Big Bend
COMMUNITY COLLEGE

Board of Trustees

Community College District 18

Regular Meeting

October 23, 2025

BIG BEND COMMUNITY COLLEGE DISTRICT NO. 18
BOARD OF TRUSTEES

Regular Meeting Agenda
7662 Chanute Street NE, Moses Lake, Washington
Hardin Community Room
Thursday, October 23, 2025 – 1:30 p.m.

1.	Call to Order		Chair Amy Parris
	a. Roll Call		
	b. Public Comment		
2.	Mission Moments		Chair Amy Parris
	a. Agriculture Club		
	b. New Staff Welcome & Introductions		
3.	Consent Agenda	Action E-1/2/3/4	Chair Amy Parris
	a. Regular Meeting Minutes 6/5/25		
	b. Special Meeting Minutes 7/10/25		
	c. Special Meeting Minutes 8/13/25		
	d. Retreat Reg Meeting Minutes 8/28/25		
	e. Student Success, Assessment, Accreditation		
	f. Finance and Administration		
	g. Human Resources and Labor		
	h. Foundation		
4.	Reports and Updates		
	a. Faculty Update	E-1	Heidi Gephart
	b. ASB Update		Pedro Lopez
	c. President's Report		Dr. Sara Thompson Tweedy
	i. Enrollment Report	E-1	
	ii. Operating/Revenue/Expense Report	E-3	
5.	Business		
	a. 2025-26 Proprietary Budget	Action E-3	VP Daneen Berry-Guerin
	b. Board Policies for Review	Review E-1/2/3/4	Chair Amy Parris, Trustees
	c. Board Policies Revised (6106, 6112, 6115)	1st Read E-1/2/3/4	Chair Amy Parris, Trustees
	d. Board Self-Evaluation and Goals	Action E-1/2/3/4	Chair Amy Parris, Trustees
	e. 2026 Board Meeting Schedule	Action E-3	Chair Amy Parris, Trustees
	f. Board Activity Assessment	E-2	Chair Amy Parris, Trustees
6.	Miscellaneous	E-1/2/3/4	
7.	Next Regularly Scheduled Meeting	E-1/2/3/4	Chair Amy Parris, Trustees
	a. December 11, 2025		
8.	**Executive Session**		Trustees, Dr. Sara Thompson Tweedy
	a. President's Evaluation	Action E-1/2/3/4	Chair Amy Parris, Trustees
	b. President's Contract	Action E-3	Chair Amy Parris, Trustees
9.	Adjournment		Chair Amy Parris

If you are a person with a disability and require accommodation while attending the meeting, please contact the President's Office at (509) 793-2001 [or TDD (509) 793-2325] as soon as possible to allow sufficient time to make arrangements.

PUBLIC COMMENT

Information

Description

Per Board Policy 1000, the chair shall announce at the beginning of each meeting that interested citizens or groups may make five-minute oral or written presentations to the board regarding any item on or off the agenda. If a written presentation is to be made, a notice of such written presentation must be submitted to the Secretary of the Board of Trustees at least 24 hours prior to the scheduled meeting.

Recommendation

None

Prepared by the President's Office

MISSION MOMENTS

Information

Description

Vision:
Be our community's first choice to dream, learn, and succeed.

Mission:
Big Bend Community College
Serve as a Bridge
Stand as a Leader
Support for Success

Guiding Principles:
Honor our Role as a Hispanic-Serving Institution
Advocate for Equity, Inclusion, & Diversity
Embrace our Workplace Norms
Innovate Proactively
Model Integrity
Educate All

Approved by the Board of Trustees October 28, 2021.

Recommendation

None

Prepared by the President's Office

BOARD OF TRUSTEES
BIG BEND COMMUNITY COLLEGE
MOSES LAKE, WASHINGTON
June 5, 2025 – Hardin Community Room

A regular meeting of the Board of Trustees of Big Bend Community College was held on Thursday, June 5, 2025, at 1:30 p.m. in the Hardin Community Room at Big Bend Community College, 7662 Chanute Street NE, Moses Lake, Washington. Amy Parris, Chair, presided.

1. Call to Order. Chair Amy Parris called the meeting to order at 1:30 p.m.

a. Roll Call. Board of Trustees Present: Amy Parris, Chair, Bethany Martinez, Vice Chair, Rosendo Alvarado, Gary Chandler, and Anna Franz. Members of the Big Bend Community College community and guests were present.

b. Public Comment. There were no public comments.

2. Mission Moments

a. Creative Writing Club. Patricia Jones, English faculty, is the advisor for the Creative Writing Club, which was established in January 2025 with 14 founding members. The club is dedicated to fostering a welcoming, safe, and inclusive environment for students to explore and develop their writing. Guided by its constitution, the club promotes creativity and community through events, workshops, and discussions centered on the writing craft. Since its inception, the club has launched the CALM (Creative Arts and Literary Magazine) initiative and participated in the campus-wide “Poetry in the Quad” event, featuring five themed tables: fiction, creative nonfiction, poetry, CALM, and the Creative Writing Club itself. In collaboration with the M.E.Ch.A. Club, they helped host author Jessica Hoppe. The club holds weekly two-hour meetings every Friday, which include lunch, writing prompts, and peer discussions. The club plans to publish the second edition of CALM and launch a new monthly student newspaper designed for both Big Bend students and the broader community. Future events include another author visit, a Create Con gathering, and activities for National Novel Writing Month (NaNoWriMo).

b. New Staff Welcome and Introductions were conducted. Joining the Big Bend staff are James Cohen, Custodian 1, Alma Guzman, TRiO SSS Academic Advisor, Israel Garcia-Sanchez, BAS-AM Program Specialist 2, Allyssa Martinez, TRiO SSS Program Specialist 2, and Yulitzi Hernandez Soriano, Admissions/Registration Program Coordinator.

3. Consent Agenda

a. Meeting Minutes May 1, 2025
b. BP 3015 Admin/Exempt Staff Performance Evaluations Revision – Second Read
c. Student Success, Assessment, and Accreditation
d. Finance and Administration
e. Human Resources and Labor
f. Foundation

<u>Motion 25-25</u> Vice Chair Bethany Martinez moved to approve the consent agenda. Trustee Anna Franz seconded, and the motion passed.

4. Reports and Updates

a. Faculty Update. Dr. Tyler Wallace, Faculty Association President, shared updates of instructional activities, faculty achievements, and student engagement across departments. Chemistry faculty member Lindsay Groce hosted Dr. Sam Lohse from Central Washington University in her CHEM 163 class, where students conducted titration labs to test water sample alkalinity. This activity was a part of the CCRI STP grant, which will provide funding for the next three years. The Math and Science faculty extended an invitation to the Board of Trustees for the 2025 STEMposium scheduled for Wednesday, June 11, from 12:00 to 3:00 p.m. at the ATEC/1800 building.

Gina Cutts, IST faculty, provided a video of students wiring lights and her contribution as a co-author of a newly released welding textbook was mentioned, which offers free resources to colleges and trade schools through Washington Open Proftech. It was reported that Justin Henley, also IST faculty, has students in integrated robotics who are developing subprograms to control conveyors, joint motion, and tool activations. Dawnne Ernette, Developmental English faculty, will serve as a NWCCU Peer Evaluation Team member for the Fall 2025 Evaluation of Institutional Effectiveness, with a site visit to Blackfeet Community College in October. Philosophy faculty member Dennis Knepp welcomed Professor Gary Bartlett to his class for a guest lecture on the philosophy of mind, covering topics such as Descartes' dualism and modern theories like identity theory and functionalism. It was noted that Math faculty David Mayhugh and Physics faculty Sam Shuman have had continued success for Big Bend's Chess Club, "Rook-ies," which has hosted well-attended quarterly tournaments in the Viking Lounge.

Jonathan Bauer, Math faculty, provided a probationary faculty presentation as he finishes his first year with the college moving into his second year teaching in the fall quarter. He shared a math autobiography assignment that he uses to better understand his students and their individual experiences with mathematics.

Counseling faculty member Heidi Gephart has been newly elected as the Faculty Association President and her term begins on July 1, 2025. Dr. Wallace expressed gratitude for the opportunity to represent faculty over the past two years, and shared highlights to include probationary faculty presentations to help the Board members become more familiar with new faculty members. Faculty updates have been accompanied by photos, and the report emphasized increased faculty representation and a successful bargaining outcome last year. Chair Amy Parris expressed appreciation to Dr. Wallace for his service during his tenure as the Faculty Association President.

b. Exceptional Faculty Presentation. Mercedes Gonzalez-Aller, Nurse faculty, shared a personal overview of her journey into nursing. She described immigrating to the United States with her seven siblings and how nursing became a meaningful way to serve others. She earned her BSN in 1988 in New Mexico, specializing in Cardiac Critical Care, and later worked in Spokane before transitioning to the Moses Lake Community Health Center. As an educator at Big Bend, she emphasized the importance of seeing patients not only for their physical conditions but as whole individuals with unique stories. She highlighted the significant responsibility faculty carry in preparing students and expressed gratitude for the college's support in maintaining her nursing credentials as detailed in her one-page report included in the Board of Trustees' meeting packet.

c. ASB Update. ASB President Selyla Gonzalez Hueso provided an update on recent events held since the last Board of Trustees meeting. Highlights included the HSI event on May 8, which was well attended by faculty, staff, and students and promoted strong community engagement. On May 13, they had a successful flag football event drawing many participants. The Mental Health Fair on May 15 featured the Ice Bucket Challenge and catering by the Viking Eatery. Additional student engagement activities included Graduation Cap Decorating on May 19, Pancakes before Intramurals and the final intramural games on May 21, and Teatime with Big Bend Alumni on May 22. ASB also participated in the Springfest Parade on May 24 and hosted a well-attended Carnival outside the STEM Center on May 29, which included games, a trampoline course, and classic treats like cotton candy, popcorn, and shaved ice. The final two events for this year were Family Swim Night on June 5, taking place at Surf 'n Slide Water Park from 6:00 to 8:00 p.m. and the Commencement Ceremony on June 13 beginning at 5:30 p.m. at the Moses Lake Lions Field.

d. President's Report.

i. Enrollment Report. President Tweedy provided an overview of spring quarter 2025 enrollment, noting significant increases over the previous year: headcount rose by 14.9% to 2,749 students, total FTEs increased by 12.5% to 1,951.7, and state-funded FTEs grew by 8% to 1,372.5. Key enrollment dates were shared, including the start of new student enrollment sessions on June 5 and open enrollment for fall quarter 2025 beginning September 4.

ii. Operating, Revenue, Expense Report. As of May 31, 2025, revenue collected totaled $26.76 million, or 104.13% of the budgeted amount. Although this figure is $562,278 below budgeted expenses, the college anticipates actual expenditures will come in lower due to unfilled positions and other savings. With these projections, it is expected to end the year with a balanced budget. President Tweedy expressed appreciation to staff for their efforts in meeting the Board's directive to avoid using reserve funds. She also acknowledged Vice President Daneen Berry-Guerin and the Business Office for closely monitoring the budget and providing updates for the Board.

iii. Employee Recognition. Jonie Walker received the Presidential Award for Meritorious Service, honoring her 25 years of service to Big Bend Community College.

iv. Legislative Report. President Tweedy reported that the Washington State 2025–2027 operating budget was signed into law on May 20. Although the OFM budget correction 'give back' was not included in FY 2024–25, a reduction in the college's total allocation for the next biennium will still be realized. On May 22, legislative aides from Congressman Dan Newhouse's office met with local constituents at Moses Lake City Hall. The discussion centered on support for TRiO programs, which are under federal consideration for elimination. Big Bend representatives and students attended the meeting to share their personal experiences and highlight the critical role TRiO has played in their academic success. As of May 31, Big Bend did receive a continuation award for its TRiO Upward Bound Grant. This program supports over 100 students, 67% of whom are expected to graduate with both a high school diploma and an associate degree. Big Bend has a total of four TRiO programs serving over 1,300 students. The remaining three operate on a program cycle that runs from September 1 through August 31.

The significant risks posed by federal legislation referred to as the One Big Beautiful Bill Act were discussed. This bill includes the elimination of subsidized student loans, reductions to Pell Grant eligibility, and cuts to federal Work-Study and TRiO programs, as previously noted, and more. If enacted, these changes could severely impact Big Bend's enrollment, student support services, and overall student outcomes. After having been approved by the U.S. House of Representatives, the bill is now under consideration by the U.S. Senate. Additionally, the presidents from Big Bend Community College, Wenatchee Valley College, Columbia Basin College, and Yakima Valley College, along with representatives from the State Board, met with Congressman Dan Newhouse prior to this Board meeting. The discussion focused on the impact of these proposed federal funding changes on these colleges and the communities served. The importance of promoting access, advancing equity, and supporting student success across Washington State was emphasized. A call to action was presented to the Board of Trustees, encouraging them to contact U.S. legislators to discuss these impacts.

A celebration of the college's 2025 graduation achievements was mentioned. A total of 663 students will graduate, earning 685 degrees, including 41 BAS, 316 AS, and 94 AAS degrees. Notably, 172 students will complete the Running Start program and 159 will earn high school diplomas. These figures represent increases across all categories compared to the previous year, reflecting the college's continued growth and student success.

5. Business

a. 2025-26 Operating Budget. After the governor signed the state operating budget on May 20 as previously reported, the State Board for Community and Technical Colleges (SBCTC) received the system-wide appropriation and applied the SBCTC funding model to determine individual college distributions. Big Bend recently received its distribution, which has been incorporated into all four budget options presented for this report. However, the college is awaiting the State Board's June 20 vote regarding high-demand and nurse educator funding, specifically whether these funds will be maintained in safe harbor under the SBCTC financial model. This contemplation follows the removal of the funding from legislative provisos and is intended to preserve resources for colleges that directly provide these services, which would affect Big Bend's allocation as these funds are used at this college. And as previously presented, the federal legislation, including the proposed One Big Beautiful Bill Act remains unresolved, and more information is expected in the coming weeks relative to federal funding.

In addition to taking into account the aforementioned information, four 2025-26 operating budget options have been developed for the college as presented in the Board of Trustees' meeting packet. It was mentioned that zero-based budgeting has been implemented for travel, goods and services, and equipment. Although, with the majority of the budget allocated to salaries and benefits, significant reductions are limited. All four budget options reflect significant deficits and range in approach, from fully funding to partially or entirely limiting budget requests and contingency allocations.

Given the combination of known factors and significant unknowns, the administration requested that the Board of Trustees authorize continued college operations while final budget data is pending. A special Board of Trustees meeting would be scheduled in July to include a study session to ensure the Board fully understands the college's financial status and is prepared to support appropriate next steps. A regularly scheduled meeting/retreat will be held on August 28, 2025, during which the final operating budget could be presented for review and adoption.

<u>Motion 25-26</u> Trustee Anna Franz moved to authorize the administration to continue operations based on the current operating budget and at current spending levels into the next fiscal year and direct the administration to finalize the proposed operating budget for 2025-26 for the Board's consideration upon confirmation of final state budget allocations. Trustee Gary Chandler seconded, and the motion passed.

b. 2024-25 Mission Fulfillment Report. Highlights of the Mission Fulfillment Scorecard were presented. The scorecard outlines progress in key strategic priority areas: student success, employer of choice, forward-looking infrastructure, and enrollment growth and diversification. Several targets have been exceeded, particularly in student outcomes, supported by programs such as TRiO and innovative instructional approaches. Positive trends continue in for student retention and milestone achievement. In the "Employer of Choice" category, results from the PACE surveys conducted in 2021 and 2024 were highlighted. While some indicators have remained below target in past years, the target for employee recommendation of the college as a workplace was exceeded. The full report provides progress on strategic priorities and outlines future growth areas. Each year, departments document how prior-year goals were met and establish new goals, aligning their efforts with the college's strategic priorities. Departmental goals contribute directly to the content of the Mission Fulfillment Report. The Board of Trustees was encouraged to review the full report as included in the Board of Trustees' meeting packet.

c. Board Polices for DEI Review. A first reading of the following Board Policies was conducted as part of ongoing efforts to align the policies with diversity, equity, and inclusion principles. It was determined that there were no revisions needed for the following three policies, and they will reflect a June 5, 2025, review date.

- BP 6106 Admission (8/7/2014)
- BP 6107 Confidentiality of Student Records (FERPA) (12/28/2001)
- BP 6114 Credit Hour (12/12/2013)

Revisions were requested for the following two policies for presentation at the next meeting.

- BP 6112 Reasonable Accommodation for Students (3/1/2019). A wording revision was proposed to standardize pronoun usage, suggesting all instances of "his," "hers," and "theirs" be updated to "them/their." The Board expressed unanimous agreement with this change.
- BP 6115 Equal Employment, Non-Discrimination and Anti-Harassment (3/1/2019). A question was raised regarding whether the policy reflects current law. It was recommended that legal counsel review the policy to ensure it is up to date and to submit the policy to the Assistant Attorney General for review.

d. Board Chair Matrix. It was recommended that Amy Parris and Bethany Martinez be appointed to serve a second consecutive one-year term as Board Chair and Vice Chair, respectively, effective October 1, 2025.

<u>Motion 25-27</u> Trustee Anna Franz moved to appoint Amy Parris as Board Chair and Bethany

Martinez as Board Vice Chair for a consecutive one-year term effective October 1, 2025. Trustee Gary Chandler seconded, and the motion passed.

e. Board Retreat Planning, Goals. Planning for the August 28 Board retreat/meeting at the Columbia Basin Health Association in Othello included discussion of potential topics such as Fiscal 101, policy governance, lobbying and legislative engagement, and OPMA rules and conduct. There was also interest in inviting representatives from Pierce College to present on cultural themes, bias, and how these issues can influence organizational culture. This presentation could be delivered via Zoom or in person, and there was support for expanding it into a broader study session open to the campus community rather than limiting it to Board members. Additional discussion included reinstating Board subcommittees and refining Board goals to make them clearer and more concise.

f. Graduation Overview. The Board reviewed the graduation activities schedule and noted the following update: Trustee Anna Franz will attend the STEMposium on June 11 in place of Trustee Gary Chandler.

g. Assessment of Board Activity. Trustees submitted their activities using the online link.

6. Miscellaneous. None.

7. Next Regularly Scheduled Meeting

a. The next meeting for the Board Retreat was confirmed for Thursday, August 28, 2025, at 9:00 a.m. at the Columbia Basin Health Association in Othello, WA.

8. Executive Session

Board Chair Amy Parris announced a 20-minute Executive Session at 2:56 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 meeting was reconvened at 3:16 p.m. No actions were taken during the executive session.

9. Adjournment. Chair Amy Parris adjourned the meeting at 3:16 p.m.

Amy Parris, Board Chair

ATTEST:

Sara Thompson Tweedy, Secretary

BOARD OF TRUSTEES
BIG BEND COMMUNITY COLLEGE
MOSES LAKE, WASHINGTON

Special Meeting
July 10, 2025 – Hardin Community Room

A Special Meeting of the Board of Trustees of Big Bend Community College was held on Thursday, July 10, 2025, at 1:30 p.m. in the Hardin Community Room at Big Bend Community College, 7662 Chanute Street NE, Moses Lake, Washington. Amy Parris, Chair, presided.

1. **Call to Order**. Chair Amy Parris called the meeting to order at 1:31 p.m.

a. Roll Call. Board of Trustees Present: Amy Parris, Chair, Bethany Martinez, Vice Chair, Rosendo Alvarado, Gary Chandler, and Anna Franz. Members of the Big Bend Community College community and guests were present.

b. Public Comment. There was no public comment.

2. **2025-26 Operating Budget**

President Sara Thompson Tweedy and Vice President Daneen Berry-Guerin presented the FY2025-26 Financial Update to the Board of Trustees.

Revenues: Big Bend Community College's operating revenues of $24.2M for the 2025–26 fiscal year were outlined and are primarily sourced from the state allocation ($16.4M), tuition ($4.3M), and running start ($3.5M). The breakdown for the state allocation is comprised of five parts including the Minimum Operating Allocation ($2.85M), District Enrollment Allocation Base ($6.4M), Student Achievement Initiative ($1.49M), Weighted Priority Enrollments ($788K), with additional Earmarks & Provisos estimating $5.1M. The $4.3M for tuition includes operating fees, building fees, and services and activities fees. The $3.5M for running start funds are collected from area high schools.

Guiding Principle: Achieve a balanced budget without using reserves or implementing a reduction-in-force.

Revenue & Expense Scenarios: Four budget scenarios were presented, with only one achieving a balanced budget by excluding board contingencies and minimizing supply, travel, and equipment expenses. The first scenario includes all Board-required contingencies and all reasonable budget requests resulting in a -$1.18M deficit. The second scenario excluded Board contingencies but included all reasonable budget requests resulting in a -$566,769 deficit. The third scenario keeps Board contingencies and slashes supply, travel, and equipment requests to a minimum resulting in -$611,331 deficit. The fourth scenario balanced the budget as previously noted.

Concerns & Risks: None of the scenarios include a reduction-in-force, the college already runs very, very lean, and it faces uncertainties related to federal changes in grants and financial aid, which could negatively impact enrollment. If the college loses federal funding for Adult Education, TRIO, HEP, and Title V staff, it will be severely constrained in its ability to deliver critical student programs and services. It is assumed that the college will lose some, if not all, of these federal programs. At the time of this meeting, the college was waiting for a GAN for HEP and TRIO EOC and learned it would no longer receive funds for TRIO STEM. Additional cost-reduction tools mentioned included tenure and classified staff buy-out programs, delayed hiring, and leaving positions unfilled helping to address the rising salary and benefit costs accounting for 89.5% of the 2025-26 operating budget, up from 83% the prior year. Additionally, enrollment-driven revenue shortfalls are of concern for tuition and running start should enrollment further decline propelling the college to consider furloughs or a reduction-in-force of which none of the presented revenue/expense scenarios include.

Reserves: The college maintains $22M in reserves, of which $10,296,541 is dedicated and $11,767,548 is non-dedicated. The non-dedicated funds include $9,812,981 in Board of Trustees reserves and $1,954,567 in operating reserves. The Board of Trustees reserves include three months of operating budget ($6,266,142), 2.5% contingency of operation budget (**$611,331**), unplanned capital ($1,419,038), and planned future operations ($1,419,038).

Request: President Tweedy requested the Board consider suspending the 2.5% operating contingency Board of Trustee reserve requirement of **$611,331** under Board Policy 1000 for the fiscal year 2025-26 operating budget.

The non-dedicated reserves were revisited, where questions were raised regarding the prioritization of operating reserves over the 2.5% ($611,331) contingency fund as part of the Board of Trustees' reserves, referencing Board Policy 1000. It was noted that the policy outlines the order of operations and emphasized the importance of maintaining the contingency fund. Concerns were expressed that a budgeting perspective only for the current year is limited, especially given the uncertainty over the next four years. It was recommended to fully fund the 2.5% contingency ($611,331) and, if needed, draw from the operating reserves currently at $1.9M. It was emphasized that while operating reserves are a healthy safety net, they should not replace the established Board of Trustee 2.5% contingency fund.

President Tweedy reinforced that if federal grants are lost, operating reserves will be crucial to sustaining student services. Multiple participants noted the instability surrounding federal grants such as TRIO and HEP, with funding being delayed until the last minute or uncertain even when appropriated. President Tweedy described the operating reserves as a buffer to continue essential services in the event of federal cuts. She reiterated the college's guiding principle of balancing the budget without using reserves or implementing a reduction-in-force. The risk of future loss of students, which affects both tuition revenue and future state allocations, was also highlighted. The discussion addressed the long-term enrollment strategy, which focuses on guiding students through GED and ELA programs into workforce training. These pipeline programs, supported in part by BEdA funding, are currently at risk.

The Board of Trustees agreed on the importance of protecting the 2.5% Board contingency fund and using the $1.9M operating reserves for the **$611,331** to balance the fiscal year 2025-26 operating budget with a potential need for additional operating reserves to help fund student programs in light of the federal grant situation. The discussion concluded with a request for an additional budget scenario, which would reflect a budget that preserves the 2.5% contingency fund and use **$611,331** of the $1.9M operating reserves to balance the budget.

At the August 28, 2025, regularly scheduled meeting/retreat, a final 2025-26 operating budget will be presented for adoption and to potentially act on declaring a financial emergency should the college's financial position worsen.

3. ACT Legislative Advocacy Action Committee Designee

Gary Chandler agreed to serve as the Big Bend Community College Board of Trustee's designee to serve on the ACT Legislative Advocacy Action Committee.

4. Adjournment. Chair Amy Parris adjourned the meeting at 2:53 p.m.

Amy Parris, Board Chair

ATTEST:

Sara Thompson Tweedy, Secretary

BOARD OF TRUSTEES
BIG BEND COMMUNITY COLLEGE
MOSES LAKE, WASHINGTON

Special Meeting
August 13, 2025 – Hardin Community Room

A Special Meeting of the Board of Trustees of Big Bend Community College was held on Wednesday, August 13, 2025, at 1:30 p.m. in the Hardin Community Room at Big Bend Community College, 7662 Chanute Street NE, Moses Lake, Washington. Amy Parris, Chair, presided.

1. Call to Order. Chair Amy Parris called the meeting to order at 1:30 p.m.

a. Roll Call. Board of Trustees Present: Amy Parris, Chair, Bethany Martinez, Vice Chair (Zoom), Rosendo Alvarado, Gary Chandler, and Anna Franz. Members of the Big Bend Community College community and guests were present.

b. Public Comment. There was no public comment.

2. Executive Session. Board Chair Amy Parris announced a 30-minute Executive Session at 1:31 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; (i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions or litigation or potential litigation. The session was extended by 15 minutes. The meeting was reconvened at 2:16 p.m. No actions were taken during the executive session.

3. Adjournment. Chair Amy Parris adjourned the meeting at 2:17 p.m.

Amy Parris, Board Chair

ATTEST:

Sara Thompson Tweedy, Secretary

BOARD OF TRUSTEES
BIG BEND COMMUNITY COLLEGE
MOSES LAKE, WASHINGTON
August 28, 2025 – Columbia Basin Health Association

A retreat-regular meeting of the Board of Trustees of Big Bend Community College was held on Thursday, August 28, 2025, at 9:00 a.m. in the Leah Layne Board Room at Columbia Basin Health Association, 1515 E. Columbia Street, Othello, Washington. Amy Parris, Chair, presided.

1. Call to Order / Welcome / Opening Remarks. Chair Amy Parris called the meeting to order at 9:15 a.m.

a. Roll Call. Board of Trustees Present: Amy Parris, Chair, Bethany Martinez, Vice Chair, Rosendo Alvarado, Gary Chandler, and Anna Franz. Members of the Big Bend Community College community and guests were present in person and virtually.

b. Public Comment. There were no public comments.

2. 2025-26 Operating Budget

The 2025-26 operating budget was included in the Board Retreat agenda packet for review by the Board of Trustees. It was reported that the revenue compared three years rather than the usual two and the difference in state allocation was approximately $610,000, with much of that tied to compensation. Tuition revenue increased by about $400,000, based on prior-year collections, and Running Start revenue, calculated as the average of the past three years, also showed an increase of $400,000. The overall revenue projection was down by approximately $380,000.

Discussion followed regarding staffing, with attention given to reductions in part-time faculty funding. It was explained that funding for part-time positions was decreased as part of the budget balancing process, and the high-demand funding was shifted to a different account for management. The focus moving forward is to offer full classes with intentional scheduling. Travel and equipment budgets were also addressed, with nearly all travel limited to state council and commission obligations and most other activities moved to virtual platforms. Equipment purchases were restricted to non-negotiables, with only proviso-related equipment included. It was noted that intentional decisions during the budgeting process prioritized preserving positions through state operating funds, anticipating the loss of federal funds. Supplies were consolidated through a central stores model. The most recent enrollment report was mentioned relative to its effect on revenue, showing a recent drop in weekly numbers after a period of steady increases. Timing around new student events was noted as a possible factor, with clearer numbers expected at the start of fall quarter and more reliable figures by the third week.

Federal funding streams influence the college's financial health, including TRIO grants, BFET, Perkins, Title V, BEdA, and HEP. Updates were provided on the status of the grants: HEP did not receive a GAN, and subsequently the college's program was suspended, and recently the Department of Education communicated HEP funding was temporarily extended; Upward Bound did receive a GAN and was funded into the next academic year; EOC was extended to September 30, 2025; TRiO STEM funding ends August 31, 2025 without renewal; TRiO SSS' application for funding in the next five-yar cycle was rejected, yet they received a GAN for the 2025-26 academic year, the last year of the current five-year funded cycle. Title V Heart is awaiting the GAN for the third year of its five-year cycle. BFET and Perkins funding is secure through September 30, 2025. For Perkins, the Attorney General's Office is developing a civil rights compliance document; once approved, funds will be distributed. Federal agencies are embedding new requirements into these funds, requiring recipients to agree to specific terms citing laws and executive orders. The Washington Attorney General's Office is reviewing these provisions to ensure full awareness before acceptance. Federal funds are critical to supporting academic programs such as BAS-AM. The recent suspension of the HEP program and associated layoffs emphasize the gravity of the situation. Communication has been ongoing with congressional offices and national associations to explore possible legal remedies, though outcomes remain uncertain.

The Board received information on a financial emergency declaration. Key impacts of such a declaration would affect employees, services, programs, and vendor contracts, guided by relevant policies, agreements, and state laws. It was explained that financial emergencies can be declared by the State Board, the Legislature, jointly by trustees and the State Board, or by individual colleges independently, as some institutions have already done. The college has historically operated leanly, relying on employees' efforts to maximize limited resources.

Trustees asked about proactive strategies if programs are eliminated. It was explained that some advising functions have already been built into the operating budget, but if federal funds are withdrawn, services tied to those programs would not continue. The reduction in support programs is expected to affect enrollment and student retention. Alternative advising approaches, including software tools and workload adjustments, were discussed as mitigation measures. Conditions are shifting rapidly, with limited clarity on long-term funding stability. The college is balancing a state operating budget but face significant financial pressure from the loss of federal funds.

The session concluded with a review of next steps if a financial emergency is declared, including responsibilities outlined in the collective bargaining agreement, determining fiscal crisis conditions, and developing a Board Resolution for consideration. It was emphasized that while legal remedies may emerge, they will not resolve immediate funding challenges, and the institution must prepare for difficult adjustments ahead.

Motion 25-28 Trustee Anna Franz moved to approve the 2025-26 operating budget as presented. Vice Chair Bethany Martinez seconded, and the motion passed.

3. Childcare Center Lease

Big Bend Community College proposes to lease its on-campus childcare center to a qualified external provider to ensure continued access to licensed childcare services for students, employees, and the community. This approach addresses operational limitations while preserving educational and community benefits. This proposal aligns with the college's mission, strategic goals, and SBCTC's real property acquisition criteria.

It was reported that when the service operated internally, it required significant time and resources, and providing childcare directly is not a core function of the college. The college is pursuing a third-party operator to continue offering the service on campus. To date, one response to the Request for Proposal (RFP) had been received; several additional vendors have expressed interest and completed site tours, so more proposals are anticipated.

Trustees discussed contract structure. One trustee asked about establishing a five-year initial term followed by another five-year term, rather than year-to-year renewals, and whether respondents might propose such terms. It was clarified that the contract included in the RFP is a draft intended to guide discussions. The Board of Trustees was in agreement with the concept of contracting with a third-party operator, with operating details (including term length and other provisions) to be finalized by staff through the RFP process. Staff also noted that third-party childcare operations are increasingly common on college campuses. The college's Early Childhood Education program connection was highlighted as an added academic benefit.

The Board of Trustees expressed its commitment to maintaining childcare services on campus as an essential support for students, employees, and the broader community. Trustees affirmed that the service aligns with the college's mission and student-success priorities.

Motion 25-29 Vice Chair Bethany Martinez moved that we request the State Board for Community and Technical Colleges to consider and approve the childcare center lease proposal. Trustee Rosendo Alvarado seconded, and the motion passed.

4. Student Code of Conduct WAC Revision

Revisions to WAC 132R-04, Student Code of Conduct, were proposed in order to continue to ensure compliance with the Title IX regulatory requirements. The college previously amended this code in consideration of the federal regulations made effective in August 2024. In Tennessee v. Cardona, No. 2:24-00072 (Jan. 9, 2025), however, the court vacated the 2024 Title IX federal regulations. The U.S. Department of Education subsequently also indicated its intent to enforce the 2020 Title IX regulations. Consequently, the college seeks to amend its Student Code of Conduct to ensure compliance.

In accordance with RCW 34.05.350(1)(a) and (c): Immediate amendment of WAC 132R-04 is necessary for the preservation of the public health, safety, or general welfare and observing the time requirements of notice and opportunity to comment upon adoption of a permanent rule would be contrary to the public interest. The proposed revisions are necessary to ensure compliance with the applicable federal regulations.

A copy of the proposed revised WAC 132R-04 was included in the Board Retreat agenda packet for review by the Board of Trustees. An emergency rule enactment was requested while proceeding with the process to permanently amend the rules pertaining to the Student Code of Conduct.

Motion 25-30 There being good cause as provided, Trustee Gary Chandler moved to approve the revisions to WAC 132R-04, Student Code of Conduct, and emergency filing as presented. Trustee Anna Franz seconded, and the motion passed.

The meeting paused for a 15-minute break.

5. Policy Governance

Trustees received an educational update on how Open Public Meetings Act (OPMA) requirements intersect with Policy Governance. State law (RCW 42.30) requires OPMA training for all trustees within the first 90 days of service, along with Public Records Act training, and refresher training at least every four years.

The OPMA's core principles were summarized. The "sunshine law" is to be liberally construed and exists so the public can observe the decision-making process. All meetings of a governing body must be open to the public unless a specific statutory exception applies.

The presentation clarified when OPMA applies at the college: any time a quorum of the Board (three or more members) gathers to discuss college business. Physical presence is not required; a meeting can occur by phone or email if a quorum is present. Simply receiving information without comment does not constitute a meeting, e.g., forwarding event information to the trustees is not a meeting.

Definitions were reviewed: a "meeting" occurs where "action" is taken, and "action" is the transaction of the official business of a public agency by a governing body including but not limited to receipt of public testimony, deliberations, discussion considerations, reviews, evaluations, and final action. "Final action" is a collective positive or negative decision or an actual vote by a majority of the governing body, or by a committee thereof and must be taken in public, even if deliberations were in closed executive session. Secret voting is not allowed.

The Board also reviewed what is not a meeting (e.g., no quorum or no action), as well as common exemptions such as quasi-judicial matters, matters governed by the Administrative Procedure Act, and collective bargaining sessions with employee organizations, including contract negotiations and proceedings while in progress. Trustees were reminded that a majority of the members of a governing body may travel together or gather for purposes other than a regular meeting or a special meeting, so long as no action is taken. Discussion or consideration of official business would be action, triggering the requirements of the OPMA.

Types of meetings and notice requirements were outlined. Regular Meetings are recurring meetings held in accordance with a period schedule filed with the code revisor. An agenda must be made available online no later than 24 hours before the meeting is scheduled to start (but can be modified). Changes to the regular schedule would require at least 20 days in advance with code revisor. A Special Meeting is called by the chair or a majority of trustees to cover specific item(s). No item(s) other than identified in the agenda may be discussed. No final disposition on any other matter than those identified shall be taken. Notice must be given to each trustee, media, posted on website, and displayed at the main entrance to the meeting site. A physical location is required even if some or all participants attend remotely.

Public attendance and participation standards were reviewed. Conditions cannot be placed on the public to attend meetings subject to OPMA but may set reasonable rules of conduct. Cameras and tape recorders are permitted unless disruptive. General, there must be a physical location for a meeting, even if some or all of the participants attend remotely. The trustees should make use of remote access tools as fully as practicable to encourage public participation (not a requirement, it is only an encouragement). Public comment is required at each meeting under RCW 28B.50.100 and the Board's Policy Governance provisions (BP 1000.3, GP 8(E)). Procedures for handling disruptions were reviewed. If the orderly conduct of the meeting becomes infeasible and order cannot be restored, OPMA provides steps the chair may take to address interruptions in accordance with law.

An Executive Session is a portion of a regular or special meeting that is closed to the public and is limited to specific purposes set out in OPMA RCW 42.30.110. The purpose of the executive session and the time it will end must be announced before it begins. Time may be extended by further announcement. The chair shall call out the language in the law based on what is going to be discussed during the executive session. An open meeting cannot resume again before the announced time. These points are to be documented in the meeting minutes.

Minutes are required for regular and special meetings. Minutes of public meetings must be promptly recorded and open to public inspection. Minutes of an executive session are not required. However, the meeting minutes must reflect the purpose for going into executive session as previously denoted. No statute prescribes a required format for meeting minutes.

Violations. A court can impose a $500 civil penalty against each member (personal liability) for the first violation and up to $1,000 for a subsequent violation per RCW 42.30.120. Court will award costs and attorney fees to a successful party seeking a remedy and any action taken at meeting can be declared null and void. RCW 42.30.060.

Trustees received an overview of the college's statutory authority and policy governance framework. Washington is organized into community and technical college districts; Big Bend Community College is District 18. Board composition and officer elections are established, with the Board's powers and duties outlined.

The Board's structure as "five trustees, one Board." Three trustees constitute a quorum, and no action may be taken by fewer than a majority of the Board. Accordingly, official action requires at least three affirmative votes, i.e., a majority of the full Board, not merely a majority of those present.

The Board is a policy-making body that ensures the work of the institution is accomplished without performing day-to-day administration. Core responsibilities include setting policy direction, hiring and overseeing the President, and taking action only in public meetings. Trustees reviewed the Policy Governance BP 1000 (Bylaws), including 1000.1 Ends, 1000.2 Executive Limitations, 1000.3 Governance Process (with bylaws), and 1000.4 Board-Staff Linkage.

Delegation practices were reviewed. BP 1004 Delegation of Appointing Authority defines the appointing authority and allows for additional delegation by Board Resolution when appropriate. Trustees discussed how these policies delineate roles for the Board and the President, emphasizing Board oversight, presidential accountability, and monitoring of outcomes while avoiding operational management.

Public comment practices were clarified. In response to a question about comment timing, the Board's established approach of taking public comment at the start of meetings was noted. While the Board may, at its discretion, allow additional comment during specific agenda items, it is not required to do so. Public comment is intended to provide input to the Board, not to create a running dialogue during deliberation.

The Board of Trustees recessed for lunch at 12:00 p.m. and reconvened at 1:26 p.m.

6. Ends Statement Review

The Ends Statements were included in the Board Retreat agenda packet for review by the Board of Trustees.

7. President's Evaluation

Executive Session. Board Chair Amy Parris announced a 45-minute Executive Session at 1:31 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. No actions were taken during the executive session. The meeting was reconvened at 2:16 p.m.

8. Board Evaluation

The Board of Trustees reviewed and evaluated the 2024–25 Board Goals.

Board Goal #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.

> *Excerpt from Board of Trustees December 12, 2024, meeting minutes regarding Goal #1: "The performance measurement process introduced at the August Board Retreat was revisited, with the recommendation to move forward with its implementation as originally presented. It was further noted that the Mission Fulfillment Report is typically released in April/May, aligning with the trustee assessment to occur at the 2025 August Retreat."*

Evaluation: Trustee Anna Franz confirmed that Goal #1 has been completed; the Board recognized it as accomplished.

Board Goal #2: Advance equity, diversity, and inclusion by reviewing policies to ensure support of operational equity, diversity, and inclusion programs. (Approved October 10, 2024.)

Evaluation: Chair Amy Parris and Vice Chair Bethany Martinez led the Board's policy-review goal. The goal was affirmed as a minimum two-year effort and remains on pace with its original intent. Discussion focused on refining goal language related to equity, diversity, and inclusion (EDI). Trustees agreed to maintain the substance of the work, continuing the ongoing review and update of Board Policies, while adjusting wording to reflect the Board's commitment to advancing EDI for <u>all</u> members of the college community.

Trustee Anna Franz suggested revising the goal language to "*Continue the ongoing work of reviewing and updating Board Policies*."

Board Goal #3: Establish an annual calendar of Board study session topics by using the Washington State Association of College Trustees' Trustee Tuesday program to ensure professional development of Board members. (Approved October 10, 2024.)

Evaluation: It was noted that while "Trustee Tuesdays" are helpful, they are largely passive, and study sessions would provide deeper, structured education during a time of which the Board of Trustees' membership transitions. There was strong support for the Trustees and President Green Line model, appreciation for the OPMA/Policy Governance presentation earlier in the day, and an emphasis on expanding training for important topics.

A practical consideration was raised about ensuring the preparation and facilitation workload does not fall on any one person. To integrate learning without adding separate commitments, the Board favored holding a study session immediately before a regular meeting, breaking for lunch, aligned with convening the regular meeting thereafter.

The trustees agreed to continuing with the Trustee Tuesday and pivot the goal toward more specific, internal study sessions and to hold two sessions in the coming academic year. Proposed topics include the core duties and expectations of trustees and how these responsibilities play out in practice, additional policy governance training, engagement, legislative advocacy, and leveraging ACT offerings for new trustee training.

ACTION: Chair Amy Parris will draft the 2025-26 Board Goals, send them to the trustees for review, and place the item on the October 23, 2025, Board agenda for presentation, discussion, and approval.

The trustees agreed to hold a study session on October 23, 2025, from 11:00 a.m. to 12:00 p.m., break for lunch, and hold its regular meeting beginning at 1:30 p.m. The topic for the study session shall be, “Legislative Advocacy: Federal Funding.”

Board Engagement on Campus / Ends Alignment. The Board discussed expectations for trustee presence on campus and alignment with the policy governance model. Trustees are encouraged to attend campus events and activities in support of monitoring the Ends Statements. When a trustee plans to be on campus, they should notify and coordinate through the President’s Office to ensure communication and support. Trustees were invited to attend the fall in service on September 15, 2025 (start time approximately 8:00 a.m.), where the President will deliver a *State of the College* address. This offers an opportunity to introduce trustees to the campus community.

Draft 2026 Board Meeting Schedule. The proposed schedule was presented for the trustees’ consideration.

Thursday, January 22, 2026, at 1:30 p.m.
Thursday, March 19, 2026, at 1:30 p.m.
Thursday, May 7, 2026, at 1:30 p.m.
Thursday, June 4, 2026, at 1:30 p.m.
Thursday, August 27, 2026, at 9:00 a.m. (Retreat)
Thursday, October 8, 2026, at 1:30 p.m.
Thursday, December 10, 2026, at 1:30 p.m.

The following revisions were suggested:

- Move the May 7th date to April 30, 2026 due to the 2026 Spring ACT Conference held May 7-8, 2026.
- Move the retreat to August 11, 2026 instead of August 27th.

ACTION: A final meeting scheduled will be presented at the October 23, 2025, Board of Trustees meeting for approval.

9. Closing Remarks / Adjournment. Chair Amy Parris adjourned the meeting at 3:37 p.m.

Amy Parris, Board Chair

ATTEST:

Sara Thompson Tweedy, Secretary

CONSENT AGENDA: STUDENT SUCCESS, ASSESSMENT, ACCREDITATION

Information

Description

Student Success

As part of BBCC's Mission Fulfillment efforts, student success data is disaggregated to identify equity gaps. One notable finding involves:

First-Time in College Non–Running Start Males
Key Success Indicators

- Fall-to-Fall Retention
- Earning 30 Credits in Year 1
- Earning 15 Credits in Year 1

This cohort began in Fall 2021. As state-level data becomes available for the 2022 cohort, BBCC will assess whether this reflects a trend or a one-year dip.

Assessment

Faculty Assessment Completion. All faculty completed their required annual assessment reports and received individualized feedback. This reflects compliance with institutional expectations and supports a culture of reflective practice and continuous improvement.

Program Audits. All scheduled Program Audits for this cycle were completed as planned. These audits follow a structured rotation, ensuring that each program undergoes a comprehensive review on a regular basis without overburdening departments.

Accreditation

The U.S. Department of Education requires the Northwest Commission on Colleges and Universities (NWCCU) to monitor high-impact, high-risk institutional changes to ensure continued compliance with accreditation standards, eligibility requirements, and policies.

For BBCC, this primarily applies to changes in Certificate and Degree offerings.

BBCC will conduct a comprehensive review of its program inventory with NWCCU and make any necessary updates to ensure alignment with current offerings.

Recommendation

None

Prepared by Vice President Bryce Humpherys and Dean Valerie Parton

Big Bend
COMMUNITY COLLEGE

CONSENT AGENDA: FINANCE AND ADMINISTRATION

Information

Description

Capital & Maintenance Projects

Completed Projects:

- Quad Xeriscaping: Landscaping and planting work completed to improve sustainability and reduce water usage. Project included turf removal, installation of drought-tolerant plants, and drip irrigation systems.

- Concrete and Sidewalk Repairs: Replace broken, missing, and deteriorating sidewalk and concrete sections across campus to support ADA compliance and pedestrian safety.

- Water Line Replacement: Replaced aging water lines from the city system to Buildings 1700, 5000, and 6000. Project included vacating a line through the Quad and replacing hot water lines from the vault to residence halls, improving water pressure and reliability.

- Greenhouse: Construction completed behind the WEC building to support Agriculture and STEM programming. Includes a fully enclosed structure with water and electrical access and raised garden beds constructed by welding program students.

- Theater ADA Project: ADA upgrades completed in Wallenstein Theater (Bldg. 1100), including installation of an additional wheelchair platform and concrete spalling repairs at the entrance to improve accessibility and safety.

- Gymnasium: Former racquetball courts were converted into weight and aerobic rooms. Rooms were repainted and supports added for workout benches to be secured.

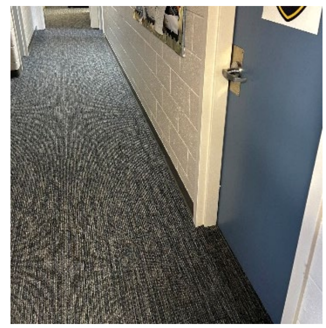
- WEC Brick Seal (Bldg. 3700 & 1900): Sealing the brick envelope to prevent water intrusion and structural damage. Moisture issues identified during facility condition survey. Project includes masonry cleaning and application of water-repellent sealant.

- Sewer Line Maintenance (Bldg. 4100 & 1100 and Quad): Replacement / relining of lateral sewer lines from buildings to main lines. The sewer line under the Quad area scoped and jetted for preventative maintenance. Project addresses backups and aging infrastructure.

- Server Room HVAC Backup (Bldg 3700): Installation of an emergency backup HVAC system to address system deficiency, which had been identified in a prior event that resulted in a substantial loss of servers in the IT server room.

- Tree Replacements – ATEC: Two trees removed due to root-related concrete damage. Replaced with evergreen trees with vertical root systems to prevent future infrastructure issues and preserve walkways.

- Childcare Center RFP Process: Initiated a Request for Proposals to identify a qualified provider to operate the campus childcare center. The new provider, Kids R Number 1, is currently completing the licensing process and readying the facilities. They plan to begin providing childcare services in November.



- Residence Halls Plumbing & Carpet (Philips Hall Bldg. 5000 & Viking Hall Bldg. 6000): Walls and doors were painted in both halls. Plumbing update and replacement in Philips and Viking Hall bathrooms. New carpeting laid in Viking hallway and lounge. These projects addressed aging infrastructure and improved student living conditions. The projects were completed in September before the fall quarter start.

- Water Treatment System Replacements (Bldg. 1700, 1800, & 2000): Replace obsolete systems that support boilers and cooling systems. The project will improve system reliability and efficiency.

Work In Progress:

- Bldg. 1500 Remodel: Interior renovations include new flooring, ADA-compliant bathrooms, and classroom upgrades. This project improves accessibility and instructional space and is nearly complete.

- Clean Buildings Act (CBA) Compliance: In accordance with Department of Commerce requirements, energy audits and compliance documentation are mandated for all Tier 1 and Tier 2 buildings. Currently working with Custom Energy Consultants in this that supports long-term sustainability goals and regulatory adherence under the CBA.

- Sunshade Installation (Bldg. 3700-WEC): Installation of permanent sunshades for southern exposure classrooms is scheduled for October 27-29. Excessive sun and heat have made instruction challenging and accelerated aging of classroom furniture and equipment. The shades are expected to improve instructional comfort, extend the life of interior assets, and reduce energy consumption.

- Water Pump Replacement (Bldg. 1800): Replace undersized water pumps and add storage tanks to improve water pressure during large attendance events.

Planned Projects:

- HVAC Controls Upgrade: Upgrade of HVAC controls for multiple buildings for campus-wide consistent operation and energy efficiency. Currently in the engineering phase. DES will prepare bid documents following cost estimate completion.

- Boiler Replacement (Bldg. 3100): Replace outdated boilers in the Aviation hangar to improve heating efficiency and reliability. Engineering design is underway. DES will initiate bidding after cost estimates are completed.

- Window Replacements (Bldg. 1500): Replace single-pane windows on north and west sides to improve energy efficiency and comfort. Project scope development underway with Hilger Construction.

- New Roofing (Bldg. 1200): Redesign and replace roof structure to resolve drainage issues and prevent water damage. Engineering design is in progress. DES will prepare bid documents following cost estimate completion.

- Electrical Replacements (Bldg. 1100 & 1500): Upgrade electrical panels and components to meet current code and support modern equipment. PCI is consulting on design and specifications. DES will prepare the contract following cost estimate completion.

- MASTO Remodel (Bldg. 1800): Renovate the convention center with LED lighting, wall coverings, carpet, and floor outlets. "Wish list" pricing from the architect has been reviewed; prioritization of essential upgrades in progress.

Recommendation

None

Prepared by Vice President Daneen Berry-Guerin

CONSENT AGENDA: HUMAN RESOURCES AND LABOR

Information

Description

Jeremy Lopez accepted the position of Program Specialist 2 in Workforce Education. This is a full-time, classified position replacing Jesse Andrews who left BBCC in March 2025. Jeremy started his new position on July 16, 2025.

John Olusoji accepted the position of IT Security – Journey. This is a new full-time classified position within Big Bend Technology. John started his new position on July 16, 2025.

Diana Villafana returned to BBCC as the HEP Program Manager on October 1, 2025.

Delia Licona-Soberanes returned to BBCC as an Educational Planner supporting HEP and BEdA students on October 1, 2025.

Rafelita Tijerina returned to BBCC as a BEdA Program Assistant on October 1, 2025.

Alan Park accepted the position of Academic Advisor. This is a full-time admin/exempt position replacing Megan Thompson who left BBCC in August. Alan will transition from his current position of Outreach Coordinator to the Academic Advisor position on October 16, 2025.

Recruitment & Selection

The following searches are currently in process:

- Aircraft Mechanic
- Flight Instructor – Tenure Track (3 positions)
- Fiscal Analyst 2
- Fiscal Technician 3
- Educational Planner

Retention

The Year-to-Date Turnover Rate through September 2025 is 14.077%. The breakdown of separation reasons includes Retirement - 6, Resignation - 9, Other Job - 5, and Involuntary - 10. The goal for 2025 is to have a turnover rate less than 12%.

Recommendation

None

Prepared by Vice President Kim Garza

CONSENT AGENDA: FOUNDATION

Information

Description

With budgetary cuts for the college, the foundation has continued to serve as a strong partner. Financially, the college was able to access nearly $300,000 held with the foundation to complete the Quad project. In addition, the foundation assisted in securing a Lauzier grant to fund the new greenhouse for the Agriculture program, totaling more than $450,000. Combined with scholarship support projected to exceed $560,000 this year, the foundation's total financial impact to the college amounts to approximately $1.3 million.

The Moses Lake Bible Church is purchasing the Opportunity Center property, and it is set to close by January 15, 2026.

The Cellarbration! for Education event will be March 21, 2026. Forty-one requests for sponsorships have been sent. Positive responses have been received from Microsoft, Grant County Industrial Alliance, Paul Lauzier Foundation, Tweedy-Marcell Family, Samaritan Healthcare, Badgley Phelps, Simplot, and Butch & Lisa Milbrandt as the wine sponsor again this year. Visit the fundraiser website at https://bigbend.ejoinme.org/MyEvents/CellarbrationforEducation2026.

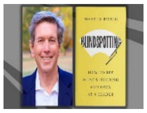
Grants

- On September 25, 2025, a grant was submitted to Microsoft for the Cellarbration! for Education fundraiser.
- On September 22, 2025, a grant request was submitted to the Columbia Basin Foundation for $1,000 for the Viking Food Pantry.
- On August 12, 2025, a grant was submitted to the Kalispel Tribe for a Northern Quest donation.
- On July 7, 2025, a grant request was submitted for the Viking Food Pantry for $10,000. A response is expected by the end of October.
- On June 13, 2025, in partnership with Michelle Morely, a grant request was submitted to Boeing for $30,000 for both the Aviation/Commercial Pilot and AMT programs. A response has not been received.

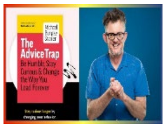
A total of $560,108 in scholarships was awarded for the 2025–26 academic year, representing 331 individual awards.

The STAR Scholars Luncheon held on October 10, 2025 was a wonderful success. Judah Tadema was the student speaker, and Lisa Karstetter from Microsoft served as the keynote speaker. A total of 274 individuals RSVP'd for the event, and 266 checked in.

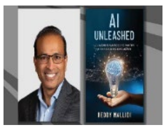
View all of the upcoming webinars and register cost-free at https://alumlc.org/bbcc. Be sure to explore past events for free on-demand viewing.



Unlock Your Potential: How Self-Awareness Can Transform Your Life and Work
Martin Dubin, Author and Clinical Psychologist
Wednesday, October 15th at 9:00 AM PDT



The Advice Trap: Be Humble, Stay Curious & Change the Way You Lead Forever with Michael Bungay Stanier
Thursday, October 16th at 9:00 AM PDT



Demystifying AI Agents: A Beginner's Guide for Every Professional
Reddy Mallidi, Author and Chief AI Officer
Thursday, November 6th at 9:00 AM PST

Move. Think. Rest.: Redefining Productivity & Our Relationship with Time with Dr. Natalie Nixon PhD
Wednesday, November 12th at 9:00 AM PST

Neurodivergence and Burnout: Why Being Wired Differently Increases Risk, and What You Can Do About It
Rachel Radway, Award-Winning Author
Tuesday, November 18th at 9:00 AM PST

Recommendation

None

Prepared by Executive Director LeAnne Parton

ASB UPDATE

Information

Description

Visit the Fall 2025 calendar for a full line-up of activities and events at https://www.bigbend.edu/wp-content/uploads/2025-Fall-ASB-Activities-Calendar.pdf.

Hispanic Heritage Month Events – Celebrating the college as a Hispanic Serving Institution. A celebration of music, floral crown-making, piñatas, and food from the Viking Eatery.

Club Showcase – Twelve of the current fourteen clubs plus an additional four pending clubs were in attendance. Students were able to stop by the club tables and learn more about them and sign up for more information.

Fall Festival – The goal of this event was to bring the campus community together with a variety of fun activities in the new Quad. There was pumpkin painting, a scavenger hunt, sack races, egg races, three-legged races, a photo booth, fall drinks from Favored Farmhouse, and food from the Viking Eatery.

Disability Awareness Month – A canvas art activity to bring awareness to disability awareness month and celebrate all of our differences.

Intramural basketball and volleyball occur every Monday and Wednesday evening and is open to all BBCC students.

A new peer mentor space was opened in the Residence Halls which offers late night study hall from 6:00 to 10:00 p.m., Monday through Friday, and 4:00 to 8:00 p.m. on Sundays. There are four trained peer mentors that staff this space and are also available for 1:1 appointments. A student does not need to be living in the Residence Halls to use this space.

Recommendation

None

Prepared by Sidney Dickerson, Director of Student Programs

PRESIDENT'S REPORT

Information

Description

Enrollment Update

(Prepared by Registrar)

Overall, spring 2025 enrollments were higher than spring 2024 enrollments. Headcount was 9.7% higher than last spring, and total FTEs and state-funded FTEs were 12.8% and 7.5% higher (respectively) than last year. Transfer enrollments saw the biggest increase (16.1%) with Workforce Education showing a 10.1% increase. The spring 2025 final enrollment report is included below for review.

Summer 2025 headcount and total FTEs were lower than summer 2024 by 7.7% and 1.1%, respectively. State-funded FTEs were slightly higher than last summer (1.2%), with increases in both Workforce Education and Transfer state-funded enrollments. The summer 2025 final enrollment report is included below for review.

The first day of fall classes was September 22, 2025. At the time of this report (October 14), overall enrollment was down from this time last fall. Headcount was down 13.2% (-359 students), total FTEs (1966.7) were down 3.7%, and state-funded FTEs (1339.4) were down 5.9%. State-funded Workforce Education and Transfer FTEs were up 8.4% and 3.8%, respectively, while Basic Education for Adults (BEdA) state-funded FTEs were down over 50% from this time last year.

SPRING FINAL ENROLLMENT REPORT

HEADCOUNTS

ETHNIC ORIGIN (duplicated - as of spring 2022, students may indicate more than one ethnicity)

	SPRING 2025	% Change	SPRING 2024	SPRING 2023	SPRING 2022	SPRING 2021	SPRING 2020	SPRING 2019	SPRING 2018	SPRING 2017	SPRING 2016
Amer. Indian/Alaska Ntv	69	11.2%	62	53	54	25	34	31	17	26	33
Asian[a]	103	-14.9%	121	83	64	66	55	64	66	55	49
Native Hawaiian/Pacific Islander[a]	22	29.4%	17	19	21						
Black	100	28.2%	78	55	46	34	20	19	25	35	33
Hispanic	2,219	19.6%	1,855	1,480	1,167	883	910	1,054	811	914	923
White	2,063	29.7%	1,590	1,412	1,148	1,125	1,032	1,196	1,128	1,325	1,425
Not Specified[b]	44	-6.4%	47	55	45						
Not Reported[b]	303	30.6%	232	522	101	192	174	365	443	487	432

[a,b]Prior to spring 2022, these groups were combined

SEX

	SPRING 2025	% Change	SPRING 2024	SPRING 2023	SPRING 2022	SPRING 2021	SPRING 2020	SPRING 2019	SPRING 2018	SPRING 2017	SPRING 2016
Female	1,524	10.3%	1,382	1,181	1,056	1,285	1,285	1,331	1,312	1,530	1,511
Male	1,004	4.5%	961	878	688	1,019	934	1,389	1,169	1,299	1,367
Not Exclusively Male or Female[c]	11	83.3%	6	7							
Not Coded	192	37.1%	140	64	18	21	6	9	9	13	17

[c]Not reported prior to spring 2023

STUDENT STATUS

	SPRING 2025	% Change	SPRING 2024	SPRING 2023	SPRING 2022	SPRING 2021	SPRING 2020	SPRING 2019	SPRING 2018	SPRING 2017	SPRING 2016
Full-time (12 or more crs)	1,325	13.4%	1,168	1,137	956	1,131	1,555	1,542	1,235	1,256	1,354
Part-time (less than 12 crs)	1,406	6.4%	1,321	993	806	1,194	670	1,187	1,255	1,586	1,541
Percent full-time	48.5		46.9	53.4	54.3	48.6	69.9	56.5	50	44.2	46.8
TOTAL HEADCOUNT	**2,731**	**9.7%**	**2,489**	**2,130**	**1,762**	**2,325**	**2,225**	**2,729**	**2,490**	**2,842**	**2,895**
Running Start	554	23.4%	449	389	415	453	420	407	378	397	355
International*	10	-9.1%	11	5	1	**	**	3	6	9	12

**No enrollments due to COVID-19

SPRING FINAL ENROLLMENT REPORT

FTES

STATE FUNDED

	SPRING 2025	% Change	SPRING 2024	SPRING 2023	SPRING 2022	SPRING 2021	SPRING 2020	SPRING 2019	SPRING 2018	SPRING 2017	SPRING 2016
ABE/ESL	307.1	-8.8%	336.7	257.4	71.4	69.4	63.6	128.9	160.5	158.2	166.6
Academic	631.7	16.1%	544.1	546.0	507.4	544.4	631.5	707.9	722.1	771.0	864.7
Developmental[c]	38.3	5.7%	36.2	35.0							
Occupational	392.3	10.1%	356.4	350.4	318.7	406.2	433.6	469.6	463.3	464.9	473.8
TOTAL STATE FTES	**1,369.4**	**7.5%**	**1,273.3**	**1,188.8**	**897.5**	**1,020.0**	**1,128.7**	**1,306.4**	**1,345.9**	**1,394.1**	**1,505.1**

[c]2023 was the first year developmental FTEs were reported as a separate category

OTHER FTES

	SPRING 2025	% Change	SPRING 2024	SPRING 2023	SPRING 2022	SPRING 2021	SPRING 2020	SPRING 2019	SPRING 2018	SPRING 2017	SPRING 2016
Community Service	0.0	n/a	0.0	31.2	0.0	1.2	1.1	1.2	1.1	2.8	3.1
Contract Funded	65.1	75.0%	37.2	60.3	67.7	138.1	208.7	113.4	66.7	143.3	65.2
Running Start	525.3	24.5%	421.8	364.3	384.7	435.7	403.3	380.3	357.0	374.7	341.0
Self-support	2.0	-69.2%	6.5	4.8	12.0	7.5	6.7	6.3	8.7	10.6	14.0
GRAND TOTAL FTES	**1,961.8**	**12.8%**	**1,738.8**	**1,649.4**	**1,361.9**	**1,602.6**	**1,748.6**	**1,807.6**	**1,779.4**	**1,925.5**	**1,928.4**

SUMMER FINAL ENROLLMENT REPORT

HEADCOUNTS

ETHNIC ORIGIN (duplicated - as of summer 2022, students may indicate more than one ethnicity)

	SUMMER 2025	% Change	SUMMER 2024	SUMMER 2023	SUMMER 2022	SUMMER 2021	SUMMER 2020	SUMMER 2019	SUMMER 2018	SUMMER 2017	SUMMER 2016
Amer. Indian/Alaska Native	15	0.0%	15	13	17	7	9	9	7	5	8
Asian[a]	27	-58.5%	65	60	48						
Native Hawaiian/Pacific Islander[a]	9	-18.2%	11	5	5	16	28	22	17	12	20
Black	29	-9.4%	32	26	17	11	12	7	11	10	10
Hispanic	496	7.4%	462	508	447	213	300	253	221	241	260
White	399	-16.9%	480	383	368	247	307	316	314	343	463
Not Specified[b]	11	-31.3%	16	11	15	58	33	57	89	84	119
Not Reported[b]	56	14.3%	49	37	39						

[a,b]Prior to summer 2022, these groups were combined

SEX

	SUMMER 2025	% Change	SUMMER 2024	SUMMER 2023	SUMMER 2022	SUMMER 2021	SUMMER 2020	SUMMER 2019	SUMMER 2018	SUMMER 2017	SUMMER 2016
Female	342	-7.8%	371	443	402	288	416	333	353	401	522
Male	229	-12.9%	263	312	313	264	272	331	305	291	356
Not Exclusively Male or Female[c]	2	-50.0%	4	1							
Unknown	37	60.9%	23	14	6	0	1	0	1	3	2

[c]Not reported prior to summer 2023

STUDENT STATUS

	SUMMER 2025	% Change	SUMMER 2024	SUMMER 2023	SUMMER 2022	SUMMER 2021	SUMMER 2020	SUMMER 2019	SUMMER 2018	SUMMER 2017	SUMMER 2016
Full-time (12 or more crs)	72	18.0%	61	90	96	160	81	82	83	85	135
Part-time (less than 12 crs)	538	-10.3%	600	680	625	392	608	582	576	610	745
Percent full-time	11.8		9.2	11.7	13.3	29.0	11.8	12.3	12.6	12.2	15.3
TOTAL HEADCOUNT	**610**	**-7.7%**	**661**	**770**	**721**	**552**	**689**	**664**	**659**	**695**	**880**
Running Start*	89	-4.3%	93	36	76	n/a - no Running Start in summer					
International	0	-100.0%	1	1	1	**	**	2	2	4	8

*Washington SBCTC and OSPI implemented a Running Start credit-recovery program in summer 2022 that allowed students to enroll in certain classes; the program has changed every summer since 2022 so enrollments are not directly comparable

**No enrollments due to COVID-19

SUMMER FINAL ENROLLMENT REPORT

FTES

STATE FUNDED

	SUMMER 2025	% Change	SUMMER 2024	SUMMER 2023	SUMMER 2022	SUMMER 2021	SUMMER 2020	SUMMER 2019	SUMMER 2018	SUMMER 2017	SUMMER 2016
ABE/ESL	34.4	-34.8%	52.8	100.6	83.5	31.6	12.7	17.9	22.6	53.7	31.5
Academic	154.9	13.6%	136.3	155.9	149.4	138.9	177.2	167.0	191.2	166	215.3
Developmental[d]	9.12	9.9%	8.3	12.3							
Occupational	57.8	3.6%	55.8	59.2	70.7	84.9	89.3	109.1	84.5	98.8	121.6
TOTAL STATE FTES	**256.2**	**1.2%**	**253.2**	**315.7**	**303.6**	**255.4**	**279.2**	**294.0**	**298.2**	**318.5**	**368.4**

[d]2023 was the first year developmental FTEs were reported as a separate category

OTHER FTES

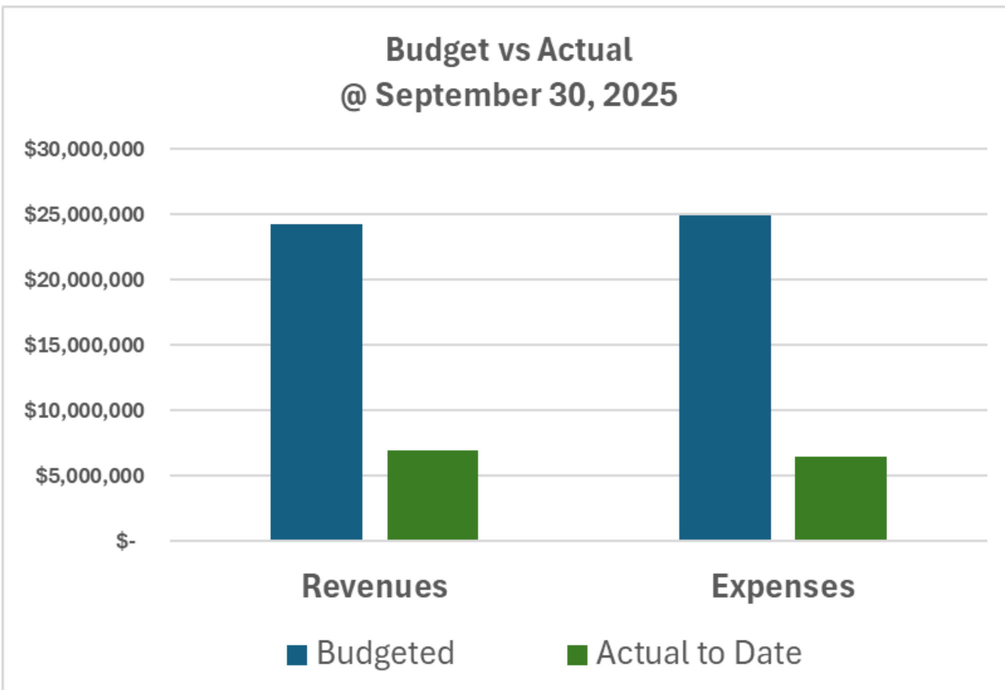
	SUMMER 2025	% Change	SUMMER 2024	SUMMER 2023	SUMMER 2022	SUMMER 2021	SUMMER 2020	SUMMER 2019	SUMMER 2018	SUMMER 2017	SUMMER 2016
Contract Funded	38.3	-14.3%	44.7	16.2	19.5	8.7	25.0	10.3	2	1.7	3.2
Self-support (Employ., Sr. Cit.)	0.5	66.7%	0.3	0.7	0.0	0.5	2.1	2.1	2.2	2.7	2.9
GRAND TOTAL FTES	**295.0**	**-1.1%**	**298.3**	**332.6**	**323.1**	**264.6**	**306.3**	**306.9**	**302.4**	**323.5**	**375.6**

Operating, Revenue, Expense Report – September 30, 2025
(Prepared by Finance)

	Budgeted	Actual to Date	% of Budget	$ Variance @ 1st qtr of year (25%)
Revenue*	$ 24,275,767	$ 6,908,556	28.46%	$ 839,614
Expense**	$ 24,882,662	$ 6,478,091	26.03%	$ 687,891

As of September 30, 2025, we have collected 28.46% of our projected revenues and have expended 26.03% of the expense budgeted for the year. September 30 marks the first quarter of the year, so revenues and expenditures are both slightly higher than the 25% for year.

* Revenues include state operating allocations, tuition, and Running Start funds.
**Budgeted Expenses include BOT contingency of $606,895.



Recommendation

None

Prepared by the President's Office

Big Bend
COMMUNITY COLLEGE

2025-26 PROPRIETARY BUDGET

Information / Action

Description

Vice President Daneen Berry-Guerin will present the 2025-26 proprietary budget.

Recommendation

Approval of the proposed budget is requested for Board consideration.

Recommended Motion

"I move to approve the 2025-26 proprietary budget as presented."

Prepared by Vice President Daneen Berry-Guerin

BIG BEND COMMUNITY COLLEGE
PROPRIETARY FUNDS BUDGET

ASB

	Actual 2022-2023	Actual 2023-2024	Actual 2024-2025	Projected 2025-2026
Year End Balance	1,258,169	1,390,017	1,552,457	1,742,457
REVENUE				
Advertising	-	-	-	-
Gameroom	11	1,000	-	-
Interest	5,289	10,888	(13,679)	6,000
Club Fundraising Match	(1,500)	-	-	-
Event Receipts	-	-	-	-
S&A Fees**	229,085	303,307	367,994	370,000
Sales	1,144	4,309	7,721	8,000
Total ASB Revenue	**234,029**	**319,504**	**362,036**	**384,000**
EXPENSES				
Salaries	22,561	42,673	86,706	90,000
Benefits	7,160	7,734	7,285	8,000
Accrued Leave Expense	(15,987)	(2,132)	240	(4,000)
Contracted Entertainment	87,457	63,546	47,377	45,000
Printing	1,540	300	-	-
Scholarships	22,500	25,087	-	-
Supplies	9,904	44,391	35,965	40,000
Travel/Workshops/Training	8,553	6,056	22,024	15,000
Total ASB Expenses	**143,688**	**187,656**	**199,596**	**194,000**

CLUBS

	Actual 2022-2023	Actual 2023-2024	Actual 2024-2025	Projected 2025-2026
Year End Balance	31,997	32,280	29,976	17,876
REVENUE				
PTK Dues	802	360	620	600
Fundraiser	3,581	2,553	6,542	5,000
ASB Matching	1,500	-	-	-
S&A Fees/Disbanded	(2,618)	12,600	-	-
Total Club Revenue	**3,265**	**15,513**	**7,162**	**5,600**
EXPENSES				
Printing	506	520	1,313	700
Supplies	4,562	9,633	6,579	12,000
Travel	1,568	5,077	1,573	5,000
Total Club Expenses	**6,636**	**15,230**	**9,466**	**17,700**

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

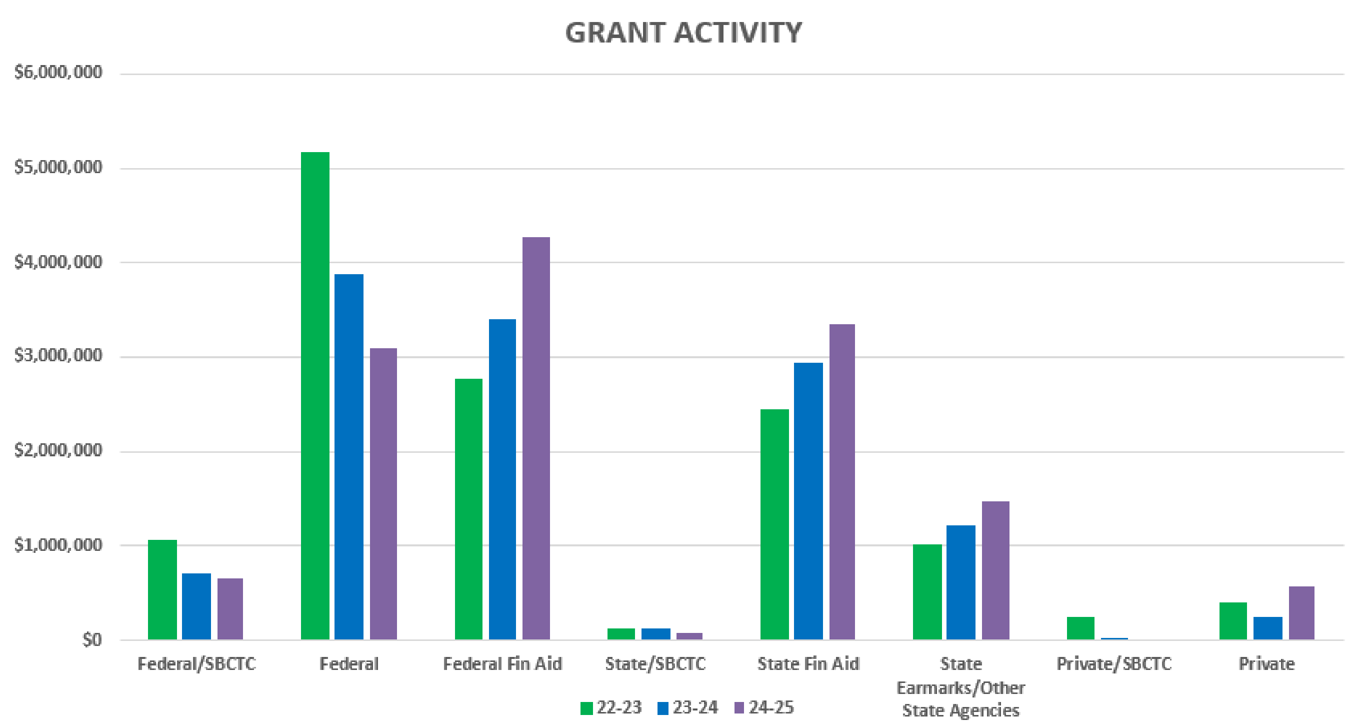
BIG BEND COMMUNITY COLLEGE
PROPRIETARY FUNDS BUDGET
ATHLETICS

	Actual **2022-2023**	Actual **2023-2024**	Actual **2024-2025**	Projected **2025-2026**
REVENUE				
Facility Rental	1,758	-	2,064	10,000
Foundation	-	-	-	-
Gate Receipts	9,421	10,839	5,907	7,500
Internal Transfer	142,742	123,109	166,953	170,000
S&A Fees**	329,158	322,517	340,883	350,000
Tuition & Fees ***	856,768	817,132	1,211,600	1,200,000
Tournament Fees	-	-	-	2,000
Total Athletics Revenue	**1,339,847**	**1,273,597**	**1,727,407**	**1,739,500**
EXPENSES				
Tuition Waivers ***	285,110	310,555	459,202	500,000
Salaries	168,302	210,265	214,724	220,000
Benefits	37,284	39,316	41,951	44,000
Printing	167	482	-	500
Membership Fees	11,520	15,655	16,880	18,000
Scholarships	89,026	102,413	148,974	175,000
Supplies	227,542	423,207	401,869	400,000
Travel	97,503	92,385	212,230	150,000
Total Athletics Expenses	**916,454**	**1,194,279**	**1,495,831**	**1,507,500**

** Includes a portion from Running Start and Open Doors FTE's.
** Unearned Revenue was recorded incorrectly in 2122 - resulting in 2223 reflection
*** 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
HOUSING

REVENUE	Actual **HOUSING** **2022-2023**	Actual **HOUSING** **2023-2024**	Actual **HOUSING** **2024-2025**	Projected **HOUSING** **2025-2026**
FROM OPERATIONS	585,387	767,878	909,720	740,000
TOTAL REVENUE	585,387	767,878	909,720	740,000
EXPENDITURES				
SALARIES	180,536	200,533	216,051	240,000
BENEFITS	61,043	60,919	74,971	86,000
GOODS AND SERVICES	126,979	132,144	196,188	210,000
TRAVEL	141	2,221	2,485	3,000
EQUIPMENT	32,358	36,662	47,876	60,000
PLUMBING/CARPET PROJECT				190,000
EMERGENCY BOILER WORK		48,076		
TOTAL EXPENDITURES	401,057	480,554	537,571	789,000
INCREASE/DECREASE FUND BALANCE	184,330	287,325	372,149	(49,000)



Big Bend COMMUNITY COLLEGE

BOARD POLICIES FOR REVIEW

Information / Review / First Read

Description

Proposed 2025-26 Goal #1: Strengthen governance by continuing an ongoing, structured review of Board Policies, updating them for clarity, legal compliance, and alignment with institutional priorities for all members of the college and community.

The following Board Policies are scheduled for review at the meeting on October 23, 2025:

Number (Link)	Date	Name
6116	6/7/2016	Credit for Prior Learning Assessment & Military Training
6130	3/5/2015	Student Holidays for Reasons of Faith or Conscience
6200	5/20/2016	Services and Activities Fee Budgeting
7100	10/27/1998	Children on Campus
7800	10/29/2015	Firearms and Dangerous Weapons

Recommendation

Please review the presented policies.

Prepared by the President's Office

BP6116 Credit for Prior Learning Assessment & Military Training BP6116

Big Bend Community College supports the use of prior learning assessment in order to accelerate the progress of students toward completion of degrees and certificates. In particular, BBCC recognizes the value of military training and uses the American Council of Education (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services in order to award college credit for military training.

Procedures for awarding of credit for military training are managed by the Admissions & Registration office, as outlined in AP6116. As required by RCW 28B.10.057 BBCC maintains appropriate procedures for receiving the necessary documentation to identify and verify military training courses or programs. A copy of the current procedures for awarding military training credit will be provided to any applicant who lists prior or present military service in his or her application.

BP6130 **Student Holidays for Reasons of Faith or Conscience** BP6130

Big Bend Community College provides discrimination-free environment which promotes diversity and 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.

In accordance with RCW 28B-10-039 Big Bend Community College will accommodate student absences for up to two days per academic year, to allow students to take holidays for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization, so that students' grades are not adversely impacted by the absences.

RCW 28B-10-039

BP6200 SERVICES AND ACTIVITIES FEE BUDGETING POLICY BP6200

In conformance with RCW 28B.15.044, Big Bend Community College provides a policy for the budgeting and expending of Services and Activities fee funds.

CHILDREN ON CAMPUS

BP7100

Background

The primary mission of Big Bend Community College is to serve the educational, social and cultural needs of the adult learners of the local service district population and other adult Washington State residents.

The College is a public institution of the state of Washington, and as such it is available to its students as well as to the general public who may wish to use its facilities, learn about its services and programs or attend functions. Individuals have the right to use the facilities of the College and to visit the campus during normal business hours of operation.

The College recognizes that children often appropriately accompany adults during visits to campus. However, children must be under the supervision of an adult at all times. It is inappropriate for the adult to ask members of the college community such as administrators, faculty, staff, or students to assume the responsibilities of child care, unless he or she is leaving the child in a college program sanctioned for children as defined in these procedures.

Children may disrupt the educational process or the work setting when left on campus without supervision or when supervision is imposed on College employees or other students. Leaving children unsupervised may also create unsafe conditions for the children themselves or for others on the College campus.

Policy Statement

The college will establish procedures relating to the presence of children on campus in order to create a safer environment on campus and all other BBCC educational sites, which is conducive to the mission of the College and maintains an orderly and effective educational process.

Reference AP7100

BP7800 **FIREARMS AND DANGEROUS WEAPONS** **BP7800**

7800.1 Possession, carrying or discharge of any explosive, firearm, or other weapon (including shot guns, pistols, air guns, pellet-guns, and paint-ball guns), whether loaded or unloaded, is prohibited on Big Bend Community College owned or controlled property.

7800.2 Only such persons who are authorized to carry firearms or other weapons as duly appointed and commissioned law enforcement officers in the state of Washington, and persons or entities authorized by contract to carry firearms in the course of their employment, shall possess firearms or other weapons issued for their possession by their respective law enforcement agencies while on campus or other college controlled property, including residence halls.

7800.3 Other than the persons referenced in subsection (2) of this section, members of the campus community and visitors who bring firearms or other weapons to campus must immediately place the firearms or weapons in the college-provided storage facility. The storage facility for students living at the residence halls is controlled by the Resident Halls Coordinator. The storage facility for all other students is in the Registration office and is controlled by the Associate Vice President of Student Services. Both facilities are accessible during the hours of 8:00 a.m. through 4:30 p.m., Monday through Thursday and 8:00 a.m. through 2:30 p.m., Friday, excluding holidays.

7800.4 Anyone seeking to bring a firearm or other weapon onto campus for display or demonstration purposes directly related to a class or other educational activity must obtain prior written authorization from the Vice President of Instruction & Student Services of the college. The Vice President of Instruction & Student Services or other designee shall review any such request and may establish conditions to the authorization.

7800.5 Violators shall be subject to appropriate disciplinary or legal action.

Reference WAC 132R-117-010

BOARD POLICES REVISED: 6106, 6112, 6115

Information / First Read

Description

Board Policy 6106 Admission (6/5/2025), revisions to BP 6106 are proposed in order to update the college's admission guidelines.
See attached revised policy for the Board's review and consideration.

Board Policy 6112 Reasonable Accommodation for Students (3/1/2019). At the June 5, 2025, Board of Trustees meeting, revisions to BP 6112 were requested as recorded in the following excerpt of the minutes:

> *"A wording revision was proposed to standardize pronoun usage, suggesting all instances of "his," "hers," and "theirs" be updated to "them/their." The Board expressed unanimous agreement with this change.*"

See attached revised policy for the Board's review and consideration.

Board Policy 6115 Equal Employment, Non-Discrimination and Anti-Harassment (3/1/2019). At the June 5, 2025, Board of Trustees meeting, a review of BP 6115 was requested as recorded in the following excerpt of the minutes:

> "*A question was raised regarding whether the policy reflects current law. It was recommended that legal counsel review the policy to ensure it is up to date and to submit the policy to the Assistant Attorney General for review*."

See attached revised policy for the Board's review and consideration.

Recommendation

Please review the presented policies.

Recommended Motion

None

Prepared by the President's Office

BP6106 **<u>ADMISSION</u>** **BP6106**

Big Bend Community College accepts all students who are 18 years of age or older~~.~~ ~~or are graduates of accredited high schools~~ or who possess a high school diploma or equivalent. ~~or have an equivalent certificate, e.g. the General Education Development Test.~~

~~Individuals under 18 years of age may be admitted for full or part-time college courses at the request of the principal of the current or last high school of attendance and with the permission of the Big Bend Community College Vice President of Student Services.~~

~~Applicants must be at least 16 years of age or older. Some programs have specific admission procedures and limited space; therefore, admission to the College does not guarantee availability of all programs.~~

Individuals under 18 years of age may be admitted ~~High school students may also be admitted~~ under the current ~~Running Start~~dual credit eligibility guidelines or if they have completed a high school equivalent credential as described in AP 6106.

 <u>REASONABLE ACCOMMODATION FOR STUDENTS</u> BP6112

POLICY STATEMENT:

No student shall, on the basis of **their** ~~**his or her**~~ disability, be excluded from participation in, be denied the benefits of, otherwise be subject to discrimination under any college program or activity. All qualified applicants for admission who have disabilities may request and shall be provided reasonable accommodation in their admission process. Any qualified student with disabilities is eligible to receive reasonable academic accommodations, on a case by case basis, in **their** ~~**his or her**~~ programs of study and in college sponsored activities. Big Bend Community College (BBCC) is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights, and privileges of college services, programs, and activities for all aspects of college life, including but not limited to recruitment, core services, as defined in RCW 28B.10.912, the application process, enrollment, registration, financial aid, coursework, research, academic counseling, housing programs owned or operated by the institution, and nonacademic programs and services, in the most integrated setting appropriate to the student's needs.

To receive reasonable accommodations in an appropriate and timely manner, students are responsible for requesting accommodations and documenting the nature and extent of their disability in a timely manner.

This policy does not provide rights or obligations not provided by applicable laws.

Legal authority: Americans with Disabilities Act of 1990 as amended (42 U.S.C. § 12101), Section 504 of the Rehabilitation Act of 1974 (29 U.S.C. § 701 et. seq.), RCW 49.60, RCW 28B.910, .912, .914.

BP 6115 EQUAL EMPLOYMENT, NON-DISCRIMINATION AND ANTI-HARASSMENT

6115.1 PURPOSE

Big Bend Community College (BBCC) recognizes its responsibilities pursuant to state and federal law, rules, and regulations including the responsibility for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination, harassment, sexual misconduct and retaliation consistent with these provisions. The purpose of this policy is to establish BBCC's commitment to provide equal opportunities in employment and to provide a work and academic environment that is free from conduct or behaviors that constitute discrimination, harassment, sexual harassment, sexual misconduct, domestic violence, dating violence, stalking and/or retaliation by or against its employees, students, guests, trustees, visitors and contractors.

BBCC commits to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to protected status. BBCC does not discriminate or permit discrimination by any member of its community on the basis of protected status. Protected status includes but may not be limited to race, sex, sexual orientation, gender identity/expression, religion, age, color, creed, national or ethnic origin, citizenship or immigration status, the presence of any physical, mental or sensory disability, use of a trained guide dog or service animal by a person with a disability, marital status, pregnancy status or families with children, a mother breastfeeding her child, AIDS/HIV or hepatitis C, genetic information, ~~and/or~~ protected veteran or military status, or any other legally ~~prohibited basis~~protected classification in accordance with federal and state laws. BBCC, consistent with the Genetic Information Nondiscrimination Act (GINA), will not obtain any genetic information (including family medical history) from applicants or employees. BBCC may consider citizenship or immigration status when required to do so by state or federal law, regulation, or government contract. BBCC may consider a student's gender, marital status, or the existence of dependent children in making assignments to residence halls and College housing in accordance with RCW 49.60.222.

This policy applies to all employees, students, guests, trustees, contractors, visitors, or others having an association with ~~the college~~BBCC while on campus, on properties leased or used by BBCC for any ~~college~~ BBCC activities, while conducting BBCC business off-campus such as business trips, field trips, athletic events, student activities, and internships, and/or using ~~college~~ BBCC resources off-campus.

This policy will be interpreted in the context of academic freedom in the educational environment. The culture of BBCC is founded in the principles of free inquiry and free expression, the education of a diverse and changing student body, and service to the public. The intent of this policy is not meant to inhibit free speech or the free exchange of ideas, but to ensure freedom of speech and the free exchange of ideas by reaffirming the value of all people.

6115.2 PROHIBITED PRACTICES

This policy prohibits discrimination, including harassment, on the basis of ~~a~~ protected status ~~that is so severe, pervasive, persistent, and objectively offensive that it effectively bars the victim from the benefit of an educational or work opportunity or benefit~~. Discrimination is unfavorable treatment based on membership or perceived membership in a protected class. Harassment is a form of discrimination and consists of conduct that is sufficiently severe, persistent, or pervasive, such that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from BBCC's programs or activities. Protected status includes, but is not limited to, race, sex, sexual orientation, gender identity/expression, religion, age, color, creed, national or ethnic origin, citizenship or immigration status, the presence of any physical, mental or sensory disability, use of a trained guide dog or service animal by a person with a disability, marital status, pregnancy status or families with children, a mother breastfeeding her child, AIDS/HIV or hepatitis C, genetic information, ~~and/or~~ protected veteran or military status, or any other legally protected classification.

Sexual harassment and sexual misconduct are other forms of discrimination that are prohibited. Sexual misconduct includes, but is not limited to, intimate partner/domestic violence, non-consensual sexual intercourse, non-consensual sexual contact, sexual assault, stalking, and dating violence. Sexual harassment may include unwelcome sexual advances, unwelcome requests for sexual favors or requests for sexual favors in exchange for some benefit, sexual assault, unwelcome or offensive gender-based remarks ~~about a person's gender~~, and/or unwelcome verbal or physical conduct of a sexual nature by a male or female, of the same or differing sex.

The Vice President of Human Resources and Labor shall develop and implement an internal complaint procedure for filing a complaint of discrimination or harassment. BBCC will implement a supporting educational program that makes the policy and complaint procedure generally known. Complaints will be investigated in a timely manner and appropriate action will be taken when violations of policy are confirmed. Confirmed violations of this policy may lead to disciplinary action, up to and including termination or expulsion.

Refer to AP 6115 for the process to report discrimination, harassment, and sexual harassment. Refer to AP 6113 for the process with respect to conduct which may be covered by Title IX.

This policy is based on: Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Age Discrimination in Employment Act, 29 CFR Part 1635, Regulations under the Genetic Information Nondiscrimination Act of 2008, Vietnam Era Veteran's Readjustment Assistance Act, American with Disabilities Act, the Civil Rights Act of 1991, Washington State Laws on Discrimination, Chapter 49.60 RCW, Collective Bargaining Agreements, The Campus SAVE Act, Violence Against Women Act, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

BOARD SELF-EVALUATION AND GOALS

Information / Action

Description

Each year, the BBCC Board of Trustees conducts a self-evaluation as part of its annual retreat. The most recent evaluation took place on Thursday, August 28, 2025. This process assesses whether the Board has achieved its goals, maintained trustee activities aligned with the institutional Ends, and upheld and fulfilled all board policies.

Board Self-Evaluation

For the 2024-2025 academic year, the BBCC Board of Trustees assessed its goals as recorded in the following excerpt of the August 28, 2025, meeting minutes:

> *"The Board of Trustees reviewed and evaluated the 2024–25 Board Goals.*
>
> *Board Goal #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.*
>
> > *Excerpt from Board of Trustees December 12, 2024, meeting minutes regarding Goal #1: "The performance measurement process introduced at the August Board Retreat was revisited, with the recommendation to move forward with its implementation as originally presented. It was further noted that the Mission Fulfillment Report is typically released in April/May, aligning with the trustee assessment to occur at the 2025 August Retreat."*
>
> *Evaluation: Trustee Anna Franz confirmed that Goal #1 has been completed; the Board recognized it as accomplished.*
>
> *Board Goal #2: Advance equity, diversity, and inclusion by reviewing policies to ensure support of operational equity, diversity, and inclusion programs. (Approved October 10, 2024.)*
>
> *Evaluation: Chair Amy Parris and Vice Chair Bethany Martinez led the Board's policy-review goal. The goal was affirmed as a minimum two-year effort and remains on pace with its original intent. Discussion focused on refining goal language related to equity, diversity, and inclusion (EDI). Trustees agreed to maintain the substance of the work, continuing the ongoing review and update of Board Policies, while adjusting wording to reflect the Board's commitment to advancing EDI for <u>all</u> members of the college community.*
>
> *Trustee Anna Franz suggested revising the goal language to "Continue the ongoing work of reviewing and updating Board Policies."*
>
> *Board Goal #3: Establish an annual calendar of Board study session topics by using the Washington State Association of College Trustees' Trustee Tuesday program to ensure professional development of Board members. (Approved October 10, 2024.)*

Evaluation: It was noted that while “Trustee Tuesdays” are helpful, they are largely passive, and study sessions would provide deeper, structured education during a time of which the Board of Trustees’ membership transitions. There was strong support for the Trustees and President Green Line model, appreciation for the OPMA/Policy Governance presentation earlier in the day, and an emphasis on expanding training for important topics.

A practical consideration was raised about ensuring the preparation and facilitation workload does not fall on any one person. To integrate learning without adding separate commitments, the Board favored holding a study session immediately before a regular meeting, breaking for lunch, aligned with convening the regular meeting thereafter.

The trustees agreed to continuing with the Trustee Tuesday and pivot the goal toward more specific, internal study sessions and to hold two sessions in the coming academic year. Proposed topics include the core duties and expectations of trustees and how these responsibilities play out in practice, additional policy governance training, engagement, legislative advocacy, and leveraging ACT offerings for new trustee training.”

Proposed 2025-2026 Goals

Board Goal #1: Strengthen governance by continuing an ongoing, structured review of Board Policies, updating them for clarity, legal compliance, and alignment with institutional priorities for all members of the college and community.

Board Goal #2: To build capacity in the Board’s development, two pre-meeting study sessions will be held in addition to committing to the ACT Trustee Tuesday resources. Topics of interest include policy governance, the roles of a trustee, budgetary basics, and legislative advocacy.

Board Goal #3: Promote engagement by participating in a minimum of two campus activities per quarter. During each Board meeting, these activities will be coordinated, linked to a specific Ends Statement, and progress captured on the Board Activity Assessment Report.
***See Events/Activities List*

Recommendation
Please review the 2024-2025 Board self-evaluation and proposed 2025-2026 goals.

Recommended Motion
“I move to adopt the review of the 2024-2025 Board self-evaluation as discussed and to adopt the 2025-2026 Board Goals as presented.”

***Events/Activities List*

2025

- September
  - 9/15/25 Fall Inservice
  - 9/19/25 Ice Cream Social / Start of the New Academic Year
- October
  - 10/10/25 STAR Scholars Luncheon
- November

11/13/25 – 11/14/25 ACT Fall Conference, Seattle, WA

December

12/12/25 – Holiday Mingle, Masto / 1800 Building

2026

January

1/28/26 - 1/29/26 – Legislative Advocacy, Olympia, WA

February

2/26/26 – Legislative Advocacy, Olympia, WA

March

3/21/26 – Cellarbration for Education Scholarship Auction

3/26/26 – Legislative Advocacy, Olympia, WA

April

4/23/2025 – PTK All-Academic Team Award Ceremony, Olympia, WA

May

5/7/26 – 5/8/26 – Spring ACT Conference, Blaine, WA

June

6/12/26 – Cheers to the Year! Celebration, Masto / 1800 Building

6/15/26 – Graduation Week – BASAM, Nurses Pinning & Other events

6/18/26 – Graduation, Lions Field

Prepared by the President's Office

Big Bend
COMMUNITY COLLEGE

2026 BOARD MEETING SCHEDULE

Information / Action

Description
The proposed 2026 Board meeting schedule is presented for the trustees' consideration.

Thursday, January 22, 2026, at 1:30 p.m.
Thursday, March 19, 2026, at 1:30 p.m.
Thursday, April 30, 2026, at 1:30 p.m.
Thursday, June 4, 2026, at 1:30 p.m.
Thursday, August 11, 2026, at 9:00 a.m. (Retreat)
Thursday, October 8, 2026, at 1:30 p.m.
Thursday, December 10, 2026, at 1:30 p.m.

Recommendation
Please review the proposed schedule.

Recommended Motion
"I move to approve the 2026 Board meeting schedule as presented."

Prepared by the President's Office

BIG BEND COMMUNITY COLLEGE

BOARD ACTIVITY ASSESSMENT

Information

Description

This agenda item provides an opportunity for members of the Board of Trustees to share updates on community engagements and meetings attended since the previous Board meeting. These reports serve as part of the Board's ongoing assessment process, offering a clear record of activities and accomplishments that inform the annual self-evaluation.

Proposed 2025-26 Board Goal #3: Promote engagement by participating in a minimum of two campus activities per quarter. During each Board meeting, these activities will be coordinated, linked to a specific Ends Statement, and progress captured on the Board Activity Assessment Report.

Trustees submit their 2025-26 self-evaluation Board Activity Assessment online at **https://forms.office.com/r/kdafZQfkTE**.

Events/Activities List

2025

- September
  - 9/15/25 Fall Inservice
  - 9/19/25 Ice Cream Social / Start of the New Academic Year
- October
  - 10/10/25 STAR Scholars Luncheon
- November
  - 11/13/25 – 11/14/25 ACT Fall Conference, Seattle, WA
- December
  - 12/12/25 – Holiday Mingle, Masto / 1800 Building

2026

- January
  - 1/28/26 - 1/29/26 – Legislative Advocacy, Olympia, WA
- February
  - 2/26/26 – Legislative Advocacy, Olympia, WA
- March
  - 3/21/26 – Cellarbration for Education Scholarship Auction
  - 3/26/26 – Legislative Advocacy, Olympia, WA
- April
  - 4/23/2025 – PTK All-Academic Team Award Ceremony, Olympia, WA

May

5/7/26 – 5/8/26 – Spring ACT Conference, Blaine, WA

June

6/12/26 – Cheers to the Year! Celebration, Masto / 1800 Building
6/15/26 – Graduation Week – BASAM, Nurses Pinning & Other events
6/18/26 – Graduation, Lions Field

ASB Fall Quarter 2025 Student Activities – Calendar of Events

Recommendation

Please complete and submit the activity report.

Prepared by the President's Office

MISCELLANEOUS

Information / Action

Description

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

Recommendation

None

Prepared by the President's Office

NEXT REGULARLY SCHEDULED MEETING

Information / Action

Description

The regularly scheduled meeting for the Board of Trustees:

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

Recommendation

Please confirm the next Board of Trustees meeting.

Prepared by the President's Office

EXECUTIVE SESSION

Information

Description

The Board may adjourn to an **Executive Session to discuss items provided for in RCW 42.30.110 (1)**:

(b) to consider the selection of a site or the acquisition of real estate by lease or purchase;

(c) to consider the minimum price at which real estate will be offered for sale or lease;

(d) to review negotiations on the performance of a publicly bid contract;

(f) to receive and evaluate complaints or charges brought against a public officer or employee;

(g) **to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee**;

(h) to evaluate the qualifications of a candidate for appointment to elective office;

(i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions <u>or</u> litigation <u>or</u> potential litigation.

Prepared by the President's Office

PRESIDENT'S EVALUATION

Information / Action

Description

The Board of Trustees will discuss the annual evaluation of President Sara Thompson Tweedy.

Prepared by the President's Office

PRESIDENT'S CONTRACT

Information / Action

Description

The Board of Trustees will review the contract for President Sara Thompson Tweedy.

Prepared by the President's Office