



Board of Trustees Regular Board Meeting

**January 17, 2018
1:30 p.m.**

**ATEC
Hardin Community Room**

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

Excerpt from October 27, 2016, Board Meeting Minutes
Board Self-Evaluation Statement

The Board resolved to continue work in the coming year on reviewing and strengthening the evaluation processes established for the President, College, and Board to ensure that the duties of the Board are being fulfilled and that communication between the offices of the Board and the President is open and effective. The Board also determined to continue to strengthen communication with and support of the Foundation's efforts to support the College.

Ends Statements

E-1 Mission

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

E-2 Student Success

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.

E-3 Excellence in Teaching and Learning

BBCC supports innovation, variety, and creativity; maintains high academic and industry standards; and supports professional development for continued growth.

E-4 Community Engagement

BBCC supports economic development by nurturing community and industry partnerships and support to the college to enhance access and service to our district population

E-5 Integrity and Stewardship

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.

E-6 Inclusion and Climate

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.

Vision

Big Bend Community College inspires every student to be successful.

Values

Student Success

Excellence in Teaching & Learning

Inclusion

Community Engagement

Integrity & Stewardship

(Mission, Vision, and Values approved by the Board of Trustees 5/23/13)

Core Themes

Student Success, Excellence in Teaching and Learning, Community Engagement

Winter 2017-18 Campus Events

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

| Jan | 17 | Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room |
|-----|----|--|
| | 18 | ASB Bowling Night; Lake Bowl; 10:00 p.m. - midnight |
| | 24 | Basketball vs Yakima Valley College; Women's @ 6:00 p.m.; Men's @ 8:00 p.m.; DeVries Activity Center |
| Feb | 2 | ASB Snowboarding/Skiing Trip; Mission Ridge; see Activities Office for details |
| | 3 | Basketball vs Blue Mountain College; Women's @ 2:00 p.m.; Men's @ 4:00 p.m.; DeVries Activity Center |
| | 6 | Black History Month Speaker Dan Johnson; Masto Conference Center; 1:00 p.m. |
| | 7 | Basketball vs Community Colleges of Spokane; Women's @ 6:00 p.m.; Men's @ 8:00 p.m.; DeVries Activity Center |
| | 13 | ASB Italian Lunchfest; Masto Conference Ctr; 10:30-1:00 p.m. |
| | 17 | Basketball vs Columbia Basin College; Women's @ 2:00 p.m.; Men's @ 4:00 p.m.; DeVries Activity Center |
| | 19 | Campus Closed for President's Day |
| | 24 | Basketball vs Treasure Valley College; Women's @ 2:00 p.m.; Men's @ 4:00 p.m.; DeVries Activity Center |
| | 25 | Baseball vs. Community Colleges of Spokane; BBCC Field; noon & 3:00 p.m. |
| Mar | 1 | ASB Free Movie Night; Lee Theater in Ephrata; |
| | 2 | Softball vs. Highline Community College; BBCC Field; 2:00 & 4:00 p.m. |
| | 3 | Softball vs. Clark Community College; BBCC Field; noon & 2:00 p.m. |
| | | Baseball vs. Calgary Community College; BBCC Field; noon & 3:00 p.m. |
| | 4 | Baseball vs. Calgary Community College; BBCC Field; 11:00 a.m. & 2:00 p.m. |
| | 8 | Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room |
| | | |
| | | |



Please consider donating to the Viking Food Pantry!

See the list of the "12 Most Wanted" items!

If you have questions about donations, please contact (509) 793-2310 or 2051 for more information.



COMMUNITY COLLEGE DISTRICT NO. 18
BIG BEND COMMUNITY COLLEGE
 7662 Chanute Street Moses Lake, Washington 98837
 Regular Board Meeting Agenda
 Wednesday, January 17, 2018, 1:30 p.m.
 ATEC- Hardin Community Room

Governing Board Members:

Juanita Richards
Chair

Jon Lane
Vice Chair

Anna Franz, J.D.

Stephen McFadden

Thomas Stredwick

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.

Board Actions YTD

E-1 Mission **13**

E-2 Student Success **2**

E-3 Excellence

Teaching/Learning **1**

E-4 Community Engagement **0**

E-5 Integrity & Stewardship **5**

E-6 Inclusion & Climate **1**

Prior to this meeting

- | | | |
|-----|---|--|
| A | 1. Call to Order/Roll Call | |
| I | 2. Pledge of Allegiance – Veteran | |
| I/A | 2. Introductions – New Employees | |
| | Baseball Team | |
| | Sexuality & Gender Acceptance Club (SAGA) | |
| I/A | 3. Consent Agenda | |
| | a. Meeting Minutes December 14, 2017 (A) | |
| | b. President's Activity Update (I) | |
| | c. Accreditation, Assessment, Student Success (I) | |
| | d. Finance & Administration Report (I) | |
| | e. Human Resources Report (I) | |
| | f. Classified Staff Report (I) | |
| | g. Enrollment Report (I) | |
| | h. Safety & Security Report (I) | |
| | i. Quarterly Budget Update (I) | |
| | j. Public Correspondence (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) | |
| | a. ASB President – Marisol Lozano | |
| | b. Classified Staff Representative – Alicia Wallace | |
| | c. Faculty Association President – Salah Abed | |
| | d. VP Finance & Administration – Linda Schoonmaker | |
| | e. VP Learning & Student Success – Dr. Bryce Humpherys | |
| | f. VP Human Resources & Labor – Kim Garza | |
| | g. Executive Director BBCC Foundation – LeAnne Parton | |
| I | 5. BBCC Food Bank – Monica Medrano Workforce Education Services Coordinator | |
| I | 6. Board Policy Review – President Terry Leas | |
| I | 7. Nursing Program Overview – | |
| | Director of Health Education Katherine Christian | |
| I | 8. Probationary Tenure List for Next Meeting – Dr. Bryce Humpherys | |
| | -----BREAK (if needed)----- | |
| | Executive Session | |
| I | 9. Assessment of Board Activity – Trustees | |
| I | 10. Next Regularly Scheduled Board Meeting – Trustees | |
| I | 11. Miscellaneous – Chair Juanita Richards, President Leas | |
| | Adjournment | |

E-1

E-4

E-6

E-1

E-1

E-3

E-1

E-1

E-1

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 – Thursday, March 8, 2018

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: 1/17/18

ITEM #3: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the regular board meeting December 14, 2017, 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 its regular Board meeting December 14, 2017, at 1:30 p.m. in the Hardin Community room in Building 1800 on the Big Bend Community College campus.

1. Call to Order

Present: Anna Franz
Jon Lane
Stephen McFadden
Juanita Richards
Thomas Stredwick

2. Introductions

Phi Theta Kappa member Plasido Lindsey led the Pledge of Allegiance. He stated his educational goals include earning a degree so he can give back to his community by serving as a chemical dependency counselor and social worker. He is also a Transforming Lives nominee.

Phi Theta Kappa President Rachel Boruff introduced the chapter's Honors in Action project and explained that the project initially focused on the transformational effect of music and developed into students sharing their transformational experiences with others on campus. Two students Plasido Lindsey and Anna Linday shared about the transformational effect of education and the scholarships that made it possible. After overcoming challenges, they both expressed how education helped them grow and face their fears while striving toward their goals.

Men's basketball coach Mingo Scott Coach and the team introduced themselves to the board. Blake Dittman from Idaho, Johan Farias from Quincy, Kobe Huerta from Seattle; Jaden Brown; Parker Christensen from Utah, Christopher Hawkings, Martin Herford, Mauricio Smith from Nevada, Nash Austin from Idaho, and Miles Brown from Oregon. Coach Scott reported the sophomores on the team were a part of the success of earning the NWAC President's Cup.

Board Chair Juanita added the board self-evaluation to the agenda for today.

3. Consent Agenda

a) Approval of Board Meeting Minutes October 27, 2017 and November 14, 2017 (A); b) President's Update (I); c) Accreditation (I); d) Student Success Update (I); e) Assessment (I); f) Finance & Administration Update (I); g) Human Resources Report (I); h) Classified Staff Report (I); i) Enrollment Report (I); j.) Safety & Security Report

Motion 17-54

Trustee Jon Lane moved to approve the consent agenda. Trustee Stephen McFadden seconded, and the motion passed.

4. Remarks

There were no public remarks.

- a. An ASB report was not given, all students are on winter break.
- b. Faculty Association President Salah Abed shared faculty news. Dr. Dennis Knepp took his World Religions students to a Buddhist ceremony and to the Wanapum Heritage Center south of Mattawa. Developmental English Instructor Dawnne Ernette collaborated with other instructors to pilot two IBEST classes: English 99 linked with CMS 210 and Academic IBEST 98 linked with Psychology 100.
- c. Past Classified Staff Representative Barbara Collins provided the Classified Staff report. Classified staff members have taken 133 hours of training during the month of October. STAR committee members are assisting VP Kim Garza with the holiday potluck. They are also promoting one community service project per quarter, and they are developing workshops for staff regarding assessment work. Dr. Leas will hold two sessions for Classified Staff on local and global issues in February.
- d. VP Linda Schoonmaker was absent from the meeting.
- e. Dr. Bryce Humpherys reported that Cabinet adopted targets for the core theme indicators, which are key deliverables on the annual planning process timeline. Several activities on the timeline will be accomplished spring of 2018. Institutional Research is preparing monitoring report workbooks, which will be used during the February 2 In-Service. All staff and faculty members will assess data, conduct planning, and prepare budget requests. These activities will move us forward addressing the accreditation recommendation.

Dr. Humpherys shared BBCC's mini-strategic plan, which satisfies the accreditation recommendation and includes folding assessment into strategic and annual planning. The plan adds structure with priorities to guide decision making and budgeting. Staff identified key priorities for institutional improvements and will implement actions along the timeline aligned with current ends, the mission, and core themes. The plan does not redefine ends, the mission, core themes, and objectives. New priorities may be set following the current accreditation timeline.

Dr. Humpherys discussed the elements of the mini-strategic plan document elements, including an introduction addressing external and internal influences on BBCC; actions plans for the three strategic priorities, comprehensive advising, student-ready practices, and employee experience; and appendices with

progress and goals for each priority. This effort sets the foundation of the living strategic plan document. Dr. Leas noted the strategic plan lays the groundwork for the next accreditation cycle. In 2020, the seven-year accreditation cycle will begin again, and we will review and consider revising the mission and core themes.

Trustee Jon Lane asked how this necessary and intense strategic planning effort is impacting instructors. Dr. Humpherys said defining the priorities helps focus efforts. There are current processes and efforts that are being recognized that fit within student-ready practices such as IBEST.

Dr. Humpherys shared that a standing strategic planning team was created to replace an ad hoc ATD Core Team. The strategic priorities work groups are sub committees under the strategic planning team. Each work group will have tasks addressing the identified strategic priorities. This arrangement provides a formal structure for strategic work of the college now and in the future.

Dr. Humpherys reported that trustees Jon Lane and Thomas Stredwick attended the ICAT sessions. The board will be asked to review the monitoring workbooks and provide feedback. The strategic planning team and work groups will meet once or twice per quarter, and the trustees are invited to attend. Dr. Humpherys shared the strategic planning guiding questions and worksheets and asked the board to share their feedback by the end of December for incorporation in the worksheet.

Trustee Stephen McFadden asked about ctcLink from VP Linda Schoonmaker's consent agenda item. President Leas stated that there are reports that the system costs will rise from \$100 million to \$145 million, and BBCC's share increases approximately \$50,000. CtcLink is the most ambitious project of its nature in the country moving from a 1980s legacy system to a modern system.

- f. VP Kim Garza provided a human resources update. Interviews are completed for the Director of Financial Aid and UAS Operations Coordinator positions. VP Garza stated employee retention information was provided in the consent agenda. The 2017 turnover rate will be close to the 2016 turnover rate. She said the number of resignations is rising, and she senses that people are leaving for reasons other than retirement. Since 2012, 97 new people, which represents 50% of full-time staff, have been hired. This large number of new employees is challenging for any institution and indicates a magnitude of change. It is difficult to attract employees in the current labor market due to a lack of funding for competitive compensation. The legislature needs to invest in the system. VP Garza stated the Moses Lake School District pays around \$5 per hour more than BBCC for related positions. The summary of exit interview data shows improvements needed in communication, recognizing performance, and handling internal candidates.

Trustee Stephen McFadden stated he appreciated the exit interview summaries, they confirm BBCC is a great place to work. VP Garza stated the churn in employees the first five years of employment at BBCC indicates there may be issues for employees beginning employment at BBCC and provides opportunities review the culture of BBCC.

VP Garza reminded everyone that the holiday potluck is tomorrow.

- g. Executive Director of the Foundation LeAnne Parton shared an update from the Foundation. A year-end appeal letter was sent to all employees. Program Assistant Jennifer Star, Softball Coach and Recruitment Coordinator Mike Garoutte accompanied Executive Director Parton to the Othello High School to present on scholarships and recruitment. They will visit the Warden High School in January for the same purpose.

The Foundation has added the Running Start Workforce Education Scholarship, and they are working on a scholarship for single parents in a transfer degree program.

Board chair Juanita Richards announced a 10-minute break at 2:42 p.m. The meeting reconvened at 2:52 p.m.

5. BP1000 Policy Governance Review

Trustee Anna Franz stated per the BP1000 Board Staff Linkage 4, the president's formal evaluation will be conducted in June. The board self-evaluation will continue to be conducted during the fall board retreat.

Trustee Thomas Stredwick asked about BP1000 Executive Limitations – 2 and how students access the board. President Leas clarified that a student who has followed the misconduct process can appeal to the board. The president ensures BBCC has appropriate processes for bringing grievances forward as noted in the student code of conduct.

Trustee Stredwick also asked about BP1000 Executive Limitations – 9 and how the board is kept informed of media coverage. Melinda will share the SBCTC Newslinks subscription information with the board members.

6. BP8001 Smoking/Tobacco Policy

Motion 17-55

Trustee Anna Franz moved to approve revisions to BP8001 Smoking/Tobacco Policy as presented. Trustee Jon Lane seconded, and the motion passed.

Trustee Anna Franz thanked Executive Director of the Business Office Char Rios for her persistence revising BP8001.

7. Data Center Program Presentation

Transforming STEM Pathways Grant Computer Science Specialist Tom Willingham shared information about the data center program. Two years ago Dean Daneen Berry-Guerin began talking with data centers in the BBCC service district about BBCC providing employee training. In 2016, the Transforming STEM Pathways Grant began. Specialist Willingham started fulltime with the grant in 2017 to work on a computer science DTA collaboratively with data center administrators. He meets with the data center administrators during their once-a-month, problem-solving meetings. He also met with Microsoft during the Grant Co EDC Data Center Day event to determine what BBCC could do to support the data centers. The program has been designed to prepare students for the data center industry. Microsoft executives toured BBCC facilities and a data center pilot program started in September. Amazon, Facebook, and additional vendors may also be interested in the program. Twenty-four seats were filled in the fall quarter, this is the first time computer science classes have filled. The strong response has resulted in a second cohort beginning winter quarter, which is also full.

Specialist Willingham will meet with High Tech High in Quincy, and the Moses Lake and Othello School Districts are also interested in the data center program. He said this is a scalable model, which weaves students, community and industry together, that will work for other programs too. Students interact with potential employers, and employee and academic advising is essential. Every quarter students learn technical and soft skills, have contact with industry partners, and receive intensive advising. This is a one-year program, and students earn two certificates with optional industry certifications. Potential starting salary for successful students is \$40k-\$50k. BBCC helps data centers with their community image issues by growing local people for data center job. Data centers are generous and want to help and support BBCC. The program is compatible with the Information Technology and Administrative Management (ITAM) program at CWU.

Trustee Stephen McFadden commended Specialist Willingham for making outstanding connections with community and industry needs. Trustee Jon Lane stated Specialist Willingham flipped the idea from “what they can do for us” to “what we can do for them.”

Board chair Juanita Richards announced a 30-minute Executive Session to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee; and (i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions or litigation or potential litigation. VP Kim Garza and AAG Jason Brown were asked to attend the Executive Session.

Board chair Juanita Richards reconvened the meeting at 3:59 p.m. with no action taken.

8. Presidential Contract

Motion 17-56

Trustee Anna Franz moved to approve the President's contract as presented. Trustee Stephen McFadden seconded, and the motion passed.

9. Board Self-Evaluation

The board submitted the following statement for the self-evaluation.

The Board of Trustees commenced its annual self-evaluation by reviewing the Board Job Description set forth in the Board Policy Governance Bylaws. Pursuant to the Board's governance policies setting forth the adoption of policy governance, the Board reviewed its End Statements and Trustee activity to ensure that they reflected the goals of the Board for Big Bend Community College. A review of the NWCCU accreditation standards for trustees was also completed during this self-evaluation. Upon review of the End Statements and NWCCU accreditation standards for trustees, the Board determined that they are an accurate reflection of the Board's desired outcomes for the college.

The Board of Trustees will continue to define the board evaluation process, establish periodic review of policies, and improve communication and support to the foundation board during this past year.

The Board of Trustees will continue to strengthen communication with and support of the Foundation's efforts to support the College. The Foundation Board Liaisons will share foundation news at board meetings and provide any assistance the foundation board requests from the trustees.

The Board resolved to utilize a trustee activity report to identify individual trustee performance outside of board meetings and have highlighted Board Agenda items to align with the End Statements. Trustee activity will be shared by each trustee during the Assessment of Board Activity reporting at board meetings. The Board of Trustees recognizes that as we report individually on our activity, we will continue to focus on being "Deliberate in many voices, but govern in one."

Motion 17-57

Trustee Anna Franz moved to approve the board self-evaluation. Trustee Thomas Stredwick seconded, and the motion passed.

10. Assessment

Trustee Anna Franz reported that she talked with President Leas.

Trustee Thomas Stredwick reported that he toured the welding facility and appreciated Instructor Shawn McDaniel's interactions with the students. Seeing the welding facility underscored the importance of the PTEC/VEC building. He also attended an ICAT discussion session.

Trustee Jon Lane attended an ICAT session. He also networked at Million Air's Christmas party.

Trustee Juanita Richards reported that she met with President Leas to review the board agenda, and she attended the Washington State Auditor's entrance audit. Lastly, she attended the Grant County EDC board meeting and BBCC is regularly discussed.

Trustee Stephen McFadden attended the North Central Workforce Retreat and is serving on the AWB Rural Jobs Legislative Task Force. He attended the Grant County EDC banquet and an aviation meeting with Senator Warnick and Representative Dent. He also attended a Transforming Lives planning meeting.

The trustees submitted their activity reports.

11. Next Regular Scheduled Board Meeting

The next board meeting is scheduled on Wednesday, January, 17, 2018.

12. Miscellaneous

President Leas reminded the trustees that the Holiday potluck is Friday, December 15 at noon. He also reminded all that the BBCC Transforming Lives is scheduled on January 4, and Senator Judy Warnick will attend.

The ACT Transforming Lives dinner is scheduled January 22, and the ACT conference will follow on January 23.

February 6, 2018, the nursing program will host their Accreditation Commission for Education in Nursing (ACEN) evaluation visit. The trustees are scheduled for lunch with the evaluators February 6. Director of Health Education Katherine Christian will provide an overview of health education during the January 17 board meeting. Flash drives provided to the trustees today contain the Nursing Program self-study for trustees to review.

Trustee Stephen McFadden reported that \$1,400 in sponsorships are funding some of the Transforming Lives event. The trustees fund each nominee's meal plus two guests. All other participants will self-pay \$18 for dinner. If anyone is interested in sponsoring the event, please let the Foundation know by tomorrow.

The meeting was adjourned at 4:18 p.m.

Chair Juanita Richards

ATTEST:

Terrence Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 1/17/18

ITEM #3: CONSENT AGENDA (for information)

- b. President's Activity Update

BACKGROUND

Highlights of President Leas' activities from December 5, 2017, through January 5, 2018, follow.

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Prepared by the President's Office.

RECOMMENDATION:

None.

President's Activity Log Highlights

| Date | Activity | Purpose of meeting | Ends | Location | Comments |
|----------|---|------------------------------------|------|------------|----------|
| 12/5/17 | Executive Team meeting with Vice Presidents | Information Sharing & Coordination | E-1 | BBCC | |
| | Executive Director of the Foundation LeAnne Parton | Collaboration | E-1 | BBCC | |
| | UAS Grant Director Dr. Pat Ford | Grant Support | E-3 | BBCC | |
| 12/6/17 | Review Board Agenda | Collaboration | E-1 | BBCC | |
| | Director of Communications Matt Killebrew | Collaboration | E-1 | BBCC | |
| | Rotary Lunch Meeting | Community Engagement | E-4 | Moses Lake | |
| 12/7/17 | Moses Lake School District Review | Community Engagement | E-4 | Moses Lake | |
| | Grant Co EDC Celebrate Grant County Banquet | Community Engagement | E-4 | BBCC | |
| 12/8/17 | Met with Community Member (Martin Luther King, Jr. Presentation) | Community Engagement | E-4 | BBCC | |
| | Webinar | Professional Development | E-1 | BBCC | |
| 12/11/17 | IRIS Presentation Discussion | Community Engagement | E-4 | BBCC | |
| | Title V Partnership for Advancing Health Professionals (PAHP) Grant Evaluation Site Visit Interview | Integrity & Stewardship | E-5 | BBCC | |
| 12/12/17 | Samaritan Hospital Strategy & Finance Committee | Community Engagement | E-4 | BBCC | |
| | Know Be4 IT Security | Professional Development | E-1 | BBCC | |
| | Dean of IR Valerie Parton | Program Support | E-1 | BBCC | |
| | PAHP Internal Monitoring Team | Integrity & Stewardship | E-5 | BBCC | |
| | Faculty Association Discussion | Excellence in Teaching & Learning | E-3 | BBCC | |
| | Director of Transforming | | E-1 | BBCC | |

President's Activity Log Highlights

| Date | Activity | Purpose of meeting | Ends | Location | Comments |
|----------|--|------------------------------------|------|------------|----------|
| | STEM Pathways Grant Heidi Summers | Collaboration | | | |
| | Ethics Report | Integrity & Stewardship | E-5 | BBCC | |
| 12/14/17 | Meet with Financial Aid Director Candidate | Mission | E-1 | BBCC | |
| | New Opportunities in Aviation (NOA UAS) Grant External Evaluator | Integrity & Stewardship | E-5 | BBCC | |
| | Aviation Report Review | Mission | E-1 | | |
| | Transforming Lives Event Planning | Mission | E-1 | | |
| | Board of Trustees Meeting | Mission | E-1 | BBCC | |
| 12/15/17 | Aviation Meeting | Mission | E-1 | Moses Lake | |
| | Holiday Potluck | Inclusion & Climate | E-6 | BBCC | |
| 12/18/17 | Long-Term Advocacy Task Force Meeting | Mission | E-1 | WebEx | |
| | Translation Services | Inclusion & Climate | E-6 | BBCC | |
| | Executive Team meeting with Vice Presidents | Information Sharing & Coordination | E-1 | BBCC | |
| 12/19/17 | Cabinet Meeting | Student Success | E-2 | BBCC | |
| | IRIS Discussion | Community Engagement | E-4 | BBCC | |
| | Executive Director of the Foundation LeAnne Parton | Collaboration | E-1 | BBCC | |
| | Convergent Case for Support Discussion | Mission | E-1 | BBCC | |
| | Rotary Scholarship Foundation Board | Community Engagement | E-4 | BBCC | |
| 12/20/17 | Grant Co EDC Meeting | Community Engagement | E-4 | BBCC | |
| | Rotary Lunch Meeting | Community Engagement | E-4 | Moses Lake | |
| | Director of PAHP Grant Roy Salcedo | Grant Support | E-3 | BBCC | |
| 12/27/17 | Executive Team meeting with Vice Presidents | Information Sharing & Coordination | E-1 | BBCC | |
| | Rotary Program Preparation | Community Engagement | E-4 | BBCC | |

President's Activity Log Highlights

| Date | Activity | Purpose of meeting | Ends | Location | Comments |
|--------|---|------------------------------------|------|------------|----------|
| | Director of Communications Matt Killebrew | Collaboration | E-1 | BBCC | |
| 1/3/18 | Executive Team meeting with Vice Presidents | Information Sharing & Coordination | E-1 | BBCC | |
| | Rotary Lunch Meeting | Community Engagement | E-4 | Moses Lake | |
| | Executive Director of the Foundation LeAnne Parton | Collaboration | E-1 | BBCC | |
| 1/4/18 | Ethics Report | Integrity & Stewardship | E-5 | BBCC | |
| | Transforming Lives Event Preparation | Mission | E-1 | BBCC | |
| | WA Student Achievement Council Discussion | Mission | E-1 | Wenatchee | |
| | Transforming Lives Event | Mission | E-1 | BBCC | |
| 1/5/18 | Shared Governance Council Meeting | Mission | E-1 | BBCC | |
| | Transforming Lives Debrief Meeting | Mission | E-1 | BBCC | |
| | | | | | |
| | | | | | |

| End | This period | YTD |
|----------------------------------|-------------|-----|
| E-1 Mission | 26 | 58 |
| E-2 Student Success | 0 | 7 |
| E-3 Excellence Teaching/Learning | 3 | 12 |
| E-4 Community Engagement | 12 | 28 |
| E-5 Integrity & Stewardship | 5 | 21 |
| E-6 Inclusion & Climate | 2 | 2 |

BIG BEND COMMUNITY COLLEGE

Date: 1/17/18

ITEM #3: CONSENT AGENDA (for information)

c. Accreditation, Assessment, Student Success

At the Shared Governance Council (SGC) Meeting on January 5, 2018, faculty and staff reviewed the definitions and purpose of the mission, vision, values and strategic priorities statements and their role in a Strategic Plan. They also spent time discussing the definitions of the two newest strategic priorities and identifying strategies the college is already implementing under each priority. The two new priorities are “Student-Ready Instructional and Operational Practices” and “Employee Experience.”

College employees are preparing for the next major activity in the college’s annual assessment, planning, and budgeting process which will take place on February 2, 2018, during the Winter In-Service day. The Office of Institutional Research and Planning released the Mission Fulfillment Monitoring Report workbook to the Board of Trustees, faculty, and staff on January 10, 2018 along with worksheets for the Board, faculty, and staff to guide them in analyzing the data and evaluating how well the college is fulfilling its mission.

At the February 2, 2018, In-Service, faculty and staff will be engaged in the following four activities:

1. Analyzing institutional and department generated data,
2. Planning next steps based on the data,
3. Preparing a budget request for the following year, and
4. Evaluating the progress of the college in meeting its mission.

The work during In-Service will begin to tie together the college’s assessment, planning, and resource allocation processes, and is key to addressing the accreditation recommendation from the Northwest Commission.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

Key Deliverables in the BBCC Annual Planning Process

| August | September | October | November | December | January |
|---|--|---------|----------|---|--|
| <p>☒ 8/16 Cabinet articulates foundational pieces of strategic plan.</p> <p>☒ 8/16 Cabinet adopts Annual Planning Process for the 2017-18 year</p> <p>☒ 8/29 IR & Vice Presidents develop updated Program Audit form (Renamed Annual Planning & Budgeting Worksheet)</p> <p>☒ 8/25-9/8 Vice President of Learning & Student Success, Institutional Research and at 2-3 Cabinet members develop final draft of Core Theme Indicators</p> | <p>☒ 9/7 Departments submit finalized Department Indicator sheets</p> <p>☒ 9/11 Executive Team updates the college community on assessment, planning and budgeting processes & corresponding responsibilities of all employees</p> <p>9/11-15 Faculty</p> <p>☒ a) Update Master Course Outlines</p> <p>☒ c) Map Program Outcomes and Gen Ed Outcomes to their courses</p> <p>☒ d) Determine their assessment schedule for the year</p> <p>☒ e) Report any assessment work completed in 2016-17</p> <p>☒ 9/15 Cabinet Work plans submitted</p> <p>☒ 9/26 Cabinet adopts Core Theme Indicators to be used for the 2017-18 year</p> | | | <p>☒ Cabinet adopts targets for Core Theme Indicators</p> | <p>☒ Institutional Research releases 2018 Monitoring Report Workbook</p> |

Black Text = Administrators Green Text = Staff Blue Text = Faculty Purple Text = Mixed group or committee Red Text = Board of Trustees

| February | March | April | May | June | July/August |
|---|--|--|---|--|--|
| <input type="checkbox"/> Departments complete and submit Annual Planning & Budgeting Worksheets <input type="checkbox"/> Winter In-service – Faculty complete & submit assessment reports and budget request | <input type="checkbox"/> Cabinet determines next steps for the college based on Monitoring Report and assigns a next step to each Cabinet member <input type="checkbox"/> Assessment Committee reviews program & General Education assessment reports for broad themes. Makes institutional recommendations to Vice President of Learning & Student Success | <input type="checkbox"/> Cabinet members submit budget requests <input type="checkbox"/> Shared Governance provides feedback on Mission Fulfillment and recommends changes to Core Theme Indicators for the following year <input type="checkbox"/> Budget Taskforce/ Committee provides feedback on budget requests | <input type="checkbox"/> Spring In-service – Faculty submit assessment reports & annual accomplishments <input type="checkbox"/> Assessment Committee reviews program & General Education assessment reports for broad themes. Makes institutional recommendations to Vice President of Learning & Student Success <input type="checkbox"/> Departments submit annual accomplishments & goals for next year <input type="checkbox"/> Strategic Priority Groups summarize work from the year and identify next steps for following year <input type="checkbox"/> Vice President of Learning & Student Success prepares final draft of 2018-2020 Strategic Plan <input type="checkbox"/> Cabinet makes mission fulfillment evaluation decision | <input type="checkbox"/> Executive Team makes final decisions on budget requests (if State allocation is known) <input type="checkbox"/> IR disseminates final Monitoring Report Cabinet recommends for approval by the BOT, <input type="checkbox"/> - Final monitoring report <input type="checkbox"/> - Updated Strategic Plan Board of Trustees adopts <input type="checkbox"/> - Budget for next year <input type="checkbox"/> - Final Monitoring Report <input type="checkbox"/> - Updated Strategic Plan <input type="checkbox"/> Departments determine changes to department indicators for following year | <input type="checkbox"/> Cabinet members complete 2018-19 work plans |

Black Text = Administrators Green Text = Staff Blue Text = Faculty Purple Text = Mixed group or committee Red Text = Board of Trustees

BIG BEND COMMUNITY COLLEGE

Date: 1/17/18

ITEM #3: CONSENT AGENDA (for information)

d. Finance & Administration Update

ctcLink Update: Common process development workshops continue with participants spending 3 days with representatives from all the CTCs. Big Bend is scheduled to host a workshop February 21-23 for *Student Financials Structure & Student Billing*.

Facilities Master Plan: Continuing information gathering for the 'mini' update.

Ongoing Capital Projects:

Professional Technical Education Center (New Building): The architects are preparing the plan package for submission to the Planning Department of Grant County for their review.

History:

Professional Technical Education Center (New Building):

12/17/2017: First 90% set of construction specifications to review. PTEC team concentrating this month on reviewing over 2000 pages of specs and several hundred 'blueprint' plans of detail within the building—from electrical outlets to roofing to types of screws to be used.

11/14/2017: Constructability review provided some small cost savings options. DES is suggesting that the RFP could be delayed with no capital budget in sight before June 2018.

10/16/2017: Construction document preparation continues, even without a Legislative approved Capital Budget. Our goal remains to be ready to go out for bid for a contractor by February 2018. We met with the FAA and Dan Moore (AMT Instructor) on August 24th to review the plans for the AMT building. During our discussion of the temporary location for AMT in the Auto bldg. while the new AMT was being built, it was suggested by the FAA and then agreed to by all present that the new AMT building will be located where the current Automotive bldg. is instead of moving AMT to the temporary location first and then into the new building. This way they only have to move from their current building into their new building. We received notice of approval for our requested Height Variance (over 35 feet requires a variance with the County) on September 19th.

8/10/2017: We are in the construction document phase. Goal is still to be ready to go out to bid for a contractor by February 2018. Without an approved Capital Budget, actually going out for a bid will not be possible as the \$ will not have been allocated for the construction. We did receive re-appropriations for the construction documents and we have our locally designated dollars for the project, but this would not allow us to go out for bid. Still working towards possibility of natural gas for the building.

6/8/2017: Design development is basically complete and we are entering the construction document phase. Goal is be ready to go out to bid for a contractor by February 2018. Still working towards possibility of natural gas for the building.

4/28/2017: Wrapping up the design development phase and preparing to enter the construction documents phase. Still working towards possibility of natural gas for the building.

3/13/2017: Continuing with design development of the two buildings—PTEC and AMT building and the initial lab configurations/equipment. Still working towards possibility of natural gas for the building.

01/26/2017: Continuing with design development, value engineering, which LEED points to attain, and the possibility of natural gas for the building.

12/12/2016: Continuing with design development and value engineering.

10/27/2016: Value Engineering is completed. This provides us with options for the design that may potentially provide more efficiency or expanded use.

8/11/2016: the Design contract was signed July 19, and we are scheduled to meet each week until the end of September to attempt to accelerate the design and construction-document time period in order to meet a summer 2017 construction window for ground work. Without an accepted accelerated process, it may be late spring of 2018 before we could break ground.

5/26/2016: Predesign was approved by OFM on April 27th. DES is currently working on the contract for the Design portion of the project.

4/7/2016: The final version of the Predesign was submitted to OFM on March 8th. We probably have a 60-day turnaround time for OFM to complete their review and give approval for us to proceed. During this wait time, we have the RFQ (Request for Qualifications) out for the Design and Construction Management Services with a submittal cutoff date of April 1, review of submittals by mid-April, and top ranking firms with oral interviews the week of May 2nd.

3/3/2016: We are currently working on the final drafts of the Predesign submission for OFM review. We are planning on submission to OFM in March.

1/21/2016: Instructors and staff met to review the three site selections and raise the pros and cons of each site. Meeting for more detailed analysis will possibly occur 4th week of January.

Prepared by VP Schoonmaker.

RECOMMENDATION: None.

BIG BEND COMMUNITY COLLEGE

Date: 1/17/18

ITEM #3: CONSENT AGENDA (for action)

- e. Human Resources

BACKGROUND:

Recruitment & Selection:

Byron Noel accepted the UAS Operations Coordinator position. This is a new full-time, grant-funded position in the New Opportunities in Aviation grant. Byron will start his new position at BBCC on January 15.

Caleb Hermans accepted the Custodian 1 position. Caleb replaces Francisco Romero who left BBCC in October. Caleb's first day at BBCC was January 2.

Rita Ramirez accepted the Director of Financial Aid position. Rita replaces Jeremy Iverson who left BBCC in October. Rita will move into her new position on January 8.

The following searches are currently open:

- Nursing Instructor, non-tenured
- STEM Math Specialist

Retention:

Our turnover rate for the month of December was 0.0%. Our 2017 YTD rate is 10.476%. Our goal for 2017 was to have a turnover rate of 19% or less. This benchmark represents the 2016 average turnover across all industries. The turnover rate for calendar year 2016 was 11.871%.

There were no separations for the month of December.

For the calendar year January through December 2017, there have been 20 separations. The reasons include 9-Retirement, 2-Resignation/Personal Reasons, 6-Resignations/New Job, and 3-Involuntary separations.

Time-to-Fill:

The average Time-to-Fill rate for calendar year 2017 closed at 76.1 days. This is the average amount of time it takes to fill a position from the date the requisition is approved to the date the offer is extended. The target for 2017 was 42 days. This represents the 2016 average time to fill across all industries.

Let me know if you have any questions, or need additional information.

BIG BEND COMMUNITY COLLEGE

Date: 1/17/18

ITEM #3: CONSENT AGENDA (for action)

f. Classified Staff Report

BACKGROUND:

Current Membership as of October 2017

| | |
|---|---|
| <u>Lead Roles:</u> Barb Collins, Ex Officio Alicia Wallace, Co-chair Lead Barbi Johnson, Co-chair Assistant Amber Jacobs, Marketing/Publicist | <u>Members at Large:</u> Heidi Bratsch Cassandra Fry Julia Gamboa Lisa Johnson Jordan Shipley Abby Simonson (Campus Reporter for STTAC Chat) Taisa Timofeyev |
|---|---|

2017-2018 TRAININGS:

There were no STAR Committee workshops hosted for December. Classified training hours logged for the period of December 1 to December 31 and any unreported training since August 2017 is 66.0. Campus personnel are completing the BBT Security Awareness- Know Be4, and hours will be reported in the next consent agenda.

We have completed the winter quarter schedule. Four workshops and a program learning experience are planned. We will feature the music and art departments, the math/science building, and then finishing in the STEM lab.

The STAR Committee is working with IR to revise the workshop evaluation form to align with other trainings on the college campus. This will streamline the data collection for any necessary reporting.

We will begin reminding personnel to consider a nomination for the Outstanding Classified Staff Employee and the Presidential Award for Meritorious Service.

| December Training Report | Date(s) | Participants | Hours |
|-------------------------------------|---------------|--|-------|
| Unreported Hours | 08 to 11/2017 | Bernhardt, Starr | 40.5 |
| First Aid/CPR | 12/07 | Meyers, Jim | 3.0 |
| TRiO and the House HEA Bill Webinar | 12/08 | Bratsch, Heidi | 1.5 |
| Autism Cultural Responsiveness | 12/08 | Anderson, John Collins, Barbara Johnson, Barbi | 3.0 |
| Screening Committee Preparation | 12/12 | Carsey, Scott Christian, Carla Louise Goodall, Laura Timofeyev, Taisa | 12.0 |
| Web Edit Training | 12/14 | Bernhardt, Starr | 1.0 |
| Microsoft Visio Online Training | 12/18 | Furman, Kerri | 1.0 |
| BBT Security Awareness; Know Be 4 | Dec 2017 | Bratsch, Heidi Collins, Barbara Okerlund, Karen Russell, Robert Tincher, James | 4.0 |

Prepared by Alicia Wallace and Barbara Collins

RECOMMENDATIONS:

None

BIG BEND COMMUNITY COLLEGE

Date: 1/17/18

ITEM #3: CONSENT AGENDA (for information)

g. Enrollment Report

BACKGROUND:

The Fall Quarter 2017 final enrollment report is included for your review. Big Bend Community College, like colleges across the country, is experiencing a drop in enrollment.

Unfortunately, Winter Quarter 2018 is also showing reductions in headcount and FTEs. Compared to last winter quarter at this time, headcount is down by 60, and both total and state reportable FTEs are down 4%.

The tuition amount budgeted for 2017-2018 is \$4,000,000. As of December 31, 2017, we have collected \$2,629,783 or 65.7% of the budgeted amount. As of December 31, 2016, we had collected \$2,779,910 or 66.2%.

TUITION COLLECTION REPORT

| | <u>2017-18</u> | <u>2016-17</u> |
|---------------------------------------|----------------|----------------|
| Annual Budget | \$ 4,000,000 | \$ 4,200,000 |
| Total Collections as of Dec 31, 2017 | \$2,629,783 | \$2,779,910 |
| As a % of annual budget | 65.7% | 66.2% |
| Left to collect to meet budget target | \$1,370,217 | \$1,420,090 |

Prepared by Registrar Ruth Coffin and Executive Director of Business Services Charlene Rios.

| FALL FINAL ENROLLMENT REPORT | | | | | | | | | |
|--|-----------------|---------------|-----------------|-----------------|-----------------|----------------|----------------|----------------|----------------|
| FALL HEADCOUNTS | | | | | | | | | |
| | <u>2017</u> | <u>Change</u> | <u>2016</u> | <u>2015</u> | <u>2014</u> | <u>2013</u> | <u>2012</u> | <u>2011</u> | <u>2010</u> |
| <u>ETHNIC ORIGIN</u> | | | | | | | | | |
| Amer. Indian/Alaska Ntv | 20 | -26% | 27 | 39 | 29 | 30 | 31 | 34 | 25 |
| Asian/Pacific Islander | 56 | 8% | 52 | 52 | 43 | 44 | 30 | 30 | 37 |
| Black | 34 | -6% | 36 | 39 | 45 | 34 | 40 | 42 | 44 |
| Hispanic | 853 | -13% | 977 | 887 | 854 | 876 | 836 | 917 | 975 |
| White | 1414 | 9% | 1302 | 1615 | 1,475 | 1,485 | 1,373 | 1,375 | 1,662 |
| <u>SEX</u> | | | | | | | | | |
| Female | 1,308 | -12% | 1,493 | 1,408 | 1,274 | 1,387 | 1,307 | 1,389 | 1,558 |
| Male | 1,066 | -11% | 1,203 | 1,218 | 1,163 | 1,073 | 986 | 1,008 | 1,062 |
| Not Coded | 3 | | 2 | 6 | 9 | 9 | 17 | 1 | 123 |
| <u>STUDENT STATUS</u> | | | | | | | | | |
| Full time (12 or more crs) | 1,491 | -4% | 1,550 | 1,548 | 1,479 | 1,504 | 1,378 | 1,481 | 1,666 |
| Part time (less than 12 crs) | 950 | -17% | 1,151 | 1,084 | 967 | 965 | 932 | 917 | 1,077 |
| Percent full time | 60 | 5% | 57.4 | 58.8 | 60.5 | 60.9 | 59.6 | 61.7 | 60.7 |
| <u>BY TIME/LOCATION</u> | | | | | | | | | |
| On-Campus Day | 1,909 | -9% | 2,108 | 2,099 | 1,951 | 1,844 | 1,783 | 1,887 | 2,152 |
| On-Campus Evening | 214 | 7% | 200 | 177 | 179 | 194 | 185 | 137 | 176 |
| Off-Campus Day/Online | 117 | -52% | 243 | 199 | 191 | 264 | 151 | 192 | 198 |
| Off-Campus Evening | 137 | -9% | 150 | 157 | 125 | 167 | 191 | 182 | 217 |
| TOTAL HEADCOUNT | | | | | | | | | |
| | 2,377 | -12% | 2,701 | 2,632 | 2,446 | 2,469 | 2,310 | 2,398 | 2,743 |
| <u>Running Start</u> | | | | | | | | | |
| | 402 | -4% | 421 | 369 | 357 | 214 | 165 | 166 | 153 |
| <u>International</u> | | | | | | | | | |
| | 8 | -11% | 9 | 10 | 9 | 4 | 2 | 7 | 5 |
| FTES | | | | | | | | | |
| | FALL | % | FALL | FALL | FALL | FALL | FALL | FALL | FALL |
| | <u>2017</u> | <u>Change</u> | <u>2016</u> | <u>2015</u> | <u>2014</u> | <u>2013</u> | <u>2012</u> | <u>2011</u> | <u>2010</u> |
| <u>STATE FUNDED</u> | | | | | | | | | |
| ABE/ESL | 173.9 | -8.9% | 190.8 | 194.6 | 130.2 | 169.6 | 170.2 | 174.7 | 164.4 |
| Academic | 886.7 | -10.5% | 991 | 918.1 | 931.9 | 952.8 | 858.3 | 949.9 | 1,030.80 |
| Occupational | 474 | -4.4% | 495.7 | 527.7 | 529.0 | 558.8 | 584.3 | 564.3 | 618.3 |
| TOTAL STATE FTES | 1534.6 | -8.5% | 1677.5 | 1640.4 | 1,591.1 | 1,681.2 | 1,612.8 | 1,688.9 | 1,813.5 |
| <u>OTHER FTES</u> | | | | | | | | | |
| Community Service | 2.2 | 100.0% | 1.1 | 1.8 | 2.5 | 0.7 | 3.1 | 5.4 | 2.9 |
| International Contract Stds | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Contract Funded | 2.2 | ** | 42.4 | 39.8 | 27.7 | 17.3 | 14.9 | 10.6 | 86.7 |
| Running Start | 373.9 | 4.1% | 359.2 | 338.9 | 264.3 | 192.7 | 146.3 | 147.3 | 131.1 |
| Other (Employ., Sr. Cit.) | 12.6 | 80.0% | 7 | 14.9 | 16.9 | 20.7 | 4.5 | 13.1 | 13.4 |
| GRAND TOTAL FTES | | | | | | | | | |
| | 1,925.60 | -7.7% | 2,087.21 | 2,035.80 | 1,902.50 | 1,912.6 | 1,781.6 | 1,865.3 | 2,047.6 |
| ** Corrected course coding method used Fall 2017 | | | | | | | | | |

BIG BEND COMMUNITY COLLEGE

Date: 1/17/18

ITEM #3: CONSENT AGENDA (for information)

h. Safety & Security Update

MILES DRIVEN ON PATROL: 1,133

HOURS IN VEHICLE: 237.2

HAZARDOUS MATERIALS STORED ON SITE: 1,389

| Report Number | Report Date | Report Incident Types | Location |
|-------------------|-------------|---|----------------------|
| Total Records: 11 | | | |
| 17-BC-079 | 12/03/17 | MEDICAL EMERGENCY : STUDENT INJURY/ILLNESS | BLDG 2000 : INTERIOR |
| 17-BC-080 | 11/30/17 | CLERY OFFENSES : ARRESTS AND VIOLATIONS : [35A] DRUG LAW VIOLATION : STUDENT CONDUCT REFERRAL | BLDG 5000 : INTERIOR |
| 17-BC-080 | 11/30/17 | CLERY OFFENSES : ARRESTS AND VIOLATIONS : [35A] DRUG LAW VIOLATION : STUDENT CONDUCT REFERRAL | BLDG 5000 : INTERIOR |
| 17-BC-080 | 11/30/17 | STUDENT CONDUCT VIOLATION : 132R-04-057(13): MARIJUANA VIOLATION | BLDG 5000 : INTERIOR |
| 17-BC-080 | 11/30/17 | STUDENT CONDUCT VIOLATION : 132R-04-057(13): MARIJUANA VIOLATION | BLDG 5000 : INTERIOR |
| 17-BC-081 | 12/08/17 | CLERY OFFENSES : ARRESTS AND VIOLATIONS : [90G] LIQUOR LAW VIOLATION : STUDENT CONDUCT REFERRAL | BLDG 5000 : INTERIOR |
| 17-BC-081 | 12/08/17 | STUDENT CONDUCT VIOLATION : 132R-04-057(12): ALCOHOL VIOLATION | BLDG 5000 : INTERIOR |
| 17-BC-081 | 12/08/17 | CLERY OFFENSES : ARRESTS AND VIOLATIONS : [90G] LIQUOR LAW VIOLATION : STUDENT CONDUCT REFERRAL | BLDG 5000 : INTERIOR |
| 17-BC-081 | 12/08/17 | STUDENT CONDUCT VIOLATION : 132R-04-057(12): ALCOHOL VIOLATION | BLDG 5000 : INTERIOR |
| 17-BC-082 | 12/14/17 | MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS | BLDG 1300B : PARKING |
| 17-BC-083 | 12/14/17 | MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS | BLDG 4200 : PARKING |

Prepared by Director Kyle Foreman.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 1/17/18

ITEM #3: CONSENT AGENDA (for information)

- i. Quarterly Budget Report

BACKGROUND:

The Budget Status Summary as of December 31, 2017, is attached for Board review. There was 56.78% of the state operating budget remaining.

Prepared by Executive Director of Business Services Char Rios.

RECOMMENDATION:

None.

**BIG BEND COMMUNITY COLLEGE
BUDGET STATUS SUMMARY
AS OF DECEMBER 31, 2017**

| PROGRAM | CATEGORY | BUDGET | ADJUSTMENT | BUDGET | ONE-TIME | SPENT | BALANCE | % REMAINING |
|---|--------------|-------------------|-----------------|-------------------|-----------|------------------|-------------------|---------------|
| | | As of 7/1/17 | | As of 12/31/17 | TEMP FUND | Includes Enc | | |
| 010 INSTRUCTION | SALARIES | 5,398,478 | 108,976 | 5,507,454 | 0 | 1,931,198 | 3,576,256 | 64.93% |
| | BENEFITS | 1,713,034 | 44,205 | 1,757,239 | 0 | 683,564 | 1,073,675 | 61.10% |
| | GOODS&SVC | 155,438 | 3,122 | 158,560 | 0 | 99,351 | 59,209 | 37.34% |
| | TRAVEL | 49,598 | 1,061 | 50,659 | 0 | 7,800 | 42,859 | 84.60% |
| | EQUIP | 36,164 | 75,840 | 112,004 | 0 | 88,667 | 23,337 | 20.84% |
| | TOTAL | 7,352,712 | 233,204 | 7,585,916 | 0 | 2,810,580 | 4,775,336 | 62.95% |
| 040 PRIMARY SUPPORT TO INSTRUCTION | SALARIES | 816,437 | (36,340) | 780,097 | 0 | 365,584 | 414,513 | 53.14% |
| | BENEFITS | 292,449 | (12,777) | 279,672 | 0 | 132,954 | 146,718 | 52.46% |
| | GOODS&SVC | 49,130 | 1,412 | 50,542 | 0 | 21,058 | 29,484 | 58.34% |
| | TRAVEL | 12,500 | 3,651 | 16,151 | 0 | 6,825 | 9,326 | 57.74% |
| | EQUIP | 6,500 | 3,000 | 9,500 | 0 | 3,907 | 5,593 | 58.87% |
| | TOTAL | 1,177,016 | (41,054) | 1,135,962 | 0 | 530,330 | 605,632 | 53.31% |
| 050 LIBRARY | SALARIES | 342,337 | 2,524 | 344,861 | 0 | 157,153 | 187,708 | 54.43% |
| | BENEFITS | 140,154 | 482 | 140,636 | 0 | 66,109 | 74,527 | 52.99% |
| | GOODS&SVC | 82,656 | 0 | 82,656 | 0 | 59,176 | 23,480 | 28.41% |
| | TRAVEL | 5,000 | 0 | 5,000 | 0 | 1,160 | 3,840 | 76.79% |
| | EQUIP | 20,000 | 0 | 20,000 | 0 | 18,731 | 1,269 | 6.35% |
| | TOTAL | 590,147 | 3,006 | 593,153 | 0 | 302,329 | 290,824 | 49.03% |
| 060 STUDENT SERVICES | SALARIES | 1,192,774 | (49,085) | 1,143,689 | 0 | 524,050 | 619,639 | 54.18% |
| | BENEFITS | 459,534 | (25,508) | 434,026 | 0 | 205,769 | 228,257 | 52.59% |
| | GOODS&SVC | 97,702 | (3,591) | 94,111 | 0 | 33,788 | 60,323 | 64.10% |
| | TRAVEL | 17,093 | 11,337 | 28,430 | 0 | 26,157 | 2,273 | 8.00% |
| | EQUIP | 0 | 2,916 | 2,916 | 0 | 2,916 | (0) | -0.01% |
| | GRANTS | 461,558 | (8,784) | 452,774 | 0 | 173,235 | 279,539 | 61.74% |
| | MATCH | 14,811 | 0 | 14,811 | 0 | 0 | 14,811 | 100.00% |
| | TOTAL | 2,243,472 | (72,715) | 2,170,757 | 0 | 965,915 | 1,204,842 | 55.50% |
| 080 ADMIN. | SALARIES | 2,055,438 | (98,796) | 1,956,642 | 0 | 908,167 | 1,048,475 | 53.59% |
| | BENEFITS | 691,790 | (25,587) | 666,203 | 0 | 328,348 | 337,855 | 50.71% |
| | GOODS&SVC | 1,162,440 | 79,666 | 1,242,106 | 0 | 333,448 | 908,658 | 73.15% |
| | TRAVEL | 62,905 | 10,830 | 73,735 | 0 | 30,038 | 43,697 | 59.26% |
| | EQUIP | 16,150 | 23,569 | 39,719 | 0 | 14,904 | 24,815 | 62.48% |
| | TOTAL | 3,988,723 | (10,318) | 3,978,405 | 0 | 1,614,905 | 2,363,500 | 59.41% |
| 090 M&O | SALARIES | 1,166,469 | (39,183) | 1,127,286 | 0 | 567,713 | 559,573 | 49.64% |
| | BENEFITS | 507,822 | (20,785) | 487,037 | 0 | 238,211 | 248,826 | 51.09% |
| | GOODS&SVC | 789,170 | 18,306 | 807,476 | 0 | 554,607 | 252,869 | 31.32% |
| | TRAVEL | 7,275 | 418 | 7,693 | 0 | 3,641 | 4,052 | 52.67% |
| | EQUIPMENT | 20,587 | (1,296) | 19,291 | 0 | 159,736 | (140,445) | -728.03% |
| | DEBT SERV. | 22,000 | 0 | 22,000 | 0 | 3,500 | 18,500 | 84.09% |
| | TOTAL | 2,513,323 | (42,540) | 2,470,783 | 0 | 1,527,407 | 943,376 | 38.18% |
| TOTAL BUDGET | | 17,865,393 | 69,583 | 17,934,976 | 0 | 7,751,466 | 10,183,510 | 56.78% |

| | | |
|---------------|---|--------|
| Allocation #2 | State Backfill for Compensation Increases | 21,128 |
| Allocation #2 | Financial Literacy Seminars | 2,330 |
| Allocation #3 | Worker Retraining - Proviso | 46,125 |

| | |
|--|---------------|
| TOTAL ADJUSTMENTS TO ALLOCATION | 69,583 |
|--|---------------|

BIG BEND COMMUNITY COLLEGE

Date: 1/17/18

ITEM #5: BBCC Food Bank (information)

BACKGROUND:

Workforce Education Services Coordinator Monica Medrano will share information about the BBCC Food Bank.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 1/17/18

ITEM #6: Board Policy Review Process (information/action)

BACKGROUND:

The trustees expressed desire to review their board policies during the board retreat in October. BP1000 Policy Governance was reviewed during the December meeting.

BP1003 is presented for information.

BP1004 Delegation of Appointing Authority is presented with revisions for consideration.

The board reviews board policies for consideration at one meeting and then for action at the subsequent meeting.

The board will discuss the review process.

Prepared by the President's Office.

RECOMMENDATION:

None.

The Community College Act of 1967 (revised in 1991 and re-designated by the Washington State Legislature as part of the Work Force Training and Education Act – RCW 28B.50.020) provides the legal authority for the establishment of Community College District #18 – Big Bend Community College.

- 1004.1** The Board of Trustees of Big Bend Community College has elected to define the role of the Board and its Chief Executive, the President of the college, through the use of Policy Governance. As part of Policy Governance, Policy BSL-1, the Board of Trustees has determined that the President will be accountable to the Board acting as a body and that the Board will instruct the President through written policies, delegating to the President the interpretation and implementation of those policies. As part of the Policy Governance, the Board of Trustees has provided policies which detail the Executive Limitations of the President.

Consistent with the Board's Policy Governance provisions, the Board of Trustees recognizes the need for enhanced flexibility in the administration of District 18 related to issues involving: resolution of personnel issues, faculty negotiations, promulgation of rules and regulations, and emergency response. The Board of Trustees further recognizes that [RCW 28B.10.528](#) provides the Board with the authority to delegate any powers vested in or imposed on the governing Board by [RCW 28B.50.140](#) to the President or his/her designee through the adoption of a resolution. As a result the Board hereby delegates the following authority to the President or Senior Administrator of District 18 as hereinafter defined. This delegation of authority is authorized by Board Resolution ~~2012-2~~ **2016-1** dated ~~June 14, 2012~~ **October 27, 2016** and effective ~~June 14, 2012~~ **October 27, 2016**.

- 1004.2** The Board of Trustees hereby delegates to the President executive responsibility of administering the policies adopted by the Board of Trustees and executing all decisions of the Board of Trustees requiring administrative action.
- 1004.3** The Board expressly delegates the appointing authority in matters concerning all Big Bend Community College District 18 personnel to the President. This delegation does not include a delegation of powers related to the position of President and also excludes a delegation of powers related to decisions regarding approval or denial of faculty tenure. This delegation includes a delegation of authority to hire, terminate, suspend, reassign, discipline, or demote personnel without prior approval of the Board of Trustees.
- 1004.4** The Board delegates the appointing authority of the college to the persons occupying the following positions in the President's absence: Vice President for **Finance** ~~and Administration~~ **and Services**, Vice President ~~for Learning of Instruction~~ **for Learning** ~~and Student Success Services~~, and Vice President of Human Resources **& Labor** (hereinafter collectively referred to as "Senior Administrators"). The appointing authority delegated to the Senior Administrators shall only be exercised if the following criterion are met:

First, the President must be absent. Absent means that the individual: 1) has taken formal medical, vacation, or personal leave; 2) is not available in person, by telephone, by pager or other reasonable means; and/or 3) has left prior written notice indicating an "absent" status.

Second, no one shall exercise any authority unless all Administrators preceding them on the Senior Administrators' Order of Positions List are also absent as previously defined.

1004.5 Senior Administrators' Order of Positions List:

- a) Vice President for ~~Administrative and Financial Services~~ **Learning & Student Success**
- b) Vice President of ~~Instruction and Student Services~~ **Finance & Administration**
- c) Vice President of Human Resources ~~and~~ **& Labor**

The Senior Administrators who are able to establish that the President and other Administrators who precede them on the Order of Positions List are absent shall have the authority to hire, terminate, suspend, reassign, discipline, or demote any Big Bend Community College District 18 personnel (with the exception of the President or other Senior Administrators as defined herein) without prior approval of the Board of Trustees. This delegation of power does not include the ability to render decisions related to the granting or denial of tenure.

1004.6 The Board delegates the authority to negotiate with the faculty organization/union and any other employee union on its behalf to the President or his/her designee.

1004.7 The Board expressly delegates to the President its authority to promulgate rules and regulations related to the following matters: rules related to the government, management, and operation of housing facilities; rules related to pedestrian and vehicular traffic on property owned, operated, or maintained by the District; rules and regulations for issues related to housing, scholarships, conduct at college facilities, and discipline; and rules and regulations not inconsistent with law or the rules and regulations of the State Board for Community and Technical Colleges.

1004.8 The Board delegates to the President the authority to act as the sole authority to close the college or any part of the college in emergency situations and to take any action necessary to continue the program of the college in a manner which protects the health and safety of students and staff.

1004.9 All delegation of authority shall be exercised in full accord with all applicable state and federal laws and regulations, all applicable Collective Bargaining Agreement Provisions, all applicable College Policies and Procedures, and the Board's Policy Governance provisions.

(NOTE: This policy merges references to the board's delegation of authority in BP1001, BP3014, and AP3500 into one policy.)

**BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 18
RESOLUTION 2016-1**

The Board of Trustees of Big Bend Community College has elected to define the role of the Board and its Chief Executive, the President of the college, through the use of Policy Governance. As part of Policy Governance, Policy BSL-1, the Board of Trustees has determined that the President will be accountable to the Board acting as a body and that the Board will instruct the President through written policies, delegating to the President the interpretation and implementation of those policies. As part of the Policy Governance, the Board of Trustees has provided policies which detail the Executive Limitations of the President.

Consistent with the Board's Policy Governance provisions, the Board of Trustees recognizes the need for enhanced flexibility in the administration of District 18 related to issues involving: resolution of personnel issues, faculty negotiations, promulgation of rules and regulations, and emergency response. The Board of Trustees further recognizes that RCW 28B.10.528 provides the Board with the authority to delegate any powers vested in or imposed on the governing Board by RCW 28B.50.140 to the President or his/her designee through the adoption of a resolution. As a result the Board hereby delegates the following authority to the President or Senior Administrator of District 18 as hereinafter defined. This delegation of authority is authorized by Board Resolution 2016-1, dated October 27, 2016 and effective October 27, 2016.

NOW, THEREFORE, BE IT RESOLVED that, pursuant to RCW 28B.10.528, the Board of Trustees hereby delegates to the President executive responsibility of administering the policies adopted by the Board of Trustees and executing all decisions of the Board of Trustees requiring administrative action;

FURTHER, pursuant to RCW 28B.50.140.14, the Board expressly delegates the appointing authority in matters concerning all Big Bend Community College District 18 personnel to the President. This delegation does not include a delegation of powers related to the position of President and also excludes a delegation of powers related to decisions regarding approval or denial of faculty tenure. This delegation includes a delegation of authority to hire, terminate, suspend, reassign, discipline, or demote personnel without prior approval of the Board of Trustees;

FURTHER, the Board delegates the appointing authority of the college to the persons occupying the following positions in the President's absence: Vice President of Learning & Student Success, Vice President for Finance & Administration, and Vice President of Human Resources and Labor (hereinafter collectively referred to as "Senior Administrators"). The appointing authority delegated to the Senior Administrators shall only be exercised if the following criteria are met:

First, the President must be absent. Absent means that the individual: 1) has taken formal medical, vacation, or personal leave; 2) is not available in person, by telephone, by pager or other reasonable means; and/or 3) has left prior written notice indicating an "absent" status.

Second, no one shall exercise any authority unless all Administrators preceding them on the Senior Administrators' Order of Positions List are also absent as previously defined.

Senior Administrators' Order of Positions List:

- a) Vice President of Learning & Student Success
- b) Vice President for Finance & Administration
- c) Vice President of Human Resources & Labor

The Senior Administrators who are able to establish that the President and other Administrators who precede them on the Order of Positions List are absent shall have the authority to hire, terminate, suspend, reassign, discipline, or demote any Big Bend Community College District 18 personnel (with the exception of the President or other Senior Administrators as defined herein) without prior approval of the Board of Trustees. This delegation of power does not include the ability to render decisions related to the granting or denial of tenure.

FURTHER, the Board of Trustees delegates the authority to negotiate with the faculty organization/union on its behalf to the President or his/her designee.

FURTHER, in the event a classified union or other employee union exists, the Board delegates the authority to negotiate with the union on its behalf to the President or his/her designee.

FURTHER, the Board expressly delegates to the President its authority to promulgate rules and regulations related to the following matters: rules related to the government, management, and operation of housing facilities; rules related to pedestrian and vehicular traffic on property owned, operated, or maintained by the District; rules and regulations for issues related to housing, scholarships, conduct at college facilities, and discipline; and rules and regulations not inconsistent with law or the rules and regulations of the State Board for Community and Technical Colleges.

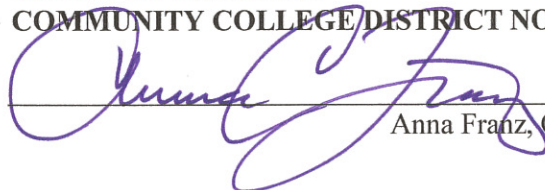
FURTHER, the Board delegates to the President to act as the sole authority to declare an emergency and close the college or any part of the college in emergency situations and to take any action necessary to continue the program of the college, in a manner which protects the health and safety of students and staff.

FURTHER, all delegation of authority authorized in this Resolution shall be exercised in full accord with all applicable state and federal laws and regulations, all applicable Collective Bargaining Agreement Provisions, and all applicable College Policies and Procedures, and the Board's Policy Governance provisions.


This Resolution supersedes and replaces Resolution 2014-1 dated August 7, 2014, and any other inconsistent policies, and shall take effect on October 27, 2016.

ADOPTED at a meeting of the Board of Trustees of Community College District No. 18 held at Moses Lake, Washington, on October 27, 2016, with a quorum of such Trustees duly present after notice of such meeting was duly and regularly given as required by law.

**BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 18**


Anna Franz, Chair

ATTEST:


Terrence Leas, Secretary



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Board Policy

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Something extraordinary is happening at Big Bend Community College

Big Bend's 2017 Medical Assistant graduates achieved a 95 percent pass rate on their AMT exams.

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BP5400 Vocational Instructor Employment and Certification Policy

BP5500 Professional Leaves

6000

BP6000 Institutional Fund Balances & Contingencies

BP6100 Tuition and Fees

BP6101 Tuition and Fee Walvers

BP6106 Admission

BP6107 Confidentiality Of Student Records

BP6110 College Tuition and Fees-Refund Policy

BP6111 Electronic & Information Technology Access (EITA)

BP6112 Disabled Student Non-Discrimination Policy

BP6113 Americans with Disabilities Act of 1990 for BBCC

BP6114 Credit Hour

BP6115 Discrimination, Harassment, Sexual Harassment, and Sexual Misconduct

BP6116 Credit for Prior Learning Assessment & Military Training

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BP8057 Minority Owned Business Enterprises and Women Owned Business Enterprises Policy

BP8058 Big Bend Community College Travel Policy

BP8059 Cellular Telephone Use Policy

BP8060 Records Management

BP8070 Presentation of Diplomas

BP8100 Grants and Contracts

BP8200 Big Bend Community College Investment Policy (see also BP 1000.2 & 3)

BP8300 Identity Theft Prevention Program

BIG BEND COMMUNITY COLLEGE

Date: 1/17/18

ITEM #7: Nursing Program Presentation (for information)

BACKGROUND:

Director of Health Education Katherine Christian will share an overview of the Nursing program, addressing our unique challenges and strengths as we prepare for an accreditation site visit from the Accreditation Commission for Education in Nursing.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 1/17/18

ITEM #8: Probationary/Tenure Reviews (for information)

BACKGROUND:

For your review in anticipation of the March 8, 2018, Board meeting. The probationary tenure binders for the following faculty members will be available for your review **February 12**. 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 8 Board meeting.

| Faculty Member | Position | Current Status |
|-----------------------|--------------------------------|-----------------------------------|
| Sarah Bauer | Chemistry Instructor | 1 st probationary year |
| Sherry Donovan | Nursing Instructor | 1 st probationary year |
| Aaron Linthicum | Flight Instructor | 1 st probationary year |
| Lina Shehu Neel | ABE/ESL/HS21+ Instructor | 1 st probationary year |
| Zachary Olson | Development English Instructor | 1 st probationary year |
| Terry Pyle | Ag/Econ Instructor | 1 st probationary year |
| Mariah Whitney | Biology Instructor | 1 st probationary year |
| Kent Dannenberg | AMT Instructor | 2 nd probationary year |
| Ryan Duvall | BIM Instructor | 2 nd probationary year |
| Allison Palumbo | English Instructor | 2 nd probationary year |
| Jody Quitadamo | History/Political Science | 2 nd probationary year |
| Sean Twohy | English Instructor | 2 nd probationary year |

The Board will consider awarding tenure to the following faculty at the March 8, Board meeting.

| | | |
|------------------|---------------------------|-----------------------------------|
| Michael Dzbenski | Music Instructor | 3 rd probationary year |
| Dawnne Ernette | Development Ed Instructor | 3 rd probationary year |
| Jaime Garza | Counselor | 3 rd probationary year |

Prepared by Vice President of Learning & Student Success Bryce Humpherys and President Leas.

RECOMMENDATION:

President Leas recommends that the trustees schedule time with Melinda to complete the review by March 8, 2018.

BIG BEND COMMUNITY COLLEGE

Date: 1/17/18

ITEM #9: 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 measure definitively what is accomplished throughout the year for its next self-evaluation review.

RECOMMENDATION:

None.

Name: _____

Trustee Activity Report

| Core Themes | Mission | Student Success | Excellence in Teaching & Learning | Community Engagement | | |
|--|---|---|---|---|--|--|
| <h1>Activity</h1> <p>(Briefly describe and check which End(s) your activity supported)</p> | E-1 Mission Deliver lifelong learning | E-2 Student Success Provide access, assist completion, develop skills | E-3 Excellence in Teaching & Learning Support innovation, creativity, high academic standards; professional development | E-4 Community Engagement Support economic development | E-5 Integrity & Stewardship Responsible, prudent resource management | E-6 Inclusion & Climate Welcoming to all |
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |

BIG BEND COMMUNITY COLLEGE

Date: 1/17/18

ITEM #10: Next Regular Meeting (information)

BACKGROUND:

The next regularly scheduled board meeting is scheduled on Thursday, March 8, 2018.

Prepared by the President's Office.

RECOMMENDATION:

President Leas recommends that the Board confirm the date of the upcoming meeting.

BIG BEND COMMUNITY COLLEGE

Date: 1/17/18

ITEM #11: Miscellaneous (information)

BACKGROUND:

President Leas and Chair Juanita Richards may discuss miscellaneous topics.

The local Transforming Lives Recognition Dinner was held Thursday, January 4. President Leas will share about the event.

The ACT Transforming Lives Recognition Dinner is scheduled Monday, January 22, 2018. The ACT New Trustee Orientation is scheduled January 22, and the ACT Winter Conference is scheduled January 23. The January ACT activities will be held at the Red Lion Hotel in Olympia. All BBCC trustees are scheduled to attend.

The Accreditation Commission for Education in Nursing (ACEN) evaluators will be on campus Tuesday, February 6. A lunch with the evaluators is scheduled for the board members who are available.

Prepared by the President's Office.

RECOMMENDATION:

None.