



Board of Trustees

May 4, 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

Tuesday, May 4, 2023, 1:30 p.m.

In-Person

1. Call to Order/Roll Call
2. Mission Moments – Trustees **(E-1, Information)**
3. Educational Presentation **(E-1, Information)**:
Demographics & Dashboard (Dean Valerie Parton)
4. Public comment
5. Consent Agenda **(E-1, E-2, E-3, E-4)**
 - a. Meeting Minutes March 15, 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)**
6. Faculty Updates – Faculty Association President Dawnne Ernette **(E-1, Information)**
7. ASB Update – ASB President Paige Tolley
8. President's Update
 - a. Enrollment Report **(E-1, Information)**
 - b. Legislative Activity **(E-1, E-2, E-3, E-4, Information)**
Executive Session – President Tweedy/Trustees
9. Board Chair Matrix – Trustees **(E-1, E-2, E-3, E-4 for Information/June action)**
10. Review Board Goals – Trustees **(E-1, E-2, E-3, E-4 for Information/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, June 8, 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: 5.04.23

ITEM #3: Educational Presentation (information)

BACKGROUND:

The board has requested educational presentations.

Dean of Institutional Research Valerie Parton will present demographic information.

Prepared by the Dean of Institutional Research Valerie Parton.

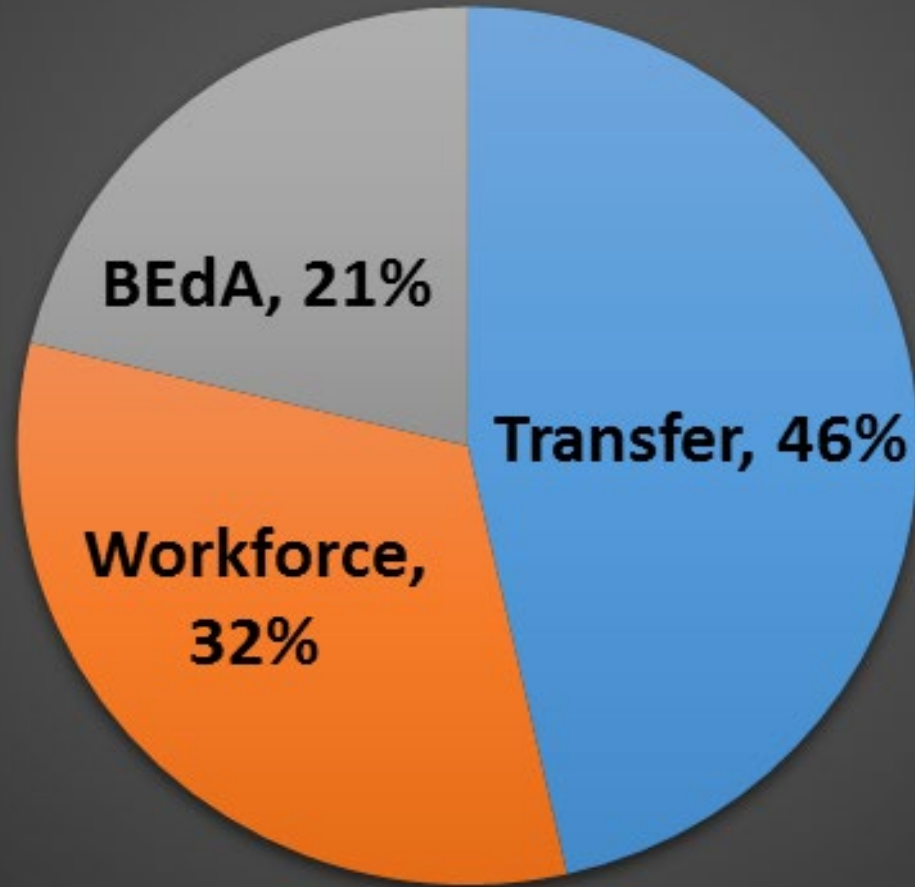
RECOMMENDATION:

None.

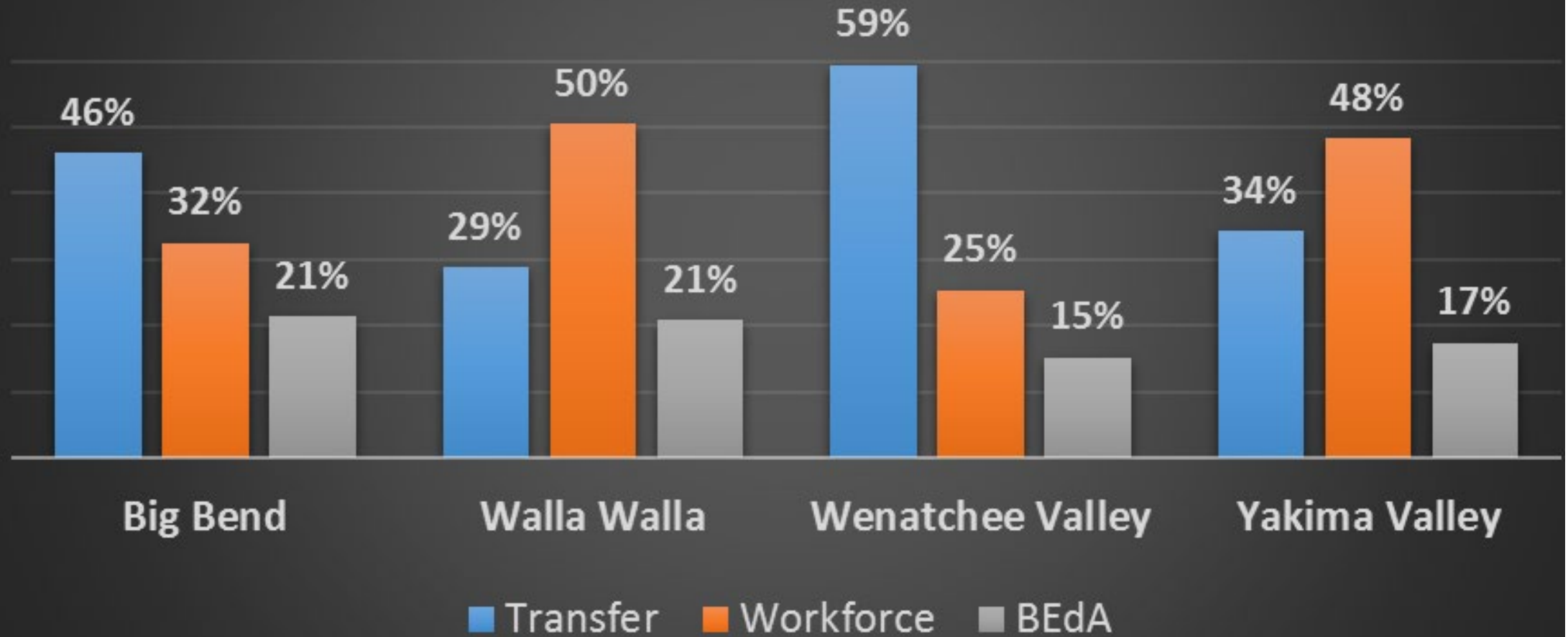
Big Bend Students 2021-22

By Instructional Area

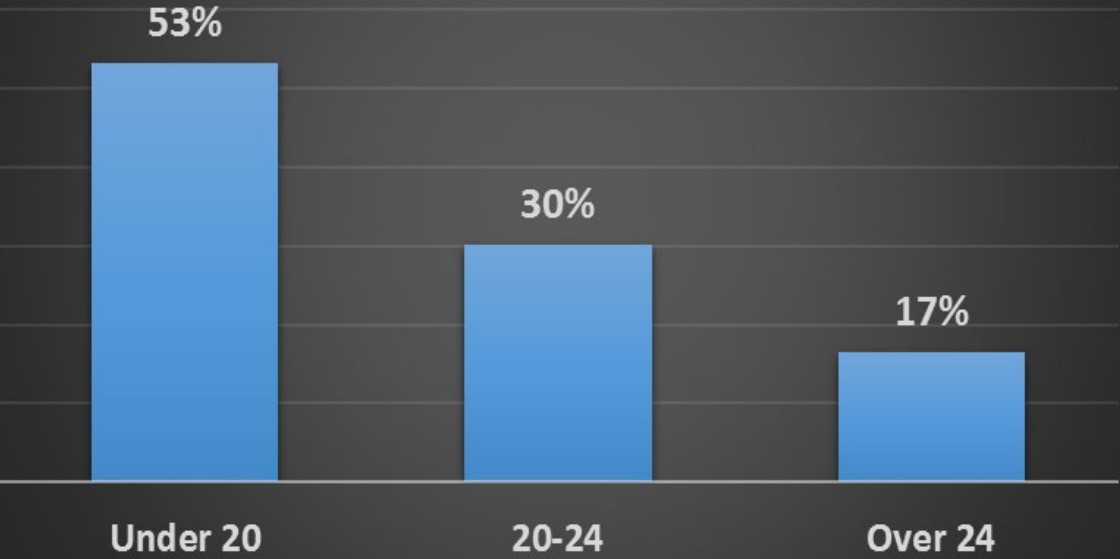
Big Bend Students by Instructional Area 2021-22, Headcount 3261



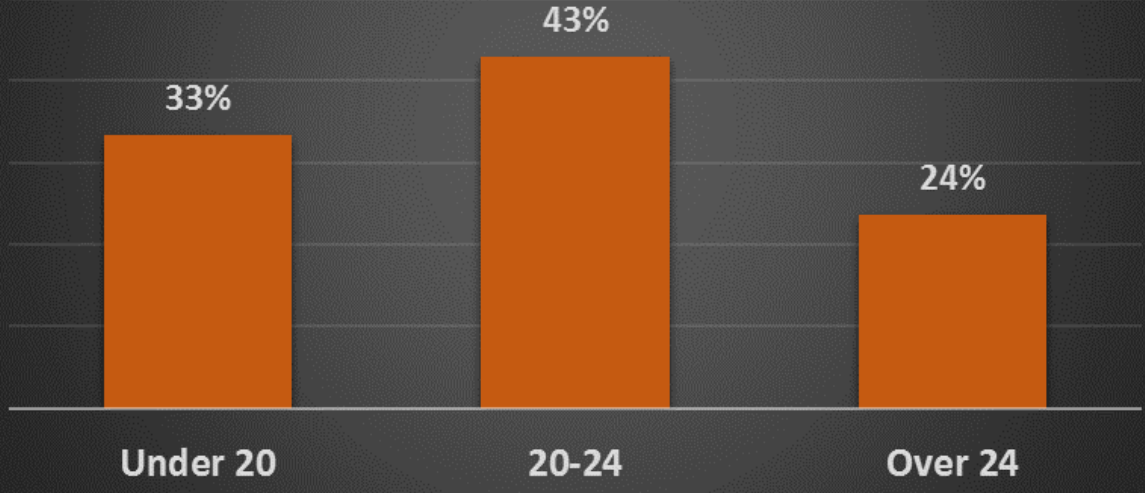
Big Bend Student by Instructional Area with Comparable HSI Colleges



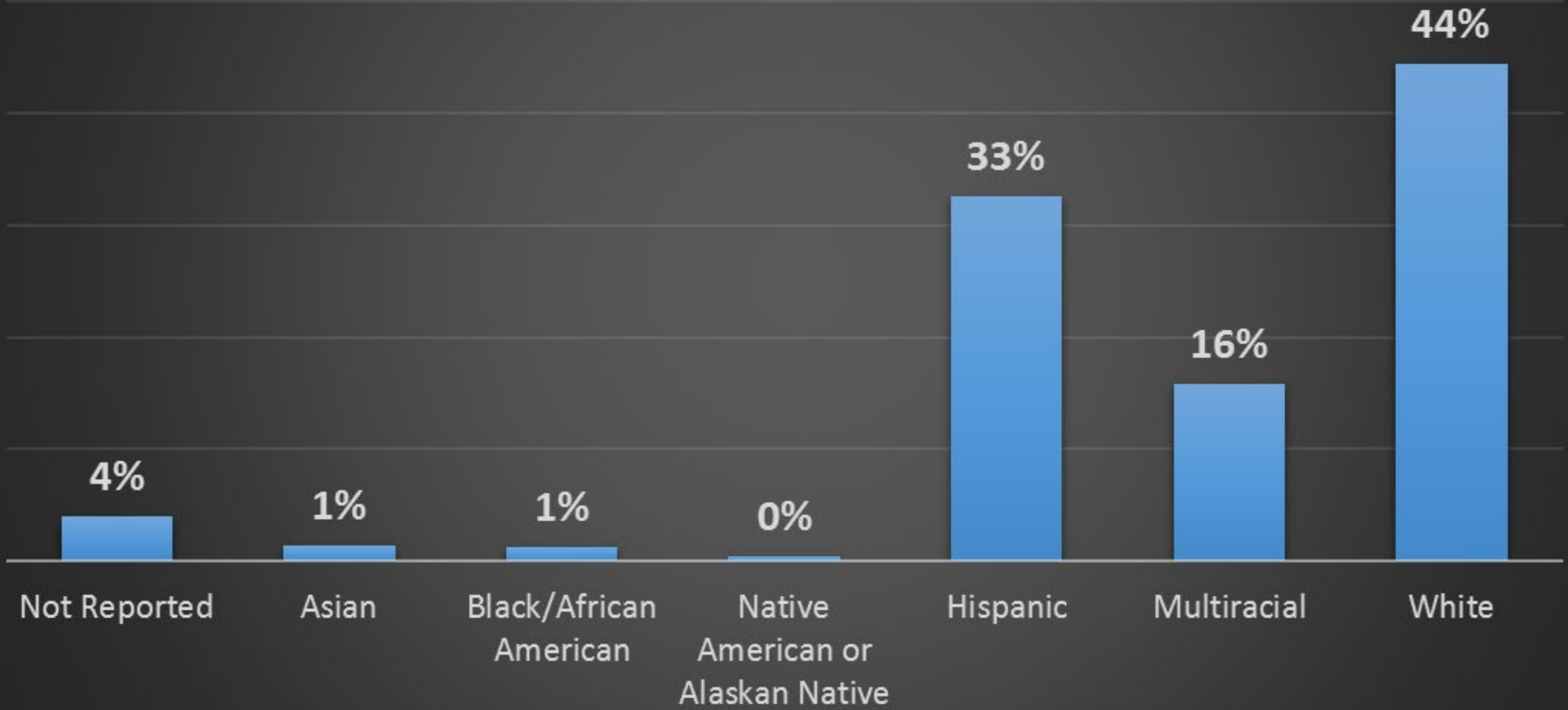
Transfer Students by Age Group



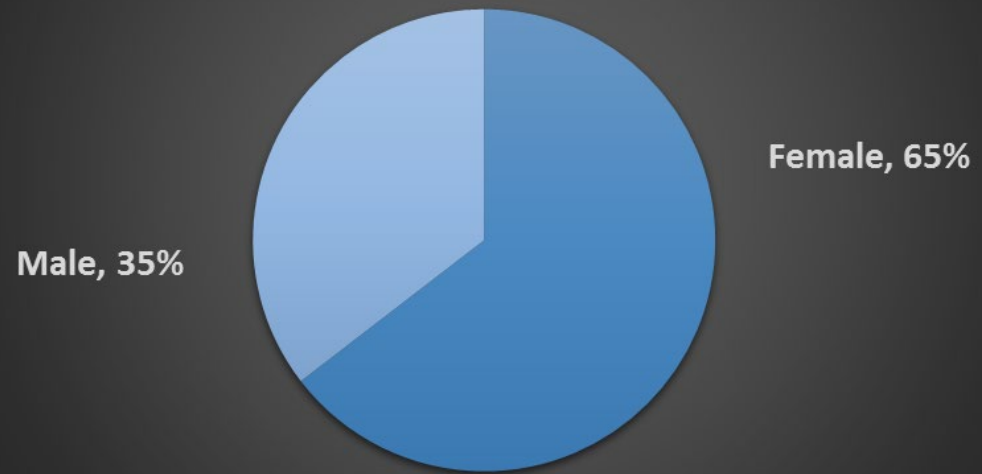
Transfer Students Age Group, without Dual Enrollment Students



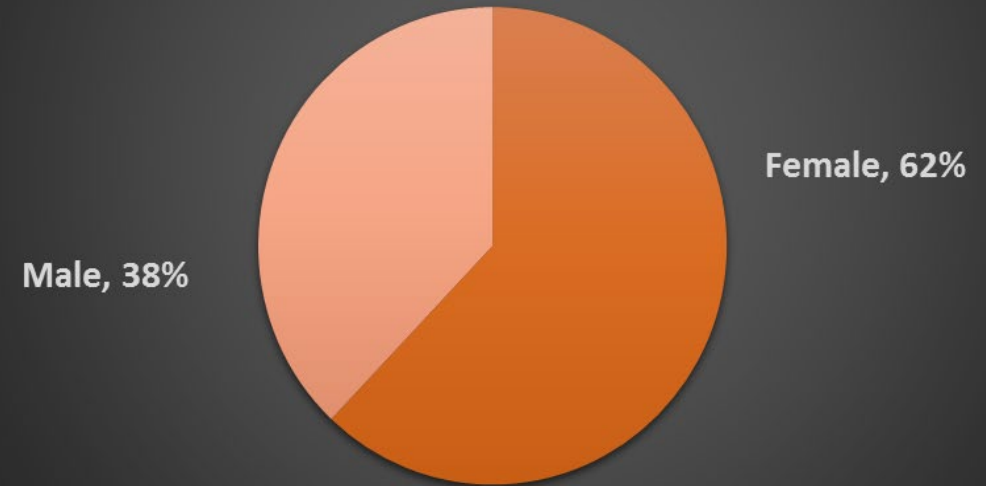
Transfer Students by Race/Ethnicity



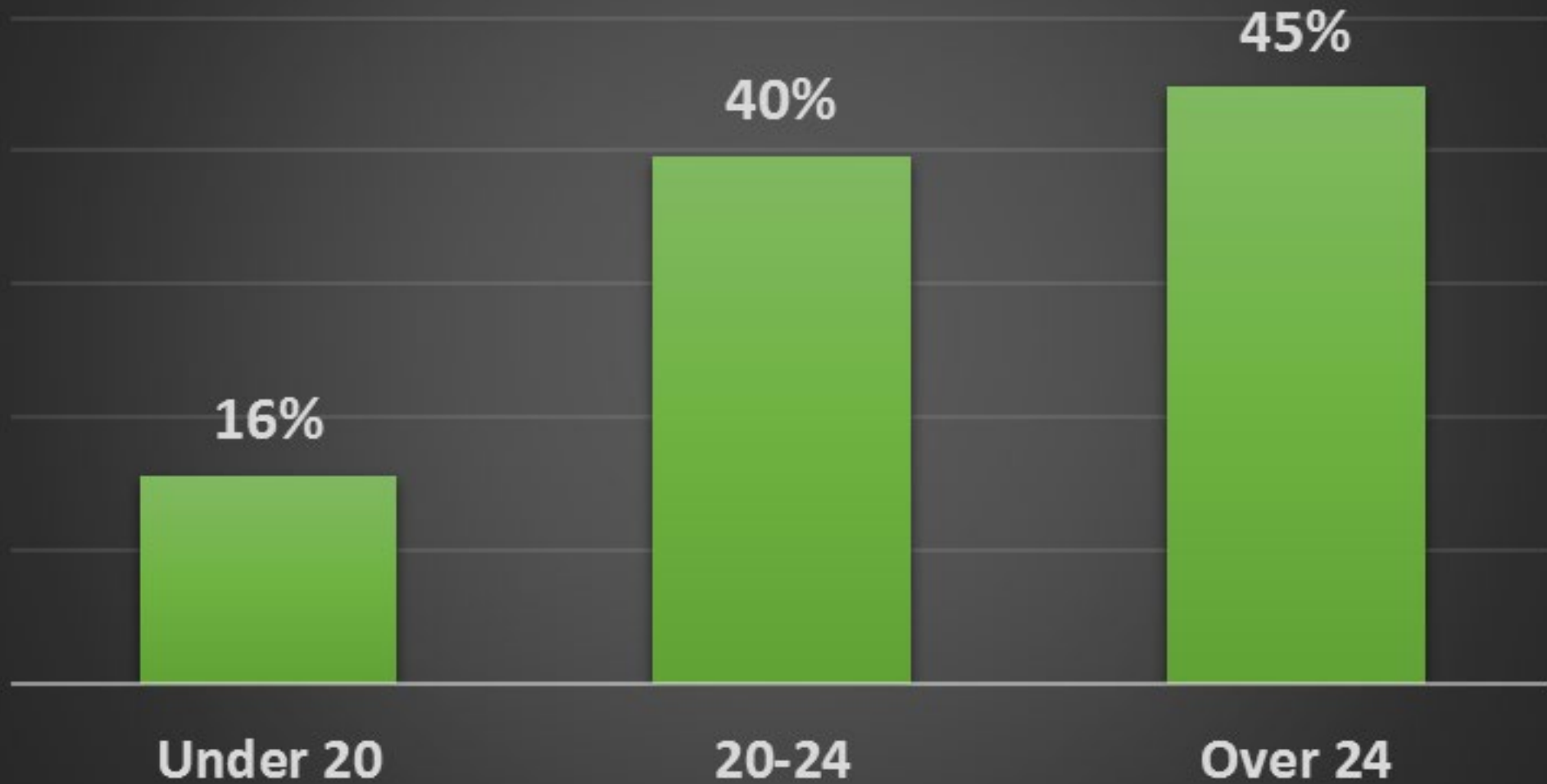
Academic Transfer Students by Gender



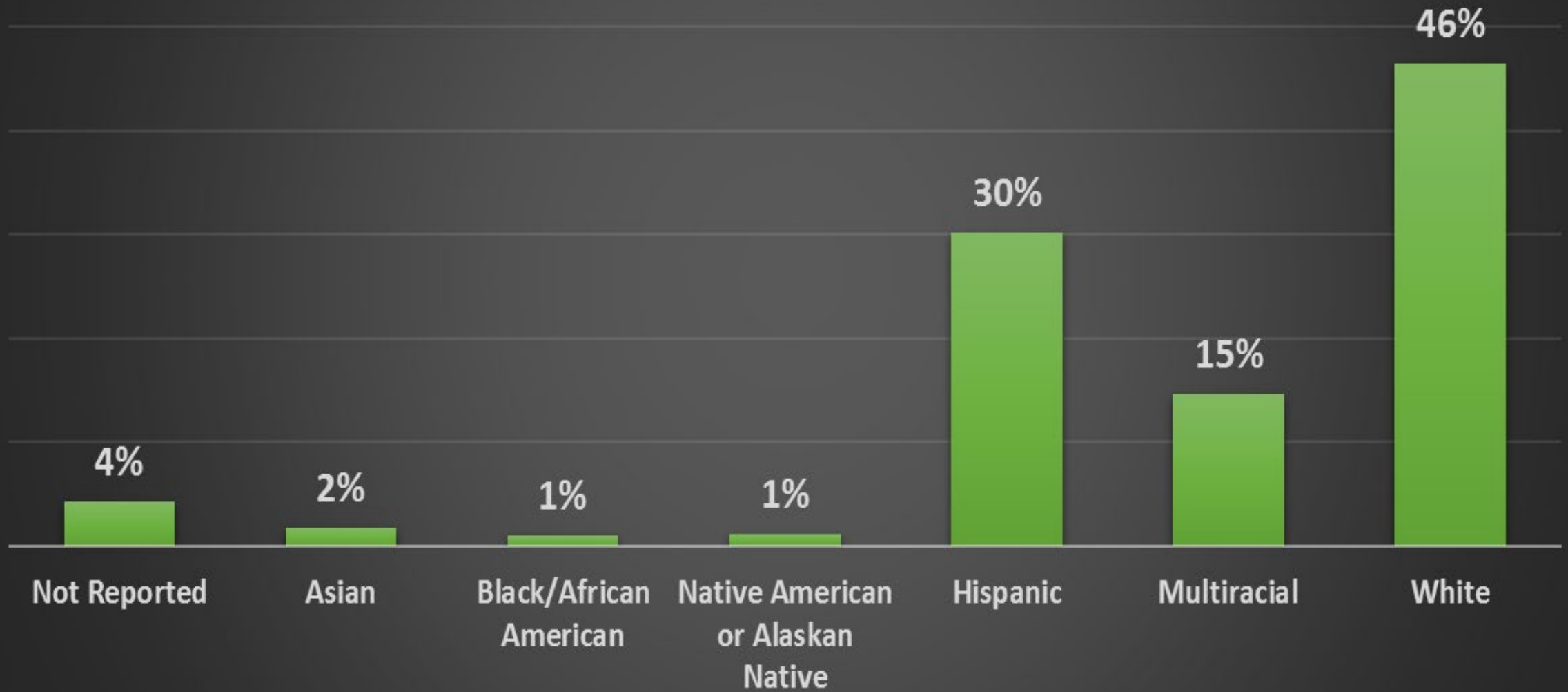
Transfer Students by Gender, excluding Dual Enrollment Students



Workforce Students by Age Group

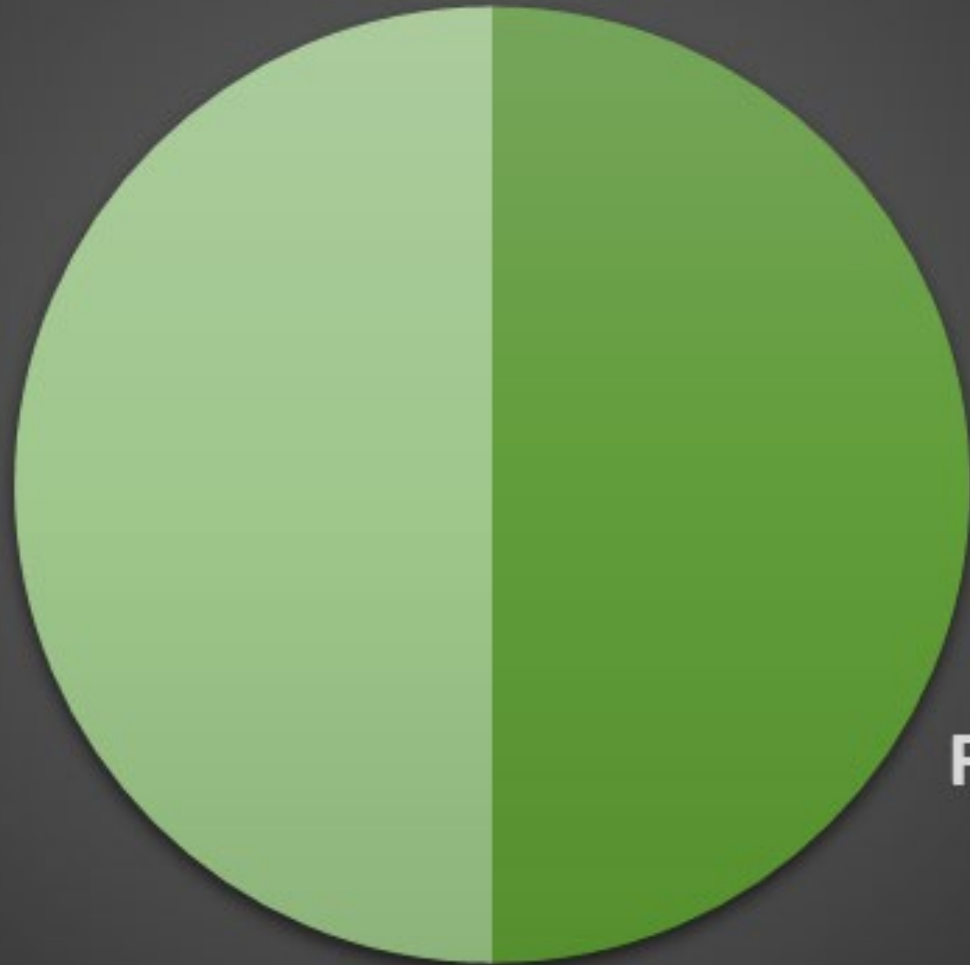


Workforce Students by Race/Ethnicity



Workforce Students by Gender

Male, 50%



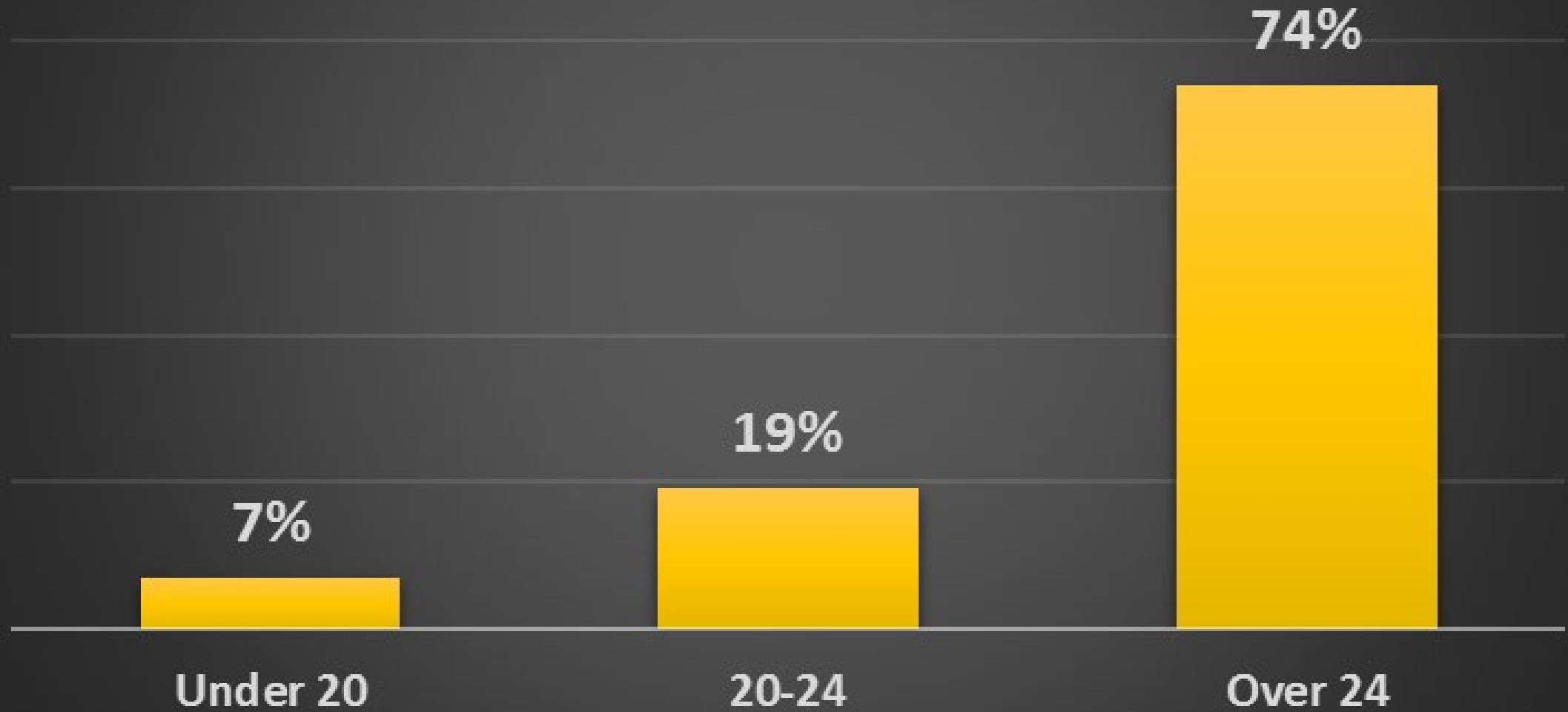
Female, 50%

Workforce Programs Headcount

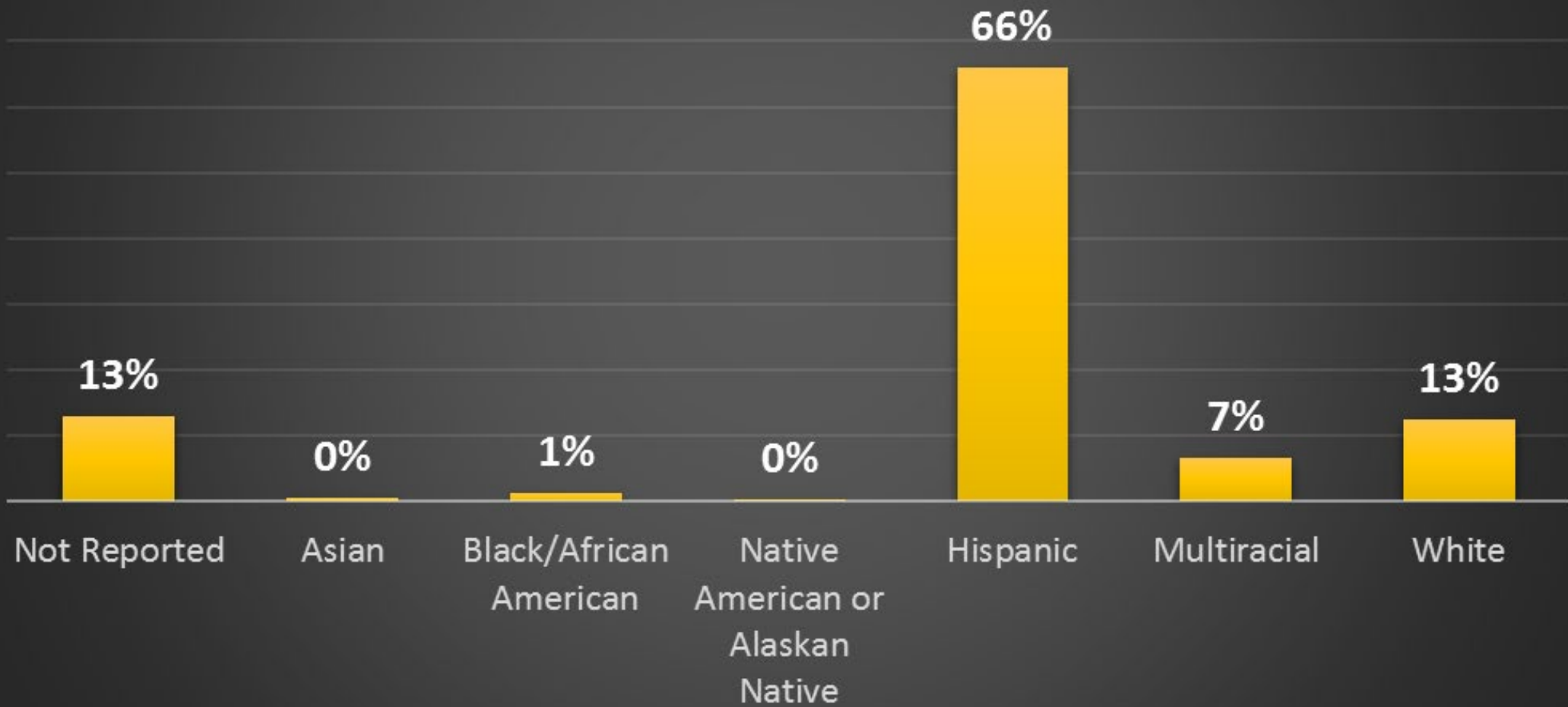
Accounting	22	Early Childhood Ed	116
Agriculture	32	Industrial Electricity	47
Automotive	31	Manufacturing & Process Tech	4
Aviation	138	Medical Assistant	46
Aviation Maintenance	45	Medical Simulation	5
Bus Info Mgmt - Admin Professional	37	Nursing DTA/MRP*	200
Bus Info Mgmt - Medical Office and Billing Support Services	15	Systems Administration	40
Commercial Driver's License	40	Uncrewed Aircraft Systems	4
Criminal Justice	24	Welding	35

*Nursing includes students who are taking prerequisites for the program. A total of 48 students are in the program during the year - 24 are in 1st year and 24 are in 2nd year.

Basic Education for Adults by Age

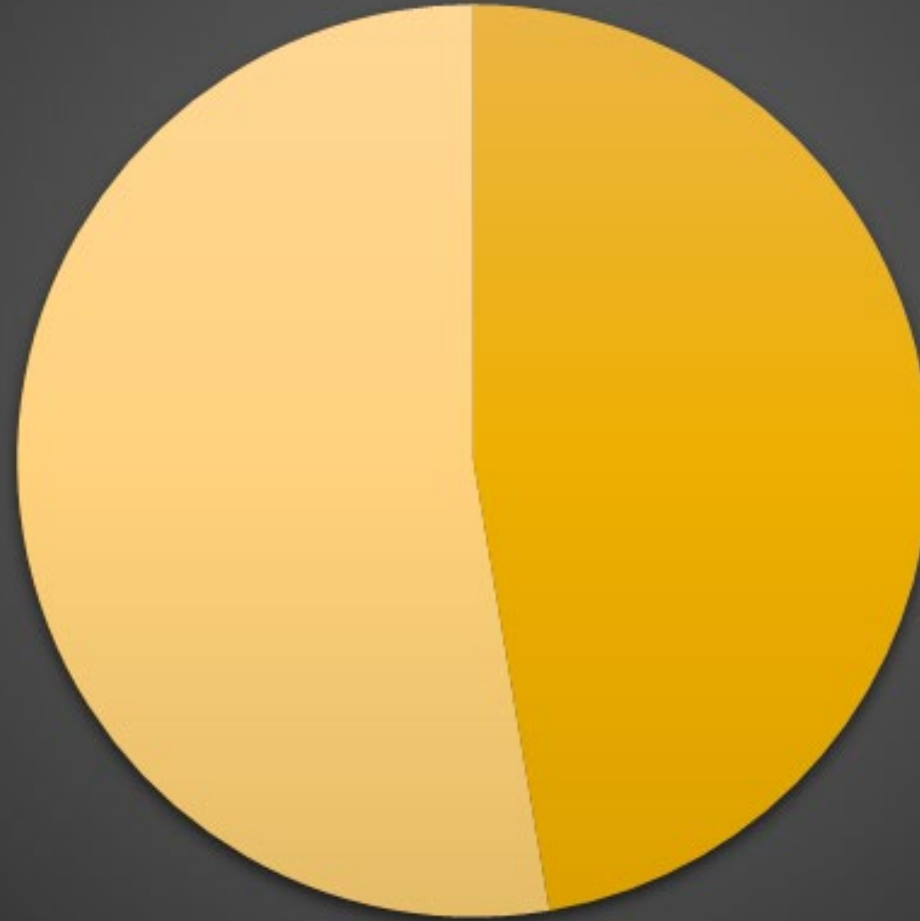


Basic Education for Adults by Race/Ethnicity



Basic Education for Adults by Gender

Male, 53%



Female, 47%

Continuing Education – administered by the Center for Business and Industry Services

- 255 Students in 2021-22

Includes the following types of classes and training

- Aircraft Rescue and Fire Fighting

- Flagging Certification

- Online Instructor-led Courses

- Online Career Training Programs

- Professional Development specific to organizational needs

- Personal Enrichment Classes

BIG BEND COMMUNITY COLLEGE

Date: 5.04.23

ITEM 5#: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the board meetings held on March 15, 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 Wednesday, March 15, 2023, at 1:30 p.m. in person.

Present: Anna Franz
Bethany Martinez
Amy Parris
Juanita Richards

2. Mission Moments

Board Chair Anna Franz thanked Probationary/Tenure Review Committee Members for participating in the faculty evaluation process.

14. Exceptional Faculty Award Report

Dr. David Holliway reported about his attendance at the American Anthropological Association conference in Seattle. He learned about other anthropologists and the importance of storytelling and human conditioning. He stated his students often tell their stories and contribute to their fellow students' understanding important sociological concepts. Dr. Holliway stated some teachings are being challenged across the country and teaching thoughtfully and freely without fear is important. He thanked the Trustees for their support.

New employees were introduced: Custodial Services Supervisor, Ty Manning; Workforce Education Services staff Giselle Gudino, Karla Alva, Cynthia Razo, Tara White, and Veronica Pelayo; and Director of Campus Safety & Compliance Juan Loera.

3. Educational Presentation

Dr. Bryce Humpherys shared about accreditation. Big Bend is accredited by the Northwest Commission on Colleges and Universities (NWCCU) and the Accreditation Commission for Education in Nursing. The accreditations are a requirement of federal funding including financial aid for students. Accreditation uses a peer-evaluation model and focuses on stability, sustainability, reputation, effectiveness, mission-focus, and continuous improvement. Big Bend is part of the NWCCU's seven-year accreditation cycle; at year three in the cycle a report is due and an evaluation visit is scheduled October 23-24 to ensure we are on track for the year-seven accreditation visit. A full written report is submitted in year six along with other annual reports. The NWCCU has a board that gives commendations, recommendations, and sanctions. In 2020, Big Bend received commendations on data efforts, library services, closing the achieving gap, and focusing on student success. We also received a recommendation around mission and institutional planning.

Significant changes in the institution require seeking permission from NWCCU for changes such as offering a Bachelor's degree. Our Bachelor's degree was approved in January 2021 and a visit was scheduled in 2023. The in-person visit

was cancelled due to the thoroughness of the report; shout out to BAS Coordinator Anne Ghinazzi who helped write and submit the ad hoc report.

4. Public comment

There was no public comment.

5. Consent Agenda

Motion 23-07

Trustee Juanita Richards moved to approve the consent agenda. Trustee Bethany Martinez seconded and the motion passed.

6. Faculty Updates

Faculty Association President Dawnne Enette reported faculty activities.

English faculty Allison Palumbo has been booked to be the first professional speaker for Scarecrow Video's Zeitgeist Academy. They did their presentation in February on Reframing the Hollywood Victim Narrative, which provided a historical look at the role victimization plays in establishing female identities onscreen. They ended by discussing the changing representations of rape in a heroine's story and the way current representations in movies like *The Woman King* and *She Said* challenge older representations in terms of progressive sexual politics. They are also building a new class on *Kick Ass Women in Popular Culture* for fall.

New Student Club: The Chess Club has submitted a complete application for status as an official ASB club!!! The seed of this great news started from the efforts of one student (Andrew Fairbanks, now club president) and English associate faculty Scott Woodham. The group has grown to 12 members, and they meet each week in the former cafeteria. Everyone is welcome, even if they've never played before! They love spreading their passion for the game/sport/art/science of chess! The club advisors are Scott Woodham and math faculty David Mayhugh.

Faculty librarian Rhonda Kitchens shares that the library completed it's quarterly webinar series. The Plagiarism webinar was adopted as extra credit by some Faculty. Feedback from the webinar included: "I learned that you have to cite things that are not common knowledge. I learned that people are starting to use AI sites like ChatGPT to write their essays and that there is a program that can detect when AI has been used. I learned that different instructors or courses may have different levels of acceptability for the percent [of borrowed text] your work gets on the plagiarism detection software."

Communications faculty Dr. Barbara Bush is helping students start an Environmental Club. Their first meeting will be the first week of Spring quarter, after which they will file an application for club standing. Some of the projects they have up for review include a community garden on campus (they will be looking for approval for one of the lava rock filled areas) with a compost,

getting a recycling program into the dorms, and starting a carpooling program to reduce carbon emissions, and increase a sense of community, and help students get to campus from outlying areas. Sara Hupp is the president of the club.

BEdA instructor Melissa Heaps had her students in Contemporary World History complete a week-long study on the crisis in Ukraine. Students focused on regional geography, history, and even created their own political cartoons.

Mark Geary, Head Wrestling Coach, shares that the Big Bend Women's Wrestling team finished third in the nation in the NCWA division. They were led by Samantha Meyer, who won her first national title by pinning all of her opponents through the entire tournament after having been seeded #4. Also placing for the Vikings was Anna Rodriguez (3rd) and Academic All-American Sitlaly Macias (4th). Sitlaly overcame a 9-0 deficit with a last-minute lateral drop that enabled her to pin her cross-state rival from Gray's Harbor, and brought her into the consolation finals.

The wrestling tournament was held in San Juan, Puerto Rico this year, due to the addition of eight new college wrestling programs in Puerto Rico.

Welding faculty Shawn McDaniel shares that he held a welding competition Jan 3 in the welding facility. Students from Moses Lake High School, CBtech, and a Spokane Valley school attended. The Spokane Valley students won the competition. Each team fabricated a cart for a welding machine that included a cylinder rack from a weld drawing. They also hosted an FFA competition last Friday with several schools competing.

World Languages instructor Jen McCarthy says her French students have worked all quarter on speaking, reading, writing and listening comprehension. She has two students who are planning trips to France in the near future, including BBCC's very own Lindsay Groce, who will be in Europe starting next week! They have been practicing telling time in French at the request of Lindsay and to the benefit of all the students.

BEDA celebrated Pi day and there was pizza and fruit pie shared to promote community.

7. ASB Updates

ASB President Ambra Hacker shared ASB news including that the number of attendees attending ASB events has doubled this year over last year. There has been increased outreach efforts by the ASB officers and live entertainment events. Mental health is a priority for students per a student survey. DJ bingo was a popular event including ESL students. Many repeat students brought their friends and they stayed and socialized at the February 9 Pizza event. Sailish Hypnotist was enjoyed by many student groups. Dinner with the dating doctor David Coleman event for students include a lot of student interaction. The Harriet Tubman movie was shown for Black History month with English subtitles for ESL students and their families. The Whitney

Houston movie was shown for Women's History month. It was a successful winter quarter focused on student engagement.

8. President's Update

Dr. Tweedy shared growth in areas of WES, M&O, Outreach, Workforce Ed, and CBIS. Promotion Vanessa Pruneda Outreach Director. Winter enrollment is strong with increases in all areas. Tuition collection is holding steady. VP Linda Schoonmaker and Executive Director Charlene Rios had foresight to retain CAREs funding to help Big Bend through this academic year.

President Tweedy discussed outreach efforts throughout the service district and BEdA, ELA, and High School Completion classes in our service district communities. She also reported legislative visits with Representatives Bruce Chandler, Bryan Sandlin, Tom Dent, and Alex Ybarra and Senators Judy Warnick and Nikki Torres.

Dr. Tweedy discussed the DEI Strategic Plan in support of Ends Statement and meeting legislative mandates around DEI plans. The Big Bend Strategic Plan has five goals: A. Culturally appropriate student outreach program; B. Supporting academic success for students; C. Recruitment, hiring, retention of diverse faculty and staff; D. People and leader development; E. Inclusive campus community. During Winter In-Service employees provided feedback, student feedback was added, and CEID members also provided feedback.

At 2:21 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 2:31 p.m. No actions were taken during the Executive session. A 5-minute break was announced. Meeting reconvened at 2:36 p.m.

9. WAC 132R-04-015, 132R-04-017, 132R-04-057, 132R-04-061

Motion 23-08

Trustee Amy Parris moved to approve revisions to WAC 132R-04-015, 132R-04-017, 132R-04-057, 132R-04-061. Trustee Juanita Richards seconded and the motion passed.

10. ACT Award Nominations

Motion 23-09

Trustee Bethany Martinez moved to approve Dawnne Ernette for ACT Faculty Award and Kathleen Duvall for ACT Professional Staff Award with Chair Anna Franz finalizing required documents. Trustee Amy Parris seconded and the motion passed.

11. Math/Science

Lindsay Groce and Dr. Dori Miller shared about their STEM Transfer Partnership Projects with Community College Research Initiatives and Central Washington University (CWU) and Eastern Washington University. They are focused on increasing the number of low-income STEM transfer students from Big Bend to CWU and the number of low-income engineering transfer students from Big Bend to EWU. Grants totaling \$50,000 fund activities to increase interest in STEM programs and connect students to universities.

Instructor Groce and Dr. Miller thanked their university coaches and Big Bend administrators, Deans Kathleen Duvall and Valerie Parton and Vice President Bryce Humpherys.

12. Assessment of Board Activity

Board Chair Anna Franz attended an agenda building meeting with President Tweedy.

Trustee Juanita Richards reported her activities: ACT conference, Transforming lives meeting, Foundation meeting, meeting with Sara, and a Trustee Tuesday.

13. Next Regularly Scheduled Board Meeting

The next board meeting was confirmed from May 4. The location of the October 12 board meeting will moving to the WEC building due to a large event on campus that date.

14. Exceptional Faculty Award Report

Dr. Hannah Leaf provided information about finishing her Doctor of Nursing Practice degree funded in part by Exceptional Faculty Award funding. Her capstone project was completed virtually and focused on change in the workplace and will be used in her teaching practice with students.

At 2:50 Board Chair Anna Franz announced an executive session for 20 minutes, following a 5-minute break, to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. At 3:15 the executive session was extended by 10 minutes. At 3:25 the executive session was extended by another 10 minutes. At 3:35 the meeting reconvened.

15. Probationary Tenure Review**Motion 23-10**

Trustee Anna Franz moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Tweedy and Dr. Humpherys deny tenure to Reza Sharifi effective September 11, 2023. She further moved that the Board of Trustees direct the President to notify Reza Sharifi as soon as possible of this decision. Trustee Juanita

Richards seconded the motion and the motion carried.

Motion 23-11

Trustee Juanita Richards moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Tweedy and Dr. Humpherys grant tenure to Dr. Suzanne Reilly effective September 11, 2023. She further moved that the Board of Trustees direct the President to notify Dr. Reilly as soon as possible of this decision. Trustee Amy Parris seconded the motion and the motion carried.

Board Chair Anna Franz shared a student message about Dr. Reilly from student surveys, "This class often touches on sensitive topics and Professor Reilly handles this with extreme care and tact. Her classroom is a safe space for students to share relevant personal perspectives without fear of ridicule. Something not to take for granted in an educational setting."

Motion 23-12

Trustee Amy Parris moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Tweedy and Dr. Humpherys grant tenure to Dr. John Owens effective September 11, 2023. She further moved that the Board of Trustees direct the President to notify Dr. Owens as soon as possible of this decision. Trustee Bethany Martinez seconded the motion and the motion carried.

Board Chair Anna Franz shared a student message about Dr. Owens from student surveys, "I appreciate how encouraging he is. He gives lots of praise and encouragement that makes you want to try harder."

Motion 23-13

Trustee Bethany Martinez moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Tweedy and Dr. Humpherys grant tenure to Dr. Hannah Leaf effective September 11, 2023. She further moved that the Board of Trustees direct the President to notify Dr. Leaf as soon as possible of this decision. Trustee Juanita Richards seconded the motion and the motion carried.

Board Chair Anna Franz shared a student message about Dr. Leaf from student surveys, "Hannah always has an explanation as to why the skill is done in a specific way. She also has a real life story about how the skill is done in the real world, which

helps me to better understand the teaching. She is always prepared and helps students to feel comfortable so they can do their best.”

Motion 23-14

Trustee Juanita Richards moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Tweedy and Dr. Humpherys grant tenure to Dr. Barbara Bush effective September 11, 2023. She further moved that the Board of Trustees direct the President to notify Dr. Bush as soon as possible of this decision. Trustee Amy Parris seconded the motion and the motion carried.

Board Chair Anna Franz shared a student message about Dr. Bush from student surveys. “She really cares about her students and the material she teaches and she makes sure that those who reach out to her get the help they need. She also reaches out to her students to make sure they are doing well and she really connects the material to how it applies to our lives. I have had her for many classes now and I would strongly suggest to any student they take at least one of her classes.”

Motion 23-15

Trustee Amy Parris moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Tweedy and Dr. Humpherys renew the probationary contract of Rosemary Parsons. She further moved that the Board of Trustees direct the President to notify Rosemary Parsons as soon as possible of this decision for the academic year of 2023-24, effective September 11, 2023. Trustee Bethany Martinez seconded the motion and the motion carried.

Motion 23-16

Trustee Bethany Martinez moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Tweedy and Dr. Humpherys renew the probationary contract of Dustin Regul. She further moved that the Board of Trustees direct the President to notify Dustin Regul as soon as possible of this decision for the academic year of 2023-24, effective September 11, 2023. Trustee Juanita Richards seconded the motion and the motion carried.

Motion 23-17

Trustee Juanita Richards moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Tweedy and Dr. Humpherys renew the probationary contract of Dr. Aaron Mahoney. She further moved that the

Board of Trustees direct the President to notify Dr. Mahoney as soon as possible of this decision for the academic year of 2023-24, effective September 11, 2023. Trustee Amy Parris seconded the motion and the motion carried.

Motion 23-18

Trustee Amy Parris moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Tweedy and Dr. Humpherys renew the probationary contract of Kaja Englund. She further moved that the Board of Trustees direct the President to notify Kaja Englund as soon as possible of this decision for the academic year of 2023-24, effective September 11, 2023. Trustee Juanita Richards seconded the motion and the motion carried.

Motion 23-19

Trustee Bethany Martinez moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Tweedy and Dr. Humpherys renew the probationary contract of Emily Eidson. She further moved that the Board of Trustees direct the President to notify Emily Eidson as soon as possible of this decision for the academic year of 2023-24, effective September 11, 2023. Trustee Amy Parris seconded the motion and the motion carried.

Motion 23-20

Trustee Juanita Richards moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Tweedy and Dr. Humpherys renew the probationary contract of Chris Dinges. She further moved that the Board of Trustees direct the President to notify Chris Dinges as soon as possible of this decision for the academic year of 2023-24, effective September 11, 2023. Trustee Amy Parris seconded the motion and the motion carried.

Motion 23-21

Trustee Amy Parris moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Tweedy and Dr. Humpherys renew the probationary contract of Ching Jim Lin. She further moved that the Board of Trustees direct the President to notify Ching Jim Lin as soon as possible of this decision for the academic year of 2023-24, effective September 11, 2023. Trustee Bethany Martinez seconded the motion and the motion carried.

Motion 23-22

Trustee Bethany Martinez moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Tweedy and Dr. Humpherys renew the probationary contract of Octaviano Gutierrez. She further moved that the Board of Trustees direct the President to notify Octaviano Gutierrez as soon as possible of this decision for the academic year of 2023-24, effective September 11, 2023. Trustee Juanita Richards seconded the motion and the motion carried.

Motion 23-23

Trustee Juanita Richards moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Tweedy and Dr. Humpherys renew the probationary contract of Eric Fleming. She further moved that the Board of Trustees direct the President to notify Eric Fleming as soon as possible of this decision for the academic year of 2023-24, effective September 11, 2023. Trustee Amy Parris seconded the motion and the motion carried.

16. Miscellaneous

The ACT Conference is scheduled for May 15-16. The Big Bend Foundation Cellarbration for Education gourmet dinner and auction is set on Saturday, May 20. The local Big Bend Transforming Lives event is scheduled for Thursday, March 16.

Adjournment 3:51

Anna Franz, Chair

ATTEST:

Sara Thompson Tweedy, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 5.04.23

ITEM #5: CONSENT AGENDA (for information)

b. Accreditation

NWCCU Standards, adopted in 2020, require institutions to set student achievement indicators on persistence, completion, retention, and post-graduation success, in the context of and in comparison, with regional and national peer institutions (Standard 1.D.2). The NWCCU provided clarification and expectations on the standard at the Annual Meeting fall 2022 and at the Washington State Community and Technical College Research and Planning Commission meeting in winter 2023.

In the 2023 Mission Fulfillment Workbook, Big Bend selected state, regional, and national peer colleges based on criteria showing how similar they are to Big Bend for student achievement comparisons. Criteria was based on degree of urbanization, fall enrollment, and percent of Hispanic enrollment, in line with BBCC's Guiding Principle "Honor our Role as a Hispanic-Serving Institution". This information was obtained through the Integrated Postsecondary Education Data System (IPEDS). The purpose of IPEDS is to collect institution-level data from providers of postsecondary education, primarily all Title IV-eligible universities, colleges, and technical and vocational education providers in the United States and other jurisdictions. IPEDS data shown are based on degree/certificate seeking students.

The data allow BBCC to judge student success compared to our peers and determine if there are areas for potential growth.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 5.04.23

ITEM #5: CONSENT AGENDA (for information)

c. Assessment

In an effort to provide additional support to faculty in completing assessment of student learning work and reporting, Jeni Richline, BBCC Instructional Designer, and David Mayhugh, BBCC Math Instructor, met with faculty individually and in groups to review and discuss their planned assessment work. Jeni and David also provided faculty with training on an updated data dashboard that shows individual or aggregated course pass rates that can be disaggregated by a variety of different student characteristics including race/ethnicity, gender, age, and first-generation status. The additional support and course success dashboard are efforts to respond to faculty feedback about the assessment process and improve our processes to meet accreditation standards.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 5.04.23

ITEM #5: CONSENT AGENDA (for information)

d. Student Success

Cabinet reviewed the 2023 Mission Fulfillment Workbook, which includes Student Success indicators disaggregated by race/ethnicity, age, need-based aid vs non-need-based aid, and gender. The Data Committee is analyzing the raw data to find areas where the college can provide support to increase student persistence and success for students.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 5.04.23

- ITEM #5:** CONSENT AGENDA (for information)
- e. Finance & Administration Update

Financial Health and Federal/State stimulus funding:

The community and technical colleges have been very fortunate to receive federal/state funding to use for expenses and replacing lost revenue due to COVID-19. **Updates are in red from last report.**

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

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

GEER: \$530,394 – 100% expended.

Round 3: Institutional \$2,484,436 – 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. Delay in receiving the card readers, now expected to arrive mid-May.

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: 5.04.23

ITEM #3: CONSENT AGENDA (for information)

f. Human Resources & Labor

BACKGROUND:

Recruitment & Selection:

Tyler Deveraux accepted the position of Program Specialist 2 supporting programs in Workforce Education. This is a full-time, classified staff position. Tyler's first day at BBCC was April 1, 2023.

Crystal Constantino accepted the position of IT Customer Support-Entry in the Big Bend Technology Department. This is a full-time, classified staff position. Crystal's first day at BBCC was April 1, 2023.

Michael "Tony" Lidbetter accepted a promotion to the position of IT Customer Support – Journey in the Big Bend Technology Department. Tony moved to his new position on April 16, 2023.

Rebecca Pettingill accepted the position of Outreach Design Coordinator. This is a new, full-time, admin/exempt position in the Title V Project HEART grant. Rebecca's first day at BBCC was May 1, 2023.

Michel Valdivia accepted the position of Computer Science Instructor. This is full-time, tenure-track faculty position replacing Arthur Wanner. Michel will start her new position in September 2023.

Melissa "Missy" Heaps accepted the position of High School Completion Instructor. This is a full-time, tenure-track faculty position replacing Jessica Strickland. Melissa will start her new position in September 2023.

The following searches are currently in process:

- Accommodation & Accessibility Services Coordinator
- Accounting/Business Instructor
- AMT Instructor
- Dean of Transfer & Allied Health
- Early Childhood Program Specialist 1
- Instruction & Classroom Support Technician 2 – Science Labs
- Maintenance Mechanic 3 – HVAC
- Program Assistant - BEdA
- Retention Coordinator

Retention:

The Year-to-Date Turnover Rate through March 2023 is 4.110%. The breakdown of separation reasons includes 5-Resignation, 1- Failed Probation, and 2-Other Job. The goal for 2023 is to have a turnover rate less than 12%.

BIG BEND COMMUNITY COLLEGE

Date: 5.04.23

ITEM #5 CONSENT AGENDA (for action)

g. Foundation

BACKGROUND:

Transforming Lives Budget

Beginning Trustee Account Balance	\$5,074.44
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Based on 80 people

2023 Transforming Lives Budget	
Revenue	
Dinner Payments by Guests	\$1,125.00
*Sponsors Total	\$1,525.00
Total Revenues	\$2,650.00
Dinner Payments by Trustees	\$400.00
Expenses	
Blue Ribbon Linen supplies	\$104.03
Awardee Gifts (\$100/ea)	\$600.00
Speaker Stipend	\$100.00
Program Translation	
Posters & Frames	\$77.92
Program Printing	\$50.00
Poster Printing	\$452.82
Supplies/Certificate Holders	
Credit Card Fees	
Travel/mileage	
Meals	\$1,520.72
Total Expenditures	\$2,905.49
NET	(\$255.49)

Sponsors Detail		Paid
KenisonFranz	\$300.00	\$300.00
Horizon Credit Union	\$500.00	\$500.00
Gary & Debbie Chandler	\$500.00	\$500.00
Steve & Amy Parris	\$100.00	\$100.00
Kathleen Duvall	\$25.00	\$25.00
Stephen McFadden	\$100.00	\$100.00
*Sponsor Total	\$1,525.00	\$1,525.00

Pop provided by Weinstein Beverage

Cellarbration! for Education is May 20, 2023. Please mark your calendars and plan to attend. We are looking for sponsorships and auction items, including wine, for our

wine wall. So if you know of anyone or you yourself can donate, please let me know, or go to our website to donate: [Cellarbration! for Education](#)

We have sponsorships totaling \$51,000, so we have a great start.

Grants, The Foundation submitted grants to the following companies and organizations.

- Kalispel Tribe of Indians – we received a night and dinner at Northern Quest Casino.
- Silver Mountain – we were denied the request.
- Walmart – We received \$1,000 from the Othello Walmart for Cellarbration!
- US Bank, we have not heard back yet.
- Biella, we will be receiving \$11,000 for scholarships.

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.

See next page for upcoming events.

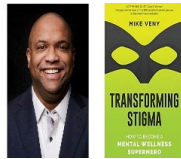
Upcoming Events



[The Umbrella Effect: A Family-Level Approach to a Calmer, Happier, and More Connected Household](#)

Dr. Jen Forristal, Author and Award -Winning Child Mental Health Advocate

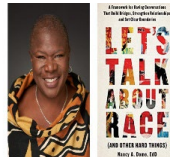
Tuesday, May 9th at 9:00 AM PDT



[Transforming Mental Health Stigma Into Mental Wellness Superpowers](#)

Mike Veny, Author and Award-Winning Mental Health Speaker

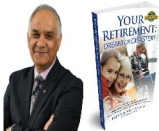
Tuesday, May 16th at 9:00 AM PDT



[How to Talk About Race \(and Other Hard Things\)](#)

Dr. Nancy A. Dome, Author and Renowned Speaker

Tuesday, May 23rd at 9:00 AM PDT



[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



[Skills: The Common Denominator](#)

Asha Aravindakshan, Author and Career Strategist

Tuesday, July 11th at 9:00 AM PDT

BIG BEND COMMUNITY COLLEGE

Date: 5.04.23

ITEM #6: Faculty Updates (information)

BACKGROUND:

Faculty Association President Dawnne Ernette may report faculty activities.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 5.04.23

ITEM #7: ASB Updates (information)

BACKGROUND:

ASB welcomed Spring Quarter with a late-night bowling event, hosting 90 Big Bend students. We received lots of great positive feedback from those who attended, mainly that the number was perfect so that everyone got a chance to bowl as long as they wanted to. We have learned to piggy back events with our food events and again, we experienced success. Not only did we end up having 230 students (mostly) and staff/faculty attend the Taco Tuesday event, but our Mental Health Fair received great attendance as well. A blood drive in the parking lot was held at the same time.

This past Friday night, we sponsored “Night of the Voice” and had two singers from The Voice perform. There was great energy and we appreciated the support from the TRiO Upward Bound group who attended. We are currently in the process of hiring next year’s ASB officers, with interviews being held April 27th, followed by Student Recognition Night on Thursday, May 4th in the Wallenstien at 7:00 p.m.

ASB has a new President this quarter. Ambra Hacker needed to step down from her role and our Vice President, Paige Tolley has moved into this position, according to the ASB Bylaws concerning Presidential vacancies.

BIG BEND COMMUNITY COLLEGE

Date: 5.04.23

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

BACKGROUND:

Dr. Thompson Tweedy will provide an update.

- a. Enrollment (information)
- b. Legislative Activity (information)

RECOMMENDATION:

None.

a. Enrollment (E-1, E-3, Information)

As of April 24, 2023, spring quarter headcount (2,067) was up 28.7%, total spring FTEs (1470.3) were up 19.2%, and state-funded FTEs (1084.8) were up 28.2% from this time last spring. Students have until May 26 to drop classes. Instruction ends on June 13. The final enrollment report for winter 2023 is included for review. Winter headcount (2,112) was 15.9% higher than the previous winter (2022). Total FTEs (1548.2) and state-funded FTEs (1104.6) were up 8.8% and 12.8%, respectively. Running Start headcount (417) was 3.0% lower than last winter.

TUIITION COLLECTION REPORT
As of March 31, 2023 and March 31, 2022

	<u>2022-2023</u>	<u>2021-2022</u>
Annual Budget	\$3,800,000	\$3,800,000
Total Collections as of Mar 31	\$3,395,829	\$3,187,546
As a % of Annual Budget	89.4%	83.9%
Left to Collect to Meet Budget Target	\$404,171	\$ 612,454
<i>CARES Lost Revenue</i>	<i>931,947</i>	<i>721,016</i>

We have expended all of the CARES/HEERF funding that was allotted for COVID-related expenses and will not be receiving more from the Federal Government.

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

WINTER FINAL ENROLLMENT REPORT

HEADCOUNTS

	WINTER 2023	% change	WINTER 2022	WINTER 2021	WINTER 2020	WINTER 2019	WINTER 2018	WINTER 2017	WINTER 2016	WINTER 2015	WINTER 2014
<u>ETHNIC ORIGIN</u>											
Amer. Indian/Alaska Native	39	69.6%	23	24	45	24	19	26	27	26	33
Asian ^a	47	2.2%	46	56	76	59	59	47	55	38	47
Native Hawaiian/Other Pacific ^a	13	>100%	3								
Black	36	20.0%	30	36	21	21	30	37	36	40	34
Hispanic	937	59.9%	586	966	1,182	916	882	995	980	927	893
White	886	6.0%	836	990	1,224	1,133	1,162	1,267	1,382	1,261	1,372
Not Specified ^b	31	n/a									
Not Reported	123	-58.9%	299	127	209	436	355	244	327	233	149

^aPrior to 2022, these groups were combined

^b2023 is the first year Not Specified was included as a category

SEX

Female	1,174	8.4%	1,083	1,281	1,558	1,379	1,345	1,399	1,450	1,316	1,312
Male	864	20.8%	715	915	1,190	1,209	1,161	1,215	1,350	1,204	1,211
Not Exclusively Male or Female	6	n/a									
Not Coded	68	>100%	25	3	9	1	1	2	7	5	5

STUDENT STATUS

Full-time (12 or more crs)	1,120	1.6%	1,102	1,254	1,649	1,698	1,315	1,399	1,454	1,415	1,468
Part-time (less than 12 crs)	992	37.6%	721	945	1,108	891	1,192	1,217	1,353	1,110	1,060
Percent full-time	53.0		60.4	57.0	59.8	65.6	52.5	53.5	51.8	56.0	58.1
TOTAL HEADCOUNT	2,112	15.9%	1,823	2,199	2,757	2,589	2,507	2,616	2,807	2,525	2,528

Running Start	417	-3.0%	430	485	445	429	393	414	361	296	213
International*	3	>100%	1	*	3	3	6	10	12	9	7

*Due to COVID-19, international students did not return to campus winter 2021; therefore, winter 2022 data is not directly comparable.

WINTER FINAL ENROLLMENT REPORT

FTES

	WINTER 2023	% change	WINTER 2022	WINTER 2021	WINTER 2020	WINTER 2019	WINTER 2018	WINTER 2017	WINTER 2016	WINTER 2015	WINTER 2014
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STATE FUNDED

ABE/ESL	137.4	1.2%	135.79	102.82	196.0	198.5	196.5	190.1	242.3	191.5	172.1
Academic	539.8	9.7%	492.07	593.82	721.3	769.1	845.4	859	917.7	874.4	921.3
Developmental ^c	47.0										
Occupational	380.3	8.2%	351.53	437.05	535.3	506.1	468.2	504.2	508.9	554.0	589.8

^c2023 was the first year developmental FTEs were reported as a separate category

TOTAL STATE FTES	1104.6	12.8%	979.4	1133.7	1452.6	1473.7	1510.1	1553.3	1669.0	1619.9	1683.2
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OTHER FTES

Community Service	0.0	n/a	0.0	0.0	1.6	1.0	0	1.6	2.1	2.5	2.9
Contract Funded	54.9	>100%	27.3	134.8	180.3	73.6	0	2.4	38.5	10.9	3.5
Running Start	387.7	-6.6%	415.3	462.4	423.0	403.9	377.7	390.1	341.8	274.7	202.3
Other (Employ., Sr. Cit.)	1.0	-33.3%	1.5	5.9	7.5	6.4	6.7	10.4	15.0	13.4	17.2

GRAND TOTAL FTES	1548.2	8.8%	1423.5	1736.7	2065.0	1958.5	1894.5	1957.8	2066.4	1921.4	1909.1
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b. Legislative Activity (information)

The Washington State Legislative session ended April 23, 2023. President Tweedy will provide an update on legislative actions.

BIG BEND COMMUNITY COLLEGE

Date: 5.04.23

ITEM #9: 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 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.

BIG BEND COMMUNITY COLLEGE

Date: 5.04.23

ITEM #10: Review Board Goals (information/action)

BACKGROUND:

The board discussed their 2022-23 board goals during their board retreat September 20, 2022. Board Chair Anna Franz may lead a discussion about progress toward the goals.

2022-2023 Board Goals:

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

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 5.04.23

ITEM #11: Commencement Activities (information)

BACKGROUND:

Friday, June 9,

12:30 p.m., **Campus Celebration Luncheon**, Masto Conference Center

Tuesday, June 13,

6:00 p.m., **TRiO SSS Graduation**, Masto Conference Center

Thursday, June 15,

9:00 a.m., **BAS Graduation Celebration**, Masto Conference Center,

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

5:30 p.m., **Commencement**, Lions Field, Moses Lake,

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 5.04.23

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.

BIG BEND COMMUNITY COLLEGE

Date: 5.04.23

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: 5.04.23

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.