



October 13, 2022

Board of Trustees

Regular Meeting 1:30 p.m.

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

Big Bend Community College District #18

Governing Board:

**Chair Anna Franz, Vice Chair Juanita Richards,
Gary Chandler, Amy Parris, Thomas Stredwick**

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 (to be revised)

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)

BIG BEND COMMUNITY COLLEGE DISTRICT NO. 18 BOARD AGENDA

Regular Board Meeting

7662 Chanute Street NE, Moses Lake, Washington 98837

Thursday, October 13, 2022, 1:30 p.m.

In Person

1. Call to Order/Roll Call
2. Mission Moments – Trustees **(E-1, Information)**
3. Educational Presentation **(E-1, Info)**: Student Leaders: ASB Officers/Resident Advisors
New Employee Introductions
4. Consent Agenda **(E-1)**
 - a. Meeting Minutes June 9, 2022 **(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 1001.3.E)
6. Faculty Updates – Faculty Association President Dawnee Ernette **(E-3, Information)**
7. ASB Update – President Ambra Hacker
8. Exceptional Faculty Award Reports – Faculty Members David Mayhugh & Johanna Doty **(E-3 Info)**
9. President's Update
 - a. Impacts on the Rescinding of the Higher Ed Proclamation
 - b. Enrollment Report **(E-2, Information)***Executive Session* – President Tweedy/Trustees
10. President's Evaluation – Trustees **(E-1, Information/Action)**
11. President's Contract – Trustees **(E-1, Information)**
12. 2021-22 Proprietary Budget – VP Linda Schoonmaker **(E-5, Action)**
13. Transforming Lives Nomination – Trustees **(E-1, Information/Action)**
14. Board Self-Evaluation – Trustees **(E-1, Information/Action)**
15. ENDS Statements – Trustees **(E-1, Information/Action)**
16. Assessment of Board Activity (submitted in writing) – Trustees **(E-1, Information)**
17. 2023 Board Meeting Dates - President Tweedy **(E-1, Information/Action)**
18. Next Regularly Scheduled Board Meeting – Trustees **(E-1, Information/Action)**
19. 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: December 1, 2022 ***may be revised*** (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.

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BIG BEND COMMUNITY COLLEGE

Date: 10/13/22

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: 10/13/22

ITEM #3: Educational Presentation (information)

BACKGROUND:

The board has requested educational presentations.

ASB Officers and Resident Advisors from the Residential Halls will share their leadership efforts to build the student community on campus.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 10/13/22

ITEM 4#: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the board meetings held on June 9 and September 20, 2022, 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, June 9, 2022, at 1:30 p.m. in person and available via Zoom Webinar.

Present: Anna Franz
Gary Chandler
Amy Parris
Juanita Richards
Thomas Stredwick

Pledge of allegiance.

2. Mission Moment

Board Chair Thomas Stredwick expressed gratitude for the HEP Grant. President Sara Thompson Tweedy commended VP Bryce Humpherys for taking on the challenge of writing the grant, which opens the pipeline for English Language Acquisition classes to credit-bearing classes. Social and economic justice directly serves residents of our service district. The HEP grant supports Big Bend as HSI efforts expand into Mattawa, Othello, and Quincy.

3. Education Presentation

President Sara Thompson Tweedy introduced the Mission Fulfillment Report including four strategic priorities. VP Humpherys discussed the Student Success efforts at Big Bend multiple faculty members joined the ESCALA cohort and examined their instructional designs funded by the current Title V Grant. The scorecard shows a decline in success rates for Historically Underrepresented Groups (HUGs). Online services initiated during the pandemic are now assisting with offering instruction and services to remote sites. Starfish is a software package that is a key part of the online services and purchased initially with the STEM grant. Kiosks are set up on campus to track service use such as how students are using instruction and services to inform future decisions. The recently approved diversity requirements for our transfer degree are realized through the identification and approval of courses for including diversity education, which students will begin this fall. VP Humpherys also commended Director Anita DeLeon for submitting a TRiO Grant application that was refunded.

President Sara Thompson Tweedy discussed the Employer of Choice priority on behalf of VP Garza who is meeting with employment candidates today. People and leader development includes clarity about one's job, supervisory feedback, communication within the work unit, and professional development. Unit members are accountable to and with one another. We are working to develop a temperature check survey to gather data for the Mission Fulfillment scorecard. Climate and community is being rated with new employee surveys administered at 60 and 90 days. Next steps include reviewing data and developing interventions. The Strategic DEI plan will be launched fall 2022. One way we are honoring our HSI designation is providing premium pay to bilingual

classified staff members. We are working to improve internal communication and providing employees with an equity-driven, decision-making model. Big Bend has a higher than anticipated amount of turnover with recruitment challenges; this is common to employers in the area.

VP Schoonmaker congratulated Executive Director Charlene Rios and her team for accomplishing unqualified audit findings, and for Executive Director Rios' forward thinking and money wisdom saving \$966,000 of CARES money. She also stated there was a small facility master plan update with current programs and a major capital project for performing arts and nursing building. Big Bend was granted additional minor project funding of \$2 million for the 2023-25 biennium for more dry scaping to save water and maintenance costs.

Trustee Gary Chandler commented that the Bureau of Reclamation may be a less expensive source for campus irrigation. There are regulations that determine campus water usage

Board Chair Thomas Stredwick asked about post-graduation success rates and about graduates being employed in their field of training. Some Workforce Education programs focus on industry certifications for students. New Title V Grant includes second-year student coaching model.

VP Bryce Humpherys discussed Enrollment Growth and Diversification. Running Start student population enrollment is remaining steady. Outreach efforts have been shifted to work with guidance counselors to provide services one on one for the application/admissions processes. Big Bend is also working on dual enrollment articulations specifically in Mattawa and Othello and working with partners Opportunities Industrialization Center (OIC), Department of Social and Health Services (DSHS), and Skillsource resulting in an increase in referrals. Big Bend is taking programming offsite. Moving forward to offer English as a Second Language (ESL) and High School (HS) completion in communities and Jody Bortz is making that happen. Working closer with the school districts to provide for Early Childhood Education (ECE), administrative professionals, and transfer degrees Staff are also working with Columbia Basin Health Association for medical assistants and nursing candidates. The HEP grant will provide opportunity to scale up. Big Bend lost half of the tuition dollars from lower enrollment in Running Start and BEdA, these programs boost FTEs. Big Bend hosted a preview day with outreach efforts, and took the information on the road to provide a mini preview day in Mattawa and Othello.

Trustee Amy Paris reported she learned a lot from the Mission Fulfillment report and appreciated the lessons learned and acronyms list. She noticed that Big Bend did not meet targets; however, our enrollment was better than or equal to comparison HSIs. Trustee Thomas Stredwick reported the Mission Fulfillment report was easier to understand and follow the report with accomplishments, next steps, lessons highlighted.

4. Consent Agenda

a) Approval of May 5, and May 10, 2022, Board Meeting Minutes (A); b) Accreditation (I); c) Student Success (I); d) Assessment (I); e) Finance & Administration (I); f) Human Resources Report (I); g) Foundation Report (I).

Motion 22-22

Trustee Anna Franz moved to approve the consent agenda.
Trustee Gary Chandler seconded and the motion passed.

5. Remarks

None.

6. Faculty Updates

Faculty Association President Dawnne Ernette reported she will serve as president for another year. She also reported faculty activities.

UAS flight lab students went to Tonnemaker Hill Farm to perform an exercise centered around the collection of moisture data. Such work would be common for students who move into a consulting role within the Ag industry. They flew several drone missions that day, using thermal imaging to help show areas where the soil had differences in temperatures. This is useful for farmers so they can make data-driven decisions for their crops.

Jennifer McCarthy's German students are excelling at the language games we play every day. They know their body parts for German Simon Says, their German alphabet from the daily spelling game and they are especially proficient at understanding dates, months and years in German for our date game. This knowledge is helping them as we read stories and a novel in class, and ask and answer discussion questions about them. She says that her students are very sweet and they enjoy our shared class times, both in person and in zoom. They are looking forward to having a final viewing session on our Final Exam date in person.

Rhonda Kitchens, Faculty Librarian, shares that the 5th Passion Project Showcase featuring Dr. John Owens, music instructor and author was a success. It was the first time the well-received series that features faculty, staff, and students was held in person. There were all ages in attendance with about 50 people.

Erik Borg, Airframe instructor shares that the Aviation Maintenance Technology program is currently getting the Boeing 727 aircraft cleaned up for the Grant County Airshow. The students have also been working on completing a Vari Ease aircraft. It is now painted and looking good for the airshow.

Dr. Dennis Knepp is taking students from REL201 World Religions to the [Wanapum Heritage Center](#) this Friday. It has been closed for the last two years. The last section of the class is on Dr. Robert Ruby's *Dreamer-Prophets of the Columbia Plateau* which is one of his favorite things to teach because it's one of the few times that he gets to discuss local history and geography.

Lorena Nichols, Life Time Wellness instructor, started using weekly check-ins, in discussion form, to see how students are doing and to stay connected to them. She is incredibly happy that students are learning ways to keep healthy right now in their personal lives and in the future.

On May 25th, Art Instructors Fran and Rie Palkovic helped judge the Soap Lake 6-12 Art Show. There was a mix of all kinds of artwork. They handed out a total of 12 awards: three Best in Show, three first place, three second place, and three third place. There were two other judges: Don Nutt, local artist and Rose Lundberg, Soap Lake Art Guild. It was good to see the arts alive in a local area school.

Recently retired Art Instructor Rie Palkovic also wants to thank the Board for their support and kindness during their tenure here. They truly appreciated the full support of the Board as they relocated the Art Department twice, with the last relocation into a new building. Big Bend is so lucky to have a Board that is committed to helping students be successful in their educational goals.

Trustee Gary Chandler asked about enrollment in aviation. President Thompson Tweedy stated local employers are competing for the same people including Big Bend students and potential students. Students are being pulled from education into jobs and there are new employers are also looking to locate in Moses Lake. There is a demand for higher skilled workforce; the local unemployment rate is very low now.

7. ASB Update

ASB President Colton Reynolds reported attendance at Taco Tuesday events are increasing. A few students surveyed reported they learned about ASB events via email and posters. ASB Officers also helped support the Job and Career Fair. Board Chair Thomas Stredwick complimented Colton for his leadership in ASB. Colton shared photos of recent ASB events.

8. President's Update

Dr. Sara Thompson Tweedy shared challenges of the college community including enrollment issues which have been shared previously. Headcount and FTEs. Spring enrollment headcount was down 28% from winter 2021 and total FTEs were down 21.6%. State funded FTEs are down 15% from last year. Fortunately, the state allocation is remaining the same because all CTCs are having same enrollment struggles. We are also losing tuition revenue. The CAREs revenue is making the difference in the budget; preserving the funding for the next year was very important decision that is helping with budget concerns now. Budget issues are leading to difficult decisions. Big Bend's physical bookstore is moving to a virtual bookstore. Food services were not self-sustaining and the cafeteria was closed. Staff are looking into enhanced vending and food trucks to provide connection opportunities. Communication is key and transparent communication has been shared at campus community forums.

Faculty and administrators worked together to develop an annual schedule and it will help students plan their educational journeys. Students prefer online or in person course

modalities and student success data shows that students perform best with hybrid courses. President Thompson Tweedy reported that 13 courses have been developed and approved that meet the diversity requirement.

Dr. Thompson Tweedy welcomed new employees Delia Licona Soberanes, Fatima Borjas, and Aaron Mahoney. She also congratulated newly promoted employees Chandra Rodriguez, Dwight Deines, and Regan Cardwell. There are six ongoing staff and administrative exempt position searches and six faculty positions to fill.

Athletic Director Mark Poth was nominated for Emeritus status.

Motion 22-23

Trustee Juanita Richards moved to award Mark Poth Emeritus status. Trustee Amy Parris seconded and the motion passed.

Art Instructor Rie Palkovic was nominated for Emeritus status.

Motion 22-24

Trustee Anna Franz moved to award Rie Palkovic Emeritus status. Trustee Gary Chandler seconded and the motion passed.

President Thompson Tweedy announced that she awarded Barbara Collins the Presidential Award for Meritorious Service.

Board Chair Thomas Stredwick expressed appreciation for Barbara's service to Big Bend. He also thanked Director of Student Activities Kim Jackson for her coordination of graduation.

At 2:53 p.m., Board Chair Thomas Stredwick announced that the Board would adjourn to executive session for approximately 15 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. A five-minute break was taken immediately following the Executive Session. The meeting reconvened at 3:13 p.m. with no action taken.

9. 2022-23 Operating Budget

VP Linda Schoonmaker presented the 2022-23 Operating Budget. She compared the budget from 2021-22 to 2022-23 which includes a \$1,144,768 increase in the total operating budget revenue. SAFE Harbor and basic allocations have increased slightly. There is a \$2.7 million shortfall and federal fund \$966,000, and board policy contingency accounts are being added back to the 2022-23 budget. All spending for 2022-23 needs to be monitored, there will be no CAREs/federal funding available next year to supplement the budget. 80% of Big Bend's operating budget is in people. We are carefully considering all open positions and prioritizing efforts. High School graduations are down in WA state. The educational attainment rates in our service district is very low. Basic Education for Adults (BEAdA) is not tuition generating; it is

responsive to service district needs and does help with enrollment numbers. There was a disinvestment in community and technical colleges in 2008. Those budget cuts were never healed and the system has worked to build legislative support.

Enrollment growth is a priority, we do not want to cut positions. Othello High School's graduation rate remains steady and Moses Lake High School is poised for growth. Big Bend is steering efforts to recruitment and retention in response to the demand and the need of our communities. We need to collaborate with employers rather than compete with them for students, similar to the data center model.

Motion 22-25

Trustee Juanita Richards moved to approve the 2022-23 Operating Budget. Trustee Anna Franz seconded and the motion passed.

Trustee Juanita Richards thanked VP Linda Schoonmaker for her efforts and presence in the meeting.

10. Strategic Plan

Dr. Thompson Tweedy shared that the Strategic Plan was discussed during the last board meeting. This operating document went through an internal campus approval process including Cabinet on April 19, Shared Governance Council on May 13. The plan was also reviewed at all In-Services the past year. Board Chair Stredwick stated the multiple voices of the document are important.

11. Trustees' Progress Toward Goals

Board Chair Thomas Stredwick discussed an opportunity for a sub-committee to review Ends Statements and draft updates. The Sub-committee will work with the President and Cabinet and drafts will be reviewed at the August Retreat.

Motion 22-26

Trustee Amy Parris moved to set a sub-committee of Trustees Anna Franz and Juanita Richards to write drafts of new Ends Statements. Trustee Gary Chandler seconded and the motion passed.

12. Assessment of board activity

Board Chair Thomas Stredwick reported that he attended the Strategic Workforce Development Business Roundtable today at CBTech.

Trustee Anna Franz reported that she attended the Special Meeting May 10, 2022 and the ACT Conference.

Trustee Juanita Richards reported that she attended the Special Meeting May 10, 2022, the ACT Conference and the Strategic Workforce Development Business Roundtable today at CBTech.

Trustee Amy Parris reported that she attended the Special Meeting May 10, 2022, the ACT Conference, phone calls and partnership meetings with VP Bryce Humpherys. She also completed the trustee experience survey.

Trustee Gary Chandler reported he was appointment as Co-Chair of the Washington Workforce Training & Education Coordinating Board. He also attended the Passion Project Showcase featuring Dr. John Owens performing street drumming.

13. Next Board Meeting

The trustees confirmed the next board meeting date.

14. Board Retreat

Trustees suggested the following topics: Ends Statements, dashboard, president's evaluation, board goals, Big Bend finance 101, future forecasting for the state population.

Board Chair Thomas Stredwick suggested holding the retreat at the Wanapum Heritage Center in Mattawa.

15. Board Chair Matrix

Board Chair Thomas Stredwick announced that he is not renewing his term, which expires September 30 2022. Vice Chair Juanita Richards does not want to become the board chair with the other roles she has in the community. This is an opportunity to reevaluate the board chair rotation. The new Board Chair will begin October 13.

Motion 22-27

Trustee Gary Chandler moved to appoint Trustee Anna Franz as Board Chair for 2022-23 and Trustee Juanita Richards as Vice Chair. Trustee Amy Parris seconded and the motion passed.

16. Miscellaneous

President Thompson Tweedy reviewed the graduation activities.

Board Chair Thomas Stredwick expressed his appreciation for his time on the board. He stated Big Bend Community College makes a large impact on the community.

Adjourned at 4:00 p.m.

Thomas Stredwick, Chair

ATTEST:

Sara Thompson Tweedy, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Special Board meeting (Retreat) Tuesday, September 20, 2022, at 9:00 a.m. in person.

Present: Anna Franz
Gary Chandler
Amy Parris
Juanita Richards
Thomas Stredwick

Action on 2022-24 Negotiated Agreement

VP of Human Resources and Labor joined the meeting via Zoom. The board packet included a summary of the differences between the 2021-22 agreement and the 2022-24 agreement. The language was crafted to meet the interests of both parties for this two-year agreement.

Motion 22-28

Trustee Anna Franz moved to approve the 2022-24 Negotiated Agreement as presented. Trustee Juanita Richards seconded and the motion passed.

Trustee Juanita Richards commended VP Kim Garza for her thorough negotiating skills.

President's Evaluation

At 9:25 a.m. Board Chair Thomas Stredwick announced that the Board would adjourn to executive session for approximately 30 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 continued for 20 minutes at 9:55, then continued for 10 minutes at 10:15, then continued for 5 minutes at 10:25 a.m. No action was taken during the executive session. There was a 10 minute break at 10:25 a.m.

Board Self-Evaluation

Board Goal #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 discussed that they are developing an improved system and need to focus on implementation. This goal will be continued for the next year.

Board Goal #2

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

Trustees discussed that more is needed in this area. A calendar of events will be a helpful resource. Trustee Franz will identify learning opportunities for discussion and setting of Study Sessions.

Board Goal #3

Ensure effective onboarding and support of new trustees.

Trustees discussed the need for additional trustee trainings including policy governance and diversity, equity, and inclusion. The Trustee Tuesday events are helpful. The Trustees requested more information on how to support the president.

The Trustees agreed that all three goals will be rolled over for the 2022-23 academic year. They may also create a new goal about board engagement. Also discussed Trustee mentorship by someone other than the Board Chair. The Trustees requested more invitations to college activity and events and a formalized calendar for the Trustees.

The green line was discussed emphasizing the line between policy governance and operational details, i.e. the Strategic Plan is an operational document.

The trustees discussed study session topics regarding the disciplinary action process at the college to provide appropriate responses in the case an employee contacts them. The Trustees will refer the employee to Human Resources. Receiving feedback about the president is appropriate. Information about the Open Public Meeting Act is another topic of interest.

President Sara Thompson Tweedy stated it is appropriate to know when a Trustee is on campus.

The draft dashboard was presented by Board Chair Thomas Stredwick and Trustee Juanita Richards.

The meeting was adjourned for lunch at 11:20 a.m.

Meeting was resumed at 1:06 p.m.

Ends Statements

Trustee Anna Franz shared an overview of the current Ends Statements and Policy Governance including board job descriptions, monitoring and respecting the green line, and staying above the operational level. Carver Policy Governance model is very rigid and does not include board responsibilities such as awarding tenure and hiring the president which is required by RCW.

The Board works at the Ends level and the President operationalizes the Ends through the strategic plan and mission fulfillment, which in turn informs the President's evaluation.

Trustee Franz's presentation will be added to the new trustee packet.

Suggest removing the Mission Statement from the Ends because it is operational, also removing goals and characteristics.

Realigning Student Success as it is primary (E-1) and the additional Ends are subordinate to it. President Thompson Tweedy and Trustees agreed to the importance of adding workforce development wording to E-2.

Next steps include discussing the revisions at the October 13 board meeting.

Adjourned 2:00 p.m.

Thomas Stredwick, Chair

ATTEST:

Sara Thompson Tweedy, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 10/13/22

ITEM #4: CONSENT AGENDA (for information)

b. Accreditation

The Northwest Commission on Colleges and Universities is in Seattle on November 1-4. The theme of the conference is Transformative Education. Vice President Humpherys and Dean Parton will attend. The conference will provide federal higher education and accreditation policies and regulations, and practices around Equity, Diversity, and Inclusion, national accreditation expectations, and report and visit guidelines.

The conference will help Big Bend prepare for the Ad Hoc Visit and Report in April 2023 and the Mid-Cycle Report and Visit in fall 2023.

The Ad Hoc report will address the progress of the degree's implementation including enrollment, how the students are doing in the program and the student support services offering a program at a new degree level (Bachelor of Applied Science in Applied Management).

The Mid-Cycle Self-Evaluation Report is intended to ascertain an institution's readiness to provide evidence (outcomes) of mission fulfillment and sustainability in the Year Seven. The Mid-Cycle Evaluation includes a visit by a team of evaluators to assist institutions in determining if the process of outcomes assessment will lead them to a successful Evaluation of Institutional Effectiveness self-evaluation and peer evaluation. It is intended to be a formative and collegial evaluation with the institution in conversation with the evaluators.

Vice President Humpherys will attend an invitation-only session on Building and Sustaining an Integrated Planning Culture. Dean Parton will attend the Accreditation Liaison Officer Session focused on accreditation compliance.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 10/13/22

ITEM #4: CONSENT AGENDA (for information)

c. Student Success

Student success and progress is always a focus at Big Bend. The Math Department piloted a “Just in Time” supplemental course which allowed students to skip a prerequisite class and be provided with the prerequisite content to the course in a co-enrolled 2 credit math course. These “Just in Time” courses were paired with two math courses Math in Society, math for non-math/science majors and Introduction to Statistics.

Currently the Math Department is conducting an in-depth analysis of students’ success based on their placement, prior classes, and Just in Time Math to determine next steps with Just in Time Math.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:
None.

BIG BEND COMMUNITY COLLEGE

Date: 10/13/22

ITEM #4: CONSENT AGENDA (for information)

d. Assessment

Big Bend Community College is participating in the Washington Student Experience Survey (WSES). The purpose of this instrument is to assess the prevalence of unmet basic needs and learn about the best ways to help students succeed. During the first week of October, students received an email from President Sara Thompson Tweedy asking for their voluntary participation in the WSES.

The original data collection instrument was created in 2021 by higher education professionals in Washington through the Basic Needs Data Work Group facilitated by the Washington Student Achievement Council, with support from The Hope Center for Community, College and Justice at Temple University.

Students in all Washington public baccalaureate institutions (UW, WSU, CWU, EWU, WWU, TESC) and in the majority of the Community and Technical Colleges will be asked to complete the survey.

If you are interested in reviewing the survey materials they are here: [Portal IR Link to Washington Student Experience Survey 2022](#) (you have to be logged onto your Big Bend Community College account to access them). Unfortunately, the survey is only available in English – however, colleges will be able to use translate and administer the survey in future years if desired.

Big Bend will be able to request their data set from Western Washington University at the end of January.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 10/13/22

ITEM #4: CONSENT AGENDA (for information)

^Á Finance & Administration Update

Financial Health and Federal/State stimulus funding:

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

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

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

GEER: \$530,394 – 100% expended.

Round 3: Institutional \$2,484,436 – 99% expended; Student Financial Aid \$2,554,610 – **56.43% expended** (Dept of Education extended the deadline until June 30, 2023 for expending against the award). HSI \$268,040 – 0 expended.

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

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

Ongoing Capital Projects:

Wallenstein Theater electrical upgrades (Minor Project for 2021-23

biennium): Electrical is complete except for a couple minor punch-list items. Stage curtains additional support hangars completed. Curtains expected to be delivered and installed in mid-October.

Wallenstein Theater roofing replacement: Project is complete.

Pavement and awning repairs: Project completed in July. In addition, two concrete ADA ramps were installed at Res Halls and 1700.

1700 Boiler Replacement: TBD depending on procurement and availability of boilers. Boilers supply heat to buildings 1700, 5000 and 6000. Expected delivery of boilers early to mid-December with the goal of install during Christmas break. If boilers arrive later than expected –this will be moved to a Spring project.

1700 Window Replacement: Project is complete.

Prepared by VP Schoonmaker.

RECOMMENDATION: None.

BIG BEND COMMUNITY COLLEGE

Date: 10/13/22

ITEM #4: CONSENT AGENDA (for action)

f. Human Resources & Labor

BACKGROUND:

Recruitment & Selection:

Elijah Bozin accepted the position of Data Consultant 3. This is a full-time, classified staff position replacing Edgar Zamora. Elijah started his new position on June 16, 2022.

Robin Turner accepted the position of HR Consultant Assistant 2. This is a full-time, classified staff position replacing Chandra Rodriguez. Robin started her new position on June 16, 2022.

Beatriz Guadarrama accepted the position of Custodian 1. This is a full-time, classified staff position replacing Lisa Johnson. Beatriz started her new position on June 16, 2022.

Breeana Torres accepted the position of Early Childhood Program Specialist 1. This is a full-time, classified staff position replacing Synnova Ramirez. Breeana started her new position on July 1, 2022.

Ammon Milligan accepted the position of Director of Residence Halls & Residential Life. This is a full-time, admin/exempt position replacing Luis Alvarez. Ammon started his new position on July 1, 2022.

John Meeks accepted the position of Athletic Director. This is a full-time, admin/exempt position replacing Mark Poth. John started his new position on July 16, 2022.

Vanessa Martinez accepted the position of Program Assistant-Admissions/Registration. This is a new, full-time classified staff position. Vanessa started her new position on July 16, 2022.

Tony Bergen accepted a promotion to the position of Building & Grounds Supervisor. This is a full-time, admin/exempt position replacing Jeff Robnett. Tony started his new position on September 1, 2022.

Nora Arreola Morales accepted the position of Residence Halls Custodian 1. This is a full-time, classified staff position replacing Courtney Rollins. Nora started her new position on September 1, 2022.

Rosemary Parsons accepted the position of ELA Instructor. This is a new tenure-track faculty position made possible through legislative-approved funding under E2SSB 5192 – Equity and Access in Higher Education. Rosemary started her new position on September 12, 2022.

Kaja Englund accepted the position of Criminal Justice/Psychology Instructor. This is a new tenure-track faculty position made possible through legislative-approved funding under E2SSB 5192 – Equity and Access in Higher Education. Kaja started her new position on September 12, 2022.

Dustin Regul accepted the position of Art Instructor. This is a tenure-track faculty position replacing Rie Palkovic. Dustin started his new position on September 12, 2022.

Emily Eidson accepted the position of Nursing Instructor. This is a tenure-track faculty position replacing Jennifer Reames Zilliox. Emily started her new position on September 12, 2022.

Michell Valdivia Reynalda accepted a one-year emergency hire contract as a full-time Computer Science Instructor. Michell transitioned to her new position on September 12, 2022.

Keith Starcher accepted a one-year, non-tenured faculty contract as an Aviation Maintenance Technology Instructor. Keith transitioned to his new position on September 12, 2022.

Geri Hopkins accepted the position of eLearning Coordinator. This is a full-time, admin/exempt position replacing Mattias Olshausen. Geri started her new position on September 16, 2022.

Sunshine Farve accepted the position of Custodian I. This is a full-time, classified staff position replacing Brian Hammer. Sunshine started her new position on September 16, 2022.

Justin Henley accepted the position of IST Instructor. This is full-time, faculty position replacing James Ayers. Justin started his new position on October 1, 2022.

Amanda Miller accepted the position of Library & Archives ParaPro 3. This is a full-time, classified staff position replacing John Anderson. Amanda started her new position on October 1, 2022.

Abinadi Milligan accepted the position of BEdA Educational Planner. This is a full-time, admin/exempt position serving Open Doors and High School Completion students. Abinadi started his new position on October 1, 2022.

Jackson Wilks accepted the position of Assistant Director of Business Services. This is a full-time, admin/exempt position replacing Angela Garza. Jackson begins his new position on October 16, 2022.

The following searches are currently in process:

- Director of Campus Safety & Compliance
- Director of Nursing Programs
- Early Childhood Specialist 1
- Financial Aid Outreach Coordinator
- Fiscal Specialist 1
- HEP Grant Manager
- HEP Recruitment Coordinator
- Outreach & Recruitment Coordinator
- Program Coordinator – SSEH Program
- TRiO SSS STEM Academic Advisor

Retention:

The Year-to-Date Turnover Rate through September 30, 2022 is 15.770%. The breakdown of separation reasons includes 6-Resignation, 16-Other Job, 4-Retirement, and 3-Non-Disciplinary Separation. The goal for 2022 is to have a turnover rate less than 12%.

BIG BEND COMMUNITY COLLEGE

Date: 10/13/22

ITEM #4: CONSENT AGENDA (for information)

g. Foundation Report

BACKGROUND:

The Foundation leased the rest of the Opportunity Center to Moses Lake Bible Church starting on August 1.

There were 265 completed applications for the 2022/23 academic year, representing a 12.5% increase from last year's total of 231. To date we have awarded \$310,959, supporting up to 116 students.

The Foundation has a busy fall, here are some of the things we will be doing.

October

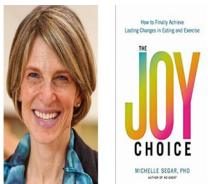
- STAR Night, Tuesday, October 11, 2022
- WEC Private Donor reception, Thursday, October 13, 2022 from 4:00 pm – 6:00 pm
- CARE Fair, downtown Moses Lake, Saturday, October 29, 2022 from 10:00 am – 2:00 pm
- Family Campaign for 2023 kick-off for faculty and staff October 31, 2022

November

- BAH Business After Hours in the WEC, Tuesday, November 1, 2022 from 5:00 pm – 7:00 pm
- Thanksgiving for students campaign November 7-18, 2022
- Giving Tuesday, November 29, 2022

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



Stop Outdated Behaviors: A New Strategy to Achieve Lasting Changes in Eating and Exercise

Michelle Segar, Ph.D., MPH, MS, Award-Winning Researcher and Author

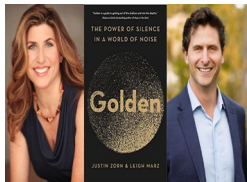
October 5th at 9:00 AM PDT



Travel as a Political Act with Rick Steves

Bestselling Guidebook Author

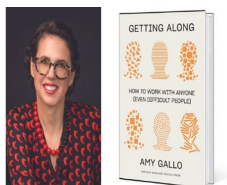
October 12th at 9:00 AM PDT



Getting Beyond the Noise: A Non-Meditator's Guide to the Power of Silence

Leigh Marz & Justin Zorn, Co-Authors

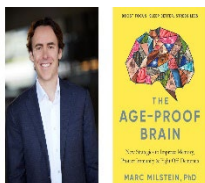
October 20th at 9:00 AM PDT



How to Work With Anyone (Even Difficult People)

Amy Gallo, Author and contributing editor at Harvard Business Review

November 3rd at 9:00 AM PDT



Age-Proof Your Brain: How to Boost Your Memory and Lower Your Risk for Dementia

Dr. Marc Milstein, Author and Brain Health Specialist

November 10th at 9:00 AM PST



BIG BEND COMMUNITY COLLEGE

Date: 10/13/22

ITEM #6: Faculty Updates (information)

BACKGROUND:

Faculty Association President Dawnne Ernette may report faculty activities.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 10/13/22

ITEM #7: ASB Updates (information)

BACKGROUND:

ASB began the Fall Quarter by co-sponsoring a virtual Constitution Day Bingo with other colleges across the country, in order to meet our federally mandated annual Constitution Day campus event.

Last week ASB held their first live event for the quarter – Corn Dog Food Event, where students received a free Epic Corn Dog, Babybelle Cheese ball, and a drink from the Corndog Company of Eastern Washington, with faculty and staff paying \$10 for theirs. We ran out of corn dogs at 200!! We ended up having to turn away quite a few students and staff. Lesson learned – we will plan for a greater attendance at our future food events. In the past we were lucky to hit 170 on a stellar day.

We also handed out swag bags that contained a variety of hygiene samples, ramen noodles, etc. Also included in those bags were a ASB Fall Event Calendar, BBCC Drug & Substance Abuse brochure, a card with both BBCC Counseling contact information, as well as community resources for mental health. It was requested by the Board of Trustees President that ASB try and promote voting registration. We took on the challenge and also added a voter registration form in each of the swag bags. This week ASB is sponsoring a Blood Drive, as well as another live event – DJ Bingo. We did a one questions survey at our Corn Dog event, to find out what genre of music students wanted to hear for the DJ Bingo night. We ended up with 79 responses from students!

Our new ASB President, Ambra Hacker, sent out a welcome email to all students the first week of the quarter and received several positive responses from students as a result.

Next week will be a Taco Tuesday event with free tacos for students, staff & faculty \$10. At this event, our Accommodations and Accessibility Director, Rebecca Leavell, will be promoting a Disability Awareness Scavenger Hunt activity that students can participate in. Also, ASB will be honoring Dia De Los Muertos by handing out a limited supply of ceramic sugar skulls, with a paint set, skeleton candy and an info card that covers the history and meaning behind this celebration.

To acknowledge mental health awareness month, ASB is bringing a motivational speaker geared towards female athletes, as well as female students titled: "Check Yourself Before You Wreck Yourself: The Secret of Self-Talk & Confidence."

We are also sponsoring a family movie night event on Wednesday, October 26 – Top Gun: Maverick to be held at 7:00 p.m. in the Wallenstein Theater. This will be free and open to students, staff, and their families. We are intentionally encouraging and honoring our Aviation and Aviation Maintenance Technology students with this event.

ASB plans to honor Hispanic Heritage Month by sponsoring poet and former ASB Vice President Ricardo Ruiz on Thursday, October 27 at 7:00 p.m. in the Masto Conference Center – to share excerpts from his amazing book "We Had Our Reasons Poems by Ricardo Ruiz and Other Hard-Working Mexicans From Eastern Washington." This is a free event and open to the community.

BIG BEND COMMUNITY COLLEGE

Date: 10/13/22

ITEM #8: Exceptional Faculty Award (for information)

BACKGROUND:

During the December 10, 2021, board meeting, the board approved Math Instructors David Mayhugh and Johanna Doty Exceptional Faculty Awards to revamp/rewrite the Math textbook information incorporating best practices in math pedagogy and correct errors. Their written reports are following.

Prepared by the President's Office.

RECOMMENDATIONS:

None.

Johanna Doty

When I started this EFA project, my goal was to write a new textbook for MATH& 146 that was open source, while also being in-line with the American Statistical Association's guidelines for assessment and instruction in statistics education.

While working on this book, the project transformed into more of an online, interactive textbook that can act as a complete package for anyone teaching MATH& 146. I have developed videos, texts for reading, practice problems, and course projects for assessment. Many math courses are being offered online, hybrid and/or flipped, and this content can be used effectively in every modality.

All of the aspects of this project were developed with a focus on the following:

- Conceptual understanding over procedural fluency
- Exploratory data analysis, with extra emphasis on multivariable relationships
- Use of free, open-source software for all calculations, visual displays, and analysis
- An investigative approach to solving data problems

Since these resources are completely online, the content will be easy to modify and update as needed. I consider this project to be a continual work-in-progress, as I continue to improve the content and delivery with input from the other mathematics faculty.

David Mayhugh

Last December the BOT awarded me this EFA to work on revamping/remixing the Math& 141 Pre-Calculus book. The goal was to update the book to better match both the specific content and approach to learning that content from across the state. I made sure to coordinate with the results of a state-wide collaboration from Washington state community college math teachers on content to cover and open-source materials to use.

The end product is the new version of the textbook. It is still open-source and therefore free of charge for our students. Special thanks to Tim Fuhrman of the BBCC Library who graciously printed copies for students to borrow for the quarter that wanted to have a physical copy.

The textbook now presents the content with a focus on multiple representations of functions. This is key to developing deep understanding and mastery of the mathematics. This, in combination with contextualized examples and practice, also helps students deepen their problem-solving skills, make connections within mathematics, and see how mathematics can be used to model the various aspects of life. The textbook is more balanced in having students develop both procedural fluency and conceptual understanding. This also leads to deeper learning and transferability of knowledge into other disciplines.

Thank you to Big Bend Community College President, Dr. Sara Thompson Tweedy, the Board of Trustees, and the Exceptional Faculty Award Committee at Big Bend Community College for their generous support that made this text possible.

BIG BEND COMMUNITY COLLEGE

Date: 10/13/22

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

BACKGROUND:

Dr. Thompson Tweedy will provide an update.

- a. Impacts on the Rescinding of the Higher Ed Proclamation (information)
- b. Enrollment (information)

RECOMMENDATION:

None.

a. Governor's Proclamation

September 8, 2022, Governor Inslee announced that he will terminate the statewide COVID-19 state of emergency on October 31, 2022, and that all remaining COVID-19 emergency proclamations will be rescinded by that date.

Dr. Thompson Tweedy will relay current impacts and considerations for Big Bend.

b. Enrollment (E-5, Information)

Summer 2022 enrollments were up from summer 2021. At the end of summer quarter, headcount was up nearly 28%, state-funded FTEs were up nearly 19%, and total FTEs were up 22% from the prior year. A detailed final enrollment report for summer 2022 will be provided at the next regularly scheduled Board meeting.

Fall 2022 classes began on September 19, 2022. As of October 3, 2022, fall headcount was slightly higher (0.7%) than last fall. Total fall FTEs were down slightly (1.5%) and state-funded fall FTEs were up 2.2% from this time last year. The increase in state-funded FTEs is due to an increase in Basic Education for Adults enrollments.

The tuition amount budgeted for 2022-2023 is \$3,400,000. As of Sept 30, 2022 we have collected \$1,096,907 or 32.3% of the budgeted amount. As of Sept 30, 2021 we had collected \$1,242,236 or 32.7%.

TUITION COLLECTION REPORT **As of Sept 30, 2022 and Sept 30, 2021**

	<u>2022-2023</u>	<u>2021-2022</u>
Annual Budget	\$3,400,000	\$3,800,000
Collections as of Sept 30	\$1,096,907	\$1,242,236
As a % of Annual Budget	32.3%	32.7%
Left to Collect to Meet Budget Target	\$2,303,093	\$2,557,764

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

BIG BEND COMMUNITY COLLEGE

Date: 10/13/22

ITEM #10: President's Evaluation (for information/action)

BACKGROUND:

The trustees will discuss President Sara Thompson Tweedy's annual evaluation.

Prepared by the President's Office.

RECOMMENDATIONS:

None.

BIG BEND COMMUNITY COLLEGE

Date: 10/13/22

ITEM #11: President's Contract (for information)

BACKGROUND:

The trustees will discuss President Sara Thompson Tweedy's contract.

Prepared by the President's Office.

RECOMMENDATIONS:

None.

BIG BEND COMMUNITY COLLEGE

Date: 10/13/22

ITEM #12: Proprietary Budgets (action)

BACKGROUND:

President Tweedy and VP Linda Schoonmaker will present the draft 2022-23 proprietary budgets.

Prepared by VP Schoonmaker and Executive Director of the Business Office Charlene Rios.

RECOMMENDATION:

President Tweedy requests that the Board approve the budget.

**BIG BEND COMMUNITY COLLEGE
PROPRIETARY FUNDS BUDGET
ASB**

	Actual <u>2019-2020</u>	Actual <u>2020-2021</u>	Actual <u>2021-2022</u>	Projected <u>2022-2023</u>
Year End Balance	578,889	805,950	1,161,724	1,348,866

REVENUE

Advertising	-	340	-	-
Gameroom	67	-	-	-
Interest	2,771	-	1,515	1,500
Club Fundraising Match	(285)	(1,160)	(1,000)	(1,500)
Event Receipts	1,793	-	-	-
S&A Fees**	356,708	348,768	389,347	400,000
Lost Revenue Covid	-	76,581	97,409	-
Sales	120	475	545	500
Total ASB Revenue	361,174	425,004	487,816	400,500

EXPENSES

Salaries	62,081	50,170	26,651	51,533
Benefits	36,695	21,393	8,096	26,546
Contracted Entertainment	43,540	26,340	25,104	70,000
Printing	4,313	8,854	1,227	3,500
Scholarships	18,883	31,058	17,412	33,303
Supplies	38,801	56,942	36,481	12,000
Travel/Workshops/Training	24,891	3,187	17,071	16,476
Total ASB Expenses	229,203	197,943	132,042	213,358

CLUBS

	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
Year End Balance	32,921	37,719	36,368	37,719

REVENUE

PTK Dues	730	670	360	670
Fundraiser	9,789	6,988	3,683	6,988
ASB Matching	285	1,160	1,000	1,160
S&A Fees	11,000	5,020	-	5,020
Total Clubs Revenue	21,804	13,838	5,043	13,838

EXPENSES

Printing	78	-	483	-
Supplies	12,442	9,041	5,847	9,041
Travel	3,622	-	63	-
Total Club Expenses	16,142	9,041	6,393	9,041

** Includes a portion from Running Start and Open Doors FTE's.

**BIG BEND COMMUNITY COLLEGE
PROPRIETARY FUNDS BUDGET
ATHLETICS**

	Actual <u>2019-2020</u>	Actual <u>2020-2021</u>	Actual <u>2021-2022</u>	Projected <u>2022-2023</u>
Year End Balance	(16,506)	52,942	181,514	150,000
REVENUE				
Advertising	-	-	-	2,000
Camps	1,525	1,951	-	-
Facility Rental	8,400	-	-	6,000
Foundation	32,791	25,538	-	25,000
Gate Receipts	7,894	-	-	1,500
Interest	-	-	-	-
Internal Transfer	95,332	85,493	153,297	136,000
S&A Fees**	507,788	399,019	418,456	450,000
Lost Revenue Covid	-	81,101	134,518	-
Tuition & Fees ***	747,489	750,991	526,550	575,000
Tournament Fees	500	-	-	-
Total Athletics Revenue	1,401,720	1,344,093	1,232,821	1,195,500
EXPENSES				
Tuition Waivers ***	183,575	203,813	211,777	210,000
Salaries	175,756	173,269	192,729	200,000
Benefits	52,737	58,539	45,269	58,000
Printing	1,595	578	1,282	500
Membership Fees	10,130	-	15,995	16,000
Scholarships	87,523	85,143	89,158	90,000
Supplies	164,134	151,321	221,709	200,000
Travel	99,070	54,803	120,893	135,000
Total Athletics Expenses	774,520	727,466	898,811	909,500

** Includes a portion from Running Start and Open Doors FTE's.

*** Required for RCW 28B.15.120. Tuition & Fees is not retained by the athletic department and the Tuition Waivers line item represents a non cash value.

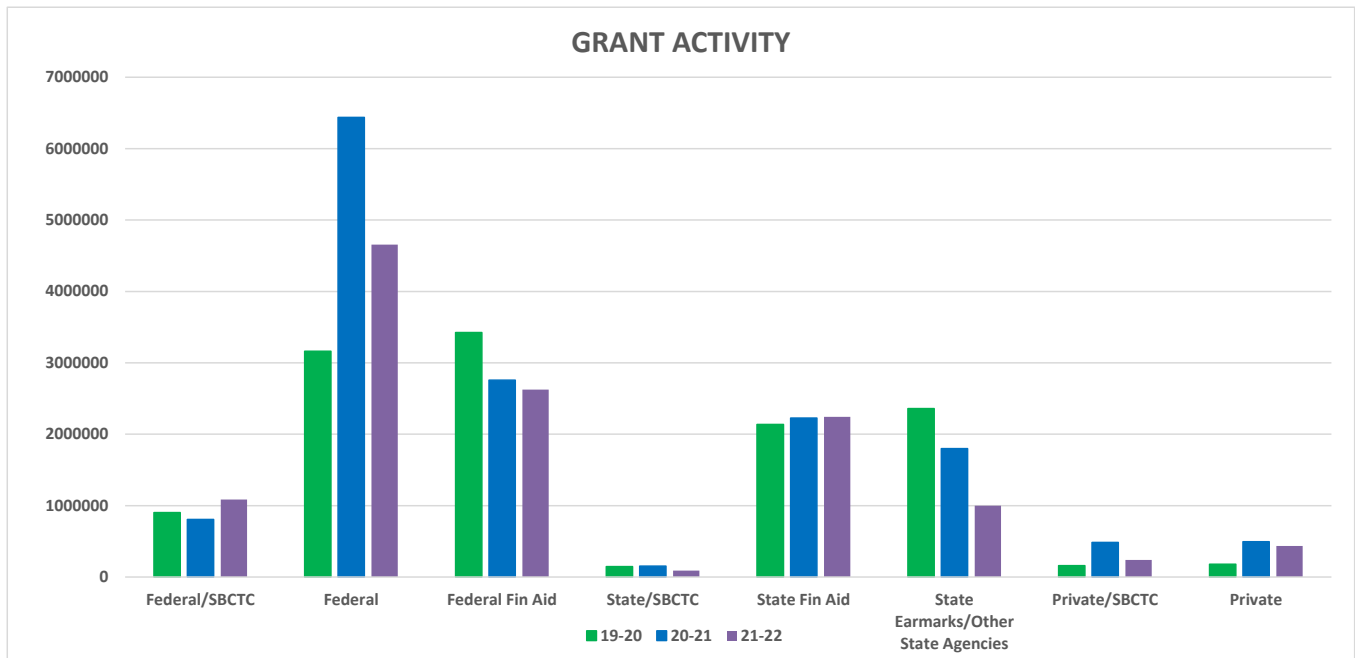
**BIG BEND COMMUNITY COLLEGE
PROPRIETARY FUNDS BUDGET
BOOKSTORE
2021-2022**

INCOME	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Actual 2021-2022
New Books	266,833	288,031	239,544	233,707
Used Books	170,161	140,255	90,046	0
Trade Books	11,680	7,787	11,307	0
E-Books	13,060	26,792	16,418	0
Access Codes	0	0	85,044	98,695
Lost Revenue COVID	0	0	296,860	0
Other Income	122,612	85,671	44,105	0
B&N Commission				3,737
B&N Signing Bonus	0	0	0	15,000
TOTAL INCOME	584,346	548,536	783,324	351,139
EXPENDITURES				
TOTAL COST OF GOODS SOLD**	441,143	398,231	399,053	384,368
GROSS PROFIT	143,203	150,305	384,271	-33,229
Operating Expenditures				
Salaries	119,979	107,845	110,280	111,512
Benefits	56,596	49,351	49,324	42,439
Goods and Services	49,574	34,486	32,730	19,752
Travel	0	1,008	0	0
Equipment/Depreciation	429	652	0	572
ATEC Fee	30,000	30,000	30,000	30,000
TOTAL OPERATING EXPENSES	256,578	223,342	222,334	204,275
INCOME FROM OPERATIONS	-113,375	-73,037	161,937	-237,504
Other Income:				
Interest Income	7,685	7,052	3,486	1,794
Miscellaneous Income	152	10	20	-41
TOTAL OTHER INCOME	7,837	7,062	3,506	1,753
INCREASE/DECREASE FUND BALANCE	-105,538	-65,975	165,443	-235,751
ENDING CASH BALANCE	443,352	343,576	580,240	523,347

** COGS include written off inventory of \$180,469

**BIG BEND COMMUNITY COLLEGE
HOUSING
2022-2023**

REVENUE	Actual HOUSING 2019-2020	Actual HOUSING 2020-2021	Actual HOUSING 2021-2022	Projected HOUSING 2022-2023
FROM OPERATIONS	438,014	317,909	336,064	400,000
DRONE LOAN	121,396			
Lost Revenue Covid		187,920	84,283	
TOTAL REVENUE	559,410	505,829	420,347	400,000
EXPENDITURES				
SALARIES	176,457	189,358	128,074	190,000
BENEFITS	58,662	62,412	42,026	60,000
GOODS AND SERVICES	110,781	70,671	130,083	95,000
TRAVEL	129	-	1,512	200
EQUIPMENT	60,679	-	14,889	20,000
EMERGENCY BOILER WORK		220,993		
TOTAL EXPENDITURES	406,708	543,434	316,584	365,200
INCREASE/DECREASE FUND BALANCE	152,702	(37,605)	103,763	34,800



BIG BEND COMMUNITY COLLEGE

Date: 10/13/22

ITEM #13: ACT Transforming Lives Award Nomination (for action)

BACKGROUND:

ACT is sponsoring the Transforming Lives awards again this year.

Every state-level nominee will have their story and picture included in an awards booklet that will be shared with legislators, the higher education community, and posted on the ACT website.

- Trustee Juanita Richards serves on the ACT Transforming Lives Committee and the local Transforming Lives Committee.
- To encourage an increase in nominations the process was simplified and added to the website based on committee recommendations.
- The BBCC Committee will meet soon to discuss celebrating the BBCC nominees locally.

The following nominees information will be reviewed by the trustees. The information is in the additional packet on the webpage (could not be merged due to the fillable forms).

- Damon Barber
- Fatima Borjas
- Angela Moore
- Lizabeth Murillo Amaral
- Audra Pierce
- Colton Reynolds

RECOMMENDATION:

President Tweedy recommends the trustees select a nominee and an alternate for the 2022 ACT Transforming Lives Award.

Transforming Lives 2023 Nomination Criteria

Description

The ACT Transforming Lives Awards recognize current or former students whose lives have been transformed by attending a Washington state community or technical college. The ACT Awards Committee will select six keynote speakers from the nominations submitted by the Washington community and technical colleges.

All nominees will be invited to attend, at ACT's expense, the ACT Legislative Contact Conference (January 23, 2023), at the Olympia Hotel at Capitol Lake in Olympia), where they will be honored during the Transforming Lives Awards Dinner. Award winners will be the keynote speakers, and each recipient will receive a \$500 cash award from ACT. The students who are not selected as keynote speakers will receive a \$200 cash award from ACT.

Every nominee will have their story and picture included in an awards booklet that will be shared with legislators, the higher education community, and posted on the ACT website.

Awards Criteria

Nominations must come from the student's board of trustees, based on the following criteria:

- The nominee may be:
 - a current or former Washington community or technical college student **[within 3 years (2019-20, 2020-21, 2021-22) of completing a degree, certificate or transfer]**
 - Or a current student who is making significant progress toward completing a degree or certificate that is helping them prepare for success in their future endeavors.
- The nominee must share in written format (**maximum 600 words**) about overcoming barriers to achieve higher education goals and how the education and support received at their community or technical college was life transforming. **The following questions must be answered in order for the nomination to be eligible for consideration:**
 - ✓ **What compelled you to attend a community or technical college? And most importantly was there an individual(s) or program at the college you feel contributed to your success?**
 - ✓ **What was it about that individual(s) or program that made the difference in transforming your life? Please explain.**
 - ✓ **Were there any barriers or obstacles that originally prevented you from attending a community or technical college?**
 - **If so, please identify those barriers or obstacles and tell us what you did to overcome those barriers or obstacles?**
 - ✓ **What is next for you and what are your goals for your future?**
 - ✓ **If you could share one piece of advice for other students or for those who are unsure about their ability to attend a community or technical college, what would that be?**

Each college may develop its own process for soliciting and selecting nominations. One student from each college may be nominated by the local board of trustees. Multi-campus districts provide one nominee from each college in the district. **Once the board identifies its nominee, the college is encouraged to work with the nominee to edit/finalize the student statement for submittal.**

Nominations must include the completed nomination form, the student's final edited statement, a letter of support from the board of trustees outlining why the student's story was selected, and a head and shoulder photograph (300 DPI or higher) of the student. Materials must be sent electronically. The student's statement (600 word maximum) must be in a Word document.

Deadlines:

Nominations must be received by ACT by Friday, November 4, 2022

ATTN: Kim Tanaka at ktanaka@sbctc.edu

****Previous nominations submitted within the last 3 years are eligible to be resubmitted and reconsidered****

(Students previously chosen as ACT's keynote speakers are not eligible)

Awardees will be notified mid-December.

****Please note: all student stories and pictures will be published in the Transforming Lives Booklet and posted online. The booklet is widely distributed to Legislators, CTC Stakeholders and the Public. ****

BIG BEND COMMUNITY COLLEGE

Date: 10/13/22

ITEM #14: Board Self-Evaluation & Board Goals (information/action)

BACKGROUND:

The board discussed their self-evaluation and board goals during their board retreat September 20, 2022. Board Chair Anna Franz may provide a draft board self-evaluation statement and draft board goals for the trustees' consideration.

2021-22 Board 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.
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)

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 10/13/22

ITEM #15: Ends Statements (for information/action)

BACKGROUND:

The trustees discussed revising their Board Ends Statements during their Board Retreat. They will discuss proposed revisions including ways to incorporate workforce education into the draft revision of E-1 below.

DRAFT ENDS

Big Bend Community College Ends		
E-1: Student Success		
Big Bend Community College provides the entire district with access to learning opportunities, assists students in completion of their educational goals, develops skills for lifelong learning, and maintains high academic standards. <i>(need to incorporate workforce education to this End)</i>		
E-2: Community Engagement	E-3: Stewardship	E-4: Diversity, Equity, Inclusion
Big Bend Community College supports economic development by nurturing community and industry partnerships and support to enhance access and service to our district.	Big Bend Community College acts as a responsible steward of resources by promoting accountability, sustainability, ethics and honesty, and prudent resource management to provide quality and affordable resources to our district.	Big Bend Community College fosters inclusiveness for students, employees, and visitors by maintaining a safe learning environment and promoting cultural inclusiveness, understanding, and respect by embracing diversity, access, opportunity, and equity.

Current Ends Statements are listed on the next page.

CURRENT ENDS

E-1 Mission Statement

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

E-2 Student Success

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

E-3 Excellence in Teaching and Learning

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

E-4 Community Engagement

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

E-5 Integrity and Stewardship

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

E-6 Inclusion and Climate

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

Prepared by the President's Office.

RECOMMENDATIONS:

None.

BIG BEND COMMUNITY COLLEGE

Date: 10/13/22

ITEM #16: 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.

BIG BEND COMMUNITY COLLEGE

Date: 10/13/22

ITEM #17: 2023 Board Meeting Schedule (information/action)

BACKGROUND:

The following suggested 2023 Board meeting dates are provided for the trustees' consideration and action.

Thursday, January 12, 2023 at 1:30 p.m.
Wednesday, March 15, 2023, at 1:30 p.m.
Thursday, May 4, 2023, at 1:30 p.m.
Thursday, June 8, 2023, at 1:30 p.m.
Thursday, August 24, 2023, (Retreat)
Thursday, October 12, 2023, at 1:30 p.m.
Thursday, December 7, 2023, at 1:30 p.m.

RECOMMENDATION:

President Tweedy recommends the trustees adopt the schedule as presented.

BIG BEND COMMUNITY COLLEGE

Date: 10/13/22

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

BACKGROUND:

The next regularly scheduled board meeting is scheduled on December 1, 2022. The Board may reschedule the meeting to Tuesday, December 6, 2022.

Prepared by the President's Office.

RECOMMENDATION:

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

BIG BEND COMMUNITY COLLEGE

Date: 10/13/22

ITEM #19: Miscellaneous (information/action)

BACKGROUND:

President Tweedy and the trustees may discuss miscellaneous topics.

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

Prepared by the President's Office.

RECOMMENDATION:

None.