

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Monday, December 12, 2016, 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
Mike Villarreal

2. Introductions

Thirty-year BBCC Men's Basketball Coach Mark Poth and his team introduced themselves. The assistant coaches are Mingo Scott, Spencer Pingel, and Mitch Poth. The team includes Josh Erickson from Enumclaw, WA; Austin Henry from Rathdrum, ID; Blake Dittman from Boise, ID; Leo Behrend from Pocatello, ID; Garret Wendt from Kellogg, ID; Collin Ahmann from Ephrata, WA; Joey Andrews from Riverton, UT; Joe Farias from Quincy, WA; and Zach Shepherd from Seattle, WA. Coach Mark Poth has implemented the Character Crew program with the team. They visit elementary schools and share attributes of good character and discuss the importance of making good choices. Students are invited to sign the Character Crew banner, which has over 1,000 signatures from young students so far. President Leas became an official member of the character crew.

Coach Mark Poth shared that BBCC athletes have earned the Northwest Athletic Conference's President's Cup, which is based on academic performance, for the second year out of four years. BBCC athletes earned second place the other two years. The coach said his team makes good choices on and off the court. President Leas announced that Coach Poth recently enjoyed his 600th win. Coach Poth remarked that BBCC is a special place.

3. Consent Agenda

a) Approval of Regular Board Meeting Minutes October 27, 2016 (A); b) President's Update (I); c) Student Success Update (I); d) Accreditation (I); e) Assessment Update (I); f) Finance & Administration Report (I); g) Safety & Security Update (I); h) Human Resources Report (I); i) Classified Staff Report (I); j) Enrollment Report (I).

Motion 16-49

Trustee Stephen McFadden moved to approve the consent agenda. Trustee Juanita Richards seconded the motion, and the motion carried.

4. Remarks

- a. ASB Officer Jason Estrada shared ASB and student club news. ASB officers hosted a Halloween dance with costumes. The officers attended an intensive leadership training and hosted motivational speaker Houston Kraft. ASB's Thanksgivingfest was enjoyed by many, and veterans were honored with a free meal. Free bowling night was held for students at Lake Bowl. The ASB officers donated items to New Hope Domestic Violence Center. They also fundraised with Killian Korn and the Couch Potato. The Veterans' club held a turkey shoot. Rho Zeta hosted a district conference and hosted a table at the new student orientation. Rho Zeta President Savannah Scriven was appointed as a PTK Greater Northwest Regional Vice President.
- b. There was no Classified Staff report.
- c. Faculty Association President Kathleen Duvall attended the meeting and shared that there was no report.
- d. VP Linda Schoonmaker reported that the results of the updated 2014-15 financial statements audit will be received late January. The ADA doors have been installed in the Nursing & BBT Building (1700). Meetings with the architects regarding the PTEC building are on-going.
- e. VP Bryce Humpherys reported he is happy to be here at BBCC. The Assessment Committee has met and is preparing for the accreditation visit and report in the spring with a focus on general education outcomes and processes. Recent surveys and data revealed that comprehensive advising is needed to address multiple accountabilities to close the achievement gap. A task force including faculty and staff is developing and implementing mandatory advising procedures. This is an on-going, long-term effort.

BBCC received a Title III STEM Grant to develop key components in computer science and manufacturing and focused on advising. Positions funded by the grant are being filled.

Student services staff will move into the redesigned registration/financial aid space during the winter break. Director of Basic Skills Tyler Wallace is combining efforts with High School 21 to offer programs to re-engage youth to complete their high school diploma.

Workforce Education Services received recognition for their efforts with the Working Student Success Network Grant. Financial advising resources will complement the upcoming advising process.

BBCC partnered with WSU, and 36 students attended a STEM workshop at WSU.

- f. VP Kim Garza reported her department continues recruitment efforts with four hiring packets in process.

The state mandated minimum wage increase effective January 1, 2017, impacts 200 positions. The BBCC Holiday Potluck will be held on Friday, December 16.

- g. Executive Director of the Foundation LeAnne Parton reported the Foundation re-awarded scholarships that were not used in the fall. They also received the Biella Scholarship, which funds seven \$1,000 scholarships and \$3,000 for the intervention scholarship. The Foundation's second investment catalog is in the printing process. Twenty-dollar raffle tickets for the 2013 Harley Davidson Blackline Soft Tail motorcycle that was donated are being prepared. The motorcycle will be raffled at Cellarbration! May 20, 2017. Director Parton is coordinating the March Moses Lake Business After Hours event, which will be hosted by BBCC.

Board Chair Anna Franz introduced AAG Catherine Kardong. AAG Kardong was recently assigned to BBCC. She is from Eastern Washington and graduated from Gonzaga University.

5. Proprietary Budget Report

VP Linda Schoonmaker shared the proprietary budget and financial statements. She said they are very similar to the past year. The reserve balances continue typically; next year \$6 million will be taken out of reserves for PTEC.

The Bookstore Operating expenditures increased \$6,000 for book bags, and the equipment budget increased because of a cash register upgrade.

The athletic budget baseball camp revenues and expenses increased. The athletic budget loss was smaller than the last two years.

The ASB budget is typical, and all funds were spent. VP Schoonmaker stated she expects Sodexo's new general manager Jon Spitzli, will improve the food budget with an increase in catering clients.

Long-term director of the dorms, Hugh Scholte, is retiring and interviews to fill his position will be scheduled soon. There was an increase in the dorm expenses to purchase new mattresses. The on-site central stores inventory has been depleted due to the efficiency of Office Depot order processing.

Director of Basic Education Tyler Wallace shared information about five programs in basic skills, English as a Second Language (ESL), GED Preparation, Competency Based HS Diploma (HS21+), Math Transitions, and IBEST program (Medical Assistant, Health Education, CDL, and Early Childhood Education).

HS21+ experienced a record high number of graduates in June (115). Basic Skills served 1,104 students last year, which is a 26% increase from the year before. There was a significant increase in the number of student achievement initiative points due to the basic skills students who were served and transitioned to traditional courses. The increases are due in part to a new partnership with the Warden High School and

advertising on Facebook. The math DVS 080 (math transitions) students have been more successful in math 94 than the students who placed into math 94.

A new online synchronous ESL course will begin this winter. Beginning Open Doors partnerships with local high schools in April. This is an option for students who do not fit well in the high school or alternative high school. Director Wallace shared Basic Skills calendars featuring photos from all programs.

VP Schoonmaker continued with the budget presentation stating the operating budget is up slightly from last year. Customer accounts aging report is good shape due to close attention by the business office. There has been a slight uptick in all of the local funds.

The state-mandated minimum wage increase is not supported by state funds. Trustees requested information regarding the financial impact to BBCC.

Motion 16-50

Trustee Jon Lane moved to approve the proprietary funds budget and financial statements. Trustee Mike Villarreal seconded the motion, and the motion carried.

Board Chair Anna Franz announced a 10-minute break at 2:24 p.m.
The meeting reconvened at 2:37 p.m.

VP Linda Schoonmaker introduced the new Sodexo Manager Jon Spitzli. He has been in the culinary business for 20 years. He attended culinary school on the east coast and in Seattle.

6. Exceptional Faculty Award Request

Motion 16-51

Trustee Juanita Richards moved to approve an Exceptional Faculty Award for Guillermo Garza in the amount of \$2,000. Trustee Jon Lane seconded the motion, and the motion carried.

7. 2017 Board Meeting Schedule

Motion 16-52

Trustee Juanita Richards moved to approve the 2017 board meeting schedule as presented. Trustee Stephen McFadden seconded the motion, and the motion carried.

8. Assessment of Board Activity

Trustee Stephen McFadden reported that he served on the BBCC Transforming Lives committee to plan the recognition event. He is also planning the next Othello Industry Council (OIC) meeting for Othello employers to showcase STEM jobs. He reported that BBCC staff have been very supportive of the OIC.

Trustees Juanita Richards reported that she attended the Transforming Lives Recognition dinner. She also served on the statewide trustees Transforming Lives Committee choosing the five awardees from the nominations.

Trustee Jon Lane reported that he attended the Legislative Action Committee meeting at SeaTac. He also attended the public PTEC building meeting. Trustee Lane attended the local Transforming Lives dinner and said it was great. He also attended the WACTC meeting at Olympic College and the President's Cup Award event on the BBCC campus. Lastly, Trustee Lane is on the hiring committee to replace retiring SBCTC Executive Director Marty Brown. He invited trustees and staff to share their thoughts on this important leadership position with him.

Trustee Mike Villarreal reported that he attended a meeting in Othello with school districts, business leaders, and farmers to discuss growth and marketing. He also attended the local Transforming Lives event. He recognized the importance of the mentoring and connections that happen on campus.

Board Chair Anna Franz reported that she attended the local Transforming Lives dinner and the public PTEC meeting.

9. Regularly Scheduled Board Meeting Date

Motion 16-53

Trustee Stephen McFadden moved to set the next regular meeting on January 26, 2017. Trustee Jon Lane seconded the motion, and the motion carried.

10. Miscellaneous

President Leas shared details from the Transforming Lives budget. Trustee Richards shared that Horizon Credit Union will be sending an additional \$500 sponsorship for the event.

President Leas also announced that Trustee Jon Lane was awarded the 2017 AACC Outstanding Alumni Award. A recognition event will be held during the AACC Conference April 25 in New Orleans. Trustee Lane thanked Dr. Leas for his support.

The meeting adjourned at 3:01.



Anna Franz, Board Chair

ATTEST:



Terrence Leas, Secretary

