

Columbia Basin College
Board of Trustees' Meeting
Minutes
December 9, 2013
Beers Board Room – 4:00 p.m.

Members in attendance: Sherry Armijo, Bill Gordon, Kedrich Jackson, Duke Mitchell

President Cummins, Secretary to the Board; Kristen Biletdeaux in place of Lupe Perez, Recording Secretary

Others in Attendance: Pat Campbell, Katie Carbary, Leonor de Maldonado, Brian Dexter, Mike Grinnell, Carol Groce, Ty Jones, Daphne Larios, Dennise Lazaro, Melissa McBurney, Deborah Meadows, Joe Montgomery, Frank Murray, Frank Powers, Brett Riley, Eduardo Rodriguez, Bob Rosselli, Bill Saraceno, Alice Schlegel, Virginia Tomlinson, Amanda Wysocki

The Agenda	The Discussion	Action
Call to Order	<ul style="list-style-type: none"> Meeting called to order by Chair Mitchell at 4:01 p.m. 	
Agenda Changes	<p><u>President Cummins</u></p> <ul style="list-style-type: none"> Remove “ePortfolios” from Student Success for today’s meeting. A report will be made to the Board at a later date to be determined. 	
Approval of Minutes	<ul style="list-style-type: none"> November 12, 2013 	<ul style="list-style-type: none"> Trustee Armijo moved and Trustee Gordon seconded the motion to approve the November 12, 2013 minutes as written. Approved unanimously.
Celebrating Excellence Women’s and Men’s Soccer Teams and Coaches	<p><u>Chair Mitchell</u></p> <ul style="list-style-type: none"> Welcomed the men’s and women’s soccer teams and coaches and expressed appreciation and congratulations for their hard work over the past season. Being an athlete and a student is a lot of work, there is a lot of reward, but also there can be sacrifice at times. He acknowledged the importance of education while being an athlete. Introduced Kyle Vierck, Assistant Director for Athletics. <p><u>Kyle Vierck</u></p> <ul style="list-style-type: none"> Thanked the Board for their time and support. The teams and coaches wouldn’t be where they’re at without the support of the Board. One of the main goals for student athletes is degree completion and graduation. Each year, the success of the new cohort is even more improved than the last. Athletics has been able to transfer a storage space into the Hawks Athletic Learning Lab for academic planning to work with over 180 student athletes to ensure the finest athletes and the finest students. Women’s Soccer has made it to the NWAACC Tournament five out of the past seven years. This Fall, they advanced to the quarterfinals. Introduced Women’s Soccer Coach, Matt Mills, and Men’s Soccer Coach, Corey Chandler. 	

	<p><u>Matt Mills</u></p> <ul style="list-style-type: none"> • It is his 11th season as coach for the Women’s soccer team at CBC. He is looking forward to 12th season next year. • Thanked the Board and spoke of appreciation for the so many changes on campus over the years that have been to the benefit of the students and student athletes. <p><u>Corey Chandler</u></p> <ul style="list-style-type: none"> • Described how he played for CBC many years ago under Kyle Vierck and wouldn’t be where he is today without that opportunity. He mentioned the importance of CBC to these student athletes, many of whom are first generation students and wouldn’t have the opportunity for higher education without CBC Athletics. • This Fall was the fourth straight post-season appearance for the Men’s Soccer Team. • He appreciated, and echoed, the acknowledgement of holding the standard of academics for the student athletes. 	
Linkage with Community	<p><u>President Cummins</u></p> <ul style="list-style-type: none"> • Mike Kluse was scheduled to join the Board today, but will be contacted to reschedule for January 13, 2014 meeting. 	
Remarks Administration	<p><u>President Cummins</u></p> <ul style="list-style-type: none"> • Today is “dead day”, the day before finals and has been quiet around campus. There were around 200 students in the HUB for tutoring/studying and around a dozen faculty members. • Tenure review files are available for the Trustees to review the progress in the tenure review process thus far this academic year. They are located in President Cummins’ office. • Announced a new project, the College Cohort Pilot Program, where about 36 current students who qualify will take part in the program that offers pre-college studies in Math, English/Reading, and Speech, in a sort of learning community environment. <ul style="list-style-type: none"> ○ The program will be staffed and modeled with I-BEST instructors. The program will include instructors from math (2), HDEV (1), speech (1), and ABE (1). ○ The hope is the build a model that will guide students to success and receive funding in the future to continue the model. 	
Foundation	<p><u>Bob Rosselli</u></p> <ul style="list-style-type: none"> • Last Tuesday, December 3, 2013, was CBC’s first “Giving Tuesday”. About 40 CBC faculty/staff on-campus donated and in total the Foundation raised \$2,000. The hope is that as this campaign becomes more widely known in the future, that the donations will increase. Presented a Certificate of Excellence for Camilla Glatt in Human Resources who encouraged her entire department to participate; she was not in attendance, but will receive it at a later date. • A CBC student is a finalist for the Jack Kent Cooke scholarship which is an Undergraduate Transfer Scholarship for community college students with financial need to transfer to and complete their bachelor’s degrees at a four-year college or university. The scholarship provides up to \$30,000 per year for the student. The scholarship 	

Faculty Senate	<p>recipients will be notified in early Spring.</p> <ul style="list-style-type: none"> • The Foundation is in preliminary discussions with the Kadlec Foundation, who has a few extra dollars. Nothing has been determined, but conversations are on-going. • The Foundation Holiday Party is December 15, 2013, 4:00 p.m. – 7:00 p.m. in the Foundation Office. • February 21, 2014 is the deadline for CBC’s Foundation Scholarship applications. <p><u>Katie Carbary</u></p> <ul style="list-style-type: none"> • At the Faculty Senate meeting on Friday, December 6, 2013 the following was discussed: <ul style="list-style-type: none"> ○ Karen Grant, Chemistry, presented a plan for chemistry honors courses and program. The Senate voted to endorse the plan, and develop honors courses where appropriate. ○ Teaching & Learning Committee held Teaching & Learning Day today, December 9, 2013, which consisted of an informal panel-type discussion on electronics in the classroom focusing on Canvas and Turnitin presentation. It was a productive and helpful Teaching and Learning Day, particularly the discussion around incorporating Canvas into the classroom. ○ The Faculty Affairs Committee selected and announced the NISOD Excellence Award winners for 2013-2014: Melissa DeHaan (Information Technology), Kristy Henscheid (Biology), and Joyce Oates (Counseling). 	
AHE	<p><u>Katie Carbary (on behalf of Mark Taff)</u></p> <ul style="list-style-type: none"> • No report. 	
ASCBC	<p><u>Dennise Lazaro, ASCBC President</u></p> <ul style="list-style-type: none"> • On November 25 and 26, 2013 ASCBC asked students to decorate different ornaments and express their holiday spirit. The ornaments were put on a nine-foot holiday tree in the HUB. The students decorated almost all of the ornaments that were purchased. • November 25 – December 9, 2013 ASCBC held the Hawks Give Back program where students were asked to bring non-perishable food items to a Second Harvest box. There were seven boxes throughout the Pasco and Richland campus and at the end of the program nearly five of the seven were full and overflowing with donations. • ASCBC will be hosting their first ever pancake feed on January 14 in the HUB for all students and faculty. • Navigators will be on campus at the beginning of Winter Quarter assisting incoming students to find their classroom. Snacks and additional information on future ASCBC events will be provided for all students. • Will plan to report on the Butt Sketch event at January’s Board meeting. 	
Classified	<p><u>Carol Groce</u></p> <ul style="list-style-type: none"> • The classified staff is represented by the Washington Public Employees Association of Higher Education (WPEA). There is a union decertification vote in process. The ballots were mailed on December 2, 2013 and are to be returned by December 19, 2013, with the final count of ballots on December 20, 2013. 	

<p>Board Members</p>	<p><u>Trustee Armijo</u></p> <ul style="list-style-type: none"> • Attended the Foundation Board meeting last month and proud to say that the Foundation underwent a full audit and the report was good. <p><u>Trustee Gordon</u></p> <ul style="list-style-type: none"> • Expressed that at the last meeting in November when he spoke about his joining CBC's Board, he felt emotional which is rare for him and views it as a positive thing. <p><u>Trustee Jackson</u></p> <ul style="list-style-type: none"> • Attended the TAC on Friday where they chose five recipients. They will be presented in Olympia and has asked that eastern Washington be acknowledged equally to western Washington recipients. <p><u>Chair Mitchell</u></p> <ul style="list-style-type: none"> • 11/13/13 – Attended CBC Volleyball games. • 11/16/13 – Spoke at McLoughlin Middle School in Pasco to 22 African American high school students from the Tri-Cities area, and a few of their parents, about how to prepare for college; Trustee Jackson and a WSU Tri-Cities admissions representative also spoke at the workshop. • 11/19/13 – Participated in the CBC Strategic Planning activities in the CBC Board Room, along with Trustee Armijo, Trustee Jackson, and President Cummins. • 11/19/13 – Visited the Pasco School District, Kennewick School District, and Richland School District main office buildings and requested a 15-30 minute meeting with the Superintendents before December 6, 2013. • 11/21/13 – Attending the CBC Foundation monthly meeting and breakfast for the first time. Trustee Armijo is the CBC Board representative in attendance at the Foundation meetings; and President Cummins is a regular attendee as well. • 12/4/13 – Met with Dr. Rick Schulte, Richland School District Superintendent, and talked about CBC Board of Trustees desires and plan to get more actively involved with the local K-12 school districts, including attending some of their School Board meetings throughout the coming years. Dr. Schulte was very receptive. Chair Mitchell will attend a Richland School Board meeting as soon as possible in January 2014. • 12/4/13 – Met with Dave Bond, Kennewick School District Superintendent, and Ron Williamson, Kennewick School District Assistant Superintendent, and talked about CBC Board of Trustees desires and plan to get more actively involved with the local K-12 school districts, including attending some of their School Board meetings throughout the coming years. Mr. Bond and Mr. Williamson were very supportive of the idea. They talked about excellent past work with the CBC faculty and staff and hope to resurrect a similar cooperative process in the future. Grant money that was used in the past to pay for CBC staff time, and other expenses, is not currently available they said. Chair Mitchell will meet with their school board members in January 2014. • 12/6/13 – Talked briefly with Dr. Sandra Hill, Pasco School District Superintendent, and talked about the CBC Board of Trustees desires and plan to get more actively involved with the local K-12 school districts, including attending some of their school board meetings throughout the coming years. Dr. Hill was receptive to the idea. 	
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<p>Student Success</p> <p>Student Learning Outcomes (SLOs):</p> <p>Critical Thinking</p>	<p><u>Rich Cummins</u></p> <ul style="list-style-type: none"> • Provided context for the following presentation on SLOs. <ul style="list-style-type: none"> ○ There are five standards that CBC must comply with for NWCCU accreditation. They are: <ol style="list-style-type: none"> (1) Mission, Core Themes, and Expectations; (2) Resources and Capacity; (3) Planning and Implementation; (4) Effectiveness and Improvement; and (5) Mission Fulfillment, Adaptation, and Sustainability. ○ Under Standard 4 is assessment at multiple levels beginning at the course level (objectives), then the program level (or department, this assessment is on a five-year loop), and the institutional level (SLOs). ○ The SLOs are: <ol style="list-style-type: none"> (1) Think Critically; (2) Reason Quantitatively & Symbolically; (3) Communicate Effectively; (4) Apply Information Tools and Resources; (5) Develop Cultural Awareness; and (6) Master Program Learning Outcomes. ○ The following presentation addresses the toughest SLO, Think Critically. <p><u>Joe Montgomery</u></p> <ul style="list-style-type: none"> • Provided background on the Teaching & Learning Committee’s (TLC) Study of Critical Thinking and Communications – Student Learning Outcomes <ul style="list-style-type: none"> ○ In Spring Quarter 2013, the TLC reviewed and revised the prompt used in the 2012 study, revised the rubric to make assessment more reliable, and provided additional training to faculty raters on essay rating and the revised rubrics, to implement in the 2013 study. ○ The revised essay prompt was a response to the “intellectual decline in America” as presented in materials provided. (Materials provided included excerpts, graphs, and charts dealing with the topic.) ○ The essay was given by five instructors and in multiple FYI courses for a total of 265 essays. ○ There were 25 faculty raters. Each essay was rated by two different faculty raters, unless the difference between the two raters was greater than one, then the essay was rated a third time. ○ The rubric consisted of five items rated on a performance scale of 1-4, with 1-3 showing “college level” and 4 showing “below college level”. Of the five items, three were based on Critical Thinking skills two were Communication, they are: <ol style="list-style-type: none"> (1) Student responds appropriately to the problem given in the prompt (CT); (2) Student interprets the evidence, identifies patterns in the evidence, and relates the evidence to the assigned purpose (CT); (3) Student recognizes limitations of the provided evidence (CT); (4) Student responds to the assigned problem in an organized an coherent essay 	
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	<p>(Comm); and (5) Student uses effective grammar, syntax, and spelling (Comm).</p> <ul style="list-style-type: none"> • Results <ul style="list-style-type: none"> ○ Overall inter-rater reliability was high. “Use correct grammar, word choice, and spelling” had the lowest inter-rater reliability. ○ College Level Performance by Credit Earned shows that students who had earned a greater number of credits were performing at college-level implying that a college education is impactful and worthwhile. ○ Age did not correlate with data regarding credits earned. • Discussion was had between Trustee Jackson, Chair Mitchell, President Cummins and Deborah Meadows, Dean, regarding: Are the students in a learning environment where it is accepted to challenge what is being taught in the classroom? Is there a balanced view of thinking? And, how does academic freedom relate? 	
<p>Reports Washington State Population & Employment Data 2010 – 2030</p> <p>ctcLink</p>	<p><u>President Cummins</u></p> <ul style="list-style-type: none"> • Data presented on the State/regional population trends and projections for community and technical colleges in Washington. • Central and East (Columbia Basin College) is projected to have an 18% growth in total headcount enrollment to 2030 (if 2012-2013 participation rates are maintained), which is the highest growth projected in all Washington Community and Technical Colleges. <ul style="list-style-type: none"> ○ This growth is projected to have the highest headcount growth in the age range, 25-44, meaning CBC will potentially have a higher enrollment in programs such as ABE, WorkFirst, Worker Retraining, etc. • 64% of Washingtonians 18-44 years have less than an associate degree. Central and East (CBC) had the highest percentage with “Less than High School education” and the lowest percentage with “Associate Degree or Higher.” • The WAC President’s Group is discussing a new model for allocation of funds that is based on more than FTEs. Nothing has been determined. <p><u>President Cummins</u></p> <ul style="list-style-type: none"> • Introduced Eduardo Rodriguez, CTC Link and Organizational Change Management Director at CBC <p><u>Eduardo Rodriguez</u></p> <ul style="list-style-type: none"> • ctcLink is a redo informational technology infrastructure and logic at Columbia Basin College. • There have been two pilot programs of ctcLink at two Community and Technical Colleges in Washington (Spokane and Tacoma). They are about a year ahead of CBC. • CBC is one of the colleges in the first wave of this transition. • Currently, CBC has been using the HP system that is 30+ years old which leads to limitations for the college and the users. It is also very hard to modify. • The new technology will be through PeopleSoft. And there will be three main databases available: <ol style="list-style-type: none"> (1) Campus Solutions (Student services, financial aid); (2) Financial (Business office); and 	

<p>Waiver Report</p>	<p>(3) Human Resources</p> <ul style="list-style-type: none"> • CBC is working with a consulting agency, Cyber, through the transition process. • Throughout the transition process, there will be open communication throughout the CBC community so they know and understand what is going on and why in the form of newsletters, trainings, updates, etc. • Scheduled implementation date is August 2014 with the final change over to occur in May 2015. • CBC is in the process of preparing the infrastructure, the bandwidth, to be able to support the new system, also departments/areas and the Subject Matter Experts (SMEs) are working to update the information in the current system to smooth the transition as much as possible. • President Cummins - The features of the new system have been determined as a standardized template for all WA CTC. There are a few flourishes that can be manipulated between colleges, but for the most part, the system functions. • Bill Saraceno – Currently, CBC is working on cleaning up of the current system so that the transfer of data is clean. • Trustee Jackson – This is a massive change. It is important to familiarize with Appreciate Inquiry. Also, when introducing a new product, it is important that the initial implementation be flawless and that there is active and responsive customer service during implementation. • Chair Mitchell – Wished Mr. Rodriguez the best of luck in this endeavor. <p><u>Bill Saraceno</u></p> <ul style="list-style-type: none"> • At the last meeting, there was an inquiry regarding which were mandatory waivers. They have been high-lighted in the version provided. • CBC treats all incoming waivers as mandatory; CBC has not denied a waiver. • This Fall Quarter is approximately \$200,000 less than previous years, with an estimate of \$3 Million in waivers at the end of the year, which is in line with the rest of the state. 	
<p>Discussion K-12 Connections</p>	<p><u>Chair Mitchell</u></p> <ul style="list-style-type: none"> • These conversations between CBC and the Tri-Cities K-12 will be on-going and long-term. • Has conducted face-to-face meetings with Richland and Kennewick Superintendents, and provided four primary talking points, information from CBC, and the packet from San Diego School District. The hope is to conduct a more formal meeting with the Pasco Superintendent in the near future. • Chair Mitchell was invited and plans to attend a Richland School Board meeting January 2014 (fourth Tuesday). • Chair Mitchell was invited and plans to attend a Kennewick School Board meeting on Saturday, January 11, 2014. 	
<p>Consent</p>	<ul style="list-style-type: none"> • None 	

Trustee Workshop	<ul style="list-style-type: none"> • None 	
Public Comments	<p><u>Carol Groce</u></p> <ul style="list-style-type: none"> • Expressed gratitude to CBC, the Board, and Administration for the opportunity and encouragement for the staff of CBC to continue their education, and particularly the partnership with Heritage University. This past week, she received her life-long goal of receiving a Bachelor's Degree from Heritage University. 	
Executive Session	<ul style="list-style-type: none"> • RCW 42.30.110(1)(g): To review the performance of a public employee 	<ul style="list-style-type: none"> • At 5:46 p.m. Board went into Executive Session for 15 minutes, reconvened at 6:05 p.m.
Adjournment: 6:06 p.m.	<p style="text-align: center;">Next Regular Meeting Beers Board Room January 13, 2014, 4:00 p.m.</p>	kdb

David Mitchell, Chair