



May 6, 2021

Board of Trustees

Regular Meeting 1:30 p.m.

Register in advance for this Zoom webinar:
https://bigbend.zoom.us/webinar/register/WN_VfC-yCQDQAGDeDtflfXCyQ

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

Big Bend Community College District #18

Governing Board:

**Chair Anna Franz, Vice Chair Thomas Stredwick,
Jon Lane, Juanita Richards**

President Sara Tweedy

2021 Meeting Schedule

January 7, 2021

February 10, 2021

March 24, 2021

May 6, 2021

June 10, 2021

August 26, 2021 (Retreat)

September 9, 2021

October 28, 2021

December 9, 2021

Board Goals (adopted October 1, 2020)

1. Ensure effective onboarding and support of the new president in her first year at Big Bend including community introductions.
2. 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.
3. Advance equity, diversity and, inclusion by establishing policies and institutional goals supporting operational equity, diversity, and inclusion programs.

BIG BEND COMMUNITY COLLEGE DISTRICT NO. 18 BOARD AGENDA

Regular Board Meeting

7662 Chanute Street NE, Moses Lake, Washington 98837

Thursday, May 6, 1:30 p.m.

Zoom Webinar

1. Call to Order/Roll Call
2. Educational Presentation (E-1, Info):
 - a. All Washington Academic Students Anna Lutsyk and Shalon Gough (President Tweedy)
 - b. Faculty Presentation on Delivery Modalities (VP Bryce Humpherys; Faculty members Zach Olson, Lindsay Groce, John Owens, Michele Reeves, and Johanna Doty-Fleming).
3. Consent Agenda (**E-1**)
 - a. Meeting Minutes March 24, 2021 (**Action**)
 - b. Accreditation & Student Success (**Information**)
 - c. Assessment (**Information**)
 - d. Finance & Administration Report (**Information**)
 - e. Human Resources Report (**Information**)
 - f. ASB Report (**Information**)
 - g. Foundation Report (**Information**)
4. 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 1001.3.E)
5. Faculty Updates – Faculty Association President Zach Olson (**E-3, Information**)
6. President's Update
 - a. COVID-19 Impacts - Return to Campus Plans (**E-1, Information**)
 - b. Budget/Enrollment Report (**E-2, Information**)
 - c. Strategic Planning Process (**E-6, Information**)

Executive Session – President Tweedy/Trustees

7. President's Onboarding – Trustees (**E-1, Information/Action**)
8. Board Meeting Venue – Trustees (**E-1, Information/Action**)
9. ACT Spring Conference– Trustees (**E-1, Information/Action**)
10. Exceptional Faculty Award Tiffany Naylor – President Tweedy (**E-3, Information**)
11. Assessment of Board Activity (submitted in writing) – Trustees (**E-1, Information**)
12. Next Regularly Scheduled Board Meeting – Trustees (**E-1, Information/Action**)
13. Miscellaneous – Trustees, President Tweedy (**E-1, Information/Action**)
14. Adjournment

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

NEXT REGULAR MEETING: June 10, 2021

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: 5/6/21

ITEM #2: Educational Presentation (information)

BACKGROUND:

The board has requested educational presentations.

- President Sara Tweedy will introduce Big Bend's All Washington Academic Team members Anna Lutsyk and Shalon Gough and present them with certificates and checks.

Anna is excited to complete her associate degree in chemistry this spring at BBCC. In the fall, she will transfer to Whitworth University in Spokane, Washington to earn a bachelor's degree in chemistry/biology. Anna has a great love for science, which has been her motivation to discover new ideas as a student. She hopes to contribute to society as a medical doctor, which has been a life-long dream!

Shalon, at 30 years old, enrolled at Big Bend Community College, just a few months after suffering a personal tragedy: the loss of her youngest son, Joshua, to a terminal form of Epilepsy. Shalon has the utmost praise for the nurses at Seattle Children's Hospital and the hospice nurses who cared for her son. Her goal is "to be able to change someone's life like mine was changed by those around me."

- Vice President Bryce Humpherys and faculty members Zach Olson, Lindsay Groce, John Owens, Michele Reeves, and Johanna Doty-Fleming will present information about providing instruction in different delivery modalities at Big Bend.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 5/6/21

ITEM #3: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the board meeting held on March 24, 2021, 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 its regular Board meeting Wednesday, March 24, 2021, at 1:30 p.m. via Zoom Webinar.

1. Call to Order

Present: Anna Franz
Jon Lane
Stephen McFadden
Juanita Richards
Thomas Stredwick

2. Education Presentation

Dean Valerie Parton, Instructor Sarah Bauer, and Foundation staff Chandra Rodriguez presented the workplace norms. The norms were developed by the Workplace Norms Committee and endorsed by Cabinet, Shared Governance Council and shared with the campus. Communications, community, and accountability were developed as essential parts of workplace norms and each were operationalized in greater detail as shared in the board packet.

Trustee Thomas Stredwick congratulated the group for developing the norms. He also asked about measuring and training to the norms. VP Kim Garza stated the norms will be incorporated into the strategic plan. Workplace Norms Committee member and Instructor, Sarah Bauer, commented norms implementation has begun and they were endorsed by employee groups. Trustee Stredwick encouraged and Board Chair Anna Franz confirmed the norms could be embedded into the new trustee onboarding process. Trustee Jon Lane agreed the norms are a great addition and translate into equitable attitudes.

President Tweedy stated members of the Committee on Equity, Inclusion, and Diversity serve on the Mission, Vision, Values group to ensure equity, inclusion and diversity perspectives are included.

3. Consent Agenda

a) Approval of February 10, March 8, March 11, March 15, and March 16, 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) ASB Report (I); h) Foundation Report (I).

Motion 21-9

Trustee Thomas Stredwick moved to approve the consent agenda. Trustee Jon Lane seconded, and the motion passed.

4. There were no public remarks.

5. Faculty Updates

Faculty Association President Zach Olson reported news from the faculty.

Communications Instructor Dr. Barbara Bush reported the introductory Public Speaking class is now also offered as a dual language course (Spanish-English) thanks to our adjunct instructor Meli Doty who speaks both languages. It is a class where people who speak Spanish as their first language can get their feet wet in public speaking and build their confidence using their native language, while building toward a presentation in English. The goal in any public speaking class is to help students overcome their fear of public speaking but for folks who are doing this in a second language they face additional fears. The class is also geared towards people who are learning Spanish and would like to try and give presentations in Spanish. They have the option to also give speeches in English. This class has been popular.

English Instructor Dr. Allison Palumbo reported that their Women's Lit students are preparing their final course anthology projects as websites. Also, Dr. Palumbo was honored to be accepted to the Humanities WA speakers series for the 2021-23 term.

Math and Science instructors shared photos of their students in home labs.

Environmental science students went on the hunt for palm oil. Human Anatomy and Physiology students illustrated blood flow through the human heart with different mediums. Intro to Organic and Biochemistry shared illustrated concept maps and students had fun with potatoes in General Biology lab. General Chemistry students grew crystals at home, created marshmallows, and botany students photographed plants.

6. President's Update

Dr. Tweedy introduced new employees Jason Ronish, Paola Ruiz, Zhane Serrano, Anthony Metzker, Jeni Richlin, and Elizabeth Valle. She also introduced employees moving to new positions Octaviano Gutierrez, MacKenzie Noyola, and Anne Ghinazzi. The BBCC Foundation's Virtual Cellarbration for Education scholarship auction is May 12-15. President Tweedy reported as part of strategic planning a Mission, Vision, and Value Workgroup is beginning and the four priorities for Big Bend based on campus conversations and feedback are Improving Student Success, Employer of Choice, Forward Looking Infrastructure, and Enrollment Growth and Diversification.

Student focus groups are also being conducted to learn how Big Bend can serve students where they are.

With vaccines soon to be available to everyone over 16 years of age, Big Bend employees and students may have opportunities to return to campus in person. Dr. Tweedy is working with leadership to prepare guidance materials and talking points to

begin transitioning back to the campus. Hoping to move toward hybrid coursework for students beginning in the summer depending on health guidelines regarding COVID.

President Tweedy attended the AeroTek Global Tanker event and met with CEO Lee Human.

Trustee Stephen McFadden asked about the Cares Act funding. The last round of funding required COVID expenses. The most current funding has fewer restrictions and students can request funding.

Trustee Thomas Stredwick asked about the positive lessons Big Bend has learned related to COVID. Dr. Tweedy stated Big Bend can offer entire degree programs online with supports including tutoring, live chats, and library assistance. Math/English course placement can be made based on transcripts. The William C. Bonaudi Library and math/science labs have creatively innovated student success using technology. The Chemistry 110 class will be offered online and in-person in the future to reduce barriers for students. Zoom office hours are also more accessible for some students; some faculty members may continue offering Zoom office hours even after the campus reopens. Vice President Humpherys reported the new Title V grant supports professional development for employees related to online classes which helps students who live on the edges of our service district and beyond. Dr. Tweedy stated software such as Microsoft's Teams provide effective collaboration tools that will continue to be used.

At 2:33 p.m., Board Chair Anna Franz announced that the Board would adjourn to executive session for approximately 20 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 for 20 minutes and the session ended at 3:12 p.m. with no action taken. A five-minute break was announced.

7. Probationary Tenure Review

Motion 21-10 Trustee Jon Lane moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Tweedy, and Dr. Humpherys, to renew the probationary contract of Barbara Bush effective September 13, 2021. He further moved that the President notify Barbara Bush as soon as possible of this decision. Trustee Stephen McFadden seconded, and the motion carried.

Motion 21-11 Trustee Stephen McFadden moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Tweedy, and Dr.

Humpherys, to renew the probationary contract of Hanna Capelo effective September 13, 2021. He further moved that the President notify Hannah Capelo as soon as possible of this decision. Trustee Thomas Stredwick seconded, and the motion carried.

Motion 21-12

Trustee Thomas Stredwick moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Tweedy, and Dr. Humpherys, to renew the probationary contract of John Owens effective September 13, 2021. He further moved that the President notify John Owens as soon as possible of this decision. Trustee Juanita Richards seconded, and the motion carried.

Trustee Juanita Richards recognized all of the instructors who flexed to provide online instruction and applauded their tremendous efforts through the struggles around COVID to create interactive opportunities for students gracefully.

Motion 21-13

Trustee Juanita Richards moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Tweedy, and Dr. Humpherys, to renew the probationary contract of Suzanne Reilly effective September 13, 2021. She further moved that the President notify Suzanne Reilly as soon as possible of this decision. Trustee Jon Lane seconded, and the motion carried.

Motion 21-14

Trustee Jon Lane moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Tweedy, and Dr. Humpherys, to renew the probationary contract of Reza Sharifi effective September 13, 2021. He further moved that the President notify Reza Sharifi as soon as possible of this decision. Trustee Stephen McFadden seconded, and the motion carried.

Motion 21-15

Trustee Stephen McFadden moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Tweedy, and Dr. Humpherys, to renew the probationary contract of Theresa Calip effective September 13, 2021. He further moved that the President notify Theresa Calip as soon as possible of this decision. Trustee Thomas Stredwick seconded, and the motion carried.

Motion 21-16 Trustee Thomas Stredwick moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Tweedy, and Dr. Humpherys, to renew the probationary contract of Johanna Doty-Fleming effective September 13, 2021. He further moved that the President notify Johanna Doty-Fleming as soon as possible of this decision. Trustee Juanita Richards seconded, and the motion carried.

Trustee Juanita Richards reiterated her recognition of innovative creativity by the faculty members in the midst of a very difficult transition for our students, employees, and communities.

Motion 21-17 Trustee Juanita Richards moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Tweedy, and Dr. Humpherys, to renew the probationary contract of Rhonda Kitchens effective September 13, 2021. She further moved that the President notify Rhonda Kitchens as soon as possible of this decision. Trustee Jon Lane seconded, and the motion carried.

Motion 21-18 Trustee Jon Lane moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Tweedy, and Dr. Humpherys, to renew the probationary contract of David Mayhugh effective September 13, 2021. He further moved that the President notify David Mayhugh as soon as possible of this decision. Trustee Stephen McFadden seconded, and the motion carried.

Motion 21-19 Trustee Stephen McFadden moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Tweedy, and Dr. Humpherys, to renew the probationary contract of Michele Reeves effective September 13, 2021. He further moved that the President notify Michele Reeves as soon as possible of this decision. Trustee Thomas Stredwick seconded, and the motion carried.

Motion 21-20 Trustee Thomas Stredwick moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Tweedy, and Dr. Humpherys, to renew the probationary contract of Jessica Strickland effective September 13, 2021. He further moved that the President notify Jessica Strickland as soon as

possible of this decision. Trustee Juanita Richards seconded, and the motion carried.

Trustee Richards recognized the outstanding efforts by faculty members to connect with students during the pandemic and complimented their persistence and energy.

Motion 21-21

Trustee Juanita Richards moved after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Tweedy and Dr. Humpherys grant tenure to Christy Welch, effective September 13, 2021. She further moved that the Board of Trustees direct the President to notify Christy Welch as soon as possible of this decision to grant tenure and that her contract for the academic year 2021-22 will be renewed.

Trustee Jon Lane asked about how instructors were evaluated regarding their online courses. Dr. Tweedy stated the evaluation process is spelled out in the Negotiated Agreement and this is a potential educational topic for another meeting.

8. Exceptional Faculty Award

Motion 21-22

Trustee Thomas Stredwick moved to approve exceptional faculty awards for instructor Hanna Capelo for \$2,000 and instructor Tiffany Naylor for \$2,000. Trustee Jon Lane seconded, and the motion passed.

9. Transforming Lives

President Tweedy stated the Transforming Lives Committee met to debrief and discuss the January 19 celebratory event. The number of attendees increased for the Zoom event over previous years' dinner events. The trustees may consider hosting an in-person reception with hors d'oeuvres followed by the event which could also be streamed live to encourage in-person and online attendance. It may also be helpful to move the event to the spring to avoid asking campus employees to nominate students during the first part of the fall quarter. The Transforming Lives Committee plans to send nomination emails directly to club advisors, coaches and academic divisions to recruit additional nominees.

Trustee Stephen McFadden served on the Transforming Lives Committee. Trustee Juanita Richards volunteered to serve this committee with Trustee McFadden leaving the board.

Motion 21-23

Trustee Jon Lane moved to appoint Trustee Richards to the Transforming Lives Committee. Trustee Stephen McFadden seconded, and the motion passed.

10. WAC Revisions

Motion 21-24 Trustee Thomas Stredwick moved to approve the changes to WAC 132R-04. Trustee Juanita Richards seconded, and the motion passed.

11. Board Policy 1000

Motion 21-25 Trustee Stephen McFadden moved to approve the changes to BP1000 to include the updated trustee job description. Trustee Jon Lane seconded, and the motion passed.

12. Trustees' Foundation Account

Executive Director of the Foundation LeAnne Parton explained that the trustees' Foundation account is unique and proposed splitting the account to fund scholarships and the Transforming Lives event. The account currently has \$56,477. She recommended the account be split into \$50,000 for scholarships and \$6,477 for the Transforming Lives event.

Motion 21-26 Trustee Jon Lane moved to approve the changes to the trustees' Foundation account and include two \$1,000 scholarships annually rather than one for \$2,000. Trustee Thomas Stredwick seconded, and the motion passed.

13. President's Onboarding

At 3:50 p.m., Board Chair Anna Franz announced that the Board would adjourn to executive session for approximately 10 minutes to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The Executive Session ended at 4:00 p.m. with no action taken.

Dr. Tweedy stated she is continuing to meet community members. Trustees will be invited to meetings in their areas. Board Chair Franz is coordinating an introduction to the members of the Association of Grant County Cities and Towns.

14. Board Meeting Venue

AAG Jason Brown shared information about in-person board meetings in Phase 3. In-person meetings may be held if following the guidelines of 50% capacity or 400 people in the space, 6-foot physical distance between people, and opportunity for the public to attend in person or electronically. President Tweedy stated that staff tested the board meeting set up and a board meeting can be accomplished with in-person and electronic attendance. Board Chair Anna Franz shared that she is concerned about vaccines not universally available and she does not want people to feel pressured to attend before they are vaccinated. We will need to continue to have an online option for future meetings. AAG Brown stated other colleges are continuing to meet online. This topic will be revisited once everyone has had the opportunity to be fully vaccinated.

15. ACT Award Nominations

Board Chair Anna Franz thanked Trustee Thomas Stredwick for writing the ACT Trustee Leadership Award nomination for Trustee Stephen McFadden.

Motion 21-27 Trustee Juanita Richards moved to approve the ACT Leadership Award nomination for Trustee McFadden. Trustee Jon Lane seconded, and the motion passed.

Trustee McFadden thanked the board for their efforts supporting his nomination.

16. Assessment of Board Activity

Trustee Jon Lane reported that he reviewed probationary tenure files, attended meetings with local legislators and the ACT Trustee Tuesday session.

Trustee Stephen McFadden reported that he reviewed probationary tenure files and attended some of the meetings with local legislators. He also attended the February Foundation board meeting and will continue to serve on the Foundation board.

Trustee Thomas Stredwick reported that he reviewed the probationary tenure files, and attended the meetings with local legislators. He also talked with President Tweedy and completed the ACT Trustee Leadership Nomination packet.

Trustee Juanita Richards reported that she attended the February Foundation board meeting, meetings with local legislators, and a discussion with President Tweedy. She also reviewed the probationary tenure files.

Board Chair Anna Franz reported that she assisted with the ACT nomination packet, attended a meeting with President Tweedy, and attended the ACT Trustee Tuesday session. She also reviewed the probationary tenure files and attended meetings with local legislators. Chair Franz also stated the assessment of board activity process is tied to accreditation and with the standards changing would like to learn more about how to meet the new standard.

17. Next Regular Board Meeting

The next board meeting is set for May 6, 2021 at 1:30 p.m.

18. Miscellaneous

ACT Officer nominations are due April 2 if anyone is interested the information is in the packet and the president's office can assist.

Chair Franz revisited the 2020-21 board goals for feedback on progress. Onboarding the president continues to be an ongoing process. The annual check list, and professional training are a natural fit with the college's strategic planning.

Trustee Thomas Stredwick volunteered to participate in a sub-committee about the Ends Statement revisions. Trustee Juanita Richards volunteered to assist with the sub-

committee. Trustee Stredwick will meet with President Tweedy and then with the Executive Team and the Mission, Vision, Values committee.

Motion 21-28

Trustee Thomas Stredwick moved to approve the Ends sub-committee work by himself and Trustee Richards. Trustee Juanita Richards seconded, and the motion passed.

President Tweedy announced that two community members have applied to serve in the trustee position vacated by Trustee McFadden.

There are educational opportunities for trustees to learn more about advancing Equity, Inclusion, and Diversity. Chair Franz will follow up on the training before the board begins evaluating policies.

The meeting adjourned at 4:30 p.m.

Anna Franz, Chair

ATTEST:

Sara Tweedy, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 5/6/21

ITEM #3: CONSENT AGENDA (for information)

b. Accreditation & Student Success

Before BBCC can offer a new program, there are college, state, regional and federal approvals required. The following approvals provide students with opportunities to pursue the Agricultural Mechanics credentials and the Bachelor of Applied Science, Applied Management degree.

The Northwest Commission on Colleges and Universities approved the Agricultural Mechanics Certificate and Degree on April 23. This approval allows BBCC to advertise the certificate and degree and admit students into the program.

The U.S. Department of Education has to approve new degree levels before students registered in the new program are eligible for federal student aid. On April 2, BBCC was approved to award financial aid for students in Bachelor's degree programs.

Program Approval Process

College Approval: BBCC Instructional Council approval to offer the degree.

State Approval: The State Board for Community and Technical Colleges must approve the program to be offered at the college. This provides other colleges an opportunity to weigh in on the program and a needs assessment for the program.

Regional Approval: Northwest Commission on Colleges and Universities (NWCCU) must approve all new certificates (over a year) and degrees offered by the college. The request to NWCCU includes a detailed description of the program, level of credential, online components, a four-year budget, facilities and equipment needed, staff and faculty needed, and courses with learning outcomes.

Northwest Commission on Colleges and Universities approved the Agricultural Mechanics Certificate and Degree on April 23. This approval allows BBCC to advertise the Certificate and Degree and admit students into the program.

Federal Approval:

The Department of Education must approve new degree levels to allow the college to grant financial aid to students in those programs.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 5/6/21

ITEM #3: CONSENT AGENDA (for information)

c. Assessment

BBCC is in the process of gathering feedback from students. The feedback will allow the college to adjust instruction or services where possible to meet students' needs for summer and fall quarters. The following Focus Groups and Surveys are ongoing or have been completed and cover the following areas:

New Student Focus Group, this focus group covered the following areas:

- Admissions and Funding Application Experience
- Orientation and Preparation for Coursework
- New Student Registration and Steps to Prepare for Classes
- Resources for Initial Class Preparation
- Academic Experience - Challenges and What Helped, Academic Support
- Students' Recommendations to Prepare New Students

Returning Student Focus Group (students who began prior to the 2020-21 academic year)

- Enrollment - what influenced students decision to attend
- Student Success - students' instructional and services experiences; what students need to succeed in evening courses; obstacles that may get in the way of graduation
- Technology challenges during remote learning
- Students' expectations vs experience

Spring Enrollment Survey

- Preferences for course delivery and class times
- Preferred method of communication with instructors
- Students' Services and Academic Support access and delivery preferences, such as online, in-person, time of day, and day of the week including Friday and Saturday

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 5/6/21

ITEM #3: CONSENT AGENDA (for information)

d. Finance & Administration Update

ctcLink Update:

Continuing to complete Implementation Phase Canvas courses by June 15th in preparation for User Acceptance Testing in July. Preparing to enter Cycle 3 Data Validation mid-May. Our subject matter experts continue to move BBCC closer to a successful Go-Live date of October 25th.

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.

- Round 1: Institutional \$736,918, Financial Aid \$736,919, HSI \$94,344; All 100% expended.
- Round 2: Institutional \$2,085,725 - 44% expended; Student Financial Aid \$736,919 – 3% expended; HSI \$154,997 – 100% expended.
- GEER: \$530,394 – 100% expended.
- Round 3: no award letter...yet.

Ongoing Capital Projects: (end of biennium and new projects and funds replenish on July 1)

Workforce Education Center (New Building): Demolition of the final 4 out of 5 replaced buildings completed. (the first demolition was to the automotive building to make way for the new Aviation Maintenance Technology)

Aviation Maintenance Technology (New Building): Finalizing work on the Paint Booth installation—electricity and propane connected; awaiting visit from company that built paint booth for a couple repairs.

Science Labs in 1200 renovation/remodel (Minor Project for this biennium): Waiting on permit to proceed to begin work July 1—with current biennium capital monies re-appropriated by legislature to be used in 2021-22 (due to COVID delays).

Roof repair in 2000: Bid request is published. Roof was leaking into the 2nd floor classroom spaces.

Campus Safety: Provided virtual training in April to 52 of our employees on Active Shooter scenarios and what to do.

Child Care Center: Progressing towards a reopening – with planning towards summer quarter.

Prepared by VP Schoonmaker.

RECOMMENDATION: None.

BIG BEND COMMUNITY COLLEGE

Date: 5/6/21

ITEM #3: CONSENT AGENDA (for information)

e. Human Resources & Labor Management

BACKGROUND:

Recruitment & Selection:

Dalia Hernandez-Farias accepted the position of Educational Planner in the Open Doors Program. This is a full-time, salaried, overtime-eligible position replacing Jennifer Castro-Velasquez. Dalia begins her new position on May 17, 2021.

Chandra Rodriguez accepted a promotion to the position of Human Resource Consultant Assistant 2. This is a full-time classified staff position replacing Karen Girone who retired on April 30, 2021. Chandra will transition to her new position on May 17, 2021.

Carmen Ramirez moved to the position of Program Assistant in the Basic Education for Adults program. This is a full-time, classified staff position replacing Lora Browning. Carmen started her new position on March 1, 2021.

Kathryn McAdoo accepted the position of Program Assistant in the Basic Education for Adults program. This is a full-time, classified staff position replacing Taisa Timofeyev. Katie started her new position on April 16, 2021.

Lizabeth Murillo accepted the position of Program Assistant the TRiO Upward Bound program. This is a full-time, classified staff position replacing Nancy Leach. Lizabeth begins her new position on May 3, 2021.

Interviews for the Accommodation & Accessibility Services Coordinator position were conducted on April 22. A decision regarding the position is expected by May 1, 2021.

Interviews for the Athletic Facilities Coordinator were conducted on April 21. A decision regarding the position is expected by May 1, 2021.

The following searches are in process with an expected completion by the end of the academic year:

- Physics Instructor, tenure-track
- AMT Instructor, tenure-track
- Custodial Services Supervisor
- Director of Facilities & Capital Projects
- Program Coordinator – Agriculture Leadership Development Program

Retention:

The 2021 year-to-date turnover rate is 2.581% through April 30. The turnover rate for the month of April was 1.020%. Total separations include four resignations and one retirement. Our goal for 2021 is to have a turnover rate less than 12%.

BIG BEND COMMUNITY COLLEGE

Date: 5/6/21

ITEM #3: CONSENT AGENDA (for information)

f. ASB Report

BACKGROUND:

ASB has stepped up their game by honing in their intentionality. This falls in line with their Purposeful Programming Format. This was implemented most recently by handing out swag bags and free t-shirts during the first two days of spring quarter to those who either stopped by the Bookstore on the first day, or to those students standing in line for Corn Dog day. The t-shirts were designed by a former ASB Officer/Women's Basketball player. We also took this design and made a puzzle out of it to be placed in the gift bags for the upcoming BBCC graduates. We gave out 150 swag bags and 200 of the t-shirts! We kept track of the students who received these items and are currently asking Institutional Research to determine their program of study, to understand who we reached with this activity. There were several new faces who received the swag and t-shirts.

There have been more successful food events including Pizza drive-thru, Taco Tuesday and the Corn Dog Truck, serving on average 150-160 students, staff and faculty. ASB is hosting food events weekly until the last week of Spring Quarter. The Viking Food Pantry plans to hand out bags of food staples at this next Taco Tuesday.

ASB held its last virtual Bingo event for the school year, with great information given on Healthy Relationships throughout the evening. Consent was brought up and thoroughly discussed by our facilitator. Our last virtual event will be Mind Reader Christopher Carter, the evening of May 6th.

ASB welcomes new executive officers for next year: Colton Reynolds (currently our ASB Secretary/Treasurer) as President, Camy Balderree as Vice President and Kaitlyn Callahan as Public Relations Officer. We are leaving two positions open to fill the beginning of Fall quarter.

Prepared by Director of Student Activities Kim Jackson.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 5/6/21

ITEM #3: CONSENT AGENDA (for information)

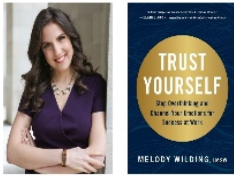
g. Foundation Report

BACKGROUND:

The Foundation is gearing up for the Virtual Cellarbration! May 12-15. Still accepting donations and the auction donation form is [here](#).

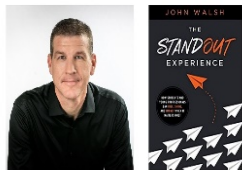
See all of our upcoming webinars and [register cost-free](#). Be sure to explore past events for free on-demand viewing.

Upcoming Events



Trust Yourself: Stop Overthinking and Channel Your Emotions for Success at Work

May 6th at 9:00 AM PDT



Going Beyond Work-Life Balance

May 12th at 9:00 AM PDT



How to Change Anyone's Mind

May 18th at 9:00 AM PDT

Prepared by Executive Director of the Foundation LeAnne Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 5/6/21

ITEM #5: Faculty Updates (information)

BACKGROUND:

Faculty Association President Zach Olson will report faculty activities.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 5/6/21

ITEM #6: President's Update (information)

BACKGROUND:

Dr. Tweedy will provide an update.

- a. COVID-19 Impacts-Return to Campus
- b. Budget/Enrollment
- c. Strategic Planning

RECOMMENDATION:

None.

b. Budget (E-5, Information)

As of April 25, 2021, spring headcount was 2,205 (a slight increase from last spring's 2,202 headcount at this time in the quarter). State-funded FTEs have decreased 10.0% from last spring (1153.0 in 2020 down to 1038.1 in 2021). Academic/Transfer and Workforce Education state-funded FTEs have decreased 16.1% and 3.6%, respectively; whereas, Basic Education for Adults state-funded FTEs have increased 2.7% from last year. Total FTEs (state and non-state funded FTEs) have decreased 8.9% from this time last spring.

The final enrollment report for winter 2021 is included for review. Winter headcount (2,199) was 20.2% lower than the previous winter (2020). Total FTEs (1736.7) and state-funded FTEs (1133.7) were down 15.9% and 22.0%, respectively, from winter 2020. Running Start headcount (485) was 9.0% higher than last winter. At the time of this report, enrollment updates from across the Washington Community and Technical College system were not available.

As of March 31, 2021 we have collected \$3,750,416 or 98.7% of the budgeted amount. As of March 31, 2020 we had collected \$3,840,234 or 96.0%.

TUITION COLLECTION REPORT

	<u>2020-21</u>	<u>2019-20</u>
Annual Budget	\$ 3,800,000	\$ 4,000,000
Total Collections as of March 31	3,381,082	3,840,234
GEER Funding	<u>369,334</u>	
Total Collections	\$3,750,416	
As a % of annual budget	98.7%	96%
Left to collect to meet budget target	\$49,584	\$159,766

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

WINTER FINAL ENROLLMENT REPORT

HEADCOUNTS

	WINTER 2021	% change	WINTER 2020	WINTER 2019	WINTER 2018	WINTER 2017	WINTER 2016	WINTER 2015	WINTER 2014	WINTER 2013	WINTER 2012
<u>ETHNIC ORIGIN</u>											
Amer. Indian/Alaska Ntv	24	-46.7%	45	24	19	26	27	26	33	27	38
Asian/Pacific Islander	56	-26.3%	76	59	59	47	55	38	47	36	25
African American	36	71.4%	21	21	30	37	36	40	34	33	44
Hispanic	966	-18.3%	1,182	916	882	995	980	927	893	939	963
White	990	-19.1%	1,224	1,133	1,162	1,267	1,382	1,261	1,372	1,269	1,243
Other*	21	23.5%	17	19							
Unknown*	106	-44.8%	192	417	355	244	327	233	149	139	153

*Prior to 2019, these groups were combined

SEX

Female	1,281	-17.8%	1,558	1,379	1,345	1,399	1,450	1,316	1,312	1,353	1,397
Male	915	-23.1%	1,190	1,209	1,161	1,215	1,350	1,204	1,211	1,083	1,051
Not Coded	3	-66.7%	9	1	1	2	7	5	5	7	18

STUDENT STATUS

Full-time (12 or more crs)	1,254	-24.0%	1,649	1,698	1,315	1,399	1,454	1,415	1,468	1,443	1,518
Part-time (less than 12 crs)	945	-14.7%	1,108	891	1,192	1,217	1,353	1,110	1,060	1,000	948
Percent full-time	57.0		59.8	65.6	52.5	53.5	51.8	56.0	58.1	59.0	62.4

BY TIME/LOCATION*

On-Campus Day			1,998	1,882	1,768	1,883	1,997	1,962	1,886	1,866	1,952
On-Campus Evening			219	198	206	193	199	188	130	167	132
Off-Campus Day			368	314	337	329	373	152	318	155	193
Off-Campus Evening			172	195	196	211	238	223	194	255	189

TOTAL HEADCOUNT	2,199	-20.2%	2,757	2,589	2,507	2,616	2,807	2,525	2,528	2,443	2,466
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Running Start	485	9.0%	445	429	393	414	361	296	213	170	170
International*			3	3	6	10	12	9	7	2	4

*Due to COVID-19, class modality changed to online instruction and international students did not return to campus; winter 2021 time/location and international enrollment data cannot be directly compared to prior winter quarters

WINTER FINAL ENROLLMENT REPORT

FTES

	WINTER 2021	% change	WINTER 2020	WINTER 2019	WINTER 2018	WINTER 2017	WINTER 2016	WINTER 2015	WINTER 2014	WINTER 2013	WINTER 2012
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STATE FUNDED

ABE/ESL	102.82	-47.5%	196.0	198.5	196.5	190.1	242.3	191.5	172.1	221.9	199.5
Academic	593.82	-17.7%	721.3	769.1	845.4	859	917.7	874.4	921.3	908.1	973.4
Occupational	437.05	-18.4%	535.3	506.1	468.2	504.2	508.9	554.0	589.8	592.9	585.2

TOTAL STATE FTES	1133.7	-22.0%	1452.6	1473.7	1510.1	1553.3	1669.0	1619.9	1683.2	1723.0	1758.1
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OTHER FTES

Community Service	0.0	-100.0%	1.6	1.0	0	1.6	2.1	2.5	2.9	3.5	9.8
International Students	0		0	0	0	0	0	0	0	0	0
Contract Funded	134.8	-25.2%	180.3	73.6	0	2.4	38.5	10.9	3.5	8.5	6.5
Running Start	462.4	9.3%	423.0	403.9	377.7	390.1	341.8	274.7	202.3	159.1	151.1
Other (Employ., Sr. Cit.)	5.9	-21.3%	7.5	6.4	6.7	10.4	15.0	13.4	17.2	11.3	13.7

GRAND TOTAL FTES	1736.7	-15.9%	2065.0	1958.5	1894.5	1957.8	2066.4	1921.4	1909.1	1905.4	1939.2
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BIG BEND COMMUNITY COLLEGE

Date: 5/6/21

ITEM #7: President's Onboarding (information/action)

BACKGROUND:

The college and trustees are actively working to ensure a smooth onboarding process for President Tweedy. The trustees are working with Dr. Tweedy to coordinate introductions with community members. Dr. Tweedy and the trustees may discuss introductions to community members.

Prepared by the President's Office.

RECOMMENDATION:

None.

Big Bend Community College – Presidential On-Boarding

Accomplished items indicated by ~~strike through~~

Before Arrival	<ul style="list-style-type: none"> • Board Chair emails greeting/introduction including overview of onboarding process. • July WACTC Orientation materials from Julie Walter. WACTC Meetings week of July 27.
Week One	<ul style="list-style-type: none"> • Board Chair meeting to review job description, presidential evaluation process, and policy governance model. • Board hosts welcome reception for President.
Week Two – 30 Days	<ul style="list-style-type: none"> • Board Chair check in meeting. • Board retreat to discuss governance, expectations, goals. • Begin (virtual) stakeholder meetings in service district communities. • Individual Trustees to provide introductions to civic organizations and legislators.
30 Days – 1 Year	<ul style="list-style-type: none"> • Monthly Board Chair check in meeting. • Continue stakeholder meetings in service district communities. • Leadership training with President and Board. Will coordinate with Linda Seppa Salisbury on timing. • Board Presidential evaluation at end of first year. • President and Trustee participation in ACT conferences.

Service District Community Stakeholder Groups

(Anna will attend any meetings needing a trustee subject to availability)

Moses Lake (Juanita) City (Jon)	School District	Supt Josh Meek 509 766 2650
	Government	Allison Williams, ML City Manager Dr. David Curnel, ML Mayor Daryl Jackson, Council Member (aviation connection) Theresa Adkinson, Grant County HD Administrator Darrin Jackson, ML Port Commissioner Stroud Kunkle, ML Port Commissioner Port (Jon)
	Industry	Larry Godden, Million Air GM Lee Human, AeroTek
	Civic Orgs	Former BBCC Trustees Rotary (Jon) EDC (Juanita) Kiwanis (Juanita)
Quincy – George (Thomas tentatively, Juanita)	School District	Supt John Boyd 509 787 4571
	Government	Terry Nelson, George Council Julia Schooler, George Council Kate Schooler, George Council
	Industry	
	Civic Orgs	Quincy Rotary Thursdays @ noon (Zach's)
Othello – Warden (Stephen) ACDC Reception	School District	Othello Supt Chris Hurst 509 488 2659 Warden Supt David LaBounty 509 349 2366 Warden Asst Supt Jill Massa (Jon)
	Government	Tony Massa, Warden Mayor (Jon Lane) Omar Pruneda, Warden Council Craig Simpson, East Columbia Basin Irr. Dist. Manager Duaine Anderson, ECBID director

	Industry	
	Civic Orgs	Othello Rotary Thursdays @ noon (Othello Sr. Center)
Ritzville – Lind – Washtucna (Stephen) ACDC Reception	School District	Lind/Ritzville Supt Don Vanderholm 509 659-1660 Washtucna Supt Vance Wing 509 646-3401
	Government	
	Industry	
	Civic Orgs	
Mattawa (Stephen)	School District	Wahlake Supt Robert Eckert 509 932-4477
	Government	Scott Hyndman, Mayor Maggie Celaya, Council Member Sun Hwang, Council Member Wendy Lopez, Council Member Lars Leland, Mattawa Port Executive Director Joe Harris, Police Chief
	Industry	Butch Milbrandt
	Civic Orgs	
Ephrata – Soap Lake (Thomas)	School District	Ephrata Supt Tim Payne 754-2474 (Thomas) SL Supt Sunshine Pray (Thomas tentative)
	Government	Bruce Reim, Ephrata Mayor Alex Kovach, SL Mayor Kathleen Allstot, Ephrata Council

		William Coe, Ephrata Council and PUD employee Mark Wanke, Ephrata Council County Commissioners (Thomas) PUD Commissioners (Thomas)
	Industry	Valli Millard, Ephrata Council and banking Matt Moore, Ephrata Council and business owner
	Civic Orgs	Rotary Tuesdays @ noon (Country Deli)
Royal City (Jon)	School District	Supt Roger Trail 509 346 2222
	Government	Kent Anderson, RC Mayor Alan Schrom, Royal Slope Port Commissioner Frank Mianeki, Royal Slope Port Commissioner Perla Garcia, RC Council Gary Fanning, RC Council
	Industry	Port
	Civic Orgs	
Grand Coulee Dam Area (Juanita)	School District	Supt Paul Turner 509 633-2143Au
	Government	Diane Kohout, EC Mayor Shirley Rae Maes, Coulee City Mayor
	Industry	
	Civic Orgs	Rotary Wednesdays @ noon (Siam Palace)
Wilson Creek - Odessa	School District	Supt Laura Christian 509 345-2541

	Government	Paul Walker, Hartline Councilmember
	Industry	
	Civic Orgs	
NCESD Michelle Price (Jon)		Meet during a Supt Mtg
Grant Co Government? (Jon)		Grant County Commissioners Cindy Carter Rob Jones Danny Stone
Donors (LeAnne)		John Townsend Don McGraw Cave B Dr. Bryant Jones Winery (Quincy)
Legislators		9th District Senator Mark Schoesler, Rep Mary Dye, Rep Joe Schmick 12th District Senator Brad Hawkins, Rep Keith Goehner, Rep Mike Steele 13th District Senator Judy Warnick, Rep Tom Dent, Rep Alex Ybarre
		Grant County Industrial Alliance (2/9/21) Grant County PUD Commissioners (3/9/21) Grant County Cities

BIG BEND COMMUNITY COLLEGE

Date: 5/6/21

ITEM #8: Board Meeting Venue (information/action)

BACKGROUND:

The Trustees may discuss returning to in-person board meetings.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 5/6/21

ITEM #9: ACT Spring Conference (information)

BACKGROUND:

This year's ACT Spring Conference will be held virtually on Tuesday, May 18, and will consist of three sessions, which are listed below. Sessions 1 and 2 are open to all trustees, state board members, chancellors/presidents, and presidents' executive assistants, and we strongly encourage you to join us.

This last year has brought many challenges for our colleges. It is our goal to provide meaningful and relevant training opportunities that address key issues and promote diversity, equity and inclusion efforts.

Please click the registration button for the session(s) you plan to attend. You will receive separate confirmation notices with calendar details, including Zoom links. Melinda can help with registration.

Session 1, 8:00-11:00 a.m, The Role of Trustees: Building Our Capacity for Advancing the Equity Walk

Session 2, 11:15-12:15 p.m., ACT Business Meeting (trustees only)

Session 3, 12:45-3:00 p.m., This Future Begins Now: The Permanent Partnership of Education and Generational Strategies

RECOMMENDATION:

None.

Dear Trustees, Presidents, and State Board Members:

This year's ACT Spring Conference will be held virtually on Tuesday, May 18, and will consist of three sessions, which are listed below. Sessions 1 and 2 are open to all trustees, state board members, chancellors/presidents, and presidents' executive assistants, and we strongly encourage you to join us.

This last year has brought many challenges for our colleges. It is our goal to provide meaningful and relevant training opportunities that address key issues and promote diversity, equity and inclusion efforts.

Please click the registration button for the session(s) you plan to attend. You will receive separate confirmation notices with calendar details, including Zoom links.

Session 1

“The Role of Trustees: Building Our Capacity for Advancing the Equity Walk”

Time: 8 a.m. – 11 a.m.

Speaker: Dr. Tia Brown McNair is the Vice President in the Office of Diversity, Equity, and Student Success and Executive Director for the Truth, Racial Healing, and Transformation (TRHT) Campus Centers at the Association of American Colleges and Universities (AAC&U) in Washington, DC. She oversees both funded projects and AAC&U's continuing programs on equity, inclusive excellence, high-impact practices, and student success. McNair also directs AAC&U's Summer Institutes on High-Impact Practices and Student Success, and Truth, Racial Healing, & Transformation Campus Centers.



[CLICK HERE TO REGISTER](#)

Session 2

ACT Business Meeting (limited to trustees only)

Time: 11:15 a.m. – 12:15 p.m.

During this meeting, trustees will vote on proposed changes to the ACT Bylaws and Articles of Incorporation, the slate of 2021-22 officers and nominating committee members, and the 2021-22 membership dues and operating budget. A quorum of 16 districts is required.

[CLICK HERE TO REGISTER](#)

Session 3

“This Future Begins Now: The Permanent Partnership of Education and Generational Strategies”

Time: 12:45 p.m. – 3 p.m.

Speaker: Chuck Underwood is one of the Lightning-Bolt Six: the half-dozen visionary scholars who pioneered and then popularized Generational Study. He provides consulting, research, and training to American business, government, education, and religion on all generational strategies. He is the creator and host of the PBS national-television series, *America’s Generations With Chuck Underwood*, the first such series about the generations in the history of national television.

[CLICK HERE TO REGISTER](#)



BIG BEND COMMUNITY COLLEGE

Date: 5/6/21

ITEM #10: Exceptional Faculty Award (for information)

BACKGROUND:

Associate Instructor Tiffany Naylor was awarded an Exceptional Faculty Award during the March 24, 2021, board meeting. She will share her experience working toward her Masters of Education with an emphasis in Early Childhood at Eastern Washington University.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 5/6/21

ITEM #11: Assessment of Board Activity (for information)

BACKGROUND:

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

Board Goals

1. *Ensure effective onboarding and support of the new president in her first year at Big Bend including community introductions.*
2. *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.*
3. *Advance equity, diversity and, inclusion by establishing policies and institutional goals supporting operational equity, diversity, and inclusion programs.*

(Adopted during October 1, 2020 Board Meeting.)

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

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 5/6/21

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

BACKGROUND:

The next regularly scheduled board meeting is set on June 10, 2021.

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: 5/6/21

ITEM #13: Miscellaneous (information/action)

BACKGROUND:

President Tweedy and the trustees may discuss miscellaneous topics.

This is also an opportunity for trustees to discuss agenda items for future meetings.

Prepared by the President's Office.

RECOMMENDATION:

None.