

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting November 14, 2019, 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  
Thomas Stredwick

National Guard Staff Sargent Kenny Vogel led the Pledge of Allegiance.

### 2. Introductions

Dean Daneen Berry Guerin introduced Agriculture Education Coordinator/Instructor Ethan Tonnemaker. He is a BBCC and UW graduate.

VP Linda Schoonmaker introduced Director of BBT Patrick Steele. He graduated from Mayville State University (BS), Minot State University (MS), and relocated from North Dakota.

### 3. Consent Agenda

#### Motion 19-48

Trustee Anna Franz moved to approve the consent agenda. Trustee Jon Lane seconded the motion and the motion passed.

There were no public comments.

### 4. Remarks

- a. ASB Public Relations Officer Kelsey Sorenson shared news from ASB. In addition to the report in the consent agenda, Kelsey shared that ASB is planning activities with the purpose of meeting the ASB mission statement "The Associated Student Body of Big Bend Community College strives to build a strong community through motivation, education and a sense of unity. ASB encourages students to develop a positive outlook on life, while recognizing individual success." ASB officers are collecting post-activity questionnaires. They are using a "Purposeful Programming Form" to focus on the expected outcome of the event, organize post-activity feedback from attendees, and connect activities to learning outcomes resulting in intentional activity to promote student success.

- b. A Classified Staff member was not available to attend the meeting. The written report is available in the board packet.
- d. VP Linda Schoonmaker reported we are at 61% completion of ctcLink requirements to proceed in deployment group 5 (DG5). BBCC will participate in a peer review with other DG5 members in December. The Facilities Master Plan (FMP) update is coming along and will be presented to the board in January. VP Schoonmaker is developing a capital project plan regarding Wallenstien Theater. Department of Enterprise Services (DES) contracted with K&B Architects to assess Wallenstien Theater and engineers are visiting. VP Schoonmaker is working through an agreement for the federal grant review. New furniture is being delivered to the Workforce Education Center (WEC) today.

Trustees Stephen McFadden and Thomas Stredwick asked about employees' stress levels and workload issues around ctcLink. VP Schoonmaker stated other colleges have hired additional employees, and it has not been an effective strategy. VP Schoonmaker stated underground utilities are in for the new AMT building; completion date estimated in March depending on the weather.

- e. VP Bryce Humpherys provided an accreditation update. He learned much about the new standards during an accreditation visit he participated in along with a Liaison Officer from the Northwest Commission on Colleges and Universities (NWCCU). He will attend NWCCU training next week. VP Humpherys is working with Cabinet members and the assessment committee to identify compliance areas needing updates such as the college catalog. He will be part of an accreditation evaluation visit addressing the new standards in spring 2020, which will be good preparation for BBCC's accreditation visit. VP Humpherys stated it is possible that when we have our accreditation visit, there may be a new Senior VP at NWCCU with a new staff member guiding the new team with new standards.

VP Humpherys reported that BBCC hosted a meeting for area superintendents last week with nine attending, including North Central Education Service District Superintendent Michelle Price. BBCC staff shared data about the college and school districts. He thanked Dean Valerie Parton for her efforts supporting the event. The group also toured AMT to highlight partnership with the CBTech aviation program, the WEC building, and contextualized and emporium math. December 5, BBCC will host a Summit inviting area high school counselors and principals to continue strengthening ties with local schools.

VP Humpherys stated ATD Coach Dr. Laurie Fladd was on campus recently along with a consultant from Starfish, and a video team preparing for online new student orientation. Starfish is a software program purchased by grant funds to track students and refer them to support services. Starfish allows students to set appointments with advisors or coaches.

VP Humpherys met with CWU representatives, Representative Tom Dent, and aviation industry experts to examine how CWU and BBCC are using aviation resources. Horizon Airlines of Alaska Airlines will host BBCC and CWU representatives to showcase operational airline logistics for fleet and personnel. There are no additional costs to BBCC other than time and travel at this point. The group may also visit a premier aviation school in Prescott, AZ at a later date.

VP Humpherys referenced a recent email about safety and security regarding a student incident. The threat from a student was dealt with and improvement areas were identified during the debrief event. VP Humpherys stated the highly skilled staff members responded to the incident. More familiarity with emergency response processes and roles of cabinet members is needed as well as cross department discussions.

Board Chair Stephen McFadden asked about the spike in campus incidents. VP Humpherys stated dual enrollment students and the new youth re-engagement program, Open Doors Program (ODP), influence the increased incident rate. The average age of BBCC students has decreased from mid-twenties to 21. BBCC serves around 800 high-school aged students. Dr. Humpherys talked with area school district superintendents about how to be better prepared to serve this less mature population. Some of the students in this population have encountered more stress and trauma and additional counseling is one answer.

Dr. Leas shared that the incident rate increase reflects rapid growth of student populations at more risk. Staffing has increased to help manage the issues as required by the ODP. New staff are learning policies and procedures. President Leas asked if the trustees are receiving the information they need about this issue.

Trustee Anna Franz stated the reporting is adequate; learning about trends and how the college is addressing them is appropriate.

Trustee Thomas Stredwick asked about safety and security. VP Schoonmaker stated she and Director of Safety and Security Kyle Foreman are working through updated policies.

- f. VP Garza reported that Washington Public Employee's Association (WPEA) filed a petition to represent employees working in custodial and grounds. The Washington State Public Employment Relations Commission (PERC) says at least 50% of the employees working in custodial and grounds signed cards, and a new bargaining unit is created on campus. There are now two distinct bargaining units under the same bargaining agreement at BBCC. VP Garza is working through the AAG's office to determine a transition plan.

Regarding the student threat incident on the campus, VP Garza shared about processes and decisions. She is the Title IX Coordinator, and she receives and investigates complaints of sexual harassment and sexual assault. Director of Safety and Security Kyle Foreman processes the Clery Reports. The Clery Act

and Title IX are federal laws that all educational institutions that receive federal funds follow. The Clery Act focuses on what happened during an incident and where an incident occurred. Title IX is focused on who was involved in an incident. The Clery Act requires timely warning to ensure the campus community is notified and safe. Title IX requires a completed report within 60 days. Balancing rules, laws, and interests of students and staff is important. Both complainants and respondents need to be supported. The Title IX investigation of the incident VP Humpherys referred to is ongoing.

VP Garza reported there is a narrative of the campus climate action plan in the board packet. She is developing a work plan format and gathering feedback on the draft schedule from Executive Team (ET), Cabinet, and the campus community.

VP Garza reported that ET members are continuing to work with Leadership Consultant Linda Seppa Salisbury through June of 2020. ET members continue to meet with employees one-on-one each month. Talking points are distributed from Cabinet and Shared Governance Council (SGC) within 24 hours to increase communication. Cabinet members completed leader user guides to increase understanding between employees. SGC members may also complete leader user guides. The leader user guides are stored on the portal for easy access by all employees and trustees. Dr. Leas distributes a weekly *Thursday Thoughts* email to increase communication. The Leadership Development Team is coordinating training in December by Michael Nash Consulting. The 8-hour Nash training for each employee covers morale, listening, emotional intelligence, and behavior styles. Faculty are also welcome to participate. Nash training will also be offered to supervisors in early 2020. Director of Title V Grants Tammy Napiontek is leading a work group to develop and improve the New Employee Experience. Executive Director of the Foundation LeAnne Parton is leading the Leadership Development group. Deans Valerie Parton and Faviola Barbosa are leading the Workplace Standards group. A cross section of employees serve on all the groups. We are also hosting monthly birthday/service award celebrations, a holiday potluck, an end-of-the-year celebration in spring and an ice cream social in fall.

The campus climate action plan is being developed in response to the Employee Focus Group Report, staff turnover and employee frustration. Trustee Stredwick asked how leadership will know if their efforts are making a difference. VP Garza stated employee satisfaction surveys will be offered as well as monitoring data around grievances and absenteeism. Interventions take time to implement and for people to notice positive changes.

- g. Executive Director of the Foundation LeAnne Parton reported Foundation activities. The Foundation Family Campaign, *Harvesting Good*, focuses on the BBCC campus family. This year groups will compete in different areas for gift baskets that are being created by groups like Cabinet and the Foundation Board.

She invited the trustees to participate by providing a basket. Competition for who creates the best basket will be voted on at the holiday potluck. The trustees agreed to participate. Baskets are due by December 13.

- c. Faculty Association Academic Support Division Chair Dawnne Ernette shared news from faculty members. Dr. Dennis Knepp flipped instruction in his philosophy class for nursing students discussing four ethical theories: Utilitarianism, Deontological theory, Virtue theory, and the ethics of Care.

English Instructors Zach Olson and Dawnne Ernette are seeing increased English 101 accomplishment in the pre-college accelerated classes. More students are completing accelerated English due to consistency in classes, dedicated conferencing, and reinforcement of key college success items. She invited the Trustees to the students' poster presentations during finals week. Chemistry Instructor Sarah Bauer encouraged students and staff to wear blue for World Diabetes Day. Dr. Jim Hamm, Science/Physics Instructor, hosted a viewing of Mercury crossing the face of the Sun November 11. Instructor Lindsay Groce has been visiting an elementary school once a month to share science related activities and demonstrations.

**6. Exceptional Faculty Award Recommendations(EFA)**

VP Bryce Humpherys shared EFA opportunities for Instructors Zach Olson and Dr. Steve Close.

Motion 19-49 Trustee Juanita Richards moved to approve EFA Awards for Instructor Zach Olson for \$1,771 and Dr. Steve Close for \$2,000. Trustee Thomas Stredwick seconded the motion, and the motion passed.

**7. Board Policy 3011**

VP Kim Garza discussed BP3011 Administrative and Exempt Staff Employment and Benefits Schedule. VP Garza and AAG Jason Brown collaborated on revisions to BP3011 based on conversations at the last meeting.

Motion 19-50 Trustee Anna Franz moved to approve revisions to BP3011 Administrative and Exempt Staff Employment and Benefits Schedule (version 2). Trustee Juanita Richards seconded the motion, and the motion passed.

**8. Transforming Lives Nomination**

Trustee Jon Lane commended Director of TRIO Upward Bound Anita Deleon for recognizing student success through her nominations.

Motion 19-51 Trustee Jon Lane moved to nominate Shalon Gough as the BBCC Transforming Lives nominee and Juan Martinez as

the alternate. Trustee Juanita Richards seconded the motion, and the motion passed.

#### 9. **Presidential Search**

VP Kim Garza shared the revised job description based on feedback from trustees and the campus community.

Motion 19-51 Trustee Thomas Stredwick moved to accept the position profile for the president as presented. Trustee Anna Franz seconded the motion, and the motion passed.

The presidential search is scheduled to launch tomorrow. Board Chair McFadden thanked Director of Communication Matt Killebrew for his work on the presidential search webpage. Applications submitted by December 8 will receive priority review.

The Presidential Search Advisory Committee (PSAC) will meet Monday, November 18 evening for training; Monday, December 16 to review ratings and pare the pool to ten candidates; and then Monday, January 6 to review phone reference information and prepare a list of five candidates for the board's consideration.

#### 10. **Study Session**

Motion 19-52 Trustee Anna Franz moved to set a board study session December 10 from 9:00 a.m. – noon to discuss the board's self-evaluation process. Trustee Thomas Stredwick seconded the motion, and the motion passed.

#### 11. **Trustee Orientation & Onboarding**

Motion 19-53 Trustee Thomas Stredwick moved to adopt the trustee orientation and onboarding schedule. Trustee Juanita Richards seconded the motion, and the motion passed.

#### 12. **Board Goals**

The trustees reviewed the draft board goals. Trustee Stredwick shared his concerns about having too many goals and how progress toward the goals would be tracked. The progress will be tracked by reports from President Leas and VP Bryce Humpherys. The board goals will be discussed during the study session in December.

1. Conduct a successful search for the next BBCC president. Ensure effective onboarding and orientation of the new president upon arrival on campus. Develop goals for the president's first year of service.

2. Be actively engaged and monitor the progress of the Campus Climate Action Plan. Ensure the president has the tools and means to lead the campus community as it improves climate for students, staff and faculty.
3. Develop and implement an improved system for monitoring Board effectiveness that includes establishing an annual checklist for monitoring the overall performance of BBCC.
4. Continue community engagement and outreach in support of BBCC. Expand and improve relationships with all "workforce partners" and those who support the mission of BBCC.
5. Participate in professional development as a Board and as individual trustees.
6. Continue legislative advocacy on behalf of BBCC at the state and federal level.
7. Maintaining accreditation is a critical aspect of the community college operation. Without it, the college is unable to serve its students. The trustees will be actively engaged during preparation for the upcoming accreditation cycle to ensure BBCC meets the NWCCU's new guidelines.

Motion 19-54

Trustee Jon Lane moved to adopt the board goals as presented. Trustee Anna Franz seconded the motion, and the motion passed with Trustee Stredwick opposing the motion.

**13. Professional Development**

Board Chair Stephen McFadden reported that Leadership Consultant Linda Seppa Salisbury proposed professional development for the board similar to what she is providing to ET. Funding for board professional development is available. AAG Jason Brown said individual Myers Briggs data is public record, but there are exemptions available for public disclosure requests. This effort ties to a board goal.

Motion 19-55

Trustee Thomas Stredwick moved to accept professional development from Leadership Consultant Linda Seppa Salisbury to begin after the new president is on campus. Trustee Jon Lane seconded the motion, and the motion passed.

**14. Assessment of Board Activity**

Trustee Jon Lane reported that he attended Star Night, a presidential search meeting, the ACT Conference and Legislative Action Committee meeting, and the ACCT Conference (E-1, E-2, E-3, E-4, E-5, E-6). He also attended the birthday/service award event at BBCC (E-1, E-3, E-4, E-6). Trustee Lane also complimented Trustee Thomas Stredwick on his insight regarding the need for trustee orientation and onboarding.

Trustee Juanita Richards reported that she attended the ACT Conference (E-1, E-2, E-5) and Star Night (E-2, E-4).

Trustee Thomas Stredwick reported that he talked with Board Chair McFadden before the October board meeting (E-5). He also attended Star Night (E-1, E-2, E-3, E-4, E-5).

E-6) and talked with a trustee from Walla Walla Community College regarding trustee onboarding (E-1, E-2, E-3, E-6).

Board Chair Stephen McFadden reported that he engaged in presidential search activities and campus updates (E-1, E-2, E-3, E-4, E-5, E-6) and met with Dr. Leas regarding the board meeting agenda (E-1, E-5). He also signed employee service award certificates (E-6) and attended the ACT Conference and Legislative Action Committee meeting (E-1, E-2, E-3, E-4, E-5, E-6).

#### 15. Next Regular Meeting

The next regular board meeting is set on January 9, 2020, and a study session is set on December 10, 2019.

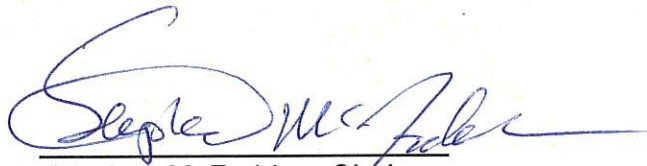
#### 16. Miscellaneous

Dr. Leas shared that the local Transforming Lives Recognition dinner is set on November 21 at 5:30 p.m. The statewide Transforming Lives Recognition dinner is set on February 17 in Olympia. The BBCC Booster Club is hosting a fundraising event February 28, 2020. Dr. Leas shared that he has delegated some duties to the vice presidents to provide professional development opportunities and make more of his time available to pursue WEC fundraising.

Trustee Stredwick expressed appreciation for the time and energy Trustees McFadden and Lane have spent on the presidential search effort.

Board Chair McFadden stated he would like to consider former trustee Paul Hirai for Trustee Emeritus as the next board meeting, and Mr. Hirai will be invited to attend the meeting January 9, 2020.

The meeting adjourned at 3:37 p.m.



Stephen McFadden, Chair

ATTEST:



Terrence Leas, Secretary