

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting December 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

Phi Theta Kappa member Plasido Lindsey led the Pledge of Allegiance. He stated his educational goals include earning a degree so he can give back to his community by serving as a chemical dependency counselor and social worker. He is also a Transforming Lives nominee.

Phi Theta Kappa President Rachel Boruff introduced the chapter's Honors in Action project and explained that the project initially focused on the transformational effect of music and developed into students sharing their transformational experiences with others on campus. Two students Plasido Lindsey and Anna Linday shared about the transformational effect of education and the scholarships that made it possible. After overcoming challenges, they both expressed how education helped them grow and face their fears while striving toward their goals.

Men's basketball coach Mingo Scott Coach and the team introduced themselves to the board. Blake Dittman from Idaho, Johan Farias from Quincy, Kobe Huerta from Seattle; Jaden Brown; Parker Christensen from Utah, Christopher Hawkings, Martin Herford, Mauricio Smith from Nevada, Nash Austin from Idaho, and Miles Brown from Oregon. Coach Scott reported the sophomores on the team were a part of the success of earning the NWAC President's Cup.

Board Chair Juanita added the board self-evaluation to the agenda for today.

3. Consent Agenda

a) Approval of Board Meeting Minutes October 27, 2017 and November 14, 2017 (A); b) President's Update (I); c) Accreditation (I); d) Student Success Update (I); e) Assessment (I); f) Finance & Administration Update (I); g) Human Resources Report (I); h) Classified Staff Report (I); i) Enrollment Report (I); j.) Safety & Security Report

Motion 17-54 Trustee Jon Lane moved to approve the consent agenda. Trustee Stephen McFadden seconded, and the motion passed.

4. Remarks

There were no public remarks.

- a. An ASB report was not given, all students are on winter break.
- b. Faculty Association President Salah Abed shared faculty news. Dr. Dennis Knepp took his World Religions students to a Buddhist ceremony and to the Wanapum Heritage Center south of Mattawa. Developmental English Instructor Dawnne Ernette collaborated with other instructors to pilot two IBEST classes: English 99 linked with CMS 210 and Academic IBEST 98 linked with Psychology 100.
- c. Past Classified Staff Representative Barbara Collins provided the Classified Staff report. Classified staff members have taken 133 hours of training during the month of October. STAR committee members are assisting VP Kim Garza with the holiday potluck. They are also promoting one community service project per quarter, and they are developing workshops for staff regarding assessment work. Dr. Leas will hold two sessions for Classified Staff on local and global issues in February.
- d. VP Linda Schoonmaker was absent from the meeting.
- e. Dr. Bryce Humpherys reported that Cabinet adopted targets for the core theme indicators, which are key deliverables on the annual planning process timeline. Several activities on the timeline will be accomplished spring of 2018. Institutional Research is preparing monitoring report workbooks, which will be used during the February 2 In-Service. All staff and faculty members will assess data, conduct planning, and prepare budget requests. These activities will move us forward addressing the accreditation recommendation.

Dr. Humpherys shared BBCC's mini-strategic plan, which satisfies the accreditation recommendation and includes folding assessment into strategic and annual planning. The plan adds structure with priorities to guide decision making and budgeting. Staff identified key priorities for institutional improvements and will implement actions along the timeline aligned with current ends, the mission, and core themes. The plan does not redefine ends, the mission, core themes, and objectives. New priorities may be set following the current accreditation timeline.

Dr. Humpherys discussed the elements of the mini-strategic plan document elements, including an introduction addressing external and internal influences on BBCC; actions plans for the three strategic priorities, comprehensive advising, student-ready practices, and employee experience; and appendices with

progress and goals for each priority. This effort sets the foundation of the living strategic plan document. Dr. Leas noted the strategic plan lays the groundwork for the next accreditation cycle. In 2020, the seven-year accreditation cycle will begin again, and we will review and consider revising the mission and core themes.

Trustee Jon Lane asked how this necessary and intense strategic planning effort is impacting instructors. Dr. Humpherys said defining the priorities helps focus efforts. There are current processes and efforts that are being recognized that fit within student-ready practices such as IBEST.

Dr. Humpherys shared that a standing strategic planning team was created to replace an ad hoc ATD Core Team. The strategic priorities work groups are sub committees under the strategic planning team. Each work group will have tasks addressing the identified strategic priorities. This arrangement provides a formal structure for strategic work of the college now and in the future.

Dr. Humpherys reported that trustees Jon Lane and Thomas Stredwick attended the ICAT sessions. The board will be asked to review the monitoring workbooks and provide feedback. The strategic planning team and work groups will meet once or twice per quarter, and the trustees are invited to attend. Dr. Humpherys shared the strategic planning guiding questions and worksheets and asked the board to share their feedback by the end of December for incorporation in the worksheet.

Trustee Stephen McFadden asked about ctcLink from VP Linda Schoonmaker's consent agenda item. President Leas stated that there are reports that the system costs will rise from \$100 million to \$145 million, and BBCC's share increases approximately \$50,000. CtcLink is the most ambitious project of its nature in the country moving from a 1980s legacy system to a modern system.

- f. VP Kim Garza provided a human resources update. Interviews are completed for the Director of Financial Aid and UAS Operations Coordinator positions. VP Garza stated employee retention information was provided in the consent agenda. The 2017 turnover rate will be close to the 2016 turnover rate. She said the number of resignations is rising, and she senses that people are leaving for reasons other than retirement. Since 2012, 97 new people, which represents 50% of full-time staff, have been hired. This large number of new employees is challenging for any institution and indicates a magnitude of change. It is difficult to attract employees in the current labor market due to a lack of funding for competitive compensation. The legislature needs to invest in the system. VP Garza stated the Moses Lake School District pays around \$5 per hour more than BBCC for related positions. The summary of exit interview data shows improvements needed in communication, recognizing performance, and handling internal candidates.

Trustee Stephen McFadden stated he appreciated the exit interview summaries, they confirm BBCC is a great place to work. VP Garza stated the churn in employees the first five years of employment at BBCC indicates there may be issues for employees beginning employment at BBCC and provides opportunities review the culture of BBCC.

VP Garza reminded everyone that the holiday potluck is tomorrow.

- g. Executive Director of the Foundation LeAnne Parton shared an update from the Foundation. A year-end appeal letter was sent to all employees. Program Assistant Jennifer Star, Softball Coach and Recruitment Coordinator Mike Garoutte accompanied Executive Director Parton to the Othello High School to present on scholarships and recruitment. They will visit the Warden High School in January for the same purpose.

The Foundation has added the Running Start Workforce Education Scholarship, and they are working on a scholarship for single parents in a transfer degree program.

Board chair Juanita Richards announced a 10-minute break at 2:42 p.m. The meeting reconvened at 2:52 p.m.

5. BP1000 Policy Governance Review

Trustee Anna Franz stated per the BP1000 Board Staff Linkage 4, the president's formal evaluation will be conducted in June. The board self-evaluation will continue to be conducted during the fall board retreat.

Trustee Thomas Stredwick asked about BP1000 Executive Limitations – 2 and how students access the board. President Leas clarified that a student who has followed the misconduct process can appeal to the board. The president ensures BBCC has appropriate processes for bringing grievances forward as noted in the student code of conduct.

Trustee Stredwick also asked about BP1000 Executive Limitations – 9 and how the board is kept informed of media coverage. Melinda will share the SBCTC Newslinks subscription information with the board members.

6. BP8001 Smoking/Tobacco Policy

Motion 17-55

Trustee Anna Franz moved to approve revisions to BP8001 Smoking/Tobacco Policy as presented. Trustee Jon Lane seconded, and the motion passed.

Trustee Anna Franz thanked Executive Director of the Business Office Char Rios for her persistence revising BP8001.

7. Data Center Program Presentation

Transforming STEM Pathways Grant Computer Science Specialist Tom Willingham shared information about the data center program. Two years ago Dean Daneen Berry-Guerin began talking with data centers in the BBCC service district about BBCC providing employee training. In 2016, the Transforming STEM Pathways Grant began. Specialist Willingham started fulltime with the grant in 2017 to work on a computer science DTA collaboratively with data center administrators. He meets with the data center administrators during their once-a-month, problem-solving meetings. He also met with Microsoft during the Grant Co EDC Data Center Day event to determine what BBCC could do to support the data centers. The program has been designed to prepare students for the data center industry. Microsoft executives toured BBCC facilities and a data center pilot program started in September. Amazon, Facebook, and additional vendors may also be interested in the program. Twenty-four seats were filled in the fall quarter, this is the first time computer science classes have filled. The strong response has resulted in a second cohort beginning winter quarter, which is also full.

Specialist Willingham will meet with High Tech High in Quincy, and the Moses Lake and Othello School Districts are also interested in the data center program. He said this is a scalable model, which weaves students, community and industry together, that will work for other programs too. Students interact with potential employers, and employee and academic advising is essential. Every quarter students learn technical and soft skills, have contact with industry partners, and receive intensive advising. This is a one-year program, and students earn two certificates with optional industry certifications. Potential starting salary for successful students is \$40k-\$50k. BBCC helps data centers with their community image issues by growing local people for data center job. Data centers are generous and want to help and support BBCC. The program is compatible with the Information Technology and Administrative Management (ITAM) program at CWU.

Trustee Stephen McFadden commended Specialist Willingham for making outstanding connections with community and industry needs. Trustee Jon Lane stated Specialist Willingham flipped the idea from "what they can do for us" to "what we can do for them."

Board chair Juanita Richards announced a 30-minute Executive Session to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee; and (i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions or litigation or potential litigation. VP Kim Garza and AAG Jason Brown were asked to attend the Executive Session.

Board chair Juanita Richards reconvened the meeting at 3:59 p.m. with no action taken.

8. Presidential Contract

Motion 17-56

Trustee Anna Franz moved to approve the President's contract as presented. Trustee Stephen McFadden seconded, and the motion passed.

9. Board Self-Evaluation

The board submitted the following statement for the self-evaluation.

The Board of Trustees commenced its annual self-evaluation by reviewing the Board Job Description set forth in the Board Policy Governance Bylaws. Pursuant to the Board's governance policies setting forth the adoption of policy governance, the Board reviewed its End Statements and Trustee activity to ensure that they reflected the goals of the Board for Big Bend Community College. A review of the NWCCU accreditation standards for trustees was also completed during this self-evaluation. Upon review of the End Statements and NWCCU accreditation standards for trustees, the Board determined that they are an accurate reflection of the Board's desired outcomes for the college.

The Board of Trustees will continue to define the board evaluation process, establish periodic review of policies, and improve communication and support to the foundation board during this past year.

The Board of Trustees will continue to strengthen communication with and support of the Foundation's efforts to support the College. The Foundation Board Liaisons will share foundation news at board meetings and provide any assistance the foundation board requests from the trustees.

The Board resolved to utilize a trustee activity report to identify individual trustee performance outside of board meetings and have highlighted Board Agenda items to align with the End Statements. Trustee activity will be shared by each trustee during the Assessment of Board Activity reporting at board meetings. The Board of Trustees recognizes that as we report individually on our activity, we will continue to focus on being "Deliberate in many voices, but govern in one."

Motion 17-57

Trustee Anna Franz moved to approve the board self-evaluation. Trustee Thomas Stredwick seconded, and the motion passed.

10. Assessment

Trustee Anna Franz reported that she talked with President Leas.

Trustee Thomas Stredwick reported that he toured the welding facility and appreciated Instructor Shawn McDaniel's interactions with the students. Seeing the welding facility underscored the importance of the PTEC/WEC building. He also attended an ICAT discussion session.

Trustee Jon Lane attended an ICAT session. He also networked at Million Air's Christmas party.

Trustee Juanita Richards reported that she met with President Leas to review the board agenda, and she attended the Washington State Auditor's entrance audit. Lastly, she attended the Grant County EDC board meeting and BBCC is regularly discussed.

Trustee Stephen McFadden attended the North Central Workforce Retreat and is serving on the AWB Rural Jobs Legislative Task Force. He attended the Grant County EDC banquet and an aviation meeting with Senator Warnick and Representative Dent. He also attended a Transforming Lives planning meeting.

The trustees submitted their activity reports.

11. Next Regular Scheduled Board Meeting

The next board meeting is scheduled on Wednesday, January, 17, 2018.

12. Miscellaneous

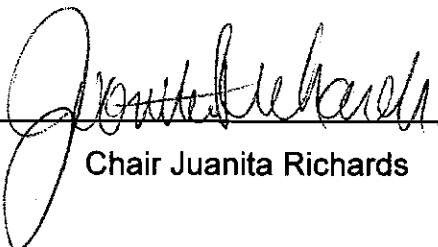
President Leas reminded the trustees that the Holiday potluck is Friday, December 15 at noon. He also reminded all that the BBCC Transforming Lives is scheduled on January 4, and Senator Judy Warnick will attend.

The ACT Transforming Lives dinner is scheduled January 22, and the ACT conference will follow on January 23.

February 6, 2018, the nursing program will host their Accreditation Commission for Education in Nursing (ACEN) evaluation visit. The trustees are scheduled for lunch with the evaluators February 6. Director of Health Education Katherine Christian will provide an overview of health education during the January 17 board meeting. Flash drives provided to the trustees today contain the Nursing Program self-study for trustees to review.

Trustee Stephen McFadden reported that \$1,400 in sponsorships are funding some of the Transforming Lives event. The trustees fund each nominee's meal plus two guests. All other participants will self-pay \$18 for dinner. If anyone is interested in sponsoring the event, please let the Foundation know by tomorrow.

The meeting was adjourned at 4:18 p.m.



 Chair Juanita Richards

ATTEST:



Terrence Leas, Secretary

