

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting January 9, 2020, 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

US Navy Veteran Michael Garoutte led the pledge of allegiance. He shared that he served as a submarine nuclear machinist mate for six years. He coaches the BBCC Softball team and is the Veteran Navigator on campus.

### 3. Introductions

There were no introductions.

### 4. Consent Agenda

Motion 20-01 Trustee Anna Franz moved to approve the consent agenda. Trustee Juanita Richards seconded the motion, and the motion passed.

Trustee Thomas Stredwick stated he would like to learn more about the risk assessment report that Dr. Leas referred to in his activities report consent agenda item.

### 5. Remarks

- a. ASB President Madison Shrope reported that along with purposeful programming that was reported at the last meeting, ASB is also focused on intentionality. They received feedback that students were not participating in activities due to timing and location. ASB responded by taking activities to the students. They recently took a pizza party to students in workforce education classes and Open Door program classes. ASB also plans to facilitate a sequined pillow craft activity in the student success center and in the nursing program area. Lastly, Madison showed the t-shirt designed with Martin Luther King's message that will be given to students and employees can purchase for \$10.

Trustee Jon Lane expressed appreciation for ASB's outreach activities.

- d. VP Linda Schoonmaker reported that BBCC is in the global design adoption training stage for ctcLink. Organizational Change Manager and Business

Services Assistant Manager Angela Garza will pilot the Canvas training to help her coach others through it. VP Schoonmaker provided additional information requested by the State Auditor's Office. The Workforce Education Center (WEC) is closer to completion. There are some areas in use by students and faculty; however, the Ag lab, catering kitchen, and tool room are not ready for student or employee use yet. VP Schoonmaker is working with AMT instructors to set up exterior fencing for larger planes on the new pad. She reported that updates to Wallenstein Theater did not reach the criteria for a capital project application submission. The Northwest Commission on Colleges and Universities (NWCCU) contacted VP Schoonmaker to serve on a seven-year accreditation visit using the new standards in April. VP Schoonmaker participation in the visit will help prepare for BCC's fall 2020 accreditation visit. VP Schoonmaker also stated that Dr. Leas has reviewed the updated Emergency Operations Plan (EOP), and the VPs are also reviewing the document. The updated EOP will replace the existing multi-hazard plan and accident prevention plan.

- e. VP Bryce Humpherys reported he is coordinating the review and revisions of policies and procedures in preparation for the accreditation visit; there are policy revisions for review in today's board packet. There are also multiple catalog updates required to meet accreditation standards that he is leading. VP Humpherys stated he will be drafting the narrative of the report during winter quarter. He continues to watch for guidance documentation on the new standards on the NWCCU website.

VP Humpherys shared that he will submit a Title V application to the Department of Education in February. The Japanese Agriculture Exchange Council (JAEC) has an office in Seattle staffed by one full-time person, Takumi "Tak" Yoshinaga. Mr. Yoshinaga is retiring, and the JAEC plans to close the office in March. VP Humpherys is working with the JAEC to determine how the operational details for the Japanese Agricultural Training Program will be handled. Dr. Humpherys joined the Port of Moses Lake and Grant County delegation traveling to Japan the week before Christmas. He participated in Memorandum of Understanding signing ceremonies and recruited international students while in Japan.

- f. VP Kim Garza reported that human resources is in various stages in searches for communication, music, and nursing instructors. She also stated that the legislature's action with House Bill 2158 providing additional funding for Nursing Instructor positions resulted in a much larger pool of candidates for BCC's open position. She asked the trustees to thank the legislators for their support. VP Garza reported that the demographic report she prepared for the SBCTC shows that employee diversity at BCC has increased from 17% people of color to 21%, which is more reflective of the service district. Her office is also implementing the new paid family and medical leave act that took effect January 1.

- g. Executive Director of the Foundation LeAnne Parton reported the Foundation secured pledges to date for the Building Tomorrow's Workforce Capital Campaign of \$2,989,352 or 79.71% of the goal.

Executive Director Parton reported there have been 133 asks resulting in 71 pledges, with more to come. She has also submitted more grant applications and is waiting to hear back. There are more people and businesses she will meet with in 2020.

The BBCC Family Campaign "Harvesting Good" was a success with increased participation from 62 employees donating last year to 76 this year, and the dollars increased from \$31,613 to \$35,454.

Executive Director Parton is leading the Leadership Work Group and per the Campus Community Action Plan, they brought in a trainer from the Michael Nash group to deliver work-place climate and behavioral styles training. An additional four-day Nash training is scheduled in February and March for supervisors and all employees who are interested.

#### **6. Emeritus Status to Paul Hirai**

Dr. Leas recognized Paul Hirai for his long-serving and steadfast support of BBCC through his service on the Board of Trustees and the Foundation totaling 36 years. Mr. Hirai was presented with a framed certificate.

#### Motion 20-02

Trustee Juanita Richards moved to award Emeritus Status to Mr. Paul Hirai. Trustee Jon Lane seconded the motion, and the motion passed.

Mr. Hirai stated that he has enjoyed his time with BBCC. His wife Ginny began helping JATP trainees with interpreting, and many trainees visited their farm. Mr. Hirai stated that they raised their three daughters in Moses Lake, and he is very grateful to the community and for his association with BBCC. He also visited Europe while BBCC offered education to military staff there, which eventually funded the DeVries Activity Center. He continues to promote BBCC to potential international students.

#### **7. Exceptional Faculty Award Reports**

Dr. Steve Close shared his appreciation for his award. He reported that he used his award to fund coursework for his Master's in Communication at Eastern Washington University. BBCC's professional development unit and sabbatical opportunities, along with the EFA, have made it possible for Dr. Close to expand his learning and pass it on to students. He shared appreciation for BBCC's student focus, which is much different from his experiences with four-year universities' research focus. Dr. Close stated BBCC is a great place to teach. Dr. Leas presented a \$2,000 check to Dr. Close.

### **8. Campus Climate Action Plan (CCAP)**

VP Kim Garza reported the updated CCAP is in the board packet for reference. Per the CCAP, round one of Nash Training was delivered on campus, and round two for supervisors is scheduled in February and March. Additional trainings such as GenSpeak about communication between members of different generations is also being offered. Dr. Leas has scheduled quarterly information meetings with employees beginning next week. Teams are developing recognition strategies, and other tasks are ongoing.

### **9. Board Policies for Review**

VP Kim Garza reported per NWCCU standards, a board policy regarding the philosophy on collective bargaining is required. The draft policy is included for the board's review today, and it will be included in the board packet for action at the next meeting.

VP Bryce Humpherys also referenced accreditation standards regarding a change to the wording eliminating the president acting as board chair in any instance. Trustee Anna Franz shared wording that was used to prepare the draft revision of BP1000.

During the study session December 10, the trustees discussed adding a detailed trustee job description to BP1000. Trustee Anna Franz suggested a trustee committee draft job description revisions. Changes to the board chair election wording in BP1000 was also suggested at the study session.

#### Motion 20-03

Trustee Jon Lane moved to create a temporary committee of Trustee Anna Franz and himself to draft a trustee job description and revise the board chair election wording in BP 1000. Trustee Thomas Stredwick seconded the motion, and the motion passed.

### **8. Exceptional Faculty Award Reports**

Dr. Tyler Wallace shared his EFA experience and greeted the trustees in Spanish. He stated BBCC is a Hispanic Serving Institution (HSI), and English is not the first language of many students. He referenced the value of inclusion and the challenge for faculty members to reflect the student population. He decided to connect with students' experiences by learning a different language and traveled to Ecuador, stayed in a host home, and worked with a private tutor learning Spanish and grammar. He became fluent in the academic register by teaching his tutor statistics and algebra in Spanish for four weeks. The result of his experience is not only improved his fluency in Spanish, he also developed more empathy for students learning new concepts in a new language. Dr. Wallace is providing math tutoring to Spanish speaking students. Dr. Leas presented a \$2,000 check to Dr. Wallace.

Board Chair Stephen McFadden announced at 2:23 p.m. an Executive Session for 30 minutes 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 . He asked VP Kim Garza and AAG Jason Brown to attend the executive session.

At 2:53 p.m., a five-minute break was announced. The meeting reconvened at 2:58 p.m.

- c. Faculty Association President Salah Abed shared that faculty members are off to a good start for winter quarter. Early Childhood Education Instructor Michele Reeves reported that she is excited to provide her students the opportunity to present mini-lessons to their peers as an active learning assignment.

#### **10. Presidential Search**

Board Chair Stephen McFadden thanked the Presidential Search Advisory Committee (PSAC) members for their work reviewing 19 candidate files and recommending five candidates to the board of trustees. PSAC members took their difficult task very seriously and worked through the process. He recognized VP Kim Garza's hard work and organization of the search on top of her regular work. He also thanked Executive Assistant to the President Melinda Dourte for support work. Chair McFadden thanked Trustee Jon lane for his guidance and input on the search committee work guidance and input. The names of the five finalists will be released after VP Kim Garza confirms with each candidate that they will remain in the process.

##### Motion 20-04

Trustee Jon Lane moved to accept the five presidential candidates recommended from the PSAC. Trustee Anna Franz seconded the motion, and the motion passed.

VP Kim Garza shared the draft presidential candidate visit schedule, which includes dinner and a community tour to provide the best exposure for the candidates. Fridays are not good days for visits because students and some employees are off campus. The schedule is expanded from the 2012 schedule to include the Foundation Board and ASB officers for dinner with the trustees and candidates. There will also be a "meet and greet" with faculty leadership outside of the two open forums. The proposed visit dates include January 21, 22, 23, 29, and 30. Each date includes a two-hour executive session with the trustees for their interview. Setting the dates and visit schedule is an action item. All trustees are needed for the executive session and dinner with the candidates. Trustees are welcome to attend the other activities; they were encouraged to RSVP their attendance, and Melinda will ensure open public meeting notices are published in case of a quorum. The open forums will be recorded, and the trustees may watch them.

##### Motion 20-05

Trustee Anna Franz moved to set special meetings, including executive sessions, for the purpose of interviewing candidates January 21, 22, 23, 29, and 30 from 4:00-6:00 p.m. with dinner to follow. Trustee Jon Lane seconded the motion, and the motion passed.

Draft interview questions were shared by VP Kim Garza. She stated the candidates should each be asked the same questions and encouraged the trustees to choose 12-15 questions for the interviews. Trustee Jon Lane also shared draft questions for the board to consider.

At 3:25 p.m., Board Chair Stephen McFadden announced a 30-minute recess for the trustees to review the questions. The meeting reconvened at 3:55 p.m.

The trustees discussed their preferred questions.

Motion 20-06 Trustee Anna Franz moved to choose questions 1, 2, 5, 6, 8, 10, 11, 13, 15, 18, 19 and CCAP question for the presidential interviews. Trustee Juanita Richards seconded the motion, and the motion passed.

Motion 20-07 Trustee Anna Franz moved to set a special meeting, including an executive session, February 6 to deliberate and identify the finalists for the position of president. Trustee Juanita Richards seconded the motion, and the motion passed.

#### **11. Presidential Onboarding Process**

Chair Stephen McFadden asked Trustees Anna Franz and Thomas Stredwick to serve on a temporary committee to draft a presidential onboarding process for the board to review.

Motion 20-08 Trustee Jon Lane moved that Trustees Anna Franz and Thomas Stredwick serve on a temporary committee to draft a presidential onboarding process. Trustee Juanita Richards seconded the motion, and the motion passed.

Chair McFadden said VP Garza would share presidential onboarding information with the trustees. Chair McFadden advised that the draft process should be ready for the next board meeting in February. VP Kim Garza is available as a resource to Trustees Anna Franz and Juanita Richards.

#### **12. Board Self-Evaluation and Goals**

Chair McFadden stated the trustees discussed revising the board goals during the study session on December 10.

Motion 20-09 Trustee Jon Lane moved that board goals 4 through 7 be removed and re-approve board goals 1 through 3. Trustee Anna Franz seconded the motion, and the motion passed.

#### **13. Assessment of Board Activity**

Trustee Jon Lane attended the English and math student presentations on campus (E-1, E-2, E-3, E-6). He also attended the GED Graduation ceremony (E-1, E-2, E-3, E-4, E-6) and three PSAC meetings ((E-1, E-2, E-3, E-4, E-5, E-6).

Trustee Juanita Richards attended the holiday potluck (E-1, E-6) and met with Dr. Leas today (E-1, E-5).

Trustee Anna Franz attended the holiday potluck (E-1, E-6).

Trustee Stephen McFadden attended three PSAC meetings (E-1, E-5, E-6), and reference check calls (E-1, E-5). He also prepared for and attended the board study session and met with Dr. Leas about the agenda for today's meeting (E-1, E-3,). Lastly, he attended the Holiday Potluck (E-6).

#### 14. Next Regularly Scheduled Board Meeting

Motion 20-10

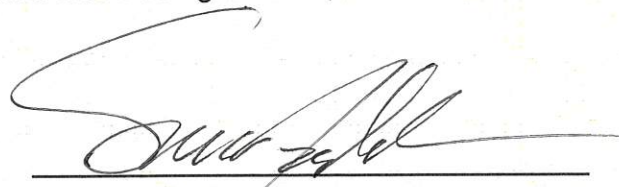
Trustee Anna Franz moved to reschedule the February 13, 2020 board meeting to February 14, 2020 at 1:30 p.m. Trustee Thomas Stredwick seconded the motion, and the motion passed.

#### 15. Miscellaneous

President Leas reminded the trustees about the statewide Transforming Lives Recognition Dinner February 17 in Olympia. He also reported that he is meeting with the new Executive Director of the Port of Moses Lake, Don Kersey, and the new City Manager in the near future. Dr. Leas stated it is an honor to have VPs Linda Schoonmaker and Bryce Humpherys recognized as experts and invited by the NWCCU to participate on accreditation evaluation visits. BBCC benefits from their participation in evaluation visits.

Trustee Jon Lane asked if BBCC could provide support to Boeing locally. Dr. Leas stated he and Dr. Humpherys have talked with Boeing officials, and there are no concrete plans at this time.

Adjourned 4:29 p.m.




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Stephen McFadden, Chair

ATTEST:




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Terry Leas, Secretary