

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Thursday, October 29, 2015, 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: Jon Lane
Anna Franz
Stephen McFadden
Juanita Richards
Mike Villarreal

2. Introductions

Student and Veteran Luke Roseman lead the pledge of allegiance. He is the President of the BBCC Veterans' Club, and served as a medic in the Army National Guard where he trains new members.

The Church of Jesus Christ of Latter Day Saints Moses Lake Stake President Reid Baker and Project Director Brandon Nelson attended the meeting. The trustees thanked them for their extensive planning and execution of landscaping around the Business and Liberal Arts building. President Baker stated the youth worked hard to clean up the grounds; he expressed his appreciation of BBCC.

VP Bob Mohrbacher introduced Washington Education Leadership Academy (WELA) participant, Executive Director of Communications and Public Information Clark College Chato Hazelbaker. He stated he appreciates Dr. Mohrbacher's mentorship through the WELA program.

Director BBT Rick Sparks introduced new employee network administrator David Gillett. Executive Director Char Rios the new cashier in the business office, Katie Ralph.

3. Consent Agenda

a) Approval of Board Meeting Minutes September 2, 9, and 10, 2015 (A); b) President's Update (I); c) Student Success (I); d) Accreditation (I); e) Assessment (I); f) Capital Project Report (I); g) Safety & Security; h) Human Resources Report (I); i) Classified Staff Report (I); j) Enrollment Report (I); k) Quarterly Budget Report.

Motion 15-48

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

4. Remarks

- a. ASB President Blake Springer provided the ASB report. The Back to School BBQ was a huge success, with 295 in attendance. ASB also held a co-ed soccer

tournament, with five teams and a total of 71 attending. ASB's annual Appetizer Lunchfest fed 216 people. The following day, motivational speaker Jennifer Adams, reigning Ms. Wheelchair America 2014, spoke for Disabilities Awareness Month. She shared her thoughts about using the term "extra-abled" rather than disabled.

ASB's October Thrillin' Third Thursday featured a very funny comedian, mime and juggler, Lindsay Benner. ASB also sponsored leadership training with motivational speaker Bobby Audley for all BBCC club members, officers, and advisors. ASB held a pool tourney last week as well as decorated and helped out with the BBCC Foundation Star Night. Tonight is the annual Halloween dance and costume contest. ASB also sponsored a Blood Drive with a very successful donor turnout.

Another opportunity taking place currently is the Race Experience Machine, which is located in the lobby of the library. The machine photographs the subject and then shows how the subject looks if he/she was part of a different race/culture. Lastly, the ASB Officers have attended campus committee meetings developing their leadership skills.

Various clubs have been busy with either fundraising and service projects, such as the Holiday Food Drive by the Veterans Club, the Viking Dance Fitness club, which has been holding a Breast Cancer Awareness information table this week, the MEChA Club is having a celebration today for Dia de los Muertos & Halloween in the Masto Conference Center and the Aviation Club held a gathering for interested students. The Welding club is continuing to assist the Grant County Sheriff's department, as a public service project, which entails the student club welding breaching attachments onto the sheriff's armored car, as well as a few other modifications in the future. The Nursing Club is currently fundraising, selling Yankee Candles. The Engineering Club is busy putting together an evening event in November for STEM/Engineering students.

In July, Rho Zeta chapter of Phi Theta Kappa hosted a boot camp and regional summer conference. Advisor, Barb Whitney, attended a PTK Advisor Institute in Philadelphia. In September, they had an information booth for Viking Orientation and at the H.E.R.E. event; they had a successful carwash, and assisted in the Health Wellness Fair. In October, Phi Theta Kappa provided concessions for ASB's Third Thursday and Allied Arts. Three officers and one advisor attended the ASB Leadership speaker event. They also assisted at Star Night and held the Phi Theta Kappa fall induction ceremony.

- b. STAR Committee co-chair Robin Arriaga provided the Classified Staff report. They are hosting the Campus Preparedness Event November 6 for all staff and many community members have been invited. Classified Staff are wrapping up their fall service project, which was a winter clothing drive for foster children in Grant County. Career Enhancement and Education training will be presented by BBCC Career Services Coordinator Bonnie Jeffery in November. Training calendar is in the board packet.

- c. Faculty Association President Kathleen Duvall reported the faculty news. Instructor Chris Riley reported that he attended the class “The Conflict in the Middle East” through Boston University. He and Instructor Webb Waites invite the trustees to the Icelandic Forum, a two-week role play put on by the International Relations students. It starts Nov. 16 and runs through Dec. 03. Each year students are given a different topic to discuss and “resolve.” This years’ topic is “The Development and Sharing of Alternative Energy Technologies.” The forum meets in the ATEC Masto conference room D from 11:45am until 12:50pm.

Instructor Dr. Jim Hamm and his Students from Astronomy 101 class helped with an Astronomy Night at North Elementary School on Monday, October 19. Many students and their parents looked through four different telescopes (two of ours, two belonging to volunteers) to see some favorite astronomical sights and a flyover of the International Space Station, something that most of the children and many of the parents had never seen.

Instructor Dave Hammond reported that the English Lab and library are sponsoring a writing contest with cash awards for academic and creative writing.

Instructor Salah Abed reported that he has been spending this quarter learning SolidWorks 3-D printing. He is planning printing projects for his students.

Instructor Dr. Ryann Leonard stated two former Criminal Justice students have been recently hired by local law enforcement agencies, one for the Sheriff’s Department and one for Quincy PD.

September 28 & 29 counselors Jaime Garza, Heidi Gephart and MariAnne Zavala-Lopez attended the Washington State Suicide Prevention in Higher Education Conference held at the University of Puget Sound in Tacoma. This conference was presented by Forefront of the University of Washington School of Social Work. Comprehensive approaches to suicide prevention were the focus of this training for educators from across the state.

- d. VP Linda Schoonmaker reported that the PTEC building kickoff meeting is scheduled tomorrow. The permit for the softball announcer’s booth will be received today. There are punch list items for the contractor to complete regarding the SIM Lab. An electrician will be on campus today to complete work in the 1400 building. A building-conditions walk-through survey with SBCTC staff was conducted earlier this week.
- e. VP Bob Mohrbacher that BBCC is doing well with the Student Achievement Initiative. He shared completion rate information from the consent agenda.
- f. VP Kim Garza reported that Monica Medrano from WorkForce Education Services attended the Faculty and Staff of Color Conference. Two M & O

employees, Linda White and Valerie Mestdagh, will both retire in the next couple of weeks after many years of service.

- g. Executive Director of the Foundation LeAnne Parton reported that Star Night was a great event for scholarship donors and recipients to visit. The Foundation Board is evaluating two companies for future investment advising. Executive Director Parton attended the JATP ceremony in Seattle. The Foundation is implementing scholarship software for the 2016-17 academic year, which will increase the efficiency of the process. BBCC Family Campaign kicked off Monday with a snack attack themed prize.

5. 2015-16 Proprietary Funds Budgets and Financial Statements

Executive Director of the Business Office, Charlene Rios, presented the report. She stated 8.25% of the 2014-15 budget was left over at the end of the fiscal year. BBCC has \$4.6 million in reserve funds, this amount would keep the college operating about three and half months. No reserve funds were used during the 2015-16 academic year. As in years past, the European funds were used to pay ATEC Certificate of Participation (COP). There was no excess enrollment funding in 2014-15.

BBCC Bookstore Director Caren Courtright shared about the bookstore. She said the Umpqua Community College bookstore was a refuge for students. Bookstore employees were traumatized. Many bookstore employees from the Northwest Bookstore Association went to Umpqua CC and helped the bookstore reopen.

Director Courtright reported there are 105 texts in the below \$55 club. Thirty texts are available for rental. Last year, 447 texts were rented. These efforts save money for the students, and there are additional texts online at no cost.

The athletic budget is funded by 58% of the 9.9% S&A fees generated from tuition. The teams also fund raise to meet their expenses. Dorm budgets show there were 159 students in fall. Full capacity in the dorms is 240 students. The lower number provides a calmer dorm atmosphere.

Director of Workforce Education Services (WES) Heidi Summers, staff, and students shared testimonials about the grant-funded program and stated “we encourage success.” Four grants—the opportunity grant, worker retraining, workfirst and basic food and employment training—were integrated into a one-stop-shop two years ago. This has resulted in simpler and more efficient access for students. Workforce Education Services provides equipment rental, dislocated worker training, short-term education, and tutoring for about 250 students served per year.

Student mentor Alicia Wallace, who accessed some of the WorkForce Education services as a student, meets with students monthly to ensure they are receiving the services they need. Relationship building is her primary task. Richard, a student from the AMT program, and Jennifer Galloway, a Business Information Management student,

shared their experience working with WES. Both students came from challenging situations and are succeeding as college students.

The newest addition to the Opportunity Center One-Stop shop is the Working Families Success Network Initiative, which helps students move to self-sufficiency. SALT financial coaching is also offered. Full-time Career Services Coordinator Bonnie Jeffrey is also available to students and offers job search, career assessment, and career exploration services. Bonnie also brings employers to campus for hiring, job shadow, and internship opportunities.

Trustee Stephen McFadden congratulated the team for implementing a great model to assist students. Trustee Mike Villarreal said this one-stop shop is a vision of a student-ready college.

Executive Director Rios explained that \$6 million of the \$10 million financial aid that BBCC receives goes straight to students. BBCC received \$11 million in grant money. Executive Director Rios explained she moved some investments into state-approved investments which resulted in interest earnings of 1.16% compared to the local government investment pool interest of .170%. The consolidated fund balance for fiscal year 2014 was \$44,427,069 and for fiscal year 2015, it was \$45,274,610. Trustee Anna Franz complimented Executive Director Rios on managing the investments.

Motion 15-49

Trustee Juanita Richards moved to approve the 2015-16 Proprietary Funds Budget as presented. Trustee Mike Villarreal seconded, and the motion carried.

Dean Kara Garrett introduced new faculty members. Math Instructor Brinn Harberts is a former tenured BBCC instructor. Music Instructor Michael Dzbenski is from Fort Scott Community College in Kansas. Developmental English Instructor Dawne Ernette is from Nevada. English Instructor Sean Twohy recently taught at Lake Washington Institute of Technology.

6. AMP Mission Fulfillment Report

Dean Valerie Parton shared summarized the AMP Mission Fulfillment report, which is a summary of the work accomplished during the Board retreat and the Shared Governance Committee meeting.

Six key areas of focus for 2015-16 are creating degree pathways, continuing collaborations with industry, adding well-qualified faculty, maintain professional development momentum, expand access to more students and improve K-12 connections.

Motion 15-50

Trustee Jon Lane moved to approve the AMP Mission Fulfillment Report presented. Trustee Anna Franz seconded, and the motion carried.

At 3:10 p.m. Board Chair McFadden announced a 5-minute break and then 15-minute executive session to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

The meeting reconvened at 3:30 p.m. with no action taken.

7. President's Evaluation & Contract

Chair McFadden read the board's evaluation of President Leas into the record.

"The Trustees of Big Bend Community College are pleased and appreciative of the continued leadership excellence provided by President Terry Leas. In his third year as president Dr. Leas continues to strengthen the college and its culture, while working to ensure every new and existing program and process keeps student success at the forefront. The Board finds that under Dr. Leas' leadership in the previous year, BBCC has met the expectations set forth in the Board of Trustees' Ends Statements.

Dr. Leas possesses a leadership style that fosters a healthy environment of collaboration and inclusion. As president he makes it possible for the administrative leadership, faculty, staff, and students to think creatively and take risks as they reach for new levels of success and achievement.

The Board recognizes Dr. Leas' commitment to engage everyone in the development of best practices and processes that will serve to expand educational opportunities at BBCC. Fostering a culture of inquiry has been one of his primary goals since arriving on campus. His leadership style incorporates active listening skills and promotes an environment of trust and mutual respect.

Within his own self-evaluation Dr. Leas clearly articulates the power of our team. "BBCC continues its record of success because of the consistency of purpose from the trustees through the employees: all of us are focused on student success." The BBCC team, led by President Leas is working every day to provide students with a learning environment that results in improved retention, completion, and transfer rates. Those three areas of measurement are at the forefront locally and nationally in the community college system.

Among the top accomplishments in the past year, BBCC secured the Cooperative Title V grant to launch the Health Sciences Simulation Technician program. The college rejoined Achieving the Dream as a tool relevant to BBCC's accreditation and assessment of student learning needs. Two members of Big Bend's staff, Terry Kinzel and Dr. Ryann Leonard were honored by the state Washington State Association of Community College Trustees with Equity and Faculty Member awards respectively. The Association of Community College Trustees honored Dr. Leonard with the Pacific Region Faculty Award in October.

We all can agree the success of Big Bend's current and future students depends on our continued focus on strengthening our programs, expanding innovative concepts, and fostering a culture and environment welcoming to all.

We encourage Dr. Leas to expand on his goals and objectives from the past year. The college is a "Hispanic Serving institution" and must take the lead in celebrating diversity. The numerous programs and support services in place play critical roles in Transforming Lives. We encourage Dr. Leas to position BBCC to maximize the benefit of Achieving the Dream, to continue to embrace diversity and ensure the STEM program continues to be developed and enhanced.

The Board is pleased with Dr. Leas' continued efforts to reach out to elected leadership. Those efforts were pivotal as the college secured capital funding in this biennium for the pre-design and design phases for the new professional-technical facility. In the coming year it will be critical to remain engaged, making sure the elected leadership is aware of our levels of student success and the vitality of the college. Additionally, we must keep state leadership aware of the impacts from the decreases in state funding of community colleges. President Leas should continue to articulate BBCC's commitment to focused, strategic fiscal stewardship.

Big Bend Community College Foundation is a dedicated partner that provides critical support for the college and its students. We encourage Dr. Leas to continue to collaborate and work directly with the Foundation. The matching funds the Foundation provides for the Title V and Stem grant endowments and the student scholarships are important major pillars in our overall effort.

Expanded community outreach, with an emphasis on business and industry engagement, in the coming year will strengthen BBCC and provide necessary support as we move ahead. President Leas should strengthen our relationships with business and industry and help the college to develop a strong focus in this arena. We encourage Dr. Leas to expand and strengthen marketing strategies to improve community awareness of the college and its programs. We encourage him to continue his efforts to extend the college's presence in the rural communities in the outlying areas of our service district.

The Board commends Dr. Leas for his great work, leadership and support of Big Bend Community College. We encourage him to continue his efforts to broaden our horizons and brighten the futures of our students and staff."

Dr. Leas thanked the trustees for their support.

Motion 15-51

Trustee Anna Franz moved to approve a new contract for President Leas' through June 2017 with a 3% salary increase effective retroactively to July 1, 2015. Trustee Mike Villarreal seconded, and the motion carried.

8. Board Policy for Action

The revisions to BP7800 Firearms and Dangerous Weapons are regarding titles of positions and storage locations. Informal conversations on campus indicate staff members are not interested in arming the security staff.

Motion 15-52 Trustee Jon Lane moved to approve revisions to BP7800 as presented. Trustee Juanita Richards seconded, and the motion carried.

9. Transforming Lives Nomination

The trustees discussed the well-written and compelling Transforming Lives nominations. It was a very difficult to choose one nominee.

Motion 15-53 Trustee Anna Franz moved to nominate Timothy Woodiwiss as BBCC's Transforming Lives nomination to the Association of College Trustees (ACT). Trustee Jon Lane seconded, and the motion carried.

Motion 15-54 Trustee Mike Villarreal moved to nominate Kiabet Patiño as BBCC's Transforming Lives alternate nomination to the Association of College Trustees (ACT). Trustee Anna Franz seconded, and the motion carried.

10. Assessment of Board Activity

Trustee Jon Lane reported that he attended several good educational sessions at the ACCT Conference in San Diego. He also congratulated to Dr. Ryann Leonard for her Outstanding Faculty recognition. Trustee Lane will attend the Faculty of Color workshop. He also accepted an invitation to be on the capital project scoring committee.

Trustee Juanita Richards attended the back-to-school breakfast, Foundation Board meeting and the Foundation Star Night event.

Trustee Anna Franz reported she attended the JATP closing ceremony, and she delivered the keynote address at Phil Theta Kappa induction. She also reviewed the president's evaluation with Board Chair Stephen McFadden.

Trustee Stephen McFadden reported he attended an economic development annual convention in Alaska. They focused on workforce development and the bridge it represents toward economic development. Site selectors have cited educational attainment and lacking an advanced skill workforce as detractors to choosing Adams County for development projects. BBCC is the answer to Adams County's dilemma. He also attended the ACCT Conference in San Diego and praised Dr. Leonard for her work and ACCT award. He served as the delegate to the ACCT Senate on behalf of BBCC. Trustee McFadden also attended Star Night.

11. Next Regularly Scheduled Board Meeting

The next meeting is scheduled on December 3 at 1:30 p.m.

12. Miscellaneous

President Leas invited the trustees to attend the PTEC Kick-off meeting October 30 from 8:00-noon in the ATEC building. The attendees will discuss the goals and objectives of the PTEC building.

Dr. Leas noted that the Achieving the Dream coaches commended the trustees for their commitment to student success. The federal grant program internal evaluator who recently reviewed BBCC's grants for compliance issues had been the Vice Chancellor for Institutional Effectiveness for the Los Angeles Community College System and served as interim president for a college in CA. She was very impressed by BBCC and encouraged us to consider going for the \$1 million Aspen award. VP Linda Schoonmaker is researching the award. Dr. Leas was invited to apply to attend an Aspen Institute in April. Trustee Jon Lane encouraged BBCC to work toward the Aspen award.

Dr. Leas complimented the trustees for their work struggling with the Transforming Lives nomination. This effort sets a positive tone and re-emphasizes the importance of student success.

Dr. Leas reported that he will attend the Education Law Association Conference in Cleveland in November.

Trustee Jon Lane applauded Dr. Mohrbacher for receiving his doctoral degree.

13. AdjournmentMotion 15-55

Trustee Jon Lane moved to adjourn the meeting at 4:27 p.m.
Trustee Juanita Richards seconded, and the motion carried.

Stephen McFadden, Chair

ATTEST:

Terrence Leas, Secretary