

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting June 6, 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 today is D-Day. The board observed a moment of silence for all Veterans.

Dean Kathleen Duvall introduced Christy Baggett as the newly-hired STEM Center Coordinator. Dean Faviola Barbosa introduced Jennifer Castro-Velazquez as the newly hired Coordinator for the Open Doors program.

Director of Student Activities Kim Jackson introduced the 2019-20 ASB president Rachel Sherson; she served as the ASB communications officer in 2018-19.

3. Consent Agenda

a) Approval of Board Meeting Minutes of April 11 and April 22 (A); b) President's Update (I); c) Accreditation Update (I); d) Student Success (I); e) Assessment Update (I); f) Finance & Administration (I); g) Human Resources Report (I); h) Enrollment Report (I); i) Classified Staff Report (I); j) Safety & Security Update (I); and k) E-6 Inclusion & Climate (I).

Motion 19-23 Trustee Anna Franz moved to approve the consent agenda. Trustee Thomas Stredwick seconded, and the motion carried.

4. Remarks

- a. ASB Cydney Schaapman shared ASB news. ASB has sponsored several presentations and activities on campus including a comedian, a magician, a mentalist, a financial literacy presentation, and a presentation about alcohol, parties and the law, a breakfast-fest, a letter art activity, DUI Simulators, a Viking sequin pillows activity, a students vs. faculty and staff softball tourney, a family pool party, a library campout, a car-smashing fundraiser, and the weekly Monday Morning Treats across campus. Over 2,000 students and staff have participated

in ASB events since the beginning of April. The annual attendance record for ASB sponsored events was 4,800; this year, the number of attendees is 5,500.

- b. Classified Staff Representative Robin Arriaga shared news from Classified Staff. They are developing and implementing new ideas and will share more at the next board meeting.
- d. VP Linda Schoonmaker reported that BBCC is eligible to apply to be one of five colleges with a project in the capital project pipeline this winter. The process to consider potential projects will begin in July. Wallenstien Theater has been considered for renovations, and it plays a role in the community's performing arts efforts.

The Facility Master Plan (FMP) mini-update with minor updates to the FMP will be provided to the board soon. VP Schoonmaker continues to pursue scheduling the State Auditor's Office grant review. Fire Road access repair revealed old irrigation pipes that will be capped. With Executive Director of Business Services Charlene Rios acting as the Interim Director of Facilities and Capital Projects, Assistant Director of the Business Office Angela Garza is completing additional tasks. This is a great mentoring opportunity for Charlene as she completes her master's degree and aspires to become a VP.

- e. VP Bryce Humpherys shared that the student survey results shared in the consent agenda are a good example of one piece of BBCC's planning process. In the past, we have conducted spring surveys which provided valuable data but missed some of the students experiencing their first quarter at BBCC. The fall survey results reveal the new student perspective and may help us understand better the reasons students drop out during their first quarter.
- f. VP Kim Garza reported that several vacant positions have been filled. Salary changes are being implemented for civil service employees. The Committee on Equity, Inclusion, and Diversity (CEID) and the Employee Experience Work Group (EEWG) developed definitions for diversity, equity, and inclusion, and they were approved by Shared Governance Council May 10. VP Garza will present a proposed board policy in the fall, which will include the definitions.
- g. President Terry Leas reported Foundation news. The Foundation has secured pledges to date for the Building Tomorrow's Workforce Capital Campaign of \$2,340,875, which is 62.42% of goal. The \$400,000 donation from Microsoft is not included in this total.

President Leas and Executive Director Parton have made 121 asks and received 58 pledges and 32 declines. The Foundation has submitted a few more grant applications; we are waiting to hear back from Chase Bank and US Bank. There are still some individuals, businesses, and grants with which to share the investment opportunity.

The Foundation has awarded \$173,183 of the more than \$273,000 2019-20 scholarships. Cellarbration! grossed over \$121,000. Interviews were held for the new Alumni & Development Coordinator.

6. 2019 Mission Fulfillment Monitoring Report

Pres Leas invited VP Humpherys to explain how the Mission Fulfillment Monitoring Report fits into the overall planning process. The institutional self-evaluation, budget process, and planning process blend to reach a mission fulfillment score. Leadership solicited feedback from employees to gather improvement ideas along with employee feedback from winter in-service. Next steps were developed based on work and input by employees and committees.

Two years from now, after this accreditation cycle, BBCC will review the mission, core themes, and ends to simplify the process incorporating feedback from employees.

Trustee McFadden requested seeing consecutive scores on the Annual Next Steps document. Trustee Stredwick asked about making the information actionable for operational improvement. VP Humpherys said the data is valuable evidence to substantiate grant applications and allocate budget funds differently. Regarding the resource-allocation-to-date column, President Leas made funding decisions based on one-time requests only, due to the timeframe of the state budgeting process. Leadership is using data to make budget decisions.

VP Humpherys reviewed the core theme indicators dashboard. He also reported that in-service activities have changed to connect elements between next steps and actions. The data and dashboard information has multiple audiences, including the public, trustees, and employees.

Data Analyst Edgar Zamora demonstrated how to use the dashboards on the BBCC portal, which include dynamic BBCC Quick Facts. He also showed how the map dashboard works allowing comparison between student types. Trustee Stephen McFadden commented the dashboards are very effective tools.

Motion 19-24

Trustee Anna Franz moved to approve the Mission Fulfillment Monitoring Report. Trustee Juanita Richards seconded and the motion carried.

7. Strategic Plan

Dr. Leas explained that the strategic plan is a compilation of multiple plans such as the Academic Master Plan (AMP), which covers curriculum and instruction; the Communications Master Plan (CMP), which covers communications; and the Facilities Master Plan (FMP) and technology plan, which are not presented here. At the beginning of the next accreditation cycle in 2021, the plans will be integrated. VP Bryce Humpherys shared the web link to the plans. Trustee Stredwick stated the organization of the plans makes sense, and the CMP shows good progress. Weaving in internal marketing and communications into the CMP could be considered.

President Leas credited VP Humpherys, faculty members and staff for the current iteration of the plans.

8. 2019-20 Operating Budget

VP Schoonmaker presented the 2019-20 operating budget. The budget is built by rolling over the last budget and including mandated salary increases and COLAs or general wage increases. The 2019-20 budget has an increase of \$1.2 million from the 2018-19 budget. Some of the funding has specific parameters and cannot be spent until more information is provided by the SBCTC. Tuition revenue remains at \$4 million. There is an increase of \$100,000 from Running Start due to the estimated new funding rate. Additional expense includes BBCC absorbing some employee expenses from three federal grants.

Trustee Franz noted that equipment funding has decreased substantially since 2016-17. VP Schoonmaker responded that the funding moves between accounts.

Motion 19-25

Trustee Thomas Stredwick moved to approve the 2019-20 operating budget. Trustee Stephen McFadden seconded and the motion carried.

- 4 c. Faculty Association President Salah Abed shared news from the faculty. He recognized the initiative and creativity of Science Instructor Lindsay Groce and Math Instructor Tyler Wallace for collaboratively organizing a science fair for their students. The students designed and conducted their own experiments and shared their information during a poster session. Trustee Jon Lane attended the science fair and reported the student presentations were very good.

Transitional Studies Instructor Pam Hare shared about her students' accomplishments learning about the US, Canvas, and new presentation tools. They are accessing online resources with support of Dean Barbosa and learning about US culture. The students often juggle family and work commitments with bus rides and learning a new language.

Physics Instructor Dr. Jim Hamm reported that he and his astronomy students enjoyed moon gazing with JATP students. He and Math Instructor David Mayhugh took students on a field trip to the Laser Interferometer Gravitational-Wave Observatory (LIGO). Dr. Hamm also shared that he and other math and science faculty were hosting a "STEMBecue" for their major students and guests at a local park.

Foreign Language Instructor Jennifer McCarthy shared that her students from French 1, 2, and 3 are preparing for a French Flash Mob. The students are also reading and translating a novel in French.

Faculty Association President and Math Instructor Salah Abed reported that he used data presented to Shared Governance Council regarding student feedback for his statistics class to perform inferential statistics. The students appreciated the real-life experiences. President Leas complimented Instructor Abed for his creative teaching activity.

9. Exceptional Faculty Award

VP Bryce Humpherys reported that the Exceptional Faculty Award (EFA) Committee recommended the trustees approve Math Instructor Tyler Wallace's and Associate English Instructor Scott Woodham's EFAs.

Motion 19-26

Trustee Anna Franz moved to approve an EFA for Instructor Tyler Wallace for \$2,000 and Instructor Scott Woodham for \$615. Trustee Juanita Richards seconded, and the motion carried.

10. Offering Bachelor of Applied Science Degrees

Dr. Leas stated that offering the Bachelor of Applied Science (BAS) is an enrollment management strategy. Co-located four-year universities have not sustained themselves long term at BBCC. VP Humpherys reported that he shared the draft BAS statement of need during the April 11 board meeting. Offering a BAS is a substantive change that requires approval by the board, SBCTC, and NWCCU.

The revised BAS statement of need is included in the board packet. VP Humpherys sent letters of intent to EWU, CWU and WSU. EWU responded that BBCC BAS graduates with a 3.0 GPA will be automatically eligible for the EWU Masters in Business Administration (MBA) program.

VP Humpherys reported that nearly all community and technical colleges in WA State offer BAS degrees. If the program is not sustained, it is assessed to determine if the curriculum and marketing are correct and the program is revised or shut down. If the program is shut down, enrolled students will have a teach-out plan, and BBCC will stop advertising and admitting students to the program. Multiple associate degrees offered by BBCC will feed into the BAS in Applied Management.

Dr. Leas shared that the data gathered for the BAS statement of need has also been used in the Title V Grant which, if awarded, will support the BAS. The grant activities include professional development, equity efforts, expanding evening and online offerings, and support of assessment and planning changes. The CMP, strategic plan, and AMP work has helped inform the BAS and the Title V Grant application.

Motion 19-27

Trustee Juanita Richards moved to approve offering a BAS degree. Trustee Thomas Stredwick seconded, and the motion carried.

11. Employee Recognition

Dr. Leas shared the faculty association's nominations for Emeritus status for Industrial Systems Technology Instructor Bill Autry, Biology Instructor Barbara Jacobs, Business and Accounting Instructor Les Michie, and Math Instructor Barbara Whitney for Faculty Emeritus Status.

Motion 19-28

Trustee Stephen McFadden moved to approve awarding Faculty Emeritus status to Instructors Bill Autry, Barbara Jacobs, Les Michie, and Barbara Whitney. Trustee Juanita Richards seconded, and the motion carried.

Trustee Anna Franz disclosed that while she attended BBCC, Instructors Barbara Jacobs and Barbara Whitney were her instructors.

Dr. Leas reported that he awarded Classified staff members Kathy Aldrich and Nancy Theis the Presidential Award for Meritorious Service.

Trustee Jon Lane said he attended the retirement celebration for all retirees, and it was very nice.

12. President's Evaluation

Board Chair Jon Lane announced a 5-minute break at 3:13 p.m. to be followed by a 30-minute 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 was extended for ten minutes three times and then extended for five minutes twice. The meeting reconvened at 4:28 p.m. with no action taken. The president's evaluation is in process.

13. Study Sessions

Trustee Anna Franz said the Spring ACT Conference included good sessions on president and board evaluations provided by Dr. Cindra Smith. Dr. Smith's PowerPoint slides may provide good background material for future study sessions. The incoming and outgoing chairs will discuss future study session topics with Dr. Leas.

14. Trustee Orientation & Onboarding

Trustee Anna Franz stated she is not ready to adopt the trustee orientation and onboarding schedule. She thanked Trustee Stredwick and others for their work on the schedules. Trustee Franz stated the next workshop/study session could include the orientation and onboarding information along with a board self-evaluation and/or president's evaluation process. Dr. Leas will meet with Trustees Jon Lane and Stephen McFadden to discuss the retreat agenda for August 8.

15. Board Chair Elections

The trustees reviewed the board chair matrix. Trustee McFadden will move into the chair position, and Trustee Anna Franz will move into the Vice Chair position. Trustee Juanita Richards said her appointment ends September 30, and she applied to be reappointed by the Governor.

16. Assessment of Board Activity

Trustee Anna Franz reported that she attended the ACT Spring Conference (E-1, E-2, E-3, E-4, E-5, E-6), the board study session on April 22, (E-1, E-5), and Cellarbration! for Education (E-1, E-4).

Trustee Thomas Stredwick reported that he attended Cellarbration! for Education (E-2, E-3, E-4, E-5, E-6) and the board study session on April 22 (E-1, E-2, E-3, E-4, E-5, E-6). He also participated on a phone call with President Leas and Executive Director of the Foundation LeAnne Parton regarding WEC Building fundraising (E-1, E-2, E-3, E-4, E-5, E-6).

Trustee Juanita Richards reported that she attended the board study session on April 22, (E-1, E-2, E-3, E-4, E-5, E-6), Cellarbration! for Education and lunch with President Leas.

Trustee Stephen McFadden reported that he attended the board study session on April 22, (E-1, E-2, E-3, E-4, E-5), Cellarbration! for Education (E-1, E-2, E-3, E-4, E-5, E-6), and a meeting at Job Corps (E-4). He also reported that a Career Showcase similar to the event in Othello will be held for Lind/Ritzville October 3. BBCC has been an active participant in the showcases supporting workforce and STEM education.

Trustee Jon Lane reported that he attended the Mayor's Prayer Breakfast and appreciated Athletic Director Mark Poth's speech (E-4, E-5, E-6). He also met with Dr. Leas to plan the board agenda (E-1, E-2, E-3, E-4, E-5, E-6), attended BBCC retirement celebrations (E-1, E-2, E-3, E-4, E-5, E-6), the board study session on April 22 (E-1, E-2, E-3, E-4, E-5, E-6), toured the WEC Building (E-1, E-2, E-3, E-4, E-5, E-6) and attended the STEM Fair (E-1, E-2, E-3).

Dr. Leas stated it is very helpful when trustees are in a position to support the Foundation's Building Tomorrow's Workforce campaign. Trustee McFadden recently helped garner a \$100,000 donation from McCain Foods, and Trustee Stredwick was instrumental in the \$400,000 gift from Microsoft.

17. Next Meeting

The next meeting was confirmed as a board study session on August 8.

18. Miscellaneous

Dr. Leas and Trustee Franz agreed that the ACT Conference in Walla Walla was informative. Dr. Cindra Smith's PowerPoint presentation may be a good resource for a board study session.

Dr. Leas reported that the SBCTC board members and staff will hold their meeting at BBCC June 26-27. The trustees are invited to dinner with the SBCTC board members June 26.

The Adams County Development Council banquet is June 27 in Othello. Keynote speaker is Dr. Kirk Schultz, President of Washington State University.

The meeting adjourned at 4:53 p.m.

Jon Lane, Chair

ATTEST:

Terrence Leas, Secretary