

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting June 7, 2018, 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

### 2. Pledge of Allegiance

BBCC Business Information Management student and Marine Corps Veteran Tori Decker led the Pledge of Allegiance. She served in Afghanistan in Aviation Maintenance Administration.

### 3. Introductions

Nursing Instructor and Nursing Club Advisor Jen Brooks accompanied the club members who introduced themselves and where they will be working after graduation Lindsey Arnold (Kadlec), Diana Brown (Samaritan-resource), Tyler Brown (Spokane area), Jazelda Garcia (Samaritan- ER), Kyle Hickman Columbia Basin Health-Ephrata), Amanda Langendorff (Confluence-Infusion), Holly Perry (Samaritan-Resource), Zenaida Lopez (Kadlec), Dayanira Quintero (Central Washington Hospital), Lupe Villa (Central Washington Hospital), Sarah Lancaster (Regional-Yakima), and Brenda Standley (Hospice). The students are raising funds for the National Council Licensure Examination (NCLEX) review.

### 14. Exceptional Faculty Award

Nursing Instructor Mercedes González-Aller thanked the board and shared that she purchased an ARNP course with her Exceptional Faculty Award (EFA) and learned more about emergency room care, diabetic interventions, and research resources. The EFA funding provided required continuing education to maintain her RN certification.

### 4. Consent Agenda

a) Approval of Board Meeting Minutes April 12, 2018 (A); b) President's Activity Update (I); c) Accreditation (I); d) Student Success (I); e) Assessment (I); f) Finance & Administration Update; (I); g) Human Resources Report (I); h) Classified Staff Report (I); i) Enrollment Report (I); j) Safety & Security Report (I); j) Public Correspondence (I).

#### Motion 18-24

Trustee Anna Franz moved to approve the consent agenda. Trustee Stephen McFadden seconded, and the motion passed.

There were no public comments.

## 5. Remarks

- a. ASB President Marisol Lozano reported ASB and club activities ASB included the JATP trainees' at Lunchfests, Bingo Night, Face Painting and Balloon art events while they were on campus.

Something new that ASB implemented this quarter was Ice Cream Bar Mondays. ASB distributed ice cream bars and ice cream sandwiches all over campus, including the students located in the flight line buildings. It was greatly appreciated by those students in particular. This outreach was a great opportunity to serve students and develop a stronger bond with aviation students.

ASB sponsored a leadership training and almost all of the BBCC clubs participated, including residence life and ASB. A digital campus scavenger hunt competition involved students from different programs of study.

There was a great turnout for the Students vs. Faculty/Staff Softball Tourney, with the staff taking the win. Over 270 people attended the ASB Family Surf 'n Slide Night June 4. Today, ASB is sponsoring a Car Smashing Fundraiser; it's only a \$1 a swing.

M.E.Ch.A. is sponsoring a Volleyball Tournament next week. The Phi Theta Kappa Chapter members have been raising money through concessions at Wallenstein Theater. Aviation students sold specially designed t-shirts and held a car wash fundraiser recently. The Welding Club made and donated items for the Foundation's Cellarbration event. The Writing Club brought a guest author to campus, Derek Sheffield. The Lindy Hoppers attended a weekend-long Camp Jitterbug event in the Seattle area.

The 2018-19 ASB Officers are President Cydney Schaapman, Vice President Joshika Suresh, Secretary Laura Valenzuela, Programming Director Brynn Drummond, and Public Relations Officer Leah Dougherty.

The last 2017-18 ASB events are a Library campout next Tuesday, offering free pizza and soda for students studying in the library and an ASB fundraiser parking cars for graduation.

ASB President Marisol Lozano stated it was an honor to represent BBCC students and get to know the BBCC Trustees. She will continue working and in the fall, she will attend CWU to become a school psychologist.

- b. STAR Representative Barbara Collins shared Classified Staff news. The committee met with VP Kim Garza to discuss a vision statement, succession planning, and future membership. They will continue with program learning experiences as supported by positive survey data. The committee collected

donations for a wheelbarrow of flowers for the Foundation's Cellarbration! for Education event which raised \$160. A few Classified Staff member will attend the STAAC conference in the fall.

- d. VP Linda Schoonmaker introduced the Director of Facilities and Capital Projects James Saucedo to provide a Workforce Education Center (WEC) Building update. He stated the project is on schedule and currently waiting for the permit.
- e. VP Bryce Humpherys shared that following the meeting today three deliverables—strategic plan, operating budget, and monitoring report—will be accomplished. Employees will summarize accomplishments for the 2017-18 year and then begin the assessment process again in July with new goals and targets. Dr. Humpherys plans to have the report that is due to NWCCU September 17 completed by the end of August.

Dr. Humpherys discussed a document that defined FTE categories. One full-time equivalent (FTE) equals 15 credits. BBCC's annual FTE target is 1,754 on a three-year average. If we fall short of the target, it impacts our state allocation negatively. Currently, the state-supported FTE count is 1,339 which is 76% of our target. Based on projected winter quarter enrollment, we will end the year at 89% of our target. Summer enrollment will add to the state-supported FTE target amount. Enrollment is down to 93% statewide. This specific FTE information will begin appearing in the consent agenda enrollment report.

Dr. Humpherys reported that enrollment management strategies include strengthening evening and online offerings in the upcoming year, which would make it possible for full-time students to earn a transfer degree fully online or in evening classes. Low unemployment numbers indicate we should offer classes that working people can attend. We are clarifying pathways for adult education students, so they can move into college classes without barriers.

Another enrollment management strategy is strengthening relationships with local high schools and promoting College in the High School and Running Start. Acceptance letters were sent to all graduating seniors in the BBCC service district this year.

Adding men's and women's wrestling teams to athletics is another enrollment strategy. Mark Poth was appointed Interim Athletic Director in April of 2017. He was asked to develop a financial model because athletics was not on a sustainable trajectory. Local support and tradition supports wrestling and soccer teams; wrestling was chosen due to fewer overhead expenses. The new wrestling teams will implement AD Poth's financial model. Adding 50-100 students due to a sport has a large impact on a small, rural college. Recruiting students to compete from in-district and out of the district boosts enrollment. BBCC's athletic program has a reputation of academic excellence, including

higher GPAs, persistence, and completion rates. Most student athletes are transfer students which is currently BBCC's lowest enrolled area. Trustee Anna Franz requested a presentation of the athletic financial model and data that support it.

Trustee Stephen McFadden asked about a soccer team in the future. VP Humpherys stated if the proposed model works as projected, soccer could be the next sport added at BBCC.

- f. VP Kim Garza announced that the Celebration luncheon is scheduled tomorrow, June 8, and 25 employees will be recognized. The WAC Public Hearing for the public records WAC was held yesterday with no public comments presented. Human Resources is continuing to post positions available.
- g. Dr. Leas provided the Foundation report for Executive Director LeAnne Parton. The gross income was up 22% over last year at \$138,000. One-day wine sales raised \$10,250. An \$800 donation was provided to the JATP for earthquake victims. The first \$30,000 Microsoft Data Center scholarship for tuition, books, and fees arrived June 1. The student's testing fees will also be covered when the course is completed. This will be a recurring scholarship.

Convergent will be on site starting June 18 for five months to facilitate a major capital campaign.

- c. Faculty Association President Salah Abed reported faculty news. English Instructor Matt Sullivan's Advanced Creative Writing students collaborated with Scott Hagel's oil painting and watercolor students. The paintings and stories by students will be on display in the Paul Hirai Fine Arts Building.

Librarian Libby Sullivan reported the June library table display features faculty and staff reading recommendations. Trustee Juanita Richards commented that she looked over the display and enjoyed perusing the books.

## 6. **TRIO Upward Bound**

TRIO Upward Bound Director Anita DeLeon shared information about the program. She has been with the program for 20 years and shares the goal of helping first-generation students go to college. President Lynden B. Johnson started the Economic Opportunity Act in 1964. TRIO has evolved from getting students through high school to getting high school students to college. The TRIO Student Support Services program started in 1968. BBCC is fortunate to have two TRIO programs on campus. There are other TRIO programs such as Talent Search, Education Opportunity Center, Veterans, and TRIO training serves. There are 956 Upward Bound programs in the US and 22 of the programs are in WA State. The TRIO McNair Scholars program is a pipeline program that helps student from the bachelor's to the doctoral level. The BBCC Upward Bound program has 117 students this school year.

TRIO Upward Bound (UB) is grant-funded every five years. BBCC is the highest funded UB program in the state. BBCC's six-week residential program is unique and covers four target high schools: Moses Lake, Othello, Royal City, and Warden. Staff recruit ninth-grade students who are US citizen or are in the process of becoming citizens and have a desire to attend college. Beginning July 1, there will be eleven high school graduates and 41 high school students on campus for the summer. Many UB students go on the TRIO SSS program. Students report that they feel like family in TRIO. The programs focus on strengths. Several of the TRIO and BBCC staff are TRIO alumni (Director Custodio Valencia, Academic Advisor Jasmine Martinez, Outreach Coordinator Vanessa Pruneda, and STEM Center/Emporium Lab Coordinator Veronica Guadarrama). The BBCC administration and campus is very supportive of TRIO. TRIO holds annual events such as an induction ceremony, college signing day, and summer banquet.

Board Chair Juanita Richards announced a five-minute break at 2:37 p.m. The meeting reconvened at 2:42 p.m.

#### **7. 2018 Mission Fulfillment Monitoring Report**

Dr. Bryce Humpherys referenced the discussion from the study session held May 29 regarding the Mission Fulfillment Monitoring Report. He said edits suggested at the study session were incorporated in the final version for approval.

Motion 18-25 Trustee Anna Franz moved to approve the 2018 Mission Fulfillment Monitoring Report. Trustee Jon Lane seconded, and the motion passed.

#### **8. Strategic Plan**

Dr. Humpherys discussed that the trustees were presented a summary of the strategic work during the study session held May 29. The strategic effort included feedback from trustees and employees throughout the year. Dr. Humpherys thanked all who participated in the workgroups, surveys, and forums.

Motion 18-26 Trustee Stephen McFadden moved to approve the 2017-20 Strategic Plan. Trustee Anna Franz seconded, and the motion passed.

Trustee McFadden stated the strategic plan represents significant investment by the institution, and he thanked the group for their discussion at the study session.

#### **9. 2018-19 Operating Budget**

VP Linda Schoonmaker shared the 2018-19 Operating Budget, noting that the expenses are high and the revenue is low. The funding for six aerospace FTEs were taken back by the SBCTC, which was expected.

Trustee Anna Franz noted the trend of increasing travel costs. VP Schoonmaker stated the trend reflects a shift of funding, increased professional development, and ctcLink training expenses.

Motion 18-27

Trustee Jon Lane moved to approve the 2018-19 Operating Budget. Trustee Stephen McFadden seconded, and the motion passed.

Board Chair Juanita Richards announced a thirty-minute executive session at 2:54 (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 by 10 minutes. The meeting reconvened at 3:34 p.m. with no action taken.

**10. President's Evaluation**

Board Chair Juanita Richards read President Leas' 2017-18 evaluation.

*The Board of Trustees is pleased with the overall performance of the college and with President Leas during this evaluation period. At the December 14, 2017, board meeting, the Board agreed to move the annual evaluation of the President to its June meeting to align with the President's contract term and therefore acknowledges that President Leas has not had a full year to act upon the requests made in its previous evaluation dated November 14, 2017. Even with this shorter period of activity, the Board finds that Big Bend Community College has achieved the end statements as set forth in Board Policy 1000 under President Leas' guidance.*

*Dr. Leas continues to strive towards cultivating positive relationships with students, employees, community leaders, business and industry leaders, elected officials, members of the Washington State Community and Technical Colleges, institutional officials, and donors. Dr. Leas has continued to strengthen the college and its inclusive culture, while working to ensure every new and existing program and process keeps student success at the forefront. Dr. Leas possesses a leadership style that fosters a healthy environment of collaboration and inclusion. The Board recognizes Dr. Leas' commitment to engage everyone in the development of best practices and processes that will serve to expand educational opportunities at Big Bend.*

*The Board of Trustees recognizes several successful accomplishments during this evaluation period addressing a majority of the Board of Trustee's expectations in the areas of transparency, advocacy, and communication from his previous evaluation.*

- *Of paramount concern in the last evaluation was addressing the Notice of Concern issued by NWCCU. The Board acknowledges and appreciates the dedication of resources and collaborative approach implemented to address this issue and make significant progress on our 2018-2020 Strategic Plan. The strategic planning process employed an inclusive approach unlike any used at Big Bend before.*

- *Obtaining funding for the construction of the Workforce Education Center in addition supplementary funding to cover inflationary costs associated with the delayed action by our state legislature on the capital budget.*
- *The Board congratulates Dr. Leas on the successful efforts to replenish the aviation fleet to ensure that our aviation program continues to be current and sustainable.*
- *The Board further expresses gratitude for Dr. Leas' efforts to secure funding for the Workforce Education Center in the capital budget and supplemental capital budget.*
- *A successful year with the BBCC Foundation with Dr. Leas' guidance and leadership.*
- *Big Bend athletic programs continued to earn recognition for their achievements. Dr. Leas's vision is to increase the presence of our athletic programs to market Big Bend to our community and surrounding communities to encourage more student enrollment and revenues.*
- *The Board of Trustees commends Dr. Leas as he has made progress strengthening communication with the Board of Trustees through regular communication via email, meetings, and phone calls. In addition, Dr. Leas kept the Board of Trustees up to date regarding any potential concerns as well as informing the Board of all successful achievements involving the college, the employees and trustees.*

*The Board also recognizes Dr. Leas' continued community involvement serving as an ambassador of the college with his involvement in the following activities:*

- *Community involvement activities included Rotary Club, Rotary Scholarship Foundation Board, Samaritan Healthcare Strategic Planning and Finance Committee, Editorial Board for Columbia Basin Herald, Moses Lake School District's Schematic Design process for the new high school, Board of Directors Grant County Economic Development Council, Adams County Industry Council, Keynote speaker at Moses Lake Martin Luther King, Jr. event, and attended Quincy Valley Leadership Council meetings.*
- *Regionally, Dr. Leas continued to serve on the North Central Workforce Development Council for Grant and Adams counties.*
- *Statewide, Dr. Leas remained active with WACTC, continued to serve on the SBCTC's Long Term Advocacy Task Force, supported BBCC's hosting the AWB Rural Jobs Summit, participated in hosting Governor Inslee's visit to BBCC in February.*
- *Nationally, BBCC continued its membership in achieving the Dream, ACC, ACCT and the League for Innovation in Community Colleges. Under Dr. Leas' leadership*

*Big Bend Community College was selected as a "Leader College" by Achieving the Dream.*

*As Dr. Leas enters another evaluation period at Big Bend, the board encourages and supports Dr. Leas in maintaining the positive contributions to the institution highlighted above while focusing on leading the college through the challenges and successes in the coming year.*

*In order to support the construction and development of the Workforce Education Center, the Board expects that Dr. Leas will continue outreach efforts to members of the College's service district to secure funding of the portions of the project not funded through the capital budget. The Board also expects that Dr. Leas will lead the College in developing a workforce education plan that reviews the College's current programs, ensures reflection of current community industry needs, identifies potential areas for growth, and ensures that programs continue to be sustainable including use of capital facilities including the new Workforce Education Center.*

*With the development of the new Workforce Education Center and declines in enrollment due to a low unemployment rate it is imperative that Big Bend develops a comprehensive communications and marketing plan that identifies objectives and key results associated with recruitment and enrollment strategies, legislative priorities, messaging outreach activities, community engagement, advertising, and key messaging for the college. In addition, an annual schedule outlining these activities should be provided to the Board as soon as possible but no later than the end of 2018.*

*The Board of Trustees encourages Dr. Leas to continue to develop current trustees through a welcoming onboarding process that includes the involvement of the entire board, continue education about the college and board involvement through the creation of an onboarding plan that allows the entire board to participate in the onboarding of new trustees.*

*Finally, the Board commends President Leas for his leadership in continuing to foster a culture of inquiry at Big Bend Community College and looks forward to his continued dedication to making the College a successful and sustainable part of our community.*

*With appreciation, the Board of Trustees congratulates our President, Dr. Terrence Leas, on another successful evaluation period.*

**Motion 18-28**

Trustee Jon Lane moved to approve President Leas 2017-18 evaluation. Trustee Anna Franz seconded, and the motion passed.

**11. Board Policies for information**

BP 8057 Minority Owned Business Enterprises and Women Owned Business Enterprises was reviewed for action at the next meeting. BP 8030 Surplus Property was reviewed and advised no changes are needed. BP 8030 does not need to be reviewed at the next board meeting.



## 12. Board Policies for Action

BP6115 Policy Prohibiting Discrimination, Harassment, Sexual Harassment, and Sexual Misconduct (10/30/14). Was reviewed and revised by VP Kim Garza; she incorporated AAG Jason Brown's feedback and revisions suggested by Trustee Franz during the April 12 meeting.

Motion 18-29 Trustee Jon Lane moved to approve BP6115 Policy Prohibiting Discrimination, Harassment, Sexual Harassment, and Sexual Misconduct as presented. Trustee Stephen McFadden seconded, and the motion passed.

Motion 18-30 Trustee Anna Franz moved to approve BP8100 Grants and Contracts as presented. Trustee Jon Lane seconded, and the motion passed.

Motion 18-31 Trustee Stephen McFadden moved to approve BP2320 Vocational/Technical Program Advisory Committees as presented. Trustee Jon Lane seconded, and the motion passed.

## 13. Exceptional Faculty Award

Math/Science Instructor Dr. Jim Hamm shared about the three-day Chataqua titled "Radio Astronomy Update 2018: Pulsars and Gravitational Radiation, Dark Matter and Galaxy Evolution, the State of the Art in the Search for Extraterrestrial Intelligence" in West Virginia he attended. Dr. Hamm learned about radio astronomy and operated telescopes, and radio emissions from the sun and Milky Way. He also learned about a 20-meter telescope that students can connect to from a lab in his class on campus. Dr. Hamm expressed his appreciation for the funding.

## 15. Board Chair Elections

Motion 18-32 Trustee Anna Franz moved to approve the board chair matrix as presented with Trustee Jon Lane and Trustee Stephen McFadden moving into Chair and Vice Chair positions respectively. Trustee Stephen McFadden seconded, and the motion passed.

## 16. Board Assessment

Trustee Anna Franz reported that she attended the Strategic Planning Study Session (E-1, E-2, E-3, E-5, E-6), Cellabration! For Education (E-1, E-4, E-5), and the Workforce Education Center Groundbreaking (E-1, E-2, E-3, E-4, E-5, E-6). She also worked with Board Chair Juanita Richards to write the president's evaluation (E-1, E-5).

Trustee Stephen McFadden reported that he attended the Strategic Planning Study Session (E-1, E-2, E-3, E-5, E-6), Cellabration! For Education (E-1, E-4, E-5), the Workforce Education Center Groundbreaking (E-1, E-2, E-3, E-4, E-5, E-6), and the Othello Career Showcase planning meeting (E-4).

Trustee Juanita Richards reported that she worked on the president's evaluation (E-1, E-3, E-5). She also participated in an aviation tour with legislators (E-1, E-2, E-3), the TRIO Upward Bound Induction (E-2, E-6), the ACT Conference (E-1, E-3), the Workforce Education Center Groundbreaking (E-1, E-2, E-4, E-5, E-6), Cellabration! for Education (E-1, E-2, E-4, E-5), Strategic Planning Study Session (E-1, E-2, E-3, E-4, E-5, E-6), and she signed achievement certificates (E-3).

Trustee Jon Lane reported that he attended the TRIO Upward Bound Induction Ceremony (E-1, E-2, E-3, E-6), aviation tour with legislators (E-3), ACT Conference (E-1, E-2, E-3, E-6), the Sonico Grand Opening (E-1, E-4) and a WELA Conference Call (E-1, E-3, E-6).

#### 17. Next Meeting

The next board meeting is scheduled for August 9. Topics for the agenda include the board's self-evaluation and a presentation on the athletic programs' financial model.

#### 18. Miscellaneous

Board Chair Juanita Richards thanked the trustees for their attendance and teamwork the past year. She complimented the Department of Communication for the extensive social media coverage of the college activities. She also complimented Developmental English Instructor Dawnne Ernette and Executive Director of the Foundation LeAnne Parton for funding the BBCC Writing Contest.

President Leas announced three Meritorious Awardees: Randy Fish is retiring after 32 years, Margie Lane is retiring after 30 years, and Petr Radchishin is retiring after 15 years.

Dr. Leas also announced that the BBCC Spring Concert is scheduled next Wednesday.

The meeting was adjourned at 4:12 p.m.

ATTEST:

  
Terrence Leas, Secretary

  
Chair Juanita Richards