

**COLUMBIA BASIN COLLEGE
BOARD OF TRUSTEES MEETING**

October 13, 2025
Beers Board Room & Virtual
4:30 p.m.

Agenda

Call to Order

Pledge of Allegiance

Agenda Changes*

Approval of Minutes*

Exhibit A: September 8, 2025 Board of Trustees Meeting

Celebrating Excellence

CBC Student Exchange to Japan 2025

Jamie Duncan, Assistant Director of Student Activities

Noriko Ryder, Adjunct Instructor & Japanese Culture Club Advisor

Elizabeth Mendoza, CBC Student

Maija Sant, CBC Student

Gloria Ayala Rodriguez, CBC Student

Linkage with Community

STEM Like Me[®] Collaboration – STEM Foundation, Ki-Be School District, CBC K-12 Partnerships

Heather Tibbett, STEM Foundation Executive Director

Cristen Yurkoski, STEM Foundation Career Connected Learning Coordinator

Jessica Raigoza, Ki-Be High School Teacher

Karen Jimenez, Ki-Be High School Teacher

Cinthia Alvarez, CBC Director for K-12 Partnerships

Remarks

By Administration

President Rebekah Woods, Exhibit B: CBC In the News

Foundation Executive Director & CEO Erin Fishburn

By ASCBC Student Representative Nea Kuempel

By Faculty Senate Chair Kiera Squires

By AHE Representative Rik Smith

By Board Members

Public Comments

- Anyone who would like to share public comment, for the record, please give your name and whether you are a student, employee or a member of the community. If you are participating through zoom, please raise your hand and we will promote you to a panelist so you may speak.

- Please limit your comments to 3 minutes.
- During public comment, the Board will focus on listening and treat all comments with equal attention and respect. We ask the same of all attendees.

Reports

Exhibit C: Institutional Learning Report – Melissa McBurney, Dean for Assessment & Accreditation

Exhibit D: Cash Reserve Report

Exhibit E: Operating Funds Variance Report

Exhibit F: Executive Limitations Monitoring Report EL-1, EL-2, EL-3

Discussion/Action*

Exhibit G: Resolution 25-04, Community STEM Center

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

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

[CBC Athletics Schedule](#)

October 2025

1 - 30	Art Exhibit <i>Make It Pop</i> , Artist: Megan Davis, Esvelt Gallery, P Bldg CBC Pasco Campus
3	CBC Foundation Donor Scholarship Breakfast, 9am, Gjerde Ctr, CBC Pasco Campus
10	New York Voices & CBC's Freeform Concert, 7pm, Theatre, P Bldg CBC Pasco Campus
13	CBC Board of Trustees Meeting, 4:30pm, Beers Boardroom, CBC Pasco Campus
14	ACT Trustee Tuesday, 8-9am, Topic: Federal Updates, Zoom, Registration Link
16	Power of Connection, 6pm, Pasco Red Lion
18	Hawk Trot, 9:30am, CBC Pasco Campus
22 – 25	ACCT Leadership Congress, New Orleans
30	Meet the Artist: Megan Davis, 3pm, Esvelt Gallery, P Bldg CBC Pasco Campus

November 2025

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

December 2025

2 - 4	CBC Fall Quarter Finals
8	CBC Board of Trustees Meeting, 4:30pm, Beers Boardroom, CBC Pasco Campus
9	ACT Trustee Tuesday, 8-9am, Topic TBD, Zoom
25	Christmas Day Observed, CBC Campus Closed
26	CBC Campus Closed
31	CBC Campus will remain open to the public until 5:30pm

 CBC Board Meetings

 CBC Events

 Trustee Professional Development & Conferences


 Holidays

Exhibit A

Columbia Basin College
Board of Trustees Meeting Minutes
September 8, 2025
Hybrid Meeting 4:30pm

Board Members in attendance: Ofelia Rivas de Bredt, Kimberly Harper, Edison Valerio, Michelle Smith

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

In-Person Attendees: Eduardo Rodriguez, Michael Lee, Luz Garza, Corey Osborn, Cheryl Holden, Elizabeth Burtner, Erin Fishburn, Sarah McCalmant, Doug Hughes, Kristen Lauerma, Nicole Williams, Conner Simmelink, Brian Dexter, Sarah McCalmant

Virtual Attendees: Kelsey Meyers, Kiera Squires, Katie Banks, Jesus Mota, Dan Quock

The Agenda	The Discussion	Action
<u>Call to Order</u>		Meeting called to order by Trustee Rivas de Bredt at 4:30 p.m.
<u>Pledge of Allegiance</u>	Trustee Rivas de Bredt led the Pledge of Allegiance.	
<u>Agenda Changes</u>	None	Trustee Smith moved and Trustee Valerio seconded a motion to approve the September 8, 2025 agenda as written. Approved unanimously.
<u>Approval of Minutes</u>	Exhibit A: August 15, 2025 Retreat Meeting Minutes No changes to the meeting minutes.	Trustee Harper moved and Trustee Valerio seconded a motion to approve the August 15, 2025 Board Retreat meeting minutes as written. Approved unanimously.
<u>Celebrating Excellence</u> Dental Assisting Dept & Expanded Functions Dental Auxiliary (EFDA) Site Visit Doug Hughes, Dean for Health Sciences Kristen Lauerma, Director for Dental Programs Nicole Williams, Instructor & Director of Dental Assisting	CBC is in the second year offering the Dental Assisting 1-year certification and Expanded Functions Dental Auxiliary (EFDA) program. The inaugural program cohorts had a 100% graduation rate. Cohort sizes are 18 to 20 for dental assisting and 15 to 16 for EFDA. Many local dentists provide funding for EFDA students to attend classes on Saturdays and work with the sponsoring dentist during the week. CBC successfully completed a review by the Dental Quality Assurance Commission. The reviewing commission looks at six criteria areas -- program effectiveness; education program; administration, faculty and staff; educational support services; health and safety provisions and quality of patient services.	
<u>Remarks</u> By Administration, President Exhibit B: CBC In the News	Similar to the recent reconciliation bill passed in Congress, the House's initial proposal includes several reductions for education and job training programs and the Senate's version is proposing level funding for most of our programs. The House bill eliminates Adult Basic Education (ABE) and Supplemental Education Opportunity Grant (SEOG). Work study is reduced by 37%. Thankfully, the Pell Grant, Perkins, TRIO, Title III and Title V all received level funding or a slight bump. CBC had a very full and rewarding welcome week Sep 8 - 12. We started on Monday with a state of the college presentation, celebrated our seven employees of the year, employee	

<p>By CEO, Foundation</p> <p>By ASCBC</p> <p>By Faculty Senate Chair</p> <p>By AHE Representative</p> <p>By Board Members</p>	<p>service awards, and the renaming of the SWL building to honor the legacy of former CBC President Rich Cummins.</p> <p>Fall enrollment is up 11% over last year. CBC now has eleven baccalaureate degrees to offer students.</p> <p>Erin Fishburn, Foundation Executive Director & CEO, provided the Foundation report.</p> <ul style="list-style-type: none"> • HAPO Credit Union was the sponsor for First Year Introduction Week. • The Foundation Board recently had their annual retreat and social. • Hosting an ice cream social on Wednesday, September 10 for CBC employees. • Scholarship Event on Friday, October 3 hosted by STCU. • Power of Connection scholarship fund raising event on October 16. Currently working on donors and run of show. • Annual Foundation audit time. • Scholarship program is open for application submissions. They are due by September 30. Awards in will go out in November for winter and spring quarters. • A Scholarship Celebration in December for all scholarship recipients. • \$240K was anonymously donated for the entrepreneur program. • CBC received \$21K for the annual donation from the GESA Affinity card. Over 1,500 cards are in use and the donation is based on swipes. <p>Conner Simmelink, ASCBC representative, provided updates of current ASCBC sponsored events, new student leadership and training, and introduced new student leader Sondra Vo to the Board – she is majoring in neuroscience.</p> <p>Kiera Squires, Faculty Senate Chair, gave an update on Faculty Senate. The first Faculty Senate meeting of the academic year will be Friday, September 19.</p> <p>No AHE representative was present.</p> <p>Trustee Smith attended the first CBC Foundation meeting last week.</p> <p>Trustee Valerio attended the Mid-Columbia Reading Foundation fundraiser supporting early learning for children through book donations. He will attend the City of Pasco Fiery Food Festival next Saturday (9/13).</p> <p>Trustee Rivas de Bredt attended Raíces del Corazón in downtown Pasco last Saturday (9/6) sponsored by the TC Hispanic Chamber and the City of Pasco.</p>	
<p><u>Public Comments</u></p>	<p>None</p>	
<p><u>Reports</u></p> <p>Student Housing Construction Update</p>	<p>Assistant VP for Administrative Services, Brian Dexter, provided a student housing update on the current building project at the northeast corner of the Pasco campus. The building is expected to be completed by June 30, 2026 and will provide 158 beds, four stories and a basement space, secure bike storage, outdoor seating, and EV chargers. The student body is currently voting on a name for the building.</p>	

Exhibit C: Cash Reserve Report FY 25 Year-End Exhibit D: Cash Reserve Report as of July 1, 2025	VP for Administrative Services, Eduardo Rodriguez, presented the Cash Reserve Report FY25 Year-End (Exhibit C) and the Cash Reserve Report as of July 1, 2025 (Exhibit D).	
<u>Discussion/Action</u> Exhibit E: Board Policy Reserves Proposal for FY26 Exhibit F: First Reading – Board of Trustees Bylaws Articles I – V Exhibit G: Second Reading – Proposed changes to BOT Governance Process Policy GP-3, item #8 Board Roles and Elections	VP Rodriguez shared highlights and projections from the Board Policy Reserves Proposal for FY26 and answered questions from the Board. The Board read and reviewed Board Bylaws Articles I - V (Exhibit F). The Board reviewed and discussed proposed changes to Board Governance Process Policy GP-3, item #8 (Exhibit G). The Board nominated Trustee Rivas de Bredt as the Board Chair, Trustee Harper as the Vice Chair, selected Trustee Valerio to serve on the Legislative Action Committee on behalf of CBC and Trustee Smith to serve as the CBC Foundation Liaison for the 2025 – 2026 academic year.	Trustee Smith moved and Trustee Harper seconded a motion to approve the Board Policy Reserves Proposal for FY26 as written. Approved unanimously. Trustee Smith moved and Trustee Valerio seconded a motion to move Board of Trustees Bylaws Articles I-V to the October 13 BOT meeting consent agenda. Approved unanimously. Trustee Smith moved and Trustee Harper seconded a motion to approve the Board Governance Process Policy GP-3 as written with proposed changes. Approved unanimously. Trustee Valerio moved and Trustee Smith seconded a motion to approve the nominations as submitted. Approved unanimously.
Break	The Board took a five-minute break between 5:35 and 5:40pm.	
<u>Executive Session</u>	RCW 42.30.110(1)(g): To review the performance of a public employee. The Board moved to Executive Session at 5:40 p.m. with expected return to the public meeting at 5:55 p.m.	
Return to Public Meeting	At 5:55 p.m., the Board returned to the public meeting.	
<u>Discussion/Action</u> Consider Presidential Contract extension	The Board reviewed and adopted Addendum I which will extend the Presidential Contract for one additional year with an expiration date of June 30, 2028. The Board reviewed and accepted the Presidential Performance Evaluation for 2024-25.	Trustee Valerio moved and Trustee Harper seconded a motion to approve Addendum I on President Woods' contract extending her employment with Columbia Basin College an additional year to June 30, 2028. Approved unanimously. Trustee Valerio moved and Trustee Harper seconded a motion to accept and approve

		President Woods' performance evaluation. Approved unanimously.
<u>Adjournment</u>	Trustee Rivas de Bredt adjourned the meeting at 5:59 p.m.	
	Next Board of Trustees Meeting Beers Board Room & Zoom Webinar October 13, 2025 - 4:30 p.m.	

Ofelia Rivas de Bredt, Chair

Exhibit B

Columbia Basin College: In the News – September 2025

09/29/2025

KNDU-TV:

[Columbia Basin College celebrates 70 years with building renaming, plans to upgrade sign](#)

Apple Valley News

[Columbia Basin College begins restoration of iconic Legacy Hawk statue](#)

[Columbia Basin College enrollment surpasses pre-pandemic levels this fall](#)

[Columbia Basin College food pantry serves growing number of students facing food insecurity](#)

[Community Reacts After Attack on Charlie Kirk](#)

Tri-City Herald:

[Iconic Tri-Cities college statue will get a major facelift. Here's why](#)

[7 CBC soccer players snapped up by other 4-year colleges after winning season](#)

[Major showdowns set for Week 2 of Tri-Cities high school football](#)

[Scientist known for 'kindness and unwavering love' mourned after Richland cycling death](#)

Journal of Business

[CBC enrollment up for fall term](#)

[WA state workers OK new contract with retroactive pay hikes](#)

Union Bulletin

[Sept. 13 recap: WWCC's men's soccer team falls to Columbia Basin](#)

The Wenatchee World

[WVC Roundup | Knights volleyball, Men's and Women's soccer fall to Columbia Basin](#)

Exhibit C

Draft Institutional Learning Outcomes and Definitions

Analyze	Examine ideas, situations, or information in detail to explain how they are shaped by different contexts, perspectives, disciplines, and traditions.
Reason	Use critical, creative, and system-based approaches to evaluate evidence, interpret data, and recognize patterns in decision-making and problem-solving.
Communicate	Share ideas clearly and effectively in different formats and for different audiences, across different contexts and communities.
Inquire	Ask meaningful questions and investigate information from a variety of sources to deepen understanding, challenge assumptions, and refine your position.
Engage	Examine cultural assumptions, power, and biases and evaluate the ethical implications of actions, decisions, and systemic structures on diverse individuals and communities.

Exhibit D

Columbia Basin College

Cash Reserve Report

FY2026 - August

Assets			
Cash			
In Bank	1000070	\$	32,211,815
Petty Cash	1000020	\$	5,504
Total Cash		\$	32,217,319
Investments			
Short Term (0-365 days)	1000040-1000050	\$	-
	1020000-1020030	\$	5,137,283
Long Term (>365 days)	1110003-1110060	\$	16,847,836
Total Investments		\$	21,985,119
Accounts Receivable			
Current	1010100 + 1010030	\$	1,678,644
Unbilled	1010050	\$	(621,454)
AR - Other	1010240 + 1010060	\$	270,921
Allowance for AR	1010110 + 1010130	\$	(18,497)
Total AR		\$	1,309,614
Inter/Intra Gov Receivables			
Due from Fed	1010150	\$	28,023
Due from Other Gov	1010160	\$	9,522
Due from Other Agency	1010180	\$	664
Total Inter/Intra Gov Receivables		\$	38,209
Total Assets		\$	55,550,262
Liabilities			
Current Liabilities			
Accounts Payable	2000010	\$	313,453
Due to Other Agency	2012050	\$	102,110
Accrued Salaries Payable	2011010	\$	-
Sales/Use Tax	2010070	\$	36,315
Accrued Liabilities	2001070	\$	-
COP Current Year P&I Due	2050010	\$	1,528,000
Total Current Liabilities		\$	1,979,878
Total Liabilities		\$	1,979,878

Cash Balance			
(ASSETS less LIABILITIES)		\$	53,570,384
Dedicated Balances Account			
Student Supported Capital	1000070	\$	2,484,561
3.5% - Institutional Financial Aid	1010190	\$	1,405,761
Students S&A	1000070	\$	1,690,344
Bookstore Operating Reserves	1000070	\$	2,997,660
Technology Fee	1010190	\$	2,168,818
Parking Fees	1010190	\$	1,132,820
Basic Food Employment and Training	1000070	\$	854,193
Total		\$	12,734,157
Reserves Policy - BOT Policies on Reserves			
Unplanned Capital Repair and Replacement		\$	2,000,000
Capital Facilities Projects		\$	25,711,872
Operating Reserve		\$	12,065,500
Emergencies		\$	2,000,000
Total		\$	41,777,372
Operating Reserves Balance			
Existing Reserve balance less Dedicated Reserves and Emergency Reserves		\$	(941,145)

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

Exhibit E

Fiscal Year 2526 Operating Funds Variance

As of Fiscal Month End: August 2025


						EXP/BDGT	EXP/REV	REV/BDGT	
State Alloc	001, 24J, 08A	EXP BDGT	\$	43,287,998	<div><div></div></div>	13.58%	14.73%	92.18%	
		EXP	\$	5,877,804	<div><div></div></div>				
		REV (Alloc)	\$	39,903,862	<div><div></div></div>				
Local Fees	148	EXP BDGT	\$	4,085,875	<div><div></div></div>	13.66%	39.19%	34.86%	
		EXP	\$	558,299	<div><div></div></div>				
		REV	\$	1,424,510	<div><div></div></div>				
Local Tuition	149	EXP BDGT	\$	25,145,036	<div><div></div></div>	9.08%	30.63%	29.63%	
		EXP	\$	2,281,933	<div><div></div></div>				
		REV	\$	7,450,296	<div><div></div></div>				
Contracts	146	EXP BDGT	\$	2,062,978	<div><div></div></div>	12.12%	39.41%	30.74%	
		EXP	\$	249,946	<div><div></div></div>				
		REV	\$	634,229	<div><div></div></div>				
YTD Total	*Includes Interfund Transfers	EXP BDGT	\$	73,881,887		12.14%	18.15%	66.88%	
		EXP	\$	8,967,983					
		REV	\$	49,412,897					
Approved Budget Total		BDGT	\$ 72,440,166			Key:	Spend rate less than 5% below FY %	Spend rate with in + or - 5% of FY%	Spend rate more than 5% above FY%
						YTD Target Rate			16.67%
						Notes:			
		Account	BDGT	EXP	EXP/BDGT	State Allocation Schedule #3			
Salaries and Wages		5000003	\$ 44,682,294	\$ 5,217,800	11.68%				
Benefits		5010003	\$ 15,811,353	\$ 2,144,374	13.56%				
Contracted Services		5050003	\$ 2,865,216	\$ 361,824	12.63%				
Goods & Routine Services		5030003	\$ 2,995,077	\$ 179,341	5.99%				
Other Expenses		5081004	\$ 2,579,700	\$ 853,092	33.07%				
Utilities		5060003	\$ 1,851,100	\$ 106,392	5.75%				
Travel		5080004	\$ 766,802	\$ 56,178	7.33%				
Capital Expenses		5040003	\$ 128,774	\$ 176	0.14%				
Grants, Scl. ships,Fellowships		5020003	\$ 1,205,046	\$ 48,807	4.05%				
Debt Expenditures		5110003	\$ 1,696,525	\$ -	0.00%				
Interfund Transfers			\$ (700,000)	\$ -	0.00%				
YTD Total			\$ 73,881,887	\$ 8,967,983		Print Date: 10/6/2025			

Exhibit F

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 8, 2025

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 May 2024, 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) In August 2024, the Washington State Auditor's Office completed a performance audit regarding the transferability of credits from the high schools to the college through the Running Start and College in the High School programs. The report states that "...the main reason credits failed to transfer was because the high school students did not submit their college transcripts to the institutions in which they enrolled."
- c) 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 31, 2025.
- d) 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 October 6, 2025.
- e) 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 8, 2025

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, WACs, 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 8, 2025

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 G



Columbia Basin College
Resolution No. 25-04

Community STEM 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 has received a donation of \$3,250,000 from the Battelle Foundation through the Columbia Basin College Foundation; AND

WHEREAS, Columbia Basin College intends to use part of those donated funds to support the renovation of the Community STEM Center; AND

WHEREAS, Columbia Basin College will request authority to expend up to \$800,000 for design, construction, project management, fixtures, signage, furnishings, and equipment; AND

WHEREAS, Columbia Basin College will expend up to \$800,000 in local funds for these renovation-related costs, and these costs will be reimbursed from the donated funds held by the Columbia Basin College Foundation; 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 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 necessary to carry out the intent of this resolution, including the preparation, submission, and execution of plans, applications, reports, agreements, and other documents related to the Community STEM Center's renovation project; AND

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Columbia Basin College hereby authorizes the expenditure of up to \$800,000 in local funds for renovation-related costs as described above, with the intent that such funds will be reimbursed from the Battelle Foundation donation received through the Columbia Basin College Foundation.

Done in open Meeting by the Board of Trustees of Columbia Basin College this 13th day of October, 2025, at which a quorum was present.

BOARD OF TRUSTEES
Columbia Basin College

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

Exhibit H

BY-LAWS

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BY-LAWS OF COMMUNITY COLLEGE DISTRICT 19

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

Article VI

ADOPTION OR REVISION OF POLICIES

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

BY-LAWS

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BY-LAWS OF COMMUNITY COLLEGE DISTRICT 19

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

Article VII

OFFICERS OF THE BOARD

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

Adopted: 07/01/1997
Revised: [mm/dd/yyyy]
Last Reviewed: 12/09/2024

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

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 five days 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.