

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Thursday, June 8, 2017, 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
Mike Villarreal

2. Introductions

BBT IT Specialist Ken McKinley led the Pledge of Allegiance. Mr. McKinley served 28 years in the US Coast Guard.

3. Consent Agenda

a) Approval of Regular Board Meeting Minutes April 28, 2017 (A); b) President's Update (I); c) Accreditation Update (I); d) Assessment Update (I); e) Student Success Update (I); f) Finance & Administration Report (I); g) Safety & Security Update (I); h) Human Resources Report (I); i) Classified Staff Report (I); j) Enrollment Report (I).

Motion 17-24 Trustee Jon Lane moved to approve the consent agenda. Trustee Stephen McFadden seconded, and the motion carried.

4. Remarks

Public Comment:

BBCC student Jane Gerrer requested the Board of Trustees urge Central Washington University (CWU) to deliver their business and accounting program classes on the BBCC campus as they have in the past. She cited the need for many non-traditional students to stay in the community. Ms. Gerrer will graduate from BBCC June 16. She would like to attend CWU classes, and her daughter also plans to attend CWU.

BBCC student Veronika Agoshkova also requested the Board of Trustees urge CWU to deliver its business and accounting program classes on the BBCC campus as in the past. Ms. Agoshkova moved to Grant County from Ukraine in 2013. She graduated from BBCC and said she would like to continue to earn her bachelor's degree from CWU; however, she needs to stay in her community to fulfill work and family responsibilities.

BBCC student Demorian Long also requested the Board of Trustees urge CWU to deliver its business and accounting program classes on the BBCC campus as in the past. Mr. Long moved here from California after serving active duty in the military. He stated he is rooted in Moses Lake and commuting to Ellensburg for school is not possible for him.

BBCC graduate and CWU student Melinda Dourte commented that she attends CWU classes on the BBCC campus. She said she would be unable to continue her education without the on-campus delivery option. Providing this critical educational resource is important to the economic vitality of our communities. When students can earn their education without relocating, they are more likely to remain in their communities, and the communities will reap the benefits.

Dr. Leas explained that CWU withdrew its on-campus delivery of accounting and business classes due to low enrollment. CWU continues to provide a few classes on the BBCC campus through distance education. VP Bryce Humpherys explained that he has had conversations with the new CWU Provost and Deans regarding increasing collaboration between BBCC and CWU.

Trustee Stephen McFadden suggested Ms. Gerrer, Ms. Agoshkova, and Mr. Long work with VP Humpherys to craft a letter to inform CWU of the student need in this area. Trustee Mike Villarreal stated he appreciated the community members' remarks. Trustee Jon Lane stated community colleges often offer programs for place-bound students.

- a. ASB Matt Alvarado shared news from ASB and BBCC clubs. He announced that Ricardo Ruiz was selected for 2017-18 Vice President of ASB. Since the last Board of Trustees meeting, ASB has held five events and cancelled one event. Fiestafest lunchfest had 223 in attendance including JATP students. The 3-on-3 Basketball tournament was canceled. The staff vs. students softball game was a blast with 75 attendants/participants and resulted in the staff winning 14-9. BBCC Recognition Night brought out students who were nominated for recognition along with their families, faculty and staff, and the new club officers for the upcoming school year. There were 210 people in attendance. The first Outdoor Movie Night brought in 69 attendees. Due to weather, the movie was moved inside, but people still enjoyed the movie. The Family Surf 'n Slide Night was held Monday, and there were 383 attendees.

Upcoming student events include Free Pool and the Library Campout, both on Wednesday, June 14. Free Pool will be offered all day during work hours in the pool room, and the Library Campout will start at 8 p.m.

The 2017-2018 Executive Officer team is complete. The President is Marisol Lozano, Vice President is Ricardo Ruiz, Programming Director is Reid Jackson, Secretary is Cydney Schaapman, Public Relations is Sonia Osorio, and Treasurer is Francisco Marmolejo.

The clubs have been busy since our last meeting. The Welding Club has 21 students taking an OSHA training for three weekends in June. The Nursing Club has their Nurses' Pinning Ceremony on June 17. They also raised a lot of money with a "Flower Power" fundraiser in order to take the NCLX review for their state board exams. The Multi-cultural Club coordinated with other clubs and held a fair on campus on May 30-31. The Veterans Club is doing a fundraiser to support companion-dog training. The Aviation Club had a successful car wash at O'Reilly's Auto. They also designed and sold aviation t-shirts for a fundraiser. The Gay Straight Alliance club sold concessions at the ASB Outdoor Movie Night and plan to hold a movie night featuring *Moonlighting* on June 8. The Brazilian Jiu Jitsu club performed community service at North Elementary school, a demonstration for sexual awareness month on campus, and they purchased t-shirts for club members. The Lindy Hoppers attended a huge swing dance conference in Seattle over Memorial Day weekend. The M.E.Ch.A. club put on the big campus annual volleyball tournament June 6. They also hosted a successful Caesar Chavez blood drive in April.

- b. STAR Representative Barbara Collins shared classified staff news. The STAR Committee donated a large ceramic flowerpot for Cellarbration. The annual STTACC Conference will be held at Skagit Valley College in August, and five BBCC employees will participate.
- c. Faculty Association President Kathleen Duvall reported faculty news. Dr. Ryann Leonard is working to coordinate a community mass casualty and triage training event for first responders with the Medical Simulation Program and the Criminal Justice Program. August 1, the Criminal Justice Program students will participate in National Night Out, a crime prevention community event featuring a kid-friendly scene and an adult scene with SIM manikins.

AMT Instructor Erik Borg recently returned from a 56-hour Robinson Helicopter Maintenance School.

Simulation Technology Coordinator Andrea Elliott accepted a nomination to serve a one-year term representing BBCC on the Pacific NW Healthcare Simulation Commission. The Commission ensures safe, effective, quality healthcare for citizens of the Pacific NW through development of rigorous practice, evaluation, and research of simulation training and technology.

Art instructors Rie and Fran Palkovic welcomed artist Glenn Schwaiger to BBCC. They worked together with approximately 100 students and community members to create entryway tiles for the ceramics classroom. Instructor Rie Palkovic hopes to have the tiles installed by the end of the summer. Mr. Schwaiger also gave a public lecture on his residency in China with images and explanations of the history of porcelain and the working processes. Mr. Schwaiger's presentation and work was sponsored by the ASB, the Foundation, and the Art Department.

Foreign Language Instructor Jen McCarthy's class performed a French Flash Mob this morning in the Sodexo cafeteria. The students in the French Language classes have enjoyed Jeopardy-style games and novels to promote learning.

Computer Science Specialist Tom Willingham reported that the Computer Science DTA/MRP has been approved by Instructional Council, and the information was sent to the SBCTC for approval.

Physics Instructor Dr. Jim Hamm took physics and astronomy students to tour the Laser Interferometer Gravitational Wave Observatory (LIGO) at Hanford. The tour guide did not mention their latest discovery, probably because it was not made public until June 1; the third discovery of gravitational waves. This latest discovery was again the merger of two black holes 3 billion light-years away. Now the students can say, "I've been to where they discovered that!"

President Leas announced that Kathleen Duvall has been selected as the new Dean of Arts & Sciences following Kara Garrett's retirement.

- d. VP Linda Schoonmaker reported that the Washington State Auditors have concluded their on-campus tasks. VP Schoonmaker is developing a cost study for a proposed soccer field and meeting with folks next Tuesday for discussion. Regarding the PTEC Building, she is meeting with economic development staff next Thursday in Portland to discuss a potential grant application for up to \$3 million.
- e. VP Bryce Humpherys reported that faculty and staff worked hard on assessment and advising efforts at the recent in-service. VP Humpherys discussed planning and assessment and how they interact, using a graphic to illustrate. To address NWCCU recommendations, he advised BBCC needs to continue through processes to guide work. The mission and core themes guide all work and feed into the strategic plan. Department work plans are driven by the mission and provide goals for each department. Monitoring reports evaluate how we are performing toward mission, and indicate actions to be taken. The NWCCU recommendations in 2012 indicated that the accreditor did not see the internal alignment of mission assessment and strategic planning. The actions we take based on data need to be documented better. We may need to adjust indicators, so they will give us better guidance. It is important that indicators guide work of the entire college. Employees should see their work reflected in the indicators. The strategic planning also needs to be connected to the budget development work. Trustee Anna Franz stated it is good to see process along with the data. Trustee Mike Villarreal stated the visual makes sense of the cyclical and blended processes.
- g. Executive Director of the Foundation LeAnne Parton reported that Cellarbration! for Education raised \$109,000 gross. She thanked all who attended. Community

member Carrie Stanfield won the Harley raffle. All Foundation scholarships have been awarded. Scholarship recipients are required to write thank-you notes. All scholarships that will not be used by the original awardee are re-awarded to another student. Director Parton reported that she learned yesterday that a King Air airplane was being donated for the AMT program.

6. Spending Authority

VP Schoonmaker reported the state budget has not been approved yet. She is unsure of our 2017-2018 budget allocation. She requests approval to continue spending at current year levels from local funds in case the budget is not approved by the legislature by June 30. If the budget is not allocated by June 30, funding will come from the reserves. BBCC has reserves to fund one full quarter of operations.

Motion 17-25

Trustee Juanita Richards moved to approve a spending authority to continue spending at the 2016-17 budget level. Trustee Mike Villarreal seconded, and the motion carried.

7. Student Code of Conduct

Bryce Humpherys read student code of conduct revisions to the group from the board agenda.

Motion 17-26

Trustee Stephen McFadden moved to approve filing the student code of conduct revisions with the Code Reviser's Office as presented. Trustee Jon Lane seconded, and the motion carried.

Board Chair Anna Franz announced a 10-minute recess at 2:23 p.m. With a 5-minute Executive Session to follow regarding RCW 42.30.110 (1): (i) to discuss, with legal counsel representing the agency matters relating to agency enforcement actions or litigation or potential litigation.

The meeting reconvened at 3:38 p.m.

5. Teaching in Excellence and Learning Monitoring Report

Dean Valerie Parton presented the *Excellence in Teaching and Learning Monitoring Report*. Institutional Research tied the data gathered to its impact on improving processes for student learning and success. Dean Parton stated program audits and best practices are included in the report.

Dean Parton introduced Dawnne Ernette, Division Chair of the Academic Support Department. Instructor Ernette reported that Accuplacer has replaced Compass as BBCC's testing tool for determining English placement levels for students. In the past, too many students were placed in English 99 rather than English 101. Accuplacer more accurately places students in the correct English class. Accuplacer also has workshops and vocabulary preparation components. Another improvement made by the Academic Support Department is combining English 98 and 99. The English 99 assessment

conducted last fall indicated improvement areas including needing to incorporate more reading into English 99 & 98. It is important for college students to read and then write in response to what they are reading. Changes will be implemented this fall. Two IBEST classes will begin in the fall with three instructors including English, interpersonal communication and a support instructor as well as additional disciplines. These changes should yield stronger completions.

VP Humpherys stated the data team found that when students place two levels below college level in math and English, their chance of success is cut in half. Accelerating students through developmental classes will help increase success rates. Implementing the Emporium math model increased student success in math and we hope the IBEST classes will have the same impact in English.

Diana Villafana Student Success Center (SSC) coordinator shared that the SSC promotes retention and success for students. The center is a resource open to all students, which includes 15 computers and textbooks that can be checked out by students. Centralized tutoring is located in the SSC as well as Supplemental Instruction sessions. The SSC is also the hub of student leadership opportunities through the Peer Advocate Coach (PAC) program, which includes 15 leaders and peer-to-peer advocacy. PAC targets students taking college survival skills classes. AmeriCorps is also located in the SSC. The AmeriCorps position provides coaching to support local economically disadvantaged students. AmeriCorps worker, Vanessa Pruneda, visited the Soap Lake and Warden School Districts.

Coordinator Villafana represents BBCC at the Multicultural Directors Council. In the fall the SSC plans to hold multicultural workshops. Coordinator Villafana recently worked with students to create a multicultural center-like environment in the SSC to promote diversity. Students helped with planning events, flags of many countries are on display, a multicultural calendar of all events throughout the year is posted, and there is a world map on the wall for students to identify where their families are from. Student clubs use the study rooms for meetings.

Dean Parton stated next steps include continuing to move forward on the advising foundation being built. Another step includes working on reviewing communication and engaging faculty and staff along with reviewing and updating goals and benchmarks. Trustee Anna Franz complimented the group for using data to inform actions.

Motion 17-27

Trustee Juanita Richards moved to approve the *Excellence in Teaching and Learning Monitoring Report*. Trustee Mike Villarreal seconded, and the motion carried.

8. Employee Recognition

Dr. Leas recommended English Faculty David Hammond, Math Faculty Stephen Lane, and Chemistry Faculty John Peterson for Faculty Emeritus Status. He also recommended Director of Title V Grants Terry Kinzel and Dean of Arts & Sciences Kara Garrett for Administrator Emeritus status.

Dr. Leas reported that Rita Jordan was awarded the Presidential Award for Meritorious Service.

- Motion 17-28 Trustee Stephen McFadden moved to award David Hammond Emeritus status. Trustee Jon Lane seconded, and the motion carried.
- Motion 17-29 Trustee Juanita Richards moved to award Stephen Lane Emeritus status. Trustee Jon Lane seconded, and the motion carried.
- Motion 17-30 Trustee Mike Villarreal moved to award John Peterson Emeritus status. Trustee Jon Lane seconded, and the motion carried.
- Motion 17-31 Trustee Stephen McFadden moved to award Terry Kinzel Emeritus status. Trustee Mike Villarreal seconded, and the motion carried.
- Motion 17-32 Trustee Mike Villarreal moved to award Kara Garrett Emeritus status. Trustee Stephen McFadden seconded, and the motion carried.

Dr. Leas announced that the annual celebration luncheon is tomorrow and all are encouraged to attend if possible.

9. Board Chair Matrix

The board chair matrix was adjusted to accommodate Trustee Mike Villarreal's departure.

- Motion 17-33 Trustee Stephen McFadden moved to approve the board chair matrix as presented, appointing Trustee Juanita Richards as the Chair effective July 1, 2017. Trustee Jon Lane seconded, and the motion carried.

10. President's Evaluation Process

A formal process is necessary to complete the president's evaluation. The trustees discussed using the form created by Trustee Anna Franz for the president's 2016-17 evaluation at the board retreat. Additional items may be added to the president's 2017-18 evaluation process at the retreat. The information discussed at the retreat will be acted on at the subsequent board meeting.

- Motion 17-34 Trustee Jon Lane moved to approve using the president's evaluation form as presented for the president's 2016-17

evaluation. Trustee Stephen McFadden seconded, and the motion carried.

11. Board Assessment

Trustee Jon Lane reported he attended Cellarbration! and he complimented Executive Director Parton for delivering a great event. He also attended the ACT Conference and complimented President Leas, Executive Assistant Melinda Dourte, and ATEC Coordinator Deena Westerman for coordinating the event. Trustee Lane reported that AD Mark Poth contacted him about the BBCC Athletic Hall of Fame.

Trustee Stephen McFadden reported that he has been involved in planning the Career Showcase in Othello, which is scheduled on October 12. BBCC staff have been involved the planning, and key BBCC programs will participate in the showroom. Trustee McFadden attended day two of the ACT Conference. He also attended the WorkForce Development Council board meeting at which the participants reviewed sector partnerships for healthcare in two counties. Trustee McFadden informed Board Chair Franz and President Leas about Representative Tom Dent's invitation to meet about fleet replacement issues.

Trustee Mike Villarreal attended day one of the ACT Conference. The BBCC UAS Program gave an impressive presentation, and it was good to connect with President Mohrbacher from Grays Harbor College.

Trustee Juanita Richards reported she attended the ACT Conference. The speakers were excellent, and she heard positive feedback from attendees. She also attended Cellarbration.

Board Chair Anna Franz attended Cellarbration and the ACT Conference. She thanked Trustee Lane and President Leas for hosting and coordinating the ACT event.

12. Next Meeting

Motion 17-35

Trustee Jon Lane moved to cancel the June 16, 2017, board meeting. Trustee Stephen McFadden seconded, and the motion carried.

The next board meeting is scheduled on August 10. The retreat is tentatively scheduled on October 27.

13. Miscellaneous

President Leas announced Commencement is next Friday, June 16, at 7:00 p.m. Cabinet members and trustees are invited to attend the pre-commencement dinner at 4:30 p.m.

The Mitsubishi Reaching for the Stars STEM event with 500 ninth graders was held June 16. The outreach event was a partnership between Mitsubishi, the Moses Lake School District, the Port of Moses Lake and BBCC.

Dr. Leas shared that he and Dr. Humpherys are supporting a proposal that is gaining legislative approval to grow our own bilingual teacher educators to address the teacher shortage in WA State. Modest funding is provided to start a pilot at one school on the east side, perhaps Quincy, and a school on the west side are being considered. The program would identify students in middle or high school and prepare them for college and returning to teach in their hometowns. College tuition may be paid for the participant in return for their commitment to return to their rural hometown and teach for five years. Trustee Mike Villarreal reported that he attended a Superintendents' conference in May at which this model was discussed and promoted.

Trustee Stephen McFadden stated the Mitsubishi STEM event was fantastic. He suggested recruiting student participants from around the service district.

Trustee Mike Villarreal was presented a thank-you plaque for his service to BBCC. He said it was a privilege to serve as a trustee. BBCC is a special place with special students, and he will watch BBCC from Hoquiam. Trustee Anna Franz thanked Trustee Villarreal for his service and his passion for education and new opportunities in the community.

President Leas announced that the Board Policy for Accessible Technology was presented to the board for first reading today. The policy will be presented at the next meeting for action.

The meeting adjourned at 3:33 p.m.

Anna Franz, Chair

ATTEST:

Terrence Leas, Secretary