



## **Board of Trustees Regular Board Meeting**

**Thursday, January 16, 2014  
1:30 p.m.**

**ATEC  
Hardin Community Room**

**Community College District No. 18  
7662 Chanute Street NE  
Moses Lake WA 98837**

## Winter 2014 Campus Events

January						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	Th	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

January	16	Board of Trustees Meeting 1:30 p.m.; Hardin Community Room, ATEC
	16	ASB Sponsored Movie Night Lee Theater (Ephrata); 7:00 p.m.; Students Free
	20	Campus Closed for Martin Luther King Day
	21	Columbia Basin Allied Arts presents "The Fantastics" 7:00 p.m. Wallenstien Theater
	22	Women's Basketball vs Columbia Basin College; 6:00 p.m.; DeVries Activity Center
		Men's Basketball vs Columbia Basin College; 8:00 p.m.; DeVries Activity Center
	30	ASB Free Ice Skating & Batting Cages; 10:00 p.m.-- Midnight; Larson Recreation Center; BBCC Students
<b>February</b>	7	Women's Basketball vs Treasure Valley College; 6:00 p.m.; DeVries Activity Center
	7	Men's Basketball vs Treasure Valley College; 8:00 p.m.; DeVries Activity Center
	8	Women's Basketball vs Blue Mtn College; 2:00 p.m.; DeVries Activity Center
	8	Men's Basketball vs Blue Mtn College; 4:00 p.m.; DeVries Activity Center
		Columbia Basin Allied Arts presents Green Turtle Series "Hansel & Gretel" 1:00 p.m. & 7:00 p.m.; Wallenstien Theater
	11	ASB Appetizerfest; 10:30 a.m.-- 1:00 p.m.; Masto Conference Center
	13	ASB Valentine's Dance; 9:00 p.m. – Midnight; Masto Conference Center
	15	Women's Basketball vs Walla Walla College; 2:00 p.m.; DeVries Activity Center
		Men's Basketball vs Walla Walla College; 4:00 p.m.; DeVries Activity Center
		Columbia Basin Allied Arts presents "The Volta Piano Trio" 7:00 p.m.; Wallenstien Theater
	18	Phi Theta Kappa Induction; 4:00 p.m.; Masto Conference Center
	20	ASB Free Bowling at Lake Bowl; 10:00 p.m. – Midnight; BBCC Students
	22	Women's Basketball vs CCs of Spokane; 2:00 p.m.; DeVries Activity Center
		Men's Basketball vs CCs of Spokane ; 4:00 p.m.; DeVries Activity Center



**German Class Holiday Flash Mob  
Led by Instructor Jennifer McCarthy  
Viking Dining Hall**



COMMUNITY COLLEGE DISTRICT NO. 18  
BIG BEND COMMUNITY COLLEGE

7662 Chanute Street  
Moses Lake, Washington 98837  
Regular Board Meeting Agenda  
Thursday, January 16, 2014, 1:30 p.m.  
ATEC- Hardin Community Room

Governing Board Members:

Mike Blakely  
Chair

Jon Lane  
Vice Chair

Anna Franz

Stephen McFadden

Miguel Villarreal, Ed.D.

Terry Leas, Ph.D.  
President

**Values**  
Student Success  
Excellence in Teaching & Learning  
Inclusion  
Community Engagement  
Integrity & Stewardship

**Vision**  
Big Bend Community College  
inspires every student to be  
successful.

**Mission**  
Big Bend Community College  
delivers lifelong learning  
through commitment to  
student success,  
excellence in teaching and  
learning, and  
community engagement.

Action

- |     |   |
|-----|---|
| A   | 1. Call to Order/Roll Call<br>Pledge of Allegiance – Women’s Basketball Captain Jessica Sorenson  |
| I   | 2. Introductions – Sr. Asst. Attorney General Toni Ursich,<br>New Staff: Kyla Ohs,<br>Women’s Basketball Team   |
| I/A | 3. Consent Agenda<br>a. Regular Meeting and Study Session Minutes December 12, 2013 (A)<br>b. President’s Activity Update (I)<br>c. Student Success (I)<br>Student Achievement Initiative<br>Academic Master Plan<br>d. Accreditation (I)<br>e. Assessment (I)<br>f. Capital Project Report (I)<br>g. Safety & Security Update (I)<br>h. Human Resources Report (I)<br>i. Classified Staff Report (I)<br>j. Enrollment Report (I)<br>k. Quarterly Budget Update (I)   |
| I   | 4. Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E)<br>a. ASB President – Mitch Darlington<br>b. Classified Staff Representative – Starr Bernhardt<br>c. Interim Faculty Association President – Daneen Berry-Guerin<br>d. VP Financial & Administrative Services – Gail Hamburg<br>e. VP Instruction/Student Services – Bob Mohrbacher<br>f. VP Human Resources & Labor – Kim Garza<br>g. Executive Director BBCC Foundation – LeAnne Parton |
| I   | 5. Probationary Tenure Reminder – VP Bob Mohrbacher<br>-----BREAK-----<br>Executive Session   |
| I   | 6. Innovations Excellence Award Terry Kinzel – President Leas   |
| A   | 7. Board Policy for Action – President Leas   |
| I   | 8. Board Policy for Information – VP Garza  |
| A   | 9. Board Goals/Ends Statements Crosswalk– VP Mohrbacher   |
| A   | 10. Assessment of Board Activity – Board  |
| A   | 11. Regularly Scheduled Board Meeting – Board   |
| I   | 12. Miscellaneous – President Leas  |
| A   | Adjournment   |

The Board may adjourn to an Executive Session to discuss items provided for in RCW 42.30.110 (1):  
(b) to consider the selection of a site or the acquisition of real estate by lease or purchase;  
(c) to consider the minimum price at which real estate will be offered for sale or lease;  
(d) to review negotiations on the performance of a publicly bid contract;  
(f) to receive and evaluate complaints or charges brought against a public officer or employee;  
(g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee;  
(h) to evaluate the qualifications of a candidate for appointment to elective office;  
(i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions or litigation or potential litigation.

**NEXT MEETING REMINDER – Regular Meeting March 6, 1:30 p.m.**

*If you are a person with a disability and require an accommodation while attending the meeting, please contact the President’s Office at 793-2001 (or TDD 762-6335) as soon as possible to allow sufficient time to make arrangements.*

**BIG BEND COMMUNITY COLLEGE**

Date: 1/16/14

**ITEM #3:** CONSENT AGENDA (for action)

- a. Board Meeting Minutes

**BACKGROUND:**

The minutes of the study session and regular board meeting on December 12, 2013, are included for approval.

Prepared by the President's Office.

**RECOMMENDATIONS:**

President Leas recommends the Board of Trustees approves the minutes.

## **THE OFFICIAL MINUTES**

The Big Bend Community College Board of Trustees held a study session Thursday, December 12, 2013, at 11:00 a.m. in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

### **1. Call to Order**

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

Trustee Mike Blakely explained that safety and security are the topics of this study session. No action will be taken.

Director of Safety and Security Kyle Foreman presented to the Board. He shared that there are three primary functions of the safety department: emergency management, environmental safety, and security. He also explained that the Port and Job Corps are BBCC's neighbors and when there is a campus incident, they are notified; and they notify BBCC when they have an incident.

The most important function of the three is security of the campus. There are eight officers and Director Foreman is on duty throughout the week. The officers have law enforcement and security experience. The crime rate on campus is very low even though the neighborhood across the street accounts for 50% of the Grant County Sheriff's calls.

Director Foreman works closely with the Director of the Residence Halls, Hugh Scholte. Partnering with the campus with "community-oriented policing" is essential. It builds mutual trust between security staff, students, and employees.

The Clery Act became law in the 1990s due to an incident that occurred on a campus that had not shared previous criminal incidents publicly. The act mandates higher education institutions disclose security policies and crimes on campus. Fines imposed by the Department of Education stemming from violations of the Clery Act are the result of colleges protecting their reputation above protecting their students. BBCC's annual campus security and fire report is posted on the website and widely distributed and available on campus. Notifications and timely warnings are also prescribed by the Clery Act. BBCC uses e-mail, text messages, twitter and Facebook for notifications.

Director Foreman developed the campus-wide multi-hazard plan, which documents emergency procedures including lockdown and evacuation. BBCC recently had a lockdown due to incidents that occurred at the neighboring Grant County Airport.

Director Foreman explained that on-campus training is very important. BBCC recently partnered with several area law enforcement agencies and allowed active shooter simulation training on campus. President Leas encouraged law enforcement to continue tactical training on campus whenever possible.

There are eight active cameras on campus, and they can be controlled remotely. A consultant visited campus and shared information regarding additional camera locations. Director Foreman has the ability to monitor the live video from his office and cell phone. The iPad located in the security vehicle also accesses the video footage. This gives security officers the ability to monitor several areas on campus at once.

Mike Blakely commented about the lack of graffiti on campus. Director Foreman reported the improved lighting around campus has created a safer environment and discouraged acts of vandalism.

Environmental safety is also addressed by Director Foreman. He said the safety committee meets monthly. The group discusses incident reports, and they problem solve issues.

Another safety and security action reported by Director Foreman was taken at the childcare. A number lock pad was installed on the daycare door, which ensures only employees and parents who know the code may enter. Also, AEDs are being purchased as a result of partnership with Moses Lake Rotary. Director Foreman thanked students and employees for their partnerships to make BBCC safer and more secure.

Trustee Stephen McFadden encouraged President Leas to allow and publicize additional law enforcement training opportunities. Trustee Jon Lane asked about the availability of campus building maps to law enforcement. Printed and online maps are available for law enforcement agencies. Board Chair Mike Blakely commended Director Foreman for his involvement students, clubs, and employees.

Director Foreman stated he is arranging fire drills to begin in January. Personal accreditation training for security officers will be a priority for 2014.

The study session adjourned 11:30 am.

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Mike Blakely, Chair

ATTEST:

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Terrence Leas, Secretary

## **THE OFFICIAL MINUTES**

The Big Bend Community College Board of Trustees held a regular board meeting Thursday, December 12, 2013, 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: Mike Blakely  
Anna Franz  
Jon Lane  
Stephen McFadden  
Mike Villarreal

Marine Corps veteran and computer science student John Likes led the Pledge of Allegiance.

### **2. Introductions**

New employees were introduced. Zach Wellhouse is the new eLearning Coordinator. BBCC alum James Saucedo is the Engineering Curriculum Specialist. Jeremy Seda is the new Web & Social Media Specialist.

Men's Basketball Coach Mark Poth shared that the BBCC Men's team has finished in the final four the last three years. The team is currently ranked at number two by the northwest coaches.

The players introduced themselves: Shawn Spencer from Puyallup, Donavin Wright from Las Vegas, NV, Bryce Perez and Joe Timofeyev both from Moses Lake, Brandon Westendorf from Kent, WA, Jason Korneychuk from Soap Lake, Sean McDonnell from Enumitas, CA, Victor Aguero from Vancouver, WA, Steven Mallory, Richard Black from Idaho Falls, ID, Garret Wendt from Kellogg, ID, Kevin Walker from Rexburg, ID, Asst. Coaches Tanner Flynn, Mingo Scott and Mitch Poth were also in attendance. Coach Poth reported there are six sophomores on the team, and they are all on track to graduate with AA's.

Miraclejoy Curtis expressed her appreciation for her selection as the BBCC TACTC Transforming Lives honoree. She said she represents all students who work hard to move forward. Ms. Curtis came to BBCC through Job Corps. She said she doubted her abilities in college at first but support of BBCC faculty and mentors helped her succeed. She works in the Student Success Center and plans to attend Central Washington University after she graduates from BBCC. Her plans include starting a non-profit organization for young African American girls. Ms. Curtis has been chosen as one of the five awardees from the 34 community college representatives. She will receive a \$500 award at the TACTC Transforming Lives Award dinner in Olympia January 19.

Trustee Jon Lane described the Transforming Lives Award as a way to share student success stories and the importance of community colleges. Ms. Curtis is the second BBCC student to be chosen for statewide recognition in the three years the TACTC Transforming Lives Award has been offered. This year BBCC trustees chose Ms. Curtis from a group of 11 students who are all doing great things.

### 3. Consent Agenda

a) Approval of Regular Board meeting minutes and Study Session minutes of October 24, 2013, (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 13-35

Trustee Anna Franz moved to approve consent agenda.  
Trustee Mike Villarreal seconded, and the motion passed.

### 4. Computer Science Program

Computer Science Instruction Designer Mary Shannon shared information about the Computer Science Program. The computer science industry career opportunities provide good salaries, and there are job openings in our area.

Part-time computer science instructor, Grant County PUD employee, and BBCC graduate Mike Conway described his experience instructing. His supervisor at the PUD is on the computer science advisory committee, and he encouraged Instructor Conway to think about teaching at BBCC. He teaches website fundamentals by requiring some textbook reading and then students apply the knowledge working as a project team. This model duplicates real work experience.

Computer science student Tony Louthan reported Instructor Conway's teaching style is efficient. He compared the practical application of computer science skills to building a house from the foundation. The project team has been designing an interactive website.

Full-time computer science instructor Peter Betzing reported that his discussion with Computer Science Advisory Committee members resulted in equipment donations from REC (\$80,000) and Yahoo (\$20,000). His students benefit from working with hardware to create rack configuration designs and a computer server. Their classroom computers access their student computer server and the BBCC computer network. The BBCC network is segmented and fully protected.

Trustee Mike Blakely complimented Ms. Shannon for her hard work. Trustee Jon Lane complimented the instructors.

### 5. Remarks

- a. ASB President Mitch Darlington presented the ASB report. The ASB officers mailed 120 Christmas cards, signed by students and staff to Military personnel.



Two hundred and eleven attendees enjoyed Thanksgiving Lunchfest, including 26 Veterans who enjoyed the meal at no charge. ASB provided free soda and pizza during a successful free pool and library campout. Earlier in November, ASB held a pool tournament as well as a dodge ball tournament with good attendance at both events. Both tournaments will be repeated during Winter quarter.

Two ASB officers attended a western regional conference of the National Association of Campus Activities, attending educational sessions, watching and meeting performers as well as being student volunteers during the event.

Student clubs have been busy. The Nursing Club hosted a very successful craft fair October 19 in the ATEC building. The Rho Zeta chapter of Phi Theta Kappa inducted 14 students on November 12, 2013. They supplied concessions for the Allied Arts event on November 15. They also conducted a Silent Auction on November 21 and held a Book Buy Back Bake Sale during the first two days of finals. They assist during the New Student Orientation December 16. M.E.Ch.A. sponsored a hot chocolate and Mexican Sweet Bread fundraiser. Students Supporting Students helped at the Moses Lake Food Bank around the Thanksgiving holidays. The Gay/Straight Alliance Club held its first fundraiser, selling Krispy Kremes, and sold out in one day. Lastly, the Engineering Club held its first fundraiser, making and selling liquid nitrogen ice cream.

- b. Classified Staff Representative Tana Richins introduced the Classified Staff Committee members Barbara Collins, Julia Gamboa, and Kathy Aldrich. They discussed the statewide Staff Training for Technical and Community Colleges (STTACC) conference which they hosted at BBCC in August. The hosting committee included BBCC employees Darci Alamos, Kathy Aldrich, Barb Collins, Julia Gamboa, Nancy Leach, Yvonne Ponce, Tana Richins and Barbi Schachtschneider. They held fundraisers on campus to support scholarships for the conference. The group shared the "Then and Now" theme and worked for months to arrange every detail. BBCC Basketball Coach Mark Poth entertained the 130 attendees as the keynote speaker. The new STTACC logo, website, and mission statement were unveiled at the conference. Training opportunities, and an awards banquet and dance, were also included. The committee received many positive comments and feedback after the conference. There was a balance of \$2,000 provided to STTACC after the conference. Ms. Richins thanked the whole group and VP Kim Garza. President Leas reported he was pleased to receive complimentary phone calls following the conference.

Board Chair Mike Blakely presented a plaque of appreciation to Ms. Richins for serving as the Classified Staff Representative. She has been employed by BBCC since March 24, 2008. Ms. Richins works as a stockroom attendant 2 in the Bookstore. She started her term as the Classified Staff Representative in November 2011.

Ms. Richins has been a positive role model and strong supporter of the classified staff. Notable achievements during her term include: servings as a member of the presidential search committee, organizing a regional "Break-away" training event, implementing a number of successful fundraisers with the proceeds benefitting the continued training and development of classified staff, BBCC hosting the 2013 STTACC conference, improving recognition of classified staff members going above and beyond by implementing "Kudos Kards," and organizing a number of events and activities such as the annual holiday potluck, classified staff award luncheon and the annual canned food drive. Ms. Richin's term will come to a close at the end of December, and she is being recognized for her continued support of the classified staff and the mission of the college.

- c. Interim Faculty Association President Daneen Berry-Guerin shared news from faculty members. Librarian Libby Sullivan reported the library web page is updated, and it features LibGuides which are subject or class driven specialty pages chosen by faculty. The webpage update also allows students to access the library's research and data bases remotely.

Nursing Program Instructional Designer Andrea Elliott reported that Congressman Doc Hastings visited the Nursing Department.

Computer Science Instruction Designer Mary Shannon reported that she attended the UW Bothell State of Computing Education Summit November 15.

Philosophy Instructor Dennis Knepp reported that he and part-time instructor Brandon Carey attended the PLATO-WA conference at Seattle Central Community College. Instructor Knepp presented on the use of smart phones in the classroom. He is also writing an Introduction to Philosophy textbook from Oxford University Press. This opportunity is a direct result of his attendance at the North West Philosophy conference.

- d. VP Gail Hamburg reported that the Facility Master Plan (FMP) committee met October 18. They are preparing a fresh view of facilities on campus to improve flexibility, efficiency, and sustainability. The updated FMP will support the PTech Building proposal, which is due February 28.
- e. VP Bob Mohrbacher shared student achievement results for last year; BBCC continues to perform well especially in Basic Skills and Developmental Education. College level completions are the same as or slightly higher than the state average. AVID for Higher Ed is a resource that could be used for improvement. Dean Kara Garrett shared news about AVID training opportunities. AVID trainer Dr. Lori Brandt-Hale held three sessions for 48 attendees December 5-6. The training was well received, and additional training will be offered January 23-24. Twelve faculty members are receiving \$500 stipends for implementing AVID strategies.

BBCC hosted representatives from AVID schools from the service district November 19 to discuss supporting AVID students. Ephrata High School has a trainer of trainers for tutoring.

- f. VP Kim Garza stated in addition to the new employees introduced today, BBCC graduate Kyla Ohs will begin as the Medical Assistant Program Coordinator in January. VP Garza announced beta testing the 360 degree feedback process for administrators will begin soon. This process is a best practice for leadership development and highlights opportunities for training and development.
- g. Executive Director of the Foundation LeAnne Parton reported that the donor and recipient recognition event, Star Night, was a success. Foundation members Judy Oakes and Sherry Keeler accompanied Director Parton while she delivered scholarships to area school districts. The BBCC Foundation Family Campaign just ended. The total pledged for 2014 is \$17,000, which is \$635 higher than last year. President Leas and his wife Loyal and Trustee Jon Lane accepted donations at the gate during the Floch Memorial games last weekend.

Director Parton reported she is working with a couple planning their estate and very interested in a nursing department donation. The Foundation just underwent a successful audit. The Classic Car Club donated \$1,500 to fund second year student tool kits. Automotive Instructor Dick Wynder accompanied Director Parton to the Bud Clary Auto Dealership to discuss a matching donation. Director Parton also announced that the foundation will be gifted 1.7 acres land of land valued at \$95,000. The foundation provided 88 students awards totaling \$132,731 for the 2012-13 academic year.

## 6. NWAACC President's Cup Resolution

Trustee Mike Blakely read the resolution he wrote regarding the NWAACC President's Cup.

**Whereas:** *the Northwest Athletic Association of Community Colleges has developed an award called the "President's Cup," which is based on a formula which includes the team's GPA, credits earned, and number of graduates,*

**Whereas:** *the first President's Cup was presented to BBCC student athletes and coaches at a public ceremony on November 7, 2013,*

**Whereas:** *BBCC student athletes visually represent their college to the public at large,*

**Whereas:** *we are proud of the accomplishments of all of our student athletes, coaches, faculty and staff for their emphasis on excellence in teaching, academic achievement, and character development,*

*Therefore, be it resolved by the BBCC Board of Trustees that we commend our student athletes, coaches, faculty and staff for a job well done,*

*Be it further resolved, that we support your endeavors and wish you even greater success during the ensuing year.*

Motion 13-36

Trustee Mike Blakley moved to adopt the resolution. Trustee Jon Lane seconded, and the motion passed.

**7. 2014 Board Meeting Schedule**

President Leas recommended adopting the 2014 meeting schedule subject to modification as needed.

Motion 13-37

Trustee Stephen McFadden moved to adopt the 2014 Board meeting schedule as presented. Trustee Mike Villarreal seconded, and the motion passed.

**8. Advisory Committee List**

VP Bob Mohrbacher stated community involvement on advisory committees is invaluable. Dean Clyde Rasmussen shared SBCTC advisory committee handbooks with the trustees and said the handbooks were shared with the committee members during the Joint Advisory Committee dinner in October.

Trustee Mike Blakely expressed his desire to refresh the members of the advisory committees. Dean Clyde Rasmussen explained that many members stay on the committees for years because they really like being involved. The membership list is also submitted to the SBCTC along with meeting minutes.

Motion 13-38

Trustee Anna Franz moved to adopt the 2014 Board meeting schedule as presented. Trustee Stephen McFadden seconded, and the motion passed.

Board Chair Mike Blakely announced a 10-minute break at 3:09 p.m. The meeting reconvened at 3:19 p.m.

**9. Board Goals/Ends Statements Crosswalk**

VP Mohrbacher introduced crosswalk information. He explained the Ends Statements are expectations of the college and goals are the trustees' expectations of each other.

The trustees are tasked with updating the Ends and/or goals to match with the new mission and core themes.

Trustee Anna Franz stated she would like to focus on the Ends Statements first because they are the direction on which the college is measured. The goals can be modified after the Ends Statements are finalized. She said there is redundancy in the current access, climate, and multiculturalism Ends Statements. The values are a better basis for the Ends Statements. The new Academic Master Plan (AMP) needs to be finished by the end of the school year, and it is based on the Ends Statements.

For accreditation purposes, there is no confusion between Ends Statements and board goals. The AMP is BBCC's strategic plan, and it needs continuity and consistency; it reflects the Ends Statements, which reflect the philosophy of the board.

Trustees Anna Franz and Jon Lane will meet with President Leas, VP Mohrbacher, Dean Kirkwood, and Interim Faculty Association President Daneen Berry-Guerin to draft revised Ends Statements for consideration by the entire board at the next board meeting.

#### **10. Exceptional Faculty Award**

VP Mohrbacher recommended the board approve Exceptional Faculty Awards for AMT Instructors Dan Moore and Erik Borg and Criminal Justice and Psychology Instructor Dr. Ryann Leonard each in the amount of \$2,000.

##### Motion 13-39

Trustee Jon Lane moved to approve Exceptional Faculty Awards for Instructors Dan Moore, Erik Borg and Dr. Ryann Leonard as presented. Trustee Mike Blakely seconded, and the motion passed.

Trustee Jon Lane asked if the award fund was sufficient. He suggested verifying the maximum and considering raising the amount.

#### **11. Board Policies (for action)**

President Leas reintroduced four board policies that were presented for consideration during the last meeting and are presented during this meeting for action. New BP 6114 Credit Hour will result in no change to actual practice, and it fulfills NWCCU requirement.

##### Motion 13-40

Trustee Stephen McFadden moved to approve BP 6114 Credit Hour as presented. Trustee Anna Franz seconded, and the motion passed unanimously.

BP8060 Records Management is a new board policy that documents current practice and provides direction for all electronic messaging such as Twitter, Office Communicator and all other forms of communication to be archived per RCW 40.14

##### Motion 13-41

Trustee Anna Franz moved to approve BP 8060 Records Management as presented. Trustee Mike Villarreal seconded, and the motion passed unanimously.

The BP regarding non-fraternization has been reviewed and approved by President Leas the Attorney General, Vice Presidents Garza, Mohrbacher and Hamburg and the Faculty Association.

##### Motion 13-42

Trustee Jon Lane moved to approve the BP regarding non-fraternization as presented. Trustee Stephen McFadden seconded, and the motion passed unanimously.

BP 6000 Institutional Fund Balances, Reserves, and Contingencies changes to the operating reserve amount and the distribution of tuition funds were noted by VP Gail Hamburg during the October 24, 2013 budget presentation.

Motion 13-43

Trustee Mike Villarreal moved to approve BP 6000 Institutional Fund Balances, Reserves, and Contingencies as presented. Trustee Jon Lane seconded, and the motion passed unanimously.

**12. Board Policies (for information)**

The board discussed BP 8053 Information Technology (IT) Security Policy. This policy meets requirements of the SBCTC IT audit. This policy will be brought to the board for action at the next meeting. Other college community members were invited to provide feedback.

**13. Assessment of Board Activities**

Trustee Jon Lane reported that he attended the luncheon for former employee Mike O'Konek. He also attended the Legislative Action Committee meeting at Highline Community College. The SBCTC's student trustee shared that she is interested in reviewing the tenure process in the community college system; is it a hindrance or encouragement for improvement and innovation? Trustee Lane visited the Skills Center located at the Moses Lake High School. He suggested the board tour the Skills Center. Trustee Lane attended and worked at the Ryan Floch Memorial games. Trustee Lane complimented VP Garza for doing a great job organizing and hosting the holiday luncheon.

Trustee Mike Villarreal enjoyed listening to donors and their scholarship recipients at Star Night. He also enjoyed the BBCC holiday luncheon and thanked VP Garza for a great job. The luncheon showed BBCC's climate and the unique Big Bend family feeling.

Trustee Anna Franz attended Star Night and commented it was great to hear donor and student stories and recognition of donors.

Trustee Stephen McFadden attended Star Night. He also enjoyed introducing attendees and encouraged his fellow trustees to get involved in introducing donors and students during Star Night.

Trustee Mike Blakely met with President Leas to discuss the board agenda. He also attended the WA School Directors meeting, the NWAACC President's Cup presentation, and wrote the resolution that was adopted by the board today. Trustee Blakely served on TACTC Transforming Lives Award selection committee. He also attended the holiday luncheon, Star Night, and Mike O'Konek's goodbye luncheon.

#### 14. Regularly Scheduled Board Meeting

The next board meeting is scheduled for January 16, 2014, at 1:30 p.m. and will include the Ends Statement revision agenda item.

#### 15. Miscellaneous

President Leas informed the trustees that Congressman Doc Hastings was on campus and toured the nursing department November 8.

President Leas attended an NWCCU Evaluator Workshop. He is now eligible to serve as an accreditation evaluator in the NWCCU region.

The Education Law Association conference was very informative for President Leas, and he was also a presenter. He shared pertinent information he learned with appropriate campus departments.

The program formerly known as Pre-Employment Training (PET) is transitioning to a new focus as a result of the community consortium input. The new focus will be on community leadership. They will working with CBIS, the Moses Lake Chamber of Commerce, and the Grant County EDC to develop a community leadership program. This is a great way to help develop community leaders and align BBCC more closely with business communities.

The TACTC Transforming Lives Award dinner will be held January 19 in Olympia. The group discussed options for recognizing BBCC's 11 award nominees.

#### Motion 13-44

Trustee Jon Lane moved to establish an annual evening recognition award for the BBCC Transforming Lives Award nominees and to provide them each with a \$100 gift card funded by the Trustees' scholarship. Trustee Mike Villarreal seconded, and the motion passed.

Trustee Jon Lane stated the local nomination process was improved this year. He suggested written staff recommendations along with each personal essay would be very helpful in the future.

President Leas announced that Director of Title V Programs Terry Kinzel has been nominated for an Innovations Award for her work behind the scenes to gain resources. *"Terry Kinzel authored 16 grants totaling \$17.25 million, creating partnerships with community agencies, colleges & universities, bringing higher education to every corner of the service district, supporting the evolution of online learning, building technology infrastructure, remodeling campus buildings, establishing campus childcare, supporting faculty development, centralizing student services, creating 5 new college programs, & transforming developmental math. Hispanic enrollment doubled in 8 years."* President Leas will present Ms. Kinzel to the trustees at their January meeting. Lastly, President Leas announced that Trustee Stephen McFadden is seeking reappointment to his term on the board.

The meeting adjourned 4:25 p.m.

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Mike Blakely Chair

ATTEST:

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Dr. Terrence Leas, Secretary



**BIG BEND COMMUNITY COLLEGE**

Date: 1/16/14

**ITEM #3** CONSENT AGENDA (for information)

b. President's Activity Update

**BACKGROUND:**

Highlights of President Leas' activities from November 29, 2013 through December 27, 2013.

Prepared by the President's Office.

**RECOMMENDATION:**

None.

### President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
12/02/13	Met with Moses Lake Chamber of Commerce Director Debbie Doran-Martinez	Share Workforce Development Résumé	Moses Lake	
	Food Distribution at Moses Lake Food Bank	Support SSS Program Community Service	Moses Lake	
12/03/13	Meet Heritage University Provost Curt Guaglianone	Partnerships	BBCC	
	Lunch with Trustee Mike Blakely	Agenda Building	BBCC	
12/04/13	ctcLink Meeting new statewide computer system	Information Sharing	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Meet with AD Preston Wilks	Support Athletics	BBCC	
	Observe Political Science Class	Support Excellence in Teaching & Learning	BBCC	
12/05/13	Attend Maintenance & Operations Meeting	Employee Support	BBCC	
12/06/13	Facility Master Planning Mtg	Strategic Planning	BBCC	
	All Campus Holiday Potluck	Celebration	BBCC	Trustees Mike Blakely, Mike Villarreal, Jon Lane
	AVID Leadership Team	Support Excellence in Teaching & Learning	BBCC	
12/07/13	Ryan Floch Memorial Basketball Tournament	Working Gates Foundation Support		Trustee Jon Lane
12/08/13	Rotary President Open House	Community Engagement	Moses Lake	

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
12/09/13	Observe Political Science Class	Support Excellence in Teaching & Learning	BBCC	
	Meet with Sodexo District Manager Rick Waldt	Dining Hall Services	BBCC	
	Observe Chemistry Class	Support Excellence in Teaching & Learning	BBCC	
	Meet with TRiO SSS Director Custodio Valencia	Program Performance Review	BBCC	
	JATP 50 <sup>th</sup> Anniversary Planning	Celebration Planning	BBCC	
	Met with Instructor Ryann Leonard	Community Wellness Campaign	BBCC	
12/10/13	Observe German Class Flash Mob	Support Excellence in Teaching & Learning	BBCC	
	Observe Law Enforcement Active Shooter Training	Safety & Security	BBCC	
	Moses Lake Skills Center Tour	Community Engagement	BBCC	
12/11/13	Met with Aviation Instructor	Program Support	BBCC	
	Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Executive Council Meeting	Information Sharing Consultation	BBCC	
	Met with Executive Director LeAnne Parton	Foundation Support	BBCC	
	Faculty Association Officers Rie Palkovic, Daneen Berry-Guerin	Faculty Support	BBCC	
12/12/13	Board Study Session			

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Board Regular Meeting	College Guidance	BBCC	
12/13/13	Aviation Meeting	Program Support	BBCC	
	Cellarbration! for Education	Foundation Support	BBCC	
12/17/13	Building Prosperity Meeting	Community Engagement	Moses Lake	
	Personnel Activity	Employee Support	BBCC	
	Sonico Holiday Luncheon	Community Engagement	BBCC	
	Senator Mark Schoesler	Legislative Support	Moses Lake	
12/18/13	Meeting with VP's Mohrbacher, Hamburg, Garza	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
12/19/13	WACTC Meetings	System Support	Bellevue College	
12/20-27	Holidays & Vacation			

# BIG BEND COMMUNITY COLLEGE

Date: 1/16/14

**ITEM #3:** CONSENT AGENDA (for information)

c. Student Success

## BACKGROUND:

### Estimated Employment

BBCC Completers' Estimated Employment was 80% compared to the Washington State System of 78%. This is during a time when BBCC's service district had a higher unemployment rate than the state. Only 25% of the system colleges had higher estimated employment rates than BBCC.

Unemployment 2012	
Washington State	8.2%
Adams County	8.8%
Grant County	9.4%

<http://data.bls.gov/map/MapToolServlet> data retrieved on January 6, 2014.

### AVID

Planning and implementation for AVID are continuing. Saturday, January 4, Basic Skills faculty met for their quarterly in-service meeting. One topic was the use of AVID strategies in the classroom. Instructors took part in an exercise involving Levels of Inquiry. In addition, the group reviewed the WICOR framework and looked at available AVID resources.

The second round of AVID planning and professional development days will take place January 23 and 24. Seminar topics will include Collaboration and High Engagement strategies. These sessions are open to anyone from the college.

At this time, 15 faculty members have signed up to implement an AVID strategy in their classroom, assess the results, and report on findings. This project carries a \$500 stipend, paid for by funds from the Student Achievement Initiative.

Prepared by VP Mohrbacher and Dean Kirkwood.

### RECOMMENDATIONS:

None.

## BIG BEND COMMUNITY COLLEGE

Date: 1/16/14

**ITEM #3:** CONSENT AGENDA (for information)

d. Accreditation Update

### **BACKGROUND:**

BGCC continues to work on the recommendation to align the mission and core themes that was given as a result of the 2012 full-scale evaluation. With the new mission and core themes in place, staff are working on indicators for the core theme objectives and a reporting schedule.

- 1. The Evaluators recommend that the college ensure the alignment between the mission statement and the core themes – that the core themes “individually manifest” and “collectively encompass” the college mission statement (1.B.1), that the core theme objectives and verifiable indicators be sufficient to evaluate the accomplishment of core themes (1.B.2), and that the evaluation of programs and services be holistically informed by indicator data for each core theme objective (3.B.3, 4.A.4).*

In addition, at the next in-service day on February 7, faculty will begin work to address the second recommendation from our accreditation visit by integrating general education assessment into their annual assessment plans.

Prepared by VP Mohrbacher and Dean Kirkwood.

### **RECOMMENDATION:**

None.

## BIG BEND COMMUNITY COLLEGE

Date: 1/16/14

**ITEM #3:** CONSENT AGENDA (for information)

e. Assessment Update

### **BACKGROUND:**

Each Program/Discipline received its program data sheet which includes five years' worth of program enrollment, FTE (full-time equivalent enrollment), FTEF (full-time equivalent faculty load), student faculty ratio, program expenses and cost per FTE. Staff can use this to note trends in enrollment, program efficiency, and costs per FTE.

These reports are posted on the portal at the link below:

<https://port.bigbend.edu/employee/Institutional%20Research%20%20Planning/Forms/AllItems.aspx?RootFolder=%2femployee%2fInstitutional%20Research%20%20Planning%2fInstitutional%20Data&FolderCTID=&View=%7b150B68D1%2d6F01%2d4AB3%2d9C13%2d9167849F888B%7d>

You can also access through the BBCC Portal through the following steps:

- Click on the **Faculty & Staff Workspace**
- Click on **Institutional Research & Planning** under **Documents** on the left side of the page
- Click on **Institutional Data**

Prepared by Dean Valerie Kirkwood.

### **RECOMMENDATIONS:**

None.

## BIG BEND COMMUNITY COLLEGE

Date: 1/16/14

**ITEM #3:** CONSENT AGENDA (for information)

f. Capital Project Update

### **BACKGROUND:**

**Facilities Master Planning:** The Facilities Master Planning Committee met on January 10 to discuss Master Plan goals and objectives, including both short-term and long-term facility needs. The architects have been meeting with personnel from the Grant County Economic Development Council and the Moses Lake School District. They have also been reviewing information from the Facility Condition Report with mechanical, electrical, and structural engineers. Surveys have been administered to students, faculty, staff, and business and industry. We are in the process of analyzing the survey responses.

### **Old Developments/Background:**

**12/12/1** The Facilities Master Planning Committee has been formed and will meet on December 6 to start the process of updating the Facilities Master Plan. Three different facility assessment surveys will be distributed this week to business and industry, students, and faculty and staff. Input from these surveys will help us better understand the current and future needs of all programs. One of the committee's goals is to align the Facilities Master Plan with the Academic Master Plan.

### **RECOMMENDATIONS:**

None.



# BIG BEND COMMUNITY COLLEGE

Date: 1/16/14

## ITEM #3: CONSENT AGENDA (for information)

### g. Safety & Security Update MONTHLY REPORT DECEMBER 2013

<b>SECURITY VEHICLE – MILES DRIVEN ON CAMPUS PATROL</b>	731
<b>SECURITY INCIDENTS INVESTIGATED RESULTING IN FORMAL REPORT</b>	3
<b>SAFETY INCIDENTS INVESTIGATED</b>	1
<b>TIMELY WARNINGS ISSUED (as per Clery Act)</b>	0

Digits in brackets [ ] represent Nat'l Incident Based Recording System (NIBRS) categories.

Digits in parenthesis ( ) represent Uniform Crime Reporting categories, which the Clery Act uses to define crimes.

Reportable Offenses per VAWA and Clery Act 20 USC 1092 (f) are on this page.

	Jan. 2013	Feb. 2013	Mar. 2013	Apr. 2013	May 2013	Jun. 2013	July 2013	Aug. 2013	Sept. 2013	Oct. 2013	Nov. 2013	Dec. 2013	YTD
<b>Arrests and Violations</b>													
[90G] Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0
[90G] Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0
[35A] Drug Law Arrests	0	0	0	0	0	1	0	0	0	0	0	0	1
[35A] Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0
[520] Illegal Weapons Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0
[520] Illegal Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Criminal Offenses</b>													
(1a) [09A] Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0
(1b) [09B] Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0
(3a, 3b, 3c, 3d) [120] Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0
(4a, 4b, 4c, 4d) [13A] Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0
(5a, 5b, 5c) [220] Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0
(7a, 7b, 7c) [240] Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0
(8a-g, 8 h-i, 8j) Arson	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0
(8a-g, 8 h-I, 8j) [200] Arson	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sex Offenses</b>													
<b>(2a) Forcible</b>													
[11A] Rape	0	0	0	0	0	0	0	0	0	0	0	0	0
[11B] Sodomy	0	0	0	0	0	0	0	0	0	0	0	0	0
[11C] Sexual Assault w/ Object	0	0	0	0	0	0	0	0	0	0	0	0	0
[11D] Forcible Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>(2b) Non-Forcible</b>													
[36A] Incest	0	0	0	0	0	0	0	0	0	0	0	0	0
[36B] Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crimes</b>													
Any Incident	0	0	0	0	0	0	0	0	0	0	0	0	0

<b>Criminal Offenses</b>													
[510] Bribery	0	0	0	0	0	0	0	0	0	0	0	0	0
[13B] Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0
[13C] Intimidation (incl. threats, bomb threats)	1	0	0	0	0	0	0	0	1	0	0	0	2
[250] Counterfeiting/Forgery	0	0	0	0	0	0	0	0	0	0	0	0	0
[290] Destruction/Damage/Vandalism	0	0	1	3	0	1	0	1	0	0	0	0	6
[270] Embezzlement	0	0	0	0	0	0	0	0	0	0	0	0	0
[210] Extortion/Blackmail	0	0	0	0	0	0	0	0	0	0	0	0	0
[26A] Fraud: False Pretenses/Confidence Game	0	0	0	0	0	0	0	0	0	0	0	0	0
[26B] Fraud: Credit Card/ATM Fraud	0	0	0	0	0	0	0	0	0	0	0	0	0
[26C] Fraud: Impersonation	0	0	0	0	0	0	0	0	0	0	0	0	0
[39A] Gambling: Betting/Wagering	0	0	0	0	0	0	0	0	0	0	0	0	0
[39B] Gambling: Operating/Promoting	0	0	0	0	0	0	0	0	0	0	0	0	0
[100] Kidnapping/Abduction	0	0	0	0	0	0	0	0	0	0	0	0	0
[23A] Larceny: Pocket Picking	0	0	0	0	0	0	0	0	0	0	0	0	0
[23B] Larceny: Purse Snatching	0	0	0	0	0	0	0	0	0	0	0	1	1
[23C] Larceny: Shoplifting	0	0	0	0	0	0	0	0	0	0	0	0	0
[23D] Larceny: Theft from Building	0	0	0	0	0	0	0	0	0	2	0	0	2
[23E] Larceny: Theft from Coin Operated Machine	0	0	0	0	0	0	0	0	0	0	0	0	0
[23F] Larceny: Theft from Motor Vehicle	0	0	0	0	1	0	0	0	0	0	1	0	2
[23G] (6Xe) Larceny: Theft of Motor Vehicle Parts/Accessories	1	0	0	0	0	0	0	0	0	0	0	0	1
[23H] Other Larceny	1	0	0	2	0	0	0	0	0	0	0	0	3
(6Xf) Larceny: Theft of Bicycle	0	0	0	0	0	0	0	0	0	0	0	0	0
[370] Pornography/Obscene Material	0	0	0	0	0	0	0	0	0	0	0	0	0
[40A] Prostitution	0	0	0	0	0	0	0	0	0	0	0	0	0
[40B] Assisting/Promoting Prostitution	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>NIBRS Group B Offenses</b>													
[90A] Bad Checks	0	0	0	0	0	0	0	0	0	0	0	0	0
[90B] Curfew/Loitering/Vagrancy Violations	0	0	0	0	0	0	0	0	0	0	0	0	0
[90C] Disorderly Conduct	0	0	0	0	0	0	0	0	0	0	0	0	0
[90D] Driving Under the Influence	0	0	0	0	0	0	0	0	0	0	0	0	0
[90E] Drunkenness	0	0	0	0	0	0	0	0	0	0	0	0	0
[90F] Family Offenses - Cruelty Toward Child, Child Neglect	0	0	0	0	0	0	0	0	0	0	0	1	1
[90H] Peeping Tom	0	0	0	0	0	0	0	0	0	0	0	0	0
[90J] Trespass of Real Property	0	0	0	0	0	1	0	0	0	0	0	0	1
[90Z] All Other Offenses	0	0	0	0	0	0	0	0	0	1	0	0	1

<b>Vehicle Collisions</b>													
Non-injury	1	1	0	0	1	0	0	0	1	1	1	0	6
Injury	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Other Type Incident (Not categorized)</b>													
Overdose w/o Intent to Harm Self	0	0	0	0	1	0	0	0	0	0	0	0	1
Suicide Attempt/Gesture/Threats	0	0	0	0	0	0	0	0	0	0	1	0	1
Hostile Person - No Assault/Crime	0	0	0	0	0	1	0	0	0	0	0	0	1

**Total Combined Incidents**

**30**

Prepared by Director of Safety & Security Kyle Foreman.

**RECOMMENDATIONS:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 1/16/14

### **ITEM #3: CONSENT AGENDA (for information)**

#### h. Human Resources Report

### **BACKGROUND:**

#### **Recruitment & Selection:**

Kyla Ohs accepted the position of Medical Assistant Program Coordinator. Her first day of work was December 19, 2013. This position is responsible to coordinate and direct the Medical Assistant Program. Kyla will also teach a number of courses in the program.

The screening committee for the Director of IT has completed its review of applications. The committee is scheduled to meet on January 15 to review the results of the reference-checking process and select candidates to interview. The Director of IT position was last filled by Russ Beard. Russ left BBCC in early 2011, and the position was not posted due to budget constraints.

The position of Fiscal Analyst 3 has been posted. This is a full-time, classified staff position. The position became vacant when Jessica Aloysius accepted another position.

#### **Training:**

The following is a list of additional admin/exempt training that has occurred since the last Board of Trustees meeting.

- Jenny Nighswonger-WAEYC on November 14-15 at Seattle
- Linda Chadwick-Access on November 12-13 at Everett; In-Design Training on December 9, 12, 13 at BBCC
- Kim Jackson-Western Region/National Association of Campus Activities on November 13-16 at Ontario, CA
- Dawn Geiger-Audit Review/Board of Directors Training on November 19 at BBCC
- Jennifer de Leon-Creating Culture that Rocks! On November 12 via Webinar
- Terry Kinzel-Best Practices Conference, SBCTC on October 29 at Tacoma; Connect 2 Complete Summit on November 7 at Seattle; Washington Campus Compact Annual Meeting on November 8 at Seattle
- Kim Garza-HRMC Meeting on November 14-15 at Seattle

- Susan Workman-AVID Stakeholders meeting on November 19 at BBCC
- Jille Shankar-Drafting an Effective Default Prevention Plan on November 21 via Webinar
- Char Rios-WW Coordinator Networking and Training on November 5 via Teleconference; ctcLink on November 6 via Webinar; Weekly SME ctcLink Meeting on November 7 & 21 via Webinar; Weekly SME ctcLink Meeting on December 5 via Webinar
- Kara Garrett, Heidi Summers, Dawn Geiger-AVID Cornell Notes on December 5 at BBCC; AVID Academic Reading on December 6 at BBCC

Prepared by VP Kim Garza.

**RECOMMENDATIONS:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 1/16/14

### **ITEM #3: CONSENT AGENDA (for action)**

- i. Classified Staff Report

#### **BACKGROUND:**

The newly structured Staff Training and Recognition (STAR) Committee consists of classified staff members representing areas from across campus. Each member will serve on the committee for a minimum of 12 months to a maximum of two years. Classified staff voted for the following representatives on the committee in 2014: Starr Bernhardt, Classified Staff Representative; Darci Alamos, Alternate Classified Staff Representative; Barbara Collins, Secretary/Treasurer; and Carla Louise Christian, Marketing/Publicity.

The main purpose of the STAR Committee is to plan and implement programs to support the personal and professional development of classified staff and develop processes for the recognition of staff contributions. In December, the committee developed a survey to collect information from classified staff on the types of training and recognition they value. A similar survey was created for supervisors of classified staff to develop the most useful training possible. The surveys were administered on January 2, and the results will be analyzed and discussed at the next STAR Committee meeting (January 17). Results will be used to guide efforts to design a suitable staff training and recognition schedule for 2014.

Many classified staff members participated in the Active Shooter Training held on the BBCC campus on December 10. Participants directly experienced how law enforcement responds in an active shooter situation and learned what to do if such an incident were to occur on our campus. Participants reported that the training was very interesting and informative.

Prepared by Classified Staff Representative Starr Bernhardt.

#### **RECOMMENDATIONS:**

None.

## BIG BEND COMMUNITY COLLEGE

Date: 1/16/14

**ITEM #3:** CONSENT AGENDA (for information)

j. Enrollment Report

**BACKGROUND:**

The final fall 2013 enrollment report is included for your information. State FTE was up 4% from fall 2012, total FTE was up 7%. Headcount was up 6.5%. Running Start headcount was up 23%. We have adopted a new model of College in the High School/Running Start which increased our numbers at Ephrata High School from 23 in Fall 2012 to 81 in Fall 2013. Winter quarter state-funded FTE is currently even with last year as of the first day of the quarter.

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The tuition amount budgeted for 2013-2014 is \$4,264,284. As of November 30, 2013, we have collected \$2,483,260 or 58.2% of the budgeted amount. As of November 30, 2012, we had collected \$2,328,356 or 58.1%.

### TUITION COLLECTION REPORT

As of November 30, 2013 and November 30, 2012  
Will be provided at the board meeting

	<u>2013-14</u>	<u>2012-13</u>
Annual Budget	\$4,264,284	\$ 4,008,600
Total Collections as of November 30, 2013	\$2,483,260	\$2,328,356
As a % of annual budget	58.2%	58.1%
Left to collect to meet budget target	1,781,024	\$1,991,706

Prepared by Associate Vice President of Student Services Candy Lacher and Director of Business Services Charlene Rios.

**RECOMMENDATION:**

None

# F.T.E. REPORT

1/4/2014

	<b>QTRLY</b>	<b>ANNUAL</b>
	<b><u>FTEs</u></b>	<b><u>FTEs</u></b>
<b>1st year (12-13)</b>		
SUMMER	315.2	105.1
FALL	1612.8	537.6
WINTER	1723.0	574.3
SPRING	1537.2	512.4
<b>2nd year (13-14)</b>		
SUMMER	330.6	110.2
FALL	1681.2	560.4
WINTER	1503.1	501.0
SPRING		0.0
<b>TOTAL</b>	<b><u>8703.1</u></b>	<b><u>2901.0</u></b>
1st year annual FTE Target	5061	1687
2nd year annual FTE Target	5049	1683
<b>SBCTC 2-year rolling enrollment count</b>		
Past year + current year actual FTE		2901.0
Past year + current year allocation		3370.0
% of allocation target attained to date		86.1%
Add'l FTEs to meet minimum 96%	1002.5	334.2
Add'l FTEs to meet target 100%	1406.9	469.0
FTEs over funding level - 1st year	127.2	42.4
FTEs over funding level - 2nd year	-1534.1	-511.4



## FALL FINAL ENROLLMENT REPORT

### HEADCOUNTS

	FALL <u>2013</u>	FALL <u>2012</u>	FALL <u>2011</u>	FALL <u>2010</u>	FALL <u>2009</u>	FALL <u>2008</u>	FALL <u>2007</u>
<u>ETHNIC ORIGIN</u>							
Amer. Indian/Alaska Ntv	30	31	34	25	50	50	43
Asian/Pacific Islander	44	30	30	37	42	33	52
Black	34	40	42	44	47	29	32
Hispanic	876	836	917	975	953	961	957
White	1,485	1,373	1,375	1,662	1,505	1,351	1,400

### SEX

Female	1,387	1,307	1,389	1,558	1,626	1,514	1,577
Male	1,073	986	1,008	1,062	1,118	1,065	1,057
Not Coded	9	17	1	123	87	74	105

### STUDENT STATUS

Full time (12 or more crs)	1,504	1,378	1,481	1,666	1,563	1,330	1,276
Part time (less than 12 crs)	965	932	917	1,077	1,268	1,323	1,463
Percent full time	60.9	59.6	61.7	60.7	55.2	50.1	46.6

### BY TIME/LOCATION

On-Campus Day	1,844	1,783	1,887	2,152	2,095	1,803	1,779
On-Campus Evening	194	185	137	176	203	222	330
Off-Campus Day/Online	264	151	192	198	251	230	294
Off-Campus Evening	167	191	182	217	282	398	336

**TOTAL HEADCOUNT            2,469       2,310       2,398       2,743       2,831       2,653       2,739**

Running Start	214	165	166	153	146	159	159
International	4	2	7	5	3	4	3

### FTES

	FALL <u>2013</u>	FALL <u>2012</u>	FALL <u>2011</u>	FALL <u>2010</u>	FALL <u>2009</u>	FALL <u>2008</u>	FALL <u>2007</u>
<u>STATE FUNDED</u>							
ABE/ESL	169.6	170.2	174.7	164.4	218.1	252.9	214.7
Academic	952.8	858.3	949.9	1,030.80	956.6	806.7	762.4
Occupational	558.8	584.3	564.3	618.3	593.5	539.3	602.8

**TOTAL STATE FTES            1,681.2    1,612.8    1,688.9    1,813.5    1,768.2    1,598.9    1,579.9**

### OTHER FTES

Community Service	0.7	3.1	5.4	2.9	8.0	9.0	10.6
Contract Funded	17.3	14.9	10.6	86.7	121.9	38.5	22.6
Running Start	192.7	146.3	147.3	131.1	125.5	131.0	128.2
Other (Employ., Sr. Cit.)	20.7	4.5	13.1	13.4	13.8	11.5	29.2

**GRAND TOTAL FTES            1,912.6    1,781.6    1,865.3    2,047.6    2,037.4    1,788.9    1,770.5**

**BIG BEND COMMUNITY COLLEGE**

Date: 1/16/14

**ITEM #3:** CONSENT AGENDA (for information)

k. Quarterly Budget Report

**BACKGROUND:**

The Budget Status Summary as of November 30, 2013, is attached for Board review. There was 68% of the state operating budget remaining.

Prepared by Director of the Business Office Charlene Rios.

**RECOMMENDATION:**

None.

**BIG BEND COMMUNITY COLLEGE  
BUDGET STATUS SUMMARY  
AS OF NOV 30, 2013**

PROGRAM	CATEGORY	BUDGET	ADJUSTMENT	BUDGET	SPENT	BALANCE	% REMAINING
		As of 7/1/13		As of 11/30/13	Includes Enc		
<b>010 INSTRUCTION</b>	SALARIES	4,722,188	257,185	4,979,373	1,323,247	3,656,126	73.43%
	BENEFITS	1,484,719	64,296	1,549,015	462,740	1,086,275	70.13%
	GOODS&SVC	434,340	0	434,340	89,925	344,415	79.30%
	TRAVEL	50,995	0	50,995	14,753	36,242	71.07%
	EQUIP	274,750	0	274,750	127,745	147,005	53.50%
	<b>TOTAL</b>	<b>6,966,992</b>	<b>321,481</b>	<b>7,288,473</b>	<b>2,018,410</b>	<b>5,270,063</b>	<b>72.31%</b>
<b>040 PRIMARY SUPPORT TO INSTRUCTION</b>	SALARIES	560,852	(20,303)	540,549	213,289	327,260	60.54%
	BENEFITS	180,986	(8,343)	172,643	69,011	103,632	60.03%
	GOODS&SVC	34,358	0	34,358	4,121	30,237	88.01%
	TRAVEL	6,750	0	6,750	2,835	3,915	58.00%
	EQUIP	6,500	0	6,500	0	6,500	100.00%
	<b>TOTAL</b>	<b>789,446</b>	<b>(28,646)</b>	<b>760,800</b>	<b>289,256</b>	<b>471,544</b>	<b>61.98%</b>
<b>050 LIBRARY</b>	SALARIES	303,235	40,606	343,841	112,364	231,477	67.32%
	BENEFITS	110,946	16,686	127,632	42,457	85,175	66.73%
	GOODS&SVC	63,656	0	63,656	49,755	13,901	21.84%
	TRAVEL	1,750	0	1,750	1,467	283	16.18%
	EQUIP	20,000	0	20,000	15,167	4,833	24.16%
	<b>TOTAL</b>	<b>499,587</b>	<b>57,292</b>	<b>556,879</b>	<b>221,210</b>	<b>335,669</b>	<b>60.28%</b>
<b>060 STUDENT SERVICES</b>	SALARIES	916,798	0	916,798	347,465	569,333	62.10%
	BENEFITS	304,486	0	304,486	121,122	183,364	60.22%
	GOODS&SVC	33,986	100,000	133,986	42,149	91,837	68.54%
	TRAVEL	9,400	16,373	25,773	530	25,243	97.94%
	EQUIP	0	0	0	1,985	(1,985)	0.00%
	GRANTS	526,427	0	526,427	115,223	411,204	78.11%
	MATCH	15,481	0	15,481	0	15,481	100.00%
	<b>TOTAL</b>	<b>1,806,578</b>	<b>116,373</b>	<b>1,922,951</b>	<b>628,474</b>	<b>1,294,477</b>	<b>67.32%</b>
<b>080 ADMIN.</b>	SALARIES	1,489,865	(20,303)	1,469,562	558,616	910,946	61.99%
	BENEFITS	489,096	(8,343)	480,753	196,048	284,705	59.22%
	GOODS&SVC	624,486	0	624,486	117,364	507,122	81.21%
	TRAVEL	27,825	0	27,825	9,921	17,904	64.35%
	EQUIP	20,250	0	20,250	3,354	16,896	83.44%
	<b>TOTAL</b>	<b>2,651,522</b>	<b>(28,646)</b>	<b>2,622,876</b>	<b>885,302</b>	<b>1,737,574</b>	<b>66.25%</b>
<b>090 M&amp;O</b>	SALARIES	1,076,696	0	1,076,696	437,685	639,011	59.35%
	BENEFITS	413,767	0	413,767	163,431	250,336	60.50%
	GOODS&SVC	1,057,950	0	1,057,950	386,843	671,107	63.43%
	TRAVEL	5,025	0	5,025	495	4,530	90.15%
	EQUIPMENT	36,537	0	36,537	6,799	29,738	81.39%
	DEBT SERV.	0	0	0	0	0	0.00%
	<b>TOTAL</b>	<b>2,589,975</b>	<b>0</b>	<b>2,589,975</b>	<b>995,253</b>	<b>1,594,722</b>	<b>61.57%</b>
<b>TOTAL BUDGET</b>	<b>15,304,100</b>	<b>437,854</b>	<b>15,741,954</b>	<b>5,037,905</b>	<b>10,704,049</b>	<b>68.00%</b>	

ALLOCATION #3	Institution Funding	280,401
ALLOCATION #3	Redistribution of Institution Funding Pool	12,201
ALLOCATION #3	Additional Step M for Classified Staff	1,126
Move Stenzel from 041/083 to 053		0
ALLOCATION #4	Basic Skills Enhancement	27,753
ALLOCATION #4	Student Achievement Initiative	116,373

TOTAL ADJUSTMENTS TO ALLOCATION 437,854

## BIG BEND COMMUNITY COLLEGE

Date: 1/16/14

**ITEM #5:** Probationary/Tenure Reviews (for information)

### **BACKGROUND:**

For your review in anticipation of the March 6, 2014, Board meeting. The probationary tenure binders for the following faculty members will be available for your review soon (date announced at meeting). Please contact Melinda to make arrangements for reviewing the information.

The Board will consider probationary faculty contract renewal for the following faculty at the March 6 Board meeting.

<b><u>Faculty Member</u></b>	<b><u>Position</u></b>	<b><u>Current Status</u></b>
James Ayers	Industrial Systems Instructor	1 <sup>st</sup> probationary year
Clint Gilbert	Welding Instructor	1 <sup>st</sup> probationary year
Lindsay Groce	Chemistry Instructor	1 <sup>st</sup> probationary year
Cara Stoddard	English Instructor	1 <sup>st</sup> probationary year
Libby Sullivan	Reference Librarian	1 <sup>st</sup> probationary year
Valerie Wade	Dev Ed/ABE Instructor	1 <sup>st</sup> probationary year
Jan Elliston	Nursing Instructor	2 <sup>nd</sup> probationary year
David Holliway	Psychology Instructor	3 <sup>rd</sup> probationary year

Prepared by Vice President of Student Services and Instruction Bob Mohrbacher and President Leas.

### **RECOMMENDATION:**

Please complete your review by March 6, 2014.

## BIG BEND COMMUNITY COLLEGE

Date: 1/16/14

**ITEM #6:** Innovations Excellence Award (for information)

### **BACKGROUND:**

During the December 12 meeting President Leas announced that he had nominated Director of Title V Programs Terry Kinzel for a League for Innovation Award for her work behind the scenes to gain resources.

*“Terry Kinzel authored 16 grants totaling \$17.25 million, creating partnerships with community agencies, colleges & universities, bringing higher education to every corner of the service district, supporting the evolution of online learning, building technology infrastructure, remodeling campus buildings, establishing campus childcare, supporting faculty development, centralizing student services, creating 5 new college programs, & transforming developmental math. Hispanic enrollment doubled in 8 years.”*

President Leas will present Ms. Kinzel to the trustees.

### **RECOMMENDATION:**

None.

**BIG BEND COMMUNITY COLLEGE**

Date: 1/16/14

**ITEM #7:** Board Policies (for action)

**BACKGROUND:**

The following board policy draft was included for your consideration in the December 12 board agenda. It is presented today for action.

BP 8053 Information Technology (IT) Security Policy

Prepared by the President's office.

**RECOMMENDATION:**

None.

## BOARD POLICY

### BP8053 INFORMATION TECHNOLOGY (IT) SECURITY POLICY

BP8053

Big Bend Community College (BBCC) acknowledges the obligation to provide adequate security and protection of all Information Technology (IT) usage within its domain of ownership and control. This policy serves as an umbrella that governs all other BBCC policies pertaining to IT usage on campus and is intended to comply with the Washington State Department of Information Services (DIS) IT Security Audit Process Office of the Chief Information Officer (OCIO) Standard No. 141.10: Securing Information Technology Assets.

(For full text of OCIO policy, see <http://ofm.wa.gov/ocio/policies/documents/141.10.pdf>)

The BBCC IT Security Policy is acknowledged as a "living" document that may require alteration periodically to address changes in technology, applications, procedures, legal and social imperatives, and unanticipated dangers.

#### **Applicability**

This policy applies to all members of the BBCC community, with specific duties and responsibilities placed upon departments within Big Bend Technology (BBT). This policy applies to all campus facilities, equipment and services that are managed by the Big Bend Technology department, including off-site data storage, computing and telecommunications equipment. This policy also applies to application-related services purchased from other state agencies or commercial concerns, and internet-related applications and connectivity.

#### **Intended Exemptions**

It is not the intent of this policy to restrict academic freedom in any way, nor to impinge on the intellectual property rights of authorized users, therefore this policy exercises the exemption granted in the Washington State Department of Information Services (DIS) Information Technology (IT) Security Policy for Institutions of Higher Education, pursuant to RCW 43.105.200, which states that, "in the case of institutions of higher education, the provisions of chapter 20, Laws of 1992, apply to business and administrative applications but do not apply to academic and research applications." Office of the Chief Information Officer (OCIO) Standard No. 141.10: Securing Information Technology Assets, which states the following:

*Agencies must develop, document and implement policies and procedures for the IT security program in Section 1 and the functional areas in Sections 2 through 11. Agencies may exceed these IT security standards based on the risk and complexity of the IT environment.*

## SCOPE

- (1) *The IT security policy applies to state of Washington executive branch agencies, agencies headed by separately elected officials, and institutions of higher education.*
- (2) *These IT security standards apply to state of Washington executive branch agencies and agencies headed by separately elected officials, referred to as “agencies” throughout this document.*
- (3) *Institutions of higher education shall develop standards that are appropriate to their respective missions and that are consistent with the intended outcomes of the OCIO to secure data, systems and infrastructure. At a minimum, higher education institutions’ security standards shall address:*
  - a. Appropriate levels of security and integrity for data exchange and business transactions.*
  - b. Effective authentication processes, security architectures(s), and trust fabric(s).*
  - c. Staff training.*
  - d. Compliance, testing, and audit provisions.*

*Academic and research applications and infrastructure at institutions of higher education are exempt.*

It is the intent of Big Bend Community College to take precautions to prevent revealing specific security policies, standards and practices containing information that may be confidential or private regarding BBCC business, communications, and computing operations or employees. Persons responsible for distribution of these documents should consider the sensitive nature of the information as well as related statutory exemptions from public disclosure (See ~~RCW 42.17.310~~ 42.56.210 and ~~42.17.330~~ 42.56.540). Policy Contact: ~~Director of Information and Communication Services~~  
*Information Systems Manager*

## RELEVANT LAWS AND OTHER RESOURCES

~~RCW 42.17.310~~ 42.56.210  
~~RCW 42.17.330~~ 42.56.540  
RCW 43.88.160  
~~RCW 43.105.200~~



**BIG BEND COMMUNITY COLLEGE**

Date: 1/16/14

**ITEM #8:** Board Policies (for information)

**BACKGROUND:**

The following board policy draft is included for your consideration and subsequent action at the next meeting.

BP Compensation Plan

Prepared by the President's office.

**RECOMMENDATION:**

None.

**Philosophy**

In order to fulfill its mission, Big Bend Community College shall maintain a compensation plan directed toward attracting, retaining, and rewarding a qualified and diverse workforce. Within the boundaries of financial feasibility, employee compensation shall be externally competitive and internally equitable, and shall be based upon performance as recognized within the work unit.

**Compensation Plan Goals**

1. To attract and retain highly qualified employees with the required education, experience, and skills necessary to achieve the College's mission.
2. To compensate employees at a level consistent with comparable market benchmarks for institutions of higher education or other appropriate job markets for similar skills, responsibilities, educational qualifications, and working conditions:
  - a. For higher education related positions, the market is based on salaries of peer institutions.
  - b. For all other positions, the market is based on local, regional, and/or national markets, depending on the position.
  - c. Salaries may exceed the average of the particular labor market in order to recognize exceptional recruiting and retention needs, or for purposes of attracting and retaining employees in areas where the college is or aspires to be a state or national leader.
3. To maintain internal equity for all employees performing similar functions based on the requisite knowledge, skills, complexity, autonomy, experience, contacts, scope, and decision-making or supervisory responsibility required to perform those functions. Employees accepting positions paid from grant monies shall not receive higher salaries simply because their appointment to that position has a specified end date.
4. To set salaries for new or vacant positions at market levels that recognize skills and experience required for the position while considering the salary level of current employees within the same or similar positions.

Board approved

\_\_\_\_\_

Compensation Plan

BP \_\_\_\_\_

5. To recognize superior performance, encourage professional development and the acquisition of skills and abilities that enhance the employee's potential for new and varied roles.
6. To comply with all applicable federal and state laws and regulations.
7. To be fiscally responsible.
8. To increase the transparency of pay decisions at BBCC.

DRAFT

Board approved

\_\_\_\_\_

Compensation Plan

BP \_\_\_\_\_

## **BIG BEND COMMUNITY COLLEGE**

Date: 1/16/14

**ITEM #9:** Ends Statements Crosswalk (for information/action)

### **BACKGROUND:**

During the October 24 board meeting, the trustees reviewed the current Ends Statements. The trustees requested a crosswalk between the current ends statements, board goals, new mission statement, core themes and values.

The trustees discussed the crosswalk document during the December 12 board meeting. Per the board's direction, Trustees Jon Lane and Anna Franz met with President Leas, VP Mohrbacher, Interim Faculty Association President Daneen Berry-Guerin, Dean Valerie Kirkwood, and Executive Assistant Melinda Dourte to discuss specific Ends Statement revisions for presentation at the January 16 board meeting. The revised document is following.

Prepared by the President's office, VP Mohrbacher and Dean Kirkwood.

### **RECOMMENDATION:**

None

# STRATEGIC PLANNING CROSSWALK

[1-16-14]

New Mission	Core Themes	Values	Proposed Ends	Monitoring Reports
<p><b>Definition:</b> The mission statement “articulates a purpose appropriate for the institution of higher learning, gives direction for its efforts, and derives from, and is generally understood by, its community.” (NWCCU, 1.A.1)</p>	<p><b>Definition:</b> The institution identifies core themes that individually manifest essential elements of its mission and collectively encompass its mission. (NWCCU, 1.B.1)</p>	<p><b>Definition:</b> Principles (fundamental beliefs) or qualities that shape institutional attitudes, opinions, decisions, and actions</p>	<p><b>Definition:</b> Ends in Policy Governance refer to the effect an organization seeks to have on the world outside itself.</p> <p>This is BBCC’s impact, difference, change, benefit or outcome obtained in the lives of our constituents.</p>	
<p><b>Mission:</b> Big Bend Community College delivers lifelong learning through commitment to student success, excellence in teaching and learning, and community engagement.</p>			<p><b>E-1 Mission</b> Big Bend Community College delivers lifelong learning through commitment to student success, excellence in teaching and learning, and community engagement.</p>	<p><b>Mission Fulfillment Monitoring Report (Formerly Student Success) (October):</b>  <b>E-2 Student Success</b>  <b>E-3 Excellence in Teaching &amp; Learning</b>  <b>E-4 Community Engagement</b>  <b>E-5 Integrity and Stewardship</b>  <b>E-6 Inclusion and Climate</b></p>
	<p><b>Student Success</b> BBCC provides access to programs and services that meet the needs of our service district</p> <p><b>Objective</b></p> <ul style="list-style-type: none"> <li>• 1.1 BBCC provides access to programs and services that meet the educational needs of our students and prospective students.</li> <li>• 1.2 Use of services correlates with success, retention, and completion</li> <li>• 1.3 Students are prepared to graduate and to transfer or to seek employment</li> </ul>	<p><b>Student Success</b></p> <ul style="list-style-type: none"> <li>• Academic achievement</li> <li>• Empowerment</li> <li>• Lifelong learning</li> <li>• Service to students</li> </ul>	<p><b>E-2 Student Success</b> BBCC provides the diverse population of its entire district with access to opportunities, assists students in completion of their goals, and develops skills for lifelong learning.</p>	<p><b>Mission Fulfillment Monitoring Report (Formerly Student Success) (October):</b></p>

# STRATEGIC PLANNING CROSSWALK

New Mission	Core Themes	Values	Proposed Ends	Monitoring Reports
	<p><b>Excellence in Teaching &amp; Learning Objectives</b></p> <ul style="list-style-type: none"> <li>2.1 BBCC implements innovation and creativity in programs and services</li> <li>2.2 BBCC helps students attain high academic standards</li> <li>2.3 BBCC supports professional development for faculty and staff in order to improve student engagement and outcomes</li> </ul>	<p><b>Excellence</b></p> <ul style="list-style-type: none"> <li>Innovation</li> <li>Commitment to quality</li> <li>High standards</li> <li>Continuous improvement</li> </ul>	<p><b>E-3 Excellence in Teaching and Learning</b></p> <p>BBCC supports innovation, variety, and creativity; maintains high academic and industry standards; and supports professional development for continued growth.</p>	<p><b>Excellence in Teaching &amp; Learning Monitoring Report (Formerly Programs) (May)</b></p>
	<p><b>Community Engagement Objective</b></p> <ul style="list-style-type: none"> <li>3.1 BBCC works with community partners to support economic development</li> <li>3.2 BBCC works with K-12 &amp; university partners to provide educational opportunities</li> <li>3.3 BBCC practices responsible use of resources, including fiscal and natural resources</li> <li>3.4 BBCC provides an inclusive environment for students, employees, and partners in order to sustain a vibrant community</li> </ul>	<p><b>Community Engagement</b></p> <ul style="list-style-type: none"> <li>Collaboration</li> <li>Outreach</li> <li>Partnerships</li> <li>Improving quality of life</li> </ul>	<p><b>E-4 Community Engagement</b></p> <p>BBCC supports economic development by nurturing community and industry partnerships and support to the college to enhance access and service to our district population.</p> <p><i>Should we include some language on philanthropy because that is a value that we want to promote among internal and external donors?</i></p>	<p><b>Community Engagement Monitoring Report (Formerly Access) (April)</b></p> <p><b>Additional information: Advisory Committee Reports Foundation Report Agreements Log</b></p>
		<p><b>Integrity &amp; Stewardship</b></p> <ul style="list-style-type: none"> <li>Accountability</li> <li>Sustainability</li> <li>Ethics and honesty</li> <li>Resource management</li> </ul>	<p><b>E-5 Integrity and Stewardship</b></p> <p>BBCC acts as a responsible steward of resources by promoting accountability, sustainability, ethics and honesty, and prudent resource management to provide quality and affordable resources to the diverse population of our service district.</p>	<p><b>Operating Budget Presentation (June)</b></p> <p><b>Proprietary Budgets and Financial Statements Presentation (August)</b></p> <p><b>Quarterly Budget Updates In the Consent Agenda (Quarterly)</b></p>
	<p><b>Community Engagement Objective</b></p> <ul style="list-style-type: none"> <li>3.4 BBCC provides an inclusive environment for students, employees, and partners in order to sustain a vibrant community</li> </ul>	<p><b>Inclusion</b></p> <ul style="list-style-type: none"> <li>Diversity</li> <li>Access</li> <li>Opportunity</li> <li>Equity</li> </ul>	<p><b>E-6 Inclusion and Climate</b></p> <p>BBCC provides and maintains a climate of inclusiveness for students, employees and partners by maintaining a safe learning environment and promoting cultural inclusiveness, understanding, and respect by embracing diversity, access, opportunity, and equity.</p>	<p><b>Community Engagement Monitoring Report (Formerly Access) (April):</b></p> <p><b>Annual Safety &amp; Security (Clery Act) Report</b></p>

## **BIG BEND COMMUNITY COLLEGE**

Date: 1/16/14

**ITEM #10:** Assessment of Board Activity (for information)

Northwest Commission on Colleges and Universities Standard 2.A Governance

### **BACKGROUND:**

This agenda item provides an opportunity for the individual Trustees to report on community contacts they have made and/or meetings they have attended since the previous Board meeting. This reporting process has been implemented as an assessment tool to give the Board a way to definitively measure what is accomplished throughout the year for its next self-evaluation review.

Prepared by the President's Office.

### **RECOMMENDATION:**

None.

**BIG BEND COMMUNITY COLLEGE**

Date: 1/16/14

**ITEM #11:** Regularly Scheduled Board Meeting Date (for action)

**BACKGROUND:**

The next board meeting is scheduled on March 6, 2014, at 1:30 p.m.

Prepared by the President's Office.

**RECOMMENDATION:**

None.



## BIG BEND COMMUNITY COLLEGE

Date: 1/16/14

**ITEM #12:** Miscellaneous (for information)

### **BACKGROUND:**

The TACTC Transforming Lives Award dinner will be held Sunday, January 19, 2014, and TACTC meetings will be held Monday, January 20, 2014, in Olympia.

President Leas will discuss options for recognizing the eleven BBCC nominations for the TACTC Transforming Lives Awards. Two options mentioned during the previous board meeting included a cash award funded by the trustees scholarship fund and a dinner celebration for the student and their families with the Board.

There are three policy governance resources available for trustees to check out:  
Carver, John. *Boards That Make a Difference: A New Design for Leadership in Nonprofit and Public Organizations*. 3<sup>rd</sup> ed. San Francisco: Jossey-Bass, 2006. Print.

Carver, John., and Miriam Carver. *Reinventing Your Board: A Step-by-Step Guide to Implementing Policy Governance*. Rev. ed. San Francisco: Jossey-Bass, 2006. Print.

Carver, Miriam., and Bill Charney. *The Board Member's Playbook: Using Policy Governance to Solve Problems, Make Decisions, and Build a Stronger Board*. San Francisco: Jossey-Bass, 2004. Print.

The William C. Bonaudi Library Dedication will be held Monday, February 17 at 4:00 p.m.

Prepared by the President's office.

### **RECOMMENDATION:**

None.