



Board of Trustees

December 7, 2023

1:30 p.m.

Big Bend Community College
ATEC Building/Masto A/B Room
7662 Chanute St NE
Moses Lake WA 98837

Big Bend Community College District #18

Governing Board:

**Chair Gary Chandler, Vice Chair Amy Parris, Anna Franz,
Bethany Martinez, Juanita Richards,**

President Sara Tweedy

2024 Meeting Schedule

Thursday, February 1, 2024 at 1:30 p.m.

Thursday, March 14, 2024, at 1:30 p.m.

Thursday, May 9, 2024, at 1:30 p.m.

Thursday, June 6, 2024, at 1:30 p.m.

Thursday, August 29, 2024, (Retreat)

Thursday, October 10, 2024, at 1:30 p.m.

Thursday, December 12, 2024, at 1:30 p.m.

Board Goals (adopted October 12, 2023)

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.
2. Advance equity, diversity, and inclusion by reviewing policies to ensure support of operational equity, diversity, and inclusion programs.
3. Establish an annual calendar of board study session topics to ensure professional development of Board members.

BIG BEND COMMUNITY COLLEGE DISTRICT NO. 18 BOARD AGENDA

Regular Board Meeting

7662 Chanute Street NE, Moses Lake, Washington 98837

Thursday, December 7, 2023, 1:30 p.m.

In-Person

1. Call to Order/Roll Call
2. Mission Moments – Trustees **(E-1, Information)**
Introduce Basketball Coaches and Players
NWCCU Beacon Award winner Workforce Education Services (Director Yolanda Ibarra)
3. Public comment
4. Consent Agenda **(E-1, E-2, E-3, E-4)**
 - a. Meeting Minutes October 12, 2023 (action)
 - b. Accreditation & Assessment (Information)
 - c. Student Success (Information)
 - d. Finance & Administration Report (Information)
 - e. Human Resources Report (Information)
 - f. Foundation Report (Information)
5. Faculty Updates – Faculty Association President Dr. Tyler Wallace **(E-1, Information)**
6. Student Leader Presentations – Mechatronics Club Advisor Justin Henley and Students
7. ASB Update – ASB President Ty Tait
8. President's Update
 - a. Enrollment Report **(E-1, Information)**
 - b. ASPEN Top 150 **(E-1, E-2, E-3, E-4 Information)**
Executive Session – President Tweedy/Trustees
9. Exceptional Faculty Award Recommendations – **(E-1, E-3, E-4 Action)** President Tweedy
10. Legislative Meetings in Communities – Trustees **(E-1, E-2, E-3, E-4 Information/Action)**
11. Board Goals Trustees **(E-1, E-2, E-3, E-4 for Information/Action)**
12. Board Policy 1000 Revisions **(E-1, E-2, E-3, E-4 Action)**
13. Transforming Lives Event **(E-1, E-2, E-3, E-4 Information/Action)**
14. Assessment of Board Activity (submitted in writing) – Trustees **(E-2, Information)**
15. Next Regularly Scheduled Board Meeting – Trustees **(E-1, E-2, E-3, E-4 Information/Action)**
16. Miscellaneous – Trustees, President Tweedy **(E-1, E-2, E-3, E-4 Information/Action)**
17. 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:

Thursday, February 1, 2023 (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: 12.07.23

ITEM #2: Mission Moments (information)

BACKGROUND:

Basketball Coaches and players will introduce themselves.

NWCCU Beacon Award winner Workforce Education Services Director Yolanda Ibarra will share WES information and introduce WES staff.

“The Beacon Award for Excellence in Student Achievement and Success is an annual award to recognize institutional or programmatic accomplishments in student achievement and success at the NWCCU family of institutions.

Three separate categories of the Beacon Award will be offered, based on unduplicated student enrollment during the most recent fall student headcounts: Institutions with **fewer than 2,000** students; between **2,000 and 6,000** students; and **more than 6,000** students.

Award winners must demonstrate distinctive, measurable, and replicable innovations that have resulted in student achievement and success at the institutional or programmatic level, including innovations in advising and mentoring, alternative credentialing, experiential learning, learning communities, or other such efforts. Other winning examples may include new curricula, courses, or educational delivery models. The Beacon Award will recognize innovative approaches that have significantly contributed to measurable improvements in completion and/or graduation rates at the institution.”

https://nwccu.org/programs_and_events/beaconaward/

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: 12.07.23

ITEM #3: Public Comment (information)

BACKGROUND:

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.

BIG BEND COMMUNITY COLLEGE

Date: 12.07.23

ITEM 4#: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the board meetings held on October 12, 2023 are included for approval.

Prepared by the President's Office.

RECOMMENDATIONS:

President Tweedy recommends the Board of Trustees approves the minutes.

RECOMMENDED MOTION:

"I move to approve the consent agenda as presented."

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Regular Board meeting Thursday, October 12, 2023, at 1:30 p.m. in person.

Present: Anna Franz
Bethany Martinez
Amy Parris
Juanita Richards

Motion 23-30 Trustee Juanita Richards moved to approve Trustee Anna Franz serving as temporary chair in Board Chair Gary Chandler's absence. Trustee Bethany Martinez seconded and the motion passed.

2. Mission Moments

Athletic Director John Meeks and Volleyball Coach Alexa Moser escorted the volleyball team to the meeting for introductions. Interim Director of Student Activities Sidney Dickerson introduced herself. ASB Officers introduced themselves President Ty Tait, Vice President Emily Pugh, Secretary/Treasurer Daissy Quevedo, and Public Relations Officer Cooper Cox. Director of Residence Halls and Life Ammon Milligan introduced himself and the Residence Hall Advisors introduced themselves.

Faculty Association President Tyler Wallace introduced newly-hired Instructional Lab Support Technician Michelle Rettkowski.

3. Public comment

There was no public comment.

4. Consent Agenda

Motion 23-31 Trustee Juanita Richards moved to approve the consent agenda. Trustee Amy Parris seconded and the motion passed.

5. Tenure Presentations (2:00 pm)

Pierce College Chancellor Julie White, Pierce College Fort Steilacoom President Matthew Campbell, and Trustee Therese Ngo Pasquier presented information about their tenure revision process. Pierce Colleges have over 13,000 students. Revisions to their faculty recruitment, hiring and tenure processes have led to outcomes doubling the number of fulltime faculty of color. Trustee Pasquier discussed the importance of working toward their mission of which Tenure is an important piece. Strong board goals help employees operationalize efforts toward meeting the mission. Administration worked with the union to create goals including anti-racist curricula, diversity, advancing equitable and equity centered professional development, and ensuring accountability toward equitable teaching with specific outcomes. There was a focus on hiring faculty who are committed to Black and Brown student excellence. The process included a first-year faculty cohort that met monthly and discussed how faculty can further the goal

of centering Black and Brown learners. There were several presentations to the board and training regarding the new tenure guide and biases awareness. Trustee Pasquier shared that the trustees were sometimes uncomfortable and knew it was critical to move forward in the effort. Trustees appreciated different formats that probationers used to share their information including audio, video, Powerpoints, written, etc.

Training was available for tenured faculty, committee members, and others who were involved in the tenure review process which was owned by the board and implemented by the college with an emphasis on collaboration. Cluster hiring groups of faculty successfully created an environment for faculty to help Black and Brown students. Faculty are at the center of student success. Radical changes were made to the tenure manual to promote Black and Brown student excellence; discipline/field excellence applying inclusive pedagogy; student experience, mentoring and advising; racial equity learning journey/ and college and community engagement. The board also changed the expectations of first year probationers to allow time for growth and they agreed to flexibility of report style for probationers' updates. Chancellor White asked the board if they are ready for authentic communication from faculty.

Pierce's decision to focus on Black and Brown students was based on student outcome inequities. They saw from the data which students needed the most support and instituted practices to generate more candidates of color to impact students of color. Faculty are expected to understand black and brown excellence in the classroom and address race.

President Tweedy stated the tenure process should be full of learning, reflection, and joy rather than angst. It is great for faculty to present their authentic selves through the process. Trustee Pasquier stated candidates share videos that are fun and they provide a more holistic representation of themselves. Lifting the most marginalized groups helps all groups. The revised process provides a lot more student responses. Student evaluations were also changed to completely qualitative rather than check marks. At Pierce, all first year faculty used the new process and 2nd and 3rd year faculty had the option to change or not, and most chose to change to the new process. Big Bend Trustees thanked Chancellor White, Trustee Pasquier and President Campbell for sharing their information.

6. Faculty Updates

Faculty Association President Tyler Wallace shared news from faculty. As a result of connections made during the Autodesk Fusion 360 Educational Summit Justin Henley, IST instructor attended this summer, Big Bend Community College has joined the American Society of Mechanical Engineers – Community College Engineering Pathways program. This provides our students free membership to the American Society of Mechanical Engineers (ASME) for the next two years, giving them access to additional resources such as scholarships, workshops, and networking opportunities.

In Communication Studies, led by Dr. Barbara Bush, they have added three new classes in the last year. One class, Organizational Communication, is part of the BAS-AM program, and the other two, Intercultural Communication and Introduction to

Communication, are part of our regular departmental offerings. Introduction to Communication is being offered for the first time this Fall and it has students who are learning about Communication Studies as a field. For the first time we have students learning that Communication Studies is more than public speaking and interpersonal communication. They are learning that it comes with various methodologies, an intellectual set of histories, and a wide range of job possibilities. Intercultural Communication is full of students, and many of these are BAS-AM students. They are learning why culture matters to how we communicate, and why it matters to be culturally competent, and self-aware. They learn about cognitive flexibility in that class, intercultural awareness as an intellectual pursuit, de-centering our own perspectives, and valuing what we learn from differences. Some of our students don't even know they have a culture because they come from experiencing culture as it is reflected back to them!

Rhonda Kitchen, Librarian and Library Science Instructor will be hosting a new Big Bend Passion Project featuring Lindsay Groce in "An Afternoon Tea with a Talk about the History of Science" where she will be sharing her findings and Adventures from her sabbatical in Europe November 9th at 5pm in the Masto Conference Center.

Scott Woodham, English Associate Faculty had a poem published in the October 2023 edition of *About Place Journal*. Poets Nickole Brown and Erin Coughlin Hollowell, editors of this issue, chose his poem about the courtship of horses from over 900 other submissions for the theme "The More-Than-Human World."

Michele Reeves, Early Childhood Education gave the students in the new HUM 220 Diversity in Education course have a project creating "Persona Dolls" The Dolls are meant to become members of their hypothetical classrooms and represent a student with a background that may be different than the majority of their classroom. The idea is that the doll is used in teachable moments to build empathy and understanding in the students as they begin to accept the doll as a "member" of their classroom and become inclusive and maybe even protective of the doll. Some of the dolls submitted have ADHD, glasses, are wheelchair bound, are from another country and don't speak English, have same sex parents and even a few who are adopted. Also, she made this low stakes for our students and encouraged them to use paper created dolls to avoid adding undue burden on their personal budgets.

Several faculty volunteered to help with the WAV event to welcome students (new and old) to campus. There were around 200 students who attended. Jenn Brathovde, Director of Advising and Retention did a great job organizing this well attended event to welcome our students back to campus!

World Languages Instructor Jen McCarthy shared that the biggest change in German this year is that rather than meet 4 days/week for an hour each day, we meet only Tues/Thurs for 2 hours each. It has been working quite well, with nearly the whole class present each day so far! She also has a real German student from Germany in class this quarter - Miss Wiebke Erban, who is in Moses Lake staying at the home of a woman who had been the exchange partner of her uncle's back in 1979! Wiebke is a

sweet young woman - very bright and enthusiastic to speak German with Americans who are learning her beautiful language.

Dr. Dennis Knepp, Philosophy instructor, was invited to give the 10-minute response to a talk by CWU Professor of Philosophy Dr. Gary Bartlett on Chat GPT and the future of take-home essay assignments October 4, on the CWU campus.

Dr. Wallace introduced Probation Candidate and Math Instructor Eric Fleming and he presented information from his Math & Society Class.

7. ASB Updates

ASB President Ty Tait provided a report about ASB activities. The student athletes will connect with other student leaders during a Trunk or Treat Halloween activity. Big Bend Alumni Marisol Losano will present to the student body about Latino leadership, activism, and mental health. ASB officers are earning their food handler's permits to help prepare food for events. President Sara Tweedy announced that the Viking Grill in the DeVries Activity Center (Gym) is open for people on campus from 11:30-1:00 Monday through Thursday. Also, funding from the Village Account is available for students who do not have money for lunch.

8. President's Update

Dr. Tweedy highlighted new employees and employees who have been promoted. She shared spring final headcounts and FTEs. Student enrollment continues to increase. Fall enrollment shows a large increase with the largest increases in the BEdA program, which builds a pipeline to college credit classes. Director of Outreach and Recruitment Vanessa Pruneda and staff are doing great job recruiting students. Dr. Tweedy reported that 41.2% of our annual budget of \$3,500,000 has been collected.

Operating budget end-run policy was discussed by the WACTC presidents group to ensure our 34 community and technical colleges maintain a strong unified position. The presidents advocate collectively for the system. Sometimes the presidents agree to a specific project such as a building with asbestos moving to the top of the list. If a single college advocates and is awarded funding based on an end-run, the SBCTC is authorized to remove the end-run amount if the policy is violated.

Accreditation visitors from the Northwest Commission on Colleges and Universities are coming to campus. Dr. Tweedy reported that the college has worked hard to resolve the former recommendation with the new measurable strategic plan and mission fulfillment alignment.

Cellarbration for Education is set for March 16, 2024. Sponsorships are already received for over \$34,000.

9. Sabbatical/Exceptional Faculty Award Report

Chemistry Lindsay Groce provided her EFA/Sabbatical report. She also invited all to the Passion Project Showcase November 9 where she will share her discoveries for

the history of science course she is developing. Her travels and explorations in UK and France provided great information for the course. She visited the Science Museum, Natural History Science Museum, and many more.

Trustee Anna Franz announced a 5-minute break at 3:17 p.m. The meeting reconvened at 3:22 p.m.

10. 2023-24 Proprietary Budget

President Tweedy reported information about the proprietary budget. She explained that the goal of the auxiliary programs, such as the bookstore, ASB, athletics, and housing is to break even. The programs have spent the revenue they earned during the current year. There is no longer a physical bookstore; students do have day-one access and an online bookstore with Barnes & Noble. The 2022-23 bookstore information shows a loss due to art, nursing, and lab kits through the library and text book checkouts. Dr. Tweedy reviewed the ASB revenues and expenses and explained that S&A fees are related to enrollment.

Trustees asked about the lack of a projected budget for the bookstore. Dr. Tweedy will discuss this with VP Linda Schoonmaker and provide the answer at the next board meeting.

Motion 23-32 Trustee Bethany Martinez moved to approve the 2023-24 Proprietary Budget. Trustee Juanita Richards seconded and the motion passed.

At 3:29 p.m. Trustee 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 3:39 p.m. No actions were taken during the executive session.

11. President's Evaluation

Trustee Anna Franz read the president's evaluation into the record.

"The Board of Trustees extends great appreciation to our President, Dr. Sara Thompson Tweedy, for her continued leadership at Big Bend Community College. In considering the performance of the President as it relates to the college's ends statements, the Board finds that the institution has met its stated ends during the previous year.

During the last evaluation, the Board encouraged President Tweedy to focus on enrollment and outreach strategies to increase access to all communities within our service district. The efforts made by the College under President Tweedy's leadership in these areas over the last year is evident. Fall enrollments for 2023 are over 15% higher for total headcount than 2022 and exceed pre-pandemic levels. Dual enrollment offerings were expanded within the service district with the use of

Educational Opportunity Center grant funds to hire outreach specialists. Outreach to Mattawa and Othello areas resulted in expansion of Basic Education for Adults (BEA) to include English Language Acquisition and GED classes resulting in increased BEA enrollment. High School Equivalency Program grant funds were also used to connect migrant workers to these programs.

The College has also made many achievements in honoring our role as a Hispanic Serving Institution (HSI) by implementing bilingual wayfinding signage and holding its first bilingual commencement to ensure inclusion of our Hispanic community members who represent over 43% of our Grant County population and over 65% of our Adams County population. Our commencement also celebrated the graduation of our first cohort of Bachelor of Applied Science in Applied Management students. In addition to these actions, the College has also supported diversity, equity, and inclusion by completing its first DEI Strategic Plan, creating the position of Director of Recruitment, Retention and Equity, and encouraging faculty and staff to participate in ESCALA professional development activities.

The Board additionally appreciates President Tweedy's continued representation of the College both within and beyond our service District. President Tweedy's role as the chair of the Educational Services Committee for the Washington Community and Technical Colleges and member of the WACTC Executive Committee ensures that our College has a voice as state policies are developed. President Tweedy has maintained a strong presence with our community partners in her roles as the secretary of the Grant County Economic Development Council, member of the North Central Workforce Development Board, member of the Moses Lake School District Dual Language Advisory Board, President of Grant County Animal Outreach, and member of Rotary.

In establishing and strengthening the partnerships with our local school districts, industry, and university partners, the Board applauds President Tweedy's efforts that resulted in the Battery and Allied Technology Transformation (BATT) Tech Hub Designation Proposal to the Economic Development Administration. The College was also a successful educational partner in supporting the award of \$100 million in federal funds under the Bipartisan Infrastructure Act to industry partners.

In the coming year the Board encourages President Tweedy to continue to rise to the challenges presented by competing economic forces that continue to impact enrollments and hiring. We also look forward to the planned work in strengthening and deepening the College's commitment to honoring its role as a Hispanic Serving Institute to meet the Diversity, Equity, and Inclusion End Statement."

Motion 23-33 Trustee Amy Parris moved to approve Dr. Sara Thompson Tweedy's 2022-23 evaluation Trustee Bethany Martinez seconded and the motion passed.

12. President's Contract

Motion 23-34 Trustee Bethany Martinez moved to approve contract extension Dr. Sara Thompson Tweedy's contract. Trustee Amy Parris seconded and the motion passed.

13. President's Evaluation Form Revisions

Motion 23-35 Trustee Juanita Richards moved to approve revisions to the president's evaluation form as presented. Trustee Amy Parris seconded and the motion passed.

Realigning evaluation to ends statements.

14. Board Self-Evaluation & 2023-24

Annually, the BBCC Board of Trustees conducts a self-evaluation during its retreat. The effort was completed on Thursday, August 31, 2023. The process includes determining whether or not the Board has met its goals, maintained trustee activity aligned with the Ends, and followed and fulfilled board policies.

For the 2022-2023 academic year, the BBCC Board of Trustees adopted three goals.

1. Revise the Big Bend Community College's Ends Statements and develop and implement a set of indicators which measure the progress of the institution relative to the revised Ends.
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 for trustees as measured by updates to the board onboarding tool and development of a cyclical board calendar of study session topics and campus engagement opportunities.

During the August 31 retreat, the Board agreed that it had succeeded in fulfilling one of the goals and making significant progress on the remaining two goals. The summary of that assessment follows:

Goal #1: Revise End Statements and Develop & Implement a Set of Indicators

The Board agreed that significant progress had been made on this goal by adopting revised End Statements; however, this goal will be retained to identify a clearer method of monitoring those End Statements.

Goal #2: Advancing Equity, Diversity, and Inclusion

The Board agreed that progress has been made on this goal through the retreat training and discussion regarding Dr. Garcia's Becoming Hispanic Serving Institutions book and DEI efforts at Big Bend. The Board agreed that this goal would be retained.

Goal #3: Trustee Onboarding

The newest members of the Board reported that they received all the information and guidance necessary to understand their role as Trustees. The Board agreed the goal had been met.

2023-2024 Board Goals

The Board goals for the 2023-2024 academic year are as follows:

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.
2. Advance equity, diversity, and inclusion by reviewing policies to ensure support of operational equity, diversity, and inclusion programs.
3. Establish an annual calendar of board study session topics to ensure professional development of Board members.

Motion 23-36 Trustee Juanita Richards moved to approve the 2023-24 board goals. Trustee Bethany Martinez seconded and the motion passed.

15. Board Policy 1000 Revisions

Trustees review the revisions and will take action in December.

16. Assessment of Board Activity

Submitted in writing.

17. Next Meeting

The next meeting was confirmed for Thursday, December 7, 2023.

18. 2024 Board Meeting Schedule

Motion 23-37 Trustee Bethany moved to approve the 2024 board meeting schedule as presented. Trustee Juanita Richards seconded and the motion passed.

19. Miscellaneous

Adjournment 4:15 p.m.

Anna Franz, Trustee

ATTEST:

Sara Thompson Tweedy, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 12.07.23

ITEM #4: CONSENT AGENDA (for information)

b. Accreditation & Assessment

Big Bend Community College hosted a Northwest Commission on Colleges and Universities (NWCCU) Peer Evaluation Team on October 23 and 24 to assess the college's progress in the areas of mission fulfillment, student achievement, assessment of student learning, and on the outstanding recommendation from the 2020 Evaluation of Institutional Effectiveness (EIE).

Recommendation 1: Fall 2020 Evaluation of Institutional Effectiveness – Review and articulate its goals, objectives, and indicators to provide consistent and meaningful direction for planning to determine mission fulfillment and improve effectiveness in the context of and in comparison with regional and national peer institutions.

In addition, the Mid-Cycle peer evaluation team completed the NWCCU USDE Virtual Visit Follow-up Certification during this evaluation with visits to Human Resources, the Library and toured BBCC facilities.

The Evaluation Team held more than a dozen meetings with administrators, faculty, and staff during the visit.

Excerpt from the Evaluation Report - Moving Forward:

Big Bend Community College is well positioned in the areas of mission fulfillment, the measurement of student achievement, and the programmatic assessment of student learning. The college has well-defined systems for measuring institutional effectiveness and the assessment of student learning in place and has begun the process of ensuring that those systems are ongoing, systematic, and meaningful. The evaluation team was impressed with the work that has been done in these areas since the 2020 EIE report and visit, and the impact that the work appears to be having on student success at BBCC.

Moving forward, BBCC is encouraged to continue to engage in and refine the work that has been done, and to maintain the momentum that it has in these areas. The college should continue to consider how it can more clearly document the connection between planning, assessment, and resource allocation, to move beyond the anecdotes that were shared with the team. The evaluation team also encourages the college to continue to refine its work around the measurement of student achievement. This could include regular reassessment of indicator targets, the expansion of the quantity and quality of disaggregated data that is publicly available

on the BBCC website, and ways that it might make its use of peer comparison data more meaningful to informing planning, decision making, and allocation of resources.

The Evaluation Team Report and the [BBCC Mid-Cycle Report](#) will be reviewed by the NWCCU Board of Commissioners Report at their January meeting. BBCC will receive notice of any Commission action in February.

Based on the Mid-Cycle Visit and feedback from the evaluation team, BBCC faculty and staff will continue to strengthen and refine assessment and evaluation procedures and documentation.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 12.07.23

ITEM #4: CONSENT AGENDA (for information)

c. Student Success

BBC Workforce Education Services wins Beacon Award for Excellence from Northwest Commission on Colleges and Universities

Big Bend Community College's Workforce Education Services (WES) was recently awarded the Northwest Commission on Colleges and Universities 2023 Beacon Award for Excellence in Student Achievement and Success. The annual award recognizes innovative approaches made by institutions that have significantly contributed to measurable improvements in completion and/or graduation rates.

The college was formally recognized at the NWCCU Annual Conference Awards Luncheon in November. In addition to the award, WES also received a \$2,500 check to be used to support their ongoing work.

"The amazing and dedicated WES staff at Big Bend work diligently to put the needs of our students at the center of their day-to-day efforts," said President Sara Thompson Tweedy. "They help identify the barriers to success students are facing and they help them overcome those barriers and reach their full potential."

At Big Bend, WES provides grants to historically underserved, low-income, and first-generation college students pursuing a workforce education credential through financial assistance, support services, and case management. WES grants help students pay for tuition, books, and program-specific tools, as well as provide access to basic needs such as food, housing, and transportation.

BBC Director of Workforce Education Services Yolanda Ibarra said their work is student-centered, serving students in a holistic model.

"We understand that the success of a student relies on their well-being, securing basic needs, and having a support system," she said.

Over the last few years, WES has expanded its capacity to meet students' needs by adding additional staff, offering services in multiple languages (English, Spanish, and Ukrainian), and increasing funding sources. Since 2020 WES has doubled the amount of grants and contracts which has led to not only more funding overall for students, but more things WES can help students pay for.

WES currently oversees nearly \$1.8 million in grants and contracts.

"The Beacon Award is a reaffirmation of the hard work and innovation BBCC and WES have implemented, the importance of putting the student at the center, and building services and

resources around it to create a support system that meets the human and academic needs of the students,” said Ibarra. “WES has been working very hard to change how we approach students’ success, and we have seen the positive effect reflected in the increase in our student’s retention and completion.”

Ibarra shared that 76 percent of WES students have retained or completed a credential at Big Bend. When you look at non-WES students, that percentage is 65 percent.

She added that WES students also have a higher average GPA compared to non-WES students—2.86 and 2.73, respectively.

Visit the [NWCCU website](#) to learn more about the Beacon Award. Current and prospective BBCC students can learn more about WES services and eligibility by visiting the [WES website](#).

Prepared by Communications Coordinator Tiffany Fondren.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 12.07.23

- ITEM #4:** CONSENT AGENDA (for information)
- d. Finance & Administration Update

Ongoing Capital Projects:

1600 Classroom Remodel/Quad Xeriscaping: Remodel a few small classrooms and change landscaping: Engineering phase in progress. Work planned for Summer 2024.

1800 Storefronts (new exterior doors): Engineering phase in progress. Work planned for Summer 2024.

1400 Remodeling area 1426/1436: to remove large reception counter and create 3 new offices. Expected completion first part of December.

1000 Upgrade Panel Board: Replace breaker panels due to components exceeding their useful life. Planned for Summer 2024.

1600 HVAC: Replace split systems, scheduled for over winter break and summer 2024.

1400 and 1700 HVAC: Replace HVAC systems in both buildings, scheduled to begin Summer 2024.

Prepared by VP Schoonmaker.

RECOMMENDATION: None.

BIG BEND COMMUNITY COLLEGE

Date: 12.07.23

ITEM #4: CONSENT AGENDA (for information)

e. Human Resources

BACKGROUND:

Kylee Brulotte accepted an interim appointment as an Educational Planner in the BEdA Department. This is a full-time, overtime-eligible admin/exempt position replacing Abinadi Milligan. Kylee started her interim position on October 1, 2023.

Abinadi Milligan accepted an interim appointment as a Site Manager in the BEdA Department. This is a new full-time, admin/exempt position. Abinadi started his interim position on November 1, 2023.

Tara White accepted the position of Benefits Navigator in the Workforce Education Services (WES) department. This is a new full-time, overtime-eligible admin/exempt position made possible from funding provided under Second Substitute House Bill 1559. Tara started her new position on November 16, 2023.

Recruitment & Selection:

The following searches are currently in process:

- Career Services & Workforce Development Coordinator
- Communications Instructor, Tenure-Track
- Custodial Services Supervisor
- Director of Residence Halls & Residential Life
- Director of Recruitment, Retention & Equity
- Physics Instructor, Tenure-Track
- Program Assistant (PT) – CBIS

Retention:

The Year-to-Date Turnover Rate through November 2023 is 14.038%. The breakdown of separation reasons includes 10-Resignation, 4-Retirement, 11-Other Job, and 3-Involuntary. The goal for 2023 is to have a turnover rate less than 12%.

BIG BEND COMMUNITY COLLEGE

Date: 12.07.23

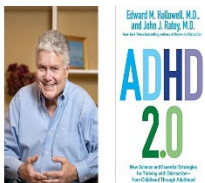
ITEM #4 CONSENT AGENDA (for information)

f. Foundation

BACKGROUND:

- Record attendance at STAR Night on October 26, 2023, with over 220 students and donors.
- Family Campaign started on October 30, 2023, this is where we ask employees to give back to the Foundation. The employee gets to choose what cause they want to support. Our theme this year was “Say Yes!” Our goal was \$42,000. We exceeded our goal, we raised \$44,710.16 and had 64 participants. Last year we raised \$40,685.40 with 74 participants.
- Presented at Shared Governance on November 3, 2023, on the Foundation’s scholarship process.
- Presented the campus requests to Cabinet for review to see if things could be funded through different sources. We had \$114,150.23 worth of requests and \$10,000 available to fund projects. An \$80,000 request will be considered for a grant application outside of the Foundation. Most things were funded with a few exceptions.
- Presented at Rotary on the Foundation on November 14, 2023
- The Foundation is highlighting the Viking Food Pantry for our Giving Tuesday appeal to the community.
- The Foundation is planning the annual campus Holiday Mingle for Friday, December 1, 2023 @ 12:30-2:00 p.m. Please join us...
- Mark your calendars for March 16, 2024, for Cellarbration! for Education.
- See all of our upcoming webinars and register cost-free at <https://alumlc.org/bbcc>. Be sure to explore past events for free on-demand viewing.

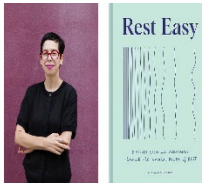
Upcoming Events



ADHD - How it Manifests and Effective Steps to Address It

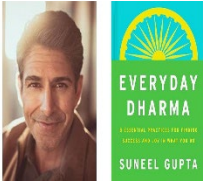
Dr. Edward (Ned) Hallowell, New York Times Bestselling Author and World-Renowned Authority on ADHD

Wednesday, November 29th at 9:00 AM PST



How to Discover Calm and Abundance through the Radical Power of Rest

Ximena Vengoechea, Author and User Researcher
Wednesday, December 6th at 9:00 AM PST



How to Bring Who You Are and What You Do Into Alignment

Suneel Gupta, Bestselling Author
Tuesday, December 12th at 9:00 AM PST



New Year, New View: Setting Goals that Set You Up for Success

Georgia Homsany
Wednesday, January 10th at 9:00 AM PST



How to Create Your Own Career: Career Mashup—the Career of the Future

Connie Steele, Bestselling Author and Future of Work Expert
Thursday, January 18th at 9:00 AM PST

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BIG BEND COMMUNITY COLLEGE

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ITEM #5: Faculty Updates (information)

BACKGROUND:

Faculty Association President Tyler Wallace may report faculty activities.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

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ITEM #6: Student Leadership Presentations (information)

BACKGROUND:

Mechatronics Club Advisor Justin Henley and club members will present information about their club.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 12.07.23

ITEM #7: ASB Updates (information)

BACKGROUND:

ASB events since last board meeting:

- Disability Month Guest Speaker – Paralympic Athlete Deja Young spoke on the topic of disability awareness, mental health, and overcoming adversity
- Two pancake breakfasts hosted by ASB
- Trunk or treat for campus and the community – this was a partnership between ASB, athletics, and WES faculty and staff. We had 19 teams, clubs, and staff members decorate trunks and hand out candy. Afterwards, many attended the volleyball game and took part in the costume contest in between matches.
- ASB assisted WES and TRIO in celebrating Dia De Los Muertos
- ASB partnered with Chess Club to host a “corndogs and chess lunch”. ASB brought in a corndog food truck and the chess club provided chess sets for students to stop by and play.
- Bowling night for some fun and social connectedness!

ASB upcoming events (to finish out the fall quarter):

- De-Stress Fest – week before finals ASB plans to have a coffee truck on campus and multiple crafts available to students to partake in to have a break from studying, ASB is also offering a workout class for our students to partake in on campus
- Holiday Bash – ASB is offering multiple holiday activities so that students can connect with one another and get in the holiday spirit.

BIG BEND COMMUNITY COLLEGE

Date: 12.07.23

ITEM #8: President's Update (information/action)

BACKGROUND:

Dr. Thompson Tweedy will provide an update.

- a. Enrollment (information)
- b. ASPEN Top 150 (information)

RECOMMENDATION:

None.

a. Enrollment (E-1, Information)

As of November 20, 2023, fall headcount (2,412) was up 17.7% and total fall FTEs (1866.0) were up 19.5% from the same time last year. (The last day to drop a class was November 16.) State-funded FTEs (1364.1) were up 19.2% from last fall with increases seen in all areas. The biggest increase in fall enrollment was seen in Basic Education for Adults (BEaA) programs. Fall quarter ends on December 6, 2023, and a final enrollment report will be provided when it is available.

Winter quarter enrollment began for currently enrolled students on November 6, 2023. As of November 27, 2023, winter enrollment was higher than last year in all areas. Headcount was up 18.5% and total and state-funded FTEs were up 17.3% from this time last year. New winter students begin enrolling on November 30 and open enrollment begins on December 4. Winter classes start on January 2, 2024. Enrollment updates will be provided regularly.

The tuition amount budgeted for 2023-2024 is \$3,500,000. As of Oct 31, 2023, we have collected \$1,507,532 or 43.1% of the budgeted amount. As of Oct 31, 2022, we had collected \$1,248,573 or 36.7%.

TUITION COLLECTION REPORT
As of Oct 31, 2023 and Oct 31, 2022

	<u>2023-2024</u>	<u>2022-2023</u>
Annual Budget	\$3,500,000	\$3,400,000
Total Collections as of Oct 31	\$1,507,532	\$1,248,576
As a % of Annual Budget	43.1%	36.7%
Left to Collect to Meet Budget Target	\$1,992,468	\$2,151,424

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

b. ASPEN Top 150 (E-1, E-2, E-3, E-4, Information)

President Sara Thompson Tweedy will share details about the ASPEN Top 150 recognition and next steps.

“The \$1 million Aspen Prize for Community College Excellence, awarded every two years, is the nation’s signature recognition for America’s community colleges—as President Obama called it, “basically the Oscars for great community colleges.” The Aspen Prize honors colleges with outstanding achievement in six critical areas: teaching and learning, certificate and degree completion, transfer and bachelor’s attainment, workforce success, access, and equity for students of color and students from low-income backgrounds.

By focusing on student success and lifting up models that work, the Aspen Prize aims to celebrate excellence, advance a focus on equitable student success, and stimulate replication of effective culture and practice” Aspen Institute.

Big Bend was named one of the Top 150 community colleges for the ASPEN prize from a list of 1,000 in the nation. An expert Data/Metrics Advisory Panel from the National Center for Higher Education Management System chooses the Top 150 based on institutional performance, improvement, and equity in student retention and completion.

We are in Round 1 and we have submitted Student Progress Data and will submit a narrative application with extensive information before December 12.

Round 2 includes choosing 25 semifinalists and then 10 finalists based on the information we submit in Round 1 along with national data.

The winner of the \$1 million award is chosen in Round 3.

Learn more: <https://highered.aspeninstitute.org/aspen-prize-selection-process/>

BIG BEND COMMUNITY COLLEGE

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ITEM #9: Exceptional Faculty Awards (action)

BACKGROUND:

The Exceptional Faculty Award (EFA) Committee recommend awarding Exceptional Faculty funding to Steven Ausere in the amount of \$950.

RECOMMENDATION:

Approve the Exceptional Faculty Awards.

RECOMMENDED MOTION:

“I move to approve Exceptional Faculty Award funding for Steven Ausere for \$950.”

BIG BEND COMMUNITY COLLEGE

Date: 12.07.23

ITEM #10: Legislative Meetings in Communities (information/action)

BACKGROUND:

The Trustees may discuss holding Regular or Special Board meetings in service district communities and inviting legislators and other community members.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 12.07.23

ITEM #11: 2023-24 Board Goals (information/action)

BACKGROUND:

The Trustees established the following goals for 2023-24 during their meeting on October 12. They may discuss actions steps to accomplish their goals.

1. Develop a clear method of monitoring Big Bend Community College's Ends Statements including the identification of indicators which measure the performance of the institution relative to the Ends.
2. Advance equity, diversity, and inclusion by reviewing policies to ensure support of operational equity, diversity, and inclusion programs.
3. Establish an annual calendar of board study session topics to ensure professional development of Board members.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 12.07.23

ITEM #12: BP1000 (information/action)

BACKGROUND:

BP1000 was reviewed during the October 12 Board meeting and action may be taken.

RECOMMENDATION:

None.

Suggested Motion:

I move to approve revisions to BP1000 as presented.

BIG BEND COMMUNITY COLLEGE

Date: 12.07.23

ITEM #13: Local Transforming Lives Event (information/action)

BACKGROUND:

Beginning in 2012, the WA Association of College Trustees (ACT) Awards Committee started the Transforming Lives program to highlight the crucial roles that community and technical colleges play in the lives of their students. The program recognizes students that, with the help of their schools, are able to overcome hardship to further their education and improve the quality of life for themselves and their families. Five nominees are chosen from across the state to speak at the annual dinner during the ACT Winter Conference in Olympia and each receives a \$500 check.

The Big Bend Community College Board of Trustees wanted to extend this program on the local level in 2014 and began recognizing multiple students during a local Transforming Lives event each year. Each of the nominees are presented with a \$100 check and along with their families are invited to a special awards dinner on campus. This event is funded by the Board's Foundation account and sponsorship garnered by the Trustees.

Local Transforming Lives History

March 6, 2014- Speaker: Terry Kinzel (staff), 12 nominees, 73 attendees

February 25, 2015- Speaker: Diana Villafana (staff), 7 nominees, 66 attendees,

December 9, 2015- Speaker: Trustee Mike Villarreal (trustee), 11 nominees,

December 7, 2016- Speaker: Dr. Chio Flores (grad & VP of WVC), 8 nominees, Sponsors \$1900

January 4, 2018- Speaker: Raquel Ferrell Crowley (Legislator Director), 10 nominees, 75 attendees, Sponsors \$2000

November 29, 2018- Speaker: Rafael Villalobos (staff), 5 nominees, 61 attendees, Sponsors \$3100

November 21, 2019- Speaker: André Guzman (staff), 6 nominees, 60 attendees, Sponsors \$2250

January 19, 2021- Speaker: Faviola Barbosa (staff), 5 nominees, virtual, 97 attendees, Sponsors \$2050

January 11, 2022- Speaker: Plasido Lindsey (Transforming Lives Grad), 2 nominees, 45 attendees, Sponsors \$1350

March 16, 2023- Speaker: Angel Dominguez (staff), 6 nominees, 61 attendees, Sponsors \$1525

RECOMMENDATION:

None.

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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.

Name: _____

Trustee Activity Report

<h1>Activity</h1> <p>(Briefly describe and check which End(s) your activity supported)</p>	E-1 Student Success	E-2 Community Engagement	E-3 Stewardship	E-4 Diversity, Equity, & Inclusion		
1.						
2.						
3.						
4.						
5.						

BIG BEND COMMUNITY COLLEGE

Date: 12.07.23

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

BACKGROUND:

The regularly scheduled board meeting schedule:

Thursday, February 1, 2024 at 1:30 p.m.
Thursday, March 14, 2024, at 1:30 p.m.
Thursday, May 9, 2024, at 1:30 p.m.
Thursday, June 6, 2024, at 1:30 p.m.
Thursday, August 29, 2024, (Retreat)
Thursday, October 10, 2024, at 1:30 p.m.
Thursday, December 12, 2024, 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: 12.07.23

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.