

## **THE OFFICIAL MINUTES**

The Big Bend Community College Board of Trustees held its regular Board meeting Monday, March 13, 2017, 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

Student and Vet Corps Navigator George Turner led the Pledge of Allegiance. He served as a Russian linguist in the Air Force and is currently considering the Industrial Systems or Industrial Electrical programs.

### **2. Introductions**

Director of Facilities James Saucedo introduced master electrician David Garcia. He is from Michigan and holds a bachelor's degree in Industrial Electrical as well as a professional engineering degree.

Director of Health Education Programs Katherine Christian introduced Nursing Instructor Sherry Donovan. Ms. Donovan has a Master's degree, and taught part-time at Yakima Valley Community College. She is originally from Moses Lake and enjoys being back in town.

VP Linda Schoonmaker introduced Luis Alvarez who was promoted from TRiO Senior Academic Advisor to Director of Residence Halls & Residential Life. Mr. Alvarez is a BBCC and WSU graduate.

Director of Financial Aid Jeremy Iverson introduced BBCC graduate Cassandra Fry, who was promoted after three years with BBCC to program specialist with Veterans Services. Director Iverson also introduced Abby Simonson, who was hired to fill the vacancy behind Cassandra Fry's promotion in financial aid. She attended Running Start here at BBCC.

Director of the Transforming STEM Pathways Grant Heidi Summers introduced Business Information Management Coordinator Tom Willingham, who was promoted to the Computer Science Specialist position in the Transforming STEM Pathways Grant.

### **3. Consent Agenda**

a) Approval of Regular January 26, 2017, Board Meeting Minutes (A); b) President's Update (I); c) Accreditation Update (I); d) Assessment Update (I); e)



Student Success Update (l); f) Finance & Administration Update (l); g) Safety & Security Update. (l); h) Human Resources Update (l); i) Classified Staff Report (l); j) Enrollment Report.

Motion 17-04

Trustee Stephen McFadden moved to approve the consent agenda. Trustee Mike Villarreal seconded, and the motion carried.

#### 4. Remarks

- a. ASB Treasurer Auggie Francis reported the ASB and club activities. ASB sponsored an ice skating event with 93 in attendance, which was followed by bingo night. Seventy-five people attended, and many of them won grocery-store-themed prizes. The ASB-sponsored Pastafest was held in February and fed 193 people. ASB's Porkfest, featuring the 2014 International Acoustic Music Awards Best Male Artist Jared Mahone, is tomorrow from 10:30 a.m. – 1:00 p.m. ASB held a small intramural pool tournament. They also held a Casino Night, with 60 students in attendance. ASB sponsored leadership training by Del Suggs a few weeks ago with 23 ASB and club members attending. Mr. Suggs shared ten ways to develop personal leadership and also how we can be effective leaders in our organizations. Currently, ASB is collecting donations for prizes for the annual Flashlight Egg Hunt, to be held the first Thursday night of Spring Quarter. ASB is looking forward to the JATP students participating in upcoming Spring-quarter events.

The Nursing Club raised \$1,200 on Krispy Kreme donuts and another \$170 from an activity at the Art Garden. With the ASB matching funds and upcoming Silent Auction on April 18, the club should have half the funds needed to pay for the Annual NCLEX review, which costs \$6,000.

Phi Theta Kappa sponsored their annual Soup-R-Bowl activity, gathering food items for the Viking Pantry. The chapter also had success with their concessions at Allied Arts events, as well as reaching the matching funds to apply toward their upcoming travel for their International Conference in April. They are also hosting a regional Phi Theta Kappa Conference here at BBCC.

The M.E.Ch.A. Club held a successful Valentine's Day bake sale and flower sale last month. The Brazilian Jiu Jitsu Club also held a successful bake sale the same day in a different location on campus.

The Lindy Hoppers Club kept in step with the other clubs and held a Krispy Kreme fundraiser. They earned full matching funds this quarter.

- b. Classified Staff Representative Barbara Collins reported that the STAR Committee continues to recruit additional members. Classified Staff employees attended 244.5 hours of training since the last board meeting.



Upcoming trainings include a data survey workshop on April 25 to discuss how BBCC uses data and feedback from stakeholders.

- c. Faculty Association President Kathleen Duvall reported several faculty members represented their programs at the Business After Hours held March 7 at BBCC. She also reported that BBCC's medical simulation program was featured in the Association of WA Business magazine. The web link to the article was shared.
- d. VP Linda Schoonmaker reported that the ctcLink Steering Committee has been disbanded, and the WACTC Tech Committee is the new governing body of the project. They will use the statewide commissions for information and data gathering. The FY2015 BBCC Financial Statements were approved by the auditors.

The ADA access and doors have been completed in the Administration (1400) building, and the remodel is completed. VP Schoonmaker clarified that she used the term "agreement" regarding the faculty members' perspective on the PTEC building during the last board meeting; some of the faculty members requested she change "agreement" to "acceptance" of the current plan. If the legislature provides the funding, the RFP process and groundbreaking will begin in Spring of 2018.

- e. VP Bryce Humpherys introduced Career Services Coordinator Jody Bortz to share information about the BBCC Job & Career Fair held March 1. She said in response to employers, the event was held earlier in the year than usual and a smaller job fair will be held later in the spring for agricultural employers. There were more employers this year with 80 booths filled and approximately 1,000 attendees. More than 200 students registered for the bookstore drawing. Résumé training and interviewing was held on site. Coordinator Bortz credited the increase of participants to the social media effort around the event. Applicant feedback was positive. In the future, applicants will be asked to bring their résumés on thumb drives for sharing with potential employees.

Dr. Humpherys thanked the trustees for attending lunch with the ATD coaches, Dr. John Nixon and Dr. Bruce McComb, April 9. The coaches met with a cross section of faculty and staff focused on comprehensive advising. The coaches reported staff had great enthusiasm for students and student success.

Dr. Humpherys explained that BBCC will host an Accreditation Ad Hoc visit April 17-18 with evaluator Dr. Chad Hickox from Helena College University of Montana. The Ad Hoc report was submitted, and it is on the BBCC website. Dr. Hickox will notify us about who he would like to meet. He will focus on recommendation 2 (assessment of student learning).

Dr. Humpherys advised that an Ad Hoc visit is not typical. This visit is a result of a recommendation received during BBCC's 2015 mid-cycle visit.



There were observations from 2012 and 2015 that BBCC needs more focused attention on assessment of student learning. The Ad Hoc report details an outline of four tasks to improve the assessment on student learning, which will be completed before our next comprehensive visit in 2020. Assessment of student learning will be incorporated with institutional planning using data to inform decision making and continuous quality improvement (CQI). Dr. Humpherys applauded the assessment committee's work, which includes faculty and administrators working collaboratively to lead this effort. The focus on assessment of student learning dovetails with the advising focus from the ATD effort.

VP Humpherys referred to the consent agenda student success page and discussed the student achievement initiative (SAI) advisory group work updating SAI metrics for the state. Dean of Institutional Research Valerie Parton is in the workgroup reviewing statewide data. Improving student progression and closing achievement gaps are important guiding principles for the group. Trustee Jon Lane stated he has learned that legislators want to use the SAI to incentivize schools. Dr. Leas stated the SAI is an element of the allocation model using student success data to determine budget allocations. The group is trying to minimize the volatility of allocations.

VP Humpherys reported Fall enrollment was up, Winter enrollment was down, and Spring enrollment is slightly down. Enrollment fluctuations are attributed to cancellation of Basic Skills classes. The political environment has had a negative impact on the ESL population. Running Start enrollments continue to increase.

- f. VP Kim Garza reported there are many positions open and more to be posted. There will be even more committee activity and meetings after spring break concludes. Most open positions will be filled by the end of June. There are two outstanding items from negotiations with the Faculty Association on which MOU committees will focus: committee structure and credit by exam assessment of prior learning and independent study.
- g. Executive Director of the Foundation LeAnne Parton reported the scholarship deadline was February 17. Foundation members are busy reviewing scholarship applications. The Foundation helped facilitate the acquisition of a two-trailer dolly for the CDL program from LTI, Inc, the parent company of Milky Way Bulk Milk Transportation. Cellarbration! for Education is on May 20, and the Foundation is working hard planning and selling raffle tickets for the Harley Davidson that was donated. Everyone is invited to help sell tickets. The Foundation audit begins on Wednesday.

## **5. Community Engagement Monitoring Report**

Dean of Institutional Research Valerie Parton stated this report is a result of reviewing and evaluating data and determining next steps using campus-wide feedback. This year we have deliberately slimmed down the report workbook. Progress was made and all



four community engagement outcome objectives were rated "good" or above 3.1 out of 5 for "continuing to support this practice." Next steps include showing how BBCC sets plans based on the data. The Center for Business and Industry Services (CBIS) is an important part of community engagement and doing well. Dean of Work Force Education Daneen Berry-Guerin has worked with advisory committee recommendations to hear feedback on how well students are prepared for employment. Planning is beginning regarding transitioning students in developmental level classes to college-level classes. The Budget Review Task Force is being reactivated to assist with tying the budget process to institutional goals. An environmental scan will be conducted during the 2017 Fall quarter to develop a baseline for improvement of BBCC's inclusive environment. The new HR process, including NeoGov, provides analytics that will provide data to help BBCC determine if underrepresented groups are stopping out of the application process at a particular time. Dean Parton will continue working to make the monitoring reports more meaningful based on campus-wide feedback, which will also illustrate to NWCCU how we are making connections.

Trustee Stephen McFadden complimented BBCC on the progression and improvement of the process. He also complimented CBIS Director Beth Laszlo for enthusiastically leading the CBIS efforts. Board Chair Anna Franz commented that the next steps look great for a continuum of future cycles.

Motion 17-05

Trustee Mike Villarreal moved to approve the Community Engagement Monitoring Report. Trustee Jon Lane seconded, and the motion carried.

## **6. Probationary/Tenure Reviews**

VP Bryce Humpherys listed the candidates under review.

At 2:34 p.m. Chair Anna Franz announced an 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. The Executive Session will last 10 minutes.

The meeting reconvened at 2:44 p.m. with no action taken.

Motion 17-06

Trustee Jon Lane moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to renew the probationary contract of Kent Dannenberg effective September 11, 2017. He further moved that the President notify Kent Dannenberg as soon as possible of this decision. Trustee Stephen McFadden seconded, and the motion carried.

Motion 17-07

Trustee Stephen McFadden moved after having given reasonable consideration to the recommendation of the



probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to renew the probationary contract of Ryan Duvall effective September 11, 2017. He further moved that the President notify Ryan Duvall as soon as possible of this decision. Trustee Juanita Richards seconded, and the motion carried.

Motion 17-08

Trustee Juanita Richards moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to renew the probationary contract of Allison Palumbo effective September 11, 2017. He further moved that the President notify Allison Palumbo as soon as possible of this decision. Trustee Mike Villarreal seconded, and the motion carried.

Motion 17-09

Trustee Mike Villarreal moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to renew the probationary contract of Jody Quitadamo effective September 11, 2017. He further moved that the President notify Jody Quitadamo as soon as possible of this decision. Trustee Jon Lane seconded, and the motion carried.

Motion 17-10

Trustee Jon Lane moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to renew the probationary contract of Sean Twohy effective September 11, 2017. He further moved that the President notify Sean Twohy as soon as possible of this decision. Trustee Stephen McFadden seconded, and the motion carried.

Motion 17-11

Trustee Stephen McFadden moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to renew the probationary contract of Michael Dzbenski effective September 11, 2017. He further moved that the President notify Michael Dzbenski as soon as possible of this decision. Trustee Juanita Richards seconded, and the motion carried.

Motion 17-12

Trustee Juanita Richards moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to renew the probationary contract of Dawnne



Ernette effective September 11, 2017. He further moved that the President notify Dawnne Ernette as soon as possible of this decision. Trustee Mike Villarreal seconded, and the motion carried.

Motion 17-13

Trustee Mike Villarreal moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to renew the probationary contract of Jaime Garza effective September 11, 2017. He further moved that the President notify Jaime Garza as soon as possible of this decision. Trustee Jon Lane seconded, and the motion carried.

Motion 17-14

Trustee Jon Lane moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to grant tenure to Benjamin Altrogge effective September 11, 2017. He further moved that the President notify Benjamin Altrogge as soon as possible of this decision. Trustee Stephen McFadden seconded, and the motion carried.

Motion 17-15

Trustee Stephen McFadden moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to grant tenure to Heidi Gephart effective September 11, 2017. He further moved that the President notify Heidi Gephart as soon as possible of this decision. Trustee Juanita Richards seconded, and the motion carried.

Motion 17-16

Trustee Juanita Richards moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to grant tenure to John Martin effective September 11, 2017. He further moved that the President notify John Martin as soon as possible of this decision. Trustee Mike Villarreal seconded, and the motion carried.

Motion 17-17

Trustee Mike Villarreal moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to grant tenure to John Marc Swedburg II effective September 11, 2017. He further moved that the President notify John Marc Swedburg II as soon as possible of this decision. Trustee Jon Lane seconded, and the motion carried.



**Motion 17-18**

Trustee Jon Lane moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to grant tenure to Arthur Wanner effective September 11, 2017. He further moved that the President notify Arthur Wanner as soon as possible of this decision. Trustee Stephen McFadden seconded, and the motion carried.

**7. Exceptional Faculty Award**

CDL Instructor Guillermo Garza provided a verbal report of the activity for which he used his Exceptional Faculty Award (EFA). He attended the 27<sup>th</sup> Annual NAPFTDS Convention in St. Pete Beach, Florida. Instructor Garza said it was an informative conference that included upcoming changes to the trucking industry and super mechanic Homer Hogg gave a presentation about the modernization and computerization of trucks. Instructor Garza will use the information he learned to make students aware of changes. Other topics presented included safety, pre-trip inspections, and new laws.

**8. Exceptional Faculty Award Recommendation****Motion 17-19**

Trustee Jon Lane moved to approve Exceptional Faculty Awards to Jennifer Brooks (\$2,000), Heidi Gephart (\$2,000), and Pam Hare (\$2,000). Trustee Mike Villarreal seconded, and the motion carried.

At 2:42 p.m. Chair Anna Franz announced a 10-minute break to be followed by an 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. The Executive Session will last 10 minutes. The Executive Session was extended by five minutes. The meeting reconvened at 3:07 p.m. with no action taken.

**9. Assessment of Board Activity**

Trustee Jon Lane reported that he reviewed probationary tenure files. He asked if anyone had improvement ideas for the process. The faculty probationary tenure process is defined in the Faculty Negotiated Agreement. Faculty Association President Kathleen Duvall stated faculty members are open to improvement ideas. Trustee Anna Franz recommended the process be left to administration and faculty.

Trustee Lane has been involved in planning the ACT Conference that will be held at BBCC May 25-26. He also attended the ACCT conference and encountered a lot of uncertainty with national leaders. Trustee Lane attended the BBCC Business After Hours and the luncheon at BBCC with the Achieving the Dream Coaches. Trustee Jon Lane recently escorted his sister's grandson around BBCC. He is interested in Industrial Systems Technology and Industrial Electrical Technology. Instructor Ayers did an



outstanding job describing the programs. Lastly, he attended a cold baseball game yesterday.

Trustee Stephen McFadden reviewed probationary tenure files. He complimented staff and administration for the width and breadth of the information. Trustee McFadden also attended the luncheon at BBCC with the Achieving the Dream Coaches. He reported he continues to participate in sector partnership meetings and North Central Workforce Development Council meetings.

Trustee Juanita Richards stated she reviewed probationary tenure files. She commented the data collection was easy to review. Trustee Richards compliment BBCC for hosting Business After Hours. She also attended the luncheon at BBCC with the Achieving the Dream Coaches.

Trustee Mike Villarreal reported that he reviewed the probationary tenure files and appreciated the portfolio labeling. He also stated the recommendations, committee mentorship, and feedback was well done.

Trustee Anna Franz reviewed the probationary tenure files. She stated BBCC has a good probationary tenure-review process and great people coming on board. She also attended the luncheon at BBCC with the Achieving the Dream Coaches and reviewed today's agenda with President Leas.

## **11. Next Meeting**

### Motion 17-20

Trustee Stephen McFadden moved to reschedule the next board meeting from April 20 to April 28, 1:30 p.m. Mike Villarreal seconded, and the motion carried.

## **12. Miscellaneous**

President Leas reported that he was one of four presidents nationally invited to attend the ATD Dream Conference to share on the Funded Learning Initiative Panel. He also participated in WSSN grant discussion at the conference, and Karen Stout CEO of ATD was the facilitator. Former BBCC Director Andre Guzman was also at the conference. Dr. Leas attended WSSN's celebration honoring students, and BBCC student Jennifer Gallaway spoke.

Dr. Leas also attended the February 28 SBCTC-hosted legislative open house that featured the BBCC drone program. He reminded the trustees that BBCC is hosting the ACT Spring Conference May 25-26.

The JATP welcoming ceremony and dinner is scheduled on March 27 and 43 students will be in the program this year.

Dr. Leas announced that Governor Inslee and Japanese Ambassador Sasae will be in the Aviation Training Center March 30 following their tour of the Mitsubishi facility. They plan to announce the May 16 STEM Day, which is a partnership between Mitsubishi and



BBCC to bring middle school students to the Port and BBCC to acquaint them with STEM-related careers.

President Leas will accompany Trustee Jon Lane when he is honored with an AACC Outstanding Alumni Award at the AACC Conference in New Orleans in April. Dr. Leas will also attend the International Phi Theta Kappa Catalyst Conference in Nashville, April 5-6.

The ACT award nominations deadline is April 7.

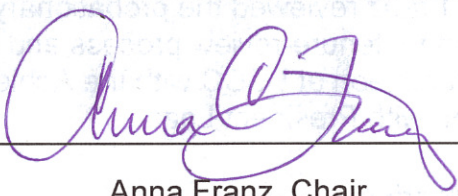
Motion 17-21

Trustee Jon Lane moved to delegate nomination authority for the ACT Conference to Board Chair Anna Franz. Mike Villarreal seconded, and the motion carried.

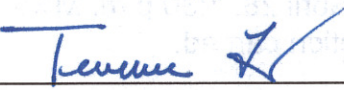
Motion 17-22

Trustee Jon Lane moved to appoint trustees Stephen McFadden and Juanita Richards to work with Dr. Leas and Dr. Humpherys to update the annual board evaluation this summer. Mike Villarreal seconded, and the motion carried.

The meeting adjourned at 4:00 p.m.

  
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Anna Franz, Chair

ATTEST:

  
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Terrence Leas, Secretary