



*Big Bend*  
COMMUNITY COLLEGE



# **Board of Trustees**

## **Community College District 18**

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**Regular Meeting**  
**March 20, 2025**



**BIG BEND COMMUNITY COLLEGE DISTRICT NO. 18  
BOARD OF TRUSTEES**

**Regular Meeting Agenda**

7662 Chanute Street NE, Moses Lake, Washington  
Masto A/B Conference Room  
Thursday, March 20, 2025 - 9:00 a.m.

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|-----|--|------------------|------------------------------------|
| 1.  | Call to Order                                  |                  | Chair Amy Parris                   |
|     | a. Roll Call                                   |                  |                                    |
|     | b. Public Comment                              |                  |                                    |
| 2.  | Mission Moments                                |                  | Chair Amy Parris                   |
|     | a. Criminal Justice Club                       |                  |                                    |
|     | b. New Staff Welcome & Introductions           |                  |                                    |
| 3.  | Consent Agenda                                 | Action E-1/2/3/4 | Chair Amy Parris                   |
|     | a. Meeting Minutes January 23, 2025            |                  |                                    |
|     | b. Accreditation                               |                  |                                    |
|     | c. Assessment and Student Success              |                  |                                    |
|     | d. Finance and Administration                  |                  |                                    |
|     | e. Human Resources and Labor                   |                  |                                    |
|     | f. Foundation                                  |                  |                                    |
| 4.  | Reports and Updates                            |                  |                                    |
|     | a. Faculty Update                              | E-1              | Dr. Tyler Wallace                  |
|     | b. ASB Update                                  |                  | Devry Lausch                       |
|     | c. President's Report                          |                  | Dr. Sara Thompson Tweedy           |
|     | i. Enrollment Update                           | E-1              |                                    |
|     | ii. Legislative Update                         | E-3              |                                    |
| 5.  | Business                                       |                  |                                    |
|     | a. Exceptional Faculty Award                   | Action E-1/2/3/4 | Dr. Sara Thompson Tweedy           |
|     | b. ACT Awards Nominations                      | E-1/2/3/4        | Chair Amy Parris                   |
|     | c. Board Policies for DEI Review               | Review E-1/2/3/4 | Chair Amy Parris, Trustees         |
|     | d. Board Policy 6300 Athletics Revision        | Review E-1/2/3/4 | Chair Amy Parris, Trustees         |
|     | e. Board Policy 6400 Honorary Degrees Revision | Review E-1/2/3/4 | Chair Amy Parris, Trustees         |
|     | f. Assessment of Board Activity                | E-2              | Trustees                           |
| 6.  | Miscellaneous                                  | E-1/2/3/4        |                                    |
| 7.  | Next Regularly Scheduled Meeting               | E-1/2/3/4        | Trustees                           |
|     | a. May 1, 2025                                 |                  |                                    |
| 8.  | <b>Executive Session</b>                       |                  | Trustees, Dr. Sara Thompson Tweedy |
| 9.  | Probationary Tenure Review                     | Action E-1       | Dr. Sara Thompson Tweedy           |
| 10. | Adjournment                                    |                  | Chair Amy Parris                   |
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*If you are a person with a disability and require accommodation while attending the meeting, please contact the President's Office at (509) 793-2001 [or TDD (509) 793-2325] as soon as possible to allow sufficient time to make arrangements.*



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## **PUBLIC COMMENT**

### **Information**

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#### **Description**

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

#### **Recommendation**

None

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Prepared by the President's Office



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## MISSION MOMENTS

### Information

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### Description

**Vision:**

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

**Mission:**

Big Bend Community College

**Serve as a Bridge**

**Stand as a Leader**

**Support for Success**

**Guiding Principles:**

Honor our Role as a Hispanic-Serving Institution

Advocate for Equity, Inclusion, & Diversity

Embrace our Workplace Norms

Innovate Proactively

Model Integrity

Educate All

Approved by the Board of Trustees October 28, 2021.

### Recommendation

None

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Prepared by the President's Office



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## **CONSENT AGENDA: BOARD MEETING MINUTES**

### **Information / Action**

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#### **Description**

The minutes from the January 23, 2025, Board of Trustees meeting are submitted for approval.

#### **Recommendation**

President Tweedy recommends the Board of Trustees approve the minutes.

#### **Recommended Motion**

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

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Prepared by the President's Office

**BOARD OF TRUSTEES  
BIG BEND COMMUNITY COLLEGE  
MOSES LAKE, WASHINGTON  
January 23, 2025 – Hardin Community Room**

A regular meeting of the Board of Trustees of Big Bend Community College was held on Thursday, January 23, 2025, at 1:30 p.m. in the Hardin Community Room at Big Bend Community College, 7662 Chanute Street NE, Moses Lake, Washington. Amy Parris, Chair, presided.

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

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

b. Public Comment. There were no public comments.

2. **Mission Moments**

The Campus Safety & Security staff were introduced, and the Board of Trustees expressed appreciation for their dedication to maintaining a secure, safe, and supportive campus environment. New employees were introduced, and the Board of Trustees welcomed them.

3. **Consent Agenda**

- a. Meeting Minutes December 12, 2024
- b. Accreditation
- c. Assessment and Student Success
- d. Finance and Administration
- e. Human Resources and Labor
- f. Foundation

Motion 25-01 Trustee Anna Franz moved to approve the consent agenda. Vice Chair Bethany Martinez seconded, and the motion passed.

4. **Reports and Updates**

a. Faculty Update. Dr. Tyler Wallace, Faculty Association President, reported on Jennifer McCarthy's approaches to teaching French by incorporating music, songs, and interactive games to enhance student engagement. Activities included "Simon Says" to teach body parts, as well as the use of French-language films later in the quarter to immerse students in the language. Patty Jones, a new English faculty member, introduced creative methods to make literature more interactive. She designed a Trifles on trial activity, "Who Killed Mr. Right?" where students analyzed text for clues to solve the mystery using the text as evidence to build their arguments. Students in Tyler Wallace's Precalculus and Calculus courses are bringing math to life through social media. As part of their coursework, each student contributes two Instagram reels per week, showcasing problem-solving techniques related to that week's topics. Some reels feature straightforward explanations as students work through problems step-by-step, while others take a more creative approach to mathematical concepts. A class survey revealed that: 60% enjoyed the activity, 20% preferred not to participate, and 20% were neutral. When asked if this approach improved learning, 80% of students reported that they retained information more effectively and found value in scrolling through their peers' content for review.

b. ASB Update. ASB President Devry Lausch reported that the quarter began with goal setting and vision board making, where students set personal goals and created vision boards. The Viking Lounge extended its hours for a Game Night, offering a fun evening of games and pizza. Looking ahead, the “Drip and Sip” will offer students and others on campus a chance to enjoy hot chocolate and apple cider while participating in a canvas painting tutorial led by Art Instructor Dustin Regul. Students and families were invited to Ice Skating Night at the Rec Center and intramural tournaments in ping pong, foosball, basketball, and dodgeball are being planned throughout the quarter. The Viking Lounge sells BBCC merchandise, helping students show their school pride. Campus clubs are growing with the newly established Makers & Muses Club providing a welcoming space for students to explore and develop creative skills in various crafts. The Criminal Justice Club, also new this year, has been actively planning field trips to the Grant County Jail and Coyote Ridge Corrections Center for firsthand learning experiences.

c. President's Report.

i. Enrollment Update. As of January 12, the Winter Quarter headcount was 154 students higher than this time last winter (an increase of nearly 7%). FTEs also saw an increase, with total FTEs up nearly 7% and state-funded FTEs up 2%. The number of Running Start students increased by 106 (23%) from Winter Quarter 2024.

ii. Tuition Collection Report. The tuition budgeted for 2024-25 is \$3,900,000. As of December 31, 2024, we have collected \$3,162,367 or 81.1% of the budgeted amount. In comparison to December 31, 2023, we had collected \$2,578,064 or 73.7%.

iii. Legislative Overview / Priorities. Trustees Anna Franz and Gary Chandler will join President Tweedy on January 30, 2025, for the legislative visits at the Capitol. Eight visits have been scheduled representing Districts 7, 9, and 13. The legislative priorities are to ensure community and technical colleges remain whole following the OFM budget error; the Rural Nurses Education Program, ensure full funding for compensation increases (if any), and increased funding for operations. Trustees were asked to contact the President's Office with any/all of the dates they would be able to join President Tweedy in Olympia for February 27, March 27, and April 24.

Katherine Christian presented on the Rural Nursing Education Program (RNEP), addressing nursing shortages, limited clinical site availability, and faculty supervision challenges in rural areas. Lower Columbia College's RONE program in 1997 was a similar model, yet unsustainable, and RNEP incorporates lessons learned. BBCC was selected as a pilot site due to its experience with rural nursing education and its flipped classroom model, which proved effective during COVID. The program partners with five healthcare facilities, Coulee Medical Center in Grand Coulee, East Adams Rural Healthcare in Ritzville, Ferry County Health in Republic, Lincoln Hospital & Clinics in Davenport, and Othello Community Hospital, each contributing two employees who will complete their education while continuing to work locally. Clinical training follows a preceptor model, supplemented by robotic technology and mobile simulation labs, allowing the program to expand from 22 to 34 students. The first cohort began in Fall 2024, with students enrolled at BBCC and Spokane, and legislative funding efforts are ongoing to support the program. The Washington Board of Nursing is engaged in the process, and RNEP targets to become a statewide model, ensuring sustainable nursing education in rural communities.

President Tweedy provided an update on the Keep Washington Working Act and the college's Immigrant Rights and Non-Discrimination Policy development. The key objective is to protect student rights and maintain institutional accessibility and the policy is to ensure educational access for all Washington residents and limit immigration enforcement on campus per state and federal law.

Nominations are open for the 2025 ACT Awards for Trustee Leadership, Equity, Chief Executive Officer, Partner of the Year, Faculty Member, and Professional Staff Member. The application deadline is March 14, 2025, and the Special Awards Ceremony is scheduled for May 22, 2025, at the ACT Spring Convention in Spokane. All nominees are forwarded to ACCT for national recognition consideration.

Motion 25-02

Trustee Anna Franz moved to authorize the Board Chair to act on behalf of the Board of Trustees to submit nominees for the ACT Awards. Vice Chair Bethany Martinez

seconded, and the motion passed.

## 5. Business

a. Board Policy 6111 Revision. Board Policy 6111, Electronic and Information Technology Access (EITA) was presented for review and first reading by the Board of Trustees at the regularly scheduled meeting on December 12, 2024. The revision is in the last sentence of the second paragraph, replacing the phrase "Washington OCIO Policy 188" with "WATech Policy USER-01." The proposed revision aligns with the guidance from the Washington State Board for Community and Technical Colleges as provided by the college's BBT Director, Patrick Steele.

Motion 25-03 Vice Chair Bethany Martinez moved to approve the proposed revisions to Board Policy 6111, titled "Electronic and Information Technology Access." Trustee Anna Franz seconded, and the motion passed.

b. Board Policies for DEI Review. During the August 29, 2024, Board Retreat, the Board of Trustees discussed regularly reviewing Board Policies for diversity, equity, and inclusion intent. The Board will review the policies at one meeting and then take action on the policies at the next meeting. The Board Policies reviewed for the January 23, 2025, meeting were:

BP 2320 Workforce Program Advisory Committees

BP 2400 Mandatory Reporting of Child Abuse (Employees)

BP 3000 Categories of Authorized Leave

BP 3001 Shared Leave

BP 3011 Admin/Exempt Staff Employment & Benefits Schedule

It was determined that there were no revisions referencing DEI that were needed and subsequently no action to be requested at the March 20, 2025, meeting pertaining to the aforementioned five policies. The policies will reflect a January 23, 2025, review date.

c. Probationary Tenure Review. The Board reviewed the probationary and tenure process, emphasizing its role in making final decisions based on recommendations from the Probationary Review Committee, Vice President of Instruction, and the President, in accordance with the 2024-26 Negotiated Agreement, Article XX, and RCW 28B.50.850. Trustees will receive access to 15 probationary candidate evaluations on March 6, 2025, to review with final decisions due at the March 20, 2025, Board of Trustees meeting. The assessment criteria for years one, two, and three, along with the evidence used in the tenure review process, were discussed. Outcomes include contract renewal or non-renewal for years one and two, and for year three, tenure may be granted, denied, or extended for an additional probationary year.

d. December Board Meeting in Othello. The Board of Trustees held its regularly scheduled meeting on December 12, 2024, at the Othello School District in Othello, Washington. This offsite meeting provided an opportunity to engage with the community, strengthen partnerships, honor students, and reaffirm the Board's commitment to serving the diverse needs of the district. The meeting included the "Partnerships and Pathways to Higher Education" presentation as part of its regular business agenda. Vice Chair Bethany Martinez appreciated the opportunity to be in Othello, noting that the setting reinforced her understanding of the students served and allowed her to make meaningful connections. Chair Amy Parris shared that the student presentations were well-received, and the importance of maintaining visibility across BCC's large service area was emphasized. President Tweedy echoed the feedback and acknowledged the logistical challenges involved, including the coordination of presentations, travel, and increased associated costs of moving the college's Board of Trustee meeting offsite. The discussion included considerations for future offsite meetings, with consensus around one per year. Mattawa was identified as the next location with December tentatively proposed for the next offsite meeting.

e. Assessment of Board Activity. Trustees submitted their activities in writing.



6. **Miscellaneous.** None.

7. **Executive Session**

Board Chair Amy Parris announced a 15-minute Executive Session at 2:38 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 2:53 p.m. No actions were taken during the executive session.

8. **Next Regularly Scheduled Meeting**

a. The next meeting was confirmed for Thursday, March 20, 2025, at 1:30 p.m. at Big Bend Community College.

9. **Adjournment.** Chair Amy Parris adjourned the meeting at 2:55 p.m.

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Amy Parris, Board Chair

ATTEST:

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Sara Thompson Tweedy, Secretary



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## **CONSENT AGENDA: ACCREDITATION**

### **Information**

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#### **Description**

Big Bend Community College is accredited by the Northwest Commission on Colleges and Universities, which is currently updating its standards to enhance clarity and effectiveness. The college will closely monitor these changes, as they will impact the Policies, Regulations, and Finances Review Report, due in 2027, and the Evaluation of Institutional Effectiveness. Both reports include peer evaluations.

#### **Recommendation**

None

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Prepared by Vice President Bryce Humpherys and Dean Valerie Parton



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## CONSENT AGENDA: ASSESSMENT AND STUDENT SUCCESS

### Information

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#### Description

##### Assessment

In the March Assessment Committee meeting, team members shared updates on their discussions with their respective areas, providing insights into the progress of assessment efforts, current standing in the process, and any additional support needed. Key takeaways highlighted lessons learned and areas requiring further attention.

The committee also reviewed the current assessment template, exploring potential enhancements to improve its effectiveness.

Additionally, preparations for the Spring In-Service are underway, with a focus on key priorities and strategic planning.

##### Student Success

The Data Committee met on March 5<sup>th</sup> to review student progress to understand how individuals from diverse demographic backgrounds are advancing in their academic journey. The analysis focuses on two key student groups: First-Time in College students (FTIC) and Running Start (RS) students.

Data is broken down by race, age group, gender, and financial aid status to provide deeper insights into student progress.

The Student Success Measures used were:

- Course Success Rates
- College-level Credits Completed in First Year
- Retention (Fall to Fall)
- Completion by 3rd Year
- Transfer by 3rd Year
- Employment by 4th Year

Data that follows is further broken down when there are differences between groups.

- Persistent equity gap in course success between Asian/White (AW) and Historically Underrepresented Groups (HUG)
- Overall: AW (82%), HUG (76%)

Running Start students have made steady progress in key success measures. The equity gap between AW and HUG has been eliminated in most areas, except for course success.

First-Time in College students have similar 3-year Completion Rates when data is broken down within Transfer and Workforce Intents for AW and HUG students. The primary difference noted was that females were completing at higher rates than males within Transfer Intents and males were completing at higher rates within Workforce Programs.

The Data Committee continues to meet to analyze the data further, identifying differences within workforce programs and pinpointing where transfer students are stopping out before completion.

**Recommendation**

None

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Prepared by Vice President Bryce Humpherys and Dean Valerie Parton



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## CONSENT AGENDA: FINANCE AND ADMINISTRATION

### Information

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#### Description

##### Ongoing Capital Projects (updates in red)

##### 1600 Classroom Remodel/Quad Xeriscaping

Remodel a few small classrooms and change landscaping. The classroom remodel completion is anticipated for use during spring quarter, and the Quad renovation completion is scheduled for May. The Quad work is currently paused to address water and sewer line concerns with the City of Moses Lake.

##### 1500 Restroom and Classrooms Remodel

Bids were submitted in February and Banlin Construction from Kennewick was awarded. Banlin is the same company that is completing the 1600 classroom project, so work is likely to begin after those are completed.

##### Greenhouse @ 3700

Project start timeline is dependent on approval of permits and weather. Some utility trenching may be done earlier, but the project is not expected to commence until the Spring. Grant County building permit was issued in December 2024. Determination made to go with propane for the heating source.

##### Gas Meter Installations

Meters have been installed. Waiting on Paramount to install data drops for the meters.

##### WA Clean Buildings Assessment

Under contract with RGU – assessment began December 2024. Currently working with contractor access with Energy Star Portfolio and potential Department of Commerce Clean Energy grants.

##### Facility Condition Survey

Scheduled for April 28-May1, 2025. Survey conducted by SBCTC Principal Architect in conjunction with BBCC M&O staff every two years to identify capital assets needing repair or replacement, determine the overall condition of college buildings and sites, review physical accessibility compliance concerns, and informs the next capital budget, allocation formulas, and major project scoring. The highest scoring deficiencies within the funding targets set by the SBCTC will be included in the next capital budget request.

##### Recommendation

None



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## **CONSENT AGENDA: HUMAN RESOURCES AND LABOR**

### **Information**

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#### **Description**

Ana Lopez accepted the position of Program Assistant in the Basic Education for Adults (BEaA) program. This is a new full-time, classified staff position. Ana started her new position on February 16, 2025.

Rafelita Tijerina accepted the position of Program Assistant in the Basic Education for Adults (BEaA) program. This is a new full-time, classified staff position. Rafelita started her new position on February 16, 2025.

Erick Mendoza accepted the position of Outreach & Recruitment Coordinator. This is a full-time admin/exempt position replacing Yessenia Gonzalez who was promoted to the position of Director of TRiO EOC & Outreach. Erick started his new position on March 1, 2025.

Cassandra Gomez accepted the position of Program Assistant in the Admissions/Registration Office. This is a full-time, classified staff position replacing Angelica Munguia Villanueva who resigned earlier this year. Cassandra started her new position on March 16, 2025.

Rebecca Jones accepted the position of Fiscal Analyst 2 in the Business Services Office. This is a full-time, classified staff position replacing Michael Griswold who was promoted to the position of Assistant Director of Business Services. Rebecca started her new position on March 16, 2025.

Zhané Serrano accepted the position of Program Specialist 2 within the Admissions/Registration Office. This is a new full-time, classified staff position. Zhané started her new position on March 16, 2025.

Ninfa Rodriguez accepted the position of Outreach & Recruitment Coordinator. This is a full-time admin/exempt position replacing Maria Castaneda who left BBCC in December 2024. Ninfa will start her new position on April 1, 2025.

#### **Recruitment & Selection**

The following searches are currently in process:

- Dean of Transfer & Allied Health
- Director of Flight Operations
- Flight Instructor – Tenure Track
- IT Security Journey
- Nursing Instructor - Tenure Track

#### **Retention**

The Year-to-Date Turnover Rate through February 2025 is 2.824%. The breakdown of separation reasons includes 2 – Retirement, 3 – Resignation, and 1 – Other Job. The goal for 2025 is to have a turnover rate less than 12%.

**Recommendation**

None

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Prepared by Vice President Kim Garza

## CONSENT AGENDA: FOUNDATION

### Information

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#### Description

*Cellarbration!* for Education is scheduled for March 15, 2025. We have secured sponsorships totaling \$69,472 as of March 10, 2025. We have 182 guests planning to attend.

The Moses Lake Bible Church has submitted an offer to purchase the Opportunity Center property. The foundation owns approximately five acres of land, including the church and the undeveloped area between Randolph Road and Patton Boulevard. An appraisal of the property is being completed by Rolly Garza with Accredited Appraisal Services.

The foundation is working with the AMT program to help secure a helicopter.

With the assistance of Aaron Mahoney, the foundation submitted a grant to the Columbia Basin Foundation to fund raised plant beds for the new greenhouse.

The foundation has been working with a donor to establish four new \$3,000 scholarships for students in the WES programs.

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



**When the Career Ladder Breaks for Women—And How to Succeed in Spite of It.** *Kweilen Ellingrud and Lareina Yee, Authors and Passionate Advocates for Advancing Women in Business and Society.* Thursday, March 13th at 9:00 AM



**Nature or Nurture: Unraveling the Origins of Introverted Personalities**  
*Richard Etienne, Author and Founder of The Introvert Space.* Wednesday, March 19th at 9:00 AM



**Debunking Startup Myths: A Blueprint to Entrepreneurial Success**  
*David and Chris Sinkinson, Authors and Successful Entrepreneurs.* Thursday, April 3rd at 9:00 AM



**Managing Up: How to Get What You Need from the People in Charge**  
*Melody Wilding, Author and Award-Winning Executive Career Coach.* Thursday, April 10th at 9:00 AM



**Unlocking Personality: Enhancing Leadership and Team Dynamics Through Psychology**  
*Nikita Mikhailov, Co-Author and Specialist in Personality and Talent Development*  
Tuesday, April 29th at 9:00 AM

#### Recommendation

None





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## **FACULTY UPDATE**

### **Information**

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#### **Description**

Tyler Wallace, Faculty Association President, is scheduled to provide a report on faculty activities.

#### **Recommendation**

None

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Prepared by the President's Office



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## ASB UPDATE

### Information

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#### Description

Winter 2025 calendar is posted and can be found here: <https://www.bigbend.edu/student-center/associated-student-body/>

#### *Past events:*

- The Sip and Drip painting tutorial event with Art Professor Dustin Regul was a big hit! The event had to be capped at 30 due to space but hope to host a similar event in the future.
- There were 118 people who attended the ice skating event in January, which was 36 more people than last year's event.
- Students were invited to Lake Bowl for an evening of bowling, which was a tremendous success.
- The ASB Vice President, Selyla Gonzalez Hueso, planned the Black History Month event and brought Wize Guyz Beefs, a Chicago-style food truck to campus. Josh Binda was the guest speaker. He is the current City Council Vice President of Lynnwood, elected by his colleagues in 2025, making history as the youngest person to hold this leadership position. The Martin Luther King Committee in Moses Lake also attended the event.
- Another pancake breakfast was held. ASB partnered with the advisors to assist students in getting registered for next quarter.
- Intramural basketball has ended, but the Recreational Coordinator is planning the next tournament for Spring Quarter. It was a great way to get more students involved that don't normally have the time during regular office hours to stop by the lounge and hang out.

#### *Upcoming events:*

- Twelve students will attend the Students of Color Conference in Auburn, WA at the beginning of April.
- Student Recognition Night is set for May 6<sup>th</sup> at 7:00 p.m.
- Spring Quarter events with planning underway include a talent show, carnival, pep rally in collaboration with athletics, alcohol awareness event, self-defense class, earth day event in collaboration with our earthlings and agriculture clubs, teatime with alums, and much more!

#### Recommendation

None

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Prepared by Director Sidney Dickerson

## PRESIDENT'S REPORT

### Information

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#### Description

##### Enrollment Update

As of March 8, 2025, winter headcount (2,599) was up 9.0%, total winter FTEs (1995.1) were up 9.3%, and state-funded FTEs (1350.4) were up 2.1% from this time last winter. Total winter 2025 headcount is 1.7% lower than the pre-COVID winter headcount. The last day of winter instruction is March 17. A final winter 2025 enrollment report will be provided at the next regularly scheduled board meeting.

Spring 2025 enrollment began in late February and classes begin on March 31. At the time of this report, spring enrollments were up approximately 20% from this time last year. The last spring New Student Enrollment Session will be held on March 18 and there are currently 67 new students signed-up to attend.

##### Legislative Update

On February 27, 2025, a Legislative Visit took place in Olympia, where Trustee Gary Chandler joined President Tweedy. During the visit, they met with Representatives Tom Dent, Mary Dye, and Joe Schmick, as well as Senators Judy Warnick and Mark Schoesler.

The next visit is scheduled for March 27, 2025, and the following legislators have been confirmed. The final visit is scheduled for April 24.



[Representative Tom Dent](#)

District 13  
8:30 a.m.



[Senator Judy Warnick](#)

District 13  
10:15 a.m.



[Senator Mark Schoesler](#)

District 9  
9:00 a.m.

#### Legislative Update:

- Rural Nurses Education Program (RNEP) – The bill failed to advance and is no longer under consideration this biennium.
- Governor Ferguson's Budget – Includes furloughs but imposes no additional cuts to community and technical colleges, aside from the OFM budget correction.
- Operations and Capital Budgets – Status remains uncertain until the end of the legislative session approaches.

- Ensure Full Funding for Compensation Increases (if any).
- Impacts of the Department of Education.

**Recommendation**

Trustees are encouraged to review their calendars and consider joining President Tweedy for the upcoming legislative visits scheduled in March and April. Please contact the President's Office at your earliest convenience to coordinate travel arrangements.

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Prepared by the President's Office



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## EXCEPTIONAL FACULTY AWARD

### Information / Action

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#### Description

The Professional Rights & Responsibilities Committee recommends providing an Exceptional Faculty Award to Mercedes Gonzalez-Aller, Allied Health Instructor, in the amount of \$3,000.

#### Recommendation

It is recommended that the Board of Trustees approve a \$3,000 award for Mercedes Gonzalez-Aller.

#### Recommended Motion

"I move to approve a \$3,000 Exceptional Faculty Award for Mercedes Gonzalez-Aller."

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Prepared by the President's Office

February 24<sup>th</sup>, 2025

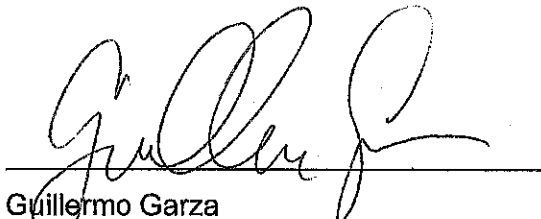
To the Big Bend Community College Board of Trustees:

The Professional Rights & Responsibilities committee met and reviewed the one submitted application for the Winter 2025 quarter Exceptional Faculty Award. The application is from Mercedes Gonzalez-Aller who has been a full-time Allied Health instructor at BBCC since the Fall of 2009. Mercedes has served as the Chair of the Allied Health Department during the 2017-2018 academic year and has returned as Chair from 2021 to the present. We recommend an award of \$3000 to help cover the cost of several professional licenses renewals, such as a Mid-Level Practitioner (MLP) with the US Drug Enforcement Agency (DEA), as well as attending a Continuing Medical Education (CME) conference.

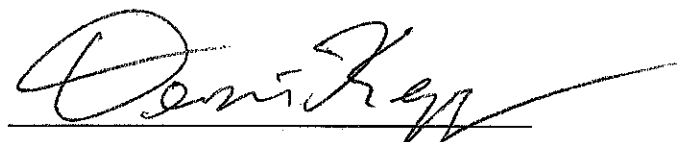
Thank you for your consideration.

Sincerely,

The Professional Rights and Responsibilities committee 2024-2025:



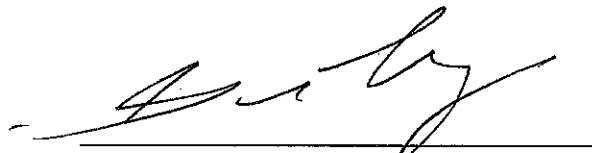
Guillermo Garza  
CDL Associate Professor



Dennis Knepp  
Philosophy / Religious Studies Professor



LeAnne K. Parton  
Foundation Executive Director



Sean Twohy  
English Senior Associate Professor



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## **ACT AWARDS NOMINATIONS**

### **Information**

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#### **Description**

A special awards ceremony honoring the recipients of the Trustee Leadership, Equity, Chief Executive Officer, Partner of the Year, Faculty Member, and Professional Staff Member awards will take place on May 22, 2025, at the ACT Spring Convention in Spokane. All nominees will also be submitted to ACCT for national recognition at the ACCT Leadership Congress.

At the January 23, 2025, meeting, the Board of Trustees authorized the Board Chair to submit nominees for the ACT Awards on behalf of the Board.

The following nominees were submitted by the March 14, 2025, deadline.

- Faculty Member Award: Michele Reeves, Early Childhood Education Instructor
- Professional Staff Member Award: Starr Bernhardt, Director of Enrollment/Registrar
- Partner of the Year Award: Microsoft Corporation
- Equity Award: Big Bend Community College

#### **Recommendation**

None.

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Prepared by the President's Office



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## BOARD POLICIES FOR DEI REVIEW

### Information / First Read

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#### Description

At the August 29, 2024, Board Retreat, the Board of Trustees discussed the importance of regularly reviewing Board Policies to ensure alignment with diversity, equity, and inclusion (DEI) objectives.

As part of this commitment, the Trustees will review policies during one meeting and take action on them at the following meeting, supporting **Goal #2: Advance equity, diversity, and inclusion by reviewing policies to ensure support of operational equity, diversity, and inclusion programs.**

The Board Policies to review for the March 20, 2025, meeting are presented as follows:

Number (Link)	Date	Name
<a href="#">3015</a>	12/1/2001	Administrative/Exempt Staff Performance Evaluations
<a href="#">3019</a>	1/25/2013	Drug Free/Alcohol Free Workplace
<a href="#">3025</a>	7/22/1997	Retirement Medical Expense Plan (VEBA) for Qualified BBCC Employees
<a href="#">4001</a>	6/15/2016	Layoff Policy for Classified Staff
<a href="#">4130</a>	2/1/2012	Suspended Operation Policy for BBCC

#### Recommendation

Please review the presented policies.

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Prepared by the President's Office



## 3015.1

## PURPOSES

- A. To provide an objective basis for the improvement of administrative and educational services and to identify, wherever possible, individual strengths of the administrative and exempt staff and areas which need improvement.
- B. To establish an objective performance-oriented system which ensures that administrative and exempt staff are evaluated without regard to race, color, creed, national origin, marital status, religion, age, sex, or any disability or status as a Vietnam era or disabled veteran.
- C. To provide an objective basis for each administrative or exempt staff and his/her supervisor to discuss and evaluate that administrative or exempt staff's job performance.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including alcohol, in all facilities, grounds, events or activities directly or indirectly under the control of Big Bend Community College is not tolerated and, pursuant to this policy, is prohibited.

Big Bend Community College complies with the Federal Drug-Free Workplace Act of 1988, Drug-Free Schools and Communities Act of 1989, and the US Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991.

Employees or students engaging in prohibited activities shall be subject to disciplinary action, up to and including, suspension, termination or expulsion.

See also AP 3019 Drug Free/Alcohol Free Workplace

## GENERAL INFORMATION

HB 2090 and WAC 131-16-068 authorizes community colleges to establish medical expense plans for groups of eligible employees after retirement effective July 29, 1997. These plans are commonly referred to as “VEBA” or Voluntary Employee Benefits Associations.

In lieu of remuneration for unused sick leave at retirement, Big Bend Community College will provide, with equivalent funds, a medical expense plan for eligible employees. Payments to and from such plans are tax-free when the plan conforms to internal revenue code requirements.

Employee eligibility and administration of the VEBA plan is outlined in AP3025.

- 4001.1 Per WAC-357-46-005 and WAC-357-46-010 the appointing authority may layoff a classified employee without prejudice for reasons including, but not limited, to lack of funds, lack of work, or organization change. A layoff is an action initiated by the employer that results in a classified employee's separation from service, employment in a class with a lower salary range, reduction in work year or reduction in the number of work hours of the employee.

**BP4130**    **SUSPENDED OPERATION POLICY FOR BIG BEND COMMUNITY COLLEGE** (satisfies WAC 357-31-265-for classified employees)

4130.1    AUTHORITY

The President of Big Bend Community College, or his/her designee, will determine when the public health or property or safety is jeopardized due to emergency conditions and has the sole authority to suspend the operation of all or any portion of the college. Staffing during the closure will be at the discretion of the President of the College or designee.

(See also BP3501 H Position Description: President)



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## BOARD POLICY 6300 ATHLETICS REVISION

### Information / First Read

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#### Description

The purpose of the revision to this policy is to broaden the language to encompass all governing athletic organizations rather than specifically referencing NWAC requirements. This revision ensures the policy remains flexible and applicable if additional or alternative athletic organizations oversee participation in Big Bend Community College's sports programs.

"The athletic program requirements meet or exceed standards set by the intercollegiate athletic organizations that govern participation in any of the sports teams at Big Bend Community College ~~the Northwest Athletic Conference (NWAC) requirements.~~"

#### Recommendation

Please review the presented policy.

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Prepared by the President's Office

## 6300.1 PHILOSOPHY

The Big Bend Community College athletic program is an integral part of the college's comprehensive educational plan. The program is designed to provide a positive influence in developing the student-athlete's mind, body and character. The athletic program requirements meet or exceed [standards set by the intercollegiate athletic organizations that govern participation in any of the sports teams at Big Bend Community College](#)~~the Northwest Athletic Conference (NWAC) requirements~~. Students participating in athletic activities at Big Bend Community College are required to be full-time students and are expected to make satisfactory progress toward completion of an educational goal.



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## **BOARD POLICY 6400 HONORARY DEGREES REVISION**

### **Information / First Read**

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#### **Description**

The proposed policy revision updates the Board Policy on awarding honorary degrees to align with RCW 28B.50.140 (12) and expands the types of honorary degrees that may be granted. The revision includes the ability to award honorary Bachelor of Applied Science degrees, in addition to honorary Associate of Arts degrees, allowing for broader recognition of individuals who have demonstrated exceptional learning or dedication to education, literature, art, or science.

#### **Recommendation**

Please review the presented policy.

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Prepared by the President's Office



BP6400

**HONORARY DEGREES**

BP6400

- 6401.1 The Board of Trustees of Community College District 18 may grant suitable diplomas, ~~non-baccalaureate~~ degrees or certificates as authorized by RCW 28B.50.140 (12).
- 6401.2 The Big Bend Community College Board of Trustees ~~desires to may~~ provide special recognition to selected individuals in the form of ~~an~~ honorary ~~A~~associate ~~D~~egree of ~~A~~arts and ~~L~~etters degrees or honorary ~~bachelor of applied science degrees~~.
- 6401.3 The Board of Trustees of Community College District 18 authorizes the awarding of an honorary ~~Associate D~~egree of ~~Arts and Letters~~ to individuals ~~in recognition of their learning or devotion to education, literature, art, or science who meet the established criteria,~~ are recommended to the Board by the President, and receive approval of the Board of Trustees.

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## **ASSESSMENT OF BOARD ACTIVITY**

### **Information**

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#### **Description**

This agenda item provides an opportunity for individual Board of Trustees members to share updates on community engagements and meetings attended since the previous Board meeting. This reporting process serves as an assessment tool for a clear measure of accomplishments throughout the year, supporting the next self-evaluation review. Trustees are requested to submit their self-evaluation Trustee Activity Report via email to the Executive Assistant to the President.

#### **Recommendation**

Please complete the activity report and submit it to the Executive Assistant.

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Prepared by the President's Office

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Trustee Activity Report

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



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## MISCELLANEOUS

### Information / Action

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#### Description

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

#### Recommendation

None

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Prepared by the President's Office



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## NEXT REGULARLY SCHEDULED MEETING

### Information / Action

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#### Description

The regularly scheduled meetings for the Board of Trustees:

**Thursday, May 1, 2025, at 1:30 p.m.**

Thursday, June 5, 2025, at 1:30 p.m.

Thursday, August 28, 2025, (Retreat)

Thursday, October 23, 2025, at 2:30 p.m.

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

#### Recommendation

Please confirm the next Board of Trustees meeting.

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Prepared by the President's Office



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## EXECUTIVE SESSION

### Information

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#### Description

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

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

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Prepared by the President's Office



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## PROBATIONARY / TENURE REVIEW

### Information / Action

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#### Description

**The Board will consider probationary faculty contract renewals for the following faculty.**

<u>Faculty Member</u>	<u>Department / Instructor</u>	<u>Current Status</u>
Gina Cutts	Industrial Systems Technology	1 <sup>st</sup> probationary year
Jonathan Bauer	Mathematics	1 <sup>st</sup> probationary year
Jada Addink	Mathematics	1 <sup>st</sup> probationary year
Mitchell Poth	Communications	1 <sup>st</sup> probationary year
Samuel Shuman	Physics	1 <sup>st</sup> probationary year
Aaron Linthicum	Aviation	1 <sup>st</sup> probationary year

<u>Faculty Member</u>	<u>Department / Instructor</u>	<u>Current Status</u>
Cade Levine	Aviation Maintenance Technology	2 <sup>nd</sup> probationary year
Melissa Heaps	Basic Education for Adults	2 <sup>nd</sup> probationary year
Michell Valdivia	Computer Science	2 <sup>nd</sup> probationary year
Justin Henley	Industrial Systems Technology	2 <sup>nd</sup> probationary year

**The Board will consider awarding tenure to the following faculty.**

<u>Faculty Member</u>	<u>Department / Instructor</u>	<u>Current Status</u>
Rosemary Parsons	Basic Education for Adults	3 <sup>rd</sup> probationary year
Emily Eidson	Nursing	3 <sup>rd</sup> probationary year
Kaja Devine	Criminal Justice/Psychology	3 <sup>rd</sup> probationary year
Dustin Regul	Art	3 <sup>rd</sup> probationary year
Aaron Mahoney	Agriculture/Chemistry	3 <sup>rd</sup> probationary year

#### Recommendation

##### **Motion to renew first and second year contract:**

"I move that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Tweedy, and Dr. Humpherys renew the probationary contract of \_\_\_\_\_ at Big Bend Community College. I further move that the Board of Trustees direct the President to notify \_\_\_\_\_ as soon as possible of this decision that the individual's probationary contract for the academic year 2025-26 will be renewed. Effective September 15, 2025."

##### **Motion to grant tenure:**

"I move that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Tweedy, and Dr. Humpherys grant tenure to \_\_\_\_\_, effective September 15, 2025. I further move that the Board of Trustees direct the President to notify \_\_\_\_\_ as soon as possible of this decision to grant tenure and that the individual's contract for the academic year 2025-26 will be renewed."