

**COLUMBIA BASIN COLLEGE
BOARD OF TRUSTEES MEETING**

October 14, 2024

Beers Board Room & Virtual

4:30 p.m.

Agenda

Call to Order

Pledge of Allegiance

Agenda Changes*

Approval of Minutes*

Exhibit A: September 9, 2024 Board of Trustees Meeting

Celebrating Excellence

Higashi Nippon International University Student Exchange Program

Katie Banks, Dean for Social & Behavioral Sciences and Education

Jamie Duncan, Assistant Director of Student Activities

Jennifer Castro-Velasquez, Direct of La CASA

Noriko Ryder, Adjunct Instructor & Japanese Cultural Liaison

Hasan Cruz, CBC student

Citlali Monay, CBC student

Elijah Saba, CBC student

Remarks

By Administration

President Rebekah Woods, Exhibit B: CBC in the News

Foundation Executive Director/CEO Erin Fishburn

By ASCBC Student Representative Tyler McDonald

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: Cash Reserve Report

Exhibit D: Operating Funds Variance Report

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

Discussion/Action*

Exhibit F: First Reading – 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 Date

October 2024

1 – 31	Esvelt Gallery Exhibit, <i>Rising & Gliding</i> , Artist Richard Martinez, Exhibition Lecture on Oct 3, 3pm, Room P201, P Building, CBC Pasco Campus
10	Hanford Nuclear Legacy Series, <i>Hanford's Plutonium Production and Environmental Impact</i> , 2pm, CBC Pasco Campus SWL 121
14	CBC Board of Trustees Meeting, 4:30pm, Beers Boardroom, CBC Pasco Campus
15	Pasco City Council Workshop Meeting , 7pm, 525 N Third Ave, Pasco
17	Boys & Girls Club "Dinner with Friends," 6pm, Three Rivers Convention Center
21	Pasco City Council Regular Meeting , 7pm, 525 N Third Ave, Pasco
22	Pasco School Board Meeting , 6:30pm, Board Room, 1215 W Lewis St, Pasco
22	Richland School Board Meeting , 6:30pm, 6972 Keene Road, West Richland
23	Kennewick School Board Meeting , 5:30pm, 1000 W 4 th Ave, Kennewick
23 – 26	ACCT Leadership Congress, Seattle Convention Center
24	Kennewick School Board Meeting , 5:30pm, no public comment at this remote meeting
28	Pasco City Council Workshop Meeting , 7pm, 525 N Third Ave, Pasco
31	Hanford Nuclear Legacy Series, <i>Hanford's Cleanup Mission and Regional Impacts</i> , 2pm, CBC Pasco Campus SWL 121

November 2024

4	Pasco City Council Regular Meeting , 7pm, 525 N Third Ave, Pasco
11	Veteran's Day Observed, CBC Campus Closed
12	Teaching & Learning Day, 7am, CBC Pasco Campus
12	Pasco City Council Workshop Meeting , 7pm, 525 N Third Ave, Pasco
12	Pasco School Board Meeting , 6:30pm, Board Room, 1215 W Lewis St, Pasco
12	Richland School Board Meeting , 6:30pm, 6972 Keene Road, West Richland
13	Kennewick School Board Meeting , 5:30pm, 1000 W 4 th Ave, Kennewick
15	CBC Board of Trustees Meeting, 7:30am, Beers Boardroom, CBC Pasco Campus
18	Pasco City Council Regular Meeting , 7pm, 525 N Third Ave, Pasco
21	Hanford Nuclear Legacy Series, <i>Economic Development and Diversification in the Tri-Cities</i> , 2pm, CBC Pasco Campus SWL 121
23	United Way Festival of Trees , 5:30pm, Three Rivers Convention Center, Kennewick
25	Pasco City Council Workshop Meeting , 7pm, 525 N Third Ave, Pasco
26	Pasco School Board Meeting , 6:30pm, Board Room, 1215 W Lewis St, Pasco
26	Richland School Board Meeting , 6:30pm, 6972 Keene Road, West Richland
28	Thanksgiving Day Observed, CBC Campus Closed
29	Native American Heritage Day Observed, CBC Campus Closed


 CBC Board Meetings

 CBC Events

 Trustee Pro Development / Conferences

 Community Events

 Community Board Meetings

 Holidays

Upcoming Event Date

December 2024

2	Pasco City Council Regular Meeting , 7pm, 525 N Third Ave, Pasco
5	Hanford Nuclear Legacy Series, <i>Energy and Future Tri-Cities Initiatives</i> , 2pm, WSU Tri-Cities East Auditorium
6	Legislative Luncheon hosted by CBC & WWCC, 12 – 2pm, Gjerde Ctr, CBC Pasco Campus
9	CBC Board of Trustees Meeting, 4:30pm, Beers Boardroom, CBC Pasco Campus
9	Pasco City Council Workshop Meeting , 7pm, 525 N Third Ave, Pasco
10	Pasco School Board Meeting , 6:30pm, Board Room, 1215 W Lewis St, Pasco
10	Richland School Board Meeting , 6:30pm, 6972 Keene Road, West Richland
11	Kennewick School Board Meeting , 5:30pm, 1000 W 4 th Ave, Kennewick
16	Pasco City Council Regular Meeting , 7pm, 525 N Third Ave, Pasco
23	Pasco City Council Workshop Meeting , 7pm, 525 N Third Ave, Pasco
25	Christmas Day Observed, CBC Campus Closed

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

Exhibit A

Columbia Basin College
Board of Trustees Meeting Minutes
September 9, 2024
Hybrid Meeting 4:30 p.m.

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

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

In-Person Attendees: Eduardo Rodriguez, Michael Lee, Luz Garza, Cheryl Holden, Elizabeth Burtner, Corey Osborn, Keri Lobdell, Miriam Fierro, Kristen Lauerman, Prunelle Aman Frazier, Michelle Tyler, Maria Luisa Rodriguez, Senia Winston, Jamie Duncan, Janet Garza, Ericka Garcia, Yolanda Madrigal, Imelda Farias, Glendy Ibarra, Tyler West, Selene Zapata, Brian Dexter, Sarah McCalmant, Dan Quock, Mark Nesmith

Virtual Attendees: Kelsey Myers, Jesus Mota, Melissa McBurney, Erin Fishburn, Jason Engle, Kiera Squires, Steve Smiley, DeAnn Bock, Jessie Cardwell, Lane Schumacher, Gabby Torres, Cyndelle Howell, Martijn Oostrom

The Agenda	The Discussion	Action
Call to Order		Meeting called to order by Trustee Harper at 4:30 p.m.
Pledge of Allegiance	Trustee Harper led the Pledge of Allegiance.	
Agenda Changes	No changes made to the agenda.	Trustee Page moved and Trustee Rivas de Bredt seconded a motion to approve the September 9, 2024 agenda as written. Approved unanimously.
Approval of Minutes	August 2, 2024 Board of Trustees Retreat Meeting Minutes Discussion - None	Trustee Rivas de Bredt moved and Trustee Page seconded a motion to approve the August 2, 2024 minutes as written. Approved unanimously.
<u>Celebrating Excellence</u> Leadership Development Program 2023-24 Keri Lobdell, Dean for Library & Instructional Services Miriam Fierro, Co-Facilitator Kristen Lauerman, Director for Dental Hygiene Prunelle Aman Frazier, Graphic Designer Michelle Tyler, Completion Coach April Dominguez, Mail Processing/Driver Billy Bullock, Accessibility Specialist for DSS Kwis Logan, Executive Assistant for the VP of Instruction David Mozes, IT Customer Support - Journey Maria Luisa Rodriguez, Instructor of Worker Retraining – Special Faculty Heidi Kump, Secretary Senior for Math, Science & Engineering	The Leadership Development Program (LDP) is a professional development opportunity offered to all CBC employees. This is the second cohort to complete the program. LDP meets monthly through the academic year with a program focused on building leadership skills, change management, culturally relevant communication, identifying leadership strengths and areas to develop, and provides opportunities to analyze available data to help drive decision making. Keri Lobdell and Miriam Fierro co-facilitated the 2023-24 LDP cohort.	

<p>Senia Winston, Workforce Education Training Specialist for WEC Amanda Orellana, Director for Labor Relations</p> <p>2024 Graduation Committee & Team Elizabeth Burtner, AVP for Marketing Rosario Rodriguez-Erechar, ASCBC Jamie Duncan ASCBC Janet Garza, Associate Registrar Sarah Van Winkle, Asst Dir for DSS Mike Roberts, Dir for Tech Services David Wilkie, Asst Dir Central Services Ericka Garcia, Budget Department Yolanda Madrigal, Facilities Services Diana Ramirez, Purchasing Services Royce Cone, Asst Dir IT Cust. Success Rodrigo Castillo, Facilities Services Ricardo Flores, Facilities Services Imelda Farias, Communications Prunelle Aman-Frazier, Communications Glendy Ibarra, Communications Tyler West, Videographer/Photographer Selene Zapata, Translation Mitch Rogers, Student Housing Brian Dexter, AVP for Campus Operation</p>	<p>Thank you to all the staff and faculty who volunteered during the 2024 CBC graduation ceremonies. This year had the largest number of students walk at commencement and filled the guest seating area during the second ceremony. Next year's graduation is scheduled for Friday, June 13, 2025 and will again feature two ceremonies.</p> <p>A special shout out to Yolanda Madrigal for sorting, distributing, delivering and returning all the rental regalia!</p>	
<p><u>Remarks</u> By Administration, President</p>	<p>CBC's annual Welcome Week began today and was kicked off by keynote speaker Dr. Gina Ann Garcia offering insights on <i>"Servings in Practice at Hispanic Serving Institutions."</i></p> <p>CBC celebrated 20 faculty promotions and the introduction of 22 new faculty at a reception in the library earlier today.</p> <p>Next week CBC will celebrate Hispanic Serving Institution (HSI) Week. CBC is celebrating its tenth consecutive year as an HSI.</p> <p>Next Monday, September 16, is the first day of fall quarter classes. Student enrollment trends look great!</p> <p>On Saturday, August 24, CBC provided a new student orientation, Camino al Éxito, for students and families. Workshops for financial aid, first time student experience, and many other topics, were offered in Spanish.</p> <p>Dr. Woods introduced the new Director of Strategic Planning & Projects, Dr. Tracy Money. Dr. Money will work with campus and the community as we work to develop our new strategic plan beginning in 2025.</p> <p>CBC recently received word from the Community Capacity Building Grant we will be receiving \$2 million over three years to develop and run a clean energy learning center.</p>	

By CEO, Foundation	<p>This center will be designed to get K-12 students excited about clean energy learning. A press release will be coming soon.</p> <p>CBC celebrated the life of Erin Steinert, Director for the Planetarium, on August 25 with a celebration of life in the Gjerde Center. The service was recorded and is available for viewing.</p> <p>Erin Fishburn gave an update of Foundation activities.</p> <ul style="list-style-type: none">• Foundation staff spent the summer meeting with donors and going over endowments.• In August, they received the latest distribution affinity card distribution (\$17,500), which will be used to support the student emergency fund.• They recently held a Foundation Board Retreat where three new members were welcomed. The Board was accepted into a Board development program through the Murdock Program.• The fall scholarship cycle begins September 30 with a second cycle beginning January 2025.• Power of Connection, the Foundation's annual fundraising gala, will take place on Thursday, October 10 at the Pasco Red Lion.	
By ASCBC	<p>ASCBC student representative, Conner Simmelink, indicated six new ASCBC members were added for the 2024-25 academic year. ASCBC hosted First Year Introduction (FYI) tables for new students and wayfinding tables the first week of class for both daytime and evening classes. Other first week student activities included a soccer tailgate, HSI pop up shop, and a "Move in Day" bar-b-que at student housing complete with student survival guides and a resource list of important resources available in our area.</p>	
By Faculty Senate Chair	<p>Kiera Squires, Faculty Senate Chair, gave an update on Faculty Senate. The first Faculty Senate meeting will be October 4 and meetings will continue the first and third Friday of each month throughout the 2024-25 academic year. They are still looking for faculty volunteers to fill openings on committees.</p>	
By AHE Representative	<p>AHE provided a lunch meeting earlier today for all faculty according to AHE representative, Rik Smith, which was attended by approximately half of the full-time faculty.</p>	
By Board Members	<p><u>Trustee Rivas de Bredt</u> Trustee Rivas de Bredt was able to visit Harper College in Palatine, Illinois, on the top 20 Aspen list. She will attend the Tri-Cities Hispanic Chamber event on October 11.</p> <p><u>Trustee Siler</u> Trustee Siler will not be reapplying for a second Board term due to an upcoming move away from the Tri-Cities area.</p> <p><u>Trustee Jackson</u> Trustee Jackson will attend the AWB meeting in Spokane next week.</p>	

	<p><u>Trustee Page</u> Trustee Page will attend the CBC Foundation’s Power of Connection event in October.</p> <p><u>Trustee Harper</u> Trustee Harper facilitated the Tri-Cities LINKS chapter Science, Technology, Engineering, Arts and Mathematics (STEAM) event for 3rd grade and up. She also recently assisted in Battel’s “Pathways” event giving out awards to members of the Tri-Cities community.</p>	
<u>Public Comments</u>	<p>Bill Barlow, retired Ben Franklin Transit employee, is a member of a non-profit called Sustainable Tri-Cities focused on developing a comprehensive plan to promote and advocate for livable and sustainable principles and practices in the Tri-Cities. Mr. Barlow invites any CBC students to be a part of this community effort.</p>	
<p><u>Reports</u> Student Housing Construction Update</p> <p>Exhibit C: Cash Reserve Report FY24 Year-End</p> <p>Exhibit D: Unaudited Fiscal Year Income Statement (Quarterly Financial Statement)</p>	<p>AVP for Capital Operations, Brian Dexter, presented a new student housing project. Pre-design projections included \$18 million through COP and \$6 million in local funding to pay for the project as approved by the Board last year. RGU and NAC were selected as architects. Room layouts were selected through many focus groups – athletic teams, Sun Hawk residents, and on-campus student feedback. The Student Housing Committee (SHC) also looked at Bellevue and Shoreline Colleges to see what student housing designs work best at their institutions. Interior and exterior renderings were shared with the Board showing four stories and a basement with projected opening for students in August 2026. It was found that the budget will be closer to \$28 million instead of the originally projected \$24 million. The SHC now proposes \$18 million through COP and \$10 million through local funding. The new building will house 154 students. There is currently a wait list of 80 students for Sun Hawk Hall which houses 124 students. This project will be a design/bid (low bid)/build delivery method and consider value engineering.</p> <p>VP for Administrative Services, Eduardo Rodriguez, shared information from the Cash Reserve Report FY24 Year-End (Exhibit C).</p> <p>VP Rodriguez provided insights and highlights from the Unaudited Fiscal Year Income Statement (Exhibit D).</p>	
<p><u>Discussion/Action</u> Exhibit E: Board of Trustees Reserves FY25 & Cash Reserve Report for July 1, 2024</p> <p>Exhibit F: Second Reading – Board Policies Ends E-1 through E-3</p>	<p>VP Rodriguez shared highlights and projections from the Board of Trustees Reserve FY25 Report and Cash Reserve Report for July 1, 2024 (Exhibit E).</p> <p>The Board reviewed recommended updates to Board Policies Ends E-2 (Exhibit F).</p>	<p>Trustee Jackson moved and Trustee Rivas de Bredt seconded a motion to approve the Board of Trustees Reserves FY2025 and the Cash Reserve Target Update FY2025 as written. Approved unanimously.</p> <p>Trustee Rivas de Bredt moved and Trustee Page seconded a motion to approve proposed changes to Board Policies Ends E-2. Approved unanimously.</p>

Exhibit F: Second Reading – Board Policies Ends E-1 through E-3	The Board read and reviewed Board Policies Ends E-1 and E-3 (Exhibit F).	Trustee Page moved and Trustee Rivas de Bredt seconded a motion to approve Board Policies Ends E-1 and E-3 as written. Approved unanimously.
Board Roles and Elections 2024-2025	The Board nominated Trustee Rivas de Bredt as the Board Chair, Trustee Jackson as the Vice Chair, selected Trustees Harper and Rivas de Bredt to serve on the Legislative Action Committee on behalf of CBC and Trustee Jackson to serve as the CBC Foundation Liaison for the 2024 – 2025 academic year.	Trustee Jackson moved and Trustee Page seconded a motion to approve the nominations as submitted. Approved unanimously.
<u>Discussion</u> Board Self-Evaluations	The Board reviewed the summary of self-evaluations. No comments or questions.	
<u>Executive Session</u>	RCW 42.30.110(1)(g): To review the performance of a public employee. Moved to Executive Session at 6:22 p.m. with expected return to the public meeting at 6:42 p.m.	
Return to Public Meeting	At 6:42 p.m., the Board returned to the public meeting to notify any attendees the Executive Session would last another ten minutes with expected return to the public meeting at 6:52 p.m. A notice was posted in the Zoom chat (no attendees were present at 6:42 p.m.) and the hallway was checked for in-person attendees, but none were waiting.	
<u>Executive Session</u>	The Board returned to Executive Session.	
Return to Public Meeting	At 6:52 p.m., the Board returned to the public meeting to notify any attendees the Executive Session would last another ten minutes with expected return to the public meeting at 7:02 p.m. A notice was posted in the Zoom chat (no attendees were present at 6:52 p.m.) and the hallway was checked for in-person attendees, but none were waiting.	
<u>Executive Session</u>	The Board returned to Executive Session.	
Return to Public Meeting	At 7:02 p.m., the Board returned to the public meeting. The public meeting webinar link expired after 40 minutes of inactivity with no way to send the public another webinar link. No webinar attendees were present after 6:42 p.m. The public meeting resumed at 7:02 p.m. with no virtual viewing option.	
<u>Discussion/Action</u> Consider Presidential Contract extension	The Board reviewed and adopted Addendum H which will extend the Presidential Contract for one additional year with an expiration date of June 30, 2027.	Trustee Rivas de Bredt moved and Trustee Jackson seconded a motion to approve Addendum H on President Woods' contract extending her employment with Columbia Basin College an additional year to June 30, 2027. Approved unanimously.

Adjournment: 7:20 p.m.	Trustee Harper adjourned the meeting at 7:20 p.m.	
	Next Board of Trustees Meeting Beers Board Room & Zoom Webinar October 14, 2024 - 4:30 p.m.	

Kimberly Harper, Chair

Exhibit B

CBC in the News



September 2024

[Office of Environmental Management: DOE Announces \\$18.9 Million Financial Assistance Grant Award Selections to 12 Disadvantaged Communities Across Country](#)

[KNDU-TV: CBC, WSU Tri-Cities to hold lecture series on Hanford's 80 years of history](#)

[KNDU-TV: Resource fair to address opioid epidemic set for CBC on Sept. 20- Video](#)

[KNDU-TV: Resource fair to address opioid epidemic set for CBC on Sept. 20](#)

[AppleValleyNewsNow: Explore potential careers at WSU Tri-Cities Career and Internship Fair](#)

[Heritage: Loteria and Tacos](#)

[Northwest Public Broadcasting: Community Lecture: "Women Who Step Up, Not Aside"](#)

[Tri-Cities Reporter: Students paid more for higher education in Franklin County in 2022-23 school year](#)

[Fieldlevel: Levi Stevenson Announces Commitment to Play Baseball at Columbia Basin College](#)

[The Chronicle of Higher Education: Office Assistant 3 - Business & Early Childhood Education](#)

[The Chronicle of Higher Education: IT Application Development - Entry](#)

[The Chronicle of Higher Education: Program Coordinator - Assessment Center](#)

[The Chronicle of Higher Education: Program Assistant - Transitional Studies](#)

[HigherEdJobs: Program Support Supervisor 1 - Career & Technical Education](#)

[HigherEdJobs: Customer Service Specialist 2 - Transitional Studies](#)



Exhibit C

Columbia Basin College

Cash Reserve Report Month End August 2024

Assets		FY2025 - August	
Cash			
In Bank	1000070	\$	29,308,361
Petty Cash	1000020	\$	5,504
Total Cash		\$	29,313,865
Investments			
Short Term (0-365 days)	1000040-1000050		
	1020000-1020030	\$	5,091,056
Long Term (>365 days)	1110003-1110060	\$	16,416,544
Total Investments		\$	21,507,600
Accounts Receivable			
Current	1010100 + 1010030	\$	1,933,366
Unbilled	1010050	\$	96,687
AR - Other	1010240 + 1010060	\$	99,329
Allowance for AR	1010110 + 1010130	\$	(18,497)
Total AR		\$	2,110,886
Inter/Intra Gov Receivables			
Due from Fed	1010150	\$	30,900
Due from Other Gov	1010160	\$	77,759
Due from Other Agency	1010180	\$	4,520
Total Inter/Intra Gov Receivables		\$	113,178
Total Assets		\$	53,045,529
Liabilities			
Current Liabilities			
Accounts Payable	2000010	\$	279,749
Accrued Salaries Payable	2011010	\$	-
Due to Other Agency	2012050	\$	161,793
Sales/Use Tax	2010070	\$	4,984
Accrued Liabilities	2001070	\$	-
COP Current Year P&I Due	2050010	\$	1,525,250
Total Current Liabilities		\$	1,971,777
Total Liabilities		\$	1,971,777

Cash Balance	
(ASSETS less LIABILITIES)	\$ 51,073,752
Dedicated Balances	
Account	
Student Supported Capital	1000070 \$ 3,882,165
3.5% - Institutional Financial Aid	1010190 \$ 1,823,016
Students S&A	1000070 \$ 5,323,164
Bookstore Operating Reserves	1000070 \$ 2,719,363
Technology Fee	1010190 \$ 274,903
Parking Fees	1010190 \$ 1,070,437
Basic Food Employment and Training	1000070 \$ 233,886
Total	\$ 15,326,933
Reserves Policy - BOT Policies on Reserves	
Unplanned Capital Repair and Replacement	\$ 2,000,000
Capital Facilities Projects	\$ 21,112,000
Operating Reserve	\$ 10,920,000
Planned Future Operations	\$ -
Emergencies	\$ 2,000,000
Total	\$ 36,032,000
Operating Reserves Balance	
Existing Reserve balance less Dedicated Reserves and Emergency Reserves	\$ (285,180)

Exhibit D

Fiscal Year 2425 Operating Funds Variance

As of Fiscal Month End: August

				EXP/BDGT	EXP/REV	REV/BDGT	
State Alloc	001, 24J, 08A	EXP BDGT	\$ 41,658,765		12.97%	13.27%	97.70%
		EXP	\$ 5,401,267				
		REV (Alloc)	\$ 40,699,351				
Local Fees	148	EXP BDGT	\$ 3,222,819		10.90%	23.83%	45.76%
		EXP	\$ 351,386				
		REV	\$ 1,474,861				
Local Tuition	149	EXP BDGT	\$ 23,005,240		9.81%	33.29%	29.47%
		EXP	\$ 2,257,104				
		REV	\$ 6,780,145				
Contracts	146	EXP BDGT	\$ 1,913,475		13.03%	50.35%	25.88%
		EXP	\$ 249,344				
		REV	\$ 495,236				
YTD Total	*Includes Interfund Transfers	EXP BDGT	\$ 69,167,613		11.94%	16.70%	71.49%
		EXP	\$ 8,259,100				
		REV	\$ 49,449,593				
Approved Budget Total		BDGT	\$ 69,138,607	Key:		Spend rate less than 5% below FY % Spend rate with in + or - 5% of FY% Spend rate more than 5% above FY%	

YTD Target Rate 16.67%

Notes:

Account	BDGT	EXP	EXP/BDGT	State Allocation Schedule #2
Salaries and Wages	5000003 \$ 42,210,779	\$ 4,803,779	11.38%	
Benefits	5010003 \$ 13,391,085	\$ 1,916,644	14.31%	
Contracted Services	5050003 \$ 2,978,905	\$ 293,768	9.86%	
Goods & Routine Services	5030003 \$ 2,890,718	\$ 171,029	5.92%	
Other Expenses	5081004 \$ 2,647,346	\$ 855,220	32.30%	
Utilities	5060003 \$ 1,730,000	\$ 94,260	5.45%	
Travel	5080004 \$ 731,941	\$ 68,582	9.37%	
Capital Expenses	5040003 \$ 245,966	\$ 142	0.06%	
Grants, Scl. ships, Fellowships	5020003 \$ 1,277,034	\$ 55,677	4.36%	
Debt Expenditures	5110003 \$ 1,696,525	\$ -	0.00%	
Interfund Transfers	\$ (632,686)	\$ -	0.00%	
YTD Total	\$ 69,167,613	\$ 8,259,100		


Print Date: 10/7/2024

Exhibit E

MONITORING REPORT FOR EL-1 General Executive Accountability

Board Policy is indicated in bold typeface throughout.

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



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

October 9, 2024

Date

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

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

Compliance will be demonstrated when:

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

EVIDENCE:

- a) In June 2023, the Washington State Auditor's Office completed a four-year accountability audit. The report states, "...College operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources."
- b) Additionally, the College follows the Generally Accepted Accounting Principles (GAAP), the Governmental Accounting Standards Board (GASB), and Office of Financial Management State Accounting and Administrative Manual's (SAAM) accounting and internal control practices and policies. The Washington State Auditor's Office conducts a yearly financial audit of the College's financial reports with "...consideration of the College's internal control over financial reporting and on [their] tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters." The most recent audit, published on August 15, 2022, states, "...financial statements referred to above present fairly, in all material respects, the financial position of the Columbia Basin College, as of June 30, 2021, and the changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America." The subsequent financial statements for the year ending June 30, 2022, are expected to be completed and audited by June 30, 2025.
- c) The College provides employees with information related to the Washington State Whistleblower Act and the College's Whistleblower Policy, which notifies employees of their right to report suspected violations of federal or state laws or rules, or other improper governmental action under RCW 42.40, and their right to be free from retaliation for making such a report. The Office of Human Resources & Legal Affairs sends the annual reminder of the Whistleblower Policy to employees each fall. The most recent reminder was sent on December 27, 2023 and another reminder will be sent this fall.
- d) Employee training schedules, information related to the Washington State Whistleblower Act, and the College's Code of Ethics Policy are all available from the Office of Human Resources & Legal Affairs.

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

Board Policy is indicated in bold typeface throughout.

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



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

October 7, 2024

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 9, 2024

Date

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Exhibit F

BY-LAWS

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BY-LAWS OF COMMUNITY COLLEGE DISTRICT 19

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

Article 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.