

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Regular Board meeting Thursday, June 9, 2022, at 1:30 p.m. in person and available via Zoom Webinar.

Present: Anna Franz  
Gary Chandler  
Amy Parris  
Juanita Richards  
Thomas Stredwick

Pledge of allegiance.

### 2. Mission Moment

Board Chair Thomas Stredwick expressed gratitude for the HEP Grant. President Sara Thompson Tweedy commended VP Bryce Humpherys for taking on the challenge of writing the grant, which opens the pipeline for English Language Acquisition classes to credit-bearing classes. Social and economic justice directly serves residents of our service district. The HEP grant supports Big Bend as HSI efforts expand into Mattawa, Othello, and Quincy.

### 3. Education Presentation

President Sara Thompson Tweedy introduced the Mission Fulfillment Report including four strategic priorities. VP Humpherys discussed the Student Success efforts at Big Bend multiple faculty members joined the ESCALA cohort and examined their instructional designs funded by the current Title V Grant. The scorecard shows a decline in success rates for Historically Underrepresented Groups (HUGs). Online services initiated during the pandemic are now assisting with offering instruction and services to remote sites. Starfish is a software package that is a key part of the online services and purchased initially with the STEM grant. Kiosks are set up on campus to track service use such as how students are using instruction and services to inform future decisions. The recently approved diversity requirements for our transfer degree are realized through the identification and approval of courses for including diversity education, which students will begin this fall. VP Humpherys also commended Director Anita DeLeon for submitting a TRiO Grant application that was refunded.

President Sara Thompson Tweedy discussed the Employer of Choice priority on behalf of VP Garza who is meeting with employment candidates today. People and leader development includes clarity about one's job, supervisory feedback, communication within the work unit, and professional development. Unit members are accountable to and with one another. We are working to develop a temperature check survey to gather data for the Mission Fulfillment scorecard. Climate and community is being rated with new employee surveys administered at 60 and 90 days. Next steps include reviewing data and developing interventions. The Strategic DEI plan will be launched fall 2022. One way we are honoring our HSI designation is providing premium pay to bilingual

classified staff members. We are working to improve internal communication and providing employees with an equity-driven, decision-making model. Big Bend has a higher than anticipated amount of turnover with recruitment challenges; this is common to employers in the area.

VP Schoonmaker congratulated Executive Director Charlene Rios and her team for accomplishing unqualified audit findings, and for Executive Director Rios' forward thinking and money wisdom saving \$966,000 of CARES money. She also stated there was a small facility master plan update with current programs and a major capital project for performing arts and nursing building. Big Bend was granted additional minor project funding of \$2 million for the 2023-25 biennium for more dry scaping to save water and maintenance costs.

Trustee Gary Chandler commented that the Bureau of Reclamation may be a less expensive source for campus irrigation. There are regulations that determine campus water usage

Board Chair Thomas Stredwick asked about post-graduation success rates and about graduates being employed in their field of training. Some Workforce Education programs focus on industry certifications for students. New Title V Grant includes second-year student coaching model.

VP Bryce Humpherys discussed Enrollment Growth and Diversification. Running Start student population enrollment is remaining steady. Outreach efforts have been shifted to work with guidance counselors to provide services one on one for the application/admissions processes. Big Bend is also working on dual enrollment articulations specifically in Mattawa and Othello and working with partners Opportunities Industrialization Center (OIC), Department of Social and Health Services (DSHS), and Skillsource resulting in an increase in referrals. Big Bend is taking programming offsite. Moving forward to offer English as a Second Language (ESL) and High School (HS) completion in communities and Jody Bortz is making that happen. Working closer with the school districts to provide for Early Childhood Education (ECE), administrative professionals, and transfer degrees Staff are also working with Columbia Basin Health Association for medical assistants and nursing candidates. The HEP grant will provide opportunity to scale up. Big Bend lost half of the tuition dollars from lower enrollment in Running Start and BEdA, these programs boost FTEs. Big Bend hosted a preview day with outreach efforts, and took the information on the road to provide a mini preview day in Mattawa and Othello.

Trustee Amy Paris reported she learned a lot from the Mission Fulfillment report and appreciated the lessons learned and acronyms list. She noticed that Big Bend did not meet targets; however, our enrollment was better than or equal to comparison HSIs. Trustee Thomas Stredwick reported the Mission Fulfillment report was easier to understand and follow the report with accomplishments, next steps, lessons highlighted.

#### 4. Consent Agenda

a) Approval of May 5, and May 10, 2022, Board Meeting Minutes (A); b) Accreditation (I); c) Student Success (I); d) Assessment (I); e) Finance & Administration (I); f) Human Resources Report (I); g) Foundation Report (I).

##### Motion 22-22

Trustee Anna Franz moved to approve the consent agenda.  
Trustee Gary Chandler seconded and the motion passed.

#### 5. Remarks

None.

#### 6. Faculty Updates

Faculty Association President Dawnne Ernette reported she will serve as president for another year. She also reported faculty activities.

UAS flight lab students went to Tonnemaker Hill Farm to perform an exercise centered around the collection of moisture data. Such work would be common for students who move into a consulting role within the Ag industry. They flew several drone missions that day, using thermal imaging to help show areas where the soil had differences in temperatures. This is useful for farmers so they can make data-driven decisions for their crops.

Jennifer McCarthy's German students are excelling at the language games we play every day. They know their body parts for German Simon Says, their German alphabet from the daily spelling game and they are especially proficient at understanding dates, months and years in German for our date game. This knowledge is helping them as we read stories and a novel in class, and ask and answer discussion questions about them. She says that her students are very sweet and they enjoy our shared class times, both in person and in zoom. They are looking forward to having a final viewing session on our Final Exam date in person.

Rhonda Kitchens, Faculty Librarian, shares that the 5th Passion Project Showcase featuring Dr. John Owens, music instructor and author was a success. It was the first time the well-received series that features faculty, staff, and students was held in person. There were all ages in attendance with about 50 people.

Erik Borg, Airframe instructor shares that the Aviation Maintenance Technology program is currently getting the Boeing 727 aircraft cleaned up for the Grant County Airshow. The students have also been working on completing a Vari Ease aircraft. It is now painted and looking good for the airshow.

Dr. Dennis Knepp is taking students from REL201 World Religions to the [Wanapum Heritage Center](#) this Friday. It has been closed for the last two years. The last section of the class is on Dr. Robert Ruby's *Dreamer-Prophets of the Columbia Plateau* which is one of his favorite things to teach because it's one of the few times that he gets to discuss local history and geography.

Lorena Nichols, Life Time Wellness instructor, started using weekly check-ins, in discussion form, to see how students are doing and to stay connected to them. She is incredibly happy that students are learning ways to keep healthy right now in their personal lives and in the future.

On May 25th, Art Instructors Fran and Rie Palkovic helped judge the Soap Lake 6-12 Art Show. There was a mix of all kinds of artwork. They handed out a total of 12 awards: three Best in Show, three first place, three second place, and three third place. There were two other judges: Don Nutt, local artist and Rose Lundberg, Soap Lake Art Guild. It was good to see the arts alive in a local area school.

Recently retired Art Instructor Rie Palkovic also wants to thank the Board for their support and kindness during their tenure here. They truly appreciated the full support of the Board as they relocated the Art Department twice, with the last relocation into a new building. Big Bend is so lucky to have a Board that is committed to helping students be successful in their educational goals.

Trustee Gary Chandler asked about enrollment in aviation. President Thompson Tweedy stated local employers are competing for the same people including Big Bend students and potential students. Students are being pulled from education into jobs and there are new employers are also looking to locate in Moses Lake. There is a demand for higher skilled workforce; the local unemployment rate is very low now.

## **7. ASB Update**

ASB President Colton Reynolds reported attendance at Taco Tuesday events are increasing. A few students surveyed reported they learned about ASB events via email and posters. ASB Officers also helped support the Job and Career Fair. Board Chair Thomas Stredwick complimented Colton for his leadership in ASB. Colton shared photos of recent ASB events.

## **8. President's Update**

Dr. Sara Thompson Tweedy shared challenges of the college community including enrollment issues which have been shared previously. Headcount and FTEs. Spring enrollment headcount was down 28% from winter 2021 and total FTEs were down 21.6%. State funded FTEs are down 15% from last year. Fortunately, the state allocation is remaining the same because all CTCs are having same enrollment struggles. We are also losing tuition revenue. The CAREs revenue is making the difference in the budget; preserving the funding for the next year was very important decision that is helping with budget concerns now. Budget issues are leading to difficult decisions. Big Bend's physical bookstore is moving to a virtual bookstore. Food services were not self-sustaining and the cafeteria was closed. Staff are looking into enhanced vending and food trucks to provide connection opportunities. Communication is key and transparent communication has been shared at campus community forums.

Faculty and administrators worked together to develop an annual schedule and it will help students plan their educational journeys. Students prefer online or in person course

modalities and student success data shows that students perform best with hybrid courses. President Thompson Tweedy reported that 13 courses have been developed and approved that meet the diversity requirement.

Dr. Thompson Tweedy welcomed new employees Delia Licona Soberanes, Fatima Borjas, and Aaron Mahoney. She also congratulated newly promoted employees Chandra Rodriguez, Dwight Deines, and Regan Cardwell. There are six ongoing staff and administrative exempt position searches and six faculty positions to fill.

Athletic Director Mark Poth was nominated for Emeritus status.

Motion 22-23 Trustee Juanita Richards moved to award Mark Poth Emeritus status. Trustee Amy Parris seconded and the motion passed.

Art Instructor Rie Palkovic was nominated for Emeritus status.

Motion 22-24 Trustee Anna Franz moved to award Rie Palkovic Emeritus status. Trustee Gary Chandler seconded and the motion passed.

President Thompson Tweedy announced that she awarded Barbara Collins the Presidential Award for Meritorious Service.

Board Chair Thomas Stredwick expressed appreciation for Barbara's service to Big Bend. He also thanked Director of Student Activities Kim Jackson for her coordination of graduation.

At 2:53 p.m., Board Chair Thomas Stredwick announced that the Board would adjourn to executive session for approximately 15 minutes to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. A five-minute break was taken immediately following the Executive Session. The meeting reconvened at 3:13 p.m. with no action taken.

## **9. 2022-23 Operating Budget**

VP Linda Schoonmaker presented the 2022-23 Operating Budget. She compared the budget from 2021-22 to 2022-23 which includes a \$1,144,768 increase in the total operating budget revenue. SAFE Harbor and basic allocations have increased slightly. There is a \$2.7 million shortfall and federal fund \$966,000, and board policy contingency accounts are being added back to the 2022-23 budget. All spending for 2022-23 needs to be monitored, there will be no CAREs/federal funding available next year to supplement the budget. 80% of Big Bend's operating budget is in people. We are carefully considering all open positions and prioritizing efforts. High School graduations are down in WA state. The educational attainment rates in our service district is very low. Basic Education for Adults (BEaA) is not tuition generating; it is

responsive to service district needs and does help with enrollment numbers. There was a disinvestment in community and technical colleges in 2008. Those budget cuts were never healed and the system has worked to build legislative support.

Enrollment growth is a priority, we do not want to cut positions. Othello High School's graduation rate remains steady and Moses Lake High School is poised for growth. Big Bend is steering efforts to recruitment and retention in response to the demand and the need of our communities. We need to collaborate with employers rather than compete with them for students, similar to the data center model.

Motion 22-25

Trustee Juanita Richards moved to approve the 2022-23 Operating Budget. Trustee Anna Franz seconded and the motion passed.

Trustee Juanita Richards thanked VP Linda Schoonmaker for her efforts and presence in the meeting.

**10. Strategic Plan**

Dr. Thompson Tweedy shared that the Strategic Plan was discussed during the last board meeting. This operating document went through an internal campus approval process including Cabinet on April 19, Shared Governance Council on May 13. The plan was also reviewed at all In-Services the past year. Board Chair Stredwick stated the multiple voices of the document are important.

**11. Trustees' Progress Toward Goals**

Board Chair Thomas Stredwick discussed an opportunity for a sub-committee to review Ends Statements and draft updates. The Sub-committee will work with the President and Cabinet and drafts will be reviewed at the August Retreat.

Motion 22-26

Trustee Amy Parris moved to set a sub-committee of Trustees Anna Franz and Juanita Richards to write drafts of new Ends Statements. Trustee Gary Chandler seconded and the motion passed.

**12. Assessment of board activity**

Board Chair Thomas Stredwick reported that he attended the Strategic Workforce Development Business Roundtable today at CBTech.

Trustee Anna Franz reported that she attended the Special Meeting May 10, 2022 and the ACT Conference.

Trustee Juanita Richards reported that she attended the Special Meeting May 10, 2022, the ACT Conference and the Strategic Workforce Development Business Roundtable today at CBTech.

Trustee Amy Parris reported that she attended the Special Meeting May 10, 2022, the ACT Conference, phone calls and partnership meetings with VP Bryce Humpherys. She also completed the trustee experience survey.

Trustee Gary Chandler reported he was appointment as Co-Chair of the Washington Workforce Training & Education Coordinating Board. He also attended the Passion Project Showcase featuring Dr. John Owens performing street drumming.

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

The trustees confirmed the next board meeting date.

### **14. Board Retreat**

Trustees suggested the following topics: Ends Statements, dashboard, president's evaluation, board goals, Big Bend finance 101, future forecasting for the state population.

Board Chair Thomas Stredwick suggested holding the retreat at the Wanapum Heritage Center in Mattawa.

### **15. Board Chair Matrix**

Board Chair Thomas Stredwick announced that he is not renewing his term, which expires September 30 2022. Vice Chair Juanita Richards does not want to become the board chair with the other roles she has in the community. This is an opportunity to reevaluate the board chair rotation. The new Board Chair will begin October 13.

#### Motion 22-27

Trustee Gary Chandler moved to appoint Trustee Anna Franz as Board Chair for 2022-23 and Trustee Juanita Richards as Vice Chair. Trustee Amy Parris seconded and the motion passed.

### **16. Miscellaneous**

President Thompson Tweedy reviewed the graduation activities.

Board Chair Thomas Stredwick expressed his appreciation for his time on the board. He stated Big Bend Community College makes a large impact on the community.

Adjourned at 4:00 p.m.

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Thomas Stredwick, Chair

ATTEST:

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Sara Thompson Tweedy, Secretary