

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting October 16, 2017, at 1:30 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

Present: Anna Franz
Jon Lane
Stephen McFadden
Juanita Richards

2. Introductions

Student and Army Veteran Jeff Packard led the Pledge of Allegiance. He is pursuing a DTA in biology.

Athletic Director Mark Poth shared that BBCC won the President's Cup for the second time in three years. The President's Cup is awarded on the college athletes' academic achievements. AD Poth also reported the 1st Annual Hall of Fame Banquet was successful. Several BBCC alumni, included Trustee Jon Lane, were inducted and over 200 people attended.

Volleyball Coach Mike DeHoog accompanied his team to the meeting, he has worked at BBCC for 16 years. Team members introduced themselves Natalie Yergensen, from Twin Falls, ID studying to become a child advocate; Laurissa Kisler, from Warden, studying nursing; Ryana Recustodio, from Kodiak, AK, studying political science; JoAndra Wilson; from Lapwai, ID, pursuing sports training; Kelti Dwyer, from Nampa, ID; Savannah Bass, from The Dalles, OR; Hailey Miller; from Ephrata; Madison Powers, from Boulder, MT, pursuing welding; and Lindsay Linthicum is the Assistant Coach.

Dr. Leas thanked LDS Stake Counselor Mitch Heaps and Project Organizer Steven Ashton and presented a certificate of appreciation for their work leading their teams' landscaping and painting across campus.

Dean Daneen Berry-Guerin introduced Ag/Econ Instructor Terry Pyle and Professional Studies Lab Coordinator Trudy Roy. BBT Information Systems Manager Scott Carsey introduced IT Specialist Stephynie Garber. Dean Faviola Barbosa introduced program assistant Leah Vanderstoep. Director of Residence Halls Luis Alvarez introduced Resident Assistants Francisco Gomez-Rios, Hailey Huelisman, Samuel Clarke, Joseph Freidbauer, and Tyler Bennett.

President Leas introduced AAG Jason Brown from Spokane; he will work with BBCC replacing AAG Catherine Kardong. AAG Brown is a 2007 graduate of Gonzaga Law School.

President Leas also introduced Thomas Stredwick. The Governor's Office notified Dr. Leas last week that Thomas will be appointed to fill the vacant trustee spot. Thomas is a BBCC and Gonzaga alum, he manages public affairs at the Grant County PUD, and he served on the Grant County EDC. He will complete his Master's in Organizational Development in 2018. Thomas said he has fond memories of BBCC, and he is pleased to have the opportunity to give back to his community.

3. Consent Agenda

a) Approval of Regular Board Meeting Minutes October 16, 2017 (A); b) President's Update (I); c) Accreditation & Assessment (I); d) Student Success Update (I); e) Finance & Administration Update (I); f) Human Resources Report (I); g) Classified Staff Report (I); h) Enrollment Report (I); i) Advisory Committee Lists (A).

Motion 17-42 Trustee Anna Franz moved to approve the consent agenda. Trustee Stephen McFadden seconded the motion, and the motion carried.

4. Remarks

There were no public remarks.

- a. ASB Marisol Lozano reported ASB and club activities. ASB held a successful Back to School BBQ, with almost 340 in attendance, which was about the same attendance as in 2016.

The following week, about 75 people attended the first ASB-sponsored outdoor movie night showing *Wonder Woman*. Last week, ASB sponsored three events: Appetizerfest, with 235 in attendance, followed the next day with Campus Spa, with 65 people attending. The blood drive this past week also had a good turnout. This Friday and Saturday, ASB Officers and Programmers will attend an all-day leadership training. Next week, ASB will sponsor their annual Halloween Dance, which will include a costume contest.

The ASB Officers have been very involved with campus committees, as well as other projects to help benefit our students.

Rho Zeta's newest advisor is Dr. Steve Close. The chapter hosted a summer PTK regional conference with 90 attendees at Big Bend in July. They had an information booth at Viking Orientation and the ASB Back to School BBQ; they also presented their College Project at each Viking Orientation session. Rho Zetans also assisted the Foundation with Star Night, held a successful car wash, and have been providing concessions at the Allied Arts events. The chapter is currently holding Brown Bag sessions and preparing for their upcoming PTK

induction on October 31 and their Silent Auction on November 15. They are looking forward to attending the PTK district conference at Spokane Falls CC on November 4.

The Brazilian Jiu-Jitsu (BJJ) Club worked diligently to raise enough money for professional-grade mats in 2016. The fundraising efforts continued throughout the school year but with no immediate need to purchase any additional equipment. Club officers Joe Velazques, Jessica Munter, Fernando Gonzalez and Edward Lapryntsev, along with the club advisor, Jeremy Seda, decided they wanted to share the positive culture of BJJ with others. With the support of ASB and the S&A Funding Board, the BJJ Club invited a BJJ World Champion and Celebrity to Big Bend. Tuesday, October 10, eleven-time Brazilian Jiu-Jitsu World Champion Caio Terra visited Big Bend Community College for a motivational speech and seminar. "BJJ is a sport of continual learning, which is part of the reason why we all wanted Caio to come teach a seminar" said Jeremy Seda. "Caio's BJJ Journey video on YouTube is full of inspiration, and our goal was to inspire everyone with the motivational speech and hopefully convince some new folks to start their own journey in the sport and become the best version of themselves." The two events were very successful for the club and the college.

- b. STAR Representative Barbi Johnson shared news from the consent agenda update. Ex Officio STAR representative Barb Collins announced that Data Compiler CarlaLouise Christian earned the STAAC Region D Award for her "impeccable work." As a recent WGU graduate, CarlaLouise is a life-long learner and is pursuing her MBA in the coming months.
- c. Faculty Association President Salah Abed reported faculty news. English Instructor Allison Palumbo recently had a paper accepted for the National Popular Culture Conference in Indianapolis next year. Academic Support Division Chair Dawnne Ernette reported there are two academic IBEST classes offered to students; one class includes math and psychology, and the other class includes English and communication. Astronomy/Physics Instructor Dr. Jim Hamm reported that he and some of his students held a stargazing event at North Elementary for the young students. Computer Science Specialist Tom Willingham reported he and Computer Science Instructor Arthur Wanner have been working with the data centers to develop a certificate program to meet their workforce needs. The pilot classes started this quarter, and there is a waiting list for winter quarter. Early Childhood Education Coordinator Jenny Nighswonger reported that she is working with the Moses Lake, Warden, Quincy, Soap Lake and Mattawa School Districts for certifications and to support paraprofessionals who qualify for the "Transition to Teaching Project."
- d. VP Linda Schoonmaker reported that several ctcLink meetings are planned. BBCC's implementation date is unknown and could be five years away.

FAA and AMT representatives met to discuss the Workforce Education Center (WEC) building details. VP Schoonmaker also stated the Facilities Master Plan (FMP) needs to be updated as the WEC is being built in a different location than the one noted in the FMP. This will be discussed in more detail during the board retreat on October 27.

AD Mark Poth is working with VP Schoonmaker to gather volunteer labor to reduce costs for soccer fields. A feasibility study will be initiated.

- e. VP Bryce Humpherys reported that the Northwest Commission on Colleges & Universities (NWWCU) recognized the Transforming STEM Grant's certificate Associate of Science DTA in computer science. This supports workforce education needs for the data centers in Quincy.

Last week, Dr. Humpherys met with CWU representatives regarding working together for both institutions' Aviation programs and working jointly on a funding request to purchase airplanes for both programs. Representative Tom Dent is supportive of a joint request. Trustee McFadden encouraged VP Humpherys to aim high and share details with the trustees, so they can lobby for legislative support. President Leas talked with SBCTC Executive Director Jan Yoshiwara to confirm this is not viewed as an "end run," which is a violation for capital projects.

In response to the board's request for regular accreditation updates, Dr. Humpherys reviewed the accreditation timeline key deliverables. BBCC has one year to fully implement the planning and assessment process to fully meet the accreditation recommendation. Shared Governance Council and faculty members have completed plans for their departments to accomplish goals. Cabinet members have incorporated goals based on next steps identified in the monitoring reports from last year. The effort requires full engagement by all employees of the college. In January, Institutional Research (IR) will release the monitoring report work books for all core theme indicators, which will establish baseline data and data points for each year in the accreditation cycle. After that, staff will evaluate department and institutional data to determine how well they are doing, identify next steps, and then develop a budget request. The board's role is to adopt a budget and final monitoring report. Trustee McFadden stated it would be helpful to bring budget changes to the board prior to the June meeting to consider material changes.

Trustee Jon Lane asked if the evaluating processes will distract from teaching. Dr. Humpherys stated the evaluating will clarify the process. To help avoid a scattered and ineffective approach, Cabinet adopted three strategic priorities: comprehensive advising and student support, student-ready instructional and operational practices, and employee experience. The first iteration takes more time and effort and needs to be more intentional and scaled in a way that engages all staff.

Dr. Humpherys attended an NWCCU meeting on general education assessment and learning outcomes. He also met with a NWCCU VP, and she gave good feedback about our current process.

Faculty Association President Salah Abed reported that faculty met last week and shared a diversity of opinions about the work to address the accreditation recommendation. They understand there is a lot of work to be done, and they want to be involved and have it be a faculty-driven process. Faculty are hoping one of the results will be a reduction of committee bloat.

Dr. Humpherys stated it is absolutely necessary to accomplish the key deliverables on the timeline. Staff are engaging with the entire college community, and he has been very impressed with the great work that faculty and staff have accomplished. The strategic planning is meaningful work and more than a compliance exercise. The core theme indicators were updated collaboratively at a meeting rather than sending an email request and waiting for responses. Employees understand the urgency and are participating.

Trustee Jon Lane asked what the president needs from the trustees to support the strategic planning. Dr. Leas stated the trustees' continual monitoring of progress is helpful. Trustee McFadden suggested an update about implementation steps be shared with the service district communities. The trustees agreed staff have done great work under pressure and strain. There will be more discussion about strategic planning during the October 27 board retreat.

- f. VP Kim Garza provided highlights from the human resources department. BBCC graduate Veronica Guadarrama was hired as the STEM Center Coordinator. Two unexpected resignations were received. VP Garza stated her report has been revised to reflect the strategic plan, which includes retention, turnover, and time-to-fill rates. The volume of training, which was being reported, is not necessarily a good measure of effectiveness. Some of the employer turnover is due to BBCC's aging workforce; 70% of fulltime employees are over 40. These data are helpful with succession planning. Dr. Leas stated staff are working to provide meaningful information at the strategic policy level to inform constituents.

Trustee Jon Lane asked about how equity and diversity are being addressed. VP Garza stated the percentages of employees of color has risen from 16% to 20%. The Committee on Equity, Inclusion, and Diversity (CEID) is developing an RFP for a consultant to measure campus opportunities, and Instructional Council adopted a diversity requirement for DTA classes. Dr. Humpherys reported that Institutional Research is pulling indicator data for core theme indicators looking at the difference between historically underrepresented groups and other students to identify gaps.

- g. Executive Director LeAnne Parton reported that the second condo at Silver Sands sold for the list price. The commission was saved as the Foundation sold

the condo themselves. The first (\$135,000) and second (\$125,000) years of the STEM endowment were funded with the proceeds from the condo sales and the Masto pledge. Only \$85,000 of the endowment is left to fund in the next four years.

There was a record turnout at Star Night. ASB Officer and veteran Ricardo Ruiz spoke along with keynote speaker Association of WA Business VP and Foundation Member Gary Chandler. Executive Director Parton attended the JATP graduation ceremony at the Counsel General's residence with President Leas. Lastly, she and program specialist Jennifer Starr attended the Council for Advancement and Support of Education (CASE) Conference.

5. Proprietary Budget Report VP Linda Schoonmaker

VP Schoonmaker reviewed the ASB and athletics budget. Trustee Anna Franz expressed concern about the increase in athletics' projected revenue from \$49,056 to \$113,469. Under AD Mark Poth's direction, athletics is aggressively working to bring in additional revenue, reserves could cover any shortage. President Leas stated AD Poth is working with him and Executive Director of the Foundation LeAnne Parton cultivating new relationships and developing planning. The S&A fee is calculated at approximately \$11.00 per credit, up to 15 credits; the fee is split 58% to athletics and 42% to ASB.

Bookstore losses noted are due in part to the ATEC COP payment of \$30,000. During 2015-16, bookstore equipment was updated and in 2016-17, book-rental software was updated. Lower enrollment translates to less revenue while payroll expenses rise. The bookstore webpage includes a "compare button" to help students financially. There is a trend to move away from independent college bookstores; some are transitioning to Barnes & Noble bookstores.

The projected food budget historically has a loss. Hiring new manager Jon Spitzli incurred moving costs; however, his style should result in increased revenue. Sodexo has received many compliments under Manager Spitzli's management. The housing budget should yield a profit. An investment of \$400,000 was spent on new furniture, beds, asbestos abatement, and plumbing issues. The UAS program loan will be repaid to the housing budget this year.

VP Schoonmaker reviewed the consolidated balance sheet, and reported that the audit of 2016 has been completed, and 2017 will be audited in a couple weeks. The cash summary document shows a snapshot of cash as of June 30, 2017. Per Board Policy 6000, there are three months of operating expenses in reserve equaling approximately \$5 million.

Motion 17-43

Trustee Stephen McFadden moved to approve the 2017-18 Proprietary Funds Budget & Financial Statements as presented. Trustee Jon Lane seconded the motion, and the motion carried.

Board Chair Juanita Richards announced a 10-minute break at 3:20 p.m. The meeting reconvened at 3:30 p.m.

6. BP8001 Smoking/Tobacco Policy

Executive Director of Business Services Charlene Rios explained that the BBCC Tobacco Task Force consulted with the Grant County Health District. A survey from 2014 revealed the younger student population supported a tobacco-free campus. The task force updated BP 8001 for the board's consideration today. Executive Director Rios said she received approval to pursue a \$20,000 grant through the Truth Initiative to become a tobacco-free campus by June of 2019. The grant is student-driven and implemented with interns. Many other community colleges are tobacco free. The Higher Education System population is the highest at risk of addiction.

Trustee Anna Franz suggested clarifying definitions in BP8001. She also asked about designated smoking areas for visitors. Executive Director Rios advised if BBCC becomes a tobacco-free campus, the tobacco-free status will apply to visitors too. Facility rental contracts will reflect the tobacco-free status.

7. BP1020 Naming of Facilities

BP1020 Naming of Facilities duplicates wording contained in BP1000 Policy Governance. BP1020 was presented for consideration today and deletion at the next meeting.

8. Firearms and Weapons WAC

The revisions to WAC 132R-117 Firearms and Weapons were vetted by the AAG, staff, and trustees at prior board meetings. A public hearing was held August 29, 2017. VP Linda Schoonmaker researched an answer to Trustee Anna Franz's question about weapons storage options for dorm residents. VP Schoonmaker reported that only a few other WA community and technical colleges have dorms. None of the colleges allow guns in the dorms or offer weapons storage on campus; off-site storage options will be addressed in the student handbook.

Motion 17-44

Trustee Anna Franz moved to approve the revisions to WAC 132R-117 Firearms and Weapons as presented. Trustee Stephen McFadden seconded the motion, and the motion carried.

9. Student Code of Conduct

The revisions to WAC 132R-04 Student Code of Conduct were vetted by the AAG, staff, and trustees at prior board meetings. VP Bryce Humpherys said the public hearing was held August 29, 2017.

Motion 17-45

Trustee Anna Franz moved to approve the revisions to WAC WAC 132R-04 Student Code of Conduct as presented.

Trustee Jon Lane seconded the motion, and the motion carried.

10. Transforming Lives Award Nomination

The trustees discussed the Transforming Lives nominations.

Motion 17-46 Trustee Anna Franz moved to select MaKinZee Rhodes as BBCC's ACT Transforming Lives student. Trustee Stephen McFadden seconded the motion, and the motion carried.

Motion 17-47 Trustee Stephen McFadden moved to select Leonardo Paxtian-Ramirez as BBCC's alternate ACT Transforming Lives student. Trustee Jon Lane seconded the motion, and the motion carried.

Trustee McFadden serves on the local Transforming Lives Recognition Committee. The committee recommended holding the local event Thursday, December 7. Due to scheduling conflicts, the trustees agreed to host the local event January 4, 2018.

Trustee McFadden reported that sponsorships totaling \$4,000 are needed to host the local Transforming Lives Recognition event.

11. Board Retreat Agenda

Dr. Leas reviewed the draft board retreat agenda. The trustees did not request changes.

12. Assessment of Board Activity

Trustee Stephen McFadden reported that he attended the North Central Workforce Development Council Healthcare Sector Partnerships meeting. He also attended the Othello Career Showcase and was very appreciative of the multiple presentations by the BBCC Medical SIM, Agriculture, UAV and Mechatronics Programs to 1,500 Othello School District students. Adams County leadership is also interested in offering the same career showcase opportunity to the students of the Ritzville/Lind School District. Trustee McFadden also provided support to Director of CBIS Beth Laszlo on the upskill/backfill grant. He attended a recruitment trip to Japan with Senator Schoesler, Senator Warnick, and Representative Dent to learn about workforce development challenges. BBCC's rich aviation and agriculture history with Japan was celebrated many times during the trip.

Trustee Jon Lane attended the ACT Board of Directors Retreat as Past President. Trustee Bridget Piper from Spokane Community Colleges is the current president of ACT and her theme is "building bridges." Trustee Lane attended the BBCC Back to School breakfast, and he also attended the ACCT Conference in Las Vegas where he learned about evaluating the president without meddling in the weeds, board evaluations, and DACA issues. Highline Community College Trustee Dan Altmayer earned the national ACCT Trustee Leadership Award. Trustee Emily Yin from Shoreline

Community College is the new chair of ACCT; she is the first Asian Pacific to lead the organization. Trustee Lane was inducted into the BBCC Hall of Fame. He also attended Star Night.

Trustee Anna Franz attended Star Night.

Board Chair Juanita Richards met with Dr. Leas to review the agenda. She also attended Star Night and the Foundation board meeting.

13. Next Meeting

The next board meeting is set on Tuesday, November 14.

14. Miscellaneous

Board Chair Juanita Richards said she was pleased to see the *Columbia Basin Herald's* review of the Mass Casualty Incident simulation at the Port and the Port partnership with BBCC.

The ACT Legislative Action Committee primary representative is Trustee Jon Lane, and the alternate is Trustee Stephen McFadden. The trustees indicated no changes were needed.

Association of Washington Business is holding it's Rural Job Summit on campus October 24.

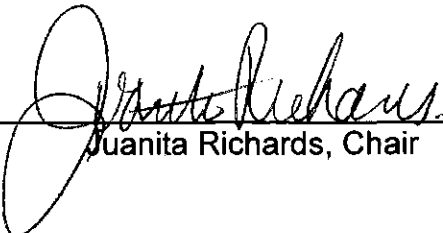
President Leas shared the idea of distributing electronic board packets rather than hard copies for the trustees to consider.

President Leas shared that he was invited to join the SBCTC Long-Term Strategic Advocacy Task Force. The task force will clarify the SBCTC vision for long-term advocacy.

Trustee Stephen McFadden asked about the climate on campus for Dreamers. Dr. Leas stated some students are nervous due to the uncertainty of DACA. Dr. Leas suggested the trustees make an affirmative statement about this issue. Dr. Leas recently signed up with AACC in support of a letter-writing campaign for immigration reform.

Trustee McFadden stated the Transforming Lives nominees' letters were poignant from the undocumented student perspective. Overcoming financial barriers such as grants and scholarships is a huge undertaking for students who are undocumented. Dr. Leas suggested CEID could present information on this topic during a study session taking care not to be political. He also stated sanctuary campuses have no legal standing. Faculty Association President Salah Abed serves on the CEID, he will share the idea of a presentation to the board during their next meeting.

The meeting adjourned at 4:34 p.m.



Juanita Richards, Chair

ATTEST:



Terrence Leas, Secretary