**THE OFFICIAL MINUTES**

The Big Bend Community College Board of Trustees held a Regular Board Meeting Friday, June 14, 2013, at 3:00 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

1. **Call to Order**

Present: Mike Blakely

Anna Franz

Jon Lane

Stephen McFadden

Mike Villarreal

Board Chair Mike Blakely led the pledge of allegiance.

1. **Consent Agenda**

a) Approval of Regular Board meeting minutes of May 23, 2013, (A); b) President’s Activity Update (I); c) Student Success Update (I); d) Capital Project Report (I); e) Safety & Security Update (I); f) Human Resources Report (I); g) Enrollment Report (I).

Chair Mike Blakely shared that any item could be pulled off the consent agenda for discussion if necessary.

Motion 13-16 Trustee Jon Lane moved to approve the consent agenda including the May 23, 2013, board meeting minutes. Trustee Stephen McFadden seconded, and the motion passed.

1. **Remarks**
2. VP Hamburg reported the lighting project is on schedule. The contractors will begin staging July 11. All of the lighting fixtures have been ordered. Barring any delays, the project should be completed mid-September. The replacement of 1400 and 1500 building roofs is the next project scheduled. The bid opening will happen next Wednesday. VP Hamburg confirmed the date of the July 22 Facility Assessment Review with Trustee McFadden.
3. VP Mohrbacher reported President Leas, Dean Kara Garrett, Title V Transfer Services Coordinator Jenny Ratigan and three faculty members will attend an AVID for Higher Ed Institute in Texas the week of June 24. They will learn about the program to determine if it can be implemented at BBCC.
4. Faculty Association President Mike O’Konek thanked VP Garza, administration, and faculty members for working on the screening committees to hire the new instructors. President Leas said he would like to introduce the new faculty members to the trustees in the fall.

Trustee Blakely commented the BBCC faculty do a good job mentoring new instructors through the probationary faculty review process. Negotiations have been going well; however the state budget situation has stopped progress.

1. VP Garza reported many interviews have been conducted. The computer science instructor and librarian position offers will be extended next week, and then all faculty positions will be filled. Negotiations are going well as a collaborative process. She agreed with Instructor O’Konek that they are on hold until the budget issue is resolved at the state level.
2. **BBCC Core Themes**

VP Bob Mohrbacher shared the draft revised core themes.

**Student Success**

**Outcome:** Big Bend Community College provides access to opportunities, assists students in completion of their goals, and develops skills for lifelong learning.

**Objectives:**

* 1. BBCC provides access to programs and services that meet the needs of our service district.

**Indicators:**

1.1a Inventory of programs, modalities, and services.

1.1b Service area & student demographic data.

1.1c Class-fill rates & class cancellation data.

1.1d Feedback from advisory committees.

*Rationale:* *Analysis of current and potential student population is matched to enrollment data and feedback from advisory committees to inform program planning and strategic enrollment management.*

* 1. Use of services correlates with success, retention and completion.

**Indicators:**

1.2a Course success rates.

1.2b Use of services.

1.2c Use of technology & resources.

*Rationale: Use of specific services by students (i.e., tutoring, supplemental instruction, new student orientation, etc.) is correlated to course success, retention, or completion in order to determine effectiveness of services.*

* 1. Students are prepared to graduate and to transfer or seek employment.

**Indicators:**

1.3a Student Achievement Initiative (SAI) data.

1.3b Retention & graduation rates.

1.3c Transfer rates & transfer success rates (MRTE).

1.3d Employment & certification rates.

*Rationale: These data sets track students moving through educational pathways in order to determine how many successfully complete goals or transition to next steps.*

**Excellence in Teaching and Learning**

**Outcome:** Big Bend Community College supports innovation, variety, and creativity; maintains high academic standards; and supports professional development for continued growth.

**Objectives:**

2.1 BBCC implements innovation and creativity in programs and services.

**Indicators:**

2.1a Program audit of best practices/new practices.

2.1b Correlation of practices to success, retention or completion.

*Rationale: Program audits allow the college to track new initiatives or strategies; correlation allows the college to tie these initiatives or strategies to student outcomes.*

2.2 BBCC helps students attain high academic standards.

**Indicators:**

2.2a External certification rates.

2.2b CCSSE data on academic challenge.

2.2c NCCBP data on success rates.

2.2d MRTE data on transfer success.

*Rationale: SBCTC Efficiency Study: Understanding Benefits Drivers (March 2, 2013), reports that higher perception of academic challenge by students increases student persistence. CCSSE and NCCBP data allow the college to assess student perceptions of academic rigor; external certification rates and MRTE data on transfer success allows the college to compare student achievement to external standards.*

2.3 BBCC supports professional development for faculty and staff in order to improve student engagement and outcomes.

**Indicators:**

2.3a Full-time faculty ratio.

2.3b Student/faculty ratio.

2.3c Budgets & attendance for professional development.

*Rationale: SBCTC Efficiency Study: Understanding Benefits Drivers (March 2, 2013), reports a higher percentage of full-time faculty and lower student-faculty ratios increase student persistence. Professional development helps to engage faculty and promote continuous improvement.*

**Community Engagement**

**Outcome:** Big Bend Community College supports economic development, nurtures community partnerships, and acts as a responsible steward of common resources.

**Objectives:**

3.1 BBCC works with community partners to support economic development.

**Indicators:**

3.1a Inventory of active partnerships.

3.1b Report on economic impact.

*Rationale: Community partners have direct knowledge of economic and employment needs in the service district.*

*Economic impact of college efforts can be quantified in terms of grant monies obtained, employment of graduates, and investment in new programs and services.*

3.2 BBCC works with K-12 and university partners to provide educational opportunities.

**Indicators:**

3.2a Inventory of current dual credit programs.

3.2b Inventory of current outreach & pathway programs.

3.2c Analysis of partnership opportunities.

*Rationale: In the rural communities within the BBCC service district, access to postsecondary education is often limited; partnerships between the college and K-12 and university partners can increase opportunities and make better educational pathways.*

3.3 BBCC practices responsible use of resources, including fiscal and natural resources.

**Indicators:**

3.3a Budget process is tied to strategic goals.

3.3b Sustainable practices are increasing.

*Rationale: As a public institution, BBCC has a responsibility to use public resources efficiently and responsively. Tying budgeting to strategic goals and sustainable practices allows a measure of accountability in the use of resources.*

During the accreditation visit in October of 2012, the evaluators recommended that the core themes should respond to the mission statement. Following the mission statement rewrite, the core themes have also been rewritten. The final core themes will be included in the accreditation report on standard 1, which is due in August.

VP Mohrbacher stated that the current Academic Master Plan (AMP) will expire and need to be rewritten in 2014. During the AMP rewrite, the core themes may require revisions. Aligning the mission statement, core themes, and AMP is an iterative process.

Trustee Mike Blakely also said the Board’s End Statements may be revised to align with these documents. President Leas observed that working through these strategic planning documents is an evolving process, and he recommended acceptance of the draft core themes as presented.

Motion 13-17 Trustee Anna Franz moved to approve the core themes as presented. Trustee Mike Villarreal seconded, and the motion passed.

1. **Operating 2013-14 Budget**

President Leas reported the operating budget depends on the allocation from the state. The Governor has called a second special session for the legislature to work through budget issues.

Without knowing what the allocation will be, a budget cannot be determined. After the legislature completes the state budget, the SBCTC will inform BBCC of the allocation. Once we know our allocation, there are internal processes, including convening a Budget Review Task Force meeting, that need to happen before we can complete the BBCC operating budget.

VP Hamburg advised the trustees that WACTC and the SBCTC held a conference call regarding the budget dilemma on Thursday. The OFM asked all agencies for contingency planning information. During the conference call, the presidents expressed their desire for the colleges to remain open for students to attend summer quarter classes. BBCC’s state appropriation last year was 57% of the operating budget. BBCC has the local funding (and tuition money) to stay open through summer quarter without a state appropriation.

BBCC spends the state allocation first each fiscal year (it is lost if not spent) and then tuition and local funds are spent. BBCC is reimbursed monthly from the SBCTC for expenditures until the allocation is completely spent. In this situation, with no state appropriation, there is no guarantee that the SBCTC would reimburse BBCC for the full 12 months. There is a very remote possibility that they may not reimburse BBCC for the summer. If there is a lag in the reimbursement from SBCTC, BBCC will need to use money held in reserves. VP Hamburg stated by fall quarter, we will know our allocation, plan accordingly and present the budget to the trustees for approval.

President Leas stated that Riverland Community College experienced a state shut down while he was there. The college used local funds to operate. PIO Doug Sly will communicate to the public to reassure that BBCC will be open for summer quarter. Resolution 2013-1 was presented to the Board for its approval. It provides for the board to delegate authority to the President to proceed with normal operations of the college using available funds or legislative appropriations until formal adoption of the 2013-14 operating budget by the trustees.

Motion 13-18 Trustee Jon Lane moved that the board delegate authority to the President to proceed with normal operations of the college using available funds or legislative appropriations until formal adoption of the 2013-14 operating budget by the trustees, as noted in Resolution 2013-1. Trustee Mike Villarreal seconded, and the motion passed.

Trustee Stephen McFadden suggested President Leas submit a letter to the editor of the local newspapers to confirm BBCC will be open for students during summer quarter. This would convey college stability, and reassure the public that BBCC has resources and ability to run through the summer and is fiscally prudent enough to weather the delay in the legislature.

Trustee McFadden stated a well-written letter from President Leas is less likely to be edited. Trustee Mike Blakely added the letter should not be too optimistic; it is important for the public to know BBCC has conserved funding but cannot continue to absorb decreased funding.

1. **ACCT Nominations**

During the Board meeting on May 23, the trustees directed President Leas to develop draft nominations for submissions to ACCT. President Leas shared the draft nominations for trustee input. He asked if the trustees could provide additional information for the Mike Wren nomination.

Board Chair Blakely noted that the nominations come from the board, and the submission deadline is June 21. Trustees Blakely and Lane will add information to Mike Wren’s nomination. Trustee Lane will inquire about additional information from former trustees. A 150-word narrative and cover letter from the Board chair is also required. President Leas will prepare documents for Chair Blakely’s signature.

Motion 13-19 Trustee Jon Lane moved to nominate former trustee Mike Wren for the ACCT Trustee Leadership Award. Trustee Stephen McFadden seconded, and the motion passed.

Motion 13-20 Trustee Stephen McFadden moved to nominate Melinda Dourte for the ACCT Professional Board Staff Award. Trustee Anna Franz seconded, and the motion passed.

Motion 13-21 Trustee Anna Franz moved to nominate Mike O’Konek for the ACCT Faculty Member Award. Trustee Mike Villarreal seconded, and the motion passed.

President Leas invited the trustees to add quotes and/or comments to each nomination.

Trustee Blakely stated BBCC has many exceptional employees, and it is good to champion people within the college. He was very pleased to submit multiple nominations.

1. **Assess Board Activity**

Trustee Jon Lane reported that he attended the GED Graduation and the Campus Excellence Celebration. He said the celebration was a great event, and the program was very nice.

Trustee Mike Villarreal reported he enjoyed attending the GED Graduation. He also attended the Campus Excellence Celebration luncheon and commented it was very well done.

Trustee Stephen McFadden said he has been busy in Ritzville. He complimented the GED Graduation and was impressed with the width and breadth of age and diversity of the graduates.

Trustee Mike Blakely reported that he helped with the ACCT nominations. He also contacted donors in Quincy regarding Cellarbration! He was pleased that the Foundation received more donations from the Quincy community than in the past. The manager of the Quincy Cenex is interested in serving on the advisory council, and he recently donated $3,500 to the Foundation. Trustee Blakely met with President Leas and VP Hamburg about the south campus property. Trustee Blakely talked with President Leas to set the meeting agenda for today. He attended the kindergarten graduation, automotive BBQ, GED Graduation, and Campus Excellence Celebration luncheon. He also signed certificates of merit for employees.

1. **Regularly Scheduled Board Meeting**

The next Board meeting is scheduled for August 8. The Board Retreat is scheduled for August 22. The trustees discussed scheduling another retreat and rescheduling the August 22 retreat.

Motion 13-22 Trustee Stephen McFadden moved to schedule a retreat August 29 to review the budget and other action items as needed, and a retreat September 12 to review the Outcomes Report, Ends Statements, and presidential evaluation process. Trustee Mike Villarreal seconded, and the motion passed.

1. **Miscellaneous**

President Leas invited trustees and administrators to join the commencement speaker, Susan Landon Weinstein, for dinner at 4:30. Commencement begins tonight at Lions Park at 7:00. Director of Student Activities Kim Jackson has worked hard coordinating commencement, and everything should go very smoothly.

The meeting adjourned at 3:57 p.m.

Mike Blakely, Chair

ATTEST:

Terrence Leas, Secretary