

## **THE OFFICIAL MINUTES**

The Big Bend Community College Board of Trustees held its regular board meeting October 30, 2014, at 1:30 p.m. in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

U. S. Air Force Staff Sergeant Veteran and BBCC employee Dale Casebolt led the pledge. He served for ten years.

### **1. Call to Order**

Present: Anna Franz  
Jon Lane  
Juanita Richards  
Mike Villarreal

### **2. Introductions**

Trustee Juanita Richards introduced herself. She raised her family in Moses Lake, and she is a BBCC graduate and an avid learner.

Board Chair Jon Lane thanked the Moses Lake Rotary Club and Kiwanis Club for donating 20 Automated External Defibrillators (AEDs) to BBCC. Mr. Louis Logan, President of Kiwanis, shared about students around the country who were saved by AEDs. Kiwanis member and former Ritzville Lind School nurse Francie Irwin relayed a story about a volleyball coach who was saved by an AED. Rotarian Howard Skaug shared that 1.2 million people make up 37,000 Rotary Clubs. The Rotary Foundation contributed about half of the funds for the AED donation. The Moses Lake Rotary and Kiwanis Clubs also coordinated a local golf tournament to raise funds for this project. Board Chair Jon Lane thanked the LDS church for its generous contributions of labor and equipment to transform the appearance of the BBCC campus. Moses Lake Stake President Reid Baker expressed his appreciation for the opportunity, and he thanked the BBCC staff for their organization. He hopes they can provide more landscaping assistance in the future.

Board Chair Jon Lane announced that Samaritan Healthcare was chosen as BBCC's partner of the year. Their cumulative donations exceed \$700,000 in the form of funding and scholarships. Executive Director of the BBCC Foundation unveiled a commemorative bronze in honor of Samaritan Healthcare. CEO Tom Thompson graciously accepted the lighter version of the bronze to display at Samaritan Healthcare. He stated the results of years of service between BBCC and Samaritan Healthcare are great nursing staff for surrounding communities. He looks forward to further opportunities to leverage the combined strength of BBCC and Samaritan Healthcare. Chair Jon Lane responded that BBCC is proud to serve the communities. Chair Jon Lane announced that the agenda will be reordered and that the Board would convene in executive session under RCW 42.30.110(1) for the purposes: (f) to receive and evaluate complaints or charges brought against a public officer or employee and (g)

to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. Chair Lane said the session will last 30 minutes. The meeting reconvened at 2:11 p.m. with no action taken.

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

Philosophy Instructor Dr. Dennis Knepp reported that he attended and participated in the 2014 Charles S. Peirce International Centennial Congress at the University of Massachusetts Lowell. Peirce argued with the St. Louis Hegelians about Being in *The Journal of Speculative Philosophy* in the late 1860's. Peirce believed that Being is a sign, and the graduate school ideal is cooperative investigation of the publically accessible Real. William Tory Harris, who became the long-term U.S. Secretary of Education, hired the woman who started the first public school kindergarten course. He believed that Being is a contradiction and in K-12 education, the student finds freedom through the negation of obedience. Secretary Harris made K-12 compulsory in an effort to solve issues around civil war and immigration. The U.S. education system is based on Secretary Harris' work. President Leas provided Dr. Knepp reimbursement for expenses attending the conference.

### **6. Transforming Lives Nominations**

Board Chair Jon Lane asked about improvement ideas for the Transforming Lives Award process. He explained that the award started at the SBCTC level three years ago. Two of the past three years, BBCC nominees were recognized at the statewide level (MJ Curtis and Cristian Ramon). BBCC staff and faculty nominated Lupe Campos, Aryan Dehbozorgi, Tabatha DeLong, Arnold Garcia, Emmanuel Garcia, Maribel Gomez-Aguilar, and Alicia Wallace for the local Transforming Lives Awards. Trustee Mike Villarreal stated each candidate is deserving of this award. Trustees commended all of the nominees for overcoming issues to pursue their education. Trustee Franz encouraged the other trustees to consider which nominees are giving back to their communities. All nominees have performed above and beyond. President Leas encouraged the trustees to advance the nominee who has the best chance to be competitive at the state level.

#### Motion 14-34

Trustee Anna Franz moved to nominate Tabatha DeLong for the primary Transforming Lives statewide nominee and Maribel Gomez Aguilar as the alternate. Trustee Mike Villarreal seconded, and the motion passed.

Future improvement ideas were discussed. Chair Jon Lane stated it would be helpful for the nominees to attend the meeting, although it may be difficult for all nominees to attend. It would also be helpful for the trustees to develop a rubric for the nominators and nominees to reference.

### **3. Consent Agenda**

a) Approval of Regular Board meeting minutes from August 7, 2014 and the Board Retreat minutes from September 11, 2014. (A); b) President's Activity Update (I); c) Student Success Update (I); d) Accreditation (I); e) Assessment (I); f) Capital Project

Report (l); g) Safety & Security Update (l); h) Human Resources Report (l); i) Classified Staff Report (l); j) Enrollment Report (l); k) Quarterly Budget Report.

Motion 14-35

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

**4. Remarks**

- a. ASB Vice President Jacob Barth provided the ASB update. ASB has been busy sponsoring the following activities since the last board meeting: the back to school BBQ, a campus duck hunt, a motivational speaker on disabilities, Appetizer lunchfest, movie and bowling nights, half-time competition for home volleyball games, blood drive, Thrillin' Third Thursday performance, decorating and helping with Star Night. ASB's annual Halloween Dance with a costume contest is tonight. Attendance at the lunchfest, movie night and bowling night events was very high. Next week ASB will sponsor the Thanksgiving Lunchfest, and BBCC Veterans will enjoy a free meal. ASB is also distributing flag pins across campus for students and staff to wear in honor of our Veterans. ASB is sponsoring intramural activities, such as a pool tournament and a double-elimination dodgeball tournament. They will host a female Muslim speaker November 12 at 1:00 p.m. in the Masto Conference Center. Her topic is titled, "No I'm Not a Terrorist." This event is free and open to the community. The Thrillin' Third Thursday event will be an amazing singer/guitar player, Nick Hagelin, from Atlanta. Nick will also be holding a dance clinic the day before his performance at Today's Generation Studio. Our event begins at 7:00 p.m. in the Wallenstien Theater. The cost is \$5 for general admission; however Big Bend students and staff get in free.

Phi Theta Kappa inducted 23 new members on October 15. They also provided concessions for the two Allied Arts events and ASB's Thrillin' Third Thursday. The officers are trained in AED usage, and they provided a demonstration to the TRiO/Upward Bound students. They also attended the Fall 2014 District III Phi Theta Kappa conference at North Idaho College and donated pop tabs at the Spokane Ronald McDonald House. Phi Theta Kappans will assist ASB during Star Night, and they are preparing for their Silent Auction on November 19.

- b. Classified Staff Representative Starr Bernhardt was unable to attend; Robin Arriaga provided the STAR committee update. Six staff members attended the Staff Training for Technical and Community Colleges (STAACC) Conference. The keynote speaker was Cisco Morris. Kristin Krcma was elected as the Communication Coordinator for the statewide STTACC Board.

The STAR Committee sponsored Active Shooter Response and Basic Self-Defense classes with 25 members attending. PAC Leader and student Aryan Dehbozorgi presented a session called "Perspectacles" regarding how individuals view each other. Robin Arriaga provided training regarding the Department of Retirement website. Robin also highlighted the upcoming training

Excellence in Customer Service by Kim Garza and Valerie Kirkwood. The STAR Committee will help with the holiday social Friday, December 5. Five classified staff members and two administrative-exempt staff participated in a Lean project. They developed a more efficient contract process, and the group is moving forward with implementation.

- c. Faculty Association President Rie Palkovic welcomed Trustee Juanita Richards and provided updates from the faculty members. History Instructor Webb Waites, E-Learning Coordinator Zach Wellhouse, BIM Instructor Daneen Berry-Guerin, ABE ESL Instructors Kathy Dickinson and Courtney Rose, Nursing Instructor Jen Brooks, and Criminal Justice/Psychology Instructor Dr. Ryann Leonard attended the 2014 Northwest E-Learning Conference in Boise. Dr. Leonard also visited the Idaho State Penitentiary Museum.

Chemistry Instructor John Peterson attended the WA College Chemistry Teachers' Association Meeting in Leavenworth October 10-11.

Medical Assistant Program Coordinator/Instructor Kyla Ohs reported that the medical assistant fall cohort completed volunteer hours at the elementary schools helping with vision and hearing screenings. They did a great job and were able to add this event to their résumés as a community outreach. Also, the medical assistant program is wrapping up its externship series in which the students are actively participating in clinical skills at local clinical sites. This was the largest cohort to move through the 5-week process. Many of the students were hired immediately following their externship time.

ABE WorkFirst Instructor Jody Bortz attended Rainbow Lodge to attend a session on Student Voice on Campus; she also attended Bridges out of Poverty and a webinar Supporting Engagement, Learning, and Success of Students at Risk.

Welding Instructor Shawn McDaniel attended training in Walla Walla. He toured a large welding employer and learned about areas of emphasis to help students obtain employment at their facility or facilities like them. Instructor McDaniel attended training on new chemicals to clean stainless steel after welding that are safer and will not dissolve the individual's bones if exposed, like the traditional chemicals. Instructor McDaniel attended training in Spokane to better understand welding symbols, their usage, and how to help students understand them in workplace settings.

Philosophy Instructor, Dr. Dennis Knepp, and Logic Adjunct Instructor Brandon Carey attended and presented at the 2<sup>nd</sup> Annual PLATO-WA Conference, which is attended by philosophy and logic instructors from community colleges in Washington State.

Computer Science Instructor Arthur Wanner and Engineering Curriculum

Specialist James Saucedo attended a workshop at UW regarding Remotely Operated Vehicles (ROV). Their Engineering Club project is an ROV submarine.

BCC counselors Marsha Nelson, Heidi Gephart, and MariAnne Zavala-Lopez participated in *Future Day* at Moses Lake High School October 15. Eight Running Start Sessions were presented with 170 students attending. Disabled Student Liaison LoraLyn Allen presented information about the admissions process and disability services at BCC. BCC counselors Heidi Gephart and MariAnne Zavala-Lopez along with Rita Ramirez, Diana Villafana, Monica Medrano, and College Access Corps Coordinator Caitlin Ballard attended a DREAMer Training at Yakima Valley Community College October 14. This one-day workshop addressed some of the unique experiences of DREAMer students in their pursuit of higher education. The Washington Application for State Financial Aid (WASFA) and the importance of providing excellent "DREAMer friendly" services were discussed. October 18, OneAmerica held a Citizenship Day (free legal clinic) at BCC for our local community. MariAnne Zavala-Lopez, Rita Ramirez, Hope Candanoza, Pam Hare, Tyler Wallace and M.E.Ch.A. students volunteered at this event, at which day approximately 26 citizenship applications were completed.

English Instructors Matt Sullivan and Steve Close attended the Washington Community College Humanities Association conference in Seattle in early October, called "Humanities: The Heart of the Matter." The sessions all had to do with the important role that the humanities classes play in not just a student's education, but in their lives outside of the classroom. Instructor Close's presentation was "Integrating Literature in the Composition Classroom."

Chemistry Instructor Lindsay Groce celebrated National Chemistry Week in her classes with the theme "The Sweeter Side of Science." The CHEM 121 class enjoyed labs with examples that incorporated candy. For example, they converted Calories in a Hershey's Kiss to Joules. They also talked about how thick a layer of 1 mole of marshmallows would be if it covered the surface of the earth (~12 miles!). The instructor handed out one fun sized bag of Skittles to each student, and they calculated the weighted average of the number of Skittles per bag using their data. The lab that week dealt with density - they used the densities of liquids to stack them and create a density column. They then found the densities of a variety of candies by dropping them in the column and seeing where they ended up (not surprisingly, mostly in the corn syrup layer).

- d. VP Gail Hamburg reported that the AEDs are being posted around campus as was presented earlier. Portables are with the Athletic Director, and coaches will take them on trips. The bathrooms in 1600 will be remodeled, and new carpet will be installed during Christmas break. VP Hamburg is waiting on bids for building a softball announcer's box. Concrete work will be completed in the spring. The Japanese gardens near the Paul Hirai Fine Arts Building to

commemorate JATP's 50<sup>th</sup> anniversary will also be completed in the spring.

- e. VP Mohrbacher's report was provided by Associate VP Candy Lacher. She introduced Dean Kara Garrett to provide the (AVID) Advancement Via Individualized Determination report. AVID is a system of professional development for educators that provides great opportunities and includes K-12 school districts. BBCC invited local avid school districts to campus to discuss their needs. AVID supplements professional development. Surveys showed that instructors found the professional development very helpful.

AVP Lacher stated there was a large jump in fall enrollment for Running Start as shown on the table on page 30 of the agenda. State funded FTEs have decreased for fall quarter; however, head count has increased. Reasons for the FTEs drop could be that in June of 2014, BBCC saw the second highest number of graduates and more students are passing pre-college math on the first try. New admits increased from 625 to 713 with nine international students from Japan, Canada, Brazil and the United Kingdom.

- f. VP Kim Garza provided an update from Human Resources. STEM Math Curriculum Specialist Tyler Wallace accepted a promotion to the Director of Adult Education. Other positions to fill include the CBIS coordinator and Math Specialist in STEM. VP Garza stated new training is being piloted with staff including online safety training. She commended the M&O staff for reviewing the training modules during their weekly meetings. The first BBCC Kaizen rapid process event was held earlier this month with eight team members participating. The team focused on the employment contract process and began very important work to chart the course to improve the current process. This was a very successful event, and the team embraced the tools. They continue to meet to implement their recommendations. Board Chair Jon Lane commended VP Garza's leadership in this area.
- g. Executive Director LeAnne Parton provided a Foundation update. The BBCC Dollar Da\$h was held on campus in conjunction with the health fair September 22 with 47 participants and net revenues of \$2,100. Director Parton announced that the BBCC Family Campaign was kicked off by cookie deliveries and includes fun competition between departments. Desserts will be given quarterly for different rewards. Star Night was a wonderful event.

Director Parton shared information from AP 1020 regarding donation levels and naming opportunities.

## 5. **Proprietary Funds Budget and Financial Statements**

### Motion 14-36

Trustee Anna Franz moved to approve the Proprietary Funds Budget and Financial Statements as presented. Trustee Juanita Richards seconded, and the motion passed.

## 7. President's Evaluation

Board Chair Jon Lane stated a written evaluation statement will be shared at the next meeting.

Board Chair Jon Lane announced a five-minute break announced at 3:19 p.m. The meeting reconvened 3:25 p.m.

## 9. AMP Mission Fulfillment Report

Dean Valerie Kirkwood stated the Mission Fulfillment Workbook was reviewed and improvement ideas were discussed at the retreat. The Board Ends are the foundation of the college. Dean Kirkwood discussed the Key Performance Indicators (KPI) and the bar charts which highlight the intersection of importance and core theme objectives. Areas of focus noted from the report include develop captivating communication and marketing, maintain focus on high touch services, develop AVID partnerships, explore new instructional programs, and increase productivity of partnerships activities.

Board Chair Jon Lane complimented Dean Kirkwood on the report.

### Motion 14-37

Trustee Anna Franz moved to approve the AMP Mission Fulfillment report. Trustee Juanita Richards seconded, and the motion passed.

## 10. Board Policies for Discussion

President Leas stated the new personnel policy will provide overarching guidance for administrative processes to manage personnel.

BP 4150 Classified Leaves is very old and describes a procedure for operationalizing BP 3000 which is addressed in an AP 3011.

Suggested revisions to BP 1000 are results of discussions about the president's evaluation process during the retreat. BPs 2070, 7700, 8001, and 8021 were reviewed by the board for consideration at the next meeting.

## 11. Board Policies for Action

Changes to BP6115 Policy Prohibiting Discrimination, Harassment and Sexual Harassment bring the policy into compliance with current regulations.

### Motion 14-38

Trustee Juanita Richards moved to approve BP6115. Trustee Anna Franz seconded, and the motion passed.

BP8070 Diploma Presentation was revised per the trustees' conversation during the August 7 board meeting.

### Motion 14-39

Trustee Anna Franz moved to approve BP8070 with title changed to "Presentation of Diplomas." Trustee Juanita Richards seconded, and the motion passed.

## 12. Meeting Schedules

The trustees tabled this item until the next meeting when all trustees could review their calendars.

Motion 14-40 Trustee Anna Franz moved to table this item until the next meeting. Trustee Juanita Richards seconded, and the motion passed.

## 13. Advisory Committee Lists

Dean Clyde Rasmussen introduced the advisory committee lists. President Leas said this is brought to the trustees to assure representation for the district. Trustee Juanita Richards will be removed from the BIM Advisory Committee due to her trusteeship. The trustees indicated a matrix of the ethnicity and gender representation would be helpful in the future. The programs work hard to recruit active community members.

Motion 14-41 Trustee Anna Franz moved to approve the advisory committee lists. Trustee Juanita Richards seconded, and the motion passed.

## 14. Assess Board

Board Chair Jon Lane stated he attended Star Night. He also attended the ACCT Conference in Chicago. He attended thought provoking sessions on mapping job skills for the future, disruptive innovations, and presidential evaluations. Trustee Lane also said BBCC is doing a good job with advisory committees. It is important to define what the student experience should be. He asked how we motivate students to make BBCC their first choice. He complimented the monitoring reports for sharing trends rather than just the individual items. Trustee Lane also stated this self-assessment reporting is required by BBCC's accreditation association.

Trustee Anna Franz had no report to share.

Trustee Juanita Richards reported she is involved in the Economic Development Council.

## 15. Next Meeting

The next board meeting is set for December 11; however, this conflicts with WACTC meetings for President Leas.

Motion 14-42 Trustee Juanita Richards moved to set the next board meeting on Tuesday, December 9. Trustee Anna Franz seconded, and the motion passed.

## 16. Miscellaneous

Trustee Jon Lane stated he would like to bring the Grant County Health District in to talk with the board. He would also like to pursue Carver Policy Governance training now that the new trustee has been appointed.

The meeting adjourned at 4:15 p.m.

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Jon Lane, Chair

ATTEST:

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Dr. Terrence Leas, Secretary