

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Regular Board meeting Thursday, October 10, 2024, at 1:30 p.m. in person.

**Present:** Amy Parris  
Bethany Martinez (Zoom)  
Anna Franz  
Gary Chandler

The Big Bend Community College volleyball team, along with Head Coach Alexa Moser, attended the meeting. Each player introduced themselves and shared their academic goals and degree programs.

### 2. Mission Moments

Members of the Phi Theta Kappa (PTK) Rho Zeta Honor Society attended the meeting to provide an overview of their club and its activities. PTK is an international honor society for two-year college students and its purpose is to recognize and encourage scholarship, develop leadership and service, and create an intellectual climate for exchanging ideas. To be a part of PTK, a student is required to have a cumulative GPA of 3.5 or higher and have completed at least 12 hours of coursework toward a degree or at least 6 hours toward a 1-year certificate. Campus and community highlights featured Viking Food Pantry fundraisers, mental health initiatives, and STEM Center study events.

A special acknowledgment was given to Octaviano Gutierrez for his outstanding contributions as the club advisor. For the past five years, Octaviano has supported students, demonstrating exceptional dedication, leadership, and support. His commitment has been instrumental in the chapter's continued success, and gratitude for his service was expressed. Board Chair Amy Parris presented Octaviano with a special gift, recognizing the lasting impact of his efforts in supporting and uplifting students. The attendees joined in thanking Octaviano for his five years of service and dedication to Phi Theta Kappa.

### 3. Public comment

There was no public comment.

### 4. Consent Agenda

Motion 24-27 Trustee Anna Franz moved to approve the consent agenda. Trustee Gary Chandler seconded, and the motion passed.

### 5. Faculty Updates

Dr. Dennis Knepp, Faculty Association Representative, provided an update on faculty activities and achievements. Zach Olson has enhanced courses by integrating AI, with a focus on academic integrity and appropriate use of AI. For example, students in ENG 99 now complete assignments both with and without AI to understand appropriate usage.

Dr. Knepp also highlighted that Perla Garcia has been hired as a new Early Childhood Education Instructor, who began her college education at Big Bend Community College. As an extension to his upcoming Passion Project (Mathematics of Japan), Salah Abed will introduce an online tool for math courses designed to offer practice problems with random number generation with detailed solutions. It helps students deepen their understanding by providing varied practice opportunities essential for mastering mathematical concepts.

Kaja Devine shared updates on the Criminal Justice Program. Each quarter, students engage with local and state law enforcement agencies, including the Moses Lake Police Department, Grant County Sheriff's Office, Washington State Patrol, and Washington Fish & Wildlife. In the CJ215: Criminal Investigations course, students participated in a fingerprinting lab, analyzing prints lifted from ceramic shards to simulate real-world investigations. For their final project, students conducted mock investigations of a mannequin with planted evidence, and compiled detailed investigative reports. Trustees were invited to attend upcoming events, including an MLPD K9 presentation with Chief, retired K9, on October 17, and the next Washington State Patrol visit, which occurs every quarter. A field trip to Coyote Ridge Corrections Center, which features the Ridge Dogs Program, is also scheduled for the spring. The program's first cohort graduated last spring. Some students transferred to four-year institutions, while others remained with their current employers. Kaja also served as a reference for one student applying to the Mattawa Police Department and hopes the student secured the position. The presentation concluded with shared photos of students actively engaged in various program activities.

## **9. Exceptional Faculty Award Presentation**

Ryan Duvall expressed gratitude to the trustees for the Exceptional Faculty Award he received last spring. He shared he has taught at Big Bend for the past eight years in the BIM Program and is currently pursuing an MBA in Organizational Leadership. Through his MBA work, he is inspired to implement strategies to enhance communication skills, focusing on professionalism in emails and assignments. Additionally, he is working on rebranding his program to align with a more professional standard, focusing on how to develop and adopt these practices across the curriculum. His MBA will allow him to teach more classes.

One of Ryan's favorite courses is Social and Emotional Dimensions of Leadership, which emphasizes emotional intelligence. He discussed the importance of emotional education at all ages and how skills like emotional regulation are critical in the workplace, where emotional intelligence is very valuable. He introduced the RULER process, which involves a) recognizing emotions, b) understanding them, c) labeling emotions with nuanced descriptors, d) expressing them appropriately, and e) regulating emotions for effective collaboration. Ryan emphasized how emotional regulation helps educators avoid burnout and better connect with students. He is exploring other books on emotional intelligence, including those with the concept of inward and outward mindsets.

## **6. ASB Updates**

ASB President Devry Lausch provided an update on ASB activities. Author Alejandra Campoverdi recently spoke on September 26, highlighting her national bestselling book, *First Gen: A Memoir*, offering a meaningful tribute to Hispanic Heritage Month. The event saw excellent participation and featured delicious food. The first pancake breakfast was a success, with long lines of attendees. A club showcase will be held October 15 in the Viking Lounge, where clubs will be introduced, allowing students to explore and join groups of interest. ASB is also promoting an upcoming dodgeball tournament on October 17. ASB is preparing for the Trunk-or-Treat event on October 25 in the DeVries Activity Center parking lot, scheduled just before the volleyball game. This event will be open to both students and the community.

## **7. President's Update**

President Tweedy reported that the Fall 2024 enrollment numbers are very promising, showing a significant recovery to pre-COVID levels, comparable to Fall 2019. Headcount, total FTE, and state-funded FTE have increased, reflecting the hard work and strategic recruitment efforts of Student Services and the Financial Aid office. Despite the Department of Education's complex financial aid transition, the team ensured that student and family impacts were mitigated, maintaining strong enrollment numbers. Specifically, headcount is up 20.4% from last year, total FTE increased by 11%, and state-funded FTE rose by 6%. Running Start student enrollment contributed significantly, with increases noted from Moses Lake (10%), Ephrata (18.6%), Othello (42%), and Warden (46.9%) schools over the previous year. The Moses Lake School District represents 54% of the total Running Start student enrollment. Private and homeschool students are also eligible to enroll in the Running Start Program; however, their enrollment numbers have not been tracked separately.

The "Discover Big Bend" interactive online recruitment tool was introduced. This platform offers a comprehensive overview of the college's programs, campus life, athletics, financial aid, the admissions process, and student testimonials, providing a powerful connection for prospective students and their families.

An update on the OFM budget error was shared, highlighting that OFM has submitted a supplemental budget request to the Legislature to recover \$28 million from the Community and Technical Colleges, \$357,400 impacting Big Bend Community College specifically. In response, the State Board has approved and submitted its own supplemental budget proposal to OFM, included in the Governor's second supplemental proposal, aiming to maintain full funding for the Community and Technical Colleges. Strategies are being developed to address potential shortfalls if legislative approval is not secured. The Governor's supplemental budget release in December will clarify the situation, but colleges are beginning discussions on repayment contingencies and long-term impacts. Legislative priorities for the upcoming session emphasize keeping colleges financially whole and addressing this issue to restore trust in the allocation process.

The Executive Session was moved to a later part of the meeting.

## **8. 2024-25 Proprietary Budget**

Jackson Wilks, Executive Director of the Business Office, provided an overview of the proprietary budget. ASB fees are projected to increase due to higher enrollment, including the increase of Running Start students, who are treated equivalently for S&A fees, thus contributing to the increase in overall revenue for the ASB. Increased expenses for supplies, events, scholarships, salary/benefits, and student staffing were noted, reflecting expanded activities and clubs, including the addition of a new Criminal Justice Club. The projected year-end balance for ASB for the 2024-25 fiscal year was \$1,570,517, while the projected year-end balance for Clubs was \$37,930.

The Athletics budget currently lacks a 2023-24 year-end balance and 2024-25 projections due to pending discussions with the new Athletic Director. Tuition and fees are not retained by the athletic department and the tuition waivers reflect non-cash values in the budget. A proposal from NWAACC to offer waivers for all athletes was discussed, with some colleges, including Big Bend, voting against it due to equity concerns, and others adopting the proposal. An educational session on this topic was recommended for trustees. An Athletic Director has been hired and is expected to start in one of the next two hiring cycles, either October 16 or November 1.

The Housing budget projected revenue is lower for 2024-25 from the previous fiscal year due to missed billing in the 2022-23 fiscal cycle, while equipment expenses are higher for expected replacements and emergency repairs, including critical boiler replacements. The total net value projected for 2024-25 was \$116,000.

Motion 24-28 Trustee Anna Franz moved to approve the 2024-25 Proprietary Budget as presented. Trustee Bethany Martinez seconded, and the motion passed.

Agenda item **9-Exceptional Faculty Award Presentation** was moved to follow agenda item 5-Faculty Update Report.

## **10. WAC Revisions for Review**

Dean André Guzman presented the status of the Student Code of Conduct revisions. He confirmed that the revisions remain on track following the CR-101 filing on September 4, 2024. However, a second emergency filing CR-103e is required as the current emergency CR-103e filing from July 24, 2024 will expire before the next Board of Trustees meeting on December 12, 2024 where approval to adopt the WAC revisions to the Student Code of Conduct will be recommended.

Motion 24-29 Trustee Anna Franz moved to approve a second emergency filing as presented. Trustee Gary Chandler seconded, and the motion passed.

## **11. BP1000 for Revisions**

Revisions to Board Policy 1000 discussed at the August 29, 2024 board retreat were

presented for review and information at the October 10, 2024 Board of Trustees meeting. The revision presented was to 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.”* Final approval will be requested at the December 12, 2024 Board of Trustees meeting.

## **12. Board Policies for Review**

Prior to the October 10, 2024 Board of Trustees meeting and included as a part of the meeting packet, the policy review schedule, DEI resource documents, and the first five policies were provided to the trustees to review them for diversity, equity, and inclusion reference/context/wording. The first five policies were 1) BP1003-Community College Act of 1967, 2) BP1004-Delegation of Appointing Authority, 3) BP1005-Employee Recognition, 4) BP1010-Board of Trustees Goals & Outcomes, 5) BP1015-Staff Participation in Political Activities. After review, it was determined that there were no revisions referencing DEI that were needed and subsequently no action to be requested at the December 12, 2024 meeting pertaining to the aforementioned five policies. The policies will reflect a 10/10/2024 review date.

The next five policies for review per the policy review schedule will be provided to the trustees prior to the December 12, 2024 meeting.

## **13. Board Chair Matrix**

Discussion occurred regarding the Chair and Vice Chair leadership for 2025-26, considering the addition of two new trustees within the next year and three current trustees who are relatively new. For continuity, it was suggested that the Chair and Vice Chair serve two consecutive terms. While this approach supports leadership consistency, the statutory requirement to review terms annually, as outlined in community and technical college statutes, must be upheld. The AAG advised using the term "consecutive terms" while ensuring compliance with the annual review statutory requirement. Two consecutive one-year terms could be forecasted while ensuring compliance with annual elections.

## **Executive Session**

Board Chair Amy Parris announced a 20-minute Executive Session at 3:03 p.m. 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 session was extended by 10 minutes. The meeting was reconvened at 3:33 p.m. No actions were taken during the executive session.

## **14. President’s Evaluation**

Trustee Anna Franz read the 2023-2024 annual performance evaluation of President Tweedy by the Board of Trustees into the record as follows:

“The Board of Trustees extends great appreciation to our President, Dr. Sara Thompson Tweedy, for her continued leadership at Big Bend Community College. In

considering the performance of the President as it relates to the college's ends statements, the Board finds that the institution has met its stated ends during the previous year.

During the last evaluation, the Board encouraged President Tweedy to continue to rise to the challenges presented by competing economic forces that continue to impact enrollments and hiring. The Board also noted its support and anticipation of the planned work in strengthening and deepening the College's commitment to honoring its role as a Hispanic Serving Institute to meet the Diversity, Equity, and Inclusion End Statement. The Board notes and commends the President on the continued trend of increasing enrollments and the accomplishments to ensure inclusion on our campus including dual language signage, bilingual staff incentives, and the development and implementation of the DEI Strategic Plan.

Great things are happening at Big Bend Community College under President Tweedy's leadership – including the distinction of being named an Aspen Top 150 College by the Aspen Institute. Efforts in student success can be seen as the number of graduates and degrees awarded has steadily increased since the pandemic; the number of degrees awarded exceeds the College's IPED target and was much higher than the HSI comparison colleges. The President's outreach to emerging industries have resulted in partnerships that will benefit both the College as well as the local economy by providing workforce training and financial support for college programs.

The year has not been without its challenges and the Board commends President Tweedy on navigating difficult decisions regarding economic stability and sustainable resources for the College. In regards to the Stewardship end statement, the Board notes its concern shared with President Tweedy regarding the need to use reserves in the budget and encourages President Tweedy's ongoing management to minimize or eliminate the need to use those reserves to ensure the long term financial sustainability of the college as was done with the 2023-2024 budget. Otherwise, the Board looks forward to another successful year of increasing enrollment, student success, and community partnerships.”

Motion 24-30 Trustee Anna Franz moved to approve the 2023-2024 annual performance evaluation of President Tweedy as presented. Trustee Gary Chandler seconded, and the motion passed.

## **15. Board's Self-Evaluation**

Annually, the BBCC Board of Trustees conducts a self-evaluation during its retreat. The effort was completed on Thursday, August 29, 2024. The process includes determining whether the Board has met its goals, maintained trustee activity aligned with the Ends, and followed and fulfilled board policies.

For the 2023-2024 academic year, the BBCC Board of Trustees adopted three goals.

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 10<sup>th</sup>.

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 December 12, 2024.

2. Advance equity, diversity, and inclusion by reviewing policies to ensure support of operational equity, diversity, and inclusion programs.
  - During the August 29 retreat, the Board agreed that progress has been made on this goal and will continue to be retained for 2024-2025. A two-year calendar was proposed and adopted which will review all policies for any new DEI language.

At the October 10, 2024 Board of Trustees meeting, Board Chair Amy Parris and Vice Chair Bethany Martinez recommended retaining Goal #2 for the 2024-2025 academic year.

3. Establish an annual calendar of board study session topics to ensure professional development of Board members.
  - During the August 29 retreat, the Board agreed that progress has been made on this goal and will continue to be retained for 2024-2025. A calendar of timely and appropriate topics was proposed and adopted that will keep the board on track for professional learning opportunities for the year.

At the October 10, 2024 Board of Trustees meeting, Board Chair Amy Parris proposed adopting Trustee Tuesdays as the professional development schedule for Board members rather than developing separate internal sessions. The existing Trustee Tuesday examples of planned topics include tenure in December and building synergy in January, and the sessions are aligned with the legislative cycle. After additional discussion, it was recommended to retain Goal #3 for the 2024-2025 academic year and use the Trustee Tuesday schedule as the annual calendar.

Motion 24-31 Trustee Anna Franz moved to adopt the review of the 2023-2024 goals and Board self-evaluation as discussed. Trustee Gary Chandler seconded, and the motion passed.

## **16. Assessment of Board Activity**

Trustees submitted their activities in writing.

## **17. Big Bend in the Community/Board Meetings**

Building on previous discussions about hosting meetings in service district communities to engage with legislators and community members while strengthening partnerships, it

was recommended that the December 12, 2024, Board of Trustees meeting be held in Othello. The regularly scheduled meeting would begin at 1:30 p.m. and the inclusion of legislators and community members would begin at 3:00 p.m. High school dual enrollment, partnerships in the high school, adult education pathways, and more would be featured.

### **18. Draft 2025 Board Meeting Schedule**

The draft 2025 Board of Trustees meeting schedule was reviewed with one amendment for the October meeting to take place on October 23, 2025, beginning at 2:30 p.m.

Motion 24-32 Trustee Anna Franz moved to adopt the 2025 Board meeting schedule as amended with the new October date. Trustee Gary Chandler seconded, and the motion passed.

The amended 2025 Board meeting schedule will be filed with the Code Reviser's Office.

### **19. Next Regularly Scheduled Board Meeting**

The next meeting was confirmed for Thursday, December 12, 2024, at 1:30 p.m. in Othello, Washington.

Motion 24-33 Trustee Anna Franz moved to approve the meeting venue move to Othello. Trustee Gary Chandler seconded, and the motion passed.

A change of venue will be filed with the Code Reviser's Office.

### **20. Miscellaneous**

None.

### **21. Adjournment**

The meeting adjourned at 4:04 p.m.



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Amy Parris, Board Chair

ATTEST:



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Sara Thompson Tweedy, Secretary