

Columbia Basin College
Board of Trustees' Meeting
Minutes
May 12, 2014
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: Omar Bourouh, Pat Campbell, Leonor de Maldonado, Brian Dexter, Camilla Glatt, Carol Groce, Jerry Holmberg, Dave Hovland, Erica Jesberger, Ty Jones, Mike Kluse, Cheryl Klym, Daphne Larios, Dennise Lazaro, Melissa McBurney, Deborah Meadows, Frank Murray, Kelsey Myers, Jen Peterson, Frank Powers, Brett Riley, Eduardo Rodriguez, Bill Saraceno, Alice Schlegel, Anita Smith, Virginia Tomlinson, Martin Valadez, Tom Woodall.

| The Agenda | The Discussion | Action |
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| Call to Order | <ul style="list-style-type: none"> • Meeting called to order by Chair Mitchell at 4:00 p.m. | |
| Agenda Changes | <p><u>President Cummins</u></p> <ul style="list-style-type: none"> • Add Linkage with Community guest, Mike Kluse, PNNL Laboratory Director | |
| Approval of Minutes | <ul style="list-style-type: none"> • April 14, 2014 | <ul style="list-style-type: none"> • Trustee Armijo moved and Trustee Jackson seconded the motion to approve the April 14, 2014 minutes as written. Approved unanimously. |
| Celebrating Excellence High School Academy – NASA Moonbuggy | <p><u>President Cummins</u></p> <ul style="list-style-type: none"> • Welcomed students and instructors from the High School Academy (HSA) program who recently competed in the NASA Moonbuggy competition • High School Academy is a credit retrieval program to help students finish their high school education and proceed on to higher education or a career. There were four (4) graduates in the first year, twenty four (24) this past year, and currently less than fifty (50) enrolled. • Introduced HSA instructors Jerry Hombel and Jen Peterson who accompanied four HSA students to Huntsville, AL for the NASA Moonbuggy competition in 2013. Since then, two of the students have graduated and transitioned into CBC, and two students will graduate this spring and continue on to higher education. • This year, Jerry and Jen took five students to Huntsville, AL. • At the 2014 competition there were just under 100 teams from across the country. The students raced for two days, and completed the race coming in at 26 out of about 60 teams to actually finish. • HSA students thanked the Board and the College for the opportunity. They encountered many new life lasting experiences. The goal of the competition is much like their goal in HSA, to finish and finish strong. | |

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| <p>Alex Jobs</p> | <p><u>Chair Mitchell</u></p> <ul style="list-style-type: none"> • Thanked the HSA faculty and students for joining the Board. Impressed and proud to hear the students and how they have overcome adversity in many ways, becoming creative, first time flying, overcoming shyness, it is an accomplishment. <p><u>Bill Saraceno</u></p> <ul style="list-style-type: none"> • Introduced Alex Jobs from the local Jobs Nursery. • Alex and his family (Jobs) have been active for many years working with CBC and providing landscaping and foliage. • Alex has been a key part of the Tree Campus USA program through the Arbor Day Foundation on campus for the past five years. To be a member of Tree Campus USA, the College must meet five standards developed to promote healthy trees and campus community involvement. • Alex works with our students planting trees for an annual Arbor Day event as well, Jobs nursery provides trees and greenery to CBC campus. • The Board and CBC would like to recognize and thank Alex for his hard work, help, and time. | |
| <p>Linkage with Community Laboratory Director, PNNL</p> | <p><u>President Cummins</u></p> <ul style="list-style-type: none"> • Introduced and welcomed Mr. Mike Kluse, Laboratory Director at Pacific Northwest National Laboratories (PNNL). • CBC has worked with Mr. Kluse over the years and excited for him to attend a Board meeting. <p><u>Mike Kluse</u></p> <ul style="list-style-type: none"> • Thanked President Cummins and Chair Mitchell for inviting him to Board meeting. Looks forward to continue working with CBC and emphasized the importance of the relationship between CBC and Delta High School creation. • Mr. Kluse expressed the importance of the relationship between CBC and WSU-TC. He and Chair Mitchell serve on the WSU-TC Advisory Committee which is a benefit to both schools to maintain this connection. • In the continuing development of four-year programs at CBC, Mr. Kluse encourages continued collaboration between the schools so there is not that sense of competition. The programs offered by WSU-TC and CBC fill different needs within the community. • PNNL hires STEM and non-STEM employees and in regards to how CBC may have the opportunity to prepare/funnel students to PNNL is through a variety of programs, such as Cyber Security, Project Management, and others. <ul style="list-style-type: none"> ○ Cyber Security is in high demand, not just in the labs, but also within companies. ○ Project Management is important in many fields. Instilling project management skills is a benefit for all sizes of projects and positions. • There are a variety of internship opportunities at all levels from first- or second-year college students to post-doctoral students. Last year there were around 1000 internships. Often employees hired at PNNL early in their career become longer term employees. | |

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| <p>Remarks Administration</p> | <p><u>President Cummins</u></p> <ul style="list-style-type: none"> • CBC was recognized by the Aspen Institute as one of the top 150 community colleges in the nation. CBC has submitted their application for the second round including 20-30 pages of data. We heard back on May 9, 2014 that the Institute would like to speak with us further as they are in the process of determining the top 50 colleges. This is outstanding and a huge complement to CBC faculty, staff, and students as CBC would not be in this position without them. • CBC will be hiring an Associate Dean for Arts & Sciences. At the end of the next hiring round there will be 141 faculty members, this is up from 112 and is a testament to our ability to rebuild after the recession. This increase in faculty will represent our effort trying to achieve a 50/50 split between full- and part-time faculty. • CBC held another session of the Strategic Planning Group on May 7. Joe Montgomery is compiling data and President Cummins will address the faculty in the coming week around key areas. The initiatives focus on gateway experiences, achievement and community. The plan is to build ideas around these initiatives in terms of external-environment in the next five years. There will be a summer retreat for the strategic planning group with hopes of presenting the plan to the faculty fall quarter and begin to measure ourselves against it. • The Completion Coaches in Student Services were able to register more than half of the students out of 163 for spring quarter. Students provided positive feedback for the services offered by Completion Coaches and appreciate the extra help and guidance. • State Board of Community and Technical Colleges Directors met May 7-8, 2014 on CBC campus. The most important action was the approval of the capital budget. The Social Sciences building will break ground September 2015 or in approximately 15-18 months. • Kelsey Myers, Director for Hawk Central, Ben Beus, Director for Financial Aid, and President Cummins presented at the Washington Student Services Commission meeting on May 1st describing the changes that have been made with CBC's Hawk Central. <ul style="list-style-type: none"> ○ In Washington State most community and technical colleges have not adapted to a similar model. CBC developed their Hawk Central model from Rogue Community College. Olympic College has visited CBC and is moving towards a similar program. ○ Four college presidents expressed high regard and interest in the program. | |
| <p>Foundation</p> | <p><u>Martin Valadez</u></p> <ul style="list-style-type: none"> • The Foundation has completed reading the scholarship applications. There were over 600 applications, and over 25 volunteers to read the applications. Each application is read by three individuals. • Staff is working on the Foundation's strategic plan and how it is moving forward. At the Executive Committee meeting last week, the Board expressed they are also planning on developing their own strategic plan and how it will play into the vision of moving forward. • Last fall, the Foundation received a scholarship bringing in \$25,000 of funding for students, student mentoring, and networking. After seeing the success of that model, an additional \$10,000 was added to the endowment. A candidate has been chosen for this award for this year. | |

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| <p>ASCBC</p> | <ul style="list-style-type: none"> The Foundation is in the process of finalizing the number for allocation. This year will exceed the \$830K awarded last year, but a final number has not been determined. <p><u>Dennise Lazaro, ASCBC President</u></p> <ul style="list-style-type: none"> Four student leaders attended the Student Voice Academy at North Seattle Community College which brings together student leaders from community and technical colleges in Washington to express concerns and present platforms from their colleges to legislators. There were 11 colleges and 16 platforms. CBC's platform of disposing of bottled water on campus was awarded two rewards, Best Prepared, and Best Presentation, which is the most prestigious at the Academy. The students are very grateful to have the opportunity to participate. This week elections for ASCBC President and Vice President will be held with voting ending on Friday. There are four candidates for President and two for Vice President. Expressed thanks for opportunity to present in front of Board as this is Ms. Lazaro's last meeting as ASCBC President. | |
| <p>Faculty Senate</p> | <p><u>Katie Carbary</u></p> <ul style="list-style-type: none"> Faculty Senate is in the process of elections for new senate members. There are seven nominees and six positions. Also, elections for Curriculum Committee representatives are being held. Faculty Senate revised their by-laws, which passed election by faculty members. The next step would be to bring forth the changes to the VPI and then to the Board. Expressed appreciation as this is Ms. Carbary's last Board meeting as Faculty Senate Chair although she will attend the next meeting to guide the succeeding Chair and to see the by-laws process to the next step. | |
| <p>AHE</p> | <p><u>Omar Bourouh</u></p> <ul style="list-style-type: none"> Introduced himself as the new AHE President. Thanked the Board for the opportunity to be here. AHE just began the bargaining process with CBC and AHE and is pleased at the way the process is moving along. | |
| <p>Classified</p> | <p><u>Carol Groce</u></p> <ul style="list-style-type: none"> No report. | |
| <p>Board Members</p> | <p><u>Trustee Armijo</u></p> <ul style="list-style-type: none"> Attended Foundation Board meeting as Board of Trustee liaison Looking forward to spring conference this Thursday and Friday Invited Board and those in attendance to the Hispanic Academic Achievement celebration this Friday at 6:00 p.m. where 4700 students will be recognized. <p><u>Trustee Gordon</u></p> <ul style="list-style-type: none"> No report | |

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| | <p><u>Trustee Jackson</u></p> <ul style="list-style-type: none"> • Attended the April 19th CBC girls softball match which they won. Was very impressed that between games the girls were cleaning up the field and chalking; it is a very well-run program. • The Board dinner on May 7th with the State Board resulted in good conversation and an ability to get acquainted with colleagues. <p><u>Chair Mitchell</u></p> <ul style="list-style-type: none"> • 4/15/14 – Participated in the Washington State Trustee Association of Community and Technical Colleges (TACTC) final 2014 Capital Budget Task Force conference call, along with Bill Saraceno, before the proposal was submitted to the State Board of Community and Technical Colleges (SBCTC) for final approval on May 7-8, 2014. • 4/25/2014 – Attended WSUTC monthly Advisory Council meeting as the CBC representative • 5/7/14 – Attended SBCTC Dinner in CBC Atrium, along with Trustee Armijo, Trustee Jackson, President Cummins, and CBC Foundation CEO Martin Valadez • 5/9/14 – Attended the WSUTC Bachelor of Science in Nursing Pinning and Convocation ceremony. The faculty and staff honored 17 graduating nurses and their families and friends in attendance. Forty-eight (48) Bachelor of Science in Nursing degrees were awarded by WSUTC on Saturday during Commencement. • 5/10/14 – As a WSUTC Advisory Council member, participated in WSUTC 2014 Commencement and Graduation ceremony at the Toyota Center in Kennewick, WA by walking in Cap and Gown with the WSUTC platform party and sitting on the platform throughout all activities. This year, each WSU branch campus had its own graduation at the same time as the main campus at Pullman for the first time ever. | |
| <p>Student Success New Call Center Implementation</p> | <p><u>Brian Dexter, Information Services Director, and Kelsey Myers, Director for Hawk Central</u></p> <ul style="list-style-type: none"> • When CBC was developing Hawk Central it became apparent that the telephone service, if used appropriately as a service for students, would need an update to the system as it existed. • Hawk Central was implemented about 18 months ago, and at the same time a new website was implemented. Last summer, CBC began assessing the current phone system and how it could be updated to better achieve the service for the student caller. • CBC worked with Cerium Networks and conducted focus groups with staff and students to determine what was working well and what needed improvement and from there aided in the development of a plan for how Student Services could better handle calls. <ul style="list-style-type: none"> ○ Students were involved with focus groups to learn the buzzwords that they know and would be asking about, i.e. instead of “student records” it would state “transcripts.” • Two telephone operators were hired in the fall. They sat down with divisions and departments around campus to learn who does what and where. This helped in determining the call flow and also for incoming calls to the main number. The two individuals operate this main line; it is no longer staffed by students. • Ultimately, no longer are there multiple lines ringing, callers hear hold music while hearing prompts and information about the College. • This revised system has the ability to see the volume of calls, the live data, which will | |

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| | <p>help determine staffing needs.</p> <ul style="list-style-type: none"> • The CBC phone system went from a disaggregated phone service into one unified system. The voicemail system has also been upgraded and will include an opportunity to access voicemails from Outlook client on desktop computers. | |
| <p>Reports Basic Skills Monitoring Report</p> | <p><u>President Cummins</u></p> <ul style="list-style-type: none"> • The Basic Skills End State is a key mission area and core theme, reflecting the college’s goal to prepare students for success in college-level courses. • Measuring for success is different with Basic Skills, as there are students who never plan to transition to higher education and it is an opportunity to earn their degree and then return to the work place. • CBC evaluates itself by how well we’re doing against the state and federal guidelines including the assessment of three main goal areas. • Goal A: Basic Skills programs are run efficiently and students are satisfied with the program. <ul style="list-style-type: none"> ○ This goal covers technology, teaching and relationships within the program and CBC performed well. ○ Student’s perceptions about achieving the Student Learning Outcomes were in the moderate range, with “building relationships with people of diverse backgrounds” and “using computing and information technology” receiving the highest ratings. ○ The overall mean for this goal was slightly higher than last year’s and considered “good” performance. • Goal B: Students demonstrate progress through their programs. <ul style="list-style-type: none"> ○ CBC is here to help students with their self-determined goal, whether it be to move on to higher education, or to a new job, or receiving their certificate/degree. As the economy improves, CBC may see an increase of students leaving once they get what they want to achieve. ○ Approximately 36% of Basic Skills students completed a level, resulting in a performance rating of “good.” • Goal C: Students transition to higher-level education programs <ul style="list-style-type: none"> ○ In 2012-13 approximately 26% of ABE4/GED1-2 students earned a GED or high school diploma. This was rated as “neutral” performance. ○ With the changes to content of the GED, CBC will need to focus and review the advertising process. ○ The new GED is based on the Common core and the content is at a higher level than the current GED. ○ CBC will be offering the High School 21+ diploma, which is anticipated to be a more popular choice over the revised GED. High School 21+ is a competency-based high school diploma. • Expressed appreciation for Associate Dean Daphne Larios, and faculty members, Anita Smith, Tom Woodall, and Cheryl Klym for their hard work and dedication to the department. • It is also important to consider the possible positive intergenerational impact that these programs will have on the College. | |

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| <p>Mission Fulfillment Report</p> <p>Fiscal Indicators</p> | <p><u>Tom Woodall</u></p> <ul style="list-style-type: none"> Expressed the importance of integrating the ESL community to the rest of campus through class projects/visits/conversations. There can be as many as 18 different cultures in one classroom. Presented video of ESL students expressing "I am learning English because..." <p><u>President Cummins</u></p> <ul style="list-style-type: none"> The Mission Fulfillment Calculation has changed slightly from previous year(s). It has been rebalanced to 30% Transfer, 30% Workforce, and 20% Basic Skills. This was changed because of the number of students for the purpose of analysis. For 2012-2013 the total weighted performance points result in a 90.0 "A-" grade performance. With the separate End States resulting in the following grades; Academic "B+," Workforce "A+," Basic Skills "C," Well-Being "A+," and Cultural Enrichment "A." Strategic directions have helped keep CBC at this level. <p><u>Bill Saraceno</u></p> <ul style="list-style-type: none"> The FTE is slightly higher than where we like to be The Waivers, by June, will set a record and will be more than ever before. Capital projects are on course. Bids are out on the greenhouse for agriculture and will be re-bid in two weeks. The bid is out for the P-building to repair skywalks. | |
| <p>Discussion</p> <p>Emeritus Nominations</p> | <p><u>President Cummins</u></p> <ul style="list-style-type: none"> Received Professor Emeritus status nomination from the faculty of Business & Information Technology department for long-time faculty Chuck Henry Chuck Henry is an exemplary individual, a gifted classroom teacher who cared for students. Emeritus status grants such privileges as inclusion in annual College functions including being listed as faculty in graduation ceremonies, receive faculty rates at College events, etc. The process for emeritus status is written out in the collective bargaining agreement. A division may recommend to the President emeritus status for faculty members who meet the requirements and whose teaching, scholarly and service record is meritorious. The President then recommends a list to the Board of Trustees for approval. President Cummins is in support of this recommendation for Emeritus Status for Chuck Henry. | <p>Trustee Armijo moved and Trustee Gordon seconded the motion to move to Consent agenda for June 9, 2014 meeting. Approved unanimously.</p> |
| <p>Consent</p> | <ul style="list-style-type: none"> 2014-15 S&A (Service & Activities) Budget Recommendation Resolution for Federal Surplus Property Transfer | <p>Trustee Jackson moved and Trustee Armijo seconded the motion to approve Consent agenda. Approved unanimously.</p> |
| <p>Adjournment: 5:40 p.m.</p> | <p>Next Regular Meeting Beers Board Room, June 9, 2014</p> | <p>kdb</p> |