

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Thursday, January 7, 2021, at 1:30 p.m. via Zoom Webinar.

1. Call to Order

Present: Anna Franz
Jon Lane
Stephen McFadden
Juanita Richards
Thomas Stredwick

2. Education Presentation

ctcLink Organizational Change Manager Angela Garza discussed the timeline and processes in preparation for our launch October 2021. A significant amount of work has been accomplished and BBCC is the only college that has submitted all assignments on time. The following BBCC staff have put in countless hours preparing for our conversion: Amber Jacobs, Angela Garza, Barbara Riegel, Barbi Johnson, Becky Ozuna, Cassandra Fry, Charlene Rios, Debbie Simpson, Edgar Montoya, Edgar Zamora, Elise Warren, Jenn DeLeon, Joe Auvil, Jordan Shipley, Julia Gamboa, Karen Girone, Karen Okerlund, Katie Ralph, Kerri Furman, Kim Garza, Kristin Young, Linda Chadwick, Linda Schoonmaker, Marbely Sanchez, Matt Killebrew, Rita Ramirez, Robin Arriaga, Starr Bernhardt, Tiffany Fondren, Traci Bartleson, Valerie Parton, Yvonne Ponce. Additional employees will learn how to use ctcLink later this spring. Currently, conversion testing continues and we are learning lessons from other colleges.

Director of Library Services and eLearning Tim Fuhrman and eLearning Coordinator Mattias Olshausen shared information about Canvas and online learning. BBCC has joined the majority of other WA community and technical colleges using the Canvas learning management system. Canvas courses and accounts are set up from enrollment data. Canvas is designed with asynchronous learning in mind and it has been adaptable to synchronous classes too. The platform is functional and offers many options, most issues experienced are related to user error. There are campus-wide communications features within Canvas and third-party applications work well within Canvas including Starfish, etextbooks, Turnitin (plagiarism tracker), Ally (accessibility), eTutoring (consortium of community colleges and universities that pool their resources and provide services to students), and Honorlock (test proctoring). Canvas is also accessible through a phone app. An instructional designer, funded by the Title V grant will be on campus in the future.

The library is not currently open to the public; however, students can reserve space maintaining social distancing and wearing masks. Softball students are regularly reserving study space. Director Fuhrman stated Coordinator Olshausen had been on campus six months when everything moved online and he did a great job along with other employees to convert to mostly online delivery of education.

BBC staff and faculty have learned how to overcome barriers to support students' educational attainment. Institutional Research administered a survey to gather information from students and several students expressed frustration with online learning with other mitigating factors. The student feedback was used to determine and apply interventions. VP Humpherys reported enrollment has decreased due to students pausing their education, some due to online learning issues.

Sabbatical

Dr. Steve Close thanked the trustees and administration for the opportunity to go on sabbatical. During his sabbatical he attended Master of Science in Communications courses at EWU. He gained information in statistical analysis, communication, indigenous education, online pedagogy, history of colleges, and anxiety and student performance. Dr. Close re-examined his philosophy of education. He also learned from his student experience regarding accessibility, online interaction, and empathy for students. Dr. Close also attended two conferences regarding English composition and co-authored a book about teaching English. As a result of his sabbatical activities he redesigned his English composition class. The trustees complimented Dr. Close's efforts and sabbatical report.

3. Consent Agenda

a) Approval of November 12, 2020, Board Meeting Minutes (A); b) Student Success (I); c) Assessment (I); d) Finance & Administration (I); e) Human Resources Report (I); f) ASB Report (I); h) Foundation Report (I); i) Classified Staff Report (I).

Motion 21-1

Trustee Thomas Stredwick moved to approve the consent agenda. Trustee Juanita Richards seconded, and the motion passed.

4. There were no public remarks.

5. Faculty Updates

Association President Zach Olson reported faculty activities. The math and science faculty put on a faculty workshop "How to be Even More Awesome" to share best practices. In Dr. Dennis Knepp's Philosophy 101 course students are creating memes to demonstrate their knowledge and literacy in multiple areas.

Instructor Jen McCarthy has incorporated more synchronous Zoom meetings in her French class to engage students more fully.

History Instructor Jody Quitadamo reported that she offered students a creative scenario for their final: the students were to imagine that they were curators for the Smithsonian's National Museum of American History. They recently received a federal grant to develop a digital exhibit that explores the extent to which America lived up to its stated ideals in the period between 1619 and 1860.

Math and science instructors Sarah Bauer, Theresa Calip, Mariah Whitney, Christy Welch, and Lindsay Groce are building excitement as their students conduct labs in their homes and share photos. Submitted photos included growing bacteria, household solution testing, osmosis in potatoes, anatomical models, and gas law concepts.

6. President's Update

Dr. Tweedy shared a moment of silence for beloved long-term BBCC employee Jim Tincher. The BBCC community gathered together in an online forum to support each other and share thoughts about Jim. She announced that the Northwest Commission on Colleges & Universities (NWCCU) Board of Commissioners will meet January 13, 2021 to review BBCC information; Dr. Tweedy, Dr. Humpherys, and Dean Parton will attend the Zoom meeting.

The summer enrollment report shows a trend of falling state-funded FTEs. Conservative budgeting and management by VP Schoonmaker is resulting in stability that many other colleges are not experiencing.

Dr. Tweedy reported strategic planning is underway. Based on student surveys, anecdotal information, climate surveys, and employee feedback, four strategic priorities were identified: Improving Student Success, Employer of Choice, Forward Looking Infrastructure, and Enrollment Growth and Diversification. BBCC employees will continue to work together refining the process. Dr. Tweedy aims to have a draft strategic plan developed in the latter part of the spring quarter and a presentation to the board for adoption in the fall of 2021.

President Tweedy thanked employees for following the COVID protocols and VPs Garza, Humpherys, and Schoonmaker for their efforts leading the support of students and employees directly impacted by COVID.

Dr. Tweedy stated improving campus climate is an intentional effort. The employee turnover rate goal is 12% and we remain at 6.7%.

Dr. Tweedy commended Executive Director of the Foundation LeAnne Parton, her staff, and the goodwill of employees for the BBCC Foundation's Strive to Thrive campaign success. They exceeded their mark gathering \$42,390 or 136% of the goal.

Lastly, President Tweedy recognized the work and coordination of the new BBCC website by Director of Communications Matt Killebrew, Coordinator Tiffany Fondren, and programmer Elijah Bozin.

7. Sabbatical Recommendations

Dr. Tweedy expressed her support for the sabbatical request submitted by Nursing Instructor Jennifer Reames-Zilliox. Her request meets expectations in the Negotiated Agreement with the Faculty Association and Administrative Process 5500.

Trustee Thomas Stredwick asked about the difference in the requested leave for three quarters and the committee's recommendation to grant two quarters of leave. After a thorough review of the request, the committee felt Instructor Reames-Zilliox could accomplish her sabbatical activities in two quarters.

Motion 21-2

Trustee Stephen McFadden moved to approve sabbatical leave for Instructor Reames-Zilliox for two quarters as recommended. Trustee Jon Lane seconded, and the motion passed.

Trustee Jon Lane reported the sabbatical application was impressive. Trustee Anna Franz asked about the cost to the institution. VP Kim Garza stated per the Negotiated Agreement a faculty member on sabbatical leave for three quarters receives 80% of their salary and if on leave for two quarters they receive 85% of their salary along with full benefits. There is also a cost to temporarily fill in for the faculty member's absence.

8. President's Onboarding

President Tweedy continues to meet with internal and external stakeholders including Rotary, school district superintendents, legislators, and employees.

9. Transforming Lives Event

The Trustees' Transforming Lives event is set for Tuesday, January 19. Recognizing the Transforming Lives Award nominees raises awareness of students' potential, persistence, and the role BBCC plays in their success. Trustee Stephen McFadden shared about the donation request for the event which is also funded by trustee's foundation account. He also thanked Executive Director of the Foundation LeAnne Parton for arranging dinners to be delivered to the nominees. Board Chair Anna Franz thanked the committee.

10. Trustee Job Description

The trustees discussed the draft job description from the board retreat which includes policy governance and trustee responsibilities. They discussed fiscal responsibility to the college and the fact that it may be a barrier for some. Also discussed adding the self-evaluation for trustees. Trustee McFadden said sharing the realistic expected time commitment is important. Trustee Thomas Stredwick suggested the information be shared in a recruitment packet rather than a job description format. The onboarding

document and a sample calendar of events for the year may also be included. This topic is tabled for the next meeting.

11. Assessment of Board Activity

Trustee Jon Lane participated in the ACT Conference, ACT Legislative Action Committee, an ACCT workshop, and local legislative tours with President Tweedy. He also attended an ACT meet and greet for new trustees, Trustee Tuesday, an ACCT state coordinators' meeting, and a call with Board Chair Franz to discuss the Trustee Job Description.

Trustee Juanita Richards attended the ACT Trustee Tuesday professional development presentation on policy governance.

Trustee Stephen McFadden attended a legislative tour of the Workforce Education Center (WEC), ACT Trustee Tuesday, and two Transforming Lives Committee meetings.

Trustee Thomas Stredwick met with Executive Assistant Melinda to discuss the Transforming Lives event and Dr. Tweedy's introductory meeting with the Grant County PUD Commissioners.

Board Chair Anna Franz attended the ACT Fall Conference, ACCT Parliamentary training, and reviewed the draft board job description. She also attended the ACT Trustee Tuesday presentation. Board Chair Franz strongly encouraged trustees to attend the Trustee Tuesday events as their topics align with board goals.

12. Next Regular Board Meeting

The next board meeting is set for February 11, 2021. The board will take action on probationary reviews during their meeting scheduled on March 25, 2021.

Motion 21-3

Trustee Stephen McFadden moved to reschedule the meeting on February 11, 2021 to February 10 and the meeting on March 25, 2021 to March 24, 2021. Trustee Thomas Stredwick seconded, and the motion passed.

13. Trustee Resignation

Trustee Stephen McFadden announced that he is moving outside the BBCC service district due to a career opportunity. He submitted a resignation letter effective after the March meeting. Board Chair Anna Franz thanked Trustee McFadden for his contributions and his leadership of the 2020 presidential search. Trustee McFadden expressed his love for BBCC and his belief in the great service BBCC provides.

Motion 21-4

Trustee Thomas Stredwick moved to accept Trustee McFadden's resignation. Trustee Jon Lane seconded the motion, and the motion passed.

Trustee McFadden reported he has talked with three potential trustees in the Othello area. He represented Adams County and he hopes to encourage others from the area to apply through the Governor's website.

Trustee Jon Lane reported his term expires in September. He is also sharing the opportunity with interested community members.

14. Miscellaneous

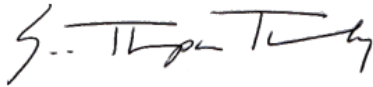
Board Chair Anna Franz asked trustees to review the ACT award nomination forms for discussion at the next meeting

The meeting adjourned at 3:17 p.m.



Anna Franz, Chair

ATTEST:



Sara Tweedy, Secretary