



## **Board of Trustees**

**May 9, 2024**  
**1:30 p.m.**

Big Bend Community College  
ATEC Building/Masto A/B Room  
7662 Chanute St NE  
Moses Lake WA 98837

# **Big Bend Community College District #18**

## **Governing Board:**

**Chair Gary Chandler, Vice Chair Amy Parris, Anna Franz,  
Bethany Martinez, Juanita Richards,**

**President Sara Tweedy**

## **2024 Meeting Schedule**

**Thursday, February 1, 2024 at 1:30 p.m.**

**Thursday, March 14, 2024, at 1:30 p.m.**

**Thursday, May 9, 2024, at 1:30 p.m.**

**Thursday, June 6, 2024, at 1:30 p.m.**

**Thursday, August 29, 2024, (Retreat)**

**Thursday, October 10, 2024, at 1:30 p.m.**

**Thursday, December 12, 2024, at 1:30 p.m.**

## **Board Goals (adopted October 12, 2023)**

1. Develop a clear method of monitoring Big Bend Community College's Ends Statements including the identification of indicators which measure the performance of the institution relative to the Ends.
2. Advance equity, diversity, and inclusion by reviewing policies to ensure support of operational equity, diversity, and inclusion programs.
3. Establish an annual calendar of board study session topics to ensure professional development of Board members.

## **BIG BEND COMMUNITY COLLEGE DISTRICT NO. 18 BOARD AGENDA**

### **Regular Board Meeting**

7662 Chanute Street NE, Moses Lake, Washington 98837

Thursday, May 9, 2024, 1:30 p.m.

In-Person

1. Call to Order/Roll Call
2. Mission Moments – Clean Energy, All WA Academic Team Members
3. Public comment
4. Consent Agenda **(E-1, E-2, E-3, E-4)**
  - a. Meeting Minutes March 21, 2024 (action)
  - b. Accreditation (Information)
  - c. Assessment & Student Services (Information)
  - d. Finance & Administration Report (Information)
  - e. Human Resources Report (Information)
  - f. Foundation Report (Information)
5. Faculty Updates – Faculty Association President Dr. Tyler Wallace **(E-1, Information)**
6. ASB Update – ASB President Ty Tait
7. President's Update
  - a. Enrollment Report **(E-1, Information)**
  - b. Tuition Collection Report **(E-3, Information)**
  - c. Financial Aid Update **(E-3, Information)**
  - d. Legislative Priorities **(E-1, E-2, E-3, E-4 Information)**
  - e. BP6101 Tuition & Fee Waivers **(E-1, E-2, E-3, E-4 Information)**
8. Exceptional Faculty Award Recommendations **(E-1, E-2, E-3, E-4 Action)**
9. Board Goals - Trustees **(E-1, E-2, E-3, E-4 Information/Action)**
10. Assessment of Board Activity (submitted in writing) – Trustees **(E-2, Information)**
11. Big Bend in the Community/Board Meetings – President Tweedy **(E-1, E-2, E-3, E-4 Information/Action)**
12. Next Regularly Scheduled Board Meeting – Trustees **(E-1, E-2, E-3, E-4 Information/Action)**
13. Graduation Activities Trustees **(E-1, E-2, E-3, E-4 Information)**
14. Miscellaneous – Trustees, President Tweedy **(E-1, E-2, E-3, E-4 Information/Action)**  
*Executive Session* – President Tweedy/Trustees
15. 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 6, 2024 (Regular)**

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

**BIG BEND COMMUNITY COLLEGE**

Date: 5.09.24

**ITEM #2:** Mission Moments (information)

**BACKGROUND:**

**Vision:**

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

**Mission:**

Big Bend Community College

**Serve as a Bridge**

**Stand as a Leader**

**Support for Success**

**Guiding Principles:**

Honor our Role as a Hispanic-Serving Institution

Advocate for Equity, Inclusion, & Diversity

Embrace our Workplace Norms

Innovate Proactively

Model Integrity

Educate All

Approved by the Board of Trustees October 28, 2021

**RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 5.09.24

**ITEM #3:** Public Comment (information)

### **BACKGROUND:**

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

### **RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 5.09.24

**ITEM #4:** CONSENT AGENDA (for action)

a. Board Meeting Minutes

### **BACKGROUND:**

The minutes of the board meetings held on March 21, 2024, are included for approval.

Prepared by the President's Office.

### **RECOMMENDATIONS:**

President Tweedy recommends the Board of Trustees approves the minutes.

### **RECOMMENDED MOTION:**

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

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Regular Board meeting Thursday, March 21, 2024, at 1:30 p.m. in person.

Present: Gary Chandler  
Anna Franz  
Bethany Martinez  
Amy Parris  
Juanita Richards

### 2. Mission Moments

Board Chair Gary Chandler reported results of the state audit exit meeting for 2023 showed no significant deficiencies in internal controls, no deficiencies considered to be material weaknesses, no material misstatements and no concrete misstatements, auditors stated Big Bend has “great internal controls at the college.”

The Probationary Tenure Review Committee members have worked very hard to ensure our probationary candidates are reviewed and prepared to provide the best learning experiences for our students. Board Chair Chandler thanked committee members for the time and energy they have invested in their colleagues.

President Sara Thompson Tweedy introduced SBCTC Legislative Director Arlen Harris and SBCTC Government Relations Liaison Sam Herriot to provide legislative updates from the SBCTC. They discussed sharing a legislative priorities survey with the WACTC/Presidents’ Group. The primary focus of the SBCTC entering the 2024 legislative session is a sustainable supplemental operating budget request for the college system and the capital budget request. At the end of the legislative session the legislature invested in areas proposed by the state board as well as other issues impacting our communities.

#### Operating Budget:

- \$1.14M (\$9M proposed) for new Bachelor of Science in Computer Science degree programs
- \$475k (\$950k proposed) for continuation of the curriculum development in Integrated Climate Solutions
- \$1.053M for FY24 expansion of College in the High School
- \$1.0M for Refugee Education expansion
- \$801k for Early Achievers Grant program support navigators
- \$425k for expansion of the financial aid outreach and completion initiative pilot program
- \$553k to fill the funding gap associated with the Postsecondary Student Needs (HB1559) benefits navigators.

#### Capital Budget:

The State Board requested \$122 million in the 2024 supplemental budget. The request prioritized and narrowly addressed emergent, high priority projects that could not wait for the next biennial budget, along with the next two major projects in the pipeline. The Legislative compromise budget included \$30.4 million in new appropriations for the Community and Technical College system. The 2023-25 biennium total for new capital appropriations to the State Board to \$478,440,000.

Important bills passed in the 2024 legislative session included.

- **SSB 5953** (Hanan Al-Zubaidy)—Concerning financial aid grants for incarcerated students; Sen. Claire Wilson
- **SHB 1889** (Sophia Agtarap)—Allowing person to receive professional licenses and certifications regardless of immigration or citizenship status; Rep. Amy Walen
- **2SHB 2112** (Lauren Hibbs)—Concerning opioid and fentanyl prevention education and awareness at institutions of higher education; Rep. Greg Nance
- **2SHB 2214** (Yokiko Hayashi-Saguil)—Permitting beneficiaries of public assistance programs to automatically qualify as income-eligible for the purpose of receiving the Washington College grant; Rep. Vandana Slatter
- **SSB 5670** (Jamie Traugott)—Providing summer running start for rising juniors; Sen. Brad Hawkins
- **ESB 6296** (Carolyn McKinnon)—Establishing a retail industry workgroup; Sen. Matt Boehnke
- **HB 1146** (Jamie Traugott)—Notifying high school students and their families about available dual credit programs and any available financial assistance; Rep. Dave Paul
- **ESHB 2019** (Yokiko Hayashi-Saguil)—Establishing a Native American apprentice assistance program; Rep. Chris Stearns
- **SB 5904** (Yokiko Hayashi-Saguil)—Extending the terms of eligibility for financial aid programs; Sen. T'wina Nobles
- **HB 1943** (Yokiko Hayashi-Saguil)—Modifying the Washington national guard postsecondary education grant program; Rep. Mari Leavitt

Board Chair Gary Chandler thanked Arlen and Sam for their efforts for the colleges.

VP Kim Garza introduced Tahlia Perez, Director of Recruitment, Retention, and Equity.

### 3. Public comment

There was no public comment.

### 4. Consent Agenda

Motion 24-03 Trustee Anna Franz moved to approve the consent agenda.  
Trustee Juanita Richards seconded, and the motion passed.

### 5. Faculty Updates

Faculty Association President Dr. Tyler Wallace shared faculty news.



Dawnne Ernette, Developmental English Faculty, was awarded the 2024 WEA CTC Educator of the Year. This was the first time the award has been given, each community college that is a member of WEA submitted a nomination and Dawnne was chosen out of all the highly qualified applicants. She will be recognized at an award ceremony on April 12th.

Melissa Heaps, BEdA Faculty, shared about the Cubanism painting project her students were involved with and how they partnered with Art Faculty Dustin Regul to provide an excellent opportunity for students earning their Art Credits.

Rhonda Kitchens, Faculty Librarian, shared that on April 18th the library will feature the Favorite Poem Projects. All are invited to come share their favorite poem and describe why it was selected.

Dustin Regul, Art Faculty, shared how the ceramics class created modular planters in a partnership with Parkview Medical Group to raise funds for scholarships selling succulents. It also provided the students an opportunity learn a bit about Autism awareness.

Justin Henley, IST Faculty, shared videos of the Robo Master Laser Tag Event and the Liquid Deposition Modeling made with playdough. He also shared pictures of the Mechatronics club and the work they are doing.

Aaron Mahoney, Agriculture and Chemistry Faculty, shared about the Ag Club trip to Cedar Falls and Waterloo Iowa where they explored the University of Northern Iowa Biology Greenhouses and observed the assembly process of series 7, 8, and 9 tractors. He also shared that his program received some grant funding to purchase growth lights for the greenhouse in the 1200 building which will expand the growing season and allow the department to grow light-sensitive plants.

Nathan Ulmer, Art Faculty, shared pictures of the final project done in the Art History class that fill the windows and hallways with color as the light from the sun shines through them. All are invited to view the beautiful colorful mosaic until the end of April.

English Language Acquisition Instructor Rosemary Parsons shared about her program. The students in her class speak multiple languages. She helps students navigate the college system and together they create a learning environment. They visit areas on the campus and collaborate with other departments. They are currently preparing for the Big Bend Community College Job & Career Fair. She shared slides of her students and how they are pursuing careers in our area.

Nursing Instructor Emily Eidson talked about her program which includes a concept-based curriculum. Students focus less on memorizing and more on connections to materials. This reduces overwhelm for students and helps them think like nurses.

## **6. ASB Updates**

ASB President Ty Tait provided a report about ASB activities. ASB has sponsored

multiple food events. Candy grams for students to send. They also started an Intramural Futsal Soccer program and will have intramural volleyball next quarter. ASB will also host a talent show and are posting information about Black History month and Women's History month. ASB is also partnering with the Resident Assistants to host spirit week for students and employees.

ASB Officers met with administration about creating a new activity center in the former bookstore space. The space has a foosball, ping pong table, and working tables and couches.

## **7. President's Update**

President Tweedy shared the names of new employees and positions that are open and reviewed the tuition collection report which is on track to meet the budget. Enrollment is increasing and we feel the student presence on campus. NWCCU recommendation was fulfilled and our next visit was postponed one year.

Dr. Tweedy announced that the Foundation's Cellarbration! raised \$234,515, which is \$67,315 more than last year. There were more event sponsors and attendance increased by 50.

Dr. Tweedy shared upcoming events including Clean Energy event April 11 with employer panel workforce dev and economic development panels and a WEC tour sponsored by the Center of Excellence; the All WA Academic Team event in Olympia April 25; Workforce Training Customer Advisory Committee May 20-21; and

April 18 Job and Career Fair hosted at Big Bend.

## **8. Exceptional Faculty Award Report**

Dr. Steven Ausere teaches in the medical assistance program and is a practicing chiropractor. He used EFA funding to attend a 64-hour primary spine training and two textbooks.

## **9. ACT Nominations**

Motion 24-04 Trustee Bethany Martinez moved to nominate Dr. Tyler Wallace for the ACT Faculty Award and Jody Bortz for the ACT Professional Staff Member Award. Trustee Amy Parris seconded, and the motion passed.

## **10. Board Goals**

The Board goals for the 2023-2024 academic year are as follows:

1. Develop a clear method of monitoring Big Bend Community College's Ends Statements including the identification of indicators which measure the performance of the institution relative to the Ends.

2. Advance equity, diversity, and inclusion by reviewing policies to ensure support of operational equity, diversity, and inclusion programs.
3. Establish an annual calendar of board study session topics to ensure professional development of Board members.

The trustees discussed joining the committees.

#### **11. Assessment of Board Activity**

Trustees submitted their activities in writing which included tenure review activities.

#### **12. Big Bend in the Community/Board Meetings**

The trustees discussed hosting events in the service district. Not a trustee meeting but a “Big Bend in Your Community” event for the trustees from the communities to participate along with school superintendents and community leaders. Legislators will also be invited.

#### **13. Next Meeting**

The next meeting was confirmed for May 9, 2024.

#### **13. Miscellaneous**

None.

Board Chair Gary Chandler announced a 15-minute Executive Session at 3:01 p.m. to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The session was extended by 10 minutes then by 15 minutes. The meeting reconvened at 3:41 p.m. No actions were taken during the executive session.

#### **14. Probationary Tenure Review**

##### Motion 24-05

Trustee Anna Franz moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Tweedy and Dr. Humpherys renew the probationary contract of Terry Haws. She further moved that the Board of Trustees direct the President to notify Terry Haws as soon as possible of this decision for the academic year of 2024-25, effective September 9, 2024. Trustee Bethany Martinez seconded the motion and the motion carried.

##### Motion 24-06

Trustee Bethany Martinez moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Tweedy and Dr. Humpherys renew the probationary contract of Michell Valdivia. She further moved that the Board of Trustees direct the President to

notify Michell Valdivia as soon as possible of this decision for the academic year of 2024-25, effective September 9, 2024. Trustee Amy Parris seconded the motion and the motion carried.

Motion 24-07

Trustee Amy Parris moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Tweedy and Dr. Humpherys renew the probationary contract of Melissa Heaps. She further moved that the Board of Trustees direct the President to notify Melissa Heaps as soon as possible of this decision for the academic year of 2024-25, effective September 9, 2024. Trustee Juanita Richards seconded the motion and the motion carried.

Motion 24-08

Trustee Juanita Richards moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Tweedy and Dr. Humpherys renew the probationary contract of Justin Henley. She further moved that the Board of Trustees direct the President to notify Justin Henle as soon as possible of this decision for the academic year of 2024-25, effective September 9, 2024. Trustee Anna Franz seconded the motion and the motion carried.

Motion 24-09

Trustee Anna Franz moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Tweedy and Dr. Humpherys renew the probationary contract of Cade Levine. She further moved that the Board of Trustees direct the President to notify Cade Levine as soon as possible of this decision for the academic year of 2024-25, effective September 9, 2024. Trustee Amy Parris seconded the motion and the motion carried.

Motion 24-10

Trustee Bethany Martinez moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Tweedy and Dr. Humpherys renew the probationary contract of Rosemary Parsons. She further moved that the Board of Trustees direct the President to notify Rosemary Parsons as soon as possible of this decision for the academic year of 2024-25, effective September 9, 2024. Trustee Juanita Richards seconded the motion and the motion carried.

Motion 24-11

Trustee Amy Parris moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Tweedy and Dr. Humpherys renew the probationary contract of Dustin Regul. She further moved that the Board of Trustees direct the President to notify Dustin Regul as soon as possible of this decision for the academic year of 2024-25, effective September 9, 2024. Trustee Juanita Richards seconded the motion and the motion carried.

Motion 24-12

Trustee Anna Franz moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Tweedy and Dr. Humpherys renew the probationary contract of Kaja Englund. She further moved that the Board of Trustees direct the President to notify Kaja Englund as soon as possible of this decision for the academic year of 2024-25, effective September 9, 2024. Trustee Bethany Martinez seconded the motion and the motion carried.

Motion 24-13

Trustee Juanita Richards moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Tweedy and Dr. Humpherys renew the probationary contract of Aaron Mahoney. She further moved that the Board of Trustees direct the President to notify Aaron Mahoney as soon as possible of this decision for the academic year of 2024-25, effective September 9, 2024. Trustee Anna Franz seconded the motion and the motion carried.

Motion 24-14

Trustee Bethany Martinez moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Tweedy and Dr. Humpherys renew the probationary contract of Emily Eidson. She further moved that the Board of Trustees direct the President to notify Emily Eidson as soon as possible of this decision for the academic year of 2024-25, effective September 9, 2024. Trustee Amy Parris seconded the motion and the motion carried.

Motion 24-15

Trustee Amy Parris moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Tweedy and Dr. Humpherys grant tenure to Chris Dinges effective September 9, 2024. She further moved that the Board of Trustees direct the President to notify Chris Dinges as soon as possible of this decision. Trustee Juanita Richards seconded the motion and the motion carried.

Motion 24-16

Trustee Anna Franz moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Tweedy and Dr. Humpherys deny tenure for Eric Fleming effective September 9, 2024. She further moved that the Board of Trustees direct the President to notify Eric Fleming as soon as possible of this decision. Trustee Bethany Martinez seconded the motion and the motion carried.

Motion 24-17

Trustee Juanita Richards moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Tweedy and Dr. Humpherys grant tenure to Octaviano Gutierrez effective September 9, 2024. She further moved that the Board of Trustees

direct the President to notify Octaviano as soon as possible of this decision. Trustee Anna Franz seconded the motion and the motion carried.

Adjournment 3:51 p.m.

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Gary Chandler, Board Chair

ATTEST:

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Sara Thompson Tweedy, Secretary

## **BIG BEND COMMUNITY COLLEGE**

Date: 5.09.24

### **ITEM #4: CONSENT AGENDA (for information)**

#### **à. Accreditation**

BBCC begins work on the Northwest Commission on Colleges and Universities Annual Report in May.

This includes updating basic institutional data, Financial Reporting, and updating educational program offerings. Beginning in 2024 the Department of Education requires that all certificates are reported, this is expanded from reporting certificates and degrees that are eligible for federal financial aid (certificates with at least 45 credits).

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

### **RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 5.09.24

### **ITEM #4: CONSENT AGENDA (for information)**

#### **&Á Student Success**

Student Success - the data committee is reviewing student success data disaggregations from Mission Fulfillment Indicators.

The primary data used is from State Board for Community and Technical Colleges. This allows Big Bend to compare our students' progress and success to our peer Hispanic Serving Institutions. The four disaggregations that are used are: race/ethnicity, age, economically disadvantaged, and gender.

BBCC also compares completion rates with peer regional and national colleges using Integrated Postsecondary Education Data System (IPEDS). All colleges that receive Federal Title IV funds (federal financial aid) are required to supply data that allows colleges to compare their completion and transfer rates.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

### **RECOMMENDATION:**

None.



## **BIG BEND COMMUNITY COLLEGE**

Date: 5.09.24

### **ITEM #4: CONSENT AGENDA (for information)**

#### d. Assessment

Three Assessment Sessions were held at the Spring Inservice April 12<sup>th</sup> on the use of data, program audits and a discussion on annual assessment work. Using assessment to improve student learning and outcomes is a key component of the Northwest Commissions on Colleges and Universities (NWCCU) standards used to evaluate each college.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

### **RECOMMENDATION:**

None.

## BIG BEND COMMUNITY COLLEGE

Date: 5.09.24

- ITEM #4:** CONSENT AGENDA (for information)
- e. Finance & Administration Update

**Ongoing Capital Projects:** (updates in red)

**1600 Classroom Remodel/Quad Xeriscaping:** Remodel a few small classrooms and change landscaping: Plans submitted to county for review and permit. Work planned for Summer 2024.

**1800 Storefronts** (new exterior doors): Scheduled to start May 13<sup>th</sup>.

**1000 Upgrade Panel Board:** Replace breaker panels due to components exceeding their useful life. Planned for Summer 2024.

**1600 HVAC:** Replace split systems. Completed.

**1400 and 1700 HVAC:** Replace HVAC systems in both buildings, scheduled to begin Summer 2024.

**1000 and 4100 Water:** New water main feeds to buildings. Completed.

**1400 Office #2 remodel:** Room 1436 to be converted to 3 individual offices. In design and approval phase.

Prepared by VP Schoonmaker.

**RECOMMENDATION:** None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 5.09.24

### **ITEM #4: CONSENT AGENDA (for action)**

#### **f. Human Resources and Labor**

### **BACKGROUND:**

Elena Castaneda accepted the position of Outreach & Recruitment Coordinator. This is a full-time, salaried, overtime-eligible position replacing Brittanie Manning who left BBCC in January 2024. Elena started her new position on April 16, 2024.

Karina Elizarraraz accepted the position of Outreach & Recruitment Coordinator. This is a full-time, salaried, overtime-eligible position replacing Erika Espinoza who left BBCC in January 2024. Karina started her new position on April 16, 2024.

### **Recruitment & Selection:**

The following searches are currently in process:

- Career Services & Workforce Education Coordinator
- Custodian 1
- Dean of Transfer & Allied Health
- Dean of Workforce Education
- Dual Enrollment Coordinator
- Executive Director of Business Services
- Manufacturing & Process Technology (MPT) Instructor, Tenure Track
- Math Instructor, Tenure Track
- Nursing Instructor, Tenure Track
- Program Assistant – Bonaudi Library
- Program Assistant – Financial Aid

### **Retention:**

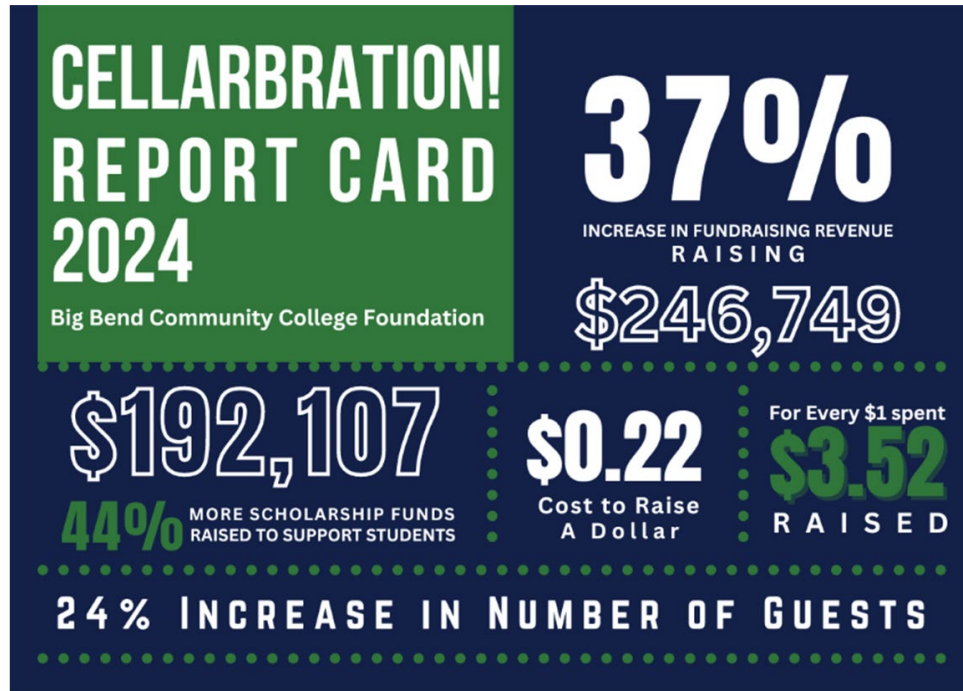
The Year-to-Date Turnover Rate through April 2024 is 4.455%. The breakdown of separation reasons includes 6-Other Job, 1-Personal Reasons, 1-Relocation, and 1-Involuntary. The goal for 2024 is to have a turnover rate less than 12%.

**ITEM #4**      CONSENT AGENDA (for information)

g.      Foundation

**BACKGROUND:**

Cellarbration! for Education was March 16, 2024. Here is our report card.



It has been a very busy and successful three months for new scholarships:

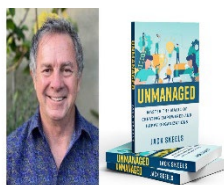
- The Endeavor Scholarships for four \$10,000 scholarships for first year nursing students, with the ability to renew those for their second year and four more first years, totaling \$80,000.
- Romaine K. Danik Nursing Scholarship for Cellarbration, five \$1,000 scholarships totaling \$5,000.
- Workforce Education, four \$1,500 scholarships for a total of \$6,000.
- The Bernd Family Scholarship \$2,000 scholarships for a single parent in our service district.
- The Andrews Family scholarship for students from Othello, \$12,000.
- New athletic scholarships - ten \$1,500 scholarships for a total of \$15,000 from Cellarbration proceeds.
- We are talking with Group14 about starting a new scholarship.

For the 2023-24 academic year the Foundation awarded **\$358,422** in scholarships. Our projection is a total of **\$438,422**, and it's only May.

- We submitted a grant to the Lauzier Foundation on March 23, 2024 for the Greenhouse project. Aaron Mahoney did a fabulous job, he did the heavy lifting on writing the proposal.
- We are working on the Barbara & Ken Jacobs building dedication, (Math/Science) as soon as we know when the signage will be delivered and be installed we will set the date!

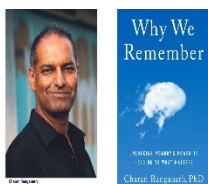
See all of our upcoming webinars and register cost-free at <https://alumlc.org/bbcc>. Be sure to explore past events for free on-demand viewing.

## Upcoming Events



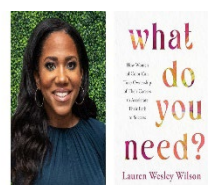
### **Unmanaging: The New Proven Managerial Mindset That Boosts Innovation, Collaboration, Productivity, and Culture**

*Jack Skeels, Author and Award-Winning Management Sciences Researcher*  
Wednesday, May 8th at 9:00 AM PDT



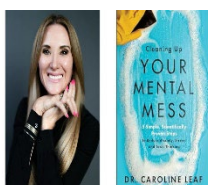
### **Why We Remember: Unlocking Memory's Power to Hold on to What Matters**

*Dr. Charan Ranganath, Author and Renowned Neuroscientist and Psychologist*  
Tuesday, May 14th at 9:00 AM PDT



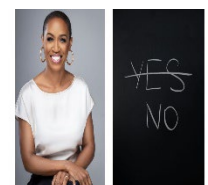
### **How Women of Color Can Take Ownership of Their Careers to Accelerate Their Paths to Success**

*Lauren Wesley Wilson, Author and PR Expert*  
Wednesday, May 22nd at 9:00 AM PDT



### **Cleaning Up Your Mental Mess: 5 Simple, Scientifically Proven Steps to Reduce Anxiety, Stress, and Toxic Thinking**

*Dr. Caroline Leaf, Bestselling Author and Cognitive Neuroscientist*  
Tuesday, June 4th at 9:00 AM PDT



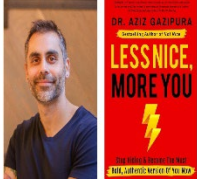
### **"No" Problem: Strategies to Stop Saying Yes at Work When You Want to Say No**

*Candace Doby, Author and Leadership Development Strategist*  
Thursday, June 13th at 9:00 AM PDT



### **Unscripted: How to Communicate and Connect using the Improv Approach**

*Caitlin Drago, Author, Actor-turned-Certified Leadership Coach*  
Tuesday, June 18th at 9:00 AM PDT



### **3 Keys To Healthy Boundaries: Say No, Speak Up For Yourself, and Confidently Express What You Want**

*Dr. Aziz Gazipura, Bestselling Author and Leading Expert on Confidence*  
Thursday, July 11th at 9:00 AM PDT

## **BIG BEND COMMUNITY COLLEGE**

Date: 5.09.24

**ITEM #5:** Faculty Updates (information)

### **BACKGROUND:**

Faculty Association President Tyler Wallace may report faculty activities.

### **RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 5.09.24

**ITEM #6:** ASB Updates (information)

### **BACKGROUND:**

ASB President Ty Tait will share an update about ASB activities.



## **BIG BEND COMMUNITY COLLEGE**

Date: 5.09.24

**ITEM #7:** President's Update (information)

### **BACKGROUND:**

Dr. Thompson Tweedy will provide updates.

- a. Tuition Collection Report (E-3, Information)
- b. Financial Aid Update (E-3, Information)
- c. Legislative Priorities (E-1, E-2, E-3, E-4 Information)
- d. BP6101 Tuition & Fee Waivers (E-1, E-2, E-3, E-4 Information)

### **RECOMMENDATION:**

None.

# WINTER FINAL ENROLLMENT REPORT

## HEADCOUNTS

	WINTER 2024	% change	WINTER 2023	WINTER 2022	WINTER 2021	WINTER 2020	WINTER 2019	WINTER 2018	WINTER 2017	WINTER 2016	WINTER 2015
<u>ETHNIC ORIGIN</u>											
Amer. Indian/Alaska Native	36	-7.7%	39	23	24	45	24	19	26	27	26
Asian <sup>a</sup>	59	25.5%	47	46	56	76	59	59	47	55	38
Native Hawaiian/Other Pacific <sup>a</sup>	12	-7.7%	13	3							
Black	51	41.7%	36	30	36	21	21	30	37	36	40
Hispanic	1,230	31.3%	937	586	966	1,182	916	882	995	980	927
White	979	10.5%	886	836	990	1,224	1,133	1,162	1,267	1,382	1,261
Not Specified <sup>b</sup>	32	3.2%	31								
Not Reported	86	-30.1%	123	299	127	209	436	355	244	327	233

<sup>a</sup>Prior to 2022, these groups were combined

<sup>b</sup>2023 is the first year Not Specified was included as a category

## SEX

Female	1,341	14.2%	1,174	1,083	1,281	1,558	1,379	1,345	1,399	1,450	1,316
Male	1,001	15.9%	864	715	915	1,190	1,209	1,161	1,215	1,350	1,204
Not Exclusively Male or Female	6	0.0%	6								
Not Coded	137	>100%	68	25	3	9	1	1	2	7	5

## STUDENT STATUS

Full-time (12 or more crs)	1,273	13.7%	1,120	1,102	1,254	1,649	1,698	1,315	1,399	1,454	1,415
Part-time (less than 12 crs)	1,212	22.2%	992	721	945	1,108	891	1,192	1,217	1,353	1,110
Percent full-time	51.2		53.0	60.4	57.0	59.8	65.6	52.5	53.5	51.8	56.0

<b>TOTAL HEADCOUNT</b>	<b>2,485</b>	<b>17.7%</b>	<b>2,112</b>	<b>1,823</b>	<b>2,199</b>	<b>2,757</b>	<b>2,589</b>	<b>2,507</b>	<b>2,616</b>	<b>2,807</b>	<b>2,525</b>
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Running Start	458	9.8%	417	430	485	445	429	393	414	361	296
International*	12	>100%	3	1	*	3	3	6	10	12	9

\*Due to COVID-19, international students did not return to campus winter 2021; therefore, winter 2022 data is not directly comparable.

# WINTER FINAL ENROLLMENT REPORT

## FTES

	WINTER <u>2024</u>	% <u>change</u>	WINTER <u>2023</u>	WINTER <u>2022</u>	WINTER <u>2021</u>	WINTER <u>2020</u>	WINTER <u>2019</u>	WINTER <u>2018</u>	WINTER <u>2017</u>	WINTER <u>2016</u>	WINTER <u>2015</u>
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## STATE FUNDED

ABE/ESL	300.4	>100%	137.4	135.8	102.8	196.0	198.5	196.5	190.1	242.3	191.5
Academic	561.0	3.9%	539.8	492.1	593.8	721.3	769.1	845.4	859	917.7	874.4
Developmental <sup>c</sup>	50.5	7.4%	47.0								
Occupational	414.4	9.0%	380.3	351.5	437.1	535.3	506.1	468.2	504.2	508.9	554.0

<sup>c</sup>2023 was the first year developmental FTES were reported as a separate category

<b>TOTAL STATE FTES</b>	<b>1326.2</b>	<b>20.1%</b>	<b>1104.6</b>	<b>979.4</b>	<b>1133.7</b>	<b>1452.6</b>	<b>1473.7</b>	<b>1510.1</b>	<b>1553.3</b>	<b>1669.0</b>	<b>1619.9</b>
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## OTHER FTES

Community Service	0.0	n/a	0.0	0.0	0.0	1.6	1.0	0	1.6	2.1	2.5
Contract Funded	111.4	>100%	54.9	27.3	134.8	180.3	73.6	0	2.4	38.5	10.9
Running Start	440.9	13.7%	387.7	415.3	462.4	423.0	403.9	377.7	390.1	341.8	274.7
Other (Employ., Sr. Cit.)	4.8	>100%	1.0	1.5	5.9	7.5	6.4	6.7	10.4	15.0	13.4

<b>GRAND TOTAL FTES</b>	<b>1883.4</b>	<b>21.7%</b>	<b>1548.2</b>	<b>1423.5</b>	<b>1736.7</b>	<b>2065.0</b>	<b>1958.5</b>	<b>1894.5</b>	<b>1957.8</b>	<b>2066.4</b>	<b>1921.4</b>
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As of April 29, 2024, spring quarter headcount (2,256) was up 2.7%, total spring FTEs (1732.0) were up 17.8%, and state-funded FTEs (1273.1) were up 17.1% from this time last spring. Students have until May 23 to withdraw from classes. Instruction ends on June 14.

The final enrollment report for winter 2024 is included for review. Winter headcount (2,485) was 17.7% higher than the previous winter. Total FTEs (1883.4) and state-funded FTEs (1326.2) were up 21.7% and 20.1%, respectively. International student headcount (12) quadrupled from winter of 2023 and Basic Education for Adults (BEAdA) FTE more than doubled in the same timeframe.

The tuition amount budgeted for 2023-2024 is \$3,500,000. As of February 29, 2024 we have collected \$2,860,574 or 81.7% of the budgeted amount. As of February 28, 2023 we had collected \$2,476,837 or 72.8%.

#### TUITION COLLECTION REPORT As of Feb 29, 2024 and Feb 28, 2023

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	<u>2023-2024</u>	<u>2022-2023</u>
Annual Budget	\$3,500,000	\$3,400,000
Total Collections as of Feb 28	\$2,860,574	\$2,476,837
As a % of Annual Budget	81.7%	72.8%
Left to Collect to Meet Budget Target	\$639,426	\$923,163

Prepared by Registrar Starr Bernhardt and Asst Director of Business Services  
Jackson Wilks.

## BP6101 TUITION AND FEE WAIVERS

BP6101

In accordance with HB 1481, Community College District 18 may waive tuition and fees for:

- needy students
- qualified high school completion students
- full-time employees
- Washington residents sixty years of age or older
- veterans <sup>(1)</sup>
- children of law enforcement officers or firefighters (parent deceased or totally disabled)
- Washington scholars <sup>(2)</sup>
- Washington Award for Vocational Excellence recipients <sup>(3)</sup>

— Additional tuition waiver:

- non-resident tuition as per State Board for Community and Technical Colleges (SBCTC) Resolution 99-05-10 and adopted by Board approval 8/3/99.

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In accordance with state law and regulations, Big Bend Community College offers tuition and fee waivers for specific categories of students. Washington State Statute and the State Board for Community and Technical Colleges (SBCTC) regulate the use of waivers, and determines which waivers colleges must offer to students, and which waivers are optional. (Relevant Resources: [State Board for Community & Technical Colleges Tuition Waivers and Residency Classification](#))

### Big Bend Community College implements the following Mandatory waivers per statute

- Children and Spouse of Totally Disabled or POW/MIA or Deceased Eligible Veterans or National Guard Members
- Children and Spouses of Deceased or Disabled Law Enforcement Officers or Firefighters
- Wrongfully Convicted Person

### Big Bend Community College implements the following Mandatory waivers per SBCTC Policy

- Adult Basic Education, English as a Second Language, and GED® Preparation
- Apprenticeship

### Big Bend Community College may implement optional waivers authorized by law and per SBCTC policy, as may be determined by the College President. Optional

Revised w/Board Approval 8/99

Tuition and Fee Waivers

1

Board Approved Revision 9/24/02, 06/06/24

BP6101

[waivers currently available to BBCC students will be addressed in Administrative Process 6101.](#)

#### **6101.1 Ungraded Courses**

Tuition, operating fees, and service and activities fees for courses defined as meeting the criteria for ungraded classes as established by the State Board for Community and Technical Colleges will be reduced or waived in accordance with the guidelines established by the State Board for Community and Technical Colleges and the adopted policies of Community College District 18.

#### **6101.2 Space Available Tuition and Fee Waiver for State Employees and Members of the Washington National Guard**

Pursuant to authority granted by RCW 28B.15.558, the College shall waive tuition, operating, and service and activity fees for state employees as defined under subsection (2) and members of the Washington National Guard.

The waiver is predicated on a space available basis and is to be considered in conjunction with other space available reduced/waived tuition and fee programs provided by the State of Washington.

[\(Reference AP6105 — Space Available Tuition and Fee Waivers\)](#)

<sup>(+)</sup> [See RCW 41.04.005](#)

<sup>(2)</sup> [See RCW 28B.15.543](#)

<sup>(+)</sup> [See RCW 28B.15.545](#)

## **BIG BEND COMMUNITY COLLEGE**

Date: 5.09.24

**ITEM #8:** Exceptional Faculty Awards (action)

### **BACKGROUND:**

The Exceptional Faculty Award (EFA) Committee provided the following information:

BIM Instructor Ryan Duvall: A portion of earning a Masters of Business Administration, application approved.

Psychology/Criminal Justice Instructor Kaja Englund: Equipment for Criminal Justice program, application approved.

### **RECOMMENDATION:**

Approve the Exceptional Faculty Awards.

### **RECOMMENDED MOTION:**

"I move to recommend approval of Exceptional Faculty Awards for Ryan Duvall for \$2,000, and Kaja Englund for \$850."

April 29<sup>th</sup>, 2024

To the Big Bend Community College Board of Trustees:

The Exceptional Faculty Award committee met and reviewed the two applications submitted for the Spring 2024. We make the following recommendations:

- \$2,000 to Ryan Duvall to help pay for his Master of Business Administration from Eastern Washington University. Ryan has been our Business Information Management Instructor for eight years and the chair of the Professional Studies Division for four years. Ryan started this MBA last fall and plans to graduate next spring. An MBA is obviously directly related to BIM, but it will also grant Ryan the qualifications to teach more of our business courses. This award will cover just a tenth the cost of the program.
- \$850 to Kaja Englund to help pay for equipment for her Criminal Justice students such as latent fingerprint powder, fiberglass latent fingerprint brushes, fingerprint ink pads, fingerprint cards, evidence labels, evidence bags, gloves, and packaging tape as well as help cover the cost of field trips to places like the Grant County Jail. Kaja has been our CJ Instructor for just two years but has already identified ways in which our program is lacking materials compared to other colleges and the Columbia Basin Technical Skills Center CJ program. Since these are consumable items, the committee recommends that Kaja raise the lab fees on CJ classes to help fund these purchases in the future. However, the committee believes that there isn't enough time to do this before enrollment for Fall courses and so this one-time award would help Kaja get the materials she needs to start the Fall quarter properly.

Thank you for your consideration.

Sincerely,

The Exceptional Faculty Award committee 2023-2024:

Dennis Knepp, Philosophy / Religious Studies Instructor, committee chair

Dustin Regal, Art Instructor

Leanne Parton, Foundation Executive Director

Christy Welch, Biology Instructor

Preston Wilks, Accounting / Business Instructor



## **BIG BEND COMMUNITY COLLEGE**

Date: 5.09.24

**ITEM #9:** 2023-24 Board Goals (information/action)

### **BACKGROUND:**

The Trustees established the following goals for 2023-24 during their meeting on October 12. They may discuss actions steps to accomplish their goals.

During the February 1 board meeting board members discussed forming committees of two trustees to focus on each board goal. Trustee Anna Franz chose to lead goal #1, Trustee Amy Parris chose to lead goal #2, and Trustee Juanita Richards chose to lead goal #3. Melinda sent an email inviting all trustees to join with the lead trustees to form a committee.

This is an on-going process.

1. Develop a clear method of monitoring Big Bend Community College's Ends Statements including the identification of indicators which measure the performance of the institution relative to the Ends. (Led by **Anna Franz, Gary Chandler**)
2. Advance equity, diversity, and inclusion by reviewing policies to ensure support of operational equity, diversity, and inclusion programs. (Led by **Amy Parris, Bethany Martinez**)
3. Establish an annual calendar of board study session topics to ensure professional development of Board members. (Led by **Juanita Richards, Gary Chandler**)

### **RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 5.09.24

**ITEM #10:** Assessment of Board Activity (for information)

### **BACKGROUND:**

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

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

### **RECOMMENDATION:**

None.

## BIG BEND COMMUNITY COLLEGE

Date: 5.09.24

**ITEM #11:** Big Bend in the Community/Board Meeting (information/action)

### BACKGROUND:

Trustees may discuss holding a community open house or board meeting in communities in the service district. President Tweedy met with Board Chair Gary Chandler and college staff to discuss planning. The following information was discussed as a draft template for moving forward with specific event planning.

	<b>Mattawa (Prioritized)</b>	<b>Othello</b>	<b>Quincy</b>	<b>Concerns</b>
<b>Showcase</b>	CDL, ECE, HEP, BEdA, Dual Enrollment	Dual Enroll, CiHS, CTE Dual Credit	Dual Enrollment (CTE) BEdA	Timing- Road Show Fall  Strategize invitations to Foundation board members
<b>Partners</b>	K-12 SD, Port, City, ECE provider Inspire, (Want PUD/Wanapum tribe)	Skillsource, CBHA, ACDC, Mayor, K-12 SD	SD	
<b>Vision</b>	Facility for CTE	Satellite Campus, College classes/programs		
<b>Leg Priorities</b>	Capital Dollars/Dual Enrollment	Dual Enrollment		
<b>Legislators</b>	Sen Torres Rep Chandler Rep Sandlin	Sen Torres Rep Chandler Rep Sandlin	Sen Warnick Rep Dent Rep Ibarra	
<b>Trustee support</b>	Bethany	Amy		
<b>Foundation members</b>				

Prepared by the President's Office.

### RECOMMENDATION:

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 5.09.24

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

### **BACKGROUND:**

The regularly scheduled board meeting schedule:

Thursday, June 6, 2024, at 1:30 p.m.  
Thursday, August 29, 2024, (Retreat)  
Thursday, October 10, 2024, at 1:30 p.m.  
Thursday, December 12, 2024, at 1:30 p.m.

Prepared by the President's Office.

### **RECOMMENDATION:**

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

## **BIG BEND COMMUNITY COLLEGE**

Date: 5.09.24

**ITEM #13:** Graduation Activities (information)

### **BACKGROUND:**

Activities are being scheduled the week of June 10. The trustees will be continually updated with opportunities.

Tuesday, June 11 – BASM Celebration 5:30; TRIO Celebration 7:00 pm

Friday, June 14 – ~~Academic Awards~~ \* ~~FFCCLC~~ Commencement 5:30

Prepared by the President's Office.

### **RECOMMENDATION:**

None

## **BIG BEND COMMUNITY COLLEGE**

Date: 5.09.24

**ITEM #14:** Miscellaneous (information/action)

### **BACKGROUND:**

Clean Energy was promoted at a Workforce Development event at Big Bend, April 11. Several workforce development and employer panels including legislators shared statewide efforts. Please let Melinda know if you plan to attend.

The Spring ACT Conference was held May 2-3 at Yakima Valley College.

The SBCTC Customer Advisory Committee meeting will be held at Big Bend on May 21. Trustees are invited to attend dinner with SBCTC staff and committee members, May 20. Please let Melinda know if you plan to attend.

Vice Chair of the SBCTC Board, [Martin Valadez](#), is interested in visiting Big Bend on a June 6 and observing the board meeting. We may have an opportunity for lunch with Mr. Valadez.

President Tweedy and the trustees may discuss other miscellaneous topics.

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

Prepared by the President's Office.

### **RECOMMENDATION:**

None.