

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Thursday, May 21, 2015, 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
Juanita Richards
Mike Villarreal

Board chair Jon Lane reminded everyone that the meeting is being recorded and streamed live on Mediasite.

2. Introductions

USMC Veteran Sergeant Steven Henry led the Pledge of Allegiance. He is currently in the helicopter program. While serving in active duty in Afghanistan, he was shot three different times and received three purple hearts. Mr. Henry most recently served as a Police officer in CA.

The Washington State Association of College Trustees (WSACT) Partner of the Year Awardee Samaritan Healthcare was represented by Chief Nursing Officer Kathryn Trumball. She stated it is an honor to be here, and she brought special staff her. Vicky Polhamus, BBCC class of 1996, is the current medical surgery director. Director Polhamus served as the first joint faculty person for BBCC and Samaritan Healthcare. Shelly Gay and Desiree Hamilton, both 2002 BBCC graduates, also accompanied Ms. Trumball. Kris Bonaudi Hendrickson, BBCC class of 2010, also accompanied Ms. Trumball. She stated BBCC provides great opportunities for community members to expand careers and serve their local communities. Ms. Polhamus reported 40% of the Samaritan Healthcare nursing staff graduated from BBCC. At least half of the nurses in patient care services are BBCC graduates. Samaritan Healthcare strives to inspire healthy communities. Board Chair Jon Lane thanked Ms. Trumball for representing Samaritan Healthcare today.

SSS TRiO Advisor Luis Alvarez introduced the SSS officers: Juan Torres, Morgan Harvey, Jason Estrada, Kiara Segura, Felix Perez, Kyle Peterson, and Aryan Dehbozorgi. The group shared about their activities throughout the year. They started with a goal of bringing the BBCC campus together and serving as TRiO ambassadors. Advisor Alvarez proudly announced that all of the TRiO graduates this year will attend the university of their choice with scholarships in the fall. He thanked ASB Advisor Kim Jackson for her support throughout the year. Trustee Jon Lane complimented TRiO officer Aryan Dehbozorgi's speech at Cellarbration!

3. Consent Agenda

a) Approval of Regular Board Meeting Minutes April 9, 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 (I); k) Quarterly Budget Update (I).

Motion 15-27 Trustee Anna Franz moved to approve the consent agenda. Trustee Stephen McFadden seconded, and the motion carried.

4. Remarks

- a. ASB President Stormie Kidd introduced the 2015-16 ASB President Blake Springer. Recent ASB activities included a Pandafest lunchfest with 293 attendees and a Tacofest with 190 attendees including JATP students. A band from Yakima entertained during the April Thrillin' Third Thursday, and 58 people attended the event. A hypnotist from the Chicago area will perform tonight at the last Thrillin' Third Thursday of the year. There was a great turnout for Movie Night at the Lee Theater in Ephrata with 187 attending. ASB's "In a Jam" peanut butter and jelly service project, brought in 60 pounds of donations for the Moses Lake Food Bank.
- Six new programmers for the 2015 fall quarter were recently hired. ASB's student recognition night is scheduled on Wednesday, May 27, at 7:00 p.m. in Wallenstien Theater.
- ASB's annual Surf 'n Slide night will be held Monday, June 8, followed by a comedian the next night at 7:00, followed by the Library Campout.
- ASB President Stormie Kidd and ASB Secretary Whitney Southam recently completed scoring 182 scholarship applications.
- The Nursing club members recently completed their NCLEX review.
- The Brazilian Jiu-Jitsu (BJJ) Club crossed language boundaries with a few Japanese Agricultural Trainees. Nobu, Hiro, and Takuzi visited the BJJ Club Tuesdays in April. They became club members and shared their combined 25 years of experience in Judo, Wrestling, and Mixed Martial Arts with club members and advisor, Jeremy Seda.
- During a field trip to the Quincy Brazilian Jiu-Jitsu gym, Coach Jeremy asked the Trainees, "What was the most fun thing you did so far in the US?" they all said, "Jiu-Jitsu." Takuzi then said, "I wished I had known about the club a month sooner, when I first arrived." Sharing mat time was very memorable for the all of the students. The club plans to reach out to JATP students in the future.
- In April, the Rho Zeta Chapter of Phi Theta Kappa conducted a week long C4 signing event. Some of the officers attended the Phi Theta Kappa International Conference in San Antonio, Texas and brought home two international awards. The club assisted with the BBCC Job & Career Fair. In May, the club held a car wash, assisted with BBCC Educate and Cellarbration!, inducted 36 new members, assisted in the local Special Olympics, participated in Relay for Life, and provided concessions for ASB's Third Thursday.
- Upcoming Rho Zeta events include the Book Buy-Back Bake Sale, serving as greys gowns at BBCC graduation, and hosting the Phi Theta Kappa Greater Northwest Summer Regional Conference and Boot Camp in July.

- b. Classified Staff Representative Starr Bernhardt shared about training opportunities. Disabilities Advisor Loralyn Allen shared about disability etiquette and customer service. Director of Adult Education Tyler Wallace taught a session about organizational skills and received great reviews. During the Excellence Celebration Luncheon June 5, the STAR committee will recognize the three classified staff employees who have attended the most training. Staff are looking forward to attending the campus-wide training on behavioral styles and effective communication techniques. Lastly, Rep Starr announced that BBCC will have one nominee for the statewide award that is given at the STAACC conference in July. A team of five classified staff members will attend the conference.
- c. Faculty Association President Rie Palkovic reported faculty activities. BBCC Counselors participated in the 9th Annual Educate Latino Education Fair on May 8 with over 130 participants. Eight BBCC professional/technical programs and four universities were represented. The event featured workshop sessions regarding financial aid and admissions.

French/German Instructor Jennifer McCarthy and Philosophy Instructor Dr. Dennis Knepp celebrated Pentecost at Emmanuel Lutheran Church and spoke in foreign languages. Math Instructor Salah Abed attended a conference in Chelan, which featured 3-d printing for calculus. English Instructor Matt Sullivan attended the Write on the River Conference. He and English Instructor Steve Close also attended Get Lit in Spokane. Criminal Justice/Psychology Instructor Dr. Ryann Leonard took her corrections class to prison on a field trip. Developmental English Instructor David Hammond entered his work in the Write on the River Conference and earned first place in fiction. Art Instructor Rie Palkovic recently judged the art student show at CWU. She received feedback that some of the best CWU art students are BBCC transfer students.

- d. VP Gail Hamburg reported there has been a 37% decrease in crimes reported on campus. She credits Safety and Security Director Kyle Foreman and his team for this difference. Director Foreman introduced the security officer team Rudy Perales, Jim Meyers, Janet Leonard, Dennis Klocke, and Rafael Gomez.

Director Foreman stated campus safety is very important to many parents. They often stop at his office asking for safety information. BBCC's investment in safety impacts enrollment positively. The security officer team protects the entire campus, working nights and weekends keeping BBCC safe. Trustee Mike Villarreal commented that he appreciates meeting the security team today. The work they do is an important part of BBCC's success. Board Chair Jon Lane agreed and stated he appreciates the professionalism of Director Foreman and the team.

- e. Associate VP Candy Lacher provided VP Bob Mohrbacher's update. She introduced Jeremy Iverson who was promoted to the Director of Financial Aid. Student Success Center Coordinator Diana Villafana introduced newly hired Student Success Center Retention Specialist Laura Warnock. Director of Student Programs Kim Jackson introduced Joni Nagy, the new Volleyball Coach and ASB assistant.

Dean Kara Garrett reported that after two years of AVID membership, BBCC is not renewing membership this year. Dean Garrett stated the important pieces of AVID such as connection with school districts and professional development will continue.

Associate VP Candy Lacher announced that all BBCC sports teams had sophomore athletes, for a total of 18, on the NWAC All-Academic Team, which requires a 3.25 gpa.

Math Instructor and Phi Theta Kappa Advisor Barbara Whitney introduced Rho Zeta Officers. VP of Fellowship Jalen Garza shared Rho Zeta's award results. VP of Leadership David Swenson discussed and showed the college project involving an AED instruction video. He also thanked Director Kyle Foreman for helping with the video. VP of Service Isaac Garcia shared about the C4 completion event. The C4 completion effort encourages students to pledge to make and commit to their education goals. He invited trustees, faculty, and staff to sign the C4 banner in support of student success.

VP Isaac Garcia will graduate with honors and attend WSU in the fall. VP Jalen Garza will pursue a political science degree at UW. VP of Scholarship April Suarez will transfer to North Seattle College to continue her education. VP David Swenson will join the Nuclear Program in the Navy.

Board Chair Jon Lane complimented Advisor Barbara Whitney for her leadership and the entire officer team for their efforts. He also informed the group that trustee Anna Franz is a former Rho Zeta President.

Board Chair Jon Lane announced a 10-minute break to sign the C4 banner.

- f. VP Kim Garza announced that Joe Auvil will start June 1 to replace retiring Director of Purchasing Kathy Arita. The hiring of the IT specialists will be completed soon. She also reported that the Dean of WorkForce Education candidates are scheduled to be on campus next week. The Inclusion Team held their first bi-weekly meeting today, and it was very powerful with enthusiasm for change.
- g. Executive Director of the Foundation LeAnne Parton provided an update on the Foundation. Cellarbration! grossed \$108,000 which is an increase of 4% over last year. It was a great evening with much positive feedback. The wrap-up meeting will be held next week. Mark your calendars for Cellarbration! next year, May 21, 2016. Director Parton is also working on the JATP 50th anniversary celebration. She continues to meet with donors, and the scholarship committee is choosing recipients. The Foundation audit will begin next week. Trustee Stephen McFadden complimented Director Parton on Cellarbration! Board chair Jon Lane complimented the Cellarbration! speaker and decorations.

5. Excellence in Teaching and Learning

Dean Valerie Kirkwood introduced the Excellence in Teaching and Learning monitoring report. All campus contributes to this report noting best practices.

Student Success Center (SSC) Coordinator Diana Villafana shared the SSC Mission: *“The Student Success Center is committed to serving students by providing them with resources that will help them achieve their educational goals at BBCC.”* One way the SSC helps students is with peer tutoring. Coordinator Villafana introduced Supplemental Instruction (SI) Tutor Jeffrey Jensen. He attends the chemistry class and then tutors, using fun visual tools, the students in a group setting. Jeffrey is paid through state work-study funds. He is pursuing a Bachelor’s of Chemistry at CWU. Trustee Mike Villarreal stated local school districts are looking for future teachers like Jeffrey.

SSC SI is a great resource providing review of difficult material for the students and providing opportunity for growth for the SI Tutor. This program is the result of good collaboration between faculty and staff. Another SI Tutor, Christina Chesnakov, is also an intern for the Grant County Health District. She is working toward becoming a medical doctor. She related that SI tutoring has increased her empathy capacity and developed flexibility in her communication style. Christina said it is great to meet “students where they are and impart knowledge while eroding the barrier of fear.” There are ten peer tutors and six SI tutors.

Trustee Jon Lane reflected that the SSC and Coordinator Diana Villafana are doing a great job of transforming lives and helping students to help students. Trustee Villarreal asked Coordinator Villafana what, in her experience, students are missing, how can we push further? She responded that incorporating diversity and inclusion efforts on campus would provide students with the feeling of belonging.

Trustee Villarreal stated that he promoted the Educate Latino Education Fair and was disappointed that only two families attended from Othello. Trustee Stephen McFadden suggested taking the programs to the communities, rather than hosting on campus. Director of WorkForce Education Heidi Summers shared about the Working Families Success Network (WFSN), which is an Achieving the Dream grant-funded, campus-wide approach to serving low-income community college students and their families. Director Summers said she could deliver needed information to communities. Many students struggle with issues outside the classroom. This program provides an innovative approach to education, employment and advancement, and financial services and asset building. Bundled services provide more successful students. BBCC was chosen as one of four community colleges in the state, and one of only 16 in the nation for this program. BBCC receives \$80,000 annually until 2017.

Director Summers’ goal is to infuse the BBCC campus culture with career services training, SALT, and financial coaching. Recently trustee Juanita Richards suggested local financial institutions be involved in facilitating financial training. Another campus-wide effort is to provide every employee with the book *Blind Spot*, which discusses the equity agenda.

Dean Kara Garrett discussed professional technical faculty certification. Many professional technical faculty come to BBCC with experience in their field but not necessarily experience teaching students. Professional technical faculty members develop a plan of professional development focused on learning to help students and

including a self-assessment. Dean Garrett shared a sample plan. The dean and instructor may negotiate the plan. Professional technical faculty boot camp is offered one week every fall for new faculty. The Perkins grant funds some of the professional development activities.

Dean Kirkwood stated BBCC is rejoining the ATD initiative and continuing successful initiatives on campus. Diversity and inclusion efforts have also been initiated.

Motion 15-28 Trustee Stephen McFadden moved to accept the Excellence in Teaching and Learning Monitoring Report. Trustee Mike Villarreal seconded, and the motion carried.

6. Emeritus Status

Faculty Emeritus Status nominations were brought forward by the Faculty Association for instructors Pat Patterson, Marsha Nelson, and Gail Erickson. Faculty Association President Rie Palkovic stated all three nominees have given great service and are worthy of this honor.

Motion 15-29 Trustee Anna Franz moved to award Instructor Pat Patterson Emeritus status. Trustee Stephen McFadden seconded, and the motion carried.

Motion 15-30 Trustee Stephen McFadden moved to award Counselor Marsha Nelson Emeritus status. Trustee Juanita Richards seconded, and the motion carried.

Motion 15-31 Trustee Juanita Richards moved to award Instructor Gail Erickson Emeritus status. Trustee Stephen McFadden seconded, and the motion carried.

Administrator Emeritus status nominations were presented for VP Gail Hamburg, Director Kathy Arita, and Administrator Mary Shannon. VP Kim Garza stated each very deserving nominee was nominated by her peers.

Motion 15-32 Trustee Mike Villarreal moved to award Director Kathy Arita Emeritus status. Trustee Juanita Richards seconded, and the motion carried.

Motion 15-33 Trustee Anna Franz moved to award VP Gail Hamburg Emeritus status. Trustee Stephen McFadden seconded, and the motion carried.

Motion 15-34 Trustee Juanita Richards moved to award Administrator Mary Shannon Emeritus status. Trustee Mike Villarreal seconded, and the motion carried.

President Leas observed that decades of institutional memory are leaving the institution, and it will leave a void. These retirees will be missed.

Chair Jon Lane announced a short break and an Executive Session 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. He advised that the Executive Session will last 20 minutes. The meeting reconvened at 4:20 p.m. with no action taken.

7. Tenure Review Process

The trustees stated they received everything needed in the faculty portfolios. Trustee Juanita Richards suggested new board members meet with VP Kim Garza to learn about the tenure review process.

Trustee Anna Franz stated she would like to understand the tenure-review process used by other community colleges. Each collective bargaining agreement outlines the tenure process. BBCC uses a three-year process with multiple elements of evaluations including self-evaluation, student evaluations, and supervisor evaluations. Some college boards interview tenure reviewees. The timing and structure is outlined in the RCW.

8. Board Policies for Action

Motion 15-35 Trustee Juanita Richards moved to approve revisions to BP 1005 Emeritus Positions. Trustee Mike Villarreal seconded, and the motion carried.

Motion 15-36 Trustee Mike Villarreal moved to approve revisions to BP 6110 College Tuition and Fees Refund Policy. Trustee Stephen McFadden seconded, and the motion carried.

Motion 15-37 Trustee Anna Franz moved to approve new BP 8030 Surplus Property. Trustee Juanita Richards seconded, and the motion carried.

9. Board Chair Election

The board chair matrix was reviewed.

10. Assessment of Board Activity

Trustee Anna Franz reported that she attended the ACT Conference and Cellarbration!

Trustee Stephen McFadden reported that he attended the ACT Conference and Cellarbration! He congratulated Trustee Lane for being elected ACT President-Elect. Trustee McFadden said he has met with employers with high numbers of employees and elected leadership in Adams County and three times in the past week concerns were raised about BBCC programs for Othello residents. McCain Foods and Simplot would like to have BBCC programs offered in Othello. Mayor Logan would like to see professional technical programs offered to Othello High School students in alternative manner like CBTech.

President Leas stated BBCC can provide on-site training for employers. He suggested the deans and Beth Laszlo could meet with employers and officials. President Leas stated CBTech is intended to serve the surrounding areas, including Othello.

Trustee McFadden stated an industry council is being creating with the Port of Othello and the City of Othello. Dean Rasmussen stated he could meet with employers in Othello. He also said McCain Foods and Simplot have declined JSP grants in the past. SVC has participated in JSP training.

President Leas said officials from the Port of Quincy are interested in workforce development efforts in partnership with employers. Trustee McFadden stated this might be a good opportunity for a mobile learning center. BBCC has a partnership with WVC for a trailer.

Trustee Jon Lane said he attended Cellarbration! and the ACT Conference. He was elected the ACT President-Elect and he really enjoyed the session about generational differences. He is looking forward to his new role, which will be positive for BBCC.

Trustee Juanita Richards attended the ACT Conference and enjoyed the speaker. She enjoyed team building by spending time with her fellow trustees. She missed Cellarbration! due to an annual work event always held the same date.

Trustee Mike Villarreal reported that he attended the ACT Conference. He also participated in Senior Exit Interviews at the Warden High School with President Leas. They promoted BBCC as they visited with students. Trustee Villarreal had a great time hosting JATP students at his residence for two nights.

11. Next Regularly Scheduled Board Meeting

The next regularly scheduled meeting is June 12, 1:30 p.m.

12. Miscellaneous

The ACCT Governance Leadership Institute will be held in WA, DC in August. The ACCT Leadership Congress will be held in San Diego, CA in October.

President Leas is in contact with ACCT representative Colleen Allen searching on the national level for a policy governance trainer.

President Leas shared the 2014 annual report. PIO Doug Sly, Dean Kirkwood and their team produced a great report.

The meeting adjourned at 4:54 p.m.

Jon Lane, Chair

ATTEST:

Terrence Leas, Secretary