

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Thursday, Sept 9, 2021, at 1:30 p.m. via Zoom Webinar and in-person.

1. Call to Order

Present: Anna Franz
Jon Lane
Juanita Richards
Thomas Stredwick

Board Chair Anna Franz announced that some of the agenda items will be moved and reordered due to timing issues.

12. President's Evaluation

At 1:31 p.m., Board Chair Anna Franz 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 ended at 1:46 p.m. with no action taken.

Board Chair Anna Franz read the president's evaluation into the record.

"With great appreciation, the Board of Trustees congratulates our new President, Dr. Sara Thompson Tweedy, on her first successful year of guiding our community college. In evaluating Dr. Tweedy's performance, the Board reviewed the end statements of the College and found that the institution, under Dr. Tweedy's leadership, has met the expectations of the Board despite the challenges faced during the COVID-19 pandemic.

Dr. Tweedy faced a unique challenge in starting her tenure in the midst of a global pandemic, accreditation site visit, and ctcLink implementation. Through her open communication, support of campus community members, and persistence, Dr. Tweedy successfully led Big Bend through those challenges. Highlights of her first year include supporting faculty and staff through the accreditation process; launching an inclusive strategic planning process; sustaining action relative to campus climate standards; supporting the launch of new programs such as the Bachelor's of Applied Science in Applied Management, Agricultural Mechanics, and UAS Operations Certificate; and supporting the college through the implementation of ctcLink.

The Board commends Dr. Tweedy in her campus communication work to ensure a positive work culture for our administration, faculty, and staff. Her communication efforts have especially helped the campus community during the challenges of the COVID-19 pandemic. The Board would also like to recognize the leadership of Dr. Tweedy outside of the Big Bend campus as demonstrated by her role as chair of the Educational Services Committee for WACTC. Engagement at the state level affords Big Bend an important

representation opportunity that we appreciate and support. The Board encourages Dr. Tweedy to continue her community outreach efforts to ensure strong partnerships between community stakeholders and our institution.

Moving forward, the Board also encourages Dr. Tweedy to review enrollment strategies to ensure broad access to services offered and that our institution meets enrollment targets needed to support continued financial integrity. The Board offers continued support as Dr. Tweedy and our college continues to face the challenges imposed by the pandemic. Although these challenges are often of an immediate and uncertain nature, the Board is confident that Dr. Tweedy will continue to provide strong and compassionate leadership to see our institution through these difficult times.”

Motion 21-34

Trustee Thomas Stredwick moved to adopt the evaluation of President Thompson Tweedy and approve the extension of her contract by one year. Trustee Juanita Richards seconded, and the motion carried.

8. Trustee Emeritus

Board Chair Anna Franz discussed how former Trustee Stephen McFadden meets the criteria for Trustee Emeritus.

Motion 21-35

Trustee Jon Lane moved to appoint Stephen McFadden Trustee Emeritus. Trustee Juanita Richards seconded, and the motion carried.

7. 2021-22 Proprietary Budget

VP Linda Schoonmaker shared the proprietary budget information beginning with ASB accounts. ASB has reduced revenue due to the loss of the Moses Lake Open Doors Program. Athletics lost funding due to COVID impacts on reduced enrollment, gate fees, closing campus, and no gym rentals. The bookstore lost revenue due to COVID impacts. The bookstore has transitioned to contracted textbook sales with Barnes & Noble. Students will order textbooks through the Big Bend website. Barnes & Noble offers free or reduced postage for books to students during certain times around the beginning of the quarter. Bookstore employees continue to work with faculty regarding text books and operating the bookstore.

Housing and food accounts had major losses due to COVID. Full refunds were provided to students who were living in the dorms and left due to COVID. Currently, there are 140 students in the dorms, one per room.

Motion 21-36

Trustee Thomas Stredwick moved to accept the 2021-22 Proprietary Budgets. Trustee Juanita Richards seconded, and the motion carried.

13. Board Self-Evaluation

Board Chair Anna Franz discussed the board’s self-evaluation and 2021-22 board goals.

2020-21 Goals

Goal #1: Presidential Onboarding:

The Board agreed the goal had been met with by the Board in supporting our new president in her first year despite the limitations imposed by the COVID-19 pandemic.

Goal #2 Monitoring Board Effectiveness:

The Board agreed that significant progress has been made on this goal through the formation and work of the board committee. Understanding that the development of an annual monitoring checklist that aligns with both the end statements of the Board as well as the strategic plan will require continued effort by the Board, the Board agreed that this would be an ongoing board goal. The Board set an expectation that it will hold study sessions on policy governance, accreditation standards, budgeting, and equity, diversity, and inclusion in the next academic year.

Goal #3 Advancing Equity, Diversity, and Inclusion:

The Board agreed that significant progress has been made on this goal through the formation and work of the board committee to identify a process for training, implementation, and review of equity, diversity, and inclusion issues that impact our community. The Board agreed that this would be an ongoing board goal.

2021-2022 Board Goals

With the retention of the 2020-2021 Board Goals #2 and #3, the Board also discussed the need to provide onboarding of new trustees with a current position vacant and a second position reaching term limits in September 2021. The Board goals for the 2021-2022 academic year are as follows:

- 1. 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.*
- 2. Advance equity, diversity, and inclusion by establishing policies and institutional goals supporting operational equity, diversity, and inclusion programs.*
- 3. Ensure effective onboarding and support of new trustees.*

Motion 21-37

Trustee Thomas Stredwick moved to accept the 2020-21 board self-evaluation and the 2021-22 board goals. Trustee Juanita Richards seconded, and the motion carried.

3. Consent Agenda

a) Approval of June 10, 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 21-38

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

4. Remarks

There were no public remarks.

5. Faculty Updates

President Thompson Tweedy read information provided by outgoing Faculty Association President Zach Olson. "I apologize for not being able to be here in person to introduce the new faculty association president, Dawnne Ernette. Dawnne previously served as Vice President of the Faculty Association and will do a great job. Unfortunately, Dawnne cannot attend today's board meeting either. She is at a conference, and I am attending a New Student Registration and helping incoming students select their fall courses. It's always an exciting time of year.

The faculty don't have a lot to report. My only item comes from Dawnne Ernette who has been administering a new guided self-placement for English. Students now have the option to take a practical assessment to place into English courses. The student reads a brief article and receives a prompt, then writes a short, timed essay in response to the reading. An instructor reviews the essay with the student and discusses placement options, helping the student select the level of English most appropriate for the student's needs. So far about 18% of currently-enrolled first-year students used guided self-placement this summer, and the proportion of students placing directly into English 101 has increased considerably as compared to the Accuplacer assessment. Guided self-placement is a much more holistic assessment than a standardized test. Students have been able to complete their assessments throughout the summer via zoom, and recently in the library with a faculty member proctoring the assessment in person and ready to assist. Thank you for your support of the students, the college, and the faculty."

6. President's Update

Dr. Tweedy discussed the upcoming Fall In Service for faculty and staff, which will include information sharing and professional development. Students will return to campus and also attend online or hybrid classes. Dr. Tweedy recognized staff who have worked on campus and others who are returning to campus mid-September. She also stated there is a process for the employee-vaccine mandate. Social distancing and masking regardless of vaccination status continues. Dr. Tweedy announced the new employees and newly promoted employees.

Dr. Tweedy stated we continue to wait for the Governor to appoint a new trustee to the vacant position. Trustee Richards suggested the president and trustees contact local legislators to remind the Governor of the vacant position.

Enrollment continues to be in decline and the drop is common across the system of community colleges. We serve vulnerable students who have been disproportionately

impacted by COVID. Stimulus funding has been very helpful with \$4.7 million remaining to be distributed. Stimulus funding is filling the budget gap.

Due to ctcLink, Big Bend is not hiring fulltime employees at this time. Declining enrollments will impact the budget and enrollment strategies such as being more present in service district communities are positive.

Dr. Tweedy announced that Big Bend's ctcLink go live date is October 25. Big Bend is consistently a top finisher among DG5 migrators. Staff will continue to monitor for issues while Big Bend transitions to the new system.

Dr. Tweedy reported about capital projects. Science labs are expected to be completed in September. Wallenstein Theater is also scheduled for updates. A new gym floor has been installed in the DeVries Activity Center and our Maintenance and Operations staff did a great job painting the outside of the gym.

Trustee Juanita Richard asked about the proposed guiding principle "honor our role as a Hispanic-Serving Institution" (HSI). Dr. Tweedy clarified that the guiding principles culminate in educating all and serving as an HSI is an important part.

9. BP3020 Administrative and Exempt Contracts

BP 3020 was presented for information today and for action at the next meeting. President Tweedy stated this policy was last revised in 1993. The current process includes a final layer of appeal to the board. The policy revisions align with the policy governance model and extend the allowable contract length based on work performance.

10. BP7700 Safety, Security, and Emergency Management

Presented today for information and action at the next meeting. The revisions remove references to WACs and RCWs in the policy and aligns with policy governance. VP Linda Schoonmaker, stated the verbiage is fine and the references should be in the Administrative Procedure not Board Policy. She also stated AAG Jason Brown is working on a policy on policies to clarify policies and procedures and a systematic review of the policies and procedures.

11. Transforming Lives

President Tweedy stated local Transforming Lives committee is considering changes to the transforming lives nomination process. Staff and faculty are uncomfortable with the focus on the students' adversities rather than their resiliency, strengths, motivation, and persistence. Trustee Juanita Richards is on the local and statewide Transforming Lives Committee. She referenced the application when asking about the question about barriers the students have overcome. The trustees agreed to focus on efforts to engage in education over the trauma and or barriers nominees have faced. President Tweedy talked with other presidents about this same idea and they also advocate re-evaluating the focus of the award and application.

Trustee Stredwick stated the process is evolving and becoming more intentional and is more aligned with the new mission and vision, which are very forward looking.

President Tweedy will meet with the Transforming Lives committee and report back at the board meeting on October 28. Trustee Richards reported she will share Big Bend's concerns at the state level. President Tweedy thanked CBIS Director and local committee member Beth Laszlo for capturing the changes in the supporting document.

14. Board Chair Rotation

The board chair rotation was reviewed. At the end of the meeting on October 28, Vice Chair Thomas Stredwick will become the board chair for 2021-22.

15. Assessment of Board Activity

Trustee Jon Lane reported that he attended the board retreat, he met with Representative Tom Dent and he shared information about Big Bend at an Ephrata Rotary meeting.

Trustee Thomas Stredwick reported that he corresponded with Trustee Juanita Richards regarding the dashboard. He also attended graduation, the board retreat, June 18 campus celebration, and trustee candidate meetings.

Trustee Juanita Richards reported that she attended the JATP swing dance lesson, the July 15 Foundation meeting, the graduation ceremony and celebration, and the board retreat. She also corresponded with Trustee Stredwick and met with President Tweedy twice.

Trustee Anna Franz reported that she attended graduation and the campus celebration, trustee candidate meetings, a DEI Town Hall, ACT Trustee Tuesdays, and the board retreat. She also met with President Tweedy to discuss meeting agendas.

16. Next Regular Board Meeting

The next board meeting is set on October 28, 2021. A special meeting via Zoom will be set after September 13 for contract ratification with the Faculty Association.

17. Miscellaneous

The trustees discussed board meeting logistics. They decided to continue with hybrid meetings. President Tweedy thanked Richard Miller for coordinating the technology for the hybrid meetings.

The meeting adjourned at 3:21 p.m.



Anna Franz, Chair

ATTEST:



Sara Tweedy, Secretary