

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting January 17, 2018, 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: Anna Franz  
Jon Lane  
Stephen McFadden  
Juanita Richards  
Thomas Stredwick

### 2. Introductions

ASB Vice President and Army Veteran Ricardo Ruiz led the pledge of allegiance. He will complete his direct transfer agreement (DTA) degree in business in the spring.

BBCC Baseball Coach Jameson Lange introduced the Viking baseball team and part-time coaches Ryan Doumit, Craig Harder, and Mitch Darlington. Team members present included Hayden Knight from Bellingham; Cody Banks from Duvall; Tanner McGrath from Meridian; Daulton Kvenvold from Herriman; Derek Almanza from Mount Vernon; Dylan Miller from Las Vegas; and Nathaniel English from Coeur d'Alene. Coach Lange said recruitment focuses on athletes who possess high character and academic ability. Seventeen of the team members are on the President's or Vice President's Lists.

Dean Dawna Haynes introduced Rita Ramirez, who moved from Outreach Coordinator to the Director of Financial Aid. Director Ramirez said she worked for BBCC in financial aid and TRiO and then took a break to pursue her Master's degree at EWU before returning to BBCC.

### 3. Consent Agenda

a) Approval of Board Meeting Minutes December 14, 2017, (A); b) President's Activity Update (I); c) Accreditation, Assessment, & Student Success (I); d) Finance & Administration Update; (I); e) Human Resources Report (I); f) Classified Staff Report (I); g) Enrollment Report (I); h) Safety & Security Report (I); i) Quarterly Budget Update (I).

#### Motion 18-01

Trustee Stephen McFadden moved to approve the consent agenda. Trustee Jon Lane seconded, and the motion passed.

### 4. Remarks

There were no public remarks.

- a. ASB President Marisol Lozano presented the ASB news. ASB held a Chowder and Chili LunchFest last week with over 150 in attendance. The cost to attend the event increased to \$7 to help with the rising costs of food. Beginning spring

quarter, ASB will hold LunchFests once a quarter, using the money saved from these events to cover other activities.

ASB began promoting activities by delivering free cups of coffee on Mondays around 9:00 a.m., in between classes in two buildings. The cups have labels with upcoming events listed. This is a great opportunity to do something for the students, as well as for students to meet the ASB officers and learn more about upcoming events.

ASB officers recently put together supplies to complete their community service project and dropped off close to 100 hygiene bags to New Hope. The contents of the bags included socks, toothbrushes, toothpaste, deodorant, wash cloths, brushes, and more.

ASB also sponsored a successful blood drive January 16 through the Inland Northwest Blood Center.

January 18, ASB will sponsor free bowling night for Big Bend students at Lake Bowl, from 10:00 p.m. until midnight.

ASB is also sponsoring a bus for interested students to go snowboarding or skiing the first Friday in February with discounted lift tickets and rental equipment at Mission Ridge.

ASB officers met with officials from Institutional Research and are currently developing the initial survey to the student body about their thoughts concerning a student-funded building.

The Big Bend Writing Club has been gathering original stories and poems written by its members. This week, they will begin recording podcasts of students reading these works, as well as an interview with faculty about the students' writing process. The club says that they are working through website technicalities, and their recordings will be available to the public soon. The Writing Club is also trying to bring a poet (Derek Sheffield) onto campus this winter for a public reading and a visit with the club.

Phi Theta Kappa members are completing their hallmark essays for College Project and Honors in Action. At the end of the month, they will conduct a Soup-R-Bowl canned food drive in the Peterson Gallery (ATEC). Winner of PTK's Soup-R-Bowl will be the BBCC Viking Pantry.

- b. Classified Staff Representative Barbara Collins presented news from classified staff. Sixty-six additional training hours have been recorded. Classified Staff members helped with the holiday potluck. They also joined with the Viking Baseball Team to help the Daze of Camelot animal sanctuary. Classified Staff members are working with Institutional Research to revise their training evaluation form. Representative Collins invited everyone to the program learning event January 18. Dr. Leas will present two local/global issues sessions soon.

- d. VP Linda Schoonmaker reported that she will submit the Workforce Education Center (WEC, formerly called PTEC) plans to the county next week, and the county's review will cost around \$40,000. There is ongoing training for ctcLink implementation. VP Schoonmaker stated she and Trustee Jon Lane are working on the Capital Scoring Committee together. Regarding the Facilities Master Plan (FMP), VP Schoonmaker said there are 35 acres for sale located between BBCC and Highway 17. She is working with the Foundation to identify donation opportunities.
- e. Dr. Bryce Humpherys shared that the accreditation key deliverable of releasing the monitoring report was accomplished without the Student Achievement Initiative (SAI) data which had a delayed distribution; the workbooks will be updated with the SAI information. VP Humpherys asked the trustees to review and email their completed worksheets on each objective to Melinda by February 2.

Dr. Humpherys described the February 2 All Staff In-Service as the most critical activity of the year to address the accreditation recommendation. All staff will review data related to their department's objectives, plan for next year based on their data evaluation, and complete a budget request based on their findings. Faculty will participate in assessment work for their classes. This is the first year that the review and budget request activity will be completed together. VP Humpherys asked that participants begin reviewing the data before February 2. The key deliverables for February are the trustees' worksheets and the employees' budget requests.

Dr. Humpherys stated there is a change in how the FTE information is being provided to the trustees because the old format was based on the old allocation formula. FTEs have decreased for BBCC and most community and technical colleges in Washington. Historically, when unemployment is low, as it is now, enrollment is also low. Staff are considering strategies to recruit and retain students. President Leas said there is a sense of urgency due to the fiscal implications in the future based on the three-year cyclical average.

- f. VP Kim Garza provided human resources information. New Financial Aid Director Rita Ramirez and new Unmanned Systems Operations Coordinator Byron Will-Noel started work January 16. Additional positions are posted for Big Bend Technology, Communications, TRiO, and math and science faculty. VP Garza encouraged the trustees to share BBCC employment opportunities with their communities. VP Garza has facilitated Screening Committee Trainings devoted to helping employees manage bias while assessing employment candidates and the recruitment process. VP Garza will review retention and

time-to-fill data to set new benchmarks during the next strategic planning session.

- g. Executive Director of the Foundation Leanne Parton reported she is working with Alex Icenogle from Microsoft for the Data Center pilot program. This is a \$30,000-a-year scholarship to fund full tuition for multiple students and their testing/certification fees after they have completed the program.

Transforming STEM Pathways Grant Director Heidi Summers, Computer Science Specialist Tom Willingham, and Executive Director Parton met with Bob Reitingner, Chris Payne, and Chris Mazur from Microsoft about upgrades and replacement of computer hardware for the Data Center Pilot program.

Executive Director Parton delivered scholarship posters and cards to eighteen high schools in the BBCC service district. In addition, they sent the information via email to three high schools, Almira Coulee Hartline, Lake Roosevelt, and Washtucna. Executive Director Parton and Program Specialist Jennifer Starr provided a scholarship presentation at Warden High School and a scholarship workshop at CBTech. They are also providing scholarship presentations to students in the BBCC Workforce Education programs.

## **5. BBCC Food Pantry**

Workforce Education Services Coordinator Monica Medrano shared information about the BBCC Food Pantry. The Working Student Success Network (WSSN) grant focused on bundling education, income and work supports, and asset building. A small advisory group initiated review of how to use WSSN at BBCC, and food insecurities were revealed as campus and student body issues. A small space was opened as the food pantry in spring of 2016, staffed by students. The food pantry is an extension of the Moses Lake Food Bank, which helps with donations that are added to BBCC employee and student club donations.

A representative from DSHS comes to campus weekly to discuss how benefits work. A culture breaking down stigmas is being created. There is no screening process for food pantry recipients. Trustee McFadden stated he would like to be involved in donation drives in Adams County.

Board chair Juanita Richards announced a five-minute break at 2:22 p.m. The meeting reconvened at 2:27 p.m. with no action taken.

- c. Faculty Association President Salah Abed shared faculty news. Librarian Libby Sullivan reported that she, eLearning Coordinator Zach Wellhouse, Chemistry Instructor Lindsay Groce, and English Instructor Matt Sullivan are working on the "One Book, One College" event that is scheduled on February 13 and all are invited to participate. Early Childhood Education coordinator Jenny Nighswonger

and students volunteered at the Parent-to-Parent Christmas Dessert Social. They also co-hosted the first Early Childhood Conference with the Moses Lake School District's Early Learning Vertical Team, including guest speakers and community donations. Grant County Sheriff Deputy Voss and K9 Edo attended Dr. Ryann Leonard's Policing class to teach students about how to become an officer and what it takes to become a K9 deputy.

#### **6. Board Policy Review**

President Leas explained that Board Policy 1003 and Board Policy 1004 are included in the packet for review. He recommended that rather than reviewing the policies sequentially, they could be reviewed chronologically from oldest to newest in a three-year cycle or as events unfold indicating a policy needs to be reviewed. The trustees agreed that they would review policies and if changes are needed, the revised policy could be reviewed for a first reading with action taken at the second reading. The trustees indicated they would like to review BP1010 next and then continue with the oldest to newest policies.

No recommendations were made to BP1003. Changes to BP1004 will be presented for second reading at the next meeting.

#### **7. Nursing Program Presentation**

Director of Health Education Katherine Christian shared an overview of the nursing program in preparation for the upcoming Accreditation Commission for Education in Nursing (ACEN) site visit. She explained that nursing education is a mix of academics and workforce education. Washington Administrative Codes (WACs) prescribe nursing instruction requirements and two recent WAC changes impact BBCC's nursing program. Nursing assistants provide personal care under the direction of a nurse, Licensed Practical Nurses (LPN) provide care to stable patients under the direction of a Registered Nurse (RN); an RN has the highest level of autonomy and responsibility and is supervised by a physician. BBCC began as a Practical Nurse (PN) program. Individuals become licensed after completing the course (LPN). Changes to the WAC in 2016 eliminated the RN program with the PN option. All nursing programs are now mandated to earn national accreditation and the LPN-only classes are no longer an option. Community medical providers are disappointed by this change. BBCC nursing graduates are well supported to earn their BSN degree at a four-year university. After completing their coursework, nurses must pass the external NCLEX exam which is given with computerized adaptive testing so every test is different. Health education programs have retention and graduation requirements. ACEN site evaluators will be on campus February 6. They will interview community members and visit with the trustees over lunch.

Trustee Stephen McFadden congratulated Director Christian for the successful BBCC nursing program pass and retention rates. The lack of an LPN program will impact community healthcare providers. President Leas and Trustee McFadden are part of the Healthcare Sector Partnership, and they will discuss this issue. Director Christian stated there are many nurses approaching retirement age and not enough new nurses to fill

vacancies. Nurse educators are also difficult to find as they are compensated at a higher rate as nurse practitioners in the medical field.

### **8. Probationary Tenure**

VP Bryce Humpherys reviewed the list of 15 full-time probationers on whom the board will take action during the next board meeting. The probationers represent 30% of the full-time faculty. Almost all faculty members are serving on probationers' committees. The probationary tenure files will be ready for the trustees to begin reviewing Monday, February 12. One committee is experimenting with a digital file, and VP Humpherys welcomes the trustees' feedback on this approach. He asked the trustees to arrange time to review the binders with Melinda prior to the March 8 board meeting.

Board chair Juanita Richards announced a 20-minute Executive Session at 3:06 p.m. to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee; VP Kim Garza, VP Bryce Humpherys, and AAG Jason Brown were asked to attend the Executive Session. The meeting reconvened at 3:26 with no action taken.

### **9. Assessment of Board Activity**

Trustee Stephen McFadden reported that he attended the local Transforming Lives event (E-1, E-2, E-3, and E-6) and Transforming Lives Debrief Meeting (E-1, E-2, E-3, and E-6). Trustee McFadden also discussed BBCC needs with legislators (E-4, E-5).

Trustee Thomas Stredwick attended the local Transforming Lives event (E-1, E-2, E-3, E-4, and E-6) and commented that it was very well done.

Trustee Jon Lane attended a BBCC Basketball game (E-2), and the holiday lunch (E-6). He also attended the local Transforming Live event (E-1, E-2, E-3, E-4, and E-6) and is serving on the SBCTC Capital Budget Scoring Committee (E-4, E-5).

Trustee Franz attended the local Transforming Lives event (E-1, E-2, E-3, E-4, and E-6).

Board Chair Juanita Richards attended the local Transforming Lives event (E-1, E-2, E-3, E-4, and E-6) and the holiday lunch (E-6). She also met with President Leas to review the board agenda (E-1).

Trustee McFadden reported that he has learned the legislature is very close to agreeing to a *Hirst* fix and passing a capital budget. He also learned that CWU has purchased five new Piper Archer airplanes; the purchase is pertinent to future legislative discussions. Representative Dent told Trustee McFadden there was no chance the legislature will approve \$15 million for airplanes. It is important to make a well-planned and informed ask of the legislature possibly in October.

### **10. Next Regular Scheduled Board Meeting**

The next board meeting is scheduled on Thursday, March 8, 2018.

## 11. Miscellaneous

Trustee Juanita Richards thanked Dr. Leas and the Executive Team for the informative campus newsletter. She also said that during the December Economic Development Council meeting, Sheriff Tom Jones expressed appreciation for BBCC's assistance with UAS service.

Dr. Leas reminded the trustees about the ACEN site visit and lunch for the trustees on Tuesday, February 6.

Trustee McFadden stated he appreciated Senator Hawkins, Representative Condotta, and Representative Steele being added to the legislative visits on January 23.

Dr. Leas reported that he heard positive feedback about the local Transforming Lives event, and Senator Warnick plans to attend the Transforming Lives event in Olympia. Dr. Leas reviewed the local Transforming Lives budget and, due to \$2,000 in sponsorships, the trustees account funded only \$289. Dates for the next local Transforming Lives event were discussed, and the trustees agreed to November 29, 2018.

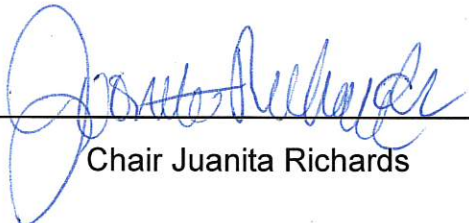
Dr. Leas announced that Grant County Superior Court Judge David Estudillo will deliver the commencement address June 15.

The new *Columbia Basin Herald* Publisher, Caralyn Bess and editor Lynne Lynch toured BBCC with Dr. Leas this week.

Dr. Leas presented the keynote address at the Martin Luther King, Jr. event. He met Richard Evans, Senator Maria Cantwell's Central WA Outreach Director at the event, and Mr. Evans plans to tour BBCC soon.

Lastly, today during the Moses Lake Rotary Luncheon Dr. Leas met DFI President Paul Magnotto. DFI is the corporation that purchased the old sugar beet factory, and they are using chemistry to create sugar substitute out of corn. They are interested in workforce education assistance.

The meeting was adjourned at 4:18 p.m.

  
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 Chair Juanita Richards

ATTEST:

  
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Terrence Leas, Secretary

