



Board of Trustees

February 1, 2024
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, 2023, 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, February 1, 2023, 1:30 p.m.

In-Person

1. Call to Order/Roll Call
2. Mission Moments – Trustees **(E-1, Information)**
New Employees, BEdA Program
3. Public comment
4. Consent Agenda **(E-1, E-2, E-3, E-4, Information)**
 - a. Meeting Minutes December 7, 2023 (action)
 - b. Accreditation (Information)
 - c. Assessment (Information)
 - d. Student Success (Information)
 - e. Finance & Administration Report (Information)
 - f. Human Resources Report (Information)
 - g. Foundation Report (Information)
5. Faculty Updates – Faculty Association President Dr. Tyler Wallace **(E-1, Information)**
6. ASB Update – ASB President Ty Tait
7. President's Update – Dr. Sara Thompson Tweedy
Executive Session – President Tweedy/Trustees
8. Probationary Tenure Review List – Dr. Sara Thompson Tweedy **(E-1, E-2, E-3, E-4 Information/Action)**
9. Board Goals Trustees – Trustees **(E-1, E-2, E-3, E-4 Information/Action)**
10. Transforming Lives Event –Trustee Juanita Richards **(E-1, E-2, E-3, E-4 Information/Action)**
11. Assessment of Board Activity (submitted in writing) – Trustees **(E-2, Information)**
12. Next Regularly Scheduled Board Meeting – Trustees **(E-1, E-2, E-3, E-4 Information/Action)**
13. Miscellaneous – Trustees, President Tweedy **(E-1, E-2, E-3, E-4 Information/Action)**
14. 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, March 14, 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: 2.01.24

ITEM #1: Roll Call (information)

BACKGROUND:

Board Chair Gary Chandler
Vice Chair Amy Parris
Trustee Anna Franz
Trustee Bethany Martinez
Trustee Juanita Richards

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 2.01.24

ITEM #2: Mission Moments (information)

BACKGROUND:

Vision:

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

Mission:

Big Bend Community College

Serve as a Bridge

Stand as a Leader

Support for Success

Guiding Principles:

Honor our Role as a Hispanic-Serving Institution

Advocate for Equity, Inclusion, & Diversity

Embrace our Workplace Norms

Innovate Proactively

Model Integrity

Educate All

Approved by the Board of Trustees October 28, 2021

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 2.01.24

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: 2.01.24

ITEM 4#: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the board meetings held on December 7, 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, December 7, 2023, at 1:30 p.m. in person.

Present: Gary Chandler
Anna Franz
Bethany Martinez
Amy Parris

2. Mission Moments

Athletic Director John Meeks and Coach Preston Wilks escorted the Women's basketball team to the meeting for introductions. Coach Jason Hopkins and Bryce Hendricks introduced the Men's basketball team.

Director Yolanda Ibarra presented the information she shared when her department received the NWCCU Beacon Award. She shared data comparing students who are using WES services and students who are not; WES students retained or completed a credential at 76% and all Non-WES students retained or completed a credential at 65%. Also, WES students from historically underrepresented groups retained or completed a credential at 76% and Non-WES students from historically underrepresented groups only retained or completed credentials at 34%. Director Ibarra also shared student success stories. Trustee Franz stated the equity and completion rate is outstanding.

3. Public comment

There was no public comment.

4. Consent Agenda

Motion 23-38 Trustee Anna Franz moved to approve the consent agenda.
Trustee Bethany Martinez seconded and the motion passed.

5. Faculty Updates

Faculty Association President Tyler Wallace shared news from faculty.

Michele Reeves, Early Childhood Education Instructor was asked to present at two national conferences in partnership with EWU and local education leaders about our partnership pathways for Elementary Education teachers. She was unable to attend either conference due to conflicts with Early Learning Teacher Preparation Council with the State, but she did contribute to the presentations being made by this group. The first conference was in California at TED - Teacher Education Division of the Council for Exceptional Children. The second was in Minnesota at DEC – Division for Early Childhood of the Council for Exceptional Children.

Kaja Englund, Criminal Justice Instructor shared activities from two classes. In her online CJ& 209 Police Psychology course, students are currently working on watching a video interview of Corporal Lopez from Moses Lake Police Department. The purpose of this interview was to help students connect what they are reading in their textbook and learning in class to "real life" experiences expressed by Cpl. Lopez. The interview

questions prompted Cpl. Lopez to share about his psychology related experiences and training on the job as a police officer.

In her CJ& 101 Intro to Criminal Justice course while students were learning about reasonable suspicion and probable cause, she had a student arrest her in class (and yes, with real police handcuffs). What better way to have students see and understand the process of reasonable suspicion, major sources that provide probable cause, search and seizures, stop and frisks, and arrests than doing a role play scenario. The particular scenario in which she was arrested started with her putting up a news flash for a person who was wanted for robbery on the screen. The description of this wanted individual was an exact description of Kaja. She assigned an "officer" student to the case who, with the help of his backup crew (being the rest of the class) worked through the questioning, searches, and framework of then making an arrest.

Melissa Heaps, Basic Skills Instructor reports that students in BEdA have had an exciting November! It started with a visit to the aviation department, where Cade Levine gave WA State History students a tour of a 727 and taught them about career options as flight mechanics. Mitch Poth from the Communications Department stopped by the BEdA US History class to discuss what makes a good political speech. Finally, students learned about the history of irrigation and agriculture in the Columbia Basin with a visit to Jonathan Hartman's greenhouse in the WEC building.

Rhonda Kitchens, Faculty librarian and Library Science Instructor hosted another round of the Passion Project series. This quarter featured Lindsay Groce and her tails of all she learned as she traveled England and Europe on her sabbatical. Before the event attendees were invited to make their own fascinators to wear for the tea and presentation as we were all transported to England for a discussion about the history of science. In addition, Rhonda wishes to invite everyone to stop by the Library to visit the poets table and write a Haiku at this annual event.

Aviation Maintenance Technology Instructor Chris Dinges is a graduate of the Big Bend program and formerly worked for MedStar/Life. He is in his third year of the tenure review process and Big Bend's AMT program is ranked sixth out of 175 schools.

6. Student Leadership

Mechatronic Club members showed a mechatronics project mini farm bot performing. Instructor and IST Advisor Justin Henley introduced the Club Officers. Forty students are in the club with around eleven active members.

7. ASB Updates

ASB President Ty Tait provided a report about ASB activities. Clubs need to attend one ASB meeting per month to encourage networking and funding justification. The Mechatronics Club offered to make t-shirts for other students. ASB coordinated a disability awareness speaker and food events. ASB and clubs have been active with a Dia de los Muertos celebration and food and distress events. There are more student activities planned for winter and spring quarters.

8. President's Update

Dr. Tweedy highlighted new employees and employees who have been promoted as well as open positions. She shared winter Student enrollment, which continues to increase. Dr. Tweedy answered the bookstore budget question from the last meeting. We don't have a bookstore therefore no bookstore budget; we communicate with Barnes and Noble who operate our bookstore services.

Dr. Tweedy announced we are an ASPEN Top 150 college and in the top 15% of community and technical colleges in the nation. The Top award is \$1 million and similar to the Oscars for community colleges. Six critical areas are evaluated to choose the top colleges: 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.

Additional information will be submitted to the Aspen Institute and we hope to earn a spot in the top 25 schools.

Dr. Tweedy reported she will meet with legislators in January, February, and April with a focus on raising awareness about dual enrollment, it's funding, and the pipeline from Big Bend into industry. Graduating students from high school with post-secondary credentials help our students and industries. College in the High School helps students collect credits that may not all transfer to Universities.

The Big Bend Community College Foundation held a successful Family Campaign and achieved their stretch goal of \$45,000, above the original goal of \$42,000.

Board Chair Gary Chandler announced a 15-minute exec session at 2:40 p.m. to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The meeting reconvened at 2:55 p.m. No actions were taken during the executive session.

9. Exceptional Faculty Award Recommendation

Dr. Steve Ausere adjunct instructor for nine years EFA. Good for MA students. Spine issues are the second highest reason to visit a physician.

Motion 23-39 Trustee Anna Franz moved to approve associate faculty member Dr. Steve Ausere's application to attend a spine training (\$950). Trustee Amy Parris seconded and the motion carried.

10. Legislative Meetings in Community

Trustee Gary Chandler discussed the idea of scheduling board meetings in the outlying communities of the Big Bend CC service district with local legislators and community members invited to the meetings. President Tweedy discussed meeting in communities to highlight partnerships between community members and Big Bend.

11. 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.

This agenda item was tabled to the next meeting when the full board is present.

12. Board Policy 1000

Reviewed at the last meeting.

Motion 23-40 Trustee Anna Franz moved to approve BP1000 revisions Trustee Bethany Martinez seconded and the motion passed.

13. Transforming Lives Event

The state level Transforming Lives event has been placed on hold due to budgetary constraints. The board will discuss this event during the next board meeting when Trustee Richards, ACT Transforming Lives Committee member will be present.

14. Assessment of Board Activity

Trustees submitted their activities in writing.

15. Next Meeting

The next meeting was confirmed for Thursday, February 1, 2024.

16. Miscellaneous

Trustee Amy Parris asked about the upcoming legislative visits and the ACT Conference. President Tweedy reported the trustees are invited to attend legislative visits with her January 25 during her WACTC meetings. Dr. Tweedy stated Big Bend's legislative priority is dual enrollment.

Adjournment 3:25 p.m.

Gary Chandler, Board Chair

ATTEST:

Sara Thompson Tweedy, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 2.01.24

ITEM #4: CONSENT AGENDA (for information)

b. Accreditation

The Northwest Commission on Colleges and Universities (NWCCU) will act on Big Bend's Mid-Cycle Evaluation that was held in October at the NWCCU Commission Meeting on January 30 - February 2, 2024. Within 30 days of the Commission meeting, Big Bend will receive the letter of action.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 2.01.24

ITEM #4: CONSENT AGENDA (for information)

c. Assessment

Winter In-Service was held January 19, 2024. Sessions were held to promote student success and assessment.

Faculty received assessment training from David Mayhugh, Math Faculty & Assessment Committee Chair, and had time to explore how to use the course success dashboard in support of their annual assessment work.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 2.01.24

ITEM #4: CONSENT AGENDA (for information)

d. Student Success

Winter In-Service was held January 19, 2024. Sessions were held to promote student success and assessment.

Missy Heaps, BEdA Instructor, shared strategies for working with ELA (English Language Acquisition) students in the classroom. Examples include, using praise and encouragement for participation, using grading rubrics that set proficiency in English grammar as only one category of measurement, and using Canvas language settings. Jaime Garza, Counselor, led a group of faculty and staff in sharing different strategies they use when working with students outside the classroom. Examples include using an asset-based approach, careful use of language in documents, and learning about students challenges and cultural background.

Jenn Brathovde, Director of Advising & Retention, led training related to advising that included Starfish updates, graduation training, and information on changes in developmental math and English classes.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 2.01.24

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

Ongoing Capital Projects: (updates in red)

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. **Completed.**

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.

1000 and 4100 Water: New water main feeds to buildings. Summer 2024

1100 Wallenstein Theater: Lobby updated and painted (in house) Begins 1/22/24

Prepared by VP Schoonmaker.

RECOMMENDATION: None.

BIG BEND COMMUNITY COLLEGE

Date: 2.01.24

ITEM #4: CONSENT AGENDA (for information)

f. Human Resources & Labor

BACKGROUND:

Jeffrey Heimark accepted an interim appointment as an Educational Planner in the BEdA Department. This is a full-time, salaried overtime-eligible position replacing Bryan Fraser who left BBCC in October 2023. Jeffrey started his new position on December 16, 2023.

Tahlia Perez accepted the position of Director of Recruitment, Retention & Equity. This is a new full-time, admin/exempt position. Tahlia started her new position on January 2, 2024.

Kaylee Wells accepted the position of Program Assistant supporting the CBIS department. This is a part-time, classified staff position replacing Cheryl Yamane who left BBCC in October 2022. Kaylee started her new position on January 2, 2024.

Debra Goodrich accepted the position of Program Specialist 2 supporting nursing and allied health. This is a non-permanent classified staff position. Debra started her new position on January 2, 2024.

Recruitment & Selection:

The following searches are currently in process:

- Career Services & Workforce Development Coordinator
- Communications Instructor, Tenure-Track
- Custodial Services Supervisor
- Dean of Transfer & Allied Health
- Director of Title V & Other Grants
- Director of Residence Halls & Residential Life
- Educational Planner
- Executive Director of Business Services
- Outreach & Recruitment Coordinator
- Physics Instructor, Tenure-Track
- Program Assistant – Bonaudi Library
- Program Assistant (PT) – TRiO Upward Bound

Retention:

The Year-to-Date Turnover Rate through December 2023 is 15.025%. The breakdown of separation reasons includes 10-Resignation, 4-Retirement, 12-Other Job, and 4-Involuntary. The goal for 2024 is to have a turnover rate less than 12%.

Prepared by VP Kim Garza

BIG BEND COMMUNITY COLLEGE

Date: 2.01.24

ITEM #4 CONSENT AGENDA (for information)

g. Foundation

BACKGROUND:

- Trustees' account with the Foundation: This account can be used for in and out expenses and has a balance of **\$4,839.88**.
- Trustees' account with the Foundation: Scholarship account balance is **\$44,763.09**; this amount is without the year-end distribution of earnings from 2023. This scholarship has a payout of 4% on a three-year average based on December 31.
- Update on Family Campaign: our goal was \$42,000, with a stretch goal of \$45,000. We exceeded our goal. We raised \$45,310 and had 67 participants. Last year, we raised \$40,685.40 with 74 participants.
- Linda Schoonmaker and LeAnne Parton went to Centralia Community College on December 4, 2023, to meet with the developers who are providing student housing for their students.
- Attended the closing ceremony for the JATP students at the Consul General's residence on December 12, 2023.
- Jennifer Starr is going out to our service district's high schools to share scholarship presentations.
- Jennifer Starr and LeAnne Parton are sharing scholarship presentations on campus.
- Mark your calendars for March 16, 2024, for Cellarbration! for Education.
- To date, we have raised \$42,251 in sponsorships; of that total amount, \$5,726 is for the wine and media in-kind sponsors, and \$10,900 is for ten sponsored tables. At this early stage, a total of \$53,551 has been raised.
- LeAnne Parton is working with two different donors on three new scholarship
- 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



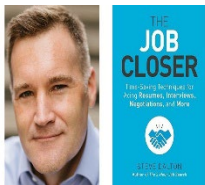
The Power of Conscious Connection: Four Habits to Transform How You Live & Lead

Talia Fox, Author and Leadership Expert
Wednesday, January 31st at 9:00 AM PST



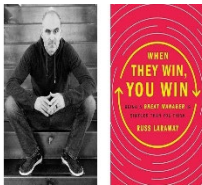
Become the Bravest You: How to Embrace the Embarrassing and Celebrate the Cringe

Henna Pryor, Award-Winning Author and 2x Tedx Speaker
Thursday, February 8th at 9:00 AM PST



How (Exactly) to Win the Advocacy of Strangers and Accelerate Your Career

Steve Dalton, Bestselling Author
Thursday, February 15th at 9:00 AM PST



When They Win, You Win - Being a Great Manager is Simpler Than You Think

Russ Laraway, Author and Management Expert
Tuesday, February 20th at 9:00 AM PST



How to Achieve a Career You Love While Staying True to Yourself

Fran Hauser, Bestselling Author and Leading Career Expert
Tuesday, March 5th at 9:00 AM PST



How to Kickstart Fearless Feedback

Katie Ceccarini, Certified Executive Coach

Wednesday, March 20th at 9:00 AM PDT

BIG BEND COMMUNITY COLLEGE

Date: 2.01.24

ITEM #5: Faculty Updates (information)

BACKGROUND:

Faculty Association President Tyler Wallace may report faculty activities.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 2.01.24

ITEM #6: ASB Updates (information)

BACKGROUND:

ASB President Ty Tait will share an update about ASB activities.

BIG BEND COMMUNITY COLLEGE

Date: 2.01.24

ITEM #7: President's Update (information)

BACKGROUND:

Dr. Thompson Tweedy will provide an update.

RECOMMENDATION:

None.

Winter 2024 classes started on January 2, 2024. As of January 22 (start of week 4), winter headcount was 347 higher than this time last winter. Total and state-funded FTEs were up 24% as well. This is largely due to the increase in Basic Education for Adults (BEa) enrollments, which have more than doubled since last year. Both Transfer FTE (up 3.3%) and Workforce Ed FTE (up 10.1%) have increased from last year, although at a slower rate.

Fall quarter ended on December 6, 2023, with enrollments higher than they were in the past three years. Total headcount was up 11.5%, total FTEs were up 18.5%, and state-funded FTEs were up 18.2% from fall 2022. The largest increase in enrollment was seen in BEa programs. The final fall enrollment report is attached for review.

The tuition amount budgeted for 2023-2024 is \$3,500,000. As of December 31, 2023 we have collected \$2,578,064 or 73.7% of the budgeted amount. As of December 31, 2022 we had collected \$2,351,585 or 61.9%.

TUIITION COLLECTION REPORT
As of Dec 31, 2023 and Dec 31, 2022

	<u>2023-2024</u>	<u>2022-2023</u>
Annual Budget	\$3,500,000	\$3,400,000
Total Collections as of Dec 31	\$2,578,064	\$2,351,585
As a % of Annual Budget	73.7%	61.9%
Left to Collect to Meet Budget Target	\$ 921,936	\$1,448,415

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

FALL FINAL ENROLLMENT REPORT

HEADCOUNTS

	FALL 2023	% Change	FALL 2022	FALL 2021	FALL 2020	FALL 2019	FALL 2018	FALL 2017	FALL 2016	FALL 2015	FALL 2014
ETHNIC ORIGIN (duplicated - students may indicate more than one ethnicity)											
Amer. Indian/Alaska Ntv	38	-2.6%	39	32	35	46	25	20	27	39	29
Asian ^a	56	27.3%	44	41	62	70	67	56	52	52	43
Native Hawaiian/Other Pacific ^a	13	8.3%	12	11							
Black	56	43.6%	39	36	44	23	26	34	36	39	45
Hispanic	1,096	17.5%	933	750	978	1,142	870	853	977	887	854
White	946	9.5%	864	1,028	1,057	1,157	1,100	1,414	1,302	1,615	1,475
Not Specified	35	25.0%	28	n/a	29	17	19				
Not Reported	72	-37.4%	115	231	101	270	360				

^aPrior to 2021, these groups were combined

SEX

Female	1,280	11.1%	1,152	1,222	1,304	1,469	1,320	1,308	1,493	1,408	1,274
Male	913	6.0%	861	890	986	1,255	1,146	1,066	1,203	1,218	1,163
Not Exclusively Male or Female	7	75.0%	4								
Not Coded	112	96.5%	57	17	16	1	1	3	2	6	9

ENROLLMENT STATUS

Full time (12 or more crs)	1,363	13.5%	1,201	1,267	1,342	1,660	1,663	1,427	1,550	1,548	1,479
Part time (less than 12 crs)	949	8.7%	873	862	964	1,065	804	950	1,151	1,084	967
Percent full time	59.0%		57.9%	59.5%	58.2%	60.9%	67.4%	60.0%	57.4%	58.8%	60.5%

TOTAL HEADCOUNT	2,312	11.5%	2,074	2,129	2,306	2,725	2,467	2,377	2,701	2,632	2,446
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Running Start	469	6.1%	442	450	505	445	442	402	421	369	357
International	10	>100%	3	1	**	3	4	8	9	10	9

**Due to COVID-19, class modality changed to online instruction and international students did not return to campus; fall 2020 international enrollment data cannot be directly compared to prior fall quarters

FALL FINAL ENROLLMENT REPORT

FTEs

	FALL 2023	% Change	FALL 2022	FALL 2021	FALL 2020	FALL 2019	FALL 2018	FALL 2017	FALL 2016	FALL 2015	FALL 2014
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STATE-FUNDED FTEs

ABE/ESL	235.0	>100%	113.7	156.4	100.1	138.4	170.4	173.9	190.8	194.6	130.2
Developmental ^c	62.9	8.3%	58.1								
Academic	617.9	6.6%	579.6	627.0	687.6	782.6	827.7	886.7	991.0	918.1	931.9
Occupational	437.5	11.1%	393.8	389.2	423.2	547.2	513.2	474.0	495.7	527.7	529.0

^c2022 was the first year developmental FTEs were reported as a separate category

TOTAL STATE FTEs	1,353.4	18.2%	1,145.2	1,172.6	1,210.8	1,468.2	1,511.2	1,534.6	1,677.5	1,640.4	1,591.1
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OTHER FTEs

Community Service	0.0	-100.0%	5.9	0.0	0.4	1.2	0.8	2.2	1.1	1.8	2.5
Contract Funded	46.7	>100%	8.5	15.3	142.9	93.6	31.3	2.2	42.4	39.8	27.7
Running Start	455.7	11.6%	408.2	428.8	486.0	418.0	408.7	373.9	359.2	338.9	264.3
Other (Employ., Sr. Cit.)	3.4	>100%	1.1	1.4	7.5	5.9	5.7	12.6	7.0	14.9	16.9

GRAND TOTAL FTEs	1,859.2	18.5%	1,568.9	1,618.1	1,847.6	1,987.0	1,957.6	1,925.6	2,087.2	2,035.8	1,902.5
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Making Dual Enrollment Equitable for ALL students in Washington



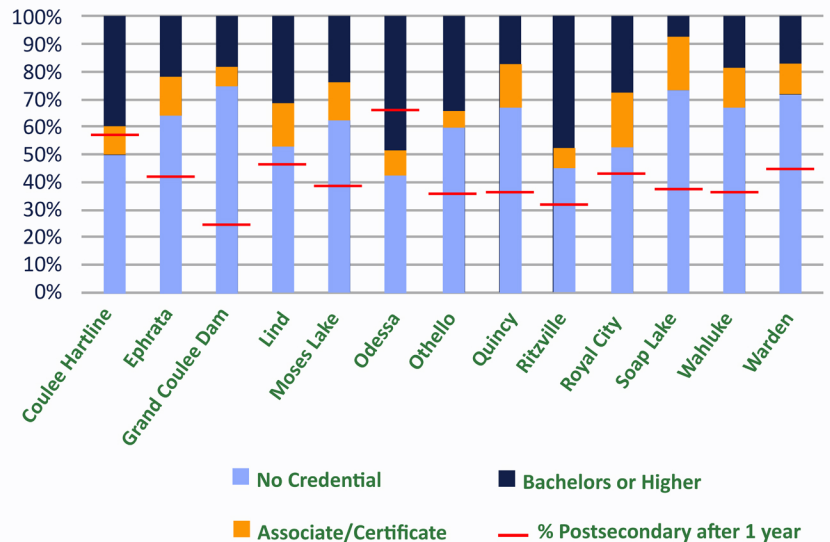
PROBLEM:

Running Start is a great opportunity for students however, not all of the students in our rural service district have access to it. Barriers such as transportation and location prevent a great many students from being able to participate. Our local employers need skilled workers — meaning skills past a high school diploma. 60% of students in BBCC’s service district are not enrolling in college the year after graduating and the majority of graduates in the BBCC service district do not complete a postsecondary credential within eight years of graduating high school. This is why we need more robust College in the High School and CTE Dual Enrollment programs that gives our students an equitable opportunity to earn postsecondary credentials and certificates while in high school.

CURRENT ISSUES

- Current dual enrollment challenges include: Offerings that don’t add up to credentials; multiple offerings from multiple institutions have students chasing multiple transcripts. Credits earned don’t produce credentials and are not always transferable.
- Large rural service district with students living in poverty without easy access to postsecondary education (no transportation, not offered locally).
- Students are opting out of a college education because their immediate need for income outweighs their ability to pursue a postsecondary degree. They may also not be aware of all educational options that are available in lieu of a 4-year degree.

Postsecondary credential after 8 years



SOLUTIONS:

LOCAL FOCUS

- Bring higher education into the communities of students & adults to remove barriers of transportation issues of access.

- Provide ALL high school students with the opportunity to complete a postsecondary credential OR a coherent block of classes that help them move towards a credential that will benefit them in earning a living wage as well as support local business and industry by providing an educated workforce.
- The answer lies with Community & Technical Colleges because:
 - CTCs are most closely connected with school districts and local employers.
 - Most high school graduates in rural areas are likely to attend CTCs rather than move away from home to attend a four-year college or university.
 - Most high school graduates are not going to pursue bachelor degrees, but would pursue a certificate or 2-year degree especially if it started while in high school.
 - Individuals that have stopped out of high school are more likely to re-engage with education though a Community and Technical College.

WHAT IS NEEDED ?

- Base funding for each college to have a Dual Enrollment Coordinator.
- Incentives/pilot program for school districts to engage closely with colleges.
- Incentives for collaboration between high school counselors, teachers and administration and college administration, faculty, and outreach and support staff.

2023 Big Bend Highlights

- The Aspen Institute named Big Bend Community College as one of the Top 150 institutions eligible to compete for the \$1 million Aspen Prize for Community College Excellence, the nation's signature recognition of high achievement and performance among two-year colleges. The institutions selected for this honor stand out among more than 1,000 community colleges nationwide as having high and improving levels of student success as well as equitable outcomes for Black and Hispanic students and those from lower-income backgrounds. The Aspen Prize spotlights exemplary community colleges in order to drive attention to colleges achieving post-graduate success for all students, and is a central way Aspen researches highly effective student success strategies that are shared with the field.
- Fall enrollment at BBCC saw an increase of 11.5% in total headcount and 18% in full-time enrolled students compared with enrollment numbers for Fall 2023. For the Winter 2024 quarter (not finalized yet) Big Bend is seeing an increase of 18% in total headcount and 24% in full-time enrolled students as compared with enrollment numbers for Winter 2023.
- The Basic Education for Adults (BEaA) department at Big Bend has seen exponential growth in 2023. BEaA programs have grown by 100% this year serving more than 125 new students. The growth has justified hiring new faculty in outlying areas of the college's service district and expansion into two new communities.
- Big Bend's first cohort of its Bachelor of Applied Science in Applied Management (BAS-AM) program graduated last spring with 25 students receiving the college's first ever conferred bachelor's degrees. Students began their journey fall 2022 after conversations between local industry and BBCC showed a need for workers with more extensive management training. The custom program was created to meet the demand, and 87% of participants graduated within two years. Students will gain the knowledge and skills necessary to enter and advance in management or supervisory positions or start their own business. Classes can be taken 100% online, perfect for working adults who need more flexibility in their schedules and have a job and/or family responsibilities. The program has been so successful a second cohort has been added doubling the amount students enrolled in the BAS-AM program.
- 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.
- Big Bend Community College has been working hard to remove transportation barriers for prospective students who live in smaller, rural cities on the borders of the BBCC service area. English Language Acquisition (ELA), GED®, and high school completion classes are being offered in new physical spaces in towns like Mattawa, Othello, Warden, Quincy, and Royal City in partnership with local governments and school districts.
- New program: The High School Equivalency Program (HEP) serves migrant/seasonal farmworkers (MSFWs), including their spouse and dependents, with supplemental support and resources in an effort to assist them with earning their GED® or high school diploma. BBCC enrolled 47 new students into this program fall 2023.
- In 2023, Big Bend and its community partners hosted the 30th Annual Job and Career Fair. The event is the largest of its kind in the college's service district routinely bringing 80-plus potential employers and roughly 1500 potential employees together under one roof. Participants are exposed to companies hiring in the area and also the educational opportunities and training that Big Bend provides that could lead to future employment.

Big Bend Community College ... A Hispanic-Serving institution

BIG BEND COMMUNITY COLLEGE

Date: 2.01.24

ITEM #8 Probationary/Tenure Reviews (information)

BACKGROUND:

This is a preview of action to be taken during the next board meeting. There are 12 e-files to be reviewed and Trustees will have access the beginning of March. Each year more information is added to the probationers' e-folders. The 3rd year probationers will take more time to review. Please begin your reviews of the information early, it may take several hours to review the material.

The Board will consider probationary faculty contract renewals for the following faculty during the next board meeting, which is currently scheduled on March 14 and may change to March 20 or 21.

<u>Faculty Member</u>	<u>Position</u>	<u>Current Status</u>
Terry Haws	Aviation Instructor	1 st probationary year
Michell Valdivia	Computer Science	1 st probationary year
Melissa Heaps	Basic Education for Adults	1 st probationary year
Justin Henley	Industrial Systems Technology	1 st probationary year
Rosemary Parsons	BEEdA Instructor	2 nd probationary year
Dustin Regul	Art Instructor	2 nd probationary year
Kaja Englund	Criminal Justice/Psychology	2 nd probationary year
Aaron Mahoney	Agriculture/Chemistry	2 nd probationary year
Emily Eidson	Nursing	2 nd probationary year

The Board will consider awarding tenure to the following faculty.

Chris Dinges	Aviation Mech Tech Instructor	3 rd probationary year
Eric Fleming	Math Instructor	3 rd probationary year
Octaviano Gutierrez	English Instructor	3 rd probationary year

Prepared by Vice President of Learning & Student Success Bryce Humpherys and President Thompson Tweedy.

RECOMMENDATION:

Please begin reviewing probationers' electronic files as soon as they are available online (Melinda will email the date in advance).

INSTRUCTIONS TO ACCESS PROBATIONARY FOLDERS ON THE BBCC PORTAL

All information regarding probationary faculty are maintained in secure folders on the BBCC Portal.

Access to the probationary files is available by clicking the link below or by following the instructions noted below.

[Link to access probationary faculty folders](#)

Instructions for accessing probationary folders:

1. *Make sure you are using Internet Explorer as your web browser.*
2. *Go to www.bigbend.edu. Click on the "Portal" link in the upper right hand corner of the main webpage.*
3. *Use your BBCC email address and password to log into the BBCC Portal. If you don't have a BBCC email address or access to the BBCC Portal, please contact Melinda Dourte at 509-793-2001.*
4. *Click on the "Faculty and Staff Workspace" tab at the top of the page.*
5. *Click on the "Human Resources" link under the "Departments" heading located on the right side of the page.*
6. *Click on the "HR Committees" link located on the upper left side of the page under the "Documents" heading.*
7. *You should be able to see folders for each of the probationary faculty. If you do not see any folders, please contact Melinda Dourte to request access. Click on the individual folders to view the documents for each probationary faculty.*
8. *Each folder is arranged in the same format. You will find folders for each year of the probationary process and then within each year you will find the following:*
 - a. *Class Observations*
 - b. *Student Evaluations*
 - c. *Probationary Surveys*
 - d. *Probationary Committee Documents and Recommendation*
9. *Please do not print any of the candidate files or save them to your computer or a portable drive. The documents are confidential employee records and should be viewed electronically. If you prefer to view the records in hard-copy format, please contact Melinda Dourte and she will make arrangements for you to view hard copies of the materials on the BBCC Campus.*
10. *Because of the confidential nature of these documents, Trustees will have access to the records beginning at a date shared during February 1 meeting and ending on **the date of the next regular board meeting.***

Please email Melinda as you progress through the e-files for tracking purposes.

BIG BEND COMMUNITY COLLEGE

Date: 2.01.24

ITEM #9: 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. This item was tabled during the December 7 meeting.

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: 2.01.24

ITEM #10: 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.

BIG BEND COMMUNITY COLLEGE

Date: 2.01.24

ITEM #11: 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.

Trustee Activity Report

<h1 style="font-size: 48px; margin: 0;">Activity</h1> <p style="font-size: 12px; margin-top: 10px;">(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: 2.01.24

ITEM #12: Next Regular Meeting (information/action)

BACKGROUND:

The regularly scheduled board meeting schedule:

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

The trustees may consider rescheduling this meeting to March 20 or March 21 to accommodate more time for the Probationary Tenure Review process.

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: 2.01.24

ITEM #13: 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.