

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting April 11, 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

Board Chair Jon Lane announced that the meeting is being streamed live through MediaSite.

TRiO Upward Bound Academic Coordinator Sue Workman introduced Fatima Cortez and Elizabeth Guadarrama. They are Running Start students from the Royal City High School and two out of 500 students in the nation selected to receive the \$20,000 Dell Scholars Scholarship. The scholarship includes a laptop, tutoring, books, and fees. Ms. Guadarrama said she is deciding which four-year university she will attend to study mathematics. Ms. Cortez plans to study journalism at WSU.

Director of Title V Grants Tammy Napiontek introduced BBCC alum Elijah Bozin as the Title V Advising Resource Coordinator.

Athletic Director Mark Poth introduced two Women's Basketball Players and some of the wrestling athletes. AD Poth stated the average cumulative GPA of all the athletes was above 3.0, nine student athletes earned 4.0 GPAs, and 50% of the athletes are on the VP or President's lists. Women's basketball players Anna Yarbrow from Moses Lake and Kayla Luke from Idaho introduced themselves as pre-nursing students. The Women's basketball team earned a 3.82 cumulative GPA and won 30 games to earn the Eastern Regional title and played in the final four championship game.

The Wrestling team was added last June and eleven of the student athletes only attended college to continue wrestling. Wrestlers Christian Knopp from Moses Lake, Beau Wiebe from Seattle, Jon Chamberlain from TX, Andrew Showman from Prosser, Jake Trask from AZ, Eduardo Rodriguez from Royal City, Jose Galindo from Royal City, Alex Garcia from Brewster, and Roman Porter from NV introduced themselves. Athletic Director Mark Poth reported that Maria Reyes of the women's wrestling team earned a national championship. Both wrestling teams performed very well.

Dr. Leas shared that ASB President Cydney Schaapman was nominated for the WA President's Civic Leadership Award by Director of Student Activities Kim Jackson for showing great leadership.

3. **Consent Agenda**

a) Approval of Board Meeting Minutes March 7 and March 14 (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) Enrollment Report (I); i) Safety & Security Report (A); j) E-6 Inclusion & Climate.

Motion 19-22 Trustee Anna Franz approved the consent agenda. Trustee Juanita Richards seconded the motion, and the motion carried.

4. **Remarks**

a. ASB President Cydney Schaapman shared ASB and club news. ASB hosted Bingo Night with the help of some Board of Trustees members and administrators. ASB also sponsored a pizza party for the baseball team in appreciation of their support.

ASB helped out at Viking Orientation during Spring break and has continued with distributing Monday morning treats this quarter. An ASB and Club Leadership Training is scheduled April 12 on the topic of mental health and suicide awareness and prevention. Tomorrow evening ASB is sponsoring a magician, at 7:00 p.m. in Wallenstien Theater.

Nursing Club students have been raising funds throughout the year to pay for their NCLEX review. Their final fundraiser is a silent auction on April 24.

b. Classified Staff Representative Robin Arriaga was not available for the meeting.

d. VP Linda Schoonmaker shared that the military is renting the DeVries Activity Center. Director of Facilities and Capital Projects James Saucedo has taken a new position away from BBCC, and Executive Director of the Business Office Char Rios is filling the position. The Workforce Education Center (WEC) Art Committee met yesterday with artist Brian Borrello who just returned from the Middle East to consider him as the project artist. BBCC is required to spend a certain percentage of the WEC funding—approximately \$130,000—for art in or around the building.

Big Bend Technology is testing Zoom Video Conference for capturing the board meeting today. The former video conferencing technology, MediaSite, is expensive, requires an equipment upgrade, and does not provide accessible

closed captioning. We are the only college in WA State that live streams board meetings. Employees often view the board meetings from their desks.

VP Schoonmaker reported that she continues to work toward coordinating a federal grant review by the State Auditor's office; she is currently waiting to learn when OSA officials are available to come to campus. She also said that WEC tours are available on Tuesdays at 2:30 p.m. Trustees can let executive assistant Melinda Dourte know if they want to take the tour.

- e. VP Bryce Humpherys reported spring quarter has begun. The Title III STEM Grant may purchase software to support advising work.
- f. VP Kim Garza reported that she received notice from the Faculty Association to open contract negotiations. This activity begins in the spring and usually goes through the summer. Offers have been extended to math instructor candidates David Mayhugh and Johanna Doty-Fleming. Candidates for the Dean of Student Services position have been on campus this week; VP Garza is hoping the Dean will be selected by Monday, April 22. April is sexual assault awareness month and several activities are scheduled on campus including displays from New Hope Domestic Violence, a showing of *The Hunting Ground* movie, National Denim Day, Brazilian Jiu Jitsu's "walk a mile in her shoes" and a "red my lips" photo opportunity.

Trustee Jon Lane asked about equity and diversity in hiring. VP Kim Garza said she is working with Deans and Division Chairs to verify that the minimum qualifications are not barriers and working to ensure the screening committee scoring is fair. Screening committee members participated in bias training during fall quarter. VP Garza said some positions have more diverse applicant pools, and there are more applicants from underrepresented groups. The number of administrative exempt and classified employees from underrepresented groups has increased. Nursing and Aviation Instructor positions are particularly difficult to fill. Trustee Lane expressed his appreciation for the efforts to increase equity and diversity.

- g. Executive Director of the Foundation LeAnne Parton reported that secured pledges for the Building Tomorrow's Workforce Capital Campaign total \$2,193,075. There have been 114 asks resulting in 51 pledges, a few undecideds and 26 no's. A few more grant applications have been submitted; Walmart will award an amount to be announced May 3. There are additional people or businesses to call on and more grants to write in 2019.

The Foundation received 211 scholarship applications this year. They have all been scored and awards will be completed soon. Microsoft doubled their scholarship from \$30,000 to \$60,000 for next year for the data center program. Dr. Leas and Executive Director Parton will visit the Grant County PUD on June 11.

Executive Director Parton stated Cellarbration! planning is gearing up for May 18, 2019.

The athletic auction was supported by the Foundation. They grossed nearly \$37,000 with only food costs for expenses.

6. Academic Master Plan

Dr. Leas introduced the draft Academic Master Plan (AMP) as the key element of the college's strategic plan. The AMP drives facilities, technology, student support services and all other efforts. Dr. Humpherys shared that the AMP Committee is a standing committee that meets as needed and includes Deans, ASB representation, Division Chairs, and additional staff. Faculty and staff from each program are on the committee. Faculty provide feedback on the initial outline, meet again to discuss and then the draft AMP is shared with the campus community for feedback and focused discussion in faculty divisions. The final document will be shared with Cabinet by the end of the academic year.

Trustee Jon Lane asked about career pathways. VP Humpherys stated career pathways is a strategy to help students identify academic programs and not specifically referenced in enrollment management. Dr. Leas added that the AMP is a strategic document about program expansion and the principles and goals of enrollment management. Guided pathways is an operational tool to accomplish enrollment goals.

The AMP addresses the instructional aspects of the larger strategic plan which is broader in scope, similar to how the Facilities Master Plan addresses facilities. Teaching and learning are the heart of what BBCC provides.

VP Humpherys stated the current focus is preparing for the accreditation visit by the Northwest Commission on Colleges and Universities (NWCCU) in the fall of 2020. The new accreditation standards are less prescriptive than the current standards. Core themes are not prescribed under the new standards, and there is a less rigid structure. After the accreditation visit in October 2020, the NWCCU will notify BBCC of their findings in the spring. Beginning with the new accreditation cycle in 2021, BBCC will review the mission, core themes, objectives, strategic goals, and priorities focusing on simplifying. The process will include soliciting feedback from the campus and service district communities.

- c. Faculty Association President Salah Abed shared faculty news. Early Childhood Education (ECE) Coordinator Jenny Nighswonger reported that the ECE program is partnering with the Moses Lake Public Library to facilitate literary-based, "make-and-take" projects with community children and their families. Each child will receive a complimentary book and pizza. Six ECE students are volunteering to help Kindergarten teachers and educational assistants assess children at Kindergarten Roundup at Garden Heights. Guest speakers from the Grant County Health District will present information to the Inclusive Education class.

Psychology/Criminal Justice Instructor Dr. Ryann Leonard shared that criminal justice will participate in several trainings with local law enforcement. The college is also partnering with the Police Citizen's Academy to provide local community members opportunities to learn more about law enforcement and its role within our communities.

Nursing Instructor Jennifer Reames Zilliox shared that the nursing faculty members have been working diligently on Standard 6 of their accreditation report to ensure it is ready to file in early 2020.

Automotive Technology Instructor Richard Wynder reported that a recent Big Bend graduate completed Tesla repair training and will work for Tesla in Bellevue.

Board Chair Jon Lane announced a five-minute break at 2:46. The meeting reconvened at 2:51 p.m.

7. Bachelor of Applied Science

Dr. Leas stated the college wants to fulfill its mission in the service district and increase student enrollment. College enrollment typically drops when the employment rate is up. To counter that trend and provide a community need, BBCC is considering offering a Bachelor of Science (BAS) degree in Management to be offered online and evenings. This will meet the stated need of employers in the service district and accommodate many working adults. The BAS also serves as a transfer option for BBCC graduates. CWU does not offer a BAS in management. Research shows that occupations in demand in this area include education, nursing, and management. Education and nursing bachelor's degree have significant requirements for instructors which will be difficult to meet. The BAS in management can serve graduates from many different educational and career paths and allow place-bound students to continue their education.

The BAS development process includes submitting a statement of need to the SBCTC in July. The SBCTC will approve (or not) in October and then notify BBCC to move forward.

Trustee Thomas Stredwick asked about the performance of collocated four-year universities at BBCC. VP Humpherys stated universities have been located on the BBCC campus to serve cohorts and their enrollment numbers dwindled. CWU offers an Interdisciplinary Social Sciences degree and a more general technology degree on our campus. BBCC also has long-term relationships with school districts and local employers that the four-year universities do not.

Trustee Stephen McFadden reported he is hearing the same message from employers that BBCC surveys have provided: the need for managers in this area for existing and new industries and businesses. Some inquiring potential employers choose to locate their businesses elsewhere due to the low rate of educational attainment in our area.

Trustee Anna Franz asked about the tuition rate. VP Humpherys stated the tuition rate will be the same as the tuition rate at four-year schools. Dr. Leas stated there are over 100 Bachelors of Applied Science degrees being offered by community and technical colleges around the state. The final documents will be presented to the board during the June 6 meeting for review and possible approval.

8. Athletic Program Update

Dr. Leas introduced an update of the athletic program enrollment strategies. He said college athletes must be full-time students, and BBCC's athletic program serves local students and students from around the state. Dr. Humpherys shared that the goals of the BBCC athletic program pilot model are to increase and preserve FTEs, establish a sustainable athletic budget, and fund facility repairs and upgrades—specifically the gym floor. The athletic programs increased their fundraising efforts and worked to retain their team members. He said that in October, the choice was to grow athletics or cut athletics and the growth model was implemented. They experimented with splitting a portion of the wrestling athletes' tuition to fund the team. VP Humpherys shared that there were 100 athletes enrolled in 2017-18 and 155 athletes enrolled in 2018-19. The addition of the wrestling team increased enrollment.

VP Humpherys shared the details of the 2018-19 athletics budget. The expenses from volleyball, men's and women's basketball, softball and baseball total \$440,663. ASB fund revenue is \$340,000 leaving a \$109,663 deficit. The cost for a full wrestling team is \$86,767. The tuition revenue from the full wrestling team is \$114,038. The tuition revenue from full rosters above historical rosters is \$24,091. Annual fundraising and gate receipts total \$60,000 leaving a balance of \$1,699. Aside from the tuition dollars, the FTEs are also a concern. BBCC is allotted a certain amount money for each FTE, and the FTE target is based on a rolling three-year average. BBCC is currently at 88% of the FTE target. Athletics boost enrollment which affects state-funded FTEs positively.

Trustee Anna Franz requested a breakdown of how non-athlete tuition funds different areas beyond the qualitative information shared today. She expressed concern that non-athletic students are subsidizing the campus at a higher rate than the athletic students. She asked for a comparison of how student athletes' and non-athletic students' tuition dollars are spread across the campus in order to ensure the financial benefit is equitable. VP Linda Schoonmaker stated that some BBCC programs have higher expenses than others and are subsidized by the lower cost academic courses. Trustee Thomas Stredwick stated some subsidies are okay and it is important for trustees not to get too deep into the weeds. He asked about the community benefits of different kinds of students and how BBCC meets the mission and ends statements. Trustee Stephen McFadden commented that VP Humpherys shared the wrestling team funding model pilot and today's presentation is a mid-cycle analysis.

When implementing enrollment strategies, tuition and FTEs are considered. VP Humpherys stated that today's presentation focuses on the tuition portion, and there has been a significant increase in students served and retention has increased. Having a full-

time athletic director working on fundraising and with the coaches and teams made a positive difference in the fundraising, team rosters, and retention in athletics.

VP Humpherys shared other potential athletic programs with low overhead such as track, cross country, and golf. Full rosters for track, cross country, track and wrestling could attract 169 FTEs, potentially \$845,000 in preserved state-funded FTEs. The existing five sports of volleyball, men's and women's basketball, softball and baseball attract around 91 FTEs. Fundraising is essential for all athletic programs to be self-sustaining. Dr. Leas stated the data presented today is promising to preserve FTEs and build self-sustaining athletic programs.

9. Employee Focus Group Report

Board Chair Jon Lane shared that the Employee Focus Group Report will be addressed regularly per a new consent agenda item titled E-6 Inclusion and Climate. Dr. Leas shared that he has compiled a list of activities focused on addressing issues raised in the EFGR. The activities have raised his and the vice presidents' awareness resulting in changes and improved behaviors.

Trustee Stredwick stated it takes time for broken trust to be reestablished and asked how Dr. Leas will know when it is reestablished. How will the college move from implementing new strategies to making those new strategies the new normal? Dr. Leas responded that another survey may be necessary in the future to measure climate improvement and following through on suggestions he is discussing with staff is important to normalize the improved strategies. Trustee Lane said he is asking more questions at board meetings to stimulate more discussion. He asked Faculty Association President Salah Abed for the faculty perspective. Instructor Abed said that faculty members believe the issues are being taken seriously and want to see action and changes moving forward. The faculty members want to meet directly with board members. Trustee McFadden said the trustees' constituents include students, staff, faculty members, and community members and asked if meeting with faculty over coffee to listen and not solve problems would go against policy governance. President Leas said "no" but that it could. He compared faculty members going directly to board members to disgruntled students speaking directly to the President instead of communicating with their instructor. It is important to redirect the disgruntled person to speak directly with the person at the appropriate level, otherwise there may be breakdown in communication. As long as trustees were not expected to become involved in operational matters, the policy governance model will be preserved. Trustee Anna Franz stated two of the underlying themes were voice and communication, perhaps employees meeting with the president would improve engagement. Trustee Juanita Richards stated the trustees are taking the issues seriously and want to be engaged in the process. Trustee Jon Lane asked that the faculty members share more during their verbal board meeting reports.

10 Study Sessions

The trustees confirmed the board study session on April 22 to review trustee orientation and onboarding information.

11. Assessment of Board Activity

Board Chair Jon Lane shared that he attended the JATP Welcoming Ceremony (E-1, E-4, E-5, E-6). He also met with Dr. Leas to plan the study session (E-1, E-2, E-3, E-4, E-5, E-6) and attended the board study session (E-1, E-2, E-3, E-4, E-5, E-6).

Trustee Stephen McFadden attended the *Building Tomorrow's Workforce* meeting with McCain Foods (E-1, E-2, E-3, E-4, E-5).

Trustee Anna Franz reported that she attended the JATP Welcoming Ceremony (E-1, E-4, E-5, E-6)

12. Next Regular Meeting

The board confirmed the date of June 6, 2019, for the next board of trustees meeting.

13. Miscellaneous

President Leas shared that New York Times bestselling author Erika Sanchez will read from her new book *I'm not your perfect Mexican daughter* May 8. He also announced that he and Trustee Anna Franz will attend the Spring ACT Conference in Walla Walla. Trustee Franz volunteered to take proxy votes for the trustees' business meeting at the conference.

Board Chair Jon Lane suggested adding the entire board to the miscellaneous agenda item rather than assigning it to only the president and board chair.

Board Chair Jon Lane shared that he has learned that veterans leading the flag salute may be inappropriate as military service people take an oath to the U.S. Constitution, not the flag. The U.S. Military Code states that "persons in uniform" should remain silent. The board chair or other trustee could lead the pledge. Trustee Lane wants to honor veterans when they are available. They could join for the flag salute; Jim Leland could send someone to be honored.

The meeting adjourned at 4:52 p.m.



Jon Lane, Chair

ATTEST:



Terrence Leas, Secretary