

# *Big Bend Community College*

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



**Friday, January 25, 2013  
1:00 p.m.**

**ATEC  
Hardin Community Room**

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

## Winter 2013 Campus Events

January						
S	M	T	W	T	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	T	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		

<b>January</b>	25	Board of Trustees Study Session; Exec Dining Rm 11:30 a.m. Board of Trustees Meeting; Hardin Room 1:00 p.m.
	26	Viking Basketball Games vs. Walla Walla Community College; DeVries Activity Center, Women's 2:00 p.m., Men's 4:00 p.m.
	30	Viking Basketball Games vs. Community Colleges of Spokane; DeVries Activity Center, Women's 6:00 p.m., Men's 8:00 p.m.
	31	ASB Students Free Ice Skating/Batting Cages; Larson Rec Center, 10-Midnight
<b>February</b>	1	Allied Arts <i>Never Forgotten</i> Wallenstien Theater; 7:00 p.m.
	5	Black History Month Speaker Eric Davis; Masto Conf Ctr; noon
	12	ASB Potatofest; Masto Conf Ctr; 10:30-1:00 p.m.; \$5 w/o BBCC ID, \$7 w/o BBCC ID
	12	Phi Theta Kappa Induction, Masto Conf Ctr; 4:00 p.m.
	13	Viking Basketball Games vs. Columbia Basin College; DeVries Activity Center, Women's 6:00 p.m., Men's 8:00 p.m.
	20	Viking Basketball Games vs. Wenatchee Valley College; DeVries Activity Center, Women's 6:00 p.m., Men's 8:00 p.m.
	21	ASB Free Bowling @ Lake Bowl 10 pm-midnight; Students Only
	25	Early Registration for Spring Quarter
	28	Board of Trustees Meeting; Hardin Room 1:30 p.m.
	28	ASB Black Light Dance 9 pm-midnight; Masto Conf Ctr



Lady Vikings player Cristina Marlatt.  
BBCC's Lady Vikings record is 12-5, and they are ranked fifth in the NWAACC poll  
(as of 1/16/13).

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

7662 Chanute Street  
Moses Lake, Washington 98837

**Friday, January 25, 11:30-1:00 p.m.**

**Big Bend Community College  
ATEC Building  
7662 Chanute St NE, Moses Lake  
Executive Dining Room**

Review Board Goals  
Review Governance Institute on Student Success Survey Results

**No action will be taken.**

The Board of Trustees of Community College District 18 have scheduled a Study Session on Friday, January 25, 2013, 11:30-1:00 p.m.

**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.

**Information:** If you have any questions please contact Doug Sly (793-2003), Director of Public Information, Big Bend Community College.



COMMUNITY COLLEGE DISTRICT NO. 18  
BIG BEND COMMUNITY COLLEGE

7662 Chanute Street  
Moses Lake, Washington 98837  
Regular Board Meeting Agenda  
Friday, January 25, 2013, 1:00 p.m.  
ATEC- Hardin Community Room

Governing Board Members:

Mike Blakely  
Chair

Jon Lane  
Vice Chair

Anna Franz

Stephen McFadden

Mike Villarreal, Ed.D.

Terry Leas, Ph.D.  
President

Serving the educational needs of a diverse population throughout its service district. As a comprehensive two-year community college, the institution works with its partners to provide a variety of educational opportunities, including courses and training for university and college transfer, occupational and technical programs, basic skills and developmental education, community and continuing education, pre-employment and customized training for local business and industry, and support services for students to help promote student access, success and retention.

Innovation/Partnerships  
Access  
Student Achievement  
College Climate  
Resources

Action

- |          |   |
|----------|---|
| A        | 1. Call to Order/Roll Call<br>Pledge of Allegiance – Dean Clyde Rasmussen, USCG Veteran   |
| I<br>I/A | 2. Introductions- Women’s Basketball Team, LDSSA Club, Triathlon Club   |
|          | 3. Consent Agenda   |
|          | a. Regular Meeting Minutes December 20 (A)  |
|          | b. President’s Activity Update (I)  |
|          | c. Student Success (I)<br>Student Achievement Initiative<br>Academic Master Plan  |
|          | d. Accreditation Update (I)   |
|          | e. Assessment Update (I)  |
|          | f. Capital Project Report (I)   |
|          | g. Quarterly Budget Update (I)  |
|          | h. Safety & Security Update (I)   |
|          | i. Human Resources Report (I)   |
|          | j. Enrollment Report (I)  |
|          | k. Legislative Update (I)   |
|          | l. Donations (A)  |
| 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 Representative – ASB President Jazlyn Nielsen  |
|          | b. Classified Staff Representative – Tana Richins   |
|          | c. Faculty Association President – Mike O’Konek,  |
|          | d. VP Financial & Administrative Services – Gail Hamburg  |
|          | e. VP Instruction/Student Services – Bob Mohrbacher   |
|          | f. VP Human Resources & Labor – Kim Garza   |
|          | g. Executive Director BBCC Foundation – LeAnne Parton   |
| I/A      | 5. Mission, Vision, Values Update – VP Mohrbacher   |
|          | ----- <del>BREAK</del> -----  |
|          | Executive Session   |
| I        | 6. Probationary Tenure Reminder – President Leas  |
| A        | 7. Board Policy 3019 – VP Kim Garza   |
| A        | 8. GISS Board Self-Evaluation Results – Trustee Blakely   |
| A        | 9. Assessment of Board Activity – Board   |
| I/A      | 10. Regularly Scheduled Board Meeting – Board   |
| I/A      | 11. Miscellaneous – President Leas  |
| I/A      | 12. Adjournment   |

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- (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 February 28, 2013, 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: 1/25/13

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

- a. Regular Meeting Minutes December 20, 2012

**BACKGROUND:**

The minutes of the Regular Board Meeting on December 20, 2012 are included for approval.

Prepared by the President's Office.

**RECOMMENDATIONS:**

President Leas recommends the Board of Trustees approve the minutes.

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Regular Board Meeting Thursday, December 20, 2012, 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

### 2. Introductions

Board Vice Chair Mike Blakely introduced Timothy Paulson, BBCC Veteran's Club President to lead the pledge of allegiance. Mr. Paulson served in the Air Force 1987-1990. He was part of the Security Police, stationed at Hahn AB, Germany. Mr. Paulson earned the Achievement Medal for participating in a 100 mile march in Nijmegen, Holland over a period of four days. He first attended BBCC Fall 2012. He recognized a need for Veterans' resources and initiated forming the BBCC Veterans' Club.

New Trustee Mike Villarreal was introduced by Trustee Blakely. Trustee Villarreal was appointed following the expiration of Trustee Wren's term.

Former Trustee and Board Chair Mike Wren was presented with a plaque of appreciation for his dedicated leadership. He served as the Board Chair and Chair of the Presidential Search Committee, which took considerable commitment and time. Mr. Wren said it was a real privilege to work with BBCC employees and serve the college. He encouraged all in attendance that their efforts change lives. He complimented the teamwork between employees.

The consent agenda procedure was explained by Trustee Blakely. Routine information is shared in the consent agenda. All consent agenda items can be approved at one time. If a Trustee would like to discuss a consent agenda item, the item can be pulled from the consent agenda and placed on the regular agenda for individual consideration.

### 3. Consent Agenda

a) Approval of Regular Board Meeting Minutes November 1, 2012 and Special Meetings November 2 and December 11, 2012 (A); b) President's Activity Update (I); c) Student Success Update (I); d) Accreditation Update (I); e) Assessment Update (I); f) Capital Project Report (I); g) Safety & Security Update (I); h) Human Resources Report (I); i) Enrollment Report (I); j) Legislative Update (I); k) Donations.

Motion 12-51 Trustee Stephen McFadden made a motion to approve the consent agenda with the minutes as presented. Trustee Jon Lane seconded the motion, and the motion passed.

#### 4. **Remarks**

- a. ASB Programmer Brindy Byington provided the ASB update. ASB lunchfests continue to be successful. There were 211 attendees at the Thanksgiving fest and 199 attended the appetizer fest in December.

There was a great turnout for bowling night with 163 people attending, including BBCC's softball coach. To get to know everyone a little better, ASB officers asked everyone to wear a nametag.

ASB held a Library campout in the Peterson Gallery beginning at 8:00 p.m. and served free soda and pizza to those who were studying in the library for finals that night. ASB also facilitated the ice-breaker activities for New Student Orientation taking place on December 17.

Phi Theta Kappa held its Book Buy Back Bake Sale in front of the Bookstore during finals. They also sponsored a Giving Tree for the Salvation Army.

The Veterans Club/Resource Center is new on campus. There are now a total of eight clubs on campus.

ASB is sponsoring the Couch Potato for home basketball games - \$40 for two 1-topping large pizzas and soda, while getting a chance to sit on the comfy couch mid-court for both games. The couch potato is only available for one more game, January 26 against Walla Walla.

- b. Ms. Kathy Aldrich filled in for Classified Staff Representative Tana Richins. Jim Meyers attended a Clery Act/Crime Reporting Training on October 13 on campus as well as an Ethics Training by Human Resources on October 23. Starr Bernhardt attended the Fall 2012 Research and Planning Commission Conference held October 17 – 19 at Renton Technical College. Dina Moskvich attended the 36<sup>th</sup> Annual WAEYC Conference October 18 – 20 in Vancouver, WA. Nancy Leach attended the NAEOP Fall Conference for Regional Trio Associations October 21 – 24 in Coeur d'Alene, Idaho. Luis Alvarez attended a Diversity Training at the Washington State Faculty & Staff of Color in Higher Education Conference October 31 – November 2 in Bellingham.

November 7, Rita Jordan and Alejandra Sandoval both participated in a webinar training regarding Student Loan Cancellation Discharge. Also on November 7, Ana Bolivar attended a Sexual Health Training at the L & I Bldg. in Moses Lake.

November 12 – 26, Clint Hansen received evening online training regarding CISCO ICND1 through the Horizon Learning Center in Spokane.

The classified staff raised \$179 at the Holiday Craft Bazaar. Handcrafted items for sale included paper Christmas trees and wreaths made from some of the books left over from the October book sale. Ms. Aldrich thanked all those who donated their time and talents to help make the items as well as those who purchased items. This money will be used to help some of the classified staff attend the annual STTACC Conference next August.

- c. Faculty Association President Mike O’Konek shared information from faculty members. Welding Instructor Shawn McDaniel is assembling the CNC plasma cutter and orbital TIG welder funded by a SBCTC grant. This new equipment will be incorporated into the welding program.

Nursing Instructor and Nursing Club Advisor Jennifer Brooks reported the holiday bazaar raised \$800 for nursing students. The proceeds will fund review activity for student licensure in the spring.

The Faculty Association made their annual donation to Operation Friendship.

- d. VP Gail Hamburg reported she is in the process of refinancing the COP to take advantage of the interest rate drop from 4.109% in 2004 to 1.985%, resulting in a savings of \$330,000.

VP Hamburg has been working with the Department of Enterprise Services (DES) energy program regarding improvements to BBCC facilities to lower energy costs. An energy services company (ESCO) audit was performed by Apollo Solutions Group. The proposed projects include interior lighting in Buildings 1600, 3100, 3300, 3400, 3500, 3600, 4000, and 4200 and exterior lighting around campus. The exterior lighting improvement will also address safety concerns. Some of the lighting will be new installation and some will be retrofitted.

The total cost of the project is \$947,335. The college would receive a Grant County PUD incentive of \$93,494. VP Hamburg will also apply for a Department of Commerce grant of \$442,000. The college will make a capital contribution to the project of \$200,000 and finance \$211,841 through a COP. The payments to the COP will be offset by the energy savings. This will not affect BBCC’s operating budget. VP Hamburg shared a map illustrating the lighting revisions.

Motion 12-52

Trustee Jon Lane made a motion to approve moving forward with the grant proposal as presented. Trustee Mike Villarreal seconded the motion, and the motion passed.

- e. VP Mohrbacher reported despite the passage of I-502, students and employees cannot smoke pot on campus. Because BBCC distributes federal funds, BBCC will comply with federal law rather than state law. This position has been shared with staff and students.



The transfer pathway diagram in the consent agenda illustrates the difficulty in determining student graduate rates. A little over 70% of 2010-11 "BBCC transfer intent students" made educational progress.

There was recently a press release about workforce development funds for computer science in the amount of \$149,000. There may also be funding for an additional year.

There are donations noted in the consent agenda. There is a Job Skills Program (JSP) that administers grants through the SBCTC for community colleges working as training agents for industry. News of the REC donation prompted a call from the SBCTC. JSP staff advised that BBCC can now apply for matching funds for the \$88,000 donation.

Trustee Jon Lane reported that the Grant County Economic Development Council Board is pleased about the new Computer Science Program.

- f. VP Kim Garza reported current WorkFirst employee Luis Alvarez was hired as the 12-month TRiO Senior Academic Advisor. The 9-month TRiO position remains open, and she hopes to hire someone next quarter. An offer was extended and declined for the Online Nursing position; the committee will regroup. STEM position interviews are scheduled. The screening committee for the Foundation Office Manager is moving forward with scheduling interviews.

The annual holiday potluck was held December 14. VP Garza thanked Trustees Lane and Blakely for attending.

The event raised \$350 and a mini-van full of toys for Operation Friendship. Trustee Mike Blakely commented that BBCC has a family atmosphere.

- g. Executive Director of the Foundation LeAnne Parton reported Foundation activities. The Big Bend Community College Family Campaign was conducted the month of November 2012 for the 2013 calendar year. During the 2009 family campaign there were 190 full-time employees, of which 27 employees (14%) contributed. The annual total for donations to the BBCC Foundation was \$10,308.

November 2012, the Foundation initiated a Family Campaign competition between departments. The departments that reached 100% participation in the Family Campaign were invited to be guests of the BBCC Foundation Board of Directors for a luncheon cooked and served by board members. Three departments (Childcare/ECEAP/ECE, Business Office, and Human Resources/Payroll) reached 100% participation.

This November, BBCC employees numbered 175 full-time employees, of which 57 (33%) have contributed or pledged donations to the BBCC Foundation. The total gift is \$16,741.

The Floch Memorial basketball game was played on the BBCC campus December 7, 2012. Odessa High School played against Soap Lake High School. After both the girls and boys teams played, the BBCC Men's basketball team played against Gonzaga's Club team. At this annual game, all of the gate proceeds are by donation only. The money raised at the games totaled \$1,043 for the Ryan Floch Memorial Scholarship. Both Ryan and Drew Floch were former BBCC students who played basketball for BBCC. They were killed in a boating accident with their grandfather and cousin in August of 2001. This event has helped bring the Odessa Community and BBCC closer.

The Board of Trustee Scholarship fund currently has a balance of \$36,553.79. The BBCC Foundation awards 5% of the total after year end distribution of earnings to a part-time student. The Foundation awarded \$142,000 scholarships last year. The Foundation is vital to BBCC's success, commented Trustee Mike Blakely.

Trustee Mike Blakely asked for a report from the safety officer. Director of Safety and Security Kyle Foreman provided a verbal report. Safety is the priority of everyone on campus. BBCC has safety and security plans in place in order to be prepared for emergency situations. The improved lighting will help. There is also a new campus alert system with 3,200 subscribers. Anyone can register to receive the campus alerts. Campus alerts include notification about cancelled classes and campus closure.

## **5. Mission, Vision, Values**

VP Bob Mohrbacher stated there is a "harmonic convergence" of many factors coming together at once on campus leading to strategic planning changes. During the accreditation evaluators' visit in October, the evaluators recommended that the mission be more closely aligned with core themes. BBCC's core themes are connected to the Board's ends statements. The accreditation standard one report regarding Mission is due fall 2013. The Academic Master Plan (AMP) is our strategic plan, and it expires spring 2014. Mission, ends statements, core themes, AMP outcomes, outcomes for core themes, and the vision statement contained in the AMP are all pieces included in BBCC's strategic planning effort. Planning is underway to revise and streamline some of the pieces.

President Leas and VP Mohrbacher have discussed being thoughtful about how to rewrite the mission. The process will include a facilitated BBCC stakeholder meeting in February to gather feedback. Stakeholders include a Trustee, Foundation Board members, community members, faculty and staff.

President's Cabinet, which includes administrators, faculty and staff, will compose a draft mission statement for approval by the Trustees. The timeline on this effort is short due to the accreditation standard one report requirement. The mission should be rewritten by April 26.

Trustee Mike Blakely stated the mission needs to be broad. VP Mohrbacher observed the mission also needs to be measurable. Trustee Mike Villarreal commented on the importance of showing growth. Trustee Blakely suggested choosing a Trustee to attend the Stakeholder meeting during the January Board meeting. The facilitator of the meeting will be someone from outside the system who is familiar with accreditation, strategic planning and Carver policy governance. The Board may revise their ends statements as this effort moves forward.

#### **6. Board Chair Matrix**

Trustee Mike Blakely referred to the Board Chair matrix. He said it could be approved as presented or revised.

##### Motion 12-53

Trustee Jon Lane made a motion to approve the Board chair matrix as presented. Trustee Stephen McFadden seconded the motion and the motion passed.

#### **7. Trustees Association of Community and Technical Colleges (TACTC) Transforming Lives Award**

Board Chair Blakely explained the history of this award, which was initiated in 2012. The Trustees Association wanted to raise awareness of student success. They created the Transforming Lives Award (\$500) to call attention to the transformative value of the Washington community college educational experience. BBCC graduate Ms. Cristian Ramon was one of five TACTC Transforming Lives Awardees in 2012 chosen from a pool of 34. The focus of the award this year is on graduates who are successful, productive individuals working in their career field as a result of their education. All the nominees are invited to the Awards dinner scheduled January 29 in Olympia sponsored by TACTC.

The Trustees reviewed the three candidates included in the Board packet and commented that each candidate was equally deserving of the nomination.

Board Chair Mike Blakely announced a 5-minute break at 2:56 p.m. The meeting reconvened with no action taken.

##### Motion 12-54

Trustee Jon Lane made a motion to nominate Angelica Huerta Juarez as BBCC's TACTC Transforming Lives Award nominee. Trustee Stephen McFadden seconded the motion, and the motion passed.

The Trustees commented that each candidate overcame great odds and entered the workforce in high-demand careers as a result of their education at Big Bend Community College. Trustee McFadden recognized Ms. Huerta Juarez's accomplishments of learning a new language, acquiring a GED, and successfully navigating the nursing program to earn her LPN and continue working toward her RN.

Trustee Mike Villarreal commented the candidates are examples of successful students who took advantage of BBCC's resources and asked for help when needed. President Leas stated each candidate made the choice to transform their lives through education at BBCC.

It was noted that candidate Angelica Huerta Juarez may not be available to attend the awards dinner in Olympia.

Motion 12-55 Trustee Anna Franz made a motion to nominate Maria Hartman as BBCC's TACTC Transforming Lives Award nominee if Angelica Huerta Juarez is not available to attend the dinner. Trustee Jon Lane seconded the motion, and the motion passed.

Trustee Jon Lane suggested a recommendation from faculty or staff and a list of each candidate's community involvements would improve this process in the future.

- 8. Governance Institute of Student Success (GISS) Board Self-Evaluation**  
Trustee Blakely referred to the data the Trustees reported that GISS compiled in the Board packet. He suggested discussing the results during a study session prior to the next Board meeting. President Leas and Trustee Blakely attended the GISS conference in October. President Leas commented that during the conference, it was recommended that each Board's data results be used for strategic planning while keeping student success at the center of all policy decisions. He noted student success is not mentioned in the current mission statement. This is important material that could be very helpful with revising the mission statement and during strategic planning.

Trustee McFadden supported the idea of a study session in order to include Trustee Villarreal in the process and review fine tuning the Board goals. Trustee Blakely suggested focusing on one or two five-year goals.

- 9. Assessment of Board Activity**  
Trustee McFadden reported that he has spent the last four weeks following his local football team as they earned the title of state champs. November 2, he hosted a Ritzville community meeting welcoming President Leas. The meeting was well received with the 9<sup>th</sup> District legislators, the Mayor, school district superintendent, and others in attendance. He has received positive feedback about the meeting. Ritzville/Lind community members are feeling more connected to BBCC.

TACTC has invited Trustee McFadden to join the newly formed Visioning Committee. He has participated in one teleconference. The committee plans to meet in person soon. He has asked for previous visioning and 5-year goal structure documents.

Trustee Anna Franz stated she has attended two BBCC community meetings. She commented the meetings are really good opportunities to learn about the perspectives of community members.

Newly-appointment Trustee Mike Villarreal stated he is happy to be on the BBCC Board.

Trustee Jon Lane reported that he attended the Othello and Ephrata community meetings. He welcomed Trustee Villarreal to the Board. Trustee Lane recently delivered the keynote speech for the Moses Lake High School program, "Jobs for American Graduates." One of his key points was to encourage students to pursue post-secondary education. Trustee Lane attended the Job Corps community relations meeting and noted some of the students' goals include enrolling at BBCC. Job Corps Director Peggy Hendren is leaving, and a new director will be selected. Trustee Lane attended the holiday potluck. He also attended the M&O potluck today and appreciated the opportunity to recognize the work that M&O staff do on campus. Lastly, Trustee Lane reported that he attended the TACTC Legislative Action workshop at Highline Community College. He noted the Governor-Elect Inslee's transition team includes WSU President Elson Floyd and the Superintendent of the Renton School District.

Trustee Mike Blakely stated former TACTC President Larry Brown is also on Governor-Elect Inslee's transition team. Trustee Blakely has contacted Governor-Elect Inslee and Larry Brown.

Trustee Blakely attended the Ritzville community meeting and enjoyed a good conversation with Senator Schoesler. He encouraged the legislators in attendance to confirm BBCC Trustees Franz and Villarreal. Trustee Blakely attended the Ephrata community meeting and contacted Mayor Hemberry to discuss holding a community meeting in Quincy. He attended the BBCC holiday potluck and Joint Foundation/Advisory Board meeting. Trustee Blakely and President Leas met with Representative Warnick's legislative assistant Kyle Lynch. He also attended the WA School Directors' Association conference.

Trustee Stephen McFadden thanked Melinda for her assistance arranging the community meetings.

#### **10. Next Meeting Regular Board Meeting**

The scheduled January 10 Board meeting conflicts with the Northwest Commission on Colleges and Universities review of BBCC's accreditation visit. The Trustees discussed alternative dates.

Motion 12-56

Trustee Jon Lane made a motion to move the January 10 meeting to January 25 at 1:00 p.m. Trustee Mike Villarreal seconded the motion, and the motion passed.

**11. Miscellaneous**

President Leas announced that the Public Disclosure Commission will be contacting the Trustees soon to request the completion of annual documentation.

President Leas stated he was considering scheduling the Quincy community meeting January 8; however, there is a conflict with the annual Adams County Development Council luncheon that same date. Senator Schoesler will be the keynote speaker at the luncheon. Senator Schoesler has stated his priorities are jobs, education, and budget. An alternate date will be chosen for the Quincy meeting. Trustee Blakely is helping compile a list of invitees. President Leas stated he and the Vice Presidents recently enjoyed dinner with the ASB Officers.

President Leas stated there is a new Trustee orientation scheduled January 29, and the TACTC Legislative Conference is scheduled January 30 in Olympia. Trustees Anna Franz and Mike Villarreal will be attending the new Trustee Orientation along with President Leas. Trustees Blakely, Franz, Lane, and McFadden will attend the Legislative conference.

There are two upcoming ACCT educational opportunities for Trustees. President Leas and the Trustees determined that they would like to attend the Governance Leadership Institute in San Antonio, Texas in March.

The Spokane International Airport donated two fire trucks that BBCC had been leasing for \$1 per year. Dean Clyde Rasmussen explained that the trucks are useful and have low maintenance costs.

Motion 12-57

Trustee Anna Franz moved to accept the fire truck donation from the Spokane International Airport. Trustee Jon Lane seconded the motion, and the motion passed.

The meeting adjourned 3:57 p.m.

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Mike Blakely Chair

ATTEST:

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Dr. Terrence Leas, Secretary

**BIG BEND COMMUNITY COLLEGE**

Date: 1/25/13

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

b. President's Activity Update

**BACKGROUND:**

Highlights of President Leas' activities from December 7, 2012 through January 16, 2013.

Prepared by the President's Office.

**RECOMMENDATION:**

None

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
12/10/12	Classroom Observation	Student Connection	BBCC	
	Strategic Marketing	College Guidance	BBCC	
	Met with BBCC's All WA Academic Team Member	Student Support	BBCC	
	Commencement Day Planning	Student Success	BBCC	
	Met with Trustee Mike Blakely	Board Meeting Prep	BBCC	
12/11/12	Ephrata Community Meeting	Introduce President Leas	Ephrata	
12/12/12	Senator Mark Schoesler	Legislative Support	Ritzville	
12/13-14	WACTC Meetings	System Support	Lake WA Institute of Technology, Kirkland	
12/14/13	Aerospace Meeting	Program Support	Kirkland	
12/17/12	Senator Jim Honeyford	Phone Call		
	New Student Orientation Welcome	Student Support	BBCC	
	Aviation Program Meeting	Program Support	BBCC	
	Pat Jones, Moses Lake Port Executive Director	Community Collaboration	BBCC	
	2012 CCSSE Summary	Student Success	BBCC	
12/18/12	Dr. Schneider Grant County Emergency Management	Community Collaboration	BBCC	
	Disabled Students Meeting	Program Support	BBCC	
	Marketing & Social Media Meeting	College Planning	BBCC	
12/19/12	Grant County Economic Development Council Meeting	Community Collaboration	BBCC	
	Meeting with VPs Mohrbacher, Garza, Hamburg	Administration	BBCC	



### President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
12/19/12	Executive Council Meeting	College Planning	BBCC	
12/20/12	BBCC Construction Tour	Construction Update	BBCC	
12/20/12	M&O Holiday Potluck	Networking	BBCC	Trustees
	Board of Trustees Meeting	College Guidance	BBCC	
12/21/12	Doug Gould Public Relations Campaign	Marketing	BBCC	
	STEM Meeting	Program Support	BBCC	
12/24-1/1	Vacation/Holidays			
1/2/13	HR Meeting	Planning	BBCC	
	Meeting with VPs Mohrbacher, Garza, Hamburg	Administration	BBCC	
	Jeanette Wood, Moses Lake Clinic Administrator	Program Support	BBCC	
1/3/13	Grants	Program Support	BBCC	
	13 <sup>th</sup> District Matt Manweller	Legislative Support	BBCC	
	Facility Improvements	Guidance	BBCC	
1/4/13	Japanese Garden Meeting	Planning	BBCC	
	Medical Asst Program	Program Support	BBCC	
1/7/13	HR Meeting	Planning/Board Policy	BBCC	
	Dr. Bill Bonaudi	Accreditation Planning	BBCC	
	Othello Community Meeting	Community Collaboration	Othello	
1/8/13	Chuck Allen, Grant County PUD Public Affairs	Community Collaboration	BBCC	
	Aviation Program	Program Guidance	BBCC	
	Adams County Economic Development Stakeholder Luncheon	Networking Community Support	Ritzville	Trustees McFadden, Villarreal Senator Schoesler
1/9/13	Foundation Chair Katherine Franz-Swinger	Planning	BBCC	
	Meeting with VPs Mohrbacher, Hamburg	Administration	BBCC	

## President's Activity Log Highlights

Date	Activity	Purpose of meeting	Location	Comments
	Community Meeting Planning	Community Introduction	BBCC	Trustee Blakely
	Couch Potato Basketball Game vs Yakima Valley	Fun!	BBCC	Trustee Lane
1/10/13	NWCCU Hearing	Accreditation	Bellevue	
1/11/13	Meeting Planning	College Guidance	BBCC	
1/11/13	Foundation Family Campaign Luncheon	Foundation Support	BBCC	Foundation Board
	Cellarbration! Meeting	Foundation Support	BBCC	
	CWU President Gaudino Phone Conference	Program Planning	BBCC	
1/14/13	SBCTC Executive Director Marty Brown Phone Conference	College Guidance	BBCC	
	Annual College Report Meeting	Planning	BBCC	
1/15/13	Leave			
1/16/13	Visit Columbia Basin Health Association	Community Collaboration	BBCC	

# BIG BEND COMMUNITY COLLEGE

Date: 1/25/13

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

- c. Student Success Initiatives Update
  - 1. Student Achievement Initiative
  - 2. Academic Master Plan

### Student Achievement

The Washington State Board for Community and Technical Colleges released the 2011-12 Academic Year Report (<http://www.sbctc.edu/college/d-acad2011-12.aspx>). This report allows colleges and stakeholders to review and compare data for each college in enrollment, student progress and success, staff, facilities and expenditures. A few highlights for Big Bend under **Student Progress and Success** follow:

**Student Achievement Initiative** - Big Bend received the highest points per student in the Washington Community and Technical College System. Student Achievement Initiative (SAI) Points are gained when students make skill level gains in basic skills, complete developmental courses, complete the first 15 credits, complete the first 30 credits, complete a college-level quantitative/computation course, or earn a certificate (45 credits or more) or degree. Despite a decrease in enrollment, BBCC's total SAI points went up 6%, and the system went down 7%. BBCC's largest gain came from increased student success in developmental math courses.

### Washington State Transfer Data 2011-12

	State Supported FTEs (enrollment)	Transfers to WA Public Baccalaureate Institutions*	Transfers to WA Independent and for-profit Baccalaureate Institutions*	TOTAL
<b>Big Bend</b>	1782	183	68	251
<b>Grays Harbor</b>	1803	177	54	231
<b>Peninsula</b>	1888	170	50	220

\*includes Portland State University and University of Idaho

The comparison above shows colleges with similar enrollment and the number of transfers to Washington colleges. What this doesn't show is out of state transfers, with the exception of Portland State and University of Idaho.

### Estimated Employment

Big Bend students completing job preparatory programs had the highest employment rates in the system at 87%, 10% over the system average.

Prepared by VP Mohrbacher, and Dean Kirkwood.

### RECOMMENDATION:

None

## BIG BEND COMMUNITY COLLEGE

Date: 1/25/13

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

d. Accreditation Update

The Board of Commissioners for the Northwest Commission on Colleges and Universities (NWCCU) met at the Hyatt Regency Hotel in Bellevue, Washington on January 10, 2013. On their agenda was the review of BBCC's fall evaluation report from 2012. President Leas, Vice President Mohrbacher, and Dean Kirkwood attended the meeting. Commissioners commented on the six commendations received by BBCC and asked questions on progress on the two recommendations. President Leas and Vice President Mohrbacher answered questions on action plans for the two recommendations. President Leas thanked the commission and positively compared the NWCCU to other regional accreditation bodies, including the Southern Association of Colleges and Schools and the North Central Association.

NWCCU will provide a final written report in February.

Prepared by VP Mohrbacher and Dean Kirkwood.

**RECOMMENDATION:**

None

## **BIG BEND COMMUNITY COLLEGE**

Date: 1/25/13

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

e. Assessment Update

In December, web links to the Former Arts and Sciences Student Surveys and to the Former Professional-Technical Student Surveys were mailed to students. Students were asked to complete the survey and their name would be put into a drawing for a BBCC blanket. After a low return rate, two new approaches were tried. The first was to email students at their last known email address, and the second was to send a paper survey to students with a cover letter from President Leas. The incentive was also increased to a drawing for a \$100 Visa card. As of January 15, 97 students have responded.

The survey will provide feedback on what Big Bend is doing well and where we can improve.

Prepared by VP Bob Mohrbacher and Dean Valerie Kirkwood.

**RECOMMENDATION:**

None.

## BIG BEND COMMUNITY COLLEGE

Date: 1/25/13

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

f. Capital Project Update

### **BACKGROUND:**

**STEM Project:** The aluminum storefront has been set in the exterior opening with the exception of the door sections. The electrical work has been completed and we are waiting on an inspection. The suspended ceiling grid has been finished. Once we have the final electrical inspection, the ceiling tiles will be set. The painting is done and the flooring is being installed. The casework and chair rail is being put up. The contractor anticipates a project completion date of January 31. Big Bend Technology will then install equipment, allowing a few days for instructors to work with the new technology before classes start in this area.

The Chemistry laboratory is substantially completed, with a few punch list items. This project included new tables, chairs, casework and flooring. The Chemistry laboratory was available for winter quarter classes.

**Title V Project:** The painting is close to completion and the ceiling grid is being installed. The finishing procedures are continuing. Even though Building 1200 is slightly behind Building 1400, the contractor anticipates a project completion date of January 31 as well.

The Student Support Services area on the east side of the corridor is being updated at the same time as the Title V project. We were able to use the same contractor for this remodel.

Demolition is underway and the contractor expects to "catch up" to the other side of the corridor in another week.

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

#### **STEM Project:**

**12/20/12:** Building 1200 has been enclosed (plywood has been placed over the storefront openings until it arrives). Interior framing is complete and the gypsum wallboard has been installed. It looks like the project will not be completed for the start of winter quarter; it should be ready for occupancy by mid-January. We are on schedule and ready to start the Chemistry laboratory work on December 5<sup>th</sup>. The Chemistry laboratory is not part of the STEM project. It is a college project that we were able to bid with the STEM and Title V projects to, hopefully, save dollars and use the same contractor.

**11/1/12:** The exterior walls are up. The contractor is working on the interior structural shear walls. Electrical floor boxes and miscellaneous floor work is being completed so the plywood floor can be installed. The steel arrived earlier than expected which put the project back on schedule. Some interior colors and finishes are being selected. Next they will start on the interior walls. The roofers are scheduled to be here the last week of October.

**9/20/12:** The bid advertisement was released on June 27, 2012. There was a pre-bid walk-through on July 9, 2012 at 1:00. The bids were opened at 1:00 on July 25, 2012; there were 5 bids. The contract was awarded to T.W. Clark of Spokane. The base bid amount was \$1,338,000. The contract was awarded on August 8, 2012 and the Notice to Proceed was given on August 28, 2012. T.W. Clark was on campus August 28 setting up and doing demolition work. The site for the addition on Building 1200 (STEM) has been cleared and they are proceeding to the foundation walls/footings. The crew is currently working on the site for the addition on Building 1400 (Title V). They cut the exterior slab of concrete and are digging and installing the foundation walls/footings. Building 1400 will be approximately one week behind the schedule for Building 1200.

**6/14/12** We had a final planning meeting on June 1. The drawings are being completed and will go out to bid by the end of the week with the Title V project. The construction will be completed by the end of fall quarter and ready to occupy winter quarter.

**4/4/12** A drawing of the STEM remodel of Building 1200 is on the following page. We are still on target to have construction documents completed by 4/20/2012.

**Title V Project:**

**12/20/2012** The windows are being installed in building 1400. It will be enclosed by December 7<sup>th</sup>. Interior framing is almost done and the electrical and HVAC rough-ins are starting on December 3<sup>rd</sup>. The existing concrete floor will need to be leveled to match the new slab; there is approximately a 1 inch drop from south to north.

**11/1/2012** The exterior walls are up. Some demolition work is being done inside. They are getting ready to frame the windows. Trusses have arrived and will be erected later this week in anticipation of roofers being here next week.

**9/20/2012** The bid advertisement was released on June 27, 2012. There was a pre-bid walk-through on July 9, 2012 at 1:00. The bids were opened at 1:00 on July 25, 2012; there were 5 bids. The contract was awarded to T.W. Clark of Spokane. The base bid amount was \$1,338,000. The contract was awarded on August 8, 2012 and the Notice to Proceed was given on August 28, 2012. T.W. Clark was on campus August 28 setting up and doing demolition work. The site for the addition on Building 1200 (STEM) has been cleared and they are proceeding to the foundation walls/footings. The crew is currently working on the site for the addition on Building 1400 (Title V). They cut the exterior slab of concrete and are digging and installing the foundation walls/footings. Building 1400 will be approximately one week behind the schedule for Building 1200.

**6/14/12** The drawings have been finalized and the project will go out to bid by the end of the week along with the STEM project. The construction will be completed by the end of fall quarter and ready for students winter quarter.

**4/4/12** Last year the Student Success Center was completed with Title V funds. There are additional construction funds available to expand the Student Success Center this year. The plan involves renovating 1,211 square feet of existing space and adding on 1,536 square feet to the west side of Building 1400. The grant provides about \$400,000 for this renovation. This expansion will provide space to support the peer mentoring program, allow more rooms for supplemental instruction, and add more student study areas. This project is on the same timeline as the STEM project. A drawing of this remodel is on the following page.

**BIG BEND COMMUNITY COLLEGE**

Date: 1/25/13

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

- g. Quarterly Budget Report

**BACKGROUND:**

The Budget Status Summary as of December 31, 2012, is attached for Board review. There was 58.32% of the state operating budget remaining.

**RECOMMENDATION:**

None



**BIG BEND COMMUNITY COLLEGE**

**BUDGET STATUS SUMMARY AS OF DEC 31, 2012**

PROGRAM	CATEGORY	BUDGET	ADJUSTMENT	BUDGET	SPENT	BALANCE	% REMAINING
		As of 7/1/12		As of 12/31/12	Includes Enc		
<b>010</b> <b>INSTRUCTION</b>	SALARIES	4,447,537	186,912	4,634,449	1,681,640	2,952,809	63.71%
	BENEFITS	1,420,985	42,575	1,463,560	601,370	862,190	58.91%
	GOODS&SVC	379,690	101,077	480,767	122,619	358,148	74.50%
	TRAVEL	45,163	5,294	50,457	8,387	42,070	83.38%
	EQUIP	129,651	15,000	144,651	93,295	51,356	35.50%
	TOTAL	6,423,026	350,858	6,773,884	2,507,310	4,266,574	62.99%
<b>040</b> <b>PRIMARY</b> <b>SUPPORT TO</b> <b>INSTRUCTION</b>	SALARIES	288,094	0	288,094	145,836	142,258	49.38%
	BENEFITS	95,400	0	95,400	48,329	47,071	49.34%
	GOODS&SVC	9,358	0	9,358	1,543	7,815	83.51%
	TRAVEL	4,750	0	4,750	693	4,057	85.42%
	EQUIP	0	0	0	0	0	0.00%
	TOTAL	397,602	0	397,602	196,401	201,202	50.60%
<b>050</b> <b>LIBRARY</b>	SALARIES	288,050	0	288,050	111,950	176,100	61.14%
	BENEFITS	106,989	0	106,989	42,632	64,357	60.15%
	GOODS&SVC	63,656	0	63,656	50,860	12,796	20.10%
	TRAVEL	1,750	0	1,750	1,126	624	35.68%
	EQUIP	20,000	0	20,000	23,193	(3,193)	-15.96%
	TOTAL	480,445	0	480,445	229,760	250,685	52.18%
<b>060</b> <b>STUDENT</b> <b>SERVICES</b>	SALARIES	897,912	0	897,912	391,537	506,375	56.39%
	BENEFITS	303,769	0	303,769	139,774	163,995	53.99%
	GOODS&SVC	37,368	189,168	226,536	25,187	201,349	88.88%
	TRAVEL	7,400	0	7,400	2,834	4,566	61.70%
	EQUIP	0	0	0	31	(31)	0.00%
	GRANTS	436,969	0	436,969	335,934	101,035	23.12%
	MATCH	15,004	0	15,004	0	15,004	100.00%
	TOTAL	1,698,422	189,168	1,887,590	895,297	992,293	52.57%
<b>080</b> <b>ADMIN.</b>	SALARIES	1,405,960	0	1,405,960	665,597	740,363	52.66%
	BENEFITS	461,227	0	461,227	227,758	233,469	50.62%
	GOODS&SVC	717,490	0	717,490	227,729	489,761	68.26%
	TRAVEL	22,875	0	22,875	14,609	8,266	36.14%
	EQUIP	16,250	0	16,250	40,030	(23,780)	-146.34%
	TOTAL	2,623,802	0	2,623,802	1,175,723	1,448,079	55.19%
<b>090</b> <b>M&amp;O</b>	SALARIES	947,623	0	947,623	486,326	461,297	48.68%
	BENEFITS	367,708	0	367,708	183,887	183,821	49.99%
	GOODS&SVC	996,750	0	996,750	384,588	612,162	61.42%
	TRAVEL	3,275	0	3,275	2,135	1,140	34.81%
	EQUIPMENT	119,337	0	119,337	23,567	95,770	80.25%
	DEBT SERV.	0	0	0	0	0	0.00%
	TOTAL	2,434,693	0	2,434,693	1,080,503	1,354,190	55.62%
<b>TOTAL BUDGET</b>	<b>14,057,990</b>	<b>540,026</b>	<b>14,598,016</b>	<b>6,084,994</b>	<b>8,513,022</b>	<b>58.32%</b>	
	ALLOCATION # 2			Worker Retraining Variable			106,821
	ALLOCATION # 2			Increase STEM Enrollments			6,801
	ALLOCATION # 2			Increase to Base Allocation			38,923
	ALLOCATION # 4			ABE Master Extension Application			19,121
	ALLOCATION # 4			ABE Program - EL Civics Application			3,208
	ALLOCATION # 4			Student Achievement Initiative			189,168
	ALLOCATION # 4			Basic Skills Enhancement			26,584
	ALLOCATION # 5			Workforce Development Projects			149,400
	TOTAL ADJUSTMENTS TO ALLOCATION						540,026

**BIG BEND COMMUNITY COLLEGE**

Date: 1/25/13

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

h. Safety & Security Update

**BACKGROUND:**

**ADMINISTRATIVE ACTIVITY**

- Consolidated dorm security and patrol into one department.
- Combined all dorm and field operations into room 6116.
- Outfitted Room 6116 with necessary computers, phones, and printer.
- Purchased new closed circuit TV software; installed flat screen monitor in 6116 for watching camera activity. BBT is researching products for new additional cameras.
- Conducted recruiting, interviewing and hiring of three part-time security officer to fill vacancies. Positions were filled during the second week of January 2013.

Prepared by Director of Campus Safety & Security Kyle Foreman.

**RECOMMENDATION:**

None



# MONTHLY REPORT DECEMBER 2012

SECURITY VEHICLE – MILES DRIVEN ON CAMPUS PATROL	912
SECURITY INCIDENTS INVESTIGATED RESULTING IN FORMAL REPORT	4
SAFETY INCIDENTS INVESTIGATED	5
TIMELY WARNINGS ISSUED (as per Clery Act)	0

Reportable Offenses per Clery Act 20 USC 1092 (f)  
are in **RED shaded categories**

	DEC 2012	YTD
<b>Arrests and Violations</b>		
Liquor Law Arrests	0	0
Liquor Law Violations	0	0
Drug Law Arrests	0	0
Drug Law Violations	0	1
Illegal Weapons Arrests	0	0
Illegal Weapons Violations	0	0
<b>Criminal Offenses</b>		
Murder/Non-Negligent Manslaughter	0	0
Negligent Manslaughter	0	0
Robbery	0	0
Aggravated Assault	0	0
Burglary	0	0
Motor Vehicle Theft	0	0
Arson	0	0
<b>Criminal Offenses</b>		
Bicycle Theft	0	6
Vandalism (Non-hate-crime)	0	3
Property Damage (Non vandalism)	0	0
Vehicle Prowl	0	5
Theft of Computer	0	5
Malicious Mischief	0	0
Trespassing	0	2
Theft of other type electronic device	0	0
Theft of personal equipment	0	1
Threats (Interpersonal)	0	1
Theft of medication/drugs	0	1
Harassment/Domestic Violence/Stalking	1	2
Theft of purse/wallet/similar possessions	0	2
<b>Sex Offenses</b>		
Forcible	0	0
Non-Forcible	0	0
<b>Hate Crimes</b>		
Any Incident	0	1
<b>Vehicle Collisions</b>		
Non-injury	3	7
Injury	0	1

## BIG BEND COMMUNITY COLLEGE

Date: 1/25/13

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

i. Human Resources Report

### **BACKGROUND:**

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

Luis Alvarez was selected to fill the position of TRiO Student Support Services Senior Academic Advisor. Luis started his new position with BBCC on December 26. The 9-month academic advisor position has been re-posted.

Interviews for the position of Nursing Online Instructional Designer were completed in December. An offer was extended to one of the candidates. However, the individual did not feel they could meet the expectations of the position and declined to accept the position. We are in the process of re-posting this position as well.

Carla Slate was selected to fill the position of STEM Support Assistant. Carla has been working in the BBCC Bookstore in a part-time, hourly position. She will be transitioned to the STEM grant over the next two weeks.

Dawn Geiger was selected to fill the position of Foundation Office Manager. Dawn will be working with Nancy Tracy over the next two weeks to ensure a successful transition for the foundation office and board.

Jameson Lange was selected to fill the position of Assistant Activity Center Coordinator. Jameson is currently the assistant coach for baseball at BBCC. His first day of work in this new position will be January 28.

#### **Training:**

The following is a list of reported Administrative/Exempt Training occurring since the last Board Meeting.

LeAnne Parton-Dale Carnegie Training, Managing Change Effectively on November 14 at Chamber of Commerce

Terry Leas-Presidents' Academy on December 13 at Lake Washington Technical Institute

Linda Chadwick, LeAnne Parton, Annemarie Cadle-Cisco Phone Training on December 18 at BBCC

Kathy Arita-Sole Source & Direct-Buy Contracts on December 13 via DES Webinar

Tom Willingham-Canvas Course Management on December 15-31 via Online

Prepared by Kim Garza, Vice President of Human Resources & Labor.

### **RECOMMENDATIONS:**

None.

## BIG BEND COMMUNITY COLLEGE

Date: 1/25/13

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

j. Enrollment Report

### BACKGROUND:

The final fall 2012 enrollment report is included for your information. State FTE was down 4% from fall 2011. Headcount was also down 4%. Hispanic headcount dropped 9%, female headcount dropped 6%, and full time headcount dropped 7%. Staff members will be doing further research on these groups.

The tuition amount budgeted for 2012-2013 is \$4,008,600. As of December 31, 2012 we have collected \$3,979,324 or 99.3% of the budgeted amount. As of December 31, 2011 we had collected \$2,848,236 or 78.9%.

---

### TUITION COLLECTION REPORT

As of December 31, 2012 and December 31, 2011

	<u>2012-13</u>	<u>2011-12</u>
Annual Budget	\$ 4,008,600	\$ 3,608,514
Total Collections as of November 30	\$ 3,979,324	\$ 2,848,236
As a % of annual budget	99.3%	78.9%
Left to collect to meet budget target	\$ 29,276	\$ 760,278

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

# F.T.E. REPORT

1/15/2013

	<b>QTRLY <u>FTEs</u></b>	<b>ANNUAL <u>FTEs</u></b>
<b>1st year (11-12)</b>		
SUMMER	332.3	110.8
FALL	1688.9	563.0
WINTER	1758.1	586.0
SPRING	1568.1	522.7
<b>2nd year (12-13)</b>		
SUMMER	315.2	105.1
FALL	1612.8	537.6
WINTER	1567.4	522.5
SPRING		0.0
<b>TOTAL</b>	<b><u>8842.8</u></b>	<b><u>2947.6</u></b>
1st year annual FTE Target	5082	1694
2nd year annual FTE Target	5061	1687
 <b>SBCTC 2-year rolling enrollment count</b>		
Past year + current year actual FTE		2947.6
Past year + current year allocation		3381.0
% of allocation target attained to date		87.2%
Add'l FTEs to meet minimum 96%	894.5	298.2
Add'l FTEs to meet target 100%	1300.2	433.4
FTEs over funding level - 1st year	265.4	88.5
FTEs over funding level - 2nd year	-1565.6	-521.9

# FALL FINAL ENROLLMENT REPORT

## HEADCOUNTS

	<u>FALL 2012</u>	<u>FALL 2011</u>	<u>FALL 2010</u>	<u>FALL 2009</u>	<u>FALL 2008</u>	<u>FALL 2007</u>	<u>FALL 2006</u>
<u>ETHNIC ORIGIN</u>							
Amer. Indian/Alaska Ntv	31	34	25	50	50	43	49
Asian/Pacific Islander	30	30	37	42	33	52	47
Black	40	42	44	47	29	32	25
Hispanic	836	917	975	953	961	957	902
White	1,373	1,375	1,662	1,505	1,351	1,400	1,487

### SEX

Female	1,307	1,389	1,558	1,626	1,514	1,577	1,615
Male	986	1,008	1,062	1,118	1,065	1,057	1,077
Not Coded	17	1	123	87	74	105	5

### STUDENT STATUS

Full time (12 or more crs)	1,378	1,481	1,666	1,563	1,330	1,276	1,218
Part time (less than 12 crs)	932	917	1,077	1,268	1,323	1,463	1,479
Percent full time	59.6	61.7	60.7	55.2	50.1	46.6	45.2

### BY TIME/LOCATION

On-Campus Day	1,783	1,887	2,152	2,095	1,803	1,779	1,742
On-Campus Evening	185	137	176	203	222	330	322
Off-Campus Day	151	192	198	251	230	294	255
Off-Campus Evening	191	182	217	282	398	336	378

**TOTAL HEADCOUNT      2,310      2,398      2,743      2,831      2,653      2,739      2,697**

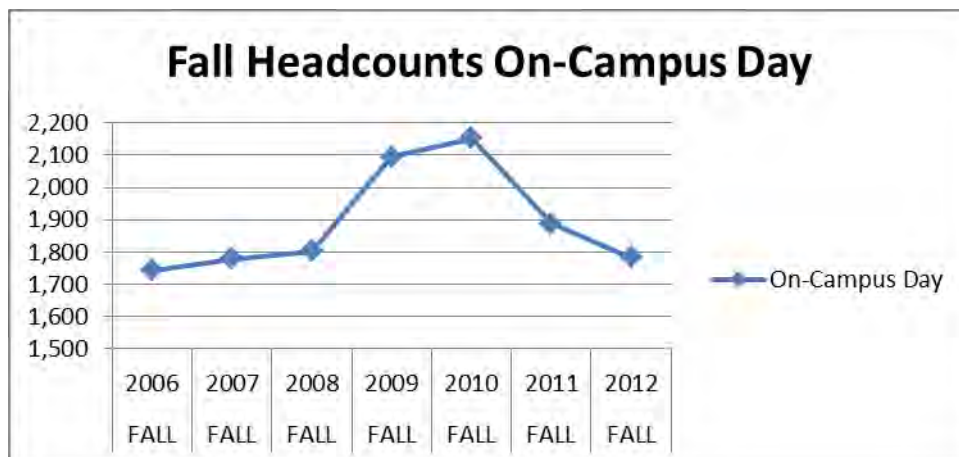
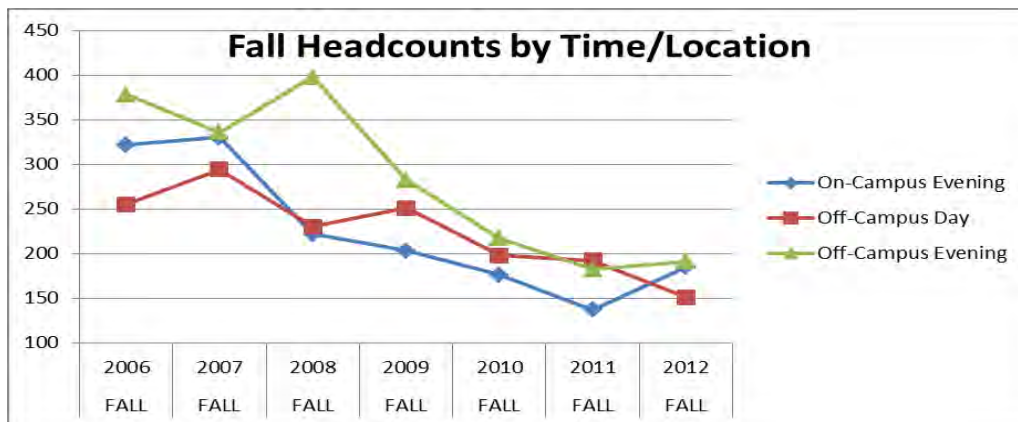
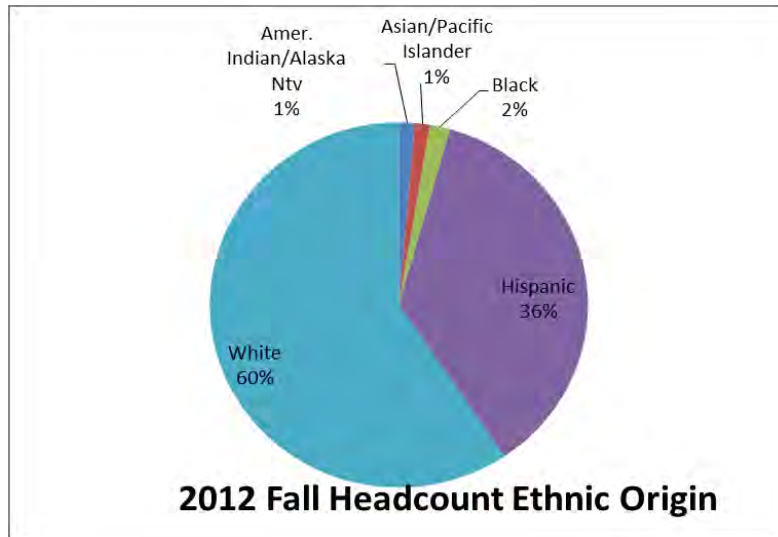
Running Start	165	166	153	146	159	159	136
International	2	7	5	3	4	3	0

## FTES

	<u>FALL 2012</u>	<u>FALL 2011</u>	<u>FALL 2010</u>	<u>FALL 2009</u>	<u>FALL 2008</u>	<u>FALL 2007</u>	<u>FALL 2006</u>
<u>STATE FUNDED</u>							
ABE/ESL	170.2	174.7	164.4	218.1	252.9	214.7	222.3
Academic	858.3	949.9	1,030.80	956.6	806.7	762.4	779.3
Occupational	584.3	564.3	618.3	593.5	539.3	602.8	534.7
<b>TOTAL STATE FTES</b>	<b>1,612.8</b>	<b>1,688.9</b>	<b>1,813.5</b>	<b>1,768.2</b>	<b>1,598.9</b>	<b>1,579.9</b>	<b>1,536.3</b>

### OTHER FTES

Community Service	3.1	5.4	2.9	8.0	9.0	10.6	8.6
International Students	0	0	0	0	0	0.0	0.0
Contract Funded	14.9	10.6	86.7	121.9	38.5	22.6	26.4
Running Start	146.3	147.3	131.1	125.5	131.0	128.2	93.4
Other (Employ., Sr. Cit.)	4.5	13.1	13.4	13.8	11.5	29.2	20.0
<b>GRAND TOTAL FTES</b>	<b>1,781.6</b>	<b>1,865.3</b>	<b>2,047.6</b>	<b>2,037.4</b>	<b>1,788.9</b>	<b>1,770.5</b>	<b>1,684.7</b>





## BIG BEND COMMUNITY COLLEGE

Date: 1/25/13

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

k. Legislative Update

### **BACKGROUND:**

The gavels have sounded! The 2013 Legislature kicked off its 105-day session today with swearing in ceremonies and a Senate rule change that shifted power to a majority coalition caucus made up of 23 Republicans and two Democrats. This session promises to be challenging. The state budget is already \$1 billion in the hole, prior to making the down payment required by the Supreme Court to boost K-12 funding. Some lawmakers place the down payment at about \$1 billion next biennium, bringing the budget gap to about \$2 billion.

In addition, one-sixth of the Legislature is comprised of new members elected to the House and Senate this past fall. This means new committee chairs and in some cases, new leadership roles.

*<http://sbctclegislativenews.blogspot.com/>*

Public Information Officer Doug Sly is scheduling visit with legislators.

Prepared by the President's office.

### **RECOMMENDATION:**

None

## **BIG BEND COMMUNITY COLLEGE**

Date: 1/25/13

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

I. Donation

### **BACKGROUND:**

Mr. Michael Allbee serves on the Computer Science Advisory Board and he also works for Yahoo! He shared information which led to Yahoo! donating 40 HP servers with rails valued at \$16,000. The servers will be used in the Computer Science program server lab and hardware classes.

Prepared by the President's Office.

### **RECOMMENDATION:**

President Leas and VP Hamburg recommend acceptance of this donation.



## MEMORANDUM

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**DATE:** January 11, 2013

**TO:** Gail Hamburg, VP of Administrative Services

**FROM:** Mary Shannon, Computer Science Instructional Designer for Title V

**RE:** **Yahoo Server Donation**

Yahoo! Inc. has made a generous donation of 40 HP servers with rails. The total value is approximately \$16,000. The servers will be used in the Computer Science program server lab and hardware classes.

The donation was arranged by Jason Thebault, Yahoo NW Site Ops Manager and Michael Allbee (a member of the Computer Science advisory board). Donald J. McGillen, PhD, Senior Manager, Campus Relations, handled the donation details and delivery.

The Computer Science program is very grateful for the donation.

Contact: Donald J. McGillen, PhD  
Senior Manager, Campus Relations  
1007 Larchdale Drive  
Pittsburgh, PA 15243  
412.897.6138  
[mcgillen@yahoo-inc.com](mailto:mcgillen@yahoo-inc.com)

Quincy Data Center contacts:

Jason Thebault, NW Site Ops Manager  
1010 Yahoo Way  
Quincy, WA  
509.393.6202  
[jasont@yahoo-inc.com](mailto:jasont@yahoo-inc.com)

Michael Allbee, Data Center Technician and  
BBCC Computer Science Advisory Board  
Yahoo Inc., NW Site Ops, Quincy, WA  
509.429.8331  
[mallbee@yahoo-inc.com](mailto:mallbee@yahoo-inc.com)

## **BIG BEND COMMUNITY COLLEGE**

Date: 1/25/13

**ITEM #5:** Mission, Vision, Values (for information/action)

### **BACKGROUND:**

As discussed at the last Board meeting, BBCC is beginning a strategic planning process to revise the current mission statement, and to assure clear alignment between the mission, the Board's Ends Statements, and the Core Themes for accreditation. BBCC will work with Ron Baker, of Baker Collegiate Consulting, to facilitate the strategic planning process. Dr. Baker is the former Executive Vice President for the Northwest Commission on Colleges and Universities and now works with colleges on accreditation and strategic planning issues. On February 8, 2013, Dr. Baker will be on campus to facilitate a work session with college faculty, staff and administrators, as well as select members of the local community, in order to gather feedback on essential vision and values issues for the college. The specific agenda for this work session is still being developed, but the information gathered in this session will then be used to draft a new mission statement and an updated strategic planning process for the college.

Prepared by VP Mohrbacher.

### **RECOMMENDATION:**

President Leas and VP Mohrbacher recommend the Trustees appoint one or two members of the Board to attend the February 8 stakeholder meeting.

**BIG BEND COMMUNITY COLLEGE**

Date: 1/25/13

**ITEM #6:** Probationary/Tenure Reviews (for information)

**BACKGROUND:**

For your review in anticipation of the February 28, 2013, Board meeting. The probationary tenure binders for the following faculty members will be available for your review after February 1. Please contact Melinda to make arrangements for reviewing the information.

The Board will consider probationary faculty contract renewal for the following faculty at the February 28 Board meeting..

<b><u>Faculty Member</u></b>	<b><u>Position</u></b>	<b><u>Current Status</u></b>
David Holliday	Psychology Instructor	2 <sup>nd</sup> probationary year
Jan Elliston	Nursing Instructor	1 <sup>st</sup> probationary year

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

**RECOMMENDATION:**

## **BIG BEND COMMUNITY COLLEGE**

Date: 1/25/13

**ITEM #7:** Board Policy 3019 Drug Free/Alcohol Free Workplace (for action)

### **BACKGROUND:**

This policy was revised to reference our compliance with the Federal Drug-Free Workplace Act, the Drug-Free Schools and Communities Act and the US Department of Transportation regulations. This revision will replace previous BP 3019 and BP 6500. Corresponding APs and our annual policy statement are also in the review/revision process.

Prepared by President Leas and VP Garza.

### **RECOMMENDATION:**

President Leas and VP Garza recommend approval of the Board Policy revisions.

**PROPOSED**

**BP3019      DRUG FREE/ALCOHOL FREE WORK PLACE**

**BP3019**

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including alcohol, in all facilities, grounds, events or activities directly or indirectly under the control of Big Bend Community College is not tolerated and, pursuant to this policy, is prohibited.

Big Bend Community College complies with the Federal Drug-Free Workplace Act of 1988, Drug-Free Schools and Communities Act of 1989, and the US Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991.

Employees or students engaging in prohibited activities shall be subject to disciplinary action, up to and including, suspension, termination or expulsion.

See also AP 3019 Drug Free/Alcohol Free Workplace

**3019.1 PURPOSE**

Big Bend Community College intends to provide a drug free/alcohol free, healthful, safe, and secure work environment. Thus, each employee is expected and required to report to work in an appropriate mental and physical condition to perform his/her assigned duties.

**3019.2 PROHIBITED ACTS**

Therefore, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in and on Big Bend Community College owned and controlled property, or while conducting College business, is prohibited. No employee will report to work while under the influence of alcohol or any unlawful controlled substance. Violation of this policy may result in 1) disciplinary action, including termination of employment, in accordance with the Department of Personnel rules, *Negotiated Agreement*, tenure laws, or other policies of the institution and/or 2) the requirement of satisfactory participation in evaluation and/or treatment in an approved drug/alcohol abuse assistance or rehabilitation program.

**3019.3 EMPLOYEE REQUIREMENTS**

Big Bend Community College recognizes drug dependency to be an illness. The institution also distinguishes drug abuse as a potential health, safety, and security problem. Employees needing assistance in dealing with such problems are encouraged to utilize health insurance plans, as appropriate. Conscientious efforts to seek such help will not jeopardize employment. Employees must, as a condition of continued employment, abide by the terms of this policy, and report any conviction under a criminal drug statute for violations occurring in or on properties controlled or owned by Big Bend Community College or while conducting College business. A report of such conviction must be made within five (5) days after said conviction. The College must notify any federal contracting agency within ten (10) days of having received notice that an employee engaging in the performance of such federally sponsored grant or contract has any drug statute conviction or violation occurring in the workplace. The College will take appropriate disciplinary action and/or require the satisfactory participation in an approved drug/alcohol abuse assistance or rehabilitation program by any employee who is so convicted.

(See also BP6500)



**DRUG FREE/ALCOHOL FREE WORKPLACE POLICY  
BIG BEND COMMUNITY COLLEGE**

**Explanation**

The Federal Drug Free Workplace Act of 1988 requires that the recipient of a grant from a federal agency certify to that granting or contracting agency that the grantee will provide a drug free/alcohol free workplace. In addition, the grantee must publish a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the grantee's place of work; must establish a drug free/alcohol free awareness program; and specify that action will be taken against the employees for violation of such prohibition. Failure to comply with this act may result in suspension, termination, or debarment from the award of any federal contract.

**Policy Statement**

Big Bend Community College intends to provide a drug free/alcohol free, healthful, safe, and secure work environment. Thus, each employee is expected and required to report to work in an appropriate mental and physical condition to perform his/her assigned duties.

Therefore, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in and on Big Bend Community College owned and controlled property, or while conducting College business, is prohibited. No employee will report to work while under the influence of alcohol or any unlawful controlled substance. Violation of this policy may result in 1) disciplinary action, including termination of employment, in accordance with the Higher Education Personnel Board rules, *Negotiated Agreement*, tenure laws, European Program Personnel rules, or other policies of the institution and/or 2) the requirement of satisfactory participation in evaluation and/or treatment in an approved drug/alcohol abuse assistance or rehabilitation program.

Big Bend Community College recognizes drug dependency to be an illness. The institution also distinguishes drug abuse as a potential health, safety, and security problem. Employees needing assistance in dealing with such problems are encouraged to utilize the Washington State Employee Advisory Service and health insurance plans, as appropriate. Conscientious efforts to seek such help will not jeopardize employment. Employees must, as a condition of continued employment, abide by the terms of this policy, and report any conviction under a criminal drug statute for violations occurring in or on properties controlled or owned by Big Bend Community College or while conducting College business. A report of such conviction must be made within five (5) days after said conviction. The College must notify any federal contracting agency within ten (10) days of having received notice that an employee engaging in the performance of such federally sponsored grant or contract has any drug statute conviction or violation occurring in the workplace. The College will take appropriate disciplinary action and/or require the satisfactory participation in an approved drug/alcohol abuse assistance or rehabilitation program by any employee who is so convicted.

**ACKNOWLEDGEMENT**

I \_\_\_\_\_ acknowledge receipt of this policy.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

## **BIG BEND COMMUNITY COLLEGE**

Date: 1/25/13

**ITEM #8:** GISS Board Self-Evaluation (for information/action)

### **BACKGROUND:**

In preparation for the Fall TACTC GISS Conference, the Board members completed an online Board Self-Assessment. The results of the assessment are attached. Trustee Blakely and President Leas attended the Fall TACTC GISS Conference and will comment on their experience.

This item was discussed during the December 20, 2012 Board meeting. The Board decided to hold a Study Session before today's Regular meeting to discuss the results in detail.

Prepared by the President's office.

### **RECOMMENDATION:**



# BIG BEND COMMUNITY COLLEGE

DRAFT Board Self-Assessment Report

Prepared by the Association of Community College Trustees (ACCT) — Board Leadership Services

Washington, DC



## Overview of Self-Assessment Process

We want to thank trustees, presidents, and professional board support staff for their support and willingness to participate in this effort to gather self-reported data on the board of trustees. This report provides an overall assessment of the board as one unit and reinforces the role and responsibilities of the board. It also provides a profile of each trustee without disclosing the identity, or attribution associated with, any individual trustee. A comparison of these sets of data provides a clearer picture of where there is general consensus and where there is divergence among individual trustees from the board's overall average response.

This report also includes comparative data between two time periods –Summer 2011 and Fall 2012, and can be used to highlight any marked improvements or areas that may require some additional attention. However, it should be noted that the respondents between the two time periods are often not the same. Information available on the differences between these two respondent populations is noted in the comparison section on the next page.

The Board Self-Assessment instrument was amended in 2012 in order to provide consistency and the opportunity for national comparisons, when appropriate. The 2011 assessment had two rating scales. The first 26 questions focused on overall board health, and respondents evaluated these questions on a 5-point rating scale. The second half of the 2011 Board Self-Assessment focused on institutional effectiveness, student success readiness, and trustee preparation and satisfaction, with questions using a 4-point rating scale. With the scale change in 2012, comparative data are only available for three sections of the assessment pertaining to Board Leadership, Board/Chair/President/Chancellor Relationship, and Board Productivity and Consistency. Future assessments will include multi-year comparisons for all sections.

Some stylistic changes were made to the comments submitted in an effort to provide clarity, but content was not altered.

### **Review at Governance Institute for Student Success (GISS)**

This report was prepared by ACCT to encourage reflection and assessment and to foster learning during the GISS. It is a tool for both self-assessment and group-assessment, and it is intended to inform constructive dialogue on the board's strengths, weaknesses, and areas requiring greater attention. By conducting a self-assessment, the board helps set standards, clarifies expectations, and serves as an example of the ongoing commitment to accountability needed to ensure student success. The trustees attending the GISS will have an opportunity to discuss the quantitative and qualitative data and the findings as part of the governing board assessment process.

### **Discussion with Full Board of Trustees**

We encourage all boards to use this report as a tool to facilitate group discussion, acknowledge the effectiveness of the board, address concerns before they become bigger issues, and clarify the roles and responsibilities of the board. We hope that the findings will facilitate open and frank discussion and, in turn, enhance the board/president and trustee-to-trustee relationships. The goal is to strengthen the board's unique leadership role and partnership with the president. To benefit fully from the self-assessment process, and as a follow-up to the GISS, we encourage all boards and the president to set aside time to discuss the report as a group and reach a consensus on a plan of action and next steps. Should you have any questions, please reach out to Dr. Narcisa Polonio at [npolonio@acct.org](mailto:npolonio@acct.org), 202-276-1983 or Elizabeth Alvarado at [ealvarado@acct.org](mailto:ealvarado@acct.org), 202-775-4470.



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## CONTENTS

Overview of Self-Assessment Process	3
Board Profile: 2011 and 2012 Comparison	5
Highlights of the Board Self-Assessment	6
Category Averages	7
Breakdown of Responses by Percentage	8
Individual Trustee Average Ratings	9
Results by Topic	10
Open Ended Questions	24

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## Board Profile: 2011 and 2012 Comparison

In 2011 there were five members on Big Bend Community College's Board of Trustees, all of whom completed the Board Self-Assessment (BSA), and 2 members attended the GISS in June 2011. In 2012, two incoming board members replaced two outgoing trustees, and all five trustees again completed the BSA in 2012. Of the trustees who completed the 2012 BSA, 60 percent (3 trustees) also completed the 2011 assessment and served in 2011. Thus the respondents in the two time periods have some overlap.

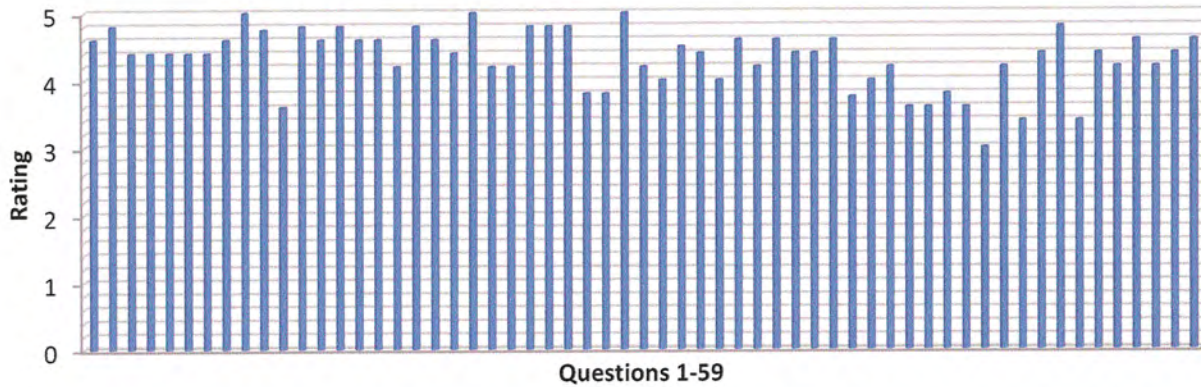
### BIG BEND COMMUNITY COLLEGE

	2011	2012
TOTAL NUMBER OF TRUSTEES	5	5
NEW TRUSTEES (NOT ON BOARD IN 2011)		2
TRUSTEES WHO COMPLETED BOARD SELF-ASSESSMENT (BSA)	5	5
TRUSTEES WHO COMPLETED BSA IN 2011 AND 2012		3 (60%)
TRUSTEES WHO ATTENDED GISS -WA IN 2011	2	
AVERAGE NUMBER OF YEARS OF SERVICE	8.40	2.80
AVERAGE NUMBER OF HOURS PER MONTH SPENT ON BOARD WORK	9.60	9.00



# Highlights of the Board Self-Assessment

## Overall Averages - 2012



The table below shows the Board Self-Assessment questions with the highest and lowest ratings in 2011 and 2012, organized from highest to lowest rating in 2012. Please note that the respondents in the two time periods were not the same. Three trustees from 2011 (60% of the Board) also took the BSA in 2012. An asterisk (\*) indicates that the question had two different response scales in 2011 and 2012, so are not comparable. In the future BSAs will be comparable on all questions.

### HIGHLY RATED INDIVIDUAL ITEMS

	2011	2012	Difference
9. Board members treat one another with respect, and a climate of mutual trust exists	5.00	5.00	0.00
21. The Board focuses on policy in Board discussions, not administrative matters.	4.60	5.00	0.40
29. Review of data on retention, transfer, and graduation rates	*	5.00	

### LOWEST RATED INDIVIDUAL ITEMS

	2011	2012
53. Understanding internal constituencies and power dynamics in higher education	*	3.40
50. Identifying and acquiring new sources of funding (fundraising, corporate partnerships, earmarks, etc.	*	3.40
48. Campus politics	*	3.00

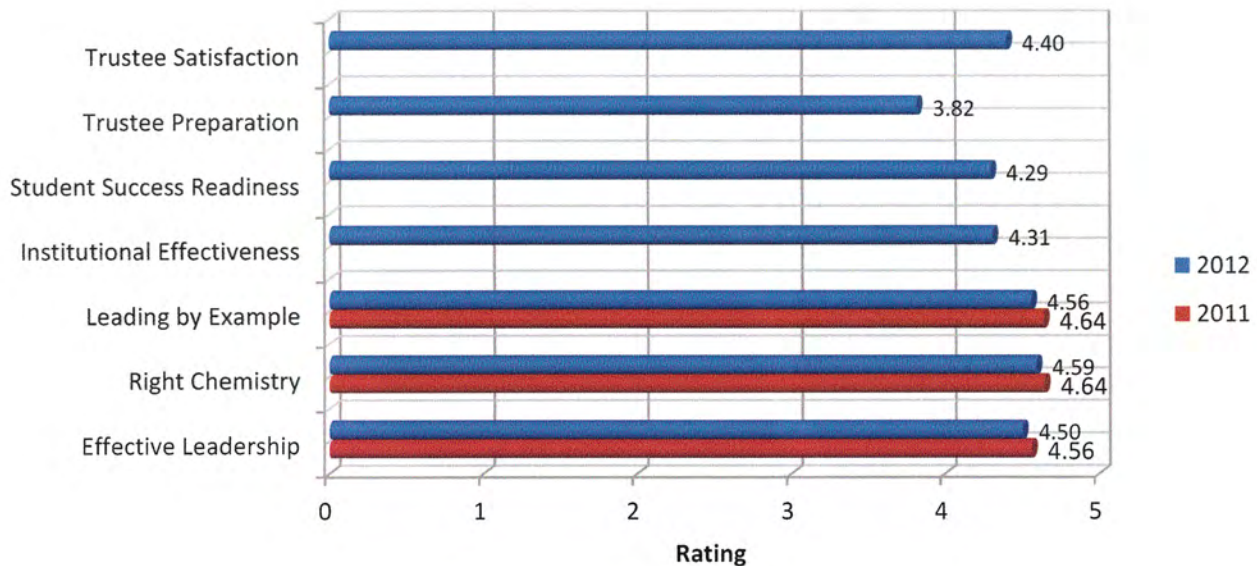
*It should be noted that questions 48, 53, and 50 were rated the lowest in both 2011 and 2012, though the scales are not comparable.*



## Category Averages

Items below listed in order of highest to lowest average rating for 2012. An asterisk (\*) indicates that the question had two different response scales in 2011 and 2012, so are not comparable.

### Category Averages



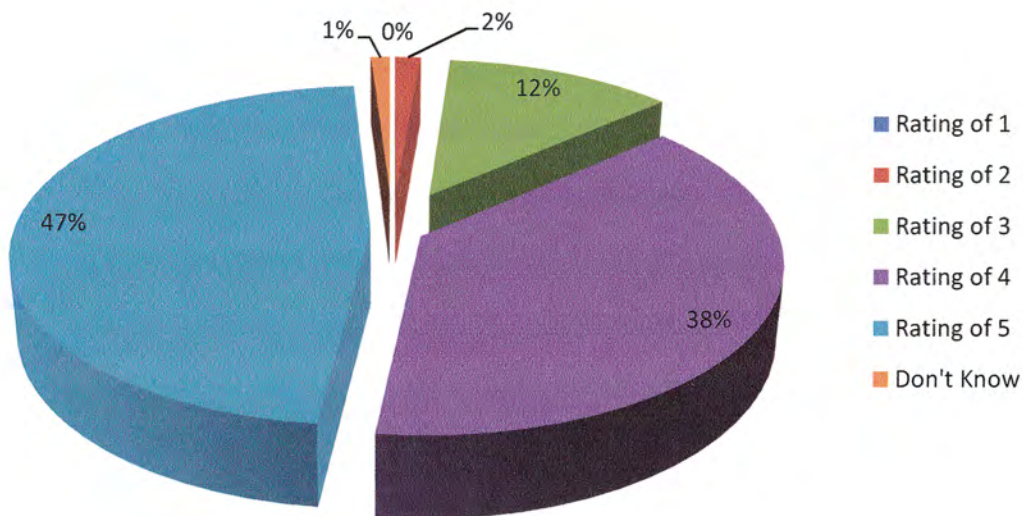
#### CATEGORIES

	<u>2011</u>	<u>2012</u>	<u>Difference</u>
Right Chemistry	4.64	4.59	- 0.05
Leading by Example	4.64	4.59	- 0.08
Effective Leadership	4.56	4.50	- 0.06
Trustee Satisfaction	-	4.40	-
Institutional Effectiveness	-	4.31	-
Student Success	-	4.29	-
Trustee Preparation	-	3.82	-

## Breakdown of Responses by Percentages

Eighty five percent of responses in the 2012 Board Self-Assessment were rated 4 or 5, suggesting substantial agreement, consideration, implementation, and satisfaction in different aspects of governance and student success practices.

### Distribution of Responses - 2012



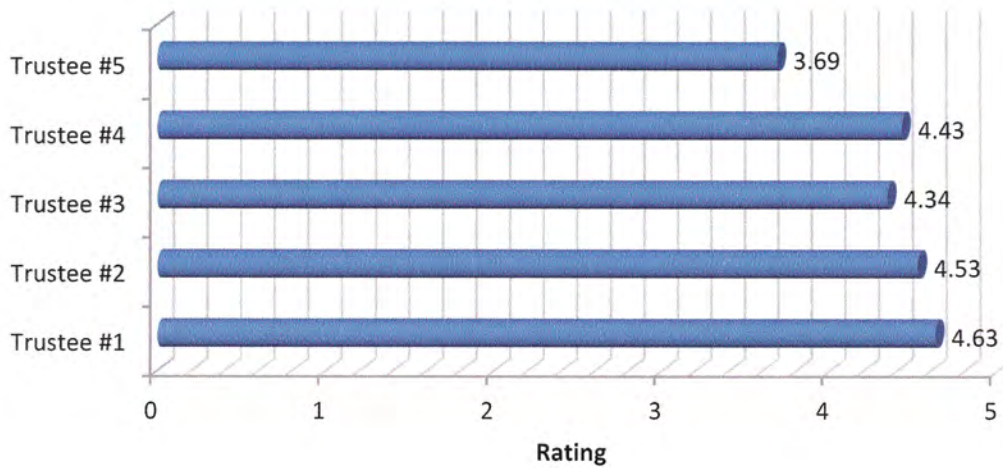
#### RESPONSE RATING

RESPONSE RATING	2012
5: Strongly or highly agree/ considered/implemented/satisfied)	47%
4: Agree	38%
3: Somewhat agree	12%
2: Disagree, etc.	2%
1: Strongly disagree/not at all considered/implemented/satisfied)	0
DK: Don't know	1%

## Individual Trustee Average Ratings

Average individual trustee ratings above 3.0 reflect a generally healthy board. The difference between the highest average score (4.63) and lowest (3.69) is 0.94, out of a possible maximum difference of 4.0. This difference of 0.94 indicates overall consensus, with slight divergence of opinions among board members.

### Trustee Averages - 2012





## Results by Topic

### EFFECTIVE LEADERSHIP: THE ROLES AND RESPONSIBILITIES OF THE BOARD

Scale: 1 = strongly disagree; 2 = disagree; 3 = somewhat agree; 4 = agree; 5 = strongly agree

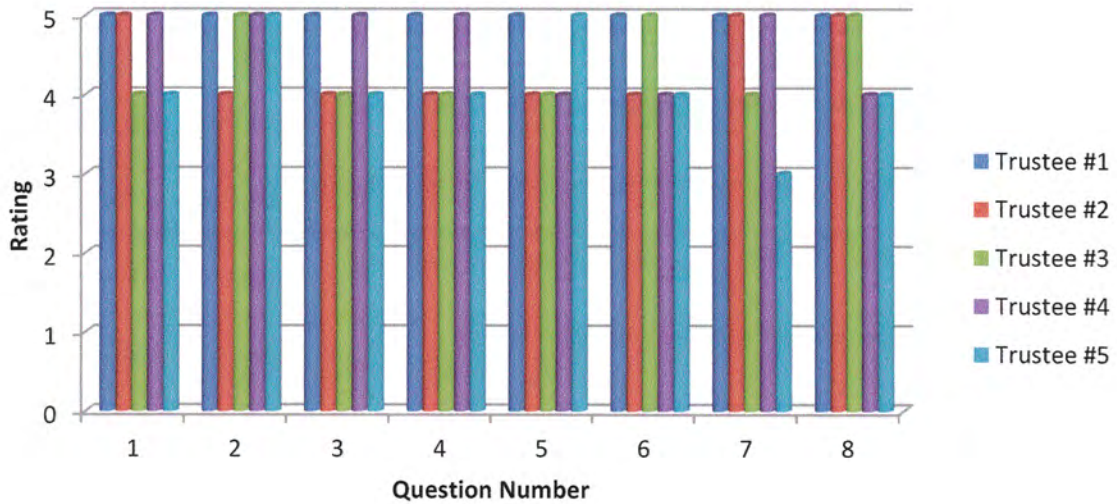
	<u>2011</u>	<u>2012</u>	<u>Difference</u>
1. The Board continuously demonstrates that it adheres to its roles and responsibilities in accomplishing its duties.	4.40	4.60	0.20
2. An examination of the Board's work provides clear evidence that the Board understands that its primary function is to establish the policies by which the community college is administered.	4.80	4.80	0.00
3. The Board is knowledgeable about major social and economic trends and issues that affect the community and College.	4.40	4.40	0.00
4. The Board is adequately informed about important internal issues facing the College.	4.80	4.40	-0.40
5. The Board spends sufficient time planning and providing clear priorities for the President and the College.	4.25	4.40	0.15
6. Before adopting policy recommendations, the Board ensures it has adequate information and data, and it allows sufficient time for study and discussion.	4.50	4.40	-0.10
7. The Board has and adheres to procedures and standards for dealing with actual or potential conflicts of interest.	4.40	4.40	0.00
8. The Board regularly participates in professional development, such as state and national trainings	4.60	4.60	0.00

### Findings:

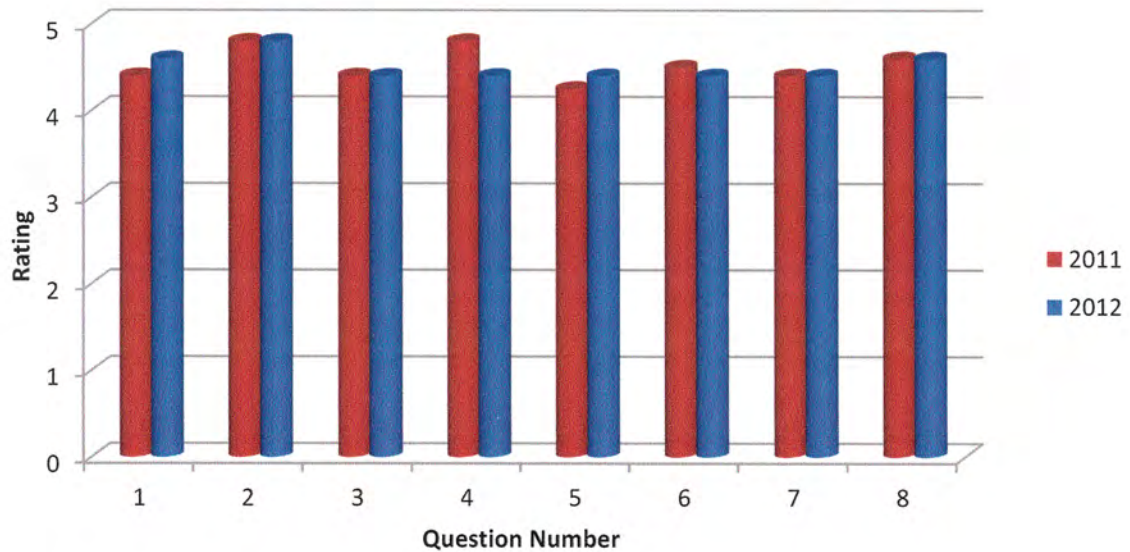
In both time periods, trustees are in strongest agreement that the Board understands its primary role as establishing policies to administer the community college; is knowledgeable about social and economic trends facing the community; and regularly participates in professional development. There is also no change between 2011 and 2012 in overall trustees' agreement that the Board adheres to procedures to deal with conflicts of interests, though there was more variation in responses in 2012.

EFFECTIVE LEADERSHIP: THE ROLES AND RESPONSIBILITIES OF THE BOARD

### Individual Responses for 2012



### Average Ratings - 2011 & 2012





**THE RIGHT CHEMISTRY: BOARD/TRUSTEE/CHAIR/PRESIDENT RELATIONSHIP**

Scale: 1 = strongly disagree; 2 = disagree; 3 = somewhat agree; 4 = agree; 5 = strongly agree

	<u>2011</u>	<u>2012</u>	<u>Difference</u>
9. Board members treat one another with respect, and a climate of mutual trust exists.	5.00	5.00	0.00
10. The Chair of the Board effectively handles disagreements or divisions among members about policies, programs, and the budget.	4.75	4.75	0.00
11. The Board has good procedures for the orientation and training of new board members.	4.20	3.60	-0.60
12. The Chair serves as the voice of the Board when dealing with the public and media.	4.40	4.80	0.40
13. The roles and responsibilities of the Chair are clear and supported by all Board members.	4.40	4.60	0.20
14. The Board maintains open and effective communication with the President/Chancellor.	4.60	4.80	0.20
15. The Chair, Board members, and President/Chancellor have a positive cooperative relationship with mutual trust and respect.	5.00	4.60	-0.40
16. The Board encourages the professional growth of the President/Chancellor through annual evaluation, written feedback, and guidance on performance.	4.80	4.60	-0.20

**Comments:**

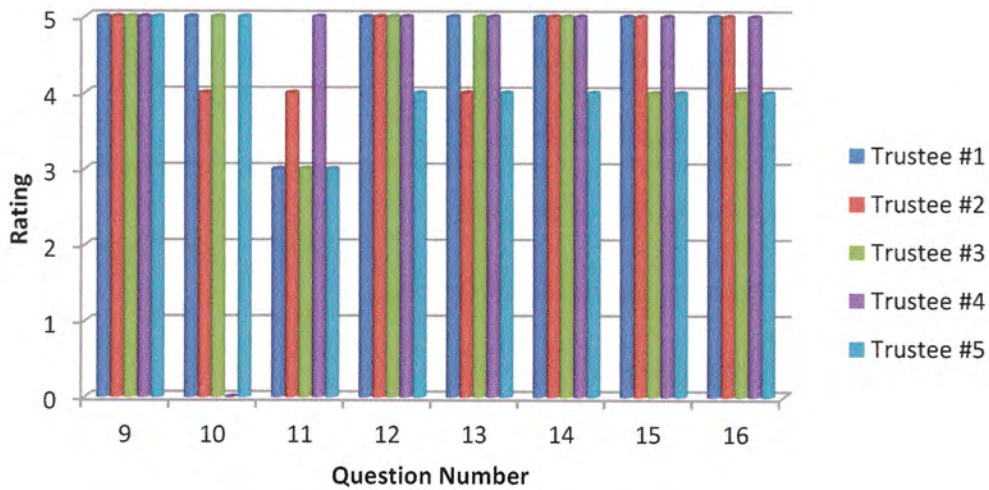
Haven't had any major disagreements in my tenure

**Findings:**

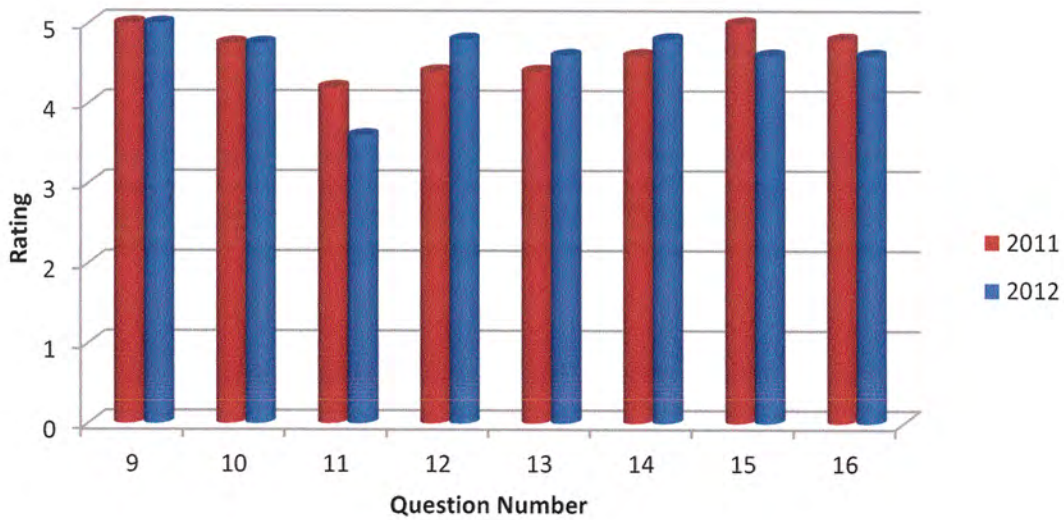
Trustees in both time periods unanimously and strongly agree that they treat each other with respect and mutual trust. There is also consistent high agreement that the Chair effectively handles disagreements, serves as the voice of the Board, and has clear roles and responsibilities. However, trustees in 2012 agree less strongly that the Board has good orientation and training procedures.

THE RIGHT CHEMISTRY: BOARD/TRUSTEE/CHAIR/PRESIDENT RELATIONSHIP

**Individual Reponses for 2012**



**Average Ratings - 2011 & 2012**





**LEADING BY EXAMPLE: BEING PRODUCTIVE AND CONSISTENT**

Scale: 1 = strongly disagree; 2 = disagree; 3 = somewhat agree; 4 = agree; 5 = strongly agree

	<u>2011</u>	<u>2012</u>	<u>Difference</u>
17. Board members are prepared for Board meetings, and meetings are conducted in such a manner that the purposes are achieved effectively and efficiently.	4.20	4.20	0.00
18. The Board adheres to a code of ethics and avoids any perception of a potential conflict of interest.	4.80	4.80	0.00
19. Board agendas are relevant to the work of the Board, and they are focused enough to use the Board's time efficiently.	5.00	4.60	-0.40
20. The Board periodically reviews and evaluates its policies and procedures.	4.25	4.40	0.15
21. The Board focuses on policy in Board discussions, not administrative matters.	4.60	5.00	0.40
22. The Board understands the budget, the budget process, and the financial health of the College.	4.40	4.20	-0.20
23. The Board has policies that require adequate participation in decision-making within the institution and through the President/Chancellor, seeks advice and recommendations from faculty, staff, and students in developing policies.	4.80	4.20	-0.60
24. The Board is sensitive to the concerns of students and employees while maintaining impartiality and support for the President/Chancellor.	5.00	4.80	-0.20
25. The Board accommodates the differences of opinion that arise during debates of issues, and once a decision is made, Board members cease debate and uphold the decision of the Board.	4.60	4.80	0.20

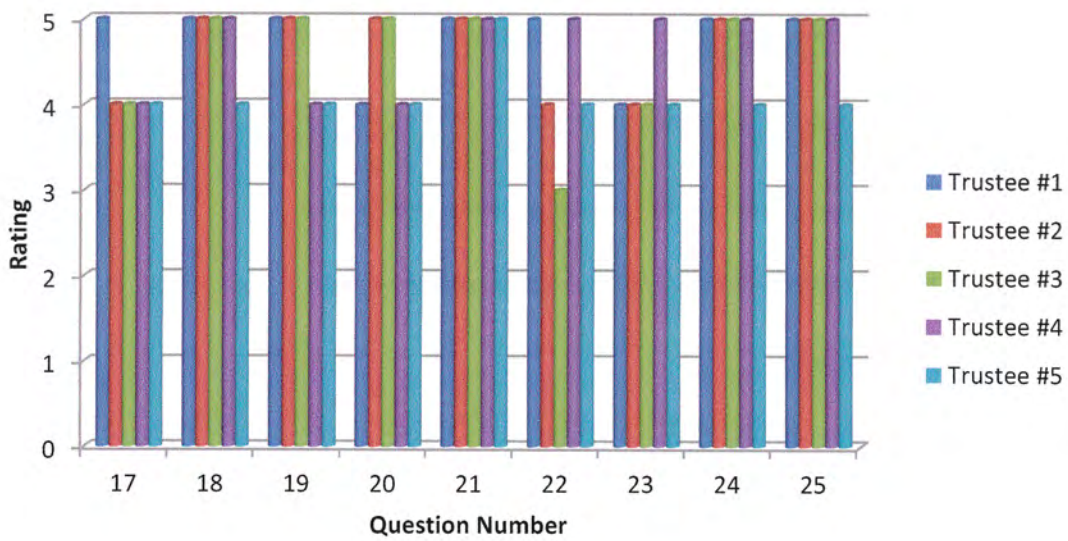
**Findings:**

Overall trustees highly agree that the Board has remained productive and consistent over the past year, particularly in adhering to a code of ethics and avoidance of conflicts of interests; in focusing on policy, not administrative matters, and accommodating opinion differences during debate, but ability to cease it once a decision has been made. In 2012, trustees agreed, but with more variation that the Board has policies to require adequate participation in decision-making.

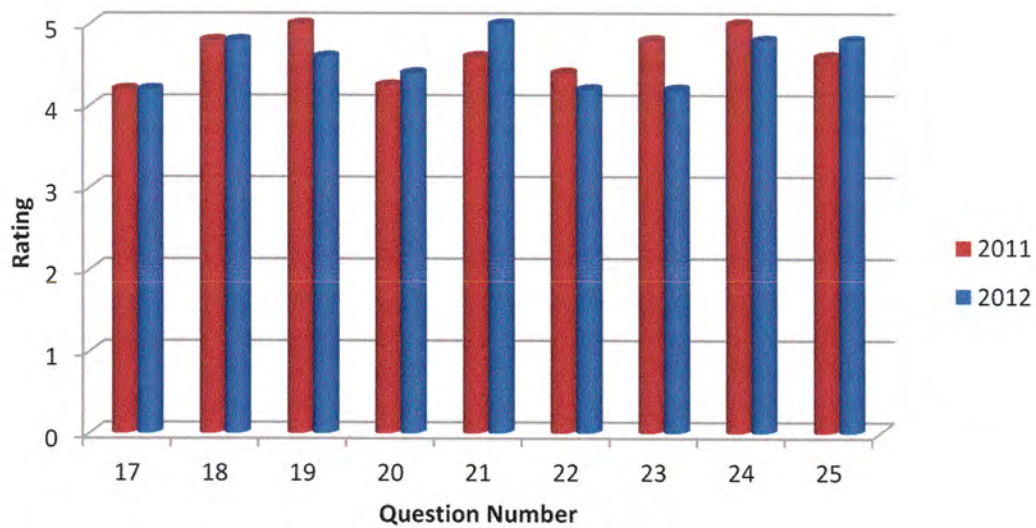


LEADING BY EXAMPLE: BEING PRODUCTIVE AND CONSISTENT

**Individual Responses for 2012**



**Average Ratings - 2011 & 2012**





As discussed in the overview section (page 4), comparative data for 2011 and 2012 are not available for the following sections because of the change to a five-point scale in 2012.

### BIG PICTURE FOCUS: INSTITUTIONAL EFFECTIVENESS

Scale: 1 = not considered, 5 = highly considered

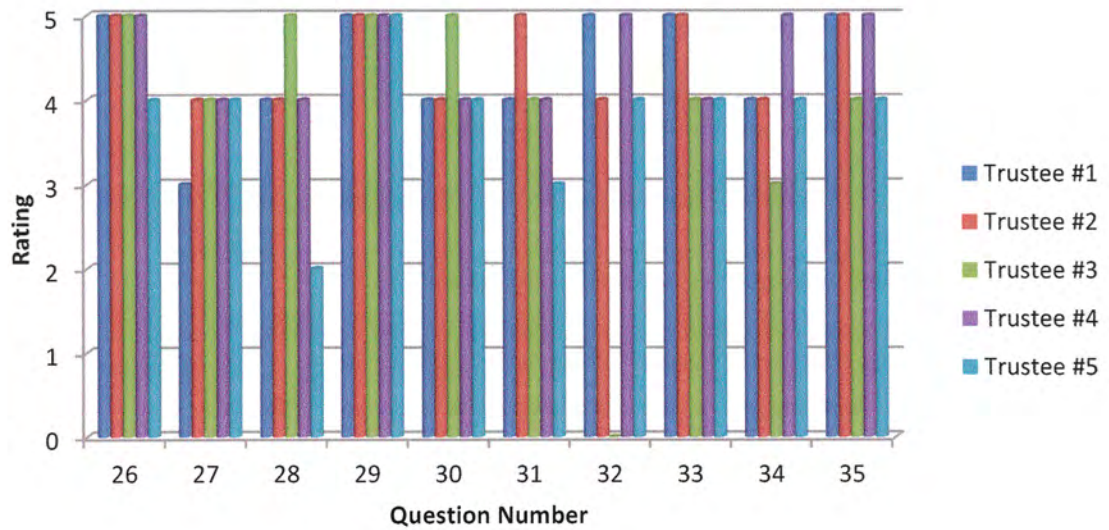
	<u>2012</u>
26. Academic quality and program review	4.80
27. Good faculty and staff morale	3.80
28. Good relations with constituent groups (e.g., alumni, parents, etc.)	3.80
29. Review of data on retention, transfer, and graduation rates	5.00
30. Favorable publicity	4.20
31. Enrollment growth	4.00
32. Disaggregated student cohort data on successful completion of developmental (remedial) education courses	4.50
33. Student data on completion and placement by occupational programs	4.40
34. Data on the effectiveness of customized and/or short-term workforce training	4.00
35. Fostering student success and equity	4.60

### Findings:

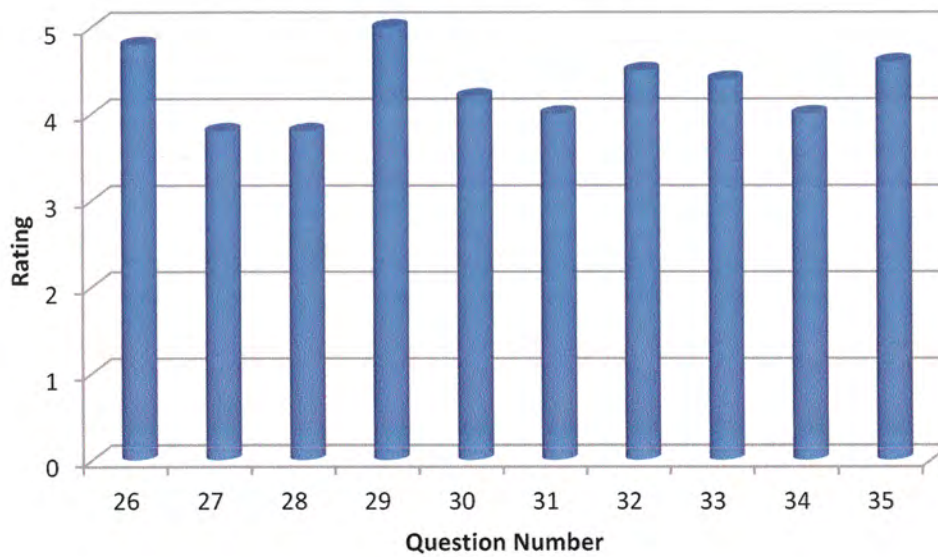
In 2012, trustees report that data on retention, transfer, and graduation rates, as well as academic quality and program review are the most highly considered factors when looking at institutional effectiveness. On average, good faculty and staff morale, as well as good relations with constituent groups are the least considered factors.

BIG PICTURE FOCUS: INSTITUTIONAL EFFECTIVENESS

### Individual Responses for 2012



### Average Ratings - 2012





INSTITUTIONAL READINESS FOR STUDENT SUCCESS\*\*

Scale: 1 = not at all implemented; 5 = completely implemented

	<u>2012</u>
36. The Board expects, and the President provides, regular reports on disaggregated student outcomes and uses the results to modify policy.	4.20
37. The Board holds retreats or regular workshops to review data and obtain professional development about building a culture of evidence to inform policy decisions.	4.60
38. The College routinely evaluates effectiveness of efforts to improve student success and uses the results to improve policy and practice.	4.40
39. There is alignment and extensive collaboration on efforts to improve student success between academic/instructional affairs and student services.	4.40
40. The College has established a strategic planning process that relies on data to set goals for student success and to measure goal attainment.	4.60
41. Decisions about budget allocations are based on evidence of program effectiveness and linked to plans to increase rates of student success.	3.75
42. The College provides training to Board, faculty, and staff on using data and research to improve programs and services	4.00

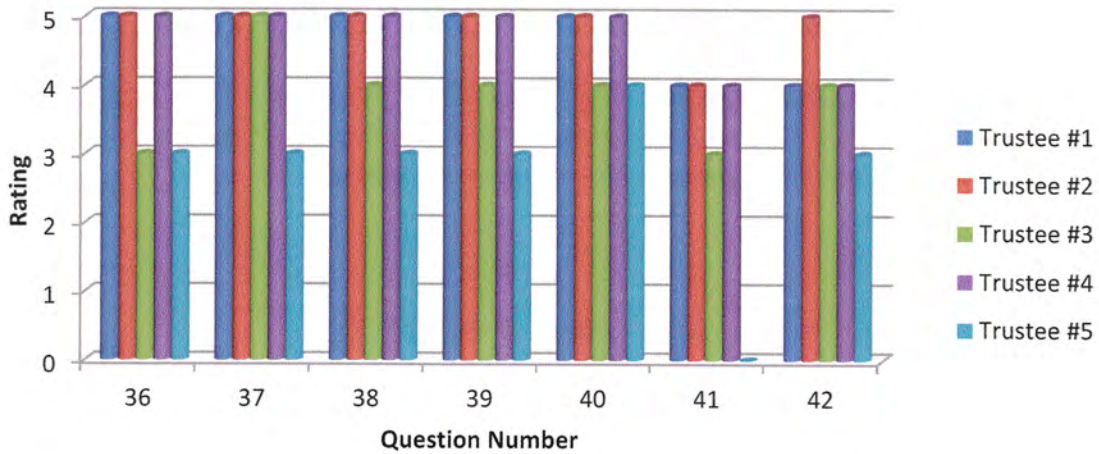
Sources: \*\* Byron N. McClenney and Kay M. McClenney: *Questions from Achieving the Dream--Institutional Readiness Assessment, 2009*

Findings:

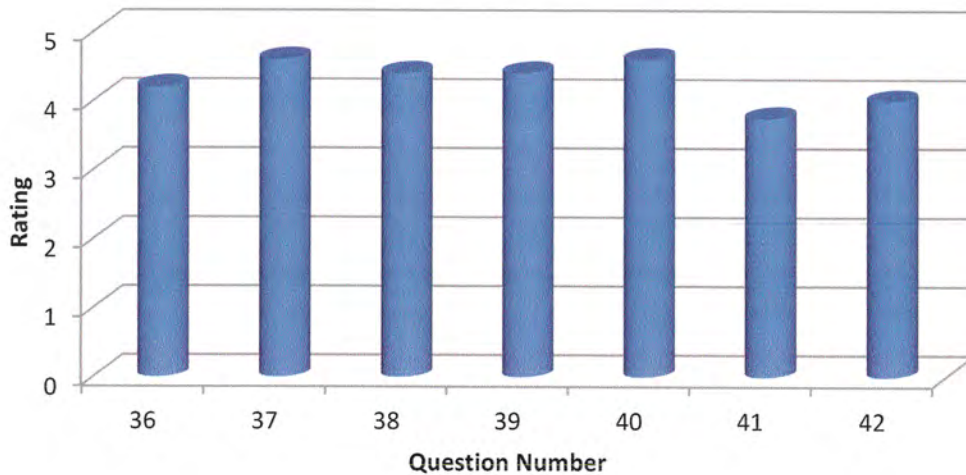
Board retreats/workshops to review data and develop a culture of evidence, and a strategic planning process that uses data to set student success goals are the most highly implemented student success readiness practices. Trustees view evidenced-based budget decision-making to be the least implemented practice, and had the most varied responses for whether the board receives regular reports on disaggregated student outcomes.

INSTITUTIONAL READINESS FOR STUDENT SUCCESS\*\*

### Individual Responses for 2012



### Average Ratings - 2012





### EXPERIENCE AS AN INDIVIDUAL TRUSTEE - PREPARATION

Scale: 1 = not at all prepared; 5 = very well prepared

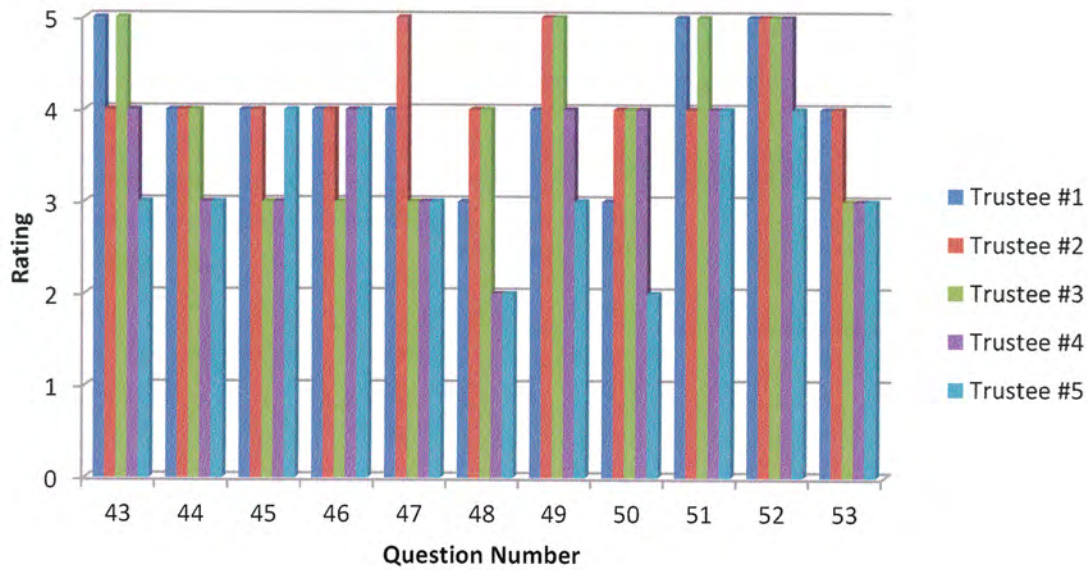
	<u>2012</u>
43. Understanding the role and responsibilities of the President	4.20
44. The amount of work expected of you	3.60
45. Long-term strategic planning	3.60
46. Understanding finance and budget	3.80
47. Knowing what institutional data to review and the key indicators of student success	3.60
48. Campus politics	3.00
49. Advocating for the College with legislators and other political officials	4.20
50. Identifying and acquiring new sources of funding (fundraising, corporate partnerships, earmarks, etc.)	3.40
51. Understanding your role and responsibilities as a Trustee/Board member	4.40
52. Understanding shared or participatory governance.	4.80
53. Understanding internal constituencies and power dynamics in higher education	3.40

### Findings:

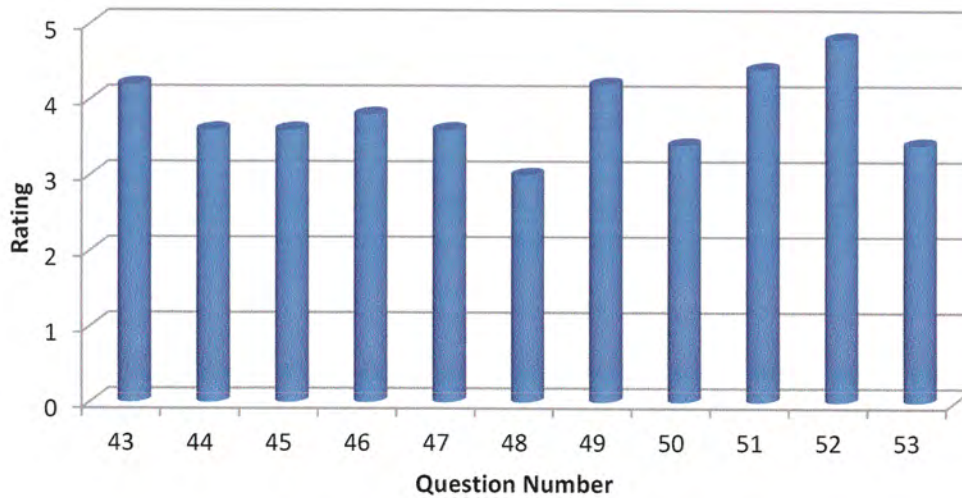
Trustees were most prepared to understand shared participatory governance, their roles and responsibilities, as well as the President's. Campus politics and finding new sources of funding, and understanding higher education power dynamics were the areas for which they felt less prepared.

EXPERIENCE AS AN INDIVIDUAL TRUSTEE – PREPARATION

### Individual Responses - 2012



### Average Ratings - 2012





### EXPERIENCE AS AN INDIVIDUAL TRUSTEE - SATISFACTION

Scale: 1 = not at all satisfied; 5 = highly satisfied

	<u>2012</u>
54. The quality, amount, and frequency of information provided to the Board.	4.40
55. Your overall satisfaction serving as a board member.	4.20
56. The degree to which board members adhere to confidentiality requirements.	4.60
57. The degree to which your contributions on the Board are valued.	4.20
58. The overall effectiveness of board management and organization.	4.40
59. How your time as a board member is used.	4.60

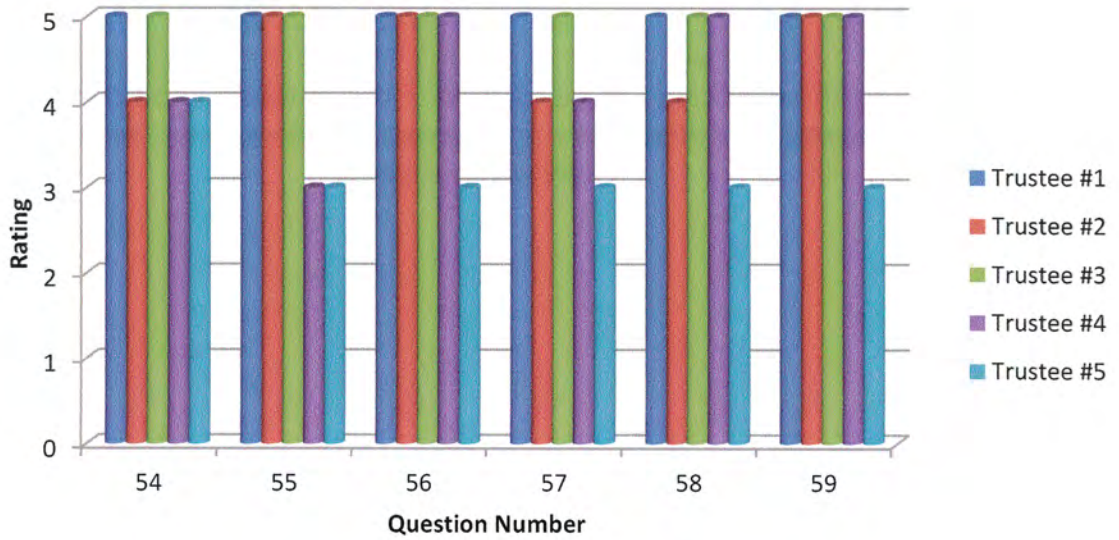
### Findings:

Overall trustee satisfaction is high, with the degree to which confidentiality is upheld and use of board member's time being the most satisfying aspects of being a trustee.

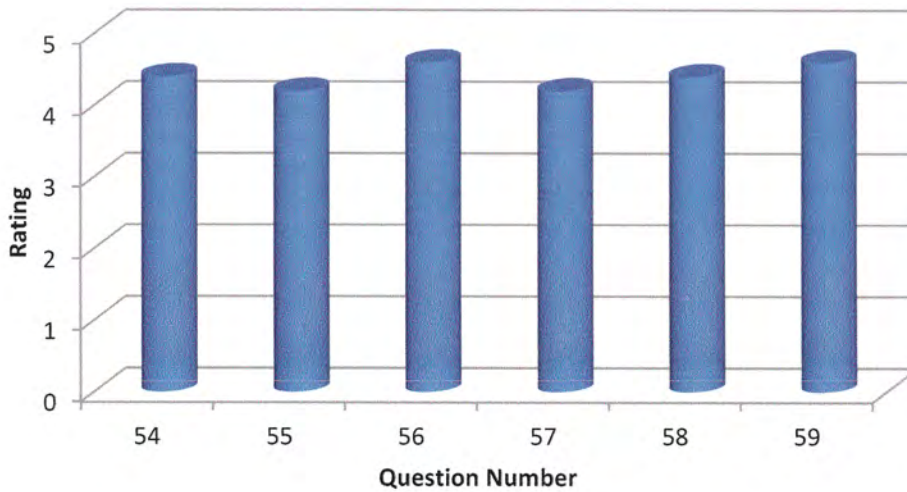


EXPERIENCE AS AN INDIVIDUAL TRUSTEE – SATISFACTION

**Individual Responses for 2012**



**Average Ratings - 2012**





## Open Ended Questions

In what ways, if any, has your Board promoted or addressed student success in the past year?

- GISS, Board Retreat, each and every Board Meeting
- Individual mentoring; maintaining student progress; indentifying barriers and/or impediments

ACCT appreciates the opportunity to be of service to the Board and President of Big Bend Community College and applauds their proactive and professional commitment to their leadership positions.

## BIG BEND COMMUNITY COLLEGE

Date: 1/25/13

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

During the August 23 Board Retreat, a *Trustees Activity Report* Template was reviewed. A blank of the report is included in the Board packet for the Trustees to complete and connect their activities with their goals.

Prepared by the President's Office.

#### **RECOMMENDATION:**

None.



2012-13

**INNOVATION/PARTNERSHIPS** - The Board will establish and foster business, industry, and community connections to the college, which will lead to innovation and new or expanded programs arising from those connections. The Board will establish and maintain policies that promote regular college interaction with business and industry to enhance the economic health of the district. The Board will continue its practice of formal recognition of business/industry support of college students and programs, coordinating that recognition where appropriate.

**(Champion Trustee Mike Wren)**

**ACCESS-** The Board will establish and maintain policies to insure open access and opportunity for all students, employees, employers, and communities, communicating those policies to the district. The Board will endeavor to hold meetings, both on campus and off campus with stakeholder groups throughout the college district such as school district boards, county commissioners, city officials, economic development organizations, etc. The purpose of the meetings is to allow Trustees to participate in information exchange and problem solving.

**(Champion Trustee Anna Franz)**

**STUDENT ACHIEVEMENT-** The Board will recognize and promote student success, continuing the practice of sending written acknowledgement to students to recognize their achievement. In addition to Commencement, Trustees will endeavor to attend other ceremonies and meetings to recognize and celebrate student success.

**(Champion Trustee Mike Blakely)**

**COLLEGE CLIMATE** - The Board will establish and maintain policies that promote a safe, welcoming environment for students, employees, and citizens for college activities throughout the district. The Board will encourage events and activities on campus to recognize staff achievement and bring more people to our campus for exposure to the college.

**(Champion Trustee Jon Lane)**

**RESOURCES** - The Board will establish and maintain policies that pursue funding for programs, capital improvement, personnel and equipment. Board members will be involved at the local, regional, state, national and international levels to identify opportunities to secure additional resources for the college.

**(Champion Trustee Stephen McFadden)**

# Trustee Activities Report

Trustee Name: \_\_\_\_\_

Board Meeting

Date: \_\_\_\_\_

Number of Student Contacts: \_\_\_\_\_

Legislative

Contacts: \_\_\_\_\_

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Innovation/Partnerships       Access       Student  
Achievement

College Climate       Resources

Community

Activities: \_\_\_\_\_

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Innovation/Partnerships       Access       Student  
Achievement

College Climate       Resources

College

Activities: \_\_\_\_\_

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Innovation/Partnerships       Access       Student  
Achievement

College Climate       Resources

SBCTC TACTC

Activities: \_\_\_\_\_

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Innovation/Partnerships       Access       Student Achievement  
 College Climate       Resources

**BIG BEND COMMUNITY COLLEGE**

Date: 1/25/13

**ITEM #10:** Regularly Scheduled Board Meeting Date (for action)

**BACKGROUND:**

The next Board meeting is scheduled on February 28, 2013, 1:30 p.m.

Prepared by the President's Office.

**RECOMMENDATION:**

## **BIG BEND COMMUNITY COLLEGE**

Date: 1/25/13

**ITEM #11:** Miscellaneous (for information)

### **BACKGROUND:**

President Leas, VP Mohrbacher and Dean Kirkwood attended the January 10 meeting of the Northwest Commission on College and Universities. The Commissioners reviewed the accreditation recommendation resulting for the visit in October.

January 16 President Leas, VP Hamburg, VP Mohrbacher and PIO Doug Sly met administrators at the Columbia Basin Health Association in Othello. They enjoyed a tour of the facility and the opportunity for collaboration.

The Quincy Community Meeting is scheduled on Tuesday, February 19, 2:00-3:30 in the Quincy City Council Chambers at 104 B St SW, Quincy WA.

The TACTC January meetings will be held at the Olympia Red Lion. New Trustee Orientation will be held Tuesday, January 29, 9:30 a.m. to 3:00 p.m. The TACTC Legislative Contact Conference will be held January 29, 5:30 – 8:00 p.m. (TACTC Transforming Lives Awards Dinner) and Wednesday, January 30; 8:00 a.m. – 3:30 p.m.

During the December 20 Board meeting the Trustees discussed attending the ACCT Governance Leadership Institute in San Antonio, TX March 21-22, 2013. Not all Trustees are available to attend this Institute.

Another educational/networking opportunity will be held in Seattle in October 2013. The 2013 ACCT Leadership Congress is scheduled Wednesday, October 2, 2013 through Saturday, October 5, 2013 12:45 pm. This is the 44th Annual ACCT Leadership Congress. Approximately 1,500 community college trustees, presidents, and other leaders and advocates are expected to attend.

Prepared by the President's office.

### **RECOMMENDATION:**