

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Thursday, March 12, 2020, at 1:30 p.m. in the ATEC Masto Conference Center, Building 1800 on the Big Bend Community College campus.

1. Call to Order

Present: Anna Franz
Jon Lane
Stephen McFadden
Juanita Richards
Thomas Stredwick

2. Pledge of Allegiance

Board Chair Stephen McFadden led the Pledge of Allegiance. He also stated the new board meeting arrangement in the Masto Conference Center incorporates social distancing to ensure health and safety.

At 9:06 a.m., Chair Stephen McFadden announced that the Board would adjourn to executive session for approximately 10 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. The Executive Session ended at 9:16 a.m. with no action taken.

3. Probationary Tenure

Motion 20-17

Trustee Thomas Stredwick moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to renew the probationary contract of Theresa Calip effective September 14, 2020. He further moved that the President notify Theresa Calip as soon as possible of this decision. Trustee Jon Lane seconded, and the motion carried.

Motion 20-18

Trustee Jon Lane moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to renew the probationary contract of Johanna Doty-Fleming effective September 14, 2020. He further moved that the President notify Johanna Doty-Fleming as soon as possible of this decision. Trustee Anna Franz seconded, and the motion carried.

Motion 20-19 Trustee Anna Franz moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to renew the probationary contract of Rhonda Kitchen effective September 14, 2020. She further moved that the President notify Rhonda Kitchens as soon as possible of this decision. Trustee Juanita Richards seconded, and the motion carried.

Motion 20-20 Trustee Juanita Richards moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to renew the probationary contract of David Mayhugh effective September 14, 2020. She further moved that the President notify David Mayhugh as soon as possible of this decision. Trustee Thomas Stredwick seconded, and the motion carried.

Motion 20-21 Trustee Thomas Stredwick moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to renew the probationary contract of Michele Reeves effective September 14, 2020. He further moved that the President notify Michele Reeves as soon as possible of this decision. Trustee Jon Lane seconded, and the motion carried.

Motion 20-22 Trustee Jon Lane moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to renew the probationary contract of Jessica Strickland effective September 14, 2020. He further moved that the President notify Jessica Strickland as soon as possible of this decision. Trustee Anna Franz seconded, and the motion carried.

Motion 20-23 Trustee Anna Franz moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to renew the probationary contract of Christy Welch effective September 14, 2020. She further moved that the President notify Christy Welch as soon as possible of this decision. Trustee Thomas Stredwick seconded, and the motion carried.

Motion 20-24 Trustee Juanita Richards moved after having given reasonable consideration to the recommendation of the

probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to grant tenure to Sarah Bauer effective September 14, 2020. He further moved that the President notify Sarah Bauer as soon as possible of this decision. Trustee Thomas Stredwick seconded, and the motion carried.

Motion 20-25

Trustee Thomas Stredwick moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to grant tenure to Aaron Linthicum effective September 14, 2020. He further moved that the President notify Aaron Linthicum as soon as possible of this decision. Trustee Jon Lane seconded, and the motion carried.

Motion 20-26

Trustee Jon Lane moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to grant tenure to Zachary Olson effective September 14, 2020. He further moved that the President notify Zachary Olson as soon as possible of this decision. Trustee Anna Franz seconded, and the motion carried.

Motion 20-27

Trustee Anna Franz moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to grant tenure to Terry Pyle effective September 14, 2020. He further moved that the President notify Terry Pyle as soon as possible of this decision. Trustee Thomas Stredwick seconded, and the motion carried.

Motion 20-28

Trustee Juanita Richards moved after having given reasonable consideration to the recommendation of the probationary tenure review committee, Dr. Leas, and Dr. Humpherys, to grant tenure to Mariah Whitney effective September 14, 2020. He further moved that the President notify Mariah Whitney as soon as possible of this decision. Trustee Thomas Stredwick seconded, and the motion carried.

Board Chair Stephen McFadden announced a 15-minute break to celebrate with our probationers and tenure recipients at 9:30 a.m. The meeting reconvened at 9:45.

Chemistry Instructor Sarah Bauer shared that the Science Olympiad recently held at BBCC for the first time was a “raging success.” The partnership was a result of

collaboration between BBCC math faculty and Frontier Middle School faculty. Over 100 Science Olympiad students engaged in 23 events for the event. There were 60 volunteers, including the Student Engineering Club, faculty members, and family members. The BBCC Foundation helped with funding, ATEC Coordinator Deena Westerman worked behind the scenes, aviation staff supervised, maintenance staff polished the floor and modified the stage, and communications staff shared great photos and videos. Instructor Bauer reported that great teamwork by BBCC faculty and staff supported the event.

Trustee Stephen McFadden applauded the tribute to faculty and staff working together. Trustee Jon Lane said it was great for the event to be held at BBCC, and Trustee Thomas Stredwick shared that the ecosystem at BBCC's interconnections are sometimes unnoticed.

Career Services Coordinator Jody Bortz shared about the 27th Job & Career Fair that was held March 5. A wide variety of resources were involved including WorkSource partners, the housing authority, health associations and employers. Covid-19 had a slight impact with three health care facilities and two employers cancelling. Job seeker turnout was high; 920 bags were provided, which is more than usual. The Foundation hosted headshots by a professional photographer for LinkedIn accounts. Multiple staff and faculty members volunteered, and there were 11 BBCC booths. Trustee Juanita Richards asked about trustee support of the event. Trustees are welcome to promote and attend the event.

4. Introductions

Dean Daneen Berry Guerin introduced Industrial Systems Technology Instructor Reza Sharifi and Agricultural Mechanic Instructor Brett Iksic. VP Bryce Humpherys introduced newly promoted JATP Director Carla Louse Christian and Ag Instructor Stacy Cobb.

5. Consent Agenda

a) Approval of Regular Board Meeting Minutes February 6, and February 14 Minutes (A); b) President's Update (I); c) Accreditation (I); d) Student Success Update (I); e) Assessment Update (I); f) Finance & Administration Report (I); g) Human Resources Report (I); h) Enrollment Report (I); i) Safety & Security Update (I); j) ASB Report.

Motion 20-29

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

6. Remarks

- a. ASB Public Relations Officer Kelsey Sorenson shared ASB and club activities. ASB is being more intentional to include students' family members. Recently ASB funded Dr. Suess books for students with children and/or grandchildren.
- b. A Classified Staff representative was not available.
- c. Faculty Association Representative and Division Chair Dawnne Ernette provided information on faculty activities. Dr. Jim Hamm led the Engineering Club through Ruben's Tube experiments. Dr. Tyler Wallace and Instructor Sarah Bauer also led the partnership to hold the Science Olympiad event on campus as the board heard earlier in the meeting. Faculty Association President and math instructor Salah Abed is working with VP Kim Garza to bring mindfulness training to Big Bend. English Instructor Octaviano Gutierrez serves students as the Phi Theta Kappa (PTK) Advisor, and he was recently interviewed by iFIBER ONE News. The PTK chapter is growing under his leadership and has outgrown their meeting space.
- d. VP Linda Schoonmaker shared that dates of the ctcLink business process fit gap meetings may be moved to May, and the work will be accomplished online. She also reported the federal grant attestation contract has been signed. Regarding facilities, the remedy for the concrete floor in the WEC has been determined, and roof bids on other buildings are closing on Tuesday.
- e. Dr. Bryce Humpherys congratulated the tenure probationers for their progress in the process. He also reported on the new staff members at the Northwest Commission on Colleges and Universities (NWCCU), and new standards are creating a lack of clarity from the commission. Good information regarding accreditation was recently shared at a NWCCU conference regarding standard interpretation. Dr. Humpherys continues to request interpretation of new NWCCU standards. He is also actively engaged and planning around impacts COVID-19. The Japanese Agricultural Training Program (JATP) staff confirmed that they will delay arrival of the trainees at BBCC's request.
- f. VP Kim Garza reported the Request for Quotes (RFQ) for the Director of Health Education Programs recruitment is in process. The Music Instructor position is filled, and five additional instructor position search committees are in process.

VP Garza announced that Heidi Bratsch, program assistant in the Health Education Program is pursuing a degree at BBCC, and Heidi recently completed her office certificate. Program Assistant Bratsch and Director of Health Education Programs Katherine Christian are converting the nursing accreditation report into an accessible format. Carmen Ramirez, Able Bodied Adults with Disability (ABAWD) Navigator was recently interviewed by iFIBER

ONE News regarding the Big Bend Food Pantry. She is currently pursuing her bachelor's degree.

- g. Executive Director of the Foundation LeAnne Parton reported the Building Tomorrow's Workforce Capital Campaign has grown beyond \$3 million reaching 82.5% of the goal, with Hayden Homes and Lamb Weston's donations. Executive Director Parton is also working on the leadership work group. Michael Nash returned for the third session of four trainings, and campus feedback has been positive. Executive Director Parton reported that Alumni & Development Coordinator Chandra Rodriguez arranged for a photographer to take LinkedIn photos at the Job & Career Fair. Foundation staff are preparing for Cellarbration and considering alternatives in case COVID-19 has an adverse impact on the event. Board Chair Stephen McFadden congratulated Executive Director Parton on progress on the work for WEC. The private WEC Donor reception is still scheduled for June 3, with the public event June 4.

7. CWU Presentation

Monica Medrano, CWU Regional Director over BBCC and Wenatchee Valley College (WVC) sites shared news from CWU's site at BBCC. CWU has been on the BBCC campus since 1997, helping economic development through bachelor degree programs. Most CWU students are currently working, and classes are offered in the evenings with 40% of the students taking hybrid classes. The BBCC CWU site hosts two programs Interdisciplinary Social (IDS) and Elementary Education most recently.

Regional Director Medrano said she focuses on the students transferring from the top five programs from BBCC to CWU; psychology, law and justice, education, business administration, and IDS/Sociology. Elementary education is a good fit for students, and there is a community need in this area. The WVC program is established and a few of their slots can be shared at BBCC while building capacity toward a 25-seat cohort at BBCC. She thanked BBCC staff for their collaboration and partnership.

8. Campus Climate Action Plan

VP Kim Garza reported that Linda Seppa Salisbury, Leadership Consultant was on campus last week to discuss how executive team members can deepen relationships by visiting employees where they work and ensure employees have what they need to complete their work including recognizing achievements. Leadership Consultant Salisbury will return to campus April 17 to discuss gathering information to remove barriers for people to do their best work serving students on the front lines. These activities connect to goal #2 *Develop standards for communication* and will help improve managing up.

VP Garza reported Nash training has been positively received and is providing opportunities for greater connections.

VP Garza stated three workgroups continue to fulfill assignments on schedule through the end of the year. Grant Director Tammy Napiontek leads the onboarding for new employees committee; they are using process maps to outline the steps of the process and develop recommendations for improvement for new faculty and staff members. Dean Valerie Parton and Dean Faviola Barbosa lead the Workplace Norms Committee and Executive Director LeAnne Parton leads the Leadership Development Committee. Once the new president is on campus, a survey will be chosen to help evaluate interventions to improve the campus climate.

9. Campus Safety and Security

Dr. Leas reported that campus safety and security issues, for example COVID-19, student misbehavior, and facilities were raised in department meetings and employee surveys. College officials are meeting regularly using the Incident Command Structure (ICS) planning to determine how to respond to COVID-19. Classes are being migrated to online delivery, and lab classes are being discussed. JATP trainees may delay their arrival. Director of Communication Matt Killebrew is sharing Dr. Leas' email to employees on social media and the BBCC website. The Washington community college presidents (WACTC) are holding telephone conference calls three times per week to review state system efforts and learn lessons from each other.

When employees are ill, they are self-quarantining and their workspace is deep cleaned. VP Linda Schoonmaker reported BBCC is following the cautionary advice from Governor Inslee and the Center for Disease Control (CDC). Events with over 250 people have been cancelled. VP Humpherys reported that the Northwest Athletics Commission (NWAC) is holding a conference call tomorrow to discuss athletic events in the region. Trustee Anna Franz commented that the situation is evolving rapidly and appreciated the email updates.

The Open Doors Program is for at-risk youth ages 16-20 and establishes different kind of alternative school within the district area. BBCC's Open Door program started with a handful of students and currently serves 207 students from the Moses Lake and Ephrata School Districts. Students who attend voluntarily do well in the program, those who must attend to comply with intervention plans struggle. Some students have gang affiliations, and faculty and staff have expressed concerns about unsafe behaviors, graffiti, fights between students, suspected drug use, and lack of protection for students and employees. Leaders met to discuss needs around security, training, and reporting guidelines. Trainings on policies, responses, mental health first aid, and suicide are being provided to staff and instructors via YouTube and Canvas. Staff from the Grant County Sheriff's office are providing training on gang-related behavior. Beginning March 9, security personnel are present when class is in session and an administrator will be present for evening Open Doors Program classes. BBCC is committed to ensuring a learning environment that is safe.

Faculty and staff of the Open Doors Program are meeting weekly and discussing student issues with notes that are available to others who miss the meeting. Dean Barbosa is drafting policies and procedures and sharing with faculty and staff for revisions and then will adopt final versions by the beginning of spring quarter. She is also providing training on policies and procedures.

VP Schoonmaker shared that Director of Campus Safety and Security Kyle Foreman is present on campus from 5:00-7:00 p.m. and Security Officer James Meyers is present from 7:00 p.m. through the night. Expanding security coverage is high on the budget priority list.

Trustee Anna Franz asked if other community colleges have Open Doors Programs. Dr. Leas stated not every college has Open Doors programs, and it is an important program as a last resort for some learners that is consistent with BBCC's mission. We need to protect staff and students while we help students change their behaviors. Violations to the student code of conduct lead to students being excused from the program. Law enforcement officers sometimes come on campus to help with student issues. Resources for Open Doors Programs are provided by a contract through the Office of Superintendent of Public Instruction (OSPI). Open Doors is a self-sustaining program. Trustee Thomas Stredwick asked if the program resources ensure a safe learning environment. Dr. Leas shared that as the number of students in the Open Doors Program increases, the funding also increases. We are building infrastructure around the program and determining where to allocate resources. Trustee McFadden agreed that the program is directly connected to the mission, and it is important to ensure we are doing everything needed to ensure a safe environment.

There are also concerns about inadequate lighting between some buildings. We are continuing an assessment of needs around lighting on campus to develop more specific solutions. VP Kim Garza stated any employee can submit a work order and/or speak with their supervisor. Safety and security signage is on every door and building, and students and employees are provided information during their orientations.

10. BP 1025 Statement on Equity, Diversity, & Inclusion

Counselor MariAnne Zavala Lopez stated the Committee for Equity, Inclusion, and Diversity (CEID) is committed to assisting the college. The proposed board policy was vetted by CEID, workgroups, students, faculty, and Shared Governance Council more than once. The policy provides a common understanding of equity, diversity and inclusion and guides college efforts.

Board Chair Stephen McFadden announced a 10-minute break at 11:50 a.m. The meeting reconvened at noon.

11. BP 1000

Motion 20-30

Trustee Anna Franz moved to approve current changes to BP 1000 and place the changes to the trustee job

description on hold. Trustee Jon Lane seconded, and the motion carried.

12. Presidential Search

Board Chair Stephen McFadden reported that the trustees have completed two site visits to presidential candidates' home campus; Lake Washington Institute of Technology and Westchester Community College. The trustees will travel to Yakima Community college tomorrow. The trustees have scheduled a special meeting to select the next president March 26. To ensure good health hygiene regarding COVID-19, Zoom has been an option for trustee participation.

13. President's Onboarding

Trustees Stredwick and Franz submitted a draft presidential onboarding schedule. Trustee Franz will share the draft schedule with Columbia Basin College President Rebekah Wood for feedback. Trustees Stredwick and Franz met with Dr. Leas for input. The trustees will be mindful about the president's visits in their communities. Trustees' personal connections with community members may provide information and help with introductions and legislators. Trustee Franz reported that she talked with Leadership Consultant Linda Seppa Salisbury about timing of the leadership training. Trustee Stredwick commented that the president's onboarding process will include on-campus contacts and ACT onboarding. Trustee Franz stated the onboarding schedule is flexible and will be discussed with the new president once she is hired.

Board Chair Stephen McFadden thanked Trustees Franz and Stredwick for their work.

14. ACT nominations

The ACT Board of Director nominations process was shared.

15. Assessment of Board Activity

Trustee Juanita Richards reported that she attended the ACT Conference (E-1) and Transforming Lives event (E-2), reviewed probationary tenure information (E-3), and attended presidential search visits (E-1).

Trustee Anna Franz reported that she attended the ACT Conference (E-1) and Transforming Lives event (E-2), reviewed probationary tenure information (E-3), attended presidential search visits (E-1) and Onboarding Committee meetings (E-1).

Trustee Stephen McFadden reported that he reviewed probationary tenure information (E-3), met with Dr. Leas regarding today's agenda (E-1), and attended presidential search visits (E-1).

Trustee Jon Lane reported that he attended the ACT Conference (E-1) and Transforming Lives event (E-2), reviewed probationary tenure information (E-3), and attended presidential search visits (E-1).

Trustee Thomas Stredwick reported that he attended the ACT Conference (E-1) and Transforming Lives event (E-2), reviewed probationary tenure information (E-3), attended presidential search visits (E-1), and met with Beth Laszlo regarding a work issue.

16. Next Meeting

The next regularly scheduled board meeting is on May 7 at 1:30 p.m.

17. Miscellaneous

Dr. Leas shared the ACT event schedule

Meeting adjourned at 4:45 p.m.

Stephen McFadden, Chair

ATTEST:

Terry Leas, Secretary