

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Regular Board Meeting Thursday, January 25, 2013, 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

Dean Clyde Rasmussen, former US Coast Guard member, led the pledge of allegiance.

### 2. Introductions

Women's basketball coach Preston Wilks presented the team. Sierra Zollinger from Burley, ID; McKall Miller from St Anthony, ID; McKell Marlor from Rexburg, ID; Cristina Marlatt from Moses Lake; Desirae Hall from McCammon, ID; Hannah Smith from Kendrick, ID; Jessica Sorenson from Downey, ID; Shalyn Brown from Lava Hot Springs, ID; Emily Thompson from Victor, ID; Shanelle Hemmert from Paris, ID; and Alli Winters from Soap Lake. The team has a winning record (13-7) with 8 games left to play and an average gpa of 3.34. The sophomores on the team are all on track to graduate with their AA degrees. The game tomorrow is at 2 pm against undefeated Walla Walla Community College.

Assistant Director of Financial Aid and Triathlon Club Advisor Jeremy Iverson introduced two of the club members President Rodney Richeson (Nursing Program), and Michael McDonell (transfer AA). The club has volunteered at the Moses Lake Springfest triathlon and a few members participated in the family triathlon in Moses Lake last year. The club coordinated with ASB to purchase nine spin bikes for the gym, and they hold a training session there twice a week and weekly swim group sessions at the Moses Lake High School. The club sponsored a fun run on campus in September. The officers worked to gain standing as a USA Triathlon Collegiate Level Club. They are currently partnering with the MEChA club to plan 5k and 10k runs and hope the JATP trainees will participate. An Olympic triathlon includes a 2.4-mile swim, 112-mile bike, and a 26.2-mile run. A sprint triathlon is half the distance of an Olympic; 750-meter swim, 20k-bike ride and a 5k-run.

Trustee Blakely commended Mr. Iverson for assisting students during the Quincy High School FAFSA night.

Biology/Botany Instructor and Latter-Day Saints Student Association (LDSSA) Club Advisor Kathleen Duvall introduced two of her officers who are also basketball players; Sierra Zollinger and Trevor Johnson. The officers explained that their club sponsors an institute program to teach the doctrines of the LDS church, and they are advised by Dr. Stone. They also hold meetings and invite speakers to talk about college issues. Recently President Leas shared information about the value of transfer degrees. The LDSSA club hosts quarterly socials open to all, and they also complete a quarterly service project.

### 3. **Consent Agenda**

a) Approval of Regular board meeting minutes December 20, 2012 (A); b) President's Activity Update (I); c) Student Success Update (I); d) Accreditation Update (I); e) Assessment Update (I); f) Capital Project Report (I); g) Quarterly Budget Update (I); h) Safety & Security Update (I); i) Human Resources Report (I); j) Enrollment Report (I); k) Legislative Update (I); l) Donations (A).

#### Motion 13-01

Trustee Anna Franz made a motion to approve the consent agenda with the minutes as presented. Trustee Jon Lane seconded the motion, and the motion passed.

### 4. **Remarks**

- a. ASB Programming Director Brindy Byington provided the ASB report. ASB is sponsoring a free movie night, Thursday (1/24) for students and staff at the Lee Movie Theater in Ephrata. The featured movie choices are Les Miserables, Lincoln and Mama. The following Thursday night is ASB's Free Ice Skating and Batting Cages event for BBCC students with their current ID at the Larson Recreation Center from 10 p.m. to midnight.

Officer Byington reported great turnouts at the recent Breakfastfest and the Pool Tournament. ASB also promotes school spirit at the home basketball games. February 5 Big Bend's Multi-Cultural Program is hosting Eric Davis, who will be speaking about Black History Month in the Masto Conference Center in the ATEC building. The following week, ASB is sponsoring a Potatofest on Tuesday (2/12) in the Masto Conference Center.

Last, Officer Byington stated there are home basketball games this weekend against Walla Walla Community College and next Wednesday against Community Colleges of Spokane.

- b. Classified Staff Representative Tana Richins reported Classified Staff activities. December was a little slow for training. The following four Classified Staff employees attended Cisco Phone Training on December 18 on campus: Kamela Mattson, Karen Okerlund, Barbi Schachtschneider and Debbie Simpson.

The Classified Staff have begun planning and preparing for the Annual STTACC Conference to be held at Big Bend this summer. Darci Alamos and Tana Richins will be co-chairing the two-day event, and they have formed seven sub-committees to help cover everything from registration to clean up. Last year's conference was held at Grays Harbor Community College with 154 Classified Staff members from various technical and community colleges throughout Washington State attending. The committee anticipates hosting 200 participants at the BBCC event. Ms. Richins said they are really excited for this opportunity to show off the BBCC campus. Hosting the conference will take a lot of work and committee members may ask staff to help teach a workshop or give a tour. The committee welcomes ideas to incorporate into this event.

- c. Faculty Association President Mike O'Konek reported faculty activities. Dr. Ryann Leonard, Criminal Justice and Psychology Instructor, reported that she is a member of the Community Prevention Coalition. There are several community partners on the coalition, and they are working with a federal grant to reduce substance abuse among Moses Lake youth.

Art instructors Rie and Fran Palkovic presented BBCC Art program information to the Soap Lake Art Guild. They shared slides of student artwork and the art building complete with the new name "Paul Hirai Fine Arts Building." They emphasized experiential learning, community in the classroom to extend to the larger community, and individual development of each student.

Counselor Max Heinzmann shared that he and Counselor MariAnne Zavala-Lopez participated in the second annual Moses Lake High School/WSU Tri-Cities Gear Up for Tomorrow's Education Conference at BBCC. Hundreds of Moses Lake High School students and their parents attended. VP Bob Mohrbacher welcomed the group. The counselors teamed up to present the information in English and Spanish. Director of Financial Aid Jille Shankar presented financial aid information to the group. This event provided opportunity for faculty and staff to network with the Moses Lake High School employees.

- d. VP Gail Hamburg updated the trustees regarding the energy project grant. There were 70 applicants for the Department of Commerce grant. The Department of Commerce will make a decision in the next three weeks.

VP Hamburg reported that the construction projects in the 1200 building and the 1400 building should be completed on January 31, followed by a walk through February 1. During the first two weeks of February, BBT will install new equipment and faculty will have time to begin using the new equipment and adjust to the new space. Classes should resume in the 1200 building February 11.

- e. VP Bob Mohrbacher reported winter enrollment is down from last year but in line with our fall quarter. We should reach our FTE target.

The majority of Washington community colleges are experiencing a similar enrollment decline. BBCC's enrollment is up 1% in Work Force, down 6% in Transfer and down 12% in Pre-College. VP Mohrbacher stated the decrease in Pre-College may be due to success in Pre-College Math which results in fewer students retaking developmental math classes.

Dean of Institutional Research Valerie Kirkwood is looking at the student demographics to note decreased enrollment trends. Hispanic student enrollment is down. Tuition increases has a big impact on first-generation, low-income, and minority students.

The Yahoo! donation was approved earlier in the meeting. Dean Clyde Rasmussen is applying for a matching JSP grant.

VP Mohrbacher responded to questions from trustees regarding enrollment. BBCC's student head count is about 3,300, FTEs are at about 1,700 and there are around 150 Running Start students. Trustee Blakely commented that historically when the economy improves, community college enrollment drops.

VP Mohrbacher stated BBCC's full-time student enrollment increased last year; this squeezed out some of the part-time students due to fewer classes being offered. The Math Emporium student success rates have been very good. He explained that the Math Emporium model is competency based with inverted instruction. Last quarter, one student passed three classes during one class, which illustrates the greater efficiency of the Emporium model.

- f. VP Kim Garza shared that Dawn Geiger was hired as the new office manager for the Foundation. Three employees have submitted their notice of retirement; Aviation Program Assistant Irene Osumi, Librarian Lance Wyman, and IET instructor Jerry Wright.

Erik Davis will give a presentation for Black History month open to the public. There will also be a two-hour training session "Supervising a Diverse Work Force" for BBCC supervisors.

Faculty Association President Mike O'Konek stated that nine faculty positions have been lost to budget cuts in the past few years. He reported that tenured faculty positions will be posted for English and Chemistry and possibly one more position. These positions will be reinstated for 2013-14.

- g. Executive Director of the BBCC Foundation LeAnne Parton reported that Dawn Geiger has been hired as the Foundation Office Manager. The Foundation submitted a grant, and they also received a donation of \$3,000 for the Student Success Center.

Ms. Parton received notification that the Foundation was named in Jenny Sorenson's will (wife of former VP of Administrative Services Bob Sorenson). Trustee Blakely commended LeAnne for doing a good job. He encouraged everyone to invite guests to BBCC functions.

#### **5. Mission, Vision, Values**

VP Mohrbacher confirmed that Dr. Ron Baker from Baker Collegiate Consulting (formerly the VP of the Northwest Commission on Colleges and Universities) will facilitate a Stakeholder/Strategic Planning meeting to update BBCC's mission statement. The meeting will be held Friday, February 8, from 9:00 a.m. to 1:00 p.m. and include a working lunch. All college employees and many community members have been invited.

Dr. Baker will provide questions/topics about the value of education, and attendees will work in small groups to develop raw material. That same afternoon, a smaller group will begin shaping the raw information into a strategic plan. President Leas invited two trustees to attend. Any changes to the mission statement will be presented during a future board meeting for all trustees' input. Trustees Mike Blakely and Jon Lane will attend the meeting, and Trustee Stephen McFadden will be the alternate.

Trustee McFadden stated he would like for all five trustees to observe the meeting to learn more about employees' and community members' thoughts. VP Mohrbacher said the meeting will be on MediaSite, and the information could be shared at a future board meeting. Trustee Blakely shared questions for the trustees to consider for making goals for the college during the study session earlier today. The trustees will send their comments to the questions to Melinda prior to the February 8 meeting. VP Mohrbacher will distill the trustees' comments and use the information while shaping the strategic plan.

#### **6. Probationary/Tenure Review**

President Leas explained that this agenda item is a reminder to the trustees that two probationary/tenure review binders will be available for their review after February 1. The board will take action on this item during February 28 board meeting. President Leas asked the trustees to contact Melinda to arrange for time to review the information prior to the next meeting.

The probationers work with their review committee to compile a binder/collection of evidence about their instruction. VP Mohrbacher prepares a summary letter, and the President reviews the information. Each year the trustees continue or deny probation and/or award tenure.

#### **7. Board Policy 3019**

VP Kim Garza shared that the revisions to Board Policy 3019 Drug Free/Alcohol Free workplace will meet federal requirements. An Administrative Process will also be developed to reflect the same intent.

Motion 13-02 Trustee Anna Franz moved to approve Board Policy 3019 as presented. Trustee Stephen McFadden seconded the motion, and the motion passed.

**8. GISS Board Self-Evaluation**

The trustees discussed their self-evaluation during the earlier Study Session. No action was taken. Trustee Mike Blakely asked his fellow trustees to consider the following questions:

*After analysis of the GISS data, what is the single most important factor we should be proud of?*

*Using the same data, what is our single most major weakness?*

*List at least one short-term goal for the betterment of this institution.*

*List at least one long-term goal (5-10 years) for this institution.*

**9. Assessment of Board Activity**

Trustee Jon Lane reported that he attended Viking basketball games. The Viking Men's Basketball Team is rated first in the east region. He noted the community pride at the basketball games.

Trustee Lane attended dinner at Dr. Leas' as a thank you for helping while Dr. and Mrs. Leas were moving into their home. Trustee Lane attended the Transfer Event Casino Party and the BBCC Foundation Board meeting. He also attended the American Legion Oratory Contest held in the ATEC building.

Trustee Stephen McFadden attended the Annual Adams County Development Council Luncheon January 8. Senator Mark Schoesler from the 9<sup>th</sup> District was the keynote speaker.

Trustee Anna Franz stated she is looking forward to attending the TACTC Conference in Olympia.

Trustee Mike Villarreal reported that he attended the January 8 Adams County Development Council meeting, and he also attended a Viking basketball game where his kids had a great time. He is also looking forward to attending the TACTC New Trustee Orientation.

Trustee Mike Blakely stated that he talked to 10-15 students about BBCC. He also contacted several legislators and is working with President Leas to facilitate a Quincy Community Meeting. Trustee Blakely attended the BBCC holiday potluck. He is also serving on the TACTC Transforming Lives Award Committee.

**10. Next Board Meeting**

The next regular board meeting will be held February 28, at 1:30 p.m.

**11. Miscellaneous**

President Leas reported that he attended the Northwest Commission on Colleges and Universities hearing regarding BBCC accreditation accompanied by VP Bob Mohrbacher and Dean Valerie Kirkwood. The Commission noted the six commendations and asked questions about the two recommendations. They will provide us with their final decision in February. Dr. Sonya Christian, chair of the BBCC accreditation visit team, participated by conference phone.

President Leas and administrators recently toured the Columbia Basin Health Clinic in Othello. They practice LEAN methods, and their organization was impressive.

The Quincy Community meeting will be held Tuesday, February 19 from 2-3:30 p.m. in the Quincy City Council Chambers. All trustees are invited to attend.

The upcoming TACTC meetings will be held next week at the Olympia Red Lion and will include a New Trustee Orientation. President Leas and four trustees will attend, and they will also meet with legislators.

During the December 20 board meeting, the trustees discussed attending the ACCT Governance Leadership Institute in San Antonio, TX March 21-22, 2013. President Leas and three trustees will attend this Institute.

The October ACCT Leadership Congress will be held in Seattle this year. It will be a great opportunity for professional development and networking for the President and trustees with minimal travel expense.

President Leas has been reviewing board policies. He was surprised to discover that BBCC does not have a policy about workplace relationships between employees and between employees and students. An appropriate policy would make the college and employees less vulnerable to liability issues in this area. VP Kim Garza is drafting a policy, and it will be reviewed by constituent groups on campus and may be available for review by the board at the February 28 board meeting.

President Leas stated he is working with the Vice Presidents to develop an evaluation process for administrative/exempt employees. They have a draft which incorporates BBCC's core themes into each employee's work plan. The document will ensure expectations are well defined and provide the employee the opportunity to develop goals. Supervisors and employees may meet quarterly to discuss progress. This is a formative evaluation that is supportive of employee development and success.

Trustee Jon Lane stated this may be a good concept for the President's evaluation. He asked the President to bring the draft document to the next meeting for the board's consideration.

Trustee Mike Blakely complimented PIO Doug Sly for the articles appearing in the paper.

The meeting adjourned at 2:33 p.m.

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Mike Blakely, Chair

ATTEST:

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Terrence Leas, Secretary