

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a regular board meeting Thursday, March 6, 2014, at 3:00 p.m. in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

Viking Women's Basketball Captain Jessica Sorenson led the pledge.

1. Call to Order

Present: Mike Blakely
Anna Franz
Jon Lane
Stephen McFadden
Mike Villarreal

2. Introductions

Athletic Director and Viking Women's Basketball Coach Preston Wilks introduced himself. He reported that BBCC earned the NWAACC President's Cup based on multiple criteria including GPA. The women's team members' average GPA was 3.6; BBCC athletes raise the academic level of the classrooms in which they participate. Three players made the NWAACC All-East region team: Jessica Sorenson, Riley Jemmett and Aubrie Vale.

The Lady Vikings introduced themselves: Jessica Sorenson from Downey, ID; Tasha Huff, Ririe, ID; Aubrie Vale, Burley, ID; Samantha Orem, Shelley, ID; Shanelle Hemmert, Paris, ID; and Elizabeth Larrew, Hunters, WA. Trustee Jon Lane commented the team is talented and fun to watch. Trustee Mike Blakely stated he appreciates coaches recruiting good student athletes.

Nursing Instructor Jennifer Brooks accompanied the Nursing Club Officers Nichole Goodman, Kina Treiber, and Jennifer Nguyen to the meeting. They shared about fund-raising to earn money to help with the costs for National Council Licensure Examination (NCLEX) review and the Nurses' pinning ceremony. The club members volunteer at community events and help administer flu shots and check vital signs. They also held a craft bazaar to help raise funds. BBCC nursing students' NCLEX passing rate is 100%. This is due, in part, to the NCLEX review, which costs \$300 per student. After working in their field, BBCC nursing graduates report that they feel well prepared due to the thoroughness of the program. Instructor Brooks stated the classroom is flipped, and this has led to more critical thinking. The nursing program uses the Picis e-medicine application model, which is very similar to the process used by Samaritan Healthcare. The SIM patients give the students great experience reacting to patient issues. Each year there are around 24 students in the program. Twelve nursing students graduated in 2013.

Senior Assistant Attorney General Toni Ursich introduced Assistant Attorney General Mirisa Bradbury who has been assigned to BBCC. Ms. Bradbury has been an attorney for the past ten years.

Trustee Jon Lane introduced Melva Callaway from Quincy. She is considering applying to become a BBCC trustee. She was formerly the board president at St Rose Catholic School in Ephrata, she is a business owner and former president of the Quincy Rotary Club.

3. Consent Agenda

a) Approval of Regular Board meeting minutes from January 16, 2014, (A); b) President's Activity Update (I); c) Student Success Update (I); d) Accreditation (I); e) Assessment (I); f) Capital Project Report (I); g) Safety & Security Update (I); h) Human Resources Report (I); i) Classified Staff Report (I); j) Enrollment Report (I).

Motion 14-04

Trustee Jon Lane moved to approve the consent agenda. Trustee Mike Villarreal seconded, and the motion passed.

4. Remarks

- a. ASB Vice President Jacob Barth provided the ASB update. Jacob will be auctioneering at the Foundation's Cellarbration! for Education fundraising event. He reported that ASB hosted a leadership training for club and ASB officers in February with presenter David Coleman, who is nationally known for his leadership training as well as being referred to as "The Dating Doctor." Twenty student leaders attended, and they provided great feedback. They learned a lot about leadership tools and relationships. Mr. Coleman will return in October for an all-day training for all student leaders on campus.

ASB sponsored a free Ice Skating and Batting Cages event two weeks ago and 120 students attended. The recent Appetizer Lunchfest was supported by around 180 participants. The Valentine's Dance took place on Thursday, February 13, followed by a great Black History Month speaker, Dan Johnson, on February 20. That same evening, ASB sponsored free bowling at Lakebowl with 168 students participating.

The ASB Duck Hunt was a success. Of the two options for the winners, the pizza gift certificates were chosen over the parking space next to the President. Every Thursday morning in January and February, except the day it was in the single digits, ASB provided hot chocolate for students and staff for only 50 cents a cup. The response was overwhelming.

ASB recently hired two new officers to replace the vacancies of Vice President and Secretary. Whitney Southam is the new secretary, and Jacob Barth is the new Vice President. ASB's next event is Pandafest Lunchfest on Tuesday. One World Taiko Drummers will perform at this event.

The Rho Zeta chapter of Phi Theta Kappa, which is the community college honor society, inducted 36 members on February 18. The members will provide concessions available for donation at the March 15 and March 21 Allied Arts events. Rho Zeta will conduct a Book-Buy-Back Bake Sale March 19-20.

March 24, Rho Zeta members will assist with New Student Orientation and then pack donated books to Better World Books. March 21-23, Rho Zeta members will attend the Greater Northwest regional conference in Tacoma, WA.

The Engineering Club is coordinating with the Port of Moses Lake and UW to consider putting a balloon and camera into the edge of the atmosphere (90,000-100,000 feet).

- b. Classified Staff Representative Starr Bernhardt provided the STAR committee update. Committee members have developed a training calendar, and President Leas presented at the first two training sessions. A scavenger hunt focusing on team building is in the planning stages and will be held April 11.
- c. Faculty Association Interim President Daneen Berry-Guerin provided updates from the faculty members. Dr. Ryann Leonard, Psychology/Criminal Justice Instructor, is in New Orleans attending the Psychology and Law Conference with Exceptional Faculty Award funds. She reported that her Psychology and Legal System students recently completed jury selection simulation and a mini-trial. District Court Judge Tyson Hill presided over the activity. Dr. Leonard's students also talked with Deputy Joe Harris regarding interviewing and interrogation and Prosecutor Angus Lee regarding courtroom procedures. Partnering with community professionals has been beneficial for students.

German Instructor, Jen McCarthy, reported that her class will once again perform a flash mob song in German in the cafeteria at 9 a.m. Thursday, March 13. English Instructors, Matt Sullivan and Cara Stoddard, attended the Associated Writing Programs Conference in Seattle 2/27-3/1. The conference is held in a different state each year, and this year 14,000 people attended. It involved three days of panels, lectures, and readings focused on literature and creative writing. Scott Hagel's Drawing II class recently collaborated with Matt Sullivan's Creative Writing class. Students in the Drawing II class developed a series of drawings based on students' short fiction pieces, and then Creative Writing students wrote short fiction pieces based on the Art students' drawings. The results are on display in the gallery space of the 1900 building. Next Wednesday, March 12, from 11:45 - 12:50, the Creative Writing and Drawing students will gather in the gallery space to discuss their work and maybe even hear a bit of fiction read aloud.

AMT Instructor, Erik Borg, stated the new composites lab is starting to come together. The new oven and composite tables are installed. They just received the new vacuum system, and it will be installed during spring break. The first evening composite class will begin next quarter.

Coach Ray Moffitt announced that the softball team finally kicks off the season at the Lacey Inter-Regional Tournament March 7-8 after being rained out of their first six games. Their first home games are scheduled on Monday, March 24, against Skagit Valley Community College.

Interim Faculty Association President Daneen Berry-Guerin shared that she met with Dr. Leas in February regarding the compensation plan introduced at the last board meeting. The Faculty Association wrote a position paper, and she shared this document at the meeting. Former Faculty Association President and current Uniserve Representative Mike O'Konek also attended the meeting.

Ms. Berry-Guerin said the compensation plan is a commendable goal for the college to recruit, retain, and reward employees. Faculty members are concerned that there have been no Cost of Living Allowance (COLA) increases for six years. Salary increases were negotiated through negotiated agreement discussions for 2013-15. Faculty turnover savings result from hiring a new faculty member at a lower salary than the salary earned by the retiring faculty member. She said over \$50,000 has been lost in faculty turnover savings because of faculty positions that have not been rehired due to the budget. It is concerning to faculty that turnover savings may be used in the future to raise salaries to recruit new hires. It affects the faculty salary schedule. The Faculty Association requests that the college absorb the one-time cost to meet the fair market cost.

Former BBCC Faculty Association President and current Uniserve Representative Mike O'Konek stated community college faculty are the only group of state employees that do not have increments automatically funded in Washington. Community college faculty members are funded by a legislative group vote. Increments can be funded two ways: legislative action by percent and turnover savings. Turnover savings are generated when a faculty member retires and a new person is hired into the retiree's position at a lower salary, the difference goes into the faculty turnover savings bank. This bank is used for faculty increments. If the bank is empty, no increment is given.

President Leas thanked Instructor Berry-Guerin and Mr. O'Konek for expressing the faculty members' concerns. He said the board will consider action approving the philosophical statement. VP of Financial and Administrative Services Gail Hamburg responded that it would be more than a one-time expense for the college to absorb the difference in faculty salaries. VP Kim Garza stated it is important to bring representatives from each employee group to develop the administrative process which will detail how the process will work.

Trustee Mike Blakely stated he supports faculty. BBCC may need to become more politically active to secure more funding from the legislature. Instructor Berry-Guerin stated faculty is not concerned about this board policy as a guide. Faculty are most interested in the operational details that will be in the administrative process. President Leas stated if the board adopts the proposed policy, it will give the employee groups an opportunity to discuss how the process will work.

- d. VP Gail Hamburg reported that the Professional Technical Education Center (PTEC) proposal was submitted timely. The proposal includes letters of support from neighbors, community organizations, and industry employers. If the BBCC PTEC proposal is funded this spring, the earliest approximate move-in date is Fall of 2019. The proposals will be scored in March and/or April and ranked in May. After the January 2015 legislative session begins, the SBCTC will determine how many projects will be funded. VP Hamburg stated she believes six to nine out of nineteen projects will be funded. President Leas presented a waiver to exceed the 70,000 square foot space by 6,000 square feet for the WACTC Capital Budget Committee, and it was approved. The excess waiver does not affect how the proposal is scored. The WACTC Presidents' group ranks the proposal, and then the legislature determines the capital fund amount.
- e. VP Mohrbacher announced that BBCC was invited to apply for a \$100,000-\$75,000 grant for services to low-income students for financial literacy. BBCC is one of four finalists for the grant. The SBCTC commended BBCC for excellent use of data. VP Mohrbacher reported the Institutional Research department did a great job compiling the information.

VP Mohrbacher also reported that he presented pre-college math information to the House Higher Ed Committee. Math Instructor Tyler Wallace gave VP Mohrbacher talking points to share.

- f. VP Kim Garza provided an update on recent position openings. An offer has been extended for the payroll coordinator, and the Workforce Education Program Assistant hiring is being finalized. The automotive technology instructor screening committee is moving forward screening applications. Brian Willett from the State Auditor's office will be on campus to provide a session on strategic planning; the session is also open to the public. We are the only two-year college working with the State Auditor's office. This kind of training is very expensive from the private sector.
- g. Executive Director LeAnne Parton provided an update for the Foundation. The Foundation Board held a luncheon for winners of the Family Campaign competition. She reported the William C. Bonaudi Library Dedication was very nice. President Leas and Paul Hirai accompanied Executive Director Parton to the Soap Lake Yacht Club to celebrate the Brent Blake Scholarship Fund. Cellarbration! for Education is scheduled on May 17. The Foundation scholarship applications are due March 14.

5. Probationary Tenure Reviews

VP Bob Mohrbacher announced that there are six new faculty members, one faculty member in the second year, and one faculty member eligible for tenure. The committees have done great work with faculty. The trustees have reviewed the probationary binders, which include VP Mohrbacher's recommendation letter.

The first year review period is only one quarter in duration, as prescribed by RCW. He reported the probationers are working well with the committees.

Trustee Mike Villarreal stated the binders contain good information. He asked about a new faculty retention plan. VP Mohrbacher responded that first year committees advise the probationers not to take on too much right away. The probationers are encouraged to have low key committee involvement as they progress. When the PTEC building is available, professional technical faculty will be closer and more able to interact with other faculty members.

Trustee Mike Blakely stated the committee structure is very helpful to new faculty members. Trustee Mike Villarreal encouraged staff to be strategic with new faculty members and invite them to activities to build relationships.

Board Chair Mike Blakely announced that the Board will convene an executive session under RCW 42.30.110(1) for the following purpose: g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The executive session will last 15 minutes, and no final action will be taken during the executive session.

The regular meeting reconvened at 4:37 p.m., and no final action was taken during the executive session.

Motion 14-05

Trustee Jon Lane 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 James Ayers effective September 15, 2014. He further moved that the President notify Mr. Ayers as soon as possible of this decision. Trustee Mike Villarreal seconded, and the motion passed.

Motion 14-06

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 Clint Gilbert effective September 15, 2014. He further moved that the President notify Mr. Gilbert as soon as possible of this decision. Trustee Stephen McFadden seconded, and the motion passed.

Motion 14-07

Trustee Anna Franz 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 Lindsay Groce effective September 15, 2014.

He further moved that the President notify Ms. Groce as soon as possible of this decision. Trustee Jon Lane seconded, and the motion passed.

Motion 14-08

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 Cara Stoddard effective September 15, 2014. He further moved that the President notify Ms. Stoddard as soon as possible of this decision. Trustee Anna Franz seconded, and the motion passed.

Motion 14-09

Trustee Anna Franz 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 Libby Sullivan effective September 15, 2014. He further moved that the President notify Ms. Sullivan as soon as possible of this decision. Trustee Mike Villarreal seconded, and the motion passed.

Motion 14-10

Trustee Jon Lane 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 Valerie Wade effective September 15, 2014. He further moved that the President notify Ms. Wade as soon as possible of this decision. Trustee Stephen McFadden seconded, and the motion passed.

Motion 14-11

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 15, 2014. He further moved that the President notify Ms. Elliston as soon as possible of this decision. Trustee Anna Franz seconded, and the motion passed.

Motion 14-12

Trustee Mike Blakely moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, President Leas, and VP Mohrbacher, grant tenure to David Holliday effective September 15, 2014.

He further moved that the President notify Dr. Holliday as soon as possible of this decision. Trustee Jon Lane seconded, and the motion passed.

6. Exceptional Faculty Award

President Leas recommended the board approve Exceptional Faculty Awards to Randy Miller for \$2,000, Guillermo Garza for \$2,000, Dr. Dennis Knepp for \$2,000 and Shawn McDaniel for \$1000.

Motion 14-13

Trustee Jon Lane moved that the Board of Trustees, approve Exceptional Faculty Awards to Randy Miller for \$2,000, Guillermo Garza for \$2,000, Dr. Dennis Knepp for \$2,000 and Shawn McDaniel for \$1000. Trustee McFadden seconded, and the motion passed.

7. Board Policies

VP Kim Garza announced that this is the second reading of the Compensation Plan Board Policy (BP), and it is being considered for action. This is a philosophical statement to set context for the Administrative Process (AP) that will operationalize the BP. President Leas stated it is appropriate under policy governance for the board to establish a philosophical guide.

Trustee Mike Villarreal relayed a message of caution about the salary funding. The policy establishes boundaries and the trustees empower the president to work with staff to establish the AP based on the parameters in the BP. This plan will assist with setting guidelines to recruit and retain quality employees. VP Hamburg commented that she likes the philosophy, and there is a lot to do to develop the AP.

Motion 14-14

Trustee Stephen McFadden moved that the Board of Trustees approve the Compensation Plan Board Policy. Trustee Anna Franz seconded, and the motion passed.

8. Policy Governance Revisions

President Leas stated the proposed revisions to BP1000 Bylaws and Ends reflect the changes to the Mission and Ends Statements that have been finalized the past few months.

Motion 14-15

Trustee Anna Franz moved that the Board of Trustees approve revisions to BP1000 Bylaws and Ends as presented. Trustee Mike Villarreal seconded, and the motion passed.

VP Bob Mohrbacher shared a visual diagram, developed by Dean Valerie Kirkwood, which illustrated the Mission, Core Values, and Ends Statements as they relate to each other.

9. Assess Board

Trustee Stephen McFadden reported that he reviewed the Probationary Review binders, and he also attended the William C. Bonaudi Library Dedication. Trustee McFadden also prepared to speak at the Transforming Lives Award Event.

Trustee Anna Franz reported that she reviewed the Probationary Review binders, and she also attended the William C. Bonaudi Library Dedication.

Trustee Jon Lane reported that he reviewed the Probationary Review binders. He also attended the William C. Bonaudi Library Dedication, Foundation Family Campaign Luncheon and basketball games.

Trustee Mike Villarreal reported that he reviewed the Probationary Review binders, and he also attended the William C. Bonaudi Library Dedication. He commented he has talked with Sue Bergman for AVID for Higher Ed. He will attend AVID training through the school district in April and share what he learns at the next board meeting.

Trustee Jon lane requested VP Bob Mohrbacher provide a report about AVID for Higher Education at the next board meeting.

Trustee Mike Blakely stated that he met with President Leas to set the agenda for today. He also reviewed Probationary Review binders and attended the Quincy Roundtable Leadership meeting. Trustee Blakely attended the William C. Bonaudi Library dedication, and he arranged for the Army Color Guard to participate. He also followed up with thank-you notes. In preparation for Cellarbration, he has contacted business owners in Quincy promoting the event and seeking donations.

10. Next Meeting

The next board meeting is scheduled on Thursday, April 10. Trustee Mike Villarreal said he will be attending an AVID conference on that date.

Motion 14-16

Trustee Jon Lane moved that the Board of Trustees move the next meeting to Thursday, April 17. Trustee Stephen McFadden seconded, and the motion passed.

11. Miscellaneous

President Leas reported that he and Terry Kinzel, Director of Title V, attended the Innovations Conference where she received an Excellence Award. Director Kinzel stated she attended many conference workshops and discovered BBCC is equal to or better in addressing needs of our students. She also brought new ideas back to BBCC.

The meeting adjourned at 5:15 p.m.

Mike Blakely Chair

ATTEST:

Dr. Terrence Leas, Secretary