



January 27, 2022

Board of Trustees

Regular Meeting 1:30 p.m. ZOOM Only

Register in advance for this Zoom webinar: Register in advance for this webinar:

https://bigbend.zoom.us/webinar/register/WN_j2iw5iIA_QD2GESowDrSmsA

After registering, you will receive a confirmation email containing information about joining the webinar.

Big Bend Community College District #18

Governing Board:

**Chair Thomas Stredwick, Vice Chair Juanita Richards,
Anna Franz, Jon Lane, Amy Parris**

President Sara Tweedy

2022 Meeting Schedule

Thursday, January 27, 2022

Wednesday, March 23, 2022

Thursday, May 5, 2022

Thursday, June 9, 2022

Thursday, August 25, 2022, (Retreat)

Thursday, October 13, 2022

Thursday, December 1, 2022

Board Goals (adopted September 9, 2021)

1. Develop and implement an improved system for monitoring Board effectiveness by establishing an annual checklist for monitoring the overall performance of Big Bend Community College and providing training and other educational opportunities for Trustees.
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 of new trustees.

(Adopted Sept 9, 2021)



At BBCC we strive to serve ALL stakeholders with integrity by...



Communication

- Maintaining appropriate confidentiality
- Using direct communication and actively listening
- Receiving feedback nondefensively
- Being approachable, available, and responsive
- Apologizing readily and making amends

Community

- Assuming best intent
- Showing appreciation
- Celebrating successes
- Being fair and equitable
- Advocating for each other



Accountability

- Accepting responsibility for mistakes and striving to learn from them
- Anticipating problems and acting in advance
- Being good stewards of resources
- Prioritizing safety
- Following through and following up

At BBCC our stakeholders include: students, family members, employees, trustees, donors, business partners, and campus guests.

July	August	September	October	November	December
<input type="checkbox"/>	<input type="checkbox"/> 8/26 Board of Trustees Meeting (Retreat)	<input type="checkbox"/> Study Session <input type="checkbox"/> 9/9 Board Meeting <input type="checkbox"/> Fall In-Service Action on Board Self-Evaluation Action on Proprietary Budgets Action on Board Chair Election	<input type="checkbox"/> 10/28 Board of Trustees Meeting Action on Transforming Lives Nominee <input type="checkbox"/> 10/13-16 ACCT Leadership (virtual)	<input type="checkbox"/> 11/18 ACT Legislative Action Committee Meeting <input type="checkbox"/> 11/19 ACT Conference	<input type="checkbox"/> Holiday Potluck? <input type="checkbox"/> Study Session <input type="checkbox"/> 12/9 Board of Trustees Meeting Action on board calendar for next year Action on Exceptional Faculty Awards Action on Sabbatical

January	February	March	April	May	June
<input type="checkbox"/> IR Releases Monitoring Report Workbook to staff <input checked="" type="checkbox"/> Board of Trustees Meeting (1/27/22) Action on Sabbatical <input checked="" type="checkbox"/> Local Transforming Lives Zoom (1/11/22) <input type="checkbox"/> 1/24 ACT Transforming Lives Event <input type="checkbox"/> 1/25 ACT Conference	<input type="checkbox"/> Review Probationary/Tenure Information <input type="checkbox"/> Study Session <input type="checkbox"/> 2/6-9 ACCT Leadership	<input type="checkbox"/> Study Session <input type="checkbox"/> Board of Trustees Meeting (3/23/22) Action on Probationary/Tenure Candidates Action on ACT Awards? Action on Exceptional Faculty Awards	<input type="checkbox"/> Study Session	<input type="checkbox"/> ACT Conference <input type="checkbox"/> Board of Trustees Meeting (5/5/22)	<input type="checkbox"/> Board of Trustees Meeting (6/9/22) Action on Emeritus Status Action on President's Evaluation/Renew Contract Action Approve Budget for next year Action Final Monitoring Report Updated Strategic Plan <input type="checkbox"/> Celebration <input type="checkbox"/> HS21/GED Graduation <input type="checkbox"/> Graduation 6/17/22

BIG BEND COMMUNITY COLLEGE DISTRICT NO. 18 BOARD AGENDA

Regular Board Meeting

7662 Chanute Street NE, Moses Lake, Washington 98837

Thursday, January 27, 1:30 p.m.

Zoom Webinar

1. Call to Order/Roll Call
2. Mission Moments – Board Chair Thomas Stredwick **(E-1, Information)**
3. Educational Presentation (E-1, Information):
 - a. Hispanic Serving Institutions – VP Bryce Humpherys
4. Consent Agenda **(E-1)**
 - a. Meeting Minutes October 28, 2021 **(Action)**
 - b. Accreditation **(Information)**
 - c. Student Success **(Information)**
 - d. Assessment **(Information)**
 - e. Finance & Administration Report **(Information)**
 - f. Human Resources Report **(Information)**
 - g. Foundation Report **(Information)**
5. Remarks
(Public comment to the Board regarding any item on the agenda may be made via chat at the time of the topic's presentation to the board in compliance with Board Policy 1000.3.E)
6. Faculty Updates – Faculty Association President Dawnne Ernette **(E-3, Information)**
7. ASB President Colton Reynolds
8. President's Update
 - a. COVID-19 Impacts **(E-1, Information)**
 - b. Enrollment Report **(E-2, Information)**

Executive Session – President Tweedy/Trustees
9. Probationary Tenure Review for Information **(E-3, Information)**
10. Sabbatical Recommendation – President Tweedy **(E-3, Action)**
11. Trustees' Progress Toward Goals – Trustees **(E-1, Information/Action)**
12. Assessment of Board Activity (submitted in writing) – Trustees **(E-1, Information)**
13. Next Regularly Scheduled Board Meeting – Trustees **(E-1, Information/Action)**
14. Miscellaneous – Trustees, President Tweedy **(E-1, 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 23, 2022, (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: 1/27/22

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: 1/27/22

ITEM #3: Educational Presentation (information)

BACKGROUND:

The board has requested educational presentations.

Dr. Bryce Humpherys, VP of Learning and Student Success; Rafa Villalobos Director of the Transforming STEM Pathways Grant, and Tammy Napiontek Director of Title V Grants will present on Hispanic Serving Institutions (HSI). They will describe what it means to be an HSI and specifically Big Bend's progression as an HSI.

Prepared by the President's Office.

RECOMMENDATION:

None.

BBCC, Honored to be a Hispanic Serving Institution

Authors

Jeni Richline and Tammy Napiontek

Affiliations

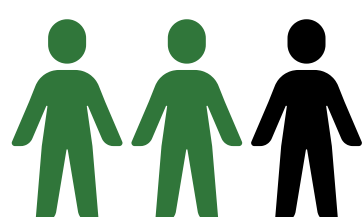
Big Bend Community College, Title V



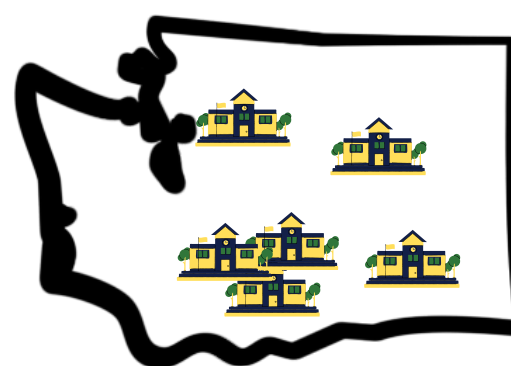
Hispanic Serving Institutions, HSIs, are higher education institutions with an undergraduate enrollment of at least 25% Hispanic students.* Although HSIs only represent 16% of all higher education institutions in the U.S., they serve 65% of all Hispanic students.**



16% of all higher education institutions in the U.S. are HSIs



65% of all U.S. Latinx college students attend HSIs



BBCC is one of 6 HSIs in Washington

Big Bend Community College
Columbia Basin College
Heritage University
Perry Technical Institute
Wenatchee Valley College
Yakima Valley College

Definition of "Serving" in HSIs

How do HSIs "serve"?

Serving starts with studying the needs of the Latinx population and identifying where improvements can be made. Then program and curricula is developed, keeping those needs at the center. Once programs are proven to be effective, it is recommended that they be adopted by the institution to be sustainable.

What programs or methods are employed to meet the needs of this underserved population?

The Hispanic Association for Colleges and Universities (HACU) has identified some commonalities in the ways that HSIs serve. They report on these targeted services that are implemented in many HSIs:

- Academic and Career Counseling
- Placement Services
- Student Employment Services.

HACU also looks at how institutions meet the needs of adult and returning Latinx students:

- Adult Basic/Remedial
- High School Completion
- Life Experience Credentials
- Weekend and Evening Courses
- Campus Day Care.

Some other effective ways of creating a sense of belonging and increasing retention rates include programs like TRiO and Latinx studies.

How successful are these efforts?

Most commonly, retention rates and graduation rates are used as evidence that an institution is indeed serving a population. Case studies are also used to measure the impact on individuals.

6 Indicators of Servingness

- Graduation
- Graduate School Enrollment
- Employment Success in the labor market upon graduation
- Community Engagement
- Positive Campus Climate
- Support Programs

Alliance of Hispanic Serving Institution Educators

BIG BEND COMMUNITY COLLEGE

Date: 1/27/22

ITEM #4: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the board meetings held on December 9, 2021, are included for approval.

Prepared by the President's Office.

RECOMMENDATIONS:

President Tweedy recommends the Board of Trustees approves the minutes.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Regular Board meeting Thursday, December 9, 2021, at 1:30 p.m. via Zoom Webinar.

1. Call to Order

Present: Anna Franz
Jon Lane
Amy Parris
Juanita Richards
Thomas Stredwick

2. Recognition of 13th District Representative Tom Dent

Chair Thomas Stredwick and President Tweedy thanked Representative Dent for his continuing support. Rep Dent shared that his career in aviation is very rewarding and he wanted to give something back to Big Bend Community College to support careers in aviation.

3. Mission Moments

Chair Stredwick explained this new standing agenda item is for recognition centering on the important work of Big Bend that reflects the mission, vision, and guiding principles. Chair Stredwick highlighted Phi Theta Kappa, the Big Bend Foundation, and faculty and staff for their generosity supporting students through Thanksgiving drives for meals and other essentials.

4. Educational Presentation, The Mission of Community Colleges: Creating a Climate for Learning

VP Bryce Humpherys presented information on the mission of community colleges. Community colleges are distinct and were expanded following the civil rights movement of the 1960s. Open access is a critical part of community colleges. We focus on our local communities and teaching and learning, not research. Four parts to teaching mission transfer, workforce, basic education, and continuing education. Dean Kathleen Duvall reported about providing students with classes to earn a transfer degree to smooth their way to a four-year university. Students with an AA earn their baccalaureate at a slightly higher rate than those who do not.

Dean of Workforce Education Daneen Berry Guerin reported about workforce training and economic development within the service district. Advisory Committee members share areas of need and guide program curriculum and industry credentials. Associate of Applied Science degrees that are skills based and industry specific may transfer with an articulation degree for example, the agriculture program graduates can smoothly transfer to WSU. Certificates are also earned with various lengths of courses.

Interim Director Jody Bortz explained that the Basic Education for Adults (BEaA) program is a pipeline to work for most the most undereducated population in the service district. There are offsite courses in Quincy, Mattawa and Othello, and students may earn their high school diploma, GED preparation, attend Open Doors, and attend English language acquisition classes. BEaA gets students to college or the workplace.

Director of Center for Business & Industry Services (CBIS) Beth Laszlo reported CBIS is a self-support program and offers non-credit educational needs for skilled workforce, personal enrichment programs, technical training and professional certification. CBIS accesses grant funding and incubates instruction with more flexibility than workforce or transfer offerings. Successful courses can be moved to instructional programs. Director Laszlo builds relationships with trainers, industry leaders, and school districts.

Dean André Guzman reported information about how student services professionals help students through academic, social, and financial issues. Providing access to students coupled with support is very important for student success. These departments work in the background.

VP Humpherys reported equity gaps are being investigated to identify evidence for improvement areas.

Trustee Amy Parris expressed her appreciation of the presentation. Trustee Jon reported that he attended an incubator presentation at the recent ACCT conference. CBIS works with business for training and provide manufacturing pipeline incubator training sponsored by the North Central Workforce Development Council.

5. Consent Agenda

a) Approval of October 28, 2021, Board Meeting Minutes (A); b) Accreditation (I); c) Student Success (I); d) Assessment (I); e) Finance & Administration (I); f) Human Resources Report (I); g) ASB Report (I); h) Foundation Report (I).

Motion 21-48

Trustee Anna Franz moved to approve the consent agenda.
Trustee Jon Lane seconded and the motion passed.

6. Remarks

There were no public remarks.

7. Faculty Updates

Faculty Association President Dawnne Ernette reported faculty news. In November, Chemistry instructor Sarah Bauer attended a workshop called "Active Learning for the Busy Skeptics and True Believers" as part of a research project on active learning in STEM courses that she has been participating in through the University of Oregon. The next week, she presented what she had learned at a math/science Faculty Colloquiums, put on by math instructor Johanna Doty-Fleming.

Education instructor Michele Reeves implemented a new final project in her EDUC 130 Guiding Behavior class. Students watch a 19-minute video of an exceptional preschool in action. They are tasked with identifying multiple examples of excellent implementation of each of our course objectives. Students like this project and it gives them not only the chance to view an outstanding preschool setting, but to use that real-life setting to connect to their learning from the entire quarter.

Music instructor John Owens shared the BBCC Viking Percussion recording of "Viking War Chant" available on YouTube: <https://www.youtube.com/watch?v=JtMDJHivvZo> . He stated "In addition to our performance, we invited community percussionists to share some insights. These individuals included Rosie Donaldson (Marimba Artist), Jacob Pearce (Director, Ephrata High School), and Jonny Ehr (West African Drumming Styles). The audience included BBCC students, BBCC faculty, BBCC staff, area high school students (Moses Lake, Ephrata, Quincy, Othello, Soap Lake), and community members."

Math instructor Dr. Tyler Wallace's students held their statistics fair and presented information to the campus community. They found a claim on the internet, conducted a survey of 50 people to test the claim, ran the statistics and tried to disprove the claim. Poster presentations were well attended.

Three English faculty, Octaviano Gutierrez, Zach Olson, and Dawnne Ernette have been selected to participate in a grant-funded anti-racist curriculum initiative project across the State of Washington. The project begins winter quarter 2022 and continues for two years.

The Committee for Equity, Inclusion, and Diversity (CEID) started a book club for all-BBCC employees. The selection for winter quarter 2022, is the book *Evicted* by Matthew Desmond. It was chosen to help learn more about our economically marginalized student population's experiences as well as to gain a better sense about student needs in general and the obstacles they face when addressing housing insecurity. Their goal is to have 2-3 meetings on one book each quarter, and take recommendations and let interested employees vote on future readings. We want to have books related to all aspects of higher education experiences from perspectives ranging from faculty to support staff and administration to students. CEID Reads has been well received with 23 individuals attending our planning meeting and introduction of the two books on November 30.

Art instructor Fran Palkovic has shared a PowerPoint of the finals from the Fall beginning ceramics class. He'd like to let the board know that visual art continues thriving here.

8. ASB President Report

ASB President Colton Reynolds reported ASB news. Student forums were hosted with college leadership and medical providers to discuss COVID impacts on students. ASB has also reaching beyond small groups of students to bring in their friends. Activities and events are brought back when they are well attended such as food trucks and other educational events. The full report is in the board packet. Board Chair Stredwick thanked ASB for their intentionality.

9. President's Update

Dr. Tweedy commended ASB for their work in this climate. Meaningful ASB activities are being developed for our student community.

President Tweedy reported Big Bend is live in ctcLink and the work of understanding and harnessing the system is next. Every employee and student set up new accounts just like the trustees. Students' ctcLink access begins November 8 and course registration begins after that. Winter quarter begins January 3, 2022. An immense workload is hitting student services and the business office as the quarter ends and the next quarter begins. Must accommodate student grades. Also, students need to attest to vaccination status and file an exemption, or enroll in online classes only. There are additional layers for students and staff to maneuver. Dr. Tweedy expressed appreciation to Dr Humpherys, Dean André Guzman and Accommodation and Accessibility Services Coordinator Rebecca Leavell for supporting students through these multiple processes.

Big Bend enrollment has decreased 18% from this time last year. ctcLink and the attestation process are part of the enrollment decrease and the decrease is happening nationally. Dr. Tweedy is working with Dean of Institutional Research Valerie Parton and staff to gather data on the enrollment and budget. Federal stimulus is saving us financially now and will go away soon. We need to build pipelines to bolster efforts to recruit students in service district. Newly launched efforts are working and ABE is rebuilding and up in FTEs.

Dr. Tweedy welcomed new employees: STEM Center Coordinator Dori Miller, Early Childhood Specialists Taylor Padilla and Natasha Herring. She also congratulated Marbely Sanchez who was promoted to Financial Aid Advisor.

Dr. Tweedy announced that the Foundation received a \$30,000 donation for aviation scholarships. Dr. Tweedy and Executive Director LeAnne Parton attended an Association of WA Businesses Awards dinner in support of Foundation board member Gary Chandler have a scholarship donated in his honor.

At 2:30 p.m., Board Chair Thomas Stredwick announced that the Board would adjourn to executive session for approximately ten 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 was extended

by five minutes. A five-minute break was taken immediately following the Executive Session. The meeting reconvened at 2:50 p.m. with no action taken.

10. Exceptional Faculty Award (EFA) Recommendations

Motion 21-49

Trustee Anna Franz moved to approve Exceptional Faculty Awards for Math Instructor David Mayhugh and Johanna Doty in the amount of \$2,000 each. Trustee Amy Parris seconded and the motion passed.

11. Sabbatical Recommendation

This item was moved to the January 27, 2022 meeting.

12. Transforming Lives Update

President Tweedy reported Big Bend's virtual Transforming Lives celebration is scheduled January 11 at 6:30 p.m. Trustee Richards serves on the statewide ACT Transforming Lives Committee. They focused on student achievements and how the community and technical colleges supported the students' success rather than focusing on their barriers. Trustee Richards will continue to impact the process at the state level. Donations are being accepted for the Transforming Lives event at which two students will be recognized.

13. Trustees' Progress Toward Goals

Board Chair Stredwick explained this new standing agenda item is set to provide time for the trustees to review progress toward their three goals:

1. *Develop and implement an improved system for monitoring Board effectiveness by establishing an annual checklist for monitoring the overall performance of Big Bend Community College and providing training and other educational opportunities for Trustees.*

Trustees Stredwick and Richards are developing a dash board and hope to have a draft with proposed changes to Ends Statements for the meeting January 27, 2022.

2. *Advance equity, diversity, and inclusion by establishing policies and institutional goals supporting operational equity, diversity, and inclusion programs.*

Trustee Franz suggested delaying engagement in equity, diversity, and inclusion until the newest trustee joins the board. Is there a book the board could read together for a self-study? The Committee for Equity, Inclusion and Diversity (CEID) is starting a book club for the campus community

3. *Ensure effective onboarding and support of new trustees.*

Trustee Amy Parris reported that she feels supported and welcomed. She is participating in ACT and learning as she goes.

Dr. Tweedy she is collaborating with the vice presidents to develop educational topics; today's mission presentation was one a result. The educational topic for the January meeting is Hispanic Serving Institutions (HIS).

14. Assessment of Board Activity

Trustee Jon Lane reported he attend a Big Bend Foundation Board meeting (E-1, E-2, E-3, E-4, E-5, E-6). He met with Rep Tom Dent (E-4, E-5) and attended a special meeting (E-1, E-2). Trustee Lane also attended an ACT Board meeting (E-4, E-5, E-6) and ACT Conference (E-1, E-2, E-3, E-4, E-5, E-6).

Trustee Anna Franz attended ACT training and a post-board-meeting meeting with Chair Stredwick and President Tweedy.

Trustee Amy Parris attended the ACT trustee meet and greet and fall conference. She also attended Rotary in Othello to share about partnerships. Trustee Parris met with VP Humpherys, Workforce Education Coordinator Tom Willingham and Dean Daneen Berry Guerin about developing partnerships. She also attended an Early Childhood Education (ECE) advisory committee.

Board Chair Thomas Stredwick met with President Tweedy to prepare the agenda (E-1, E-2, E-3) and a potential trustee (E-1, E-4, E-6).

Trustee Juanita Richards attended the ACT Conference, ACT Transforming Lives Committee and she met with President Tweedy.

15. Next Regularly Scheduled Board Meeting

The next board meeting is scheduled on January 27, 2022.

16. Miscellaneous

Trustee Anna Franz reported the legislative districts are being redistricted and the Big Bend service area is changing. In 2022 we will be in Districts 7, 9, 13, and 15. We will need to establish relationships with our new legislators.

Trustee Jon Lane asked if VP Humpherys has more information about accreditation. VP Humpherys reported staff and faculty are discussing accreditation standards alignment and focusing on equity gaps, and diversity, equity, and inclusion.

There is currently one applicant in the pool to serve as a Big Bend trustee.

Trustee Richards commended the Big Bend Foundation for their fund raising and free life-long training offerings

The meeting adjourned at 3:28 p.m.

Thomas Stredwick, Chair

ATTEST:

Sara Thompson Tweedy, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 1/27/22

ITEM #4: CONSENT AGENDA (for information)

b. Accreditation

Disaggregated student success data will be released following NWCCU standards in the upcoming Monitoring Workbook.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 1/27/22

ITEM #4: CONSENT AGENDA (for information)

c. Student Success

Big Bend Community College is working to expand educational opportunities in Mattawa, Othello, and Quincy. In Fall Quarter 2021, we re-opened instructional sites offering English as a Second Language and high school completion classes in these communities. In addition, the college is preparing to conduct a survey in each of these communities to better understand the educational needs and interests of families in the community. The survey results will inform decisions about what academic programs the college will bring to the communities and how to deliver them.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 1/27/22

ITEM #4: CONSENT AGENDA (for information)

d. Assessment

The 2021 Employer Survey Draft was released to the Data Committee following their analysis of survey results.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 1/27/22

- ITEM #4:** CONSENT AGENDA (for information)
- e. Finance & Administration Update

ctcLink Update:

We are currently LIVING in PeopleSoft. Our folks are still incredibly busy with learning how everything functions in the new system. This month begins Instructor Led Trainings (ILT) for ctcLink for our administrative users.

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; All 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 – **1.4% expended**. HSI \$268,040 – 0 expended.

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

Ongoing Capital Projects:

Science Labs in 1200 renovation/remodel (Minor Project for 2019-21 biennium): Punch list items are complete. Outstanding warranty item with a sink drain remaining to be repaired.

Wallenstein Theater electrical upgrades (Minor Project for 2021-23 biennium): Contract has been awarded. Notice to Proceed (NTP) issued today with 45 days for procurement and then 120 days of construction commences March 5, 2022.

Wallenstein Theater roofing replacement: *Status remains the same from December report*--This project has a contractor in place, but product, weather and staffing availability extend the completion until a Spring date.

Pavement and awning repairs: *Status remains the same from December report*--Paving and concrete repair work in miscellaneous locations. Due to contractor staffing availability and weather, this project will not occur until Spring.

Prepared by VP Schoonmaker.

RECOMMENDATION: None.

BIG BEND COMMUNITY COLLEGE

Date: 1/27/22

ITEM #4: CONSENT AGENDA (for information)

f. Human Resources & Labor

BACKGROUND:

Recruitment & Selection:

Giselle Gudino accepted the position of WES Program Coordinator. This is a full-time, classified staff position replacing Nataliya Yuschuk. Giselle started her new position on January 3, 2022.

Hilario Castilleja accepted the position of Maintenance Mechanic 3 (HVAC). This is a full-time, classified staff position replacing Doug Winters. Hilario started his new position on January 18, 2022.

Tony Bergen was promoted to the position of Maintenance Mechanic 2. This is a full-time classified staff position replacing Mike Cooley. Tony started his new position on December 1, 2021.

Katie McAdoo accepted the position of Program Assistant supporting Student Employment. This position replaces Marbely Sanchez. Katie started her new position on January 3, 2022.

The following searches are currently in process:

- Custodian 1
- Ag Mechanics Program Coordinator
- TRiO SSS Academic Advisor
- Program Assistant – Financial Aid
- Maintenance Mechanic 1

Retention:

We ended 2021 with a turnover rate of 19.262%. The breakdown of separation reasons are listed below. The goal for 2022 is to have a turnover rate less than 12%.

Voluntary Separations		Involuntary Separations	
Resignation	11	Contract Non-Renewal	3
Retirement	6	Discharge	3
Relocation	5	Layoff	1
New Job	5	Failed Probationary	1
Job Abandonment	1		
Project Position End	1		
TOTAL	29		8

BIG BEND COMMUNITY COLLEGE

Date: 1/27/22

ITEM #4: CONSENT AGENDA (for information)

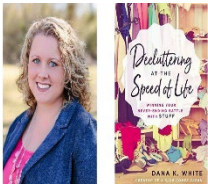
- g. Foundation Report

BACKGROUND:

LeAnne K. Parton, Foundation Executive Director's Report

Year-end appeal, was sent to five hundred and sixty families.

Mark your calendars for Cellarbration! for Education, date change, **May 7, 2022** In person at Big Bend. We can use your help by attending, securing auction items or sponsorships.



Our Emotional Attachment to Stuff: Decluttering Strategies that Make It Easy to Let Go

Dana K. White, Wall Street Journal Bestselling Author and Decluttering Expert

January 18th at 9:00 AM PST



Love as a Business Strategy: Resilience, Belonging & Success *Mohammed Anwar & Frank Danna, Wall Street Journal Bestselling Authors*

January 25th at 9:00 AM PST



How to Make An Empowered Ask to Achieve Success, Fulfillment and Peace of Mind

Elayne Fluker

February 3rd at 9:00 AM PST



Listen Like You Mean It: How to Be a Better Listener from the Boardroom to the Dinner Table

Ximena Vengoechea

February 8th at 9:00 AM PST



Impact Players: How to Take the Lead, Play Bigger and Multiply Your Impact

Liz Wiseman, New York Times Bestselling Author

February 17th at 9:00 AM PST

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

BIG BEND COMMUNITY COLLEGE

Date: 1/27/22

ITEM #6: Faculty Updates (information)

BACKGROUND:

Faculty Association President Dawnne Ernette may report faculty activities.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 1/27/22

ITEM #7: ASB Updates (information)

BACKGROUND:

ASB President Colton Reynolds will report ASB activities.

ASB is off to a strong start this quarter with a combination Pizza Drive-thru event tied in with our Winter Welcome Back Swag Bag. The bag included a magic Thor coffee mug, packet of hot chocolate, peppermint candy spoon, hand warmers, a beanie or a scarf, lanyard, as well as brochures covering BBCC Substance Abuse/Resources and the Viking Food Pantry. 134 students participated and received bags, and staff and faculty purchased the remaining 31 bags. The Viking Food pantry was also represented at the event, handing out boxes of food to students in need.

ASB also sponsored a Blood Drive and looks forward to our Virtual Bingo: Alcohol Awareness. The following week, comedian Justin Ruppel, who was scheduled to perform in person, has shifted to a virtual format, due to our scaling back of live events on campus at this time, due to COVID. Justin performed virtually before – great entertainment for the entire family. Emails with registration links will be sent out to the campus.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 1/27/22

ITEM #8: President's Update (information)

BACKGROUND:

Dr. Tweedy will provide an update.

- a. COVID-19 Impacts
- b. Enrollment

RECOMMENDATION:

None.

b. Enrollment (E-5, Information)

New-Winter quarter started on January 3, 2022. At the start of week 3 (January 18, 2022), winter total headcount was 1,677 – a 22.1% decline from last year’s headcount (2,154) at this same time in the quarter. Similarly, total winter FTEs (1324.8) were down 22.6% from the same time last winter (1,710.9) and state-funded FTEs (922.5) were down 17.9% from last year (1123.1).

Fall quarter ended on December 8, 2021. The final fall enrollment report will be provided at the next regularly scheduled Board meeting.

The tuition amount budgeted for 2021-2022 is \$3,800,000. As of December 31, 2021 we have collected \$2,542,362 or 66.9% of the budgeted amount. As of December 31, 2020 we had collected \$2,410,450 or 63.4%.

TUIITION COLLECTION REPORT
As of Dec 31, 2021 and Dec 31, 2020

	<u>2021-2022</u>	<u>2020-2021</u>
Annual Budget	\$3,800,000	\$3,800,000
Total Collections as of Dec 30	\$2,264,943	\$2,410,450
CARES Lost Revenue Summer	<u>277,419</u>	
	\$2,542,362	
As a % of Annual Budget	66.9%	63.4%
Left to Collect to Meet Budget Target	\$1,257,638	\$1,389,550

Prepared by Registrar Starr Bernhardt and Executive Director of Business Services Charlene Rios.

BIG BEND COMMUNITY COLLEGE

Date: 1/27/22

ITEM #9: Probationary/Tenure Reviews (for information)

BACKGROUND:

The probationary tenure information for the following faculty members will be available for your review online **Monday, March 7, 2022**. The instructions for access follow this page.

The Board will consider probationary faculty contract renewal for the following faculty at the next regular board meeting.

Faculty Member	Position	Current Status
Chris Dinges	Aviation Mech Tech Instructor	1 st probationary year
Eric Fleming	Math Instructor	1 st probationary year
Octaviano Gutierrez	English Instructor	1 st probationary year
Ching (Jim) Lin	Science Instructor	1 st probationary year
Barbara Bush	Communications	2 nd probationary year
Hannah Capelo	Nursing Instructor	2 nd probationary year
John Owens	Music Instructor	2 nd probationary year
Suzanne Reilly	Sociology Instructor	2 nd probationary year
Reza Sharifi	Industrial Systems Technology	2 nd probationary year

The Board will consider awarding tenure to the following faculty at the next Board meeting.

Theresa Calip	Biology Instructor	3 rd probationary year
Johanna Doty-Fleming	Math Instructor	3 rd probationary year
Rhonda Kitchens	Librarian	3 rd probationary year
David Mayhugh	Math Instructor	3 rd probationary year
Michele Reeves	Education ECE	3 rd probationary year
Jessica Strickland	HS21+/GED/ABE	3 rd probationary year

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

RECOMMENDATION:

President Tweedy recommends that the trustees review the probationary tenure information by the next board meeting.

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: 1/27/22

ITEM #10: Sabbatical Recommendation (for action)

BACKGROUND:

Per Article XVIII of the Negotiated Agreement, the Sabbatical Committee met and reviewed sabbatical requests and recommend approval on Chemistry Instructor Lindsay Groce's request.

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.

MEMORANDUM

November 29, 2021

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

FROM: Ben Altrogge, Flight Instructor
Kim Garza, Vice-President of Human Resources & Labor
Andre Guzman, Dean of Student Services
Rie Palkovic, Art Instructor
Chris Riley, History & Political Science Instructor

RE: 2022-23 Sabbatical Request

Big Bend Community College received one request for professional leave for the upcoming 2022-23 academic year. Lindsay Groce, Chemistry Instructor, requested professional leave for one (1) quarter.

In accordance with Article XVIII, Section A of the Negotiated Agreement, a Sabbatical Committee was formed. The committee was comprised of two administrators appointed by the BBCC President and three faculty members appointed by the Faculty Association President.

The committee met on November 15, 2021 to review and discuss the request. Lindsay Groce attended the meeting to provide additional information and answer questions about the 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.

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.

Based upon the information provided in the proposal as well as the discussion with Lindsay about the planned sabbatical activities, the proposed course, and financial considerations, the committee finds the length of the requested sabbatical leave to be reasonable. The request has measurable goals and outcomes and outlines plans for incorporating the knowledge and experience gained during the professional leave into classroom instruction and activities.

The committee recommends approval of the request for professional leave for the 2022-23 academic year.

Due to ongoing COVID-19 restrictions, committee members approved the content of this memo through the college's email system.

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



Big Bend
COMMUNITY COLLEGE

Transforming lives through excellence in teaching & learning

OFFICE OF THE VICE PRESIDENT
OF LEARNING & STUDENT SUCCESS

December 1, 2021

MEMORANDUM

TO: Dr. Sara Thompson Tweedy, President

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

RE: Request for Sabbatical Leave, Lindsay Groce

After reviewing the recommendation of the Sabbatical Leave Committee, I support the Committee's recommendation to approve the sabbatical request of Lindsay Groce. She provided a complete proposal that addresses the purpose, eligibility, and review criteria for sabbatical leave applications as set forth in the Negotiated Agreement. The Committee concluded Ms. Groce's application was reasonable and recommend that the BBCC Board of Trustees approve her request. I also recommend approval.

Sabbatical Application – Lindsay Groce, Chemistry

Submitted: October 15, 2021

Time Requested: 1 Quarter, Spring 2023

Eligibility: I will complete my first TFE during the 2021-2022 academic year

Narrative Description of Project:

I am proposing the creation of a Non-Lab Science (NS) 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 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.

Project Budget:

Travel

****Note**** Due to current covid-related travel restrictions and closures, there is not an easy way to estimate cost because there are no flights currently doing what I am proposing and many of the venues I would like to visit still have limited public access, so these cost estimates are very rough.

London, England (per diem rates current based on 10/2021 rates):

Flight, estimated: \$1,000

Lodging: \$326 per night x 42 nights (potentially) = \$13,692

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

Food: \$200 per day x 42 days = \$8,400 (anticipate being able to save some here)

Paris, France (per diem rates current based on 10/2021 rates):

Flight, estimated (from London): \$400

Lodging: \$420 per night x 28 nights (potentially) = \$11,760

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

Food: \$182 per day x 28 days = \$5,096 (anticipate being able to save some here)

Flight from Paris back home, estimated: \$1,000

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

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

Total: \$42,048

Potential Funding Sources (assuming most will be out of my own pocket, but will explore as many funding sources as I can find in the next year):

Exceptional Faculty Award (will apply for max, \$2000)

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

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

Curriculum development stipend (\$1,500)

American Chemical Society – local chapter might have professional development funds

Specific, Measurable Outcomes of the Project:

- 1) Creation of curriculum for new NS elective based around the history of science and great discoveries.
- 2) Creation and approval of MCO for new course.
- 3) Travel to countries where scientific disciplines were developed and collect resources.
- 4) Learn more about the history and context of great scientific discoveries.

Detailed Time Schedule of Activities:

Fall 2022

September 2022: Develop MCO and bring to IC for approval by October Meeting

November 2022: Curriculum stipend application to IC

In general: continue to work on finding sources of funding, obtain letters about my research intentions for access to certain academic spaces, labs, and libraries

Winter 2023

In general: make sure materials are in place for whoever will be covering Spring courses

Spring 2023 (4/3/23-6/20/23) – Sabbatical

Somewhere in the first week of April: Fly to London, England

Anticipated activities (timeline: 5-6 weeks, dependent on funding and travel options at that time):

- Cavendish Laboratory (Cambridge)
- Oxford Library
- Cambridge Library
- The Eagle (Cambridge), the pub where Watson and Crick announced discovery of DNA double helix
- The Royal Society
 - Public lectures
 - Library
- The British Library

- Dana Research Centre and Library, Science Museum
- John Snow Memorial Water Pump (the water from which cholera and disease vectors were first studied)
- King's College – Strand Campus (where Rosalind Franklin took Photo 51, which led to the discovery of the double helix structure of DNA)
- The Royal Observatory
- Rutherford Appleton Laboratory (Chilton, Oxfordshire)
 - Speaker series: Talking Science
- National Physical Laboratory (Teddington)

Somewhere around the first-second week of May: Fly from England to Paris

Anticipated activities (timeline: 3-4 weeks, dependent on funding and travel options at that time):

- Radium Institute (Marie Curie's lab space)
- The Curie Museum
- Place de la Concorde (where Antoine Lavoisier, the Father of Modern Chemistry, was beheaded in the Revolution)
- CSI (Cité des sciences et de l'industrie)
- The Pasteur Museum
- National Museum of Natural History
- The School of Mines Minerology Museum

BIG BEND COMMUNITY COLLEGE

Date: 1/27/22

ITEM #11: Trustees' Progress Toward Goals (for action/information)

BACKGROUND:

Board Goals (adopted September 9, 2021)

1. Develop and implement an improved system for monitoring Board effectiveness by establishing an annual checklist for monitoring the overall performance of Big Bend Community College and providing training and other educational opportunities for Trustees.
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 of new trustees.

RECOMMENDATION:

Board Chair Thomas Stredwick will facilitate a conversation.

BIG BEND COMMUNITY COLLEGE

Date: 1/27/22

ITEM #12: 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

Core Themes	Mission	Student Success	Excellence in Teaching & Learning	Community Engagement		
<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 Mission Deliver lifelong learning	E-2 Student Success Provide access, assist completion, develop skills	E-3 Excellence in Teaching & Learning Support innovation, creativity, high academic standards; professional development	E-4 Community Engagement Support economic development	E-5 Integrity & Stewardship Responsible, prudent resource management	E-6 Inclusion & Climate Welcoming to all
1.						
2.						
3.						
4.						
5.						

BIG BEND COMMUNITY COLLEGE

Date: 1/27/22

ITEM #13: Next Regular Meeting (information/action)

BACKGROUND:

The next regularly scheduled board meetings are below:

Thursday, January 27, 2022 at 1:30 p.m.
Wednesday, March 23, 2022, at 1:30 p.m.
Thursday, May 5, 2022, at 1:30 p.m.
Thursday, June 9, 2022, at 1:30 p.m.
Thursday, August 25, 2022, (Retreat)
Thursday, October 13, 2022, at 1:30 p.m.
Thursday, December 1, 2022, 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.

Board Educational Presentations Topic	Details	Who
Overview of HSI/Closing Equity Gaps	Required student demographics	
	Applying for HSI designation	
	result of HIS designation	
	Title V Grants and results	
	Tenure ??	
	Guided Pathways Project	
Budget & Enrollment	Operating Budget	
	Explain FTEs, Funding	Linda S
Auxiliary Services & Purpose	Childcare Center	
	Word Services	
	Book Store	
	ATEC	
	Residence Hall	
Instructional Areas of the College	Transfer	
	Workforce	
	BEEdA	
	(credit and non credit)	
	Types of credentials awarded	
Strategic Plan: Access focused enrollment management efforts.	offsite partnerships	
	re-engagement	
	hs relations	
	efforts to reach adults	
Strategic Plan: Efforts to increase student retention and success while reducing equity gaps	support services	
	STEM & Writing Center	
	Food Pantry	
	Library	
	WES	
	TRiO	
	Starfish & Navigation Service	
(HSI) Efforts to improve student persistence while reducing equity gaps		
	accelerated math & English	
	contextualized math	
	placement changes	
	elearning	
	different instructional models	
	ESCALA training/application	
	BAS Degree	

Board Educational Presentations Topic	Details	Who
How responding to the pandemic is changing the way we do our work	HR Perspective	
	Teaching & Learning Perspective	
	Programming	
National accreditation next visits are a spring visit around the BAS and a fall mid cycle visit in 2023)	address recommendations	
	data dashboards	
	institutional planning	
ctcLink		
Organizational Structure		
Strategic priorities and current projects we are doing related to each priority		
Tenure		
Legislative Advocacy		

Month	BOT Meeting Dates	Ed Programming Suggestion	Recurring BoT Agenda	ENDS Connection
January	Thursday, January 27, 2022 at 1:30 p.m. (HSI)	Overview of HSI/Closing Equity Gaps	Sabbatical Requests	E-6 (inclusion & climate)
February	<i>Study Session in February</i>	Tenure Prep and Review		E-3 Excellence in Teaching & Learning
March	Wednesday, March 23, 2022, at 1:30 p.m.	Legislative Advocacy (Arlen Harris or Ivan Harrell)	Tenure, ACT Award Nominations	E-4 Community Engagement
April	<i>Study Session in April</i>	Strategic Plan		If timing is right...
May	Thursday, May 5, 2022, at 1:30 p.m.	Budget & Enrollment	Exceptional Faculty Award	E-5 Integrity & Stewardship
June	Thursday, June 9, 2022, at 1:30 p.m.	Graduation	Operating Budget Approval, Mission Fulfillment Monitoring Report, Emeritus Status	E-5 Integrity & Stewardship
July	<i>Study Session in July</i>	(prep for board retreat) Fundamentals of Effective Board Governance (Annual refresher, ACT Kim Tanaka)		E-1 Mission
August	Thursday, August 25, 2022, (Retreat)	Auxiliary Services & Purpose	Board Evaluation & Goals, Policy Governance Evaluation	E-1 Mission
September	<i>Study Session in Sept</i>	Strategic Plan: increase student retention, closing equity gaps		E-1 Mission, E-2 Student Success
October	Thursday, October 13, 2022, at 1:30 p.m.	Instructional Areas of College	Proprietary Budget, Board Chair Rotation, President Evaluation & Contract, Next year meeting schedule, Transforming Lives Nomination	E-1 Mission, E-2 Student Success, E-3 Excellence in Teaching & Learning, E-5 Integrity & Stewardship
November	<i>Study Session in November</i>	Strategic Plan: Access Focused Enrollment		
December	Thursday, December 1, 2022, at 1:30 p.m.	Strategic Projects Update		E-1 Mission, E-2 Student Success
Every meeting		Consent Agenda: previous meeting minutes, accreditation update, student success update, assessment update, finance & administration update, human resources update, ASB report, Foundation report, mission moment		
Other actions during various meetings		Board Policy revisions, WAC changes, Ratify Negotiated Agreement with Faculty Association, Resolutions		

BIG BEND COMMUNITY COLLEGE

Date: 1/27/22

ITEM #14: 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.