

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting April 12, 2018, 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: Anna Franz  
Jon Lane  
Stephen McFadden  
Juanita Richards  
Thomas Stredwick

### 2. Pledge of Allegiance

Veteran Jim Leland led the pledge of Allegiance. He is currently a student in the Unmanned Aerial Systems program.

### 3. Introductions

Phi Theta Kappa Co-Advisor Melinda Dourte introduced Phi Theta Kappa officers Stephanie Keith, Rachel Boruff, and Jorge Medina. The officers shared the chapter's activities, community service, and awards earned during the year including Five Star Chapter status, third place regional award for distinguished College Project, second placed regional award for distinguished Honors in Action and an Advisor Paragon Award.

Director of Big Bend Technology Rick Sparks introduced Elliot Davidson as IT Specialist

4. Director of TRIO Student Support Services Custodio Valencia introduced BBCC alumni Jasmine Evangelista Martinez as the new Academic Advisor. Dean of Student Services Dawna Haynes introduced new Outreach Coordinator and alumni Vanessa Pruneda. Director of Communications Matt Killebrew introduced new Communications Coordinator Tiffany Sukola.

### 4. Consent Agenda

a) Approval of Board Meeting Minutes March 8, 2018 (A); b) President's Activity Update (I); c) Accreditation (I); d) Assessment (I); e) Student Success (I); f) Finance & Administration Update; (I); g) Human Resources Report (I); h) Classified Staff Report (I); i) Enrollment Report (I); j) Safety & Security Report (I); j) Public Correspondence (I).

Motion 18-20 Trustee Anna Franz moved to approve the consent agenda. Trustee Stephen McFadden seconded, and the motion passed.

### 5. Remarks

There were no public remarks.

a. ASB Vice President Ricardo Ruiz shared ASB news. Since the last Board of Trustees meeting, ASB sponsored a Breakfastfest with 170 in attendance. This

event was followed by a Library Campout the next week during finals, which consisted of ASB providing free pizza and soda for students studying at night in the library.

Tonight ASB is sponsoring a Grocery Store Bingo Night in which both Big Bend Students and JATP students can play to win items found at the grocery store, such as frozen pizza, varieties of Oreos, laundry detergent and toilet paper, with the grand prize being a \$50 Walmart gift card.

The weekly ASB coffee and hot chocolate cart was a great campuswide success. ASB is going to change it up during spring quarter and once the weather starts warming, they plan to hand out ice cream bars one day a week throughout campus.

April 24, ASB is holding a Trade-in Your T-shirt Tuesday. Big Bend students can come to the Activities Office and trade in an old shirt for a new ASB/Big Bend t-shirt. ASB hopes to get Big Bend out into the community via students wearing t-shirts. ASB also plans to do a service project with the old t-shirts by cutting them up, braiding them into doggie chew toys and donating them to local animal shelters.

May 1 ASB is bringing back a great speaker, Maggie Lewis, to speak on Women's Empowerment. She started her career in student programming while attending college in Nashville. After overcoming many life obstacles and completing a two-year internship with a talent agency, she started her own talent agency at the age of 21. Now at 26, she has captivated the college market, representing over thirty artists across the world, while also coaching high school swimming.

All are invited to the annual Student Recognition Night, which is scheduled on May 2 at 7:00 p.m. in Wallenstien Theater honoring both students and faculty members.

The Nursing Club is sponsoring a Silent Auction today in the lobby. This is their second big fundraiser for the year.

- b. Classified Staff STAR Representative Julia Gamboa shared that Classified Staff have logged 90 training hours since the last meeting. They are building the STAR team membership.
- d. VP Linda Schoonmaker reported that Director of Facilities and Capital Projects James Saucedo has worked with Grant County Public Works to pave the round about off of Randolph Road at a greatly reduced rate because they will be repaving Randolph Road.

The Workforce Education Center Building bid opening was held and resulted in a \$42.8 million dollar bid by Lydig Construction, which is \$7 million over what was expected. Executive Director of the Foundation LeAnne Parton and President Leas

will be fundraising to meet the shortfall. They will also apply for a Lauzier Foundation Grant.

- e. Dean of Workforce Education Daneen Berry-Guerin reported for VP Bryce Humpherys because he was on a recruitment tour in Korea and Japan promoting BBCC's aviation programs. She said BBCC is on schedule with the accreditation timeline. Cabinet members submitted their budget requests, and the Budget Review Task Force is being gathered to review the requests. Shared Governance Council members reviewed the indicators during their April meeting, and Cabinet will review the indicators next.
- f. VP of Human Resources and Labor Kim Garza shared that screening committees are interviewing for math and biology instructor positions this month. There have been two unexpected departures this month, Andrea Elliot and Sherry Donovan for reasons other than retirement. It is important to understand why employees are leaving the organization. One of the Strategic Priorities sub-committees is the Employee Experience Committee, and they are learning about the culture of the organization, development for employees, training, expectations, communications, and resources. Trustee Thomas Stredwick stated he is looking forward to hearing more about the Employee Experience Committee.

VP Garza stated the hearing required to revise the public records WAC is scheduled on June 7. She also shared that this is National Sexual Assault Awareness month, and there is a clothesline project presentation resulting from a partnership with New Hope Domestic Violence in the Student Success Center.

- g. Executive Director of the Foundation LeAnne Parton discussed the Trustees' Scholarship balance which is just over \$47,000. The BBCC scholarship deadline was Monday, March 12. Last year there were 423 applications started and 140 completed. This year there are 931 started and 215 completed scholarships; this is an increase of 54% completed applications.

The annual Cellarbration! for Education is scheduled for May 19 and is sold out. Twenty-five of the twenty-nine tables are sponsored this year, increased from twenty sponsored tables last year. All trustees are planning to attend. Director Parton expressed her appreciation for support from the campus and community.

Director Parton also shared that the Microsoft equipment she reported during the January meeting valued at over \$60,000 will be delivered to campus April 18, at 9:00 a.m.

- h. VP Kim Garza provided news from Human Resources. The interviews for the TRIO Academic Advisor position have been completed, and the Outreach Coordinator position posting will close next week. There was a failed search for the STEM Applied Math Specialist, and administrators are determining next steps. There were two separations in January, one retirement in February, and two resignations in March.

VP Garza reported the employee learning experience group will focus on the important issue of retaining staff. She also stated that in response to questions at the last meeting, she has included usage of the Employee Assistance Program in the consent agenda.

- c. Faculty Association President Salah Abed reported that the Nursing club is hosting a silent auction today in the Peterson Gallery.

## **6. Cultural Humility**

Dean of Student Services Dawna Haynes and Workforce Education Services Coordinator Monica Medrano presented information from their recent experience at the National Association of Student Personnel Administration (NASPA) in New Orleans with 2,000 attendees from private business, public agencies, and colleges. Dean Haynes began her presentation with thought-provoking questions regarding equity, diversity, and inclusion. Who decides identity? How do we know what is important to know? Who taught us? When did we become aware that faculty members with different abilities, color, religion, and orientation were different? How do models from non-dominant groups impact us? What learning have I undertaken so I am better informed? What are the learning gaps? What can we do? Dean Haynes went on to say it is important to know your role, who is impacted by decisions, who benefits from decisions, and who is marginalized by decisions.

WES Coordinator Medrano shared an example about one college turning an old football field into an agriculture program area that added to the community and met historically underrepresented students where they are. This model brings to mind examining how we deliver financial aid and other services to students. Students need our support to feel supported authentically and intentionally.

Trustee McFadden commented that he recently returned from the National Association of Workforce Boards Conference. During the conference author Jennifer Brown shared her book *Inclusion: Diversity, the New Work Place & the Will to Change*, which included great information from which we could learn.

## **7. Strategic Plan**

Dean of Institutional Research Valerie Parton provided an update on the strategic planning process. She said there has been significant involvement across campus resulting in diverse feedback. Content from two workgroups will be added to the strategic plan. The final Mission Fulfillment Monitoring Report, Strategic Plan, and budgets will be shared at the June board meeting.

Trustee Thomas Stredwick requested a single-page dashboard with specific metrics to reduce the overwhelming amount of data. Trustee Stephen requested a more complete draft before commenting. Dean Parton said there are multiple tasks to accomplish for the accreditation evaluation report. It is important to show the structure that connects the budget planning to the strategic planning efforts. President Leas said there have been rapid changes and surprises discovered at the Northwest Commission on

Colleges and Universities (NWCCU) liaison training. There are new interpretations of NWCCU expectations that are affecting all educational institutions. This process is preparing us for the next accreditation cycle. In order to receive feedback from trustees, the strategic planning documents will be shared for individual comment and a special meeting/study session will be scheduled for group discussion to build consensus.

Motion 18-21 Trustee Jon Lane moved to set a Special Meeting/Study Session on May 29 from 9:00-1:00 p.m. Trustee Stephen McFadden seconded, and the motion passed.

### **8. Executive Session Training**

AAG Jason Brown shared details of the Open Public Meeting Act and Executive Sessions. A quorum is convened when there are three or more trustees present. AAG Brown advised when in doubt be open with information and discussion.

Board Chair Juanita Richards announced a five-minute break and a twenty-minute executive session at 3:50 to discuss (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The meeting reconvened at 4:15 p.m. with no action taken.

### **9. President's Evaluation Process**

Reminder that the President's evaluation will be completed in June in order to align practice with policy. The President's evaluation form was approved last year and can be discussed during the May 29 study session. The board chair will draft a letter based on the discussion at the May 29 study session with action to be taken during the June 7 board meeting.

### **10. Board Policy for Information**

President Leas stated this is the first reading of BP6115 Policy Prohibiting Discrimination, Harassment, Sexual Harassment, and Sexual Misconduct; BP 8100 Grants and Contracts; and BP2320 Vocational/Technical Program Advisory Committee. AAG Jason Brown has approved all changes. Trustee Anna Franz suggested moving the location of one sentence in BP6115.

### **11. Board Policy for Action**

Board Policies BP1010 Goals & Outcomes, BP6500 Substance Abuse Policy and Goal Statement, and BP8056 Business Competition Policy were reviewed during the last meeting.

Motion 18-22 Trustee Jon Lane moved to approve BP1010 as presented. Trustee Thomas Stredwick seconded, and the motion carried.

Motion 18-23 Trustee Stephen McFadden moved to delete BP6500. Trustee Jon Lane seconded, and the motion carried.

Board Policy 3019 Drug Free/Alcohol Free Work Place will be reviewed at a future meeting. It was included only as a reference to BP6500.

Board Policy 8056 was reviewed and left unchanged.

## **12. Exceptional Faculty Award**

English Instructor Allison Palumbo shared her presentation from the Popular Culture Association/American Culture Association Conference. She was presented a check to reimburse her expenses.

## **13. Board Chair Elections**

The board will act on board chair elections during the next meeting.

## **14. Assessment of Board Activity**

Trustee Anna Franz reported that she attended the JATP Welcoming Ceremony (E-2, E-4, E-6).

Trustee Stephen McFadden reported that he completed the application for reappointment (E-1, E-5). He also attended the Workforce Development Council Board Meeting (E-4) and the National Association of Workforce Boards Conference (E-4). Trustee McFadden also attended the Grant/Adams County Health Sector Grow Your Own Committee (E-2, E-3, E-4).

Trustee Jon Lane attended the ACCT Conference in WA D.C. (E-10).

Trustee Juanita Richards participated in a phone call with Convergent (E-2, E-4) and reviewed the board agenda with Dr. Leas (E-1).

## **15. Next Regularly Scheduled Meeting**

The next regular meeting is scheduled on June 7, 2018.

## **16. Miscellaneous**

President Leas reported that he met with Rep. Dent about legislation related to financial assistance to aviation students. Representative Dent and Senator Warnick, along with Trustees Jon Lane and Juanita Richards, visited campus to see the new airplanes. April 17 Superior Court Judge David Estudillo delivered the TRIO Induction Keynote address, he will also deliver the 2018 BBCC Commencement Address. Dr. Leas also shared upcoming events. Sonico has invited BBCC trustees to their open house April 20. The ACT Conference is scheduled May 10-11 in Vancouver, and Trustees Richards and Lane plan to attend along with President Leas. The BBCC Foundation's annual Cellarbration! for Education will be held May 19, and the Adams Neilson Solar Farm Groundbreaking event will be held May 24.

Dr. Leas shared news from VP Humpherys' trip to Japan and Korea with Jeff Bishop from the Port of Moses Lake. VP Humpherys is talking with aerospace partners to recruit students to BBCC. He has talked to CEOs, helicopter flight schools, and aviation

maintenance programs. One issue is that the FAA certification for maintenance is not accepted in Japan.

The meeting was adjourned at 4:50 p.m.

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Chair Juanita Richards

ATTEST:

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Terrence Leas, Secretary