**THE OFFICIAL MINUTES**

The Big Bend Community College Board of Trustees held its regular Board meeting November 15, 2018, at 9:00 a.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

1. **Call to Order**

Present: Anna Franz

 Stephen McFadden

 Thomas Stredwick

1. **Pledge of Allegiance**

Veteran and student Uriel Velazquez led the pledge of allegiance. He served as a combat medic in Afghanistan and is currently taking pre-nursing classes and planning to enroll in the BBCC nursing program.

**3. Introductions**

Career Services Coordinator Jody Bortz shared about the Explore Big Bend event held November 14. “Train local and work local” was the focus of the event which featured BBCC programs and 77 businesses and service organizations. Six hundred students from five local high schools attended.

Dr. Leas reported that The Church of Jesus Christ of Latter-day Saints coordinated another service project day at BBCC. Hundreds of organized volunteers worked to improve the baseball and softball fields and DeVries Activity Center with painting and landscaping. Church representatives Mitchell Heaps and Jim Turner thanked Dr. Leas for the opportunity to serve. Vice Chair Stephen McFadden thanked Mr. Heaps and Mr. Turner for their support of BBCC.

**4. Consent Agenda**

a) Approval of October 15, 2018, Regular Board Meeting Minutes (A); b) President’s Update (I); c) Accreditation Update (I); d) Student Success Update (I); e) Assessment Update (I); f) Finance & Administration Report; g) Human Resources Report (I); h) Classified Staff Report (I); i) Enrollment Report (I); j) Safety & Security Report (A).

Motion 18-47 Trustee Thomas Stredwick approved the consent agenda; Trustee Anna Franz seconded the motion. The motion carried.

**5. Remarks**

There were no public comments.

1. ASB President Cydney Schaapman shared ASB and club activities. Since the last board meeting, ASB has sponsored a successful blood drive, a comedian, and a disabilities awareness month presentation about a student with non-verbal autism, who went on to further his studies at Oberlin University.

ASB officers have also reached out to 100-150 students weekly, including Workforce Education students, with Monday Morning Treats. Next Monday ASB will share apple cider.

To honor Big Bend Veteran students, ASB has been working with James Leland, the Big Bend Veteran Co-coordinator, to distribute free bowling passes for Lake Bowl.

Several of the ASB Officers attended a regional conference for the Association for the Promotion of Campus Activities in Chicago. They attended educational workshops and auditions by impressive performers. ASB officers chose several great performers to schedule on campus. For example, Kristen Merlin, who placed fourth in the sixth season of The Voice, will entertain at the February Lunchfest.

ASB and Phi Theta Kappa are co-sponsoring the Alive! Mental Health and Suicide Prevention Fair in both the Peterson Gallery and the Conference Center today. There are four stations set up for student participation, as well as videos dealing with bullying and veterans in crisis. The Nursing Club and the Counseling office are helping ASB host the different stations throughout the event.

Tonight is ASB’s quarterly free bowling event at Lake Bowl from 10:00 until midnight. Big Bend students are encouraged to attend.

The Rho Zeta chapter of PTK hosted a district conference at BBCC Saturday, November 10. Today they are conducting their annual Silent Auction.  Rho Zeta members are working on the Hallmark essays for Honors in Action and College Project.

Student Success Center Coordinator Diana Villafana led the Day of the Dead event, which included a beautiful display, as well as a face painting activity. M.E.Ch.A. also put together a remarkable display in the Bonaudi library, covering the same theme.

Trustee Thomas Stredwick expressed appreciation for the efforts of ASB. Director of Communications Matt Killebrew added that ASB officers helped deliver books to the Boys and Girls Club.

b. Classified Staff Representative Cassandra Fry shared information from the consent agenda. Classified Staff employees are completing online training modules and serving on screening committees. Several of the members met with Dr. Christine Clark to share their experiences at BBCC.

d. VP Linda Schoonmaker reported that the Workforce Education Center project is on schedule. Dr. Leas shared that the Moses Lake School District automotive program is moving out the building that will be demolished. They have known about the building project and are actively searching for a new location.

e. VP Bryce Humpherys highlighted the corrected FTE report. The tenth-day enrollment report gives a good idea for the number of new students and is especially important for the fall quarter. Many other credit and non-credit classes are open enrollment, so the FTE continues to fluctuate due mostly to adult education classes. Trustee Stephen McFadden asked how we compare with other colleges. VP Humpherys stated many schools are seeing a leveling out of enrollment, we are a little up in headcount and slightly down with state-funded FTE. President Leas said he heard the same report from around the state during WACTC meetings last week.

VP Humpherys reported that he attended the Northwest Commission on Colleges and University (NWCCU) annual meeting November and learned about significant changes being instituted by the new president Dr. Sonny Ramaswamy. Changes will involve accreditation processes, timelines, and communication, and each college is assigned a liaison officer. NWCCU is in the process of updating the accreditation standards and anticipating they will be concluded January of 2020. BBCC’s accreditation visit is scheduled in the fall of 2020. BBCC can choose to respond to the current standards or the new standards. Dr. Humpherys consulted with our liaison Valerie Martinez, and she responded favorably to the draft report. She is the staff person who will make recommendations to the commission regarding BBCC’s report.

Dr. Humpherys stated he is working with a team on academic planning and outreach and marketing planning. He will share more information during the December 20 board meeting.

Lastly, Dr. Humpherys reported that representatives from Mathematica Research are completing a case study of WSSN efforts. They visited two colleges, including BBCC, that were models of success in Washington.

f. VP Kim Garza reported she received three unexpected resignations last week, Financial Aid Advisor Jose Hernandez, Interim Dean of Student Services Jose da Silva, and Program Assistant Abby Simonson. She said BBCC will exceed the goal of 12% turnover rate. There are several screening committees in process.

Dr. Christine Clark was on campus for focus group session regarding the BBCC employee experience. Participation by employees exceeded the 25% goal for the three full-time employee groups and was a little short in the two part-time employee groups. Her report should provide good data. Information will go to the Employee Experience and CEID work groups and then released to campus. Aggregate data will be shared with the board.

VP Garza reported that the Nursing instructor position has remained open and recruiting is difficult due to salary competition challenges. Nurses with master’s degrees, as required to teach in the program, can earn more in the medical field than the education field. Full-time and part-time instructors are covering the classes. The same challenge is common in the aviation program. The Nursing Program capacity for students is limited by clinical sites rather than instructors. Trustee Stephen McFadden stated this is a good example to share with legislators.

g. Executive Director of the Foundation LeAnne Parton reported that the Foundation has presented Building Tomorrow’s Workforce Capital Campaign opportunities to potential donors totaling $2,500,000 and secured pledges to date for the amount of $1,171,100. She is waiting to hear from some of the companies and individuals as they work through their request processes. Visits are warmly received.

Lauri at RGU Architects is helping the Foundation develop a grant application with the U.S. Economic Development Administration (USEDA), a bureau within the U.S. Department of Commerce. Executive Director Parton stated she is hoping to write the grant for $3 million dollars for equipment. Trustee Stephen McFadden stated the USEDA prefers equipment grants over building requests.

Dr. Leas reported that the potential donors he and Executive Director LeAnne Parton meet respect the college and the jobs that faculty and staff perform. Many of the donors are alumni and really value the college. Approximately 50 donor meetings have been held with about 150 in the scheduling process. Dr. Leas and Executive Director Parton will meet with representatives from data centers soon.

c. Faculty Association President Salah Abed reported that the math department wore blue for diabetes awareness. They are also supporting the local high school science Olympiad.

**6. Data Center Pilot Program**

Transforming Stem Pathways Grant Computer Science Specialist Tom Willingham shared information regarding the computer science program. Specialist Willingham is a member of International Infrastructure Masons, which is a group of executives solving problems regarding data center technical training and employees. There has been a lot of industry support for the computer science program. Microsoft, Sabey, Hasher, Oath, Vantage, and their customers help students by offering facility tours and job-shadowing opportunities exceeding 1,500 hours last academic year. Microsoft and Stetner Electric donated to get the server room working. Microsoft has provided $30,000 in scholarships, which the Foundation administers. Their representative attended Star Night and is hopeful there will be more funding available next year.

The computer science classes were full last year and this year. Forty-two percent of the enrolled students have completed the program. Seven students were hired directly into data center jobs, and two more hires are pending; most make $50,000. Entry-level students are earning $23 per hour.

Specialist Willingham said demand and supply is the theme of program. He learned about the needs of data centers, and BBCC promotions brought the right students to campus. Having the right product, at the right price, at the right place with the right promotion makes success. The direct, work-based learning for students works well and industry partners appreciate that the students are familiar with the data centers. The trifecta of student/community/industry is a great model for workforce education program. A second year systems administration industry specialization is being considered to provide broader appeal beyond the data centers. The maximum student load is 40 with one full-time instructor and part-time instructors. Data center employees need technical skills and knowledge of the entire infrastructure such as electricity, cooling, water, building, security, and automation. These items will be included in the second year of the program. New classes need to be created with support by the data centers. BBCC has received positive feedback, and we are one of three colleges involved in a Microsoft pilot regarding equipment donation, training, and hiring.

Trustee Thomas Stredwick asked about the cost of the programs. The one-year program with books and certifications is $5,500 and leads to a $50,000 job.

Dr. Leas stated that the *Building Tomorrow’s Workforce Campaign* meeting with Microsoft was rescheduled to December 5. He noted how Computer Science Specialist Tom Willingham has built great relationships with the data centers.

**7. 2019 Board Meeting Dates**

Motion 18-48 Trustee Anna Franz moved to accept the 2019 board meeting dates as presented. Trustee Thomas Stredwick seconded, and the motion passed.

**8. Public Facility Use for Political Campaigns**

This item was tabled until Chair Jon Lane arrives at the meeting.

**9. Board Policy Review for Information**

BP 8020 Solicitation of Funds; BP 8021 Gifts, Grants, and Donations; and BP 8200 BBCC Investment Policy were reviewed with no revisions suggested by VP Linda Schoonmaker or AAG Jason Brown. There was no action necessary, and these policies do not need to be revisited during the next board meeting.

**10. Board Self-Evaluation**

This item was tabled until Chair Jon Lane arrives at the meeting.

Board Vice Chair Stephen McFadden announced a ten-minute break. During the break Chair Jon Lane reported he would not make it to the meeting.

Motion 18-49 Trustee Anna Franz moved to table agenda items 8. Public Facility Use for Political Campaigns and 10. Board Self-Evaluation to the next board meeting. Trustee Thomas Stredwick seconded, and the motion passed.

**11. Assessment of Board Activity**

Trustee Anna Franz reported that she assisted Board Chair Jon Lane with the board self-evaluation (E-1, E-5).

Trustee Thomas Stredwick reported that he learned a lot attending the ACCT Leadership Congress (E-1, E-2, E-3, E-4, E-5, and E-6). He also participated in a phone conference with the ACT Education Committee and discussed conferences. He encouraged the trustees to share any ACT training suggestions with him to share with the committee.

Trustee Stephen McFadden reported that he participated in the second annual Othello Career Showcase (E-1, E-2, E-3, E-4); he thanked BBCC for their participation. He also attended the ACT Conference (E1, E-3 and E-5) and the Manufacturing Sector Workgroup (E-1, E-2, E-3, and E-4).

**12. Next Regularly Scheduled Board Meeting**

The next regularly scheduled board meeting is set for December 20 at 1:30 p.m.

**13. Miscellaneous**

Dr. Leas shared that the BBCC leadership team met with the Moses Lake School District. They discussed the automotive program facility and dual-enrollment programming for workforce education for Running Start. They discussed the revisions the school district is making to their graduation requirements that are barriers to Running Start students. Trustee Stephen McFadden asked about the notice given to the school district for vacating the automotive building. Vice President Schoonmaker explained that the school district was notified of the need to move beginning three years ago.

Dr. Leas reported that he met with Transforming Lives nominee Jim Leland about attending the ACT winter conference and visiting legislators.

During the ACT Conference at SeaTac Dr. Leas, Trustee McFadden and Trustee Lane met with ACT Executive Director Kim Tanaka about Carver Policy Governance Model training. Executive Director Tanaka is researching information to suggest a trainer. Trustee Thomas Stredwick suggested the trustees have an annual training calendar. Trustee Stephen McFadden suggested discussing regular training and study session topics during a study session with all trustees in attendance. Dr. Leas said that the board could consider meeting for study sessions on months when there are no regular meeting schedules.

Dr. Leas discussed the SBCTC’s Reinvest in Community & Technical Colleges’ talking points. Trustee Thomas Stredwick said the talking points should work strategically with BBCC’s internal and external communications. Trustee Thomas Stredwick shared a strategic planning document that he learned about at the ACCT meeting.

The meeting adjourned at 10:44 a.m.

Jon Lane, Chair

ATTEST:

Terrence Leas, Secretary