

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Thursday, March 5, 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: Jon Lane
 Anna Franz
 Stephen McFadden
 Mike Villarreal
 Absent: Juanita Richards

Campus Safety & Security Director Kyle Foreman led the pledge of allegiance.

2. Introductions

Advisor Sarah Adams introduced the BBCC Swing Dance Club, the Lindy Hoppers. President Brandi Feekes said the swing dance club provides good, safe, and healthy activities for students. Publicist Kayla Brown commented that she enjoys the big band swing jazz dancing. Secretary Sarah Schutt explained that the club is a great asset for students. This club also cooperates with other clubs on campus, and they hope to coordinate a dance with clubs from other colleges. They meet in Wallenstien Theater on the stage. There are 25 members with 8-12 who regularly attend.

3. Consent Agenda

a) Approval of Regular Board Meeting Minutes January 15, 2015 (A); b) President's Update (I); c) Student Success Update (I); d) Accreditation (I); e) Assessment Update (I); f) Capital Project Report (I); g) Safety & Security; h) Human Resources Report (I); i) Classified Staff Report (I); j) Enrollment Report (A); k) Quarterly Budget Update.

Motion 15-04 Trustee Stephen McFadden moved to approve the consent agenda. Trustee Mike Villarreal seconded, and the motion carried.

4. Remarks

a. ASB President Stormie Kidd provided the ASB report. New officer, Blake Springer, who was an ASB Programmer was hired as the ASB Treasurer. He is also on the baseball team and former ASB President at Moses Lake High School.

The 2015-16 Executive Officer Board hiring process has started. There are 11 applicants for five available Officer positions. The newly hired 2015-16 officers will job shadow the current officers during spring quarter.

ASB held several activities in the past month including two Thrillin' Third Thursdays, a pool tourney, movie night with a record turnout of 197 students and staff, bowling night, pastafest, and a comedian last night.

ASB teamed up with Phi Theta Kappa and spent time at the Senior Assisted Living Center. ASB Secretary Whitney Southam played the piano while the other students visited with some of the residents.

ASB's multi-cultural program and TRiO co-sponsored a well-attended motivational speaking event for Black History month last week. ASB is sponsoring another motivational speaker, Hal Elrod. At the age of 20, Mr. Elrod was hit by a drunk driver, died for six minutes, and was told by doctors he would never walk again. He will speak about overcoming extraordinary adversity to create extraordinary results in our lives.

ASB is sponsoring leadership training for all club and program officers on overcoming student apathy on our campus and finding ways to get more students to attend events.

An ASB BBQ Lunchfest is scheduled for next week featuring a Nashville performer.

During finals week, ASB will sponsor free pool day in the gameroom and Library Campout with free pizza and soda for students studying in the library. Advisor Kim Jackson just returned from participating in the Northeast Campus Events Conference for the Association of Programs and Campus Activities, serving as the Western Regional Area Coordinator. She was an Advisor Keynote Speaker as well as the Farewell Keynote Speaker at the event.

The Phi Theta Kappa Rho Zeta chapter shipped 1,000 pounds of books to Better World Books. They inducted 44 new members, earned Five-Star Chapter status and kicked off their C4 campaign this quarter. Phi Theta Kappa provides concessions for the Allied Art events and ASB's Thrillin' Third Thursday events.

The new BBCC Zumba Club, will join the 14 existing BBCC student clubs.

- b. Classified Staff Representative Starr Bernhardt shared news from the Classified Staff. Dr. Leas led the February Classified Staff training sessions and discussed local and global issues for 35 attendees. The next training session will be held March 19 regarding the benefits of the Employee Assistance Program.
- c. Faculty Association President Rie Palkovic provided news from the faculty. A team of seven Big Bend employees attended the 2015 Achieving the Dream's Annual Institute on Student Success (President Leas, Dean Valerie Kirkwood, Instructor Daneen Berry-Guerin, Director Heidi Summers, Coordinator Monica Medrano, Coordinator Bonnie Jeffery, and Counselor MariAnne Zavala-

Lopez). While the weather in Baltimore was very cold, the group learned current and new student success initiatives that may be used on campus.

Counselors Heidi Gephart and MariAnne Zavala-Lopez presented Running Start information to students and parents February 3 on the BCC campus. Two sessions were offered, one in English and the other in Spanish (the English session had well over 125 in attendance and the Spanish session had 10 attendees).

French Instructor Madame Jen McCarthy reported she has 36 students this quarter. The students are writing essays in French, and they will have a French Flash Mob Tuesday, March 17, at 8:45 a.m. in the Viking Dining Hall.

Criminal Justice and Psychology Instructor Dr. Ryann Leonard reported that several of her students will be involved in mock scenes training for new reserve law enforcement cadets.

Aviation Maintenance Technology Instructor Erik Borg reported that Boeing donated a Helio Courier aircraft to the program. It is an experimental two place tail dragger.

Instructor Matt Sullivan's Creative Writing class and Instructor Scott Hegel's Drawing II class are collaborating on a series of illustrated stories. The Creative Writing students have written short stories based on the Drawing students' artwork, and the Drawing students have illustrated the Creative Writing students' stories. The instructors will send an invitation announcement to campus once the work is on display in the Fine Arts building next week.

Part-time Instructor Rachel Valdez reported she has been taking an online class from Stanford University called, "The Willpower Instinct. How Self-Control Works. Why It Matters and What You Can Do to get More of It." The class is taught by Kelly McGonigal, Ph.D. in a six-week online format delivered by Canvas and Zoom Chat, and opened to 150 students worldwide. A certificate will be issued provided the work is completed for this ungraded course.

STEM Engineering Curriculum Specialist James Saucedo reported the ENGR 110 class, Introduction to Science and Engineering, toured Genie. The tour was given by one of the STEM Advisory Committee members, Alex Medina. Mr. Medina is an Engineering Manager at Genie, and he walked the students through the plant outlining the many areas of Engineering that are being utilized at the facility. It was a great experience and helped reinforce the students' desire to pursue engineering.

English Instructor Cara Stoddard reported that 23 students, more than half of the English 102 class, participated in the recent optional field trip, which was a huge success!

The purpose of the trip was to enhance the English 102 nonfiction unit on Blaine Harden's book *A River Lost: The Life and Death of the Columbia*. Students toured inside Grand Coulee Dam. They viewed the turbines working at full capacity and the pumps that pump water into Banks Lake (which were off for the winter) for the Columbia Basin Irrigation Project (CBP). The tour guide talked at great length about what he thinks is likely to happen at the dam in the next 50 years, including installation of fish ladders at Chief Joseph, Grand Coulee, and Canada's Mica dam to re-open the Upper Columbia to salmon migration. Students were able to better visualize the geography of Lake Roosevelt, Banks Lake, the Colville Reservation, and the northern half of the CBP after the trip. The group also stopped at the overlook at Dry Falls and talked about the geological forces that shaped this part of the state. Students wrote short photo journalism pieces about an exhibit in the visitor center of their choosing and discussed how the Bureau of Reclamation crafted a very intentional message for the public about all the merits of Grand Coulee Dam.

- d. VP Gail Hamburg provided the Capital Report. Renovations to the 1400 building renovations are in the design phase, the project will be completed June 30. VP Hamburg has worked out the logistics for the office moves to vacate the space. Director Kyle Foreman led a tabletop drill in preparation for an active shooter event in April. Forty people from thirteen agencies including Fire, EMS, New Hope Domestic Violence, REC, the Port of Moses Lake, ambulance services, and Samaritan Healthcare discussed roles for responding to an actual event. Actors will participate during the drill in April. VP Hamburg invited the trustees to observe the April 15 event.

Trustee Jon Lane complimented PIO Director Doug Sly on his presentation regarding campus deaths to the statewide Public Information Commission group.

- e. VP Bob Mohrbacher reported the SALT financial literacy program was recently promoted through a money day on campus. This is a good tool for students, and BBCC has a good registration rate. The resources include strategies for active engagement, and it links from the BBCC home page.
- f. President Leas provided VP Kim Garza's HR report in her absence. Interviews for the Title V Activity Coordinator position have been scheduled for March 9 and March 16. The committee selected four candidates to interview.

The candidate pool for the Dean of Workforce Education has been released to the screening committee. The committee will complete the review of these applications by March 31.

The candidate pool for the VP of Finance position will be released to the screening committee next week.

A second Flight Instructor position was opened as Joe MacDougal resigned from BBCC effective April 15.

The BBCC Foundation has added a new Program Assistant position. This position will work 30 hours per week.

HR continues to post new positions each day. Another 15 active recruitments are expected by the end of next week.

- g. Executive Director LeAnne Parton provided an update from the BBCC Foundation. She met with instructors of the professional technical programs to encourage students to apply for the 25 scholarships for which they are eligible. The Transforming Lives dinner went very well. The trustees account funded \$1,136 of the expenses, which includes dinner for the nominees and their guests. The Advisory Committee dinner event held at CBTech included many stakeholders. Director Parton reported the Foundation continues to plan the JATP 50th Anniversary Celebration scheduled July 15. Cellarbration! is scheduled on May 16; Director Parton meets with Dr. Leas and Foundation donors regularly. A Ducks Unlimited Print Collection (30 prints) were recently donated to the Foundation. Chuck Yarbrow suggested an online auction will bring the best results for foundation proceeds.

5. Annual Assessment Report

Dr. Ryann Leonard shared the annual assessment report findings from faculty, which includes a review of the general education outcomes, program-specific outcomes, and completed assessment reports. By reviewing the top 30 enrolled courses, the committee found evidence to document that student learning achievement is enhanced. The committee assessed 21 of 24 general education outcomes for 2013-14, 86% of the outcomes assessed showed success.

Program outcomes and student learning outcomes for professional/technical programs were assessed by technical faculty. As a result of the assessment committee's work, they concluded that faculty try new ideas, assess their efforts, and are meeting accreditation standards and general education goals at almost 100%.

Trustee Mike Villarreal commented that the teamwork and implementation of AVID ideas are impacting BBCC positively. VP Mohrbacher complimented Dr. Leonard on her leadership of the assessment committee. This report will be very helpful in developing the Fall accreditation report.

6. Sabbatical Leaves

VP Mohrbacher informed the board that two sabbatical leave requests (Art Instructor Rie Palkovic and English Instructor Matt Sullivan) were received for the first time in the past 15 years. The Faculty Negotiated agreement was reviewed for guidance. Sabbaticals are useful to faculty members and students. Dr. Leas recommended sabbatical leave of two quarters for both instructors during the 2015-16 academic year.

Dean Kara Garrett developed a plan to cover both programs during the instructors' absences.

Motion 15-05 Trustee Anna Franz moved to approve two quarters of sabbatical leave for Instructor Rie Palkovic during the 2015-16 academic year. Trustee Mike Villarreal seconded, and the motion carried.

Motion 15-06 Trustee Mike Villarreal moved to approve two quarters of sabbatical leave for Instructor Matt Sullivan during the 2015-16 academic year. Trustee Anna Franz seconded, and the motion carried.

Chair Jon Lane announced an Executive Session to discuss items provided for in RCW 42.30.110 (1): (f) to receive and evaluate complaints or charges brought against a public officer or employee; (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. He advised that the Executive Session will last 30 minutes. The meeting reconvened at 2:51 p.m. with no action taken.

7. Probationary Tenure Reviews

Motion 15-07 Trustee Anna Franz moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Leas, and VP Mohrbacher renew the probationary contract of Benjamin Altrogge at Big Bend Community College and that the Board of Trustees direct the President to notify Benjamin Altrogge as soon as possible of this decision that his probationary contract for the 2015-16 academic year will be renewed effective September 14, 2015. Trustee Stephen McFadden seconded, and the motion carried.

Motion 15-08 Trustee Mike Villarreal moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Leas, and VP Mohrbacher renew the probationary contract of Heidi Gephart at Big Bend Community College and that the Board of Trustees direct the President to notify Heidi Gephart as soon as possible of this decision that her probationary contract for the 2015-16 academic year will be renewed effective September 14, 2015. Trustee Anna Franz seconded, and the motion carried.

Motion 15-09

Trustee Stephen McFadden moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Leas, and VP Mohrbacher renew the probationary contract of John Marc Swedburg II at Big Bend Community College and that the Board of Trustees direct the President to notify John Marc Swedburg II as soon as possible of this decision that his probationary contract for the 2015-16 academic year will be renewed effective September 14, 2015. Trustee Mike Villarreal seconded, and the motion carried.

Motion 15-10

Trustee Anna Franz moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Leas, and VP Mohrbacher renew the probationary contract of Arthur Wanner at Big Bend Community College and that the Board of Trustees direct the President to notify Arthur Wanner as soon as possible of this decision that his probationary contract for the 2015-16 academic year will be renewed effective September 14, 2015. Trustee Stephen McFadden seconded, and the motion carried.

Motion 15-11

Trustee Mike Villarreal moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Leas, and VP Mohrbacher renew the probationary contract of John Martin at Big Bend Community College and that the Board of Trustees direct the President to notify John Martin as soon as possible of this decision that his probationary contract for the 2015-16 academic year will be renewed effective September 14, 2015. Trustee Anna Franz seconded, and the motion carried.

Motion 15-12

Trustee Stephen McFadden moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Leas, and VP Mohrbacher renew the probationary contract of James Ayers at Big Bend Community College and that the Board of Trustees direct the President to notify James Ayers as soon as possible of this decision that his probationary contract for the 2015-16 academic year will be renewed effective September 14, 2015. Trustee Mike Villarreal seconded, and the motion carried.

Motion 15-13

Trustee Anna Franz moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Leas, and VP Mohrbacher renew the probationary contract of Clint Gilbert at Big Bend Community College and that the Board of Trustees direct the President to notify Clint Gilbert as soon as possible of this decision that his probationary contract for the 2015-16 academic year will be renewed effective September 14, 2015. Trustee Stephen McFadden seconded, and the motion carried.

Motion 15-14

Trustee Mike Villarreal moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Leas, and VP Mohrbacher renew the probationary contract of Lindsay Groce at Big Bend Community College and that the Board of Trustees direct the President to notify Lindsay Groce as soon as possible of this decision that her probationary contract for the 2015-16 academic year will be renewed effective September 14, 2015. Trustee Anna Franz seconded, and the motion carried.

Motion 15-15

Trustee Stephen McFadden moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Leas, and VP Mohrbacher renew the probationary contract of Cara Stoddard at Big Bend Community College and that the Board of Trustees direct the President to notify Cara Stoddard as soon as possible of this decision that her probationary contract for the 2015-16 academic year will be renewed effective September 14, 2015. Trustee Mike Villarreal seconded, and the motion carried.

Motion 15-16

Trustee Anna Franz moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, Dr. Leas, and VP Mohrbacher renew the probationary contract of Libby Sullivan at Big Bend Community College and that the Board of Trustees direct the President to notify Libby Sullivan as soon as possible of this decision that her probationary contract for the 2015-16 academic year will be renewed effective September 14, 2015. Trustee Mike Villarreal seconded and the motion carried.

Motion 15-17

Trustee Mike Villarreal moved that the Board of Trustees, after having given reasonable consideration to the

recommendations of the Probationary Review Committee, Dr. Leas, and VP Mohrbacher renew the probationary contract of Valerie Wade at Big Bend Community College and that the Board of Trustees direct the President to notify Valerie Wade as soon as possible of this decision that her probationary contract for the 2015-16 academic year will be renewed effective September 14, 2015. Trustee Anna Franz seconded, and the motion carried.

8 Board Policies for Information

Revisions to BP8040 Check Cashing align with the BP/AP structure.

New BP8045 Credit Card Security is needed to protect the credit card information of students and clients.

BP 4602 Unused Sick Leave Compensation was last reviewed in 1980. The revisions include updated legal references.

9. Board Policies for Action

BP 3001 Shared Leave was presented during the January board meeting for information. This BP was last revised in 1990. Revisions reflect new state laws and the procedural wording was moved to the AP.

Motion 15-17

Trustee Anna Franz moved to approve revisions to BP 3001 Shared Leave. Trustee Mike Villarreal seconded, and the motion carried.

New BP6130 Student Holidays for Reasons of Faith or Conscience implements new RCW 28B-10-039.

Motion 15-18

Trustee Anna Franz moved to approve new BP 6130 Student Holidays for Reasons of Faith or Conscience. Trustee Stephen McFadden seconded, and the motion carried.

10. Assessment of Board Activity

Chair Jon Lane discussed the board activity reporting process. President Leas stated the policy governance model is designed more for assessment of board activity collectively regarding advancement of the mission of the college. He also reported that he talked with TACTC Administrator Kim Tanaka regarding policy governance training, and she continues to search for a facilitator.

Trustee Stephen McFadden reported that he attended the TACTC conference and TACTC Transforming Lives dinner. He also met with legislators. He attended the BBCC Transforming Lives celebration. Trustee McFadden also hosted the Adams County Development Council (ACDC) legislative reception in Olympia with 55 attendees.

ACDC presented Senate Majority Leader Mark Schoesler an award. There was a good discussion regarding higher education. He also reviewed the tenure binders.

Trustee Jon Lane attended the TACTC Conference, TACTC Transforming Lives dinner, BBCC Transforming Lives celebration, the ACDC reception in Olympia, and the BBCC Advisory Committee dinner and meeting. He complimented VP Mohrbacher and Dean Kara Garrett on the advisory event. Trustee Lane also attended the ACCT Legislative Action Conference, and he met with legislators and presented BBCC pennants to them. Next week he will attend the TACTC executive board meeting. He also reviewed the tenure binders.

Trustee Mike Villarreal reported that he attended the TACTC Conference, TACTC Transforming Lives dinner, ACDC reception, and BBCC Transforming Lives celebration. He also reviewed the tenure binders.

Trustee Anna Franz attended the TACTC Conference, TACTC Transforming Lives dinner, and BBCC Transforming Lives celebration. She also reviewed the tenure binders.

11. Regularly Scheduled Board Meeting

The next board meeting is scheduled for April 9, at 1:30 p.m.

12. Miscellaneous

President Leas stated the TACTC award nominations are due April 10. The next board meeting is April 9. The trustees discussed the nomination process to ensure the timeline is met. Samaritan Healthcare will be nominated for the Partner of the Year Award. Board Chair Jon Lane, President Leas, and VP Kim Garza will serve as a sub-committee to bring nominations to the next board meeting.

President Leas reported that Trustee Juanita Richardson is interested in serving as a Foundation Board Liaison.

Motion 15-19

Trustee Anna Franz moved to appoint Trustee Juanita Richardson as a Foundation Board Liaison. Trustee Mike Villarreal seconded, and the motion carried.

Chair Jon Lane and Trustee Juanita Richards will represent the board at the Chamber Samaritan Healthcare Foundation event, An Evening in San Antonio, March 14.

President Leas reported that he attended new trustee orientation with Trustee Richards. Chair Jon Lane served on the orientation panel. President Leas reported he attended good work sessions at the 2015 Achieving the Dream Conference. He also met with BBCC data and leadership coaches.

President Leas announced that the Runnin' Vikings Basketball team earned the Eastern Regional Champions title. They advance to the tournament Saturday at the Toyota Center in Kennewick. Viking Baseball Coach Pete Doumit launched a Success Speakers Program, and Dr. Leas was the first speaker. He also threw out the first pitch at the first home game of the season.

Board Chair Jon Lane shared his appreciation of the photo from Senator Judy Warnick and note from Representative Schmick. He also expressed condolences to Biology Instructor Barb Jacobs for her recent loss.

Trustee McFadden reported that Adams County will host Senator Patty Murray's Eastern Washington Director, John Colton for lunch. BBCC is invited, and he will provide additional details when they are known.

The meeting adjourned 3:32 p.m.

Jon Lane Chair

ATTEST:

Terrence Leas, Secretary