



**December 6, 2022**

**Board of Trustees**

**Regular Meeting 1:30 p.m.**

**Big Bend Community College  
ATEC Building/Masto Conference Center  
7662 Chanute St NE  
Moses Lake, WA**

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

## **Governing Board:**

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

**President Sara Tweedy**

## **2023 Meeting Schedule**

**Thursday, January 12, 2023 at 1:30 p.m.**

**Wednesday, March 15, 2023, at 1:30 p.m.**

**Thursday, May 4, 2023, at 1:30 p.m.**

**Thursday, June 8, 2023, at 1:30 p.m.**

**Thursday, August 24, 2023, (Retreat)**

**Thursday, October 12, 2023, at 1:30 p.m.**

**Thursday, December 7, 2023, at 1:30 p.m.**

## **Board Goals (adopted October 13, 2022)**

1. Revise the Big Bend Community College's Ends Statements and develop and implement a set of indicators which measure the progress of the institution relative to the revised Ends.
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 for trustees as measured by updates to the board onboarding tool and development of a cyclical board calendar of study session topics and campus engagement opportunities.



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

### Regular Board Meeting

7662 Chanute Street NE, Moses Lake, Washington 98837

Tuesday, December 6, 2022, 1:30 p.m.

In Person

1. Call to Order/Roll Call
2. Mission Moments – Trustees **(E-1, Information)**
3. Educational Presentation **(E-1, Information)**:
  - Student Success Strategic Priority (VP Bryce Humpherys)
  - New Employee Introductions
4. Consent Agenda **(E-1, E-2, E-3, E-4)**
  - a. Meeting Minutes October 13, 2022 **(Action)**
  - b. Accreditation **(Information)**
  - c. Student Success **(Information)**
  - d. Assessment **(Information)**
  - e. Finance & Administration Report **(Information)**
  - f. Human Resources Report **(Information)**
  - g. 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 1001.3.E)
6. Faculty Updates – Faculty Association President Dawnee Ernette **(E-1, Information)**
7. ASB Update – President Ambra Hacker
8. President's Update
  - a. Enrollment Report **(E-1, Information)**  
*Executive Session* – President Tweedy/Trustees
9. President's Contract – Trustees **(E-3, Information/Action)**
10. BP 6120 Hazing Prevention – VP Kim Garza **(E-4, Information)**
11. BP1000 Revisions – Trustees **(E-1, E-2, E-3, E-4 Information)**
12. Transforming Lives **(E-1 Information)** – Trustees
13. Assessment of Board Activity (submitted in writing) – Trustees **(E-2, Information)**
14. Next Regularly Scheduled Board Meeting – Trustees **(E-1, E-2, E-3, E-4 Information/Action)**
15. Miscellaneous – Trustees, President Tweedy **(E-1, E-2, E-3, E-4 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: January 12, 2023 (Regular)

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

**BIG BEND COMMUNITY COLLEGE**

Date: 12/06/22

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

**BACKGROUND:**

**Vision:**

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

**Mission:**

Big Bend Community College  
**Serve as a Bridge**  
**Stand as a Leader**  
**Support for Success**

**Guiding Principles:**

Honor our Role as a Hispanic-Serving Institution  
Advocate for Equity, Inclusion, & Diversity  
Embrace our Workplace Norms  
Innovate Proactively  
Model Integrity  
Educate All

Approved by the Board of Trustees October 28, 2021

**RECOMMENDATION:**

None.

**BIG BEND COMMUNITY COLLEGE**

Date: 12/06/22

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

**BACKGROUND:**

The board has requested educational presentations.

VP Bryce Humpherys will share Student Success Strategic Priority information..

Prepared by the President's Office.

**RECOMMENDATION:**

None.

# Student Success Strategic Priority

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

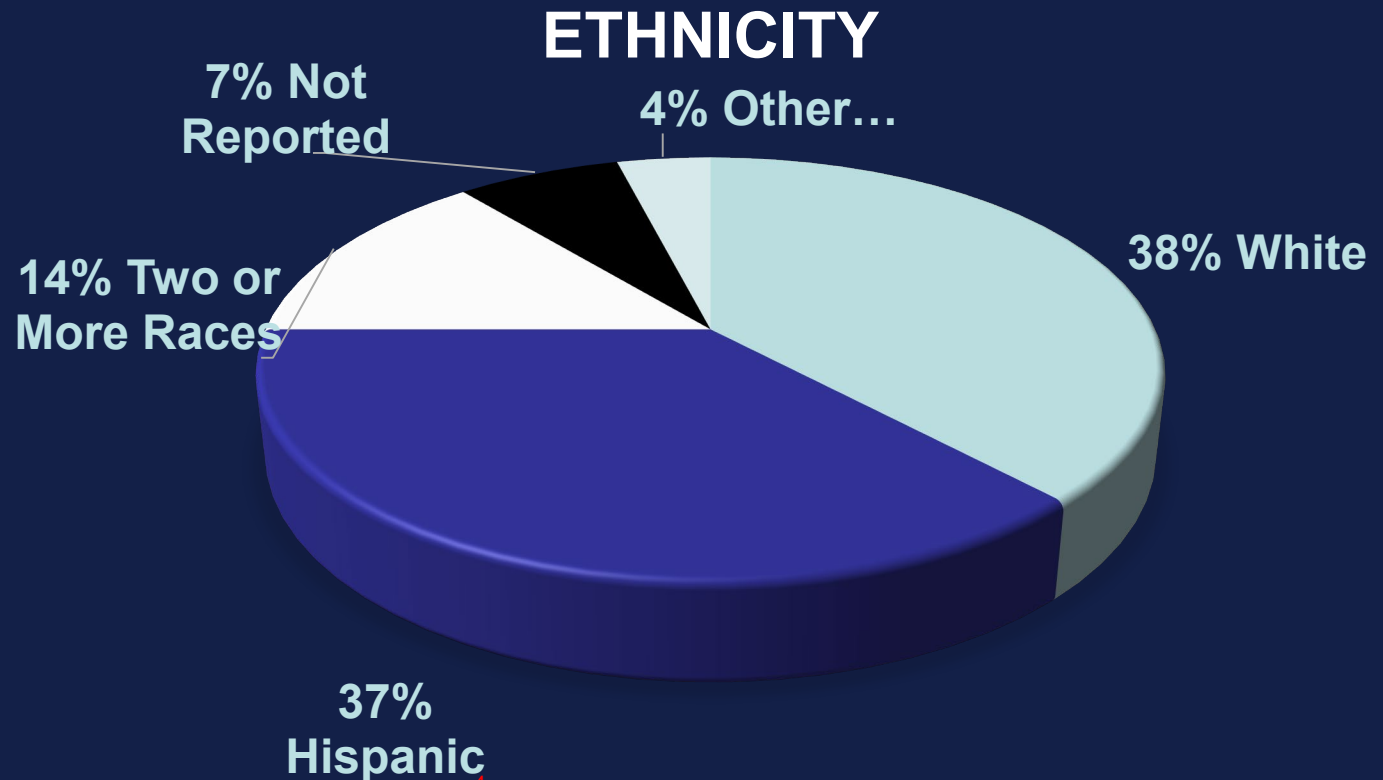


# Who are our Students?

2021-22 Demographics

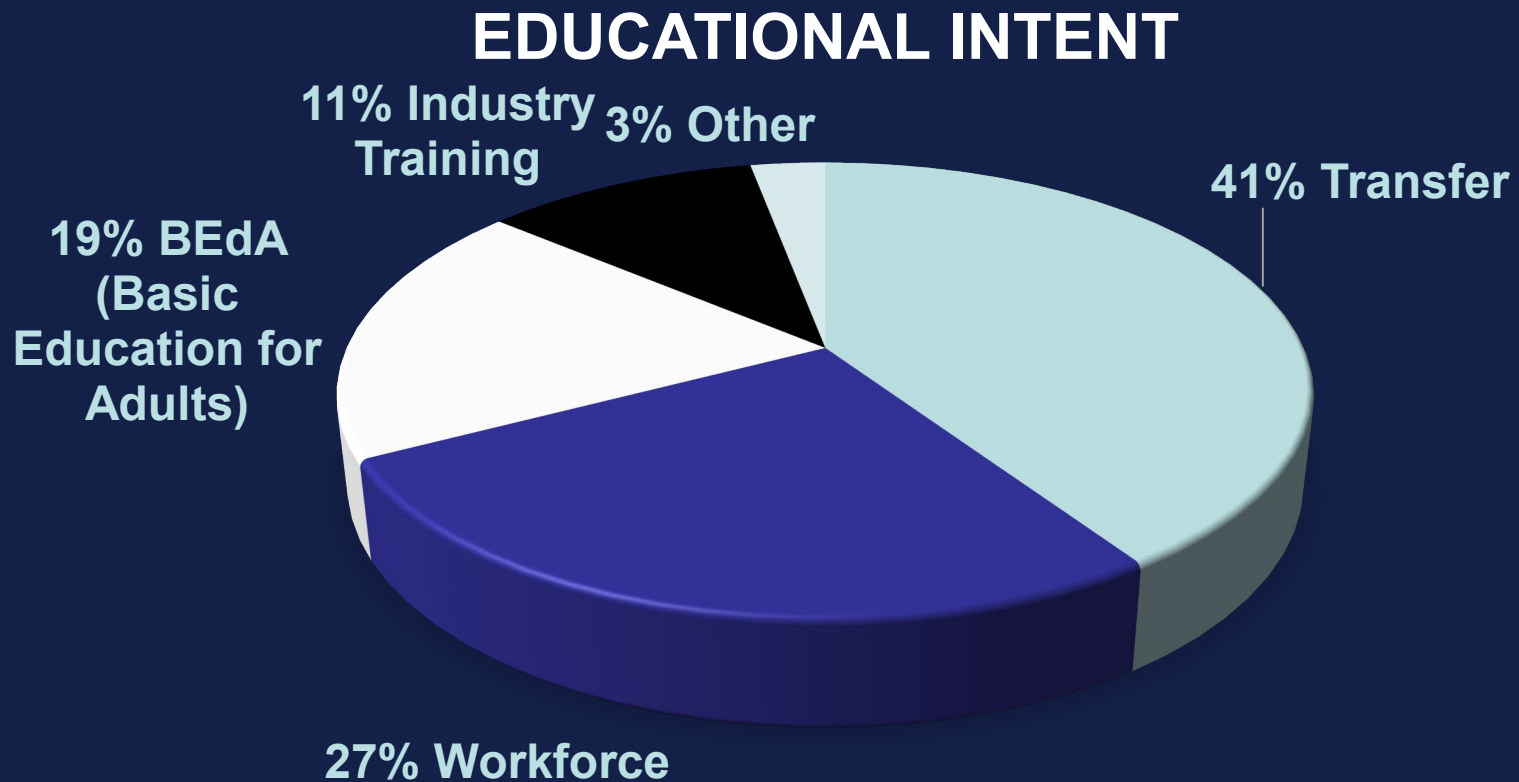
3,212 students

57% Female, 42% Male





# Students by Educational Mission Area



# BBCC Credentials

## Degrees

- Transfer - Direct Transfer Agreement (DTA)
- Associate of Applied Science (AAS)
- Bachelor of Applied Science (BAS)

## Certificates

- Certificates of Achievement (1 year)
- Certificates of Accomplishment (1-3 quarters)

## High School Diploma

# Measuring Student Success

- We track data points in our scorecard

<https://www.bigbend.edu/wp-content/uploads/Strategic-Plan-Most-Recent.pdf>

- We also track gaps in achievement

<https://www.bigbend.edu/wp-content/uploads/2022-Mission-Fulfillment-Report.pdf>

# Student Success Strategies

Activities and Tasks in Strategic Plan designed to improve student success while reducing gaps.

<https://www.bigbend.edu/wp-content/uploads/Strategic-Plan-Most-Recent.pdf>

# Improve Persistence

- Professional development around equity and instructional practices (E3 Title V Grant)
- Accelerated English & math instruction (Guided Pathways funds)
- Revised English & math placement practices (Guided Pathways funds)

# Improve Retention

- Starfish Early Alerts & referrals (Prior STEM Grant)
- Technology training & support (HEART Title V Grant)
- Supports for new students including peer mentoring (HEART Title V Grant, SB 5194)

# Improve Retention & Persistence

- Academic Advising (Prior Title V and STEM Grants)
- Assessment of student learning process

# Improve Completion & Post-Graduate Success

- Offer BAS degree (E3 Title V Grant)
- Program updates in healthcare, manufacturing, etc. (HEART Title V, BIL, ARPA Grants)



# QUESTIONS?

**BIG BEND COMMUNITY COLLEGE**

Date: 12/06/22

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

- a. Board Meeting Minutes

**BACKGROUND:**

The minutes of the board meetings held on October 13, 2022, 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 a Regular Board meeting Thursday, October 13, at 1:30 p.m. in person.

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

### 2. Mission Moments

### 3. Educational Presentation

Resident Advisors Liam Mullins and Victoire Wilondja joined ASB Officers Ambra Hacker and Paige Tolley to share information about how they are supporting their fellow students.

### 4. Consent Agenda

Motion 22-29 Trustee Thomas Stredwick moved to approve the consent agenda. Trustee Amy Parris seconded and the motion passed.

### 5. Remarks

The following new employees were introduced to the Board. Michele Valdivia, Computer Science Faculty member; Kaha Englund, Criminal Justice/Psychology Faculty member, Emily Eidson, Nursing Faculty; Justin Henley, Manufacturing Faculty member; and Dustin Regul, Art Faculty member

### 6. Faculty Updates

Faculty Association Vice-President Mariah Whitney reported faculty activities. Jennifer McCarthy, French instructor, reported her French class this quarter is terrific! She has mostly Running Start students, with a few older students here and there, and with Lindsay Groce, Chemistry Instructor, as a student! She is preparing for her trip to Europe spring 2023.

The students have had excellent attendance, are very enthusiastic about participating, and they are working on a couple songs thus far, one of which is a Samba. Lindsay, being a dance instructor in Ellensburg, has kindly led them in the moves of the samba. ALL of the students have been singing and dancing ; it's been a lovely way to wake up at 8am!

Aaron Mahoney, Chemistry and Agriculture instructor, shared that when he started teaching part- time in the Agriculture department the students had little exposure to planting and maintaining plants. He wanted to change this part of the education pedagogy. However, only working part-time, he did not have

the opportunity to invest in the changes. Now that he is a full-time faculty in the department, he has added more active learning objectives, such as more field trips and the recent light bank addition. Adding these components and future developments (more equipment and facilities) into the curriculum provides a more diverse and active learning education for our students.

Rhonda Kitchens, our faculty librarian, has been providing library lessons in classrooms and creating library guides for instructors' classes. She shares that the next Passion Project is October 27, 2022: A \*VIP (Very Important Passion) Reception for "We Had Our Reasons: Poems by Ricardo Ruiz and Other Hard Working Mexicans from Eastern Washington." On Thursday October 27 at 5pm, Big Bend will host our fourth Passion Project Showcase. We will host a reception for poet and alumni Ricardo Ruiz. He will be sharing his passion for writing and life in advance of his ASB reading later that night.

The library is doing a newspaper social media promotion this quarter. While sharing some of the library's powerful international news resources, they are also hyping their local print newspaper collections. It is hard to show students what a newspaper looks like online versus a blog or other online formats. They hope to share the reading the paper culture while showing off their formidable research holdings. This is the first video in a launch into this effort: <https://youtu.be/vutcJC0meoQ>. Others will include faculty, staff, and students sipping coffee and reading a newspaper in the library's comfortable periodicals reading area. The Board of Trustees is invited to drop by and participate.

New Psychology instructor, Kaja Englund, shares an interesting class project she did the last two weeks with her Psychology 100 students. She classically conditioned them. She brought in sour patch kids and had students eat sour patch kids continually while she played the song *Ain't No Mountain High Enough*. She did this twice with them in two separate class sessions. The following week she played the song *Ain't No Mountain High Enough* with no sour patch kids involved. Most students were successfully conditioned to increase salivary flow (or dry mouth) in response to listening to the song *Ain't No Mountain High Enough*. The affect was attenuated later. This was intended as she only had students presented with sour patch kids and the song pairing twice. If she had done this ample more times, she says she can only imagine her students would continue to increase salivary flow anytime they hear this song. She didn't want this response to follow them later in life at weddings, restaurants, etc. when listening to this song.

## 7. ASB Updates

ASB President Ambra Hacker and Vice President Paige Tolley shared

information they submitted in the board agenda.

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

Math Instructors David Mayhugh and Johanna Doty expressed their gratitude for their Exceptional Faculty Awards and shared information about their activities revamping the Math textbook information incorporating best practices in math pedagogy and correct errors.

### **9. President's Update**

President Sara Thompson Tweedy shared information from the board agenda.

At 2:07pm. 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 2:22pm. No actions were taken during the Executive session.

### **10. President's Evaluation**

Board Chair Anna Franz read the Boards Evaluation statement:

*The Board of Trustees would like to congratulate Dr. Sara Thompson Tweedy on her continued leadership of Big Bend Community College over the past year. In considering the performance of the President as it relates to the college's ends statements, the Board finds that the institution has met its stated ends.*

*The sustained impacts associated with the COVID-19 pandemic have tested the institution, including the leadership of Dr. Thompson Tweedy. Despite unprecedented challenges, she continues to guide the institution toward excellence. Of the many achievements from the past year, the Board would like to commend the significant effort that culminated in the launch of a new campus strategic plan which includes a new mission, vision, and guiding principles. Additional accomplishments of note include: COVID-re- entry plans; CTC Link implementation; welcoming the first cohort of Bachelor of Applied Science in Applied Management students; the relaunch of basic adult education programs in Mattawa, Othello, and Quincy; an exceptionally clean State Audit; and obtaining three federal grants totaling several million dollars of investment in college programs.*

*The Board would also like to recognize Dr. Thompson Tweedy's leadership beyond the corners of our service district including serving on the following committees and boards: the WACTC Educational Services Committee, the WACTC President's Executive Committee, the SBCTC Executive Director Search Committee, the Washington State Aviation and Aerospace Advisory Committee, the Grant County EDC Executive Committee, and the North Central Workforce Development board, to name a few. Dr. Thompson Tweedy's service-orientation postures Big Bend Community College as a leader locally, regionally, and nationally and creates connections for future innovation and growth.*

*While these accomplishments are impressive, the way in which this work occurred is also of merit. Dr. Thompson Tweedy exemplifies the values that the institution espouses and serves with transparent communication, a commitment to distributed leadership, and a willingness to collaborate with diverse perspectives. The Board believes these practices support the continued emphasis on the vibrancy of the campus climate and overall inclusive culture of the institution.*

*In the coming year the Board encourages Dr. Thompson Tweedy to remain focused on creative enrollment and outreach strategies designed to increase access to the edges of our service district. The Board recognizes the importance of these strategies in achieving our stated Ends, honoring our role as a Hispanic Serving Institution and serving all the diverse communities in our service district, and supporting the continued financial integrity of the college. The Board remains steadfast in our trust of Dr. Thompson Tweedy with the leadership of the Big Bend Community College due to her willingness to engage with difficult challenges and remain focused on identifying sustainable solutions.*

#### **11. President's Contract**

#### **12. Proprietary Budgets**

##### Motion 22-30

Trustee Amy Parris moved to approve the 2022-23 Proprietary Budgets. Trustee Gary Chandler seconded and the motion passed.

#### **13. ACT Transforming Lives Award Nomination**

President Tweedy recommends the trustees select a nominee and an alternate for the 2022 ACT Transforming Lives Award.

By consensus the board nominated Colton Reynolds as the primary and Damon Barber as the alternate ACT Transforming Lives nominee representing Big Bend Community College. Chair Anna Franz called for a vote and the Trustees unanimously agreed.

#### **14. Board Self-Evaluation & Board Goals**

The Trustees discussed their self-evaluation and 2022-23 goals.

##### 2021-22 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.**

While a subcommittee initiated work on a dashboard to monitor the health of the

institution, the Board determined that this goal was not accomplished over the past academic year as the work was delayed due to a need to revisit and revise our end statements. A continued emphasis on enabling structures to ensure transparency and consistency in evaluating the effectiveness of the institution will continue to be an area of focus in the coming year after the adoption of revised ends.

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

Trustees participated in various trainings and conferences relative to DEI. While progress has occurred in this space, the Board believes that additional work needs to occur relative to this goal.

**3. Ensure effective onboarding and support of new trustees.**

The composition of the Board has experienced significant turnover throughout the past year and further turnover is anticipated. As such, the Board believes that the use of the onboarding guide provided incremental progress and support in onboarding new trustees. The onboarding framework will continue to be enhanced over time to ensure greater consistency in welcoming new trustees to the Board.

**2022-2023 Board Goals:**

1. Revise the Big Bend Community College’s Ends Statements and develop and implement a set of indicators which measure the progress of the institution relative to the revised Ends.
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 for trustees as measured by updates to the board onboarding tool and development of a cyclical board calendar of study session topics and campus engagement opportunities.

**15. Ends Statements**

Revised ENDS Statements

<b>Big Bend Community College Ends</b>
<b>E-1: Student Success</b>
Big Bend Community College provides the entire district with access to learning opportunities, assists students in completion of their educational and workforce development goals, develops skills for continued learning, and maintains high academic standards.

<b>E-2: Community Engagement</b>	<b>E-3: Stewardship</b>	<b>E-4: Diversity, Equity, Inclusion</b>
<p>Big Bend Community College supports economic development by nurturing community and industry partnerships to enhance access and service to our district.</p>	<p>Big Bend Community College acts as a responsible steward of resources by promoting accountability, sustainability, ethics, and prudent resource management to provide quality and affordable resources to our district.</p>	<p>Big Bend Community College fosters inclusiveness for students, employees, and visitors by maintaining a safe learning environment promoting cultural inclusiveness and respect by embracing diversity, access, opportunity, and equity.</p>

Motion 22-31

Trustee Juanita Richards moved to approve the revisions to the Ends Statements as presented. Trustee Gary Chandler seconded the motion and the motion passed.

**16. Assessment of Board Activity**

Trustee Anna Franz reported that she attended: Graduation, End Statements Committee Meetings, Board Retreat, In-Service State of the College Address, Trustee Candidate Interviews, and agenda preparation meetings.

Trustee Juanita Richards reported that she met with potential trustees (2) July 28. She also attended: End Statement preparation September 7, Transforming Lives Planning Meeting September 20, Board retreat October 11, Star Night September 30, and met with President Sara Thompson Tweedy.

Trustee Amy Parris attended: 5-6 meetings to work on Big Bend/OSD AA alignment (Zoom, In-Person, Internal), numerous contacts of Grant/Adams Co. Workforce employers and Big Bend programs for the October 27th Othello Career Showcase, Board Retreat, and Big Bend Workforce Advisory Committee meeting communications.

**17. 2023 Board Meeting Schedule**

Trustees discussed setting the following meeting dates for 2023:

Thursday, January 12, 2023 at 1:30 p.m.

Wednesday, March 15, 2023, at 1:30 p.m.

Thursday, May 4, 2023, at 1:30 p.m.

Thursday, June 8, 2023, at 1:30 p.m.



Thursday, August 24, 2023, (Retreat) (revised to August 31)  
Thursday, October 12, 2023, at 1:30 p.m.  
Thursday, December 7, 2023, at 1:30 p.m.

Motion 22-32

Trustee Thomas Stredwick moved to set the 2023 meeting schedule after changing the August 24 Retreat to August 31 as discussed. Trustee Amy Parris seconded the motion and the motion passed.

Adjourned at 4:00 p.m.

---

Anna Franz, Chair

ATTEST:

---

Sara Thompson Tweedy, Secretary

## **BIG BEND COMMUNITY COLLEGE**

Date: 12/06/22

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

#### **b. Accreditation**

Northwest Commission on Colleges and Universities Annual Conference  
VP Bryce Humpherys and Valerie Parton attended the Northwest Commission on Colleges and Universities Annual Conference (NWCCU) in Seattle on November 2-4, 2022. The meetings provided insights on institutional planning, assessment of student learning, and expectations for Peer College Comparisons and Equity, Diversity, and Inclusion data collection and use. VP Humpherys was honored at the NWCCU 2022 Annual Conference as an outstanding Evaluator and for his years of service as a lead peer evaluator. (There were nine honored – out of a Commission membership of over 160 institutions.)

#### **Reports & Evaluations**

The NWCCU informed Big Bend that the scheduled Ad Hoc Visit and Report addressing the implementation of the new Bachelor of Applied Science in Applied Management (BAS-AM) will only be a Report due to the fact that the initial substantive change panel did not have any concerns necessitating an on-site visit. The due date for the Ad Hoc Report is March 1, 2023.

The Mid-Cycle Report and Evaluation is scheduled for October 23-24, 2023. Peer evaluators will determine if the college is on track to have a successful Evaluation of Institutional Effectiveness self-evaluation in another four years. The evaluators will also follow up on the recommendation the college received during the last Evaluation of Institutional Effectiveness self-evaluation in 2020. The recommendation reads as follows:

The Commission recommends that Big Bend Community College review and articulate its goals, objectives, and indicators to provide consistent and meaningful direction for planning to determine mission fulfillment and improve effectiveness in the context of and in comparison with regional and national peer institutions. (2020 Standard(s) 1.B.2)

The college is taking significant steps to address the recommendation that include developing and adopting a new Strategic Plan, simplifying BBCC's planning framework, and making improvements to the annual planning process.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

#### **RECOMMENDATION:**

None.

## BIG BEND COMMUNITY COLLEGE

Date: 12/06/22

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

#### c. Student Success

The recently awarded Title V Grant HEART Project (Healthcare, Enrollment, Academic Retention, and Transfer) is working collaboratively with its Title V Grant counterpart, the E3 Project (Expanding Equitable Education) to deliver a broad range of outreach and retention activities, support for curriculum redesign, and improvements to technology and building infrastructure. Both grants are five-year projects and the first successful Hispanic Serving Institution (HSI) grants for BBCC to be developed entirely in-house instead of relying on consultants. While the HEART Project is off to a running start in its first year, the E3 project kicked off its third year this fall.

Collectively, the Title V Grant projects will support enrollment efforts by assisting with the design of multilingual marketing campaigns to target underrepresented populations, provide new student enrollment services and activities to off-site locations, and directly contribute to the delivery of new student onboarding services such as admissions and financial aid applications.

Additionally, the HEART and E3 grant duo will aid in advancing the implementation of BEdA to college pathways by contextualizing content, developing a common course framework, increasing dual enrollment opportunities for BEdA students, and piloting course-specific learning communities with bilingual support. In similar fashion, the projects will develop high school to college pathways, expand dual enrollment, and increased retention. Through the design and piloting of a second-year completion model the projects will support efforts in bridging achievement gaps related to enrollment, completion, and transfer while increasing equitable representation in our very own BASAM program.

Lastly, between the two HSI projects the campus will see updates and improvements to the Wi-Fi network, increased access to technology checkouts for students, support for healthcare program improvements, and a small remodel in the 1400 Building to improve the comprehensive delivery of student support services.

Prepared by VP Bryce Humpherys, Dean Valerie Parton, and Director of Project HEART Title V Grant.

### **RECOMMENDATION:**

None.

**BIG BEND COMMUNITY COLLEGE**

Date: 12/06/22

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

d. Assessment

Focus Groups were held fall quarter to inform Big Bend’s Diversity, Equity, and Inclusion Strategic Plan which is due to the State Board for Community and Technical Colleges (SBCTC) by the end of the year. This report is a requirement of SB 5194. The questions focused on campus climate, embracing students’ cultures, and asked for feedback on how the college could improve. Two separate focus groups were held for each of the following Academic-Transfer, Basic Education for Adults (BEaA), and Workforce Education students. Student Group Summaries were created to capture students ideas and improvement suggestions for Academic-Transfer, Basic Education for Adults (BEaA), and Workforce Education students.

**Focus Groups Themes - either general perceptions or suggestions for improvement**

	BEaA	Academic-Transfer	Workforce
In general, faculty and staff are helpful and willing to help students	X	X	
Students want an annual schedule to plan their classes	X		
Students want presentations on workforce programs	X		
English contextualized for specific workforce programs	X		
Students want information on financial resources	X	X	X
Finding buildings and classrooms was difficult to new students		X	X
<b>Create a Sense of Community-Belonging</b>			
Students loved ASB events - the events gave students a chance to interact with each other		X	X
Create inviting spaces for students to hang out		X	
Students want information on clubs, what they do, how to join		X	
Students want opportunities to interact socially and in study groups		X	X
Students wanted consistent hours in Services where they knew they can get help			X
Students want events that will show cultures different from their own that feature customs, language, food, etc.	X	X	X

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

**RECOMMENDATION:**  
None.

## BIG BEND COMMUNITY COLLEGE

Date: 12/06/2022

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

e. Finance & Administration Update

### **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 are in red from last report.**

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

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

GEER: \$530,394 – 100% expended.

Round 3: Institutional \$2,484,436 – 99% expended; Student Financial Aid \$2,554,610 – **60.59% expended** (Dept of Education extended the deadline until June 30, 2023 for expending against the award). HSI \$268,040 – 0 expended.

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

SSARP (Supplemental Support under American Rescue Plan): New application submitted early April for additional \$2 million in funding. We were not awarded funding.

### **Ongoing Capital Projects:**

**Wallenstein Theater electrical upgrades (Minor Project for 2021-23 biennium):** Curtains installed and in use! A few minor punch list items remain.

**1700 Boiler Replacement:** TBD depending on procurement and availability of boilers. Boilers supply heat to buildings 1700, 5000 and 6000. Expected delivery of boilers early to mid-December with the goal of install during Christmas break. If boilers arrive later than expected –this will be moved to a Spring project.

**Key card access:** Main exterior access doors in the following buildings will have electronic access installed--1000, 1100, 1200, 1300, 1400, 1500, 1600, 1700, 1800, 1900, 2000, 3000, 4100, 5000, 6000. Dates are to be determined.

**1700 Switchgear and Transformer:** Awaiting availability of parts for switchgear. Dates are to be determined.

Prepared by VP Schoonmaker.

**RECOMMENDATION:** None.

## BIG BEND COMMUNITY COLLEGE

Date: 12/06/22

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

f. Human Resources & Labor Management

### **BACKGROUND:**

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

Carmen Ramirez was promoted to the HEP Educational Planner position. This is a full-time, grant-funded, admin/exempt position serving students in the HEP program. Carmen started her new position on October 16, 2022.

Tara White accepted the position of Program Coordinator - SSEH Program. This is a new, grant-funded, full-time, classified staff position. Tara started her new position on October 16, 2022.

Karla Alva accepted the position of Program Assistant in Workforce Education Services. This is a full-time, non-permanent, classified staff position. Karla started her new position on November 1, 2022.

Carleigh Hill accepted the position of Library Consortium Services Manager. This is a full-time, admin/exempt position funded by the 34 community and technical colleges. Carleigh started her new position on November 1, 2022.

Rafael Villalobos transferred to the position of Director of Project HEART Title V Grant. This is a new grant-funded, admin/exempt position. Rafael started his new position on November 1, 2022.

Delia Licon-Soberanes was promoted to the HEP Recruitment Coordinator position. This is a full-time, grant-funded, admin/exempt position serving students in the HEP program. Delia started her new position on November 16, 2022.

Deanna Newkirk accepted the position of Fiscal Specialist 1. This is a full-time, classified staff position replacing Mackenzie Gardner. Deanna started her new position on November 16, 2022.

Anthony Metzker was promoted to the position of Maintenance Mechanic 2. This is a full-time, classified staff position replacing Tony Bergen. Anthony started his new position on November 16, 2022.

Erika Espinoza accepted the position of Outreach Coordinator serving the Othello School District. This is a new full-time, grant-funded, admin/exempt position. Erika started her new position on December 1, 2022.

Angel Dominguez accepted a transfer to the position of Outreach Coordinator serving the Quincy School District. This is a new full-time, grant-funded, admin/exempt position. Angel moved to his new position on December 1, 2022.

Diana Villafana was promoted to the position of HEP Grant Manager. This is a new, grant-funded, admin/exempt position. Diana started her new position on December 1, 2022.

Roland Parsons accepted the position of Grounds/Nursery Services Specialist 2. This is a full-time, classified staff position replacing Dwight Deines. Roland started his new position on December 1, 2022.

Terry Haws accepted the position of Aviation Instructor. This is full-time, faculty position replacing Joe MacDougall. Terry will start his new position on January 1, 2023.

Taylor Mather accepted the position of TRiO SSS STEM Academic Advisor. This is a full-time, admin/exempt position replacing Makenzie Noyola. Taylor starts his new position on January 1, 2023.

The following searches are currently in process:

- Director of Campus Safety & Compliance
- Director of EOC Grant & Outreach
- Outreach Coordinator (4)

**Retention:**

The Year-to-Date Turnover Rate through November 30, 2022 is 18.478%. The breakdown of separation reasons includes 7-Resignation, 19-Other Job, 4-Retirement, 1-Failed Probation, and 3-Non-Disciplinary Separation. The goal for 2022 is to have a turnover rate less than 12%.

# BIG BEND COMMUNITY COLLEGE

Date: 12/06/22

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

g. Foundation Report

**BACKGROUND:**

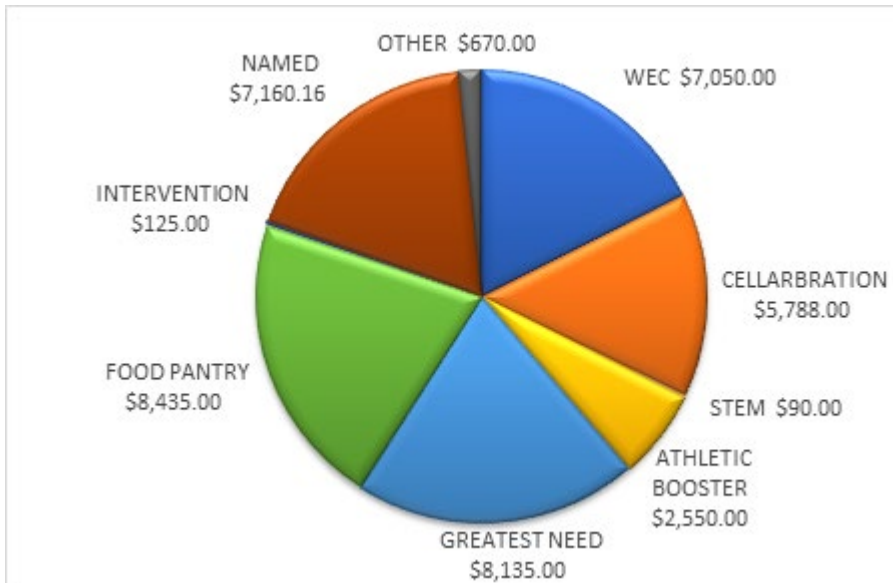
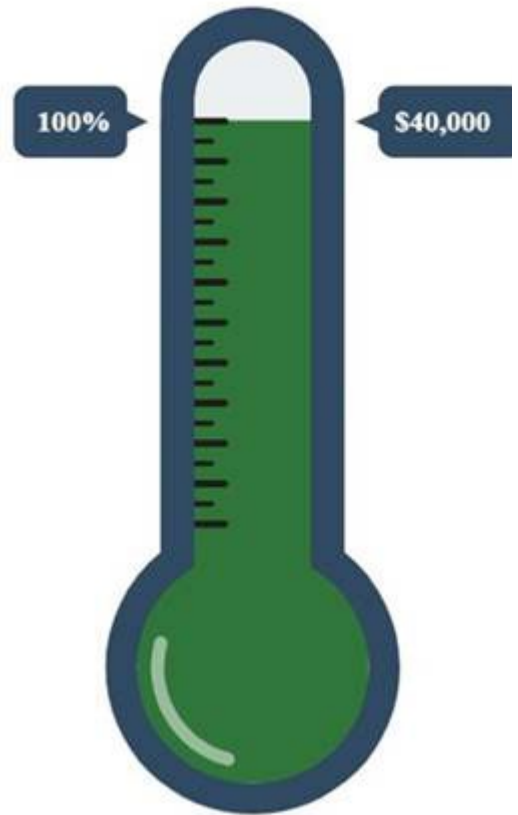
The Foundation has had a busy fall, major activities listed below.

*October*

- STAR Night, Tuesday, October 11, 2022
- WEC Private Donor reception, Thursday, October 13, 2022 from 4:00 pm – 6:00 pm
- CARE Fair, downtown Moses Lake, Saturday, October 29, 2022 from 10:00 am – 2:00 pm
- Family Campaign for 2023 for faculty and staff ran from October 31 through November 18, 2022.

**GOAL: \$40,000**

<b>Total Raised:</b>	<u>\$40,003.00</u>	<i>We raised <b>100%</b> of our goal!</i>
<b>Last Year's Total:</b>	\$38,214.00	<i>We raised <b>4.47%</b> more than last year!</i>
<b>Three-Year Avg:</b>	\$39,612.00	<i>We are <b>0.98%</b> above our three-year average</i>



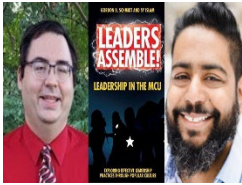


## November

- BAH Business After Hours in the WEC, Tuesday, November 1, 2022 from 5:00 pm – 7:00 pm
- Giving Tuesday, November 29, 2022

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



### [Using the Marvel Cinematic Universe to Become a Better Leader](#)

*Dr. Sy Islam and Gordon Schmidt, Co-Authors*  
December 8th at 9:00 AM PST



### [Power Personal Growth By Understanding Your Enneagram Type](#)

*Dr. Patrick Bishop, Author and Certified Enneagram Instructor*  
December 14th at 9:00 AM PST



### [How to Build a Second Brain and Take Advantage of What Modern Digital Tools Can Offer](#)

*Tiago Forte, Bestselling Author and Expert on Productivity*  
January 11th at 10:00 AM PST



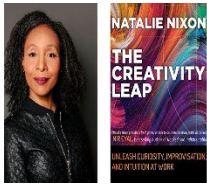
### [How to Elevate Your Communication Style and Be Your Best Even Under Stress](#)

*Maryanne O'Brien, Author and Communication Expert*  
January 24th at 9:00 AM PST



### [How to Find More Courage at Work: 3 Mindset Shifts to Take More Risks](#)

*Candace Doby, Author and National Speaker*  
February 2nd at 9:00 AM PST



**Take a Creativity Leap and Unleash Curiosity, Improvisation, and Intuition at Work**

***Natalie Nixon, Ph.D., Creativity Strategist and Award-Winning Author***

**February 8th at 9:00 AM PST**

**BIG BEND COMMUNITY COLLEGE**

Date: 12/06/22

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

**BACKGROUND:**

Faculty Association President Dawnne Ernette may report faculty activities.

**RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 12/06/22

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

### **BACKGROUND:**

ASB Officers have been busy finishing up the many Faculty Probationary Committee observations these past weeks, as well as each completing 2 hours of weekly Live Chat and serving on other campus committees.

Our events have brought us an increased attendance from students, staff and faculty, which has been greatly appreciated. We had 74 people, the majority being student athletes, attend Brynlie Nielsen's mental health and wellbeing presentation. One athlete even referred to Bryn's presentation in a class speech assignment. Even though this was originally targeted towards female athletes, male athletes were given tools as well on how to develop a more positive attitude and stronger resilience.

Over 90 people attended Top Gun Maverick in the Wallenstien Theater and 45 people attended Cuban born, Air Force Lt. Col., commercial pilot comedian Jose Sarduy's event. At both events ASB honored our BBCC Aviation students.

To finish out our honoring Hispanic Heritage month, ASB sponsored poet Ricardo Ruiz. All of the officers were encouraged to read his book before the event. We had a variety of attendees at the event.

ASB held a Taco Tuesday, with 230 attending. They ran out of Tacos, which was a good problem.

This past month, ASB provided prize bags for Rebecca Leavell's Accessibility Scavenger Hunt, which several students participated and were rewarded with prize bags.

We honored Veterans a day early, by putting up flags and signs between the 1400 and 1800 buildings, thanking them.

ASB helped get the word out, as well as paid for snacks at a spur of the moment event held in the library – an intercultural guest speaker Dr. Jose Purralef, member of the Mapuche people of southern Chile.

Our last event was held at Lee Theater in Ephrata – there were three movie options. We had a little over 50 people attend the event, with the majority coming from Moses

Lake, then Ephrata and Soap Lake. Our goal was to get as many who lived near the theater to attend.

ASB is also working with GEAR-UP to get word their events out to our Big Bend students.

ASB has noticed a great increase in attendance from our BEdA students, who seem to be enjoying our programs.

**BIG BEND COMMUNITY COLLEGE**

Date: 12/06/22

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

**BACKGROUND:**

Dr. Thompson Tweedy will provide an update.

- a. Enrollment (information)

**RECOMMENDATION:**

None.

### a. Enrollment (E-5, Information)

Summer 2022 enrollment ended higher than summer 2021 enrollment. Total headcount (721) was up 30.6% from the prior year (552). State-funded and total FTEs were also up from last year (18.9% and 22.1%, respectively). The detailed final enrollment report for summer 2022 is included for review.

One reason for the high summer enrollment was Running Start. The Washington State Board for Community and Technical Colleges (SBCTC) and the Office of Superintendent of Public Instruction (OSPI) implemented a credit-recovery program that allowed Running Start students to enroll in summer classes without having to pay tuition. (Historically, the Running Start program would not cover tuition for summer classes.) Seventy-six (76) Running Start students participated in the program at BCC this summer:

- Seven (7) new Running Start students started their program early
- Thirty-eight (38) current Running Start students enrolled and got ahead on their program requirements
- Thirty-one (31) had the opportunity to finish their AA requirements and graduate
  - Of these, 17 successfully completed and graduated this summer
  - Of the 14 who did not complete, 9 reenrolled at the college this fall

#### **Fall 2022:**

As of November 21, 2022, fall headcount (2,049) was down 0.9% and total fall FTEs (1561.9) were down 1.5% from the same time last fall. State-funded FTEs (1144.0) were up slightly (1.3%) from last year due to an increase in Basic Education for Adults (BEa) enrollments. Fall quarter ends on December 7, 2022, and a final enrollment report will be provided when it is available.

#### **Winter 2023:**

Winter quarter registration began for currently enrolled students on November 7, 2022. As of November 21, 2022, winter enrollment was higher than last year in all areas. New winter students begin enrolling on December 2 and open enrollment begins on December 5. Winter classes start on January 3, 2023. Enrollment updates will be provided regularly.

The tuition amount budgeted for 2022-2023 is \$3,400,000. As of Oct 31, 2022 we have collected \$1,248,576 or 36.7% of the budgeted amount. As of Oct 31, 2021 we had collected \$1,330,337 or 35.0%.

#### TUITION COLLECTION REPORT As of October 31, 2022 and October 31, 2021

---

	<u>2022-2023</u>	<u>2021-2022</u>
Annual Budget	\$3,400,000	\$3,800,000
Collections as of Sept 30	\$1,248,576	\$1,330,337
As a % of Annual Budget	36.7%	35.0%
Left to Collect to Meet Budget Target	\$2,151,424	\$2,469,663

Prepared by Registrar Starr Bernhardt, Program Assistant Zhane Serrano, and Executive Director of Business Services Charlene Rios.

# SUMMER FINAL ENROLLMENT REPORT

## HEADCOUNTS

	SUMMER 2022	% Change	SUMMER 2021	SUMMER 2020	SUMMER 2019	SUMMER 2018	SUMMER 2017	SUMMER 2016	SUMMER 2015	SUMMER 2014	SUMMER 2013
<u>ETHNIC ORIGIN</u>											
Amer. Indian/Alaska Native	5	-28.6%	7	9	9	7	5	8	8	9	12
Asian/Pacific Islander	37	>100%	16	28	22	17	12	20	15	14	19
Black	10	-9.1%	11	12	7	11	10	10	9	8	12
Hispanic	265	24.4%	213	300	253	221	241	260	221	202	198
White	267	8.1%	247	307	316	314	343	463	374	381	407
Multi-racial	93		not reported previously								
Other/Unknown	44	-24.1%	58	33	57	89	84	119	48	37	7

## SEX

Female	402	39.6%	288	416	333	353	401	522	374	362	393
Male	313	18.6%	264	272	331	305	291	356	300	289	257
Not Coded	6	>100%	0	1	0	1	3	2	1	0	5

## STUDENT STATUS

Full-time (12 or more crs)	96	-40.0%	160	81	82	83	85	135	147	111	151
Part-time (less than 12 crs)	625	59.4%	392	608	582	576	610	745	528	540	504
Percent full-time	13.3		29.0	11.8	12.3	12.6	12.2	15.3	21.7	17.1	23.1

<b>TOTAL HEADCOUNT</b>	<b>721</b>	<b>30.6%</b>	<b>552</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>
------------------------	------------	--------------	------------	------------	------------	------------	------------	------------	------------	------------	------------

Running Start*	76		n/a - no Running Start in summer								
International	1		**	**	2	2	4	8	5	4	4

\*Washington SBCTC and OSPI implemented a Running Start credit-recovery program in summer 2022 that allowed students to enroll in certain classes

\*\*No enrollments due to COVID-19



## SUMMER FINAL ENROLLMENT REPORT

### FTES

	SUMMER <u>2022</u>	% <u>Change</u>	SUMMER <u>2021</u>	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>
--	-----------------------	--------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------

#### STATE FUNDED

ABE/ESL	83.5	>100%	31.6	12.7	17.9	22.6	53.7	31.5	20.7	11.8	28.1
Academic	149.4	7.5%	138.9	177.2	167.0	191.2	166	215.3	232.3	195.1	192.2
Occupational	70.7	-16.7%	84.9	89.3	109.1	84.5	98.8	121.6	107.8	107.1	117
<b>TOTAL STATE FTES</b>	<b>303.6</b>	<b>18.9%</b>	<b>255.4</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>

#### OTHER FTES

Community Service	0.0		0.0	0.0	0.5	0	0.6	1.1	0.3	0.3	0
Contract Funded	19.5	>100%	8.7	25.0	10.3	2	1.7	3.2	0	0.3	10.1
Other (Employ., Sr. Cit.)	0.0	-100.0%	0.5	2.1	2.1	2.2	2.7	2.9	4.5	3.5	3
<b>GRAND TOTAL FTES</b>	<b>323.1</b>	<b>22.1%</b>	<b>264.6</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>

**BIG BEND COMMUNITY COLLEGE**

Date: 12/06/22

**ITEM #9:** President's Contract (for information/action)

**BACKGROUND:**

The trustees will discuss President Sara Thompson Tweedy's contract.

Prepared by the President's Office.

**RECOMMENDATIONS:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 12/06/22

**ITEM #10** Board Policy 6120 Hazing Prevention (information)

### **BACKGROUND:**

This is the first reading of BP 6120 Hazing Prevention with suggested revisions submitted by VP Kim Garza. AAG Jason Brown has reviewed the revisions.

This item will be presented for action during the next regularly scheduled meeting on January 12, 2023.

### **RECOMMENDATION:**

President Tweedy and VP Garza recommend the board approve the revised BP 6120 during the January 12, 2023 meeting.

- ~~1. Hazing is prohibited.~~
- ~~2. Hazing means any method of initiation into a student organization or living group or any pastime or amusement engaged in with respect to such an organization or living group that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student or other person attending any institution of higher education or post-secondary institution. Excluding from this definition are “customary athletic events or other similar contests or competitions.”~~

Big Bend Community College (BBCC) is committed to and maintains an atmosphere of social and ethical responsibility. It is the College’s belief that learning and working occurs in environments where learners, employees, and visitors feel safe, secure, and welcome.

Big Bend Community College regards responsible pre-initiation activity or extra- and co-curricular activities as a positive educational approach to preparation for student group or organization membership and affiliation, who maintain different purposes and process. These purposes and process may have traditions and BBCC supports traditions that align with our vision, mission, and guiding principles. BBCC further recognizes that a student organization or group may belong to a national oversight organization that also holds students accountable to expectations and standards (e.g., the national organization for a local chapter). BBCC is committed to partnering with these outside affiliates to address hazing allegations and will communicate with them as appropriate.

Hazing is prohibited at Big Bend Community College (BBCC). Hazing is any conduct committed as part of a person’s recruitment, initiation, pledging, admission into, or affiliation with a student organization, athletic team, or living group (collectively “student groups”) or any pastime or amusement engaged in with respect to such a student group that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student or other person attending Big Bend Community College, including causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm, regardless of the person’s willingness to participate.

“Hazing” does not include customary athletic events or other similar contests or competitions. This prohibition applies to conduct that may occur both on and off campus. In compliance with RCW 28B.10.900-908 ~~2SHB 1751 (2022)~~, BBCC will implement procedures and programs, including offering students and employees hazing prevention training and programming, implementation of a mandatory reporting procedure, creation of a hazing prevention committee, and publication of a hazing report.

12/1/2004

Hazing Rules  
BP6120

1

## **BIG BEND COMMUNITY COLLEGE**

Date: 12/06/22

**ITEM #10** Board Policy 1000 Policy Governance (information)

### **BACKGROUND:**

This is the first reading of BP 1000 Policy Governance with suggested revisions as discussed by the Trustees is submitted. Suggested changes include:

- Revised Ends Statements (approved Oct 13, 2022)
- Updated Mission and Vision Statements and Guiding Principles (approved Oct 28, 2021)
- Include time limit for public remarks at board meetings
- Revise timing of president's evaluation

This item will be presented for action during the next regularly scheduled meeting on January 12, 2023.

### **RECOMMENDATION:**

President Tweedy and VP Garza recommend the board review the revised BP 1000 for additional revisions and approve during the January 12, 2023 meeting.

**1000.1 ENDS**

**E-1 Mission Statement**

~~Big Bend Community College delivers lifelong learning through commitment to student success, excellence in teaching and learning, and community engagement.~~

**BBCC Goals**

~~The College provides learning opportunities that include;~~

- ~~• Critical thinking and problem-solving~~
- ~~• Computation~~
- ~~• Communication~~
- ~~• Workplace skills and values~~
- ~~• Awareness and sensitivity to cultural diversity~~
- ~~• Arts enrichment and cultural activities~~

**BBCC Characteristics**

~~Big Bend Community College maintains a working and learning environment with the following:~~

- ~~• A discrimination free environment which promotes diversity and staff and student success~~
- ~~• A service-oriented environment which provides access and support services to all students, including those who are physically and mentally challenged yet have the ability to benefit~~
- ~~• A climate which encourages safety, individual wellness, and human dignity~~
- ~~• Facilities and equipment to support student learning~~
- ~~• Continual assessment of student outcomes~~

**E-2 Student Success**

- ~~• Big Bend Community College provides the diverse population of its entire district with access to opportunities, assists students in completion of their goals, and develops skills for lifelong learning.~~

**E-3 Excellence in Teaching and Learning**

- ~~• Big Bend Community College supports innovation, variety, and creativity; maintains high academic and industry standards; and supports professional development for continued growth.~~

**E-4 Community Engagement**

- Big Bend Community College supports economic development by nurturing community and industry partnerships and support to the college to enhance access and service to our district population.

**E-5 Integrity and Stewardship**

- Big Bend Community College acts as a responsible steward of resources by promoting accountability, sustainability, ethics and honesty, and prudent resource management to provide quality and affordable resources to the diverse population of our service district.

**E-6 Inclusion and Climate**

- Big Bend Community College provides and maintains a climate of inclusiveness for students, employees and partners by maintaining a safe learning environment and promoting cultural inclusiveness, understanding, and respect by embracing diversity, access, opportunity, and equity.

<b><u>Big Bend Community College Ends</u></b>			Formatted: Indent: Left: -0.01", Right: 0.03"
<b><u>E-1: Student Success</u></b>			Formatted: Indent: Left: 0.05", Right: 0.03"
Big Bend Community College provides the entire district with access to learning opportunities, assists students in completion of their educational and workforce development goals, develops skills for continued learning, and maintains high academic standards.			Formatted: Indent: Left: 0.05"
<b><u>E-2: Community Engagement</u></b>	<b><u>E-3: Stewardship</u></b>	<b><u>E-4: Diversity, Equity, Inclusion</u></b>	Formatted: Indent: Left: 0.12"
Big Bend Community College supports economic development by nurturing community and industry partnerships to enhance access and service to our district.	Big Bend Community College acts as a responsible steward of resources by promoting accountability, sustainability, ethics, and prudent resource management to provide quality and affordable resources to our district.	Big Bend Community College fosters inclusiveness for students, employees, and visitors by maintaining a safe learning environment promoting cultural inclusiveness and respect by embracing diversity, access, opportunity, and equity.	Formatted: Indent: Left: 0.18" Formatted: Indent: Left: 0.21" Formatted: Indent: Left: 0.18"

(Annual reports on these Ends Statements will be presented to the board according to the schedule outlined in the current Academic Master Plan.)

**1000.2 EXECUTIVE LIMITATIONS**

**EL – 1 General Executive Constraint**



The President shall not allow in or by the operating organization of BBCC, any practice, activity, or decision, which is either unlawful, or in violation of commonly accepted professional ethics, or is contrary to the provisions set forth in the Governance Process Policies. The duties and responsibilities of the President are outlined in the President's Job Description in the Human Resource Office.

### **EL – 2 Respect For Students**

Students should be treated with respect at all times. The President shall not cause or allow conditions, procedures, or decisions which are unsafe, lacking in respect, unnecessarily intrusive, or which fail to provide appropriate confidentiality and privacy.

The President may not:

1. Use methods of collecting, reviewing, transmitting, or storing client information that fail to protect against improper access to the information elicited.
2. Fail to provide a grievance process, including access to the Board, to those students who believe that they have not been accorded a reasonable interpretation of rights established pursuant to this policy.
3. Operate without written procedures which clarify the rules for students.

### **EL – 3 Respect For Community Members**

BBCC recognizes that our community members are our stakeholders and that all visitors to our facilities should be treated with respect. The President shall not cause or allow conditions, procedures, or decisions which are unsafe, lacking in respect or unnecessarily intrusive.

The President may not operate without written procedures which describe rules for visitors.

### **EL – 4 Respect For Employees**

Paid and volunteer staff should be treated with respect at all times, and in compliance with established policies, process, and contracts. The President may not cause or allow conditions which are unsafe, lacking in respect, unnecessarily intrusive or are knowingly in violation of college policies, process, and contracts.

The President may not:

1. Operate without written personnel procedures which clarify personnel rules for staff, and provide for effective handling of grievances.
2. Discriminate against any staff member for expressing an ethical dissent within the framework of existing policy, process, and contracts.

3. Restrict the exercise of academic freedom.
4. Prevent non-academic employees (\*) from the exercise of all rights provided to classified and exempt employees in AP4200 Communications/Grievance Procedure for Classified & Exempt Staff including an appeal to the Board.

(\*) Academic employees (faculty) have a separate defined grievance process defined in the Negotiated Agreement (~~Article XXXV~~).

5. Hinder employees from becoming acquainted with their rights under this policy.

#### **EL – 5 Ethical Conduct**

The President must establish and maintain high levels of professional and institutional integrity, adhering to the ethical standards of the State of Washington and of Big Bend Community College.

The President may not:

1. Change his or her own compensation and benefits.
2. Allow a conflict of interest or the appearance of a conflict of interest to exist in the approval of any college contract.
3. Promise or imply permanent or guaranteed employment in disregard of college hiring policies, procedures, and practice.

#### **EL – 6 Asset Protection**

The President may not allow assets to be unprotected, inadequately maintained nor unnecessarily risked nor allow any action that is contrary to the provisions set forth in the Governance Process Policies.

The President may not:

1. Unnecessarily expose the college, its Board or staff, to claims of liability.
2. Fail to protect intellectual property, information and files from loss or significant damage.
3. Receive, process or disburse funds under controls, which are insufficient to meet the State Auditor's standards.
4. Fail to provide adequate protection against theft and casualty.
5. Fail to establish disaster/emergency management plans.

#### **EL – 7 Financial Planning**

Financial planning shall not deviate materially from Board Ends priorities.

The President shall not fail to demonstrate concurrence between Board Ends priorities and the annual budget.

#### **EL – 8 Financial Condition And Activity**

The initial and ongoing receipt and expenditure of funds shall be maintained within the approved budgetary expectations. Extraordinary changes in receipts or expenditures shall not cause or allow the development of fiscal jeopardy.

The President may not:

1. Expend more funds than have been received in the fiscal year
2. Allow an annual budget to be submitted for approval with dedicated contingencies of less than 2.5% of the total General Operating Budget and Operating Tuition Fund.
3. Fail to settle payroll and debts in a timely manner.
4. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
5. Acquire, encumber, or dispose of real property.

#### **EL – 9 Communication And Support To The Board**

The President must keep the Board informed regarding monitoring data, relevant trends, media coverage, and Board compliance with its own policies, while acting as counsel to the Board.

The President may not:

1. Neglect to submit monitoring data required by the Board in a timely, accurate and understandable fashion, directly addressing provisions of the Board Policies being monitored.
2. Let the Board be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes, particularly changes in the assumptions upon which any Board Policy has previously been established.
3. Fail to advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Staff Linkage, particularly in the case of Board behavior, which is detrimental to the work relationship between the Board and the President.

4. Fail to provide a mechanism for official Board communications.
5. Fail to report in a timely manner an actual or anticipated noncompliance with any policy of the Board.

#### **EL – 10 Emergency Executive Succession**

In order to protect the Board from the sudden loss of chief executive services, the President may not have fewer than two other executives familiar with Board and President issues and processes.

#### **1000.3 GOVERNANCE PROCESS**

##### **GP – 1 Governance Commitment**

The purpose of governance is that the Board, on behalf of the constituents of community college district # 18, ensures accountability of Big Bend Community College by assuring that it (a) achieves appropriate results for the appropriate recipients at an appropriate cost and (b) avoids unacceptable activities, conditions and decisions.

##### **GP – 2 Governing Style**

The board will govern with an emphasis on outward vision rather than an internal preoccupation, encouragement of diversity in viewpoints, strategic leadership more than administrative detail, clear distinction of board and chief executive roles, collective rather than individual decisions, future rather than past or present, and proactivity rather than reactivity.

The board will:

1. Deliberate in many voices, but govern in one.
2. Be responsible for excellence in governing and an initiator of policy.
3. Direct, control and inspire the organization through the careful establishment of broad written policies reflecting the board's values and perspectives. The board's major policy focus will be on the intended long-term impacts outside the operating organization, not on the administrative or programmatic means of attaining those effects.
4. Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policy making principles, respect for roles, and ensuring the continuity of governance capability.
5. Monitor and discuss the board's process and performance periodically. Self-monitoring will include comparison of board activity and discipline to policies in the Governance Process and Board-Staff Linkage categories.

6. Continual board development will include, but not be limited to, orientation of new members in the board's governance process and periodic board discussion of process improvement.
7. Seek input from staff, students, alumni, employers and other community members on Board Policies.

### **GP – 3 Board Job Descriptions**

The job of the board is to represent the constituents of community college district #18 in determining and demanding appropriate organizational performance. To distinguish the board's own unique job from the jobs of its staff, the board will concentrate its efforts on the following job "products" or outputs:

1. The link between the organization and the constituents of community college district #18
2. Written governing policies which, at the broadest levels, address:
  - A. *Ends*: Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good, for which needs, at what cost).
  - B. *Executive Limitations*: Constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
  - C. *Governance Process*: Specification of how the board conceives, carries out and monitors its own task.
  - D. *Board-Staff Linkage*: How power is delegated and its proper use monitored, the President's role, authority and accountability.
3. The assurance of the President's performance (against polices in 2A and 2B).
4. A link between the Board and the College Foundation Board for maintaining communication and providing coordination between the two boards.

### **GP – 4 Chair's Role**

The Chair assures the integrity of the board's process and, secondarily, occasionally represents the board to outside parties. The Chair is the only board member authorized to speak for the board (beyond simply reporting board decisions), other than in rare and specifically authorized instances.

1. The job result of the Chair is that the board behaves consistent with its own rules and those legitimately imposed upon it from outside the organization.

- A. Meeting content will focus on those issues which, according to board policy, clearly belong to the board to decide or examine, not the President.
  - B. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and kept to the point.
2. The authority of the Chair consists of making decisions that fall within the topics covered by board policies on Governance Process and Board-Staff Linkage, except where the board specifically delegates portions of this authority to others.
- A. The Chair is empowered to chair board meetings with all the commonly accepted power of that position (e.g., ruling, recognizing, agenda-setting).
  - B. The Chair has no authority to make decisions about policies created by the board within Ends and Executive Limitations policy areas. Therefore, the Chair has no authority to supervise or direct the President.
  - C. The Chair may represent the board to outside parties in announcing board-stated positions and in stating Chair decisions and interpretations within the area delegated to him or her.
  - D. The Chair may delegate this authority, but remains accountable for its use.
3. In the absence of the Chair, the Vice Chair will assume the responsibilities of the Chair. In the absence of the Chair and Vice Chair, the members of the Board shall select a member to assume the responsibilities of the Chair during the continuance of the absences.

**GP – 5 Board Members Code Of Ethics**

The board commits itself and its members to ethical, businesslike, and lawful conduct. This includes proper use of authority and appropriate decorum when acting as board members.

- 1. Members must represent unconflicted loyalty to the interests of the community. This accountability supercedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staff. It also supercedes the personal interest of any board member acting as a consumer of the organization's services.
- 2. Members must avoid conflict of interest with respect to their fiduciary responsibility.

- A. There must be no self-dealing or any conduct of private business or personal services between any board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to “inside” information.
  - B. When the board is to decide upon an issue, about which a member has an unavoidable conflict of interest, that member shall absent herself or himself without comment from not only the vote, but also from the deliberation.
  - C. Board members must not use their positions to obtain employment in the organization for themselves, family members or close associates. Should a member desire employment, he or she must first resign.
  - D. Members will annually disclose their involvements with other organizations, with vendors, or any other associations which might produce a conflict.
3. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in board policies.
- A. Members’ interaction with the President or with staff must recognize the lack of authority vested in individuals except when explicitly board-authorized.
  - B. Members’ interaction with public, press or other entities must recognize the same limitation and the inability of any board member to speak for the board.
  - C. Members will give no consequence or voice to individual judgments of President or staff performance.
4. Members will respect the confidentiality appropriate to issues of a sensitive nature.

**GP – 6 Cost Of Governance**

Because poor governance costs more than learning to govern well, the board will invest in its governance capacity. Accordingly,

- 1. Board skills, methods, and supports will be sufficient to assure governing with excellence.
  - A. Training and retraining will be used liberally to orient new members and candidates for membership, as well as to maintain and increase existing member skills and understandings.

- B. Outside monitoring assistance will be arranged so that the board can exercise confident control over organizational performance. This includes, but is not limited to, fiscal audit.
  - C. Outreach mechanisms will be used as needed to ensure the board's ability to listen to the viewpoints and values of the constituents of community college district #18.
2. Costs will be prudently incurred, though not at the expense of endangering the development and maintenance of superior capability.

**GP – 7 Naming Of Facilities**

The Board retains its right to name and rename college buildings and facilities as an appropriate honor to individuals and organizations for friendship, service and support of the college.

- 1. The Board will also approve the naming of buildings and facilities according to the wishes of a donor who has met the schedule of financial support for the various capital projects of the college. The schedule of naming opportunities will be set in Administrative Process AP1020.
- 2. The Board may also approve the naming of buildings and facilities in order to honor those who have rendered extraordinary service to the college or who, by their personal or professional achievements have significantly enhanced the reputation of the college. Honorees for extraordinary service may not be current employees, and may include those who have given extraordinary service to the college in a service or volunteer capacity such that their contributions are widely recognized by the community and their peers.

**GP – 8 By Laws Of Community College District #18**

**INTRODUCTION**

The Big Bend Community College Board of Trustees, under law, is charged with the responsibility of Community College District No. 18. The authority is vested in the board, not in its individual board members. To assist the board in carrying out its responsibilities, it shall employ a president of Big Bend Community College and delegate to him/her the responsibility for administering the district under policies approved by the board. (RCW 28B.50.100) [see Board Resolution 2003.1 and BP1004]

Policies of the Board of Trustees are found in the records of board action and in the Board Policy Manual of which this document is a part. The bylaws which follow contain all of the rules adopted by the board which are in force and which relate to the organization and powers of the board and its method of conducting business.

**OFFICES OF THE BOARD OF TRUSTEES**

Board Approved 3/12/20, 7/30/20, 01/12/23	Policy Governance – By Laws BP1000	Page 10
--	---------------------------------------	---------



The Board of Trustees shall maintain an office at Big Bend Community College, Moses Lake, Washington, where all regular meetings shall be held, unless otherwise announced, and all records, minutes, and the official college seal shall be kept. This office shall be open during all normal business hours to any resident taxpayer of the State of Washington.

Correspondence or other business for the board shall be sent to the Secretary of the Board, who is located in this office at 7662 Chanute Street, Moses Lake, Washington 98837.

#### MEETINGS OF THE BOARD OF TRUSTEES

The Board of Trustees shall hold at least one meeting each quarter and such other regular or special meetings as may be requested by the Chair of the board or by a majority of the members of the board. Regular meeting dates and times are set by an annual schedule approved by the board and published by the Office of the President. All regular meetings of the board will be held within Community College District boundaries at locations published prior to the meeting.

- A. Information for Board Members. Information and materials pertinent to the agenda of all regular meeting of the board shall be sent to trustees prior to each meeting. Any matters of business or correspondence must be received by the Secretary of the Board by 12:00 noon the Monday of the week preceding the meeting in order to be included on the agenda. The ~~chair~~chair or secretary may, however, present a matter of urgent business received too late for inclusion on the agenda if in his/her judgment the matter is of an urgent nature.
- B. Executive Sessions. The Board of Trustees may convene in executive session during a regular or special meeting to consider matters affecting national security; the selection of a site or the acquisition of real estate by lease or purchase of real estate, when publicity regarding such consideration would cause a likelihood of increased price; to consider the disposition of real estate by lease or sale, when publicity regarding such consideration would cause a likelihood of decreased price; the appointment, employment or dismissal of a public officer or employee; or to hear complaints or charges brought against such officer or employee; or to hear complaints or charges brought against such officer or employee by another public officer, person, or employee unless such officer or employee requests a public hearing. The Board of Trustees also may exclude from any such public meeting or executive session, during the examination of a witness on any such matter, any or all other witnesses in the matter being investigated by the Board of Trustees.
- C. Records of Board Action. All business transacted in official board meetings shall be recorded in minutes and filed for reference.

- D. Parliamentary Procedure. Three members of the Board of Trustees shall constitute a quorum and no action shall be taken by less than a majority of the board members.

Normally, voting shall be viva voce. However, a roll call vote may be requested by any member of the board for purposes of the record.

In questions of parliamentary procedure, the actions of the board shall be conducted according to the rules contained in the current edition of Robert's Rules of Order Newly Revised, unless specified otherwise by state law or regulation of the State Board for Community and Technical Colleges.

- E. The chair shall announce at the beginning of each meeting that interested citizens or groups may make five-minute oral or written presentations to the board regarding any item on the agenda at the time of its presentation to the board. If a written presentation is to be made, a notice of such written presentation must be submitted to the Secretary of the Board of Trustees at least 24 hours prior to the scheduled meeting. ~~The chair shall have the right to limit the length of time used by a speaker for the discussion of a subject.~~

#### OFFICERS OF THE BOARD

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

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

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

The secretary of the board shall be the President of Big Bend Community College and in addition to any duties imposed by rules and regulations of the State Board for Community and Technical Colleges, he/she shall keep the official seal of the board, maintain all records of meetings and other official actions of the board.

The secretary shall also be responsible for board correspondence, compiling the agenda of meetings, and distributing the minutes of the meetings and related reports.

The secretary, or his/her designate, must attend all regular and special meetings of the board, and official minutes must be kept of all such meetings.

#### RESTRICTIONS OF INDIVIDUAL AUTHORITY

Legal authority is vested in the Board of Trustees and may be exercised only by formal action of the board, taken in regular and special meetings. No individual member of the board may act on behalf of the board unless specifically instructed by action of the board. Every member of the board shall be under obligation to support the decision or policy of the majority and shall not publicly oppose such a decision or policy after it has been adopted by the majority.

#### FISCAL YEAR OF THE BOARD OF TRUSTEES

The fiscal year of the board shall conform to the fiscal year of the State of Washington and shall be from July 1 to June 30 inclusive.

#### SEAL AND NAME OF THE COLLEGE DISTRICT

The Board of Trustees shall maintain an official seal for the use upon any or all official documents of the board. The seal shall have inscribed upon it the name of the college which shall be:

BIG BEND COMMUNITY COLLEGE  
DISTRICT NO. 18  
STATE OF WASHINGTON

#### CHANGES TO BYLAWS OF THE BOARD OF TRUSTEES

Bylaws of the board may be revised by majority vote of the board provided such changes are proposed at least one meeting prior to the meeting at which the vote is taken. Bylaws may be revised by unanimous vote of the board at the same meeting at which the revision is originally proposed.

#### DELEGATION OF RESPONSIBILITY

It shall be the responsibility of the Big Bend Community College Board of Trustees to establish policy and to evaluate the success of the college operation. The Board of Trustees shall employ a President for Big Bend Community College and hold such president responsible for the interpretation of board policy into administrative action and for the administration of the college in general.

Specific policies and their administrative interpretation shall be described in detail in the several sections of the Board Policy Manual. [see Board Resolution 2003-1 and BP1004]

## 1000.4 BOARD-STAFF LINKAGE

### BSL - 1 Chief Executive Role

The President, as chief executive officer, is accountable to the board acting as a body. The board will instruct the President through written policies, delegating to him or her interpretation and implementation of those policies, as per Board Resolution 2003-1 and BP1004.

### BSL - 2 Delegation To The President

All board authority delegated to the operating organization is delegated through the President, so that all authority and accountability of the operating delegation – as far as the board is concerned – is considered to be the authority and accountability of the President.

1. The board will direct the President to achieve specified results, for specific recipients, at a specified worth through the establishment of *Ends* policies. The board will limit the latitude the President may exercise in practices, methods, conduct and other “means” to the ends through establishment of *Executive Limitations* policies.
2. As long as the President uses any *reasonable interpretation* of the board's *Ends* and *Executive Limitations* policies, the President is authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities.
3. The board may change its *Ends* and *Executive Limitations* policies, thereby shifting the boundary between board and President domains. By so doing, the board changes the latitude of choice given to the President. But so long as any particular delegation is in place, the board and its members will respect and support the President's choices.
4. Only decisions of the board acting as a body are binding upon the President.
  - A. Decisions or instructions of individual board members are not binding on the President except in rare instances when the board has specifically given prior authorization for such exercise of authority.
  - B. In the case of board members requesting information or assistance without board authorization, the President can refuse such requests that require – in his/her judgment – a material amount of staff time or funds or is disruptive.

### BSL – 3 President's Job Description

As the board's single official link to the operating organization, the President's performance will be considered to be synonymous with organizational performance as a total.

Consequently, the President's job contributions can be stated as performance in only two areas:

1. Organizational accomplishment of the provisions of board policies on *Ends*.
2. Organization operation within the boundaries of prudence and ethics established in board policies on *Executive Limitations*.

#### **BSL – 4 Monitoring Presidential Performance**

Monitoring executive performance is synonymous with monitoring organizational performance against board policies on *Ends* and *Executive Limitations*.

1. The purpose of monitoring is simply to determine the degree to which board policies are being fulfilled. Information which does not do this will not be considered to be monitoring. Monitoring will be as automatic as possible, using a minimum of board time so that meetings can be used to create the future rather than to review the past.
2. A given policy may be monitored in one or more of three ways:
  - A. Internal report: Disclosure of compliance information to the board from the President, or his/her designee.
  - B. External report: Discovery of compliance information by a disinterested, external auditor, inspector or judge who is selected by and reports directly to the board. Such reports must assess executive performance only against policies of the board, not those of the external party unless the board has previously indicated that party's opinion to be the standard.
  - C. Direct board inspection: Discovery of compliance information by a board member or the board as a whole. This is a board inspection of documents, activities or circumstances directed by the board which allows a "prudent person" test of policy compliance.
3. Upon the choice of the board any policy can be monitored by any method at any time. For regular monitoring, however, each *Ends* and *Executive Limitations* policy will be classified by the board according to frequency and method.
  - A. Annual Internal Reports for policies on:
    - EL-2 Respect for Students
    - EL-3 Respect for Community Members
    - EL-4 Respect for Employees

- EL-7 Financial Planning
- EL-9 Communication and Support to the Board
- EL-10 Emergency Executive Succession

- B. Annual External Reports or direct Board inspection for policies on:
  - EL-1 General Executive Constraint
  - EL-6 Asset Protection
  - EL-8 Financial Condition and Activity
- C. Quarterly Internal Reports on Actual Budget
- D. Annual Internal Reports for all *Ends* policies contained in:
  - Academic Master Plan Reports
    - Mission Fulfillment
    - ~~Excellence in Teaching & Learning~~
    - ~~Community Engagement~~
  - Budget Presentations

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

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

## BIG BEND COMMUNITY COLLEGE

Date: 12/06/22

**ITEM #12:** ACT Transforming Lives Award (for information)

### **BACKGROUND:**

ACT is sponsoring the Transforming Lives awards.

Six students selected by the ACT will each receive an award of \$500 and will share their stories as the keynote speakers at the ACT Winter Conference dinner on Monday, January 23<sup>rd</sup>, at 6:00 p.m. And, thanks to College Spark Washington for its increased sponsorship of the Transforming Lives Awards, ACT is pleased to announce all of the other student nominees will receive an award of \$250 to be presented on stage at the awards dinner.

All student nominees (Colton Reynolds from Big Bend) are invited to attend the dinner as ACT's special guests and will be honored at the awards ceremony January 23. All of the students will also have their stories published in an awards booklet that trustees and presidents will share while meeting with their legislators during the ACT Winter Conference and with the Washington Congressional Delegation during NLS in February. Every student will be invited on stage during the awards dinner to receive a certificate and receive special recognition.

The following nominees will be celebrated locally by the trustees and campus community March 16, 2023. Trustee Juanita Richards is the Transforming Lives Liaison on the local planning committee and she will report about the last meeting.

- Damon Barber
- Fatima Borjas
- Angela Moore
- Lizabeth Murillo Amaral
- Audra Pierce
- Colton Reynolds

The event is funded by sponsorships and the Trustees' fund. The sponsorship forms are following for Trustees to distribute.

### **RECOMMENDATION:**

None.



**Sponsorship Opportunities  
Big Bend Community College Trustees'  
(2022 Award, 2023 Local Event) Transforming Lives Dinner  
March 16, 2023**

This authorizes the Big Bend Community College Foundation to publish ( ) my/our name, ( ) my/our business name as an Event Sponsor for the Transforming Lives Event. **(We will need your company logo for publications.)**

Name (to be listed in program) \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

**Sponsorships**

- ( ) Other \_\_\_\_\_
- ( ) Other \_\_\_\_\_
- ( ) Other \_\_\_\_\_

**Total \$** \_\_\_\_\_

**Payment**

- ( ) is enclosed \_\_\_\_\_
- ( ) will be mailed on \_\_\_\_\_
- ( ) by MasterCard/Visa/Discover (Acct. #) \_\_\_\_\_  
Exp. \_\_\_\_\_ CVC Verification Code \_\_\_\_\_

**RETURN COMPLETED FORM TO:**

BBCC Foundation, 7662 Chanute St NE, Moses Lake WA 98837  
Telephone: 509.793.2001 [melindad@bigbend.edu](mailto:melindad@bigbend.edu)

**The BBCC Foundation is a 501(c) 3 non-profit organization.**



## **BIG BEND COMMUNITY COLLEGE**

Date: 12/06/22

**ITEM #13:** Assessment of Board Activity (for information)

### **BACKGROUND:**

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

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

### **RECOMMENDATION:**

None.

**BIG BEND COMMUNITY COLLEGE**

Date: 12/06/22

**ITEM #14:** Next Regular Meeting (information/action)

**BACKGROUND:**

The next regularly scheduled board meeting is scheduled on January 12, 2023.

Future Meetings:

- Wednesday, March 15, 2023, at 1:30 p.m.
- Thursday, May 4, 2023, at 1:30 p.m.
- Thursday, June 8, 2023, at 1:30 p.m.
- Thursday, August 31 (Retreat)
- Thursday, October 12, 2023, at 1:30 p.m.
- Thursday, December 7, 2023, at 1:30 p.m.

Prepared by the President's Office.

**RECOMMENDATION:**

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

## **BIG BEND COMMUNITY COLLEGE**

Date: 12/06/22

**ITEM #15:** 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.

The trustees have recently been included in emails providing access to the mandatory Title IX employee training because the Trustees are entered into ctcLink as employees, paid through payroll, and onboarded like employees. The new hazing prevention law defines employees as “a person who is receiving wages from an institution of higher education and has direct ongoing contact with students in a supervisory role or position of authority.” VP Kim Garza discussed the training requirements with AAG Joe Ehle, and they agreed the trustees meet 2/3 of that definition – receiving wages and a position of authority. Whether or not the trustees have ongoing contact with students is up in the air. The trustees will discuss the training requirements and additional trainings offered to employees and trustees may also be impacted.

Prepared by the President’s Office.

### **RECOMMENDATION:**

None.