**THE OFFICIAL MINUTES**

The Big Bend Community College Board of Trustees held a board retreat Thursday, August 29, 2013, at 8:40 a.m. in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus. The location of the retreat moved to the WorkSource Conference Center at 309 E 5th Ave, Moses Lake at 9:00 a.m. as planned.

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. **2013-15 Negotiated Agreement**

Board Chair Mike Blakely started conversation by complimenting the administrative team and the Faculty Association team for their cooperation and work reaching agreement.

Trustee Blakely asked the Faculty Association representatives Rie Palkovic and Mike O’Konek if they were pleased with the agreement. They both answered affirmatively. Trustee Blakely asked to wait on further discussion of this item until Trustee Stephen McFadden arrived.

Trustee Blakely announced that the next regularly scheduled board meeting on September 19 may be cancelled to accommodate the September 12 board retreat.

Motion 13-23 Trustee Jon Lane moved to cancel the September 19 board meeting. Trustee Anna Franz seconded, and the motion passed.

VP Kim Garza reported that the Faculty Association and the college reached a tentative agreement regarding the 2013-15 Negotiated Agreement. She reviewed the significant changes regarding professional development units (PDUs) and assessment. The changes agreed upon were made to streamline and make the processes more efficient and to clarify roles and expectations. The new agreement also details an improved tenured faculty evaluation process, which is designed to promote growth and development and reduce the punitive aspects of the process. There were significant changes in compensation including increasing the Salary Index Matrix (SIM) base by 3%. Part-time faculty rates were also increased by 3%, and some faculty stipends were increased by 5.4%. A promotional step of $1,500 for the award of tenure was also added.

The group is also committed to working on creating a second promotional step in the next year. These changes will help BBCC retain and recruit high-quality faculty.

The salary increases total a little over $200,000 and recognize the work that faculty perform. These increases are made possible because BBCC received an allocation for 2013-14 based on a 3% reduction taken in the past. The past reduction was not did not impact employees’ payroll; the cuts were absorbed in the budget in other areas.

Turnover savings distribution is part of the appropriations act authorized by the legislature. It is the difference between faculty separations due to retirement or moving to other jobs and the cost of the replacement. The turnover amount for BBCC was approximately $21,000, which is the difference between the salaries of the three faculty members who left during 2012-13 and the three new faculty members who will begin this fall. The negotiation teams agreed on that distribution.

The 2014-15 and 2015-16 academic calendars were also negotiated, and agreement was reached. In the past few years, the college has not held classes the week of Thanksgiving and classes were held on President’s day. President’s day is a holiday when most schools and offices are closed. The group agreed that it could be difficult for students to attend classes on Presidents’ Day due to bus schedules, daycare provider schedules, etc. To accommodate students the 2014-15 and 2015-16 academic years, classes will be held the Monday and Tuesday of Thanksgiving week and not on Presidents’ Day.

The Faculty Association ratified the 2013-15 negotiated agreement August 20, 2013.

Outgoing Faculty Association President Mike O’Konek thanked the members of both teams. He thanked BBCC for their concessions and additional funding. He reported it is a good contract with concise language on evaluations with improvements to PDUs and assessment. It was ratified unanimously with one abstention.

Board Chair Blakely expressed his appreciation for this negotiation session and past negotiation sessions. The teams negotiate with the best interest of the institution in mind.

Motion 13-24 Trustee Mike Villarreal moved to accept the 2013-15 BBCC Faculty Negotiated Agreement. Trustee Stephen McFadden seconded, and the motion passed unanimously.

Board Chair Mike Blakely presented outgoing Faculty Association President O’Konek with a plaque with the following inscription.

*Mike O’Konek*

*Automotive Instructor*

*August 1985 – August 2013*

*With gratitude and deep appreciation for your dedication to the students,*

*Faculty, and communities of Big Bend Community College in your roles as*

*Instructor, Division Chair, and Faculty Association President.*

*Your commitment to excellence in teaching and learning has made a real difference in the lives of others. Thank you for 28 years of service to the college and students.*

Board Chair Blakely remembered the days when Instructor O’Konek visited his classroom in Quincy to share about BBCC.

Mike O’Konek stated he will miss the BBCC students. He will mostly miss BBCC’s family atmosphere.

VP Kim Garza shared a brief update from Human Resources. Two faculty members have retired in the last month: Automotive Instructor Mike O’Konek and Welding Instructor Gordon Kaupp. The hiring process is underway and screening committees are assembled. There are substitute instructors in place for the classes until the positions are filled.

The meeting was adjourned at 9:00 a.m. Trustees and attendees moved to the WorkSource Conference Center at 309 E 5th Avenue, Moses Lake to continue the board retreat.

The meeting reconvened at 9:25 a.m. in the WorkSource Conference Center. All five trustees were present: Mike Blakely, Anna Franz, Jon Lane, Stephen McFadden and Mike Villarreal.

1. **Ends Statements Evaluation & Revision**

Facilitator Dr. Rich Cummins led the conversation, which focused on a review of the revised mission, vision, values and end statements and discussed specific approaches for stewardship and indicators by which to measure.

Dr. Cummins explained that ends statements fulfillment meets the standard one accreditation requirement asking for a statement of mission fulfillment; thus, the annual formal motion by the board is important for accreditation. Accreditation standard four includes continuous improvement, and it is good to deepen this effort into the culture of the institution.

The BBCC mission, vision, values, and core themes were revised during the summer. This effort was initiated by the recommendation from the Northwest Commission on Colleges and Universities (NWCCU) accrediting agency to more closely align the mission statement and the core themes. VP Bob Mohrbacher shared the process BBCC used. Former NWCCU Vice President Ron Baker facilitated stakeholder and employee meetings. Approximately 200 people from BBCC and the service district communities gathered to focus on the values in common, this resulted in handwritten notes. A sub group reviewed the statements from the stakeholder meeting and developed draft values statements based on feedback cycles. The core themes were developed using the feedback materials. The timing coincided with the new accreditation cycle.

Dr. Cummins stressed that per the Carver Policy Governance model, Trustees manage the “why” of the college rather than the “what” of college.

The ends monitoring reports are developed to report progress on identified outcomes. The Academic Master Plan (AMP), on which the monitoring reports are based, expires in 2014. This is a good re-evaluation opportunity. The AMP will be rewritten during the 2013-14 academic year. VP Mohrbacher asked the Trustees for guidance regarding how the ends fit into the process and expectations for measuring mission fulfillment.

Trustee Jon Lane commented that the core values align with the current ends statements.

Trustee Stephen McFadden asked about any weaknesses noted in the ends statements. Valerie commented that the multicultural ends statement is challenging to measure. It is important to have activities on campus that support skill building in this area. This is the general education outcome that was rated lowest by former students. In the survey, students expressed that they did not feel like they learned about working with people from other cultures. Understanding and working with other people requires skills related to multiculturalism; it is not just about ethnic groups.

Trustee Mike Villarreal commented that multiculturalism and community engagement are linked if focused on specific communities, both external and internal. Trustee Mike Blakely suggested attracting community members from the Russian population to campus events. VP Mohrbacher stated it is difficult to measure the students for whom English is their second language; therefore, it is difficult to assess their unmet needs.

The group discussed that the cultural enrichment ends statement was revised to the multicultural ends statement a few years ago. The inclusion value points to diversity and multiculturalism and is a more active statement. Trustee Mike Blakely referred to the ASB cultural activities that are connected to meals for the students as an example of inclusion in action.

President Leas said the Board could articulate a strategy for what it means for the college to have multiculturalism and inclusion to guide the college.

He also suggested using the *Intercultural Development Inventory* (IDI), which is an inventory of cultural competencies and can be used to assess and strengthen skills in this area. Trustee McFadden suggested this tool could be used to assess where BBCC stands in this area and then map a strategy.

Are employees creating their own expectations, or have the Trustees articulated their expectations? Trustee Mike Villarreal stated employees are creating on the go because the board has not defined multiculturalism. Trustees need to clearly define where this meshes, define the term, and how it is accomplished. Specific areas the Board shared to meet this goal: increase in number of student clubs, increase in number of diverse staff, and an increase in community engagement with diverse populations.

VP Mohrbacher reported that a Lesbian, Gay, Bi-Sexual, Queer and Transgender (LGBQT) club has been formed and safe zone training will be presented during the September 16 faculty in-service.

Faculty Association representative Rie Palkovic stated the faculty members understand their own definition of multiculturalism. It would be helpful for the board to give clearer direction of diversity activities, i.e., clubs, film series, lectures. These activities also add to climate. Employees need to find ways to connect what we want and what the board wants done. President Leas stated this can be operationally problematic. For example, faculty and administrators are negotiating a policy on fraternization to protect students and employees. There is some tension regarding this policy due to different expectations.

Trustee Blakely stated first-generation students do not know the processes. Employees need to do the small things to serve the students

Dr. Cummins directed the group to the ends statements and stated multiculturalism is hard to measure. E-6 Multiculturalism has been met and more work can be done to create indicators.

E-6 Multiculturalism flows well into E-5 Climate. Employees need to know we understand BBCC jargon, but new students do not. Trustee Blakely stated we are doing well in this area. Staff and faculty members help students. Trustee McFadden stated there is nothing at the board level indicating we are not meeting this end statement. BBCC is strong in this area.

President Leas stated safety indicators are measureable. There have been huge improvements in safety, security, and communications in these areas with the hiring of Director of Safety and Security Kyle Foreman.

President Leas asked, if BBCC’s leadership team is reflective of its student population. How many minority groups are represented on the leadership team? President Leas stated he rates climate as a 3.5 on a 5-point scale. Based on his experience in other institutions, the climate at BBCC is good.

Trustee McFadden commented continuous quality improvement is important. Trustee Mike Villarreal commented we should live in “proficient” and visit “distinguished.”

VP Mohrbacher stated the core themes have a 5-point scale, and the AMP ratings have a 25-point scale. He asked if the Board has a benchmark. Should the scales be revised to be parallel? He noted that the core themes will become a chapter of the AMP as it is rewritten later this year.

E-4 Student Achievement. Are assessment tools measuring what is in the mission statement? President Leas stated BBCC is doing well in this area evidenced by national benchmarks reached and achievement gains. Trustee Jon Lane stated the Negotiated Agreement ratified this morning is a great step supporting this ends statement. VP Mohrbacher stated BBCC is doing well as reported by the National Community College Benchmark Project (NCCBP). The emporium math model results, and the professional/technical employment measures support a good rating in this area.

College Spark is funded by the Gates Foundation, and they focus on first-generation students. They do research correlating programs with success and retention. We are not sure which interventions are most effective, because we do not limit students to individual interventions. Trustee Villarreal commented the whole student services experience makes the difference; this is difficult to quantify. President Leas said the holistic approach meets the various challenges and helps students on different levels. It is hard to pull out the winning strategies.

Trustee Blakely recognized the tremendous change in attitude regarding data collection and analysis; BBCC uses data to make decisions. BBCC is a small school, which allows for more interpersonal contact and boosts student success. Dr. Cummins commented this spirit of inquiry from the board to staff is very helpful. The group agreed that E-4 Student Achievement is satisfied.

E-3 Partnerships. BBCC does a good job visiting communities. Trustee Villarreal stated President Leas’ community outreach to Othello resulted in positive comments. Trustee McFadden stated the same about the president’s visits to Ritzville. Trustee Lane commented our communities are agriculture-based, and BBCC must meet the needs of agricultural industries. Executive Director of the Foundation, LeAnne Parton and the Foundation Board, do a good job building relationships and bringing in funding. Trustee Blakely stated it is good that the faculty members can raise their status through community outreach.

Trustee Blakely stated EWU is pushing its college credits in the Quincy High School.

VP Mohrbacher clarified that BBCC has a similar agreement with the Ephrata High School. BBCC could promote this agreement with other local school districts.

President Leas stated the hiring of Jaxon Riley for the Director of BBCC’s Center for Business and Industry Services will strengthen partnerships as she engages industry leaders.

Dr. Cummins reminded the trustees that a formal motion on the assessment of their ends statements is appropriate.

The morning session ended at 11:35 a.m., and the group departed for lunch.

The afternoon session convened at 1:00 p.m. President Leas shared the video entitled *Latinos, the Growing Face of Washington.* The group discussed the Dream Act and its impact on the service district communities.

1. **2012-13 Board Goals**

Student Achievement – Trustee Mike Blakely

Trustee Mike Blakely shared information he requested from Dean Kirkwood from Institutional Research: in the 2011-12 state student achievement data, BBCC ranked second in academic completers with 24%.

Trustee Blakely would like to see this percentage rise. He also asked for graduate and non-graduate employment information. He explained that many students become employed before they finish school, and they do not complete. They are successful, but they are not included in success numbers.

Climate – Trustee Jon Lane

Trustee Lane reported it is hard to quantify what “climate” means. The president and trustees have done a good job attending activities and getting out into the communities. The end-of-the-year college-wide recognition luncheon initiated by President Leas is a very positive change. Adoption of the Facilities Master Plan for the grounds and safety on the college campus result in bringing more people on campus. Other ideas to bring more people on campus were shared, i.e., BBCC Hall of Fame and a more active alumni association. Trustee Mike Blakely suggested students receive a free one-year foundation membership upon graduation. Also discussed was Alum of the Year Award. VP Mohrbacher stated hiring a webmaster/social media person will assist with outreach to alumni.

Innovations/Partnerships – Trustee Mike Villarreal

Trustee Villarreal stated BBCC has a new president, a young board, and a large geographic service district. BBCC continues to establish and maintain relationships. Director of Public Information Doug Sly does a good job distributing press releases. Trustee Villarreal would like to understand the Board policies. He is interested in formally recognizing businesses and groups that partner with BBCC.

Trustee Villarreal stated the BBCC Foundation event Cellarbration! is a great outreach to the audience it serves. BBCC needs other events to reach other audiences. How could BBCC present more diverse activity opportunities? How could BBCC be strategic about engaging more diverse partners in the next 3-5 years? He suggested formulating a marketing plan for building partnerships with all groups in the communities. Brainstorming resulted in the follow ideas: host an Hispanic dance, co-sponsor events with Grant County EDC, host outdoor events with several cultures recognized, BBCC Trustees and Foundation Board attend a joint event planning meeting, provide family-friendly activities, include corporate partners, strive for cross-generational impact, engage folks likely to donate $10, host New Year’s Eve (First Night) activity, and fundraising workshops with the foundation Board.

Trustee Villarreal would like to see BBCC continue to document and recognize donations by community organizations and members. Trustee Mike Blakely would like to recognize outstanding partners through the ACCT and TACTC nomination process.

Trustee Lane expressed his interest in naming the library in honor of President Emeritus Bill Bonaudi to recognize his past service to BBCC.

Access – Trustee Anna Franz

Trustee Franz stated she would like to see community outreach focused on students, rather than dollars. She encouraged President Leas to arrange community meetings in Mattawa, Coulee City, and Electric City.

Resources – Trustee Stephen McFadden

Trustee McFadden stated he has attended meetings and facilities tours to support capital funding. He has learned the process is complex and competitive. BBCC scored low (high need) on the facilities survey, and this score will help our effort to secure capital funding. The trustees complimented VP Hamburg and her staff for the Facilities Master Plan as a great visioning document. Trustee McFadden recognized the team’s efforts to maintain the former Air Force base that is now the BBCC campus. He was impressed by the work that has been done and appreciates the careful navigation by staff. A gap analysis of resources, needs, and leverage points would be helpful.

Trustee McFadden encouraged his fellow Trustees to maintain contact with legislators. The group discussed a communication plan and hosting an event on campus for all nine legislators featuring student success stories. Trustee Villarreal suggested inviting our legislators to the BBCC graduation activities. Dr. Cummins invited the BBCC Board and President to attend the legislative pizza party held each year one night of the January TACTC meeting.

Trustee McFadden would like to have more information on board policies and how they are established and maintained.

Trustee Jon Lane stated he recently participated in an All Washington Business (AWB) tour of Moses Lake, which included BBCC. It was good to have industry leaders on campus.

Trustee McFadden would like to cultivate and identify new supporters of BBCC. He complimented the grant funding efforts.

**2013-14 Board Goals**

The current goals align with the values:

student success – student achievement

excellence in teaching and learning – access

inclusion - college climate

community engagement – innovation partnerships

integrity – resources

The Trustees discussed “establishing and maintaining” board policies. They would like to regularly review and update board policies on a rotating basis.

President Leas suggested reviewing one board goal per meeting to allow staff to understand the Trustees’ expectations.

Currently BBCC has Ends Statements Reports, Trustees Goals Reports, and Core Theme Reports. The ends are the “why?” of the college. Harmonizing the ends and the board goals will reduce confusion and simplify strategic efforts. Existing data can be used as evidence rather than creating new data sets.

The trustees discussed delaying action on the mission fulfillment motion to the next meeting.

**President’s Evaluation**

President Leas reported he felt the last year went very well, and there was good team effort by faculty and staff. Trustee support has been very helpful. BBCC is his first experience working with a Board of Trustees, and he appreciated such a supportive Board of Trustees.

Board Chair Mike Blakely announced that “the Board will convene in executive session under RCW 42.30.110(1) for the following purpose: g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The executive session will last 15 minutes and no final action will be taken during this executive session.” The executive session was extended for 10 minutes two times.

The executive session under RCW 42.30.110 ended at 3:50 p.m. The regular meeting reconvened at 3:50. No final action was taken by the Board during executive session.

The trustees announced they will discuss and act on the president’s evaluation and contract extension at the September 12, 2013, board meeting on the BBCC campus.

President Leas reported college staff members are developing a WorkForce résumé which will list all certification, memberships, and references. This will be a good outreach tool.

Trustee McFadden stated there is a group in Ritzville interested in distance learning. He invited President Leas and appropriate staff to visit Ritzville and demonstrate how distance learning works. There is a private donor interested in funding a coordinator/assistant for the Ritzville site.

President Leas stated when he was hired; the Trustees discussed their desire for an updated BBCC website. This is a priority and now that the budget situation has stabilized, the position of webmaster is being advertised.

Trustee McFadden discussed the need for a marketing plan to recruit students and partners. He recommended consulting with an expert in this area. He also referred to a commercial he viewed at the ACCT conference in San Antonio. He would like to see a commercial developed on a smaller scale for BBCC.

Trustee McFadden also asked about President Leas and staff meeting with school district personnel. Trustee Villarreal suggested President Leas volunteer to be an evaluator for senior exit interviews at the local high schools.

The group brainstormed ideas to strengthen relationships with school districts: career fairs, BBCC staff on school district in-service agendas, all juniors and seniors for local high schools to BBCC for a tour day, an educational summit, meetings involving President Leas, Trustees, high school superintendents, and school board chairs.

President Leas, VP Mohrbacher, and Dean Valerie Kirkwood will draft board goals and ends statements that align with BBCC’s core values for the trustees’ consideration.

The meeting adjourned at 4:30 p.m.

Mike Blakely, Chair

ATTEST:

Terrence Leas, Secretary