



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

**January 26, 2017  
1:30 p.m.**

**ATEC  
Hardin Community Room**

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

### Winter 2017 Campus Events

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

January	26	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room
		ASB Free Bowling at Lake Bowl; 10:00-p.m. to midnight
February	1	Basketball vs. Wenatchee Valley College; DeVries Activity Center; Women's 6:00 p.m., Men's 8:00 p.m.
	2	ASB Ice Skating Night; Larson Recreation Center; 10:00 p.m. to midnight
	11	Basketball vs. Walla Walla CC, DeVries Activity Center, Women's 2:00 p.m., Men's 4:00 p.m.
	11	Columbia Basin Allied Arts, Wallenstien Theater; Alice in Wonderland; 3:00 p.m., 7:00 p.m.
	14	ASB Pastafest Lunchfest; Masto Conference Center; 10:30 a.m.-1:00 p.m.
	15	Basketball vs North Idaho College; DeVries Activity Center; Women's 6:00 p.m., Men's 8:00 p.m.
	16	ASB Dodgeball Tournament; DeVries Activity Center; 7:00 p.m.
	20	Campus Closed for Holiday
	22	ASB Pool Tournery; Game room; 1:00 p.m.
March	1	Basketball vs Yakima Valley College; DeVries Activity Center; Women's 6:00 p.m., Men's 8:00 p.m.
	2	ASB Casino Night; Masto Conference Center; 7:00 p.m.
	4	Columbia Basin Allied Arts, Wallenstien; Green Turtle Series, Charlotte's Web; 7:00 p.m.
	9	Board of Trustees Meeting; 1:30 p.m.; Hardin Community Room



BBCC Mascot, Thor, competing in the NWAC mascot competition.



**COMMUNITY COLLEGE DISTRICT NO. 18**  
**BIG BEND COMMUNITY COLLEGE**  
 7662 Chanute Street Moses Lake, Washington 98837  
 Regular Board Meeting Agenda  
 Thursday, January 26, 2017, 1:30 p.m.  
 ATEC- Hardin Community Room

**Governing Board Members:**

*Anna Franz, J.D.*  
 Chair

*Miguel Villarreal, Ed.D.*  
 Vice Chair

*Jon Lane*

*Stephen McFadden*

*Juanita Richards*

*Terry Leas, Ph.D.*  
 President

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

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

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

- |     |     |  |     |
|-----|-----|--|-----|
| A   | 1.  | Call to Order/Roll Call<br>Pledge of Allegiance – Quentin Stepon   |     |
| I   | 2.  | Introductions – Women’s Basketball Team  |     |
| I/A | 3.  | Consent Agenda   |     |
|     | a.  | Meeting Minutes December 12, 2016,   | (A) |
|     | b.  | President’s Activity Update  | (I) |
|     | c.  | Accreditation & Assessment   | (I) |
|     | d.  | Student Success  | (I) |
|     | e.  | Finance & Administration Report  | (I) |
|     | f.  | Safety & Security Update   | (I) |
|     | g.  | Human Resources Report   | (I) |
|     | h.  | Classified Staff Report  | (I) |
|     | i.  | Enrollment Report  | (I) |
|     | j.  | Quarterly Budget Report  | (I) |
|     | k.  | Public Correspondence  | (I) |
| I   | 4.  | Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E) |     |
|     | a.  | ASB President – Matt Alvarado  |     |
|     | b.  | Classified Staff Representative – Barbara Collins  |     |
|     | c.  | Faculty Association President – Kathleen Duvall  |     |
|     | d.  | VP Finance & Administration – Linda Schoonmaker  |     |
|     | e.  | VP Learning & Student Success – Dr. Bryce Humpherys  |     |
|     | f.  | VP Human Resources & Labor – Kim Garza   |     |
|     | g.  | Executive Director BBCC Foundation – LeAnne Parton   |     |
| I   | 5.  | Probationary Tenure List for Next Mtg – Dr. Bryce Humpherys  |     |
|     |     | <del>-----BREAK-----</del>   |     |
| I   | 6.  | Achieving the Dream – Dr. Bryce Humpherys  |     |
| I   | 7.  | PTEC Update – VP Linda Schoonmaker   |     |
|     |     | Executive Session  |     |
| I/A | 8.  | Assessment of Board Activity – Trustees  |     |
| I   | 9.  | Next Regularly Scheduled Board Meeting – Trustees  |     |
| I   | 10. | Miscellaneous – Chair Anna Franz, President Leas   |     |
|     |     | Adjournment  |     |

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

**NEXT MEETING REMINDER – March 9, 2017**

*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: 1/26/17

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

- a. Board Meeting Minutes

**BACKGROUND:**

The minutes of the regular board meeting December 12, 2017, are included for approval.

Prepared by the President's Office.

**RECOMMENDATIONS:**

President Leas recommends the Board of Trustees approves the minutes.

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting Monday, December 12, 2016, 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: Anna Franz  
Jon Lane  
Stephen McFadden  
Juanita Richards  
Mike Villarreal

### 2. Introductions

Thirty-year BBCC Men's Basketball Coach Mark Poth and his team introduced themselves. The assistant coaches are Mingo Scott, Spencer Pingel, and Mitch Poth. The team includes Josh Erickson from Enumclaw, WA; Austin Henry from Rathdrum, ID; Blake Dittman from Boise, ID; Leo Behrend from Pocatello, ID; Garret Wendt from Kellogg, ID; Collin Ahmann from Ephrata, WA; Joey Andrews from Riverton, UT; Joe Farias from Quincy, WA; and Zach Shepherd from Seattle, WA. Coach Mark Poth has implemented the Character Crew program with the team. They visit elementary schools and share attributes of good character and discuss the importance of making good choices. Students are invited to sign the Character Crew banner, which has over 1,000 signatures from young students so far. President Leas became an official member of the character crew.

Coach Mark Poth shared that BBCC athletes have earned the Northwest Athletic Conference's President's Cup, which is based on academic performance, for the second year out of four years. BBCC athletes earned second place the other two years. The coach said his team makes good choices on and off the court. President Leas announced that Coach Poth recently enjoyed his 600<sup>th</sup> win. Coach Poth remarked that BBCC is a special place.

### 3. Consent Agenda

a) Approval of Regular Board Meeting Minutes October 27, 2016 (A); b) President's Update (I); c) Student Success Update (I); d) Accreditation (I); e) Assessment Update (I); f) Finance & Administration Report (I); g) Safety & Security Update (I); h) Human Resources Report (I); i) Classified Staff Report (I); j) Enrollment Report (I).

Motion 16-49 Trustee Stephen McFadden moved to approve the consent agenda. Trustee Juanita Richards seconded the motion, and the motion carried.

**4. Remarks**

- a. ASB Officer Jason Estrada shared ASB and student club news. ASB officers hosted a Halloween dance with costumes. The officers attended an intensive leadership training and hosted motivational speaker Houston Kraft. ASB's Thanksgivingfest was enjoyed by many, and veterans were honored with a free meal. Free bowling night was held for students at Lake Bowl. The ASB officers donated items to New Hope Domestic Violence Center. They also fundraised with Killian Korn and the Couch Potato. The Veterans' club held a turkey shoot. Rho Zeta hosted a district conference and hosted a table at the new student orientation. Rho Zeta President Savannah Scriven was appointed as a PTK Greater Northwest Regional Vice President.
- b. There was no Classified Staff report.
- c. Faculty Association President Kathleen Duvall attended the meeting and shared that there was no report.
- d. VP Linda Schoonmaker reported that the results of the updated 2014-15 financial statements audit will be received late January. The ADA doors have been installed in the Nursing & BBT Building (1700). Meetings with the architects regarding the PTEC building are on-going.
- e. VP Bryce Humpherys reported he is happy to be here at BBCC. The Assessment Committee has met and is preparing for the accreditation visit and report in the spring with a focus on general education outcomes and processes. Recent surveys and data revealed that comprehensive advising is needed to address multiple accountabilities to close the achievement gap. A task force including faculty and staff is developing and implementing mandatory advising procedures. This is an on-going, long-term effort.

BBCC received a Title III STEM Grant to develop key components in computer science and manufacturing and focused on advising. Positions funded by the grant are being filled.

Student services staff will move into the redesigned registration/financial aid space during the winter break. Director of Basic Skills Tyler Wallace is combining efforts with High School 21 to offer programs to re-engage youth to complete their high school diploma.

Workforce Education Services received recognition for their efforts with the Working Student Success Network Grant. Financial advising resources will complement the upcoming advising process.

BBCC partnered with WSU, and 36 students attended a STEM workshop at WSU.

- f. VP Kim Garza reported her department continues recruitment efforts with four hiring packets in process.

The state mandated minimum wage increase effective January 1, 2017, impacts 200 positions. The BBCC Holiday Potluck will be held on Friday, December 16.

- g. Executive Director of the Foundation LeAnne Parton reported the Foundation re-awarded scholarships that were not used in the fall. They also received the Biella Scholarship, which funds seven \$1,000 scholarships and \$3,000 for the intervention scholarship. The Foundation's second investment catalog is in the printing process. Twenty-dollar raffle tickets for the 2013 Harley Davidson Blackline Soft Tail motorcycle that was donated are being prepared. The motorcycle will be raffled at Cellarbration! May 20, 2017. Director Parton is coordinating the March Moses Lake Business After Hours event, which will be hosted by BBCC.

Board Chair Anna Franz introduced AAG Catherine Kardong. AAG Kardong was recently assigned to BBCC. She is from Eastern Washington and graduated from Gonzaga University.

## **5. Proprietary Budget Report**

VP Linda Schoonmaker shared the proprietary budget and financial statements. She said they are very similar to the past year. The reserve balances continue typically; next year \$6 million will be taken out of reserves for PTEC.

The Bookstore Operating expenditures increased \$6,000 for book bags, and the equipment budget increased because of a cash register upgrade.

The athletic budget baseball camp revenues and expenses increased. The athletic budget loss was smaller than the last two years.

The ASB budget is typical, and all funds were spent. VP Schoonmaker stated she expects Sodexo's new general manager Jon Spitzli, will improve the food budget with an increase in catering clients.

Long-term director of the dorms, Hugh Scholte, is retiring and interviews to fill his position will be scheduled soon. There was an increase in the dorm expenses to purchase new mattresses. The on-site central stores inventory has been depleted due to the efficiency of Office Depot order processing.

Director of Basic Education Tyler Wallace shared information about five programs in basic skills, English as a Second Language (ESL), GED Preparation, Competency Based HS Diploma (HS21+), Math Transitions, and IBEST program (Medical Assistant, Health Education, CDL, and Early Childhood Education).

HS21+ experienced a record high number of graduates in June (115). Basic Skills served 1,104 students last year, which is a 26% increase from the year before. There was a significant increase in the number of student achievement initiative points due to the basic skills students who were served and transitioned to traditional courses. The increases are due in part to a new partnership with the Warden High School and

advertising on Facebook. The math DVS 080 (math transitions) students have been more successful in math 94 than the students who placed into math 94.

A new online synchronous ESL course will begin this winter. Beginning Open Doors partnerships with local high schools in April. This is an option for students who do not fit well in the high school or alternative high school. Director Wallace shared Basic Skills calendars featuring photos from all programs.

VP Schoonmaker continued with the budget presentation stating the operating budget is up slightly from last year. Customer accounts aging report is good shape due to close attention by the business office. There has been a slight uptick in all of the local funds.

The state-mandated minimum wage increase is not supported by state funds. Trustees requested information regarding the financial impact to BBCC.

Motion 16-50 Trustee Jon Lane moved to approve the proprietary funds budget and financial statements. Trustee Mike Villarreal seconded the motion, and the motion carried.

Board Chair Anna Franz announced a 10-minute break at 2:24 p.m. The meeting reconvened at 2:37 p.m.

VP Linda Schoonmaker introduced the new Sodexo Manager Jon Spitzli. He has been in the culinary business for 20 years. He attended culinary school on the east coast and in Seattle.

## **6. Exceptional Faculty Award Request**

Motion 16-51 Trustee Juanita Richards moved to approve an Exceptional Faculty Award for Guillermo Garza in the amount of \$2,000. Trustee Jon Lane seconded the motion, and the motion carried.

## **7. 2017 Board Meeting Schedule**

Motion 16-52 Trustee Juanita Richards moved to approve the 2017 board meeting schedule as presented. Trustee Stephen McFadden seconded the motion, and the motion carried.

## **8. Assessment of Board Activity**

Trustee Stephen McFadden reported that he served on the BBCC Transforming Lives committee to plan the recognition event. He is also planning the next Othello Industry Council (OIC) meeting for Othello employers to showcase STEM jobs. He reported that BBCC staff have been very supportive of the OIC.

Trustees Juanita Richards reported that she attended the Transforming Lives Recognition dinner. She also served on the statewide trustees Transforming Lives Committee choosing the five awardees from the nominations.



Trustee Jon Lane reported that he attended the Legislative Action Committee meeting at SeaTac. He also attended the public PTEC building meeting. Trustee Lane attended the local Transforming Lives dinner and said it was great. He also attended the WACTC meeting at Olympic College and the President's Cup Award event on the BBCC campus. Lastly, Trustee Lane is on the hiring committee to replace retiring SBCTC Executive Director Marty Brown. He invited trustees and staff to share their thoughts on this important leadership position with him.

Trustee Mike Villarreal reported that he attended a meeting in Othello with school districts, business leaders, and farmers to discuss growth and marketing. He also attended the local Transforming Lives event. He recognized the importance of the mentoring and connections that happen on campus.

Board Chair Anna Franz reported that she attended the local Transforming Lives dinner and the public PTEC meeting.

## **9. Regularly Scheduled Board Meeting Date**

### Motion 16-53

Trustee Stephen McFadden moved to set the next regular meeting on January 26, 2017. Trustee Jon Lane seconded the motion, and the motion carried.

## **10. Miscellaneous**

President Leas shared details from the Transforming Lives budget. Trustee Richards shared that Horizon Credit Union will be sending an additional \$500 sponsorship for the event.

President Leas also announced that Trustee Jon Lane was awarded the 2017 AACC Outstanding Alumni Award. A recognition event will be held during the AACC Conference April 25 in New Orleans. Trustee Lane thanked Dr. Leas for his support.

The meeting adjourned at 3:01.

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Anna Franz, Board Chair

ATTEST:

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Terrence Leas, Secretary

**BIG BEND COMMUNITY COLLEGE**

Date: 1/26/17

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

b. President's Activity Update

**BACKGROUND:**

Highlights of President Leas' activities from November 14, 2016, through January 6, 2017, follow.

Prepared by the President's Office.

**RECOMMENDATION:**

None.

11/14/16	President's Cup Presentation	Student Athlete Recognition	BBCC	
	Meet Employment Applicant	Feedback	BBCC	
	Director of Title V Terry Kinzel	Program Support	BBCC	
	Rotary Foundation Banquet	Community Engagement	BBCC	
11/15/16	Cabinet Meeting	Information Sharing & Coordination	BBCC	
	Transforming Lives Planning Meeting	Planning	BBCC	
11/16/16	ACT Fall Conference	System Support	Seattle	
11/17/16	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Foundation Meeting	Support	BBCC	
	Multi-cultural Development Team Meeting	Information Sharing	BBCC	
11/18/16	Training	Professional Development	BBCC	
11/21/16	PTEC Discussion	Conference Call	BBCC	
	Director of Communication Matt Killebrew	Program Support	BBCC	
11/22/16	ctcLink Discussion	Conference Call	BBCC	
	ICS 200	Professional Development	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
11/28/16	PTEC Meeting	Preparation	BBCC	
	Transforming Lives Meeting	Planning	BBCC	
11/29/16	Business After Hours Meeting	Planning	BBCC	
	North Central WA Development Committee Meeting	Community Engagement	BBCC	
	Dean of IR Valerie Parton	Program Support	BBCC	

	PTEC Meeting	Program Support/Community Engagement	BBCC	
	BBCC Musical Theater Ensemble	Program Support	BBCC	
11/30/16	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	ICS 700	Professional Development	BBCC	
	Gay Straight Alliance Meeting	Student Support	BBCC	
	Board Meeting Agenda Review	Conference Call	BBCC	
12/1-2	WACTC Meetings	System Support	Olympic College	
12/5/16	ICS 800	Professional Development	BBCC	
	Grant County Health District Staff	Tobacco-Free Campus	BBCC	
12/6/16	Quincy Ag Skilled Labor Support	Conference Call	BBCC	
12/7/16	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation Executive Director LeAnne Parton	Program Support	BBCC	
	Meet STEM Director Candidate	Feedback	BBCC	
	Transforming Lives Recognition Dinner	Student Success	BBCC	
12/8/16	Grant County EDC Executive Committee Meeting	Community Engagement	BBCC	
	Representative Tom Dent	Aviation Discussion	BBCC	
	Citizens' Academy	Program Support	BBCC	

	Campus Closure Procedure	Preparation	BBCC	
	Meet STEM Director Candidate	Feedback	BBCC	
	Quarterly Work Plan Review	Supervision	BBCC	
	Meet STEM Director Candidate	Feedback	BBCC	
12/12/16	Business After Hours Meeting	Planning	BBCC	
	AWB VP Gary Chandler	Community Engagement	BBCC	
	Board of Trustees Meeting	Guidance & Information	BBCC	
12/13/16	Screening Committee Review	Decision Making	BBCC	
	SBCTC Meeting Planning	Preparation	BBCC	
	Dean of IR Valerie Parton	Program Support	BBCC	
	Rotary Scholarship Foundation Board Meeting	Community Engagement	BBCC	
12/14/16	Grant Co EDC Meeting/ Nominating Committee	Community Engagement	BBCC	
	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Meet with Rep Manweller	Legislative Support	Ellensburg	
12/15/16	WA Campus Compact Presidential Dialogue	Diversity/System Support	Kirkland	
	Director of Communication Matt Killebrew	Program Support	BBCC	
	CWU Provost Dr. Katherine Frank	Partnership	BBCC	
	Holiday Potluck	Celebration	BBCC	
12/19/16	Title V NOA Director Pat Ford	Program Support	BBCC	
	Director of Title V Terry Kinzel	Program Support	BBCC	

12/20/16	Cabinet Meeting	Information Sharing & Coordination	BBCC	
	Pathway Access to Healthcare Professionals Internal Monitoring Team Meeting	Program Support	BBCC	
	Citizens' Academy	Program Support	BBCC	
	Rotary Foundation Scholarship Meeting	Community Engagement	BBCC	
12/21/16	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation Executive Director LeAnne Parton	Program Support	BBCC	
12/22/16	Dean of IR Valerie Parton	Program Support	BBCC	
	Quarterly Work Plan Review (x2)	Supervision	BBCC	
12/26-30	Vacation			
1/4/17	Executive Team meeting with Vice Presidents	Information Sharing & Coordination	BBCC	
	Moses Lake Rotary Luncheon	Community Engagement	Moses Lake	
	Foundation Executive Director LeAnne Parton	Program Support	BBCC	
	Quarterly Work Plan Review	Supervision	BBCC	
	Title V NOA Director Pat Ford	Program Support	BBCC	
1/5/17	Branding & Captioning Discussion	Guidance	BBCC	
	Quarterly Work Plan Review	Supervision	BBCC	



## **BIG BEND COMMUNITY COLLEGE**

Date: 1/26/17

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

c. Student Success:

The State Board for Community and Technical Colleges published their summary of the Student Achievement Initiative (SAI) Report by college. Big Bend Community College continues to do well in the Points Per Student Category as shown in the graph on the next page. A review of the SAI categories reinforces our focus on the success of new students and supports our comprehensive advising efforts which focus on new students.

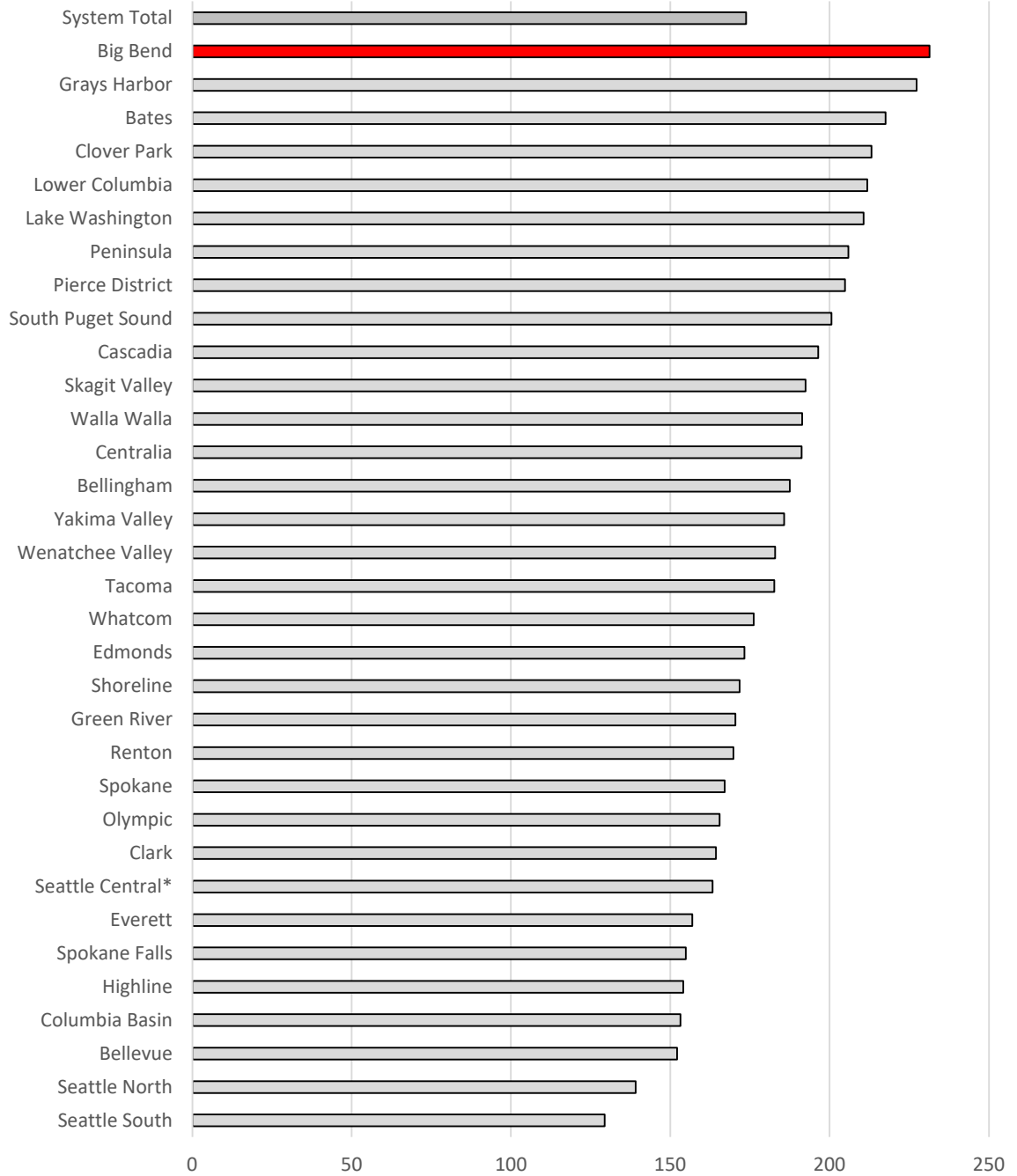
Prepared by VP of Learning & Student Success Dr. Bryce Humpherys and Dean of Institutional Research Valerie Parton.

**RECOMMENDATION:**

None.



**Student Achievement Initiative 2015-16  
Points Per Student (x100)**



## **BIG BEND COMMUNITY COLLEGE**

Date: 1/26/17

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

d. Accreditation & Assessment Update

The Assessment Committee's current focus is on reviewing and updating the General Education (Gen Ed) Outcomes. A draft of the updated Gen Ed Outcomes will be presented to faculty at the Winter In-service.

After the Gen Ed outcomes are finalized, faculty will begin a review of their Program Outcomes to ensure they meet the guidelines established in the Northwest Commission on Colleges and Universities Accreditation Standards.

Prepared by Dean of Institutional Research Valerie Parton.

**RECOMMENDATION:**

None.

## BIG BEND COMMUNITY COLLEGE

Date: 1/26/17

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

e. Finance & Administration Update

**ctcLink Update:** The ctcLink Steering Committee and the WACTC Presidents' Technology Committee met January 17 to discuss the future governance of the project.

**Financial Statements:** The WA State Auditor's Office has completed their onsite review of our 14/15 Financial Statements. Scheduling the exit conference is next.

### **Ongoing Capital Projects:**

**Building 1700 ADA access and Doors:** ADA operators are all that's left to complete the replacement of the doors.

**Drone Netted Facility:** Project is completed. One warranty item--settlement of the gate and adjustments are needed.

**Professional Technical Education Center (New Building):** Continuing with design development, value engineering, which LEED points to attain, and the possibility of natural gas for the building.

**Building 1400 Student Center Remodel:** Move in complete, space is occupied. Ordering new computers for front counter area and wall mounted monitors for displaying college events and news. Finalizing hardware mechanisms on the exterior doors.

### **History:**

**Building 1700 ADA access and Doors:**

**12/12/2016:** Permit from county received after Thanksgiving and work continues to proceed on completing installation of the new doors.

**10/27/2016:** ADA access ramp is completed. Permit request for new doors has been submitted to county.

**Drone Netted Facility:**

**12/12/2016:** Fencing is completed around perimeter. Work continues on planning ADA accessibility. Facility is in use.

**10/27/2016:** The nets and poles are completed, asphalt work is done inside the netting. Dr. Ford has had a demonstration using the facility. We do still need to provide ADA access from the sidewalk on College Parkway to the net entrance to the facility.

**8/11/2016:** We experienced some delay in the variance permitting application process, and the County Planning department provided recommendations for us to obtain a height clearance letter from the Port of Moses Lake instead of the variance application. The Port was gracious enough to do so, and we now have our County permits. We are currently waiting for Federal Aviation Administration (FAA) paperwork to be approved. We anticipate an August 22 start date for the poles and netting to be erected.

**5/26/2016:** We received approval from the federal contracting officer to move forward. Burton Construction was issued the NTP (Notice to Proceed) on May 4<sup>th</sup>. Scheduling of the resurfacing of the tennis courts and the removal of the old tennis net poles is being planned now between Burton and their asphalt subcontractor.

**4/7/2016:** We have a project quote and construction documents for the work to be performed to repair the old tennis court surface and to erect the netted facility, to include an 8-ft-high cyclone fence enclosure to restrict casual access. At this time, the grant director is reviewing

these documents with the federal contracting officer to gain the necessary authorization to proceed with obligating the federal funds.

**3/3/2016:** A Public Works Request has been submitted to DES to include possible engineering design for the netting enclosure. Small discussion with Kansas State University-- they actually used a golfing range designer out of Florida to assist with their design! This facility is planned to be located over the unused tennis courts directly south of the Baseball field.

#### **Building 2000, Gymnasium, Wiggly Wall, 2<sup>nd</sup> Floor Balcony:**

**10/27/2016:** This project is still on the schedule for summer of 2017.

**8/11/2016:** The glass-panel-railing system was selected, and the lead time was identified as 4 to 6 weeks. Unfortunately, the calendar starts to get tricky now with various sports programs beginning their seasons and requiring access to the facility. This work will be scheduled for summer of 2017. There is no immediate danger/risk to students, staff, or the public in utilizing the surrounding access to other spaces.

**5/26/2016:** The contractor has been back out to take some core samples from both the wall and the balcony floor to determine 'makeup' to ensure that we fasten the railing appropriately. The actual design of the glass panel railing system is still being reviewed.

**4/7/2016:** We are reviewing tempered-glass panels for replacement of the wiggly wall and the railing along both sides of the upper deck of the gymnasium. We determined that the first solution to repair the wiggly wall was not the best option in the long run since once we touched the railing at any point we would need to bring the rest up to current safety code—that we would proceed with replacing the wiggly wall and the current side railings with a new glass panel railing system.

**3/3/2016:** The engineer provided us with options and estimates for repair. We selected the least disruptive to the esthetics of the wall, but still accomplishing the repair in an efficient and long-lasting method. We are now waiting for an estimate from the construction contractor.

**1/21/2016:** We are currently waiting for response from engineer on estimating the costs and timelines with the various options for repair proposed.

#### **Professional Technical Education Center (New Building):**

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

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

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

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

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

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

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

**Building 1400 Student Center Remodel:**

**12/12/2016:** Exterior doors are to arrive the first week of December and punch list continues to be worked. Beginning to schedule move in dates over the break for staff.

**10/27/2016:** The remodel/renovation work is basically completed, however, there is a delay in the delivery of the exterior doors. We are still on track for a late December occupation of the new space.

**8/11/2016:** Construction began on time, June 27, 2016. The contractor has completed demolition and is completing interior framing. Relocated services for students are functioning well.

**5/26/2016:** Bids are completed and the selected construction contractor is Western States. We are waiting on the plan review from Grant County and expect to have approval the 4<sup>th</sup> week of June, and then a NTP for Western States the week following. Approximately 120 days from NTP to completion of the work.

**4/7/2016:** We met with the architect and the lighting engineer to go over the final construction plans and locations of electrical, IT cabling, and wireless points. We should have final design mid-April and out for construction bid shortly thereafter. We will be locating staff to various locations around campus but trying to keep essential student contact (registration/financial aid/counselors) in bldg. 1400 to make access easier for our students.

**3/3/2016:** We met several times to discuss and review several possible floor plans for this space. We wish it to be inviting and welcoming and continue to serve our students as well as our staff in an efficient manner.

**1/21/2016:** The second meeting was held, and general agreements on how the space should be organized were made. A couple of possible floor plans have been provided and another meeting is to be scheduled the 4<sup>th</sup> week of January.

Prepared by VP Schoonmaker.

**RECOMMENDATION:** None.

**BIG BEND COMMUNITY COLLEGE**

Date: 1/26/17

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

f. Safety & Security Update

Director of Safety & Security Kyle Foreman provided the following information regarding incidents in 2016.

Prepared by Director Kyle Foreman.

**RECOMMENDATION:**

None.

**BIG BEND COMMUNITY COLLEGE - 2016 STATISTICS  
CRIMES REPORTABLE UNDER THE JEANNE CLERY ACT**

Report Number	Report Date	Report Incident Types	Location
<b>Total Records: 7</b>			
16-BC-010	01/20/16	CLERY OFFENSES : ARRESTS AND VIOLATIONS : [35A] DRUG LAW VIOLATION : STUDENT CONDUCT REFERRAL	BLDG 5000 : INTERIOR
16-BC-012	01/26/16	CLERY OFFENSES : CRIMINAL OFFENSES : DOMESTIC VIOLENCE	BLDG 3300 : PARKING
16-BC-029	03/09/16	CLERY OFFENSES : ARRESTS AND VIOLATIONS : [35A] DRUG LAW VIOLATION : ARREST	BLDG 6000 : INTERIOR
16-BC-088	10/17/16	CLERY OFFENSES : CRIMINAL OFFENSES : (7A 7B 7C) [240] MOTOR VEHICLE THEFT	BLDG 1600 : PARKING
16-BC-095	12/04/16	CLERY OFFENSES : CRIMINAL OFFENSES : STALKING	BLDG 3000 : PARKING
16-BC-098	12/25/16	CLERY OFFENSES : ARRESTS AND VIOLATIONS : [35A] DRUG LAW VIOLATION : ARREST	BLDG 2000 : PARKING
16-BC-098	12/25/16	CLERY OFFENSES : ARRESTS AND VIOLATIONS : [35A] DRUG LAW VIOLATION : ARREST	BLDG 2000 : PARKING

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, signed in 1990, is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46.

The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Compliance is monitored by the United States Department of Education, which can impose civil penalties, up to \$35,000 per violation, against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs.

The law is named after Jeanne Clery, a 19-year-old Lehigh University student whom Joseph Henry raped and murdered in her campus hall of residence in 1986. Henry's murder of Ms. Clery triggered a backlash against unreported crime on campuses across the country.

**BIG BEND COMMUNITY COLLEGE -2016 STATISTICS**

**ALL REPORTED INCIDENTS**

Report Number	Report Date	Report Incident Types	Location
<b>Total Records: 65</b>			
16-BC-003	01/05/16	MEDICAL EMERGENCY	BLDG 7700
16-BC-005	01/10/16	NON-CLERY CRIMINAL OFFENSES : [23E] LARCENY: THEFT FROM COIN OPERATED MACHINE	BLDG 1600
16-BC-007	01/10/16	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 1700 : PARKING
16-BC-008	01/20/16	OTHER TYPE INCIDENT (NOT CATEGORIZED)	BLDG 3400
16-BC-010	01/20/16	CLERY OFFENSES : ARRESTS AND VIOLATIONS : [35A] DRUG LAW VIOLATION : STUDENT CONDUCT REFERRAL	BLDG 5000 : INTERIOR
16-BC-011	01/25/16	NON-CLERY CRIMINAL OFFENSES : [13B] SIMPLE ASSAULT	BLDG 2000 : INTERIOR
16-BC-011	01/25/16	NON-CLERY CRIMINAL OFFENSES : [13B] SIMPLE ASSAULT	BLDG 2000 : INTERIOR
16-BC-012	01/26/16	CLERY OFFENSES : CRIMINAL OFFENSES : DOMESTIC VIOLENCE	BLDG 3300 : PARKING
16-BC-016	02/08/16	No Incident Type	No Location
16-BC-017	02/09/16	OTHER TYPE INCIDENT (NOT CATEGORIZED)	BLDG 1200 : INTERIOR
16-BC-020	02/10/16	NON-CLERY CRIMINAL OFFENSES : [23D] LARCENY: THEFT FROM BUILDING	BLDG 3500 : INTERIOR
16-BC-021	02/17/16	NON-CLERY CRIMINAL OFFENSES : [23D] LARCENY: THEFT FROM BUILDING	BLDG 1200 : INTERIOR
16-BC-023	02/24/16	NON-CLERY CRIMINAL OFFENSES : [90C] DISORDERLY CONDUCT	BLDG 3300 : INTERIOR
16-BC-023	02/24/16	NON-CLERY CRIMINAL OFFENSES : [90C] DISORDERLY CONDUCT	BLDG 3300 : INTERIOR
16-BC-023	02/24/16	NON-CLERY CRIMINAL OFFENSES : [13C] INTIMIDATION (INCL. THREATS/ BOMB THREATS)	BLDG 3300 : INTERIOR
16-BC-027	03/02/16	NON-CLERY CRIMINAL OFFENSES : [23D] LARCENY: THEFT FROM BUILDING	BLDG 3500 : INTERIOR
16-BC-028	03/08/16	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 1400 : INTERIOR
16-BC-029	03/09/16	CLERY OFFENSES : ARRESTS AND VIOLATIONS : [35A] DRUG LAW VIOLATION : ARREST	BLDG 6000 : INTERIOR



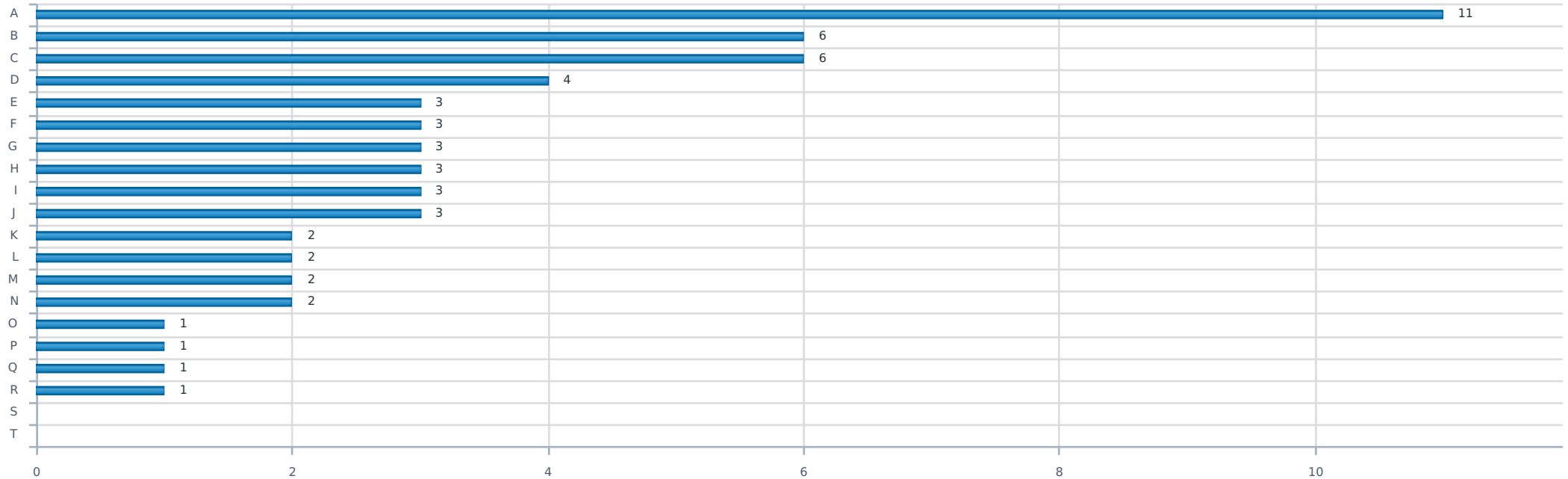
16-BC-030	03/23/16	NON-CLERY CRIMINAL OFFENSES : [13C] INTIMIDATION (INCL. THREATS/ BOMB THREATS)	BLDG 1400
16-BC-031	03/28/16	NON-CLERY CRIMINAL OFFENSES : [23F] LARCENY: THEFT FROM MOTOR VEHICLE	BLDG 1200 : PARKING
16-BC-032	04/04/16	MEDICAL EMERGENCY : STUDENT INJURY/ILLNESS	BLDG 1200 : INTERIOR
16-BC-033	04/07/16	MOTOR VEHICLE COLLISION - NON INJ	BLDG 4200 : PARKING
16-BC-034	04/12/16	NON-CLERY CRIMINAL OFFENSES : [13C] INTIMIDATION (INCL. THREATS/ BOMB THREATS)	BLDG 1400
16-BC-035	03/22/16	NON-CLERY CRIMINAL OFFENSES : [23D] LARCENY: THEFT FROM BUILDING	OFF CAMPUS LOCATION
16-BC-036	04/19/16	MEDICAL EMERGENCY : STUDENT INJURY/ILLNESS	BLDG 1600 : PARKING
16-BC-040	04/24/16	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 1300B : INTERIOR
16-BC-041	04/27/16	NON-CLERY CRIMINAL OFFENSES : [90E] DRUNKENNESS	BLDG 1400 : PARKING
16-BC-041	04/27/16	NON-CLERY CRIMINAL OFFENSES : [90C] DISORDERLY CONDUCT	BLDG 1400 : PARKING
16-BC-045	05/09/16	MOTOR VEHICLE COLLISION - NON INJ	BLDG 1600 : PARKING
16-BC-061	05/01/16	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 2000 : PARKING
16-BC-062	05/20/16	NON-CLERY CRIMINAL OFFENSES : [23F] LARCENY: THEFT FROM MOTOR VEHICLE	OFF CAMPUS LOCATION
16-BC-063	05/20/16	NON-CLERY CRIMINAL OFFENSES : [23H] OTHER LARCENY	BLDG 6000 : PARKING
16-BC-066	05/30/16	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 1100 : INTERIOR
16-BC-068	05/30/16	MEDICAL EMERGENCY : STUDENT INJURY/ILLNESS	BLDG 1600
16-BC-069	05/26/16	NON-CLERY CRIMINAL OFFENSES : [90Z] ALL OTHER OFFENSES	BLDG 1300B
16-BC-070	05/31/16	MEDICAL EMERGENCY : STUDENT INJURY/ILLNESS	BLDG 1400
16-BC-071	06/02/16	DORM VIOLATION : NOISE VIOLATION	BLDG 5000
16-BC-072	06/08/16	MEDICAL EMERGENCY : STUDENT INJURY/ILLNESS	BLDG 3600 : INTERIOR
16-BC-073	06/14/16	NON-CLERY CRIMINAL OFFENSES : [23H] OTHER LARCENY	BLDG 6000 : PARKING

16-BC-074	07/13/16	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 5000 : INTERIOR
16-BC-075	07/14/16	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 1800 : INTERIOR
16-BC-076	08/17/16	NON-CLERY CRIMINAL OFFENSES : [90Z] ALL OTHER OFFENSES	BLDG 1500
16-BC-077	08/17/16	No Incident Type	BLDG 1500
16-BC-078	08/17/16	No Incident Type	BLDG 1500
16-BC-079	08/30/16	NON-CLERY CRIMINAL OFFENSES : [23H] OTHER LARCENY	BLDG 1800 : INTERIOR
16-BC-080	09/07/16	NON-CLERY CRIMINAL OFFENSES : [13C] INTIMIDATION (INCL. THREATS/ BOMB THREATS)	BLDG 1400
16-BC-082	09/21/16	OTHER TYPE INCIDENT (NOT CATEGORIZED)	BLDG 5000
16-BC-083	09/05/16	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 1500
16-BC-084	10/02/16	NON-CLERY CRIMINAL OFFENSES : [13C] INTIMIDATION (INCL. THREATS/ BOMB THREATS)	BLDG 3300
16-BC-085	10/11/16	NON-CLERY CRIMINAL OFFENSES : [90J] TRESPASS OF REAL PROPERTY	BLDG 6000 : INTERIOR
16-BC-088	10/17/16	CLERY OFFENSES : CRIMINAL OFFENSES : (7A 7B 7C) [240] MOTOR VEHICLE THEFT	BLDG 1600 : PARKING
16-BC-089	10/17/16	STUDENT CONDUCT (NO CRIMES APPLY)	BLDG 2000 : INTERIOR
16-BC-090	10/25/16	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 1200 : INTERIOR
16-BC-091	11/13/16	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 1300B : INTERIOR
16-BC-092	11/18/16	MEDICAL EMERGENCY : STUDENT INJURY/ILLNESS	BLDG 5000 : INTERIOR
16-BC-092	11/18/16	STUDENT CONDUCT (NO CRIMES APPLY)	BLDG 5000 : INTERIOR
16-BC-093	11/29/16	NON-CLERY CRIMINAL OFFENSES : [13C] INTIMIDATION (INCL. THREATS/ BOMB THREATS)	BLDG 1400 : INTERIOR
16-BC-094	11/30/16	NON-CLERY CRIMINAL OFFENSES : [290] DESTRUCTION/DAMAGE/VANDALISM	BLDG 1700 : PARKING
16-BC-094	11/30/16	NON-CLERY CRIMINAL OFFENSES : [290] DESTRUCTION/DAMAGE/VANDALISM	BLDG 1700 : PARKING
16-BC-094	11/30/16	NON-CLERY CRIMINAL OFFENSES : [290] DESTRUCTION/DAMAGE/VANDALISM	BLDG 1700 : PARKING

16-BC-095	12/04/16	CLERY OFFENSES : CRIMINAL OFFENSES : STALKING	BLDG 3000 : PARKING
16-BC-096	12/05/16	MOTOR VEHICLE COLLISION - NON INJ	PUBLIC ROADWAYS ON/AROUND CAMPUS
16-BC-097	11/16/16	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	BLDG 1200 : INTERIOR
16-BC-098	12/25/16	CLERY OFFENSES : ARRESTS AND VIOLATIONS : [35A] DRUG LAW VIOLATION : ARREST	BLDG 2000 : PARKING
16-BC-098	12/25/16	CLERY OFFENSES : ARRESTS AND VIOLATIONS : [35A] DRUG LAW VIOLATION : ARREST	BLDG 2000 : PARKING

## 2016 Number of Incidents by Type - Big Bend Community College

Total: 65



<b>A</b>	11 • 16.9%	MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS
<b>B</b>	6 • 9.2%	MEDICAL EMERGENCY : STUDENT INJURY/ILLNESS
<b>C</b>	6 • 9.2%	NON-CLERY CRIMINAL OFFENSES : [13C] INTIMIDATION (INCL. THREATS/ BOMB THREATS)
<b>D</b>	4 • 6.2%	NON-CLERY CRIMINAL OFFENSES : [23D] LARCENY: THEFT FROM BUILDING
<b>E</b>	3 • 4.6%	CLERY OFFENSES : ARRESTS AND VIOLATIONS : [35A] DRUG LAW VIOLATION : ARREST
<b>F</b>	3 • 4.6%	MOTOR VEHICLE COLLISION - NON INJ
<b>G</b>	3 • 4.6%	NON-CLERY CRIMINAL OFFENSES : [23H] OTHER LARCENY
<b>H</b>	3 • 4.6%	NON-CLERY CRIMINAL OFFENSES : [290] DESTRUCTION/DAMAGE/VANDALISM
<b>I</b>	3 • 4.6%	NON-CLERY CRIMINAL OFFENSES : [90C] DISORDERLY CONDUCT
<b>J</b>	3 • 4.6%	OTHER TYPE INCIDENT (NOT CATEGORIZED)

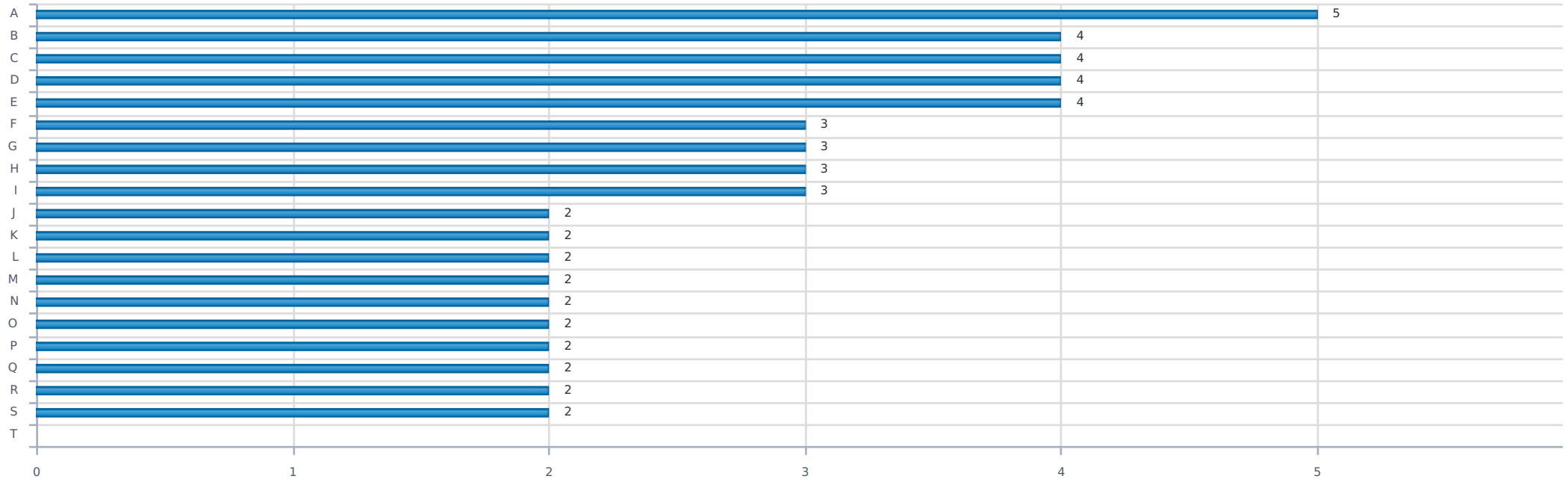
## 2016 Number of Incidents by Type - Big Bend Community College

<b>K</b>	2 • 3.1%	NON-CLERY CRIMINAL OFFENSES : [13B] SIMPLE ASSAULT
<b>L</b>	2 • 3.1%	NON-CLERY CRIMINAL OFFENSES : [23F] LARCENY: THEFT FROM MOTOR VEHICLE
<b>M</b>	2 • 3.1%	NON-CLERY CRIMINAL OFFENSES : [90Z] ALL OTHER OFFENSES
<b>N</b>	2 • 3.1%	STUDENT CONDUCT (NO CRIMES APPLY)
<b>O</b>	1 • 1.5%	CLERY OFFENSES : ARRESTS AND VIOLATIONS : [35A] DRUG LAW VIOLATION : STUDENT CONDUCT REFERRAL
<b>P</b>	1 • 1.5%	CLERY OFFENSES : CRIMINAL OFFENSES : (7A 7B 7C) [240] MOTOR VEHICLE THEFT
<b>Q</b>	1 • 1.5%	CLERY OFFENSES : CRIMINAL OFFENSES : DOMESTIC VIOLENCE
<b>R</b>	1 • 1.5%	CLERY OFFENSES : CRIMINAL OFFENSES : STALKING
<b>S</b>	3 • 4.6%	No Incident Type*
<b>T</b>	5 • 7.7%	Others*

\*Results not displayed in chart

## 2016 Number of Incidents by Location - Big Bend Community College

Total: 65



<b>A</b>	5 • 7.7%	BLDG 1200 : INTERIOR
<b>B</b>	4 • 6.2%	BLDG 1400
<b>C</b>	4 • 6.2%	BLDG 1500
<b>D</b>	4 • 6.2%	BLDG 1700 : PARKING
<b>E</b>	4 • 6.2%	BLDG 5000 : INTERIOR
<b>F</b>	3 • 4.6%	BLDG 1600 : PARKING
<b>G</b>	3 • 4.6%	BLDG 2000 : INTERIOR
<b>H</b>	3 • 4.6%	BLDG 2000 : PARKING
<b>I</b>	3 • 4.6%	BLDG 3300 : INTERIOR
<b>J</b>	2 • 3.1%	BLDG 1300B : INTERIOR

## 2016 Number of Incidents by Location - Big Bend Community College

<b>K</b>	2 • 3.1%	BLDG 1400 : INTERIOR
<b>L</b>	2 • 3.1%	BLDG 1400 : PARKING
<b>M</b>	2 • 3.1%	BLDG 1600
<b>N</b>	2 • 3.1%	BLDG 1800 : INTERIOR
<b>O</b>	2 • 3.1%	BLDG 3500 : INTERIOR
<b>P</b>	2 • 3.1%	BLDG 5000
<b>Q</b>	2 • 3.1%	BLDG 6000 : INTERIOR
<b>R</b>	2 • 3.1%	BLDG 6000 : PARKING
<b>S</b>	2 • 3.1%	OFF CAMPUS LOCATION
<b>T</b>	12 • 18.5%	Others*

\*Results not displayed in chart

## BIG BEND COMMUNITY COLLEGE

Date: 1/26/17

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

g. Human Resources

### **BACKGROUND:**

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

Jody Bortz accepted the position of Career Services Coordinator in the Workforce Education Services Department. Jody replaces Bonnie Jeffery who relocated to Newport, WA. Jody transitioned to her new position on December 16, 2016.

Francisco Romero accepted the position of Custodian 1. This is a full-time, classified staff position replacing Rick Jones. Francisco began work at BBCC on December 5, 2016.

Heidi Summers accepted the position of Director for the Transforming STEM Pathways grant. This is a new, full-time, grant-funded admin/exempt position. Heidi transitioned to her new position on December 16, 2016.

Angela Garza accepted the position of Budget Analyst 2. This is a full-time, classified staff position replacing Annemarie Cadle who retired in March 2016. Angela began working at BBCC on December 20, 2016.

David Garcia accepted the position of Electrician. This is a full-time, classified staff position replacing Paul Hesselroth who resigned in April 2016. David began working at BBCC on December 19, 2016.

Stefyni Garber accepted the position of Information Technology Specialist 1. This is a full-time, classified staff position replacing Donnie Brown who resigned in December 2016. Stefyni will begin work at BBCC on January 17, 2017.

Interviews for the position of Director of Residence Halls & Residential Life have been scheduled for January 18 and 23.

The college is accepting applications for the following open positions:

- Flight Instructor
- Program Assistant – Financial Aid
- Computer Specialist – STEM Grant



## **Training:**

The training listed below was completed online or in a group setting at BBCC. Participants include Admin/Exempt, Faculty, and Classified Staff.

Basic Accessibility Training-Creating Accessible Documents-November 18, 2016- 18 participants

Basic Custodial Training-December 13-15, 2016 - 10 participants

First Aid/CPR/AED – December 12, 2016 – 12 participants

Travel Procedures Training – October 7 & 21, 2016 – 32 participants

OSHA-10 Safety Training-December 12-13, 2016 - 7 participants

Records Retention Training, Part 2-December 14, 2016 – 12 participants

FERPA Training (online module) – 270 participants

Cyber Security Training (online module) – 275 participants

WA State DES Trainings:

WA State Purchasing & Procurement Ethics-4

WA State Contract Management 101 – 4 Modules-3

WA State Small Purchases-4

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

Daneen Berry-Guerin-

C17 Visit in Aviation on November 4 at BBCC

Accessible Technology Policies Webinar on November 9 & 22 at BBCC

Countering Bias in Hiring Video on November 15 at BBCC

CTC Leadership Development Fall 2016 Conference on November 18 in Vancouver

Mark Poth STAR Presentation via Media Site Recording on November 23 at BBCC

Jody Bortz-

Pave the Way on November 1-2 in Tacoma

Point of Contact for Early Achievers Grant on November 3 in Kent

Financial Coaching and Advising Training on November 7-9 in Moses Lake

Linda Chadwick-

Administrative Professional Today September-December issues in December at BBCC

Office Pro September-December issues in December at BBCC

Kim Garza-

HRMC Meeting on November 3-4 in LaConner  
Prosecuting College Sexual Assaults (online) on December 28, 2016  
Understanding the Sexual Assault Forensic Exam (online) on December 28, 2016  
Report Writing in Civil Rights Investigations (online) on December 28, 2016

Bryce Humpherys-

Hispanic Student Success: Strategies to Ensure Enrollment and Completion Webinar on November 1 at BBCC  
Accessibility Webinar on November 22 at BBCC

Jeremy Kelley-

Nutanix Technology Bootcamp – “An Overview of the Nutanix Hyperconverged Infrastructure Solution.” on November 30 in Prosser

Landra Kosa-

Columbia Basin Development League- Conference on November 3 at BBCC

Terry Leas-

Dept Chairs: Negotiating the Politics of Race, Identity, Academic Freedom, and First Amendment Speech at a Predominantly White Institution on November 3 in Orlando, FL  
Is the Letter of the Law Sufficient for Post-Secondary Education Students Who Have Special Needs? on November 3 in Orlando, FL  
Substance Use, Sexual Assault, and College Sports: What Clery Doesn't Capture on November 3 in Orlando, FL  
Criminal Background Check in Higher Education: Recent Developments in Access of Employment and Negligent Hiring on November 4 in Orlando, FL  
Do Faculty Have Special Rights: A Discussion on Academic Freedom on November 4 in Orlando, FL

Monica Medrano-

Faculty and Staff of Color Conference on November 2-4 in Spokane  
Financial Coaching and Advising Training on November 7-9 in Moses Lake

Linda Schoonmaker-

Hispanic Student Success: Strategies to Ensure Enrollment and Completion Webinar on November 1 at BBCC

Heidi Summers-

Financial Coaching and Advising Training on November 7-9 in Moses Lake  
Financial Coaching and Advising Training on December 5-7 in Des Moines, WA

Tyler Wallace-

Hispanic Student Success: Strategies to Ensure Enrollment and Completion Webinar on November 1 at BBCC

Tom Willingham-

Team Teacher Training on October 28 at BBCC

<b>EMPLOYEE SEPARATIONS 10/1/16 -12/31/16</b>			
<b>SEPARATION DATE</b>	<b>NAME</b>	<b>POSITION</b>	<b>SEPARATION REASON</b>
12/6/2016	Rick Jones	Custodian 1	Separated
12/9/2016	Donnie Brown	Information Technology Specialist 1	Resigned
12/31/2016	Hugh Scholte	Director Residence Halls	Retired
<b>NEW HIRES/PROMOTIONS/TRANSFERS 10/1/16 - 12/31/16</b>			
<b>START DATE</b>	<b>NAME</b>	<b>POSITION</b>	<b>REPLACING</b>
11/28/2016	Sherry Donovan	Nursing Instructor	Amber Bravo
12/5/2016	Francisco Romero	Custodian 1	Rick Jones
12/16/2016	Jody Bortz	Career Services Coordinator	Bonnie Jeffery (promotion for Jody)
12/16/2016	Heidi Summers	Title III HSI-STEM Grant Director	New grant position (promotion for Heidi)
12/19/2016	David Garcia	Electrician	Paul Hesselroth
12/20/2016	Angela Garza	Budget Analyst 2	Annemarie Cadle
1/3/2017	Cassandra Fry	Program Specialist 2	Rita Jordan (promotion for Cassandra)
1/17/2017	Stefyni Garber	Information Technology Specialist 1	Donnie Brown
<b>SEARCHES IN PROCESS</b>			
<b>POSITION</b>		<b>STATUS</b>	<b>REPLACING</b>
Director of Residence Halls & Residential Life		Interviews Scheduled	Hugh Scholte
Program Assistant-Financial Aid		Closes 1/20/17	Cassandra Fry
Computer Science Specialist-STEM Grant		Closes 1/27/17	New grant position
<b>FALL PART-TIME FACULTY: 110</b>			
<b>FALL PART-TIME HOURLY: 76</b>			
1/12/2017			

# BIG BEND COMMUNITY COLLEGE

Date: 1/26/17

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

### h. Classified Staff Report

#### BACKGROUND:

The classified staff STAR Committee is currently operating with nine members. We continue to recruit and hope to have a full committee (12) very soon.

#### 2016-2017 TRAININGS

On November 18<sup>th</sup> the STAR Committee hosted the first Program Learning Experience featuring the 1000 building. A total of 12 employees participated (including administrative exempt). The focus is educating all campus personnel about the BBCC campus and support programs. Providing information about the role and support of campus programs and services will help campus personnel better understand the BBCC Mission and Vision Statement for student success and inclusion.

Some of the 1000 building staff are longtime BBCC employees, and they provided history about the campus. TRiO Upward Bound and the testing center staff are front-line personnel to first-generation and prospective students who are coming to college for the first time. They also shared a variety of student success stories.

The renovations of the Admissions/Financial Aid & Counseling offices are now completed, and the second Program Learning Experience is scheduled for the 1400 building on January 27<sup>th</sup>. Student services personnel from Admissions/Financial Aid, Student Success Center, and TRIO SSS, will be featured and all campus personnel are invited.

#### Training Summary:

The following is reported for the period of October 30 to December 31, 2016. A Total of 381 hours is logged for classified staff training. (See attached for complete report.)

<b>STAR Training</b>	<b>Date(s)</b>	<b>Participants</b>	<b>Department</b>	<b>Location</b>
Program Learning Experience; Building 1000 – TriO Upward Bound and BBCC Testing Center	11-18-16	8	Various Departments	BBCC Campus
Mark Poth; Motivational Speaker	10-28-16	3	Various Departments	BBCC Media Site

<b>Webinar and/or Campus Trainings</b>	<b>Date(s)</b>	<b>Participants</b>	<b>Department</b>	<b>Location</b>
Blind Spot; From Me to We	10-24-16	1	CBIS	BBCC Campus
WA State Contract/ Procurement Modules Mo. Of October	10-28-16	1	Prof/Tech AMT	BBCC Campus
Awards/Spring Training Webinar	11-03-16	1	BBCC Foundation	BBCC Campus
Fast Friday/FMS Query	11-04-16	10	Various	BBCC Campus
SAT Weekend Supervisor Webinar	11-18-16	1	Admissions/ Student Serv.	BBCC Campus
Basic Accessibility Training; Creating Accessible Documents	11-18-16	4	Various Departments	BBCC Campus
DRS/PERS 2 Webinar	11-22-16	1	Human Resources/Payroll	BBCC Campus
Records Retention; Part 2	12-14-16	9	Various Departments	BBCC Campus
OSHA-10 Safety Training	12-12-16	7	Maintenance & Operations	BBCC Campus
<b>Conferences and/or State Trainings</b>	<b>Date(s)</b>	<b>Participants</b>	<b>Department</b>	<b>Location</b>
Faculty & Staff of Color Conference	11-02 to 11-04	2	Dev. Ed	Vancouver WA
Financial Coach Training Part 1 & 2	11-07 to 11-09 12-04 to 12-06	3	Workforce Education Services	Moses Lake Des Moines WA
Administrative Professionals Training	11-30-16	1	CBIS	Spokane WA
VA Workshop	12-06-16	2	Financial Aid/Counseling	Spokane WA

**COMMUNITY SERVICE PROJECT:**

The STAR Committee placed donation boxes on campus and helped promote the collection of items needed for the Viking Food Pantry and annual toy drive. As needed, the STAR Committee will make regular announcements to help fill the pantry.

The winter clothing drive was also added to the community service announcement. Coats, hats, mittens, and scarves will be collected until January 20<sup>th</sup>. These items will be donated to the Grant and Adams Counties Foster Care Program.

Prepared by Barbara Collins

**RECOMMENDATIONS:**

None

**JANUARY 2017 CONSENT AGENDA  
CLASSIFIED STAFF TRAINING REPORT**

<b>OCTOBER 30, 2016; Unreported:</b>		<b>HOURS</b>
10/24/2016	Blind Spot from Me to We	1.5
SHIPLEY, JORDAN R	CBIS	
10/28/2016	WA State Contract Procurement 5 Modules (9 hrs)	9.0
STOUT, PHILIP L	Prof/Tech Aviation Maintenance	
<b>Subtotal</b>		<b>10.5</b>

<b>NOVEMBER 2016:</b>		<b>HOURS</b>
11/18/2016	Mark Poth BBCC Media Site-10-28-16 Training	1.5
BRISCHLE, CHERYL J.	TRIO SSS	
11-02 to 11-04-16	Faculty and Staff of Color Conference	46.0
CANDANOZA, ESPERANZA L "HOPE"	Developmental Ed	
WALLACE, ALICIA	Workforce Education Services	
11/3/2016	Award Spring Training (1.0)	1.0
STARR, JENNIFER A	BBCC Foundation	
11/4/2016	Fast Friday, FMS Query	10.0
ARRIAGA, ROBIN M.	Human Resources/Payroll	
BARTLESON, TRACI E.	Instruction	
BRISCHLE, CHERYL J.	TRIO SSS	
CHRISTIAN, CARLA LOUISE	STEM Program	
FRY, CASSANDRA L	Financial Aid/Counseling	
GOODALL, LAURA L	BB Technology	
JACOBS, AMBER R	Human Resources/Payroll	
SHIPLEY, JORDAN R	CBIS	
WALKER, JONIE M.	Financial Aid/Counseling	
YUSHCHUK, NATALIYA	Workforce Education Services	
11-07 to 11-09-16	Financial Coach Training (Part 1 & 2)	60.0
TIMOFEYEV, TAISA	Workforce Education Services	
WALLACE, ALICIA B	Workforce Education Services	
YUSHCHUK, NATALIYA	Workforce Education Services	
11/8/2016	Deferred Compensation Webinar	0.5
JACOBS, AMBER	Human Resources/Payroll	
11/8/2016	SAT Weekend Supervisor Training	1.0
FURMAN, KERRI L	Admissions/Student Services	
11/9/2016	Veba Webinar	1.0
JACOBS, AMBER	Human Resources/Payroll	
11-15 to 11-16	Drone Expo	16.0
GOODALL, LAURA	Title V Programs	
11-16 to 11-18	Microbiology Assoc. Meeting	16.0
SARLES, KRISTINE M	Instruction/Math-Science	
11/18/2016	CTC Leadership Development Conference; Vancouver WA	7.0
YUSHCHUK, NATALIYA	WorkFirst Education Services	
11/18/2016 STAR Committee Hosted	Program Learning Experience (Building 1000)	13.5
BRISCHLE, CHERYL	TRIO SSS	
BROWN, AMBER L	Bookstore	
COLLINS, BARBARA L.	Title V Program	
FRY, CASSANDRA	Financial Aid/Counseling	
GAMBOA, JULIA C	Prof/Tech Programs	
JACOBX, AMBER	Human Resources/Payroll	
LEACH, NANCY	TRiO Upward Bound	
VALDEZ, ESTHER	Admissions/Student Services	
WALKER, JONI	Financial Aid/Counseling	
WALLACE, ALICIA	Workforce Education Services	

11-18-16 SAT	SAT Weekend Supervisor (Webinar)	1.0
FURMAN, KERRI L	Admissions/Student Services	
11/18/2016	Fast Friday FMS Query	2.0
ALDRICH, KATHY L.	Library	
SHIPLEY, JORDAN R	CBIS	
11/18/2016	Basic Accessibility; Creating Accessible Documents L Allen	6.0
ARRIAGA, ROBIN M.	Human Resources/Payroll	
BARTLESON, TRACI E.	Instruction	
CANDANOZA, ESPERANZA L "HOPE"	Developmental Ed	
STARR, JENNIFER A	BBCC Foundation	
11/22/2016	DRS {PERS 2} (1.5 hr)	1.5
JACOBS, AMBER	Human Resources/Payroll	
11/30/2016	Administrative Professionals Training	7.0
SHIPLEY, JORDAN R	CBIS	

**DECEMBER 2016:**

**HOURS**

12-04 to 12-06	Financial Coaching Part 2	60.0
TIMOFEYEV, TAISA	Workforce Education Services	
WALLACE, ALICIA	Workforce Education Services	
YUSHCHUK, NATALIYA	Workforce Education Services	
12/14/2016	Records Retention Part 2	13.5
BRATSCH, HEIDI A	Healthcare Education	
BRISCHLE, CHERYL	TRIO SSS	
BROWN, AMBER L	Bookstore	
FRY, CASSANDRA L	Financial Aid/Counseling	
LEACH, NANCY	TRiO Upward Bound	
RIEGEL, BARBARA L	Business/Finance	
SHIPLEY, JORDAN R	CBIS	
WALLACE, ALICIA	WorkFirst Education Services	
YUSHCHUK, NATALIYA	WorkFirst Education Services	
12/6/2016	VA Workshop Spokane	16.0
FRY, CASSANDRA L	Financial Aid/Counseling	
JORDAN, RITA J	Financial Aid/Counseling	
12-12 to 12-13	OSHA-10 Safety BBCC	70.0
CERVANTES, SERGIO J.	M&O - (AM)	
COOLEY, MICHAEL	M&O - Carpenter (AM)	
FISH, RANDY R.	M&O - Grounds Crew (AM)	
ROBNETT, JEFFREY K	M&O - (AM)	
RUSSELL, ROBERT "JOE"	M&O - (AM)	
TINCHER, JAMES E.	M&O - Grounds Crew (AM)	
URESTI, ANGEL B	M&O - Grounds Crew (AM)	

Subtotal November-December

350.5

**GRAND TOTAL**

**361.0**

## BIG BEND COMMUNITY COLLEGE

Date: 1/26/17

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

i. Enrollment Report

**BACKGROUND:**

The Fall Quarter 2016 enrollment records are included for your information. The total headcount is up 2.6% over Fall Quarter 2015. Total FTEs are up 2.5%. State FTEs are up 2.3%. Running Start enrollment continues to increase, both in headcount and FTEs. Running Start headcount is up 14% over last fall, and FTEs are up almost 6%.

Total FTEs have slightly surpassed our previous peak from Fall Quarter 2010. State reported FTEs are lower than 2010, probably mostly explained by the dramatic increase in Running Start enrollment since 2010.

Winter Quarter 2017 enrollment is up slightly over 2016. Headcount and total FTEs are up slightly. State FTEs are currently down a little. This is at least partly due to the 415 Running Start students, which is 15% increase over Winter Quarter of 2016.

The tuition amount budgeted for 2016-2017 is \$4,200,000. As of December 31, 2016 we have collected \$2,779,910 or 66.2% of the budgeted amount. As of December 31, 2015 we had collected \$2,846,599 or 67.8%.

### TUITION COLLECTION REPORT

	<u>2016-17</u>	<u>2015-16</u>
Annual Budget	\$ 4,200,000	\$4,200,000
Total Collections as of December 31	\$ 2,779,910	\$ 2,846,599
As a % of annual budget	66.2 %	67.8%
Left to collect to meet budget target	\$1,420,090	\$1,353,401

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



		<b>QTRLY</b>	<b>ANNUAL</b>			
		<b><u>FTEs</u></b>	<b><u>FTEs</u></b>			
<b>1st year (14-15)</b>						
SUMMER		314.0	104.7			
FALL		1591.1	530.4			
WINTER		1619.9	540.0			
SPRING		1496.1	498.7			
<b>2nd year (15-16)</b>						
SUMMER		360.8	120.3			
FALL		1640.4	546.8			
WINTER		1669.0	556.3			
SPRING		1505.1	501.7	1725.1		
<b>3rd year (16-17)</b>						
SUMMER		368.4	122.8			
FALL		1677.5	559.2			
WINTER		1362.1	454.0			
SPRING				1136.0		
<b>TOTAL</b>		<b><u>13604.4</u></b>	<b><u>4534.8</u></b>			
1st year annual FTE Target		5181	1727	96.92%		
2nd year annual FTE Target		5175	1725	100.01%		
3rd year annual FTE Target		5208	1736			
The state is using a new method for determining our FTE target.						
I do not have information on correctly calculating our target attainment percentages.						
Using previous years' system:						
<b>SBCTC 2-year rolling enrollment count</b>						
Past year + current year actual FTE			2861.1			
Past year + current year allocation			3461.0			
% of allocation target attained to date			82.7%			
If our current enrollment trend of slight increases continues, we should be on track to meet our target.						

# FALL FINAL ENROLLMENT REPORT

## FALL HEADCOUNTS

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

**BIG BEND COMMUNITY COLLEGE**

Date: 1/26/17

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

j. Quarterly Budget Report

**BACKGROUND:**

The Budget Status Summary as of December 31, 2016, is attached for Board review. There was 56.11% of the state operating budget remaining.

Prepared by Executive Director of Business Services Char Rios.

**RECOMMENDATION:**

None.

**BIG BEND COMMUNITY COLLEGE  
BUDGET STATUS SUMMARY  
AS OF DEC 31, 2016**

PROGRAM	CATEGORY	BUDGET	ADJUSTMENT	BUDGET	ONE-TIME	SPENT	BALANCE	% REMAINING
		As of 7/1/16		As of 12/31/16	TEMP FUND	Includes Enc		
010 INSTRUCTION	SALARIES	5,170,641	(122,769)	5,047,872	0	1,964,411	3,083,461	61.08%
	BENEFITS	1,677,909	(61,606)	1,616,303	0	713,161	903,142	55.88%
	GOODS&SVC	178,074	17,060	195,134	124,094	87,873	231,355	118.56%
	TRAVEL	66,833	(4,910)	61,923	0	4,811	57,112	92.23%
	EQUIP	64,579	(12,014)	52,565	0	8,067	44,498	84.65%
	TOTAL	7,158,036	(184,239)	6,973,797	124,094	2,778,324	4,319,567	61.94%
040 PRIMARY SUPPORT TO INSTRUCTION	SALARIES	576,483	202,620	779,103	0	383,336	395,767	50.80%
	BENEFITS	207,797	64,537	272,334	0	132,153	140,181	51.47%
	GOODS&SVC	30,158	15,972	46,130	48,000	16,834	77,296	167.56%
	TRAVEL	7,250	5,941	13,191	0	5,320	7,871	59.67%
	EQUIP	6,500	0	6,500	0	45,355	(38,855)	-597.77%
	TOTAL	828,188	289,070	1,117,258	48,000	582,999	534,259	47.82%
050 LIBRARY	SALARIES	323,733	(76,693)	247,040	0	113,277	133,763	54.15%
	BENEFITS	131,110	(24,720)	106,390	0	50,522	55,868	52.51%
	GOODS&SVC	78,656	4,000	82,656	0	53,817	28,839	34.89%
	TRAVEL	2,100	1,009	3,109	0	539	2,570	82.65%
	EQUIP	20,000	0	20,000	0	7,644	12,356	61.78%
	TOTAL	555,599	(96,404)	459,195	0	225,799	233,396	50.83%
060 STUDENT SERVICES	SALARIES	1,067,414	53,208	1,120,622	0	496,043	624,579	55.74%
	BENEFITS	390,051	22,250	412,301	0	191,044	221,257	53.66%
	GOODS&SVC	64,921	(2,122)	62,799	0	18,634	44,165	70.33%
	TRAVEL	8,841	19,232	28,073	0	10,640	17,433	62.10%
	EQUIP	0	13,744	13,744	0	1,542	12,202	88.78%
	GRANTS	441,551	670	442,221	0	254,800	187,421	42.38%
	MATCH	15,481	0	15,481	0	0	15,481	100.00%
	TOTAL	1,988,259	106,982	2,095,241	0	972,702	1,122,539	53.58%
080 ADMIN.	SALARIES	1,952,769	(27,040)	1,925,729	0	839,993	1,085,736	56.38%
	BENEFITS	650,636	10,000	660,636	0	299,901	360,735	54.60%
	GOODS&SVC	1,126,742	28,366	1,155,108	386,242	701,436	839,914	72.71%
	TRAVEL	63,100	7,231	70,331	0	18,673	51,658	73.45%
	EQUIP	19,950	18,507	38,457	5,000	63,971	(20,514)	-53.34%
	TOTAL	3,813,197	37,064	3,850,261	391,242	1,923,974	1,926,287	50.03%
090 M&O	SALARIES	1,140,542	(20,863)	1,119,679	0	480,406	639,273	57.09%
	BENEFITS	481,554	(3,602)	477,952	0	205,443	272,509	57.02%
	GOODS&SVC	1,044,235	(87,051)	957,184	0	422,147	535,037	55.90%
	TRAVEL	7,275	0	7,275	0	1,992	5,283	72.62%
	EQUIPMENT	43,587	20,543	64,130	0	55,538	8,592	13.40%
	DEBT SERV.	22,600	0	22,600	0	0	22,600	100.00%
	TOTAL	2,739,793	(90,973)	2,648,820	0	1,165,526	1,483,294	56.00%
<b>TOTAL BUDGET</b>		<b>17,083,072</b>	<b>61,500</b>	<b>17,144,572</b>	<b>563,336</b>	<b>7,649,324</b>	<b>9,619,342</b>	<b>56.11%</b>

Allocation #3 - Worker Retraining Variable

61,500

**TOTAL ADJUSTMENTS TO ALLOCATION**

**61,500**

## BIG BEND COMMUNITY COLLEGE

Date: 1/26/17

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

### **BACKGROUND:**

For your review in anticipation of the March 9, 2017, Board meeting. The probationary tenure binders for the following faculty members will be available for your review February 9. Please contact Melinda to make arrangements for reviewing the information.

**The Board will consider probationary faculty contract renewal for the following faculty at the March 9 Board meeting.**

<b>Faculty Member</b>	<b>Position</b>	<b>Current Status</b>
Kent Dannenberg	AMT Instructor	1 <sup>st</sup> probationary year
Ryan Duvall	BIM Instructor	1 <sup>st</sup> probationary year
Allison Palumbo	English Instructor	1 <sup>st</sup> probationary year
Jody Quitadamo	History/Political Science	1 <sup>st</sup> probationary year
Sean Twohy	English Instructor	1 <sup>st</sup> probationary year
Michael Dzbenski	Music Instructor	2nd probationary year
Dawnne Ernette	Development Ed Instructor	2nd probationary year
Jaime Garza	Counselor	2nd probationary year

**The Board will consider awarding tenure to the following faculty at the March 9, Board meeting.**

Benjamin Altrogge	Aviation Instructor	3rd probationary year
Heidi Gephart	Counselor	3rd probationary year
John Martin	Automotive Instructor	3rd probationary year
John Marc Swedburg II	Aviation Instructor	3rd probationary year
Arthur Wanner	Computer Science Instructor	3rd probationary year

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

### **RECOMMENDATION:**

Please schedule time with Melinda to complete your review by March 9, 2017.

## **BIG BEND COMMUNITY COLLEGE**

Date: 1/26/17

**ITEM #6:** Achieving the Dream (for information)

### **BACKGROUND:**

Vice President of Learning and Student Success Bryce Humpherys will provide an overview of Achieving the Dream (ATD) activities and goals. ATD coaches will be on campus March 9-10. The ATD coaches will have lunch with the trustees before the board meeting on March 9.

Prepared by the President's office.

### **RECOMMENDATION:**

None.

**BIG BEND COMMUNITY COLLEGE**

Date: 1/26/17

**ITEM #7:** PTEC Project Update (information)

**BACKGROUND:**

VP Linda Schoonmaker will provide an update on the PTEC project.

Prepared by the President's Office.

**RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 1/26/17

**ITEM #8:** Assessment of Board Activity (for information)

Northwest Commission on Colleges and Universities Standard 2.A Governance

### **BACKGROUND:**

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

### **RECOMMENDATION:**

None.



**BIG BEND COMMUNITY COLLEGE**

Date: 1/26/17

**ITEM #9:** Next Regular Meeting (information/Action)

**BACKGROUND:**

The next regularly scheduled board meeting is scheduled on Thursday, March 9, 2017.

Prepared by the President's Office.

**RECOMMENDATION:**

None.

**BIG BEND COMMUNITY COLLEGE**

Date: 1/26/17

**ITEM #10:** Miscellaneous (information)

**BACKGROUND:**

President Leas and Chair Anna Franz may discuss miscellaneous topics.

President Leas will discuss recent weather-related campus closures.

President Leas will participate on the DREAM Funded Learning Initiatives Panel at the Achieving the Dream (ATD) Conference February 21-22. He will also attend the ATD Working Student Success Network (WSSN) celebration honoring students including BBCC automotive student Santiago Ramirez at the ATD Conference.

Upcoming trustee events:

ACT Conference May 25-26, BBCC

Prepared by the President's Office.

**RECOMMENDATION:**

None.