

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular board meeting August 7, 2014, in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

Mrs. Delight Morrison Leas, WWII Veteran and mother of President Leas, led the pledge. Mrs. Leas served in the Women's Army Corps, August 1943 to November 1945, and received an honorable discharge at the rank of Sergeant.

Board chair Jon Lane announced that the meeting was being recorded and streamed live on MediaSite. He also stated there may be slight changes to the agenda to accommodate two executive sessions.

1. Call to Order

Present: Mike Blakely
 Anna Franz
 Jon Lane
 Stephen McFadden
 Mike Villarreal

2. Introductions

VP Gail Hamburg introduced Rick Sparks, recently hired Director of BBT and former the Director of Technology at Clackamas Community College. Financial Aid Director Jille Shankar introduced program assistant Cassandra Fry. Ms. Fry graduated from the BBCC Business Information Management program with honors.

3. Consent Agenda

a) Approval of Regular Board meeting minutes from June 13, 2014, (A); b) President's Activity Update (I); c) Student Success Update (I); d) Accreditation (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 14-30

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

4. Remarks

- a. ASB Advisor Kim Jackson provided the ASB update. Advisor Jackson and the new ASB officers attended their leadership retreat in June. New activities will be added to the ASB calendar: Thrillin' Third Thursday, which is a monthly evening event at the Wallenstien Theater featuring motivational speaker. All of last year's activities, including the Viking Duck Hunt will continue. The Student Handbook/Planner is being printed, along with the Fall ASB Event Calendar. BBCC currently has twelve clubs. This is the largest number of clubs at BBCC since Advisor Jackson became the advisor 14 years ago. Phi Theta Kappa hosted a Regional Conference here on the Big Bend campus this summer.

The Nursing Club is fundraising by participating at the Space Burger Booth at the Fair this year.

- b. Classified Staff Representative Starr Bernhardt provided the STAR committee update. Robin Arriaga and Scott Carsey were nominated for STACC (Staff Training for Technical and Community Colleges) Exemplary Staff Awards. This is a statewide competition for nominees “who have consistently demonstrated commitment and excellence in job performance and dedication to the mission and goals of their institution, as well as dedication to the professional development of the classified staff on their campus.” Six employees will attend the STAAC conference August 14-15 at Everett Community College.
- c. Faculty Association President Rie Palkovic provided updates from faculty members. Jody Bortz from Developmental Education attended a national CASAS Institute and learned about assessment. CASAS is the computerized math and reading test used to place ABE or ESL students into the proper level and track their progress towards student achievement points.

Instructors Kathleen Duvall, Chris Riley, Online Student Services Developer Jen Deleon, VP Bob Mohrbacher and Dean Kara Garrett attended AVID training. Welding Instructor Shawn McDaniel is working with industry members to perform research projects using students as assistants.

Philosophy Instructor Dennis Knepp attended the Charles S. Peirce Philosophy Conference at UMass Lowell and presented an essay about Right-Wing Hegelianism and the origins of the K-12 system. He will present his information to the board at the next meeting as part of the Exceptional Faculty Award. Instructor Knepp also has an essay about American Indian philosophy in Avatar and Philosophy which is scheduled to be published this month by Wiley-Blackwell. Instructor Knepp also has three more pop culture essays in the works this summer regarding Steve Jobs, Christopher Nolan, and Star Wars. Art Instructor Rie Palkovic attended a class using plants for dye and impressing on paper to create boxes.

French Instructor Jen McCarthy is preparing to sing a new collection of songs this Friday at the MAC art opening which will feature BBCC Librarian Libby Sullivan. Instructor McCarthy’s show is entitled "Inspirations, Translations and Interpretations," and she will showcase her year-long project; her own Swedish and French translations and adaptations of songs by Bob Dylan and Tom Waits.

Chair Lane read John Swedburg’s thank-you and retirement letter.

- d. VP Gail Hamburg reported that handrails have been installed for assistance climbing the bleachers in the gym. Welding Instructor Shawn McDaniel volunteered his time to do the aluminum welding. She also reported that the LDS Community Project group contacted her to inquire about an improvement project. They recently made improvements to curbing and landscaping at Chief Moses Middle School.

The group, headed by Marlo Merrell and Brandon Nelson, will landscape around the 1400 and 1200 buildings using low-scape, which requires little water and maintenance. The college will purchase supplies and shrubs and Tommer Construction donated the basalt rock. Work will begin Saturday, September 13. Improvements including new HVAC units, black-out blinds and new carpeting are being made in the 1600 building improvements. The interior will also be painted as time permits. New carpeting that matches the new STEM Center is being installed in building 1200.

Board Chair Jon Lane announced an executive session at 1:45 p.m. that will last 25 minutes to discuss to consider the selection of a site or the acquisition of real estate by lease or purchase, per RCW 42.30.110 (b), no action will be taken.

- e. VP Mohrbacher reported that he accompanied seven faculty/staff members to the AVID conference. The enrollment report shows that BBCC is following the statewide trend of decreased enrollment during the summer. BBCC will have an information Booth at the Grant County Fair, and staff will contact students who are admitted but not registered yet. There is also a "Start next quarter workshop" that is advertised on the website. Some of the decrease is a result of the large number of students who graduated.
- f. VP Gail Hamburg provided VP Kim Garza's HR update. BBCC recently submitted a project to the State Auditor's Office to Pilot a Lean Academy and was approved. The BBCC Lean Academy will kick-off August 19 with a six-hour leadership training session. Training for Lean team members will take place August 20-21. The Kaizen event is scheduled for October 13-15, 2014. The purpose of this project is to streamline the current process used to request, generate, and approve quarterly employment contracts. This project will determine inefficiencies in the current process and create a new and improved process. The training and consulting services received through this Lean Academy are provided by the State Auditor's Office at no cost to BBCC. This project also aligns BBCC with the Governor's Lean initiatives. Trustees are welcome to attend the August 19 session.

BBCC student, Aryan Dehbozorgi, will conduct a training session for employees in August titled "Perspectacles." The purpose of the workshop is to educate participants on how their words and actions are perceived by others and how that perception influences the relationship between individuals. Trustees are welcome to attend the workshop.

BBCC and UW graduate Kenneth Shrag accepted the position of JATP Operations Coordinator position, he will begin August 11.

- g. Executive Director LeAnne Parton provided an update for the Foundation. One hundred and sixteen scholarships have been awarded. After the Foundation receives the scholarship recipients' thank-you notes, the money will be disbursed. Scholarships include a new Edward and Joann Davies Nursing scholarship and a Basic American Foods Grant scholarship for \$5,000.

The Frank Shinn Trust money, which totals \$126,000, was moved into the Title V Endowment. The Title V Endowment needs an additional \$45,000 to match. The STEM Endowment totals \$103,000 and needs an additional \$160,000 to match.

5. **\$ALT**

Online Student Services Developer Jen DeLeon provided a \$ALT Presentation. \$ALT is the number one financial literacy choice in WA state. This is an online financial aid resource, and it provides assistance with default management. BBCC's three-year default rate is currently 23.2%. If the default rate reaches 30%, BBCC is required to have a default management plan. BBCC is proactively implementing the \$ALT program now. Students can complete online activities and earn certificates.

The \$ALT live co-branded website is www.saltmoney.org/bigbend. It provides interactive activities in English and Spanish. President Leas emphasized the big challenge student debt represents. Offering \$ALT is a good step toward financial literacy and student debt management.

There is no cost to the student for this program. The college cost of \$6,800 decreases with additional users and other colleges registering. The Title V and Working Families Support Network grants will fund this program for the next three years. Trustee Villarreal stated if the program works, it is worth the cost. The Financial Aid department is reviewing how to encourage all students to use \$ALT and trying to integrate it into the enrollment process.

Board Chair Jon Lane announced an executive session that will last 20 minutes to receive and evaluate complaints or charges brought against a public officer or employee, per RCW 42.30.110 (f) with no action taken.

6. **Board Policies for Information**

Draft BP 8070 Awarding Diplomas was reviewed. AP 8070 is not authorized by a current BP and needs to be removed from the web page and board policy book. Trustees discussed clarifying the language to differentiate conferring degrees and presenting the diploma folder to the graduate. Disruptions to the ceremony should be kept to a minimum while not denying a familial relationship. The trustees would like to encompass the idea of inclusion in the graduation ceremony. The "community" in Big Bend Community College needs to be respected and honored, therefore this policy should be broad. The trustees would like to see this policy in draft form again at the next meeting.

Revisions to BP 6115 Policy Prohibiting Discrimination, Harassment, Sexual Harassment, and Sexual Misconduct include updated legal wording and references.

VP Kim Garza has worked with AAG Bradbury to revise this policy. This revision contains almost all new language to meet new laws.

7. Board Policy for Action

BP 6106 Admission adds language regarding Running Start. The former guidelines for Running Start are being revised into procedures.

Motion 14-31 Trustee Stephen McFadden moved to approve BP 6106. Trustee Mike Blakely seconded, and the motion passed.

8. Board Resolution 2014-1

President Leas designates an administrator-in-charge during his absences. When issues arise, they are usually in the area of student services. VP Mohrbacher is the first designee, then VP Hamburg, and then VP Garza. This resolution documents the chain of authority and revises the order of the chain.

Motion 14-32 Trustee Mike Blakely moved to accept Board Resolution 2014-1. Trustee Anna Franz seconded, and the motion passed.

9. Board Retreat Agenda

The trustees reviewed the draft retreat agenda.

Trustee Stephen McFadden requested training in policy governance at a future meeting. President Leas will find a facilitator from outside the college to lead a session.

Trustee McFadden stated he would like to see an annual report to the community in an easily digestible “state of the college” format to articulate the board’s evaluation, goal setting, and budget. Outcomes, board self-evaluation, and president’s evaluation could be included in an executive summary and delivered to the general public and college community. His vision is of brag sheet, rather than a book, that shares the goals for the next year, in poster style. This report would serve a different purpose than the annual report prepared by PIO Doug Sly in the past. This new format could be shared widely, posted on the website and local economic development councils and chambers of commerce could share with their constituents.

10. ESB 5964 Open Public Meeting Act Training

AAG Mirisa Bradbury presented the Public Records Act, Records Retention and Open Public Meetings Act (OPMA) training required by ESB 5964. The trustees were each given a paper copy of the Powerpoint she presented.

AAG Bradbury emphasized key points: everything is presumed to be open to the public, and importance of responding to public records requestors, and openness and transparency.

BBCC has a good procedure in place, and Kathy Arita does a good job. The OPMA also applies to student associations.

AAG Bradbury stated BBCC does a good job meeting the requirements.

She encouraged staff to check with her or Kathy Arita regarding public records and retention.

11. Assessment of Board

Trustee Stephen McFadden reported that he attended Graduation.

Trustee Jon Lane reported that he talked with board members individually about any changes they would like to see during meetings. He also said he wants to invite industry partners to provide presentation at board meetings. Trustee Lane will attend his first TACTC board meeting as the TACTC Treasurer later this month.

Trustee Anna Franz reported that she attended graduation.

Trustee Mike Villarreal reported that he attended graduation, and it was exciting to see the graduates and their families. He also attended an AVID conference.

Trustee Mike Blakely reported that he attended all of the graduation activities.

12. Regularly Scheduled Board Meeting Date

The next regular meeting is scheduled on October 30. The proposed 2015 meeting dates will be shared during the October 30 meeting. The trustees discussed the day and frequency of meetings. They agreed that study sessions for special topics held the morning of the scheduled meetings work well.

13. Miscellaneous

President Leas announced that the Rotary Club of Moses Lake in partnership with the Kiwanis Club have been working to provide funding for AEDs for the college. The AEDs are expected on campus this fall.

Trustee Mike Blakely was awarded the ACCT Pacific Leadership Award. He will also be eligible for the national award, which will presented during the ACCT conference in October.

President Leas announced his plans to nominate Board Chair Jon Lane for the AACC Outstanding Alumni Award.

The meeting adjourned at 4:25 p.m.

Jon Lane, Chair

ATTEST:

Dr. Terrence Leas, Secretary