

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Wednesday, March 24, 2021, at 1:30 p.m. via Zoom Webinar.

1. Call to Order

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

2. Education Presentation

Dean Valerie Parton, Instructor Sarah Bauer, and Foundation staff Chandra Rodriguez presented the workplace norms. The norms were developed by the Workplace Norms Committee and endorsed by Cabinet, Shared Governance Council and shared with the campus. Communications, community, and accountability were developed as essential parts of workplace norms and each were operationalized in greater detail as shared in the board packet.

Trustee Thomas Stredwick congratulated the group for developing the norms. He also asked about measuring and training to the norms. VP Kim Garza stated the norms will be incorporated into the strategic plan. Workplace Norms Committee member and Instructor, Sarah Bauer, commented norms implementation has begun and they were endorsed by employee groups. Trustee Stredwick encouraged and Board Chair Anna Franz confirmed the norms could be embedded into the new trustee onboarding process. Trustee Jon Lane agreed the norms are a great addition and translate into equitable attitudes.

President Tweedy stated members of the Committee on Equity, Inclusion, and Diversity serve on the Mission, Vision, Values group to ensure equity, inclusion and diversity perspectives are included.

3. Consent Agenda

a) Approval of February 10, March 8, March 11, March 15, and March 16, 2021, Board Meeting Minutes (A); b) Accreditation (I); c) Student Success (I); d) Assessment (I); e) Finance & Administration (I); f) Human Resources Report (I); g) ASB Report (I); h) Foundation Report (I).

Motion 21-9

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

4. There were no public remarks.

5. Faculty Updates

Faculty Association President Zach Olson reported news from the faculty.

Communications Instructor Dr. Barbara Bush reported the introductory Public Speaking class is now also offered as a dual language course (Spanish-English) thanks to our adjunct instructor Meli Doty who speaks both languages. It is a class where people who speak Spanish as their first language can get their feet wet in public speaking and build their confidence using their native language, while building toward a presentation in English. The goal in any public speaking class is to help students overcome their fear of public speaking but for folks who are doing this in a second language they face additional fears. The class is also geared towards people who are learning Spanish and would like to try and give presentations in Spanish. They have the option to also give speeches in English. This class has been popular.

English Instructor Dr. Allison Palumbo reported that their Women's Lit students are preparing their final course anthology projects as websites. Also, Dr. Palumbo was honored to be accepted to the Humanities WA speakers series for the 2021-23 term.

Math and Science instructors shared photos of their students in home labs.

Environmental science students went on the hunt for palm oil. Human Anatomy and Physiology students illustrated blood flow through the human heart with different mediums. Intro to Organic and Biochemistry shared illustrated concept maps and students had fun with potatoes in General Biology lab. General Chemistry students grew crystals at home, created marshmallows, and botany students photographed plants.

6. President's Update

Dr. Tweedy introduced new employees Jason Ronish, Paola Ruiz, Zhane Serrano, Anthony Metzker, Jeni Richlin, and Elizabeth Valle. She also introduced employees moving to new positions Octaviano Gutierrez, MacKenzie Noyola, and Anne Ghinazzi. The BBCC Foundation's Virtual Cellarbration for Education scholarship auction is May 12-15. President Tweedy reported as part of strategic planning a Mission, Vision, and Value Workgroup is beginning and the four priorities for Big Bend based on campus conversations and feedback are Improving Student Success, Employer of Choice, Forward Looking Infrastructure, and Enrollment Growth and Diversification.

Student focus groups are also being conducted to learn how Big Bend can serve students where they are.

With vaccines soon to be available to everyone over 16 years of age, Big Bend employees and students may have opportunities to return to campus in person. Dr. Tweedy is working with leadership to prepare guidance materials and talking points to

begin transitioning back to the campus. Hoping to move toward hybrid coursework for students beginning in the summer depending on health guidelines regarding COVID.

President Tweedy attended the AeroTek Global Tanker event and met with CEO Lee Human.

Trustee Stephen McFadden asked about the Cares Act funding. The last round of funding required COVID expenses. The most current funding has fewer restrictions and students can request funding.

Trustee Thomas Stredwick asked about the positive lessons Big Bend has learned related to COVID. Dr. Tweedy stated Big Bend can offer entire degree programs online with supports including tutoring, live chats, and library assistance. Math/English course placement can be made based on transcripts. The William C. Bonaudi Library and math/science labs have creatively innovated student success using technology. The Chemistry 110 class will be offered online and in-person in the future to reduce barriers for students. Zoom office hours are also more accessible for some students; some faculty members may continue offering Zoom office hours even after the campus reopens. Vice President Humpherys reported the new Title V grant supports professional development for employees related to online classes which helps students who live on the edges of our service district and beyond. Dr. Tweedy stated software such as Microsoft's Teams provide effective collaboration tools that will continue to be used.

At 2:33 p.m., Board Chair Anna Franz announced that the Board would adjourn to executive session for approximately 20 minutes to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The Executive Session was extended for 20 minutes and the session ended at 3:12 p.m. with no action taken. A five-minute break was announced.

7. Probationary Tenure Review

Motion 21-10 Trustee Jon Lane moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Tweedy, and Dr. Humpherys, to renew the probationary contract of Barbara Bush effective September 13, 2021. He further moved that the President notify Barbara Bush as soon as possible of this decision. Trustee Stephen McFadden seconded, and the motion carried.

Motion 21-11 Trustee Stephen McFadden moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Tweedy, and Dr.

Humpherys, to renew the probationary contract of Hanna Capelo effective September 13, 2021. He further moved that the President notify Hannah Capelo as soon as possible of this decision. Trustee Thomas Stredwick seconded, and the motion carried.

Motion 21-12

Trustee Thomas Stredwick moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Tweedy, and Dr. Humpherys, to renew the probationary contract of John Owens effective September 13, 2021. He further moved that the President notify John Owens as soon as possible of this decision. Trustee Juanita Richards seconded, and the motion carried.

Trustee Juanita Richards recognized all of the instructors who flexed to provide online instruction and applauded their tremendous efforts through the struggles around COVID to create interactive opportunities for students gracefully.

Motion 21-13

Trustee Juanita Richards moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Tweedy, and Dr. Humpherys, to renew the probationary contract of Suzanne Reilly effective September 13, 2021. She further moved that the President notify Suzanne Reilly as soon as possible of this decision. Trustee Jon Lane seconded, and the motion carried.

Motion 21-14

Trustee Jon Lane moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Tweedy, and Dr. Humpherys, to renew the probationary contract of Reza Sharifi effective September 13, 2021. He further moved that the President notify Reza Sharifi as soon as possible of this decision. Trustee Stephen McFadden seconded, and the motion carried.

Motion 21-15

Trustee Stephen McFadden moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Tweedy, and Dr. Humpherys, to renew the probationary contract of Theresa Calip effective September 13, 2021. He further moved that the President notify Theresa Calip as soon as possible of this decision. Trustee Thomas Stredwick seconded, and the motion carried.

Motion 21-16

Trustee Thomas Stredwick moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Tweedy, and Dr. Humpherys, to renew the probationary contract of Johanna Doty-Fleming effective September 13, 2021. He further moved that the President notify Johanna Doty-Fleming as soon as possible of this decision. Trustee Juanita Richards seconded, and the motion carried.

Trustee Juanita Richards reiterated her recognition of innovative creativity by the faculty members in the midst of a very difficult transition for our students, employees, and communities.

Motion 21-17

Trustee Juanita Richards moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Tweedy, and Dr. Humpherys, to renew the probationary contract of Rhonda Kitchens effective September 13, 2021. She further moved that the President notify Rhonda Kitchens as soon as possible of this decision. Trustee Jon Lane seconded, and the motion carried.

Motion 21-18

Trustee Jon Lane moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Tweedy, and Dr. Humpherys, to renew the probationary contract of David Mayhugh effective September 13, 2021. He further moved that the President notify David Mayhugh as soon as possible of this decision. Trustee Stephen McFadden seconded, and the motion carried.

Motion 21-19

Trustee Stephen McFadden moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Tweedy, and Dr. Humpherys, to renew the probationary contract of Michele Reeves effective September 13, 2021. He further moved that the President notify Michele Reeves as soon as possible of this decision. Trustee Thomas Stredwick seconded, and the motion carried.

Motion 21-20

Trustee Thomas Stredwick moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Tweedy, and Dr. Humpherys, to renew the probationary contract of Jessica Strickland effective September 13, 2021. He further moved that the President notify Jessica Strickland as soon as

possible of this decision. Trustee Juanita Richards seconded, and the motion carried.

Trustee Richards recognized the outstanding efforts by faculty members to connect with students during the pandemic and complimented their persistence and energy.

Motion 21-21

Trustee Juanita Richards moved after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Tweedy and Dr. Humpherys grant tenure to Christy Welch, effective September 13, 2021. She further moved that the Board of Trustees direct the President to notify Christy Welch as soon as possible of this decision to grant tenure and that her contract for the academic year 2021-22 will be renewed.

Trustee Jon Lane asked about how instructors were evaluated regarding their online courses. Dr. Tweedy stated the evaluation process is spelled out in the Negotiated Agreement and this is a potential educational topic for another meeting.

8. Exceptional Faculty Award

Motion 21-22

Trustee Thomas Stredwick moved to approve exceptional faculty awards for instructor Hanna Capelo for \$2,000 and instructor Tiffany Naylor for \$2,000. Trustee Jon Lane seconded, and the motion passed.

9. Transforming Lives

President Tweedy stated the Transforming Lives Committee met to debrief and discuss the January 19 celebratory event. The number of attendees increased for the Zoom event over previous years' dinner events. The trustees may consider hosting an in-person reception with hors d'oeuvres followed by the event which could also be streamed live to encourage in-person and online attendance. It may also be helpful to move the event to the spring to avoid asking campus employees to nominate students during the first part of the fall quarter. The Transforming Lives Committee plans to send nomination emails directly to club advisors, coaches and academic divisions to recruit additional nominees.

Trustee Stephen McFadden served on the Transforming Lives Committee. Trustee Juanita Richards volunteered to serve this committee with Trustee McFadden leaving the board.

Motion 21-23

Trustee Jon Lane moved to appoint Trustee Richards to the Transforming Lives Committee. Trustee Stephen McFadden seconded, and the motion passed.

10. WAC Revisions

Motion 21-24 Trustee Thomas Stredwick moved to approve the changes to WAC 132R-04. Trustee Juanita Richards seconded, and the motion passed.

11. Board Policy 1000

Motion 21-25 Trustee Stephen McFadden moved to approve the changes to BP1000 to include the updated trustee job description. Trustee Jon Lane seconded, and the motion passed.

12. Trustees' Foundation Account

Executive Director of the Foundation LeAnne Parton explained that the trustees' Foundation account is unique and proposed splitting the account to fund scholarships and the Transforming Lives event. The account currently has \$56,477. She recommended the account be split into \$50,000 for scholarships and \$6,477 for the Transforming Lives event.

Motion 21-26 Trustee Jon Lane moved to approve the changes to the trustees' Foundation account and include two \$1,000 scholarships annually rather than one for \$2,000. Trustee Thomas Stredwick seconded, and the motion passed.

13. President's Onboarding

At 3:50 p.m., Board Chair Anna Franz announced that the Board would adjourn to executive session for approximately 10 minutes to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The Executive Session ended at 4:00 p.m. with no action taken.

Dr. Tweedy stated she is continuing to meet community members. Trustees will be invited to meetings in their areas. Board Chair Franz is coordinating an introduction to the members of the Association of Grant County Cities and Towns.

14. Board Meeting Venue

AAG Jason Brown shared information about in-person board meetings in Phase 3. In-person meetings may be held if following the guidelines of 50% capacity or 400 people in the space, 6-foot physical distance between people, and opportunity for the public to attend in person or electronically. President Tweedy stated that staff tested the board meeting set up and a board meeting can be accomplished with in-person and electronic attendance. Board Chair Anna Franz shared that she is concerned about vaccines not universally available and she does not want people to feel pressured to attend before they are vaccinated. We will need to continue to have an online option for future meetings. AAG Brown stated other colleges are continuing to meet online. This topic will be revisited once everyone has had the opportunity to be fully vaccinated.

15. ACT Award Nominations

Board Chair Anna Franz thanked Trustee Thomas Stredwick for writing the ACT Trustee Leadership Award nomination for Trustee Stephen McFadden.

Motion 21-27 Trustee Juanita Richards moved to approve the ACT Leadership Award nomination for Trustee McFadden. Trustee Jon Lane seconded, and the motion passed.

Trustee McFadden thanked the board for their efforts supporting his nomination.

16. Assessment of Board Activity

Trustee Jon Lane reported that he reviewed probationary tenure files, attended meetings with local legislators and the ACT Trustee Tuesday session.

Trustee Stephen McFadden reported that he reviewed probationary tenure files and attended some of the meetings with local legislators. He also attended the February Foundation board meeting and will continue to serve on the Foundation board.

Trustee Thomas Stredwick reported that he reviewed the probationary tenure files, and attended the meetings with local legislators. He also talked with President Tweedy and completed the ACT Trustee Leadership Nomination packet.

Trustee Juanita Richards reported that she attended the February Foundation board meeting, meetings with local legislators, and a discussion with President Tweedy. She also reviewed the probationary tenure files.

Board Chair Anna Franz reported that she assisted with the ACT nomination packet, attended a meeting with President Tweedy, and attended the ACT Trustee Tuesday session. She also reviewed the probationary tenure files and attended meetings with local legislators. Chair Franz also stated the assessment of board activity process is tied to accreditation and with the standards changing would like to learn more about how to meet the new standard.

17. Next Regular Board Meeting

The next board meeting is set for May 6, 2021 at 1:30 p.m.

18. Miscellaneous

ACT Officer nominations are due April 2 if anyone is interested the information is in the packet and the president's office can assist.

Chair Franz revisited the 2020-21 board goals for feedback on progress. Onboarding the president continues to be an ongoing process. The annual check list, and professional training are a natural fit with the college's strategic planning.

Trustee Thomas Stredwick volunteered to participate in a sub-committee about the Ends Statement revisions. Trustee Juanita Richards volunteered to assist with the sub-

committee. Trustee Stredwick will meet with President Tweedy and then with the Executive Team and the Mission, Vision, Values committee.

Motion 21-28

Trustee Thomas Stredwick moved to approve the Ends sub-committee work by himself and Trustee Richards. Trustee Juanita Richards seconded, and the motion passed.

President Tweedy announced that two community members have applied to serve in the trustee position vacated by Trustee McFadden.

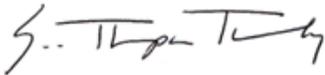
There are educational opportunities for trustees to learn more about advancing Equity, Inclusion, and Diversity. Chair Franz will follow up on the training before the board begins evaluating policies.

The meeting adjourned at 4:30 p.m.



Anna Franz, Chair

ATTEST:



Sara Tweedy, Secretary