



Board of Trustees Regular Meeting

**January 31, 2019
1:30 p.m.**

**ATEC
Hardin Community Room**

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

Big Bend Community College District #18

Governing Board:

Chair Jon Lane, Vice Chair Stephen McFadden,

Anna Franz, Juanita Richards, and Thomas Stredwick

President Terry Leas

2019 Meeting Schedule

January 31, 2019

March 14, 2019

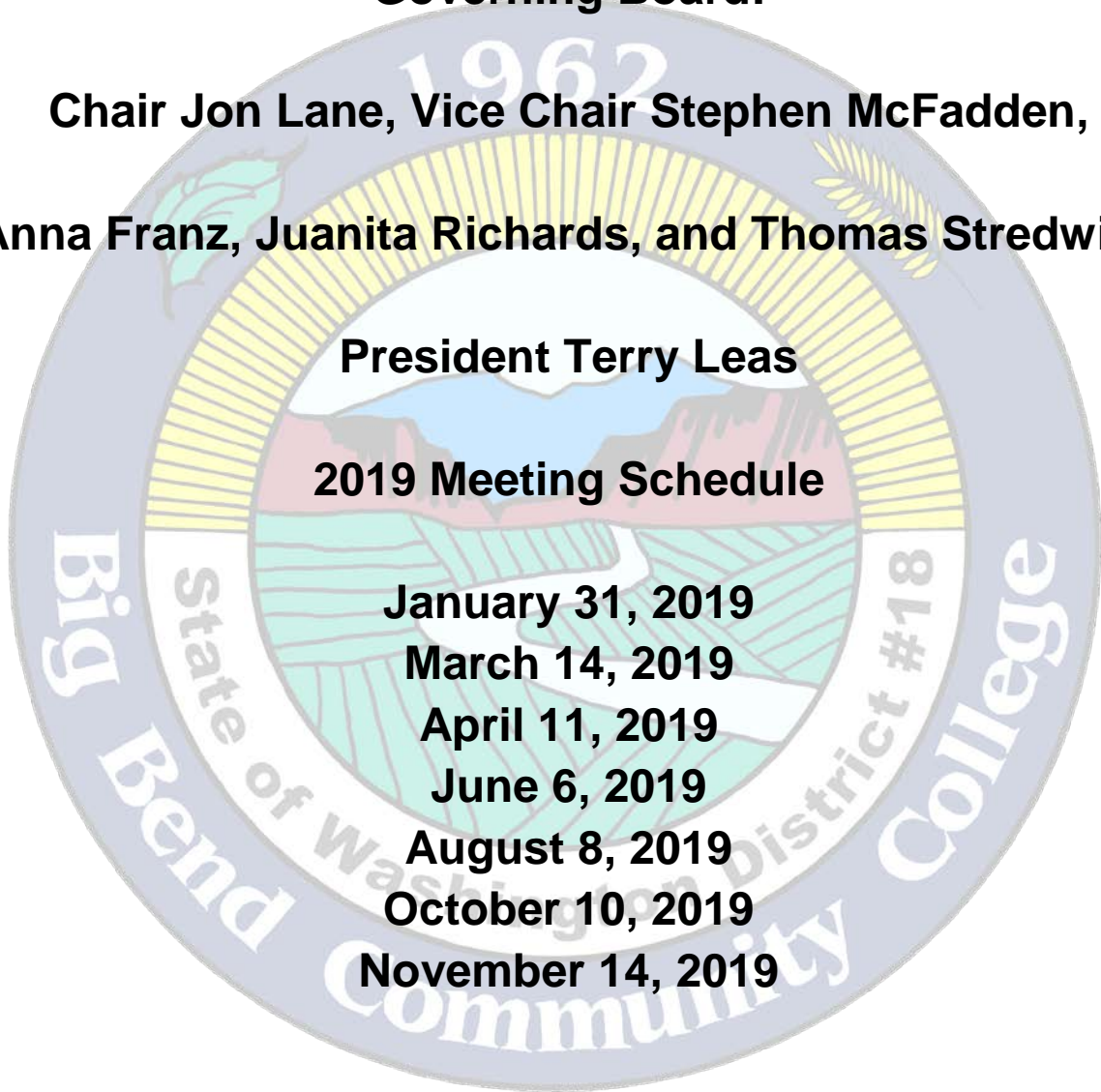
April 11, 2019

June 6, 2019

August 8, 2019

October 10, 2019

November 14, 2019



Winter 2018-19 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						1	2						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30

Calendar of Events		
	31	Board Meeting; 1:30 p.m.; Hardin Community Rm
		ASB Sponsored Dodgeball Tournament; 7:30 p.m.; DeVries Activity Center
Feb	1	Columbia Basin Allied Arts presents The Yakima Symphony; 7:00 p.m.; Wallenstien Theater
	2	Basketball vs Spokane; Women 2:00 p.m., Men 4:00 p.m.; DeVries Activity Center
	11	Allied Arts Auditions for Piped Piper Children's Play; 4:30 p.m.; Wallenstien Theater
	12	ASB Pastafest; 10:30-1:00 p.m.; Masto Conference Center
	16	Allied Arts Piped Piper Children's Play; 3:00 p.m. & 6:00 p.m.; Wallenstien Theater
	18	Campus Closed for Presidents Day
	20	Basketball vs WVC; Women 5:30 & Men 7:30 p.m.; DeVries Activity Center
	28	ASB Movie Night; Lee Theater, Ephrata (free for students/staff)
Mar	1	Allied Arts iLumiDance; 7:00 p.m.; Wallenstien Theater
	2	Softball vs Pierce CC; 1:00 & 3:00; BBCC Softball Fields
	7	ASB Bowling Night; 10:00-midnight; Free for students with ID
	9	Baseball vs Everett CC; Time tbd
	10	Baseball vs Everett CC: Time tbd
	14	Board Meeting; 1:30 p.m.; Hardin Community Rm
	15	Baseball vs Grays Harbor & University of Calgary; Time tbd
	16	Baseball vs Grays Harbor & University of Calgary; Time tbd



Students led a recitation of
Martin Luther King Jr.'s "I Have a Dream" Speech
during the celebration in the Student Success Center, January 18.

BIG BEND COMMUNITY COLLEGE DISTRICT NO. 18 BOARD AGENDA

Regular Board Meeting

7662 Chanute Street Moses Lake, Washington 98837

Thursday, January 31, 2019, 1:30 p.m.

ATEC- Hardin Community Room

1. Call to Order/Roll Call
2. Pledge of Allegiance – Veteran Jim Leland
3. Introductions
New Employees
4. Consent Agenda **(E-1)**
 - a. Meeting Minutes December 20, 2018 **(Action)**
 - b. President's Activity Update **(Information)**
 - c. Accreditation **(Information)**
 - d. Student Success **(Information)**
 - e. Assessment **(Information)**
 - f. Finance & Administration Report **(Information)**
 - g. Human Resources Report **(Information)**
 - h. Classified Staff Report **(Information)**
 - i. Enrollment Report **(Information)**
 - j. Safety & Security Report **(Information)**
 - k. Quarterly Budget State **(Information)**
 - l. Public Correspondence **(Information)**
5. 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 Programming Director – Brynn Brown
 - b. Classified Staff Representative – Cassandra Fry
 - c. Faculty Association President – Salah Abed
 - d. VP Finance & Administration – Linda Schoonmaker
 - e. VP Learning & Student Success – Dr. Bryce Humpherys
 - f. VP Human Resources & Labor – Kim Garza
 - g. Executive Director BBCC Foundation – LeAnne Parton
6. Sabbatical Request (Dr. Steve Close) – VP Bryce Humpherys **(E-3 Action)**
7. Exceptional Faculty Award Report – Dick Wynder **(E-3, Information)**
8. Probationary Tenure Preview – VP Bryce Humpherys **(E-3, Information)**
9. Board Policy Review for Information – President Terry Leas **(E-1, Information)**
10. Board Policy Review for Action – President Terry Leas **(E-1, Action)**
Executive Session – Break (if needed)
11. Employee Focus Group Report – President Leas, Board Chair Jon Lane **(E-1, Information/Action)**
12. Study Sessions – Chair Jon Lane **(E-1, Information/Action)**
13. Assessment of Board Activity – Trustees **(E-1, Information)**
14. Next Regularly Scheduled Board Meeting – Trustees **(E-1, Information/Action)**
15. Miscellaneous – Chair Jon Lane, President Leas **(E-1, Information)**
16. 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: Thursday, March 14, 2019

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 509.793.2325) as soon as possible to allow sufficient time to make arrangements.

BIG BEND COMMUNITY COLLEGE

Date: 1/31/19

ITEM #3: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the regular board meeting on December 20, 2018, are included for approval.

Prepared by the President's Office.

RECOMMENDATIONS:

President Leas recommends the Board of Trustees approves the minutes.

THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting December 20, 2018, 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
Thomas Stredwick

2. Pledge of Allegiance

Veteran Sergeant of the WA Army National Guard Kenny Vogel led the pledge of allegiance. He is pursuing a transfer degree and plans to earn a business degree at Central Washington University (CWU).

Chair Jon Lane announced that items 7 & 9 will be moved to follow an executive session.

3. Introductions

Dr. Leas introduced Grant Director Tammy Napiontek. She is from the Peninsula College TRIO program, and she also led equity and inclusion initiatives.

Dr. Humpherys introduced Interim Dean of Student Services Linda Fossen. She came out of retirement to serve BBCC's students. Ms. Fossen said she has been impressed by the caring attitude and student centeredness exhibited by BBCC employees.

Dean Valerie Parton introduced research analyst Edgar Zamora. Mr. Zamora is from North Everett and a graduate of CWU and the University of Oklahoma.

Dean Linda Fossen introduced Sarah Schutt as the newly hired program assistant in student activities. Ms. Schutt is a graduate of BBCC and CWU. She was also the President of Rho Zeta and co-founded the Lindy Hoppers Club. Ms. Schutt said that she decided to work at BBCC while she was a student here and wants to teach in the future.

4. Consent Agenda

a) Approval of Board Meeting Minutes November 15, 2018, (A); b) President's Activity Update (I); c) Accreditation, d) Student Success (I); & (I); e) Assessment (I); f) Finance & Administration Update; (I); g) Human Resources Report (I); h) Classified Staff Report (I); i) Enrollment Report (I); j) Safety & Security Report (I).

Motion 18-50

Trustee Stephen McFadden moved to approve the consent agenda with corrections to the minutes in section g. Trustee Anna Franz seconded, and the motion passed.

5. Remarks

There were no public remarks.

- a. Director of Student Activities Kim Jackson reported on ASB and club activities.

Eighty-two students participated in the PTK/ASB-sponsored ALIVE! Mental Health Awareness and Suicide Prevention fair November 15. Some of the comments received from students included:

“This event is a great step to remind people of mental health, to show that people do care about you.” “Thank you for bringing awareness.” “I’m glad you guys are doing this; it honestly helps a bunch cuz you never fully know how many people actually struggle with this.” “Suicide can be prevented, keep in touch with your loved ones. I lost a cousin of mine due to suicide, and I wished I would’ve checked on him more often.” “I think making mental illness okay to talk about on campus is really important.”

The evening of November 15 ASB held a free bowling night, and 103 people attended.

ASB officers interacted with 1,132 students during their fall-quarter Monday-morning treat encounters. This effort will continue winter quarter.

ASB ended the quarter providing free pizza and soda for over 50 students during their quarterly Library Campout on the eve of finals. They also completed their Killian Korn fundraiser, earning close to \$700.

Upcoming events planned for the students at the beginning of next quarter include a blood drive, Grocery Store bingo, a comedian and hypnotist one evening, as well as a Dodgeball tournament.

The Ag Club is new and joins BBCC’s 13 active clubs and programs. M.E.Ch.A. held a Hot Chocolate and Pan Dulce fundraiser, and Phi Theta Kappa held its quarterly Book Buy Back Bake Sale. The new ASB Club Council has been meeting monthly, with a good turnout from club members.

- b. Classified Staff Representative Cassandra Fry shared news from classified staff. There are currently seventy-one full-time classified staff members. Several classified staff members attended presentations by Ed Havey regarding ergonomics and Dr. Humpherys regarding *Seven Habits of Highly Effective People* covering “begin with the end in mind.”
- c. Faculty Association President Salah Abed shared faculty news. Music Instructor Michael Dzbenski led his classes through a production of “The Music of Andrew Lloyd Webber” December 6. English Instructor Dr. Steve Close reported that he is working on the Bridge to College program. He met with the Moses Lake High School English Department to discuss trends in English curricula. AMT Instructor Erik Borg reported that his students have received high-paying job offers from Mitsubishi Aircraft. The instructors will take a group of students to the Northwest Aviation Conference for the Aviation Maintenance competition in February.

Psychology and Criminal Justice Instructor Dr. Ryann Leonard reported that criminal justice students attended a presentation on tactical medicine given by Robert Hecker from the Moses Lake Fire Department. Tactical medicine is performed by a paramedic who is cross trained with law enforcement to enter “hot zones” and render medical aid more quickly.

Trustee Jon Lane said he visited with Instructor Dzbenski about hopes and dreams of the BBCC music department and Wallenstein Theater. Dr. Leas said performing arts can be a catalyst of change, and there have been brief discussions about raising funds to remodel Wallenstein Theater to be a community center for the arts.

- d. VP Linda Schoonmaker reported that the elevator in the Administration building is working and information in the Finance and Administration portion of the consent agenda item is accurate.
- e. Dr. Bryce Humpherys shared that it has been a busy fall quarter with outstanding work by faculty and staff focused on student success. The enrollment report shows BBCC is consistently up on headcount and down on state-funded FTEs. Using wrestling and athletics as an enrollment strategy has helped stabilize enrollment in part. Wrestling athletes were retained through fall quarter, and coaches and staff are recruiting additional students for winter quarter.

Dr. Humpherys reported that staff continue to attend training to address the changes to the Northwest Commission on Colleges and University accreditation standards referenced during the last board meeting. BBCC is well prepared for the comprehensive accreditation visit in 2020.

Dr. Leas commented that the changes made to the enrollment report by new Registrar Starr Bernhardt help with understanding the trends.

- f. VP Kim Garza provided the update on human resources and labor. Mackenzie Schoessler accepted a promotion to WES Coordinator effective January 1. New postings for spring positions will be online very soon. VP Garza is working on implementation of the Paid Family and Medical Leave law for 2019. Funding for the new law begins in 2019 and benefits will be available in 2020.
- g. Executive Director of the Foundation Leanne Parton reported that the Foundation has secured pledges totaling \$1,557,450 to date for the *Building Tomorrow's Workforce* capital campaign. She and Dr. Leas have made eighty-two requests and received thirty-eight pledges and eleven declines. They are waiting to hear back from thirty-three potential donors. Some of the potential donor companies require grant applications. There are seventy-six people or businesses identified

that Executive Director Parton and President Leas will approach in 2019. Holiday cards were mailed along with a newsletter from the Foundation.

The *Building Tomorrow's Workforce Campaign* is in the quiet phase, and the public phase will begin in about two months. Trustee Stephen McFadden has been helpful during Adams County meetings.

Trustee Jon Lane reported that he learned at the ACCT Conference that \$180 billion given away annually in the US with half of that total given to education, and 1.5% of that half given to community and technical colleges. The *Building Tomorrow's Workforce Campaign* is an opportunity to share our needs.

6. Marketing & Outreach Report

VP Bryce Humpherys, Director of Communications Matt Killebrew, and Dean Daneen Berry-Guerin provided an overview of BBCC's ongoing marketing and outreach efforts supporting the strategic goal of increasing student enrollment. Faculty members and administrators created a committee to work on the marketing plan prior to Dr. Leas' evaluation.

Director of Communications Matt Killebrew described BBCC's digital marketing plan which is cost effective and provides flexibility of schedule. The digital campaign pushes prospective students to landing pages on the website. Between May 2018 and September 2018, an additional 21,000 unique users clicked on web pages compared to the same time period in 2017. A specific phone number for the social media responses tracked 150 calls during that five-month time period. Sixty-two currently enrolled students were tracked through the phone calls. The marketing budget is \$32,000 of which 65% is spent on digital venues and 35% is spent on print and radio advertisements.

Trustee Stephen McFadden asked about outdoor media and signage. Director Killebrew reported that outdoor signs cost \$3,500 per month, and most students and potential students prefer to receive information digitally. Trustee Thomas Stredwick asked about updates to the website. VP Bryce Humpherys stated the website is key to a work group's efforts planning evening online course offerings and support services for students. He is working to leverage grant funding to update the website to provide digital advising tools.

Director Killebrew reported that he generated 165 press releases in the last calendar year. BBCC's marketing efforts are in line with other small community and technical colleges. Trustee McFadden stated BBCC has an obligation to the entire service district and the social media presence is great. He asked if any demographics are being overlooked. Trustee Stredwick stated the comprehensive marketing plan needs to be funded and include resourcing the website. He agreed that 65% of the budget on digital marketing makes sense and aligns with national trends. Trustee McFadden stated visual marketing needs to be strong in both Grant and Adams counties to attract rural students. He mentioned advertising on the GTA buses that move around the service

district. Trustee McFadden stated the BBCC brand must be present in all service district communities or it will be forgotten.

VP Humpherys discussed the targeted efforts by programs to grow market share. He highlighted the three geographic regions of the service district and the center area with population are clusters. He emphasized that the largest growth potential is in Moses Lake, Othello, Quincy, and Mattawa. Trustee McFadden stated there are many residences outside the municipal boundaries, and it is important for BBCC to be publicized in many different ways.

Dean Daneen Berry Guerin shared about outreach activities and the focus on three target groups; age 24 and under, age 25 and over, first-generation and historically underrepresented groups. There are many outreach activities occurring throughout the year such as campus tours, information sessions, CBIS activities, college fairs and more. She said the marketing and outreach committee is also reviewing branding and outreach, and this is a work in process with more information to be shared soon.

Trustee Thomas Stredwick asked if efforts currently underway that are not of value could be dropped in order to add more productive efforts.

There is significant growth in the Running Start population now which we need to maintain. Taking our message outside of campus to talk with potential students and their parents about Running Start and College in the High School is important.

Trustee McFadden stated he would like to receive the presentation information prior to the board meetings specifically for the Marketing Plan presentation in June.

Trustee Lane asked about marketing by faculty members. Dean Berry-Guerin stated outreach is part of faculty members' responsibilities.

Dr. Leas shared that marketing efforts are linked to strategic planning and the digital marketing provides good evidence for the effort. It is important that resources are allocated proactively and strategically to new modalities that are evidence-based and provide measurable returns. Trustee McFadden stated the final presentation in June should include identification of resource needs for marketing and outreach. VP Humpherys stated the immediate and ongoing needs will be incorporated into the report. Trustee McFadden stated while working with site selectors, he has received feedback that they often rely solely on the quality of an organization's website. He suggested that BBCC's website could be totally reworked rather than making single-page updates. He also said BBCC needs to exert strong efforts while enrollment is increased rather than work harder while enrollment is decreased, and he emphasized the importance of establishing and maintaining relationships with local school district counselors.

President Leas stated that community and technical college enrollments typically dip while the economy is up, and this is a good time to explore attracting working adults. Offering programs in the evenings increases accessibility, and Big Bend has seen a bump in evening and online enrollments. VP Humpherys will continue to make

improvement plans to the website, student services, and marketing. These changes also require an institutional culture shift.

8. Board Policy Review for Information

The trustees reviewed BP6111 Electronic and Information Technology. This BP will be reviewed for action at the next meeting.

Board chair Jon Lane announced a ten-minute break to be followed by a ten-minute Executive Session at 2:51 p.m. to discuss items provided for in RCW 42.30.110 (1): (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. He also asked VP Kim Garza and AAG Jason Brown to join the Executive Session. The meeting reconvened at 3:11 p.m. with no action taken.

7. Public Facility Use for Political Campaign

Board Chair Jon Lane said there was a complaint February 27, 2019, about state resources being used to support a political issue. An ethics investigation was conducted.

Motion 18-51

Trustee Anna Franz moved to approve the reprimand letter for the president. Trustee Thomas Stredwick seconded, and the motion passed.

9. Board Self-Evaluation

Board Chair Jon Lane and Trustee Anna Franz worked on the board's self-evaluation statement. Chair Jon Lane read the letter into the record.

"The Board of Trustees commenced its annual self-evaluation by reviewing the Board Job Description set forth in the Board Policy Governance Bylaws. Pursuant to the Board's governance policies setting forth the adoption of policy governance, the Board reviewed its End Statements and Trustee activity to ensure that they reflected the goals of the Board for Big Bend Community College. Upon review of the Mission, Vision, Core Themes, Executive Limitations, and End Statements, the Board determined that these elements are an accurate reflection of the Board's desired outcomes for the college.

The Board of Trustees reviewed its last performance evaluation and determined that significant progress had not been achieved on its stated goals. Therefore, the Board will continue to define the board, presidential, and college evaluation processes to ensure they establish an appropriate level of review and accountability while respecting the structure of policy governance, continue periodic review of policies, and improve communication and support to the foundation board.

There was considerable discussion focused on how we can obtain qualitative data that will best describe the operations of the College and the role and effectiveness of the President. This will be an ongoing process.

It was stressed that the Board Evaluation process needs to close the loop on Board End Statements and the College Outcomes being measured to meet the requirements of the Accreditation Process.

Accomplishments of the Board this year include beginning comprehensive review and updating of all board policies, involvement and support for the new Workforce Education Center, local and state involvement in the Transforming Lives Award Program, and improvement to the trustee activity reports linked to “Core Themes.”

Goals for the future include:

- *Continued involvement at the State and Federal Level.*
- *Development of a timeline to receive meaningful, accurate, and reliable data to determine Board effectiveness.*
- *Development of an “on-boarding” process for new trustees and others who are in leadership positions.*
- *Enriching and expanding our relationships with our “workforce partners” to better understand and respond to their needs.*

The Board has directed the President to develop a Marketing Plan. The President has informed the Board that the College is developing a comprehensive Strategic Plan. The Board will monitor the progress of these efforts.”

Motion 18-52

Trustee Anna Franz moved to approve the board’s self-evaluation. Trustee Stephen McFadden seconded, and the motion passed.

10. Study Sessions

Chair Jon Lane shared possible topics for board study sessions which included Carver Policy Governance Model, board self-evaluation process, activity report template, liaison reports, cyclical annual plan, and marketing plan. Trustee McFadden expressed interest in study sessions needed for focused attention on a topic rather than regularly recurring study topics for briefing on topics before the board meeting. He also said he prefers attending study sessions on different dates than the regular board meetings. Trustee Franz said trustee committees can be used effectively to discuss items and evaluation processes need to be addressed in a study session. Trustee Stredwick suggesting scheduling study sessions when needed during months when there is not a regular board meeting scheduled. This item will be discussed at the next board meeting to gather feedback from the entire board. Melinda will remind trustees to bring their calendars and determine dates available for study sessions before the meeting.

11. Assessment of Board Activity

Trustee Anna Franz reported that she attended the local Transforming Lives Awards dinner (E-1, E-2, E-3, E-4, E-5, E-6).

Trustee Thomas Stredwick reported that he attended the local Transforming Lives Awards dinner (E-1, E-2, E-3, E-4, E-5, E-6).

Trustee Stephen McFadden reported that he attended the local Transforming Lives Awards dinner (E-1, E-2, E-3, E-4, E-5, E-6) and the Transforming Lives Committee debrief meeting (E-1, E-2, E-5, E-6). Trustee McFadden also attended the Upskill/Backfill Grant meeting with the Othello food processors (E-1, E-2, E-4), and two *Building Tomorrow's Workforce* campaign meetings (E-1, E-2, E-3, E-4, E-5).

Trustee Jon Lane shared his activities from October and November. He attended the ACCT Leadership Conference (E-1, E-2, E-3, E-4, E-5, E-6), the Legislative Action Committee Meeting (E-1, E-2, E-3, E-4, E-5, E-6), and the Fall ACT Conference (E-1, E-2, E-3, E-4, E-5, E-6). He also attended an audit entrance conference (E-1, E-2, E-3, E-4, E-5, E-6) and met with Dr. Leas to plan the board agenda (E-1, E-2, E-3, E-4, E-5, E-6). Trustee Lane attended a BBCC wrestling meet (E-2, E-4, E-5, E-6), another audit conference (E-1, E-2, E-3, E-4, E-5, E-6), the local Transforming Lives Award dinner (E-1, E-2, E-3, E-4, E-5, E-6), planned the board agenda with Dr. Leas (E-1, E-2, E-3, E-4, E-5, E-6), and he attended the holiday luncheon (E-1, E-2, E-3, E-4, E-5, E-6).

Trustee Lane said he is involved with the Moses Lake School District planning a new high school and how they interface with the college. The district is aware they do not meet the needs of all students. He also complimented Dr. Leas regarding the letter to the editor Dr. Leas coauthored with South Puget Sound Community College President Tim Stokes.

12. Next Regularly Scheduled Board Meeting

The trustees confirmed the next regularly scheduled board on January 31, 2019.

13. Miscellaneous

Dr. Leas confirmed that Senator Warnick, Representative Dent, and Representative Dye will attend the legislative luncheon with trustees December 27 at Big Bend Community College.

The meeting was adjourned at 3:28 p.m.

Jon Lane, Chair

ATTEST:

Terrence Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 1/31/19

ITEM #3: CONSENT AGENDA (for information)

b. President's Activity Update

BACKGROUND

Highlights of President Leas' activities from December 10, 2018, through January 11, 2019, follow.

Prepared by the President's Office.

RECOMMENDATION:

None.

12/10/18	Building Tomorrow's Workforce Campaign Meeting (x3)	Mission	E-1	BBCC	
	NOA UAS Grant Meeting	Mission	E-1	BBCC	
12/11/18	Grant Internal Monitoring Team Meeting	Integrity & Stewardship	E-5	BBCC	
	Building Tomorrow's Workforce Campaign Meeting	Mission	E-1	BBCC	
	Discuss Legislative Luncheon	Mission	E-1	BBCC	
12/12/19	Executive Team meeting with Vice Presidents	Collaboration	E-1	BBCC	
	Building Tomorrow's Workforce Campaign Meeting	Mission	E-1	BBCC	
	Rotary Lunch Meeting	Community Engagement	E-4	Moses Lake	
	Phi Theta Kappa Planning	Student Success	E-2	BBCC	
12/13-14	WACTC Meetings	Mission	E-1	Renton	
12/17/18	Samaritan Hospital Strategy & Finance Committee	Community Engagement	E-4	Moses Lake	
	Building Tomorrow's Workforce Campaign Meeting (x2)	Mission	E-1	Othello, Moses Lake	
12/18/18	Cabinet Meeting	Mission	E-1	BBCC	
	Marketing & Outreach Discussion	Mission	E-1	BBCC	
	Discuss Testifying for Grant Co PUD	Mission	E-1	BBCC	
	NOA PAHP Grant Meeting	Mission	E-1	BBCC	
	Director of Communications Matt Killebrew	Collaboration	E-1	BBCC	
	Building Tomorrow's Workforce Campaign Meeting	Mission	E-1	Quincy	
12/19/18	Grant Co EDC Meeting	Community Engagement	E-4	BBCC	
	Executive Team meeting with Vice Presidents	Collaboration	E-1	BBCC	
	Rotary Lunch Meeting	Community Engagement	E-4	Moses Lake	
12/20/18	Transforming STEM Pathways Director Rafael Villalobos	Integrity & Stewardship	E-5	BBCC	

	Executive Director of the Foundation LeAnne Parton	Collaboration	E-1	BBCC	
	Board Meeting	Mission	E-1	BBCC	
12/21-24	Vacation				
12/26/18	Director of Communications Matt Killebrew	Collaboration	E-1	BBCC	
	Personnel	Mission	E-1	BBCC	
12/27/18	Legislative Luncheon	Mission	E-1	BBCC	
12/28/18	Vacation				
12/29/18	Dean of IR Valerie Parton	Collaboration	E-1	BBCC	
	Transforming Lives Meeting	Student Success	E-2	BBCC	
12/31-1/4	Vacation				
1/7/19	Grant Discussion	Mission	E-1	BBCC	
	WACTC Conference Call	Mission	E-1	BBCC	
1/8/19	Cabinet Meeting	Mission	E-1	BBCC	
	Dean of IR Valerie Parton	Collaboration	E-1	BBCC	
	Moses Lake LEAD Meeting	Community Engagement	E-4	BBCC	
1/9/19	Executive Team meeting with Vice Presidents	Collaboration	E-1	BBCC	
	Rotary Lunch Meeting	Community Engagement	E-4	Moses Lake	
	Director of Communications Matt Killebrew	Collaboration	E-1	BBCC	
1/10/19	Grant Co EDC Executive Committee	Community Engagement	E-4	Moses Lake	
	Grant Discussion	Mission	E-1	BBCC	

2018-19

End	This period	(1/10/19)
E-1 Mission	28	183
E-2 Student Success	2	15
E-3 Excellence Teaching/Learning	0	7
E-4 Community Engagement	7	70
E-5 Integrity & Stewardship	2	36
E-6 Inclusion & Climate	0	4

BIG BEND COMMUNITY COLLEGE

Date: 1/31/19

ITEM #3: CONSENT AGENDA (for information)

c. Accreditation

The Northwest Commission on Colleges and Universities held its semi-annual meeting in Seattle on January 9-11, 2019. During this meeting, the Commission will determine if Big Bend Community College's Ad Hoc Report satisfies the recommendation and Notice of Concern on Assessment. The college will be notified of the Commission's decision in February 2019.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 1/31/19

ITEM #3: CONSENT AGENDA (for information)

d. Student Success

Big Bend Community College (BBCC) is investigating the demand for a Bachelor of Applied Science (BAS) in Management. The first step of the process is to research local demand for the degree which entails a survey of businesses and current BBCC students. Dr. Leas recently emailed multiple employers in our service district an invitation to take a survey that will help the college determine employment demand for the degree. The college will survey students within the next month and then use the results of both surveys to draft a report summarizing the survey findings.

BBCC is also collaborating with Yakima Valley College (YVC) to develop a collaborative Title V Grant proposal. If the college receives the grant, it could support the development and implementation of a BAS program.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 1/31/19

ITEM #3: CONSENT AGENDA (for information)

e. Assessment

Comprehensive Advising is a key to student success and a strategic priority for BBCC. In spring 2018, BBCC counselors held two focus groups to learn about students' advising experiences and what the college can do to improve. The following is a summary of their findings.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

Advising Focus Group May 2018

In May 2018, BBCC counselors led two focus groups of transfer students on advising. The first group included students who were in their first year, and the second group included students who were in their second year. There were Running Start students in each group, and all students were under 21 years of age.

Initial Advising Appointment

Some students attended the open group advising, others made appointments with advisors. After the initial advising session, students began to feel more comfortable with their advisor and advising. One student stated, **“The process is easy if you understand the process.”** Running Start Students had to ensure that their classes met both high school and college requirements. It was hard for some to locate their advisor initially.

Degree Requirements and Advising Tools

Students said their advisors typically used Degree Audit to help them plan their classes and to see available class options. First-year students mentioned the importance of planning in advance, registering on time, and checking to see what classes are available in the next quarter. Counselors helped explain high school and college requirements all the way through to the university. A student mentioned that even when their printed (educational) plan was lost, the counselors always had it and helped them plan classes, so they didn't take all difficult classes in the same quarter. When it came to specific questions, students said to go to the registrar if you're transferring credits to BBCC. Students also said to use Washington Occupational Information Service (WOIS) and Career & Technical Education (CTE) credits.

Students Advising Expectations

After students' first quarter, their advising sessions helped students balance their high school commitments, sports, commuting, and jobs all with their end goal in mind. Students liked understanding what's completed and the next steps for their degree. Where students wanted help was in transferring, knowing how credits will transfer, and planning for the future. One student said **“It's important to feel welcome and understood – to feel at home.”**

The mandatory advising requirement was announced at New Student Registration, “but they didn't tell us why,” students need to know the benefits of advising. Friends, teachers, coaches, and signs around campus reminded students to go to advising. Students said an advising alert, like campus alert or the “Remind” App, would help remind students to go to advising.

Advising Barriers

Students who had faculty advisors had difficulty knowing how to connect with them and were frustrated when their emails went unanswered. They suggested that faculty advisors send an email introducing themselves, where they are located and their office hours. Students would like to be notified if there are blocks on their registration prior to their registration time and help with knowing where to find codes for classes and how to deal with instructor permission on a class when registering.

Academic and Career Goals

Students said their advisors helped them explore career options within the transfer degree. When students had a specific major planned their advisor suggested electives that were geared toward their major. The first-year students thought all students should take College Success Skills (CSS). CSS helped students explore their interests and develop their educational plans. By having counselors/advisors present information in CSS classes, students were better prepared to make their advising sessions more productive. Once students had determined their interests, their advisors encouraged them to discuss their goals with instructors in that discipline. Advisors assigned based on students' area of interest provided students with options for the degree and long-term implications.

Students' Advice to New Students

Take responsibility for your education and plan ahead. **"Nothing is going to be handed to you on a silver platter."** Advising is one of the best tools and eliminates so much stress. Go to New Student Registration, to get help with classes and learning about the college. Contact your advisor and go from there. It's important to be on track. **"Your degree is in your hands."** Before you go to advising, be prepared with a list of questions.

Students said the best way to get information to them was to use multiple communication methods that could include posters, Snapchat, Instagram, Canvas messaging, and the Canvas App. Only some students check their BBCC email, and that is typically before class registration time.

Student Responses to what Advising is to them:

"Advising separates a good college experience from a bad one"

"Key to staying on track"

"Reassuring; you don't feel alone"

Summary

Students felt supported with Counselors' and TRiO staff's advising. Counselors helped students develop educational plans to meet high school, college and university requirements and career goals while taking into consideration the students' obligations. Students believed they are responsible to make the most of their education and that advising was key to staying on track to meet their goals.

Barriers for students to advising are not knowing how to contact their faculty advisors, where they are located, what their office hours are, and not having emails returned. Students also voiced frustration with registration on required entry codes and instructor permission on classes.

BIG BEND COMMUNITY COLLEGE

Date: 1/31/19

ITEM #3: CONSENT AGENDA (for information)

f. Finance & Administration Update

ctcLink Update: Continuing attendance at Common Process Workshops (CPW) as they are scheduled.

Facilities Master Plan: Continuing information gathering for the update of the plan.

FAST FACTS:

Financial Statement Audits

The first set of Big Bend Community College Financial Statements was completed for the 2013-14 fiscal year in calendar year 2015.

The 2013-14 fiscal year statements was audited in calendar year 2015.

The 2014-15 fiscal year statements was audited in calendar year 2016.

The 2015-16 and the 2016-17 fiscal year statements were both audited in calendar year 2017.

The 2017-18 fiscal year statements was audited in calendar year 2018.

Each of these sets of financial statements was issued an unqualified opinion (highest opinion available) stating that in all material respects the financial position of Big Bend Community College is presented fairly in accordance with accounting principles general accepted in the United States of America.

There were no audit findings. Congratulations to the Business Office for another successful year!

Ongoing Capital Projects:

Workforce Education Center (New Building): The building continues to grow with rooms taking shape!

Replacement Elevator Bldg 1400: Completed!

Replace DX Chiller Bldg 1200: Completed!

Various Storefronts Bldgs 1100, 1300, 1500, 2000, 4200, 5000, 6000: Working through the final punch list.

Various Windows and Door Hardware Bldgs 1200,1600,3000: Working through final punch list.

UAV/ UAS Remodel project: *Continuing to work with DES on a resolution with the contractor performance for this project.*

History:

UAV/ UAS Remodel project:

12/20/2018: Working with DES, as the contractor is not performing timely.

11/15/2018: Pre-construction meeting 11/2/18. Countertops ordered. Concrete crews expected onsite week of 19th or 26th. Expected completion date of mid-December.

10/15/2018: Waiting on NTP; will have 120 calendar days from NTP date to complete classroom remodel and upgraded electrical.

Replacement Elevator Bldg 1400

12/20/2018: Final L&I inspection scheduled for Thursday, December 13.

11/15/2018: Contractors on site. Estimated 11/16/2018 completion.

10/15/2018: Pending the following: L&I review of electrical panel load before they will issue the permit; hydraulic tank from OTIS elevator is on back order; currently elevator is down for repair.

8/9/2018: Notice to Proceed issued 7/31/2018. Estimated to be completed by 9/25/2018.

06/07/2018: Otis Elevator has provided a quote and information on replacing the machine works for the elevator. The passenger box will remain the same, but will be refurbished. Schedule is aiming to be completed before Fall quarter start. Accommodations for employees, students and guests will be determined when we have the estimated 'downtime' schedule.

4/12/2018: DES for scheduling.

03/08/2018: The elevator is original to the building and is beyond its useful life. It is necessary to provide access for all to the 2nd floor. We have filed the Public Works Request with DES to begin the process.

Replace DX Chiller Bldg 1200

12/20/2018: Working through the final punch list.

11/15/2018: Chiller replacement is complete and VAV boxes are expected to be complete by 11/30/18. We are restricted to Friday access only in the classrooms otherwise this would be completed sooner.

10/15/2018: Equipment installed, now wrapping up for completion.

8/9/2018: Project is pending.

06/07/2018: Cost estimate received. Next step is scheduling timing of work.

4/12/2018: DES for scheduling

3/08/2018: At the end of its useful life and too costly for repairs. We have filed the Public Works Request with DES to begin the process.

Various Storefronts Bldgs 1100,1300,1500,2000,4200,5000,6000

12/20/2018: We are approximately 50% complete. Expected completion by mid to end of January, depending on punch list.

11/15/2018: Sub mobilized yesterday and has started the first building (1500). Expected completion of mid-December.

10/15/2018: Storefronts have been ordered; currently verifying door hardware. Estimated 2 weeks before work commences.

8/9/2018: NTP 7/31/2018 estimated completion 9/25/2018.

Various Windows and Door Hardware Bldgs 1200,1600,3000

12/20/2018: We are waiting to until Christmas break to do the windows at building 3000 and the hardware on 1200 and 1600. Working to complete prior to Winter quarter.

11/15/2018: Installation planned for Monday, Nov 12th (if glass is in). Still waiting for Door hardware since we made changes.

10/15/2018: Windows/doors ordered; currently verifying door hardware. Estimated 2 weeks before work commences.

8/9/2018: NTP 7/31/2018 estimated completion 9/25/2018.

Workforce Education Center (WEC) formerly Professional Technical Education Center (New Building)

12/20/2018: On schedule. Structure taking shape now, and you can see the “bones” of the building.

11/15/2018: Project on schedule. More structural steel erected; Cement and Cement Masonry Unit (CMU) walls are being erected; most ground floor slabs poured; visible progress reflected every day!

10/15/2018: Project on schedule. One cement interior wall poured, another being prepared for pour; a few pieces of structural steel erected; some slabs poured this week. Exciting to watch!

8/9/2018: Permitted. Footings and some stem walls being poured. Mechanical and Electrical contractors on site now. Day 84 out of 480 and On Schedule.

6/7/2018: Notice to Proceed issued May 18, 2018—total project is to meet ‘substantial completion’ in 650 days. We are waiting for the Grant Co permit, but fence is up and both Lydig Construction and Apollo have construction trailers on site. Construction cost is approximately \$300 per sq ft.

4/12/2018: Construction Bid Opening April 11, 1:05pm.

3/08/2018: Building plans are currently under review at the Grant County Planning Department and water/sewer connections are under review with the City of Moses Lake. The BBCC Foundation has been working with a consulting company on a feasibility study for raising funds for the project.

01/17/2018: The architects are preparing the plan package for submission to the Planning Department of Grant County for their review.

Prepared by VP Schoonmaker.

RECOMMENDATION: None.

BIG BEND COMMUNITY COLLEGE

Date: 1/31/19

ITEM #3: CONSENT AGENDA (for action)

- g. Human Resources

BACKGROUND:

Recruitment & Selection:

Makenzie Schoessler accepted the position of Workforce Education Services (WES) Coordinator. This is a full-time, administrative/exempt position replacing Monica Medrano who left BBCC in October. Makenzie will begin her new position when she returns from a leave of absence.

The following searches are currently in process:

- Academic Advising Coordinator – New Opportunities in Aviation Grant
- Instructional Design Specialist – Transforming STEM Pathways Grant
- Program Assistant – Financial Aid
- Financial Aid Advisor
- Dean of Student Services
- STEM Lab Coordinator
- HS21+ Instructor

Retention:

For calendar year 2018, the college's turnover rate was 14.802%. This is an increase over the 2017 rate of 10.476%. The 2018 goal was to have a turnover rate of 12% or less.

There were 28 separations in 2018 compared to 20 separations in 2017. A breakdown of the reasons for the separations is included below.

Reason	2018	2017
Other Job	16	6
Retirement	5	9
Layoff	1	0
Relocation	1	0
Personal Reasons	5	2
Involuntary	0	3
TOTAL	28	20

BIG BEND COMMUNITY COLLEGE

Date: 1/31/19

ITEM #3: CONSENT AGENDA (for action)

h. Classified Staff Report

BACKGROUND:

Current membership of the STAR Committee as of January 1, 2019.

- Cassandra Fry – Financial Aid
- Lisa Johnson – Custodial Services
- Tana Richins - Bookstore
- Taisa Timofeyev - WES

2018-2019 Trainings:

There are currently 72 full-time, classified staff personnel. Classified staff have logged 40.25 hours of training for campus webinars, conferences, and other professional development through January 15, 2019. A total of 68 of the 72 classified staff personnel have completed the required LawRoom trainings that were due November 30, 2018. Tana Richins, Retail Clerk 2, completed a 4-credit course during fall quarter. Tana is pursuing a bachelor's degree from Central Washington University.

Several classified staff have continued to sign up to attend the 7 Habits professional development series including *Habit 1: Be Proactive* held on November 13; *Habit 2: Begin with the End in Mind* held on December 11; and *Habit 3: Put First Things First* held on January 15. *Habit 4: Think Win/Win* is scheduled for February 12.

Committee Business and Updates:

The STAR Committee is organizing the details of a potential spring quarter Program Learning Experience. This assembly will highlight the UAS/NOA, Commercial Pilot, and Aviation Maintenance Technology departments.

Prepared by Cassandra Fry

RECOMMENDATIONS:

None

BIG BEND COMMUNITY COLLEGE

Date: 1/31/19

ITEM #3: CONSENT AGENDA (for information)

i. Enrollment Report

BACKGROUND:

The final enrollment report for fall quarter (included for your review) shows that total headcount in fall 2018 was up 4% from total headcount in fall 2017. Increases were seen in on-campus evening classes and off-campus day/online classes. Running Start headcount increased 10% from last fall. Overall, state-funded FTEs decreased 2% from last fall. Although Occupational state-funded FTEs increased, state-funded FTEs in both Basic Education for Adults and Academic areas decreased. Total FTEs increased 2% during this time.

As of January 14, 2019, winter quarter enrollment is higher than last year at this time in the quarter. Headcount, total FTEs and state-funded FTEs are up 9.3%, 7.5% and 3.0%, respectively. We will continue to monitor enrollment as the quarter progresses.

The tuition amount budgeted for 2018-2019 is \$4,000,000. As of December 31, 2018, we have collected \$2,536,637 or 63.4% of the budgeted amount. As of December 31, 2017, we had collected \$2,629,783 or 65.7% of the budgeted amount.

TUITION COLLECTION REPORT

	<u>2018-19</u>	<u>2017-18</u>
Annual Budget	\$ 4,000,000	\$ 4,000,000
Total Collections as of Dec 31	\$ 2,536,637	\$ 2,629,783
As a % of annual budget	63.4%	65.7%
Left to collect to meet budget target	\$ 1,463,363	\$ 1,370,217

Prepared by Registrar Starr Bernhardt and Executive Director of Business Services Charlene Rios.

HEADCOUNTS

	FALL 2018	% Change	FALL 2017	FALL 2016	FALL 2015	FALL 2014	FALL 2013	FALL 2012	FALL 2011	FALL 2010
<u>ETHNIC ORIGIN</u>										
Amer. Indian/Alaska Ntv	25	25%	20	27	39	29	30	31	34	25
Asian/Pacific Islander	67	20%	56	52	52	43	44	30	30	37
Black	26	-24%	34	36	39	45	34	40	42	44
Hispanic	870	2%	853	977	887	854	876	836	917	975
White*	1,100	*	1,414	1,302	1,615	1,475	1,485	1,373	1,375	1,662
Other*	19	*								
Unknown*	360	*								

*Prior to 2018, these groups were combined

SEX

Female	1,320	1%	1,308	1,493	1,408	1,274	1,387	1,307	1,389	1,558
Male	1,146	8%	1,066	1,203	1,218	1,163	1,073	986	1,008	1,062
Not Coded	1		3	2	6	9	9	17	1	123

STUDENT STATUS

Full time (12 or more crs)	1,663	17%	1,427	1,550	1,548	1,479	1,504	1,378	1,481	1,666
Part time (less than 12 crs)	804	-15%	950	1,151	1,084	967	965	932	917	1,077
Percent full time	67.4%		60.0%	57.4%	58.8%	60.5%	60.9%	59.6%	61.7%	60.7%

BY TIME/LOCATION

On-Campus Day	1,921	1%	1,909	2,108	2,099	1,951	1,844	1,783	1,887	2,152
On-Campus Evening	237	11%	214	200	177	179	194	185	137	176
Off-Campus Day/Online	180	54%	117	243	199	191	264	151	192	198
Off-Campus Evening	129	-6%	137	150	157	125	167	191	182	217

TOTAL HEADCOUNT	2,467	4%	2,377	2,701	2,632	2,446	2,469	2,310	2,398	2,743
------------------------	--------------	-----------	--------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------

Running Start	442	10%	402	421	369	357	214	165	166	153
International	4	-50%	8	9	10	9	4	2	7	5

FTEs

	FALL <u>2018</u>	% <u>Change</u>	FALL <u>2017</u>	FALL <u>2016</u>	FALL <u>2015</u>	FALL <u>2014</u>	FALL <u>2013</u>	FALL <u>2012</u>	FALL <u>2011</u>	FALL <u>2010</u>
<u>STATE-FUNDED FTEs</u>										
ABE/ESL	170.4	-2%	173.9	190.8	194.6	130.2	169.6	170.2	174.7	164.4
Academic	827.7	-7%	886.7	991.0	918.1	931.9	952.8	858.3	949.9	1,030.80
Occupational	513.2	8%	474.0	495.7	527.7	529.0	558.8	584.3	564.3	618.3

TOTAL STATE FTEs	1,511.2	-2%	1,534.6	1,677.5	1,640.4	1,591.1	1,681.2	1,612.8	1,688.9	1,813.5
-------------------------	----------------	------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------

OTHER FTEs

Community Service	0.8	-64%	2.2	1.1	1.8	2.5	0.7	3.1	5.4	2.9
International Contract Stds	0.0		0.0	0.0	0.0	0.0	0.0	0	0.0	0.0
Contract Funded	31.3	>100%	2.24	42.4	39.8	27.7	17.3	14.9	10.6	86.7
Running Start	408.7	9%	373.9	359.2	338.9	264.3	192.7	146.3	147.3	131.1
Other (Employ., Sr. Cit.)	5.7	-55%	12.6	7.0	14.9	16.9	20.7	4.5	13.1	13.4

GRAND TOTAL FTEs	1,957.6	2%	1,925.6	2,087.2	2,035.8	1,902.5	1,912.6	1,781.6	1,865.3	2,047.6
-------------------------	----------------	-----------	----------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------

BIG BEND COMMUNITY COLLEGE

Date: 1/31/19

ITEM #3: CONSENT AGENDA (for information)\

j. Safety & Security Update

December 2018

In order to report on all tasks performed by the Campus Safety Department, the monthly report is divided into the program areas which are managed by Campus Safety.

CLERY COMPLIANCE OFFICER

1. Primary Prevention and Awareness Program

- a. During December, four new employees attended the college's Primary Prevention and Awareness Program. This program teaches the college's procedures regarding crime prevention, sexual misconduct, bias crimes, emergency management, active shooter response, weapons policy, suicide awareness, drug and alcohol abuse, CARE Team, and incident reporting.

2. Drug and Alcohol Prevention Program

- a. Assisted Dean of Student Services Linda Fossen with data to develop the college's drug and alcohol prevention program.

3. Annual Crime Statistics, CY2018

Preliminary crime and incident statistics for CY2018:

- 87 recorded incidents, of which seven are classified as Clery-reportable crimes.

These numbers are preliminary and may change after completion of the Clery-required polling of Campus Security Authorities (CSA) and local law enforcement agencies.

18-BC-027, 2/11/2018 @ 1510 hrs, Two Arrests and Violations: Liquor Law Violation-Student Conduct Referral; Bldg 6000 Residence Hall

18-BC-043, 3/7/2018 @ 1500 hrs, One Student Conduct Violation: Sexual Misconduct, Sexual Violence, Stalking; Bldg 2000 Activity Center

18-BC-060, 5/13/2018 @ 1710 hrs, One Criminal Offense: Aggravated Assault; Bldg 5000 Residence Hall

18-BC-081, 10/21/2018 @ 2350 hrs; One Criminal Offense: Motor Vehicle Theft; Bldg 5000 Residence Hall Parking

18-BC-084, 9/30/2018 @ 1200 hrs; One Hate Crimes: Destruction/Damage/Vandalism of Property—Sexual Orientation Bias; Bldg 1600 Business & Liberal Arts

18-BC-085, 11/19/2018 @ 2045 hrs, One Criminal Offense: Stalking; Bldg 1900 Fine Arts

ENVIRONMENTAL HEALTH AND SAFETY

1. Hazardous Waste Management

- a. 2,276 lbs. of hazardous waste was removed from the campus during December.
 - 835 lbs. collected from workforce programs.
 - 1,441 lbs. collected from science labs.
 - An additional 450 gallons (~3,600 lbs.) of used motor oil was removed for recycling.
 - Waste categories included TOXIC DANGEROUS WASTE—EXTREMELY HAZARDOUS, TOXIC DANGEROUS WASTE, and SOLID OR SEMI-SOLID CORROSIVE WASTE.
- b. Future hazardous waste control measures will include the hazardous waste disposal vendor conducting waste removal twice each calendar year (June and December).

EMERGENCY MANAGEMENT

1. Memoranda of Understanding – Emergency Support

- a. MOU regarding on-campus criminal investigations was reviewed and reaffirmed with the Grant County Sheriff's Office.
- b. MOUs regarding emergency support were reviewed and reaffirmed with the Grant Transit Authority and Family Services of Grant County.

2. Emergency Drills and Exercises

- a. Fire drill was conducted in Building 1500 December 3, 2018.
 - Alarm system problem identified and corrected.
- b. Fire drill was conducted in Building 1300B December 19, 2018.
 - Obstructed access to alarm panel and electrical panel identified and corrected.

3. Emergency Operations Plan

- a. The college's Emergency Operations Plan is undergoing an update with completion expected by the mid-Winter Quarter.

4. Spring 2019 Functional Training Exercise on campus

- a. Research began on offering "Stop the Bleed" training as part of the 2019 functional exercise. Dr. Ryann Leonard, Medical Simulation Instructor Dana Borschowa and Grant County Sheriff's Emergency Management Specialist Matt Klein met with Director Foreman on December 12 for a conference call with a possible instructor/vendor. Additional meetings will follow in January.

Stop the Bleed is intended to cultivate grassroots efforts that encourage bystanders to become trained, equipped, and empowered to help in a bleeding emergency before professional help arrives.

CARE TEAM

No new intakes or follow ups.

SITE SECURITY

1. New Hires

- a. Three new part time security officers will start training January 2. The new hires are Omar Riojas, Varinder Singh and Phi Ayers.

BIG BEND COMMUNITY COLLEGE

Date: 1/31/19

ITEM #3: CONSENT AGENDA (for information)

k. Quarterly Budget Report

BACKGROUND:

The Budget Status Summary as of December 31, 2018, is attached for Board review. There was 58.20% 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, 2018**

PROGRAM	CATEGORY	BUDGET	ADJUSTMENT	BUDGET	ONE-TIME	SPENT	BALANCE	% REMAINING
		As of 7/1/18		As of 12/31/18	TEMP FUND	Includes Enc		
010 INSTRUCTION	SALARIES	5,580,450	(191,999)	5,388,451	0	1,936,003	3,452,448	64.07%
	BENEFITS	1,761,380	(97,207)	1,664,173	0	688,307	975,866	58.64%
	GOODS&SVC	222,601	(5,113)	217,488	0	61,155	156,333	71.88%
	TRAVEL	52,544	471	53,015	0	9,136	43,879	82.77%
	EQUIP	47,160	3,852	51,012	0	29,683	21,329	41.81%
	TOTAL	7,664,135	(289,996)	7,374,139	0	2,724,284	4,649,855	63.06%
040 PRIMARY SUPPORT TO INSTRUCTION	SALARIES	848,670	1,846	850,516	0	391,500	459,016	53.97%
	BENEFITS	305,553	557	306,110	0	138,915	167,195	54.62%
	GOODS&SVC	37,566	2,896	40,462	0	15,201	25,261	62.43%
	TRAVEL	10,500	(22)	10,478	0	5,839	4,639	44.28%
	EQUIP	7,564	197	7,761	0	1,261	6,500	83.76%
TOTAL	1,209,853	5,474	1,215,327	0	552,715	662,612	54.52%	
050 LIBRARY	SALARIES	356,261	1,328	357,589	0	163,462	194,127	54.29%
	BENEFITS	144,028	274	144,302	0	67,295	77,007	53.37%
	GOODS&SVC	82,656	(3,731)	78,925	0	68,204	10,721	13.58%
	TRAVEL	5,000	(422)	4,578	0	617	3,961	86.53%
	EQUIP	26,000	4,153	30,153	0	30,153	0	0.00%
TOTAL	613,945	1,602	615,547	0	329,730	285,817	46.43%	
060 STUDENT SERVICES	SALARIES	1,242,589	39,762	1,282,351	0	543,287	739,064	57.63%
	BENEFITS	464,890	12,257	477,147	0	199,816	277,331	58.12%
	GOODS&SVC	57,768	31,119	88,887	0	72,091	16,797	18.90%
	TRAVEL	30,502	3,624	34,126	0	11,890	22,236	65.16%
	EQUIP	15,000	(9,206)	5,794	0	5,795	(1)	-0.01%
	GRANTS	445,249	18,325	463,574	0	194,358	269,216	58.07%
	MATCH	14,811	0	14,811	0	0	14,811	100.00%
TOTAL	2,270,809	95,881	2,366,690	0	1,027,235	1,339,455	56.60%	
080 ADMIN.	SALARIES	2,063,811	(50,350)	2,013,461	0	910,307	1,103,154	54.79%
	BENEFITS	718,074	(3,176)	714,898	0	320,617	394,281	55.15%
	GOODS&SVC	1,136,589	298,421	1,435,010	0	363,329	1,071,681	74.68%
	TRAVEL	83,405	2,761	86,166	0	41,081	45,085	52.32%
	EQUIP	27,423	(5,297)	22,126	0	9,431	12,695	57.38%
TOTAL	4,029,302	242,359	4,271,661	0	1,644,765	2,626,896	61.50%	
090 M&O	SALARIES	1,070,308	(63,237)	1,007,071	0	569,956	437,115	43.40%
	BENEFITS	470,094	(5,003)	465,091	0	238,102	226,989	48.81%
	GOODS&SVC	983,564	39,839	1,023,403	0	568,337	455,066	44.47%
	TRAVEL	7,275	(1,747)	5,528	0	1,653	3,875	70.10%
	EQUIPMENT	20,587	11,253	31,840	0	30,255	1,585	4.98%
	DEBT SERV.	21,250	0	21,250	0	3,125	18,125	85.29%
TOTAL	2,573,078	(18,895)	2,554,183	0	1,411,428	1,142,755	44.74%	
TOTAL BUDGET		18,361,122	36,425	18,397,547	0	7,690,158	10,707,389	58.20%

Allocation #3 -- Worker Retraining Proviso 25,625
Allocation #4 -- Worker Retraining Proviso 10,800

TOTAL ADJUSTMENTS TO ALLOCATION 36,425

BIG BEND COMMUNITY COLLEGE

Date: 1/31/19

ITEM #6: Sabbatical Leave Request (for action)

BACKGROUND:

One request has been received for sabbatical leave during the 2019-20 academic year. The request is following this page.

Prepared by President Leas.

RECOMMENDATION:

President Leas, Vice President Humpherys, and members of the Sabbatical Committee recommend that the Board approves a three-quarter sabbatical request for professional leave for Dr. Steve Close during the 2019-2020 academic year. This recommendation aligns with BP5500 Professional Leaves, AP5500 Professional Leaves, and RCW 28B.10.650 Remunerated professional leaves for faculty members of institutions of higher education.

MEMORANDUM

December 13, 2018

TO: Dr. Bryce Humpherys, Vice-President for Learning & Student Success

FROM: Ben Altrogge, Flight Instructor *BA*
Kathleen Duvall, Dean of Arts & Sciences *KD*
Kim Garza, Vice-President of Human Resources & Labor *KG*
Chris Riley, History & Political Science Instructor *CR*
Dick Wynder, Automotive Instructor

RE: 2019-20 Sabbatical Request

Big Bend Community College received one request for professional leave for the upcoming 2019-20 academic year. Dr. Steve Close, English Instructor, requested professional leave for three (3) quarters. If approved, he would receive 80% of his salary for the period of leave and would be required to return to college duties for a period of time at least equal to that of the approved sabbatical leave.

In accordance with Article XVIII, Section A of the Negotiated Agreement and AP5500, Professional Leaves, a Sabbatical Committee was formed. The committee was comprised of two administrators appointed by the BBCC President and three faculty members appointed by the Faculty Association President.

The committee met on November 29, 2018 to review and discuss the request. The Negotiated Agreement states the purpose of a sabbatical is to "benefit the college and its students by providing academic employees with the opportunity to engage in activities leading to professional growth and revitalization." AP 5500 states, "the criteria for approval of a professional plan shall be the likelihood of improving the applicant's present position capabilities through study or training and the availability of an acceptable replacement." RCW 28B.10.650 provides for professional leaves for faculty for the purpose of providing opportunities for study, research, and creative activities for the enhancement of the institution's instructional and research programs.

The committee developed a set of criteria to assess requests for sabbatical.

- The length of the leave and the explanation of the need for such leave.
- An explanation of how the leave benefits the current and future needs of the college.
- An explanation of how the leave will improve the faculty member's scholarly activity, teaching effectiveness, or professional practice.

- A clear plan for sharing knowledge gained as a result of the leave with students, faculty, and staff.
- Clearly identified goals, outcomes, and measures of success.

Upon review, the committee finds the length of leave requested to be reasonable given the ambitious plan for additional education. The request has measurable goals and outcomes and outlines plans for incorporating the knowledge and experience gained during the professional leave into classroom instruction and activities. The plan support the college's mission, vision, and values.

The committee has determined the request for professional leave meets the conditions outlined in the negotiated agreement, BBCC policy and procedure, and state law. The committee recommends funding the request for professional leave for the 2019-20 academic year.

Thank you for allowing us the opportunity to participate in this process. Please let us know if you have any questions or concerns.

Enc: Requests for Professional Leave – Close
Article XVIII, Leaves
BP 5500, Professional Leaves
AP 5500, Professional Leaves
RCW 28B.10.650

Sabbatical Proposal

I am writing to apply for a sabbatical for the 2019-2020 school year. I am requesting all three quarters, but may be able to teach one class per term

I have been teaching at Big Bend for the past 14 years. When I arrived, I had recently completed a certificate in the teaching of composition, and was relatively up-to-date on issues of pedagogy in English and composition. In the past two years, I have felt increasingly out of touch with my students, especially in ENGL& 101 classes. I attribute this to three major causes:

- 1) The theories upon which my teaching is based are decades out of date, and while they are still useful, educational theory has changed dramatically since I was last in school.
- 2) Technology has changed, and while I am able to make moderate use of the technology that is currently available, additional training would help me bring these technologies into my classroom.
- 3) My students have changed, and rather than the 19 to 23-year-old college students I've been trained to teach, I find that my ENGL& 101 classes are made up almost entirely of 16 to 18-year-old high school students.

Up until 2016, my ENGL& 101 class was based on a template I designed in 2003, and which I had modified from year to year. Since 2016, I have moved from teaching both ENGL& 101 and ENGL& 102 to teaching only ENGL& 102, because my approach to ENGL& 101 no longer resonates with the students in my classes.

ENGL& 101 is among the most important courses taught at Big Bend, and I would like to return to teaching this course and teaching it well. I also feel that my having a stronger grounding in current pedagogical theory, especially as it applies to the Running Start students who make up the majority of both my composition classes and my communications classes, would benefit the English Department as a whole.

During my sabbatical, I also plan to attend conferences related to pedagogy, equity, and technology. I will pay transportation, registration and accommodation costs for these conferences.

I also plan to continue my work with the "Bridge to High School English" program during my sabbatical, as this work has helped me to keep in touch with English teachers at several high schools in our area.

The Negotiated Agreement makes it clear that sabbaticals are intended to benefit the college and its students by giving academic employees an opportunity to grow professionally, and to revitalize. After fourteen years, I feel I am ready to pursue both of these ends. My plan is to work on both of these, keeping tangible goals in

mind and with specific outcomes provided at the end of the sabbatical. By the end of the 2019-2020 school year, I will have accomplished the following:

- 1) Completion of no fewer than five courses from an accredited post-secondary school, all of which address pedagogy as it relates to students in the Running-Start age bracket. Or, as an alternative, completion of the majority of requirements for a WA State secondary teaching certification.
- 2) A new course design for ENGL& 101 which is more than 75% different from my current course design, incorporating the theories I will be studying.
- 3) Written reports from no fewer than three conferences over the course of the year, explaining how each conference helped me to build an improved ENGL& 101 class, or to enhance my technical and pedagogical expertise.
- 4) No fewer than three meetings with the "Bridge to College English" cohort, with possible campus visits and classroom observations.

The Negotiated Agreement also makes it clear that sabbatical applicants should be able to explain how the project will benefit students and educational programs. Here, I refer back to my early points about growth and revitalization.

- 1) My teaching style is dynamic and inspiring, and students respond well to it. I'm certain that a new approach, backed by more coursework, would greatly enhance my sense of excitement and commitment to the ENGL& 101 classroom as well as to the other courses that I teach.
- 2) I have always been active in English Department discussions of pedagogy, and I'm certain that a grounding in current pedagogical theory would help me bring new insights into these discussions.
- 3) I believe I will have a better understanding of the characteristics of the core group of students in courses that I teach in both English and Communications, and that the curriculum in all of my classes will change.

My chief goal is to ensure that my teaching style is a close match to the students I serve, and I'm open to further recommendations along these lines. I also plan to reacquaint myself with current literature, and to look into possible changes to my HUM 214, ENGL 234, and ENGL& 102 classes, all of which would benefit from the inclusion of more diverse literature. I am also open to the potential for changes or additions to this proposal should the committee see fit to recommend them.

Sincerely,


Steve Close

Steve Close

Departments of English and Communications
Big Bend Community College
10/31/2018

Summary of Professional Development Activities

Assessment: Beginning with my first year at Big Bend, I led assessment activities for the English Department. Beginning in my second year, I took on the role of Assessment Coordinator and held that position for a number of years.

Leadership: I served as Humanities Division Chair for two years. I was among the first five Big Bend instructors to implement a "learning community" class which linked cross-disciplinary courses.

Committee Work: I have served on numerous committees and have been an active participant in all meetings. These have included at least four Tenured Faculty Probation Committees, three Hiring Committees, two years with the CEID committee, three years with the Exceptional Faculty Award Committee, and various other committees related to online learning, evening and online classes, regular and substantive interaction, and student degree maps.

Student Service: I was faculty co-advisor for the Gay/Straight Alliance for three years. This year is my second year as co-advisor for Phi Theta Kappa.

Trainings: I have attended optional trainings both at Big Bend and across Washington in the following:

- LGBTQ and other equity issues
- "Safe Space" training
- "Guided Pathways" implementation
- "Smarter Balanced" standards for evaluating student essays
- I-Best and other linked class trainings.

Collaboration: I have been active in the "Bridge to College English" program for the past five years. I helped to evaluate the initial curriculum for English, and have been collaborating with local teachers in the program for the past two years.

Conferences: I have attended an average of two professional conferences each year I have taught, including the following:

- Pacific Northwest American Studies Association
- Modern Language Association
- Association of Writers and Writers and Writing Programs
- Canvascon
- Get Lit
- Assessment of Teaching and Learning
- "Queer I Am"
- Online Panel for Achievement Level Setting
- Washington Community Colleges Association
- WLCC Curriculum Planning retreat

Addendum to Sabbatical Request

After submitting my request, I was asked to clarify which conferences and classes I would be attending during the sabbatical. I am still looking into possibilities, but I can provide a general sense of the direction I plan to take with both of these.

Conferences: These depend on what is offered in the 2018-2019 school year. I will be meeting with the MLHS English Department on Monday, December 10th to get feedback on what conferences are most useful for high school pedagogy. Looking over what was offered this year, the most common focus for conferences is race and pedagogy. While I am interested in this topic, I also feel I've received significant training in this area of study, and the issues I'm facing in my classrooms have more to do with the level of preparedness and habits of mind of the average Running Start student, and of students from Millennial culture in general. I will continue to research what is available for 2018-2019. I can firmly commit to continued involvement with Bridge to College English, which generally has two conferences per year. I will also continue to work with the cohort that centers on this region, and will host meeting on the BCC campus. While I have been offered a formal, paid advisory position with BTCE, I will continue to work on a volunteer basis throughout the course of my sabbatical.

Coursework: At present, I am looking into courses taught through both Eastern Washington University, and Western Governors University.

EWU courses in the Master of Education program which fit my goals include:

- Transformation of Learning and Teaching
- Philosophy/Organization of American Schools
- Current Issues in Education,
- Secondary School Curriculum

WGU courses in the Teaching, English Education Master of Arts program include:

- Principles of Psychology, Child and Adolescent Development for Educators
- Secondary Disciplinary Literacy
- Instructional Planning and Presentation in English
- Classroom Management, Engagement, and Motivation
- Educational Assessment
- Foundational Perspectives of Education

My plan is to find courses that focus on specific issues I'm having in my classes and to complete them either online, or by commuting to EWU.

I have one more addition to the plan. Originally, I had considered teaching a few classes next year, but after discussing this with several people, I've come to realize that this wouldn't be the best plan. I wish to withdraw that part of my request.

Sincerely,

Steve Close

BIG BEND COMMUNITY COLLEGE

Date: 1/31/19

ITEM #7: Exceptional Faculty Award (for information)

BACKGROUND:

Automotive Instructor Dick Wynder was awarded an Exceptional Faculty Award during the March 8, 2018, board meeting. He will share his experience attending the North American Council of Automotive Teachers (NACAT) conference in Williamsport, Pennsylvania

Prepared by the President's Office and the Exceptional Faculty Awards Committee.

RECOMMENDATION:

None.

To Dr. Leas and the Board of Trustees

With the assistance of an Exceptional Faculty Award, I was able to attend the North American Council of Automotive Teachers (NACAT) conference in Williamsport, Pennsylvania between July 15 and 20 of 2018. The NACAT conference is unique in automotive training, because it provides not only needed and required technical training, but also provides training in pedagogy and allows for networking with vendors of training equipment and publishers of textbooks and other technical manuals and online media.

The conference began with a long presentation on the subject of autonomous cars. I learned more from that presentation than from all of the hours I have spent researching and learning about self-driving vehicles since the idea began years ago. Many interesting ideas came from that including the ethics programmed into autonomous vehicles to make choices between two bad outcomes and the causes of recent accidents involving self-driving cars.

Other classes I attended included advanced lab scopes, creating improved classroom presentations, the use of various trainers, and modern automatic transmissions. I was also given free software upgrades for our lab scopes.

The city of Williamsport is about the size of Moses Lake. It is home of Little League including a headquarters and museum. It is Located on the Susquehanna River and boat trips are available to tour the river. Williamsport is also home to the Lycoming aircraft engine plant. This interested me as an owner of an airplane powered by a Lycoming engine. My training classes, however, didn't allow time for me to see any of these sights except as closed buildings in the evening or crossing the Susquehanna by bridge.

One other benefit of attending this conference came to light just today. The Office of the Superintendent of Public Instruction in Olympia changed the rules for recertifying for Career and Technical teaching certificates, like I currently carry. The hours requirement for recertification was increased by 67%, requiring me to spend more time in continuing education and training. This conference attendance will help during my next recertification in 2022.

I would like to express my gratitude to the EFA committee and all others involved in the selection process of the Exceptional Faculty Awards.

Sincerely,

Dick Wynder

BIG BEND COMMUNITY COLLEGE

Date: 1/31/19

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

BACKGROUND:

For your review in anticipation of the March 14 ,2019, board meeting. The probationary tenure information for the following faculty members will be available for your review online **February 20**. VP Kim Garza will give a presentation with instructions to access the information during the meeting. The instructions for access follow this page.

The Board will consider probationary faculty contract renewal for the following faculty at the March 8 Board meeting.

<u>Faculty Member</u>	<u>Position</u>	<u>Current Status</u>
Christy Welch	Biology Instructor	1 st probationary year
Sarah Bauer	Chemistry Instructor	2 nd probationary year
Aaron Linthicum	Flight Instructor	2 nd probationary year
Zachary Olson	Development English Instructor	2 nd probationary year
Terry Pyle	Ag/Econ Instructor	2 nd probationary year
Mariah Whitney	Biology Instructor	2 nd probationary year

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

Ryan Duvall	BIM Instructor	3 rd probationary year
Allison Palumbo	English Instructor	3 rd probationary year
Jody Quitadamo	History/Political Science	3 rd probationary year
Sean Twohy	English Instructor	3 rd probationary year

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

RECOMMENDATION:

President Leas recommends that the trustees review the probationary tenure information by March 14, 2019.

INSTRUCTIONS TO ACCESS PROBATIONARY FOLDERS ON THE BBCC PORTAL

January 31, 2019

All information regarding probationary faculty are maintained in secure folders on the BBCC Portal. Access to the probationary files is available by clicking the link below or by following the instructions noted below.

[Link to access probationary faculty folders](#)

Instructions for accessing probationary folders:

1. *Make sure you are using Internet Explorer as your web browser.*
2. *Go to www.bigbend.edu. Click on the "Portal" link in the upper right hand corner of the main webpage.*
3. *Use your BBCC email address and password to log into the BBCC Portal. If you don't have a BBCC email address or access to the BBCC Portal, please contact Melinda Dourte at 509-793-2001.*
4. *Click on the "Faculty and Staff Workspace" tab at the top of the page.*
5. *Click on the "Human Resources" link under the "Departments" heading located on the right side of the page.*
6. *Click on the "HR Committees" link located on the upper left side of the page under the "Documents" heading.*
7. *You should be able to see folders for each of the probationary faculty. If you do not see any folders, please contact Melinda Dourte to request access. Click on the individual folders to view the documents for each probationary faculty.*
8. *Each folder is arranged in the same format. You will find folders for each year of the probationary process and then within each year you will find the following:*
 - a. *Class Observations*
 - b. *Student Evaluations*
 - c. *Probationary Surveys*
 - d. *Probationary Committee Documents and Recommendation*
9. *Please do not print any of the candidate files or save them to your computer or a portable drive. The documents are confidential employee records and should be viewed electronically. If you prefer to view the records in hard-copy format, please contact Melinda Dourte and she will make arrangements for you to view hard copies of the materials on the BBCC Campus.*
10. *Because of the confidential nature of these documents, Trustees will have access to the records beginning on **February 20** and ending on **March 15**.*

Please email Melinda as you progress through the e-files for tracking purposes.

BIG BEND COMMUNITY COLLEGE

Date: 1/31/19

ITEM #9: Board Policy for Information (information)

BACKGROUND:

The trustees expressed a desire to review their board policies during the board retreat in October 2017. The board reviews board policies for consideration at one meeting and then for action at the subsequent meeting. This is the first reading for the following policies.

BP2070 Reasonable Accommodation for Employees has been revised by VP Kim Garza. AAG Jason Brown has reviewed the proposed revisions.

BP3014 Hiring Procedures: Administrative & Exempt Staff has been reviewed by VP Kim Garza and AAG Jason Brown and is recommended for elimination.

BP 6113 Americans with Disabilities Act of 1990 for BBCC is shared to be renamed BP 6112 Reasonable Accommodation for Student and the old BP 6112 will be eliminated. AAG Jason Brown has reviewed this and his input is included.

BP6112 Disabled Student Non-discrimination Policy has been reviewed by VP Kim Garza and AAG Jason Brown and is recommended for elimination.

BP6115 Policy Prohibiting Discrimination, Harassment, Sexual Harassment, and Sexual Misconduct has been revised and reviewed by AAG Jason Brown.

Prepared by the President's Office.

RECOMMENDATION:

President Leas recommends the board discuss the policies listed.

BP2070 REASONABLE ACCOMMODATIONS FOR EMPLOYEES POLICY

2070.1 PURPOSE

~~It is the policy of Big Bend Community College (BBCC) to ensure persons with disabilities the right to request and, where determined appropriate, receive reasonable accommodation in all aspects of employment. This includes good faith consideration and interactive engagement regarding reasonable accommodation requests from all candidates for employment, as well as qualified faculty, staff, and appointees. policy is to reasonably accommodate qualified faculty, staff, appointees, and job applicants with disabilities.~~

~~A disabled individual has the right to request and receive reasonable accommodation in all aspects of employment. The need for reasonable accommodation does not adversely affect an individual's consideration for employment, training, promotion, or opportunity to enjoy equal terms, benefits, privileges, or conditions of employment.~~

This policy is in accordance with the American with Disabilities Act (ADA) of 1990 as amended; the Washington State Law Against Discrimination, RCW 49.60; and Section 504 of the Rehabilitation Act of 1973.

Formatted: Indent: First line: 0", Hyphenate, Tab stops: Not at -0.5" + 0" + 0.5"

BP3014

Hiring Procedures: Administrative and Exempt Staff

BP3014

3014.1

The College President is the appointing authority for all staff of Big Bend Community College.

RCW 28B.10.528

Big Bend Community College District 18 provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, sex, or handicap in accord with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and section 504 of the Rehabilitation Act of 1973 requiring academic adjustments and auxiliary aids.

POLICY STATEMENT:

~~No student shall, on the basis of his or her disability, be excluded from participation in, be denied the benefits of, otherwise be subject to discrimination under any college program or activity. All qualified applicants for admission who have disabilities may request and shall be provided reasonable accommodation in their admission process. Any qualified student with disabilities is eligible to receive reasonable academic accommodations, on a case by case basis, in his or her programs of study and in college sponsored activities. No student shall, on the basis of his/her disability, be excluded from participation in, be denied the benefits of, otherwise be subject to discrimination under any college program or activity.~~ Big Bend Community College (BBCC) is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights, and privileges of college services, programs and activities for all aspects of college life, including but not limited to recruitment, core services, as defined in RCW 28B.10.912, the application process, enrollment, registration, financial aid, coursework, research, academic counseling, housing programs owned or operated by the institution, and nonacademic programs and services, in the most integrated setting appropriate to the student's needs, ~~in compliance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and State of Washington Laws of 1994, ch. 105. the laws of the state of Washington.~~

~~BBCC is committed to providing reasonable accommodations, including core services, to qualified students with disabilities. The purpose of this policy is to identify the rights and responsibilities of students under the ADA and to establish clear guidelines for seeking and receiving reasonable accommodations.~~

To receive reasonable accommodations in an appropriate and timely manner, students are responsible for requesting accommodations and documenting the nature and extent of their disability in a timely manner. ~~This policy establishes the scope of and the procedures for requesting those accommodations.~~

This policy does not provide rights or obligations not provided by applicable laws.

Legal authority: Americans with Disabilities Act of 1990 as amended (42 U.S.C. § 12101), Section 504 of the Rehabilitation Act of 1974 (29 U.S.C. § 701 et. seq.), RCW 49.60, RCW 28B.910,.912, .914.

6113.1 SCOPE:

~~Reasonable accommodations under this policy include, but are not limited to; (a) academic adjustments, such as modification of academic requirements and flexibility in~~

~~test taking arrangements; (b) adjustments in nonacademic services and other rules; and (c) auxiliary aids and services.~~

~~BBCC will make those modifications to its academic requirements that (1) are necessary to ensure that those requirements do not discriminate, or have the effect of discriminating, against a qualified student with a disability based on that disability and (2) do not impose an undue hardship on the college or require alteration of essential program requirements.~~

~~Appropriate academic adjustments/reasonable accommodations will be provided to qualified students with disabilities for recruitment, the application process, enrollment, registration, financial aid, course work, academic counseling, housing programs owned or operated by the college, and nonacademic programs and services.~~

~~**A. Section 202 of the 1990 Americans with Disabilities Act states:**~~

~~No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in or be denied the benefits of the services, programs or activities of any public entity, or be subject to discrimination by any such entity.~~

~~**B. Section 504 of Rehabilitation Act states:**~~

~~No otherwise qualified, handicapped individual in the United States shall solely, by reasons of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.~~

6113.2 DEFINITIONS:

~~A. "Reasonable accommodations" in college programs and services, are modifications of those programs, policies, practices, and procedures that enable qualified students with a disability to have an equal opportunity to benefit from and have access to college programs and services and the provision of auxiliary aids and services.~~

~~B. "Student" is a person enrolled at the college.~~

~~C. A "qualified student with a disability" is one who, with or without reasonable accommodations, meets the academic and technical standards required for admission to, participation in, and/or fulfilling the essential requirements of college programs or activities.~~

~~D. A "student with a disability" is a student who; (1) has a physical, mental or sensory impairment that substantially limits one or more of his/her major life~~

activities; (2) has a record of such an impairment or; (3) is perceived to have such an impairment, or a student who has an abnormal condition that is medically cognizable or diagnosable.

- ~~E. "Undue hardship" is any excessively costly, extensive, substantial or disruptive modification or one that would substantially alter the nature or operation of the institution or any of its programs or services or threaten the health or safety of the college community.~~
- ~~F. "Program accessibility" means that all programs and services, when viewed in their entirety, are accessible to persons with a disability.~~
- ~~G. "Core Services" are those services listed in State of Washington Laws of 1994, ch. 105 that are necessary to ensure students with disabilities are reasonably accommodated at the college.~~
- ~~H. "Course Substitution" is the replacement of a specific course required for a degree program with another course that measures the same learning objectives/skills as the required course.~~

6113.4 OBLIGATIONS OF THE COLLEGE:

~~—The college shall:~~

- ~~—A. Comply with Section 504 of the Rehabilitation Act of 1973 and Section 202 of the Americans with Disabilities Act of 1990, as presently enacted or hereinafter amended.~~
- ~~—B. Notify students of the college's policy of nondiscrimination on the basis of disability and of steps the student may take if he/she believes discrimination has taken place. This notice shall be included in all formal correspondence that communicates decisions or policies adversely affecting the student's status or rights with the institution of higher education. This notice shall include the phone numbers of the United States Department of Education, U.S. Office of Civil Rights, and the Washington State Human Rights Commission.~~
- ~~—C. Make available to all students information on the services available to disabled students, including the name and location of the Disabled Student Services (DSS) Coordinator, and the process for accessing those services.~~
- ~~—D. Work with the student, faculty, and staff on a case by case basis, to select and provide those accommodations/core services appropriate for each qualified student with a disability.~~
- ~~—E. Develop procedures to protect the confidentiality of information regarding the nature and extent of the documented disability.~~
- ~~—F. Maintain the academic integrity of its programs.~~
- ~~—G. Not make pre admission inquiry as to whether the applicant has a disability, except as provided by law.~~
- ~~—H. Work in collaboration with eligible students to determine what accommodations are reasonable and appropriate.~~
- ~~—To identify the accommodations that are reasonable based on the nature and extent of a student's disability, the college may require specific documentation from the student's physician.~~

6113.5 OBLIGATIONS AND RIGHTS OF STUDENTS:

~~—The college is obligated to provide reasonable accommodation to a qualified student with a known disability. What is appropriate for a student is a case by case determination. A student who seeks such accommodations is responsible for documenting the nature and~~

~~extent of the disability. The college will work in collaboration with the student in determining the appropriate accommodations.~~

~~To ensure that needed accommodations are provided in a timely manner, the student shall:~~

- ~~A. Provide timely notice and documentation of the nature and extent of the disability, and the accommodations requested, to the DSS Coordinator. Some accommodations may require some time to arrange. Requests for accommodations should be received by the college six weeks prior to the beginning of the quarter for which the request is made, when possible. Lack of advance notice may delay the availability of an accommodation.~~
- ~~B. Provide such additional documentation on the nature and extent of their disability as the college may require to determine appropriate accommodations.~~
- ~~C. Work with the DSS Office to develop an appropriate curriculum plan for the degree sought.~~
- ~~D. Promptly notify the DSS Office of any problems in receiving the agreed-upon accommodations.~~

6113.6 DISABLED STUDENT SERVICES (DSS) OFFICE – COORDINATOR:

- ~~A. The DSS Office is responsible for the coordination of services to qualified students with disabilities requiring reasonable accommodations.~~
- ~~B. The DSS Office is committed to a reasonable approach in the identification of students with disabilities, including contacting all students who voluntarily self-identify during the college admission or orientation process.~~
- ~~C. Information regarding a disability will be kept confidential except as necessary to provide the reasonable accommodations as required by the student. In order to make information available to the appropriate instructor(s), administrator(s), etc., the student must sign a Release of information form.~~
- ~~D. The DSS Office will assist and advise each qualified student with a disability who requests accommodations under this policy in developing an instructional plan, identifying those reasonable accommodations appropriate for the student, and ensuring that the agreed-upon accommodations are provided.~~

6113.7 REASONABLE ACCOMMODATIONS – EXAMPLES BY CATEGORIES:

~~The process of selecting reasonable accommodations for each qualified student with a disability shall be made on a case-by case basis, based on the nature and extent of the student's disability.~~

~~**A. Academic modifications.**~~

~~Academic modifications may include, but are not limited to:~~

- ~~1. flexibility in time lines for completion of courses, certification, and degree requirements;~~
- ~~2. substitution of specific courses required for the completion of degrees;~~
- ~~3. adaptation of the manner in which specific courses are conducted;~~
- ~~4. flexibility in teaching methods and test-taking arrangements; and~~
- ~~5. flexibility in credits required to satisfy institutional eligibility for financial aid.~~

~~**B. Auxiliary Aids and Services**~~

- ~~1. flexible procedures in the admissions process, (early registration or priority registration);~~
- ~~2. qualified sign language, oral and tactile interpreters, or other technological alternatives;~~
- ~~3. access to adaptive equipment including, but not limited to, TDDs, FM communicators, closed caption devices, amplified telephone receivers, closed circuit televisions, low vision reading aids, player/recorders for 15/16 4-track tapes, photocopy machine able to use eleven by seventeen inch paper, Braille devices and computer enhancements;~~
- ~~4. textbooks and other educational materials in alternative media, including, but not limited to large print, Braille, electronic format, and audio tape;~~
- ~~5. provision of readers, notetakers, and/or proof readers; and~~
- ~~6. release of syllabi, study guides, and other appropriate instructor produced materials in advance of general distribution and access beyond the regular classroom session to slides, films, overheads, and other media and taping of lectures.~~

~~**C. Access.**~~

- ~~1. ongoing review and coordination of efforts to ensure campus accessibility, including barrier-free design, signage, identification of hazards of mobility barriers, maintenance of access during construction, snow and ice clearance, and adequate disability parking for all facilities;~~
- ~~2. facilitating physical access to programs and services including relocating classes, activities, and services to accessible facilities;~~
- ~~3. referral to appropriate on-campus and off-campus resources, services and agencies; and~~
- ~~4. accessibility to tutoring, mentoring, peer counseling, and academic advising, if available on-campus, for students with disabilities.~~

6113.8 PROCEDURES FOR COURSE SUBSTITUTIONS:

A. Policy

~~Every student enrolled in a degree program at the college must meet the essential requirements of that program to receive the degree. Under the ADA, the college is not required to waive essential requirements of a student's program of instruction.~~

~~Course substitutions will be approved only when such substitution is consistent with the essential degree requirements.~~

B. Procedure for Requesting Course Substitution.

- ~~1. Requests for substitution for a required course shall be considered only when a qualified student with a disability has demonstrated that, even with academic adjustments and auxiliary aids/services provided by the college, he/she is unable to successfully complete the course solely because of his/her disability.~~
- ~~2. All requests for course substitution shall be submitted to the DSS Coordinator in a timely manner and shall include the following information:
 - ~~a. A description of the accommodations previously provided to the student for the course;~~
 - ~~b. an explanation of the relationship of the student's disability to the lack of success in completing the course;~~
 - ~~c. the proposed substitute course, if known; and~~~~

- ~~d. a statement by the student that he/she has made a good faith effort to complete the required course with appropriate accommodations.~~

~~C. Course Substitution.~~

~~If a course substitution is permitted at Big Bend Community College, that permission in no way, obligates another institution to accept the substitution for transfer credit. Once completed, the substituted course will be indicated as a program substitution on the student transcripts.~~

~~D. Special Needs Academic Advisory Committee.~~

- ~~1. All requests for course substitutions shall be submitted to the Special Needs Academic Advisory Committee, composed of: The Chair of the Division in which the course is offered; one faculty member from that Division, the Dean of Instruction or designee; the DSS Coordinator; and the student's academic advisor.~~
- ~~2. Request for a course substitution shall be approved if the proposed substitution meets the learning objective of the degree requirement.~~
- ~~3. The Committee shall respond in writing to all requests for course substitutions within two weeks of receiving the request. The response shall include a brief summary of the basis for the decision.~~

6113.9 REASONABLE ACCOMMODATION – APPEALS:

- ~~A. If a student believes that the DSS Coordinator has not identified or provided reasonable academic adjustments or auxiliary aids, the student has the right to appeal.~~
- ~~B. The student shall submit the appeal to the DSS Coordinator Office. The DSS Coordinator shall review the student's position, and respond within five (5) days.~~
- ~~C. If resolution is not reached by the student and DSS Coordinator, the DSS Coordinator shall refer the appeal to the Dean of Students.~~
- ~~D. The Dean of Students shall review the appeal and make recommendations in writing for an appropriate resolution. Academic issues may be referred to the Vice President of Educational Services.~~
- ~~E. The decision of Dean of Students or the Vice President of Educational Services is the final decision of the institution.~~

~~THIS POLICY DOES NOT PROVIDE RIGHTS OR OBLIGATIONS NOT PROVIDED BY APPLICABLE LAWS.~~

BP6115 ~~POLICY PROHIBITING DISCRIMINATION, HARASSMENT, SEXUAL HARASSMENT, AND SEXUAL MISCONDUCT~~ EQUAL EMPLOYMENT, NON-DISCRIMINATION AND ANTI-HARASSMENT

6115.1 PURPOSE

Big Bend Community College (BBCC) recognizes its responsibilities pursuant to state and federal law, rules, and regulations including the responsibility for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination, harassment, sexual misconduct and retaliation consistent with these provisions. The purpose of this policy is to establish BBCC's commitment to provide equal opportunities in employment and to provide a work and academic environment that is free from conduct or behaviors that constitute discrimination, harassment, sexual harassment, sexual misconduct, domestic violence, dating violence, stalking and/or retaliation by or against its employees, students, guests, trustees, visitors and contractors.

BBCC commits to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, sex, sexual orientation, gender identity/expression, religion, age, color, creed, national or ethnic origin, the presence of any physical, mental or sensory disability, use of a trained guide dog or service animal by a person with a disability, marital status, pregnancy status or families with children, a mother breastfeeding her child, AIDS/HIV or hepatitis C, genetic information and/or protected veteran or military status, or any other legally prohibited basis in accordance with federal and state laws. BBCC, consistent with the Genetic Information Nondiscrimination Act (GINA), will not obtain any genetic information (including family medical history) from applicants or employees.

~~The goal of Big Bend Community College is to provide a work and academic environment free from conduct or behaviors that constitute discrimination, harassment, sexual harassment, and sexual misconduct. Discrimination, harassment, sexual harassment, and sexual misconduct destroy mutual respect and a trusting environment.~~

This policy applies to all employees, students, ~~faculty, staff~~, guests, trustees, contractors, visitors, or others having an association with the College while on campus, on properties leased or used by BBCC for any college activities, while conducting BBCC business off-campus such as business trips, field trips, athletic events, student activities, and internships, and/or using college resources off-campus.

This policy will be interpreted in the context of academic freedom in the educational environment. The culture of BBCC is founded in the principles of

free inquiry and free expression, the education of a diverse and changing student body, and service to the public. The intent of this policy is not meant to inhibit free speech or the free exchange of ideas, but to ensure freedom of speech and the free exchange of ideas by reaffirming the value of all people.

6115.2 PROHIBITED PRACTICES

This policy prohibits discrimination on the basis of a protected status that is so severe, pervasive, persistent, and objectively offensive that it effectively bars the victim from the benefit of an educational or work opportunity or benefit.

Protected status includes, but is not limited to, race, sex, sexual orientation, gender identity/expression, religion, age, color, creed, national or ethnic origin, the presence of any physical, mental or sensory disability, use of a trained guide dog or service animal by a person with a disability, marital status, pregnancy status or families with children, a mother breastfeeding her child, AIDS/HIV or hepatitis C, genetic information and/or protected veteran or military status, or any other legally protected classification.

Sexual harassment and sexual misconduct are other forms of discrimination that are prohibited. Sexual misconduct includes, but is not limited to, intimate partner/domestic violence, non-consensual sexual intercourse, non-consensual sexual contact, sexual assault, stalking, and dating violence. Sexual harassment may include unwelcome sexual advances, unwelcome requests for sexual favors or requests for sexual favors in exchange for some benefit, sexual assault, offensive remarks about a person's gender, and/or unwelcome verbal or physical conduct of a sexual nature by a male or female, of the same or differing sex.

The Vice President of Human Resources and Labor shall develop and implement an internal complaint procedure for filing a complaint of discrimination or harassment. BCC will implement a supporting educational program that makes the policy and complaint procedure generally known. Complaints will be investigated in a timely manner and appropriate action will be taken when violations of policy are confirmed. Confirmed violations of this policy may lead to disciplinary action, up to and including termination or expulsion.

Refer to AP 6115 for the process to report discrimination, harassment, and sexual harassment.

This policy is based on: Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Age Discrimination in Employment Act, 29 CFR Part 1635, Regulations under the Genetic Information Nondiscrimination Act of 2008, Vietnam Era Veteran's Readjustment Assistance Act, American with Disabilities Act, the Civil Rights Act of 1991, Washington State Laws on Discrimination, Chapter 49.60 RCW, Collective Bargaining Agreements, The Campus SAVE Act,

Violence Against Women Act, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

BIG BEND COMMUNITY COLLEGE

Date: 1/31/19

ITEM #10: Board Policy for Action (action)

BACKGROUND:

The trustees expressed a desire to review their board policies in meetings during the board retreat in October 2017. The board reviews board policies for consideration at one meeting and then for action at the subsequent meeting. This is the second reading for the following policy.

BP 6111 Electronic and Information Technology Access (EITA)
VP Linda Schoonmaker has no revisions to suggest and AAG Jason agreed with her assessment.

Prepared by the President's Office.

RECOMMENDATION:

President Leas recommends the board review the policy listed.

BP 6111 ELECTRONIC AND INFORMATION TECHNOLOGY ACCESS (EITA) BP 6111

Big Bend Community College (BBCC) values diverse experiences and perspectives and strives to fully include everyone who engages with BBCC. Inaccessible electronic and information technology (EIT) negatively impacts all people, including those with disabilities. EITA means a person with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and use the same services as a person without a disability in an equally effective and integrated manner. BBCC is committed to providing access to all EIT that it develops, procures, or uses, such as college websites, learning management tools, student information systems, training materials, instructional materials, and assessment tools. Ensuring equal and effective EITA is the responsibility of all BBCC administrators, faculty, and staff.

BBCC makes its offerings accessible to individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act as amended (ADA), the Washington Law Against Discrimination, and the Washington OCIO policy 188.

BIG BEND COMMUNITY COLLEGE

Date: 1/31/19

ITEM #11: Employee Focus Group Report (information/action)

BACKGROUND:

The trustees will discuss the Employee Focus Group Report.

Prepared by the President's Office.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 1/31/19

ITEM #12: Study Sessions (information/action)

BACKGROUND:

During the study session held October 15, the trustees discussed the possibility of holding study sessions regularly for discussion and training. The trustees will continue their discussion on study-session topics and potential dates.

Prepared by the President's Office.

RECOMMENDATION:

President Leas recommends the Board uses, or adapts for its use, the attached form to identify study-session topics, potential dates and times, and other logistical details.

Board Study Sessions Input

Please rank the following potential study session topics:

____ Carver Policy Governance Model

____ Board Self-Evaluation Process

____ Activity Report Template

____ Liaison Reports

____ Cyclical Annual Plan

____ Marketing Plan

____ Employee Focus Group Report

____ Any other topics

Duration of Study Session: 1 hour ____ 2 hours ____ 3 hours ____

Meal: Yes ____ No ____

MediaSite: Yes ____ No ____

Formal/Informal (table arrangements):

Days of week preferred: M T W Th F

Time of day preferred: morning afternoon

2019 Board of Trustees Annual Cyclical Activities/Events

January	February	March	April	May	June
<input type="checkbox"/> IR Releases Monitoring Report Workbook to staff <input type="checkbox"/> 1/21 ACT Transforming Lives Event <input type="checkbox"/> 1/22 ACT Conference <input type="checkbox"/> 1/31 Board of Trustees Meeting	<input type="checkbox"/> Review Probationary/Tenure Information <input type="checkbox"/> 2/10-13 ACCT Legislative Summit, WA D.C. <input type="checkbox"/> Study Session	<input type="checkbox"/> 3/14 Board of Trustees Meeting Probationary/Tenure Candidates	<input type="checkbox"/> 4/11 Board of Trustees Meeting	<input type="checkbox"/> 5/23-24 ACT Conference <input type="checkbox"/> Study Session	<input type="checkbox"/> 6/6 Board of Trustees Meeting Action on Emeritus Status Action on President's Evaluation/Renew Contract Action on Board Chair Election Action Approve Budget for next year Action Final Monitoring Report Action Updated Strategic Plan <input type="checkbox"/> Celebration Luncheon <input type="checkbox"/> 6/12 HS21/GED Graduation <input type="checkbox"/> 6/14 Graduation

July	August	September	October	November	December
<input type="checkbox"/> Study Session	<input type="checkbox"/> 8/8 Board of Trustees Meeting	<input type="checkbox"/> Back to School Breakfast <input type="checkbox"/> Study Session	<input type="checkbox"/> 10/10 Board of Trustees Meeting Action on Proprietary Budgets Board Self-Evaluation <input type="checkbox"/> ACCT Leadership Congress, San Francisco	<input type="checkbox"/> 11/14 Board of Trustees Meeting Action on board calendar for next year <input type="checkbox"/> ACT Conference <input type="checkbox"/> ACT Legislative Action Committee Meeting	<input type="checkbox"/> Holiday Potluck <input type="checkbox"/> Study Session

Blue Text = ACT

Green Text: ACCT

BIG BEND COMMUNITY COLLEGE

Date: 1/31/19

ITEM #13: 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.

Trustee Activity Report

Core Themes	Mission	Student Success	Excellence in Teaching & Learning	Community Engagement		
<h1 style="font-size: 48px; margin: 0;">Activity</h1> <p style="font-size: 12px; margin-top: 10px;">(Briefly describe and check which End(s) your activity supported)</p>	E-1 Mission Deliver lifelong learning	E-2 Student Success Provide access, assist completion, develop skills	E-3 Excellence in Teaching & Learning Support innovation, creativity, high academic standards; professional development	E-4 Community Engagement Support economic development	E-5 Integrity & Stewardship Responsible, prudent resource management	E-6 Inclusion & Climate Welcoming to all
1.						
2.						
3.						
4.						
5.						

BIG BEND COMMUNITY COLLEGE

Date: 1/31/19

ITEM #14: Next Regular Meeting (information)

BACKGROUND:

The next scheduled board meeting is scheduled on Thursday, March 14, 2019.

Prepared by the President's Office.

RECOMMENDATION:

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

BIG BEND COMMUNITY COLLEGE

Date: 1/31/19

ITEM #15: Miscellaneous (information/action)

BACKGROUND:

President Leas and Chair Jon Lane may discuss miscellaneous topics.

This is also an opportunity for trustees to discuss agenda items for future meetings.

Upcoming Trustee Events:

ACT Spring Conference, May 23-24, 2019, Marcus Whitman Hotel and Conference Center, 6 W Rose Street, Walla Walla, WA 99362

.

Prepared by the President's Office.

RECOMMENDATION:

None.