

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Thursday, August 11, 2016, 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

New BIM Instructor Ryan Duvall graduated from BBCC and then BYU with a BS in Business Management. He worked in the BIM Lab this summer. Instructor Duvall loves business and is excited to be here.

Director of Financial Aid Jeremy Iverson introduced new Financial Aid Advisor Jose Hernandez from Quincy. Advisor Hernandez is excited to bring his personal first-generation-graduate experience to help students.

1985 BBCC graduate, Philip Stout, is BBCC's new aviation mechanic supporting the flight training program. He has 30-plus years of experience, is FAA certified, and a pilot.

Landra Kosa is the new Ag Program Coordinator and Instructor. She is a University of Idaho (U of I) graduate, has farmed her whole life, and most recently developed a growing FAA Chapter at the Soap Lake School District. She is in discussions with CBTech about student connections and working on articulation degrees with WSU and U of I.

3. Consent Agenda

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

Motion 16-38

Trustee Stephen McFadden approved the consent agenda, Trustee Jon Lane seconded, and the motion carried.

4. Remarks

- a. There was no ASB report.
- b. VP Kim Garza provided the Classified Staff report. Barb Collins and Alicia Wallace are the new STAR co-chairs for this year, and they will be working on the Classified Staff training calendar.

Maintenance Lead Randy Fish was selected as BBCC's outstanding classified staff member and then also the Staff Training for Technical and Community

Colleges (STTACC) Region D outstanding staff member. Three other BBCC employees have received this regional award: Kathy Aldrich, Robin Arriaga, and Barbara Collins.

- c. Faculty Association President Kathleen Duvall reported that she and Faculty members Dawnne Ernette, Ryan Duvall, and Disabilities Services Coordinator Lora Allen attended an accessibility retreat. One of the presenters was blind, and he taught sessions with a computer. Several faculty members are attending The Association Guided Pathways training session this week. Art Instructor Rie Palkovic presented an art exhibit in New Mexico this week. The negotiating team has worked hard through the summer. Faculty Association officers for the next year are Kathleen Duvall, President; Jennifer Brooks, Vice President; Les Michie, Treasurer; and Dennis Knepp, Secretary.
- d. VP Linda Schoonmaker shared that the trustees' reimbursement process may be changing.

The remodel of the Administration/Student Center Building (1400) is on schedule. A crane is installing new HVAC units today.

VP Schoonmaker provided a PTEC update. She will meet with the Grant County Permit department to facilitate the approval process. She introduced the idea of a second floor option for PTEC, which adds 25,000 square feet at \$250 per square foot, this is half the cost per square foot of the bottom floor. A second floor requires \$6 million additional funding. Dr. Leas will work with the foundation to raise the money. The new classroom/faculty space will allow computer sciences to move from its current 60-year old building to PTEC. The old building can be demolished and the hangar that was originally scheduled for demolishing can be kept. President Leas stated planning to build the second floor does not require action from the board at this time. The SBCTC will need to approve the change to the PTEC plan at their meeting September 26. Dr. Leas and VP Schoonmaker plan to use one-time reserve money along with foundation donations. The second floor addition does not change the timeline.

VP Schoonmaker shared that BBCC housed firefighters for three days during a recent fire outbreak on Road 10.

- e. President Terry Leas reported that Dr. Humpherys, VP of Learning and Student Success, will be on campus next week. Dr. Leas reported that accreditation agencies have approved the Medical SIM Tech and Criminal Justice Programs. Dr. Leas stated the assessment information from the student and employer surveys will help determine how to enhance the student experience. The Achieving the Dream (AtD) Core and Data teams are analyzing when students stop out of classes, student characteristics, and when students begin to struggle. Dean Valerie Parton and Director of Workforce Education Services will attend an analytics summit in September.

AtD helped BBCC institutionalize data gathering and guided pathways is a tool for BBCC to help students make steady progress toward their goals with less debt. Faculty Association President Kathleen Duvall stated mandatory advising is

already required for new students, and faculty members accomplished a lot of advising this summer.

- f. VP Kim Garza reported Human Resources has been busy hiring new employees. More newly hired employees will be introduced at the next board meeting.

Strengthsfinder training was held in September and a deeper follow-up session, along with a special session with Cabinet, will happen later.

- g. Executive Director of the Foundation LeAnne Parton provided the Foundation report. Two condominiums in Moses Lake were gifted to the foundation. Renting the condominiums provides a 3% return on investment, and one of the condominiums was put on the market for sale. \$50,000 of the sale proceeds will fund the STEM endowment, which is matched by the federal government, making the total \$100,000. If this plan goes well, the Foundation board may also consider selling the second condominium.

The college/foundation community has lost several members. Wayne Freeman, former music instructor, has a memorial fund in his name benefitting the music department. Delbert Lamb, former flight instructor, donated a gift to support the needs of the aviation program. President Terry Leas, Chief Pilot John Marc Swedburg, former Chief Pilot John Swedburg, Dean Daneen Berry-Guerin, and Director Parton have been working with Colleen Lamb to put her wishes into place based on input from the aviation faculty. Peg Mason, whose husband, Dr. Robert Mason was a Dean of Instruction here at Big Bend and their son Lew Mason, former flight instructor, changed the name of their scholarship to the Robert and Peg Mason Memorial Scholarship. Barbara "Peg" Harris, former nursing director, started a scholarship for nursing students. The Al Roth Memorial Scholarship was changed to Al and Charlotte Roth Scholarship after Charlotte Roth's passing. Director LeAnne Parton expressed condolences to family members.

5. Board Chair Elections

Motion 16-39

Trustee Jon Lane moved to approve the chair-rotation schedule through 2020-21, Trustee Stephen McFadden seconded, and the motion carried.

6. Unmanned Aerial Systems Grant Overview

Dr. Pat Ford, Director of the New Opportunities in Aviation (NOA) Unmanned Aerial Systems program is an Ephrata High School graduate. He joined the Navy in 1978, finished his degree, and worked with the Department of Defense and NASA. He continues to consult with DOD and NASA.

Dr. Ford relayed that BBCC is playing a pivotal role in the UAS field. Great staff have been hired and the new netted facility, over the old tennis courts, is the largest one of its kind in the country. A high-capacity microwave link between the facility and the aviation building controls the UAS equipment. Dr. Ford is connecting with WSU regarding UAS usage for observing crops.

Trustee Lane asked about privacy issues, and Dr. Ford responded that he is working with the FBI and Sheriff's office to ensure all college operations of UAVs do not violate state and federal privacy protections. For the fixed-wing equipment in the fields, he is following guidelines about inadvertent data collection. Dr. Ford participates in UAS consortium conference calls every 45-60 days.

Dr. Ford shared a video of roving UAS teams gathering data from agriculture areas within the county to help farmers learn how to conserve resources efficiently. Dr. Ford is also earning certification to train and oversee students using the aircraft.

Chair Anna Franz announced a 10-minute break at 2:43 p.m. Following the break Dr. Ford shared more information about the unmanned aerial equipment outside. The meeting reconvened in the Hardin Community Room at 3:00 p.m.

7. Negotiated Agreement

VP Garza reported that BBCC and the Faculty Association used a collaborative negotiating process to reach a tentative agreement July 27, 2016. Some areas of focus included valuing part-time faculty members, investing in adding more full-time faculty, and a 1.8% increase provided by the state, a faculty mentoring program, and part-time faculty members' participation in governance activities. BBCC is committed to adding two new full-time faculty positions beyond replacement positions. Language around stipends and sabbaticals was also changed. The Faculty Association approved the agreement Monday, August 8, 2016.

Motion 16-40

Trustee Juanita Richards moved to approve ratification of the 2016-18 Negotiated Agreement, Trustee Jon Lane seconded, and the motion carried.

8. Tort Claims Overview

Assistant Attorney General (AAG) Mirisa Bradbury shared information about the Board's role with a tort claim. Tort claims include accidents on campus, complaints of discrimination, and wrongful firings; not all claims are tort claims. The Board is the governing agency and key player in how a case will proceed. When a tort claim is filed against the college, the AAG contacts the President, and the President alerts the board. The AAG consults with college, and OFM advises about expenditures. Many colleges delegate to the president settlements up to a certain dollar amount. The board has discretion regarding how much authority it delegates to the president. If the policy is silent on the settlement of claims, the board is the decision maker. With the Carver Policy Governance model, claims settlement is a policy decision. If trustees or employees are named in the filing, the AAG will determine if those named acted in good faith and if they did, the AAG will represent the named person.

An AAG may request a special board meeting to ensure the claims deadline is met. BBCC has not had a torts claim recently. Trustee Richards stated the trustees do not want to be "in the weeds" of a tort case. Trustee Franz stated there is some benefit to delegating low-value claims settling to the president, which can be delegated on a case-by-case basis.

9. Board Policy 1000

This is the first reading of suggested revision by AAG Bradbury based on the trustees' conversation during the April 7 meeting. AAG Bradbury stated her revisions to the presidential evaluation process are a starting point for consideration.

10. Board Retreat/Advance

The draft agenda for the September 30 board retreat was shared.

11. Assessment of Board Activity

Trustee Jon Lane reported that he will attend the Moses Lake Rodeo Cowboy breakfast tomorrow. He attended the SBCTC meeting in Wenatchee and the WACTC Retreat. He also attended the Advocacy Steering Committee with presidents, trustees, SBCTC staff, and PIOs to determine messages for legislators to address funding inadequacies. Trustee Lane said he will apply for reappointment to the BBCC Board of Trustees. He requested a letter of support from Dr. Leas and Board Chair Franz.

Trustee Lane shared that many trustees are concerned about ctcLink, and he asked about BBCC's ctcLink transition plan. BBCC is in the second wave of ctcLink. Director of BBT, Rick Sparks is the project manager for BBCC's ctcLink effort. He is learning about how to prepare to transition to ctcLink. Spokane Community Colleges and Tacoma Community College have experienced several issues from ctcLink that negatively affected students and employees. Based on their issues, the date for Wave 1 is pushed out further, and Director Sparks is not sure how that will affect Waves 2 and 3. VP Schoonmaker shared that during the ctcLink Steering Committee yesterday, they discussed bringing in an outside vendor to review the process and determine how to schedule the remaining colleges.

Trustee Lane also reported that the president at Green River Community College recently resigned. He emphasized the importance of walking the fine line of knowing what is going on at the college and not getting involved in the day-to-day details.

Trustee Stephen McFadden reported that the Adams County Development Council hosted its annual banquet June 18 at Evergreen Implement. He appreciated Dr. & Mrs. Leas' attendance. Trustee McFadden attended an International Economic Development Council's Entrepreneurship and Small Business Development meeting, and he would like to begin developing a small business program for Adams County. He thanked BBCC staff for attending the third Othello Industry Council meeting held on July 26; new Othello School District Superintendent Dr. Chris Hurst was introduced at the meeting. The Adams County Development Council Board will meet tonight. Trustee McFadden also attended the BBCC Nurses' Pinning Ceremony for the first time and was very impressed.

Trustee Juanita Richards shared that she attended graduation and it continues to be a highlight of the year. She is serving on the (Association of College Trustees) ACT Awards Committee.

Trustee Anna Franz agreed with Trustee Richards that graduation is a wonderful event that always goes smoothly. She attended the presidential evaluation sub-committee meeting and drafted an evaluation tool. She also consulted with Dr. Leas regarding the board agenda.

12. Next Board Meeting

The next board meeting date of September 8 was reserved for the board/administrative retreat. The retreat was rescheduled to September 30 during the last meeting.

Motion 16-41

Trustee Jon Lane made a motion to cancel the September 8, 2016 board meeting, Trustee Juanita Richards seconded, and the motion carried.

13. Miscellaneous

The ACT Fall Conference is scheduled for November 16 at the Hilton Seattle Airport and Conference Center. The ACT Winter Legislative Conference is scheduled for January 23-24 in Olympia.

President Leas shared that he sent background information to Senator Murray emphasizing the importance of the Title V grant at BBCC and in our service district communities. As a result of that communication, Senator Murray's Central Washington Director, Raquel Crowley, toured BBCC. Another BBCC visit has been scheduled including Ms. Crowley and Health, Education, and Labor Pension Liaison Madeleine Pannell. They will tour the SIM Facility and meet the faculty and advisory committee members to discuss the program's impact. Dr. Leas expressed his hopes that sharing the positive impacts federal grants have had on BBCC and surrounding communities may give Senator Murray's office evidence to discourage efforts to change the federal grant criteria to make small colleges ineligible for federal grant awards. The grant awards have provided opportunities for BBCC to pursue innovative ideas. Dr. Leas is hopeful that this will result in Senator Murray visiting BBCC in person. It's important to continue to share the message with legislators that community and technical colleges educate residents, prepare skilled workers for the economy leading to a stronger state, and preserve democracy. Trustee McFadden said he will share the message with Senator Murray's Eastern WA liaison. President Leas may travel to Ritzville the next time the Eastern WA liaison is in the area.

Dr. Leas thanked VP Garza, Faculty Association President Duvall, and their teams for their negotiating efforts and reaching agreement between BBCC and the Faculty Association.

The meeting adjourned at 4:00 p.m.


 Anna Franz, Chair

ATTEST:


 Terrence Leas, Secretary