

## THE OFFICIAL MINUTES

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

### 2. Introductions

Student and Army Reservist Aaron Wilder led the pledge to the flag. He served eight years in the military and enjoys being a student at BBCC. He plans to transfer to a four-year school after graduation.

Interim Dean of Student Services Linda Fossen introduced newly hired Financial Aid Program Assistant Edwin Castro. He is a BBCC alum and graduated from Eastern Washington University with a BS. Dean Fossen also introduced Cassandra Frye who was recently promoted to Financial Aid Advisor. She is also a BBCC alum.

Aviation Maintenance Technology (AMT) Instructor Dan Moore introduced his students who attended and competed at the NW Aviation and Trade Show in Puyallup. Students Ian Goben, Christian Hackworth; Steven Shivers; Jaeden Horacek; and Sophia Howard competed on eight different projects and earned second place out of XX college teams. Instructor Moore added that Boeing will visit the AMT program next week to recruit for job applicants.

### 3. Consent Agenda

a) Approval of Regular Board Meeting Minutes January 31, 2019 and Study Session Minutes March 7 (A); b) President's Update (I); c) Accreditation (I); d) Student Success Update (I); e) Assessment Update (I); f) Finance & Administration Report (I); g) Human Resources Report (I); h) Classified Staff Report (I); i) Enrollment Report (I); j) Safety & Security Update (I).

#### Motion 19-05

Trustee Anna Franz moved to approve the consent agenda. Trustee Thomas Stredwick seconded, and the motion carried.

### 4. Remarks

a. ASB Public Relations Officer Leah Dougherty shared ASB and club activities. ASB has kept busy reaching out to meet new students and involving them in ASB

events. ASB continues to offer free coffee, hot chocolate, and donuts to students all around campus on Monday mornings. They reach over 150 students each week.

The ASB's Rosa Parks-inspired "Nah" t-shirts were a hit, with 180 t-shirts given away. At a recent National Association for the Promotion of Campus Activities conference that three of the ASB officers attended, ASB entered the "Nah" t-shirt in a Graphics competition and won third place. ASB held a leadership training for both ASB and Club members a few weeks ago, with 33 in attendance. Participants learned how to reach out and attract more students to events and clubs.

During the month of February, ASB compiled and dropped off 100 emergency bags for sexual assault victims at New Hope. They also held a successful lunchfest after a snowstorm, Movie Night at the Ephrata theater, Bowling Night, and a Library Campout with soda and pizza for those studying in the library and STEM center. ASB officers are hosting a "Better Than Barbie" booth set up in the lobby of ATEC, focusing on Women's Empowerment and Women's History month. People can write why they are better than Barbie on a whiteboard and have a picture taken in the Barbie booth.

ASB will host a pizza party for the baseball team tonight as a reward for consistent support of ASB events. Tonight is also Gift Card Bingo Night. Trustees and administrators will help with bingo. This is a great way for students to meet board members and college administrators.

ASB is helping prepare students for finals by hosting Campus Spa on Tuesday with massages, hand paraffin treatment, and scented oxygen machines.

The Welding Club recently attended an American Welding Society training in Seattle.

The Writing Club hosted two visiting authors, Mary Blew and Joy Passanante, to present and perform readings of their work. There were about 70 attendees including students, staff, faculty, and members of the community.

Phi Theta Kappa's first game night went well. They are planning another game night next quarter to continue building community on campus.

- b. There was no Classified Staff report.
- c. Faculty Association President Salah Abed shared faculty members' activities. ESCALA (Spanish for striving) is a consortium of higher education consultants. Biology Instructor Mariah Whitney presented at a recent ESCALA conference and Instructor Abed shared her presentation on culturally responsive teaching, which included information about the curve of forgetting and retention activities.

Chemistry Instructor Sarah Bauer and English Instructor Dr. Allison Palumbo developed information and assignments about metacognition, how to build a growth mindset, sleep, and Bloom's taxonomy. Following the assignments, student learning and community have increased. Students were included as co-creators of the information.

Early Childhood Education Instructor Jenny Nighswonger shared her *Hands on Minds On* presentation but due to technical issues, it was not viewed.

- d. VP Linda Schoonmaker added to the Finance and Administration consent agenda. The Budget Review Task Force (BRTF), which includes representatives from all employee groups, met for the first time to review and rank budget requests for the year. VP Schoonmaker will share their recommendations with President Leas. There is no additional funding in the budget. VP Schoonmaker also reported that there was enough money left from the project by Central Asphalt that Central Asphalt are also working on the fire access area of the 1400 parking lot.
  
- e. VP Bryce Humpherys shared that he and Dean Valerie Parton attended the recent Northwest Commission on Colleges and Universities (NWCCU) training to help prepare for BBCC's comprehensive visit in the fall of 2020 and learn about the new standards. The new standards break out some of the compliance-related documentation to be provided and evaluated prior to the visit. Any compliance-related issues identified by the accreditors in advance can be rectified before the visit, resulting in no negative feedback in those areas. The new standards focus on continuous improvement, documenting data collection, and data-driven decision-making. This reinforces the importance of documenting how we connect our data and assessment activities to budget allocation.

VP Humpherys stated the monitoring report presented to the board in June will clearly document the steps and conclusions regarding resource allocation. Trustee Stredwick said he would like to see the outcome at the high level with some of the detail to provide context.

VP Humpherys reported that per a previous board presentation, he is developing a statement of need investigating BBCC offering a bachelor's of applied science (BAS) based on criteria set by the SBCTC. The statement will be included for the board's review in April and then for action during the June board meeting. If the board approves the statement, it will go to the SBCTC in July. The SBCTC board will take action on the request in October 2019. BBCC will then have a year to perform detailed research on the program financing, staffing, etc.

Trustee Stredwick asked how college officials made the decision to pursue offering the BAS. VP Humpherys explained that data show students from

historically under-represented groups (HUGS) are not consistently transferring to four-year schools at the same rates as other students. Feedback from students indicate family, employment, and other place-bound issues are barriers to students transferring. Offering a BAS is an enrollment-management strategy to serve less-mobile community members and increase enrollment. Nursing, education, and management are tracks of unmet demand in this area. There are issues around teacher certification for nursing and education and employer survey feedback indicates that a management degree is needed in the BBCC service district. Trustee McFadden stated he attended a STEM Network meeting today and learned that management skills are a priority area for employers. Dr. Leas stated after years of working with universities, which come and go, BBCC can better meet some of the needs of the local economy with a BAS in management. There are currently 102 BAS degrees offered by community and technical colleges in WA State.

Dr. Humpherys reported that he is working collaboratively with Yakima Valley College (YVC) on a Title V grant application. They are discussing institutional-strengthening grants to support the organization in the areas of advising, program development, professional development, assessment work, and communication. The grant may help support the BAS offering.

- f. VP Kim Garza reported that she recently asked Robin Arriaga to step into the Classified Staff Representative Chair position. Robin could not be here today due to previously scheduled training.

VP Garza stated BBCC hosted a Public Employment Relations Commission (PERC) hearing to gather information on including additional employees in the WPEA bargaining unit.

There have been additional employee notices of separations and retirements. Biology Instructor Barbara Jacobs has taught at BBCC for 46 years, and she is retiring. Other retirees include Kathy Aldrich and Nancy Theis, both of whom have worked at BBCC 44 years, and IST Instructor Bill Autry who has taught here for 23 years. Librarian Libby Sullivan is leaving at the end of the year and Lab Sciences Support Tech David Bryce will leave at the end of month. Several interviews for various positions are scheduled.

- g. Dr. Leas presented the Foundation information because Executive Director of the Foundation LeAnne Parton was off campus for training. Dr. Leas and Executive Director Parton have secured \$2,119,950 in pledges to date for the *Building Tomorrow's Workforce Capital* Campaign. They have made one hundred eight (108) asks and received forty-seven (47) pledges and twenty-two (22) no's. They are awaiting decisions from thirty (30) businesses and individuals. The Foundation has submitted two grant applications, one to CHS and the other to Simplot. There are forty-nine (49) people or businesses Dr. Leas and Executive Director Parton would like to talk with or write grants for in 2019.

The Foundation members and staff are processing the 211 scholarship applications they have received.

Cellarbration! is gearing up, and scheduled on May 18, 2019.

## 6. Probationary/Tenure Reviews

Motion 19-06 Trustee Anna Franz 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 Christy Welch effective September 16, 2019. She further moved that the President notify Christy Welch as soon as possible of this decision. Trustee Stephen McFadden seconded, and the motion carried.

Motion 19-07 Trustee Thomas Stredwick 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 Sarah Bauer effective September 16, 2019. He further moved that the President notify Sarah Bauer as soon as possible of this decision. Trustee Juanita Richards seconded, and the motion carried.

Motion 19-08 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 Aaron Linthicum effective September 16, 2019. She further moved that the President notify Aaron Linthicum as soon as possible of this decision. Trustee Thomas Stredwick seconded, and the motion carried.

Motion 19-09 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 Zachary Olson effective September 16, 2019. He further moved that the President notify Zachary Olson as soon as possible of this decision. Trustee Juanita Richards seconded, and the motion carried.

Motion 19-10 Trustee Anna Franz 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 Terry Pyle effective September 16, 2019. She further moved that the President notify Terry Pyle as soon as possible of this decision. Trustee Stephen McFadden seconded, and the motion carried.

Motion 19-11

Trustee Thomas Stredwick 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 Mariah Whitney effective September 16, 2019. He further moved that the President notify Mariah Whitney as soon as possible of this decision. Trustee Juanita Richards seconded, and the motion carried.

Motion 19-12

Trustee Juanita Richards moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to grant tenure to Ryan Duvall effective September 16, 2019. She further moved that the President notify Ryan Duvall as soon as possible of this decision. Trustee Thomas Stredwick seconded, and the motion carried.

Motion 19-13

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 Dr. Allison Palumbo effective September 16, 2019. He further moved that the President notify Dr. Allison Palumbo as soon as possible of this decision. Trustee Juanita Richards seconded, and the motion carried.

Motion 19-14

Trustee Anna Franz moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to grant tenure to Jody Quitadamo effective September 16, 2019. She further moved that the President notify Jody Quitadamo as soon as possible of this decision. Trustee Juanita Richards seconded, and the motion carried.

Motion 19-15

Trustee Thomas Stredwick moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to grant tenure to Sean Twohy effective

September 16, 2019. He further moved that the President notify Sean Twohy as soon as possible of this decision. Trustee Juanita Richards seconded, and the motion carried.

VP Bryce Humpherys added to his earlier report alerting the trustees that he will provide a brief update regarding the athletics program during the April Board meeting.

The trustees reported the online probationary-tenure review process worked very well. Trustees McFadden said the glowing peer comments were great to read. Trustee Jon Lane commented that reviewing and acting on probationary tenure is one of the best jobs as a trustee. The quality of all of the candidates was outstanding.

## 7. **Board Policy Review for action**

Motion 19-16 Trustee Anna Franz moved to approve BP2070 Reasonable, Accommodation for Employees as presented. Trustee Juanita Richards seconded, and the motion carried.

Motion 19-17 Trustee Thomas Stredwick moved to eliminate BP3014 Hiring Procedures: Administrative & Exempt Staff. Trustee Juanita Richards seconded, and the motion carried.

Motion 19-18 Trustee Stephen McFadden moved to rename BP6113 Americans with Disabilities Act of 1990 BP6112 Reasonable Accommodation for Students and eliminate former BP6112 Disabled Student Non-Discrimination Policy. Trustee Juanita Richards seconded, and the motion carried.

Motion 19-19 Trustee Juanita Richards moved to approve BP6115 Equal Employment, Non-Discrimination and Anti-Harassment as presented. Trustee Anna Franz seconded, and the motion carried.

## 8. **Employee Focus Group Report**

President Leas reported there are several improvement activities in process in response to feedback shared in the Employee Focus Group Report (EFGR). He is gathering additional information and developing a deeper understanding of employee issues after holding "Dialogue with Dr. Leas" sessions and setting up regular meetings with representatives from the employee groups on campus. VP Linda Schoonmaker is working with the state auditor's office requesting compliance checks on the HSI grants to address allegations in the EFGR. Dr. Leas reported the gifts to the instructors who received tenure today represents a new recognition of their accomplishments. Several campus leaders are attending Michael Nash Leadership training. Seven themes were identified from the EFGR (Accountability, Communication, Community, Diversity Equity & Inclusion, Leadership Development, Value/Recognition, and Voice). Dr. Leas said lack of trust could be an additional theme.

Faculty Association President Salah Abed shared a statement from the faculty association.

“In October 2018, Dr. Christine Clark performed a qualitative survey of Big Bend Community College’s campus climate, at the behest of our Employee Experience Workgroup and the Committee for Equity, Inclusion, and Diversity.

While not all faculty endorse all findings of the report, the faculty does agree that the report clearly indicates that there are problems with the campus climate that need to be addressed. We as a faculty expect constructive change and substantive support from the administration to do so. Communication, inclusion, and transparency must improve. We appreciate that the board is taking Dr. Clark’s report seriously. We look forward to partnering with administration and the college staff to use this feedback as a springboard to improve campus climate and culture.

Delivering excellence in teaching and learning is the faculty’s top priority. We recognize this necessitates collective efforts that only a respectful community may afford and pledge our support toward this end.”

Trustee Anna Franz thanked Dr. Leas for being responsive to the report’s findings and emphasized the importance of communication and all campus members participating in solutions.

## 9. Study Session

### Motion 19-20

Trustee Anna Franz moved to schedule a study session Monday April 22, at 1:30 p.m. to discuss trustee onboarding, orientation, and cyclical training calendar. Trustee Thomas Stredwick seconded, and the motion carried.

The study session is an open meeting that will include full and frank discussion. The board determined MediaSite is not necessary and no action will be taken during the study session.

## 10. Assessment of Board Activity

Trustee Anna Franz attended the March 7 Study Session (E-1, E-6), ASB Bingo Night (E-1, E-6), and reviewed the probationary tenure information (E-1, E-3).

Trustee Thomas Stredwick attended ASB Bingo (E-2, E-3, E-4, E-6) and the Manufacturing Tech Spark Career Pathways meeting (E-1, E-2, E-3, E-4). He also reviewed probationary tenure information (E-1, E-2, E-3, E-5), met with Board Chair Lane to discuss board goals (E-1, E-3, E-4, E-6), and met with Board Chair Lane and President Leas to discuss board goals (E-1, E-3, E-4, E-6).

Trustee Juanita Richards attended the March 7 Study Session (E-1, E-6) and reviewed probationary tenure information (E-1, E-2, E-3, E-4, E-5, E-6).



Trustee Stephen McFadden attended the March 7, Study Session (E-1, E-2, E-3, E-4, E-5, E-6) and a *Building Tomorrow's Workforce* meeting (E-1, E-2, E-3, E-4, E-5). He also attended a Career Connected Learning Manufacturers' Meeting (E-3, E-4) and a Microsoft Tech Spark WIEDA Conference (E-4). Trustee McFadden also reviewed probationary tenure information (E-1, E-2, E-3, E-4, E-5, E-6).

Board Chair Jon Lane reported that he attended the ACCT National Conference (E-1, E-2, E-3, E-4, E-5, E-6), met with Trustee Stredwick (E-1, E-2, E-3, E-4, E-5, E-6), and met with Dr. Leas and Trustee Stredwick (E-1, E-2, E-3, E-4, E-5, E-6). He also met with Dr. Leas to develop the board agenda (E-1, E-2, E-3, E-4, E-5, E-6), and reviewed probationary tenure information (E-1, E-2, E-3, E-4, E-5, E-6).

#### 11. Next Regularly Scheduled Meeting

##### Motion 19-21

Trustee Thomas Stredwick moved to confirm the next regular board meeting on April 11, 2019, at 1:30 p.m.

Trustee Juanita Richards seconded, and the motion carried.

#### 12. Miscellaneous

Board Chair Jon Lane announced that there are ACT officer positions available, and he shared the position descriptions.

Dr. Leas shared that Representative Alex Ybarra will speak at commencement on June 14. He also reported that the JATP welcome ceremony and dinner is scheduled on April 1, at 5:00 p.m.

Board Chair Jon Lane disclosed that the athletic program's Building the Dream dinner and auction is scheduled on April 5.

Board Chair Lane asked about development of a trustee resources webpage. Dr. Leas will discuss this further to implement a change. Trustee Stredwick asked about records retention requirements. AAG Jason Brown will share records retention information at the next meeting.

The meeting adjourned at 3:22 p.m.



Jon Lane, Chair

ATTEST:

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Terrence Leas, Secretary

