

THE OFFICIAL MINUTES

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

1. Call to Order

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

2. Consent Agenda

a) Approval of June 4, July 30, August 27, 2020, Board Meeting Minutes (A); b) Accreditation (I); c) Student Success Update (I); d) Assessment Update (I); e) Finance & Administration (I); f) Human Resources Report (I); g) Safety & Security Report (I); h) ASB Report (I); i) Foundation Report (I); j) Classified Staff Report.

Motion 20-49 Trustee Anna Franz moved to approve the consent agenda. Trustee Thomas Stredwick seconded, and the motion passed.

The trustees welcomed Dr. Sara Tweedy.

There were no public remarks

4. Faculty Association President Zach Olson reported faculty are doing well with online classes while encountering some challenges. Nursing Instructor Jennifer Reames Zilliox reported the nursing program has experienced challenges with clinical hours and issues with no staff to operate Simulation/High Fidelity Mannequins.

Early Childhood Education Instructor Dr. Michele Reeves is incorporating online materials from UW into her Child Development classes. Class is delivery synchronously or asynchronously whatever is best for the student.

Communications Instructor Dr. Barbara Bush is holding Salon hours for her students to share any topics of interest, which is helping build community.

English Instructor Dr. Allison Palumbo's book, *Love and the Fighting Female* has been published. They are teaching a class on the book for the Seattle Institute for Film in November.

Instructor Zach Olson is teaching an online asynchronous PE class that is going well with students around the service district.

5. President's Update

Dr. Tweedy expressed her gratitude and appreciation for BBCC employees. She reported that enrollment is holding steady thanks to student services and other employees making calls to recruit and retain students. Total FTEs are down 2%, which also affects the budget. Total tuition collections are also down.

Dr. Tweedy reported that items from the Campus Climate Action Plan are being prioritized. The top of the list includes identifying an employee satisfaction survey tool and effective communication across campus. Healthy relationships and commitment to the mission are important. Dr. Tweedy reported she has observed that employees are working very hard with multiple priorities. More than 30 employees are working with ctclink, which includes additional critical tasks on top of their regular duties. Campus is also preparing for the virtual campus visit from the Northwest Commission on Colleges and Universities (NWCCU).

Effects from COVID 19 have impacted budgets, students, and employee morale. Dr. Tweedy stated an announcement regarding winter quarter arrangements will be released soon. She is working with the Executive Team to make Wi-Fi access available to students on campus, in a safe space. BBCC is committed to student and employee safety.

Dr. Tweedy stated she will launch a strategic planning process in the New Year. The board may reconsider their Ends Statements to synchronize with the strategic plan.

Board members have asked for a systematic review of board policies and a presentation on Starfish. Study sessions may be scheduled for one hour just prior to board meetings to provide discussion and then streamlined board meetings.

6. Operating Budget

Dr. Tweedy expressed appreciation to VP Linda Schoonmaker, Executive Director of Business Services Charlene Rios, and Assistant Director of Business Services Angela Garza for preparing the budget. VP Linda Schoonmaker shared the budget for the trustees' approval. She said there was nothing out of the ordinary and BBCC does not have current budget cuts. VP Schoonmaker anticipates near the end of the fiscal there may be cuts of 10% or less. The budget carryover from 2019-20 is \$1.8 million including additional funding. This carryover is due to conservatively budgeting expenses high and revenue low. CARES Act funding and lower expenses in some areas compensated for COVID expenses.

VP Schoonmaker noted that Student Services supplies expenses are up from last year due to Guided Pathways. Supplies in the institutional support account includes the \$500,000 board contingency requirements and ctclink funding. The potential increase for WEC and AMT utility expenses has been anticipated and the money is banked

Motion 20-50

Trustee Jon Lane moved to approve the 2020-21 Operating Budget. Trustee Juanita Richards seconded, and the motion passed.

7. Proprietary Budget

VP Schoonmaker reported the ASB budget includes Open Doors program fees. Bookstore sales are down and the bookstore is operating at a loss. An ATEC fee of \$30,000 takes away from their profit. The bookstore is considering e-campus book delivery. The Sodexo contract ended May 31, 2020, and there are no food services on campus now. The bookstore advertises snacks daily. Housing revenue is down and expenses are about the same. Students are in single rooms but they are paying the double occupancy price.

Trustee Jon Lane asked about athletics. VP Schoonmaker reported that BBCC is following the Northwest Athletic Conference guidelines. Return to play guidelines require following the health district recommendations, which include following the WA Interscholastic Activities Association (WIAA) guidelines for high schools. President Tweedy stated she met with the athletic department and she commended the coaching staff and Athletic Director Poth for continuing to recruit athletes to the college including ASB President Savana Stephensen. Team practices are not happening and BBCC is committed to safety for athletes.

Motion 20-51

Trustee Anna Franz moved to approve the 2020-21 Proprietary Budget at the 2019-20 levels until the 2020-21 Proprietary Budget is approved. Trustee Thomas Stredwick seconded, and the motion passed.

8. Board resolution 2020-1

President Tweedy stated the attached resolution delegates responsibilities to the president. The only change to the updated document is exchanging the presidents' names and revising the dates.

Motion 20-52

Trustee Anna Franz moved to approve the 2020-1 resolution. Trustee Jon Lane second, and the motion passed.

9 Professional Development for Board

Board Chair Stephen McFadden reported the board took action to engage in training with leadership consultant Linda Seppa Salisbury in their board meeting November 14, 2019. Trustee Thomas Stredwick reported that communication between trustees has improved over time and the retreat in August provided connection time with Dr. Tweedy. He suggesting using the training time to work on the Ends Statements for the new strategic planning process. Trustee Anna Franz and Juanita Richards agreed the board's time and energy could be used in a different way.

Motion 20-53

Trustee Jon Lane moved to approve canceling the contract with Leadership Consultant Linda Seppa Salisbury. Trustee Anna Franz seconded, and the motion passed.

10. Board Self Evaluation

Board Chair Stephen McFadden stated the trustees had discussed their self-evaluation during the retreat in August. He shared the following self-evaluation statement.

Annually, the BBCC Board of Trustees conducts a self-evaluation during its retreat. The effort was completed on Thursday, August 27, 2020. The process includes determining whether or not the Board has met its goals, maintained trustee activity aligned with the Ends, and followed and fulfilled board policies.

2019-2020 Trustees Activity Reports:

*Via this tracking tool, members of the Board collectively reported 268 engagements that met the Core Themes and Ends. **The summary:***

E-1 Mission: = 75 engagements

E-2 Student Success = 44 engagements

E-3 Excellence in Teaching & Learning = 34 engagements

E-4 Community Engagement = 41 engagements

E-5 Integrity and Stewardship = 31 engagements

E-6 Inclusion and Climate = 43 engagements

Board Policies:

During the 2019-2020 academic year the Board successfully continued to review and update Board Policies, including BP 1000, Policy Governance – By Laws.

Board Goals:

For the 2019-2020 academic year, the BBCC Board of Trustees adopted three goals. They were:

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

During the August 27 retreat, the Board agreed that it had succeeded in fulfilling two of the three goals. The summary of that assessment follows:

Goal #1: Presidential Search:

The Board agreed the goal had been met with the completion of a successful search and a new president in place in August 2020. It was noted that the onboarding process for the new president continues into the 2020-2021 academic year.

Goal #2 Campus Climate Action Plan:

The Board agreed the goal had been met, while acknowledging the importance of BBCC continuing to make improvements. It was stated that it's important for the college to seek future feedback from staff and faculty in reviewing the performance of the institution.

Goal #3 Monitoring Board Effectiveness:

The Board agreed this goal was not met and the effort impacted by a presidential search and COVID-19. It was agreed that this is a work in progress that will continue in 2020-2021. It was suggested the effort should be tied to the development of the strategic plan and the process to evaluate the end statements.

Motion 20-54

Trustee Thomas Stredwick moved to approve the board's self-evaluation statement. Trustee Jon Lane seconded, and the motion passed.

11. Board Goals

Board Vice-Chair Anna Franz shared draft board goals she developed based on the discussion during the Board retreat August 27.

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.*

Motion 20-55

Trustee Thomas Stredwick moved to approve the board's 2020-21 goals. Trustee Juanita Richards seconded, and the motion passed.

12. President's Onboarding

The trustees discussed opportunities to introduce Dr. Tweedy to community members. The trustees will work with Executive Assistant Melinda Owens-Dourte to schedule introductory Zoom meetings with external stakeholders in the next two months.

13. Assessment of Board Activity

Trustee Anna Franz reported she attended the Foundation Cellarbration event (E-4) and she met with Board Chair McFadden, President Tweedy, and Executive Assistant Owens-Dourte to prepare the board agenda (E-1).

Trustee Juanita Richards reported she attended the Board Retreat (E-1), Cellarbration (E-4), President Leas' retirement drive by (E-6), and President Tweedy's campus-wide Zoom meeting (E-6).

Trustee Jon Lane reported that he participated in President Leas' drive-by retirement (E-6), an ACT Diversity, Equity and Inclusion (DEI) meeting (E-6), the board retreat (E-1), an ACCT state coordinator meeting (E-4), and a regional caucus meeting (E-6).

Trustee Thomas Stredwick reported that he attended a SBCTC DEI sub-committee meeting (E-6), toured the Workforce Education Center (WEC) with Grant County PUD staff (E-4), Cellarbration ((E-4), and the Board Retreat (E-1).

Trustee Stephen McFadden reported that he attended the Board Retreat (E-1), President Leas' retirement drive by (E-6), met with Trustee Vice-Chair Anna Franz, President Tweedy, and Executive Assistant Owens-Dourte to prepare the board agenda (E-1). He also attended Cellarbration (E-4) and the campus-wide Zoom regarding the student death by President Tweedy (E-6). President Tweedy stated that VP Garza put a lot of work into the campus response arranging training/counseling quickly for students and employees. Trustee McFadden commended the Executive Team and employees for their support of students an each other.

15. Next Meeting

The next board meeting is scheduled on November 12, 2020 at 1:30 p.m.

16. Miscellaneous

Trustee Jon Lane introduced ASB President Savana Stephenson.

17. Board Chair Rotation

Vice-Chair Anna Franz rotated into the Chair position and Trustee Thomas Stredwick moved into the Vice-Chair position.

Motion 20-56

Trustee Jon Lane moved to approve the Board Chair and Vice Chair rotation as scheduled. Trustee Thomas Stredwick seconded, and the motion passed.

The meeting adjourned at 2:40 p.m.

Stephen McFadden, Chair

ATTEST:

Sara Tweedy, Secretary