



Big Bend
COMMUNITY COLLEGE



Board of Trustees

Community College District 18

Regular Meeting
May 1, 2025



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

Regular Meeting Agenda

7662 Chanute Street NE, Moses Lake, Washington
Hardin Community Room
Thursday, May 1, 2025 – 1:30 p.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. M.E.Ch.A. Club | | |
| | b. New Staff Welcome & Introductions | | |
| 3. | Consent Agenda | Action E-1/2/3/4 | Chair Amy Parris |
| | a. Meeting Minutes March 20, 2025 | | |
| | b. Student Success and Accreditation | | |
| | c. Assessment | | |
| | 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 Report | E-1 | |
| | ii. Operating Budget, Revenue, Expense Report | E-3 | |
| | iii. Legislative Report | E-3 | |
| 5. | Business | | |
| | a. ACT Awards Recipients | E-1/2/3/4 | Chair Amy Parris |
| | b. Board Policies for DEI Review | Review E-1/2/3/4 | Chair Amy Parris, Trustees |
| | c. BP 3015 Admin/Exempt Staff Performance Evaluations Revision | Review E-1/2/3/4 | Chair Amy Parris, Trustees |
| | d. BP 6300 Athletics Revision | Action E-1/2/3/4 | Chair Amy Parris, Trustees |
| | e. BP 6400 Honorary Degrees Revision | Action E-1/2/3/4 | Chair Amy Parris, Trustees |
| | f. Graduation Activities | E-1/2/3/4 | Chair Amy Parris, Trustees |
| | g. Assessment of Board Activity | E-2 | Chair Amy Parris, Trustees |
| 6. | Miscellaneous | E-1/2/3/4 | |
| 7. | Next Regularly Scheduled Meeting | E-1/2/3/4 | Chair Amy Parris, Trustees |
| | a. June 5, 2025 | | |
| 8. | Executive Session | | Trustees, Dr. Sara Thompson Tweedy |
| 9. | 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.



PUBLIC COMMENT

Information

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

Prepared by the President's Office



MISSION MOMENTS

Information

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

Prepared by the President's Office



CONSENT AGENDA: BOARD MEETING MINUTES

Information / Action

Description

The minutes from the March 20, 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."

Prepared by the President's Office

**BOARD OF TRUSTEES
BIG BEND COMMUNITY COLLEGE
MOSES LAKE, WASHINGTON
March 20, 2025 – Masto A/B Conference Room**

A regular meeting of the Board of Trustees of Big Bend Community College was held on Thursday, March 20, 2025, at 9:00 a.m. in the Masto A/B Conference 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 9:00 a.m.

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

b. Public Comment. There were no public comments.

2. Mission Moments

a. Criminal Justice Club. Introductions of the Criminal Justice Club officers occurred beginning with Angel Montalvo, Club President, who is a sophomore at BBCC, and a Running Start student. Angel also serves as the Recreational Coordinator for BBCC ASB. Angel plans to graduate this spring and pursue criminology and law school. Vice President Martin Sandoval, Jr. works full-time while attending BBCC full-time, and he is working toward a degree in Criminal Justice. Arlene Espino, the club's Secretary/Treasurer, shared that she is in her second year of Running Start at BBCC and is working toward her general AA degree with plans to continue studying criminal justice. Instructors Kaja Devine and Caleb Nolte were introduced as the club advisors. The purpose of the Criminal Justice Club is to foster open conversations that help reduce misunderstood theories, stereotypes, and stigmas related to the U.S. criminal justice system. In addition, the club seeks to increase opportunities for students to openly discuss educational and career pathways with peers and advisors, provide real-world experiences, and build a supportive campus environment. Another key goal of the club is to help members develop professional connections with experts in the criminal justice field.

Of the recent past events, on February 7, the club participated in tours of the Grant County Jail and the Grant County District Court. These experiences gave members an inside look at local correctional and judicial systems. On February 26, the club held a successful fundraiser in conjunction with BBCC ASB's pancake breakfast, where they sold Red Bull and Italian sodas raising \$365 to support future club activities.

Looking ahead, the club has several events planned. One is "Coffee with a Cop" on April 8 from 10:00 a.m. to 1:00 p.m. in the Viking Eatery and Coffee Bar. This is a welcoming event offering complimentary coffee and donuts while providing an opportunity for students, faculty, and staff to connect with law enforcement professionals. Retired K9 Chief of the Moses Lake Police Department will be in attendance. In 2020, Chief was shot by a suspect during a chase, losing an eye and sustaining other injuries. Another upcoming activity is a tour of Coyote Ridge Corrections Center. Club members will join the CJ& 105 class during spring quarter for this educational visit. Additionally, the club is developing the CJ System Specialty Careers Showcase, which is similar in spirit to "Coffee with a Cop" and will highlight lesser-known career paths within the criminal justice field.

b. New Staff Welcome and Introductions. Cassandra Gomez, Program Assistant in Admissions & Registration; Rebecca Jones, Fiscal Analyst 2, and Michael Griswold, Assistant Director of Business Services; Erick Mendoza, Outreach and Recruitment Coordinator in Outreach & Recruitment; and Rafelita Tijerina, Program Assistant in Basic Education for Adults, were introduced.

3. Consent Agenda

a. Meeting Minutes January 23, 2025

b. Accreditation

- c. Assessment and Student Success
- d. Finance and Administration
- e. Human Resources and Labor
- f. Foundation

Motion 25-04 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, provided an overview of recent instructional activities and highlights from faculty members. In the Information Systems Technology program and IST Instructor Justin Henley, students in Intro to Robotics have been working with pick-and-place programming, using a variety of user interface tools and robotic configurations. The course emphasizes practical experience and introduces students to foundational skills in automation and robotics. Biology Instructor Theresa Calip, BIOL 242 has established a partnership with Stacy's Meats of Ephrata to receive donated sheep organs for lab use. This partnership has created a highly engaging, hands-on lab environment that allows students to explore anatomy in a real-world context. Patricia Jones, English Instructor, is reviving the college's former literary magazine, Mile Post 177, under a new title: Creative Arts Literary Magazine. Submissions are currently being collected, and the first annual issue is scheduled to be published in April to align with National Poetry Month. The project provides a platform for student creativity and supports engagement with the arts on campus. In the Criminal Justice program and CJ Instructor Caleb Noleta, the Criminal Law course recently hosted former elected county prosecutor Garth Dano as a guest speaker. Dano spoke to students about his experience in law practice and public service, and shared insights on the skills students should develop as they prepare for legal and law enforcement careers.

Melissa Heaps, High School Completion Instructor for Basic Education for Adults (BEa), provided an update on current activities within the program. A new course titled Beyond High School is being introduced to help students explore BBCC's degree offerings in greater depth. The course is designed to guide more adult learners into pathways that lead to employment, military service, or college enrollment. Serving as a bridge, the course begins with orientation and includes support with FAFSA completion, barrier removal, and college enrollment. Melissa also shared highlights from a recent professional development event, AHSIE in Chicago, where several BBCC representatives were in attendance. One session on Latinx poetry inspired efforts to incorporate more Hispanic literature into BEa coursework and curriculum. The Washington State History course was also mentioned, as it is commonly required for high school completion, and includes materials on Native American boarding schools, which are being used as a platform for discussion on generational trauma and mental health. These are OSPI-approved lessons developed in collaboration with tribal communities. A future guest speaker, whose mother attended a boarding school, will visit campus to contribute to this class experience.

b. ASB Update. ASB Vice President Selyla Gonzalez Hesso provided an overview of recent and upcoming student events. A "Sip and Drip" painting tutorial, hosted in collaboration with Art Professor Dustin Regul, was well received. Due to space limitations, attendance was capped at 30 participants. Based on its success, plans are being considered for a similar event in the future. In January, 118 individuals attended the annual ice skating event, marking a 36-person increase from the previous year. A student bowling night at Lake Bowl also saw strong participation and was regarded as a success. As part of Black History Month, an event was coordinated featuring guest speaker Josh Binda, the City Council Vice President of Lynnwood. Elected by colleagues in 2025, Binda made history as the youngest person to hold this leadership role. Wize Guyz Beefs, a Chicago-style food truck, was brought to campus for the event. Members of the Martin Luther King Committee from Moses Lake were also in attendance. Another pancake breakfast was held in partnership with ASB and faculty advisors, offering an opportunity to assist students with registration for the upcoming quarter. Intramural basketball concluded for the

season, providing a fun and inclusive way to engage students. Planning is already underway for the next tournament to be held during spring quarter.

Looking ahead, twelve students are scheduled to attend the Students of Color Conference in Auburn, Washington at the beginning of April. Student Recognition Night will take place on May 6 at 7:00 p.m. Additional events in the planning stages for spring quarter include a talent show, campus carnival, pep rally in collaboration with athletics, an alcohol awareness event, a self-defense class, an Earth Day event in collaboration with the Earthlings and Agriculture Clubs, a teatime with alumni, and other activities designed to engage and support the student body.

c. President's Report.

i. 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.

The Tuition Collection Report is being revised to separately indicate AA enrollment numbers from the BAS enrollment numbers. This change is being implemented in response to the conclusion of grant funding that has been supporting the BAS programs. As these external funds phase out, it becomes increasingly important to understand the differences between AA and BAS enrollment patterns to support accurate and effective financial planning. Analyzing this data will provide valuable insight into the future funding needs of BAS programs and help ensure long-term sustainability.

ii. 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, with meetings scheduled with Representative Tom Dent and Senators Mark Schoesler and Judy Warnick. An update of the legislative priorities include:

Rural Nurses Education Program (RNEP). Although the RNEP bill did not advance and is no longer under consideration for this biennium, grant funding is available to support the initial launch of the program. Appreciation was expressed for Katherine Christian, Director of Allied Health Programs (Nursing), who has taken the lead in advancing this important initiative. Her dedication, along with the commitment of the nursing faculty, has been instrumental in moving the program forward and laying a strong foundation for its success.

Governor Ferguson's Budget / Operations and Capital Budgets / Ensure Full Funding for Compensation Increases (*if any*). Governor Ferguson recently gave a presentation highlighting a projected \$15 billion shortfall over the next two biennia. In response to this deficit, the Governor has stated an intent to avoid raising taxes and instead plans to implement cuts across state government in order to balance the budget. Among the proposed cost-saving measures is the possibility of monthly one-day furloughs for state employees over the next two years. However, the House and Senate have not yet released their budget proposals, and without alignment among all three branches, the final budget picture remains unclear. Governor Ferguson did not propose additional cuts to the community and technical colleges beyond the corrections identified by the Office of Financial Management (OFM). At this stage, compensation discussions have not surfaced among legislative representatives and do not appear to be part of the immediate budget considerations.

These financial developments impact the college's financial outlook. Recent news coverage highlighted President Trump's signing of an executive order proposing the elimination of the U.S. Department of Education. While all existing educational programs and services would continue to be administered by other federal agencies, the full impact of this potential restructuring remains unknown. This development is of concern for BBCC due to the college's reliance on multiple federal grants that support a

wide range of programs and positions. With recent personnel changes at the federal level, it reflects a growing instability and uncertainty in federal education partnerships.

At the state level, the OFM has issued a budget correction for fiscal years 2026–2027, which will result in a lower allocation for community and technical colleges. BBCC is expected to experience a reduction to its allocation, in addition to any other potential funding reductions proposed through the Governor's budget or legislative processes. The most recent revenue forecast released Tuesday indicates the state's fiscal outlook is weaker than previously anticipated. In light of these financial situations, BBCC is planning for budget adjustments over a four-year window rather than a traditional two-year cycle. Although the FY 2024–2025 budget is not expected to be recalled or adjusted due to the OFM error, future allocations are expected to be reduced. Planning is underway to address the anticipated shortfall. The college's current budget used institutional reserves when necessary, and there is growing concern about continued reliance on reserves to maintain fiscal balance. Maintaining adequate reserves is essential for long-term financial stability.

A discussion ensued regarding the role of the Board of Trustees in the budgeting process. The Executive Team remains committed to presenting a balanced budget and is actively exploring ways to maintain financial stability despite the evolving challenges. The State Board has indicated that BBCC continues to be a fiscally healthy institution. However, recent declarations of financial exigency by other colleges, including Seattle Colleges and Renton Technical College, underscore the seriousness of the current financial environment. Conversations are ongoing about what the next fiscal year's budget will look like, with a focus on strategic planning and risk mitigation. The state budget is expected to be released in June, but there is concern that ongoing reductions at the federal level, particularly in grant funding, could significantly affect college operations. While BBCC remains fiscally stable, leadership emphasized that the college operates on a much narrower margin than larger institutions, making it less capable of absorbing financial shocks. This reinforces the importance of proactive planning and fiscal responsibility. It was noted that while student enrollment trends are currently positive, the overall economic forecast remains uncertain. A potential recession, combined with existing fiscal pressures, could pose challenges in the near future.

Members of the Board of Trustees emphasized the importance of careful financial planning as essential to achieving a balanced budget and maintaining fiscal stability. The Board also provided clear direction for President Tweedy to responsibly manage the college's financial resources in alignment with these priorities.

Motion 25-05 Trustee Anna Franz moved to direct the President to implement budget reductions in anticipation of decreased future allocations. Gary Chandler seconded, and the motion passed.

A stated priority is to achieve a balanced budget without relying on institutional reserves.

The Viking Eatery & CoffeeBar officially opened ahead of spring quarter, with a soft opening held on March 3. This milestone follows a year-long effort by the Food Services Task Force. Special recognition was given to Deena Farag, Event & Conference Representative, for her leadership in facilitating the project from concept to completion. In the interim, a food truck was successfully secured to provide on-site service, ensuring continued food access for students, faculty, and staff. Appreciation was expressed for the exceptional work involved in bringing this project to fruition.

Classroom renovations in Building 1600 are progressing as planned and are on track for completion before the start of spring quarter. The Quad Renovation project experienced a temporary pause due to issues related to water and sewer lines, which required coordination with the City of Moses Lake. As of March 20, work has resumed. Once completed, the new quad will significantly reduce BBCC's overall water consumption and its impact on the aquifer. Progress continues on the new campus greenhouse. Concrete has been poured, trusses have been constructed, and assembly will begin soon. The greenhouse

is projected to be operational by May. This project was partially funded through a grant from the Paul Lauzier Foundation.

The *Cellarbration!* for Education Scholarship Fundraiser was a success, exceeding last year's total gross revenue with a tentative final figure of \$257,800. The event was sold out and widely recognized as a remarkable success for the foundation, its supporters, the college, and the students it serves.

5. Business

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

Motion 25-06 Vice Chair Bethany Martinez moved to approve a \$3,000 Exceptional Faculty Award for Mercedes Gonzalez-Aller. Trustee Gary Chandler seconded, and the motion passed.

b. ACT Awards Nominations. The following nominees were submitted March 14, 2025, to the ACT Awards Committee. 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.

The ACT Awards Committee will meet on March 26, 2025, with award winners announced shortly thereafter. It was reported that Trustees interested in attending the 2025 ACT Spring Conference, scheduled for May 22–23, were asked to contact the President's Office to make the necessary arrangements. Additionally, the Awards Dinner recognizing the 2025 ACT Awards recipients will be held the evening of Thursday, May 22, 2025. Guest tickets would be available for the dinner for those not participating in the full conference.

c. Board Policies for DEI Review. A first reading of the following Board Policies was conducted as part of ongoing efforts to align the policies with diversity, equity, and inclusion principles.

- BP 3015 Administrative/Exempt Staff Performance Evaluations (12/1/2001)
- BP 3019 Drug Free/Alcohol Free Workplace (1/25/2013)
- BP 3025 Retirement Medical Expense Plan (VEBA) for Qualified BBCC Employees (7/22/1997)
- BP 4001 Layoff Policy for Classified Staff (6/15/2016)
- BP 4130 Suspended Operation Policy for BBCC (2/1/2012)

The Board of Trustees agreed that revisions were needed to BP 3015 Administrative/Exempt Staff Performance Evaluations. Trustee Anna Franz will collaborate with the President's Office to complete the revisions in preparation for presentation at the next Board of Trustees meeting. It was determined that there were no revisions needed for BP 3019, BP 3025, BP 4001, or BP 4130 and subsequently no action to be requested at the next Board of Trustees meeting pertaining to these four policies; hence, they will reflect a March 20, 2025, review date.

d. Board Policy 6300 Athletics Revision. A first reading of the revised BP 6300 Athletics was conducted during the March 20, 2025, Board of Trustees meeting. Final approval is scheduled to be considered at the next meeting of the Board.

e. Board Policy 6400 Honorary Degrees Revision. A first reading of the revised BP 6400 Honorary Degrees was conducted during the March 20, 2025, Board of Trustees meeting. Final approval is scheduled to be considered at the next meeting of the Board.

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

6. Miscellaneous. None.

7. Next Regularly Scheduled Meeting

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

8. Executive Session

Board Chair Amy Parris announced a 30-minute Executive Session at 10:10 a.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 and (i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions or litigation or potential litigation.

The session was extended by 10 minutes with a 5 minute recess thereafter. The meeting was reconvened at 10:55 a.m. No actions were taken during the executive session.

9. Probationary Tenure Review

Motion 25-07 Trustee Gary Chandler moved 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 Gina Cutts at Big Bend Community College. Trustee Gary Chandler further moved that the Board of Trustees direct the President to notify Gina Cutts 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. Trustee Anna Franz seconded, and the motion passed.

Motion 25-08 Trustee Anna Franz moved 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 Jonathan Bauer at Big Bend Community College. Trustee Anna Franz further moved that the Board of Trustees direct the President to notify Jonathan Bauer 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. Trustee Rosendo Alvarado seconded, and the motion passed.

Motion 25-09 Trustee Rosendo Alvarado moved 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 Jada Addink at Big Bend Community College. Trustee Rosendo Alvarado further moved that the Board of Trustees direct the President to notify Jada Addink 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. Vice President Bethany Martinez seconded, and the motion passed.

Motion 25-10 Vice President Bethany Martinez moved 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 Mitchell Poth at Big Bend Community College. Vice President Bethany Martinez further moved that the Board of Trustees direct the President to notify Mitchell Poth 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. Trustee Gary Chandler seconded, and the motion passed.

Motion 25-11 Trustee Gary Chandler moved 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 Samuel Shuman at Big Bend Community College. Trustee Gary Chandler further moved that the Board of Trustees direct the President to notify Samuel Shuman 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. Trustee Anna Franz seconded, and the motion passed.

Motion 25-12 Trustee Anna Franz moved 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 Aaron Linthicum at Big Bend Community College. Trustee Anna Franz further moved that the Board of Trustees direct the President to notify Aaron Linthicum 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. Trustee Rosendo Alvarado seconded, and the motion passed.

Motion 25-13 Trustee Rosendo Alvarado moved 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 Cade Levine at Big Bend Community College. Trustee Rosendo Alvarado further moved that the Board of Trustees direct the President to notify Cade Levine 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. Vice President Bethany Martinez seconded, and the motion passed.

Motion 25-14 Vice President Bethany Martinez moved 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 Melissa Heaps at Big Bend Community College. Vice President Bethany Martinez further moved that the Board of Trustees direct the President to notify Melissa Heaps 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. Trustee Gary Chandler seconded, and the motion passed.

Motion 25-15 Trustee Gary Chandler moved 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 Michell Valdivia at Big Bend Community College. Trustee Gary Chandler further moved that the Board of Trustees direct the President to notify Michell Valdivia 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. Trustee Anna Franz seconded, and the motion passed.

Motion 25-16 Trustee Anna Franz moved 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 Justin Henley at Big Bend Community College. Trustee Anna Franz further moved that the Board of Trustees direct the President to notify Justin Henley 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. Trustee Rosendo Alvarado seconded, and the motion passed.

Motion 25-17 Trustee Rosendo Alvarado moved 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 Rosemary Parsons, effective September 15, 2025. Trustee Rosendo Alvarado further moved that the Board of Trustees direct the President to notify Rosemary Parsons 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. Vice President Bethany Martinez seconded, and the motion passed.

Motion 25-18 Vice President Bethany Martinez moved 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 Emily Eidson, effective September 15, 2025. Vice President Bethany Martinez further moved that the Board of Trustees direct the President to notify Emily Eidson 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. Trustee Gary Chandler seconded, and the motion passed.

Motion 25-19 Trustee Gary Chandler moved 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 Kaja Devine, effective September 15, 2025. Trustee Gary Chandler further moved that the Board of Trustees direct the President to notify Kaja Devine 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. Trustee Anna Franz seconded, and the motion passed.

Motion 25-20 Trustee Anna Franz moved 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 Dustin Regul, effective September 15, 2025. Trustee Anna Franz further moved that the Board of Trustees direct the President to notify Dustin Regul 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. Trustee Rosendo Alvarado seconded, and the motion passed.

Motion 25-21 Trustee Rosendo Alvarado moved 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 Aaron Mahoney, effective September 15, 2025. Trustee Rosendo Alvarado further moved that the Board of Trustees direct the President to notify Aaron Mahoney 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. Vice President Bethany Martinez seconded, and the motion passed.

10. Adjournment. Chair Amy Parris adjourned the meeting at 11:10 a.m.

Amy Parris, Board Chair

ATTEST:

Sara Thompson Tweedy, Secretary



CONSENT AGENDA: STUDENT SUCCESS AND ACCREDITATION

Information

Description

The Institutional Research developed a comprehensive *First-Time Entering College* dashboard at Big Bend, which empowers staff to disaggregate data across multiple characteristics to identify specific student groups that may be falling behind. This tool plays a central role in our ongoing efforts to support student success by providing detailed insights into several critical metrics. In addition to informing our strategies, the dashboard also aligns with accreditation standards that require colleges to disaggregate data to promote success for all student groups and close achievement gaps.

The dashboard has the following components:

- Credit Milestones
- Retention Rates
- Completion Rates
- Post-College Transfer Success

Data can be segmented by the following characteristics:

- Student Type: First-Time in College (FTIC), Running Start
- Program: Transfer or Workforce
- Race/Ethnicity
- Sex/Gender
- Age Group
- First-Generation Status
- Need-Based Aid Recipient
- Accommodation Status
- Veteran's Benefits
- Historically Underserved Students of Color (Black or African American, Hispanic, Native American)
- Enrollment Status: Full-Time/Part-Time

One key finding from the Data Committee's analysis of Mission Fulfillment data revealed that FTIC (First Time in College) males in the Transfer Program had a 3-year completion rate of just 20% (students who started in fall 2021). This type of granular insight allows staff to examine specific student groups to determine where outcomes may be disproportionately lower than for other groups.

The Student Services Team is collaborating with Institutional Research and the Data Committee to analyze data and develop strategies aimed at enhancing student outcomes.

Recommendation

None



CONSENT AGENDA: ASSESSMENT

Information

Description

The Assessment Committee has developed two prepackaged assessment activities aligned with the Institutional Outcome of Communication. These activities address concerns raised by faculty, with one focusing on the appropriate use of program-specific vocabulary and the other on the impact of generative artificial intelligence on communication. On April 11, during the spring in-service, the Assessment Committee Chair presented both activities to the full faculty. The plan is to implement these assessments during the 2025–26 academic year.

Recommendation

None

Prepared by Vice President Bryce Humpherys and Dean Valerie Parton



CONSENT AGENDA: FINANCE AND ADMINISTRATION

Information

Description

Ongoing Capital Projects (updates in red)

1600 Classroom Remodel/Quad Xeriscaping

The 1600 classroom remodel is completed, and the rooms are being used for spring quarter classes. The Quad work has restarted, and planting is scheduled to start in May with project completion in June.

1500 Restroom and Classrooms Remodel

Demolition work in 1500 has begun.

Greenhouse @ 3700

The foundation has been poured. Metal framing and paneling are nearly complete. The electrical installation has begun, and interior plumbing is next.

Gas Meter Installations

Meters have been installed. Paramount has installed the data drops for the meters. Apollo is working on programing.

WA Clean Buildings Assessment

Currently working with contractor with Energy Star Portfolio. Did not receive the Department of Commerce Clean Energy grant that would have expanded the project to additional buildings.

Facility Condition Survey

Scheduled for the week of May 12-14, 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.

Water Line Replacement

Replace water lines for gymnasium and Building 1700; replace hot water lines from vault to Buildings 5000 and 6000; vacate water line in Quad. Work to be completed by June 30.

Recommendation

None



CONSENT AGENDA: HUMAN RESOURCES AND LABOR

Information

Description

Ty Payne accepted the Director of Flight Program Operations position. This is a full-time, admin/exempt position replacing Terry Haws who retired in March. Ty started his new position on April 1, 2025.

Rafelita Tijerina accepted the position of Program Assistant in the Basic Education for Adults (BEA) 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 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:

- Custodian 1 – *Interviews Scheduled*
- Dean of Transfer & Allied Health – *Interviews Scheduled*
- Flight Instructor – Tenure Track (2 positions)
- IT Security Journey
- Nursing Instructor - Tenure Track – *Interviews Scheduled*
- Program Specialist 2 – Maintenance & Operations
- Program Specialist 2 – TRiO SSS – *Interviews Scheduled*
- Program Specialist 2 – Workforce Education

Retention

The Year-to-Date Turnover Rate through March 2025 is 3.297%. The breakdown of separation reasons includes 2 – Retirement, 3 – Resignation, and 2 – Other Job. The goal for 2025 is to have a turnover rate less than 12%.

Recommendation

None

Prepared by Vice President Kim Garza

CONSENT AGENDA: FOUNDATION

Information

Description

Cellarbration! for Education was held on March 15, 2025. What a huge success. We raised \$258,200, an increase over last year by \$10,500. We are still waiting for some matching grants from Google, Microsoft, and Deloitte, thereby increasing the total revenue.

The Moses Lake Bible Church has submitted an offer to purchase the Opportunity Center property. The foundation owns approximately 5 acres of land, including the church and the undeveloped area between Randolph Road and Patton Boulevard. Rolly Garza prepared an appraisal. The foundation is in the process of presenting a counteroffer to the church.

The foundation worked with the AMT program to help secure a helicopter, and it has arrived. We collaborated with Aaron Mahoney on a grant application to the Columbia Basin Foundation for raised plant beds in the new greenhouse. We expect to receive a response in May.

Scholarship applications closed on March 31. We had 421 complete applications. The Spanish-language application saw a significant increase in usage this year, with 29 students completing it, up from just 2 the previous year.

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.



[Unlocking Personality: Enhancing Leadership and Team Dynamics Through Psychology](#)
Nikita Mikhailov, Co-Author and Specialist in Personality and Talent Development
Tuesday, April 29 at 9:00 a.m.



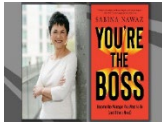
[Impact Players: How to Take the Lead, Play Bigger, and Multiply Your Impact with Liz Wiseman](#)
NYT Bestselling author of Multipliers, Impact Players and Rookie Smarts
Wednesday, April 30 at 10:00 a.m.



[Becoming Conflict Resilient: Embracing Conflict for Stronger Relationships](#)
Joel Salinas & Robert Bordone, Co-Authors
Tuesday, May 6 at 9:00 a.m.



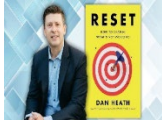
[Mindmasters: The Data-Driven Science of Predicting and Changing Human Behavior](#)
Sandra Matz, Author and Pioneer in Computational Psychology
Tuesday, May 13 at 9:00 a.m.



[How to Become the Manager You Want to Be \(and Others Need\)](#)

Sabina Nawaz, Author and Elite Executive Coach

Tuesday, May 20 at 9:00 a.m.



[Reset: How to Change What's Not Working with Author Dan Heath](#)

#1 New York Times Bestselling Coauthor of Made to Stick, Switch, and The Power of Moments

Thursday, May 22 at 9:00 a.m.



[Human-Centered Leadership: Cultivating a High-Performing and Innovative Workplace](#)

Minnette Norman, Award-Winning Author

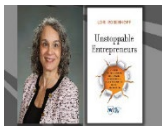
Thursday, June 5 at 9:00 a.m.



[Why Are We Here: Creating a Work Culture Everyone Wants](#)

Jennifer Moss, Acclaimed Author and Workplace Expert

Tuesday, June 10 at 9:00 a.m.



[Unstoppable Entrepreneurs: Redefining Success Beyond Silicon Valley](#)

Lori Rosenkopf, Author and Award-Winning Professor

Tuesday, June 17 at 9:00 a.m.

Recommendation

None

Prepared by Executive Director LeAnne Parton



FACULTY UPDATE

Information

Description

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

Recommendation

None

Prepared by the President's Office



ASB UPDATE

Information

Description

Visit the Spring 2025 calendar for a full line-up of events at <https://www.bigbend.edu/wp-content/uploads/2025-Spring-ASB-Activities-Calendar.pdf>.

ASB events that have occurred this quarter:

- An ASB pep rally took place on April 8 to kick off the spring quarter.
- Spokane poet, Mery Smith, was brought to campus for alcohol awareness month and poetry month. She shared her story of sobriety and poetry and took the audience through a number of writing prompts.
- ASB movie night at Fairchild Cinemas on April 17 had 80+ attendees.
- A self-defense seminar for sexual assault awareness month was held on April 23.
- An ASB picnic was held April 30.

Upcoming Events:

- Mic Drop Talent Show (May 1)
- Student Recognition Night (May 6)
- HSI event (May 8)*
- Mental Health Fair (May 15)

*Selyla Gonzalez Hueso, ASB Vice President, will provide information on the HSI event taking place on May 8, 2025.

Recommendation

None

Prepared by Director Sidney Dickerson



PRESIDENT'S REPORT

Information

Description

Enrollment Update

As of April 19, 2025, spring quarter headcount (2,575) was up 14%, total FTEs (1928.7) were up 12%, and state-funded FTEs (1370.1) were up 8% from this time last spring. State-funded Arts & Sciences (613.0) and Workforce Education (390.9) FTEs increased nearly 14% and 12%, respectively. Students have until May 22 to withdraw from classes. Instruction ends on June 13.

Winter 2025 final headcount (2,541) was 2.3% higher than the previous winter. Total FTEs (1994.7) and state-funded FTEs (1348.0) were up 5.9% and 1.6%, respectively. Running Start headcount (564) increased 23% over winter 2024.

Winter Final Enrollment Report

FTEs

	WINTER 2025	% change	WINTER 2024	WINTER 2023	WINTER 2022	WINTER 2021	WINTER 2020	WINTER 2019	WINTER 2018	WINTER 2017	WINTER 2016
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STATE FUNDED

ABE/ESL	252.9	-15.8%	300.4	137.4	135.8	102.8	196.0	198.5	196.5	190.1	242.3
Academic	634.9	13.2%	561.0	539.8	492.1	593.8	721.3	769.1	845.4	859	917.7
Developmental ^c	43.5	-13.9%	50.5	47.0							
Occupational	416.7	0.6%	414.4	380.3	351.5	437.1	535.3	506.1	468.2	504.2	508.9

^c2023 was the first year developmental FTEs were reported as a separate category

TOTAL STATE FTEs	1348.0	1.6%	1326.2	1104.6	979.4	1133.7	1452.6	1473.7	1510.1	1553.3	1669.0
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OTHER FTEs

Community Service	0.0	n/a	0.0	0.0	0.0	0.0	1.6	1.0	0	1.6	2.1
Contract Funded	92.4	-17.1%	111.4	54.9	27.3	134.8	180.3	73.6	0	2.4	38.5
Running Start	552.6	25.3%	440.9	387.7	415.3	462.4	423.0	403.9	377.7	390.1	341.8
Other (Employ., Sr. Cit.)	1.7	-64.6%	4.8	1.0	1.5	5.9	7.5	6.4	6.7	10.4	15.0

GRAND TOTAL FTEs	1994.7	5.9%	1883.4	1548.2	1423.5	1736.7	2065.0	1958.5	1894.5	1957.8	2066.4
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Operating Budget, Revenue, Expense Report

The operating budget, revenue, and expense report is attached.

Legislative Update

Sine Die is scheduled for April 27, 2025, and barring any extensions to the legislative session, specific operating budget information for the college is expected to be available for the upcoming Board of Trustees meeting. Washington faces a \$15 billion shortfall over the next four years and preparation continues for the anticipated \$28.6 million system-wide giveback from the Community and Technical Colleges, which represents an estimated \$357,414 return for Big Bend Community College in fiscal year 2024–25. Further allocation reductions are expected in subsequent fiscal years over the next two biennia. If the college is required to return funds within the current fiscal year, the deadline for doing so is June 30, 2025.

Spending restrictions related to travel, purchasing, and hiring and staffing have been in effect since April 1, 2025, for Big Bend Community College. The Executive Team is actively developing additional reduction strategies, all aligned with the Board of Trustees' directive to reduce the budget in anticipation of lower future allocations and to achieve a balanced budget without drawing on reserves.

Recommendation

None

Prepared by the President's Office

OPERATING BUDGET, REVENUE, & EXPENSE REPORT

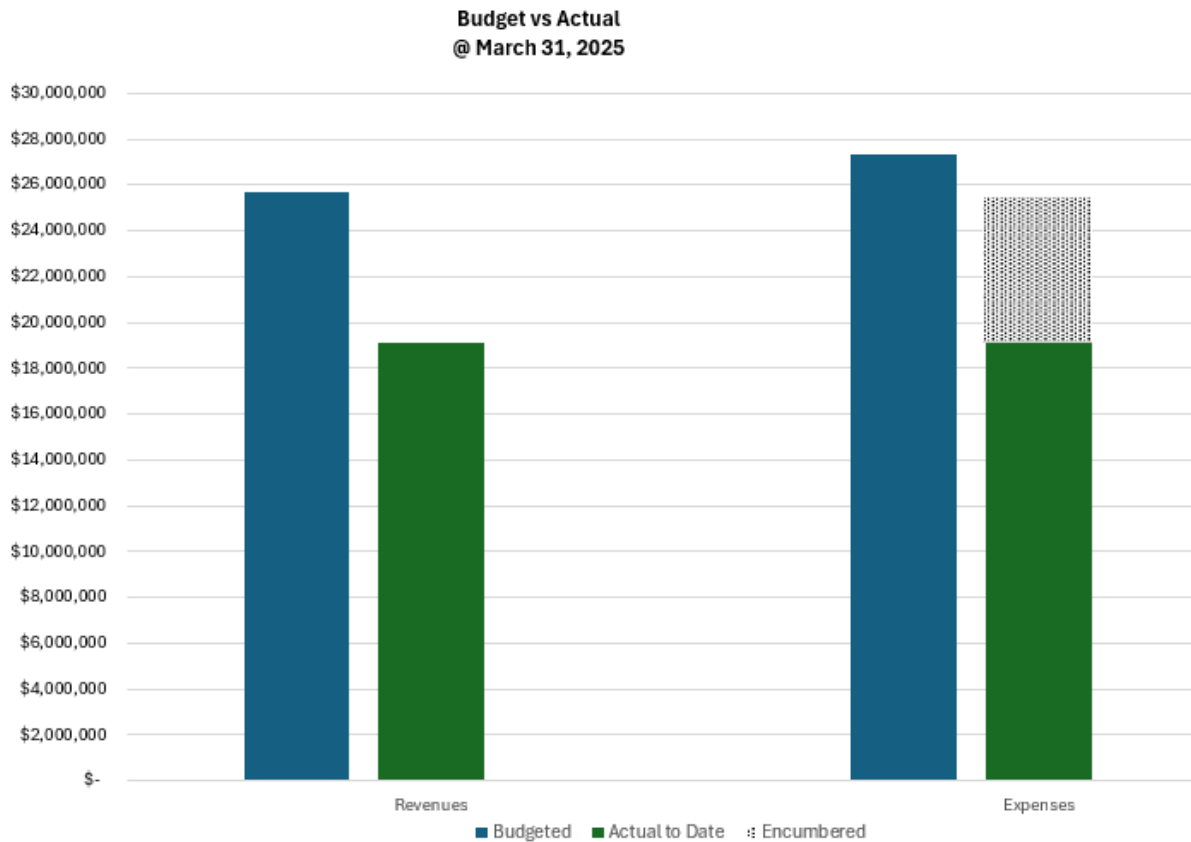
As of March 31, 2025

	Budgeted	Actual to Date	% of Budget	Variance (over/under)
Revenue*	\$25,701,375	\$19,074,315	74.22%	\$6,627,060 (under)
Expense**	\$27,324,246	\$19,197,882	70.26%	\$8,126,364 (under)
	Encumbered**	\$6,496,976	94.04%	\$1,629,388 (under)

As of March 31, 2025, we have collected 74.22% of our projected revenues and have expended and encumbered 94.04% of the expense budget.

* Revenues include state operating allocations, Running Start, and tuition (BAS \$382,785 included).

**Expenses to date include budget expended of \$19,197,882 and encumbered of \$6,496,976. The encumbered amount includes anticipated salaries and benefits through June 30.





ACT AWARDS RECIPIENTS

Information

Description

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. Of the four ACT Award nominations submitted, the college received two awards:

- Professional Staff Member Award: Starr Bernhardt, Director of Enrollment/Registrar
- Equity Award: Big Bend Community College

A special awards ceremony honoring the awardees will be held on May 22, 2025, at the ACT Spring Convention in Spokane. Thirteen representatives from Big Bend Community College will be in attendance.

All nominees will also be submitted to ACCT for national recognition at the ACCT Leadership Congress.

Recommendation

None.

Prepared by the President's Office



BOARD POLICIES FOR DEI REVIEW

Information / First Read

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 following Board Policies are scheduled for review at the meeting on May 1, 2025:

Number (Link)	Date	Name
4200	4/24/1989	Communications/Grievance Procedure for Classified & Exempt Staff
4500	11/22/2005	Salary Determination Policy for Non-Represented Classified Employees
4602	4/9/2015	Unused Sick Leave Compensation
5400	12/23/1991	Vocational Instructor Employment & Certification
5500	12/28/2001	Faculty Professional Leaves

Recommendation

Please review the presented policies.

Prepared by the President's Office

**BP4200 COMMUNICATIONS/GRIEVANCE PROCEDURE FOR CLASSIFIED
AND EXEMPT STAFF****4200.1 COMMUNICATION POLICY**

It shall be the policy of Big Bend Community College to encourage open communication between employees and their supervisors. Supervisors are directed to facilitate two-way communication. The communications process shall emphasize the use of the chain of command beginning with immediate supervisor, to resolve questions or misunderstandings.

4200.2 THE OPEN DOOR POLICY

Employees are encouraged to communicate through the chain of command. If an employee has a problem, suggestion, or questions that cannot be resolved through the chain of command or addressed through the chain of command, said employee has access to the College President. This open door policy will be maintained throughout the chain of command. An employee may request an appointment with the President at the President's convenience. A meeting between the employee and the College President will be scheduled as soon as practical. If such a meeting bypasses established processes for the resolution of grievances, the President may decline to meet with the employee.

BP4500 SALARY DETERMINATION POLICY FOR
NON-REPRESENTED CLASSIFIED EMPLOYEES

BP4500

This policy complies with WAC 357-28 which requires that Big Bend Community College have a salary determination policy for non-represented classified staff. This salary determination policy will comply with all applicable federal and state laws and regulations.

45001.1 COMPENSATION PHILOSOPHY

Big Bend Community College seeks to provide an effective, fair and consistent system for administering compensation for classified non-represented staff.

4500.2 ADMINISTRATIVE RESPONSIBILITY

BBCC Human Resources Department will:

- Develop and maintain the BBCC Salary Determination Policy.
- Administer the Washington State Compensation Plan and the BBCC Salary Determination Policy.
- Provide guidance on such topics as compliance with established policy, adherence to sound compensation practices, compensation consistency within the college, and compliance with legal requirements, both state and federal.
- Review, and if appropriate, ask the Appointing Authority to approve any requested deviations from the established salary determination policy or procedures.

The Director of Human Resources is responsible for administering salaries of classified non-union staff in accordance with this policy.

4500.3 DEFINITIONS

The following definitions are included in this policy for reference.

Appointing Authority: Normally this is the President of Big Bend Community College, but by board resolution this authority is delegated to a Vice President under certain circumstances.

Base salary: The dollar amount of the salary within the salary range to which the employee is entitled, before any deductions, and exclusive of any additional compensation, such as premiums.

Demotion: Movement of an employee from a position in one class to a position in another class that has a lower salary range maximum.

Premium: Pay added to an employee's base salary on a contingent basis in recognition of special requirements, conditions, or circumstances associated with the job.

Promotion: The appointment to a class with a higher salary range maximum that results in a salary increase.

Reversion: Voluntary or involuntary movement of an employee during the trial service period resulting in placement in a position or on the employer's internal layoff list in accordance with WAC 357-19-115 and WAC 357-19-117.

Special pay salary ranges: A unique salary range assigned to a position or class in accordance with WAC 357-28-025.

Transfer: An employee-initiated move of that employee from a position to another position within or between employers in the same class or a different class with the same salary range maximum.

BP4602 UNUSED SICK LEAVE COMPENSATION**BP4602**

In accordance with RCW 28B.50.553 and RCW 41.04.340, Big Bend Community College shall establish a program by which employees may receive compensation for unused sick leave.

VOCATIONAL INSTRUCTOR EMPLOYMENT AND CERTIFICATION POLICY

In the employment and certification of vocational instructors, the college shall follow the Personnel Standards established in WAC 131-16-070, WAC 131-16-080, WAC 131-16-091, WAC 131-16-092, WAC 131-16-093, WAC 131-16-094, WAC 131-16-095, and other applicable federal and state laws.

(See also Negotiated Agreement, Article XXIV B.2)

In conformity with appropriate WAC regulations and Washington laws, plus the availability of state appropriated funds, Big Bend Community College participates each year in a professional leave policy. Through the procedure of application, evaluation and approval, faculty members may be granted professional leave status for a designated teaching year for the purpose of professional enrichment. It is recognized by the college that professional enrichment provides student enrichment.



BOARD POLICY 3015 ADMINISTRATIVE/EXEMPT STAFF PERFORMANCE EVALUATIONS REVISION

Information / First Read

Description

The proposed policy revision emphasizes aligning performance evaluations with the college's mission, vision, values, and strategic priorities. The language referencing protected categories has been removed, and non-discrimination is addressed in Board Policy 6115 Equal Employment, Non-Discrimination, and Anti-Harassment.

- B. *To establish an objective performance-oriented system which ensures that administrative and exempt staff are evaluated in alignment with the mission, vision, values, and strategic priorities of the institution. ~~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.~~*

Recommendation

Please review the presented policy.

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 in alignment with the mission, vision, values, and strategic priorities of the institution. ~~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.



BOARD POLICY 6300 ATHLETICS REVISION

Information / Action

Description

Board Policy 6300 Athletics was presented for review and first reading by the Board of Trustees at the regularly scheduled meeting on March 20, 2025.

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

"I move to approve the proposed revisions to Board Policy 6300 titled, "Athletics."

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.



BOARD POLICY 6400 HONORARY DEGREES REVISION

Information / Action

Description

Board Policy 6400 Honorary Degrees was presented for review and first reading by the Board of Trustees at the regularly scheduled meeting on March 20, 2025.

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

"I move to approve the proposed revisions to Board Policy 6400 titled, "Honorary Degrees."

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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GRADUATION ACTIVITIES

Information

Description

Graduation recognitions, celebrations, ceremonies, and year-end activities are scheduled throughout the first and second weeks of June. Trustees will receive regular updates as new events are scheduled.

Friday, June 6, 2025

11:30 a.m. Cheers! to the Year Celebration, Masto Conference Center

Monday, June 9, 2025

5:30 p.m. BAS-AM Capstone Presentations (Day 1), Masto Conference Center

Tuesday, June 10, 2025

5:30 p.m. BAS-AM Capstone Presentations (Day 2), Masto Conference Center

6:00 p.m. TRiO SSS Graduation Celebration, Masto Conference Center

Thursday, June 12, 2025

9:00 a.m. BAS-AM Graduation Recognition, Masto Conference Center

Friday, June 13, 2025

11:00 a.m. Nurses' Pinning Ceremony, Wallenstien Center

3:00 p.m. Pre-Graduation Dinner, Enzo Italian Restaurant

5:30 p.m. Commencement Ceremony, Moses Lake Lions Field

Recommendation

Trustees' attendance at these events is encouraged and appreciated.

Prepared by the President's Office



ASSESSMENT OF BOARD ACTIVITY

Information

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.

Prepared by the President's Office

Name: _____

Date: _____

Trustee Activity Report

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



MISCELLANEOUS

Information / Action

Description

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

Recommendation

None

Prepared by the President's Office



NEXT REGULARLY SCHEDULED MEETING

Information / Action

Description

The regularly scheduled meetings for the Board of Trustees:

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.

Prepared by the President's Office



EXECUTIVE SESSION

Information

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;
- (i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions or litigation or potential litigation.

Prepared by the President's Office