



**January 7, 2021**

## **Board of Trustees**

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

Register in advance for this Zoom webinar:  
[https://bigbend.zoom.us/webinar/register/WN\\_RloWm\\_oZ2T0C\\_ccH\\_FdU3mQ](https://bigbend.zoom.us/webinar/register/WN_RloWm_oZ2T0C_ccH_FdU3mQ)

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

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

**Governing Board:**

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

**President Sara Tweedy**

## **2021 Meeting Schedule**

**January 7, 2021**

**February 11, 2021 or *February 10, 2021***

**March 25, 2021 or *March 24, 2021***

**May 6, 2021**

**June 10, 2021**

**August 26, 2021**

**September 9, 2021**

**October 28, 2021**

**December 9, 2021**

## **Board Goals (adopted October 1, 2020)**

1. Ensure effective onboarding and support of the new president in her first year at Big Bend including community introductions.
2. Develop and implement an improved system for monitoring Board effectiveness by establishing an annual checklist for monitoring the overall performance of Big Bend Community College and providing training and other educational opportunities for Trustees.
3. Advance equity, diversity and, inclusion by establishing policies and institutional goals supporting operational equity, diversity, and inclusion programs.

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

### Regular Board Meeting

7662 Chanute Street Moses Lake, Washington 98837

Thursday, January 7, 2021, 1:30 p.m.

Zoom Webinar

1. Call to Order/Roll Call
2. Educational Presentations (E-1, Info):
  - a. ctcLink – (5 minutes) Organizational Change Manager Angela Garza
  - b. CANVAS & Online Learning – (15 minutes) Director of Library Resources & eLearning Tim Fuhrman & eLearning Coordinator Mattias Olshausen
  - c. Sabbatical Experience – (10 minutes) English Instructor Dr. Steve Close
3. Consent Agenda **(E-1)**
  - a. Meeting Minutes November 12, 2020 **(Action)**
  - b. Student Success **(Information)**
  - c. Assessment **(Information)**
  - d. Finance & Administration Report **(Information)**
  - e. Human Resources Report **(Information)**
  - f. ASB Report **(Information)**
  - g. Foundation Report **(Information)**
  - h. Classified Staff Report **(information)**
4. Remarks  
(Public comment to the Board regarding any item on the agenda may be made via chat at the time of the topic's presentation to the board in compliance with Board Policy 1001.3.E)
5. Faculty Updates – Faculty Association President Zach Olsen **(E-3, Information)**
6. President's Update
  - a. Budget/Enrollment Report **(E-2, Information)**
  - b. Strategic Planning Process **(E-6, Information)**
  - c. COVID-19 Impacts **(E-1, Information)**

*Executive Session if needed – President Tweedy/Trustees*
7. Sabbatical Recommendation – President Tweedy **(E-3, Action)**
8. President's Onboarding – Trustees **(E-1, Information/Action)**
9. Transforming Lives Event - President Tweedy **(E-1, Information)**
10. Trustee Job Description – Chair Anna Franz & Trustee Jon Lane **(E-1, Information/Action)**
11. Assessment of Board Activity (submitted in writing) – Trustees **(E-1, Information)**
12. Next Regularly Scheduled Board Meeting – Trustees **(E-1, Information/Action)**
13. Trustee Resignation – Trustee **(E-1, Information/Action)**
14. Miscellaneous – Trustees, President Tweedy **(E-1, Information/Action)**
15. 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, February 11, 2021 (may be rescheduled to February 10, 2021)

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

## **BIG BEND COMMUNITY COLLEGE**

Date: 1/7/21

**ITEM #2:** Educational Presentations (information)

### **BACKGROUND:**

The board has requested educational presentations. ctcLink Organizational Change Manager Angela Garza will share information regarding ctcLink at BBCC.

Director of Library Resources & eLearning Tim Fuhrman & eLearning Coordinator Mattias Olshausen will present information regarding online learning and the CANVAS learning management program.

English Instructor Dr. Steve Close will report on his sabbatical experience.

Prepared by the President's Office.

### **RECOMMENDATION:**

None.

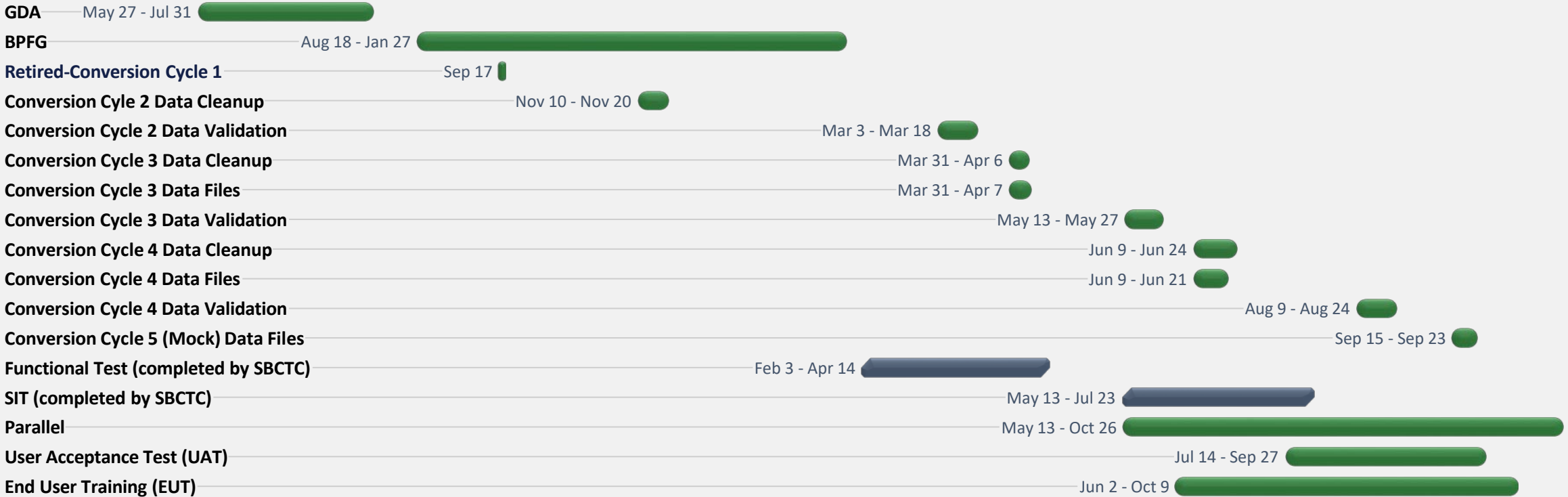
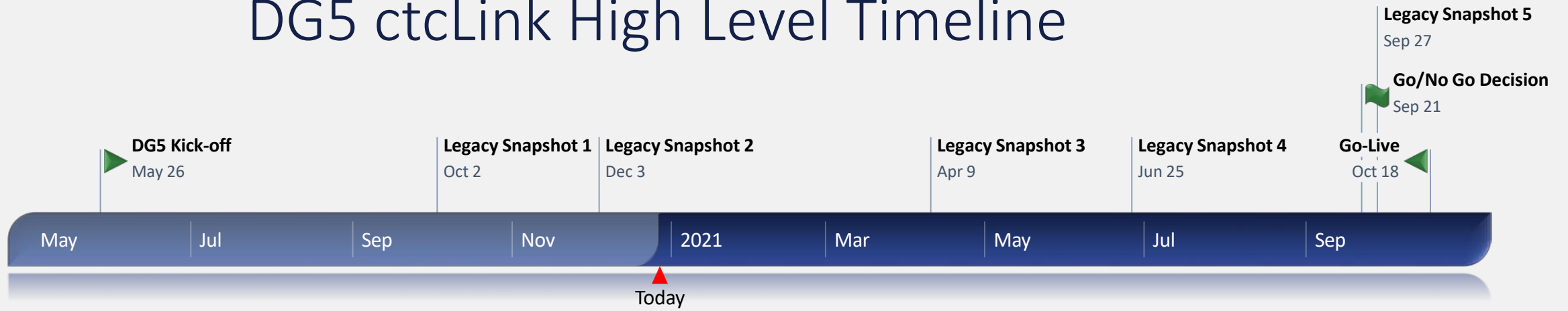


*Big Bend*  
COMMUNITY COLLEGE

# ctcLink Board of Trustees Update

January 7, 2021

# DG5 ctcLink High Level Timeline



# Where are we now?

- **Business Process Fit Gap (BPFGE)**
  - One session yet to complete, scheduled for January 26-27
  - 34 people attended the 48 sessions
  - If you break it down, when completed, we will have spent approximately 250 days in Webex meetings learning how to do the work
  - At 7 hours a day, that's at least 1,750 hours that Big Bend staff have dedicated to learning about ctcLink since August 18<sup>th</sup>
  - Of the 8 colleges in our deployment group, we are the only ones to complete all 128 assignments due to date on time
- **Conversion Cycle 2**
  - A snapshot of our data was taken on December 4
    - SBCTC takes a backup of our data at a certain point, runs it through the configuration and crosswalk rules we've set in BPFGE homework, and loads it into ctcLink for us
  - Beginning in early March we will be validating the data that has come across into ctcLink
  - Future cycles allow us to further refine our data

# Who was/is Involved?

- Robin Arriaga, Human Resources (HCM)
- Joe Auvil, Purchasing (FIN)
- Traci Bartleson, Instruction (CS)
- Starr Bernhardt, Admissions/Registration (CS)
- Edwin Castro, Financial Aid (CS)
- Linda Chadwick, Instruction (CS)
- Jenn Deleon, Advising (CS)
- Tiffany Fondren, PIO Office (CS)
- Casey Fry, Financial Aid (CS)
- Kerri Furman, Admissions/Registration (CS)
- Julia Gamboa, Instruction (CS)
- Angela Garza, Business Office (FIN)
- Kim Garza, Human Resources/Payroll (HCM)
- Karen Girone, Payroll (HCM)
- Amber Jacobs, Payroll (HCM)
- Barbi Johnson, Instruction (CS)
- Matt Killebrew, PIO Office (CS)
- Edgar Montoya, Dual Enrollment (CS)
- Karen Okerlund, Human Resources (HCM)
- Becky Ozuna, Admissions/Registration (CS)
- Valerie Parton, Institutional Research & Planning (CS)
- Yvonne Ponce, Business Office (FIN)
- Vanessa Pruneda, Outreach (CS)
- Katie Ralph, Business Office (FIN)
- Rita Ramirez, Financial Aid (CS)
- Barbara Riegel, Business Office (FIN)
- Charlene Rios, Business Office (FIN)
- Marbely Sanchez, Financial Aid (CS)
- Linda Schoonmaker, Finance & Admin (FIN)
- Jordan Shipley, CBIS (CS)
- Debbie Simpson, Admissions/Registration (CS)
- Edgar Zamora, Institutional Research & Planning (CS)
- Elise Warren, Financial Aid (CS)
- Kristin Young, Testing (CS)



# Self-Service End User Training

- **End User Training is to begin late Spring/early Summer 2021**
  - 71 different courses available
  - Topics range from very broad (e.g. Employee Self-Service) to very granular (Advanced General Ledger)
- **Will involve many more members of campus community**
  - Several courses are designed for all employees, all managers, all faculty, or all students



# User Acceptance Testing (UAT)

- **SMEs run through transactions from start to finish to ensure configuration works as intended**
  - This can pass through multiple departments, for example, hire thru payroll thru general ledger. Or admissions thru enrollment through financial aid application processing.
- **Watching process of our DG4 counterparts to get lessons learned and set ourselves up for success**



## Final Thoughts

Things will change for our entire campus community, most importantly, our students. This change will require all of us to learn new ways, but will make our system more user friendly for students.

**BIG BEND COMMUNITY COLLEGE**

Date: 1/7/21

**ITEM #3:** CONSENT AGENDA (for action)

- a. Board Meeting Minutes

**BACKGROUND:**

The minutes of the board meeting held on November 12, 2020, are included for approval.

Prepared by the President's Office.

**RECOMMENDATIONS:**

President Tweedy recommends the Board of Trustees approves the minutes.

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Thursday, November 12, 2020, at 1:30 p.m. via Zoom Webinar.

### 1. Call to Order

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

### 2. Starfish Education Presentation

Student Success Center Coordinator Diana Villafana presented information about Starfish which was fully launched fall quarter of 2020. Starfish integrates with CANVAS and provides opportunity for collaboration between faculty, student services staff, and students. Starfish functionality includes appointment scheduling, student access to their information, alert flags, kudos, messages, references, student profiles, staff profiles, and faculty profiles. Starfish is funded by the Transforming STEM Pathways Grant.

Board Chair Anna Franz asked about student engagement feedback. Coordinator Villafana reported students have stated the Starfish resource catalog, appointment scheduling, and ease of use has been helpful to students.

Trustee Jon Lane asked about the faculty perspective. Coordinator Villafana stated one-on-one and group faculty training has been helpful. Starfish provides a good visual for each student giving employees a more holistic view of the students. Starfish is a program used nationally and it promotes communication and connection that wraps around the student.

Trustee Juanita Richards commented that Starfish sounds like an efficient tool to support and track student progress in several areas of the college.

Trustee Thomas Stredwick expressed appreciation for BBCC's investment in technological infrastructure.

### 3. Consent Agenda

a) Approval of October 1, 2020, Board Meeting Minutes (A); b) Student Success (I); c) Assessment (I); d) Finance & Administration (I); e) Human Resources Report (I); f) ASB Report (I); h) Foundation Report (I); i) Classified Staff Report (I).

Motion 20-57

Trustee Jon Lane moved to approve the consent agenda. Trustee Thomas Stredwick seconded, and the motion passed.

### 4. Public Remarks

There were no public remarks

### 5. Faculty Updates

Association President Zach Olson reported faculty activities. English Instructor Zack Olson attended a workshop for completing probationary tenure self-analysis forms.

Aviation Maintenance Technology Instructor Erik Borg reported that their program is receiving approval from the Federal Aviation Administration (FAA) to have in-person classes.

Modern Languages Instructor Jenn McCarthy reported she is increasing the number of weekly zoom meetings from two to four for winter quarter to meet student needs. Her students have completed digital family trees in other languages.

Biology Instructor Christy Welch reported she is holding on-campus labs for Ecology. Students are also able to complete the plant dissections at home with "foldoscopes." Class adjustments are continuing due to COVID.

Developmental English Instructor Dawnne Ernette reported the sixth annual BBCC student writing contest is up and running, accepting submissions until May 1, 2021.

Librarian Rhonda Kitchens reported students in her new Library 101 research class are researching COVID 19 and implications for educational institutions, students, and U.S. educational policies.

Chemistry Instructor Sarah Bauer reported students are completing at-home labs; her favorite part is the selfies they submit performing the experiments. Librarian Rhonda Kitchens is collaborating for a virtual chemistry fair highlighting chemistry in students' everyday lives.

Sociology Instructor Suzanne Reilly reported she assigned students different readings, points, and tasks based on the group they were in (for example, one group was instructed to read the Communist Manifesto for five points...but it was in German while other groups were assigned to read a Wikipedia page summary of the Communist Manifesto and submit absolutely anything they wanted for 8 points. She maintained the façade for several days despite students' understandable frustration. The "big reveal" occurred in a lesson on structural inequality, and students could draw from their own feelings of unfairness over the week's assignments as a basis for their analysis.

Basic Education for Adults (BEEdA) Instructor Rosemary Parsons reported the BEEdA department is forming a partnership with Double Diamond Fruit Company (DDF). DDF created incentives for their employees to enroll in the English as a Second Language program.

Philosophy Instructor Dr. Dennis Knepp reported that most people know that the other planets are named after Greek/Roman gods. And, so are most of their moons! He assigned each student a moon with a name that has an entry in the index of the textbook: *the Anthology of Classical Myth*. Students summarized the myth from the original sources (such as Apollodorus or Hesiod) and then share interesting information about that moon from the NASA website. This is the third assignment using *the Anthology of Classical Myth* for research. Dr. Knepp emphasized using primary sources rather than Wikipedia.

English Instructor Scott Woodham was awarded one of five 2020 Emerging Poet grants from the statewide Allied Arts Foundation, he was also granted a 2019 BBCC Exceptional Faculty Award. The winners were chosen after multiple rounds of

anonymous competition in front of a jury of poetry professionals from around Washington. He plans to use the \$1,000 award to pay for future submission fees. To watch a video of him accepting the award virtually and reading “Recipe for Everyday Love Potion,” a poem from his entry packet, [click this link](#). To see a list of bios and readings from all the winners and honorable mentions, [click here](#). Instructor Woodham is working on his first manuscript, and some poems from it are forthcoming next year in the journal [Weber: The Contemporary West](#).

## **6. President’s Update**

Dr. Tweedy reviewed the commendations and recommendation from the Northwest Commission on Colleges & Universities (NWCCU) accreditation visit. Commendations were received around the use of institutional data to identify student needs, enhance student success, and assess impacts of initiatives on student achievement; the library staff’s outstanding commitment to student services; closing the achievement gap for historically underrepresented groups; and fostering a proactive environment focused on student success. The recommendation highlighted the need for BBCC to review and articulate its goals, objectives, and indicators to provide consistent and meaningful direction for planning to determine mission fulfillment and improve effectiveness in the context of and in comparison with regional and national peer institutions.

Dr. Tweedy also announced that the Nursing program was reaccredited by the Accreditation Commission for Education in Nursing.

Dr. Tweedy reported that BBCC’s Bachelors in Applied Management was approved by the State Board for Community & Technical Colleges (SBCTC) and needs approval from NWCCU, and federal financial aid. Trustee Thomas Stredwick asked about the cost of the program. VP Humpherys explained the tuition is on par with regional universities.

Trustee Jon Lane asked about sharing information in Spanish. VP Humpherys stated that staff and faculty share information in Spanish. President Tweedy stated the budget and enrollment is better balanced this meeting compared to the last meeting. The president and vice presidents (executive team, ET) selected the University of North Carolina Institute to administer the PACE employee satisfaction survey to set a baseline.

There have been a few students confirmed with COVID 19 and appropriate quarantining for students and exposed employees occurred. Dr. Tweedy thanked the ET members for continued diligence monitoring guidance and implementing efforts to support students and employees through the pandemic.

Work is more challenging and BBCC continues to be proactive in building community. Dr. Tweedy thanked ASB Officers, Director of Student Activities Kim Jackson, and program assistant Sarah Schutt for arranging multiple virtual ASB activities for students. TRiO also hosted an inspiring virtual celebration for First Generation students.

## **7. WAC Revisions**

Dr. Tweedy described two WAC revisions and requested the trustees approve the changes.

Motion 20-58 Trustee Stephen McFadden moved to approve the extension of the Title IX emergency filing in August along with what is adopted today effective upon filing. Trustee Jon Lane seconded, and the motion passed.

AAG Jason Brown explained that the initial emergency rule filed in August expires December 11. The permanent rule-making process will not be completed by that date. The additional rules harmonize the sexual harassment code with the Title IX procedures. The board's motion renews emergency rules approved in July and authorizes additional rules on an emergency basis to comply with issues stemming from a case at Spokane Community College.

### **8. Transforming Lives Nomination**

The trustees collaborated to choose their ACT Transforming Lives nominee from the pool of nominees Rosa McIver, Dora Mendez, Giovanni Partida, Elizabeth Rams, and Susanne White.

Motion 20-59 Trustee Thomas Stredwick moved to nominate Dora Mendez as BBCC's Transforming Lives nominee and Rosa McIver as the alternate. Trustee Jon Lane seconded, and the motion passed.

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

The trustees discussed President Tweedy's onboarding process.

### **10. 2021 Board Calendar**

Motion 20-60 Trustee Jon Lane moved to approve the 2021 board meeting schedule. Trustee Thomas Stredwick seconded, and the motion passed.

### **11. Assessment of Board Activity**

Trustee Jon Lane participated in filming an alumni video with the BBCC Foundation.

Trustee Thomas Stredwick attended a tour of the Workforce Education Center (WEC) along with Grant County PUD staff and President Tweedy.

Trustee Stephen McFadden attended a tour of WEC with legislators, discussed the board evaluation with Board Chair Anna Franz, and participated in the NWCCU accreditation visit interview. He stated he is currently one of the Legislative Action Committee (LAC) members and the board may want to choose another trustee for the role.

Board Chair Anna Franz participated in the NWCCU accreditation interview and discussed trustee job descriptions with Trustee Jon Lane.

### **12. Next Regular Board Meeting**

The next board meeting is set for January 7, 2021.



### 13. Miscellaneous

Motion 20-61

Trustee Jon Lane moved to appoint Trustee Anna Franz to the ACT Legislative Action Committee replacing Trustee Stephen McFadden. Trustee Stephen McFadden seconded the motion, and the motion passed.

Trustee Jon Lane thanked ASB President Savana Stephenson for attending the meeting and the great ASB newscast videos. He also said ACCT President and CEO Noah Brown is retiring and from ACCT and the Senior Vice President of ACCT, Jee Hang Lee has asked for a recommendation from Trustee Lane.

Trustee Jon Lane attended the LAC meeting this morning. He reported Sen Karen Keiser from Highline College District reported there is a \$4.2 billion state budget deficit. She anticipates budget cuts deeper than 15% and the state's Rainy Day fund should help. There is also support to provide free college with a college grant program. The legislature is aggressively looking at new funding sources. LAC participants discussed low community college enrollment and attributed child care issues, internet connectivity, and concerns about online learning. LAC members discussed the importance of retraining and economic recovery and equity.

Board Chair Anna Franz recognized that Trustee Emeritus Michael Blakely passed away and Trustee Stephen McFadden shared that there is a scholarship set up in Trustee Emeritus Michael Blakely's name at the BBCC Foundation.

The meeting adjourned at 2:54 p.m.

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Anna Franz, Chair

ATTEST:

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Sara Tweedy, Secretary

## **BIG BEND COMMUNITY COLLEGE**

Date: 1/7/21

### **ITEM #3: CONSENT AGENDA (for information)**

#### b. Student Success

During fall quarter, faculty and staff engaged in many efforts designed to support student success, specific activities included:

- using Starfish to identify struggling students, reach out to them, and refer them to campus services
- contacting students who contracted or were exposed to COVID-19 to connect them with campus resources and provide guidance about college expectations regarding quarantine and isolation
- calling students who were enrolled fall quarter but not registered winter, with special emphasis on Running Start students who still needed to submit forms to the high schools
- preparing to launch an updated college website
- discussing with high school partners strategies for helping students place into college level math and English classes as well as connecting with BBCC resources before leaving high school
- reviewing academic probation and academic honesty policies and procedures with the intent of updating them.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

### **RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 1/7/21

**ITEM #3:** CONSENT AGENDA (for information)

c. Assessment

The Institutional Research & Planning Department is preparing the Monitoring Report Workbook for review and discussion during the 2021 Winter In-service. Activities during Winter In-service this year will focus on collecting employee feedback to support the development of a new strategic plan and a simpler annual planning process.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

**RECOMMENDATION:**

None.

## BIG BEND COMMUNITY COLLEGE

Date: 1/7/21

**ITEM #3:** CONSENT AGENDA (for information)

d. Finance & Administration Update

**ctcLink Update:** Provided by Angela Garza, Assistant Director of Business Services and the BBCC ctcLink Organizational Change Manager (OCM).

**Ongoing Capital Projects:**

**Workforce Education Center (New Building):** Continuing work on punch list items. Preparing spaces on the second floor for portions of the Computer Science program to move into.

**Aviation Maintenance Technology (New Building):** Continuing work on punch list items. Waiting for paint booth to arrive from manufacturer.

**Science Labs in 1200 renovation/remodel (Minor Project for this biennium):** Preliminary design in review, expecting to be out for bid in January.

**Classroom/Office spaces in 1500:** undergoing some refreshment of flooring/painting as Computer Science vacates to move into second floor of WEC and in preparation for Open Doors to move into the 1500 space.

**Wallenstein Theater:** Completion of a new ADA seating section in the back of the theater is almost complete. Contractors have completed pouring concrete to level off a section to provide a dedicated area meeting ADA regulation.

**Campus Safety:**

Since the COVID-19 pandemic move to mostly online instruction and services in early spring of 2020, Campus Security Officers have received thousands of check-in/check-outs calls to record the responses to campus COVID-19 screening questions for safe return. Employees coming to campus to work either check-in directly in their on-campus departments or via Campus Security. This also allows Custodial Staff to be notified where cleaning/disinfection is needed.

On non-instructional days we have approximately 40-50 employees physically on campus working their regular hours—such as Security, Custodial, Maintenance & Operations, Business Office, Mail Services, Residence Halls, Foundation, Bookstore, Big Bend Technology, and the Library. Not all of our employees are working from alternative locations. These numbers increase on instructional days, both with faculty and other instructional services.

Prepared by VP Schoonmaker.

**RECOMMENDATION:**

None.

## BIG BEND COMMUNITY COLLEGE

Date: 1/7/21

**ITEM #3:** CONSENT AGENDA (for information)

e. Human Resources & Labor Report

### **BACKGROUND:**

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

Clarissa Pruneda accepted the position of Allied Health Coordinator. This is a full-time, admin/exempt position replacing Briana West. Clarissa is a graduate of BBCC and begins her new position on January 4, 2021.

Eric Fleming accepted the position of Math Instructor. This is a full-time, tenure-track faculty position replacing Brinn Harberts. Eric currently works for BBCC as an interim Math Instructor. He will transition to his new role in September 2021.

Tammy Nellsch accepted the position of Custodian 1. This is a full-time, classified staff position replacing Josh Bjorge. Tammy will start work at BBCC on February 1.

The following searches are in process with an expected completion by the end of the academic year:

- English Instructor, tenure-track
- BAS Coordinator
- Instructional Design Specialist
- TRiO SSS Academic Advisor
- TRiO SSS STEM Academic Advisor
- Program Specialist 2 – Financial Aid

#### **Retention:**

The year-to-date turnover rate is 6.713%. Separation reasons include Contract Non-Renewal – 2, Layoff – 1, Retirement – 3, Relocation – 2, Other Job – 3 and Personal Reasons/Other – 2. Our goal for 2020 is to have a turnover rate less than 12%.

## **BIG BEND COMMUNITY COLLEGE**

Date: 1/7/21

### **ITEM #3: CONSENT AGENDA (for information)**

#### f. ASB Report

#### **BACKGROUND:**

ASB finished the quarter with their two remaining DIY projects: coloring cards and string art. They also held two more Virtual Escape Room events before the end of the quarter. ASB has continued to produce their monthly Newscast. The December Newscast highlighted a tour of the new WEC building, an informative spot about access to studying in the library and the process to make a reservation, upcoming ASB and campus events, and an interview with a group of students about gratefulness. On December 8, ASB announced the winners of the Foundation sponsored Fall Quarter ASB competition. Students accumulated points by completing their DIY projects and posting them to the ASB social media pages, and attending ASB events. With a tie for first place and a third place winner, both first place winners won \$300 towards their Winter quarter tuition and the third place winner received \$100. All recipients were extremely grateful.

ASB has great events and opportunities for students during the month of January. ASB Swag bag giveaways will include winter items, such as a beanie, ice scraper, lip balm, mini flashlight, hand warmer packet, hot chocolate packet, a BBCC mask, an AMAZING Thor collector's puzzle, and several handouts covering campus services such as Viking Food Pantry, and BBCC/community counseling services, as well as the upcoming January ASB events. There will be a registration for these bags, and they will be handed out during the first two days of Winter Quarter outside the bookstore entrance. Any remaining bags will be available for purchase, because we know that everyone is going to want to have a Thor puzzle in their homes.

ASB plans to include BBCC faculty and staff in their upcoming virtual events taking place in January. Virtual events include a magician; a bingo game with the theme of anxiety and stress, where participants will learn information about recognizing and learning how to manage anxiety and stress; a webinar on sex trafficking and how it can affect college students; ending with a two-evening caricature artist event. We also plan to host another drive-by pizza party in the middle of the month. ASB will continue to reach out to as many students as possible through emails, social media, and their monthly Newscasts.

Prepared by Director of Student Activities Kim Jackson.

#### **RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 1/7/21

**ITEM #3:** CONSENT AGENDA (for information)

g. Foundation Report

### **BACKGROUND:**

1. Our first Thanksgiving fundraiser, hearing from our customers, we learn how this event has deeply touched their lives. An even broader perspective is gleaned when considering:
  - Nearly 100 families were impacted.
  - Over 450+ people were served.
  - \$6,170 was raised to cover the costs of items purchased.
  - Ample amounts of turkeys, canned goods, stuffing, gravy, cranberry sauce, pies, and more were donated.
  - Countless volunteers, workers, and donors came together to provide Thanksgiving items to families needing a little extra help this holiday season.

When this call to action came forward, our valued friends and family of Big Bend Community College not only answered, they answered BIG!

Carmen Ramirez, the Viking Food Pantry manager, facilitated the incredibly successful Thanksgiving for Students experience and said this event increased our students' awareness of the food pantry and its services available to them. This exposure, coupled with the rising needs resulting from the pandemic and its effects on our community, is expected to increase the demand for the Viking Food Pantry.

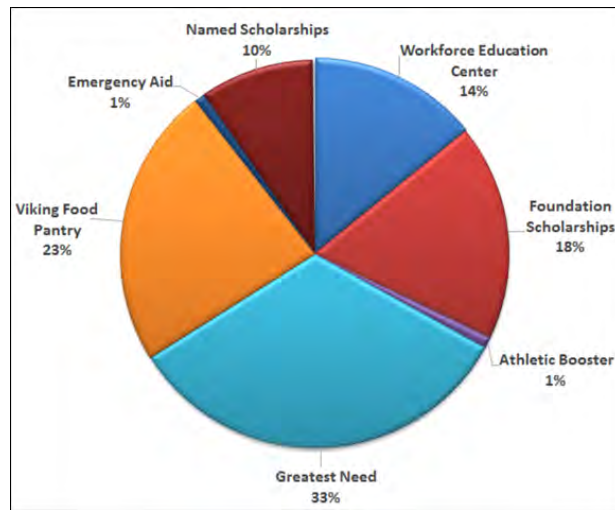
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2. What an incredible family campaign this year! Thank you, Big Bend Community College family and friends, for your participation in the 2021 Strive.2.Thrive Family Campaign!

Let's review the numbers, 59 people participated.

<b>Total Raised:</b>	<b><u>\$42,390.00</u></b>	<i>The most money raised for the annual family campaign in 8 years!</i>
<b>Goal, 3-Year Avg.:</b>	\$31,126.00	<i>We raised 136% of the goal!</i>
<b>Last Year's Total:</b>	\$35,613.00	<i>We raised 19% more than last year!</i>

Where did our campus donors pledge their dollars?



3. The Foundation sent out a year-end appeal letter via email this year, another first.
4. The 2021 Cellarbration! for Education will be held virtually May 12-15, 2021. Mark your calendars.

Prepared by Executive Director of the Foundation LeAnne Parton.

**RECOMMENDATION:**

None.



## BIG BEND COMMUNITY COLLEGE

Date: 1/7/21

### ITEM #3: CONSENT AGENDA (for action)

#### h. Classified Staff Report

#### **BACKGROUND:**

Our classified staff members continue to work remotely and on-campus, as scheduled, in support of students.

BBCC added two classified employees to the Shared Governance Council (SGC). Brandy Searcy, BBT, will serve as the representative for WPEA-covered classified staff. Barbi Johnson, Transitional Studies, will serve as the representative for non-represented classified staff. Jordan Shipley, CBIS, will serve as the alternate.

Brandy, Barbi, and Jordan will attend SGC meetings, engage in open discussion – sharing the perspective of classified staff, gathering feedback on proposed decisions from classified staff, participating in collaborative decision-making, and informing classified staff of decisions and other important items.

#### STTACC Board Update:

Barbara Collins, Secretary Senior, serves as the BBCC College Contact and Region D Coordinator for STTACC until September 2021. A goal of the STTACC Board is to provide leadership roles for classified staff personnel. The STTACC Board has three openings for classified staff interested in leadership opportunities. The opportunities include President-elect, BBCC campus contact, and 2021 Conference Coordinator.

Prepared by Kim Garza.

#### **RECOMMENDATIONS:**

None

**BIG BEND COMMUNITY COLLEGE**

Date: 1/7/21

**ITEM #5:** Faculty Updates (information)

**BACKGROUND:**

Faculty Association President Zach Olson will report faculty activities.

**RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 1/7/21

**ITEM #6:** President's Update (information)

### **BACKGROUND:**

Dr. Tweedy will report the following information.

- a. Accreditation (E-1, Information)
- b. Budget/Enrollment Report (E-2, Information)
- c. Strategic Planning Process (E-6, Information)
- d. COVID-19 Impacts (E-1, Information)

### **RECOMMENDATION:**

None.

**a. Accreditation**

Regional Accreditation

President Sara Thompson Tweedy, Vice President Bryce Humpherys, and Dean Valerie Parton will appear at the Virtual Board of Commissioners Meeting for the Northwest Commission on Colleges and Universities (NWCCU) on January 13, 2021 as part of the accreditation evaluation process. The Chair of the Evaluation Committee will be present and President Tweedy can provide a brief statement to the Commissioners and answer questions related to aspects of Big Bend's evaluation and reports.

The college will be notified of the Commission's final action regarding Big Bend's accreditation status based on the comprehensive report and evaluation at the end of January.

**b. Budget/Enrollment Report (E-5, Information)**

Although, week-to-week, we continue to enroll students, winter enrollments are down from last year. As of December 21, 2020, winter quarter headcount (1,852) was down 0.7% from this time last year (1,865). Total winter FTEs were 1584.9, a 6.8% decrease from last winter (1701.0). State-funded FTEs were down 24.5% from this time last year (1070.1 and 1418.1, respectively). Winter classes begin on January 4, 2021.

Fall quarter ended on December 9, 2020. As of November 30, 2020, fall quarter headcount (2,284) was down 13.3% from last fall. Subsequently, total FTEs (1849.9) were down 6.8% and state-funded FTEs (1213.8) were down 17.3%. The official fall quarter enrollment report will be available at the next regularly scheduled Board meeting.

The final enrollment report for summer 2020 is included for review. Summer headcount (689) was 3.8% higher than last summer. Total FTEs (306.3) and state-funded FTEs (279.2) were 0.2% and 5.0% down from summer 2019.

The tuition amount budgeted for 2020-2021 is \$3,800,000. As of November 30, 2020 we have collected \$1,544,746 or 40.7% of the budgeted amount. As of November 30, 2019 we had collected \$1,658,749 or 41.5%.

**TUITION COLLECTION REPORT**

	<u>2020-21</u>	<u>2019-20</u>
Annual Budget	\$ 3,800,000	\$ 4,000,000
Total Collections as of Nov 30	1,544,746	1,658,749
As a % of annual budget	40.7%	41.5%
Left to collect to meet budget target	\$2,255,254	\$2,341,251

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

# SUMMER FINAL ENROLLMENT REPORT

## SUMMER FINAL ENROLLMENT REPORT

### HEADCOUNTS

	SUMMER 2020	% Change	SUMMER 2019	SUMMER 2018	SUMMER 2017	SUMMER 2016	SUMMER 2015	SUMMER 2014	SUMMER 2013	SUMMER 2012	SUMMER 2011	SUMMER 2010
<u>ETHNIC ORIGIN</u>												
Amer. Indian/Alaska Ntv	9	0.0%	9	7	5	8	8	9	12	8	10	8
Asian/Pacific Islander	28	27.3%	22	17	12	20	15	14	19	9	6	8
Black	12	71.4%	7	11	10	10	9	8	12	16	17	19
Hispanic	300	18.6%	253	221	241	260	221	202	198	199	222	280
White	307	-2.8%	316	314	343	463	374	381	407	353	426	495
Other/Unknown	33	-42.1%	57	89	84	119	48	37	7	40	23	38

### SEX

Female	416	24.9%	333	353	401	522	374	362	393	397	445	562
Male	272	-17.8%	331	305	291	356	300	289	257	228	259	286
Not Coded	1	n/a	0	1	3	2	1	0	5	0	0	0

### STUDENT STATUS

Full-time (12 or more crs)	81	-1.2%	82	83	85	135	147	111	151	129	174	168
Part-time (less than 12 crs)	608	4.5%	582	576	610	745	528	540	504	496	530	680
Percent full-time	11.8		12.3	12.6	12.2	15.3	21.7	17.1	23.1	20.1	24.7	19.8

### BY FUNDING SOURCE

State	558	-2.8%	574	616	645	700	655	620	622	599	620	769
Shared Funding												
Grant/Contract	121	83.3%	66	32	30	154	0	11	30	26	45	32
Community Service	0	-100.0%	17	3	20	26	20	20	3	0	39	47
Non MIS reportable	10	42.9%	7	not reported previously								

### BY TIME/LOCATION

On-Campus Day*			267	363	414	472	483	453	444	471	506	585
On-Campus Evening*			75	37	19	71	9	28	59	29	32	36
Off-Campus Day/Online*			297	241	262	317	178	150	152	125	149	183
Off-Campus Evening*			25	18	0	20	5	20	0	0	17	44

<b>TOTAL HEADCOUNT</b>	<b>689</b>	<b>3.8%</b>	<b>664</b>	<b>659</b>	<b>695</b>	<b>880</b>	<b>675</b>	<b>651</b>	<b>655</b>	<b>625</b>	<b>704</b>	<b>848</b>
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Running Start	n/a - no Running Start in summer											
International*			2	2	4	8	5	4	4	1	3	2

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

## SUMMER FINAL ENROLLMENT REPORT

### FTES

	SUMMER 2020	% Change	SUMMER 2019	SUMMER 2018	SUMMER 2017	SUMMER 2016	SUMMER 2015	SUMMER 2014	SUMMER 2013	SUMMER 2012	SUMMER 2011	SUMMER 2010
<b>STATE FUNDED</b>												
ABE/ESL	12.7	-29.1%	17.9	22.6	53.7	31.5	20.7	11.8	28.1	21.4	24.9	50.5
Academic	177.2	6.1%	167.0	191.2	166	215.3	232.3	195.1	192.2	172	182.9	230.8
Occupational	89.3	-18.2%	109.1	84.5	98.8	121.6	107.8	107.1	117	121.8	124.5	125.4
<b>TOTAL STATE FTES</b>	<b>279.2</b>	<b>-5.0%</b>	<b>294.0</b>	<b>298.2</b>	<b>318.5</b>	<b>368.4</b>	<b>360.8</b>	<b>314.0</b>	<b>337.3</b>	<b>315.2</b>	<b>332.3</b>	<b>406.7</b>
<b>OTHER FTES</b>												
Community Service	0.0	-100.0%	0.5	0	0.6	1.1	0.3	0.3	0	0	11.9	10.2
Contract Funded	25.0	>100.0%	10.3	2	1.7	3.2	0	0.3	10.1	9.5	39.8	22.7
Other (Employ., Sr. Cit.)	2.1	0.0%	2.1	2.2	2.7	2.9	4.5	3.5	3	3.5	1.7	3.7
<b>GRAND TOTAL FTES</b>	<b>306.3</b>	<b>-0.2%</b>	<b>306.9</b>	<b>302.4</b>	<b>323.5</b>	<b>375.6</b>	<b>365.6</b>	<b>318.1</b>	<b>350.4</b>	<b>328.2</b>	<b>385.7</b>	<b>443.3</b>

**c. Strategic Planning Process (E-5, Information)**

President Tweedy and the vice presidents have met to discuss the strategic planning process and timeline taking into consideration the NWWCU recommendation and campus information. They are determining how to gather additional information from across campus and move forward methodically. This is an ongoing process.

**d. COVID-19 Impacts**

Students and employees have been impacted with exposures to and confirmed cases of COVID-19. All continue to follow strict safety protocols.

The majority of employees continue to work remotely. There are some employees who must work on campus due to the nature of their duties. All employees on campus are following masking and social distancing protocols.

## **BIG BEND COMMUNITY COLLEGE**

Date: 1/7/21

**ITEM #7:** Sabbatical Request (action)

### **BACKGROUND:**

Nursing Instructor Jennifer Reames-Zilliox requested sabbatical leave for the 2021-22 academic year. Her request information is following including the Sabbatical Committee's recommendations, and VP Humphery's recommendation. President Tweedy endorses VP Humphery's recommendation to award sabbatical leave to Instructor Reames-Zilliox for two quarters of the 2021-22 academic year.

Prepared by the President's Office.

### **RECOMMENDATION:**

President Tweedy recommends the board award Instructor Reames-Zilliox sabbatical leave for two quarters of the 2021-22 academic year.





***Big Bend***  
**COMMUNITY COLLEGE**

*Transforming lives through excellence in teaching & learning*

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**OFFICE OF THE VICE PRESIDENT  
OF LEARNING & STUDENT SUCCESS**

12/18/20

TO: Dr. Sara Thompson Tweedy, President  
FROM: Dr. Bryce Humpherys, Vice President of Learning & Student Success  
RE: 2021-22 Sabbatical Request

Big Bend Community College received one request for professional leave for the 2021-22 academic year from Jennifer Reames-Zilliox, Nursing Instructor and Allied Health Division Chair. The Sabbatical Committee reviewed the request and recommends the college grant Jennifer Reames-Zilliox sabbatical leave for two (2) quarters.

After reviewing all the materials submitted for the sabbatical leave request as well as the recommendation of the Sabbatical Committee, I support the Committee's recommendation for granting Jennifer Reames-Zilliox a two (2) quarter sabbatical leave.

## **MEMORANDUM**

**December 10, 2020**

**TO:** Dr. Bryce Humpherys, Vice-President for Learning & Student Success

**FROM:** Ben Altrogge, Flight Instructor  
Kathleen Duvall, Dean of Arts & Sciences  
Kim Garza, Vice-President of Human Resources & Labor  
Rie Palkovic, Art Instructor  
Chris Riley, History & Political Science Instructor

**RE:** 2021-22 Sabbatical Request

Big Bend Community College received one request for professional leave for the upcoming 2021-22 academic year. Jennifer Reames-Zilliox, Nursing Instructor and Allied Health Division Chair, requested professional leave for three (3) quarters.

In accordance with Article XVIII, Section A of the Negotiated Agreement and AP5500, Professional Leaves, the college convened a Sabbatical Committee comprised of two administrators appointed by the BBCC President and three faculty members appointed by the Faculty Association President.

The committee met on November 19 and December 9, 2020 to review and discuss the request. The Negotiated Agreement states the purpose of a sabbatical is to “benefit the college and its students by providing academic employees with the opportunity to engage in activities leading to professional growth and revitalization.” AP 5500 states, “the criteria for approval of a professional plan shall be the likelihood of improving the applicant’s present position capabilities through study or training and the availability of an acceptable replacement.” RCW 28B.10.650 provides for professional leaves for faculty for the purpose of providing opportunities for study, research, and creative activities for the enhancement of the institution’s instructional and research programs.

The committee considered the following when reviewing the sabbatical proposal.

- The length of the leave and the explanation of the need for such leave.
- An explanation of how the leave benefits the current and future needs of the college.
- An explanation of how the leave will improve the faculty member’s scholarly activity, teaching effectiveness, or professional practice.
- A clear plan for sharing knowledge gained as a result of the leave with students, faculty, and staff.
- Clearly identified goals, outcomes, and measures of success.

Upon review, the committee finds the purpose of the leave meets the conditions outlined in the Faculty Negotiated Agreement, BBCC policy and procedure, and state law. The committee believes the additional training, certification, and work experience will benefit students in classroom instruction and activities. The original sabbatical request is for three (3) quarters. Based upon the activities identified in the plan, the committee recommends funding a two (2) quarter sabbatical leave during the 2021-22 academic year with funding of 85% of salary for the period of the leave as outlined in Article XVIII, Section A.6. Funding of the sabbatical leave comes with a requirement to return to college duties for a period of time at least equal to that of the approved sabbatical leave.

Thank you for allowing us the opportunity to participate in this process. Please let us know if you have any questions or concerns.

Enc: Requests for Professional Leave – Reames-Zilliox  
Article XVIII, Leaves  
BP 5500, Professional Leaves  
AP 5500, Professional Leaves  
RCW 28B.10.650

\*Committee members electronically approved the content of this letter.

October 29, 2020

Dear Board of Trustee's and Sabbatical Committee,

I started my journey at Big Bend Community College in spring of 2006, not certain if this was the right path for me, but wanting the adventure of growing as a nurse. I began supervising student clinical rotations at Samaritan Hospital in a part time capacity and after a few short weeks of enjoying it immensely, I was encouraged to enroll in a Master's program and apply for the full time nursing faculty position. I truly was intimidated by the thought of furthering my education while working full time and single parenting 3 school-age children. Looking back I am extremely grateful for the opportunities teaching at BBCC has provided me and fortunate to be working with an amazing group of people who truly care about their students and community. I have been teaching full time for the BBCC nursing program for 13 years, spreading my time between lecture, lab, clinical and various governing responsibilities. For the following reasons outlined in my proposal, I am requesting a 3 quarter sabbatical for the 2021-22 school year.

There are 4 significant outcomes I hope to achieve during this sabbatical:

1. Successfully Research and attend continuing education sessions to refresh and increase understanding of the finer concepts necessary for safe nursing practice.

Although I have been able to attend medical conferences annually, nursing best practices are changing at a remarkable rate and I am finding it is impossible to keep up with every change that is occurring in the industry. Many core topics I teach, have changed the diagnostics utilized to diagnose and treat patients, so too have the level of care nurses are expected to provide to their patients. It requires a great deal of continuing education to keep current with just one nursing focus such as Hematology, let alone the others (12+) I teach. It requires dedicated time without distractions for me to understand some of the changes to best practices and to apply the information in a healthcare setting, which leads me to my next two objectives/outcomes.

2. Apply the learned concepts from continuing education into a clinical platform by working in acute/chronic care settings with a special focus in the areas I currently teach at BBCC.
3. Seek out opportunities to learn about newer technology currently being utilized in acute, chronic, and home care settings.

For Kinesthetic learners like myself, things always seem to make more sense when I can apply it and interact with patients! I have not been able to do more than the minimal (40 hours every year or two) of back to industry for the past few years, due to the time constraints of clinical and lecture content. This has affected my confidence and comfort in some settings. The technology has changed significantly since I obtained my Nursing License 23 year ago! Gone are the days of hanging primary I.V. fluids without a pump and calculating drip factors! We have amazing technology currently being utilized in our acute care settings as well as home care

settings. We have completely gone to electronic medical records (EPIC), there are machines that will spin off waste products and give patients back their red blood cells after knee or hip surgeries and now phone apps that will monitor a patient's heart rate and help detect adventitious respiratory changes, just to name a few. Consistent exposure to new technology and the application of learned information will increase my understanding of more challenging concepts, skill proficiency, and my comfort level.

4. Explore clinical nurse volunteer opportunities in underserved or underrepresented populations with the intent of doing a minimum of 2 weeks.

One of the primary purposes of obtaining my nursing degree was my desire to help others. I still maintain that passion and have often volunteered my services in the community in which I live. Many of the mission trips I have wanted to serve on, have been at a time I could not justify being away from teaching as it conflicted with my clinical or lecture commitments and would have also overburdened my colleagues. Nursing is a work of heart, it has to be. I feel more fulfilled when I am giving of myself. Although much of what I do, including teaching the students, is giving of myself, a full-time commitment of 2 weeks hasn't been possible. I would like to take a portion of the time provided in my sabbatical, to complete this goal. There are several opportunities available here and abroad. We, as educators and healthcare providers, need to encourage our students to be both generous of heart and of time, especially now when this world is being so challenged by COVID-19. The hardest hit has been those whom are underserved and underrepresented. The best way to teach is to lead by example.

Nursing is a very demanding profession in the best of times, COVID-19 presented further challenges which initiated changes to our clinical rotations, lecturing, assessment modality and lab sessions. Throughout spring and summer I have made every attempt to take advantage of the many online learning opportunities available to me by completing over 90 hours of continuing education which consisted of online teaching/assessment tools, clinical knowledge and leadership topics. Although I am proud of this effort, more dedicated time would be beneficial. Each one of these objectives aim to facilitate my growth and make me a better person, nurse, colleague and teacher. When my confidence in what I am teaching is evident, the information flows more readily to the students and therefore they benefit. They will be receiving updated information that will have a direct impact on the care they provide their patients. There cannot be a value put on a human life. We as nurse educators, need to be provided the time necessary to increase our knowledge, proficiency, and competence in our field and pass this valuable information on to our nursing students.

I believe my sabbatical will meet the negotiated agreements intent of "benefitting the college and its students by providing academic employees with the opportunity to engage in activities leading to professional growth and revitalization." As well as "work experience in one's teaching field, or any other activity which would allow the faculty member to contribute

substantially to the college.” All knowledge and experience gained during my sabbatical will be brought back to BCC to benefit the growth and development of our nursing students.

Thank you for the opportunity to grow as an instructor and a nurse.

Kind Regards,

A handwritten signature in black ink that reads "Jennifer Reames Zilliox". The signature is written in a cursive style with a large initial "J" and "R".

Jennifer Reames Zilliox

**\*\*\*Funding:** I will not be requesting any college funds for travel during my sabbatical, it will be self-funded.

## Proposed Time Line

### June 15- October 15

Research clinical experience opportunities and remit resume to Human Resource Department, complete any entry paperwork or health requirement prior to October 15.

Investigate continuing education (CE) opportunities including but not limited to webinars, lecture series, modules, or intensive training sessions focused on Nursing or clinical education.

Enroll in above researched CE opportunities.

Research and apply for Volunteer/Mission opportunity—applications will be submitted based on specific timelines outlined by organization.

### September 15-December 1

Complete a minimum of 100-150 hours of Continuing education in preparation for clinical experience.

### October 1-April 1

Work in health care setting, per proposal, for a minimum of 300-500 hours. (Accounting for any unforeseen variables).

### April 1-July 15

Complete curriculum changes to reflect recently obtained information from continuing education and clinical experience.

\* There is overlapping of dates to allow some flexibility and an opportunity to concurrently do continuing education along with clinical experience for example.

\*\*More detail can be provided upon request.

## Sabbatical Committee Members

Below is further articulation of my anticipated time spent on sabbatical, addressing each of your questions (bolded). If however you have any further questions, do not hesitate to reach out to me. I am happy to zoom as well if that is needed. I have included links for resources which may provide you with further clarification as well.

- **Please provide additional detail on the continuing education sessions you intend to pursue and complete. Do you have a specific area of focus? Do you have list of sessions you are considering or have you selected the sessions to complete?**

There are many organizations that provide continuing education for nursing. The ones which I have selected courses from are PESI, ELITECME, American Nephrology Nurses Association (ANNA), and American Nurses Association (ANA). These organizations are always adding content as they become available and as they apply to my need, I will enroll. Our nursing program has been utilizing ATI Vital/Virtual SIM modules as well for the past 2 quarters due to COVID-19, these have been vital in providing a clinical component for our students when they are not allowed onto clinical sites or have a sick day. I hope to spend some time going through these modules to gain greater clinical and ATI program understanding. Below are additional details and links:

My focus of classes through ELITE and PESI will include Co-morbidities that will add more depth and breadth to my understanding on priorities of care and management of patients in a higher acuity setting. Our patients are more complex, as our management of disease processes expands and the population in which we provide care are living longer, therefore there is a likelihood of more complexity in the care needed to manage their disease processes with the goal of getting them stable enough for discharge. No one patient has a singular disease process or one system area that needs to be considered or cared for. Even our younger patients admitted to the hospital may have advancing diabetes with an element of renal failure which requires additional education and consideration to keep their kidneys from continuing to deteriorate. Some include the additional management of a mental health component, with potential issues regarding addiction, anxiety, or depression.

There is no singular area I want to focus on, as our patients do not typically fit into that nice neat category, as aforementioned, so it is vital I remain well rounded. I do however, want to focus on areas I feel less secure or confident in. Endocrine, Cardiac, Mental Health and Gastro intestinal have a strong presence in the courses which I have selected as does Women's health, Newborn through Geriatric. I have also selected courses on suicide prevention, Ethical issues in nursing, COVID-19, and Self-care/management in a changing climate.

<https://www.elitecme.com/nursing/washington> I am a member of Elitecme and currently have selected over 300 hours of continuing education.

Courses I am enrolled in through PESI

[https://www.pesi.com/?utm\\_term=pesi%20training&utm\\_campaign=BH+PESI+Brand&utm\\_source=google&utm\\_medium=cpc&hsrc=5459447786&hscam=1755419758&hsgroup=67508901326&hsad=426181577892&hsasrc=g&hsatgt=kwd-377233572887&hskw=pesi%20training&hsmte=e&hsanet=adwords&hsver=3&gclid=EAlaIQobChMI54b9zfWW7QIVDRitBh1ZMAVpEAAYASAAEgI3vD\\_BwE](https://www.pesi.com/?utm_term=pesi%20training&utm_campaign=BH+PESI+Brand&utm_source=google&utm_medium=cpc&hsrc=5459447786&hscam=1755419758&hsgroup=67508901326&hsad=426181577892&hsasrc=g&hsatgt=kwd-377233572887&hskw=pesi%20training&hsmte=e&hsanet=adwords&hsver=3&gclid=EAlaIQobChMI54b9zfWW7QIVDRitBh1ZMAVpEAAYASAAEgI3vD_BwE)



Including:

Patients' Use of Natural and Alternative Treatments to Manage Chronic Disease: Emerging Trends in Healthcare

Legal Risks for Nurses: Learn from Real-Life Mistakes

Critical Skills for the Nurse Educator

Patients in Crisis: Life Threatening Risks of Opioids, Medical Marijuana, Vaping

Managing Patient Emergencies: Critical Care Skills Every Nurse Must Know

Spanish for HealthCare Professionals: Intensive Online Course

Mastering Lab Interpretation & The Implications for Patient Care

American Nurses Association provides many CE opportunities. I have not selected any from this organization as yet, but it is on my agenda!

<https://www.nursingworld.org/education-events/ana-continuing-education/>

American Nephrology Nurses Association, of which I am a member, has provided me with many hours of continuing education over the years, I feel this is one of my strongest areas of expertise however, if there are courses with updated information I am always enrolling in them to ensure I am current with best practice standards and National Kidney Foundation (NKF) KDOQI guidelines (<https://www.kidney.org/professionals/guidelines>).

Also, if time allows I would like to attend the national symposium which is being held virtually next year, although this could change to a physical conference, if the COVID situation changes.

<https://www.annanurse.org/education>

### 2021 National Symposium

May 02, 2021 to May 05, 2021

My goal would be to complete as many of these, over 400 hours of Continuing education, prior to and during **Fall quarter** while I am applying and interviewing for positions in an acute care setting. Any courses I do not complete, I will roll over and attempt to complete in the **Winter and Spring quarters** to supplement my learning during hands on nursing.

- **Please provide additional detail regarding the work opportunities you intend to pursue. Do you have a list of potential employers or volunteer opportunities?**

I do not feel I should submit my resume' until I have the clearance to do so from Big Bend Community College however, the organizations I am considering are the following which is based on the level of acuity and breath/diversity of patients. Each of these facilities are also licensed for over 300 beds, have and ER, Acute care and specialty units including, Mental Health, Nephrology/Transplant, Cardiac, Oncology, Orthopedic etc. They also often have some of the

most updated technology in the industry, which would provide me with the opportunity to learn more about them and be able to pass that information along to our students.

Providence Sacred Heart Medical Center: <https://washington.providence.org/locations-directory/s/sacred-heart-medical-center>

Harborview Medical Center: <https://www.uwmedicine.org/locations/harborview-medical-center>

University of Washington: <https://www.uwmedicine.org/>

Alternatively (as my degrees were obtained in South Australia):

Flinders Medical Center:

<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/service/s/hospitals/flinders+medical+centre>

Royal Adelaide Hospital: <https://www.rah.sa.gov.au/>

Regardless of where I will be gaining my clinical experience I will need to do PALS and ALS (Pediatric and Adult Advanced Life Support) certification course which requires additional studying/preparation for.

These facilities have been selected as they are large urban hospitals (over 300 beds) which have a diverse range of care and acuity of patient care, including burn treatment/management, Immunology, Hematology, Nephrology and Maternal Health which I teach to. Hospitals are currently understaffed as nurses are becoming burnt out and moving to travel nursing or (sadly) leaving the profession completely. Currently our smaller facility of Central Washington Hospital in Wenatchee, which is a 198 bed facility, has 18 agency nurses working there. They are in desperate need of nursing staff in all departments. Some of the other hospitals I have looked at have well over 50 open positions in nursing and have internship programs which provide additional support for nurses being retrained or new nurses.

There will be time spent outside of clinical and CE learning that I will utilize to update my Lab and Lecture content which will have a direct impact on the Big Bend Community College Nursing Program.

- **Please clarify the amount of time you intend to spend working in a clinical setting. Your request referenced a minimum of two weeks.**

I feel it is a perfect time to gain clinical experience and proficiency while taking some of the burden off our overworked nursing staff. I will submit my resume' for a position during **Fall** quarter with the goal of starting the onboarding process which will include skill based competency, ALS, PALS and Electronic documentation system training during the **Fall quarter. Winter and Spring** quarter I will be providing direct patient care—hopefully in a full time capacity (an average of 32-36 hours a week depending on whether 8 or 12 hour shifts) until the end of Spring quarter.

The two weeks referenced is for a volunteer/mission trip in an underserved underrepresented community. Moses Lake has previously organized mission trips annually to Nigeria.

<https://www.mlmtusa.org/#> I am uncertain if they will be doing it in 2021 however, it is my desire, as it has been for years, to join them on this amazing opportunity. I will reach out to Lateef and Francine Irwin once I get approval from the Sabbatical committee. If they will not be doing a trip in 2021 there are other organizations who provide opportunities. I will do further enquiries through the following organizations:

<https://www.wsna.org/nursing-practice/volunteer-opportunities>

<https://www.registerednursing.org/organizations-nurses-volunteer/>

<https://everynurse.org/volunteer-nursing/>

Alternatively, Othello Dialysis Unit (Fresenius) are the current designated COVID positive patient dialysis center. This community has a high Hispanic population and are always short staffed. It would provide a very local forum for me to volunteer in.

- **You requested a sabbatical for three quarters. Please provide additional detail regarding what you plan to complete each quarter of the sabbatical.**

This should be more clearly outlined in the above paragraphs however, see below:

**Fall:** Do nursing Continuing Education hours (goal: 300+), apply for RN position at Acute Care setting, do training in PALS/ALS competencies, and eMAR/electronic documentation systems training.

**Winter:** Work Full-time in an acute care setting, continue doing CE's when time allows, and incorporate a 2 week volunteer opportunity.

**Spring:** Work Full-time in an acute care setting, continue doing CE's when time allows, possible (2 weeks) volunteer opportunity (if not completed in Winter quarter).

Most hospitals conduct their own PALS/ALS training however, here is a link to the Red Cross web page that may provide you with additional information.

<https://www.redcross.org/take-a-class/als-and-pals>

Thank you for the opportunity to further clarify my goals for the year on sabbatical. I will not be idle during this time, as it is not in my character. I love to learn and I love being at the bedside of patient care, I look forward to being able to do both during my time off so I can come back with the passion in which I entered teaching in 2006.

With greatest respect,

Jennifer

**JENNIFER J REAMES ZILLIOX**  
**330 VIEWMONT DRIVE SE**  
**MOSES LAKE, WA 98837**  
Wk: 509.793.2138  
Hm: 509.760.9885  
[jenrz@bigbend.edu](mailto:jenrz@bigbend.edu)

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FORMAL EDUCATION

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**Flinders University of South Australia**  
Adelaide, South Australia  
Masters of Clinical Education (MCE)  
July 2006-2010

**University of South Australia**  
Adelaide, South Australia  
Bachelor of Nursing Degree- RN  
1994-1996

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CREDENTIALS

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<b>Washington State Nursing License</b>	<b>RN 00143573</b>	<b>Awarded 10/30/2001</b>	
<b>Australian Nursing Registration</b>			1996-2002

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TEACHING EXPERIENCE

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<b>Big Bend Community College</b>	April 2006- Current
<i>Moses Lake, Washington 98837</i>	

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NURSING EXPERIENCE

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<b>Nurse Educator</b>	April 2006- Present
Big Bend Community College Moses Lake, WA	

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**Essential Duties and Responsibilities:**

- Participated as a team member in setting up, coordinating, and debriefing Simulations for Level I and II nursing students.
- Provided clinical, classroom, and skills lab instruction including activities to develop critical thinking and application of nursing knowledge.
- Responsible for producing, updating and distributing course learning objectives/outcomes for curriculum.
- Oriented and Supervised student groups in clinical areas, providing clinical instruction to students in approved health care settings, adhering to the policies of the clinical settings and the college. Areas included: medical surgical units, labor and delivery units, intensive care units, Progressive care unit, short stay unit, operating room, and Long Term Care Units.
- Led discussions and elicited information from students which demonstrated that students were learning and accomplishing the clinical objectives.
- Maintained clinical standards and course expectations throughout each course and term.

- Planned clinical assignments that would reinforce the application of evidenced-based nursing practice currently taught to achieve optimal patient outcomes.
- Supervised students' utilization of evidence-based, individualized, effective care to patients and families in the clinical environment. Including the students' development, planning, presentation and evaluation of clinical performance.
- Supported students during and after challenging patient situations or outcomes.
- Communicated with the Clinical Coordinator and/or Director of Nursing as necessary to resolve issues or concerns in clinical areas.
- Communicated with the Unit Charge nurse or Director of Nursing to seek opportunities for student engagement and skill development.
- Supervised students during mentorship/preceptorships; working with preceptors to ensure outcomes are being met and concerns addressed.
- Supervised and mentored student teaching projects during their final clinical mentorship/preceptorship-to ensure they achieve end of program outcomes.
- Worked effectively as part of the overall faculty team demonstrating positive interpersonal relations, collaborating with other faculty members to meet student needs, participating in faculty meetings and nursing program committees, and responding to requests from administrator.
- Participated in ongoing program evaluation activities as needed and conferred with the Director of Allied Health to ensure compliance with Department of Health and National Accreditation.
- Maintained faculty expectations as required by the College.
- Demonstrated proper respect for students, and displayed a student-friendly manner in the conduct of class.
- Ensured the evidence-based development of planning, presentation, and evaluation of educational activities within areas of expertise to foster the development of competencies in the students.
- Participated in orientation of new nursing students.
- Advised nursing students to ensure on track for ADN completion and graduation.
- Converted curriculum from traditional to flipped/hybrid model recoding lectures with Camtasia and organizing on our learning management system, Canvas. Then further inclusion of Zoom lectures incorporating interactive activities to encourage engagement as a result of COVID-19.
- Participated in the orientation of new fulltime and adjunct/part-time clinical instructors, including development, mentoring and monitoring progress.
- Participated as Division Chair and Allied Health Faculty on Academic Master Plan and Assessment committees.
- Participated in the collection and review of data, collaboration and review of report for nursing accreditation
- Collaborate regularly with faculty and Director of Allied Health the Systematic Evaluation Plan for Course outcomes.
- Attended multiple medical conferences to keep current in nursing
- Attended teaching, leadership, technology conferences and webinars.

**Service to the College and Community:**

- Served as ASB Nursing club advisor (11 years).
- Coordinated, provided guidance, and facilitated necessary documentation for student fundraising opportunities.
- Organized, monitored and supported students and guest instructor for National Certification Licensing Exam Review.
- Served on multiple hiring committees for faculty within and outside of nursing, Director of Allied Health, Vice President of Learning and

Student Success, and Dean of Arts and Sciences, Vice President of Finance, Medical Assistant and Simulation Coordinator.

- Served on a minimum of 9 probationary committees.
- Served as Division Chair for Allied Health (8+ years)
- Served on various committees across campus as part of governance responsibilities.
- Created and Participated in mock emergency scenarios conducted on and off BCC campus.
- Mentored Faculty outside my department
- Encouraged participation of previous graduates in the education of our current students by facilitating their participation in skills lab.
- Faculty association Vice President from 2016-2017
- Participated as a team reviewing negotiated agreement for areas of clarification, edits and negotiation.
- Served on negotiating team for the faculty negotiated agreement in 2019.
- Completed back to industry hours in Dialysis, medical/surgical units and hospice to keep current in clinical practice.
- Assisted/Supported Medical Assistant and Certified Nursing Assistant students with skill proficiency.
- Volunteered my services to families with a loved one nearing the end of life.
- Volunteered services as a nurse, to members in the community without access to healthcare.
- Served on the Smoke Free Campus Committee.

#### **Courses Instructed:**

- *NUR 103 HIV/AIDS*
- *Medical Terminology*
- *Fundamentals Of nursing-Physical Assessment, Aging care, Elimination, Stress, Pain, End of Life, Sensory Perception, and Complimentary Therapies.*
- *Skills Lab (level I and II)*
- *Clinical supervision in Long Term Care and Acute Care settings. (level I and II)*
- *Mental Health Nursing (level I and II)*
- *Maternal Health & Newborn Health (level I and II)*
- *Medical & Surgical Nursing across the lifespan – Specific topics included: Gastrointestinal, Nephrology, Immunology, Hematology, Integumentary, Fluid and Electrolytes (level I and II)*
- *Ethics/Philosophy in nursing (level I and II)*

#### **Familiar Technology:**

- Microsoft Office
- Zoom
- Canvas LMS
- Camtasia
- Angel LMS
- Mentimeter
- Various learning web tools eg. Quia, jeopardy, bingo, wheel of names
- Meditech
- EPIC

**RN- Charge**

*Renal Care Group (Fresenius)/Moses Lake Dialysis Unit  
Moses Lake, WA*

**Charge Nurse Responsibilities**

- Assessment of chronic kidney disease patients in the 18 chair Dialysis Unit.
- Supervised patient care and directed personnel activities of the Dialysis Unit.
- Worked in conjunction with the Medical Director, physicians, Registered Nurses, Patient care technicians and other support personnel to ensure superior patient care.
- Collaborated with other Registered Nurses and Patient Care Technicians to ensure optimal care provided to patients during and after Dialysis treatment.
- Reviewed labs with patients and identified further areas of education related to dietary and fluid restrictions that affect their quality of life.
- Performed periodical review of patient's labs.
- Administered IV medications depending on their lab values.
- Reviewed and implemented Anemia management protocols.
- Performed monthly medication review to ensure accuracy, compliance and patient understanding.
- Performed monthly Diabetic foot checks and made appropriate referrals as necessary.
- Identification of declining patient or dialysis access and coordinated appropriate care with Acute Care setting, Vascular surgeon, primary Nephrologist or supportive personnel.
- Obtained and remitted regular lab specimens and periodic specialized labs (culture and sensitivity) to identify quality of dialysis, need for medication adjustments and IV antibiotics.
- Collaborated with Nephrologists to adjust Dialysis prescription based on laboratory URR and K+ results as well as intradialytic weight gain.
- Provided critical care and direction in emergency situations.
- Monitored and enforced water safety protocols and specific patient dialysis orders.
- Set up dialysis machines in accordance with policy and procedure protocols.
- Performed placement of dialysis access (Fistula/Graft) using aseptic technique.
- Accessed central lines for the purpose of Dialysis and medication administration following policy and procedure protocols.
- Supervised and collaborated with patient care technicians and clearly communicated expectations of shift and patient goals.
- Provided support to new staff-both Registered nurses and Patient care technicians.
- Accountable for meeting standards of quality control.
- Delegated assignments to appropriate licensed and un-licensed staff in accordance with job descriptions, license requirements and standards of practice.

**RN**

2003-2004

*Avail Home Nursing  
Moses Lake, WA*

- Provided total patient care to pediatric client in home care setting
- Performed assessment of needs daily on pediatric client.
- Competently performed skills specific to the needs of pediatric client: Tracheostomy care, suctioning, percutaneous nutrition, and medication administration.
- Collaborated with supportive personnel to ensure appropriate developmental goals were being met.
- Established a respectful and collaborative relationship with parents to ensure their needs and goals for child were being met.
- Attended doctors' appointment with family in and out of town, providing parental support.
- Reviewed medications and treatment protocols to ensure appropriate for patients needs and industry guidelines.
- Accountable for current company policies and treatment protocols.

**RN- Charge**

1999-2000

Intellectual Disability Services Centre (IDSC)  
Adelaide, South Australia

- Supervision of Nursing Assistants in 8 bed infirmary
- Provided nursing support to clients living in a controlled setting.
- Provided medication administration and support to patients in limited supervisory settings/villa's
- Performed dressing changes to patients in residential care homes.
- Reviewed and administered medication for disease specific conditions eg Diabetes
- Monitored and provided support for mentally instable patients working towards therapeutic medication levels and positive life choices.
- Collaborated with staff in villas to implement effective patient care plans.
- Provided support and treatment to residents living in villas on and off IDSC campus.
- Implemented post seizure and aggressive behavior protocols in accordance with facility policy and doctors' orders.
- Performed vaccinations on residents periodically
- Performed phlebotomy on patients and staff within the facility.
- Provided education to supportive personnel on procedures, medical treatments and resident diagnosis/care.
- Accountable for current company policies and treatment protocols.

**RN**

1998-1999

*St. Margaret's Hospital-Rehabilitation Centre  
Semaphore, South Australia*

- Managed and provided total patient care to residents in a post-acute rehabilitation care facility.
- Performed assessments on a variety of patients eg. Post Cerebral Vascular Accident, Myocardial Infarction or Below/above knee amputations.
- Provided family and patient support during rehabilitative journey.
- Collaborated with supportive healthcare professionals to ensure patient goals were being met.
- Ensure patients attended Physical and occupational therapy as outlined in their care plans.
- Attended and provided supportive documentation and attestation during client care conferences.
- Performed wound care to industry standards and specific to needs of wound.
- Provided education to patients on medications, treatment plan, rehabilitative goals, discharge planning, home care needs and community support.
- Assisted with activities of daily living and encouraged patient participation to support discharge goals.
- Accountable for current company policies and treatment protocols.

**RN ~ Graduate Nurse**

1997-1998

*Lyell McEwin Health Service/Hospital  
Elizabeth Vale, South Australia*

A graduate nurse program was obtained which provides a year's supervised work experience in a variety of settings. My time was spread equally in Medical (2 weeks in Oncology), Surgical and Pediatric units. The first 2 weeks in each department was spent with an RN learning the role of the nurse in the acute care setting, time management and prioritization skills relevant to the department. After this time, you are loosely supervised and carry a full patient load. All units provided me with valuable learning experiences and the ability to develop my assessment, planning, implementation and re-evaluation of care and skills while continuing to have the support of my colleagues as a valuable resource.

**EDUCATION AFFILIATIONS**

<b>American Nephrology Nurses Association</b>	2003-Current
<b>National League of Nursing</b>	2006-Current
<b>National Student Nurses Association; Advisor</b>	2007-Current



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CERTIFICATIONS

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**BLS expires 09/2022**

## CONTINUING EDUCATION

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Subject Matter: Suicide Training  
Training Organization: BBCC Ryann Leonard  
Date: 9/18/20  
Duration: 2 hours

Subject Matter: Clery Act (ASB training)  
Training Organization: BBCC Kyle Foreman  
Date: 9/15/20  
Duration: 1 hour

Subject Matter: BLS training  
Training Organization: Samaritan  
Date: 9/1/2020  
Duration: 1 hours

Subject Matter: Adult/Geriatric Drug Therapy  
Training Organization: ANA webinar  
Date: 8/4-6/20  
Duration: 6 hours

Subject Matter: Michele Deck's Creative Teaching Strategies in the Virtual World  
Training Organization: Deanne Blach  
Date: 7/13, 20 and 8/10 2020  
Duration: 6,75

Subject Matter: Examining the Transition from Child to Adult Care in Chronic Kidney Disease  
Training Organization: ANNA article/online test  
Date: 6/30/20  
Duration: 1.4 hours

Subject Matter: The Double Whammy: Kidney Replacement  
Training Organization: ANNA (American Nephrology Nurses Association) webinar  
Date: 7/27/20  
Duration: 1.5 hours

Subject Matter: We Can't Be Silent: White Accountability Listening Sessions  
Training Organization:  
Date: 7/9 and 15/2020  
Duration: 4 hours

Subject Matter: Communication in Healthcare  
Training Organization: Elite CME  
Date: 7/7/2020  
Duration: 4 hours

Subject Matter: Psychiatric Special Topics: Psychotic Disorders  
Training Organization: Elite CME  
Date: 7/7/2020  
Duration: 3 hours

Subject Matter: Reviewing Pain Management Options for Patients in Active Labor  
Training Organization: Nursing2020 journal

Date: 7/6/2020  
Duration: 1.5 hours

Subject Matter: Best Practices to Prevent Geriatric Decline During Hospitalization  
Training Organization: ANNA webinar  
Date: 7/6/2020  
Duration: 1 hours

Subject Matter: Older Adults: Important Concepts for Care  
Training Organization: Elite CME  
Date: 6/30/20  
Duration: 2 hours

Subject Matter: Is it Your Mate or Your Medications? Medications that Impact Sexuality  
Training Organization: American Nephrology Nurses Association Webinar/online  
Date: June 30, 2020  
Duration: 1.75 hours

Subject Matter: Sex gender and sexual orientation  
Training Organization: Alison Pallumbo  
Date: 06/22/20 (original session 5/29/20)  
Duration: 1 hour

Subject Matter: Why educators need to be race-literate: Developing Mindfulness about inclusion and equity  
in online literacy instruction. (Vershawn Young)  
Training Organization: WACTC  
Date: 06/22/20  
Duration: 1.5 hours

Subject Matter: Addressing Racial Bias and Microaggressions in Online environments  
Training Organization: Webinar WACTC  
Date: 06/15/2020  
Duration: 1 hour

Subject Matter: Vaccine preventable diseases: Staying healthy  
Training Organization: Elite Learning—online CNE  
Date: 6/12/2020  
Duration: 10 hours

Subject Matter: Human Trafficking in the United States: Modern day  
Training Organization: Elite Learning—online CNE  
Date: 6/11/2020  
Duration: 4 hours

Subject Matter: Communicating effectively and therapeutically with patients with mental health disorders  
Training Organization: Elite Learning—online CNE  
Date: 5/22/20  
Duration: 1 hour

Subject Matter: NASH Training—Managing Remotely with Mind and Heart  
Training Organization: NASH  
Date: 5/14/20  
Duration: 5 hours

Subject Matter: The Endocrine System: Diseases, Disorders and Clinical Updates  
Training Organization: Elite Learning—online CNE  
Date: 4/16-5/6/2020  
Duration: 10 hours

Subject Matter: Reducing the Risk of COVID-19 in the Dialysis Setting  
Training Organization: American Nephrology Nurses Association  
Date: 4/28/2020  
Duration: 1 hour

Subject Matter: Actionable Tips & Strategies for Distance Education Success  
Training Organization: (webinar)  
Date: 4/28/20  
Duration: 1 hour

Subject Matter: Celebrating Nursing: Becoming the best version of yourself  
Training Organization: Elite CNE  
Date: 4/14/20  
Duration: 1 hour

Subject Matter: Leading with Compassion, Even when you feel emotionally depleted  
Training Organization: Elite CNE  
Date: 4/16/20  
Duration: 1 hour

Subject Matter: Ventilator Management: Essential Skills for Non-ICU Nurses - On Demand."  
Training Organization: American Nursing Association Webinar  
Date: 4/1/20  
Duration: 1.5 hours

Subject Matter: Discovering your nursing influence in a brave new online world  
Training Organization: Elite CNE  
Date: 4/15/20  
Duration: 1 hour

Subject Matter: New guidelines for the management of hypertension  
Training Organization: Elite CNE  
Date: 4/15/20  
Duration: 4 hours

Subject Matter: Ostomy management  
Training Organization: Elite CNE  
Date: 4/14/20  
Duration: 5 hours

Subject Matter: Managing Stress During Distance Learning – How Faculty Can Support Their Students  
Training Organization: The JED foundation  
Date: 4/8/20  
Duration: 1.5

Subject Matter: Crisis readying your mind so you can better serve your patients through these challenging times  
Training Organization: American Nurses Association  
Date: 3/31/20 and 4/16/20  
Duration: 1 hour

Subject Matter: ATI Real life and Nurse Touch  
Training Organization: Assessment Technology Institution  
Date: 3/26/20-4/8/20  
Duration: 2 hours

Subject Matter: Nursing club activity  
Training Organization: Negotiated agreement approved activity  
Date: 8/22/19-2/24/20

Duration: 16.5

Subject Matter: ANA Managing Legal Risks  
Training Organization: American Nursing Association  
Date: 11/20/19  
Duration: 1.5 hours

Subject Matter: Columbia Basin medical Conference  
Training Organization: RUSSO  
Date: 10/11-12/19  
Duration: 14 hours

Subject Matter: Basic Life Support/CPR  
Training Organization: Samaritan  
Date: 5/30/19  
Duration: 1 hour

Subject Matter: Gatekeeper to guide: The role that Faculty and Staff Biases play in Student Learning Experience  
Training Organization: BCC  
Date: 5/10/19  
Duration: 1.5

Subject Matter: Reduce One of the Most Significant Challenges in Nursing: Bullying in the Workplace  
Training Organization:  
Date: 4/11/19  
Duration: 1.5 hours

Subject Matter: Preparing an ACEN follow-Up report conditions, warning, or good cause  
Training Organization: Accreditation Committee  
Date: 4/9/19  
Duration: 1.5 hours

Subject Matter: ANNA Modules  
Training Organization: American Nephrology Nurses Association  
Date: 3/22/19  
Duration: 8.55 hours

Subject Matter: security training  
Training Organization:  
Date: 2/27/19  
Duration: .5 hours

Subject Matter: Columbia Basin Medical Conference  
Training Organization: RUSSO  
Date: October 19-20, 2018  
Duration: 14 hours

Subject Matter: R&SI training- Reasonable and substantive interaction training  
Training Organization: BCC faculty  
Date: 10/22-26/2018  
Duration: 5.5 hours

Subject Matter: Supervisor Anti-Harassment and Title IX training  
Training Organization: BCC  
Date: October 26-28 2018  
Duration: 1.65

Subject Matter: AcuDose Training  
Training Organization: Central Washington Hospital  
Date: 10/10/2018  
Duration: 1 hour

Subject Matter: Workforce training  
Training Organization: BCC  
Date: 9/18/2018  
Duration: 1.5 hours

Subject Matter: Faculty in-service  
Training Organization: BCC  
Date: 9/17/2018  
Duration: 4 hours

Subject Matter: ATI Nurse Educator Essentials  
Training Organization: Assessment Technology Institution  
Date: 7/30-8/1 2018  
Duration: 12.5 hours

Subject Matter: Faculty in-service  
Training Organization: BCC  
Date: 5/4/2018  
Duration: 3 hours

Subject Matter: Cyber training  
Training Organization: Online  
Date: 1/3/18  
Duration: .5 hours

Subject Matter: APOLLO TRAINING (SIM)  
Training Organization: Laerdel  
Date: 1/8/2018  
Duration: 1.5

Subject Matter: Accessibility Training: creating accessible documents (Word and PDF)  
Training Organization: BCC disability services staff  
Date: 11/30/2017  
Duration: 2 hours

Subject Matter: ASB advisor CSA Training (Cleary Act)  
Training Organization: BCC Security/Kyle Foreman  
Date: 11/8/2107  
Duration: 1 hour

Subject Matter: Suicide Assessment: Including Screening and Referral  
Training Organization:  
Date: 5/9/17  
Duration: 6 hours

Subject Matter: Medical Surgical Update  
Training Organization: University of Washington  
Date: 1/12-4/20/17  
Duration: 45.6 hours

Subject Matter: EPIC training (electronic documentation system)  
Training Organization: EPIC and Central Washington Hospital  
Date: 4/20/17

Duration: 6 hours

Subject Matter: Wound care updates SAWC conference San Diego  
Training Organization: Advanced Wound Care/Wound Care Society  
Date: 4/5-7/17  
Duration: 24 hours

Subject Matter: Concepts based learning  
Training Organization: Pearson  
Date: 3/6/17  
Duration: 1 hour

Subject Matter: Leadership Training  
Training Organization: Del Suggs  
Date: 3/3/17  
Duration: 1 hour



October 29, 2020

Dear Board of Trustees and Sabbatical Committee Members,

I am pleased to write this letter in support of the sabbatical request submitted by my colleague, Jennifer Reames Zilliox. I have known Jen eleven years and since 2009 we have collaborated in countless ways in our nursing department. Jen's level of service to the nursing program and to BBCC has been exemplary over the past 14 years. She has shown constant dedication in working to grow and improve the nursing program at Big Bend Community College. Her teaching has benefited countless numbers of students, and her overall go-to attitude and willingness to step up regardless the situation has provided leadership and direction to her colleagues. She is a true professional with an impeccable work ethic.

Jen's professional accomplishments are extensive. As a member of the nursing program, she carries significant responsibility in the overall running of the program to ensure students receive the best possible instruction in order to be the best nurses they can be in our communities. The extensive list of essential duties and responsibilities she includes in her resume is not an exaggeration, nor is it exhaustive of the many other duties that come along during the academic year which Jen takes on. Jen fulfills all these duties with enthusiasm, energy, and with an eye to detail which often sheds light on things we may have overlooked. Her willingness to step up and take the lead on shared responsibilities has helped all of us in the nursing program and has made it possible for me to participate in Back to Industry work. I am so grateful for her support and the ways that it has helped me accomplish my own professional goals.

Jen has been with BBCC for fourteen years. For eight of those she has been Division Chair. This entails an additional load to an already full schedule of responsibilities within our department. Jen's leadership as Division Chair has benefited our department as she has promoted and advocated for the program on numerous occasions in the wider community. She has been on many hiring, tenure, probationary committees, as well as other governing committees throughout her time at Big Bend. Jen actively participates and seeks to serve our department and BBCC. Her participation in college governance is truly an asset to all of us.

Jen's extensive experience as a Registered Nurse and as a Charge Nurse in various settings throughout her career greatly enriches our program. Jen values professional development, and in addition to fulfilling her duties as a member of the nursing program, she stays current in the field of nursing. Jen is consistently engaged in continuing education, attends conferences on medical issues, teaching, and leadership. Jen has developed and taught numerous courses in our program and students consistently express appreciation for her ability to provide clear and thorough instruction which keeps students engaged and interested in the subject matter. Jen works closely with students on campus in numerous other ways, but most significantly through her work as the Associated Student Body advisor. She advocates for students to ensure they receive funds to continue to study and flourish and is very committed to the success of our students overall.



During her sabbatical, Jen plans to complete more intensive clinical work (300-500 hours). This is significantly more than that which can be accomplished while working at BBCC. It is imperative that nurse educators stay current in the field by performing clinical work in addition to the limited clinical time with students. This clinical time clearly benefits the program as it allows to provide students with real life examples in her instruction. It also ensures our students are kept abreast of the latest developments in the field. Jen also plans to participate in a medical mission's trip during which she will apply her nursing skills.

Jen is a dedicated colleague, teacher, and advisor to our students. I believe a significant portion of the personal growth I see in our students is largely due to Jen's influence and example. I full heartedly believe Jen deserves this sabbatical. Her fourteen years of excellent and committed service to the nursing program and to BBCC have benefited all of us.

Sincerely,

A handwritten signature in blue ink that reads "Mercedes Gonzalez-Aller". The signature is written in a cursive, flowing style.

Mercedes Gonzalez-Aller, A.R.N.P, Nursing Instructor



# *Big Bend*

COMMUNITY COLLEGE

*Transforming lives through excellence in teaching & learning*

Ryann Leonard, PhD

Dear Board of Trustees and Sabbatical Committee,

I am writing to share my overwhelming support of Jennifer Reames Zilliox for sabbatical leave. While I believe anyone in the Nursing department is deserving of time away during COVID, I believe Jen is most deserving.

I have known Jennifer for 14 years as a colleague and friend at Big Bend Community College. I have worked with her on committees, seen her skills as a Division Chair, and her tireless work as a club advisor who coordinates one of the largest fundraisers for any student club. Jen's commitment to students goes above and beyond what is required of a faculty member. She works in one of the hardest working and most demanding departments on campus. She dedicates, more than she should, her own time to her students so they can achieve their dreams and success!

Jen constantly tries to improve her craft so that she has the most current knowledge for her students. Her program area constantly has new advances and the faculty need to stay current by working in the field. Jen is an excellent educator, advisor, and supporter of her students. She has done considerable professional development to keep current. However, given the demands of her program, it is difficult for faculty to find time for substantial professional development opportunities. I believe this time on sabbatical will allow her the needed time to commit to substantial professional development. I believe she will also have the opportunity to work in diverse communities outside of Moses Lake, which will only improve the networks and knowledge she can then share with students.

I believe after sabbatical that Jen will come back refreshed and with renewed energy that will only serve to move the Nursing program into further excellence. The other faculty in the department are strong and established, so Jen can be gone without a huge shift in the program.

I strongly hope that you will consider Jen's application for sabbatical. She is an asset to Big Bend and this will only make her better.

Sincerely,

Ryann Leonard, PhD  
Criminal Justice & Psychology Faculty

## **BIG BEND COMMUNITY COLLEGE**

Date: 1/7/21

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

### **BACKGROUND:**

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

Prepared by the President's Office.

### **RECOMMENDATION:**

None.

# Big Bend Community College – Presidential On-Boarding

Accomplished items indicated by ~~strike through~~

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

## Service District Community Stakeholder Groups

(Anna will attend any meetings needing a trustee subject to availability)

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

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

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

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



## **BIG BEND COMMUNITY COLLEGE**

Date: 1/7/21

**ITEM #9:** Transforming Lives Event (information)

### **BACKGROUND:**

The WA Association of College Trustees (ACT) created a Transforming Lives Award beginning in 2012. All WA community and technical colleges nominated one student or graduate, meeting the criteria for the year, for the statewide award. ACT hosted a dinner for the statewide nominees and provided a cash award to each nominee. The ACT event is cancelled this year due to COVID, each statewide nominee is receiving a cash award.

BBCC began celebrating Transforming Lives nominees at the local level in 2014 with a dinner and cash award. The event for this academic year will be hosted virtually on Tuesday, January 19, at 6:30 p.m. The nominees being celebrated include Rosa McIver, Dora Mendez, Giovanni Partida, Elizabeth Ramos, and Susanne White. The Executive Director of the Foundation LeAnne Parton is arranging for dinner to be delivered to each nominee the evening of the event. The order of events for the celebration is following.

Prepared by the President's Office.

### **RECOMMENDATION:**

None.

**Transforming Lives Dinner  
Thursday, January 19, 2021**

Order of Events

6:30 Welcome & Acknowledgement – Board Chair Anna Franz

6:35: Board Chair Anna Franz introduces President Sara Tweedy

6:37 – President Sara Tweedy Introduces  
Dean of Transitional Studies Faviola Barbosa

6:39 Keynote – Dean Faviola Barbosa

6:45 Chair Anna Franz introduces Vice Chair Thomas Stredwick

6:45: Board Vice Chair Thomas Stredwick  
shares BBCC Trustee & graduate experience  
Intro nominee videos

Nominees' videos

President Sara Tweedy closing comments

## **BIG BEND COMMUNITY COLLEGE**

Date: 1/7/21

**ITEM #10:** Trustee Job Description (information/action)

### **BACKGROUND:**

Board Chair Anna Franz and Trustee Jon Lane are working together to draft a trustee job description. The board may discuss the job description. BP1000 is following the revised description for reference.

### **RECOMMENDATION:**

None.

### BP 1000 GP – 3 Board Job Description (Proposed)

1. The Board is the legal governing authority for the college. The Board establishes policy and delegates authority to the president to implement college policies.
2. A five member working Board is essential. Each Board member must attend meetings regularly and actively take part in Board affairs. The Chair will ensure the Board follows this policy.
3. The Board carries out all powers and duties authorized by state law, including but not limited to the powers and duties described by RCW 28B.50.140.

#### The Board of Trustees:

1. Selects, on-boards, and regularly evaluates the President.
2. Monitors the performance of the College.
3. Establishes college policy and delegates responsibility and authority to the President to administer the college.
4. Serves as an advocate for the college with the general public and other levels of government.
5. Retains and performs the following duties:
  - a. Adoption of the annual operating and capital budgets.
  - b. Authorization of any sale or purchase of real property.
  - c. Grant or denial of tenure.
  - d. Approval of negotiated collective bargaining agreements.
  - e. Approval of professional leave.
  - f. Adoption, amendment, or revocation of rules under the Administrative Procedures Act, Chapter 34.05 RCW.
  - g. Naming of buildings and facilities.
  - h. Granting of honorary degrees.
  - i. Other matters as may from time to time be approved by the Board and set forth in a written policy.

The above does not restrict the Board from expressing its opinion on educational issues or matters of institutional welfare, including long-range planning.

**1000.1      ENDS****E-1      Mission Statement**

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

**BBCC Goals**

The College provides learning opportunities that include;

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

**BBCC Characteristics**

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

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

**E-2      Student Success**

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

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

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

**E-4 Community Engagement**

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

## **E-5 Integrity and Stewardship**

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

## **E-6 Inclusion and Climate**

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

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

## **1000.2 EXECUTIVE LIMITATIONS**

### **EL – 1 General Executive Constraint**

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

### **EL – 2 Respect For Students**

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

The President may not:

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

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

BBCC recognizes that our community members are our stakeholders and that all visitors to our facilities should be treated with respect. The President shall not cause or

allow conditions, procedures, or decisions which are unsafe, lacking in respect or unnecessarily intrusive.

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

#### **EL – 4 Respect For Employees**

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

The President may not:

1. Operate without written personnel procedures which clarify personnel rules for staff, and provide for effective handling of grievances.
2. Discriminate against any staff member for expressing an ethical dissent within the framework of existing policy, process, and contracts.
3. Restrict the exercise of academic freedom.
4. Prevent non-academic employees (\*) from the exercise of all rights provided to classified and exempt employees in AP4200 Communications/Grievance Procedure for Classified & Exempt Staff including an appeal to the Board.

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

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

#### **EL – 5 Ethical Conduct**

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

The President may not:

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



## **EL – 6 Asset Protection**

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

The President may not:

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

## **EL – 7 Financial Planning**

Financial planning shall not deviate materially from Board Ends priorities.

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

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

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

The President may not:

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

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

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

The President may not:

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

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

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

### **1000.3 GOVERNANCE PROCESS**

#### **GP – 1 Governance Commitment**

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

#### **GP – 2 Governing Style**

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

The board will:

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

### **GP – 3 Board Job Descriptions**

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

1. The link between the organization and the constituents of community college district #18
2. Written governing policies which, at the broadest levels, address:
  - A. *Ends*: Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good, for which needs, at what cost).
  - B. *Executive Limitations*: Constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
  - C. *Governance Process*: Specification of how the board conceives, carries out and monitors its own task.

- D. *Board-Staff Linkage*: How power is delegated and its proper use monitored, the President's role, authority and accountability.
- 3. The assurance of the President's performance (against polices in 2A and 2B).
- 4. A link between the Board and the College Foundation Board for maintaining communication and providing coordination between the two boards.

#### **GP – 4 Chair's Role**

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

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

3. In the absence of the Chair, the Vice Chair will assume the responsibilities of the Chair. In the absence of the Chair and Vice Chair, the members of the Board shall select a member to assume the responsibilities of the Chair during the continuance of the absences.

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

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

1. Members must represent unconflicted loyalty to the interests of the community. This accountability supercedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staff. It also supercedes the personal interest of any board member acting as a consumer of the organization's services.
2. Members must avoid conflict of interest with respect to their fiduciary responsibility.
  - A. There must be no self-dealing or any conduct of private business or personal services between any board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.
  - B. When the board is to decide upon an issue, about which a member has an unavoidable conflict of interest, that member shall absent herself or himself without comment from not only the vote, but also from the deliberation.
  - C. Board members must not use their positions to obtain employment in the organization for themselves, family members or close associates. Should a member desire employment, he or she must first resign.
  - D. Members will annually disclose their involvements with other organizations, with vendors, or any other associations which might produce a conflict.
3. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in board policies.
  - A. Members' interaction with the President or with staff must recognize the lack of authority vested in individuals except when explicitly board-authorized.
  - B. Members' interaction with public, press or other entities must recognize the same limitation and the inability of any board member to speak for the board.

- C. Members will give no consequence or voice to individual judgments of President or staff performance.
- 4. Members will respect the confidentiality appropriate to issues of a sensitive nature.

### **GP – 6 Cost Of Governance**

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

- 1. Board skills, methods, and supports will be sufficient to assure governing with excellence.
  - A. Training and retraining will be used liberally to orient new members and candidates for membership, as well as to maintain and increase existing member skills and understandings.
  - B. Outside monitoring assistance will be arranged so that the board can exercise confident control over organizational performance. This includes, but is not limited to, fiscal audit.
  - C. Outreach mechanisms will be used as needed to ensure the board’s ability to listen to the viewpoints and values of the constituents of community college district #18.
- 2. Costs will be prudently incurred, though not at the expense of endangering the development and maintenance of superior capability.

### **GP – 7 Naming Of Facilities**

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

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

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

### INTRODUCTION

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

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

### OFFICES OF THE BOARD OF TRUSTEES

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

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

### MEETINGS OF THE BOARD OF TRUSTEES

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

- A. Information for Board Members. Information and materials pertinent to the agenda of all regular meeting of the board shall be sent to trustees prior to each meeting. Any matters of business or correspondence must be received by the Secretary of the Board by 12:00 noon the Monday of the week preceding the meeting in order to be included on the agenda. The chair or secretary may, however, present a matter of urgent business received too late for inclusion on the agenda if in his/her judgment the matter is of an urgent nature.

- B. Executive Sessions. The Board of Trustees may convene in executive session during a regular or special meeting to consider matters affecting national security; the selection of a site or the acquisition of real estate by lease or purchase of real estate, when publicity regarding such consideration would cause a likelihood of increased price; to consider the disposition of real estate by lease or sale, when publicity regarding such consideration would cause a likelihood of decreased price; the appointment, employment or dismissal of a public officer or employee; or to hear complaints or charges brought against such officer or employee; or to hear complaints or charges brought against such officer or employee by another public officer, person, or employee unless such officer or employee requests a public hearing. The Board of Trustees also may exclude from any such public meeting or executive session, during the examination of a witness on any such matter, any or all other witnesses in the matter being investigated by the Board of Trustees.
- C. Records of Board Action. All business transacted in official board meetings shall be recorded in minutes and filed for reference.
- D. Parliamentary Procedure. Three members of the Board of Trustees shall constitute a quorum and no action shall be taken by less than a majority of the board members.

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

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

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

## OFFICERS OF THE BOARD

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



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

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

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

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

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

#### RESTRICTIONS OF INDIVIDUAL AUTHORITY

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

#### FISCAL YEAR OF THE BOARD OF TRUSTEES

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

#### SEAL AND NAME OF THE COLLEGE DISTRICT

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

BIG BEND COMMUNITY COLLEGE  
DISTRICT NO. 18  
STATE OF WASHINGTON

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

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

## DELEGATION OF RESPONSIBILITY

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

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

### 1000.4 BOARD-STAFF LINKAGE

#### BSL - 1 Chief Executive Role

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

#### BSL - 2 Delegation To The President

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

1. The board will direct the President to achieve specified results, for specific recipients, at a specified worth through the establishment of *Ends* policies. The board will limit the latitude the President may exercise in practices, methods, conduct and other “means” to the ends through establishment of *Executive Limitations* policies.
2. As long as the President uses any *reasonable interpretation* of the board’s *Ends* and *Executive Limitations* policies, the President is authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities.
3. The board may change its *Ends* and *Executive Limitations* policies, thereby shifting the boundary between board and President domains. By so doing, the board changes the latitude of choice given to the President. But so long as any particular delegation is in place, the board and its members will respect and support the President’s choices.

4. Only decisions of the board acting as a body are binding upon the President.
  - A. Decisions or instructions of individual board members are not binding on the President except in rare instances when the board has specifically given prior authorization for such exercise of authority.
  - B. In the case of board members requesting information or assistance without board authorization, the President can refuse such requests that require – in his/her judgment – a material amount of staff time or funds or is disruptive.

### **BSL – 3 President’s Job Description**

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

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

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

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

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

1. The purpose of monitoring is simply to determine the degree to which board policies are being fulfilled. Information which does not do this will not be considered to be monitoring. Monitoring will be as automatic as possible, using a minimum of board time so that meetings can be used to create the future rather than to review the past.
2. A given policy may be monitored in one or more of three ways:
  - A. Internal report: Disclosure of compliance information to the board from the President, or his/her designee.
  - B. External report: Discovery of compliance information by a disinterested, external auditor, inspector or judge who is selected by and reports directly to the board. Such reports must assess executive performance only against policies of the board, not those of the

external party unless the board has previously indicated that party's opinion to be the standard.

- C. Direct board inspection: Discovery of compliance information by a board member or the board as a whole. This is a board inspection of documents, activities or circumstances directed by the board which allows a "prudent person" test of policy compliance.
3. Upon the choice of the board any policy can be monitored by any method at any time. For regular monitoring, however, each *Ends* and *Executive Limitations* policy will be classified by the board according to frequency and method.
- A. Annual Internal Reports for policies on:
    - EL-2 Respect for Students
    - EL-3 Respect for Community Members
    - EL-4 Respect for Employees
    - EL-7 Financial Planning
    - EL-9 Communication and Support to the Board
    - EL-10 Emergency Executive Succession
  - B. Annual External Reports or direct Board inspection for policies on:
    - EL-1 General Executive Constraint
    - EL-6 Asset Protection
    - EL-8 Financial Condition and Activity
  - C. Quarterly Internal Reports on Actual Budget
  - D. Annual Internal Reports for all *Ends* policies contained in:
    - Academic Master Plan Reports
    - Mission Fulfillment
    - Excellence in Teaching & Learning
    - Community Engagement
    - Budget Presentations
4. Each June the board will conduct a formal evaluation of the President. This evaluation will focus on the monitoring data on *Ends* and *Executive Limitations* policies provided during the intervening year. However, the board's evaluation may also include pre-determined criteria based on the board's expectations of the President's performance so long as such criteria have been specified one year in advance of the evaluation.
- A. A tool to be used in the evaluation of the president is a focus group of community leaders from across the college district, to discuss college accomplishment of board End's statements. Prior to the conduct of the focus group the board will discuss and select any specific questions they wish introduced to the focus group dialogue directly related to the president's job description and/or Executive Limitations in addition to those based on the End's statements.

- B. The board will discuss the Academic Master Plan report results, Executive Limitations information and focus group conversations with the president in executive session.
- C. The results of the evaluation will be reported in open meeting with any necessary action to occur at that open meeting.

## BIG BEND COMMUNITY COLLEGE

Date: 1/7/21

**ITEM #11:** Assessment of Board Activity (for information)

### **BACKGROUND:**

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

### **Board Goals**

1. *Ensure effective onboarding and support of the new president in her first year at Big Bend including community introductions.*
2. *Develop and implement an improved system for monitoring Board effectiveness by establishing an annual checklist for monitoring the overall performance of Big Bend Community College and providing training and other educational opportunities for Trustees.*
3. *Advance equity, diversity and, inclusion by establishing policies and institutional goals supporting operational equity, diversity, and inclusion programs.*

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

(Adopted during October 1, 2020 Board Meeting.)

### **RECOMMENDATION:**

None.

## Trustee Activity Report

Core Themes	Mission	Student Success	Excellence in Teaching & Learning	Community Engagement		
<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>	<b>E-1 Mission</b> Deliver lifelong learning	<b>E-2 Student Success</b> Provide access, assist completion, develop skills	<b>E-3 Excellence in Teaching &amp; Learning</b> Support innovation, creativity, high academic standards; professional development	<b>E-4 Community Engagement</b> Support economic development	<b>E-5 Integrity &amp; Stewardship</b> Responsible, prudent resource management	<b>E-6 Inclusion &amp; Climate</b> Welcoming to all
1.						
2.						
3.						
4.						
5.						

## **BIG BEND COMMUNITY COLLEGE**

Date: 1/7/21

**ITEM #12:** Next Regular Meeting (information/action)

### **BACKGROUND:**

The next regularly scheduled board meetings are set on February 11 and March 25 at 1:30 p.m. Due to trustee availability they may be rescheduled to February 10 and March 24 respectively.

Prepared by the President's Office.

### **RECOMMENDATION:**

President Tweedy requests that the Board confirm the dates of the upcoming meetings.



## **BIG BEND COMMUNITY COLLEGE**

Date: 1/7/21

**ITEM #13:** Trustee Resignation (information/action)

### **BACKGROUND:**

Trustee Stephen McFadden's service as a BBCC trustee began December of 2011. Due to his pending move out of the service district he is resigning from the board of trustees.

### **RECOMMENDATION:**

President Tweedy recommends the board accept Trustee McFadden's resignation letter.

December 29, 2020

Anna Franz, Chair  
Big Bend Community College  
Board of Trustees  
7662 Canute Street N.E.  
Moses Lake, WA 98837

Dear Anna,

Serving Big Bend Community College as a trustee has been the most fulfilling community service I have ever accomplished. In fact, I often say this role with Big Bend has done more to better my life, than I could ever hope to achieve on behalf of the college as a trustee.

The students, staff, faculty, and trustees have all worked together to create a vibrant and supportive campus community. One that everyone can and should be proud of.

Our group of trustees is incredibly dedicated to Big Bend. Each and every one of you brings a special talent or skill to the table that has been important in our role as policy makers and as the college's community representatives.

For these reasons and many more, I will truly miss serving Big Bend as a trustee. However, I have started a new job with the Port of Pasco, and as a result will be moving to the Tri-Cities. In doing so I will no longer live within the Big Bend service district boundary.

Please accept this letter as my resignation, effective with the conclusion of the Board's regular meeting in March.

Go Vikings!

Sincerely,



Stephen McFadden

**BIG BEND COMMUNITY COLLEGE**

Date: 1/7/21

**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.

**Upcoming Trustee Events:**

Virtual Transforming Lives Event Tuesday, January 19, 2020, 6:30 p.m.

**ACT Event Schedule:**

Virtual ACT New Trustee Orientation January 25, 2021

Virtual ACT Winter Legislative Conference is January 26, 2021

Virtual ACCT National Legislative Summit is February 7-10, 2021

Prepared by the President's Office.

**RECOMMENDATION:**

None.