



Board of Trustees

**January 23, 2025
1:30 p.m.**

ATEC Building
Hardin Community Room

Big Bend Community College
7662 Chanute Street NE
Moses Lake, WA 98837



**BIG BEND COMMUNITY COLLEGE DISTRICT NO. 18
BOARD OF TRUSTEES**

Regular Meeting Agenda

7662 Chanute Street NE, Moses Lake, Washington
Thursday, January 23, 2025 - 1:30 p.m.

1. Call to Order Chair Amy Parris
 - a. Roll Call
 - b. Public Comment

 2. Mission Moments

 3. Consent Agenda Action E-1/2/3/4 Chair Amy Parris
 - a. Meeting Minutes December 12, 2024
 - b. Accreditation
 - c. Assessment and Student Success
 - d. Finance and Administration
 - e. Human Resources and Labor
 - f. Foundation

 4. Reports and Updates Dr. Tyler Wallace
 - a. Faculty Update E-1 Devry Lausch
 - b. ASB Update Dr. Sara Thompson Tweedy
 - c. President's Report
 - i. Enrollment Update E-1
 - ii. Tuition Collection Report E-3
 - iii. Legislative Overview / Priorities E-3

 5. Business Chair Amy Parris, Trustees
 - a. Board Policy 6111 Revision Action E-1/2/3/4 Chair Amy Parris, Trustees
 - b. Board Policies for DEI Review Review E-1/2/3/4 Chair Amy Parris, Trustees
 - c. Probationary Tenure Review E-1 Dr. Sara Thompson Tweedy
 - d. December Board Meeting in Othello Review E-1/2/3/4 Chair Amy Parris, Trustees
 - e. Assessment of Board Activity E-2 Trustees

 6. Miscellaneous E-1/2/3/4

 7. **Executive Session** Trustees, Dr. Sara Thompson Tweedy

 8. Next Regularly Scheduled Meeting E-1/2/3/4 Trustees
 - a. March 20, 2025

 9. Adjournment Chair Amy Parris
-

If you are a person with a disability and require 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.



PUBLIC COMMENT

Information

Description

Per Board Policy 1000, 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. 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.

Recommendation

None

Prepared by the President's Office



MISSION MOMENTS

Information

Description

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

Prepared by the President's Office



CONSENT AGENDA: BOARD MEETING MINUTES

Information / Action

Description

The minutes from the December 12, 2024, Board of Trustees meeting are submitted for approval.

Recommendation

President Tweedy recommends the Board of Trustees approve the minutes.

Recommended Motion

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

Prepared by the President's Office

**BOARD OF TRUSTEES
BIG BEND COMMUNITY COLLEGE
MOSES LAKE, WASHINGTON
December 12, 2024 – Boardroom, Othello School District**

A regular meeting of the Board of Trustees of Big Bend Community College was held on Thursday, December 12, 2024, at 1:30 p.m. at the Othello School District (OSD) Boardroom, 1025 South 1st Avenue, Othello, Washington. Amy Parris, Chair, presided.

1. Call to Order/Roll Call

Chair Amy Parris called the meeting to order at 1:32 p.m.

Roll Call. Amy Parris, Chair; Bethany Martinez, Vice Chair; Rosendo Alvarado, Gary Chandler, Anna Franz, members of the Big Bend Community College community, and guests were present.

2. Public Comment

There was no public comment.

3. Consent Agenda

- a. Meeting Minutes October 10, 2024
- b. Accreditation
- c. Assessment and Student Success
- d. Finance and Administration
- e. Human Resources and Labor Management
- f. Foundation

Motion 24-34 Trustee Anna Franz moved to approve the consent agenda. Trustee Gary Chandler seconded, and the motion passed.

4. Faculty Updates

Dr. Tyler Wallace, Faculty Association President, reported on faculty activities and achievements. Associate Faculty Diana Villafana provided that the BBCC mentoring program has developed a "Mentoring Module" integrated into her classes. This module allows mentors to share information and respond to student questions directly. Mentors have expressed enthusiasm and a deep commitment to supporting students, inspired by the positive impact their own mentors had on their educational journeys. Additionally, BEdA Faculty Melissa Heaps reported that BEdA high school students successfully hosted an annual Art Show on Thursday, December 5, 2024, in the WEC building. The event was a success, and students proudly showcased their talents and skills.

This month's probationary faculty updates feature presentations from Emily Eidson (Nursing), Aaron Mahoney (Agriculture and Chemistry), and Dustin Regul (Art).

Nursing. Emily Eidson reported that the nursing program is transitioning to a concept-based curriculum that emphasizes core principles, such as oxygenation and mobility, enabling students to apply knowledge to a variety of situations rather than memorizing extensive information. This approach better prepares students for real-world scenarios and enhances their critical thinking and judgment skills. To support this

shift, faculty are developing a library of reference videos on key concepts, which will be available starting Winter Quarter.

In preparation for the Spring 2025 accreditation visit, the program is documenting improvements and changes to provide clear evidence of progress. These efforts benefit students, as demonstrated by a significant increase in the first-time pass rate for medication administration in the skills lab. After implementing changes, such as an additional practice day and a two-week delay in skills checks, the pass rate improved from 48% in 2022-2023 to 70% Fall Quarter 2024.

The program also focuses on creating intentional practice opportunities to build students' clinical judgment and critical thinking skills. Starting next quarter, level-one students will benefit from these enhanced learning experiences, setting them up for greater success as they progress to higher levels. Emily expressed pride in the faculty team and excitement about the positive changes contributing to student success and the quality of care these students will provide for their future patients.

Agriculture and Chemistry. Aaron Mahoney expressed gratitude for the opportunity to present and highlighted efforts to enhance student retention, motivation, and performance in chemistry courses through initiatives such as "Worksheet Wednesdays" and "Think Tank Thursdays," which pair students with opposite performance levels to support mutual learning.

Through agriculture industry connections, student experiences are enriched with field trips and practical applications. For example, students have observed the use of lasers to kill weeds, studied nutrients in soil, and explored irrigation systems like those managed by the Eastern Columbia Irrigation District. Additionally, fourteen new lab activities were added across five agriculture courses, including projects on crop management, herbicide application, and industrial software use. These labs provide hands-on experience with tasks reflective of real-world industry practices.

The program has successfully secured funding for a new greenhouse, made possible by \$300,000 from the Paul Lauzier Foundation, \$100,000 from Kobota, and \$33,000 from the BBCC Foundation. This facility will support agricultural education and initiatives such as the spring plant sale and ongoing career-launch programs in precision agriculture and geographic applications.

Aaron emphasized the importance of outreach and recruiting, noting participation in events like WAV, the Ag Expo, and the Mechatronics Meltdown. He also highlighted the contributions of the Ag Club in fostering student engagement and industry connections. Aaron concluded by thanking the team and acknowledging the collective effort in driving these advancements.

Art. Dustin Regul provided updates on the Art Department's initiatives, focusing on student-centered projects, community outreach, interdepartmental collaborations, and safety improvements. Over the summer, Dustin led a mural project in the WEC building, offering students the option to design and create a site-specific mural as part of their final assessment or write an essay. While more students chose the essay, those who participated in the mural project made significant contributions. Group projects, such as creating faux glass pieces in the 2D Foundations course, have increased motivation and engagement among students. Advanced painting projects incorporated Artificial Intelligence (AI), where students generated hypothetical historical crossovers through AI descriptions and translated them into visual artwork on canvas. In the 3D Foundations course, guest artist JJ Harty collaborated with students on aluminum sculpture projects, teaching them to sculpt wax models and transform them into aluminum pieces.

Efforts to showcase student work were enhanced with the installation of a TV in the art building displaying both digital and physical artwork, and a newly established gallery space in the library featuring improved

lighting for student displays. These projects were supported by the BBCC Foundation. Interdepartmental collaborations included partnerships with the Music Department, where art students helped design and paint themes for percussion ensemble performances, and support for STEM projects through the decoration of model rockets. Dustin also organized the first annual high school art exhibition at BBCC, connecting with regional art teachers and showcasing young talent, with plans to continue the event annually.

Safety improvements were a key focus, including updated evacuation maps and rendezvous locations for the art building. Dustin worked with campus security to empower students and ensure a safe learning environment. Juan Loera introduces himself to students at the start of each quarter, encouraging them to add security contact to their phones and sign up for the RAVE alert system, which has seen increased participation. Dustin highlighted the department's commitment to fostering a secure, creative, and engaging environment for students.

5. ASB Update

ASB President Devry Lausch reported that several student activities and events engaged the campus community during the Fall Quarter at Big Bend Community College. A voter registration table was set up in the Viking Lounge, offering assistance to students in registering to vote. The Trunk or Treat event was a success, with Women's Basketball, Men's Wrestling, and TRIO taking the top three spots for best-decorated cars. Disability Awareness was highlighted through a thumbprint painting display in the 1400 building, while the Dia de los Muertos event, held in partnership with WES and TRIO, featured a vibrant display in the campus cafeteria in the 1800 building.

The Food Drive competition was another notable success, collecting 576 pounds of food. The baseball team contributed approximately 350 pounds and claimed victory in the competition. Intramural dodgeball events also saw active participation, with winners recognized for their efforts. The Destress Fest offered various activities, including a yoga class, a chess tournament, and a visit from a coffee truck.

The Viking Lounge has become a popular spot for students to socialize and enjoy snacks. Looking ahead, the ASB Officers are preparing the Winter Quarter calendar, which will feature activities such as ice skating, goal-setting workshops, and intramural basketball. These events and initiatives reflect the ongoing efforts to foster community engagement and student well-being on campus.

6. WAC Revisions for Approval

Vice President Bryce Humpherys presented the status of the Student Code of Conduct revisions. Upon approval at the October 10, 2024, Board of Trustees meeting, a second Emergency CR-103E was filed with the Code Revisor's Office for an additional 120-day extension beyond December 2nd. The Proposed Rule-Making-CR-102 was also filed October 22, establishing a hearing date for December 2, 2024, at 2:30 p.m. The hearing on the proposed amendments to Chapter 132R-04 of the Washington Administrative Code, Student Code of Conduct, was held accordingly. There was no written or oral testimony received on the proposed amendments. At the December 12, 2024, Board of Trustees meeting, it was requested for the Board of Trustees to approve and adopt the final rules.

Motion 24-35 Trustee Bethany Martinez moved to approve and adopt the WAC Revisions to the Student Code of Conduct WAC 132R-04 as presented. Trustee Gary Chandler seconded, and the motion passed.

A Permanent Rule-Making Order-CR103P will be filed with the Code Revisor's Office and the revisions

shall become effective 30 days thereafter.

7. Board Self-Evaluation and Goals

At the October 10, 2024, Board of Trustees meeting, it was requested to table the review for Goal #1 until the December 12, 2024, regular meeting. The following is an excerpt from the October 10th minutes:

1. *Develop a clear method of monitoring Big Bend Community College's Ends Statements including the identification of indicators which measure the performance of the institution relative to the Ends.*
 - *During the August 29 retreat, the Board agreed that progress has been made on this goal and will be completed with the adoption of the proposed indicators on October 10th.*
 - *At the October 10, 2024, Board of Trustees meeting, Trustee Anna Franz requested to table this item until the next regularly scheduled Board of Trustees meeting on December 12, 2024.*

The performance measurement process introduced at the August Board Retreat was revisited, with the recommendation to move forward with its implementation as originally presented. It was further noted that the Mission Fulfillment Report is typically released in April/May, aligning with the trustee assessment to occur at the 2025 August Retreat.

Motion 24-36 Trustee Anna Franz moved to adopt Board Goal #1 as presented. Trustee Bethany Martinez seconded, and the motion passed.

Trustee Anna Franz mentioned the addition of Policy Governance Board Study Sessions prior to regularly scheduled Board of Trustees meetings to complement Trustee Tuesdays for professional development.

8. President's Contract

Motion 24-37 Trustee Anna Franz moved to approve a contract extension for Dr. Sara Thompson Tweedy's contract. Trustee Bethany Martinez seconded, and the motion passed.

9. Board Policy 1000 Revision Approval

During the August 29, 2024, Board of Trustees Retreat, revisions to Board Policy 1000 Policy Governance By Laws were discussed. The following revisions to BP 1000 discussed at the retreat were presented and reviewed at the October 10, 2024, Board of Trustees regular meeting:

Remove paragraph two on page 15, "The board will discuss the Academic Master Plan report results, Executive Limitations information and focus group conversations with the president in executive session."

At the December 12, 2024, Board of Trustees regular meeting, final approval and adoption consideration was requested.

Motion 24-38 Trustee Anna Franz moved to approve and adopt the revisions to BP 1000 as presented. Trustee Bethany Martinez seconded, and the motion passed.

10. Board Policy 6111 Revision Review

The Board of Trustees reviewed the revision for Board Policy 6111, Electronic and Information Technology Access (EITA). The revision is in the last sentence of the second paragraph, replacing the phrase “Washington OCIO Policy 188” with “WATech Policy USER-01.”

The proposed revision aligns with the guidance from the Washington State Board for Community and Technical Colleges as provided by the college’s BBT Director, Patrick Steele.

Final approval and adoption shall be requested at the Board of Trustees meeting on January 23, 2025.

11. Board Policies for Review

During the August 29, 2024, Board Retreat, the Board of Trustees discussed regularly reviewing Board Policies for diversity, equity, and inclusion intent. The Board will review the policies at one meeting and then take action on the policies at the following meeting.

The Board Policies reviewed for the December 12, 2024, meeting were:

- BP 1030 Compensation Plan [for Employees]
- BP 1040 Personnel Administration
- BP 2050 State Employees Misconduct (Whistleblower Act)
- BP 2070 Reasonable Accommodation for Employees
- BP 2080 Return to Work [for Employees]

A discussion ensued centered on the distinction between Board Policies (BP) and Administrative Procedures (AP), with questions raised about whether certain topics, such as whistleblower processes, for example, should be covered solely in an AP. Maintaining a broad BP overview while addressing procedural details within an AP was mentioned.

After the DEI-specific review, it was determined that there were no revisions referencing DEI that were needed and subsequently no action to be requested at the January 23, 2025, meeting pertaining to the aforementioned five policies. The policies will reflect a December 12, 2024, review date.

12. Assessment of Board Activity

Trustees submitted their activities in writing.

13. Next Regularly Scheduled Board Meeting

The next meeting was confirmed for Thursday, January 23, 2025, at 1:30 p.m. at Big Bend Community College.

Executive Session

Board Chair Amy Parris announced a 15-minute Executive Session at 2:26 p.m. to discuss items provided for in RCW 42.30.110 (1): (I) to discuss with legal counsel representing the agency matters relating to agency enforcement actions or litigation or potential litigation. The session was extended by 5 minutes. The meeting was reconvened at 2:46 p.m. No actions were taken during the executive session.

14. Miscellaneous

a. Partnerships and Pathways to Higher Education. Big Bend Community College is committed to expanding higher education opportunities in Othello through partnerships, outreach, and program development. Collaborations with the Othello School District and Skillsource provide classroom and office spaces, while dedicated college staff support student navigation and academic success. Initiatives include FAFSA assistance, high school dual enrollment, adult education classes, and outreach presentations to connect students with higher education programs. Testimonials from students and partners underscore the transformative impact of these efforts.

15. Executive Session

The Executive Session was held following Item #13 above.

16. Adjournment

Chair Amy Parris adjourned the meeting at 3:37 p.m.

Amy Parris, Board Chair

ATTEST:

Sara Thompson Tweedy, Secretary



CONSENT AGENDA: ACCREDITATION

Information

Description

The Northwest Commission on Colleges and Universities (NWCCU) approved BBCC' substantive change application to offer a Bachelor of Applied Science in Behavioral Health on December 3, 2024. This allowed the college to begin marketing the new degree with Wenatchee Valley College. The first cohort will enroll beginning fall 2025.

Recommendation

None

Prepared by Vice President Bryce Humpherys and Dean Valerie Parton



CONSENT AGENDA: ASSESSMENT AND STUDENT SUCCESS

Information

Description

Assessment

During the Winter In-service held on January 10, faculty discussed ideas for assessing Institutional Learning Outcome 1 Communication: *Students will be able to communicate clearly and effectively*. The Assessment Committee will use the input from faculty to develop a cross disciplinary assessment activity that faculty will use to assess the outcome during the 2025-26 academic year.

Student Success

A work group is reviewing the Academic Progress process to identify ways to simplify the process for students and assist students when they do not meet standards of progress. In December, students shared their insights regarding their understanding of probation and suspension prior to being placed on academic probation or suspension, their personal experiences during this period, and suggestions for how the college could enhance the process.

Students' Suggestions to improve the Academic Progress process:

- Grade Updates and Standards: Instructors should regularly update students on their grades during the quarter.
- Process Confusion: Students struggle to understand the difference between Academic and Financial Aid probation and suspension.
- Advisor and Instructor Support: Students expressed the need for advising support between terms when working through the appeal process. They also would like someone who could mentor them, hold them accountable, provide guidance, and know someone cared about them.

Recommendation

None

Prepared by Vice President Bryce Humpherys and Dean Valerie Parton



CONSENT AGENDA: FINANCE AND ADMINISTRATION

Information

Description

Ongoing Capital Projects (updates in red)

1600 Classroom Remodel/Quad Xeriscaping

Remodel a few small classrooms and change landscaping. Both the classroom remodel and the quad renovation have begun.

1500 Restroom and Classrooms Remodel

Awaiting permits; work most likely to begin after 1600 classroom remodel is complete. Preparing to go out for bid – estimated sometime in January.

Greenhouse @ 3700

Project start timeline is dependent on approval of permits and weather. Some utility trenching may be done earlier, but the project is not expected to commence until the Spring. Grant County building permit was issued in December 2024. Determination made to go with propane for the heating source.

Gym Floor Refurbishment

Completed December 2024.

Gas Meter Installations

Notice to Proceed (NTP) issued December 13, 2024.

WA Clean Buildings Assessment

Under contract with RGU – assessment began December 2024. Currently working with contractor access with Energy Star Portfolio and potential Department of Commerce Clean Energy grants.

Facility Condition Survey

Scheduled for April 28-May 1, 2025. Survey conducted by SBCTC Principal Architect in conjunction with BBCC M&O staff every two years to identify capital assets needing repair or replacement, determine the overall condition of college buildings and sites, review physical accessibility compliance concerns, and informs the next capital budget, allocation formulas and major project scoring. The highest scoring deficiencies within the funding targets set by the SBCTC will be included in the next capital budget request.

Recommendation

None



CONSENT AGENDA: HUMAN RESOURCES AND LABOR

Information

Description

Yessenia (Yessy) Gonzalez was promoted to the position of Director of TRiO EOC & Outreach. This is a full-time, admin/exempt position replacing Vanessa Pruneda who left BBCC in October. Yessy started her new position on December 16, 2024.

Angelica Munguia Villanueva accepted the position of Program Assistant in the Admissions/Registration Office. This is a full-time, classified staff position replacing Liz Agapito who left BBCC in October. Angelica started her new position on January 2, 2025.

Tristan Murray accepted the position of Maintenance Custodian in the Residence Halls. This is a full-time classified staff position replacing Mike Sheppard who retired in December 2024. Tristan started his new position on December 16, 2024.

Ty Payne accepted the position of Flight Instructor. This is a full-time, tenure-track faculty position replacing Terry Haws who moved to the Director of Flight Operations position in 2024. Ty started his new position on January 16, 2025.

Recruitment & Selection

The following searches are currently in process:

- Dean of Transfer & Allied Health
- Fiscal Analyst 2
- Flight Instructor – Tenure Track
- IT Security Journey
- Outreach & Recruitment Coordinator
- Vice-President of Administrative Services

Retention

The Year-to-Date Turnover Rate through December 2024 was 18.758%. The breakdown of separation reasons include: 12-Other Job, 4-Personal Reasons, 2-Relocation, 7-Retirement, 7-Resignation, and 7-Involuntary. The goal for 2024 was to have a turnover rate less than 12%.

Recommendation

None

CONSENT AGENDA: FOUNDATION

Information

Description

The foundation is working with the AMT program to secure three more planes from the Rural Fire Protection Coordinator for Arkansas Department of Agriculture.

Cellarbration! for Education is scheduled for March 15, 2025. Forty sponsorship letters were sent. There is \$55,572 in commitments as of January 13, 2025.

The Giving Tuesday Campaign started mid-November and ended December 3, 2024, the official Giving Tuesday. This year, the Viking Food Pantry was featured. The campaign was promoted primarily through social media channels. We raised \$3,910.72.

The Moses Lake Bible Church has continued interest in purchasing the Opportunity Center property. The church's leadership will be at the foundation board meeting on January 16 to discuss different options. The foundation owns approximately five acres of land, including the church and the undeveloped area between Randolph Road and Patton Boulevard.

We successfully worked on the Microsoft grant, securing a total of \$60,000—\$45,000 allocated for scholarships and \$15,000 designated for infrastructure and learning resources.

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



How to Dismantle Doubt *Anne Marie Anderson, Three-Time Emmy Award-Winning Sports Broadcaster, Keynote Speaker, and Author.* Wednesday, January 22 at 9:00 a.m.



How to Be a Non-Obvious Thinker (And See What Others Miss) *Rohit Bhargava, Wall Street Journal and USA Today Bestselling Author* Wednesday, January 29 at 9:00 a.m.



Healing from Within: Transforming Self-Talk Through Attachment and Reparenting Strategies *Dr. Judy Ho, Author and Award-Winning Clinical Psychologist* Wednesday, February 5 at 9:00 a.m.



Winning Grants: Strategic Approaches to Crafting Competitive Proposals *Bess de Farber, Author and Grant-Seeking and Collaboration Development Trainer/Consultant* Wednesday, February 12 at 9:00 a.m.



Revolutionizing Fairness: A New Paradigm for DEI in the Workplace *Siri Chilazi, Author and Expert in Promoting Gender Equity* Thursday, February 27 at 9:00 a.m.

Recommendation

None



FACULTY UPDATE

Information

Description

Tyler Wallace, Faculty Association President, is scheduled to provide a report on faculty activities.

Recommendation

None

Prepared by the President's Office



ASB UPDATE

Information

Description

Winter 2025 calendar is posted and can be found here: <https://www.bigbend.edu/student-center/associated-student-body/>

Start of the quarter events:

Goal Setting and Vision Board Making. Give students the opportunity to set goals for the new quarter and have some fun by creating vision boards that showcase what they want to accomplish

Game Night. The Viking Lounge stayed open late for all of those on campus in the residence halls and hosted a game night with pizza

Upcoming events in the next few weeks:

“Drip and Sip.” Students can enjoy some hot chocolate and apple cider while being taken through a canvas art painting tutorial with art instructor Dustin Regal.

Ice Skating Night at the Rec Center. Families are invited to join (only need to pay for skates - \$4)!

The Recreational Coordinator is busy planning a variety of intramurals for the quarter including **ping pong** and **foosball tournaments, basketball, and dodgeball.**

We will sell candy grams the week prior to **Valentine’s Day** for a fun way to share a sweet message with a friend.

We are currently selling a variety of items in the Viking Lounge so students can show their pride for Big Bend!

A variety of clubs on campus continue to grow! We recently added the Makers & Muses Club, whose purpose is to provide a welcoming and including environment where students can explore, share, and enhance their skills in various creative crafts. Another club that is new this year is the Criminal Justice Club, who has been busy planning their field trips to the Grant County Jail and Coyote Ridge Corrections Center.

Recommendation

None

Prepared by Director Sidney Dickerson



PRESIDENT'S REPORT

Information

Description

Enrollment Update

Winter 2025 classes started on January 2, 2025. As of January 12, the winter headcount was 154 students higher than this time last winter (an increase of nearly 7%). FTEs also saw an increase, with total FTEs up nearly 7% and state-funded FTEs up 2%. The number of Running Start students increased by 106 (23%) from winter 2024. Increases in Arts & Sciences and Workforce Education state-funded FTEs (nearly 15% and 2.5%, respectively) were seen over last year.

Fall quarter ended on December 12, 2024, with enrollments higher than they have been since 2020. Total headcount (2,500) and total FTEs (2011.7) were up 8% and state-funded FTEs (1408.2) were up 4% from last fall. Increases in the state-funded FTE were seen in Adult Basic Education and Arts & Sciences programs and the Running Start program saw an approximate 19% increase in enrollment over last fall. The final fall enrollment report is below for review.

FALL FINAL ENROLLMENT REPORT

HEADCOUNTS

	FALL 2024	% Change	FALL 2023	FALL 2022	FALL 2021	FALL 2020	FALL 2019	FALL 2018	FALL 2017	FALL 2016	FALL 2015	FALL 2014
ETHNIC ORIGIN (students may indicate more than one ethnicity)												
Amer. Indian/Alaska Ntv	34	-10.5%	38	39	32	35	46	25	20	27	39	29
Asian ^a	52	-7.1%	56	44	41	62	70	67	56	52	52	43
Native Hawaiian/Other Pacific ^a	14	7.7%	13	12	11							
Black	53	-5.3%	56	39	36	44	23	26	34	36	39	45
Hispanic	1,107	1.0%	1,096	933	750	978	1,142	870	853	977	887	854
White	1,102	16.5%	946	864	1,028	1,057	1,157	1,100	1,414	1,302	1,615	1,475
Not Specified	30	-14.3%	35	28	n/a	29	17	19				
Not Reported	108	50.0%	72	115	231	101	270	360				

^aPrior to 2021, these groups were combined

SEX

Female	1,416	10.6%	1,280	1,152	1,222	1,304	1,469	1,320	1,308	1,493	1,408	1,274
Male	938	2.7%	913	861	890	986	1,255	1,146	1,066	1,203	1,218	1,163
Not Exclusively Male or Female	8	14.3%	7	4								
Not Coded	138	23.2%	112	57	17	16	1	1	3	2	6	9

ENROLLMENT STATUS

Full time (12 or more crs)	1,480	8.6%	1,363	1,201	1,267	1,342	1,660	1,663	1,427	1,550	1,548	1,479
Part time (less than 12 crs)	1,020	7.5%	949	873	862	964	1,065	804	950	1,151	1,084	967
Percent full time	59.2%		59.0%	57.9%	59.5%	58.2%	60.9%	67.4%	60.0%	57.4%	58.8%	60.5%

TOTAL HEADCOUNT	2,500	8.1%	2,312	2,074	2,129	2,306	2,725	2,467	2,377	2,701	2,632	2,446
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Running Start	562	19.8%	469	442	450	505	445	442	402	421	369	357
International	12	20.0%	10	3	1	**	3	4	8	9	10	9

**Due to COVID-19, class modality changed to online instruction and international students did not return to campus; fall 2020 international enrollment data cannot be directly compared to prior fall quarters

FALL FINAL ENROLLMENT REPORT

FTEs												
	FALL 2024	% Change	FALL 2023	FALL 2022	FALL 2021	FALL 2020	FALL 2019	FALL 2018	FALL 2017	FALL 2016	FALL 2015	FALL 2014
<u>STATE-FUNDED FTEs</u>												
ABE/ESL	276.5	17.6%	235.0	113.7	156.4	100.1	138.4	170.4	173.9	190.8	194.6	130.2
Developmental ^f	55.5	-11.8%	62.9	58.1								
Academic	658.1	6.5%	617.9	579.6	627.0	687.6	782.6	827.7	886.7	991.0	918.1	931.9
Occupational	418.0	-4.4%	437.5	393.8	389.2	423.2	547.2	513.2	474.0	495.7	527.7	529.0
<small>^f2022 was the first year developmental FTEs were reported as a separate category</small>												
TOTAL STATE FTEs	1,408.2	4.0%	1,353.4	1,145.2	1,172.6	1,210.8	1,468.2	1,511.2	1,534.6	1,677.5	1,640.4	1,591.1
<u>OTHER FTEs</u>												
Running Start (Contract Funded)	544.3	19.4%	455.7	408.2	428.8	486.0	418.0	408.7	373.9	359.2	338.9	264.3
Other Contract Funded	57.4	22.9%	46.7	8.5	15.3	142.9	93.6	31.3	2.2	42.4	39.8	27.7
Self-Support (Student Funded)	*	n/a	3.4	1.1	1.4	7.5	5.9	5.7	12.6	7.0	14.9	16.9
Community Service	1.8	n/a	0.0	5.9	0.0	0.4	1.2	0.8	2.2	1.1	1.8	2.5
GRAND TOTAL FTEs	2,011.7	8.2%	1,859.2	1,568.9	1,618.1	1,847.6	1,985.8	1,956.8	1,925.6	2,087.2	2,035.8	1,902.5

Note: Contract Funded FTE from Fall 2020 was due to Open Doors
*Data unavailable at the time of this report

Tuition Collection Report

The tuition budgeted for 2024-2025 is \$3,900,000. As of December 31, 2024, we have collected \$3,162,367 or 81.1% of the budgeted amount. As of December 31, 2023, we had collected \$2,578,064 or 73.7%.

TUITION COLLECTION REPORT *As of Dec 31, 2024, and Dec 31, 2023*

	<u>2024-2025</u>	<u>2023-2024</u>
Annual Budget	\$3,900,000	\$3,500,000
Total Collections as of Dec 31	\$3,162,367	\$2,578,064
As a % of Annual Budget	81.1%	73.7%
Left to Collect to Meet Budget Target	\$737,633	\$921,936

Legislative Overview / Priorities

The first Legislative Visit is scheduled for January 30, 2025, in Olympia. Trustees Anna Franz and Gary Chandler will join President Tweedy for the visit. As of this report, the meetings below have been confirmed, with six legislators still pending and one unavailable due to scheduling conflicts. Additional visits are scheduled for February 27, March 27, and April 24.



[Representative Tom Dent](#)
 District 13
 8:00 a.m.



[Representative Mary Dye](#)
 District 9
 1:00 p.m.



[Senator Mark Schoesler](#)
 District 9
 9:00 a.m.



[Representative Alex Ybarra](#)
 District 13
 1:45 p.m.



[Senator Judy Warnick](#)
 District 13
 11:45 a.m.

The legislative priorities include:

- Ensure Community & Technical Colleges Remain Whole Following OFM Budget Error
- Rural Nurses Education Program (RNEP)
- Ensure Full Funding for Compensation Increases (*if any*)
- Increased Funding for Operations

Recommendation

Trustees are encouraged to review their calendars and consider joining President Tweedy for the upcoming legislative visits scheduled in February, March, and April. Please contact the President's Office at your earliest convenience to coordinate travel arrangements.

Prepared by the President's Office



BOARD POLICY 6111 REVISION

Information / Action

Description

Board Policy 6111, Electronic and Information Technology Access (EITA) was presented for review and first reading by the Board of Trustees at the regularly scheduled meeting on December 12, 2024.

The revision is in the last sentence of the second paragraph, replacing the phrase "Washington OCIO Policy 188" with "WATech Policy USER-01."

The proposed revision aligns with the guidance from the Washington State Board for Community and Technical Colleges as provided by the college's BBT Director, Patrick Steele.

Recommendation

Please consider final approval and adoption of Board Policy 6111 at the January 23, 2025, regularly scheduled meeting.

Recommended Motion

"I move to approve the proposed revisions to Board Policy 6111, titled "Electronic and Information Technology Access."

Prepared by the President's Office

Big Bend Community College (BBCC) values diverse experiences and perspectives and strives to fully include everyone who engages with BBCC. Inaccessible electronic and information technology (EIT) negatively impacts all people, including those with disabilities. EITA means a person with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and use the same services as a person without a disability in an equally effective and integrated manner. BBCC is committed to providing access to all EIT that it develops, procures, or uses, such as college websites, learning management tools, student information systems, training materials, instructional materials, and assessment tools. Ensuring equal and effective EITA is the responsibility of all BBCC administrators, faculty, and staff.

BBCC makes its offerings accessible to individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act as amended (ADA), the Washington Law Against Discrimination, and the [WATech Policy USER-01](#) ~~Washington-OCIO policy 188~~.



BOARD POLICIES FOR DEI REVIEW

Information / First Read

Description

At the August 29, 2024, Board Retreat, the Board of Trustees discussed the importance of regularly reviewing Board Policies to ensure alignment with diversity, equity, and inclusion (DEI) objectives.

As part of this commitment, the Trustees will review policies during one meeting and take action on them at the following meeting, supporting **Goal #2: Advance equity, diversity, and inclusion by reviewing policies to ensure support of operational equity, diversity, and inclusion programs.**

The Board Policies to review for the January 23, 2025, meeting are presented as follows:

Number (Link)	Date	Name
2320	6/7/2018	Workforce Program Advisory Committees
2400	9/20/2012	Mandatory Reporting of Child Abuse (Employees)
3000	11/1/2012	Categories of Authorized Leave
3001	3/5/2015	Shared Leave
3011	11/14/2019	Admin/Exempt Staff Employment & Benefits Schedule

Recommendation

Please review the presented policies.

Prepared by the President's Office

BP2320 WORKFORCE PROGRAM ADVISORY COMMITTEES

2320.1 Today's rapidly changing society and workplace requires that workforce programs within our schools work closely with the communities they serve to provide high quality, state-of-the-art training. Advisory committees are critical for several reasons:

1. They are the most efficient and effective way for public workforce education programs to meet the economic needs of the community. Lacking such committees, schools would operate without critical business, industry, and labor input.
2. Schools are public property and committees comprise one of the productive ways in which the public can influence the educational process.
3. Advisory committees offer one of the best tools for ensuring the workforce education programs reflect the knowledge, skills, and abilities needed by employees in their respective occupations.

The primary purpose for advisory committees is to promote greater cooperation between workforce education and the private sector in preparing individuals for employment, promoting quality workforce education, and making the workforce education delivery system more responsive to the labor market. Workforce advisory committees have three major roles. They are to advise, assist, and provide support and advocacy for quality workforce education.

Advisory committees are recommending bodies and do not have any administrative authority. They are not intended to usurp the prerogatives of the Board of Trustees or to interfere with management of workforce programs by the administration of the college. The Board of Trustees will make annual appointments of committee members to all advisory committees, based on the recommendation of the President.

It is the policy of Big Bend Community College that all employees, including student employees, report child abuse in accordance with RCW 26.44.030. The report must be made at the first opportunity and never later than 48 hours after the college employee has reasonable cause to believe that a child has suffered abuse or neglect.

The Board of Trustees authorizes the following categories of leave from employment duties. Applicability to the different employee groups of the college is noted.

- Sick Leave Admin/Exempt, Faculty, Classified
- Bereavement Leave Admin/Exempt, Faculty, Classified
- Family & Medical Leave Admin/Exempt, Faculty, Classified
- Family Care Leave Admin/Exempt, Faculty, Classified
- Vacation Leave Admin/Exempt, Faculty, Classified
- Personal Leave Admin/Exempt, Faculty, Classified
- Military Leave Admin/Exempt, Faculty, Classified
- Domestic Violence Leave Admin/Exempt, Faculty, Classified
- LOA - Leave without Pay Admin/Exempt, Faculty, Classified
- Civil/Jury Duty Admin/Exempt, Faculty, Classified
- Sabbatical/Professional Leave Admin/Exempt, Faculty
- Retraining Leave Faculty
- Conditional Leave Faculty
- Faculty Assoc. Leave Faculty

BP3001 SHARED LEAVE

BP3001

Big Bend Community College employees may participate in a Shared Leave Program in accordance with RCW 41.04.650 to 670 and WAC 357-31-380 to 455.

The purpose of the program is to permit eligible employees, at no significantly increased cost to the state of providing annual leave, sick leave, or personal holidays, to come to the aid of another eligible employee who is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition; a fellow state employee who is a victim of domestic violence, sexual assault, or stalking; or a fellow state employee who has been called to service in the uniformed services, which has caused or is likely to cause the employee to take leave without pay or terminate his or her employment.

Big Bend Community College employees may participate in the leave sharing program according to state regulations and as outlined in the corresponding BBCC administrative procedure.

BP3011 **Administrative and Exempt Staff Employment and Benefits Schedule****BP3011**

3011.1 Administrative and exempt staff positions are those positions specifically exempted from civil service or those which are not subject to civil service.

3011.2 Administrative and exempt staff are assigned a specified number of contracted months per year, inclusive of holidays and vacation. Leave amounts for administrative and exempt staff are covered in AP 3011, Exempt Employee Leaves.

3011.3 The President's employment and benefits schedule is assigned a specified number of contracted months per year, inclusive of holidays and vacation and is distinct from those provisions in BP3011.2. The President is entitled to the same types and amounts of leave as other exempt employees as outlined in AP 3011, Exempt Employee Leaves.

A. Upon separation, retirement or death, the president is entitled to a maximum of 320 hours of accrued vacation leave compensated for in cash. This section shall not result in any increase in a retirement allowance under any public retirement system in the state. If the President separates to accept other state employment where leave is accrued and there is not a substantial break in service, the leave cannot be cashed out; it must be transferred as authorized by RCW 43.01.040. The only exception is where the President has a vacation leave balance that exceeds the maximum amount of vacation leave that the agency will allow to transfer. In those cases, Big Bend Community College will make a cash payment for the difference between the employee's leave balance and the maximum amount of leave the other agency will allow to be transferred; except that the combination of leave taken during the calendar year, leave transferred to the new agency, and any leave for which a cash payment is made cannot exceed 320 hours.

B. Personal Leave: The Big Bend Community College President shall be granted personal leave per calendar year **based on years in present position:**

0-10 years- 3 days or 24 hours

11-15 years- 6 days or 48 hours

16+ years- 9 days or 72 hours

The President is expected to utilize the personal leave during the calendar year; unused personal leave balance shall be non-accumulative and non-compensable.

RCW 43.01.040 - 044



PROBATIONARY / TENURE REVIEW

Information

Description

This serves as a preview of actions to be addressed at the next regularly scheduled Board of Trustees meeting on March 20, 2025. A total of 15 electronic files will be available for review, with access provided to Trustees at the beginning of March. Each year, additional information is added to the probationers' electronic files. Reviewing the materials for third-year probationers will require more time to review. Please begin reviewing the information early, as it may take several hours to complete.

The Board will consider probationary faculty contract renewals for the following faculty.

<u>Faculty Member</u>	<u>Department / Instructor</u>	<u>Current Status</u>
Gina Cutts	Industrial Systems Technology	1 st probationary year
Jonathan Bauer	Mathematics	1 st probationary year
Jada Addink	Mathematics	1 st probationary year
Mitchell Poth	Communications	1 st probationary year
Samuel Shuman	Physics	1 st probationary year
Aaron Linthicum	Aviation	1 st probationary year

<u>Faculty Member</u>	<u>Department / Instructor</u>	<u>Current Status</u>
Cade Levine	Aviation Maintenance Technology	2 nd probationary year
Melissa Heaps	Basic Education for Adults	2 nd probationary year
Michell Valdivia	Computer Science	2 nd probationary year
Justin Henley	Industrial Systems Technology	2 nd probationary year

The Board will consider awarding tenure to the following faculty.

<u>Faculty Member</u>	<u>Department / Instructor</u>	<u>Current Status</u>
Rosemary Parsons	Basic Education for Adults	3 rd probationary year
Emily Eidson	Nursing	3 rd probationary year
Kaja Devine	Criminal Justice/Psychology	3 rd probationary year
Dustin Regul	Art	3 rd probationary year
Aaron Mahoney	Agriculture/Chemistry	3 rd probationary year

Recommendation

Please begin reviewing probationers' electronic files as soon as they become available online.



DECEMBER BOARD MEETING IN OHELLO

Information / Review

Description

The Board of Trustees held their regularly scheduled meeting of December 12, 2024, at an offsite location in Othello, Washington at the Othello School District. This meeting provided an opportunity to engage with the community, reinforce partnerships, honor students, and demonstrate the Board of Trustee's and college's commitment to serving the diverse needs of the district through conducting its regular business meeting inclusive of the "Partnerships and Pathways to Higher Education" presentation.

Recommendation

Conduct a review of the event and evaluate future opportunities.

Prepared by the President's Office



ASSESSMENT OF BOARD ACTIVITY

Information

Description

This agenda item provides an opportunity for individual Board of Trustees members to share updates on community engagements and meetings attended since the previous Board meeting. This reporting process serves as an assessment tool for a clear measure of accomplishments throughout the year, supporting the next self-evaluation review. Trustees are requested to submit their self-evaluation Trustee Activity Report via email to the Executive Assistant to the President.

Recommendation

Please complete the activity report and submit it to the Executive Assistant.

Prepared by the President's Office

Name: _____

Date: _____

Trustee Activity Report

<h1>Activity</h1> <p>(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.						



MISCELLANEOUS

Information / Action

Description

President Tweedy and the Board of Trustees may discuss other miscellaneous topics.

Recommendation

None

Prepared by the President's Office



EXECUTIVE SESSION

Information

Description

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;
- (l) to discuss with legal counsel representing the agency matters relating to agency enforcement actions or litigation or potential litigation.

Recommendation

None

Prepared by the President's Office



NEXT REGULARLY SCHEDULED MEETING

Information / Action

Description

The regularly scheduled meetings for the Board of Trustees:

Thursday, March 20, 2025, at 1:30 p.m.

Thursday, May 1, 2025, at 1:30 p.m.

Thursday, June 5, 2025, at 1:30 p.m.

Thursday, August 28, 2025, (Retreat)

Thursday, October 23, 2025, at 2:30 p.m.

Thursday, December 11, 2025, at 1:30 p.m.

Recommendation

Please confirm the next Board of Trustees meeting.

Prepared by the President's Office