

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a regular board meeting Thursday, January 16, 2014 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 Blakely  
 Anna Franz  
 Jon Lane  
 Stephen McFadden  
 Mike Villarreal

BBCC Viking Softball player Nicole Cameron led the Pledge of Allegiance.

### 2. Introductions

BBCC Viking Softball Coach Ray Moffitt accompanied the team to be introduced to the trustees. They introduced themselves: Nicole Cameron from Rathdrum, ID; Kelsey Cearley from Graham, WA; Rebecca Egan from Soldotna, AK; Lauren Schalbach from Rathdrum, ID; Brinley Miller from Twin Falls, ID; Alexis Spence from San Luis Obispo, CA; Emma Stephens from Twin Falls, ID; Erica Chandler from San Luis Obispo, CA; Jenna Hoffman from Rathdrum, ID; Kimberly Martin from Pocatello, ID; Christian Hill-Erickson from Spokane, WA; Tiffany Phillips from Visalla, CA; Cheyenne O'dell from Ivanhoe, CA; Jalene Howell from Colville, WA; Marisa Saldana from Pocatello, ID; Kate Walker from New Plymouth, ID; Stormie Kidd from Declo, ID; and Silvia Herrera from Mattawa, WA. The athletes stated they like the sense of community on campus. Coach Moffitt stated many of the athletes live in the dorms. They started practice January 15 and their first game is March 1.

Assistant Attorney General Charnelle Bjelkengren accepted another position and is no longer with the Attorney General's office. President Leas introduced Senior Assistant Attorney General Toni Ursich, Charnelle's former supervisor. Ms. Ursich will continue to be involved while she transitions the new person. She hopes to have a new Assistant Attorney General assigned to BBCC prior to the March 6 board meeting.

Director of Health Education Programs Katherine Christian introduced newly hired Medical Assistant Coordinator Kyla Ohls. Ms. Ohls is from Montana and worked at Confluence Health before coming to BBCC.

### 3. Consent Agenda

a) Approval of Regular Board meeting minutes from December 12, 2013, (A); b) President's Activity Update (I); c) Student Success Update (I); d) Accreditation (I); e) Assessment (I); f) Capital Project Report (I); g) Safety & Security Update (I); h) Human Resources Report (I); i) Classified Staff Report (I); j) Enrollment Report (I); k) Quarterly Budget Update.

Motion 14-01

Trustee Anna Franz moved to approve the consent agenda. Trustee Jon Lane seconded, and the motion passed.

**4. Remarks**

- a. ASB Programming Director Shannelle Hemmert reported the ASB and Club activities. ASB has sponsored multiple activities such as another duck hunt on campus. Students explore campus while they search for the eighteen ducks hidden around campus. Students who find the hidden ducks win a pizza or a parking place next to the President's parking spot. Over 70 students attended the ASB Library Campout. ASB showed the Bowl Championship Series (BCS) football game on the big screen in the Masto Conference Center the first night of classes. The group supports athletics by tossing swag into the crowd during games. Additionally, the Couch Potato fund raiser has been very successful at basketball games. Every Thursday morning, ASB sells hot chocolate for the low cost of fifty cents per cup in between classes to promote upcoming ASB events.

The ASB Breakfast-fest was held Tuesday, January 14, and almost 190 people attended. A hip hop violinist performed during the meal. An ASB pool tournament was held January 15. Students are looking forward to the free movie night at the Lee Theater in Ephrata tonight. ASB is trying something new and promoting events via text messaging. Lastly, ASB officers have gathered Facility Master Plan surveys and campus photos to provide student feedback to the process.

The Rho Zeta chapter of Phi Theta Kappa held a successful Silent Auction and Book Buy Back Bake Sale. They also assisted with New Student Orientation. The Phi Theta Kappans will be selling concessions at upcoming Allied Arts events. They will also conduct a Soup-R-Bowl canned food drive with the BBCC Engineering Club.

- b. Classified Staff Representative Starr Bernhardt announced that the Classified Staff Committee has been renamed the Staff Training and Recognition (STAR) Committee and consists of 10 members and Vice President Human Resources Kim Garza. Starr will Chair the STAR Committee, which meets tomorrow for the first time to discuss their new focus. They will develop an annual training schedule. The committee has received positive feedback about the change of name and focus. Starr also reported that several Classified Staff members participated in the active shooter training recently held on campus.
- c. Interim Faculty Association President Daneen Berry-Guerin shared news from faculty members. Philosophy Instructor Dr. Dennis Knepp received notice that his short essay was accepted for presentation to the Charles S. Peirce International Centennial Congress conference in Lowell, MA, in July. He will represent Big Bend Community College at the conference.

Math Instructor Stephen Lane presented information regarding the importance of statistics for the Ephrata High School statistics course December 17. He will also work with the instructor of the course, Mrs. Cassie Roloff, supporting the partnership between BBCC and EHS.

Foreign Language Instructor Jennifer McCarthy is preparing her German class for another German flash mob in the cafeteria this quarter.

Counselors Max Heinzmann and MariAnne Zavala-Lopez will provide information to high school students and their parents during the all-day college awareness WSU/MLHS Gear Up event January 24.

- d. Vice President of Finance and Administrative Services Gail Hamburg reported the committee is making progress on the Facilities Master Plan. Professional Technical faculty members are very involved in this effort, and ASB officers are submitting pictures of campus with comments. The PTEC draft proposal will be completed by January 31.
- e. Vice President of Student Services and Instruction Bob Mohrbacher referred to the enrollment report within the consent agenda. While most of the WA community colleges report they have fewer students attending, BBCC has more students enrolled. Running Start enrollment has increased 23% in part due to Instructor Stephen Lane's work supporting the statistics course at EHS. VP Mohrbacher predicted the scheduling changes at Moses Lake High School may increase Running Start enrollment even more.

Trustee Mike Villarreal inquired about the variables positively influencing the partnership between EHS and BBCC. VP Mohrbacher stated good relations with the EHS Principal Dan Martell is a big factor. Trustee Villarreal complimented VP Mohrbacher for his work with the local school districts.

VP Mohrbacher stated the Basic Skills program recently underwent a federal fund monitoring visit by the SBCTC, which is much like a "mini-accreditation" visit. Director Sandy Cheek and her team received a letter detailing six commendations and one recommendation. Students transferring from basic skills to college has increased from 7% to 27%.

Trustee Jon Lane asked about the composite consortium. Dean Clyde Rasmussen is working with the Director of the Aerospace and Advanced Materials Manufacturing Center of Excellence Mary Kaye Bredeson to see how BBCC can be involved.

- f. In VP Kim Garza's absence, President Leas reviewed the HR consent agenda item.
- g. Executive Director of the Foundation LeAnne Parton reported that the Foundation has received property near Randolph Road. President Leas, VP Mohrbacher, and Executive Director Parton met with a group in Soap Lake that is

interested in starting a scholarship fund honoring the late Brent Blake. Director Parton reported that the Foundation raised \$545,000 in 2013. This amount is up from \$410,000 in 2012. Lastly, Director Parton encouraged all to attend the Business Expo held in the Masto Conference January 21, 2014.

#### **5. Probationary Tenure Reminder**

Committees are working hard to complete the reviews of probationary tenure faculty members. The binders will be available for the trustees to review February 3. The trustees will take action on this item during the March 6 board meeting.

#### **6. Innovations Excellence Award**

During the last meeting, President Leas announced that he had nominated Title V Director Terry Kinzel for the Innovations Excellence award. Director Kinzel thanked President Leas for the nomination. She said she is fortunate to work with great leadership at BBCC. This award celebrates all the accomplishments of staff, faculty, and students.

#### **7. Board Policy for Action**

BP 8053 Information Technology Security Policy was presented to the board for consideration during the last board meeting. President Leas recommended the board approve the updates to BP 8053.

#### Motion 14-02

Trustee Stephen McFadden moved to approve BP 8053. Trustee Mike Villarreal seconded, and the motion passed.

#### **8. Board Policy for Information**

The Board Policy regarding a compensation plan philosophy was provided to the board for its consideration. President Leas stated this board policy will ensure rationality in the way BBCC compensates employees. The policy will support a plan to make open, transparent, and rational decisions about employee compensation. Feedback will be accepted until the March 6 board meeting when this new policy will be considered for action. Trustee Jon Lane asked about comparison peer institutions. President Leas stated BBCC will be compared to other two-year colleges of similar size and composition. BBCC also receives data from the SBCTC, and the College and University Professional Association for Human Resources (CUPA). The salary matrix survey from the SBCTC is rudimentary and does not include important details. Executive Council members reviewed the survey options. An administrative process describing the operationalizing of the policy will be developed after the trustees approve the board policy. Trustee Mike Villarreal stated this policy provides guidance for BBCC to make consistent compensation decisions. President Leas said a compensation plan will help BBCC compete for quality employees. He also talked about attracting talent from faculty into administrative positions. A compensation plan will position BBCC to be competitive and equitable to recruit and retain quality employees.

## **9. Ends Statements Crosswalk**

Trustees Anna Franz and Jon Lane met with President Leas, VP Mohrbacher, Interim Faculty Association President Daneen Berry-Guerin, Dean Valerie Kirkwood, and Executive Assistant Melinda Dourte to discuss Ends Statement wording. The most current iteration of the Ends Statements were presented to the Board:

### **E-1 Mission**

Big Bend Community College delivers lifelong learning through commitment to student success, excellence in teaching and learning, and community engagement.

### **E-2 Student Success**

Big Bend Community College provides the diverse population of its entire district with access to opportunities, assists students in completion of their goals, and develops skills for lifelong learning.

### **E-3 Excellence in Teaching and Learning**

Big Bend Community College supports innovation, variety, and creativity; maintains high academic and industry standards; and supports professional development for continued growth.

### **E-4 Community Engagement**

Big Bend Community College supports economic development by nurturing community and industry partnerships and support to the college to enhance access and service to our district population.

### **E-5 Integrity and Stewardship**

Big Bend Community College acts as a responsible steward of resources by promoting accountability, sustainability, ethics and honesty, and prudent resource management to provide quality and affordable resources to the diverse population of our service district.

Once the Board approves the Ends Statements, they will be incorporated into the Policy Governance text.

President Leas commented that the trustees could add verbiage about philanthropy to the Community Engagement Ends Statement. Trustee Anna Franz stated philanthropy is a vital and fundamental board goal, and it is covered broadly by the "support to the college" wording in E-4.

Chair Mike Blakely asked if the Ends Statements wording meets accreditation requirements. VP Mohrbacher explained that the core themes and the elements of the mission are reported to accreditation. Approving these Ends Statements will meet accreditation requirements.

Motion 14-03

Trustee Mike Villarreal moved to approve the Ends Statements as presented. Trustee Anna Franz seconded, and the motion passed.

**10. Assessment of Board Activity**

Trustee Mike Villarreal reported that he attended the Adams County Development Council (ACDC) luncheon in Othello. Foundation member Gary Chandler and President Leas also attended the luncheon.

Trustee Anna Franz reported that she attended a meeting on campus to revise the Ends Statements. She also reviewed Carver's Policy Governance Model information.

Trustee Stephen McFadden stated he completed and submitted a reappointment application to the Governor's office.

Trustee Jon Lane reported that he attended a meeting on campus to revise the Ends Statements. He also attended BBCC basketball games. Trustee Lane complimented Director of Public Information Doug Sly for the recent articles in the newspaper.

Trustee Mike Blakely complimented the Basic Skills calendar and stated he will share the calendars in Quincy. He reported that he attended the Quincy Leadership Roundtable. Quincy Mayor Jim Hemberry will visit legislators in Olympia and is willing to share BBCC needs. Trustee Blakely also provided Transforming Lives Awardee Miraclejoy Curtis a financial gift.

Trustee Mike Villarreal reported that he would like to attend the AVID for Higher Ed meetings January 23-24. Dean of Arts & Sciences Kara Garrett will share the agenda with all of the board.

**11. Next meeting**

The next board meeting is scheduled for March 6, 2014, 3:00 p.m.

**12. Miscellaneous**

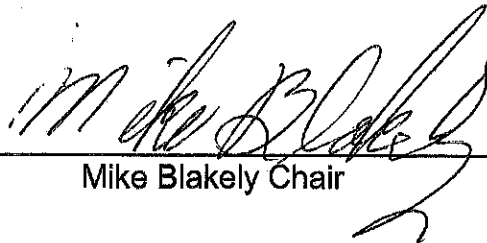
The William C. Bonaudi Library Dedication will be held Monday, February 17, 2014, at 4:00 p.m. in the Peterson Gallery of ATEC.

The trustees discussed the Transforming Lives Award dinner. The \$100 gift cards and meals for the nominees, nominees' two guests, and trustees will be funded by the Trustees' Scholarship Fund.

President Leas invited the trustees to check out one of three new resources regarding Carver's Model of Policy Governance from the President's office.

President Leas asked the trustees if they had preferences for a commencement speaker. The trustees expressed that the individual should be a charismatic speaker, and the BBCC mission should be the undertone of the message.

The meeting adjourned at 3:00 p.m.



Mike Blakely Chair

ATTEST:

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Dr. Terrence Leas, Secretary

