

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting October 10, 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

Softball coach, VetCorps Navigator, and Marine Veteran Mike Garoutte led the Pledge of Allegiance.

2. Introductions

Dean of Transitional Services Faviola Barbosa reported that due to the increase of Open Doors sessions, she has hired two new case managers: Danessa Raymond and Matty Moore. The Open Doors program serves Ephrata and Moses Lake students who are credit deficient graduate from high school and prepare to transition to college.

Executive Director of the Foundation LeAnne Parton introduced Alumni and Development Coordinator Chandra Rodriguez.

Registrar Starr Bernhardt introduced Program Assistant Rebecca Ozuna.

VP Linda Schoonmaker announced that newly hired BBT Director Patrick Steele was not available for the meeting.

3. Consent Agenda

Registrar Starr Bernhardt shared a correction on the enrollment report. Summer enrollment increased, and state FTEs are only down 1% rather than 6%. VP Linda Schoonmaker reported that BBCC's allocation has not been changed yet based on our FTEs. Many other WA State CTCs also have dropping enrollments.

VP Kim Garza will discuss the Campus Climate Action Plan during her report.

Motion 19-35

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

4. Remarks

- a. An ASB representative was not available.
- b. A Classified Staff member was not available.

- d. VP Linda Schoonmaker reported BBCC's completion rate toward ctcLink requirements is 33%. BBCC is scheduled to go live with ctcLink October 2021. She shared that a SBCTC Infrastructure Analyst is on campus today. The Workforce Education Center (WEC) progress has not changed from the consent agenda update. Some WEC classrooms are open, and the building is closed on Fridays for the workers to maximize progress. VP Schoonmaker also reported that an architect walked through the Wallenstien Theater Tuesday to prioritize updates needed, and demolition of Building 3300 has begun.
- e. VP Bryce Humpherys provided updates from the consent agenda regarding accreditation. Using the new Northwest Commission on Colleges and Universities (NWCCU) standards, assignments have been made to staff to review policies and procedures for revisions to meet standards in their areas.

Dr. Humpherys reported that he will accompany VP Schoonmaker, Executive Director of the Business Office Char Rios, and Dean of Institutional Research Valerie Parton at NWCCU training. He will also attend an accreditation chair training and an accreditation site visit next week and next spring. Trustee Jon Lane asked about the board members' roles in accreditation efforts. VP Humpherys stated Standard 2 is compliance oriented and Standard 1 is about institutional advancement and strategic planning such as reducing student equity gaps, facilitating student learning, and learning from assessment and making allocations accordingly. The board's self-evaluation and strategic goals fit here. Continuous quality improvement is essential to the core of accreditation and tasks like revising the president's job description fit. As staff review policies, board policies may be brought forward for revisions. Dr. Leas stated that the board's work actively reviewing the monitoring reports and providing expectations for closing gaps also fits within accreditation requirements.

Dr. Humpherys reported that he presented BBCC's Bachelor of Applied Science (BAS) statement of need to the SBCTC Board yesterday, and it was approved. Next steps include convening a group of faculty to articulate an implementation plan to be reviewed and approved by the SBCTC Board in one year. Dr. Humpherys said the BAS should start fall 2021. Board Chair McFadden thanked Dr. Humpherys for his work with the BAS.

Dr. Humpherys stated closing equity gaps through advising is a priority. Starfish, a student management software package, is being initiated to coordinate and enhance advising efforts with students. Starfish is scheduled to be piloted winter quarter.

- f. VP Garza thanked all search committee members who served through the summer. Several positions were filled and additional open instructor positions will be posted soon. She is also meeting with subject matter experts composing a response to the Civil Rights audit.

VP Garza shared that Robin Arriaga has served as the chair of the STAR Committee for the Classified Staff in the past. Her workload has increased and others on the committee have been promoted to administrative exempt positions. The STAR Committee is in a holding pattern as staff are struggling with workloads and interested in serving on other committees on campus. More Classified Staff are interested in leadership training and expressing positivity about changes in the climate. Board Chair McFadden stated it is important that employee groups have a voice with the board, and they are welcome and encouraged to give updates. If they cannot attend in person, a written report would be helpful.

VP Garza reported that the Campus Climate Action Plan (CCAP) is posted to the portal. Cabinet members are working on CCAP calendar and assignments. Three workgroups have started Workplace Norms led by Deans Valerie Parton and Faviola Barbosa, Onboarding and Orientation led by Director Tammy Napiontek, and a Leadership Development Group led by Executive Director LeAnne Parton. There have been positive responses from employees serving on the workgroups. Leadership trainer Michael Nash will be on campus December 17-19 for eight-hour training sessions for all staff. VP Garza also reported that a template is being created to ensure talking points from meetings are shared with staff. Cabinet members are completing Leader User Guides to help with communication and community building. A community-building Ice Cream Social event was hosted by Cabinet members the week before school started.

Board Chair Stephen McFadden asked for more information about the CCAP. VP Garza reported that employees appreciate being heard, and some employees are more cautious than others. As the climate improvement plan is implemented, the effort will be adjusted as needed. Members of the Committee for Equity, Inclusion, and Diversity (CEID) are discussing how they could support the infusion of equity and diversity into the other groups and activities on campus. Progress of the CCAP will be measured with a survey administered by a third-party vendor, which is being selected by Cabinet members.

- g. Executive Director of the Foundation LeAnne Parton reported on Foundation activities. The Foundation has secured pledges to date for the Building Tomorrow's Workforce Capital Campaign totaling \$2,792,287, which is 74.46% of goal. The Foundation has made 130 asks, garnered 65 pledges and received 38 declines. There are answers still pending, more people or businesses to meet with, and more grants to write in 2019.

Foundation scholarships totaling \$252,253 have been awarded for the 2019-2020 academic year. The scholarship total does not include Microsoft's \$18,233 and Biella's \$10,000.

Program Specialist 2 Jennifer Starr, Alumni Development Coordinator Chandra Rodriguez, and Executive Director Parton attended the national Council for Advancement and Support of Education (CASE) conference in San Diego last week.

The WA state community and technical college Foundation Directors meet semiannually for professional development and networking. Executive Director Parton serves on the executive committee, which plans agendas, considers potential statewide fundraisers, and develops strategies to support strong working relationships between Foundations and college presidents.

Executive Director Parton is also leading the Leadership Work Group for the college. Lastly, the Foundation's donor/recipient connection event, Star Night, is scheduled on October 22.

- c. Faculty Association President Salah Abed shared news from faculty members. He and Academic Support Division Chair Dawnne Ernette are recruiting Workforce Education and Transfer faculty for the President's Search Advisory Committee.

Chemistry Instructor Sarah Bauer is teaching a new hybrid, flipped classroom chemistry course to help students who are not in the healthcare path. The class meets the science lab requirement and is introductory for those who do not have experience with science.

Early Childhood Education Instructor Michele Reeves attended a SBCTC-sponsored statewide training about creating equity in the classroom and a training about team teaching and I-BEST strategies.

Foreign Language Instructor Jen McCarthy reported she has an enthusiastic, motivated, and organized group of students learning German this year.

6. Exceptional Faculty Award (EFA)

Associate English Instructor Scott Woodham shared about his EFA experience. He is a poet with a Masters in Fine Arts and reported there is a "massive world of poetry," which helps with critical thinking. He attended "The Project Book" workshop which shared a way for poets to write books of poems that are compiled into a full poem. Instructor Woodham is writing a project book, and he enjoyed the online workshop with a community of professional poets.

7. WAC Revisions

President Leas explained that the WAC revisions presented were recommended by AAG Jason Brown.

- Motion 19-36 Trustee Jon Lane moved to approve the revisions to WAC 132R-117-020 Trespass. Trustee Anna Franz seconded the motion, and the motion passed.
- Motion 19-37 Trustee Anna Franz moved to approve the revisions to WAC 132R-02-050 Brief Adjudicative Procedures. Trustee Jon Lane seconded the motion, and the motion passed.
- Motion 19-38 Trustee Anna Franz moved to approve the revisions to WAC 132R-04-063 Disciplinary Action. Trustee Juanita Richards seconded the motion, and the motion passed.

8. 2019-20 Proprietary Funds Budget & Financial Statements

VP Linda Schoonmaker shared details of the 2019-20 Proprietary Budget and Financial Statements. She discussed differences in the ASB budget and stated the bulk of funding from S&A fees is derived from tuition and Running Start.

The revenues increased in athletics as a result of more fund raising and facility rentals. The wrestling team members brought in additional FTEs, and expenses were higher with the athletic director's salary. The gym floor needs to be refinished, and athletics needs a new bus. Athletes' scholarships are supported by S&A funds.

The bookstore continues to lose money. Personnel and open hours have been reduced this year. Many community and technical college bookstores are experiencing the same financial pressure. VP Schoonmaker met with Barnes and Noble, and they are not interested because our sales are below \$800,000.

VP Schoonmaker reviewed the housing and food budgets. Sodexo is losing money, and a campus food service workgroup is meeting to consider options. Housing is doing well and will need new washers and dryers soon. The housing fee is \$1,160 per quarter for a single occupant.

VP Schoonmaker stated the total assets are at \$26,588,481 and liabilities total \$4,519,755. Advance for WEC was \$5.5 million, and the fundraising goal for the foundation is \$3.75 million. The operating reserves balance is \$18,675,365 and BBCC is financially sound.

- Motion 19-39 Trustee Jon Lane moved to approve the 2019-20 Proprietary Funds Budget and Financial Statements. Trustee Juanita Richards seconded the motion, and the motion passed.

9. BP3011

President Leas stated this is the first reading of BP3011 Administrative and Exempt Staff Employment and Benefits Schedule, which details the benefits for the president. Based on previous board conversations, this item will be presented for action in November. VP Kim Garza stated changes to leave schedules for the president are being considered

Board Chair Stephen McFadden announced a 10-minute break at 3:00 p.m. to be followed by a 30-minute executive session, including President Leas, 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. The executive session was extended by 10 minutes and then five minutes. The executive session ended at 3:55 p.m. with no action taken.

10. President's Evaluation

Board Chair Stephen McFadden read the 2018-19 evaluation of President Terry Leas into the record:

Among the primary roles of the Board of Trustees lies the responsibility for selecting and evaluating the president of Big Bend Community College. This letter addresses the evaluation of President Terrence Leas, Ph.D., for his service during the 2018-2019 year.

Since selecting Dr. Leas as President in 2012, the Board of Trustees have appreciated his servant leader style and his demonstrated desire to establish a culture of inquiry. Many accomplishments have been achieved during these seven years that Dr. Leas and the campus community can be proud of.

This year's evaluation letter follows Dr. Leas' announcement of his retirement in June 2020. When the time comes to celebrate his career achievements in higher education, it is our sincere hope that Dr. Leas is able to point to many memorable moments during his time at BBCC.

The past year has been hectic, challenging, and at times frustrating for the entire campus community. Through all of those moments in time, Dr. Leas has strived to empower the BBCC community to be successful and there are key examples to be noted.

As the Workforce Education Center comes online, it will serve as a crowning achievement for the college's workforce education effort. The facility was originally designed to be 76,000-square-feet of educational space. With vision and hard work, Dr. Leas inspired the campus team and our communities to support expansion of the project to 129,000-square feet.

Dr. Leas has been pivotal in the BBCC Foundation's effort to raise \$3.75 million to support the additional expense of the expanded WEC. Today, the foundation is nearing the goal, with just \$900,000 left raise. Dr. Leas has been at the forefront of the funding pursuit, making key presentations across the service district to business, industry, and other stakeholders who have produced substantial private investment.

With the BBCC Mission in mind, Dr. Leas has worked through challenging circumstances to ensure the delivery of lifelong learning.

The Northwest Commission on Colleges and Universities' Notice of Correction was an unexpected development that sent the entire campus community scrambling. Without swift and intentional action by the leadership team, faculty and staff, BBCC's accreditation would have been at risk. In an accelerated timeline, BBCC responded and addressed the Notice of Correction which was successfully mitigated. Work has already turned toward preparation for the next accreditation cycle.

*The creation of an Employee Focus Group and the subsequent work of the Committee on Equity, Diversity and Inclusion were critical steps to address campus climate. Dr. Leas was forward thinking in commissioning the report prepared by Christine Clark, Ed.D. Recognizing challenges in the area of professional relations with faculty and staff, Dr. Leas facilitated an independent review which resulted in the Clark report: *Re/Building a Meaningfully Engaged Campus Community*. It's a brave act to call for a third party evaluation of your leadership team.*

The report was necessary and points to systemic issues that can be treated and must be repaired. The Executive Leadership Team, led by Dr. Leas, has taken the lead, starting with a review of their own engagement with the campus community. This effort is helping them make progress campus wide in terms of regular communication and engagement.

Advocacy and community engagement are strong suits for Dr. Leas, they have led to state and private investment in the Workforce Education Center as well as numerous other areas. Civic and legislative engagement has been successful in keeping BBCC at the forefront of community and economic development. Dr. Leas currently serves as the chairman of the Grant County Economic Development Council. He is a board member on the North Central Workforce Development Council. As a resident of Moses Lake, he is an active member of its Rotary Club, fully embracing "Service Above Self." At the system level, Dr. Leas has been an active member of WACTC including serving on the Strategic Visioning Committee.

Addressing enrollment and implementation of new enrollment management strategies are showing signs of promise. As the system experiences enrollment declines, BBCC has successfully taken steps to diminish such impacts on this campus. While enrollment is slipping, BBCC has been able to slow the decline compared to its peers who are experiencing significant declines. These actions under Dr. Leas' leadership have established a foundation for continued improvement and innovation in pursuing increased enrollment and the funding that it provides.

For the remainder of Dr. Leas' tenure as president of BBCC, the Board of Trustees encourage him to continue to strive for improvements in the following key areas and to empower the BBCC leadership team to be successful now and during the transition period as the future president arrives.

Positioning BBCC to be well prepared for the Northwest Commission on Colleges and Universities' next accreditation visit is paramount. The college must meet performance expectations in order to fulfill its mission, and maintaining accreditation is necessary to this goal.

The action plan to address Inclusion and Climate on campus must be a priority. Work to strengthen the relationship between the leadership team, faculty, and staff will have direct impacts in the overall performance of the campus in its effort to ensure student success.

We encourage Dr. Leas to facilitate additional efforts to stabilize enrollment while ensuring our students take full advantage of student support services and advising.

Periodic review of the success rates of current and future programs needs to be established in order for the college to successfully maintain a full roster of educational offerings that are sustainable and responsive to the needs of students and employers from our primary service area.

Motion 19-40 Trustee Anna Franz moved to approve the president's 2018-19 evaluation. Trustee Jon Lane seconded the motion, and the motion passed.

Board Chair Stephen McFadden said the board is grateful to Dr. Leas for everything he has done for BBCC pursuing fulfilling the mission of BBCC. Dr. Leas credited faculty, staff, and the administrative team for their efforts.

11. Presidential Search

Motion 19-41 Trustee Anna Franz moved to approve the presidential search timeline as presented. Trustee Juanita Richards seconded the motion, and the motion passed.

Board Chair McFadden noted that onboarding items were added to the timeline. The timeline will be added to the presidential search webpage.

Motion 19-42 Trustee Jon Lane moved to approve the structure of the Presidential Search Advisory Committee (PSAC). Trustee

Juanita Richards seconded the motion, and the motion passed.

The PSAC structure has two changes from the previous structure with the addition of one student plus an alternate and adding a member of the Committee on Equity, Inclusion, and Diversity.

Motion 19-43 Trustee Juanita Richards moved to approve the campus and community survey questions. Trustee Jon Lane seconded the motion, and the motion passed.

Motion 19-44 Trustee Anna Franz moved to approve the salary range for the presidential search at \$218,500 – \$223,500. Trustee Jon Lane seconded the motion, and the motion passed.

12. Study Sessions

Board Chair Stephen McFadden stated the board will discuss needed study sessions during their self-evaluation. One topic for consideration is the new set of accreditation standards. Trustee Anna Franz stated the topic of board self-evaluation would also be helpful. These topics will be discussed further during the November board meeting.

13. Trustee Orientation and Onboarding

Board Chair McFadden stated Trustee Stredwick has worked diligently to develop and coordinate the trustees' input on trustee orientation and onboard. OPMA and UAS will be added to the list of acronyms. Rather than specifying Humble Inquiry as a resource use "resources." AAG Jason Brown suggested removing the link to the online OPMA training and adding Public Records training along with OPMA. The item will be tabled until November when Trustee Stredwick is present.

14. Board Self-Evaluation

Board Chair Stephen McFadden read the board's self-evaluation into the record.

During the 2018-2019 academic year, the Big Bend Community College Board of Trustees were active in each of the Ends, 1-6. The Trustee Activity Report, which tracks trustee engagement away from the boardroom, totaled 516 activities for the year.

Of the 516 engagements, 107 were specific to the mission of delivering lifelong learning. Activity in the areas of student success, excellence in teaching and learning, community engagement, integrity and stewardship, and inclusion and climate were relatively balanced in terms of the quantities of engagements.

The minutes of the official meetings serve as an additional tracking mechanism for the business decisions made by the trustees as a governing board. Forty-seven action items were undertaken in the past year that can

be tracked as activity relating to End Statements. Among them were 28 E-1 mission-related activities.

The BBCC Board of Trustees, as a governing body of a public institution, has specific duties it is obligated to fulfill. Selecting a president, reviewing the president's performance, and setting goals for the president are paramount. Ensuring fiduciary responsibility, granting tenure, and community and legislative advocacy are equally important official duties.

As part of the review of the performance of the Board, the Board sets goals for itself to achieve over the course of the following year.

In December 2018 the Board of Trustees approved 4 goals.

1. *Continued involvement at the state and federal level: The trustees have actively engaged in legislative advocacy including direct outreach during visitations to the state capital, participation in advocacy via WACTC, and as individuals interacting with elected officials.*
2. *Development of a timeline to receive meaningful, accurate, and reliable data to determine board effectiveness: This goal has not been met. Trustees will need to work with the president to develop a defined process to improve monitoring of board performance. This work is imperative given the upcoming transition in our president, the next NWCCU accreditation cycle, and the vital need to address the issues identified in the Clark Report.*
3. *Development of an "on-boarding" process for new trustees and others who are in leadership positions: The dashboard has been developed, reviewed, and updated, led by the efforts of the Board's newest member, Trustee Thomas Stredwick. Board approval of a mechanism for new trustee orientation and on-boarding is expected before the end of this year. The BBCC Executive Leadership team is currently working with a consultant on leadership development efforts. The trustees will consider similar process for leadership development training for the Board.*
4. *Enriching and expanding our relationships with our "workforce partners" to better understand and respond to their needs: Trustees have participated in multiple engagements with business and industry. This includes working with the North Central Workforce Development Council, Grant County Development Council and Adams County Development Council. Trustees have directly supported the BBCC Foundation's capital campaign for the Workforce Education Center, including assisting the foundation as it has invited private business and industry to invest in the facility. As active participants during Star Night and Cellarbration, the trustees directly engage with those who are investing in scholarship support for BBCC students.*

Motion 19-45

Trustee Jon Lane moved to approve the board self-evaluation with the additional reference to the accreditation cycle. Trustee Anna Franz seconded the motion, and the motion passed.

The board self-evaluation statement was revised to include a reference to the accreditation cycle for inclusion in the minutes.

Board goals and objectives for 2020 will be discussed during the October meeting of the Board of Trustees with potential action during the November 2019 meeting.

Trustee Jon Lane asked to include accreditation in the board goals. Board goals will be discussed during the November 14 board meeting.

15. 2020 Board meeting schedule**Motion 19-46**

Trustee Juanita Richards moved to approve the 2020 board meeting schedule. Trustee Jon Lane seconded the motion, and the motion passed.

16. Assess Board Activity

Trustee Juanita Richards reported that she attended the retreat on August 8, Special meetings on August 15 and September 11, In-Service breakfast on September 16, and student orientation September 18. She also attended Paul Hirai's Foundation party and Groovefest August 24, 2019.

Trustee Jon Lane reported that he had lunch with Dr. Leas and attended the retreat on August 8, Special meetings on August 15 and September 11, In-Service breakfast on September 16, and student orientation September 18. He also attended Paul Hirai's Foundation party and the Boeing donation event.

Trustee Anna Franz reported that she attended graduation, the retreat on August 8, Special meetings on August 15 and September 11, and In-Service breakfast on September 16. She also attended the Boeing donation event and reviewed the draft evaluation statements.

Board Chair Stephen McFadden reported that he attended the retreat on August 8, Special meetings on August 15 and September 11, In-Service breakfast on September 16, and student orientation September 18. He also attended Groovefest August 24, 2019, multiple presidential search meetings on campus, Transforming Lives meetings, and lunch with Trustee Jon Lane.

Trustee Jon Lane stated he appreciates Board Chair McFadden's effort on the presidential search. Board Chair McFadden stated he and Trustee Lane will work together with BBCC staff and the board searching for a new president.

17. Next Meeting

The next meeting is scheduled on November 14, 2019

18. Miscellaneous

President Leas reported that Trustee Lane will attend the ACCT Congress next week as the ACCT WA State Coordinator. So far, 91 people from WA State are attending the congress.

Motion 19-47

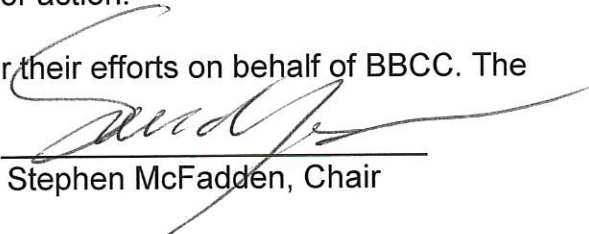
Trustee Anna Franz moved to appoint Trustee Jon Lane as BBCC voting delegate at the ACCT Congress. Trustee Juanita Richards seconded the motion, and the motion passed.

President Leas announced that Boeing donated \$100,000 to aviation maintenance and flight programs September 15. He was invited to speak at the Governor's Alliance and STEM event to welcome and talk about workforce education efforts for STEM education. He attended the JATP 2018 closing ceremony held in Seattle yesterday. Dr. Leas stated that Cabinet members are developing User Guides on themselves to help building communication and community on campus.

President Leas acknowledged Director of Communications Matt Killebrew's and Communication Coordinator Tiffany Fondren's efforts to build enrollments through digital marketing. This is the first year the aviation maintenance program is full with a wait list. A targeted social media and digital marketing campaign is making a difference. Dean Daneen Berry Guerin agreed that the communication department's work is making a positive difference. Workforce Ed enrollment is up 9%.

Board Chair Stephen McFadden has talked with Leadership Consultant Linda Seppa Salisbury. He proposed that Linda Seppa Salisbury conduct leadership training and the Myers Briggs Inventory with the board of trustees. This professional development opportunity could be funded by the trustees account (\$1,100-\$1,300) total. AAG Jason Brown will research if the Myers Briggs data would be public record. This topic will be discussed further at the November meeting for action.

Board Chair McFadden thanked everyone for their efforts on behalf of BBCC. The meeting adjourned at 4:45 p.m.


Stephen McFadden, Chair

ATTEST:


Terrence Leas, Secretary