**THE OFFICIAL MINUTES**

The Big Bend Community College Board of Trustees held its regular Board meeting Thursday, August 6, 2015, at 1:30 p.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

The Pledge of Allegiance was led by Trustee Jon Lane.

1. **Call to Order**

Present: Jon Lane

Anna Franz

Mike Villarreal

Stephen McFadden (via conference phone during budget item)

 Absent: Juanita Richards

**2. Introductions**

Dr. Leas introduced James Sauceda, who is succeeding Andre’ Guzman as the Director of the STEM Grant. James attended BBCC as a student before moving on to WSU. He has been working in the STEM area with engineering curricula. Andre’ Guzman accepted a Dean position with Everett Community College. This change has been approved by the grant project officer.

Dr. Leas also introduced VP of Finance and Administration Linda Schoonmaker. VP Schoonmaker formerly held the same position at Clover Park Technical College.

**3. Consent Agenda**

a) Approval of Regular Board Meeting Minutes June 12, 2015 (A); b) President’s Update (I); c) Student Success Update (I); d) Accreditation (I); e) Capital Project Report (I); f) Safety & Security; g) Human Resources Report (I); h) Classified Staff Report (I); i) Enrollment Report (A);

Motion 15-41 Trustee Jon Lane moved to approve the consent agenda. Trustee Mike Villarreal seconded, and the motion carried.

Vice Chair Anna Franz stated item 5 “Trustee Emeritus” would be moved up on the agenda next.

**5. Trustee Emeritus**

Former Trustee, Mike Blakely, was in attendance for the meeting. Trustee Jon Lane stated Mike Blakely served BBCC meritoriously for two terms (2004-2014). He is very deserving of this honor. Mike Blakely stated he is very appreciative, and this honor binds him to BBCC for the rest of his life.

Motion 15-42 Trustee Jon Lane moved to award Emeritus status to former Trustee Mike Blakely. Trustee Mike Villarreal seconded, and the motion carried.

**4. Remarks**

a. An ASB representative was not available to attend the meeting.

b. Trustee Anna Franz congratulated Classified Staff Rep Robin Arriaga for receiving the 2015 STTACC (State Training for Technical and Community Colleges) Exemplary Staff Award and presented the award to her. Robin is an HR Consultant Assistant 2, and she also earned the 2015 Outstanding Classified Staff Award. Nominator and fellow Classified Staff member Barbara Collins stated, “Robin’s care, concern, and integrity make a difference for the Big Bend. She is a key component for making Big Bend a great place to work!”

Robin thanked President Leas and VP Garza for their support of the STAR committee and her personally. She stated the STAR committee provides professional development opportunities to Classified Staff members. She is very honored to be a part of this great team. Their recent community service project to help foster care children with a school supply drive resulted in lots of donations. Robin thanked the BBCC book store for providing a discount for donated items. The STAR committee will share home baked cookies for all next Friday.

Classified Staff Representative Robin Arriaga shared Classified Staff training opportunities.

c. Faculty Association President Rie Palkovic reported many faculty members are taking trips this summer. Psychology Instructors Dr. Holloway and Dr. Leonard met Columbia Basin College faculty online to share psychology information. Instructor Rie Palkovic spent two weeks in Florence and studied art history.

Faculty Association President Rie Palkovic introduced in-coming President Kathleen Duvall. History Instructor Chris Riley will serve as Vice President. New officers are effective September 1.

d. VP Linda Schoonmaker reported that RGU Architects was selected as the PTEC architect. A scoping meeting is scheduled next week to begin the pre-design. Preliminary work is beginning on the remodel of the Financial Aid and Registration areas of the 1400 building. VP Schoonmaker began reviewing construction documents for the women’s softball booth, some revisions will be made due to the budget. The Simulation Lab in the 1700 Nursing Building is continuing and funded by Title V funds. Work also continues upstairs in the 1400 Administration Building.

Laurie Uhrich from RGU Architects presented the updated Facilities Master Plan (FMP), which includes the goals and objectives of the college. The FMP is a living document and will continually progress. Based on feedback from campus groups, creating an on-campus identity was a priority. Flags and a common color scheme to bring life to the older buildings are being explored. The immediate priority PTEC facility will house several technical programs. The next priority, based on survey responses, is the Allied Health and Wellness Center that will be an addition to the DeVries Activity Center.

**6. 2015-16 State Operating Budget**

Executive Director of the Business Office Charlene Rios presented the budget. One of the major new items for the 2015-16 fiscal year is the decrease in tuition charges, which save about $25 for a student taking 15 credits.

The 2016 unrestricted base budget is $7,955,134. The health insurance rate paid by BBCC, which is a pass through, increased from $662 per month per employee to $840 per month per employee. Running Start enrollment is elevated considerably. The tuition amount of $4,200,000 plus carryover of $2,103,957 and other items result in a total operating budget of $16,422,299.  Tuition backfill in the amount of $204,000 is also expected. Last year the board reserves were $373,000. This year reserves are just over $400,000.

Executive Director Rios explained that the pie charts compare sources of operating funds and expenditures by program. While the proportion of state funds remained consistent at 57% last year and this year, tuition for 2015-16 will drop from 29% to 26%. State funding has consistently decreased since it was 66% in 2011. Expenditures budgeted by program for 2016 are 43% instruction, 6% academic administration, 4% library, 12% student services, 18% administration, and 17% maintenance & operations.

It is important to note that half of the board reserves are located in the instructional accounts, and the other half is in the administrative services accounts.

Large additional budget expenditures include $40,000 for sabbaticals, $100,000 for Ramona Munsell to write grants, $100,000 for ctcLink, $35,000 for State Auditor’s Office, accreditation fees, $15,000 for ALMA modernization in the library, ctclink, and the Student Success Center Retention position. Funding for VP Mohrbacher’s position was split between administration and student services, this year he is budgeted entirely from administration. The travel budget for the board also increased slightly.

Trustee Jon Lane asked about technological improvements to the ATEC building. Executive Director Rios explained that ATEC does not make money, and we are not sure where the funding for improvements would come from at this time.

Operating funds are up 2% to 52% and grants, contracts and proprietary funding is down 2% to 48% compared to last year.

Trustee Mike Villarreal commented that he appreciates the work and effort for the presentation. Trustee Stephen McFadden thanked Executive Director Rios for the width and breadth of detail in her report.

Motion 15-43 Trustee Mike Villarreal moved to approve the 2015-16 Operating Budget. Trustee Jon Lane seconded, and the motion carried.

**4. Remarks continued**

e. VP Bob Mohrbacher reported there are more pathways to determine which class students should take. In the past, BBCC used only placement testing before, now we are using Smarter Balance information too. This change has resulted in a 12% increase in placements into college level English and a 3% increase in placements into college level math in the past three years. High school transcripts may also be used to place students later this year.

The TRiO grant was renewed for five years and will continue to support students. Director of TRiO Custodio Valencia and the TRiO team do a great job. The TRiO students have an 84% completion rate.

f. Dr. Leas provided the HR update in VP Kim Garza’s absence. He referred the trustees to the consent agenda. HR has been very busy recruiting and filling positions for the new academic year.

g. Executive Director of the Foundation LeAnne Parton reported the JATP 50th anniversary was celebrated July 15 with many visitors from Japan. She is currently planning a business breakfast event with industrial alliance members and business leaders. STEM information and college needs will be shared with the group. A catalog is being developed with a college needs list. An RFP for investment services has been developed and distributed for the Foundation under Foundation Chair Ron Cone’s leadership.

**7. Revised Student Code of Conduct**

VP Mohrbacher reported that the Revised Student Code of Conduct was approved by the board a few months ago. The revisions are based on state and national level conversations, and there are additional revisions as advised by AAG Mirisa Bradbury. AAG Bradbury stated this version is consistent with all WA community colleges. This code may be amended at a later date based on changing case law.

**8. MOU for Compensation**

The legislature authorized a 3% salary increase for all state employees. The Memorandum for Understanding details how the Faculty Association has agreed to distribute the 3% increase.

Motion 15-44 Trustee Jon Lane moved to approve the MOU regarding compensation dated August 6, 2015. Trustee Mike Villarreal seconded, and the motion carried.

**10. Assessment of Board Activity**

Trustee Mike Villarreal reported that he attended graduation activities.

Trustee Jon Lane reported that he attended the JATP celebration, and it was a great quality program. He also toured the new Mitsubishi hangar and stated they plan to hire a lot of technical employees. Trustee Lane also attended the WACTC Retreat at Sun Mountain Lodge as the ACT President-Elect.

Trustee Anna Franz reported that she attended graduation activities and represented the board at the JATP 50th anniversary. She also submitted an application for reappointment to the board.

**11. Next Regularly Scheduled Board Meeting**

The next regular board meeting is scheduled Thursday, September 10, 2015.

The Carver Model Policy Governance Training is scheduled Wednesday, September 2, 2015, from 8:00-1:00 p.m. on campus.

The board retreat is scheduled Wednesday, September 9, 2015, from 9:00-4:00 p.m.

Motion 15-45 Trustee Jon Lane moved to approve the meeting schedule as presented. Trustee Mike Villarreal seconded, and the motion carried.

**12. Miscellaneous**

Psychology and Criminal Justice Instructor Dr. Ryann Leonard was awarded the 2015 ACCT Pacific Region Outstanding Faculty Award. She will be recognized at the ACCT Conference in San Diego in October.

Dr. Leas is serving as Vice Chair of the WACTC Capital Budget committee and will participate in scoring capital proposals. This experience will provide good insights into capital project process and qualifying proposals.

The 50th anniversary of the Aviation Flight Training Program will be celebrated in the spring.

Dr. Leas shared that during the ATD Kick-off Institute in Cincinnati, the new president, Dr. Karen Stout, asked the audience to consider flipping the idea of making students “college ready” to community colleges being “student ready.” Many of the students we serve are first generation, ESL, etc. We need to meet students where they are and provide support services to help students reach their goals. Financial aid, registration, and the business office need to be warm and welcoming to students who don’t know how to navigate our system. Dr. Leas said to take this one step further; BBCC can’t be student-ready unless we are employee ready. Orientation for new students and employees can be overwhelming; we provide information to new students/employees while they have no framework or context for the information. This may be an improvement area.

Trustee Mike Villarreal stated during the Othello School District Admin Retreat, they discussed the book *Blind Spot*. He shared the importance of treating new employees like a new member of a family. Rather than expect new employees not to make any mistakes, we need to use these opportunities for teachable moments. New employees don’t know the BBCC culture and procedures.

The meeting adjourned at 3:10 p.m.

Anna Franz, Vice Chair

ATTEST:

Terrence Leas, Secretary