



September 9, 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/webinar/register/WN_H7ttGyTzS5aafGaQSZEzJA

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, September 9, 1:30 p.m.

Hybrid In-Person/Zoom Webinar

1. Call to Order/Roll Call
2. Educational Presentation (E-1, Info):
 - a. STTAACC Award
3. Consent Agenda **(E-1)**
 - a. Meeting Minutes June 10, 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. Enrollment Report **(E-2, Information)**

Executive Session – President Tweedy/Trustees
7. 2021-22 Proprietary Budget – VP Linda Schoonmaker **(E-5, Action)**
8. Trustee Emeritus – Trustees **(E-1, Information/Action)**
9. BP 3020 Administrative and Exempt Contract – **(E-1, Information)**
10. BP 7700 Safety, Security & Emergency Management – **(E-1, Information)**
11. Transforming Lives – President Tweedy **(E-3, Information)**
12. President's Evaluation – Trustees **(E-1, Information/Action)**
13. Board Self-Evaluation – Trustees **(E-1, Information/Action)**
14. Board Chair Rotation – **(E-1, Information/Action)**
15. Assessment of Board Activity (submitted in writing) – Trustees **(E-1, Information)**
16. Next Regularly Scheduled Board Meeting – Trustees **(E-1, Information/Action)**
17. Miscellaneous – Trustees, President Tweedy **(E-1, Information/Action)**
 - a. 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: October 28, 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: 9/9/21

ITEM #2: Educational Presentation (information)

BACKGROUND:

The board has requested educational presentations.

- a. Staff Training for Technical and Community Colleges (STTACC) Region D Coordinator may introduce STTACC Exemplary Award Winner from Big Bend, Barbi Johnson.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 9/9/21

ITEM #3: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the board meeting held on June 10, 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, June 10, 2021, at 1:30 p.m. via Zoom Webinar an in-person.

1. Call to Order

Present: Anna Franz
Jon Lane
Juanita Richards
Thomas Stredwick

2. Education Presentation

c. Athletes Savana Stephenson, basketball; Taryn Mathews, softball; Skyler Sadora, baseball; and Mireya Sanchez, wrestling introduced themselves. The ASB President Elect Colton Reynolds, 2020-21 President Savana Stephenson, and 2020-21 Public Relations Officer Kelsey Sorenson introduced themselves.

9. Sabbatical Modification Request

To accommodate participant scheduling, President Tweedy pulled item 9 to the top of the agenda. She relayed that Nursing Instructor Jennifer Reames Zilliox requested a modification to her sabbatical. The modification request followed the same process as her initial request. The committee, VP Bryce Humpherys, and President Sara Tweedy recommend not approving Instructor Reames Zilliox's modification request. Instructor Reames Zilliox reported that the nursing department has multiple demands at this time including a new director being mentored by one of the nursing instructors. She made her sabbatical modification request in the best interest of the nursing department. President Tweedy said she appreciates Instructor Reames Zilliox's point and a search will be made for another instructor to fill the slot during her absence. Dr. Tweedy's primary concern about supporting the request is that it will set a precedent that other instructors on sabbatical may not experience a true sabbatical as they may be expected or feel compelled to teach during part of their sabbatical time.

Motion 21-30

Trustee Thomas Stredwick moved to deny Instructor Reames Zilliox's sabbatical modification request. Trustee Jon Lane seconded, and the motion passed.

2. Educational Presentation

a. Committee on Equity, Inclusion, and Diversity (CEID) members Counselor MariAnne Zavala Lopez and English Faculty member Dr. Allison Palumbo presented diversity information. They listed the BBCC diversity opportunities

such as “*Everything you need to know about sex, gender, and orientation and were afraid to ask*” by Dr. Palumbo, cultural competence and institution change, *Bridges out of Poverty* training presented by Jody Bortz, *Diversity in the Workplace* from the University of South Florida, and *Re-Imagining Higher Ed*. CEID is encouraging campus members to read about the myths of poverty in a free book purchased by the Title V grant. They also participate in strategic planning efforts and Shared Governance Council and continue to lead the coordination of professional development around equity for the upcoming year.

CEID responds to requests on campus and offer interviews and recordings to highlight diversity, equity, and inclusion. CEID members are supporting the revision of as many classes as possible to meet diversity requirements and several new courses will be initiated in 2022-23.

Trustee Stredwick asked about the most impactful ways for organizations to measure progress toward a more diverse, equitable, and inclusive culture. Measuring and accountability include informing the campus about the importance of equity, inclusion, and diversity. Defining these terms has deepened the understanding of these important values. Using processes and stopping to ask “has everyone been heard?” also has positive impact. Climate surveys gather data and provide ability to measure. A CEID member is talking with Clark college personnel about customizing an equitable decision making toolkit. CEID members visit other committees to implement ideas and discuss equity issues. Equity, inclusion, and diversity is also being built into the strategic priorities.

- b. Agricultural Mechanics Program Specialist Brett Iksic reported that fall classes in the program are beginning to fill. Some students are also enrolling in automotive classes. Agricultural mechanics is a diverse field with lots of hands-on work and he stresses safety in the courses. Iksic is working with industry leaders including a Case dealership.

3. Consent Agenda

a) Approval of May 6, 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 21-31

Trustee Juanita Richards moved to approve the consent agenda. Trustee Thomas Stredwick seconded and the motion passed.

4. There were no public remarks.

none

6. President's Update

President Tweedy reported that two trustee candidates have submitted applications to the Governor. Board Chair Franz, Vice Chair Thomas Stredwick and President Tweedy will meet with the applicants; the Governor's office will take action on filling the vacancy following the meetings.

President Tweedy stated student input has been added to the draft Strategic Plan in the form of feedback from new and returning students and student leaders. The information from student focus groups and student surveys will be mapped to major tasks identified in the strategic plan. The PACE survey administered by the National Initiative for Leadership & Institutional Effectiveness yielded a 60.8% participation rate. President Tweedy stated unproductive outlier comments of a personal nature were redacted to preserve community and set communication expectations. Two campus forums were hosted by President Tweedy to review the survey results with the campus. The high and low scores of the survey were shared. Trustees Stredwick and Franz expressed support for President Tweedy's survey response decision. Trustee Richards stated transparency is important.

Enrollment and budget information was reported by Dr. Tweedy. Fall enrollment is low, matching enrollments around the state. Stimulus funding has supplemented the budget and the 2022-23 budget will be negatively impacted by current low enrollments. Dr. Tweedy reported Covid-related expenses continue in order to create a safe campus for students and employees.

Dr. Tweedy announced new employees Rebecca Leavell, accommodation and accessibility services coordinator; Reign Letkeman, athletic facilities coordinator; Dr. Ching "Jim" Lin, physics instructor; and Angel Dominguez, custodial services supervisor.

Dr. Tweedy complimented Executive Director of the Foundation LeAnne Parton, the Foundation Board, and staff for a successful virtual Cellarbration. She also recognized Nursing Instructor Jennifer Reames Zilliox and the nursing department for coordinating a successful pop up Covid vaccination clinic. Lastly, Dr. Tweedy recognized Student Activities Director Kim Jackson and coordinator Sarah Schutt for coordinating all details of the upcoming graduation drive through.

Trustee Jon Lane asked about progress updating Wallenstien Theater. VP Linda Schoonmaker stated a public works request has been submitted.

5. Faculty Updates

Faculty Association President Zach Olson reported Music Instructor John Owens' Percussion Ensemble performed in the library. Faculty members are looking forward to summer.

11. Exceptional Faculty Award

Nursing Instructor Hannah Capelo is working toward her doctorate of nursing practice and used her EFA to pay for instruction at Post University. She described her specific focus on organizational complexities of higher education. Instructor Capelo thanked the trustees for approving her EFA.

At 3:20 p.m., Board Chair Anna Franz announced that the Board would adjourn to executive session for approximately 10 minutes to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. A five-minute break was announced following the Executive Session. The Executive Session ended at 3:30 p.m. with no action taken.

7. 2021-22 Operating Budget

VP Linda Schoonmaker presented the 2021-22 Operating Budget reporting highlights around enrollment, the student achievement initiative, some wage increases and health insurance and pension rate decreases, Guided Pathways, WEIA funds for nursing education, Running Start and ABE/ESL funding. The 2021-22 Operating Budget is approximately \$2,573 less than the 2020-21 Operating Budget. The source of operating funds are 58% from the state, 25% from recovery and Running Start, and 17% from tuition. Grand totals of all programs state funds are 60% salaries, 19.4% benefits, 16.9% supplies, .8% travel, .6% equipment and 2.1% grants.

There is an overall reduction in health and retirement rates. Enrollment is down and we are collecting less tuition from students and receiving stimulus funding. Overall expenses increased \$150,000. There are no increased budgets and there are some increases in compensation for step increases, professional development units (PDUs) or faculty promotions required by mandate or contract.

Motion 21-32

Trustee Thomas Stredwick moved to approve the 2021-22 Operating Budget as presented. Trustee Jon Lane seconded and the motion passed.

8. President's Onboarding

President Tweedy continues to meet with internal and external stakeholders including the Association of Gant County Cities and Towns.

10. Employee Recognition

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

Motion 21-33

Trustee Jon Lane moved to approve Dr. Jim Hamm and Dan Moore for Faculty Emeritus awards. Trustee Thomas Stredwick seconded and the motion passed.

President Tweedy announced that she awarded retiree Nancy Leach the Presidential Award for Meritorious Service. She also awarded long-time employee Jim Tincher the Presidential Award for Meritorious Service posthumously. They will both be honored at the pre-graduation employee picnic June 18.

12. Board Retreat

The board retreat is scheduled on August 26. The trustees discussed agenda items such as policy governance evaluation, board self-evaluation, and the president's evaluation and a brief strategic plan review. Core items will take the majority of the agenda and a study session may be scheduled in October for a detailed review of the new strategic plan.

13. Board Sub-Committee

Board Chair Anna Franz reported the ACT trainings around diversity, equity, and inclusion have been helpful toward progress on the board goals. She would like to see a long-term goal of intentional review of board policies with an equity lens as well as professional development around diversity, equity, inclusion for more common understanding. The board needs to identify opportunities for monitoring diversity, equity, and inclusion progress related to Ends Statements.

Trustees Thomas Stredwick and Juanita Richards met with colleagues from Bellevue College and Pierce Colleges to discuss philosophical perspectives on monitoring dashboards at the trustee level. Optimum dashboards are simple, sustainable, actionable, and accessible.

Chair Anna Franz stated the board needs to identify metrics for achievement, time to modify the Ends Statements, align with Institutional Research, and measure for diversity, equity, and inclusion. Trustees Stredwick and Richards will discuss these issues further and work toward drafting a one-page document.

14. Assessment of Board Activity

Trustee Jon Lane reported that he attended the ACT Spring Conference, ACCT Strategic Planning Zoom meeting, lunch with President Tweedy, and two ACT board meetings, the activities all fit into E-1, E-2, E-3, E-4, E-5, and E-6 categories.

Trustee Thomas Stredwick met with Trustee Juanita Richards to discuss the trustee dashboard and they also met with colleagues from Bellevue College and Pierce Colleges.

Trustee Juanita Richards met with Trustee Thomas Stredwick to discuss the trustee dashboard and they also met with colleagues from Bellevue College and Pierce

Colleges. She also met with President Tweedy, attended virtual Cellarbration, and responded to the BAS degree survey.

Trustee Anna Franz attended the ACT Spring Conference, worked on her trustee committee, and met with President Tweedy.

12. Next Regular Board Meeting

The next board meeting is the retreat set for August 26, 2021 and the next regular meeting is September 9, 2021.

13. Miscellaneous

The meeting adjourned at 4:05 p.m.

Anna Franz, Chair

ATTEST:

Sara Tweedy, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 9/9/21

ITEM #3: CONSENT AGENDA (for information)

b. Accreditation

Each year Big Bend Community College submits an annual report to NWCCU. BBCC updates key roles, reviews educational program offerings approved by NWCCU, default rates, IPEDS enrollment and graduation data. This year the report included data on Goals, Challenges, Accomplishments and a Financial Dashboard as well as BBCC's progress on our Outstanding Recommendation which follow:

Goals, Challenges, Accomplishments

BBCC Goals are codified in our strategic priorities of Student Success, Employer of Choice, Forward Looking Infrastructure, and Enrollment Management.

This year we are working to adjust services and instruction for students as well as expectations for employees to fit a post-pandemic society in a way that will grow student enrollment and ensure financial stability. Our student success efforts are tied to a statewide Guided Pathways effort and a strong enrollment management effort. We are also working towards the ctLink conversion as part of Washington's Community and Technical Colleges move to PeopleSoft.

Challenges navigating forward during the pandemic include providing students with the best mix of class and service modalities, and meeting employee expectations that have changed during the pandemic.

Accomplishments include hiring a new president, completing a successful year-seven report and peer evaluation, and securing all necessary regulatory approvals for the BAS in Applied Management with the first cohort to begin in fall 2021. BBCC was also successful securing a Title V grant that will help the college implement the new BAS and accomplish large scale professional development for college employees to help us address equity gaps.

Progress on Outstanding Recommendations

Recommendation 1: The Evaluation Committee recommends Big Bend Community College review and articulate its goals, objectives, and indicators to provide consistent and meaningful direction for planning to determine mission fulfillment and improve effectiveness in the context of and in comparison with regional and national peer institutions. (Standard 1.B.2.)

Big Bend Community Colleges is working on a new strategic plan scheduled to be completed later this calendar year, updating our mission statement, and developing a

simpler framework for measuring mission fulfillment that aligns with our new strategic plan and mission.

Financial Dashboard was also new in the annual NWCCU report. However, due to the lack of clarity, NWCCU has delayed submission of that portion until March 2022.

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Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 9/9/21

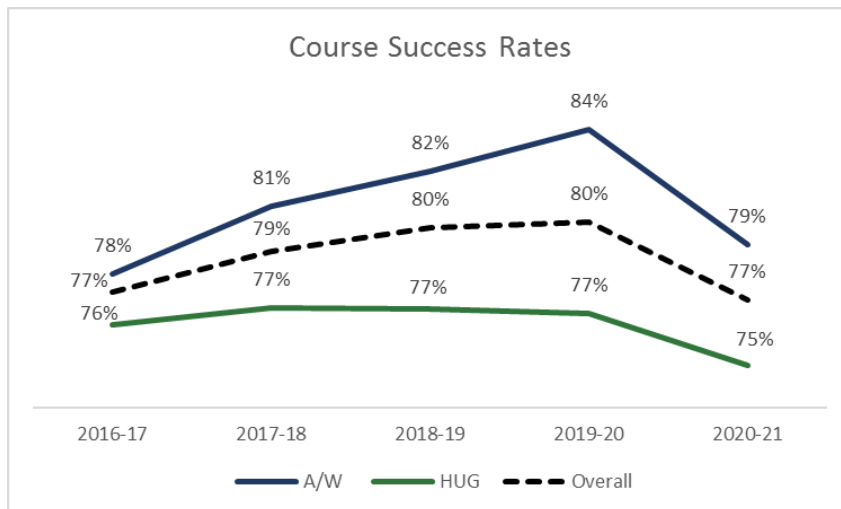
ITEM #3: CONSENT AGENDA (for information)

c. Student Success

Big Bend is disaggregating data to determine if there are differences between student groups in course success rates and retention, especially in view of the challenging year of remote learning.

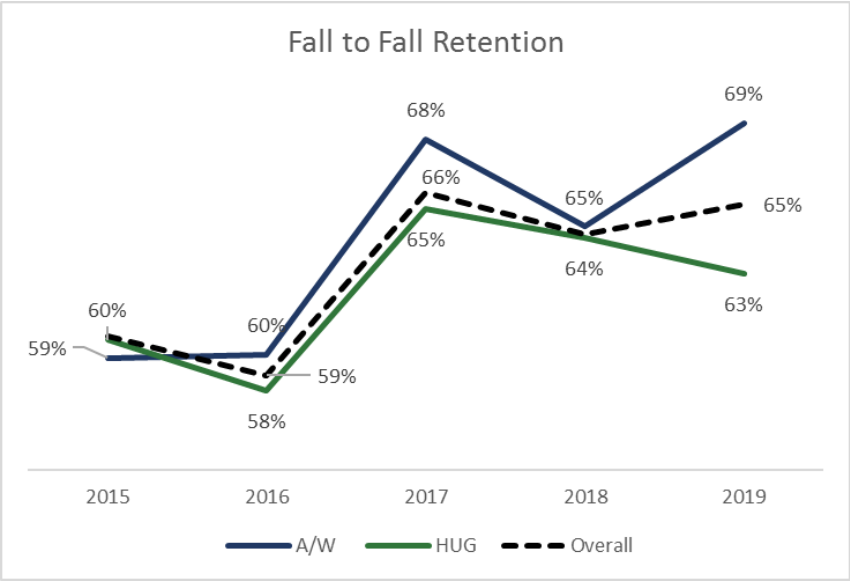
Course Success Rates

Transitioning to remote learning impacted students' course success rates. The gap between Asian/White (AW) students and Historically Underserved Group of students (HUG - African American, Native American, Native Hawaiian/Pacific Islander, and Hispanic students) actually was less in 2020-21 although both groups declined.



Retention

Fall 2019 to Fall 2020 retention shows a greater gap between A/W and HUG students.



Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:
None.

BIG BEND COMMUNITY COLLEGE

Date: 9/9/21

ITEM #3: CONSENT AGENDA (for information)

d. Assessment

Data Committee Review of Student Data - Spring 2021

New Student Focus Groups, Returning Student Focus Group, the Strategic Planning Student Focus Group, and the Spring Enrollment Surveys covered students' BBCC experiences and observations, navigating classes and college processes during remote learning, and preparing to return to campus as COVID-19 restrictions are lifted.

In the following summary there are many contradictory points of view given. The interesting point here is that often seemingly different opinions were offered by many students.

Focus Groups and Survey participants compared to the student comparison group.

Focus Groups and Survey Breakdowns compared to Student Population								
	Winter 2021		Spring 2021		Spring 2021		Spring 2021	
	New Student Focus Group, N=18	Comparable Group	Returning Student Focus Group, N=28	Comparable Group	Spring Enrollment Survey, N=458	All Students	Strategic Planning Focus Group N=3	All Students
Student Intent								
Academic	83%	76%	54%	58%	59%	50%	66%	50%
Workforce	17%	24%	46%	42%	36%	35%	33%	35%
ABE/OPD	-	-	-	-	5%	15%	-	15%
Race/Ethnicity								
A/W*	29%	51%	52%	54%	52%	54%	66%	54%
HUG**	71%	49%	48%	46%	48%	46%	33%	46%

*A/W = Asian and/or White, **HUG = Historically Underserved Groups (African American, Native American, Native Hawaiian/Pacific Islander, and Hispanic)

College Experience

What Makes a Great College Experience

- Making use of resources: the library, STEM Center, WES and TRIO
- Being treated respectfully as an adult

Students said their BBCC experience was better than they expected especially given the remote environment. Connecting with instructors and staff led students to engage resources and participate in activities. Workforce students from out of the area found their experiences exceeded their expectations.

“Big Bend is a little gem in the desert”

“Having a good advisor really makes the difference”

Instruction

Preferred Method of Course Delivery

- Online with no required Zoom meetings
- In-person classes

Students' preferences of course delivery are online with no required Zooms or in-person classes. Although the comments were predominantly about wanting to be in-person. Working students said they needed the flexibility of online classes to attend college; however, many students said they fell behind in self-paced classes and felt isolated.

Interaction with Instructors

- Scheduled Zoom times help students learn
- Preferred communication through canvas
- Increased communication, flexibility and availability
- Up to date and consistent Canvas sites help with students with organization and time management

Academic Support

- Library & study space (most wanted in-person)
- STEM & Writing Centers, Tutoring, study space (online and with hours outside of 8:00-5:00)

Information and Resources

Accessing Resources and Information

- Students want to access services either online or in a hybrid manner, online access to Admissions, Advising, Cashiering, and Career Services is preferred
- College laptops and college computers are essential - 12% of reported using technology that was inadequate for coursework (cell phones and Chromebooks)

Students said resources are there but we don't understand why we should use them, like advising. The new BBCC website is greatly improved and is where students go for college information. Some students who come to the campus from Ephrata said the campus signage wasn't clear. It would have been helpful to have the signs in Spanish.

ASB Activities

- BBCC activities help students feel connected to the college

Additional Support Students Need to be Successful (Students' comments)

- In-person instruction or if remote with scheduled Zoom times
- Increased academic support, for example, tutoring, peer study groups, more opportunities to connect with peers in and outside of classes
- Awareness of financial support opportunities, such as, access to books, food, emergency funding (over 25% need emergency funding)
- Additional Supports Identified: Evening classes and support, navigability of website, ability to access books in preferred format, access to support services such as DSS, TRIO, advising, counseling, basic college success skills

Students Feedback on BBCC Strategic Priorities
(Student Success Feedback was incorporated above)

Infrastructure (Technology, Buildings)

- Dorms need consistent heating; bathrooms and kitchens cleaned frequently; better WiFi
- WiFi is not consistent across campus
- Technology Support (Online and with hours outside of 8:00-5:00)

Students liked “My Apps” with everything in one place. Canvas was easy to use once students learned it. Students found Starfish helpful to set up meetings. Some found online proctoring difficult because it identified background noise as cheating.

What would make BBCC an Employer of Choice for Students?

- Open communication
- Faculty and staff who have good relationships and work as a team
- Faculty and staff not being overextended

Enrollment Growth and Diversification

Showcase What Makes BBCC a First College of Choice

- BBCC cares about students and their success
- Great programs and resources

Recommendations to Strategic Planning Committee

The following recommendations are based on students’ feedback on their success, the remote environment, and BBCC’s strategic priorities during winter and spring 2021.

Instruction & Instructional Support

- Support for faculty creating and managing Canvas Sites
- Resources in one spot: how to use Canvas, Microsoft Suite, Zoom, etc.
- Professional development resources to enhance student engagement in the remote environment
- Resources to support instructors’ communication, flexibility and availability with students
- Inform students about preferred technology and make laptops available to students

Resources & Services

- Examples of how resources help students
- As remote requirements are lifted, continue to offer and expand services in online and hybrid modalities
- Create a system that manages students’ advising needs i.e. drop-in advising, similar to library chat
- Maintain the resource guide created during the pandemic

New Students

- Layout the steps in the Admissions process with due dates

- Provide support and resources to allow a shorter turnaround time between when students ask a question and when they receive a response
- Create a summer advising system for students when faculty are off contract
- Emphasize required technology for courses and how to access it (not phones or Chromebooks)
- Provide new students with information on financial resources and support

Infrastructure

- Maintain dorms heating and cleanliness in bathrooms and kitchens; open access to kitchens
- Provide consistent WiFi across campus
- Provide technology support, online and with hours outside of 8:00-5:00

Employer of Choice

- Continue efforts on open communication
- Build relationships and teamwork
- Strive for work/life balance

Enrollment Growth and Diversification

Showcase What Makes BBCC a First College of Choice

- BBCC cares about students and their success
- BBCC's great programs and resources

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 9/9/2021

ITEM #3: CONSENT AGENDA (for information)

e. Finance & Administration Update

ctcLink Update:

Continuing UAT-Key Concepts (tips, tricks and pain points) for all pillars. We completed Sprint 1 of ctcLink testing August 23rd and started Sprint 2 on August 30th and will continue through September 24th. Angela Garza, the project Organizational Change Manager (OCM), continues to rally the Pillar Leads and Subject Matter Experts (SMEs) to do their best work in keeping us as one of the top finishers amongst DG5 colleges! Jeremy Kelley, Project Security Lead, has been super busy with ensuring all of the complicated security permissions are exactly what everyone needs for their various jobs in the various pillars. We are fortunate to have such dedicated employees 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 - **100%** expended; Student Financial Aid \$736,919 – **18%** expended; HSI \$154,997 – 100% expended.

GEER: \$530,394 – 100% expended.

Round 3: Institutional \$2,484,436 – **12%** expended; Student Financial Aid \$2,554,610 – 0 expended. **HSI \$268,040 – 0 expended.**

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

Ongoing Capital Projects:

Science Labs in 1200 renovation/remodel (Minor Project for 2019-21 biennium): Funds re-appropriated by Legislature to 2021-23 biennium due to COVID delays. Fume hoods installation delayed to mid-September. Completion date expected in September.

Wallenstein Theater electrical upgrades (Minor Project for 2021-23 biennium): Architects and Electrical/Mechanical Engineers under contract.

Wallenstein Theater roofing replacement:

Architect reviewing roof structure to ensure support for new lighting rigging and fixtures. Bids advertising is expected middle of September.

Prepared by VP Schoonmaker.

RECOMMENDATION: None.

BIG BEND COMMUNITY COLLEGE

Date: 9/9/21

ITEM #3: CONSENT AGENDA (for action)

f. Human Resources

BACKGROUND:

Recruitment & Selection:

Amanda Kim accepted the position of Fiscal Analyst 2. This is a full-time, classified staff position replacing Barbara Riegel. Amanda started her new position on June 16, 2021.

Erika Armengol transferred to the position of Academic Advisor in the TRiO Upward Bound Program. This is a full-time admin/exempt position replacing Elsa Pruneda. Erika previous worked as an Education Planner in the Open Doors program. She started her new position on July 1, 2021.

Anne Marie Owensby accepted the position of Fiscal Specialist 1. This is a full-time, classified staff position replacing Katie Ralph. Anne Marie started her new position on July 1, 2021.

Alejandra Vasquez accepted the position of Early Childhood Specialist 1. This is a new full-time, classified staff position in the BBCC Childcare Learning Center. Alejandra started her new position on July 1, 2021.

Brian Hammer accepted the position of Custodian 1. This is a full-time, classified staff position replacing Josh Bjorge. Brian started his new position on August 2, 2021.

John Holthaus accepted the position of Director of Facilities & Capital Projects. This is a full-time, admin/exempt position replacing James Saucedo. John started his new position on August 2, 2021.

Fernando Osuna accepted the position of Custodian 1. This is a full-time, classified staff position replacing Jason Ronish. Fernando started his new position on September 1, 2021.

Isabel Ramos Vasquez accepted the position of Custodian 1. This is a full-time, classified staff position replacing Todd Cesario. Isabel started his new position on September 1, 2021.

Chris Dinges accepted the position of AMT Instructor. This is a full-time, tenure-track faculty position replacing Dan Moore who retired in June.

Cassandra Fry accepted a promotion to the position of Director of Financial Aid. This is a full-time, admin/exempt position replacing Rita Ramirez who will leave BBCC in October. Cassandra is currently our Financial Aid Advisor and she will move into her new position on October 1, 2021.

The following searches are in process:

- Campus Security Officer
- Security Guard 1
- Program Coordinator - WES

Retention:

The 2021 year-to-date turnover rate is 10.296% through August 31. Separation reasons fall into the following categories: 7-resignation, 4-retirement, 3-relocation, 3-contract non-renewal, 1-layoff, 1-new job, and 1-failed probationary period. Our goal for 2021 is to have a turnover rate less than 12%.

BIG BEND COMMUNITY COLLEGE

Date: 9/9/21

ITEM #3: CONSENT AGENDA (for information)

g. ASB Report

BACKGROUND:

During the summer ASB Officers return home to work. Short ASB update for this meeting. Program Asst Sarah Schutt has left her position following earning her MBA and is moving out of stated. There are three ASB officers heading into Fall Quarter, and they plan to hold events short-handed, both in person and virtually for Fall Quarter. Operating in a holding pattern with in-person ASB events, due to the Governor's mandates.

Prepared by Director of Student Activities Kim Jackson.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 9/9/21

ITEM #3: CONSENT AGENDA (for information)


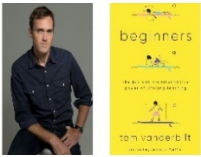

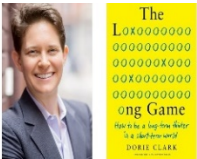
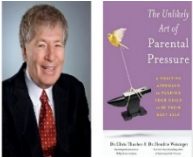
h. Foundation Report

BACKGROUND:

It has been a busy couple of months in the Foundation. The Foundation received another offer on the Nuell property donated by Bob Trask.

The college vacated the Opportunity Center, and the Foundation is now responsible for the grounds and maintenance of the property. In the process of finding a renter for this unique building.

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.

	<p><u>The Remarkable Musical History of Motown</u> <i>Presented Free through Partnership with One Day University</i> September 8th at 1:00 PM PDT</p>
	<p><u>Beginners: The Joy and Transformative Power of Lifelong Learning</u> <i>Tom Vanderbilt</i> September 14th at 9:00 AM PDT</p>
	<p><u>Get Known, Get Connected, Get Ahead: Personal Connections for Professional Results</u> <i>Michelle Tillis Lederman</i> September 21st at 9:00 AM PDT</p>
	<p><u>How to Be a Long-Term Thinker in a Short-Term World</u> <i>Dorie Clark</i> September 29th at 9:00 AM PDT</p>
	<p><u>Level Up Your Parenting: Using Parental Pressure for Children's Success Instead of Disaster</u> <i>Dr. Hendrie Weisinger</i> October 6th at 9:00 AM PDT</p>

BIG BEND COMMUNITY COLLEGE

Date: 9/9/21

ITEM #5: Faculty Updates (information)

BACKGROUND:

Faculty Association President Zach Olson may report faculty activities.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 9/9/21

ITEM #6: President's Update (information)

BACKGROUND:

Dr. Tweedy will provide an update.

- a. COVID-19 Impacts-Return to Campus
- b. Enrollment

RECOMMENDATION:

None.

b. Enrollment (E-5, Information)

Although spring 2021 final headcount (2,325) was 4.5% higher than spring 2020, total FTEs (1602.6) and state-funded FTEs (1020.0) were down 8.4% and 9.6%, respectively.

Final Running Start spring headcount (453) was 7.9% higher than spring 2020. The final enrollment report for spring 2021 is included for review.

The final enrollment report for summer 2021 will be provided at the next regular Board meeting. As of the week prior to the last day of summer instruction, summer headcount was down 21.6%, total FTEs were down 16.0%, and state-funded FTEs were down 10.7% from summer 2020. Summer quarter instruction ended on August 12, 2021.

As of August 30, 2021, fall headcount (1,465) is down 16.0% from this time last year (1,745). Similarly, total FTEs (1251.0) are down 16.2%. State-funded FTEs (1214.1) are down 5% from last year. Declines are seen in all areas. Fall instruction begins on September 20th.

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

SPRING FINAL ENROLLMENT REPORT

SPRING FINAL ENROLLMENT REPORT

HEADCOUNTS

	SPRING 2021	% Change	SPRING 2020	SPRING 2019	SPRING 2018	SPRING 2017	SPRING 2016	SPRING 2015	SPRING 2014	SPRING 2013	SPRING 2012	SPRING 2011
<u>ETHNIC ORIGIN</u>												
Amer. Indian/Alaska Ntv	25	-26.5%	34	31	17	26	33	24	28	23	26	30
Asian/Pacific Islander	66	20.0%	55	64	66	55	49	37	46	36	28	37
Black	34	70.0%	20	19	25	35	33	39	34	32	45	44
Hispanic	883	-3.0%	910	1,054	811	914	923	861	787	866	857	1,044
White	1,125	9.0%	1,032	1,196	1,128	1,325	1,425	1,302	1,207	1,219	1,247	1,511
Other/Unknown	192	10.3%	174	365	443	487	432	321	296	177	188	83

SEX

Female	1,285	0.0%	1,285	1,331	1,312	1,530	1,511	1,325	1,226	1,291	1,360	1,600
Male	1,019	9.1%	934	1,389	1,169	1,299	1,367	1,247	1,166	1,052	1,002	1,143
Not Coded	21	>100%	6	9	9	13	17	12	6	10	29	6

STUDENT STATUS

Full-time (12 or more crs)	1,131	-27.3%	1,555	1,542	1,235	1,256	1,354	1,341	1,321	1,282	1,344	1,392
Part-time (less than 12 crs)	1,194	78.2%	670	1,187	1,255	1,586	1,541	1,243	1,077	1,071	1,047	1,357
Percent full-time	48.6		69.9	56.5	50	44.2	46.8	51.9	55.1	54.5	56.2	50.6

BY FUNDING SOURCE

State	1,330	-4.8%	1,397	1,709	1,732	1,856	1,931	1,892	2,085	2,139	2,184	2,303
Grant/Contract	536	55.8%	344	580	340	526	554	345	252	151	149	282
Community Service	33	-36.5%	52	33	44	75	52	45	61	63	58	164
Non MIS reportable	426	-1.4%	432	407	374	385	358	302				

BY TIME/LOCATION

On-Campus Day*				1,881	1,820	1,912	2,150	1,998	1,812	1,827	1,891	2,026
On-Campus Evening*				185	184	193	179	140	147	147	155	233
Off-Campus Day*				537	341	566	384	268	289	204	198	265
Off-Campus Evening*				126	145	171	182	178	150	175	147	225

TOTAL HEADCOUNT	2,325	4.5%	2,225	2,729	2,490	2,842	2,895	2,584	2,398	2,353	2,391	2,749
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Running Start	453	7.9%	420	407	378	397	355	346	271	166	166	155
International*				3	6	9	12	8	7	4	3	5

*Due to COVID-19, class modality changed to online instruction and international students left campus and returned home; spring 2020 and spring 2021 time/location and international enrollment data cannot be directly compared to prior spring quarters

SPRING FINAL ENROLLMENT REPORT

FTES

	SPRING <u>2021</u>	% <u>Change</u>	SPRING <u>2020</u>	SPRING <u>2019</u>	SPRING <u>2018</u>	SPRING <u>2017</u>	SPRING <u>2016</u>	SPRING <u>2015</u>	SPRING <u>2014</u>	SPRING <u>2013</u>	SPRING <u>2012</u>	SPRING <u>2011</u>
<u>STATE FUNDED</u>												
ABE/ESL	69.4	9.7%	63.6	128.9	160.5	158.2	166.6	132.8	129.2	126.0	111.1	169.2
Academic	544.4	-13.8%	631.5	707.9	722.1	771.0	864.7	867.9	846.8	850.1	914.0	890.3
Occupational	406.2	-6.3%	433.6	469.6	463.3	464.9	473.8	495.4	518.9	561.1	543.0	590.3
TOTAL STATE FTES	1,020.0	-9.6%	1,128.7	1,306.4	1,345.9	1,394.1	1,505.1	1,496.1	1,494.9	1,537.2	1,568.1	1,649.8
<u>OTHER FTES</u>												
Community Service	1.2	0.9%	1.1	1.2	1.1	2.8	3.1	1.4	1.7	1.7	2.1	10.9
Contract Funded	138.1	-33.8%	208.7	113.4	66.7	143.3	65.2	55.4	36.7	27.2	45.5	111.5
Running Start	435.7	8.0%	403.3	380.3	357.0	374.7	341.0	280.5	203.1	155.5	147.7	136.9
Other (Employ., Sr. Cit.)	7.5	11.9%	6.7	6.3	8.7	10.6	14.0	17.7	14.7	14.6	9.1	13.7
GRAND TOTAL FTES	1,602.6	-8.4%	1,748.6	1,807.6	1,779.4	1,925.5	1,928.4	1,851.1	1,751.1	1,736.2	1,772.5	1,922.8

BIG BEND COMMUNITY COLLEGE

Date: 9/9/21

ITEM #7: Proprietary Budgets (action)

BACKGROUND:

President Tweedy and VP Linda Schoonmaker will present the draft 2021-22 proprietary budgets.

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
PROPRIETARY FUNDS BUDGET
ASB**

	Actual <u>2018-2019</u>	Actual <u>2019-2020</u>	Actual <u>2020-2021</u>	Projected <u>2021-2022</u>
Year End Balance	446,918	578,889	805,950	89,315

REVENUE

Advertising	-	-	340	-
Gameroom	31	67	-	100
Interest	3,222	2,771	-	-
Club Fundraising Match	(2,366)	(285)	(1,160)	(1,000)
Event Receipts	1,847	1,793	-	1,500
S&A Fees**	235,615	356,708	348,768	300,000
Lost Revenue Covid	-	-	76,581	-
Sales	150	120	475	350
Total ASB Revenue	238,499	361,174	425,004	300,950

EXPENSES

Salaries	60,505	62,081	50,170	51,017
Benefits	13,203	36,695	21,393	27,386
Contracted Entertainment	59,827	43,540	26,340	70,000
Printing	5,002	4,313	8,854	5,500
Scholarships	29,520	18,883	31,058	15,519
Supplies	29,580	38,801	56,942	23,500
Travel/Workshops/Training	34,062	24,891	3,187	20,828
Total ASB Expenses	231,699	229,203	197,943	213,750

CLUBS

	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>
Year End Balance	27,259	32,921	37,719	41,219

REVENUE

PTK Dues	230	730	670	700
Fundraiser	9,184	9,789	6,988	7,000
ASB Matching	2,366	285	1,160	1,000
S&A Fees	11,961	11,000	5,020	8,000
Total Clubs Revenue	23,741	21,804	13,838	16,700

EXPENSES

Printing	542	78	-	200
Supplies	17,323	12,442	9,041	10,000
Travel	9,666	3,622	-	3,000
Total Club Expenses	27,531	16,142	9,041	13,200

** Includes a portion from Running Start and Open Doors FTE's.

**BIG BEND COMMUNITY COLLEGE
PROPRIETARY FUNDS BUDGET
ATHLETICS**

	Actual <u>2018-2019</u>	Actual <u>2019-2020</u>	Actual <u>2020-2021</u>	Projected <u>2021-2022</u>
Year End Balance	(79,792)	(16,506)	52,942	-
REVENUE				
Advertising	250	-	-	250
Camps	2,466	1,525	1,951	-
Facility Rental	20,500	8,400	-	-
Foundation	48,078	32,791	25,538	35,000
Gate Receipts	10,649	7,894	-	-
Interest	103	-	-	-
Internal Transfer	94,490	95,332	85,493	100,000
S&A Fees**	341,890	507,788	399,019	450,000
Lost Revenue Covid	-	-	81,101	-
Tuition & Fees ***	843,496	747,489	750,991	750,000
Tournament Fees	720	500	-	500
Total Athletics Revenue	1,362,642	1,401,720	1,344,093	1,335,750
EXPENSES				
Tuition Waivers ***	225,205	183,575	203,813	200,000
Salaries	183,038	175,756	173,269	175,000
Benefits	45,175	52,737	58,539	60,000
Printing	1,642	1,595	578	1,000
Membership Fees	8,485	10,130	-	12,000
Scholarships	106,448	87,523	85,143	90,000
Supplies	168,814	164,134	151,321	165,000
Travel	137,024	99,070	54,803	85,000
Total Athletics Expenses	875,831	774,520	727,466	788,000

** Includes a portion from Running Start and Open Doors FTE's.

*** Required for RCW 28B.15.120. Tuition & Fees is not retained by the athletic department and the Tuition Waivers line item represents a non cash value.

**BIG BEND COMMUNITY COLLEGE
 PROPRIETARY FUNDS BUDGET
 BOOKSTORE
 2021-2022**

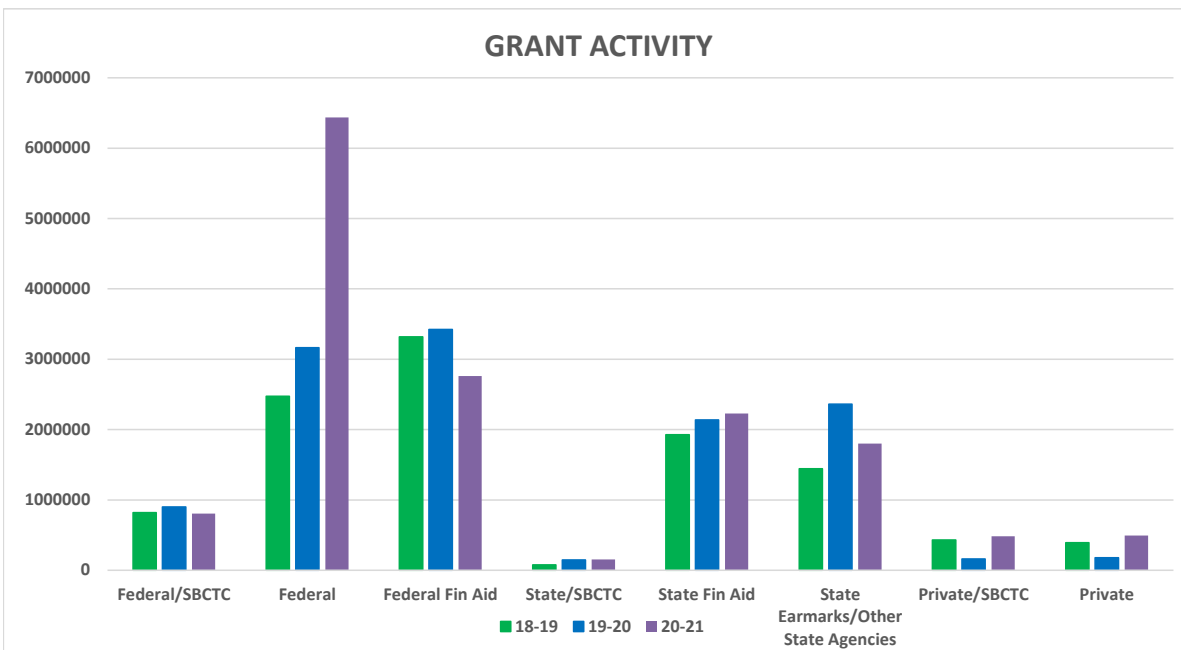
INCOME	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022
New Books	266,833	288,031	239,544	180,000
Used Books	170,161	140,255	90,046	0
Trade Books	11,680	7,787	11,307	12,000
E-Books	13,060	26,792	16,418	0
Access Codes	0	0	85,044	85,000
Lost Revenue COVID	0	0	296,860	0
Other Income	122,612	85,671	44,105	45,000
B&N Commission	0	0	0	35,000
TOTAL INCOME	584,346	548,536	783,324	357,000
 EXPENDITURES				
TOTAL COST OF GOODS SOLD	441,143	398,231	399,053	200,000
GROSS PROFIT	143,203	150,305	384,271	157,000
 Operating Expenditures				
Salaries	119,979	107,845	110,280	110,500
Benefits	56,596	49,351	49,324	50,000
Goods and Services	49,574	34,486	32,730	30,000
Travel	0	1,008	0	0
Equipment/Depreciation	429	652	0	400
ATEC Fee	30,000	30,000	30,000	30,000
TOTAL OPERATING EXPENSES	256,578	223,342	222,334	220,900
INCOME FROM OPERATIONS	-113,375	-73,037	161,937	-63,900
 Other Income:				
Interest Income	7,685	7,052	3,486	3,500
Miscellaneous Income	152	10	20	50
TOTAL OTHER INCOME	7,837	7,062	3,506	3,550
INCREASE/DECREASE FUND BALANCE	-105,538	-65,975	165,443	-60,350
 ENDING CASH BALANCE	 443,352	 343,576	 580,240	 400,000

** Cash doesn't tie back with increase/decrease to fund balance due to inventory in stock

HOUSING 2021-2022

REVENUE	Actual FOOD 2018-2019	Actual HOUSING 2018-2019	Actual FOOD 2019-2020	Actual HOUSING 2019-2020	Actual HOUSING 2020-2021	Projected HOUSING 2021-2022
FROM OPERATIONS		545,543		438,014	317,909	385,200
SALES	562,980		313,684			
DRONE LOAN		(49,894)		121,396		
Lost Revenue Covid					187,920	
TOTAL REVENUE	562,980	495,649	313,684	559,410	505,829	385,200
EXPENDITURES						
SALARIES	225,510	203,948	149,311	176,457	189,358	190,000
BENEFITS	55,361	70,557	35,334	58,662	62,412	65,000
GOODS AND SERVICES		101,686		110,781	70,671	85,000
TRAVEL		2,122		129	-	200
EQUIPMENT		22,616		60,679	-	45,000
EMERGENCY BOILER WORK					220,993	
PRODUCT	242,244		187,606			
CONTROLLABLES	72,831		51,609			
NON CONTROLLABLES	50,819		40,261			
TOTAL EXPENDITURES	646,765	400,929	464,121	406,708	543,434	385,200
INCREASE/DECREASE FUND BALANCE	(83,785)	94,720	(150,437)	152,702	(37,605)	-
ENDING CASH BALANCE	640,658	2,080,618	570,951	2,233,320	2,195,715	
DRONE LOAN BALANCE		121,396		-		

Contract ended May 31, 2020



BIG BEND COMMUNITY COLLEGE

Date: 9/09/21

ITEM #8: Trustee Emeritus Status (for action)

BACKGROUND:

The board will consider honoring former Trustee Stephen McFadden with Trustee Emeritus status.

Stephen McFadden was appointed to the Big Bend Community College (BBCC) Board of Trustees December 1, 2011, and served through March 2021. Trustee McFadden served as board chair and vice chair twice during his ten years on the board. He also participated in two presidential searches including chairing the 2020 presidential search committee.

During the most recent presidential transition, Trustee McFadden led the search committee, attended to details such as reference calls and coordination, and provided regular emails to the campus community updating about the search process. His solid leadership and communication provided continuity and security for the Big Bend campus.

Trustee McFadden attended and participated in national ACCT Conferences and WA State ACT Conferences throughout his tenure on the board, and was active as an ACT Legislative Advocacy Committee member.

Trustee McFadden championed students. He initiated annual recognition of students with the local Transforming Lives celebration including serving on the committee for five years. He also led by example donating to the funding of the event as well as gathering donations from fellow trustees and community members in support.

Trustee McFadden asked hard questions focused on serving students and the Big Bend service district. His organized and creative thinking coupled with the longevity of his service provided steadiness to the board through presidential and trustee transitions.

Trustee McFadden also diligently interacted with legislators during tractor ride-alongs and visits in Olympia to advocate for Big Bend students and employees.

[AP1005](#) defines trustee emeritus criteria:

- Six years of service on the board of trustees
- Long-term record of professional excellence
- Leadership roles at the state and national level
- Significant participation in professional development activities
- Other significant contributions to the college and the service district

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 9/9/21

ITEM #9 Board Policy 3020 Admin and Exempt Contracts (information)

BACKGROUND:

This is the first reading of BP3020 Administrative and Exempt Contracts with suggested revisions. AAG Jason Brown and reviewed the revisions. The board may take action at its next meeting, October 28, 2021.

RECOMMENDATION:

None.

- 3020.1 This policy shall apply to all administrative or exempt staff with the exception of the College President.
- 3020.2 Contracts of employment shall specify the dates of employment, salary for the employment period and any other details not specified in this policy ~~manual~~. Contracts shall generally be for a period of one (1) year for the first year commencing July 1, and ending June 30, or lesser period depending on the date of initial employment.- Both District #18 (Big Bend Community College) and the employee will be obligated to abide by the terms of the contract as written unless by mutual agreement a modification is made in writing. Nothing herein shall preclude the college from entering into a contract with an administrative or exempt staff member that exceeds a period of one (1) year. In no circumstances shall an administrative or exempt staff contract exceed two (2) years in length. In order to be eligible for a contract exceeding one (1) year in length, administrative or exempt staff must have completed five (5) consecutive one (1) year contracts. Contracts exceeding one (1) year in length shall only be given in recognition of documented superior performance or to address issues of retention.
- 3020.3 Nothing herein shall preclude the college from entering into a contract with an administrative or exempt staff member for less than twelve (12) months duration for interim, acting, or other positions.
- 3020.4 Written notice of non-renewal of an administrative or exempt staff's contract will be no later than **April 15** of the last year of his/her/their contract, except those positions referenced in BP3020.8.
- 3020.5 Administrative and exempt staff may be terminated by the college for cause upon written notice from the President of the intent to terminate. The notice of intent to terminate shall list the reasons for this action which may include, but are not limited to, the following: (1) ineffective service; (2) incompetence; (3) insubordination; (4) unprofessional conduct; (5) ~~mental or physical incapacity which cannot be reasonably accommodated;~~ (6) a criminal conviction for violation of state or federal law; (67) violation of the College's published rules, regulations or policies. The written notice of termination shall be furnished at least fifteen (15) calendar days prior to the effective date of the termination. Such notice shall be delivered directly to the employee during working hours, or if this is not possible, mailed by certified letter to the employee's last known address.

Upon receipt of the notice of intent to terminate, the administrative or exempt employee will have ten (10) working days from the date of notification to either resign or request of the President implementation of the termination procedures. If the administrative or exempt employee elects to resign, such resignation shall be transmitted in writing to the President and deemed accepted upon receipt. If the employee chooses not to resign, he/she/they may appeal the decision to the President within ten (10) working days of receipt of the notice of intent to terminate. The President shall schedule an informal hearing with the administrative or exempt employee within five (5) working days, if possible, of the receipt of the appeal. The President shall make reasonable efforts to provide the employee with oral or written notice of the charges, the evidence which forms the basis for the charges and a reasonable opportunity for the employee to present reasons, either orally or in writing, why the employee should not be terminated.

If after the hearing the President still wishes to terminate the employee, that decision will be communicated to the employee. The President's decision will be final. he/she shall provide the employee with written evidence which forms the basis for the charges, and notice of the right to a formal hearing before a presiding officer designated by the president pursuant to WAC 132R-02-020. Written application for the formal hearing must be submitted to the president's office within ten (10) working days of receipt of the written charges. The formal hearing shall be held within a reasonable

~~time thereafter and conducted pursuant to WAC 132R-02 and the Administrative Procedures Act, RCW 34.05.~~

~~The decision of the presiding officer may be appealed to the Big Bend Community College Board of Trustees whose decision will be final.~~

An administrative or exempt employee is considered probationary for the first contracted period of appointment and, therefore, no reasons need be given for termination during the contracted period of administrative or exempt appointment. The President shall give written notice of termination of a probationary administrative or exempt employee no less than thirty (30) calendar days in advance of the effective date of termination.

3020.6 In the event an administrative or exempt staff member resigns from a position, the college shall be given at least thirty (30) calendar ~~days notice~~ days' notice. A shorter period may be approved at the discretion of the College President.

3020.7 If, at the discretion of the Board, it becomes necessary to Reduce in Force (RIF) and/or reorganize administrative or exempt staff during the contract year, only thirty (30) calendar days' notice shall be necessary and regardless of the length of the contract, employment shall terminate thirty (30) calendar days after written notice is given by the College President.

3020.8 Non State funded positions, or special state project funded positions, are determined by sources of funds available and may be terminated upon at least thirty (30) calendar days written notice.

3020.9 The College has discretion to terminate employment contracts for convenience. To exercise this discretion, the College will provide 30 days' written notice. If so terminated, the College shall only be liable for payment required under the terms of the contract for services rendered prior to the effective date of termination.

BIG BEND COMMUNITY COLLEGE

Date: 9/9/21

ITEM #10 Board Policy 7700 Safety, Security and Emergency Management
(information)

BACKGROUND:

This is the first reading of BP7700 Safety, Security and Emergency Management. AAG Jason Brown has reviewed the revisions. The board may take action at its next meeting, October 28, 2021.

RECOMMENDATION:

None.

The Big Bend Community College District is committed to providing a safe and secure environment for its students, faculty, staff and visitors, and abides by all applicable federal, state and local laws, and regulations relating to a safe and secure working and learning environment.

The College shall establish and support reasonable practices that:

- Support a safe and secure environment in all facilities and grounds owned, leased, and operated by the College;
- Advance safety, security, and emergency preparedness through policy development, programming, processes, and training;
- Provide appropriate types and levels of security at college activities; and
- Safeguard the college's facilities, property, and physical assets.

References

~~1) Environmental Safety~~

~~a) RCW 49.17 "Washington Industrial Safety and Health Act"~~

- ~~i) WAC 296-800-110 "Employer responsibilities: Safe workplace"~~
- ~~ii) WAC 296-800-11030 "Establish, supervise, and enforce rules that lead to a safe and healthy work environment" that are effective in practice~~
- ~~iii) WAC 296-155-110 "Accident Prevention Program—construction"~~
- ~~iv) WAC 296-155-140 "Accident Prevention Program—all industries"~~
- ~~v) WAC 296-155-246 "Fall Protection"~~
- ~~vi) WAC 296-800-300 "Portable Fire Extinguishers"~~
- ~~vii) WAC 296-800-130 "Safety Committees and Safety Meetings"~~
- ~~viii) WAC 296-800-160 "Personal Protective Equipment (PPE)"~~
- ~~ix) WAC 296-800-140 "Accident Prevention Program (General Industry)"~~
- ~~x) WAC 296-800-150 "First-Aid (General Industry)"~~
- ~~xi) WAC 296-800-310 "Exit Routes and Employee Alarm Systems"~~
- ~~xii) WAC 296-806-400 "Additional Requirements for Machines/Operations"~~
- ~~xiii) WAC 296-62-095 "Outdoor Heat Exposure Rule"~~
- ~~xiv) WAC 296-823 Occupational Exposure to Bloodborne Pathogens"~~

~~b) RCW 49.70 "Worker and Community Right to Know Act"~~

- ~~i) WAC 296-800-170 "Chemical Hazard Communication"~~

~~2) Security~~

- ~~a) 20 USC 1092(f) "The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" Drug-Free Schools and Communities Act Amendment of 1989; 20 U.S. Code Sections 1101i; 1091(r); 1092(f)(1)(H); 1092(k); 1145g; 34 Code of Federal Regulations 86.1 et seq.; Federal Drug-Free Workplace Act of 1988;~~

~~3) Emergency Management~~

- ~~a) RCW 38.52 regarding the immediate preservation of the public peace, health, or safety, or support of the state government and its existing public institutions~~
- ~~b) Homeland Security Presidential Directive 5 (HSPD 5) National Incident Management System~~
- ~~c) 20 USC 1092(f) "The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act"~~

BIG BEND COMMUNITY COLLEGE

Date: 9/9/21

ITEM #11: Transforming Lives (information/action)

BACKGROUND:

President Tweedy and the trustees will discuss the Transforming Lives Nomination process.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 9/9/21

ITEM: #12 Presidential Evaluation (information/action)

BACKGROUND:

The board may discuss the president's evaluation.

From BP1000:

"Each June the board will conduct a formal evaluation of the President. This evaluation will focus on the monitoring data on Ends and Executive Limitations policies provided during the intervening year. However, the board's evaluation may also include pre-determined criteria based on the board's expectations of the President's performance so long as such criteria have been specified one year in advance of the evaluation.

- A. *A tool to be used in the evaluation of the president is a focus group of community leaders from across the college district, to discuss college accomplishment of board End's statements. Prior to the conduct of the focus group the board will discuss and select any specific questions they wish introduced to the focus group dialogue directly related to the president's job description and/or Executive Limitations in addition to those based on the End's statements.*
- B. *The board will discuss the Academic Master Plan report results, Executive Limitations information and focus group conversations with the president in executive session.*
- C. *The results of the evaluation will be reported in open meeting with any necessary action to occur at that open meeting."*

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 9/9/21

ITEM #13: Board Self-Evaluation & Board Goals (information/action)

BACKGROUND:

The board discussed their self-evaluation and board goals during their board retreat August 26, 2021. Board Chair Anna Franz may provide a draft board self-evaluation statement and draft board goals for the trustees' consideration.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 9/9/21

ITEM #14: Board Chair Rotation (for information/action)

BACKGROUND:

Per Policy Governance 1000.3 Governance Process 8 By Laws

At the October regular meeting of the board each year the board shall elect, from its membership, a chair and vice-chair to serve for the ensuing twelve months. In addition the President of Big Bend Community College shall serve as secretary to the Board of Trustees as specified by state law. The secretary may, at his/her discretion, appoint the president's secretary or other appropriate college staff member to act as recording secretary for all regular and special meetings of the Board of Trustees.

The board chair, in addition to any duties imposed by rules and regulations of the State Board for Community and Technical Colleges, shall preside at each regular or special meeting of the board, sign all legal and official documents recording actions of the board, and review the agenda prepared for each meeting of the board. The board chair shall, while presiding at official meetings, have full right of discussion and vote.

The vice-chair, in addition to any duties imposed by rules and regulations of the State Board for Community and Technical Colleges, shall act as chair of the board in the absence of the board chair.

The board chair will transition to Trustee Thomas Stredwick and board vice chair will transition to Trustee Juanita Richards per the previously approved board rotation schedule at the end of the October 28, 2021 meeting.

Trustee	20/21	21/22	22/23	23/24
Richards		VC	C	
Lane			VC	C
Franz	C			
Stredwick	VC	C		

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 9/9/21

ITEM #15: 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.

Trustee Activity Report

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

BIG BEND COMMUNITY COLLEGE

Date: 9/9/21

ITEM #16: Next Regular Meeting (information/action)

BACKGROUND:

The next regularly scheduled board meeting is set on October 28, 2021. The board may set a special meeting for later in September to ratify the Negotiated Agreement.

Prepared by the President's Office.

RECOMMENDATION:

President Tweedy requests that the Board confirm the date of the upcoming meeting and set a special meeting.

BIG BEND COMMUNITY COLLEGE

Date: 9/9/21

ITEM #1+: Miscellaneous (information/action)

BACKGROUND:

President Tweedy and the trustees may discuss miscellaneous topics.

President Tweedy and the trustees may discuss board meeting arrangements in light of increased COVID rates in the county.

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

Prepared by the President's Office.

RECOMMENDATION:

None.