



**October 1, 2020**

## **Board of Trustees**

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

Register in advance for this Zoom webinar:

[https://bigbend.zoom.us/webinar/register/WN\\_RNrUs0A\\_S9WyEvvx133J0g](https://bigbend.zoom.us/webinar/register/WN_RNrUs0A_S9WyEvvx133J0g)

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

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

## **Governing Board:**

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

**President Sara Thompson Tweedy**

## **2020 Meeting Schedule**

**January 9, 2020**

**February 14, 2020**

**March 12, 2020**

**May 7, 2020**

**June 4, 2020**

**August 27, 2020**

**October 1, 2020**

**November 12, 2020**

## **Board Goals**

1. Conduct a successful search for the next BBCC president. Ensure effective onboarding and orientation of the new president upon arrival on campus. Develop goals for the president's first year of service.
2. Be actively engaged and monitor the progress of the Campus Climate Action Plan. Ensure the president has the tools and means to lead the campus community as it improves climate for students, staff and faculty.
3. Develop and implement an improved system for monitoring Board effectiveness that includes establishing an annual checklist for monitoring the overall performance of BBCC.

# BIG BEND COMMUNITY COLLEGE DISTRICT NO. 18 BOARD AGENDA

## Regular Board Meeting

7662 Chanute Street Moses Lake, Washington 98837

Thursday, October 1, 2020, 1:30 p.m.

Zoom Webinar

1. Call to Order/Roll Call
2. Consent Agenda **(E-1)**
  - a. Meeting Minutes June 4, July 30, August 27, 2020 **(Action)**
  - b. Accreditation **(Information)**
  - c. Student Success **(Information)**
  - d. Assessment **(Information)**
  - e. Finance & Administration Report **(Information)**
  - f. Human Resources Report **(Information)**
  - g. Safety & Security Report **(Information)**
  - h. ASB Report **(Information)**
  - i. Foundation Report **(Information)**
  - j. Classified Staff Report **(information)**
3. 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)
4. Faculty Updates – Faculty Association President Zach Olson **(E-3, Information)**
5. President's Update
  - a. Budget/Enrollment Report (E-2, Information)
  - b. Campus Climate Action Plan (E-6, Information)
  - c. COVID-19 Impacts (E-1, Information)
  - d. Proposal for Board Meeting Presentations
6. 2020-21 Operating Budget – President Tweedy **(E-1, Action)**
7. 2020-21 Proprietary Budgets – President Tweedy **(E-1, Action)**
8. Board Resolution 2020-01– President Tweedy **(E-1, Action)**  
*Executive Session – President Tweedy/Trustees*
9. Professional Development for Board/President – Trustees **(E-1, Action)**
10. Board's Self-Evaluation – Trustees **(E-1, Information/Action)**
11. Board Goals – Trustees **(E-1, Information/Action)**
12. President's Onboarding Process – Trustees **(E-1, Information/Action)**
13. Assessment of Board Activity (submitted in writing) – Trustees **(E-1, Information)**
14. Next Regularly Scheduled Board Meeting – Trustees **(E-1, Information/Action)**
15. Miscellaneous – Trustees, President Tweedy **(E-1, Information/Action)**
16. Board Chair Rotation – Trustees **(E-1, Action)**

**17. Adjournment**  
The Board may adjourn to an Executive Session to discuss items provided for in RCW 42.30.110 (1): (b) to consider the selection of a site or the acquisition of real estate by lease or purchase; (c) to consider the minimum price at which real estate will be offered for sale or lease; (d) to review negotiations on the performance of a publicly bid contract; (f) to receive and evaluate complaints or charges brought against a public officer or employee; **(g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee;** (h) to evaluate the qualifications of a candidate for appointment to elective office; (i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions or litigation or potential litigation.

**NEXT REGULAR MEETING: Thursday, November 12, 2020**

*If you are a person with a disability and require an accommodation while attending the meeting, please contact the President's Office at 793-2001 (or TDD 509.793.2325) as soon as possible to allow sufficient time to make arrangements.*

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/1/20

**ITEM #2:** CONSENT AGENDA (for action)

- a. Board Meeting Minutes

**BACKGROUND:**

The minutes of the board meetings held on June 4, July 30, and August 27, 2020, are included for approval.

Prepared by the President's Office.

**RECOMMENDATIONS:**

President Tweedy recommends the Board of Trustees approves the minutes.

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Thursday, June 4, 2020, at 1:30 p.m. via Zoom Webinar.

### 1. Call to Order

Present: Anna Franz  
Jon Lane  
Stephen McFadden  
Juanita Richards  
Thomas Stredwick

### 2. Consent Agenda

a) Approval of May 7, 2020, Regular Board Meeting Minutes (A); b) President's Update (I); c) Student Success Update (I); d) Accreditation (I); e) Assessment Update (I); f) Capital Project Report (I); g) Human Resources Report (I); h) Enrollment Report (I); i) Donations (A); j) Security Update.

Motion 20-41 Trustee Anna Franz moved to approve the consent agenda. Trustee Jon Lane seconded, and the motion passed.

Instructor Zach Olson introduced himself as the 2020-21 Faculty Association President.

### 5. VP Bryce Humpherys reported on enrollment. BBCC received the CARES Act funding and it has been distributed to 45 students; students continue to submit applications.

VP Humpherys provided enrollment strategies including correspondence to graduating seniors from BBCC, the State Board for Community and Technical Colleges (SBCTC) and the Office of Superintendent of Public Instruction (OSPI); making alternate math/English placement tests available; expanding faculty and staff training for Starfish to help with student support; new online new student orientation sessions to connect students to resources earlier in the process; working with school districts and anticipating Open Doors enrollment will increase in the fall. Dr. Humpherys is monitoring enrollment carefully and he complimented faculty and staff for supporting students through these difficult times.

Trustee Thomas Stredwick expressed gratitude for the creativity by staff thinking differently and problem solving.

### 6. Budget Status and Plan

VP Schoonmaker reported there is a great deal of uncertainty about allocations and revenue sources. The Office of Financial Management (OFM) said there will be one major cut of 10-30% (\$2-3 million dollars) from the operating budget next year. Trustee

Anna Franz asked about the budget and how long we can spend at the same rate as last year. VP Schoonmaker stated the college reserves exceed the required three-month funding amount. There are also cost-saving measures in place such as reduced travel, paper, and vacant positions. Most current expenditures are COVID-related.

VP Humpherys reported that the Applied Baccalaureate report will go to the SBCTC in August and they may take action in October. He hopes to start the program Fall of 2021.

## **7. Spending Authority**

### Motion 20-42

Trustee Juanita Richards moved to approve the 2020-21 spending authority at the 2019-20 levels until the 2020-21 operating budget is approved. Trustee Jon Lane seconded, and the motion passed.

## **8. Campus Climate Action Plan**

VP Kim Garza reported outstanding items from the action plan to work on through the summer. Items include transitioning to a new orientation schedule and process; adoption and implementation of work place norms, as recommended by a committee; selection of a vendor for ongoing employee satisfaction surveys; and organization of the portal. VP Garza also reported that an alternate, socially distanced opportunity for celebrating the end of the year is being planned.

## **4. Faculty Update**

2019-20 Faculty Association President Salah Abed reported activities from Agriculture Instructor Terry Pyle and Art Instructor Fran Palkovic.

## **9. 2020 Mission Fulfillment Monitoring Report**

VP Humpherys shared that the in-person workforce labs will extend beyond the usual end of quarter date to allow students to earn hours lost due to COVID-19.

VP Humpherys stated the Mission Fulfillment Monitoring Report summarizes the planning work BBCC accomplished and includes conclusions about the organization's strengths and weaknesses.

In August, the Northwest Commission on Colleges and Universities (NWCCU) will determine if BBCC's visit will be virtual or face to face.

### Motion 20-43

Trustee Anna Franz moved to approve the Mission 2020 Mission Fulfillment Monitoring Report. Trustee Jon Lane seconded, and the motion passed.

Trustee Anna Franz noted the trends regarding disparities between student groups. VP Humpherys responded that comprehensive advising efforts, online orientation connecting students to resources earlier, the Starfish program to track students'

progress, and CARES fund distribution are all efforts designed to reduce the differences between student groups.

At 2:31 p.m. Chair Stephen McFadden announced an Executive Session 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; and (i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions or litigation or potential litigation. The Executive Session will last 15 minutes.

The meeting reconvened at 2:46 with no action taken.

## **10 Interim President's Agreement**

Motion 20-44 Trustee Thomas Stredwick moved to approve President Leas' interim president contract in the form of a separate contract effective July 1, 2020. Trustee Anna Franz seconded, and the motion passed.

## **11. President's Evaluation**

Motion 20-45 Trustee Juanita Richards moved to waive the president's evaluation for 2019-20 due to the president's pending retirement. Trustee Jon Lane seconded, and the motion passed.

The trustees shared supportive and appreciative comments for President Leas recognizing his efforts to build a culture of inquiry, establish a more inclusive environment, inviting scrutiny, providing opportunities for individuals to express their thoughts, building trust and collaboration, approachability, and advocating for students as a servant leader. President Leas also led the effort to fund and support the Workforce Education Center and Aviation Maintenance Facility.

## **12. President's Onboarding Process**

Board Chair Stephen McFadden reported that he has had Zoom meetings with Dr. Tweedy and she is looking forward to arriving in Moses Lake in late July. The trustees will continue discussing onboarding opportunities for Dr. Tweedy.

## **13. Board Retreat Agenda**

Board Chair Stephen McFadden, Board Vice Chair Anna Franz, Dr. Leas and Melinda Owens-Dourte will meet to plan the board retreat. Leadership Consultant Linda Seppa Salisbury may also observe the retreat.

## **14. Assessment of Board Activity**

Trustee Thomas Stredwick connected college staff to Grant County PUD staff to discuss internet connectivity.

Trustee Anna Franz attended the TRIO Graduation via Zoom and the Commencement photo session.

Trustee Juanita Richards attended the Commencement photo session.

Trustee Jon Lane attended the Commencement photo session, ACT Board of Directors meeting as ex officio, and participated in an evaluation for ACT Executive Director Kim Tanaka. He reported that ACT is focusing on diversity issues. Trustee Lane also attended the Legislative Action Committee via Zoom.

Trustee Stephen McFadden attended meetings regarding presidential onboarding, reviewing the board agenda, and the state auditor's exit interview. He also attended the TRIO Graduation via Zoom and the Commencement photo session.

#### **15. Next Meeting**

The next board meeting is a scheduled retreat on August 27, 2020.

#### **16. Miscellaneous**

Dr. Leas reported that commencement planning is going well. There are 514 applications for graduation and 274 or 53% of registered graduates have accessed Marching Order. The attendance numbers are roughly the same as for in-person commencement. Outstanding student awards are listed in the commencement program as well as students' choice awards for all employee groups. ASB officers and staff are preparing gift bags for graduates.

The meeting adjourned at 3:14 p.m.

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Chair Stephen McFadden

ATTEST:

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Terrence Leas, Secretary



## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Special Board meeting Thursday, July 30, 2020, at 1:00 p.m. via Zoom Webinar.

### Call to Order

Present: Anna Franz  
Jon Lane  
Stephen McFadden  
Juanita Richards  
Thomas Stredwick

### 1. Title IX WAC

AAG Jason Brown reported that the Department of Education mandated revisions to Title IX language. An AAG workgroup drafted model Title IX student conduct code wording, which is incorporated into the WAC revisions presented today. There is ongoing litigation and AAG Jason Brown advised BBCC to file the WAC revisions on the deadline date of August 14, 2020, if there are no changes from the court.

#### Motion 20-46

Trustee Anna Franz moved to approve emergency adoption of Title IX wording to comply with federal law contingent on no injunction filed before August 14. Trustee Jon Lane seconded the motion, and the motion carried.

### 2. Grant County PUD Easement Request

Dr. Leas reported that a sports facility is being built adjacent to BBCC property by Ryan Doumit. The Grant County PUD is requesting a utility easement detailed on the map in the agenda packet. Executive Director of the State Board for Community and Technical Colleges (SBCTC) Jan Yoshiwara will sign for the SBCTC. President Leas and VP Schoonmaker recommend approval of easement.

#### Motion 20-47

Trustee Jon Lane moved to approve the utility easement. Trustee Anna Franz seconded the motion, and the motion carried.

### 3. Revisions to BP1000

Dr. Leas said the first reading of the proposed revisions occurred during the May 7, 2020, board meeting.

#### Motion 20-48

Trustee Thomas Stredwick moved to approve revisions to BP1000. Trustee Juanita Richards seconded the motion, and the motion carried.

### 4. Trustees' Roles in Accreditation

Dr. Humpherys reported BBCC is in the final stages of preparing the comprehensive accreditation report for the Northwest Commission on Colleges and Universities

(NWCCU). The virtual accreditation visit is set for October 12-14. The evaluators will want to meet with a portion of the board during their visit to ask questions around policy governance, institutional planning, and strategic planning.

#### **5. Trustees' Roles in President Tweedy's Onboarding**

Board Chair Stephen McFadden led the onboarding plan discussion. Dr. Tweedy will be on campus soon and the retreat scheduled on August 27 will provide opportunity to discuss onboarding plans. Dr. Leas reported that Dr. Tweedy attended the WACTC Retreat Zoom meetings and she already has a good understanding of the WA State structure.

The trustees shared ideas about introducing Dr. Tweedy to internal and external stakeholders safely in accordance with social distancing. The Adams County Development Council has agreed to host indoor or outdoor receptions in Othello and Ritzville.

The meeting adjourned at 3:14 p.m.

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Chair Stephen McFadden

ATTEST:

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Terrence Leas, Secretary

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Board Retreat Thursday, August 27, 2020, at 8:30 a.m. via Zoom Webinar at the Windrow Hotel in Ellensburg, WA.

### Call to Order

Present: Anna Franz  
Jon Lane  
Stephen McFadden  
Juanita Richards  
Thomas Stredwick

### 1. Effective Board/President Engagement

The president of Columbia Basin College Dr. Rebekah Woods facilitated the first two sessions of the retreat. Dr. Woods stated the trustees delegate the operational duties of the college to the president using the Carver Policy Governance model. The president's role is to hold the trustees accountable to policy-level discussions. Trustees also hold each other accountable. A new president should not have to correct trustees. Conversations about policy level and operational levels are important.

Trustees discussed holding each other accountable to policy governance. Agenda items are clearly designated as information or action items, which helps clarify their role. Trustees take action on budgets and board policies.

Dr. Tweedy will submit weekly activity updates to the board. Board communication was discussed. It is important to follow specific guidelines to avoid violating the Open Public Meetings Act and foster good relationships between the president and trustees. Individual trustees should copy the board chair on communications outside of the board meetings. Trustees should contact the president's office when they are on campus to ensure open communication and respect for employees. Information received by one trustee needs to be shared with all trustees. Trustees should inform the president if an employee contacts them; the campus community needs to see the board and president as a united front. BBCC employees are constituents. Vice Presidents should direct trustees to contact the president if approached. The president's executive assistant may share communication and should understand the line for sharing information. There are complaint processes for employees and students to follow.

Dr. Woods advised Dr. Tweedy and the trustees to work together and be patient. Learning the Washington State system will take time and there will be many scheduled events and a large workload for Dr. Tweedy. It is important for Dr. Tweedy to practice self-care. It is also important for Dr. Tweedy to assess her team.

Dr. Tweedy shared that she values honesty, directness, and good conversations that benefit the college. She is starting from a place of trust with trustees and employees

and expects employees to work with autonomy and discretion. Not all ideas can be implemented smoothly and working through problems is part of finding solutions. Dr. Tweedy wants employees to discuss improvement ideas openly. The trustees expressed that they want to hear about how they can help facilitate a smooth transition for President Tweedy.

## **2. Board Expectations**

Dr. Woods stressed the importance of clarity around expectations on informing the board about college issues and for trustees to stay at the policy level. Board Chair McFadden stated he wants to know about anything that could be in the media and litigation around personnel issues.

Board Vice-Chair Franz said the trustees will not substitute their judgement for Dr. Tweedy's and they want to know about issues to understand if policy revisions are required.

Dr. Tweedy stated she will produce a weekly newsletter and video to build rapport with employees and provide transparency during this difficult time around the COVID pandemic. She will empower employees to do their best work and continue to monitor the campus environment through a pulse survey. Every decision may not have consensus but the rationale for the decision will be communicated. Relationships are critically important and timelines are for projects while communication and care are for people.

The trustees discussed what and how Dr. Tweedy should share her updates. Trustees expressed differing expectations around communication from high level to more detailed reports on Dr. Tweedy's activities. Weekly messages sharing the good, bad, and the ugly and a summary of progress on major projects is helpful. Dr. Tweedy requested ongoing communication from the trustees around her updates as the relationships grow.

Dr. Woods expressed concern about the president's evaluation form as it may lead to micromanaging. Dr. Woods provides a written self-evaluation to her trustees. Board Chair McFadden stated the president's evaluation process will be fine-tuned throughout the year and based on the president's self-evaluation document. Monitoring reports are also a gage for how the president and campus are performing. The 360 survey may include questions about the college rather than Dr. Tweedy specifically to understand how the college is reaching the community. Dr. Tweedy said failing forward is one avenue to finding innovative solutions.

The trustees discussed introducing Dr. Tweedy to community members in Zoom meetings. Board Chair McFadden shared that the Adams County Development Council and Grant County Economic Development Committee meetings are held via Zoom and they are a good opportunities to introduce Dr. Tweedy.

Short break was announced and the meeting reconvened at 10:50 a.m.

### **3. Dr. Tweedy's 90-day Plan**

Dr. Tweedy reviewed her 90-day plan including accreditation visit preparation, building a positive campus culture, preparing for ctcLink implementation, responding to COVID-19 risks, and strategic planning. She stated ensuring employees have the capacity to perform their work is key to success. Dr. Tweedy will focus on communication, allowing autonomy, gathering feedback for decisions, and helping employees with work/life balance to ensure energy and capacity for innovation and high quality performance. Dr. Tweedy's priorities are health and safety of students and employees, and fiscal stability.

The current strategic plan expires this year and Dr. Tweedy will review data to understand priorities of institution and to inform strategic planning process. Meaningful strategic planning process depends on relationships and engaged employees.

Dr. Woods stated monthly meetings with the board chair may be helpful and the board could plan an executive session at the six-month mark to review how things are going.

Dr. Tweedy stated her 90-day plan is a beginning for some of the efforts and the projects may not be concluded within 90 days. She is laying the groundwork for successful outcomes. She expressed faith in the competent leaders around her and emphasize her focus on relationship building and community.

The trustees expressed appreciation for Dr. Tweedy's plan and their desire to support efforts

### **4. Strategic Plan**

Dr. Tweedy said revisiting the mission, vision, and Ends is critical to the strategic planning effort. She will embrace her role to manage the strategic planning process following the accreditation visit by leading the effort to develop goals, objectives, and key performance indicators. The strategic plan defines who we are, what we do, who we serve and how we serve. A thorough review of our data will reveal how students are prepared for transfer to universities and employers. Goals should be based on the Ends Statements and the trustees will discuss current Ends to consider realigning them with the new accreditation standards. Dr. Tweedy stated she will work with stakeholders to determine the desired outcomes and work backwards to ensure the correct steps to reach the outcomes. Employees will be empowered to work their craft and assist the development of the plan Dr. Tweedy stated student success is held up by the pillars named in the Ends Statements.'

Dr. Tweedy and the trustees discussed using consistent language in the values, Ends, academic master plan, facilities master plan, student services master plan, and communication plan. BBCC currently has several foci in ends, values, core themes, and objectives that cause some confusion and diffusion of effort. The new strategic plan will use focused and consistent language drafted by a review of data, accreditation standards, and student success. The trustees' role is to review and approve the plan after the campus community has prepared the plan.

Lunch break.

## **5. Board Self-Evaluation**

Board Chair Stephen McFadden led the self-evaluation discussion. He will compose a self-evaluation statement based on the trustees' feedback, trustees' activity reports, and policy governance for the October board meeting.

Trustee Thomas Stredwick stated it is helpful to have guiding documents to review for the evaluation at the high policy level. He would like to simplify to complex information by using a dashboard. Trustee Anna Franz stated reviewing the monitoring reports which include measurements by staff and faculty is helpful and we need to focus on consistency. In the past the process included a session for trustees to measure the college's effectiveness facilitated by Dean Valerie Parton; this may be revisited in the future. A new board self-evaluation process was put off to focus on the presidential search.

Chair McFadden polled the trustees for their ratings on the Ends and assessments of goal accomplishment.

The board reviewed the Ends and the average ratings for each Ends are below:

### *E-1*

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

Average rating by trustees: 3

### *E-2 Student Success*

*BBCC 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.*

Average rating by trustees: 3

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

*BBCC supports innovation, variety, and creativity; maintains high academic and industry standards; and supports professional development for continued growth.*

Average rating by trustees: 3

### *E-4 Community Engagement*

*BBCC supports economic development by nurturing community and industry partnerships and support to the college to enhance access and service to our district population.*

Average rating by trustees: 3

### *E-5 Integrity and Stewardship*

*BBCC 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.*

Average rating by trustees: 4

*E-6 Inclusion and Climate*

*BBCC 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.*

Average rating by trustees: 2

Trustee Franz stated the college moderately accomplished the mission and there are still significant areas of improvement such as supporting the diverse population of district and improvements for historically underrepresented groups.

**The board discussed the accomplishment of the 2019-20 board goals.**

*Goal 1- Conduct a successful search for the next BBCC president. Ensure effective onboarding and orientation of the new president upon arrival on campus. Develop goals for the president's first year of service.*

Trustee Stredwick stated this goal was accomplished and he commended Chair McFadden for his leadership and community engagement.

Trustee McFadden stated this goal was accomplished..

Trustee Franz stated this goal was accomplished with an inclusive president search.

Trustee Lane stated this goal was accomplished and the onboarding is not yet completed.

Trustee Richards stated this goal is accomplished and commented visiting all candidates' campuses informed the search and helped build board cohesiveness.

*Goal 2-Be actively engaged and monitor the progress of the Campus Climate Action Plan. Ensure the president has the tools and means to lead the campus community as it improves climate for students, staff and faculty.*

Trustee Stredwick stated campus climate can still be improved and the goal was accomplished.

Trustee McFadden stated this goal was accomplished and the new president is empowered to continue making improvements.

Trustee Franz stated this goal was accomplished.

Trustee Lane stated this goal was accomplished and it is important to continue to seek feedback from faculty members.

Trustee Richards stated this goal was accomplished. There is increased transparency, more active listening, and more participation on the campus. This effort needs to continue to support culture change.

*Goal 3 Develop and implement an improved system for monitoring Board effectiveness that includes establishing an annual checklist for monitoring the overall performance of BBCC.*

Trustee Stredwick stated this goal was not accomplished. This goal could be included this year and tied to strategic planning

Trustee McFadden rated this goal as neutral. Good work was accomplished on board function; however, the board has not clearly identified a system for monitoring board effectiveness.

Trustee Franz stated this goal was not accomplished.

Trustee Lane stated this goal was not accomplished. The focus was derailed by the presidential search and COVID-19.

Trustee Richards stated this goal was not accomplished, it is a work in progress needing more evidence and definition.

### **2020-21 Board Goals**

Vice Chair Franz led the 2020-21 board goal discussion. The trustees discussed the rankings of their goals. The top goals included:

Goal 1. Presidential onboarding.

Goal 2. Develop and implement an improved system for monitoring Board effectiveness that includes establishing an annual checklist for monitoring the overall performance of BBCC.

Goal 3. Equity, Diversity, and Inclusion to support student success for historically underrepresented groups. Student success and decreasing the achievement gap between student groups is an operational goal of the college.

Trustee Franz will draft proposed goals for the meeting on October 1.

Trustee Richards stated she would like to see more education for the board.

Trustee Stredwick would like to see the ratings more defined and less subjective with measureable targets.

Trustee Stredwick reported that he is on the ACT Equity, Diversity, and Inclusion sub-committee. Trustee Lane reported that there is a lot of conversation around equity, diversity, and inclusion nationally.

### **Board Job Descriptions**

Trustee Franz discussed revising the board job description and the information she found while researching the statutory obligations and policy governance information from other institutions. The trustees discussed job descriptions and the need for a handbook and job description for the entire board to include the unspoken norms and where we deviate from Carver Policy Governance. The job description from Lake Washington Institute of Technology seemed close to the BBCC trustees' duties.

A committee may be formed to draft the job description.

## **5. Closing the Achievement Gap**

Dr. Bryce Humpherys presented information about the student achievement and equity gaps at BBCC and noted that national trends, the new NWCCU accreditation standards,



and the WA State Student Achievement Initiative focus on these areas. Guided Pathways and applied baccalaureates are strategies to increase monitoring and engage the whole campus in decreasing gaps between student groups. Additional training and connectivity are identified needs. We are sustaining and refining innovative solutions such as the virtual services we have introduced since before and during the COVID pandemic, Starfish student management, and accelerated math and English among others.

BBCC ranks high in WA State for equity points by percentage and we continue work toward solutions for continuing students and new students focusing on equity in the online and in-person classrooms. If we receive the new Title V Grant, the robust professional development centered on equity will have a positive impact. Trustee Jon Lane stated he would like to learn more about Starfish during a future board meeting.

## 7. Accreditation

Dr. Bryce Humpherys reported that regional accreditation by the NWCCU is a quality check that ensures we can receive federal funding. The seven-year accreditation cycle is essential to fulfilling our mission. Two standards are broken into four areas; one standard focuses on continuous improvement in the organization, the second standard focuses on policies and procedures. After submitting accreditation reports in August, VP Humpherys is currently leading preparations for the virtual accreditation visit October 12-14. The commission will meet and decide about our status in January 2021 and we will be notified after January. BBCC will have an in-person visit next spring. VP Humpherys described the evaluation team, which will meet with the board and students with no college employees in the room to ask clarifying questions about the college. The focus for the board will be on policy governance and board processes. Trustee McFadden **requested notes and talking points regarding anticipated questions for the board.** Following the visit the evaluation team will send the draft report to the president and we can correct factual errors. The president is invited to attend the NWCCU meeting in January.

Examples of talking points include discussing board policies that support continuous improvement such as the equity statement approved by the board in the spring. Trustee Lane commented this is good information to be included in the board job description. VP Humpherys stated the data committee is meeting in September and their research briefs provide valuable information in this area.

President Tweedy thanked Vice Presidents Humpherys, Garza, and Schoonmaker and Dean Parton and Executive Assistant Dourte for their support as she begins her tenure as president.

## 8. September Study Session Topics

The trustees discussed including campus climate, COVID, budget, and fall quarter updates during the October meeting. The SBCTC has reported that the budget cuts may not be as harsh as initially thought. SBCTC Executive Director Jan Yoshiwara said the legislators understand the important role community and technical colleges play in

economic recovery. Trustee Lane encouraged his fellow trustees and community members to contact legislators urging their support.

Dr. Tweedy acknowledged VP Schoonmaker's competent budget management and expressed appreciation for the BBCC leadership.

Adjourned 3:33 p.m.

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Stephen McFadden, Chair

ATTEST:

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Dr. Sara Thompson Tweedy, Secretary

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/1/20

### **ITEM #2: CONSENT AGENDA (for information)**

#### **b. Accreditation**

In preparation for the October 12-14, 2020 virtual evaluation visit, we are taking steps to prepare employees to meet with evaluators and working with evaluators to prepare the visit agenda.

During Week 0 (Sept 14-18), employees received access to two pre-recorded videos on accreditation. The videos provide an overview of regional accreditation, where BBCC is in the accreditation cycle, the make-up of the evaluation team, a description of the expected meetings and open forums during the virtual visit, post-visit process and commission action, and how faculty and staff can prepare for the visit. The same information was shared with trustees during the August 27, 2020 board retreat.

Documents were also posted onto the portal that provided an outline of people the evaluators may want to interview, the topics and standard elements likely discussed with different people, and possible questions that may be asked.

All employees had the opportunity to attend two question and answer session about the virtual visit during Week 0. Specific groups of employees will participate in additional meetings before the visit to review topics and responses to possible questions asked by the evaluators.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

### **RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/1/20

### **ITEM #2: CONSENT AGENDA (for information)**

#### **c. Student Success**

The attached PowerPoint “Fall 2020 Needs of Students” summarizes information we have gathered from students about their experience participating in virtual classes and services, challenges they are facing, and suggestions they have for the college about how to better serve them.

During Fall In-service, faculty and staff engaged in a series of targeted discussions about how to connect with and engage students, tools they could use for remote instruction and service delivery, successes and challenges they experienced in the classroom and in delivering services, and changes they are making this fall to try to support student success.

College employees received training on Starfish and are working to implement it into their work this fall. Starfish is a key tool in our strategy to identify struggling students and connect them with college resources.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

### **RECOMMENDATION:**

None.

# Response to COVID-19

# Actions We Took Last Spring

- Moved all classes online
- Virtual support services
  - Live Chat
  - Virtual rooms
- Online New Student Orientation
- Removed Admission fee
- Revised Admission letters



# Actions We Took Over the Summer

- Revised New Student Registrations over Zoom
- Canvas training
- Starfish training
- Moved Live Chat to a new platform
- Revised placement options
- Revised Running Start eligibility
- Calling Campaign
- Additional New Student Registrations



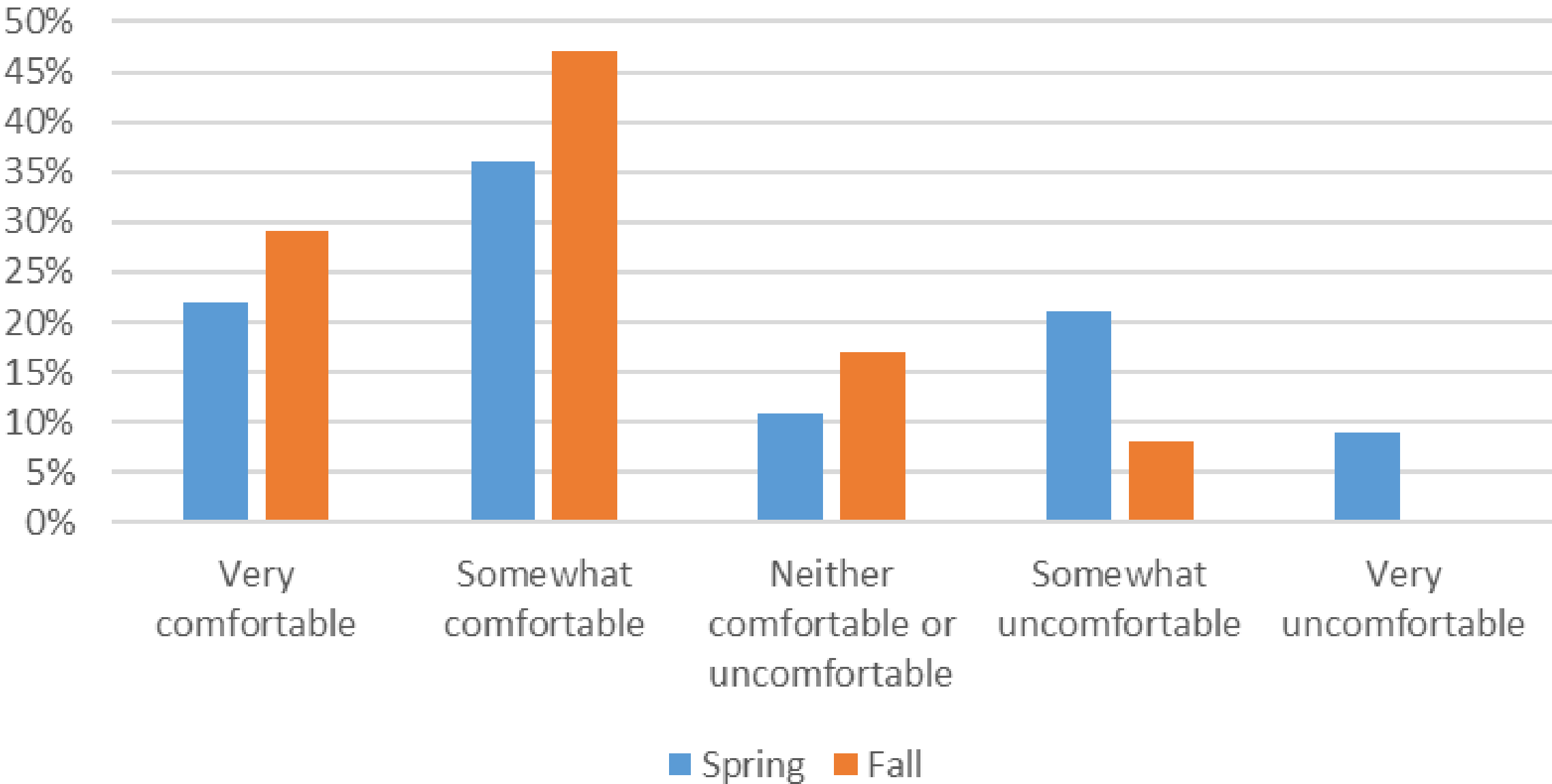
# How Student Feedback Collected

- Spring Enrollment Survey – May 2020
  - (Faculty and Staff Portal > Institutional Research & Planning > College Surveys > Spring Enrollment Survey 2020)
- New Student Registration evaluation surveys – July-Sept 2020
- ASB Survey – Sept 2020

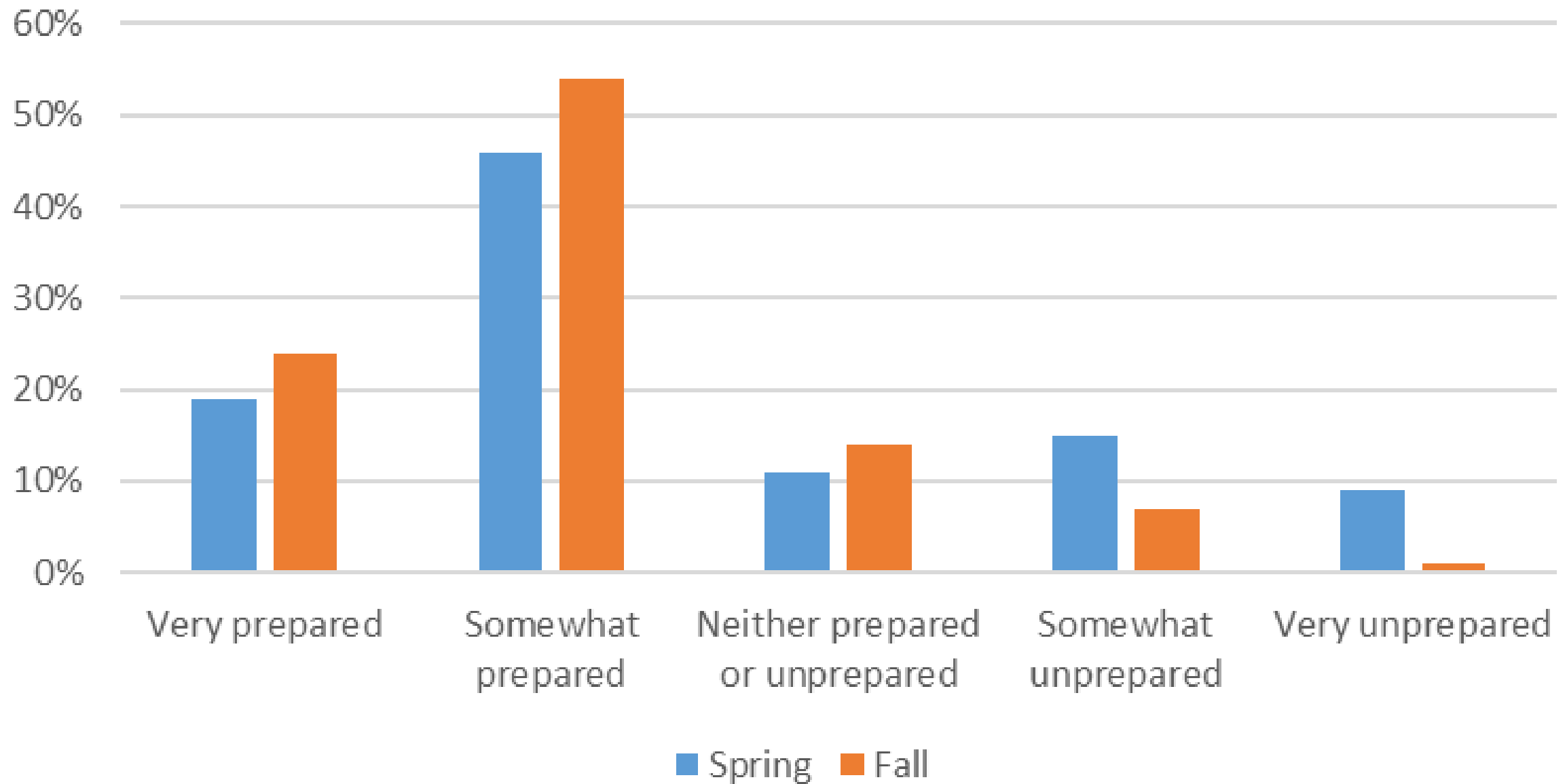




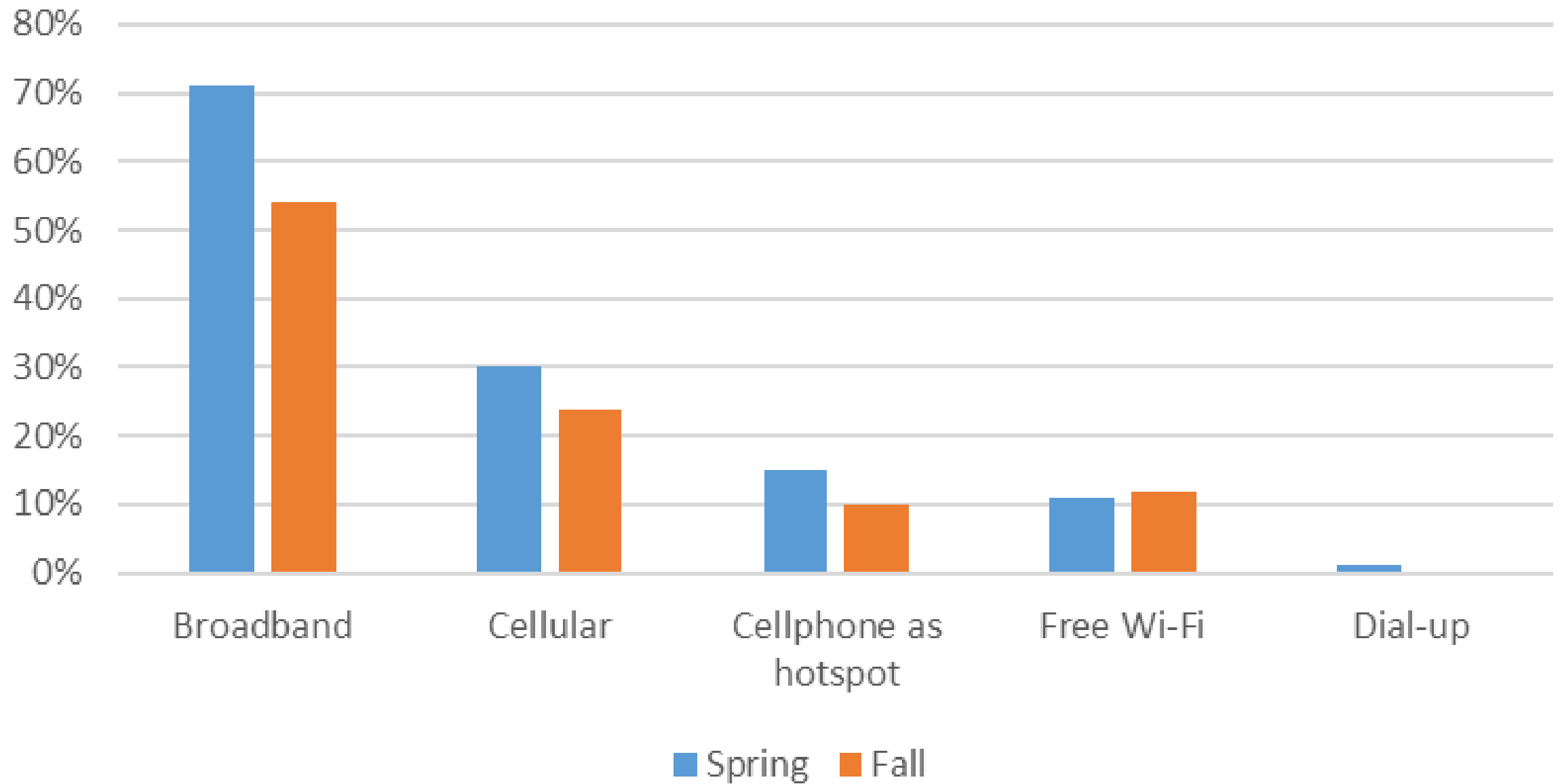
# Comfort Level with Online Classes



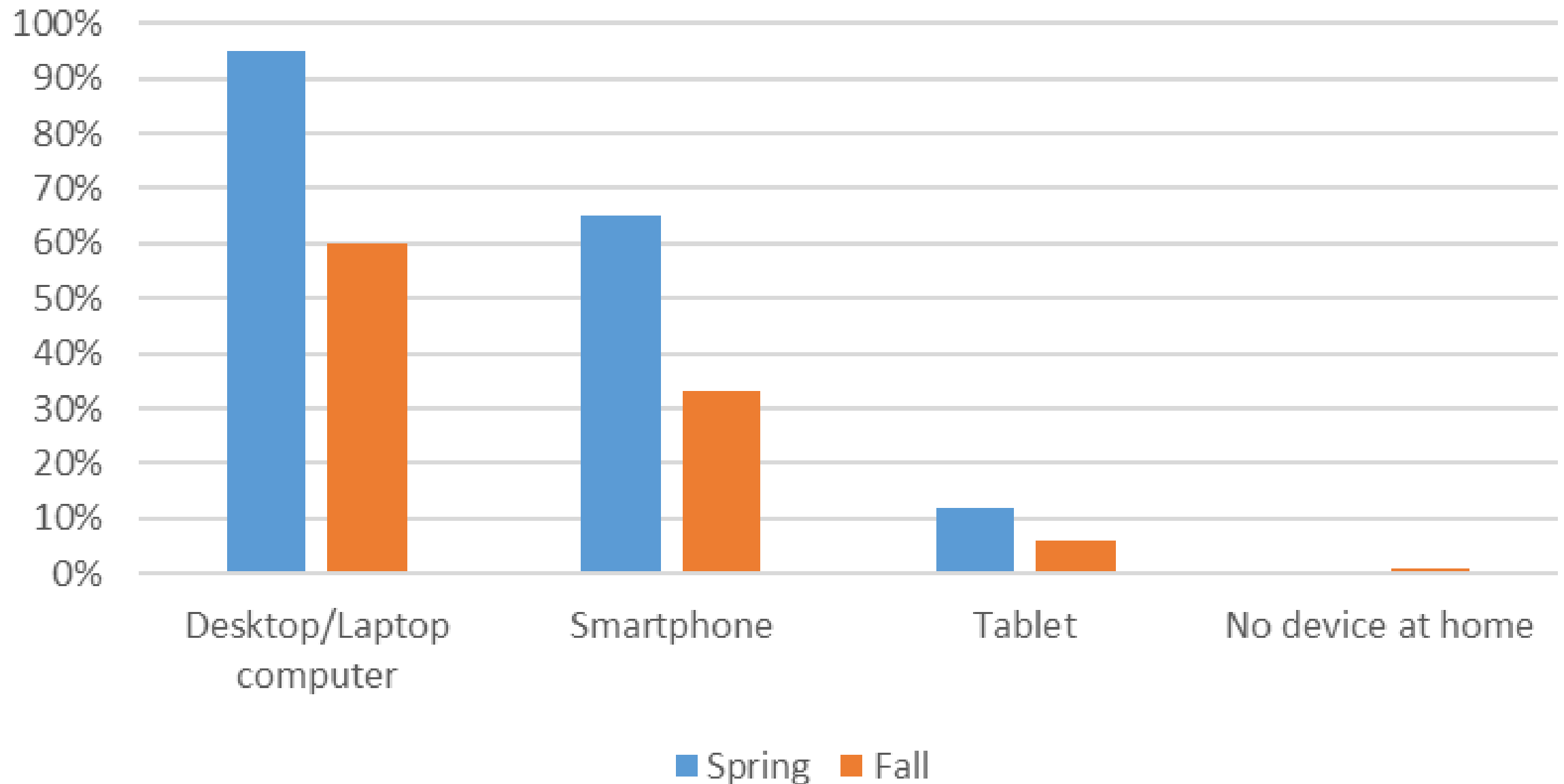
## Prepared for Online Classes



# Access to Technology



# Devices Used to Access Online Courses



# Concerns with Transitioning to Remote Learning

- Grades/performing well in class 74%
- Being able to communicate with instructors 56%
  - Lack of instructor interaction (comments)
  - Lag time between questions & answers (comments)
  - Missing interaction with instructors and peers (comments)
- Delays in completing BBCC studies 30%
- Not able to see classmates 29%
- Missing out on campus activities 28%
- Difficulties with virtual labs (comments)
- Distractions and competing priorities at home (comments)

# Technology Issues Transitioning to Remote Learning

- Discomfort with technology 35%
- Instructor discomfort with technology 33%
- Adequate digital replacements for face-to-face 28%
- Unclear expectations about tech. tools required to use 28%
- Access to reliable internet 27%
- Access to library resources 22%

# Learning Challenges Since Transition to Remote Learning

- Preference for face-to-face learning 54%
- Hard to pay attention to remote instruction 53%
- Personal motivation 48%
- Unclear expectations 43%
- Course lessons that didn't transfer well to online 36%
- Finding time to participate in synchronous classes 35%
- Competing class schedules 25%

# Most Commonly Accessed Services Since Transition to Remote Learning

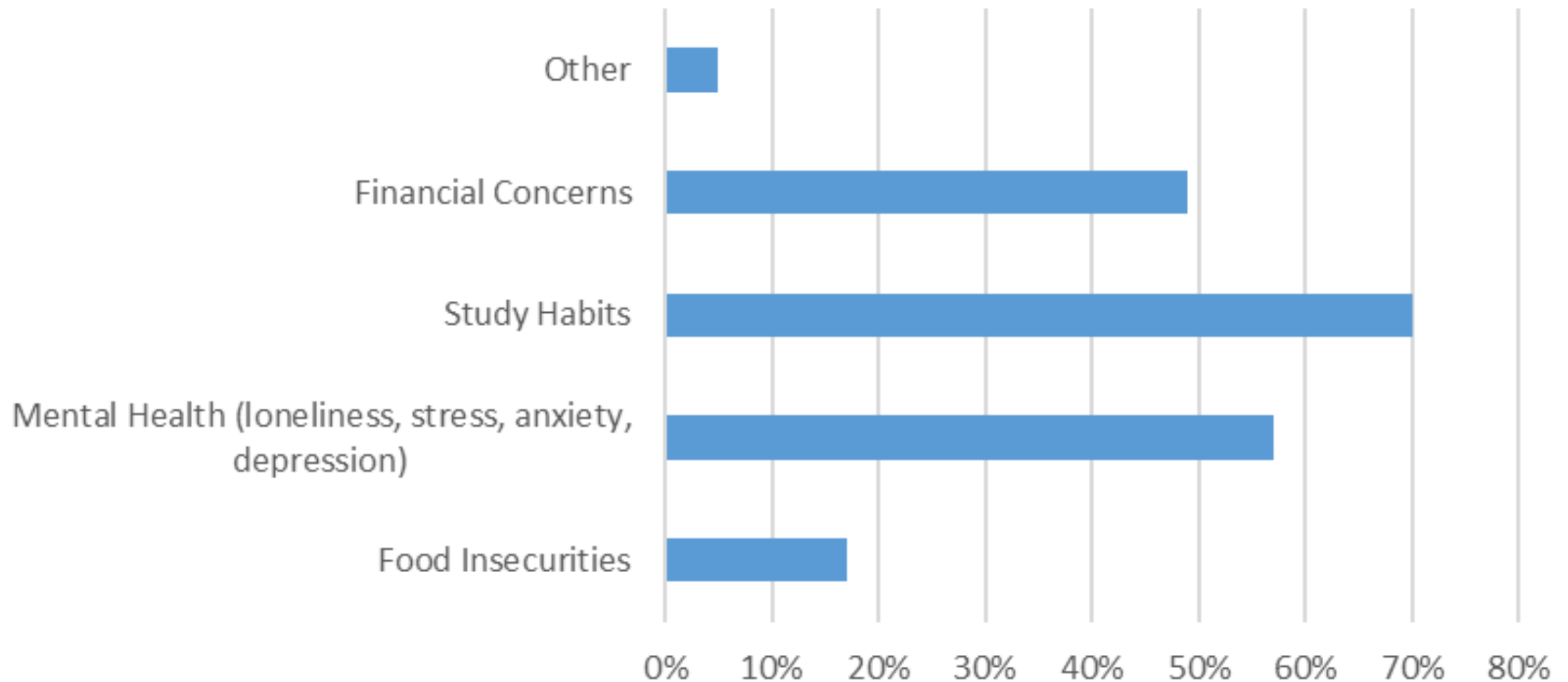
- Bookstore – 30%
- Library – 19%
- Tutoring – 18%
- Advising – 18%
- Financial Aid – 14%



# Recommendations for BBCC to Improve

- Commendations for BBCC's efforts
- Students said they had difficulty learning online, managing distractions, and **competing priorities**
- Consistently **organized Canvas** sites
- **Detailed** assignments
- More **instructor communication**
- Relaxing on the number of assignments
- **Leniency** with due dates considering the unusual circumstance

What concerns do you have about fall quarter that you feel would be beneficial to address in our (ASB) virtual activities?



# Services Students Requested

- Lectures in addition to text books
- Library research materials
- Tutoring in Math
- Counseling
- Disability services for testing



# Takeaways – What can we Do?

- Technology access
- **Timely Communication** (Starfish)
- **Connection** (counseling)
- **Clear expectations**
- **Flexibility and understanding, especially of home realities**
- **Academic supports** (Starfish)



## **BIG BEND COMMUNITY COLLEGE**

Date: 10/1/20

### **ITEM #2: CONSENT AGENDA (for information)**

#### **d. Assessment**

The Assessment Committee members have led the development of training videos on assessment for all faculty, the development of a new assessment reporting tool, and creation of a standardized assessment activity for evaluating one of our institutional outcomes. We have also updated documents in preparation for the upcoming virtual accreditation visit. All key assessment documents are located [here](#) on the college website. (From the main page – Information Center > Instruction & Assessment)

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

### **RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/1/20

### **ITEM #2: CONSENT AGENDA (for information)**

- e. Finance & Administration Update

### **BACKGROUND:**

**ctcLink Update:** Big Bend and DG5 are about a month and a half into the 4-month Business Process Fit Gap (BPFG) process. Pillar leads and SME's have completed 19 different BPFG sessions and successfully completed and submitted about 20 configuration assignments! The individuals participating thus far have dedicated countless hours, both in Webex meetings learning, and in completing assignments after each session. With another 29 sessions still to come, though, the work has just begun. In November, before the BPFG process is done, we'll start the work of converting our data into ctcLink and verifying that it's all transferring as expected. The rest of this school year will be a series of tweaks, tests, and validations so as we move into the final stages before implementation, we'll have the best data possible.

**Financial Statements preparation and audit:** This year we will be blessed with two SAO audits. We will have both our annual Financial Statement audit and our Accountability audit, starting in December.

**Operating Budget 2020-21:** Prepared and included.

**Proprietary Budgets 2020-21:** Prepared and included.

### **Ongoing Capital Projects:**

**Workforce Education Center (New Building):** Continuing work on punch list items

**Aviation Maintenance Technology (New Building):** Continuing work on punch list items. Waiting on delivery of new paint booth to be installed on the east side—exterior.

**Various Roofs:** Continuing work on punch list items.

**Science Labs in 1200 renovation/remodel (Minor Project for this biennium):** Architect assigned for Design work.

Prepared by VP Schoonmaker.

**RECOMMENDATION:** None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/1/20

### **ITEM #2: CONSENT AGENDA (for information)**

#### **f. Human Resources & Labor**

### **BACKGROUND:**

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

Wendy Farr accepted the position of Director of Health Education Programs. This is a full-time, admin/exempt position replacing Katherine Christian who transitioned into a full-time faculty position. Wendy started work at BBCC on July 1, 2020.

Brent Carter accepted the position of Director of Basic Education for Adults (BEEdA). This is a new full-time, admin/exempt position. Brent has been working as the college's interim Director of BEEdA since February 23, 2020.

Azucena Halmsteiner accepted the position of interim Disability Support Services Coordinator effective July 1, 2020. This is a full-time admin/exempt position previously filled by Lora Allen. The college will run a competitive search after January 2021.

Keith Starcher accepted the position of Aviation Maintenance Technology (AMT) Coordinator. This is a new, grant-funded, full-time admin/exempt position supporting our AMT program. Keith started work at BBCC on September 16, 2020.

The following search is in process with an expected completion by the end of the academic year:

- Allied Health Programs Coordinator
- Program Coordinator – Aviation Department

The following searches are on-hold. The college will repost the positions later this year.

- Business/Accounting Instructor, tenure-track – Fall Quarter 2020
- English Instructor, tenure-track – Fall Quarter 2020
- Math Instructor, tenure-track – Fall Quarter 2020

**Retention:**

The year-to-date turnover rate is 4.148%. Separation reasons include Contract Non-Renewal – 2, Layoff – 1, Retirement – 1, Relocation – 2, Other Job – 1 and Personal Reasons – 1. Our goal for 2020 is to have a turnover rate less than 12%.

**Additional Items:**

Employees in Human Resources and Payroll continue to participate in ctcLink Business Process Fit Gap (BPFG) sessions. The department completed sessions covering employee leaves, employee demographic information, and data clean-up. Future sessions include Faculty Workload, Payroll, Benefits, Time & Labor, and Talent Acquisition Management (TAM). Information provided by the department during the sessions and subsequent homework is used to configure the HCM modules.



## BIG BEND COMMUNITY COLLEGE

Date: 10/1/20

ITEM #2: CONSENT AGENDA (for information)

g. Safety & Security Report

### Campus Safety Report – Through 9/24/2020

#### Campus Safety's Promise:

- ***Excellent Customer Service by Nice People***
- ***Candid and Transparent Communication***
- ***Your Safety Comes First***

Case Number	Report Date	Report Time	Report Incident Types	Location
Clery-required campus and community-wide emergency notification sent over the Campus Alert System notifying the public of positive COVID-19 cases on campus.				

In order to report on all tasks performed by the Campus Safety Department, the monthly report is divided into the program areas which are managed by Campus Safety.

#### Program Area 1: Clery Compliance Officer

- **COVID-19**
  - While the Clery Act requires institutions to notify the campus community when a significant emergency or dangerous situation occurs, the Department of Education will not require ongoing updates on COVID-19 or proactive identification of positive coronavirus cases. Additionally, it does not apply to positive cases among students and employees who aren't attending classes or on-campus.
  - Higher education institutions will satisfy the Clery Act requirements as it relates to pandemic communications by:
    - Providing students and employees with a single notification through its emergency notification system informing them of the coronavirus and safety precautions, as well as suggesting they review the information provided by health care providers, state authorities, and the Centers for Disease Control and Prevention (CDC)
    - Adding a banner at the top of the college or university website with the information above, a statement about the pandemic, and a link to the CDC
- **Director Foreman is completing the college's Annual Security and Fire Report** and associating over 110 BBCC policies with the requirements of Clery. Non-compliance with the Clery Act can lead to civil penalties of up to \$ \$58,328 per violation and the loss of eligibility for BBCC to offer federal financial aid.
- **Fifty-one employees were trained as Campus Security Authorities**, another requirement for Clery compliance. An additional 60 employees are expected to be trained

## Program Area 2: Environmental Health and Safety

- **COVID-19**
  - **Security is answering an average of 40 phone calls per day** from employees who require over-the-phone screenings for COVID-19 before being allowed to come on campus. Employees must also call Security when they leave campus. This screening responsibility has been shifted to some departments where a supervisor is on site. Other departments will be assuming the screening responsibility once their workspaces return to functioning on campus.
    - The Director continues to monitor COVID-19 conditions on campus and in the community.
- **The new Hazardous Waste Storage Room at Building 3700** is being organized and storage components installed. (Project delayed due to quarantine of COVID-positive or COVID-exposed employees).
- **Plans and Required Documents**
  - The 2018-19 update to the 2013 Accident Prevention Plan is currently under review with administration.
  - The new 2018-19 Chemical Hygiene Plan is back under review with administration.
  - The 2018-2020 revisions to the 2012 Hazardous and Universal Waste Management Plan is currently under review with administration.
  - The new 2018-19 Bloodborne Pathogens Exposure Control Plan is currently under review with administration.

## Program Area 3: Emergency Management

- **Response/Recovery – Student Suicide on Campus:** The September 15<sup>th</sup> suicide of a student in the residence halls was tragic and prompted the first use of BBCC's Student Death Protocol, which is part of the Emergency Operations Plan. On scene incident management was maintained by Campus Safety and Residence Hall staff with support from Executive Team members via remote. Dr. Tweedy responded to campus and directed the college's crisis response and also consoled students and staff affected by the incident. Counselors were on site to meet with affected students and staff. The college's Employee Assistance Program was activated and available for employees.
- **NIMS compliance:** The college's Emergency Management Team (called an Incident Management Team or IMT elsewhere) is continuing educational efforts. Currently, four out the eight employees who could potentially be assuming one of the four Command Staff and General Staff positions have completed the training necessary to successfully perform their roles.

## Program Area 4: CARE Team (behavior intervention team)

- None for this period.

## Program Area 5: Site security

- **Burglary Investigation:** Campus Safety has closed the investigation into a burglary at Building 4100 and the theft of \$15,000 worth of college-owned computer equipment. No suspect could be identified and the property was not recovered. New security features are being installed at 4100 to prevent future incidents.
- **Staffing:** Appropriate staffing during COVID-19 with few students and employees on campus during the day and the need for coverage after hours and weekends remains a scheduling issue.

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/1/20

### **ITEM #2: CONSENT AGENDA (for information)**

#### **h. ASB Report**

#### **BACKGROUND:**

ASB annual training/retreat was consolidated into one intense training, the week before school. ASB held too many zoom meetings to count, including a great diversity training by Stan Pearson from Atlanta, trainings on being a better leader, dealing with burnout and how to write learning outcomes from Del Suggs, who resides in Tallahassee. Counselor Heidi Gephart presented a training on Suicide Awareness and Prevention. For a team bonding experience, the officers participated in a virtual Escape Room event and they nailed it, using many social platforms to solve the mystery. We also included Dean Guzman in a “Friendly Little Competition” of BBCC Trivia.

ASB’s recent survey was completed in under 24 hours with 679 participants. Students’ suggestions were used for planning events and activities. ASB Officers will hand out Welcome Boxes to the first 200 students who responded to the survey, as well as runner-up boxes to the next 50. In the 200 boxes, there are 4 DIY projects that they can complete to earn points after they post them to ASB’s social media. The projects are: Legos, Coloring Cards, Origami and String Art, with all of the supplies they need in the boxes.

ASB will track the points over Fall Quarter and the top 10 students with the most points will be entered into a drawing for a scholarship for Winter Quarter (\$300 1<sup>st</sup> place, \$200 2<sup>nd</sup> place and \$100 3<sup>rd</sup> place).

ASB President, Savana Stephenson, will email all of the students with a welcome resources concerning mental health, and the Viking Food Pantry.

Also coming up will be a Taco Tuesday for students in Workforce Education, Nursing and the Residence Halls, in the parking lot adjacent to the softball field. ASB officers are planning a Video Newscast type program, which will include a COVID-19 update, upcoming campus events, such as advising and registration, ASB events, an interview with a staff or faculty member and a short BBCC trivia competition, which can earn the students more points.

The end of October, ASB plans to do another curbside pick-up of Pumpkins, carving tools and a battery operated candle for another DIY project. Students will post their finished pumpkin on ASB’s social media to earn more points.

Virtual mini-workshops such as cooking demonstrations, yoga, workouts to music, study habits, and financial education are in the planning stages for this quarter.

Prepared by Director of Student Activities Kim Jackson.

#### **RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/1/20

### **ITEM #2: CONSENT AGENDA (for information)**

#### **i. Foundation Report**

#### **BACKGROUND:**

Executive Director Parton expressed an exuberant thank you, thank you to the board as each member helped with the first-ever virtual Cellarbration! Over \$81,300 was raised and expenses were low which will result in a high net profit.

The Foundation has secured pledges to date for the Building Tomorrow's Workforce Capital Campaign of \$3,013,052. We are currently at 80.3% of goal. Dr. Leas and Executive Director Parton met via Zoom with General Manager/CEO of the Grant County PUD Kevin Nordt before Dr. Leas's retirement and the PUD is still trying to help us with our WEC campaign through an investment in workforce that would benefit them.

Executive Director Parton has been evaluating the emergency scholarship applications for our students who did not qualify for the CARE's Act. The need is great!

The Foundation submitted a grant to the Grant County Commissioner via the Grant County Economic Development Council for \$10,000 for our Emergency assistance program and the Food Pantry. We were not funded on the second round but applied again for the third round and awaiting notification. The Commissioner want to help small business first then

Prepared by Executive Director of the Foundation LeAnne Parton.

#### **RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/1/20

### **ITEM #2: CONSENT AGENDA (for information)**

j. Classified Staff Report

#### **BACKGROUND:**

Our classified staff continue to work remotely and on-campus, as scheduled, in support of students and preparation for the 2020-21 academic year.

Tacoma Community College hosted the 2020 STTACC conference on August 25-26. The conference was held virtually and 93 classified staff from the CTC system participated. Nancy Leach, Upward Bound Program Assistant, Heidi Bratsch, Health Education Program Assistant, and Barbara Collins, Title V Secretary Senior attend the event.

Congratulations to Nancy Leach, Program Assistant with TRiO Upward Bound. Nancy was selected as the recipient of the Region D Exemplary Classified Staff Award for 2020.

Classified staff in Admissions/Registration, Financial Aid, Human Resources, Payroll, BBT, and the Business Office have been busy supporting ctcLink implementation efforts. Work on the ctcLink project is in addition to their regular duties.

Prepared by Kim Garza.

#### **RECOMMENDATIONS:**

None

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/1/20

**ITEM #4:** Faculty Updates (information)

### **BACKGROUND:**

Faculty Association President Zach Olson will report faculty activities.

### **RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/1/20

**ITEM #5:** President's Update (information)

### **BACKGROUND:**

Dr. Tweedy will report the following information.

- a. Budget/Enrollment Report (E-2, Information)
- b. Campus Climate Action Plan (E-6, Information)
- c. COVID-19 Impacts (E-1, Information)
- d. Proposal for Board Meeting Presentations (E-1, Information)

### **RECOMMENDATION:**

None.

The final enrollment report for spring 2020 shows that total headcount was down 18.5% from spring 2019. Total FTEs decreased 3.3% and state-funded FTEs decreased 13.6% from last spring. Running Start enrollments increased 3.2% from last spring, which – in addition to impacts of COVID-19 – contributed to the 10.8% decrease in academic state-funded FTEs. Because we moved to an online modality in March, enrollment related to spring course delivery (day versus evening and on-campus versus off-campus) was not reported. The final enrollment report is included here for review.

The final enrollment report for summer 2020 will be provided at the next regular Board meeting.

Fall 2020 classes started on September 21, 2020. As of that date, fall headcount was 2,177 – 2.2% lower than last fall. Total FTEs were down 2.3% and state-funded FTEs were down 12.1%. Decreases were seen across Arts & Sciences (-8.0%) and Workforce Education (-25.4%) enrollments. Enrollment in Basic Education for Adults was higher than last fall. Running Start enrollment was 504 on the first day of classes this fall, which is just over 13% higher than last fall's final of 445. We will continue to monitor enrollment trends throughout the quarter.

The tuition amount budgeted for 2020-2021 is \$3,800,000. As of Aug 31, 2020, we have collected \$391,074 or 10.3% of the budgeted amount. As of Aug 31, 2019, we had collected \$879,915 or 21.9%.

#### TUITION COLLECTION REPORT

	<u>2020-21</u>	<u>2019-20</u>
Annual Budget	\$ 3,800,000	\$ 4,000,000
Total Collections as of Aug 31	391,074	879,915
As a % of annual budget	10.3%	21.9%
Left to collect to meet budget target	\$3,408,926	\$3,120,085

*Note: Tuition was due September 9—after the cutoff date for the report used for this collection report*

Prepared by Registrar Starr Bernhardt and Executive Director of Business Services Charlene Rios. Note by VP Finance & Administration Linda Schoonmaker



## SPRING FINAL ENROLLMENT REPORT

### HEADCOUNTS

	SPRING 2020	% Change	SPRING 2019	SPRING 2018	SPRING 2017	SPRING 2016	SPRING 2015	SPRING 2014	SPRING 2013	SPRING 2012	SPRING 2011	SPRING 2010
<u>ETHNIC ORIGIN</u>												
Amer. Indian/Alaska Ntv	34	9.7%	31	17	26	33	24	28	23	26	30	36
Asian/Pacific Islander	55	-14.1%	64	66	55	49	37	46	36	28	37	33
Black	20	5.3%	19	25	35	33	39	34	32	45	44	46
Hispanic	910	-13.7%	1,054	811	914	923	861	787	866	857	1,044	953
White	1,032	-13.7%	1,196	1,128	1,325	1,425	1,302	1,207	1,219	1,247	1,511	1,465
Other/Unknown	174	-52.3%	365	443	487	432	321	296	177	188	83	334

### SEX

Female	1,285	-3.5%	1,331	1,312	1,530	1,511	1,325	1,226	1,291	1,360	1,600	1,620
Male	934	-32.8%	1,389	1,169	1,299	1,367	1,247	1,166	1,052	1,002	1,143	1,190
Not Coded	6	-33.3%	9	9	13	17	12	6	10	29	6	57

### STUDENT STATUS

Full-time (12 or more crs)	1,555	0.8%	1,542	1,235	1,256	1,354	1,341	1,321	1,282	1,344	1,392	1,385
Part-time (less than 12 crs)	670	-43.6%	1,187	1,255	1,586	1,541	1,243	1,077	1,071	1,047	1,357	1,482
Percent full-time	69.9		56.5	50	44.2	46.8	51.9	55.1	54.5	56.2	50.6	48.3

### BY FUNDING SOURCE

State	1,397	-18.3%	1,709	1,732	1,856	1,931	1,892	2,085	2,139	2,184	2,303	2,344
Shared Funding												
Grant/Contract	344	-40.7%	580	340	526	554	345	252	151	149	282	349
Community Service	52	57.6%	33	44	75	52	45	61	63	58	164	174
Non MIS reportable	432	6.1%	407	374	385	358	302					

### BY TIME/LOCATION

On-Campus Day*			1,881	1,820	1,912	2,150	1,998	1,812	1,827	1,891	2,026	2,110
On-Campus Evening*			185	184	193	179	140	147	147	155	233	183
Off-Campus Day*			537	341	566	384	268	289	204	198	265	262
Off-Campus Evening*			126	145	171	182	178	150	175	147	225	312

<b>TOTAL HEADCOUNT</b>	<b>2,225</b>	<b>-18.5%</b>	<b>2,729</b>	<b>2,490</b>	<b>2,842</b>	<b>2,895</b>	<b>2,584</b>	<b>2,398</b>	<b>2,353</b>	<b>2,391</b>	<b>2,749</b>	<b>2,867</b>
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Running Start	420	3.2%	407	378	397	355	346	271	166	166	155	139
International*			3	6	9	12	8	7	4	3	5	4

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

## FTES

	SPRING <u>2020</u>	% <u>Change</u>	SPRING <u>2019</u>	SPRING <u>2018</u>	SPRING <u>2017</u>	SPRING <u>2016</u>	SPRING <u>2015</u>	SPRING <u>2014</u>	SPRING <u>2013</u>	SPRING <u>2012</u>	SPRING <u>2011</u>	SPRING <u>2010</u>
<u>STATE FUNDED</u>												
ABE/ESL	63.6	-50.7%	128.9	160.5	158.2	166.6	132.8	129.2	126.0	111.1	169.2	158.7
Academic	631.5	-10.8%	707.9	722.1	771.0	864.7	867.9	846.8	850.1	914.0	890.3	887.4
Occupational	433.6	-7.7%	469.6	463.3	464.9	473.8	495.4	518.9	561.1	543.0	590.3	615.0
<b>TOTAL STATE FTES</b>	<b>1,128.7</b>	<b>-13.6%</b>	<b>1,306.4</b>	<b>1,345.9</b>	<b>1,394.1</b>	<b>1,505.1</b>	<b>1,496.1</b>	<b>1,494.9</b>	<b>1,537.2</b>	<b>1,568.1</b>	<b>1,649.8</b>	<b>1,661.1</b>
<u>OTHER FTES</u>												
Community Service	1.1	-8.3%	1.2	1.1	2.8	3.1	1.4	1.7	1.7	2.1	10.9	7.4
Contract Funded	208.7	84.0%	113.4	66.7	143.3	65.2	55.4	36.7	27.2	45.5	111.5	100.8
Running Start	403.3	6.0%	380.3	357.0	374.7	341.0	280.5	203.1	155.5	147.7	136.9	122.6
Other (Employ., Sr. Cit.)	6.7	6.3%	6.3	8.7	10.6	14.0	17.7	14.7	14.6	9.1	13.7	11.4
<b>GRAND TOTAL FTES</b>	<b>1,748.6</b>	<b>-3.3%</b>	<b>1,807.6</b>	<b>1,779.4</b>	<b>1,925.5</b>	<b>1,928.4</b>	<b>1,851.1</b>	<b>1,751.1</b>	<b>1,736.2</b>	<b>1,772.5</b>	<b>1,922.8</b>	<b>1,903.3</b>

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/1/20

**ITEM #6:** Operating Budget (action)

### **BACKGROUND:**

President Tweedy and VP Linda Schoonmaker will present the draft 2020-21 operating budget.

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

### **RECOMMENDATION:**

President Tweedy requests that the Board approve the budget.

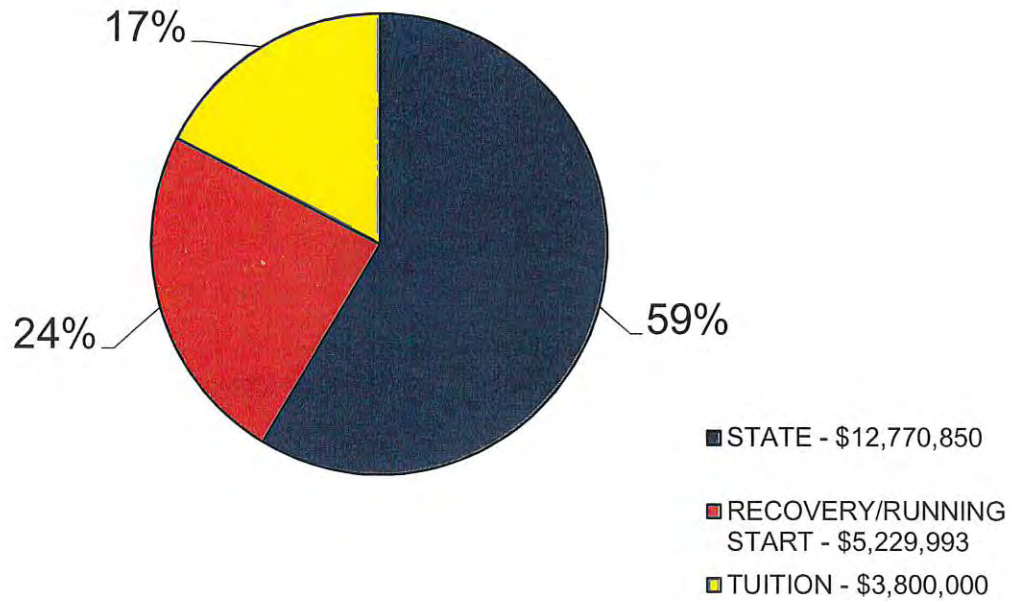
**Big Bend Community College  
Operating Budget Revenue  
Comparison of Fiscal Year 2020 to 2021**

	<b>FY2020</b>	<b>FY2021</b>	<b>CHANGE</b>
ALLOCATED STATE SUPPORTED FTE	1,708	1,710	2 (5)
<b>State BASE Allocation #1:</b>			
<i>District Enrollment Allocation Base (DEAB)</i>	4,954,002	5,120,639	166,637 (1)
<i>Performance Funding</i>	967,851	1,110,675	142,824 (2)
<i>Minimum Operating Allocation (MOA)</i>	2,850,000	2,850,000	0 (3)
<b>SAFEHARBOR Earmarks and Legislative Provisos:</b>			
<i>Compensation</i>	1,393,237	1,654,601	261,364 (4)
<i>Enrollments (Aerospace)</i>	10,398	10,398	0 (5)
<i>Discretionary</i>	329,401	660,916	331,515 (6)
<i>Targeted (Worker Retraining)</i>	397,948	413,323	15,375 (7)
<i>Ongoing Targeted</i>	465,852	508,522	42,670 (8)
<i>Nursing Educator Salaries</i>	231,480	231,480	0 (9)
<i>High Demand Faculty Salaries</i>		210,296	210,296 (9)
<b>GRAND TOTAL State Allocation</b>	11,600,170	12,770,850	1,170,680
<b>Tuition and Other Revenue:</b>			
Tuition	4,000,000	3,800,000	-200,000 (10)
Carryover/Indirect Cost Recovery	1,645,927	2,171,198	525,271 (11)
Running Start	2,550,000	2,900,000	350,000 (12)
ABE/ESL Grants	154,313	158,795	4,482 (13)
<b>Total Tuition and Recovery Revenue</b>	8,350,240	9,029,993	679,753
<b>Total Operating Budget Revenue</b>	<u>\$ 19,950,410</u>	<u>\$ 21,800,843</u>	<u>\$ 1,850,433</u>

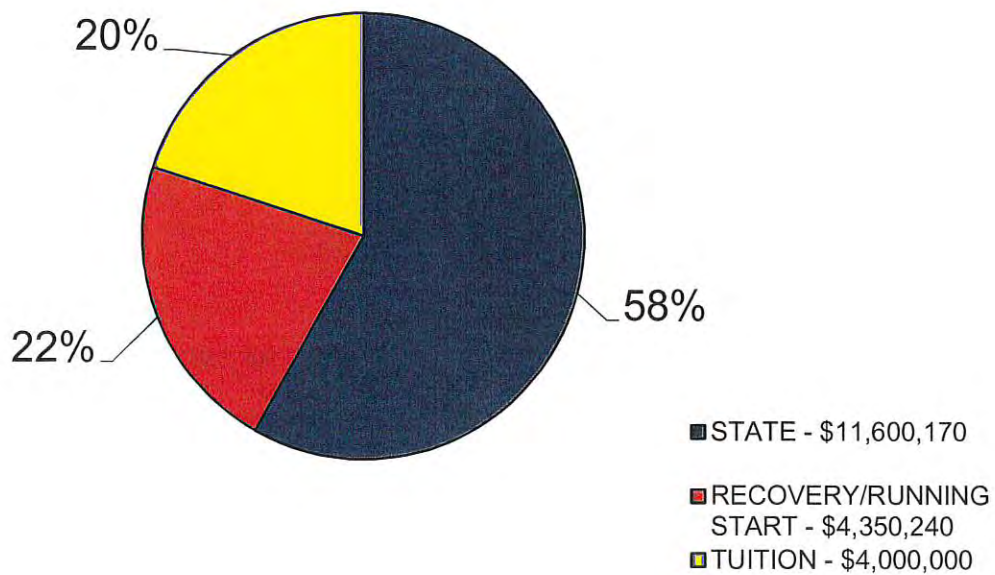
**Big Bend Community College**  
**Notes to Operating Budget Revenue Statement**  
**Comparison of Fiscal Year 2020 to 2021**

- (1) DEAB is calculated based on a three-year rolling average of actual enrollments and Priority/Weighted Enrollments. FY21 is based on enrollments from 2016-17, 2017-18, and 2018-19. Four categories of Student FTE receive an additional 30% weight for funding purposes. Basic Ed for Adults, STEM courses, courses addressing the “skills gap” as identified by the Workforce Training and Education Coordinating Board, and upper division applied baccalaureate courses.
- (2) Performance Funding is based on metrics of the Student Achievement Initiative and 2016-17 data.
- (3) MOA – each college is expected to receive 2.85 million with a portion coming from the Maintenance & Operation funding provided in the Capital Budget.
- (4) Faculty 2.8% general wage increase, 3% general wage increase for non-faculty, Employer Health Insurance rate increase, Employer Pension rate increase, Paid Family Medical Leave, and Safe Harbor for Compensation Funding.
- (5) Our portion of the Aerospace 1000 FTES funding were reduced to two in 2018-19. In FY 21, Worker Retraining Base/Variable FTEs increased by three from 73 to 76. The Base Allocated State Supported FTE # is reduced by one from 1633 to 1632.
- (6) College Affordability and Guided Pathways, including new WEIA \$326,465 funds for Guided Pathways.
- (7) Worker Retraining Base/Variable – initial allocation of Worker Retraining Funds.
- (8) Disability Accommodations, Students of Color, Workforce Development Projects, and Opportunity Grant funding.
- (9) WEIA funds for Nursing Education and High Demand salaries.
- (10) Tuition collections for 18/19 was \$3,997,302 and for 19/20 was \$3,956,964. With decreasing state funded enrollments expected due to COVID-19 and with a 2.5% tuition rate increase, the estimate for 20/21 is set at \$3,800,000.
- (11) This figure currently consists of fee income fund swap (decrease \$13,000), Indirect Cost Recovery (same) and Carryover funding (increase \$538,271). (Maintenance & Operation funding \$218,600 from the Capital budget for FY 21 is in #3 above)
- (12) Conservative forecast of contract income from the High Schools for Running Start students. Increase is based mostly on 19/20 collection amounts (\$3,184,337) and slightly to increased funding rate and not any change to student FTE count.
- (13) ABE/ESL grant funding allowed to be counted in Operating Budget as state supported FTES.

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

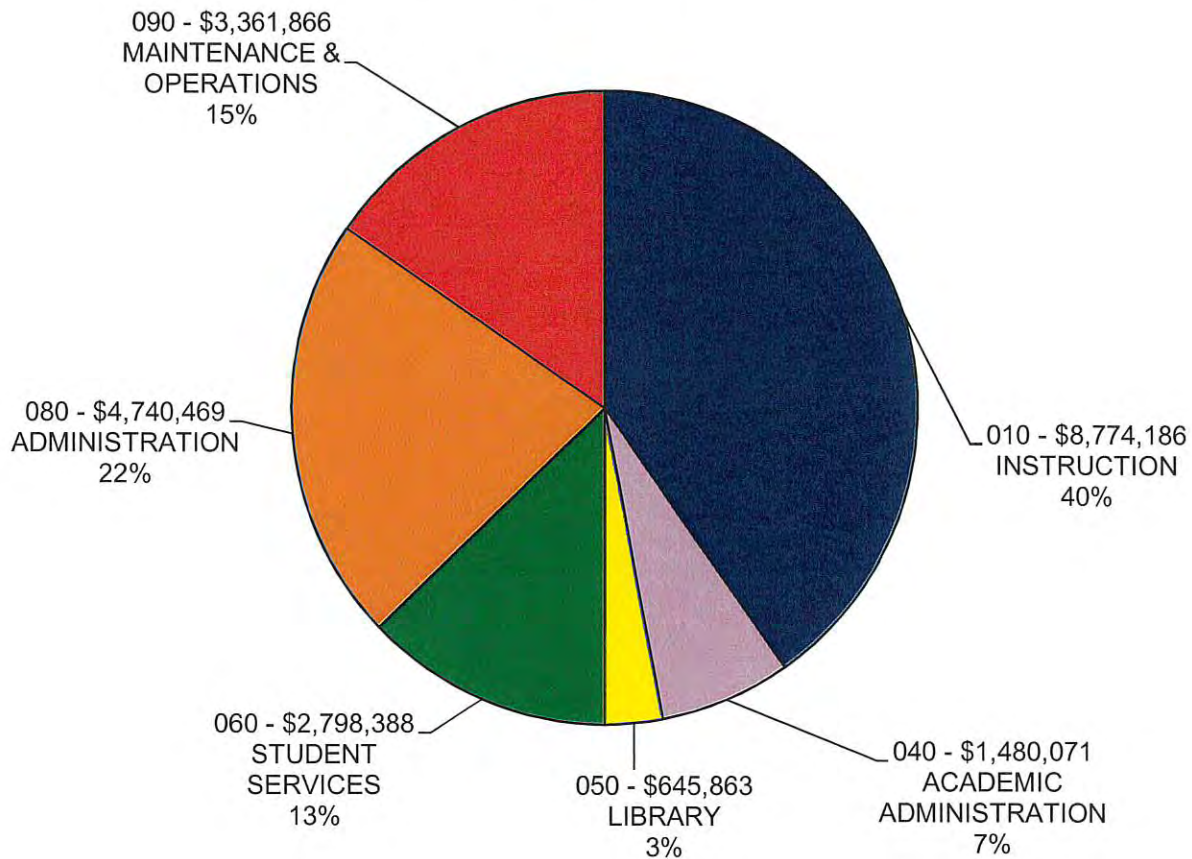


**SOURCE OF OPERATING FUNDS 2019-2020**  
**\$19,950,410**



## EXPENDITURES BY PROGRAM 2020-2021

### \$21,800,843



■ 010 - \$8,774,186 INSTRUCTION

■ 040 - \$1,480,071 ACADEMIC ADMINISTRATION

■ 050 - \$645,863 LIBRARY

■ 060 - \$2,798,388 STUDENT SERVICES

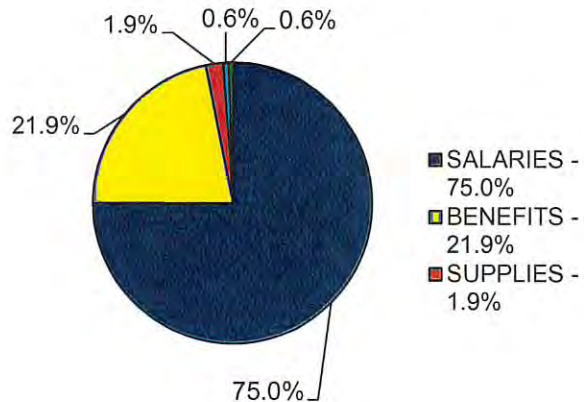
■ 080 - \$4,740,469 ADMINISTRATION

■ 090 - \$3,361,866 MAINTENANCE & OPERATIONS



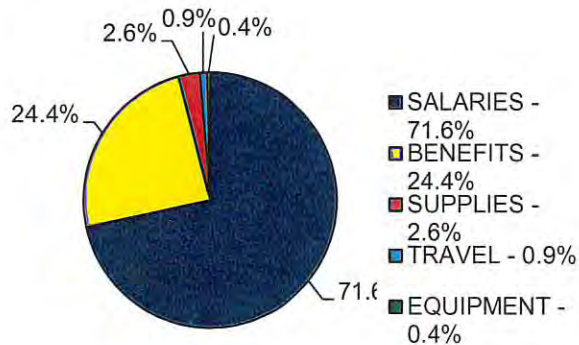
	17-18	18-19	19-20	20-21
	ACTUALS	ACTUALS	ACTUALS	REQUEST
<b>010-INSTRUCTIONAL</b>				
SALARIES - 75.0%	5,389,920	5,466,285	5,944,135	6,583,704
BENEFITS - 21.9%	1,701,593	1,645,824	1,705,448	1,917,631
SUPPLIES - 1.9%	137,995	106,497	162,451	170,250
TRAVEL - 0.6%	25,623	13,149	8,805	53,973
EQUIPMENT - 0.6%	39,142	130,597	206,449	48,628
<b>TOTAL 010- EXPENDITURES</b>	<b>7,294,273</b>	<b>7,362,352</b>	<b>8,027,288</b>	<b>8,774,186</b>

### 010-INSTRUCTIONAL



<b>040-ACADEMIC ADMINISTRATION</b>				
SALARIES - 71.6%	740,090	778,141	917,340	1,060,385
BENEFITS - 24.4%	268,074	277,511	313,534	360,556
SUPPLIES - 2.6%	65,946	65,849	32,952	39,130
TRAVEL - 0.9%	12,250	25,694	9,355	13,500
EQUIPMENT - 0.4%	8,889	18,762	12,627	6,500
<b>TOTAL 040-EXPENDITURES</b>	<b>1,095,249</b>	<b>1,165,957</b>	<b>1,285,808</b>	<b>1,480,071</b>

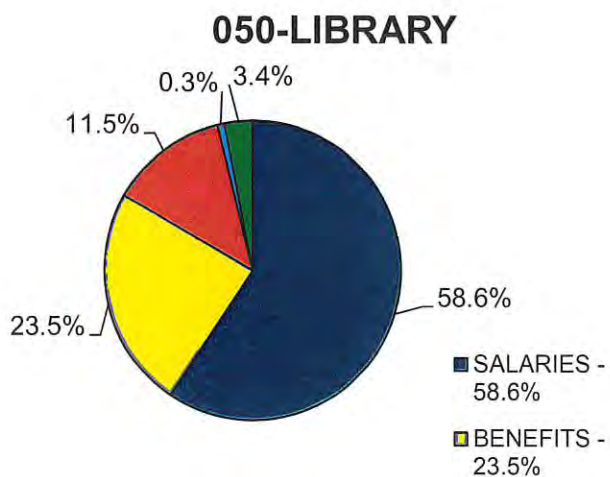
### 040-ACADEMIC ADMINISTRATION





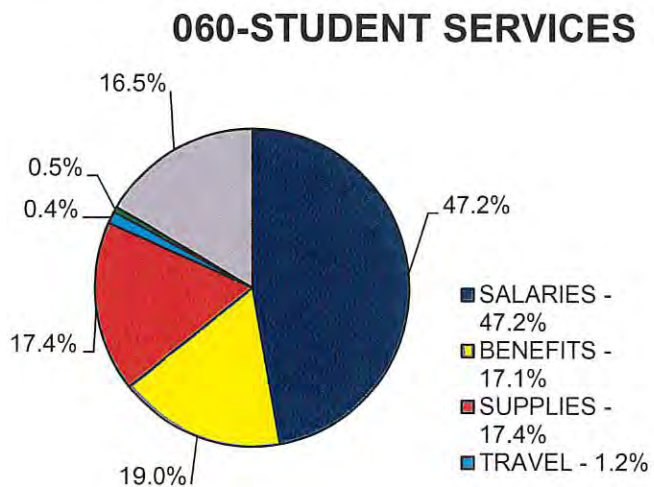
## 050-LIBRARY

	17-18 ACTUALS	18-19 ACTUALS	19-20 ACTUALS	20-21 REQUEST
SALARIES - 58.6%	343,384	369,739	362,725	383,428
BENEFITS - 23.5%	139,492	148,607	141,589	154,779
SUPPLIES - 11.5%	69,023	72,581	76,412	82,656
TRAVEL - 0.6%	2,955	3,525	0	5,000
EQUIPMENT - 5.8%	34,176	36,863	33,361	20,000
<b>TOTAL 050-EXPENDITURES</b>	<b>589,030</b>	<b>631,315</b>	<b>614,087</b>	<b>645,863</b>



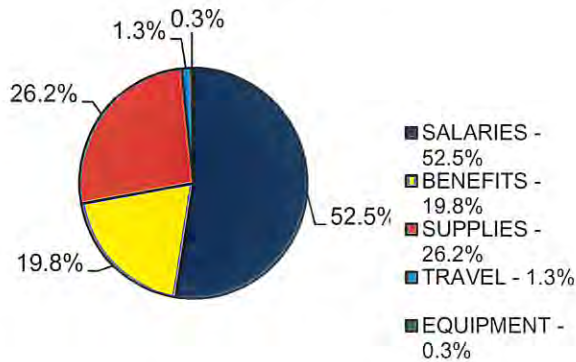
## 060-STUDENT SERVICES

SALARIES - 47.2%	1,125,769	1,145,466	1,234,299	1,320,166
BENEFITS - 17.1%	414,098	402,217	432,983	479,131
SUPPLIES - 17.4%	63,903	154,604	100,688	486,219
TRAVEL - 1.2%	40,378	31,924	48,560	34,802
EQUIPMENT - 0.5%	11,783	65,836	5,080	15,000
GRANTS - 16.5%	466,915	461,073	479,757	463,070
<b>TOTAL 060-EXPENDITURES</b>	<b>2,122,846</b>	<b>2,261,121</b>	<b>2,301,367</b>	<b>2,798,388</b>

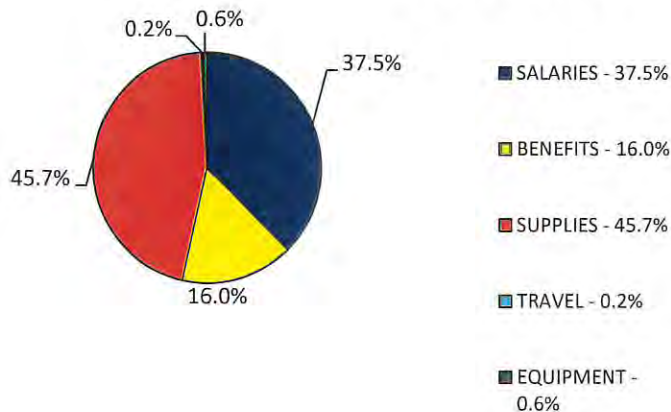


**080-INSTITUTIONAL SUPPORT**

	17-18 ACTUALS	18-19 ACTUALS	19-20 ACTUALS	20-21 REQUEST
SALARIES - 52.5%	1,806,507	1,841,468	2,058,336	2,487,556
BENEFITS - 19.8%	671,285	653,687	691,605	932,535
SUPPLIES - 26.2%	763,378	799,131	814,117	1,240,823
TRAVEL - 1.3%	85,279	83,347	72,379	63,405
EQUIPMENT - 0.3%	39,830	36,458	174,468	16,150
<b>TOTAL 080-ADMINISTRATION</b>	<b>3,366,278</b>	<b>3,414,091</b>	<b>3,810,904</b>	<b>4,740,469</b>

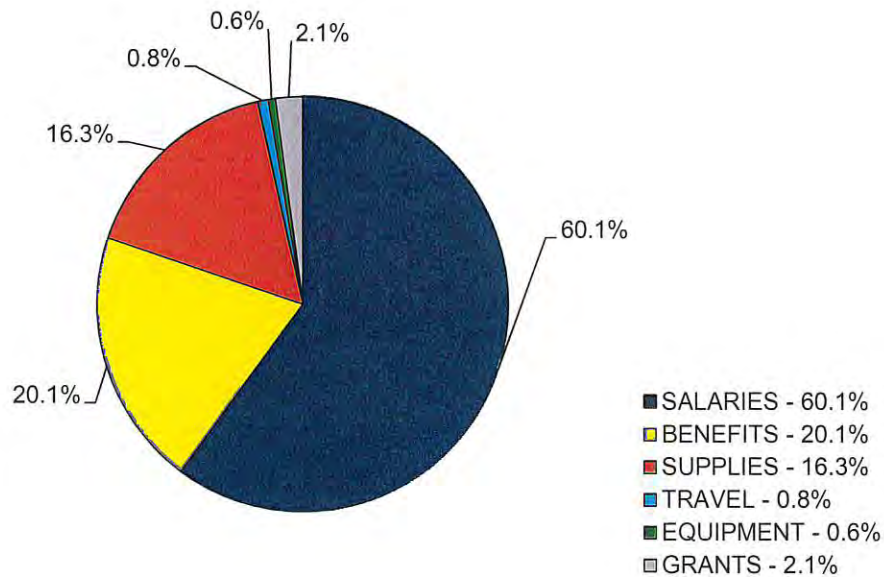
**080-INSTITUTIONAL  
SUPPORT****090-MAINTENANCE & OPERATIONS**

SALARIES - 37.5%	1,124,026	1,131,630	1,166,086	1,261,981
BENEFITS - 16.0%	463,716	437,296	478,575	536,491
SUPPLIES - 45.7%	1,097,410	1,287,131	1,083,168	1,535,532
TRAVEL - 0.2%	7,656	3,317	2,425	7,275
EQUIPMENT - 0.6%	57,070	54,063	103,399	20,587
<b>TOTAL 090-EXPENDITURES</b>	<b>2,749,877</b>	<b>2,913,437</b>	<b>2,833,652</b>	<b>3,361,866</b>

**090-MAINTENANCE  
& OPERATIONS**

		<b>17-18</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>
<b>GRAND TOTALS</b>		<b>ACTUALS</b>	<b>ACTUALS</b>	<b>ACTUALS</b>	<b>REQUEST</b>
	SALARIES - 60.1%	10,529,696	10,732,730	11,682,921	13,097,220
<b>ALL PROGRAMS</b>	BENEFITS - 20.1%	3,658,258	3,565,141	3,763,735	4,381,123
	SUPPLIES - 16.3%	2,197,654	2,485,793	2,269,787	3,554,610
	TRAVEL - 0.8%	174,141	160,957	141,523	177,955
	EQUIPMENT - 0.6%	190,890	342,580	535,384	126,865
	GRANTS - 2.1%	466,915	461,073	479,757	463,070
		17,217,554	17,748,272	18,873,106	21,800,843

## GRAND TOTALS ALL PROGRAMS STATE FUNDS



## **BIG BEND COMMUNITY COLLEGE**

Date: 10/1/20

**ITEM #7:** Proprietary Budgets (action)

### **BACKGROUND:**

President Tweedy and VP Linda Schoonmaker will present the draft 2020-21 proprietary budgets.

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

### **RECOMMENDATION:**

President Tweedy requests that the Board approve the budget.

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

	Actual <b>2017-2018</b>	Actual <b>2018-2019</b>	Actual <b>2019-2020</b>	Projected <b>2020-2021</b>
Year End Balance	440,117	446,918	578,889	665,314

**REVENUE**

Advertising	1,100	-	-	-
Gameroom	113	31	67	75
Interest	3,348	3,222	2,771	2,500
Club Fundraising Match	(2,585)	(2,366)	(285)	(1,000)
Event Receipts	7,355	1,847	1,793	1,000
S&A Fees	232,249	235,615	356,708	300,000
Sales	220	150	120	150
<b>Total ASB Revenue</b>	<b>241,800</b>	<b>238,499</b>	<b>361,174</b>	<b>302,725</b>

**EXPENSES**

Salaries	67,298	60,505	62,081	65,000
Benefits	11,447	13,203	36,695	38,000
Contracted Entertainment	42,010	59,827	43,540	70,000
Printing	7,684	5,002	4,313	5,500
Scholarships	32,440	29,520	18,883	19,792
Supplies	49,800	29,580	38,801	23,550
Travel/Workshops/Training	33,355	34,062	24,891	20,828
<b>Total ASB Expenses</b>	<b>244,034</b>	<b>231,699</b>	<b>229,203</b>	<b>242,670</b>

**CLUBS**

	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2021</b>
Year End Balance	31,049	27,259	32,921	35,721

**REVENUE**

PTK Dues	570	230	730	700
Fundraiser	11,862	9,184	9,789	5,000
ASB Matching	2,585	2,366	285	1,000
S&A Fees	14,600	11,961	11,000	12,000
<b>Total Clubs Revenue</b>	<b>29,617</b>	<b>23,741</b>	<b>21,804</b>	<b>18,700</b>

**EXPENSES**

Printing	729	542	78	400
Supplies	15,606	17,323	12,442	13,000
Travel	9,928	9,666	3,622	2,500
<b>Total Club Expenses</b>	<b>26,263</b>	<b>27,531</b>	<b>16,142</b>	<b>15,900</b>

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

	Actual <u>2017-2018</u>	Actual <u>2018-2019</u>	Actual <u>2019-2020</u>	Projected <u>2020-2021</u>
Year End Balance	51,687	(165,797)	(187,714)	-

**REVENUE**

Advertising	752	250	-	250
Camps	19,271	2,466	1,525	-
Facility Rental	-	20,500	8,400	5,000
Foundation	12,196	48,078	32,791	45,000
Gate Receipts	8,375	10,649	7,894	-
Interest	-	103	-	-
Internal Transfer	50,836	91,755	95,332	98,000
S&A Fees	340,887	341,890	507,788	425,000
Tuition & Fees **	688,720	843,496	747,489	725,000
Tournament Fees	3,000	720	500	-
<b>Total Athletics Revenue</b>	<b>1,124,037</b>	<b>1,359,907</b>	<b>1,401,720</b>	<b>1,298,250</b>

**EXPENSES**

Tuition Waivers **	307,704	225,205	183,575	195,000
Salaries	141,296	215,755	212,016	215,000
Benefits	38,542	56,777	65,112	68,000
Printing	1,832	1,642	1,595	1,700
Membership Fees	5,750	8,485	10,130	12,000
Scholarships	88,234	106,448	87,523	100,000
Supplies	159,266	168,814	164,134	170,000
Travel	103,068	137,024	99,070	85,000
<b>Total Athletics Expenses</b>	<b>845,692</b>	<b>920,150</b>	<b>823,155</b>	<b>846,700</b>

Required for RCW 28B.15.120

\*\* Please note the above line item of Tuition & Fees is not retained by the athletic department and the Tuition Waivers line item represents a non cash value.

**BIG BEND COMMUNITY COLLEGE  
PROPRIETARY FUNDS BUDGET  
BOOKSTORE  
2020-2021**

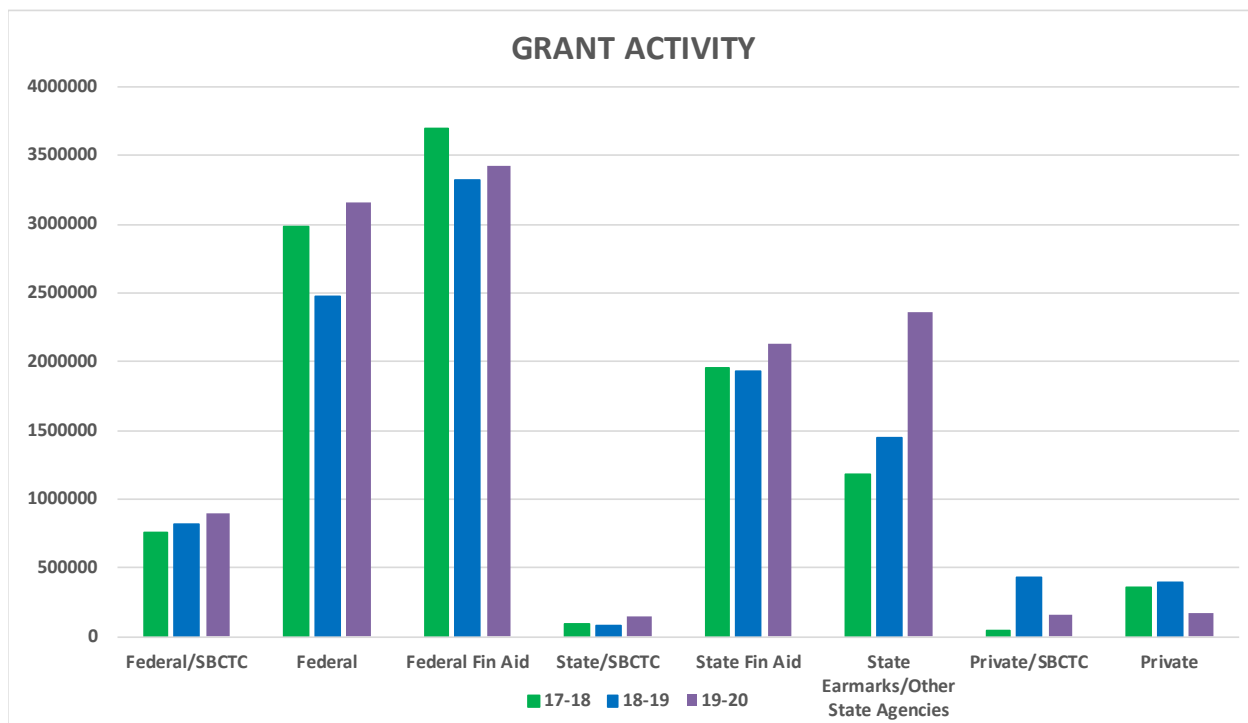
<b>INCOME</b>	<b>Actual 2017-2018</b>	<b>Actual 2018-2019</b>	<b>Actual 2019-2020</b>	<b>Projected 2020-2021</b>
New Books	294,532	266,833	288,031	260,000
Used Books	179,012	170,161	140,255	135,000
Trade Books	9,883	11,680	7,787	8,000
E-Books	7,123	13,060	26,792	30,000
Other Income	122,572	122,612	85,671	75,000
<b>TOTAL INCOME</b>	<b>613,122</b>	<b>584,346</b>	<b>548,536</b>	<b>508,000</b>
<b>EXPENDITURES</b>				
<b>TOTAL COST OF GOODS SOLD</b>	<b>457,795</b>	<b>441,143</b>	<b>398,231</b>	<b>375,000</b>
<b>GROSS PROFIT</b>	<b>155,327</b>	<b>143,203</b>	<b>150,305</b>	<b>133,000</b>
Operating Expenditures				
Salaries	122,122	119,979	107,845	110,000
Benefits	56,666	56,596	49,351	50,000
Goods and Services	42,554	49,574	34,486	30,000
Travel	820	0	1,008	0
Equipment	1,274	429	387	400
ATEC Fee	30,000	30,000	30,000	30,000
<b>TOTAL OPERATING EXPENSES</b>	<b>253,436</b>	<b>256,578</b>	<b>223,077</b>	<b>220,400</b>
<b>INCOME FROM OPERATIONS</b>	<b>-98,109</b>	<b>-113,375</b>	<b>-72,772</b>	<b>-87,400</b>
Other Income:				
Interest Income	3,831	7,685	7,052	5,000
Miscellaneous Income	537	152	10	150
<b>TOTAL OTHER INCOME</b>	<b>4,368</b>	<b>7,837</b>	<b>7,062</b>	<b>5,150</b>
<b>INCREASE/DECREASE FUND BALANCE</b>	<b>-93,741</b>	<b>-105,538</b>	<b>-65,710</b>	<b>-82,250</b>
<b>ENDING CASH BALANCE</b>	<b>514,134</b>	<b>450,483</b>	<b>354,551</b>	<b>293,645</b>



## HOUSING & FOOD 2020-2021

	Actual FOOD 2017-2018	Actual HOUSING 2017-2018	Actual FOOD 2018-2019	Actual HOUSING 2018-2019	Actual FOOD 2019-2020	Actual HOUSING 2019-2020	Projected HOUSING 2020-2021
<b>REVENUE</b>							
FROM OPERATIONS		447,833		545,543		438,014	400,000
SALES	568,688		562,980		313,684		
<b>TOTAL REVENUE</b>	568,688	447,833	562,980	545,543	313,684	438,014	400,000
<b>EXPENDITURES</b>							
SALARIES	214,728	182,405	225,510	203,948	149,311	176,457	190,000
BENEFITS	53,818	58,131	55,361	70,557	35,334	58,662	67,000
GOODS AND SERVICES		142,711		101,686		110,781	125,000
TRAVEL		2,460		2,122		129	200
EQUIPMENT		11,957		22,616		60,679	17,800
PRODUCT	235,717		242,244		187,606		
CONTROLLABLES	69,946		72,831		51,609		
NON CONTROLLABLES	49,571		50,819		40,261		
<b>TOTAL EXPENDITURES</b>	623,780	397,664	646,765	400,929	464,121	406,708	400,000
<b>INCREASE/DECREASE FUND BALANCE</b>	(55,092)	50,169	(83,785)	144,614	(150,437)	31,306	-
<b>ENDING CASH BALANCE</b>	707,410	2,011,246	640,658	2,110,781	570,951	2,260,713	
<b>DRONE LOAN BALANCE</b>		71,502		121,396		-	

Contract ended May 31, 2020





# FY 2020 - Estimated Cash Balances - Big Bend Community College

As of June 30, 2020

In general, this should serve as a current balance sheet which has the purpose of showing current assets, liabilities and fund balances. If you use any GL's that are not included here, add them so that the assets, less liabilities, equal the reserves.

CURRENT ASSETS			
CASH (GL 11XX)			
1110	in Bank	\$	1,880,567
1120	Undeposited	\$	8,789
1130	Petty	\$	1,810
1140	Retainage held	\$	-
<b>Total</b>		<b>\$</b>	<b>1,891,165</b>
INVESTMENTS (GL 12XX)			
1205	Pooled Cash Investment	\$	-
1206	Local Gov Pool Investment	\$	3,240,481
1209	ST Portion of LT Investments	\$	3,129,000
1210	Long Term Investments	\$	7,000,000
1220-80	Amortization and Allowance	\$	117,386
<b>Total</b>		<b>\$</b>	<b>13,486,867</b>
ACCTS RECEIVABLE (GL 1312-1349, 1383, 1399)			
1312	Current	\$	1,590,062
1318	Unbilled	\$	45,280
1319	Other	\$	-
1342	allowance for DA	\$	-
<b>Total</b>		<b>\$</b>	<b>1,635,342</b>
INTER/INTRA GOV RECEIVABLES			
1350	Due from State Treasurer	\$	-
1351	Due from Fed	\$	468,465
1352	Due from other Gov	\$	-
1354	Due from other Agency	\$	210,288
<b>Total</b>		<b>\$</b>	<b>678,754</b>
<b>TOTAL ASSETS</b>		<b>\$</b>	<b>17,692,128</b>
CURRENT LIABILITIES			
CURRENT			
5111	Accts Payable	\$	506,278
5117	Retainage	\$	-
5124	Accrued Salaries Pay	\$	591,675
5150	Due to State Treasurer	\$	-
5154	Due other Agency	\$	95,806
5158	Sales/Use Tax	\$	3,162
5173	Cert of Participation	\$	320,000
5192	Deferred Revenue	\$	345,724
5199	Accrued Liabilities	\$	58,020
<b>TOTAL LIABILITIES</b>		<b>\$</b>	<b>1,920,664</b>

Reserves Balance			
(ASSETS less LIABILITIES)		\$ 15,771,464	
Dedicated Balances (provide more information on next tab)			
Below, include only funds that are restricted. In some cases, such as 522, the entire fund balance may be restricted. The codes used to reflect fund balance (cash plus short-term receivables minus short-term liabilities) vary, but most use 9590 for funds 001, 145, 148 and the 800's.			
	Fund	\$	-
<a href="#">Grants and Contracts</a>	145	\$	-
<a href="#">Local Contracts</a>	146	\$	221,503
<a href="#">Local Capital/Plant Account</a>	147	\$	1,783,369
<a href="#">Dedicated Local Account</a>	148	\$	1,773,653
<a href="#">Operating Fees</a>	149	\$	-
<a href="#">Central Stores</a>	440	\$	-
<a href="#">Data Processing</a>	443	\$	-
<a href="#">Printing</a>	448	\$	-
<a href="#">Motor Pool</a>	460	\$	77,402
<a href="#">Students' S&amp;A</a>	522	\$	486,451
<a href="#">Bookstore</a>	524	\$	343,576
<a href="#">Parking</a>	528	\$	74,381
<a href="#">Food Services</a>	569	\$	-
<a href="#">Auxiliary Services</a>	570	\$	1,148,248
<a href="#">Housing/Food Services</a>	573	\$	-
<a href="#">Payroll Clearing</a>	790	\$	-
<a href="#">Agency</a>	840	\$	417,802
<a href="#">Grants in Aid</a>	846	\$	121,598
<a href="#">Student Loan Account</a>	849	\$	-
<a href="#">Work Study Account</a>	850	\$	-
<a href="#">3.5% Needy Student Aid</a>	860	\$	381,621
Total		\$	6,829,602
Non-dedicated Reserve Balance		\$	8,941,862
<a href="#">Board of Trustee's Policy on Reserves*</a>			
3 months of operating budget for reserves		\$	5,452,461
2.5% of operating budget for contingency		\$	531,728
Unplanned Capital & Replacement Reserve		\$	500,000
Planned Future Operations Reserve		\$	500,000
Board Policy Reserve Requirement		\$	6,984,189
If actual BOT reserves are less than the policy requires, please provide			
Actual amount as of June 30, 2020		\$	6,984,189
Operating Reserves Balance			
Existing Reserve balance less Dedicated Reserves, and Emergency Reserves		\$	1,957,674

\* If college has less reserves than required by Board of Trustee's policy, the deficit is:

\$ -

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/1/20

**ITEM #8:** Board Resolution 2020-01 (action)

### **BACKGROUND:**

Board Resolution 2020-1 confirms the board's delegation of authority to the president and will provide for Dr. Sara Thompson Tweedy's signature. The only changes to the resolution include the dates, number, and Dr. Tweedy's name.

Prepared by the President's Office.

### **RECOMMENDATION:**

None.

**BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 18  
RESOLUTION 2020-1**

The Board of Trustees of Big Bend Community College has elected to define the role of the Board and its Chief Executive, the President of the college, through the use of Policy Governance. As part of Policy Governance, Policy BSL-1, the Board of Trustees has determined that the President will be accountable to the Board acting as a body and that the Board will instruct the President through written policies, delegating to the President the interpretation and implementation of those policies. As part of the Policy Governance, the Board of Trustees has provided policies which detail the Executive Limitations of the President.

Consistent with the Board's Policy Governance provisions, the Board of Trustees recognizes the need for enhanced flexibility in the administration of District 18 related to issues involving: resolution of personnel issues, faculty negotiations, promulgation of rules and regulations, and emergency response. The Board of Trustees further recognizes that RCW 28B.10.528 provides the Board with the authority to delegate any powers vested in or imposed on the governing Board by RCW 28B.50.140 to the President or his/her designee through the adoption of a resolution. As a result the Board hereby delegates the following authority to the President or Senior Administrator of District 18 as hereinafter defined. This delegation of authority is authorized by Board Resolution 2020-1, dated October 1, 2020 and effective October 1, 2020.

**NOW, THEREFORE, BE IT RESOLVED** that, pursuant to RCW 28B.10.528, the Board of Trustees hereby delegates to the President executive responsibility of administering the policies adopted by the Board of Trustees and executing all decisions of the Board of Trustees requiring administrative action;

**FURTHER**, pursuant to RCW 28B.50.140.14, the Board expressly delegates the appointing authority in matters concerning all Big Bend Community College District 18 personnel to the President. This delegation does not include a delegation of powers related to the position of President and also excludes a delegation of powers related to decisions regarding approval or denial of faculty tenure. This delegation includes a delegation of authority to hire, terminate, suspend, reassign, discipline, or demote personnel without prior approval of the Board of Trustees;

**FURTHER**, the Board delegates the appointing authority of the college to the persons occupying the following positions in the President's absence: Vice President of Learning & Student Success, Vice President for Finance & Administration, and Vice President of Human Resources and Labor (hereinafter collectively referred to as "Senior Administrators"). The appointing authority

delegated to the Senior Administrators shall only be exercised if the following criteria are met:

First, the President must be absent. Absent means that the individual: 1) has taken formal medical, vacation, or personal leave; 2) is not available in person, by telephone, by pager or other reasonable means; and/or 3) has left prior written notice indicating an “absent” status.

Second, no one shall exercise any authority unless all Administrators preceding them on the Senior Administrators’ Order of Positions List are also absent as previously defined.

Senior Administrators’ Order of Positions List:

- a) Vice President of Learning & Student Success
- b) Vice President for Finance & Administration
- c) Vice President of Human Resources & Labor

The Senior Administrators who are able to establish that the President and other Administrators who precede them on the Order of Positions List are absent shall have the authority to hire, terminate, suspend, reassign, discipline, or demote any Big Bend Community College District 18 personnel (with the exception of the President or other Senior Administrators as defined herein) without prior approval of the Board of Trustees. This delegation of power does not include the ability to render decisions related to the granting or denial of tenure.

**FURTHER**, the Board of Trustees delegates the authority to negotiate with the faculty organization/union on its behalf to the President or his/her designee.

**FURTHER**, in the event a classified union or other employee union exists, the Board delegates the authority to negotiate with the union on its behalf to the President or his/her designee.

**FURTHER**, the Board expressly delegates to the President its authority to promulgate rules and regulations related to the following matters: rules related to the government, management, and operation of housing facilities; rules related to pedestrian and vehicular traffic on property owned, operated, or maintained by the District; rules and regulations for issues related to housing, scholarships, conduct at college facilities, and discipline; and rules and regulations not inconsistent with law or the rules and regulations of the State Board for Community and Technical Colleges.

**FURTHER**, the Board delegates to the President to act as the sole authority to declare an emergency and close the college or any part of the college in emergency situations and to take any action necessary to continue the program of the college, in a manner which protects the health and safety of students and staff.

**FURTHER**, all delegation of authority authorized in this Resolution shall be exercised in full accord with all applicable state and federal laws and regulations, all applicable Collective Bargaining Agreement Provisions, and all applicable College Policies and Procedures, and the Board's Policy Governance provisions.

This Resolution supersedes and replaces Resolution 2016-1 dated October 27, 2016, and any other inconsistent policies, and shall take effect on October 1, 2020.

**ADOPTED** at a meeting of the Board of Trustees of Community College District No. 18 held via Zoom Webinar October 1, 2020, with a quorum of such Trustees duly present after notice of such meeting was duly and regularly given as required by law.

**BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 18**

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Stephen McFadden, Chair

**ATTEST:**

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Sara Thompson Tweedy, Secretary

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/1/20

**ITEM #9:** Professional Development for Board (information/action)

### **BACKGROUND:**

Excerpt from the November 14, 2019 board meeting minutes:

“Board Chair Stephen McFadden reported that Leadership Consultant Linda Seppa Salisbury proposed professional development for the board similar to what she is providing to ET. Funding for board professional development is available. AAG Jason Brown said individual Myers Briggs data is public record, but there are exemptions available for public disclosure requests. This effort ties to a board goal.”

During the November 14, 2019, board meeting the board moved to engage in the above mentioned training after the new president was onboard. The board may take action on the professional development.

### **RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/1/20

**ITEM #10:** Board Self-Evaluation (information/action)

### **BACKGROUND:**

The board discussed their self-evaluation during their board retreat August 27, 2020. Board Chair Stephen McFadden may provide a draft board self-evaluation statement for the trustees' consideration.

### **RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/1/20

**ITEM #11:** Board Goals (information/action)

### **BACKGROUND:**

The board discussed their 2020-21 board goals during their board retreat August 27, 2020. Board Vice-Chair Anna Franz may provide a draft board goals for the trustees' consideration.

### **RECOMMENDATION:**

None.



## **BIG BEND COMMUNITY COLLEGE**

Date: 10/1/20

**ITEM #12:** President's Onboarding (information/action)

### **BACKGROUND:**

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

Prepared by the President's Office.

### **RECOMMENDATION:**

None.

## Big Bend Community College – Presidential On-Boarding

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

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

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

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

Wilson Creek - Odessa	School District	Supt Laura Christian 509 345-2541
	Government	Paul Walker, Hartline Councilmember
	Industry	
	Civic Orgs	
NCESD Michelle Price (Jon)		Meet during a Supt Mtg?
Grant Co Government? (Jon)		Grant County Commissioners
Donors (LeAnne)		John Townsend Don McGraw Cave B Dr. Bryant Jones Winery (Quincy)
Legislators		9 <sup>th</sup> District Senator Mark Schoesler, Rep Mary Dye, Rep Joe Schmick 12 <sup>th</sup> District Senator Brad Hawkins, Rep Keith Goehner, Rep Mike Steele 13 <sup>th</sup> District Senator Judy Warnick, Rep Tom Dent, Rep Alex Ybarra

## **BIG BEND COMMUNITY COLLEGE**

Date: 10/1/20

### **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.

#### **Board Goals**

1. Conduct a successful search for the next BBCC president. Ensure effective onboarding and orientation of the new president upon arrival on campus. Develop goals for the president's first year of service.
2. Be actively engaged and monitor the progress of the Campus Climate Action Plan. Ensure the president has the tools and means to lead the campus community as it improves climate for students, staff and faculty.
3. Develop and implement an improved system for monitoring Board effectiveness that includes establishing an annual checklist for monitoring the overall performance of BBCC.

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

(Adopted during November 14, 2019 Board Meeting, revised January 9, 2020.)

#### **RECOMMENDATION:**

None.

## Trustee Activity Report

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



## **BIG BEND COMMUNITY COLLEGE**

Date: 10/1/20

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

### **BACKGROUND:**

The next regular board meeting is scheduled on Thursday, November 12, 2020.

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: 10/1/20

**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.

Transforming Lives Nominations will be presented to the board during the November 12, 2020 board meeting.

### **Upcoming Trustee Events:**

#### **ACT Event Schedule:**

2020 Virtual Legislative Action Committee Retreat is **November 12** (Veterans Day falls on Wednesday, November 11).

2020 Virtual ACT Fall Conference is **November 13**.

2021 ACT New Trustee Orientation (during the day) and Transforming Lives Award Dinner are **January 25**, RL Hotel, Olympia, WA (there may be updates about this event going virtual)

2021 Winter Legislative Conference is **January 26**, RL Hotel; Olympia, WA (there may be updates about this event going virtual)

2021 ACCT National Legislative Summit is **February 7-10**, Marriott Marquis; Washington D.C.

In addition the 2022 ACT Transforming Lives Award Dinner and Winter Conference is scheduled for **January 24-25** at the RL Hotel in Olympia (there may be updates about this event going virtual).

Prepared by the President's Office.

### **RECOMMENDATION:**

None.

## BIG BEND COMMUNITY COLLEGE

Date: 10/1/20

**ITEM #16:** Board Chair Rotation (for information/action)

### BACKGROUND:

#### Per Policy Governance 1000.3 Governance Process 8 By Laws

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

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

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

The board chair will transition to Trustee Anna Franz and board vice chair will transition to Trustee Thomas Stredwick per the previously approved board rotation schedule.

Trustee	19/20	20/21	21/22	22/23	23/24
Richards			VC	C	
Lane				VC	C
McFadden	C				VC
Franz	VC	C			
Stredwick		VC	C		

Prepared by the President's Office.

### RECOMMENDATION:

None.