

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Thursday, May, 7, 2020, at 1:30 p.m. via Zoom.

1. Call to Order

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

2. Consent Agenda

a) Approval of Regular Board Meeting Minutes March 12, 17, 25, April 9, 17, Minutes (A); b) President's Update (I); c) Accreditation (I); d) Student Success Update (I); e) Assessment Update (I); f) Finance & Administration Report (I); g) Human Resources Report (I); h) Enrollment Report (I); i) Safety & Security Update (I); j) ASB Report (I); k) Foundation Report (I);

Motion 20-35 Trustee Anna Franz moved to approve the consent agenda. Trustee Jon Lane seconded, and the motion carried.

3. Remarks

There were no public comments.

4. Faculty Updates

Faculty Association President Salah Abed reported that faculty are stepping up to make the best of a difficult situation. He shared an example that he used a Donald Duck comic from the 1950s in his math class for extra credit to prompt explanation of a profit equation using a parabola. He also used [Hanafuda](#) or Japanese playing cards for an extra credit activity.

BEdA Instructor Jessica Strickland has redesigned her entire program by converting classes using a blended learning model.

Early Childhood Education Coordinator Jenny Nighswonger has worked with community members to sew over 100 masks for childcare providers in the service district, many of whom are also students.

Librarian Rhonda Kitchens reported that the library has doubled its web resources and expanded chat capabilities to serve students better.

English Instructor Matt Sullivan communicated that the students in his creative writing class are creating and sharing audio recordings of their stories, which personalizes and dramatizes the stories and builds community among the students.

Art Instructor Fran Palkovic shared photos of his students' work in Art 103, 121 & 122 while working from their homes.

Nursing Instructor Jennifer Reames-Zilliox noted that the Nursing department submitted paperwork to the Nursing Commission and the Department of Health for approval of virtual clinical and curriculum changes due to COVID-19. They received approval, and some students are completing preceptorship hours at clinical sites.

Computer Science Specialist Tom Willingham explained that Computer Science students are using simulations for hands-on hardware labs.

Math Instructor Sarah Bauer is hosting "coffee or tea with Mrs. B" over Zoom to offer connection time with students during the quarter.

5. Enrollment Status and Plan

Dr. Bryce Humpherys reported that enrollment is down 10% for spring quarter and 7.4% overall. Students are struggling and dropping classes; it is difficult to predict future enrollment levels. Usually when the economy is low, we see a boost in enrollment; however, COVID-19's future impact is unknown. Some graduating seniors may remain home in the fall and attend local community colleges. BBCC is preparing for summer and fall classes and opening Workforce education labs. Student Services staff are preparing to distribute the CARES Act funding for students. Staff and faculty are continuing to teach and coordinate online classes and services.

BBCC focused on evening and online services before COVID-19 became an issue, which helped prepare the college to serve students better now. Dr. Humpherys thanked faculty and staff for their incredible work responding to changing situations with delivery of instruction. The innovations being forged will help the college emerge stronger.

Trustee Jon Lane commented that state enrollments are down 10-30%, and our enrollment declines are on the low end. He complimented faculty and staff for their survey responses and asked about BBCC's response regarding equipment at home for employees. VP Humpherys reported that administrators have developed a checkout system for laptops, desk chairs, and other office equipment to assist employees. VP Kim Garza will share more about this during her Campus Community Action Plan (CCAP) update.

VP Humpherys reported there are concerns about students' success in online classes, and Starfish provides identification of students who are struggling and need additional

support. Staff are focused on students who will graduate in June, and the spring enrollment survey was modified to gather information about online classes and services.

Trustee Lane asked how the decision was made to deliver online classes in the fall and if the trustees should have been involved in the decision. VP Humpherys stated that students begin fall enrollment May 18 and advising for the fall is already occurring. The classes offered spring quarter were very quickly converted to online delivery, which had a strong disruptive impact on faculty preparations. Deciding to deliver fall instruction online at this point provides faculty time to convert their classes rather than dealing with disruption and uncertainty at the last minute. The early decision about online delivery in the fall provides faculty members as much notice as possible. They are not on contract over the summer and need to prepare now. If safety measures have changed, faculty members may decide to back off of online instruction and provide some classes face to face.

Trustee Thomas Stredwick asked about solutions for students with no Wi-Fi/computer access. VP Humpherys reported that we purchased additional laptops, and the library checked out laptop to students all quarter. The network access is a struggle, and BBCC is promoting areas with free Wi-Fi and hotspot access. The results of the spring survey will reveal how many students need broadband access. Trustee Stredwick offered to assist through the Grant County PUD and the Columbia Basin Foundation. VP Humpherys will request contact information for a Grant County PUD representative.

Trustee Stephen McFadden asked about personal protection equipment for students and staff (PPE). VP Humpherys stated safety measures may require face masks, coverings, gloves, goggles, face shields, depending on the program. If people maintain distance between each other, cloth face masks work. Nursing students may need N95 masks and face shields. College staff are developing a written plan for each program, specifying protective equipment, and prioritizing programs that need equipment. He said BBCC is balancing safety and resources; fear spreads faster than the virus, and we cannot compel an employee or student to return to campus if they do not feel safe.

6. Budget Status and Plan

VP Linda Schoonmaker reported that she will probably present a continuing resolution regarding the budget at the June 4, 2020, board meeting. There are indicators about budget reductions of \$1 to \$2.5 million for 2020-21. Running Start (RS) enrollment has increased, which provides a funding uptick. There will be increases in expenses such as payroll, tax rates, and utilities. Eliminating Sodexo food services expenses will conserve resources. VP Schoonmaker reported she is exploring a variety of options, including vending machines with fresh foods and food trucks for the residence halls.

7. Campus Climate Action Plan

VP Kim Garza reported there were 156 employee responses to the recent Pulse survey. The survey was designed to increase understanding about how employees are doing regarding working remotely and learn how administration can support staff and faculty.

Working remotely will continue to be an option for employees in the future. Employees shared concerns about equipment and technology needs, which were discussed at Cabinet. A checkout system was developed and Director of Library and eLearning Services Tim Fuhrman is providing laptops, monitors, etc. to help employees be successful at home. Classified staff shared discomfort with logs they are required to complete. VP Garza consulted supervisors, and many eliminated the log. She reported there is value in taking the temperature of the organization through a Pulse survey every six months to respond more quickly to issues. Trustee Lane asked about safety in remote workspaces, and VP Garza said the telework agreement addressed safety concerns.

8. Exceptional Faculty Award

VP Humpherys recommended approving the Exceptional Faculty Award (EFA) supporting math instructor Eric Fleming, who will use the award to develop an online math resource.

Motion 20-36

Trustee Jon Lane moved to approve the EFA in the amount of \$2,000 for Eric Fleming. Trustee Anna Franz seconded, and the motion carried.

9. BP1025 Statement on Equity, Inclusion, & Diversity

The board reviewed draft BP1025 during the meeting on March 12, 2020. Counselor MariAnne Zavala Lopez was available for questions.

Motion 20-37

Trustee Juanita Richards moved to approve BP1025 Statement on Equity, Inclusion & Diversity. Trustee Thomas Stredwick seconded, and the motion carried.

10. Commencement Update

Dr. Leas reported commencement was modified to a virtual ceremony due to COVID-19 restrictions. The vendor MarchingOrder will finalize videos and student submissions for the virtual ceremony. The usual commencement budget is \$2,000 but this year, the budget is \$18,000, which also includes providing caps and tassels, gifts and gift bags, and shipping. A virtual ceremony is equitable for students who live in other areas as they can also access the ceremony. Students have been informed about the ceremony. Big Bend Technology is working with MarchingOrder on security walls. Chair of the SBCTC Board Dr. Wayne Martin is our commencement speaker, and Director of Communication Matt Killebrew will videotape his speech. Other speakers will finalize scripts and videotape in the next few days. The Basic Education/Adult Education Graduates will participate in the virtual ceremony with the college graduates. The Nurses' Pinning ceremony will also be virtual with speakers and a slide show created by graduates.

At 2:45 p.m., Chair Stephen McFadden announced that the Board would adjourn to executive session for approximately 15 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 10 minutes, then 5 minutes, and then there was a 5-minute break. The meeting reconvened at 3:20 p.m. with no action taken.

11. Interim President

Board Chair Stephen McFadden reported that Dr. Leas will retire June 30, and Dr. Thompson Tweedy will begin August 17. There is need for an interim president to serve during the gap.

Motion 20-38

Trustee Thomas Stredwick moved to issue a contract to Dr. Leas to serve as president through August 16. Trustee Juanita Richards seconded, and the motion carried.

12. President's Onboarding

Board Chair Stephen McFadden shared there are two onboarding elements; onboarding with the communities and internal onboarding. Trustee Anna Franz highlighted the minor changes to the external onboarding document she shared during the March 12, 2020 board meeting, including an on-campus reception or online town hall the first week the new president is on campus. The trustees agreed to flex the plan to include activities in 30 days to one year rather than 30-90 days. The trustees will provide to Melinda names of the community members to enter in the onboarding plan.

VP Garza explained that internal onboarding includes orienting Dr. Thompson Tweedy as a new employee, trainings, and connecting her to the campus community. Director of Title V Grants and Orientation Workgroup Lead Tammy Napiontek is helping develop a transition guide. Dr. Leas and Dr. Thompson Tweedy will have transitional conversations.

Motion 20-39

Trustee Jon Lane moved to approve the President's Onboarding Plan. Trustee Juanita Richards seconded, and the motion carried.

13. Assessment of Board Activity

Trustee Thomas Stredwick attended two special board meetings (E-1).

Trustee Anna Franz attended two special board meetings and accomplished some committee work (E-1).

Trustee Jon Lane attended two special board meetings (E-1).

Trustee Juanita Richards attended two special board meetings (E-1).

Trustee Stephen McFadden attended two special board meetings (E-1, E-5), prepared two campus community updates (E-1, E-3, E-5, E-6), and reviewed the draft agenda with Dr. Leas (E-1). Trustee McFadden discussed contracts and interim president options with VP Garza (E-1, E-5) and coordinated trustee donations to the residence halls and Viking Food Pantry ((E-1, E-2, E-4).

14. Next Meeting

The next regularly scheduled board meeting is on June 4, 2020, at 1:30 p.m.

Motion 20-39

Trustee Thomas Stredwick moved to confirm the next meeting on June 4, 2020. Trustee Anna Franz seconded, and the motion carried.

15. Miscellaneous

Trustee Jon Lane shared that today is the national day of prayer.

Adjourned. 3:34 p.m.

Stephen McFadden, Chair

ATTEST:

Terry Leas, Secretary