

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a regular board meeting Thursday, May 22, 2014, in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

MEChA President Gabriela Oliva led the Pledge of Allegiance.

1. Call to Order

Present: Mike Blakely
Anna Franz
Stephen McFadden
Mike Villarreal

2. Introductions

MEChA Advisor Rita Ramirez introduced the club officers and members presenting information: Member, Javier Santana; Public Relations Officer, Jazmin Ballardo; Treasurer, Griselda Valencia; and President, Gabriela Oliva. The club promoted cultural awareness with a los Muertos (Day of the Dead) display. They also facilitated one of 250,000 National Cesar Chavez blood drives and a bone marrow registry, which focused on Hispanic donors. Math Instructor Tyler Wallace presented "Experience Peru" at an ice cream social sponsored by the MEChA club. Club members helped with Gear Up, Educate Latino Education Fair, campus tours, and a radio ad on LaNueva. There are 25-30 club members. The club members will join TRiO to tour UW next week. MEChA is sponsoring a movie screening for Cement Suitcase, June 4, and a cast member will attend.

3. Consent Agenda

a) Approval of Regular Board meeting minutes from April 18, 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 14-20

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

President Leas explained this is the second day of a two-day solar car race event sponsored by REC Silicon, the PUD and the Moses Lake School District. There are approximately 500-1,000 fifth-grade students on campus.

4. Remarks

- a. ASB President Mitch Darlington provided the ASB update. Many of the ASB Officers have been busy serving on campus committees, such as S&A Budget Committee, ASB Hiring Committee, Scholarship Review/Financial Aid Committee, faculty probationary committees, etc. The new officers, who were

interviewed and hired for the upcoming 2014-2015 school year are President, Stormie Kidd; returning Vice President, Jacob Barth; returning Secretary, Whitney Southam; Treasurer, Erika Santacruz; Public Relations Officer, Eric Salgado; and Programming Director, Alexis Spence. The new officers helped with Cellarbration, and ASB Vice President Jacob Barth was the auctioneer. The last Lunchfest, Nachofest, fed 146 people. ASB's last events of the year include a pool tournament, a free day of pool, Library campout and Free Family Surf n' Slide night, to be held on Monday, June 9th from 6:30 – 8:00 p.m. The new officers and programmers will be helping with two ASB fundraisers on Graduation Night – Premium Parking spaces for \$5 directly behind the home bleachers and cold bottles of water for \$1. Our current Programmer, Carlos Hernandez, will sing the National Anthem at Graduation.

Update on Clubs: There are currently 13 clubs and 2 student programs and two additional clubs in the process of being recognized as official ASB clubs.

Rho Zeta members attended the Phi Theta Kappa International Convention in Orlando, FL, April 23-27. Jessie Sumerau was honored as an All-Academic Community College Coca-Cola bronze level scholarship recipient, and President Sarah Schutt was recognized as one of the top Phi Theta Kappa officers internationally. Members held a successful car wash on campus May 5, and they also assisted the BBCC Foundation with Cellarbration. The chapter is currently holding a raffle. They will host the Book Buy Back Bake sale June 11-12, with the first-day sale proceeds going to the BBCC Relay for Life team. Members will serve 2014 graduates as gray gown escorts at graduation June 13, 2014.

The Students Supporting Students Club will present a mini seminar about safety on campus, including a self-defense demonstration on June 5 outside the ATEC building.

The Veterans Club received \$2,500 in ASB funding. They have started a "Coffee Mess" at the Campus Safety office in 1400. The club is teaming with other clubs to provide functions on campus. They will be part of the June 5 Safety Awareness training, which will include personal safety and self-defense tactics.

Nursing Club students had a very successful NCLEX review. This review prepares them for the national test required for licensing.

- b. Classified Staff Representative Starr Bernhardt provided the STAR committee update. Upcoming trainings include *Position Allocation & Performance Evaluations*. The next workshop is scheduled for May 30. Director of Safety and Security Kyle Foreman will present about On-the-Job Safety.
- c. Faculty Association President Rie Palkovic provided updates from the faculty members, and she congratulated Mike Blakely and Custodio Valencia for receiving the TACTC awards. She commented that she knew Custodio was

going to do well when he was one of her students years ago.

Physics Instructor Dr. Jim Hamm, and Chemistry Instructors Lindsay Groce and John Peterson visited The Institute for Systems Biology for a Curriculum Enhancement Workshop May.

Part-time Computer Science Instructor Dr. Edward Lulofs reported, after preparing all quarter, his classes' Linux servers will be online this week in the CS206 Linux server Admin class. He and Computer Science Instructional Designer Mary Shannon attended a conference last week to help make WA college IT programs more uniform and transferrable.

Physics Instructor Dr. Jim Hamm reported the astronomy 101 class had a stargazing session on the lawn of the 1200 building Wednesday, May 14. They invited the JATP students. The group enjoyed viewing Jupiter, Mars, Saturn, and the Moon. Several of the JATP students took pictures of the Moon on their cell phone cameras, shot through the telescope eyepiece.

Welding Instructor Shawn McDaniel reported the welding department just completed three rounds of training for Genie Industries/ Terex. The small groups of Genie employees went through intense training to prepare for welding jobs at Genie. Genie donated three welding machines to the welding program to assist with their classes and left the machines for the college to use. They also donated huge quantities of consumables and metal to the program. The students in this program are already out there welding in production successfully.

Basic Skills Instructor Valerie Wade reported 12 students will complete the high school diploma class. English Instructor John Carpenter reported that one of his students in the Shakespeare class converted an old song to new music.

Lastly, Faculty Association Palkovic reported the Faculty Association voted unanimously to award emeritus status to Max Heinzmann, Mike O'Konek, and John Swedburg.

- d. Director of the Business Office Charlene Rios provided VP Gail Hamburg's report. BBCC's PTEC capital proposal was scored number one for funding by the SBCTC. The top ten community college capital projects have been awarded. The 76,000 square foot PTEC building will house the agriculture science and technology, automotive, industrial/electrical technology, aviation mechanic technology, mechanics and welding programs. Professional Technical faculty will visit new buildings in the state system to gather ideas of details that should be included in the PTEC building. Funding will be distributed over two biennia. In 2015-17, the pre-design will begin with construction planned for the 2017-19 for \$33 million.

The new Director for BBT has been hired. Rick Sparks Director of BBT is currently employed as Director of Technology Services at Clackamas Community College. Prior to that he was employed at Community Colleges of Denver for 17 years, first as an IT technician, then as an adjunct faculty, and moving up to the Executive Director of IT Services. Director Sparks will be on campus mid-June.

Trustee Stephen McFadden complimented VP Hamburg and her team for producing a great document and presentation for BBCC's PTEC building.

- e. VP Mohrbacher reported a new program opportunity between BBCC and Pierce College, which is the Center of Excellence for Homeland Security. Dean Rasmussen stated BBCC and Pierce College will partner to provide a Homeland Security Management Associate degree. Graduates of this program will be qualified for security management positions at airports, public facilities, and FEMA projects.

VP Mohrbacher also reported that he and a group of BBCC employees toured the Royal City, Othello and Ritzville Community Knowledge Centers (CKCs) Tuesday. BBCC also facilitates Community Knowledge Centers in Wilson Creek, Warden and Mattawa. The CKCs provide basic computer literacy classes along with a computer work space to community members.

- f. President Terry Leas provided VP Kim Garza's update from Human Resources.
- g. Executive Director LeAnne Parton provided an update for the Foundation. Cellarbration grossed \$103,000; breaking the \$100,000 mark for the first time. ASB officer Jacob Barth was the auctioneer. Nice quality items in the live and silent auctions. Trustee Villarreal complimented auctioneer Jacob Barth.

Director Parton is also working on awarding Foundation scholarships and completing the Opportunity Center remodeling.

5. Exceptional Faculty Awards

AMT Instructors Dan Moore and Erik Borg provided their verbal Exceptional Faculty Award reports. Dan Moore reported he and Erik Borg attended the Aviation Technician Education Council Conference in San Antonio, Texas. The networking was great and instructors shared tips and strategies to garner donations.

Instructor Erik Borg reported he learned about using technology in the classroom. One highlight was the Instructor's use of google goggles to create an instructional video in about two minutes. Instructor Borg also invited the Trustees to visit the improved composite lab.

6. Phi Theta Kappa Presentation

Officers attended the Phi Theta Kappa Conference Nerd Nation April 24-26 in Orlando, Florida. Rho Zeta President Sarah Schutt was elected the VP of district 3. She was

one of 30 distinguished chapter officers out of 450 chapters. Heather Thomas achieved 5-star status and honors in action, and Rho Zeta also received Outstanding Chapter recognition. Rho Zeta Officers Carson Heschle and Jessie Sumerau represented BBCC as All-WA Academic team members in Olympia. Jessie Sumerau was also chosen as an All-USA Academic Coca Cola scholar. Rho Zeta has about 200 members on campus.

7. Emeritus Status

VP Mohrbacher announced three faculty members were nominated for Emeritus status by the Faculty Association; Counselor Max Heinzmann, former Automotive Instructor Mike O’Konek, and Chief Pilot John Swedburg. These three nominees have made very serious contributions to BBCC and have worked here many years. Their nominations were unanimously approved by faculty members.

Motion 14-21 Trustee Mike Blakely moved to award Max Heinzmann, Mike O’Konek, and John Swedburg Faculty Emeritus. Trustee Anna Franz seconded, and the motion passed.

8. Academic Master Plan (AMP) 2014-2019

VP Bob Mohrbacher reminded the board that they previously approved outcomes and objectives of the 2014-19 Academic Master Plan. The AMP draft includes the narrative describing the plan and how it works. The BBCC Mission is the heart of the plan and the Core Themes and Ends Statements are key components. This document guides the data gathering and reporting for the college. The approved outcomes and objectives are already in use as evidenced by the upcoming Excellence in Teaching and Learning report during this meeting. The AMP is the architecture of the data gathering and reporting effort. Additional items referenced in the AMP include the Facilities Master Plan, Marketing Plan, and Perkins Plan. This document is essential to meet new accreditation standards.

Trustee Mike Villarreal stated he liked the crosswalk. Adding the Facilities Master Plan, Marketing Plan, and Perkins Plan illustrates the gears moving together at BBCC. VP Mohrbacher clarified the Student Achievement Initiative information is not merged into this document because is an outcome not a plan.

President Leas commended the team that worked on this effort.

Trustee Stephen McFadden asked if the 2014-19 AMP is amendable, given the 5-year span of time. VP Mohrbacher confirmed that the board may amend the plan whenever necessary.

Motion 14-22 Trustee Mike Villarreal moved to approve the 2014-19 AMP. Trustee Stephen McFadden seconded, and the motion passed.

Trustee Mike Blakely announced a 10-minute break at 2:36 p.m. The meeting reconvened 2:46 p.m.

9. AMP Report #2 Excellence in Teaching and Learning

Dean Valerie Kirkwood introduced the report. There is a lot going on in classrooms and service areas. High academic standards is a big goal for BBCC.

Aviation Instructor Joe MacDougall shared how he is using technology to teach aviation. He uses an iPad with the *CloudAhoy* and *ForeFlight* apps. They track flights and weather and provide data for debriefing and review later. He also uses ForeFlight. Instructor MacDougall stated he is a safer, more effective instructor with the use of technology. The apps allow weather overlays on to charts. The apps are about \$30 per year with an educational discount. The FAA provides all information digitally, and this works well with the iPad. Instructor MacDougall said he would like for all AFT students to have iPads for all of their books. An iPad with the right data package for use during flights is about \$900.

Webmaster Jeremy Seda shared information about the website redesign. Wordpress was chosen as the content management system. Wordpress is an open source content management, free software resource. Jeremy shared the new website, which is not public yet. Web forms are built into the site, and Google analytics gather data regarding page hits to help determine future plans. The site is also accessible for users who have visual, audio or cognitive limitations.

Director of Basic Skills Sandy Cheek represented VP Kim Garza to share the efforts of the Leadership Development Team. She stated this is a great professional development group. Their mission statement is to inspire and promote BBCC employees to be leaders wherever they are and in whatever they do. They developed leadership competencies: Administrative, Communication, Interpersonal, Continuous Improvement, Motivation, Organization Knowledge, Organization Strategy, Self-Management, Decision Making, Ownership/Accountability and Development.

The team has developed on-campus training opportunities with internal and external experts in varying fields. Approximately 20-30 people participate in each lunch n learn. Activities are surveyed, and the feedback is used to improve future activities. Director Cheek stated this is a good team to become a part of to pursue quality improvement and professional development.

Trustee Mike Villarreal expressed interest in attending some of the training sessions. Melinda will share the training calendar with the trustees.

Dean Valerie Kirkwood shared student success data. Fall-to-fall retention is rising and is currently at 77% (with 15 credits). BBCC continues to be very near the top earning of student achievement points compared to WA community colleges. The rate of full-time BBCC Students completing within three years of their start is well above the national average. Regarding the role BBCC plays with transfer students, the GPAs of seniors who started in community colleges are the same as those who started in 4-year baccalaureate schools. Community college students make up 40% of the 4-year graduates.

This huge amount of data provides what we need to make evidence-based decisions, and it takes a lot of work behind the scenes to gather and compare the data.

Motion 14-23

Trustee Anna Franz moved to accept the 2014 Excellence in Teaching and Learning AMP Report. Trustee Stephen McFadden seconded, and the motion passed.

10. Student Code of Conduct

VP Mohrbacher shared the updated draft student code of conduct. Vice presidents of student services and Assistant Attorney Generals developed a draft code-of-conduct template, and VP Mohrbacher customized it for BCC. AAG Bradbury reviewed the draft and is comfortable with it. This document governs the due process rights of students, and this new code is aligned with processes at other state agencies. VP Mohrbacher also received feedback from student and employee groups. The appeal process has changed slightly and includes VAWA requirements regarding sexual misconduct. Trustee Mike Villarreal asked about the education process for employees to understand the new language. VP Mohrbacher confirmed employees will refer to the handbook and understand the importance of following the procedures. There will be training on campus. AAG Bradbury also added there will be Title IX training on campus.

Motion 14-24

Trustee Anna Franz moved to approve the Student Code of Conduct as presented. Trustee Mike Villarreal seconded, and the motion passed.

11. President's Evaluation

President Leas suggested reviewing and revising PG 1000.4 to state the president's evaluation will occur annually rather than in June. This change will allow the trustees to consider the budget as part of the president's evaluation. President Leas also suggested aligning the president's evaluation with employee evaluations and administering surveys electronically rather than using a focus group. The final monitoring report data is available in August and could be considered if the evaluation was conducted later in the year. Trustee Stephen McFadden asked about the contract extension issue. President Leas stated he is comfortable with the extension occurring later in the year. Trustee McFadden stated he prefers conducting the president's evaluation during September as part of the board's annual retreat. He would also like to include Trustee Jon Lane, who is not present today, in the conversation. Further discussion is needed on the community input piece. Trustee Anna Franz concurred with conducting the president's evaluation during the fall retreat.

President Leas stated this is opening the discussion, and no decision is needed today. This item will be on the agenda of the June board meeting. The work plan and president's evaluation tool will be included in the agenda of the June 13 board meeting.

Trustee Mike Blakely asked if President Leas is satisfied with the evaluation techniques? President Leas stated he is satisfied with the process used and wants to be sure whatever is used provides accurate information to the trustees without being onerous.

12. Board Chair Elections

Trustee Mike Blakely suggested continuing with the current matrix.

Motion 14-25

Trustee Anna Franz moved to revise the wording of PG 1000.3 to gender neutral as presented. Trustee Stephen McFadden seconded, and the motion passed.

13. Assess Board

President Leas invited AAG Bradbury to share information about the Open Public Meeting Act (OPMA). She said ESBA 5964 requires that board members receive training regarding the OPMA within 90 days after July 1, 2014. Her office has developed a 30-45 minute training session. There are no changes to the OPMA. This training will be shared during a study session just before the August 7, 2014, board meeting.

Trustee Anna Franz reported that she attended the Spring TACTC Conference, and it was a good opportunity to recognize part of the BBCC family.

Trustee Mike Villarreal reported he attended the JATP dinner and reception and the TACTC awards dinner. He also attended Cellarbration!, and it was lots of fun for the right cause.

Trustee Stephen McFadden congratulated Director Parton for the success of Cellarbration! He reported that effective June 2, he will be the Adams County Economic Development Coordinator based in Othello. He stated there are great connections between economic development and BBCC.

Trustee Mike Blakely reported that he wrote TACTC nomination recommendations for Custodio Valencia and Samaritan Healthcare. He also contacted businesses for Cellarbration! donations. Trustee Blakely attended the TACTC Conference in Yakima, and talked to potential students promoting BBCC.

14. Next Meeting

The next board meeting is set for June 13, at 1:30 p.m.

15. Miscellaneous

President Leas reminded the trustees about the June 12 Kiwanis/Rotary golf tournament fundraiser for AEDS for BBCC buildings and one mobile AED.

President Leas shared Transforming Lives Award Nominee Ginna Fontaine's letter and suggestion about a staff appreciation day. He explained that the Campus Excellence Awards luncheon, which started last year, is BBCC's staff appreciation day. President Leas will respond to Ms. Fontaine's letter and invite her to attend the luncheon. Trustee Mike Blakely thanked his fellow trustees for support of his TACTC Award nomination.

President Leas asked the board to consider holding their retreat September 11. A regular meeting is already scheduled on this date. Moving the retreat from the tentative date of August 21 to September 11 will allow Institutional Research time to gather time-sensitive data and develop the Outcomes AMP report. President Leas also suggested holding the retreat at the Columbia Basin Skills Center.

Motion 14-26

Trustee Mike Blakely moved to cancel the August 21 meeting. Trustee Stephen McFadden seconded, and the motion passed.

The meeting adjourned at 4:25 p.m.

Mike Blakely Chair

ATTEST:

Dr. Terrence Leas, Secretary