

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular board meeting Friday, June 13, 2014, at 1:30 p.m. in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

Director of Safety & Security Kyle Foreman led the Pledge of Allegiance.

1. Call to Order

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

2. Introductions

There were no introductions.

3. Consent Agenda

a) Approval of Regular Board meeting minutes from May 22, 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 14-27 Trustee Anna Franz moved to approve the consent agenda. Trustee Stephen McFadden seconded, and the motion passed.

4. Remarks

- a. ASB President Mitchell Darlington provided the ASB update. ASB finished Spring Quarter with a pool tournament, free pool day in the game room and a Library Campout. The largest turnout ever attended the Family Surf 'n Slide Monday night with 230 attending the event. ASB hosted the first Recognition Night, honoring outstanding students and teachers as well as Club and ASB Officers.

ASB officers will raise funds by selling bottles of cold water to graduation attendees. Several clubs have been busy with fundraising. The new Aviation club has done yard work to raise money for their club. The SSS club partnered with the TRiO program and raised money with a Silent Auction. Phi Theta Kappa held a successful raffle as well as their quarterly Book Buy-Back Bake Sale. The Engineering Club and the Nursing Club co-sponsored a silent auction that did quite well. The LDSSA Club participated in a clean-up as well as picking up rocks in the college-owned field by the electronic reader board last month. The MEChA Club held a movie night, showing the movie "The Cement Suitcase," and had a member of the production team here for the event. The GSA Club also had a movie night with pizza on campus, showing the movie "The Outlist."

The following clubs combined to hold a very successful campus Health and Safety event last week: Engineering, SSS Club, Phi Theta Kappa, GSA, MEChA,

Veterans Club and the Medical Assistant Program. The L.I.G.H.T. Club (Living in God's Holy Truth) hosted a BBQ on campus this week.

- b. Classified Staff Representative Starr Bernhardt provided the STAR committee update. Fourteen Classified Staff members were nominated for the 2013 Outstanding Classified Employee at the Campus Excellence Awards Luncheon and Lyubov Konovalchuk from the BBCC Childcare Center received the honor. Staff Training for Technical and Community Colleges (STAACC), a consortium of community college classified staff, is accepting nominations for outstanding classified staff employees. Anyone can submit a nomination to Ms. Bernhardt by June 20.
- c. Faculty Association President Rie Palkovic provided updates from the faculty members. Dr. Ryann Leonard, Psychology/Criminal Justice Instructor, reported three of her students worked with the Moses Lake Prevention Coalition, to see if vendors will sell alcohol to minors. All five locations tested, refused to sell alcohol to minors. German Instructor Jennifer McCarthy led her students in a flash mob. Spanish Instructor Angie Leavitt also led her class in a flash mob. Four faculty members were nominated as Outstanding Faculty members at the Campus Excellence Awards Luncheon, and Biology Instructor Barbara Jacobs received the Outstanding Faculty Award.
- d. VP Gail Hamburg reported summer projects for M&O and BBT. Additional security cameras will be installed in nine locations. New security cameras and a light will be installed near the GTA bus stop. A car was recently reported stolen from the parking lot near the dorms, and the camera footage revealed the car had not been parked at that location. The business and liberal arts building (1600), math building (1200), and the Opportunity Center will also receive upgrades during the summer.
- e. VP Mohrbacher reported that BBCC received the Working Family Success Network (WFSN) grant promoting financial literacy and career planning. It will fund a full-time career counselor and the \$ALT Program, which is an online debt education and counseling program. The program will help students understand their student loans, and personal budgets, through online modules. This program should also reduce BBCC's cohort default rate for financial aid, which is a national issue. Lastly, VP Mohrbacher announced that Director of ABE/JATP Sandy Cheek will retire in August.
- f. VP Kim Garza provided an update from Human Resources. The Campus Excellence Awards Luncheon was held Friday, June 6. It was a great employee recognition event highlighting years of service and outstanding employees. Andrea Elliott was named the outstanding Admin/Exempt employee. HR is busy filling positions; counselor interviews have been completed, and the last two flight instruction interviews will be held Monday.

VP Garza announced Brian Willett will be here from the WA State Auditor's Office Monday, June 23, to present a Strategic Planning Workshop.

BCC employees and community members will attend the workshop. VP Garza encouraged the trustees to attend and invite other community members to attend. July 10 Maria Agnew from Influencing Options will present a Confronting Without Conflict training; trustees are welcome to attend.

- g. Executive Director LeAnne Parton provided an update for the Foundation. Cellarbration! raised a gross of \$104,231. After all of the invoices have been received, she will provide the net revenue total. Foundation board members and Executive Director Parton awarded 116 scholarships. The Classic Car Club donated \$1,500 for tool kits for automotive students. Manager Chuck Wade from the Bud Clary dealership also donated \$2,000 for this effort. Lastly, Executive Director Parton reported the Brent Blake Scholarship Quilt winning raffle ticket will be drawn at 3:00 p.m.

5. Draft 2014-15 Operating Budget

VP Gail Hamburg presented the 2014-15 State Operating Budget for the trustees' approval. She stated this budget is very similar to the 2013-14 State Operating Budget. VP Hamburg reviewed the budget process. BCC receives the initial allocation from the SBCTC, which is calculated from the base budget with changes for pass-through adjustments (retirement pension and health insurance rate changes). New and variable rate allocations are added or subtracted and then SBCTC earmarks and legislative provisos are added. The tuition and local revenues are added to the budget based on revenue forecasts.

New items for this budget include removal of the aerospace training variable allocation and one-time allocations for various workforce development projects. The student achievement funding will be reallocated later in the year. New funding is provided for classified employees who have been at their top compensation step for at least six years. Funding for TIAA/CREF retirement will be increased. A reduction absorbing resources as a result of LEAN activities will be allocated this year. Tuition levels are frozen at the current level.

VP Hamburg explained that the 2015 unrestricted base budget is \$8,132,064. After pass-through adjustments, new and variable allocations, SBCTC earmarks and legislative provisos, tuition, carryover, Running Start and ABE/ESL grants, the total 2015 operating budget is \$15,325,305, which includes the board-mandated 2.5% reserves in the amount of \$373,788.

The allocated state-support FTE total has risen by 5, or 0.3% from 1,680 last year, to 1,685 this year.

The source of operations funds changed slightly from last year. State funding is down 2% to 57% (\$8,749,642), tuition is up 1% to 29% (\$4,400,000), and local funding is up 1% to 14% (\$2,157,353).

VP Hamburg described the expenditures by program. Instruction uses 44% or \$6,741,242, compared to 46% last year, and the system average is 49%. Academic administration uses 5% or \$827,048, the same percentage as last year, and the

system average is 6%. The library uses 4% or \$544,668, compared to 3% last year, and the system average is 3%. Student services uses 13% or \$1,931,232 compared to 12% last year, and the system average is 13%. Administration uses 17% or \$2,670,045 which is the same percentage as last year, and the system average is 16%. Lastly, maintenance and operations use 17% or \$2,611,070, this is the same percentage as last year, and the system average is 13%.

VP Hamburg explained the principle changes in each category. She highlighted AVID, a new computer instructor, and the new Homeland Security Management program in Instruction. Half of the 2.5% board reserves are held in this program.

Academic Administration partially funds the BBT Director position, which was recently filled after an extended vacancy.

The Library has added to its online collections and new staff have been hired; Librarian Libby Sullivan, ABE/GED and Development Education Instructor Valerie Wade, and eLearning Coordinator/Librarian Zach Wellhouse.

The Student Services area added funding in the disability account to provide for anticipated expenses related to student needs.

Institutional Support partially funds the BBT Director position. Half of the board 2.5% board reserves in the amount of \$186,894 are held in this program.

Maintenance and Operations funds increased security efforts to include another part-time security officer in order to provide 24/7 coverage. Roof repairs, HVAC, compressor, and steam coil installations are also scheduled for the upcoming year.

Institutional funds total \$30,137,425 for 2014-15. Of this total 51% is operating budget and 49% is comprised of grants and contracts, and proprietary funds. The percent has changed from last year when it was 47% operating budget and 53% grants and contracts, and proprietary funds. The change is primarily due to a change in state financial need coding. These funds were counted as revenue. Now OFM is classifying it as recovery of expenses.

It was noted that this is the third consecutive year of no tuition increase. This is the longest period of time with no tuition increase, historically tuition rises annually.

Trustee Mike Blakely complimented VP Hamburg for the thorough budget presentation.

Motion 14-28 Trustee Anna Franz moved to approve the 2014-15 Operating Budget. Trustee Mike Villarreal seconded, and the motion passed.

6. President's Evaluation Process

During the May 22, 2014, board meeting the trustees agreed to change policy governance wording from requiring the presidential evaluation in June to requiring it

annually (later in the fall). President Leas also asked the trustees to consider revisions to the presidential evaluation process to align it more closely with BBCC employee evaluations. He asked specifically if the focus group portion of the evaluation could be accomplished using an electronic 360° survey on a biennial basis, which is part of the evaluation process for senior level administrators (deans and vice presidents). The trustees discussed the value of gathering feedback from community members.

VP Kim Garza stated the climate or culture of the organization benefits from having the president's evaluation process in alignment with the other employees' evaluation process. The value of the community feedback in the process will depend on the questions asked. It is important to ask questions specifically about the president and to include community members who interact with the president. Using a transparent process and including community members maintains connections between the college and community. VP Garza also stated BBCC is the education hub of the service district, and this is an opportunity to set an example of leadership development.

The president's log, which is provided in each board agenda, is a good resource for president's evaluation survey recipients. The trustees talked about gathering information throughout the year as they interact with community members.

President Leas asked Faculty Association President Rie Palkovic and Classified Staff Representative Starr Bernhardt for their input as internal stakeholders. Ms. Palkovic commented that the questions provided to external stakeholders need to be tailored for community members. She also stated that faculty members will respond to electronic surveys. Ms. Bernhardt said including the viewpoint of classified staff is important.

Trustee McFadden stated he supports the president's evaluation mirroring the administrative/exempt evaluation process and using the current policy. VP Kim Garza will share the questions being used for the administrative/exempt employees' 360° evaluations for the trustees' consideration and revision. Dean Kirkwood and Data Analyst Starr Bernhardt are also good resources for survey question revisions.

Trustee McFadden recommended waiting to begin the 360° survey in February 2015, which will align the president's survey with other administrators' 360° surveys.

Motion 14-29

Trustee Anna Franz moved to use the proposed forms to evaluate the president during the September 11 retreat. Trustee Stephen McFadden seconded, and the motion passed.

7. Board Policy 6101 Admissions

VP Mohrbacher explained that the criteria for Running Start admissions changed. This prompted Instructional Council to discuss and approve the changes for BBCC. The published guidelines are not in board policy. Running Start criteria will be added to AP6106. One change to Running Start criteria requires students to show

eligibility for one college-level English or math class. The revised wording will be submitted for action during the next meeting.

8. Assess Board Activities

Trustee Anna Franz attended the Campus Excellence Celebration Luncheon and the GED graduation.

Trustee Stephen McFadden attended the Campus Excellence Celebration Luncheon and the GED graduation. He commented on the camaraderie between employees during the luncheon. Trustee McFadden stated the GED ceremony represents a great life victory for students moving forward and continuing to pursue education. He appreciated hearing the key comments in Spanish.

Trustee Jon Lane reported that he was elected to Treasurer of TACTC. He also attended the automotive BBQ.

Trustee Mike Blakely attended all of the BBCC graduation functions. Trustee Blakely met the Microsoft Data Center Facilities Manager Jack Eaton. Mr. Eaton invited the trustees to meet with the data center managers in Quincy. Trustee Blakely also stated that he would like to bring the new editor of the Quincy Valley Post Register to campus to meet President Leas.

9. Next Board Meeting

The next board meeting is scheduled for August 7.

10. Miscellaneous

President Leas announced that VP Mohrbacher advanced to candidacy for his doctoral degree.

STEM Director André Guzman arranged a tour of the Microsoft Data Center for Monday June 30, beginning at 12:30 p.m. and invited the trustees to attend. Trustees Jon Lane, Mike Blakely, and Stephen McFadden accepted the tour invitation.

The annual board retreat will be held Thursday, September 11, at CBTech Skills Center.

President Leas opened a preliminary discussion of a new Board Policy (BP). BBCC has a practice of allowing faculty and administrative/exempt employees to present a diploma to a loved one at commencement. President Leas is revising the Administrative Process (AP), and there is currently no BP regarding this topic. Trustees have the legal authority to present diplomas, which they delegate to President. President Leas asked the trustees if they have any recommendations regarding the diploma presentations. The trustees discussed the tradition of the BBCC family and the possible disruption of several employees presenting to loved ones. Trustee Franz stated community is an important part of the culture of BBCC, and the definition of family member has expanded to honor strong bonds.

President Leas will compose flexible policy language for the trustees' consideration.

President Leas presented a plaque to honor outgoing Board Chair Mike Blakely. The plaque was inscribed with the following wording:

*Years of Service
2004-2014*

*Board Chair
2008-09, 2012-14*

*Drop a pebble in the water: just a splash, and it is gone;
But there's half-a-hundred ripples circling on and on and on,
Spreading, spreading from the center, flowing on out to the sea.
And there is no way of telling where the end is going to be...*

*Drop a word of cheer and kindness: in a minute you forget;
But there's gladness still a-swelling, and there's joy a-circling yet,
And you've rolled a wave of comfort whose sweet music can be heard
Over miles and miles of water just by dropping one kind word.
James W. Foley*

Current Vice-Chair Jon Lane will become the Chair July 1, and Trustee Stephen McFadden will become the Vice-Chair.

Trustee Blakely stated his term will expire after the next meeting. He will continue to attend meetings until a new trustee is appointed. He complimented the trustees for their teamwork and unanimous votes. Trustee Blakely stated that board members' affection for the BBCC students and employees brings the board together in a common cause.

Trustee Mike Villarreal complimented the annual report.

The meeting adjourned at 3:33 p.m.

Mike Blakely, Chair

ATTEST:

Dr. Terrence Leas, Secretary