



**December 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/j/89994200092>

Or One tap mobile :

US: +12532158782, 89994200092#

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, Amy Parris, 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. 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.
2. Advance equity, diversity, and inclusion by establishing policies and institutional goals supporting operational equity, diversity, and inclusion programs.
3. Ensure effective onboarding and support of new trustees.

*(Adopted Sept 9, 2021)*

# BIG BEND COMMUNITY COLLEGE DISTRICT NO. 18 BOARD AGENDA

## Regular Board Meeting

7662 Chanute Street NE, Moses Lake, Washington 98837

Thursday, October 28, 1:30 p.m.

Hybrid In-Person/Zoom Webinar

1. Call to Order/Roll Call
2. New Trustee Introduction – Welcome Amy Parris
3. Educational Presentation (E-1, Info):
  - a. STTAACC Award (Barbi Johnson)
4. Consent Agenda **(E-1)**
  - a. Meeting Minutes Aug 26, Sept 9, Sept 20, 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)**
5. 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 1000.3.E)
6. Faculty Updates – Faculty Association President Dawnne Ernette **(E-3, Information)**
7. ASB President Colton Reynolds
8. President's Update
  - a. COVID-19 Impacts **(E-1, Information)**
  - b. Enrollment Report **(E-2, Information)**

*Executive Session – President Tweedy/Trustees*
9. Exceptional Faculty Award Presentation – Eric Fleming **(E-3, Information)**
10. Vision, Mission, Guiding Principles – President Tweedy & Committee **(E-1, Action)**
11. President's Contract – Trustees **(E-1, Action)**
12. BP 3020 Administrative and Exempt Contract – President Tweedy **(E-1, Action)**
13. BP 7700 Safety, Security & Emergency Management – President Tweedy **(E-1, Action)**
14. WAC 132R-190-035 Availability of Directory Information – President Tweedy **(E-1, Action)**
15. Transforming Lives – President Tweedy **(E-3, Information)**
16. Assessment of Board Activity (submitted in writing) – Trustees **(E-1, Information)**
17. Next Regularly Scheduled Board Meeting – Trustees **(E-1, Information/Action)**
18. 2022 Board Meeting Date – Trustees **(E-1, Information/Action)**
19. 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: December 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.*

## 2021-22 Board of Trustees Annual Cyclical Activities/Events

July	August	September	October	November	December
<input type="checkbox"/>	<input type="checkbox"/> 8/26 Board of Trustees Meeting (Retreat)	<input type="checkbox"/> Study Session <input type="checkbox"/> 9/9 Board Meeting <input type="checkbox"/> Fall In-Service  Action on Board Self-Evaluation Action on Proprietary Budgets	<input type="checkbox"/> 10/28 Board of Trustees Meeting Action on Transforming Lives Nominee  <input type="checkbox"/> 10/13-16 ACCT Leadership (virtual)	<input type="checkbox"/> 11/18 ACT Legislative Action Committee Meeting <input type="checkbox"/> 11/19 ACT Conference	<input type="checkbox"/> Holiday Potluck? <input type="checkbox"/> Study Session <input type="checkbox"/> 12/9 Board of Trustees Meeting Action on board calendar for next year

January	February	March	April	May	June
<input type="checkbox"/> IR Releases Monitoring Report Workbook to staff  <input type="checkbox"/> Board of Trustees Meeting (date TBD) Action on Sabbatical  <input type="checkbox"/> 1/24 ACT Transforming Lives Event <input type="checkbox"/> 1/25 ACT Conference	<input type="checkbox"/> Review Probationary/Tenure Information <input type="checkbox"/> Study Session  <input type="checkbox"/> 2/6-9 ACCT Leadership	<input type="checkbox"/> Study Session  <input type="checkbox"/> Board of Trustees Meeting (date TBD)  Action on Probationary/Tenure Candidates Action on ACT Awards? Action on Exceptional Faculty Awards	<input type="checkbox"/> Study Session	<input type="checkbox"/> ACT Conference <input type="checkbox"/> Board of Trustees Meeting (date TBD)	<input type="checkbox"/> Board of Trustees Meeting (date TBD) Action on Emeritus Status Action on President's Evaluation/Renew Contract Action on Board Chair Election Action Approve Budget for next year Action Final Monitoring Report Updated Strategic Plan <input type="checkbox"/> Celebration <input type="checkbox"/> HS21/GED Graduation <input type="checkbox"/> Graduation

Blue Text = ACT

Green Text: ACCT



At BBCC we strive to serve ALL stakeholders with integrity by...



## Communication

- Maintaining appropriate confidentiality
- Using direct communication and actively listening
- Receiving feedback nondefensively
- Being approachable, available, and responsive
- Apologizing readily and making amends

## Community

- Assuming best intent
- Showing appreciation
- Celebrating successes
- Being fair and equitable
- Advocating for each other



## Accountability

- Accepting responsibility for mistakes and striving to learn from them
- Anticipating problems and acting in advance
- Being good stewards of resources
- Prioritizing safety
- Following through and following up

At BBCC our stakeholders include: students, family members, employees, trustees, donors, business partners, and campus guests.

**BIG BEND COMMUNITY COLLEGE**

Date: 10/28/21

**ITEM #2:** New Trustee (information)

**BACKGROUND:**

Governor Inslee appointed Amy Parris to the vacant trustee position effective September 16, 2021 through September 30, 2023. Trustee Parris is from Othello and serves as the Director of School to Career, AVID District Director, and oversees the Health and Wellness programs in the Othello School District. She possesses a Master of Education in Counseling, Heritage University. Trustee Parris served on the 2019-20 Presidential Search Committee. She enjoys spending time with her family.

Prepared by the President's Office.

**RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/28/21

**ITEM #3:** Educational Presentation (information)

### **BACKGROUND:**

The board has requested educational presentations.

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

Prepared by the President's Office.

### **RECOMMENDATION:**

None.



August 5, 2021

Dear Barbi:

Congratulations on your nomination for the 2021 classified exemplary award. The statement below was submitted by me to STTACC in recognition of your work based on the following questions.

**1. How does your nominee go above and beyond their job duties?**

Barbi Johnson has been a veteran employee at BBCC since February 2000 meeting a long-time record in professional excellence. She started out in the business office as cashier where front front-line service is a vital part of her job. Challenges can deter a positive attitude; however, Barbi provided excellent service to internal and external customers daily and respected and valued every individual she encountered.

Over the past 20 years, there have been many changes with administration personnel, department staff, and campus policy or procedures. Barbi remains flexible and open to learning even today. She changed departments in 2018 when the college Transitional Studies department expanded services throughout our campus district. She jumped in giving 100% to develop and streamline internal processes, and successfully onboard new team members.

BBCC will launch CTCLink in September 2021. Since the planning began, Barbi has served on the committee and now works through the validation steps. With the countless hours and team collaboration, their goal is to assure fewer hiccups than other colleges have experienced during this transition to PeopleSoft.

**2. How does your nominee foster positive work relationships within their college community?**

Barbi is a team player, focusing on customer service (internal and external) and always willing to step in wherever there is need to prevent any interruption of business on campus. While working in the business/finance office, she shared time in student services and the testing center. She holds high standards in excellence and accountability and I value her honesty and strong ethics in matters of the college.

When it comes to excellence in teaching & learning, Barbi treats every student as an individual. Her positive and stick-with-it attitude is refreshing. I have seen how she goes above-and-beyond when it comes to student success. When the college implemented a Financial Literacy resource, Barbi accepted the challenge. She was the primary contact educating students how to manage their finances, providing information and speaking to students individually about how they can utilized the available resources on and off campus.



On the classified staff development team, she frequently volunteered as a buddy to help onboard new personnel. She understands the importance of this for the success of longevity employment, especially in higher education.

Currently Barbi works with a variety of faculty. She is an excellent communicator and provides significant contribution to her team with her excellent organization skills and commitment to quality. In all these areas, she is well respected by her colleagues throughout the college.

**3. How does your nominee contribute to professional development at their college or institution?**

She implements the skills and techniques she learns to provide a better work environment. She is a quick learner and is willing to adjust her schedule to help streamline processes in other departments on campus and step in whenever necessary.

Barbi served four years on the classified staff Professional Development Committee. At first as a member-at-large, and then in a lead role. I appreciate her willingness to help mentor, coach, and train other classified staff into new roles. She encourages them along the way and never lets them feel they are on their own.

**4. What other information do you feel we need to know about your nominee?**

Barbi is talented and creative when completing projects and streamlining or simplifying processes. She is a team player and communicates well with administrators, community members, and students. She is always approachable, smiling, pleasant, and willing to help.

Outside of campus life, Barbi's compassion and care extends to her community, and building lifelong relationships. She and her family are engaged in a variety of community events, too many to list. She continues to network and build a resource; offers volunteer services, and educates individuals about the value of family, faith and fun.

Again, congratulations and keep up the great work you do for Big Bend Community College.

Barbara Collins  
Region D Coordinator

**BIG BEND COMMUNITY COLLEGE**

Date: 10/28/21

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

- a. Board Meeting Minutes

**BACKGROUND:**

The minutes of the board meetings held on August 26, September 9, and September 20, 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 Board retreat Thursday, August 26, 2021, at 9:00 via Zoom Webinar and in-person.

### 1. Call to Order

Present: Anna Franz  
Jon Lane  
Juanita Richards  
Thomas Stredwick

### 1. President's Update

President Tweedy stated the strategic planning process was launched in January using an inclusive process with all campus stakeholders. Four institutional priorities (IP) along with major activities and tasks have been identified. All current activities and tasks were incorporate into the strategic plan. Institutional priorities include improving student success, employer of choice, forward looking infrastructure, and enrollment growth and diversification.

Big Bend has experienced a five-year enrollment decline paralleling the WA community and technical college system's decline. We are outperforming other rural community colleges. VP Humpherys is working to build dual enrollments outside of Moses Lake focusing on Othello, Mattawa, and Quincy. The allocation chart showed that BBCC has been reaching the target until the pandemic. We cannot sustain the pandemic decline. Our budget is okay now due to federal stimulus which we will not have next year. We must increase our enrollment. The data in the charts informs the institutional priorities.

President Tweedy stated Big Bend is evaluating the impact of the four IPs on our workforce and we reviewed all current major activities to ensure we do not duplicate effort or spread the workforce to thinly. Some of the work is dependent on receiving a grant. VP Humpherys stated staff are scrutinizing turnover and determining how to revise positions to better address current needs that have emerged during the pandemic. Temporary COVID monies are funding some of the activities related to the pandemic.

Trustee Lane asked about Achieving the Dream (AtD) and accreditation. Big Bend let go of AtD due to diminishing benefits and the push from the State Board (SBCTC) toward guided pathways and accreditation standard changes about disaggregation of data. ATD focused on coaching data-driven decision making. The SBCTC is providing coaching and Big Bend has incorporated data-driven decisions into the culture.

We had a successful accreditation visit and we are focusing on our strategic planning process, which addresses the one accreditation recommendation we received. Dr. Tweedy recognized the accreditation efforts by Dean Valerie Parton and VP Humpherys.

Trustee Lane recognized former Trustee Stephen McFadden's influence around marketing, and asked about current marketing efforts. Dr. Tweedy stated the enrollment growth and diversification priority includes working with community partners. Big Bend held an enrollment retreat in July and staff are joining with communities and school district superintendents to promote Big Bend. Trustee Lane also stated he appreciates Dr. Tweedy's weekly updates.

Dr. Tweedy shared the second draft Vision, Mission, and Guiding Principles developed by an inclusive group of people from around the campus. The Guiding Principles capture the process related to workplace norms. Cabinet and Shared Governance Council (SGC) adopted workplace norms. The Guiding Principles all funnel into "educate all."

Dr. Tweedy stated Governor Inslee's proclamation includes a vaccine mandate for trustees and all state employees with narrow religious and medical exemptions available. All non-vaccinated employees who do not have an approved exemption must be terminated mid-October for not fulfilling a condition of employment.

VP Garza explained that a vaccination verification process has been identified and a separation process is being developed. AAG Jason Brown reported it is a gross misdemeanor to not enforce the vaccination requirement.

## **2. President's Evaluation**

President Tweedy and Dean of Institutional Research Valerie Parton pulled highlights from the larger Mission Fulfillment report for the summary in the board packet regarding course success rates (leading measures), fall to fall enrollment data (leading and lagging measures), and graduation rates (lagging measures).

Dean Parton stated the data includes 2019-20 and prior and reflects the remote learning from the past year. Dashboards are updated and instructors can see their course data. Big Bend has remained ahead of the benchmark. Retention is better than expected. Race and ethnicity is our most prominent data disaggregation and we are working hard to minimize the gap between groups. Qualitative data, feedback from student focus groups, was included in strategic planning. Student focus groups highlighted how different student groups manage their issues from the stress/anxiety of new students to more confidence as they work through the courses. The data committee works hard to examine the information and make recommendations based on it.

President Tweedy stated the data committee sorted and themed data and recommendations. The Strategic Planning sub group took Data Committee recommendations to compare major activities and tasks and consider how new items align before adding. All recommendations were considered and the same process was used with in-service input from all campus members. The domino of data analysis, recommendations, and incorporation into the SP and was very important.

Dr. Tweedy reported Big Bend is considering how to manage enrollment around a steep decrease of high school graduates predicted in 2025.

VP Humpherys reported due to the pandemic there was a policy change for student placement testing. There is not a good relationship between test results and class performance. Kudos to staff and faculty who developed a framework to place students based on their high school transcripts and it is a better predictor than placement testing. Success rates are increasing.

At 10:15 a.m., Board Chair Anna Franz announced that the Board would adjourn to executive session for approximately 30 minutes, following a five-minute break, to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The Executive Session was extended twice for ten minutes each and the meeting resumed at 11:10 a.m. with no action taken.

### **3. President's Evaluation Process**

The Board reviewed the current process to make changes if needed. Dr. Tweedy's contract is a 3-year agreement with an option for additional years to be added effective August 17, 2020 through June 30, 2023. They discussed keeping the president's evaluation activity scheduled during the Board's August retreat. The board may accept the president's evaluation and extend her contract at the next board meeting September 9, or October 28. BP1000 can remain as is regarding timing of the June evaluation.

Dr. Tweedy and the trustees discussed gathering feedback systematically from campus members. Policy Governance training may provide an appropriate feedback system for the president. The PACE survey provides some data and goes along with the president's self-assessment, and summarized mission fulfillment report.

### **4. Board 2020-21 Self-Evaluation & 2021-22 Board Goals**

Trustees Thomas Stredwick and Juanita Richards discussed their meetings with other colleges to learn about how trustees use college dashboards to evaluate their colleges. Standout dashboards are simple, sustainable, actionable, and accessible. Trustee Stredwick shared a draft version of a dashboard that includes the four institutional priorities. Need to consider enrollment, safety, security, fiduciary and diversity, equity, and inclusion metrics.

Policy Governance measures policy directions through Ends Statements and they can be revised to align with the institutional priorities. Diversity, equity, and inclusion should be part of each Ends Statement and we should only track what is measurable.

Trustees Stredwick and Richards will align their draft and then work with President Tweedy and staff to identify how the tracking can be accomplished. Important to blend accreditation requirements, institutional priorities, and Ends Statements into a one-page dashboard document. Ends Statements are ongoing and there are also annual board

goals. The trustee job description was updated this year. The tenure process is working well and trustees appreciated the online access.

Board Chair Anna Franz led the discussion around the board's progress toward their 2020-21 goals.

**Goal 1:** Ensure effective onboarding and support of the new president in her first year at Big Bend including community introductions.

The trustees and president agreed that despite the pandemic the president's onboarding process was effective.

**Goal 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.

The trustees agreed that goals 2 and 3 are ongoing. Significant progress was made by trustees Thomas Stredwick and Juanita Richards on the dashboard project. With two new trustees onboarding, focus on training and education will be helpful. Significant progress has been made with goal 2 and it is on going.

**Goal 3:** Advance equity, diversity, and inclusion by establishing policies and institutional goals supporting operational equity, diversity, and inclusion programs.

The trustees agreed that this goal is ongoing and needs attention based on community events. The trustees need training to form a common foundation of understanding. Trustee Stredwick stated adding "as measured by 100% participation in training" makes this goal measurable. Trustee Lane stated the ACT Trustee Tuesdays have been educational.

The trustees also discussed a new goal about effective onboarding of new board members.

Board Chair Franz will write the president's evaluation and board self-evaluation for review at the next meeting.

The trustees suggested study session topics such as diversity, equity, and inclusion (DEI); policy governance, Hispanic-Serving Institution, Budget/Enrollment links, Capital budget, and ESCALA. President Tweedy reminded all that DEI training is mandated by the legislature. The WACTC Education Services Committee and WACTC Equity Committee will develop training for presentation.

Meeting adjourned at 12:28.

---

Anna Franz, Chair

ATTEST:

---

Sara Tweedy, Secretary

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Thursday, Sept 9, 2021, at 1:30 p.m. via Zoom Webinar and in-person.

### 1. Call to Order

Present: Anna Franz  
Jon Lane  
Juanita Richards  
Thomas Stredwick

Board Chair Anna Franz announced that some of the agenda items will be moved and reordered due to timing issues.

### 12. President's Evaluation

At 1:31 p.m., Board Chair Anna Franz 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. The Executive Session ended at 1:46 p.m. with no action taken.

Board Chair Anna Franz read the president's evaluation into the record.

*"With great appreciation, the Board of Trustees congratulates our new President, Dr. Sara Thompson Tweedy, on her first successful year of guiding our community college. In evaluating Dr. Tweedy's performance, the Board reviewed the end statements of the College and found that the institution, under Dr. Tweedy's leadership, has met the expectations of the Board despite the challenges faced during the COVID-19 pandemic.*

*Dr. Tweedy faced a unique challenge in starting her tenure in the midst of a global pandemic, accreditation site visit, and ctcLink implementation. Through her open communication, support of campus community members, and persistence, Dr. Tweedy successfully led Big Bend through those challenges. Highlights of her first year include supporting faculty and staff through the accreditation process; launching an inclusive strategic planning process; sustaining action relative to campus climate standards; supporting the launch of new programs such as the Bachelor's of Applied Science in Applied Management, Agricultural Mechanics, and UAS Operations Certificate; and supporting the college through the implementation of ctcLink.*

*The Board commends Dr. Tweedy in her campus communication work to ensure a positive work culture for our administration, faculty, and staff. Her communication efforts have especially helped the campus community during the challenges of the COVID-19 pandemic. The Board would also like to recognize the leadership of Dr. Tweedy outside of the Big Bend campus as demonstrated by her role as chair of the Educational Services Committee for WACTC. Engagement at the state level affords Big Bend an important*



*representation opportunity that we appreciate and support. The Board encourages Dr. Tweedy to continue her community outreach efforts to ensure strong partnerships between community stakeholders and our institution.*

*Moving forward, the Board also encourages Dr. Tweedy to review enrollment strategies to ensure broad access to services offered and that our institution meets enrollment targets needed to support continued financial integrity. The Board offers continued support as Dr. Tweedy and our college continues to face the challenges imposed by the pandemic. Although these challenges are often of an immediate and uncertain nature, the Board is confident that Dr. Tweedy will continue to provide strong and compassionate leadership to see our institution through these difficult times.”*

Motion 21-34

Trustee Thomas Stredwick moved to adopt the evaluation of President Thompson Tweedy and approve the extension of her contract by one year. Trustee Juanita Richards seconded, and the motion carried.

**8. Trustee Emeritus**

Board Chair Anna Franz discussed how former Trustee Stephen McFadden meets the criteria for Trustee Emeritus.

Motion 21-35

Trustee Jon Lane moved to appoint Stephen McFadden Trustee Emeritus. Trustee Juanita Richards seconded, and the motion carried.

**7. 2021-22 Proprietary Budget**

VP Linda Schoonmaker shared the proprietary budget information beginning with ASB accounts. ASB has reduced revenue due to the loss of the Moses Lake Open Doors Program. Athletics lost funding due to COVID impacts on reduced enrollment, gate fees, closing campus, and no gym rentals. The bookstore lost revenue due to COVID impacts. The bookstore has transitioned to contracted textbook sales with Barnes & Noble. Students will order textbooks through the Big Bend website. Barnes & Noble offers free or reduced postage for books to students during certain times around the beginning of the quarter. Bookstore employees continue to work with faculty regarding text books and operating the bookstore.

Housing and food accounts had major losses due to COVID. Full refunds were provided to students who were living in the dorms and left due to COVID. Currently, there are 140 students in the dorms, one per room.

Motion 21-36

Trustee Thomas Stredwick moved to accept the 2021-22 Proprietary Budgets. Trustee Juanita Richards seconded, and the motion carried.

**13. Board Self-Evaluation**

Board Chair Anna Franz discussed the board’s self-evaluation and 2021-22 board goals.

## 2020-21 Goals

### **Goal #1: Presidential Onboarding:**

*The Board agreed the goal had been met with by the Board in supporting our new president in her first year despite the limitations imposed by the COVID-19 pandemic.*

### **Goal #2 Monitoring Board Effectiveness:**

*The Board agreed that significant progress has been made on this goal through the formation and work of the board committee. Understanding that the development of an annual monitoring checklist that aligns with both the end statements of the Board as well as the strategic plan will require continued effort by the Board, the Board agreed that this would be an ongoing board goal. The Board set an expectation that it will hold study sessions on policy governance, accreditation standards, budgeting, and equity, diversity, and inclusion in the next academic year.*

### **Goal #3 Advancing Equity, Diversity, and Inclusion:**

*The Board agreed that significant progress has been made on this goal through the formation and work of the board committee to identify a process for training, implementation, and review of equity, diversity, and inclusion issues that impact our community. The Board agreed that this would be an ongoing board goal.*

## **2021-2022 Board Goals**

*With the retention of the 2020-2021 Board Goals #2 and #3, the Board also discussed the need to provide onboarding of new trustees with a current position vacant and a second position reaching term limits in September 2021. The Board goals for the 2021-2022 academic year are as follows:*

1. *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.*
2. *Advance equity, diversity, and inclusion by establishing policies and institutional goals supporting operational equity, diversity, and inclusion programs.*
3. *Ensure effective onboarding and support of new trustees.*

### Motion 21-37

Trustee Thomas Stredwick moved to accept the 2020-21 board self-evaluation and the 2021-22 board goals. Trustee Juanita Richards seconded, and the motion carried.

## **3. Consent Agenda**

a) Approval of June 10, 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 21-38

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

**4. Remarks**

There were no public remarks.

**5. Faculty Updates**

President Thompson Tweedy read information provided by outgoing Faculty Association President Zach Olson. "I apologize for not being able to be here in person to introduce the new faculty association president, Dawnne Ernette. Dawnne previously served as Vice President of the Faculty Association and will do a great job. Unfortunately, Dawnne cannot attend today's board meeting either. She is at a conference, and I am attending a New Student Registration and helping incoming students select their fall courses. It's always an exciting time of year.

The faculty don't have a lot to report. My only item comes from Dawnne Ernette who has been administering a new guided self-placement for English. Students now have the option to take a practical assessment to place into English courses. The student reads a brief article and receives a prompt, then writes a short, timed essay in response to the reading. An instructor reviews the essay with the student and discusses placement options, helping the student select the level of English most appropriate for the student's needs. So far about 18% of currently-enrolled first-year students used guided self-placement this summer, and the proportion of students placing directly into English 101 has increased considerably as compared to the Accuplacer assessment. Guided self-placement is a much more holistic assessment than a standardized test. Students have been able to complete their assessments throughout the summer via zoom, and recently in the library with a faculty member proctoring the assessment in person and ready to assist. Thank you for your support of the students, the college, and the faculty."

**6. President's Update**

Dr. Tweedy discussed the upcoming Fall In Service for faculty and staff, which will include information sharing and professional development. Students will return to campus and also attend online or hybrid classes. Dr. Tweedy recognized staff who have worked on campus and others who are returning to campus mid-September. She also stated there is a process for the employee-vaccine mandate. Social distancing and masking regardless of vaccination status continues. Dr. Tweedy announced the new employees and newly promoted employees.

Dr. Tweedy stated we continue to wait for the Governor to appoint a new trustee to the vacant position. Trustee Richards suggested the president and trustees contact local legislators to remind the Governor of the vacant position.

Enrollment continues to be in decline and the drop is common across the system of community colleges. We serve vulnerable students who have been disproportionately

impacted by COVID. Stimulus funding has been very helpful with \$4.7 million remaining to be distributed. Stimulus funding is filling the budget gap.

Due to ctcLink, Big Bend is not hiring fulltime employees at this time. Declining enrollments will impact the budget and enrollment strategies such as being more present in service district communities are positive.

Dr. Tweedy announced that Big Bend's ctcLink go live date is October 25. Big Bend is consistently a top finisher among DG5 migrators. Staff will continue to monitor for issues while Big Bend transitions to the new system.

Dr. Tweedy reported about capital projects. Science labs are expected to be completed in September. Wallenstein Theater is also scheduled for updates. A new gym floor has been installed in the DeVries Activity Center and our Maintenance and Operations staff did a great job painting the outside of the gym.

Trustee Juanita Richard asked about the proposed guiding principle "honor our role as a Hispanic-Serving Institution" (HSI). Dr. Tweedy clarified that the guiding principles culminate in educating all and serving as an HSI is an important part.

#### **9. BP3020 Administrative and Exempt Contracts**

BP 3020 was presented for information today and for action at the next meeting. President Tweedy stated this policy was last revised in 1993. The current process includes a final layer of appeal to the board. The policy revisions align with the policy governance model and extend the allowable contract length based on work performance.

#### **10. BP7700 Safety, Security, and Emergency Management**

Presented today for information and action at the next meeting. The revisions remove references to WACs and RCWs in the policy and aligns with policy governance. VP Linda Schoonmaker, stated the verbiage is fine and the references should be in the Administrative Procedure not Board Policy. She also stated AAG Jason Brown is working on a policy on policies to clarify policies and procedures and a systematic review of the policies and procedures.

#### **11. Transforming Lives**

President Tweedy stated local Transforming Lives committee is considering changes to the transforming lives nomination process. Staff and faculty are uncomfortable with the focus on the students' adversities rather than their resiliency, strengths, motivation, and persistence. Trustee Juanita Richards is on the local and statewide Transforming Lives Committee. She referenced the application when asking about the question about barriers the students have overcome. The trustees agreed to focus on efforts to engage in education over the trauma and or barriers nominees have faced. President Tweedy talked with other presidents about this same idea and they also advocate re-evaluating the focus of the award and application.

Trustee Stredwick stated the process is evolving and becoming more intentional and is more aligned with the new mission and vision, which are very forward looking.

President Tweedy will meet with the Transforming Lives committee and report back at the board meeting on October 28. Trustee Richards reported she will share Big Bend's concerns at the state level. President Tweedy thanked CBIS Director and local committee member Beth Laszlo for capturing the changes in the supporting document.

#### **14. Board Chair Rotation**

The board chair rotation was reviewed. At the end of the meeting on October 28, Vice Chair Thomas Stredwick will become the board chair for 2021-22.

#### **15. Assessment of Board Activity**

Trustee Jon Lane reported that he attended the board retreat, he met with Representative Tom Dent and he shared information about Big Bend at an Ephrata Rotary meeting.

Trustee Thomas Stredwick reported that he corresponded with Trustee Juanita Richards regarding the dashboard. He also attended graduation, the board retreat, June 18 campus celebration, and trustee candidate meetings.

Trustee Juanita Richards reported that she attended the JATP swing dance lesson, the July 15 Foundation meeting, the graduation ceremony and celebration, and the board retreat. She also corresponded with Trustee Stredwick and met with President Tweedy twice.

Trustee Anna Franz reported that she attended graduation and the campus celebration, trustee candidate meetings, a DEI Town Hall, ACT Trustee Tuesdays, and the board retreat. She also met with President Tweedy to discuss meeting agendas.

#### **16. Next Regular Board Meeting**

The next board meeting is set on October 28, 2021. A special meeting via Zoom will be set after September 13 for contract ratification with the Faculty Association.

#### **17. Miscellaneous**

The trustees discussed board meeting logistics. They decided to continue with hybrid meetings. President Tweedy thanked Richard Miller for coordinating the technology for the hybrid meetings.

The meeting adjourned at 3:21 p.m.

---

Anna Franz, Chair

ATTEST:

---

Sara Tweedy, Secretary

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Special Board meeting Monday, September 20, 2021, at 12:00 p.m. via Zoom Webinar.

Present: Anna Franz  
Jon Lane  
Amy Parris  
Juanita Richards  
Thomas Stredwick

President Tweedy welcomed new Trustee Amy Parris to her first meeting.

### 1. **2021-22 Negotiated Agreement with the Faculty Association**

Board Chair Anna Franz stated that the trustees received a summary of changes to the 2021-22 Negotiated Agreement last week.

Motion 21-39 Trustee Thomas Stredwick moved to approve the 2021-22 Negotiated Agreement with the Faculty Association. Trustee Jon Lane seconded, and the motion carried.

---

Anna Franz, Chair

ATTEST:

---

Sara Tweedy, Secretary

Adjourned 12:04 p.m.

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/28/21

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

b. Accreditation

Dean Daneen Berry-Guerin and Dean Valerie Parton attended a Northwest Commission on Colleges and Universities (NWCCU) Substantive Change webinar on October 15, 2021. NWCCU requires prior approval of institutional substantive changes in educational programs, methods of delivery, and organizational mission, status, or form of control. The substantive change process is designed to ensure the consistency of quality of academic programs, and to ensure that institutions undergoing major changes continue to meet the Standards of Accreditation.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

**RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/28/21

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

#### c. Student Success

The Basic Education for Adults (BEaA) department began offering off-campus during fall quarter, the first time since the start of the pandemic. The department is holding English as a Second Language (ESL) and adult High School completion courses in the communities of Quincy, Othello, and Mattawa. The classes in Mattawa have been especially successful with two full ESL classes and students on waitlists for Winter Quarter. The success in Mattawa is the result of a budding partnership between the college and Wahuluke School District and includes an expansion of dual enrollment articulations. We are also expanding college credit bearing courses that will be available to community members. Hopefully, the college can replicate the partnership in other communities such as Othello and Quincy. President Sara Thompson Tweedy and Vice President Bryce Humpherys are planning visits to targeted Service District High Schools to develop and expand these types of partnerships.

An overview of BBCC student data and programs is provided as well as their students' enrollment and course success summary at BBCC.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

### **RECOMMENDATION:**

None.



**BIG BEND COMMUNITY COLLEGE**

Date: 10/28/21

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

d. Assessment

The Data Committee reviewed the Employer Survey detail and are in the process of creating a summary for the campus.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

**RECOMMENDATION:**

None.

## BIG BEND COMMUNITY COLLEGE

Date: 10/28/21

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

### **ctcLink Update:**

We are ready for GO LIVE! On Monday, October 25<sup>th</sup>, the BBCC ctcLink team will be live in PeopleSoft. They will have only a couple of days to be in there before we add staff, faculty and students employees on Wednesday the 27<sup>th</sup> for the first input of time and leave in the new system. Students will begin activating their accounts and registering for Winter quarter on November 8<sup>th</sup>. This is an exciting time for all of us, especially those who have worked so hard to ensure our transfer to the new system is a great success.

### **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 – **47%** expended; HSI \$154,997 – 100% expended.

GEER: \$530,394 – 100% expended.

Round 3: Institutional \$2,484,436 – **24%** 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):** We are down to the final punch list items.

**Wallenstein Theater electrical upgrades (Minor Project for 2021-23 biennium):** Advertisement to Bid on the project will be out this week, with early November for the closing of bid packages.

**Wallenstein Theater roofing replacement:** This project has a contractor in place, but product and staffing availability will most likely extend the completion until a Spring date.

**Pavement and awning repairs:** paving and concrete repair work in miscellaneous locations. Due to contractor staffing availability, this project may not occur until Spring.

Prepared by VP Schoonmaker.

**RECOMMENDATION:** None.

## BIG BEND COMMUNITY COLLEGE

Date: 10/28/21

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

f. Human Resources

### **BACKGROUND:**

#### **Recruitment & Selection:**

Anthony Garcia accepted the position of Campus Security Officer. This is a new, full-time, classified staff position. Anthony will start his new position on November 1, 2021.

Varinder Singh accepted the position of Security Guard 1. This is a new, full-time classified staff position. Varinder will start his new position on November 1, 2021.

Recruiting activities are currently on hold until after ctclink go live. Active recruitment will resume on November 1, 2021.

#### **Retention:**

The 2021 year-to-date turnover rate is 13.402% through September 30. The turnover rate for the month of September was 3.125%. There were six separations in September. The breakdown includes 3-New Job, 2-Resignation, and 1-Job Abandonment. Our goal for 2021 is to have a turnover rate less than 12%.

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/28/21

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

g. ASB Report

### **BACKGROUND:**

ASB has been busy trying to reach as many students as possible with their events. The officers promoted social media to involve more students, so that they can be notified about our upcoming events. Regarding student contact information, through our surveys, we have found that students' personal email accounts is rating the highest, then personal contact and social media posts.

Our first event for the quarter, Taco Tuesday, associated with free ASB swag, brought in a total of 171 participants. The following week we held a Virtual Bingo: Student Success Tips and had 19 participants. ASB sponsored a successful Blood Drive, On Friday, Oct. 8, Big Bend Community College partnered with community and technical colleges across the state to bring author Maria Hinajosa virtually to our campus. GESA Credit Union was very generous to sponsor our end of the cost with this event. Maria Hinajosa spoke concerning Latinx/Hispanic Heritage Month topics and gave great advice to those who attended this event.

Last week ASB sponsored Taco Tuesday along with Disability Awareness Month by handing out Be Kind T-shirts that had sign language for each of the letters on the shirt, as well as disability resources. We had 193 in attendance at this event – a great success!

ASB tries to be intentional in their event planning. Our most recent event was a motivational speaker for female athletes particularly, addressing positive self-talk and confidence, as well as body image. We had 40 in attendance, with the majority being female athletes.

Upcoming events include virtual Bingo: Disability Awareness theme, and a drive-thru pizza event next week, partnered with info and swag concerning Dia de Los Muertos.

Since ASB cannot attend their annual leadership retreat and training in Leavenworth this year, we are bringing the training to our campus Oct. 22-23, covering topics such as Parliamentary Procedure and running effective meetings, Suicide Awareness, Campus Security Authority training and planning upcoming events for Winter and Spring quarters. On Saturday, there will be a full day of leadership training by facilitator Bobby Audley, who has facilitated fantastic training in the past with our ASB leadership.

ASB currently only has three officers, who are doing the work of five, as well as six programmers. They are putting in lots of extra hours to help make these events successful for our students. They are great examples of BBCC student leadership!

President Thompson Tweedy reached out and met with the ASB officers, concerning her plan to announce the mandatory vaccination for Winter Quarter. The officers appreciated the time she took to explain how she came to the decision to mandate student vaccinations. She encouraged their comments and feedback, as well as working on holding a student forum concerning this topic. ASB supports her decision in this difficult time.

Prepared by Director of Student Activities Kim Jackson.

**RECOMMENDATION:**

None.

# BIG BEND COMMUNITY COLLEGE

Date: 10/28/21

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

### h. Foundation Report

#### BACKGROUND:

With STAR night canceled the Foundation purchased BBCC Foundation engraved mugs to be mailed to our out of town scholarship donors and we are hand delivering the in town donors. The gifts include the thank you cards from the students and a note from the Foundation. This has been well received.

The Foundation is gearing up for some fall fundraisers.

The first one is the Thanksgiving drive to raise money for dinners for our students. This will be a Facebook fundraiser as well as donations of items and cash. Jody Bortz is organizing this event. Anything you can do to help would be appreciated.

Executive Director LeAnne Parton has been encouraging different groups to consider doing a Giving Tuesday fundraiser on Facebook, i.e. the Library, Phi Theta Kappa, Jim Tincher's scholarship just to name a few.

The Foundation is also working on the "Family Campaign" employee giving, looking at a softer approach this year with so many things coming at employee's such as CTC link, COVID.

The Foundation is working on our year-end appeal.

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



### **Women in War: A Historical View of Why They Mattered (A Lot)**

*Presented Free through Partnership with One Day University*

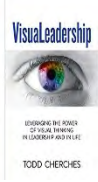
October 21st at 1:00 PM PDT



### **How to Love Speaking in Public, Even if you Hate it Now**

*Linda Ugelow*

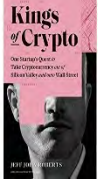
November 4th at 9:00 AM PDT



**Leveraging the Power of Visual Thinking To Be a Better Communicator and Leader**

*Todd Cherches*

November 10th at 9:00 AM PST



**Crypto 101: Bitcoin, Blockchain, Geniuses, and Scoundrels**

*Jeff John Roberts*

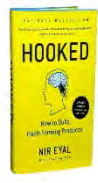
November 17th at 9:00 AM PST



**Research Like a Pro: Discovering Your Family’s History in 30 Minutes a Day**

*Diana Elder, Author and Accredited Genealogist*

December 1st at 9:00 AM PST



**Hooked: How to Build Habit-Forming Products**

*Nir Eyal, Bestselling Author and “The Prophet of Habit-Forming Technology”*

December 9th at 4:00 PM PST



**Beating Burnout at Work: The Secret to Well-Being and Resilience**

*Paula Davis, Author and Resiliency Expert*

December 15th at 9:00 AM PST

**BIG BEND COMMUNITY COLLEGE**

Date: 10/28/21

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

**BACKGROUND:**

Faculty Association President Dawnne Ernette may report faculty activities.

**RECOMMENDATION:**

None.



## **BIG BEND COMMUNITY COLLEGE**

Date: 10/28/21

**ITEM #7:** ASB Updates (information)

### **BACKGROUND:**

ASB President Colton Reynolds will report ASB activities.

### **RECOMMENDATION:**

None.

**BIG BEND COMMUNITY COLLEGE**

Date: 10/28/21

**ITEM #8:** President's Update (information)

**BACKGROUND:**

Dr. Tweedy will provide an update.

- a. COVID-19 Impacts
- b. Enrollment

**RECOMMENDATION:**

None.

**b. Enrollment (E-5, Information)**

Summer 2021 enrollments were down from summer 2020. Total headcount was down 19.9% from the prior year with declines seen in all groups. Total and state-funded FTEs were down 13.6% and 8.5%, respectively, from summer 2020. The final enrollment report for summer 2021 is included for review.

Fall 2021 classes began on September 20, 2021; the fall 10<sup>th</sup> day report is included for review. At the end of week four of the quarter (on October 18, 2021), fall headcount was down 7.7% from the same time last fall. Total fall FTEs were down 13.8% and state-funded FTEs were down 7.8% from this time last year. Workforce Education program enrollment was approximately the same as it was last year at this time; whereas, enrollments in Arts & Sciences and Basic Education for Adults programs have declined.

The tuition amount budgeted for 2021-2022 is \$3,800,000. As of Sept 30, 2021 we have collected \$1,242,236 or 32.7% of the budgeted amount. As of Sept 30, 2020 we had collected \$1,294,956 or 34.1%.

TUITION COLLECTION REPORT  
As of Sept 30, 2021 and Sept 30, 2020

---

	<u>2021-2022</u>	<u>2020-2021</u>
Annual Budget	\$3,800,000	\$3,800,000
Total Collections as of Sept 30	\$1,242,236	\$1,294,956
As a % of Annual Budget	32.7%	34.1%
Left to Collect to Meet Budget Target	\$2,557,764	\$2,505,044

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

## FALL 10th DAY ENROLLMENT REPORT

### HEADCOUNTS

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
<b>ETHNIC ORIGIN</b>									
Amer. Indian/Alaska Ntv	22	29	37	24	19	26	30	23	27
Asian/Pacific Islander	46	61	67	68	53	43	45	38	38
Black	30	27	22	26	30	34	32	45	28
Hispanic	868	962	950	830	775	897	768	732	638
White*	872	1,037	1,105	1,086	1,225	1,459	1,226	1,224	1,211
Other	13	16	17	19	14	18	125	146	87
Unknown*	145	89	179	228					

\*Prior to 2018, these groups were combined

<b>SEX</b>									
Female	1,142	1,293	1,295	1,241	1,156	1,376	1,209	1,169	1,171
Male	854	927	1,081	1,040	959	1,065	1,017	1,032	853
Not Indicated	0	1	1	0	1	2	0	7	5

<b>STUDENT STATUS</b>									
Full-time (12 or more crs)	1,287	1,419	1,681	1,472	1,471	1,480	1,517	1,470	1,480
Part-time (less than 12 crs)	709	802	696	809	645	963	709	738	549
Percent full-time	64.5%	63.9%	70.7%	64.5%	69.5%	60.6%	68.1%	66.6%	72.9%

<b>TOTAL HEADCOUNT</b>	<b>1,996</b>	<b>2,221</b>	<b>2,377</b>	<b>2,281</b>	<b>2,116</b>	<b>2,443</b>	<b>2,226</b>	<b>2,208</b>	<b>2,029</b>
------------------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------

Running Start	455	503	444	439	401	419	369	355	213
International	1	1	3	4	7	9	10	9	4

### STATE FUNDED FTES

<b>STUDENT INTENT</b>									
ABE/ESL	52.3	116.7	87.0	152.0	224.5	138.8	119.1	73.3	25.5
Academic/Transfer	646.6	686.2	778.2	790.5	720.5	934.5	905.9	907.4	957.8
Workforce Education	423.9	421.3	548.4	497.9	470.0	485	510.6	532.8	557.1

<b>TOTAL STATE FTES</b>	<b>1122.8</b>	<b>1224.2</b>	<b>1413.6</b>	<b>1440.4</b>	<b>1415.0</b>	<b>1558.3</b>	<b>1535.6</b>	<b>1513.5</b>	<b>1540.4</b>
-------------------------	---------------	---------------	---------------	---------------	---------------	---------------	---------------	---------------	---------------

Prepared 10/18/2021 SB

# SUMMER FINAL ENROLLMENT REPORT

## HEADCOUNTS

	SUMMER 2021	% Change	SUMMER 2020	SUMMER 2019	SUMMER 2018	SUMMER 2017	SUMMER 2016	SUMMER 2015	SUMMER 2014	SUMMER 2013	SUMMER 2012
<b>ETHNIC ORIGIN</b>											
Amer. Indian/Alaska Ntv	7	-22.2%	9	9	7	5	8	8	9	12	8
Asian/Pacific Islander	16	-42.9%	28	22	17	12	20	15	14	19	9
Black	11	-8.3%	12	7	11	10	10	9	8	12	16
Hispanic	213	-29.0%	300	253	221	241	260	221	202	198	199
White	247	-19.5%	307	316	314	343	463	374	381	407	353
Other/Unknown	58	75.8%	33	57	89	84	119	48	37	7	40

## SEX

Female	288	-30.8%	416	333	353	401	522	374	362	393	397
Male	264	-2.9%	272	331	305	291	356	300	289	257	228
Not Coded	0	-100.0%	1	0	1	3	2	1	0	5	0

## STUDENT STATUS

Full-time (12 or more crs)	160	97.5%	81	82	83	85	135	147	111	151	129
Part-time (less than 12 crs)	392	-35.5%	608	582	576	610	745	528	540	504	496
Percent full-time	29.0		11.8	12.3	12.6	12.2	15.3	21.7	17.1	23.1	20.1

## BY FUNDING SOURCE

State	517	-7.3%	558	574	616	645	700	655	620	622	599
Shared Funding											
Grant/Contract	26	-78.5%	121	66	32	30	154	0	11	30	26
Community Service	0	n/a	0	17	3	20	26	20	20	3	0
Non MIS reportable	9	-10.0%	10	7	not reported previously						

## BY TIME/LOCATION

On-Campus Day*				267	363	414	472	483	453	444	471
On-Campus Evening*				75	37	19	71	9	28	59	29
Off-Campus Day/Online*				297	241	262	317	178	150	152	125
Off-Campus Evening*				25	18	0	20	5	20	0	0

<b>TOTAL HEADCOUNT</b>	<b>552</b>	<b>-19.9%</b>	<b>689</b>	<b>664</b>	<b>659</b>	<b>695</b>	<b>880</b>	<b>675</b>	<b>651</b>	<b>655</b>	<b>625</b>
------------------------	------------	---------------	------------	------------	------------	------------	------------	------------	------------	------------	------------

Running Start	n/a - no Running Start in summer										
International*				2	2	4	8	5	4	4	1

## SUMMER FINAL ENROLLMENT REPORT

### FTES

	SUMMER <u>2021</u>	% Change	SUMMER <u>2020</u>	SUMMER <u>2019</u>	SUMMER <u>2018</u>	SUMMER <u>2017</u>	SUMMER <u>2016</u>	SUMMER <u>2015</u>	SUMMER <u>2014</u>	SUMMER <u>2013</u>	SUMMER <u>2012</u>
--	-----------------------	-------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------

#### STATE FUNDED

ABE/ESL	31.6	>100%	12.7	17.9	22.6	53.7	31.5	20.7	11.8	28.1	21.4
Academic	138.9	-21.6%	177.2	167.0	191.2	166	215.3	232.3	195.1	192.2	172
Occupational	84.9	-4.9%	89.3	109.1	84.5	98.8	121.6	107.8	107.1	117	121.8

<b>TOTAL STATE FTES</b>	<b>255.4</b>	<b>-8.5%</b>	<b>279.2</b>	<b>294.0</b>	<b>298.2</b>	<b>318.5</b>	<b>368.4</b>	<b>360.8</b>	<b>314.0</b>	<b>337.3</b>	<b>315.2</b>
-------------------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------

#### OTHER FTES

Community Service	0.0	n/a	0.0	0.5	0	0.6	1.1	0.3	0.3	0	0
Contract Funded	8.7	-65.2%	25.0	10.3	2	1.7	3.2	0	0.3	10.1	9.5
Other (Employ., Sr. Cit.)	0.5	-76.2%	2.1	2.1	2.2	2.7	2.9	4.5	3.5	3	3.5

<b>GRAND TOTAL FTES</b>	<b>264.6</b>	<b>-13.6%</b>	<b>306.3</b>	<b>306.9</b>	<b>302.4</b>	<b>323.5</b>	<b>375.6</b>	<b>365.6</b>	<b>318.1</b>	<b>350.4</b>	<b>328.2</b>
-------------------------	--------------	---------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/28/21

**ITEM #9:** Exceptional Faculty Award (for information)

### **BACKGROUND:**

During the May 7, 2021 board meeting, the board approved Math Instructor Eric Fleming's Exceptional Faculty Award to develop an online math resource.

Instructor Fleming reports that his Exceptional Faculty Award project directly impacts MATH&141 students by providing them with virtually unlimited practice with concepts in MATH&141. Any student who is in a MATH&141 course where the instructor utilizes the WAMAP version of our textbook has access to explanations of concepts that are numerically dynamic and have varying levels of explanation. This provides them with more opportunities to interact with the textbook in ways that were not possible before. The students see an example worked out and are asked to work out a similar example right after. If the student does not manage to complete this example in a configurable number of attempts, then a solution is shown to them. They can then work another copy of the example with different numbers. Homework assignments and test reviews are similarly numerically dynamic.

Prepared by the President's Office.

### **RECOMMENDATIONS:**

None.

## BIG BEND COMMUNITY COLLEGE

Date: 10/28/21

**ITEM #10:** Vision, Mission, Guiding Principles (action)

### **BACKGROUND:**

The proposed vision, mission, and guiding principles were drafted by a committee of employees from across the campus and led by Director of Title V Tammy Napiontek. They were also shared with and endorsed by the Executive Team, Cabinet, and Shared Governance Council and discussed during the last full campus in-service. Dr. Tweedy shared the proposed vision, mission, and guiding principles during the August 26 board retreat and during her update to the board September 9. Director Tammy Napiontek and committee member Instructor Sarah Bauer will describe the process and answer questions.

#### **Vision:**

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

#### **Mission:**

Big Bend Community College

**Serve as a Bridge**

**Stand as a Leader**

**Support for Success**

#### **Guiding Principles:**

Honor our Role as a Hispanic-Serving Institution

Advocate for Equity, Inclusion, & Diversity

Embrace our Workplace Norms

Innovate Proactively

Model Integrity

Educate All

Prepared by the President's Office.

### **RECOMMENDATION:**

President Tweedy requests that the Board approve the vision, mission, and guiding principles.



## **BIG BEND COMMUNITY COLLEGE**

Date: 10/28/21

**ITEM: #11** President's Contract (action)

### **BACKGROUND:**

During the September 9, 2021, the board discussed the president's evaluation and extending Dr. Sara Thompson Tweedy's contract.

Prepared by the President's Office.

### **RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/28/21

**ITEM #12** Board Policy 3020 Admin and Exempt Contracts (action)

### **BACKGROUND:**

This is the second reading of BP3020 Administrative and Exempt Contracts with suggested revisions. AAG Jason Brown has reviewed the revisions.

### **RECOMMENDATION:**

President Tweedy and VP Garza recommend the board approve the revised BP3020.

- 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 ~~P~~resident 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: 10/28/21

**ITEM #13** Board Policy 7700 Safety, Security and Emergency Management (action)

### **BACKGROUND:**

This is the second reading of BP7700 Safety, Security and Emergency Management. AAG Jason Brown has reviewed the revisions.

### **RECOMMENDATION:**

President Tweedy and VP Linda Schoonmaker recommend the board approve revised BP7700.

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: 10/28/21

**ITEM #14:** WAC Revisions (action)

### **BACKGROUND:**

WAC 132R-190-035 Availability of Directory Information was revised by Registrar Starr Bernhardt to align Big Bend's information with the WACTC approved Global FERPA Directory for all Washington Community and Technical Colleges. The revised WACs are attached. The required public hearing was held October 26 and Melinda will alert the trustees to any issues that may have been raised during the hearing.

Prepared by the President's Office.

### **RECOMMENDATION:**

President Tweedy recommends approval of the proposed revisions to WAC 132R-190-035 Availability of Directory Information.



**WAC 132R-190-035 Availability of directory information.** The following personally identifiable information contained in a student's education record shall be deemed "directory information" and unless restricted by the student may be disclosed without a student's prior written consent: Student's name, (~~address, electronic mail address, telephone listing, date of birth, enrollment status (full-time or part-time)~~) major field of study, participation in officially recognized (~~activities and~~) sports, (~~weight and height of members of athletic teams~~) enrollment status, dates of attendance, honors (~~roll~~), degrees (~~and awards received~~) or certificates earned, and (~~the most recent previous educational agency or institution attended by the student~~) term degree or certificate awarded. The college will give public notice to students annually of the matters contained in the above-designated "directory information." Each student will have ten days from the day of registration to decide if he or she wishes to have directory information released without written consent.

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/28/21

**ITEM #15:** ACT Transforming Lives Award Nomination (for action)

### **BACKGROUND:**

ACT is sponsoring the Transforming Lives awards again this year. There are two nominees and their information along with the statewide criteria is following.

Every state-level nominee will have their story and picture included in an awards booklet that will be shared with legislators, the higher education community, and posted on the ACT website.

- The BBCC Committee will meet soon to discuss celebrating the BBCC nominees.

BBCC's nominations will be reviewed by the trustees.

### **RECOMMENDATION:**

President Tweedy recommends the trustees select a nominee and an alternate for the 2021 ACT Transforming Lives Award.



# Transforming Lives

## 2022 Nomination Criteria

### Description

The ACT Transforming Lives Awards recognize current or former students whose lives have been transformed by attending a Washington state community or technical college. The ACT Awards Committee will select six keynote speakers from the nominations submitted by the Washington community and technical colleges.

All nominees will be invited to attend, at ACT's expense, the ACT Legislative Contact Conference (January 24, 2022), at the RL Hotel in Olympia), where they will be honored during the Transforming Lives Awards Dinner. Award winners will be the keynote speakers, and each recipient will receive a \$500 cash award from ACT.

Every nominee will have his or her story and picture included in an awards booklet that will be shared with legislators, the higher education community, and posted on the ACT website.

### Awards Criteria

Nominations must come from the student's board of trustees, based on the following criteria:

- The nominee may be:
  - a current or former Washington community or technical college student [**within 3 years (2018-19, 2019-20, 2020-21) of completing a degree, certificate or transfer**]
  - Or a current student who is making significant progress toward completing a degree or certificate that is helping him or her prepare for success in his or her future endeavors.
- The nominee must share in written format (**maximum 600 words**) about overcoming barriers to achieve higher education goals and how the education and support received at his/her community or technical college was life transforming. **The following questions must be answered in order for the nomination to be eligible for consideration:**
  - ✓ **What compelled you to attend a community or technical college? And most importantly was there an individual(s) or program at the college you feel contributed to your success?**
  - ✓ **What was it about that individual(s) or program that made the difference in transforming your life? Please explain.**
  - ✓ **Were there any barriers or obstacles that originally prevented you from attending a community or technical college?**
    - **If so, please identify ~~those barriers or obstacles~~ and tell us what you did to overcome those barriers or obstacles?**
  - ✓ **What is next for you and what are your goals for your future?**
  - ✓ **If you could share one piece of advice for other students or for those who are unsure about their ability to attend a community or technical college, what would that be?**

Each college may develop its own process for soliciting and selecting nominations. One student from each college may be nominated by the local board of trustees. Multi-campus districts provide one nominee from each college in the district. **Once the board identifies its nominee, the college is encouraged to work with the nominee to edit/finalize the student statement for submittal.**

**Nominations must include the completed nomination form, the student's final edited statement, a letter of support from the board of trustees outlining why the student's story was selected, and a head and shoulder photograph (300 DPI or higher) of the student. Materials must be sent electronically. The student's statement (600 word maximum) must be in a Word document.**

Deadlines:

**Nominations must be received by ACT by Friday, November 4, 2021**

ATTN: Kim Tanaka at [ktanaka@sbctc.edu](mailto:ktanaka@sbctc.edu)

**\*\*Previous nominations submitted within the last 3 years are eligible to be resubmitted and reconsidered\*\***

**(Students previously chosen as ACT's keynote speakers are not eligible)**

**Awardees will be notified mid-December.**

**\*\*Please note: all student stories and pictures will be published in the Transforming Lives Booklet and posted online. The booklet is widely distributed to Legislators, CTC Stakeholders and the Public. \*\***

**Big Bend Community College**  
**Transforming Lives Award Nominees**  
**Scoring Matrix**

(suggestion only)

<b>Nominee</b>	<b>Impact of Big Bend CC</b>	<b>Accomplishments</b>	<b>Goals</b>	<b>Total</b>
<b>Lee Dreyer</b>				
<b>Zackery Zyskowski</b>				

Lee Dreyer  
Transforming Lives Nomination

## **Transforming My Life Through Education**

**Lee Dreyer**

**October 17, 2021**

I was raised in multiple foster homes and group homes in my youth. It wasn't until I was out of school, on my own, and had a child, that I decided that I didn't want the circumstances of my youth ruling my adulthood or affecting my son. Just months after his birth I decided that an education was the only way to go. This decision was the turning point in my life. I was already a Certified Nurse Assistant and decided that I wanted to build on that. I was accepted into the local LPN program. I continued my education and eventually earned my RN and an AAS-T degree.

In 2014, after nearly 30 years, I suffered a back injury that took me out of the nursing game. I could no longer continue doing what I loved. I became severely depressed and went into therapy and was medicated. I knew my physical limitation would limit the type of work that I could do. I took a position as an Administrative Assistant. I took a small business from paper-based operations to digital. I enrolled in one course at Big Bend Community College to help me with the bookkeeping aspect of this position. After leaving this position I didn't know what I was going to do. After discussions with my employment counselors, we determined that I didn't have the required credentials that employers were looking for. Then COVID!

Money was the obstacle to obtaining those required credentials. I was already in debt with massive student loans and had no idea where the funds were going to come from. After a year of unemployment, I went on Big Bend website and looked around. I found Workforce Education Services (WES) and I applied. I was surprised to find out that I qualified and that ALL my expenses would be paid through WES. I registered immediately for the Business Information Management program and began the winter quarter in 2021. Returning to school has had a few positive outcomes. I am no longer on antidepressants, and I have a brighter outlook on life, and I am a member of PTK. This program has already contributed to some success in my job search. I applied to TRIO SSS for an Office Clerk position, as a student employee and was hired. I now work for TRIO SSS and can put some of the skills that I have learned to use.

I am a student member in the TRIO SSS program. Veronica Guadarrama and Jasmine Evangelista-Martinez, the TRIO SSS director and my academic counselor, have been my lifeline. They have been there to encourage me and be my inspiration. They have pointed me to campus resources that are available. Jasmine is my counselor and my mentor. I know that my relationship with her will continue to provide me with the support that I need to complete my program and become successful in my future career.

After graduating from Big Bend, I intend to apply to become a permanent employee of Big Bend and give back to others what has been, so graciously, given to me. I would like to be one of those people that can help the less fortunate achieve life sustaining goals and productive futures. If I could share one piece of advice for other students, it would be that Big Bend has resources available for nearly any situation that could become an obstacle and prevent you from achieving your goals. If the school doesn't have a resource, they can point you in the right direction.



# Big Bend

COMMUNITY COLLEGE

*Transforming lives through excellence in teaching & learning*

TRIO Student Support Services

October 18, 2021

Transforming Lives  
Big Bend Community College  
7662 Chanute St  
Moses Lake, WA 98837

Dear Selection Committee,

With the Transforming Lives now focusing on how students have overcome barriers to be successful, one perfect student came to mind. Not only because I admire her, but because she has not let past traumas define her, rather she drew strength to break the cycle and conditioned a champion mindset. Lee Dreyer is the student highly deserving of this nomination and recognition, she serves as role model and for those who are lucky to know her. Lee is a non-traditional and first-generation student, returning to post-secondary education after 30 years. She embraces a combination of adverse stereotypes, which would otherwise intimidate many students, but not her. Genuinely, I learn from Lee every time we talk, I take in new perspectives, and I listen to the excitement in her voice as she learns more in every course she takes, regardless of the stress it may cause her. Equally, Lee adopted a new outlook on life due to attending school with a purpose and her mental health has been improving positively.

Lee knew success even before finding TRIO Student Support Services. Lee made it through one of the toughest programs at any post-secondary institute, an RN program. The nursing program I can tell has left Lee to set her expectations very high academically, she reflects and knows her areas of improvement by the time the next quiz or test rolls around. Lee will be is on track to graduate with her Administrative Professional Services degree in spring of 2022. She is part of the PTK chapter at BBCC, involves herself with TRIO activities and now works as a student worker for TRIO. As part of TRIO, Lee will have the ability to give back to her peers in the form of sharing knowledge and resources for our current students who are also just starting their journey as first-generation students. It is not hard to literally see how much she loves to give back to people, help others and puts them first unselfishly. The best strength Lee will provide our local community is to empower students by sharing her story of adversity to inspire those who may be at a point of giving up on higher education.

Thank you for your time and consideration. I stand by letter of support with no doubts that Lee is a great example of human strength. I welcome any follow up questions to further support my statement.

Sincerely,

*Jasmine Evangelista Martinez*

Jasmine Evangelista-Martinez  
TRIO SSS Academic Advisor



Zackery Zyskowski  
Transforming Lives Nomination

When I heard about Running Start allowing me to earn my Associate's in Arts and Science while still in high school, I was immediately intrigued. I could take college-level courses while still in high school. There was no way I could pass up the opportunity. I found a professor at Big Bend, Dr. Palumbo, who has helped me tremendously as a writer and as a student. Dr. Palumbo has been there every step of the way.

My high school, Ephrata High School in Grant county, doesn't offer any AP or IB courses. The most I could hope to take was honors English. The variety of classes for other subjects were also quite slim. There are many subjects I want to study, but especially biology and psychology. Not having this opportunity at my high school, if it weren't for Big Bend, would put me behind the rest of my peers nationwide. Big Bend gave me a chance to take college-level courses equivalent to AP and IB courses and allowed me to study subjects I am passionate about.

Taking the right classes was one thing but Dr. Palumbo's guidance helped provide my direction. They spent time reviewing my admission statements as well as providing letters of recommendation as I applied to four-year schools. This kind of hands-on support made my own efforts rewarding. Dr. Palumbo, an English instructor, didn't just give me advice on how to write, they mentored me on how to advance in higher education. What I've also come to believe during Dr. Palumbo's mentorship is that I have the power to make a difference. My goal is that no matter what I will take opportunities I find and turn them into a career in medicine and into a life that has a positive impact on those around me. I come from a small town, this perspective is a big shift for me.

The biggest obstacle from going to Big Bend was myself. When I learned that I would have to take online courses, and be considered an essential employee at the same time I was terrified it would be too much. I felt like I wasn't ready for college. But I didn't let fear win. I

reached out to my counselors to find out what was possible. Now I'm finishing my final year of community college and I haven't stepped foot on my high school campus in two years. I will graduate with my high school diploma and with my Associate of Arts and Science.

I am a first generation college student. I will be the first one in my family to receive a bachelor's in science, and I will also be the first one to receive their Doctorate in Medicine. I am confident I would not be here today if I hadn't pushed myself to go to Big Bend. I will continue my studies in Pediatric Cancer and Hematology so I can become a pediatric hematologist-oncologist. I want to be someone who can make a difference to a family during their most challenging and heartbreaking times.

I want to change the idea that community college is for people who don't get into a four-year college. Community college is not just a second chance at higher education, it is an opportunity. If somebody is struggling with access to education or access to finances, community college provides a space for somebody to get their feet on the ground. You not only become an independent learner but you also discover who you are and what educational direction makes sense for you.

Dear Committee,

Zackery Zyskowski has made an impression on me since the first day of class. He is an eager learner and is also willing to step outside the comfort zone of class culture and make his enthusiasm for learning public. In addition to his hard work, this aspect of Zach makes him a gem inside of a classroom because it influences those students around him, and certainly those who work with him.

On the first day of class during student introductions Zach passionately described his desire for learning and his aim to become a doctor in pediatric oncology. His sense of self and purpose was electric. Very different from the usual response of, "I need this for a requirement", or "I want to get better at public speaking", all fine answers, but with his well-articulated response he set a different tone and elevated the responses after his.

Zach never just completes an assignment. He pushes the constraints of the assignment, designed to meet a more universal student, to deepen his own study and academic skills. When asked to work on a commemorative speech he didn't just speak about a family member, as many students did, but rather commemorated death and all of the lessons, which he detailed, that death teaches. It was thought provoking and made an impression on not only me, but on his peers.

Zach is going places. He has drive, compassion, and is not just a good student, an intellectual one. He has overcome financial hardship and a family structure that has been complicated by that reality. He doesn't focus on these things however. He has that unique mindset that focuses on what he has. I love having him in class and am very glad he is a student at Big Bend Community College. I humbly hope you will consider this student to be nominated. I know you will not be disappointed. He would represent us well, not only with his communication skills and deportment, but with his excellence as a student.

Sincerely,  
Barbara Ann Bush, PhD  
Communication Studies  
Big Bend Community College

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/28/21

**ITEM #16:** 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. 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.
2. Advance equity, diversity, and inclusion by establishing policies and institutional goals supporting operational equity, diversity, and inclusion programs.
3. Ensure effective onboarding and support of new trustees.

(Adopted during September 9, 2021 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: 10/28/21

**ITEM #17:** Next Regular Meeting (information/action)

### **BACKGROUND:**

The next regularly scheduled board meeting is set on December 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: 10/28/21

**ITEM #18:** 2022 Board Meeting Schedule (information/action)

**BACKGROUND:**

The following suggested 2022 Board meeting dates are provided for the trustees' consideration and action.

Thursday, January 27, 2022 at 1:30 p.m.  
Wednesday, March 23, 2022, at 1:30 p.m.  
Thursday, May 5, 2022, at 1:30 p.m.  
Thursday, June 9, 2022, at 1:30 p.m.  
Thursday, August 25, 2022, (Retreat)  
Thursday, October 13, 2022, at 1:30 p.m.  
Thursday, December 1, 2022, at 1:30 p.m.

**RECOMMENDATION:**

President Tweedy recommends the trustees adopt the schedule as presented.

**BIG BEND COMMUNITY COLLEGE**

Date: 10/28/21

**ITEM #19:** 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.

Prepared by the President's Office.

**RECOMMENDATION:**

None.