



Board of Trustees Special Meeting

**October 15, 2018
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

2018 Meeting Schedule

January 17, 2018

March 8, 2018

April 12, 2018

June 7, 2018

August 9, 2018

October 15, 2018

November 15, 2018

December 20, 2018

Fall 2018 Campus Events

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

Fall 2018 Campus Events		
Oct	15	Board Study Session 10:00 a.m.; Special board meeting; 1:30 p.m.; Hardin Community Rm
	17	Volleyball vs Yakima Valley College; 6:00 p.m.; DeVries Activity Center
	18	ASB Blood Drive; 10:00-2:00 p.m.; 1400 Building Parking Lot
		ASB Event- Comedian Justin Ruppel; 8:00 p.m.; Masto Conference Center
	20	Columbia Basin Allied Arts Talent Invitational; 7:00 p.m.; Wallenstien Theater
	26	Volleyball vs Walla Walla CC; 6:00 p.m.; DeVries Activity Center
	27	Wrestling Mens & Womens Blue & Green Challenge; 7:00 p.m.; DeVries Activity Center
Nov	2	Volleyball vs Blue Mountain CC; 6:00 p.m.; DeVries Activity Center
	3	Mens Wrestling vs WSU; 7:00 p.m.; DeVries Activity Center
	12	Veterans Day, Campus Closed
	15	ASB Event- Alive: Mental Health Fair/Suicide Prevention Tour; 10:00-2:00 p.m.; ATEC Building
		Regular Board Meeting; 1:30 p.m.; Hardin Community Rm
		ASB Bowling Night; 10:00 p.m.-midnight; Lake Bowl



STEM Center and Math Emporium tutors and Supplemental Instruction leaders ready to help this quarter!

Visit the STEM Center in the 1200 building to learn more!

[#BigBendCC](https://twitter.com/BigBendCC)

Big Bend Community College

Excerpt from December 14, 2017, Board Meeting Minutes, Board Self-Evaluation:
The Board of Trustees will continue to define the board evaluation process, establish periodic review of policies, and improve communication and support to the foundation board during this year.

Vision

Big Bend Community College inspires every student to be successful.

Values

Student Success

Excellence in Teaching & Learning

Inclusion

Community Engagement

Integrity & Stewardship

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

Core Themes

Student Success, Excellence in Teaching and Learning, Community Engagement

(Approved by the Board of Trustees 6/14/13)

Ends Statements

E-1 Mission

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

E-2 Student Success

BBCC provides the diverse population of its entire district with access to opportunities, assists students in completion of their goals, and develops skills for lifelong learning.

E-3 Excellence in Teaching and Learning

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

E-4 Community Engagement

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

E-5 Integrity and Stewardship

BBCC acts as a responsible steward of resources by promoting accountability, sustainability, ethics and honesty, and prudent resource management to provide quality and affordable resources to the diverse population of our service district.

E-6 Inclusion and Climate

BBCC provides and maintains a climate of inclusiveness for students, employees and partners by maintaining a safe learning environment and promoting cultural inclusiveness, understanding, and respect by embracing diversity, access, opportunity, and equity.

(Approved by the Board of Trustees 1/16/14)

Year-to-date board actions for **E-1 Mission is 19, E-2 Student Success is 2, E-3 Excellence in Teaching & Learning is 2, E-4 Community Engagement is 1, E-5 Integrity and Stewardships is 5, and E-6 Inclusion and Climate is 2.**

BIG BEND COMMUNITY COLLEGE DISTRICT NO. 18 BOARD AGENDA

Special Board Meeting

7662 Chanute Street Moses Lake, Washington 98837

Monday, October 15, 2018, 1:30 p.m.

ATEC- Hardin Community Room

1. Call to Order/Roll Call
2. Pledge of Allegiance – Veteran Kenny Vogel
3. Introductions
New Employees
4. Consent Agenda **(E-1)**
 - a. Meeting Minutes August 9, 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. Public Correspondence **(Information)**
 - l. Advisory Committee Lists **(Action)**
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 Vice President – Joshika Suresh
 - 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. WAC 132R-136-080 Posting of Materials – Matt Killebrew **(E-1, Action)**
7. Proprietary Budgets – VP Linda Schoonmaker **(E-5, Action)**
8. Enrollment Management Strategies – **(E-1, Information)**
9. Athletics-Wrestling Financial Model – VP Bryce Humpherys **(E-1, Information)**
10. Public Facility Use for Political Campaigns **(E-1, Action)**
11. Board Policy Review for Action – President Terry Leas **(E-1, Action)**
Executive Session
Break (if needed)
12. Transforming Lives Award – President Terry Leas **(E-2, 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, November 15, 2018

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

BIG BEND COMMUNITY COLLEGE

Date: 10/15/18

ITEM #3: CONSENT AGENDA (for action)

- a. Board Meeting Minutes

BACKGROUND:

The minutes of the regular board meeting August 9, 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 August 9, 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
Juanita Richards
Thomas Stredwick

2. Pledge of Allegiance

Veteran and employee Dale Casebolt led the Pledge of Allegiance. He served ten years in the Air Force as a crew chief for B-52 bombers.

Dr. Humpherys introduced SIM Tech Coordinator Dana Borschowa. She is from Quincy and has completed the SIM Tech program. Coordinator Borschowa is building the program through outreach activities.

Dr. Humpherys introduced Dr. Jose da Silva, interim Dean of Student Services. Dr. da Silva was the VP of Student Services at Walla Walla Community College and was raised in Brazil. He graduated from Tallahassee Community College, Florida State University, and the University of North Texas.

President Leas introduced Rafael Villalobos who was promoted to the Director of the Transforming STEM Pathways Grant August 3.

Coordinator Borschowa provided an overview of the *#SeriousGaming: Search and Rescue Summer Camp* held on campus during the summer. Thirty-three students aged 12-14 years searched campus for clues to find a “kidnapped” person. They worked search and rescue with a K9 Officer. The students also learned about extrication and treatment of injuries with Grant County Fire District #5 staff. The next section featured forensic nursing, programming, and moulage with SIM Tech staff. Students earned their CPR First Aid cards, and a Moses Lake Police Department Detective assisted the students with processing and investigating a crime scene. The final day was spent in a mock trial with students working on the defense or prosecution of the suspect, including interviewing experts from various programs on campus.

3. Introductions

Director of Facilities and Capital Projects James Saucedo introduced recently-promoted Building and Grounds Supervisor Jeff Robnett.

4. Consent Agenda

a) Approval of Board Meeting Minutes May 29 and June 7, 2018 (A); b) President's Activity Update (I); c) Accreditation (I); d) Student Success (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); k) Public Correspondence (I).

Motion 18-33 Trustee Anna Franz moved to approve the consent agenda. Trustee Stephen McFadden seconded, and the motion passed.

There were no public comments.

5. Remarks

- d. VP Linda Schoonmaker discussed the Workforce Education Center (WEC) Building. Construction is on time at day 84 with the footings and stem walls poured. VP Schoonmaker announced that the Hazardous Material House funding is not raised yet.
- e. Dr. Bryce Humpherys reported the deliverables from the 2017-18 planning timeline were all completed. He is drafting the accreditation report, which is due to the Northwest Association of Community Colleges and Universities (NWCCU) September 17. Dr. Humpherys expressed appreciation faculty and staff accomplishing the list of deliverables that included assessment, analysis, and documentation. We are confident that the proper evidence was generated to satisfy the NWCCU recommendation and sanction. NWCCU Commissioners will meet to review and take action on the report in February. BBCC should be notified of decision approximately two months later.

Dr. Humpherys stated staff are busily preparing for fall quarter new students, faculty orientation, etc. He also gave a "shout out" to faculty staff and deans for their great work.

- f. VP Kim Garza stated the human resources department is busy recruiting. Two math instructors, Ann George and David Mayhugh, were recently hired. Interviews are ongoing for vacant positions.

VP Garza reported she will have the employee exit interview data prepared for campus and the board before the next meeting.

VP Garza also announced that BBCC has been invited to participate in a reviewer audit from the Federal Office of Civil Rights, which the SBCTC will conduct April 2019. This is the first civil rights review for BBCC, which will review compliance with Title IX, the Violence Against Women Act, Equal Employment efforts and Website and Facilities Accessibility. Staff are reviewing and updating the website, facilities, and accommodations.

- g. Executive Director of the Foundation LeAnne Parton reported the foundation secured the first pledge amount for the Building Tomorrow's Workforce Capital Campaign for \$500,000 from the Lauzier Foundation. Dennis Hinkle from Convergent is on site to help with the capital campaign. With a tremendous amount of help from staff, we have been building a "Case for Investment" for our campaign.

LeAnne reported that she just received notice that Mitsubishi will provide three \$2,500 scholarships for second-year Aviation Maintenance students, and one \$2,500 scholarship to a second-year Flight Student, for a total of \$10,000 a year.

Three scholarship application periods close Friday, August 10, 2018; the Leah Layne Nursing Book Scholarship, Microsoft IT Skills Development Scholarship, and the Floch Scholarship.

For Star Night this year, we are trying something new involving awarding a scholarship at Star Night. Scholarship donors will have an opportunity to help select the scholarship recipients. We are putting together a Star Night Scholarship, and scholarship donors will have an opportunity to help select the scholarship recipients to be revealed at Star Night on October 11, 2018. Trustee Juanita Richards complimented the new Start Night scholarship idea.

6. Social Justice Leadership Institute

Student Success Center Coordinator Diana Villafana shared her experience at the Social Justice Leadership Institute (SJLI), which was led by Dr. Sayumi Irey at Bellevue College. The mission of the SJLI is *to achieve full leadership participation, educational equity, and empowerment for members of historically disenfranchised and underrepresented professionals through mentoring and culturally responsive trainings*. The Leadership is holistic and relational and focuses on the research showing the importance of role models in student success.

The SJLI is open to full-time WA state community college employees with at least two years' experience and who are not a vice president or dean. SJLI includes a three-day retreat and six workshops throughout the academic year. There is a very competitive application process.

Coordinator Villafana will use what she has learned to consider information and space that is inclusive and accessible, ensure an equitable student-hiring process, and share with peer mentors. She stated that she learned about individual narratives and strengths to build on being a transformative advocate for students at BBCC. She stated recognizing her own skills and those of other leaders was very impactful. Coordinator Villafana attends the Multi-Cultural Student Services (MCSS) conference and helps develop conferences. She also serves on the MCSS board as treasurer.

- b. STAR Representative Barbi Johnson reported that Classified Staff employees Tana Richins, Starr Bernhardt, and CarlaLouise Christian completed educational degrees. Three Classified Staff retirees Randy Fish, Margie Lane, and Petr Radchishin received the meritorious service award for going above and beyond. Robin Arriaga logged the most training hours for 2017-18.
- c. Faculty Association President Salah Abed reported it was a productive summer for faculty members. Nursing Instructor Jennifer Reames Zilliox attended an Assessment Technologies Institute Conference for the National Council Licensure Examination. She will incorporate new teaching strategies into her curriculum and testing.

Librarian Libby Sullivan worked on a grant project in collaboration with Wenatchee Valley College and the Community Colleges of Spokane for assessment in action in libraries, which examines loanable library technology. The librarians were interested in looking at data through the lens of equity for students, questioning if student access to library equipment reduces the achievement gap for under-privileged students. They will finalize and share their findings at a statewide conference in November.

Developmental English Instructor Dawnne Ernette reported that she gamified her English 101 class. Her students have some choice and control with their assignments, and they are submitting good work. She plans to continue with this structure in her class.

Board Chair Juanita Richards announced a five-minute break at 2:37 p.m. The meeting reconvened at 2:42 p.m.

7. Posting Materials

Director of Communications Matt Killebrew reported proposed revisions to WAC 132R-136-080 Posting of Materials. This WAC provides overarching supervision of public postings and ensures appropriate communications. Trustee Anna Franz stated the wording in the last paragraph of the proposed WAC “all or most employees and students” implies that not necessarily all employees or students have access to the information. Trustee Franz stated she would like to review the wording again. Director Killebrew suggested removing the word “most” from the paragraph in the WAC because there are no limitations to accessing the information. Trustee Stephen McFadden stated a substantial part of campus is in separate buildings away from 1400, and he was concerned about access to the postings by all students. The public posting area is located between the bookstore and registration where all students pass by to register and pay for classes and pick up their books.

Trustee Anna Franz asked for ATG Jason Brown to research if these types of regulations have been challenged.

Motion 18-34

Trustee Anna Franz moved to table this item to the next meeting. Trustee Stephen McFadden seconded, and the motion passed.

Trustee Juanita Richards asked about the scheduled public hearing. The hearing will be rescheduled.

8. Student Conduct Code

Dr. Humpherys reported that the revisions to WAC 132R-04 Student Code of Conduct clarifies the definition of students. The public hearing was held on August 2, and there were no public comments.

9. Athletics/Wrestling Financial Model

Dr. Humpherys shared additional information regarding the athletics financial model. He stated athletics are an important enrollment strategy for students inside and outside of our service district. There is a lot of local interest in wrestling, and adding this sport will attract more students from within the service district. Student athletes represented 7% of the headcount and 11% of the FTE last year because they usually enroll in more than 15 credits. Student athletes enhance student life and opportunities for engagement, and they generate more revenue in the residence halls and cafeteria. Most student athletes are transfer students, which is our weakest enrollment area thus needs strengthening. GPAs and persistence rates are currently higher with student athletes at BBCC. Athletics also increases visibility within the service district, social media, and advertising and brings community members onto campus. BP6300 discusses the board's value and support of athletics. In 2012, the WA legislature prohibited funds for athletics and athletic facilities triggering athletics' dependence on ASB and reserve accounts.

Currently, BBCC athletics has an unsustainable budget, the gym floor has 30 years of use. Policies and procedures need to be updated, fundraising is inadequate, and there are staffing issues.

The strengths of BBCC student athletes include high GPAs, high retention and completion rates at 81% vs 63% on non-student athletes. They are not over represented in student conduct cases. BBCC student athletes earned the president's cup multiple years.

Regular PE classes are held in the gym, but they do not generate revenue to update the floor. State funds pay the electricity. There are staff offices and classrooms in the PE. The lack of legislative support of athletics was in response to university football coaches' high salaries.

Mark Poth was appointed to Athletic Director in 2017 to create a sustainable funding model, explore athletic program expansion opportunities, grow booster club support, and expand community participation. The Hall of Fame Banquet and Golf Tournament are scheduled on September 22.

The financial model being piloted splits the tuition dollars from student athletes between the athletics department and the college. There is no split of the state allocation funds, but tuition can be split. Tuition is not appropriated state funds. Per the model being piloted by the wrestling program, athletics only retains 12% of tuition for student athletes receiving scholarships. Athletics retains 65% of non-scholarship student athletes. Athletic teams need to have full rosters, and the students-athletes need to stay the full year. The goal is to recruit more students than the full roster in order to retain the full roster the entire year. Coaches need to help students persist. Wrestling was chosen to pilot this model due to larger number of students on the team. The history and culture of the service district shows strong support of wrestling, and wrestling has low overhead. To add soccer teams, we need to invest in a field whereas we already have a gym for wrestling. The NWAC does not have wrestling as a sport. The National Collegiate Wrestling Association allows us to compete within the Pacific Northwest.

Trustee McFadden asked how long the pilot will run. Dr. Humpherys responded that the 2018-19 academic will show if it works, and it will be continually monitored. Having wrestling in the gym will help fund gym repairs. Reserves for athletics will be spent in the next two years.

Trustee Franz asked for additional information about the benefits athletics provide to campus, an explanation of value of athletics to the entire student body financially, and evidence that it is sustainable. She advised caution with financial resources.

Trustee Richards asked about what is funded by ASB. Dr. Humpherys stated ASB funding supports the executive ASB officers, ASB activities, clubs and athletics. Currently, 58% of ASB funding goes toward athletics. Dr. Humpherys is not aware of an adverse impact on non-athletes. Trustee McFadden cautioned that the core needs to be protected.

President Leas said there needs to be further assessment of the value of ASB activities and clubs toward BBCC's mission. Athletics fulfills BBCC's mission by enrolling students from inside and outside our service district. He asked how we should measure ASB activities. Trustee Franz stated activity fees need to be used the best way. The Booster club along with team fundraising generates about \$40,000. Trustee Stredwick shared concern that 58% of the ASB funds go to 7% of the students.

AD Mark Poth has been an instructor and coached for 30 years and is nearing retirement. He said there are many positive things that come from athletics. AD Poth said it is time to cut athletics or grow athletics. There are 33 wrestling students mostly from inside the service district. This model is based on using growth to sustain athletics and bring in revenue to be used in other areas. This revenue generating enrollment strategy depends on carrying a full roster of teams. The growth of athletics will provide money to pay for \$200,000 gym floor. Providing 58% of ASB fees to athletics is a lower dollar amount than some college provide to athletics. The first 10 athletes of each

athletic team are scholarship recipients and do not generate revenue. He said he hopes to continue with soccer teams next.

Trustees Jon Lane and Juanita Richards agreed that this is a good discussion, and the trustees would like to see hard numbers that illustrate the FTEs, expenses, and revenue.

At 3:11 Board Chair Jon Lane announced a five-minute break followed by a ten-minute executive session to discuss (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The meeting reconvened 3:26 p.m. with no action taken.

10. President's Employment Contract

President Leas' contract expires in June 30 2019. The Board usually takes action when the evaluation is completed.

Motion 18-35

Trustee Anna Franz moved to extend the President's contract through June 2020. Trustee Stephen McFadden seconded, and the motion passed.

11. Board Policies for information

The board reviewed the following documents to prepare to take action at the next board meeting. BP 6000 Institutional Fund Balances & Contingencies (12/12/13), BP 6100 College Tuition and Fees (6/9/16), and BP 6110 College Tuition and Fees – Refund Policy (5/21/15).

12. Board Policies for Action

The board reviewed BP8057 Minority Owned Business Enterprises and Women Owned Business Enterprises Policy (12/28/2001).

Motion 18-36

Trustee Anna Franz moved to approve revised BP 8057 Office of Minority and Women's Business Enterprises Policy. Trustee Juanita Richards seconded, and the motion passed.

13. Board Assessment

Trustee Anna Franz attended graduation (E-1, E-2, E-3, E-4, E-5, E-6).

Trustee Juanita Richards attended the Celebration Lunch (E-2, E-6) and graduation, the GED ceremony, and nurses pinning (E-1, E-2, E-3, E-4, E-5, E-6). She also attended a meeting with the Foundation and Convergent (E-5).

Trustee Thomas Stredwick attended a meeting with the Foundation and Convergent (E-1, E-2, E-3, E-4, E-5). He also attended the GED ceremony and graduation (E-1, E-2, E-3, E-4, E-5, E-6).

Trustee Stephen McFadden attended a meeting with the Foundation and Convergent (E-1, E-2, E-3, E-4, E-5, E-6). He also attended graduation and nurses pinning ceremony (E-1, E-2, E-3, E-4, E-6). Additionally, he attended the Othello Career

Showcase (E-1, E-4), the Adams County Healthcare Sector Partnership ((E-1, E-4), and the North Central Workforce Board Meeting ((E-1, E-4).

Trustee Jon Lane reported that he attended the Moses Lake School District's Long-Range Planning meeting (E-1, E-2, E-4, E-5, E-6), where they discussed working together to locate their secondary school closer to BBCC for joint use of facilities. He also attended a Foundation meeting (E-1, E-2, E-4, E-5, E-6), met with Dr. Leas (E-1, E-2, E-3, E-4, E-5, E-6), attended graduation (E-1, E-2, E-3, E-4, E-5, E-6), and the Celebration luncheon (E-1, E-2, E-3, E-4, E-5, E-6).

President Leas commented that collaborating with the school district could minimize duplication of facilities. Wallenstien Theater is not designed well for modern performing arts presentations. The high school could benefit from a performing arts center, and there is possibility that the school district and BBCC could work together on a Performing Arts Center. Soccer fields surrounded by a track ~~around~~ are also a possibility for shared space with the school district. Dr. Leas asked about the board's ideas about shared space. Trustee McFadden and Franz both agreed affirmatively to have a collaborative conversation with the school district without entering into the bond issues.

Board Chair Jon Lane stated the Foundation is making progress with Convergent toward supporting the Workforce Education Center.

Board Chair Lane asked how the trustees can talk with each other without violating the Open Public Meetings Act (OPMA). AAG Jason Brown stated meetings of a government bodies, such as the board, need to meet in ~~open~~-public when any action is taken that includes a discussion with a quorum of three or more trustees. Two trustees may discuss the college outside of a public meeting, unless discussions are held in succession to develop consensus. Passively receiving information via email does not violate the OPMA; however, an email discussion among three or more board members does violate OPMA.

Board Chair Lane shared that he wants the trustees to be heard and to give Dr. Leas time to prepare for any topics or questions that the trustees may have. Trustee McFadden commented that trustees could share future agenda items requests during the previous meeting. President Leas stated that he always includes all trustees by blind copy when responding to a trustee's request to keep everyone informed.

14. Next Meeting

The next meeting date conflicts with a WACTC meeting that President Leas needs to attend. The trustees discussed setting a study session on October 15, 10:00 - noon and rescheduling the regular meeting from October 4 to October 15 at 1:30 p.m.

15. Miscellaneous

President Leas discussed upcoming trustee activities. The group discussed the ACCT Conference in New York, which Trustee Jon Lane is attending. Trustee Thomas Stredwick is also interested in attending the ACCT Conference.

President Leas shared the draft of his 2018-19 work plan incorporating evaluation comments and aligning with the college's core themes and objectives. The document includes a section for President Leas to meet with the Board Chair quarterly to review progress on the work plan.

President Leas congratulated Trustee Thomas Stredwick for completing his Master's Degree in Organization Development at Gonzaga University.

Adjourned at 4:02 p.m.

Chair Jon Lane

ATTEST:

Terrence Leas, Secretary

BIG BEND COMMUNITY COLLEGE

Date: 10/15/18

ITEM #3: CONSENT AGENDA (for information)

- b. President's Activity Update

BACKGROUND

Highlights of President Leas' activities from July 30, 2018, through September 28, 2018, follow.

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Prepared by the President's Office.

RECOMMENDATION:

None.

7/30/18	Exit Lunch	Mission	E-1	Moses Lake	
7/31/18	Lunch with Trustee	Mission	E-1	Ephrata	
8/01/18	Executive Team meeting with Vice Presidents	Collaboration	E-1	BBCC	
	Economic Forum Committee	Community Engagement	E-4	Moses Lake	
	Discuss Board Agenda	Mission	E-1	BBCC	
	Employee Welcome	Inclusion & Climate	E-6	BBCC	
8/02/18	Employee Meeting	Excellence in Teaching & Learning	E-3	BBCC	
	Student Code of Conduct WAC Hearing	Student Success	E-2	BBCC	
	Executive Director of the Foundation LeAnne Parton	Collaboration	E-1	BBCC	
8/07/18	Cabinet Meeting	Mission	E-1	BBCC	
	Interview Candidate	Mission	E-1	BBCC	
	Discuss Boys & Girls Club	Mission	E-1	BBCC	
	Discuss Aviation	Mission	E-1	BBCC	
	Employee Evaluation (x2)	Mission	E-1	BBCC	
8/08/18	Executive Team meeting with Vice Presidents	Collaboration	E-1	BBCC	
	Interview Candidate	Mission	E-1	BBCC	
	Rotary Lunch Meeting	Community Engagement	E-4	Moses Lake	
	Director of Communications Matt Killebrew	Collaboration	E-1	BBCC	
8/9/18	Grant County EDC Executive Committee Meeting	Community Engagement	E-1	BBCC	
	NOA Grant Team Meeting	Mission	E-1	BBCC	
	College Career Showcase	Mission	E-1	BBCC	
	Board Meeting	Mission	E-1	BBCC	
8/13/18	Dean of IR Valerie Parton	Collaboration	E-1	BBCC	
	Moses Lake LEAD Meeting	Community Engagement	E-4	BBCC	
8/14/18	Building Tomorrow's Workforce	Integrity & Stewardship	E-5	BBCC	
	Rotary Discussion	Community Engagement	E-4	BBCC	
	Building Tomorrow's Workforce	Integrity & Stewardship	E-5	BBCC	

8/15/18	Executive Team meeting with Vice Presidents	Collaboration	E-1	BBCC	
	Rotary Lunch Meeting	Community Engagement	E-4	Moses Lake	
	Gunpo Reception	Community Engagement	E-4	Moses Lake	
8/16/18	Grant County EDC	Community Engagement	E-4	Moses Lake	
	Building Tomorrow's Workforce Campaign	Integrity & Stewardship	E-5	Moses Lake	
	WACTC Conference Call	System Support	E-1	BBCC	
8/17/18	Gunpo Assembly Signing & Lunch	Mission	E-1	BBCC	
8/21/18	Cabinet Meeting	Mission	E-1	BBCC	
	Lunch with Trustee	Mission	E-1	Ephrata	
	Transforming Lives Meeting	Student Success	E-2	BBCC	
	Building Tomorrow's Workforce Campaign	Integrity & Stewardship	E-5	Moses Lake	
	Transforming STEM Pathways Director Rafael Villalobos	Integrity & Stewardship	E-5	Ephrata	
8/22/18	Executive Team meeting with Vice Presidents	Collaboration	E-1	BBCC	
	Director of Communications Matt Killebrew	Collaboration	E-1	BBCC	
	Employee Evaluation	Mission	E-1	BBCC	
	Building Tomorrow's Workforce Campaign	Integrity & Stewardship	E-5	Moses Lake	
8/23/18	Samaritan Hospital Strategy & Finance Committee Meeting	Community Engagement	E-4	Moses Lake	
8/27/18	Building Tomorrow's Workforce Campaign (x2)	Integrity & Stewardship	E-5	BBCC Quincy	
	Internal Monitoring Team Discussion	Mission	E-1	BBCC	
8/28/18	Internal Monitoring Team Meeting	Mission	E-1	BBCC	
	Translation Services	Inclusion & Climate	E-6	BBCC	

	Disclosure Statement	Mission	E-1	BBCC	
	Korean Delegation	Mission	E-1	BBCC	
8/29/18	Executive Team meeting with Vice Presidents	Collaboration	E-1	BBCC	
	Rotary Lunch Meeting	Community Engagement	E-4	Moses Lake	
	Executive Director of the Foundation LeAnne Parton	Collaboration	E-1	BBCC	
	Dean of IR Valerie Parton	Collaboration	E-1	BBCC	
	Ramona Munsell Grant Management Conference Call	Mission	E-1	BBCC	
9/4/18	Cabinet Meeting	Mission	E-1	BBCC	
	Lunch with Trustee	Mission	E-1	BBCC	
	Grant County EDC Planning	Community Engagement	E-4	BBCC	
	Transforming STEM Pathways Director Rafael Villalobos	Integrity & Stewardship	E-5	Ephrata	
9/5/18	Grant Program Officer Phone Call	Mission	E-1		
	Executive Team meeting with Vice Presidents	Collaboration	E-1	BBCC	
	Rotary Lunch Meeting	Community Engagement	E-4	Moses Lake	
	Transforming Lives Meeting	Student Success	E-2	BBCC	
9/10/18	Lunch with Trustee	Mission	E-1	Moses Lake	
	Building Tomorrow's Workforce Campaign	Integrity & Stewardship	E-5	Moses Lake	
9/11/18	Grant/Adams Workforce Committee Meeting	Community Engagement	E-4	Moses Lake	
	Central Basin Infrastructure Funding Agreement Review & Update	Community Engagement	E-4	Moses Lake	
	Building Tomorrow's Workforce Campaign	Integrity & Stewardship	E-5	Moses Lake	
	In-Service Preparation	Mission	E-1	Moses Lake	
9/12/18	Executive Team meeting with Vice Presidents	Collaboration	E-1	BBCC	

	Rotary Lunch Meeting	Community Engagement	E-4	Moses Lake	
	Executive Director of the Foundation LeAnne Parton	Collaboration	E-1	BBCC	
	Building Tomorrow's Workforce Campaign	Integrity & Stewardship	E-5	Moses Lake	
9/13/18	Grant County EDC Executive Committee Meeting	Community Engagement	E-4	Moses Lake	
	Kiwanis Project	Community Engagement	E-4	BBCC	
	Exit Lunch	Mission	E-1	BBCC	
	NOA/UAS Meeting	Mission	E-1	BBCC	
9/14/18	Building Tomorrow's Workforce Campaign	Integrity & Stewardship	E-5	Moses Lake	
9/17/18	Fall Back-to-School Breakfast and In-Service	Mission	E-1	BBCC	
	Building Tomorrow's Workforce Campaign	Integrity & Stewardship	E-5	Moses Lake	
9/18/18	WSU Tri-Cities Chancellor Sandra Haynes	Student Success	E-2		
	Transforming STEM Pathways Director Rafael Villalobos	Integrity & Stewardship	E-5	Ephrata	
	Rotary Foundation Meeting	Community Engagement	E-4	Moses Lake	
9/19/18	Grant County 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	
	Transforming Lives Meeting	Student Success	E-2	BBCC	
	Phi Theta Kappa Officers	Student Success	E-2	BBCC	
9/20/18	Samaritan Hospital Strategy & Finance Meeting	Community Engagement	E-4	BBCC	
	Building Tomorrow's Workforce Campaign	Integrity & Stewardship	E-5	Seattle	
9/21/18	Quarterly ASB Meeting	Student Success	E-2	BBCC	
	Building Tomorrow's Workforce Campaign	Integrity & Stewardship	E-5	BBCC	

9/24/18	Building Tomorrow's Workforce Campaign	Integrity & Stewardship	E-5	BBCC	
	Lunch with Trustee	Mission	E-1	BBCC	
	Representative Dent, Building Tomorrow's Workforce Campaign	Integrity & Stewardship	E-5	BBCC	
9/25/18	Advocacy Task Force Meeting, Webex	Mission	E-1	BBCC	
	Lunch with Trustee	Mission	E-1	BBCC	
	Lt. Governor Cyrus Habib	Mission	E-1	BBCC	
	Financial Aid Discussion	Integrity & Stewardship	E-5	BBCC	
	Dean of IR Valerie Parton	Collaboration	E-1	BBCC	
9/26/18	Executive Team meeting with Vice Presidents	Collaboration	E-1	BBCC	
	Columbia Basin Herald Editorial Board	Community Engagement	E-1	BBCC	
	Executive Director of the Foundation LeAnne Parton	Collaboration	E-1	BBCC	
9/27/18	Building Tomorrow's Workforce Campaign	Integrity & Stewardship	E-5	BBCC	
	Employee Meeting	Mission	E-1	BBCC	
	Director of Communications Matt Killebrew	Collaboration	E-1	BBCC	
	Back to School BBQ & Athlete Welcome Back	Mission	E-1	BBCC	

2018-19

End	This period	YTD
E-1 Mission	57	77
E-2 Student Success	7	7
E-3 Excellence Teaching/Learning	1	4
E-4 Community Engagement	19	34
E-5 Integrity & Stewardship	20	29
E-6 Inclusion & Climate	2	2

BIG BEND COMMUNITY COLLEGE

Date: 10/15/18

ITEM #3: CONSENT AGENDA (for information)

c. Accreditation

Big Bend Community College's [Ad Hoc Report](#) and [appendices](#) have been submitted to the Northwest Commission on Colleges and Universities addressing the following recommendation:

The evaluators recommend that the college document enhancement of student learning achievement which is informed and guided by systematic assessment of student learning (4.B.2), that the college develop an effective, regular, and comprehensive system of assessment that documents student achievement of identified course, program, and degree learning outcomes. (4.A.3)

The Commission will meet in January and make a decision about whether or not they feel the college adequately addressed the recommendation. The college anticipates receiving a notice of the Commission's decision in February 2019.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 10/15/18

ITEM #3: CONSENT AGENDA (for information)

d. Student Success

The Strategic Priorities Committee has formed six work groups charged with specific tasks to accomplish this academic year. The scope of work for the groups was informed by the [Strategic Plan](#) and the Cabinet adopted Next Steps contained in the [2018 Monitoring Report on Mission Fulfillment](#). The title of each work group, the administrator leading the group, and the major tasks assigned to the group are below.

New Student Experience – Dr. Jose da Silva

- Refine the college's student intake process
- Update advisee assignment process
- Advisor training

High School Relations – Kathleen Duvall

- RS & CiHS student transition to college
- Review & update of dual credit courses
- High school advising maps
- Placement agreements in English & math

Employee Experience – Kim Garza

- Onboarding & Orientation
 - Revamped General Orientation conducted regularly
- Training
 - List of training requirements for new hires
 - Annual training requirements for current employees
 - Supervisor Series
- Accountability & Expectations
 - Updated job descriptions and work expectations
- Collection of additional data and perspectives

Comprehensive Supports – Faviola Barbosa

- Support model for transitioning BEdA students to college
- Tasks for providing student supports
- Upscale best practices on campus
- Identify/create training

Marketing & Outreach – Daneen Berry-Guerin

- Coordinate college outreach efforts
- Strategies for programs & student demographics
- Build outreach calendar

(See next page)

Evening & Online Programs & Services – Dr. Bryce Humpherys
Common course start times
Instructional strategies
Online & evening services

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 10/15/18

ITEM #3: CONSENT AGENDA (for information)

e. Assessment

Departments have submitted their department evaluations for last year, and plans for the current year. Faculty are submitting their assessment reports for activities completed last year and their assessment plans for this year.

Prepared by VP Bryce Humpherys and Dean Valerie Parton.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 10/15/18

ITEM #3: CONSENT AGENDA (for information)

f. Finance & Administration Update

ctcLink Update: Continuing attendance at Common Process Workshops (CPW) as they are scheduled. Staff attending project and organizational staff management training this month.

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

FAST FACTS: Privately Owned Vehicle (POV) mileage

2014-15: 171,899 miles

2015-16: 195,177 miles

2016-17: 155,384 miles

2017-18: 172,289 miles

2018-19: 28,959 miles (so far)

For example @450 miles roundtrip to Olympia, that would be 382 trips per year.

We are the only college in the CTC system located on the east side of the state without a commercial airport. When traveling a long distance on college business we either drive to an airport or drive our vehicles to where we need to go. The college has reimbursed staff for driving their personal vehicles for college business when other means of communication and interacting are not possible. Due to the nature of college business travel where multiple people are traveling to different events each day (meetings, trainings, outreach, marketing and recruitment for example), it is not cost effective or efficient for the college to have a fleet of college vehicles for business use.

Ongoing Capital Projects:

Workforce Education Center (New Building): 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!

Network Capacity and Data Center Virtualization (Minor Works Project 2017/2019 Biennium): Wrapping up for completion. Final spend of funding.

Replacement Elevator Bldg 1400: 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.

Repair Access Routes: Notice to Proceed September 26. Work scheduled to begin October 9. This is for the area at our NW corner.

Replace DX Chiller Bldg 1200: Equipment installed, now wrapping up for completion.

Replace HVAC equipment Bldg 1400: Equipment installed, now wrapping up for completion.

Various Storefronts Bldgs 1100,1300,1500,2000,4200,5000,6000: Storefronts have been ordered; currently verifying door hardware. Estimated two weeks before work commences.

Various Windows and Door Hardware Bldgs 1200,1600,3000: Windows/doors ordered; currently verifying door hardware. Estimated two weeks before work commences.

UAV/ UAS Remodel project: Waiting on NTP; will have 120 calendar days from NTP date to complete classroom remodel and upgraded electrical.

History:

Network Capacity and Data Center Virtualization (Minor Works Project 2017/2019)

8/9/2018: Wrapping up for completion.

6/07/2018: 95% of the equipment has been received. Final purchase orders were made this week.

4/12/2018: 90% of the equipment has been received.

3/08/2018: Big Bend Technology (BBT) is replacing end of life data center virtualization /hardware and improving network infrastructure capacity to deliver double the current capacity for wireless connections. Most of the technology components have been ordered.

Replacement Elevator Bldg 1400

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.

Repair Access Routes

8/9/2018: Engineers have begun work on schematic design for the Fire Access Lane between the van garage (4600) and the current automotive bldg. (3300) which will be the new AMT (new 3200).

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

4/12/2018: DES for scheduling.

3/08/2018: Various locations across campus have defective asphalt and concrete work impeding access for students. We have filed the Public Works Request with DES to begin the process.

Replace DX Chiller Bldg 1200

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

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

Various Windows and Door Hardware Bldgs 1200,1600,3000

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

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

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: 10/15/18

ITEM #3: CONSENT AGENDA (for action)

g. Human Resources & Labor

BACKGROUND:

Recruitment & Selection:

Starr Bernhardt accepted a promotion to the position of Director of Enrollment Services/Registrar. Starr replaces Ruth Coffin who retired on September 30. Starr started her new position on September 16, 2018.

Doug Winters accepted the position of Maintenance Mechanic 3 (HVACR emphasis). This is a full-time, classified position that Jeff Robnett previously held. Doug started his new position on September 4, 2018.

Dr. David Bryce accepted the position of Lab Sciences Support Technician. This is a full-time, classified position in the Math/Science Division. Dr. Bryce replaces Kristine Sarles who left BBCC in July. David started his new position on September 10, 2018.

The following searches are currently open:

- Nursing Instructor, non-tenured
- Nursing Instructor, tenure-track
- Director of Title V Grants
- Director of TRiO Student Support Services
- Student Activities Program Assistant

The 2018 YTD Time-to-Fill rate is 61.75 days. This represents the time elapsed from the date a personnel requisition is approved until the date a job offer is extended. The goal for 2018 is to have a Time-to-Fill rate of less than 100 days. The 2017 rate was 76.1 days.

Retention:

There was 1 separation in August and 2 separations in September, including 1-Retirement and 2-Other Job. The turnover rate for the month of August was 0.535% and 1.053% for the month of September.

The 2018 YTD turnover rate is 11.046%. Total separations include 11-Resignation/New Job, 3-Retirement, 1-Layoff, 1-Relocation, and 5-Resignation/Personal Reasons. The goal for 2018 is to have a turnover rate of 12% or less.

2017-18 Exit Interview Survey Results

At the time of separation from BBCC, full-time faculty and staff have an opportunity to participate in an exit interview. The employee may choose a face-to-face exit interview with a member of the Human Resources Office or the employee may provide their feedback electronically. Information is compiled on a July 1 through June 30 fiscal year basis.

Participation in the exit interview process is not required and of the 19 separations for 2017-18, only 8 employees elected to provide feedback. All feedback is confidential and individual responses are not reported, only summary data.

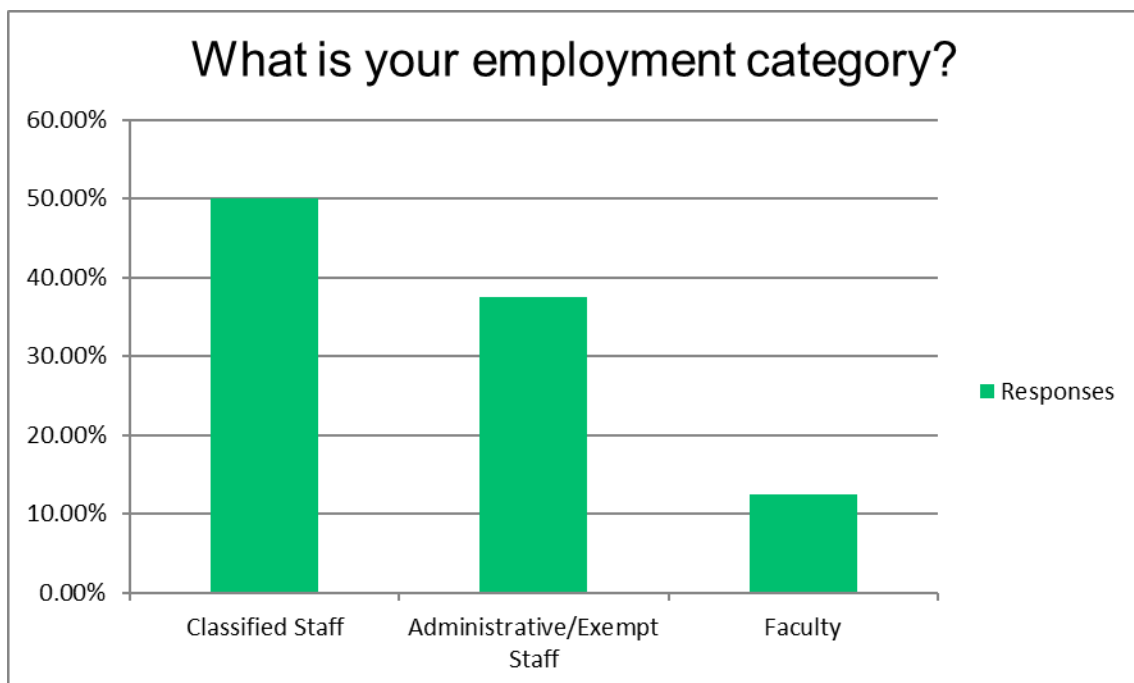
Overall, the responses for 2017-18 were mostly positive with 6 of 8 participants indicating they would “recommend BBCC as a great place to work.”

The statements from the survey with the most positive feedback include:

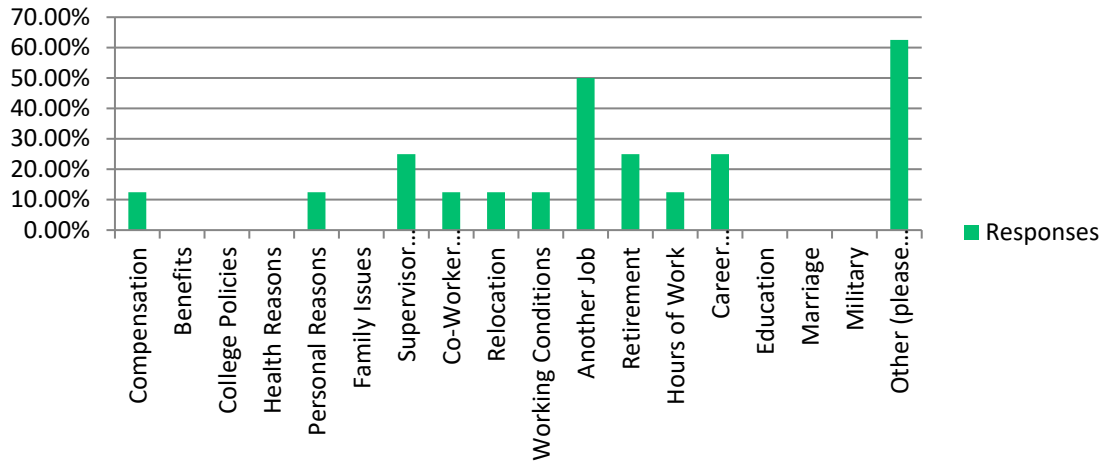
- Our benefit program fits my needs.
- My supervisor sets fair standards of performance.
- I have the equipment I need to do my job well.
- I participated in decisions affecting my job.

The statement of “leadership really listens to employees” continues to be an area that would benefit from further review.

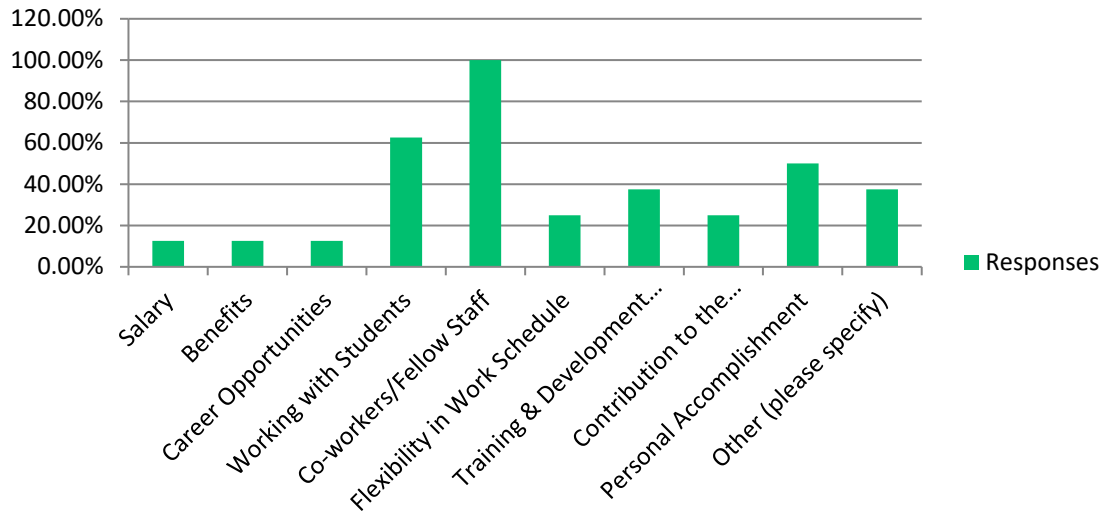
The charts on the following pages provide a summary of the responses from participants.



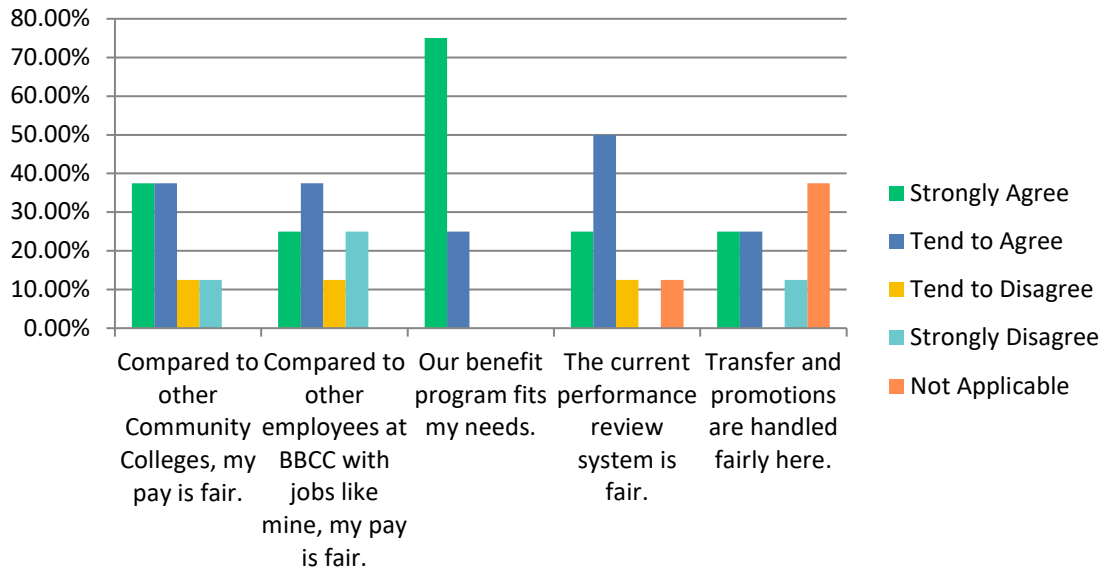
Why did you decide to leave Big Bend Community College? (check all that apply)



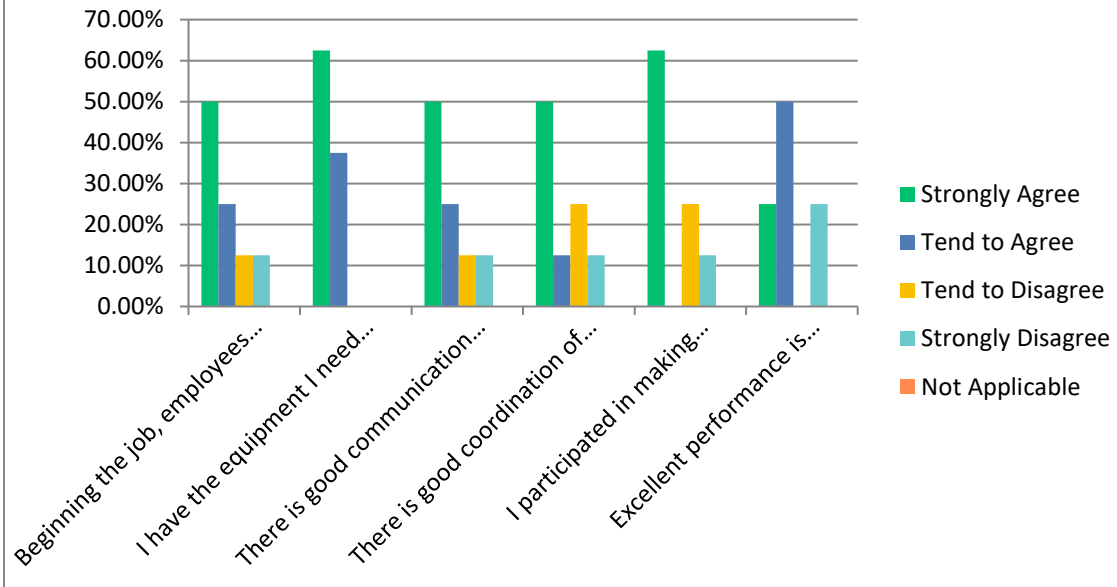
What did you like most about your job? (check all that apply)



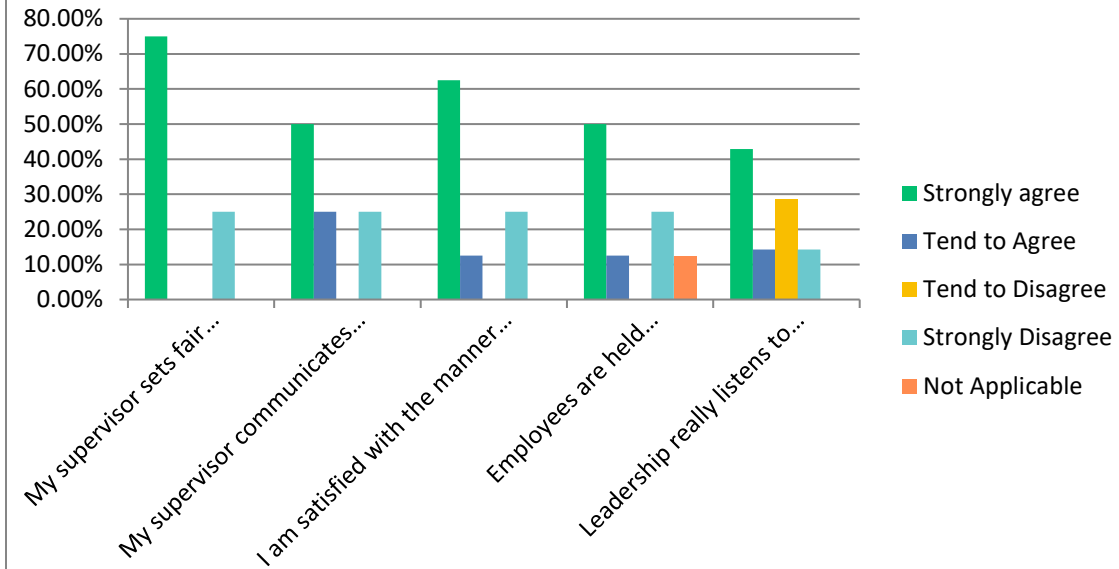
Pay & Benefits:



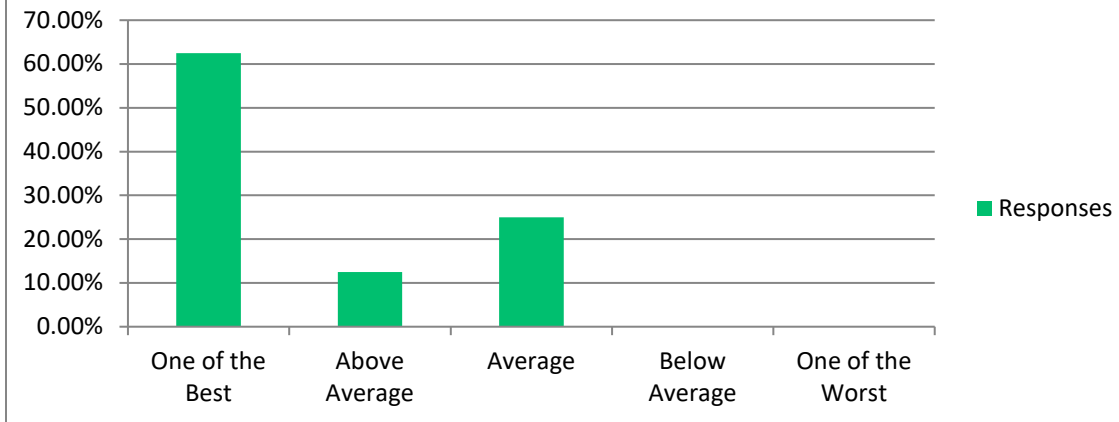
Department and Work:



Supervisor and Management:



Overall, how would you rate Big Bend Community College as a place to work as compared to other organizations you know about?



BIG BEND COMMUNITY COLLEGE

Date: 10/15/18

ITEM #3: CONSENT AGENDA (for action)

- h. Classified Staff Report

BACKGROUND:

Current Membership as of September 28, 2018

<u>Lead Roles:</u> Barbi Johnson, Ex Officio Vacancy, Co-chair Lead Cassandra Fry, Co-chair Assistant	<u>Members at Large:</u> Julia Gamboa Lisa Johnson Jordan Shipley Taisa Timofeyev
--	---

2018-2019 Trainings:

There is currently 72 full-time classified staff personnel. Classified staff training hours logged for campus webinars, conferences, and other professional development since last reported, July and August including any unreported for May to June is 156.5.

Committee Business and Updates:

Several members have completed their term limit with the STAR Committee. A planning meeting with Kim Garza is scheduled with the remaining members. They will discuss recruitment of new volunteers to join this 12-member committee.

At this time they will continue the Buddy Program for onboarding new classified staff employees. Members will also rotate for attending Board of Trustees and Shared Governance meetings. Once the new committee is seated, they hope to continue Program Learning Experience events and determine a schedule for regular workshops, including the annual Local and Global Issues facilitated by President Leas.

The committee will also help promote and participate in quarterly community service projects.

Prepared by Barbara Collins and Cassandra Fry

RECOMMENDATIONS:

None

BIG BEND COMMUNITY COLLEGE

Date: 10/15/18

ITEM #3: CONSENT AGENDA (for information)

i. Enrollment Report

BACKGROUND:

The Summer Quarter 2018 final enrollment summary is included.

As of September 28, 2018, headcount is slightly up compared to last year at this time. Current headcount is 2,147. State and Total FTEs are also slightly higher than last year. At this time, Total FTEs are 1,820 and State FTEs are 1,402. Of the State FTEs total, 1,394 will be counted toward our enrollment target.

This fall, Running Start students comprise 20% of our student body, compared to 19% last fall.

The tuition amount budgeted for 2018-2019 is \$4,000,000. As of Aug 31, 2018, we have collected \$852,790 or 21.3% of the budgeted amount. As of Aug 31, 2017, we had collected \$1,189,914 or 29.7%.

TUITION COLLECTION REPORT

	<u>2017-18</u>	<u>2016-17</u>
Annual Budget	\$ 4,000,000	\$ 4,200,000
Total Collections as of June 30	\$ 852,790	\$ 1,189,914
As a % of annual budget	21.3%	29.7%
Left to collect to meet budget target	\$ 3,147,210	\$ 2,810,086

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

SUMMER FINAL ENROLLMENT REPORT Headcounts

	2018	% Change	2017	2016	2015	2014	2013
<u>ETHNIC ORIGIN</u>							
Amer. Indian/Alaska Ntv	7	4%	5	8	8	9	12
Asian/Pacific Islander	17	4%	12	20	15	14	19
Black	11	1%	10	10	9	8	12
Hispanic	221	-8%	241	260	221	202	198
White	314	-8%	343	463	374	381	407
Other/Unknown	89	6%	84	119	48	37	7
<u>SEX</u>							
Female	353	-12%	401	522	374	362	393
Male	305	5%	291	356	300	289	257
Not Coded	1		3	2	1	0	5
<u>STUDENT STATUS</u>							
Full-time (12 or more crs)	83	-2%	85	135	147	111	151
Part-time (less than 12 crs)	576	-6%	610	745	528	540	504
Percent full-time	12.6		12.2	15.3	21.7	17.1	23.1
<u>BY FUNDING SOURCE</u>							
State	616	-4%	645	700	655	620	622
Shared Funding							
Grant/Contract	32	7%	30	154	0	11	30
Community Service	3	-85%	20	26	20	20	3
<u>BY TIME/LOCATION</u>							
On-Campus Day	363	-12%	414	472	483	453	444
On-Campus Evening	37	95%	19	71	9	28	59
Off-Campus Day/Online	241	-8%	262	317	178	150	152
Off-Campus Evening	18		0	20	5	20	0
TOTAL HEADCOUNT							
	659	-5%	695	880	675	651	655
Running Start	0	0	0	0	0	0	0
International	2	-50%	4	8	5	4	4
SUMMER FTES							
	2018	% change	2017	2016	2015	2014	2013
<u>STATE FUNDED</u>							
ABE/ESL	22.6	-58%	53.7	31.5	20.7	11.8	28.1
Academic	191.2	3%	166.0	215.3	232.3	195.1	192.2
Occupational	84.5	-14%	98.8	121.6	107.8	107.1	117.0
TOTAL STATE FTES							
	298.2	-6%	318.5	368.4	360.8	314.0	337.3
<u>OTHER FTES</u>							
Community Service	0		0.6	1.1	0.3	0.3	0
Contract Funded	2	18%	1.7	3.2	0	0.3	10.1
Other (Employ., Sr. Cit.)	2.2	-19%	2.7	2.9	4.5	3.5	3.0
GRAND TOTAL FTES							
	302.4	-7%	323.5	375.6	365.6	318.1	350.4
SBCTC ENROLLMENT TARGET ATTAINMENT							
	2018/19	2017/18	2016/17	2015/16			
ANNUAL FTES	99.4	1556.4	1648	1725.1			
TARGET	1714	1754	1748	1725			
PERCENT OF TARGET	6%	89%	94%	100%			

BIG BEND COMMUNITY COLLEGE

Date: 10/15/18

ITEM #3: CONSENT AGENDA (for information)

j. Safety & Security Update

Campus Safety Report – September 2018

Miles on Campus Patrol: 809 (mostly nights and weekends)

Hours on Campus Patrol: 213.1 (mostly nights and weekends)

Hazardous Chemicals in Inventory: 1403 separate listings for products

Case Number	Report Date	Report Time	Report Incident Types	Location
No incidents reported 9/1-9/30				

Annual security and fire safety statistics submitted to U.S. Department of Education on September 24 in compliance with 34 CFR 668.41(e)(5).

Campus Crime Prevention and Security Awareness Programs – provide general safety awareness, crime prevention, sexual assault awareness and prevention, alcohol and drug rules, fire safety information and active shooter awareness training directed at incoming students and new employees as required by 34 CFR 668.46(j).

Three Viking Orientations for new students. 497 new students were in the audiences.

One New Employee Orientation. Two new employees in the audience.

Director of Safety, Security & Emergency Management Kyle Foreman.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 10/15/18

ITEM #3: CONSENT AGENDA (for information)

I. Advisory Committees

Updated advisory committee lists are following.

Prepared by Dean Daneen Berry-Guerin.

RECOMMENDATION:

None.

Accounting Technology	Saddle Mountain Supply	Rosa	Castaneda
Accounting Technology	Grant Co. PUD	Ginna	Fontaine
Accounting Technology	Grant Co. PUD	Angie	Smith
Accounting Technology	CliftonLarsonAllen	Donna	Goude
Accounting Technology	SS Eq. Inc.	Brenda	Rothrock

Agriculture Technology	CBTech	Christine	Armstrong
Agriculture Technology	Oneonta Star Ranch Grower	Jeff	Cleveringa
Agriculture Technology	CHS/Sun Basin Operations	Huc	Dilling
Agriculture Technology	Simplot	Andy	Erickson
Agriculture Technology	Wilson Creek School Dist	Scott	Mortimer
Agriculture Technology	Sandmann Farms	Donna	Sandmann
Agriculture Technology	National Frozen Foods	Lennette	Schmidt
Agriculture Technology	Sieverkropp Farms	Bill	Sieverkropp
Agriculture Technology	BBCC	Elizabeth	Sieverkropp
Agriculture Technology	CBTech	Chad	Utter
Agriculture Technology	WSU Extension	Carrie	Wohleb

Automotive Technology	Moses Lake School District	Richard	Archer
Automotive Technology	Lake Auto Parts	Art	Schimke
Automotive Technology	CBTech Skills Center	Christine	Armstrong
Automotive Technology	Moses Lake High School	John	Heflin
Automotive Technology	Moses Lake School District	Mike	Friedbauer
Automotive Technology	Scotty's Repair	Jeanette	Myers
Automotive Technology	Scotty's Repair	Scott	Myers
Aviation Commercial Pilot	344	Dale	Devereaux
Aviation Commercial Pilot	Millionaire	Larry	Godden
Aviation Commercial Pilot	The Crop Duster	Fred	Meise
Aviation Commercial Pilot	Washington State Patrol Office	Anson	Statema
Aviation Commercial Pilot	Alaska Airlines Pilot	Bobby	Schwab
Aviation Maintenance Technology	Columbia Pacific Aviaton	David	Bumgardner
Aviation Maintenance Technology	Aviation Technical Services	William	Mallory
Aviation Maintenance Technology	AeroTec	Ryan	Sexauer
Aviation Maintenance Technology	Sonico	Keith	Starcher
Aviation Maintenance Technology	The Boeing Company	Mark	Kempton

Business Information Management	Just Right Cleaning & Construction (JRCC)	Cindy	Berry
Business Information Management	Samaritan Healthcare	Lisa	Dodson
Business Information Management	SkillSource	Emily	Anderson
Business Information Management	Million Air Moses Lake	Tammy	Johnson
Business Information Management	Moses Lake Police Department	Erika	Ribble
Commercial Driving	LTI Inc	Vance	Jansen
Commercial Driving	Zip Truck Lines	John	Wright
Commercial Driving	Harvey's Repair	Harvey	Oswalt
Computer Science	Big Bend CC/Dir. Of Mechatronics Moses Lake Industries/BBCC	Gary Mark	Baker Ellestad
Computer Science	Genie Industries	Matt	Johnson
Computer Science	Oath	Brice	Lucero
Computer Science	Ifiber	Bobby	McCurdy
Computer Science	Intuit Data Center	Terry	Nelson
Computer Science	Columbia Basin Skills Center	Terri	Pixlee
Computer Science	Big Bend CC IT Director	Rick	Sparks

Criminal Justice	Grant County Prosecutors	Garth	Dano
Criminal Justice	City of Moses Lake PD	Chief Kevin	Fuhr
Criminal Justice	Department of Fish & Wildlife	Mike	Jewell
Criminal Justice	Former Grant County Juvenile	Garth	Kofoed
Criminal Justice	Moses Lake Police Department	Curt	Ledeboer
Criminal Justice	Wa. State Patrol Office	Liz	Bigger
Criminal Justice	Moses Lake Police Department	Joey	Frey
Criminal Justice	Grant County Sheriff's Office	Dean	Hallatt
Criminal Justice	CBTECH Program Coordinator	Dave	Ruffin
Criminal Justice	Grant County Juvenile	Michelle	Slininger
Criminal Justice	City of Moses Lake PD	Nick	Stewart
Criminal Justice	Moses Lake Police Department	Captain Mike	Williams

Early Childhood Education	Moses Lake School District	Jamie	Camp
Early Childhood Education	Catholic Charities	Jan	Dosh
Early Childhood Education	FSGC (Head Start)	Debbie	Bilodeau
Early Childhood Education	MLSD-Children Are Special	Crystal	Kast
Early Childhood Education	Inspire-Moses Lake	Maribel	Martinez

Early Childhood Education	MLSD B-3 North Central Educational Service District	Sharon Cyle	Lange Nielsen
Early Childhood Education	BBCC Learning Center Child Care	Angela	Weber
Industrial Systems Technology	Basic American Foods	Carl	Burton
Industrial Systems Technology	MLCH	Jim	Craghead
Industrial Systems Technology	McCain Foods	Daniel	Gallagher
Industrial Systems Technology	Vantage Data Centers	Mark	Johnson
Industrial Systems Technology	IBEW	Halden	Keen
Industrial Systems Technology	GCPUD	Shane	Lunderville
Industrial Systems Technology	MLHS	Rick	Rosenow
Industrial Systems Technology	D&L Foundry	Mark	Ross
Medical Assistant	SkillsSource	Emily	Anderson
Medical Assistant	Confluence Health	Ciny	Corral
Medical Assistant	CBHA	Jennifer	Day
Medical Assistant	Confluence Health	Wendy	Hanover
Medical Assistant	CMC	Shoshannah	Palmanteer
Medical Assistant	MLCH	Esmerelda	Vazquez

Medical Assistant	Confluence Health	Casey	Vogt
Nursing	SkillSource	Emily	Anderson
Nursing	Othello Community Hospital	Tina	Bernsen
Nursing	Assured Home Health	Bryce	Cox
Nursing	Assured Hospice	Todd	Dressler
Nursing	Samaritan Healthcare	Shelley	Gay
Nursing	Othello Community Hospital	Rhonda	Golladay
Nursing	Columbia Crest Care &Rehabilitation	Brooks	Kling
Nursing	Confluence Health	Megan	Kovanen
Nursing	Moses Lake Community Health Center	Galina	Lutsenko
Nursing	Confluence Health	Kim	Molendyk
Nursing	Grant County Health District	Kathleen	Nelson
Nursing	Odessa Memorial Healthcare Center	Trisha	Nelson
Nursing	Columbia Basin Hospital	Vicki	Polhamus
Nursing	Quincy Valley Medical Center	Marissa	Villela

Nursing	Confluence Health	Casey	Vogt
Simulation Technician	Airlift NW	Suzy	Beck
Simulation Technician	Samaritan Healthcare	Emily	Eidson
Simulation Technician	Grant County Fire District 5	Robert	Horst
Simulation Technician	Samaritan Healthcare	Robert	Huit
Simulation Technician	Confluence Health	Doug	Jones
Simulation Technician	Moses Lake Fire Department	Pete	Kunjara
Simulation Technician	Omni Staffing Services	Corbin	Moberg
Simulation Technician	Laerdal	Glenn	Ostrem
Simulation Technician	MLSD-CB Tech	Terri	Pixlee
Simulation Technician	Laerdal	Jon	Rayfield
Simulation Technician	Lifeflight	George	Templeton
Simulation Technician	Moses Lake Fire Department	Todd	Schanze
UAS	Cave B	Freddy	Arredondo
UAS		Dirk	Bidleman
UAS	Aerotec	Esteban	Duarte
UAS		Mark	Fanning

UAS		Tom	Flint
UAS	CHS Sun Basin	Ted	Freeman
UAS	Millionaire	Larry	Godden
UAS	Grant Co. Sheriff	Darrik	Gregg
UAS	Mitsubishi	Morgan	Heysse
UAS	Saddle Mountain Supply	Val	Iverson
UAS		Jim	Leland
UAS		Doug	Moore
UAS	Port of Moses Lake	Rich	Mueller
UAS	Grant EDC	Allan	Peterson
UAS	Qualls Agricultural Lab	Mick	Qualls
UAS	Port of Ephrata	Mike	Wren
UAS	Advanced Aviation	Brad	Ward

Welding Technology	Specialty Welding	Mario	Apigo
Welding Technology	Energy Solutions	Jim	Berkey
Welding Technology	Airgas Advanced Fabrication	Richie	Ford
Welding Technology	Plumbers & Steamfitters Local 598	Ryan	Harris

Welding Technology	National Frozen Foods	Sandra	Jimmerson
Welding Technology	Bechtel National, Inc	David	Koch
Welding Technology	Pacific Northwest Mechanical	Joel	McIntyre
Welding Technology	REC Silicon	Tommy	Neagle
Welding Technology	Oxarc	Austin	Plaisted
Welding Technology	CH2MHILL	Manuel	Ponce
Welding Technology	Sheet Metal Local 66	Shay	Ponce
Welding Technology	A-L Compressed Gasses	Ryan	Porter
Welding Technology	Moses Lake High School	Rick	Rosenow
Welding Technology	Airgas Advanced Fabrication	Arthur	Schnitzer
Welding Technology	Airgas Advanced Fabrication	Joey	Stokes
Welding Technology	SQE Inc	Clark	Thomas
Welding Technology	Moses Lake High School	Chad	Utter
Welding Technology	Genie Industries	Rick	Volk
Worker Retraining	WorkSource	Todd	Wurl
Worker Retraining	Adams County Dev. Council	Julie	Flyckt
Worker Retraining	SkillSource	Dave	Peterson

BIG BEND COMMUNITY COLLEGE

Date: 10/15/18

ITEM #6: WAC 132R-136-080 Posting of Materials (action)

BACKGROUND:

Director of Communication Matt Killebrew proposed revisions to WAC 132R-136-080 Posting of Materials during the last meeting. Trustees suggested changes to the wording of the WAC, which have been made in coordination with AAG Jason Brown. A public hearing for comment will be scheduled once the board approves the wording.

Prepared by the President's Office.

RECOMMENDATION:

President Leas and Director of Communications Matt Killebrew recommend approval of the proposed revisions to WAC 132R-136-080 Posting of Materials.

WAC 132R-136-080 Posting of materials. The college encourages free expression. Use of college facilities as provided herein, however, does not accord users the opportunity to post commercial solicitations, advertising or promotional materials without permission.

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Permission for the posting of materials and literature on college property is not required in the designated public posting area on campus. The college has designated one bulletin board that is accessible during business hours to all employees and students, upon which any person who is lawfully on campus may post materials without prior approval. The location of this board is outside of the inside entrance to the campus bookstore and is labeled "Community Bulletin Board".

Permission for the posting of materials or literature~~literature printed or graphic material~~ everywhere ~~elsein the various restricted areas provided, therefore,~~ shall be obtained from the ~~vice president of student services or his/her designee~~Office of Communications. Permission to post materials or literature~~literature printed or graphic material~~ does not accord users immunity from legal ~~action which~~action that may occur from posting said material. Permission will be granted for a limited time period and the materials must be removed at the end

~~of the approved period. It is understood that the Office of Communica-~~
~~tions shall not approve or disapprove of the content of the material.~~

~~ASB campaign rules govern special poster and sign locations for~~
~~ASB elections. Information on these special policies, restricted areas~~
~~and regulations is available in the office of student programs.~~

Posting of materials or literature~~posters, signs and other pub-~~
~~licity or promotional materials~~ is permitted only in ~~locations speci-~~
~~fied above~~specified locations. All materials sought to be posted in
the restricted posting area~~s~~ must have the identity of its sponsorship
appearing on its face and be stamped in approval from the Office of
Communications. Any materials not carrying this stamp, or materials
bearing an expired stamp, will be removed.

~~The college has designated one bulletin board that is accessible~~
~~during business hours to all or most employees and students, upon~~
~~which any person who is lawfully on campus may post materials without~~
~~prior approval. The location of this board is outside of the inside~~
~~entrance to the campus bookstore and is labeled "Community Bulletin~~
~~Board".~~

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[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-
063, § 132R-136-080, filed 7/14/03, effective 8/14/03.]

BIG BEND COMMUNITY COLLEGE

Date: 10/15/18

ITEM #7: 2018-19 Proprietary Funds Budget & Financial Statements (for action)

BACKGROUND:

The 2018-19 Proprietary Funds Budget & Financial Statements will be presented to the Board.

RECOMMENDATION:

President Leas and VP Schoonmaker recommend approval of the 2018-19 Proprietary Funds Budget & Financial Statements.

**BIG BEND COMMUNITY COLLEGE
PROPRIETARY FUNDS BUDGET
ASB**

	Actual <u>2015-2016</u>	Actual <u>2016-2017</u>	Actual <u>2017-2018</u>	Projected <u>2018-2019</u>
Year End Balance	493,187	442,351	440,117	404,482

REVENUE

Advertising	1,100	1,100	1,100	1,100
Gameroom	2,036	972	113	-
Interest	-	-	3,348	2,500
Club Fundraising Match	(3,060)	(3,264)	(2,585)	(2,800)
Event Receipts	8,929	8,001	7,355	12,000
S&A Fees	235,669	234,051	232,249	218,400
Sales	-	110	220	200
Total ASB Revenue	244,674	240,970	241,800	231,400

EXPENSES

Salaries	71,419	67,262	67,298	68,500
Benefits	19,575	17,789	11,447	14,760
Contracted Entertainment	64,532	54,434	42,010	70,000
Printing	11,817	9,221	7,684	8,000
Scholarships	34,186	32,908	32,440	22,635
Supplies	63,082	68,199	49,800	53,140
Travel	29,350	41,994	33,355	30,000
Total ASB Expenses	293,961	291,807	244,034	267,035

CLUBS

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Year End Balance	30,475	27,695	31,049	31,049

REVENUE

PTK Dues	914	720	570	500
Fundraiser	14,980	10,299	11,862	12,000
ASB Matching	3,060	3,264	2,585	2,800
S&A Fees	19,100	18,357	14,600	12,050
Total Clubs Revenue	38,054	32,640	29,617	27,350

EXPENSES

Printing	610	68	729	500
Supplies	18,420	22,395	15,606	16,850
Travel	13,753	12,956	9,928	10,000
Total Club Expenses	32,783	35,419	26,263	27,350

**BIG BEND COMMUNITY COLLEGE
PROPRIETARY FUNDS BUDGET
ATHLETICS**

	Actual <u>2015-2016</u>	Actual <u>2016-2017</u>	Actual <u>2017-2018</u>	Projected <u>2018-2019</u>
Year End Balance	205,060	154,357	51,687	-

REVENUE

Advertising	-	-	752	750
Camps	47,721	39,793	19,271	34,645
Foundation	-	-	12,196	50,863
Gate Receipts	8,441	9,535	8,375	9,000
Interest	4,002	3,458	-	-
Internal Transfer	(20,775)	5,750	50,836	106,805
S&A Fees	351,823	348,453	340,887	339,100
Tournament Fees	2,164	5,000	3,000	3,000
Total Athletics Revenue	393,376	411,989	435,317	544,163

EXPENSES

Salaries	105,726	109,888	141,296	165,000
Benefits	20,948	21,842	38,542	46,000
Printing	1,952	2,445	1,832	1,800
Membership Fees	5,750	5,750	5,750	8,050
Scholarships	88,105	94,991	88,234	90,000
Supplies	145,738	144,176	159,266	170,000
Travel	80,181	83,600	103,068	115,000
Total Athletics Expenses	448,400	462,692	537,988	595,850

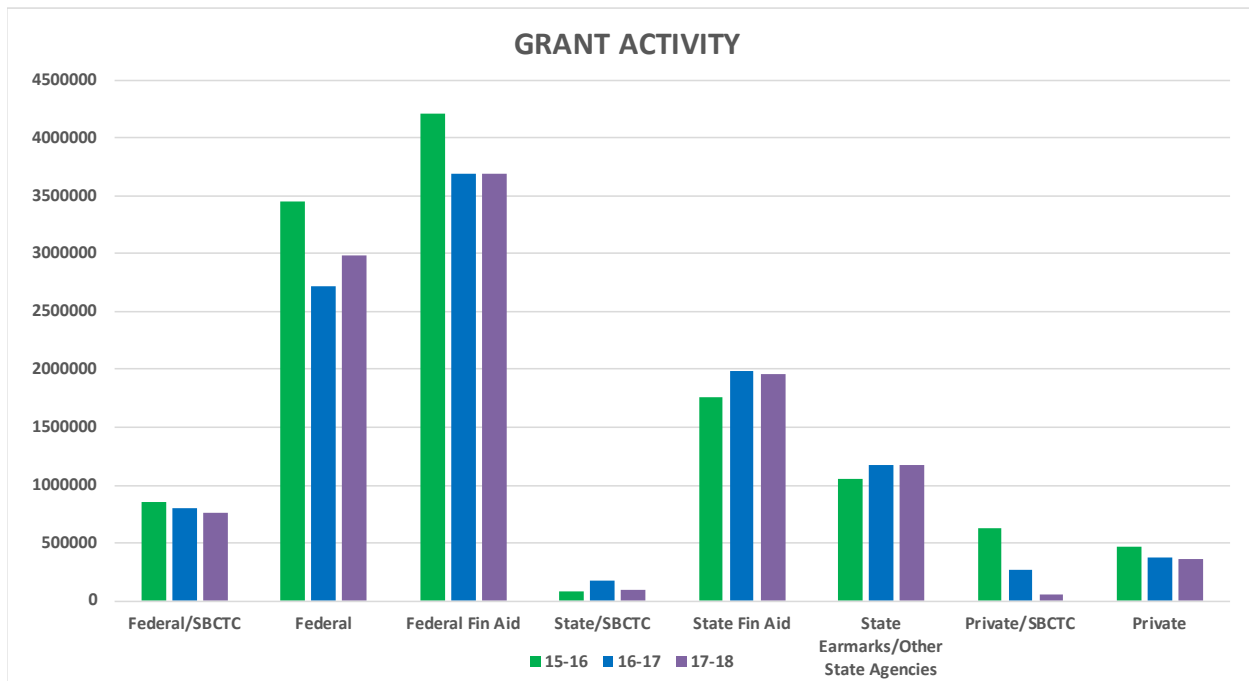
**BIG BEND COMMUNITY COLLEGE
 PROPRIETARY FUNDS BUDGET
 BOOKSTORE
 2018-2019**

INCOME	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Projected 2018-2019
New Books	327,081	341,941	294,532	290,000
Used Books	245,146	207,585	179,012	200,000
Trade Books	7,295	8,828	9,883	8,500
E-Books	265	5,987	7,123	6,000
Other Books	131,160	138,251	122,572	120,000
TOTAL INCOME	710,947	702,592	613,122	624,500
EXPENDITURES				
TOTAL COST OF GOODS SOLD	506,875	516,953	457,795	470,000
GROSS PROFIT	204,072	185,639	155,327	154,500
Operating Expenditures				
Salaries	118,372	119,303	122,122	130,000
Benefits	52,320	54,110	56,666	60,000
Goods and Services	53,446	42,932	42,554	40,000
Travel	1,214	396	820	800
Equipment	21,692	6,773	1,274	5,500
ATEC Fee	30,000	30,000	30,000	30,000
TOTAL OPERATING EXPENSES	277,044	253,514	253,436	266,300
INCOME FROM OPERATIONS	-72,972	-67,875	-98,109	-111,800
Other Income:				
Interest Income	6,038	4,675	3,831	4,000
Miscellaneous Income	-31	95	537	150
TOTAL OTHER INCOME	6,007	4,770	4,368	4,150
INCREASE/DECREASE FUND BALANCE	-66,965	-63,105	-93,741	-107,650
ENDING CASH BALANCE	667,080	627,622	514,134	426,484

**HOUSING & FOOD
2018-2019**

REVENUE	Actual	Actual	Actual	Actual	Actual	Actual	Projected	Projected
	FOOD 2015-2016	HOUSING 2015-2016	FOOD 2016-2017	HOUSING 2016-2017	FOOD 2017-2018	HOUSING 2017-2018	FOOD 2018-2019	HOUSING 2018-2019
FROM OPERATIONS		512,748		528,085		447,833		450,000
SALES	631,201		600,243		568,688		565,000	
TOTAL REVENUE	631,201	512,748	600,243	528,085	568,688	447,833	565,000	450,000
EXPENDITURES								
SALARIES	208,693	209,977	215,410	184,935	214,728	182,405	215,000	188,000
BENEFITS	55,353	55,300	55,016	44,633	53,818	58,131	54,000	60,000
GOODS AND SERVICES		123,685		488,265 *		142,711		130,000
TRAVEL				1,005		2,460		2,500
EQUIPMENT		32,501		11,460		11,957		20,000
PRODUCT	256,719		252,089		235,717		235,000	
CONTROLLABLES	73,021		101,546		69,946		65,000	
NON CONTROLLABLES	50,062		53,935		49,571		50,000	
TOTAL EXPENDITURES	643,848	421,463	677,996	730,298	623,780	397,664	619,000	400,500
INCREASE/DECREASE FUND BALANCE	(12,647)	91,285	(77,753)	(202,213)	(55,092)	50,169	(54,000)	49,500
ENDING CASH BALANCE	856,211	2,197,539	797,491	1,825,105	707,410	2,011,246		
DRONE LOAN BALANCE				215,027		71,502		

* 2016-2017 expenses included
 140 new mattresses
 273 bed and Desk Sets
 275 new chairs



FY 2018 - Estimated Cash Balances - Big Bend Community College

ASSETS		Cash Balance	
CASH		(ASSETS less LIABILITIES) \$ 22,608,287	
1110 In Bank	\$ 2,235,980	Res for Operational Float (min balances required) \$ 3,100,000	
1120 Undeposited	\$ 11,084	Dedicated Balances	
1130 Petty	\$ 2,911	1110 WEC Building	\$ 5,431,919
Total	\$ 2,249,975	1110 Advance for Foundation/WEC	\$ 727,417
INVESTMENTS		1110 3.5% - Needy Student Aid	\$ 380,370
1210 Investments (CDs)	\$ 21,221,120	1110 Students S&A	\$ 361,742
Total	\$ 21,221,120	1110 Central Stores	\$ 157,084
ACCTs RECEIVABLE		1110 Motor Pool	\$ 111,612
1312 Current	\$ 877,295	1110 Bookstore	\$ 356,506
1318 Unbilled	\$ 74,377	1110 Parking	\$ 72,240
1319 Other	\$ 1,373	1110 Childcare Center	\$ 406,187
1349 allowance for DA	\$ (30)	1110 Instructional Lab Accounts	\$ 1,827,977
Total	\$ 953,015	1110 Funds held for other entities	\$ 538,822
INTER/INTRA GOV RECEIVABLES		1110 Financial Aid in Process	\$ 35,487
1351 Due from Fed	\$ 126,857	1110 Workfirst Performance Carryover	\$ 128,698
1352 Due from other Gov	\$ -	1110 BFET Carryover	\$ 375,722
1354 Due from other Agency	\$ 441,955	1110 College in the High School	\$ 116,011
Total	\$ 568,813	1110 ATEC Certificate of Participation	\$ 1,600,000
TOTAL ASSETS \$ 24,992,922		1110 VA Admin	\$ 434
		1110 Work Study	\$ 5,990
		Total	\$ 12,634,218
		Emergency Reserves Policy - (BOT Reserve Policy)	
			Values
		FY 2018 Operating Budget	\$ 18,173,819
			x 25.0%
		Total	\$ 4,543,455
		Unplanned Capital & Replacement Reserve	\$ 1,000,000
		Planned Future Operations	\$ 1,000,000
		Grand Total Reserves	\$ 6,543,455
		Operating Reserves Balance	
		<i>Existing Reserve balance less Dedicated Reserves, Emergency Reserves and Op'l Float</i>	\$ 330,614
LIABILITIES			
CURRENT			
5111 Accts Payable	\$ 1,196,816		
5124 Accrued Salaries Pay	\$ 451,581		
5150 Due to State Treasurer	\$ -		
5154 Due other Agency	\$ 60,436		
5158 Sales/Use Tax	\$ 5,901		
5173 Cert of Participation	\$ 300,000		
5199 Accrued Liabilities	\$ 369,902		
Total	\$ 2,384,635		
TOTAL LIABILITIES \$ 2,384,635			

Template designed by BAC for WACTC. Used by all CTCs.

BIG BEND COMMUNITY COLLEGE

Date: 10/15/18

ITEM #8: Enrollment Management Strategies (for information)

BACKGROUND:

Dr. Humpherys will discuss enrollment management strategies.

RECOMMENDATION:

None.

BIG BEND COMMUNITY COLLEGE

Date: 10/15/18

ITEM #9: Athletics Financial Model (information)

BACKGROUND:

Dr. Humpherys will discuss the athletics financial model.

Prepared by the President's Office.

RECOMMENDATION:

BIG BEND COMMUNITY COLLEGE

Date: 10/15/18

ITEM #10: Public Facility Use for Political Campaigns (action)

BACKGROUND:

The trustees will discuss public facility use for political campaigns.

Prepared by the President's Office.

RECOMMENDATION:

BIG BEND COMMUNITY COLLEGE

Date: 10/15/18

ITEM #11: 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 policies.

BP 6000 Institutional Fund Balances & Contingencies (12/12/13)

VP Linda Schoonmaker reviewed and revised BP6000. AAG Jason Brown also reviewed the BP.

BP 6100 College Tuition and Fees (6/9/16)

VP Linda Schoonmaker reviewed and revised BP6100. AAG Jason Brown provided feedback for the revisions.

BP 6110 College Tuition and Fees – Refund Policy (5/21/15).

VP Linda Schoonmaker reviewed and revised BP6110. AAG Jason Brown provided feedback for the revisions.

Prepared by the President's Office.

RECOMMENDATION:

President Leas recommends the board approve the policies as presented.

BP6000 INSTITUTIONAL FUND BALANCES, RESERVES AND CONTINGENCIES BP6000

BP6000.1 General Statement

Institutional fund balances fall into two categories - Dedicated and Discretionary. The Dedicated Fund category includes:

- Grants and Contracts (Fund 145)
- Plant (Fund 147)
- Dedicated Local Fees (Fund 148)
- Operating portion of tuition collections *(Fund 149)
- Central Stores (Fund 440)
- ~~Data Processing Replacement funds — Center for Information Services (CIS)~~
- Motor Pool (Fund 460)
- Associated Student Body (Fund 522)
- Bookstore (Fund 524)
- Parking (Fund 528)
- Child Care Center (Fund 570)
- European ATEC COP Reserves (Fund 570)
- ~~Aviation (Fund 570)~~
- ~~European Project (Fund 571, Debt Reserve)~~
- Housing and Foods (Fund 573)
- Payroll Clearing Fund (Fund 790)
- Agency (Fund 840)
- Grants in Aid (Fund 846)
- Student Loans (Fund 849)
- Work Study (850)
- Financial Aid (Fund 860)
- ~~Operating Budget Contingency~~
- ~~President's Contingency~~

Fund source areas included in the Discretionary Fund category include:

- International Students (Fund 145)
- Administrative fees and interest earnings on Grants and Contracts (Fund 145)
- Running Start (Fund 145)
- Excess Enrollments (Fund 148)
- Interest on dedicated local fees (Fund 148)
- Excess tuition collections (earnings realized above the allocation and above budgeted expense) (Fund 149)
- Interest on Operating Fees *(Fund 149)

BP6000.2 Reserve & Contingency Policy

The establishment of adequate reserves policies for Big Bend Community College (BBCC) is required to meet the Board of Trustees objectives to implement financial standards that will assure fiscal viability by the establishment of reserve funds for current operation, capital debt, and new program offerings. The Vice President for ~~Financial & Administrative Services~~ Finance & Administration shall provide a report of reserve balances during the annual financial report to the Board.

Reserve Funds for the following purposes are identified as follows:

Operating Reserves: The College will maintain an operating reserve of up to three months of the operating budgeted expenditures.

Unplanned Capital Repair and Replacement Reserve: This reserve covers the largest (e.g. HVAC or roof system) failure that might occur in or outside the biennial capital repair and minor improvement funding.

Debt Reserve: The purpose of this reserve is to provide for debt payments on the COP.

Planned Future Operations: The purpose of this fund is for future new program offerings, which have been recognized by the campus as appropriate and within the educational mission of the College.

Other Reserves: As warranted by Board action other reserves may be created.

Contingency Fund: The President is expected to start each fiscal year with dedicated contingencies of at least 2.5% of the total General Operating Budget as contained in the State General Fund (Fund 001) and Operating Tuition Fund *(Fund 149). Two percent of the General Operating Budget shall be set aside to establish an Operating Budget Contingency account and .5% of the General Operating Budget shall be set aside to establish a President's Contingency account.

The existence of Contingency Fund balances shall not negate Article ~~XXIV~~ XXXIV of the Negotiated Agreement between the Faculty Association and the Board of Trustees. The Article ~~XXIV~~ XXXIV Reduction-In-Force Policy shall prevail in the event of financial emergency regardless of Contingency Fund balances.

Following the annual fund balance review the President is authorized, provided there are demonstrated sufficient discretionary fund balances, to budget excess fund balances to meet the needs of the College.

~~*Tuition is distributed as follows~~ Tuition fees consists of “building fees,” as defined by RCW 28B.15.025, and “operating fees,” as defined by RCW 28B.15.031. The “building fees” portion of tuition fees is deposited into the ~~includes collections for the~~ State Building Fund. The “operating fees” portion of tuition fees is deposited into the Operating Tuition Fund with the exception of, ~~ASB Service & Activity Fee~~, college Financial Aid 3.5% funding, and the Community & Technical College Innovation Fund. ~~In addition to tuition fees, the board also collects an ASB Service and Activity Fee.~~ Only the operating portion of tuition is retained by the College for use in the operating budget.∴

Retained Locally for Operating Budget	75.7%
Remitted to the State Building Fund	9.6%
ASB Service & Activity Fee	9.6%
Financial Aid	3.5%
Innovation Fund	1.6%

Tuition fees ~~and maximum services and activities fees~~ for state-supported college credit programs shall be established and annually adjusted under the provision of RCW 28B.15.067~~100~~ and as set out by the State Board for Community and Technical Colleges.

Services and activities fees shall be established by the Board of Trustees under the provision of RCW 28B.15.045 and subject to the limitations of RCW 28B.15.069(2).

The Board of Trustees shall charge to and collect from each student registering for any quarter such tuition and fees, services and activities fees for services, including but not limited to laboratory fees under the provision of RCW 28B.15.100. Current fees charged are provided in the quarterly schedule.

Community service classes are self-supporting. Therefore, fees vary with each class offering and students will be charged accordingly.

Additional NON-instructional fees and special fees to cover unique instructional costs or expendable instructional material related to any course offered by District 18 are assessed by District 18 Board of Trustees, per RCW 28B.15.031.

~~6100.1 In accordance with RCW 28B.15.100, tuition fees and maximum Services and Activities fees are set by the State Board for Community and Technical Colleges.~~ The President of Big Bend Community College is authorized to set NON-instructional and special instruction fees less than \$200.

In accordance with RCW 28B.15.~~600~~[Sec.2605](#), the Big Bend Community College Board of Trustees has established a refund policy. Enrolled students who officially withdraw will receive a refund of tuition and fees according to the schedule in Administrative Process 6110.

Financial aid recipients who withdraw are subject to the Return to Title IV aid regulations and the State of Washington regulations depending upon the type of financial aid they received. Institutional refunds will be used to repay any financial aid funds the student owes as a result of withdrawing.

Higher Education Act, 20 U.S.C. § 1091b, 34 C.F.R. § 668.22, [RCW 28B.92.150](#), [WAC 250-20-051](#), ~~[RCW 28B.76.520](#)~~.

BIG BEND COMMUNITY COLLEGE

Date: 10/15/18

ITEM #12: ACT Transforming Lives Award Nomination (for action)

BACKGROUND:

ACT is hosting the Transforming Lives awards again this year.

Timeline:

- ACT deadline for receiving nominations, student essays, board letters of support and student photos – Friday, November 2, 2018.
- Five student awardees from around the state will be notified by ACT in early December.
- BBCC's local Transforming Lives Award Dinner is scheduled on Thursday, November 29, at 6:00 p.m. in the Masto Conference Center.
- Awards dinner – January 21, 2019 (all student nominees will be invited again this year, with their expenses covered by TACTC).

BBCC's nominations will be reviewed by the trustees.

RECOMMENDATION:

President Leas recommends the trustees select a nominee and an alternate for the 2019 ACT Transforming Lives Award.

BIG BEND COMMUNITY COLLEGE

Date: 10/15/18

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.

BIG BEND COMMUNITY COLLEGE

Date: 10/15/18

ITEM #14: Next Regular Meeting (information)

BACKGROUND:

The next scheduled board meeting is scheduled on Thursday, November 15, 2018.

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: 10/15/18

ITEM #15: Miscellaneous (action)

BACKGROUND:

President Leas and Chair Jon Lane may discuss miscellaneous topics.

Chair Jon Lane will discuss trustee communication.

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

Trustees Jon Lane and Thomas Stredwick will attend the ACCT Leadership Congress October 24-27. The board may appoint a voting delegate for the ACCT Congress.

Upcoming ACT activities for trustees' calendars are listed below:

ACT Legislative Action Committee Retreat, November 8, 2018, DoubleTree by Hilton Seattle Airport – Board Chair Jon Lane attending.

ACT Fall Conference, November 9, 2018, DoubleTree by Hilton Seattle Airport – Trustees Lane, McFadden, and Richards are attending along with President Leas.

ACT Winter Conference, January 21-22, 2019, Hotel RL Olympia Red Lion, 2300 Evergreen Park Dr SW, Olympia, WA 98502

Transforming Lives Award Dinner, January 21, 2019

No-Host Social: 5:30 to 6 p.m.

Dinner: 6 to 8 p.m.

Hotel RL Olympia Red Lion, 2300 Evergreen Park Dr SW, Olympia, WA 98502

Winter Legislative Contact Conference, January 21-22, 2019

Hotel RL Olympia Red Lion, 2300 Evergreen Park Dr SW, Olympia, WA 98502

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

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Prepared by the President's Office.

RECOMMENDATION:

None.

DATE: September 17, 2018
TO: Big Bend Community College
ACCT Voting Member Board Chair
FROM: J. Noah Brown, ACCT President and CEO
SUBJECT: VOTING DELEGATE NOTIFICATION FOR THE ACCT LEADERSHIP CONGRESS

According to our records, the board of Big Bend Community College is entitled to **1 vote(s)** during the Annual ACCT Leadership Congress, October 24-27, 2018 at the New York Marriott Marquis Hotel.

Your college should determine the voting delegate(s) and the alternate(s) for your institution.

Eligibility requirements for voting delegate(s) include:

- ✓ Fiscal year 2019 ACCT membership dues MUST have been received and verified at the time of Congress registration. Please disregard if you have remitted your dues renewal payment.
- ✓ Only voting members of governing boards may serve as voting delegates (i.e. student trustees, and "trustee emeritus" are typically non-voting trustees, and therefore may not serve as voting delegates).
- ✓ Voting delegates must sign in and receive their voting delegate credentials at the ACCT Voting Delegate Desk, which will be located near the Congress Registration Desk on the following days:
 - Wednesday, October 24th, between 7:30 a.m. and 6:00 p.m.
 - Thursday, October 25th, between 7:00 a.m. and 5:00 p.m.
 - Friday, October 26th, between 8:30 a.m. and 10:30 a.m. (Note: Voting Delegate Desk will be in the Senate Room only on this day).

Please Note the Following:

- **Ballots will be distributed only to registered voting delegates during the Regional Caucuses and Senate Meeting.**
- **Voting Delegate(s) will need to be determined by your Board Chair before approaching the Voting Delegate desk to register. ACCT staff can NOT be involved in the selection of ANY Voting Delegate(s).**

Enclosed is the 2018 Fall *Advisor*, which contains information on the Regional Caucuses and Meetings and the Senate Meeting. The *Advisor* also lists the candidates for Regional Directors, Directors-at-Large, and the Diversity Committee.

Finally, if you have not had the opportunity to register for this year's Congress, I hope you will take the time to do so. Please register online at www.acct.org or contact ACCT's office at (866) 895-2228 for registration information.

Thank you for your attention to this important matter. I look forward to seeing you in New York!

Enclosure
cc: Chancellor/President