

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Regular Board Meeting Thursday, September 20, 2012, 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: Mike Wren
Mike Blakely
Anna Franz
Jon Lane
Stephen McFadden

2. Introductions.

There were no introductions.

3. Consent Agenda

a) Approval of Regular Board Meeting Minutes June 11, 2012, June 14, 2012, August 9, 2012; Special Board Meeting Minutes June 14, 2012, August 9, 2012; August 23, 2012(A); b) President's Update (I); c) Student Success Update (I); d) Accreditation Update (I); e) Assessment Update (I); f) Capital Project Report (I); g) Security Update (I); h) Human Resources Report (I); i) Enrollment Report (I); j) Legislative Update (I);

Motion 12-36 Trustee Mike Blakely moved to approve the consent agenda, and Trustee Stephen McFadden seconded it.

Remarks

- a. ASB President Jazlyn Nielsen reported on the ASB activities. ASB helped with New Student Orientation yesterday and today. The officers attended a retreat in June in Leavenworth and learned some great team building skills, white water rafting, as well as workshops. They planned some exciting events for the upcoming year. Several of the ASB officers also attended a state-wide leadership training sponsored by the Council of Unions and Student Programs at the beginning of this month.

The ASB-sponsored Back to School Western BBQ for \$5 will feature all-you-can-eat BBQ, sno-cones, cotton candy, a bag of freshly made kettle korn, a chance to get your picture in the big green chair, an airbrush t-shirt, the bungee trampoline, sandy candy, bungee run, a balloon artist and a bounce house. The band Foolish Fortune is back by high demand. Families are invited to share Big Bend fun.

ASB is sponsoring a kickball tournament the first Thursday evening of October at the Softball field. October 9, ASB will sponsor a Hawaiian Haystack Lunchfest and the next day a singles pool tournament.

Some of the clubs have already made plans for fundraising. Phi Theta Kappa will be holding a car wash this Friday in the 1400 bldg. parking lot from 8:00 a.m. – 2:00 p.m.

The brand new Triathlon Club will be holding a 5k and 10k race/fundraiser on Saturday, October 13 here around the campus. They also recently approached ASB to purchase nine used spin cycles for the gym. They are hoping to hold club spin classes to help them train during the winter months.

The new club resource room, formerly the old ASB TV room, is close to completion. The space will serve as an office for all club officers to work and store club supplies. There are handmade cubbies for each of the clubs as well as two computers and a printer, which will be installed within the next few weeks. This location, across the hall from the ASB office, will be a great opportunity for the clubs and ASB to work close together and develop stronger working relationships.

- b. Classified Staff Representative Tana Richins gave the Classified Staff report along with training opportunities. June 1, Jessica Aloysius and Robin Arriaga attended a training titled “Leading from the Middle” in the Masto Conference Center. June 1, Randy Fish received Trash Compacter Operation training taught by Joe Russell and Rick Tincani in the 1800 Building. June 13-14, and July 3, 6, Gale Haley took an online course through Flinn Scientific on Science Lab Safety. Teresa Curran-Sweeny received 5 credits for taking an online Cataloging 2 Course from Highline Community College Spring Quarter. July 5 31, Kamela Mattson participated in an online Canvas Training. Rita Jordan attended the Western Association of Veteran’s Education Specialists (WAVES) Conference on July 8 – 11, in Oklahoma City, OK. July 9, Jessica Aloysius participated in an ITV Conference call with Ramona Munsell & Associates regarding Time and Effort Reporting. August 8-9, Darci Alamos, Kathy Aldrich, Barb Collins and Tana Richins traveled to Aberdeen, WA to attend the Annual Staff Training for Technical and Community Colleges (STTACC) Conference at Grays Harbor Community College. Ana Bolivar participated in an online eTests Proctor Certification August 24. August 29, Gale Haley participated in an Aplaia Training - online learning system.

The Classified Staff Training and Recognition Committee are planning three fundraisers this year to help raise money for registration scholarships to the Annual STTACC Conference that BBCC will host next August. Donations of slightly used books of all types are being accepted for a used book sale October 25. There are several drop boxes around campus at the Library, Aviation Dept., Business Office and Upward Bound Office in the 1400 Building.

A canned food drive is planned for the week of November 5 – 9 with drop boxes at the same locations.

- c. Faculty Association President Mike O’Konek reported faculty activities. Criminal Justice and Psychology Instructor Dr. Ryann Leonard accompanied Safety and Security Director Kyle Foreman and VP Bob Mohrbacher attended the Safety and Security Emergency Management Conference to help set up the statewide Safety Council.

AMT Instructor Dan Moore is working with the FAA on its project for performance-based instruction. Opposition is waning, and Instructor Moore has been working on this project for 15 years and remains hopeful it will continue to move forward. This will result in more students progressing through the curriculum more quickly.

Automotive Instructor Mike O’Konek attended a 40-hour hybrid battery rebuilding and maintenance on hybrid training. The Instructor is Mark Quarto retired from the automotive industry in Detroit (Saturn’s EV1 vehicle) and resides in WA; he may be a resource in the future. The hybrid reconditioning battery process was very interesting; a new battery pack is \$3000, reconditioning a battery pack costs about \$1000.

- d. VP Gail Hamburg reported that she received the September revenue forecast late yesterday. She said the uncertainty in the baseline remains high, due mostly to factors outside the state such as continued concerns about Europe and China. Revenues since the June forecast are \$20.8 million (0.6%) above expectations. Revenue growth has been positive for motor vehicles and most retail sectors but has been declining in the manufacturing sector. This forecast increases general fund state revenues by \$29 million in the current biennium and \$23 million in the 2013-2015 biennium. The forecast is encouraging, given what we have been seeing over the last few years.

VP Hamburg provided a construction update on the projects in building 1200 and 1400, which are progressing on schedule. A capital proposal training is scheduled April 19, 2013. Nineteen community colleges will apply for 3-6 projects; they are limiting the number of eligible colleges who have had a project recently, to provide opportunities for those colleges that have not had a recent capital project. VP Hamburg said BBCC’s improved Facility Master Plan will really help through the selection process

- e. VP Bob Mohrbacher reported the Northwest Commission on Colleges and Universities evaluation team will be on campus October 1-3. He thanked the Trustees for agreeing to meet with the evaluation team. Board engagement is an important part of accreditation. The accreditation evaluators will be meeting with faculty and staff across the campus. VP Mohrbacher reminded the Board that they have reviewed the core themes poster and the core and mission area poster. Trustees can expect questions regarding climate, quality and maybe the

presidential search. The exit conference will be held Wednesday (10/3) morning. The Trustees are welcome to attend if they are available.

Following the aviation program review, an RFP was issued for a consultant to review the aviation business model twice. There has been very little response to the RFP. Someone from the Computer Technology Center of Excellence has expressed interest; and staff are coordinating a meeting mid-October. The goal of the meeting is agreement about scope of the work and fact finding.

Trustee Stephen McFadden asked about the credentials of the interested person. VP Mohrbacher stated she has experience with educational programs and business models.

Fall enrollment is down from last year. This is consistent statewide with most community colleges reporting a 3-6% enrollment decline. June 2012, BBCC graduated the second highest number of students ever.

VP Mohrbacher reported that in the past students have qualified for tutoring in different ways; now all students qualify. The funding source is determined behind the scenes. Online tutoring is also available.

Long time TRiO Director, Jerry Workman, retired and will teach CSS courses. TRiO staff member Custodio Valencia was hired as the new TRiO Director pending approval from the Department of Education. Custodio was a BBCC student, Upward Bound student, ASB officer, and has worked in TRiO a long time.

Directing students to the temporary TRiO program location in building 1000 has been challenging. TRiO staff are using space in 1400 to complete intake assessments and greet and direct students to their temporary location. There are many temporary relocations around campus for the fall quarter due to construction projects.

- f. VP Kim Garza reported that there were four retirements over the summer and new grant funded positions have been established. Hiring has been fast and furious with good pools of candidates. Jan Elliston was hired to a tenured nursing faculty position from a non-tenured position. VP Garza trained 126 employees on discrimination and sexual harassment Monday during the Back to School Breakfast. She thanked Trustee Blakely for attending the event.

6. **Exceptional Faculty Award**

Dr. Jim Hamm is a Physics Instructor and STEM employee and an accomplished musician. He attended several Chautauquas during the summer, and he invited the Moses Lake and Ephrata physics teachers along. Ephrata Physics Instructor Joe Wolfe attended a Chautauqua, and they had good networking opportunities.

Dr. Hamm also travelled to Socorro, New Mexico for a course about radio astronomy.

He shared photos of his colleagues walking around on the radio telescope. He also said the lab tour was very informative; the engineers design and maintain their own equipment. It was a very valuable opportunity to network with peers and share creative ideas.

7. Board Policy Updates

VP Kim Garza has been reviewing and updating policies and procedures. The Board Policies (BP) are very broad and the Administrative Processes (AP) provide more detail to implement the BPs. BPs 8054, 2050, 1015 and 6115 were updated to bring the policies in alignment with RCWs. The child abuse policy is brand new due to a new state law. There will be more policy updates in the future. President Leas recommended the Board approve the Board Policies. A process has been developed to ensure the policies continue to be reviewed and updated regularly.

Motion 12-37 Trustee Mike Blakely moved to approve the Board Policies as presented, and Trustee Jon Lane seconded the motion. The motion passed.

8. Annual Campus Security and Fire Report

VP Hamburg introduced Director of Safety & Security Kyle Foreman, who explained that the annual campus report is mandated and includes crime statistics, timely warning, and related procedures. The report is required to receive federal financial aid. There were no reportable activities in 2011. The offender in the kidnapping incident last July will serve a 25-to-life sentence as a result of a plea bargain. Director Foreman is working with VP Garza regarding updating policies.

President Leas said there are penalties if this report is not published. With Director Foreman's leadership and the administrative team there is a commitment to do the right thing for the right reason.

9. Board Resolution 2012-2

This resolution reflects changes to Kim Garza's title and delegates the authority to declare an emergency to the President. President Leas recommended the Board approve the resolution.

Motion 12-38 Trustee Mike Blakely moved to approve Board Resolution 2012-2 as presented and Trustee Anna Franz seconded the motion. The motion passed.

10. Proprietary Funds Budget and Financial Statement

The Proprietary Funds Budget and Financial Statement were presented during the Study Session earlier this morning.

Motion 12-39 Trustee Stephen McFadden moved to approve the Proprietary Funds Budget and Financial Statement as presented, and Trustee Mike Blakely seconded the motion. The motion passed.

Board Chair Mike Wren announced a ten-minute break at 2:30. The meeting reconvened at 2:40 p.m. with no action taken.

11. **Honorary Degrees**

President Leas Terry brought this topic up during a previous meeting. In Minnesota, institutions could offer honorary degrees of any kind. The RCW provides authority for community colleges to confer only AA honorary degrees. Mike Blakely stated we have bestowed Emeritus status to college-affiliated folks.

12. **Facility Naming**

During the August 9 Regular Board meeting Trustee Mike Blakely shared his desire to name the Fine Arts building to honor Paul and Ginny Hirai. Board Chair Mike Wren stated there are many very dedicated supporters of this college and when singling one or two out for an honor, there is risk that other very deserving supporters may feel left out or unappreciated. Also, these considerations must occur in open public meetings and if after the discussion, the Board decided not to name the facility to honor individuals they may not feel appreciated or honored.

Board Chair Wren went on to state, "I believe naming opportunities should be considered very carefully and only given out when absolutely appropriate. It should be a very rare occurrence. I have read the submittal that describes the Hirai's association with the college and I am struck by the story of 46 years. A life time of dedication and support to this college and individual students alike. Paul being recognized by the Emperor of Japan for his work in our region (which included JATP) really helps to clarify the significance of his contributions. In my opinion, the Hiraies have exemplified what it means to "invest" into the lives of others. Their legacy is written into the many lives they have impacted, which in my mind, is ultimately what this institution is all about and why each staff and board member does what we do! Because of that, I believe Trustee Blakely's recommendation deserves further consideration and discussion by this board."

Trustee Mike Blakely appreciated his remarks and said that PIO Doug Sly provided good background material (enclosed in the Board agenda) and Trustee Blakely.

Trustee Jon Lane appreciated the thoughtful comments and agreed the Hiraies have been supportive of BBCC for many years. He stated naming the Fine Arts building in their honor is very appropriate.

Motion 12-40 Trustee Jon Lane moved to name the Fine Arts Building in honor of Paul and Ginny Hirai; the Paul Hirai Fine Arts Building. Trustee Mike Wren seconded the motion. The motion passed.

President Leas stated his office will work with the Foundation and PIO Doug Sly to make arrangements for a naming celebration. This honor will also be celebrated during Cellarbration!

13. Board Retreat Items

This item will be postponed to the next meeting.

14. Assessment of Board Activity

Trustee Mike Blakely reported Guillermo Garza was a great emissary for BBCC during Quincy Farmer Consumer Awareness Days. He drove the CDL truck in the Quincy parade.

Trustee Jon Lane attended the Grant County EDC Board meeting, and there is a lot of interest regarding industrial growth. He also serves as a Retail Task Force member and the opening of the Ross store is a good step forward for Moses Lake. Grant County currently has about 90,000 residents. The larger commercial retailers, like Target, are interested in areas with 100,000+ residents. Recently, Boeing managers toured Takata and Genie and looked at their LEAN manufacturing and expansions.

Trustee Stephen McFadden reported he is participating in an ongoing discussion in Adams County to arrange a coffee roundtable for legislators and community leaders to meet President Leas. Some WA state legislators are touring Tapai to keep the trade doors open. The Director General of Economic Development of Tapai toured all of Eastern WA in October for wine buying and they attended the EDC luncheon.

Trustee Anna Franz attended the Board/Administrative Retreat.

Trustee Mike Wren attended the Board/Administrative Retreat and the Grant County EDC luncheon. He also met with President Leas to discuss the agenda and future BBCC Board members. Trustee Wren anticipates he will continue on the Board until April 2013.

15. Next Meeting

The Regular Board meeting is scheduled on Thursday, November , at 1:30 p.m. with a Study Session beginning at 10:30 a.m.

Motion 12-41 Trustee Jon Lane moved to set the next Regular meeting on November 1, with a Study Session beginning at 10:30 a.m.

Trustee Stephen McFadden seconded the motion. The motion passed.

16. Miscellaneous

President Leas announced the BBCC Volleyball team plays Walla Walla tomorrow night. The Foundation Dollar Da\$h is Saturday (9/22). President Leas will moderate a political debate between the candidates vying for the 13th District State Representative seat on October 4. The Joint Advisory Committee dinner and meetings are scheduled on October 11. The Advisory members help keep BBCC relevant and up-to-date with industry standards.

JATP would like to hold its 50th anniversary celebration at BBCC in July of 2015. More details will be forthcoming on this important event.

Trustee Mike Blakely presented a special plaque to VP Gail Hamburg. He commended her for her valuable work as both the Interim President and Vice-President through the summer.

“In assuming the role of Interim President during the spring of 2012. Your hard work, professionalism and long hours spent completing two jobs at the same time was commendable. You have definitely made BBCC a better institution.”

The meeting adjourned at 3:00 p.m.

Mike Wren Chair

ATTEST:

Terrence Leas, Secretary