

**COLUMBIA BASIN COLLEGE  
BOARD OF TRUSTEES MEETING**

April 11, 2025

Beers Board Room & Virtual

7:30 a.m.

---

**Agenda**

Call to Order

**Pledge of Allegiance**

**Agenda Changes\***

**Approval of Minutes\***

Exhibit A: March 21, 2025 Board of Trustees Meeting

**Celebrating Excellence**

2023 Student Writing Excellence in Language and Literature (SWELL) Award Winners

Aoife J. Santos

Karissa Nakamura

Tara N. Severson

Laura Hall-Ritchie

2024 SWELL Award Winners

April Katowitz

Joan Kathren

Vivian Scott

Julia Saueressig

Aoife Santos

Shayla Currin

English Department Faculty Behind the Awards

Kim Trinh, Senior Associate Professor of English

Amy Wortley, Associate Professor of English

Bob Pedersen, Senior Associate Professor of English

Thomas Tranchell, Adjunct Instructor of English

Stephanie Scott, Adjunct Instructor of English

Annalee Kodman, Senior Associate Professor of English

Jalene Wangsgaard, Former Adjunct Instructor of English

Kiera Squires, Associate Professor of English

Leon Erickson, Senior Associate Professor of English

Jennifer Sainz, Associate Professor of English

**Remarks**

By Administration

President Rebekah Woods, Exhibit B: CBC In the News

Legislative Update and Visits

Foundation Executive Director & CEO Erin Fishburn

By ASCBC Student Representative Connor Simmelink, Exhibit C: Spring Qtr Activities for Students

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 – Eduardo Rodriguez, VP for Administrative Services

Exhibit E: Operating Funds Variance Report – Eduardo Rodriguez, VP for Administrative Services

Exhibit F: Executive Limitations Monitoring Reports EL-7 and EL-8

**Discussion/Action\***

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

Exhibit H: Athletic Waivers – Scott Rogers, CBC Athletic Director

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

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

## Upcoming Event Date

### April 2025

7	<a href="#">Pasco City Council Regular Meeting</a> , 7pm, 525 N Third Ave, Pasco
8	<a href="#">Pasco School Board Meeting</a> , 6:30pm, Board Room, 1215 W Lewis St, Pasco
8	<a href="#">Richland School Board Meeting</a> , 6:30pm, 6972 Keene Road, West Richland
8	Trustee Tuesday, Topic: Effective Advocacy with Legislators, 8-9am, <a href="#">Register here</a>
9	<a href="#">Kennewick School Board Meeting</a> , 5:30pm, 1000 W 4 <sup>th</sup> Ave, Kennewick
10	CBC Foundation – Economic Outlook Event, 5:30pm, Anthony's Restaurant, Richland
11	CBC Board of Trustees Meeting, 7:30am, Beers Boardroom, CBC Pasco Campus
14	<a href="#">Pasco City Council Workshop Meeting</a> , 7pm, 525 N Third Ave, Pasco
17	Tri-Citian of the Year, 5pm, Three Rivers Convention Center
21	<a href="#">Pasco City Council Regular Meeting</a> , 7pm, 525 N Third Ave, Pasco
22	<a href="#">Pasco School Board Meeting</a> , 6:30pm, Board Room, 1215 W Lewis St, Pasco
22	<a href="#">Richland School Board Meeting</a> , 6:30pm, 6972 Keene Road, West Richland
23	<a href="#">Kennewick School Board Meeting</a> , 5:30pm, 1000 W 4 <sup>th</sup> Ave, Kennewick
28	<a href="#">Pasco City Council Workshop Meeting</a> , 7pm, 525 N Third Ave, Pasco

### May 2025

5	<a href="#">Pasco City Council Regular Meeting</a> , 7pm, 525 N Third Ave, Pasco
8	CBC School of Education Donor Recognition/Open House, X Bldg, 1620 N 20 <sup>th</sup> Ave, Pasco
12	Newly Tenured Faculty Reception, 3:00pm, Thornton Courtyard, CBC Pasco Campus
12	CBC Board of Trustees Meeting, 4:30pm, Beers Boardroom, CBC Pasco Campus
12	<a href="#">Pasco City Council Workshop Meeting</a> , 7pm, 525 N Third Ave, Pasco
13	<a href="#">Pasco School Board Meeting</a> , 6:30pm, Board Room, 1215 W Lewis St, Pasco
13	<a href="#">Richland School Board Meeting</a> , 6:30pm, 6972 Keene Road, West Richland
14	<a href="#">Kennewick School Board Meeting</a> , 5:30pm, 1000 W 4 <sup>th</sup> Ave, Kennewick
19	<a href="#">Pasco City Council Regular Meeting</a> , 7pm, 525 N Third Ave, Pasco
21	ACT New Trustee Orientation, 11:30am, Davenport Grand Autograph Hotel, Spokane
22 - 23	ACT Spring Conference, Davenport Grand Autograph Hotel, Spokane
26	Memorial Day Observed, CBC Campus Closed
27	CBC Teaching & Learning Professional Development Day, CBC Pasco Campus
27	<a href="#">Pasco School Board Meeting</a> , 6:30pm, Board Room, 1215 W Lewis St, Pasco
27	<a href="#">Richland School Board Meeting</a> , 6:30pm, 6972 Keene Road, West Richland
28	<a href="#">Kennewick School Board Meeting</a> , 5:30pm, 1000 W 4 <sup>th</sup> Ave, Kennewick

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

## Upcoming Event Date

June 2025

2	<a href="#">Pasco City Council Regular Meeting</a> , 7pm, 525 N Third Ave, Pasco
4	<a href="#">Kennewick School Board Meeting</a> , 5:30pm, 1000 W 4 <sup>th</sup> Ave, Kennewick
9	CBC Retirement Reception, 3:00pm, Thornton Courtyard, CBC Pasco Campus
9	CBC Board of Trustees Meeting, 4:30pm, Beers Boardroom, CBC Pasco Campus
9	<a href="#">Pasco City Council Workshop Meeting</a> , 7pm, 525 N Third Ave, Pasco
10	<a href="#">Pasco School Board Meeting</a> , 6:30pm, Board Room, 1215 W Lewis St, Pasco
10	<a href="#">Richland School Board Meeting</a> , 6:30pm, 6972 Keene Road, West Richland
13	CBC Graduation Ceremonies, 4pm & 7pm, Toyota Center, Kennewick
16	<a href="#">Pasco City Council Regular Meeting</a> , 7pm, 525 N Third Ave, Pasco
18	<a href="#">Kennewick School Board Meeting</a> , 5:30pm, 1000 W 4 <sup>th</sup> Ave, Kennewick
19	Juneteenth Observed, CBC Campus Closed
23	<a href="#">Pasco City Council Workshop Meeting</a> , 7pm, 525 N Third Ave, Pasco
24	<a href="#">Pasco School Board Meeting</a> , 6:30pm, Board Room, 1215 W Lewis St, Pasco
24	<a href="#">Richland School Board Meeting</a> , 6:30pm, 6972 Keene Road, West Richland


 CBC Board Meetings

 CBC Events

 Trustee Pro Development / Conferences

 Community Events

 Community Board Meetings

 Holidays



# Exhibit A

Columbia Basin College  
Board of Trustees Meeting Minutes  
March 21, 2025  
Hybrid Meeting 7:30 a.m.

Board Members in attendance: Ofelia Rivas de Bredt (virtual), Kedrich Jackson, Kimberly Harper, Edison Valerio, Michelle Smith (virtual)

**Board Secretaries:** Rebekah Woods - President & Secretary to the Board, Lynsey Stewart - Recording Secretary

In-Person Attendees: Eduardo Rodriguez, Cheryl Holden, Elizabeth Burtner, Corey Osborn, Luz Garza, Erin Fishburn, Royce Cone, Tracy Money

**Virtual Attendees:** Jason Engle, Tyler McDonald (ASCBC), Kiera Squires, Brian Dexter, Jamie Duncan, Susan Shelangoskie, Dan Quock, Doug Hughes, Kelsey Myers, Rod Taylor, Lane Schumacher

[illegible]



	<p>Sen. Kauffman listened to some of AWB's concerns about what was being discussed in the House and Senate. It was an encouraging conversation.</p> <ul style="list-style-type: none"> <li>• Trustee Jackson thanks Athletic Director, Scott Rogers, for giving him passes to the NWAC Basketball Championships that was hosted on campus. We won the bid to host the NWAC Basketball Championships at CBC for another three (3) years.</li> <li>• Asks Dr. Woods and Eduardo Rodriguez about the construction on campus. <ul style="list-style-type: none"> <li>○ CBC is replacing water and sewage pipes as part of our capital allocation for this year. We are installing new water pipes, redirecting other ones, and we are aligning with our long-term campus plan.</li> </ul> </li> <li>• We have two new trustees; Trustee Jackson is volunteering to mentor Trustee Valerio and Trustee Rivas de Bredt will mentor Trustee Smith.</li> </ul> <p><u>Trustee Harper</u></p> <ul style="list-style-type: none"> <li>• Working with The Links Incorporated which has a scholarship for high school seniors.</li> <li>• AACCES will hand out the ACE award on May 17<sup>th</sup>. It goes to a student who demonstrates leadership and civic excellence.</li> <li>• Trustee Harper had an opportunity to tour the CBC campus a few weeks ago and has a shout out for few staff who were very helpful and informative: Prisco Blanco (Director of the Planetarium), Shantoria Vance (Director for Student Recruitment), and Debbie Verling (Student Recruitment Program Support Supervisor 2).</li> <li>• Last week Trustee Harper met with Dr. Ashby and the Japanese Consulate at the National Laboratory and discussed the exchange that CBC has been doing with Japanese students and how Fukushima can learn some of the lessons that we've learned here in our community.</li> </ul> <p><u>Trustee Rivas de Bredt</u></p> <ul style="list-style-type: none"> <li>• Reminder that the Tri-Cities Hispanic Chamber of Commerce has a new scholarship opportunity, El Sueno. The deadline to submit an application is March 28<sup>th</sup> at 5:00 p.m.</li> </ul> <p><u>Trustee Smith</u></p> <ul style="list-style-type: none"> <li>• As a new Board of Trustee, Trustee Smith has been getting up to speed and will have a three day training in April.</li> <li>• Had an opportunity to have dinner with the Japanese exchange faculty where they presented a video of the activities their students participated in on their visit to the Tri-Cities.</li> <li>• Attended the multicultural event on campus.</li> <li>• Trustee Smith had students from Pasco HS that won awards at the art show that were displayed in the HUB.</li> <li>• Former NASA Astronaut Jose Hernandez will be on campus on March 26, 2025. His movie, "A Million Miles Away", is free on Amazon Prime right now if you want to learn more about his background.</li> </ul>	
--	---	--

	<u>Trustee Valerio</u> <ul style="list-style-type: none"> <li>Participated in the new Board of Trustee orientation with Dr. Woods and Trustee Rivas de Bredt.</li> <li>Joined the President's table at the Athletic Hall of Fame in February.</li> </ul>	
<u>Public Comments</u>	No public comments.	
<u>Reports</u> Exhibit C: Cash Reserve Report  Exhibit D: Operating Funds Variance Report	VP for Administrative Services, Eduardo Rodriguez, provided highlights from the Cash Reserve Report and the Operating Funds Variance Report (Exhibits C & D).	
<u>Discussion/Action</u> Exhibit E: First Reading - Board Policies Board -Staff Linkage BSL-1, BSL-2, BSL-3, BSL-4, BSL-5	Trustees had no comments or changes for the Board Policies Board -Staff Linkage BSL-1, BSL-2, BSL-3, BSL-4, and BSL-5 (Exhibit E).	Trustee Harper moved and Trustee Rivas de Bredt seconded a motion to approve the Board Policies Board -Staff Linkage BSL-1, BSL-2, BSL-3, BSL-4, and BSL-5 as written. Approved unanimously.
<u>Consent Agenda</u> Exhibit F: Board Policies Executive Limitations GP-1, GP-2, GP-3, GP-4, GP-5, GP-6	Trustees reviewed and Board Policies Executive Limitations GP-1, GP-2, GP-3, GP-4, GP-5, GP-6 as written.	Trustee Rivas de Bredt moved and Trustee Valerio seconded a motion to approve the Board Policies Executive Limitations GP-1, GP-2, GP-3, GP-4, GP-5, GP-6 as written.
<u>Executive Session</u>	<p>The Board convened in executive session at 8:25 a.m. under RCW 42.30.110(1)(g) to review the performance of a public employee. The executive session will last for twenty (20) minutes and will reconvene to the public meeting at 8:45 a.m.</p> <p>At 8:45 the Board reconvened into the regular public meeting.</p>	
<u>Discussion/Action</u> Consider faculty candidates for continued probationary status and tenure.	<p>Each trustee had the opportunity to read the tenure review reports and recommendations of the tenure review committees. The following faculty probationers, having been recommended for renewal or tenure by their respective Tenure Review Committees, are presented for the Board's approval.</p> <ul style="list-style-type: none"> <li>1<sup>st</sup> year probationers – Jamie Burke (Dental Hygiene), Brandon Duran (Automotive Technology), James Fullmer (Cyber Security), Chad Garcia (History), Lois Harmon (Human Development), Cathryn Hilliard (Nursing), Joanna Laird (Chemistry), Jose (Santos) Luna (Manufacturing Technology), Melissa McNiven (Nursing), Jesna Nissam (Mathematics), Randee Pemberton (Biology), Misty Prigent (Political Science), James Sapp (Welding), Kira Tomlinson (Nursing LPN-BSN), Michael Tydlaska (Accounting), William Ulbricht (Digital Marketing), Brandie White (Radiologic Technology)</li> <li>2<sup>nd</sup> year probationers – Alicia Briones (Criminal Justice), Amber Casolari (Economics), Carrie Chaney (Nursing), April Heitzman (Radiologic Technology), Eudelio Martinez</li> </ul>	Trustee Rivas de Bredt moved and Trustee Smith seconded a motion to approve continuing probation for all first- and second-year probationers, and to grant tenure for all third-year probationers for the 2025-2026 academic year. Approved Unanimously.

	<p>(Intercultural Studies), Charles May (Transitional Studies – ELA), Levi Sheletovskiy (Engineering Technology) and Samuel Whitecotton (Automotive Technology).</p> <ul style="list-style-type: none"> <li>• 3<sup>rd</sup> year probationers – Muhammad (Bilal) Ahmad (Computer Science), Emily Cates (Biology), Patricia Eamon (Adult Basic Education), Mary Ellwein (Nursing), Braden (Brady) Godwin (Biology), Catherine (Cat) Johnson (Nursing), Hoewoon Kim (Mathematics), Theodore (Ted) Lane (Physics/Engineering), Martijn Oostrom (Mathematics), Wendy Paup-Lefferts (Education), Hannah Rives (Education), Michael (Mike) Scott (Music), and Lee Williams (Project Management).</li> </ul> <p>CBC will have a reception on campus, in the Thornton Courtyard, at 3:00 p.m. before the May 12, 2025 Board of Trustee’s meeting to celebrate the newly tenured faculty.</p>	
Adjournment: 8:46 a.m.	Trustee Jackson adjourned the meeting at 8:46 a.m.	
	<p>Next Board of Trustees Meeting Beers Board Room &amp; Zoom Webinar April 11, 2025 - 7:30 a.m.</p>	

---

Kedrich Jackson, Board Vice Chair

# Exhibit B

## **Columbia Basin College: In the News - March 2025**

**3/28/2025**

### **KNDU-TV:**

[Career and Internship Fair coming to Pasco's CBC campus](#)

[Discover "Celestial Wonders" at CBC's planetarium events in Pasco](#)

[Hanford nuclear history connects Tri-Cities with Japanese universities](#)

[CBC to host Multicultural Festival](#)

[Former astronaut visits Tri-Cities to share his inspirational story](#)

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

[WSU Tri-Cities research caught in crossfire of Trump education cuts. Is financial aid next.](#)

[WA losing invasive beetle battle in Tri-Cities. Fight to stop them moves to Columbia River](#)

[NWAC final basketball showdowns this weekend at Columbia Basin College in Pasco](#)

[CBC women pull off upset at NWAC community college basketball tournament](#)

### **FOX41:**

[NASA astronaut José Hernández to visit Columbia Basin College in Pasco](#)

[WSU Tri-Cities to host Women of Distinction Awards March 27th](#)

[Artwork from high schoolers throughout region displayed at CBC](#)

### **Apple Valley News:**

[Educational Service District 123 & Columbia Basin College showcasing local high school students artwork](#)

[NASA Astronaut Inspires Community at Columbia Basin College](#)

### **Union-Bulletin:**

[Feb. 26 recap: WWCC's women's basketball team beats Columbia Basin](#)

[Walla Walla Community College women in weekend basketball Final Four](#)

[Walla Walla to take on next postseason college basketball wave](#)

### **AOL:**

[Magical run for CBC women dies at NWAC basketball tournament. Hawks men begin play](#)

### **Tri-Cities Journal of Business:**

[New CBC degree expected to help hospitals breathe easier](#)

[CBC awaits word on funding for new \\$54M arts building](#)

### **Idaho County Free Press**

[Grangeville's Lefebvre signs with Columbia Basin](#)



**Columbia Basin College: In the News - March 2025**  
**3/28/2025**

**The News Review:**

[Walla Walla women knock off Lane 65-58 for NWAC Tournament title](#)

**Yahhoo Sports:**

[Trailblazers fall in Sweet 16 for second straight year](#)

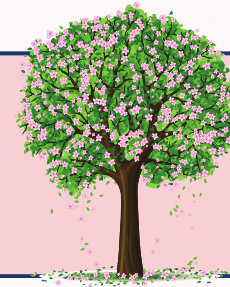
# Exhibit C



## APRIL EVENTS

09

ARBOR DAY EVENT



THE SUSTAINABILITY COMMITTEE WILL BE HAVING A TREE PLANTING ACTIVITY STARTING AT 11:30, BETWEEN THE H & T BUILDING. FREE SHIRTS FOR STUDENTS!

10

BRACELET CRAFT HOUR

JOIN ASCBC IN THE SUNROOM FROM 11AM-2PM TO MAKE YOUR OWN BRACELET AND ENJOY SOME COTTON CANDY!

15



DIAMOND ART

ASCBC WILL BE HOSTING A DIAMOND ART CRAFT HOUR FROM 10AM-12PM INSIDE THE SUNROOM!

16

BASEBALL/SOFTBALL BBQ!

ASCBC WILL BE HAVING A BBQ DURING THE MENS & WOMENS BASEBALL/SOFTBALL GAME! STUDENTS CAN JOIN US AT THE BASEBALL FIELD BETWEEN 1-4:30PM FOR FREE HOT DOG!

16

PAS PLANT SALE-STAFF & STUDENTS

PAS IS HAVING ITS ANNUAL PLANT SALE AND HAVING AN EARLY BIRD FOR STAFF & STUDENTS FROM 9-3PM! **CBC ID REQUIRED!** ADDITIONAL SALE DATES ARE 4/17: 9-4PM & 4/18: 9-1:30PM

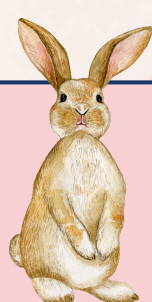
17

EGG DECORATING



CHURROS AND EGG DECORATING AT THE T-BUILDING ATRIUM FROM 11AM-1PM! WHILE SUPPLIES LAST!

21



CLUB RUSH

ASCBC WILL BE HOSTING A 90'S COOKOUT CLUB RUSH! FROM 10-2PM, OUTSIDE OF THE SRC! FREE HOTDOGS FOR STUDENTS!

22

RICHLAND DONUTS & DRINKS!

ASCBC WILL BE AT THE RICHLAND CAMPUS BETWEEN 10AM-1PM TO GIVE RICHLAND STUDENTS DONUTS AND ENERGY DRINKS!

24



SPRING ENERGY!

STUDENTS CAN JOIN US IN THE PICNIC AREA FROM 12PM-1PM FOR A NICE COLD LOTUS ENERGY DRINK!

28

GREEN DOT STUDENT PRESENTATION

STUDENTS CAN STOP BY THE GJERDE CENTER FROM 10-11:30AM FOR A GREENDOT PRESENTATION & GET PIZZA AFTER!

### HOME SPORTS GAMES

4/2 (1PM)  
4/6 & 4/7  
4/16 (1PM)  
4/16 (2&4PM)  
4/25 (2&4PM)  
4/26 (12&2PM)  
4/26 (1PM)

MENS BASEBALL VS. TREASURE VALLEY  
MENS & WOMENS GOLF- COLUMBIA BASIN INVITATIONAL  
MENS BASEBALL VS. YAKIMA VALLEY  
WOMENS SOFTBALL VS. WALLA WALLA  
WOMENS SOFTBALL VS. BLUE MOUNTAIN  
WOMENS SOFTBALL VS. TREASURE VALLEY  
MENS BASEBALL VS. WALLA WALLA



# May Events

01

BUTTON MAKING

STOP BY THE T-BUILDING ATRIUM TO DECORATE A BUTTON BETWEEN 11-1PM & ENJOY SOME SNACKS!

07

PICNIC WITH THE PRESIDENT

STUDENTS CAN SPEAK WITH PRESIDENT WOODS WHILE ENJOYING A DELICIOUS ICE CREAM FLOAT! STOP BY THE PICNIC AREA FROM 12PM-1PM

08

PERLER BEADS PHOTO FRAME

CREATE THE PERFECT MOTHERS DAY GIFT BY MAKING A PERLER BEAD PHOTO FRAME! SUNROOM FROM 11-2PM.

14

WELLNESS FAIR

STOP BY THE SRC FROM 10-2PM TO SEE SEVERAL GROUPS FROM THE COLLEGE & TRI-CITIES COMMUNITY!

15

COLOR BY NUMBER

ENJOY OUR CRAFT HOUR IN THE T-BUILDING ATRIUM, FROM 11-2PM & ENJOY A DELICIOUS POPSICLE!

19

ASCBC STUDENT LEADERSHIP AWARDS

HONOR OUR STUDENT LEADERS THAT COME FROM VARIOUS AREAS AROUND CAMPUS! GJERDE CENTER, 4-7PM. NOMINATIONS NOW OPEN!

22

SUNNY SUCCULENTS & BBQ

BACK BY POPULAR DEMAND! DECORATE A POT & PLANT A SUCCULENT & ENJOY SOME DELICIOUS BBQ'ED FOOD! PINIC AREA FROM 11-2P.M.

## CAP/GOWN PICKUP DATES

28th

12pm informational in the Gjerde Center. Pickup to follow from 1pm-7pm

29th

Pickup from 10am-7pm

30th

pickup from 8am-12pm

## HOME SPORTS GAMES

5/3 (12&2pm)  
5/3 (1pm)

Women's softball vs. Spokane  
Men's Baseball vs. Wenatchee Valley





## JUNE EVENTS

02

FUELING FOR FINALS

ASCBC WILL BE HANDING OUT FREE ENERGY DRINKS TO STUDENTS WHILE THEY STUDY FOR FINALS! PICNIC AREA, 11-1PM

03

FUELING FOR FINALS

ASCBC WILL BE HANDING OUT FREE ENERGY DRINKS TO STUDENTS WHILE THEY STUDY FOR FINALS! PICNIC AREA, 11-1PM

04

CAP DECORATING & BUTTON MAKING

STUDENTS CAN DECORATE THEIR CAPS & A BUTTON! SUNROOM FROM 11-2PM

05

FIELD DAY

10-2PM | SRC N. LAWN  
FOOD, DRINKS, GAMES,  
CAP DECORATING &  
MORE!! CELEBRATE  
THE END OF THE YEAR  
WITH ASCBC!!

Cap/Gown Pickup

2ND

PICKUP FROM 1P.M.-7P.M.

3RD

PICKUP FORM 10A.M.-2P.M.

9TH

PICKUP FROM 10A.M.-1P.M.

10TH

PICKUP FROM 10A.M.-1P.M.

H-BUILDING  
CONGRESS  
ROOM

13

*Graduation...aka best day ever!*

4PM: BUSINESS, CAREER & TECHNICAL EDUCATION,  
COMPUTER SCIENCE, AND HEALTH SCIENCE

7PM: EDUCATION, SOCIAL & BEHAVIORAL SCIENCE;  
MATH, SCIENCE, & ENGINEERING; ARTS,  
HUMANITIES, & COMMUNICATIONS; AND  
UNDETERMINED/NO PATHWAY

TOYOTA CENTER

# Exhibit D

# Columbia Basin College

## Cash Reserve Report

FY2025 - FEBRUARY

Assets			
Cash			
In Bank	1000070	\$	30,607,252
Petty Cash	1000020	\$	5,504
<b>Total Cash</b>		<b>\$</b>	<b>30,612,756</b>
Investments			
Short Term (0-365 days)	1000040-1000050		
	1020000-1020030	\$	5,088,621
Long Term (>365 days)	1110003-1110060	\$	16,512,880
<b>Total Investments</b>		<b>\$</b>	<b>21,601,501</b>
Accounts Receivable			
Current	1010100 + 1010030	\$	759,937
Unbilled	1010050	\$	618,830
AR - Other	1010240 + 1010060	\$	512,528
Allowance for AR	1010110 + 1010130	\$	(18,497)
<b>Total AR</b>		<b>\$</b>	<b>1,872,798</b>
Inter/Intra Gov Receivables			
Due from Fed	1010150	\$	131,310
Due from Other Gov	1010160	\$	152,606
Due from Other Agency	1010180	\$	11,230
<b>Total Inter/Intra Gov Receivables</b>		<b>\$</b>	<b>295,147</b>
<b>Total Assets</b>		<b>\$</b>	<b>54,382,201</b>
Liabilities			
Current Liabilities			
Accounts Payable	2000010	\$	410,986
Accrued Salaries Payable	2011010		
Due to Other Agency	2012050	\$	161,793
Sales/Use Tax	2010070	\$	30,271
Accrued Liabilities	2001070		
COP Current Year P&I Due	2050010	\$	1,039,625
<b>Total Current Liabilities</b>		<b>\$</b>	<b>1,642,675</b>
<b>Total Liabilities</b>		<b>\$</b>	<b>1,642,675</b>

Cash Balance			
(ASSETS less LIABILITIES)		\$	52,739,526
Dedicated Balances			
	Account		
Student Supported Capital	1000070	\$	4,034,212
3.5% - Institutional Financial Aid	1010190	\$	1,868,291
Students S&A	1000070	\$	5,472,216
Bookstore Operating Reserves	1000070	\$	2,870,704
Technology Fee	1010190	\$	1,430,035
Parking Fees	1010190	\$	1,066,147
Basic Food Employment and Training	1000070	\$	351,642
<b>Total</b>		<b>\$</b>	<b>17,093,247</b>
Reserves Policy - BOT Policies on Reserves			
Unplanned Capital Repair and Replacement		\$	2,000,000
Capital Facilities Projects		\$	19,842,268
Operating Reserve		\$	10,920,000
Emergencies		\$	2,000,000
<b>Total</b>		<b>\$</b>	<b>34,762,268</b>
Operating Reserves Balance			
Existing Reserve balance less Dedicated Reserves and Emergency Reserves		<b>\$</b>	<b>884,012</b>

\*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



Fiscal Year 2425 Operating Funds Variance

As of Fiscal Month End: February 2025

					EXP/BDGT	EXP/REV	REV/BDGT		
State Alloc	001, 24J, 08A	EXP BDGT	\$	42,201,884	<div><div></div></div>	60.19%	62.29%	96.63%	
		EXP	\$	25,401,676					<div><div></div></div>
		REV (Alloc)	\$	40,777,640					
Local Fees	148	EXP BDGT	\$	3,265,439	<div><div></div></div>	52.44%	44.68%	117.37%	
		EXP	\$	1,712,262					<div><div></div></div>
		REV	\$	3,832,573					
Local Tuition	149	EXP BDGT	\$	23,233,406	<div><div></div></div>	57.25%	80.79%	70.86%	
		EXP	\$	13,300,578					<div><div></div></div>
		REV	\$	16,462,688					
Contracts	146	EXP BDGT	\$	2,180,942	<div><div></div></div>	54.64%	17.13%	319.02%	
		EXP	\$	1,191,744					<div><div></div></div>
		REV	\$	6,957,536					
YTD Total	*Includes Interfund Transfers	EXP BDGT	\$	70,248,985		59.23%	61.16%	96.84%	
		EXP	\$	41,606,259					
		REV	\$	68,030,437					
Approved Budget Total		BDGT	\$	69,138,607	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				66.67%
					Notes:				
					State Allocation Schedule #7				
Account		BDGT	EXP	EXP/BDGT					
Salaries and Wages		5000003	\$ 41,970,313	\$ 26,305,254	62.68%				
Benefits		5010003	\$ 13,877,590	\$ 8,838,698	63.69%				
Contracted Services		5050003	\$ 3,374,635	\$ 1,606,994	47.62%				
Goods & Routine Services		5030003	\$ 2,909,015	\$ 998,285	34.32%				
Other Expenses		5081004	\$ 2,893,316	\$ 1,689,377	58.39%				
Utilities		5060003	\$ 1,737,000	\$ 1,039,664	59.85%				
Travel		5080004	\$ 827,928	\$ 352,813	42.61%				
Capital Expenses		5040003	\$ 379,436	\$ 80,072	21.10%				
Grants, Scl. ships,Fellowships		5020003	\$ 1,215,913	\$ 695,101	57.17%				
Debt Expenditures		5110003	\$ 1,696,525	\$ -	0.00%				
Interfund Transfers			\$ (632,686)	\$ -	0.00%				
YTD Total			\$ 70,248,985	\$ 41,606,259					
					Print Date: 3/13/2025				

# Exhibit F

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

**Board Policy is indicated in bold typeface throughout.**

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

*Rebekah Woods*

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

April 2, 2025

Date

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

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

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

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

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

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

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

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

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

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

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

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

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

EVIDENCE: Finance Statements for this monitoring period (July 2023 – June 2024) confirm that debt expenses are within budget.

#### **Debt Service Budget and Scheduled Payments**

FY24 Accounts		Principal-PD	Interest-PE	Total
Budget	\$ 1,537,625			
639-21-1 SRC		\$ 520,000	\$ 1,017,625	\$ 1,537,625
		<b>\$ 520,000</b>	<b>\$ 1,017,625</b>	<b>\$ 1,537,625</b>

<b>FY24 Debt Svc Actuals</b>	639-21-1 SRC	\$ 520,000	\$ 1,017,625	\$ 1,537,625
		\$	\$	\$
				<b>Balance</b>
<b>Totals</b>		\$ 520,000	\$ 1,017,625	\$ 0

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

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

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

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

EVIDENCE: A Cash Balance Report presented to the Board each month documenting the College's fund balance. A review of the cash balance reports for the prior year demonstrate that the College ended the year with a positive cash balance \$ 402,612 beyond its dedicated reserves according to the Board's Reserve Policy for FY24.

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

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

Compliance will be demonstrated when:

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

EVIDENCE:

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

<b>FY24 Payroll Actuals</b>	
<b>Month</b>	<b>FY24</b>
July	\$3,916,232
August	\$3,719,549
September	\$4,305,500
October	\$4,619,741
November	\$4,797,273
December	\$4,276,661
January	\$4,826,974
February	\$4,730,717
March	\$4,737,439
April	\$4,875,204
May	\$4,856,495
June	\$5,080,510

<b>FY24 Debt Svc Payments</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
639-21-1 SRC	\$ 520,000	\$ 1,017,625	\$ 1,537,625

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

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

Compliance will be demonstrated when:

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

EVIDENCE:

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



2024 Dept of  
Revenue Payments.c

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

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

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the financial position of the Columbia Basin College, as of June 30, 2021, and the changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

=====

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

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

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

EVIDENCE: A review of Board agendas for the fiscal year (July 2023 to June 2024) shows that there have been no acquisitions, encumbrances, or disposals of land or other real property during the prior fiscal year.

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

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

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

EVIDENCE: Accounts receivable outstanding during the fiscal year include \$746,874.39 for 2,158 students. The above-referenced process with invoices and reminder letters has been sent to these accounts. Electronic copies are available. Accounts receivable outstanding beyond 120 days can be verified on the Customer GL Aging Report.



SAAM  
85.54.50-55.pdf

=====

Student Debt: Debt from Fall 2023 through Summer 2024

- a. Total debt for all 4 quarters is/was \$746,874.39 over 2,158 students.
- b. Table represents 4 quarters from Fall 23 - Summer 24.

Term	Fall '23	Winter '24	Spring '24	Summer '24
Tuition	205,809.52	145,521.59	156,663.69	85,213.42
Misc	52,510.78	29,071.84	51,453.13	20,630.42
Total	\$ 258,320.30	\$ 174,593.43	\$ 208,116.82	\$ 105,843.84

=====

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

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

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

EVIDENCE: The Board Meeting agendas and packets for the fiscal year reflect the schedule and exhibits supporting the following financial reports – Quarterly Financial Statements, Monthly Cash Balance Reports, Operating Funds Variance Report in January, March, April, May, August, September, October, and December.

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

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

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

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

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

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

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

EVIDENCE: Below is included a report of new grants awarded to the College during the monitoring period (July 2023 to June 2024) and any institutionalization requirements were noted.



24-25 Grant  
Application Request



Grant Summary  
Report for EL Monit



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

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

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

Compliance will be demonstrated when:

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

EVIDENCE: A review of the monthly Board agendas for the monitoring report period (July 2023–June 2024) reflect the presentation of a Cash Balance Report that confirms the amount prescribed by the Board during their annual retreat. Furthermore, a review of the September 2024 Board agenda reflects a recommendation by the Administration of the amount to be set aside to maintain the afore-mentioned categories of Operating Reserves.

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

**Board Policy is indicated in bold typeface throughout.**

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

*Rebekah Woods*

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

April 2, 2025

Date

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

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

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

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

EVIDENCE: A review of the monthly Board agendas for the monitoring report period (July 2023-June 2024) reflected the Mission Fulfillment Report was submitted at the December 11, 2023 board meeting. Executive Limitation monitoring reports were submitted according to the Work Plan or adjusted with Board agreement.

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

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

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

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

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

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

Compliance will be demonstrated when:

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

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

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

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

Compliance will be demonstrated when:

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

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

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

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

Compliance will be demonstrated when:

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

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

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

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

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

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

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

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

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

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

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

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

Compliance will be demonstrated when:

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

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

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

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

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

EVIDENCE: No items that required approval from the Board per RCW and/or WAC codes but under the Carver Model fell within the President's prerogative was needed during the monitoring period (July 2023 – June 2024).

# Exhibit G

**POLICY TYPE: ENDS E-1**

***POLICY TITLE: MISSION, VISION, VALUES STATEMENT***

**Mission**

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

**Vision**

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

**Values**

Student Learning

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

Culture of Excellence

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

Diversity, Equity and Inclusion

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

Sustainability

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

Wellbeing

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



## Community College District 19 Board of Trustees

### **POLICY TYPE: ENDS E-2**

#### ***POLICY TITLE: MISSION FULFILLMENT***

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

1. Students enrolled, and students who successfully complete represent the demographics of Benton and Franklin Counties.
2. Students complete GED and HS-Equivalent credentials which allow students to transition to college or begin, continue or change their chosen careers.
3. Students complete professional and technical programs which enable them to begin, continue or change their chosen careers.
4. Students complete transfer programs which enable them to begin their chosen careers or transfer to 4-year schools to complete their bachelor's or higher degree programs.
5. Graduates obtain in-demand jobs with family-sustaining wages within Benton and Franklin Counties, thereby benefitting the community with a well-trained and educated workforce and positive financial return, as well as economic mobility that strengthens graduates and their families.

Adopted: 7/01/1997  
Revised: 06/13/2022 & 08/02/2024  
Last Reviewed: 09/09/2024



**POLICY TYPE: ENDS E-3**

***POLICY TITLE: CRITICAL BASIC CONDITIONS***

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

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

# Exhibit H

## **NWAC Regulations for Student-Athlete Waivers**

The NWAC regulates the amount of financial assistance, identified as Grant-in-Aid, a college can award a student-athlete. Currently, there are differing levels of aid that athletic programs that compete in the NWAC can give student-athletes based on the state and are as follows:

- **Oregon Community Colleges:** Award a full scholarship offer in the form of a 15-credit tuition waiver based on in-state tuition rates for 15-credits.
- **Washington and British Columbia Colleges:** Award a full scholarship offer as 40% scholarship and 25% waiver totaling 65% of base tuition and fees of in-state tuition rates.

This is the RCW that allows the change in waivers:

The authority for waivers outside of those authorized in RCW 28B.15.910 (35% limitation on total operating fees revenue waived, exempted, or reduced) is established in RCW 28B.15.915 (Waiver of Operating Fees)

- *In addition to waivers granted under the authority of RCW 28B.15.910, the governing boards of the state universities, the regional universities, The Evergreen State College, and the community colleges, subject to state board policy, may waive all or a portion of the operating fees for any student. There shall be no state general fund support for waivers granted under this section.*

With this change, athletic waivers in ctclink are structured as percentage tiers of the 15-credit resident operating fee rate, applicable to both resident and non-resident students. Colleges may adopt any tier combination based on local Board of Trustees (BOT) approval; default is 25% if no action is taken.

Please see the Waiver Tiers section in the SBCTC Global Interpretation document.

## **SBCTC Global Interpretation and Implementation of the Athletic Waiver**

This supplemental policy documentation outlines the system-wide framework for the global implementation of the athletic tuition waivers in ctcLink, ensuring compliance with Resolution 24-08-50, the Northwest Athletic Conference (NWAC) Code Book, and local college governance.

---

### **Waiver Tiers**

Athletic waivers will be awarded in ctcLink using the following percentage tiers, which represent the portion of the students operating fee resident rate for 15 credits that can be waived:

	Res Oper (lower)	Non-Res (lower)	Res Oper (higher)	Non-Res (higher)
100.0%	\$1,228.51	\$1,228.51	\$2,269.29	\$2,269.29
87.5%	\$1,127.45	\$1,127.45	\$1,985.63	\$1,985.63
75.0%	\$966.38	\$966.38	\$1,701.97	\$1,701.97
62.5%	\$805.32	\$805.32	\$1,418.31	\$1,418.31
50.0%	\$644.26	\$644.26	\$1,134.65	\$1,134.65
37.5%	\$483.20	\$483.20	\$850.99	\$850.99
25.0%	\$322.13	\$322.13	\$567.32	\$567.32
12.5%	\$161.07	\$161.07	\$283.66	\$283.66

\*The dollar amounts, and tier calculations provided in the above table are for explanatory purposes only. Waiver amounts will be adjusted annually in ctcLink to reflect any changes in tuition and fees.

Each college retains the authority to adopt and apply any combination of these tiers based on their local policies and board-approved decisions. If no Board of Trustees (BOT) action is taken the 25% waiver tier above will be configured for the 25-26 academic year.

NOTE: Current waivers for 24-25 issued by colleges will remain in effect until the start of the new academic year or until the college's Board of Trustees approves an updated amount (as specified in the table) for the current academic year.

---

### **College Responsibilities**

#### **1. Board Approval**

Each college's Board of Trustees must formally adopt the use of the athletic

waiver in compliance with Resolution 24-08-50 prior to its application. Approval should align with the institution's commitment to equitable access and retention.

2. **Eligibility Documentation**

Each college is required to establish and maintain a robust policy for documenting student-athlete eligibility, consistent with the rules of the NWAC Code Book. Eligibility records must be readily available for audit or compliance review.

3. **Compliance**

Colleges must ensure that waivers are only awarded to eligible student-athletes. Adherence to NWAC regulations, SBCTC and institutional policies is required.

---

## **ctcLink Configuration**

1. **Global Setup**

SBCTC will implement the 100%, 75%, 50%, and 25% waivers as standardized options within ctcLink. These tiers will be available to all colleges for selection and application.

2. **Customization at the College Level**

While ctcLink will be configured with standardized waiver tiers, each college must determine which tiers to utilize based on their Board of Trustees' approvals and institutional priorities.

3. **Audit Trails**

ctcLink will maintain records of waiver transactions to support compliance monitoring and reporting.

---

## **Authority and Adjustments**

SBCTC retains the authority to adjust this policy to address regulatory changes, data corrections, or unanticipated developments affecting the administration of the waivers. Colleges will be notified promptly of any such adjustments.

## **Closing**

The aforementioned supplemental policy information will be documented in the **ctcLink Accounting Manual**, **SBCTC Coding Manual**, and on the **SBCTC Website** to ensure transparency and accessibility for all stakeholders.

This policy complements Resolution 24-08-50 and reinforces SBCTC's commitment to supporting student-athletes while ensuring equitable and consistent practices across the community and technical college system.

# STATE OF WASHINGTON

## STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES

### RESOLUTION 24-08-50

A resolution relating to the waiver of tuition for student athletes.

**WHEREAS**, the State Board has the authority to authorize certain fee waivers in accordance with RCW 28B.15.915; and,

**WHEREAS**, the State Board for Community and Technical Colleges has adopted a waiver allowing colleges to waive an amount up to 25% of the established 15-credit resident operating, building and student and activity fees for resident and non-resident student athletes; and,

**WHEREAS**, the State Board for Community and Technical Colleges has a stated goal to increase student access and retention so that they may participate in the opportunities that come from education and training:

**THEREFORE BE IT RESOLVED**, that the State Board for Community and Technical Colleges authorizes community and technical college boards of trustees to establish an operating fee waiver for grant-in-aid eligible student athletes effective beginning fall quarter of the 2024-25 academic year:

1. Colleges may waive up to 100% of the SBCTC established resident student operating fee rate for 15-credits for grant-in-aid eligible student athletes.
2. Resident and non-resident grant-in-aid eligible student athletes are eligible for the operating fee waiver.
3. Community college boards of trustees must take formal action to adopt a waiver for this purpose before a grant of the waiver may be provided to students.
4. Waivers granted for this purpose will not be included in the statutory waiver limit established by RCW 28B.15.910 for the colleges as a whole.
5. Each college shall adhere to the rules of the official Code Book of the Northwest Athletic Conference and shall establish its own policy for documenting student athlete eligibility.

**BE IT FURTHER RESOLVED**, that the State Board for Community and Technical Colleges grants to college boards of trustees the flexibility to implement this waiver authority to address issues not explicitly identified in this resolution.

**BE IT FURTHER RESOLVED**, that the State Board for Community and Technical Colleges authorizes the executive director to make adjustments to this action, including any necessary changes to the State Board's Policy Manual, as necessary, for actions taken by the Governor, Legislature, data corrections, externally imposed restrictions or guidelines, uniform accounting and reporting requirements, and unanticipated changes in state or federal law

**APPROVED AND ADOPTED** on August 29, 2024.

Attest

---

Paul Francis, secretary

---

Martin Valadez, chair

# Exhibit I



Columbia Basin College  
Resolution No. 25-01

Naming of the CBC College Treasurer

WHEREAS, Columbia Basin College has identified state processes that require the designation of a College Treasurer, AND

WHEREAS, Columbia Basin College does not have an officially designated College Treasurer, AND

WHEREAS, the designation of a College Treasurer is required in RCW 43.250 to enter into the Washington State Treasurer's Office LGIP pool, AND

WHEREAS, the designation of a College Treasurer is required in RCW 28B.50.143 for the DES Public Offices Bond Insurance Policy, AND

WHEREAS, the Board of Trustees of Columbia Basin College and the College President desire to establish this designation, AND

WHEREAS, the position of Vice President for Administrative Services, is hereby designated as the College Treasurer, for and on behalf of Columbia Basin College, to do and perform any and all acts which may be necessary to carry out the duties of this appointment.

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees of Columbia Basin College hereby approves that the foregoing resolution is a true and correct copy of the resolution adopted by the vote of a majority of the members of the Columbia Basin College Board of Trustees present at a meeting of said Board on the 11<sup>th</sup> day of April, 2025, at which a quorum was present.

BOARD OF TRUSTEES  
Columbia Basin College

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