



December 9, 2021

Board of Trustees

Regular Meeting 1:30 p.m.

In-person Masto Conference Center **or**
Register in advance for this Zoom webinar:

[https://bigbend.zoom.us/webinar/register/WN_NPPOZ](https://bigbend.zoom.us/webinar/register/WN_NPPOZ6I2QHOpFxlP0o0jng)

[6I2QHOpFxlP0o0jng](https://bigbend.zoom.us/webinar/register/WN_NPPOZ6I2QHOpFxlP0o0jng) After registering, you will receive a confirmation email containing information about joining the webinar.

Big Bend Community College District #18

Governing Board:

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

President Sara Tweedy

2022 Meeting Schedule

Thursday, January 27, 2022

Wednesday, March 23, 2022

Thursday, May 5, 2022

Thursday, June 9, 2022

Thursday, August 25, 2022, (Retreat)

Thursday, October 13, 2022

Thursday, December 1, 2022

Board Goals (adopted September 9, 2021)

1. Develop and implement an improved system for monitoring Board effectiveness by establishing an annual checklist for monitoring the overall performance of Big Bend Community College and providing training and other educational opportunities for Trustees.
2. Advance equity, diversity, and inclusion by establishing policies and institutional goals supporting operational equity, diversity, and inclusion programs.
3. Ensure effective onboarding and support of new trustees.

(Adopted Sept 9, 2021)



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



Communication

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

Community

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



Accountability

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

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

2021-22 Board of Trustees Annual Cyclical Activities/Events

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

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

Blue Text = ACT

Green Text: ACCT

BIG BEND COMMUNITY COLLEGE DISTRICT NO. 18 BOARD AGENDA

Regular Board Meeting

7662 Chanute Street NE, Moses Lake, Washington 98837

Thursday, December 9, 1:30 p.m.

Hybrid In-Person/Zoom Webinar

1. Call to Order/Roll Call
2. Recognition of 13th District Rep Tom Dent
3. Mission Moments – Board Chair Thomas Stredwick **(E-1, Information)**
4. Educational Presentation (E-1, Information):
 - a. The Mission of Community Colleges: Creating a Climate for Learning
5. Consent Agenda **(E-1)**
 - a. Meeting Minutes October 28, 2021 **(Action)**
 - b. Accreditation **(Information)**
 - c. Student Success **(Information)**
 - d. Assessment **(Information)**
 - e. Finance & Administration Report **(Information)**
 - f. Human Resources Report **(Information)**
 - g. Foundation Report **(Information)**
6. Remarks
(Public comment to the Board regarding any item on the agenda may be made via chat at the time of the topic's presentation to the board in compliance with Board Policy 1000.3.E)
7. Faculty Updates – Faculty Association President Dawnne Ernette **(E-3, Information)**
8. ASB President Colton Reynolds
9. President's Update
 - a. COVID-19 Impacts **(E-1, Information)**
 - b. Enrollment Report **(E-2, Information)**

Executive Session – President Tweedy/Trustees
10. Exceptional Faculty Recommendations – President Tweedy **(E-3, Action)**
11. ~~Sabbatical Recommendation – President Tweedy **(E-3, Action)**~~ Moved to Jan 27 Agenda
12. Transforming Lives Update – President Tweedy **(E-1, Information)**
13. Trustees' Progress Toward Goals – Trustees **(E-1, Information/Action)**
14. Assessment of Board Activity (submitted in writing) – Trustees **(E-1, Information)**
15. Next Regularly Scheduled Board Meeting – Trustees **(E-1, Information/Action)**
16. Miscellaneous – Trustees, President Tweedy **(E-1, Information/Action)**
 - a. Adjournment

The Board may adjourn to an Executive Session to discuss items provided for in RCW 42.30.110 (1): (b) to consider the selection of a site or the acquisition of real estate by lease or purchase; (c) to consider the minimum price at which real estate will be offered for sale or lease; (d) to review negotiations on the performance of a publicly bid contract; (f) to receive and evaluate complaints or charges brought against a public officer or employee; **(g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee;** (h) to evaluate the qualifications of a candidate for appointment to elective office; (i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions or litigation or potential litigation.

NEXT REGULAR MEETING: January 27, 2022, (Regular)

If you are a person with a disability and require an accommodation while attending the meeting, please contact the President's Office at 509.793-2001 (or TDD 509.793.2325) as soon as possible to allow sufficient time to make arrangements.

BIG BEND COMMUNITY COLLEGE

Date: 12/9/21

ITEM #2 13th District Rep Tom Dent Appreciation (information)

BACKGROUND:

13th District Representative Tom Dent will present a banner for the Aviation Maintenance Technology program. He has worked diligently in support of the Aviation Flight and Maintenance Technology programs.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 12/9/21

ITEM #3: Mission Moments (information)

BACKGROUND:

Vision:

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

Mission:

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

Guiding Principles:

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

Approved by the Board of Trustees October 28, 2021

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 12/09/21

ITEM #4: Educational Presentation (information)

BACKGROUND:

The board has requested educational presentations.

Dr. Bryce Humpherys, VP of Learning and Student Success; Jody Bortz, Interim Director of Basic Education for Adults; Daneen Berry-Guerin, Dean of Workforce Education; Kathleen Duvall, Dean of Arts & Sciences; André Guzman, Dean of Students; and Beth Laszlo Director for the Center for Business and Industry Services will provide information on the mission of community colleges.

Prepared by the President's Office.

RECOMMENDATION:

None.



The Mission of Community Colleges

Creating a Climate for Learning

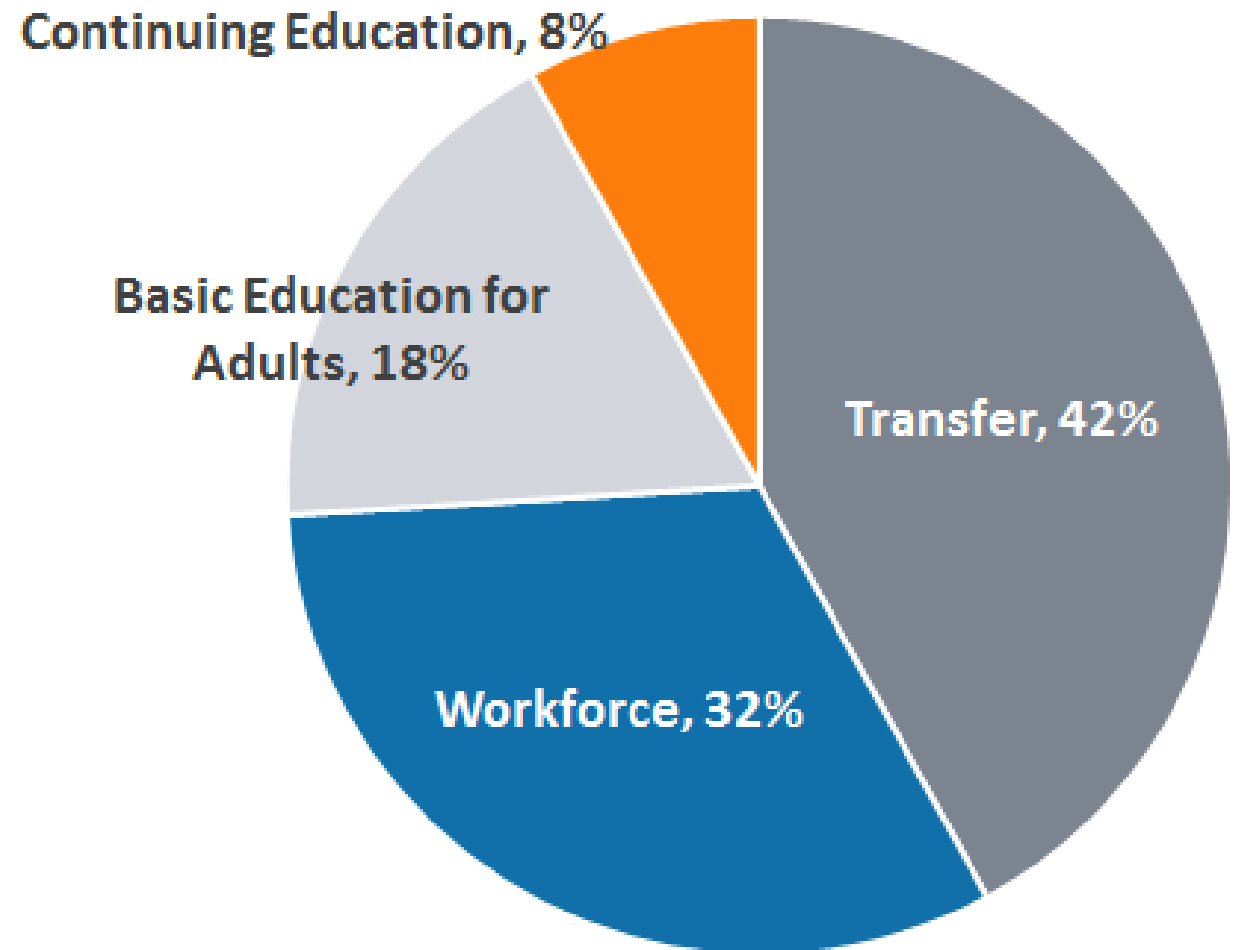
Presenters

- Bryce Humpherys, Vice President of Learning & Student Success
- Kathleen Duvall, Dean of Arts & Sciences
- Daneen Berry-Guerin, Dean of Workforce Education
- André Guzman, Dean of Student Services
- Jody Bortz, Interim Director of Basic Education for Adults (BEaA)
- Beth Laszlo, Director for the Center for Business and Industry Services (CBIS)



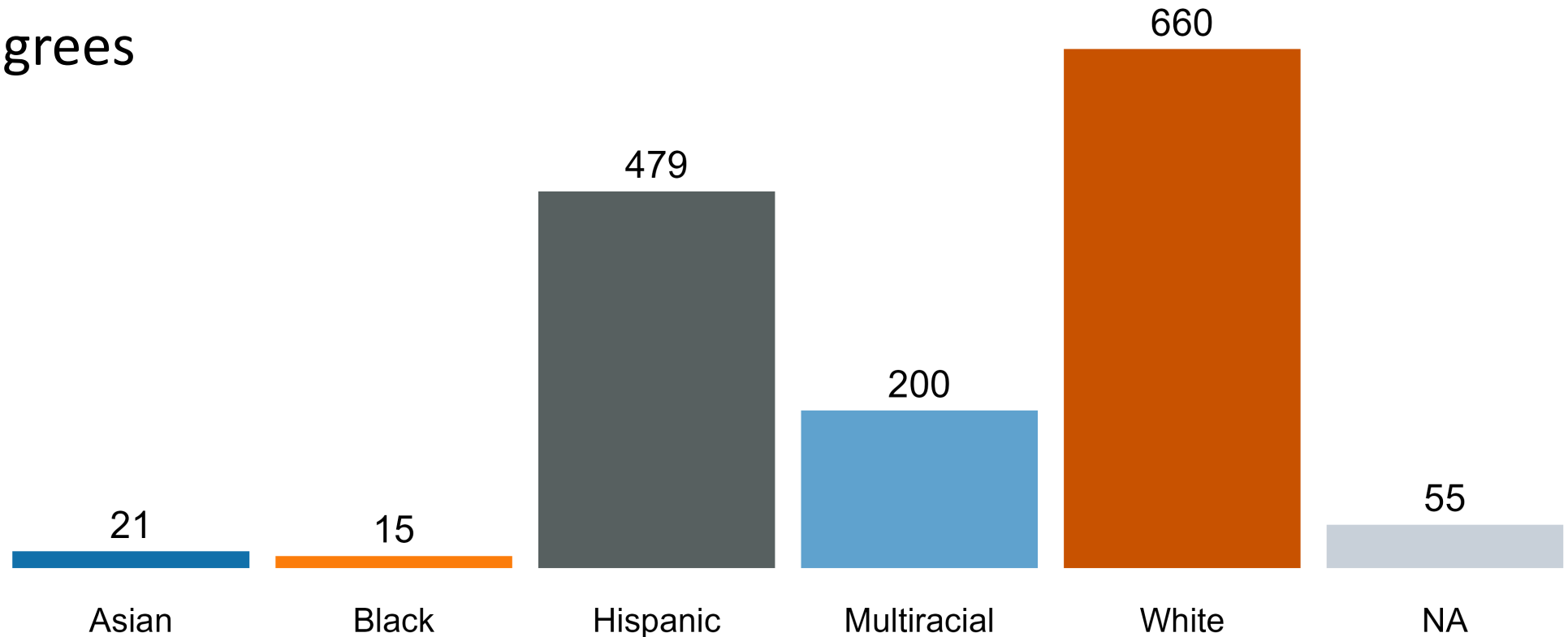
What Makes Community Colleges Distinct

- History
- Key Features
- Open Access
 - Funding
- Service District
- Teaching mission



Transfer Education

- State-wide Agreement
 - ICRC, ATC
- Transfer Degrees
 - DTAs
 - AS-T
 - MRPs



Transfer Students Race/Ethnicity 2020-21

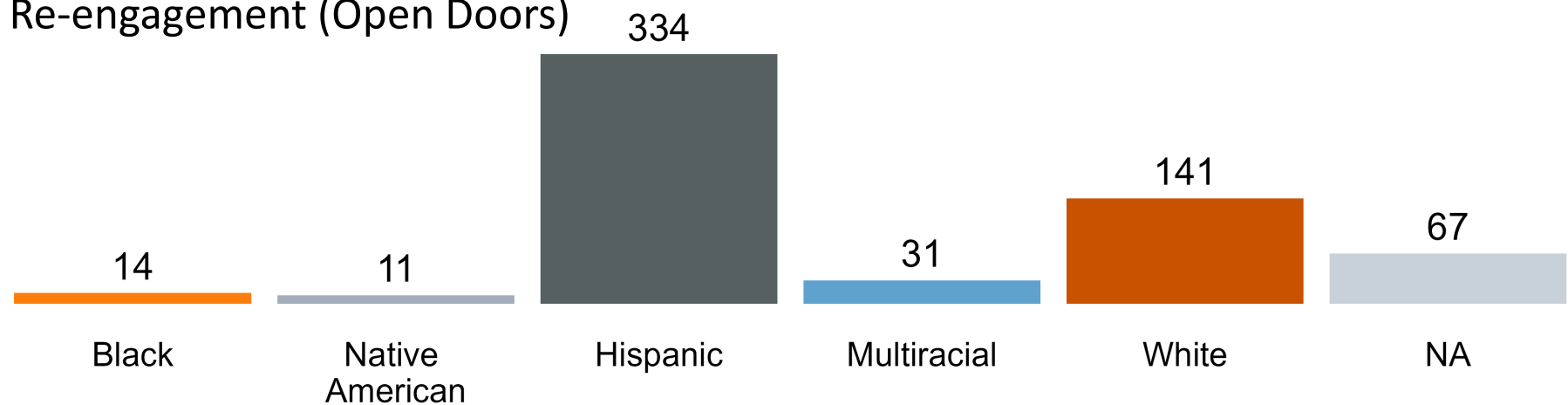
Workforce Education

- Service District / Regional Economy
 - Program Development
 - Advisory Committee
- Credentials
 - Academic Degrees & Certificates
 - Industry-recognized



Basic Education for Adults (BEdA)

- Part of community college mission in Washington state
- Program Options
 - English Language Acquisition (ELA)
 - High School Completion
 - High School Diploma
 - GED test preparation
 - Adults & Youth Re-engagement (Open Doors)



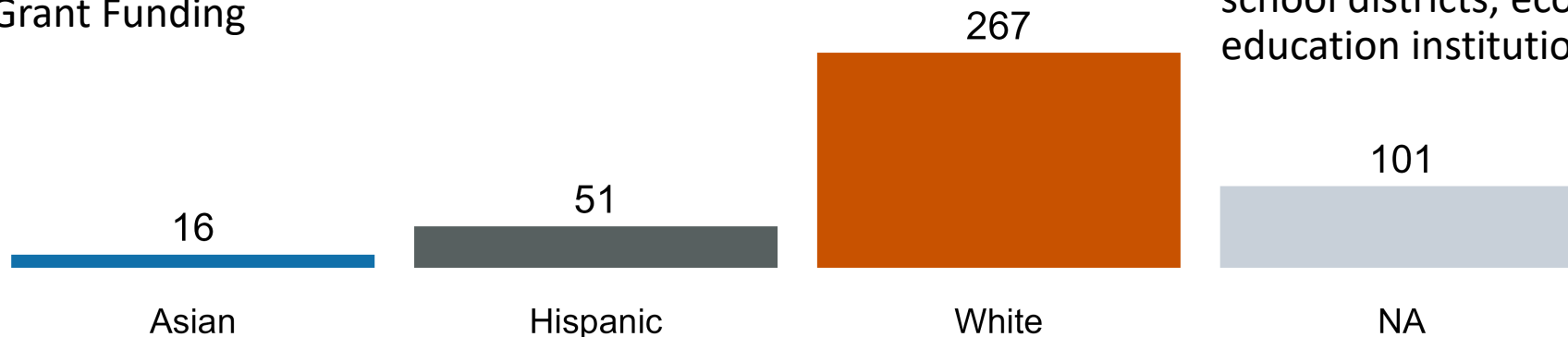
BEdA Students Race/Ethnicity 2020-21

Continuing Education

The Center for Business and Industry Services (CBIS)

... is a self-support department offering non-credit educational opportunities to support the needs of a skilled workforce.

- Short term customized Workforce Training – Network of Experts
- Technical Training and Professional (Re)Certification
- Personal Enrichment
- Grant Funding



Continuing Education Students Race/Ethnicity 2020-21

Goals of CBIS

- Incubator for Instruction and Gateway to BBCC
- Upskill employee to be “promotable,” opening backfill opportunities
- Source for professional development to meet employment requirements
- Build relationships around our region and our state – with our trainers, the industries, service partners, school districts, economic development, higher education institutions, and communities.

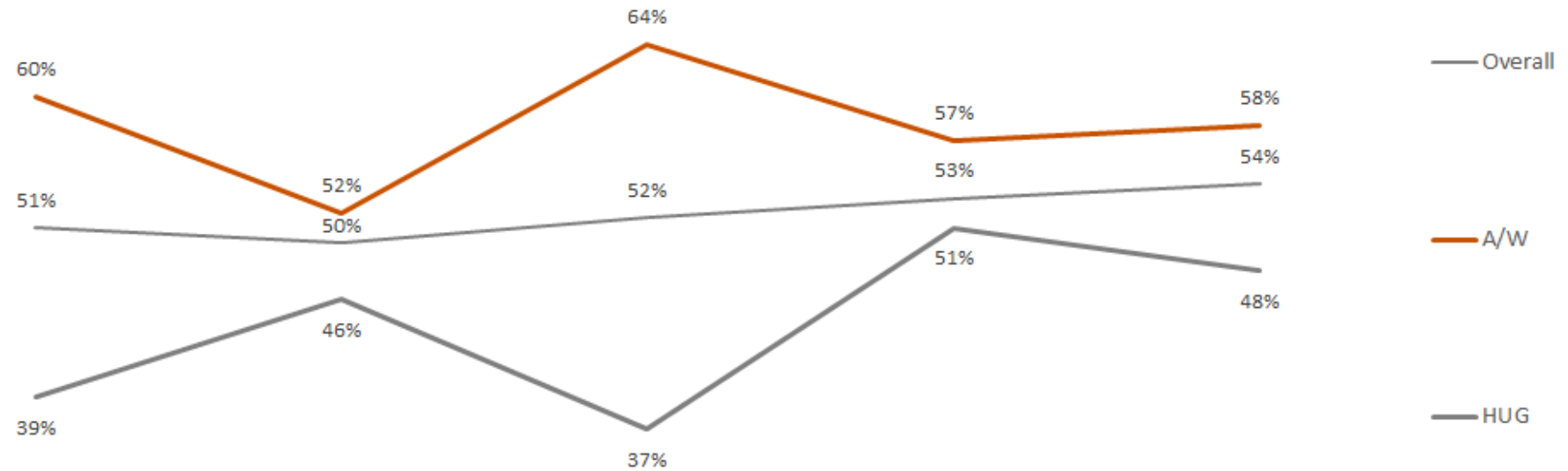


Student Services

- Function
- Part of College Learning
- Support for All



IPEDS Graduation and Transfer Rates (Full-time, first-time degree/certificate seeking undergraduates within 150% of normal time to completion)



Moving Forward

- Access to data
- Addressing equity gaps



Questions?

BIG BEND COMMUNITY COLLEGE

Date: 12/09/21

ITEM #5: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the board meetings held on October 28, 2021, are included for approval.

Prepared by the President's Office.

RECOMMENDATIONS:

President Tweedy recommends the Board of Trustees approves the minutes.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Regular Board meeting Thursday, October 28, 2021, at 1:30 p.m. via Zoom Webinar.

1. Call to Order

Present: Anna Franz
Jon Lane
Amy Parris
Juanita Richards

2. New Trustee

President Tweedy welcomed new Trustee Amy Parris.

3. Staff Training for Technical and Community Colleges (STTACC) Award

President Tweedy presented the STTACC Award to Barbi Johnson for her excellent service and outstanding attitude.

4. Consent Agenda

a) Approval of September 9, 2021, Board Meeting Minutes (A); b) Accreditation (I); c) Student Success (I); d) Assessment (I); e) Finance & Administration (I); f) Human Resources Report (I); g) ASB Report (I); h) Foundation Report (I).

Motion 21-40 Trustee Jon Lane moved to approve the consent agenda.
Trustee Juanita Richards seconded and the motion passed.

5. Remarks

There were no public remarks.

6. Faculty Updates

Faculty Association President Dawnne Ernette shared faculty activities and a statement regarding student vaccine impacts. Fran Palkovic, art instructor, received a commission to interview for an arts integration program for educators and students in the North Central School District. It's eight videos from a forty-minute interview about process and demos and philosophies for making, integrating other fields of study, and creative and practical process.

Michele Reeves, education instructor, reported students in child development class created infographics. Instructor Reeves also assigned a curation project in her Introduction to Education class; finding and annotating resources about poverty and its implications for educators. After grading, she compiled their links into a wakelet page and then shared that with the entire class.

Librarian Rhonda Kitchens highlighted the Passion Project Showcase featuring Philosophy Instructor Dr. Dennis Knepp.

Faculty President Ernette also shared an instructor's recent experience regarding a COVID exposure:

"Saturday, October 2, 2:25pm student messages instructor to report they are COVID positive. 3:01pm instructor sees message and emails the "COVID email" to inform school; told them I have a seating chart if needed but it's at the office. Sunday October, 3:, 6:49am Admin 1 emails to ask for seating chart, 8:52am Admin 2 emails to ask student's last attend date, 11:19am Admin 3 text messaged me to ask for seating chart (I hadn't checked my email yet to see the earlier request), 12:22pm instructor makes it to the college to get seating chart out of office and send it to Admin 1 and 2, also respond that last date of class was Wednesday for Admin 2.

Student was thankfully in the very back row (and the class is not all the way full) so they were only next to 4 students within the 3 feet. One was vaccinated (no quarantine), the other three had to quarantine. Students were able to do replacement online submissions but they were not able to participate in lively class discussions - an integral part of the science class and therefore missed out on some of that content. One of the students was struggling in the class before this and is struggling quite a bit more now that they had missed those days.

Had the instructor not been actively grading on the weekend to see the student's message to me, or if the Admin hadn't been actively responding to the COVID emails on a Sunday, there might have been an even bigger campus impact. However, the incident at a minimum impacted the instructor, three Admins and 5 students. The instructor had to put lessons online for those that would miss class (and was not prepared with something ahead of time as they had planned for class discussions). Instructor also had to go to the college on a Sunday to get the seating chart. Most instructors do not have a seating chart and therefore the impact would be even greater as they wouldn't know who was sitting next to the positive person."

7. **ASB President Report**

ASB officers introduced themselves and announced no other officers will be hired this year. ASB is offering food events and partnering with clubs for activities. President Colton Reynolds stated the ASB officers are supportive of the student vaccine mandate. Trustee Jon Lane asked about dorm students and food services. ASB President Colton Reynolds stated VP Linda Schoonmaker has made a big difference in the dorms with new appliances and cookware. She goes above and beyond to accommodate the students for food.

8. **President's Update**

President Tweedy welcomed new Trustee Amy Parris. She also recognized employees who have been working within the ctLink pillars for their exemplary

service. Faculty and staff not directly involved in ctcLink have been showing care for those involved in ctcLink with food and encouragement. Big Bend is a special place. There are also two new employees Anthony Garcia and Varinder Singh.

President Tweedy discussed the student vaccine mandate for students accessing on-campus services and courses, contact tracers, and how exposures can bloom. ASB is hosting student forums featuring President Tweedy and two medical providers next week.

Enrollment and budget information was shared. English as a Second Language (ESL) and adult high school completion courses in Mattawa have high enrollment. A Commercial Drivers License (CDL) course was added for winter quarter based on expressed community need. The budget is on target and our Running Start enrollment is low.

President Tweedy reported that BBCC is one of 14 colleges in the nation working directly with Microsoft on cyber security. She recognized Dean Daneen Berry Guerrin, Tom Willingham, Microsoft employee Lisa Karstetter for their work in this area.

At 2:01 p.m., Board Chair Anna Franz announced that the Board would adjourn to executive session for approximately 10 minutes to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The Executive Session ended at 2:11 p.m. with no action taken.

9. Exceptional Faculty Award (EFA)

Math Instructor Eric Fleming reported his Exceptional Faculty Award project directly impacts MATH&141 students by providing them with virtually unlimited practice with concepts in MATH&141. Any student who is in a MATH&141 course where the instructor utilizes the WAMAP version of our textbook has access to explanations of concepts that are numerically dynamic and have varying levels of explanation. This provides them with more opportunities to interact with the textbook in ways that were not possible before. The students see an example worked out and are asked to work out a similar example right after. If the student does not manage to complete this example in a configurable number of attempts, then a solution is shown to them. They can then work another copy of the example with different numbers. Homework assignments and test reviews are similarly numerically dynamic.

10. Vision, Mission, Guiding Principles

Vision, Mission, Guiding Principles Committee Chair Tammy Napiontek and members Tom Willingham and Sarah Bauer presented the draft new Mission, Vision, and Guiding Principles. The committee was made up of a diverse group from across the campus. They performed important work with an iterative process. The heart of Big Bend is students, staff, and faculty. The committee

considered who was represented and not represented in the current vision and mission. Important factors for the new vision, mission, and guiding principles included, memorable, relatable, concise, present tense, measurable, flexibility and relevant to all. All campus members engaged in an activity September 13 and created an interactive, real time word cloud resulting in identifying the primary function for Big Bend to “educate all.” There was lots of positive feedback about t-shirts with the mission statement. Trustees Anna Franz and Juanita Richards agreed that the process was reflective and inclusive.

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

Motion 21-41

Trustee Juanita Richards moved to approve the Vision, Mission, and Guiding Principles as presented. Trustee Jon Lane seconded and the motion passed.

11. President’s Contract

Motion 21-42

Trustee Anna Franz moved to extend the president's contact by one year. Trustee Juanita Richards seconded and the motion passed.

12. BP3020 Administrative and Exempt Contract

Motion 21-43

Trustee Jon Lane moved to approve BP3020 as presented. Trustee Juanita Richards seconded and the motion passed.

13. BP7700 Safety, Security and Emergency Management

Motion 21-44

Trustee Juanita Richards moved to approve BP7700 as presented. Trustee Amy Parris seconded and the motion passed.

14. WAC 132R-190-035 Availability of Directory Information

Motion 21-45 Trustee Juanita Richards moved to approve WAC 132R-190-035 Availability of Directory Information as presented. Trustee Jon Lane seconded and the motion passed.

15. ACT Transforming Lives Nomination

President Tweedy reported that employee feedback has led to a change in the ACT Transforming Lives nomination process to focus on the resources and skills of the nominees over their barriers and trauma.

There are fewer nominees this year. The call for nominations was delayed due to changing the process for the better for the students and online classes may have also contributed to fewer nominees. Trustee Juanita Richards joined the statewide ACT Transforming Lives Committee.

Motion 21-46 Trustee Juanita Richards moved to nominate Zackery Zyskowski as Big Bend's Transforming Lives nominee. Trustee Jon Lane seconded and the motion passed.

Both nominees, Zackery Zyskowski and Lee Dreyer, will be honored locally.

16. Assessment of Board Activity

Trustee Jon Lane reported he met with Representative Tom Dent twice, he also attended the Special Board meeting, and the ACT Board meeting. Trustee Lane attended the ACCT Conference featuring Diversity, Equity, and Inclusion (DEI). The conference focused on COVID responses, a nimble workforce, students who are also parents, and leadership changes with presidents. The Washington State ACT shared an onboarding presentation using resources developed by Trustee Thomas Stredwick. Applied baccalaureates are more commonly offered by community colleges.

As the Transforming Lives Liaison, Trustee Juanita Richards encouraged trustees to gather sponsorships for the local Transforming Lives event. She attended the September 13 In-Service, Special Board meeting, ACT meeting, Local Transforming Lives meeting and a Foundation meeting. Trustee Richards met with Dr. Tweedy and attended Trustee Emeritus Paul Hirai's memorial service. As the Foundation Board Liaison, Trustee Richards reported Executive Director of the Foundation LeAnne Parton is doing a lot to attract donations and former trustee Stephen McFadden is the Foundation Board Special Events Committee Chair.

Trustee Amy Parris reported she has participated in onboarding activities and enjoyed lunch with Trustee Anna Franz and Dr. Tweedy. She also met with VP Bryce Humpherys in her role with the Othello School District where she also

works with the Dean of Workforce Education Daneen Berry-Guerin, Workforce Education Coordinator Tom Willingham, and CBIS Director Beth Laszlo.

Trustee Anna Franz met with Trustee Amy Parris and Dr. Tweedy and she attended the Special Board meeting.

17. Next Regularly Scheduled Board Meeting

The next board meeting is scheduled on December 9, 2021.

18. 2022 Board Meeting Schedule

Motion 21-47 Trustee Jon Lane moved to approve the 2022 Board meeting schedule as presented. Trustee Amy Parris seconded and the motion passed.

19. Miscellaneous

Board Chair Anna Franz reported the adoption of two additional standing items in board agenda, the annual cyclical calendar and Workplace Norms.

Trustee Jon Lane stated his board appointment expired and this may be his last meeting depending on when the Governor appoints a new trustee. He stated it has been an honor to serve on the board of trustees. He enjoys working closely with other trustees. He loves Big Bend and remembers that his brother was the first registered student and athletic winner at Big Bend. Many of Trustee Lane's family members have attended and graduated from Big Bend. Trustee Lane was a national wrestler during his time as a Big Bend student and ASB member; it helped prepare him for a four-year university. Trustee Lane shared that he also worked at Big Bend as a recreation technician, and then a tenure track faculty member. He did not earn tenure and he appreciates the important tenure process. His time serving 32 years in public education, and as a Moses Lake City council member prepared him well for being a Big Bend Trustee. Big Bend transforms lives and meeting challenges, Trustees working with ACT as a resource, keeping students first, and life-long learning at the state and national level is part of Big Bend's success.

The meeting adjourned at 3:13 p.m.

Anna Franz, Chair

ATTEST:

Sara Tweedy, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 12/09/21

ITEM #5: CONSENT AGENDA (for information)

b. Accreditation

Dean Daneen Berry-Guerin and Dean Valerie Parton attended a Northwest Commission on Colleges and Universities (NWCCU) Substantive Change webinar on October 15, 2021. NWCCU requires prior approval of institutional substantive changes in educational programs, methods of delivery, and organizational mission, status, or form of control. The substantive change process is designed to ensure the consistency of quality of academic programs, and to ensure that institutions undergoing major changes continue to meet the Standards of Accreditation.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 12/09/21

ITEM #5: CONSENT AGENDA (for information)

c. Student Success

Multiple departments are using a texting tool called Signalvine to communicate with students. It has proven to be much more effective at reaching students than email and has the ability to use artificial intelligence to send follow up texts based on how someone responds to the first text. For instance, an initial text may ask a student if they are a Running Start student. If the student responds with a “Yes”, then they receive a second text giving instructions about how to submit registration paperwork required for Running Start students. Some recent ways that we have used Signalvine include reminding Running Start students to submit their paperwork (as described above), reaching out to students who did not complete the admission steps, reminding students to pay tuition, promoting college services to eligible students, and reminding students to complete the vaccination attestation process.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 12/09/21

ITEM #5: CONSENT AGENDA (for information)

d. Assessment

Vice President Bryce Humpherys and Faculty Association President Dawnne Ernette attended a Northwest Commission on Colleges and Universities (NWCCU) Pre-Conference Workshop on Assessment. The session focused on articulating goals, curriculum mapping and alignment, strategies to assess student learning, connecting mission fulfillment/institutional effectiveness and planning, and applying effective assessment practices across the institution.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 12/09/21

- ITEM #5:** CONSENT AGENDA (for information)
- e. Finance & Administration Update

ctcLink Update:

We are now LIVE in PeopleSoft. This is an exciting time for all of us, especially those that have worked so hard to ensure our transfer to the new system is a great success. We ROCKED our Go Live weekend! Our folks are still incredibly busy with learning the new system and all its little idiosyncrasies.

Financial Health and Federal/State stimulus funding:

The community and technical colleges have been very fortunate to receive federal/state funding to use for expenses and replacing lost revenue due to COVID-19. **Updates provided LIVE on December 9.**

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

Round 2: Institutional \$2,085,725 - 100% expended; Student Financial Aid \$736,919 – 47% expended; HSI \$154,997 – 100% expended.

GEER: \$530,394 – 100% expended.

Round 3: Institutional \$2,484,436 – 24% expended; Student Financial Aid \$2,554,610 – 0 expended. HSI \$268,040 – 0 expended.

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

Ongoing Capital Projects:

Science Labs in 1200 renovation/remodel (Minor Project for 2019-21 biennium): We are down to the final punch list items. Delayed delivery on specialty fans causing 30 day delay.

Wallenstein Theater electrical upgrades (Minor Project for 2021-23 biennium): Bid opening occurred early November, but no contract awarded yet due to potential contingencies in or out of contract. DES working with AG's office for approval and acceptance by apparent bid winner.

Wallenstein Theater roofing replacement:

This project has a contractor in place, but product, weather and staffing availability extend the completion until a Spring date.

Pavement and awning repairs: paving and concrete repair work in miscellaneous locations. Due to contractor staffing availability and weather, this project will not occur until Spring.

Prepared by VP Schoonmaker.

RECOMMENDATION: None.

BIG BEND COMMUNITY COLLEGE

Date: 12/09/21

ITEM #5: CONSENT AGENDA (for information)

f. Human Resources

BACKGROUND:

Recruitment & Selection:

Dori Miller accepted the position of STEM Center Coordinator. This is a full-time admin/exempt position replacing Christy Kunkel. Dori started her new position on November 1, 2021.

Marbely Sanchez was promoted to the position of Financial Aid Advisor. This is a full-time admin/exempt position replacing Cassandra Fry. Marbely started her new position on November 1, 2021.

Taylor Padilla accepted the position of Early Childhood Program Specialist 1. This is a full-time, classified staff position replacing Lyubov Konavalchuk. Taylor starts her new position on December 1.

Natasha Herring accepted the position of Early Childhood Program Specialist 1. This is a new full-time, classified staff position. Natasha starts her new position on December 1.

Recruiting activities have resumed with the following positions posted:

- Maintenance Mechanic 3 (HVAC)
- Maintenance Mechanic 2
- WES Program Coordinator
- Custodian 1

Retention:

The 2021 year-to-date turnover rate is 16.037% through October 31, 2021. The turnover rate for the month of October was 2.674%. There were five separations in October including 1-Resignation, 1-Retirement, and 3-Involuntary. Our goal for 2021 is to have a turnover rate less than 12%.

BIG BEND COMMUNITY COLLEGE

Date: 12/09/21

ITEM #5: CONSENT AGENDA (for information)

- g. Foundation Report

BACKGROUND:

LeAnne K. Parton, Foundation Executive Director's Report

- The Foundation just received a \$30,000 scholarship donation for flight students, which will fund six (6) \$5,000 scholarships per year. This is the "LeTourneau Aviation Scholarship" Jaffe LeTourneau graduated from our flight program in 1971. He is retired and expressed his fond memories for our flight instructors here at Big Bend.
- Association of Washington Business "AWB" had an Evening of Excellence, on November 18, 2021 where they presented awards to key businesses and people. Gary Chandler was awarded the Legacy of Leadership award. AWB funded a \$25,000 scholarship through the Big Bend Community College Foundation in Gary name. Sara Thompson Tweedy and I attended the event in Tacoma. Sara accepted the check on behalf of Big Bend.
- The Foundation is gearing up for some fall fundraisers.
- The Thanksgiving for Students fundraiser raised money for 250 dinners for our students. This will be a Facebook fundraiser as well as donations of items and cash. Jody Bortz is organizing this event.
- The Foundation just completed "Family Campaign" employee giving, looking at a softer approach this year with so many things coming at employee's CTC link, COVID, our goal was \$42,000 and we were able to raise \$37,534.
- The Foundation is working on our year-end appeal.
- See all of our upcoming webinars and register cost-free at <https://alumlc.org/bbcc>. Be sure to explore past events free on-demand viewing.

• Upcoming Events



Research Like a Pro: Discovering Your Family's History in 30 Minutes a Day

Diana Elder, Author and Accredited Genealogist

December 1st at 9:00 AM PST



The Joy of Coffee: From Tiny Seeds to Your Morning Cup

Presented Free through Partnership with One Day University

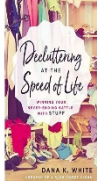
December 8th at 1:00 PM PST



Beating Burnout at Work: The Secret to Well-Being and Resilience
Paula Davis, Author and Resiliency Expert
December 15th at 9:00 AM PST



How to Make 2022 Your Best Year Yet: Enrich Your Life Personally, Professionally and Financially
Todd Miller, Author and Work-Life Balance Evangelist
January 11th at 9:00 AM PST



[Our Emotional Attachment to Stuff: Decluttering Strategies that Make It Easy to Let Go](#)
Dana K. White, Wall Street Journal Bestselling Author and Decluttering Expert
January 18th at 9:00 AM PST

BIG BEND COMMUNITY COLLEGE

Date: 12/09/21

ITEM #7: Faculty Updates (information)

BACKGROUND:

Faculty Association President Dawnne Ernette may report faculty activities.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 12/09/21

ITEM #8: ASB Updates (information)

BACKGROUND:

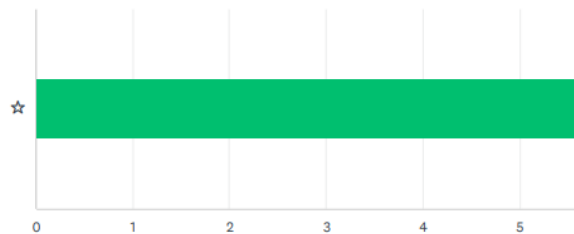
ASB President Colton Reynolds will report ASB activities.

ASB had 170 students and 11 staff and faculty attend their drive-thru pizza event in October. This was followed by our first evening live event, Sailesh the Hypnotist with 50 attending in the Masto Conference Center. This event was so much fun and the response was great from our attendees, that Sailesh will return in late April. ASB is being intentional and hoping that those who attended will reach out to their friends and share their excitement. ASB conducted a survey at the conclusion of the event. One of the questions that we asked was:

Feedback - Sailesh the Hypnotist

Q5 On a scale of 1-10, how do you feel about the vaccine mandate for Winter Quarter?

Answered: 27 Skipped: 0



	1 - STRONGLY AGAINST	2	3	4	5 - SOMEWHAT AGAINST	6 - SOMEWHAT SUPPORT	7	8	9	10 - STRONGLY SUPPORT	TOTAL	WEIGHTED AVERAGE
☆	22.22% 6	3.70% 1	0.00% 0	0.00% 0	14.81% 4	18.52% 5	11.11% 3	11.11% 3	0.00% 0	18.52% 5	27	5.67

ASB sponsored two student forums concerning the upcoming mandatory vaccination requirements. Panel members included Dr. Thompson Tweedy, Dr. Bryce Humpherys, Dean André Guzman, local retired physician Dr. Thomas Jackson, Program Assistant Ammary Jackson, Director of Student Programs Kim Jackson and ASB Officers Colton Reynolds, Camy Balderree, and Kaitlyn Callahan. The first forum had bleak attendance, but with massive intentional advertising, about 15 students attended and participated in the second forum.

ASB held another great Taco Tuesday with 147 in attendance. Phi Theta Kappa collaborated to coordinate a food and clothing donation promotion at the event. ASB also held a Veteran's Awareness Virtual Bingo. Those who attended, around 18 students, learned so much valuable information about some of the challenges Veterans

have to deal with, as well as resources for them. Next time ASB will be more intentional about reaching out to our Big Bend Veteran students, staff, and faculty to attend this event, which was geared mainly towards that particular group.

Next week ASB sponsors the Fatburger Food Truck. ASB helps to meet students' food insecurity needs through these events, as well as promoting future events and valuable information.

ASB's last event for Fall Quarter will be a movie night, held at Lee Theater in Ephrata on Thursday, December 2. Trying to engage students from that area with a local event. Students, staff, and faculty are invited to attend for free and can bring their friends, who can pay for their own admission.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 12/09/21

ITEM #9: President's Update (information)

BACKGROUND:

Dr. Tweedy will provide an update.

- a. COVID-19 Impacts
- b. Enrollment

RECOMMENDATION:

None.

b. Enrollment (E-5, Information)

November 18, 2021, was the last day to drop class(es) for fall quarter. As of November 21, fall headcount (2,065) was down 9.5% and total fall FTEs (1603.7) were down 13.3% from the same time last fall. There is an issue with the reported state-funded FTEs in the new system and we are waiting for a resolution from the State Board; updates will be provided thereafter. Fall quarter 2021 ends on December 8 and a final enrollment report will be provided when it is available.

Winter quarter 2022 registration began for currently enrolled students on November 15, 2021. As of November 21, winter enrollment was significantly down in all areas – headcount was down 35.2% from this time last year. One-hundred ninety (190) winter applications have been or are being processed. New students begin registering on December 3 and open registration begins on December 6. Winter classes start on January 3, 2022.

No update tuition collection report is available due to ctcLink conversion.

TUITION COLLECTION REPORT
As of Sept 30, 2021 and Sept 30, 2020

	<u>2021-2022</u>	<u>2020-2021</u>
Annual Budget	\$3,800,000	\$3,800,000
Total Collections as of Sept 30	\$1,242,236	\$1,294,956
As a % of Annual Budget	32.7%	34.1%
Left to Collect to Meet Budget Target	\$2,557,764	\$2,505,044

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

BIG BEND COMMUNITY COLLEGE

Date: 12/09/21

ITEM #10: Exceptional Faculty Award Recommendation (for action)

BACKGROUND:

The Exceptional Faculty Awards (EFA) Committee (Executive Director of the Business Office Charlene Rios, Welding Instructor Shawn McDaniel, IST Instructor James Ayers, and Aviation Instructor John Marc Swedburg) is pleased to report its recommendations.

The EFA committee has reviewed all five submissions which arrived before the November 1 submission deadline. The committee felt that all five projects had the potential to benefit Big Bend, and we appreciate the time and detail that went into composing them.

Of the five, the committee has approved of the submission by Johanna Doty and David Mayhugh. We felt these were very much in the spirit of the EFA as described in the Negotiated Agreement, and we look forward to seeing Johanna's open-source textbook and David's revisions to the existing textbook.

The proposals by Tyler Wallace, Salah Abed, and Eric Fleming all seemed like important revisions to the classes that they are currently teaching. However, after reviewing Article XVI.F. of the Negotiated Agreement, the committee agreed that a more appropriate funding source for these proposals would be the Curriculum Development Stipends awarded through Instructional Council. The Negotiated Agreement states that *"Awards may be granted for activities to include faculty development activities, in-service training, temporary substitute or replacement costs directly associated with faculty development programs, conferences, travel, publication and dissemination of exemplary projects"* and we felt that these three proposals fell outside of this description. We also felt that they were not in keeping with the final sentence in Article XVI.F., which states that *"Funds from this program shall not be used to supplant existing faculty development funds."* We encourage all applicants whose applications were rejected to consider applying for Curriculum Development Stipends, or to re-apply with a revised description of deliverables that includes professional development projects that are not covered by the Curriculum Development Stipends.

Prepared by the President's Office and the Exceptional Faculty Awards Committee.

RECOMMENDATION:

President Tweedy and the VP of Learning & Student Success, Bryce Humpherys, recommend approval of the Exceptional Faculty Awards as presented.

APPLICATION FORM

BBCC EXCEPTIONAL FACULTY AWARD

Note: Click on or <tab> each form Field and type your information. Each field will expand as you need more space. You may print this copy and submit to each Exceptional faculty committee member or e-mail as an attachment. Thank you.

NAME: Salah M. Abed

DATE: 10/27/21

DIVISION: Math/Science

1. List all your principal professional duties including courses normally taught.

I have experience teaching (and designing) all of our pre-college math classes, both of our pre-calculus courses, all three calculus courses, multivariable calculus, statistics, math in society, and business calculus. I participate in campus governance through my participation in CEID, and I participate in two probationary committees (I'm the chair of one of the two). I participate heavily in professional development, as I recently founded our school's first Faculty Learning Committee for Universal Design for Learning and I recently participated in a mentorship program for faculty of color. I assist students with coursework and advising and complete all assigned trainings.

2. Amount requested: \$2000

**3. Specific purpose the award would be used for:
(Attach a separate sheet with details, if necessary.)**

In the 14 years that I've been a member of Big Bend Community College's mathematics faculty, finding a good workflow to teach our pre-calculus sequence has been an intractable problem. The structure of our courses gives rise to unnecessary difficulty for students, both computationally and conceptually. I plan to restructure our Math &142 (trigonometry) class to improve course flow and build a transition to calculus. This would entail heavily revising our in-house textbook and developing new problem sets.

4. If the award is to be used for reimbursement for an activity, which will require personal expenditures, provide an itemized list of expected expenses.

N/A

5. If there are any other sources of reimbursement for this activity provide an itemized list of expected reimbursements.

N/A

6. When was your last sabbatical? Never.

7. What travel monies have you received during the last year?

I haven't filed the paperwork yet, but I am due to receive about \$50 from attending the faculty of color conference.

8. How will this stipend improve your teaching and/or professional expertise?

I intend to research pedagogy with regard to trigonometry as part of my revisions. For obvious reasons, I have little trouble with the material, but trigonometry is, in a lot of ways, a watershed in the calculus sequence from the student's point of view, away from computation and more towards problem-solving and inventing different solutions to problems. I believe this revision will give me the ability to research different approaches to teaching problem-solving and thread them into my curriculum accordingly. Additionally, I'll end up with a product that is a far better cross-section of my strengths as an instructor than what I'm currently using.

9. Describe your previous involvement in working with other faculty on this campus to improve the quality of the institution.

As the longest-serving full-time mathematics faculty, I've worked with every Big Bend Community College math instructor since 2007. In that time, we've collaborated almost every year (if not every year) on some revision of our curriculum. This has included writing two textbooks as a group, revamping our entire pre-college math offerings multiple times (including modular credits, the MPC 91–93 sequence, and our eventual adoption of the emporium model), condensing our pre-calculus sequence from three courses down to two courses, numerous master course outline revisions, countless standardized exams, and coding several courses' worth of procedurally-generated homework assignments from the ground up. In fact, I would be hard-pressed to think of a period of time when we were not working to improve our department and institution. The entire department has the utmost investment in making our math courses as rewarding for students as possible, while at the same time facilitating communication and onboarding for our new faculty.

APPLICATION FORM

BBCC EXCEPTIONAL FACULTY AWARD

Note: Click on or <tab> each form Field and type your information. Each field will expand as you need more space. You may print this copy and submit to each Exceptional faculty committee member or e-mail as an attachment. Thank you.

NAME: Johanna Doty

DATE: 10/22/2021

DIVISION: Math/Science

1. List all your principal professional duties including courses normally taught.

As a member of the Mathematics faculty, I teach a variety of courses offered in the Math department: MATH& 146 (Introduction to Statistics), MATH& 142 (PreCalculus II), MATH& 151 (Calculus I), MATH& 152 (Calculus II), MATH& 148 (Business Calculus), MATH& 107 (Math in Society), MATH& 131-132 (Math for Elementary Educators) and MATH 094-099 (Emporium Math). I also serve as an academic advisor for Business students, helping students select courses for their Business or Accounting degrees here at Big Bend.

2. Amount requested: \$2000

**3. Specific purpose the award would be used for:
(Attach a separate sheet with details, if necessary.)**

My goal is to write a new textbook for MATH& 146 that is open source. The primary motivation is to have a resource for this course that is in line with the American Statistical Association's guidelines for assessment and instruction in statistics education. Currently, each instructor in the Math department uses a different textbook for their MATH& 146 courses. My goal is to write an open-source textbook that will be adopted by everyone in the Math department. I will be working collaboratively with the other Math faculty to ensure the final product is suitable for each of us.

4. If the award is to be used for reimbursement for an activity, which will require personal expenditures, provide an itemized list of expected expenses.

N/A

5. If there are any other sources of reimbursement for this activity provide an itemized list of expected reimbursements.

N/A

6. When was your last sabbatical? N/A

7. What travel monies have you received during the last year?

N/A

8. How will this stipend improve your teaching and/or professional expertise?

Statistics education has seen a transformation over the past several years with the emergence of the importance of teaching students to be responsible and critical consumers of statistics in the real world. I believe it is important for our department to have a textbook that reflects the current trends in statistics education that focus on teaching statistical thinking and conceptual understanding. Many of the open-source textbooks available for the course do not approach statistics from the perspective of teaching statistics as an investigative process of problem-solving and decision-making. The intention with this stipend is to produce a textbook that meets the criteria of the ASA's guidelines for Statistics education. While working on this project, I will be soliciting feedback and ideas from all of the Mathematics faculty to ensure that the product is the first choice in Statistics textbooks at BBCC.

9. Describe your previous involvement in working with other faculty on this campus to improve the quality of the institution.

In Spring 2021, I started the Math/Science Faculty Colloquium. This is a regularly-scheduled, 1-hour long meeting of the Math/Science faculty where one (or many) faculty member presents on a topic related to learning theory, mathematics/science education research at all levels, and professional development. I have personally presented on several different occasions about creating buttons for Canvas courses, TILTed templates, best practices in hybrid courses, and how I use R (statistical computing software) in my statistics courses. In Summer 2021, I participated in the Math/Science book club, where we read the book *Make it Stick* by Brown, Roediger III, and McDaniel. While reading the book, we focused on ways that we can use and implement the techniques discussed in the book in our own classrooms. For the past two years, I served on the Data committee, where I was able to offer my insight as a Statistician. We evaluated institution-wide data and made recommendations to improve the student experience at BBCC.

APPLICATION FORM BBCC EXCEPTIONAL FACULTY AWARD

Note: Click on or <tab> each form Field and type your information. Each field will expand as you need more space. You may print this copy and submit to each Exceptional faculty committee member or e-mail as an attachment. Thank you.

NAME: Eric Fleming

DATE: 10/21/21

DIVISION: Math and Sciences

1. List all your principal professional duties including courses normally taught.

I have taught MATH&146, MATH&141, MATH&107, MATH&148, MATH&151, MATH&152, MATH&163 and Emporium (90-99).

I have served on hiring committees for the JATP director position, as well as the WES director position. I have participated in two associate faculty interviews. I redesigned my Math&107 course to have my Math in Society students learning mathematics through the guise of playing different card, board, and other games that are grounded in strategy, logic, problem solving, probability (expected value), and other mathematical concepts. I have attended all inservices, department meetings, division meetings, and organized a department meeting. These past two terms, I have completed R&SI, screening committee, and BBCC Faculty academy trainings.

2. Amount requested: 2000

**3. Specific purpose the award would be used for:
(Attach a separate sheet with details, if necessary.)**

I envision creating dynamic homework sets for our redesigned/updated MATH&141 textbook. This would provide updated homework sets for all instructors on BBCC teaching MATH&141 with our redesign MATH&141 textbook.

4. If the award is to be used for reimbursement for an activity, which will require personal expenditures, provide an itemized list of expected expenses.

N/A

5. If there are any other sources of reimbursement for this activity provide an itemized list of expected reimbursements.

N/A

6. When was your last sabbatical? N/A

7. What travel monies have you received during the last year?

N/A

8. How will this stipend improve your teaching and/or professional expertise?

I plan to share this with the entire department and any one that teaches MATH&141 for us for use both in and out of class. I'll employ procedurally-generated homework sets. This will enable on-the-spot repetition of questions for examples in class, during office hours or time in the Stem Center, and for students at home or in study groups etc. This extra practice is intended to provide students with dynamic questions (covering the same material) that allow them to practice the concepts of the course at their convenience. Since this tool will be available to students at (virtually) all times, I expect that this will supplement their learning and boost their overall performance in the course.

9. Describe your previous involvement in working with other faculty on this campus to improve the quality of the institution.

I have led discussions about our Math&141 textbook and curriculum in the hopes of improving its clarity and coverage of the necessary material. While we are not making drastic changes yet, I have compiled a list of terminology that we may want to exclude from the book and what terminology we should replace it with to improve its readability and consistency. I have worked with the math department on redesigning MATH&107 into a course where students learn mathematics while having fun playing various board, card, and other games. I am an active member in the Math and Science Division. Over the last year, the Math and Science Division has been putting on colloquia to present ideas and practices that help our students, us, and others on campus. I have presented at one of these and attended the rest. I plan on presenting at another this term.

I plan to work regularly and closely with the rest of the department in order to ensure that this project is useful to all of us. I will ensure that this project complements David Mayhugh's revision of the MATH&141 textbook.

APPLICATION FORM

BBCC EXCEPTIONAL FACULTY AWARD

Note: Click on or <tab> each form Field and type your information. Each field will expand as you need more space. You may print this copy and submit to each Exceptional faculty committee member or e-mail as an attachment. Thank you.

NAME: David Mayhugh

DATE: 10/21/21

DIVISION: Math and Sciences

1. List all your principal professional duties including courses normally taught.

I have been blessed to teach almost every math class we offer (haven't gotten to Busi. Calc, Calc IV, Diff. Eqn, or Elem Math Educ I yet). I regularly teach 15 credits a quarter. Typically, one developmental and two college-level courses (many times a Pre-Calc or Calc course). I advise pre-nursing students. I am on the Strategic Priorities Committee (HS Relations workgroup) and in my last year of the tenure process. I attend all course, departmental, division, and in-service meetings. And more, but these are "principal."

2. Amount requested: 2000

**3. Specific purpose the award would be used for:
(Attach a separate sheet with details, if necessary.)**

The goal is to revamp/rewrite the Math& 141 textbook. The current version was made in house quite a few years ago and besides errors found over the years, the hope is to make the book align well to how Math& 141 is being taught across the state. In the past couple years, there's been work done as CC Math instructors across the state to make sure our CCN matches not only in transfer of credit but specific mathematical content and skills. This revision of the book would also allow for us to incorporate best practices of math pedagogy helping students learn the material better.

4. If the award is to be used for reimbursement for an activity, which will require personal expenditures, provide an itemized list of expected expenses.

N/A

5. If there are any other sources of reimbursement for this activity provide an itemized list of expected reimbursements.

N/A

6. When was your last sabbatical? N/A

7. What travel monies have you received during the last year?

N/A

8. How will this stipend improve your teaching and/or professional expertise?

I plan to share this with the entire department for use both in and out of class. This will improve our teaching and course by keeping up to date with the rest of the state and current pedagogy. For example, the plan is to include specific instruction on issues we have seen needing addressed every quarter (term versus factor) and shift the focus from almost entirely procedural to a balance of procedural and conceptual. We hope to vary style of questioning and reasoning as well to include more problem-solving and modeling. It takes a lot of time outside of normal teaching to do this, so the stipend will help pay for that extra time.

9. Describe your previous involvement in working with other faculty on this campus to improve the quality of the institution.

We regularly collaborate to adapt, update, and create new curricula for current and new courses being offered. Just in the past year, we have added Math& 131, Math& 132, DVS 070, and DVS 071 courses. The past two summer I have been part of the Math/Science Division Book club. This past Winter and Spring the Math Dept took courses from RTC on best practices for online teaching. Throughout the summer I have attended and presented at the Faculty Colloquia. This is all in addition to the standard department, division, and committee meetings.

APPLICATION FORM

BBCC EXCEPTIONAL FACULTY AWARD

Note: Click on or <tab> each form Field and type your information. Each field will expand as you need more space. You may print this copy and submit to each Exceptional faculty committee member or e-mail as an attachment. Thank you.

NAME: Tyler Wallace

DATE: 10/22/21

DIVISION: Math/Science

1. List all your principal professional duties including courses normally taught.

Most quarters I teach four courses for the math department. Courses I teach include (but are not limited to): Emporium, Statistics, Math in Society, Calculus, Differential Equations, PreCalculus, and Math for Elementary Teachers. I serve on the Labor Management Committee, Negotiation Team, and several Tenure Committees. I am also a Faculty Mentor for a new faculty member. I also serve as a Pre-Nursing advisor helping with course selection and degree planning as students prepare to apply to nursing programs.

2. Amount requested: \$2000

**3. Specific purpose the award would be used for:
(Attach a separate sheet with details, if necessary.)**

Historically, each person in the math department has taught statistics out of a different textbook. This is confusing for students who form study group with other students from other sections. It is challenging for tutors in the STEM Center to support students taking statistics from a different instructor. It is frustrating for the bookstore and students when students get the wrong book or switch between sections in the first days of the quarter. To address this issue, using input from the entire department, I will use this award to fund a stipend to develop online statistics homework assignments and in class learning activities that will be used by the entire department. The plan is to design the assignments and activities to supplement an open source textbook that Johanna Doty will be developing and the entire department will be adopting. This will provide consistency for students, the bookstore, and for our department. Everything will be developed using open educational resources, so there will be no cost to students when the department adopts the activities. This has a direct benefit to the department, the STEM Center, the college, and the students as it addresses all the concerns discussed above.

4. If the award is to be used for reimbursement for an activity, which will require personal expenditures, provide an itemized list of expected expenses.

N/A

5. If there are any other sources of reimbursement for this activity provide an itemized list of expected reimbursements.

N/A

6. When was your last sabbatical? N/A

7. What travel monies have you received during the last year?

None, due to COVID professional development to state and national conferences were canceled.

8. How will this stipend improve your teaching and/or professional expertise?

The stipend will improve my teaching and professional experience by having an excellent up-to-date resource for my students to use to practice key concepts of our course. Online homework has proved very successful for my students in other courses, but there currently is no online resource for stats that I have been satisfied with. The stipend will fund the work to develop the homework and make a final product that is free to students. Also, the development of standardized classroom activities for statistics class, it will make it easier for students in other classes to help each other by providing a similar classroom experience.

However, this project is helpful to others outside my classroom as well. With the entire department adopting the online homework and classroom activities, individual teachers will still have the freedom to teach in their own unique teaching style, but this resource will help provide consistency for students, the bookstore, the STEM Center, and the college as a whole.

9. Describe your previous involvement in working with other faculty on this campus to improve the quality of the institution.

The Math/Science Division is a very collaborative division where we work together to improve instruction in our individual classes and improve the student experience as they work through the series of classes in math and science that our students need. We have regular math department meetings and math/science division meetings to discuss any concerns and seek solutions to help students and instructors be more successful. We have regular colloquia to discuss innovative ideas used in our classrooms. I attend as often as possible and have been a presenter as well.

In order to ensure department buy-in to the project, I will be communicating with them regularly throughout the project, especially with Johanna to ensure the homework and activities supplement her textbook. This collaborative work with other faculty in the department will be essential to the success of the project and department adoption of the online homework and activities.

BIG BEND COMMUNITY COLLEGE

Date: 12/09/21

ITEM #12: Transforming Lives Update (for information)

BACKGROUND:

RECOMMENDATION:

President Tweedy will provide an update about our local Transforming Lives celebration scheduled for January 11, 2022 at 6:30 p.m.

BIG BEND COMMUNITY COLLEGE

Date: 12/09/21

ITEM #13: Trustees' Progress Toward Goals (for action/information)

BACKGROUND:

Board Goals (adopted September 9, 2021)

1. Develop and implement an improved system for monitoring Board effectiveness by establishing an annual checklist for monitoring the overall performance of Big Bend Community College and providing training and other educational opportunities for Trustees.
2. Advance equity, diversity, and inclusion by establishing policies and institutional goals supporting operational equity, diversity, and inclusion programs.
3. Ensure effective onboarding and support of new trustees.

RECOMMENDATION:

Board Chair Thomas Stredwick will facilitate a conversation.

BIG BEND COMMUNITY COLLEGE

Date: 12/09/21

ITEM #14: Assessment of Board Activity (for information)

BACKGROUND:

This agenda item provides an opportunity for the individual trustees to report on community contacts they have made and/or meetings they have attended since the previous board meeting. This reporting process has been implemented as an assessment tool to give the board a way to measure definitively what is accomplished throughout the year for its next self-evaluation review.

It is requested that the trustees submit their self-evaluation trustee activity report via email to Melinda.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 12/09/21

ITEM #15: Next Regular Meeting (information/action)

BACKGROUND:

The next regularly scheduled board meetings are below:

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

Prepared by the President's Office.

RECOMMENDATION:

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

BIG BEND COMMUNITY COLLEGE

Date: 12/09/21

ITEM #16: Miscellaneous (information/action)

BACKGROUND:

President Tweedy and the trustees may discuss miscellaneous topics.

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

Prepared by the President's Office.

RECOMMENDATION:

None.