

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular board meeting December 9, 2014, at 1:30 p.m. in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

Chair Jon Lane reminded all attendees that this meeting is being streamed live on-line and recorded on MediaSite.

Director of Safety & Security Kyle Foreman introduced BBCC student and Specialist Luke Rosman to lead the Pledge of Allegiance. Specialist Rosman explained that he is a Medic in the WA Army National Guard. He is from Wilbur and appreciates BBCC's small community atmosphere.

### 1. Call to Order

Present: Anna Franz  
Jon Lane  
Stephen McFadden  
Juanita Richards

### 2. Introductions

There were no introductions

### 3. Consent Agenda

a) Approval of Regular Board meeting minutes from October 30, 2014. (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).

Motion 14-43 Trustee Stephen McFadden moved to approve the consent agenda. Trustee Anna Franz seconded, and the motion passed.

### 4. Remarks

- a. ASB President Stormie Kidd provided the ASB update. ASB held a Halloween dance with 160 in attendance. They also held a Singles Pool Tourney and a Dodge ball Tourney with 36 students competing and the same number watching. There was record attendance of 125 attendees for the ASB hosted Muslim Motivational Speaker, Zohra Sarwari, including several community members. Attendance is slowly increasing for ASB's Thrillin' Third Thursday performances. Lunch-fests are still a hit, with 275 attending the Thanksgiving-fest. ASB sponsored free pool all day in the game room as well as their regular Library Campout with free pizza and soda at the end of the quarter.

ASB uses social media, such as texting, Facebook, Twitter, and Instagram to publicize events. ASB officers recently completed a service project. They tied 13 blankets which will be donated to the Primary Children's Hospital. The Primary Children's Hospital in Utah ranks among the best hospitals providing and caring for children with a range of illnesses. Many health and medical services are provided at this hospital, such as cancer treatments, orthopedics, transplants, neurology, and so much more. The hospital relies on donations and support from community members and groups to contribute items to the children and the families of the children.

The Nursing Club recently held a Yankee Candle sale earning \$600. The Gay/Straight Alliance Club sponsored a trip to attend a lecture by Laverne Cox at CWU. Thirteen students and three faculty who attended were thrilled to hear Cox in person. Her talk centered on the importance of education in getting her to where she is today and that the gender binary is a learned social construct. Cox is a star from the Netflix original series *Orange is the New Black* and a prominent feminist and transgender activist. The Rho Zeta chapter of Phi Theta Kappa held a successful Silent Auction. They also provided concessions for ASB's Third Thursday and Allied Arts. Rho Zeta will also host a Book-Buy-Back Bake Sale and a table at the upcoming New Student Orientation.

- b. Classified Staff representative Starr Bernhardt reported the Staff Training and Recognition (STAR) Committee is working on the 2015 training schedule and recruiting new members to the committee. The STAR Committee is looking forward to another successful year.
- c. Faculty Association Vice President Daneen Berry-Guerin reported Theodore and the Meteors helped raise \$2,000 for the Free Family Saturday Art events at the Moses Lake Museum. They performed live on Friday the week before Thanksgiving, which is the annual holiday show that the community members reopened and financially support. Fran Palkovic is the front man of the group. He is a multimedia, visual, and performance artist as well as a part-time Big Bend art instructor.

WA State Trooper Darrin Wright visited Dr. Ryann Leonard's Introduction to Criminal Justice class and spoke about becoming a trooper and how it differed from other law enforcement agencies.

Instructor Leonard's work with the Moses Lake Prevention Coalition allowed her to help facilitate "Hidden in Plain Sight," which was a presentation to professionals and the community on how to recognize substance use among youth. It was attended by over 130 people from the community. She is receiving an award Friday, December 12, specifically for work related to DUI prevention and child passenger safety. This award is usually reserved for law enforcement but is sometimes awarded to community members who work with law enforcement.

Biology Instructors Kathleen Duvall and Lindsay Groce, part-time Math Instructor Mariah Whitney, Chemistry Instructor John Peterson, and Dean Kara Garrett visited CWU in Ellensburg on November 21. They met with chemistry and biology faculty to discuss transfer requirements and get information on programs offered at CWU. They also toured CWU's biology and chemistry labs.

As usual, Jennifer McCarthy had a great quarter teaching French this year. She had over 30 students registered, her biggest class yet. Her students were very enthusiastic, as evidenced by their singing of the French song "Papaoutai" (papa oo Tay) at the flash mob performance on December 4 in the Dining Hall.

ELearning Coordinator Zach Wellhouse, Dean Tim Fuhrman, and Librarian Libby Sullivan attended the "Library as Open Education Leader" conference in November. They discussed pursuing and encouraging the use of open education textbooks and other materials in the classroom. Libby shared that the library is interested in providing BBCC students with more affordable textbook options.

Welding Instructor Shawn McDaniel shared that they will be teaching a week-long welding class for the Warden Hutterite Brethren during Christmas break.

- d. VP Gail Hamburg reported the remodel of the Business and Liberal Arts (1600) building is on schedule. Association Construction will begin remodeling the restrooms December 11. Carpeting will also be completed in this building. Remodeling the second floor of the Administrative Building (1400) begins the end of January and will be completed June 30. The last of the asbestos will be removed; new carpet will be installed along with paint. If possible, the stairs and elevator will also be replaced. VP Hamburg reported that next year, minor improvement money will fund opening admissions and financial aid to make them more welcoming like the bookstore and business office.
- e. VP Bob Mohrbacher referred to the student success information in the consent agenda. BBCC's overall student achievement results are similar to last year. BBCC has received very similar student achievement initiative allotments for the past two years. The allotments are based on a performance-funding model that measures progression of students through the educational pipeline with nine different benchmarks. BBCC is moving students through the pipeline more efficiently than many other WA community colleges.
- f. VP Kim Garza reported the Business Office submitted an application to participate in a Lean Kaizen event. This will likely be approved for the spring or late summer. VP Garza announced that six retirements have been confirmed, and there are more employees who may retire by the end of the academic year. The Human Resources office will be busy coordinating hiring processes.

Lastly, she reminded all about the holiday potluck on December 16, which will feature live music.

- g. Director of BBCC Foundation LeAnne Parton reported scholarship applications will be hand delivered to area high schools next week. A request was also submitted to Boeing for a plane for the AMT program. Director Parton also said the BBCC Family Campaign was very successful.

## **5. Adult Education**

Director of Adult Education Tyler Wallace shared information about the Adult Education program. Challenges in the BBCC Service District include lack of educated workforce and limited English speaking. These factors lead to lower wages and higher unemployment. Unskilled workers can't find jobs, and employers can't find skilled workers.

Lack of educated employees has a significant impact on local economies. The BBCC Adult Education program provides the solution to the challenges through opportunities for ESL classes and high school credentials. The BBCC Adult Education program offers classes for \$25 per quarter for basic skills students. Students move through ESL classes to IBEST or Academic classes toward a goal of obtaining family-wage employment that strengthens state and local economies.

Director Wallace encouraged the trustees to support expanding access to basic education for adults and amending state statute to tie basic education for adults to a forecast model. Trustee McFadden requested Director Wallace present this information in Othello.

## **6. Exceptional Faculty Award**

The Exceptional Faculty Award Committee recommends the trustees approve English Instructor Dr. Steve Close's request for funding to attend the Modern Language Association (MLA) conference. VP Mohrbacher explained that the MLA is the largest professional organization in the study of language and literature.

### Motion 14-44

Trustee Anna Franz moved to approve an Exceptional Faculty Award in the amount of \$1,235 for Dr. Steve Close. Trustee Juanita Richards seconded, and the motion passed.

## **7. Marketing & Social Media**

Public Information Director Doug Sly and Web Media Specialist Jeremy Seda shared marketing and social media information, including a new publicity folder and a one-page brochure that highlights the contact information. Director Sly also created eight new signs for the community knowledge centers, and this has caused some publicity opportunities in the communities.

Web Media Specialist Jeremy Seda described his efforts to engage the public with BBCC's social media.

He works with students to understand what kind of content generates more traffic. Director Seda uses info-graphics and memes to attract on-line visitors.

Specialist Seda shared BBCC analytics information, which shows positive trends including 25% of the website visitors are new to the site. Facebook insights show a steady increase of 10.8%. BBCC is among the first in higher education to pin academic pages to Pinterest, a strategy which generates more referral traffic.

## **8. SBCTC New Allocation Formula**

VP Bob Mohrbacher explained that the allocation formula which determines how funding is distributed to community colleges from the legislature is being improved. Currently, the formula is adjusted for legislative provisos and fixed costs fluctuations. Enrollment targets are measured on a two-year rolling average, and there is little impact when a college is under enrolled; most colleges are over enrolled. Some programs have different costs, and some FTEs are funded differently.

A task force of 16 presidents and representatives from community college commissions met regularly for the past year to discuss current issues and recommend a more equitable allocation formula. Their recommendations include increasing the performance funding allocation from .8% to 5-10%, fixed costs allocations based on minimum operating allocations, and enrollment funding with weighting for ABE and high-cost/high-priority courses.

VP Mohrbacher said BBCC performs better than average on the student achievement indicators. BBCC may lose money in the distribution of dollars per FTE and VP Mohrbacher believes that will be offset by the SAI funding. There is still work to be done on the new funding model. A mechanism will be used to keep colleges from losing too much money at once. The new model is more rationale and equitable. There will be a year to adjust to the new model. The legislature is very supportive of the SAI.

## **9. Achieving the Dream (AtD)**

VP Bob Mohrbacher discussed rejoining AtD. BBCC was an AtD member 2006-2011. BBCC continues to use the evidence-based improvement methods introduced by AtD, which have increased retention and success rates. External advisors from AtD will provide momentum and national publicity. VP Mohrbacher asked for the trustees to affirm rejoining AtD. Trustee Jon Lane stated Washington State is a leader in the national AtD organization.

### Motion 14-45

Trustee Stephen McFadden moved to affirm rejoining AtD.  
Trustee Juanita Richards seconded, and the motion passed.

Chair Jon Lane announced a five-minute break that will be followed by a fifteen-minute executive session to discuss items provided for in RCW 42.30.110 (1): to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The executive session ended at 3:15 p.m. with no final action taken by the board.

## 10. President's Evaluation

Chair Jon Lane provided the president's evaluation as follows.

*"We are pleased with the performance of the College and the President from the past year. Dr. Leas has shown us leadership style that is encouraging, collaborative, and transparent. When Dr. Leas was hired he began to implement processes that not only sustained the culture of Big Bend but have also created positive transformations to continue that culture in the future and foster success for our institution. Dr. Leas gives encouragement and support for innovation and excellence. People are willing to take risks with the knowledge that they will be supported even if their initiatives are not completely successful. He continues to encourage and develop leadership in those he comes in contact with. His staff and senior administration trust and enjoy working with Dr. Leas and we are very pleased with his efforts to create a collaborative environment through an open and transparent administration.*

*Dr. Leas has done a self-evaluation that supports and confirms our observations. His priorities are to ensure everyone is committed to student success. He gives credit to the great team that surrounds him for the successes of the college. He wants to work on establishing better relationships with our communities to strengthen the impact that Big Bend has on their future. Dr. Leas is committed to "Achieving the Dream" program: the continuous improvement, the data, and the opportunities it will give the college.*

*The Board would like Dr. Leas to set several goals for the future. First to focus on continued Community outreach; Big Bend needs to reach out to all our communities, especially the smaller and more remote communities, and make our presence known. The Board of Trustees is also committed to help this effort and will try to make themselves available to facilitate and join these visits. We would also like to see Dr. Leas continue to be involved in community activities like Rotary, High School Senior interviews and other community wide events. Secondly, it is a priority to reach out to businesses and industry to work together and meet their training needs. Our ability to work together to train the next generation of an educated workforce is critical. Industry also plays a role in securing precious resources privately and through their impact on government appropriations. Thirdly, State funding and support is critical to the mission of Big Bend. Dr. Leas needs to continue to work with our local and state legislators to help them understand the vital role that we play in our economy. We need both operating capital and support to build new facilities that will help us catch up with our un-met needs. While Big Bend is currently in line for state funding of a professional technical education center, there continues to be other unfunded facility needs. Finally, Big Bend Community College is a "Hispanic Serving Institution". We would like to see Dr. Leas continue to bring a focus on this significant population, as well as serving the disadvantaged, the first generation college students, and the under-educated. We have made some progress in helping with student success and we want Big Bend Community College to be known as the first choice of students throughout the Big Bend Service area who wish to get an education.*

*We encourage Dr. Leas to continue to articulate his vision, promote a collaborative working environment, commit to student success, and work with a wide range of constituents.*

*We are pleased with the performance of Dr. Leas and support his efforts to lead Big Bend Community College into the future.”*

Trustee Anna Franz stated she appreciates Dr. Leas work for the institution. Trustee Stephen McFadden stated Dr. Leas is very responsive and swift to provide supporting materials. Trustee Jon lane challenged Dr. Leas to focus on continued community outreach with school districts, business and industry, legislative partners, and advocacy for state funding. BBCC is an Hispanic serving institution and ensuring BBCC is meeting the needs of its communities is a priority.

Motion 14-46 Trustee Anna Franz moved to accept the president’s evaluation as presented. Trustee Juanita Richards seconded, and the motion passed.

Motion 14-47 Trustee Stephen McFadden moved to extend President Leas’ employment contract by one year. Trustee Anna Franz seconded, and the motion passed.

President Leas responded that he appreciates the support from the trustees. The Carver Policy Governance Model provides a good working environment. Dr. Leas stated BBCC has a great team of faculty, staff, and trustees.

#### **11. Board Policies for Action**

VP Kim Garza stated the new personnel administration policy provides an overarching policy authorizing implementation of day-to-day personnel procedures to administer procedures.

Motion 14-48 Trustee Anna Franz moved to approve the new BP regarding Personnel Administration. Trustee Juanita Richards seconded, and the motion passed.

Motion 14-49 Trustee Anna Franz moved to repeal BP 4150. Trustee Stephen McFadden seconded, and the motion passed.

Motion 14-50 Trustee Stephen McFadden moved to approve revisions to BP 1000 as presented. Trustee Anna Franz seconded, and the motion passed.

Motion 14-51 Trustee Anna Franz moved to approve revisions to BP 2070 as presented. Trustee Juanita Richards seconded, and the motion passed.

Motion 14-52 Trustee Stephen McFadden moved to approve revisions to BP 7700 as presented. Trustee Anna Franz seconded, and the motion passed.

Motion 14-53 Trustee Anna Franz moved to approve revisions to BP 8001 as presented. Trustee Juanita Richards seconded, and the motion passed.

Revisions to BP 8021 were tabled until the next board meeting because the amended policy was not included in the packet.

Trustee Jon Lane thanked AAG Mirisa Bradbury and VP Kim Garza for their work on policies and procedures.

## **12. 2015 Regular Board Meeting Schedule**

Motion 14-54 Trustee Stephen McFadden moved to approve the 2015 Board meeting schedule as presented. Trustee Juanita Richards seconded, and the motion passed.

## **13. Transforming Lives Award Recognition**

Trustee McFadden stated he would like to continue the great celebration of student success that was started with the Transforming Lives Award Recognition event last year. Dinner for the awardees and guests was hosted by the trustees, gift cards were provided, and posters featuring each awardee were placed around the campus. Trustee McFadden said these activities help tell our students' stories and show BBCC's commitment to supporting student success. Trustee Richards agreed this event is a good opportunity to honor students. The trustees' scholarship fund pays for the event.

Motion 14-55 Trustee Juanita Richards moved to continue the Transforming Lives Award recognition ceremony this academic year. Trustee Stephen McFadden seconded, and the motion passed.

## **14. Assessment of Board Activity**

Trustee Stephen McFadden attended the ACCT Leadership Congress in Chicago including a Board Chair session. He also attended a lunch hosted by President Leas on campus with Representative-Elect Tom Dent, Trustee Jon Lane, Vice President Gail Hamburg, and Public Information Director Doug Sly.

Trustee Jon Lane reported lunch with Representative-Elect Tom Dent was great, including the tour. Representative Susan Fagan will be on campus for lunch December 22. Trustee Lane attended the Legislative Action Committee and the TACTC Conference at SeaTac. Senator Schoesler from Ritzville is the Senate Majority Leader. Trustee Lane also attended Steve Duncan's Memorial Service.

Trustee Anna Franz worked on the president's evaluation.

Trustee Juanita Richards reported she attended an all managers meeting in Spokane for work, and she was recognized for her volunteer activities. She is eager to be involved.

#### 15. Next Regular Meeting

Motion 14-56 Trustee Juanita Richards moved to set the next meeting for January 15, 2015, at 1:30 p.m. Trustee Anna Franz seconded, and the motion passed.

#### 16. Miscellaneous

President Leas made a special presentation to Dean Valerie Kirkwood for her completion of the Association for Institutional Research Data and Decisions Academy.

President Leas provided Policy Governance training session options to the trustees. Options for presenters include Ron Baker from Baker Collegiate Consulting, CBC President Rich Cummins, Miriam Carver from Carver Policy Governance, and someone from the AAGs office. The trustees discussed their obligation to monitor and provide oversight to BBCC. A workshop specifically regarding monitoring activities would be very helpful. AAG Mirisa Bradbury is working with the education chief from her office, and she will share the information with Dr. Leas.

The TACTC Winter Conference will be held in Olympia January 28-29. Trustee Juanita Richards will attend the new trustee orientation with President Leas.

Former Trustee Mike Blakely was one of two TACTC Legislative Action Committee (LAC) members representing BBCC. Trustee Jon Lane recommended appointing Trustee Stephen McFadden as the secondary LAC member to fill the vacancy.

Motion 14-57 Trustee Juanita Richards moved to appoint Stephen McFadden to the TACTC Legislative Action Committee. Trustee Anna Franz seconded, and the motion passed.

President Leas reminded the trustees about the holiday potluck on December 16.

President Leas announced he is serving on the *Columbia Basin Herald* editorial board as a community member. He also shared the news that BBCC has again been named a military-friendly school.

The meeting adjourned at 4:08 p.m.

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Jon Lane, Chair

ATTEST:

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Dr. Terrence Leas, Secretary