

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Regular Board Meeting Thursday, February 28, 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

Private Derik Burck, United States Marine Corps led the pledge of allegiance. His mother, Tina Bessett, BBCC aircraft mechanic, was in the audience.

### 2. Introductions

National Student Nursing Association (NSNA) club members Samantha Przybylek (second-year nursing), Rachel Myrick (first-year nursing) and Melanie Stair (first-year nursing) shared their excitement about being part of the nursing program. The NSNA Club mentors nursing students. They all work toward passing the NCLEX during review sessions funded by club fundraisers. Some of their fundraisers include a craft bazaar, raffle, working with Lions Club at the Grant County Fair, and working at the Gorge Amphitheater. Some BBCC nursing students already possess their bachelor degree and choose to attend the BBCC nursing program. The nursing students have passed the NCLEX with 100% pass rate the past two years.

President Leas introduced Ms. Maria Hartman, BBCC's Transforming Lives Award nominee. Ms. Hartman graduated from BBCC with her medical assistant certificate. Ms. Hartman reported that she attended the Transforming Lives Award event in Olympia with President Leas and the Trustees. She was overwhelmed with the other nominees' stories. Every student has a story, and community colleges offer a light at the end of the tunnel. Ms. Hartman stated she lost her parents at an early age. Her sister, who graduated from BBCC in 2004, is a great inspiration. Ms. Hartman expressed her appreciation to TRiO's SSS program for being an important part of her success by giving encouragement, books, and tutoring.

Board Chair Mike Blakely introduced the Eastern Division Champion Men's Basketball Team and Coach Mark Poth. Associate Vice President Candy Lacher announced Coach Mark Poth is the WA Eastern Region Coach of the Year; last year he hit the milestone of his 500<sup>th</sup> win, and he has coached BBCC basketball for 26 seasons. The team introduced themselves: Ryan Page from Las Vegas working toward a degree in Exercise Science; Kevin Walker from Rexburg ID

working toward a business degree; Kamen McCulloch from Rigby ID working toward a dentistry degree; Cameron Sanchez from South Jordan UT working toward a graphic designing degree; Trevor Johnson from Kent WA working toward a degree in business management; Brendan Westendorf from Kent WA working toward an exercise science degree; Brandon Funston from Oroville WA working toward a business degree; Bryce Perez from Moses Lake working toward a degree in exercise science; and Kyle Nield from Rigby ID working toward an engineering degree. The assistant coaches are Mitch Poth and Mingo Scott.

Coach Mark Poth stated this is a great group of young men and their cumulative GPA is over 3.0. Two players chosen from the Eastern Region for the NWAAC All-Academic Team are both from BBCC: Brandon Funston and Kyle Nield. Brendon Westendorf earned the Freshman of the Year and MVP, and was also picked for the First Team All-Defensive Team along with Ryan Page and Kevin Walker. Kyle Nield was also selected as an All-League player. The team represents BBCC in first-class manner.

### 3. **Consent Agenda**

a) Approval of Study Session and Regular Board meeting minutes on January 25, 2013, and Special Board meeting minutes on February 19, 2013, and (A); b) President's Activity Update (I); c) Student Success Update (I); d) Accreditation Update (I); e) Capital Project Report (I); f) Quarterly Budget Update (I); g) Safety & Security Update (I); h) Human Resources Report (I); i) Enrollment Report (I); j) Legislative Update (I).

President Leas noted a correction to the January 25, 2013, minutes on page 2589, "Jenny Sorenson" should be "Ginny Sorenson."

#### Motion 13-03

Trustee Stephen McFadden moved to approve the consent agenda with the corrections to the minutes as noted.  
Trustee Jon Lane seconded, and the motion passed.

- a. ASB President Jazlyn Nielson provided the ASB report. ASB is sponsoring a black light dance tonight 9:00 to midnight. A DJ from the UK as well as a local DJ, Bill Ecret the Mayor of Moses Lake, will provide the music.

Last Thursday night, ASB sponsored free bowling for students. This was the second attempt at establishing learning outcomes for bowling night. One of the outcomes was "by attending this event, students will increase their knowledge of other students on campus." This was achieved by providing nametags. The latest outcome was "by attending this event, students will recognize the ASB Officers and Advisor." There was a signature contest. Cards were provided for students to get four signatures, and then return it for a drawing to win a \$25 gift card. Of the 65 cards taken by students, 37 entered the drawing. It was a good experience for the officers and advisor to meet students as well.

There were 125 students, one advisor, and one coach in attendance. One of our students, Nick Kehler, had a score of 278.

ASB has been working on their portion of a video for the online orientation project with Jenn DeLeon, involving Thor. The new ASB Officer Selection process for the 2013-14 school year is also underway. Thirteen students submitted applications for six positions. Current vice president, Kyle Nield, is leaving after this quarter. The officers opened up the position to the current programmers, and they have selected Shanelle Hemmert to be the replacement.

A new club, Creative Writing Club, was recently approved by the ASB. The Triathlon Club and MEChA are planning a Cinco de Mayo Fun Run on May 4, which will begin at 9:00 a.m. in front of the DeVries Activity Center.

This weekend the Rho Zeta chapter will be attending the annual spring regional conference at Tacoma Community College.

Andrea Elliot teaches ABE GED and IBest, and she presented the Trustees with the 2013 literacy calendar funded by a small grant promoting literacy. Raising awareness and sharing outcomes is the focus of the calendar that features student photos. Calendars are distributed to businesses and industry. The IBest program makes college more accessible. VP Bob Mohrbacher stated BBCC's student transition numbers are higher than the state average. When the students enjoy success, they often choose to continue education.

- b. Classified Staff Tana Richins reported Classified Staff training and activities. Rita Jordan received training January 15-16 on Understanding the New Policy - Four Simple Steps to Completion, regarding the new verification rules for financial aid.

Randy Fish and Jim Tincher attended the Grant County Noxious Weed Board Conference at the Wallenstein Theater January 16. They also received six training credits towards their pesticide license recertification that same day. Gale Haley attended a series of webinars for Canvas Training January 22, 24, 28, & 31.

The Classified Staff Committee has been busy organizing the details for the upcoming STTACC Conference this summer. Fundraisers have been organized to help with the expenses for the conference. Thursday, March 7, the Classified Staff will host a scrumptious potluck salad bar. Each classified staff member will bring a large salad or salad bar toppings. Everyone is invited to join us for lunch and generous donations will be accepted. Wednesday, April 10, there will be a Spring Accessories Sale in the ATEC Building, Peterson Gallery. Once-worn or slightly used accessories such as belts, scarves, purses, and jewelry will be sold. This fundraiser may be mostly targeted to the women shoppers on our campus, but there may be accessories that men want to donate like ties, belts, hats and gloves. Books left over from the used book sale last fall will also be for sale.

- c. Faculty Association President Mike O’Konek reported that he and his fellow automotive instructor Dick Wynder will attend the ATE Training Expo in Seattle March 1-3. Mike shared news from Clyde Rasmussen regarding a Career Day with 200-300 11<sup>th</sup> and 12<sup>th</sup> grade students on campus. All of our area high schools were invited, and half will be represented.

Director of the Business Office, Char Rios, provided VP Gail Hamburg’s update. VP Hamburg has been working to refinance the ATEC COP, the anticipated closing date is March 19 and the interest rate will be significantly lower resulting in financial savings. The Department of Commerce received BBCC’s energy grant application, and they will announce the winner March 7.

The Student Success Center construction project in the 1400 building is completed. The STEM Center construction project in the 1200 building is also completed. Grand openings will be held during spring quarter.

- e. VP Bob Mohrbacher reported the federal sequester will hit BBCC in a variety of ways. The TRiO program will have a 5.1% reduction which will affect SSS & Upward Bound and their summer academy. Financial aid will be impacted. The Pell grant is exempt but others, like work-study, will be reduced. Basic skills funding will be reduced. Columbia Basin Job Corps and the Port of Moses Lake will be affected, and they are making contingency plans.

VP Mohrbacher referred to the Student Success consent agenda item. The overall success rate for the math emporium at 81% is great.

The enrollment report shows BBCC is on target for reaching 100% enrollment for the 2012-13. The percentage of full-time students has risen from 61% in 2007 to 71% this year. This may be a result of retention efforts. Full-time students are more likely to graduate. There is concern that due to less funding and fewer class offerings, part-time students may be squeezed out. VP Mohrbacher will continue to monitor and report student enrollments.

- f. VP Kim Garza stated the Library is once again fully staffed with the hire of former part-time employee Libby Sullivan into a full-time position. Three other positions closed this week with good candidate pools.

VP Kim Garza shared the leadership competencies developed by the leadership team.

*ADMINISTRATIVE - Works efficiently, establishes short and long-term plans, manages execution of responsibility (including structure, staff, and budgets), provides direction, and develops systems and processes.*

*COMMUNICATION - Speaks clearly and delivers effective presentations, fosters open communication, actively listens to others, and prepares professional written communications.*

*INTERPERSONAL – Builds collaborative relationships, values diversity, displays respect for differences, addresses and manages conflict, fosters teamwork, puts people at ease, and displays compassion and sensitivity.*

*CONTINUOUS IMPROVEMENT - Champions change by inspiring a shared vision, challenges the way things have always been done, open-minded, strives to implement best practice, creative and innovative, leads courageously, and takes risks.*

*MOTIVATION – Displays initiative, drives for results, shows work commitment, conveys a sense of urgency, and aspires to excellence.*

*ORGANIZATION KNOWLEDGE - Knows the business and organizational issues, uses financial/quantitative data, and increases efficiency and effectiveness through the incorporation of technology.*

*ORGANIZATION STRATEGY - Recognizes “big picture” implications, influences others, promotes corporate citizenship, manages resources to ensure continued growth, displays organizational and financial savvy, focused on customer service, and demonstrates a commitment to quality.*

*SELF-MANAGEMENT - Acts with integrity, is self-aware, composed, develops oneself, demonstrates adaptability to a changing work environment, is trustworthy, and balances personal life and work.*

*DECISION MAKING - Innovates, analyzes multiple perspectives of an issue, uses sound and objective judgment to make timely, appropriate and balanced decisions, thinks strategically, and includes others in the decision-making process.*

*OWNERSHIP/ACCOUNTABILITY – Understands policies, regulations and performance expectations, follows ethical practices, inspires commitment, holds self and others accountable, follows through on commitments, and confronts issues directly.*

*DEVELOPMENT – Invests in employees, committed to personal and professional development for all, coaches and develops others, and recognizes and celebrates the achievements of others.*

These competencies will also form the basis for moving forward with annual performance evaluations. The senior level administrators’ evaluation surveys will be launched soon. These surveys give the campus an opportunity to recognize strengths and offer constructive criticism.

Faculty Association President Mike O’Konek commented that in the past the senior level administrators’ evaluation surveys consisted of three open-ended questions. The new format will lead to more meaningful feedback.

- g. Executive Director of the BBCC Foundation LeAnne Parton provided a report on the Foundation. A case for support was shared by Calvin Greene of Eka Chemical to his consortium of forty business leaders on the STEM endowment. Within twenty-four hours, three recipients responded positively.

Virginia (Ginny) Sorenson, passed away last fall, the Foundation received a partial payment from her estate for \$30,000 to set up a scholarship for students with a “B” average. The Foundation was also named in an annuity from Ginny

Sorenson for another \$30,000, which will go into the STEM endowment and be matched by the federal grant.

Cellarbration! for Education is scheduled for May 18; LeAnne asked the trustees to please attend and invite friends to fill a table. The event is a fundraiser for BBCC Foundation scholarships for high school seniors, professional technical students, returning students and the intervention scholarship. All STEM donations are doubled by federal grant.

Board Chair Mike Blakely announced a 10-minute break at 2:27 p.m. The meeting reconvened at 2:37 p.m. with no action taken.

#### **5. 2013 Access Monitoring Report**

Dean Valerie Kirkwood shared that this monitoring report illustrates how the college is progressing on the strategic plan. This is the first report of three. Three primary outcomes for access include how the use of college resources improves student success, how college contact with potential students leads to increase in targeted enrollments, and how the college meets or exceeds state FTE target.

Public Information Officer Doug Sly described BBCC's marketing efforts. In the past, a mailing was send to all residents in the service district. In order to reduce expenses, PIO Sly has increased the number of news releases and photos and he provides a steady flow of information rather than one big splash. News releases are also on the website and also on Facebook. PIO Sly, department heads, and President Leas work together to create accurate timely news releases.

Search engine optimization was funded by Air WA this year. Key words are used on web pages resulting in the BBCC webpage listings coming to the top during internet searches. Spanish language radio is another new effort being used to connect to the service district's 40% Hispanic population. PIO Sly worked with Hispanic staff from BBCC to advise on marketing efforts and the tone of messages. IFiber news has televised BBCC sports events, and President Leas was interviewed during halftime of two basketball games. IFiber also posts BBCC information online.

The 2012 presidential search process was a good effort made possible by teamwork between Human Resources, BBT and PIO. President search consultant Cindy Hough said BBCC's presidential search web pages are the "gold standard."

PIO Sly announced that Word Services department has a new digital printing press which will deliver efficient, high quality publications. Seventeen new brochures have been printed this year. BBCC's tagline is "excellence in teaching and learning."

President Leas added that PIO Sly provides clean press releases for the newspapers, which increases the chances that they will be used. Trustee McFadden stated less than 10% of the 125 regional press releases received daily can be printed without editing, and PIO Sly's releases are in the 10%.

Terry Kinzel, Director of Title V, reported that the Student Success Center now occupies twice as much space, and this allows more services to be provided to students. Director Kinzel introduced student and Peer Advocate Mentor Miraclejoy Curtis. Miraclejoy left Seattle to attend the Columbia Basin Job Corps where she earned her GED. She then transitioned to BBCC. Miraclejoy enjoyed the college survival skills class and the peer advocacy class. She progressed up through the peer advocate ladder and is now in a paid work-study position. She also mentors other coaches. Miracle Joy said service learning projects are a great way to learn. She encouraged everyone in the meeting to "be the domino" and perform random acts of kindness. Trustee Mike Villarreal commented he liked the concept of civic responsibility and service. These programs provide a safety net of students watching out for each other.

STEM Director Andre Guzman reported the pre-engineering program is designed to get students thinking about becoming engineers. The STEM center is a place for students to learn and be together. Instructor Jim Hamm is working on the design so it makes sense and works well for transfer students.

Many students have trouble with math. The Emporium math model, which is lab-based and self-paced, has increased student success rates. Two or three classes can be completed in one quarter. Instructor Tyler Wallace has worked hard to make this work along with a team. Rafael Villalobos is creating a transfer and career advising system that will help students and their parents understand what an engineer does. The STEM Institutes create networking opportunities with hands-on activities. Two weeks ago students visited WSU and students have also attended career fairs focused on recruiting engineers.

The new math lab in the STEM Center accommodates up to 66 students attending class at one time. Soon the STEM Center will also be home to a computer assisted design and digital logic lab. Industry partners will hold meetings and share information in the center. Faculty will have space to meet and interact with students. This is a "Hispanic Serving Institution" grant, and the services are in place for all students.

VP Bob Mohrbacher shared BBCC's growth and enrollment planning. BBCC has met and exceeded the target at 110% the past few years. This year the enrollment is at 100% of the target. The population of the service district has risen 31%, and FTEs are rising while head count is decreasing. The educational attainment of the BBCC service district is low. Areas of focus are e-learning, evening, weekend and off-campus courses, and new or expanded programs.

BBCC needs to grow the number and quality of its offerings. *Quality Matters* is a good online learning pedagogy that staff are accessing. Seventy-six percent of all BBCC offerings are on campus during the day. Skillsource in Moses Lake and Othello are good targets for serving off-campus students. The Ag Advisory committee is interested in pursuing GPS technology courses for which Dean Rasmussen is developing a curriculum. There is interest in offering more criminal justice classes as well as composite and material science targeted for the aviation program. The Port of Moses Lake is also very interested in unmanned aerial systems, which would provide the opportunity to train drone pilots and drone mechanics.

Trustee Mike Blakely asked about BBCC becoming a center of excellence. VP Mohrbacher responded that the SBCTC and WorkForce Development determine the centers of excellence. Currently, Walla Walla Community College is the Ag Center of Excellence and Everett Community College is the Aviation Center of Excellence.

Trustee Mike Villarreal observed that offering off-campus classes is intriguing. Years ago he attended Heritage University to earn his master's degree. Classes could be offered in Othello to reach out to Connell and Royal City. A feasibility study would provide information about courses in which the communities are interested. It is important to be creative to meet the needs of people working. Dean Kara Garrett added that there is an Early Childhood Education cohort in Othello using the Migrant Council space and online resources.

President Leas and Dean Valerie Kirkwood recommended the board accept the report. Trustee Jon Lane asked questions about nursing programs. Students who get through the program are all successful, but not everyone gets through. Some students bounce around, are we getting rid of more students? VP Mohrbacher stated the BBCC nursing program accepts students who have had difficulties at other community colleges. Out of the 48-60 students who apply, BBCC accepts 24 students per year, and there are also 24 second-year students each year. The number of students accepted in the program was lowered due to the faculty ratio. President Leas commented it may be possible to increase access by using simulation classes and online curriculum.

Motion 13-04

Trustee Jon Lane moved to accept the 2013 Access Monitoring Report. Trustee Stephen McFadden seconded the motion, and the motion passed.

Trustee Jon Lane complimented the report and stated the presentations show we are asking the right questions and on the right track. President Leas commented as someone new to the college, it is a great institutional research effort to gather data and college-wide effort to use information to make decisions strategically.

At 3:44 p.m. Board Chair Mike Blakely announced an Executive session for 20 minutes to discuss items provided for 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 4:04 p.m. the Executive session was extended five minutes. The meeting reconvened at 4:08 p.m. with no action taken.

## **6. Probationary Tenure Review**

Motion 13-05 Trustee Stephen McFadden moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, President Leas and VP Mohrbacher renew the probationary contract of Dr. David Holloway effective September 16, 2013. He further moved that the President notify Dr. David Holloway as soon as possible of this decision. Trustee Anna Franz seconded, and the motion passed.

Motion 13-06 Trustee Mike Villarreal moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, President Leas and VP Mohrbacher renew the probationary contract of Jan Elliston effective September 16, 2013. He further moved that the President notify Jan Elliston as soon as possible of this decision. Trustee Jon Lane seconded, and the motion passed.

Board Chair Mike Blakely thanked the Probationary Review Committee members for their time and energy mentoring their fellow instructors.

## **7. Exceptional Faculty Award**

Criminal Justice and Psychology Instructor Dr. Ryann Leonard applied for an Exceptional Faculty Award. President Leas and Vice President Mohrbacher recommended approval of the award.

Motion 13-07 Trustee Anna Franz moved that the Board of Trustees approve an Exceptional Faculty Award in the amount of \$1,140.28 for Dr. Ryann Leonard. Trustee Mike Villarreal seconded, and the motion passed.

## **8. Mission, Vision, Values**

Vice President Mohrbacher thanked the Trustees who attended the Stakeholder meeting on February 8 for their participation. Many community members and college personnel were also present as Dr. Ron Baker led the mission, vision, values workshop. Good feedback was gathered, and there were many positive responses by employees. A smaller working committee has met to organize and summarize the feedback.

A draft values statement based on the feedback will be shared next week via e-mail and on the web site. Additional feedback from employees and community members will be solicited. The working group is also drafting a mission statement based on feedback from the February 8 meeting. The draft values and mission statement will be shared at the next Board meeting. Vice President Mohrbacher also plans to share the draft values and mission statement during the Faculty In-Service on April 26. The BBCC core themes and chapter one submissions are due to the Northwest Commission on Colleges and University in August. Faculty Association President Mike O'Konek stated the process has been very inclusive. The working committee is diverse and moving along well.

**9. Assessment of Board Activity**

Trustee Stephen McFadden reported that he reviewed the Probationary Review binders February 22.

Trustee Anna Franz reported that she attended the TACTC New Trustee Orientation and Conference in Olympia. She also attended her confirmation hearing in Olympia, and reviewed the probationary review binders.

Trustee Mike Villarreal reported that he attended the TACTC New Trustee Orientation and reviewed the probationary review binders.

Trustee Jon Lane reported that he attended a BBCC basketball game. He is also on the Grant County Economic Development Council and was elected as Co-Vice-President. He will be traveling to Las Vegas for a retail trade show, and he will research the education area. Trustee Lane attended the TACTC Conference. He also attended the Quincy Community Meeting, and the February 8 Stakeholder Meeting. Trustee Lane reviewed the probationary review binders too.

Board Chair Mike Blakely reported that he attended the TACTC Conference and served on the Transforming Lives Award Committee. He also attended the February 8 Stakeholder Meeting as well as the community meetings in Quincy and Ephrata. Trustee Blakely attended the BBCC Foundation meeting. He also sent notes to the legislators, and reviewed the probationary review binders.

**10. Regularly Scheduled Board Meeting Date**

The next regularly scheduled board meeting will be held on April 4, 2013.

**11. Miscellaneous**

President Leas reported that he and Trustees McFadden, Blakely and Lane will attend the ACCT Governance Leadership Institute in San Antonio, Texas March 21-22, 2013.

The dedication and naming of the Paul Hirai Fine Arts Building will be held Monday, April 1 at 2:00 p.m. (the time was later changed to 3:00 p.m.). All are invited to attend.

President Leas shared a letter from the WACTC Board of Presidents to Representatives Dunshee and Warnick and Senators Honeyford and Nelson supporting the capital projects prioritized request submitted to the SBCTC, and requesting the legislators' support.

The meeting adjourned at 4:25 p.m.

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Mike Blakely, Chair

ATTEST:

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Terrence Leas, Secretary