

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a regular board meeting April 18, 2014, in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

Jason Estrada from the Student Supporting Students Club led the pledge of allegiance.

1. Call to Order

Present: Mike Blakely
 Anna Franz
 Jon Lane
 Stephen McFadden
 Mike Villarreal

2. Introductions

TRiO SSS Director Custodio Valencia accompanied SSS officers Tony Villafana, Ivan Ibarra-Rodriguez, Jason Estrada, and Leah DeLeon to the meeting. Club advisors Rafael Dowey and Luis Alvarez are attending the Student of Color Conference. The students explained that their participation in TRiO has led to higher grade point averages, learning leadership qualities, and inspiration to continue their education. The ability to check out laptops and books is an important resource available to TRiO students. The officers shared pictures of their community service activities from their Facebook page. They said the community service activities help them understand the importance of supporting community and building relationships. The group also toured the WSU Campus. TRiO SSS helps low-income, first-generation, and/or disabled students academically and personally with leadership skills.

ASB Advisor Kim Jackson and ASB Officers Whitney Southam and McKall Miller described their experience attending the 2014 Association for the Promotion of Campus Activities Conference (APCA). They participated in a service projects making sandwiches for homeless people, writing letters to wounded soldiers, and filling goodie bags for children. ASB Officer Shanelle Hemmert also attended the conference, and she won the APCA poster contest out of 40-50 colleges, including large 4-year universities. Advisor Jackson and the officers attended numerous educational sessions regarding advising, leadership, personal relationships and success. The officers stated they learned a lot about themselves and saw the potential that humans can reach, and they feel like they can conquer the world.

LDSSA Club members Mckell Marlor, Samantha Orme, and Andrew Bowen shared a video about the interaction students enjoy during their Institute time. There are about 120 members, and they support and encourage each other while focusing on Jesus Christ with their friends.

BIM graduate Alicia Walker was introduced as the program assistant in WorkForce Education Services. New payroll coordinator Amber Jacobs was also introduced.

3. Consent Agenda

a) Approval of Regular Board meeting minutes from March 6, 2014, (A); b) President's Activity Update (I); c) Student Success Update (I); d) Accreditation (I); e) Assessment (I); f) Capital Project Report (I); g) Safety & Security Update (I); h) Human Resources

Report (I); i) Classified Staff Report (I); j) Enrollment Report (I); k) Quarterly Budget Update.

Motion 14-17

Trustee Anna Franz moved to approve the consent agenda. Trustee Mike Villarreal seconded, and the motion passed.

4. Remarks

- a. ASB President Mitch Darlington provided the ASB update. ASB's recent Pastafest fed approximately 185 students and staff. April 10, 165 students enjoyed an ASB Movie Night at the Lee Theater in Ephrata. An ASB-sponsored leadership training for all ASB, club and program student leaders and their advisors, April 11 featured Mr. Del Suggs. He discussed "Leading Well," "Interpersonal Skills and Conflict Resolution," "Avoiding Burnout," and "How To Do Anything." All 30 attendees also received his leadership book. An ASB pool tournament was held, and ASB officer Shanelle Hemmert took second place. Last night the ASB held BBCC's first annual ASB Flashlight Easter Egg Hunt in the Quad at 10:00 p.m. There were about 100 people searching for eggs.

ASB is currently accepting applications for Executive Officers for the 2014-15 school year. Interviews will be held during the last week of this month.

The Rho Zeta chapter of Phi Theta Kappa participated in New Student Orientation on March 24. BBCC students Carson Heschle and Jessie Sumerau were honored in Olympia, on March 26 as Washington State All-Academic-Team members. Jessie was also acknowledged as a bronze level Coca-Cola Academic Team member. Forty-three new Rho Zeta members were inducted April 9. Deena Westerman was distinguished as an Honorary Member of Phi Theta Kappa. The Phi Theta Kappa officers attended the ASB-sponsored Leadership Training on April 11. They also assisted in the Career Fair April 17. Five Rho Zeta members and advisor Barbara Whitney will attend the Phi Theta Kappa International Convention in Orlando, Florida, April 23-27. The club is planning a car wash May 2, and members will assist in Educate! and Cellarbration! New officer elections will be held May 14.

- b. Classified Staff Representative Starr Bernhardt provided the STAR committee update. They recently held a professional development opportunity for Classified Staff. The scavenger hunt activity, designed and implemented by the STAR committee, enhanced team building and communication skills. Attendees went all over campus seeking clues and visited areas they had not seen before. After the hunt, the attendees played Jeopardy with questions and answers based on BBCC facts. Ms. Bernhardt stated the participants indicated that the event was a success. The committee enjoyed planning and facilitating the event. .
- c. Faculty Association President Rie Palkovic provided updates from the faculty members. Dr. Ryann Leonard's students are helping with SWAT training. This provides good interaction between the students and law enforcement. New English Instructor Cara Stoddard is connecting technology to literature. Her students posted podcasts about their recent readings about the Columbia River. Instructor Stoddard's Graphic Novel as Literature class is using a blog for students' responses. The students post a photo and a link to a website or audio piece.

Congratulations to Developmental English Instructor Dave Hammond for earning third place in the Writing on the River fiction writing competition. English Instructor Matt Sullivan served as a judge for the competition and all writings were submitted to the judges anonymously.

- d. VP Gail Hamburg reported security camera coverage on campus is expanding. New software, which is also being used on other campuses, will be used. Security Director Kyle Foreman visited another campus with the same software, and it is a good choice. He will present more detailed information at a future board meeting.
- e. VP Mohrbacher reported Miraclejoy Curtis was invited to the WA Student Services Commission in Tacoma. Her essay was one of four chosen during the competition. Miraclejoy will sit on a panel to present to 500 student service professionals at the commission meeting.

WAMAP, the open-source non-profit software system Emporium Math uses was hacked yesterday. The site was shut down for four hours; it is fully operational now.

VP Mohrbacher referred to the enrollment information in the board packet. Winter enrollment decreased slightly due to basic skills. GED testing procedures changed statewide. Students taking the former test had to be finished in December or begin training on the new test. Enrollment is also down slightly in spring but not quite as much as the statewide decrease. BBCC continues on target for the year.

- f. VP Kim Garza provided an update from Human Resources. The HR consent agenda item includes outstanding employee award nomination forms. The nominations will be celebrated June 6 during the annual celebration luncheon. All are invited, and Melinda can share the forms electronically if needed. Columbia Colstor VP Mike Bolander will present the training session *Influencing Others* May 5 for BBCC staff. June 3, Brian Willette from the State Auditor's office will provide Strategic Planning training on campus; community members will also be attending. July 10, two training sessions on communication and conflict resolution will be available for employees. Trustees are welcome to attend any training sessions. VP Garza stated the hiring process is in full swing, and she hopes to release the names of new employees soon.
- g. Foundation Office Manager Dawn Geiger shared Executive Director LeAnne Parton's update for the Foundation.

5. Peer Advocate Coaches (PAC) Presentation

Title V Activity Coordinator Beth Laszlo accompanied the PAC Leaders to the meeting. She said the leaders are building great leadership skills.

The PAC Leaders, Linda Mattson, pursuing Elementary Education; Tyler Greenwalt, pursuing a Business DTA; Michael McDonald, pursuing International Relations; Samantha Pruneda pursuing Radiology Tech; Fausto Parra, pursuing his AA; Lupe Compos, pursuing a Business Management DTA; and David Repp pursuing Mechanical Engineering shared a video about the program. A 2011 Connect 2 Complete grant for BBCC initiated the PAC program.

Peer advocates attend College Survival Skills (CSS) classes once a week to support student success and persistence. PAC mobilizes students to help other students persist. Forty-four BBCC students have served 800 students since the beginning of the program. PAC Training includes 20 hours of in-class training and 10 hours of experiential learning with CSS visits and earns 2 credits. The PAC community projects have included food drives, book swaps and Veterans Day awareness and recognition. The PAC Leaders also connect with the CSS students through Facebook, and many of those connections continue beyond the class. Trustee Mike Blakely shared that he would like to see these student leaders reaching out to our local high schools.

6. Exceptional Faculty Award

Dr. Ryann Leonard attended the Annual American Psychology – Law Society Conference in New Orleans, Louisiana. There is a small group of instructors nationwide who teach a combination of law and psychology courses. This conference gave Dr. Leonard an opportunity to connect and reconnect with her colleagues. She encouraged her students to choose the sessions she should attend from the conference agenda. Dr. Leonard learned about crime in Canada, new research on interrogations, policy issues that impact police procedure, and active shooters and predictability factors. She also heard from a great researcher regarding confessions and false confessions and helping innocent people be exonerated.

Dr. Leonard shared information about the 8th Annual Community Partnership Against Substance Abuse that will be held on campus Wednesday, May 14.

CDL Instructors Randy Miller and Guillermo Garza attended the National Association of Publicly Funded Truck Driving Schools (NAPFTDS) Conference in Charleston, SC. Instructor Garza said they learned how to increase interactive activities in classes and were provided examples of different materials to help student engagement. There was also discussion about the challenges of adult learners, i.e. hearing loss, dyslexia, and vocabulary problems. A student leader is also an important key to student success.

Instructor Miller talked about how helpful simulators are for giving student drivers experience with safety issues. He said the rules and regulations are continually changing, and he gets up-to-date information from the Federal Motor Carrier Safety Administration (FMCSA) website. He has also contacted the local Department of Licensing, and they have agreed to contact the college with updates. The demand for drivers has increased due to tightened rules. Training needs to be tighter to provide quality CDL drivers.

7. Community Engagement Ends Report

Dean Valerie Kirkwood introduced the Community Engagement Ends Report. She said this report reflects the new core themes and Ends Statements. VP Bob Mohrbacher shared the partnership overview. He highlighted AVID in Higher Education. AVID training sessions have received high marks from attendees. Sixteen faculty members are implementing AVID strategies in the classroom and provide reports to Institutional Research. For example, a Business Information Management class has implemented Cornell note taking, and collaboration strategy is being used in Finite Math 147. There has been no immediate impact on grades, however student engagement has improved. An ESL class implemented AVID organization and time management strategies. This helped the students to learn about responsibility. Trustee Mike Villarreal was in AVID training last week in California, and one of the AVID staff made a reference to BBCC.

They made positive comments about BBCC and the potential impact with so many surrounding AVID school districts. This is very unique, and they are paying attention to BBCC. Trustee Jon Lane asked about involving the professional/technical instructors with the AVID curriculum. VP Mohrbacher responded that AVID for Higher Education has initiated a training segment for professional/technical instructors, and he hopes professional/technical faculty will begin attending that next year.

VP Mohrbacher concluded his portion of the report sharing that the Center for Business & Industry Services (CBIS) is going strong with Jaxon Riley as the coordinator. CBIS is holding a Project Management Seminar today, which is full of students. There are several Job Skills Programs going and in development: REC, SGL, General Dynamicx SVZ and Genie. Ms. Riley is also developing in partnership with the Moses Lake Chamber of Commerce *Leadership Columbia Basin* for young professionals in the community.

James Saucedo, Engineering Curriculum Specialist, shared STEM partnership information. Students have gone on field trips to see what the career field looks like. REC Solar Days was a huge success last year, and it will be an annual event. The third annual STEM Summer Institute will be held this summer with CWU and EWU participating. A STEM Advisory Committee has been developed with community members from the fields of K-12 education, chemical manufacturing, food processing, and universities. He is also working with the Grant County EDC to fill the need for those who require diverse breadth of technical requirements but are not engineers. The next STEM Advisory meeting is April 22 at 5:30 p.m. Director of STEM Andre Guzman has been talking with the school district about the STEM Middle School, which will be housed in the former alternative high school that is adjacent to the BBCC campus.

VP Gail Hamburg shared about the budget process and how it is tied to strategic goals. Each year the budget and budget process is reviewed with the Board. The Budget Review Task Force met regularly between 2008-2012, the years of the major budget cuts, to determine what could be cut while still maintaining BBCC's core functions. The core of the planning is driven by the strategic plan, the Academic Master Plan (AMP). One example is the hiring of a web specialist this year. VP Hamburg reviewed the 2014-15 budget outlook. The 2014-15 BBCC budget will decrease by 1.8% due mostly to pass through budget items, and there will be a \$48,000 budget decrease for BBCC due to statewide LEAN reductions. Tuition will remain at the 2013-14 levels.

VP Hamburg also talked about how BBCC continues to increase sustainability efforts. One example is the PaperCut printing software that tracks printing. Students are given 150 free prints and additional prints at ten cents. This change was implemented in 2008, before that students had unlimited printing capabilities. Dean Fuhrman stated prior to this change the library used a pallet of paper a quarter, and now one pallet lasts a full year. The business office has also made substantial sustainability improvements. They now receive reports from the SBCTC electronically rather than reports using reams of paper mailed from the SBCTC. Financial Aid is also receiving electronic reports.

State legislation mandated annual tracking and reduction planning for emissions. The Greenhouse Gas Consumption Reduction Plan (GHG) uses 2005 as a baseline. BBCC plans to reduce GHG emissions by 57.5% by 2050. In 2012, the reductions reached 6.2%.

Energy efficient lighting installed in the last two years have impacted this positively. About 87% of emissions come from buildings' electrical usage. VP Hamburg stated BBCC continues to promote more recycling. The Phi Theta Kappa Club has taken recycling on as a project. Construction standards are being discussed to impact sustainability. VP Hamburg will share emission reduction information with the board annually.

Trustee Jon Lane asked about the impact of PaperCut on student success. VP Mohrbacher indicated there has been no adverse effect. Students are more aware of what they are printing, and students use their network drives to save information.

The reporting structure does not take into account that we use hydroelectric power. Moving out of the old Air Force buildings and into the new PTEC building will make a big impact on the GHG emissions reduction effort.

Motion 14-18 Trustee Stephen McFadden moved to accept the Community Engagement AMP Report. Trustee Jon Lane seconded, and the motion passed.

8. TACTC Awards Nominations

Board Chair Mike Blakely thanked his fellow trustees for nominating him for the TACTC Trustee Leadership Award. Director of Student Support Services Custodio Valencia was nominated for the TACTC Equity Award. Samaritan Healthcare was nominated for the TACTC Partner of the Year Award. Samaritan Healthcare has given \$743,000 to BBCC over the past few years. Their new CEO, Tom Thompson, stated he wants to continue to increase the partnership. The TACTC Award Committee will have a telephone conference next Monday. Jon Lane commended Chair Mike Blakely for his leadership and advocacy for BBCC.

Motion 14-19 Trustee Jon Lane moved to endorse the TACTC nominations as presented. Trustee Anna Franz seconded, and the motion passed.

9. Assessment of Board Activities

Trustee Jon Lane attended AVID training and reported he was very impressed with the student success discussion and the care for students' needs outside the academic realm. He also attended the Job & Career Fair yesterday and heard several positive comments from participants. This year's fair had lower attendance, but the quality of applicants was higher. Trustee Lane is on the TACTC Budget Committee, and he participated in two phone conferences. He commended VP Hamburg for the thorough budget presentations she provides.

Trustee Mike Villarreal attended an AVID conference last year. He also wrote a recommendation letter for Mike Blakely's TACTC Trustee Leadership nomination.

Trustee Anna Franz wrote a letter of recommendation for Mike Blakely's TACTC Trustee Leadership nomination.

Trustee Mike Blakely attended a Quincy Leadership Roundtable meeting and shared about Cellarbration! He also attended BBCC baseball games.

He met with Tom Thompson CEO of Samaritan Healthcare and contacted trustees about TACTC nominations. Trustee Blakely wrote the TACTC Equity Award nomination for Custodio Valencia and the TACTC Partner of the Year Award for Samaritan Healthcare. He met with Dr. Leas to review the board agenda. Trustee Blakely contacted Senator Cantwell regarding JATP Visa issues. He also had lunch with Mrs. Callaway, a potential trustee, and he contacted another potential trustee. Lastly, he distributed posters and invitations for Cellarbration!

10. Regularly Scheduled Board Meeting

The next board meeting is scheduled on May 22, 2014, at 1:30 P.M.

11. Miscellaneous

President Leas stated the Transforming Lives Award celebration was a success. The Spring TACTC Convention will be held May 15-16 in Yakima. He asked the trustees to rsvp with Melinda.

The Moses Lake Kiwanis and Rotary are sponsoring a golf tournament to raise \$25,000 for 20 Automated External Defibrillators (AED) for BBCC.

President Leas reminded the trustees to consider nominating college employees with the nomination forms included in the HR consent agenda section.

The Chronicle of Higher Education recently published an article about a college university board spending \$100,000 in one year for travel. That state's legislators were looking into proper use of state money. President Leas found that all expenses for the BBCC Trustees for the past year totalled \$17,000. BBCC trustees are good stewards of the public's money.

AAG Mirisa Bradbury shared the recently mandated ESB 5964 regarding mandatory Open Public Meeting Act training for all trustees that goes into effect July 1, 2014. Her office has a 45-minute overview presentation, online resources, and binders of information. The September board agenda will include training by AAG Bradbury to adhere to ESB 5964.

The meeting adjourned at 1:23 p.m.

Mike Blakely Chair

ATTEST:

Dr. Terrence Leas, Secretary