

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting January 31, 2019 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. Pledge of Allegiance

Veteran and student Jim Leland led the Pledge of Allegiance. Board Chair Jon Lane announced that the board meeting was being streamed live on Media Site.

### 3. Introductions

There were no introductions.

### 4. Consent Agenda

a) Approval of Board Meeting Minutes December 20, 2018 (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 19-01 Trustee Anna Franz moved to approve the consent agenda with a slight change to the December 20, 2018 minutes. Trustee Thomas Stredwick seconded, and the motion passed.

### 5. Remarks

- a. ASB Programming Director Brynn Brown reported ASB and club activities. The ASB officers have provided opportunities to connect with other students across campus this past month with distribution of Monday morning treats. They served students in three main campus buildings and various Work Force Education buildings delivering coffee, hot chocolate, and freshly baked donuts from Sodexo averaging 100 contacts per Monday.

ASB also sponsored a successful blood drive with five new donors as part of the event. Grocery Store Bingo was a hit, and ASB will hold a Gift Card Bingo in March.

ASB hosted a comedian and nationally-known hypnotist last week. Currently, there are eight teams signed up to compete in a Dodgeball Double Elimination Tourney tonight in the gym.

Tomorrow morning Melissa Ruiz from SwiftKick will facilitate the quarterly ASB/Club leadership training. She introduced Dance Floor Theory, which includes how to bring more people to our events and clubs.

ASB is holding their quarterly Lunchfest (Pastafest) on Tuesday, February 12 and showcasing Kristen Merlin, who performed on The Voice during season six. For Black History Month, ASB will honor Rosa Parks and her birthday by giving out t-shirts to students and selling them to faculty and staff for \$10.

The Multicultural program hosted a Martin Luther King reading, in which students read portions of his "I Have a Dream" speech. There was also an "I Have a Dream" board as part of this event, where students and staff could write down their dreams.

Upcoming Club events include the Nursing Club sponsoring a "Be The Match Donor" for blood stem cell donation February 12. The Brazilian Jiu-Jitsu Silent Auction is scheduled for February 13.

The MEChA Club will feature a Valentine's Day Fundraiser treat sale on February 14. The Writing Club will help the English department with readings by authors Joy Passanante and Mary Blew in the Masto Conference Center on February 25 beginning at 2:30 p.m.

The Student Programs Office is in the process of finishing a new Student Club and Community Organizational Handbook, which will promote the development of communities as well as clubs. The difference between the two groups is that communities tend to be small in members, not required to have a constitution and by-laws, and not requesting annual funding nor travel. We have found that there are students who are interested in forming a group to hang out, and we want to help make that happen.

- b. Classified Staff Representative Cassandra Fry reported that the Staff Training and Recognition Committee is developing a program learning experience. They will visit the UAS Commercial Pilot and Aviation Technology departments.
- c. Faculty Association President Salah Abed reported faculty news. Automotive Technology Instructor John Martin reported that some of his students were not retaining information. He gave them journals and asked them to take notes, which are turned in for grading weekly. There was a dramatic increase in retention for the students, and more reflective writing is being incorporated into the class.

Academic Support Division Chair Dawnne Ernette reported that she has accepted a position on the Washington Language Arts Council (WLAC) as a college member-at-large. She will act as a liaison to post-secondary individuals for sharing information about events, networking, and opportunities for WLAC.

Criminal Justice Instructor Jill Farman shared that students in the Criminal Investigations Class learned how to lift latent fingerprints. Communications Coordinator Tiffany Sukola took pictures and shared the activity on social media.

English Instructor Matthew Sullivan shared that the Writing Club is bringing two authors to campus for a free public reading and discussion. Joy Passanante's new memoir is about her father's experience as a medic in World War II. Mary Blew's new novel is about a young woman who returns home to a lot of drama in her small town after traveling with a country music band. The authors will present to the BBCC community Monday, February 25, and visit classes Tuesday, February 26.

Foreign Language Instructor Jennifer McCarthy shared that her French class is bubbling with enthusiasm as they learn two songs in the French language this quarter.

- d. VP Linda Schoonmaker added to the consent agenda that the contractor for the UAV and UAS update has been on campus. She also shared the time-lapse footage of progress on the Workforce Education Center. The Workforce Education Center (PTEC Project) remains on schedule and on budget.
- e. Dr. Bryce Humpherys shared the letter from the Northwest Commission on Colleges and Universities (NWCCU) confirming that the NWCCU accepted BBCC's 2018 Ad Hoc Report, removed the Notice of Concern issued on Recommendation 2, deemed that BBCC fulfilled Recommendation 2 of the Fall 2012 Comprehensive Peer-Evaluation Report, and required no further action from us. Dr. Humpherys expressed gratitude for the hard work that was accomplished by staff and faculty. The NWCCU comprehensive visit is scheduled here in 1.5 years. We are awaiting release of the new NWCCU standards and then will determine if it is best to continue with the current standards or work with the new standards. Immediately following the comprehensive visit, BBCC will address year one with the new standards.

Dr. Humpherys stated annual planning work will continue during the All-Staff In-Service tomorrow, and trustees are invited to attend and observe. All faculty and staff will review data, evaluate the college on meeting institutional objectives, and suggest actions the college can take. He also shared the 2018-19 Core Theme Indicators Dashboard, which shows Ends, objectives, targets and current scores. Some indicators are qualitative and not noted on the sheet.

Trustee Thomas Stredwick stated the dashboard is a good step toward consolidating data toward actionable effort. Dr. Leas asked the trustees to consider what information is useful and to share feedback to ensure they are

receiving necessary information to fulfill their roles. VP Humpherys said the indicators can be revised annually based on campus and trustee feedback. Trustee Stredwick commented that having all information in one spot, rather than pivoting through different reports, is helpful.

Dr. Humpherys shared an updated service district map showing the number of students from each zip code. More information about the student population will be shared as the Bachelor of Applied Science feasibility study is prepared. Employer and student surveys are being conducted, and a summary will be presented to the board. Trustee Stredwick suggested that the Grant County Economic Development Council may have helpful resources for the study. Dr. Humpherys also stated that Yakima Valley College may help fund this effort as a partner in a federal Title V collaborative grant. He also responded to Trustee Lane's question about competition with CWU stating that BBCC must demonstrate there is unmet need and noted that a Bachelor of Applied Science in Management is not offered by CWU.

VP Humpherys reported that BBCC hosted a visit by a delegation of educators from Korea earlier this month, which was an outgrowth of his visit to Gunpo, Korea in the spring of 2018. The delegates were impressed with BBCC and are considering endorsing a scholarship program for their students to come to BBCC.

- f. VP Garza stated she had nothing additional to add to the Human Resources consent agenda item.
- g. Executive Director of the Foundation LeAnne Parton reported that the Foundation has secured pledges of \$2,059,950 for the Building Tomorrow's Workforce Capital Campaign. They have made 87 asks and received 46 pledges with 11 "no" responses. She is waiting to hear back from 30 potential donors. Director Parton has submitted two grant applications, one to CHS Sunbasin Growers and the other to Simplot. There are 74 people or businesses remaining to talk to or write grants for in 2019. Scholarship applications are due February 25, 2019. Cellarbration! is gearing up, the date is May 18, 2019, this year.

## **6. Sabbatical Request**

Dr. Humpherys referenced the sabbatical request by Dr. Steve Close in the board packet. Dr. Leas commented that Dr. Close's request clearly articulates his learning activities and how they will benefit BBCC students. Dr. Close commented that he is in his seventh year of teaching at BBCC. Learning more modern teaching theories will make him a better instructor.

### Motion 19-02

Trustee Anna Franz moved to approve the sabbatical request by Dr. Steve Close. Trustee Juanita Richards seconded, and the motion passed.

Trustee Thomas Stredwick asked if we can provide additional funding for sabbaticals. VP Kim Garza explained that the sabbatical process is conducted as outlined in the

negotiated agreement with the Faculty Association. Dr. Close will receive a portion of his salary while he is on sabbatical leave.

### **7. Exceptional Faculty Award (EFA) Report**

Automotive Instructor Dick Wynder shared about his EFA-funded attendance at the North American Council of Automotive Teachers Conference (NACAT) in Williamsport, PA. The conference is especially beneficial because they focus on pedagogy as well as current automotive technology trends. Instructor Wynder learned about autonomous vehicles, adaptive intersection mapping, and drivers' preferences. He also shared that BBCC's WEC Building is a potential hosting location for the NACAT Conference. Instructor Wynder thanked the EFA Committee, President Leas, and the Trustees for the opportunity.

### **8. Probationary Tenure Review**

Dr. Humpherys reported that the probationary tenure review process has been modernized, and the files are now online. The trustees will review the ten probationers' electronic files and take action at the next board meeting. VP Kim Garza demonstrated how to access the files.

### **9. Board Policy for Information**

Board policy (BP) 2070 Reasonable Accommodation for Employees, BP 3014 Hiring Procedures: Administrative & Exempt Staff, BP 6113 Americans with Disabilities Act of 1990, BP 6112 Disabled Student Non-discrimination Policy, and BP 6115 Policy Prohibiting Discrimination, Harassment, Sexual Harassment, and Sexual Misconduct were reviewed for action at the next board meeting.

### **10. Board Policy for Action**

The trustees reviewed BP 6111 Electronic and Information Technology Access (EITA) during the last board meeting. VP Linda Schoonmaker and ATG Jason Brown agreed BP 6111 needed no revisions.

#### Motion 19-03

Trustee Juanita Richards moved to approve BP 6111 Electronic and Information Technology Access (EITA) as presented. Trustee Stephen McFadden seconded, and the motion passed.

Board chair Jon Lane announced a 5-minute break and a 15-minute executive session at 2:53 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 and AAG Jason Brown were asked to attend the executive session. The executive session was extended by 5 minutes three times. The meeting reconvened at 3:28 with no action taken.

## **Public Comments**

Music Instructor Michael Dzbenski introduced community members Ron and Becca Sawyer and Nancy Hanson. Mr. Sawyer stated he has been a supporter of the music program for many years, and he is interested in forming a support group to raise money for needed improvement to Wallenstien Theater such as sound system, wall and stage drapes, roofing and HVAC. Mr. Sawyer asked about the status of improvements to Wallenstien Theater. They don't want to invest in improvements if the building will be replaced in five years. The group would like to raise money and deposit into the BBCC Foundation. Trustee Jon Lane stated that the board has not discussed renovations or replacement of Wallenstien Theater. VP Linda Schoonmaker reported that the roof should be funded in the next biennium, and the HVAC work should be funded this year. She also said that Wallenstien Theater scored in the renovation category; there are multiple issues around wiring, the sound system, the projection room, and ADA access. She said it is possible that Wallenstien Theater could be the next replacement project after the WEC Building. VP Schoonmaker estimated it would take \$60,000-100,000 for professional renovators to do the work necessary for Wallenstien Theater. Music Instructor Dzbenski reported that a company visited campus, and they are developing an estimate of costs for improvements to Wallenstien Theater. If Wallenstien Theater was updated, more community events could be held there providing support for the community and generating revenue for BBCC.

## **11. Employee Focus Group**

Dr. Leas shared that in 2017 the Committee on Equity, Inclusion, and Diversity (CEID) developed a proposal for an environmental scan of BBCC. At that time there was no funding available; in 2018-19, funding was allocated for the scan. Dr. Christine Clark was chosen to conduct the scan. She was presented with some survey data, and she met with several employee focus groups in October of 2018. The report was received and included critical candid comments of BBCC leadership. The report was released to all employees and the trustees. Cabinet members have met to discuss the report to determine themes for focus and improvement plans. Dr. Leas said a plan should be developed by spring quarter. Trustee Stephen McFadden asked Dr. Leas to share the plan with the trustees before implementing.

Trustee Anna Franz asked Faculty Association President Salah Abed about the faculty perspective of the report. Instructor Abed stated there are varying opinions and responses across campus. The Faculty Association is meeting February 1, and the report will be one topic of discussion. Trustee McFadden requested Instructor Abed share the faculty perspective and feedback on the report. The trustees want to learn more and support the process. Trustee Lane asked Instructor Abed if faculty members understand how policy governance works. Instructor Abed stated faculty members are aware of policy governance, and they want to be involved with improvements. President Leas offered to attend the Faculty Association meeting to share more about policy governance. Instructor Abed advised that Dr. Leas could share at an in-service. Trustee Franz emphasized the importance of transparency and communication. Instructor Abed said he knows that administration is taking the report seriously.

## 12. Study Sessions

Board Chair Jon Lane asked the trustees to complete the study session feedback form to determine study session topics and format. Chair Lane and President Leas will work together to coordinate the study session based on the trustees' feedback.

## 13. Assessment of Board Activity

Trustee Thomas Stredwick reported that he had a discussion with Board Chair Lane (E-1, E-2, E-3, E-4, E-6). He also discussed policy governance with Dr. Leas (E-1, E-2, E-3, E-4, E-6) and WEC funding prospects (E-1, E-2, E-3, E-4, E-5). Lastly, he attended the Legislative Luncheon December 27 (E-1, E-4, E-5, E-6).

Trustee Juanita Richards reported that she attended the Holiday Potluck (E-1, E-2, E-3, E-4, E-5, E-6) and a basketball game (E-2, E-3, E-4, E-6). She also held a meeting at BBCC (E-6) and attended the local Transforming Lives event (E-1, E-2, E-3, E-4, E-5, E-6). Trustee Richards also talked with Dr. Leas on the phone (E-1, E-6).

Trustee Stephen McFadden reported he attended the Legislative Luncheon December 27 (E-1, E-2, E-3, E-4, E-5, E-6) and the ACT Transforming Lives event (E-1, E-2, E-3, E-4, E-5, E-6). He also advocated for BBCC with legislators (E-1, E-4, E-5), and talked with the board chair and the college president (E-1, E-5).

Trustee Jon Lane attended two BBCC Wrestling meets (E-1, E-2, E-4, E-5, E-6) and an audit exit meeting (E-1, E-2, E-3, E-4, E-5, E-6). He attended the ACT Conference and Transforming Lives dinner (E-1, E-2, E-3, E-4, E-5, E-6), and he met with Dr. Leas (E-1, E-2, E-3, E-4, E-5, E-6). Finally, he met with the South Korean delegation (E-4, E-5, E-6).

## 14. Next Regularly Scheduled Board Meeting

### Motion 19-04

Trustee Juanita Richards moved to set a board study session on March 7, at 9:00 a.m. Trustee Thomas Stredwick seconded, and the motion passed.

The next regular meeting was confirmed on March 14, 2019, at 1:30 p.m.

## 15. Miscellaneous

Dr. Leas reported that he, Trustee Lane, and Trustee McFadden visited legislators in Olympia and discussed support of BBCC and three trustee confirmations in the Senate.

Dr. Leas also reported that the BBCC Job & Career Fair is scheduled on February 28 with 55 employers registered, and it will include a community resource fair. The Spring ACT Conference will be held at Walla Walla Community College May 23-24.

Board Chair Jon Lane stated he is attending the ACCT Conference in WA, DC and will visit Representatives McMorris and Newhouse and Senators Murray and Cantwell.

The trustees reviewed the local Transforming Lives budget comparison. The total sponsorships exceeded the expenses.

Trustee Thomas Stredwick shared the book *Humble Inquiry* as a resource for board members. The book is a good professional development item for board members and encourages readers to move past the culture of telling to asking good questions.

Board Chair Lane ended the meeting reiterating that the board is taking the employee focus group report seriously and urged that it will take hard work on the part of all campus community members to address the issues transparently.

The meeting was adjourned at 4:15 p.m.

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Jon Lane, Chair

ATTEST:

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Terrence Leas, Secretary