

**COLUMBIA BASIN COLLEGE  
BOARD OF TRUSTEES MEETING**

November 10, 2025  
Beers Board Room & Virtual  
4:30 p.m.

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**Agenda**

Call to Order

**Pledge of Allegiance**

**Agenda Changes\***

**Approval of Minutes\***

Exhibit A: October 13, 2025, 4:30pm, Board of Trustees Meeting

Exhibit B: October 13, 2025, 3:00pm, Special Meeting of the Board – Strategic Plan Listening Session

**Celebrating Excellence**

CBC Automotive – Automotive Service Excellence (ASE) Accreditation

Jesus Mota, Dean for Career and Technical Education

Billy Getty, Associate Professor & Director of Automotive Technology

Samuel Whitecotton, Assistant Professor of Automotive Technology

Brandon Duran, Assistant Professor of Automotive Technology

Chiarra Lohr, Program Support Supervisor for Career and Technical Education

CBC Bachelor of Computer Science – Approved by NWCCU & 11<sup>th</sup> bachelor program at CBC

Debbie Wolf, Senior Professor & Director of Computer Science

Tony Sako, Senior Associate Professor of Computer Science

Bilal Ahmad, Associate Professor of Computer Science

Cindy Walker, Assistant Dean for Instruction

**Remarks**

By Administration

President Rebekah Woods, Exhibit C: CBC In the News

Foundation Executive Director & CEO Erin Fishburn

By ASCBC Student Representative Maeve Bolling

By Faculty Senate Chair Kiera Squires

By AHE Representative Rik Smith

By Board Members

**Public Comments**

- Anyone who would like to share public comment, for the record, please give your name and whether you are a student, employee or a member of the community. If you are participating through zoom, please raise your hand and we will promote you to a panelist so you may speak.
- Please limit your comments to 3 minutes.
- During public comment, the Board will focus on listening and treat all comments with equal attention and respect. We ask the same of all attendees.

**Reports**

Exhibit D: Cash Reserve Report

Exhibit E: Operating Funds Variance Report

**Discussion/Action\***

Exhibit F: Resolution 25-05, Community STEM Learning Center

Exhibit G: First Reading – Board Policies Executive Limitations EL-1, EL-2, EL-3, EL-4, EL-5

February 2026 Board of Trustees Meeting – discuss possible date change

**Consent Agenda\***

Exhibit H: Board of Trustees Bylaws Articles VI – X

**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 Dates

### [CBC Athletics Schedule](#)

#### November 2025

10	CBC Fall Teaching & Learning Day, CBC Pasco Campus
10	CBC Board of Trustees Meeting, 4:30pm, Beers Boardroom, CBC Pasco Campus
10 – 30	Art Exhibit, Title: <i>In Vivo</i> , Artist: Sarah Barnett, Esvelt Gallery, P Bldg CBC Pasco Campus
11	Veterans Day Observed, CBC Campus Closed
13 – 14	ACT Fall Conference, Hilton Seattle Airport & Conference Ctr, Seattle, WA
14 – 15	CBC Fall Play, <i>Finding Curt</i> , 7:30pm, CBC Theatre, CBC Pasco Campus
18	CBC Fall Choral Concert, 7pm, Theatre, P Bldg CBC Pasco Campus
20	CBC Jazz Night (Jazz Band & Freeform), 7pm, Theatre, P Bldg CBC Pasco Campus
25	CBC Fall Concert Band, 7pm, Theatre, P Bldg CBC Pasco Campus
TBD	CBC Fall Orchestra Concert, 7pm, Theatre, P Bldg CBC Pasco Campus
26	CBC Campus Closed beginning at noon
27	Thanksgiving Observed, CBC Campus Closed
28	Native American Heritage Day Observed, CBC Campus Closed

#### December 2025

1 – 31	Art Exhibit, Title: <i>In Vivo</i> , Artist: Sarah Barnett, Esvelt Gallery, P Bldg CBC Pasco Campus
2 - 4	CBC Fall Quarter Finals
8	CBC Board of Trustees Meeting, 4:30pm, Beers Boardroom, CBC Pasco Campus
9	ACT Trustee Tuesday, 8-9am, Topic TBD, Zoom
24	CBC Campus closed to the public, but it remains a scheduled workday for employees
25	Christmas Day Observed, CBC Campus Closed
26	CBC Campus Closed
31	CBC Campus will remain open to the public until 5:30pm

#### January 2026

1 – 2	New Years Observed, CBC Campus Closed
5	First day of winter quarter
12	CBC Board of Trustees Meeting, 4:30pm, Beers Boardroom, CBC Pasco Campus
13	ACT Trustee Tuesday, 8-9am, Topic TBD, Zoom
19	Martin Luther King Day Observed, CBC Campus Closed
23	CBC Fall Teaching & Learning Day, CBC Pasco Campus


#### February 2026

8 - 11	ACCT National Legislative Summit, Washington DC
TBD	CBC Board of Trustees Meeting – discuss rescheduling from 2/9/26 to 2/13/26

 CBC Board Meetings

 CBC Events

 Trustee Professional Development & Conferences

 Holidays

# Exhibit A

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

A regular meeting of the Board of Trustees of Community College District 19 was held on Monday, October 13, 2025. Ofelia Rivas de Bredt, chair, presided. This meeting was held in the Beers Board Room, Building A, CBC Pasco Campus at 2600 N. 20<sup>th</sup> Avenue, Pasco, WA 99301 and remotely via Zoom.

## **MINUTES**

Chair Rivas de Bredt called the business meeting to order at 4:30 p.m.

## **ROLL CALL**

A quorum of the Board was present.

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

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

Administration & Staff Present: Eduardo Rodriguez, Corey Osborn, Elizabeth Burtner, Erin Fishburn, Brian Dexter, Rosario Rodriguez-Erechar, Jamie Duncan, Noriko Ryder

Guests Present: Nea Kuempel (ASCBC), Elizabeth Mendoza (student), Maija Sant (student), Gloria Ayala Rodriguez (student)

Virtual Attendees: Heather Tibbet, Jessica Raigoza, Cinthia Alvarez, Kiera Squires, Dan Quock, Hoewoon Kim, Kelsey Myers

## **PLEDGE OF ALLEGIANCE**

Trustee Rivas de Bredt led the Pledge of Allegiance.

## **APPROVAL OF AGENDA**

**MOTION:** Trustee Valerio moved and Trustee Smith seconded a motion to approve the October 13, 2025 agenda as written. Approved unanimously.

## **APPROVAL OF MINUTES**

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

## **CELEBRATING EXCELLENCE**

The Board welcomed students and staff who participated in the July 2025 student exchange to Japan. In its third year, CBC and WSU-TC partner with Hagashi Nippon International University and Fukushima College to provide students with a two-week cultural immersion.

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

## **LINKAGE WITH COMMUNITY**

The Board welcomed the organizers of the “Stem Like Me” event hosted at CBC. This is the fourth year the STEM Foundation and CBC collaborated to provide local high school students an opportunity to meet faculty mentors and showcase careers. Students from Ki-Be High School participated for the past two years providing students with hands-on experience to explore possible careers and make connections with college students and faculty.

## **REMARKS**

By Administration, President

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

### *ASE Accreditation Visit*

CBC’s automotive program just completed their ASE (Automotive Service Excellence) accreditation visit. The exit interview with the site evaluator was on Thursday (10/9) and CBC received a glowing report of the program. We should have the official written response within the next month.

### *Legislative Preparations*

The revenue forecast for the state is projecting a \$500K reduction this biennium and another \$500K reduction for the next biennium. Considering this forecast, our system’s legislative priorities for this year will be to address only standing issues, with no asks for new money. We will continue to ask for COLAs to be fully funded. We are also asking for funding to cover utility increases across the state which is amounting to \$15M.

### *Legislative Luncheon*

CBC and WWCC will cohost our annual legislative luncheon in Walla Walla this year. The luncheon is scheduled for Thursday, December 11 from 12:00 p.m. to 2:00 p.m. and legislators from districts 8, 9, 14, 15, 16 have been invited. Trustees will receive an electronic calendar invite for this event.

### *Federal Government Shutdown*

Administration continues to ascertain what students are feeling and experiencing as a result of the federal government shutdown. Veteran students appear to be the most affected. The Foundation is working with vets to provide emergency funding to cover delayed federal allowances.

### *Graduation 2026*

CBC graduation is scheduled for Thursday, June 18, 2026 at the Toyota Center with three ceremonies: 12pm, 3:30pm, and 7pm.

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

**By CEO, Foundation**

Erin Fishburn, Foundation Executive Director & CEO, provided the Foundation report. Fall scholarship applications closed at the end of September with 1K applications. A scholarship donor breakfast celebration was held on Friday, October 3 connecting students with their scholarship donors. The Foundation is in the final stages of their annual audit. Power of Connection, the annual Foundation scholarship fund raiser, will be held on Thursday, October 16. Trustees will be sent a bid link.

**By ASCBC**

Nea Kuempel, ASCBC representative, provided updates of current ASCBC sponsored events. During the first week of fall quarter, ASCBC hosted a pancake breakfast serving over 350 students, hosted a Hispanic pop-up shop and co-hosted the ASCBC/WSU-TC movie night. Other events for students in September included resource fairs at Pasco and Richland campuses and the annual Club Rush event.

**By Faculty Senate Chair**

Kiera Squires, Faculty Senate Chair, gave an update on Faculty Senate. Two faculty senate meetings were held in September during which they appointed two new senators, heard updates from Assessment Teaching & Learning and the Artificial Intelligence Workgroup. Faculty Senate's Financial Affairs Committee attended a joint meeting with Cabinet and Deans to hear new faculty hiring requests and were asked to give recommendations for the prioritization of new faculty positions. Senate is working with administration to finalize winter and spring finals week schedules.

**By AHE Representative**

No AHE representative was present.

**By Board Members**

*Trustee Kimberly Harper* attended the Fiery Food Festival in Pasco on Saturday, September 13.

*Trustee Kedrich Jackson* had no updates.

*Trustee Michelle Smith* thanked the Foundation and volunteers for their work on the Power of Connection event. She also thanked Elizabeth Burtner, CBC Student Outreach, faculty and MESA for their help at the Chiawana High School STEM Night event.

*Trustee Edison Valerio* attended the SBCTC Legislative Action Committee meeting, the Fiery Food Festival in Pasco and Pasco Chamber of Commerce meetings.

*Chair Ofelia Rivas de Bredt* presented awards during the recent Hispanic Chamber gala (10/17) and attended the "Voices of NY" in the CBC Theatre.

**PUBLIC COMMENTS**

No public comments.

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

## REPORTS

The Institutional Learning Report was presented by Melissa McBurney, Dean for Assessment and Accreditation. Objectives, learning outcomes, and next steps were discussed.

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

Dr. Woods presented the Executive Limitations Monitoring Reports EL-1, EL-2, EL-3 noting that the FY22 Financial Statement is now completed and in the audit stage.

## DISCUSSION/ACTION

Resolution 25-04: Community STEM Center was presented to the Board. The State Board wants evidence that the local board supports using funds to pay for expenses incurred prior to the opening of the Community STEM Center.

**MOTION:** *Trustee Jackson moved and Trustee Smith seconded a motion to approve Resolution 25-04: Community STEM Center as written. Approved unanimously. Resolution was signed by Chair Rivas de Bredt on behalf of the CBC Board of Trustees.*

Board of Trustees Bylaws Articles VI - X

**MOTION:** *Trustee Smith moved and Trustee Harper seconded a motion to move Board of Trustees Bylaws Articles VI-X to the consent agenda on November 10, 2025. Approved unanimously.*

## CONSENT AGENDA

Board of Trustees Bylaws Articles I – V

**MOTION:** *Trustee Smith moved and Trustee Valerio seconded a motion to approve Board of Trustees Bylaws Articles I-V as written. Approved unanimously.*

## ADJOURNMENT

The CBC Board of Trustees business meeting adjourned at 5:50 p.m. by Chair Rivas de Bredt.

CHAIR:

ATTEST:

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

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



# Exhibit B

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

A special meeting of the Board of Trustees of Community College District 19 was held on Monday, October 13, 2025 at 3:00 p.m. Ofelia Rivas de Bredt, chair, presided. This meeting was held in the Beers Board Room, Building A, CBC Pasco Campus at 2600 N. 20<sup>th</sup> Avenue, Pasco, WA 99301 and remotely via Zoom.

## **MINUTES**

Chair Rivas de Bredt and Trustee Valerio were present at 3:00p.m. A quorum of the Board was not present at that time.

## **ROLL CALL**

Board Present: Chair Ofelia Rivas de Bredt, Trustee Edison Valerio and Trustee Michelle Smith

Board Secretaries Present: Ronda Rodgers – Recording Secretary

Administration & Staff Present: Tracy Money

## **PRESENTATION OF STRATEGIC PLAN QUESTIONS**

Tracy Money, Director for Strategic Planning & Priorities, presented a questionnaire for trustees to consider and answer as part of the new Strategic Plan 2026 – 2029 development.

## **QUORUM PRESENT**

At 3:47 p.m., Chair Rivas de Bredt called the special meeting to order when Trustee Smith joined the meeting via Zoom.

## **PRESENTATION OF STRATEGIC PLAN QUESTIONS RESUME**

Tracy Money resumed with questions to the Board.

## **DISCUSSION/ACTION**

No decisions were made during the special meeting of the Board.

## **ADJOURNMENT**

The CBC Board of Trustees special meeting adjourned at 4:02 p.m. by Chair Rivas de Bredt.

CHAIR:

ATTEST:

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

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

# Exhibit C

## **Columbia Basin College: In the News – October 2025**

10/27/2025

### **KEPR:**

[Columbia Basin College hosts the Stem Like Me! Student Summit](#)

### **KNDU-TV:**

[How to get the money you're allotted; 2025-2026's FAFSA and WAFSA applications open](#)

[Tri-Cities night sky lights up in October with Supermoon, Meteors, and Comet](#)

### **Apple Valley News:**

[Columbia Basin College raises funds for student scholarships with game show-themed event](#)

[Columbia Basin College hosts annual Hawk Trot fun run to support campus food pantry](#)

[Columbia Basin College women's soccer team remains undefeated in conference play](#)

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

[WSU sees its best fall enrollment increases at Tri-Cities campus](#)

[Trailblazing WA entrepreneur and Pay Plus Benefits co-founder dies](#)

[Amazon bringing one of nation's 1st new reactors to WA. Training center to open](#)

[What the federal shutdown could mean to Tri-Cities — from Hanford to hungry kids](#)

### **Journal of Business:**

[Colleges see strong enrollment gains as campus projects move forward](#)

[Amazon unveils name, designs for SMR project](#)

### **KFLD News Talk:**

[Major Announcement About New Reactor Project in Richland](#)

### **The Wenatchee World:**

[WVC Roundup | Knights volleyball battles Treasure Valley and Columbia Basin, Men's soccer waits on playoff qualification, and Women's soccer suffers a pair of losses](#)

### **About Amazon:**

[How Amazon is helping to build one of the first modular nuclear reactor facilities in the United States](#)

### **Transformers Magazine:**

[Amazon to triple capacity of X-energy nuclear plant](#)

### **TechinAsia:**

[Amazon backs US nuclear project to power data centers, AI](#)

## **Columbia Basin College: In the News – October 2025**

10/27/2025

### **Tech Radar:**

[Amazon plans to develop 12 small modular nuclear reactors with a near 1GW total power output, with plans to more than quintuple that number by 2039 - AI and Cloud services are first in line to benefit](#)

### **Eurasia Review:**

[Amazon Updates SMR Progress, With New Images Of Proposed Plant](#)

### **The Registry:**

[Amazon's Nuclear Plans in Washington State: Can Small Modular Reactors Deliver on Their Promise to Power AI's Future?](#)

# Exhibit D

# Columbia Basin College

## Cash Reserve Report

FY2026 - September

Assets			
Cash			
In Bank	1000070	\$	27,224,806
Petty Cash	1000020	\$	5,504
<b>Total Cash</b>		<b>\$</b>	<b>27,230,310</b>
Investments			
Short Term (0-365 days)	1000040-1000050		
	1020000-1020030	\$	5,138,076
Long Term (>365 days)	1110003-1110060	\$	17,238,284
<b>Total Investments</b>		<b>\$</b>	<b>22,376,360</b>
Accounts Receivable			
Current	1010100 + 1010030	\$	1,354,196
Unbilled	1010050	\$	(328,894)
AR - Other	1010240 + 1010060	\$	313,057
Allowance for AR	1010110 + 1010130	\$	(18,497)
<b>Total AR</b>		<b>\$</b>	<b>1,319,863</b>
Inter/Intra Gov Receivables			
Due from Fed	1010150	\$	5,061,777
Due from Other Gov	1010160	\$	4,640,456
Due from Other Agency	1010180	\$	353,697
<b>Total Inter/Intra Gov Receivables</b>		<b>\$</b>	<b>10,055,930</b>
<b>Total Assets</b>		<b>\$</b>	<b>60,982,462</b>
Liabilities			
Current Liabilities			
Accounts Payable	2000010	\$	298,195
Due to Other Agency	2012050	\$	122,061
Accrued Salaries Payable	2011010	\$	-
Sales/Use Tax	2010070	\$	32,809
Accrued Liabilities	2001070	\$	-
COP Current Year P&I Due	2050010	\$	1,528,000
<b>Total Current Liabilities</b>		<b>\$</b>	<b>1,981,065</b>
<b>Total Liabilities</b>		<b>\$</b>	<b>1,981,065</b>

Cash Balance			
(ASSETS less LIABILITIES)		\$	59,001,398
Dedicated Balances Account			
Student Supported Capital	1000070	\$	1,417,121
3.5% - Institutional Financial Aid	1010190	\$	1,344,742
Students S&A	1000070	\$	3,435,210
Bookstore Operating Reserves	1000070	\$	2,842,177
Technology Fee	1010190	\$	2,122,403
Parking Fees	1010190	\$	1,147,166
Basic Food Employment and Training	1000070	\$	439,083
<b>Total</b>		<b>\$</b>	<b>12,747,902</b>
Reserves Policy - BOT Policies on Reserves			
Unplanned Capital Repair and Replacement		\$	2,000,000
Capital Facilities Projects		\$	23,020,825
Operating Reserve		\$	12,065,500
Emergencies		\$	2,000,000
<b>Total</b>		<b>\$</b>	<b>39,086,325</b>
Operating Reserves Balance			
Existing Reserve balance less Dedicated Reserves and Emergency Reserves		<b>\$</b>	<b>7,167,171</b>

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

# Exhibit E



Fiscal Year 2526 Operating Funds Variance

As of Fiscal Month End: September

				EXP/BDGT	EXP/REV	REV/BDGT			
State Alloc	001, 24J, 08A	EXP BDGT	\$ 43,329,724	<div><div></div><div></div><div></div></div>		21.53%	23.38%	92.09%	
		EXP	\$ 9,330,489						
		REV (Alloc)	\$ 39,903,862						
Local Fees	148	EXP BDGT	\$ 4,111,855	<div><div></div><div></div><div></div></div>		20.65%	55.24%	37.39%	
		EXP	\$ 849,186						
		REV	\$ 1,537,341						
Local Tuition	149	EXP BDGT	\$ 25,123,006	<div><div></div><div></div><div></div></div>		16.47%	52.85%	31.17%	
		EXP	\$ 4,138,495						
		REV	\$ 7,830,022						
Contracts	146	EXP BDGT	\$ 3,211,124	<div><div></div><div></div><div></div></div>		12.07%	61.09%	19.75%	
		EXP	\$ 387,423						
		REV	\$ 634,229						
YTD Total	*Includes Interfund Transfers	EXP BDGT	\$ 74,071,709			19.85%	29.47%	67.37%	
		EXP	\$ 14,705,592						
		REV	\$ 49,905,454						
Approved Budget Total		BDGT	\$ 72,440,166			Key:	Spend rate less than 5% below FY %	Spend rate with in + or - 5% of FY%	Spend rate more than 5% above FY%
YTD Target Rate 25.00%									
Notes:									
State Allocation Schedule #3 9/8/25									
		Account	BDGT	EXP	EXP/BDGT				
Salaries and Wages		5000003	\$ 45,077,111	\$ 8,915,689	19.78%				
Benefits		5010003	\$ 15,817,353	\$ 3,391,685	21.44%				
Contracted Services		5050003	\$ 2,996,792	\$ 529,757	17.68%				
Goods & Routine Services		5030003	\$ 3,026,039	\$ 353,178	11.67%				
Other Expenses		5081004	\$ 3,145,448	\$ 975,460	31.01%				
Utilities		5060003	\$ 1,851,100	\$ 273,937	14.80%				
Travel		5080004	\$ 828,320	\$ 76,788	9.27%				
Capital Expenses		5040003	\$ 128,774	\$ 382	0.30%				
Grants, Scl. ships,Fellowships		5020003	\$ 1,208,246	\$ 188,717	15.62%				
Debt Expenditures		5110003	\$ 1,696,525	\$ -	0.00%				
Interfund Transfers/Salary Savings Adj			\$ (1,704,000)	\$ -	0.00%				
YTD Total			\$ 74,071,709	\$ 14,705,592	Print Date: 11/3/2025				

# Exhibit F



Columbia Basin College  
Resolution No. 25-05

Community STEM Learning Center

WHEREAS, the Board of Trustees of Community College District No. 19, Columbia Basin College, recognizes the critical role Columbia Basin College plays in providing first-rate educational programs and training in Benton and Franklin counties; AND

WHEREAS, Battelle, a nonprofit corporation headquartered in Columbus, Ohio, and operator of Pacific Northwest National Laboratory, supports organizations that expand STEM opportunities for students and educators; AND

WHEREAS, Battelle has pledged a \$3,250,000 gift, to be paid in three installments through the Columbia Basin College Foundation, in support of a Community STEM Learning Center (“Center”) on the Columbia Basin College campus; AND

WHEREAS, in recognition of this gift, Columbia Basin College will name the Center the “Battelle Community STEM Learning Center” for a period of twenty (20) years beginning in 2026 when the Center opens; AND

WHEREAS, following the initial naming term, Battelle will have the first right of refusal for any future naming rights of the Center should the College wish to change its name; AND

WHEREAS, the College reserves the right to change the name of the Center during the initial term if, in the exercise of reasonable good faith, it determines Battelle’s actions are not in keeping with the mission of the College or Foundation; AND

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Columbia Basin College hereby authorizes the naming of the new Center as the “Battelle Community STEM Learning Center” in recognition of Battelle’s generous gift made through the Columbia Basin College Foundation.

Done in open Meeting by the Board of Trustees of Columbia Basin College this 10<sup>th</sup> day of November, 2025, at which a quorum was present.

BOARD OF TRUSTEES  
Columbia Basin College

By: \_\_\_\_\_  
Ofelia Rivas de Breddt, Chair of the Board of Trustees

# Exhibit G

## **BOARD POLICIES**

**POLICY TYPE: EXECUTIVE LIMITATIONS EL-1**

***POLICY TITLE: GENERAL EXECUTIVE ACCOUNTABILITY***

In alignment with the Carver Governance Model and Process adopted by the Board of Trustees, 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 that 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.

**POLICY TYPE: EXECUTIVE LIMITATIONS EL-2**

***POLICY TITLE: TREATMENT OF COMMUNITY MEMBERS AND STUDENTS***

With respect to staff interaction with community members and students or those applying to be students, the President shall not fail to 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.
2. Use methods of collecting, reviewing, transmitting or storing client information that fail to protect against improper access to the information elicited.
3. Fail to inform the community members and students about what may be expected and what may not be expected from the service offered.
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.
5. Operate without written procedures which clarify the rules for students.
6. Make false claims or withhold required information about any programs, services, or cost of attendance.

**POLICY TYPE: EXECUTIVE LIMITATIONS EL-3**

***POLICY TITLE: TREATMENT OF EMPLOYEES***

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.
2. Discriminate against any staff member for expressing an ethical dissent.
3. Hinder, prevent or restrict the exercise of academic freedom.
4. Hinder or prevent employees from using established grievance procedures.



Community College District 19  
**Board of Trustees**

**POLICY TYPE: EXECUTIVE LIMITATIONS EL-4**

***POLICY TITLE: COMPENSATION***

With respect to employment, compensation to employees, consultants, contract workers and volunteers, the President shall not fail to promote adherence to nor fail to ensure fiscal integrity and good public image.

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

The President shall not promise or imply permanent or guaranteed employment to anyone in the College.



**POLICY TYPE: EXECUTIVE LIMITATIONS EL-5**

***POLICY TITLE: TREATMENT OF ASSET PROTECTION***

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

Accordingly, the President shall not:

1. Unnecessarily expose the organization, its Board or staff to claims of liability.
2. Fail to protect intellectual property, information and files from vulnerability, loss or significant damage.
3. Receive, process or disburse funds under controls that are insufficient to meet the Auditor's standards.
4. Jeopardize nor damage the organization's public image or credibility, particularly in ways that would hinder its accomplishment of mission.

# 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 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: 12/09/2024

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## 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