



May 7, 2020

Board of Trustees

Regular Meeting 1:30 p.m.

Register in advance for this Zoom webinar:

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Big Bend Community College District #18

Governing Board:

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

President Terry Leas

2020 Meeting Schedule

January 9, 2020

February 14, 2020

March 12, 2020

May 7, 2020

June 4, 2020

August 27, 2020

October 1, 2020

November 12, 2020

Board Goals

1. Conduct a successful search for the next BBCC president. Ensure effective onboarding and orientation of the new president upon arrival on campus. Develop goals for the president's first year of service.
2. Be actively engaged and monitor the progress of the Campus Climate Action Plan. Ensure the president has the tools and means to lead the campus community as it improves climate for students, staff and faculty.
3. Develop and implement an improved system for monitoring Board effectiveness that includes establishing an annual checklist for monitoring the overall performance of BBCC.

BIG BEND COMMUNITY COLLEGE DISTRICT NO. 18 BOARD AGENDA

Regular Board Meeting

7662 Chanute Street Moses Lake, Washington 98837

Thursday, May 7, 2020, 1:30 p.m.

Zoom Webinar

1. Call to Order/Roll Call
2. Consent Agenda **(E-1)**
 - a. Meeting Minutes March 12, 17, April 9, 17, 2020 **(Action)**
 - b. President's Activity Update **(Information)**
 - c. Accreditation **(Information)**
 - d. Student Success **(Information)**
 - e. Assessment **(Information)**
 - f. Finance & Administration Report **(Information)**
 - g. Human Resources Report **(Information)**
 - h. Enrollment Report **(Information)**
 - i. Safety & Security Report **(Information)**
 - j. ASB Report **(Information)**
 - k. Foundation Report **(Information)**
 - l. Classified Staff Report **(not available)**
3. 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)
4. Faculty Updates – Faculty Association President Salah Abed **(E-3, Information)**
5. Enrollment Status and Plan – Dr. Bryce Humpherys **(E-2, Information)**
6. Budget Status and Plan – VP Linda Schoonmaker **(E-1, Information)**
7. Campus Climate Action Plan – VP Kim Garza **(E-6, Information)**
8. Exceptional Faculty Award Request (written) – VP Bryce Humpherys **(E-3, Action)**
9. BP1025 Statement on Equity, Diversity, & Inclusion for Review – Counselor MariAnne Zavala Lopez/Dr. Allison Palumbo **(E-1, Action)**
10. Commencement Update – President Leas (E-1, Information)
Executive Session – Break (if needed)
11. Selection of Interim President – Trustees **(E-1, Action)**
12. President's Onboarding Process – Trustees **(E-1, Information/Action)**
13. Assessment of Board Activity (submitted in writing) – Trustees **(E-1, Information)**
14. Next Regularly Scheduled Board Meeting – Trustees **(E-1, Information/Action)**
15. Miscellaneous – Trustees, President Leas **(E-1, Information/Action)**
16. Adjournment

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

NEXT REGULAR MEETING: Thursday, June 4, 2020

If you are a person with a disability and require an accommodation while attending the meeting, please contact the President's Office at 793-2001 (or TDD 509.793.2325) as soon as possible to allow sufficient time to make arrangements.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Thursday, March 12, 2020, at 1:30 p.m. in the ATEC Masto Conference Center, Building 1800 on the Big Bend Community College campus.

1. Call to Order

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

2. Pledge of Allegiance

Board Chair Stephen McFadden led the Pledge of Allegiance. He also stated the new board meeting arrangement in the Masto Conference Center incorporates social distancing to ensure health and safety.

At 9:06 a.m., Chair Stephen McFadden 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 9:16 a.m. with no action taken.

3. Probationary Tenure

Motion 20-17 Trustee Thomas Stredwick moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to renew the probationary contract of Theresa Calip effective September 14, 2020. He further moved that the President notify Theresa Calip as soon as possible of this decision. Trustee Jon Lane seconded, and the motion carried.

Motion 20-18 Trustee Jon Lane moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to renew the probationary contract of Johanna Doty-Fleming effective September 14, 2020. He further moved that the President notify Johanna Doty-Fleming as soon as possible of this decision. Trustee Anna Franz seconded, and the motion carried.

Motion 20-19 Trustee Anna Franz moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to renew the probationary contract of Rhonda Kitchen effective September 14, 2020. She further moved that the President notify Rhonda Kitchens as soon as possible of this decision. Trustee Juanita Richards seconded, and the motion carried.

Motion 20-20 Trustee Juanita Richards moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to renew the probationary contract of David Mayhugh effective September 14, 2020. She further moved that the President notify David Mayhugh as soon as possible of this decision. Trustee Thomas Stredwick seconded, and the motion carried.

Motion 20-21 Trustee Thomas Stredwick moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to renew the probationary contract of Michele Reeves effective September 14, 2020. He further moved that the President notify Michele Reeves as soon as possible of this decision. Trustee Jon Lane seconded, and the motion carried.

Motion 20-22 Trustee Jon Lane moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to renew the probationary contract of Jessica Strickland effective September 14, 2020. He further moved that the President notify Jessica Strickland as soon as possible of this decision. Trustee Anna Franz seconded, and the motion carried.

Motion 20-23 Trustee Anna Franz moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to renew the probationary contract of Christy Welch effective September 14, 2020. She further moved that the President notify Christy Welch as soon as possible of this decision. Trustee Thomas Stredwick seconded, and the motion carried.

Motion 20-24 Trustee Juanita Richards moved after having given reasonable consideration to the recommendation of the

probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to grant tenure to Sarah Bauer effective September 14, 2020. He further moved that the President notify Sarah Bauer as soon as possible of this decision. Trustee Thomas Stredwick seconded, and the motion carried.

Motion 20-25

Trustee Thomas Stredwick moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to grant tenure to Aaron Linthicum effective September 14, 2020. He further moved that the President notify Aaron Linthicum as soon as possible of this decision. Trustee Jon Lane seconded, and the motion carried.

Motion 20-26

Trustee Jon Lane moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to grant tenure to Zachary Olson effective September 14, 2020. He further moved that the President notify Zachary Olson as soon as possible of this decision. Trustee Anna Franz seconded, and the motion carried.

Motion 20-27

Trustee Anna Franz moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to grant tenure to Terry Pyle effective September 14, 2020. He further moved that the President notify Terry Pyle as soon as possible of this decision. Trustee Thomas Stredwick seconded, and the motion carried.

Motion 20-28

Trustee Juanita Richards moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to grant tenure to Mariah Whitney effective September 14, 2020. He further moved that the President notify Mariah Whitney as soon as possible of this decision. Trustee Thomas Stredwick seconded, and the motion carried.

Board Chair Stephen McFadden announced a 15-minute break to celebrate with our probationers and tenure recipients at 9:30 a.m. The meeting reconvened at 9:45.

Chemistry Instructor Sarah Bauer shared that the Science Olympiad recently held at BBCC for the first time was a “raging success.” The partnership was a result of

collaboration between BBCC math faculty and Frontier Middle School faculty. Over 100 Science Olympiad students engaged in 23 events for the event. There were 60 volunteers, including the Student Engineering Club, faculty members, and family members. The BBCC Foundation helped with funding, ATEC Coordinator Deena Westerman worked behind the scenes, aviation staff supervised, maintenance staff polished the floor and modified the stage, and communications staff shared great photos and videos. Instructor Bauer reported that great teamwork by BBCC faculty and staff supported the event.

Trustee Stephen McFadden applauded the tribute to faculty and staff working together. Trustee Jon Lane said it was great for the event to be held at BBCC, and Trustee Thomas Stredwick shared that the ecosystem at BBCC's interconnections are sometimes unnoticed.

Career Services Coordinator Jody Bortz shared about the 27th Job & Career Fair that was held March 5. A wide variety of resources were involved including WorkSource partners, the housing authority, health associations and employers. Covid-19 had a slight impact with three health care facilities and two employers cancelling. Job seeker turnout was high; 920 bags were provided, which is more than usual. The Foundation hosted headshots by a professional photographer for LinkedIn accounts. Multiple staff and faculty members volunteered, and there were 11 BBCC booths. Trustee Juanita Richards asked about trustee support of the event. Trustees are welcome to promote and attend the event.

4. Introductions

Dean Daneen Berry Guerin introduced Industrial Systems Technology Instructor Reza Sharifi and Agricultural Mechanic Instructor Brett Iksic. VP Bryce Humpherys introduced newly promoted JATP Director Carla Louse Christian and Ag Instructor Stacy Cobb.

5. Consent Agenda

a) Approval of Regular Board Meeting Minutes February 6, and February 14 Minutes (A); b) President's Update (I); c) Accreditation (I); d) Student Success Update (I); e) Assessment Update (I); f) Finance & Administration Report (I); g) Human Resources Report (I); h) Enrollment Report (I); i) Safety & Security Update (I); j) ASB Report.

Motion 20-29

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

6. Remarks

- a. ASB Public Relations Officer Kelsey Sorenson shared ASB and club activities. ASB is being more intentional to include students' family members. Recently ASB funded Dr. Suess books for students with children and/or grandchildren.
- b. A Classified Staff representative was not available.
- c. Faculty Association Representative and Division Chair Dawnne Ernette provided information on faculty activities. Dr. Jim Hamm led the Engineering Club through Ruben's Tube experiments. Dr. Tyler Wallace and Instructor Sarah Bauer also led the partnership to hold the Science Olympiad event on campus as the board heard earlier in the meeting. Faculty Association President and math instructor Salah Abed is working with VP Kim Garza to bring mindfulness training to Big Bend. English Instructor Octaviano Gutierrez serves students as the Phi Theta Kappa (PTK) Advisor, and he was recently interviewed by iFIBER ONE News. The PTK chapter is growing under his leadership and has outgrown their meeting space.
- d. VP Linda Schoonmaker shared that dates of the ctcLink business process fit gap meetings may be moved to May, and the work will be accomplished online. She also reported the federal grant attestation contract has been signed. Regarding facilities, the remedy for the concrete floor in the WEC has been determined, and roof bids on other buildings are closing on Tuesday.
- e. Dr. Bryce Humpherys congratulated the tenure probationers for their progress in the process. He also reported on the new staff members at the Northwest Commission on Colleges and Universities (NWCCU), and new standards are creating a lack of clarity from the commission. Good information regarding accreditation was recently shared at a NWCCU conference regarding standard interpretation. Dr. Humpherys continues to request interpretation of new NWCCU standards. He is also actively engaged and planning around impacts COVID-19. The Japanese Agricultural Training Program (JATP) staff confirmed that they will delay arrival of the trainees at BBCC's request.
- f. VP Kim Garza reported the Request for Quotes (RFQ) for the Director of Health Education Programs recruitment is in process. The Music Instructor position is filled, and five additional instructor position search committees are in process.

VP Garza announced that Heidi Bratsch, program assistant in the Health Education Program is pursuing a degree at BBCC, and Heidi recently completed her office certificate. Program Assistant Bratsch and Director of Health Education Programs Katherine Christian are converting the nursing accreditation report into an accessible format. Carmen Ramirez, Able Bodied Adults with Disability (ABAWD) Navigator was recently interviewed by iFIBER

ONE News regarding the Big Bend Food Pantry. She is currently pursuing her bachelor's degree.

- g. Executive Director of the Foundation LeAnne Parton reported the Building Tomorrow's Workforce Capital Campaign has grown beyond \$3 million reaching 82.5% of the goal, with Hayden Homes and Lamb Weston's donations. Executive Director Parton is also working on the leadership work group. Michael Nash returned for the third session of four trainings, and campus feedback has been positive. Executive Director Parton reported that Alumni & Development Coordinator Chandra Rodriguez arranged for a photographer to take LinkedIn photos at the Job & Career Fair. Foundation staff are preparing for Cellarbration and considering alternatives in case COVID-19 has an adverse impact on the event. Board Chair Stephen McFadden congratulated Executive Director Parton on progress on the work for WEC. The private WEC Donor reception is still scheduled for June 3, with the public event June 4.

7. CWU Presentation

Monica Medrano, CWU Regional Director over BBCC and Wenatchee Valley College (WVC) sites shared news from CWU's site at BBCC. CWU has been on the BBCC campus since 1997, helping economic development through bachelor degree programs. Most CWU students are currently working, and classes are offered in the evenings with 40% of the students taking hybrid classes. The BBCC CWU site hosts two programs Interdisciplinary Social (IDS) and Elementary Education most recently.

Regional Director Medrano said she focuses on the students transferring from the top five programs from BBCC to CWU; psychology, law and justice, education, business administration, and IDS/Sociology. Elementary education is a good fit for students, and there is a community need in this area. The WVC program is established and a few of their slots can be shared at BBCC while building capacity toward a 25-seat cohort at BBCC. She thanked BBCC staff for their collaboration and partnership.

8. Campus Climate Action Plan

VP Kim Garza reported that Linda Seppa Salisbury, Leadership Consultant was on campus last week to discuss how executive team members can deepen relationships by visiting employees where they work and ensure employees have what they need to complete their work including recognizing achievements. Leadership Consultant Salisbury will return to campus April 17 to discuss gathering information to remove barriers for people to do their best work serving students on the front lines. These activities connect to goal #2 *Develop standards for communication* and will help improve managing up.

VP Garza reported Nash training has been positively received and is providing opportunities for greater connections.

VP Garza stated three workgroups continue to fulfill assignments on schedule through the end of the year. Grant Director Tammy Napiontek leads the onboarding for new employees committee; they are using process maps to outline the steps of the process and develop recommendations for improvement for new faculty and staff members. Dean Valerie Parton and Dean Faviola Barbosa lead the Workplace Norms Committee and Executive Director LeAnne Parton leads the Leadership Development Committee. Once the new president is on campus, a survey will be chosen to help evaluate interventions to improve the campus climate.

9. Campus Safety and Security

Dr. Leas reported that campus safety and security issues, for example COVID-19, student misbehavior, and facilities were raised in department meetings and employee surveys. College officials are meeting regularly using the Incident Command Structure (ICS) planning to determine how to respond to COVID-19. Classes are being migrated to online delivery, and lab classes are being discussed. JATP trainees may delay their arrival. Director of Communication Matt Killebrew is sharing Dr. Leas' email to employees on social media and the BBCC website. The Washington community college presidents (WACTC) are holding telephone conference calls three times per week to review state system efforts and learn lessons from each other.

When employees are ill, they are self-quarantining and their workspace is deep cleaned. VP Linda Schoonmaker reported BBCC is following the cautionary advice from Governor Inslee and the Center for Disease Control (CDC). Events with over 250 people have been cancelled. VP Humpherys reported that the Northwest Athletics Commission (NWAC) is holding a conference call tomorrow to discuss athletic events in the region. Trustee Anna Franz commented that the situation is evolving rapidly and appreciated the email updates.

The Open Doors Program is for at-risk youth ages 16-20 and establishes different kind of alternative school within the district area. BBCC's Open Door program started with a handful of students and currently serves 207 students from the Moses Lake and Ephrata School Districts. Students who attend voluntarily do well in the program, those who must attend to comply with intervention plans struggle. Some students have gang affiliations, and faculty and staff have expressed concerns about unsafe behaviors, graffiti, fights between students, suspected drug use, and lack of protection for students and employees. Leaders met to discuss needs around security, training, and reporting guidelines. Trainings on policies, responses, mental health first aid, and suicide are being provided to staff and instructors via YouTube and Canvas. Staff from the Grant County Sheriff's office are providing training on gang-related behavior. Beginning March 9, security personnel are present when class is in session and an administrator will be present for evening Open Doors Program classes. BBCC is committed to ensuring a learning environment that is safe.

Faculty and staff of the Open Doors Program are meeting weekly and discussing student issues with notes that are available to others who miss the meeting. Dean Barbosa is drafting policies and procedures and sharing with faculty and staff for revisions and then will adopt final versions by the beginning of spring quarter. She is also providing training on policies and procedures.

VP Schoonmaker shared that Director of Campus Safety and Security Kyle Foreman is present on campus from 5:00-7:00 p.m. and Security Officer James Meyers is present from 7:00 p.m. through the night. Expanding security coverage is high on the budget priority list.

Trustee Anna Franz asked if other community colleges have Open Doors Programs. Dr. Leas stated not every college has Open Doors programs, and it is an important program as a last resort for some learners that is consistent with BBCC's mission. We need to protect staff and students while we help students change their behaviors. Violations to the student code of conduct lead to students being excused from the program. Law enforcement officers sometimes come on campus to help with student issues. Resources for Open Doors Programs are provided by a contract through the Office of Superintendent of Public Instruction (OSPI). Open Doors is a self-sustaining program. Trustee Thomas Stredwick asked if the program resources ensure a safe learning environment. Dr. Leas shared that as the number of students in the Open Doors Program increases, the funding also increases. We are building infrastructure around the program and determining where to allocate resources. Trustee McFadden agreed that the program is directly connected to the mission, and it is important to ensure we are doing everything needed to ensure a safe environment.

There are also concerns about inadequate lighting between some buildings. We are continuing an assessment of needs around lighting on campus to develop more specific solutions. VP Kim Garza stated any employee can submit a work order and/or speak with their supervisor. Safety and security signage is on every door and building, and students and employees are provided information during their orientations.

10. BP 1025 Statement on Equity, Diversity, & Inclusion

Counselor MariAnne Zavala Lopez stated the Committee for Equity, Inclusion, and Diversity (CEID) is committed to assisting the college. The proposed board policy was vetted by CEID, workgroups, students, faculty, and Shared Governance Council more than once. The policy provides a common understanding of equity, diversity and inclusion and guides college efforts.

Board Chair Stephen McFadden announced a 10-minute break at 11:50 a.m. The meeting reconvened at noon.

11. BP 1000

Motion 20-30

Trustee Anna Franz moved to approve current changes to BP 1000 and place the changes to the trustee job

description on hold. Trustee Jon Lane seconded, and the motion carried.

12. Presidential Search

Board Chair Stephen McFadden reported that the trustees have completed two site visits to presidential candidates' home campus; Lake Washington Institute of Technology and Westchester Community College. The trustees will travel to Yakima Community college tomorrow. The trustees have scheduled a special meeting to select the next president March 26. To ensure good health hygiene regarding COVID-19, Zoom has been an option for trustee participation.

13. President's Onboarding

Trustees Stredwick and Franz submitted a draft presidential onboarding schedule. Trustee Franz will share the draft schedule with Columbia Basin College President Rebekah Wood for feedback. Trustees Stredwick and Franz met with Dr. Leas for input. The trustees will be mindful about the president's visits in their communities. Trustees' personal connections with community members may provide information and help with introductions and legislators. Trustee Franz reported that she talked with Leadership Consultant Linda Seppa Salisbury about timing of the leadership training. Trustee Stredwick commented that the president's onboarding process will include on-campus contacts and ACT onboarding. Trustee Franz stated the onboarding schedule is flexible and will be discussed with the new president once she is hired.

Board Chair Stephen McFadden thanked Trustees Franz and Stredwick for their work.

14. ACT nominations

The ACT Board of Director nominations process was shared.

15. Assessment of Board Activity

Trustee Juanita Richards reported that she attended the ACT Conference (E-1) and Transforming Lives event (E-2), reviewed probationary tenure information (E-3), and attended presidential search visits (E-1).

Trustee Anna Franz reported that she attended the ACT Conference (E-1) and Transforming Lives event (E-2), reviewed probationary tenure information (E-3), attended presidential search visits (E-1) and Onboarding Committee meetings (E-1).

Trustee Stephen McFadden reported that he reviewed probationary tenure information (E-3), met with Dr. Leas regarding today's agenda (E-1), and attended presidential search visits (E-1).

Trustee Jon Lane reported that he attended the ACT Conference (E-1) and Transforming Lives event (E-2), reviewed probationary tenure information (E-3), and attended presidential search visits (E-1).

Trustee Thomas Stredwick reported that he attended the ACT Conference (E-1) and Transforming Lives event (E-2), reviewed probationary tenure information (E-3), attended presidential search visits (E-1), and met with Beth Laszlo regarding a work issue.

16. Next Meeting

The next regularly scheduled board meeting is on May 7 at 1:30 p.m.

17. Miscellaneous

Dr. Leas shared the ACT event schedule

Meeting adjourned at 4:45 p.m.

Stephen McFadden, Chair

ATTEST:

Terry Leas, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Special Board Meeting Tuesday, March 17, 2020, at 4:00 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

Present: Anna Franz
Jon Lane
Stephen McFadden
Juanita Richards
Thomas Stredwick (via Zoom)

2. Personnel

At 4:00 p.m., Chair Stephen McFadden announced that the Board would adjourn to executive session for approximately 30 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 ten minutes, extended again for ten minutes, and then extended for five minutes. The meeting reconvened at 4:55 p.m. with no action taken.

3. COVID-19

Dr. Leas shared the strategies the college is employing in response to COVID-19. The first strategy includes focusing on the welfare and safety of students and employees. This crisis requires extreme measures at a high cost, including canceling events, moving classes online, providing flexibility and financial support to employees and students, postponing travel, and perhaps even closing the campus. Unfortunately, other alternatives would place employees and students at greater, unacceptable risk. Administrators are focusing on what we can control and conducting extensive scenario planning for things we cannot control. Each functional area of our college is planning under different assumptions regarding the duration and effects of the crisis.

Dr. Leas and staff members are communicating with our campus stakeholders by balancing reality with hope and empathy. While crises create anxiety, informing people helps reduce doubt and stress. Toward this end, we are using email, posters, table tents, BBCC website, videoconferencing, and social media in an effort to establish a rhythm of communication that responds to the different needs among our community members in terms of frequency, format, and modality of communication, and remain open and transparent.

The college is seeking feedback to learn how we are doing and how we can improve. Monitoring social media to learn how others perceive us provides opportunities to respond to concerns and impacts decision making and messaging. Dr. Leas went on to say BBCC is also tapping into the extensive knowledge base and experience from other

colleges in our system and around the country, higher education associations, regional accreditors, and local, state, and federal officials.

The vice presidents described what is happening in instruction and student services, human resources and labor relations, and the administrative and financial areas of our college.

VP Bryce Humpherys thanked the deans, faculty, and staff for their tireless efforts to find solutions regarding safety. The spring quarter start date has been moved from March 30 to April 6 for most classes allowing faculty to convert classes to online. Social distancing will be exercised on campus. There are externally mandated hours and directives for some programs such as aviation and nursing that are being impacted. Instructors are contacting students to help them understand what to expect. The Director of Library Resources & eLearning Tim Fuhrman is providing technology training to staff and faculty. Some performance classes like Brazilian Jiu-Jitsu are being cancelled. The testing center staff are prioritizing BBCC students to ensure test-proctoring integrity. Study areas with computers are open to students while practicing social distancing and protecting keyboards with disposable plastic wrap between users. Laptops are being checked out to students and employees. Technology supporting lecture capture is being used along with training, additional zoom licenses and document cameras. Student support services are available online, via Zoom, telephone, and Canvas to reduce human interaction. Furniture is being used to create space for social distancing. New student orientation is delivered online. The BBCC Food Pantry is open for students to submit a list of items needed, then they are provided a bag of supplies. The preschool is open but not accepting new students; except siblings of current students.

Services are being moved online to ensure students have access to support. Many events and activities have been cancelled such as spring sports, use of the gym, campus tours, CBIS training, club and ASB events, and the library is closed to the general public. BBCC is continuing to work with school districts during this ever-changing situation.

VP Kim Garza shared what is being done to help employees, including student employees. Human Resources (HR) is in regular contact with state HR officials with additional information being shared regarding the Governor's proclamations. The goal is to keep employees in pay status. BBCC is taking a very liberal view of telework with flexible schedules. Any employee who wants to telework is being supported through the process. There are also multiple online trainings that can be accessed from home. Twelve people are currently approved to work remotely. Many employees are inquiring about telework and flexible scheduling. VP Garza is offering zoom meetings to share telework information.

VP Garza also shared that student employees are impacted by the closures of K-12 schools and in some cases being relocated to the BBCC campus. Payroll staff have determined how to process payroll remotely in preparation for working from home. Staff

are donating to an emergency shared leave pool to provide to employees who cannot work remotely to stay in pay status. AAG Jason Brown is reviewing the telework policy and procedure. Interviews are being cancelled, and the last installment of Nash Training is rescheduled to later this spring.

VP Linda Schoonmaker shared updates from administrative services which includes 50 full-time and 15 part-time employees. More than half of these employees are core function staff. BBT staff can work remotely, security will remain active on campus, and the residence halls staff will work with 60-80 students in the dorms. M&O staff monitor facilities, and custodial staff will continue to clean. The business office will remain open to accept money, process mail and deliveries, pay bills, and draw down federal funds. The bookstore staff will take orders online and prepare packages for pick up. 15 full-time and 6 part-time employees will work on campus full time, and 10 employees will come to campus occasionally. Sodexo is closed through spring break due to the Governor's proclamation and cancelled events. Contract work continues at WEC. Students in the residence halls cook for themselves or eat take out, and they have access to the food pantry if needed. Students are not being charged if they have left for spring break. Express check out for students provides an alternative to personal contact; student lounges are closed to minimize social activity.

Dawnne Ernette, Faculty Association Representative, shared that faculty members are working hard to help each other learn how to teach online.

Employees provided public comments. The safety and health of staff and community is compromised when normal services are provided. Every hour student services is open to the public is an increased risk to employees. Staff reported they are prepared for services online, and requested administrators reevaluate limiting public access. Staff said staying open is endangering lives of staff and families and asked why BBCC is waiting for a confirmed case of COVID-19 before closing campus when most functions can be accomplished online. In student services, there are 15 employees who cannot serve students while practicing social distancing due to the set-up of the space. Many other colleges around the state are closing.

Dr. Leas stated there is a team in place, including Cabinet members and Director of Safety, Security and Emergency Management Kyle Foreman, Director of Residence Halls and Residential Life Luis Alvarez, and Registrar Starr Bernhardt meeting regularly. The team reviews current information to make recommendations.

VP Bryce Humpherys and Dean André Guzman shared that student services can be delivered online, via Zoom, or telephone. He is assembling a team to determine how to move student services completely online to protect the frontline staff. Staff must take care of themselves. Individuals again questioned why BBCC is waiting for a confirmed diagnosis to close the campus. Dr. Leas said we were balancing the health risks with the need to continue operations for students. VP Humpherys stated that to reduce the spread of the virus, BBCC is beginning to exercise social distancing by moving all classes online and encouraging students to use the phone or online interactions with

student services. Given that Governor Inslee's directive did not prohibit the public from coming on campus, we are uncertain regarding the risks to employees and students. BBCC is also offering telecommuting to employees to reduce interaction with the public. VP Humpherys stated he is working on moving advising and counseling into empty classrooms, or Zoom, to allow people social distancing space.

Another employee commented that implementing strategies may not be fully integrated yet. It is important to remember that counseling 6 feet away is not effective regarding mental health.

Board Chair Stephen McFadden stated leadership decisions are fluid and being adjusted with new information. The state may be taking stronger additional steps. College leadership want employees and students to be safe. We are all at some level of risk. Board Chair McFadden urged Dr. Leas to expand communication to trustees and campus and expedite decisions regarding safety. He also stated Dr. Leas will lead us through the process and make the right decisions with the information at hand. Board Chair McFadden advised employees to make personal decisions about their safety as they are compelled.

The meeting adjourned at 6:15 p.m.

Stephen McFadden, Chair

ATTEST:

Terry Leas, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Wednesday, March 25, 2020, at 12:10 p.m. in the ATEC Masto Conference Center in Building 1800 on the Big Bend Community College campus.

1. Call to Order

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

2. Presidential Search

Board Chair Stephen McFadden announced a 30-minute executive session for the purposes 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.

At 12:40 p.m. Board Chair Stephen McFadden announced a 15-minute recess.

At 12:55 p.m. Board Chair Stephen McFadden announced a 30-minute executive session 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.

At 1:25 Board Chair Stephen McFadden announced a 5-minute break immediately followed by a 15-minute executive session 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.

At 1:45 the meeting reconvened.

Motion 20-31 Trustee Anna Franz moved to select Dr. Sara Thompson Tweedy as BBCC's next president. Trustee Juanita Richards seconded the motion, and the motion passed.

Trustee Anna Franz stated that all three candidates were immensely qualified, and she thanked BBCC staff for their efforts through the grueling search process. Trustee Juanita Richards agreed that it was a very tough decision and thanked everyone for their time-intensive efforts. Trustee Thomas Stredwick stated selecting the next president was very difficult, and he relied on the data, research, and interviews. One comment particularly noteworthy referring to Dr. Thompson Tweedy shared, "she'll be a voice of expansion in a time of retraction and fear." Trustee Jon Lane stated he appreciated Board Chair Stephen McFadden's leadership through the search process

and VP Kim Garza's hard work and is looking forward to BBCC's exciting future. Board Chair Stephen McFadden thanked all who contributed to the process, including fellow trustees, staff, faculty and students for participating in the search process. He also thanked VP Kim Garza and Executive Assistant Melinda Dourte for their support.

The motion passed unanimously.

At 2:11 p.m. Board Chair announced a 10-minute recess for VP Kim Garza to contact the three candidates. The board will return for one more action.

At 2:21 p.m. the meeting reconvened.

VP Kim Garza shared that Dr. Sara Thompson Tweedy was pleased to accept the presidency of BBCC.

Motion 20-32

Trustee Thomas Stredwick moved to set the president's salary at \$223,500 annually. Trustee Anna Franz seconded the motion, and the motion passed.

The meeting adjourned at 2:23 p.m.

Stephen McFadden, Chair

ATTEST:

Terry Leas, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Special Board Meeting Thursday, April 9, 2020, at 10:30 a.m. via Zoom Webinar to observe physical distancing.

1. Call to Order

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

Presidential Contract

Chair Stephen McFadden announced that Dr. Thomas Tweedy requested three changes to the draft contract for employment. The changes were reviewed by Assistant Attorney General (ATG) Jason Brown. VP Kim Garza shared the detail of the three requested changes. The contract start date was changed from July 1 to August 17, 2020. The termination for convenience clause can be exercised after twelve months rather than six months. The initial contract will be offered for three years rather than two years.

ATG Jason Brown commented that these changes reflect common wording in the Washington state system.

Motion 20-33 Trustee Thomas Stredwick moved to approve the revisions to Dr. Thompson Tweedy's contract as presented. Trustee Anna Franz seconded the motion, and the motion passed.

Chair Stephen McFadden stated another Special Board meeting will be set after Dr. Thompson Tweedy signs the contract for the board to approve the final contract.

Chair Stephen McFadden thanked Trustee Juanita Richards for her idea for the board to donate to the efforts to provide meals to the students living in the residence halls and the BBCC Food Pantry.

The meeting adjourned at 10:42 a.m.

Stephen McFadden, Chair

ATTEST:

Terry Leas, Secretary

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Special Board Meeting Thursday, April 17, 2020, at 1:00 p.m. via Zoom Webinar to observe physical distancing.

1. Call to Order

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

Presidential Contract

Chair Stephen McFadden announced that Dr. Thomas Tweedy signed her contract.

Motion 20-34 Trustee Thomas Stredwick moved to approve Dr. Sara Thompson Tweedy's signed contract and authorize Board Chair Stephen McFadden to sign the contract. Trustee Anna Franz seconded the motion, and the motion passed.

The meeting adjourned at 1:02 p.m.

Stephen McFadden, Chair

ATTEST:

Terry Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 5/7/20

ITEM #2: CONSENT AGENDA (for information)

b. President's Activity Update

BACKGROUND

Highlights of President Leas' activities from March 2, through April 17, 2020.

Prepared by the President's Office.

RECOMMENDATION:

None.

President's Activity Log Highlights

Date	Activity	E-1 Mission	E-2 Student Success	E-3 Teaching Learning	E-4 Community Engagement	E-5 Integrity Stewardship	E-6 Inclusion Climate
3/2/20	Discuss President's Onboarding	X					
	Discuss student issue		X				
	Discuss Continuity of Operations	X					
3/3/20	Review Board Agenda	X					
	Workforce Development Board Committee				X		
	COVID-19 Planning	X					
3/4/20	Jury Duty				X		
3/5/20	COVID-19 Planning	X					
	Thursday Thoughts	X					
3/6/20	Shared Governance Council	X	X	X			X
3/9/20	Discuss Human Resources Budget						X
	Director of Communications Matt Killebrew	X	X	X	X	X	X
	Executive Director of the Foundation LeAnne Parton	X				X	
	COVID-19 Planning	X					
	Student Issues		X				
	Safety & Security Agenda	X				X	
3/10/20	Michael Nash Supervisory Training	X	X	X		X	X
3/11/20	Executive Team Meeting with Vice Presidents	X					
	COVID-19 Planning	X					
	Leadership Consultant Linda Seppa-Salisbury	X					X
3/17/20	Cabinet/COVID-19 Planning	X					
	Special Board of Trustees Meeting	X					
3/18/20	Executive Team Meeting with Vice Presidents	X					
	Director of Transforming STEM Pathways Director Rafael Villalobos	X	X	X		X	
3/19/20	Discuss CWU Aviation	X	X				
	Discussion with Board Chair						

President's Activity Log Highlights

Date	Activity	E-1 Mission	E-2 Student Success	E-3 Teaching Learning	E-4 Community Engagement	E-5 Integrity Stewardship	E-6 Inclusion Climate
	Stephen McFadden						
3/20/20	Emergency Management Team COVID-19	X					
	Aviation Discussion	X	X				
3/24/20	WACTC COVID-19 Conference Call	X					
	Executive Team Meeting with Vice Presidents	X					
	WACTC WebEx Meeting	X					
	Workforce Development Board (Zoom)	X					
3/25/20	Special Board Meeting	X					
3/26/20	Samaritan Healthcare Strategy & Finance Meeting				X		
3/27/20	WACTC COVID-19 Conference Call	X					
3/30/20							
	WACTC COVID-19 Conference Call	X					
	VP Bryce Humpherys	X	X	X			
	VP Kim Garza	X					X
3/31/20	Director of Communications Matt Killebrew	X	X	X	X	X	X
	Executive Director of the Foundation LeAnne Parton	X				X	
	Discuss Thursday Thoughts	X					X
4/1/20	WACTC COVID-19 Conference Call	X					
	Executive Team Meeting with Vice Presidents	X					
	Title V Grant Director Tammy Napiontek	X					
	Director of Transforming STEM Pathways Director Rafael Villalobos	X	X	X			
	Rotary Club Zoom				X		
4/2/20	Emergency Management Team COVID-19 Meeting	X					

President's Activity Log Highlights

Date	Activity	E-1 Mission	E-2 Student Success	E-3 Teaching Learning	E-4 Community Engagement	E-5 Integrity Stewardship	E-6 Inclusion Climate
4/3/20	WACTC COVID-19 Conference Call	X					
	Shared Governance Council Zoom	X					
	Emergency Management Team COVID-19 Meeting	X					
4/6/20	WACTC COVID-19 Conference Call	X					
	Trustee Phone Calls	X					
	VP Bryce Humpherys	X	X	X			
	VP Kim Garza	X					X
	Governor Inslee Address	X					
4/7/20	Cabinet Zoom	X					
	Moses Lake Rotary Phone Call				X		
	Title V Grant Director Tammy Napiontek	X					
4/8/20	WACTC COVID-19 Conference Call	X					
	Executive Team Meeting with Vice Presidents	X					
	Grant County EDC Director Brant Mayo				X		
	Director of Communications Matt Killebrew	X	X	X	X		
	Executive Director of the Foundation LeAnne Parton	X					
4/9/20	Special Board Meeting	X					
4/10/20	WACTC COVID-19 Conference Call	X					
4/13/20	WACTC COVID-19 Conference Call	X					
	Discuss Thursday Thoughts	X					X
	VP Bryce Humpherys	X	X	X			
4/14/20	VP Kim Garza	X					X
	Commencement Planning	X	X				
4/15/20	Executive Team Meeting with Vice Presidents	X					
	WACTC COVID-19 Conference Call	X					
	Dean of Institutional Research	X					

President's Activity Log Highlights

Date	Activity	E-1 Mission	E-2 Student Success	E-3 Teaching Learning	E-4 Community Engagement	E-5 Integrity Stewardship	E-6 Inclusion Climate
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	Valerie Parton						
	Governor Inslee Address	X					
4/16/20	Michael Nash Training	X					X
4/17/20	WACTC COVID-19 Conference Call	X					
	Special Board Meeting	X					

2019-20

End	This period	YTD (4/2020)
E-1 Mission	67	368
E-2 Student Success	15	96
E-3 Excellence Teaching/Learning	10	82
E-4 Community Engagement	9	114
E-5 Integrity & Stewardship	7	111
E-6 Inclusion & Climate	12	82

BIG BEND COMMUNITY COLLEGE

Date: 5/7/20

ITEM #2: CONSENT AGENDA (for information)

c. Accreditation

Vice President Bryce Humpherys and Dean Valerie Parton have had communication with Northwest Commission on Colleges and Universities (NWCCU) about how to apply the new accreditation standards.

The college is preparing the Mission Fulfillment Report for the Board of Trustee June Meeting. The report will include some minor changes to reflect the new accreditation standards.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 5/7/20

ITEM #2: CONSENT AGENDA (for information)

d. Student Success

Throughout the year, the Title V PAHP and Student Services Staff have developed an Online New Student Orientation. And while there was no way to anticipate anything as impactful as the COVID-19 virus on college operations, the timing was perfect. The college will implement the Online New Student Orientation process for all new students entering the college this fall.

Big Bend Community College is scheduled to give the annual Student Enrollment Survey during the first weeks of spring quarter. The college is adding questions designed to help better understand the challenges students are facing while dealing with online instruction.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 5/7/20

ITEM #2: CONSENT AGENDA (for information)

e. Assessment

Big Bend Community College's Assessment Chair, Sean Twohy, developed videos to guide faculty through the assessment process. This is especially important when face-to-face meetings with colleagues are not possible. Faculty members will submit their assessment report before their contracts end in June,

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 5/7/2020

ITEM #2: CONSENT AGENDA (for information)

f. Finance & Administration Update

ctcLink Update: 2nd phase of DG3 scheduled to go live May 11th. DG5 progress to the Business Process Fit Gap (BPPG) sessions hinges on the success of DG3. As of today (due to COVID-19 delays), we do not have a schedule or a date for us to begin the BPPGs.

SAO Federal Grants Attestation update: SAO has completed their interviews (approximately 50 staff & faculty) and is working on their report. No timeline provided for the final report completion.

Operating Budget 2020-21: Lots of unknowns; drafting various plans from "we get it all" to the extreme "we get NO new monies AND we take a 20% cut to the monies we received in 2019-20."

Ongoing Capital Projects:

Workforce Education Center (New Building): Contractors working on 2nd floor concrete issues, and punch-list items on both floors continues.

Aviation Maintenance Technology (New Building): Roof is on, Drywall going up along with taping and painting of the interior.

Wallenstein Review for Updating/Renovating: Submitted the safety and electrical issues as our Minor Works Program project for 21-23 biennium. Will see how capital funding shakes out due to known revenue shortfalls for the state.

Various Roofs: Waiting for Notice to Proceed. Hope to start work mid-May.

Concrete and Asphalt work for ADA: Concrete work is almost complete.

History:

Workforce Education Center (WEC) formerly Professional Technical Education Center (New Building)

3/12/2020: Work on 2nd floor and punch list items on 1st floor continue.

2/14/2020: Work on 2nd floor and punch list items on 1st floor continue.

01/09/2020: We will have full first floor occupancy for Winter Quarter class start on January 6th!

11/14/2019: New furniture begins arriving November 12-15. Discussion with DES and Lydig (construction co) begins on dates for completion.

10/10/2019: While the building has an occupancy permit for portions of the first floor, and did open to students in 7 classrooms and 2 labs, the first floor is not complete. Classrooms and labs will be completed during the Fall quarter, and move in dates for programs will begin in early December for full occupancy beginning Winter quarter in January. New furniture will begin arriving in mid-November. Demolition of 3300 begins—all hazardous materials have been removed.

6/6/2019: Remains on Schedule. While still pouring cement on the east side, the west side is getting some drywall, mudding, and even painting.

4/3/2019: Remains on Schedule. Rapidly taking shape. Roof decking on in some places. Storefronts going in.

3/14/2019: Construction site closed for the week of Feb 11th for weather related issues. Still on the original completion date as days were built into the construction schedule for such weather related events.

1/31/2019: The building continues to grow with rooms taking shape!

12/20/2018: On schedule. Structure taking shape now, and you can see the “bones” of the building.

11/15/2018: Project on schedule. More structural steel erected; Cement and Cement Masonry Unit (CMU) walls are being erected; most ground floor slabs poured; visible progress reflected every day!

10/15/2018: Project on schedule. One cement interior wall poured, another being prepared for pour; a few pieces of structural steel erected; some slabs poured this week. Exciting to watch!

8/9/2018: Permitted. Footings and some stem walls being poured. Mechanical and Electrical contractors on site now. Day 84 out of 480 and On Schedule.

6/7/2018: Notice to Proceed issued May 18, 2018—total project is to meet ‘substantial completion’ in 650 days. Waiting for Grant Co permit, fence is up and both Lydig Construction & Apollo construction trailers on site. Construction cost approx \$300 per sq ft.

4/12/2018: Construction Bid Opening April 11, 1:05pm.

3/08/2018: Building plans are currently under review at the Grant County Planning Department and water/sewer connections are under review with the City of Moses Lake. The BBCC Foundation has been working with a consulting company on a feasibility study for raising funds for the project.

01/17/2018: The architects are preparing the plan package for submission to the Planning Department of Grant County for their review.

Aviation Maintenance Technology (New Building):

3/12/2020: Reviewing plans for occupancy move after graduation in June.

2/14/2020: Reviewing electrical outlet placements/additional needs for new equipment with instructors and electrical engineer.

01/09/2020: We have masonry walls at over 12 feet high on all sides!

Wallenstein Review for Updating/Renovating:

3/12/2020: Reviewing the architect’s assessment and recommendations for improvements to the functions of the theater spaces.

2/14/2020: Reviewing the architect’s assessment and recommendations for improvements to the functions of the theater spaces.

01/09/2020: Architect provided building assessment and recommendations for renovation. There are some safety issues with electrical power and theater lighting needing to be addressed.

11/14/2019: Waiting for Notice to Proceed (NTP).

10/10/2019: DES has engaged an architectural firm to review the building and provide us with a ‘laundry list’ of items to be attended to and in which order.

Various Roofs:

3/12/2020: Waiting for RFP to close.

2/14/2020: Expecting to place the RFP out for Bid this month.

01/09/2020: Creating the Request for Proposal (RFP), expecting to advertise in February.

11/14/2019: Hazardous materials survey completed architectural review/design in process.

10/10/2019: Architect engaged for describing the specific work for an RFP.

Concrete and Asphalt work for ADA:

3/12/2020: No update (don't know how update was missed)

2/14/2020: Concrete work to commence in the spring.

01/09/2020: Asphalt work is completed; concrete work to commence in the spring.

11/14/2019: RFP completed. Contract has been awarded. Scheduled work for springtime.

10/10/2019: RFP in draft form for additional concrete sidewalk and access ramp repair work.

Prepared by VP Schoonmaker.

RECOMMENDATION: None.

BIG BEND COMMUNITY COLLEGE

Date: 5/7/20

ITEM #2: CONSENT AGENDA (for action)

g. Human Resources & Labor

BACKGROUND:

Recruitment & Selection:

BBCC entered into an agreement with AE Riley, LLC to conduct a search for the Director of Health Education programs. Scott Heroldt, CEO of AE Riley, anticipates presenting candidates as early as the first week of May.

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

- Sociology/Social Sciences Instructor, tenure-track
- Education Planner

The following searches are on hold. The college will repost the positions later this year.

- Business/Accounting Instructor, tenure-track – Fall Quarter 2020
- Director of Basic Education for Adults (BEAdA) – June 2020
- Disability Services Coordinator – June 2020
- English Instructor, tenure-track – Fall Quarter 2020
- Instructional Design Specialist – June 2020
- Math Instructor, tenure-track – Fall Quarter 2020

Retention:

There were two separations in March – 1 resignation and 1 non-renewal of contract. The year-to-date turnover rate is 1.557%. Our goal for 2020 is to have a turnover rate less than 12%.

COVID-19 Update:

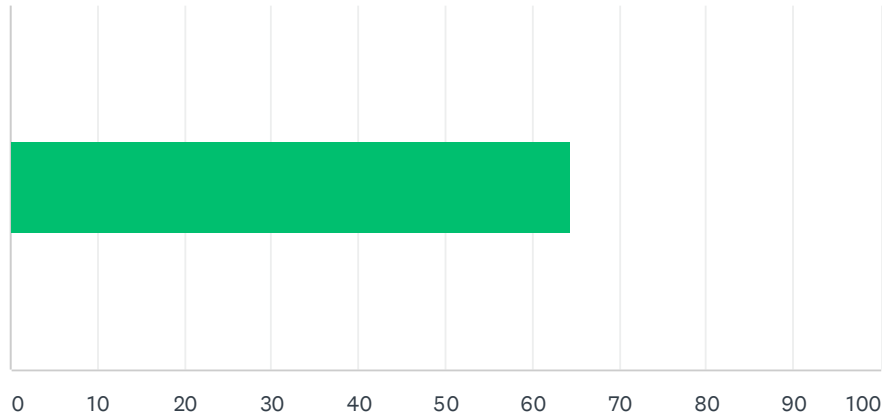
Since early March, the Human Resources Office has focused efforts in the following areas:

- Developed and updated policies and forms regarding emergency leave, including Emergency Shared Leave Pool, Families First Corona Virus Response Act, and Emergency Paid Sick Leave & Expanded FMLA leave.
- Tracked the use of leave under the new COVID-19 leave options.

- Developed guidelines and forms for implementation of remote work. Provided information and advice to supervisors and employees via three virtual meetings as well as email and phone calls.
- Completed virtual benefits orientation for new employees. More work is needed to convert existing orientation process from face-to-face to online to prepare for the possibility of extended remote work.
- Developed extensive lists of online training opportunities for employees during Stay-Home, Stay-Healthy order.
- Ongoing participation in weekly meetings with OFM, State HR, and HRMC to keep up-to-date on federal emergency leave, federal and state directives, and information from the Governor's Office, Department of Health, and State Board of Community and Technical Colleges (SBCTC).
- Developed "Pulse" survey for faculty and staff. Survey results are included for your review.
- Ongoing wellness reminders of the resources available through the Employee Assistance Program along with general information from the Department of Health.
- Processing an increase in unemployment claims for associate faculty and part-time hourly employees.
- Increased communication via email and phone regarding questions on COVID-19. The department has experienced a significant increase in the volume of email messages.
- Placed some searches on hold and continued with others. Exploring options beyond Zoom for virtual interviews.
- Renewed focus on converting new employee paperwork to fillable forms.
- Continued ctcLink training and work to prepare for ctcLink conversion.

Q1 How are you feeling today?

Answered: 155 Skipped: 1



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	65	10,003	155
Total Respondents: 155			

Faculty & Staff Pulse Survey

#		DATE
1	90	4/28/2020 3:27 PM
2	67	4/28/2020 2:13 PM
3	60	4/28/2020 1:25 PM
4	63	4/28/2020 1:14 PM
5	75	4/28/2020 12:44 PM
6	63	4/28/2020 12:40 PM
7	0	4/28/2020 12:29 PM
8	51	4/28/2020 11:31 AM
9	18	4/28/2020 11:21 AM
10	70	4/28/2020 11:19 AM
11	73	4/28/2020 11:16 AM
12	98	4/28/2020 11:15 AM
13	25	4/28/2020 11:06 AM
14	49	4/28/2020 10:23 AM
15	0	4/28/2020 10:21 AM
16	80	4/28/2020 10:12 AM
17	50	4/28/2020 10:09 AM
18	30	4/28/2020 9:59 AM
19	80	4/28/2020 9:43 AM
20	69	4/28/2020 9:41 AM
21	35	4/28/2020 9:37 AM
22	64	4/28/2020 9:34 AM
23	85	4/28/2020 9:25 AM
24	78	4/28/2020 9:25 AM
25	70	4/28/2020 9:18 AM
26	76	4/28/2020 9:16 AM
27	51	4/28/2020 9:16 AM
28	100	4/28/2020 9:14 AM
29	50	4/28/2020 9:14 AM
30	97	4/28/2020 9:13 AM
31	57	4/28/2020 9:11 AM
32	49	4/28/2020 9:11 AM
33	74	4/28/2020 9:08 AM
34	90	4/28/2020 9:08 AM
35	63	4/28/2020 8:49 AM
36	90	4/27/2020 12:06 PM
37	80	4/24/2020 3:55 PM

Faculty & Staff Pulse Survey

38	4	4/24/2020 1:29 PM
39	50	4/24/2020 1:28 PM
40	1	4/24/2020 9:51 AM
41	60	4/23/2020 11:10 PM
42	50	4/23/2020 6:03 PM
43	50	4/23/2020 5:31 PM
44	100	4/23/2020 3:25 PM
45	22	4/23/2020 3:24 PM
46	100	4/23/2020 11:30 AM
47	30	4/23/2020 11:24 AM
48	80	4/23/2020 10:54 AM
49	51	4/23/2020 10:47 AM
50	100	4/23/2020 10:34 AM
51	40	4/23/2020 10:10 AM
52	60	4/23/2020 9:49 AM
53	21	4/23/2020 9:49 AM
54	50	4/23/2020 9:45 AM
55	90	4/23/2020 9:39 AM
56	46	4/23/2020 9:18 AM
57	85	4/23/2020 9:09 AM
58	100	4/23/2020 9:05 AM
59	50	4/23/2020 8:40 AM
60	25	4/23/2020 8:11 AM
61	100	4/23/2020 8:09 AM
62	50	4/23/2020 8:00 AM
63	39	4/23/2020 7:48 AM
64	37	4/23/2020 7:22 AM
65	93	4/23/2020 7:09 AM
66	15	4/23/2020 6:48 AM
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69	53	4/22/2020 7:48 PM
70	75	4/22/2020 7:33 PM
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72	50	4/22/2020 6:11 PM
73	50	4/22/2020 6:04 PM
74	85	4/22/2020 6:01 PM
75	51	4/22/2020 5:43 PM

Faculty & Staff Pulse Survey

76	74	4/22/2020 5:41 PM
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80	85	4/22/2020 5:07 PM
81	37	4/22/2020 5:04 PM
82	65	4/22/2020 5:04 PM
83	70	4/22/2020 4:48 PM
84	75	4/22/2020 4:37 PM
85	73	4/22/2020 4:35 PM
86	74	4/22/2020 4:33 PM
87	80	4/22/2020 4:31 PM
88	75	4/22/2020 4:29 PM
89	97	4/22/2020 4:28 PM
90	50	4/22/2020 4:26 PM
91	98	4/22/2020 4:23 PM
92	92	4/22/2020 4:16 PM
93	41	4/22/2020 4:14 PM
94	74	4/22/2020 4:12 PM
95	100	4/22/2020 4:11 PM
96	90	4/22/2020 4:09 PM
97	80	4/22/2020 4:08 PM
98	100	4/22/2020 4:06 PM
99	50	4/22/2020 4:04 PM
100	80	4/22/2020 4:02 PM
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108	49	4/22/2020 3:46 PM
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110	55	4/22/2020 3:41 PM
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Faculty & Staff Pulse Survey

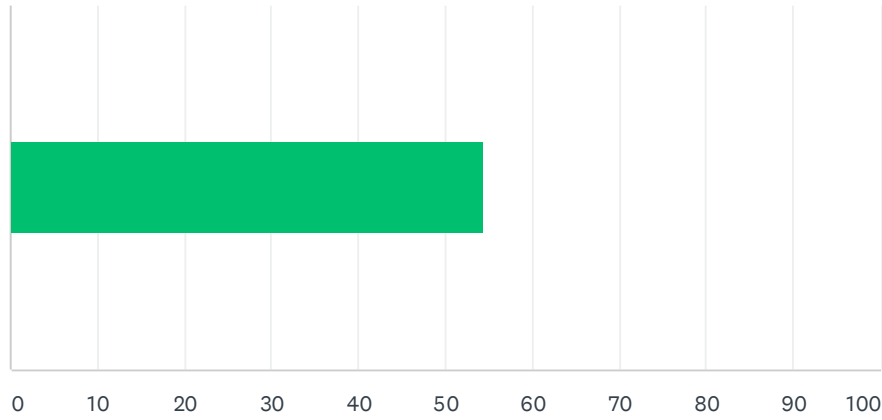
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117	68	4/22/2020 3:33 PM
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119	99	4/22/2020 3:29 PM
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142	80	4/22/2020 3:13 PM
143	80	4/22/2020 3:12 PM
144	50	4/22/2020 3:10 PM
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146	90	4/22/2020 3:09 PM
147	71	4/22/2020 3:09 PM
148	30	4/22/2020 3:08 PM
149	80	4/22/2020 3:08 PM
150	65	4/22/2020 3:08 PM
151	80	4/22/2020 3:07 PM

Faculty & Staff Pulse Survey

152	50	4/22/2020 3:05 PM
153	94	4/22/2020 3:05 PM
154	50	4/22/2020 3:05 PM
155	85	4/22/2020 3:05 PM

Q3 What is your current level of concern related to COVID-19?

Answered: 153 Skipped: 3



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	54	8,328	153
Total Respondents: 153			

Faculty & Staff Pulse Survey

#		DATE
1	75	4/28/2020 3:27 PM
2	50	4/28/2020 2:13 PM
3	56	4/28/2020 1:25 PM
4	63	4/28/2020 1:14 PM
5	33	4/28/2020 12:44 PM
6	56	4/28/2020 12:40 PM
7	73	4/28/2020 12:29 PM
8	81	4/28/2020 11:31 AM
9	50	4/28/2020 11:21 AM
10	80	4/28/2020 11:19 AM
11	25	4/28/2020 11:16 AM
12	79	4/28/2020 11:15 AM
13	77	4/28/2020 11:06 AM
14	50	4/28/2020 10:23 AM
15	16	4/28/2020 10:21 AM
16	50	4/28/2020 10:12 AM
17	70	4/28/2020 10:09 AM
18	100	4/28/2020 9:59 AM
19	36	4/28/2020 9:43 AM
20	60	4/28/2020 9:41 AM
21	39	4/28/2020 9:37 AM
22	77	4/28/2020 9:34 AM
23	50	4/28/2020 9:25 AM
24	51	4/28/2020 9:25 AM
25	90	4/28/2020 9:18 AM
26	40	4/28/2020 9:16 AM
27	50	4/28/2020 9:16 AM
28	53	4/28/2020 9:14 AM
29	50	4/28/2020 9:14 AM
30	37	4/28/2020 9:13 AM
31	50	4/28/2020 9:11 AM
32	85	4/28/2020 9:11 AM
33	72	4/28/2020 9:08 AM
34	50	4/28/2020 9:08 AM
35	50	4/28/2020 8:49 AM
36	5	4/27/2020 12:06 PM
37	50	4/24/2020 3:55 PM

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38	2	4/24/2020 1:29 PM
39	80	4/24/2020 1:28 PM
40	99	4/24/2020 9:51 AM
41	70	4/23/2020 11:10 PM
42	50	4/23/2020 6:03 PM
43	50	4/23/2020 5:31 PM
44	50	4/23/2020 3:25 PM
45	70	4/23/2020 3:24 PM
46	89	4/23/2020 11:30 AM
47	70	4/23/2020 11:24 AM
48	80	4/23/2020 10:54 AM
49	100	4/23/2020 10:47 AM
50	51	4/23/2020 10:10 AM
51	49	4/23/2020 9:49 AM
52	23	4/23/2020 9:49 AM
53	62	4/23/2020 9:45 AM
54	100	4/23/2020 9:39 AM
55	89	4/23/2020 9:18 AM
56	60	4/23/2020 9:09 AM
57	0	4/23/2020 9:05 AM
58	75	4/23/2020 8:40 AM
59	40	4/23/2020 8:11 AM
60	10	4/23/2020 8:09 AM
61	50	4/23/2020 8:00 AM
62	50	4/23/2020 7:48 AM
63	30	4/23/2020 7:22 AM
64	65	4/23/2020 7:09 AM
65	67	4/23/2020 6:48 AM
66	0	4/22/2020 11:10 PM
67	73	4/22/2020 9:10 PM
68	32	4/22/2020 7:48 PM
69	50	4/22/2020 7:33 PM
70	0	4/22/2020 6:46 PM
71	0	4/22/2020 6:11 PM
72	50	4/22/2020 6:04 PM
73	15	4/22/2020 6:01 PM
74	67	4/22/2020 5:43 PM
75	0	4/22/2020 5:41 PM

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76	68	4/22/2020 5:39 PM
77	87	4/22/2020 5:15 PM
78	20	4/22/2020 5:12 PM
79	50	4/22/2020 5:07 PM
80	57	4/22/2020 5:04 PM
81	93	4/22/2020 5:04 PM
82	50	4/22/2020 4:48 PM
83	50	4/22/2020 4:37 PM
84	100	4/22/2020 4:35 PM
85	75	4/22/2020 4:33 PM
86	90	4/22/2020 4:31 PM
87	24	4/22/2020 4:29 PM
88	22	4/22/2020 4:28 PM
89	75	4/22/2020 4:26 PM
90	78	4/22/2020 4:23 PM
91	50	4/22/2020 4:16 PM
92	56	4/22/2020 4:14 PM
93	50	4/22/2020 4:12 PM
94	50	4/22/2020 4:09 PM
95	75	4/22/2020 4:08 PM
96	50	4/22/2020 4:06 PM
97	75	4/22/2020 4:04 PM
98	75	4/22/2020 4:02 PM
99	7	4/22/2020 3:59 PM
100	70	4/22/2020 3:59 PM
101	59	4/22/2020 3:56 PM
102	67	4/22/2020 3:56 PM
103	65	4/22/2020 3:55 PM
104	53	4/22/2020 3:54 PM
105	27	4/22/2020 3:52 PM
106	50	4/22/2020 3:46 PM
107	72	4/22/2020 3:43 PM
108	75	4/22/2020 3:41 PM
109	36	4/22/2020 3:41 PM
110	100	4/22/2020 3:39 PM
111	0	4/22/2020 3:38 PM
112	28	4/22/2020 3:36 PM
113	80	4/22/2020 3:36 PM

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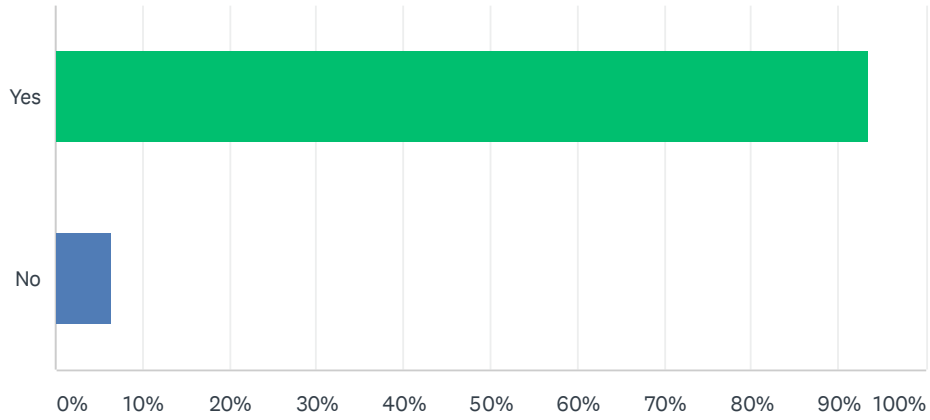
114	28	4/22/2020 3:33 PM
115	42	4/22/2020 3:33 PM
116	77	4/22/2020 3:32 PM
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120	80	4/22/2020 3:26 PM
121	24	4/22/2020 3:25 PM
122	91	4/22/2020 3:24 PM
123	50	4/22/2020 3:24 PM
124	1	4/22/2020 3:23 PM
125	75	4/22/2020 3:21 PM
126	76	4/22/2020 3:21 PM
127	30	4/22/2020 3:19 PM
128	50	4/22/2020 3:18 PM
129	58	4/22/2020 3:18 PM
130	70	4/22/2020 3:18 PM
131	63	4/22/2020 3:18 PM
132	50	4/22/2020 3:16 PM
133	77	4/22/2020 3:16 PM
134	63	4/22/2020 3:16 PM
135	69	4/22/2020 3:16 PM
136	90	4/22/2020 3:14 PM
137	74	4/22/2020 3:14 PM
138	53	4/22/2020 3:13 PM
139	50	4/22/2020 3:13 PM
140	59	4/22/2020 3:13 PM
141	100	4/22/2020 3:12 PM
142	50	4/22/2020 3:10 PM
143	50	4/22/2020 3:09 PM
144	75	4/22/2020 3:09 PM
145	50	4/22/2020 3:09 PM
146	9	4/22/2020 3:08 PM
147	50	4/22/2020 3:08 PM
148	1	4/22/2020 3:08 PM
149	80	4/22/2020 3:07 PM
150	49	4/22/2020 3:05 PM
151	6	4/22/2020 3:05 PM

Faculty & Staff Pulse Survey

152	75	4/22/2020 3:05 PM
153	76	4/22/2020 3:05 PM

Q4 Have you worked remotely in the last five weeks?

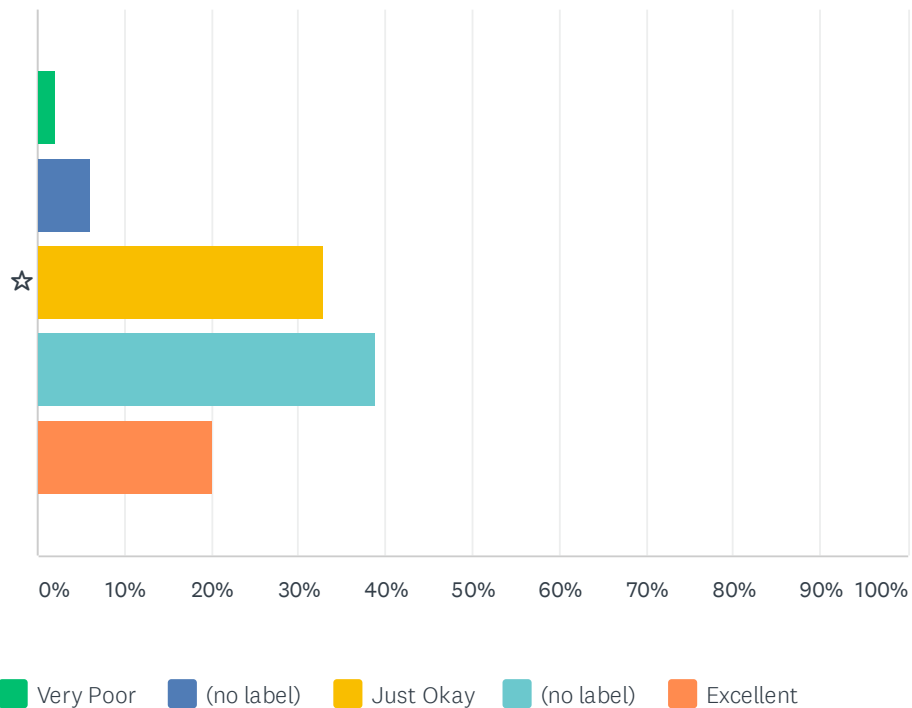
Answered: 154 Skipped: 2



ANSWER CHOICES	RESPONSES	
Yes	93.51%	144
No	6.49%	10
TOTAL		154

Q5 On a scale of 1 to 10, rate your overall experience working remotely.

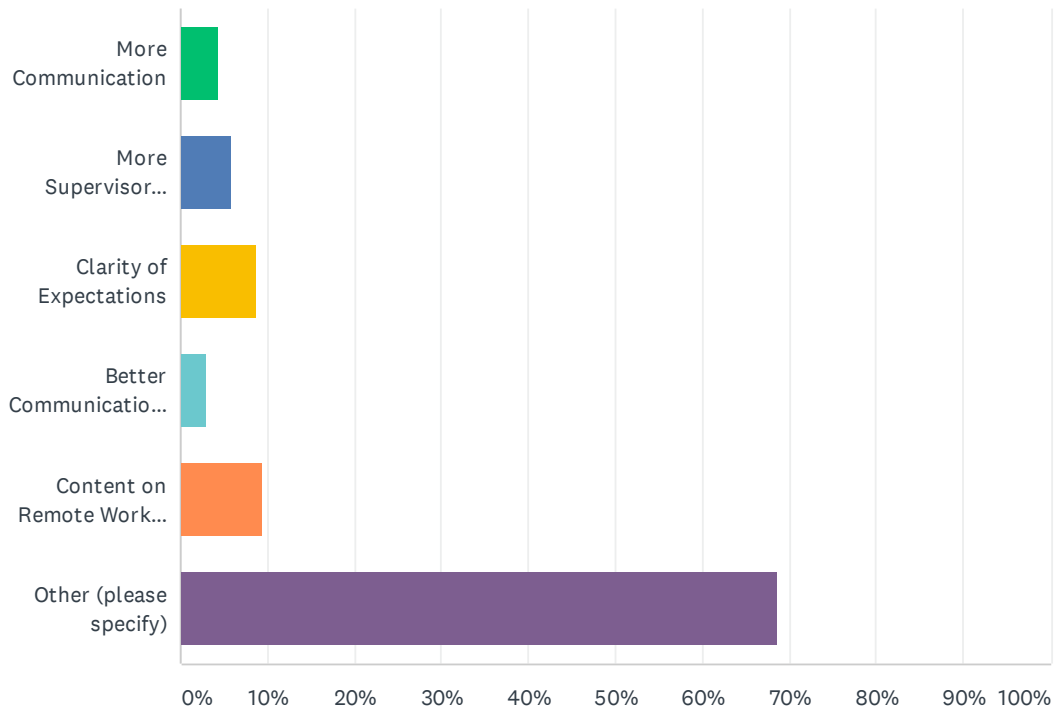
Answered: 149 Skipped: 7



	VERY POOR	(NO LABEL)	JUST OKAY	(NO LABEL)	EXCELLENT	TOTAL	WEIGHTED AVERAGE
☆	2.01%	6.04%	32.89%	38.93%	20.13%	149	3.69
	3	9	49	58	30		

Q6 What resources do you need to be more successful working from home?

Answered: 137 Skipped: 19



ANSWER CHOICES	RESPONSES	
More Communication	4.38%	6
More Supervisor and/or Team Check-Ins	5.84%	8
Clarity of Expectations	8.76%	12
Better Communication Channels (Skype, Zoom, Jabber, Slack, etc.)	2.92%	4
Content on Remote Work Best Practices	9.49%	13
Other (please specify)	68.61%	94
TOTAL		137

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#	OTHER (PLEASE SPECIFY)	DATE
1	What work I have done from home has gone well, but most of my work can not be done from home.	4/28/2020 3:27 PM
2	Support with Zoom, Panopto and other recording devices.	4/28/2020 2:13 PM
3	There just has been a lot of material to learn. More basic training in the beginning would have been helpful.	4/28/2020 1:25 PM
4	My equipment is a little difficult, but I am so proud that I was able to go from feeling desperate to now pretty confident in my abilities. This has forced me to use the tech available. (I always thought having two screens was a little excessive... now not having two screens is a challenge!) I find as a supervisor, THAT is difficult for me. I have had to add "grace" to this role and that's not typically something I offer freely. I expect work to be done and because of COVID, the level of work has changed. (At the time being.)	4/28/2020 1:14 PM
5	more tech, like another screen, but are expected to purchase our own. being able to select more than one for this questions would also be nice.	4/28/2020 12:44 PM
6	I need better technology/office set up for recording lectures, being more efficient with online grading, and communicating with students.	4/28/2020 12:29 PM
7	Some challenges working from home are not having the equipment necessary such as monitor, computer, or a laptop that are compatible for zoom and other platforms.	4/28/2020 11:19 AM
8	Back to campus	4/28/2020 11:16 AM
9	I am fine	4/28/2020 11:15 AM
10	The ability to access multiple monitor screens while using remote desktop connection. Working remotely through the desk top connection only allows you to access the desktop using one monitor screen which makes our work harder to complete.	4/28/2020 10:12 AM
11	A more ergonomic workspace	4/28/2020 9:59 AM
12	Better equipment, printer, extra monitor, a chair that doesn't kill my back. Also I am probably working 10-19 hours a week more than I do when I come into the office. It has been really hard to balance work/life - which is due to figuring out how to move everything online, learning new technology, and working with others everything is taking a lot longer. Also there is really nothing to do but work, eat, watch TV and clean my house. Communication has been difficult as well. It takes a long time and for some of our projects/job duties there is not plan or direction which is frustrating because then everyone is doing their own thing. It is out of necessity, but still it makes more work down the road.	4/28/2020 9:41 AM
13	Besides content on best practices, maybe training on how to deal with the other demands on your time, distractions, etc.,	4/28/2020 9:37 AM
14	I know you don't offer tools, but someone pointed out to me that my Logitech USB mic was annoying and suggested I buy a \$40 mic. I did. But? Did I really, really need to?	4/28/2020 9:34 AM
15	I miss my second monitor!	4/28/2020 9:25 AM
16	I think I am doing okay. I miss most having my standing desk and so I have raised my desk up on top of wheat cans. Overall, in the last five weeks, I have learned to do things in this new work environment. I will say the schools way to remote access my school computer from home is not efficient and does not work well. I have given up on making that work. I can access it but it does not allow me to save files on my home computer. It is as if you can edit them through a web browsing window but then you can't save it to your computer at home only to your computer at school. This becomes challenging. If I would have known this, I would have taken an external hard drive and saved all my school files at school to it. This would have saved me a lot of stress creating classes. I am better now.	4/28/2020 9:18 AM
17	Send the kids back to school! ;)	4/28/2020 9:16 AM
18	N/A	4/28/2020 9:16 AM
19	Good at this time.	4/28/2020 9:14 AM
20	Just time and trial and error.	4/28/2020 9:11 AM

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21	I think we need standards and best practices established for online instruction with clear expectations and training for instructors	4/28/2020 9:11 AM
22	Better workspace set up. I wish I had my Vari-desk and office chair. My body is paying the price.	4/28/2020 9:08 AM
23	I am ok working remotely.	4/28/2020 9:08 AM
24	Being so stationary stinks. Not good on body to sit around staring at a PC for 8 hours a day....	4/27/2020 12:06 PM
25	A better "office" chair :)	4/24/2020 3:55 PM
26	The actual work is going okay, only had a couple of blips for remoting in and some slow response time with the connection. It is just the interactions with people that is the biggest thing and the separation of work & home. I didn't know that I would "miss" going into work!!	4/24/2020 1:29 PM
27	I would probably check all the boxes if i could - the constant concern to document all things ... the tedious cancellations for first responder arff training. Misunderstood communication as well as lack of understanding from supervisors in regard to WHAT your job actually entails and what you do everyday. No space for a home office, constant expectations for being available all day everyday. I dont know that I feel the support ... but i guess definitely the shared misery.	4/24/2020 9:51 AM
28	More time (as I complete this survey at 11:00 p.m.). It is a challenge to get my work done and attend to the added emails to be read, written, filed, and responded to that the COVID situation requires.	4/23/2020 11:10 PM
29	Access to more technology and software such as multiple monitors, printing abilities, electronic signature capacity, and scanning abilities.	4/23/2020 6:03 PM
30	My experience is based less on my lack of resources and more just on the general malaise that comes with trying to teach without the kind of interactions I am used to and worrying about things that are out of my control.	4/23/2020 5:31 PM
31	none	4/23/2020 3:25 PM
32	Adequate compensation for the huge amount of additional hours I've spent translating my course materials to our online portal while administering it.	4/23/2020 3:24 PM
33	I don't think there is anything the college can do to help me other than re-open the college (which I know isn't feasible right now). I have small children and doing work with them around can be quite difficult.	4/23/2020 11:24 AM
34	I have enough work to keep me busy, actually, I am able to get more of the paperwork done than I was while in the office.	4/23/2020 10:54 AM
35	Someone to entertain my toddler since I'm a single mom and it's unreasonable to expect me to work and attend meetings at the same level as before. I have 0 support and it's a struggle	4/23/2020 10:47 AM
36	none-- things going well, weekly check ins with department and plenty to do!	4/23/2020 10:10 AM
37	Faster internet connection! More and bigger screens. People	4/23/2020 9:49 AM
38	Assurance that this incredible amount of work will not be rewarded with a lay-off.	4/23/2020 9:49 AM
39	It feels like every week something is changing with classified to where we have to do something different. Change the logs, add more detail, etc. And it has changed several times since remote work started. If this had been discussed and set up ahead of time, I think it would have saved a lot of headaches. Just as 'best practice' situation.	4/23/2020 9:45 AM
40	Printing capability would be nice but not a big deal. Two screens would also be nice but again not a big deal.	4/23/2020 9:18 AM
41	Due to still maintaining physical student files in the office, it is hard not to go directly to the student file as a quick reference. BUT since we are able to remote in to our workstation computers and access our drives everything is updated in real time so we are set up to provide great service to our students on a continual basis. I would like to see more content on Remote Work Best Practices as well.	4/23/2020 9:09 AM
42	I MISS being on campus and the social contact. Many of students feel the same. They often mention the personal and academic growth that comes from being in a group.	4/23/2020 9:05 AM

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43	I feel like I have what I need.	4/23/2020 8:40 AM
44	NA	4/23/2020 8:00 AM
45	Perhaps some mentoring from others that have used canvas, but are not so comfortable with it that they no longer perceive the peculiarities as anything other than a reason to check a different drop box.	4/23/2020 7:22 AM
46	im at the college working	4/22/2020 11:10 PM
47	A classroom, lab, and students. (Sorry, couldn't think of anything else)	4/22/2020 9:10 PM
48	I actually feel like I have everything I need.	4/22/2020 7:48 PM
49	Better proctoring service	4/22/2020 7:33 PM
50	Doing great so far	4/22/2020 6:46 PM
51	Practice on my end.	4/22/2020 5:43 PM
52	I am still working through Panopto LOL	4/22/2020 5:41 PM
53	my office chair	4/22/2020 5:15 PM
54	I have excellent communication from my supervisor and other external stakeholders, BBT is great too, Jabber is a great communication platform and zoom is limiting - unable to set up simultaneous meetings - but using it anyway.	4/22/2020 5:12 PM
55	Streamlined communication and keeping everyone in the know of what is happening all around us. Team checkins to maintain everyone on the same page.	4/22/2020 5:04 PM
56	I am doing just fine. I need better supports for my students. This is not teaching or learning online or working from home. This is trying to complete work remotely. I have a strong background in online instruction. My students were not prepared for this so I wish we could have had the time to put together a pre-class session for them on how to best accomplish school work remotely.	4/22/2020 5:04 PM
57	More Communication - but more in the sense of connected-ness with others on campus that we normally get to see in passing that we don't work with day to day. Content on Remote Work Best Practices Better laptops for staff - the bandwidth from the laptops checked out from the library can not handle running all of the necessary programs needed to work and thus mean a much longer process to do tasks.	4/22/2020 4:48 PM
58	The college has been pretty good about providing resources for remote work. Zoom, laptop checkouts, remote access to college computer systems, Jabber, etc. College admin seems available to assist at any time and are showing great care and compassion.	4/22/2020 4:37 PM
59	I don't need more communication, I just need clearer communication from leadership and deans. It took a lot of deciphering to figure out how class modality was being handled between online and hybrid, then no communication about which lab classes were starting and doing the labs online or delaying labs. Having two different start dates was very confusing to students. We also need a directory that include contact information for associate faculty.	4/22/2020 4:35 PM
60	A better way to communicate with my coworkers. I have heard that people from areas where rain is the normal weather have a lot more options in their local language than just rain/no rain. I wish that I knew more terms or was better able to communicate between Local Computer, Horizon View Virtual Computer, and Remote Office Computer.	4/22/2020 4:31 PM
61	None	4/22/2020 4:28 PM
62	Less depression lol	4/22/2020 4:26 PM
63	I've gotten great help from Tim Fuhrman, Mattias Olshausen, and Dawnne Ernette at the library when I have had ZOOM and Panopto related questions and concerns. They have helped every time with clear and concise information. Kudos to all in the library for helping staff and students during this time. EXCELLENT!	4/22/2020 4:16 PM
64	It would be useful if I can take some tools and equipment from lab and my office to teach more beneficially.	4/22/2020 4:11 PM
65	I have most everything I need. Getting to the server files is hard sometimes.	4/22/2020 4:09 PM

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66	At some point I will need a better camera and lighting system for demonstrations. Lots of film creation and editing to do so just really have to stay on top of things or try to get ahead. Easily putting in much more time than if teaching in the classroom. But this has its perks as well.	4/22/2020 4:08 PM
67	Nothing-I appreciate my supervisor checking in, division chair meetings/check ins, and I have the technology I need.	4/22/2020 4:02 PM
68	Better furniture/set up at home. I am very much missing my stand up desk :)	4/22/2020 3:56 PM
69	Doing fine with what we've got. It is what it is and I'd rather be safe then sorry.	4/22/2020 3:55 PM
70	I don't think there is anything in particular that I need. In fact, I do not have the bandwidth for all the email resources that I am receiving as it is.	4/22/2020 3:54 PM
71	BBCC has been more then helpful in providing resources for this pandemic and am Thankful they have made an effort to keep everybody involved in the training and support of students.	4/22/2020 3:52 PM
72	I feel I have been very successful working from home, I just prefer to be on campus with the students and my coworkers. I feel this is what is best for students. But we are making work from home work as best as possible for our students.	4/22/2020 3:46 PM
73	I only worked at home one day to attend the Nash training - I've managed to social distance and still work in the bookstore.	4/22/2020 3:41 PM
74	A small printer, a computer chair and a computer desk would be nice:) but it is okay if I don't have it. I would rather have back pain then COVID-19.	4/22/2020 3:39 PM
75	Reliable VPN connection; appropriate equipment to do job more effectively and efficiently (multiple monitors, office chair for people who don't have one at home, etc.) - if the state expects us to continue to work, but from home, they should provide appropriate equipment for us to do so	4/22/2020 3:36 PM
76	With working with the Foundation auditors & preparing for Foundation Board meetings I have found that there are times when I really have to be at the office either for files or to enable me to work quicker since I have two 22" monitors and one 15" monitor on my laptop. My daughter-in-law found me a 22" monitor/tv screen I can use; however, it is not the same as having the two screens where I can have my spreadsheet on one screen and my accounting software on the second screen (the laptop does not allow for dual screen monitor without some form of adapter).	4/22/2020 3:33 PM
77	Better proctoring software.	4/22/2020 3:33 PM
78	I need resources on how to 'get away from the office' while working from home. I feel obligated to wait for student contact beyond office hours. I also need a supervisor that is comfortable with her staff working from home to not need daily meetings to share exactly what we are doing for work that day--whether admin exempt or classified staff.	4/22/2020 3:32 PM
79	Temporary work station is not ergonomically correct, ok for short term, but longer could develop issues such as prolonged headaches, eye strain, back pain. Resources at home prevent streamline processes, returning to work will increase productivity and efficiency.	4/22/2020 3:29 PM
80	Using one of the Library laptops and very appreciative, but it has a delayed reaction when I type so I have to backspace or delete constantly. Plus on Zoom I can hear, but others can't hear me so I have to use my cellphone and call in to the Zoom to be a part of the conversation. Also using my personal keyboard and mouse because I don't care for the laptop mouse.	4/22/2020 3:24 PM
81	Things that cannot really be supplied by BBCC - a larger, more comfortable place to work and organize my work, access to documents in the office, ability to print, second monitor, etc. In other words, my BBCC office.	4/22/2020 3:24 PM
82	It's hard to do maintenance from home so there really is nothing.	4/22/2020 3:23 PM
83	Things are working well. I have adequate access to my supervisor and the staff that report to me are checking in regularly.	4/22/2020 3:21 PM
84	Ergonomic keyboard and mouse	4/22/2020 3:21 PM
85	None I'm getting by okay with my own resources iPhone, iPad, laptop, all mine.	4/22/2020 3:16 PM
86	I think I have the resources I need. All of the state resources (Community of Practice sessions) have been wonderful. My struggle is mastering technology, but I think I'm gaining!	4/22/2020 3:16 PM

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87	I believe I have everything I need. I'm quite happy working from home, this is my dream job. I'm leaning a lot and am trying to share what I've learned or a particular training with my co-workers. What I do seems to translate well to a home working environment.	4/22/2020 3:16 PM
88	NA	4/22/2020 3:16 PM
89	Access to reference works like APA manual, etc.	4/22/2020 3:14 PM
90	Better internet and Tech options as home.	4/22/2020 3:13 PM
91	I don't really need more resources. I can deal with what I am working with. I do miss my printer and files and of course my desk.	4/22/2020 3:13 PM
92	Larger monitors would be great. Otherwise, I have what I need.	4/22/2020 3:12 PM
93	I actually think that the two different start times for the beginning of the quarter really through students for a loop. Students need consistent messaging. So, in the future, pick a start day and stick with it.	4/22/2020 3:10 PM
94	I do not need anything more. I have lots of work from position, training, and TED talks.	4/22/2020 3:08 PM

Q7 What is your number one tip for making the best of working remotely?

Answered: 140 Skipped: 16

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#	RESPONSES	DATE
1	Schedule your time wisely	4/28/2020 3:27 PM
2	Practice patience and flexibility.	4/28/2020 2:13 PM
3	Keep at it do not let it get you down	4/28/2020 1:25 PM
4	Stop making excuses! Its all possible, just have to make it work!	4/28/2020 1:14 PM
5	plan your day & stay on task while moving around (office, porch, lawn, etc.)	4/28/2020 12:44 PM
6	Routines!	4/28/2020 12:40 PM
7	Take frequent breaks. Don't plow through and work because you feel like you need to get it done until you hit a wall. It takes so much longer to recuperate from that.	4/28/2020 12:29 PM
8	Set up a special place where you can hopefully avoid distractions and play hang drum music	4/28/2020 11:31 AM
9	"You are not working from home. You are at home, during a pandemic, trying to work."	4/28/2020 11:21 AM
10	Have a designated spot to focus on work and take time to care for yourself.	4/28/2020 11:19 AM
11	have work space	4/28/2020 11:16 AM
12	Have set hours and stick to them	4/28/2020 11:15 AM
13	Stay connected socially with colleagues via Zoom and live a balanced life by practicing self care.	4/28/2020 10:12 AM
14	Stay organized	4/28/2020 10:09 AM
15	Keep to a schedule, and allow yourself some grace/time off on days that are tough.	4/28/2020 9:59 AM
16	Be positive!	4/28/2020 9:43 AM
17	Have a support group of co-workers to touch base with everyday.	4/28/2020 9:41 AM
18	Humor	4/28/2020 9:37 AM
19	Comfy clothes. I tried to fight it. But no. Comfy clothes. My work chair is not ergonomically genius, so a comfy work clothes help.	4/28/2020 9:34 AM
20	Set clear boundaries on work and personal time.	4/28/2020 9:25 AM
21	Creating a schedule	4/28/2020 9:25 AM
22	My number one tip is be positive and be willing to learn.	4/28/2020 9:18 AM
23	Plan to get up early or stay up late. It is hard to focus with kiddos around.	4/28/2020 9:16 AM
24	No suggestions.	4/28/2020 9:16 AM
25	Go for a walk on your lunch or break.	4/28/2020 9:14 AM
26	don't micromanage	4/28/2020 9:14 AM
27	Give up on comparing the past with the present. Adapt!	4/28/2020 9:11 AM
28	Don't work all day and all night—set a schedule for yourself and stick to it	4/28/2020 9:11 AM
29	Stick to your regular routine and wear real clothes. You will feel better.	4/28/2020 9:08 AM
30	organization	4/28/2020 9:08 AM
31	For me it's making lists so I don't forget anything.	4/28/2020 8:49 AM
32	Breaking up the day so i'm not staring at the PC for 8 hours straight...	4/27/2020 12:06 PM
33	Be flexible and show grace, with yourself and others.	4/24/2020 3:55 PM
34	If you are able to make a separate area, room, etc. for work and patience! Things do take longer to do remotely. Not everything is at your fingertips!	4/24/2020 1:29 PM
35	Take it one day at a time	4/24/2020 1:28 PM

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36	give grace-be grateful for the efforts we are making	4/24/2020 9:51 AM
37	Hold short meeting using Zoom instead of relying on phone calls or just email.	4/23/2020 11:10 PM
38	Take breaks when needed and do not feel guilty about taking time away from my desk. It has reduced so much stress.	4/23/2020 6:03 PM
39	Giving myself and others a lot of compassion	4/23/2020 5:31 PM
40	be accountable - track work time each day and put in leave for any times not working	4/23/2020 3:25 PM
41	Take breaks. Do not respond to everything at all hours of the day.	4/23/2020 3:24 PM
42	Make yourself a schedule for when you work, so that you are not working ALL THE TIME.	4/23/2020 11:30 AM
43	NA	4/23/2020 11:24 AM
44	Keep the same routine as you did when going to the office. Wake up same time, shower, dress for the day then make the short commute to your make-shift office and get to work.	4/23/2020 10:54 AM
45	Staying organized, scheduling the routine tasks	4/23/2020 10:34 AM
46	stay connected, ask questions, reach out and take breaks!	4/23/2020 10:10 AM
47	Designated space	4/23/2020 9:49 AM
48	Find a quiet place	4/23/2020 9:49 AM
49	Utilize the communication channels we have to interact with your coworkers	4/23/2020 9:45 AM
50	stay engaged with your department, weekly team meetings are helpful.	4/23/2020 9:39 AM
51	It isn't forever.	4/23/2020 9:18 AM
52	Try to plan for the next few days at times it is taking it one day at a time (for our peace of mind), especially knowing our student caseloads we try to keep them informed and try to provide peace of mind since it is a crazy time.	4/23/2020 9:09 AM
53	Honesty with my students and relate to how they feel during this time of isolation. My students and I are posting community resources on CANVAS, which is building and strengthening our learning community.	4/23/2020 9:05 AM
54	Be in communication with your supervisor and coworkers	4/23/2020 8:40 AM
55	Establish a routine	4/23/2020 8:11 AM
56	NA	4/23/2020 8:00 AM
57	Make sure you take breaks from working! It's easy for 'work time' to run in to 'personal time' when working from home because we don't have much of a physical distance between them. I always make sure that I make time for myself and family separate from work.	4/23/2020 7:48 AM
58	I wish I had one	4/23/2020 7:22 AM
59	If possible, find a space that is separate from your main living area to create a work space.	4/23/2020 7:09 AM
60	The need to step away from the laptop, which I can't seem to do.	4/23/2020 6:48 AM
61	none	4/22/2020 11:10 PM
62	Take frequent breaks to stand, stretch, and clear your mind. I like to start really early (4-6am) stop for a couple of hours in mid day and resume into early evening. Helps with burnout.	4/22/2020 9:10 PM
63	To organise your day around specific work hours and commit to ending the day at your committed time. Otherwise, work can easily consume your life.	4/22/2020 7:48 PM
64	Have a designated work area.	4/22/2020 7:33 PM
65	collaboration from other people/tips	4/22/2020 6:46 PM
66	Getting up and starting your normal routine	4/22/2020 6:11 PM
67	Set some normal work hours still so that you are not stressing about work all hours of the day.	4/22/2020 6:01 PM

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68	Don't be too hard on yourself.	4/22/2020 5:43 PM
69	Don't forget to take a break	4/22/2020 5:41 PM
70	Don't let your "home" become your "office." Find a work routine with set hours and stick to it.	4/22/2020 5:39 PM
71	A daily to-do list	4/22/2020 5:15 PM
72	Up-to-date laptop and having a quiet functionable space to work without interruptions.	4/22/2020 5:12 PM
73	Not being afraid of using technologies.	4/22/2020 5:07 PM
74	Enjoying what you are doing in the moment ~ pause and breathe	4/22/2020 5:04 PM
75	Make a schedule. Try to stick to it. And if you cannot, adjust the schedule.	4/22/2020 5:04 PM
76	If possible, attend team zoom meetings away from your desk.	4/22/2020 4:48 PM
77	Practice continuous improvement and don't stress too much if things are going perfectly.	4/22/2020 4:37 PM
78	Be open-minded to changing the ways things have always been done; challenge yourself to keep students first and think creatively (ok, that was 2).	4/22/2020 4:35 PM
79	Focus on the students and help them learn, but give them a break.	4/22/2020 4:33 PM
80	Limit distractions as well as you can.	4/22/2020 4:31 PM
81	Eliminate distractions as much as possible - maintain a set schedule	4/22/2020 4:28 PM
82	Defining the priority for the day.	4/22/2020 4:26 PM
83	Take Breaks! I go outside for a walk at 10am and 3pm	4/22/2020 4:23 PM
84	Ask for help when you need it.	4/22/2020 4:16 PM
85	Communicate daily with my team	4/22/2020 4:14 PM
86	Have your pet near by	4/22/2020 4:12 PM
87	Stay Focused, Make a schedule	4/22/2020 4:09 PM
88	Normalize communications with students via Conferences, Zoom, or whatever livestream early in the quarter or they will not communicate even if they are struggling with something.	4/22/2020 4:08 PM
89	Move work station (laptop) to patio on warm sunny days to get fresh air	4/22/2020 4:06 PM
90	stick to your normal hours/routine as much as possible	4/22/2020 4:04 PM
91	Ensuring you have the materials/technology you need to be successful!	4/22/2020 4:02 PM
92	At least daily, zoom connection with team mates and others. The face-to-face via zoom is much better than a phone/conference call.	4/22/2020 3:59 PM
93	Creating accountability for one self and creating work/home boundaries.	4/22/2020 3:59 PM
94	Stay positive, do the best you can, and carry on....this too will pass, and we will find a new normal in the wake and ongoing saga of Covid-19. It will hang in there with us for a while...so just as well hang on and enjoy the ride!	4/22/2020 3:56 PM
95	Remembering when happy hour begins.	4/22/2020 3:55 PM
96	Set a schedule so that you don't work 24/7 and make sure it includes breaks and self care.	4/22/2020 3:54 PM
97	The pandemic will eventually end and we will be back to campus.	4/22/2020 3:52 PM
98	Zoom meetings with students and coworkers	4/22/2020 3:46 PM
99	ongoing, frequent communication with my students	4/22/2020 3:43 PM
100	Reach out to connect with people.	4/22/2020 3:41 PM
101	.	4/22/2020 3:41 PM
102	I don't know:(Maybe reaching out to co-workers when feeling down.	4/22/2020 3:39 PM

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103	Keep a regular routine.	4/22/2020 3:38 PM
104	Be flexible!	4/22/2020 3:36 PM
105	Give yourself grace, listen to music that makes you happy, and stay in touch with your coworkers	4/22/2020 3:36 PM
106	Get yourself up and ready for work just as you would if you were going into the office.	4/22/2020 3:33 PM
107	Take one day at a time, and make sure to take breaks for yourself.	4/22/2020 3:33 PM
108	Try to check in with your support system at least every other day	4/22/2020 3:32 PM
109	Have a positive attitude, this too shall pass. When we do return to campus, be prepared for a new norm as there will be changes to processes.	4/22/2020 3:29 PM
110	Meet daily with team staff	4/22/2020 3:26 PM
111	Let class know this is new for you too. Then do your best.	4/22/2020 3:26 PM
112	Good question, I don't have one	4/22/2020 3:25 PM
113	Try to gather everything you will need from campus.	4/22/2020 3:24 PM
114	Take on one thing at a time when possible.	4/22/2020 3:24 PM
115	Find a quiet place away from kids... haha	4/22/2020 3:23 PM
116	Plan your day. Take breaks. Be flexible. Give other staff grace.	4/22/2020 3:21 PM
117	Taking small breaks away from the computer and area of my work.	4/22/2020 3:21 PM
118	Putting on pants.	4/22/2020 3:19 PM
119	Exercise, eat well, get enough rest.	4/22/2020 3:18 PM
120	Understanding priorities. Meeting students' needs is first and your personal "stuff" is next.	4/22/2020 3:18 PM
121	communicate at least three times weekly with your student and check on the ones struggling more often, they need your support	4/22/2020 3:18 PM
122	Accept that you will get distracted and one shouldn't be discouraged by it.	4/22/2020 3:18 PM
123	Be clear, comprehensive, and concise and pertinent when communicating	4/22/2020 3:16 PM
124	Just keep swimming (Dori.) It's getting better and better.	4/22/2020 3:16 PM
125	Communicate with your co-workers, stay in touch.	4/22/2020 3:16 PM
126	NA	4/22/2020 3:16 PM
127	patience	4/22/2020 3:14 PM
128	Keeping a schedule	4/22/2020 3:13 PM
129	Take time to plan. I'd already been working remotely so no big transition.	4/22/2020 3:13 PM
130	To make sure I have a notebook next to me to make written notes of some items I am working on. Remind myself this is temporary.	4/22/2020 3:13 PM
131	Being patient with people. A lot of people are working remotely for the first time.	4/22/2020 3:12 PM
132	Create a realistic schedule that is spread out throughout the day - it can even look different than the normal work day. Begin work at 6am- 10am. Then take a break from 10am - 1pm. Return to work from 1pm to 4pm. Take a break and return to work that evening after the kids are asleep. With homeschooling, a flexible schedule is important.	4/22/2020 3:10 PM
133	wear headphones to tune out distractions	4/22/2020 3:09 PM
134	Make sure you have all the resources available to work remotely	4/22/2020 3:09 PM
135	Scheduling in your lunch break	4/22/2020 3:08 PM
136	Making sure to get up and walk a little or sit in the sun to take a break.	4/22/2020 3:08 PM

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137	Zoom meetings have really help me stay connected with our team	4/22/2020 3:07 PM
138	Stop	4/22/2020 3:05 PM
139	Make a schedule and try to adhere to a routine	4/22/2020 3:05 PM
140	Seperate work space to avoid distraction	4/22/2020 3:05 PM

Q8 What is your top concern with regard to returning to work on campus?

Answered: 146 Skipped: 10

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#	RESPONSES	DATE
1	I know that I will be careful and exercise safe practices, but I have seen others that do not practice social distancing and I can't control how careful others will be.	4/28/2020 3:27 PM
2	Health (safety)	4/28/2020 2:13 PM
3	Since I am in work force education. I am very concerned about coming back on campus with students. I am concerned about being able to keep myself and ten other students safe. I am pretty sure that my students do not care about social distancing very much.	4/28/2020 1:25 PM
4	COVID and a second outbreak!	4/28/2020 1:14 PM
5	unnecessary interaction/contact with others.	4/28/2020 12:44 PM
6	None at this time but it would depend on what conditions we would go back under	4/28/2020 12:40 PM
7	I can't wait to return to campus. Since we've been forced to put our classes online in Summer and Fall now, too, my biggest concern is just that I won't get to be back on campus until next January or later. I miss my office and I miss face-to-face interactions with students. My biggest concern for when we do return is dealing with scared, frustrated, judgmental parents of students. I find that part the hardest to handle on top of everything else we have to manage.	4/28/2020 12:29 PM
8	What will social distancing look like in the classroom?	4/28/2020 11:31 AM
9	People not following social distancing recommendations, causing another uptick in COVID cases, resulting in another Stay Home Order.	4/28/2020 11:21 AM
10	Health. Currently fall into the high-risk category and being around others is a health risk for me.	4/28/2020 11:19 AM
11	When ?	4/28/2020 11:16 AM
12	When it will happen. I am ready now.	4/28/2020 11:15 AM
13	"If"	4/28/2020 11:06 AM
14	Safety for employees and students	4/28/2020 10:23 AM
15	The spread of COVID-19	4/28/2020 10:12 AM
16	I really do not have concerns with returning to campus. I will be ready when it is time.	4/28/2020 10:09 AM
17	The 1400 building has but 1 bathroom for each gender. I would be sharing the bathroom with over 40 women. I'm also not too confident in M&O's training in proper sanitation protocols. Additionally, we don't know how long the virus can last on fabric surfaces such as office chairs, carpets, etc.	4/28/2020 9:59 AM
18	None	4/28/2020 9:43 AM
19	How to insure safety of staff and students. I am reading a lot about how work places practices may change in regard to COVID-19, I am not sure how the college will implement strategies across campus.	4/28/2020 9:41 AM
20	Thankfully and gratefully, I am on campus now. My concern is that when people return to campus there will be a lot of talking and questions - and that is normal and to be expected. However, given my current circumstances, I foresee that this will be challenging. I will be discussing this with my supervisor about have already thought of ways to mitigate reactions and lessen the impact.	4/28/2020 9:37 AM
21	Losing established roles previous to COVID lock down.	4/28/2020 9:34 AM
22	Having students willing to return to the various workforce education labs.	4/28/2020 9:25 AM
23	Others not being careful/safe/responsible after being in contact with others	4/28/2020 9:25 AM
24	Health and safety for others and myself.	4/28/2020 9:18 AM
25	None. We were doing just fine before the campus closed.	4/28/2020 9:16 AM
26	Preparing the campus in a fashion so few people contract the coronavirus from being on-campus.	4/28/2020 9:16 AM
27	Keeping the social distancing & protective gear especially when walking into bathrooms as you	4/28/2020 9:14 AM

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	do not know who has been coughing in there.	
28	the amount of people who won't take caution	4/28/2020 9:14 AM
29	I think that this has shaped the way I think of physical requirements of presence on campus. I think we should re-discuss how strict on-campus requirements should be. I don't think we should just "go back" to the way things were.	4/28/2020 9:11 AM
30	That we will not learn much about work/life balance or the advantages of telework and go back to doing everything the same way as before	4/28/2020 9:11 AM
31	I am concerned that there is no plan for a safe return. I would like to know leadership is taking action to put safeguards in place for faculty and staff, not just students. Everything should be in place before we return. I am also concerned about employees coming to work when sick, not following social distancing, just an overall disregard for safe hygiene practices.	4/28/2020 9:08 AM
32	no concern	4/28/2020 9:08 AM
33	The ability to keep social distance. Plexi-glass? Stores are doing this.	4/28/2020 8:49 AM
34	none	4/27/2020 12:06 PM
35	That we will expect "business as usual" and that we'll go back to interacting closely too quickly.	4/24/2020 3:55 PM
36	Hopefully, it will be able to be done somewhat gradually to enable folks to assimilate back to onsite working as well as to keep the COVID virus from spreading quickly again. And people dropping their previous physical distancing and practices thinking its all clear.	4/24/2020 1:29 PM
37	Trying to social-distance in classrooms that aren't big enough for it. If we go back to our daily schedule and try to social distance, I would have to do the lecture/activities for each section 2x per day so that the classroom wouldn't be too full. For three classes, that would be six hours of instruction per day. I don't think I could sustain that. If we did hybrid courses instead, we could meet twice per week and I could do 3hrs of teaching per day like normal (I would just have different groups come in on different days).	4/24/2020 1:28 PM
38	revenue loss and potential outbreak and just overall re organizing everything... it will be a mess	4/24/2020 9:51 AM
39	Being exposed to the COVID-19 as I am in an at risk category. While I would prefer to work on campus, I am planning to continue telework if approved until the threat is has sufficiently passed us.	4/23/2020 11:10 PM
40	Cleaning up what was left behind (filing, documents etc.). Printing our electronic records to create files and the follow up work with our electronic files.	4/23/2020 6:03 PM
41	Further outbreaks.	4/23/2020 5:31 PM
42	That others may not understand the importance of social distancing, staying home, and taking precautions. That some may be careless and put others at risk as a result.	4/23/2020 3:25 PM
43	Tie: Getting sick and dying. And never being able to visit my parents and high-risk family members again due to working in a classroom with high potential for exposure. In the past, I have observed poor hygiene from students and colleagues, and poor cleanliness in facilities, so if we go back, I will be very concerned that business as usual will return.	4/23/2020 3:24 PM
44	Passing the virus from one to another.	4/23/2020 11:30 AM
45	Whether or not I will have a job.	4/23/2020 11:24 AM
46	The uncertainty that there is no guarantee that COVID-19 will really be contained as I have a weakened immune system and I don't want to put myself in harms way.	4/23/2020 10:54 AM
47	The risks to my daughter, myself, and my students	4/23/2020 10:47 AM
48	Students' poor attendance and low engagement in class activities	4/23/2020 10:34 AM
49	too much contact with others and risk for flare of virus	4/23/2020 10:10 AM
50	The stress will kick back in, will have wake up a little earlier and do makeup and hair.	4/23/2020 9:49 AM
51	State of the remaining program and being let go	4/23/2020 9:49 AM
52	Not enough hand sanitizer / wipes, possibly contracting it.	4/23/2020 9:45 AM

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53	COVID, asymptomatic carriers.	4/23/2020 9:39 AM
54	Will BBCC have the tools or resources to help students, staff and faculty deal with the trauma caused by this pandemic. No one is returning unscathed.	4/23/2020 9:18 AM
55	My main concern is meeting with students. As an advisor, I do the majority of advising face to face, I would be worried that there is that one student who is COVID-19 positive. I can bring it home and give it to my family/loved ones. I also think of the opposite situation, where I may be a risk to students due to not knowing if I am positive with the virus. I would like the college to make sound decisions based on thinking about their workforce/students risk not any other reason. If we did return, then I would like to see measures being taken to secure our well-being, and my hope would be that all staff/faculty participate in following these measures as well.	4/23/2020 9:09 AM
56	I have no concerns. I have complete confidence in our administran to guide us forward.	4/23/2020 9:05 AM
57	wondering how my work will change and how my department will fair through this.	4/23/2020 8:40 AM
58	Being able to keep social distancing	4/23/2020 8:11 AM
59	NA	4/23/2020 8:00 AM
60	My main concern is my own paranoia about the disease spreading. My classes are centered about students working with each other (in close proximity), and I'm afraid that I would be putting students in danger by running class this way.	4/23/2020 7:48 AM
61	Not having the ability to deliver quality instruction, in a safe manner, confined to an abbreviated time frame.	4/23/2020 7:22 AM
62	I believe campus will open too soon and we'll start infecting each other.	4/23/2020 7:09 AM
63	that students won't be there as well	4/23/2020 6:48 AM
64	im already here	4/22/2020 11:10 PM
65	Abnormal working conditions, extra procedures, stress, student and coworker fears.	4/22/2020 9:10 PM
66	Getting sick.	4/22/2020 7:48 PM
67	no concerns so far	4/22/2020 6:46 PM
68	not having enough to do if workforce education doesn't resume labs	4/22/2020 6:11 PM
69	All the young students who ignored the stay home mandate, the six foot away rule, and except for what was forced upon them (like not being able to physically come in to school), pretty much just continuing on with their daily lives as usual, because they won't let anything get in the way of their 'fun'. And students coming back to the College from the Seattle area, where they have a much higher possibility of contracting the virus. And the fact that most College age students immune systems and young healthy bodies can keep them from realizing they have the virus, through a lot of their beginning contagious stage.	4/22/2020 6:04 PM
70	This quarter it does not seem viable for students to transition back into the regular classroom easily after having to adjust to the teaching style of online in the classroom.	4/22/2020 6:01 PM
71	Ability to adequately maintain social distancing measures in a lab setting. Also student health and that of myself and my colleagues.	4/22/2020 5:43 PM
72	No concern	4/22/2020 5:41 PM
73	Social distancing and infection. How do we fit social distancing into a class of 30 students?	4/22/2020 5:39 PM
74	spreading the virus. I am high risk already and my family are essential workers so I am already connecting with what they bring home each day and then knowing I would be adding other interactions plus spreading anything to my co-workers stresses me out.	4/22/2020 5:15 PM
75	Being interrupted from doing my duties	4/22/2020 5:12 PM
76	Being exposed to the virus and becoming very ill.	4/22/2020 5:07 PM
77	Being able to serve the students while practicing social distancing as well as more changes for the students to handle as well.	4/22/2020 5:04 PM
78	I'm not certain I understand the question. If we return to campus, I expect we will do this safely.	4/22/2020 5:04 PM

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79	Maintaining social distancing if there is still a COVID-19 risk.	4/22/2020 4:48 PM
80	Getting COVID-19, spreading it to my loved ones and co-workers. Maintaining social distancing is virtually impossible when we share spaces, door handles, meeting rooms, etc. I feel safe at home and am working hard for the college.	4/22/2020 4:35 PM
81	n/a	4/22/2020 4:33 PM
82	That everyone else is going to act like this is all over and not keep to social distancing.	4/22/2020 4:31 PM
83	Other people's carelessness	4/22/2020 4:29 PM
84	None	4/22/2020 4:28 PM
85	Despite the discomfort it will extend, I think it is critical that we don't come back to campus before it is safe to do so. I think it would be ill-advised to return to "business as usual" as quickly as the least-patient among us would like to. I'm absolutely not a disease expert, most people are not. I think we need to be sure to listen to those that are.	4/22/2020 4:26 PM
86	Others who may have been exposed to CO-VID19 in turn exposing me, people who do not take is seriously and do not wear masks or practice social distancing.	4/22/2020 4:23 PM
87	This virus is not over on May 4. Realize that until there is a vaccine (12-18 months, maybe), no one is safe working in public. There will be wave after wave of the virus until a vaccine is effective. I fully expect online teaching/learning to be in operation for the next two years. Early return is asking for more infections and deaths.	4/22/2020 4:16 PM
88	None	4/22/2020 4:14 PM
89	Playing catch up	4/22/2020 4:12 PM
90	I have elevated white blood count with no identified cause, so I am not anxious to be exposed to COVID-##	4/22/2020 4:09 PM
91	Is the Covid-19 thing truly over or are we calling "all clear" too soon.	4/22/2020 4:08 PM
92	How well the campus community will work closely together in assuring to keep designated areas sanitized. Rather than hoping others will do it for them.	4/22/2020 4:06 PM
93	not very concerned, i work in an area where i am not in close proximity to people if I don't need to be. I am looking forward to returning, once we are able to do so.	4/22/2020 4:04 PM
94	Exposure, cleanliness, PPE. My position requires a lot of travel to and from for site visits, which is a concern.	4/22/2020 4:02 PM
95	Returning as soon as deemed favorable. I prefer more social interaction than the stay home, stay safe order allows.	4/22/2020 3:59 PM
96	Top concern is the lack of ability to keep the social distancing to the proper level. Some people take it vary seriously and others are difiant about it. I am somewhere in between, but certainly want to respect others space, and have them respect mine. I worry for more fragile students and staff, not so much for myself. The other top concern is that we share classrooms and computers with other staff....at the end of the Winter...when the Covid-19 thing was ramping up...I went around with Clorox wipes in my bag. Labs use shared equipment etc., so that is a worry for me too. I am a bit of a germaphobe, but try to be realistic too.	4/22/2020 3:56 PM
97	Contamination and close quarters with students	4/22/2020 3:56 PM
98	Safety	4/22/2020 3:55 PM
99	That it won't happen. I miss my students. This doesn't feel like teaching.	4/22/2020 3:54 PM
100	Hoping the airline industry recovers and there is a full backlog of students.	4/22/2020 3:52 PM
101	We exchange people from all over grant and adams county. I feel it would spread virus quickly. I have family that are in high risk categories in my home, so I need to stay healthy for their sake.	4/22/2020 3:46 PM
102	Making sure we are as safe as we can be regarding the virus.	4/22/2020 3:43 PM
103	COVID-19 infection rates will rise, possible exposure.	4/22/2020 3:41 PM
104	Students maintaining social distancing when coming into the bookstore	4/22/2020 3:41 PM

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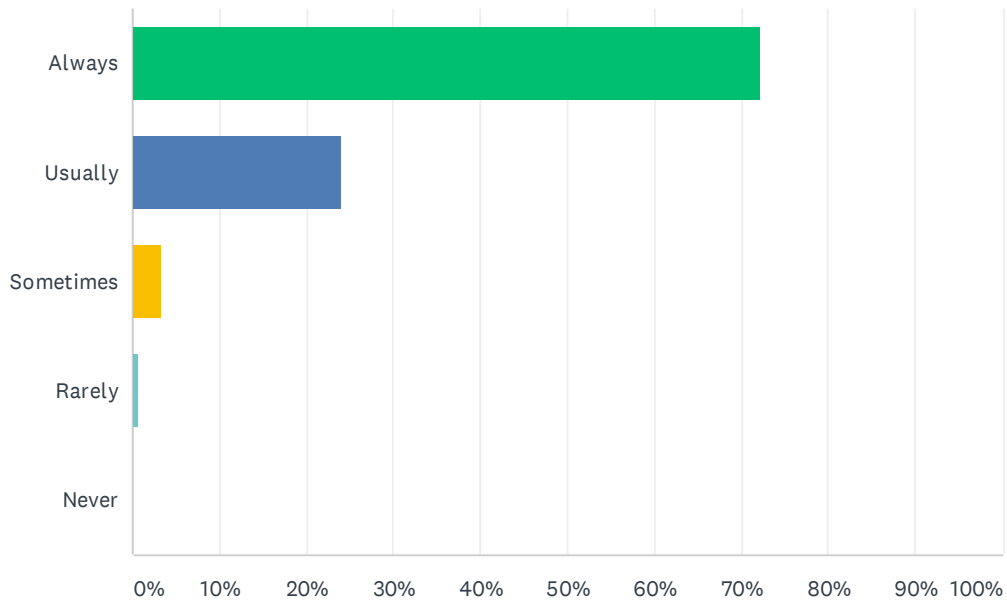
105	Getting sick, because even if we try to maintain 6 feet apart from each other, it won't happen.	4/22/2020 3:39 PM
106	Stress and overwhelming amount of people and questions.	4/22/2020 3:38 PM
107	No concerns about this	4/22/2020 3:36 PM
108	Going back too soon and the potential exposure to illness that we have worked so hard to avoid thus far	4/22/2020 3:36 PM
109	None	4/22/2020 3:33 PM
110	Getting sick.	4/22/2020 3:33 PM
111	social distancing rules and student needs.	4/22/2020 3:32 PM
112	That people realize that this is just a different version of the normal flue season, that kills people yearly on average 45,000 per year.	4/22/2020 3:29 PM
113	Old practices regarding communication might return, currently I have seen some improvements due to telework.	4/22/2020 3:29 PM
114	Leaving kids home alone	4/22/2020 3:26 PM
115	I fear the chance of winding up in the hospital with COVID-19 because others did not taking it seriously. If others choose to gamble and die by being sloppy, careless, non-believers, please don't let them take me and others with them. This virus is real and deadly. And when we do have a vaccine for it, don't let them take it, as they may already be anti-vaxers who believe they won't need it anyway. I will be standing in line for the shot.	4/22/2020 3:26 PM
116	Being around others whether it's students or staff. That definitely concerns me.	4/22/2020 3:24 PM
117	Safety measures I see at "essential businesses" are not in place at BBCC, such as clear shields to protect us during necessary social interactions at service counters.	4/22/2020 3:24 PM
118	None. I've been on campus this whole time	4/22/2020 3:23 PM
119	Increased stress. Health & Safety of Family Members.	4/22/2020 3:21 PM
120	Having people feel they have to be there while they are ill because we have been away for 5 weeks (or more)	4/22/2020 3:21 PM
121	Remembering to put on pants	4/22/2020 3:19 PM
122	I am getting more work done at home, fewer interruptions, fewer meetings. I think Zoom meetings are more thoughtful and productive.	4/22/2020 3:18 PM
123	It just has to be soon and at the first of a quarter. HOPEFULLY fall!	4/22/2020 3:18 PM
124	Getting and/or spreading the pandemic to more people. classrooms do not allow the social distance that we need.	4/22/2020 3:18 PM
125	Other than the safety of my health and others, I think being able to be productive in times of uncertainty.	4/22/2020 3:18 PM
126	People who won't make 6 feet of social distance.	4/22/2020 3:16 PM
127	Catching and distributing the virus.	4/22/2020 3:16 PM
128	I am in the higher risk group, so I'm afraid if we return to work too soon I could catch it, bring it home to my family and then we will all be in a very bad place.	4/22/2020 3:16 PM
129	Will I be safe? I'll have so much to catch up with.	4/22/2020 3:16 PM
130	Zero Concerns, I can't wait to return.	4/22/2020 3:14 PM
131	I'm vulnerable to serious complications from covid19 because I have cancer, CLL.	4/22/2020 3:14 PM
132	COVID-19 is very active still and people are not taking the stay home stay safe seriously and I'd get sick or be a carrier for someone to get sick.	4/22/2020 3:13 PM
133	Is there a plan to keep everyone safe?	4/22/2020 3:13 PM
134	Hoping this doesn't get worse to somehow affect my job.	4/22/2020 3:13 PM

Faculty & Staff Pulse Survey

135	Safety...remaining healthy	4/22/2020 3:12 PM
136	Student engagement. I want to have options for students to continue to learn online or face to face depending upon how comfortable the students feel. Spending hours upon hours working with students who keep fighting the return the classroom may be disruptive to being able to focus on actually teaching the material.	4/22/2020 3:10 PM
137	do i have to? i like being alone. seriously--would everyone i encounter be as particular as i am about social distancing and disinfecting the copier?	4/22/2020 3:09 PM
138	Other staff/students/public not taking social distancing and other safety measures seriously causing a return of community spread.	4/22/2020 3:09 PM
139	Completing tasks that could not be done remotely	4/22/2020 3:09 PM
140	a peak at the curve.	4/22/2020 3:08 PM
141	Student regression	4/22/2020 3:08 PM
142	I do not have any concerns when I have to return to work.	4/22/2020 3:08 PM
143	Just cautious. Working in Bldg 1000 I am working solo a lot of the time as the other staff are out at schools	4/22/2020 3:07 PM
144	NOT HAPPENING FAST ENOUGH	4/22/2020 3:05 PM
145	None	4/22/2020 3:05 PM
146	Keeping my family safe	4/22/2020 3:05 PM

Q9 Over the past week how often have you been practicing social distancing?

Answered: 154 Skipped: 2



ANSWER CHOICES	RESPONSES	
Always	72.08%	111
Usually	24.03%	37
Sometimes	3.25%	5
Rarely	0.65%	1
Never	0.00%	0
TOTAL		154

Q10 Do you have any feedback or suggestions on how BBCC can best support you during this time?

Answered: 115 Skipped: 41

Faculty & Staff Pulse Survey

#	RESPONSES	DATE
1	Since the campus is closed, I like having the option to work from home or come in and work on those things that I can not do at home and not worry about running into anyone.	4/28/2020 3:27 PM
2	Training on a variety of topics that may be helpful for others to implement.	4/28/2020 2:13 PM
3	Keep up the good work. More communication is always good	4/28/2020 1:25 PM
4	I appreciate the support BBCC offers all the time - especially with this crisis. We are lucky to have this employer!	4/28/2020 1:14 PM
5	less TEXT emails, maybe more 30 seconds video updates. sort of "elevator updates" with all the text below or a link to detailed info	4/28/2020 12:44 PM
6	Help with advising students. My faculty are very worried and concerned about managing advising duties at a distance on top of keeping on top of online classes. The move to online for Fall is very demoralizing for many of us faculty. We are already grieving and struggling and now have to do it for the rest of the calendar year. It's a lot to manage mentally, emotionally, and logistically.	4/28/2020 12:29 PM
7	Keep on doing what you are doing ... perhaps clearer communication ...I thought we were discoursged from using zoom and other synchronous methods but it seems everybody is on zoom so I must have missed something.	4/28/2020 11:31 AM
8	Clearly define work expectations of part-time work through zoom.	4/28/2020 11:21 AM
9	Provide me with necessary tools to work from home.	4/28/2020 11:19 AM
10	n/a	4/28/2020 11:16 AM
11	N/A	4/28/2020 11:15 AM
12	I feel I have better support than other people who are truly suffering, which leads to a kind of "survivor guilt"mixed with the anxiousness of the situation while wearing a Optimistic facade to keep family at peace. No I don't think there is a solution at this time. Thank you though.	4/28/2020 11:06 AM
13	Not having monitors (more than laptop/tablet) or work chair or printing (or reimbursement) or other items has been a large issue. This "policy" could have been reviewed as it became obvious we would be working from home for such a long period of time.	4/28/2020 10:23 AM
14	Providing us the ability to bring home our stand up desks and computer so we can be more efficient at our jobs.	4/28/2020 10:12 AM
15	no	4/28/2020 10:09 AM
16	I feel quite micro-managed having to submit a daily log - it feels a bit like the organization doesn't trust me or fellow classified employees. I am also concerned about the staffing in the business office. Many of the women who work there are in a compromised group given their age, and it appears they have no choice but to work from the office. And if they are required to do so, I believe they deserve hazard pay.	4/28/2020 9:59 AM
17	Show us that you're fighting to let us go back to work. It would be reassuring to know that the college is on our side. From reading President Leas' letters it sounds like we're only fighting to obey.	4/28/2020 9:52 AM
18	I feel as though I am supported. I can't think of anything lacking in regards to support.	4/28/2020 9:43 AM
19	No	4/28/2020 9:37 AM
20	I actually feel that departments and my supervisors have built successful formal and informal contact. I appreciate the college's support. I feel like BBCC has done a good job at reaching stakeholders and addressing issues.	4/28/2020 9:34 AM
21	Everyone is doing there best. I'm very appreciative of the support.	4/28/2020 9:25 AM
22	Nope!	4/28/2020 9:25 AM
23	Nothing that has already been said.	4/28/2020 9:18 AM
24	N/A	4/28/2020 9:16 AM

Faculty & Staff Pulse Survey

25	Good at this time.	4/28/2020 9:14 AM
26	n/a	4/28/2020 9:14 AM
27	I think the college is doing the best it can. I feel proud of all of my colleagues and the college administration. I feel supported already.	4/28/2020 9:11 AM
28	More clarity on expectations for online courses and establishing best practices	4/28/2020 9:11 AM
29	Please let us pick up some equipment from our offices that would make our remote work easier (keyboards, mouse, chair, vari desk).	4/28/2020 9:08 AM
30	keep communication lines open	4/28/2020 9:08 AM
31	BBT Support is crucial. Have all help desk staff well-versed in all aspects of remote work including Zoom, remote desktop support, etc.	4/28/2020 8:49 AM
32	Why did we make a decision to have Fall Qtr be 100% online when we have 5 months to go??? Seems like we could have waited until at least 3 months before...a lot can happen in 3 months.	4/27/2020 12:06 PM
33	Trust that people are doing the work they should be doing, limit redundancy (like filling out a leave slip, even remotely, but also having to submit TLR's).	4/24/2020 3:55 PM
34	Keep up with Zoom Mtgs when able so we can see each other! Keeping us informed on what is going on with the campus and upcoming events.	4/24/2020 1:29 PM
35	Not right now.	4/24/2020 1:28 PM
36	Just be patient, and supportive understand that the work day alone is more anxiety than the pandemic itself!	4/24/2020 9:51 AM
37	I am fine. Everyone at BBCC is trying their best. We all just need to make the best of a difficult situation and extend a little grace to others. We can have faith, find solace in small everyday blessings, and just hang in there for however long until this passes.	4/23/2020 11:10 PM
38	Continue to communicate to campus, provide opportunities for staff to engage with others online, and continue to provide support and flexibility with staff schedules as working from home impacts everyone differently.	4/23/2020 6:03 PM
39	No, thank you	4/23/2020 5:31 PM
40	Reach out to me personally if possible, not just in overwhelming batch communications with scads of instructions and links. Make sure that--when relevant--emails addressed to "faculty" also are addressed to "part-time faculty." I feel invisible right now for a lot of reasons, but every time a colleague has to forward me a message to faculty because associates weren't included in the first place, I disappear even more.	4/23/2020 3:24 PM
41	Provide and encourage more virtual connection between community members (your Zoom meeting on Friday is a great one!)	4/23/2020 11:30 AM
42	No	4/23/2020 11:24 AM
43	Keep checking in with us -	4/23/2020 10:54 AM
44	In service should include self care options and things to fill our cups a little.. this has been a draining experience for many and more work is not what we need.	4/23/2020 10:10 AM
45	Chocolate! Just kidding, I think they are doing the best they can under the circumstances.	4/23/2020 9:49 AM
46	No. BBCC is doing the best they can under the circumstances.	4/23/2020 9:49 AM
47	It feels like the work logs are justifying the classified peoples' existence. It is frustrating that we have to do them and admin exempt does not. Otherwise, as a whole, it seems to be going okay.	4/23/2020 9:45 AM
48	Keep up the social distancing	4/23/2020 9:39 AM
49	Better tools and resources on how to support students from afar.	4/23/2020 9:18 AM
50	I would appreciate to to have real time updates regarding the evolving situation with COVID-19, especially with commencement and upcoming summer/fall quarters.	4/23/2020 9:09 AM
51	I feel completely supported during this time.	4/23/2020 9:05 AM

Faculty & Staff Pulse Survey

52	I think BBCC is doing good allowing employees to work from home, but I'll be glad when I can go back to work on campus.	4/23/2020 8:40 AM
53	I have struggled to transition to online teaching. I have spent many, many hours attempting to build my foundation for online classes, but I still struggle. Perhaps if I would have had a simple format to guide me in the overall process, It would have saved me 40 to 50 hours of effort. Teaching on canvas has been extremely challenging. One of the complications is due to the versatility of the program. It gives me many options on how to use it, but because of that, I have had to change the delivery techniques multiple times in an attempt to make it work. BBT has been AMAZING through this, but I am still challenged to just make sure I can navigate through the maze in order to post my lectures for later viewing.	4/23/2020 7:22 AM
54	If an employee has an underlying medical issue, don't make them return to campus until they feel safe.	4/23/2020 7:09 AM
55	I think its easy for people to lose sight of what others are trying to get done remotely, with just using their own laptop. Some of us can't separate work from home life now and it has become a bit all consuming at times. BBT has been a rock for me - I can't thank them enough for their support!	4/23/2020 6:48 AM
56	Not really. All I can do is push through and hope for the best.	4/22/2020 9:10 PM
57	I feel so supported by our entire BBCC community.	4/22/2020 7:48 PM
58	thank you	4/22/2020 6:46 PM
59	Nothing I can think of right now. It's when the students return that I might have a concern / suggestion.	4/22/2020 6:04 PM
60	No, feel that BBCC is doing well at this time.	4/22/2020 6:01 PM
61	No	4/22/2020 5:41 PM
62	BBCC feels very siloed right now--more than before, in fact. Someone in faculty set up a support site in Facebook, but not everyone has Facebook (or wants it). The lack of common campus community is very apparent when so few voices are checking-in or offering assistance. For myself, I'm good. But the lack of communication from colleagues and supervisors feels more like summer than an active academic year. My students are feeling it too. When I check in with them they tell me they wish their other instructors were doing the same thing.	4/22/2020 5:39 PM
63	I miss seeing the planes taking off out my office window. I wonder if considering a slow move back to campus would be considered. Folks to work two-three days and add days over time until they reach five. The transition back is going to be tough for some including myself.	4/22/2020 5:15 PM
64	I am doing well.	4/22/2020 5:12 PM
65	Continue to support our staff and students in the caring manner that has been demonstrated by Big Bend Community College.	4/22/2020 5:04 PM
66	I think BBCC is doing a good job. Instructors have been supporting each other. But that is a concern--no administrator has provided any real guidance or support to help instructors transition. Many instructors hope they are doing well but feel that they are not providing the best for their students. Faculty were left to figure it out for themselves. But there was not a lot of time to plan, either, or maybe administrators felt that faculty could just handle it. I'd like to see some processes, procedures and such developed from what we learn this time to be prepared for the next time.	4/22/2020 5:04 PM
67	Answered in question 6.	4/22/2020 4:48 PM
68	Please do not mandate that we return to campus if we are successfully teleworking. We have worked so hard to create online supports for students. Our work really doesn't look that different from home versus campus while campus is closed to students. Respect our safety and choice.	4/22/2020 4:35 PM
69	I think allow us to come back to campus as we feel comfortable. I know I am nervous to introduce myself back into society. I feel safe at home. Outside my home I get anxious and paranoid that any surface I touch or air I breathe is infected. I take my anti bacterial wipes, wear my mask, and gloves every where I go, if I have to go out.	4/22/2020 4:23 PM
70	Have good people like Tim, Mattias, Dawnne, Kate and others on hand online to help as we need it. I could not do online well at all if it were not for their assistance all along the way.	4/22/2020 4:16 PM

Faculty & Staff Pulse Survey

Training is one thing, online help from a real hands-on person is another.

71	Continue to provide communication channels and clarity on work expectations.	4/22/2020 4:14 PM
72	The people that stress me the most are co-workers that always want to hear their own voice not others.	4/22/2020 4:12 PM
73	So far, so good.	4/22/2020 4:09 PM
74	Be available for questions and assistance when needed - which everyone already is and has been.	4/22/2020 4:08 PM
75	None at the moment.	4/22/2020 4:06 PM
76	more ways for checking in with others. love the virtual spirit week, so maybe more fun, morale boosts like that.	4/22/2020 4:04 PM
77	I am so very appreciative the college has allowed me to continue working from home and remain employed. So many in our community, state, and country haven't had that option. Thank you for caring about your staff, students, and community.	4/22/2020 3:59 PM
78	I think BBCC is doing a great job keeping us posted on things, and giving us tech support. I am sane and content to teach from home during this crisis. Keep up the good work BBCC administration and staff.	4/22/2020 3:56 PM
79	hang in there and follow what the experts are telling us	4/22/2020 3:55 PM
80	Not really. My immediate colleagues are checking in a lot with one another, which is nice. I think we just need to keep that up.	4/22/2020 3:54 PM
81	no	4/22/2020 3:46 PM
82	I really appreciate the communication about instructor learning opportunities. Please keep them coming.	4/22/2020 3:43 PM
83	Support/encourage connections between team members.	4/22/2020 3:41 PM
84	I think that BBCC is doing a great job at supporting us through COVID-19.	4/22/2020 3:39 PM
85	Appreciate the teleworking options.	4/22/2020 3:38 PM
86	No	4/22/2020 3:36 PM
87	No. I thank the BBT staff for helping me get my access all set up and the assistance I have received from other staff members as needed.	4/22/2020 3:33 PM
88	more communication on decisions being made at the cabinet and IC level. what is happening with graduation and summer/fall classes. are we offering online or face to face? Just more communication over all would be great.	4/22/2020 3:32 PM
89	Better control of the cleaning by our custodians, don't listen to the fake news, and lets open up our campus before it's to later!!!!	4/22/2020 3:29 PM
90	Thanks for the concern, none needed at this time.	4/22/2020 3:29 PM
91	Keep working to keep our BBCC ship a float. Thank you!!! And now go wash your hands.	4/22/2020 3:26 PM
92	Don't open up too soon. And when we do come back have new rules on keeping our physical distance from others. Not sure how that can even be done. Since we serve students.	4/22/2020 3:24 PM
93	Damage was done prior to the stay at home order when admin refused to close to the public after sending students and instructors home. Our safety isn't important? If you want to start rebuilding trust, start by getting our workspaces ready to protect us when we get back.	4/22/2020 3:24 PM
94	N/A	4/22/2020 3:23 PM
95	Review employee productivity and evaluate where telecommute positions could continue.	4/22/2020 3:21 PM
96	Letting staff and faculty know that our Stay-At-home mandate is not a 24/7 work mandate. Working from home we do not "leave" work in the same manner we do if we were on campus. Many think they have to be answering emails 24/7....	4/22/2020 3:21 PM
97	I would like to work from home a couple of days a week after we go back on campus. I have a	4/22/2020 3:18 PM

Faculty & Staff Pulse Survey

	home office so I am set up very well.	
98	We have an awesome staff and I appreciate everyone!	4/22/2020 3:18 PM
99	All I have needed the staff library has given it to me, great job!	4/22/2020 3:18 PM
100	Maybe have chat groups for those who do not have a spouse/partners, roommates, or children because it can get lonely sometimes being stuck at home.	4/22/2020 3:18 PM
101	Continue the updates on the Governor's plans.	4/22/2020 3:16 PM
102	I do not think students should return to campus.	4/22/2020 3:16 PM
103	Keep the health and safety of the employees and students as the number one priority.	4/22/2020 3:16 PM
104	I think everyone is doing the best they can, it's a first for all of us!!!!	4/22/2020 3:16 PM
105	Remote working has been so helpful.	4/22/2020 3:14 PM
106	I've been very pleased with BBCCs approach to all this. Grateful to be an employee here!	4/22/2020 3:13 PM
107	I feel like there needs to be more support for understanding how our mental health is affecting us. Also, how we can maintain equity for our students.	4/22/2020 3:13 PM
108	BBCC is doing a great job. I haven't really had issues. Thankyou	4/22/2020 3:13 PM
109	Not rushing us back to campus especially if remote work is providing an acceptable level of service to our students, staff and faculty.	4/22/2020 3:12 PM
110	i like connecting over zoom, but i don't need it every day. i like the personal connection time and seeing people's spaces. It's fun!	4/22/2020 3:09 PM
111	Random cookie deliveries. :)	4/22/2020 3:09 PM
112	Being able to bring monitors from work.	4/22/2020 3:08 PM
113	Not at this time.	4/22/2020 3:08 PM
114	Just taking it day by day	4/22/2020 3:07 PM
115	People should actually read the telework guidelines and follow them...	4/22/2020 3:05 PM

BIG BEND COMMUNITY COLLEGE

Date: 5/7/20

ITEM #2: CONSENT AGENDA (for information)

h. Enrollment Report

BACKGROUND:

The final enrollment report for winter 2020 (included for review) shows that total headcount and total FTEs were up 6.5% and 5.4%, respectively, from last winter (2019). Increases were seen in off-campus day/online and on-campus evening headcounts. State-funded FTEs decreased 1.4% from last winter. The 6.2% decrease in academic state-funded FTEs – likely due to increased Running Start enrollments – was counterbalanced by the 5.8% increase in occupational state-funded FTEs.

As of April 27, 2020, spring headcount was 2,206 – a 4.2% decrease from this time last spring. State-funded FTEs have decreased 8.0% from last spring (1,269 in 2019 down to 1,167 in 2020). Decreases are seen across all areas: Academic/Transfer, Occupational or Workforce Education, and Basic Education for Adults. Total FTEs are slightly higher (2.3%) than last spring, reflecting an increase in non-state-funded enrollments (e.g. contract enrollments through CBIS, etc.).

The tuition amount budgeted for 2019-2020 is \$4,000,000. As of March 31, 2020, we have collected \$3,840,234 or 96.0% of the budgeted amount. As of March 31, 2019, we had collected \$3,777,323 or 94.4%.

TUITION COLLECTION REPORT

	<u>2019-20</u>	<u>2018-19</u>
Annual Budget	\$ 4,000,000	\$ 4,000,000
Total Collections as of Mar 31	3,840,234	3,777,323
As a % of annual budget	96%	94.4%
Left to collect to meet budget target	\$3,777,323	\$222,677

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

WINTER FINAL ENROLLMENT REPORT

HEADCOUNTS

	WINTER 2020	% change	WINTER 2019	WINTER 2018	WINTER 2017	WINTER 2016	WINTER 2015	WINTER 2014	WINTER 2013	WINTER 2012	WINTER 2011
<u>ETHNIC ORIGIN</u>											
Amer. Indian/Alaska Ntv	45	88%	24	19	26	27	26	33	27	38	31
Asian/Pacific Islander	76	29%	59	59	47	55	38	47	36	25	36
African American	21	0%	21	30	37	36	40	34	33	44	46
Hispanic	1,182	29%	916	882	995	980	927	893	939	963	1,057
White	1,224	8%	1,133	1,162	1,267	1,382	1,261	1,372	1,269	1,243	1,502
Other*	17	-11%	19								
Unknown*	192	-54%	417	355	244	327	233	149	139	153	39

*Prior to 2019, these groups were combined

SEX

Female	1,558	13%	1,379	1,345	1,399	1,450	1,316	1,312	1,353	1,397	1,619
Male	1,190	-2%	1,209	1,161	1,215	1,350	1,204	1,211	1,083	1,051	1,082
Not Coded	9	>100%	1	1	2	7	5	5	7	18	10

STUDENT STATUS

Full-time (12 or more crs)	1,649	-3%	1,698	1,315	1,399	1,454	1,415	1,468	1,443	1,518	1,592
Part-time (less than 12 crs)	1,108	24%	891	1,192	1,217	1,353	1,110	1,060	1,000	948	1,119
Percent full-time	59.8	n/a	65.6	52.5	53.5	51.8	56.0	58.1	59.0	62.4	58.7

BY TIME/LOCATION

On-Campus Day	1,998	6%	1,882	1,768	1,883	1,997	1,962	1,886	1,866	1,952	2,028
On-Campus Evening	219	11%	198	206	193	199	188	130	167	132	181
Off-Campus Day	368	17%	314	337	329	373	152	318	155	193	286
Off-Campus Evening	172	-12%	195	196	211	238	223	194	255	189	216

TOTAL HEADCOUNT	2,757	6.5%	2,589	2,507	2,616	2,807	2,525	2,528	2,443	2,466	2,711
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Running Start	445	4%	429	393	414	361	296	213	170	170	157
International	3	0%	3	6	10	12	9	7	2	4	5

WINTER FINAL ENROLLMENT REPORT

FTES

	WINTER 2020	% change	WINTER 2019	WINTER 2018	WINTER 2017	WINTER 2016	WINTER 2015	WINTER 2014	WINTER 2013	WINTER 2012	WINTER 2011
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STATE FUNDED

ABE/ESL	196.0	-1%	198.5	196.5	190.1	242.3	191.5	172.1	221.9	199.5	219.3
Academic	721.3	-6%	769.1	845.4	859	917.7	874.4	921.3	908.1	973.4	971.9
Occupational	535.3	6%	506.1	468.2	504.2	508.9	554.0	589.8	592.9	585.2	600.8

TOTAL STATE FTES	1452.6	-1.4%	1473.7	1510.1	1553.3	1669.0	1619.9	1683.2	1723.0	1758.1	1792.0
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OTHER FTES

Community Service	1.6	60%	1.0	0	1.6	2.1	2.5	2.9	3.5	9.8	17.0
International Students	0	n/a	0	0	0	0	0	0	0	0	0
Contract Funded	180.3	>100%	73.6	0	2.4	38.5	10.9	3.5	8.5	6.5	113.3
Running Start	423.0	5%	403.9	377.7	390.1	341.8	274.7	202.3	159.1	151.1	141.3
Other (Employ., Sr. Cit.)	7.5	17%	6.4	6.7	10.4	15.0	13.4	17.2	11.3	13.7	14.0

GRAND TOTAL FTES	2065.0	5.4%	1958.5	1894.5	1957.8	2066.4	1921.4	1909.1	1905.4	1939.2	2077.6
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BIG BEND COMMUNITY COLLEGE

Date: 5/7/20

ITEM #2: CONSENT AGENDA (for information)

i Safety & Security Report

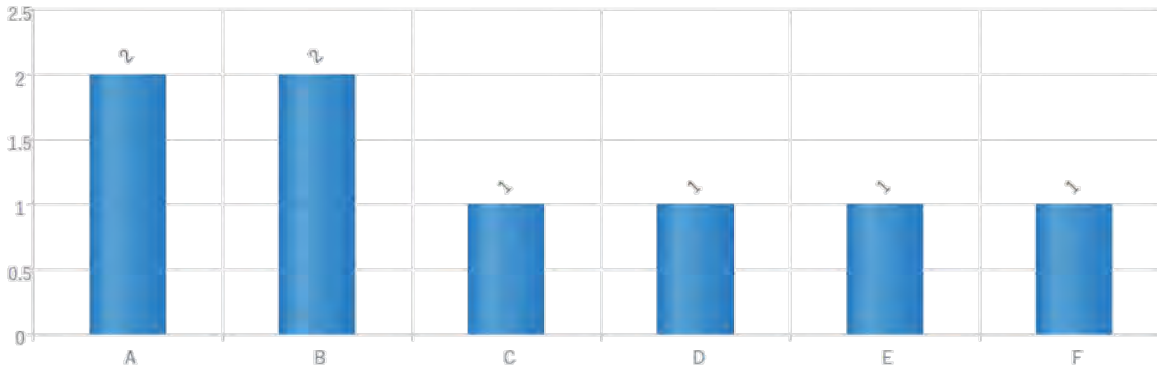
March 2020 Campus Safety Report

Campus Safety's Promise: Excellent Customer Service by Nice People,
Candid and Transparent Communication, Your Safety Comes First.

#StudentReady

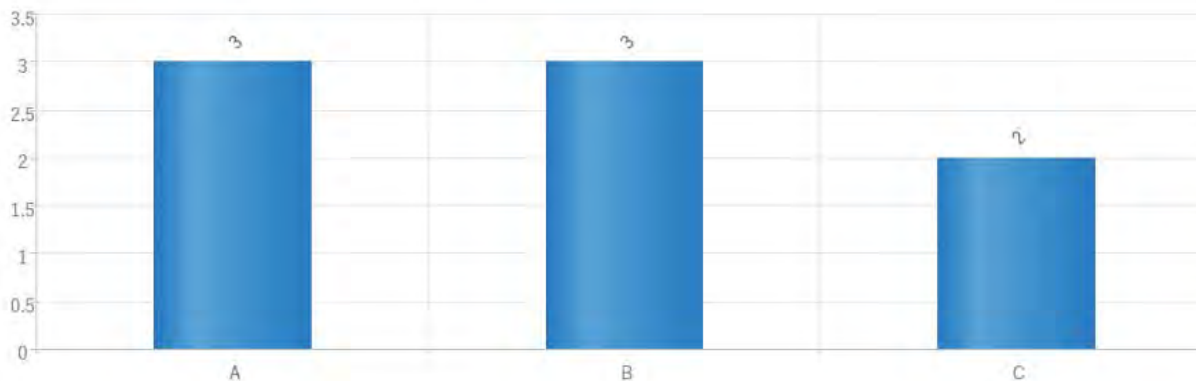
Note: Due to the technical nature of Campus Safety's records management system, incidents and calls for service that happen outside of hours staffed by security guards (job class 385K/L/M) may not be recorded.

What Incidents Happened on Campus during March 2020



- A • 2 • 25.0% • STUDENT CONDUCT VIOLATION 132R-04-057 : (3) OBSTRUCTIVE OR DISRUPTIVE CONDUCT
- B • 2 • 25.0% • GANG RELATED INCIDENT
- C • 1 • 12.5% • CARE TEAM REFERRAL
- D • 1 • 12.5% • SUICIDE THREATS
- E • 1 • 12.5% • NON-CLERY CRIMINAL OFFENSES : [13B] SIMPLE ASSAULT
- F • 1 • 12.5% • STUDENT CONDUCT VIOLATION 132R-04-057 : (4) ASSAULT/INTIMIDATION/HARASSMENT

Where Incidents Happened on Campus during March 2020



- A • 3 • 37.5% • BLDG 7700 ; PARKING
- B • 3 • 37.5% • BLDG 7700 : INTERIOR
- C • 2 • 25.0% • BLDG 1800 : PATHWAY/WALKWAY

SIGNIFICANT INCIDENTS OR TRENDING ISSUES

1. Novel Coronavirus 2019 (COVID-19):

- a. **Campus Safety has assumed an advising role for the college response to COVID-19.** Since most members of the college's Emergency Management Team (called an Incident Management Team elsewhere) are not trained to the appropriate ICS levels nor adequately exercised, the Incident Command System has not been pushed upon employees out of concern it would be confusing. To reduce confusion among untrained/unrehearsed employees, the college is managing the COVID-19 college response by utilizing familiar methods for addressing regular college business such as the Cabinet and Shared Governance models. Actions requiring use of ICS, resource ordering, and interacting with other agencies which use ICS are being handled by Director Foreman.
- b. **Lessons Learned/After Action Review:** Since COVID-19 will be impacting the college and community for many months to come, Director Foreman has begun collecting input regarding the actions the college has taken and the impacts of those decisions in order to help the college improve future crisis management. Input provided by faculty and staff so far includes the concerns about the college's response to academic contingencies, clarity on closure plan specifics, and student and employee exposures.

2. Continuity of Operations Plan (COOP)

- a. **BCC does not have a COOP.** All measures utilized during this pandemic are strictly "learn as we go", which due to personality styles which we recently learned through Nash leadership training, may be the best way to help the college understand the importance of a COOP and how it can be utilized.

3. BEdA/Open Doors and HS21 programs

- a. **Campus Safety continues to work with BEDA/Open Doors Program staff to address the increase of assaults and physical altercations on campus.** Two incidents happened within 10 minutes at Building 7700. Incident one involved a fight in the parking lot. While investigating that complaint, an assault happened in the lobby of 7700. All parties in both incidents have been identified and are subject to discipline.

CLERY COMPLIANCE

1. Primary Prevention and Awareness Program

- a. Trained five new employees in March. (One-hour class).

2. Ongoing Prevention and Awareness Program

- a. No tasks completed.

3. Monthly Clery Compliance Tasks

- a. Each year, a list of 59 administrative tasks must be completed in order to maintain Clery Act compliance. Per the checklist, three tasks were completed in March. These tasks are in addition to the Annual Security and Fire Report and all other disclosures.

ENVIRONMENTAL HEALTH AND SAFETY

1. Bloodborne Pathogens Plan

- a. Draft submitted. Awaiting approval to publish.

2. Hazardous and Universal Waste Management Plan

- a. Draft submitted. Awaiting approval to publish.

3. Accident Prevention Plan

- a. Draft submitted. Awaiting approval to publish.

4. Chemical Hygiene Plan

- a. Working with new lab tech to establish Chemical Hygiene Plan.

5. Hazardous Waste Facility

- a. The new Hazardous Waste Storage facility is completed within the Building 7700 complex. This facility is built to appropriate standards and replaces the very small room at M&O which has been used as the Haz Waste room.

EMERGENCY MANAGEMENT

Emergency Drills and Exercises

No info to report.

CARE TEAM

Intakes and Referrals

Assisted CARE Team with the intake, referral or investigation of two students experiencing behavioral issues or mental health crises.

SITE SECURITY

Campus Security Staff continue to patrol the campus while our students and most staff are performing their studies and work in other locations.

BIG BEND COMMUNITY COLLEGE

Date: 5/7/20

ITEM #2: CONSENT AGENDA (for information)

j. ASB Report

BACKGROUND:

ASB officers have been meeting weekly via Zoom, as well as attending leadership trainings and activities remotely. The officers continue involvement with their campus committees. Our annual Student Recognition Night is going virtual. ASB is gathering nominations now and then presenting the awards during our commencement ceremony. ASB will mail engraved plaques to the student awardees. The outstanding faculty award has been expanded to include outstanding staff of Big Bend.

The application process for 2020-21 ASB Executive Officer positions has been extended an additional two weeks, since we have only had three students apply.

NURSING CLUB

At the end of the Fall quarter, the Nursing Club decided to suspend all fundraising until the end of the quarter due to Governor Inslee's "Stay Home, Stay Healthy" order. The Level II students will continue with their 2-day NCLEX review virtually this year.

All communication is shared through Canvas announcements, emails, and Zoom conversations when needed.

PHI THETA KAPPA

PTK has been holding weekly meetings via Zoom and maintaining regular communication via Discord. They are planning a food donation to the students in the dorms with Matt Killebrew, and they are also brainstorming the logistics of holding an online game day or game tournament. PTK officers and the advisor sewed 115 face masks and donated them to Samaritan Hospital.

SAGA Community

SAGA is keeping things chill this quarter, and they are using a gamer app called Discord to keep in touch, chat, share memes.

Dungeons n Dragons Club

Club is continuing to meet and participate in games via Discord app.

Prepared by Director of Student Activities Kim Jackson.

RECOMMENDATION:

None.

ASB Virtual Activity Log

Date	Forum	Post	People Reached	Post clicks	Reactions, Comments & Shares
4/23/2020	IG	Favorite Things Winner Announcement			21
4/22/2020	FB	Sexual Assault Awareness Month: How to support survivors	64	4	7
4/22/2020	FB	Earth Day: Make small changes	250	2	11
4/21/2020	FB	FREE virtual events from Degy Entertainment	373	13	16
4/20/2020	FB	Sexual Assault Awareness Month: Video on Consent	49	4	4
4/16/2020	FB	Sir Andrew Lloyd Webber FREE live streams	65	5	10
4/16/2020	FB	Graduation Survey	1000	49	21
4/16/2020	IG	Favorite Things Contest: post GIFs of your favorite BBCC things, one random winner (Viking plush blanket)			20 likes + 28 people tagged us
4/13/2020	FB	Covid19 Infographic	139	9	11
4/13/2020	FB	Faculty Appreciation	980	53	16
4/13/2020	FB	ASB Officer Hiring Notice	1900	45	56
4/12/2020	IG	Faculty Appreciation			19
4/11/2020	IG	ASB Officer Hiring Notice			21
4/9/2020	FB	Bachelorette Virtual Chat w/ Rachel Lindsay	57	3	3
4/9/2020	FB	Daily Quarantine Questions to keep Vikings Connected, Grateful and Active	89	4	4
4/8/2020	IG	QuaranTune Playlist Winner Announcement			17
4/7/2020	FB	Telework Tips Infographic	55	3	3
4/3/2020	FB	Sir Andrew Lloyd Webber FREE live streams	52	8	5
4/3/2020	FB	Viking Virtual BINGO Challenge	181	10	5
4/2/2020	IG	QuaranTune Playlist Contest: list your playlist songs, one random winner (\$25 amazon card)			24 likes + 13 people tagged us

BIG BEND COMMUNITY COLLEGE

Date: 5/7/20

ITEM #2: CONSENT AGENDA (for information)

k. Foundation Report

BACKGROUND:

The Foundation has secured pledges of \$3,093,052 to date for the Building Tomorrow's Workforce Capital Campaign. We are currently at 82.48% of goal. Due to COVID-19, we have suspended the calls on the campaign.

The Leadership work group brought back the Michael Nash group to provide four eight-hour sessions for supervisors in February and March. Three trainings were completed. Due to the stay at home order, we postponed the last session.

Foundation scholarships closed on March 13. Program Specialist Jennifer Starr and Executive Director Parton have awarded all of the named scholarships that donors designated for the Foundation to award. The exception are the nursing scholarships. We should have a list of names for the incoming first-year students by May 15. They have also evaluated the emergency scholarships to make recommendations to the Financial Aid Office.

The Foundation provided \$2,400 to the library to purchase more textbooks for their loan program. As we are reviewing emergency funding going forward, if books are requested, we will go through the library so they can be used for other students in the future until the required books per course are changed.

The Foundation also provided \$2,000 of the \$7,000 needed to fill the gap for the library new online resources for all students and faculty.

The Foundation also purchased a barbecue and two propane tanks as well as hamburgers, all the condiments, drinks, salads, and two racks of ribs for the students in the residence hall. In addition, all of the funds donated to provide meals for the students in the residence hall have gone through the Foundation. Director of Communications Matt Killebrew is coordinating the meals. He is picking them up and delivering them to our students, and he has done an amazing job of supporting our local restaurants.

The Foundation submitted a grant to US Bank on April 24, for \$10,000 for scholarships. Due to COVID-19, the State Foundation Directors have a zoom meeting every Wednesday for one hour, which has been incredibly helpful, as we all are trying to navigate through our new normal.

The Foundation staff is gearing up for Cellarbration!, which has been rescheduled from May 16 to September 19, 2020.

Prepared by Executive Director of the Foundation LeAnne Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 5/7/20

ITEM #2: CONSENT AGENDA (for action)

I. Classified Staff Report

BACKGROUND:

Classified staff responded quickly to the call to shift from on-campus to remote work. The majority of classified staff are working remotely with a number of staff working on campus as needed.

Many staff reported missing deeply the face-to-face relationships with colleagues and team members as well as easy access to tools and resources. Despite the challenges, classified staff are making the most of the current situation to develop procedure manuals, improve processes, and create new fillable forms/documents.

Classified staff are logging a significant number of training hours as part of their remote work assignments. In addition, several staffers shared home projects they were able to complete because of the Stay-Home, Stay-Healthy order.

- Phillip Stout, Aviation Mechanic, started building a shed in his backyard.
- Amber Jacobs, Payroll Coordinator, completed a shamrock quilt, a diamond art picture, and started a new quilt.
- Karen Okerlund, HR Consultant Assistant 2, shared her new raised garden beds, landscaping projects, fresh rhubarb pie, and quilted Christmas table runner.
- Robin Arriaga, HR Consultant 1, shared photos of a garden gnome she painted, the fairy gardens she created, and the many, many, many flowers she planted in her landscaping.

We are grateful for the continued contributions of classified staff to the success of the college and our students.

Prepared by VP Kim Garza.

RECOMMENDATIONS:

None

BIG BEND COMMUNITY COLLEGE

Date: 5/7/20

ITEM #4 Faculty Update (information)

BACKGROUND:

Faculty Association President Salah Abed will provide information about faculty members' activities.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 5/7/20

ITEM #5 Enrollment Status & Plan (information)

BACKGROUND:

Vice President Humpherys will provide a summary of enrollment changes resulting from the COVID-19 pandemic, potential implications for next year, and actions the college is taking to address enrollment concerns.

Prepared by VP Humpherys.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 5/7/20

ITEM #6 Budget Status & Plan (information)

BACKGROUND:

Vice President Linda Schoonmaker will provide a perspective of where we are on determining 2020-21 operating budget, the likelihood for a continuing resolution to operate July 1 due to unknowns, and when we might have further information.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 5/7/20

ITEM #7 Campus Climate Action Plan (information)

BACKGROUND:

The college continues to work towards completion of tasks under the Campus Climate Action Plan. Completion dates for some tasks have been extended as the focus over the last six weeks has been the heavy lift of converting all courses and services for students from face-to face to remote. Current work includes:

- The college is drafting a new orientation and onboarding procedure utilizing recommendations from the Onboarding & Orientation Workgroup.
- The college is revising AP 4200, Grievance Procedure for Non-Represented Classified and Admin/Exempt Employees. The goal is to create a clear and efficient process for resolving employee concerns and grievances.
- Supervisors at BBCC were able to complete three of four training sessions conducted by Nash Consulting prior to the implementation of the Stay-Home, Stay-Healthy order. The remaining session will be rescheduled later in 2020.
- Workbooks and video links to the first three Nash Leadership session were provided to several classified staff as part of their remote work assignments.
- Title V was instrumental in developing a virtual campus tour. COVID-19 has restricted the college's ability to conduct face-to-face interviews. The new virtual tour can be shared with candidates to help them get a feel for our campus community.

The current COVID-19 situation has brought to the surface the need to rethink the ways we communicate and create a sense of community. The communication and celebration methods identified in the Campus Climate Action Plan do not translate to our current remote environment. Remote work is lonely and can be overwhelming. The longer the campus remains in remote operation, the higher the risk that faculty and staff will become disengaged. The college created a "Pulse" survey to learn how faculty and staff are handling remote work. Information from the survey can be used to help formulate new approaches to communication and celebration.

BIG BEND COMMUNITY COLLEGE

Date: 5/7/20

ITEM #8 Exceptional Faculty Award Request (action)

BACKGROUND:

The Exceptional Faculty Award (EFA) Committee recommends approving Math Instructor Eric Fleming's EFA request in the amount of \$2,000 to convert a math textbook into a web resource.

Prepared by the President's Office.

RECOMMENDATION:

None.



Big Bend

COMMUNITY COLLEGE

Transforming lives through excellence in teaching & learning

Exceptional Faculty Awards Committee

April 21, 2020

Dear President Leas,

The Exceptional Faculty Awards committee is pleased to inform you that we have one faculty member submitting an application this fall quarter: Eric Fleming. The committee reviewed the application and found that it fit within the guidelines and spirit of the award.

Eric Fleming is requesting funds as a stipend to convert the MATH&141 textbook into a website that offers dynamic and alternate explanations, examples, homework questions, test reviews, and solutions to those previously mentioned. This would give students an additional resource to supplement their learning of Precalculus I and would allow them access to as many practice questions they feel necessary to prepare them for the course. This would also allow students who are not in the course, whether they have taken the course in the past or are preparing to take the course in the future, to refresh topics from the course or give them a preview of what is to come. This could also be used to help students prepare for the placement test.

We have included copies of the application and materials for your convenience. We look forward to your recommendations and, ultimately, the Board's consideration of this application.

We wish to thank you and the Board of Trustees for your continued support of our faculty, and for making the Exceptional Faculty Awards possible.

Sincerely,

Tyler Wallace
Charlene Rios
John Marc Swedburg II
Arthur Wanner

APPLICATION FORM BBCC EXCEPTIONAL FACULTY AWARD

Note: Click on or <tab> each form Field and type your information. Each field will expand as you need more space. You may print this copy and submit to each Exceptional faculty committee member or e-mail as an attachment. Thank you.

NAME: Eric Fleming DATE: 3/11/20

DIVISION: Math and Sciences

1. List all your principal professional duties including courses normally taught.

I have taught MATH&146, MATH&141, MATH&107, MATH&148, and Emporium (90-99). I have served on hiring committees for the JATP director position, as well at the WES director position. I have participated in two associate faculty interviews. This term I redesigned my Math&107 course to have my Math in Society students learning mathematics through the guise of playing different card, board, and other games that are grounded in strategy, logic, problem solving, probability (expected vlaue), and other mathematical concepts. I have attended all inservices, department meetings, division meetings, and organized a department meeting. These past two terms, I have completed R&SI, screening committee, and BBCC Faculty academy trainings.

2. Amount requested: 2000

**3. Specific purpose the award would be used for:
(Attach a separate sheet with details, if necessary.)**

My vision is to convert our MATH&141 textbook into a website that offers dynamic and alternate explanations, examples, homework questions, test reviews, and solutions to those previously mentioned. This would give students an additional resource to supplement their learning of Precalculus I and would allow them access to as many practice questions they feel necessary to prepare them for the the course. This would also allow students who are not in the course, whether they have taken the course in the past or are preparing to take the course in the future, to refresh topics from the course or give them a preview of what is to come. This could also be used to help students prepare for the placement test.

4. If the award is to be used for reimbursement for an activity, which will require personal expenditures, provide an itemized list of expected expenses.

N/A

5. If there are any other sources of reimbursement for this activity provide an itemized list of expected reimbursements.

N/A

6. When was your last sabbatical? N/A

7. What travel monies have you received during the last year?

8. How will this stipend improve your teaching and/or professional expertise?

I plan to share this with the entire department for use both in and out of class. Each question (example, homework, test review, etc.) will have a button to randomize numbers, names, etc. for seamless creation of an addition question to enable practicing the same concept multiple times. This will enable on-the-spot repetition of questions for examples in class, during office hours or time in the Stem Center, and for students at home or in study groups etc. The availability of this extra practice is intended to provide students with dynamic questions (covering the same material) that allow them to practice the concepts and prerequisite of the course at their convenience. Since this tool will be available to students at (virtually) all times, I expect that this will supplement their learning and boost their overall performance in the course.

9. Describe your previous involvement in working with other faculty on this campus to improve the quality of the institution.

Just this term, I have led discussions about our Math&141 textbook and curriculum in the hopes of improving its clarity and coverage of the necessary material. While we are not making drastic changes yet, I have compiled a list of terminology that we may want to exclude from the book and what terminology we should replace it with to improve its readability and consistency. I have worked with the math department on redesigning MATH&107 into a course where students learn mathematics while having fun playing various board, card, and other games.

BIG BEND COMMUNITY COLLEGE

Date: 5/7/20

ITEM #9: Board Policy for Action (action)

BACKGROUND:

The trustees expressed a desire to review their board policies during the board retreat in October 2017. The board reviews board policies for consideration at one meeting and then for action at the subsequent meeting. This is the second reading for the following proposed new policy.

The Committee on Equity, Inclusion, and Diversity proposes the following BP1025 Statement on Equity, Inclusion and Diversity after gathering campus feedback.

Prepared by the President's Office.

RECOMMENDATION:

None.

BP1025 STATEMENT ON EQUITY, INCLUSION & DIVERSITY (EID)

1025.1 PURPOSE

The purpose of this policy is to provide common understanding of equity, inclusion, and diversity at Big Bend Community College.

1025.2 POLICY STATEMENT

Big Bend Community College believes that every person's background—which includes identifiers such as ethnicity, race, gender, religion, sexual orientation, and ability—helps enrich our campus community when an environment is conducive to the expression of that identity. We commit to providing a campus climate where equity, inclusion, and diversity thrives and leads to individuals pursuing their educational, personal, and professional goals.

These definitions reflect Big Bend's understanding that in order to intentionally apply our commitment to equity, inclusion, and diversity, we must challenge social, political, and cultural norms and policies that perpetuate inequality and exclusion of underrepresented groups.

- **Equity:** full and fair access to resources, opportunities, and services.
- **Inclusion:** the creation and maintenance of an accepting environment where all have equitable opportunities and support.
- **Diversity:** individual, group, and social differences in cultures, expectations, backgrounds, opinions, and values, all of which enrich our shared community.

Reference: BP 1000 **E-6 Inclusion and Climate**

Big Bend Community College provides and maintains a climate of inclusiveness for students, employees and partners by maintaining a safe learning environment and promoting cultural inclusiveness, understanding, and respect by embracing diversity, access, opportunity, and equity.

BIG BEND COMMUNITY COLLEGE

Date: 5/7/20

ITEM #10: Commencement Update (information)

BACKGROUND:

President Leas will provide an update about commencement.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 5/7/20

ITEM #11: Interim President (action)

BACKGROUND:

The trustees will discuss appointing an interim president.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 5/7/20

ITEM #12: President's Onboarding (information/action)

BACKGROUND:

During the March 12 board meeting, the board approved the new president's onboarding plan. The trustees may discuss the onboarding process for the successful presidential candidate. VP Garza may share the internal onboarding plan.

Prepared by the President's Office.

RECOMMENDATION:

None.

Big Bend Community College – Presidential On-Boarding

Before Arrival	<ul style="list-style-type: none"> • Board Chair emails greeting/introduction including overview of onboarding process.
Week One	<ul style="list-style-type: none"> • Board Chair meeting to review job description, presidential evaluation process, and policy governance model.
Week Two – 30 Days	<ul style="list-style-type: none"> • Board Chair check in meeting. • Board retreat to discuss governance, expectations, goals. • Begin stakeholder meetings in service district communities. • Individual Trustees to provide introductions to civic organizations and legislators.
30 – 90 Days	<ul style="list-style-type: none"> • Board Chair check in meeting to evaluate Board expectations and goals. • Leadership training with President and Board. Will coordinate with Linda Seppa Salisbury on timing.
90 Days – 1 Year	<ul style="list-style-type: none"> • Monthly Board Chair check in meeting. • Continue stakeholder meetings in service district communities. • Board Presidential evaluation at end of first year. • President and Trustee participation in ACT conferences.

Service District Community Stakeholder Groups

Moses Lake	School District	
	Government	
	Industry	
	Civic Orgs	
Quincy – George	School District	
	Government	
	Industry	
	Civic Orgs	
Othello – Warden	School District	
	Government	
	Industry	
	Civic Orgs	

Ritzville – Lind – Washtucna	School District	
	Government	
	Industry	
	Civic Orgs	
Mattawa	School District	
	Government	
	Industry	
	Civic Orgs	
Ephrata – Soap Lake	School District	
	Government	
	Industry	
	Civic Orgs	

Royal City	School District	
	Government	
	Industry	
	Civic Orgs	
Grand Coulee Dam Area	School District	
	Government	
	Industry	
	Civic Orgs	
Wilson Creek - Odessa	School District	
	Government	
	Industry	
	Civic Orgs	

BIG BEND COMMUNITY COLLEGE

Date: 5/7/20

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

BACKGROUND:

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

Board Goals

1. Conduct a successful search for the next BBCC president. Ensure effective onboarding and orientation of the new president upon arrival on campus. Develop goals for the president's first year of service.
2. Be actively engaged and monitor the progress of the Campus Climate Action Plan. Ensure the president has the tools and means to lead the campus community as it improves climate for students, staff and faculty.
3. Develop and implement an improved system for monitoring Board effectiveness that includes establishing an annual checklist for monitoring the overall performance of BBCC.

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

(Adopted during November 14, 2019 Board Meeting, revised January 9, 2020.)

RECOMMENDATION:

None.

Trustee Activity Report

Core Themes	Mission	Student Success	Excellence in Teaching & Learning	Community Engagement		
<h1 style="font-size: 48px; margin: 0;">Activity</h1> <p style="font-size: 12px; margin-top: 10px;">(Briefly describe and check which End(s) your activity supported)</p>	E-1 Mission Deliver lifelong learning	E-2 Student Success Provide access, assist completion, develop skills	E-3 Excellence in Teaching & Learning Support innovation, creativity, high academic standards; professional development	E-4 Community Engagement Support economic development	E-5 Integrity & Stewardship Responsible, prudent resource management	E-6 Inclusion & Climate Welcoming to all
1.						
2.						
3.						
4.						
5.						

BIG BEND COMMUNITY COLLEGE

Date: 5/7/20

ITEM #14: Next Regular Meeting (information)

BACKGROUND:

The next regular board meeting is scheduled on Thursday, June 4, 2020.

Prepared by the President's Office.

RECOMMENDATION:

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

BIG BEND COMMUNITY COLLEGE

Date: 5/7/20

ITEM #15: Miscellaneous (information/action)

BACKGROUND:

President Leas and the trustees may discuss miscellaneous topics.

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

Upcoming Trustee Events:

ACT Event Schedule:

2020 ACCT Congress is **September 30- October 3**, Chicago, Illinois

2020 Legislative Action Committee Retreat is **November 12**, Hilton Seattle Airport & Convention Center, SeaTac (Veterans Day falls on Wednesday, November 11th)

2020 ACT Fall Conference is **November 13**, Hilton Seattle Airport & Convention Center, SeaTac

2021 ACT New Trustee Orientation (during the day) and Transforming Lives Award Dinner are **January 25**, RL Hotel, Olympia, WA

2021 Winter Legislative Conference is **January 26**, RL Hotel; Olympia, WA

2021 ACCT National Legislative Summit is **February 7-10**, Marriott Marquis; Washington D.C.

In addition the 2022 ACT Transforming Lives Award Dinner and Winter Conference is scheduled for **January 24-25** at the RL Hotel in Olympia.

Prepared by the President's Office.

RECOMMENDATION:

None.