

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Thursday, June 10, 2021, at 1:30 p.m. via Zoom Webinar an in-person.

### 1. Call to Order

Present: Anna Franz  
Jon Lane  
Juanita Richards  
Thomas Stredwick

### 2. Education Presentation

c. Athletes Savana Stephenson, basketball; Taryn Mathews, softball; Skyler Sadora, baseball; and Mireya Sanchez, wrestling introduced themselves. The ASB President Elect Colton Reynolds, 2020-21 President Savana Stephenson, and 2020-21 Public Relations Officer Kelsey Sorenson introduced themselves.

### 9. Sabbatical Modification Request

To accommodate participant scheduling, President Tweedy pulled item 9 to the top of the agenda. She relayed that Nursing Instructor Jennifer Reames Zilliox requested a modification to her sabbatical. The modification request followed the same process as her initial request. The committee, VP Bryce Humpherys, and President Sara Tweedy recommend not approving Instructor Reames Zilliox's modification request. Instructor Reames Zilliox reported that the nursing department has multiple demands at this time including a new director being mentored by one of the nursing instructors. She made her sabbatical modification request in the best interest of the nursing department. President Tweedy said she appreciates Instructor Reames Zilliox's point and a search will be made for another instructor to fill the slot during her absence. Dr. Tweedy's primary concern about supporting the request is that it will set a precedent that other instructors on sabbatical may not experience a true sabbatical as they may be expected or feel compelled to teach during part of their sabbatical time.

#### Motion 21-30

Trustee Thomas Stredwick moved to deny Instructor Reames Zilliox's sabbatical modification request. Trustee Jon Lane seconded, and the motion passed.

### 2. Educational Presentation

a. Committee on Equity, Inclusion, and Diversity (CEID) members Counselor MariAnne Zavala Lopez and English Faculty member Dr. Allison Palumbo presented diversity information. They listed the BBCC diversity opportunities

such as “*Everything you need to know about sex, gender, and orientation and were afraid to ask*” by Dr. Palumbo, cultural competence and institution change, *Bridges out of Poverty* training presented by Jody Bortz, *Diversity in the Workplace* from the University of South Florida, and *Re-Imagining Higher Ed*. CEID is encouraging campus members to read about the myths of poverty in a free book purchased by the Title V grant. They also participate in strategic planning efforts and Shared Governance Council and continue to lead the coordination of professional development around equity for the upcoming year.

CEID responds to requests on campus and offer interviews and recordings to highlight diversity, equity, and inclusion. CEID members are supporting the revision of as many classes as possible to meet diversity requirements and several new courses will be initiated in 2022-23.

Trustee Stredwick asked about the most impactful ways for organizations to measure progress toward a more diverse, equitable, and inclusive culture. Measuring and accountability include informing the campus about the importance of equity, inclusion, and diversity. Defining these terms has deepened the understanding of these important values. Using processes and stopping to ask “has everyone been heard?” also has positive impact. Climate surveys gather data and provide ability to measure. A CEID member is talking with Clark college personnel about customizing an equitable decision making toolkit. CEID members visit other committees to implement ideas and discuss equity issues. Equity, inclusion, and diversity is also being built into the strategic priorities.

- b. Agricultural Mechanics Program Specialist Brett Iksic reported that fall classes in the program are beginning to fill. Some students are also enrolling in automotive classes. Agricultural mechanics is a diverse field with lots of hands-on work and he stresses safety in the courses. Iksic is working with industry leaders including a Case dealership.

### 3. Consent Agenda

a) Approval of May 6, 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 21-31

Trustee Juanita Richards moved to approve the consent agenda. Trustee Thomas Stredwick seconded and the motion passed.

**4. There were no public remarks.**

none

**6. President's Update**

President Tweedy reported that two trustee candidates have submitted applications to the Governor. Board Chair Franz, Vice Chair Thomas Stredwick and President Tweedy will meet with the applicants; the Governor's office will take action on filling the vacancy following the meetings.

President Tweedy stated student input has been added to the draft Strategic Plan in the form of feedback from new and returning students and student leaders. The information from student focus groups and student surveys will be mapped to major tasks identified in the strategic plan. The PACE survey administered by the National Initiative for Leadership & Institutional Effectiveness yielded a 60.8% participation rate. President Tweedy stated unproductive outlier comments of a personal nature were redacted to preserve community and set communication expectations. Two campus forums were hosted by President Tweedy to review the survey results with the campus. The high and low scores of the survey were shared. Trustees Stredwick and Franz expressed support for President Tweedy's survey response decision. Trustee Richards stated transparency is important.

Enrollment and budget information was reported by Dr. Tweedy. Fall enrollment is low, matching enrollments around the state. Stimulus funding has supplemented the budget and the 2022-23 budget will be negatively impacted by current low enrollments. Dr. Tweedy reported Covid-related expenses continue in order to create a safe campus for students and employees.

Dr. Tweedy announced new employees Rebecca Leavell, accommodation and accessibility services coordinator; Reign Letkeman, athletic facilities coordinator; Dr. Ching "Jim" Lin, physics instructor; and Angel Dominguez, custodial services supervisor.

Dr. Tweedy complimented Executive Director of the Foundation LeAnne Parton, the Foundation Board, and staff for a successful virtual Cellarbration. She also recognized Nursing Instructor Jennifer Reames Zilliox and the nursing department for coordinating a successful pop up Covid vaccination clinic. Lastly, Dr. Tweedy recognized Student Activities Director Kim Jackson and coordinator Sarah Schutt for coordinating all details of the upcoming graduation drive through.

Trustee Jon Lane asked about progress updating Wallenstein Theater. VP Linda Schoonmaker stated a public works request has been submitted.

**5. Faculty Updates**

Faculty Association President Zach Olson reported Music Instructor John Owens' Percussion Ensemble performed in the library. Faculty members are looking forward to summer.

### **11. Exceptional Faculty Award**

Nursing Instructor Hannah Capelo is working toward her doctorate of nursing practice and used her EFA to pay for instruction at Post University. She described her specific focus on organizational complexities of higher education. Instructor Capelo thanked the trustees for approving her EFA.

At 3:20 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. A five-minute break was announced following the Executive Session. The Executive Session ended at 3:30 p.m. with no action taken.

### **7. 2021-22 Operating Budget**

VP Linda Schoonmaker presented the 2021-22 Operating Budget reporting highlights around enrollment, the student achievement initiative, some wage increases and health insurance and pension rate decreases, Guided Pathways, WEIA funds for nursing education, Running Start and ABE/ESL funding. The 2021-22 Operating Budget is approximately \$2,573 less than the 2020-21 Operating Budget. The source of operating funds are 58% from the state, 25% from recovery and Running Start, and 17% from tuition. Grand totals of all programs state funds are 60% salaries, 19.4% benefits, 16.9% supplies, .8% travel, .6% equipment and 2.1% grants.

There is an overall reduction in health and retirement rates. Enrollment is down and we are collecting less tuition from students and receiving stimulus funding. Overall expenses increased \$150,000. There are no increased budgets and there are some increases in compensation for step increases, professional development units (PDUs) or faculty promotions required by mandate or contract.

#### Motion 21-32

Trustee Thomas Stredwick moved to approve the 2021-22 Operating Budget as presented. Trustee Jon Lane seconded and the motion passed.

### **8. President's Onboarding**

President Tweedy continues to meet with internal and external stakeholders including the Association of Gant County Cities and Towns.

### **10. Employee Recognition**

The Faculty Association nominated Dr. Jim Hamm and Dan Moore for Faculty Emeritus awards.

Motion 21-33

Trustee Jon Lane moved to approve Dr. Jim Hamm and Dan Moore for Faculty Emeritus awards. Trustee Thomas Stredwick seconded and the motion passed.

President Tweedy announced that she awarded retiree Nancy Leach the Presidential Award for Meritorious Service. She also awarded long-time employee Jim Tincher the Presidential Award for Meritorious Service posthumously. They will both be honored at the pre-graduation employee picnic June 18.

**12. Board Retreat**

The board retreat is scheduled on August 26. The trustees discussed agenda items such as policy governance evaluation, board self-evaluation, and the president's evaluation and a brief strategic plan review. Core items will take the majority of the agenda and a study session may be scheduled in October for a detailed review of the new strategic plan.

**13. Board Sub-Committee**

Board Chair Anna Franz reported the ACT trainings around diversity, equity, and inclusion have been helpful toward progress on the board goals. She would like to see a long-term goal of intentional review of board policies with an equity lens as well as professional development around diversity, equity, inclusion for more common understanding. The board needs to identify opportunities for monitoring diversity, equity, and inclusion progress related to Ends Statements.

Trustees Thomas Stredwick and Juanita Richards met with colleagues from Bellevue College and Pierce Colleges to discuss philosophical perspectives on monitoring dashboards at the trustee level. Optimum dashboards are simple, sustainable, actionable, and accessible.

Chair Anna Franz stated the board needs to identify metrics for achievement, time to modify the Ends Statements, align with Institutional Research, and measure for diversity, equity, and inclusion. Trustees Stredwick and Richards will discuss these issues further and work toward drafting a one-page document.

**14. Assessment of Board Activity**

Trustee Jon Lane reported that he attended the ACT Spring Conference, ACCT Strategic Planning Zoom meeting, lunch with President Tweedy, and two ACT board meetings, the activities all fit into E-1, E-2, E-3, E-4, E-5, and E-6 categories.

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Colleges. She also met with President Tweedy, attended virtual Cellarbration, and responded to the BAS degree survey.

Trustee Anna Franz attended the ACT Spring Conference, worked on her trustee committee, and met with President Tweedy.

**12. Next Regular Board Meeting**

The next board meeting is the retreat set for August 26, 2021 and the next regular meeting is September 9, 2021.

**13. Miscellaneous**

The meeting adjourned at 4:05 p.m.

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Anna Franz, Chair

ATTEST:

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Sara Tweedy, Secretary