



January 12, 2023

Board of Trustees

Regular Meeting 1:30 p.m.

**Big Bend Community College
ATEC Building/Masto Conference Center
7662 Chanute St NE
Moses Lake, WA**

Big Bend Community College District #18

Governing Board:

**Chair Anna Franz, Vice Chair Juanita Richards,
Gary Chandler, Bethany Martinez, Amy Parris,**

President Sara Tweedy

2023 Meeting Schedule

Thursday, January 12, 2023 at 1:30 p.m.

Wednesday, March 15, 2023, at 1:30 p.m.

Thursday, May 4, 2023, at 1:30 p.m.

Thursday, June 8, 2023, at 1:30 p.m.

Thursday, August 24, 2023, (Retreat)

Thursday, October 12, 2023, at 1:30 p.m.

Thursday, December 7, 2023, at 1:30 p.m.

Board Goals (adopted October 13, 2022)

1. Revise the Big Bend Community College's Ends Statements and develop and implement a set of indicators which measure the progress of the institution relative to the revised Ends.
2. Advance equity, diversity, and inclusion by establishing policies and institutional goals supporting operational equity, diversity, and inclusion programs.
3. Ensure effective onboarding and support for trustees as measured by updates to the board onboarding tool and development of a cyclical board calendar of study session topics and campus engagement opportunities.

BIG BEND COMMUNITY COLLEGE DISTRICT NO. 18 BOARD AGENDA

Regular Board Meeting

7662 Chanute Street NE, Moses Lake, Washington 98837

Thursday, January 12, 2023 1:30 p.m.

In Person

1. Call to Order/Roll Call
2. Mission Moments – Trustees **(E-1, Information)**
3. Educational Presentation **(E-1, Information)**:
 - Enrollment Growth and Diversification Strategic Priority (Dean André Guzman)
 - New Employee Introductions
4. Consent Agenda **(E-1, E-2, E-3, E-4)**
 - a. Meeting Minutes December 5, December 6, 2022 **(Action)**
 - b. Accreditation & Student Success **(Information)**
 - c. Assessment **(Information)**
 - d. Finance & Administration Report **(Information)**
 - e. Human Resources Report **(Information)**
 - f. Foundation Report **(Information)**
5. Remarks
(Public comment to the Board regarding any item on the agenda may be made at the time of the topic's presentation to the board in compliance with Board Policy 1001.3.E)
6. Faculty Updates – Faculty Association President Dawnee Ernette **(E-1, Information)**
7. ASB Update – President Ambra Hacker
8. President's Update
 - a. Enrollment Report **(E-1, Information)**
Executive Session – President Tweedy/Trustees
9. President's Contract – Trustees **(E-3, Information/Action)**
10. BP 6120 Hazing Prevention – VP Kim Garza **(E-4, Action)**
11. BP1000 Revisions – Trustees **(E-1, E-2, E-3, E-4 Action)**
12. Sabbatical Request – President Sara Thompson Tweedy **(E-1, E-2, E-3, E-4 Action)**
13. Exceptional Faculty Awards - President Sara Thompson Tweedy **(E-1, E-2, E-3, E-4 Action)**
14. Probationary Tenure Review - President Sara Thompson Tweedy **(E-1 for Information)**
15. Legislative Contact – Board Chair Anna Franz **(E-1 for Information)**
16. Board Member Training - Board Chair Anna Franz **(E-1 for Information)**
17. Assessment of Board Activity (submitted in writing) – Trustees **(E-2, Information)**
18. Next Regularly Scheduled Board Meeting – Trustees **(E-1, E-2, E-3, E-4 Information/Action)**
19. Miscellaneous – Trustees, President Tweedy **(E-1, E-2, E-3, E-4 Information/Action)**
 - a. Adjournment

The Board may adjourn to an Executive Session to discuss items provided for in RCW 42.30.110 (1): (b) to consider the selection of a site or the acquisition of real estate by lease or purchase; (c) to consider the minimum price at which real estate will be offered for sale or lease; (d) to review negotiations on the performance of a publicly bid contract; (f) to receive and evaluate complaints or charges brought against a public officer or employee; **(g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee;** (h) to evaluate the qualifications of a candidate for appointment to elective office; (i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions or litigation or potential litigation.

NEXT REGULAR MEETING: **Wednesday, March 15, 2023 (Regular)**

If you are a person with a disability and require an accommodation while attending the meeting, please contact the President's Office at 509.793-2001 (or TDD 509.793.2325) as soon as possible to allow sufficient time to make arrangements.

BIG BEND COMMUNITY COLLEGE

Date: 1/12/23

ITEM #2: Mission Moments (information)

BACKGROUND:

Vision:

Be our community's first choice to dream, learn, and succeed.

Mission:

Big Bend Community College

Serve as a Bridge

Stand as a Leader

Support for Success

Guiding Principles:

Honor our Role as a Hispanic-Serving Institution

Advocate for Equity, Inclusion, & Diversity

Embrace our Workplace Norms

Innovate Proactively

Model Integrity

Educate All

Approved by the Board of Trustees October 28, 2021

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 1/12/23

ITEM #3: Educational Presentation (information)

BACKGROUND:

The board has requested educational presentations.

Dean of Student Services André Guzman will share about enrollment growth and diversity strategic priority.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 1/12/23

ITEM 4#: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the board meetings held on December 5 and December 6 are included for approval.

Prepared by the President's Office.

RECOMMENDATIONS:

President Tweedy recommends the Board of Trustees approves the minutes.

RECOMMENDED MOTION:

"I move to approve the consent agenda as presented."

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Special Board meeting Monday, December 5, at 11:30 a.m. in person.

Present: Anna Franz
Gary Chandler
Bethany Martinez

Legislators in attendance included 13th District Representative Tom Dent, 9th District Representative Joe Schmick, 9th District Senator Mark Schoesler, and 13th District Senator Judy Warnick.

President Thompson Tweedy discussed legislative priorities for the college including dual credit offerings. She shared the revised Mission, Vision, and Guiding Principles along with student demographics. The local student population is expected to grow 50% in the near future. She focused on the Running Start enrollment and the post-secondary education data which directly relate to dual enrollment issues. The current strategic plan includes efforts to provide more students from outlying areas the opportunity to gain education through Big Bend Community College.

President Sara Thompson Tweedy shared the recent OSPI proposal which was developed without consulting with community colleges. There are proposal elements that may be very helpful; however, there are some areas that could be developed to provide improved outcomes for students. OSPI and community and technical colleges need to partner to enhance the proposal to be the best for students.

Dr. Bryce Humpherys discussed research around dual credit offerings. Representative Joe Schmick requested specific language needed to improve outcomes. OSPI Superintendent and SBCTC Executive Director need to discuss how to move forward to help students with soft and hard skills such as Moses Lake School District's Vanguard Academy, which integrates learning across disciplines and students work collaboratively on projects. All dual-credit providers and stakeholders need to be invited to collaborate (K-12, CTCs, four-year universities, skill centers, etc).

The workforce shortage in this area could be partially remedied by improve dual-credit student outcomes. Our current workforce shortage shows us that we are doing something wrong. The majority of students from our service district attend community and technical colleges.

The meeting adjourned at 12:48 p.m.

Anna Franz, Chair

ATTEST:

Sara Thompson Tweedy, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Regular Board meeting Tuesday, December 6, 2022, at 1:30 p.m. in person.

Present: Anna Franz
Gary Chandler
Juanita Richards
Bethany Martinez

2. Mission Moments

President Thompson Tweedy and Board Chair reported that the First Regional Government to Government Tribal Relations Summit was held on campus November 14. The event was well attended and is the first step toward building relationships with Native peoples who cared for and resided on this land first.

3. Educational Presentation

Dr. Bryce Humpherys shared about the Student Success Priority. He provided the demographics of our student population and programs by educational intent including Transfer (41%) Direct Transfer Agreement, Associate of Applied Science, and Bachelor of Applied Science; Industry Training (11%), Basic Education for Adults (19%) and Workforce (27%) Certificates of Achievement/Accomplishment. We track data points for student success such as Mission Fulfillment Scorecard and Report which includes data elements. Institutional Research and Planning Dean Valerie Parton gathers data and shares it with leadership and the campus. The data also shows achievements between groups of students, such as gender, ethnicity, socio economic level, etc. There are specific strategies focused on recruitment, retention, and persistence. Accelerated English and math instruction have shortened the time for students to achieve their goals. Starfish, technology training and support, peer mentoring for students, academic advising, and assessment of the student learning process are specific strategies that support retention and persistence.

New employees were introduced. Dr. Aaron Mahoney is our agriculture/chemistry instructor and published peer reviewed publications. Business Office is at full staff, Jackson Wilks Asst Business Office Director, Deanne Newkirk accounts receivable and collections.

4. Consent Agenda

Motion 22-33

Trustee Juanita Richards moved to approve the consent agenda. Trustee Gary Chandler seconded and the motion passed.

5. Remarks

6. Faculty Updates

Faculty Association Officer Dr. Allison Palumbo shared information from faculty members as Faculty Association President Dawnee Ernette was absent to provide her students an in person final.

Dr. Barbara Bush, Communications Studies faculty, shared that a group in her Small Group Discussion class is collecting donations for the Viking Food Pantry in the library from Dec 5-7! This is for their final project where they are supposed to identify a need in the community and aim to help solve it, or at least address it. They identified the Viking Food Pantry as needing donations, and so that is what they are working on.

Jen McCarthy, World Languages faculty, has a flash mob video to share:

<https://youtu.be/aezPtfDIiTE> She says her French class was a great class – wonderful and engaged students with lots of in class participation.

Sarah Bauer, Chemistry faculty, shared that it's great to have Chemistry back in the lab for the first time in two years! Seeing students doing actual measurements and reactions rather than computer simulations has been wonderful.

Instructor Bauer says she has fully flipped the CHEM& 121 courses. In our flipped class, the content is delivered outside the classroom (through assigned reading and lecture videos with embedded check-in questions) and then our time in the classroom is spent on active learning activities that have students engage in the content in small learning groups in a more meaningful way, such as through directed practice, physical modeling, and error-analysis. Thanks to connections made by Chemistry Instructor Lindsay Groce with CWU, this quarter, I welcomed a guest observer who will be teaching the same course for another institution and wants to employ this model and use the designed activities in her classroom.”

Dr. Aaron Mahoney, Ag/CHEM Faculty Instructor shared that students in his Crop Production AGR 265 met with local seed producer Ron Welch to tour his farm and learn more about growing seeds for resale. He discussed farm operations, ag production for the seed industry and answered student questions about farm management. They also spent an afternoon with local alfalfa grower Craig Duvall. Craig took the time to meet with our Agriculture students and answer all their questions. He talked about day-to-day farm operations, the financial side of being a grower, and the steps he goes through to manage his crops. These field trips allow students to learn from industry experts and see a real-world application of what they are learning in the classroom. Recent agriculture program graduate Garrett Devine stopped by to speak with students in crop production class this afternoon. Garrett currently works as a field agronomist at Quincy Foods. He shared his experience in the Big Bend AG program, what it's like working in the industry, and some of his day-to-day job duties. Lastly, the recent purchase of the light bank system allowed crop production students to observe the growth stages of 14 different crops grown near Moses Lake and the Columbia Basin. By increasing the daylength (how long the lights are on) and “stressing” the plants, the crops were able to go from seed to flower in about 8-10 weeks. This provided observable knowledge of the different stages of growth, flowering and reproductive stages, and the overall physical

appearance of the crops in a shorter duration. Students were also able to design and conduct experiments of these crops and collect data for analysis.

Dustin Regal, Art faculty, photos student art including ART101 Design I."Directional Dominance" projects. From ART231 Oil Painting students developed their skills with traditional "indirect" oil painting techniques as well as the more modern "direct" style by painting unique still-lives. Lastly, from ART121 Ceramics I students learned to make cups, plates, and bowls in this class. Instructor Regal stated he approaches ceramics not as a traditional pottery class but rather a sculpture class that just uses clay as the medium.

7. ASB Updates

There was no ASB update as the quarter was over and students had left for winter break.

8. President's Update

President Sara Thompson Tweedy shared information from the board agenda. She welcomed new Trustee Bethany Martinez Director of Multicultural and Multilingual services at Wahluke School District. President Thompson Tweedy commended VP Kim Garza and her department for onboarding new employees.

Dr. Thompson Tweedy reported the Summer 2022 enrollment headcount and FTE numbers were up from summer of 2021. Data from Fall 2022 are not yet finalized and the numbers were down slightly. Big Bend continues to search for ESL instructors to help individuals gain skills for success. Winter 2022 enrollment is up approximately 3% and tuition collection is on track. Big Bend budgeted based on flat enrollment and the additional COVID funding helped; however, those monies will be expended and increased enrollments will support the budget.

The first Regional Government to Government Tribal Relations Summit was held at Big Bend led by SBCTC Tribal Relations Director Lynn Palmanteer-Holder with two tribes represented.

At 2:25 pm. Board Chair Anna Franz announced that the Board would adjourn to executive session for approximately 10 minutes to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The executive session ended at 2:35 pm. No actions were taken during the Executive session.

10. President's Contract

AAG Joseph Ehle followed up on a matter regarding the president's contract. The president's contract will not require an amendment to include professional development because BP3011 provides detail about leave for the president & AP3200 details professional development opportunities for all employees.

The president has a 3-year rolling contract currently in effect through June 2024. The president's contract extension will be on the next board meeting agenda.

AAG Ehle suggested taking action at the next meeting.

11. BP6120 Hazing Prevention

VP Kim Garza shared about BP6120 Hazing Prevention. Revisions are due to Sam's Law which provides a new definition of hazing and steps the college is required to take. The accompanying AP is working through the internal approval process. Changes include all employees becoming mandatory reporters, quarterly training requirements, development of a hazing prevention committee, and a quarterly report to the community on hazing activities. Language for the revision was provided by the SBCTC. AAG Joe Ehle will research the use of consistent wording regarding students or learners.

12. BP1000 Policy Governance

Revisions to BP1000 Policy Governance are a result of revised ends statements. Board Chair Anna Franz asked AAG Joe Ehle about public comments and he will research and coordinate with VP Kim Garza

14. Transforming Lives

Board Chair Anna Franz shared about trustees donating to the fund for the local Transforming Lives recognition event. The trustees have two accounts, one is for scholarships with 4% pay out in two scholarships annually. The other fund is available for more frequent access like the Transforming Lives recognition. Trustee Juanita Richards challenged the trustees to gather sponsorships to minimize the need to use the scholarship fund for the event. Executive Director of the Foundation LeAnne Parton will provide Transforming Lives budget information for the next meeting.

13. Assessment of Board Activity

Trustee Juanita Richards reported she attended the ACT Conference, WEC Private donor event 10/13/2022, Business after hours WEC 11/01/2022, ACT Transforming Lives meeting 11/9/2022, Local Transforming Lives meeting 11/29/2022, First Generation college students celebration 11/8/2022, and the Big Bend Foundation meeting 10/20/2022.

Board Chair Anna Franz reported she attended the WEC reception, ACT Fall Conference, Special meeting and legislative luncheon, meetings with President Sara Thompson Tweedy, and the First Regional Government to Government Tribal Relations Summit.

Trustee Gary Chandler reported he attended the WEC reception, ACT Legislative Advocacy Committee meeting, and the Special meeting legislative luncheon.

Trustee Bethany Martinez reported she attended the Special meeting legislative luncheon.

14. Next Regular Meeting

The next regularly scheduled board meeting is Thursday, January 12, 2023.

15. Miscellaneous

VP Kim Garza stated that some employees are required to complete Title IX training and all are required to complete hazing prevention training. The Trustees are on the employee list. AAG Joe Ehle clarified that the trustees are not Title IX administrators and they do not have substantial connection to students; trustees do not need to complete the Title IX or Hazing Prevention trainings. It is appropriate for the trustees to complete anti-discrimination and anti-bias trainings. VP Kim Garza will resend links for the anti-discrimination and anti-bias trainings for the trustees.

Board Chair Anna Franz discussed trustee professional development opportunities and asked about timing preferences. Trustee Bethany Martinez is flexible and stated adding the trainings to a board meeting may be more convenient and she is not available Tuesday afternoons. Trustee Gary Chandler stated he needs to know dates in advance and asked to avoid Mondays.

Adjourned at 3:00 p.m.

Anna Franz, Chair

ATTEST:

Sara Thompson Tweedy, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 1/12/23

ITEM #4: CONSENT AGENDA (for information)

b. Accreditation

Northwest Commission on Colleges and Universities requires colleges to measure student achievement in the areas of:

- persistence (progress to degree)
- retention
- completion
- post-graduation success

Student achievement measures in each of the categories listed above then must be disaggregated by:

- race
- ethnicity
- age
- gender
- socioeconomic status
- first generation college student

The student achievement measures that BBCC has adopted in each category are listed in the college's scorecard found on pg. 18 of the [Strategic Plan](#). Updates showing the most recent student achievement data and disaggregations for each measure are shown in the current version of the [Mission Fulfillment Report](#).

Institutional data must be used to compare college success with regional and national peer colleges. Currently BBCC is establishing agreements with other Washington Community Colleges to use their data in the regional comparison and is exploring ways to identify regional and national peers outside of Washington in their comparisons.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 1/12/23

ITEM #4: CONSENT AGENDA (for information)

&Á Assessment & Student Success

Changes to the Assessment and Program Improvement Process

Dr. Bryce Humpherys is leading assessment improvement efforts that will be implemented in 2023. Highlights of changes follow:

- Provide faculty with one-on-one support to identify areas of improvement in their programs, develop and implement assessments, and use results to make program improvements,
- Updated and expanded Course Success Dashboards that allow faculty to easily identify achievement gaps for students for the intent of making changes to improve student success for students in each group. Course success can be broken down by race/ethnicity, gender, age group, First Generation, Running Start, and course modality (online, hybrid, face-to-face etc.),
- Directly connect questions and concerns that arise from doing assessment work to professional development for faculty,
- Systematic professional development around assessment and continuous improvement that are connected with Diversity, Equity, and Inclusion (DEI) efforts, and
- Set program/department goals in program audits.

The changes to the assessment and program improvement process are designed to give faculty a framework to track program goals, resulting changes and improve student success for all student groups.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 1/12/2023

ITEM #4: CONSENT AGENDA (for information)

d. Finance & Administration Update

Financial Health and Federal/State stimulus funding:

The community and technical colleges have been very fortunate to receive federal/state funding to use for expenses and replacing lost revenue due to COVID-19. **Updates are in red from last report.**

Round 1: Institutional \$736,918, Financial Aid \$736,919, HSI \$94,344; 100% expended.

Round 2: Institutional \$2,085,725 - 100% expended; Student Financial Aid \$736,919 – 100% expended; HSI \$154,997 – 100% expended.

GEER: \$530,394 – 100% expended.

Round 3: Institutional \$2,484,436 – 99% expended; Student Financial Aid \$2,554,610 – **65.33% expended** (Dept of Education extended the deadline until June 30, 2023 for expending against the award). HSI \$268,040 – 0 expended.

FEMA: \$22,021.05 received as reimbursement for COVID expenses.

SSARP (Supplemental Support under American Rescue Plan): New application submitted early April for additional \$2 million in funding. We were not awarded funding.

Ongoing Capital Projects:

Wallenstein Theater electrical upgrades (Minor Project for 2021-23 biennium): A few minor punch list items remain.

1700 Boiler Replacement: Completed successfully!

Key card access: Main exterior access doors in the following buildings will have electronic access installed--1000, 1100, 1200, 1300, 1400, 1500, 1600, 1700, 1800, 1900, 2000, 3000, 4100, 5000, 6000. Dates are to be determined.

1700 Switchgear and Transformer: Awaiting availability of parts for switchgear. Dates are to be determined.

Prepared by VP Schoonmaker.

RECOMMENDATION: None.

BIG BEND COMMUNITY COLLEGE

Date: 1/12/23

ITEM #4: CONSENT AGENDA (for information)

e. Human Resources & Labor

BACKGROUND:

Recruitment & Selection:

Brittanie Hayes accepted the position of Outreach Coordinator. This is a new full-time, grant-funded, admin/exempt position. Brittanie started her new position on December 16, 2022.

Isabel Delgado accepted the position of Program Assistant in the Basic Education for Adults (BEEdA) Department. This is a full-time, non-permanent, classified staff position. Isabel started her new position on December 16, 2022.

Nadine Szablya accepted the position of Program Assistant in the Basic Education for Adults (BEEdA) Department. This is a full-time, non-permanent, classified staff position. Nadine started her new position on January 1, 2023.

Maria Sanchez accepted the position of Outreach Coordinator. This is a new full-time, grant-funded, admin/exempt position. Maria's first day at BBCC will be January 16, 2023.

Martha Carolina Juarez accepted the position of Bilingual Program Assistant in the Admissions/Registration Office. This position replaces Vanessa Martinez who left BBCC in November 2022. Martha's first day at BBCC will be January 16, 2023.

Juan Loera accepted the position of Director of Campus Safety & Compliance. This is a full-time, admin/exempt position replacing Kyle Foreman who left BBCC in 2021. Juan's first day at BBCC will be February 1, 2023.

The following searches are currently in process:

- Custodial Services Supervisor
- Director of EOC Grant & Outreach
- Maintenance Mechanic 1
- Outreach Coordinator (2)
- Program Assistant Workforce Education Services – Bilingual
- Program Specialist 2 – Workforce Education (2)

Retention:

The Year-to-Date Turnover Rate through December 31, 2022 is 18.445%. The breakdown of separation reasons includes 7-Resignation, 19-Other Job, 4-Retirement, 1-Failed Probation, and 3-Non-Disciplinary Separation. The goal for 2022 is to have a turnover rate less than 12%.

BIG BEND COMMUNITY COLLEGE

Date: 1/12/23

ITEM #4 CONSENT AGENDA (information)

f. Foundation Update

BACKGROUND:

The Foundation had a busy fall, things have quieted down a bit in December. The Foundation helped with the Holiday Mingle on Friday, December 2, 2022. We are gearing up for our estate planning seminar on **January 31, 2023** from 10:00 a.m. - 12:00 p.m. in Masto. We have a great line up of speakers. We are inviting alumni, donors, staff and the general public to attend. This will definitely be worth your time!

- David Webster, Attorney at Law, Lukins & Annis P.S., his specialty is estate planning, wills, trusts, POA, medical directives, etc.
- Rick Honsowetz, CPA, retired, financial planning, income tax topics
- Jeremy Iverson, AAMS, Financial advisor, Edward Jones will be discussing investment topics.

1. Transforming Lives Update:

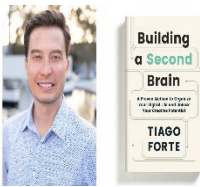
Beginning Trustee Account Balance	\$5,074.44
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2023 Transforming Lives Budget	
Revenue	
Dinner Payments by Guests	
*Sponsors Total	\$300.00
Total Revenues	\$300.00
Expenses	
Dinner Payments by Trustees	
Awardee Gifts (\$100/ea)	\$500.00
Speaker Stipend	
Program Translation	
Posters & Frames	
Program Printing	
Supplies/Certificate Holders	
Credit Card Fees	
Travel/mileage	
Meals	
Total Expenditures	\$500.00
NET	(\$200.00)

Sponsors Detail	
KenisonFranz	\$300.00
*Sponsor Total	\$300.00

See all of our upcoming webinars and register cost-free at <https://alumlc.org/bbcc>. Be sure to explore past events free on-demand viewing.

Upcoming Events



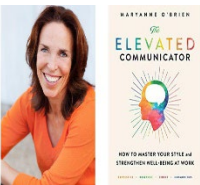
[How to Build a Second Brain and Take Advantage of What Modern Digital Tools Can Offer](#)

Tiago Forte, Bestselling Author and Expert on Productivity
January 11th at 9:00 AM PST



[How to Be Ambitious \(For Yourself and the World\)](#)

Michael Bungay Stanier, Wall Street Journal Bestselling Author and Coach
January 18th at 9:00 AM PST



[How to Elevate Your Communication Style and Be Your Best Even Under Stress](#)

Maryanne O'Brien, Author and Communication Expert
January 24th at 9:00 AM PST



[How to Find More Courage at Work: 3 Mindset Shifts to Take More Risks](#)

Candace Doby, Author and National Speaker
February 2nd at 9:00 AM PST



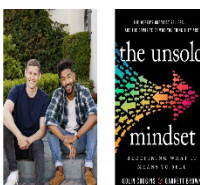
[Take a Creativity Leap and Unleash Curiosity, Improvisation, and Intuition at Work](#)

Natalie Nixon, Ph.D., Creativity Strategist and Award-Winning Author
February 8th at 9:00 AM PST



[Moderna, the Vaccine, and the Business Gamble That Changed the World](#)

Peter Loftus, Author and Prize-Winning Journalist
February 15th at 9:00 AM PST



[Change Your Life by Changing How You Think About Selling \(Even if You Don't Think You're a Salesperson\)](#)

Colin Goggins & Garrett Brown, Authors
March 9th at 9:00 AM PST

BIG BEND COMMUNITY COLLEGE

Date: 1/12/23

ITEM #6: Faculty Updates (information)

BACKGROUND:

Faculty Association President Dawnne Ernette may report faculty activities.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 1/12/23

ITEM #7: ASB Updates (information)

BACKGROUND:

ASB has some great events planned for this upcoming Winter Quarter! We are starting out with bringing back Late Night Bowling – 10 p.m. to midnight the first Thursday of the quarter. We are going to try stacking events to help benefit the attendance of both. For example, on Tuesday, January 10, we will be holding our monthly food event, which will be pizza, as well as having the Blood Mobile parked behind the ATEC building to hopefully catch more students and staff on campus to donate.

ASB wants to be part of the Diversity, Equity and Inclusion on our campus by sponsoring a Family Movie Night on a Friday night, so that more younger family members can attend. We will be showing the new movie Encanto in the Wallenstien. This event will be free of charge to all. ASB also plans to toss out our leftover smaller sized t-shirts to the younger participants. We are excited to help plant the seed of participation on the Big Bend campus with the younger generation.

We had such a good turnout and great energy at our past DJ Bingo event, that we are bringing this back again. Some of our participants were from an ESL class and they really loved playing along and winning prizes, so we plan to hold this again on January 26th in the Masto Conference Center.

We have our first intramural event scheduled for the first Thursday in February – Dodgeball.

ASB is practicing peer mentoring by being involved with Live Chat participation, with each officer assigned to two hours each week. We have also been relocated to the office(s) in the back of the old bookstore, having lost our activity area in the process.

BIG BEND COMMUNITY COLLEGE

Date: 1/12/23

ITEM #8: President's Update (information/action)

BACKGROUND:

Dr. Thompson Tweedy will provide an update.

- a. Enrollment (information)

RECOMMENDATION:

None.

a. Enrollment (E-5, Information)

Winter classes started on January 3, 2023. As of that date, winter enrollment was higher than the start of winter 2022. Total headcount (1,818), up nearly 16% from the start of last winter quarter. Total winter FTEs (1427.6) and state-funded winter FTEs (1042.1) were up nearly 13% and 10.5%, respectively, from last winter.

Fall quarter ended on December 7, 2022. The final fall enrollment report will be provided at the next regularly scheduled Board meeting.

The tuition amount budgeted for 2022-2023 is \$3,800,000. As of November 30, 2022 we have collected \$1,389,934 or 36.6% of the budgeted amount. As of November 30, 2021 we had collected \$1,377,156 or 36.2%.

TUITION COLLECTION REPORT
As of Nov 30, 2022 and Nov 30, 2021

	<u>2022-2023</u>	<u>2021-2022</u>
Annual Budget	\$3,800,000	\$3,800,000
Total Collections as of Nov 30	\$1,389,934	\$1,377,156
As a % of Annual Budget	36.6%	36.2%
Left to Collect to Meet Budget Target	\$2,410,066	\$2,422,844
<i>CARES Lost Revenue Summer</i>		\$ 277,419

Prepared by Registrar Starr Bernhardt, Program Assistant Zhane Serrano, and Executive Director of Business Services Charlene Rios.

BIG BEND COMMUNITY COLLEGE

Date: 1/12/23

ITEM #9: President's Contract (for information/action)

BACKGROUND:

The trustees discussed President Sara Thompson Tweedy's contract during the last board meeting. They will discuss and possibly take action on the contract.

The dates for the proposed contract are 2022-2025. VP Garza used the 2022 date as that is when the trustees started discussing the extension. Changes to the contract include:

- Section II. Appointment - includes the extension to June 30 2025.
- Section V. Salary – includes Sara's current salary that took effect on 7/1/22 and referenced the 2023-24 general wage increase.
- Section XII. General Provisions – included January 12, 2023 as the date the contract was signed.

Prepared by VP Kim Garza.

RECOMMENDATIONS:

President Tweedy requests the board approve the contract.

RECOMMENDED MOTION:

"I move to approve the revised contract for President Sara Thompson Tweedy as presented."

BIG BEND COMMUNITY COLLEGE

Date: 1/12/23

ITEM #10 Board Policy 6120 Hazing Prevention (action)

BACKGROUND:

This is the second reading of BP 6120 Hazing Prevention with suggested revisions submitted by VP Kim Garza. AAG Joseph Ehle has reviewed the revisions. Per the discussion during the December 6 board meeting, “students” was substituted for “learners.”

RECOMMENDATION:

President Tweedy and VP Garza recommend the board approve the revised BP 6120 during the January 12, 2023, meeting.

RECOMMENDED MOTION

“I move to approve the revisions to BP6120 Hazing Prevention as presented.”

1. ~~Hazing is prohibited.~~
2. ~~Hazing means any method of initiation into a student organization or living group or any pastime or amusement engaged in with respect to such an organization or living group that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student or other person attending any institution of higher education or post-secondary institution. Excluding from this definition are “customary athletic events or other similar contests or competitions.”~~

Big Bend Community College (BBCC) is committed to and maintains an atmosphere of social and ethical responsibility. It is the College’s belief that learning and working occurs in environments where ~~learners~~students, employees, and visitors feel safe, secure, and welcome.

Big Bend Community College regards responsible pre-initiation activity or extra- and co-curricular activities as a positive educational approach to preparation for student group or organization membership and affiliation, who maintain different purposes and process. These purposes and process may have traditions and BBCC supports traditions that align with ~~our~~ the vision, mission, and guiding principles. BBCC further recognizes that a student organization or group may belong to a national oversight organization that also holds students accountable to expectations and standards (e.g., the national organization for a local chapter). BBCC is committed to partnering with these outside affiliates to address hazing allegations and will communicate with them as appropriate.

Hazing is prohibited at Big Bend Community College (BBCC). Hazing is any conduct committed as part of a person’s recruitment, initiation, pledging, admission into, or affiliation with a student organization, athletic team, or living group (collectively “student groups”) or any pastime or amusement engaged in with respect to such a student group that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student or other person attending Big Bend Community College, including causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm, regardless of the person’s willingness to participate.

“Hazing” does not include customary athletic events or other similar contests or competitions. This prohibition applies to conduct that may occur both on and off campus. In compliance with RCW 28B.10.900-908 ~~2SHB 1751 (2022)~~, BBCC will implement procedures and programs, including offering students and employees hazing prevention training and programming, implementation of a mandatory reporting procedure, creation of a hazing prevention committee, and publication of a hazing report.

12/1/2004

Hazing Rules
BP6120

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BIG BEND COMMUNITY COLLEGE

Date: 01/12/23

ITEM #11 Board Policy 1000 Policy Governance (information)

BACKGROUND:

This is the second reading of BP 1000 Policy Governance with suggested revisions as discussed by the Trustees submitted. Suggested changes include:

- Revised Ends Statements (approved Oct 13, 2022)
- Updated Mission and Vision Statements and Guiding Principles (approved Oct 28, 2021)
- Include time limit for public remarks at board meetings
- Revise timing of president's evaluation from June to Sept

Discussion on BP1000 during the December 6 board meeting resulted in the following draft revisions recommended by AAG Joe Ehle:

- adding, "at the beginning of every meeting "an opportunity" is provided "for public comment" in accordance with the spirit of RCW 42.30.240.
- adding wording that acknowledges that "upon a request made by any individual who will have difficulty attending a meeting of the [Board] by reason of disability, limited mobility, or for any other reason that makes physical attendance at a meeting difficult, [the Board] shall, when feasible, provide an opportunity for that individual to provide oral comment at the meeting remotely if oral comment from other members of the public will be accepted at the meeting."

This item is presented for action today

RECOMMENDATION:

President Tweedy and VP Garza recommend the board review the revised BP 1000 for additional revisions and approve during the January 12, 2023 meeting.

RECOMMENDED MOTION:

"I move to approve the revisions to BP1000 Policy Governance as presented."

~~1000.1~~ **ENDS**

~~E-1~~ **Mission Statement**

~~Big Bend Community College delivers lifelong learning through commitment to student success, excellence in teaching and learning, and community engagement.~~

~~BBCC~~ **Goals**

~~The College provides learning opportunities that include;~~

- ~~• Critical thinking and problem solving~~
- ~~• Computation~~
- ~~• Communication~~
- ~~• Workplace skills and values~~
- ~~• Awareness and sensitivity to cultural diversity~~
- ~~• Arts enrichment and cultural activities~~

~~BBCC~~ **Characteristics**

~~Big Bend Community College maintains a working and learning environment with the following:~~

- ~~• A discrimination free environment which promotes diversity and staff and student success~~
- ~~• A service oriented environment which provides access and support services to all students, including those who are physically and mentally challenged yet have the ability to benefit~~
- ~~• A climate which encourages safety, individual wellness, and human dignity~~
- ~~• Facilities and equipment to support student learning~~
- ~~• Continual assessment of student outcomes~~

~~E-2~~ **Student Success**

- ~~• Big Bend Community College provides the diverse population of its entire district with access to opportunities, assists students in completion of their goals, and develops skills for lifelong learning.~~

~~E-3~~ **Excellence in Teaching and Learning**

- ~~• Big Bend Community College supports innovation, variety, and creativity; maintains high academic and industry standards; and supports professional development for continued growth.~~

~~E-4~~ **Community Engagement**

- Big Bend Community College supports economic development by nurturing community and industry partnerships and support to the college to enhance access and service to our district population.

E-5 Integrity and Stewardship

- Big Bend Community College acts as a responsible steward of resources by promoting accountability, sustainability, ethics and honesty, and prudent resource management to provide quality and affordable resources to the diverse population of our service district.

E-6 Inclusion and Climate

- Big Bend Community College provides and maintains a climate of inclusiveness for students, employees and partners by maintaining a safe learning environment and promoting cultural inclusiveness, understanding, and respect by embracing diversity, access, opportunity, and equity.

<u>Big Bend Community College Ends</u>			Formatted: Indent: Left: -0.01", Right: 0.03"
<u>E-1: Student Success</u>			Formatted: Indent: Left: 0.05", Right: 0.03"
Big Bend Community College provides the entire district with access to learning opportunities, assists students in completion of their educational and workforce development goals, develops skills for continued learning, and maintains high academic standards.			Formatted: Indent: Left: 0.05"
<u>E-2: Community Engagement</u>	<u>E-3: Stewardship</u>	<u>E-4: Diversity, Equity, Inclusion</u>	Formatted: Indent: Left: 0.12"
Big Bend Community College supports economic development by nurturing community and industry partnerships to enhance access and service to our district.	Big Bend Community College acts as a responsible steward of resources by promoting accountability, sustainability, ethics, and prudent resource management to provide quality and affordable resources to our district.	Big Bend Community College fosters inclusiveness for students, employees, and visitors by maintaining a safe learning environment promoting cultural inclusiveness and respect by embracing diversity, access, opportunity, and equity.	Formatted: Indent: Left: 0.18" Formatted: Indent: Left: 0.21" Formatted: Indent: Left: 0.18"

(Annual reports on these Ends Statements will be presented to the board according to the schedule outlined in the current Academic Master Plan.)

1000.2 EXECUTIVE LIMITATIONS

EL – 1 General Executive Constraint

The President shall not allow in or by the operating organization of BBCC, any practice, activity, or decision, which is either unlawful, or in violation of commonly accepted professional ethics, or is contrary to the provisions set forth in the Governance Process Policies. The duties and responsibilities of the President are outlined in the President's Job Description in the Human Resource Office.

EL – 2 Respect For Students

Students should be treated with respect at all times. The President shall not cause or allow conditions, procedures, or decisions which are unsafe, lacking in respect, unnecessarily intrusive, or which fail to provide appropriate confidentiality and privacy.

The President may not:

1. Use methods of collecting, reviewing, transmitting, or storing client information that fail to protect against improper access to the information elicited.
2. Fail to provide a grievance process, including access to the Board, to those students who believe that they have not been accorded a reasonable interpretation of rights established pursuant to this policy.
3. Operate without written procedures which clarify the rules for students.

EL – 3 Respect For Community Members

BBCC recognizes that our community members are our stakeholders and that all visitors to our facilities should be treated with respect. The President shall not cause or allow conditions, procedures, or decisions which are unsafe, lacking in respect or unnecessarily intrusive.

The President may not operate without written procedures which describe rules for visitors.

EL – 4 Respect For Employees

Paid and volunteer staff should be treated with respect at all times, and in compliance with established policies, process, and contracts. The President may not cause or allow conditions which are unsafe, lacking in respect, unnecessarily intrusive or are knowingly in violation of college policies, process, and contracts.

The President may not:

1. Operate without written personnel procedures which clarify personnel rules for staff, and provide for effective handling of grievances.
2. Discriminate against any staff member for expressing an ethical dissent within the framework of existing policy, process, and contracts.

3. Restrict the exercise of academic freedom.
4. Prevent non-academic employees (*) from the exercise of all rights provided to classified and exempt employees in AP4200 Communications/Grievance Procedure for Classified & Exempt Staff including an appeal to the Board.

(*) Academic employees (faculty) have a separate defined grievance process defined in the Negotiated Agreement (~~Article XXXV~~).

5. Hinder employees from becoming acquainted with their rights under this policy.

EL – 5 Ethical Conduct

The President must establish and maintain high levels of professional and institutional integrity, adhering to the ethical standards of the State of Washington and of Big Bend Community College.

The President may not:

1. Change his or her own compensation and benefits.
2. Allow a conflict of interest or the appearance of a conflict of interest to exist in the approval of any college contract.
3. Promise or imply permanent or guaranteed employment in disregard of college hiring policies, procedures, and practice.

EL – 6 Asset Protection

The President may not allow assets to be unprotected, inadequately maintained nor unnecessarily risked nor allow any action that is contrary to the provisions set forth in the Governance Process Policies.

The President may not:

1. Unnecessarily expose the college, its Board or staff, to claims of liability.
2. Fail to protect intellectual property, information and files from loss or significant damage.
3. Receive, process or disburse funds under controls, which are insufficient to meet the State Auditor's standards.
4. Fail to provide adequate protection against theft and casualty.
5. Fail to establish disaster/emergency management plans.

EL – 7 Financial Planning

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Financial planning shall not deviate materially from Board Ends priorities.

The President shall not fail to demonstrate concurrence between Board Ends priorities and the annual budget.

EL – 8 Financial Condition And Activity

The initial and ongoing receipt and expenditure of funds shall be maintained within the approved budgetary expectations. Extraordinary changes in receipts or expenditures shall not cause or allow the development of fiscal jeopardy.

The President may not:

1. Expend more funds than have been received in the fiscal year
2. Allow an annual budget to be submitted for approval with dedicated contingencies of less than 2.5% of the total General Operating Budget and Operating Tuition Fund.
3. Fail to settle payroll and debts in a timely manner.
4. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
5. Acquire, encumber, or dispose of real property.

EL – 9 Communication And Support To The Board

The President must keep the Board informed regarding monitoring data, relevant trends, media coverage, and Board compliance with its own policies, while acting as counsel to the Board.

The President may not:

1. Neglect to submit monitoring data required by the Board in a timely, accurate and understandable fashion, directly addressing provisions of the Board Policies being monitored.
2. Let the Board be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes, particularly changes in the assumptions upon which any Board Policy has previously been established.
3. Fail to advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Staff Linkage, particularly in the case of Board behavior, which is detrimental to the work relationship between the Board and the President.

4. Fail to provide a mechanism for official Board communications.
5. Fail to report in a timely manner an actual or anticipated noncompliance with any policy of the Board.

EL – 10 Emergency Executive Succession

In order to protect the Board from the sudden loss of chief executive services, the President may not have fewer than two other executives familiar with Board and President issues and processes.

1000.3 GOVERNANCE PROCESS

GP – 1 Governance Commitment

The purpose of governance is that the Board, on behalf of the constituents of community college district # 18, ensures accountability of Big Bend Community College by assuring that it (a) achieves appropriate results for the appropriate recipients at an appropriate cost and (b) avoids unacceptable activities, conditions and decisions.

GP – 2 Governing Style

The board will govern with an emphasis on outward vision rather than an internal preoccupation, encouragement of diversity in viewpoints, strategic leadership more than administrative detail, clear distinction of board and chief executive roles, collective rather than individual decisions, future rather than past or present, and proactivity rather than reactivity.

The board will:

1. Deliberate in many voices, but govern in one.
2. Be responsible for excellence in governing and an initiator of policy.
3. Direct, control and inspire the organization through the careful establishment of broad written policies reflecting the board's values and perspectives. The board's major policy focus will be on the intended long-term impacts outside the operating organization, not on the administrative or programmatic means of attaining those effects.
4. Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policy making principles, respect for roles, and ensuring the continuity of governance capability.
5. Monitor and discuss the board's process and performance periodically. Self-monitoring will include comparison of board activity and discipline to policies in the Governance Process and Board-Staff Linkage categories.

6. Continual board development will include, but not be limited to, orientation of new members in the board's governance process and periodic board discussion of process improvement.
7. Seek input from staff, students, alumni, employers and other community members on Board Policies.

GP – 3 Board Job Descriptions

The job of the board is to represent the constituents of community college district #18 in determining and demanding appropriate organizational performance. To distinguish the board's own unique job from the jobs of its staff, the board will concentrate its efforts on the following job "products" or outputs:

1. The link between the organization and the constituents of community college district #18
2. Written governing policies which, at the broadest levels, address:
 - A. *Ends*: Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good, for which needs, at what cost).
 - B. *Executive Limitations*: Constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
 - C. *Governance Process*: Specification of how the board conceives, carries out and monitors its own task.
 - D. *Board-Staff Linkage*: How power is delegated and its proper use monitored, the President's role, authority and accountability.
3. The assurance of the President's performance (against polices in 2A and 2B).
4. A link between the Board and the College Foundation Board for maintaining communication and providing coordination between the two boards.

GP – 4 Chair's Role

The Chair assures the integrity of the board's process and, secondarily, occasionally represents the board to outside parties. The Chair is the only board member authorized to speak for the board (beyond simply reporting board decisions), other than in rare and specifically authorized instances.

1. The job result of the Chair is that the board behaves consistent with its own rules and those legitimately imposed upon it from outside the organization.

- A. Meeting content will focus on those issues which, according to board policy, clearly belong to the board to decide or examine, not the President.
 - B. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and kept to the point.
2. The authority of the Chair consists of making decisions that fall within the topics covered by board policies on Governance Process and Board-Staff Linkage, except where the board specifically delegates portions of this authority to others.
- A. The Chair is empowered to chair board meetings with all the commonly accepted power of that position (e.g., ruling, recognizing, agenda-setting).
 - B. The Chair has no authority to make decisions about policies created by the board within Ends and Executive Limitations policy areas. Therefore, the Chair has no authority to supervise or direct the President.
 - C. The Chair may represent the board to outside parties in announcing board-stated positions and in stating Chair decisions and interpretations within the area delegated to him or her.
 - D. The Chair may delegate this authority, but remains accountable for its use.
3. In the absence of the Chair, the Vice Chair will assume the responsibilities of the Chair. In the absence of the Chair and Vice Chair, the members of the Board shall select a member to assume the responsibilities of the Chair during the continuance of the absences.

GP – 5 Board Members Code Of Ethics

The board commits itself and its members to ethical, businesslike, and lawful conduct. This includes proper use of authority and appropriate decorum when acting as board members.

- 1. Members must represent unconflicted loyalty to the interests of the community. This accountability supercedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staff. It also supercedes the personal interest of any board member acting as a consumer of the organization's services.
- 2. Members must avoid conflict of interest with respect to their fiduciary responsibility.

- A. There must be no self-dealing or any conduct of private business or personal services between any board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to “inside” information.
 - B. When the board is to decide upon an issue, about which a member has an unavoidable conflict of interest, that member shall absent herself or himself without comment from not only the vote, but also from the deliberation.
 - C. Board members must not use their positions to obtain employment in the organization for themselves, family members or close associates. Should a member desire employment, he or she must first resign.
 - D. Members will annually disclose their involvements with other organizations, with vendors, or any other associations which might produce a conflict.
3. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in board policies.
- A. Members’ interaction with the President or with staff must recognize the lack of authority vested in individuals except when explicitly board-authorized.
 - B. Members’ interaction with public, press or other entities must recognize the same limitation and the inability of any board member to speak for the board.
 - C. Members will give no consequence or voice to individual judgments of President or staff performance.
4. Members will respect the confidentiality appropriate to issues of a sensitive nature.

GP – 6 Cost Of Governance

Because poor governance costs more than learning to govern well, the board will invest in its governance capacity. Accordingly,

- 1. Board skills, methods, and supports will be sufficient to assure governing with excellence.
 - A. Training and retraining will be used liberally to orient new members and candidates for membership, as well as to maintain and increase existing member skills and understandings.

- B. Outside monitoring assistance will be arranged so that the board can exercise confident control over organizational performance. This includes, but is not limited to, fiscal audit.
 - C. Outreach mechanisms will be used as needed to ensure the board's ability to listen to the viewpoints and values of the constituents of community college district #18.
2. Costs will be prudently incurred, though not at the expense of endangering the development and maintenance of superior capability.

GP – 7 Naming Of Facilities

The Board retains its right to name and rename college buildings and facilities as an appropriate honor to individuals and organizations for friendship, service and support of the college.

- 1. The Board will also approve the naming of buildings and facilities according to the wishes of a donor who has met the schedule of financial support for the various capital projects of the college. The schedule of naming opportunities will be set in Administrative Process AP1020.
- 2. The Board may also approve the naming of buildings and facilities in order to honor those who have rendered extraordinary service to the college or who, by their personal or professional achievements have significantly enhanced the reputation of the college. Honorees for extraordinary service may not be current employees, and may include those who have given extraordinary service to the college in a service or volunteer capacity such that their contributions are widely recognized by the community and their peers.

GP – 8 By Laws Of Community College District #18

INTRODUCTION

The Big Bend Community College Board of Trustees, under law, is charged with the responsibility of Community College District No. 18. The authority is vested in the board, not in its individual board members. To assist the board in carrying out its responsibilities, it shall employ a president of Big Bend Community College and delegate to him/her the responsibility for administering the district under policies approved by the board. (RCW 28B.50.100) [see Board Resolution 2003.1 and BP1004]

Policies of the Board of Trustees are found in the records of board action and in the Board Policy Manual of which this document is a part. The bylaws which follow contain all of the rules adopted by the board which are in force and which relate to the organization and powers of the board and its method of conducting business.

OFFICES OF THE BOARD OF TRUSTEES

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The Board of Trustees shall maintain an office at Big Bend Community College, Moses Lake, 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.

Correspondence or other business for the board shall be sent to the Secretary of the Board, who is located in this office at 7662 Chanute Street, Moses Lake, Washington 98837.

MEETINGS OF THE BOARD OF TRUSTEES

The Board of Trustees shall hold at least one meeting each quarter and such other regular or special meetings as may be requested by the Chair of the board or by a majority of the members of the board. Regular meeting dates and times are set by an annual schedule approved by the board and published by the Office of the President. All regular meetings of the board will be held within Community College District boundaries at locations published prior to the meeting.

- A. Information for Board Members. Information and materials pertinent to the agenda of all regular meeting of the board shall be sent to trustees prior to each meeting. Any matters of business or correspondence must be received by the Secretary of the Board by 12:00 noon the Monday of the week preceding the meeting in order to be included on the agenda. The ~~chair~~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 urgent nature.
- B. Executive Sessions. The Board of Trustees may convene in executive session during a regular or special meeting to consider matters affecting national security; the selection of a site or the acquisition of real estate by lease or purchase of real estate, when publicity regarding such consideration would cause a likelihood of increased price; to consider the disposition of real estate by lease or sale, when publicity regarding such consideration would cause a likelihood of decreased price; the appointment, employment or dismissal of a public officer or employee; or to hear complaints or charges brought against such officer or employee; or to hear complaints or charges brought against such officer or employee by another public officer, person, or employee unless such officer or employee requests a public hearing. The Board of Trustees also may exclude from any such public meeting or executive session, during the examination of a witness on any such matter, any or all other witnesses in the matter being investigated by the Board of Trustees.
- C. Records of Board Action. All business transacted in official board meetings shall be recorded in minutes and filed for reference.

- D. Parliamentary Procedure. 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.

Normally, voting shall be viva voce. However, a roll call vote may be requested by any member of the board for purposes of the record.

In questions of parliamentary procedure, the actions of the board shall be conducted according to the rules contained in the current edition of Robert's Rules of Order Newly Revised, unless specified otherwise by state law or regulation of the State Board for Community and Technical Colleges.

- E. The chair shall announce at the beginning of each meeting that interested citizens or groups may make five-minute oral or written presentations to the board regarding any item on or off the agenda ~~at the time of its presentation to the board~~. If a written presentation is to be made, a notice of such written presentation must be submitted to the Secretary of the Board of Trustees at least 24 hours prior to the scheduled meeting. ~~The chair shall have the right to limit the length of time used by a speaker for the discussion of a subject.~~

If oral comment from other members of the public is accepted at a regular meeting, and upon the request of any individual who will have difficulty attending a meeting by reason of disability, limited mobility, or for any other reason that makes physical attendance at the meeting difficult, the Board of Trustees, when feasible, shall provide an opportunity for that individual to provide oral comment at the meeting remotely.

Nothing in this section of the policy requires the Board of Trustees to accept comment which renders the orderly conduct of the meeting unfeasible. In such a scenario, the Board of Trustees may take steps to return the meeting to orderly conduct in accordance with state law.

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Commented [EJD(1)]: Incorporates the mandatory requirements in RCW 42.30.240(2)

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Commented [EJD(2)]: This suggestion ties in the Boards powers pursuant to RCW 42.30.050

OFFICERS OF THE BOARD

At the October regular meeting of the board each year the board shall elect, from its membership, a chair and vice-chair to serve for the ensuing twelve months. In addition the President of Big Bend Community College shall serve as secretary to the Board of Trustees as specified by state law. The secretary may, at his/her discretion, appoint the president's secretary or other appropriate college staff member to act as recording secretary for all regular and special meetings of the Board of Trustees.

The chair, in addition to any duties imposed by rules and regulations of the State Board for Community and Technical Colleges, shall preside at each regular or special meeting of the board, sign all legal and official documents recording actions of the board, and review the agenda prepared for each meeting of the board. The chairman shall, while presiding at official meetings, have full right of discussion and vote.

The vice-chair, in addition to any duties imposed by rules and regulations of the State Board for Community and Technical Colleges, shall act as chair of the board in the absence of the chair.

The secretary of the board shall be the President of Big Bend Community College and in addition to any duties imposed by rules and regulations of the State Board for Community and Technical Colleges, he/she shall keep the official seal of the board, maintain all records of meetings and other official actions of the board.

The secretary shall also be responsible for board correspondence, compiling the agenda of meetings, and distributing the minutes of the meetings and related reports.

The secretary, or his/her designate, must attend all regular and special meetings of the board, and official minutes must be kept of all such meetings.

RESTRICTIONS OF INDIVIDUAL AUTHORITY

Legal authority is vested in the Board of Trustees and may be exercised only by formal action of the board, taken in regular and special meetings. No individual member of the board may act on behalf of the board unless specifically instructed by action of the board. Every member of the board shall be under obligation to support the decision or policy of the majority and shall not publicly oppose such a decision or policy after it has been adopted by the majority.

FISCAL YEAR OF THE BOARD OF TRUSTEES

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.

SEAL AND NAME OF THE COLLEGE DISTRICT

The Board of Trustees shall maintain an official seal for the 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:

BIG BEND COMMUNITY COLLEGE
DISTRICT NO. 18
STATE OF WASHINGTON

CHANGES TO BYLAWS OF THE BOARD OF TRUSTEES

Bylaws of the board may be revised by majority vote of the board provided such changes are proposed at least one meeting prior to the meeting at which the vote is taken. Bylaws may be revised by unanimous vote of the board at the same meeting at which the revision is originally proposed.

DELEGATION OF RESPONSIBILITY

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It shall be the responsibility of the Big Bend Community College Board of Trustees to establish policy and to evaluate the success of the college operation. The Board of Trustees shall employ a President for Big Bend Community College and hold such president responsible for the interpretation of board policy into administrative action and for the administration of the college in general.

Specific policies and their administrative interpretation shall be described in detail in the several sections of the Board Policy Manual. [see Board Resolution 2003-1 and BP1004]

1000.4 BOARD-STAFF LINKAGE

BSL - 1 Chief Executive Role

The President, as chief executive officer, is accountable to the board acting as a body. The board will instruct the President through written policies, delegating to him or her interpretation and implementation of those policies, as per Board Resolution 2003-1 and BP1004.

BSL - 2 Delegation To The President

All board authority delegated to the operating organization is delegated through the President, so that all authority and accountability of the operating delegation – as far as the board is concerned – is considered to be the authority and accountability of the President.

1. The board will direct the President to achieve specified results, for specific recipients, at a specified worth through the establishment of *Ends* policies. The board will limit the latitude the President may exercise in practices, methods, conduct and other “means” to the ends through establishment of *Executive Limitations* policies.
2. As long as the President uses any *reasonable interpretation* of the board’s *Ends* and *Executive Limitations* policies, the President is authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities.
3. The board may change its *Ends* and *Executive Limitations* policies, thereby shifting the boundary between board and President domains. By so doing, the board changes the latitude of choice given to the President. But so long as any particular delegation is in place, the board and its members will respect and support the President’s choices.
4. Only decisions of the board acting as a body are binding upon the President.
 - A. Decisions or instructions of individual board members are not binding on the President except in rare instances when the board

has specifically given prior authorization for such exercise of authority.

- B. In the case of board members requesting information or assistance without board authorization, the President can refuse such requests that require – in his/her judgment – a material amount of staff time or funds or is disruptive.

BSL – 3 President’s Job Description

As the board’s single official link to the operating organization, the President’s performance will be considered to be synonymous with organizational performance as a total.

Consequently, the President’s job contributions can be stated as performance in only two areas:

1. Organizational accomplishment of the provisions of board policies on *Ends*.
2. Organization operation within the boundaries of prudence and ethics established in board policies on *Executive Limitations*.

BSL – 4 Monitoring Presidential Performance

Monitoring executive performance is synonymous with monitoring organizational performance against board policies on *Ends* and *Executive Limitations*.

1. The purpose of monitoring is simply to determine the degree to which board policies are being fulfilled. Information which does not do this will not be considered to be monitoring. Monitoring will be as automatic as possible, using a minimum of board time so that meetings can be used to create the future rather than to review the past.
2. A given policy may be monitored in one or more of three ways:
 - A. Internal report: Disclosure of compliance information to the board from the President, or his/her designee.
 - B. External report: Discovery of compliance information by a disinterested, external auditor, inspector or judge who is selected by and reports directly to the board. Such reports must assess executive performance only against policies of the board, not those of the external party unless the board has previously indicated that party’s opinion to be the standard.
 - C. Direct board inspection: Discovery of compliance information by a board member or the board as a whole. This is a board inspection of documents, activities or circumstances directed by the board which allows a “prudent person” test of policy compliance.

3. Upon the choice of the board any policy can be monitored by any method at any time. For regular monitoring, however, each *Ends* and *Executive Limitations* policy will be classified by the board according to frequency and method.

- A. Annual Internal Reports for policies on:
 - EL-2 Respect for Students
 - EL-3 Respect for Community Members
 - EL-4 Respect for Employees
 - EL-7 Financial Planning
 - EL-9 Communication and Support to the Board
 - EL-10 Emergency Executive Succession
- B. Annual External Reports or direct Board inspection for policies on:
 - EL-1 General Executive Constraint
 - EL-6 Asset Protection
 - EL-8 Financial Condition and Activity
- C. Quarterly Internal Reports on Actual Budget
- D. Annual Internal Reports for all *Ends* policies contained in:
 - Academic Master Plan Reports
 - Mission Fulfillment
 - Excellence in Teaching & Learning
 - Community Engagement
 - Budget Presentations

4. ~~Each June-September~~The the board will conduct a formal evaluation of the President annually. This evaluation will focus on the monitoring data on *Ends* and *Executive Limitations* policies provided during the intervening year. However, the board's evaluation may also include pre-determined criteria based on the board's expectations of the President's performance so long as such criteria have been specified one year in advance of the evaluation.

- A. A tool to be used in the evaluation of the president is a focus group of community leaders from across the college district, to discuss college accomplishment of board End's statements. Prior to the conduct of the focus group the board will discuss and select any specific questions they wish introduced to the focus group dialogue directly related to the president's job description and/or Executive Limitations in addition to those based on the End's statements.
- B. The board will discuss the Academic Master Plan report results, Executive Limitations information and focus group conversations with the president in executive session.
- C. The results of the evaluation will be reported in open meeting with any necessary action to occur at that open meeting.

BIG BEND COMMUNITY COLLEGE

Date: 1/12/23

ITEM #12: Sabbatical Recommendation (for action)

BACKGROUND:

Per Article XVIII of the Negotiated Agreement, the Sabbatical Committee met and reviewed sabbatical requests and recommend approval of a one-quarter sabbatical for Philosophy Instructor Dr. Dennis Knepp.

Prepared by the Sabbatical Committee.

RECOMMENDATION:

President Tweedy and the VP of Learning & Student Success, Bryce Humpherys, recommend approval of the Sabbatical recommendation as presented.

RECOMMENDED MOTION:

"I move to approve a one-quarter sabbatical for Dr. Dennis Knepp per article XVIII of the Negotiated Agreement."

MEMORANDUM

November 30, 2022

TO: Dr. Bryce Humpherys, Vice-President for Learning & Student Success

FROM: Daneen Berry-Guerin, Dean of Workforce Education
Kim Garza, Vice-President of Human Resources & Labor
Dr. John Owens, Music Instructor
Chris Riley, History & Political Science Instructor
Christy Welch, Biology Instructor

RE: 2023-24 Sabbatical Request

Big Bend Community College received one request for professional leave for the upcoming 2023-24 academic year. Dr. Dennis Knepp, Philosophy Instructor, requested professional leave for three (3) quarters.

Dr. Knepp's sabbatical proposal included three (3) separate writing projects.

- Project 1 - The Dialectic of Fixation
- Project 2 - The Peaceful Skepticism of Chief Moses
- Project 3 - St. Louis Hegelians and the Origins of K-12 Education

The Sabbatical Committee met on November 10 and 30, 2022 to review and discuss the request. Dr. Knepp attended the November 10 meeting to provide additional information and answer questions about his proposal.

The Negotiated Agreement states the purpose of a sabbatical is to "benefit the college and its students by providing academic employees with the opportunity to engage in activities leading to professional growth and revitalization." RCW 28B.10.650 provides for professional leaves for faculty for the purpose of providing opportunities for study, research, and creative activities for the enhancement of the institution's instructional and research programs. A maximum of three quarters of sabbatical leave can be taken in any seven-year period.

The Sabbatical Committee used the criteria below to assess the proposal and develop the recommendation.

- The proposal is understandable to the committee, including those outside the applicant's discipline.
- Proposed outcomes are well defined and are proportionate to the length of the requested leave.
- The project is realistic and attainable.

- The proposal clearly states how the sabbatical will enhance and improve the applicant's professional competence or growth, including benefits to students, educational programs, and/or the community.

Committee members appreciated the opportunity to listen to Dr. Knepp speak about his proposal. It was a wonderful opportunity to learn more about each individual project and see the passion Dr. Knepp has for his discipline. Each project on its own would be a substantial undertaking.

Upon review, the committee finds the writing projects outlined in Dr. Knepp's proposal meet the intended purpose of a sabbatical. The committee believes the research, writing, publication, and presentation of original work will lead to professional growth and revitalization for Dr. Knepp.

Committee members share a concern that the number of projects and lack of detailed plans for projects 2 and 3 do not provide the best opportunity for success. The Negotiated Agreement states, "the most important obligation of a sabbatical leave recipient is to make every effort to accomplish the tasks set out in the application." In particular, the committee believes that to successfully complete project 2, a significant amount of time will need to be devoted to building a relationship with the Colville Tribal Leaders before any research or writing can commence. Similarly, greater time will likely be needed to fully research the St. Louis Hegelians.

Another concern is that the proposal did not clearly address the benefits to students, educational programs, and/or the community.

The committee recommends funding a one (1) quarter sabbatical leave to complete project 1 during the 2023-24 academic year with funding of 90% of salary for the period of the leave as outlined in Article XVIII, Section A.6. Funding of the sabbatical leave comes with a requirement to return to college duties for a period of time at least equal to that of the approved sabbatical leave.

In light of the recommendation to modify the original sabbatical request, Dr. Knepp has the ability under the Negotiated Agreement to submit additional information supporting his position for a three (3) quarter sabbatical leave. The deadline to submit additional information to the VP of Learning & Student Success is December 15, 2022.

Committee members encourage Dr. Knepp to update his proposal to focus on a single project, including a detailed time schedule of activities and plans for incorporating the knowledge and experience gained during the professional leave into classroom instruction and activities or a possible community event.


Thank you for allowing us the opportunity to participate in this process. Please let us know if you have any questions or concerns.

cc: Dr. Dennis Knepp



December 20, 2022

MEMORANDUM

TO: Dr. Sara Thompson Tweedy, President 

FROM: Dr. Bryce Humpherys, Vice President of Learning & Student Success

RE: Request for Sabbatical Leave, Dennis Knepp

After reviewing the recommendation of the Sabbatical Leave Committee, I support the Committee's recommendation to approve a one quarter sabbatical in response to the sabbatical request of Dr. Dennis Knepp. The Committee concluded that Dr. Knepp's request for a one-year sabbatical met the intent of a sabbatical. However, after completing a careful review of his request, the Committee expressed concerns about the practicality of completing all elements of the proposed project within one year, as requested by Dr. Knepp. The Committee also expressed concern about a lack of sufficient detail in Dr. Knepp's proposal in addressing all of the criteria for evaluating a sabbatical proposal. In light of these concerns, the Committee recommended approving a one quarter sabbatical, which would allow Dr. Knepp to complete a portion of his proposed project. The Committee also requested that Dr. Knepp submit additional information in support of his request by December 15, a deadline stated in the current Negotiated Agreement with the BBCC Faculty Association. Dr. Knepp did not submit any additional information by the deadline. After reviewing all the available materials associated with the request, I concur with the conclusions of the Committee and recommend approval of a one quarter sabbatical for Dr. Knepp.

Dennis Knepp Sabbatical Application, October 2022, Big Bend Community College

Thank you for accepting my application for a sabbatical during the 2023-2024 academic year. Ideally, I would like the maximum amount of time available, but I will accept whatever is possible.

1. Narrative description of the project:

I want to write. I have published lots of pop culture essays that have helped me become a better writer, but now I'm ready for the next stage of publication. Below are three ideas listed in order of difficulty. I would not be able to complete all three of them even with a year of sabbatical, but I believe that I can finish at least the first one with even just a quarter of sabbatical. Basically, the more time available means the more time to write and the more that I could accomplish on the bigger projects.

A. The Dialectic of Fixation. The title of my 2001 PhD dissertation was "C.S. Peirce's Revision of Kant's Transcendental Analytic" which qualifies me as a specialist in the field. Peirce's most famous essay was the 1877 "The Fixation of Belief" in which the scientifically trained philosopher rejects the methods of tenacity, authority, and *a priori* reasoning in favor of the method of science. But why are those the three methods set up to be rejected? Scholars assume that these are "straw man" methods set up only to be defeated. But I disagree. I believe that the methods unfold according to a dialectical process. The method of tenacity is the first method because it is the simplest possible method but it contains its own negation (the other) which is resolved in the method of authority (tenacity for all) which also contains its own negations (other authorities, other topics) which are resolved by the *a priori* method of the philosophers (universal reason) which contains its own negation (just a matter of personal preference) which is resolved in the method of science as the only method to contain its own self-correcting mechanism (empirical testing against an objective real world) and so is the final method.

B. The Peaceful Skepticism of Chief Moses. I presented a version of this thesis as "No Hellfire Below Because Well Water is Cold: The Peaceful Skepticism of Chief Moses" at a 2014 NorthWest Philosophy Conference and in 2016 at a Wednesday Salon Series at the Moses Lake Museum and Art Center. Chief Moses rejected the supernatural beliefs of both the Wanapum dreamer-prophet Smohalla and the white Christian evangelists and instead focused on the this-world pleasures of whiskey, horse-racing, poker, clothing, sex, and jokes which he then used as an effective means of cross-cultural communication during peace-keeping negotiations. By contrast, his friend and contemporary Chief Joseph embraced Smohalla's vision and asceticism which put his Nez Perce band in armed conflict with the US Army led by O.O. Howard who was known as the "Christian General" because of his deep evangelical piety. Chief Moses was able to negotiate with the same General Howard using analogies of horse racing and bluffing at poker which successfully kept his Sinkiuse people out of armed conflict. It's an amazing and unique American story that is rooted in epistemology. If this essay goes well, then it has the potential to be more than just an obscure scholarly publication. To do this properly, I need to work with the Confederated Tribes of the Colville Reservation. Everything in this paragraph comes from reading books such as Dr. Robert Ruby's 1995 biography *Half-Sun on the Columbia: A Biography of Chief Moses* and that seems insufficient. Ideally, I would like a collaborator, a co-author, so that

this is not just written in my voice. Although much can be done electronically, this would require some traveling to the Colville Reservation.

C. St. Louis Hegelians and the Origins of K-12 Education. This affects every American and it may find a wider audience than just a scholarly journal. At the 2014 Charles S. Peirce International Centennial Congress I presented a “short contribution” entitled “On Being and Education: Harris and Peirce on Obedience versus Cooperative Investigation.” William Torrey Harris was a St. Louis Hegelian who established *The Journal of Speculative Philosophy* in 1867 as the first journal on philosophy in the English-speaking world. “Speculative” here means Hegelian and Harris believed 100% in Hegel’s philosophy (which makes him Right-Wing) and its importance in shaping American history post-Civil War. Harris served as U.S. Commissioner of Education from 1889 to 1906 and brought the St. Louis Hegelian philosophy of education to the nation. The word “kindergarten” is a legacy of this forgotten past in obscure German philosophy. Children in kindergarten learn to subsume the rules of the institution as their own to find their true freedom. This paradoxical opposites-become-opposites thinking (obedience becomes freedom!) is characteristic of Hegelian philosophy. Charles Sanders Peirce disagreed with this logic and Harris to his credit published their extended disagreements early in the *JSP* in 1868-1869. My 2014 presentation focused on this obscure argument about the metaphysic of Being and Becoming in this obscure journal from a defunct and forgotten group of idealistic philosophers that holds within it a key to understanding how graduate education differs fundamentally from K-12 schooling. Peirce believed that intersubjectivity is the key to getting closer to objectivity and he brought this to his philosophy of education when he was hired to create a flagship graduate program at the then new Johns Hopkins University. The result was his only finished book of philosophy: the 1883 publication *Studies in Logic by Members of the Johns Hopkins University* which contained essays by Peirce and four of his graduate students (including Christine Ladd who had earned a fellowship with the signature “C. Ladd” which did not reveal that she was a woman). Peirce taught that ideally graduate education should be a collaboration between professors and students. The arguments about metaphysics between Peirce and Harris in the 1860s reveal how each would later create the two educational systems that influence our world today.

2. Accounting of the use of budgeted travel funds, if any are requested during the proposed leave. Budget travel funds are subject to approval regular budget review process used by the supervising dean, the Department, and the Division.

- Presentations at professional conferences such as the annual meeting of The Charles S. Peirce Society which is held in conjunction with The American Philosophical Association, the Society for the Advancement of American Philosophy, NorthWest Philosophy Conference, etc.
- Travel to the Colville Reservation to meet with co-author and possibly interview people about Chief Moses.
- Travel to St. Louis to further research the St. Louis Hegelians.

3. Specific, measurable outcomes of the project:

- Presentations at professional conferences such as the annual meeting of The Charles S. Peirce Society, The American Philosophical Association, the Society for the Advancement of American Philosophy, NorthWest Philosophy Conference, etc.
- Publications in academic journals such as *The Transactions of the Charles S. Peirce Society* and *Ayaangwaamizin: The International Journal of Indigenous Philosophy*.

4. A detailed time schedule of activities:

- Fall 2023:
 - Renew memberships to The American Philosophical Association, The Charles S. Peirce Society and any other relevant journals and academic organizations.
 - Write “The Dialectic of Fixation”
 - Make contact with a co-author from the Colville Reservation.
- Winter 2024:
 - Present “The Dialectic of Fixation” at a conference such as the annual meeting of the Charles S. Peirce Society which is held in conjunction with the American Philosophical Association.
 - Publish “The Dialectic of Fixation” in a journal such as *The Transactions of the Charles S. Peirce Society*.
 - Write “The Peaceful Skepticism of Chief Moses” with co-author from the Colville Reservation.
- Spring 2024:
 - Publish “The Peaceful Skepticism of Chief Moses” in a journal such as *Ayaangwaamizin: The International Journal of Indigenous Philosophy*.
 - Write “St. Louis Hegelians and the Origins of K-12 Education.”

5. A current resume, CV, or descriptive summary of professional development activities and service to the college and/or community.

A current CV is attached with the email with this application.

6. Two letters of support from colleagues and/or a supervisor.

Attached with the email with this application are two letters of support from the following:

- Lindsay Groce, BBCC Chemistry Instructor
- Allison Palumbo, BBCC English Instructor

BIG BEND COMMUNITY COLLEGE

Date: 1/12/23

ITEM #13: Exceptional Faculty Awards (action)

BACKGROUND:

The Exceptional Faculty Award (EFA) Committee provided the following information:

Lindsay Groce: Application approved.

Dr. David Holliway: Application approved.

Hannah Leaf: Application approved.

RECOMMENDATION:

Approve the Exceptional Faculty Awards.

RECOMMENDED MOTION:

"I move to recommend approval of Exceptional Faculty Awards for Lindsay Groce for \$2,000, Dr. David Holloway for \$1,089.53, and Hannah Leaf for \$2,000."

APPLICATION FORM

BBCC EXCEPTIONAL FACULTY AWARD

Note: Click on or <tab> each form Field and type your information. Each field will expand as you need more space. You may print this copy and submit to each Exceptional faculty committee member or e-mail as an attachment. Thank you.

NAME: Lindsay Groce

DATE: 10/31/22

DIVISION: Math/Science

1. List all your principal professional duties including courses normally taught.

Teaching - General Chemistry series (CHEM 161-163), Chemical Concepts (105); Service - probationary tenure committees (this year, 1 - Jim Lin's), hiring committees, Accessible Technology Committee; Advising pre-allied health students that are not necessarily nursing (rad tech, dental hygiene, sonography, etc.)

2. Amount requested: \$2,000

**3. Specific purpose the award would be used for:
(Attach a separate sheet with details, if necessary.)**

I am proposing the creation of an Introduction to the History of Science survey course that will be built around great scientific discoveries and the history of science. My plan is to travel to London, England and Paris, France during my Spring 2023 sabbatical to go to the libraries where many of the primary sources of early scientific studies are housed, attend lectures by the Royal Society (an organization that has been around as long as the science has), tour labs of famous scientists, and visit important historical sites that shaped the development of the various, overlapping scientific disciplines. I intend to collect photos, video, scanned images, and interviews while I am there. I also intend to record video of myself giving mini lectures in the spaces of interest to help supplement my course material. My goal is to create a body of resources collected during these travels that will serve as the course materials for the newly developed course.

4. If the award is to be used for reimbursement for an activity, which will require personal expenditures, provide an itemized list of expected expenses.

Travel:

London, England (per diem rates current based on 8/2022 rates):

Flight: \$800

Lodging: \$307 per night (max lodging) x 42 nights (potentially) = \$12,894

(will look into renting/subletting an apartment for a monthly rate to save on cost here)

Food: \$132 per day (M&IE) x 42 days = \$5,544 (anticipate being able to save some here)

Paris, France (per diem rates current based on 8/2022 rates):

Train, estimated (from and back to London): \$200

Lodging: \$363 per night x 28 nights (potentially) = \$10,164

(will look into renting/subletting an apartment for a monthly rate to save on cost here)

Food: \$157 per day x 28 days = \$4,396 (anticipate being able to save some here)

Ground Transportation (taxis, train, bus, etc.), estimated: \$500

Tickets for museums, exhibits, lectures, etc., estimated: \$200

Total: \$34,698

5. If there are any other sources of reimbursement for this activity provide an itemized list of expected reimbursements.

Departmental travel funds, (not guaranteed, will request \$1000)

Foundation – faculty professional development funds (up to \$1,500)

Curriculum development stipend (\$1,500)

6. When was your last sabbatical? Will be Spring 2023

7. What travel monies have you received during the last year?

I was able to attend the WCCTA (Washington College Chemistry Teacher's Association) conference in Leavenworth, WA in October 2022 using departmental funds. ~\$500 for conference registration, lodging, meals, and mileage.

8. How will this stipend improve your teaching and/or professional expertise?

I am so excited about this project. The history and philosophy of science has always been a passion of mine. We are in need of a Non-Lab Science elective that does not have a pre-requisite and this sabbatical project affords me the opportunity to travel and research the important places and primary sources in the history and development of science. This research will impact every class I teach - I always do a lot of storytelling to help ground tricky scientific concepts in the stories behind their discoveries and this will give me greater, richer perspective. I did a great books honors program as an undergrad and I have always loved the intersection between literature, culture, and science. The travel and the opportunities I will have abroad to enhance and expand my current knowledge are priceless. This stipend would be much appreciated support in putting a dent in the anticipated out-of-pocket expenses for the trip.

9. Describe your previous involvement in working with other faculty on this campus to improve the quality of the institution.

I have always been actively involved in Department and Division activities including meetings, committees, outreach efforts (such as judging local science fairs and putting on science magic shows at elementary schools), assessment, and curriculum updates and development. I have acted in a leadership role both in my department (after John Peterson retired) and in my Division (just ended a 4 year tenure as Division Chair for Math/Science). I have tried to do good and be good in efforts to create community around campus, bring faculty together, and promote positive communication with the administration.

APPLICATION FORM

BBCC EXCEPTIONAL FACULTY AWARD

Note: Click on or <tab> each form Field and type your information. Each field will expand as you need more space. You may print this copy and submit to each Exceptional faculty committee member or e-mail as an attachment. Thank you.

NAME: David Holliway

DATE: 10/31/2022

DIVISION: Psychology, Anthropology, Sociology

1. List all your principal professional duties including courses normally taught.

I regularly teach Psych 100 (Introduction), Psych 200 (Lifespan), Anthropology 100 (Introduction) and Soc 201 (Social Problems), and in the past I taught Soc 101 (Introduction). I regularly advise students who are primarily moving through the AA Transfer advising maps. As well, I am currently on the Assessment committee and am the lead on a tenure committee for our new faculty in Criminal Justice and Psychology.

2. Amount requested: \$1089.53

**3. Specific purpose the award would be used for:
(Attach a separate sheet with details, if necessary.)**

I will attend the annual American Anthropology Association meeting in Seattle, Washington Wednesday, November 9 and Friday, November 11.
between

4. If the award is to be used for reimbursement for an activity, which will require personal expenditures, provide an itemized list of expected expenses.

1) Registration for conference \$466.00; 2) Mediterranean Hotel, \$423.53 for 2 nights; 3) \$150.00 for meals, and, 4) \$50.00 for gas.

5. If there are any other sources of reimbursement for this activity provide an itemized list of expected reimbursements.

No.

6. When was your last sabbatical? Never been on sabbatical.

7. What travel monies have you received during the last year?

\$0.00

8. How will this stipend improve your teaching and/or professional expertise?

I teach Anthropology (Anth 100) 2 or 3 times per year. For the Anth 100 textbook (Perspectives: An open introduction to Cultural Anthropology) I use an OER written by the "Society for Anthropology in Community Colleges" a special interest group in the American Anthropological Association. They are

hosting several presentations and social events at the conference and this would give me the opportunity to meet with like-minded anthropology educators and learn what they are doing in their Anthropology classes in other community colleges. There are numerous papers, presentations and seminars I would like to attend that would keep me updated and informed on current thinking in a variety of fields within anthropology. Attending the conference will allow me to keep relevant and contemporary with current ideas and issues in Anthropology making my teaching consistent and up-to-date with the profession. I have already spoken to my students about the AAA and as a class activity we went through some of the on-line program and discussed the larger theme (Unsettling Landscapes) of the meeting. After the conference I anticipate I would have immediate material and future adaptations for my students' learning through and about Anthropology. I have included the title of several (not an exclusive list) sessions I would like to attend:

- Shifting Assessment Landscapes: Evaluating Digital Learning's Potential in Anthropology Courses
- Making Cultural Anthropology Accessible and Diverse: The Development of Open Access Resources
- Perspectives on Mental Illness and Wellness
- Teaching Anthropology in an Unsettling World
- Is Female Genital Mutilation Legislation Cultural Imperialism? Interrogating Kenya's Anti-FGM Act (Trying to Find the) Innovative Edge in the Unsettled Landscape of the Anthropology of Higher Ed.
- Unsettling Educative Terrain with Tik Tok and Other Social Media Tools
- Engaging K-12 and Community College Students in the Future of Anthropology
- Documenting the Voices of the Unsheltered Vietnamese Homeless Population in Orange County
- Researcher and Participant Perspectives within Video Cued Ethnography
- MPAAC: Teaching World Anthropologies
- (Where) Does the Experiment Belong in Anthropology?
- Ecocentric Reciprocities: Valuing More-Than-Human Landscapes
- Unsettling the Carbon Economy: Innovation, Adoption, and Resistance to New Technology

9. Describe your previous involvement in working with other faculty on this campus to improve the quality of the institution.

I have worked with many faculty across our campus including numerous hiring committees, CEID, FACTC, the committee for Art in front of the 3700 building, 2 years as Faculty Association Vice president, and a brief stint as Department chair for Social Sciences. Another great example, I have team-taught with Steve Close (Sociology 201, Social Problems and Humanities/English) and Dawnne Ernette (Sociology 101 and Developmental English). In both situations we worked collaboratively in thinking through the assignments and content making connections across our disciplines with a concentration on integrating Sociological content into Humanities and Developmental English courses.

APPLICATION FORM

BBCC EXCEPTIONAL FACULTY AWARD

Note: Click on or <tab> each form Field and type your information. Each field will expand as you need more space. You may print this copy and submit to each Exceptional faculty committee member or e-mail as an attachment. Thank you.

NAME: Hannah Leaf

DATE: 10/28/2022

DIVISION: Allied Health - Nursing

1. List all your principal professional duties including courses normally taught.

Within the nursing program, there are many areas of content i've taught in the past or are currently teaching this year. First and foremost, I have been teaching Pharmacology (NUR 114) since 2018 and have loved the process of trial and refinement here. I have implemented varying assignments using unique technology and placed an emphasis on scholarly writing (a large passion of mine). Within my usual teaching load, I commonly teach cardiac, fluid & electrolytes, pediatrics, renal, heme/immune, oncology/cancer, and gastrointestial. Having lost a faculty member in Winter of 2021, I was responsible for three incredibly specific new content areas -- there were lots of PowerPoints made in the last 12 months!

Currently, I also sit on the Assessment Committee and just agreed to join the Advising Workgroup. Moreover, this past Summer I created a new Pilot Community Health Clinical Group in which our Level II Nursing Students are getting to see various areas nurses work outside the walls of a hospital. I've collaborated with new clinical sites, approached new communities, and am very excited to watch how our student's perspectives change following these experiences. Aside for teaching in the classroom and in the community, I am responsible for both simulation and skills labs, orienting our new faculty member (Emily), and continue to chip-away at my Doctor of Nursing Practice degree and project.

2. Amount requested: \$2,000

3. Specific purpose the award would be used for:
(Attach a separate sheet with details, if necessary.)

Every 8 weeks I embark on a new DNP course through Post University. Each course is \$2,300 dollars which I have paid for out of pocket. This money would go directly toward paying for another course within my DNP program or the additional Capstone fee required before taking the last course. Seeing as my husband is also in graduate school and only working 1 day a week, this money would be incredibly beneficial.

4. If the award is to be used for reimbursement for an activity, which will require personal expenditures, provide an itemized list of expected expenses.

No physical expenditures.

5. If there are any other sources of reimbursement for this activity provide an itemized list of expected reimbursements.

Total expenditures for terminal degree from December (22) - June (23).
N781: December - February - \$2,300

N705: February - April \$2,300
N761 - April - June - \$2,310
Capstone Fee - \$1,200 (due April 2023)
IBM Statistics Package - \$80

6. When was your last sabbatical? N/A.

7. What travel monies have you received during the last year?

I have received travel reimbursement for clinicals during the last year.

8. How will this stipend improve your teaching and/or professional expertise?

This stipend directly impacts not only my teaching abilities, but professional expertise. Obtaining this terminal degree has been a marathon, not a sprint. However, each course has broadened my knowledge base from which I tackle new content, student interactions, and curriculum building. It's given me a larger understanding of higher education structures, assessment, funding, research, and ways to optimize student success. I really do owe much of my teaching abilities to the progression of this doctoral degree. I hope it's also inspired students to pursue higher education!

9. Describe your previous involvement in working with other faculty on this campus to improve the quality of the institution.

I was hired full-time to BBCC in March of 2020; thus, you can imagine I didn't start working with others outside of my core nursing faculty until 2021. I have loved collaborating with faculty through the tenure process as they offer unique insights from varying aspects within the college. Furthermore, I currently sit on the Assessment Committee and Advising Workgroup. Recently, Nursing's Division Chair and Dean asked me to consider acting as the Assistant Division Chair. That paperwork is currently being drafted and will be sent to administration in the near future.

BIG BEND COMMUNITY COLLEGE

Date: 1/12/23

ITEM #14 Probationary/Tenure Reviews (information)

BACKGROUND:

This is a preview of action to be taken during the March 15 board meeting. There are 14 e-files to be reviewed and Trustees will have access on March 1. Each year more information is added to the probationers' e-folders. The 3rd year probationers will take more time to review. Please begin your reviews of the information early, it may take several hours to review the material.

The Board will consider probationary faculty contract renewals for the following faculty during the Wednesday, March 15 board meeting.

Faculty Member	Position	Current Status
Rosemary Parsons	BEdA Instructor	1 st probationary year
Dustin Regul	Art Instructor	1 st probationary year
Kaja Englund	Criminal Justice/Psychology	1 st probationary year
Aaron Mahoney	Agriculture/Chemistry	1 st probationary year
Emily Eidson	Nursing	1 st probationary year
Chris Dinges	Aviation Mech Tech Instructor	2 nd probationary year
Eric Fleming	Math Instructor	2 nd probationary year
Octaviano Gutierrez	English Instructor	2 nd probationary year
Ching (Jim) Lin	Science Instructor	2 nd probationary year

The Board will consider awarding tenure to the following faculty.

Barbara Bush	Communications	3 rd probationary year
Hannah Leaf (Capelo)	Nursing Instructor	3 rd probationary year
John Owens	Music Instructor	3 rd probationary year
Suzanne Reilly	Sociology Instructor	3 rd probationary year
Reza Sharifi	Industrial Systems Technology	3 rd probationary year

Prepared by Vice President of Learning & Student Success Bryce Humpherys and President Thompson Tweedy.

RECOMMENDATION:

Please begin reviewing probationers' electronic files as of March 1.

INSTRUCTIONS TO ACCESS PROBATIONARY FOLDERS ON THE BBCC PORTAL

All information regarding probationary faculty are maintained in secure folders on the BBCC Portal.

Access to the probationary files is available by clicking the link below or by following the instructions noted below.

[Link to access probationary faculty folders](#)

Instructions for accessing probationary folders:

1. *Make sure you are using Internet Explorer as your web browser.*
2. *Go to www.bigbend.edu. Click on the "Portal" link in the upper right hand corner of the main webpage.*
3. *Use your BBCC email address and password to log into the BBCC Portal. If you don't have a BBCC email address or access to the BBCC Portal, please contact Melinda Dourte at 509-793-2001.*
4. *Click on the "Faculty and Staff Workspace" tab at the top of the page.*
5. *Click on the "Human Resources" link under the "Departments" heading located on the right side of the page.*
6. *Click on the "HR Committees" link located on the upper left side of the page under the "Documents" heading.*
7. *You should be able to see folders for each of the probationary faculty. If you do not see any folders, please contact Melinda Dourte to request access. Click on the individual folders to view the documents for each probationary faculty.*
8. *Each folder is arranged in the same format. You will find folders for each year of the probationary process and then within each year you will find the following:*
 - a. *Class Observations*
 - b. *Student Evaluations*
 - c. *Probationary Surveys*
 - d. *Probationary Committee Documents and Recommendation*
9. *Please do not print any of the candidate files or save them to your computer or a portable drive. The documents are confidential employee records and should be viewed electronically. If you prefer to view the records in hard-copy format, please contact Melinda Dourte and she will make arrangements for you to view hard copies of the materials on the BBCC Campus.*
10. *Because of the confidential nature of these documents, Trustees will have access to the records beginning at a date shared during the January 27 meeting and ending on **the date of the next regular board meeting (March 23).***

Please email Melinda as you progress through the e-files for tracking purposes.

BIG BEND COMMUNITY COLLEGE

Date: 1/12/23

ITEM #15: Legislative Contact (information/action)

BACKGROUND:

Some of the Trustees will attend the ACT Conference January 23-24, which includes legislative visits. The Trustees may discuss legislative talking points to prepare for their appointments in Olympia on January 24.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 1/12/23

ITEM #16: Board Member Training (information/action)

BACKGROUND:

Board Chair Anna Franz will provide training to the board.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 1/12/23

ITEM #17: Assessment of Board Activity (for information)

BACKGROUND:

This agenda item provides an opportunity for the individual trustees to report on community contacts they have made and/or meetings they have attended since the previous board meeting. This reporting process has been implemented as an assessment tool to give the board a way to measure definitively what is accomplished throughout the year for its next self-evaluation review.

It is requested that the trustees submit their self-evaluation trustee activity report via email to Melinda.

RECOMMENDATION:

None.

Trustee Activity Report

<h1 style="font-size: 48px; margin: 0;">Activity</h1> <p style="font-size: 12px; margin-top: 10px;">(Briefly describe and check which End(s) your activity supported)</p>	E-1 Student Success	E-2 Community Engagement	E-3 Stewardship	E-4 Diversity, Equity, & Inclusion		
1.						
2.						
3.						
4.						
5.						

BIG BEND COMMUNITY COLLEGE

Date: 1/12/23

ITEM #18: Next Regular Meeting (information/action)

BACKGROUND:

The next regularly scheduled board meeting is scheduled on **Wednesday**, March 15, 2023.

Future Meetings:

- Thursday, May 4, 2023, at 1:30 p.m.
- Thursday, June 8, 2023, at 1:30 p.m.
- Thursday, August 31 (Retreat)
- Thursday, October 12, 2023, at 1:30 p.m.
- Thursday, December 7, 2023, at 1:30 p.m.

Prepared by the President's Office.

RECOMMENDATION:

President Tweedy requests that the Board confirm the date of the upcoming meeting.

BIG BEND COMMUNITY COLLEGE

Date: 1/12/23

ITEM #19: Miscellaneous (information/action)

BACKGROUND:

President Tweedy and the trustees may discuss miscellaneous topics.

This is also an opportunity for trustees to discuss agenda items for future meetings.

Prepared by the President's Office.

RECOMMENDATION:

None.