

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a regular board meeting Thursday, October 24, 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

Welding Club member and six-year US Navy veteran, Allan Cothrun, led the Pledge of Allegiance.

2. Introductions

American Welding Society Club Advisor and welding instructor Shawn McDaniel shared that this student chapter was started two years ago. The club has volunteered its time to design and fabricate items for community members including a building a stand for a quadriplegic, gates for the Grant County Fairgrounds, as well as other projects. Instructor McDaniel was accompanied by club members Allan Cothrun, Blake Parker, Thomas Baxter, Eric Cormier, Allison Kenny, Stephanie Elzig, and Terry Shoemaker. Eric Corneir, Treasurer of AWS, said he is recruiting for the program, and he shares about field trips and building industrial contacts. Instructor McDaniel commented, "one weld at a time, the BBCC welding department is building a better future."

Trustee Villarreal said he recently visited with employees of crane building business, Lampson Cranes. They are hiring welders, and they pay well. Trustee Villarreal commended the welding club for their good work in the community,

Director of Workforce Education Services Heidi Summers introduced newly hired Jody Bortz, Workforce Training Instructor. Director Summers also introduced Monica Medrano the Workforce Education Services Coordinator; she was most recently an undergraduate admission counselor at Gonzaga University.

VP Mohrbacher introduced program assistant Esther Valdez; she will work in the admissions and registration office. He also introduced Tiffany Janasov; she is the Air WA grant coordinator. Margie Lane was promoted to Coordinator of Testing Services, and she will work in the new testing center in the 1000 building.

Board Chair Mike Blakely welcomed the new employees to the Big Bend family.

3. Consent Agenda

a) Approval of Regular Board meeting minutes of June 14, August 29, September 12, and September 24, 2013, (A); b) President's Activity Update (I); c) Student Success Update (I); d) Accreditation (I); e) Assessment (I); f) Capital Project Report (I); g) Safety & Security Update (I); h) Human Resources Report (I); i) Classified Staff Report (I); j) Enrollment Report (I); k) Quarterly Budget Report (I).

Motion 13-29 Trustee Anna Franz moved to approve the June 14, August 29, September 12, and September 24, 2013, board meeting minutes. Trustee Mike Villarreal seconded, and the motion passed.

Motion 13-30 Trustee Stephen McFadden moved to approve the consent agenda. Trustee Jon Lane seconded, and the motion passed.

4. Remarks

- a. ASB Programming Director Shanelle Hemmert presented the ASB report. ASB approached local businesses for ads in the Student Handbook/Planner to help defray the costs for the first time. One thousand handbooks were printed.

Many students enjoyed the ASB, TRiO, and Title V co-sponsored financial literacy speaker September 25. ASB also sponsored a Back-to-School BBQ, which had an attendance of 275 people. BBQ activities included a photo booth, airbrush t-shirts, airbrush tattoos, the band Foolish Fortune, Kettle Korn and interactive games. Movie Night at the Lee Theater in Ephrata was sponsored by the ASB; 129 people attended. ASB's Porkfest Lunchfest attracted 173 attendees. A new ASB sponsored, Fantastic Fallfest was held October 10, in the Viking Commons. One hundred and eight people had fun with pumpkin pie eating contests, pumpkin carving, caramel apple dipping, bean bag toss, face painting and other games. It was such a success that it will become a new tradition.

Comedian and stutterer Drew Lynch entertained 70 people October 15 for disability awareness month. ASB facilitates halftime competitions during home volleyball games. Next Thursday ASB will sponsor Bowling Night from 10:00 p.m. until midnight. All of these events were free for students except the Barbecue and the Porkfest.

Next week ASB will hold its first Duck Hunt. ASB officers will hide 25 little Viking dressed rubber ducks in buildings for students to find and return to the Activities Office for a reward. This will promote school spirit as well as to get students familiar with the Activities Office and ASB. Lastly, to honor the Veterans in November, ASB will invite BBCC Veterans to eat for free at the Thanksgiving Lunchfest.

Phi Theta Kappa Rho Zeta held a STEM Quest activity at BBCC involving seven STEM professionals discussing STEM careers to 75 middle schools students October 18. The next day the officers and advisor attended a district conference at Wenatchee Valley College. The chapter is preparing for its fall induction on Tuesday, November 12 and its Silent Auction on Thursday, November 21.

The Engineering Club visited GE Aviation in Yakima on November 15 and worked on finalizing a CWU Engineering Department visit the same day. Club members are in talks with AMT about building a turbine powered go-kart, and they are currently developing a club logo.

- b. Classified Staff representative Tana Richins shared the Classified Staff report. The training activities are in written form in the consent agenda. Next week the Classified Staff Committee will kick-off a canned food drive competition with the student body to benefit the Moses Lake Food Bank.
- c. Faculty Association President Rie Palkovic reported faculty activities. Five faculty members (Barbara Whitney, Kathleen Duvall, Lindsay Groce, Jim Hamm, and Chris Riley) are holding their office hours in the STEM and Student Success Centers to be more available to students.

Counselors Max Heinzmann, Marsha Nelson and MariAnne Zavala Lopez met with Moses Lake High School counselors regarding Running Start. The counseling center held future day, and Automotive Instructor Dick Wynder and other professional technical instructors attended at the Moses Lake High School. The counselors and outreach office hosted college transfer day with twelve baccalaureate institutions sharing their information. Ongoing advising improvement conversations have been occurring with many faculty members. Instructor Jim Hamm and his astronomy students visited elementary schools in Ephrata and Moses Lake to inspire students about telescopes and the stars. He also attended the Northwest Astronomy Teachers' Conference and gave a presentation on an electronic device regarding lighting and climate.

Instructor Ryann Leonard, Daneen Berry-Guerin, and Webb Waites attended a Northwest E-Learning Conference. Instructors Dennis Knepp, Stephen Lane, and Brandon Cary attended the 65th Northwest Philosophers Conference at Pacific University. Instructor Knepp presented a paper title, "Hell Cannot Be Below, Because Well Water is Cold." Instructor Cary also presented a chapter of his dissertation. Instructor Knepp will present at an upcoming Plato Conference in November. Foreign Language Instructor Jennifer McCarthy starts each class with a song, and one of the students in her German class has a nephew in Germany; the class is planning to connect with him via Skype.

- d. VP Gail Hamburg reported she is leading the effort to update the 2011 Facilities Master Plan. The architects recently met with President Leas to talk about future plans. The PTech building will be included in the plan.
- e. VP Bob Mohrbacher announced that BBCC athletes have earned the First Annual Northwest Athletic Association of Community Colleges President's Cup based on the highest collective academic performance (credits completed and GPA) in a small community college. The coaches encourage academic achievement by requiring study time and study groups.

VP Mohrbacher said each fall faculty members perform assessment work. The chair of the group is Criminal Justice/Psychology Instructor Dr. Ryann Leonard. They assess the previous year and develop a plan for the present year. All faculty members have completed their assessment activities, and they are posted to the portal.

- f. VP Kim Garza reported interviews are scheduled for the E-learning coordinator, which is a hybrid position to provide library reference service and work with faculty/staff/students infusing information literacy throughout the college; also interviewing for a web and social media specialist. Recently completed interviewing for engineering specialist, which was vacated by Dr. Jim Hamm when he returned to his faculty position.
- g. Executive Director of the Foundation LeAnne Parton reported that the Dollar Da\$h was held September 28. She announced the Opportunity Center open house is tomorrow. Director Parton attended the JATP closing ceremonies in Seattle with other BBCC staff. The Joint Foundation and Advisory Committee dinner was held last week, and Star Night is next Tuesday. The BBCC Foundation Family Campaign competition is in full swing on campus. The winning department will enjoy a meal hosted by the Foundation board in January. A donor has come forward to initiate a nursing intervention scholarship. BBCC Foundation Scholarship applications will be shared in a couple weeks. Director Parton and some Foundation board members will hand-deliver applications to many area schools. Lastly, the Foundation is going through an audit, and the report will be presented to their board November 19.

5. **Proprietary Budgets and Financial Statements**

Trustee Blakely commended VP Hamburg for her clear and concise presentation.

Motion 13-31

Trustee Anna Franz moved to approve the 2013-14 Proprietary Budgets and Financial Statement. Trustee Mike Villarreal seconded, and the motion passed.

6. **2009-14 Academic Master Plan (AMP) Student Success Outcome**

Dean of Institutional Research Valerie Kirkwood introduced the presentation. She thanked Data Analyst Starr Bernhardt for her part in the report.

Dean Kirkwood referred to the active involvement by the trustees and employees in the outcomes ratings process. President Leas, Trustee Jon Lane, and Dean Kirkwood worked together and created an illustration of BBCC's strategic planning process, which includes the following steps: create annual work plan, review data, evaluate if efforts were effective, set priorities for the next year.

Dean Kirkwood shared that the ratings by the trustees and employees were very similar for the eight outcomes. Outcomes A2 and C1 were rated lower by both groups. These two outcomes are impacted by marketing and outreach. BBCC is doing well with student success. There are plans to expand the emporium model, explore AVID for Higher Education, and focus on student advising.

VP Mohrbacher explained that the AMP expires in 2014, and the plan needs to be rewritten. To address the A2 and C1 ratings, a sub-committee has been formed to revise the marketing plan to address branding/image, outreach, advertising, communications/public relations, and social media strategies. These plans will be brought to the trustees for review.

The campus success team is developing an AVID for Higher Ed strategy that provides opportunities for renewed connections with seven local AVID school districts. An AVID stakeholders meeting is scheduled on November 19. School district personnel will enjoy breakfast while talking with BBCC staff regarding common goals.

Counselor MariAnne Zavala Lopez shared college advising information. BBCC follows the faculty advising model. Admissions and registrations assign advisors in the student's interest area. Faculty counselors are also assigned for students who have not declared an interest, Running Start students, students requiring disability services accommodations, and students who are undecided. Advising includes teaching, assisting, examining, investigating, exploring, and informing students about college resources, online and on-campus tutoring, emergency assistance scholarship, and major-ready pathway information. Advising can also move into counseling. The counselors provide personal confidential short-term counseling to students regarding time management, stress management, grief, and depression.

Counselor Zavala Lopez talked about survey results. Some survey results showed that 76% of respondents often or sometimes sought guidance from an instructor, counselor, or advisor and 96% of those students were somewhat or very satisfied. Students also receive good advising from support staff that is not measured. The former student survey for professional/technical students results reveal that students appreciate strong relationships with their instructors. There are several advising tools available to advisors and students. The degree audit program was implemented in 2009 to help illustrate how credits are applied to degrees. The advisor data portal was piloted last winter.

The academic early warning process allows instructors concerned about a student to forward their name to student services, and this action initiates a phone call to offer the student additional resources. Advisors are also beginning to use CANVAS (online education software) as a communication tool.

Advising conversations including administrators, faculty, advisors, students and student services staff are occurring campus wide, not just in the counseling center. Three faculty members attended training regarding improving advising. Students completed a survey regarding their needs. To summarize, students want to be more prepared. Improvement ideas include professional development, advisor training modules, roll out advisor data portal for all, and advising updates. The ongoing conversations are very good.

Trustee Blakely asked about high school graduate recruitment activities. Outreach advisor, Rita Ramirez is at the high school in Mattawa today. BBCC counselors have met with the Moses Lake High School counselors, and they plan to visit other school districts too. BBCC would like to link to students with a student ambassador program.

Online Nursing Specialist Andrea Elliott shared changes in the nursing program. The nursing program is renewing its focus on the critical thinking component. Students are studying the content before class and then applying their knowledge during class. The Title V funded 3G simulation lab provides an opportunity to partner with the computer science program. An intern from the computer science department programs the lab. After class the students reflect on learning, and practice for the board exam. After viewing a YouTube video showing the lifelike responses of SIM man, Trustee Jon Lane expressed his admiration for this cutting edge program.

President Leas stated BBCC is increasingly successful and retention rates continue to climb while achievement gaps are closing. In 2011-12, BBCC had the second highest completion rate in the state and the highest job placement rate in the state. Per the National Community College Benchmark Project which rated several areas, BBCC has several strengths above the 85th percentile.

Motion 13-32 Trustee Jon Lane moved to approve the AMP Outcomes report as presented. Trustee Mike Villarreal seconded, and the motion passed.

Trustee Jon Lane stated the report credits faculty and staff who work with students every day.

9. Exceptional Faculty Award (EFA)

Math instructors Tyler Wallace, Salah Abed, Barbara Whitney, Stephen Lane and Sonia Farag were present to share about their EFA-funded math project. The group created an open source pre-calculus textbook.

The 2008 SBCTC Strategic Technology Plan encouraged colleges to cultivate open resources to save students money.

The math instructors identified the key objectives, and they split the work by area of preference. Students can purchase the information for \$18.35 or download it free from CANVAS. The former text sold for \$299 new and \$122 used. The instructors will continue to update the information. It will be published with a formal publisher for very small cost.

Board Chair Mike Blakely announced a 10-minute break at 3:36 p.m. The meeting reconvened at 3:48 p.m.

7. Ends Statements

VP Bob Mohrbacher shared that the Core Themes document in the agenda has been revised slightly based on input from the AMP committee. They added industry standards to academic standards. Three big items from the mission statement and values are core themes which are student success, excellence in teaching, and community engagement. The two remaining values, stewardship and inclusion, are included in objectives 3.3 and 3.4 under the community engagement core theme. VP Mohrbacher recommended student success, excellence in teaching and learning, and community engagement become the board's end statements. Stewardship and inclusion could be monitored under the community engagement end statement.

Trustee Anna Franz stated she would like stewardship and inclusion to be end statements along with the other three values, as they are two of the most important functions of the board. The trustees want their end statements to be aligned with the new mission and values. The five elements merge into the five values statements. VP Mohrbacher stated staff could continue to present three monitoring reports assessing the five end statements. The end statements are what the board expects of BBCC, and the boards goals are what the trustees expect of themselves.

Trustee Stephen McFadden stated the overall goal is for all of the elements to be in alignment.

Trustee Jon Lane clarified that the end statements are required by the Carver model. President Leas stated the goals are an articulation of moving forward; Ends statements give guidance to the campus. Objectives and indicators provide operational direction. The core theme outcomes plus the two remaining values could also be the end statements.

Trustee Anna Franz elaborated that the core themes are a requirement of accreditation whereas the end statements are the focus of the board. Trustee Mike Blakely stated he sees value in board goals.

President Leas and VP Mohrbacher will develop a crosswalk matrix to illustrate the ends, goals, core themes, accreditation standards and the mission statement for comparison. Trustee McFadden stated seeing these items side-by-side will help with discussion.

8. TACTC Transforming Lives Nominees

The trustees considered the ten students nominated by staff and faculty for the TACTC Transforming Lives Awards.

Trustee Mike Blakely is on the TACTC committee, and he advised that a current student with aspirations will have more weight with the committee than a former student.

Trustee McFadden recognized that all ten nominees are deserving of this award. He urged that the trustees think of the students that have the most potential to receive statewide recognition. The top three nominees were selected from each trustee's top five pick. Of the top three, the student with the most college credits completed is Miraclejoy Curtis. She is also involved in mentoring other students on campus.

Motion 13-33

Trustee Anna Franz moved to select Miraclejoy Curtis as BBCC's TACTC Transforming Lives Award nominee. Trustee Jon Lane seconded, and the motion passed.

Carolina Ayala Torres will be the backup nominee if Miraclejoy Curtis becomes unavailable.

Trustee Stephen McFadden recommended recognizing all of the nominees on campus. He also suggested the students' stories be shared on and off campus as they are far more compelling to community members than raw data. President Leas agreed BBCC should be heralding the stories of these model students. Recognition suggestions included creating a YouTube collection, public event, luncheon and a monetary award for all of the BBCC nominees.

Trustee Jon Lane suggested that next year the local campus sponsor of each nominee include a letter of reference in each nominee's information to assist the trustees in their decision.

10. Board Policies

BP 6114 Credit Hour, BP 8060 Records Management and the new BP regarding Non-Fraternization are for information only. BP 6114 is articulation of the RCW and aligns with accreditation requirements. BP 8060 does not change BBCC's current process; it clarifies the state guidelines. These BPs will be included in the next board agenda for action.

The proposed new policy regarding non-fraternization has been shared and discussed with the Faculty Association. Faculty Association President Rie Palkovic stated WA Education Association legal staff reviewed the policy; she has provided feedback, and she is satisfied with the presented wording.

11. ACCT Congress

During the TACTC conference in Seattle October 2, Trustee Jon Lane, President Leas, and Data Analyst Starr Bernhardt presented information about data-driven decision-making. President Leas said their group received positive feedback about their presentation. Trustee Lane stated the use of data was a common theme throughout the conference, and BBCC is doing all the right things in this area.

During the ACCT Conference October 2-4, which was immediately followed the TACTC Conference, Trustees Blakely, Franz, and Lane, former Trustee Mike Wren, and President Leas presented a session titled *Presidential Search in Austere Times* for about 30 attendees. Trustee Lane stated hiring a president is the most important decision a board will make, and their presentation was well received.

12. Assessment of Board Activities

Trustee Jon Lane attended the TACTC and ACCT conferences, he also attended the Dollar Da\$h and joint advisory dinner.

Trustee Stephen McFadden reported he was not available for the ACCT conferences as his newspaper was receiving 27 industry awards at a publishing conference at the time. He met the new counselor at the Lind-Ritzville High School, and she invited BBCC to their college fair. Trustee McFadden met with President Leas to discuss marketing. He also met with the community librarian and chair of a local group interested in distance learning.

Trustee Mike Villarreal reported he attended AVID-related activities and he has encouraged the Othello School District staff to contact BBCC regarding AVID opportunities. He also commended the efforts by staff to pursue the grants that were discussed during the morning budget presentation.

Trustee Anna Franz reported she attended the Joint Advisory dinner and the ACCT conference, and she had lunch with President Leas to discuss community meetings.

Trustee Mike Blakely stated he attended the TACTC and ACCT conferences. He also attended the Foundation meeting, board retreat, and BBCC back-to-school-breakfast. He appreciated President Leas walking with the BBCC truck in the Quincy's Farmer Consumer Awareness Day Parade. Lastly, he met with President Leas to discuss the agenda for this meeting.

13. Next Meeting

The next regularly scheduled board meeting is on December 12, 2013. A study session on safety and security will be held at 11:00 a.m. that same date.

Motion 13-34

Trustee Jon Lane moved to set the next meeting on December 12, 2013, with a study session beginning at 11:00 a.m. Trustee Stephen McFadden seconded, and the motion passed.

14. Miscellaneous

President Leas shared the updated poster that will be delivered to the SBCTC office. He thanked VP Mohrbacher and PIO Doug Sly for creating the new poster, which features BBCC's revised mission statement. This poster can be customized for BBCC programs and distribution at local high schools.

President Leas also reported that BBCC is bucking the state enrollment trend. Most WA community colleges are experiencing declining enrollment. However, BBCC's enrollment increased 7% summer 2013, and 2.5% fall 2013. Running Start enrollment is up 29% over last year, partially due to changes in class scheduling at Moses Lake. Professional Technical enrollments remain flat, and academic transfer student counts are up. Efforts in retention are working, BBCC's reputation is growing, and people are attending BBCC to earn a quality education.

The NWAACC President's Cup will be presented to President Leas and the BBCC athletic program November 7.

President Leas talked with President Emeritus Bill Bonaudi, and Dr. Bonaudi's preferred date for the William C. Bonaudi Library dedication is February 17 at 4:15 p.m.

BBCC's workforce development résumé has been completed, and it includes BBCC's strengths, affiliations, and references. This is a good document for use in meetings with new employers in the area. The Grant County EDC and the Port of Moses Lake have received the document. CBIS Director Jaxon Riley will use this document as she works with industry and community members. This is a living document, and President Leas asked the trustees to provide feedback. Trustee McFadden suggested adding photos to the document to broaden its appeal.

Mike Blakely Chair

ATTEST:

Dr. Terrence Leas, Secretary