

**COLUMBIA BASIN COLLEGE  
BOARD OF TRUSTEES' MEETING**

October 10, 2022  
Beers Board Room & Virtual  
4:00 p.m.

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**Agenda**

Call to Order

**Pledge of Allegiance**

**\*Agenda Changes**

**\*Approval of Minutes**

Exhibit A: September 12, 2022 Board of Trustees' Meeting

**Celebrating Excellence**

CASA PRR Team

Kerrin Bleazard, Professor of Agriculture  
Josephine Brooks, Assoc Professor of  
Engineering Technology  
Brian Dexter, Asst VP for Campus Operation  
Dave Hickman, DES  
Caedwyn Jones, RGU Consultant  
Sandya Kesoju, Dir for Agriculture  
Education, Research & Development

Su-Hyun Kim, Senior Assoc Professor of  
Physics  
Michael Lee, VP for Instruction  
Jesus Mota, Dean for Career & Technical Ed  
Eduardo Rodriguez, VP for Admin Services  
Rod Taylor, Dean for Math, Science &  
Engineering  
Lauri Uhrich, RGU Consultant  
Robert Uhrich, RGU Consultant

**Linkage with Community**

African American Community Cultural & Educational Society (AACCES)

Antoinette Fite, AACCES Secretary  
Leonard Moore, AACCES Executive Board Member  
Vanessa Moore, AACCES Treasurer

**Remarks**

By Administration

President, Exhibit B: CBC in the News  
CEO, Foundation

By ASCBC

By Faculty Senate Chair

By AHE

By Board Members

**Reports**

Exhibit C: Cash Balance Report

Exhibit D: Variance Report

Exhibit E: Executive Limitations Monitoring Report EL-1

Exhibit F: Executive Limitations Monitoring Report EL-2

Exhibit G: Executive Limitations Monitoring Report EL-3

## **Discussion**

Exhibit H: First Reading - Board of Trustees Bylaws Article VI – X

## **\*Discussion/Action**

Transforming Lives Award written submissions

Exhibit I: November 14 Board Meeting Agenda – proposed change in start time

Exhibit J: Resolution 22-04, Title V Equity Center

## **\*Consent Agenda**

Exhibit K: Board of Trustees Bylaws Articles I - V

## **Public Comments**

## **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 Dates:**

### **October 2022**

- Ceramics Exhibit: *Eclectic Collector*, works by Stephen Robison, runs through October 20, Esvelt Gallery, CBC Pasco Campus, [Gallery hours of operation](#)
- ACCT Leadership Congress, October 26 – 29, Marriott Marquis, New York City
- Foundation Event: Power of Connection, October 27 at 6:00 p.m., HAPO Center, Pasco
- Photography Exhibit: *Space, Place & Landscape*, works by Zach Mazur, October 31 through December 1, Esvelt Gallery, CBC Pasco Campus, [Gallery hours of operation](#)

### **November 2022**

- ACT Fall Conference & Legislative Action Committee Retreat, November 16 – 18, Hilton Seattle Airport & Conference Center, Seatac
- Artist Reception & Gallery Talk by Zach Mazur, November 17, 3:00 p.m., Esvelt Gallery, CBC Pasco Campus
- Play: *Toil and Trouble*, a black comedy by Laura Gunderson, November 17 – 19, 7:30 p.m., CBC Theatre, CBC Pasco Campus
- United Way Festival of Trees, November 19, The Lodge, Richland
- Concert: CBC Concert Band, November 22, 7:00 p.m., Southridge HS Auditorium, Kennewick
- Concert: CBC Orchestra and Choir, November 29, 7:00 p.m., CBC Theatre, CBC Pasco Campus

### **December 2022**

- Concert: CBC Jazz Night, December 1, 7:00 p.m., CBC Theatre, CBC Pasco Campus
- CBC Finals, December 6 – 8
- Legislative Luncheon, December 14, 12:00 – 2:00 p.m., Gjerde Center, CBC Pasco Campus

# Exhibit A

Columbia Basin College  
Board of Trustees' Meeting Minutes  
September 12, 2022  
Hybrid Meeting 4:00 p.m.

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

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

In-Person Attendees: Eduardo Rodriguez, Michael Lee, Bennie Moses, Elizabeth Burtner, John Boesenberg, Cheryl Holden, Kyle Winslow, Erin Fishburn, Brad Powell, Jeff Harris, Melissa McBurney, Matt Boehnke, Tina Ellis, James Fullmer, Marnie Logan, Ricardo Martinez

Virtual Attendees: Mel Slater

The Agenda	The Discussion	Action
Call to Order		Meeting called to order by Trustee Siler at 4:01 p.m.
Pledge of Allegiance	Trustee Siler led the Pledge of Allegiance.	
Agenda Changes	None	Trustee Harper moved and Trustee Rivas de Bredt seconded the motion to approve the agenda as written. Approved unanimously.
Approval of Minutes	August 19, 2022 Meeting Minutes Discussion - None	Trustee Jackson moved and Trustee Page seconded the motion to approve all minutes as written. Approved unanimously.
<u>Celebrating Excellence</u> Reaccreditation for the Project Management Program <b>Jeff Harris</b> , Asst Prof of Project Mgmt <b>Mel Slater</b> , Asst Prof of Project Mgmt <b>Melissa McBurney</b> , Dean for Accreditation & Assessment <b>Kyle Winslow</b> , Dean for Business & Computer Science  Viceroy CySER Grant for Cyber Security <b>Matt Boehnke</b> , Asst Prof of Computer Science <b>Kyle Winslow</b> , Dean for Business & Computer Science <b>Tina Ellis</b> , CBC Student <b>James Fullmer</b> , CBC Student <b>Marnie Logan</b> , CBC Student <b>Ricardo Martinez</b> , CBC Student	Vice President for Instruction, Michael Lee, introduced the team who worked on the reaccreditation for the CBC Project Management Program. Reaccreditation was granted through the Project Management Institute (PMI). Dean Winslow noted that two brand new faculty assisted with completing the difficult work needed for reaccreditation. Professor Harris stated less than 200 schools have this level of accreditation providing additional value to a CBC degree in Project Management. The accreditation was a three phase process – a letter of intent, a 500+ page self-assessment report and virtual visits from the PMI accreditation team who met with 15 panels of students and employers. Both the Project Management Bachelor of Applied Science degree and the Project Management One-Year Certificate at CBC are accredited by PMI.  Professor Boehnke explained CySER, a Northwest consortium, provides a two-week annual program to train a national defense-oriented civilian workforce at undergraduate and graduate levels combining cybersecurity technical and professional competencies. CBC students were given opportunities during the CySER program to experience real world applications for concepts learned in the classroom. Prior to the two-week CySER program, CBC student's attended seminars to have detailed teaching on various subjects: GANs, data science, forensics, machine learning and sandbox. CBC students appreciated the CBC Cyber Security program and the networking opportunities it provides – internships, access to cross over programs, like computer science, and job placement. One CBC student, Tina Ellis, was offered an on-going position with PNNL after completing an internship. PNNL has an education assistance program that will pay for ongoing education (Masters level and above) for employees wishing to continue on with their education.	Trustee Jackson asked if internships were available for Masters level education and above.  Trustee Harper congratulated the students participating in the CySER program and emphasized the importance of machine learning in the work being done by Hanford and the research and development community in the Tri-Cities.



<p>By ASCBC</p> <p>By Faculty Senate Chair</p> <p>By AHE</p> <p>By Board Members Student Voice at Board Meetings Board Involvement</p>	<ul style="list-style-type: none"> <li>• The Power of Connection is set for Thursday, October 27. The Foundation has 38 tables sold right now, but still have some additional work to get to their goal. There are nine live auction items for in person attendees and for people who don't attend. POC participants will be able to bid on the silent auction the week of October 24 – 27.</li> <li>• The Foundation audit is currently taking place with the goal of presenting it to the Foundation Board in November.</li> <li>• The Foundation has a stewardship piece going out to smaller scholarship donors, are starting to meet with endowment donors and have a lapsed donor letter going out.</li> </ul> <p>No ASCBC representatives were present.</p> <p>Brad Powell, the new Faculty Senate Chair greeted the Board and acknowledged he had seen more colleagues during the first day of Welcome Week than he had in all of the last two years. Faculty is looking forward to the new school year. Friday, October 7, will be the first Faculty Senate meeting and the first AHE meeting took place earlier this afternoon (9/12). Faculty voiced concerns around ctcLink and Professor Powell asked faculty to submit issues they were experiencing to the Faculty Senate. The main faculty concerns with ctcLink are the inflexibility in adding/removing classes from the schedule and the expense reimbursement process.</p> <p>No AHE representative was present.</p> <p>Trustees Page, Harper and Jackson had nothing to report.</p> <p>Trustee Rivas de Bredt participated in the ACT Trustees of Color meeting, reviewed and researched the student trustee process at other Washington CTCs and recently toured the CBC Pasco campus.</p> <p>Trustee Siler attended the ACT DEI Committee meeting and met Paul Francis, the new Executive Director of the WA State Board for Community and Technical Colleges. They discussed peer mentors and received a WACTC update. Trustee Siler noted that the ACT DEI Chair recently moved to publish the Presidential Search Guide through the lens of equity.</p> <p>As part of the Board Self-Assessment, it was noted that trustees wanted more student voice. Trustee Rivas de Bredt researched the idea of a Student Trustee and collected information from other CTCs in the state. A couple items of note from her research – a one-year student trustee tenure made it difficult to get the student trustee up to speed in such a short time and quorum numbers would change with the addition of a student trustee. Bellevue and Edmonds Community Colleges both have voting student trustees, except for tenure and compensation. Both Bellevue and Edmonds said the most difficult hurdle with student trustees is the one-year tenure. CBC Interim VP for HR and Legal Affairs, John Boesenberg, pulled together information about SB 5712 from 2012 and provided a written copy of the research to each of the trustees.</p> <p>Ideas of other ways for the Board of Trustees to receive student feedback were: student surveys shared with the Board, convene student focus groups to consider specific areas of interest to be shared with the Board, an email for students to submit questions to the</p>	
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	Board based on a rubric focusing on student success, or inviting student groups to Board meetings periodically as part of the linkage section on the agenda. President Woods meets throughout the year with a Student Advisory Council and questions or topics of student interest/concern could be shared with the trustees.	
<u>Reports</u> Exhibit C: Cash Balance Report  Exhibit D: Variance Report	VP for Administrative Services, Eduardo Rodriguez, gave an overview of the Cash Balance and Variance Reports. He noted CBC Running Start revenues were doing a bit better than originally projected.	.
<u>Discussion</u> Exhibit E: First Reading – Board of Trustees Bylaws Articles I - V	The Board read and reviewed Board of Trustees Bylaws Articles I – V. No changes were noted on any of the documents presented.	Trustee Harper made a motion to move Exhibit E: Board of Trustees Bylaws Articles I – V to the consent agenda for the October 10, 2022 meeting. Trustee Page seconded the motion and all trustees approved unanimously.
<u>Consent Agenda</u> Exhibit F: Board Policies Ends E-1 through E-3	No changes to Exhibit F were noted.	Trustee Harper made a motion to approve Exhibit F: Board Policies Ends E-1 through E-3 as written. Trustee Rivas de Bredt seconded the motion and all trustees approved unanimously.
<u>Public Comments</u>	None	
Break: 5:15pm	Trustee Siler called for a break from the public meeting at 5:15 p.m. for the Executive Session. Expected return to the public meeting at 5:35 p.m.	
<u>Executive Session</u>	RCW 42.30.110(1)(g): To review the performance of a public employee.	
Return to Public Meeting	Returned to public meeting at 5:44 p.m.	Trustee Jackson made a motion after returning from Executive Session: We, as a Board of Trustees are very pleased with Dr. Woods' performance and want to ensure we retain her as CBC's president, especially given the high turnover of presidents in our system. I move to amend Dr. Woods' employment contract to extend her employment an additional year to June 30, 2025, and approve Addendum F as presented. Trustee Rivas de Bredt seconded the motion and all trustees approved unanimously.
Adjournment: 5:44 p.m.	Trustee Siler adjourned the meeting at 5:49 p.m.	

	Next Board of Trustees' Meeting Beers Board Room & Zoom Webinar October 10, 2022 - 4:00 p.m.	
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Holly Siler, Chair



# Exhibit B

# CBC in the News



## September 2022

[KNDU-TV: Yakima native to be first Hispanic judge on Ninth Circuit Court of Appeals](#)

[KNDU-TV: Free Fall Career and Internship Fair held at WSU Tri-Cities](#)

[KNDU-TV: Columbia Basin College unveils new student recreation center](#)

[Tri-City Herald: COVID cases on the decline in Tri-Cities. Health officials question how long it will last](#)

[Tri-City Herald: Get a look inside CBC's 35 million recreation center in Pasco. Students paid for it.](#)

[Tri-City Herald YouTube: Sneak peek: CBC's new student recreation center in Pasco](#)

[Tri-City Herald: 4 more die and long COVID remains a problem. New booster arrives in Tri-Cities](#)

[Tri-City Herald: CBC volleyball team off to a blazing start with perfect 8-0 record](#)

[Tri-City Herald: Tri-Cities NASA astronaut returned to her high school. Here's what students wanted to know](#)

[Tri-City Herald: A Tri-Cities performance has new meaning for visiting musicians. Here's why](#)

[The Bellingham Herald: Tri-Cities judge becomes first Hispanic from WA to join 9th Circuit Court](#)

[Columbia Basin Herald: DOH brings COVID vaccines to college campuses](#)

[Columbia Basin Herald: Hispanic Heritage Month recognized with library programs](#)

[Yahoo News: Hispanic Heritage Month recognized with library programs](#)

[Columbia Basin College LinkedIn: Student Recreation Center Ribbon Cutting and Open House](#)

[The Chronicle of Higher Education: Program Coordinator- Counseling and Advising](#)

[AOL.com: A Tri-Cities performance has new meaning for visiting musicians. Here's why](#)

[Alleevents: Columbia Basin College COVID-19 Vaccination Clinic](#)

[AllEvents: Mid-Columbia Reads 2022: Silvia Moreno-Garcia, October 13, 2022](#)

[Monster.com: Fiscal Specialist 2 \(Non-Permanent\)](#)



# Exhibit C

# Columbia Basin College

## Cash Reserve Report - August 2022 Month End

Assets		FY2023 - August	
Cash			
In Bank	1000070	\$	18,744,386.52
Petty Cash	1000020	\$	5,504.00
Total Cash		\$	18,749,890.52
Investments			
Short Term	1000040	\$	6,672,165.45
Long Term	1110010	\$	16,180,395.67
Total Investments		\$	22,852,561.12
Accounts Receivable			
Current	1010100	\$	841,699.12
Unbilled	1010050	\$	-
AR - Other	1010060	\$	524,400.74
Allowance for AR	1010110	\$	(35,503.67)
Total AR		\$	1,330,596.19
Inter/Intra Gov Receivables			
Due from Fed	1010150	\$	1,089,313.73
Due from Other Gov	1010160	\$	1,097,562.23
Due from Other Agency	1010180	\$	126,019.22
Total Inter/Intra Gov Receivables		\$	2,312,895.18
Total Assets		\$	45,245,943.01
Liabilities			
Current Liabilities			
Accounts Payable	2000010	\$	466,748.77
Accrued Salaries Payable	2011010	\$	-
Due to Other Agency	2012050	\$	-
Sales/Use Tax	2010070	\$	62,699.61
Accrued Liabilities	2001070	\$	-
COP Current Year P&I Due	2050010	\$	495,000.00
Total Current Liabilities		\$	1,024,448.38
Total Liabilities		\$	1,024,448.38

Cash Balance			
(ASSETS less LIABILITIES)		\$	44,221,495
Dedicated Balances	Legacy GL	Account	
Student Supported Capital	1110	1000070	\$ 2,290,054
3.5% - Institutional Financial Aid	1355	1010190	\$ 417,349
Students S&A	1110	1000070	\$ 1,579,443
Bookstore Operating Reserves	1110	1000070	\$ 500,000
Technology Fee	1355	1010190	\$ 1,595,593
Parking Fees	1355	1010190	\$ 760,221
Basic Food Employment and Training	1110	1000070	\$ 222,617
<b>Total</b>		<b>\$</b>	<b>7,365,277</b>
<b>Reserves Policy - BOT Policies on Reserves</b>			
Operating Reserve		\$	10,000,000.00
Emergencies		\$	3,000,000.00
Unplanned Capital Repair and Replacement		\$	2,000,000
Planned Future Operations		\$	2,911,576
Capital Facilities Projects		\$	15,207,685
<b>Total</b>		<b>\$</b>	<b>33,119,261</b>
<b>Operating Reserves Balance</b>			
Existing Reserve balance less Dedicated Reserves and Emergency Reserves		<b>\$</b>	<b>3,736,956</b>

# Exhibit D

Fiscal Year 2223 Operating Funds Variance

As of Fiscal Month End: August

						EXP/BDGT	EXP/REV	REV/BDGT	
State Alloc	001, 24J, 08A	EXP BDGT	\$	34,173,280	<div><div></div></div>				
		EXP	\$	4,829,425	<div><div></div></div>	14.13%	14.53%	97.23%	
		REV (Alloc)	\$	33,227,824	<div><div></div></div>				
Local Fees	148	EXP BDGT	\$	2,936,878	<div><div></div></div>				
		EXP	\$	436,038	<div><div></div></div>	14.85%	35.07%	42.34%	
		REV	\$	1,243,348	<div><div></div></div>				
Local Tuition	149	EXP BDGT	\$	21,400,750	<div><div></div></div>				
		EXP	\$	1,609,391	<div><div></div></div>	7.52%	29.91%	25.14%	
		REV	\$	5,380,387	<div><div></div></div>				
Contracts	146	EXP BDGT	\$	1,883,558	<div><div></div></div>				
		EXP	\$	187,607	<div><div></div></div>	9.96%	881.55%	1.13%	
		REV	\$	21,282	<div><div></div></div>				
YTD Total		EXP BDGT	\$	60,394,466					
		EXP	\$	7,062,461		11.69%	17.71%	66.02%	
		REV	\$	39,872,840					
						Key:	Spend rate less than 5% below FY %	Spend rate with in + or - 5% of FY%	Spend rate more than 5% above FY%

YTD Target Rate 16.67%

Notes:

Account		BDGT	EXP	EXP/BDGT	State Allocation Schedule #3
Salaries and Wages	5000003	\$ 37,268,989	\$ 4,140,985	11.11%	
Benefits	5010003	\$ 12,799,991	\$ 1,745,890	13.64%	
Contracted Services	5050003	\$ 1,764,644	\$ 263,850	14.95%	
Goods & Routine Services	5030003	\$ 5,106,279	\$ 89,230	1.75%	
Other Expenses	5081004	\$ 1,453,045	\$ 692,457	47.66%	
Utilities	5060003	\$ 680,000	\$ 99,324	14.61%	
Travel	5080004	\$ 573,243	\$ 28,782	5.02%	
Capital Expenses	5040003	\$ 101,625	\$ -	0.00%	
Grants, Scl. ships,Fellowships	5020003	\$ 646,650	\$ 1,942	0.30%	
Debt Expenditures	5110003	\$ -	\$ -	0.00%	
YTD Total		\$ 60,394,466	\$ 7,062,461		

Print Date: 9/27/2022

# 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 Woods*

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

September 27, 2022

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 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 and other compliance requirements and ethical responsibilities within the State Board for Community & Technical College, Office of Financial Management, executive orders of the Governor of the State of Washington applicable to higher education, its own policies, 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 protection 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) On June 2020, the Office of the Washington State Auditor's Office completed a four-year accountability audit. The report indicated that "...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." A review of the most recent audit published on August 15, 2022 indicates that the "...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.
- c) Employees receive information related to the Washington State Whistleblower Act and the College's Whistleblower Policy in which employees have protections to file claims including violations of federal or state laws or rules, or other improper governmental action under RCW 42.40.020.
- d) Employee training schedules, information related to the Washington State Whistleblower Act, and College's Code of Ethics Policy are all available within Human Resources and Legal Affairs.

# Exhibit F

**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 Woods*

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

September 18, 2022

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 in order 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 in order 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 Student. 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.

**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.

# Exhibit G

## 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

September 27, 2022

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 including those related to personnel procedures, the handling of grievances under applicable collective bargaining agreements, complaints 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, the handling of complaints and grievances, 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 and 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 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, Faculty Senate meetings, AHE Labor Management meetings, Emergency Management meetings, employee surveys, campus climate surveys, etc. There have been no substantiated claims of discrimination or retaliation against anyone expressing an ethical dissent. Information related to claims of discrimination and retaliation is available within Human Resources and Legal Affairs.

**3. Hinder or prevent, 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, for 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: No complaints claiming a violation of academic freedom have been substantiated. Information related to employee complaints and grievances is available within Human Resources and 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 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 and 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. New supervisors are all trained on collective bargaining agreements including grievance procedures and routinely provided updates regarding substantive changes. Training schedules are available in Human Resources.

# Exhibit H

## BY-LAWS

### POLICY TYPE: GOVERNANCE PROCESS

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

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

### Article VI

#### ADOPTION OR REVISION OF POLICIES

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

## BY-LAWS

### POLICY TYPE: GOVERNANCE PROCESS

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

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

### Article VII

#### OFFICERS OF THE BOARD

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

Date Adopted 7/1/1997

Date Last Reviewed 11/8/2021

## 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 I



**COLUMBIA BASIN COLLEGE  
BOARD OF TRUSTEES' MEETING**

November 14, 2022

Beers Board Room & Virtual

**Proposed start time 5:00 p.m.**

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**Agenda**

Call to Order

**Pledge of Allegiance**

**\*Agenda Changes**

**\*Approval of Minutes**

Exhibit A: October 10, 2022 Board of Trustees' Retreat Meeting

**Remarks**

By Administration

President, Exhibit B: CBC in the News

CEO, Foundation

By Faculty Senate Chair

By AHE

By Board Members

**Reports**

Exhibit C: Cash Balance Report

Exhibit D: Quarterly Financial Statement

**Discussion**

Exhibit E: First Reading – Board Policies Executive Limitations EL-1 through EL-4

**\*Consent Agenda**

Exhibit F: Board of Trustees Bylaws Article VI – X

**Public Comments**

**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 Dates:

### **November 2022**

- ACT Fall Conference & Legislative Action Committee Retreat, November 16 – 18, Hilton Seattle Airport & Conference Center, Seatac
- Artist Reception & Gallery Talk by Zach Mazur, November 17, 3:00 p.m., Esvelt Gallery, CBC Pasco Campus
- Play: *Toil and Trouble*, a black comedy by Laura Gunderson, November 17 – 19, 7:30 p.m., CBC Theatre, CBC Pasco Campus
- United Way Festival of Trees, November 19, The Lodge, Richland
- Concert: CBC Concert Band, November 22, 7:00 p.m., Southridge HS Auditorium, Kennewick
- Concert: CBC Orchestra and Choir, November 29, 7:00 p.m., CBC Theatre, CBC Pasco Campus

### **December 2022**

- Concert: CBC Jazz Night, December 1, 7:00 p.m., CBC Theatre, CBC Pasco Campus
- CBC Finals, December 6 – 8
- Legislative Luncheon, December 14, 12:00 – 2:00 p.m., Gjerde Center, CBC Pasco Campus

### **January 2023**

- Paint Exhibit: *Open Fields*, works by Emily Somoskey, January 3 through February 2, Esvelt Gallery, CBC Pasco Campus, [Gallery hours of operation](#)
- Artist Reception & Lecture by Emily Somoskey, January 11, 2:30 p.m., Esvelt Gallery, CBC Pasco Campus
- Concert: Camerata Musica – Cheng2 Duo, January 14, 7:30 p.m., CBC Theatre, CBC Pasco Campus

# Exhibit J



**Columbia Basin College**  
**Resolution No. 22-04**

**Equity Center Renovation Project**

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

WHEREAS, Columbia Basin College desires to provide additional scope to the currently Title V Grant funded Equity Center renovation project totaling \$604,757.00, AND

WHEREAS, Columbia Basin College will request authority to expend up to an additional \$245,243.00 for design, construction, project management, fixtures, furnishings, and equipment for a total project cost of \$850,000.00, AND

WHEREAS, Columbia Basin College will use local funds, AND

WHEREAS, the Board of Trustees of Columbia Basin College and the College President desire to show their strong support for this project, AND

WHEREAS, Columbia Basin College has legal authority, and that Eduardo Rodriguez, Vice President for Administrative Services, is hereby authorized, for and on behalf of Columbia Basin College, to do and perform any and all acts which may be necessary to carry out the foregoing resolution including the preparing, making and filing of plans, applications, reports and other documents; the execution, acceptance, delivery and recordation of agreements, and other instruments pertaining to the expansion of Columbia Basin College's Equity Center renovation project.

NOW, THEREFORE, BE IT RESOLVED by 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 10<sup>th</sup> day of October, 2022, at which a quorum was present.

BOARD OF TRUSTEES  
Community College District No. 19  
Columbia Basin College

By: \_\_\_\_\_  
Holly Siler, Chair of the Board of Trustees

# Exhibit K

## 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.

**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.