

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Regular Board Meeting Thursday, November 1, 2012, 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 Wren
Mike Blakely
Anna Franz
Jon Lane
Stephen McFadden

2. Introductions.

Associate VP of Student Services, Candy Lacher, introduced the 2012 Viking Volleyball team. BBCC Alumni and Coach Natalie Coulston is in her first season of coaching, and she played on the team four years ago. She announced the team beat Blue Mountain Community College last night. The players introduced themselves: Katelyn Riste from Redmond OR, Taylor Varneau from Redmond OR, Brooke Brown from Kendrick ID, Christian Hill-Erickson from Spokane WA, Samantha McGhie from Rupert ID, Kayla Curtsinger from Naches WA, Katie Reeder from Naches WA, Katie Demarest from Leavenworth WA and McCall Miller from St Anthony ID. They have a volleyball match tomorrow at 6:00 pm

Mike Wallace WA Ag Educators' Association presented a lifetime achievement award to honor Trustee Mike Blakely. Mr. Wallace explained that Trustee Blakely left the St John School District to expand his agricultural experience and teach at the Quincy High School in 1968. Trustee Blakely raised his family in Quincy, and after teaching for many years, he continues to be active by grading high school senior presentations. Mr. Wallace was hired to fill the position vacated by Trustee Blakely's retirement. Trustee Blakely worked hard with the WA Ag Educators' Association to the benefit of students in agriculture.

VP of Human Resources and Labor Kim Garza introduced the Contract Process Improvement Team. She described the team as accomplishing significant improvements in four months. Julia Gamboa, Barbara Collins, Annemarie Cadle, Tracy Bartleson, Linda Chadwick, Angie Smith, and Robin Arriaga received certificates recognizing their intense work in a short time period. The group developed an e-contract request form, updated job class codes, updated legal language, outlined and documented processes for contract generation, streamlined the process and worked well together. Robin Arriaga thanked Kim Garza for leading the team.

5. **Exceptional Faculty Award**

Nursing Instructor Jennifer Brooks was thankful for the funding to attend the National League for Nursing (NLN) conference during the summer. NLN is the accrediting body for BBCC's nursing program. Instructor Brooks deepened her understanding of NLN and research based programs. She learned about using text based programs and other programs during lectures. She also understands better how diversity within classes and maintaining retention result in better education. Research shows same gender groups work well together. Instructor Brooks is also the BBCC National Student Nurses Association (NSNA) club advisor. The club has held fundraisers to pay for their NCLEX exam preparation. Passing the NCLEX exam is required to become a nurse. All 2012 BBCC graduates passed this national test. The pass rates from previous years have been around 60%. President Leas presented Ms. Brooks with her check.

3. **Consent Agenda**

a) Approval of Study Session and Regular Board Meeting Minutes September 20, 2012, and; Special Board Meeting Minutes October 1, 2012 (A); b) President's Activity Update (I); c) Student Success Update (I); d) Accreditation Update (I); e) Assessment Update (I); f) Capital Project Report (I); g) Safety & Security Update (I); h) Human Resources Report (I); i) Enrollment Report (I); j) Legislative Update (I); k) Quarterly Budget Status.

Motion 12-42

Trustee Stephen McFadden moved to approve the consent agenda, and Trustee Mike Blakely seconded it. The motion passed.

4. **Remarks**

- a. ASB Jazlyn Nielsen provided the ASB activities report. Two weeks ago ASB sponsored a Disability/Motivational Speaker Marc Elliot and more than 80 students attended. ASB sponsored Movie Night at the Lee Theater in Ephrata with 120 attendees, including 36 staff members.

An attendance record was set at the annual Halloween Dance with 136 attendees. This week ASB decorated and helped the BBCC Foundation with Star Night. The ASB Dodge ball Tournament will be held tonight with guest referee Craig Dorsing, who is a Big Bend Community College alum. Mr. Dorsing is also a retired school teacher and has enjoyed playing 30 years of Dodge ball with his classes.

Tuesday, November 6, ASB & Phi Theta Kappa are co-sponsoring motivational nutrition speaker Deanna Latson. She is amazing and has been on our campus several times over the past few years. Thursday, November 8, ASB will sponsor Bowling night from 10:00 to midnight free of charge to students showing their BBCC ID

- b. Tana Richins Classified Staff Representative presented the Classified Staff report. September 5, T.C. Bergen, Brad Beuckman, Randy Fish, Jeff Robnett, Robert Russell, Rick Tincani, and Angel Uresti attended a Fall Protection Safety Training, here on campus.

Dina Moskvich attended an ELMS Training on September 6 in Renton, WA. Karen Okerlund attended training on September 13 at the BBSI in Moses Lake regarding the Dept. of Labor & Industries Stay at Work Program. September 17, Kathy Aldrich participated in an online training regarding the New Proquest Platform. September 25, Karen Okerlund and Robin Arriaga both attended a Public Employees Benefits Board Training Seminar at the Moses Lake Fire Department.

Fifty-two (52) Classified Staff attended the Sexual Harassment, Ethics & Mandatory Reporting Training presented by Kim Garza as part of the Welcome Back Breakfast on September 17.

October 25 the Classified Staff held a successful used book sale in the ATEC Building. The books were donated, and the sale resulted in \$600 that will fund registrations for classified staff to attend the STTACC Conference next summer. Some books were set aside for a craft project. They will be turned into Holiday table decorations that will be sold at the Holiday Craft Bazaar in December.

Classified Staff asked faculty and staff to join them in a canned food drive competition with the students from the Student Success Center Mentoring Programs the second week in November. The cans and non-perishable boxed items will be donated to the Moses Lake Food Bank. Drop off locations are in the Library, Aviation Building, Business Office, and TRiO Upward Bound.

- e. Mike O'Konek, Faculty Association President reported faculty activities. Counselor Max Heinzmann reported Big Bend Community College and the Washington Council for High School-College Relations held a College Transfer Fair in the hallway of ATEC just outside the Dining Commons. Students talked with representatives from a spectrum of baccalaureate institutions from places as close as the north end of the building to a college in Australia that teaches computer game/cinema graphics. Counselor Heinzmann commented, "Big Bend is a place where dreams are launched."

Criminal Justice Instructor, Dr. Ryann Leonard, reported that a few Criminal Justice students will be working with the Police Department and the Liquor Control Board over the next year to perform compliance checks for our local liquor providing vendors. Our local partnerships offer good opportunities for our students to help in their chosen career.

Philosophy Instructor, Dr. Dennis Knepp reported he has published two new pieces, "Bilbo Baggins: The Cosmopolitan Hobbit" in *The Hobbit and Philosophy*

and "Gods, Drugs, and Ghosts: finding Apollo and Dionysius in Black Sabbath and the Birth of Heavy Metal" in *Black Sabbath and Philosophy*.

- d. VP of Financial and Administrative Services Gail Hamburg reported structural steel deliveries have begun, and the construction projects in buildings 1200 and 1400 are on schedule.
- e. Associate VP of Student Services Candy Lacher reported on Instruction and Student Services in VP Bob Mohrbacher's absence. Enrollment is down this year, and the SBCTC projection for BBCC for the year is 101% of the target.

BBCC had the highest achievement point gains of any community and technical college in WA State in the Student Achievement Initiative (SAI). This is a performance funding plan that reports how students are progressing through their degree pathways and awards points for accomplishing certain benchmarks. Benchmarks include completing basic skills level gain, completing pre-college courses in English and math, completing the first 15 and 30 credits, completing a college-level quantitative skills course and completing a degree or certificate of at least 45 credits.

There are several factors leading to this success: Student success initiatives that started with Achieving the Dream with support from Title V and STEM grants. Student retention efforts including the student success center, basic skills students' progress, and the largest gain was in pre-college English and math due in part to the Emporium math model.

This success resulted in \$189,168 in additional state funding for BBCC.

- f. VP of Human Resources and Labor Kim Garza shared that two academic advising positions will be filled from 30+ applicants. Compensation and benefits open enrollment started today. In 2013, health insurance benefits costs will be noted on W-2's.

6. **Adult Literacy**

Adult Basic Education and JATP Director Sandy Cheek presented Adult Literacy Week information. Governor Gregoire declared October 15-21 Adult Literacy Week. In WA State, one in six adults does not have a high school diploma or equivalent; in this area it is one in four. Adult literacy supports better skills, better jobs, building a better WA.

Director Cheek said basic skills are taught in the Opportunity Center on campus, and there are classes offered in Mattawa, Quincy, Othello, Soap Lake, Warden, and Grand Coulee. There are 20-32 part-time faculty who support these classes. BBCC partners with Lamb Weston, OIC, SkillSource and WA State Migrant Council. Classes are offered at their worksites, and employees attend after working their shifts. Students include adults trying to get better jobs, moms,

neighbors, orchard and retail workers. Director Cheek explained that parents are the best pathfinders for students; the more education parents obtain, the better chance their children have for navigating higher education successfully.

Director Cheek introduced student Ms. Carolina Ayala Torres. Carolina explained that she came from El Salvador and accelerated through the GED program very quickly. The English as a Second Language (ESL) and ABE programs are helping her reach her goals to become a nurse and then a doctor. She was the GED valedictorian and is currently a BBCC student in the Phi Theta Kappa Honor Society and a mentor.

Director Cheek encouraged the Trustees to share the need for basic skills in our communities with the “thinking, voting public” and legislators.

7. 2009-14 Outcomes Report

Dean Valerie Kirkwood introduced the 2012 AMP Outcomes Report. The AMP Committee, Cabinet members and Trustees reviewed and analyzed the data which results in this report.

Motion 12-43 Trustee Mike Blakely moved to accept the 2012 AMP Outcomes Report, and Trustee Jon Lane seconded it. The motion passed.

8. Advisory Committee Lists

Dean Clyde Rasmussen presented the Advisory Committee lists. The committees look at improvement ideas for instruction, and they help with materials and equipment donations. Trustee Mike Blakely said these committees are important and while they help BBCC, the committee members also learn more about BBCC. He would like to see more members from outlying areas.

Motion 12-44 Trustee Mike Blakely moved to accept the 2012 Advisory Committee lists, and Trustee Stephen McFadden seconded it. The motion passed.

9. Board Policy Updates

President Terry Leas stated Board Policies 1004, 3000 and 6400 were being updated to reflect RCW references and current dates.

Motion 12-45 Trustee Jon Lane made a motion to adopt the proposed revisions to BP 1004. Trustee Mike Blakely seconded it. The motion passed.

Motion 12-46 Trustee Stephen McFadden made a motion to adopt the proposed revisions to BP 3000. Trustee Jon Lane seconded it. The motion passed.

Motion 12-47 Trustee Anna Franz made a motion to adopt the proposed revisions to BP 6400. Trustee Mike Blakely seconded it. The motion passed.

Board Chair Mike Wren announced a 10-minute break at 2:30 p.m. The meeting reconvened at 2:40 p.m. with no action taken.

Board Chair Mike Wren announced a 10-minute Executive Session at 2:40 p.m. in accordance with 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. At 2:50 p.m. Chair Mike Wren extended the session 10 additional minutes. The meeting reconvened at 3:00 p.m. with no action taken.

10. 2013 Board Meeting Schedule

President Terry Leas presented the 2013 Board meeting schedule. This includes a proposed change in the commencement day activities to include a Board meeting. President Leas explained a commencement day of “meaningful involvement” with the Board would include a campus-wide celebration banquet 1-3 p.m., Board meeting 3-5 p.m., Board dinner 5-6:30 p.m. and then Commencement at 7:00 p.m. Faculty Association President Mike O’Konek stated June 14 is a finals day, which could affect faculty involvement. Trustee Mike Wren asked about the challenge for staff, and Trustee Stephen McFadden suggested keeping the Board agenda light.

Motion 12-48 Trustee Jon Lane made a motion to adopt the 2013 Board Meeting schedule as proposed. Trustee Stephen McFadden seconded it. The motion passed.

11. TACTC Transforming Lives Award

Trustee Mike Blakely is serving on the TACTC Transforming Lives Committee. He shared information on the TACTC Transforming Lives Award, noting the awards criteria have changed this year: nominees need to have had a positive economic impact on their community. Trustee Blakely mentioned Trustee Emeritus Felix Ramon as a possible nominee. Trustee Stephen McFadden asked if the staff could gather a few nominations from which the Board could choose. Trustee Jon Lane asked Faculty Association President Mike O’Konek for his thoughts. Mr. O’Konek responded that faculty and advisors would have good ideas for nominees.

Trustee Mike Blakely said the SBCTC plans to introduce the award winners to legislators to illustrate the value of community colleges. The President’s Office

will facilitate gathering nominations from faculty, and they will be presented at the next Board meeting.

12. Board Goals and Self-Evaluation

Board Chair Mike Wren read his prepared Board Self-Evaluation statement.

This has been a year of significant transformation for the Board with the resignation of the long standing president of Big Bend Community College coupled with the multiple changes in those serving as trustees.

The intensity and urgency of the presidential search process imposed a unique environment that produced very distinct and beneficial results for the Board:

1. *A more cohesive sense of purpose and direction.*
2. *A much higher level of engagement in the organization by the trustees.*
3. *More depth, interaction and unity amongst the Trustees as they worked together to narrow the candidates to the ultimate selectee.*
4. *A deeper understanding of the residents within our district as the Board participated in processes crafted to gather input from staff, students, businesses and communities within the district relating to what qualities they desired in our next college president.*

The Board's self-evaluation indicates that the board sees themselves as "Moderately Accomplishing" five of the six goals, scoring them from 3.2 to 3.5 out of a possible 4 points. The lowest score was given to the goal of Access where the Board felt that more emphasis needed to be placed on personal contact, community outreach and policies that enable Big Bend to offer more courses. The single goal that was rated as "Fully Accomplished" was Climate, which so clearly represents the heart of Big Bend Community College in giving everyone the ultimate environment in which to succeed.

In an effort to move all goals forward with more intentionality, each board member selected a goal for which they will be the "champion" throughout the year. It will be the responsibility of each trustee to evaluate and pursue opportunities to improve the Board's effectiveness for the goal they are championing.

Though self-evaluation is an important component of the board assessment; evaluation by outside organizations provides an important tool for validating the self-assessment results. The preliminary report from the NWCCU Accreditation Team affirmed both the overarching principles and the upcoming year's focus in their commendation:

“Board of Trustees’ unwavering commitment to BBCC. Ensuring access to educational programs by bringing visibility to all corners of the college district, their intentional assignment of a college priority to each of the five Board members, and their unified and firm grasp of policy governance.”

Overall, the board believes that they are at a high level of accomplishment of their goals but see the next year as an opportunity to be even more effective as advocates, policy setters and partners that empower the administration, faculty and staff in providing the best educational experience to be had in the State Community and Technical College System.

Motion 12-49

Trustee Mike Blakely made a motion to accept Board self-evaluation statement presented by Chair Mike Wren. Trustee Jon Lane seconded it. The motion passed.

Trustee Jon Lane commented the statement was expressive and well written.

13. Assessment of Board Activity

Trustee Stephen McFadden reported he arranged and attended the Ritzville Community meeting to introduce President Leas. Senator Mark Schoesler, Representative Joe Schmick and Representative Susan Fagan attended the meeting. He also attended the October 1 meeting with accreditation evaluator, Dr. Sonya Christian. Trustee McFadden was asked to join the TACTC Visioning Committee. He participated in a conference call Monday November 5. Trustee McFadden thanked VP Hamburg for taking him on a campus tour following the last Board meeting. Last, he reported that he attended Star Night and was impressed by the engagement between the scholarship donors and student recipients. He congratulated Executive Director LeAnne Parton for a great event.

Trustee Jon Lane reported he attended Star Night, and he enjoyed the keynote speaker, Ms. Susan Landon. He also attended the October 1 meeting with accreditation evaluator, Dr. Sonya Christian.

Trustee Mike Wren attended Star Night and commented that dinner was a great addition to the event. He also attended the October 1 meeting with accreditation evaluator, Dr. Sonya Christian, and the Exit meeting October 3. Trustee Wren accompanied President Leas to visit with Othello High School Assistant Supt Mike Villarreal about serving as Trustee.

Trustee Mike Blakely attended the October 1 meeting with accreditation evaluator, Dr. Sonya Christian, and the Exit meeting October 3. He also attended the Paul Hirai Building Dedication meeting, Advisory Committee meeting, and Foundation Board meeting. Trustee Blakely participated in the TACTC awards teleconference. He also attended the GISS TACTC Conference with President Leas.

Trustee Anna Franz attended the October 1 meeting with accreditation evaluator, Dr. Sonya Christian.

14. Regular Scheduled Board Meeting

Motion 12-50 Trustee Stephen McFadden made a motion to move the December 13, 2012, Board meeting to December 20, 2012. Trustee Anna Franz seconded it. The motion passed.

15. Miscellaneous

President Leas announced the Annual Holiday Potluck will be held December 14 at noon. The Accreditation Celebration today was well attended and a good opportunity to share more good news about BBCC's student achievement indicators. Faculty and staff are being acknowledged for their excellent work; the focus on student success and completion is impressive. Institutional Research does a great job of collecting and disseminating information. The improvement increments will get smaller as BBCC makes progress toward the highest goals.

President Leas reported that he and VP Gail Hamburg attended the CWU Economic Forecast Conference. Washington State is not seeing red flags and is eighth in the nation for recovery.

The meeting adjourned at 3:30.

Mike Wren Chair

ATTEST:

Dr. Terrence Leas, Secretary