distributing the minutes of the meetings and related reports.
- Section 7. Meetings.** The Secretary, or the designee must attend all regular and special meetings of the Board, and official minutes must be kept of all such meetings.

Adopted: 07/01/1997
Revised: [mm/dd/yyyy]
Last Reviewed: 11/10/2025

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 VIII COMMITTEES

- Section 1. Board as a Whole.** The Board of Trustees shall act as a Committee of the Whole for the conduct of its business.
- Section 2. Special Committees.** Special committees of Board members may be appointed by the Chair of the Board upon authority of the Board with such powers and duties and for such term as the Board may determine.
- Section 3. Board Minutes.** Minutes of the proceedings of each committee shall be kept and as soon as practical after a meeting a copy of said minutes shall be mailed or delivered to each member of said committee and remaining members of the Board of Trustees and the President of the college.

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 IX

FISCAL YEAR

Section 1. Fiscal Year. The fiscal year of the Board shall conform to the fiscal year of the State of Washington and shall be from July 1 to June 30 inclusive.

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 X

OFFICIAL SEAL

Section 1. Official Seal. The Board of Trustees shall maintain an official seal for use upon any or all official documents of the Board. The seal shall have inscribed upon it the name of the college which shall be:

COMMUNITY COLLEGE
District 19
State of Washington

Exhibit H

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.

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.

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.

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.

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.