

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting November 14, 2017, at 1:30 p.m. in the 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
Thomas Stredwick

2. Introductions

Four-year Army veteran and student Jim Leland led the Pledge of Allegiance. He returned to school after learning about BBCC through WorkSource. He was initially interested in the UAS Program; due to VA funding restrictions, he switched to the Medical Simulation Program.

The Women's basketball team introduced themselves: Kelsey Foster from Utah; Maryka Jansen from Utah; Hailey Garrity from Oregon; Leah Dougherty from Idaho; Michelle VanSlyke from Republic, WA; Sunnie Martinez from Utah; Miranda Johnson from Utah; Emily Allen from Utah; Maggie Strom from Moses Lake; Callie Gronning from Idaho; and Sydney Bishop from Utah.

Dr. Leas introduced Roy Salcedo as the Director of Title V Grant. He is most recently from the University of Iowa where he worked in student affairs. He has also worked with TRIO programs, residence halls, honors program and the center for student leadership and multiculturalism. Director Salcedo is fluent in four languages.

3. Consent Agenda

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

Motion 17-48 Trustee Anna Franz moved to approve the consent agenda. Trustee Stephen McFadden seconded, and the motion passed.

4. Remarks

There were no public remarks.

- a. ASB President Marisol Lozano reported about student activities. They sponsored a presentation on Healthy Relationships, Consent, Title IX by Dr. Justine Shuey

with 46 attending. Only 55 people attended the ASB Halloween dance; ASB will change this to a daytime event next year to reach more of the student population. ASB sponsored a leadership training on parliamentary procedure for 27 attendees. ASB sponsored Bowling night, and they held Thanksgivingfest and honored Veterans with free admission. ASB officers have been very busy serving on campus committees, including three faculty probationary committees per ASB officer.

The Student Success Center and PAC Leaders coordinated and hosted a two-day Dia de los Muertos (Day of the Dead) celebration. The celebration included information about the Mexican holiday with a video, Mexican bread and a decorated altar where students could leave messages. Phi Theta Kappa provided concessions for Allied Arts, inducted 12 new members, attended a district conference at Spokane Falls Community College, dropped off 40 pounds of pop can tabs to the Ronald McDonald House, attended the ASB leadership training, and held weekly brown-bag lunch discussions. They are looking forward to a Catalyst meeting and silent auction.

ASB contributes toward student success in diverse ways. Recently the ASB officers have been developing a Recreation Center proposal. ASB President Marisol Lozano introduced ASB VP Ricardo Ruiz to present information on a future Recreation Center. They have gathered information from outside resources and VP Linda Schoonmaker to consider creating a recreation facility by students for students. According to the Facilities Master Plan, the first priority is the PTEC building, and the second priority is an Allied Health and Wellness facility. The ASB officers' research shows that a little over 9,000 square feet is needed for physical education, which is dominated by athletics. Athletics are important, and the recreation center is for other students too. There is a need for college students to have space for physical activity that is not dominated by collegiate athletes. BBCC is working toward becoming a non-smoking educational institution and providing a recreation center for students promotes health, will attract more students, and can grow intramural sports opportunities.

Wenatchee Valley College and Spokane Falls Community College are also working on new recreation centers. The space could also be utilized by community soccer teams. VP Ruiz stated research shows that students who exercise regularly raise their grade point averages. He asked for the board's permission for ASB to present a Recreation Center proposal to the student body. It would be funded by raising the S & A fee. End 2 Student Success states BBCC "assists students in completion of goals."

Trustee Anna Franz complimented ASB officers Marisol Lozano and Ricardo Ruiz for their presentation and requested a written proposal of the facility planning, fees, and facility usage. Trustee Stephen McFadden requested an assessment of the student perspective on the fees and facility before being asked to take board action. Students who would be paying the fee early on may not have access to the facility; will they agree to invest in future generations?

President Leas advised ASB Officers Lozano and Ruiz to gather information from the student body and develop a concept paper to clarify what the \$5-fee increase per credit will support. Trustee Jon Lane stated this is an exciting opportunity and will add to the health and vibrancy of BBCC.

Trustee Stephen McFadden thanked ASB President Lozano for attending the board retreat and sharing her comments.

- b. Past Classified Staff Representative Barb Collins introduced STAR Co-Chairs Barbi Johnson and Alicia Wallace. Barbi shared information from the consent agenda. VP Bryce Humpherys facilitated an accreditation workshop for Classified Staff. Additional professional development will be announced for spring quarter.
- d. VP Linda Schoonmaker was out of the office today. The finance and administration consent agenda item will stand for her report.
- e. VP Bryce Humpherys shared information from the consent agenda and referred to the accreditation timeline document on page 7 of the board packet. The next key deliverable is the adoption of core theme indicators by Cabinet due in December but will be completed in November. This early adoption will help accommodate the January data deadline. The focus is on preparing for reports and the faculty in-service, which is the first Friday of February and will include discussing assessment results for classes, departments, and programs.

Strategic planning work was discussed at the October 27 Strategic Planning Retreat. Since then a new tool developed by Achieving the Dream (ATD) called the Institutional Change Assessment Tool (ICAT) survey covering seven institutional capacities (Leadership & Vision, Data & Technology, Equity, Teaching & Learning, Engagement & Communication, Strategy & Planning, and Policies & Practices) has been conducted. Two sessions are scheduled for all employees to review the survey data and provide feedback about the results and how they relates to BBCC's strategic priorities. A study session could be scheduled to share the results with board members if desired.

Trustees Jon Lane and Stephen McFadden requested information about the results of the ICAT sessions. The board may decide to hold a study session to discuss the results. Trustee Juanita Richards stated she is interested in learning how other colleges have used their ICAT data. VP Humpherys stated the ICAT is a major theme of the ATD Conference in February. President Leas shared that the ICAT is a self-evaluation tool for BBCC to gain insight into our strengths and weaknesses.

Trustee Stephen McFadden asked about how the trustees can be part of the strategic planning process. VP Humpherys shared there are logistical challenges with including the trustees in the process and staying at the policy level. Internal

committees are working on different pieces of the planning process focused at the operations level. Do we use board study sessions or invite trustees to attend summary meetings? Dr. Leas reiterated the challenge of including all five trustees and staying at the policy level outside of a study session setting.

Trustee McFadden said it could be structured similar to his involvement in the PTEC planning. A trustee attends the meetings and then reports to the full board. This gives the trustee the opportunity to share the board's perspective in the process rather than waiting for a study session. ASB President Marisol Lozano stated the student representation is also important. There will be student representation on the standing committees.

There is one more data gathering exercise to be facilitated later this winter. The ATD work plan includes an environment scan on diversity, equity, and inclusion, which the Committee on Equity, Inclusion, and Diversity (CEID) is preparing.

The ATD Leader College designation BBCC recently earned means BBCC is recognized for sustained student success and improvement for three years, BBCC is expected to be a resource for other colleges in the ATD network, BBCC is expected to advocate on behalf of ATD efforts, and BBCC has access to grant opportunities only available to leader colleges. BBCC is one of eight leader colleges selected this year, and the designation extends for three years.

- f. VP Kim Garza is out of the office attending training. The human resources consent agenda item will stand for her report.
- g. Executive Director of the Foundation LeAnne Parton shared news from the Foundation. The Foundation hired Convergent to do a feasibility study on how much could be raised for the new Workforce Education building to finish the second floor.

The Delbert Lamb bronze dedication held October 26, went really well. The bronze will remain in the aviation building.

Five new scholarships have been created in the last three weeks. Aviation Maintenance has a new scholarship for student testing. The William Stredwick Memorial Scholarship has been started by our newest Trustee, Thomas Stredwick, in honor of his grandfather. This scholarship will be open to all Big Bend students. Bob Dompier started a scholarship in memory of his wife, Sherry Dompier, for BBCC nursing students. Sherry's care while in the hospital was exceptional, and the family wanted to turn their loss into something meaningful to assist our nursing students. Director of the Agriculture Program Landra Kosa and Executive Director Parton met with Chris Voigt, from the Washington Potato Commission. The Commission had pulled its scholarship when there were no BBCC Ag students. With Big Bend starting the agriculture program again, they reinstated their scholarship. The first year three awards will be at \$1,500 each. Northwest Farm Credit Services also started a scholarship for our agriculture

students. Northwest Farm Credit had a one-time pass through last year and have agreed to provide this funding on a yearly basis.

The BBCC Family campaign for employee donations was kicked off this month.

Trustee McFadden asked Executive Director Parton about conflict of interest with Convergent. She stated the committee discussed Convergent in detail and decided their involvement with the Grant County EDC did not create a conflict of interest for the college or foundation and provided additional knowledge of the community.

10. President's Evaluation

President Leas' 2016-17 evaluation was completed and submitted by the board as follows.

"The Board of Trustees is satisfied with the overall performance of the college and with President Leas during this past year. Upon the review of the previous year, the Board finds that the College has met the end statements established by Board policy. Dr. Leas has continued to strive towards cultivating positive relationships with students, employees, community leaders, business and industry leaders, elected officials, members of the Washington State Community and Technical Colleges, institutional officials, and donors. Dr. Leas strives to strengthen the college and its inclusive culture, while working to ensure every new and existing program and process keeps student success at the forefront. Dr. Leas possesses a leadership style that fosters a healthy environment of collaboration and inclusion.

During Dr. Leas' fifth year at the college it is evident that he has made progress in deepening a culture of inclusion and collaboration. Dr. Leas encourages others to utilize their strengths, overcome their challenges, and to communicate and collaborate with others by fostering a positive and inclusive climate at the college. The Board recognizes Dr. Leas' commitment to engage everyone in the development of best practices and processes that will serve to expand educational opportunities at Big Bend. His leadership style incorporates active listening skills and promotes an environment of trust and mutual respect.

We can all agree the success of Big Bend's current and future students depends on our continued focus on strengthening our programs, expanding innovative concepts, and fostering a culture and environment welcoming to all.

The Board of Trustees recognizes several successful accomplishments this past year:

- *Earning Achieving the Dream (ATD) Leader College designation under Dr. Leas' leadership. Leader Colleges embody ATD's goal to help colleges build the institutional capacity that creates a student-focused culture and strong outcomes for all students.*

- Grant recognition for Big Bend Community College's Opportunity Grant (OG) acknowledging that over the past five years that Big Bend had an average 83.6% retention rate with OG students.
- Grant recognition for Big Bend Community College Early Achievers Grant that Big Bend was one on only two colleges that both exceeded their FTE targets last year and had persistence rates about 90%. Big Bend's FTE target for this past year was a 7, and we are currently at 10.
- Addition of the new Committee on Equity, Inclusion, and Diversity (CEID), formerly known as the ad-hoc Multicultural Development Team. CEID is now among our college's permanent committee structure to continue to strengthen inclusivity on our campus.

The Board also recognizes and encourages Dr. Leas' efforts towards community involvement. Dr. Leas has continued to place a focus on his involvement with the community and serving as an ambassador of the college with his participation in several community groups such as serving on the Samaritan healthcare Strategic Planning & Finance Committee, Rotary, Grant County Economic Development board, Adams County Industry Council, CTC statewide focus group, and Chair for the WACTC Capital Committee, and North Central Washington Workforce Development Council for Grant & Adams counties.

The Board of Trustees expects that the findings from the NWCCU evaluation that led to the "Notice of Concern" will be corrected in the suggested timelines from the NWCCU. The Board acknowledges and supports the plan developed by Dr. Leas' cabinet to meet those timelines and expects that procedures will be in place to secure successful accreditation reviews into the future.

As Dr. Leas enters his sixth year at Big Bend, the Board encourages and supports Dr. Leas in maintaining the positive contributions to the institution highlighted above while focusing on leading the college through the many challenges it faces. The Board is setting high expectations in the areas of transparency, advocacy, and communication, but has full faith that Dr. Leas will rise to the challenge.

In order to support the forward growth and stability of Big Bend, the Board requests that Dr. Leas strengthen the level of transparency in developing and implementing changes to structures, programs, and future planning. The Board encourages Dr. Leas to establish, articulate, and lead an effort to examine Big Bend's professional/technical programs, identify potential areas for growth, and develop a plan to ensure that these programs are sustainable. This effort will include the creation of a plan to address the growing need for professional trades in the region and state. Any future plan should include how to best maximize campus facilities, especially the new Professional/Technical Education Center.

Vital to this future planning effort is the need to continue to strengthen advocacy for Big Bend. The Board requests that Dr. Leas continue and intensify his interaction with our legislative representatives to support the completion of the Professional Technical Education Center through the state capital process. Additionally, Big Bend has been presented with an opportunity to replenish and

maintain its aviation fleet which will ensure an active and quality aviation education program for many years to come. However, this opportunity must be fully supported through coordinated efforts with Big Bend representatives and our partners at Central Washington University. In addition to supporting these legislative efforts, the Board expects Dr. Leas to develop a plan to market Big Bend to our community and ensure access to all members by delivering a message that there is a place for everyone at Big Bend.

Finally, the Board encourages Dr. Leas to continue to strengthen communication with the Board of Trustees to establish a structure of continued contact, transparency, and guidance between the Board and the President's Office to ensure coordinated support of the College.

With appreciation, the Board of Trustees congratulates our President, Dr. Terrence Leas, on his fifth successful year of leading Big Bend Community College."

Motion 17-49 Trustee Stephen McFadden moved to approve the president's evaluation. Trustee Jon Lane seconded and the motion passed.

The trustees thanked President Leas for his exceptional service to the college and highlighted several achievements and placed a focus on goals to achieve. Trustee Jon Lane also complimented Dr. Leas on his involvement at the state level and commented that Dr. Leas' colleagues respect him.

5. BP1000 Policy Governance Review

President Leas reported this agenda item was included in response to the trustees' retreat discussion about regularly reviewing policies. Trustee Anna Franz asked about the function of the goals and characteristics portion of BP1000. VP Humpherys and Faculty Association President agreed that the goals are academic goals included in the general education learning outcomes identified by faculty. Trustee Anna Franz requested additional information about why the goals are included in policy governance and asked if they are more appropriately included on operations rather than policy governance.

The corrected version of BP1000 will be reviewed at the next meeting.

- c. Faculty Association President Salah Abed provided faculty news.

Psychology and Criminal Justice Instructor Dr. Ryann Leonard reported that she participated in a statewide criminal justice programs online meeting to discuss standardizing curriculum, strengthen programs, and help employment marketing.

Librarian Libby Sullivan reported the One Book One College book for 2017-18 is "Stories of Your Live and Other Stories" by Ted Chiang. The library will host several events around this book beginning in February. Several English Instructors are using stories from the book during winter quarter.

SAGA, formerly GSA, club still very new. Food drive, movie nights coming up, talking with Libby and getting better representation.

6. BP8001 Smoking/Tobacco Policy

Trustee Anna Franz asked Executive Director Char Rios to work with AAG Jason Brown to clarify vaping in draft BP8001 and present the revisions at the next board meeting.

7. BP1020 Naming of Facilities Policy

This is the second review of BP1020, which was recommended for deletion because it is a duplication of information contained in BP1000.

Motion 17-50 Trustee Jon Lane moved to approve the deletion of BP1020. Trustee Anna Franz seconded and the motion passed.

8. Exceptional Faculty Award Recommendations

The Exceptional Faculty Award (EFA) is funded by the WA state legislature and BBCC. The funding is held by the BBCC Foundation in an investment account for faculty professional development. Faculty members submit applications for funding to the EFA committee three times per year. The committee recommends awards according to the EFA guidelines. A maximum of \$13,000 is awarded annually.

Motion 17-51 Trustee Anna Franz moved to approve Exceptional Faculty Awards to English Instructor Allison Palumbo, Nursing Instructor Sherry Donovan, and Nursing Instructor Mercedes González-Aller. Trustee Thomas Stredwick seconded and the motion passed.

9. Electronic Board Agenda

President Leas stated moving to an electronic board agenda was discussed during the last board of trustees meeting. Laptops from the BBCC library can be made available for the trustees at meetings.

Motion 17-52 Trustee Stephen McFadden moved to approve using electronic board packets in the future. Trustee Jon Lane seconded and the motion passed.

11. Board Self-Evaluation

The board self-evaluation was tabled until the next board meeting.

12. 2018 Board Meeting Schedule

The trustees discussed the schedule and made revisions resulting in the following schedule:

Wednesday, January 17, 2018 at 1:30 p.m.
Thursday, March 8, 2018, at 1:30 p.m.

Thursday, April 12, 2018, at 1:30 p.m.
 Thursday, June 7, 2018, at 1:30 p.m.
 Thursday, August, 9, 2018, (Retreat)
 Thursday, October 4, 2018, at 1:30 p.m.
 Thursday, November 15, 2018, at 1:30 p.m.
 Thursday, December 20, 2018, at 1:30 p.m.

Motion 17-53 Trustee Jon Lane moved to approve the 2018 board meeting schedule with changes. Trustee Stephen McFadden seconded and the motion passed.

13. Assessment of Board Activity

Trustee Jon Lane attended the strategic planning board retreat, evaluated the president, and attended a school safety presentation for the regional K-12 secretaries' group. He also attended the ACT board meeting, ACT Legislative Action Committee, and ACT Fall Conference. Dr. Leas commented that he met with ASB officers about meeting with legislators in the upcoming legislative session, and they are excited about the opportunity.

Trustee Stephen McFadden attended the strategic planning board retreat, worked on the president's evaluation. He also attended the North Central Workforce Development Meeting, debrief conference call for the Workforce Healthcare Sector Partnership, discussed the PTEC building with Rep. Tom Dent and attended the AWB Rural Jobs Summit. Trustee McFadden joined the Rural Jobs Legislative Task Force. He also attended the ACT Legislative Action Committee and the ACT Fall Conference where he connected with Cynthia DeVille regarding ASB officers collaborating about legislative matters.

Trustee Thomas Stredwick attended the strategic planning board retreat and a campus orientation tour and noted a welcoming environment of mutual support. He also worked with Executive Director of the Foundation LeAnne Parton to establish a new scholarship.

Trustee Anna Franz attended the strategic planning board retreat, worked on the president's evaluation, and attended the ACT Legislative Action Committee and ACT Fall Conference.

Trustee Juanita Richards attended the strategic planning board retreat, worked on the president's evaluation, and attended the ACT Fall Conference, and reviewed today's board agenda with President Leas.

14. Next Regularly Scheduled Board Meeting

The next scheduled board meeting is on December 14, 2017.

15. Miscellaneous

Board Chair Juanita Richards thanked staff for their participation and support of the trustees.

President Leas stated he attended the Education Law Association Conference in San Diego. While in San Diego, he learned that BBCC's emporium math is included in research by The American Mathematical Association of Two-Year Colleges.

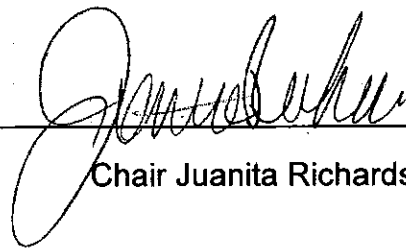
President Leas took WA State Senate Majority Coalition Caucus Staff Counsel Sandra Richardz on a campus tour. He also met with Andy Coe of Convergent as part of the Grant County Economic Development Council's data gathering process. Dr. Leas announced that the Dept. of Education notified BBCC that their federal student financial aid programs were approved through October of 2023.

Dr. Leas shared Athletic Director Mark Poth's congratulations to recipients of the NWAC academic excellence award volleyball players Savannah Bass, Laurissa Kisler, and Madison Powers. He also shared the AWB's compliments for the BBCC staff and facility during their recent Rural Jobs Summit. Trustee Stephen McFadden added that the AWB staff were highly complimentary of BBCC and Sodexo staff for accommodating over 250 attendees with extensive technical needs.

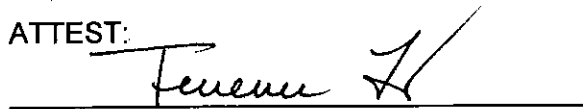
President Leas invited the trustees to attend one of two ICAT sessions which are scheduled on November 30 and December 1. He reminded them to please contact Melinda to ensure a special meeting is posted if there is a quorum at either session.

The board thanked staff for contributing to the president's evaluation through the survey process.

The meeting adjourned at 4:14 p.m.


Chair Juanita Richards

ATTEST:


Terrence Leas, Secretary

Terrence Leas, Secretary