



March 23, 2022

Board of Trustees

Regular Meeting 1:30 p.m. Hybrid

Register in advance for this Zoom webinar:

https://bigbend.zoom.us/webinar/register/WN_Femj6StTde2jwol-zHX8A

After registering, you will receive a confirmation email containing information about joining the webinar.

Big Bend Community College District #18

Governing Board:

**Chair Thomas Stredwick, Vice Chair Juanita Richards,
Gary Chandler, Anna Franz, Amy Parris**

President Sara Tweedy

2022 Meeting Schedule

Thursday, January 27, 2022

Wednesday, March 23, 2022

Thursday, May 5, 2022

Thursday, June 9, 2022

Thursday, August 25, 2022, (Retreat)

Thursday, October 13, 2022

Thursday, December 1, 2022

Board Goals (adopted September 9, 2021)

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

(Adopted Sept 9, 2021)

BIG BEND COMMUNITY COLLEGE DISTRICT NO. 18 BOARD AGENDA

Regular Board Meeting

7662 Chanute Street NE, Moses Lake, Washington 98837

Wednesday, March 23, 1:30 p.m.

Zoom Webinar

1. Call to Order/Roll Call
2. Mission Moments – Board Chair Thomas Stredwick **(E-1, Information)**
3. Educational Presentation **(E-1, Information)**:
 - a. Open Public Meetings Act, Records Retention – AAGs Emily Yates & Joseph Ehle
4. Consent Agenda **(E-1)**
 - a. Meeting Minutes January 27, February 9, 17, 18, 23, 2022 **(Action)**
 - b. Accreditation **(Information)**
 - c. Student Success **(Information)**
 - d. Assessment **(Information)**
 - e. Finance & Administration Report **(Information)**
 - f. Human Resources Report **(Information)**
 - g. Foundation Report **(Information)**
5. Remarks
(Public comment to the Board regarding any item on the agenda may be made via chat at the time of the topic's presentation to the board in compliance with Board Policy 1000.3.E)
6. Faculty Updates – Faculty Association President Dawnne Ernette **(E-3, Information)**
7. ASB President Update (written only)
8. President's Update
 - a. COVID-19 Impacts **(E-1, Information)**
 - b. Enrollment Report **(E-2, Information)**
Executive Session – President Tweedy/Trustees
9. Probationary Tenure Review for Action **(E-3, Action)**
10. ACT Awards **(E-1, Action)**
11. Trustee Emeritus **(E-1, Action)**
12. Trustees' Progress Toward Goals – Trustees **(E-1, Information/Action)**
13. Assessment of Board Activity (submitted in writing) – Trustees **(E-1, Information)**
14. Next Regularly Scheduled Board Meeting – Trustees **(E-1, Information/Action)**
15. Miscellaneous – Trustees, President Tweedy **(E-1, Information/Action)**
 - a. Adjournment

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

NEXT REGULAR MEETING: Thursday, May 5, 2022, (Regular)

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

BIG BEND COMMUNITY COLLEGE

Date: 3/23/22

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: 3/23/22

ITEM #3: Educational Presentation (information)

BACKGROUND:

The board has requested educational presentations.

Assistant Attorney Generals Emily Yates and Joseph Ehle will provide information regarding the Open Public Meetings Act and Records Retention.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 3/23/22

ITEM #4: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the board meetings held on January 27, February 9, February 17, February 18, February 23, 2022, are included for approval.

Prepared by the President's Office.

RECOMMENDATIONS:

President Tweedy recommends the Board of Trustees approves the minutes.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Regular Board meeting Thursday, January 27, 2022, at 1:30 p.m. via Zoom Webinar.

1. Call to Order

Present: Anna Franz
Gary Chandler
Amy Parris
Juanita Richards
Thomas Stredwick

The group welcomed new Trustee Gary Chandler and interim AAG Emily Yates.

2. Mission Moments

Board Chair Thomas Stredwick shared about the recent Transforming Lives event honoring two students, Lee Dreyer and Zackery Zykowski. Staff and faculty are living the mission by attending these kinds of events on their own time. Trustee Amy Parris reported she and Trustee Anna Franz attended the CEID Reads Book Club *Evicted* conversation and participated in rich discussion.

3. Educational Presentation

Presentation by VP Humpherys on being a federally recognize Hispanic Serving Institution (HSI). Tammy Napiontek Director of Title V, Rafael Villalobos Director of Title III also shared information. HSI funding helps develop grants, focus on servingness, and institutional change. In the last 10 years Big Bend has received \$18.75 million in Title V and III Grants, which funded facilities including Emporium Lab, Physics Lab, STEM Center, SIM/MA Labs, and the Drone field. The grants also funded peer mentoring, MMT, BAS, and equity and professional development. Honoring our HSI role means realigning current efforts to serve low income Hispanic students. Servingness is an important concept and it is fulfilled through our mission statement, engagement, decision making, diversity of employees, and considering Latinx students while serving all. Directing resources to students with the greatest needs. We identify equity gaps and work to implement interventions to affect positive change. Staff and faculty are beginning to design structures to serve Latinx students such as ESCALA. 14 Faculty and staff members studied the data from one of their courses and implemented interventions and then shared their best practices.

VP Bryce Humpherys responded to Board Chair Thomas Stredwick's question about workforce stating post-Big Bend employment is tracked through student success measures and it is disaggregated to identify differences. The BASM program is another asset developed for place bound adults to earn their bachelor's degree without leaving the local area.

4. Consent

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

Motion 22-01

Trustee Anna Franz moved to approve the consent agenda. Trustee Juanita Richards seconded and the motion passed.

5. Remarks

None

6. Faculty Updates

Faculty Association President Dawnne Ernette shared faculty news. Librarian Rhonda Kitchens shared that the next Passion Project Showcase Zoom is March 3 at 5:00 p.m. and will feature Art Instructor Rie Palkovic. Communications instructor Barbara Bush shared BAS students are sharing their universal design ideas for the BBCC campus on Wednesday in Organizational Communication. BEdA Instructor Jessica Strickland shared that "Marcus Antonio Gunn from the SBCTC asked her to lead a team of BEdA instructors from around the state to create a professional development training, which they have named: "Sustaining Instruction Past COVID: Building a New Normal". It will be presented via Zoom on March 11 and May 13, 2022 as a 4-hour training. Instructor Strickland is also presenting the Guided Pathways course that she designed for BBCC at the National Coalition on Adult Education Conference in Seattle in April. World languages instructor Jen McCarthy shared she is meeting four days a week with her German students on Zoom. They are spending the first half hour of each meeting on greetings in German, songs, breathing and Simon Says in German (der Dumme Hans Sagt), and listening comprehension games. The students are making excellent progress in their speaking and listening comprehension. The second half hour of the class they read and translate personalized stories about themselves or a chapter of a simple German novel about a German girl who goes to the USA as an exchange student. Instructor McCarthy works to create a community with her students.

7. ASB

ASB President Colton Reynolds reported student activities including the pizza drive through and swag bag give away. Students do not enjoy the virtual event and online attendance is low. They hosted virtual bingo and pizza party for attendance at the motivational speaking event. There is also a comedian scheduled for tonight. GESA Credit Union sponsored t-shirt giveaways for Black history month. He also reported that the Men's wrestling team are nationally ranked.

ASB President Reynolds reported that most student are relieved and about not having a total shut down for the college; they appreciate some classes in person and hybrid.

8. President's Update

Dr. Tweedy welcomed new Trustee Gary Chandler. Trustee Chandler is a former legislator who has served on the Foundation board. Cellarbration! for Education is

scheduled on May 7, in person and the Foundation is accepting donations and sponsorships.

Dr. Thompson Tweedy reported the Passion Project Showcase is a result of creating opportunity to celebrate employee talent and once per quarter someone from the college is chosen to share their passion.

Dr. Thompson Tweedy welcomed newly hired employees Giselle Gudino and Hilario Castilleja. She also congratulated Tony Bergen and Katie McAdoo for their recent promotions.

President Thompson Tweedy reported the employee turnover rate is higher than desired and staff are intentionally working to improve campus climate. She and the trustee are planning meetings with legislators soon to discuss operating budget support and wage increases for employees which is in the supplement budget request.

Enrollment declines are concerning at Big Bend and across the state. There are three primary sources of funding: state allocation, tuition revenue, and Running Start revenue. President Thompson Tweedy highlighted the CAREs and GEER funding. Big Bend used federal stimulus to help balance budget. Staff are addressing enrollment declines by expanding dual enrollment efforts, intensive communication campaigns, and support for new students in the intake process. Big Bend outreach is going where students are such as the high schools to assist with admission and financial aid applications. Othello, Mattawa and Quincy community needs surveys are being conducted in dual languages. An employer survey was also conducted and Dean Valerie Parton is reviewing results. The survey responses will help shape programmatic offerings in communities.

Dr. Thompson Tweedy thanked VP Kim Garza for her dedication supporting employees through the pandemic and quarantine processes with kindness and efficiency. She also managed ctcLink migration in human resources and payroll ensuring all employees were paid on time. Since January 3, 50 employees have been directly impacted by COVID. Transmission is due to community spread not on campus. COVID's impacts on students include 71 reports of illness in winter quarter with 35 confirmed positive cases. Employees must do contact tracing when someone reports symptoms or exposure. Some classes have moved online, some have stayed in person, instructors are determining how to proceed with their classes.

Trustee Gary Chandler stated he appreciates outreach to outlying areas. President Thompson Tweedy stated the Grant County PUD is laying out fiber across our communities making online access possible.

At 2:54 p.m., Bohard Chair Thomas Stredwick announced that the Board would adjourn to executive session for approximately ten minutes to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The Executive Session

was extended by five minutes. A five-minute break was taken immediately following the Executive Session. The meeting reconvened at 3:05 p.m. with no action taken.

9. Probationary Tenure Review

President Thompson Tweedy informed all that legislative appointments are being scheduled. There are 15 probationers and the final decisions regarding contract renewal and tenure rest with the board. Board Chair Thomas Stredwick stated he appreciates the work and rigor that goes into the evaluation process.

10. Sabbatical Recommendation

President Thompson Tweedy reported that Instructor Lindsay Groce's sabbatical request was recommended for approval by the Sabbatical Committee, VP Humpherys, and President Thompson Tweedy.

Motion 22-02 Trustee Anna Franz moved to approve Sabbatical Awards .
Trustee Amy Parris seconded and the motion passed.

13. Trustees' Progress Toward Goals

Board Chair Stredwick explained this new standing agenda item is set to provide time for the trustees to review progress toward their three goals:

1. *Develop and implement an improved system for monitoring Board effectiveness by establishing an annual checklist for monitoring the overall performance of Big Bend Community College and providing training and other educational opportunities for Trustees.*

Board Chair Thomas Stredwick and Trustee Juanita Richards are working on a draft for presentation at the next meeting.

The trustees discussed holding a study session on the Ends Statements.

2. *Advance equity, diversity, and inclusion by establishing policies and institutional goals supporting operational equity, diversity, and inclusion programs.*

The Committee for Equity, Inclusion, and Diversity (CEID) reviews board policies as part of Shared Governance Council. Trustee Anna Franz reported training for the board is the first step and/or common reading to focus on equity, inclusion, and diversity.

3. *Ensure effective onboarding and support of new trustees.*

Board Chair Thomas Stredwick will reach out to Trustee Gary Chandler and review the onboarding document to ensure he has what he needs.

14. Assessment of Board Activity

Board Chair Thomas Stredwick reported that he met with President Thompson Tweedy regarding the scorecard and the agenda. He also met with Trustee Juanita Richards about the dashboard. He also attended the Transforming Lives event.

Trustee Anna Franz reported that she attended the ACT Legislative Action Committee retreat, Transforming Lives event, and the CEID Reads event.

Trustee Juanita Richards reported that she attended the Transforming Lives event, met with Trustee Stredwick, met with President Sara Thompson Tweedy and attended the ACT conference.

Trustee Amy Parris attended the Transforming Lives event, the CEID Reads event, and the president's campus community forum. She also attended the ACT New Trustee Orientation and ACT Winter Conference.

15. Next Regularly Scheduled Board Meeting

The next board meeting is scheduled on March 23, 2022.

16. Miscellaneous

President Thompson Tweedy reported that she received an email from ACT Executive Director Kim Tanaka with the trustees awaiting confirmation hearings listed: Amy Parris, Anna Franz, Juanita Richards, and Gary Chandler.

Trustee Juanita Richards shared about the Big Bend Foundation's Cellarbration! for Education gourmet and dinner scheduled in person May 7. Executive Director LeAnne Parton has garnered \$18,500 in sponsorships and five table sponsors. Trustee Richards also reported that Foundation staff member Jen Starr is going to area high schools to connect with potential students.

The meeting adjourned at 3:34 p.m.

Thomas Stredwick, Chair

ATTEST:

Sara Thompson Tweedy, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Special Board meeting Wednesday, February 9, 2022, at 2:00 p.m. via Zoom Webinar.

Present: Anna Franz
Gary Chandler
Amy Parris
Juanita Richards
Thomas Stredwick

1. Discuss Legislative Visits

President Thompson Tweedy and the trustees discussed the upcoming legislative visits. During the visits they will discuss their legislative priorities which include investing in Big Bend Community College employees, unlocking financial aid, expanding assistance for homeless students, supporting infrastructure, and funding SB 5771. The trustees will also share the stories of the Transforming Lives Award nominees.

Thomas Stredwick, Chair

ATTEST:

Sara Tweedy, Secretary

Adjourned 2:40 p.m.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Special Board meeting Thursday, February 17, 2022, at 10:00 a.m. via Zoom Webinar.

Present: Anna Franz
Gary Chandler
Amy Parris

1. Discuss Legislative Priorities with Senator Mark Schoesler

President Thompson Tweedy and the trustees discussed Big Bend Community College's legislative priorities which include investing in Big Bend Community College employees, unlocking financial aid, expanding assistance for homeless students, supporting infrastructure, and funding SB 5771. The trustees also shared the stories of the Transforming Lives Award nominees.

Thomas Stredwick, Chair

ATTEST:

Sara Tweedy, Secretary

Adjourned 10:30 a.m.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Special Board meeting Friday, February 18, 2022, at 1:00 p.m. via Zoom Webinar.

Present: Anna Franz
Gary Chandler
Amy Parris
Thomas Stredwick

1. **Discuss Legislative Priorities with Senator Judy Warnick, Representative Tom Dent, and Representative Alex Ybarra**

President Thompson Tweedy and the trustees discussed Big Bend Community College's legislative priorities which include investing in Big Bend Community College employees, unlocking financial aid, expanding assistance for homeless students, supporting infrastructure, and funding SB 5771. The trustees also shared the stories of the Transforming Lives Award nominees.

Thomas Stredwick, Chair

ATTEST:

Sara Tweedy, Secretary

Adjourned 1:30 p.m.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Special Board meeting Wednesday, February 23, 2022, at 11:00 a.m. via Zoom Webinar.

Present: Anna Franz
Gary Chandler
Amy Parris

1. Discuss Legislative Priorities with Representative Mike Steele

President Thompson Tweedy and the trustees discussed Big Bend Community College's legislative priorities which include investing in Big Bend Community College employees, unlocking financial aid, expanding assistance for homeless students, supporting infrastructure, and funding SB 5771. The trustees also shared the stories of the Transforming Lives Award nominees.

Thomas Stredwick, Chair

ATTEST:

Sara Tweedy, Secretary

Adjourned 11:30 a.m.

BIG BEND COMMUNITY COLLEGE

Date: 3/23/22

ITEM #4: CONSENT AGENDA (for information)

b. Accreditation

A Big Bend Community College Group viewed a presentation from National Student Clearinghouse on the Postsecondary Data Partnership (PDP).

This tool allows colleges to submit data that are put into dashboards where colleges can compare their performance against other colleges nationally. The State Board for Community and Technical Colleges has dashboards available to colleges that show this across the system however, colleges still must find national comparisons to meet the standard. Additionally, the PDP dashboards are more robust than those provided by the State Board, allowing for more detailed analysis.

NWCCU 2020 Standard

1.D.2 Consistent with its mission and in the context of, and in comparison with regional and national peer institutions, the institution establishes and shares widely a set of indicators for student achievement including, but not limited to, persistence, completion, retention, and postgraduation success. Such indicators of student achievement should be disaggregated by race, ethnicity, age, gender, socioeconomic status, first generation college student, and any other institutionally meaningful categories that may help promote student achievement and close barriers to academic excellence and success (equity gaps).

<https://nwccu.org/accreditation/standards-policies/standards/>

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 3/23/22

ITEM #4: CONSENT AGENDA (for information)

c. Student Success

Surveys were sent to residents of Mattawa and Othello asking about their interest in Big Bend educational opportunities and services. Instructional and Student Services have received this information along with contact information for those who asked to be contacted. The college is using the data to inform plans to expand program and degree offerings in both communities.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

Mattawa Community Survey Results 2022

The Mattawa Community Survey gathered residents' feedback on their interest in Big Bend Community College educational opportunities and services for Mattawa. BBCC used direct mailing, social media through the city, and emails from the school district to encourage participation on the survey. Ninety residents completed this survey.

How many people 18 years or older in your household would be interested in taking English as a Second Language classes if they were offered in the evening in your community? 136

How many people 18 years or older in your household would be interested in taking high school completion classes if they were offered in the evening in your community? 99

How many people 16 years or older in your household would be interested in taking college classes if they were available in your community? 147

Would you be interested in completing any of the following college programs if they were offered in your community? (mark all that apply)

Answer Choices	Responses	
Agriculture Associate Degree (two-year) – Students can pursue a degree designed for transfer to Washington State University (WSU) or a degree option that prepares students to work in the agriculture industry with areas of focus in agribusiness, soil management, and crop production, or drone operations.	46%	38
Agriculture Mechanics Associate Degree (two-year) – Students will learn how to maintain and repair agriculture equipment.	33%	27
Applied Management Bachelor of Applied Science Degree (four-year) – Students will prepare to take on a management and/or supervisory role in an organization.	29%	24
Business & Accounting Associate Degree (two-year) – Students can pursue a degree that prepares them to transfer to a university to earn a four-year business degree or they can earn a degree that prepares them to find employment in bookkeeping and accounting.	46%	38
Administrative Professional Services Associate Degree (two-year) – Students will learn how to provide administrative and office support.	38%	31
Commercial Driver's License (CDL) (six weeks) – Students learn how to drive a semi-truck and obtain a CDL license.	41%	34
Computer Science Associate Degree (two-year) – Students will learn to manage a computer system or network including installing and maintaining computer hardware and software.	24%	20
Criminal Justice Associate Degree (two-year) – Students can earn a degree to prepare for transfer to a university or a degree that prepares them for employment within the criminal justice system in positions like a corrections officer, police officer, or dispatcher.	23%	19
Early Childhood Education Certificate (one year) or Associate Degree (two-year) – Students can meet requirements for state-mandated certificates as well as additional training for preschool teachers, paraeducators, or those who teach in and operate in-home or center-based childcare.	52%	43
Pre-Elementary Education Associate Degree (two-year) – Students complete courses needed to transfer to a university to earn a degree as an elementary education teacher.	33%	27
Manufacturing & Process Technology Associate Degree (two-year) – Students learn how to maintain manufacturing and processing equipment including mechanical systems, mechatronics, robotics, and other critical operating systems.	15%	12

Mattawa Community Survey Results 2022

Medical Assistant Certificate (one year) or Associate Degree (two-year) – Students learn how to assist healthcare providers such as doctors in delivering medical care to patients.	44%	36
Medical Office & Billing Support Associate Degree (two-year) – Students learn to provide administrative and office support including medical billing in a healthcare setting.	28%	23
Nursing Assistant Certified (NAC) – Students learn to provide nursing assistant services, primarily in long-term care settings.	35%	29
Transfer Associate’s Degree (two-year) – Students complete the first two years of general education college courses needed to transfer to a university and complete a bachelor’s degree.	22%	18
Unmanned Aerial Systems (UAS) Certificate (one year or less) – Students learn to operate drones and complete the certification as a commercial remote drone pilot.	23%	19

Would you like to receive information about the following in your community (mark all that apply).		
Answer Choices	Responses	
English classes	47%	41
High school completion classes	17%	15
College degree programs	57%	50

How would you prefer to take classes? (mark all that apply)		
Answer Choices	Responses	
Online	50%	45
In-person	39%	35
Hybrid (mix of online and in-person)	47%	42
Virtual (live via Zoom)	20%	18

When would you like to take classes? (mark all that apply)		
Answer Choices	Responses	
In the morning (8:00 am - 12:00 pm)	19%	17
In the afternoon (12:00 pm - 5:00 pm)	11%	10
In the evening (5:00 pm - 10:00 pm)	77%	69
On the weekend	48%	43

What days would you prefer for taking classes? (mark all that apply)		
Answer Choices	Responses	
Monday	69%	62
Tuesday	76%	68
Wednesday	73%	66
Thursday	74%	67
Friday	62%	56
Saturday	40%	36

Mattawa Community Survey Results 2022

If your program of study required you to complete some lab or course activities on the BBCC Campus in Moses Lake, how often could you travel to the campus? (mark all that apply)		
Answer Choices	Responses	
Once a week	41%	37
Twice a week	31%	28
Once a month	13%	12
Twice a month	17%	15
Once every two months	10%	9

Would you need assistance to access the following if taking BBCC classes in your community? (mark all that apply)		
Answer Choices	Responses	
Academic advising and class registration	74%	63
Bookstore	41%	31
Counseling	51%	42
Financial Aid & Scholarships to help pay for college	79%	62
Food Pantry	26%	22
High speed internet	18%	24
Laptop	49%	39
Library	31%	25
Student clubs and organizations	13%	14
Technology support	33%	30
Transportation assistance	26%	20
Tutoring and academic support	44%	43

How did you learn about this survey?		
Answer Choices	Responses	
Message from school district	17%	15
Mailed postcard	7%	5
Social media site	74%	63
Community website	7%	6
Other (please specify)	2%	2

BIG BEND COMMUNITY COLLEGE

Date: 3/23/22

ITEM #4: CONSENT AGENDA (for information)

d. Assessment

Employer Survey

Every three years Big Bend Community Colleges reaches out to Employers to gather their feedback on their workforce and training needs. The summary of this survey follows.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

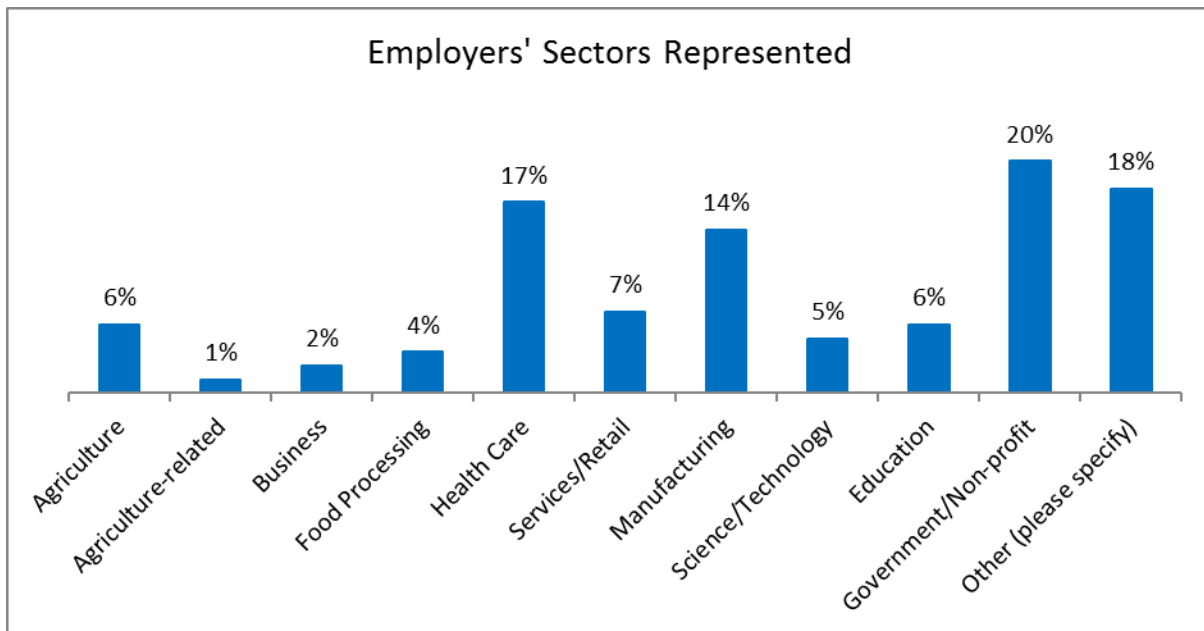
None.



Employer Survey 2021

Purpose of Survey

Big Bend reaches out to businesses and organizations typically every three years to learn about employer needs and workforce solutions. Eighty-nine (89) individuals completed this survey. Respondents indicated their organizations were in the following sectors.



Primary Positions Hired

Twenty-six had hired BBCC graduates in the last three years. The primary positions they hired were (listed in order of most responses): government, law enforcement, highway maintenance; trades and industry; allied health; customer service, food service, sales; and agricultural positions.

Skillsets Needed

The primary skills employers sought in potential employees were soft skills such as critical thinking skills, timeliness, and communication. Specific skills or backgrounds were: mechanic skills, maintenance, skilled trades; all levels of nursing; computer skills specific to position; agriculture; and bilingual ability.

Employee Recruitment

Employers who had not hired BBCC graduates indicated they recruited from other schools or workforce programs; through advertisement and web resources; and by word of mouth. Twenty-eight employers expressed an interest in attending hiring or college recruitment events.

Training Needed and Suggested Training Improvements

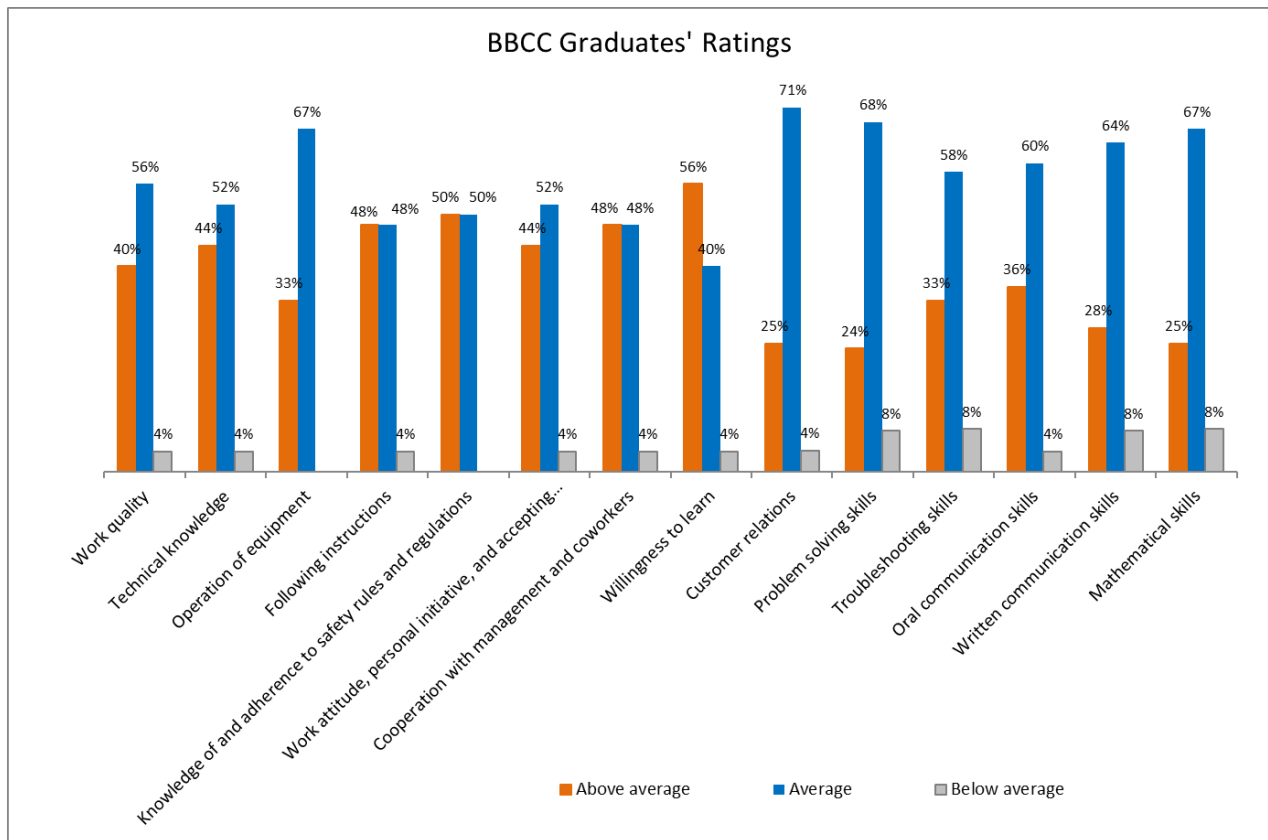
Needed or expanded training or programs included:

- Trades: HVAC, PLC, Industrial classes or training
- Healthcare: Nursing, dental hygiene and assisting, coding/billing, lab technology, EMT, paramedics
- Management: Human Resources, Accounting, Logistics and Supply Chain Management
- Other: technology driven classes, computer programming, biology, forestry, fish and game

Suggestions for improvement were to continue to work with businesses to train for up-to-date workplace needs; facilitate job shadowing; encourage flexibility, and employment basics such as being on time, communicating, and getting along with others.

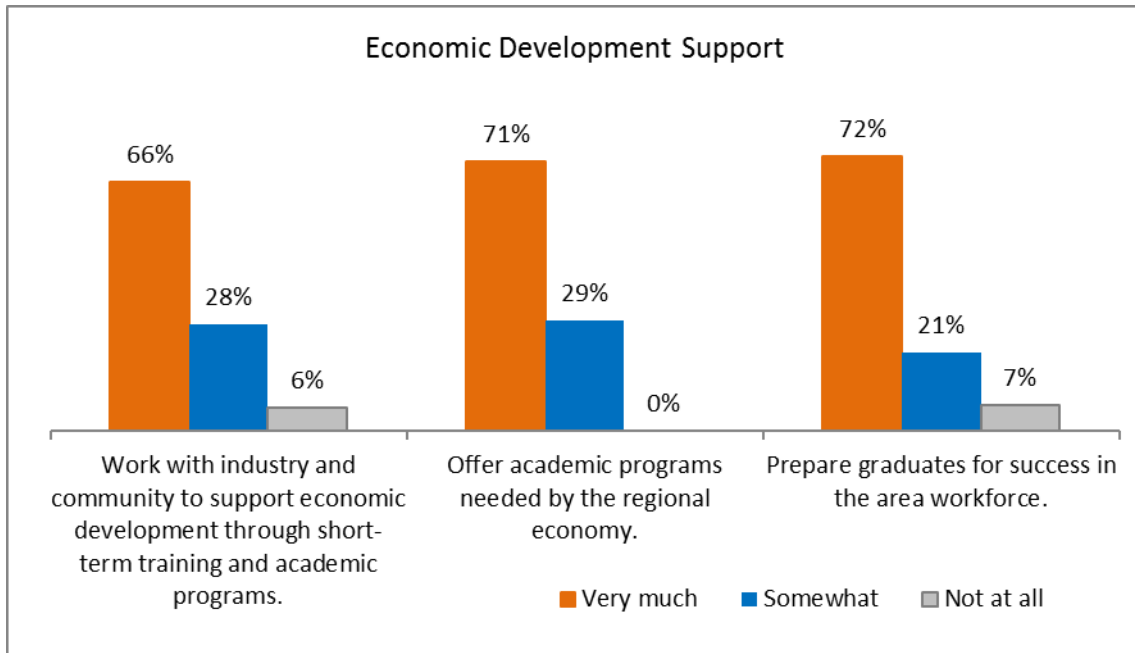
BBCC Graduates' Ratings

Employers (N=25) who had hired BBCC graduates rated them on a range of skills, ranging from work quality to mathematical skills. In all categories, BBCC graduates rated above average or even with other employees. Due to the limited number of employers who answered this, there were never more than two ratings below average in any category.



BBCC's Support of Economic Development

The following shows employers' views of BBCC's support of regional economic development.



Education and Training

Organizations have employee training expectations. About half gave employees additional pay for earning a certificate or degree. Hybrid night classes are the best way to offer employees classes or training.

BIG BEND COMMUNITY COLLEGE

Date: 3/23/22

ITEM #3: CONSENT AGENDA (for information)

- e. Finance & Administration Update

ctcLink Update:

We are currently LIVING in PeopleSoft. Our folks are still incredibly busy with discovering how everything functions in the new system. Instructor Led Trainings (ILT) for ctcLink for our administrative users have ended—except for Financial Aid which still has scheduled sessions in June.

Financial Health and Federal/State stimulus funding:

The community and technical colleges have been very fortunate to receive federal/state funding to use for expenses and replacing lost revenue due to COVID-19. **Updates are in red from last report.**

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

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

GEER: \$530,394 – 100% expended.

Round 3: Institutional \$2,484,436 – 99% expended; Student Financial Aid \$2,554,610 – **14.73% expended**. HSI \$268,040 – 0 expended.

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

Ongoing Capital Projects:

Science Labs in 1200 renovation/remodel (Minor Project for 2019-21 biennium): Completed.

Wallenstein Theater electrical upgrades (Minor Project for 2021-23 biennium): The 45 days for procurement has been extended. Supply chain issues. Construction has not commenced.

Wallenstein Theater roofing replacement: *Status remains the same from December report*--This project has a contractor in place, but product, weather and staffing availability extend the completion until a later Spring date.

Pavement and awning repairs: *Status remains the same from December report*--Paving and concrete repair work in miscellaneous locations. Due to contractor staffing availability and weather, this project will not occur until late Spring.

Prepared by VP Schoonmaker.

RECOMMENDATION: None.

BIG BEND COMMUNITY COLLEGE

Date: 3/23/22

ITEM #3: CONSENT AGENDA (for information)

f. Human Resources

BACKGROUND:

Recruitment & Selection:

Dwight Deines accepted the position of Custodian 1. This is a full-time, classified staff position replacing Elizabeth Johnson. Dwight started his new position on February 16, 2022.

Arlene Vollema accepted the position of Program Assistant in the Financial Aid Department. This position replaces Edwin Castro. Arlene started her new position on February 16, 2022.

Jason Ronish was promoted to the position of Maintenance Mechanic 1. This is a full-time classified staff position replacing Tony Bergen. Jason started his new position on March 1, 2022.

Astrid Chen was promoted to the position of TRiO SSS Academic Advisor. This is an 11-month, admin/exempt position replacing Carina Hernandez. Astrid started her new position on March 16, 2022.

The following searches are currently in process:

- Ag Mechanics Program Coordinator
- Director of Residence Halls & Residential Life
- Early Childhood Program Specialist 1
- Fiscal Specialist 1
- FT Faculty – Agriculture/Chemistry
- FT Faculty – Art
- FT Faculty – Criminal Justice/Psychology
- FT Faculty – Nursing
- Program Assistant – Workforce Education Services
- Program Assistant – CBIS/Title V

Retention:

The Year-to-Date Turnover Rate through February 28, 2022 was 1.579%. The breakdown of separation reasons includes 2-Resignation, 2-Other Job, and 1-Discharge. The goal for 2022 is to have a turnover rate less than 12%.

BIG BEND COMMUNITY COLLEGE

Date: 3/23/22

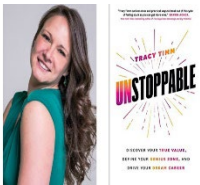
ITEM #4: CONSENT AGENDA (for information)

g. Foundation Report

BACKGROUND:

- Mark your calendars for Cellarbration! for Education, date change, **May 7, 2022** In person at Big Bend. We can use your help by attending, securing auction items or sponsorships.
- Jennifer went out to most of the high schools in our service district multiple times to work with students on their scholarship applications. I presented to some of the workforce education classes. Scholarships will close on Monday, March 14, 2022.
- The Foundation staff attended virtually the semi-annual Washington Association of Foundations Leaders conference on February 23-24.
- Working with a new donor on securing an estate gift for the Foundation.
- See all of our upcoming webinars and register cost-free at <https://alumlc.org/bbcc>. Be sure to explore past events free on-demand viewing.

Upcoming Events



Know Your Niche: Six Steps to Defining the Career of Your Dreams

Tracy Timm, Author and Career Clarity Expert

March 15th at 9:00 AM PDT



The Awesome Human Project: How to Struggle Less and Thrive More in Work and Life

Nataly Kogan, Bestselling Author

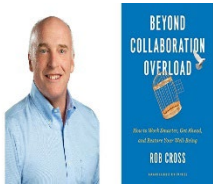
March 22nd at 9:00 AM PDT



How to Advocate for Your Ideas, Your Business, and Your Bank Account

Heather Hansen, Bestselling Author

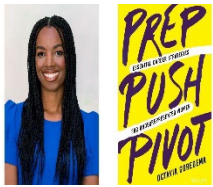
April 5th at 9:00 AM PDT



Beyond Collaboration Overload: How to Work Smarter, Get Ahead and Restore Your Well-Being

Rob Cross, Bestselling Author and Leadership Expert

April 20th at 9:00 AM PDT



Prep, Push, Pivot: How to Overcome Obstacles and Accelerate Your Career

Octavia Goredema, Award-Winning Author

April 27th at 9:00 AM PDT

BIG BEND COMMUNITY COLLEGE

Date: 3/23/22

ITEM #6: Faculty Updates (information)

BACKGROUND:

Faculty Association President Dawnne Ernette may report faculty activities.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 3/23/22

ITEM #7: ASB Updates (information)

BACKGROUND:

ASB Officers are attending a conference. Written report follows.

On January 27, ASB sponsored comedian Justin Ruppel virtually. We had a small, but strong attendance. A few weeks later we had a pizza drive-thru, combined with a celebration for Black History month by giving out long sleeved t-shirts that were sponsored by GESA credit union. The shirts stated "Nah – Rosa Parks" We also included a two page fact filled handout about Rosa Parks. We ended up with 125 students participating in this event. Viking Food Pantry was also there handing out bags of food to many of the students.

We also highlighted Black History Month by sponsoring a virtual bingo covering so many facts that we were unaware of, concerning Black History Month. We had 16 people attend.

This past Tuesday we had our first Taco Tuesday for 2022! Even though it was a bit cold, this didn't stop people from attending. We had a total of 131 attend this event. We did a drawing for 2 winners of a huge box of leftover Legos from a previous DIY event. We also celebrated Dr. Seuss month by handing out Dr. Seuss books in both English and Spanish to the students. We included bookmarks, one being a card for Workforce Ed Services and one honoring Women's History Month, with a vinyl sticker and a list of amazing accomplishments several women.

On Thursday, March 10, ASB sponsored a Blood Drive, co-sponsored with several other colleges and Tacoma CC a virtual presentation called: "Healing From the Inside Out: Liberation and Transformation with John Bunn and Raymond Santana," and ending the evening with a movie night at Lee Theater in Ephrata.

ASB received training to help with the campus Live Chat and have been logging in quite a few hours each week to answer questions from students. ASB is headed to a national Association for the Promotion of Campus Activities conference. While there, they will be learning more leadership skills, as well as working with agents to bring future events to our campus next school year.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 3/23/22

ITEM #8: President's Update (information)

BACKGROUND:

Dr. Thompson Tweedy will provide an update.

- a. COVID-19 Impacts
- b. Enrollment

RECOMMENDATION:

None.

b. Enrollment (E-5, Information)

As of March 7, 2022, winter quarter headcount (1,761) was down 20.4%, total winter FTEs (1,344.6) were down 22.7%, and state-funded FTEs (925.8) were down 18.8% from this time last year. The last day of winter quarter instruction is March 16.

Spring enrollment began in late February and classes begin on April 4. At the time of this report, spring headcount (1,079) was down 27.8% from this time last year. Total spring FTEs (892.2) and state-funded FTEs (874.4) were down 26.9% and 23.5%, respectively, from this time last year.

The final enrollment report for fall 2021 is included for review. Fall headcount (2,129) was 7.7% lower than the previous fall (2020). Total FTEs (1618.1) and state-funded FTEs (1172.6) were down 12.4% and 3.2%, respectively, from fall 2020. Running Start headcount (450) was 10.9% lower than fall 2020. State-funded FTEs across the Washington Community and Technical College system were down 5% overall this fall, with declines as large as 20%.

The tuition amount budgeted for 2021-2022 is \$3,800,000. As of February 28, 2022 we have collected \$2,380,139 or 62.6% of the budgeted amount. As of February 28, 2021 we had collected \$2,510,184 or 66.1%.

TUITION COLLECTION REPORT
As of Feb 28, 2022 and Feb 28, 2021

	<u>2021-2022</u>	<u>2020-2021</u>
Annual Budget	\$3,800,000	\$3,800,000
Total Collections as of Feb 28	\$2,380,139	\$2,510,184
As a % of Annual Budget	62.6%	66.1%
Left to Collect to Meet Budget Target	\$1,419,861	\$1,289,816
<i>CARES Lost Revenue Summer/Fall</i>	<i>\$721,016</i>	<i>\$567,310</i>

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

FALL FINAL ENROLLMENT REPORT

HEADCOUNTS

	FALL 2021	% Change	FALL 2020	FALL 2019	FALL 2018	FALL 2017	FALL 2016	FALL 2015	FALL 2014	FALL 2013	FALL 2012
<u>ETHNIC ORIGIN</u>											
Amer. Indian/Alaska Ntv	32	-8.6%	35	46	25	20	27	39	29	30	31
Asian ^a	41	n/a	62	70	67	56	52	52	43	44	30
Native Hawaiian/Other Pacific ^a	11	n/a									
Black	36	-18.2%	44	23	26	34	36	39	45	34	40
Hispanic	750	-23.3%	978	1,142	870	853	977	887	854	876	836
White ^b	1,028	-2.7%	1,057	1,157	1,100	1,414	1,302	1,615	1,475	1,485	1,373
Other ^b	n/a	n/a	29	17	19						
Not Reported ^b	231	56.3%	101	270	360						

^aPrior to 2021, these groups were combined

^bPrior to 2018, these groups were combined

SEX

Female	1,222	-6.3%	1,304	1,469	1,320	1,308	1,493	1,408	1,274	1,387	1,307
Male	890	-9.7%	986	1,255	1,146	1,066	1,203	1,218	1,163	1,073	986
Not Coded	17	6.3%	16	1	1	3	2	6	9	9	17

STUDENT STATUS

Full time (12 or more crs)	1,267	-5.6%	1,342	1,660	1,663	1,427	1,550	1,548	1,479	1,504	1,378
Part time (less than 12 crs)	862	-10.6%	964	1,065	804	950	1,151	1,084	967	965	932
Percent full time	59.5%		58.2%	60.9%	67.4%	60.0%	57.4%	58.8%	60.5%	60.9%	59.6%

BY TIME/LOCATION**

On-Campus Day		n/a	**	2,004	1,921	1,909	2,108	2,099	1,951	1,844	1,783
On-Campus Evening		n/a	**	271	237	214	200	177	179	194	185
Off-Campus Day/Online		n/a	**	289	180	117	243	199	191	264	151
Off-Campus Evening		n/a	**	161	129	137	150	157	125	167	191

TOTAL HEADCOUNT	2,129	-7.7%	2,306	2,725	2,467	2,377	2,701	2,632	2,446	2,469	2,310
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Running Start	450	-10.9%	505	445	442	402	421	369	357	214	165
International**	1	n/a	**	3	4	8	9	10	9	4	2

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

FALL FINAL ENROLLMENT REPORT

FTEs											
	FALL <u>2021</u>	% <u>Change</u>	FALL <u>2020</u>	FALL <u>2019</u>	FALL <u>2018</u>	FALL <u>2017</u>	FALL <u>2016</u>	FALL <u>2015</u>	FALL <u>2014</u>	FALL <u>2013</u>	FALL <u>2012</u>
<u>STATE-FUNDED FTEs</u>											
ABE/ESL	156.4	56.2%	100.1	138.4	170.4	173.9	190.8	194.6	130.2	169.6	170.2
Academic	627.0	-8.8%	687.6	782.6	827.7	886.7	991.0	918.1	931.9	952.8	858.3
Occupational	389.2	-8.0%	423.2	547.2	513.2	474.0	495.7	527.7	529.0	558.8	584.3
TOTAL STATE FTES	1,172.6	-3.2%	1,210.8	1,468.2	1,511.2	1,534.6	1,677.5	1,640.4	1,591.1	1,681.2	1,612.8
<u>OTHER FTEs</u>											
Community Service	0.0	-100.0%	0.4	1.2	0.8	2.2	1.1	1.8	2.5	0.7	3.1
International Contract Stu	0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
Contract Funded	15.3	-89.3%	142.9	93.6	31.3	2.2	42.4	39.8	27.7	17.3	14.9
Running Start	428.8	-11.8%	486.0	418.0	408.7	373.9	359.2	338.9	264.3	192.7	146.3
Other (Employ., Sr. Cit.)	1.4	-81.3%	7.5	5.9	5.7	12.6	7.0	14.9	16.9	20.7	4.5
GRAND TOTAL FTEs	1,618.1	-12.4%	1,847.6	1,987.0	1,957.6	1,925.6	2,087.2	2,035.8	1,902.5	1,912.6	1,781.6

BIG BEND COMMUNITY COLLEGE

Date: 3/23/22

ITEM #9 Probationary/Tenure Reviews (action)

BACKGROUND:

The Board will consider probationary faculty contract renewal for the following faculty.

<u>Faculty Member</u>	<u>Position</u>	<u>Current Status</u>
Chris Dinges	Aviation Mech Tech Instructor	1 st probationary year
Eric Fleming	Math Instructor	1 st probationary year
Octaviano Gutierrez	English Instructor	1 st probationary year
Ching (Jim) Lin	Science Instructor	1 st probationary year
Barbara Bush	Communications	2 nd probationary year
Hannah Capelo	Nursing Instructor	2 nd probationary year
John Owens	Music Instructor	2 nd probationary year
Suzanne Reilly	Sociology Instructor	2 nd probationary year
Reza Sharifi	Industrial Systems Technology	2 nd probationary year

The Board will consider awarding tenure to the following faculty.

Theresa Calip	Biology Instructor	3 rd probationary year
Johanna Doty-Fleming	Math Instructor	3 rd probationary year
Rhonda Kitchens	Librarian	3 rd probationary year
David Mayhugh	Math Instructor	3 rd probationary year
Michele Reeves	Education ECE	3 rd probationary year
Jessica Strickland	HS21+/GED/ABE	3 rd probationary year

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

RECOMMENDATION:

Vice President of Learning & Student Success Bryce Humpherys and President Thompson Tweedy recommend all 1st and 2nd year probationers be renewed and all tenure candidates be awarded tenure.

BIG BEND COMMUNITY COLLEGE

Date: 3/23/22

ITEM #10: ACT Nominations (for action)

BACKGROUND:

The ACT's Awards Committee, Chair Rich Fukutaki, Bellevue College; Juanita Richards, Big Bend Community College; Mike Wilson, Community Colleges of Spokane; Wally Webster II, Edmonds College; Harriette Bryant, Olympic College and Sara Cate, Yakima Valley College is accepting ACT award nominations.

The year 2021 and the impacts we all continue to face due to Covid -19 were unprecedented; all of our community and technical colleges continue to be impacted in ways we never could have predicted. Our college chancellors, presidents, staff, faculty, trustees and community partners all worked together to ensure our students were safe and were able to continue their education with the least amount of disruption possible.

A special awards ceremony will be held during ACT's spring convention in May, additionally all nominees will be forwarded to ACCT for consideration of national recognition at the ACCT Leadership Congress this year in New York!

- The **Trustee Leadership Award** recognizes an individual trustee who has made a significant contribution to promote the community and technical college system.
- The **Equity Award** recognizes exemplary commitment to achieve equity in the development, administration and delivery of educational programs and services in the community and technical college system.
- The **Chief Executive Officer Award** recognizes an individual who has demonstrated exceptional leadership in furthering the mission of community and technical colleges.
- The **Partner of the Year Award** recognizes a business, company, agency, organization or elected official for donating time and/or resources in support of the community and technical college mission.
- The **Faculty Member Award** recognizes an individual who has demonstrated excellence in teaching in the community and technical college system.
- The **Professional Staff Member Award** recognizes an individual who provides exemplary service in the community and technical college system.

RECOMMENDATION:

BIG BEND COMMUNITY COLLEGE

Date: 3/23/22

ITEM #11: Trustee Emeritus Status (for information/action)

BACKGROUND:

The board will consider an Emeritus status award.

[AP1005](#) defines trustee emeritus criteria:

- Six years of service on the board of trustees

- Long-term record of professional excellence

- Leadership roles at the state and national level

- Significant participation in professional development activities

- Other significant contributions to the college and the service district

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 3/23/22

ITEM #12: Trustees' Progress Toward Goals (for action/information)

BACKGROUND:

Board Goals (adopted September 9, 2021)

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

RECOMMENDATION:

Board Chair Thomas Stredwick will facilitate a conversation.

BIG BEND COMMUNITY COLLEGE

Date: 3/23/22

ITEM #13: Assessment of Board Activity (for information)

BACKGROUND:

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

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

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 3/23/22

ITEM #14: Next Regular Meeting (information/action)

BACKGROUND:

The next regularly scheduled board meetings are below:

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

Prepared by the President's Office.

RECOMMENDATION:

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

BIG BEND COMMUNITY COLLEGE

Date: 3/23/22

ITEM #15: 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.