



Board of Trustees

June 8, 2023
1:30 p.m.

Big Bend Community College
ATEC Building/Masto Conference Center
7662 Chanute St NE
Moses Lake WA 98837

Big Bend Community College District #18

Governing Board:

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

President Sara Tweedy

2023 Meeting Schedule

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

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

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

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

Thursday, August 31, 2023, (Retreat)

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

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

Board Goals (adopted October 13, 2022)

1. Revise the Big Bend Community College's Ends Statements and develop and implement a set of indicators which measure the progress of the institution relative to the revised Ends.
2. Advance equity, diversity, and inclusion by establishing policies and institutional goals supporting operational equity, diversity, and inclusion programs.
3. Ensure effective onboarding and support for trustees as measured by updates to the board onboarding tool and development of a cyclical board calendar of study session topics and campus engagement opportunities.

BIG BEND COMMUNITY COLLEGE DISTRICT NO. 18 BOARD AGENDA

Regular Board Meeting

7662 Chanute Street NE, Moses Lake, Washington 98837

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

In-Person

1. Call to Order/Roll Call
2. Mission Moments – Trustees **(E-1, Information)**
All Washington Academic Team Member Gina Todaro (award presentation)
3. Public comment
4. Consent Agenda **(E-1, E-2, E-3, E-4)**
 - a. Meeting Minutes May 4, 2023 **(Action)**
 - b. Accreditation
 - c. Assessment **(Information)**
 - d. Student Success **(Information)**
 - e. Finance & Administration Report **(Information)**
 - f. Human Resources Report **(Information)**
 - g. Foundation Report **(Information)**
5. Faculty Updates – Faculty Association President Dawnne Ernette **(E-1, Information)**
6. ASB Update – ASB President Paige Tolley
7. President's Update
 - a. Enrollment Report **(E-1, Information)**
 - b. Employee Recognition - Emeritus/Meritorious Service **(E-1, E-2, E-3, E-4 Information/Action)**

Executive Session – President Tweedy/Trustees

8. 2023-24 Operating Budget **(E-1, E-2, E-3, E-4 for Action)**
9. Mission Fulfillment Report **(E-1, E-2, E-3, E-4 for Action)**
10. Board Chair Matrix – Trustees **(E-1, E-2, E-3, E-4 for Action)**
11. Commencement Activities – President Sara Thompson Tweedy **(E-1, E-2, E-3, E-4 for Information)**
12. Assessment of Board Activity (submitted in writing) – Trustees **(E-2, Information)**
13. Next Regularly Scheduled Board Meeting – Trustees **(E-1, E-2, E-3, E-4 Information/Action)**
14. Miscellaneous – Trustees, President Tweedy **(E-1, E-2, E-3, E-4 Information/Action)**
 - a. Adjournment

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

NEXT REGULAR MEETING:

Thursday, August 31, 2023 (Retreat)

Thursday, October 12, 2023 (Regular)

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

BIG BEND COMMUNITY COLLEGE

Date: 5.04.23

ITEM #2: Mission Moments (information)

BACKGROUND:

Vision:

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

Mission:

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

Guiding Principles:

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

Approved by the Board of Trustees October 28, 2021

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 6.08.23

ITEM 4#: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the board meetings held on May 4, 2023 are included for approval.

Prepared by the President's Office.

RECOMMENDATIONS:

President Tweedy recommends the Board of Trustees approves the minutes.

RECOMMENDED MOTION:

"I move to approve the consent agenda as presented."

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Regular Board meeting Thursday, May 4, 2023, at 1:30 p.m. in person.

Present: Anna Franz
Amy Parris
Juanita Richards

2. Mission Moments

Athletic Director John Meeks introduced baseball coaches Chase Tunstall and Reign Letkeman. The Viking baseball players introduced themselves.

New employee Rebecca Pettingill, Design Outreach Coordinator introduced herself.

Board Chair Anna Franz acknowledged the clean audit due to work by VP Linda Schoonmaker, Executive Director Charlene Rios and Business Office staff. Chair Franz also recognized the ongoing good work VP Human Resources and Labor Kim Garza and staff are doing.

3. Educational Presentation

Dean of Institutional Research Valerie Parton informed the board about Big Bend students' demographics. We are required to compare ourselves to other similarly-sized colleges by the Northwest Commission on Colleges and Universities and we are comparable to Walla Walla Community College and Wenatchee Valley College. Fifty (50%) of our students are Hispanic. The Running Start student group heavily weights our group of transfer students. Our student population is 65% female and 35% male. We fill 24 nursing slots per year and we have two years of nursing students (48). Many of our Basic Education students are taking English Language Acquisition classes. Continuing Education included 250 students last year in Aircraft Rescue Fire Fighting (ARFF), flagging, and personal enrichment. When we include our Running Start students 53% of our students are under 20, 30% are 20-24, and 17% are over 24. Dean Valerie Parton will provide additional information regarding age break downs in the educational areas to the next board meeting.

Dean Parton also shared the dashboard resource where faculty members often review the success of their students (2.0 grade) by program.

4. Public comment

VP Bryce Humpherys provided public comment. He recognized the board for their professionalism, guidance, and care of the college, students, and employees including working well with the president.

5. Consent Agenda

Motion 23-24

Trustee Amy Parris moved to approve the consent agenda. Trustee Juanita Richards seconded and the motion passed.

6. Faculty Updates

Faculty Association President Dawnne Ernette reported faculty activities.

The BBCC Student Writing Contest is in its 8th year and is accepting submissions till the end of May. If anyone would like to donate to the cause, those can be made through the Foundation.

ECE Faculty Michele Reeves has added a lot of content to her classes that address trauma informed teaching and the research around trauma and its impact on the brain. She also says that the new diversity course is VERY exciting! "Diversity in Education" will prepare teacher candidates to provide anti-bias, anti-racist environments where children learn the importance of inclusion and social justice.

Criminal Justice/Psychology Faculty Kaja Englund says a lot of great things are happening this quarter for her students. She is taking her CJ& 105 Intro to Corrections students to Coyote Ridge Corrections Center next Wednesday 05/10/2023 for a field trip/tour of the prison. Students will have the opportunity to learn about the primary functions of the prison, different job roles in the prison, schooling as well as treatment/counseling services, and healthy and supportive programs for inmates.

In addition, Mr. Juan Loera, our Director of Campus Security here at BBCC spoke with the CJ& 105 students yesterday regarding ways in which they can reduce their likelihood of being victimized. He discussed his background in law enforcement, new things he is implementing at BBCC, school shootings (and what should be done if this were to ever happen), as well as being aware of their surroundings. Students were able to ask questions and share any concerns they have regarding campus security.

BEdA faculty Rosemary Parsons took her students to tour the AMT building. Instructor Keith Starcher graciously shared information about the 2-year degree program that BBCC offers. He encouraged students to consider this career path. "There is a high demand for this work"... as the baby boomers retire, more and more positions are in of being filled. The tour excited students about the options that can be found at BBCC. This tour has BEdA students enthusiastically looking forward to the May 9th tour.

Art faculty Dustin Regal has photos of student art to share. One of their first projects in 3D Foundations: Intro to Sculpture, was to develop visual communication through sculptures made from recycled cardboard collected from around campus. Each student was given a word (i.e. Flight) to create a work of art that visually commutated that word. The examples shown are Pulse, Stretch,

Bright, Boil, and Pain. Some took it literally, some more abstractly, and some ironically. All exceeded expectations.

The new Faculty Association president will be introduced during the June 8 board meeting.

7. ASB Updates

ASB President Paige Tolley shared details from ASB activities including bowling night, mental health fair, and Taco Tuesday. Night of the Voice was a big hit and included audience participation. Student Recognition Night is tonight at 6:00 p.m. The Surf n Slide water park event is scheduled June 5. New officers will be introduced at June 8 board meeting.

8. President's Update

Dr. Tweedy named the new employees Tyler Deveraux, Program Specialist, Workforce Education; Crystal Constantino, IT Customer support, Entry BBT; Rebecca Pettingill, Outreach Design Coordinator, Title V HEART Grant; Michel Valdivia, Computer Science Instructor, and Melissa Heaps, High School Completion Instructor, BEdA. Tony Lidbetter was promoted to IT Customer Support Journey, BBT. Dr. Tweedy stated winter quarter enrollment numbers increased; total FTEs by 8.8%, head count by 15.9%, and state FTEs by 12.8%. Spring enrollment is also rising compared to the last two years. Outreach efforts are impacting our enrollment positively. Financial Aid is available and there are also payment plans which impact tuition collection.

Legislative news includes fully funded COLAs for the faculty at 14% over two years and the administrative/exempt staff at 7% over two years. Advocacy by local legislators, the Faculty Association President Dawnne Ernette, President Tweedy, Trustees, and the SBCTC system made a big difference.

Dr. Tweedy informed the board that about legislative bills that passed. 100 new nursing enrollment slots were funded to address healthcare worker shortage in the state. Another bill supports students with \$48,000 to each college to fund a benefits navigator position. Four college will have opportunity to pilot a meal shortage program (\$1 million total). Additional funding was made available for colleges with an influx of refugees and we are one of 15 currently receiving this funding. Some college fees have been reduced for College in the High School however the reimbursement rate is lower for community colleges and universities are receiving more. Running Start students will receive funding for certain situations during summer quarter.

Capital projects were approved across the state at Lake Washington, Bates, Everett, Tacoma, Wenatchee, and Shoreline.

Executive Director Foundation LeAnne Parton reported Cellarbration for Education is on May 20 and multiple sponsorships have been received.

President Tweedy announced the commencement activities. Trustees will work

to have representation at all events.

At 2:22 p.m. Board Chair Anna Franz announced that the Board would adjourn to executive session for approximately 10 minutes to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The executive session ended at 2:32 p.m. No actions were taken during the Executive session. A 5-minute break was announced. Meeting reconvened at 2:37 p.m.

9. Board Chair Matrix

Board Chair Anna Franz noted that Trustee Gary Chandler is scheduled to rotate into the chair position with Amy Parris as vice chair in October. This item will be acted on during the June 8 Board meeting.

10. Review Board Goals

1. Revise the Big Bend Community College's Ends Statements and develop and implement a set of indicators which measure the progress of the institution relative to the revised Ends.

The Ends Statements have been revised and a set of indicators need to be implemented using the Strategic Plan matrix.

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

The trustees discussed reading Dr. Gina Garcia's book, *Becoming Hispanic-Serving Institutions*.

3. Ensure effective onboarding and support for trustees as measured by updates to the board onboarding tool and development of a cyclical board calendar of study session topics and campus engagement opportunities.

According to feedback from new trustees during board meetings goal 3 is being met.

11. Commencement Activities

The trustees discussed attending the commencement activities.

12. Assessment of Board Activity

Trustee Amy Parris reported her activities prior to the meeting. She attended numerous meetings with Big Bend staff as an Othello School District employee

regarding Direct Transfer Agreements and AA degrees. Trustee Parris also discussed Big Bend items with President Tweedy three times and met with VP Bryce Humpherys two times.

Trustee Juanita Richards attended a Foundation meeting (E-3), ACT Award Committee meeting (E-4), the local Transforming Lives event ((E-1, E-2, E-4), and met with Dr. Tweedy (E-1).

Board Chair Anna Franz attended the local Transforming Lives event (E-1, E-2, E-3) and an agenda setting meeting with Dr. Tweedy (E-3).

13. Next Regularly Scheduled Board Meeting

The next board meeting was confirmed for Thursday, June 8, 2023.

14. Miscellaneous

Adjournment 2:47

Anna Franz, Chair

ATTEST:

Sara Thompson Tweedy, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 6.08.23

ITEM #4: CONSENT AGENDA (for information)

b. Accreditation

NWCCU Mid-cycle Report and Visit -

BBCC's Mid-Cycle Report and Visit is scheduled for October 23-24. The report is comprised of the following components:

1. **Mission Fulfillment** – The institution provides an executive summary of no more than three pages, which describes the institution's framework for its ongoing accreditation efforts. This might include evidence of institutional effectiveness, Core Themes, or other appropriate mechanisms for measuring fulfillment of its mission.
2. **Student Achievement** – The institution provides a brief overview of the student achievement measures it uses as part of its ongoing self-reflection, along with comparative data and information from at least five institutions it uses in benchmarking its student achievement efforts. In providing the overview, the institution may consider including published indicators including (but not limited to) persistence, completion, retention, and postgraduation success student achievement measures. Additionally, the report must include the widely published indicators disaggregated by race, ethnicity, age, gender, socioeconomic status, first generation college student, Pell status, and any other institutionally meaningful categories that may help promote student achievement and close equity gaps, i.e., barriers to academic excellence and success amongst students from underserved communities.
3. **Programmatic Assessment** – The institution must provide programmatic assessment of at least two programs as evidence of a continuous process of improvement. The programs should be broadly representative of institutional efforts (and as a result programs that are approved by a CHEA-recognized programmatic accreditor are discouraged for this report).
4. **Moving Forward** – The institution must provide its reflections on any additional efforts or initiatives it plans on undertaking as it prepares for the Year Seven Evaluation of Institutional Effectiveness Report.
5. **Addendums (Where Applicable)** – Institutions which have been asked to address prior recommendations or which have been asked to address any transitional efforts to the 2020 Standards may be included in an Addendums section.

Since BBCC's Evaluation of Institutional Effectiveness was completed virtually, an additional evaluator will be on the Mid-Cycle visit to meet the Department of Education's compliance

requirements. This evaluator will look for evidence that employee evaluations are being completed, tour of facilities and the library.

NWCCU Annual Report

BBCC has begun the process to complete the NWCCU Annual Report. Staff from the Business Office, Instruction, Financial Aid, and Institutional Research are all involved in providing data for the report. Key components that are included are:

BBCC Key Contacts - including the Board of Trustees Chair

Instructional programs with information on the distant education make-up

Financial data with a copy of our last Financial Audit Report

Enrollment headcount, and graduation, transfer, and default rates

Links to BBCC Student Success Comparison Data

Progress on the Outstanding Recommendation from the 2020 Evaluation of Institutional Effectiveness

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 6.08.23

ITEM #4: CONSENT AGENDA (for information)

c. Assessment

With the academic year coming to a close, faculty are completing their assessment reports and program audits. Staff are completing their Department Work Plans, which includes a narrative on what goals their department completed, significant accomplishments, and plans for the next year.

The Mission Fulfillment Report was also completed. The report contains metrics on Mission Fulfillment by Strategic Priorities, Student Success disaggregation with State, Regional and National Comparison Groups and along with accomplishments and next steps for 2023.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

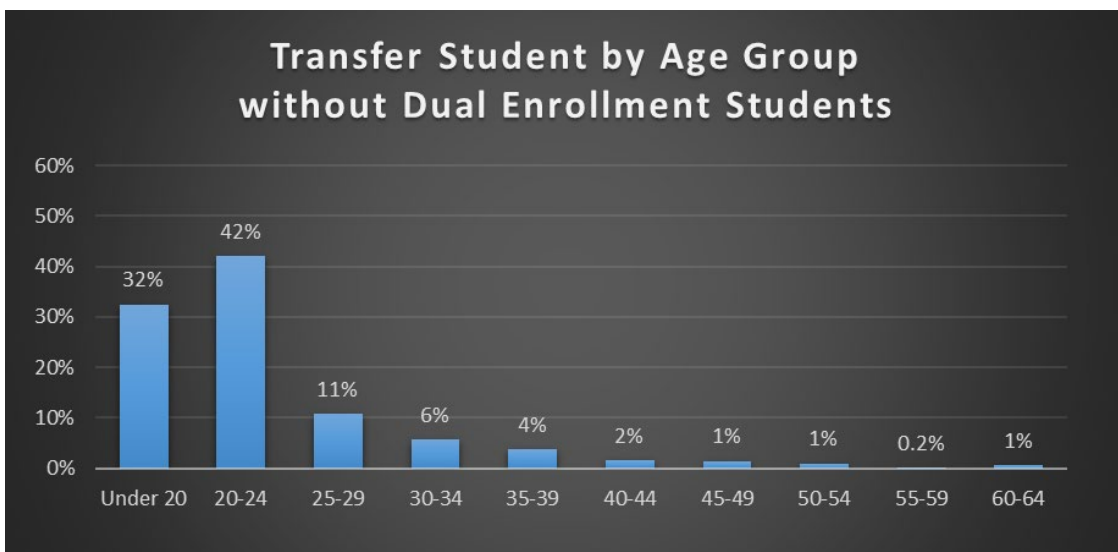
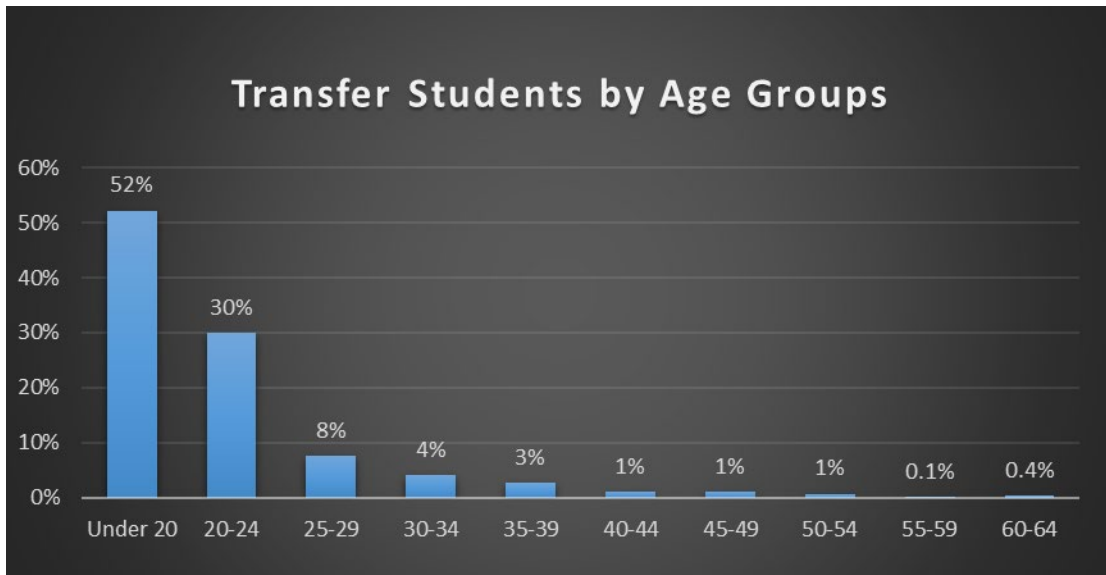
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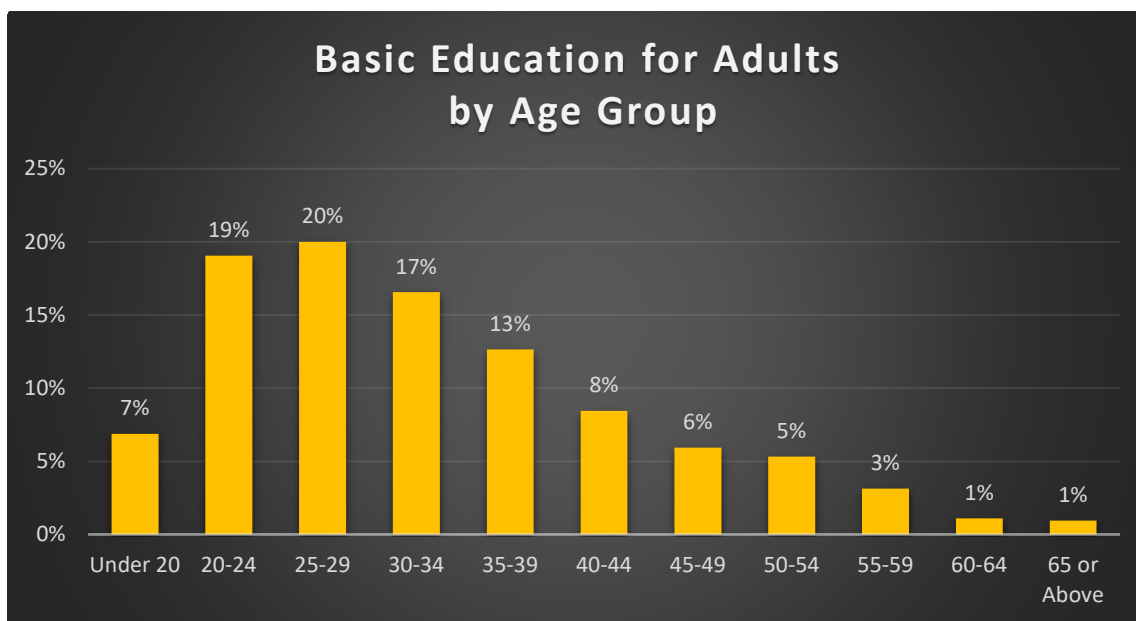
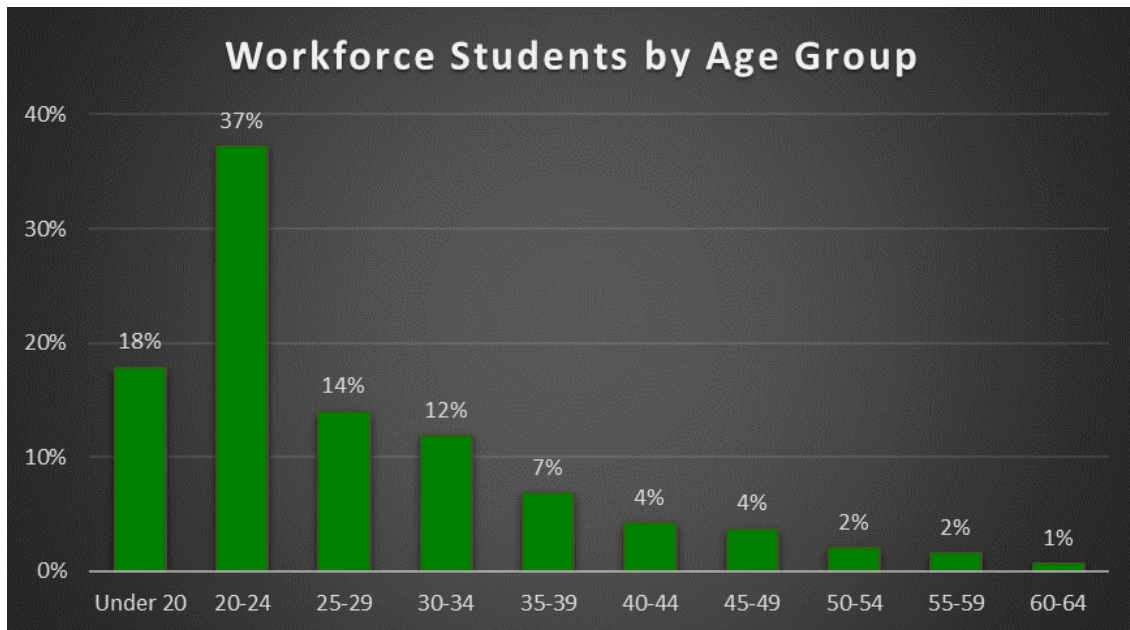
ITEM #4: CONSENT AGENDA (for information)

d. Student Success

The following detailed Age Group information was requested at the May Board.

Student Age Groups by Instructional Area - 2021-22





When the Data Committee reviews student success by age groups it is important to consider work and family responsibilities for students between ages 25 - 50. The college builds interventions so that they are applicable to working adults.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 6.08.23

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

Financial Health and Federal/State stimulus funding:

The community and technical colleges have been very fortunate to receive federal/state funding to use for expenses and replacing lost revenue due to COVID-19. **There are no changes as we are 100% expended as of May 2023. This will be the last report for Federal/State stimulus funding.**

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

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

GEER: \$530,394 – 100% expended.

Round 3: Institutional \$2,484,436 – 100% expended; Student Financial Aid \$2,554,610 – 100% expended (Dept of Education extended the deadline until June 30, 2023 for expending against the award). HSI \$268,040 – 100% expended.

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

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

Ongoing Capital Projects:

Key card access: Main exterior access doors in the following buildings will have electronic access installed--1000, 1100, 1200, 1300, 1400, 1500, 1600, 1700, 1800, 1900, 2000, 3000, 4100, 5000, 6000. Electrical 90% complete. Phase 2 Component hardware begins March 6th. Shipment of card readers is still delayed.

1700 Switchgear and Transformer: Awaiting availability of parts for switchgear. Parts should be here by early June, but work won't begin until mid to late August to allow for summer nursing classes to be undisturbed.

1800 Fire Panel Upgrade: Notice to Proceed (NTP) issued. Expected start date early April. Coordination between the two vendors performing work in the building occurring and expected completion by the end of June.

1800 Lighting Controls Upgrade: Spring project depending on availability of components. Coordination between the two vendors performing work in the building occurring and expected completion by the end of June.

Prepared by VP Schoonmaker.

RECOMMENDATION: None.

BIG BEND COMMUNITY COLLEGE

Date: 6.08.23

ITEM #4: CONSENT AGENDA (for action)

f. Human Resources & Labor

BACKGROUND:

Recruitment & Selection:

Jamie Niederkorn accepted the Early Childhood Program Specialist 1 position. This is a full-time, classified staff position replacing Natasha Herring who left BBCC in April 2023. Jamie started her new position on May 16, 2023.

Alissa Scriven accepted the Retention Specialist position. This is a new, grant-funded, admin/exempt position under the Title V Project HEART Grant. Alissa started her new position on June 1, 2023.

Michelle Rettkowski accepted the Instruction & Classroom Support Technician 2 position supporting the science labs. This is a full-time, classified staff position replacing Nick Pak who left BBCC in March 2023. Michelle started her new position on June 1, 2023.

The following searches are currently in process:

- Accommodation & Accessibility Services Coordinator
- Accounting/Business Instructor
- AMT Instructor
- Dean of Transfer & Allied Health
- Maintenance Mechanic 3 – HVAC
- Program Assistant BEdA (Bilingual Spanish/English)
- TRiO SSS Academic Advisor

Retention:

The Year-to-Date Turnover Rate through May 2023 is 6.110%. The breakdown of separation reasons includes 5-Resignation, 1- Failed Probation, and 6-Other Job. The goal for 2023 is to have a turnover rate less than 12%.

BIG BEND COMMUNITY COLLEGE

Date: 6.08.23

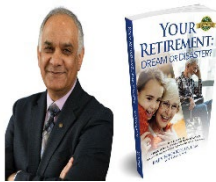
ITEM #4 CONSENT AGENDA (for action)

g. Foundation

BACKGROUND:

- **Cellarbration! for Education** was **May 20, 2023**. It was fabulous!! Thank you for all your support! It's kind of like raising a kids, it takes a village to pull off an event like this and to be successful. I am truly grateful for all who helped us. We had sponsorships and cash donations of \$52,400. The preliminary numbers are \$167,000. Just a little less than last year's number of \$170,000.
- See all of our upcoming webinars and register cost-free at <https://alumlc.org/bbcc>. Be sure to explore past events for free on-demand viewing.

Upcoming Events



Your Retirement: Dream or Disaster? How to Avoid the Hidden Traps in Retirement Planning Advice

Rajiv Nagaich, J.D. L.L.M., Author and Retirement Planning Expert

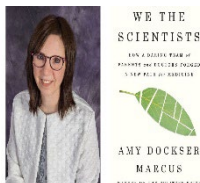
Tuesday, June 6th at 9:00 AM PDT



What to Say When You Need to Have Difficult Conversations

Alisa Cohn, Author and Executive Coach

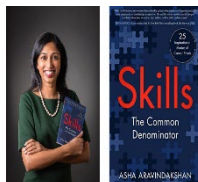
Tuesday, June 13th at 9:00 AM PDT



How To Become A Citizen Scientist--And Why It Is Necessary For Finding Cures for Diseases

Amy Dockser Marcus, Pulitzer Prize Winning Author

Thursday, June 29th at 11:00 AM PDT



Skills: The Common Denominator

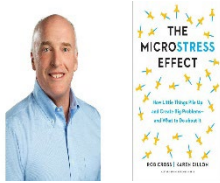
Asha Aravindakshan, Author and Career Strategist

Tuesday, July 11th at 9:00 AM PDT



MoneyZen: The Secret to Beating the "Never Enough" Mindset

Manisha Thakor, Author and Financial Expert
Wednesday, July 19th at 9:00 AM PDT



The Microstress Effect: How Little Things Pile Up and Create Big Problems—and What to Do About It

Rob Cross, Bestselling Author and Leadership Expert
Tuesday, August 1st at 9:00 AM PDT

BIG BEND COMMUNITY COLLEGE

Date: 6.08.23

ITEM #5: Faculty Updates (information)

BACKGROUND:

Faculty Association President Dawnne Ernette may report faculty activities.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 6.08.23

ITEM #6: ASB Updates (information)

BACKGROUND:

As this year comes to a close, here are some of the reflections from our ASB officers:

“My involvement in ASB over the past year has been transformative. Through ASB, I've grown as a leader, developed organizational skills, and gained a broader perspective on collaboration. Working with our ASB leaders and advisor, I've planned and executed impactful events and fundraisers, fostering a sense of community. ASB has boosted my confidence, resilience, and passion for making a difference in our school and beyond.”

“After being part of ASB this past academic year. I've gotten the chance to observe students and represent their needs as much as I can. One of my biggest observations was that COVID-19 is still impacting us and our everyday lives. I think this is the first year after Covid that students actually got interact and be with one another. Being part of ASB was definitely a challenge but I think we were able to represent students as best as we could. During the events it seemed like students finally felt like they were back to reality, as if COVID had never happened and it was amazing to be part of those small moments in their lives. Being part of campus committees showed me the difficulties staff and faculty go through to represent students and how great it is when a student's finally get to see the changes they had been waiting for. ASB has taught me how important it is to take on the difficult task of a job in order to help others feel heard and represented.”

“As an ASB officer I have learned so much about myself, communication, priorities and planning, and how to be a great leader. I feel much more

prepared and confident to go to my 4-year university and get involved, to share my skills and voice. ASB has given me the opportunity to get to know and connect with staff, faculty, and students that I would have not had to opportunity to do so. One of the greatest skills I have learned and refined is how to share my opinion in a way that is helpful and concise. I have made some of the best relationships with my fellow officers and advisor, friendships that will last a lifetime. I am so grateful for the opportunity that I have had to serve as a voice for the students and develop as an individual and a leader.”

ASB is continuing to sponsor well received student events, with two more free food events for students, a dance, as well as a family swim night at the Moses Lake Surf -N Slide Park. We have been incorporating some fun free entertainment and activities that take place at the same time as our food events and the students are loving it and that warms our hearts, as well as keeping us engaged with those whom we serve.

BIG BEND COMMUNITY COLLEGE

Date: 6.08.23

ITEM #7: President's Update (information/action)

BACKGROUND:

Dr. Thompson Tweedy will provide an update.

- a. Enrollment (information)
- b. Employee Recognition (action)

RECOMMENDATION:

President Tweedy recommends the Trustees award Emeritus Status to Aviation Maintenance Technology Instructor Erik Borg and Dean Kathleen Duvall.

RECOMMENDED MOTION:

"I move to award Emeritus status to Aviation Maintenance Technology Instructor Erik Borg and Dean Kathleen Duvall."

a. Enrollment (E-5, Information)

As of May 15, 2023, spring headcount (2,233) was up 34.7% from this time last spring (1,658). Total FTEs (1476.5) and state FTEs (1089.9) were up 17.8% and 25.9%, respectively, from last year. Increases in enrollments were seen in all groups (Academic/Transfer, Workforce Education, and Basic Education for Adults) with the largest increase in Basic Education for Adults. The last day to drop a class is May 26 and spring instruction ends on June 13.

Advising for summer 2023 and fall 2023 began on May 1 and currently enrolled students begin enrolling on May 22. New Student Enrollment sessions begin on June 6 and run regularly throughout the summer. Open enrollment begins on May 30 (for summer 2023) and August 28 (for fall 2023).

TUIITION COLLECTION REPORT
As of Apr 30, 2023 and Apr 30, 2022

	<u>2022-2023</u>	<u>2021-2022</u>
Annual Budget	\$3,800,000	\$3,800,000
Collections as of Apr 30	\$3,521,831	\$3,299,321
As a % of Annual Budget	92.7%	86.8%
Left to Collect to Meet Budget Target	\$ 278,169	\$ 500,679
<i>CARES Lost Revenue</i>	<i>931,947</i>	<i>721,016</i>

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

b. Employee Recognition (E-1, E-3, Action/Information)

Deans of Arts and Sciences Kathleen Duvall and Aviation Maintenance Technology Instructor Erik Borg have been nominated for Emeritus status. Nomination documents follow. The board may take action on the Emeritus nominations.

President Sara Thompson Tweedy has awarded Security Guard 1 Jim Meyers the Presidential Award for Meritorious Service. Nomination document follows.



To: Dr. Sara Tweedy, President
From: Kim Garza, VP of Human Resources & Labor
Date: May 20, 2023
Subject: Nominations for Presidential Award for Meritorious Service

The purpose of this letter is to share with you the nomination for the 2023 Presidential Award for Meritorious Service. Jim Meyers meets the eligibility requirements outlined in AP 1006, Presidential Award for Meritorious Service, *“full-time, classified staff employee who has retired or will retire with a minimum of fifteen (15) years of full-time classified staff service.”*

AP 1006 states that completed nominations will be submitted to the Staff Training and Recognition (STAR) Committee for review with a written recommendation provided to the BBCC President. The STAR Committee has not been active since July 2019 due to turnover and high workloads for the remaining committee members and is unable to review the nominations.

Jim submitted notice he intends to retire on August 15, 2023. Jim has had a distinguished career of service to the college, our students, and his colleagues. Please consider bestowing the Presidential Award for Meritorious Service to Jim Meyers.

Jim Meyers – 8/16/89 to 8/15/2023

During Jim’s time with BBCC he held the positions of Custodian and Security Guard 1.

Comments from Jim’s peers include:

“Jim started with BBCC in August of 1989 and worked six years as a custodian. He started work as a security guard in October 1995. Jim has been the glue that has held the Security Department together. He has been through numerous leadership changes and has performed his duties in a professional manner. 34 years of service in any organization is admirable. To perform in the manner Jim has, is exemplary.”

“Jim knows the campus as if it were his own property. His knowledge and experience gained through over 20 years of employment places Jim in a category of employees who should be recognized as being essential to the mission. Jim should also be recognized

as an employee whose contributions over the years have made BBCC a safer place.”

“Jim has a gift for handling situations without raising antagonism or hostility. He recognizes the needs of others, and consistently promotes relationships of trust and respect.

Thank you for your time and consideration. Should you have any questions, please feel free to contact me at 509-793-2010 or via email at kimg@bigbend.edu.



To: Dr. Sara Tweedy, President
From: Kim Garza, VP of Human Resources & Labor
Date: May 20, 2023
Subject: Nominations for Emeritus Status

The purpose of this letter is to share with you the emeritus status nominations received for Kathleen Duvall. Kathleen meets the eligibility requirements outlined in AP 1005, Emeritus Status, *“full-time, administrative Officer who retires with a minimum of 10 years of full-time service with the college and has held the position of President, Vice President, Associate Vice President, Dean, or Director.”*

Kathleen has had a distinguished career (29 years) of service to the college, our students, and the campus community. She will retire on June 30, 2023.

Kathleen Duvall began working for Big Bend Community College (BBCC) in November 1994 as a part-time faculty member. She received a one-year emergency hire contract as full-time faculty from September 2003 through June 2004. She continued as part-time faculty for Fall 2004 and was hired as tenure-track faculty in January 2005. She also served as the staff lab manager for the science labs. Kathleen transitioned to the Dean of Arts & Sciences position in June 2017.

Kathleen was a leader both within the Math/Science division and across campus. During her time as faculty, Kathleen served as Division Chair and was the Faculty Association President. She attended every meeting and volunteered to serve on a variety of committees such as screening committees, probationary committees, and others. She was and is well-respected by faculty for thinking about leadership from a faculty perspective. She was an amazing instructor and prepared hundreds of students for the next steps in their academic careers. A former student shared they were “light years ahead of their peers when they transferred to a university based on the rigor and support of Kathleen’s biology courses.”

Kathleen demonstrates professional excellence in her work and displays a deep dedication to the proper function of the organization. She is viewed as a dedicated teacher that strived for continual improvement in her classes. She was a mentor to many full-time and part-time faculty. One faculty member shared, “I cannot find the words to express what an enormous impact Kathleen Duvall had on my career (actually my entire

life). She has been my mentor, inspiration, gold standard, and friend. From the moment I first walked in the science building until now, she has been nothing but a positive role model for me. I don't know how someone so kind can also be so capable of making us all want to work so hard, but she has certainly done this! It is by her own selfless, hardworking example. I am so grateful to have such wonderful footsteps to follow. She is truly deserving of the highest honor!"

Another faculty member shared, "Kathleen reflects the values of Big Bend in that she listens well and cares about the people she works with and that work for her. There is evidence of that care in the flexibility she has and in how student-focused she is in her thinking. Even though she's ending her career as an administrator, she is always a teacher first."

Lastly, "As the dean she was a supportive and integral part of my tenure committee and helped me grow even more. She was always there when I needed help either with work or personal hurdles. She still is. Kathleen has always been someone you could call, and she would find a way to help. She is the reason I am Biology Faculty here at Big Bend. I am proud to call her my friend and to continue her mission of promoting student success in the Biology Department and the Math/Science Division. Her contributions to the faculty and administration here at Big Bend are too numerous to list. Ask anyone on campus and I'm sure they can tell you a personal way Kathleen has positively impacted them. She has made an everlasting impact on all of us here now and because of that, she will also positively impact future generations of Vikings as well."

Please consider recommending the Board of Trustees bestow Emeritus Status on Kathleen Duvall.

May 18, 2023

Dr. Tweedy,

The Faculty Association nominates Erik Borg for emeritus status. The Faculty Association vote was unanimous to recommend Erik to you for his exemplary service to students and to BBCC.

Erik Borg meets the criteria for emeritus status and we believe he is worthy of this honor. Erik has a long-standing record of service to BBCC having served for 23 years as AMT instructor, Division Chair, and countless governance committees. What really sets Erik apart is his years of dedication to students, the Aviation Maintenance Technology program at BBCC, and the aviation community itself. Through the years, he has demonstrated his abilities as a friend, leader, and visionary to foster strong relationships with students, staff, and the greater aviation community. Anyone who has met Erik knows how positive he is and how much he cares for others.

Erik helped lead the BBCC AMT team to second place twice in the AMT competition at the NEW Aviation Trade Show. competing against all the other AMT programs across Washington state and Oregon.

Erik will be missed.

Sincerely,
Dawnne L Ernette
President
BBCC Faculty Association

BIG BEND COMMUNITY COLLEGE

Date: 6.08.23

ITEM #8: 2023-24 Operating Budget (action)

BACKGROUND:

President Tweedy and VP Linda Schoonmaker will present the draft 2023-24 operating budget. The draft budget document will be available for viewing on the [Board of Trustees Agenda](#) page June 2, 2023.

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

RECOMMENDATION:

President Tweedy requests that the Board approve the budget.

RECOMMENDED MOTION:

"I move to approve the 2023-24 Operating Budget as presented."

BIG BEND COMMUNITY COLLEGE

Date: 6.08.23

ITEM #9: Mission Fulfillment Report (information)

BACKGROUND:

President Thompson Tweedy and Vice Presidents Kim Garza, Bryce Humphreys, and Linda Schoonmaker will provide information around the Mission Fulfillment Report.

Prepared by Dean of Institutional Research Valerie Parton and VP Bryce Humpherys.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 6.08.22

ITEM #10: Board Chair Rotation (for information/action)

BACKGROUND:

This item was reviewed during the May 4, 2023 board meeting. It is presented today for action.

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 trustees will discuss the board chair rotation.

Trustee (term)	22/23	23/24	24/25	25/26	26/27
Chandler (9/2026)		C			
Franz (9/2025)	C				
Martinez (9/2027)					
Parris (9/2023)		VC			
Richards (9/2024)	VC				

Prepared by the President’s Office.

RECOMMENDATION:

None.

RECOMMENDED MOTION:

“I move to appoint Trustee Gary Chandler as board chair and Amy Parris as board vice chair effective during the board meeting in October 2023.”

BIG BEND COMMUNITY COLLEGE

Date: 6.08.23

ITEM #11: Commencement Week Activities (for information)

BACKGROUND:

This item was reviewed during the May 4, 2023 board meeting. It is presented today as a reminder. Director of Student Activities Kim Jackson will provide an overview of the graduation event procession.

Commencement Week Activities

Friday, June 9,

1:30 p.m. **Campus Celebration Luncheon**, Masto Conference Center (casual)

Thursday, June 15,

9:00 a.m., **BAS Graduation Celebration**, Masto Conference Center, (business casual)

1:30-4:30 p.m., **Science Symposium (Student Science Fair)** Masto Conference Center, (business casual)

Friday, June 16,

11:00 a.m., **Nurses' Pinning**, Wallenstien Theater, (business casual)

5:30 p.m., **Commencement**, Lions Field, Moses Lake, (cap and gown)

Date	Activity	Trustees Committed to Attend
Friday, June 9, 1:30 p.m.	Campus Celebration Luncheon , Masto Conference Center	Gary, Anna, Juanita, Amy,
Tuesday, June 13, 6:00 p.m.	TRiO SSS Graduation , Masto Conference Center	Bethany, Gary, Juanita, Amy,
Thursday, June 15, 9:00 a.m.	BAS Graduation Celebration , Masto Conference Center	Gary, Anna, Juanita, Amy
Thursday, June 15, 1:30-4:30 p.m.	Science Symposium (Student Science Fair) , Masto Conference Center	
Friday, June 16, 11:00 a.m.	Nurses' Pinning , Wallenstien Theater	Bethany, Gary, Amy,
Friday, June 16, 5:30 p.m.	Commencement , Lions Field, Moses Lake	Bethany, Gary, Anna, Juanita, Amy

BIG BEND COMMUNITY COLLEGE

Date: 6.08.23

ITEM #12: Assessment of Board Activity (for information)

BACKGROUND:

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

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

RECOMMENDATION:

None.

Trustee Activity Report

<h1 style="font-size: 48px; margin: 0;">Activity</h1> <p style="font-size: 12px; margin-top: 10px;">(Briefly describe and check which End(s) your activity supported)</p>	E-1 Student Success	E-2 Community Engagement	E-3 Stewardship	E-4 Diversity, Equity, & Inclusion		
1.						
2.						
3.						
4.						
5.						

BIG BEND COMMUNITY COLLEGE

Date: 6.08.23

ITEM #13: Next Regular Meeting (information/action)

BACKGROUND:

The next regularly scheduled board meeting is scheduled on Thursday, June 8, 2023.

Future Meetings:

Thursday, August 31 (Retreat)

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

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

Prepared by the President's Office.

RECOMMENDATION:

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

BIG BEND COMMUNITY COLLEGE

Date: 6.08.23

ITEM #14: Miscellaneous (information/action)

BACKGROUND:

President Tweedy and the trustees may discuss miscellaneous topics.

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

Prepared by the President's Office.

RECOMMENDATION:

None.