

**COLUMBIA BASIN COLLEGE  
BOARD OF TRUSTEES MEETING**

September 11, 2023  
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: August 18, 2023 Board of Trustees Retreat Meeting

**Linkage with Community**

Tri-Cities Hispanic Chamber of Commerce – Speaker Series

Martin Valadez, TC Hispanic Chamber President and VP for Strategic Initiatives at Heritage University

**Celebrating Excellence**

U.S. Department of Agriculture Internship Program

Miriam Fierro, Director of College Assistance Migrant Program (CAMP)

Cesiah Arroyo Mendoza, CBC Intern

2022-23 Leadership Development Program Cohort

Keri Lobdell, Co-Facilitator

Miriam Fierro, Co-Facilitator

Cara Anderson, Associate Professor of  
Business

Carlo Calvillo, Completion Coach

Amy Donovan, Associate Professor of  
Biology

Ozzy Edeza, Program Asst for the Academic  
Success Center

Stephanie Fuentes, Retention Specialist for  
HSE

Devon Holze, Foundation Program Officer

Tom Nguyen, Academic Advisor – Tutor

Coordinator for Upward Bound

McKenna Rains, Customer Service Specialist  
4 for Hawk Central

Rachel Smith, Associate Professor of Art &  
Esvelt Gallery Co-Director

Michelle Stewart, Human Resource  
Consultant 2 – ES&

**Remarks**

By Administration

President Rebekah Woods, Exhibit B: CBC in the News

Executive Director/CEO Erin Fishburn, Foundation

By ASCBC

By Faculty Senate Chair Brad Powell

By AHE Representative Chris Herbert

By Board Members

**Public Comments**

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

**Reports**

Exhibit C: Operating Funds Variance Report

Exhibit D: Cash Balance Report

**Discussion**

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

**Executive Session**

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

**Discussion/Action\***

Consider Presidential Contract extension

**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

### September 2023

11	CBC Board of Trustees Meeting, 4:30pm, Beers Boardroom, CBC Pasco Campus
11	<a href="#">Pasco City Council Workshop Meeting</a> , 7pm, 525 N Third Ave, Pasco
11 - 15	Welcome Week, CBC Pasco Campus
12	Trustee Tuesday, 8 – 9am, the ACT Education Committee is pleased to offer its members professional development opportunities. This virtual training session will focus on “Leading Through Change: A Tour Through Our System’s Updated Strategic Plan.” <a href="#">Click here to register</a>
12	<a href="#">Pasco School Board Meeting</a> , Board Room, 1215 W Lewis St, Pasco
12	<a href="#">Richland School Board Meeting</a> , 6:30pm, 6972 Keene Road, West Richland
13	<a href="#">Kennewick School Board Meeting</a> , 5:30pm, 1000 W 4 <sup>th</sup> Ave, Kennewick
14	Reception for Newly Hired Faculty & Faculty Promotions, 12:30 – 1:20pm, Thornton Courtyard, CBC Pasco Campus
14	Reservation Deadline for hotel @ ACCT Leadership Congress
14 - 15	<a href="#">WSU Board of Regents Meeting</a> , Pullman, WA
18	<a href="#">Pasco City Council Regular Meeting</a> , 7pm, 525 N Third Ave, Pasco
22	Foundation Student Scholarship Celebration, 9 – 11am, Foundation Parking Lot
23	Columbia Industries <i>Evening of Miracles</i> , 5 – 9pm, Bookwalter Winery
25	<a href="#">Pasco City Council Workshop Meeting</a> , 7pm, 525 N Third Ave, Pasco
26	<a href="#">Pasco School Board Meeting</a> , Board Room, 1215 W Lewis St, Pasco
26	<a href="#">Richland School Board Meeting</a> , 6:30pm, 6972 Keene Road, West Richland
27 - 30	Carver Model Boot Camp, Grand Rapids, MI
27	<a href="#">Kennewick School Board Meeting</a> , 5:30pm, 1000 W 4 <sup>th</sup> Ave, Kennewick
29	Foundation Donor Scholarship Breakfast, 9 – 10:30am, Gjerde Center, CBC Pasco
29	Grace Clinic Gala & Auction, 5:30 – 8:30pm, Three Rivers Convention Center
30	AACCES Platinum Gala, 6 – 9pm, Pasco Red Lion

### October 2023

2	<a href="#">Pasco City Council Regular Meeting</a> , 7pm, 525 N Third Ave, Pasco
9	CBC Board of Trustees Meeting, 4:30pm, Beers Boardroom, CBC Pasco Campus
9 – 12	ACCT Leadership Congress, Las Vegas, NV, Aria Resort & Casino
10	<a href="#">Pasco School Board Meeting</a> , Board Room, 1215 W Lewis St, Pasco
10	<a href="#">Richland School Board Meeting</a> , 6:30pm, 6972 Keene Road, West Richland
10	<a href="#">Pasco City Council Workshop Meeting</a> , 7pm, 525 N Third Ave, Pasco
11	<a href="#">Kennewick School Board Meeting</a> , 5:30pm, 1000 W 4 <sup>th</sup> Ave, Kennewick
12	Women Helping Women Luncheon, 12 – 1:30pm, HAPO Center, Pasco
12	Power of Connection Scholarship Dinner & Auction, 5:30 – 9pm, Red Lion Pasco
13	Hispanic Chamber <i>Una Noche de Exitos</i> , 6:30 – 9pm, Red Lion Pasco
16	<a href="#">Pasco City Council Regular Meeting</a> , 7pm, 525 N Third Ave, Pasco
20	Domestic Violence Services of Benton & Franklin Counties, 4:30 – 8pm, HAPO Ctr Pasco
23	<a href="#">Pasco City Council Workshop Meeting</a> , 7pm, 525 N Third Ave, Pasco
24	<a href="#">Pasco School Board Meeting</a> , Board Room, 1215 W Lewis St, Pasco
24	<a href="#">Richland School Board Meeting</a> , 6:30pm, 6972 Keene Road, West Richland
25	<a href="#">Kennewick School Board Meeting</a> , 5:30pm, 1000 W 4 <sup>th</sup> Ave, Kennewick

## Upcoming Event Dates

### November 2023

6	<a href="#">Pasco City Council Regular Meeting</a> , 7pm, 525 N Third Ave, Pasco
8	<a href="#">Kennewick School Board Meeting</a> , 5:30pm, 1000 W 4 <sup>th</sup> Ave, Kennewick
10	Veterans Day Observed, CBC Campus Closed
10	Boys & Girls Club <i>Dinner with Friends</i> , 6 – 9pm, Three Rivers Convention Center
13	CBC Board of Trustees Meeting, 4:30pm, Beers Boardroom, CBC Pasco Campus
13	<a href="#">Pasco City Council Workshop Meeting</a> , 7pm, 525 N Third Ave, Pasco
13	<a href="#">Pasco School Board Meeting</a> , Board Room, 1215 W Lewis St, Pasco
14	<a href="#">Richland School Board Meeting</a> , 6:30pm, 6972 Keene Road, West Richland
16-17	ACT Fall Conference / New Trustee Orientation, Hilton Seattle Airport & Conference Ctr
16-17	<a href="#">WSU Board of Regents Meeting</a> , Vancouver, WA
20	<a href="#">Pasco City Council Regular Meeting</a> , 7pm, 525 N Third Ave, Pasco
23	Thanksgiving Observed, CBC Campus Closed
24	Native American Heritage Day Observed, CBC Campus Closed
27	<a href="#">Pasco City Council Workshop Meeting</a> , 7pm, 525 N Third Ave, Pasco
28	<a href="#">Pasco School Board Meeting</a> , Board Room, 1215 W Lewis St, Pasco
28	<a href="#">Richland School Board Meeting</a> , 6:30pm, 6972 Keene Road, West Richland

- CBC Board Meetings
- CBC Events
- Trustee Professional Development / Conferences
- Community Events
- Community Board Meetings
- Holidays

# Exhibit A

Columbia Basin College  
Board of Trustees Meeting Minutes  
August 18, 2023  
Hybrid Meeting 9:00 a.m. to 3:00 p.m.

Board Members in attendance: Holly Siler, Kedrich Jackson, Ofelia Rivas de Bredt, Kimberly Harper, Allyson Page (virtual)

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

In-Person Attendees: Eduardo Rodriguez, Michael Lee, Cheryl Holden, Elizabeth Burtner, Corey Osborn, Jason Engle, Melissa McBurney, Abby DeSteese

Virtual Attendees: Sarah McCalmant, Kelsey Myers, Doug Hughes, Josh Ellis, Danielle Plessler (WPEA)

The Agenda	The Discussion	Action
Call to Order		Meeting called to order by Trustee Siler at 9:04 a.m.
Pledge of Allegiance	Trustee Siler led the Pledge of Allegiance.	
Approval of Minutes	June 12, 2023 Meeting Minutes Discussion - None	Trustee Rivas de Bredt moved and Trustee Harper seconded a motion to approve the June 12, 2023 minutes as written. Approved unanimously.
<u>Public Comments</u>	None	
<u>Reports</u> College Updates – A Year in Review and the Year Ahead  Unaudited Fiscal Year Income Statement (Quarterly Financial Statement)  Cash Reserves Target Update FY 23 Year-End	VP for Administrative Services, Eduardo Rodriguez, VP for Student Services, Cheryl Holden, VP for Instruction, Dr. Michael Lee, VP for HR & Legal Affairs, Corey Osborn, Dean for Organization Learning, Dr. Jason Engle, Dean for Diversity, Equity and Inclusion, Dr. Luz Garza, Assistant VP for Communications & External Relations, Elizabeth Burtner, Dean for Accreditation and Assessment, Melissa McBurney and President Woods provided highlights from the 2022-2023 academic year and shared forecasts and projections for the 2023-2024 academic year. Topics covered included Student Success, Inclusivo Strategic Plan, Accreditation, Diversity, Equity and Inclusion, Foundation, Instruction, Student Services, Marketing and Communications, Human Resources, Enrollment and Administrative Services. A Power Point slide deck was provided for the Trustees.  VP for Administrative Services, Eduardo Rodriguez provided insights and highlights from the Quarterly Financial Statement (Exhibit B).  VP Rodriguez shared the information from the Cash Reserves Target Update FY2023 Year-End (Exhibit C).	
<u>Executive Session</u>	RCW 42.30.110(1)(g): To review the performance of a public employee. RCW 42.30.110(1)(i): To discuss litigation to which the agency, the governing body, or a member actin in an official capacity is, or is likely to become, a party. <ul style="list-style-type: none"> <li>• Break from public meeting to convene Executive Session at 12:51 p.m.</li> <li>• Expected return from Executive Session to the public meeting at 2:00 p.m.</li> <li>• Returned from Executive Session to the public meeting at 2:00 p.m.</li> </ul>	

<u>Break</u>	<ul style="list-style-type: none"> <li>The Board took a brief break from 2:00 p.m. until 2:12 p.m.</li> <li>Resumed the public meeting at 2:12 p.m.</li> </ul>	
<u>Discussion/Action</u> Consider Presidential Contract Extension  Board of Trustees Reserves FY24 & Cash Reserves Target Update FY24  Board of Trustees Annual Calendar/Work Plan  Board of Trustees Annual Schedule	Upon return from Executive Session and break, the Board presented a motion during the public meeting regarding the Presidential Contract extension.  VP Rodriguez shared highlights and projections from the Board of Trustees Reserves FY2024 and the Cash Reserves Target Update FY2024 (Exhibit D).  The Board approved the proposed annual calendar/work plan with additions of the NWCCU accreditation site visit in April 2024 and a Board training opportunity in July 2024 (Exhibit E).  The Board approved the proposed annual schedule with the following addition and corrections: add the NWCCU accreditation site visit in April 2024 and change the Monday Board Meeting start time to 4:30 p.m. and the Friday Board Meeting start time to 7:00 a.m. (Exhibit F).	Trustee Harper made a motion to continue the Presidential Contract extension agenda item to the September 11, 2023 Board Meeting, and directed staff to prepare an addendum to extend President Woods’ contract by one additional year and to research and recommend other appropriate terms of compensation consistent with the Board’s parameters. Trustee Rivas de Bredt seconded the motion. Approved unanimously.  Trustee Harper moved and Trustee Rivas de Bredt seconded a motion to approve the Board of Trustees Reserves FY2024 and the Cash Reserves Target Update FY2024 as written. Approved unanimously.  Trustee Harper moved and Trustee Jackson seconded a motion to approve the Board of Trustees Annual Calendar/Work Plan with the additions of the NWCCU accreditation site visit in April 2024 and a Board training opportunity in July 2024. Approved unanimously.  Trustee Harper moved and Trustee Rivas de Bredt seconded a motion to approve the Board of Trustees Annual Schedule with the addition of the NWCCU accreditation site visit in April 2024 and changing the 2023-24 Board meeting start times: Monday Board meetings will begin at 4:30 p.m. and Friday Board meetings will begin at 7:00 a.m. Approved unanimously.
<u>Trustee Work Session</u> Board Evaluation	The trustees reviewed a summary of all Board Self-Evaluations. Areas of discussion were: <ul style="list-style-type: none"> <li>Connect Celebrating Excellence and Linkage with Community agenda items to the Board’s Ends policies. More discussion will be needed to formulate how to accomplish this.</li> <li>Add community meetings to the “upcoming events” in order for Board members to build additional community ties.</li> <li>Review the Board Self Assessment using the Carver Model lens.</li> </ul>	

Board Roles and Elections	<ul style="list-style-type: none"> <li>• Search for and provide diverse training opportunities to Trustees. Continue to set aside time each July for Board Training.</li> </ul> <p>The following appointments were made by the Board of Trustees for 2023-24:</p> <ul style="list-style-type: none"> <li>• Trustee Harper accepted the Board Chair position.</li> <li>• Trustee Rivas de Bredt accepted the Board Vice Chair position.</li> <li>• Trustees Page and Jackson volunteered to serve as the Board’s Legislative Action Committee Liaisons.</li> <li>• Trustees Jackson and Siler volunteered to serve as the Board’s Foundation Liaisons.</li> </ul>	Trustee Jackson moved and Trustee Rivas de Bredt seconded a motion to approve the slate of officers for 2023-24. Approved unanimously.
<u>Executive Session</u>	<p>RCW 42.30.110(1)(g): To review the performance of a public employee.</p> <p>RCW 42.30.110(1)(i): To discuss litigation to which the agency, the governing body, or a member actin in an official capacity is, or is likely to become, a party.</p>	Trustee Harper moved and Trustee Rivas de Bredt seconded a motion to strike the second Executive Session from the agenda. Approved unanimously.
Adjournment: 2:55 p.m.	Trustee Siler adjourned the meeting at 2:55 p.m.	
	<p>Next Board of Trustees Meeting Beers Board Room &amp; Zoom Webinar September 11, 2023 - 4:30 p.m.</p>	

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Holly Siler, Chair



# Exhibit B

# CBC in the News



## August 2023

[KNDU-TV: Columbia Basin College promotes food security for students](#)

[NewsTalk KFLD: New Alliance Looks to Achieve Clean Energy Vision for Mid-Columbia](#)

[Tri-City Herald: Eastern WA national lab interns contribute to energy, security, scientific discovery](#)

[Tri-City Herald: Southridge grad wins WA junior golf championship + CBC signs 1st Esports athlete](#)

[Tri-City Herald: Tri-Cities high school football set to kick off 2023 season. These 6 teams look the best](#)

[Tri-City Herald: Week 1 marquee game pits Tri-Cities 4A football title contenders + All the match-ups](#)

[Elko Daily Free Press: 2022 Spring Creek girls soccer highlights](#)

[Tri-Cities Journal of Business: Meet the Richland man who helps lead veterans up Washington's tallest mountain](#)

[Inside Higher Ed: Student Expelled After Homicidal Thoughts About Profs Can Sue College](#)

[Bloomberg Law: Nursing School Officials Must Face Student's Termination Suit](#)

[The Chronicle of Higher Education: Assistant Director for IT Infrastructure & Security](#)

[The Chronicle of Higher Education: Retention Specialist- Transitional Studies](#)

[The Chronicle of Higher Education: Educational Technology Specialist](#)

[The Chronicle of Higher Education: IT Customer Support- Journey](#)



# Exhibit C

**Fiscal Year 2324 Operating Funds Variance**

**As of Fiscal Month End: July 2023**

					EXP/BDGT	EXP/REV	REV/BDGT
State Alloc	001, 24J, 08A	EXP BDGT	\$ 37,256,643		6.07%	6.07%	99.99%
		EXP	\$ 2,261,323				
		REV (Alloc)	\$ 37,253,728				
Local Fees	148	EXP BDGT	\$ 3,342,484		4.80%	16.91%	28.39%
		EXP	\$ 160,472				
		REV	\$ 948,954				
Local Tuition	149	EXP BDGT	\$ 23,424,246		0.68%	3.48%	19.46%
		EXP	\$ 158,425				
		REV	\$ 4,558,831				
Contracts	146	EXP BDGT	\$ 2,011,574		3.82%	163.12%	2.34%
		EXP	\$ 76,902				
		REV	\$ 47,143				
YTD Total		EXP BDGT	\$ 66,034,947		4.02%	6.21%	64.83%
		EXP	\$ 2,657,122				
		REV	\$ 42,808,656				

Key: Spend rate less than 5% below FY % (Green) | Spend rate with in + or - 5% of FY% (Yellow) | Spend rate more than 5% above FY% (Red)

**YTD Target Rate 8.33%**

Notes:

Account	BDGT	EXP	EXP/BDGT	State Allocation Schedule #1
Salaries and Wages	\$ 39,043,780	\$ 1,587,399	4.07%	
Benefits	\$ 12,766,202	\$ 788,399	6.18%	
Contracted Services	\$ 2,809,801	\$ 138,332	4.92%	
Goods & Routine Services	\$ 3,548,659	\$ 11,477	0.32%	
Other Expenses	\$ 2,419,227	\$ 92,294	3.82%	
Utilities	\$ 1,680,000	\$ 55	0.00%	
Travel	\$ 640,572	\$ 10,109	1.58%	
Capital Expenses	\$ 522,577	\$ -	0.00%	
Grants, Sc. ships, Fellowships	\$ 907,604	\$ 29,057	3.20%	
Debt Expenditures	\$ 1,696,525	\$ -	0.00%	
YTD Total	\$ 66,034,947	\$ 2,657,122		

Print Date: 9/6/2023

# Exhibit D

**Columbia Basin College**  
Cash Reserve Report - July 2023 Month End

<b>Assets</b>		<b>FY2324 - JULY</b>	
<b>Cash</b>			
In Bank	1000070	\$	21,481,949.58
Petty Cash	1000020	\$	5,504.00
<b>Total Cash</b>		<b>\$</b>	<b>21,487,453.58</b>
<b>Investments</b>			
Short Term	1000040	\$	4,971,299.00
Long Term	1110010	\$	15,416,088.12
<b>Total Investments</b>		<b>\$</b>	<b>20,387,387.12</b>
<b>Accounts Receivable</b>			
Current	1010100	\$	2,141,687.47
Unbilled	1010050	\$	114,171.54
AR - Other	1010060	\$	128,273.49
Allowance for AR	1010110	\$	(35,503.67)
<b>Total AR</b>		<b>\$</b>	<b>2,348,628.83</b>
<b>Inter/Intra Gov Receivables</b>			
Due from Fed	1010150	\$	3,780,870.00
Due from Other Gov	1010160	\$	1,087,982.22
Due from Other Agency	1010180	\$	2,076,932.91
<b>Total Inter/Intra Gov Receivables</b>		<b>\$</b>	<b>6,945,785.13</b>
<b>Total Assets</b>		<b>\$</b>	<b>51,169,254.66</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable	2000010	\$	201,506.34
Accrued Salaries Payable	2011010	\$	-
Due to Other Agency	2012050	\$	58,812.41
Sales/Use Tax	2010070	\$	30,841.28
Accrued Liabilities	2001070	\$	-
COP Current Year P&I Due	2050010	\$	1,525,250.00
<b>Total Current Liabilities</b>		<b>\$</b>	<b>1,816,410.03</b>
<b>Total Liabilities</b>		<b>\$</b>	<b>1,816,410.03</b>

<b>Cash Balance</b>			
<b>(ASSETS less LIABILITIES)</b>		<b>\$</b>	<b>49,352,845</b>
<b>Dedicated Balances</b>	<b>Legacy GL</b>	<b>Account</b>	
Student Supported Capital	1110	1000070	\$ 2,100,867
3.5% - Institutional Financial Aid	1355	1010190	\$ 591,270
Students S&A	1110	1000070	\$ 1,993,688
Bookstore Operating Reserves	1110	1000070	\$ 2,631,914
Technology Fee	1355	1010190	\$ 1,027,984
Parking Fees	1355	1010190	\$ 751,294
Basic Food Employment and Training	1110	1000070	\$ 14,007
<b>Total</b>			<b>\$ 9,111,024</b>
<b>Reserves Policy - BOT Policies on Reserves</b>			
Operating Reserve			\$ 10,920,000.00
Emergencies			\$ 3,000,000.00
Unplanned Capital Repair and Replacement			\$ 2,000,000
Planned Future Operations			\$ 1,082,000
Capital Facilities Projects			\$ 19,950,000
<b>Total</b>			<b>\$ 36,952,000</b>
<b>Operating Reserves Balance</b>			
Existing Reserve balance less Dedicated Reserves and Emergency Reserves		<b>\$</b>	<b>3,289,821</b>

# Exhibit E

## BY-LAWS

**POLICY TYPE: GOVERNANCE PROCESS**

***POLICY TITLE: BY-LAWS OF COMMUNITY COLLEGE DISTRICT 19***

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

### Article I

#### OFFICES

- Section 1.** ***Location.*** The Board of Trustees shall maintain an office at 2600 North 20th Avenue, Pasco, Washington, where all regular meetings shall be held unless otherwise announced and all records, minutes, and the official college seal shall be kept. This office shall be open during all normal business hours to any resident taxpayer of the State of Washington.
- Section 2.** ***Correspondence*** or other business for the Board shall be sent to the Secretary of the Board, who is located in this office.



## BY-LAWS

### POLICY TYPE: GOVERNANCE PROCESS

#### **POLICY TITLE: BY-LAWS OF COMMUNITY COLLEGE DISTRICT 19**

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

### Article II MEETINGS

- Section 1. *Place of Meeting.*** The Board of Trustees shall hold at least one regular meeting each month, unless dispensed with by the Board of Trustees, and such special meetings or study sessions as may be requested by the Chair of the Board or by a majority of the members of the Board.
- Section 2. *Regular Meetings.*** All regular meetings, special meetings, and study sessions of the Board of Trustees shall be publicly announced at least 24 hours prior to the meeting. The announcement shall contain the time, date, and location of the meeting. The meeting shall be open to the general public.
- Section 3. *Official Business.*** No official business shall be acted upon by the Board of Trustees except during a regular or special meeting held at a pre-announced time and place.
- Section 4. *Materials for Board Meeting.*** Information and materials pertinent to the agenda of all regular meetings of the Board shall be sent to Trustees via email on the Wednesday prior to each meeting. Any matter of business or correspondence must be received by the Secretary of the Board by 12 noon six days before the meeting in order to be included on the agenda. The Chair or Secretary may, however, present a matter of urgent business received too late for inclusion on the agenda if, in his/her judgment, the matter is of an emergency nature.
- Section 5. *Distribution of Board Materials.*** All materials to be considered by the Board must be submitted in sufficient quantities to provide each member of the Board and the Secretary with appropriate copies.
- Section 6. *Special Meeting Agenda.*** The agenda of a special meeting will be determined at the time of the official call of such meeting. No other business shall be transacted or official action taken, other than the purpose, or purposes for which the special meeting was called.
- Section 7. *Consent Agenda.*** All items that are within the President's prerogative as set forth in Board Policy BSL-3:2, but require Board approval by RCW and/or WAC codes, shall be placed on a Consent Agenda. The Consent Agenda shall be voted upon without discussion. However, any member of the Board may request the removal of any item on the Consent Agenda for discussion at the next meeting of the Board.

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

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

## BY-LAWS

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#### ***POLICY TITLE: BY-LAWS OF COMMUNITY COLLEGE DISTRICT 19***

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### Article III

#### EXECUTIVE SESSIONS

- Section 1.** ***Convene.*** The Board of Trustees may convene in Executive Session whenever it is deemed necessary to discuss any matter authorized by state law.
- Section 2.** ***Official Business.*** No official business of the Board of Trustees shall be formally acted upon in Executive Session.

**BY-LAWS****POLICY TYPE: GOVERNANCE PROCESS*****POLICY TITLE: BY-LAWS OF COMMUNITY COLLEGE DISTRICT 19***

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

**Article IV****RECORDS OF BOARD ACTION**

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

## BY-LAWS

### POLICY TYPE: GOVERNANCE PROCESS

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

### Article V

#### PARLIAMENTARY PROCEDURES

- Section 1.** ***Quorum.*** Three members of the Board of Trustees shall constitute a quorum, and no action shall be taken by less than a majority of the Board Members.
- Section 2.** ***Less than a Quorum.*** Lesser number may adjourn from time to time any regular or special meetings at which a quorum is not present. The Secretary of the Board shall, in person or in writing notify the absent members of the time, date and place set for the adjourned meeting.
- Section 3.** ***Voting.*** Normally, voting shall be viva voce. However, a roll call vote may be requested by any member of the Board for the purposes of the record.
- Section 4.** ***Rules of Order.*** In question of parliamentary procedure, the actions of the Board shall be conducted according to the newly revised (1970) Robert's Rules of Order unless specified otherwise by State Law or Regulation of the State Board or By-Laws of the Board of Trustees.