

## **THE OFFICIAL MINUTES**

The Big Bend Community College Board of Trustees held a regular board meeting Thursday, December 12, 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

Marine Corps veteran and computer science student John Likes led the Pledge of Allegiance.

### **2. Introductions**

New employees were introduced. Zach Wellhouse is the new eLearning Coordinator. BBCC alum James Saucedo is the Engineering Curriculum Specialist. Jeremy Seda is the new Web & Social Media Specialist.

Men's Basketball Coach Mark Poth shared that the BBCC Men's team has finished in the final four the last three years. The team is currently ranked at number two by the northwest coaches.

The players introduced themselves: Shawn Spencer from Puyallup, Donavin Wright from Las Vegas, NV, Bryce Perez and Joe Timofeyev both from Moses Lake, Brandon Westendorf from Kent, WA, Jason Korneychuk from Soap Lake, Sean McDonnell from Enumitas, CA, Victor Aguero from Vancouver, WA, Steven Mallory, Richard Black from Idaho Falls, ID, Garret Wendt from Kellogg, ID, Kevin Walker from Rexburg, ID, Asst. Coaches Tanner Flynn, Mingo Scott and Mitch Poth were also in attendance. Coach Poth reported there are six sophomores on the team, and they are all on track to graduate with AA's.

Miraclejoy Curtis expressed her appreciation for her selection as the BBCC TACTC Transforming Lives honoree. She said she represents all students who work hard to move forward. Ms. Curtis came to BBCC through Job Corps. She said she doubted her abilities in college at first but support of BBCC faculty and mentors helped her succeed. She works in the Student Success Center and plans to attend Central Washington University after she graduates from BBCC. Her plans include starting a non-profit organization for young African American girls. Ms. Curtis has been chosen as one of the five awardees from the 34 community college representatives. She will receive a \$500 award at the TACTC Transforming Lives Award dinner in Olympia January 19.

Trustee Jon Lane described the Transforming Lives Award as a way to share student success stories and the importance of community colleges. Ms. Curtis is the second BCC student to be chosen for statewide recognition in the three years the TACTC Transforming Lives Award has been offered. This year BCC trustees chose Ms. Curtis from a group of 11 students who are all doing great things.

### 3. Consent Agenda

a) Approval of Regular Board meeting minutes and Study Session minutes of October 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).

#### Motion 13-35

Trustee Anna Franz moved to approve consent agenda.  
Trustee Mike Villarreal seconded, and the motion passed.

### 4. Computer Science Program

Computer Science Instruction Designer Mary Shannon shared information about the Computer Science Program. The computer science industry career opportunities provide good salaries, and there are job openings in our area.

Part-time computer science instructor, Grant County PUD employee, and BCC graduate Mike Conway described his experience instructing. His supervisor at the PUD is on the computer science advisory committee, and he encouraged Instructor Conway to think about teaching at BCC. He teaches website fundamentals by requiring some textbook reading and then students apply the knowledge working as a project team. This model duplicates real work experience.

Computer science student Tony Louthan reported Instructor Conway's teaching style is efficient. He compared the practical application of computer science skills to building a house from the foundation. The project team has been designing an interactive website.

Full-time computer science instructor Peter Betzing reported that his discussion with Computer Science Advisory Committee members resulted in equipment donations from REC (\$80,000) and Yahoo (\$20,000). His students benefit from working with hardware to create rack configuration designs and a computer server. Their classroom computers access their student computer server and the BCC computer network. The BCC network is segmented and fully protected.

Trustee Mike Blakely complimented Ms. Shannon for her hard work. Trustee Jon Lane complimented the instructors.

### 5. Remarks

- a. ASB President Mitch Darlington presented the ASB report. The ASB officers mailed 120 Christmas cards, signed by students and staff to Military personnel.

Two hundred and eleven attendees enjoyed Thanksgiving Lunchfest, including 26 Veterans who enjoyed the meal at no charge. ASB provided free soda and pizza during a successful free pool and library campout. Earlier in November, ASB held a pool tournament as well as a dodge ball tournament with good attendance at both events. Both tournaments will be repeated during Winter quarter.

Two ASB officers attended a western regional conference of the National Association of Campus Activities, attending educational sessions, watching and meeting performers as well as being student volunteers during the event.

Student clubs have been busy. The Nursing Club hosted a very successful craft fair October 19 in the ATEC building. The Rho Zeta chapter of Phi Theta Kappa inducted 14 students on November 12, 2013. They supplied concessions for the Allied Arts event on November 15. They also conducted a Silent Auction on November 21 and held a Book Buy Back Bake Sale during the first two days of finals. They assist during the New Student Orientation December 16. M.E.Ch.A. sponsored a hot chocolate and Mexican Sweet Bread fundraiser. Students Supporting Students helped at the Moses Lake Food Bank around the Thanksgiving holidays. The Gay/Straight Alliance Club held its first fundraiser, selling Krispy Kremes, and sold out in one day. Lastly, the Engineering Club held its first fundraiser, making and selling liquid nitrogen ice cream.

- b. Classified Staff Representative Tana Richins introduced the Classified Staff Committee members Barbara Collins, Julia Gamboa, and Kathy Aldrich. They discussed the statewide Staff Training for Technical and Community Colleges (STTACC) conference which they hosted at BBCC in August. The hosting committee included BBCC employees Darci Alamos, Kathy Aldrich, Barb Collins, Julia Gamboa, Nancy Leach, Yvonne Ponce, Tana Richins and Barbi Schachtschneider. They held fundraisers on campus to support scholarships for the conference. The group shared the "Then and Now" theme and worked for months to arrange every detail. BBCC Basketball Coach Mark Poth entertained the 130 attendees as the keynote speaker. The new STTACC logo, website, and mission statement were unveiled at the conference. Training opportunities, and an awards banquet and dance, were also included. The committee received many positive comments and feedback after the conference. There was a balance of \$2,000 provided to STTACC after the conference. Ms. Richins thanked the whole group and VP Kim Garza. President Leas reported he was pleased to receive complimentary phone calls following the conference.

Board Chair Mike Blakely presented a plaque of appreciation to Ms. Richins for serving as the Classified Staff Representative. She has been employed by BBCC since March 24, 2008. Ms. Richins works as a stockroom attendant 2 in the Bookstore. She started her term as the Classified Staff Representative in November 2011.

Ms. Richins has been a positive role model and strong supporter of the classified staff. Notable achievements during her term include: serving as a member of the presidential search committee, organizing a regional "Break-away" training event, implementing a number of successful fundraisers with the proceeds benefitting the continued training and development of classified staff, BBCC hosting the 2013 STTACC conference, improving recognition of classified staff members going above and beyond by implementing "Kudos Kards," and organizing a number of events and activities such as the annual holiday potluck, classified staff award luncheon and the annual canned food drive. Ms. Richin's term will come to a close at the end of December, and she is being recognized for her continued support of the classified staff and the mission of the college.

- c. Interim Faculty Association President Daneen Berry-Guerin shared news from faculty members. Librarian Libby Sullivan reported the library web page is updated, and it features LibGuides which are subject or class driven specialty pages chosen by faculty. The webpage update also allows students to access the library's research and data bases remotely.

Nursing Program Instructional Designer Andrea Elliott reported that Congressman Doc Hastings visited the Nursing Department.

Computer Science Instruction Designer Mary Shannon reported that she attended the UW Bothell State of Computing Education Summit November 15.

Philosophy Instructor Dennis Knepp reported that he and part-time instructor Brandon Carey attended the PLATO-WA conference at Seattle Central Community College. Instructor Knepp presented on the use of smart phones in the classroom. He is also writing an Introduction to Philosophy textbook from Oxford University Press. This opportunity is a direct result of his attendance at the North West Philosophy conference.

- d. VP Gail Hamburg reported that the Facility Master Plan (FMP) committee met October 18. They are preparing a fresh view of facilities on campus to improve flexibility, efficiency, and sustainability. The updated FMP will support the PTech Building proposal, which is due February 28.
- e. VP Bob Mohrbacher shared student achievement results for last year; BBCC continues to perform well especially in Basic Skills and Developmental Education. College level completions are the same as or slightly higher than the state average. AVID for Higher Ed is a resource that could be used for improvement. Dean Kara Garrett shared news about AVID training opportunities. AVID trainer Dr. Lori Brandt-Hale held three sessions for 48 attendees December 5-6. The training was well received, and additional training will be offered January 23-24. Twelve faculty members are receiving \$500 stipends for implementing AVID strategies.

BBCC hosted representatives from AVID schools from the service district November 19 to discuss supporting AVID students. Ephrata High School has a trainer of trainers for tutoring.

- f. VP Kim Garza stated in addition to the new employees introduced today, BBCC graduate Kyla Ohs will begin as the Medical Assistant Program Coordinator in January. VP Garza announced beta testing the 360 degree feedback process for administrators will begin soon. This process is a best practice for leadership development and highlights opportunities for training and development.
- g. Executive Director of the Foundation LeAnne Parton reported that the donor and recipient recognition event, Star Night, was a success. Foundation members Judy Oakes and Sherry Keeler accompanied Director Parton while she delivered scholarships to area school districts. The BBCC Foundation Family Campaign just ended. The total pledged for 2014 is \$17,000, which is \$635 higher than last year. President Leas and his wife Loyal and Trustee Jon Lane accepted donations at the gate during the Floch Memorial games last weekend.

Director Parton reported she is working with a couple planning their estate and very interested in a nursing department donation. The Foundation just underwent a successful audit. The Classic Car Club donated \$1,500 to fund second year student tool kits. Automotive Instructor Dick Wynder accompanied Director Parton to the Bud Clary Auto Dealership to discuss a matching donation. Director Parton also announced that the foundation will be gifted 1.7 acres land of land valued at \$95,000. The foundation provided 88 students awards totaling \$132,731 for the 2012-13 academic year.

## 6. NWAACC President's Cup Resolution

Trustee Mike Blakely read the resolution he wrote regarding the NWAACC President's Cup.

**Whereas:** *the Northwest Athletic Association of Community Colleges has developed an award called the "President's Cup," which is based on a formula which includes the team's GPA, credits earned, and number of graduates,*

**Whereas:** *the first President's Cup was presented to BBCC student athletes and coaches at a public ceremony on November 7, 2013,*

**Whereas:** *BBCC student athletes visually represent their college to the public at large,*

**Whereas:** *we are proud of the accomplishments of all of our student athletes, coaches, faculty and staff for their emphasis on excellence in teaching, academic achievement, and character development,*

*Therefore, be it resolved by the BBCC Board of Trustees that we commend our student athletes, coaches, faculty and staff for a job well done,*

*Be it further resolved, that we support your endeavors and wish you even greater success during the ensuing year.*

Motion 13-36

Trustee Mike Blakley moved to adopt the resolution. Trustee Jon Lane seconded, and the motion passed.

**7. 2014 Board Meeting Schedule**

President Leas recommended adopting the 2014 meeting schedule subject to modification as needed.

Motion 13-37

Trustee Stephen McFadden moved to adopt the 2014 Board meeting schedule as presented. Trustee Mike Villarreal seconded, and the motion passed.

**8. Advisory Committee List**

VP Bob Mohrbacher stated community involvement on advisory committees is invaluable. Dean Clyde Rasmussen shared SBCTC advisory committee handbooks with the trustees and said the handbooks were shared with the committee members during the Joint Advisory Committee dinner in October.

Trustee Mike Blakely expressed his desire to refresh the members of the advisory committees. Dean Clyde Rasmussen explained that many members stay on the committees for years because they really like being involved. The membership list is also submitted to the SBCTC along with meeting minutes.

Motion 13-38

Trustee Anna Franz moved to adopt the 2014 Board meeting schedule as presented. Trustee Stephen McFadden seconded, and the motion passed.

Board Chair Mike Blakely announced a 10-minute break at 3:09 p.m. The meeting reconvened at 3:19 p.m.

**9. Board Goals/Ends Statements Crosswalk**

VP Mohrbacher introduced crosswalk information. He explained the Ends Statements are expectations of the college and goals are the trustees' expectations of each other.

The trustees are tasked with updating the Ends and/or goals to match with the new mission and core themes.

Trustee Anna Franz stated she would like to focus on the Ends Statements first because they are the direction on which the college is measured. The goals can be modified after the Ends Statements are finalized. She said there is redundancy in the current access, climate, and multiculturalism Ends Statements. The values are a better basis for the Ends Statements. The new Academic Master Plan (AMP) needs to be finished by the end of the school year, and it is based on the Ends Statements.

For accreditation purposes, there is no confusion between Ends Statements and board goals. The AMP is BBCC's strategic plan, and it needs continuity and consistency; it reflects the Ends Statements, which reflect the philosophy of the board.

Trustees Anna Franz and Jon Lane will meet with President Leas, VP Mohrbacher, Dean Kirkwood, and Interim Faculty Association President Daneen Berry-Guerin to draft revised Ends Statements for consideration by the entire board at the next board meeting.

#### **10. Exceptional Faculty Award**

VP Mohrbacher recommended the board approve Exceptional Faculty Awards for AMT Instructors Dan Moore and Erik Borg and Criminal Justice and Psychology Instructor Dr. Ryann Leonard each in the amount of \$2,000.

##### Motion 13-39

Trustee Jon Lane moved to approve Exceptional Faculty Awards for Instructors Dan Moore, Erik Borg and Dr. Ryann Leonard as presented. Trustee Mike Blakely seconded, and the motion passed.

Trustee Jon Lane asked if the award fund was sufficient. He suggested verifying the maximum and considering raising the amount.

#### **11. Board Policies (for action)**

President Leas reintroduced four board policies that were presented for consideration during the last meeting and are presented during this meeting for action. New BP 6114 Credit Hour will result in no change to actual practice, and it fulfills NWCCU requirement.

##### Motion 13-40

Trustee Stephen McFadden moved to approve BP 6114 Credit Hour as presented. Trustee Anna Franz seconded, and the motion passed unanimously.

BP8060 Records Management is a new board policy that documents current practice and provides direction for all electronic messaging such as Twitter, Office Communicator and all other forms of communication to be archived per RCW 40.14

##### Motion 13-41

Trustee Anna Franz moved to approve BP 8060 Records Management as presented. Trustee Mike Villarreal seconded, and the motion passed unanimously.

The BP regarding non-fraternization has been reviewed and approved by President Leas the Attorney General, Vice Presidents Garza, Mohrbacher and Hamburg and the Faculty Association.

##### Motion 13-42

Trustee Jon Lane moved to approve the BP regarding non-fraternization as presented. Trustee Stephen McFadden seconded, and the motion passed unanimously.

BP 6000 Institutional Fund Balances, Reserves, and Contingencies changes to the operating reserve amount and the distribution of tuition funds were noted by VP Gail Hamburg during the October 24, 2013 budget presentation.

Motion 13-43

Trustee Mike Villarreal moved to approve BP 6000 Institutional Fund Balances, Reserves, and Contingencies as presented. Trustee Jon Lane seconded, and the motion passed unanimously.

**12. Board Policies (for information)**

The board discussed BP 8053 Information Technology (IT) Security Policy. This policy meets requirements of the SBCTC IT audit. This policy will be brought to the board for action at the next meeting. Other college community members were invited to provide feedback.

**13. Assessment of Board Activities**

Trustee Jon Lane reported that he attended the luncheon for former employee Mike O'Konek. He also attended the Legislative Action Committee meeting at Highline Community College. The SBCTC's student trustee shared that she is interested in reviewing the tenure process in the community college system; is it a hindrance or encouragement for improvement and innovation? Trustee Lane visited the Skills Center located at the Moses Lake High School. He suggested the board tour the Skills Center. Trustee Lane attended and worked at the Ryan Floch Memorial games. Trustee Lane complimented VP Garza for doing a great job organizing and hosting the holiday luncheon.

Trustee Mike Villarreal enjoyed listening to donors and their scholarship recipients at Star Night. He also enjoyed the BBCC holiday luncheon and thanked VP Garza for a great job. The luncheon showed BBCC's climate and the unique Big Bend family feeling.

Trustee Anna Franz attended Star Night and commented it was great to hear donor and student stories and recognition of donors.

Trustee Stephen McFadden attended Star Night. He also enjoyed introducing attendees and encouraged his fellow trustees to get involved in introducing donors and students during Star Night.

Trustee Mike Blakely met with President Leas to discuss the board agenda. He also attended the WA School Directors meeting, the NWAACC President's Cup presentation, and wrote the resolution that was adopted by the board today. Trustee Blakely served on TACTC Transforming Lives Award selection committee. He also attended the holiday luncheon, Star Night, and Mike O'Konek's goodbye luncheon.

#### 14. Regularly Scheduled Board Meeting

The next board meeting is scheduled for January 16, 2014, at 1:30 p.m. and will include the Ends Statement revision agenda item.

#### 15. Miscellaneous

President Leas informed the trustees that Congressman Doc Hastings was on campus and toured the nursing department November 8.

President Leas attended an NWCCU Evaluator Workshop. He is now eligible to serve as an accreditation evaluator in the NWCCU region.

The Education Law Association conference was very informative for President Leas, and he was also a presenter. He shared pertinent information he learned with appropriate campus departments.

The program formerly known as Pre-Employment Training (PET) is transitioning to a new focus as a result of the community consortium input. The new focus will be on community leadership. They will working with CBIS, the Moses Lake Chamber of Commerce, and the Grant County EDC to develop a community leadership program. This is a great way to help develop community leaders and align BBCC more closely with business communities.

The TACTC Transforming Lives Award dinner will be held January 19 in Olympia. The group discussed options for recognizing BBCC's 11 award nominees.

#### Motion 13-44

Trustee Jon Lane moved to establish an annual evening recognition award for the BBCC Transforming Lives Award nominees and to provide them each with a \$100 gift card funded by the Trustees' scholarship. Trustee Mike Villarreal seconded, and the motion passed.

Trustee Jon Lane stated the local nomination process was improved this year. He suggested written staff recommendations along with each personal essay would be very helpful in the future.

President Leas announced that Director of Title V Programs Terry Kinzel has been nominated for an Innovations Award for her work behind the scenes to gain resources. *"Terry Kinzel authored 16 grants totaling \$17.25 million, creating partnerships with community agencies, colleges & universities, bringing higher education to every corner of the service district, supporting the evolution of online learning, building technology infrastructure, remodeling campus buildings, establishing campus childcare, supporting faculty development, centralizing student services, creating 5 new college programs, & transforming developmental math. Hispanic enrollment doubled in 8 years."* President Leas will present Ms. Kinzel to the trustees at their January meeting. Lastly, President Leas announced that Trustee Stephen McFadden is seeking reappointment to his term on the board.

The meeting adjourned 4:25 p.m.

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Mike Blakely Chair

ATTEST:

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Dr. Terrence Leas, Secretary