

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Thursday, August 10, 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. Introductions

Maintenance Lead Randy Fish led the pledge of allegiance. He served on an aircraft squadron in the Navy for four years.

Director of Transforming STEM Pathways Heidi Summers introduced Anne Ghinazzi newly hired as the STEM Advising Specialist. She will develop a STEM mentoring program.

VP Bryce Humpherys introduced former Biology Instructor and Faculty Association President Kathleen Duvall as the Dean of Arts & Science. He also introduced Faviola Barbosa from Olympia College as the Dean of Transitional Studies.

Director of Health Education Programs Katherine Christian introduced 2012 BBCC Medical Assistant Graduate Briana Ross as the newly hired Medical Assistant Program Coordinator.

### 3. Consent Agenda

a) Approval of Regular Board Meeting Minutes June 8, 2017 (A); b) President's Update (I); c) Accreditation & Assessment Update (I); d) Student Success (I); e) Finance & Administration (I); f) Safety & Security Update (I); g) Human Resources Report (I); h) Classified Staff Report (I); i) Enrollment Update (I).

Motion 17-36 Trustee Anna Franz moved to approve the consent agenda. Trustee Jon Lane seconded the motion, and the motion carried.

### 4. Remarks

a. ASB updates were provided by Director of Student Activities Kim Jackson. The ASB leadership retreat started off with a white water rafting experience, minus one advisor who needed to conserve her energy for subsequent workshops and trainings. The officers enjoyed the opportunity to spend time getting to know one another and work as a team on the water. All returned happy, unharmed and worn out. The officers learned some fun facts about the college and the campus,

which they can share with new students when they are giving campus tours at the Viking Orientations. A brief overview of Parliamentary Procedure was provided, with more in-depth training planned in November when ASB sponsors its first ASB/Club leadership training workshop.

The officers reviewed the updated ASB Constitution and Bylaws and made a few revisions. They reviewed the ASB mission statement and reviewed their purposeful programming process for events, which includes how they align the ASB mission statement as documenting learning outcomes. ASB will purchase a couple of small iPads for attendees to complete brief post-event surveys to provide event evaluations.

After reviewing the response to a survey question about students' use of planners, ASB determined scaling down the student handbook planner to just the student handbook would be a cost-efficient option.

The group completed their first service project by making animal chew toys out of old t-shirts and donating them to the Daze of Camelot animal rescue here in town.

The officers planned the fall quarter events and are quite eager to see their new project come to light this quarter. They are scheduled to work the week before school starts, completing another service project, working on their group project, receiving diversity training, campus security authority training, and helping with Viking Orientation Sessions.

- b. Classified Staff Representative Barbi Johnson shared news from Classified Staff. The group has completed 203 hours of training since the last of board meeting. They also hosted a program learning experience touring Word Services, Central Stores, Viking Food Pantry, JATP, Commercial Driving, and the Computer Science Program areas. Dr. Humpherys presented training for the group around college initiatives.
- c. Faculty Association President Salah Abed shared news from the faculty. Art Instructor Rie Palkovic is curating a retrospective show of the late Joe Rogers Faculty Emeritus. The show will be held September 15 at the Moses Lake MAC.

Dr. Ryann Leonard reported that the Medical Simulation and Criminal Justice Programs participated in the National Night Out at McCosh Park hosting two crime scenes and demonstrating fingerprint lifting. They also facilitated a mass casualty triage training coordinated with local first responders.

Dr. Dennis Knepp recently published chapters, "Merciful Minerva in a Modern Metropolis" in *Wonder Woman and Philosophy* and "Remembering, Reminding, and Forgetting with Leonard Shelby" in *The Philosophy of Christopher Nolan*.

ESL Instructor Rosemary Parsons shared photos of ESL students exploring financial literacy with a focus on "Banking System." The students take turns leading the discussions.

As the new President of the Faculty Association, Math Instructor Abed stated that he wants to ensure faculty are well represented. He is passionate about diversity and is part of the Committee on Education, Inclusion, and Diversity (CEID). Instructor Abed also advises the Gay-Straight Alliance Club on campus. Math Instructor Abed shared folded, geared, box projects from his calculus class.

- d. VP Linda Schoonmaker provided an update to the Finance and Administration consent agenda item. She and Athletic Director Mark Poth are working to prepare a cost study on potential soccer fields on campus using volunteer labor.

The Workforce Education Center (WEC, formerly PTEC) and AMT building plans and material samples were on display in the room. VP Schoonmaker announced that she plans to use a survey to gather feedback on some of the interior design choices.

To date, the state legislature has not approved a capital budget. VP Schoonmaker plans to continue the WEC design package process with local funds. This will position BBCC to move forward quickly contingent on an approved capital budget by January or February.

VP Schoonmaker will meet with the FAA and AMT Instructor Dan Moore August 24 to discuss the new AMT building.

Trustee McFadden reported there is potential for a fourth legislative session to be called in October or November.

- e. VP Bryce Humpherys reported there was a spring enrollment data error reported to the SBCTC. Staff are working on the process to ensure that accurate numbers will be shared in the future. There are no funding implications from the inaccuracy at this point. The growth in contract funded FTEs made the number stand out.

Dr. Humpherys reported that the CWU flight program has not offered direct flight training in the past, they provided ground school and other instruction for the students to earn a bachelor's degree. CWU contracted with third parties to provide flight training. Recently, CWU decided to offer flight instruction, which puts them in direct competition with BBCC. They are also investing in airplanes. VP Humpherys said we encourage BBCC aviation graduates to transfer to CWU to earn their bachelor's degree. We have an articulation agreement with CWU, and we may pursue articulation agreements with Embry Riddle University and Green River Community College to provide more options for our students. Strengths in our aviation program include students earning their pilot license in

two years rather than four years, the cost to attend BBCC is much lower than a four-year school, and we have the infrastructure for the program in place. We also have a loyal alumni base. BBCC flight instructors teach ground school, and we don't charge students for the ground schools as many other schools do.

To maintain a competitive program, we need to update our fleet with more updated avionics and refine our marketing and outreach strategy. Dr. Humpherys stated he will be meeting with the Dean from CWU to discuss working together rather than in competition. Any partnership needs to be good for BBCC and CWU. There may be interest in a joint legislative request.

Trustee McFadden stated the aviation field is a workforce issue. He has been involved in legislator-driven discussions, and BBCC needs to be proactive and at the forefront rather than subordinate to CWU. We have key staff and a great location for delivering aviation training. Trustee Franz asked about our transfer students. Many of our students have transferred successfully to CWU with some ups and downs. CWU relies on our program giving them quality students.

Aviation Chief Pilot John Marc Swedburg reported the transfer to BBCC was smoother for aviation graduates in the past. With the push for CWU to start their own program, BBCC students are having more trouble transferring. Trustee Franz agreed students should have options.

If BBCC had more resources, more aviation students could be trained to meet the workforce demand.

Dr. Humpherys referenced the recent letter regarding the private accreditation sanction by the Northwest Commission on Colleges and Universities (NWCCU). Accreditation is a stamp of approval that BBCC performs quality work and our diplomas have value. Continuous quality improvement (CQI) is the model used by NWCCU. With the recent changes in the accreditation standards, the NWCCU introduced core themes, which are subsets of the mission. The role of the board's Ends statements are at the policy/core theme level. Objectives further break down the core themes to define the core themes. We measure our progress with indicators tied to each objective. Operational areas of the college perform the core theme objectives, and indicators measure how well the objectives and, ultimately, the core themes are met.

Dr. Humpherys shared a graphic that illustrates how the CQI model works with the college mission, core themes, objectives, and indicators. The strategic plan includes the monitoring reports, evaluation, and action. Assessment is the CQI model in the classroom. Did the students learn? If not, what should change about the classroom experience? Change is implemented and then the assessment cycle continues. Employees need to engage in assessment in all departments, including classrooms, delivering degree programs, general education areas, and student services. Changes implemented impact the budget-request process. One

year from now, we need to show how BBCC's assessment work fed into the institutional planning process. Documented evidence is important to show more than just the decisions made but how decisions are made and implemented.

Dr. Humpherys shared that he has developed a timeline of actions that is being implemented during the 2017-18 academic year. By September there will be an updated annual planning process, including budget planning, strategic planning, and how assessment fits in. Monitoring reports will be presented annually rather than quarterly. Assessment efforts will be undertaken by all employees to ensure full engagement by the institution. Dr. Humpherys expressed that we have the infrastructure and staff in place, and there is no doubt we will reach our goals.

Trustee Anna Franz asked about progress since the recommendation was received in 2012 and clarification of the accreditation standards. A plan was developed and changes to the assessment process were implemented. During the 2015 mid-cycle accreditation visit, it was noted that we had not advanced far enough, which triggered an ad hoc visit. A report written based on the implementation of the current plan and timeline will be submitted to NWCCU in fall of 2018. Dr. Humpherys has spoken with a Vice President at NWCCU who indicated that our plan is very good; now we need to implement the plan.

The accreditation process and standards were completely revamped in 2010. NWCCU does not provide a formulaic approach, each institution defines and interprets the standards individually. It is important to follow the continuous improvement model. Trustee Stephen McFadden referred to the complimentary ad hoc report that was received in the spring. Dr. Humpherys stated it is significant that the Commission accepted our report; they could have rejected or deferred acceptance of BBCC's plan. Trustee McFadden requested an accreditation status report at each board meeting. College-wide engagement is supported by the trustees' engagement. It is also helpful for the trustees to engage with the public to keep them better informed.

Dr. Leas stated the Commission is creating a sense of urgency before our next comprehensive visit in 2020. All NWCCU accredited institutions have been evaluated according to the new standards that were adopted in 2010, which brought CQI to the forefront and raised the importance of assessment and planning. NWCCU is now taking action and imposing sanctions throughout the region.

The trustees agreed to support a letter crafted jointly by the President and the Board Chair in response to the article about BBCC's accreditation status in the *Columbia Basin Herald* to articulate BBCC's accreditation efforts.

- f. VP Kim Garza reported that HR continued to recruit and hire for positions through the summer. New faculty members are arriving on campus and more interviews are scheduled next week.

- g. President Leas provided Foundation Executive Director LeAnne Parton's report in her absence. The Foundation changed the zoning from Public to Light Industrial on 1.73 acres of land donated by Bob Trask. Executive Director Parton has also contacted the Port of Moses Lake about their interest and help with marketing the land.

The Foundation staff prepared the Condo at Silver Sands to sell. It was listed for sale by owner, which saves realtor commissions and the condo sold for the asking price in one day. The closing should take place by the end of August with the proceeds going toward the STEM endowment match.

The Foundation just became owner of a \$250,000 life insurance policy with a cash value of over \$90,000. Regarding a different donor, the Foundation contacted an estate attorney who prepared a will pro-bono for a couple who plan to leave their estate to the Foundation.

Dr. Leas asked if any of the trustees are available and willing to announce table introductions at Star Night on Thursday, October 5, 2017 at 5:00 p.m. Trustees Anna Franz, Jon Lane, and Juanita Richards volunteered to assist during Star Night.

#### **5. 2017-18 Operating Budget**

VP Schoonmaker presented the 2017-18 Operating Budget, which is a rollover budget with no new cash allocations. The \$18.1 million in total operating revenue includes two contingency accounts which amount to 2.5% of the budget.

##### Motion 17-37

Trustee Jon Lane moved to approve the 2017-18 Operating Budget as presented. Trustee Stephen McFadden seconded the motion, and the motion carried.

Board Chair Juanita Richards announced a 10-minute break at 2:56 p.m. The meeting was reconvened at 3:08 p.m.

#### **6. Exceptional Faculty Award (EFA) Report**

ESL/ABE Instructor Pam Hare presented about her EFA experience visiting WA. D.C. with the *Close Up* Program. She has instructed students working toward GEDs and high school diplomas for 15 years at BBCC. Instructor Hare stated that her class includes U.S. History and the U.S. Constitution, and the Close Up experience provided great information she can use in her classes. Instructor Hare shared a video of her experience learning about civics, visiting museums and art exhibits, and networking with other attendees. She also visited with Congressman Dan Newhouse to promote BBCC.

## **7. Board Policy for Accessible Technology**

Webmaster Jeremy Seda led the effort to create BBCC's Electronic and Information Technology Access (EITA) Plan. He shared background on how the plan was developed from a draft by the University of Montana in collaboration with other staff on campus. Committee members included Director of BBT Rick Sparks, Title V Activity Coordinator/Advising Specialist Jen deLeon, eLearning Coordinator Zach Wellhouse, Dean Daneen Berry-Guerin, and Coordinator of Disability Services/Advisor Loralyn Allen worked on the team. Webmaster Seda shared BBCC's draft policy with the SBCTC, which in turn shared the draft plan with other WA community and technical colleges as a template. The EITA plan will be reviewed twice per year to keep it current.

### Motion 17-38

Trustee Jon Lane moved to approve the Electronic and Information Technology Access (EITA) Plan Board Policy as presented. Trustee Anna Franz seconded the motion, and the motion carried.

## **8. Public Record Revisions**

VP Kim Garza shared about the update to the Public Records Request WAC. AAG Catherine Kardong reported all state agencies are going through a similar public records request WAC revision process.

### Motion 17-39

Trustee Stephen McFadden moved to approve the revisions to the Public Record Request WAC as presented. Trustee Jon Lane seconded the motion, and the motion carried.

## **9. Firearms and Weapons WAC**

VP Schoonmaker shared that BBCC's Firearms and Weapons WAC was outdated. AAG Catherine Kardong assisted in updating the WAC to coordinate with the Student Conduct Code WAC. Trustee Anna Franz asked if about an option for storing firearms in a vault for dorm residents. The public hearing to accept comments regarding revisions to this WAC is scheduled on Tuesday, August 29, 2017.

## **10. Student Code of Conduct WAC**

The public hearing to accept comments regarding revisions to this WAC is scheduled on Tuesday, August 29, 2017.

Dr. Leas expressed appreciation to Dr. Dawna Haynes and AAG Catherine Kardong for investing much time and energy to update the Firearms and Weapons and the Student Code of Conduct WACs.

## **11. President's Salary**

VP Kim Garza explained that a 2% COLA for all non-represented employees was authorized by the legislature effective July 1, 2017. Board action is required to provide the same 2% COLA increase for the president's salary.

**Motion 17-40**

Trustee Anna Franz moved to amend the president's contract to increase his salary by 2% to match the COLA increase authorized for all non-represented employees. Trustee Stephen McFadden seconded the motion, and the motion carried.

VP Garza stated that language could be added to the president's contract in October to allow his contract to be updated at the same time as other non-represented employees.

**12. Board's Self-Evaluation**

Trustee Stephen McFadden reported and he and Board Chair Juanita Richards met with Dr. Leas and Dr. Humpherys to discuss the board self-evaluation process per discussion at the March 13 board meeting. Trustee McFadden said the group discussed adopting an activity reporting template to document the alignment between trustees' activities and the Ends Statements. The documentation will provide evidence for conducting the board's self-evaluation and compliance with an accreditation standard regarding governance. This topic will be discussed during the board retreat in October.

Trustee McFadden referred to the meeting notes on page 54 of the board packet and asked trustees to consider if the descriptor "Ends Statements" could be improved. This topic will also be discussed at the board retreat in October.

**13. Assessment of Board Activity**

Trustee McFadden reported he attended the BBCC commencement (E-1), North Central Workforce Development Council (E-4), Othello Industry Council Career Fair Planning Meeting with the Othello School District (E-1, E-3, E-4). He will also accompany the Port of Moses Lake on a recruitment trip (E-4).

Trustee Jon Lane reported that he attended BBCC commencement (E-1, E-2). He also discussed the BBCC Athletic Hall of Fame with AD Mark Poth (E-6) and helped the Foundation prepare the condo for selling (E-4). Trustee Lane participated in ACT phone conferences as the past president and asked about programs the trustees would like to see at the next ACT meeting. Lastly, Trustee Lane announced that he will attend the ACCT Conference in September.

Trustee Anna Franz reported that she attended commencement and the Nurses' Pinning Ceremony. She also made legislative contacts.

Board Chair Juanita Richards reported that she attended commencement, the board self-evaluation meeting, the Financial Audit Exit Conference, and a Foundation meeting.

**14. Next Regular Meeting**

Due to scheduling conflicts, the next three board meetings will be rescheduled.



Motion 17-41

Trustee Jon Lane moved to reschedule the October 5 meeting to October 16, reschedule the November 16 meeting to November 14, and reschedule the December 21 meeting to December 14. Trustee Anna Franz seconded the motion, and the motion carried.

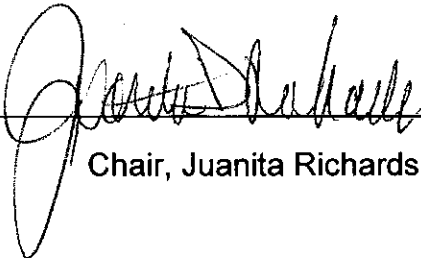
**15. Miscellaneous**

Dr. Leas reported that he was invited to an all-expense-paid ATD Financial Security Field Convening Event in July. During the event he learned and brainstormed with other leaders about how to help financial insecure students.

Dr. Leas shared that he was invited to attend the Senate Democratic Rules Summit in WA DC September 13 to discuss the needs of rural communities.

Lastly, Dr. Leas reported that Gary Chandler (Foundation Member) and Kris Johnson from the Association of WA Businesses (AWB) confirmed that their Rural Jobs Summit will be held at BBCC, October 24. Rural WA senators and representatives, community members, and industry leaders will attend the Summit.


The meeting adjourned at 4:10 p.m.



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Chair, Juanita Richards

ATTEST:



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Terrence Leas, Secretary

