



June 10, 2021

Board of Trustees

Regular Meeting 1:30 p.m.

In-person Masto Conference Center **or**

Register in advance for this Zoom webinar:

<https://bigbend.zoom.us/meeting/register/tZEpcumgqDopGNRnJyKMvpYO3KwAO4Rqr2le>

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

Big Bend Community College District #18

Governing Board:

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

President Sara Tweedy

2021 Meeting Schedule

January 7, 2021

February 10, 2021

March 24, 2021

May 6, 2021

June 10, 2021

August 26, 2021 (Retreat)

September 9, 2021

October 28, 2021

December 9, 2021

Board Goals (adopted October 1, 2020)

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

BIG BEND COMMUNITY COLLEGE DISTRICT NO. 18 BOARD AGENDA

Regular Board Meeting

7662 Chanute Street NE, Moses Lake, Washington 98837

Thursday, June 10, 1:30 p.m.

Zoom Webinar

1. Call to Order/Roll Call
2. Educational Presentation (E-1, Info):
 - a. Diversity Presentation – Committee on Equity, Inclusion, & Diversity
 - b. Agriculture Mechanics Presentation – Program Specialist Brett Iksic
 - c. Introduce ASB Officers
3. Consent Agenda **(E-1)**
 - a. Meeting Minutes May 6, 2021 **(Action)**
 - b. Accreditation **(Information)**
 - c. Student Success **(Information)**
 - d. Assessment **(Information)**
 - e. Finance & Administration Report **(Information)**
 - f. Human Resources Report **(Information)**
 - g. ASB Report **(Information)**
 - h. Foundation Report **(Information)**
4. Remarks
(Public comment to the Board regarding any item on the agenda may be made via chat at the time of the topic's presentation to the board in compliance with Board Policy 1001.3.E)
5. Faculty Updates – Faculty Association President Zach Olson **(E-3, Information)**
6. President's Update
 - a. COVID-19 Impacts - Return to Campus Plans **(E-1, Information)**
 - b. Budget/Enrollment Report **(E-2, Information)**
 - c. Strategic Planning Process **(E-6, Information)**

Executive Session – President Tweedy/Trustees

7. 2021-22 Operating Budget – VP Linda Schoonmaker **(E-2, Information)**
8. President's Onboarding – Trustees **(E-1, Information/Action)**
9. Sabbatical Modification Request – **(E-3, Information)** President Tweedy
10. Employee Recognition – Trustees **(E-1, Information/Action)**
11. Exceptional Faculty Award Hannah Capelo – President Tweedy **(E-3, Information)**
12. Board Retreat Agenda Planning – Trustees **(E-1, Information/Action)**
13. Board Sub-Committee Reports – Trustees **(E-1, Information/Action)**
14. Assessment of Board Activity (submitted in writing) – Trustees **(E-1, Information)**
15. Next Regularly Scheduled Board Meeting – Trustees **(E-1, Information/Action)**
16. Miscellaneous – Trustees, President Tweedy **(E-1, Information/Action)**
 - a. Graduation
17. 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: August 26, 2021 (Retreat)

September 9, 2021 (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: 6/10/21

ITEM #2: Educational Presentation (information)

BACKGROUND:

The board has requested educational presentations.

- a. The Committee on Equity, Inclusion, and Diversity (CEID) Co-Chairs Allison Palumbo and MariAnne Zavala Lopez will present about equity, inclusion, and diversity work at Big Bend.

Since the college-wide definitions for equity, inclusion, and diversity were established in 2020, the CEID has moved forward with integrating a diversity course requirement for students earning the Associate in Arts and Science degree. Information was presented and approved at Instructional Council and the form faculty will complete to apply for diversity course recognition has been developed. Throughout the process, CEID invited faculty members to attend meetings and give feedback about the requirements and the proposal form. BBCC already has two courses approved, and interested faculty plan to spend the next academic year completing proposals for current classes and developing new classes to increase the offerings. The goal is to launch the new requirement in the 2022-23 academic year.

CEID planned and organized a professional development opportunity on Gender Identities in the classroom presented in 2020. Additionally, in collaboration and coordination with the Title V coordinator Tammy Napiontek, CEID members attended the Alliance of Hispanic Serving Institution Educators (AHSIE) training, and we are hosting the Bridges out of Poverty training in June presented by Jody Bortz, Career Service Coordinator. We are in the beginning stages of working with Workforce Education Dean Daneen Berry-Guerin to align professional development opportunities for the 2021-22 academic year.

- b. Brett Iksic, Ag Mechanic Program Coordinator will present. The Agricultural Mechanic Program will be running full tilt starting Fall. We have received donations and have made some big purchases, investing in tools and trainers.

There has been much interest and excitement by local businesses and industry leaders, giving the program their support and expertise. Most of these businesses are in desperate need of qualified mechanics. Just in the past month we have developed relations with another big industry leader.

Because there is such a diverse range of equipment used in the Agriculture industry, students need to be well rounded. It is our goal to ensure graduates are ready and capable to apply their knowledge to fulfill and meet the needs of the industry.

- c. ASB Officers President Savana Stephenson, Vice President Mariana Hernandez, Secretary Colton Reynolds, Public Relations Officer Kelsey Sorenson, and Programming Director Maxwell Boruff will be introduced.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 6/10/21

ITEM #3: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the board meeting held on May 6, 2021, are included for approval.

Prepared by the President's Office.

RECOMMENDATIONS:

President Tweedy recommends the Board of Trustees approves the minutes.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Thursday, May 6, 2021, at 1:30 p.m. via Zoom Webinar.

1. Call to Order

Present: Anna Franz
Jon Lane
Juanita Richards
Thomas Stredwick

2. Education Presentation

President Tweedy awarded students Anna Lutsyk and Shalon Gough with their All WA Academic certificates and \$250 checks in recognition of their exceptional accomplishments. Two students are chosen from each WA state community college annually.

Faculty members Johanna Doty-Fleming, Lindsay Groce, Zach Olson, John Owens, and Michele Reeves presented about the good, the bad, and the ugly of online teaching and learning. Instructor Groce reported that chemistry students are using home lab kits and shopping lists for experiments and it is difficult for her not to go through the labs with the students. Instructor Groce will host a virtual science fair later this year. Instructor Doty-Fleming reported she focuses on collaborative work and it is more difficult to accomplish online. She promotes group work which is building community in an asynchronous class. Math discussion boards encourage students to learn from each other. Music Instructor John Owens adjusted his hands-on approach and uses a mini music demo, in which students record themselves performing music with instruments and random items. It is difficult for students to do this as a solitary assignment. Instructor Owens stated he is excited about trying hybrid with lectures recorded and in-person activities in the classroom. ECE Instructor Michele Reeves uses an app, Yellow Dig, to teach student teachers how to teach with a focus on communication. Yellow Dig is similar to social media for students to engage; similar to an academic Facebook page that is private and adheres to FERPA regulations. Students (90%) reported they love Yellow Dig the first quarter., which is great for student connections.

Trustee Stredwick thanked the instructors for providing above and beyond academics including community support, advising, and connections to the students.

Trustee Lane asked about good teaching resulting in good learning. Division Chair Lindsay Groce stated balance in rigor and students learning skills is important. She is concerned about the impact of online teaching and wants to see the data moving forward. Faculty Association President Zach Olson stated that students are experiencing disruptions in the all areas of their lives make learning tougher. He and other instructors are giving a lot of additional time and support to the students. They

have changed practices around late assignments. Instructor Reeves reported her students' ability to engage in practicums has been limited. Students are using video substitutions, which is replicating current world circumstances.

3. Consent Agenda

a) Approval of March 24, 2021, Board Meeting Minutes (A); b) Accreditation (I); c) Student Success (I); d) Assessment (I); e) Finance & Administration (I); f) Human Resources Report (I); g) ASB Report (I); h) Foundation Report (I).

Motion 21-29

Trustee Jon Lane moved to approve the consent agenda.
Trustee Juanita Richards seconded, and the motion passed.

4. There were no public remarks.

5. Faculty Updates

Faculty Association President Zach Olson. FA meeting tomorrow to vote on Emeritus nominations. Horizons looking at options for hybrid and face to face education in the fall. 12 faculty will attend Escala for best practices with underrepresented students for HSIs. Faculty attending will share with other faculty members. Very inclusive about who is attending.

6. President's Update

Dr. Tweedy reported there are no updates on filling the vacated trustee position at this time. The BAS in Applied Management Degree Ag Mechanics Certification and Degree programs launch this fall. She also reported that student focus groups surveys are information the strategic plan. ASB President Savana Stephenson and Public Relations Officer Kelsey Sorenson serve on the Strategic Planning Committee. Dr. Tweedy announced that the strategic planning process has been adjusted to accommodate staff and faculty workload related to ctcLink and return-to-campus planning. The Strategic Plan will be presented to the board for review at the October 28 meeting and action on the December 9.

Lessons learned during the pandemic include opportunities to change how we educate student. Some students thrive online, some in-person, and some prefer the hybrid approach. President Tweedy discussed the different CAREs Act funding.

Dr. Tweedy reported the federal stimulus funding provided a safety net for Big Bend and our students. The first round of HEERF funds included \$736,918 institutional dollars and an equivalent amount to be awarded to students. The second round of HEERF funds included the same amount in emergency grant aid for students as in round one and more for institutional funding. The funding is very specifically allocated. There is an additional award of \$4,950,000 from the American Rescue Plan split between students and institutional funding anticipated. Money that has not been expended will be used in the next quarters.

President Tweedy stated Big Bend is receiving budget information now and it will be presented at the next meeting. Budget decisions will be made conservatively. Student services professionals make phone calls, send emails, and update the website to communicate financial opportunities to students

President Tweedy stated as plans are developed to provide some in-person instruction, support and services, we view our plans through these four values people are first; supporting student success; fiscal awareness and responsibility; and communication requires active outreach and participation.

President Tweedy reported she encourages vaccinations and a pop-up vaccination clinic is being coordinated on campus. There is speculation that the governor may mandate vaccines for students and/or employees at WA State public institutions of higher education. The ones that already have for students, provide exemptions for medical, religious, or “personal/philosophical” reasons. The latter is “to be defined.” Currently, Big Bend’s position is to not require the vaccine.

The Foundation has awarded \$82,500 in scholarships for the next year.

An Executive Session was announced and then cancelled due to technical difficulties.

7. President’s Onboarding

President Tweedy continues to meet community members and employees.

8. Board Meeting Venue

Board Chair Anna Franz stated availability of vaccinations makes it possible for in-person board meetings while we are in phase 3; masks and social distancing required. Remote access options also need to be available to attendees and the public. The June 10 board meeting will be held in person if we are still in phase 3.

9. ACT Spring Conference

The virtual ACT Spring Conference is scheduled on May 18 and the registrations links have been shared. Board Chair Anna Franz stated there is a session on equity which could inform work on the trustees’ 2020-21 board goals.

10. Exceptional Faculty Award

Tiffany Naylor is a BBCC alum and will graduate from EWU after three more classes. She was provided an Exceptional Faculty Award during the March 24, 2021 board meeting. Instructor Naylor teaches Early Childhood Education courses part time at BBCC and she also teaches for the Moses Lake School District. She used the EFA to fund tuition toward her Masters of Education degree at Eastern Washington University.

16. Assessment of Board Activity

Trustee Jon Lane reported that he attended a BBCC alumni meeting, and an ACT Trustee Tuesday session.

Trustee Thomas Stredwick reported he met with Trustee Juanita Richards about dashboards. He also talked with President Tweedy and plans to provide an update at the next board meeting.

Trustee Juanita Richards reported she met with Trustee Thomas Stredwick, Board Chair Anna Franz and she also met with President Tweedy. Trustee Richards also attended an ACT Trustee Tuesday session.

Board Chair Anna Franz reported she attended an ACT Trustee Tuesday, session met with President Tweedy to review the agenda and prepared for working on the board goals.

17. Next Regular Board Meeting

The next board meeting is set for June 10.

President Tweedy reported the drive thru graduation is scheduled June 18. Employees will cheer the graduates on from the sidewalk along the graduate route on campus. The graduation drive through will be broadcast on the radio. Dr. Tweedy is hosting a pre-graduation picnic from 1:30-3:30 on June 18. line up the drive lane to cheer them on. Considering a socially distanced, pre-grad celebration beginning at 2:00 p.m. with Food trucks. Grad will be broadcast on the radio. Update at June 10 meeting.

18. Miscellaneous

Board Chair Anna Franz asked that Board Sub-Committees report progress at the next meeting.

Executive Director of the Foundation reported scholarships are being awarded and Cellarbration! for Education begins next Wednesday with the live auction on Saturday.

Trustee Jon Lane thanked the faculty members for their presentation. He also asked about how the state-adopted direction about diversity education and critical race theory would be administered at Big Bend. Faculty and staff are working through the process of developing diversity curriculum.

Adjourn 3:14 p.m.

Anna Franz, Chair

ATTEST:

Sara Tweedy, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 6/10/21

ITEM #3: CONSENT AGENDA (for information)

b. Accreditation

BBCC continues to gather student feedback to inform its strategic planning process. Since winter quarter began, BBCC has held numerous student focus groups as well as conducted a survey primarily focusing on students' preferences for instruction and services delivery. These results will be considered as the strategic plan is developed.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 6/10/21

ITEM #3: CONSENT AGENDA (for information)

c. Student Success

BBC is writing a Title V STEM grant. The objective of the grant is to increase Hispanic and low-income students' participation and success in STEM fields.

Preparations to launch the Bachelor of Applied Science in Applied Management in Fall 2021 continues. The inaugural cohort will be full as more students have applied for admission to the program than there are available spots.

BBC implemented a soft launch of the Agriculture Mechanics degree this year by offering a few classes in the program. Now that the Northwest Commission on Colleges and Universities has given approval for the program, the college is planning a formal launch of the program in Fall 2021.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 6/10/21

ITEM #3: CONSENT AGENDA (for information)

d. Assessment

The Employer Survey has closed with 89 individuals responding to the survey. The survey asked employers about skill sets they seek in potential employees and how BBCC graduates performed in a variety of areas.

Employers also provided feedback on the types of programs needed and the best way to offer that training.

This information will provide insight to BBCC workforce programs and CBIS offerings.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 6/10/21

- ITEM #3:** CONSENT AGENDA (for information)
- e. Finance & Administration Update

ctcLink Update:

Beginning the User Acceptance Testing (UAT) workshops for Finance and Student Financials in prep for the actual testing start at end of July. These portions are holding their workshops now due to Finance staff working on the end of the fiscal year close from now through the start date of the actual UAT. Human Resources (HCM) and Student Services (CS) will begin their workshops right before actual UAT in mid to late July. We are fortunate to have such dedicated Subject Matter Experts (SMEs) to help get us to the Go-Live date of October 25th and beyond.

Financial Health and Federal/State stimulus funding:

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

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

Round 2: Institutional \$2,085,725 - 44% expended; Student Financial Aid \$736,919 – **15%** expended; HSI \$154,997 – 100% expended.

GEER: \$530,394 – 100% expended.

Round 3: **Institutional \$2,484,436 – 0 expended; Student Financial Aid \$2,554,610 – 0 expended.**

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

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

Workforce Education Center (New Building): Demolition of replaced buildings completed.

Aviation Maintenance Technology (New Building): Paint Booth completed.

Science Labs in 1200 renovation/remodel (Minor Project for this biennium): Demo and plumbing complete. Installing flooring, eye wash stations and cabinets now. Completion date set for June 30th –except fume hoods at end of August.

Roof repair in 2000: Scheduled the week of June 14th with a completion date of June 30th.

Child Care Center: Progressing towards a reopening –Fire Marshall inspection scheduled for June 3rd and then a visit from the Childcare licenser--with planning towards July 1, summer quarter.

Prepared by VP Schoonmaker.

RECOMMENDATION: None.

BIG BEND COMMUNITY COLLEGE

Date: 6/10/21

ITEM #3: CONSENT AGENDA (for action)

f. Human Resources & Labor Management

BACKGROUND:

Recruitment & Selection:

Rebecca Leavell accepted the position of Accommodation and Accessibility Services Coordinator. This is a full-time, admin/exempt position replacing Lora Allen. Rebecca begins her new position on July 1, 2021.

Reign Letkeman accepted the position of Athletic Facilities Coordinator. This is a full-time, admin/exempt position replacing Jameson Lange. Reign started his new position on May 16, 2021.

Dr. Ching "Jim" Lin accepted the position of Physics Instructor. This is a full-time, tenure-track faculty position replacing Jim Hamm who will retire at the end of the academic year.

Angel Dominguez accepted the position of Custodial Services Supervisor. This is a full-time, admin/exempt position replacing Brendan Abonyi. Angel will start work at BBCC on June 15, 2021.

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

- AMT Instructor, tenure-track
- Director of Facilities & Capital Projects
- Early Childhood Specialist 1
- Fiscal Analyst 2
- Fiscal Specialist 1

Retention:

The 2021 year-to-date turnover rate is 3.597% through May 31. The turnover rate for the month of May was 1.010%. There were two resignations in May due to relocations. Our goal for 2021 is to have a turnover rate less than 12%.

BIG BEND COMMUNITY COLLEGE

Date: 6/10/21

ITEM #3: CONSENT AGENDA (for information)

g. ASB Report

BACKGROUND:

ASB has been sponsoring and working weekly lunch events for students, staff, and faculty, which will continue through the end of Spring Quarter. Attendance has been good at around 125-150 at each event. ASB continues to alternate lunch vendors serving tacos, pizza and corn dogs. The Viking Food Pantry has also been part of these weekly events, staff provide bags of groceries for students. TRiO also shares their program information during the lunch events. The Aviation club also set up a fundraising table at a recent lunch events to get orders for their Krispy Kreme Fundraiser. They are also selling shirts and sweatshirts as a fundraiser this quarter. The Nursing Club students are preparing for their NCLIX review, funded by their club. Phi Theta Kappa will be helping with video recording parts of the graduation drive-thru event on June 18. ASB's last virtual event was held in May, with Christopher Carter, an amazing mentalist, as our entertainer. Attendance was average for a virtual event, but all who attended were blown away by his talents.

Future ASB Officers, as well as a few of our current officers, will be helping with the graduation drive-thru.

Prepared by Director of Student Activities Kim Jackson.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 6/10/21

ITEM #3: CONSENT AGENDA (for information)

h. Foundation Report

BACKGROUND:

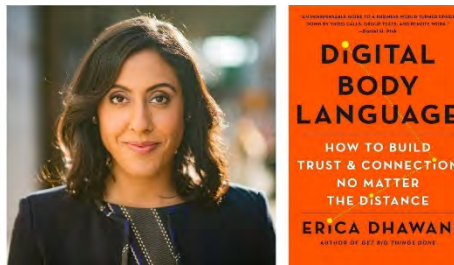
The Virtual Cellarbration! was May 12-15 and we did so well, we grossed \$82,775, which beat last September's number of \$82,100.

The Foundation will be handing out BBCC Alumni license plate covers to our graduates.

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

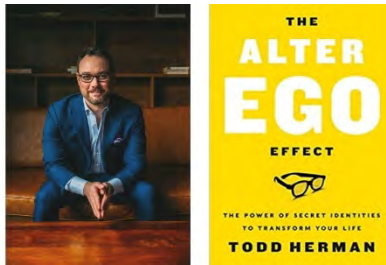
Upcoming Events:

See below to register for our upcoming free webinars and online events. Visit our [upcoming webinars](#) page to see all events, register and explore recordings of past events.



[Digital Body Language: Collaborate Faster and Further, Together](#)

June 3rd at 9:00 AM PDT



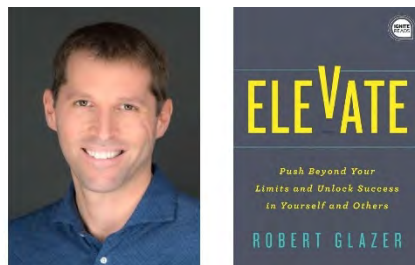
[The Alter Ego Effect: The Power of Secret Identities to Transform Your Life](#)

June 9th at 9:00 AM PDT



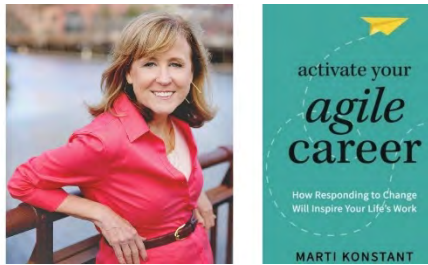
[Radical Empathy: Finding a Path to Bridging Racial Divides](#)

June 15th at 9:00 AM PDT



[Elevate: Push Beyond Your Limits and Unlock Success in Yourself and Others](#)

July 14th at 9:00 AM PDT



[Career Agility And The Virtual Job Search](#)

July 20th at 9:00 AM PDT



[Unapologetically Ambitious: An Interview With One of Silicon Valley's First Female African American CEOs](#)

July 29th at 12:00 PM PDT

BIG BEND COMMUNITY COLLEGE

Date: 6/10/21

ITEM #5: Faculty Updates (information)

BACKGROUND:

Faculty Association President Zach Olson will report faculty activities.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 6/10/21

ITEM #6: President's Update (information)

BACKGROUND:

Dr. Tweedy will provide an update.

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

RECOMMENDATION:

None.

b. Budget (E-5, Information)

As of April 30, 2021 we have collected \$3,784,613 or 99.6% of the budgeted amount. As of April 30, 2020 we had collected \$3,832,855 or 95.4%.

TUITION COLLECTION REPORT

	<u>2020-21</u>	<u>2019-20</u>
Annual Budget	\$ 3,800,000	\$ 4,000,000
Total Collections as of April 30	3,415,279	3,832,855
GEER Funding	<u>369,334</u>	
Total Collections	\$3,784,613	
As a % of annual budget	99.6%	95.8%
Left to collect to meet budget target	\$15,387	\$167,145

With the GEER allocation, colleges were required to distribute the funds in the same manner as any tuition collected (the SBCTC withheld for the Innovation and Building fee prior to disbursing to college). Therefore, we disbursed the GEER funding to tuition, S&A, and Institution Financial Aid fund in the same fashion as if the funds were paid by an individual. From this distribution calculation, \$369,334 went into tuition collections.

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

**BIG BEND COMMUNITY COLLEGE
BUDGET STATUS SUMMARY
AS OF MARCH 31, 2021**

PROGRAM	CATEGORY	BUDGET 7/1/2020	ADJUSTMENT	BUDGET 31-Mar	ONE-TIME TEMP FUND	SPENT Includes Enc	BALANCE	% REMAINING
010 INSTRUCTION	SALARIES	6,444,246	(79,420)	6,364,826	0	3,774,445	2,590,381	40.70%
	BENEFITS	1,898,294	33,257	1,931,551	0	1,228,261	703,290	36.41%
	GOODS&SVC	170,250	(1,822)	168,428	0	76,072	92,356	54.83%
	TRAVEL	53,973	(8,645)	45,328	0	44	45,284	99.90%
	EQUIP	48,628	5,510	54,138	0	29,936	24,202	44.71%
	TOTAL		8,615,391	(51,120)	8,564,271	0	5,108,757	3,455,514
040 PRIMARY SUPPORT TO INSTRUCTION	SALARIES	1,060,385	59,232	1,119,617	0	801,662	317,955	28.40%
	BENEFITS	360,556	19,881	380,437	0	268,389	112,048	29.45%
	GOODS&SVC	39,130	10,481	49,611	0	36,301	13,311	26.83%
	TRAVEL	13,500	(4,970)	8,530	0		8,530	100.00%
	EQUIP	6,500	(3,100)	3,400	0	372	3,028	89.06%
	TOTAL		1,480,071	81,524	1,561,595	0	1,106,724	454,871
050 LIBRARY	SALARIES	383,428	0	383,428	0	272,013	111,415	29.06%
	BENEFITS	154,779	0	154,779	0	112,029	42,750	27.62%
	GOODS&SVC	82,656	0	82,656	0	77,804	4,852	5.87%
	TRAVEL	5,000	0	5,000	0		5,000	100.00%
	EQUIP	20,000	0	20,000	0	6,981	13,019	65.10%
	TOTAL		645,863	0	645,863	0	468,826	177,037
060 STUDENT SERVICES	SALARIES	1,320,166	4,161	1,324,327	0	905,303	419,024	31.64%
	BENEFITS	479,131	(9,554)	469,577	0	337,926	131,651	28.04%
	GOODS&SVC	486,219	(381,169)	105,050	0	85,390	19,660	18.71%
	TRAVEL	34,802	(10,510)	24,292	0		24,292	100.00%
	EQUIP	15,000	(15,000)	0	0		0	0.00%
	GRANTS	447,589	3,727	451,316	0	295,075	156,241	34.62%
	MATCH	15,481	4,664	20,145	0	20,145	0	0.00%
	TOTAL		2,798,388	(403,681)	2,394,707	0	1,643,839	750,868
080 ADMIN.	SALARIES	2,487,556	(63,662)	2,423,894	0	1,585,099	838,795	34.61%
	BENEFITS	932,535	(17,432)	915,103	0	113,508	801,595	87.60%
	GOODS&SVC	1,240,823	1,113,055	2,353,878	0	1,244,308	1,109,570	47.14%
	TRAVEL	63,405	(5,402)	58,003	0	1,011	56,992	98.26%
	EQUIP	16,150	4,720	20,870	0	6,950	13,920	66.70%
	TOTAL		4,740,469	1,031,279	5,771,748	0	2,950,877	2,820,871
090 M&O	SALARIES	1,121,981	(81,835)	1,040,146	0	750,706	289,440	27.83%
	BENEFITS	486,491	(33,180)	453,311	0	303,903	149,408	32.96%
	GOODS&SVC	1,397,182	(7,366)	1,389,816	0	833,701	556,115	40.01%
	TRAVEL	7,275	(1,250)	6,025	0		6,025	100.00%
	EQUIPMENT	20,587	(250)	20,337	0	21,733	(1,396)	-6.86%
	DEBT SERV.	109,750	0	109,750	0	2,375	107,375	97.84%
	TOTAL		3,143,266	(123,881)	3,019,385	0	1,912,418	1,106,967
TOTAL BUDGET		21,423,448	534,121	21,957,569	0	13,191,440	8,766,129	39.92%

Allocation #2 -- Goldstar Books
Allocation #3 -- Geer

3,727
530,394

TOTAL ADJUSTMENTS TO ALLOCATION

534,121

BIG BEND COMMUNITY COLLEGE

Date: 6/10/21

ITEM #7: 2021-22 Operating Budget (action)

BACKGROUND:

President Tweedy and VP Linda Schoonmaker will present the draft 2021-22 operating budget.

Prepared by VP Schoonmaker and Executive Director of the Business Office Charlene Rios.

RECOMMENDATION:

President Tweedy requests that the Board approve the budget.

Big Bend Community College
Notes to Operating Budget Revenue Statement
Comparison of Fiscal Year 2021 to 2022

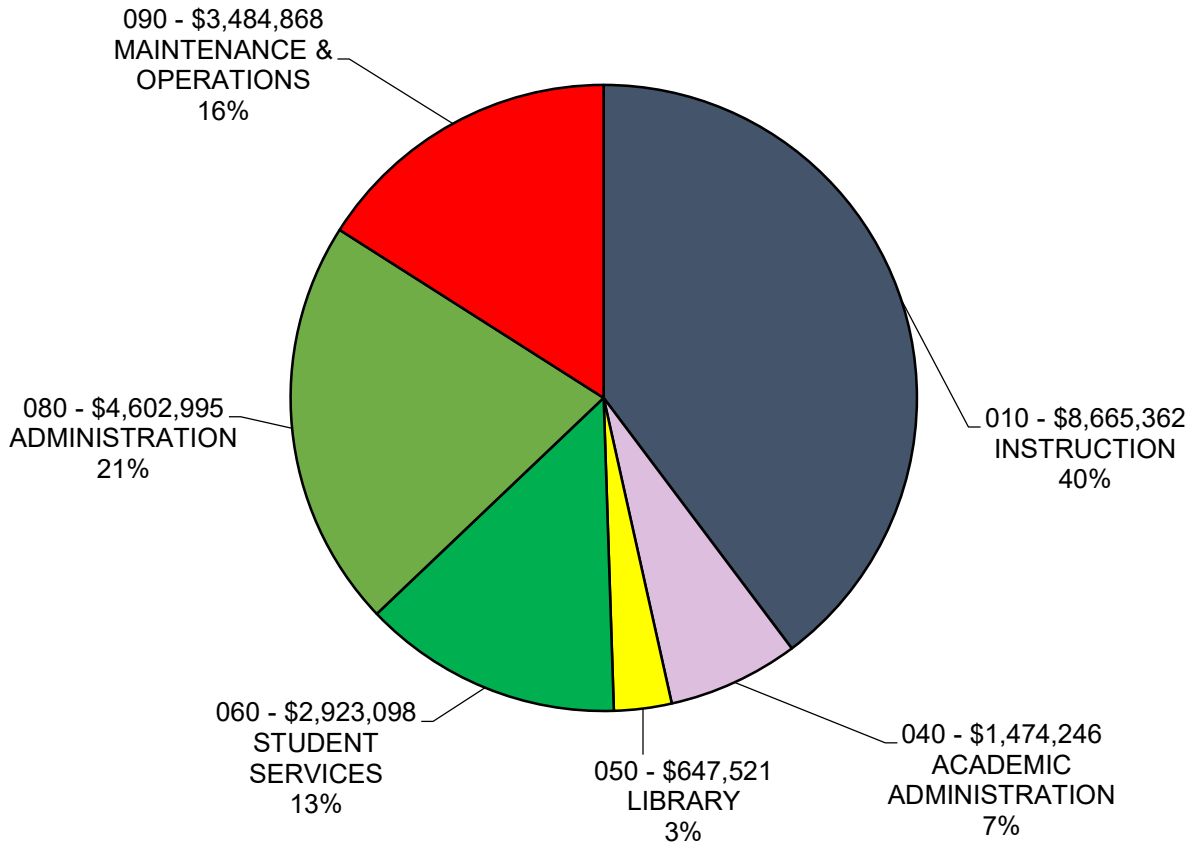
- (1)** DEAB is calculated based on a three-year rolling average of actual enrollments and Priority/Weighted Enrollments. FY22 is based on enrollments from 2017-18, 2018-19, and 2019-20. Four categories of Student FTE receive an additional 30% weight for funding purposes. Basic Ed for Adults, STEM courses, courses addressing the “skills gap” as identified by the Workforce Training and Education Coordinating Board, and upper division applied baccalaureate courses.
- (2)** Performance Funding is based on metrics of the Student Achievement Initiative.
- (3)** MOA – each college is expected to receive 2.85 million with a portion coming from the Maintenance & Operation funding provided in the Capital Budget.
- (4)** Faculty 1.7% general wage increase, Employer Health Insurance rate decrease, Employer Pension rate decrease, Paid Family Medical Leave, and Safe Harbor for Compensation Funding.
- (5)** In FY 22, Worker Retraining Base/Variable FTEs decreased by eight from 78 to 70. The Base Allocated State Supported FTE # is increased by one from 1632 to 1633. Our portion of the Aerospace 1000 FTES funding were reduced to two in 2018-19.
- (6)** College Affordability and Guided Pathways, including WEIA \$326,465 funds for Guided Pathways.
- (7)** Worker Retraining Base/Variable – initial allocation of Worker Retraining Funds, statewide reduction.
- (8)** Disability Accommodations, Students of Color, Workforce Development Projects, and Opportunity Grant funding.
- (9)** WEIA funds for Nursing Education and High Demand salaries.
- (10)** Tuition collections for 19/20 was \$3,956,964 and through May for 20/21 only \$3,402,242 without any supplemental Lost Revenue replacement from Federal funding. With decreasing state funded enrollments continuing due to COVID-19 and with a 2.8% tuition rate increase, the estimate for 21/22 remains at \$3,800,000.
- (11)** This figure currently consists of fee income fund swap, Indirect Cost Recovery and Carryover funding (increase \$538,271 in 20/21 and increase \$54,758 in 21/22). (Maintenance & Operation funding \$218,600 from the Capital budget for FY 22 is in #3 above)
- (12)** Conservative forecast of contract income from the High Schools for Running Start students. Increase is based mostly on 19/20 and 20/21 collection amounts (discounting for enrollments due to K-12 closures) and slightly to increased funding rate.
- (13)** ABE/ESL grant funding is no longer allowed to be counted in Operating Budget and is now in Grant Budgets. The FTES remain as state supported FTES.

**Big Bend Community College
Operating Budget Revenue
Comparison of Fiscal Year 2021 to 2022**

	FY2021	FY2022	CHANGE
ALLOCATED STATE SUPPORTED FTE	1,710	1,703	-7 (5)
State BASE Allocation:			
<i>District Enrollment Allocation Base (DEAB)</i>	5,120,639	5,255,078	134,439 (1)
<i>Performance Funding</i>	1,110,675	1,128,774	18,099 (2)
<i>Minimum Operating Allocation (MOA)</i>	2,850,000	2,850,000	0 (3)
SAFEHARBOR Earmarks and Legislative Provisos:			
<i>Compensation</i>	1,654,601	1,363,560	-291,041 (4)
<i>Enrollments (Aerospace)</i>	10,398	10,398	0 (5)
<i>Discretionary</i>	660,916	736,174	75,258 (6)
<i>Targeted (Worker Retraining)</i>	413,323	382,573	-30,750 (7)
<i>Ongoing Targeted</i>	508,522	503,800	-4,722 (8)
<i>Nursing Educator Salaries</i>	231,480	231,480	0 (9)
<i>High Demand Faculty Salaries</i>	210,296	210,296	0 (9)
GRAND TOTAL State Allocation	<u>12,770,850</u>	<u>12,672,134</u>	-98,716
Tuition and Other Revenue:			
Tuition	3,800,000	3,800,000	0 (10)
Carryover/Indirect Cost Recovery	2,171,198	2,225,956	54,758 (11)
Running Start	2,900,000	3,100,000	200,000 (12)
ABE/ESL Grants	158,795	0	-158,795 (13)
Total Tuition and Recovery Revenue	<u>9,029,993</u>	<u>9,125,956</u>	95,963
Total Operating Budget Revenue	<u>\$ 21,800,843</u>	<u>\$ 21,798,090</u>	<u>\$ (2,753)</u>

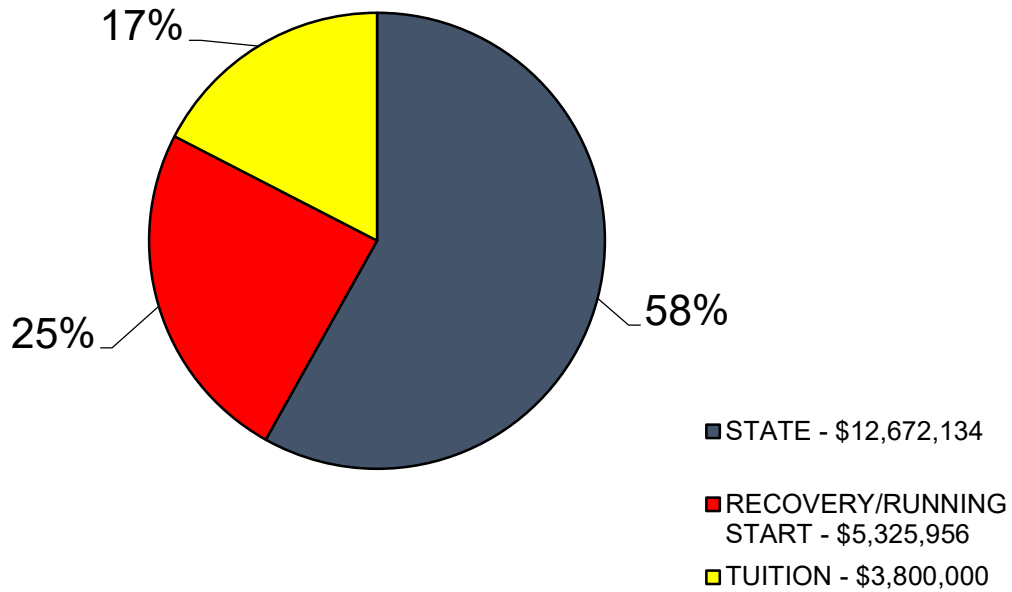
EXPENDITURES BY PROGRAM 2021-2022

\$21,798,090

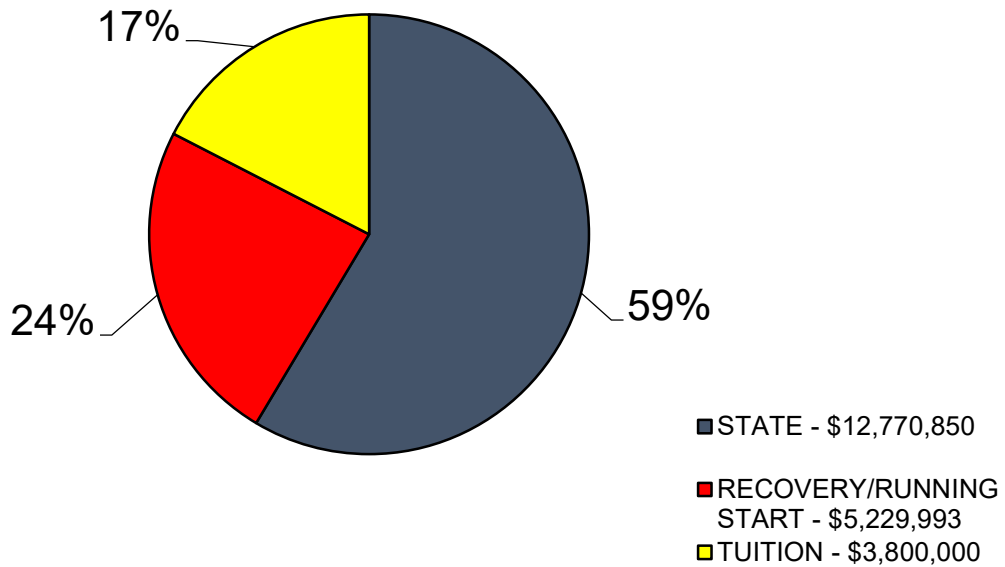


- 010 - \$8,665,362 INSTRUCTION
- 040 - \$1,474,246 ACADEMIC ADMINISTRATION
- 050 - \$647,521 LIBRARY
- 060 - \$2,923,098 STUDENT SERVICES
- 080 - \$4,602,995 ADMINISTRATION
- 090 - \$3,484,868 MAINTENANCE & OPERATIONS

SOURCE OF OPERATING FUNDS 2021-2022
\$21,798,090



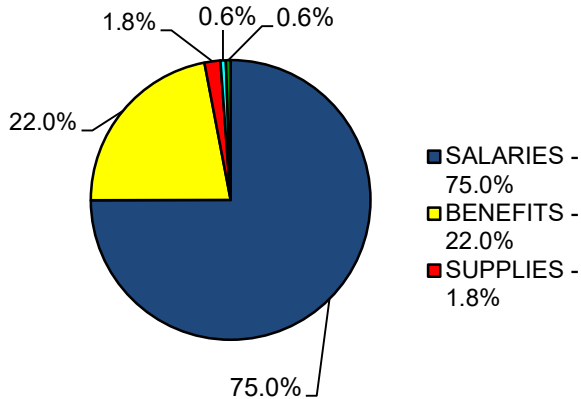
SOURCE OF OPERATING FUNDS 2020-2021
\$21,800,843



010-INSTRUCTIONAL

	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>
	<i>ACTUALS</i>	<i>ACTUALS</i>	<i>REQUEST</i>	<i>REQUEST</i>
SALARIES - 75.0%	5,466,285	5,944,135	6,583,704	6,496,750
BENEFITS - 22.0%	1,645,824	1,705,448	1,917,631	1,909,056
SUPPLIES - 1.8%	106,497	162,451	170,250	156,955
TRAVEL - 0.6%	13,149	8,805	53,973	53,973
EQUIPMENT - 0.6%	130,597	206,449	48,628	48,628
TOTAL 010- EXPENDITURES	7,362,352	8,027,288	8,774,186	8,665,362

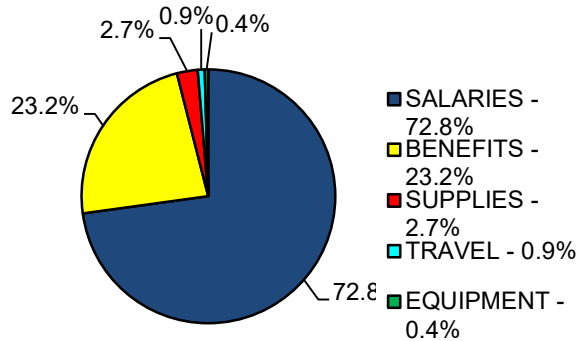
010-INSTRUCTIONAL



040-ACADEMIC ADMINISTRATION

SALARIES - 72.8%	778,141	917,340	1,060,385	1,073,455
BENEFITS - 23.2%	277,511	313,534	360,556	341,661
SUPPLIES - 2.7%	65,849	32,952	39,130	39,130
TRAVEL - 0.9%	25,694	9,355	13,500	13,500
EQUIPMENT - 0.4%	18,762	12,627	6,500	6,500
TOTAL 040-EXPENDITURES	1,165,957	1,285,808	1,480,071	1,474,246

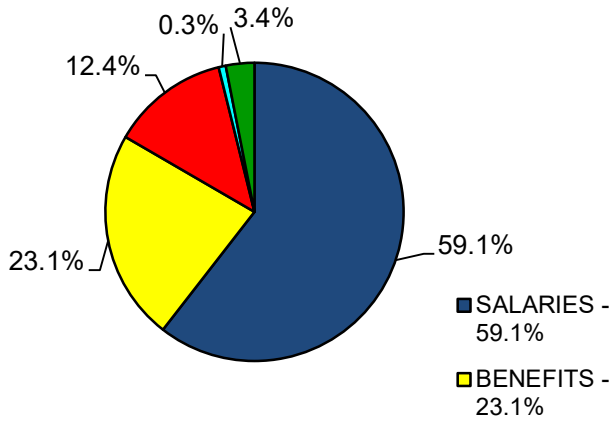
040-ACADEMIC ADMINISTRATION



050-LIBRARY

	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>
	<u>ACTUALS</u>	<u>ACTUALS</u>	<u>REQUEST</u>	<u>REQUEST</u>
SALARIES - 59.1%	369,739	362,725	383,428	391,745
BENEFITS - 23.1%	148,607	141,589	154,779	148,120
SUPPLIES - 12.4%	72,581	76,412	82,656	82,656
TRAVEL - 0.0%	3,525	0	5,000	5,000
EQUIPMENT - 5.4%	36,863	33,361	20,000	20,000
TOTAL 050-EXPENDITURES	631,315	614,087	645,863	647,521

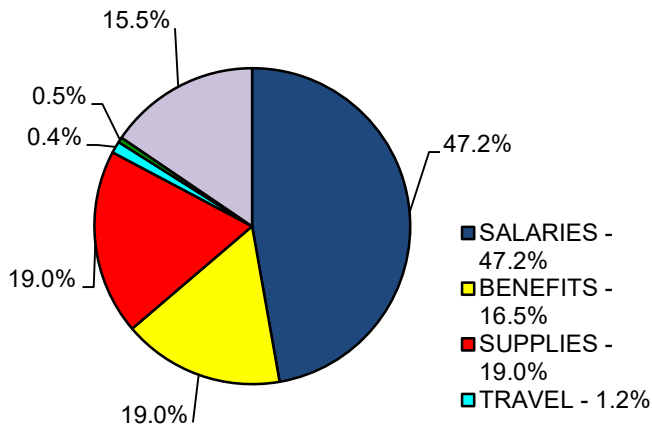
050-LIBRARY



060-STUDENT SERVICES

SALARIES - 47.2%	1,145,466	1,234,299	1,320,166	1,380,949
BENEFITS - 16.5%	402,217	432,983	479,131	482,988
SUPPLIES - 19.0%	154,604	100,688	486,219	555,319
TRAVEL - 1.2%	31,924	48,560	34,802	34,802
EQUIPMENT - 0.5%	65,836	5,080	15,000	15,000
GRANTS - 15.5%	461,073	479,757	463,070	454,040
TOTAL 060-EXPENDITURES	2,261,121	2,301,367	2,798,388	2,923,098

060-STUDENT SERVICES

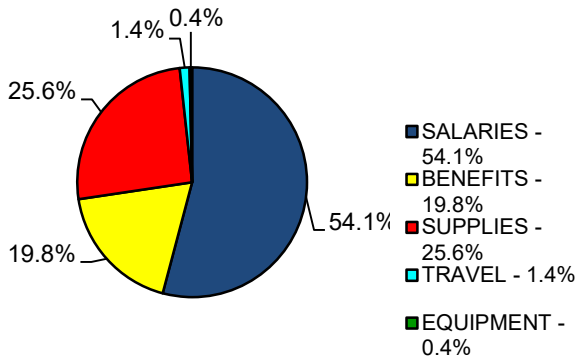


080-INSTITUTIONAL SUPPORT

SALARIES - 54.1%
 BENEFITS - 19.8%
 SUPPLIES - 25.6%
 TRAVEL - 1.4%
 EQUIPMENT - 0.4%

	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>
	<u>ACTUALS</u>	<u>ACTUALS</u>	<u>REQUEST</u>	<u>REQUEST</u>
SALARIES - 54.1%	1,841,468	2,058,336	2,487,556	2,491,494
BENEFITS - 19.8%	653,687	691,605	932,535	851,632
SUPPLIES - 25.6%	799,131	814,117	1,240,823	1,180,314
TRAVEL - 1.4%	83,347	72,379	63,405	63,405
EQUIPMENT - 0.4%	36,458	174,468	16,150	16,150
TOTAL 080-ADMINISTRATION	3,414,091	3,810,904	4,740,469	4,602,995

080-INSTITUTIONAL SUPPORT

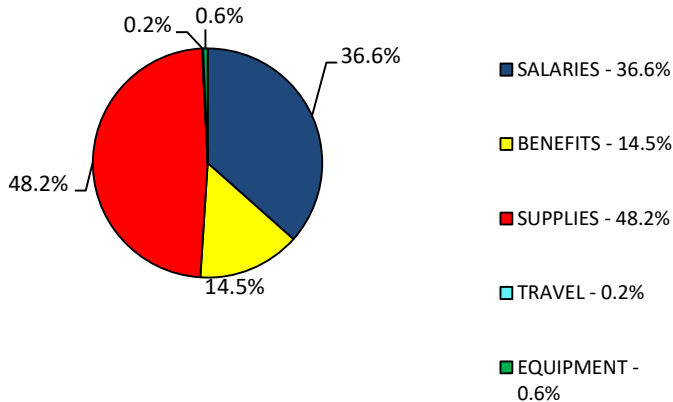


090-MAINTENANCE & OPERATIONS

SALARIES - 36.6%
 BENEFITS - 14.5%
 SUPPLIES - 48.2%
 TRAVEL - 0.2%
 EQUIPMENT - 0.6%

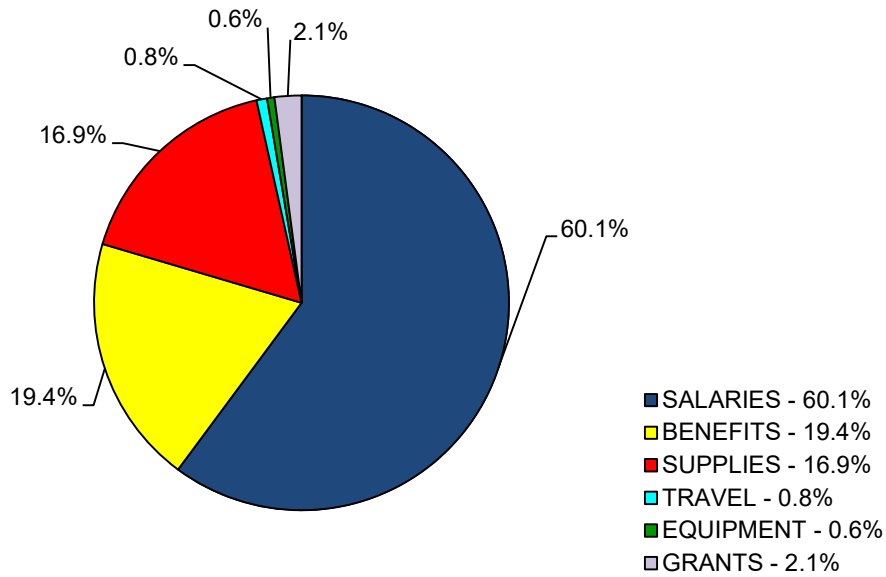
SALARIES - 36.6%	1,131,630	1,166,086	1,261,981	1,273,797
BENEFITS - 14.5%	437,296	478,575	536,491	504,427
SUPPLIES - 48.2%	1,287,131	1,083,168	1,535,532	1,678,782
TRAVEL - 0.2%	3,317	2,425	7,275	7,275
EQUIPMENT - 0.6%	54,063	103,399	20,587	20,587
TOTAL 090-EXPENDITURES	2,913,437	2,833,652	3,361,866	3,484,868

090-MAINTENANCE & OPERATIONS



		<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>
GRAND TOTALS		ACTUALS	ACTUALS	REQUEST	REQUEST
ALL PROGRAMS	SALARIES - 60.1%	10,732,730	11,682,921	13,097,220	13,108,190
	BENEFITS - 19.4%	3,565,141	3,763,735	4,381,123	4,237,884
	SUPPLIES - 16.9%	2,485,793	2,269,787	3,554,610	3,693,156
	TRAVEL - 0.8%	160,957	141,523	177,955	177,955
	EQUIPMENT - 0.6%	342,580	535,384	126,865	126,865
	GRANTS - 2.1%	461,073	479,757	463,070	454,040
		<u>17,748,272</u>	<u>18,873,106</u>	<u>21,800,843</u>	<u>21,798,090</u>

GRAND TOTALS ALL PROGRAMS STATE FUNDS



BIG BEND COMMUNITY COLLEGE

Date: 6/10/21

ITEM #8: President's Onboarding (information/action)

BACKGROUND:

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

Prepared by the President's Office.

RECOMMENDATION:

None.

Big Bend Community College – Presidential On-Boarding

Accomplished items indicated by ~~strike through~~

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

Service District Community Stakeholder Groups

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

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

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

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

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

BIG BEND COMMUNITY COLLEGE

Date: 6/10/21

ITEM #9: Sabbatical Modification Request (action)

BACKGROUND:

Nursing Instructor Jennifer Reames-Zilliox requested sabbatical leave for the 2021-22 academic year. Her request was approved during the January 7, 2021, board meeting. Instructor Reames-Zilliox is requesting a modification to her sabbatical, which is part of this packet. The Sabbatical Committee, Vice President Humpherys, and President Tweedy have reviewed Instructor Reames-Zilliox's request and are recommending the board not approve her request, their recommendation letters are following.

Prepared by the President's Office.

RECOMMENDATION:

President Tweedy recommends the board not approve Instructor Reames-Zilliox's request.

TO: Sabbatical Committee Members

FROM: Jennifer Reames Zilliox

RE: Sabbatical Modification request

The purpose of the sabbatical is to engage in activities that will “benefit the college and ... leading to professional growth and revitalization”. In addition, our WAC 246-840-523 related to nursing education states *“Faculty requirements for nursing education programs. (1) Each nursing education program shall have a sufficient number of professionally and academically qualified faculty with adequate diversity of expertise in nursing to meet the nursing education program purpose, outcomes, and identified quality improvement processes.”*

My desire in this request is to serve both mandates. Our department currently has one faculty member in the first year of her tenure process and another faculty member on partial FMLA. We have the third faculty member (of the 4-nursing faculty in our department) that is mentoring a new Director who is still finding her feet. In order to ensure program compliance with the related WACs (specifically appropriate expertise and training) our didactic curriculum structure is team based. Specifically, in Winter and Spring quarters, the expertise I bring to the field is Renal, Mother-Baby and Ethics and Policies.

In consideration of the “hole” one faculty member’s absence would cause, I propose to schedule one quarter’s workload—220 hours—over 3 quarters, with the bulk of the hours to be in the first quarter. Winter and Spring quarter, I would continue to teach didactic courses (approximately 25% of full-time load; Renal, Mother-Baby and Ethics and Policies). Didactic content in our department is delivered in 4 hour blocks one day a week (see below). This would allow continuation of my areas of expertise in compliance with the related WAC’s for the benefit of the program, while still permitting me the restorative time the sabbatical is intended for.

My proposed schedule consists of the following workload:

Fall Quarter

NUR 110 = 20 (4 days)

NUR 135 = 21 (3.5 days)

NUR 111 = 66 (8 days)

NUR 210 = 20 (5 days)

PHIL 201 = 11 (online-asynchronous)

Total = **138 Hours**

Winter Quarter

NUR 120 = 15 (3 days)

NUR 136 = 6 (1 day)

NUR 220 = 19 (4 days)

PHIL 103 = 11 (online-asynchronous)

PHIL 202 = 11 (online-asynchronous)

Total = **62 Hours**

Spring Quarter

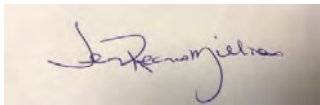
NUR 130 = 20 (5 days)

Total = **20 Hours**

This proposed schedule allows us to meet the requirements of the nursing education WACs and ensures the Department of Health and the Accreditation Commission for Education in Nursing standards are met.

I believe the goals outlined in my Sabbatical proposal, with these modifications, can be achieved, while maintaining as much consistency as possible during these ever-changing times. It provides me ample time to complete continued education outlined in my plan during Fall quarter and greater clinical focus during Winter and Spring. In addition, it is in the best interests of our students, our nursing program outcomes and the college as a whole.

Thank you for considering my proposal,

A rectangular image showing a handwritten signature in blue ink on a light-colored background. The signature is cursive and appears to read "Jennifer Reames Zilliox".

Jennifer Reames Zilliox

MEMORANDUM

May 28, 2021

TO: Dr. Sara Tweedy, President

FROM: Ben Altrogge, Flight Instructor
Kathleen Duvall, Dean of Arts & Sciences
Kim Garza, Vice-President of Human Resources & Labor
Rie Palkovic, Art Instructor
Chris Riley, History & Political Science Instructor

RE: Request for Sabbatical Leave Modification – Jennifer Reames Zilliox

The purpose of this letter is to provide a recommendation regarding the request from Jennifer Reames Zilliox to modify her approved sabbatical leave for the 2021-22 academic year.

Ms. Reames Zilliox was approved for a two (2) quarter sabbatical leave. She proposes to modify the approved leave and schedule one quarter's workload—220 hours—over three (3) quarters, with the bulk of the hours to be in Fall Quarter 2021. During Winter and Spring Quarters 2022, Ms. Reames Zilliox proposes to teach didactic courses (approximately 25% of full-time load; Renal, Mother-Baby and Ethics and Policies). Her desire to modify the terms of the sabbatical leave are based on an interest in ensuring a "sufficient number of professional and academically qualified faculty with adequate diversity of expertise in nursing to meet the nursing education program purpose, outcomes, and identified quality improvement processes" as defined in WAC 246-840-523. Ms. Reames Zilliox feels her request allows her to complete the agreed upon professional activities while supporting the needs of students, nursing program outcomes, and the College.

The Sabbatical Committee met on May 27, 2021 to review the proposed modification. Ms. Reames Zilliox attended a portion of the meeting to present her modification request and respond to questions from the committee.

Article XVIII: Leaves, Section A.1.a states, "the purpose of sabbatical leave is to benefit the college and its students by providing academic employees with the opportunity to engage in activities leading to professional growth and revitalization." The section further states, "such leave would allow for *an extended period of time free from normal contractual obligations* [emphasis added] in order to pursue legitimate professional goals."

Committee members support the professional activities outlined in the original request for sabbatical leave and commend Ms. Reames Zilliox for her desire to continue to serve and support nursing students, her colleagues, the Nursing Program, and the College while on sabbatical leave.

Committee members recognize the value a sabbatical leave can provide to an Academic Employee, their students, and the college as a whole. Working during a sabbatical leave, even a minimal amount, does

not provide for the concentrated focus on professional growth and revitalization, which is critical to the employee's successful return to campus at the end of the leave.

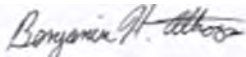
We cannot underscore enough the importance of disconnecting from instructional responsibilities and the College as a whole during this time. The modification request conflicts with the purpose of a sabbatical leave as defined in the Negotiated Agreement. In addition, approval of the requested modification sets a precedent for future sabbatical leaves where Academic Employees may be expected to perform a portion of their instructional and governance responsibilities while on leave.

Dean Kathleen Duvall and Director Wendy Farr possess the knowledge and ability to ensure that students enrolled in the BCC Nursing Program continue to receive a high standard of instruction and support and that the Program continues to meet the standards and requirements set by ACEN, the accrediting body, and the Washington Department of Health during Ms. Reames Zilliox's approved sabbatical leave.

It is for these reasons the Sabbatical Committee is unable to recommend approval of the request to modify the approved sabbatical leave.

Thank you for allowing us the opportunity to participate in this process. Please let us know if you have any questions or concerns.

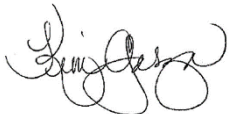
Sincerely,



Ben Altrogge,
Flight Instructor



Kathleen Duvall
Dean of Arts & Sciences



Kim Garza,
VP of Human Resources & Labor



Rie Palkovic
Art Instructor



Chris Riley
History & Political Science Instructor



June 2, 2021

MEMORANDUM

TO: Dr. Sara Thompson Tweedy, President

FROM: Dr. Bryce Humpherys, Vice President of Learning & Student Success

RE: Request for Sabbatical Leave Modification, Jennifer Reames Zilliox

After reviewing the recommendation of the Sabbatical Leave Committee, I support the Committee's recommendation to not recommend approval of the request by Jennifer Reames Zilliox to modify her approved Sabbatical Leave. The modifications requested by Ms. Reames Zilliox would result in a situation that does not meet the definition or description of sabbatical leave as contained in the negotiated agreement with college faculty, but is something else entirely. Her plans appear to be a request to work remotely with a reduced workload for the 2021-22 academic year. Making and responding to such a request would use a process different from the process used to request and award Sabbatical Leave.



TO: Board of Trustees

FROM: Dr. Sara Thompson Tweedy, President

DATE: June 3, 2021

RE: Request for Sabbatical Leave Modification by Jennifer Reames Zilliox

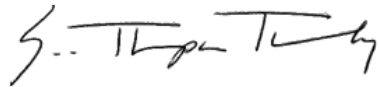
I have reviewed Ms. Jennifer Reames Zilliox's request for a sabbatical modification, as well as both recommendations by the Sabbatical Leave Committee and Dr. Bryce Humpherys to not support the modification. Ms. Reames Zilliox request for a modification demonstrates her commitment to Big Bend Community College and to her students. From her letter, I interpret her greatest apprehension is related to program compliance because a temporary person to fulfill her duties will be difficult to attain. Given Ms. Reames Zilliox's experience, I do not question the veracity of this concern. She has been in her field long enough to be able to make a thoughtful prediction. I would, however, like for her Dean and Director to try to find a suitable replacement.

Further, as aptly pointed out in the documentation from the Committee and Dr. Humpherys, the request does not meet the criteria/definition for sabbatical as stated in the Negotiated Agreement, "*...the purpose of sabbatical leave is to benefit the college and its students by providing academic employees with the opportunity to engage in activities leading to professional growth and revitalization... such leave would allow for an extended period of time free from normal contractual obligations in order to pursue legitimate professional goals.*" Based on my interpretation, a sabbatical during which a faculty member teaches would be a violation of the Negotiated Agreement.

Finally, I am concerned about approving the modification because doing so creates a precedent that faculty maintain, albeit lesser, teaching loads while on sabbatical. The decision to allow this modification tacitly pressures nursing faculty to engage in teaching henceforth. I would only be comfortable approving a modification such as this one with the approval of Union Leadership through the form of a memorandum of understanding stating that this is not a precedent-setting decision.

I began my deliberation with the hope that I could find a way to support this modification because I understand the rationale and spirit behind it. I have great respect for Ms. Reames Zilliox and her judgement, particularly as it relates to her area of expertise. I, however, also see repercussions of this decision that could result in unintended consequences related to future requests.

For these reasons, I regretfully cannot support the modification.

A handwritten signature in black ink, appearing to read "Sara Thompson Tweedy". The signature is written in a cursive, flowing style.

Dr. Sara Thompson Tweedy
President

BIG BEND COMMUNITY COLLEGE

Date: 6/10/21

ITEM #10: Employee Recognition (for action/information)

BACKGROUND:

The Faculty Association has nominated Dr. Jim Hamm and Dan Moore for Faculty Emeritus Status.

Presidential Award for Meritorious Service awardees include Program Assistant Nancy Leach and Grounds & Nursery Specialist II Jim Tincher (posthumously).

Nancy Leach worked for TRiO Upward Bound 44 of her 46 years at BBCC (1974-2020). Her co-workers reported that she went above and beyond in her role on a daily basis and was the glue to the TRiO UB program. She volunteered for numerous committees on campus always bringing her joy for students to the work. Nancy exemplifies the student-centered mindset of service.

Jim Tincher worked at Big Bend for 35 years and provided excellent service and kind words to staff and students. He was a community builder and checked on his Big Bend family members regularly. Jim went the extra and was seen escorting students around campus when needed. He was always calm, positive, and steady in the midst of hectic activities.

Nancy and Jim represent a wealth of experience and historical knowledge at Big Bend. Staff have stated that they are reminded of Nancy and Jim by seeing TRiO activities and our beautiful campus environment. Mostly, they brought their hearts to their work serving students and our community.

Prepared by the President's Office.

RECOMMENDATION:

President Tweedy recommends approval of Dr. Jim Hamm and Dan Moore for Faculty Emeritus Status.

Dear Dr. Thompson Tweedy

It is with great pleasure that the Faculty Association nominates Jim Hamm and Dan Moore for emeritus status. The association has voted and recommends these individuals based on their dedicated, exemplary service to the institution, their peers, and, most of all, their students. Dan and Jim's accomplishments and virtues are too many to list in full, but here are a few highlights.

Dan's colleagues noted that he shows unrivaled enthusiasm and passion for all things aviation. During his 29 years of service, Dan took a struggling program and built "one of the best, if not the best, AMT program in the state." Dan secured FAA approval for the only competency-based AMT program in the state, and his advocacy at the national level has contributed to Congress approving updates to FAA part 147, which will allow for competency-based demonstration of skills in AMT programs nation-wide. He has shown unwavering commitment to the entire aviation community.

Dan's colleagues also recommended him based on his dedication to students and passion for student success. Dan has always been willing to participate in outreach events, encouraging his students to attend them and represent the program to prospective students as well as network with industry partners.

Jim's colleagues nominated him for the dedication to science and learning he's displayed in 28 years at Big Bend. Jim has been a long-time advisor for Engineering club and has been an active member in PNACP (Pacific Northwest Association for College Physics) and WCERTE (Washington Council for Engineering and Related Technical Education), a partnership between 2-year and 4-year state institutions which works to collaborate and ease transfer articulation for engineering programs. Jim hosted a PNACP meeting in 2008 and WCERTE meetings in 2013 and 2019. Jim has "helped build pathways for Big Bend students to seamlessly transfer" to 4-year engineering programs.

Jim also shares his passion for all things science with the broader college and the community as a whole and has organized many Astronomy events for BBCC, K-12 schools, and local enthusiasts.

Jim's colleagues also noted that he "consistently and regularly improves his craft" refreshing his curriculum with new materials every quarter. Jim also started an Active Learning Workgroup a number of years ago to share his knowledge of active learning teaching strategies with other faculty, including associate faculty.

Both Jim and Dan have served on numerous college committees and served in leadership roles within their Divisions and the college at large. Their colleagues have long looked up to both of them as examples of innovative teaching, leadership, and student-focused instruction. They will be sorely missed.

Sincerely,



Zachary Olson
President
Big Bend Community College Faculty Association

BIG BEND COMMUNITY COLLEGE

Date: 6/10/21

ITEM #11: Exceptional Faculty Award (for information)

BACKGROUND:

Nursing Instructor Hannah Capelo (Leaf) was awarded an Exceptional Faculty Award during the March 24, 2021, board meeting. She will share her experience working toward her Doctorate of Nursing Practice.

Instructor Capelo (Leaf) reported “Earning my Doctor of Nursing Practice through Post University (formerly American Sentinel College of Nursing & Health Sciences) prepares me to help teach and support nursing students in a variety of ways. Each course thus far has illuminated areas of strengths and opportunities for growth both within my personal teaching abilities, but also our program as a whole. My specific focus for N702 - Organizational Complexities of Higher Education has been analyzing my institutions organizational structure, furthering the discussion on institutional and program-specific accreditation, and addressing organizational concerns in regards to the identified gap in practice I have chosen to focus my DNP project around. Knowledge of organizational structure not only aids in developing my understanding of academic regulations, but how my project helps push Big Bend Nursing Students to the forefront of professional standards set by accrediting bodies, the American Nurses Association, and other academic regulatory organizations. My project aims to implement an educational immersion course regarding discipline-specific formatting standards utilized by the nursing profession and Big Bend Community College Nursing Program in hopes of preparing students for success not only within our program, but for future academic endeavors.”

Prepared by the President’s Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 6/10/21

ITEM #12: Board Retreat Agenda (information/action)

BACKGROUND:

The trustees will discuss items for their retreat scheduled August 26, 2021. Their retreat agenda from August 27, 2020, is following for reference.

RECOMMENDATION:

President Tweedy requests that the Board provide topics for the retreat.

Board of Trustees Retreat
Windrow Hotel, 502 N Main St, Ellensburg
Thursday, August 27, 2020

8:30	Item #1: Effective Board/President Engagement Moderator/Presenter: Dr. Rebekah Woods Outcome: Expectation Awareness 100-day plan	Reference (Red Page #) Mission, Vision, Values, Core Themes & Ends Statements (1) Campus Activities (4) 2019 Monitoring Report on Mission Fulfillment (60)
9:30	Break	2019 Mission Fulfillment Workbook (78) 2017-20 Strategic Plan (168)
9:40	Item #2: Board Expectations of President Moderator/Presenter: Dr. Rebekah Woods Outcome: Expectation Awareness	FTE Trends Charts (7) Trustee Onboarding/Orientation Schedule (10)
10:40	Break	Cyclical Board Calendar (14)
10:50	Item #3: Dr. Sara Thompson Tweedy's 100-day Plan Moderator/Presenter: Dr. Rebekah Woods Outcome: Plan confirmation	Effective Board Governance: Who Does What? Drs. Cindra Smith & Walter Packard 2019 ACT Spring Conference PowerPoint (41) Policy Governance & By Laws (209)
11:45	Break	Policy Governance and Board Eval Sheet (21) for trustee use only, not to be turned in
12:00	Working Lunch Item #4: Review Mission & Ends Moderator/Presenter: Dr. Bryce Humpherys Dean Valerie Parton Outcome: Discussion	2018-19 Board Goals (16) 2018-19 Board Activities Log (17)
12:50	Break	2018-19 Board Motions Log (18)
1:00	Item #5: Board Self-Evaluation Mission Accountability (Stephen) Outcome: Discussion 2019-20 Board Goals (Stephen) Outcome: Discussion/Tentative Self-Evaluation Statement 2020-21 Board Goals (Anna) Outcome: Discussion/Tentative Board Goals Board Job Description (Anna) Outcome: Discussion, Recommendations to Committee (Anna & Jon)	Dec. 20, 2018, Board Self-Evaluation Statement (40) Oct. 15, 2018, Study Session/Retreat Meeting Minutes (36) Diversity, Equity, and Inclusion Statement (35) President's Evaluation Process 6/6/19 Agenda (32)
2:15	Break	

Board of Trustees Retreat

2:30	Item #5: Closing the Achievement Gap Moderator/Presenter: VP Bryce Humpherys Dean Valerie Parton Outcome: Discussion	
3:00	Item #7: Trustees' Role in Virtual Accreditation Visit Moderator/Presenter: VP Bryce Humpherys Dean Valerie Parton Outcome: Clarify Expectations	
3:30	Item #8: September Study Session Topics: Strategic Planning-Where are we? What's left to accomplish?, COVID-19-Fall Quarter & Remote Climate Report State Funding-BBCC's Plan Moderator/Presenter: Chair Stephen McFadden Vice Chair Anna Franz Outcome: Tentative date/topic for September Study Session	

BIG BEND COMMUNITY COLLEGE

Date: 6/10/21

ITEM #13: Board Sub Committee Reports (information/action)

BACKGROUND:

The trustees will share sub-committee reports.

Board Chair Anna Franz Goals.

Trustees Thomas Stredwick and Juanita Richards Ends Statement revisions.

RECOMMENDATION:

President Tweedy requests that the Board provide topics for the retreat.

BIG BEND COMMUNITY COLLEGE

Date: 6/10/21

ITEM #14: Assessment of Board Activity (for information)

BACKGROUND:

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

Board Goals

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

(Adopted during October 1, 2020 Board Meeting.)

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

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 6/10/21

ITEM #15: Next Regular Meeting (information/action)

BACKGROUND:

The next meeting is the board retreat scheduled on August 26, 2021. The next regularly scheduled board meeting is set on September 9, 2021.

Prepared by the President's Office.

RECOMMENDATION:

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

BIG BEND COMMUNITY COLLEGE

Date: 6/10/21

ITEM #16: Miscellaneous (information/action)

BACKGROUND:

President Tweedy and the trustees may discuss miscellaneous topics.

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

a. Graduation Events

Thursday, June 10

TRiO SSS Graduation (Zoom, link shared soon), 5:00 - 6:30 p.m.

Friday, June 18,

Nurses' Pinning, Wallenstein Theater, 12:00 p.m.

Pre-Graduation Picnic, Grassy Area (Between Nursing and WEC) 1:30

Tacos and optional Lawn Games

Retiree Recognition Program - 2:15

Regalia Preparation - 3:30

Line up outside the bookstore at the south corner - 4:15

CELEBRATE Grads - 4:30

Prepared by the President's Office.

RECOMMENDATION:

None.