

**COLUMBIA BASIN COLLEGE  
BOARD OF TRUSTEES MEETING**

October 9, 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: September 11, 2023 Board of Trustees Meeting

**Celebrating Excellence**

2023 Soar Award Winners

Jeff Harris, Faculty Winner

Sarah North, Admin Winner

Leslie Guzman, Exempt Winner

Levi Yencopal, Classified Winner

Malgorzata Kowalska, Adjunct Winner

Olivia Benski, Temporary Hourly Winner

Gilbert Lazaro, Student Winner

**CBC Library Department**

Keri Lobdell, Dean for Library &

Instructional Services

Sarah North, Director for Library Services

Stephen Badalamente, Senior Assoc

Professor of Library Services

Mary-Alice Correa, Library & Archives

Paraprofessional 3

Fatima Machado, Assoc Professor of Library

Services

Molly Mooney, Assoc Professor of Library

Services

Joshua Westbrook, Library & Archives

Paraprofessional 3

Ying Yu, Senior Assoc Professor of Library  
Services

Luis Alvarez, Student Worker

Taitriona Bechtol-Tremble, Student Worker

Ashley Chamba, Student Worker

Lizet Escobar, Student Worker

Logan Jara-Iniguez. Student Worker

Kit Kelley, Student Worker

Dayani Lopez, Student Worker

Amanda Salisbury, Student Worker

**Remarks**

By Administration

President Rebekah Woods, Exhibit B: CBC in the News

Foundation Executive Director/CEO Erin Fishburn

By ASCBC Student Representative Brandon Ponce-Ruelas

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

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

**Discussion/Action\***

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

Exhibit G: Resolution 23-04, Award of Faculty Emeritus

Exhibit H: Resolution 23-05, Award of Faculty Emeritus

**Consent Agenda**

Exhibit I: Board of Trustees Bylaws Articles I – V

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

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

## Upcoming Event Dates

### October 2023

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

### 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
9	CBC Fall Teaching & Learning Day
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
18	United Way Festival of Trees, 5:30pm, Three Rivers Convention Center
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

## Upcoming Event Dates

### December 2023

4	<a href="#">Pasco City Council Regular Meeting</a> , 7pm, 525 N Third Ave, Pasco
5	Trustee Tuesday, 8 – 9am, the ACT Education Committee is pleased to offer its members professional development opportunities. Topic TBD.
8	Legislative Luncheon at WWCC, 12-2pm, William A. Grant Water & Environmental Center Room 2023, Walla Walla Community College
11	CBC Board of Trustees Meeting, 4:30pm, Beers Boardroom, CBC Pasco Campus
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
18	<a href="#">Pasco City Council Regular Meeting</a> , 7pm, 525 N Third Ave, Pasco
25	Christmas Day Observed, CBC Campus Closed

-  **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  
September 11, 2023  
Hybrid Meeting 4:30 p.m.

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

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

In-Person Attendees: Eduardo Rodriguez, Michael Lee, Brian Dexter, Luz Garza, Cheryl Holden, Elizabeth Burtner, Corey Osborn, Jason Engle, Keri Lobdell, Erin Fishburn, Miriam Fierro, Cara Anderson, Amy Donovan, Ozzy Edeza, Stephanie Fuentes, Tom Nguyen, McKenna Rains, Rachel Smith, Dan Quock, Shawn Nyman, Brandon Ponce-Ruelas, Rosario Rodriguez-Erechar, Martin Valadez, Cesiah Arroyo Mendoza

Virtual Attendees: Kelsey Myers, Jesus Mota, Melissa McBurney, Daphne Larios, Lane Schumacher, Samuel Whitecotton

The Agenda	The Discussion	Action
Call to Order		Meeting called to order by Trustee Harper at 4:30 p.m.
Pledge of Allegiance	Trustee Harper led the Pledge of Allegiance.	
Agenda Changes	No changes made to the agenda.	Trustee Siler moved and Trustee Rivas de Bredt seconded a motion to approve the September 11, 2023 agenda as written. Approved unanimously.
Approval of Minutes	August 18, 2023 Meeting Minutes Discussion - None	Trustee Siler moved and Trustee Rivas de Bredt seconded a motion to approve the August 18, 2023 minutes as written. Approved unanimously.
<u>Linkage with Community</u> Tri-Cities Hispanic Chamber of Commerce Martin, Valadez, TC Hispanic Chamber President and VP for Strategic Initiatives at Heritage University	Martin Valadez, Tri-Cities Hispanic Chamber of Commerce President, provided the Board with an overview of the Chamber's membership, initiatives and some of the services it provides to local Hispanic business owners. The Chamber sees potential opportunities to partner with CBC by assisting students interested in starting a new business, through work study or internships.	Trustee Rivas de Bredt thanked Martin Valadez for his input to the Board and the Chamber's willingness to work with CBC students.
<u>Celebrating Excellence</u> U.S. Department of Agriculture Internship Program Miriam Fierro, Director of CAMP Cesiah Arroyo Mendoza, CBC Intern  2022-23 Leadership Development Program Cohort Keri Lobdell, Co-Facilitator Miriam Fierro, Co-Facilitator Cara Anderson, Senior Associate Professor of Business	Miriam Fierro, Director of the CAMP program at CBC for the past fifteen years, introduced CBC student Cesiah Arroyo Mendoza to the Board. Cesiah was part of the CAMP cohort during the 2022-23 year and one of eight students selected to serve in an internship with the U.S. Department of Agriculture this past summer. She was the only community college student selected. Cesiah gained valuable work experience and felt the internship was a great opportunity.  The Leadership Development Program (LDP) is a professional development opportunity offered to all CBC employees. A planning committee began talking about LDP in 2019, the idea was put on pause during the pandemic, and last year the first cohort of twelve was launched. LDP meets monthly through the academic year with a program focused on building leadership skills, identifying leadership strengths and areas to develop, and provides an opportunity to hear from experts in the field, both within and outside of the	



<p>By Faculty Senate Chair</p> <p>By AHE</p> <p>By Board Members</p>	<p>for Chemistry Club and plans on transferring to WSUTC when completing his studies at CBC.</p> <p>Shawn Nyman, Faculty Senate Designee, gave an update on Faculty Senate. The first Faculty Senate meeting will be October 6 and meetings will continue the first and third Friday of each month throughout the 2023-24 academic year. All elected positions for Faculty Senate are filled for 2023-24.</p> <p>No AHE representative present.</p> <p><u>Trustee Siler</u> Trustee Siler entered a six-month grief and loss course with Megan Devine and will attend the ACT Trustee Tuesday professional development training tomorrow morning.</p> <p><u>Trustee Rivas de Bredt</u> Trustee Rivas de Bredt was able to attend a tour of the newly renovated CBC Library, will be attending the Tri-Cities Hispanic Chamber luncheon and Noche de Exitos, and will attend the September 27 Women in Business Conference.</p> <p><u>Trustee Jackson</u> Trustee Jackson attended the first Columbia Industries Board meeting in August.</p> <p><u>Trustee Page</u> Trustee Page is forming a new law partnership with a start date of October 1, 2023.</p> <p><u>Trustee Harper</u> Trustee Harper attended the Tri-Cities LINKS chapter meeting this morning where CBC Foundation CEO, Erin Fishburn, was the featured speaker. As part of MYTRI2030, Trustee Harper noted that things have currently been at a standstill while the Tri-Cities Regional Chamber works on large community projects.</p>	
<p><u>Public Comments</u></p>	<p>None</p>	
<p><u>Reports</u></p> <p>Operating Funds Variance Report</p> <p>Cash Balance Report</p>	<p>VP for Administrative Services, Eduardo Rodriguez, provided highlights from the Operating Funds Variance Report and the Cash Balance Report.</p>	
<p><u>Discussion/Action</u></p> <p>Exhibit E: First Reading – Board of Trustees Bylaws Articles I - V</p>	<p>The Board read and reviewed Board of Trustees Bylaws Articles I – V. No changes were noted on any of the documents presented.</p>	<p>Trustee Siler moved and Trustee Page seconded a motion to move Exhibit E: Board of Trustees Bylaws Articles I – V to the consent agenda for the October 9, 2023 meeting. Approved unanimously.</p>
<p>Break from Public Meeting</p>	<p>The Board took a break from 5:39 p.m. until 5:45 p.m., and then went directly into Executive Session at 5:45 p.m.</p>	
<p><u>Executive Session</u></p>	<p>RCW 42.30.110(1)(g): To review the performance of a public employee. Expected return from Executive Session to the public meeting at 6:10 p.m.</p>	



Return to Public Meeting	At 6:10 p.m., the Board returned to the public meeting.	
<u>Discussion/Action</u> Consider Presidential Contract extension	The Board reviewed and adopted an addendum to the Presidential Contract extending the expiration date of the Contract to June 30, 2026.	Trustee Rivas de Brecht moved and Trustee Jackson seconded a motion to approve an addendum to President Woods' Contract extending her employment with Columbia Basin College an additional year to June 30, 2026. Approved unanimously.
Adjournment: 6:11 p.m.	Trustee Harper adjourned the meeting at 6:11 p.m.	
	Next Board of Trustees Meeting Beers Board Room & Zoom Webinar October 9, 2023 - 4:30 p.m.	

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Kimberly Harper, Chair

# Exhibit B

# CBC in the News



## September 2023

[KNDU-TV: Bestselling author V.E Schwab to visit Tri-Cities as first stop on book release tour](#)

[KNDU-TV: CBC Library demonstrates learning commons model](#)

[KNDU-TV: Longtime Franklin County Latino education advocate dies](#)

[KNDU-TV: CBC Soccer Soaring Early](#)

[KNDU-TV: VFW Day: Honoring the men and women who've served our country](#)

[610kona.com: Flagger Certification Course at Columbia Basin College](#)

[Tri-City Herald: College enrollment slide is finally letting up. What's driving the change in Tri-Cities](#)

[Tri-City Herald: Popular international fantasy author to kick off new book tour in Tri-Cities](#)

[Tri-City Herald: WA to honor 5 Tri-Citians who saved a student's life + 2 others who helped a co-worker](#)

[Tri-City Herald: Eastern WA Latino leader who was instrumental in education, migrant rights dies](#)

[Coeur d'Alene/Post Falls Press: NIC VOLLEYBALL: Cards go 1-1 in first day at Coach G tourney](#)

[Port of Seattle: Partners Launch Citizenship Application Campaign-Citizenship Day Clinics](#)

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

[CampusRec: Innovative Locker Room Amenities](#)

[WSU Insider: WSU becoming a destination for Latine students](#)

[SourceOne: Local Latino leader Santiago Silva Iniguez passes away at 85](#)

[FieldLevel: Vivian Pimentel Announces Commitment to Play Softball at Columbia Basin College](#)

[The Chronicle of Higher Education: Maintenance Specialist 4](#)

[The Chronicle of Higher Education: Outreach and Retention Specialist- CAMP](#)

[HigherEdJobs: Director for Career Services](#)



# Exhibit C

**Fiscal Year 2324 Operating Funds Variance**

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

					EXP/BDGT	EXP/REV	REV/BDGT
State Alloc	001, 24J, 08A	EXP BDGT	\$ 38,266,530				
		EXP	\$ 5,258,336		13.74%	14.11%	97.35%
		REV (Alloc)	\$ 37,253,728				
Local Fees	148	EXP BDGT	\$ 3,300,153				
		EXP	\$ 410,323		12.43%	36.20%	34.35%
		REV	\$ 1,133,570				
Local Tuition	149	EXP BDGT	\$ 21,787,920				
		EXP	\$ 1,690,587		7.76%	29.27%	26.51%
		REV	\$ 5,775,055				
Contracts	146	EXP BDGT	\$ 2,057,738				
		EXP	\$ 179,293		8.71%	486.97%	1.79%
		REV	\$ 36,819				
YTD Total		EXP BDGT	\$ 65,412,341				
		EXP	\$ 7,538,540		11.52%	17.06%	67.57%
		REV	\$ 44,199,171				

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 16.67%

Notes:

Account	BDGT	EXP	EXP/BDGT	State Allocation Schedule #1
Salaries and Wages	5000003 \$ 38,419,311	\$ 4,017,912	10.46%	
Benefits	5010003 \$ 12,821,889	\$ 1,686,244	13.15%	
Contracted Services	5050003 \$ 2,480,485	\$ 461,292	18.60%	
Goods & Routine Services	5030003 \$ 3,444,470	\$ 233,552	6.78%	
Other Expenses	5081004 \$ 2,434,442	\$ 893,292	36.69%	
Utilities	5060003 \$ 1,680,000	\$ 89,673	5.34%	
Travel	5080004 \$ 667,459	\$ 43,905	6.58%	
Capital Expenses	5040003 \$ 560,156	\$ 55,853	9.97%	
Grants, Sch. ships, Fellowships	5020003 \$ 1,207,604	\$ 56,819	4.71%	
Debt Expenditures	5110003 \$ 1,696,525	\$ -	0.00%	
YTD Total	\$ 65,412,341	\$ 7,538,540		

Print Date: 9/28/2023

# Exhibit D

## Columbia Basin College

### Cash Reserve Report - August 2023 Month End

<b>Assets</b>		<b>FY2024 - Aug</b>	
<b>Cash</b>			
In Bank	1000070	\$	22,488,868
Petty Cash	1000020	\$	5,504
<b>Total Cash</b>		<b>\$</b>	<b>22,494,372</b>
<b>Investments</b>			
Short Term	1000040	\$	4,672,165
Long Term	1110010	\$	15,472,575
<b>Total Investments</b>		<b>\$</b>	<b>20,144,741</b>
<b>Accounts Receivable</b>			
Current	1010100	\$	(205,502)
Unbilled	1010050	\$	398,615
AR - Other	1010060	\$	40,826
Allowance for AR	1010110	\$	(34,240)
<b>Total AR</b>		<b>\$</b>	<b>199,698</b>
<b>Inter/Intra Gov Receivables</b>			
Due from Fed	1010150	\$	3,163,618
Due from Other Gov	1010160	\$	4,023,971
Due from Other Agency	1010180	\$	254,407
<b>Total Inter/Intra Gov Receivables</b>		<b>\$</b>	<b>7,441,996</b>
<b>Total Assets</b>		<b>\$</b>	<b>50,280,807</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable	2000010	\$	926,029
Accrued Salaries Payable	2011010	\$	-
Due to Other Agency	2012050	\$	-
Sales/Use Tax	2010070	\$	1,665
Accrued Liabilities	2001070	\$	-
COP Current Year P&I Due	2050010	\$	1,525,250
<b>Total Current Liabilities</b>		<b>\$</b>	<b>2,452,944</b>
<b>Total Liabilities</b>		<b>\$</b>	<b>2,452,944</b>

<b>Cash Balance</b>			
(ASSETS less LIABILITIES)		\$	47,827,862
<b>Dedicated Balances</b>			
	Legacy GL	Account	
Student Supported Capital	1110	1000070	\$ 2,175,616
3.5% - Institutional Financial Aid	1355	1010190	\$ 631,516
Students S&A	1110	1000070	\$ 2,105,944
Bookstore Operating Reserves	1110	1000070	\$ 2,417,036
Technology Fee	1355	1010190	\$ 939,650
Parking Fees	1355	1010190	\$ 751,294
Basic Food Employment and Training	1110	1000070	\$ 820
<b>Total</b>			<b>\$ 9,021,876</b>
<b>Reserves Policy - BOT Policies on Reserves</b>			
Operating Reserve		\$	10,920,000
Emergencies		\$	3,000,000
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>1,853,986</b>


# Exhibit E



**MONITORING REPORT FOR EL-1 General Executive Accountability**

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

I present this monitoring report to the Columbia Basin College Board of Trustees that addresses the Board's Executive Limitations Policy: "EL-1 General Executive Accountability." I certify that the information contained herein is true and represents compliance, within a reasonable interpretation of the established policy, unless specifically stated otherwise below.

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

October 2, 2023

\_\_\_\_\_  
Date

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

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

Compliance will be demonstrated when:

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

EVIDENCE:

- a) In June 2020, the Washington State Auditor's Office completed a four-year accountability audit. The report states, "...College operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources."
- b) Additionally, the College follows the Generally Accepted Accounting Principles (GAAP), the Governmental Accounting Standards Board (GASB), and Office of Financial Management State Accounting and Administrative Manual's (SAAM) accounting and internal control practices and policies. The Washington State Auditor's Office conducts a yearly financial audit of the College's financial reports with "...consideration of the College's internal control over financial reporting and on [their] tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters." The most recent audit, published on August 15, 2022, states, "...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." The subsequent financial statements for the year ending June 30, 2022, are expected to be completed and audited by December 2023.
- c) The College provides employees with information related to the Washington State Whistleblower Act and the College's Whistleblower Policy, which notifies employees of their right to report suspected violations of federal or state laws or rules, or other improper governmental action under RCW 42.40, and their right to be free from retaliation for making such a report. The Office of Human Resources & Legal Affairs sends the annual reminder of the Whistleblower Policy to employees each fall. The most recent reminder was sent on September 22, 2022 and another reminder will be sent in October 2023.
- d) Employee training schedules, information related to the Washington State Whistleblower Act, and the College's Code of Ethics Policy are all available from the Office of Human Resources & Legal Affairs.

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

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

I present this monitoring report to the Columbia Basin College Board of Trustees that addresses the Board's Executive Limitations Policy: "EL-2 Treatment of Community Members and Students." I certify that the information contained herein is true and represents compliance, within a reasonable interpretation of the established policy, unless specifically stated otherwise below.



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

October 2, 2023

Date

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

EVIDENCE: The College website, student catalog, program brochures and various other publications, as well as in-person communication directly from various employees at formal events such as on-campus recruitment visits, First Year Information (FYI) for new students, individual meetings with Hawk Central Specialists, Completion Coaches and Counselors, and

more, communicates accurate information about programs, services, and cost of attendance to community members, students and other stakeholders.

**MONITORING REPORT FOR EL-3 Treatment of Employees**

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

I present this monitoring report to the Columbia Basin College Board of Trustees that addresses the Board's Executive Limitations Policy: "EL-3 Treatment of Employees." I certify that the information contained herein is true and represents compliance, within a reasonable interpretation of the established policy, unless specifically stated otherwise below.



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

October 2, 2023

Date

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

# Exhibit F

## BY-LAWS

**POLICY TYPE: GOVERNANCE PROCESS**

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

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

### Article VI

#### ADOPTION OR REVISION OF POLICIES

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

## BY-LAWS

### POLICY TYPE: GOVERNANCE PROCESS

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

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

### Article VII

#### OFFICERS OF THE BOARD

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

Adopted: 07/01/1997  
Revised: [mm/dd/yyyy]  
Last Reviewed: 11/14/2022

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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

# Exhibit G





**Community College District 19  
Board of Trustees**

**Columbia Basin College  
Resolution No. 23-04**

**Award of Faculty Emeritus**

WHEREAS, in special recognition of distinguished service to Columbia Basin College, Limin Zhang faithfully served Columbia Basin College for 30 years as a Professor of Mathematics, the College wishes to acknowledge Limin Zhang, by appointing him Faculty Emeritus; and

WHEREAS, Limin Zhang joined Columbia Basin College in 1993 and during his 30-year career, has been the model for excellence in teaching, scholarship, and service to the college and professional community; and

WHEREAS, Limin Zhang exhibited excellence during his 30-year tenure as a Professor of Mathematics through teaching a wide variety of mathematics classes, from developmental mathematics to courses offered throughout college level. During his career at Columbia Basin College, Dr. Zhang was actively involved in numerous campus wide projects that include developing the College's international education program and the first College website. He was also the first professor in the Mathematics Department to design and implement online courses. He was an NSF grant writer who proposed offering a baccalaureate degree in computational mathematics in cooperation with Pacific Northwest National Laboratory, Washington State University Tri-Cities and Columbia Basin College. His effort on this was well received by both PNNL and WSU-TC. Finally, under Dr. Zhang's leadership, the Mathematics Department hosted the Mathematics Conference for two-year colleges in Washington State. Dr. Zhang has worked as department chair over four years, served on various committees on campus, and has mentored many new faculty members, both formally and informally. He has been active on tenure committees, both within the Mathematics Department and in other departments. Dr. Zhang won the National Institute for Staff and Organization Development (NISOD) award for teaching excellence and was a recipient of Faculty Fellowship at Pacific Northwest National Laboratory.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Columbia Basin College that it hereby approves appointment of Limin Zhang, as Faculty Emeritus, and expresses its appreciation to Dr. Zhang for his distinguished service as Professor of Mathematics for Columbia Basin College, and hereby conveys to him its sincere gratitude for his many contributions made to Columbia Basin College during his service as Professor, and that it takes note of the special recognition given to him by his colleagues, staff and students as a thoughtful, honorable, and dedicated individual through his appointment as Faculty Emeritus at Columbia Basin College; and

BE IT FURTHER RESOLVED that this resolution be recorded in the permanent minutes of the Board of Trustees and that copies be presented to Faculty Emeritus and his family and to appropriate College officials.

Done in Open Meeting by the Board of Trustees of Columbia Basin College this 9<sup>th</sup> day of October, 2023.

**BOARD OF TRUSTEES  
Columbia Basin College**

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Kimberly Harper, Chair of the Board

# Exhibit H



## Community College District 19 Board of Trustees

### Columbia Basin College Resolution No. 23-05

#### Award of Faculty Emeritus

WHEREAS, in special recognition of distinguished service to Columbia Basin College, Jennifer von Reis faithfully served Columbia Basin College for 30 years, first as an adjunct faculty and then as a tenured Professor of Biology, the College wishes to acknowledge Jennifer von Reis, by appointing her Faculty Emeritus; and

WHEREAS, Jennifer von Reis exhibited excellence during her 30-year tenure as a Professor of Biology through teaching a wide variety of biology classes, from those focused on the introduction to biology, to courses offered for students wanting to major in biology. Dr. von Reis served on various committees including Faculty Senate, Library Committee and Sustainability Committee on campus and has mentored many new faculty members, both formally and informally. She has been active on tenure committees, both within the Biology Department and in other departments. A few of the many achievements by Dr. von Reis include many years of involvement with the University of Washington Department of Genome Sciences Education Outreach directed by Dr. Maureen Munn. Dr. von Reis and some of her biology students spent time at the UW learning research techniques and brought back to CBC the instrumentation, reagents and genetic material to allow non major students to contribute to real research, such as sequencing the DNA of nicotine receptors of research subjects. Dr. von Reis won an award for a poster using images from scanning and transmission microscopes at the Environmental Molecular Science Laboratory investigating the rare listed local soil lichen *Texosporium sancti-jakobi*. Dr. von Reis volunteered to work at a regional meeting of the Northwest Bio and a Northwest Science association meeting hosted by CBC. Dr. von Reis volunteered for many years to work with the Department of Energy's Pacific Northwest Regional Science Bowl, hosted now at CBC. While working full time at CBC, she earned a Ph. D. in Natural Resource Sciences at Washington State University. Dr. von Reis provided the CBC lab support for a Lichen Blitz on Badger Mountain by the Northwest Lichenologists and created a lichen herbarium at CBC. Dr. von Reis provided an Open Lab once a month for CBC students and people from the community to bring in botanical, microbial, and/or fungal specimens to study and identify.

NOW, THEREFORE, BE IT RESOLVED by The Board of Trustees of Columbia Basin College that it hereby approves appointment of Jennifer von Reis, as Faculty Emeritus, and expresses its appreciation to Dr. von Reis for her distinguished service as Professor of Biology for Columbia Basin College, and hereby conveys to her its sincere gratitude for her many contributions made to Columbia Basin College during her service as a Professor, and that it takes note of the special recognition given to her by her colleagues, staff and students as a thoughtful, honorable, and dedicated individual through her appointment as Faculty Emeritus at Columbia Basin College; and

BE IT FURTHER RESOLVED that this resolution be recorded in the permanent minutes of the Board of Trustees and that copies be presented to Faculty Emeritus and her family and to appropriate College officials.

Done in Open Meeting by the Board of Trustees of Columbia Basin College this 9<sup>th</sup> day of October, 2023.

BOARD OF TRUSTEES  
Columbia Basin College

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Kimberly Harper, Chair of the Board

# Exhibit I

## 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.



## Community College District 19 Board of Trustees

### BY-LAWS

#### POLICY TYPE: GOVERNANCE PROCESS

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

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

#### **Article II MEETINGS**

- Section 1.** ***Place of Meeting.*** The Board of Trustees shall hold at least one regular meeting each month, unless dispensed with by the Board of Trustees, and such special meetings or study sessions as may be requested by the Chair of the Board or by a majority of the members of the Board.
- Section 2.** ***Regular Meetings.*** All regular meetings, special meetings, and study sessions of the Board of Trustees shall be publicly announced at least 24 hours prior to the meeting. The announcement shall contain the time, date, and location of the meeting. The meeting shall be open to the general public.
- Section 3.** ***Official Business.*** No official business shall be acted upon by the Board of Trustees except during a regular or special meeting held at a pre-announced time and place.
- Section 4.** ***Materials for Board Meeting.*** Information and materials pertinent to the agenda of all regular meetings of the Board shall be sent to Trustees via email **five days 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.

Date Adopted 7/01/1997  
Date Last Revised 10/11/2021  
Date Last Reviewed 9/11/2023



## Community College District 19 Board of Trustees

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

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

## BY-LAWS

**POLICY TYPE: GOVERNANCE PROCESS**

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

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

### Article III

#### EXECUTIVE SESSIONS

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



## BY-LAWS

**POLICY TYPE: GOVERNANCE PROCESS**

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

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

### Article IV

#### RECORDS OF BOARD ACTION

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

## BY-LAWS

### POLICY TYPE: GOVERNANCE PROCESS

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

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

### Article V

#### PARLIAMENTARY PROCEDURES

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